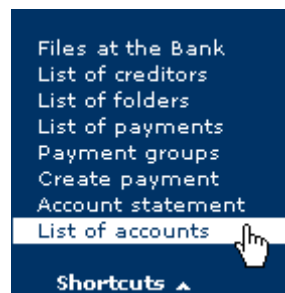


List of accounts

The *List of accounts* is the entry screen for many of your enquiries in Business Online. From here you can, among other things, get access to different kind of account information such as transactions, balances and account terms.

When you want to see a list of accounts, you can use the shortcut:



or the menu:



Search criteria

Under search criteria you can select the group of accounts you want to be included in the list. The list starts with domestic accounts.

List of accounts - Accounts in Finland		
Search criteria		
Group:	Accounts in Finland	
Show balance information:	<input type="checkbox"/>	Search
Group: Accounts in Finland		
Name	Number	Latest entry
Corporate Account	80001011111111	07.03.2008
Corporate Account	80001022222222	07.03.2008
Corporate Account	80001033333333	28.02.2008
Corporate Account	80001044444444	21.02.2008
Corporate Account	80001055555555	06.03.2008
Currency Account	84001099999999	31.01.2008

If you want to see accounts in other countries, you select another country group and click on *Search*.

If you receive account statements from foreign banks (MT 940) choose the *Account abroad* group and click on *Search*.

List of accounts

Balance information

If you want to see balance information, you must tick the box *Show balance information*.

You can now define which currency totals and balances must be shown and you can also choose whether to see the booked balance or the interest balance..

List of accounts - Accounts in Finland							?	Menu
▼ Search criteria								
Group:	Accounts in Finland							
Show balance information:	<input checked="" type="checkbox"/>							
Totals must be shown in:	EUR Euro							
Balance must be shown as:	<input checked="" type="radio"/> Booked balance <input type="radio"/> Interest balance							
<input type="button" value="Search"/>								
Group:	Accounts in Finland	Credit balance:	67.625.532,60					
Totals shown in:	EUR	Debit balance:	0,00					
Balance shown as:	Booked balance	Net balance:	67.625.532,60					
		Approved limit:	510.000,00					
		Available amount:	67.618.579,28					
Name	Number	Latest entry	Booked balance	Rate	Booked balance in EUR			
▶ Corporate Account	80001011111111	07.03.2008			50.049.696,92			
▶ Corporate Account	80001022222222	07.03.2008			16.659.797,87			
▶ Corporate Account	80001033333333	28.02.2008			832.487,40			
▶ Corporate Account	80001044444444	21.02.2008			19.540,08			
▶ Corporate Account	80001055555555	06.03.2008			694,00			
▶ Currency Account	84001099999999	31.01.2008	113.538,850	TND 0,017932	63.316,33			

Function menu

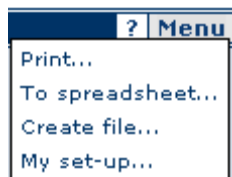
When you click on the function arrow to the left of the accounts shown, you will get a list of the available functions.

List of accounts - Accounts in Finland							?	Menu
▼ Search criteria								
Group:	Accounts in Finland							
Show balance information:	<input type="checkbox"/>							
<input type="button" value="Search"/>								
Group: Accounts in Finland								
Name	Number	Latest entry						
▶ Corporate Account	80001011111111	07.03.2008						
Account statement	80001022222222	07.03.2008						
List of fees	80001033333333	28.02.2008						
Balance history	80001044444444	21.02.2008						
Interest rate history	80001055555555	06.03.2008						
Account terms	84001099999999	31.01.2008						
List of outgoing payments								
Create payment								
Create file order								

List of accounts

Menu

If you move the cursor to *Menu* in the top right-hand corner, the following menu points will appear:



- If you want to print the data you found via the search, you can click on the menu point *Print*.
- If you want to transfer information to a spreadsheet, you can click on the menu point *To spreadsheet*.
- If you have access to file transfers, you can use the menu point *Order file*, where you can order files from the Bank.
- If you want to customize the settings in *List of accounts*, you can click on the menu point *My set-up*.

My set-up

My set-up for *List of accounts* enables you to adapt the list of accounts to meet your own requirements.

In *My set-up* you can choose which group of accounts will be shown as default.

You can also create your own groups, for example "Accounts in Southern sales region" by clicking on *Create group*.

If you want to see balance information every time you see the list of accounts (means longer response time), you simply mark *Show balance information*.

You can then choose how you want your balances to be shown.

Save my set-up

When you have marked your choices, click on *Save my set-up*.

In the future, the list of accounts will be shown with the information you have chosen.

List of accounts

Standard set-up

If you want to return to default settings, click on *Re-create standard set-up*.

My set-up for List of accounts ?

Group: Accounts in Finland Create group...

Show balance information:

Totals must be shown in: EUR Euro

Balance must be shown as:

Booked balance

Interest balance

Save my set-up
Re-create standard set-up...
Cancel

Click on *OK* in the next screen to accept the standard set-up.

Re-create standard set-up for List of accounts ?

Group: Accounts in Finland Create group...

Show balance information:

OK
Cancel

Page help

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



Related topics:

- Account statement