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Viewing Statements—By Date Range

Customers Indexes

Account #
Account Name
Master Account
Create Date From: To:

Document Type [Select All] [Deselect All]

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☒ Statements
☐ MISC Doc

Document Indexes

Doc Date From: 4/30/2026 To:
Statement ID

Pages

Content Search

☐ Advanced Search

Doc Type	# Pages	Account #	Account Name	Master Account	Doc Date	Statement ID
Statements	2	99999	WebDocs Demo Acct	99999	04/30/2026	66442145633
Statements	6	99999	WebDocs Demo Acct	99999	05/31/2026	66444456482
Statements	5	99999	WebDocs Demo Acct	99999	06/30/2026	66445584483

To view more than 1 statement, click on the Statement Date of the first one & then press the Control (CTRL) button while clicking on the second Statement date you need. Once both lines are highlighted, click on the magnifying glass on the very top row.

To view just the 06/30/2026 statement, click on the magnifying glass at the beginning of the line & it will open up a printable copy of your statement, then print a copy on your printer

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

By entering a beginning date & only having a checkmark in the Statement type, you can eliminate a lot of clutter and easily find the statements you are looking for.