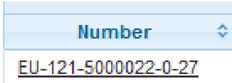
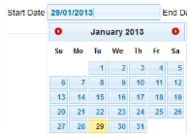
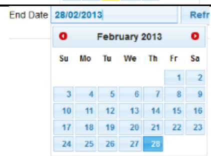
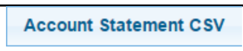
Viewing the account statements

Introduction

This topic describes how to view the account statements (balance and transactions executed during a specific period). The account statements can be also downloaded in the PDF or CSV format.

Step to view the account statements

To view the account statements, execute the following steps from any page of the application:

Step	Action	Interface
1	Search for the account you wish to work with.	
2	Click on the **account number**.	
3	The “Account Main” tab of the “Account details” page opens. Click on the **Account Statements** tab.	
4	Select a start date from the calendar or insert it in the date field (dd/mm/yyyy).	
5	Select a end date from the calendar or insert it in date field (dd/mm/yyyy).	
6	Click on **Refresh.**	
7	The Account statements page displays for the selected period: ▪ The **transaction requests** that have been proposed and need the approval of an AAR. ▪ The **Pending transactions** that have been approved and are now delayed. ▪ The incoming and outgoing **completed transactions** and the **balance** of the account at the beginning and at the end of the selected period per unit type; ▪ The **terminated transactions.**	
8	Click on **Account Statement PDF** to download the account statement in PDF.	
9	Click on **Account Statement CSV** to download the account statement in CSV.	

The selected period covered cannot exceed 30 days (e.g. 01/10/2012 - 31/10/2012 or 05/01/2012 - 01/02/2012) and the start date cannot be older than 3 years.