Corporate Online

Viewing receipt information.

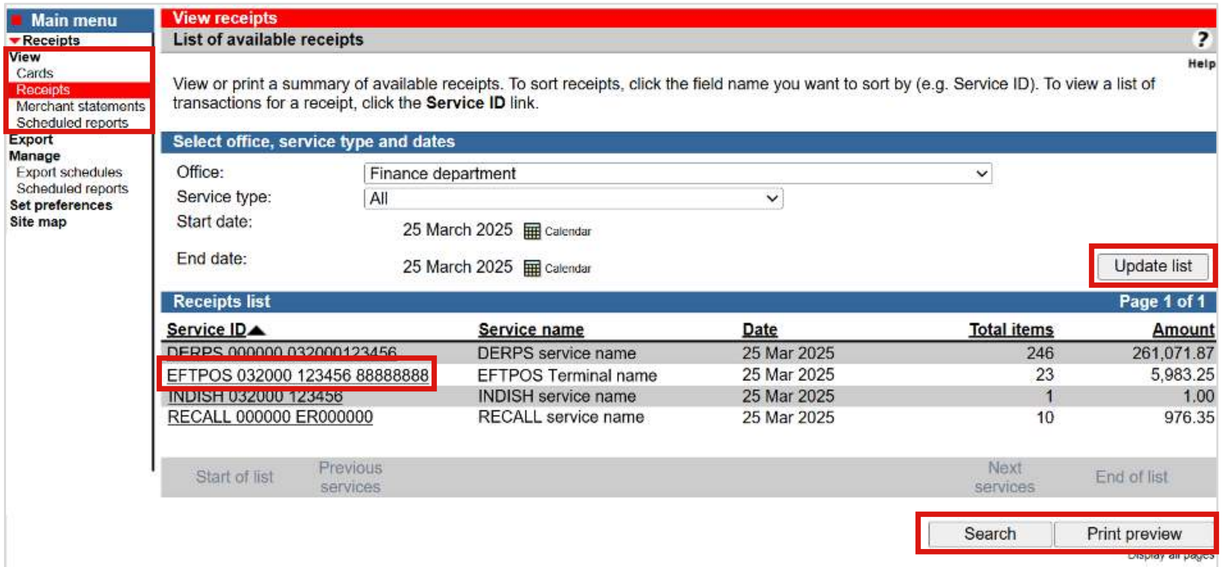
Follow this guide to view, search, and print transactions in Online Receipts.

To perform this procedure, you require access to the View and print receipt information feature, an Office, and a Receipt service (i.e.: DERPS, EFTPOS, RECALL, or Inward dishonour).

Viewing receipts

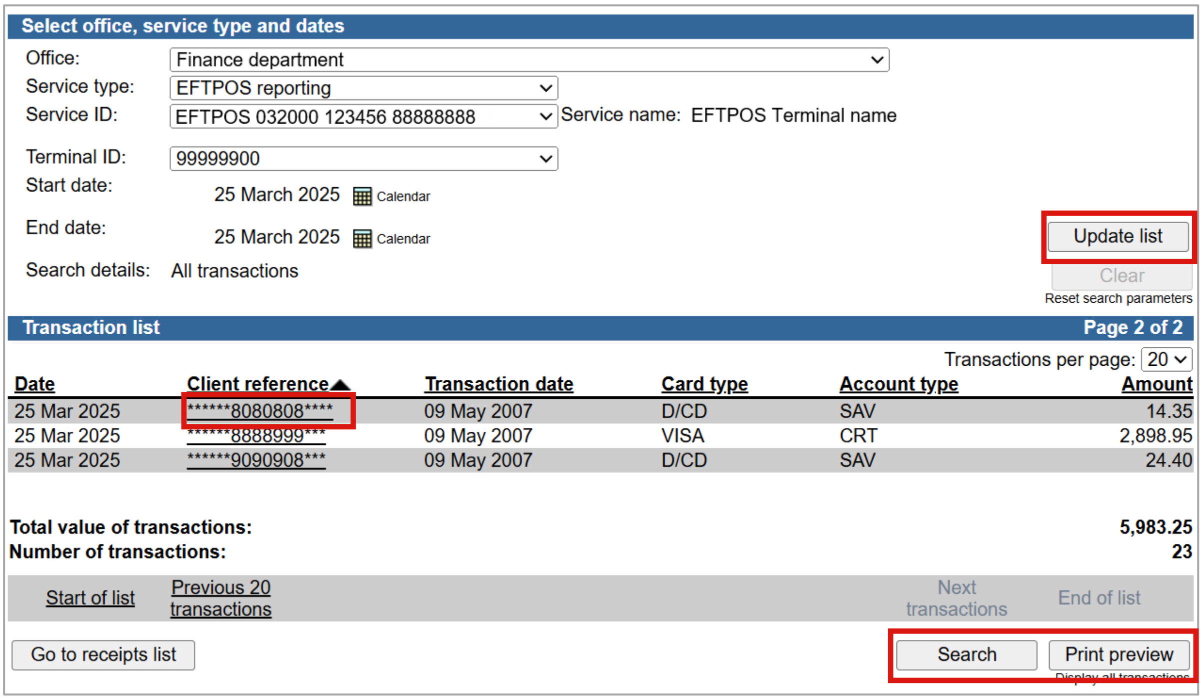
1. From the left-hand menu, select Receipts > View > Receipts.

   Corporate Online displays a List of receipts for the past 7 days.



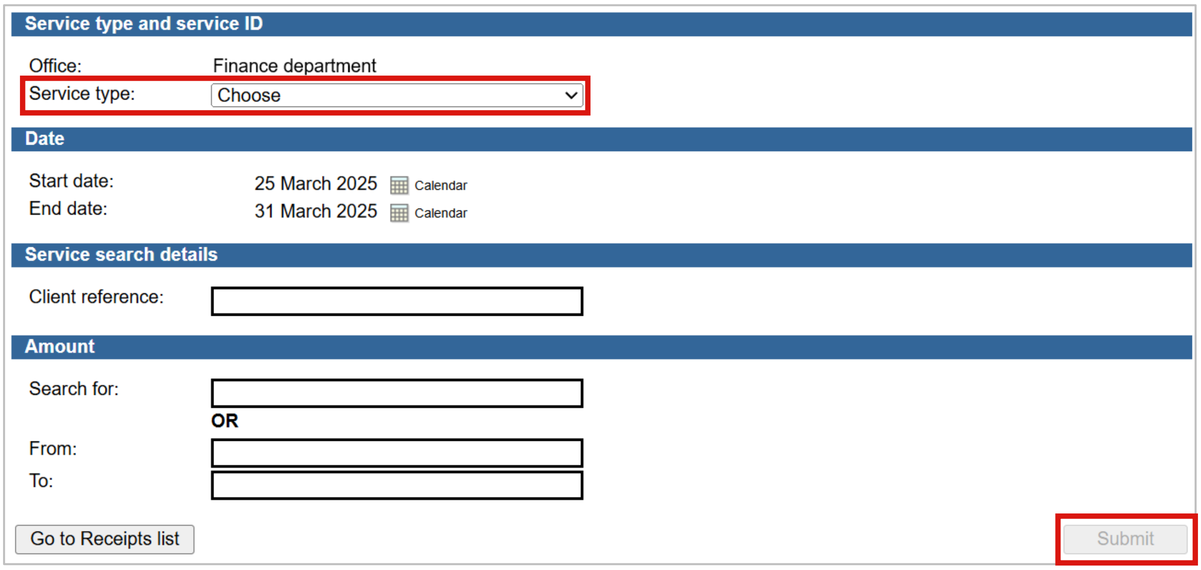
2. Complete any of the following:
   - Filter the list of receipts by changing the Office, Service type, State date and End date and then selecting Update list.
   - To sort receipts, select the field name you want to sort by (e.g., Service ID).
   - Select the Service ID link to view a list of transactions making up the receipt. See next page.
   - To print the receipt list, select Print preview.
   - To search for transaction(s) select Search. See next page.

Viewing transactions



3. Complete any of the following:
   - Filter the list of transactions 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., Client reference).
   - Select the **Client reference** link to view transaction details and **Images.**
   - To print transaction list, select **Print preview**.
   - To search for transaction(s) select **Search**.

Searching transactions



4. Complete the fields as follows:
   - Select a **Service type** form the list.
   - Select a **Service ID** from the list.
   - Use the Calendar to select **Start** and End dates.
   - Enter a specific **Client reference** if applicable.
   - Enter other search criteria specific to the selected service type.
   - Enter a specific **Amount** or range of amounts.
   - Once you have entered the search criteria select **Submit**.