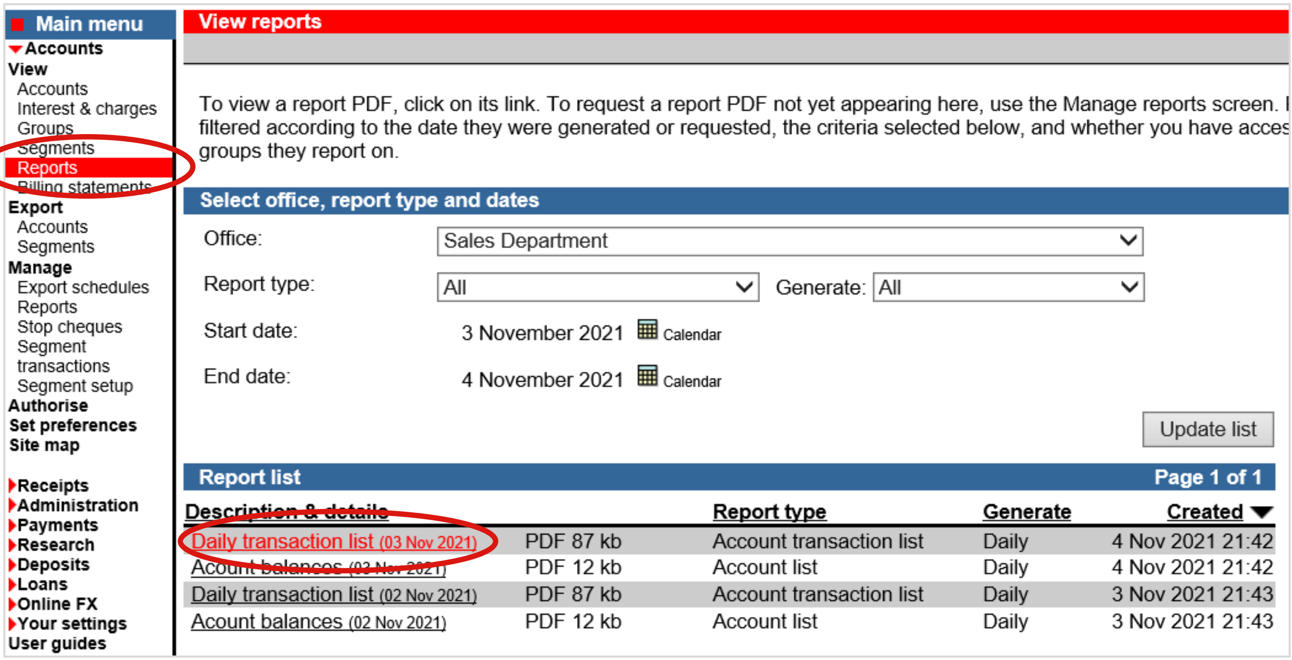
Viewing reports.

Follow this guide to view reports in **Online Accounts**.

To perform this procedure, you require access to the **View and print transaction information** feature and to an **Office** and those **Groups / Accounts** included in the report.

1. From the left-hand menu, select **Accounts > View > Reports**.

   Corporate Online displays a **List of reports** produced for the past 7 days.



2. Complete any of the following:
   - Filter the list of reports by changing the **Office**, **Report type**, **Generate**, **State date** and **End date** and then selecting **Update list**.
   - Select the **Description & details** link to view the report in Adobe Portable Document format (PDF).
     - To **print** the PDF, select the print icon on the Adobe Reader toolbar.

     - To **save** the PDF, select the save icon on the Adobe Reader toolbar.