

My Account – What's New?

Statements

Based on popular request, we are proud to introduce the newest enhancements for My Account. We are continually working to create the best, most useful online experience for you.

View and Print Statements –

Now you can view and/or print your monthly Statements! Simply choose as many individual Statements as you would like, or choose the **Select** option at the top of the column header to select all Statements displayed on the page. Then, click the View or Print buttons located at the **top** and **bottom** of the column to open a .pdf document displaying the selected Statements. Choosing **Print** opens a printer selection box allowing you to print those Statements. The selected Statements will then be updated to Y in the **Printed?** column. This column is sortable so you can easily track which Statements you have already printed.

The screenshot shows the 'Statement List' interface. At the top, there are tabs for 'Invoice List', 'Statement List', and 'Alerts'. Below the tabs, a message states: 'To view statements, you need [Adobe Acrobat Reader 8.0 and higher](#)'. A 'Search Statements' box contains filters for 'Month: February', 'Year: 2010', 'Supplier: Example Winnelson Co.', and 'Job: -- Select All --'. A 'Get Statements' button is below the search box. Below the search box, there are 'View' and 'Print' buttons, a checkbox for 'Check here to include all job-accounts on primary account statement', and a 'Total Statements: 1' indicator. A table displays the following data:

Select	Supplier	Customer/Job Name	Stmnt Date	Stmnt Total	Printed?
<input type="checkbox"/>	Winnelson Co.	Example Win Customer	02/2010	\$65,642.54	Y

At the bottom of the table, there are 'View' and 'Print' buttons for the selected row.

Statements – Job Accounts –

Select a Job Account from the **Job** drop-down menu indicated in the screenshot below to view or print Statements for only that Job Account.

The screenshot shows the 'Statement List' interface with the 'Job' dropdown menu open. The search filters are 'Month: -- Select All --', 'Year: 2010', 'Supplier: Aurora Winnelson Co.', and 'Job: LOAF-N-JUG/PG9364'. The 'Get Statements' button is highlighted. The table below shows the following data:

Select	Supplier	Customer/Job Name	Stmnt Total	Printed?
<input type="checkbox"/>	Winnelson Co.	LOAF-N-JUG/PG9364	\$2,515.25	Y

The 'Job' dropdown menu is open, showing a list of job accounts including 'LOAF-N-JUG/PG9364', '7-11/PG15610', 'CHICK FIL'A/MCM215', 'CORE BANK', 'DEL TACOW/NR11147', 'FAMOUS DAVE'S BBQ/CCB2880', 'FRONT RANGE EYE ASSOC/WNR13605', 'LEE HUDDLESTON PLUMBING INC', 'LOAF-N-JUG/PG9364', 'MASSAGE ENVY/WNR1265', 'MIE DOVER/108TH&WADS/MIE PROPE', 'MIE SOUTHPARK', 'MIE/GOLDEN/231', 'OPTIMA WOMENS HEALTH', 'PW2/WALNUT ROOM PIZZERIA', 'RISEN SAVIOUR CHURCH/PW3031', 'VALERO/MCM 14705', and 'VITAMIN COTTAGE NATURAL GROCER'. A red arrow points to the 'LOAF-N-JUG/PG9364' option in the dropdown menu.

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Statements – Job Accounts – continued

You don't have to generate an individual Statement for each Primary or Job Account. You can include all of your Job Account Statements on your Primary Account Statement to create one combined Statement by clicking the selection box indicated in the following screenshot:

Total Statements: 9
Display: 10 per page

Select	Supplier	Customer/Job Name	Stmt Date	Stmt Total	Printed?
<input checked="" type="checkbox"/>	Winnelson Co.	EXAMPLE PLUMBING INC	02/2010	\$3,927.02	Y
<input type="checkbox"/>	Winnelson Co.	JOB ACCOUNT NAME	02/2010	\$0.00	Y
<input type="checkbox"/>	Winnelson Co.	JOB ACCOUNT NAME	02/2010	\$0.00	Y

Statement Alerts –

Statement Alerts are now available! Click the **Alerts** tab, then for **Event** select **New Statement**. Set the frequency of Alert emails using the **Schedule** drop-down menu, then click **Add Alert** to begin receiving email Alerts whenever a new Statement is posted to your Account.

Invoice List | Statement List | **Alerts**

Add Alert

Event: New Statement

Schedule: Monthly

Alert	Schedule	Modify	Delete
New Statement	Monthly	Modify	Delete
New Invoice	Daily	Modify	Delete
Payment	Weekly	Modify	Delete