Information Capsule

Downloading Transactions via the Visa Business Credit Card Login

Connecting Through Your Login

Enter the following address: https://cartescredit.banquelaurentienne.ca/businessportal/Home.

Once on the connection page, select the desired display language.

Then, enter your e-mail address and password, and click on "Login".

For additional support, call the Telebanking Centre at 1 800 252-1846, or contact your Business Centre Coordinator.

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Dashboard

Once connected, you can consult your dashboard. It allows you to view all company spending and cardholders.

You also have access to a number of tabs:
1. "Activity"
2. "Rewards"
3. "Spend"
4. "My account"

In addition, you can make a payment right from your dashboard.

Activity

Access the "Activity" section in order to:

1. Consult transactions made by different users
2. Consult your monthly statements
3. Download the list of transactions selected
4. Make a payment

Downloading Transactions

The "Transactions" section allows you to:

1. Select and display spending by different users

2. Select the type of transactions to display (recurrent transactions, reimbursements, payment, etc.)

3. Download the list of transactions

4. Make a payment

Downloading transactions allows you to obtain a different view and to manipulate your data by adding totals as needed.

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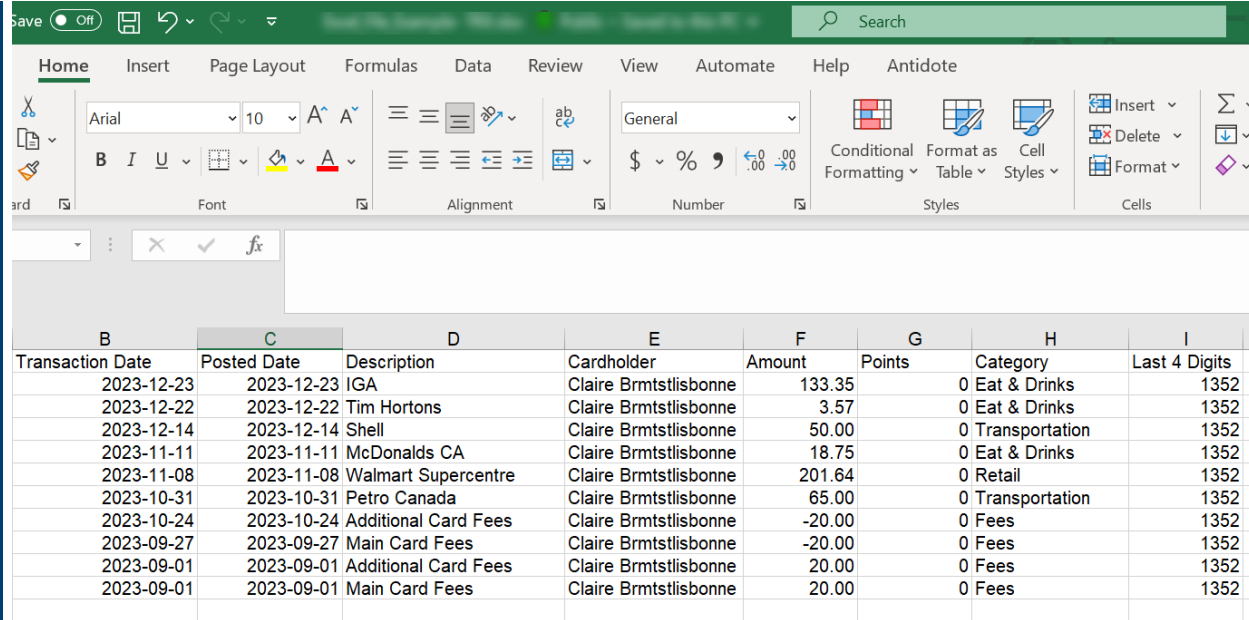# Downloading Transactions

1. Select the desired period by entering the start and end dates.

2. Select the type of file to be downloaded (Excel or CSV).

- The Excel file allows you to classify your transactions on your own according to your specific needs (by cardholder, date, spend category or cashback, if applicable).

- The CSV file allows you to conserve your data and to easily import/export it.

Downloading Transactions (Excel)

Once the document is downloaded, you can use a filter to classify your transactions yourself according to your specific needs. It is also possible to add the amount and point sub-total and total.
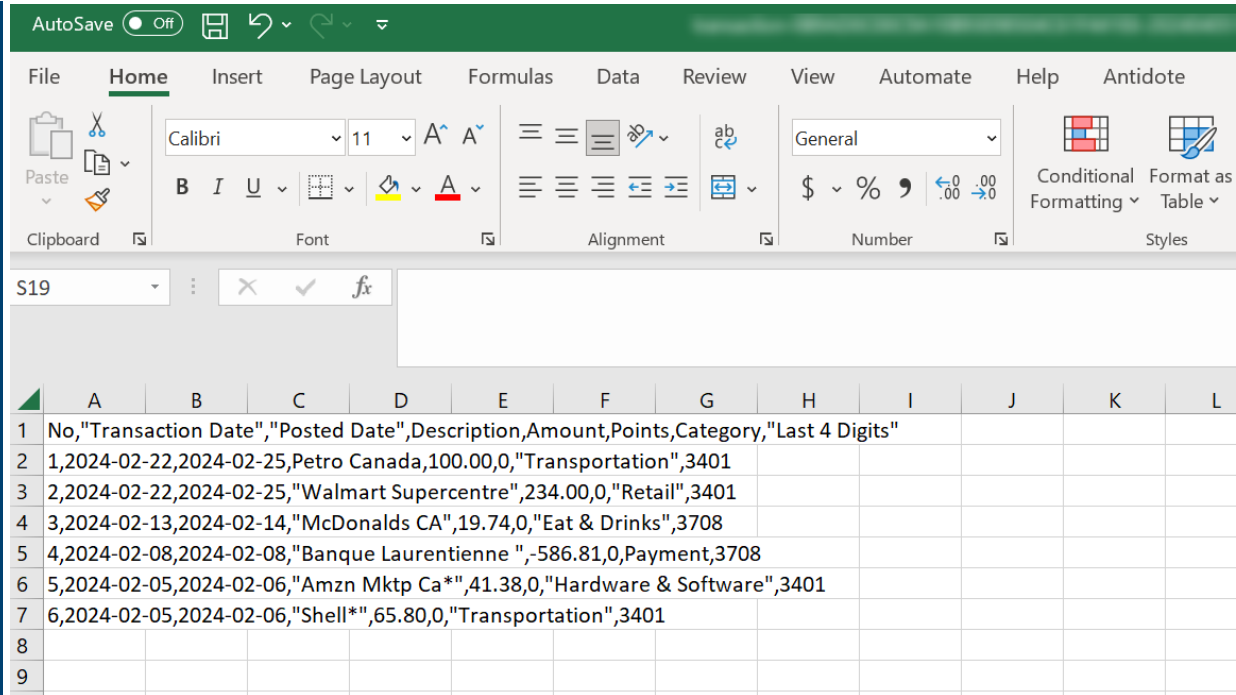

Transaction Date	Posted Date	Description	Cardholder	Amount	Points	Category	Last 4 Digits
2023-12-23	2023-12-23	IGA	Claire Brmtstlisbonne	133.35	0	Eat & Drinks	1352
2023-12-22	2023-12-22	Tim Hortons	Claire Brmtstlisbonne	3.57	0	Eat & Drinks	1352
2023-12-14	2023-12-14	Shell	Claire Brmtstlisbonne	50.00	0	Transportation	1352
2023-11-11	2023-11-11	McDonalds CA	Claire Brmtstlisbonne	18.75	0	Eat & Drinks	1352
2023-11-08	2023-11-08	Walmart Supercentre	Claire Brmtstlisbonne	201.64	0	Retail	1352
2023-10-31	2023-10-31	Petro Canada	Claire Brmtstlisbonne	65.00	0	Transportation	1352
2023-10-24	2023-10-24	Additional Card Fees	Claire Brmtstlisbonne	-20.00	0	Fees	1352
2023-09-27	2023-09-27	Main Card Fees	Claire Brmtstlisbonne	-20.00	0	Fees	1352
2023-09-01	2023-09-01	Additional Card Fees	Claire Brmtstlisbonne	20.00	0	Fees	1352
2023-09-01	2023-09-01	Main Card Fees	Claire Brmtstlisbonne	20.00	0	Fees	1352

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Downloading Transactions (CSV)

Once the CSV file is downloaded, you can save it to conserve the data. You can also easily import/export the data.

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Account Statements

The "Statements" section allows you to:

1. Consult your monthly statement in PDF format
2. Download your monthly statement
3. Make a payment

Monthly Statement

Here is an example of a statement in PDF format.

1. The total A corresponds to your balance the previous month.

2. The total B corresponds to the sum of your purchases, cash advances and interest incurred for the current period (between your two statements), if applicable.

3. The total C includes the payments made and credits received during the period.

To obtain your balance due, simply add the prior balance and the new charges, and then, deduct the payments made and credits received.

* Your balance due, due date and minimum payment amount can be found on the slip at the bottom of the page.

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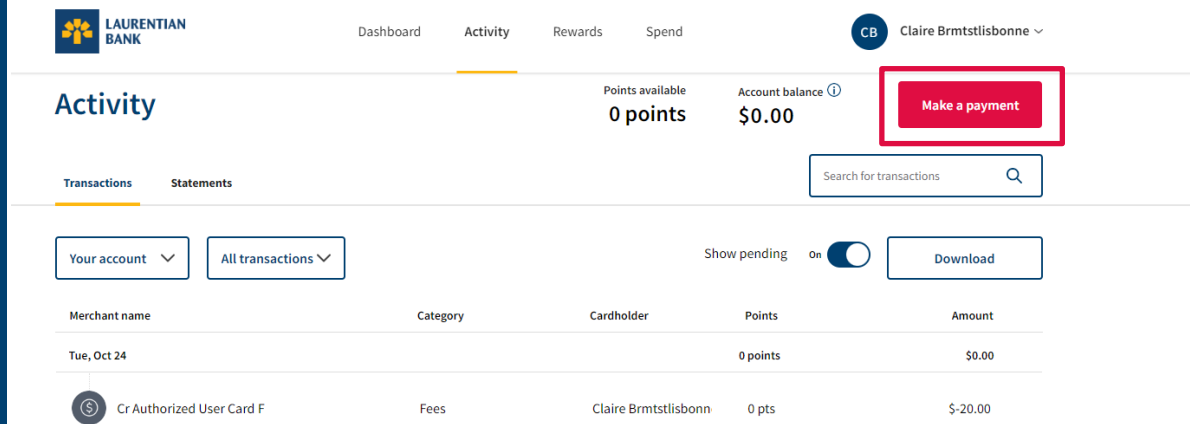
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Making a Payment

You can make a payment from different parts of the "Activity" section, including under the "Transactions" or "Statements" tabs.

Simply click on the "Make a payment" button that can also be found on your dashboard.

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Making a Payment

The window displayed allows you to select the payment amount, as well as the institution with which you wish to conduct the transaction.

It is possible to pay:

1. the balance in full
2. the minimum payment due
3. an amount at your discretion

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