

BSP INTERNET BANKING

Quick Reference Guide

**VIEW, FILTER, AND DOWNLOAD
YOUR TRANSACTION HISTORY**



Quick Reference Guide: View, Filter, and Download your Transaction History



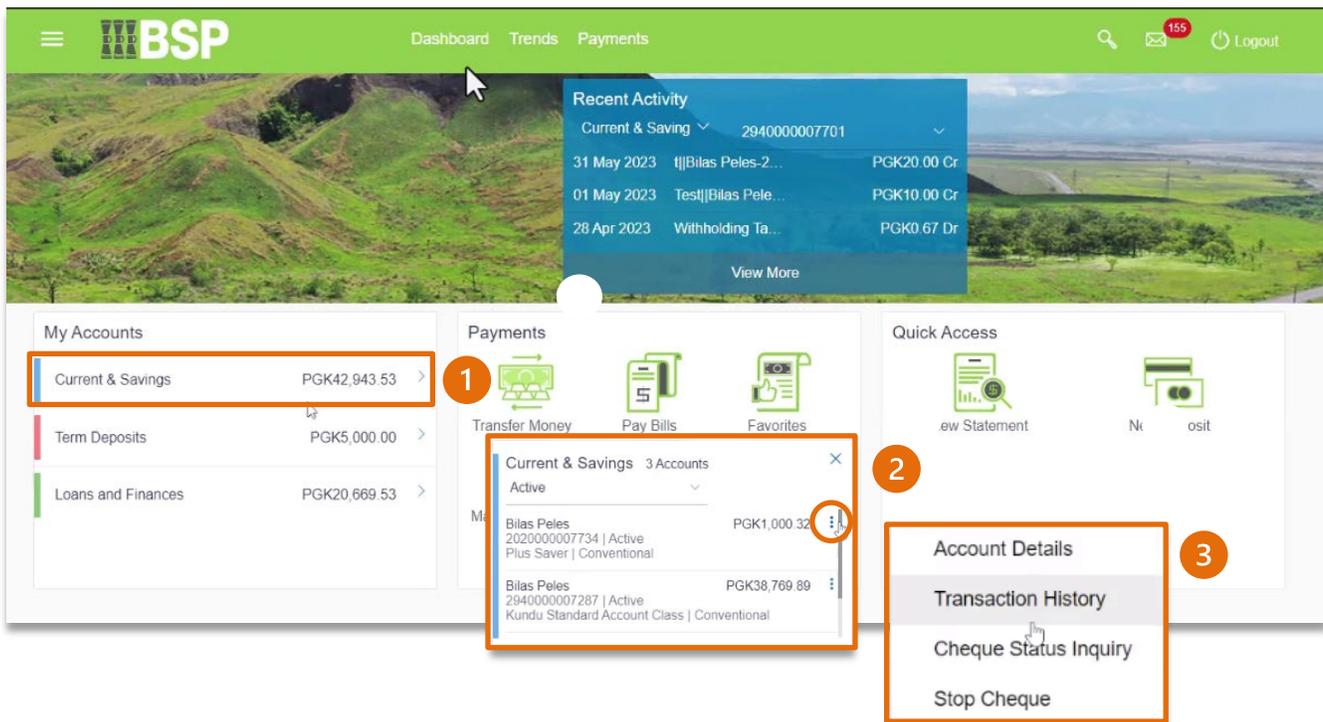
Use this Quick Reference Guide to:

Learn how to access, filter, and download your transaction history using BSP Personal Internet Banking across two options.

Option 1: Access your Transaction History from your personal dashboard

Go to My Accounts

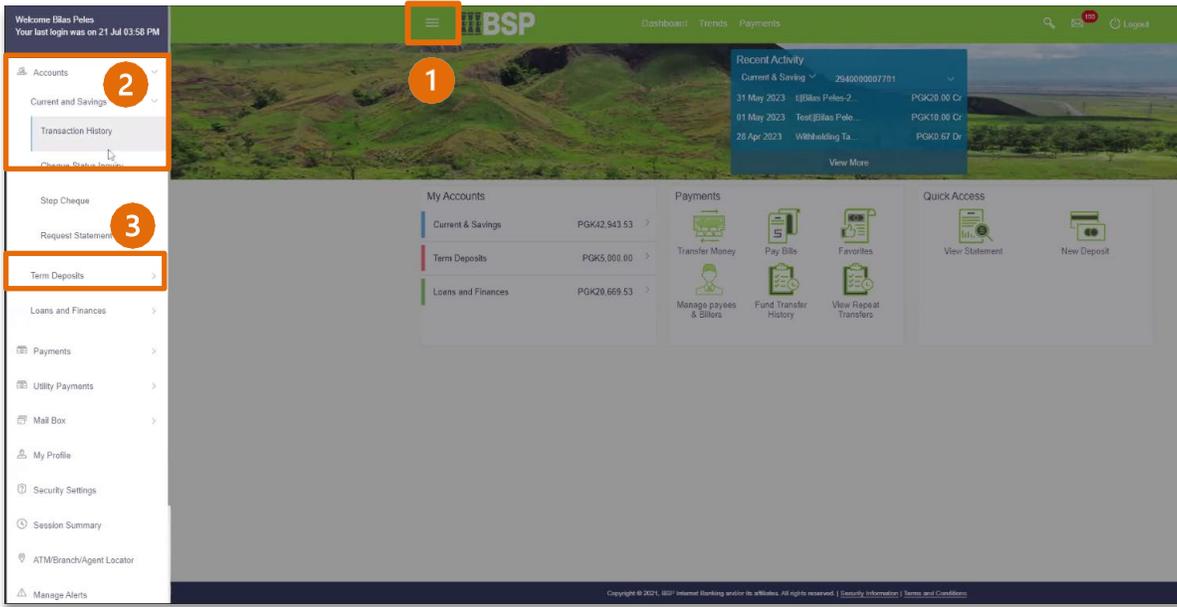
1. Select either **Current & Savings** or **Term Deposits** to view your account
2. Select the **three dots**
3. Select **Transaction History** from the drop-down menu



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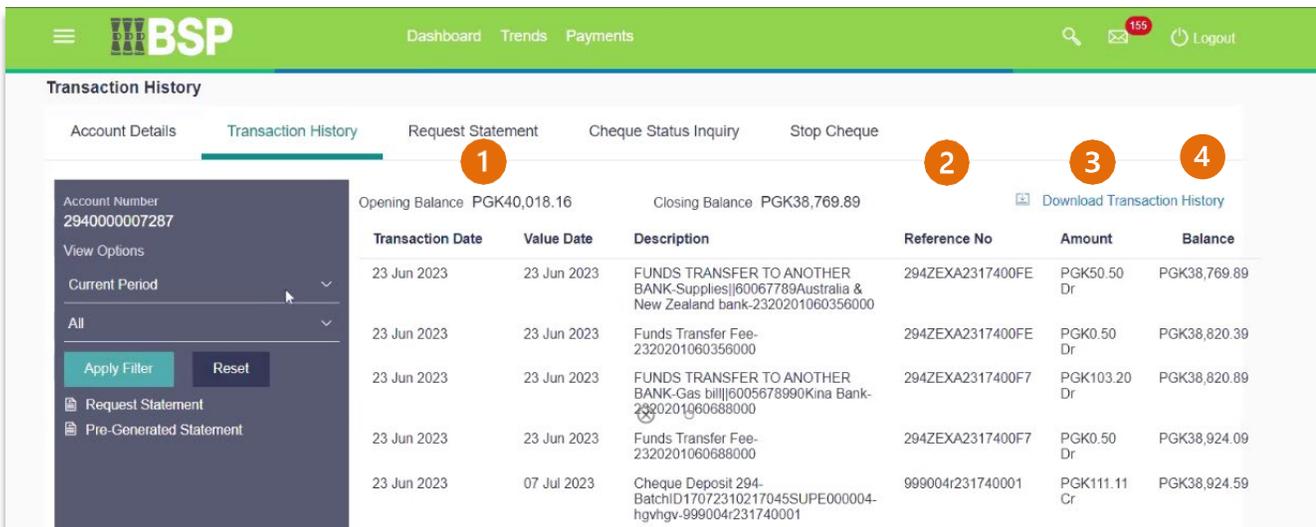
Option 2: Access your Transaction History from the Toggle Menu

1. Click on the three bars to open the **Toggle Menu**
2. For savings accounts, select **Accounts, Current and Savings** then **Transaction History**
3. For term deposits, select **Accounts, Term Deposit** then **Transaction History**



The Transaction History page displays the latest transactions in date order including the:

1. Transaction date & Value date (Cleared funds available in your account)
2. Transaction reference no
3. Transaction amount
4. Running account balance



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Filter your Transaction History

Use the **View Options** to filter by **Date** and **Transaction Type**

1. **Date:** Current Period, Previous Month, Previous Quarter, Select Date Range
2. **Transaction Type:** All, Credits Only, Debits Only
3. Click on **Apply Filter** to view the transaction records once you've selected the desired options,

The screenshot shows the BSP Transaction History interface. On the left, the 'View Options' panel is open, showing 'Current Period' selected for the date filter and 'All' for the transaction type filter. The 'Apply Filter' button is highlighted with a red circle and the number 3. The main table displays transaction records with columns for Date, Description, Reference No, Amount, and Balance. A 'Download Transaction History' link is visible in the top right of the table area.

Date	Description	Reference No	Amount	Balance
24 Apr 2023	TT Outward Remittance-	000ZEXA231140003	PGK45.15 Dr	PGK1,002,626,799.83
24 Apr 2023	TT Outward Remittance-	000ZEXA231140003	PGK50.00 Dr	PGK1,002,626,844.98
24 Apr 2023	TT Outward Remittance-	000ZEXA231140002	PGK50.00 Dr	PGK1,002,626,894.98
24 Apr 2023	TT Outward Remittance-	000ZEXA231140002	PGK45.15 Dr	PGK1,002,626,944.98
24 Apr 2023	TT Transfer Fee-2311501072304000	294ZEXA231140002	PGK40.00 Dr	PGK1,002,626,990.13
24 Apr 2023	TT Outward Remittance-	294ZEXA231140002	PGK45.15 Dr	PGK1,002,627,030.13
24 Apr 2023	TT Transfer Fee-	294ZEXA231140001	PGK15.00 Dr	PGK1,002,627,075.28

Download your Transaction History

1. Click **Download Transaction History** to access the available download file options
2. **Select the appropriate file type** to download to your computer

The screenshot shows the BSP Transaction History interface with the 'Download Transaction History' link highlighted with a red circle and the number 1. A dropdown menu is open, showing options for 'csv', 'amount', 'qif', and 'ofx'. The 'amount' option is highlighted with a red circle and the number 2.

Transaction Date	Value Date	Description	Reference No	Amount
23 Jun 2023	23 Jun 2023	FUNDS TRANSFER TO ANOTHER BANK-Supplies [60067769Australia & New Zealand bank-2320201060356000	294ZEXA231140001	PGK50.50 Dr
23 Jun 2023	23 Jun 2023	Funds Transfer Fee-2320201060356000	294ZEXA231140001	PGK0.50 Dr
23 Jun 2023	23 Jun 2023	FUNDS TRANSFER TO ANOTHER BANK-Gas bill [6005678990Kina Bank-2320201060688000	294ZEXA231140001	PGK105.20 Dr

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Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 320 1212 or 7030 1212

Email: servicebsp@bsp.com.pg

Disclaimer

The accounts used in this guide are fictitious and contain non-customer data.

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