

## 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.

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**Sign Out**

**View cards**

**Company** | Cards | Statements

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: Chair Services Pty Ltd 01010101  
 Reporting level: Chair Services Pty Ltd 01-01

**Company summary**

Closing balance: 4,204.15- as at: 5 November 2021  
 Total approved card limit: 300,000 Total allocated card limit: 229,500  
 Charge account: 032000 123456  
 Contact name: JOHN CITIZEN  
 Address: 10 MAIN STREET  
 SYDNEY NSW 2000  
 Cards linked to this reporting level: None

**Search criteria**

Search by: All   Reset list parameters

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

Reporting level name	Level ID	No. of cards	Limit	Closing balance
<b>CHAIR SERVICES - SALES</b>	02-01	7	229,500	4,204.15-

Start of list | Previous reporting | Next reporting | End of list

Display company 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 | ?

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: Chair Services Pty Ltd 01010101  
 Reporting level: Chair Services Pty Ltd 02-01  
 Status: All  
 As at: 26 August 2021

**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
JONES, MARIE	xxxx xxxx xx 11 1111	Active	09/21	5	7.46+
SMITH, JAMES	xxxx xxxx xx 22 2222	Active	09/21	5	27.54+

Start of list: Previous cards | Next cards: End of list

Export card list | Print preview  
Display card list report

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

## Viewing card transactions

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

**View cards**

**Card details and transactions** ? Help

View or print selected card details. To sort transactions click the field name you wish to sort by (e.g. Date). To view individual transaction details, click on the **Description of transaction** link.

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

Office:	Finance Department	▼	
Company:	Chair Services Pty Ltd 01010101	▼	
Reporting level:	Chair Services Pty Ltd 02-01	▼	<a href="#">View reporting level details</a>
Cardholder:	SMITH, JAMES xxxx xxxx xx22 2222	▼	
Start date:	10 June 2021	Calendar	
End date:	18 June 2021	Calendar	<input type="button" value="Update list"/>

**Card details**

Card type:	Corporate VISA Card	
Status:	Active	as at: 27 August 2021 17:33 AEST
Expiry date:	09/21	Limit: 5
Opening balance:	AUD 7.46+	as at: 26 August 2021
Closing balance:	AUD 7.46+	as at: 26 August 2021
Available balance:	AUD 0.00	as at: 27 August 2021 17:33 AEST

**Transaction list** Page 1 of 1

Transaction date	Date posted	Description of transaction	Debits	Credits
10 Jun 2021	10 Jun 2021	EXTERNAL REPORTING FEE GENERATED	5.00	
<b>Total value of transactions:</b>			<b>5.00</b>	<b>0.00</b>
<b>Number of transactions:</b>			<b>1</b>	<b>0</b>

- Start of list
Previous transactions
Next transactions
End of list

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**.

**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: Chair Services Pty Ltd 01010101

Reporting level: Chair Services Pty Ltd 02-01

Start date: 27 July 2021

End date: 27 August 2021

Search by: All

Update list  
Clear  
Reset list parameters

List of statements Page 1 of 1

Cardholder	Card number	Statement date
JONES, MARIE	xxxx xxxx xx 11 1111	09 Aug 2021
SMITH, JAMES	xxxx xxxx xx 22 2222	09 Aug 2021

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).
  - 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.

