

Viewing/searching and saving account details, reports, and transactions

Viewing accounts and transactions.

- The Accounts screen displays the list of accounts available to you online
- To access the list of transactions for a specific account, click anywhere on the row where your account number is. This will display transactions for the past calendar month, to a maximum of 1,000 transactions
- Transactions processed through Westpac One Business will contain a unique reference number, which is displayed in the 'Reference' field
- To display the transaction details, click on the arrow next to the transaction.

The screenshot shows the Westpac One Business interface. On the left is a sidebar with navigation options: 'Accounts' (selected), 'Payments and transfers', and 'Payees'. The main content area displays the 'Business Transact Account' for '03-0104-0943847-000'. It shows 'Available' and 'Balance' as \$6,535,615.38. Below this is a table of transactions for February 2022. The first transaction is a 'Current balance' of \$1,535,615.38. The second transaction is a debit of \$2.39 from 'Business Transact Account 03-0104-0943847-000' to '11111111111111111111', with a reference number 'FIO000289869' and type 'ELECTRONIC'. The third transaction is a credit of \$1.38 from '11111111111111111111' to 'FIO000289868'. The fourth transaction is a credit of \$4.70 from 'Business Transact Ac' to 'FIO000289866'. The fifth transaction is a credit of \$2.51 from '11111111111111111111' to 'a, a, FIO000289865'. The sixth transaction is a credit of \$2.55 from '11111111111111111111' to 'FIO000289862'. At the bottom left, there is a 'Log out' button.

Date	From / To	Description	Debit	Credit	Balance
17 Feb 2022		Current balance			\$1,535,615.38
17 Feb 2022	11111111111111111111	a, a, FIO000289869	\$2.39		
	From Business Transact Account 03-0104-0943847-000	Particulars a			
	To 11111111111111111111	Code a			
	Amount -\$2.39	Reference FIO000289869			
		Type ELECTRONIC			
		Transaction note -			
17 Feb 2022	11111111111111111111	FIO000289868	\$1.38		
17 Feb 2022	Business Transact Ac	FIO000289866	\$4.70		
17 Feb 2022	11111111111111111111	a, a, FIO000289865	\$2.51		
17 Feb 2022	11111111111111111111	FIO000289862	\$2.55		

How to view reports, statements, and transactions.

Currently within Westpac One Business there is no functionality to export transactions or to download statements. The only reports currently available within Westpac One Business are the MDS (Multi-Deposit Scheme) reports, however you can print or save transaction list details (see How to print or save below)

How to print or save.

To print or save any details as a PDF:

Right click anywhere on the screen

- Select the print option
- Choose your preferred destination (print or save as PDF)
- Click on print (or save if you have selected the save as PDF option).

How to search or find details.

The ability to search Westpac One Business is still to be built, however you can use your browser's 'Find' functionality to search for the information you're looking for.

- Press CTRL+ F to open a 'Find' window
- Enter the number or phrase you want to locate within the current page.