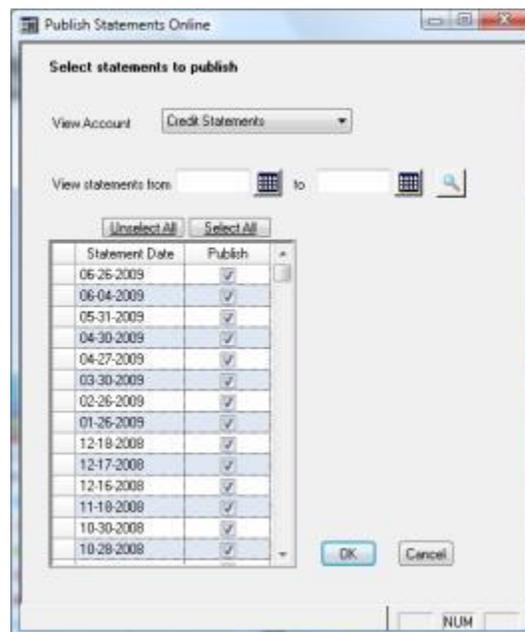


How do I make past statements available in My Backpack?

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



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  View 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.