

ProCash Account Statements



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1. Account Statements

This guide provides you with a detailed explanation on how to download account statements. For more information on other ProCash modules, please refer to their respective guides.

1.1. Generate Account Statement

To generate an account statement, go to the Account Statement screen; there are three ways to access it:

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

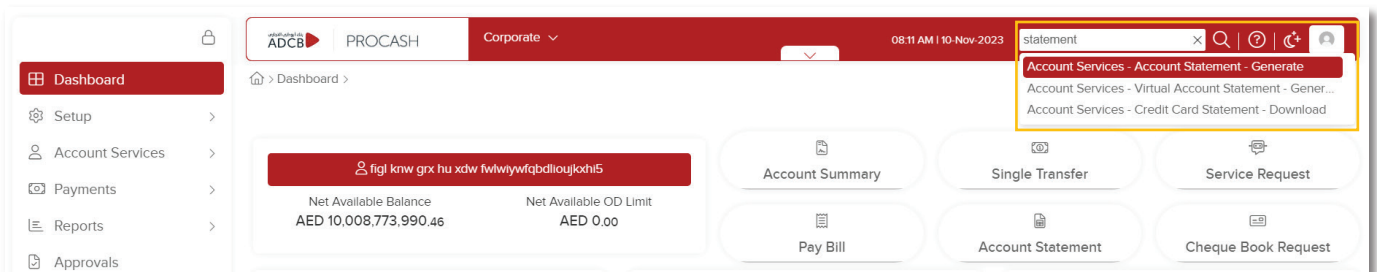


Image 1 – Account Statements | Generate Account Statements – Quick search

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

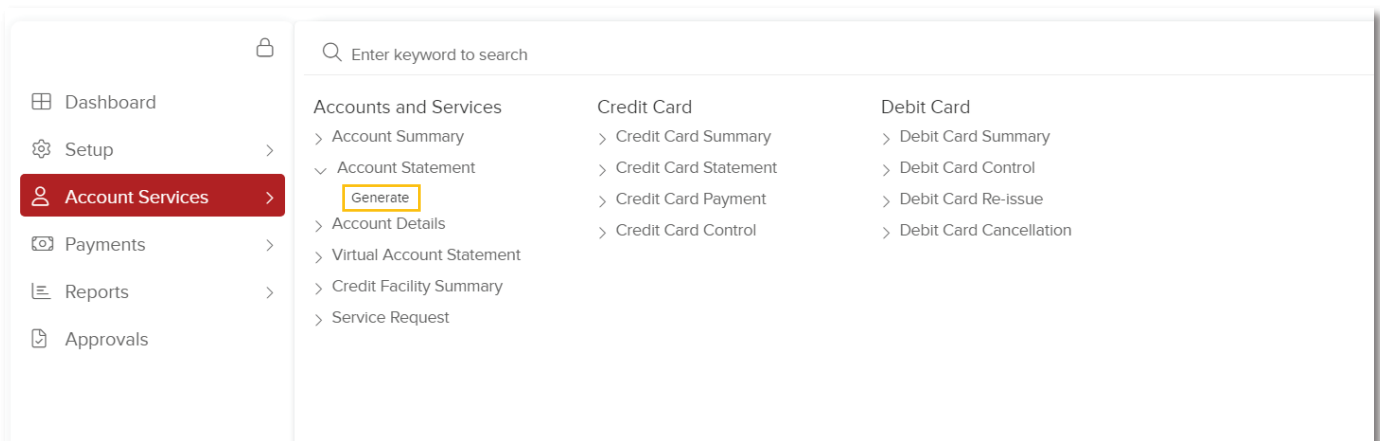


Image 2 – Account Statements | Generate Account Statements – Account Services tab

iii) **Account Statement widget:** In case you are on the Dashboard page, you can directly select the “Account Statement” widget. Upon selection, you will be navigated to the statement generation screen (Image 3)

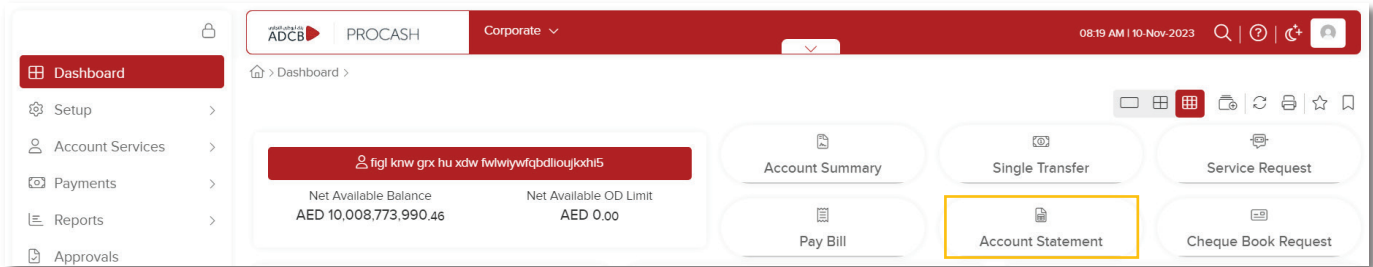


Image 3 – Account Statements | Generate Account Statements – Widget

After choosing any of the above 3 options, you will land on the account statement screen from where you can generate your account statements for a specific date (Image 4).

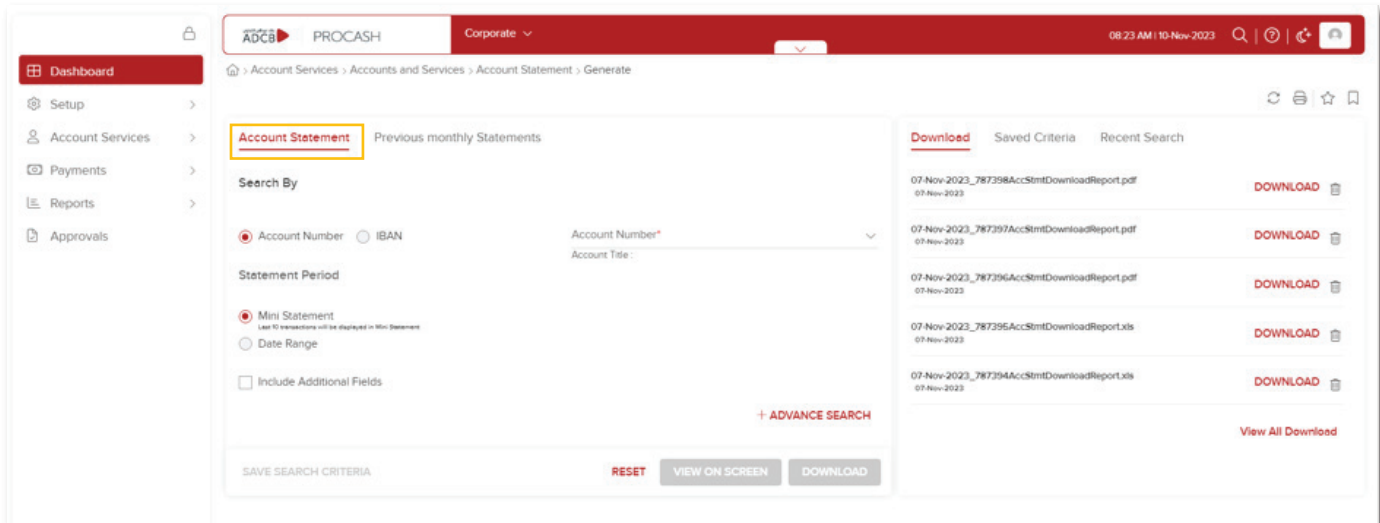


Image 4 – Account Statements | Generate Account Statements – Account Statement tab

The following two chapters will inform you on how you can use the two statement menus to download account statements:

- **“Account Statement”** menu – This menu enables you to download statements with a customisable date range of up to the previous 6 months and with additional/enriched information
- **“Previous Monthly Statements”** menu – This menu enables you to download a statement for a given month over a period of up to 5 years

1.1.1. Account Statement

To generate an account statement for a specific period of time you need to:

- i) Select the “Account Statement” tab and provide either the account number or the IBAN number (Image 5)

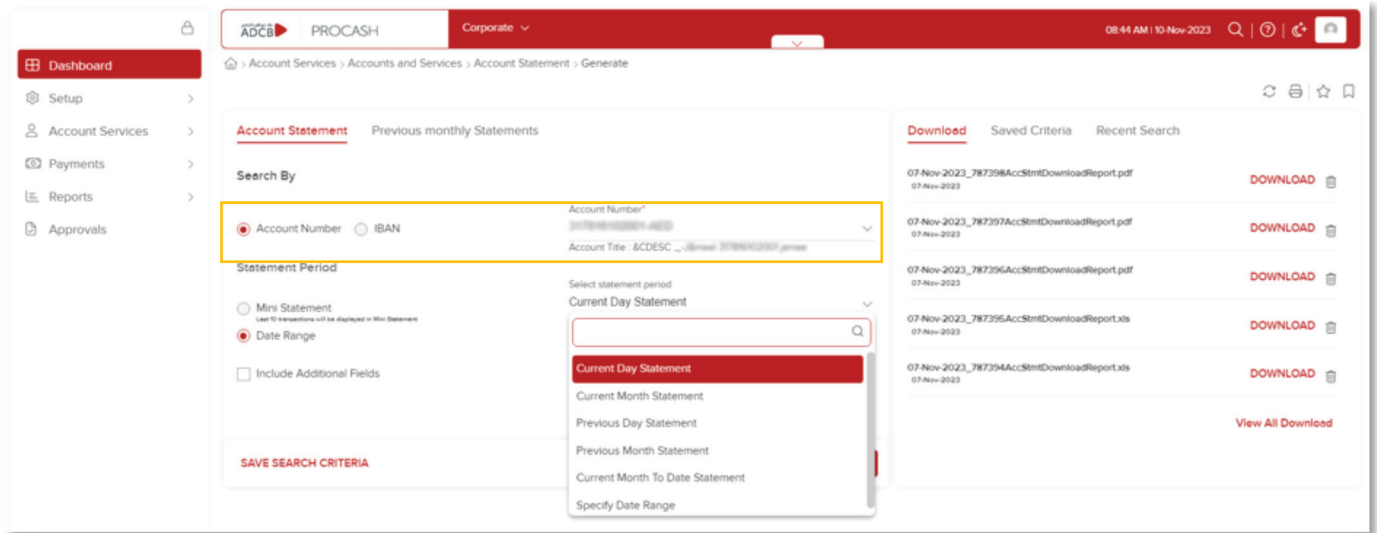


Image 5 – Account Statement | Account Statement – Account Number & IBAN

- ii) Select the period which can be:
 - a. The period correspondent to the last 10 transactions (mini statement)
 - b. Specific date range, i.e. the current day, current month, previous day, previous month, current month to present date and specify a date range (Image 6)

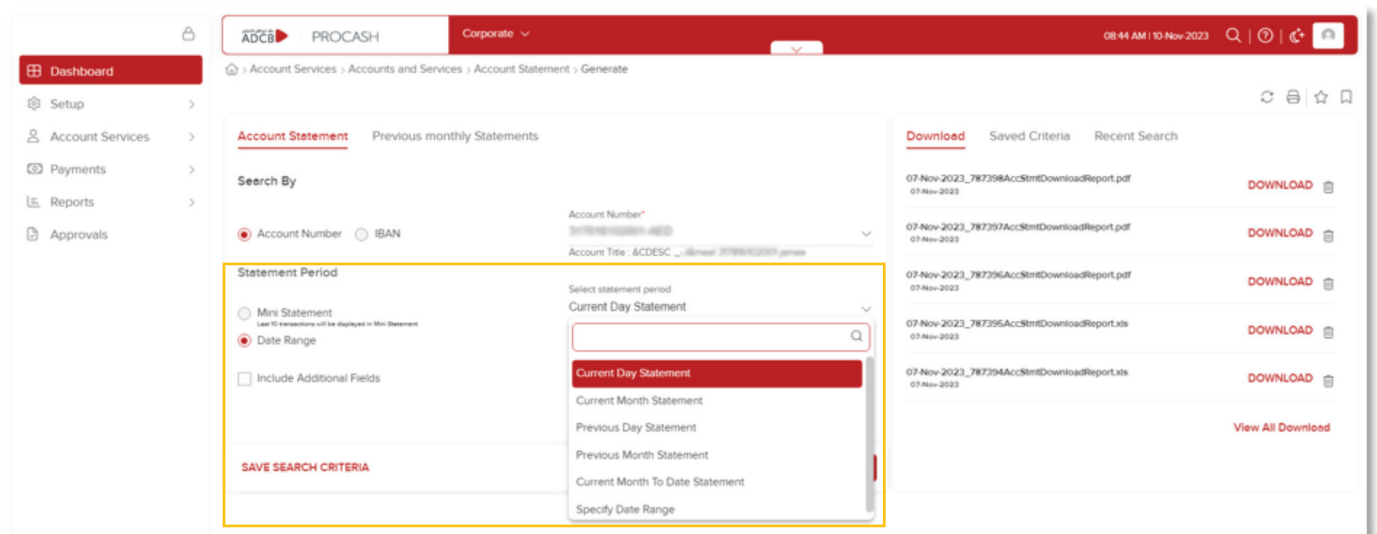


Image 6 – Account Statement | Account Statement – Statement period

iii) Add additional fields in case you have this option available (Image 7). By selecting this option, your account statement will be enriched with additional information. In case you don't have this option, you can request the respective access

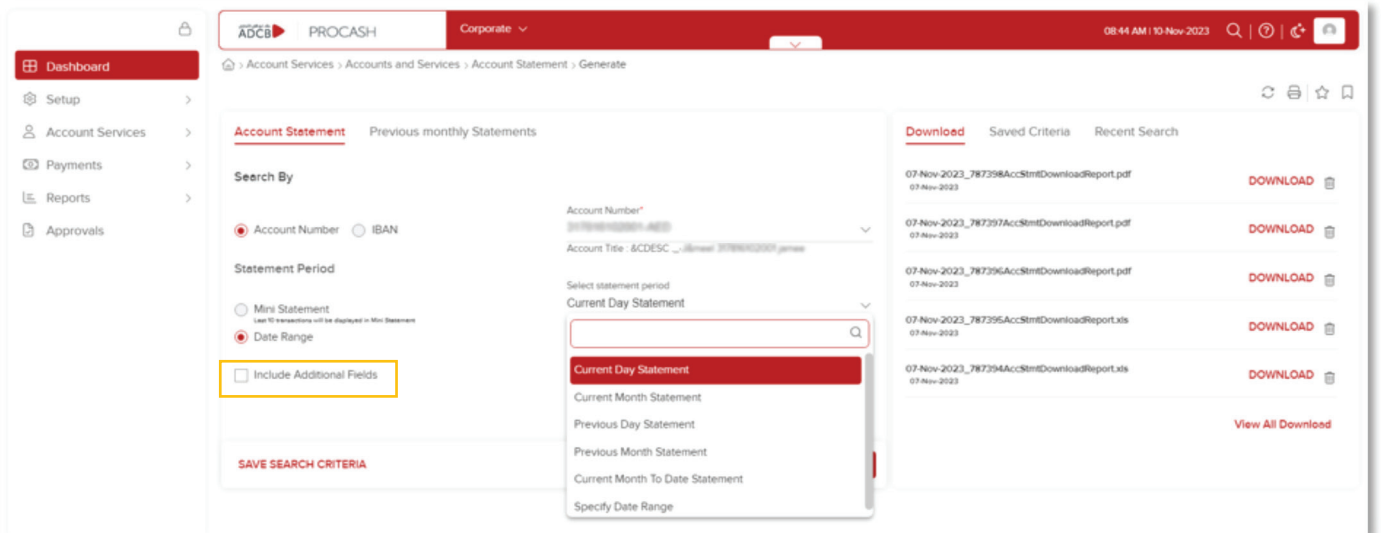


Image 7 – Account Statement / Account Statement – Statement period

Once all fields are provided, you will be able to perform the following multiple activities (Image 8):

- Save the search criteria by selecting the “Save Search Criteria”
- Download the statement by selecting the “Download” option
- Reset the selected data by selecting the “Reset” option
- View the statement on screen by selecting “View on screen”. A new page will be displayed with a list of transactions for the given details
- Use the “Advance Search” option to get a statement with a specified amount and transaction type that can be either credit or debit or both

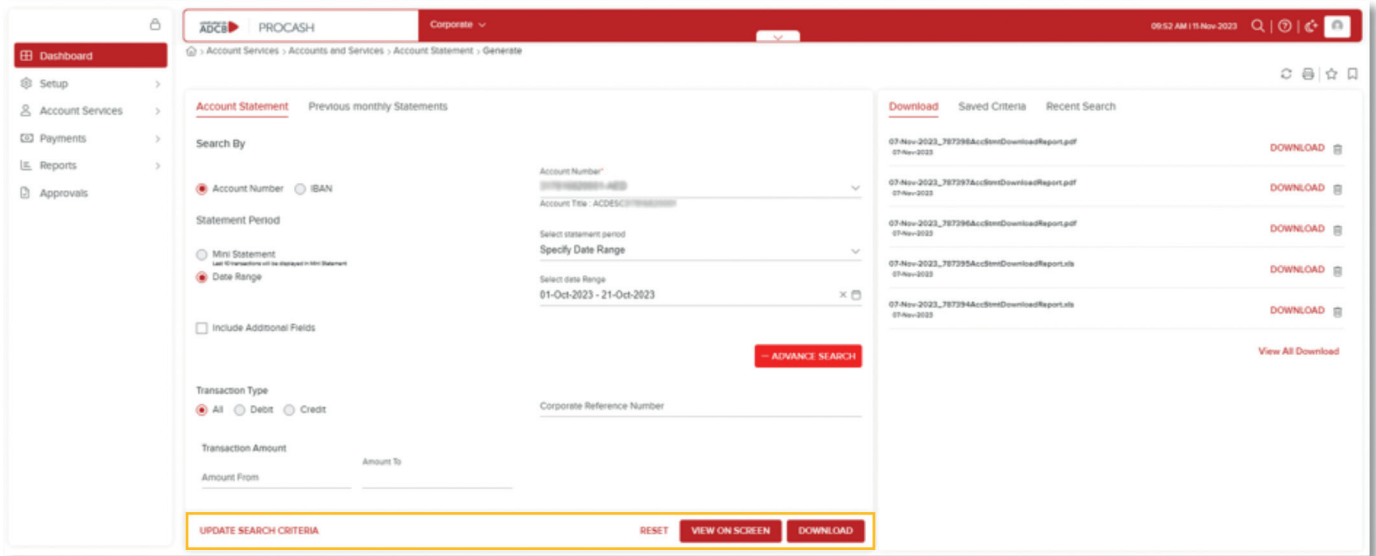


Image 8 – Account Statement | Account Statement – Download, view on screen and update search criteria

In addition to generating a statement with the required details, you will also be able to:

- Download any previous statement without filling all the same details again by selecting the “Download” option on the right panel (Image 9)

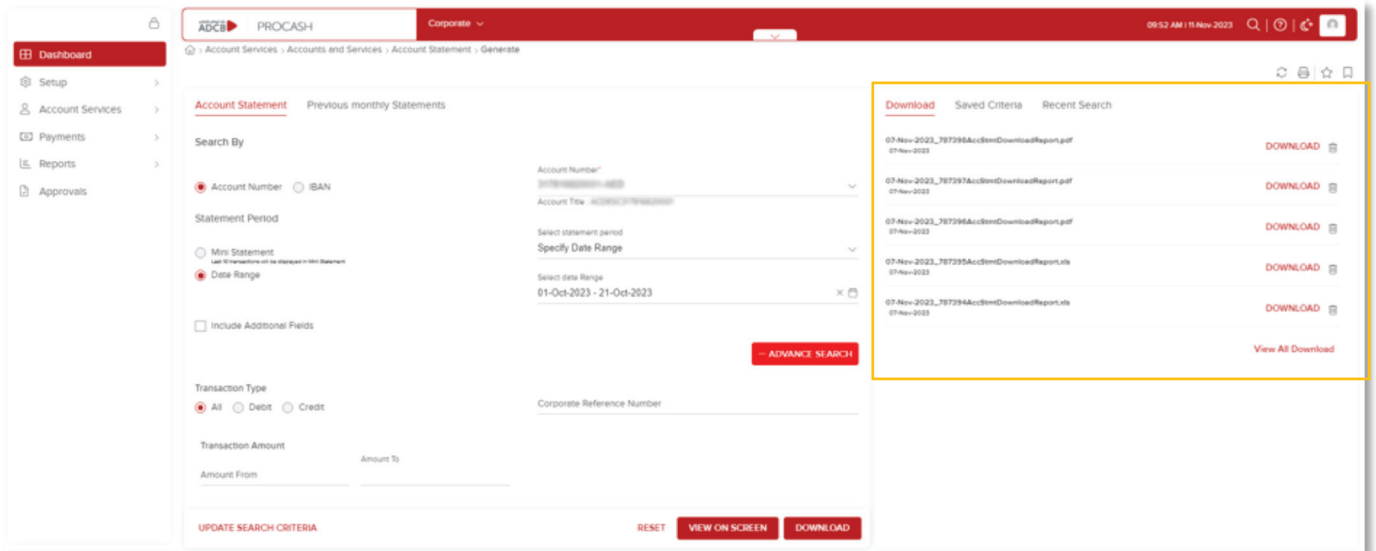


Image 9 – Account Statement | Account Statement – Download previous statements

- Use the Saved Criteria option where you can apply the same statement details that you had saved before (Image 10). This feature is useful when you need to use a similar statement template in future, as you won't need to fill in all the details again

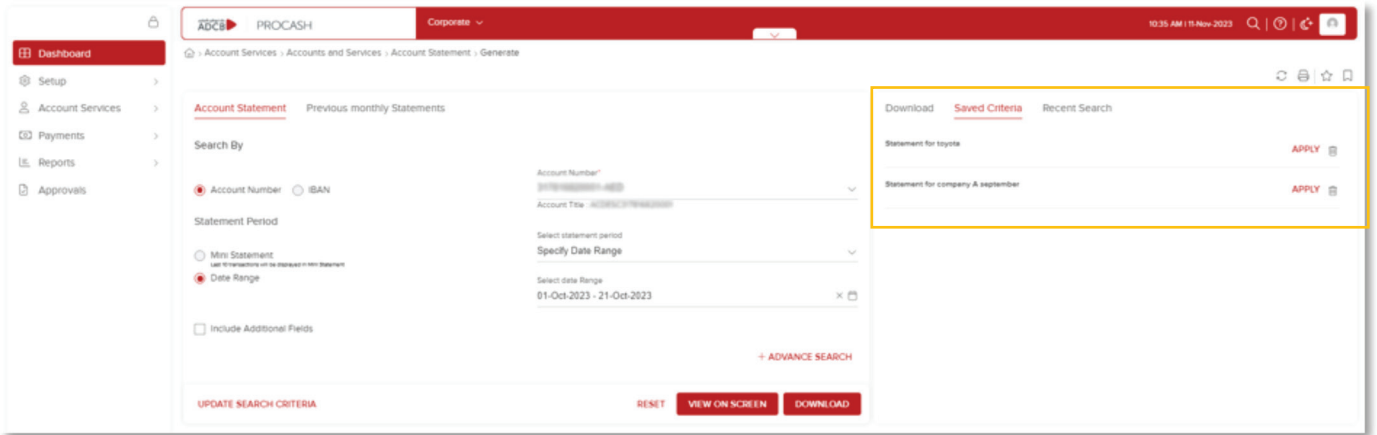


Image 10 – Account Statement | Account Statement – Saved criteria

- Use the Recent Search option in case you haven't saved any recent statement criteria that you have provided (image 11)

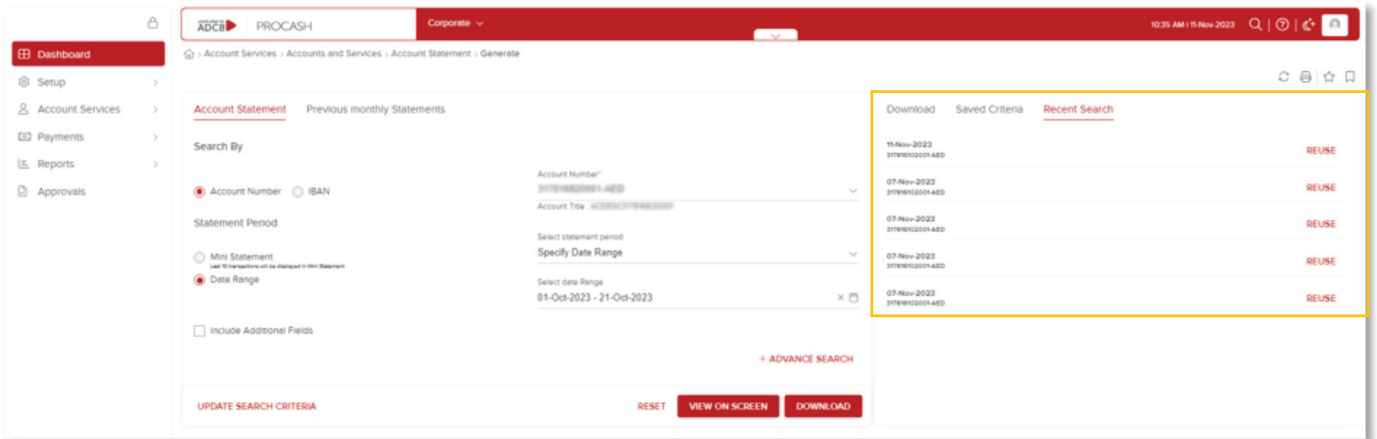


Image 11 – Account Statement | Account Statement – Recent search

1.1.2. Previous Monthly Statements

With ProCash, you can download monthly statements for up to a period of 5 years. Simply follow the below steps:

- i) Select "Previous monthly statements" tab and provide either the account number or the IBAN number (Image 12)

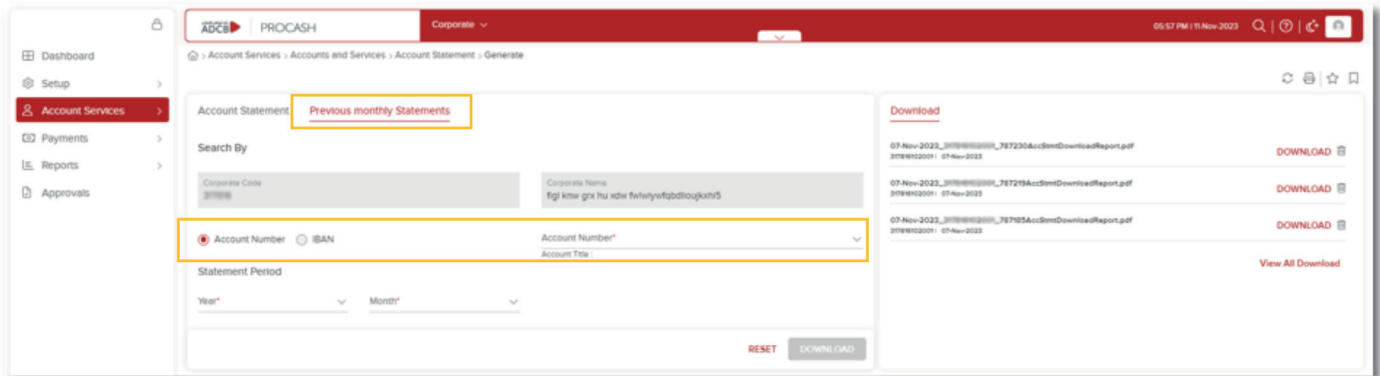


Image 12 – Previous monthly statement | Previous monthly statement screen

- ii) Select the year and the respective month, then press the "Download" button. Once you select the "Download" button, the respective statement will be available on the right panel for you to access anytime without filling the respective details again (Image 13)

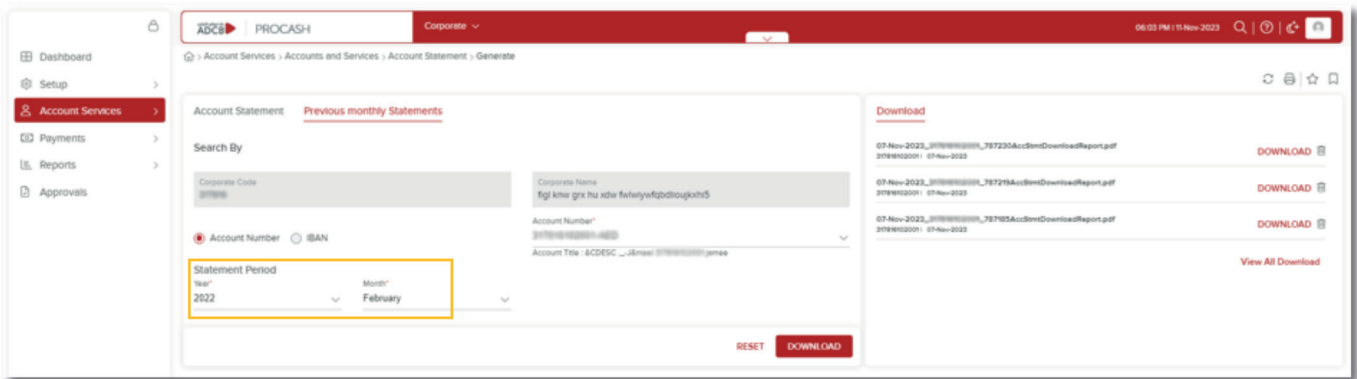


Image 13 – Previous monthly statement | Previous monthly statement – Period