

ProCash Account Summary



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1. Account Summary

This guide provides you with a detailed explanation on how to access your account summary page and to get your accounts details. For more information on other ProCash modules, please refer to their respective guides.

1.1. View Account Summary

To view your accounts' details, go to the Account Summary screen; there are three ways to access it:

i) **Search bar:** You can type "Summary" or "Account Summary" on the quick search bar at the top right corner of the screen and then select the "Account Services – Account Summary – View" (Image 1)

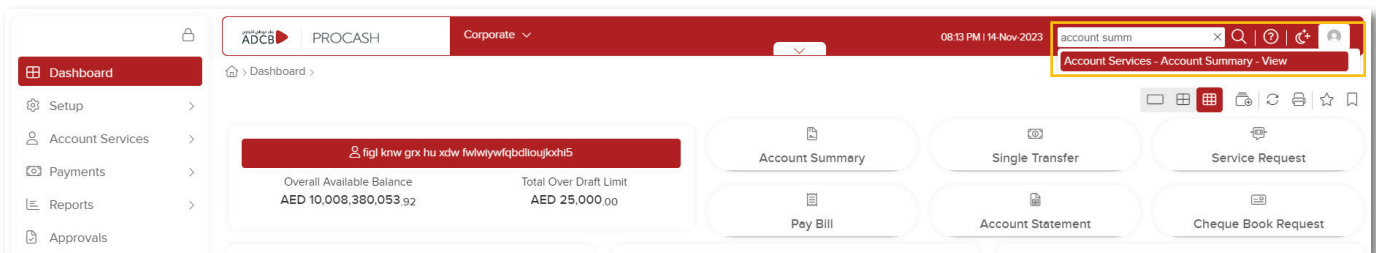


Image 1 – Account Summary | View Account Summary – Search bar

ii) **Account Services tab:** You can select the Account Services tab and then choose the "View" option under Account Summary menu (Image 2)

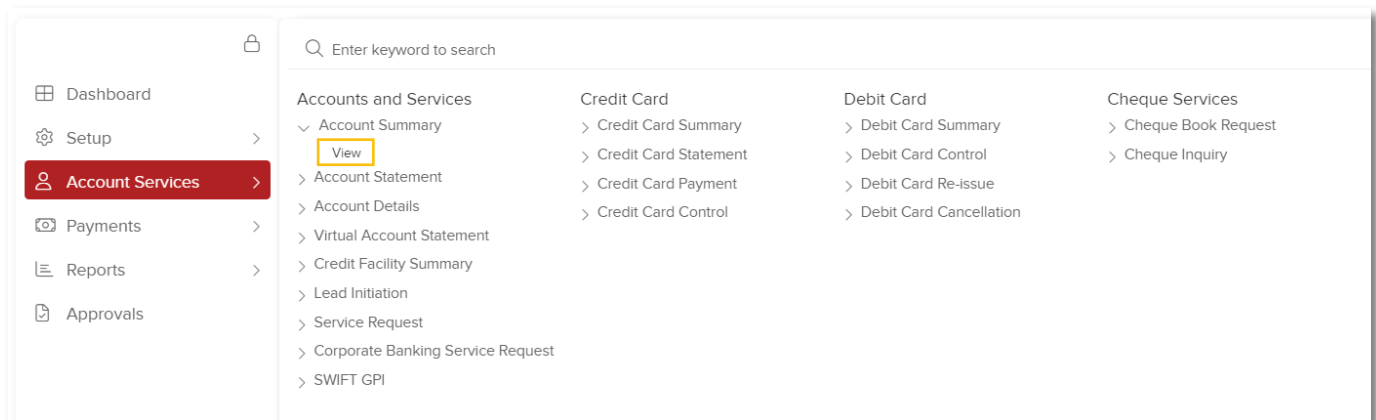


Image 2 – Account Summary | View Account Summary – Account Services tab

iii) **Account Summary widget:** In case you are on the Dashboard page, you can directly select the "Account Summary" widget (Image 3)

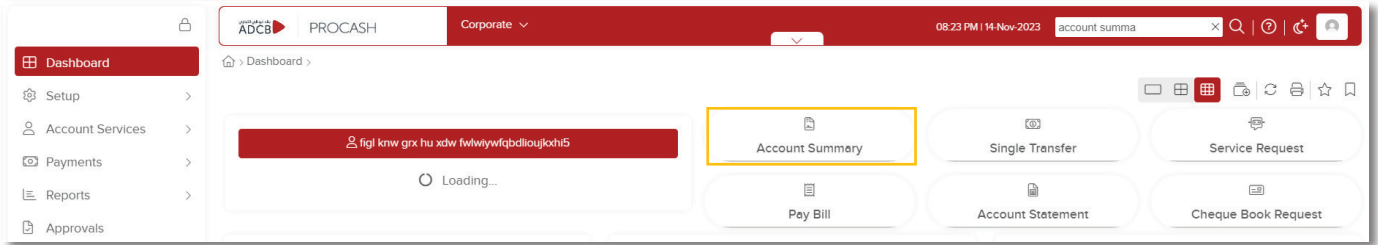


Image 3 – Account Summary | View Account Summary – Account Summary widget

After choosing any of the above 3 options, you will land on the account summary screen from where you can view your overall position on all accounts, download or share your accounts' details by email and view your account's transactions (Image 4).

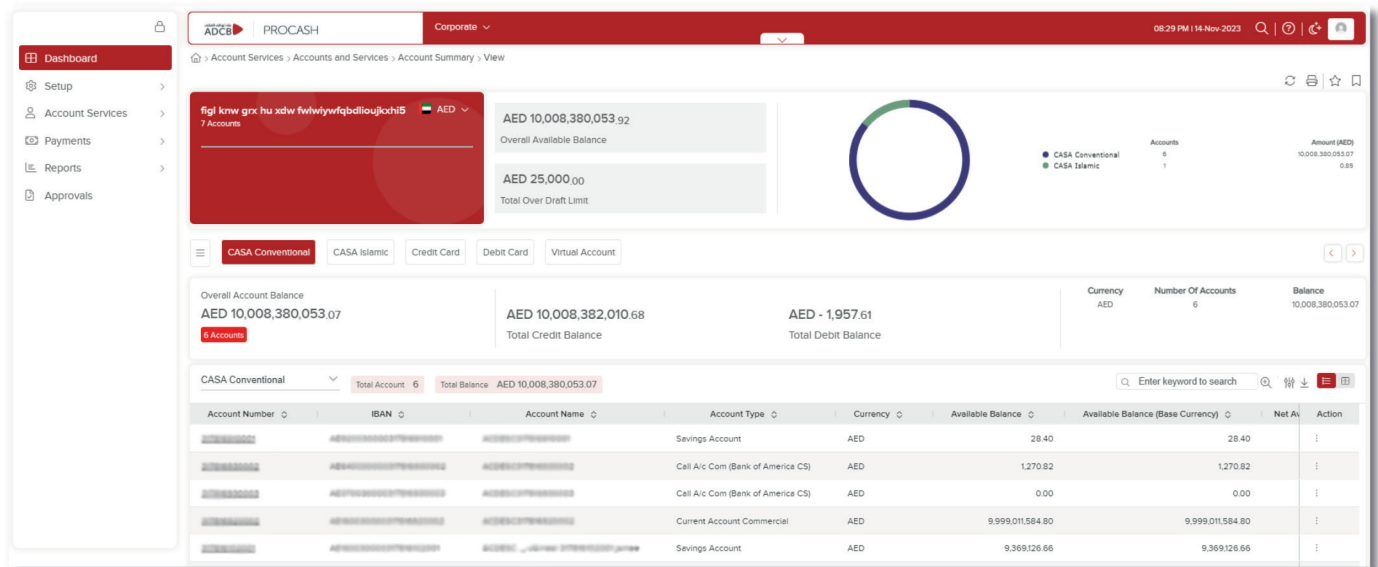


Image 4 – Account Summary | Account Summary page

Once you are on the Account Summary page, you will see a dashboard with information about your overall balance and the total overdraft as well as a donut chart with a segregation between your accounts' types. Also, you will be able to see a list of your accounts' information like IBAN, Account Name, Account Type, Balance, Currency, etc.

The following chapters will describe:

- The actions that you can perform for each account (for instance, download or share your account details)
- How to view the accounts' information (transactions and respective transactions' advices)
- How to view your virtual accounts' information

1.1.1. Account Actions

In the Account Summary page, you will be able to perform multiple actions by selecting the “three dots” icon available under the “Actions” column (Image 5).

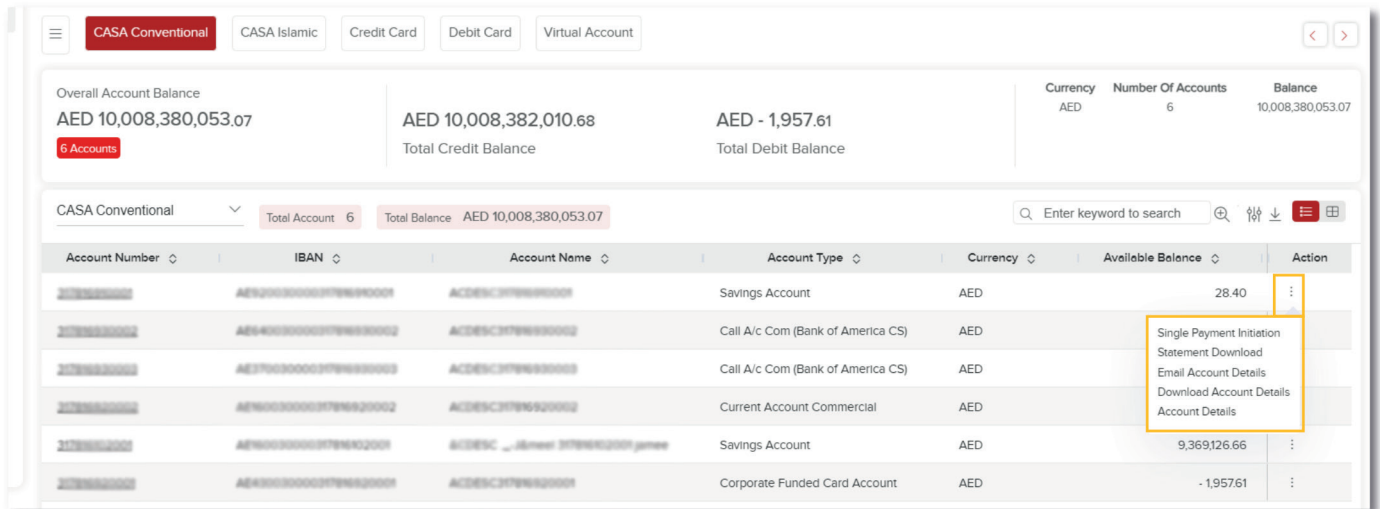


Image 5 – Account Summary | Account Summary actions

Upon selecting this icon, the following actions can be performed:

- **Single Payment Initiation:** This option is used to initiate a payment from the respective account. Once you select this option, you will land on the Single Payment Initiation page (Image 6). To know more about single payment initiation, please refer to the respective guide

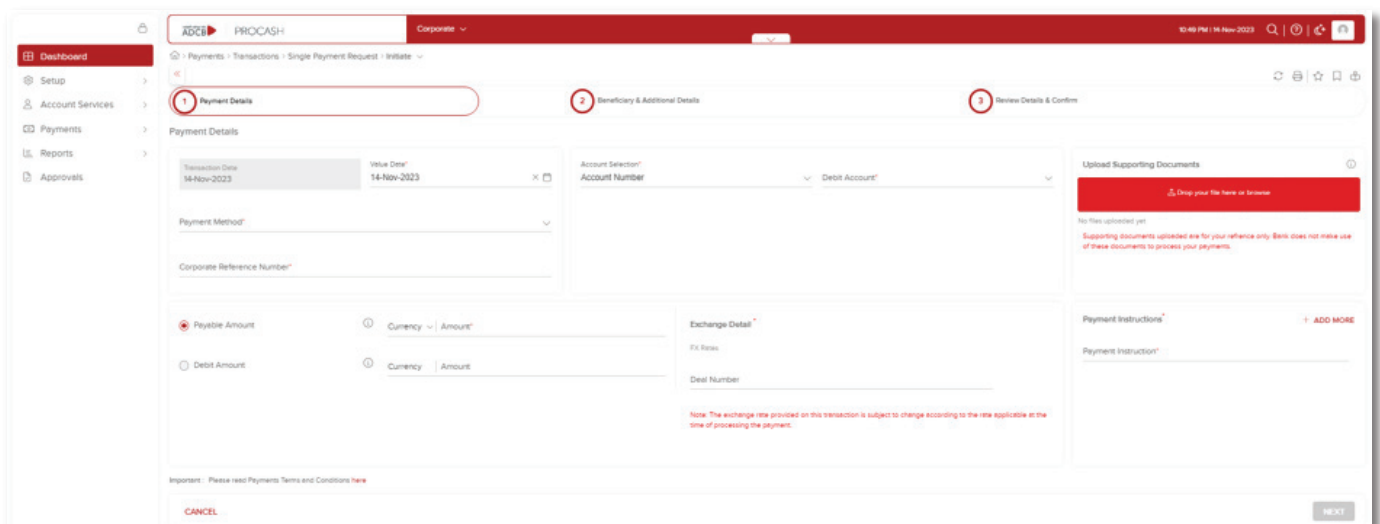


Image 6 – Account Summary | Account Summary Actions – Single payment initiation

- **Statement download:** This option is used to generate an account statement. On selecting this option, you will land on the Account Statement Generation screen (Image 7). To learn more about statement download, please refer to the respective guide

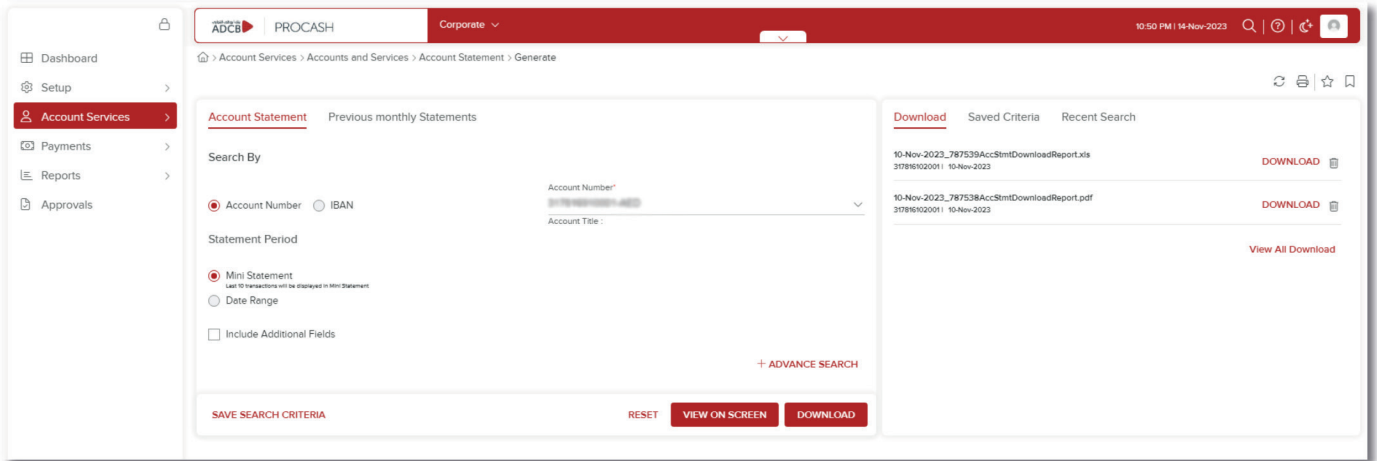


Image 7 – Account Summary | Account Summary Actions – Statement download

- **Email account details:** Once this option is selected, an email with the account details is automatically sent to your registered email address (Image 8)

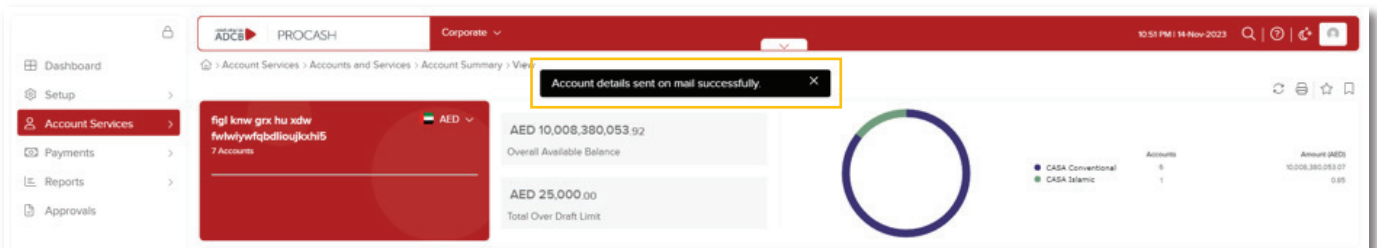


Image 8 – Account Summary | Account Summary Actions – Email account details

- **Download account details:** This option is used to download your account details in a PDF format (Image 9)

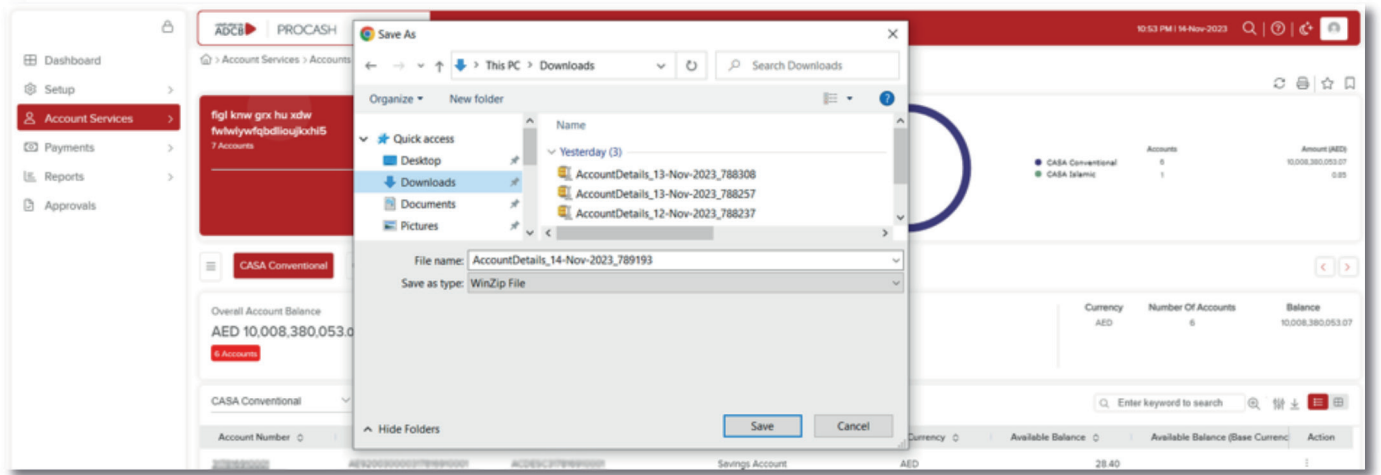


Image 9 – Account Summary | Account Summary Actions – Download account details

- **Account details:** This option enables you to select any account, download its details or send them by email (Image 10)

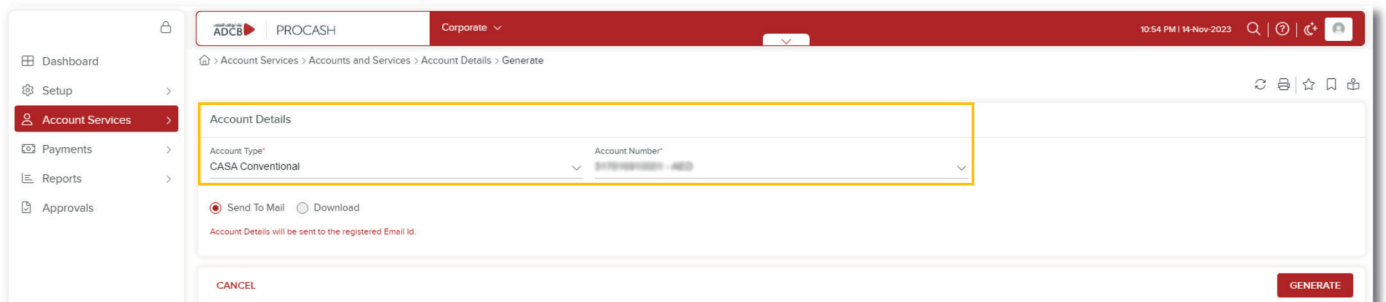


Image 10 – Account Summary | Account Summary Actions – Account details

Once you choose a download the debit/credit advice, a pop-up screen will be displayed with the respective advice details. The debit/credit advice can either be downloaded or printed by selecting the printing or download icons at the bottom left corner (Image 13).

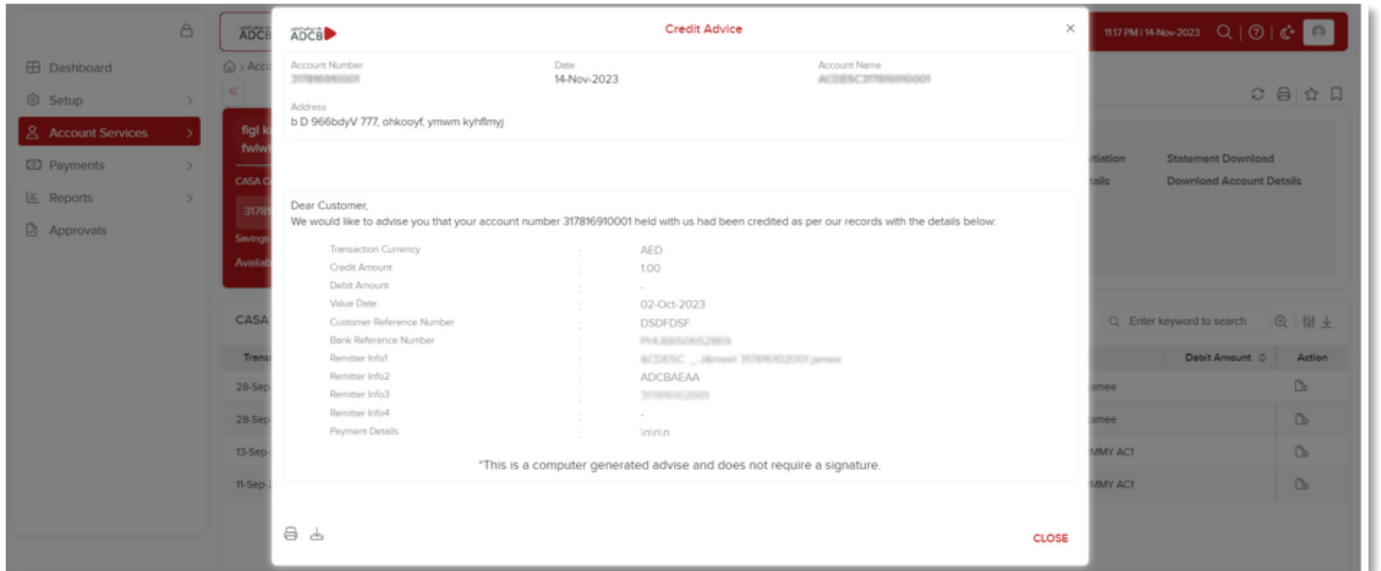


Image 13 - Account Summary | Debit/Credit advice

1.1.3. Virtual Accounts

To see any virtual account information, you must first select the virtual account tab available under the Account Summary screen (Image 14).

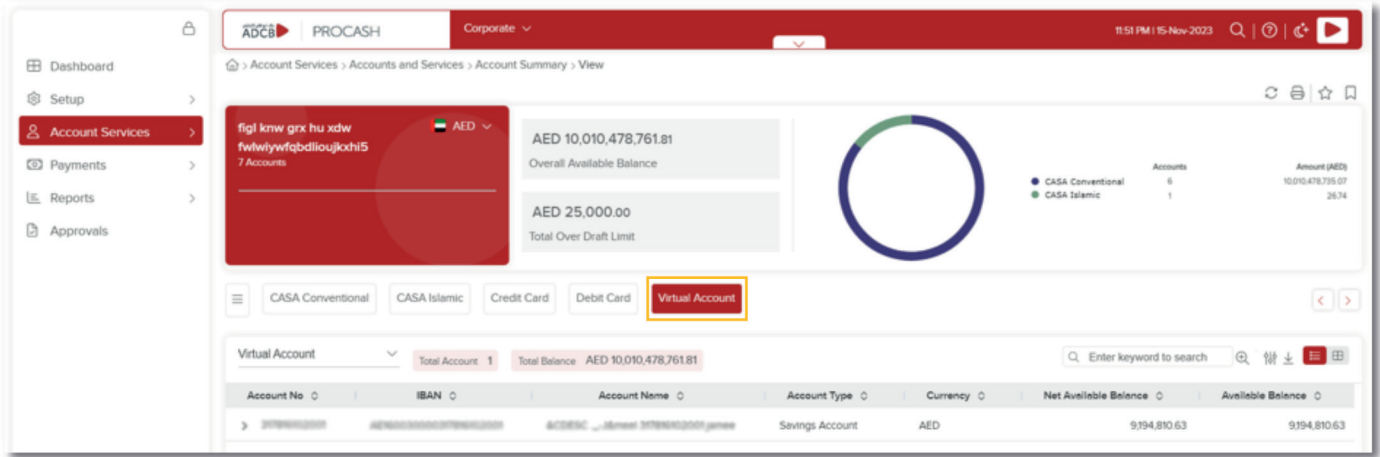


Image 14 – Account Summary | Virtual Account tab

Then, click on any account to see the respective virtual accounts. Once this is done, all virtual accounts associated with the selected account are expanded (Image 15).

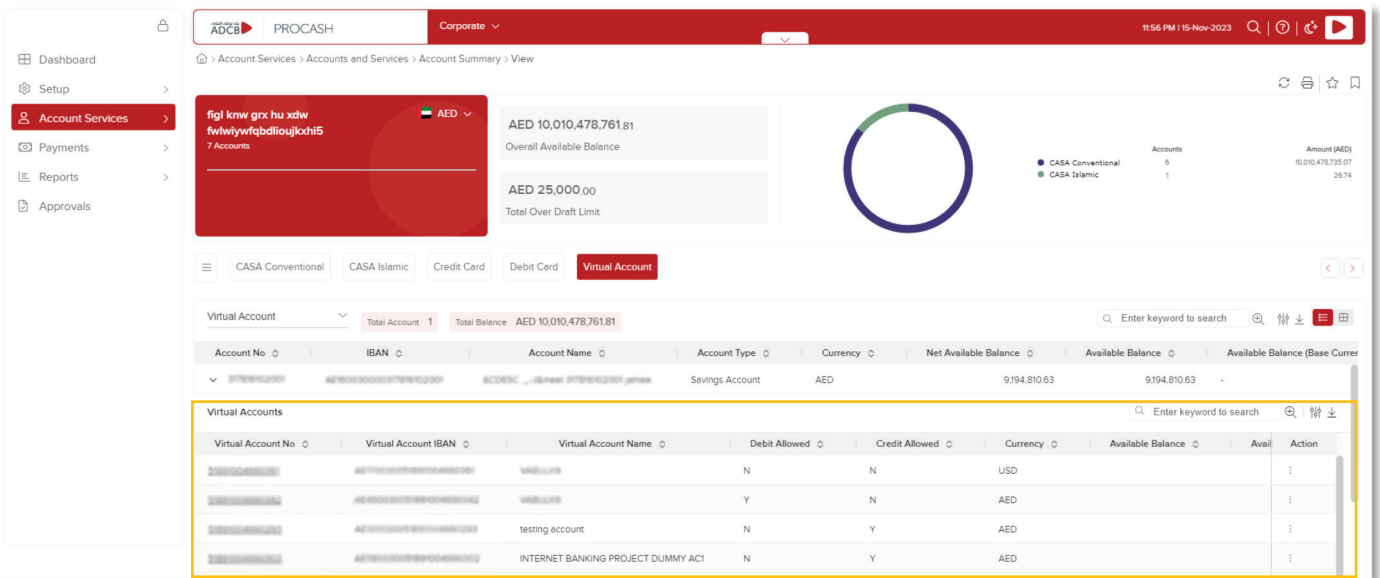


Image 15 – Account Summary | Virtual Accounts

Under the “Actions” column, you will be able to trigger any payment from the virtual account. Also, you will be able to download the virtual account list in multiple formats (PDF, Excel and text) and customise the table by reordering, filtering or sorting the columns.