

## 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)



#### Balance and Transaction Report

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14-Jul-2021

11:46:14 AM

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

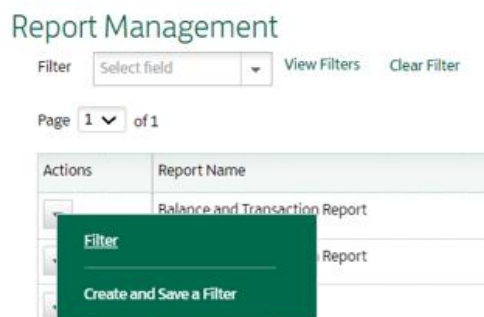
Posting Date	Type	Details	Debits	Credits	Ledger Balance
02-Jul-2020	Clearings	000582	47.50		1,803.01
03-Jul-2020	Clearings	000581	13.00		1,790.01
06-Jul-2020	Clearings	000580	66.00		1,724.01
04-Aug-2020	Clearings	000584	224.00		1,500.01
06-Aug-2020	Clearings	000585	585.45		914.56
14-Aug-2020	Payment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

- Click 'Reporting' on the menu bar.
  - Click the word 'Reporting'. Do not use dropdown menu.
- 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.



- 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

Balance and Transaction Report

The screenshot shows the 'Posting Date' section with 'Actual Date' selected and a date range of 'between 01/04/2021 and 30/06/2021'. Below it is the 'Accounts' section with 'All Items' selected. A table lists account numbers and names, with the first row checked.

Account Number	Account Name	Friendly Name	Currency Code
<input checked="" type="checkbox"/> 300002-0...3	OCC LAUNTON SCHOOL LOCAL EXPENDIT...	OCC LAUNTON SCHOOL LOCAL EXPENDIT...	GBP
<input type="checkbox"/> 300002-0...7	OCC ST NICHOLAS PRIM SCH-DIR INCOME ...	OCC ST NICHOLAS PRIM SCH-DIR INCOME ...	GBP

4. Click the 'Export this report' button in the following window.



The screenshot shows a window titled 'Balance and Transaction Report' for LLOYDS BANK. It includes a header with the bank logo and report title. Below is a summary table with fields like Client ID, Reporting Period, Bank Name, and Closing Ledger Balance. The main part of the window is a table of transactions with columns for Date, Type, Details, Debits, Credits, and Ledger Balance.

Posting Date	Type	Details	Debits	Credits	Ledger Balance
06-Apr-2021	Payment	OCC AP BGC9020 9700706589 K		695.79	1,500.01
15-Apr-2021	Direct Debits	WHOLESALE PAYMENTS 000E11249	57.60		1,442.41

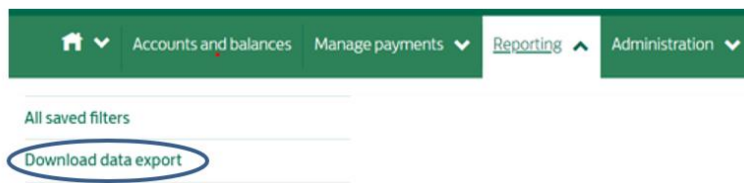
5. In the next window, click 'File Format' dropdown and select whether you'd like to download the report in Excel or PDF. Click 'Export'.

The screenshot shows an 'Export' dialog box with a 'File Format' dropdown menu set to 'Microsoft Excel (97-2003)'. There are also options for 'Page Range' and 'All Pages' or 'Select Pages' with 'From' and 'To' input fields. An 'Export' button is at the bottom right.

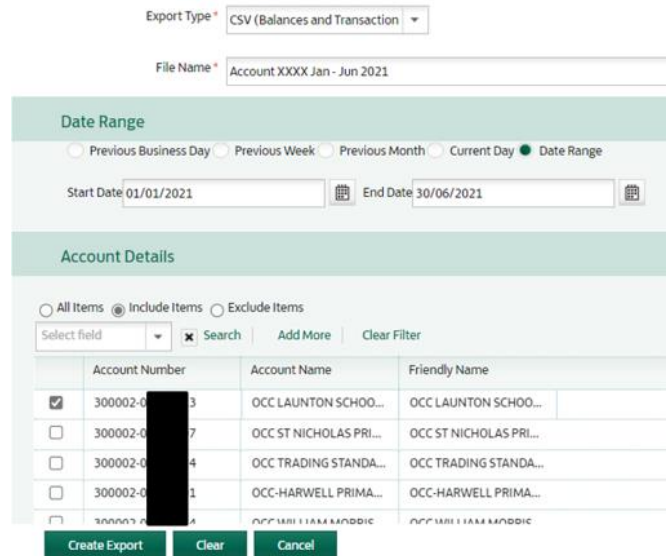
6. Save report on a network drive.

## 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](#)*
  - Click 'Create Export'



Export Type\* CSV (Balances and Transaction)

File Name\* Account XXXX Jan - Jun 2021

**Date Range**

Previous Business Day
  Previous Week
  Previous Month
  Current Day
  Date Range

Start Date 01/01/2021 End Date 30/06/2021

**Account Details**

All Items
  Include Items
  Exclude Items

Select field Search Add More Clear Filter

	Account Number	Account Name	Friendly Name
<input checked="" type="checkbox"/>	300002-00003	OCC LAUNTON SCHOO...	OCC LAUNTON SCHOO...
<input type="checkbox"/>	300002-00007	OCC ST NICHOLAS PRI...	OCC ST NICHOLAS PRI...
<input type="checkbox"/>	300002-00004	OCC TRADING STANDA...	OCC TRADING STANDA...
<input type="checkbox"/>	300002-00001	OCC-HARWELL PRIMA...	OCC-HARWELL PRIMA...
<input type="checkbox"/>	300002-00006	OCC-HARWELL PRIMA...	OCC-HARWELL PRIMA...

Create Export Clear Cancel

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'.

### Download Data Export

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Actions	Export ID	Export Type	File Name	File Size (B)	Submission Time	Completion Time	Status
<div style="border: 1px solid black; padding: 2px;">VIEW</div> <div style="border: 1px solid black; padding: 2px; background-color: #2e7d32; color: white; text-align: center;">DOWNLOAD</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">Create Export</div>	1269739	CSV (Balances and Transactions)	Account XXXX Jan - Jun 2021.csv	4	26/07/2021 14:58:43	26/07/2021 14:58:58	Complete

5. Save report on a network drive.