

ACCOUNTS MODULE

in GOonline Biznes

The Accounts Module includes functionalities related to obtaining information about accounts held by the Customer. The new layout and navigation we introduced facilitate monitoring and management of the company's finance. In addition, we have also made available the following new functionalities:

- managing the view of the accounts list,
- modification of the order of accounts on the list,
- sorting and filtering of transaction history on the list simultaneously on several / multiple accounts both for a single company and for a holding,
- adding accounts to favourites,
- giving own account name.



Accounts list

To access the **Accounts Module**, select the **Accounts** tab from the side menu on the left. By default, you will be presented with the **Accounts List**, screen, which contains the following items:

- **accounts summary** – summary of available and book balances grouped by account currency,
- **accounts list** – a list of all the accounts to which the user has been granted rights.

The screenshot shows the BNP Paribas Accounts List interface. At the top, there's a session time of 14:45 and a user profile for FIRMA25701 ANDRZEJEWSKI. The left sidebar contains navigation options: Accounts (expanded), Accounts List, Operation history, MBR History, Lock list, Orders, Payments, Cards, Deposits, Credits, Trade finance, and Applications. The main content area is titled 'Accounts summary' and displays a table with columns for Available balance and Book balance across three currencies: PLN, EUR, and USD. Below this is the 'Accounts list' section with a search bar and filters for Account, Account type, and Currency. A table lists accounts with columns for Account name, Account number, Available amount (Granted), and Available balance (Book / Net).

Accounts summary		174 540,08 PLN	0,00 EUR	300,11 USD
Available balance				
Book balance	460 845,91 PLN	-756 414,22 EUR		300,11 USD

Account name	Account number	Available amount Granted	Available balance Book / Net
Placowy		-	0,00 PLN 0,00 PLN 7 786 305,83 PLN



The **accounts summary** presents the accounts to which you have been granted access. Here you will find a summary of available and book balances grouped by currencies in which the accounts are held.

Accounts maintained in the following currencies are presented by default on the summary screen: PLN, EUR, USD, GBP. If you also have authorization rights to accounts in other currencies and would like to display them, use the button **Show more**.

Accounts summary		See more			
Available balance	12 930 005,00 PLN	892 048 636,00 EUR	3 627 054,72 USD	5 970,60 AUD	
Book balance	12 939 946,82 PLN	905 816 566,66 EUR	3 630 034,26 USD	5 970,60 AUD	

After clicking the button you will be redirected to the view below:

Accounts summary	
Currency: <input type="text"/>	
PLN 6 accounts Available balance: 12 930 005,00 PLN Book balance: 12 939 946,82 PLN	EUR 4 accounts Available balance: 892 048 636,00 EUR Book balance: 905 816 566,66 EUR
AUD 3 accounts Available balance: 5 970,60 AUD Book balance: 5 970,60 AUD	BGN 3 accounts Available balance: 739,18 BGN Book balance: 739,18 BGN
CHF 4 accounts Available balance: 1 697 917,50 CHF Book balance: 1 697 917,50 CHF	CAD 3 accounts Available balance: 899 972,28 CAD Book balance: 899 972,28 CAD
CNY 2 accounts Available balance: 300,00 CNY Book balance: 300,00 CNY	CZK 3 accounts Available balance: 1 716 396,57 CZK Book balance: 1 716 396,57 CZK
DKK 3 accounts Available balance: 3 202 381,08 DKK Book balance: 3 202 381,08 DKK	GBP 4 accounts Available balance: 517 867,74 GBP Book balance: 518 085,59 GBP
HRK 3 accounts Available balance: 16 307,58 HRK Book balance: 16 307,58 HRK	

The **accounts list** presents basic information about the accounts to which you have the necessary rights. The accounts list contains the following information:

- account name - assigned by default by the bank or defined by the user,
- account number,
- company (only for a holding),
- available balance - current account balance,
- book balance.



By default, accounts are presented in the order from oldest to newest. To change the order in which the accounts are sorted, click on the name of the relevant column.

Click the menu icon at the end of the row to see additional options for managing accounts:

- **Give a name / Change name** – allows you to assign a name to an account or modify it,
- **Add to favourites** – adding the account to favourites, which will move it to the first position on the list of accounts.

<input type="checkbox"/>	FC ACCOUNT 16 2750 0000 0000 0000 0000 0000 0000 0000 0000	483 272,64 GBP	⋮
		483 2	Give a name
<input type="checkbox"/>	FC ACCOUNT 16 2750 0000 0000 0000 0000 0000 0000 0000 0000	216 3	⋮
		216 393,35 RON	Add to favourites



Accounts list / Additional tags

Depending on the services and products held, additional information may appear on the Accounts list.

1. When operations are performed for a **Holding**, the **Company** column is additionally presented on the Accounts list.

Accounts list					
Search	Q	Company	Account	Account type	Show more
All	Current	Auxiliary	Foreign Currency (FC)	VAT	MBR
<input type="checkbox"/>	Account name	Account number	Company	Available balance	Book
<input type="checkbox"/>	POMOCNICZY CAD 16 2750 0000 0000 0000 0000 0000 0000 0000 0000		FIRMA ABC	0,00 CAD 0,00 CAD	⋮
<input type="checkbox"/>	CAD 16 2750 0000 0000 0000 0000 0000 0000 0000 0000		FIRMA S.A.	899 878,34 CAD 899 878,34 CAD	⋮

2. Customers who have a **Multi-Option Credit Line (MOL)**, will see an additional column in the accounts list containing the **Available Limit** and the limit **granted** under the MOL. Accounts that are included in the MOL have been additionally marked with an appropriate marker.



<input type="checkbox"/> Account name ▾ Account number ▾	Available amount ▾		Available balance ▾	
	Granted		Book	/ Net
<input type="checkbox"/> Płacowy 28 1750 3028 0000 0000 2232 8828	-	-	0,00 PLN	0,00 PLN
			7 786 305,83 PLN	
<input type="checkbox"/> KARTA DEBETOWA-FURMANIAK 82 1750 3028 0000 0000 2274 3485	-	-	0,00 PLN	0,00 PLN
<input type="checkbox"/> Pomocniczy USD 53 1750 3028 0000 0000 2232 8546	-	-	300,11 USD	300,11 USD
<input type="checkbox"/> ZF0S 61 1750 3028 0000 0000 2268 2813	-	-	9 725,62 PLN	9 725,62 PLN
<input type="checkbox"/> Bieżący PLN 48 1750 3028 0000 0000 2200 8824	7 500 000,00 PLN	7 500 000,00 PLN	MOL 7 786 305,83 PLN	286 305,83 PLN
			0,00 PLN	
<input type="checkbox"/> Pomocniczy EUR 28 1750 3028 0000 0000 2200 8812	2 143 585,78 EUR	2 900 000,00 EUR	MOL 2 143 585,78 EUR	-756 414,22 EUR

3. If you have an additional product called **Net Balance**, an additional **Net** item is presented in the **Available / book balance** column.

Account name ▾		Available balance ▾	
Account number ▾		Book	/ Net
<input type="checkbox"/> podstawowy 33 1750 3028 0000 0000 2272 4828		1 894 753,06 PLN	1 897 045,63 PLN
		1 894 753,06 PLN	
<input type="checkbox"/> wiadczzenia 36 1750 3028 0000 0000 2269 5282		0,00 PLN	2 292,57 PLN
		1 894 753,06 PLN	

4. **Blocked accounts** are marked on the list of accounts with a padlock symbol.

<input type="checkbox"/> KONTO WINDYKACYJNE 18 1750 3028 0000 0000 2234 8878	-4 627,05 PLN	4 098,64 PLN
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5. **MBR** (Multi Bank Reporting) and **MBR / MT101** accounts are also graphically marked with the use of a dedicated tag.

Nazwa testowa 2 MBR 7867 0000 2000 0000 0000 0000 00	-	-70 048,18 TRY
Nazwa testowa MBR/MT101 7867 0000 2000 0000 0000 0000 00	-	-



Accounts list / Filters

You may actively manage the view of the Accounts list using the available filters. You can search the content of the list, among other things:

- using the **Search** option – allowing to search by any fragment of the text covering min. 3 characters,
- by account name,
- by account number,
- by account type (e.g. current, auxiliary, VAT, foreign currency),
- by the currency in which the account is held,
- by company (only for operations performed for a holding).

Accounts list

Account ▼

Account type ▼

Currency ▼

Show more ▼

All
Current
Auxiliary
Foreign Currency (FC)
VAT
MBR

	<input type="checkbox"/> Account name ⇅ Account number ⇅		Available balance ⇅ Book ⇅
<input type="checkbox"/>	ZFSS <small>04 2000 1130 0004 0007 0403 9100</small>		110 945,11 PLN 110 945,11 PLN

You may easily save any filter you defined at any time. To do this, click **Show more**, enter a name for the filter and select **Save**.

Accounts list

Account ▼

Account type ▼

Currency ▼

Show more ▼

All
Current
Auxiliary
Foreign Currency (FC)
VAT
MBR

	<input type="checkbox"/> Account name ⇅ Account number ⇅		Available balance ⇅ Book ⇅
<input type="checkbox"/>	ZFSS <small>04 2000 1130 0004 0007 0403 9100</small>		110 945,11 PLN 110 945,11 PLN
<input type="checkbox"/>	Rachunek bieżący <small>04 2000 1130 0004 0007 0403 9100</small>		274 438,69 PLN 274 438,69 PLN



The screenshot shows the 'Accounts list' page with a modal dialog titled 'Change name of the account'. The dialog contains a text input field with the value 'My filter' and three buttons: 'REMOVE NAME', 'CANCEL', and 'SAVE'. In the background, a table of accounts is visible with columns for 'Account name', 'Account number', and 'Available balance'. The table lists 'CURRENT ACCOUNT' and 'VAT Account' with their respective balances.

After saving the first filter, a new **My filters** field will appear. When you click it, a drop-down list with previously saved filters will appear.

The screenshot shows the 'Accounts list' page with the 'My filters' dropdown menu open. The dropdown menu contains two items: '2 filtr' and 'my filtr'. Below the dropdown menu is a 'Manage' button. The background shows the 'Accounts list' table with columns for 'Search', 'Currency', 'Account', and 'Account type'. The 'Account' column shows 'Rachunek bieżący 85 ...'.

You may also set the selected filter as the default filter. The accounts defined with it will be automatically visible when you log into the system. To do this, click **Manage**, and then select **Set as default**. In the **Manage filters** view there is also an option to remove the unnecessary filters - to do this click **Delete filter**.

The screenshot shows the 'Manage filters' dialog box. It contains a list of filters: '2 filtr' and 'my filtr'. The 'my filtr' filter is highlighted with a yellow border. Next to the 'my filtr' filter is a star icon and a 'Disable default filter' button. The dialog box also contains a 'Delete filter' button for each filter. The background shows the 'Manage filters' dialog box with a close button (X) in the top right corner.



The filter selected as default will be presented in the **My Filters** field with an additional graphic indication.

The screenshot shows the 'Accounts list' interface. It includes a search bar, a 'Currency' dropdown, and a 'My filters' dropdown menu. The 'My filters' menu is open, showing '2 filtr' and a highlighted 'my filtr' option with a star icon. Below the menu are 'RESET FILTERS' and 'SAVE FILTER' buttons. To the right, there are 'Account' and 'Account type' dropdowns, and a 'Show less' link.



Accounts list / Accounts list report

From the level of the Accounts list you may also prepare **Reports**.

<input checked="" type="checkbox"/>	RACHUNEK VAT 00 0000 0000 0000 0000 0000 0000	0,00 PLN 0,00 PLN	⋮
<input checked="" type="checkbox"/>	RACHUNEK PŁATNOŚCI MASOWYCH 00 0000 0000 0000 0000 0000 0000	0,00 PLN 0,00 PLN	⋮
<input checked="" type="checkbox"/>	1) bieżący 00 0000 0000 0000 0000 0000 0000	105,50 PLN 105,50 PLN	⋮

Records per page: 10 | 1-10 of 11 items 1 2 Next

Selected: 3 of 11 PRINT DOWNLOAD PDF **GENERATE A REPORT**

To do so, tick the checkboxes next to the selected lines, and then select one of the three available options:

- **Print** – transfer the list of accounts for printing,
- **Download PDF** – generate a list of accounts in PDF format,
- **Generate a report** – selecting this option will take you to the **Accounts list report** view. The window contains a **summary of available and book balances** grouped by account currency and an accounts list.



Account list report

Accounts summary			
Available balance	6 331,69 PLN	0,00 EUR	0,00 TRY
Book balance	6 565,00 PLN	11 103,75 EUR	-1 536,40 TRY

Accounts list

Account name	Account number	Available balance	Book
CURRENT ACCOUNT		1 219,69 PLN	1 453,00 PLN
VAT Account		5 112,00 PLN	5 112,00 PLN
MBR Account		-	-1 536,40 TRY
MBR Account 2		-	11 103,75 EUR

CANCEL PRINT DOWNLOAD PDF

Accounts list / Account details



To go to the **account details** view, click the selected account on the Accounts list. The account details screen is divided into several sections.

1. **Account details** – in this section you will find basic data on the account:
 - company name,
 - account name,
 - account type,
 - account number,
 - IBAN number,
 - BIC / SWIFT number,
 - available balances and the book balance and account opening date.




From this view you can also change the name of the account or add it to your favourites.




← Back


 **Account details**  [Add to favorites](#)

Company name FIRMA	Account name - Give a name	Account type RACHUNEK VAT
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Account number 84 1750 0000 0000 0000 0000 0000 	Available balance / Book 0,00 PLN
Account number (in IBAN format) PL84 1750 0000 0000 0000 0000 0000 	0,00 PLN
BIC number / Swift number PPABPLPK 	


 Date of opening
08.11.2019

2. **Other account details**

 **Other account details**

Credit balance interest rate 0,00%	Next interest accrual date 30.09.2021
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3. **Linked accounts**

 **Linked accounts** 3/5 [See all linked accounts](#)

inkaso 84 1750 0000 0000 0000 0000 0000	Available balance 0,00 PLN
	Book balance 2 292,57 PLN
	See account details



4. **White List of VAT taxpayers** – this section contains information on the status of a given account on the White List.




White List VAT taxpayers

Account status

✓ Account registered on WhiteList.


5. **Company data**



Company data

Company name	Company registered office	Customer number
XXXX, XXXX	XXXXXXXXXX XXXXXXXXXX XXXX	XXXX

6. **Credit limit** – this section is presented only for credit accounts.



Credit limit

Available amount	Utilized amount
7 500 000,00 PLN	0,00 PLN

Granted amount	Debit balance interest rate	Overdraft expiry date
7 500 000,00 PLN	1,45%	15.11.2021

The date of the next credit interest charge

31.08.2021

At the bottom of the page, under the **Company data** section, the following two options are additionally available:

- **Download PDF** – allowing to download account details in PDF format,
- **Print** – allowing to transfer the account details for printing.

From the account details screen, you can also go directly to the **Transactions History** or **Blockades**.

Pomocniczy USD

	Available balance	300,11 USD
	Book balance	300,11 USD

Account's details Transactions History Blockades





Transactions

To access **Transactions History**, select the **Accounts** tab from the side menu on the left, and then navigate to the **Transactions History** tab.

Date	Contractor Account number	Description Type of transaction	Company Account number	Amount Balance after the transaction
24.08.2021	1/Niemiecki Piesek 3/DE	DE04200505501081214825 CEN210... 222 FOREIGN TRANSFER	FIRMA57464 FIRMA19164 CHABOWS...	-75,00 EUR 21 704,63 EUR
24.08.2021	1/Tajwanski Nietoperz 3/TW	35569059 CEN2108240004325 exch... 222 FOREIGN TRANSFER	FIRMA57464 FIRMA19164 CHABOWS...	-73,69 USD 3 595 458,96 USD
24.08.2021	KAPŁON KAPŁON BP DOMINIKA ELZB...	12160012600004090154910011 PLA... 893 INTERNAL STANDING ORDER	FIRMA57464 FIRMA19164 CHABOWS...	1 754,48 PLN 897 916,45 PLN
23.08.2021	KURKOWSKI FIRMA37423 STRZYZEW...	PL23160014620006600235918596 S... 037 SPŁ KARTY CHARGE	KURKOWSKI FIRMA37423 STRZYZEW...	-174,60 PLN 79 938,49 PLN

Similarly to the accounts list, here you also have the ability to customize the view with advanced filtering tools. You can filter the Transactions History using the following options:

- search - allowing to search by any fragment of the text covering min. 3 characters,
- account,
- date - default time range from which history is presented is **7 days**,
- transaction type - debits, credits,
- transaction type,
- amount.



Transactions / Generation of reports

From the **Transactions History** level you may use one of two report options::

1. **Print items visible on page** – the button is located in the top right corner of the screen and allows you to print all visible items,
2. **Download PDF** – the button becomes visible after ticking the checkboxes next to selected rows. It allows exporting the list of selected transactions to PDF format.



Session time 14:58 [EXTEND](#) **F** Firma ABC
IAN KOWALSKI Logout

Transactions History

Search Account Date **Last 7 days** Kind of transaction [Show more](#)

<input checked="" type="checkbox"/>	Date	Contractor Account number	Description Type of transaction	Account number	Amount Balance after the transaction
<input checked="" type="checkbox"/>	23.08.2021		ABONAMENT 083 FEE-USING MULTIB REP		-100,00 PLN
<input type="checkbox"/>	23.08.2021		OPŁ ZA MBR A0001 083 FEE-USING MULTIB REP		-100,00 PLN

Records per page: **10** | 1-2 of 2 items 1

Drukuj widoczne na stronie

Selected: 1 of 2 [DOWNLOAD PDF](#) [DOWNLOAD CONFIRMATIONS](#)

Transactions / Transaction details

Click on a selected transaction to go to its details view. Transaction details are divided into several sections.

1. Transaction details

Transactions History / SPŁ.KARTY CHARGE


SPŁ.KARTY CHARGE

Transaction details


Transaction description	Amount / Balance after the transaction
Splata zadluzenia karty charge	174,60 PLN
	79 938,49 PLN
Transaction reference number	Transaction date
	23.08.2021
Type of transaction/ code	The amount posted to the bank account
037 SPŁ.KARTY CHARGE	174,60 PLN
037	



2. Beneficiary data

 Beneficiary data		
Name and address of the beneficiary	Account number	Bank's name
FIRMA S.TECHNOLOGIA SANDOMIENSKA 3 00-476 POLSKA	PL23 0000 1402 0000 0000 0000 0000	BNPP, Cas. Rezer. 2

3. Sender's details

 Sender's details	
Company name and address	Account name and number
FIRMA S.TECHNOLOGIA SANDOMIENSKA 3 00-476 POLSKA, Poland	Rechnunek bieżący PL76 0000 1127 0000 0000 0000 0000

At the bottom of the page, under the **Sender's details** section, the following two options are additionally available:

- **Download PDF** – download the transaction confirmation in PDF format,
- **Print** – send the transaction confirmation for printing.

 Download PDF	 Print
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