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Viewing Statements—Not Sorted by Default

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Account #
Account Name
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Create Date From: To:

Document Type

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☐ Credits ☒ Statements
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Document Indexes

Doc Date From: To:
Statement ID

Pages

Content Search

☐ Advanced Search

Doc Type	# Pages	Account #	Account Name	Master Account	Doc Date	Statement ID
Statements	3	99999	WebDocs Demo Acct	99999	01/31/2025	61042143453
Statements	4	99999	WebDocs Demo Acct	99999	01/31/2026	66251631643
Statements	3	99999	WebDocs Demo Acct	99999	02/28/2025	61142145633
Statements	2	99999	WebDocs Demo Acct	99999	02/28/2026	66314341520
Statements	2	99999	WebDocs Demo Acct	99999	03/30/2025	61142145633
Statements	2	99999	WebDocs Demo Acct	99999	03/30/2026	66332144631
Statements	2	99999	WebDocs Demo Acct	99999	04/30/2025	61142145633
Statements	5	99999	WebDocs Demo Acct	99999	04/30/2026	66442145633
Statements	6	99999	WebDocs Demo Acct	99999	05/31/2025	61142145633
Statements	6	99999	WebDocs Demo Acct	99999	05/31/2026	66444456482
Statements	4	99999	WebDocs Demo Acct	99999	06/30/2025	61142145633
Statements	5	99999	WebDocs Demo Acct	99999	06/30/2026	66635588341
Statements	5	99999	WebDocs Demo Acct	99999	07/31/2025	61521453334
Statements	3	99999	WebDocs Demo Acct	99999	08/31/2025	61744536323
Statements	5	99999	WebDocs Demo Acct	99999	09/30/2025	61945627733
Statements	5	99999	WebDocs Demo Acct	99999	10/31/2025	62421443871
Statements	5	99999	WebDocs Demo Acct	99999	11/30/2025	62841268563
Statements	5	99999	WebDocs Demo Acct	99999	12/31/2025	6310456312

Only have checkmark in "Statements"

Once all criteria has been entered, click "Search" to see the results

By default, the Statements do not display in date order, but you can click on the "Doc Date" column Header & that will make them sort in date order

After clicking on Doc Date, they are now in date order

To view/print just 1 statement, click on the magnifying glass on the appropriate line

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Statements	3	99999	WebDocs Demo Acct	99999	01/31/2025	61042143453
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Statements	5	99999	WebDocs Demo Acct	99999	06/30/2026	66635588341