RBC NEXTLOGIC® - VIEWING BALANCES

Viewing Corporate Customer Account Balance

Note: Only users that are mapped or delegated (linked) to the Corporate Customer Account will have access to the Corporate Customer Account

1. Log into **RBC NextLogic** and access **Visa IntelliLink Spend Management**
2. On the home page, you will see a **Corporate Accounts** section
3. Click **Get latest balance** to view the real-time **Available Credit**
   Note:
   - Available Credit is real time and includes authorized transactions
   - Current Balance is based on posted transactions and may not include all authorized transactions

Viewing Individual Cardholder Account Balance

If your user profile is not mapped or delegated (linked) to the cardholder account

1. Log into **RBC NextLogic** and access **Visa IntelliLink Spend Management**
2. Access **Card Management**:
   - Click **Administration** > **Overview** > **Card Management**
   - **Tip:** Hover over **Card Management** and click **icon** to create a shortcut on the home page
3. On Card Management summary screen, click **Open**
4. Click the **Details** button in that card's summary row
5. In the Card Details screen, click **Refresh** > Scroll down to the **Account Limits** section to view real-time **Available Credit Limit** and **Current Balance** based on posted transactions

Quick Access for cardholder accounts that are already mapped or delegated (linked) to your profile

1. Log into **RBC NextLogic** and access **Visa IntelliLink Spend Management**
2. On the home page, click the **Accounts** tab
3. Click on the card of interest > Click the **icon** to obtain real-time **Available Credit** (includes pending transactions)
   - A card mapped to your profile appears under **My Accounts** on the left menu
   - A card delegated to your profile appears under **Delegated Accounts**

To delegate other cardholder accounts to your user profile:

- Click **Reports** > **Company Administration** > **Account Delegation**
- The **Account Delegation** pop-up window will appear > Enter employee information into the field(s) or click **Search** to obtain a full list of cardholders
- Check off the box beside cardholder account of interest > **Delegate Selected Accounts**
- **Employee Search** window will appear > Enter their first and last name > **Search**
- Your search results will display the employee's user profile. Click the **icon** beside the user's name to delegate the account