

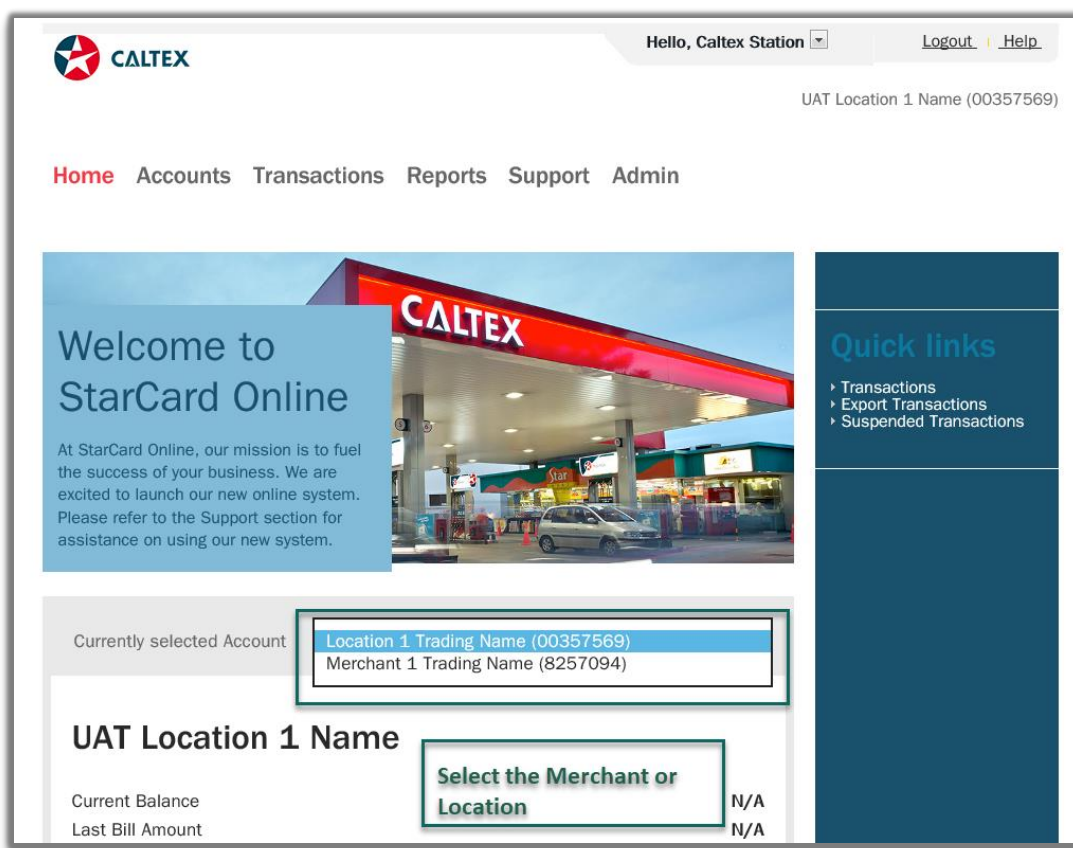
## Starcard Online Quick Reference

### Find Transactions

Find all the transactions under a Merchant or Location. The screen displays merchant/location accounts linked to your User ID.

Select the Merchant or Location from Home screen

Transactions > Find Transactions



**CALTEX** Hello, Caltex Station Logout Help

UAT Location 1 Name (00357569)

[Home](#) [Accounts](#) [Transactions](#) [Reports](#) [Support](#) [Admin](#)

### Welcome to StarCard Online

At StarCard Online, our mission is to fuel the success of your business. We are excited to launch our new online system. Please refer to the Support section for assistance on using our new system.

### Quick links

- Transactions
- Export Transactions
- Suspended Transactions

Currently selected Account

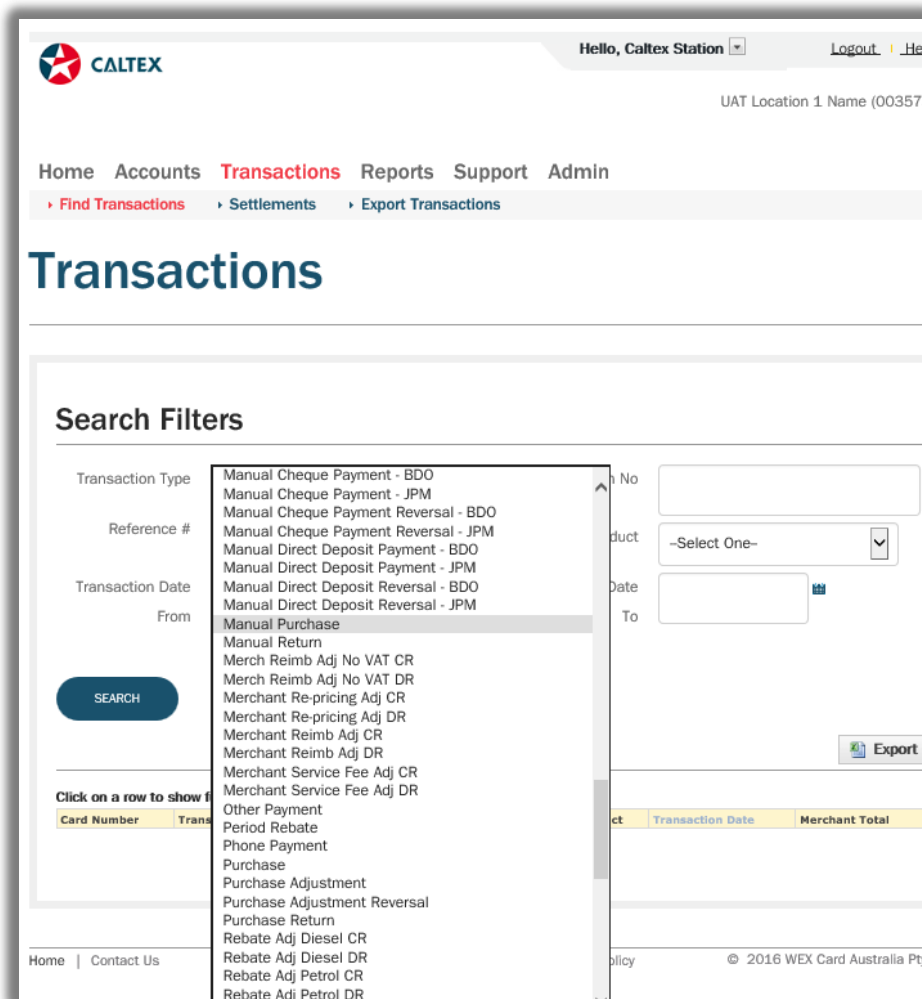
- Location 1 Trading Name (00357569)
- Merchant 1 Trading Name (8257094)

### UAT Location 1 Name

Select the Merchant or Location

Current Balance N/A  
Last Bill Amount N/A

## Starcard Online Quick Reference



The screenshot displays the Caltex Starcard Online Quick Reference interface. At the top, there is a header with the Caltex logo, user information 'Hello, Caltex Station', and a 'Logout' link. Below the header is a navigation menu with 'Home', 'Accounts', 'Transactions' (highlighted), 'Reports', 'Support', and 'Admin'. Under 'Transactions', there are sub-menus for 'Find Transactions', 'Settlements', and 'Export Transactions'. The main heading is 'Transactions'. Below this is a 'Search Filters' section with a dropdown menu open, listing various transaction types such as 'Manual Cheque Payment - BDO', 'Manual Cheque Payment - JPM', 'Manual Cheque Payment Reversal - BDO', 'Manual Cheque Payment Reversal - JPM', 'Manual Direct Deposit Payment - BDO', 'Manual Direct Deposit Payment - JPM', 'Manual Direct Deposit Reversal - BDO', 'Manual Direct Deposit Reversal - JPM', 'Manual Purchase', 'Manual Return', 'Merch Reimb Adj No VAT CR', 'Merch Reimb Adj No VAT DR', 'Merchant Re-pricing Adj CR', 'Merchant Re-pricing Adj DR', 'Merchant Reimb Adj CR', 'Merchant Reimb Adj DR', 'Merchant Service Fee Adj CR', 'Merchant Service Fee Adj DR', 'Other Payment', 'Period Rebate', 'Phone Payment', 'Purchase', 'Purchase Adjustment', 'Purchase Adjustment Reversal', 'Purchase Return', 'Rebate Adj Diesel CR', 'Rebate Adj Diesel DR', 'Rebate Adj Petrol CR', and 'Rebate Adj Petrol DR'. To the right of the dropdown menu are input fields for 'Transaction No', 'Product' (with a '-Select One-' dropdown), 'Date', and 'To'. Below these fields is an 'Export' button. At the bottom of the search filters section, there is a 'SEARCH' button and a note 'Click on a row to show full details'. Below the search filters is a table with columns 'Card Number', 'Transaction Date', and 'Merchant Total'. The footer contains 'Home | Contact Us' and '© 2016 WEX Card Australia Pty Ltd'.

1. Go to **Transactions Menu > Find Transactions Sub-menu > Transactions Section**
2. Set filters as needed
3. Click the **“Search”** button
4. List of **Transactions** for the merchant/location will populate at the bottom of the screen
5. **Click** the line item of the Transaction needed to be viewed