Bankline support guides:
View transaction details

In this guide

- Learn how to view transactional details, including payment advices and vouchers.

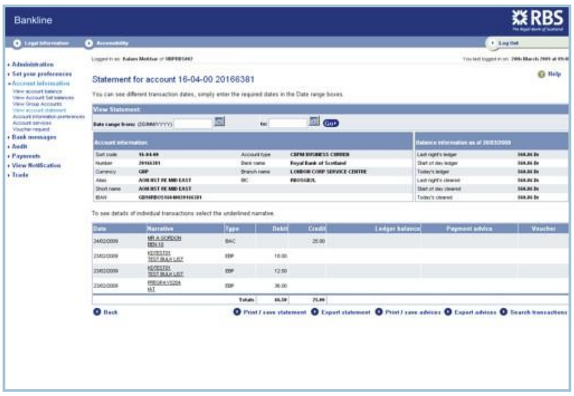
You cannot view transaction details without the relevant privileges, which your Bankline Administrator needs to set up (see guides Getting Started and Administration).

With Bankline you can view detailed transaction information in real-time*. No more waiting for paper copies of payment advices - check them online as they are processed. You can also view the actual images of cheques which you have issued and most credit vouchers paid in.

How to view transactions details, payment advices and vouchers

1 Select Account information from the left hand menu, then click on View account statement.

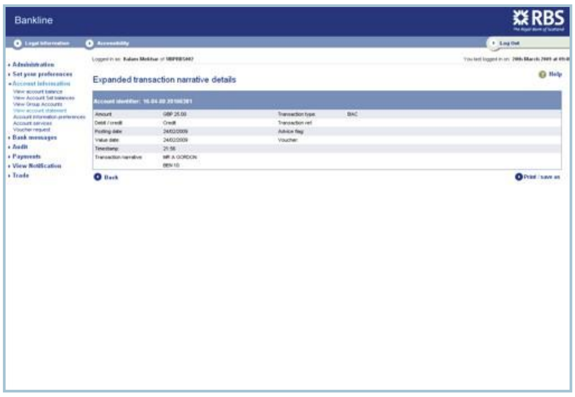
Or from the Account information page, click on View statements.



2 Select the account you want to view by clicking on the relevant Account ID.

3 From the Account statement page you can:

- View expanded details of transaction - Click on Narrative next to the transaction you want to view.



- View a payment advice - Click on View in the payment advice column for the relevant transaction.
- View a voucher - Click on View in the Voucher Column for the relevant transaction. To order a voucher that is not listed, select Voucher request from the left-hand menu.

* Real-time account balances and statements are updated with transactions as they are received intra-day.

Remember

- You can view either or both sides of a voucher by selecting Front, Back or Both.
- You can change the size of the image with Magnify and Reduce.
- You can print a voucher image or save in .pdf format.

Did you know?

A supplementary list is a group of transactions of a similar type - for example, Automated Credits. These appear on your statement as a single entry and are identified by ‘LST’ in the Type column. The figure in the Number column shows how many individual transactions make up the entry.

Did you know?

When you search for a transaction, the only details you need to specify are whether you want your search to include:

- Debit, credit or both.
- Today's, historic or both.
- Supplementary list (select Yes or No).
- Totals displayed (select Yes or No).

All other fields are optional.

The default transaction search is for the last 7 days, but you can extend this by using the “from” and “to” date boxes on the search screen.