

# CentreSuite – Quick Reference Guide

## Viewing Individual Account Balances

The following information provides guidance to help CentreSuite users check an individual account balance within the CentreSuite® by TSYS card management platform.

### VIEWING AN INDIVIDUAL ACCOUNT BALANCE

1. Go to the **Statements** tab and select **Account Activity**.
2. Next, 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 results.
3. Click on **Details** for the desired account.
4. Then, select the **Transactions** tab.
5. Next, select the **Summary** tab.

**NOTE:** The current balance, available balance to spend, and the credit limit for the account will display.

The screenshot shows the 'Account Details' page for a credit card. The navigation bar at the top includes HOME, STATEMENTS (highlighted), ACCOUNTS, REPORTS, EXPENSES, ADMINISTRATION, and HELP. Below the navigation bar, there is a 'Back to results' link and the title 'Account Details for [blurred]'. The 'Summary' tab is selected, showing the following information:

Activity Since Last Statement	
Current balance:	2,179.58
Available to spend:	2,384.42
Credit limit:	5,000.00

Summary of Last Statement (Statement Date: 7/31/2020 )

Statement balance:	292.25
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EXPAND DETAILS [-]

The current balance amount includes last payment received and cash advances.

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### QUESTIONS?

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