



BSP Business Internet Banking

Download Statement Guide

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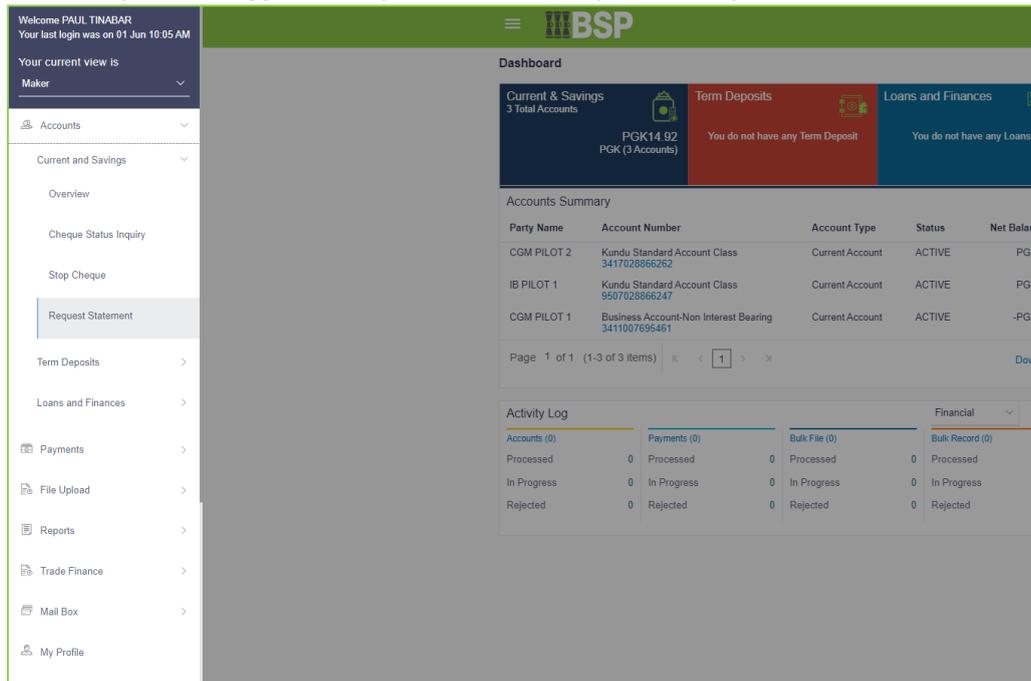
Introduction

A bank statement is a list of all transactions for a bank account during a specified time period, which is often monthly. It includes deposits, charges, and withdrawals, as well as the period's initial and ending balances. Account holders usually go over their bank statements to maintain track of their costs and spending, as well as to look for any fraudulent charges or inaccuracies.

Here's how to download an account statement in PDF.

Request Statement

1. Open the toggle menu | Select Accounts | Select Request Statement

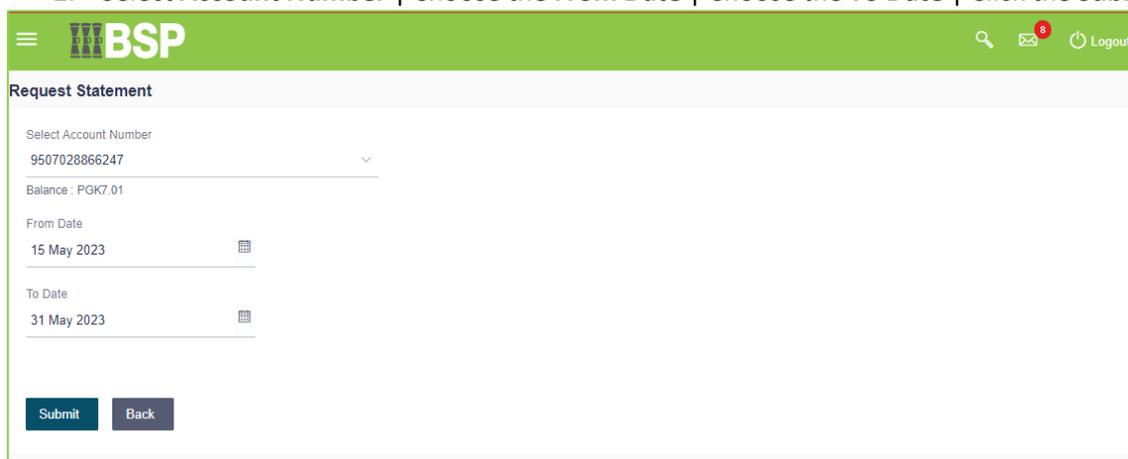


The screenshot shows the BSP Business Internet Banking dashboard. The left-hand navigation menu is open, and 'Request Statement' is highlighted. The main dashboard area displays a 'Dashboard' with three cards: 'Current & Savings' (3 Total Accounts, PGK14.92, PGK (3 Accounts)), 'Term Deposits' (You do not have any Term Deposit), and 'Loans and Finances' (You do not have any Loans). Below these is an 'Accounts Summary' table:

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

Below the table is an 'Activity Log' section with a table showing transaction counts for various categories like Accounts, Payments, Bulk File, and Bulk Record.

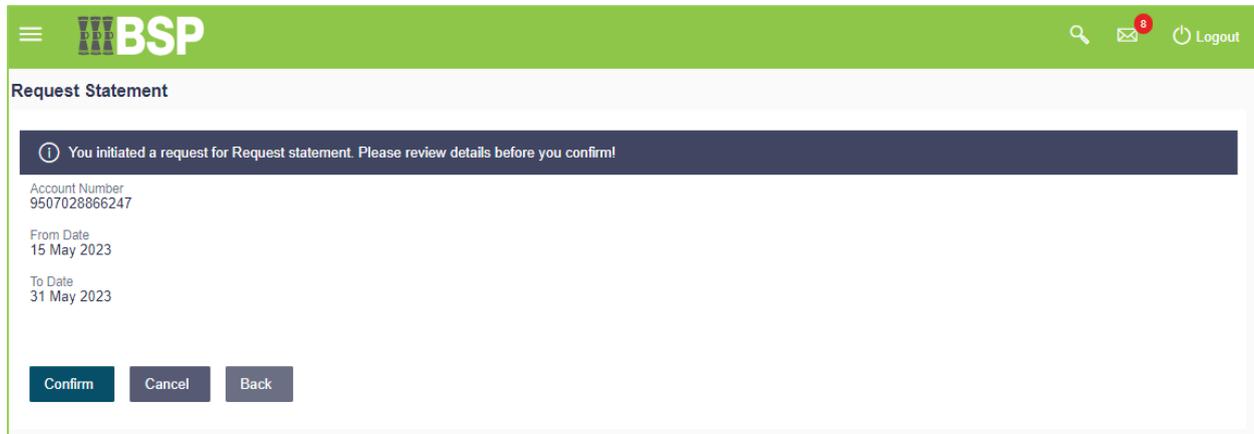
2. Select **Account Number** | Choose the **From Date** | Choose the **To Date** | Click the **Submit** button



The screenshot shows the 'Request Statement' form. It includes the following fields and options:

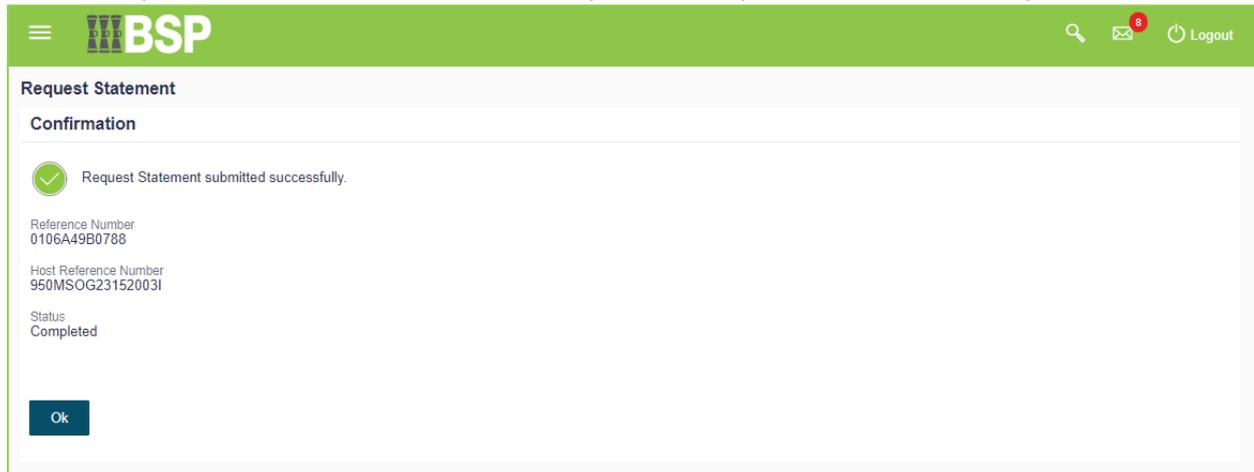
- Select Account Number:** A dropdown menu with the selected account number '9507028866247' and a balance of 'PGK7.01'.
- From Date:** A date picker set to '15 May 2023'.
- To Date:** A date picker set to '31 May 2023'.
- Buttons:** 'Submit' and 'Back' buttons at the bottom.

3. Confirm the details | If not okay then click the **Back** button to go back and edit details | To stop the request and go back to dashboard, then click the **Cancel** button | If okay then click the **Confirm** button



The screenshot shows the 'Request Statement' page in the BSP Business Internet Banking interface. The page has a green header with the BSP logo, a search icon, a notification icon with a red '8', and a 'Logout' button. Below the header, the page title is 'Request Statement'. A dark blue notification bar at the top contains an information icon and the text: 'You initiated a request for Request statement. Please review details before you confirm!'. Below this, the following details are listed: Account Number 9507028866247, From Date 15 May 2023, and To Date 31 May 2023. At the bottom, there are three buttons: 'Confirm', 'Cancel', and 'Back'.

4. Request is confirmed that it's successfully submitted | Click the Ok button to proceed



The screenshot shows the 'Request Statement' page in the BSP Business Internet Banking interface, displaying a successful submission confirmation. The page has a green header with the BSP logo, a search icon, a notification icon with a red '8', and a 'Logout' button. Below the header, the page title is 'Request Statement'. Underneath, the section is titled 'Confirmation'. A green checkmark icon is followed by the text: 'Request Statement submitted successfully.'. Below this, the following details are listed: Reference Number 0106A49B0788, Host Reference Number 950MSOG231520031, and Status Completed. At the bottom, there is a single 'Ok' button.

Download Statement

5. On the dashboard, select the account you requested the statement from.

Dashboard

Current & Savings
3 Total Accounts

PGK14.92
PGK (3 Accounts)

Term Deposits

You do not have any Term Deposit

Loans and Finances

You do not have any Loans

Accounts Summary				
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 <u>9507028866247</u>	Current Account	ACTIVE	PGK7.01
CGM PILOT 1	Business Account-Non Interest Bearing 3411007695461	Current Account	ACTIVE	-PGK0.10

Page 1 of 1 (1-3 of 3 items) Download

Activity Log

Accounts (0)		Payments (0)		Bulk File (0)		Bulk Record (0)	
Processed	0	Processed	0	Processed	0	Processed	0
In Progress	0	In Progress	0	In Progress	0	In Progress	0
Rejected	0	Rejected	0	Rejected	0	Rejected	0

6. Scroll down | Below the Transaction History, click on the Pre-Generated Statement button

Transaction History

Opening Balance **PGK10.00** Closing Balance **PGK7.01**

Date	Description	Reference No	Amount	Balance
31 May 2023	Interest Charged-950CRKSPGK000001	950CRKSPGK000001	PGK0.01 Cr	PGK7.01
25 May 2023	Kundupej Payroll CGM PILOT 1-SALARY-2314501034430000	950ZEXA2314500FU	PGK3.00 Cr	PGK7.00
25 May 2023	Kundupej Payroll IB PILOT 1-SALARY-23145010333124000	999ZEXA23145002X	PGK6.00 Dr	PGK4.00

Page 1 of 1 (1-3 of 3 items) Download Back

Pre-Generated Statement
Download
Back

7. Choose the year and month of the statement you requested for | Click the Search button

Pre-Generated Statement
✕

Select a period to download your pre-generated Statements.

Year Month

2023 May

Search

8. Confirm the dates in Steps 2 and 3 | Select PDF in the blue font to download the statement.

Pre-Generated Statement
✕

Select a period to download your pre-generated Statements.

Year Month

2023 May

Search

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