

View a Statement

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.

Enhanced Supplier Management

Account Information

- Statement
- Account Profile

Reporting

Dashboard

Data Exchange

My Personal Information

1. Select **Account Information**.

Account Information

Statement

- 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 of a cardholder account by first and last name.

Account Number:

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.

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5. Click a cycle link.

P. O. Box 094
Fargo ND 58103-0094

ACME CORPORATION
MEMO STATEMENT
ACCOUNT NUMBER 4798264031684756
STATEMENT DATE 03/25/17
TOTAL ACTIVITY \$ 144.00
AMOUNT DUE 80.00
DO NOT REMIT

CHRISTINE WILSON
2224 S. 7TH ST
DE-181-1726
MINNEAPOLIS MN 55454-1305

4798264031684756 00000000

WEB ACCOUNT ACTIVITY					
POST DATE	TRANSACTION DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	REG	AMOUNT
03/19	03/17	UNIT JOHNSONS PRINTING BOSTON MA	74760872007010111173	2761	27.00
03/19	03/17	UNIT OFFICE SUPPLIES TO GO ST LOUIS MO	74760872007010111186	6021	45.00
03/20	03/16	JOHNSONS PRINTING BOSTON MA	74760872007010111179	2761	27.00
03/20	03/16	OFFICE SUPPLIES TO GO ST LOUIS MO	74760872007010111187	6021	45.00

Default Accounting Code: 55555	10200RUJ2143	
CUSTOMER SERVICE CALL 1-800-000-0000	ACCOUNT NUMBER 4798-2640-3168-4756	ACCOUNT SUMMARY
	STATEMENT DATE DEBITED AMOUNT 03/25/17 \$ 0.00	PREVIOUS BALANCE \$ 0.00
SEND BILLING INQUIRES TO:	AMOUNT DUE \$ 0.00	PURCHASES \$ 186.00
PO: BOX 094 FARGO ND 58103-0094	DO NOT REMIT	CASH ADVANCE \$ 0.00
		CASH ADVANCE FEE \$ 0.00
		CREDITS \$ 0.00
		TOTAL ACTIVITY \$ 144.00

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

Learn More: If you are a Program Administrator, you can also view managing account and diversion account statements.

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.

Account Information

Managing Account Statement

Managing Account Number: 5569634555

Managing Account ID: 555085389071

To view a statement, select a cycle

Note: The statement cannot be used for payment purposes only.

Select Billing Cycle:

01/08/2018 ▾

View Statement

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Survey

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