MANUAL
DISCOVER THE STATEMENTS MENU
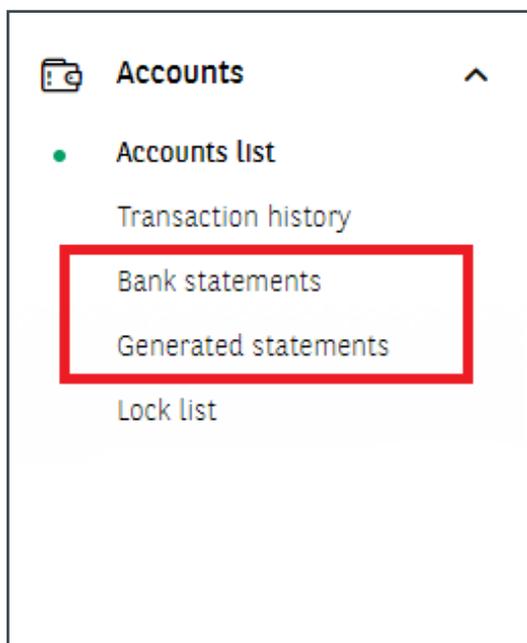
In the **Accounts** module, new items are available: **Bank statements** and **Generated statements**.

Statements – VIEW

In the **Accounts list**, the **Last statement**/**Statement date** column displays information about the last available statement number and its date. After clicking on the statement number, the system will display the indicated account statement.

The ⚠ icon next to the **Last statement** header appears when statements for the previous business day are in preparation.

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By clicking on the row with the account number, you can access the **Transaction history** with the filter set to **for the last 7 days**, with the possibility of presenting the **Balance after the transaction**.

Accounts / Account

Account / 71 1600 1127 0000 0000 0000 0001

Available balance   **142,04** PLN
Book balance   **142,04** PLN

Account's details   **Transaction history**   Bank statements   Blockades

Transaction history

Search   Q   Date 05.01.2023 - 05.01.2023 ⌄   Kind of transaction ⌄   Type of transaction ⌄   Show more ⌄

Number of transactions: **1**   Credits: **0,01 PLN**   Debits: **– PLN**   ⬤ Balance after the transaction

☐ ⌄	Date ⇅	Contractor ⇅ Account number ⇅	Description ⇅ Type of transaction ⇅	Amount ⇅ Balance after the transaction
☐	05.01.2023	JAN KOWALSKI 60 1140 2004 0000 0000 0000 0001	TEST 723 TRANSFER RECEIVED - ELIXIR	0,01 PLN 154,96 PLN

Records per page: **10** ⌄ | 1-1 of 1 items   1

🖨 **Print visible on page**

Selecting the **Bank statements** tab allows to display the list of all bank statements available for a given account (by default for the last 7 days).

Navigation keys

Bank statements can be easily browsed. The **<** , **>** navigation keys redirect you to the **previous**/**next** statement. They also make it possible to navigate to the **Statement date**.

Bank statements / Statement 003/2023/BPL

< Statement 003/2023/BPL >   Statement date 05.01.2023 📅

Go to today's transaction history →
Go to statement export templates →

VAT balance

The statements also include the balance of the linked VAT account.

(i) Statement details

Statement number and date	Account name / number	Account type
003/2023/BPL	**Główny rachunek podstawowy ZZ (PLN)**	**CURRENT ACCOUNT**
05.01.2023	71 1600 1127 0000 0000 0000 0001 ⧉	

Company name	Company registered office	Customer number
FHU TEST	**ul. KWIATOWA 2, 31-123 KRAKÓW, Poland**	**000008**

Linked accounts

Account name / number		
RACHUNEK VAT (PLN)	Initial balance	**0,50 PLN**
66 1600 1013 0000 0000 0000 0001 ⧉	Closing balance	**0,50 PLN**

📋 Operation list

Search 🔍

Initial balance: **154,95 PLN**	Credits: **0,01 PLN**	Number of transactions: **1**	🟢 Balance after the transaction
Closing balance: **154,96 PLN**	Debits: **0,00 PLN**	•	

Date ⇕	Contractor ⇕ Account number ⇕	Description ⇕ Type of transaction ⇕	Amount ⇕ Balance after the transaction ⇕
05.01.2023	JAN KOWALSKI 60 1140 2004 0000 0000 0000 0001	TEST TRANSFER RECEIVED - ELIXIR	0,01 PLN 154,96 PLN

Records per page: **10** ⌄ | 1-1 of 1 items   1

📄 **Download**   🖨 **Print**

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Section: bank statements

In the **Bank statements** section, only daily statements are available for the days on which transactions were performed.

By ticking the check box next to a given statement, it is possible to download statements collectively, and from the list, go to the details of a specific statement.

Bank statements

Go to today's transaction history →
Go to statement export templates →

Daily Monthly

| Search... | Account | Statement date From the last 7 days | Show more ∨ |

☐ ∨	Statement date ⇅	Statement number ⇅	Account name ⇅ Account number ⇅	Number of transactions ⇅	Initial balance ⇅ Closing balance ⇅
☐	05.01.2023	003/2023/BPL	Główny rachunek podstawowy ZZ 71 1600 1127 0000 0000 0000 0001	1	154,95 PLN 154,96 PLN
☐	04.01.2023	002/2023/BPL	Główny rachunek podstawowy ZZ 71 1600 1127 0000 0000 0000 0001	2	153,96 PLN 154,95 PLN
☐	03.01.2023	001/2023/BPL	Główny rachunek podstawowy ZZ 71 1600 1127 0000 0000 0000 0001	1	154,96 PLN 153,96 PLN

Records per page: **10** ∨ | 1-3 of 3 items

1

Generated statements: list

Here you can see the available list of pdf statements for download. This is a list which contains a specification of reports with statements prepared by any company user or by the bank – automatically.

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Generated statements: Generate statements

From the **Statement Generator** item, it is possible to generate daily or monthly statements for a given period.

Statement generator

Account*

[Select account*   ⌄]

Statement type*
( ) Daily   ( ) Monthly

Statement date*

[Previous working day   ⌄]

File format*
(•) PDF   ( ) MT940

☐ Balance after transaction shown on statement

☐ Generate file despite no transaction

Arrangement of statements in a file* ⓘ
(•) **Continuous: one below another**   ( ) On separate pages

How to generate a statement?

1. Select the account from which you want to generate a statement.

2. Select the type and date of the statement.

3. Select the format and arrangement of the statements in the file. Also decide whether you want the balance after the transaction to appear on the statement. If you choose the MT940 format, decide on the statement template and the code page.

4. Click "Generate".

The generated statements file can be found in the **Generated statements** list.

Generated statements: Automatic statement generation settings

In this option, you can set up the cyclical and automatic generation of daily, weekly or monthly statements in **PDF** and **MT940** format.

New setting

Name of a setting*

[Enter the name of a setting   ]

Account*

[Select account*   ⌄]

Generation cycle*

[Daily   ⌄]

File format*
(•) PDF   ( ) MT940

☐ Balance after transaction shown on statement

☐ Generate the file without transaction

Arrangement of statements in a file* ⓘ
(•) **Continuous: one below another**   ( ) On separate pages

How to create automatic statement generation settings?

1. Enter the name of a setting and then select the account and define the statement generation cycle.

2. Choose the format and arrangement of statements in the file. Tick whether the file should contain balances after transactions and whether the system should generate statements without transactions.

3. If you tick the MT940 format, select a statement template.

4. Click "Confirm".

5. After the setting has been validated, the system will generate files according to the cycle selected.

CANCEL   CONFIRM

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Information about the generator settings is available in the **Automatic statement generation settings** menu.

Automatic statement generation settings

List of settings

Add a setting

| Search... | Account ⌄ | Cycle ⌄ | Author ⌄ | Show more ⌄ |

No settings on the list

Add a setting, for the statements to
generate automatically according to the
selected parameters.

In the **Accounts** menu, if you click on a selected account, an additional tab will appear with a list of daily statements from that account.

Accounts / Account

Account / 71 1600 1127 0000 0000 0000 0001

Available balance **142,04** PLN
Book balance **142,04** PLN

Account's details | Transaction history | **Bank statements** | Blockades

Bank statements

Go to today's transaction history →
Go to statement export templates →

Daily | Monthly

| Search... | Statement date From the last 7 days ⌄ | | | | Show more ⌄ |

☐ ⌄	Statement date ⇅	Statement number ⇅	Number of transactions ⇅	Initial balance ⇅	Closing balance ⇅
☐	05.01.2023	003/2023/BPL	1	154,95 PLN	154,96 PLN
☐	04.01.2023	002/2023/BPL	2	153,96 PLN	154,95 PLN
☐	03.01.2023	001/2023/BPL	1	154,96 PLN	153,96 PLN

Records per page: **10** ⌄ | 1-3 of 3 items · 1

Exporting statements

To export statements, go to the **Export templates** menu. This can be done using the ☁ icon or from the link above the list of bank statements:

Previous version of the system

Session time 03:59 ⟳ EXTEND

☁ · 🔔 · Ⓣ **TEST S.A.** ⌄ · ⬡ Logout
Maria Nowak

☰ · 🌀 **BNP PARIBAS**

📋 Accounts ⌃

Accounts list

Transaction history

● Bank statements

Generated statements

Lock list

Bank statements

Go to today's transaction history →
Go to statement export templates →

Daily | Monthly

| Search... | Account ⌄ | Statement date From the last ... ⌄ | Show more ⌄ |

Statements can be exported in the currently available statement formats or by creating your own template.

Export / import templates

Export templates   Import templates

Export templates   Add a template

| Search | Kind of template
Selected 2/11 | Author | Show more |

Template / filter name ⇕	Kind of template ⇕	Author ⇕	
MT940 bank statement	MT940 bank statement	Predefined by bank	⌄
Wyciąg	Bank statement	Grzegorz Andrzej	

Records per page: **10** ⌄ | 1-3 of 3 items   1

Previous version of the system

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Accounts ⌄

Orders

Payments ⌄

Cards ↗

Credits ⌄

ADDITIONAL INFORMATION
on credit accounts

In the new **Statements** menu, statements for credit accounts are not presented.

Credit details and credit account history are available in the **Credits** module.

In the side menu on the left:

Credits ⌃

Credits list

Repayment schedule

Operation history

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or in the credit details window:

Credits / Investment loan

Investment loan

Credit details   Credit deals   Repayment schedule   **Transaction history**

Operations on credit accounts are presented together for individual credit products. Once the required information has been filtered out, it can be downloaded by ticking the checkbox to the formats: **PDF**, **CSV** lub **XLS**.

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