

Statements and reports

There are four standard reports that are available within Business Online Banking:

- **statements**
- **business Visa statement**
- **standing order report**
- **Direct Debit report.**

To access statements and reports, from your home page select **Statements or Reports** from the left-hand menu. The following screen is displayed.

▶ Statements or Reports

The screenshot shows a form titled "Select Statements or Reports". It contains a "Report Type" dropdown menu which is currently open, displaying a list of options: "Select", "Statements", "Business Visa Statement", "Standing Order Report", and "Direct Debit Report".

▶ Statements or Reports

The screenshot shows the same "Select Statements or Reports" form. The "Report Type" dropdown is now set to "Statements". Below this, there is an "Account No" dropdown menu set to "All Accounts". Underneath, there is a "Date Range" section with "From" and "To" input fields, each accompanied by a calendar icon. A blue "Search" button is located at the bottom right of the form.

- Select the type of statement or report you wish to view from the drop-down list.
- Select the **Account No** from the drop-down list.
- Select the **Date Range** using the calendar icons.
- To view all available data for the selected report type, select **All Accounts** and leave the date range blank.
- After making your selection click **Search** to display the reports list.
- Select your report by clicking on the **Account/Report ID**.
- Click **Print** or **Save** the report locally on your own PC or network.