

## 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)

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

- From the menu, select **Receipts > View > Merchant statements**.

- 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.

- 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**.