Printing Statements

To print statements click on the [View Statement] button in the 'Payments & Statements' section of the Home page.

From the 'Statements' page, you can:

1. Print invoices after selecting the desired Service Period.
2. Print transaction reports for a specific time period.
3. Print receipts.
4. Print tax statements for a selected financial year.

To generate these invoices, receipts, tax statements, click on the [Print] button.

To generate a payment transaction report for a specific time period, click on the [Payment] button.

To generate a statement with transaction details for a specific time period, click on the [Statement] button.