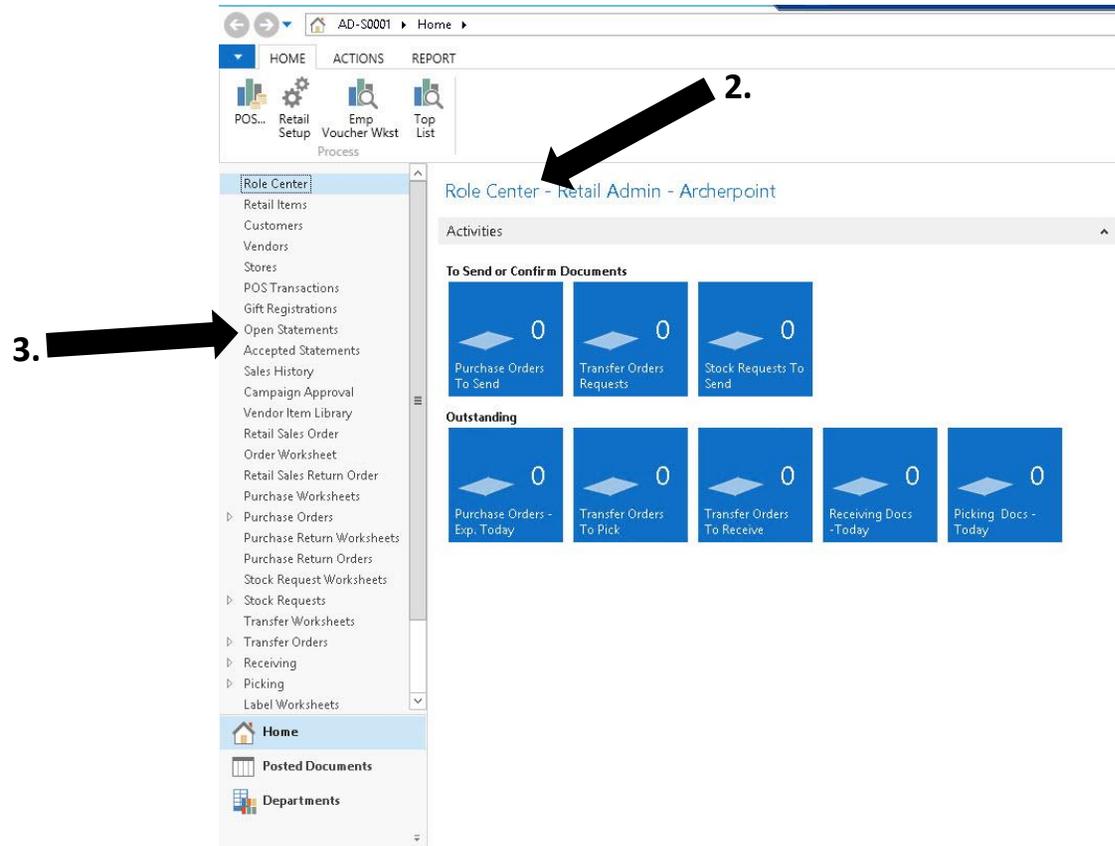
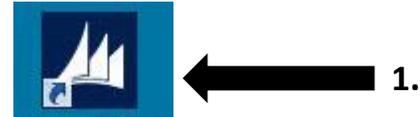


STANDARD OPERATING PROCEDURES
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Create & Print an Open Statement

1. Login to “Navision”
2. “Role Center” will open.
3. Click on “Open Statements”



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4. The “Open Statements” screen will open.
5. **A)** Click “New”.
- B)** The “Store Open Statement” screen will open.
6. **A)** Click on the box next to “Trans. Starting Date:” and type in the date of the transactions you want to calculate and press “Enter”.
- B)** Click on “Calculate Statement” a box will open.
- C)** Click “Yes”.

The screenshot shows the 'Open Statements' screen in Microsoft Dynamics NAV. The 'New' button in the ribbon is highlighted with an arrow labeled '5. A'. The 'Calculate Statement' button is highlighted with an arrow labeled '6. B'. The 'Store Open Statement' screen is also visible, with the 'Trans. Starting Date' field highlighted by an arrow labeled '6. A'. The 'Calculate Statement' button on the 'Store Open Statement' screen is highlighted by an arrow labeled '5. B'.

The screenshot shows a confirmation dialog box titled 'Microsoft Dynamics NAV'. The text inside the dialog reads: 'Do you want to calculate the statement and mark all transactions with date 09/21/15 with the statement number?'. There are two buttons: 'Yes' and 'No'. An arrow labeled '6. C' points to the 'Yes' button.

6. C

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7. **A)** The lines will fill with the transactions from the date you inputted.
- B)** Verify the transaction information is correct. Then click “Print”.
- C)** A new box will open. Click the box next to “Show Staff Statistics”.
- D)** Click “Print”
- E)** A new box will open. Click “Print”. The Open Statement will print.

The screenshot shows the POS system interface. The top navigation bar includes buttons for 'Print...', 'Calculate Statement', 'Accept Statement', and 'Statistics'. The 'General' section contains fields for 'No.', 'Store No.', 'Store Name', 'Posting Date', 'Status', 'Posted Sales Entries', 'Unposted Sales Entries', 'Store Pos Terminals', 'Trans. Starting Date', 'Trans. Ending Date', 'Trans. Starting Time', 'Trans. Ending Time', 'Shift Date', 'Shift No.', 'Advanced Shift No.', 'Accepted', and 'Warnings'. The 'Lines' section displays a table of transactions with columns for 'Tender Type', 'Staff ID', 'POS Term...', 'Currency C...', 'Tender Typ...', 'Tender Type Name', 'Counted Amou...', 'Trans. Amount', 'Difference Amou...', 'Real Exchange...', 'to Drawer', 'Removed from ...', 'Change Tender', 'Counted Am...', 'Trans. Amou...', and 'Difference in LCY'.

The 'Edit - Open Statement - Total' dialog box has an 'ACTIONS' section with a 'Clear Filter' button. Below it is a 'Show Staff Statistics' checkbox, which is highlighted by arrow 7. C. The 'Statement' section shows 'Show results:' with filters: 'Where No. is S000115.ST0271' and 'And Store No. is Enter a value.'. There are 'Add Filter' buttons. The 'Limit totals to:' section also has 'Add Filter' buttons. At the bottom are 'Print...', 'Preview', and 'Cancel' buttons, with arrow 7. D pointing to 'Print...'.

The 'Print' dialog box has a 'General' section with a 'Select Printer' list including 'HP537CE4 (HP Officejet Pro 8600) (redirected 1)', 'Lanier printer', and 'Microsoft XPS Document Writer'. There are 'Send To OneNote' and 'Send To OneNote' buttons. The 'Status' is 'Ready' and 'Location' is 'S0001 Office'. There is a 'Print to file' checkbox and a 'Preferences' button. The 'Page Range' section has radio buttons for 'All', 'Selection', and 'Pages', with 'All' selected. The 'Number of copies' is set to 1. There is a 'Collate' checkbox and a page sequence icon (1, 2, 3). At the bottom are 'Print', 'Cancel', and 'Apply' buttons, with arrow 7. E pointing to 'Print'.

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8. A) Click “Accept Statement”
B) A new box will open. Click “Yes”.

8. A

8. B

Line	Tender Type	Staff ID	POS Termi...	Currency C...	Tender Typ...	Tender Type Name	Counted Amo...	Trans. Amount	Difference Amo...	Real Excha
1		000437			Cash	Cash	0.00	924.22	-924.22	
24		000437			Debit	Debit	323.14	323.14	0.00	
23		000437			VISAMC	Visa and Mastercard	812.48	812.48	0.00	
23		000437			DISCOVER	Discover Card	126.07	126.07	0.00	
24		000453			Debit	Debit	30.70	30.70	0.00	
23		000453			VISAMC	Visa and Mastercard	-5.30	-5.30	0.00	