

# STATEMENTS

## DOWNLOADING PDF AND MT940 STATEMENTS

The screenshot shows the 'Bank account statement' form in the BiznesPl@net system. The form includes the following fields and options:

- Company name:** Firma ABC
- Adres firmy:** ul. Suwak 3, 02-676 Warszawa
- Bank statement:** 71 1600 1127 0003 0122 3591 8001 CURRENT ACCOUNT (PLN)
- Typ rachunku:** CURRENT ACCOUNT
- Powiązany rachunek VAT:** 66 1600 1013 0002 0012 3591 8114 (0.00 PLN)
- Of date:** 21.10.2019
- Hide transactions related to automatic overnight deposits
- Execute** button

1

Account selection to generate a statement.

2

Selecting a date in the *from day* field automatically generates a statement for a specific day.

3

By selecting the **[EXECUTE]** button a statement for the selected date will be displayed.

Bank statements presented in the *BiznesPl@net system* from individual accounts are numbered.

### RULES FOR STATEMENT NUMBERING:

- the numbering is independent of the (paper) statement numbering in the banking system,
- the sequence number of the statement from a given account is increased each day on which an operation has been booked,
- on the account in question. If no operation is performed on the account on a given day, the statement number is not updated,
- statements numbers are reset to zero at the beginning of a new year.



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## GENERATION OF STATEMENTS FOR A DATE RANGE

1

Selecting a date range to generate a statement.

2

**Strict form** – selecting this option will generate a statement in the day mode one after the other.

3

**Setting** – selecting this option makes it possible to set the periodic generation of statements.

4

By selecting the **[EXPORT]** button an account statement (from one or more accounts at the same time) can be generated in accordance with the template previously defined by the user or predefined by the Bank (e.g. **MT 940 Bank statement**).

The templates can be defined in the module **Administration and tools** → **Export** → **New template**

5

Button selection **[SAVE TO PDF]** results in the generation of a statement in PDF format.

The screenshot displays the 'Bank account statement' generation interface. At the top, there is a navigation menu with options like 'Accounts', 'Cards', 'Deposits', etc. Below this, the user's name 'Jan Kowalski' and company 'Firma ABC' are shown. The main form contains fields for 'Company name', 'Adres firmy', 'Bank statement', and 'Typ rachunku'. A summary table shows financial data: Initial balance (5 606.62 PLN), Total withdrawals (4 383.50 PLN), Total deposits (3 752.29 PLN), and Closing balance (4 975.41 PLN). The 'Generate statement for' section has radio buttons for 'Daily statement (current month)', 'Daily statement (previous month)', 'Daily statements from (date)', 'Monthly statement for', and 'Exact form'. The 'Daily statements from (date)' option is selected with the date '02.09.2019'. The 'Settings' button is highlighted with a red box and number 3. Below the form, there are buttons for 'Export' (number 4) and 'Save to PDF' (number 5). A dropdown menu for 'Choose export template' is open, showing options like 'Wyciąg bankowy OFX', 'Wyciąg bankowy MT940', etc., with 'Wyciąg bankowy OFX' selected (number 4).



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## OVERVIEW OF PDF STATEMENTS

1

In *Periodic statement generation settings*, the user can define the periodic generation of statements:

- daily,
- weekly,
- monthly.

2

User-generated statements and those set in the generation module are available in the *Overview of PDF statements* section.

Name of the report	Created on	Za okres od / od	Generated by/author	Status
<input type="checkbox"/> brak operacji_235918_190_20191106094803.pdf	06.11.2019	05.11.2019 05.11.2019	BNP Paribas Bank Polska S.A.	Ready to download
<input type="checkbox"/> brak operacji_235918_001_20191106044938.pdf	06.11.2019	05.11.2019 05.11.2019	BNP Paribas Bank Polska S.A.	Ready to download
<input type="checkbox"/> brak operacji_235918_190_20191105094946.pdf	05.11.2019	04.11.2019 04.11.2019	BNP Paribas Bank Polska S.A.	Ready to download
<input type="checkbox"/> brak operacji_235918_001_20191105045002.pdf	05.11.2019	04.11.2019 04.11.2019	BNP Paribas Bank Polska S.A.	Ready to download
<input type="checkbox"/> brak operacji_235918_190_20191104094739.pdf	04.11.2019	03.11.2019 03.11.2019	BNP Paribas Bank Polska S.A.	Ready to download
<input type="checkbox"/> brak operacji_235918_001_20191104044920.pdf	04.11.2019	03.11.2019 03.11.2019	BNP Paribas Bank Polska S.A.	Ready to download
<input type="checkbox"/> brak operacji_235918_190_20191103094650.pdf	03.11.2019	02.11.2019 02.11.2019	BNP Paribas Bank Polska S.A.	Ready to download

3

Selecting **[GET CHECKED]** button saves and prints the marked statements simultaneously.

The statement number and EQ number of the company are available in the list of generated statements in the name of the statement.



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