

## Account Information

To view account position for business decisions.

**ACCOUNT SUMMARY** ➤ Shows a summary of all accounts with ledger and available balance.

**Step 1**  
Click **Account Information > Account Summary** from the left navigation panel.

**Step 2**  
Click each account to view the balance details.

**eSTATEMENT** ➤ Downloads monthly statements of all accounts.

**Step 1**  
Click **Account Information > eStatement** from the left navigation panel.

**Step 2**  
Click  at 'Account No' to select the relevant account.

**Step 3**  
Click 'Search'.

**Step 4**  
Select the relevant month to retrieve the eStatement.

**TRANSACTION INQUIRY** ➤ Shows a summary of all debit and credit transactions across accounts.

**Step 1**  
Click **Account Information > Transaction Inquiry** from the left navigation panel.

**Step 2**  
Select the date range.

**Step 3**  
Click  at 'Account No' to select the relevant account.

**Step 4**  
Click 'Show'.

**Step 6**  
Proceed to **Reports > Downloaded Reports** from the left navigation panel to view your report.

**Step 5**  
Click 'Download' to download a copy of the transaction inquiry.