

eAccount



We protect and
beautify the world™



eAccount Features

- **Real time account balance at your fingertips**
- **Simple navigation between tabs**
- **Ability to make payments at the full account level as well as on a single job account**
- **A visual aging of your account's current status**
- **Easy invoice retrieval**
- **Pull historic statements**
- **Analyze purchases on account**

Logging On

- From the link below, you will be able to access your eAccount.
- https://eaccount.ppgnet.com/bd/public/frameset_top_html.jsp



Logging On

- **When accessing the site for the first time, you will be prompted to change your password. The new password must meet the criteria below.**
- 9-14 characters long, contain one lower case letter, one upper case letter, one number, one special character, and contain no repeating characters.



SAP NetWeaver

Password has expired

Change Password

User ID:

Old Password *

New Password *

Confirm Password *

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Landing Page

- **Once you log in, you will be brought to the landing page. From this screen you may view an aging for the account as a whole, or view the open invoices on a particular job account.**
- To view an illustrative aging of your account as a whole, select the bolded option at top. To view the open invoices on a particular job account, select the job account listed under the top selection.

You have successfully logged on. Select your account.

Your account with us - Click on the first link to go to your aging summary.

[0008358321/PPG CREDIT/ - 0008358321](#)

[0005057508/PPG CREDIT/JOB ACCOUNT 1 - 0005057508](#)

[0005667393/TEST Q SYSTEM/JOB ACCOUNT 2 - 0005667393](#)

Aging Screen

- If the top option is selected, it will bring you to the aging screen. This screen will show your account balance by job and past due aging. If you click a hyperlink containing a number, it will bring up the invoices that make up that amount. The top line represents your account as a whole, where any lines below are single job accounts.
- By selecting an amount in the top, it will display all invoices on the account as a whole. Selecting an amount listed under a job will bring up invoices pertaining only to that job. You may make a payment by selecting any hyperlink below.

Aging Summary :

Total Over Due: -393.49
 Total Current: 901.00
 Total Future: 1,700.00
 Total Balance: 2,207.51

Description	Head Office	Future	Current	Past Due (<31)	Past Due (31-60)	Past Due (>60)	Total Balance	Total Past Due
PPG CREDIT	0008358321	1,700.00	901.00	0.00	0.00	-393.49	2,207.51	-393.49
Description	Branch	Future	Current	Past Due (<31)	Past Due (31-60)	Past Due (>60)	Total Balance	Total Past Due
PPG CREDIT JOB ACCOUNT 1	0005057508	0.00	901.00	0.00	0.00	-393.49	507.51	-393.49
TEST Q SYSTEM JOB ACCOUNT 2	0005667393	1,700.00	0.00	0.00	0.00	0.00	1,700.00	0.00



Making Payments

- **Selecting an amount will bring up the open bills screen. This page lists all the open invoices and credits.**
- Select an invoice and/or credit to pay that balance. There will be a total displayed at the bottom for all invoices selected. If you want to deselect a line item, click the check box again to deselect the item.

List of Open Bills

1. Select all bills that you would like to pay: Only selected bills are displayed [Change Search](#)

Bill Description	Store POS Invoice	Branch	Customer PO	Invoice Date	Due	Customer Job Name / Old Invoice
<input checked="" type="checkbox"/> 7260705768		0005667393	INVOICE BILL	Jan 6, 2017	Mar 15, 2017	7260705768

Credit Description	Store POS Invoice	Branch	Customer PO	Invoice Date	Date	Customer Job Name / Old Invoice
<input type="checkbox"/> 968003026741	968003026741	0005057508	acct# 306183	Oct 20, 2015	Oct 20, 2015	Rebill To 306183530000

Select All [Deselect All](#) [Download Selected Entries](#) [Download PDF](#) Total Net Payment Amount USD 642.25 USD 1,700.00

- Once the payment is confirmed, select continue in the bottom left to pay the selected bills.


3. 3. Choose *Continue* to check and confirm your payment.


[Continue](#)

Pulling Invoice Copies

- This tab also allows you to pull copies of invoices by selecting the PDF icon in the action column.

Only selected bills are displayed [Change Search](#)

Branch	Customer PO	Invoice Date	Due	Customer Job Name / Old Invoice Number	Billed Amount	Open	Payment Amount	Action
0005667393	INVOICE BILL	Jan 6, 2017	Mar 15, 2017	7260705768	USD 1,700.00	USD 1,700.00	1,700.00	

Branch	Customer PO	Invoice Date	Date	Customer Job Name / Old Invoice Number	Credit Amount	Available	Payment Amount	Action
0005057508	acct# 306183	Oct 20, 2015	Oct 20, 2015	Rebill To 306183530000	(- USD 1,057.75)	(- USD 1,057.75)		

Total Net Payment Amount	USD 642.25	USD 1,700.00
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- You may select multiple invoices by selecting the desired invoices, then selecting Download PDF. Multiple invoices will be downloaded as separate PDF files grouped together.

1. Select all bills that you would like to pay:

	Bill Description	Store POS Invoice	Branch	Customer PO	Invoice Date
<input checked="" type="checkbox"/>	7260705768		0005667393	INVOICE BILL	Jan 6, 2017

	Credit Description	Store POS Invoice	Branch	Customer PO	Invoice Date
<input checked="" type="checkbox"/>	968003026741	968003026741	0005057508	acct# 306183	Oct 20, 2015

Select All	Deselect All	Download Selected Entries	Download PDF	Total Net Payment Amount	USD 642.25	USD 642.25
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2. 2. Select the payment method you want to use. You are paying with

Payment Method not yet Known



Downloading an Excel Spreadsheet

- The ability to download an Excel spreadsheet is available by selecting the invoices you would like to export, then selecting download selected entries.

	Credit Description	Store POS Invoice	Branch	Customer PO	Invoice Date	Date
<input checked="" type="checkbox"/>	968003026741	968003026741	0005057508	acct# 306183	Oct 20, 2015	Oct 20, 2015

Total Net Payment Amount USD 642.25

2. 2. Select the payment method you want to use. You are paying with

New Bank Details

- Select the Download Excel option, and an excel spreadsheet will be created.

Download of Bills

Choose the Format for Downloading the Bills

To process the bill overview in a spreadsheet program, use the Excel download.

Review Paid Invoices/Credits

- At any point, you may use the top panel to navigate between screens.

- Selecting the paid bills tab will allow you to access invoices that have been paid on the account.
 - To filter your search, use the drop down menu in the top left to view either processed or in process invoices. Processed meaning they have been paid while in process meaning they are set to be paid. You may also pull a copy of the invoice using the same controls from the open bills page.

Bill Description	Branch	Document Date	Due	Billed Amount	Already Paid	Status	Action
<input type="checkbox"/> 976502015983	0005057508	May 14, 2016	May 14, 2016	- USD 288.87	- USD 288.87	Processed	



Review Previous Payments

- **Selecting the payments screen will allow you to view processed and in process payments. Use the same selection criteria to filter payments.**

List of Payments

To display the list of payments, select the appropriate search criteria:

Status: Period:

	Payment Description	Used On	Payment Amount	Payment Method
<input type="checkbox"/>	Payment 1400122142 of 04/08/2016	Apr 8, 2016	-USD 290.47	Other Payments/Settlements
<input type="checkbox"/>	Payment 1400119032 of 04/05/2016	Apr 5, 2016	USD 290.47	Other Payments/Settlements
<input type="checkbox"/>	Payment 1600019663 of 04/01/2016	Apr 1, 2016	-USD 240.00	Other Payments/Settlements
<input type="checkbox"/>	Payment 1400112337 of 03/28/2016	Mar 28, 2016	USD 240.00	Other Payments/Settlements

- **Selecting a payment amount will bring up the details regarding that payment.**

Historical Statements

- **Accessing the Historical statement tab will allow you to pull a copy of your monthly statement. Use the date key to select the statement you would like to pull. Once selected, select the find button which will prompt the copy to be pulled. Once the statement is generated, a pop-up box at the bottom will prompt you to pull the statement. Select open to view the statement or save to save a copy.**

Historical Statements Download:

Fiscal Year Month



- **Using this function will show you what open items appeared on that month's statement. If a historic statement is pulled, it may show closed invoices if they have been paid since the date entered.**
- **The historical statement function will be available for all statements dating back to July of 2015.**

Account History

- Selecting the Account History tab will allow you to analyze trends on your current spending. The account history tab breaks out purchases by month, both at a job level as well as the whole account level, depending on your selection. Select a month's hyperlink to begin.





Open Bills	Paid Bills	Payments	Aging Summary	Historical Statements	Account History	Dispute Cases	Address Data	Bank Data	Credit Cards	Change Passw
Balances and Line Items										
To see the items for a particular period, click on the corresponding amount.										
Fiscal Year : 2016 ▾					Currency: USD					
Balances										
Month	Debit	Credit	Balance	Accumulated Balance						
2016				USD 5,430.98						
01/2016	USD 15,807.35	USD 19,174.60	- USD 3,367.25	USD 2,063.73						
02/2016	USD 42,905.25	USD 42,117.30	USD 787.95	USD 2,851.68						
03/2016	USD 77,807.26	USD 79,477.82	- USD 1,670.56	USD 1,181.12						
04/2016	USD 19,744.90	USD 19,611.95	USD 132.95	USD 1,314.07						
05/2016	USD 10,599.41	USD 12,306.97	- USD 1,707.56	- USD 393.49						
06/2016	USD 0.00	USD 0.00	USD 0.00	- USD 393.49						
07/2016	USD 0.00	USD 0.00	USD 0.00	- USD 393.49						
08/2016	USD 0.00	USD 0.00	USD 0.00	- USD 393.49						
09/2016	USD 0.00	USD 0.00	USD 0.00	- USD 393.49						
10/2016	USD 0.00	USD 0.00	USD 0.00	- USD 393.49						
11/2016	USD 0.00	USD 0.00	USD 0.00	- USD 393.49						
12/2016	USD 0.00	USD 0.00	USD 0.00	- USD 393.49						
Total	USD 166,864.17	USD 172,688.64	- USD 5,824.47	- USD 393.49						
Print	Excel	CSV								

Account History

- Use the Fiscal year to filter by year. Select a month's amount to view the invoices that make up that total.

Display All Bills
 Branch
 Business Transaction

Line Items 2016: Month 1 - Debit

Business Transaction	Branch	MDS Account #	Due	Clearing Date	Reference	Reference Date	Amount	Action
7280976904 - Invoice - Jan 13, 2016	0005057508	3039043100000000	Jan 13, 2016	Jan 18, 2016	967704083772	Jan 13, 2016	USD 2,988.57	 
7280982933 - Invoice - Jan 14, 2016	0005057508	3039043100000000	Jan 14, 2016	Jan 20, 2016	924803029401	Jan 14, 2016	USD 1,155.60	 

- From this level, you may also use the branch filter to display only one job. Using this filter will show you purchases made on a single job over a course of the selected month.
 - The branch number for a project can be found on the landing page/Aging Summary or listed on your statement, these numbers will begin with a 5.

Address Data, Bank Data and Credit Card Data

- The address tab will display the physical address we have listed on your account.
- The Bank data tab will allow you to save your banking information in our system. Once saved, you will have the option to select that bank information when making a payment.
- The Credit Card data tab works similar to the bank data tab, this tab will allow you to save your credit card information to be stored to secure your account.

Open Bills	Paid Bills	Payments	Aging Summary	Historical Statements	Account History	Dispute Cases	Address Data	Bank Data	Credit Cards	Change Password
Bank Details										
Country	Bank Number	Account Number	Account Holder	Account Description						
New entry <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="button" value="Save"/> <input type="button" value="Back"/>										

Open Bills	Paid Bills	Payments	Aging Summary	Historical Statements	Account History	Dispute Cases	Address Data	Bank Data	Credit Cards	Change Password
Credit Cards										
Card Type	Card Number	Expires (MM/YYYY)	Cardholder	Credit Card Description						
New entry American Express <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="button" value="Save"/> <input type="button" value="Back"/>										



Change Password, Switch Account, and FAQ

- Access the change password tab to change your password.

Change Password

Old Password	<input type="text"/>
New Password	<input type="text"/>
Repeat Password	<input type="text"/>

- The switch account screen will bring you to the landing page which is detailed on page 4.

Select your account.

Your account with us - Click on the first link to go to your aging summary.

[0008358321/PPG CREDIT/ - 0008358321](#)

[0005057508/PPG CREDIT/JOB ACCOUNT 1 - 0005057508](#)

[0005667393/TEST Q SYSTEM/JOB ACCOUNT 2 - 0005667393](#)

- At any point, you may access the FAQ tab which will house answers to frequently asked questions about eAccount.

Need Further Assistance?

- **If you need further assistance with eAccount, please contact our eAccount helpdesk via phone or email at the contact information below. They will be able to help with any additional questions regarding our new online tool. The helpdesk's hours are 8:00 am – 5:00 pm EST.**
 - 1-844-746-8615
 - eaccountservice@ppg.com
- **Thank you for being a loyal customer of PPG!**



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