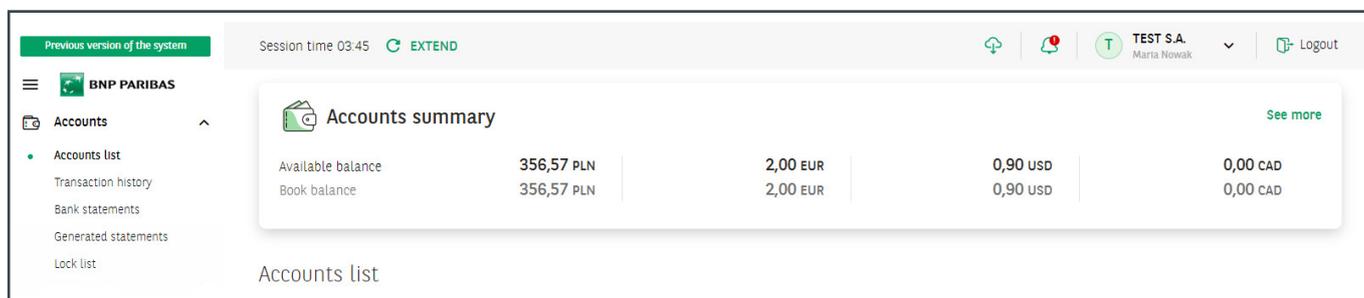


# STATEMENTS

## Download a pdf and MT940 statement – step by step



The screenshot shows the BNP Paribas GOonline Biznes interface. The top navigation bar includes a 'Previous version of the system' link, session time '03:45', an 'EXTEND' button, and user information 'TEST S.A. Maria Nowak' with a 'Logout' button. The left sidebar lists 'Accounts' with sub-items: 'Accounts list', 'Transaction history', 'Bank statements', 'Generated statements', and 'Lock list'. The main content area displays the 'Accounts summary' table with the following data:

	356,57 PLN	2,00 EUR	0,90 USD	0,00 CAD
Available balance	356,57 PLN	2,00 EUR	0,90 USD	0,00 CAD
Book balance	356,57 PLN	2,00 EUR	0,90 USD	0,00 CAD

Below the table, there is a link for 'Accounts list' and a 'See more' link.

In the **Accounts** module, when you select **Bank statements**, the system will redirect you to the list of statements. Learn the three steps to download a statement.

**1** Select the account to generate the statement.



A screenshot of a dropdown menu with the text 'Account' and a downward arrow icon.

**2** Select the date range in the **Statement date field**.



A screenshot of a dropdown menu with the text 'Statement date' and 'From the last 7 days' selected, with a downward arrow icon.

**3** You will see statements that meet the conditions selected in the filters.

The bank statements from individual accounts presented in the **GOonline Biznes** system are numbered.

## STATEMENT NUMBERING RULES

- the numbering is independent of the numbering of (paper) statements in the banking system,
- the consecutive number of a statement from a given account is increased on each day on which any operation was posted on the account,
- if no operation is performed on the account on a given day, the statement number is not updated,
- statement numbers are reset to zero at the beginning of the new year.



## Generation of statements

- 1 Select the **account**, **type** and **date** to generate a statement.

Statement generator

Account\*

Select account\* ▼

Statement type\*

Daily  Monthly

Statement date\*

Previous working day ▼

File format\*

PDF  MT940

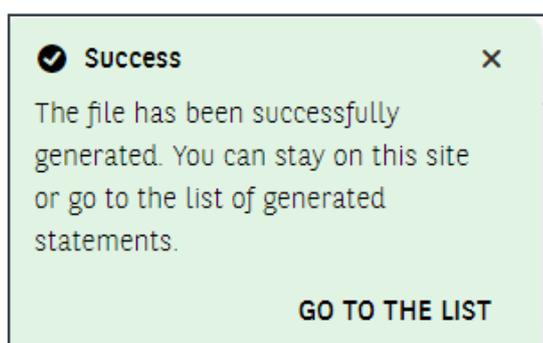
Balance after transaction shown on statement

Generate file despite no transaction

Arrangement of statements in a file\* ⓘ

Continuous: one below another  On separate pages

- 2 Indicate the **format** and **arrangement** (on separate pages or one below the other) of the statements in the file. You will have an option of presenting the balance after the transaction on the statement.
- 3 Select the **Generate** key (from one or more accounts simultaneously), according to the parameters you have indicated.



## Cyclical generation and review of PDF statements

1 From the **Automatic statement generation settings** item, you may define a cyclical generation of statements:

- daily,
- weekly,
- monthly.

### New setting

Name of a setting\*

Account\*

Generation cycle\*

File format\*

PDF  MT940

Balance after transaction shown on statement

Generate the file without transaction

Arrangement of statements in a file\* ⓘ

Continuous: one below another  On separate pages

#### How to create automatic statement generation settings?

1. Enter the name of a setting and then select the account and define the statement generation cycle.
2. Choose the format and arrangement of statements in the file. Tick whether the file should contain balances after transactions and whether the system should generate statements without transactions.
3. If you tick the MT940 format, select a statement template.
4. Click "Confirm".
5. After the setting has been validated, the system will generate files according to the cycle selected.



- 2 You can find your generated statements and those set up in the generation module in the **Generated statements** list. Files in the list may contain more than one statement and be created for days without transactions.

 Generate statements
 Automatic generation settings

### Generated statements

Q
Account v
Creation date v
03.01.2023 - 06...
Format v
Show more (1) v

<input checked="" type="checkbox"/> <span style="font-size: 0.8em;">v</span>	<span style="font-size: 0.8em;">Statement number</span> <span style="font-size: 0.8em;">Creation date</span> <span style="font-size: 0.8em;">Author</span>	<span style="font-size: 0.8em;">Account name</span> <span style="font-size: 0.8em;">Account number</span>	<span style="font-size: 0.8em;">Statement type</span> <span style="font-size: 0.8em;">Statement date</span>	<span style="font-size: 0.8em;">Number of transactions</span>	<span style="font-size: 0.8em;">Status</span> <span style="font-size: 0.8em;">File format</span> <span style="font-size: 0.8em;">File size</span>	<span style="font-size: 0.8em;">⋮</span>
<input checked="" type="checkbox"/>	003/2023/BPL 06.01.2023 Bank	Główny rachunek podstawowy ZZ 71 1600 1127 0000 0000 0000 0001	Daily 05.01.2023	1	Downloaded  PDF 0.04 MB	<span style="font-size: 0.8em;">⋮</span>
<input checked="" type="checkbox"/>	002/2023/BPL 05.01.2023 Bank	Główny rachunek podstawowy ZZ 71 1600 1127 0000 0000 0000 0001	Daily 04.01.2023	2	Ready to download  PDF 0.04 MB	<span style="font-size: 0.8em;">⋮</span>
<input checked="" type="checkbox"/>	001/2023/BPL 04.01.2023 Bank	Główny rachunek podstawowy ZZ 71 1600 1127 0000 0000 0000 0001	Daily 03.01.2023	1	Ready to download  PDF 0.04 MB	<span style="font-size: 0.8em;">⋮</span>
<input checked="" type="checkbox"/>	12/2022/M 03.01.2023 Bank	Główny rachunek podstawowy ZZ 71 1600 1127 0000 0000 0000 0001	Monthly 12.2022	42	Ready to download  PDF 0.05 MB	<span style="font-size: 0.8em;">⋮</span>

Records per page: 10 v
| 1-4 of 4 items
1

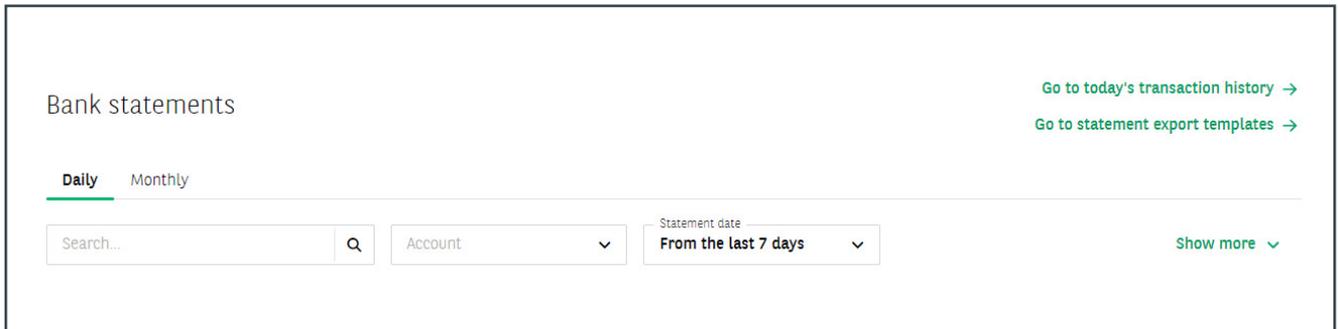
Selected: 4 of 4
DELETE
DOWNLOAD

- 3 Select the **Download** key, which allows to save the selected statements.  
In the name of the statement file, the statement number and the company's EQ number are available.

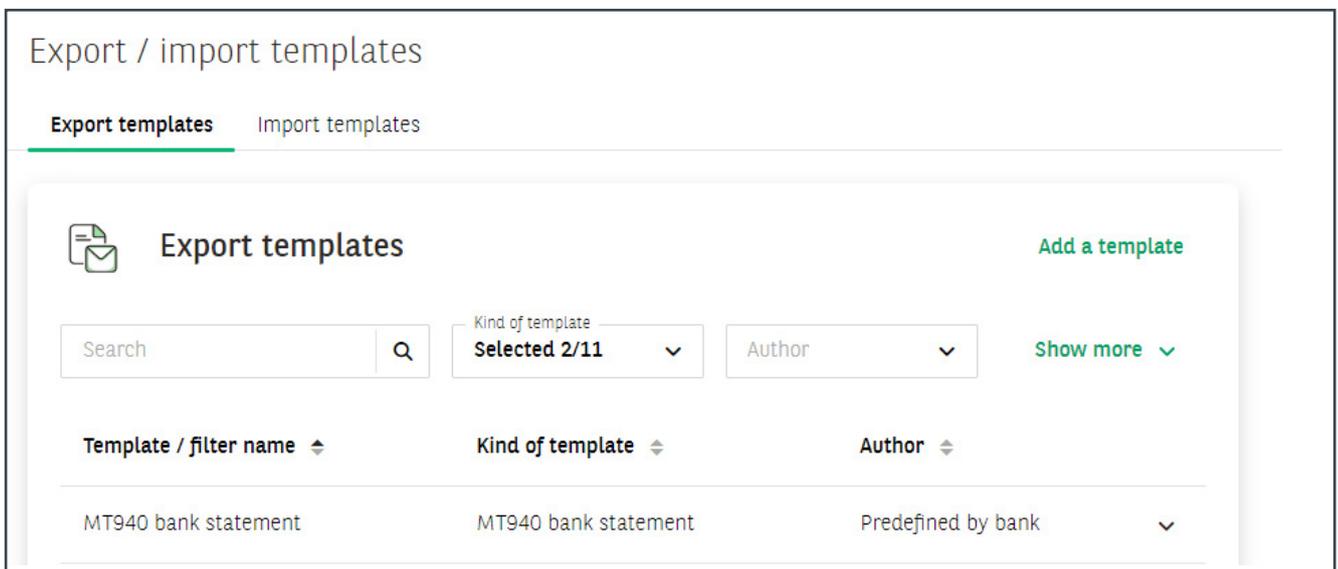


## Statement export templates

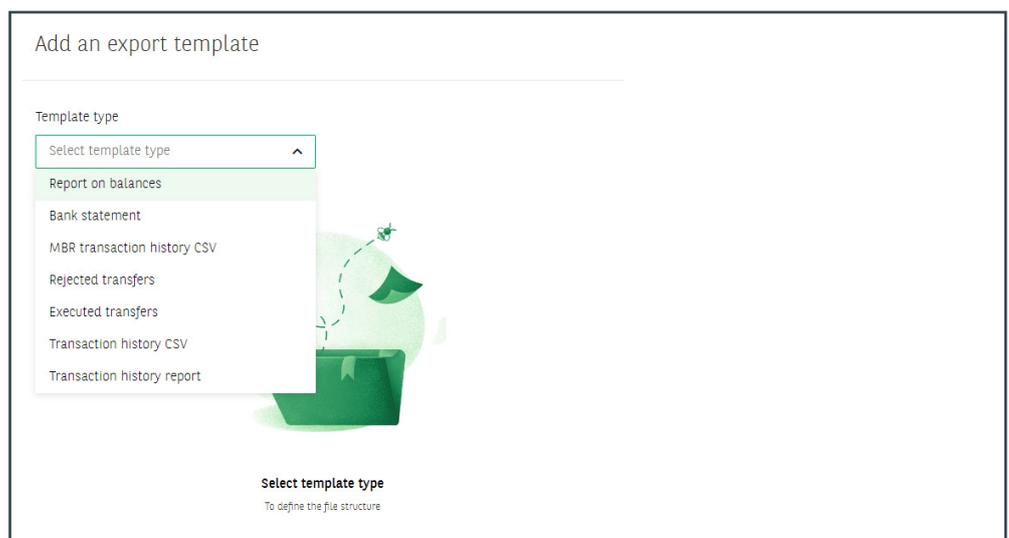
1 Go to statement export templates.



2 Statement templates predefined by the bank or created by you are presented in the list. You can also add further templates.



3 Selecting the type of template.



#### 4 Export template setup – select the data you want to include in the template to be prepared.

### Add an export template

Template type  
**Bank statement** ▾

Template configuration

Template name

Data separator  ×

Encoding page **Windows-1250** ▾

Decimal separator **, comma** ▾

Date format **rrrr-mm-dd** ▾

Date separator **- dash** ▾

Text fields in quotation marks  Header fields names

File structure

Available fields Add all

- Account name
- Account reference number
- Amount
- Amount base
- Closing balance
- Company address
- Company name
- Company's account
- Contractor's account
- Contractor's name and address

File structure

Grab and drop an item here  
The file structure will appear here

**CANCEL** **SAVE TEMPLATE**

The saved template will be available in the **Export templates** list. When it is used, statements will be downloaded according to the designed template.



**BNP PARIBAS**

The bank  
for a changing  
world