Viewing Transactions

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

VIEWING TRANSACTIONS

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.
   NOTE: Select Current, from the Statement Cycle drop-down menu to view current posted transactions.

5. All current transactions will display including transaction details.
   NOTE: To view the status of a pending transaction, click on the View Authorization Requests tab. The latest pending transaction status within CentreSuite will display on this screen.

QUESTIONS?

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