

# RBC NEXTLOGIC® - VIEWING TRANSACTIONS



## Two Types of Transactions in NextLogic – Authorized and Posted Transactions

### What are authorized transactions?


Any transaction made with your RBC Commercial Credit Card is authorized before being posted. Authorized transactions are transactions that still need to be settled by a retailer or service provider. The transaction amount is held against your available credit while we wait for the merchant to send us confirmation of the transaction.

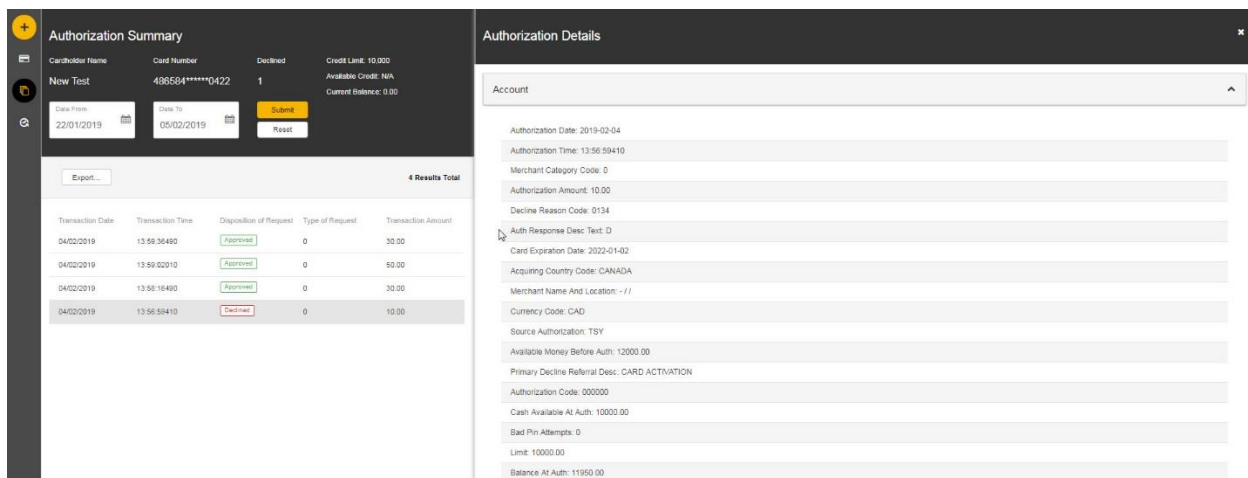
### What are posted transactions?

Posted transactions refer to completed transactions that have been settled by a retailer or service provide. These transactions will subsequently appear on your statement with the post date.

## Viewing Authorized Authorizations

This feature is helpful when you need to see authorized transactions before they are posted.

1. Access **Card Management**
  - Click **Administration > Overview > Card Management**
  - **Tip:** Hover over **Card Management** and click **pin icon**  to create a shortcut on the home page
2. On **Card Management Summary** screen, click **Open**
3. Click the **Details** button beside the card you want to view > **Authorization Summary**
4. To view details of an authorized transaction or investigate why a transaction was declined, click **Details** beside that transaction. The **Authorization Details** panel will appear.
  - **Tip:** Confirm the **Decline Reason** and reference the [Common Decline Codes within RBC NextLogic](#) document on the **Commercial Card Service Centre** ([rbc.com/corporatecardservices](http://rbc.com/corporatecardservices)) for details



The screenshot displays two panels from the RBC NextLogic interface. The left panel, titled 'Authorization Summary', shows a table of transactions with columns for Transaction Date, Transaction Time, Disposition of Request, Type of Request, and Transaction Amount. The right panel, titled 'Authorization Details', provides a comprehensive overview of a specific transaction, including authorization date, time, merchant category, amount, and decline reason.


Transaction Date	Transaction Time	Disposition of Request	Type of Request	Transaction Amount
04/02/2019	13:59:36490	Approved	0	30.00
04/02/2019	13:59:02010	Approved	0	50.00
04/02/2019	13:58:16490	Approved	0	30.00
04/02/2019	13:56:58410	Declined	0	10.00

**Authorization Details**

Account

Authorization Date: 2019-02-04  
Authorization Time: 13:56:58410  
Merchant Category Code: 0  
Authorization Amount: 10.00  
Decline Reason Code: 0134  
Auth Response Desc: Text: 0  
Card Expiration Date: 2022-01-02  
Acquiring Country Code: CANADA  
Merchant Name And Location: - / -  
Currency Code: CAD  
Source Authorization: TSY  
Available Money Before Auth: 12000.00  
Primary Decline Referral Desc: CARD ACTIVATION  
Authorization Code: 000000  
Cash Available At Auth: 10000.00  
Bad Pin Attempts: 0  
Limit: 10000.00  
Balance At Auth: 11950.00

## Viewing Posted Authorizations

1. Log into **RBC NextLogic** and access **Visa IntelliLink Spend Management**
2. In the **Transactions** section on the Visa IntelliLink Spend Management home page, click  **View full transaction summary**
3. The **Transaction Search – Company** pop-up window will appear > select the statement period or date range > **Search**  
Note: The default displays a summary of transactions by account. To obtain a detailed list of transactions at the corporate customer account level, click the radio button beside **Transaction list** (see lower left corner of pop-up window)