

Viewing receipt information.

Follow this guide to view, search, and print transactions 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.: DERPS, EFTPOS, RECALL, or Inward dishonour).

Viewing receipts

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

Corporate Online displays a **List of receipts** for the past 7 days.

View receipts

List of available receipts

View or print a summary of available receipts. To sort receipts, click the field name you want to sort by (e.g. Service ID). To view a list of transactions for a receipt, click the **Service ID** link.

Select office, service type and dates

Office: Finance Department

Service type: All

Start date: 5 November 2021

End date: 5 November 2021

Receipts list Page 1 of 1

Service ID▲	Service name	Date	Total items	Amount
DERPS 000088 03279700	Direct Entry Returns 1	05 Nov 2021	246	261,071.87
INDISH 032000 431376	Inward dishonours	05 Nov 2021	1	1.00
RECALL 001_ER060622	Remittance processing ser	05 Nov 2021	10	976.35

Start of list Previous services Next services End of list

Display all pages

- Complete any of the following:

- Filter the list of receipts by changing the **Office**, **Service type**, **State date** and **End date** and then selecting **Update list**.
- To sort receipts, select the field name you want to sort by (e.g., Service ID).
- Select the **Service ID** link to view a list of transactions making up the receipt. See next page.
- To print the receipt list, select **Print preview**.
- To search for transaction(s) select **Search**. See next page.

Service ID▲

~~DERPS 000088 03279700~~

INDISH 032000 431376

Viewing transactions

View receipts

Transaction list ?

View or print receipt transactions. To sort transactions click the field name you wish to sort by (e.g. Client reference). To view individual transaction details, click the **Client reference** link.

Select office, service type and dates

Office:

Service type:

Service ID: Service name: Inward dishonours

Start date: 23 August 2021

End date: 27 August 2021

Search details: All transactions

Reset search parameters

Transaction list Page 1 of 1

Date	Client reference	Deposit serial number	Reason code	Amount
26 Aug 2021	CORPORATE ONLINE	00000000000000	914	1.00
25 Aug 2021	CORPORATE ONLINE	00000000000000	914	1.00
24 Aug 2021	CORPORATE ONLINE	00000000000000	914	1.00
23 Aug 2021	CORPORATE ONLINE	00000000000000	914	1.00

Total value of transactions: 4.00
Number of transactions: 4

Reason codes.

Display all transactions

3. Complete any of the following:

- Filter the list of transactions by changing the **Office**, **Service ID**, **File ID**, **Start** and **End** dates and then selecting **Update list**.
- To sort transactions, select the field name you want to sort by (e.g., **Client reference**).
- Select the **Client reference** link to view transaction details and **Images**.
- To print transaction list, select **Print preview**.
- To search for transaction(s) select **Search**.

CORPORATE ONLINE

Searching transactions

View receipts

Transaction search

Enter transaction search criteria, then click Submit.

Service type and service ID

Office: Finance Department

Service type:

Service ID: Service name: Inward dishonours

Date

Start date: 23 August 2021

End date: 27 August 2021

4. Complete the fields as follows:

- Select a **Service type** from the list.
- Select a **Service ID** from the list.
- Use the Calendar to select **Start** and End dates.
- Enter a specific **Client reference** if applicable.
- Enter other search criteria specific to the selected service type.
- Enter a specific **Amount** or range of amounts.
- Once you have entered the required search criteria select **Submit**.