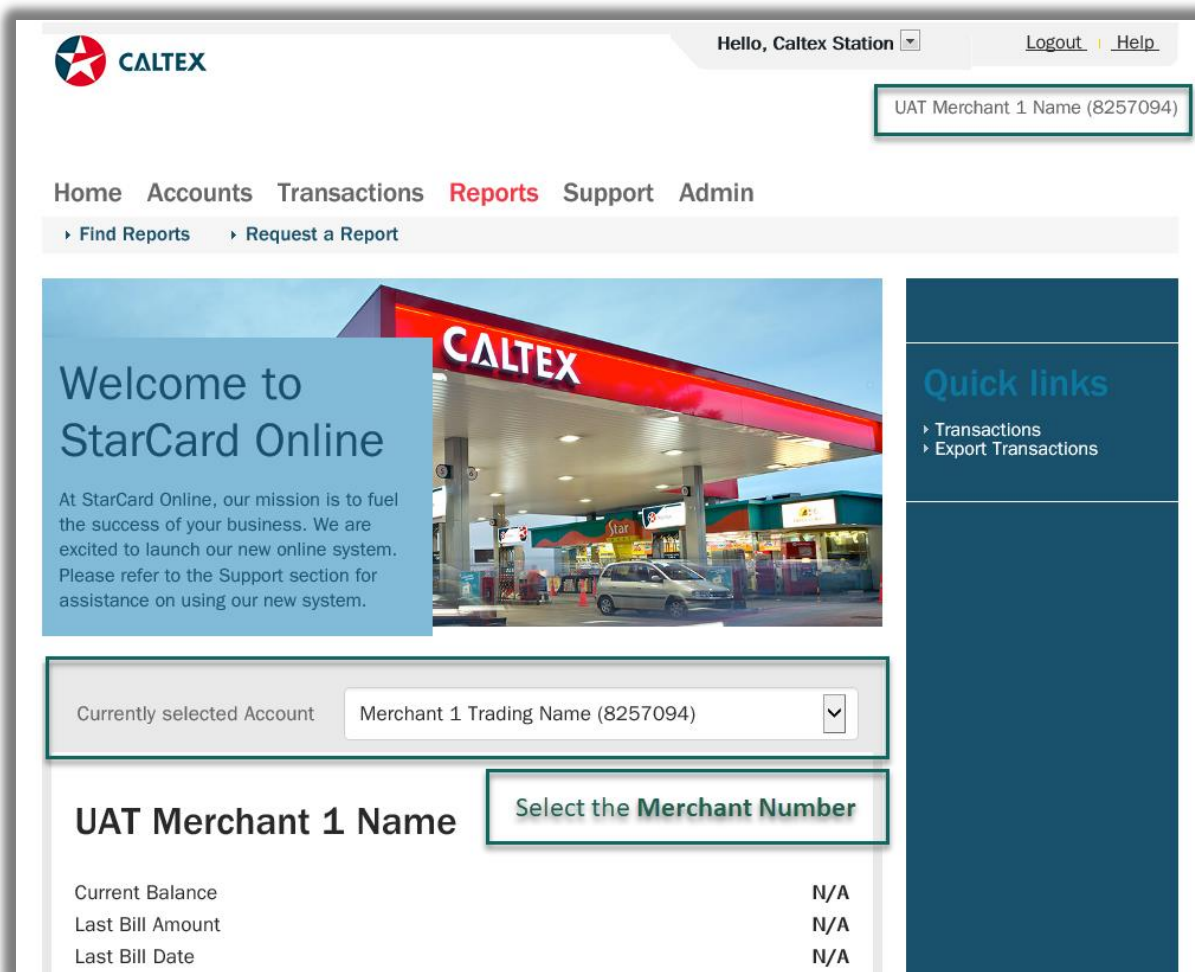


## Starcard Online Quick Reference

### Viewing a Merchant Statement

Select the Merchant from Home screen to view the Merchant Statement and other Location Reports that have run under a Location.

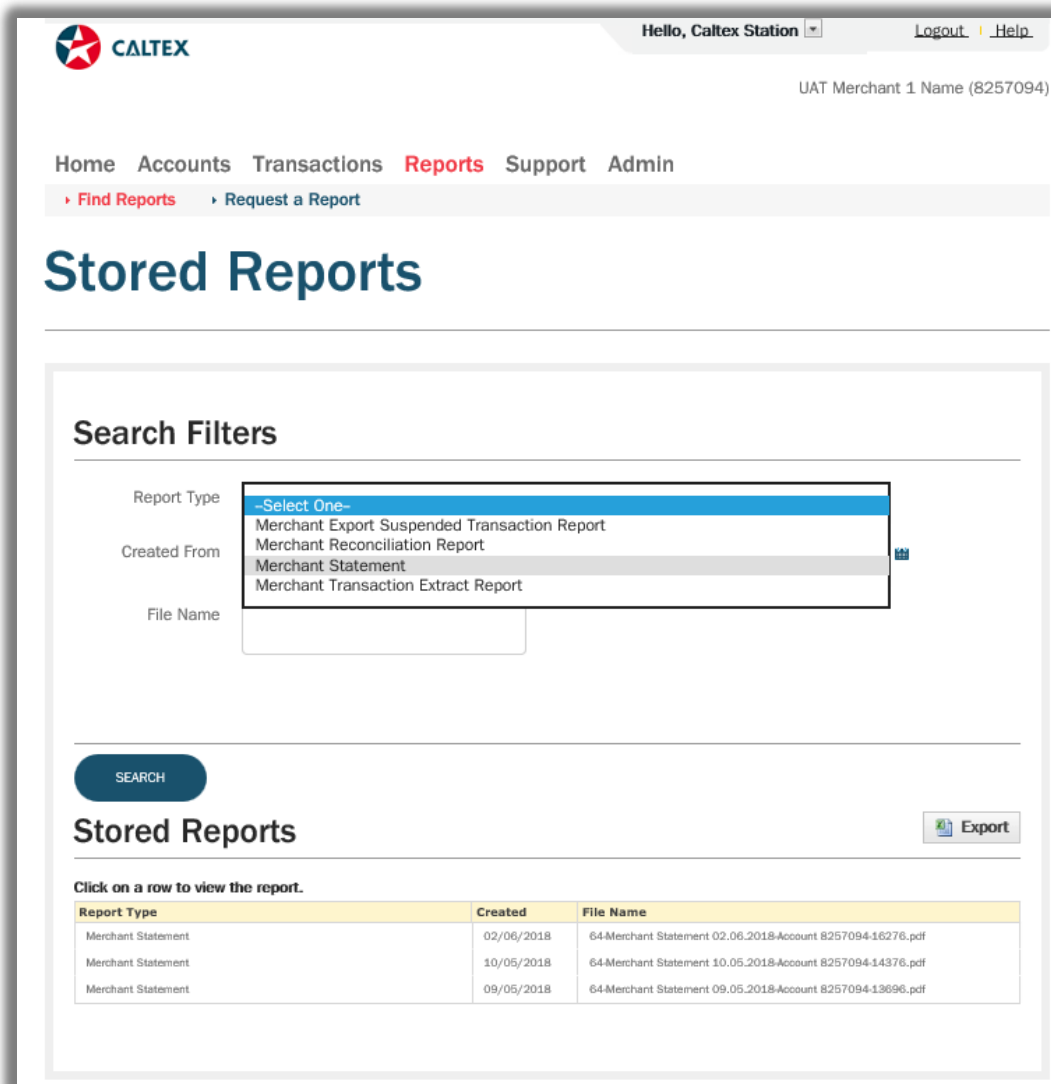
Report > Find Reports



The screenshot displays the Caltex StarCard Online web application. At the top left is the Caltex logo. The top right shows a user greeting 'Hello, Caltex Station' with a dropdown arrow, and links for 'Logout' and 'Help'. A search box contains 'UAT Merchant 1 Name (8257094)'. Below this is a navigation menu with 'Home', 'Accounts', 'Transactions', 'Reports' (highlighted in red), 'Support', and 'Admin'. Under 'Reports', there are sub-links for 'Find Reports' and 'Request a Report'. The main content area features a large banner for 'Welcome to StarCard Online' with a background image of a Caltex gas station. To the right of the banner is a 'Quick links' section with 'Transactions' and 'Export Transactions'. Below the banner is a 'Currently selected Account' dropdown menu showing 'Merchant 1 Trading Name (8257094)'. Underneath, the 'UAT Merchant 1 Name' is displayed, followed by a 'Select the Merchant Number' dropdown menu. At the bottom, a table shows account details:

Current Balance	N/A
Last Bill Amount	N/A
Last Bill Date	N/A

## Starcard Online Quick Reference



HELLO, CALTEX STATION Logout Help

UAT Merchant 1 Name (8257094)

Home Accounts Transactions **Reports** Support Admin

Find Reports Request a Report

### Stored Reports

**Search Filters**

Report Type: -Select One-  
Merchant Export Suspended Transaction Report  
Merchant Reconciliation Report  
**Merchant Statement**  
Merchant Transaction Extract Report

Created From:

File Name:

**SEARCH** Export

**Stored Reports**

Click on a row to view the report.

Report Type	Created	File Name
Merchant Statement	02/06/2018	64-Merchant Statement 02.06.2018-Account 8257094-16276.pdf
Merchant Statement	10/05/2018	64-Merchant Statement 10.05.2018-Account 8257094-14376.pdf
Merchant Statement	09/05/2018	64-Merchant Statement 09.05.2018-Account 8257094-13696.pdf

1. Go to **Reports Menu > Find Reports Sub-menu > Stored Reports Section**
2. Set filters as needed, select the **Report Type: Merchant Statement**
3. Click the **“Search”** button
4. List of **Merchant Statement copies** for the merchant will populate at the bottom of the screen
5. **Click** the line item of the Merchant Statement needed to be viewed