Commercial Banking Online (CBO) Statement Guidance – How to download statements and transaction listings

CBO has a powerful reporting tool, but not all of it is appropriate for our account holders. Two of the most useful reports have been identified below with guidance on how to download each.

Example statement (available in PDF and Excel)

LLOYDS BANK

Balance and Transaction Report

Page 1 of 1

14-Jul-2021
11:46:14 AM

Client ID: 37037507
Reporting Period: 01-Jul-2020 to 30-Jun-2021
Bank Name: Lloyds
Account Number / Name / Currency Code: ACCOUNT DETAILS / ACCOUNT NAME
Closing Ledger Balance As At: 01-Jul-2020 **Closing Ledger:** 1,850.51

Posting Date	Type	Details		Debits	Credits	Ledger Balance
02-Jul-2020	Clearings	000582		47.50		1,803.01
03-Jul-2020	Clearings	000581		13.00		1,790.01
06-Jul-2020	Clearings	000580		66.00		1,724.01
04-Aug-2020	Clearings	000584		224.00		1,500.01
06-Aug-2020	Clearings	000585		585.45		914.56
14-Aug-2020	Payment	OCC AP 9700630779 K	BGC9020		585.45	1,500.01

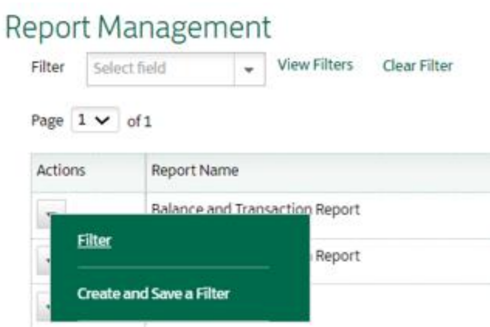
Example transaction list (Excel only)

	A	B	C	D	E	F	G	H
1	Post Date	Account Number	Account Name	Type	Amount	Customer Ref	Transaction Detail	Balance
2	01/01/2021	ACCOUNT DETAILS	ACCOUNT NAME	Opening Ledger	1455.07			1455.07
3	15/01/2021	ACCOUNT DETAILS	ACCOUNT NAME	Direct Debit or Bacs Payment	-57.6		WHOLESALE PAYMENTS DDOEU11249	1397.47
4	22/01/2021	ACCOUNT DETAILS	ACCOUNT NAME	Bank Giro Credit	44.94		OCC AP BGC9020 9700681449 K	1442.41
5	03/02/2021	ACCOUNT DETAILS	ACCOUNT NAME	Cheque	-115		326	1327.41
6	12/02/2021	ACCOUNT DETAILS	ACCOUNT NAME	Bank Giro Credit	172.6		OCC AP BGC9020 9700688793 K	1500.01
7	15/02/2021	ACCOUNT DETAILS	ACCOUNT NAME	Direct Debit or Bacs Payment	-57.6		WHOLESALE PAYMENTS DDOEU11249	1442.41

How to download a statement

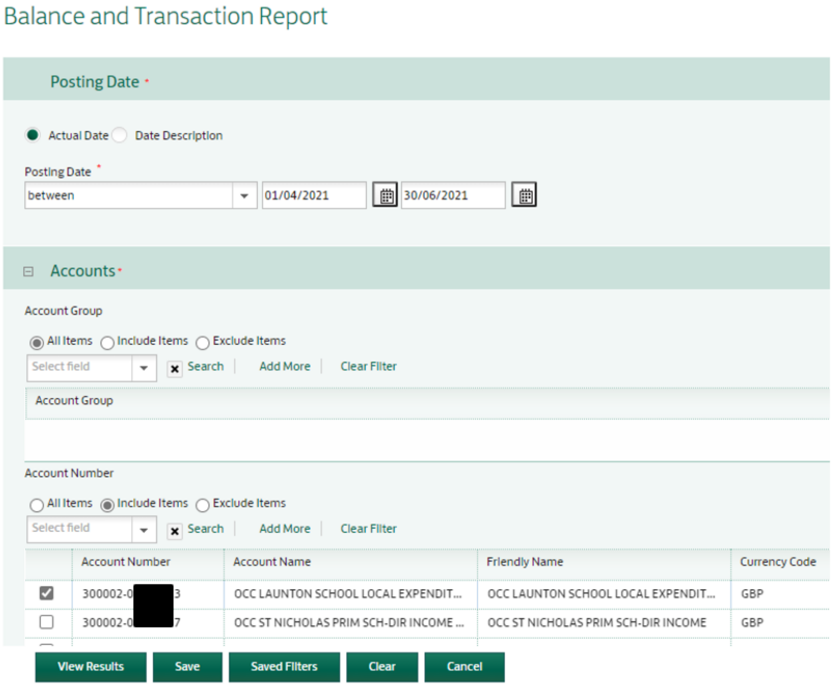
1. Click ‘Reporting’ on the menu bar.
   - *Click the word ‘Reporting’. Do not use dropdown menu.*

2. Click the ‘Actions’ dropdown alongside ‘Balance and Transaction Report’. Select ‘Filter’.
   - *If you have access to multiple accounts there may be some benefit to creating and saving a filter, but this functionality hasn’t been tested in a working environment.*

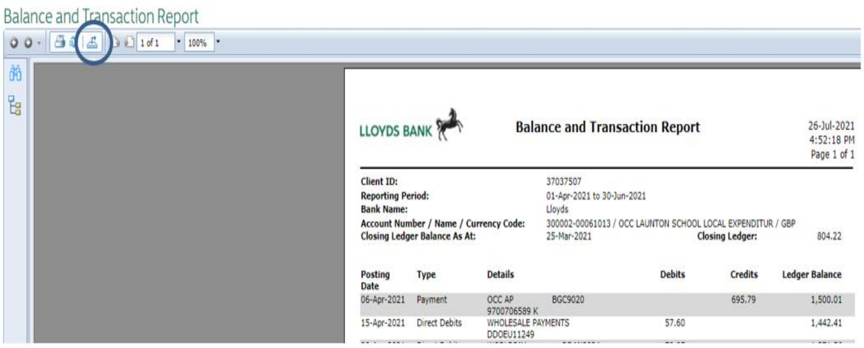


3. Select these options on the following screen:
   - Under ‘Posting Date’ select ‘Actual date’

- Posting date: select ‘between’ from the drop down to choose a date range, or use the options to select specific dates
- Ignore ‘Account Group’ under ‘Accounts’ and skip to ‘Account Number’ where you will see your account(s). Select the account(s) you would like to view
    - Selecting ‘All Items’ will run a report for all accounts
    - Selecting ‘Include Items’ will allow you to select specific accounts, if you have access to more than one, via the check box that appears to the left of the account number.
- Click ‘View Results’, or ‘Save’ if you would like to save the filter to user again

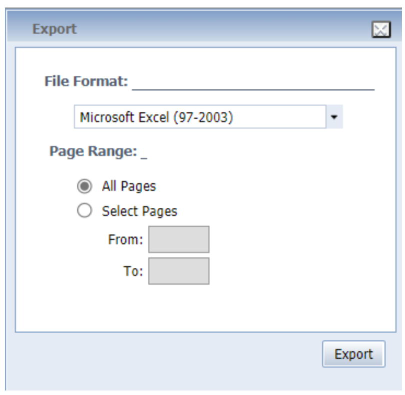


4. Click the ‘Export this report’ button in the following window.



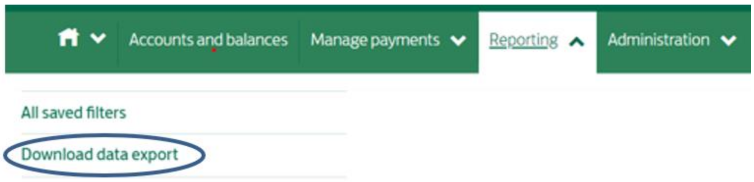
5. In the next window, click ‘File Format’ dropdown and select whether you’d like to download the report in Excel or PDF. Click ‘Export’.

6. Save report on a network drive.

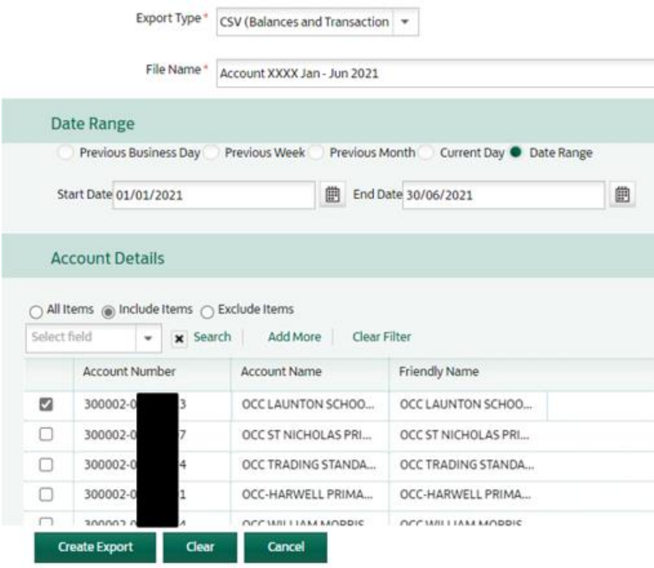


How to download a transaction list

1. Click ‘Reporting’ on the menu bar, followed by ‘Download data export’.



2. Click ‘Create export’ and select these options on the following screen:
   - Export Type: CSV (Balances and Transactions)
   - File Name: type a name relevant to the statement i.e. account and date range
   - Date Range: select the relevant date range that you want to view
   - Account Details: all accounts that you are authorised to view will be listed here. Select the account(s) you wish to view
     - *If you have access to an account that you shouldn’t, please contact the [Finance Helpdesk](mailto:finance.helpdesk@oxfordshire.gov.uk)*
   - Click ‘Create Export’



3. You will receive a message saying, ‘CSV Export Request Submitted’. Click on the cross in the top right corner of the window.

4. Your report will be displayed on the next page. Under the ‘Actions’ dropdown, click ‘Download’.

5. Save report on a network drive.

finance.helpdesk@oxfordshire.gov.uk