AR 10: Prepare / reprint a customer statement (either Canadian or US dollars)

Created on 3/2/2018

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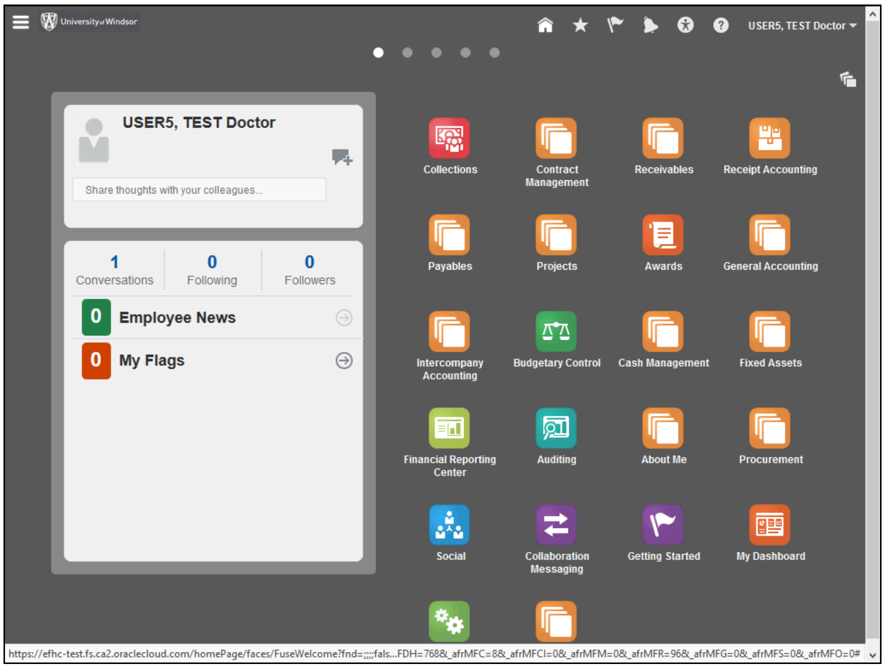
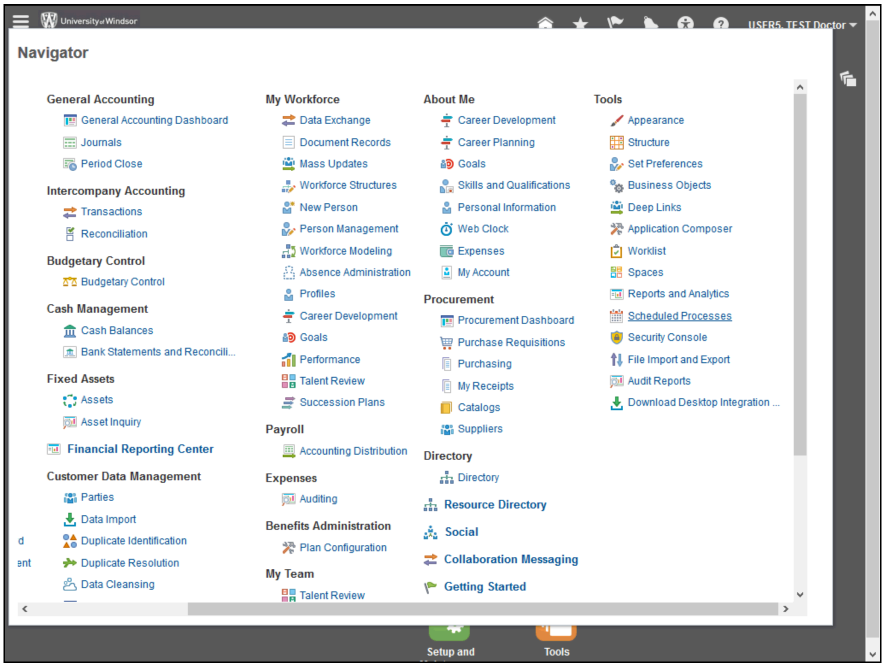
Procedure

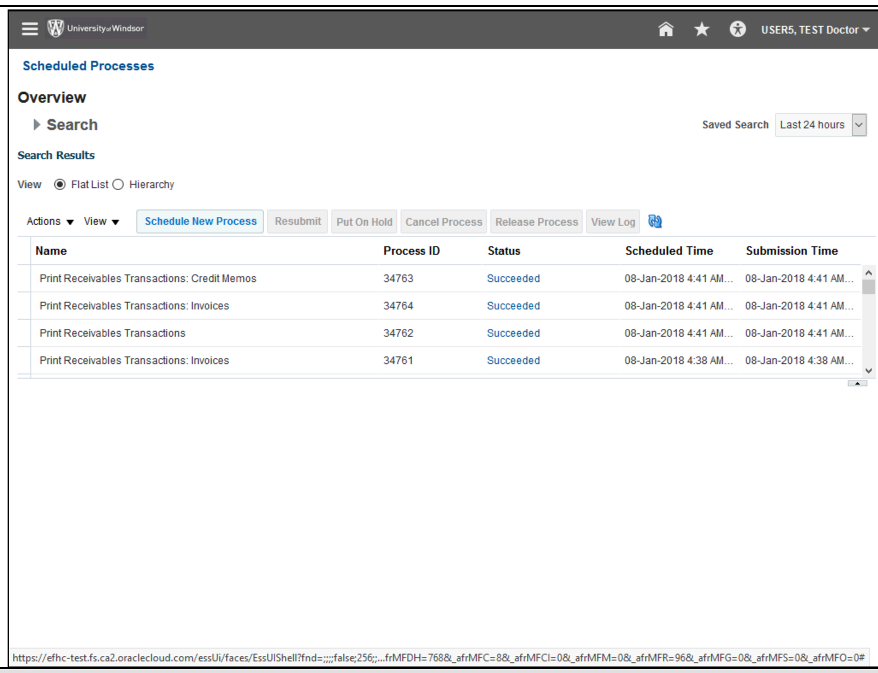
This User Guide outlines the steps required to prepare / reprint a customer statement (either Canadian or US dollars).



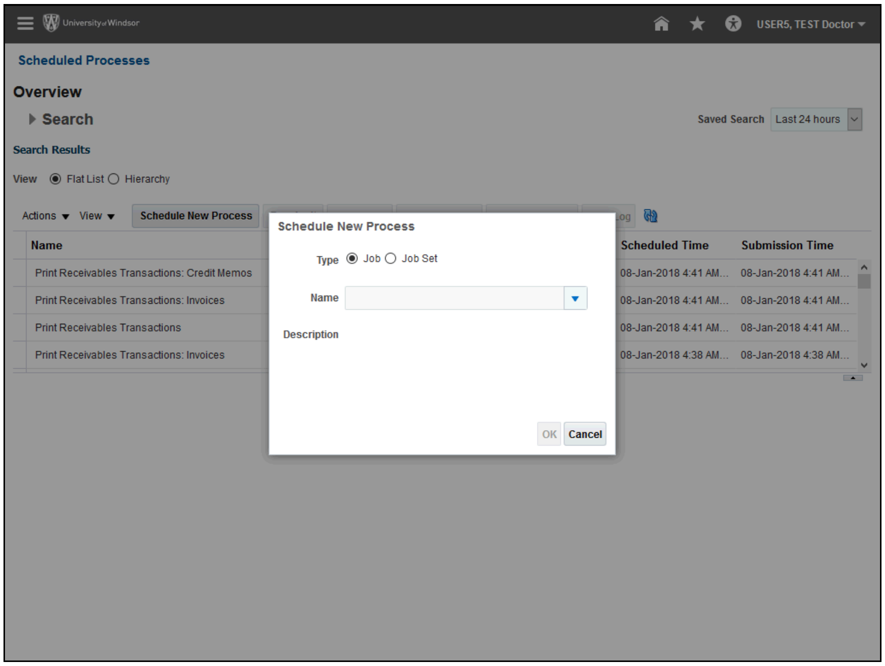
Step	Action
1.	Click the **Navigator** button.



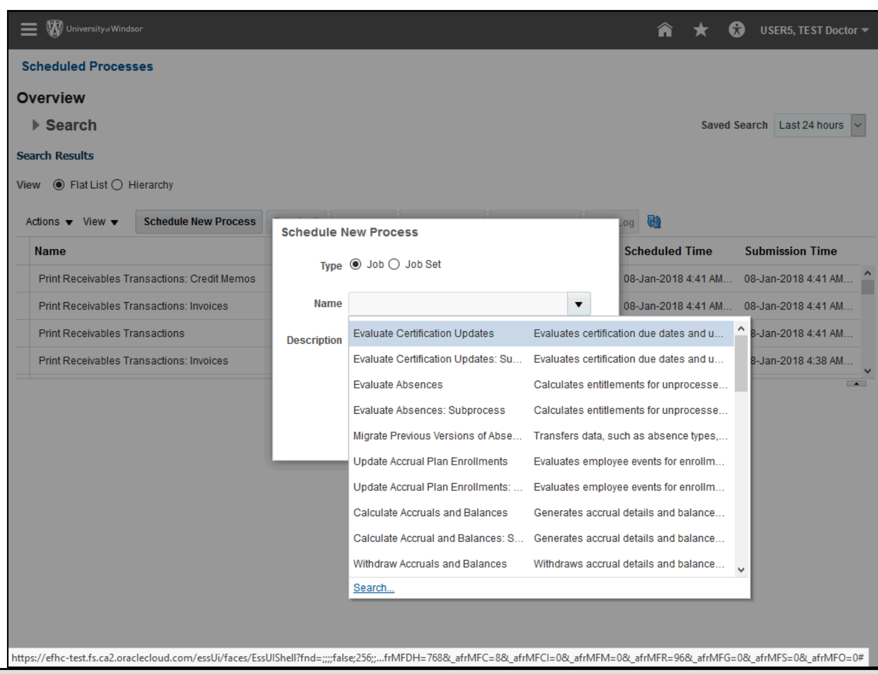
Step	Action
2.	Click the **Scheduled Processes** link. Scheduled Processes



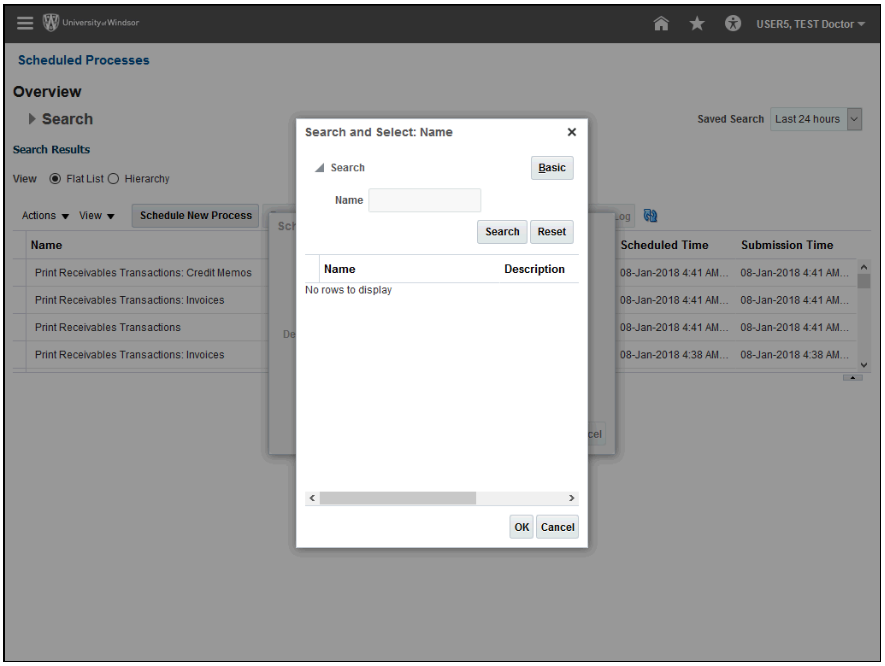
Step	Action
3.	Click the **Schedule New Process** button. Schedule New Process



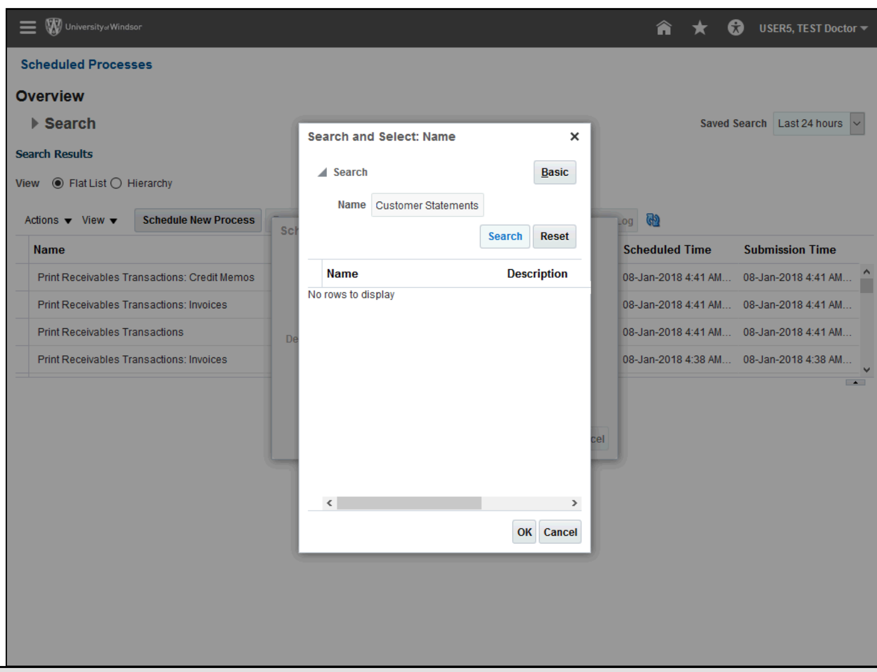
Step	Action
4.	Click the **Name** drop-down button.



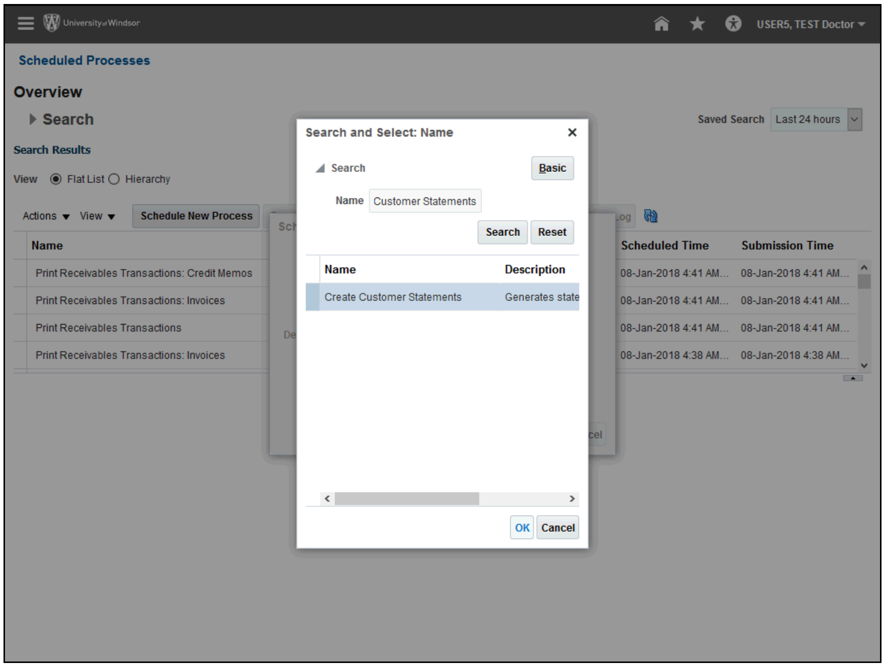
Step	Action
5.	Select the **Search** option from the drop-down list.



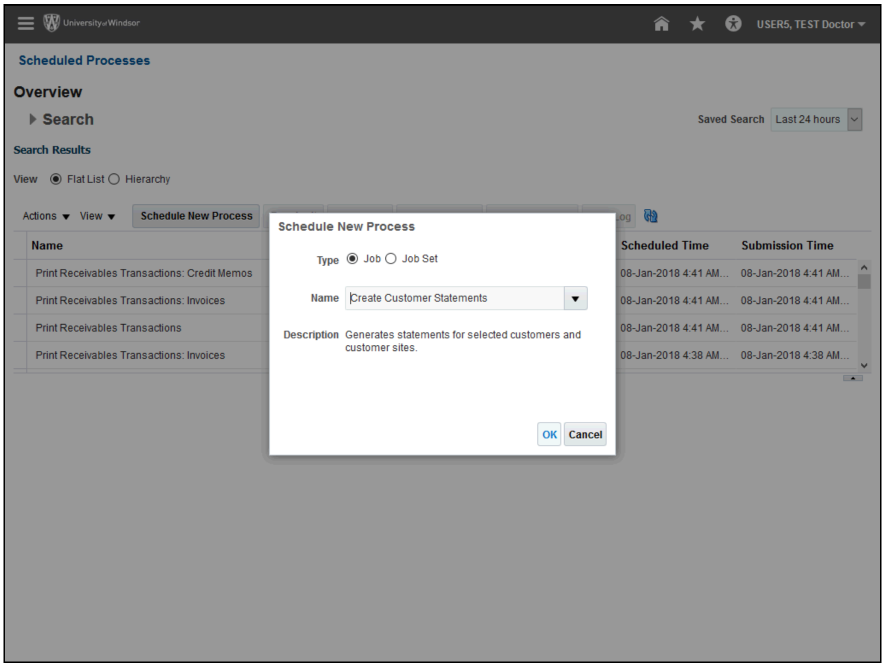
Step	Action
6.	Click in the **Name** field. Enter "**Create Customer Statements**" in the **Name** field.



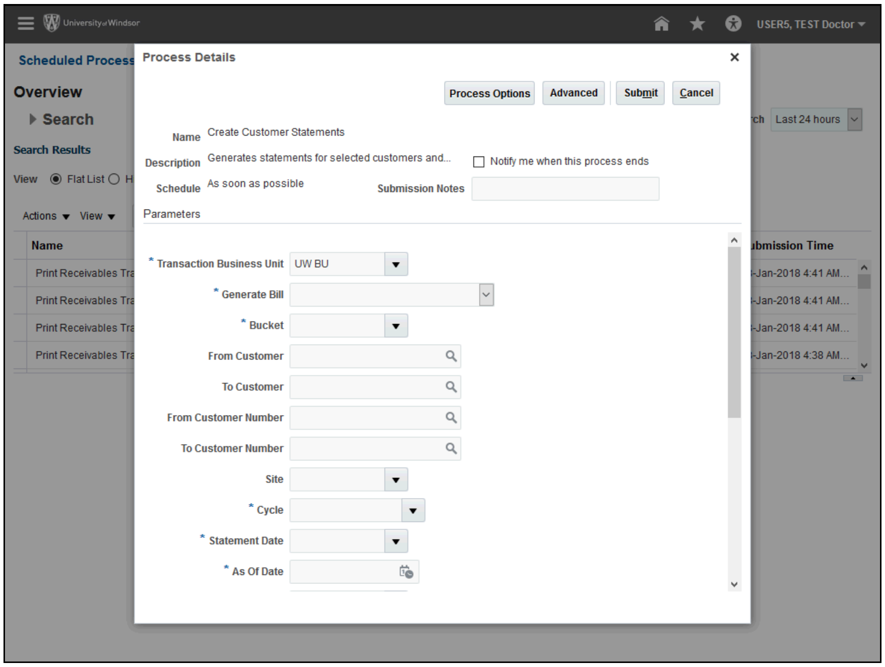
Step	Action
7.	Click the **Search** button.



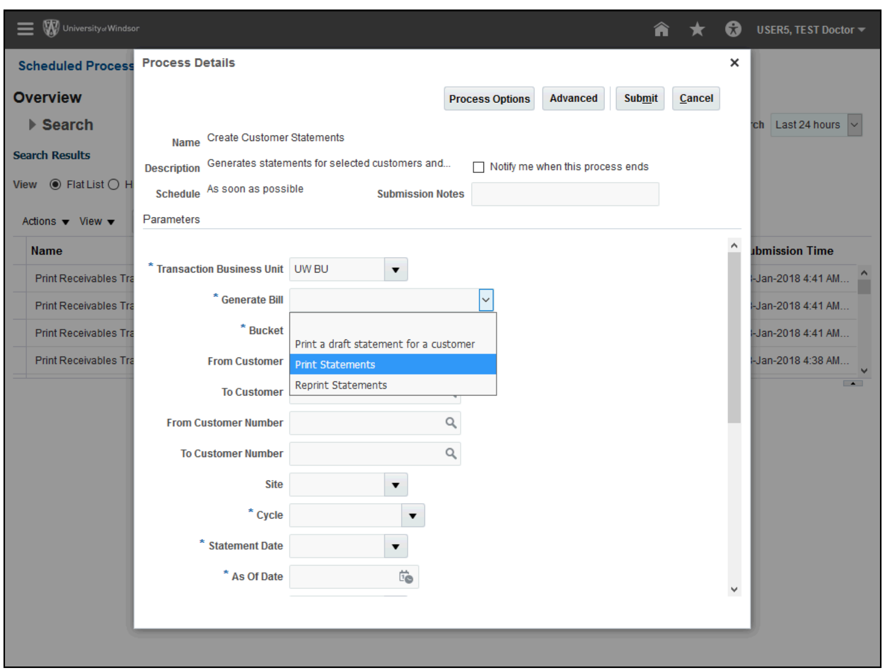
Step	Action
8.	Click the **OK** button.



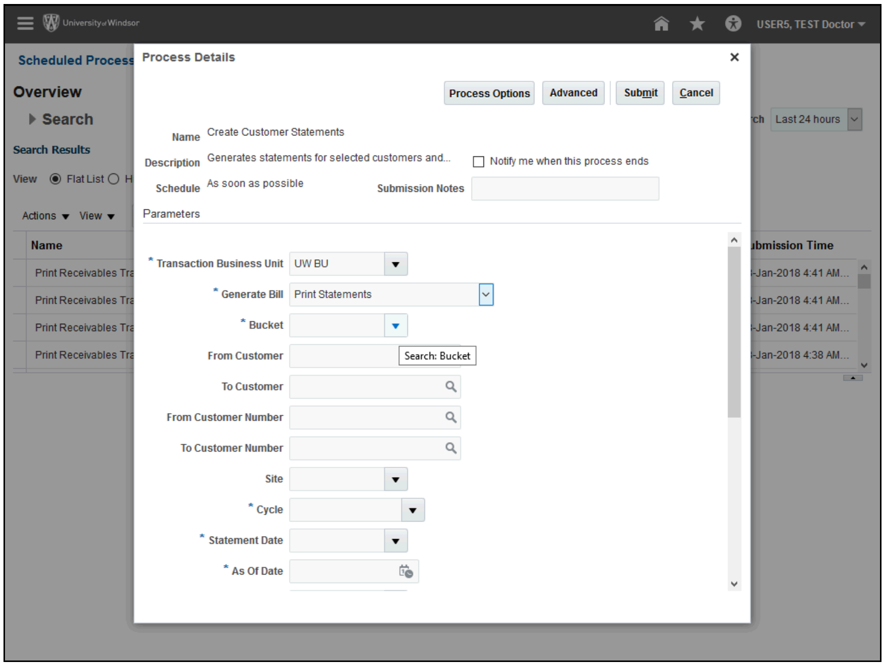
Step	Action
9.	Click the **OK** button.



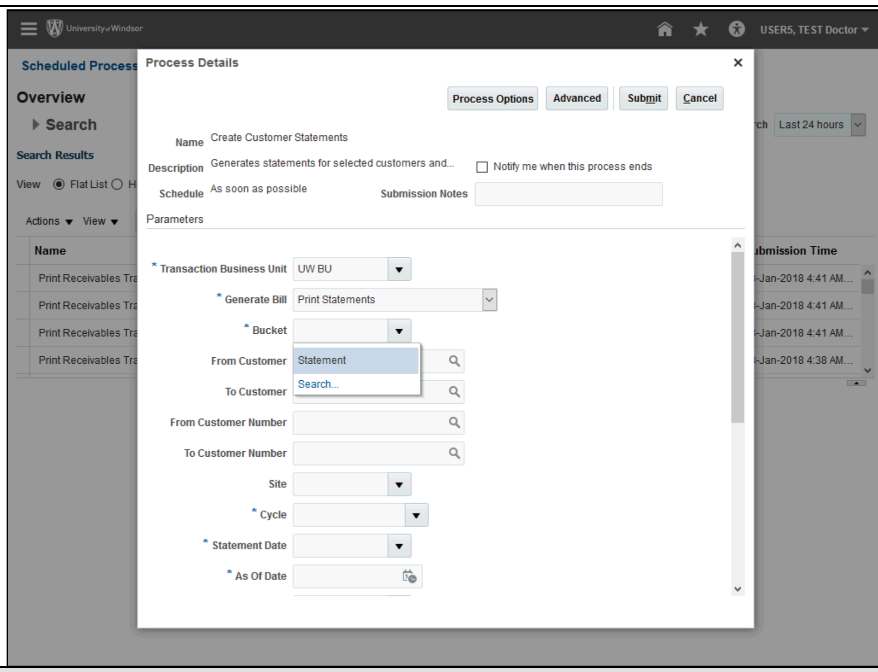
Step	Action
10.	Click the **Generate Bill** drop-down button.



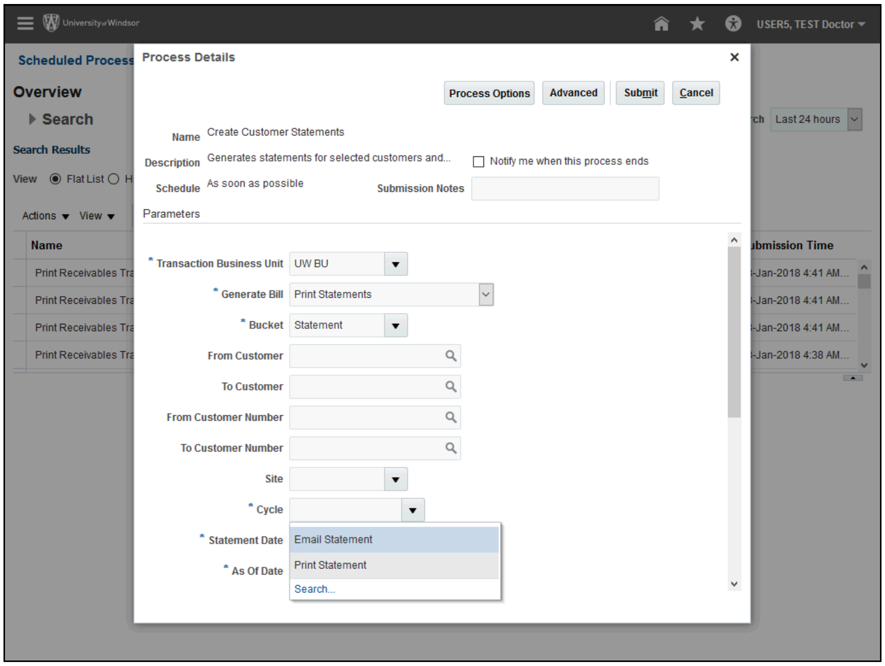
Step	Action
11.	Select the required option from the drop-down list.



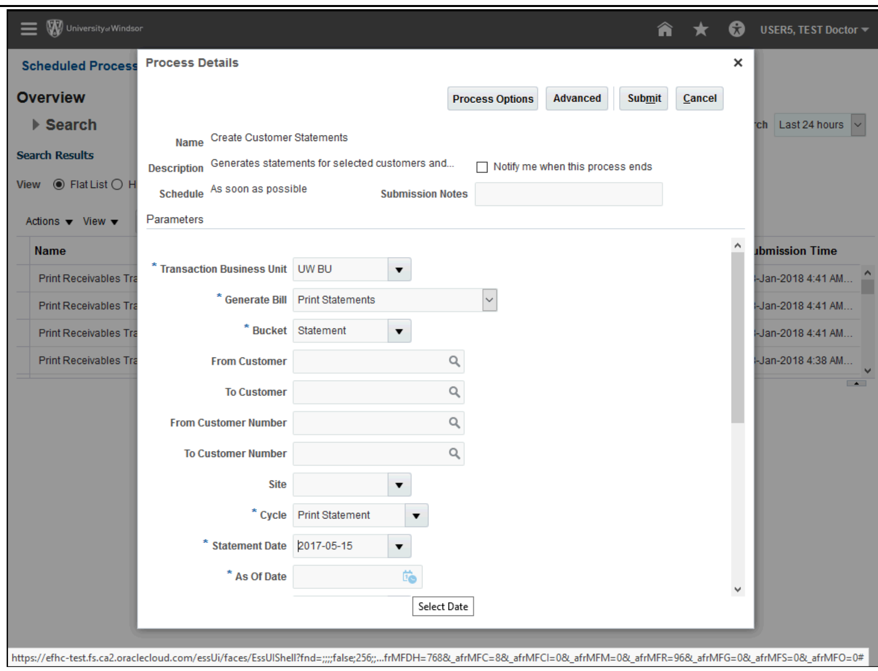
Step	Action
12.	Click the **Bucket** drop-down button. Select the **Statement** option from the drop-down list.

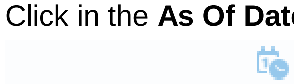


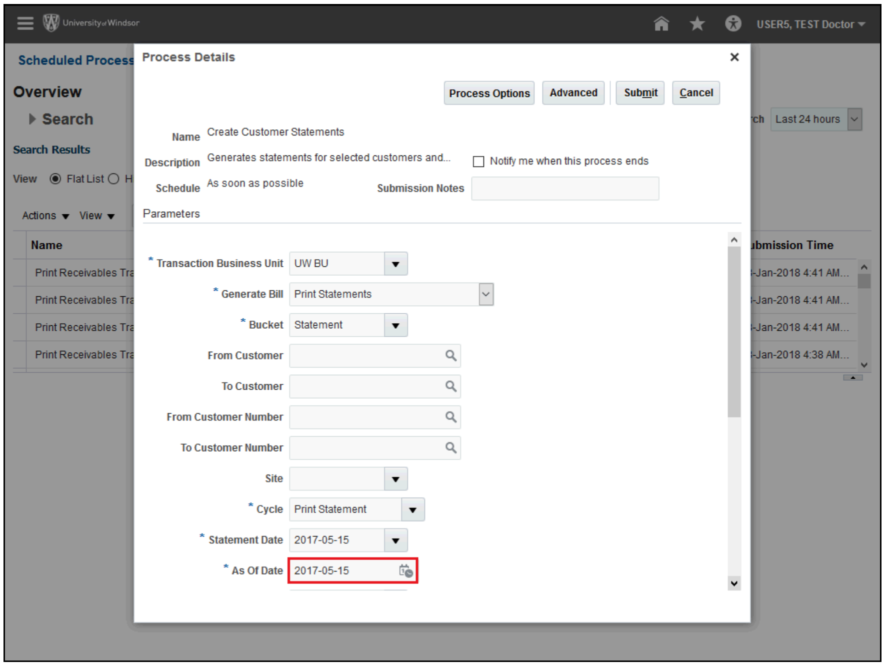
Step	Action
13.	Click the **Cycle** drop-down button. Select the appropriate option from the drop-down list.



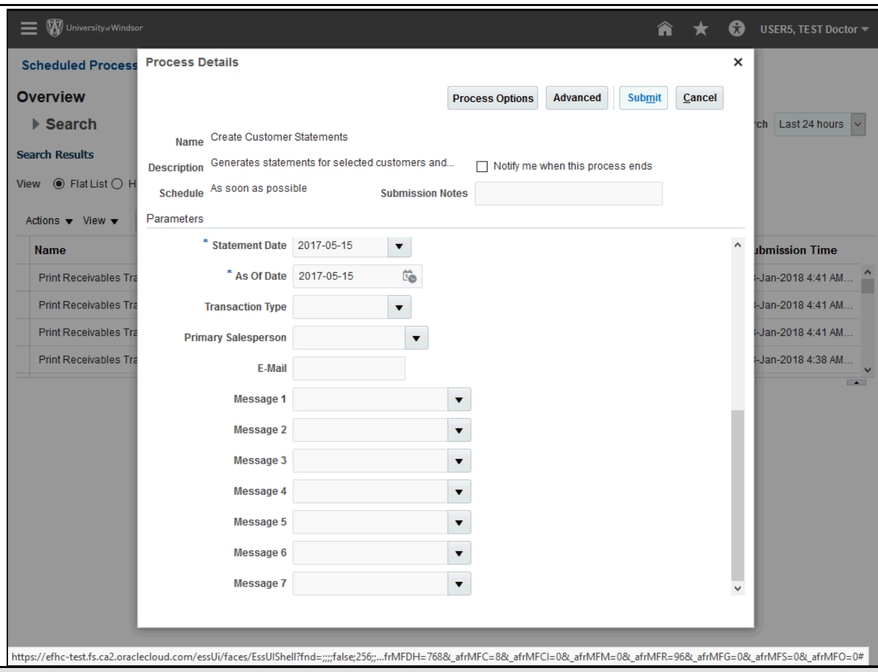
Step	Action
14.	Click the **Statement Date** drop-down button. Select the appropriate option from the drop-down list.



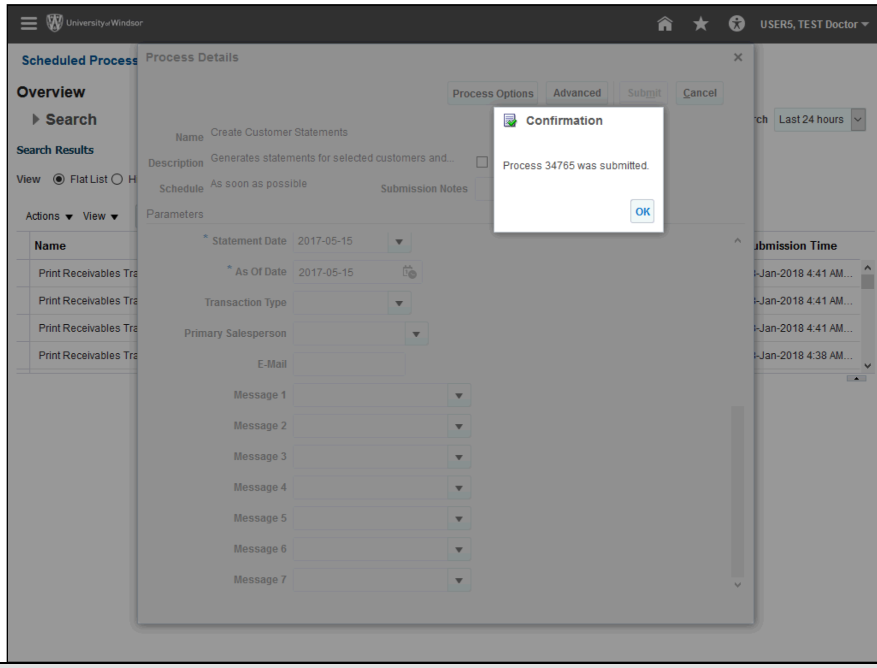
Step	Action
15.	Click in the **As Of Date** field. 



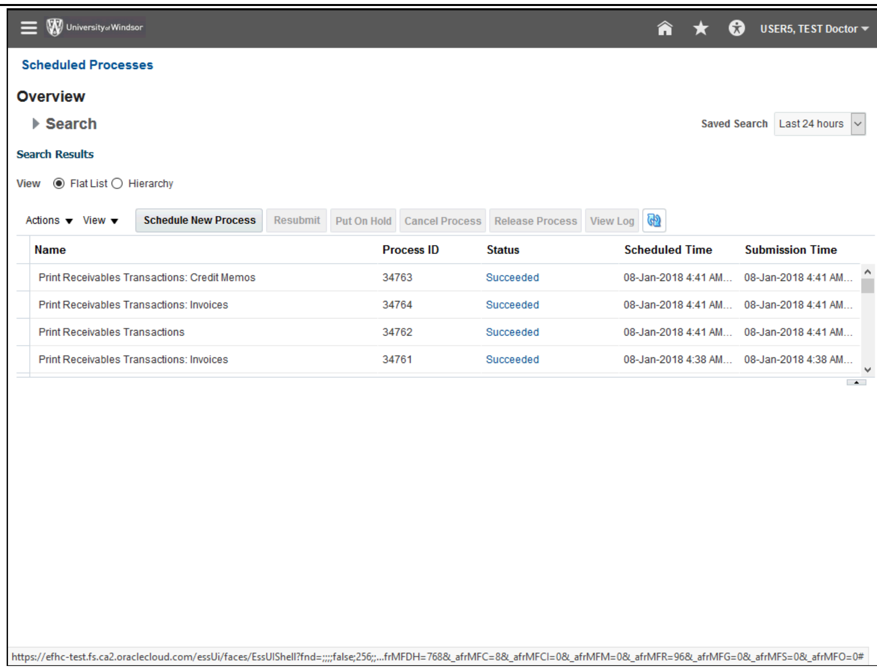
Step	Action
16.	Enter the required **Date** in the **As Of Date** field.



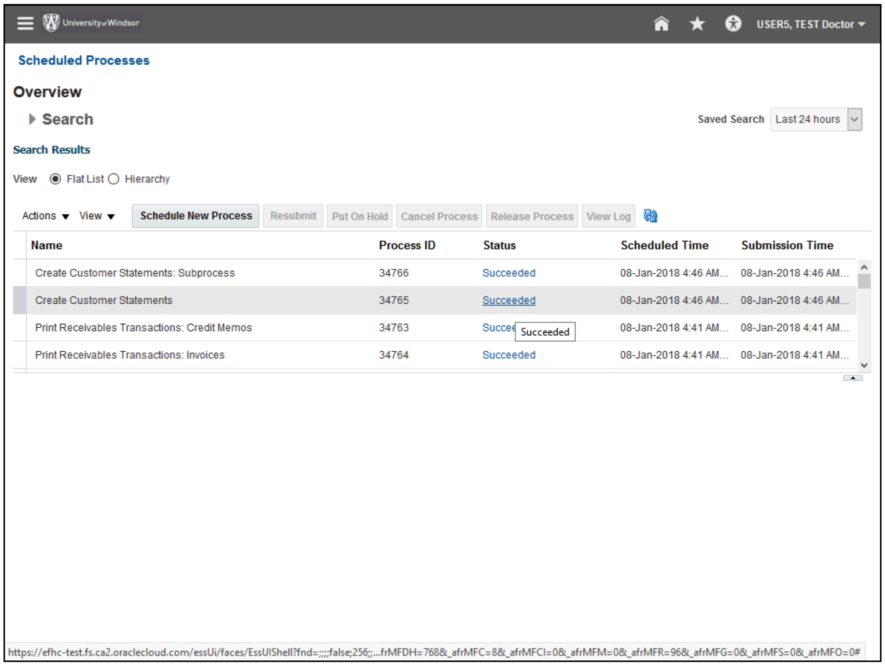
Step	Action
17.	Click the **Submit** button. 



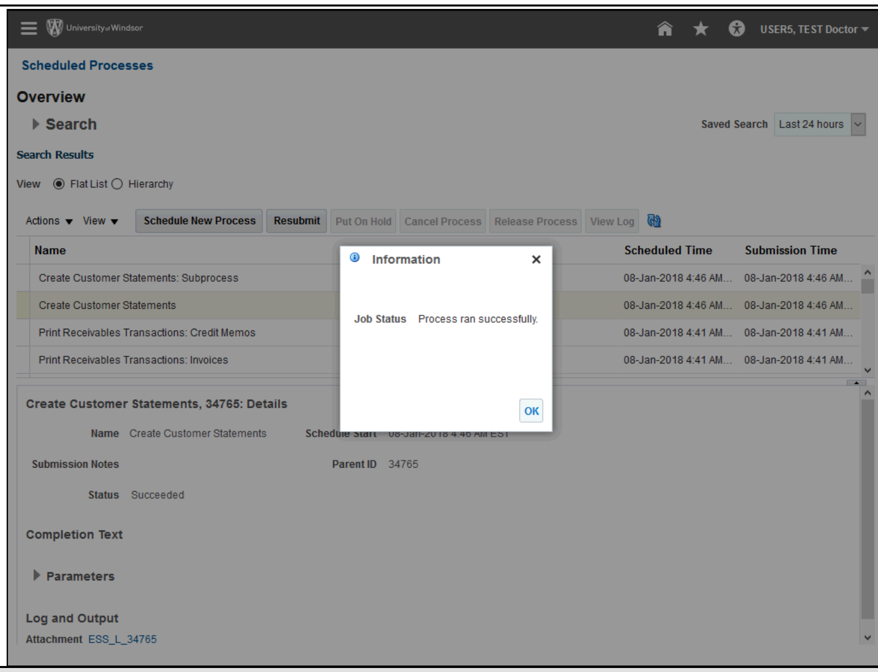
Step	Action
18.	Review the information. Click the **OK** button. OK



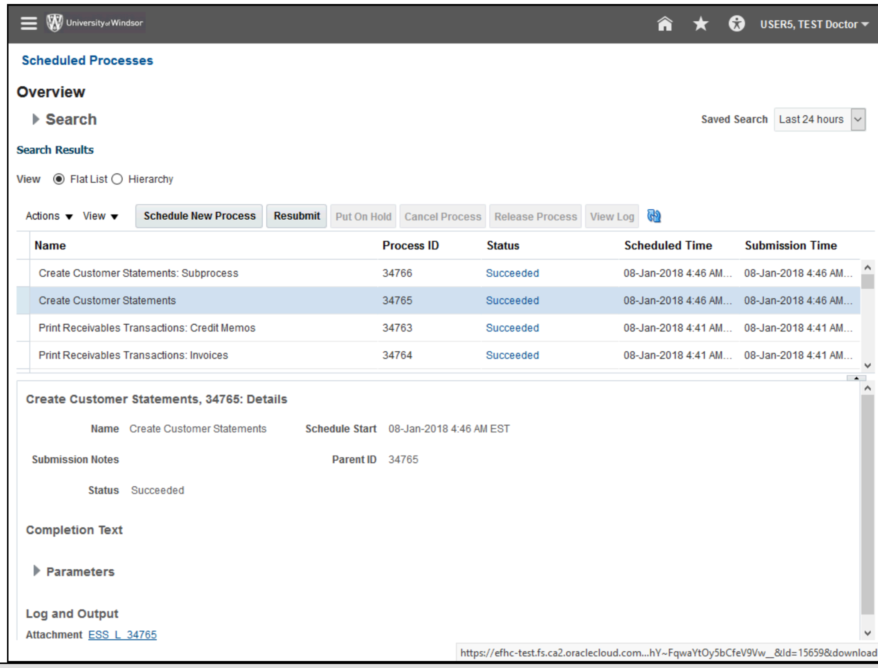
Step	Action
19.	Click the **Refresh** button. 



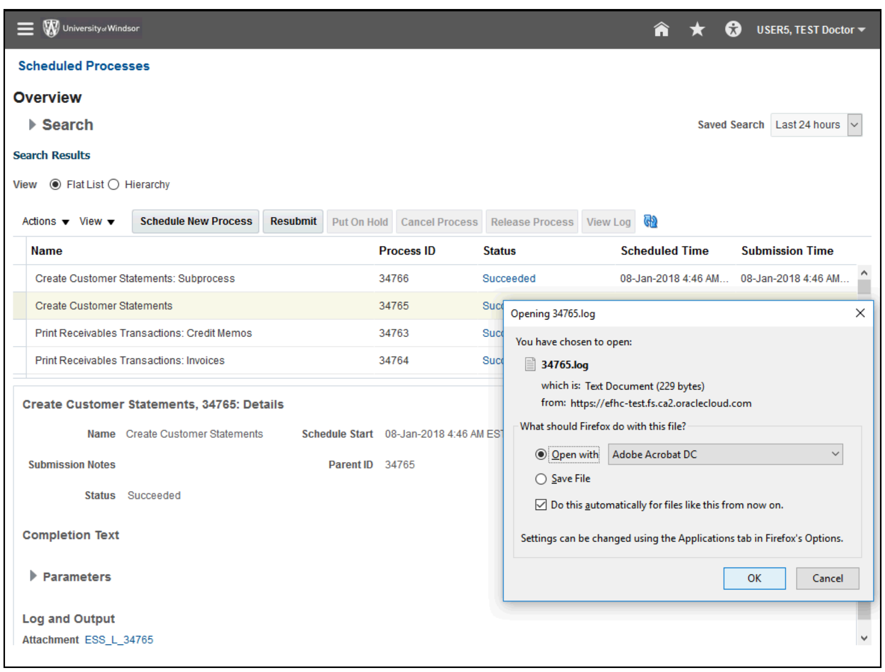
Step	Action
20.	Click the **Succeeded** link. Succeeded

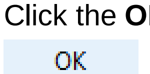


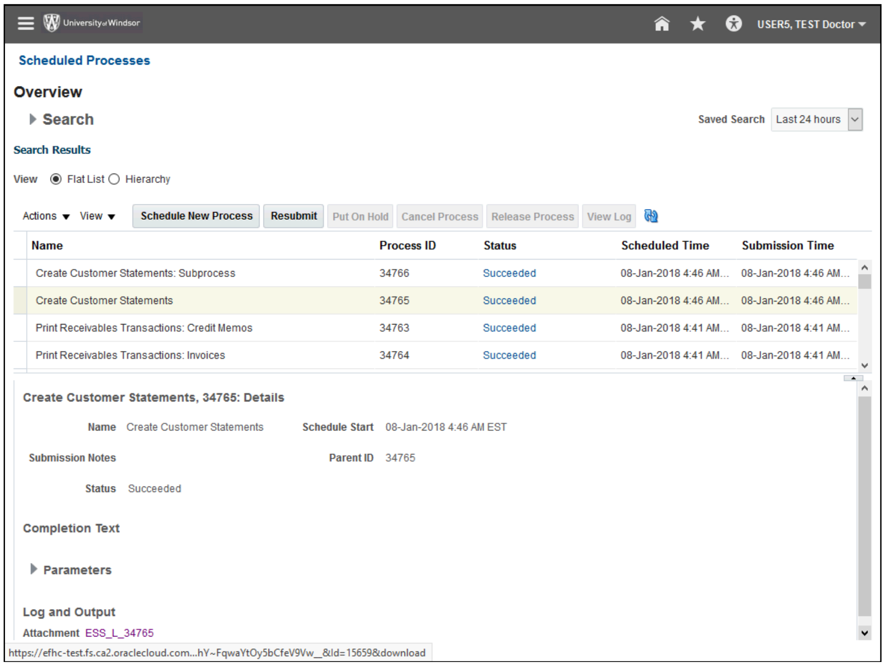
Step	Action
21.	Review the information displayed. Click the **OK** button. OK



Step	Action
22.	Click the **Attachment** link.



Step	Action
23.	Click the **OK** button to open the attachment. 



Step	Action
24.	**End of Procedure.**