

How to display my account statement

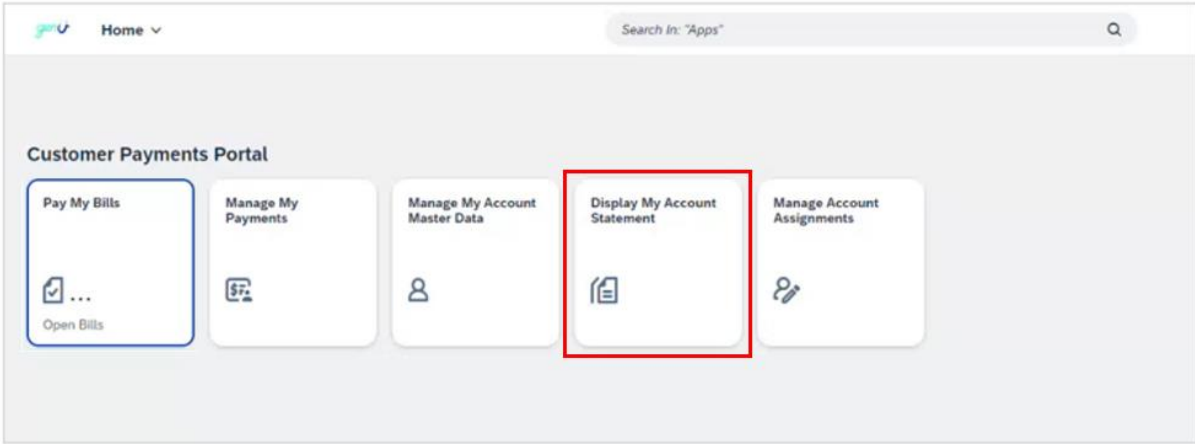
Purpose: To explain how to display your account statement using the genU Payment Portal

When to use: When you wish to view your account statement for a specific period.

Audience: genU, genU Training, IPA and matchworks invoice recipients.

Support: For more support, please contact the Accounts Receivable Team via AR@genu.org.au or call (03) 5277 8892.

The following step/action table describes how to display my account statement.

Step	Action
1	<p>Log in to the genU Payment Portal via https://genudigitalpayment-prd-0f7tzt12.authentication.us10.hana.ondemand.com/login.</p> <p>Note: For support, please refer to the How to log in to the genU Payment Portal guide.</p>
3	<p>Click the Display My Account Statement tile.</p>  <p>Result: The Display My Account Statement screen displays.</p>
4	<p>Complete one or more of the following fields to display the relevant statement:</p> <ul style="list-style-type: none"> • Status • Posting Date

Step	Action
------	--------

- Due Date
- Document Date
- Document Type
- Amount

Company Code: * 3010 x

Customer: *

Status: * Open

Posting Date: * To Today (Jan 1, 1970 ...)

Due Date:

Document Date:

Clearing Date:

Dispute:

Document Number:

Document Type:

Amount:

Reference:

Invoice Reference:

Go Adapt Filters (4)

Items	Documen...	Documen...	Status	Period	Due Date	Postin...	Documen...	Clearing ...	Amount	Reference	Dispute	Invoice R...	Company...	Customer
To start, set the relevant filters.														

Result: The relevant fields populates.

5 Click Go.

Company Code: * 3010 x

Customer: *

Status: * Open

Posting Date: * To Today (Jan 1, 1970 ...)

Due Date:

Document Date:

Clearing Date:

Dispute:

Document Number:

Document Type:

Amount:

Reference:

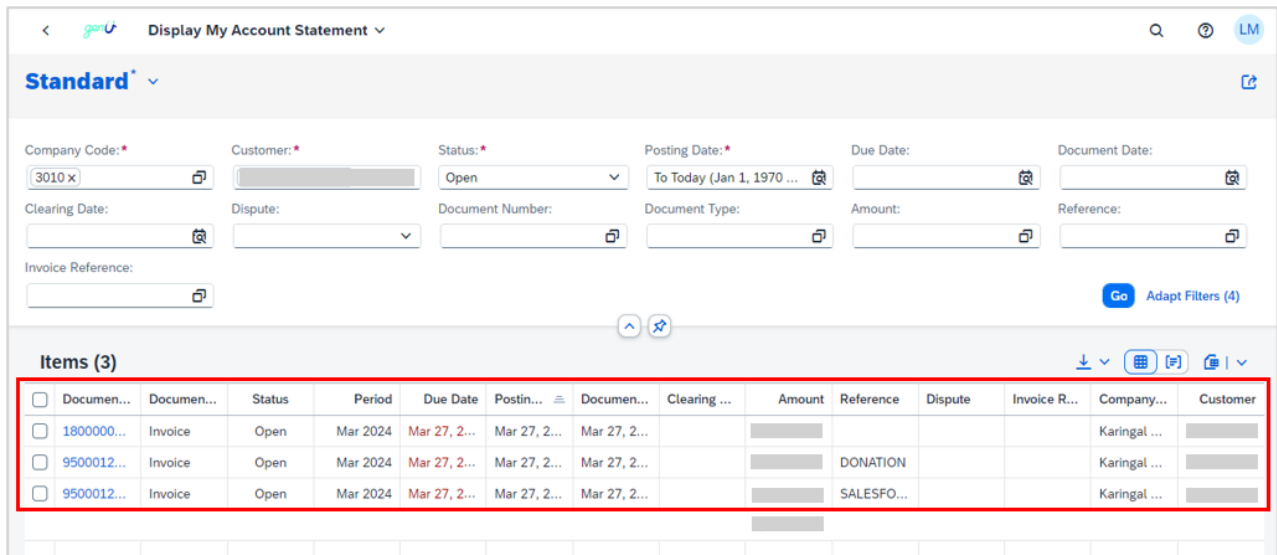
Invoice Reference:

Go Adapt Filters (4)

Items	Documen...	Documen...	Status	Period	Due Date	Postin...	Documen...	Clearing ...	Amount	Reference	Dispute	Invoice R...	Company...	Customer
To start, set the relevant filters.														

Step	Action
------	--------

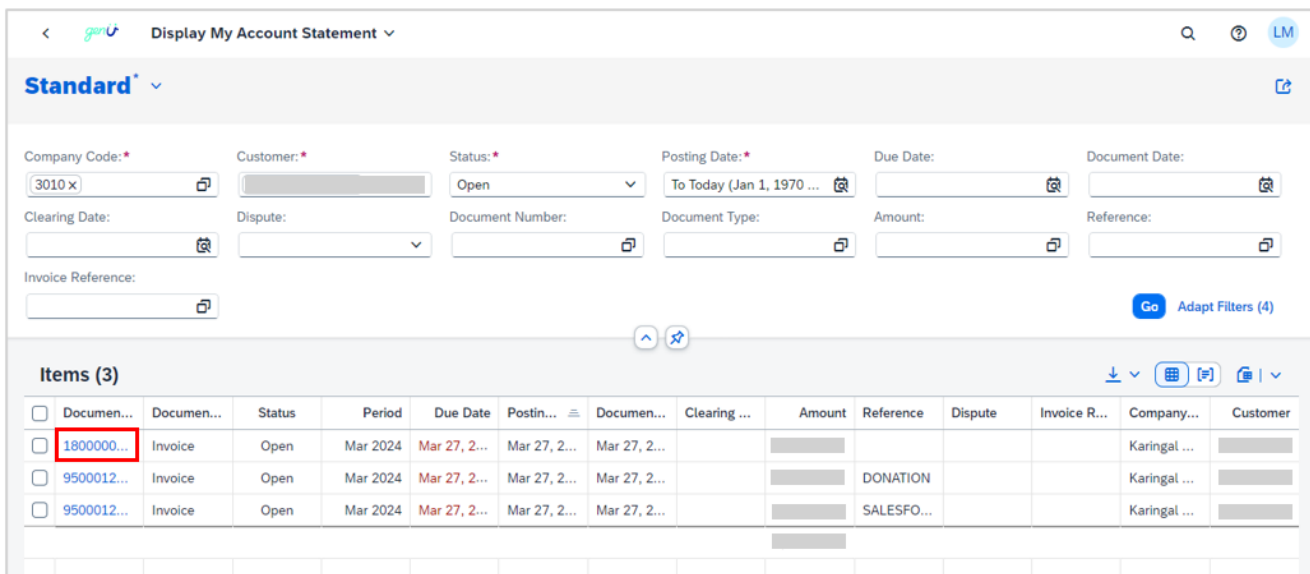
Result: The item(s) and the total amount of these items displays.



Company Code: 3010 x | Customer: | Status: Open | Posting Date: To Today (Jan 1, 1970 ... | Due Date: | Document Date: | Clearing Date: | Dispute: | Document Number: | Document Type: | Amount: | Reference: | Invoice Reference: | Go Adapt Filters (4)

Items (3)	Documen...	Documen...	Status	Period	Due Date	Postin...	Documen...	Clearing ...	Amount	Reference	Dispute	Invoice R...	Company...	Customer
<input type="checkbox"/>	1800000...	Invoice	Open	Mar 2024	Mar 27, 2...	Mar 27, 2...	Mar 27, 2...						Karingal ...	
<input type="checkbox"/>	9500012...	Invoice	Open	Mar 2024	Mar 27, 2...	Mar 27, 2...	Mar 27, 2...			DONATION			Karingal ...	
<input type="checkbox"/>	9500012...	Invoice	Open	Mar 2024	Mar 27, 2...	Mar 27, 2...	Mar 27, 2...			SALESFO...			Karingal ...	

6 Click the relevant **Document Number**.

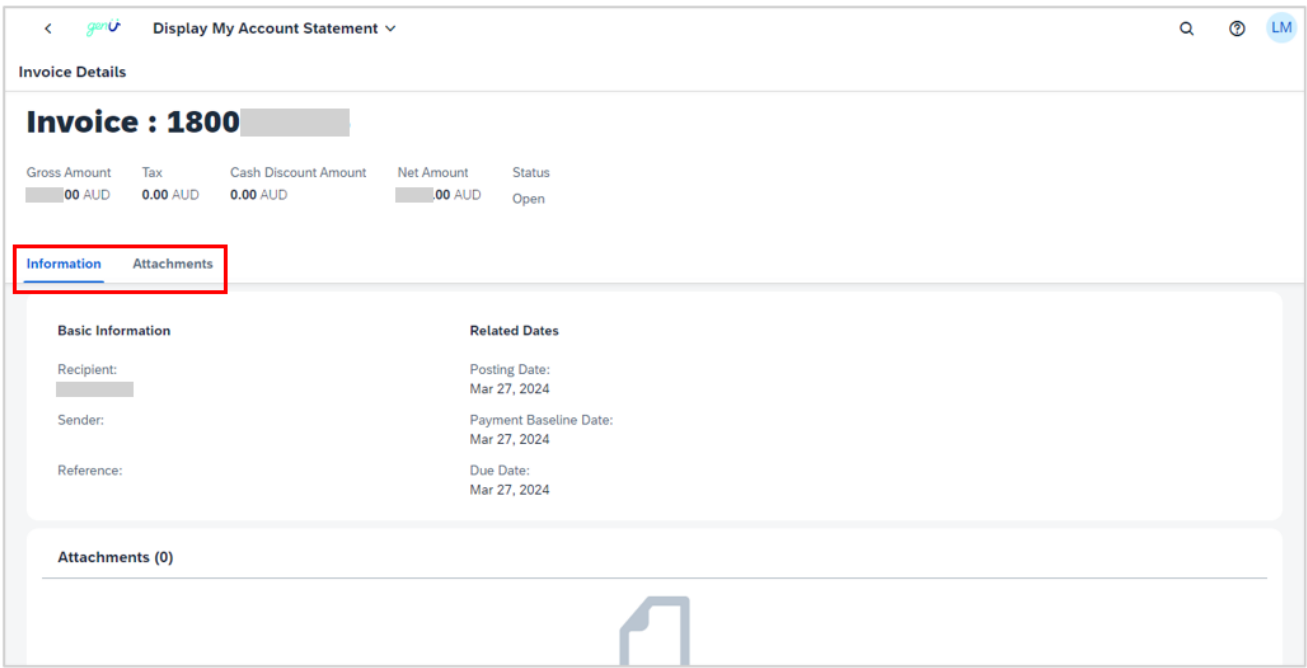


Company Code: 3010 x | Customer: | Status: Open | Posting Date: To Today (Jan 1, 1970 ... | Due Date: | Document Date: | Clearing Date: | Dispute: | Document Number: | Document Type: | Amount: | Reference: | Invoice Reference: | Go Adapt Filters (4)

Items (3)	Documen...	Documen...	Status	Period	Due Date	Postin...	Documen...	Clearing ...	Amount	Reference	Dispute	Invoice R...	Company...	Customer
<input type="checkbox"/>	1800000...	Invoice	Open	Mar 2024	Mar 27, 2...	Mar 27, 2...	Mar 27, 2...						Karingal ...	
<input type="checkbox"/>	9500012...	Invoice	Open	Mar 2024	Mar 27, 2...	Mar 27, 2...	Mar 27, 2...			DONATION			Karingal ...	
<input type="checkbox"/>	9500012...	Invoice	Open	Mar 2024	Mar 27, 2...	Mar 27, 2...	Mar 27, 2...			SALESFO...			Karingal ...	

Result: The **Invoice Details** displays.

7 Click the tabs to view more information.

Step	Action
	 <p>Result: The screen displays the relevant invoice information.</p> <p>Note: To view the original invoice document, click the PDF under Attachments.</p>
	<p>End procedure</p>