

## 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](#)).

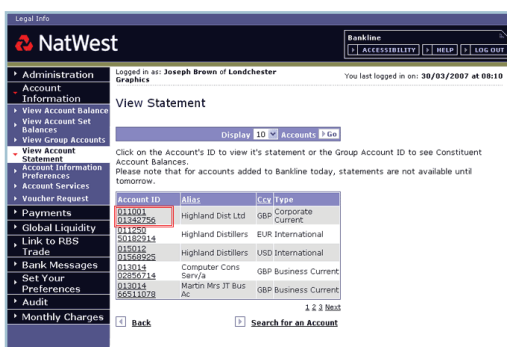
With Bankline, you can view statements in real-time\*. You can see CHAPS and international payments received during the working day as they are processed. You can also display or search historic transactions and print or export your statement information in a choice of Bankline or industry standard formats.

### 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.