STANDARD OPERATING PROCEDURES ALKO OUTLET – GALLO CLOTHING – SCRUB PRO UNIFORMS

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.
- A) Click "New".
 B) The "Store Open Statement" screen will open.
- 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".





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.

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8. A) Click "Accept Statement"

B) A new box will open. Click "Yes".

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