# **Corporate Online**



## Viewing account information.

Follow this guide to view account balances and transactions in Corporate Mobile.

To perform this procedure you require access to the **View and print transaction information** feature of **Online Accounts** and an **Office** and **Account group** that includes the account you want to view.

Please refer to the **How to access Corporate Mobile** quick reference guide for assistance on how to sign in to Corporate Mobile.

	🖬 Optus 奈	8:47 am	80% 🔳			
		Corporate Mobile				
	(	Customer ID	Forgot			
		Password				
1		Sign in				
		Contactus	(?) Halp			

**Getting started** 

**Step 1:** Enter your 8 digit **Customer ID** and case sensitive **Password**, and then select **Sign in**.

#### Notes:

- If you have forgotten your password and have a Corporate Online token you can reset your sign in password from the Corporate Online website. If you don't have a Corporate Online token please contact your administrator or the Corporate Help Desk to arrange for your password to be reset.
- ii. Allowed access times are set by your Corporate Online administrator(s).



The options displayed are based on your Corporate Online access.

Step 2: Select View accounts

2

# **Corporate Online**



### Viewing account balances and transactions



View the current and available balances of account(s).

Step 1: Select an Office

Step 2: Select an Account group

**Step 3:** Select the **Account** to view transactions

III Optus 4G	3:02 pm	•	7
<	Account	Sig	in out
Test Accour 032000 431	nt 1 376		
Balance det	ails		
As at 19 Feb	ruary 2019 15:32 alance	2 AEDT AI 829.7	UD <b>'6+</b>
Available B	alance	829.7	6+
Transaction	list As at 15:32 AEI	⊃⊤ Filter	s <b>^</b>
From: 18/02/1	9 <b>14</b> To: 19	/02/19	4
Reset filt	ers	opply filters	
		Q	5
Opening ba 18/02/19 <b>827.77+</b>	lance Closi 18/02 829.7	ing balanc 2/19 <b>76+</b>	e
<b>DEPOSIT T</b> 18 Feb 2019	ransfer from	431384 CR 7	2.00 6
WITHDRAV Transfer to	VAL FOR 4909 431384	9789	
18 Feb 2019		DR 5	.00
<b>W</b>		Н	elp 🕜

#### Notes:

- The Office and Account Group displayed on your entry screen can be changed within the Set Preferences screen of Corporate Online Accounts.
- ii. "Available balance" is not displayed for all account types.

### **Transaction list**

View account balances and transactions.

**Step 4:** Change the **From** and **To** dates then select **Apply filters** to view transactions for up to 24 months.

**Step 5: Search** for a transaction by entering a date or range or dates or a single or range of transaction values.

**Step 6:** Select the **Transaction** to view full details.