Viewing card information and statements.

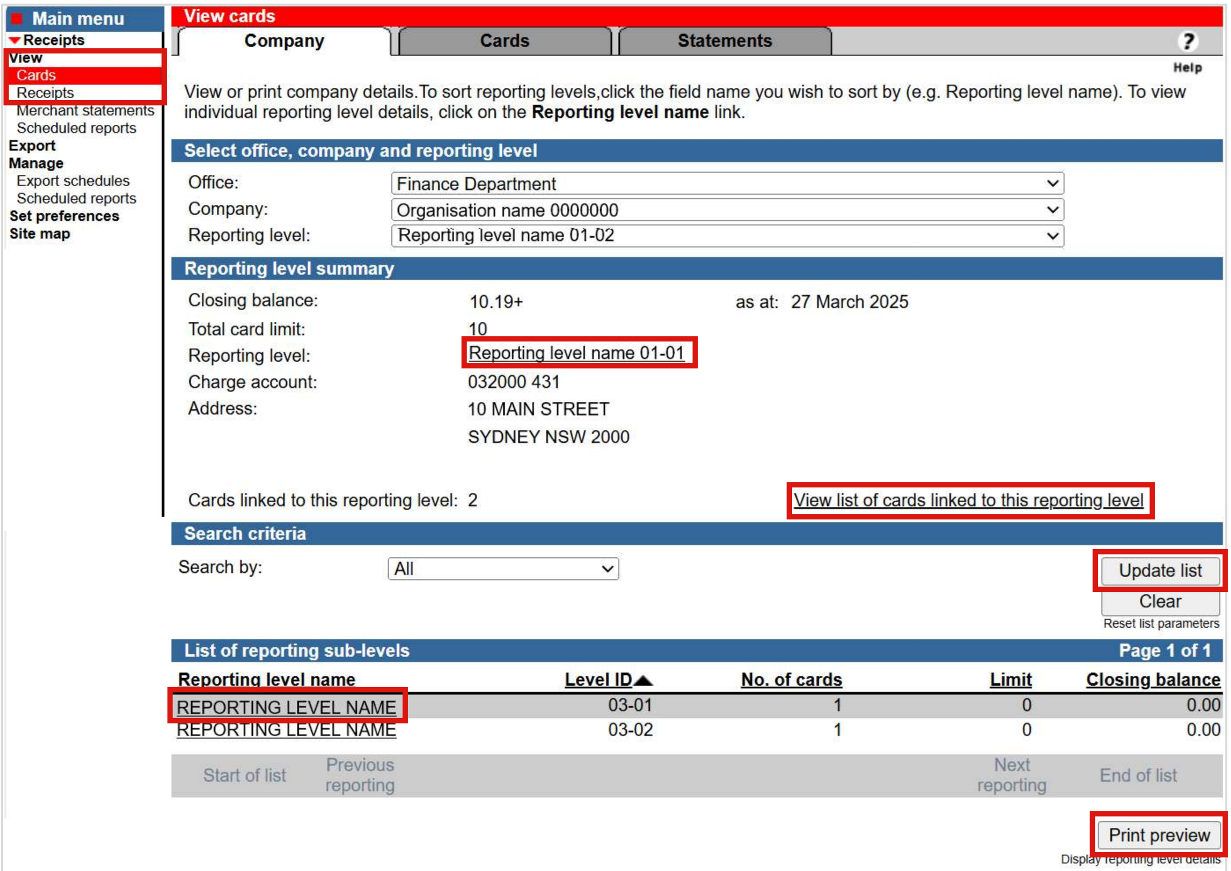
Follow this guide to view and print Commercial / BusinessChoice card information (including balances and transactions) along with monthly issued card statements in **Online Receipts**.

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.

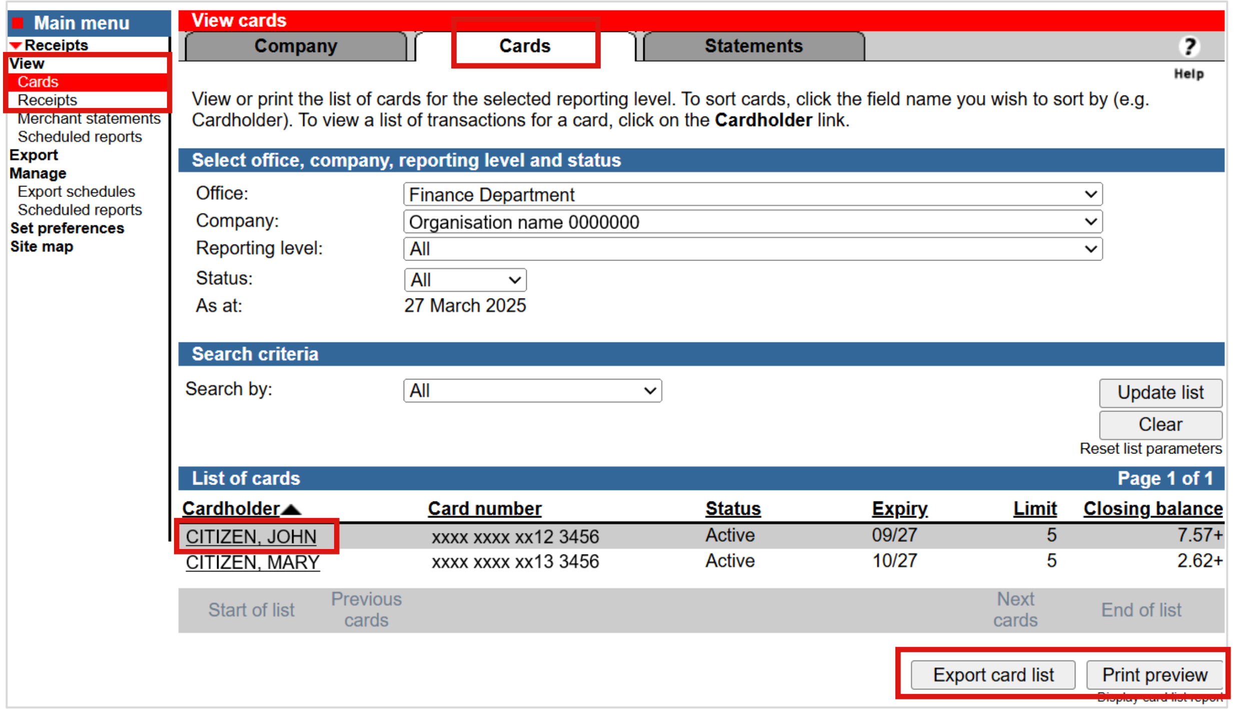


2. Complete any of the following:
   - Filter the information displayed by changing the **Office**, **Company** and **Reporting level** and clicking **Update list**.
   - To search for a reporting level, select criteria from the list, complete the corresponding input field and click **Update list**.
   - 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)
   - To print select **Print preview**.

Viewing card balances

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

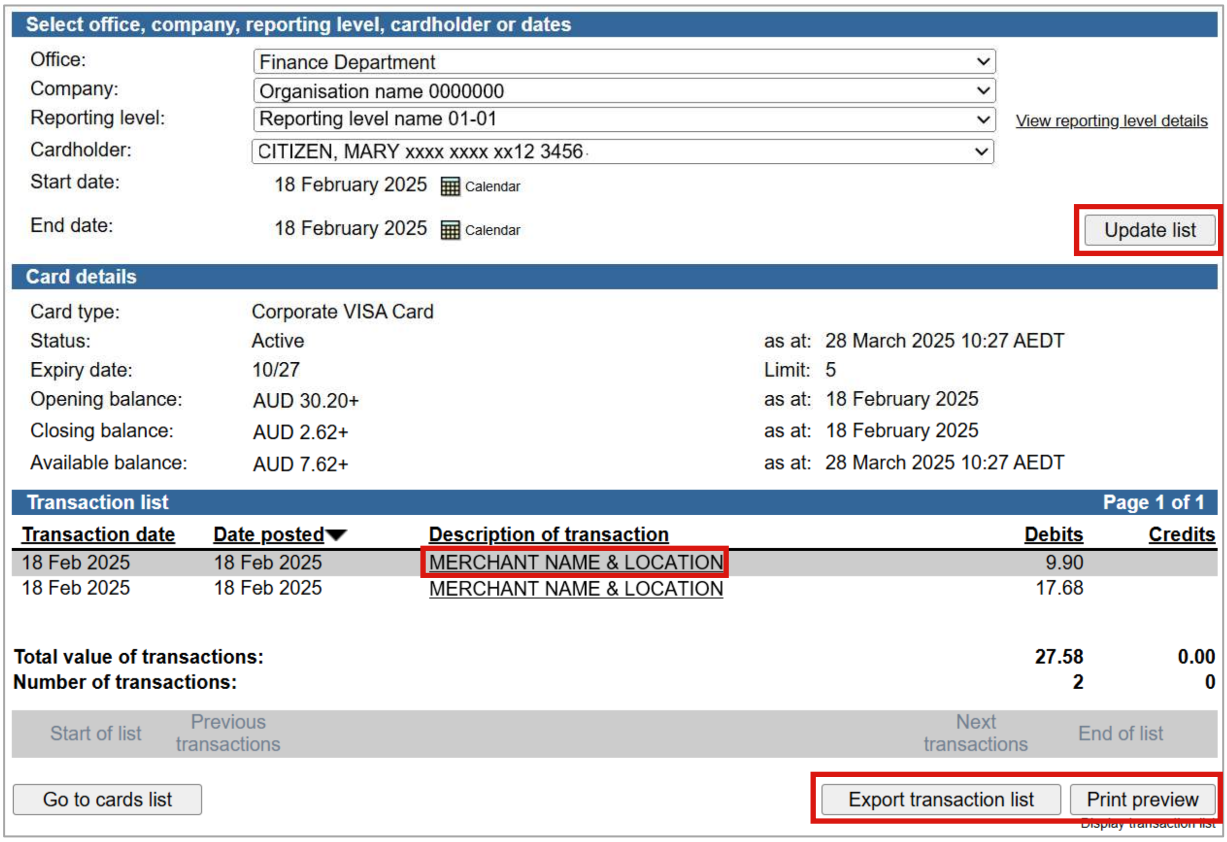
   Corporate Online displays a list of cardholders for your default **Office, Company** and **Reporting level** for the previous business day.



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**.

Viewing card transactions

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

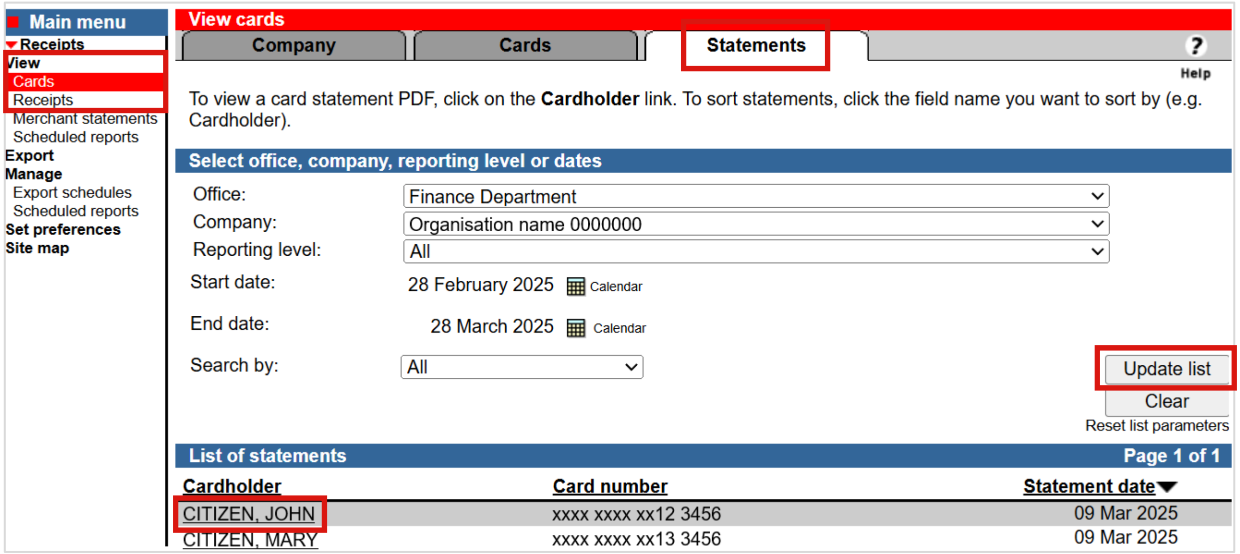


1. Complete any of the following:
   - Filter the list of transactions displayed by changing the **Office**, **Service ID**, **File ID**, **Start** and **End** dates and then selecting **Update list**.
   - To sort transactions, select the field name you want to sort by (e.g., Description of transaction).
   - Select the **Description of transaction** link to view individual transaction details.
   - To print the transaction list, select **Print preview**.
   - To export the transaction list, select **Export transaction list**.

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**.
   - 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).
     - Use the Adobe Reader toolbar to **print** or **save** the statement.