

Accounts information

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

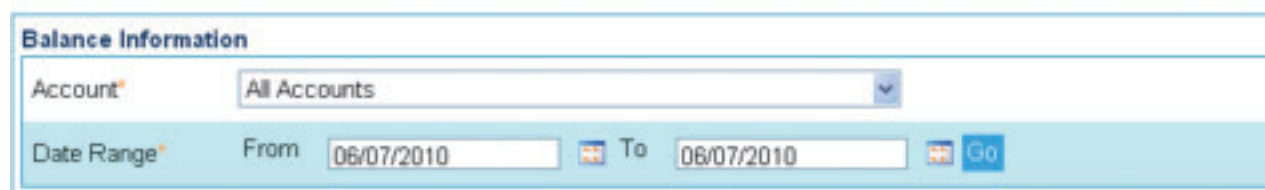
- **balance information**
- **transactions**
- **transaction search**
- **save searches.**

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.

▶ [Accounts Information](#) > [Balance Information](#)



Balance Information

Account* All Accounts

Date Range* From 06/07/2010 To 06/07/2010 Go

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
<input checked="" type="radio"/> 1	15/12/2009	Transfer	GBP	EP09349000000038	SREE	6.00	00000000000000
<input type="radio"/> 2	16/12/2009	Standing Order	GBP	EP09350000000227	SREE	6.10	00000000000000
<input type="radio"/> 3	16/12/2009	Book Transfer	GBP	377	00000000000000	5.25	00000000000000
<input type="radio"/> 4	16/12/2009	Transfer	GBP	EP09349000000038	SREE	6.00	00000000000000

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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.

► Accounts Information > Transaction Search

Transaction Search

Account*

Date Range: From To (If date range is not selected, past 2 years transactions will be retrieved)

Transaction Type*

Transaction Code*
595-ATM Debit
165-BACS Credit
354-Bank Credit Interest

Amount: From To

Customer Reference: From To

Bank Reference:

Name for Saved Search:

- 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 03457 213 213* (8am - 8pm Monday to Friday and 9am - 12 noon on Saturday) if you would like to receive this information in an alternative format such as large print, audio or Braille.

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*Calls to 0800 and 0808 numbers are free from landlines and mobiles. Calls to 03 numbers cost the same as calls to numbers starting with 01 and 02. Calls to 0845 and 0870 numbers cost 3p per minute, plus your phone company's access charge. Calls to 0844 and 0843 numbers cost 7p per minute, plus your phone company's access charge. Calls may be monitored or recorded for security and training purposes.