

Servus Business Mastercard® cardholder spend summary for centrally billed business accounts

Use the steps in this guide to download and view statements with total spend per cardholder for businesses that have centrally billed accounts.

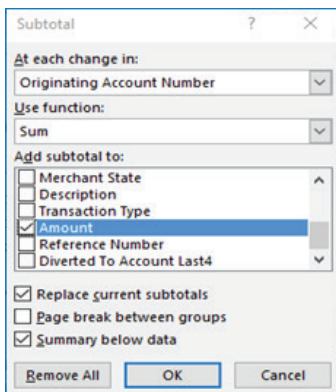
Steps within EZCard

1. Sign on to **EZCard** at the **Billing Account Level**
2. Select **Transactions**
3. Select **Search Transactions**
4. Under the headline **Time Period**, select the box that says **All history**
5. Select the statement period you would like to generate the summary for
6. Once you have selected a statement period, select the box that says **Choose Format** under the headline **Export Results**
7. Select the box that says **Comma Delimited (.csv)**
8. After you select the box, an Excel file will be downloaded to your default download location containing the transactions in the statement period selected earlier.



Steps within Excel

1. Delete the blank row (Row 2)
2. Sort the **Transactions by Originating Account Number**
3. Under the **Data Tab**, in the Outline section, click **Subtotal**
4. Use these settings in the Subtotal window:



5. This will provide a total spend per cardholder for the selected statement period, for example:

Originating Account Number	Amount
XXXX-1122 Total	(\$1,972.90)
XXXX-1234 Total	\$391.72
XXXX-2211 Total	\$224.54
XXXX-4321 Total	\$255.90
Grand Total	(\$1,100.74)

Excel in Office 365 was used as an example on this document. This example may not reflect an exact representation as steps may slightly differ dependent on the version of spreadsheet program you are using, however, the concept is similar.

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