How to Print a Statement

A Statement can be created to show all transactions within a specified date range. On the NetSuite customer home page, select the “**Print a Statement**” link under the heading **Billing** in the **Customer Center - Home Links** section; see figure 1 below.

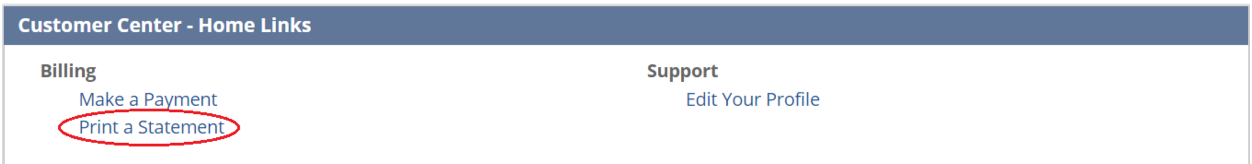

Figure 1

On the **Print Individual Statement** page, you will see your outstanding **Balance** and options for how to view the transactions within the statement. See figure 2 below. The **Statement Date** defaults to the current date and the **Start Date** defaults to one month prior to the current date. Transactions included on the statement are limited to those between the **Start Date** and the **Statement Date**. You can change the **Start Date** to any date to include additional transactions. Clear this field to include all transactions.

There are options below the **Start Date**. The first check box, “**Show Only Open Transactions**”, is not selected by default. To see only the open transactions, you will need to select this checkbox. The second check box, “**Consolidated Statement**”, is selected by default. Please leave this selected. Once the dates and options are set, select the **Print** button to generate a printable PDF version of the statement.

Figure 2

To return to your home page, click on the House button  on the top left of your screen.