Viewing account balances and transactions.

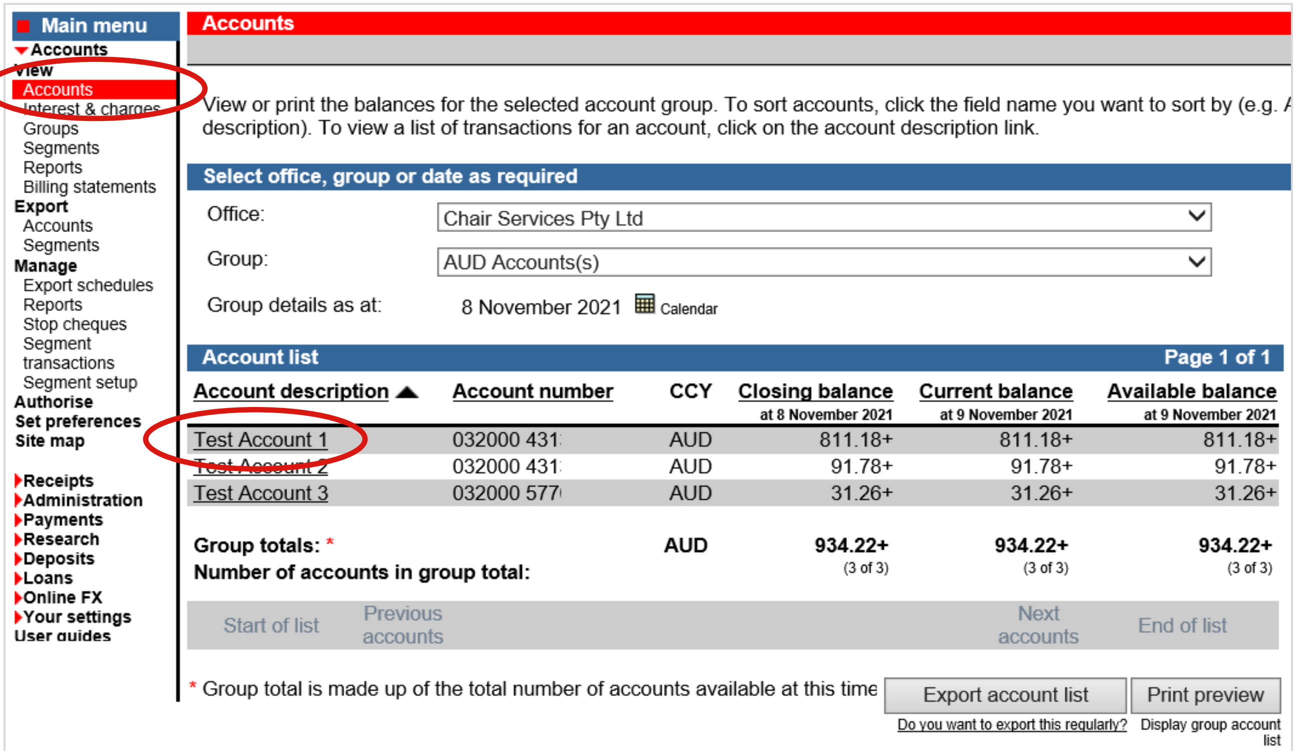
Follow this guide to view, print and search account balances and transactions, view images and account statements where available in Online Accounts.

To perform these procedures, you require access to the View and print transaction information, Statements & Voucher images features, an Office and an Account group that includes the account you want to view.

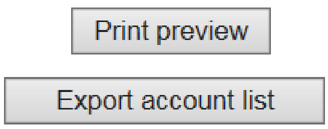
Viewing account balances

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

   Corporate Online shows the Closing balance for the previous business day along with the Current and Available balances for today.



2. Complete any of the following:
   - Filter the list of accounts by changing the Office, Group and Date.
   - To print account balances, select Print preview.
   - To export account balances, select Export account list.
   - Select the Account description link to view a list of transactions (see next page).



Viewing account transactions

Corporate Online displays a list of transactions for the date chosen on the **Account list** screen.

Accounts

Transaction list | Statement | Summary | ? Help

View or print the transactions for the selected account. To sort transactions click the field name you wish to sort by (e.g. Date). To view individual transaction details, click on the description of transaction link.

Select office, group, account or dates as required

Office:	Chair Services Pty Ltd
Group:	AUD Accounts(s)
Account:	Test Account 1 032000 431
Start date:	13 August 2021 Calendar
End date:	13 August 2021 Calendar
Search parameters:	All transactions

Update list — Retrieve date range

Clear — Reset list parameters

Balance details

Opening balance:	AUD	818.30+	as at:	13 August 2021
Closing balance:	AUD	818.30+	as at:	13 August 2021
Current balance:	AUD	811.18+	as at:	9 November 2021 12:54 AEDT
Available balance:	AUD	811.18+	as at:	9 November 2021 12:54 AEDT

Transaction list — **Page 1 of 1**

Date ▼	Description of transaction	Debits	Credits	Balance
13 Aug 2021	WITHDRAWAL/CHEQUE 200088	1.10		818.30+
13 Aug 2021	WITHDRAWAL/CHEQUE 200087	1.00		819.40+
13 Aug 2021	DEPOSIT PORT ADELAIDE SA		1.10	820.40+
13 Aug 2021	DEPOSIT PORT ADELAIDE SA		1.00	819.30+

1. Complete any of the following.
   - Filter the list of transactions by changing the **Office**, **Group**, **Account**, **Start date** and **End date** and then selecting **Update list**. [Update list]
   - Select the **Description of transaction** link to view full transaction details, voucher images (where applicable) and add comments (see below)
   - To print the transaction list, select **Print preview**. [Print preview]
   - To export the transaction list select **Export transaction list**. [Export transaction list]
   - To initiate a transaction search, select **Search** (see next page) [Search]
   - To view account statements select the **Statement** tab (see page 4).

Viewing transaction details, adding comments and voucher images

Corporate Online displays the transactions details.

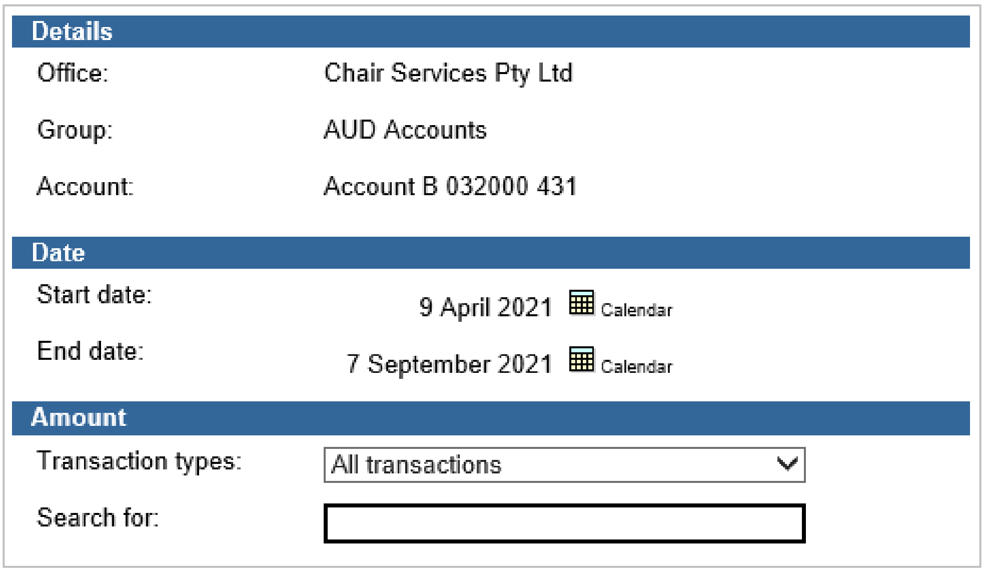
Amount:	AUD 1.00DR
Type:	Debit
Serial number:	0200087
Code:	000
Comments:	[ ] Save comments

View transaction image
A fee will apply for this service

1. Complete any of the following:
   - Complete the **Comments** field and then select **Save comments**.
   - To view an image of a paper transaction (available on accounts held in Australia only) select View detailed transaction list (deposit transaction) or View transaction image (presented cheque).
   - To print the transaction list, select **Print preview**.
   - Select **Back** to return to the **Transaction list**.

Searching for transactions

Corporate Online displays the search screen with available criteria based on account type.



1. Complete the details as follows:
   - Use the **Calendars** to select a **Start** and **End date**.
   - Select a **Transaction type** (debit, credit, or all)
   - Enter an exact **Amount** or range of Amounts.
   - Complete other search criteria as available based on the type of account.
   - Once you have entered the required search criteria select **Submit**.

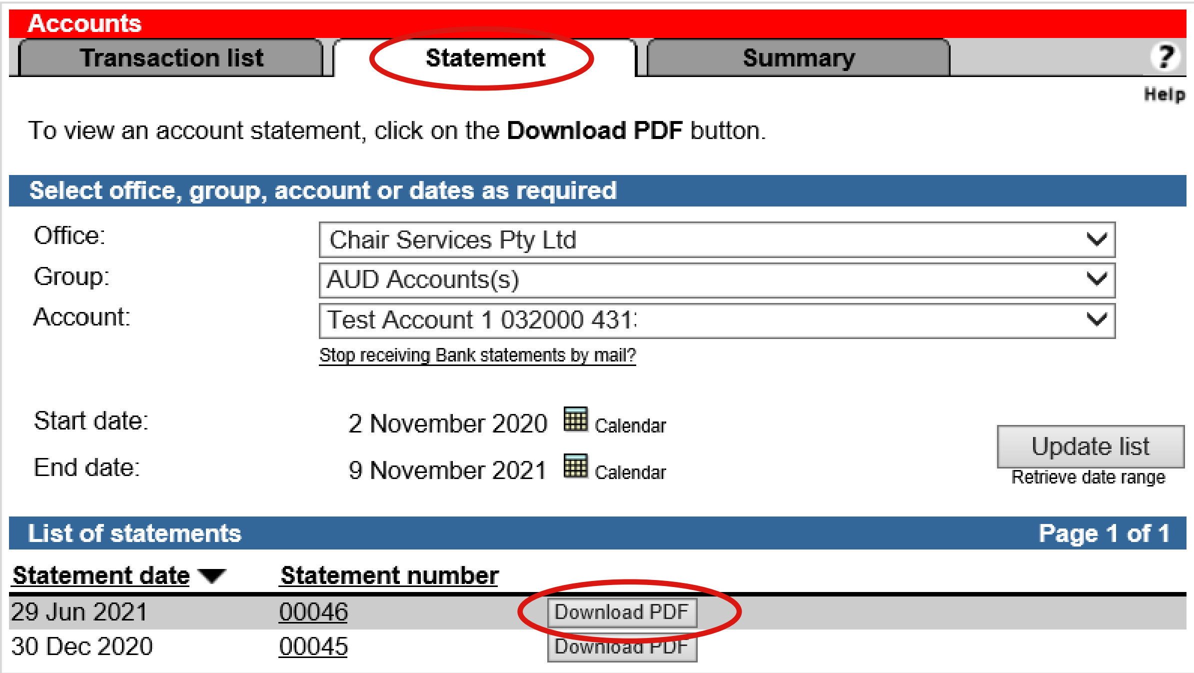
   Corporate Online returns you to the **Transaction list** screen with transactions matching your search criteria.

Viewing bank statements

1. From the **Transaction list** click the **Statements** tab at the top of the screen.

   Corporate Online displays the list of statements for the past 3 months.

ⓘ To stop receiving Bank statements by mail refer to your Organisations Corporate Online Administrators.



2. Complete the details as follows:
   - Filter the list of statements by changing the **Office**, **Group**, **Account**, **Start date** and **End date** and then selecting **Update list**.

   - To sort statements, select the field name you want to sort by.
   - To view a statement in Adobe Portable Document format (PDF) select Download PDF.

     - To **print** the PDF, select the print icon on the Adobe Reader tool bar.

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