

## Viewing merchant statements.

Follow this guide to view, print and save merchant statements in **Online Receipts**.

To perform this procedure, you require access to the **View and print receipt information** feature, an **Office**, and a **Receipt service** (i.e.: Australian EFTPOS reporting, Australian Merchant Chain statements or Australian Merchant Headquarters statements)

**ⓘ To stop receiving Merchant statements by mail contact your Corporate Online Administrators.**

- From the left-hand menu, select **Receipts > View > Merchant statements**.

**View**  
Merchant statements ? Help

To view Merchant statements, click a **Service ID** link.

**Select office as required**

Office:  Order merchant stationery  
 Search by:  How to amend the service name Update list  
Clear  
Reset list parameters

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| Service ID ▲                                  | Service name      | Statement type |
|---|-------------------|----------------|
| <a href="#">EFTPOS 032000 431376 88888888</a> | EFTPOS Terminal 1 | Merchant       |

- Complete any of the following.
  - To order stationery for EFTPOS terminals select **Order merchant stationery**.
  - Filter the list of services by **Office** or use the **Search by** option and select **Update list**.
  - To sort the list of services, select the field name you want to sort by (i.e.: Service ID).
  - To view a statements for a service select the **Service ID** link.

Corporate Online displays a **List of statements** for the chosen service.

**View**  
Merchant statements ? Help

To view a statement, click the **Statement details** link.

**Select office, service and statement period**

Office:   
 Service ID:  Service Name: Merchant statement 3  
 Financial year:  Stop receiving statement by mail? Update list

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| Statement period ▼ | Statement details                                   |
|--------------------|---|
| July 2021          | <a href="#">Merchant statement 88888888.2021.07</a> |

- Complete any of the following.
  - Filter the list of statements by **Office**, **Service ID**, **Financial year** and selecting **Update list**.
  - To sort statements, select the field name you want to sort by.
  - To view a statement for select the **Statement details** link. The statement is displayed as a PDF to view, print or save.