

CentreSuite – Quick Reference Guide

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.

The screenshot displays the CentreSuite web interface. At the top, there is a navigation menu with tabs: HOME, STATEMENTS (highlighted), ACCOUNTS, REPORTS, EXPENSES, ADMINISTRATION, and HELP. Below the menu, there is a link to "Back to results". The main heading is "Account Details for (448594*****1293)". Underneath, there are three tabs: Summary, Transactions, and Statements. Below the tabs, there are two dropdown menus: "Statement Cycle" (set to 2/6/2020) and "Download format" (set to Select). To the right of these dropdowns are two buttons: "DOWNLOAD" and "PRINT THIS PAGE". Below this section, there is a "PAYMENT" section with a total amount of (\$2,880.00). The payment details are as follows:

Posted: 1/21/2020	Originating Account Name:	Original Amount: -2,880
Occurred: 1/21/2020	Originating Account Number: 448594*****1293	Currency Desc: US Dollar (\$40)
Location:	MCC:	Conversion Rate: 1.000000000
	MCC Description:	Billed Amount: (2,880.00)
	Memo:	

At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy".

QUESTIONS?

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