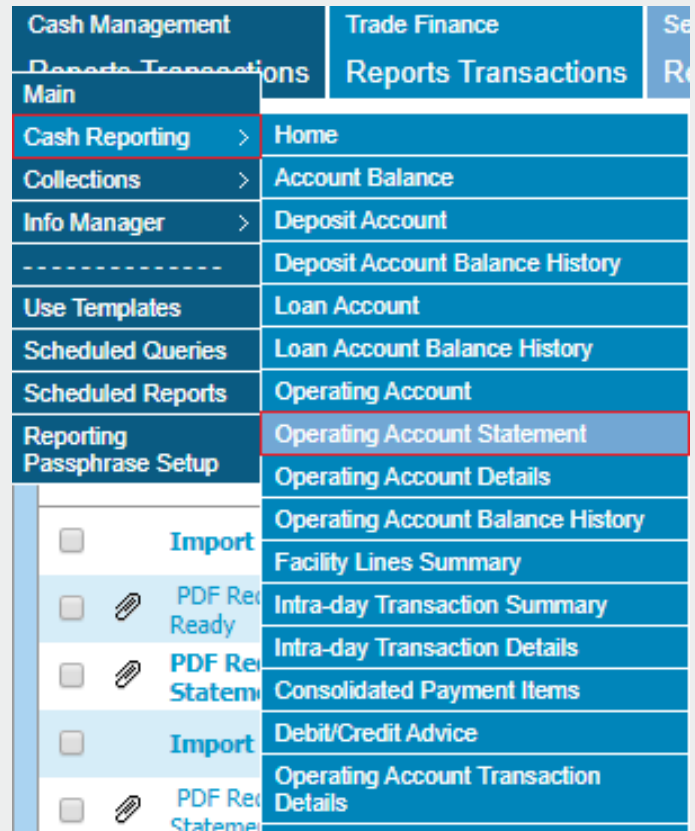


How to Retrieve Account Statements in Straight2Bank Classic

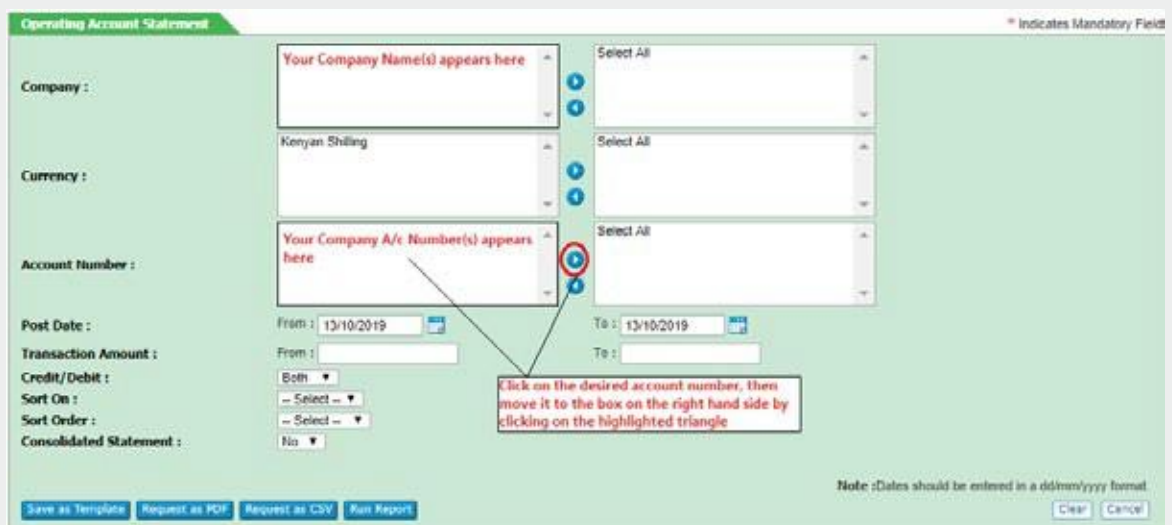
1

Log into Straight2Bank and navigate to Cash Management
 > Reports > Cash Reporting
 > Operating Account



2

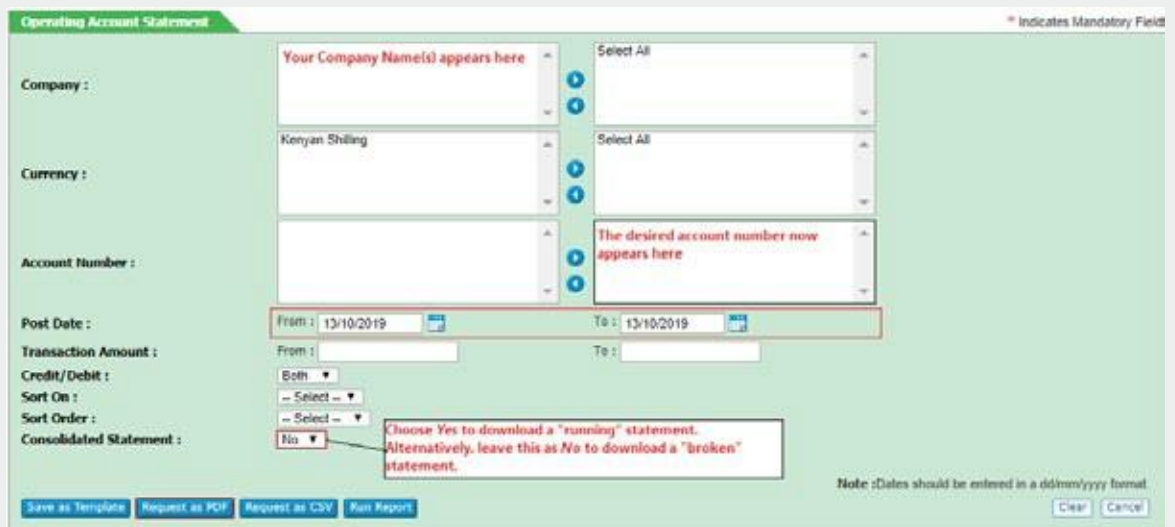
Click on the desired account number, then move it to the right-hand side by clicking on the highlighted button:



How to Retrieve Account Statements in Straight2Bank Classic

3

Click on the calendar icons to specify the *From* and the *To* date range that the statement should cover (Straight2Bank maintains statements for the last three months only):



Operating Account Statement * Indicates Mandatory Field

Company : Your Company Name(s) appears here Select All

Currency : Kenyan Shilling Select All

Account Number : The desired account number now appears here

Post Date : From : 13/10/2019 To : 13/10/2019

Transaction Amount : From : To :

Credit/Debit : Both

Sort On : -- Select --

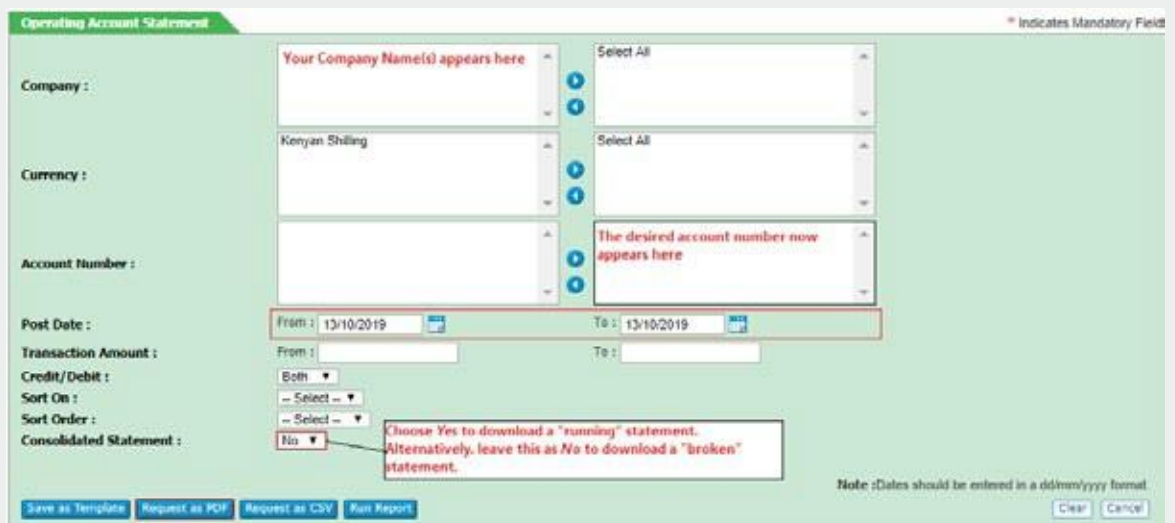
Sort Order : -- Select --

Consolidated Statement : No Choose Yes to download a "running" statement. Alternatively, leave this as No to download a "broken" statement.

Note :Dates should be entered in a dd/mm/yyyy format

4

Specify whether Straight2Bank should generate a consolidated or a broken statement by changing the Consolidated Statement flag. After that, click on Request as PDF to proceed:



Operating Account Statement * Indicates Mandatory Field

Company : Your Company Name(s) appears here Select All

Currency : Kenyan Shilling Select All

Account Number : The desired account number now appears here

Post Date : From : 13/10/2019 To : 13/10/2019

Transaction Amount : From : To :

Credit/Debit : Both

Sort On : -- Select --

Sort Order : -- Select --

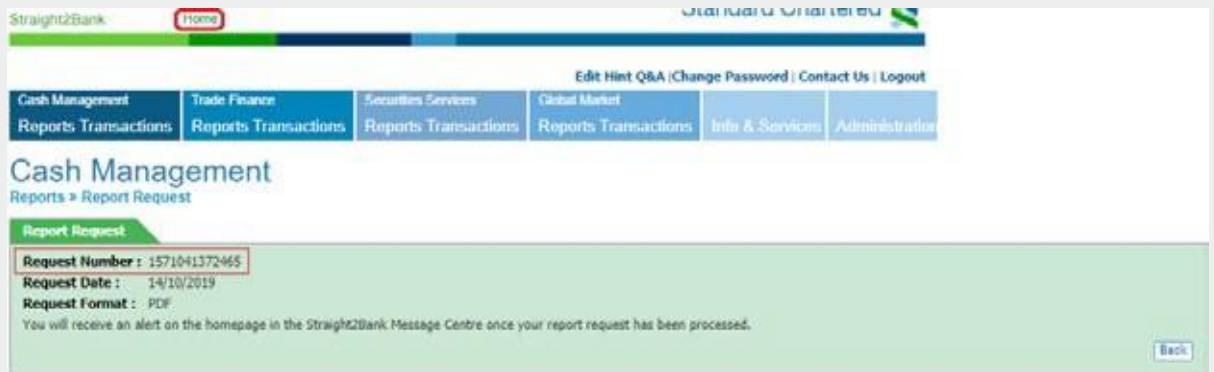
Consolidated Statement : No Choose Yes to download a "running" statement. Alternatively, leave this as No to download a "broken" statement.

Note :Dates should be entered in a dd/mm/yyyy format

How to Retrieve Account Statements in Straight2Bank Classic

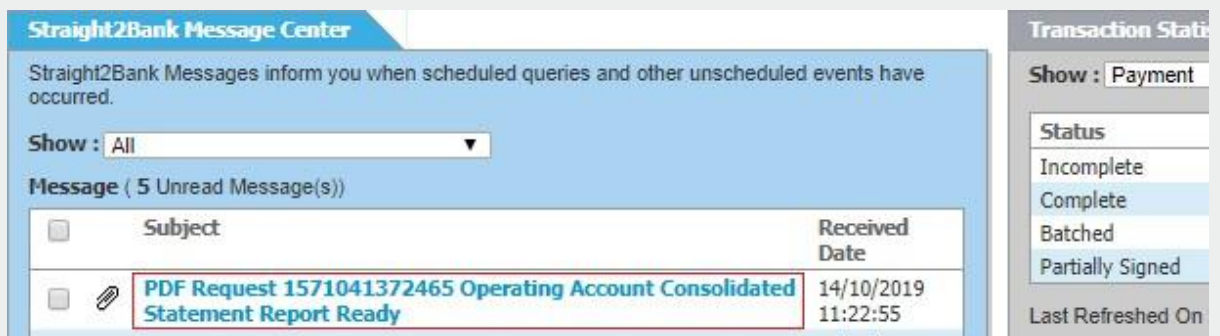
5

The following confirmation specifying the Report Number is generated. Click on Home at the top of the page:



6

The report will be available in the Straight2Bank Message Centre. Click on the report name to proceed:



7

The following window will be displayed. Click on *Report Link* to download the



For further assistance, our Support Team is available 24/7 through the following channels: