

CentreSuite –Quick Reference Guide

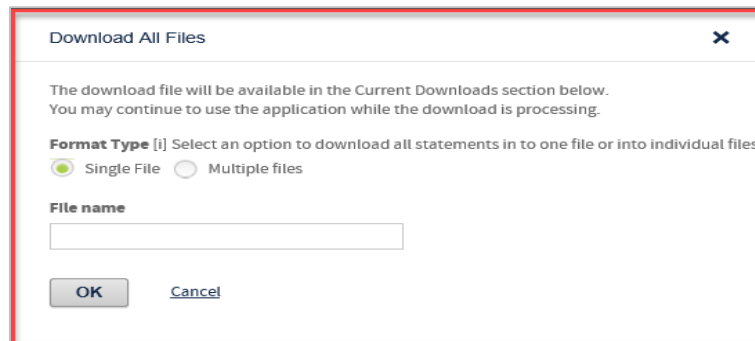
Combining Statements

The following information provides guidance to help Administrators combining all cardholder statements into one pdf document in CentreSuite.

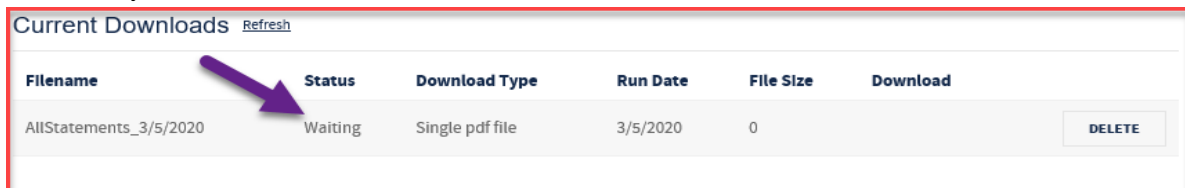
COMBINING STATEMENTS INTO ONE DOCUMENT

To combine all statements into one document, take the following steps:

1. Go to the **Statements** tab and select **Account Activity** from the drop-down menu.
2. Click on the **Search for Statements** tab.
3. Next, you can narrow the search criteria for a specific account by using the search fields (i.e. Subunit number, Subunit name, Name on account, Account number).
4. To find all statements, simply choose the **Start Date** and **End Date** and click **Search**. The statements will display under the **Search Results** section.
5. Click on the **Download All** link next to **Search Results** a pop up screen will display (see below image).
 - a. Select the **Single File** option to combine all statements into one pdf document.
 - b. Insert a statement name in the **File Name** field.
 - c. Click **OK**.



6. Go to the **Reports** tab and click **View Output Log**. The file will display under a **Waiting/Processing** status immediately under the **Current Downloads** section.



Filename	Status	Download Type	Run Date	File Size	Download
AllStatements_3/5/2020	Waiting	Single pdf file	3/5/2020	0	DELETE

7. Once the statement is ready to be viewed, the status will change to **Ready**. Click the PDF icon to save and open the document.

QUESTIONS?

Should you have additional questions or need further assistance, call Regions Commercial Card Client Services at 1-888-934-1087.