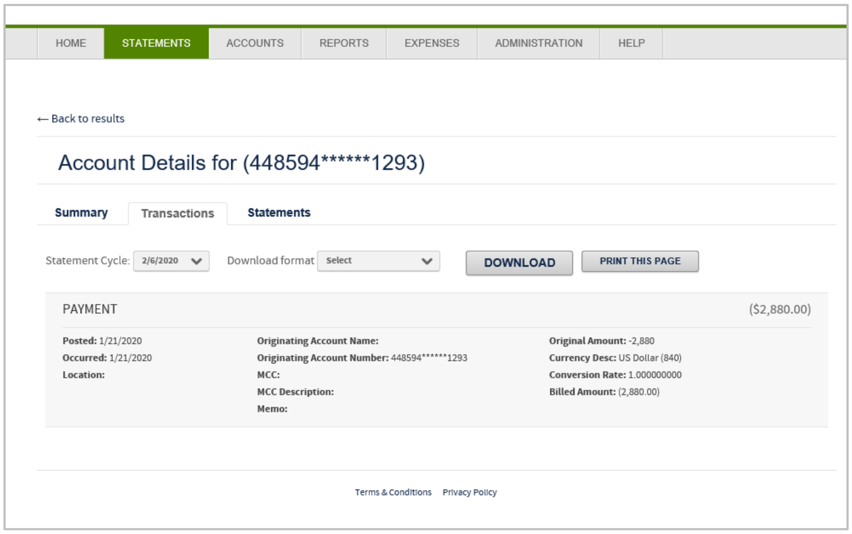
Exporting Statement Cycle Transactional Activity

The following information provides guidance to help CentreSuite users export statement cycle transactional activity in different formats within the CentreSuite® by TSYS card management platform.

TO EXPORT STATEMENT CYCLE ACTIVITY

1. Go to the Statements tab and select Account Activity.
2. Under the Account I Manage tab, search for the account by Account Number, Name on Account, Unit Name or Unit Number. Or, simply click on Search to see all accounts.
3. Click on Details for the desired account.
4. Select the Transactions tab.
5. Select the Statement Cycle by clicking on the Statement Cycle drop-down menu. Then, all transactions for that cycle will display.
6. Click on the Download Format drop-down menu to select the format in which you want to export the transactional activity.
7. After selecting the download format, click on Download.
8. You will then be prompted to save or open the document.



QUESTIONS?

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