UNDERSTANDING
Connection Central
Your 24/7 Account Resource

Connection Central

As a patron of this company, you may register to access your account information. All you need to subscribe is an internet connection and browser software.

Connection Central provides a complete, detailed accounting record of all your transactions with the company.

We have created this brochure to provide you with a quick guide to finding information using Connection Central.

If you have questions about your account transactions, contact us at the main office.

Accounts

Personal Info

Sign Out

Offer

Account:

1000
Davis, Alan
4440 114th Street

Urbandale, IA 50322

Terms | Statement | Membership | Volume | Purchase Contracts | Commodities

Terms	Email Statement	Due	Pay	Due By	Current	Total Due
Regular	☑	$2,071.65	Pay	3/15/09	$ 837.96	$2,909.61
Fall Agronomy	☐		Pay	9/15/08		

Connection Central V1R2

SEE INSIDE
FOR A DETAILED EXPLANATION OF INFORMATION AVAILABLE

DETAILED EXPLANATION

1 The **Side bar** provides clickable navigational links.

1a Click the **Accounts** link to view, add, or remove accounts associated with your Primary (statement) account.

1b Click the **Personal Info** link to edit your Connection Central account information such as your password.

1c Click the **Offer** link to tender a price, quantity, and delivery period for your marketable commodities. Staff will review and accept or decline the offer by email or telephone.

1d Click the **Sign Out** link to close the program.

2 Your Account number, name, and mailing address

3 The **Terms *tab*** displays statement terms for the account.

3a The **Terms *column*** displays statement term accounts. Click to open sales ticket detail.

3b The **Email Statement** column has check boxes that allow an email notification to be sent to you when statements are available for viewing within Connection Central. *If the box is grayed out, the option is not available.

3c The **Due** column displays the monetary amount owed for the statement.

3d The **Pay** column has buttons that are visible *if* on-line payments are setup. The payment feature is available for the Primary account only. If the **[Pay]** button is grayed out, there are no outstanding balances.

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1

Accounts 1a

Personal Info 1b

Sign Out 1c

Offer 1d

Account: 2

1000
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Terms 3 | Statement 4 | Membership 5 | Volume 6 | Purchase Contracts 7 | Commodities 8

Terms 3a	Email Statement 3b	Due 3c	Pay 3d	Due By 3e	Current 3f	Total Due 3g
Regular	☑	$2,071.65	Pay	3/15/09	$ 837.96	$2,909.61
Fall Agronomy	☐		Pay	9/15/08		

Connection Central FAQ

Side Bar – Provides navigation links located to the left of every page.

Tab Key - Use the tab key on your keyboard to navigate between fields on forms (left to right).

Space Bar - The space bar on your keyboard selects/de-selects radio buttons and check boxes.

[Update] and [Submit] buttons - Must be clicked to process entries.

Account tabs – **Terms**, **Statements**, **Membership**, **Volume**, **Purchase Contracts**, **and Commodities** are clickable and display transaction information. *The Account tab names can be customized by your Company and may have different names than displayed above. Please see your Company representative for details.*

Column Headers – Are clickable and sort the listing. The first click on the headers, sorts the list by that header information in ascending order and the second click sorts in descending order.

Page Navigation – If a list has more records than fit on one page, **Page Navigation** links can be clicked to display another page of records.

DETAILED EXPLANATION

3e The **Due By** column displays the date the amount owed is due to be paid.

3f The **Current** column displays an amount only if within 30 days ageing.

3g The **Total Due** column displays the entire amount due for the account.

4 The **Statement** tab displays statement records from the current year and prior year up to twenty-three months. Click a statement dates to open a printable PDF document of the statement.

5 The **Membership** tab displays summary stock and class information with a listing by year of local and regional deferred amounts.

6 The **Volume** tab displays the category of product/service purchases for the current and prior year. Click a **Description item** to view purchase detail. Column headers are clickable and open to a chart view.

7 The **Purchase Contracts** tab displays a summary of unassigned/available/total prepaid amounts along with a detail listing by contract type.

8 The **Commodities** tab displays Positions and Delivered contracts.
Click the **[Settlements]** button to display commodity settlements.
Click a **Commodity header** to open to a selection window where you can print the delivered scale tickets by date. Click a **Commodity unit** to display position detail. In the detail list, click a **Position record** to open ticket detail for the position. From the position detail view, click the **[What If Settle]** button to calculate settlement scenarios.
Click the **[Undelivered Contracts]** button to display undelivered contract information. In the undelivered listing, click a **Contract number** to open to contract detail.