

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**
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 by first and last name. Searching by first and last name is only available if you have access to more than one account.

Account Number:

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

OR

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.

Product Name	Cardholder Name	Acc
One Card	NANCY R ALDRIDGE	****
One Card	MARJORIE S ALEXIS	****
Purchasing	LISA ALFORD	****
Corporate Card	JOSE F ALMONTE	****
One Card	KRISTY ALMONTE	****
Pre-Auth Purchasing	PURCHASING WEST	****

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

Account Statements

LISA ALFORD

Account Unique ID: 0142-5162-8030-1
Account ID: 1722-4579-9071 | Account

Please Note: The statement can't be used for re

[View account profile](#)

2023

[04/10/2023 \(PDF\)](#)

2022

[11/10/2022 \(PDF\)](#)

[10/10/2022 \(PDF\)](#)

[09/12/2022 \(PDF\)](#)

[06/10/2022 \(PDF\)](#)

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Note the link to view the associated account profile.

5. Click a cycle link.

ACME CORPORATION
MEMO STATEMENT
ACCOUNT NUMBER 4798264031684756
STATEMENT DATE 03-26-07
TOTAL ACTIVITY \$ 144.00
AMOUNT DUE \$0.00
DO NOT REMIT

P. O. Box 6343
Fargo, ND 58126-6343
5569322

CHRISTINE MANON
2222 S 7TH ST
EP-MN-TT2C
MINNEAPOLIS MN 55454-1305
107

4798264031684756 00000000

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-19	03-17	UAT JOHNSONS PRINTING BOSTON MA	747826207807011111178	2741	27.00
03-19	03-17	UAT OFFICE FURNITURE TO GO ST LOUIS MO	747826207807011111186	5021	46.00
03-26	03-16	JOHNSONS PRINTING BOSTON MA	747826208607011111179	2741	27.00
03-26	03-19	OFFICE FURNITURE TO GO ST LOUIS MO	747826208607011111187	5021	46.00

Default Accounting Code: 55555 102300NUJ2743

CUSTOMER SERVICE CALL	ACCOUNT NUMBER	ACCOUNT SUMMARY
1-800-000-0000	4798-2640-3168-4756	PREVIOUS BALANCE \$ 0.00
	STATEMENT DATE 03-26-07	DISPUTED AMOUNT \$ 0.00
		PURCHASES & OTHER CHARGES \$144.00
SEND BILLING INQUIRIES TO:	AMOUNT DUE \$ 0.00	CASH ADVANCES \$ 0.00
P.O. BOX 6344 FARGO, ND 58126-6344	DO NOT REMIT	CASH ADVANCE FEE \$ 0.00
		CREDITS \$ 0.00
		TOTAL ACTIVITY \$144.00

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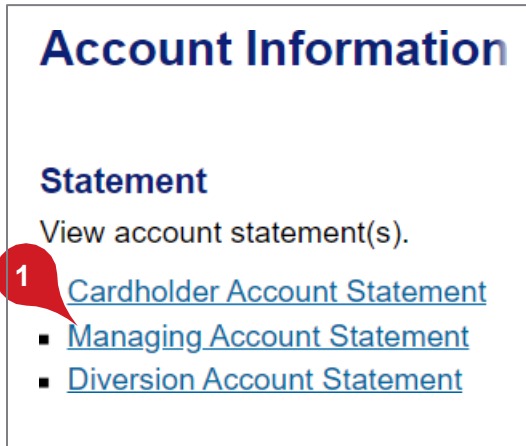
The statement displays as a PDF copy of the actual statement for viewing only (not payment). The statement contains:

- 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

Tip! You can also view your statement on the mobile app. Refer to the *Access Online: Mobile app* quick start guide.

Managing account statement

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 and the *Access Online: Managing Account Statement Notification* quick reference.



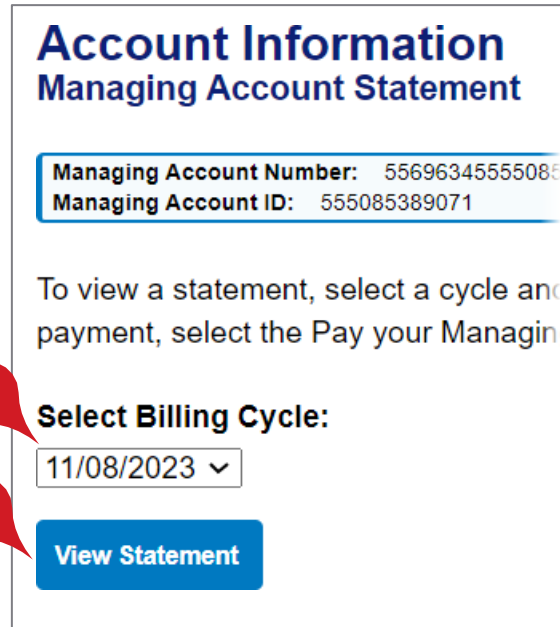
Account Information

Statement

View account statement(s).

- 1 [Cardholder Account Statement](#)
 - [Managing Account Statement](#)
 - [Diversion Account Statement](#)

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



Account Information
Managing Account Statement

Managing Account Number: 55696345555088
Managing Account ID: 555085389071

To view a statement, select a cycle and payment, select the Pay your Managing

2 **Select Billing Cycle:**
11/08/2023 ▾

3 **View Statement**

2. Select a billing cycle.
3. Click **View Statement**.

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Survey

Please take a few minutes to respond to a short [survey](#) on our training.