# **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:

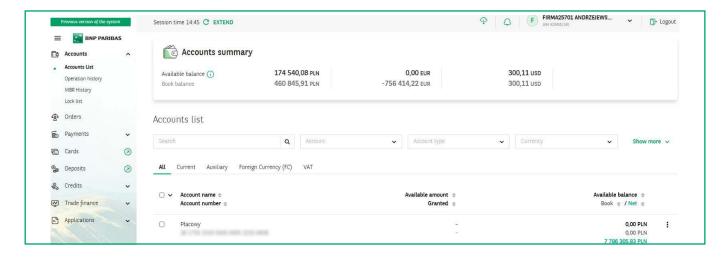
- → managing the view of the accounts list,
- → modification of the order of accounts on the list,
- → sorting and filtering of transaction history on the list simultaneously on several / multiple accounts both for a single company and for a holding,
- → adding accounts to favourites,
- giving own account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



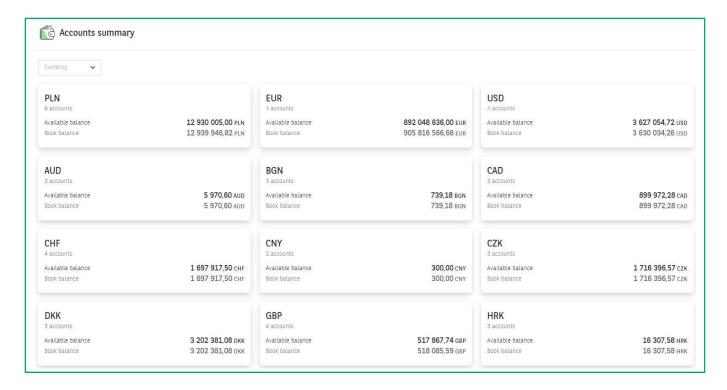


The **accounts summary** presents the accounts to which you have been granted access. Here you will find a summary of available and book balances grouped by currencies in which the accounts are held.

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**.



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



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.

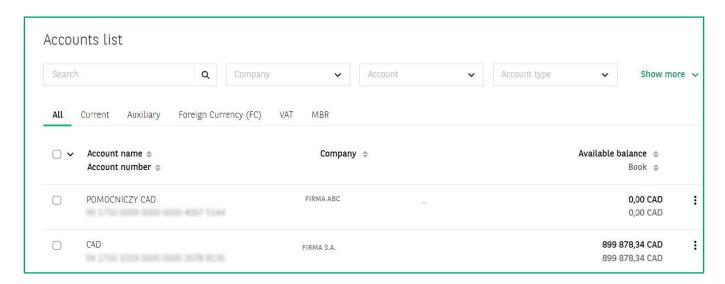




### **Accounts list / Additional tags**

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.



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.





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



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



5. MBR (Multi Bank Reporting) and MBR / MT101 accounts are also graphically marked with the use of a dedicated tag.



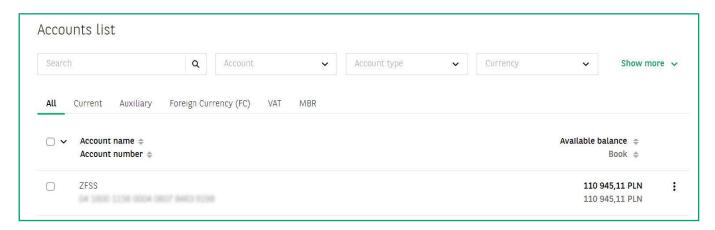




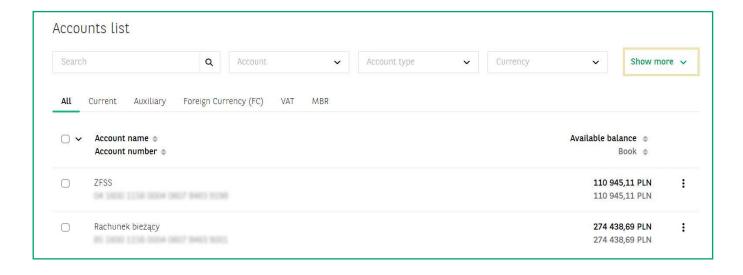
## Accounts list / Filters

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:

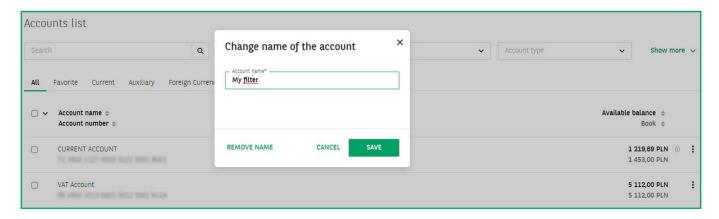
- using the **Search** option allowing to search by any fragment of the text covering min. 3 characters,
- by account name,
- by account number,
- by account type (e.g. current, auxiliary, VAT, foreign currency),
- by the currency in which the account is held,
- by company (only for operations performed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



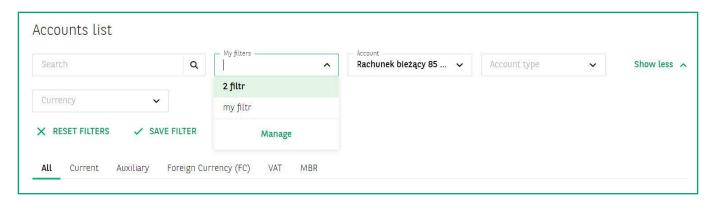
You may easily save any filter you defined at any time. To do this, click **Show more**, enter a name for the filter and select **Save**.



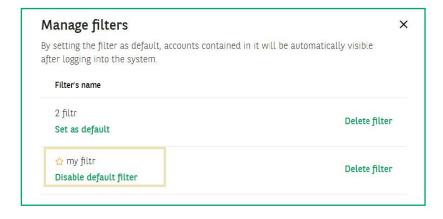




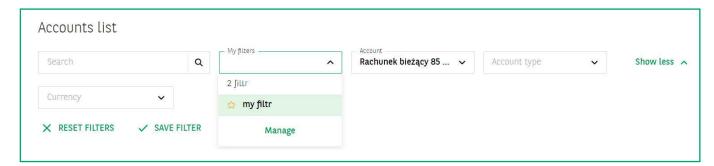
After saving the first filter, a new **My filters** field will appear. When you click it, a drop-down list with previously saved filters will appear.



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





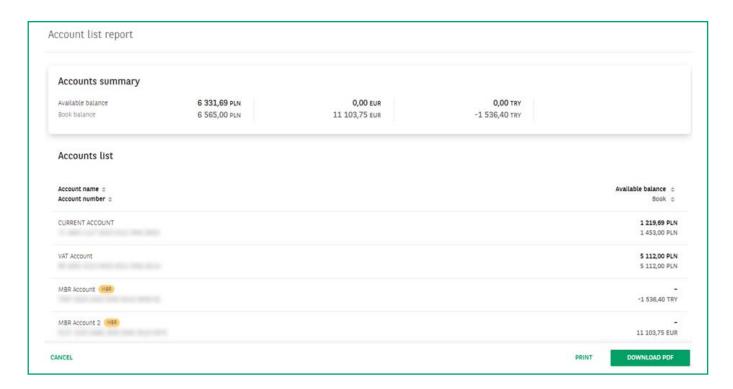
### Accounts list / Accounts list report

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



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.





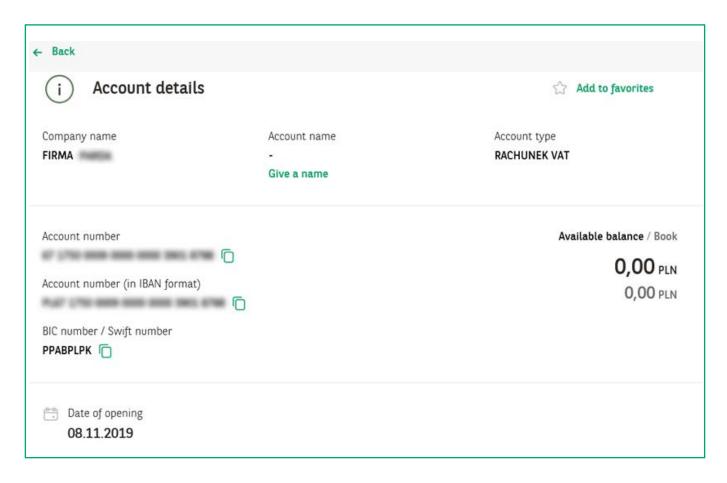
## Accounts list / Account details

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.





#### 2. Other account details



#### 3. Linked accounts





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

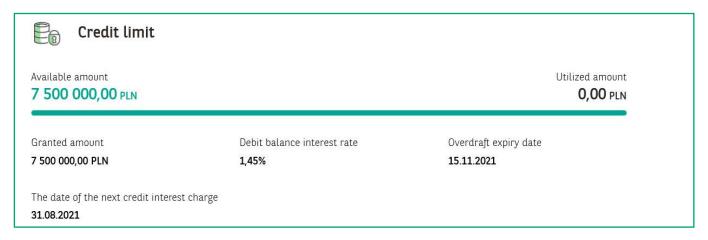


### Company data

Company name

Company registered office Customer number

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



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

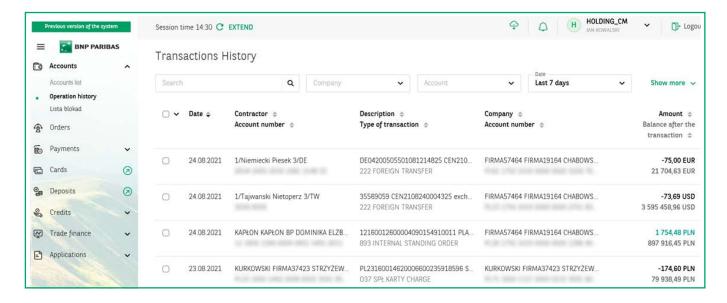
Account's details Transactions History Blockades

Available balance Book balance 300,11 usp 300,11 usp





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



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.

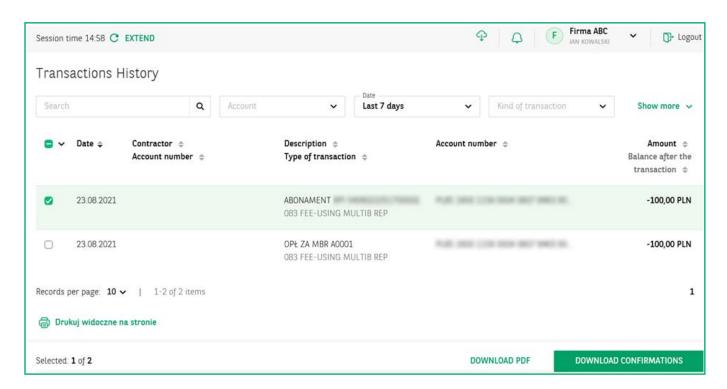


### Transactions / Generation of reports

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.



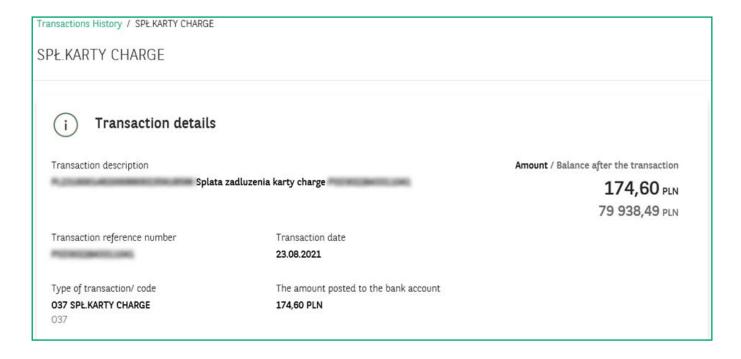




# Transactions / Transaction details

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

#### 1. Transaction details

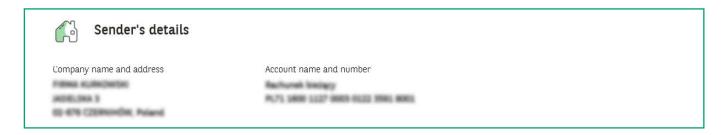




### 2. Beneficiary data



#### 3. Sender's details



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

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





#### 4. Example of a pdf



BNP Paribas Bank Polska Spółka Akcyjna ul. Kasprzaka 2, 01-211 Warszawa

www.bnpparibas.pl

Company name: KURKOWSKI FIRMA37423 STRZYŻEWSKI

Customer number: 235918

### Transaction confirmation

#### Description

PL23160014620006600235918596 Splata zadluzenia karty charge PSD3022843311041

Amount Transaction date Transaction reference number

174,60 PLN 23.08.2021

Transaction type / Transaction code The amount posted to the bank account

037 SPŁKARTY CHARGE 174,60 PLN

037

#### Sender's details

-

Name and address Account number Name of bank

BNPPL O./Warszawa

### Beneficiary data

COMMUNICATION OF ACCUSED A

St. 676 Chilbert No. Accord.

Name and address Account number Name of bank
BNPPL Cen.Roz.nr 1

This transfer confirmation has been drawn up in accordance with Article 7 of the Banking Law (Journal of Laws No. 72 of 2002, Item 665 as amended). The computer-generated document issued by the GOonline Biznes online banking system does not require a signature or stamp.

Please note! Value date is presented only when it is different from the date of posting (execution date)

When the confirmation concerns commissions, fees or interest, company's data field contains account holder details while beneficiary data field remains empty.



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