

# CentreSuite – Quick Reference Guide

## Administering Statements

*The following information provides guidance to help Administrators with using the CentreSuite® by TSYS card management platform.*

### EXTRACTING A STATEMENT

After successful login to CentreSuite, take the following steps to obtain an Account Statement.

1. Hover over **Statements** and select **Account Activity** from the drop-down menu.
2. Select the **Search for Statement** tab.  
**Note:** You may search by **Subunit Number**, **Subunit Name**, **Name on the Account** or **Account Number**.
3. Select the Statement Cycle by using the **Start Date** and **End Date** calendar fields.  
**Note:** The search criteria is limited to one-month range unless an Account Name (**Unit Name**) or Account Number (**Unit Number**) is given.
4. Click **Search**.
5. The search result will display; click on the pdf icon to download the statement.

### QUESTIONS?

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