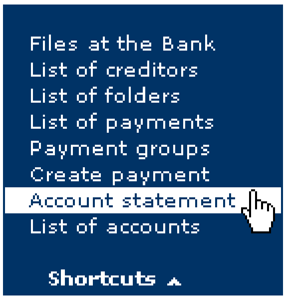
Account statement

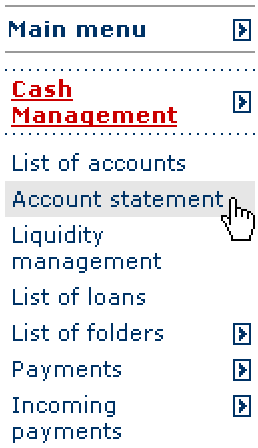
Account statement shows the entries on an account (transaction list) with the corresponding entry details e.g. advice notes and references.

Alternatively, you can select *eArchive* in the left hand menu to see and print your account statement in a PDF format.

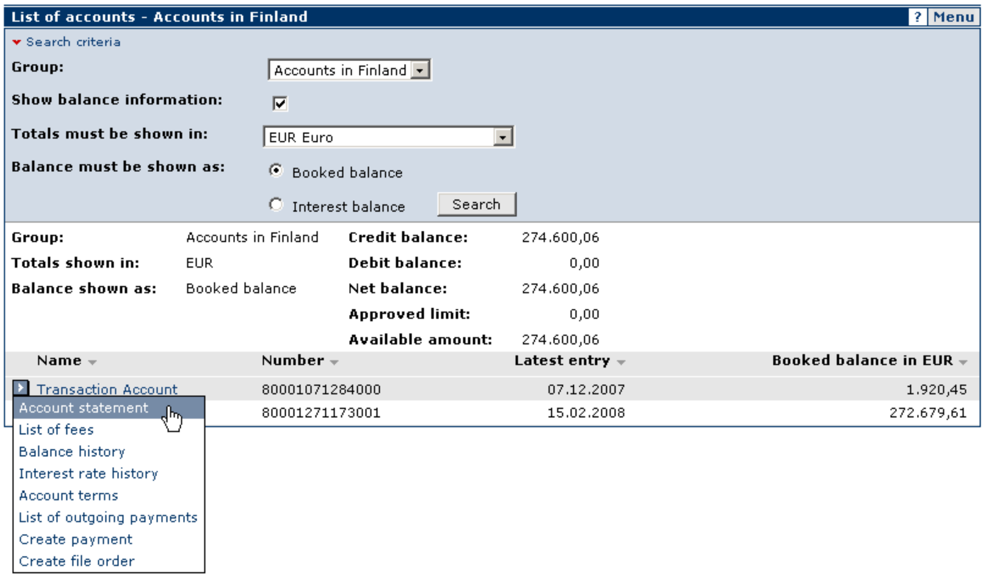
Account statement can be opened via the shortcut:



or the menu:

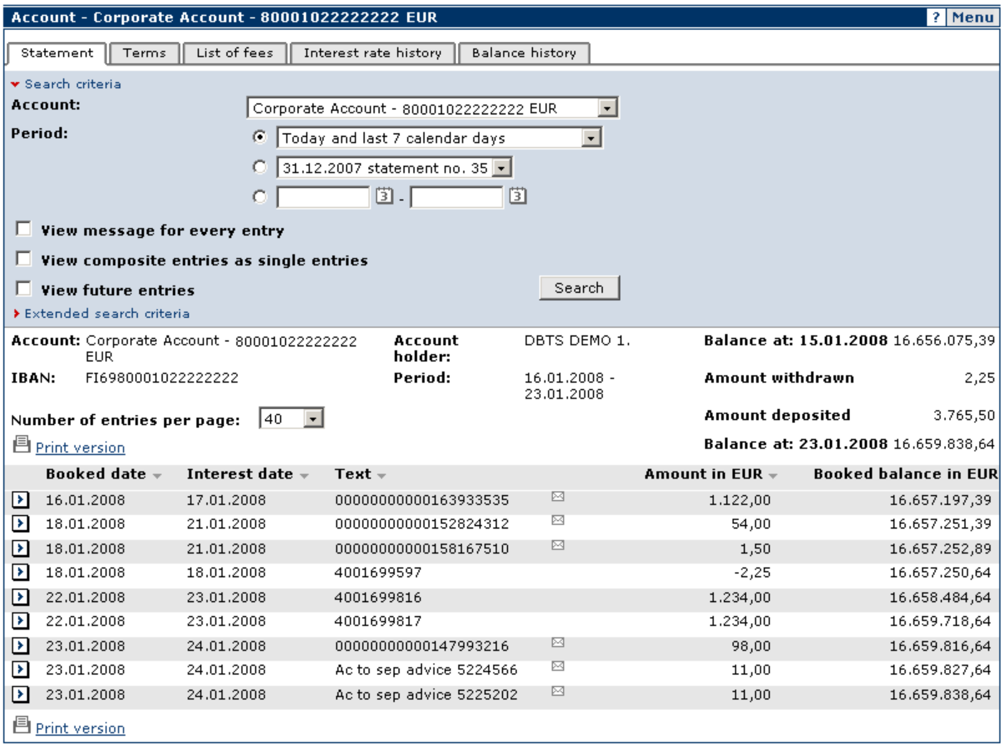


You can also choose *Account statement* for a specific account in the *List of accounts*. Click on the function arrow to the left of the chosen account and then select the menu point *Account statement*, or simply click on the underlined account name.



Account statement

You will now be shown an overview of the latest entries on the account.



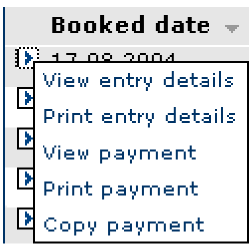
If you want to view entries from another period, you can select another fixed period or an account statement date/number or key in a free date/interval in *Period*. If the overview should also include future entries, check the *View future entries* box.

Number of entries per page

In the *Number of entries per page* dropdown list you choose how many entries you want to view on each screen page. Because of the response time, you should, however, give thought to the speed of your Internet connection.

Function menu

By clicking on the function arrow to the left of the entries, a list of functions will appear.



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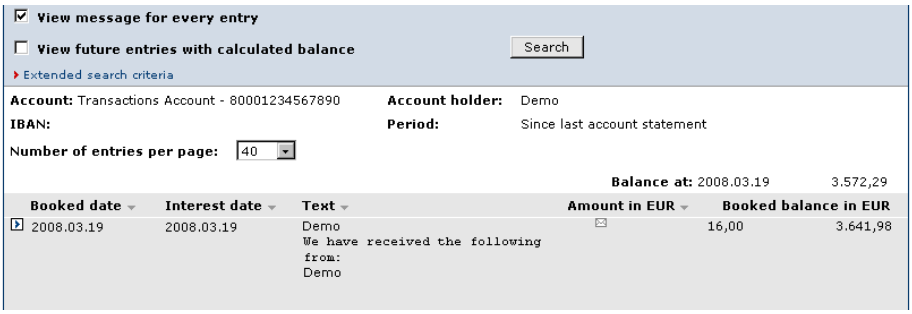
Account statement

Entry details

If, for example, you want to view further information on the entries, you must select *View entry details*.

You can also be shown the messages in the survey by checking the box *View message for every entry* and activating *Search*.

You will then be shown the messages of each entry.



Account statement

Icons

The following icons can appear in the list:

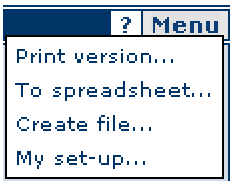
Advice/message from sender

Bulk entry

Click on the icon to view an advice/message from sender or a bulk posting.

Menu

When you move the mouse over the point *Menu* in the top right corner, the following menu will appear:



- If you want to have information printed, you must click on the menu point *Print version*. Alternatively, you can click on the Print version icon that sits above and below the list.
- If you want to transfer information to a spreadsheet, you must click on the menu point *To spreadsheet.* **Note:** All the available columns (incl. e.g. "Bank's archive reference") will be transferred to the spreadsheet file.
- If you have acess to file transfers, you can use the menu point *Create file*, where you can order a file from the bank
- If you, for example, want to change a standard period in *Account statement*, you must click on the menu point *My set-up.*

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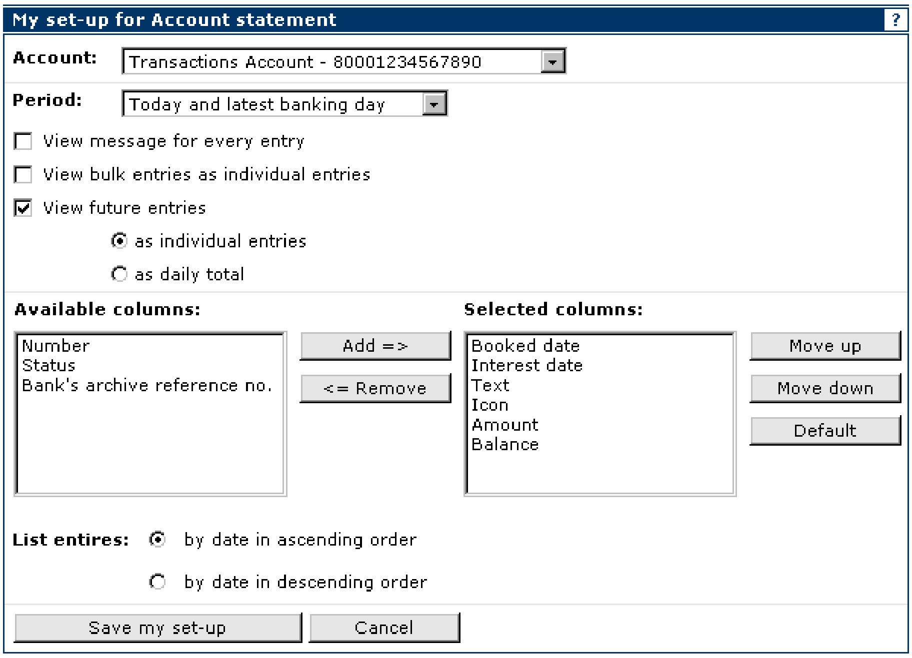
My set-up

My set-up for *Account statement* gives you the possibility to create surveys that best meet your needs.

This page contains almost the same search criteria as the *Account statement* screen.



Account

In the *Account* dropdown list you can select the account to be shown each time you select *Account statement.*

Period

In the *Period* dropdown list you select the period to be shown each time you select *Account statement*.
The selected period will be shown for all accounts.

Columns

Here you can select the columns to be contained in the *Account statement* page.
In the box *Selected columns* you can see the columns shown on the *Account statement* page.
With the buttons *Move up* and *Move down* you can change the order of the columns.
Select a column from the box *Available columns* by marking the column and pressing the button *Add =>*.
You can remove a column by marking it in the box *Selected columns* and pressing *<= Remove*.
Press the button *Default*, if you want to view the columns that are selected by default in Business Online.

You can choose between the following columns:

Booked date
Shows the entry's booking date.

Account statement

Interest date
Shows the entry's interest date.

Text
Shows the entry's text

Number
Shows the number of entries in the bulk entry.

Icon
An icon shows whether a message or bulk entry details are attached to the entry.

Amount
Shows the entry's amount.

Balance
Shows the balance on the account.
Balance covers *Booked balance* or *Interest balance*, depending on what is selected under *Period covers* on the *Account statement* page:
- If *Booked date* is selected, *Balance* is shown as *Booked balance*.
- If *Interest date* is selected, *Balance* is shown as *Interest balance*.

Status
Shows the status of the entry.

Bank's archive reference no.
Shows the archive reference in the bank that is generated in connection with the entry.

View entries in

Select the order, in which you want the entries to be shown.
Date order depends on what is selected under *Period covers* on the *Account statement* page:
- If *Booked date* is selected, the entries are sorted according to the booked date.
- If *Interest date* is selected, the entries are sorted according to the interest date.

Save my set-up

When you have marked your selections, click on *Save my set-up*.
From now on, the survey will be shown as you have selected it.

Standard set-up

If you want to return to the Bank's standard set-up, just click on *Re-create standard set-up*.
Note: The button will only appear if you have created your own set-up.

Other tabs/functions

Also a number other functions relating to a specific account are available on the page:
You can click on of the following tabs:

Terms
Shows balance and interest information.

Account statement

List of fees
Shows a list of accruing fees.

Interest rate history
Shows the history of various debit and credit interest rates.

Balance history
Shows the balance (booked and interest) and accruing interest history.

Page help

You can get more help with filling out each field on the page. Click on the question mark in the top right hand corner of the page to get page help, and select the subject you want to know more about.

Related topics:

- List of accounts