Corporate Online



Viewing receipt information.

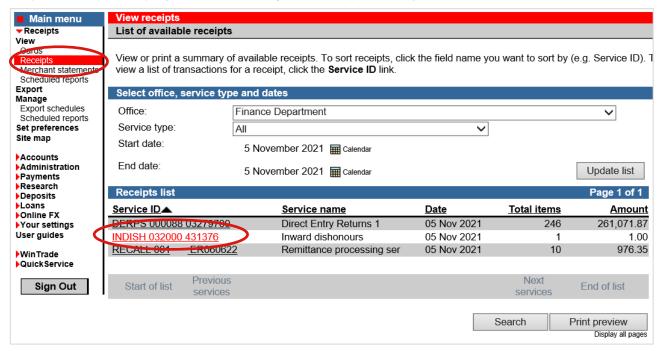
Follow this guide to view, search, and print transactions in Online Receipts.

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

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

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



- 2. 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.

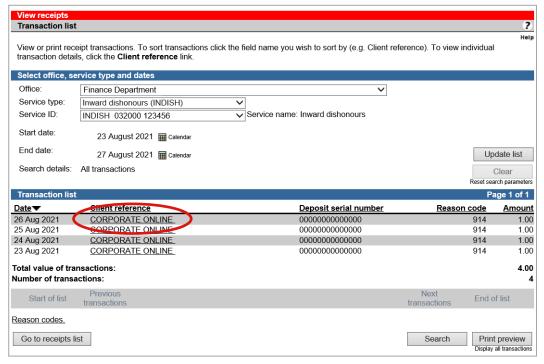


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Corporate Online



Viewing transactions



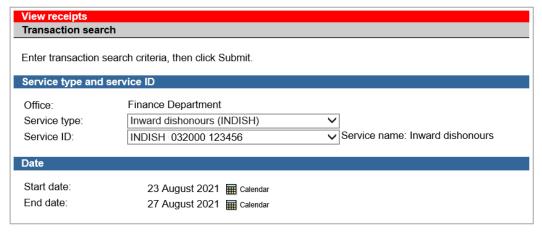
- 3. Complete any of the following:
 - Filter the list of transactions by changing the Office, Service ID, File ID, Start and End dates and then selecting Update list.
 - To sort transactions, select the field name you want to sort by (e.g., Client reference).
 - Select the Client reference link to view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

Client reference CORPORATE ONLINE Print preview

Search

Update list

Searching transactions



- 4. Complete the fields as follows:
 - Select a **Service type** form 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.

Submit

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