

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

- 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.

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Accounts

View or print the balances for the selected account group. To sort accounts, click the field name you want to sort by (e.g. Account description). To view a list of transactions for an account, click on the account description link.

Select office, group or date as required

Office: Chair Services Pty Ltd

Group: AUD Accounts(s)

Group details as at: 8 November 2021 Calendar

Account list

Account description	Account number	CCY	Closing balance at 8 November 2021	Current balance at 9 November 2021	Available balance at 9 November 2021
Test Account 1	032000 431	AUD	811.18+	811.18+	811.18+
Test Account 2	032000 431	AUD	91.78+	91.78+	91.78+
Test Account 3	032000 577	AUD	31.26+	31.26+	31.26+
Group totals: *		AUD	934.22+	934.22+	934.22+
Number of accounts in group total:			(3 of 3)	(3 of 3)	(3 of 3)

Start of list Previous accounts Next accounts End of list

* Group total is made up of the total number of accounts available at this time

Export account list Print preview

Do you want to export this regularly? Display group account list

- 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

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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

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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**.
- 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**.
- To export the transaction list select **Export transaction list**.
- To initiate a transaction search, select **Search** (see next page)
- 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

- 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.

Accounts	
Transaction list search ?	
Enter your transaction search criteria, then click Submit. Help	
Details	
Office:	Chair Services Pty Ltd
Group:	AUD Accounts
Account:	ABC Company 032000 431
Date	
Start date:	2 July 2024  Calendar
End date:	19 July 2024  Calendar
Amount	
Transaction types:	All transactions 
Search for:	<input type="text"/>

- 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

- 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.

Accounts

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Help

To view an account statement, click on the **Download PDF** button.

Select office, group, account or dates as required

Office:

Chair Services Pty Ltd

▼

Group:

AUD Accounts(s)

▼

Account:

Test Account 1 032000 431:

▼

Stop receiving Bank statements by mail?

Start date:

2 November 2020

Calendar

End date:

9 November 2021

Calendar

Update list

Retrieve date range

List of statements

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Statement date ▼	Statement number	
29 Jun 2021	00046	Download PDF
30 Dec 2020	00045	Download PDF

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.

