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**.

Main menu	View					
Receipts	Merchant statements					?
View Cards Receipts Merchant statements	To view Merchant statements, click a Service ID link.					
Scheduled reports	Select office as required					
Manage Export schedules Scheduled reports Set preferences Site map Accounts Administration Payments Research Deposits Loans Online FX Your settings User guides	Office: Fina Search by: All	ance Department	>	~	Order merchant stationery How to amend the service name	Update list Clear Reset list parameters
	List of services					Page 1 of 1
	<u>Service ID</u> ▲		Service nam	Service name		
	EFTPOS 032000	431376 88888888	EFTPoS Ten	minal 1		Merchant

- 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.

View			
Merchant statem	ents		?
To view a stateme	ent, click the Statement details link.		Help
Select office, ser	vice and statement period		
Office: Service ID: Financial year:	Finance Department EFTPOS 032000 123456 88888888 Stop receiving statement by mail? FY 2022 ✓	Service Name: Merchant statement 3	t
List of statement	S	Page 1 of	1
Statement period	Statement	detaile	
July 2021	Merchant sta	statement 888888888.2021.07	

- 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.