

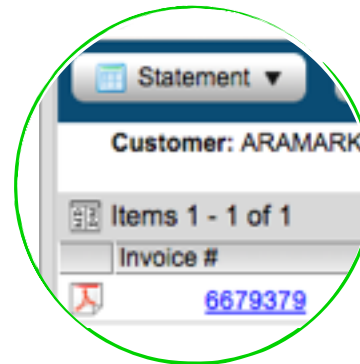
Invoice Report

Invoices and credits can be accessed from the Account panel on the home page. Statements can be accessed via the Account tab. They can be viewed in the browser via the blue invoice number link or downloaded in PDF form. Invoices and credits can also be exported via the Advanced tab on the invoice page.



Viewing Invoices & Credits

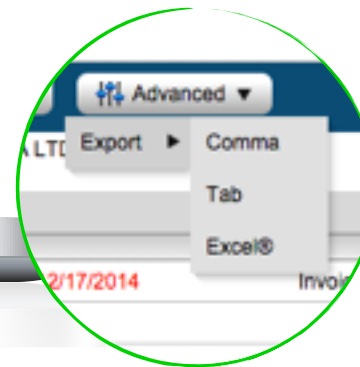
1. Select an invoice to view using the blue invoice # link. Select the PDF icon to the left of the invoice # to download a PDF copy.
2. PDF copies can also be generated inside the Invoice Report page by selecting Invoice PDF.



Exporting Invoices

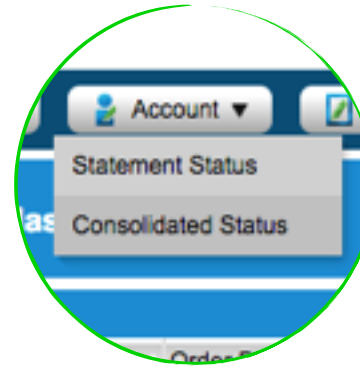
Invoices can be exported in various formats.

1. Select Advanced from the Invoice Report page and choose the desired format.
2. From the bottom of the screen select Open to view the file or Save a copy to your computer.





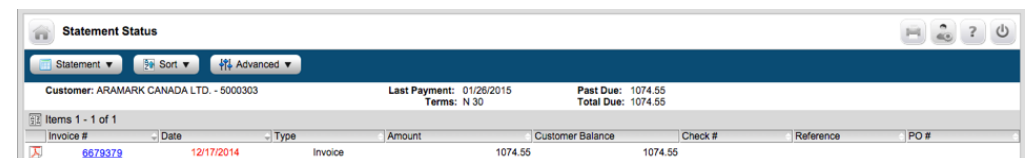
Statement Status & History



You can view Statement Status and History via the Account tab. Users can review current and past due invoices and check # details where applicable.

Viewing Statements

1. Select Statement Status from the Account tab on the Dashboard.
2. Select Status to view the current statement or History to view all statements.
3. Users can review current and past due invoices and check # details where applicable.
4. The Sort tab allows the user to sort by invoice #, date or customer (for user with multiple Sysco accounts).



Invoice #	Date	Type	Amount	Customer Balance	Check #	Reference	PG #
6679379	12/17/2014	Invoice	1074.55	1074.55			