# View Corporate Card Transactions

Last Modified on 25/02/2021 2:52 pm GMT

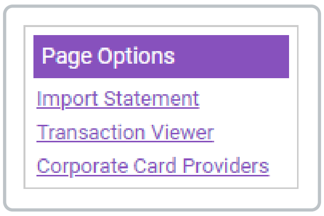
## Permissions

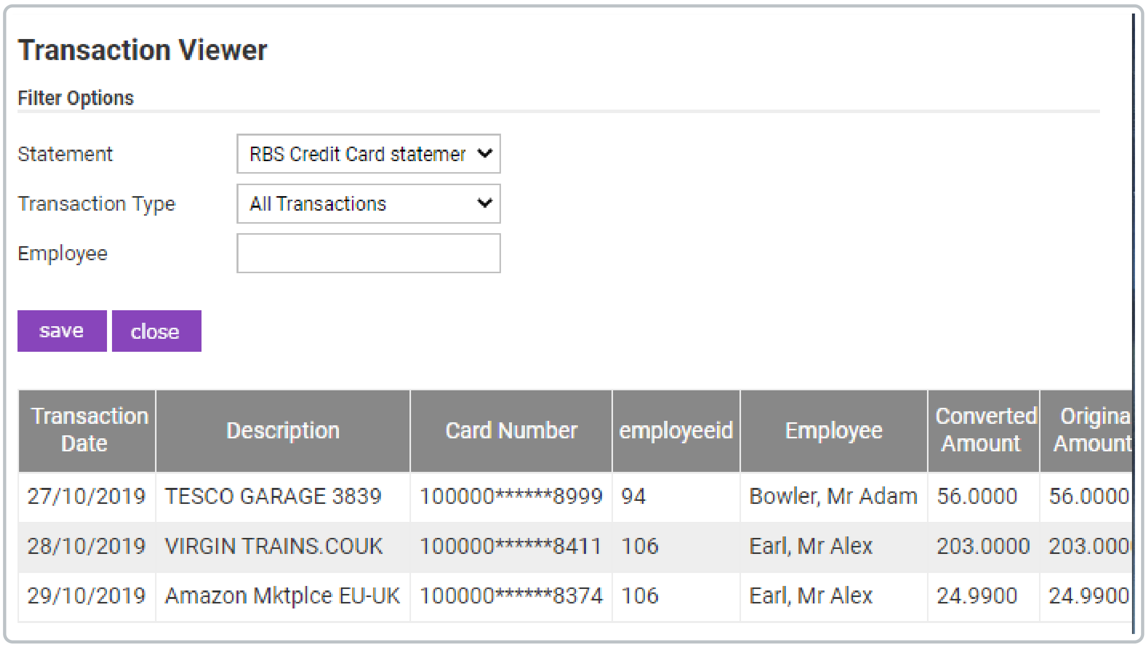
You will require an Access Role with the following permissions:

- Corporate Card Imports

1. Navigate from the **Home** page to **Administrative Settings | Imports/Exports | Corporate Card Imports**.

2. Click the **Transaction Viewer** link from the Page Options menu. This page will allow you to audit all of the transactions using the filters available.




| Transaction Date | Description | Card Number | employeeid | Employee | Converted Amount | Origina Amount |
|---|---|---|---|---|---|---|
| 27/10/2019 | TESCO GARAGE 3839 | 100000******8999 | 94 | Bowler, Mr Adam | 56.0000 | 56.0000 |
| 28/10/2019 | VIRGIN TRAINS.COUK | 100000******8411 | 106 | Earl, Mr Alex | 203.0000 | 203.000 |
| 29/10/2019 | Amazon Mktplce EU-UK | 100000******8374 | 106 | Earl, Mr Alex | 24.9900 | 24.9900 |

3. Use the following filters to help refine your search:

| Filter | Description |
|---|---|
| Statement | Select the Corporate Card Statement that you want to filter the transactions by. |

| Filter | Description |
|---|---|
| Transaction Type | Select whether you want to display All Transactions or filter by Reconciled/Un-Reconciled transactions.<br><br>This is particularly useful to find un-reconciled items so that the appropriate claimants can be prompted. |
| Employee | Enter an employee to filter the transactions. |

**Tip:** For more in depth analysis, export the transaction log into an Excel spreadsheet by clicking Export To Excel, located within the Page Options menu.