



دبي التجارية
DUBAI TRADE

SOA Print User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	SOA Print
Project Name	
Business Unit	Dubai Textile City
Author(s)	DT Training Dept.
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This service allows customers to request Portal Deposit and Non-Portal account statements.

Navigation:

1. Login to your Dubai Trade account
2. Navigate to the menu and go to **Fusion Reports**
3. Then go to **SOA Print**

Process:

1. The below screen will be displayed. The company information will be auto fetched.

Click "**Create New Request**" to begin.

The screenshot shows a web interface with two main sections. The top section, titled 'SOA Search', contains input fields for '* Business Unit Name', '** Customer Account Number', and '** Company Name', which are highlighted with a green border. To the right of these are dropdown menus for 'Status' and 'Type', and date pickers for 'From Submission Date' and 'To Submission Date'. 'Search' and 'Reset' buttons are at the bottom right of this section. The bottom section, titled 'SOA Details', features a table with columns: Request Number, Request Date, Request Status, Output, Created By, Last Update Date, Account Number, Company Name, Business Unit Name, and SOA Type. To the right of the table are 'Refresh' and 'Create New Request' buttons, with the latter highlighted by a red box.

2. On the pop-up screen, choose required statement of account type.

The screenshot shows a 'New SOA Request' pop-up window. It includes a note: 'Note: Either From Period and To Period or From GL Date and To GL Date are mandatory'. There are input fields for '* Business Unit Name', '* Customer Account Number', and '* Company Name'. A dropdown menu for '* SOA Type' is highlighted with a red box, showing two options: 'Non-Portal Statement Of Account' and 'Portal Statement Of Account'.

3. Enter required information as per SOA type. Click on "**Submit**" to proceed.

Portal Deposit SOA:

New SOA Request

Note: Either From Period and To Period or From GL Date and To GL Date are mandatory

* Business Unit Name

* Customer Account Number

* Company Name

* SOA Type

** From Period

** To Period

** From GL Date

** To GL Date

* Transaction Status

From Submission Date

To Submission Date

Submit **Cancel**

Non-Portal Deposit SOA:

New SOA Request

Note: Either From Period and To Period or From GL Date and To GL Date are mandatory

* Business Unit Name

* Customer Account Number

* Company Name

* SOA Type

* Transaction Status

* Statement Date

Submit **Cancel**

4. System will take you back to the landing page with all the requests you have submitted.

When request status shows "Success", click on the "**download**" icon to view the requested SOA.

SOA Search

* Business Unit Name

** Customer Account Number

** Company Name

Status

Type

From Submission Date

To Submission Date

Search

Reset

SOA Details

Refresh

Create New Request

Request Number	Request Date	Request Status	Output	Created By	Last Update Date	Account Number	Company Name	Business Unit Name	SOA Type
1322	06-08-2025 04-00-00	Success			06-08-2025				NON_PORTAL_SOA
1311	06-08-2025 04-00-00	Success			06-08-2025				NON_PORTAL_SOA
1303	05-08-2025 04-00-00	Success			05-08-2025				NON_PORTAL_SOA

