

# Export account statements

## Download account statement as PDF

### Account Management and Complaints

**Download  
Statements**



Error

**Perform Inventory  
Count**



Error

**Manage Packaging  
Issues**



Error

**Review Posting  
Documents**



Error

## Select Returnable Packaging Account

Search

Q

Returnable Packaging Account:

Returnable Packaging Material:

Location Partner:

Exchange Partner:

Go

Adapt Filters

Partner Accounts (7)

Download Statements

| <input type="checkbox"/> | Returnable Packaging Account | Material Description | Material Code | Exchange Partner De... | Location Partner Des... | Account Balance | Rental Valid Fr... | Rental ' |
|--------------------------|------------------------------|----------------------|---------------|------------------------|-------------------------|-----------------|--------------------|----------|
| <input type="checkbox"/> |                              |                      |               |                        |                         |                 |                    |          |
| <input type="checkbox"/> |                              |                      |               |                        |                         |                 |                    |          |

Select all desired returnable packaging accounts for the account statement by checking the box next to the corresponding account. It is also possible to select and download multiple statements at once.

# Export account statements

Search

Q

Returnable Packaging Account:

Returnable Packaging Material:

Location Partner:

Exchange Partner:

Go

Adapt Filters

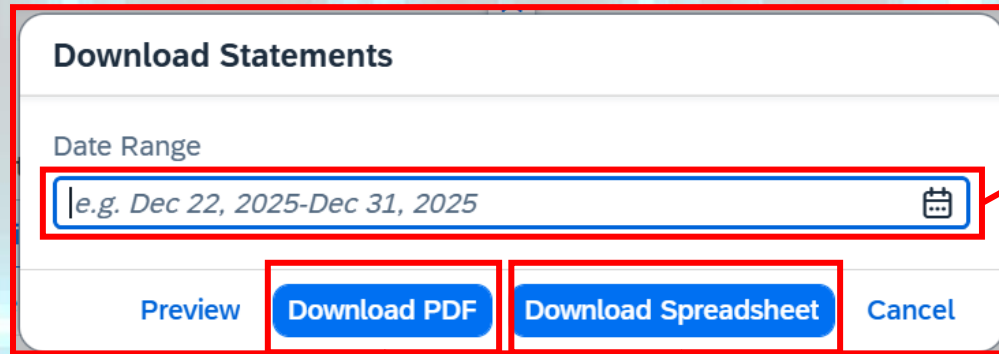
Partner Accounts (7)

Download Statements

|                                     | Returnable Packaging Account | Material Description | Material Code | Exchange Partner De... | Location Partner Des... | Account Balance | Rental Valid Fr... | Rental ' |
|-------------------------------------|------------------------------|----------------------|---------------|------------------------|-------------------------|-----------------|--------------------|----------|
| <input checked="" type="checkbox"/> |                              |                      |               |                        |                         |                 |                    |          |
| <input type="checkbox"/>            |                              |                      |               |                        |                         |                 |                    | }        |

Click on "Download Statements".

## Set time period / Generate PDF format



The screenshot shows a 'Download Statements' dialog box. A red rectangle highlights the entire dialog. Inside, a 'Date Range' label is above a text input field containing the example 'e.g. Dec 22, 2025-Dec 31, 2025'. A red box also highlights this input field, with a red line pointing to an explanatory text box. Below the input field, there are four buttons: 'Preview', 'Download PDF', 'Download Spreadsheet', and 'Cancel'. Red boxes highlight both the 'Download PDF' and 'Download Spreadsheet' buttons, with red lines pointing to a second explanatory text box.

The time period for the account statement is defined by selecting the start and end dates.

Click "Download PDF" to generate and download the account statement in PDF format. Click "Download PDF" to generate the account statement in PDF format, or "Download Spreadsheet" to download the account statement as a spreadsheet file.