

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

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

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

View receipts

List of available receipts

View or print a summary of available receipts. To sort receipts, click the field name you want to sort by (e.g. Service ID). To view a list of transactions for a receipt, click the **Service ID** link.

Select office, service type and dates

Office:

Service type:

Start date:

End date:

Receipts list Page 1 of 1

| Service ID | Service name | Date | Total items | Amount |
|-------------------------------|----------------------|-------------|-------------|------------|
| DERPS 000000 032000123456 | DERPS service name | 25 Mar 2025 | 246 | 261,071.87 |
| EFTPOS 032000 123456 88888888 | EFTPOS Terminal name | 25 Mar 2025 | 23 | 5,983.25 |
| INDISH 032000 123456 | INDISH service name | 25 Mar 2025 | 1 | 1.00 |
| RECALL 000000 ER000000 | RECALL service name | 25 Mar 2025 | 10 | 976.35 |

Start of list Previous services Next services End of list

- 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

Select office, service type and dates

Office:

Finance department

Service type:

EFTPOS reporting

Service ID:

EFTPOS 032000 123456 88888888

Service name: EFTPOS Terminal name

Terminal ID:

99999900

Start date:

25 March 2025

Calendar

End date:

25 March 2025

Calendar

Search details:

All transactions

Update list

Clear

Reset search parameters

Transaction list

Page 2 of 2

Transactions per page:

20

| Date | Client reference▲ | Transaction date | Card type | Account type | Amount |
|-------------|-------------------|------------------|-----------|--------------|----------|
| 25 Mar 2025 | *****8080808**** | 09 May 2007 | D/CD | SAV | 14.35 |
| 25 Mar 2025 | *****8888999**** | 09 May 2007 | VISA | CRT | 2,898.95 |
| 25 Mar 2025 | *****9090908**** | 09 May 2007 | D/CD | SAV | 24.40 |

Total value of transactions:

5,983.25

Number of transactions:

23

Start of list

Previous 20 transactions

Next transactions

End of list

Go to receipts list

Search

Print preview

Display all 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

Service type and service ID

Office:

Finance department

Service type:

Choose

Date

Start date:

25 March 2025

Calendar

End date:

31 March 2025

Calendar

Service search details

Client reference:

Amount

Search for:

OR

From:

To:

Go to Receipts list

Submit

4. Complete the fields as follows:

- Select a **Service type** from 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**.