

How to navigate to statement enquiry page

Overview

There are 3 ways to navigate to the Statement Reprint page.

Below are three methods to navigate to the statement page for further statement reprints.

Method 1: [ACCOUNT ENQUIRY](#) from “MY ACCOUNT” dropdown list

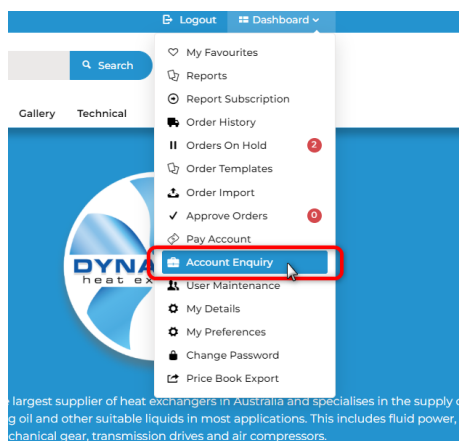
Method 2: [View Statements from the account main dashboard](#)

Method 3: [Account Enquiry \(Account Statements\) from the account main dashboard](#)

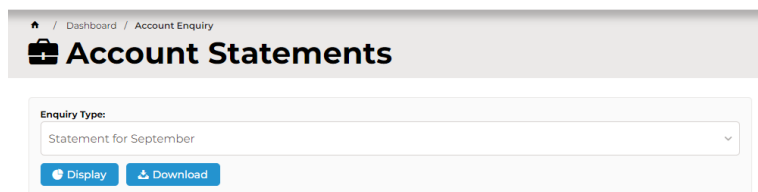
Step-by-step guide

Method 1: [ACCOUNT ENQUIRY](#) from “MY ACCOUNT” dropdown list.

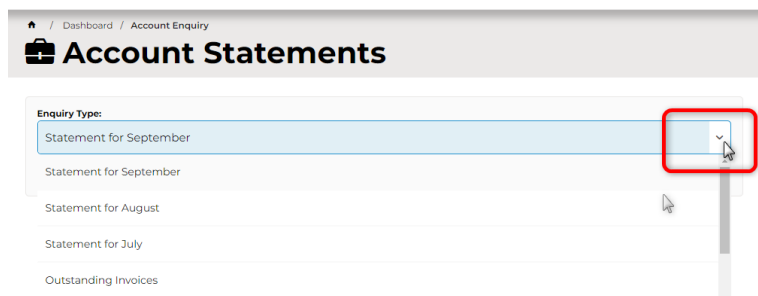
After login, Hover over “**DASHBOARD**” and click “**ACCOUNT ENQUIRY**”.



The Statement enquiry page will open. The current month is pre-filled as the default.



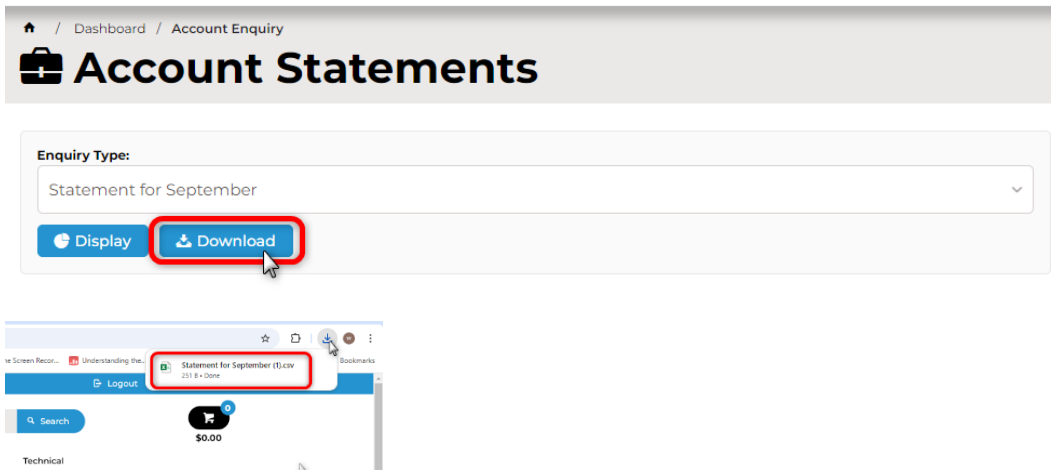
Click on the drop down to select a different period.



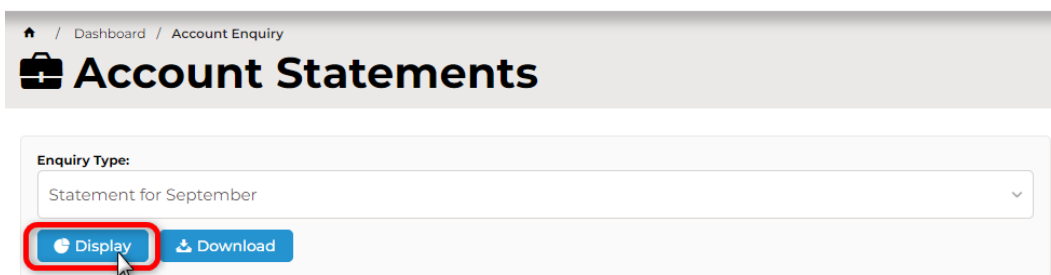


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Click on “Download” to save a pdf copy to my computer.



Click on “Display” to see the selected statement on your screen.



If you click on the invoice number in the statement you will see the details of the invoice on your screen. You can then select to “Copy to a current order” to add items to your cart, print the invoice or email it to your email or another email by clicking on “Reprint Invoice”.

Enquiry Type: Statement for August

Display Download

Statement for August
1/08/2024 to 31/08/2024

Subtotal All Periods: \$351.78	Account Balance: \$351.78	Last Payment Date: 9/08/2024			
Current: \$351.78	30 Days: \$0.00	60 Days: \$0.00	90+ Days: \$0.00	Fwd Dated: \$0.00	

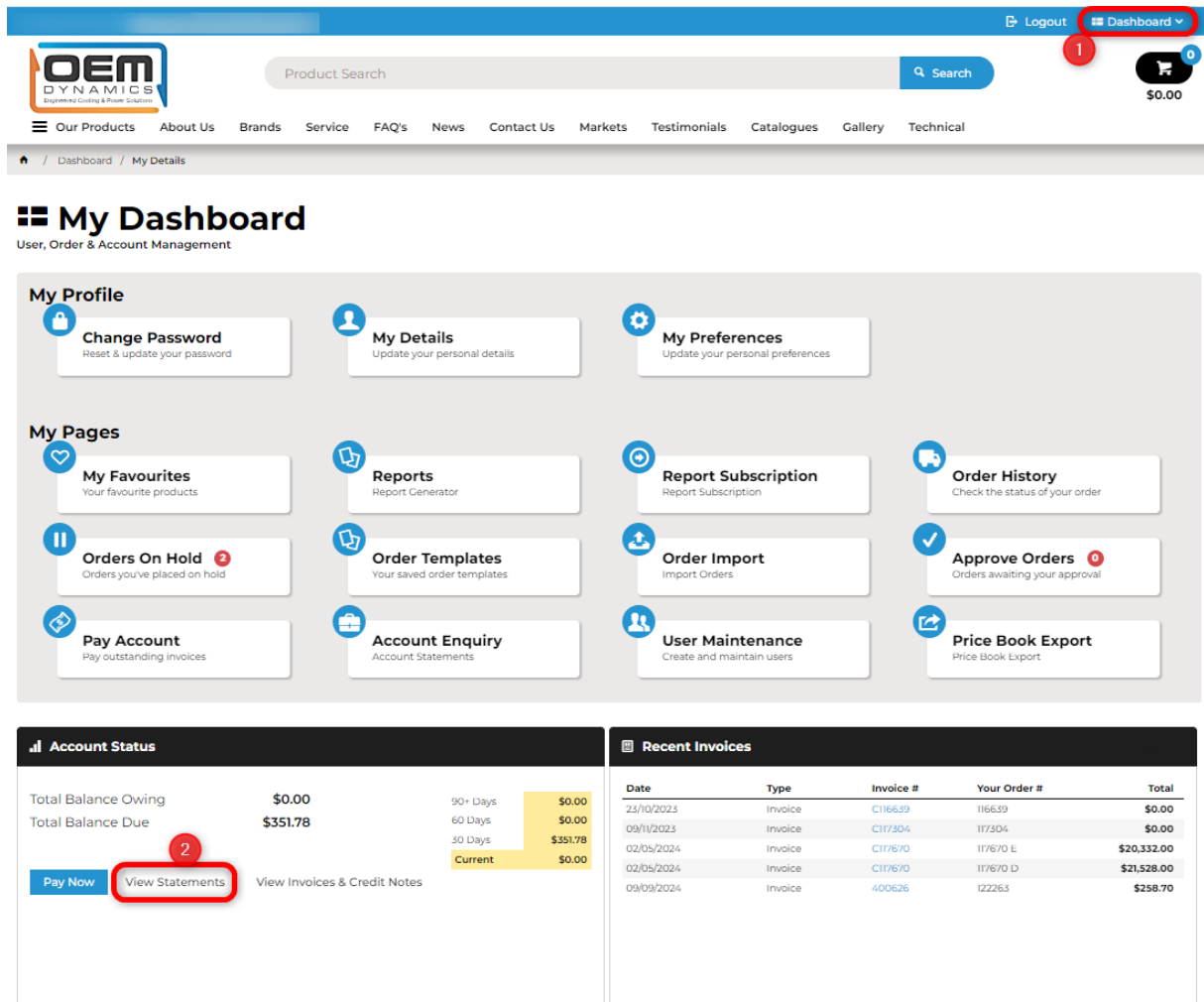
Transaction Date	Invoice Date	Type	Invoice #	Details	DR	CR
02-Aug-2024	12-Jun-2024	CR	399790	Balance Brought Forward	\$16926.80	
07-Aug-2024	07-Aug-2024	IN	400516	TFR eft02082024		\$2402.40
09-Aug-2024	24-Jun-2024	CR	399943	PO140691	\$351.78	
				TFR eft09082024		\$14524.40
				Closing Balance	\$351.78	

IN - Invoice, CR - Cash Receipt, CN - Credit Note/Adjustment Note, CL - Claim, DA - Discount, JE - Journal (Click on the Invoice # to drill down to the original order)

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Method 2: View Statements from the account main dashboard

In **Account Status** section of the main dashboard (1), click **“View statements”** (2). See method 1 for statement page navigations and options.



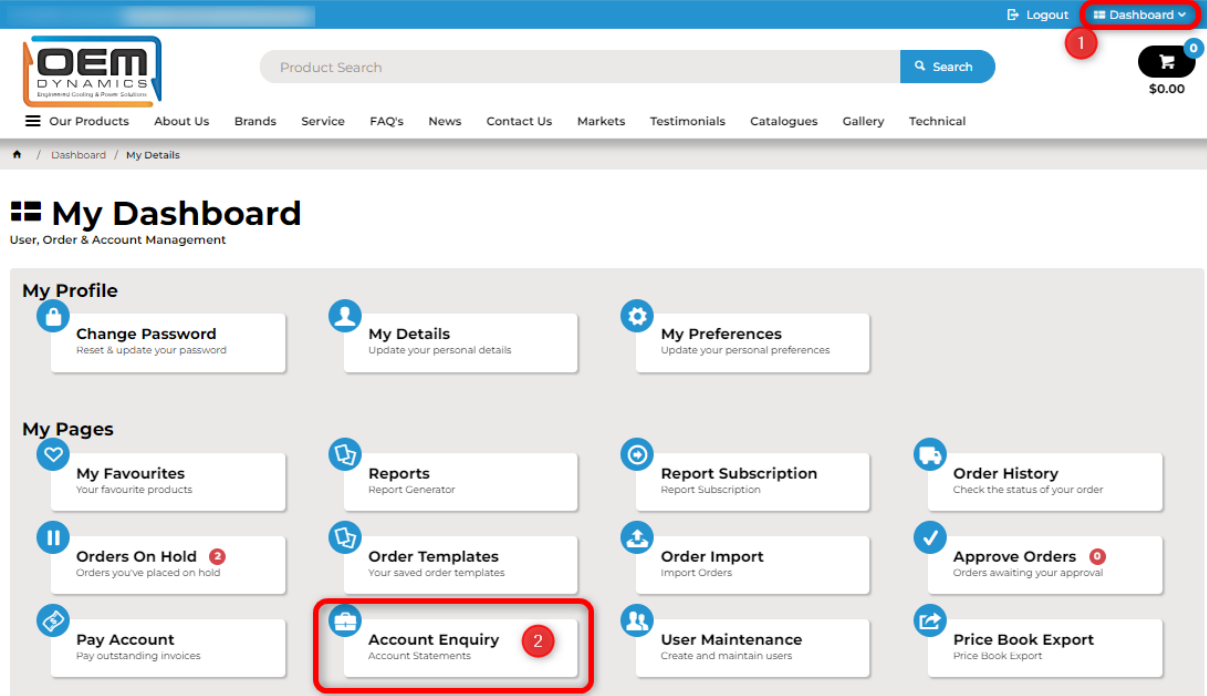
The screenshot shows the OEM Dynamics account dashboard. At the top right, the 'Dashboard' menu is highlighted with a red box and a red circle containing the number '1'. Below the dashboard grid, the 'Account Status' section is visible. In this section, the 'View Statements' button is highlighted with a red box and a red circle containing the number '2'. The 'Account Status' section also displays a table of payment terms and a 'Recent Invoices' table.

Date	Type	Invoice #	Your Order #	Total
24/10/2023	Invoice	C116639	116639	\$0.00
09/11/2023	Invoice	C117304	117304	\$0.00
02/05/2024	Invoice	C117670	117670 E	\$20,332.00
02/05/2024	Invoice	C117670	117670 D	\$21,528.00
09/09/2024	Invoice	400626	122263	\$258.70

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Method 3: Account Enquiry (Account Statements) from the account main dashboard

From the main dashboard, scroll down to the bottom, in **My Pages** section, click “**Account Enquiry**”. See method 1 for statement page navigations and options.



The screenshot displays the OEM Dynamics account dashboard. At the top, there is a navigation bar with a 'Logout' link and a 'Dashboard' dropdown menu. Below this is a search bar and a shopping cart icon showing a balance of \$0.00. The main navigation menu includes links for 'Our Products', 'About Us', 'Brands', 'Service', 'FAQ's', 'News', 'Contact Us', 'Markets', 'Testimonials', 'Catalogues', 'Gallery', and 'Technical'. The breadcrumb trail shows 'Dashboard / My Details'. The main content area is titled 'My Dashboard' and 'User, Order & Account Management'. It is divided into two sections: 'My Profile' and 'My Pages'. The 'My Profile' section contains 'Change Password', 'My Details', and 'My Preferences'. The 'My Pages' section contains 'My Favourites', 'Orders On Hold', 'Pay Account', 'Reports', 'Order Templates', 'Account Enquiry', 'Report Subscription', 'Order Import', 'User Maintenance', 'Order History', 'Approve Orders', and 'Price Book Export'. The 'Account Enquiry' option, which includes 'Account Statements', is highlighted with a red box and has a red notification badge with the number '2'.