Create & Print an Open Statement

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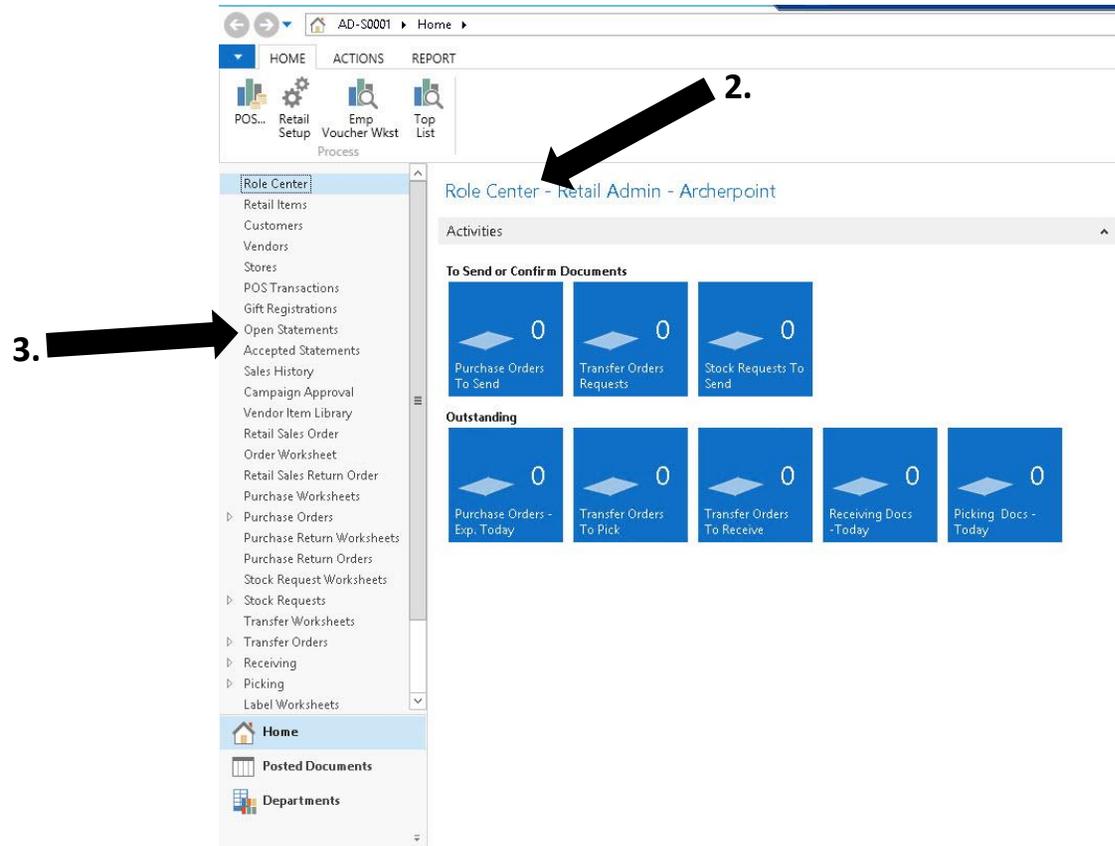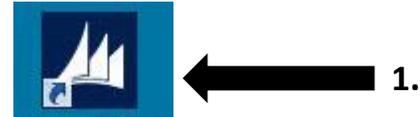
1.

2.

3.

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".

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.

3

8. **A)** Click "Accept Statement"
   B) A new box will open. Click "Yes".