

### Viewing card information and statements.

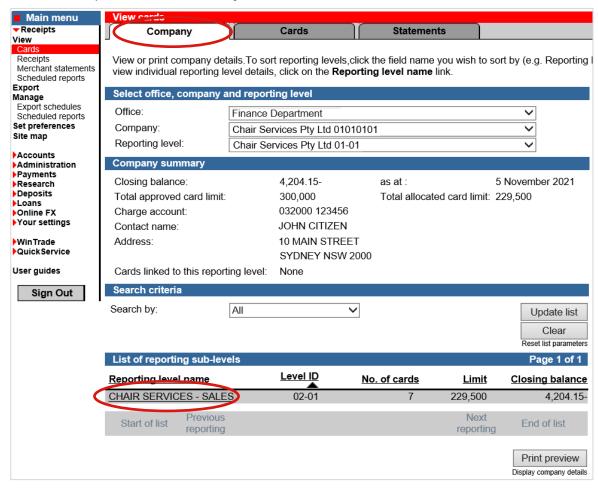
Follow this guide to view and print Commercial / BusinessChoice card information (including balances and transactions) along with monthly issued card statements in **Online Receipts**.

To perform this procedure, you require access to the View and print card information feature, an Office, and a credit card payment service (Company ID).

#### Viewing company details

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

Corporate Online displays company information for default **Office**, **Company** and **Reporting level** for the previous business day.



- 2. Complete any of the following:
  - Filter the information displayed by changing the Office, Company and Reporting level and clicking Update list.

Update list

- To search for a reporting level, select criteria from the list, complete the corresponding input field and click **Update list**.
- To sort reporting levels, select the field name you want to sort by (e.g., Reporting level name).
- Select the Reporting level name link to view information for that reporting level.
- Note: Card structures are not applicable to BusinessChoice cards. Cardholders are linked directly to the Company Level (01-01)
  Print preview
- To print select Print preview.

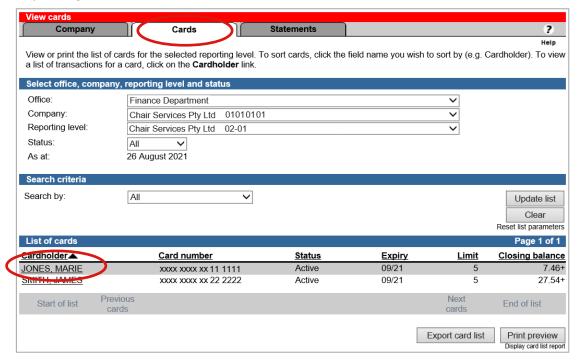
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#### Viewing card balances

1. Select the **Cards** tab at the top of the screen.

Corporate Online displays a list of cardholders for your default **Office, Company** and **Reporting level** for the previous business day.



- 2. Complete any of the following:
  - Filter the list of cards displayed by changing the Office, Company, Reporting level, and Status.
  - To search for a cardholder, select criteria from the list, complete the corresponding input field and select Update list.
  - To sort cards, select the field name you want to sort by (e.g., Cardholder).
  - Select the **Cardholder** link to view a list of transactions for the cardholder. See next page.
  - To print the card list, select Print preview.
  - To export the card list, select **Export card list**.

Update list

Print preview

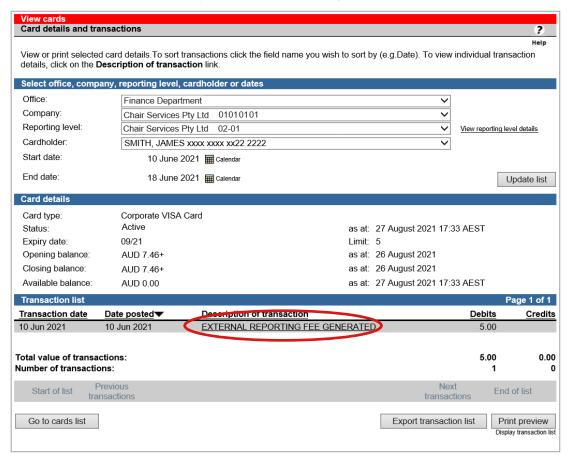
Export card list

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#### Viewing card transactions

Corporate Online displays transaction information for chosen Office, Company, Reporting level and Cardholder for the previous business day.



- 1. Complete any of the following:
  - Filter the list of transactions displayed by changing the Office, Service ID,
    File ID, Start and End dates and then selecting Update list.

Update list

- To sort transactions, select the field name you want to sort by (e.g., Description of transaction).
- Select the Description of transaction link to view individual transaction details.

Print preview

- To print the transaction list, select **Print preview**.
- To export the transaction list, select Export transaction list.

Export transaction list

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#### Viewing card statements

1. Select the **Statements** tab at the top of the screen.

Corporate Online displays a list of statements for your default **Office**, **Company** and **Reporting level**.



- 2. Complete any of the following:
  - Filter the list of statements displayed by changing the Office, Company,
    Reporting level, Start date and End date and then selecting Update list.

Update list

- To search for a statement, select criteria from the list, complete the corresponding input field and select **Update list**.
- To sort statements, select the field name you want to sort by (e.g., Statement date).
- Select the Cardholder link to view a statement in Adobe Portable Document format (PDF).
  - To **print** the PDF, select the print icon on the Adobe Reader toolbar.



To save the PDF, select the save icon on the Adobe Reader toolbar.



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