# **Statements**

You can use this quick reference guide as a fast reminder of the basic steps for viewing a statement in Access<sup>®</sup> Online. If you have access to more than one account, you can view the statements for each account you have access to.

Enhanced Supplier

Management

### Account Information

- Statement
  - Account Profile

Reporting
Dashboard
Data Exchange
My Personal Information

1. Select Account Information.

## **Account Information**

#### Statement

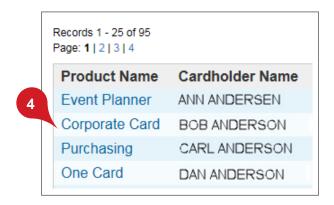
- 2 View account statement(s).
  - Cardholder Account Statement
  - Managing Account Statement
  - Diversion Account Statement
- 2. Click the **Statement** sub-task or the **Cardholder Account Statement** link.

Cardholder Account Sta Search & Select an Account
View Diversion Account   View Manag
Cardholder Account Search
Search for an account by Cardholder A
a cardholder account by first Searching
Account Number:    Solution
OR Anders%
Social Security Number:
OR
Search

**3.** If you have access to more than one account, specify search criteria.

*Tip!* You can use a percentage sign as a wildcard, as shown.

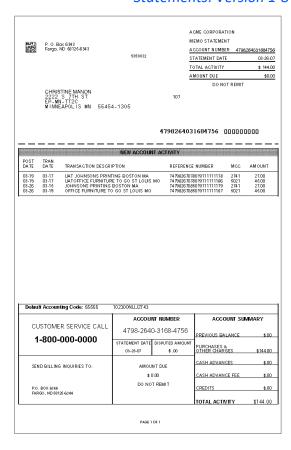
#### Statements: Version 1-8



**4.** Click the product name link for the account you want.



**5.** Click a cycle link.



The statement displays as a PDF copy of the actual statement for viewing only (not payment). The statement contains:

- Cardholder address
- Cardholder account number
- Amount due
- Account activity, such as posting date, description, transaction reference number, and transaction amount
- Customer service information
- Account balance

Statements: Version 1-8

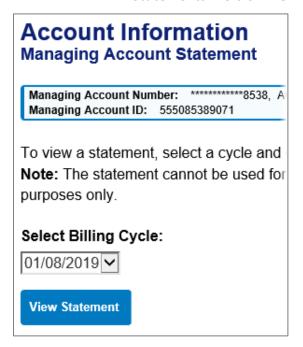
Learn more: If you are a Program
Administrator, you can also view managing account and diversion account statements.
Refer to the Access Online: Managing Account Statements quick reference.

#### **Statement**

View account statement(s).

- Cardholder Account Statement
- Managing Account Statement
- Diversion Account Statement

Click a link to search and select a managing or diversion account.



Next, select a date and click View Statement.

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### Survey

Please take a few minutes to respond to a short <u>survey</u> on our training.