

# Statements

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

1 **Enhanced Supplier Management**

2 **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 Search & Select an Account**

[View Diversion Account](#) | [View Management](#)

**Cardholder Account Search**

Search for an account by Cardholder Account Number or a cardholder account by first Searching

**Account Number:**

3 **Last Name (or Vehicle Name):** F

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.

Records 1 - 25 of 95  
Page: 1 | 2 | 3 | 4

Product Name	Cardholder Name
Event Planner	ANN ANDERSEN
Corporate Card	BOB ANDERSON
Purchasing	CARL ANDERSON
One Card	DAN ANDERSON

4

- Click the product name link for the account you want.

### Account Statements

**CHRIS SMITH**

Please Note: The statement

[View account profile](#)

2016

- [10/19/2016 \(PDF\)](#) [03/2](#)
- [08/19/2016 \(PDF\)](#) [02/1](#)
- [05/19/2016 \(PDF\)](#) [01/1](#)
- [04/19/2016 \(PDF\)](#)

2015

- [12/21/2015 \(PDF\)](#) [11/1](#)

Note the link to view the associated account profile.

5

- Click a cycle link.

P. O. Box 6343 Fargo, ND 58126-6343		ACME CORPORATION MEMO STATEMENT ACCOUNT NUMBER 4798264031684756 STATEMENT DATE 03-28-07 TOTAL ACTIVITY \$ 144.00 AMOUNT DUE \$0.00 DO NOT REMIT			
CHRISTINE MANON 2222 S 7TH ST EFL-MN-11200 MINNEAPOLIS MN 55454-1305		5988X32 107 4798264031684756 000000000			
NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-19	03-17	UAT JOHNSONS PRINTING BOSTON MA	747826207807911111178	2741	27.00
03-19	03-17	UAT OFFICE FURNITURE TO GO ST LOUIS MO	747826207807911111186	5021	45.00
03-26	03-16	JOHNSONS PRINTING BOSTON MA	747826208607911111179	2741	27.00
03-26	03-19	OFFICE FURNITURE TO GO ST LOUIS MO	747826208607911111187	5021	45.00
Default Accounting Code: 55555		102300NLU2743			
CUSTOMER SERVICE CALL <b>1-800-000-0000</b>		ACCOUNT NUMBER 4798-2640-3168-4756	ACCOUNT SUMMARY PREVIOUS BALANCE \$ 0.00 PURCHASES & OTHER CHARGES \$ 144.00 CASH ADVANCES \$ 0.00 CASH ADVANCE FEE \$ 0.00 CREDITS \$ 0.00 <b>TOTAL ACTIVITY \$ 144.00</b>		
SEND BILLING INQUIRIES TO:  P.O. BOX 6144 FARGO, ND 58125 6144		STATEMENT DATE 03-28-07	DISPUTED AMOUNT \$ 0.00	AMOUNT DUE \$ 0.00 DO NOT REMIT	
PAGE 1 OF 1					

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