

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** for the past 7 days.

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View reports

To view a report PDF, click on its link. To request a report PDF not yet appearing here, use the Manage reports screen. It is filtered according to the date they were generated or requested, the criteria selected below, and whether you have access to the groups they report on.

Select office, report type and dates

Office:

Report type: Generate:

Start date: 3 November 2021

End date: 4 November 2021

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Description & details	Report type	Generate	Created	
Daily transaction list (03 Nov 2021)	PDF 87 kb	Account transaction list	Daily	4 Nov 2021 21:42
Account balances (03 Nov 2021)	PDF 12 kb	Account list	Daily	4 Nov 2021 21:42
Daily transaction list (02 Nov 2021)	PDF 87 kb	Account transaction list	Daily	3 Nov 2021 21:43
Account balances (02 Nov 2021)	PDF 12 kb	Account list	Daily	3 Nov 2021 21:43

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.

