



CENTRESUITE – Downloading Statements

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Commercial Card Online

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES ADMINISTRATION HELP

ACCOUNT ACTIVITY
VIEW AUTHORIZATION REQUESTS

You last logged in on: 29 October 2015

Quick Links

Click on the SEARCH FOR STATEMENTS tab

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES ADMINISTRATION HELP

Account Activity

Accounts I Manage **Search for Statements**

Please enter search criteria. You can use an asterisk (*) as a leading or trailing wildcard character for partial searches.

Search Account

Name on Account

Active accounts Inactive within 45 days Inactive longer than 45 days Purged

Go to the DATE RANGE and fill in the cycle date, and click on SEARCH

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES ADMINISTRATION HELP

Account Activity

Accounts I Manage Search for Statements

Unit or account search criteria should be entered to limit the search. You can use an asterisk (*) as a leading or trailing wildcard character for partial searches.

Subunit number Subunit name

Name on account: Account number:

View active accounts only Inactive within 45 days Inactive longer than 45 days Purged

Start Date * **End Date ***

Limited to a one-month range unless an account name or number is given.

SEARCH



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To download ALL statements click on the DOWNLOAD ALL link.

Limited to a one month range, unless an account name or number is given.

Search Results [\(Download All\)](#)

Account Number	Name on Account	Unit Name	Unit Number	Statement Date	Inactive	Download
556930*****4291	COMPANY ABC	COMPANY ABC	00048901	10/28/2015	No	
556930*****4309	JOHN ALOHA	COMPANY ABC	00048901	10/28/2015	No	
556930*****4341	MARY MAHALO	COMPANY ABC	00048901	10/28/2015	No	

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Format Type [i] Select an option to download all statements in to one file or into individual files.

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File name

Oct 28, 2015 Statements ✕

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