

## 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

- 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.

**View cards**

Company Cards Statements ? Help

View or print company details. To sort reporting levels, click the field name you wish to sort by (e.g. Reporting level name). To view individual reporting level details, click on the **Reporting level name** link.

**Select office, company and reporting level**

Office: Finance Department  
Company: Organisation name 0000000  
Reporting level: Reporting level name 01-02

**Reporting level summary**

Closing balance: 10.19+ as at: 27 March 2025  
Total card limit: 10  
Reporting level: **Reporting level name 01-01**  
Charge account: 032000 431  
Address: 10 MAIN STREET  
SYDNEY NSW 2000

Cards linked to this reporting level: 2 [View list of cards linked to this reporting level](#)

**Search criteria**

Search by: All [Update list](#) [Clear](#) [Reset list parameters](#)

**List of reporting sub-levels** Page 1 of 1

Reporting level name	Level ID▲	No. of cards	Limit	Closing balance
<b>REPORTING LEVEL NAME</b>	03-01	1	0	0.00
<b>REPORTING LEVEL NAME</b>	03-02	1	0	0.00

Start of list Previous reporting Next reporting End of list

[Print preview](#) Display reporting level details

- 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.

**View cards**

Company Cards Statements ? Help

View or print the list of cards for the selected reporting level. To sort cards, click the field name you wish to sort by (e.g. Cardholder). To view a list of transactions for a card, click on the **Cardholder** link.

**Select office, company, reporting level and status**

Office: Finance Department  
 Company: Organisation name 0000000  
 Reporting level: All  
 Status: All  
 As at: 27 March 2025

**Search criteria**

Search by: All Update list Clear Reset list parameters

**List of cards** Page 1 of 1

Cardholder	Card number	Status	Expiry	Limit	Closing balance
<a href="#">CITIZEN, JOHN</a>	xxxx xxxx xx12 3456	Active	09/27	5	7.57+
<a href="#">CITIZEN, MARY</a>	xxxx xxxx xx13 3456	Active	10/27	5	2.62+

Start of list Previous cards Next cards End of list

Export card list Print preview

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.

**Select office, company, reporting level, cardholder or dates**

Office:

Finance Department

Company:

Organisation name 0000000

Reporting level:

Reporting level name 01-01

View reporting level details

Cardholder:

CITIZEN, MARY xxxx xxxx xx12 3456

Start date:

18 February 2025

Calendar

End date:

18 February 2025

Calendar

Update list

**Card details**

Card type:

Corporate VISA Card

Status:

Active

as at: 28 March 2025 10:27 AEDT

Expiry date:

10/27

Limit: 5

Opening balance:

AUD 30.20+

as at: 18 February 2025

Closing balance:

AUD 2.62+

as at: 18 February 2025

Available balance:

AUD 7.62+

as at: 28 March 2025 10:27 AEDT

**Transaction list**

Page 1 of 1

Start of list

Previous transactions

Next transactions

End of list

Go to cards list

Export transaction list

Print preview

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**.

**Main menu**

- Receipts
- View**
  - Cards**
  - Receipts
  - Merchant statements
  - Scheduled reports
- Export
- Manage
  - Export schedules
  - Scheduled reports
- Set preferences
- Site map

**View cards**

**Company** | **Cards** | **Statements** | ?

To view a card statement PDF, click on the **Cardholder** link. To sort statements, click the field name you want to sort by (e.g. Cardholder).

**Select office, company, reporting level or dates**

Office: Finance Department

Company: Organisation name 0000000

Reporting level: All

Start date: 28 February 2025 Calendar

End date: 28 March 2025 Calendar

Search by: All

**Update list**

**Clear**

Reset list parameters

**List of statements** Page 1 of 1

Cardholder	Card number	Statement date
<b>CITIZEN, JOHN</b>	xxxx xxxx xx12 3456	09 Mar 2025
CITIZEN, MARY	xxxx xxxx xx13 3456	09 Mar 2025

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.