

## Bankline support guides: View account statements

### In this guide

- Learn how to view account statements.
- Learn how to view, save, print and export payment advices from an account statement.

You cannot view account statements without the relevant privileges, which your Bankline Administrator needs to set up (see guides [Getting Started](#) and [Administration](#)).

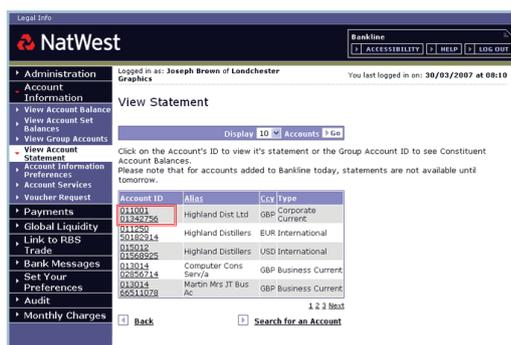
With Bankline, you can view statements in real-time\*. You can see CHAPS and international payments received during the working day as they are processed. You can also display or search historic transactions and print or export your statement information in a choice of Bankline or industry standard formats.

### How to view an account statement

- 1 Select **Account information** from the lefthand menu, then click on **View account statement**.

Or from the Account Information page, click on **View statements**.

This brings up the statements page – it displays a list of the accounts you are able to access, showing account, ID, alias, currency and type.



- 2 To view the statement and today's balance for an individual account, click the relevant account ID. For an account added to Bankline today, the first statement will be available tomorrow.

To locate a specific account, click on **Search for an account**, then enter your search criteria.

- 3 From the Statement for account screen, which shows account information, balance information and individual transactions, you can:
  - Search for accounts within a date range.
  - Export statements in CSV format, for example to Microsoft Excel.
  - Export advices in CSV format, for example to Microsoft Excel.
  - Export advices in SWIFT format (SWIFT MT900 for credit advices and SWIFT MT910 for debit advices) for use outside of Bankline with your other systems.
  - Print and save advices in PDF format.
  - Print and save statements in PDF format.
  - Search transactions.
  - See transaction details.
  - View vouchers and advices.

\* Real-time account balances and statements are updated with transactions as they are received intra-day.



## Remember

- You can reorder and sort the list by clicking on any underlined column header. To reverse the order, click the header again.



## Did you know?

You can access statements up to 15 months old by entering the date into the 'View historic balances' box. When searching a range of dates, the 'from' date must not be more than 30 days before the 'to' date. In other words, you can only search in blocks of 30 days or less.

When you search for a transaction, the only details you need to specify are whether you want your search to include:

- Debit, credit or both.
- Today's, historic or both.
- Supplementary list (select **Yes** or **No**).
- Totals displayed (select **Yes** or **No**).

All other fields are optional. The default transaction search is for the last 7 days but you can extend this by using the 'from' and 'to' date boxes on the search screen.



## Did you know?

With Bankline, you are able to group together accounts into 'account sets'. Bankline also allows you to export all your account information for an account set at the touch of a button.

You can export in the following formats: Bankline (.CSV), BAI v2, SWIFT MT940 and MT942, ready to use in your software outside of Bankline.

Please see our export file layout guides for full details of layout, there is a guide for each format type:

[Bankline export file layout guide – Bankline \(CSV\) format](#)

[Bankline export file layout guide – SWIFT format](#)

[Bankline export file guide – BAI v2 format](#)

Please see the [Manage accounts and account sets](#) guide to learn how to group your accounts into convenient account sets.

Please see the [View and export account balances](#) to learn how to export account information for an account set.