

## 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.**
- **Redirected Faster Payment 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

Select Statements or Reports

Report Type  ▼

- Select
- Statements
- Business Visa Statement
- Standing Order Report
- Direct Debit Report
- Redirected Faster Payment Report

► Statements or Reports

Select Statements or Reports

Report Type  ▼

Account No  ▼

Sort By  Name  Account

Date Range From  To

- 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.
- When selecting **Statements**, you will only be able to select **ALL** accounts for one date or **ONE** account for a date range.
- 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.

**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.

Information correct as at 05/2017.