



BSP BUSINESS INTERNET BANKING

Quick Reference Guide

BUSINESS BANKING YOUR WAY
DOWNLOAD A STATEMENT



Quick Reference Guide: Business Internet Banking – Download a Statement



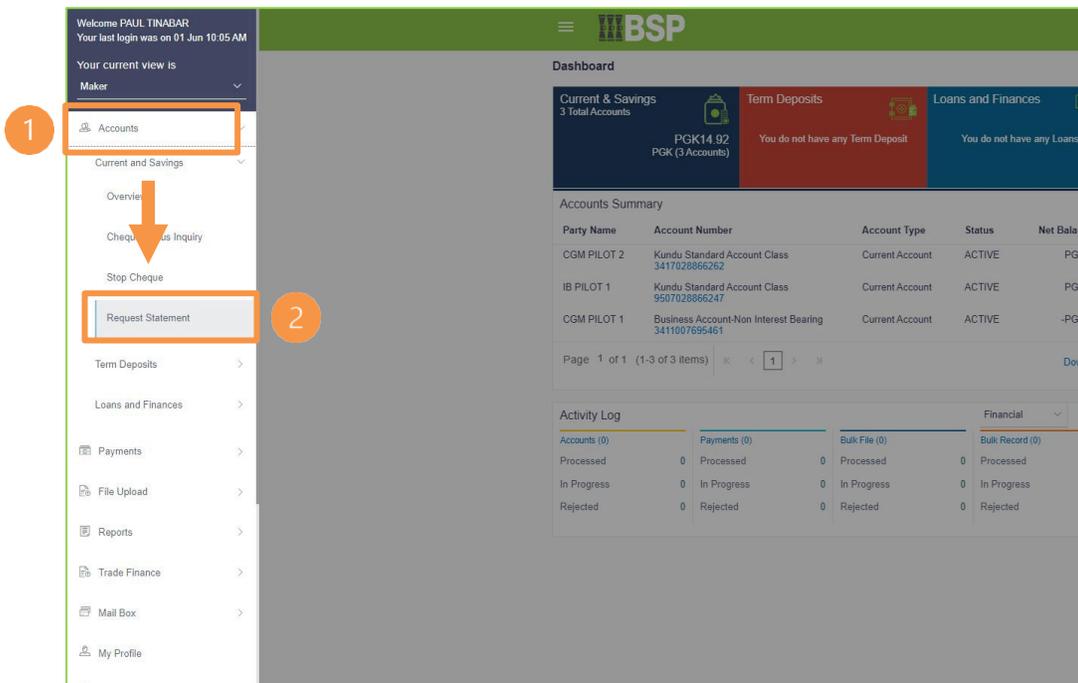
Use this Quick Reference Guide to:

Download an Account Statement from BSP Business Internet Banking.

Request a statement

Use the **Request Statement** function to view and download an account statement. To access the **Request Statement** function, log in to **BSP Business Internet Banking**.

1. From the **File Upload drop-down** menu, select **Accounts**
2. Select **Request Statement**



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3. Select your account from the **Select Account Number drop-down** menu
4. Enter the **From Date**
5. Enter the **To Date**
6. Select **Submit**

The screenshot shows the 'Request Statement' form in the BSP Business Internet Banking interface. The form is titled 'Request Statement' and includes the following fields and buttons:

- Select Account Number:** A dropdown menu showing '9507028866247'. A circled '3' points to this field.
- From Date:** A date picker showing '15 May 2023'. A circled '4' points to this field.
- To Date:** A date picker showing '31 May 2023'. A circled '5' points to this field.
- Buttons:** 'Submit' and 'Back' buttons. The 'Submit' button is highlighted with an orange box and a circled '6'.

7. Review the **Request Statement** details. If the details are correct, select **Confirm**. If not, select **Back** to revise the information or **Cancel** to exit the screen

The screenshot shows the 'Request Statement' confirmation screen in the BSP Business Internet Banking interface. The screen displays the following information:

- Message:** 'You initiated a request for Request statement. Please review details before you confirm!' (with an information icon).
- Account Details:** A box containing 'Account Number: 9507028866247', 'From Date: 15 May 2023', and 'To Date: 31 May 2023'. This box is highlighted with an orange border.
- Buttons:** 'Confirm', 'Cancel', and 'Back' buttons. The 'Confirm' button is highlighted with an orange box and a circled '7'.

8. Take note of the **Host Reference number** and select **Ok**

The screenshot shows the 'Request Statement' confirmation screen in the BSP Business Internet Banking interface. The screen displays the following information:

- Message:** 'Request Statement submitted successfully.' (with a success icon).
- Reference Information:** A box containing 'Reference Number: 0106A49B0788', 'Host Reference Number: 950MSOG23152003I', and 'Status: Completed'. This box is highlighted with an orange border.
- Buttons:** An 'Ok' button. The 'Ok' button is highlighted with an orange box and a circled '8'.

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Download the Requested Statement

To download the selected statement return to the BSP Business Internet Banking **Dashboard**.

1. From the **Dashboard** menu, select the **requested statement account** (in blue font)

The screenshot shows the 'Dashboard' interface. At the top, there are three main sections: 'Current & Savings' (3 Total Accounts, PGK14.92, PGK (3 Accounts)), 'Term Deposits' (You do not have any Term Deposit), and 'Loans and Finances' (You do not have any Loans). Below this is the 'Accounts Summary' table:

Party Name	Account Number	Account Type	Status	Net Balance
CGM PILOT 2	Kundu Standard Account Class 3417028866262	Current Account	ACTIVE	PGK8.01
IB PILOT 1	Kundu Standard Account Class 9507028866247	Current Account	ACTIVE	PGK7.01
CGM PILOT 1	Business Account-Non Interest Bearing 3411007695461	Current Account	ACTIVE	-PGK0.10

Below the table is a pagination control: 'Page 1 of 1 (1-3 of 3 items)' with a '1' in a box and a 'Download' button. At the bottom is the 'Activity Log' section with a 'Financial' dropdown and a search icon. It contains four columns: 'Accounts (0)', 'Payments (0)', 'Bulk File (0)', and 'Bulk Record (0)'. Each column has a table with 'Processed', 'In Progress', and 'Rejected' rows, all showing a count of 0.

2. Select **Pre-Generated Statement**

The screenshot shows the 'Transaction History' page. At the top, it displays 'Opening Balance PGK10.00' and 'Closing Balance PGK7.01'. Below is a table of transactions:

Date	Description	Reference No	Amount	Balance
31 May 2023	Interest Charged-950CRKSPGK000001	950CRKSPGK000001	PGK0.01 Cr	PGK7.01
25 May 2023	Kundupel Payroll CGM PILOT 1-SALARY-2314501034430000	950ZEXA2314500FU	PGK3.00 Cr	PGK7.00
25 May 2023	Kundupel Payroll IB PILOT 1-SALARY-2314501033124000	999ZEXA23145002X	PGK6.00 Dr	PGK4.00

Below the table is a pagination control: 'Page 1 of 1 (1-3 of 3 items)' with a '1' in a box. At the bottom, there is a 'Pre-Generated Statement' button (highlighted with a blue box and a '2' in a circle), a 'Download' button with a dropdown arrow, and a 'Back' button.

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3. Select the requested statement **Year** and **Month** using the **drop-down menu**
4. Select **Search**

Pre-Generated Statement

Select a period to download your pre-generated Statements.

Year: 2023, Month: May

Search

5. If the **Host Reference Number** matches the **Statement Number**, select **PDF** to download the requested statement

Pre-Generated Statement

Select a period to download your pre-generated Statements.

Year: 2023, Month: May

Search

Statement Number	From	To	Download
950MSOG23152003I	15 May 2023	31 May 2023	pdf

Request Statement Confirmation

Request Statement submitted successfully.

Reference Number: 0106A49B0788

Host Reference Number: 950MSOG23152003I

Status: Completed

Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 3201212 or 7030 1212

Email: servicesbsp@bsp.com.pg

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