## **Corporate Online**



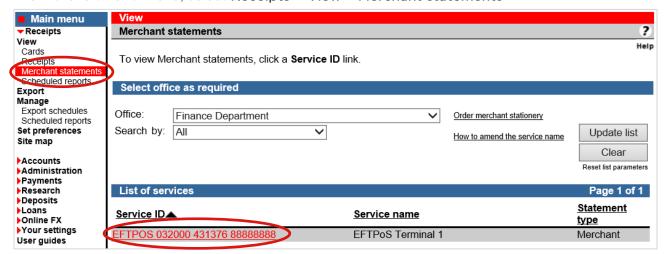
## Viewing merchant statements.

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)

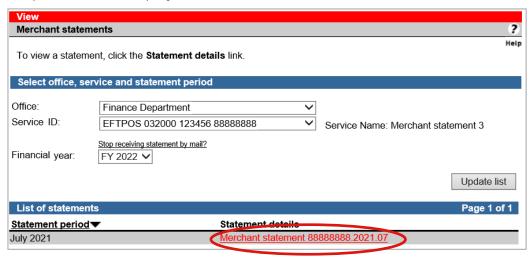
① To stop receiving Merchant statements by mail contact your Corporate Online Administrators.

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



- 2. 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.



- 3. 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.

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