



QuickStart Guide

Reprinting a Statement Run

October 2004

Reprint a Statement Run

ARKONA QuickStart Guide

Use this QuickStart Guide for help reprinting an A/R statement run.

1. Select the statement run you want to reprint.

- a. Take option **35=Reports to Outside Parties** from the General Ledger menu and take option **1=Select** by A/R Statements.
- b. Use function **F10=Reprint** to display a list of previous statement runs.

2. Reprint the statements.

- a. Take option **1=Select** by the date of the statement run that you want to reprint and press [ENTER].
- b. Indicate whether to include a reprinted copy of each invoice on the statements and press [ENTER] to print.