How do I make past statements available in My BackPack?

1. Select **My BackPack > Publish Statements** from the main menu in the Accounts Receivable application.

Select statements	to publish		
View Account C	iedit Statements	•	
View statements from		• • •	
Unselect Al	Select All	3	
Statement Date	Publish		
06-26-2009	1	CI	
06-04-2009	(9)		
05-31-2009	1	10	
04-30-2009	1		
04-27-2009	[V]		
03 30 2009	1		
02-26-2009	1		
01-26-2009	1		
12-18-2008	1	2	
12-17-2008	1	0	
12-16-2008	1		
11-18-2008	1		
10-30-2008	1	A second second	
10-28-2008	2	+ DK Cencel	

- 2. Use the drop down to select whether you want to work with credit statements or debit statements. You can optionally limit the list to a specific date range by entering a From or To date and clicking the SView icon.
- 3. Check or un-check boxes to select the statements that you want to make available via My BackPack or to remove statements to which you no longer want to provide access, and then click **OK** to save changes.

