The co-operative bank

Accounts information

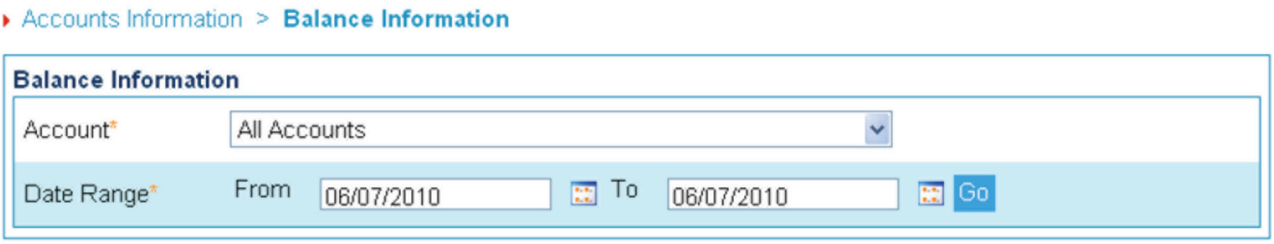
Use the Business Online Banking accounts information to view your account balance and recent transactions. The following options are available:

- **balance information**
- **transactions**
- **transaction search**
- **save searches.**

Balance information

To view a summary of all your account's current balances log into the home page of Business Online Banking.

To access balance information for a particular date or range of dates, from your home page select **Accounts Information** from the left-hand menu then **Balance Information**. The following screen is displayed.



Single account balance

To view a single account balance for a particular date or range of dates:

- select the **Account** from the drop-down list
- select the date(s) you wish to view using the calendar icons
- click **Go**.

All account balance

To view a summary of balances for all your accounts for a particular date or range of dates:

- select **All Accounts** from the drop-down menu
- select the date(s) you wish to view using the calendar icons
- click **Go**.

Balance reports

To generate a report containing your account balance information:

- select the account from the drop-down menu
- select the date(s) for your report using the calendar icons
- click on **Report**
- choose the format you wish your report to appear in from – PDF, CSV or XML
- click **Generate Report** to save the report locally on your own PC or network.

Transactions

To view all transactions carried out on a specific account, from your home page select **Accounts Information** from the left-hand menu then **Transactions**.

- Select the account from the drop-down list.
- Enter the date range using the calendar icons.
- Click **Go**.

The following screen is displayed.

Select	Date	Description	Currency	Bank Reference	Customer Reference	Credit	Debit	Additional Information
1	15/12/2009	Transfer	GBP	000000000000000	000000000000000		6.00	0000000000000
2	16/12/2009	Standing Order	GBP	000000000000000	000000000000000		6.10	0000000000000
3	16/12/2009	Book Transfer	GBP	000000000000000	000000000000000		5.25	0000000000000
4	16/12/2009	Transfer	GBP	000000000000000	000000000000000		6.00	0000000000000

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Further transaction information

To view any additional information relating to a particular transaction:

- select the transaction by clicking the button on the left
- click **Details**.

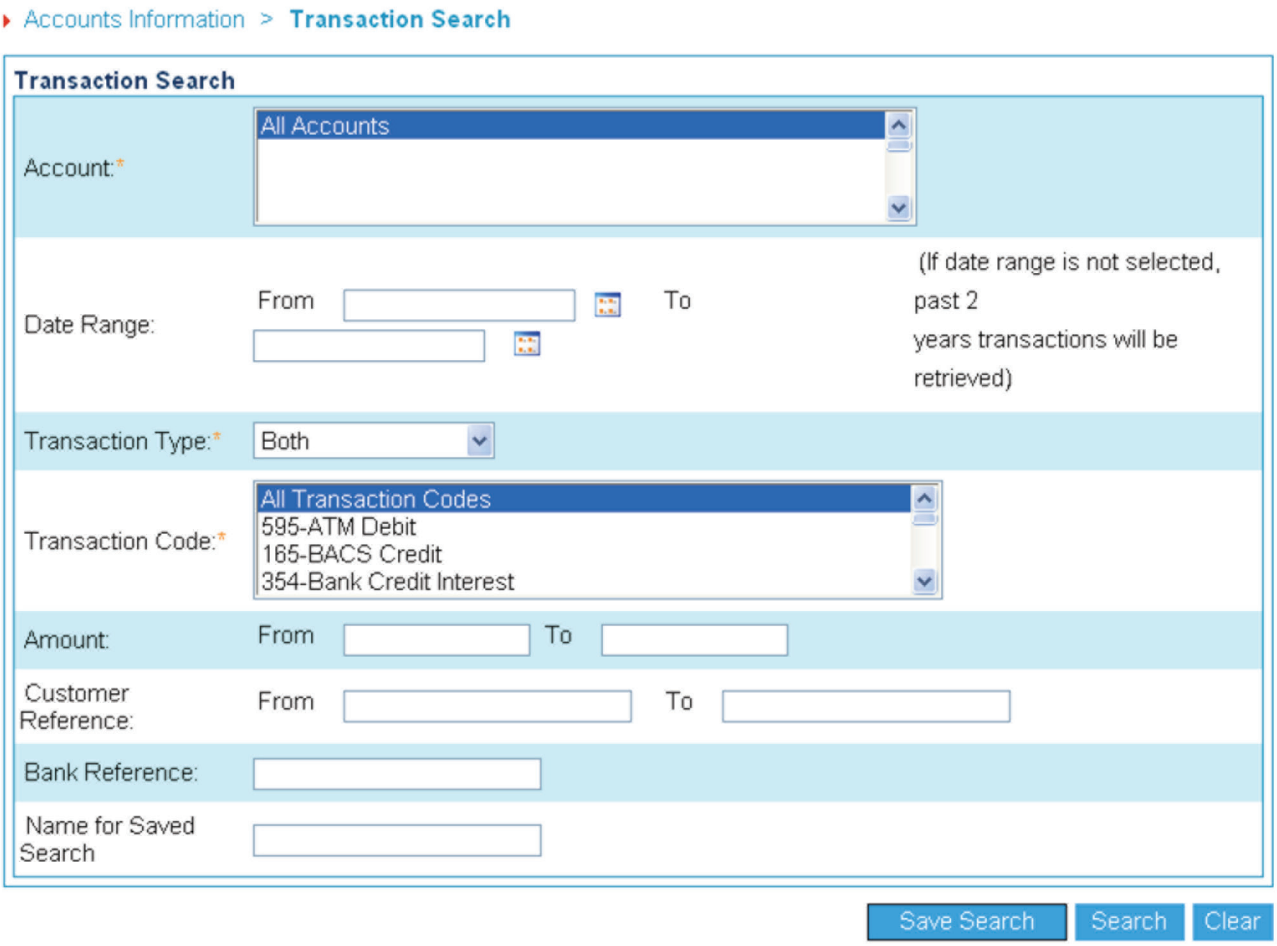
Transaction reports

To generate a report containing transaction information:

- select the transaction by clicking the button on the left
- select the date(s) you wish to view using the calendar icons
- click **Reports**
- choose the format you wish your report to appear in from – PDF, CSV or XML
- click **Generate Report**
- save the report locally on your own PC or network.

Transaction search

To search for an individual transaction, from your home page select **Accounts Information** then **Transaction Search**. The following screen will appear.



- Select an individual account or **All Accounts**.
- Complete the **Date Range, Transaction Type** and **Transaction Code**.
- Fields marked * are mandatory.
- To narrow down your search for a transaction, complete any or all of the **Amount**, **Customer Reference** and **Bank Reference** fields.

Save searches

To repeat the search with a different date range save the search criteria as a template for future use:

- complete the **Name for Saved Search** field
- click **Save Search**.

Please call 08457 213 213 if you would like to receive this information in an alternative format such as large print, audio or Braille.

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