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.

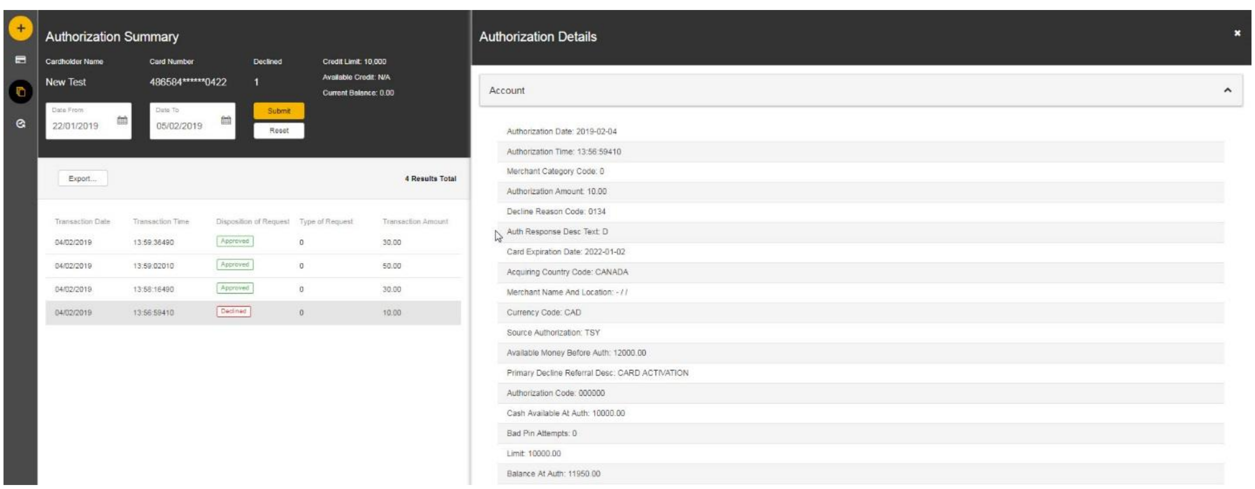
What are posted transactions?

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) for details



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)