

## 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 **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 **Accounts** menu, select **Accounts** under the **View** heading.

The Closing balance for the previous business day along with the Current and Available balances for today are displayed.

The screenshot shows the 'Accounts' page in the Corporate Online system. On the left is a 'Main menu' with options like 'Accounts', 'Reports', 'Export', 'Manage', 'Authorise', 'Set preferences', and 'Site map'. The 'Accounts' menu is expanded, showing 'View', 'Accounts', 'Interest & charges', and 'Groups'. The 'View' option is selected. The main content area is titled 'Accounts' and includes a help icon. Below the title, there is a text box explaining that users can view or print balances for a selected account group and sort by field name. A section titled 'Select office, group or date as required' contains dropdown menus for 'Office' (set to 'Finance Department') and 'Group' (set to 'AUD Accounts'), along with a date selector for 'Group details as at' (set to '1 April 2025'). Below this is an 'Account list' table with columns for 'Account description', 'Account number', 'CCY', 'Closing balance', 'Current balance', and 'Available balance'. The table shows two accounts: 'Investment account' and 'Working account'. The 'Working account' is highlighted with a red box. Below the table, there are 'Group totals' and 'Number of accounts in group total'. At the bottom right, there are buttons for 'Export account list' and 'Print preview', both of which are highlighted with red boxes. A small note at the bottom left states: '\* Group total is made up of the total number of accounts available at this time.'

Account description	Account number	CCY	Closing balance at 1 April 2025	Current balance at 2 April 2025	Available balance at 2 April 2025
Investment account	032000 431	AUD	662.27+	662.27+	662.27+
Working account	032000 431	AUD	24.68-	24.68-	0.00
<b>Group totals: *</b>		<b>AUD</b>	<b>637.59+</b>	<b>637.59+</b>	<b>662.27+</b>
<b>Number of accounts in group total:</b>			(2 of 2)	(2 of 2)	(2 of 2)

- 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

A list of transactions for the date chosen on the **Account list** screen are displayed.

Accounts

Transaction list

Statement

Summary

?

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:

Finance Department

Group:

AUD Accounts

Account:

Working account 032000 431

Start date:

8 August 2023

Calendar

End date:

8 August 2023

Calendar

Search parameters:

All transactions

Update list

Clear

Reset list parameters

Balance details

Opening balance:	AUD	854.99+	as at:	8 August 2023
Closing balance:	AUD	854.99+	as at:	8 August 2023
Current balance:	AUD	855.99+	as at:	2 April 2025 11:16 AEDT
Available balance:	AUD	855.99+	as at:	2 April 2025 11:16 AEDT

Transaction list

Page 1 of 1

Date ▼	Description of transaction	Debits	Credits	Balance
08 Aug 2023	<a href="#">WITHDRAWAL/CHEQUE 200092</a>	1.05		854.99+
08 Aug 2023	<a href="#">WITHDRAWAL/CHEQUE 200091</a>	1.00		856.04+
08 Aug 2023	<a href="#">ATM DEPOSIT HANDYBANK WEST LAKES 2 04/08 040823</a>		1.05	857.04+
08 Aug 2023	<a href="#">ATM DEPOSIT HANDYBANK WEST LAKES 2 04/08 040823</a>		1.00	855.99+
Total value of transactions:		2.05	2.05	
Number of transactions:		2	2	

Start of list

Previous transactions

Select page: 1 ▼ of 1

Next transactions

End of list

Go to accounts list

Search

Export transaction list

Print preview

Do you want to export this regularly?

Display transaction list

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

The transactions details screen is displayed.



Transaction details	
Office:	Finance department
Group:	AUD Accounts
Account:	Working account 032000 431
Date:	8 August 2023
Value date:	8 August 2023
Description:	WITHDRAWAL/CHEQUE 200091
Amount:	AUD 1.00DR
Type:	Debit
Serial number:	0200091
Code:	000
Comments:	<input type="text"/> <input type="button" value="Save comments"/> <input type="button" value="Clear comments"/>
<a href="#">View transaction image</a> <small>A fee will apply for this service</small>	

### 1. 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

The search screen is displayed with available criteria based on account type.

Details	
Office:	Finance Department
Group:	AUD Accounts
Account:	Working account 032000 431
Date	
Start date:	31 March 2025  Calendar
End date:	2 April 2025  Calendar
Amount	

### 1. 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**.

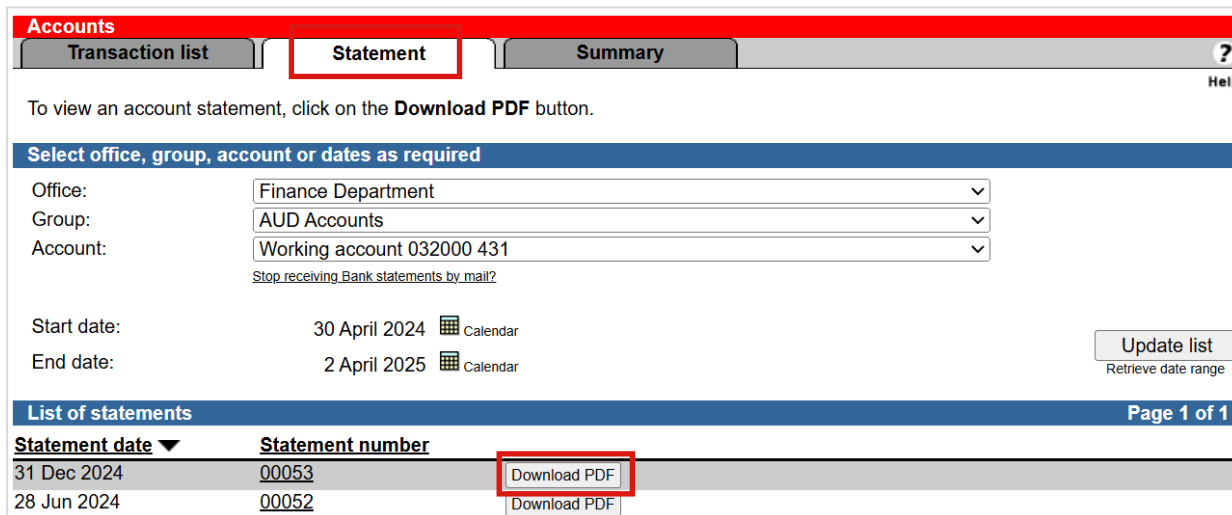
The **Transaction list** screen is displayed with transactions matching your search criteria.

## Viewing bank statements

1. From the **Transaction list** select the **Statements** tab at the top of the screen.

A list of statements for the past 3 months is displayed.

❗ To stop receiving Bank statements by mail refer to your Organisations Administrator(s).



**Accounts**

Transaction list | **Statement** | Summary | ? Help

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

Select office, group, account or dates as required

Office: Finance Department ▼  
 Group: AUD Accounts ▼  
 Account: Working account 032000 431 ▼  
Stop receiving Bank statements by mail?

Start date: 30 April 2024 Calendar  
 End date: 2 April 2025 Calendar

**Update list**  
Retrieve date range

**List of statements** Page 1 of 1

Statement date ▼	Statement number	
31 Dec 2024	00053	<b>Download PDF</b>
28 Jun 2024	00052	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**.
    - Select to **print** or **save** the PDF from the Adobe reader toolbar.