



Quick Guide

UC eBanking global

Filtering, sorting and customisation of views

GENERAL INFORMATION

This Quick Guide, elaborates on how to set filters, sort specific data and customise views to suit your needs.

CONDITIONS

Successful Login in to UC eBanking global.

FILTERING, SORTING AND CUSTOMISATION OF VIEWS

You can customise your view by using certain criteria or filters. To do this, click on the “Set filter” icon/button.

Through “additional settings”, from a drop down list, you can choose the contents to be displayed. By clicking “Apply” the settings will be confirmed and saved.

The screenshot displays the UniCredit eBanking global interface. At the top, there is a navigation bar with the UniCredit logo and the text "UC eBanking global". Below this is a menu with options: Cash Management, Payments, Orders, Administration, Personalisation, and Information. The main content area is titled "Balances" and features a table of account balances based on account statements. The table has columns for Account, IBAN, Entry date, Entry balance, Value balance today, Value balance tomorrow, and Currency. A settings dialog box is open on the right side of the table, titled "Additional settings". It contains the following options:

- Include intraday reports (assured)
- Include intraday reports (expected)
- Include accounts with balances only
- Virtual accounts

At the bottom of the dialog box, there are "Cancel" and "Apply" buttons. The "Apply" button is highlighted with a red box. The table below the dialog box shows the following data:

Currency	Entry balance	Value balance today	Value balance tomorrow	Latest value bala
EUR		1,413,766.58	1,413,766.58	1,413,766.58

Using the “configure columns” button, you can add further columns, or hide existing ones. By clicking the box it will be ticked, or unticked and the change will be saved. You can move the columns by clicking on one and dragging it above or below in the view window.

To activate the setting click “Apply”.

The screenshot shows the UniCredit eBanking interface. At the top, there is a navigation bar with 'Cash Management', 'Payments', 'Orders', 'Administration', 'Personalisation', and 'Information'. The main content area is titled 'Balances' and includes a dropdown menu for 'Balances based on account statements' and a 'Show latest statements' button. Below this is a table with columns: 'Account ↑ IBAN', 'Entry date', 'Entry balance', 'Value balance today', 'Value balance tomorrow', and 'Currency'. A 'Column configuration' dialog is open on the right, allowing users to select and reorder columns. The dialog lists 'Account', 'IBAN', 'Entry date', 'Entry balance', 'Value balance today', 'Bank code', 'BIC', 'Currency', 'Domestic account number', and 'IBAN'. The 'Currency' column is highlighted in red in the dialog. At the bottom of the dialog are 'Cancel' and 'Apply' buttons.

SAVING THE VIEWS AND “SETTING AS DEFAULT”

In the View-Selection box, you can choose and manage different view types.

The screenshot shows the UniCredit eBanking interface. At the top, there is a navigation bar with 'Cash Management', 'Payments', 'Orders', 'Administration', 'Personalisation', and 'Information'. The main content area is titled 'Balances' and includes a dropdown menu for 'Balances based on account statements' and a 'Manage views' button. Below this is a table with columns: 'All accounts', 'Entry date', and 'Entry balance'. The 'Manage views' button is highlighted in red. Below the table is a 'Balances per currency' section with columns: 'Currency', 'Entry balance', and 'Value balance today'. The 'Currency' column is highlighted in red. At the bottom of the 'Balances per currency' section are '1 of 1 entry' and 'Pick an additional column' text.

Should you need to use a different Standard-View, you can change it under “Manage Views”.

Manage Views

List of available views Copy Delete Set as default

<input type="checkbox"/>	View	Type ↑	Default
<input type="checkbox"/>	All accounts	System view	✖
<input checked="" type="checkbox"/>	Balances based on account statements	System view	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Balances including intraday reports	System view	✖

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Personalised views, set according your needs, also will be saved and managed in this area.

As soon as you change a view, for example by selecting a filter, a “Save” button will appear next to the view selection. By clicking on it the personalised view will be saved.

Cash Management /

Balances

Export Print Show latest statements

Balances based on account statements

<input type="checkbox"/>	Account IBAN	Entry date ↑	Entry balance	Value balance today	Value balance tomorrow	Currency
<input type="checkbox"/>	DE02700202700031920671 DE02 7002 0270 0031 9206 71	04/02/20		620,344.56	620,344.56	620,344.56 EUR
<input type="checkbox"/>	DE07700202700654727317 DE07 7002 0270 0654 7273 17	12/03/20		773,798.88	773,798.88	773,798.88 EUR
<input type="checkbox"/>	DE06700202700965285817 DE06 7002 0270 0965 2858 17	23/03/20		19,823.34	19,823.34	19,823.34 EUR

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When you click on “Type and “View”, you can set descriptive names. They are mandatory and need to be filled, otherwise you will not be able to progress. Continue to tick the box “Save as default” and click the “Save” button.

Cash Management /

Create View

Type *

View *

The mandatory field must not be empty.

Save as default

“ADDITIONAL SETTINGS” IN THE CASH MANAGEMENT SECTION

In the Cash Management section you can also access additional settings. For example in the Account statements you can select the option to “Include assured intraday reports”, to list only defined statements.

Cash Management / Balances

Balances based on account statements

Account IBAN	Entry date ↑	Entry balance	Value balance today	Value balance tomorrow	Currency
DE02700202700031920671 DE02 7002 0270 0031 9206 71	04/02/20		620,344.56	620,344.56	
DE07700202700064727317 DE07 7002 0270 0654 7273 17	12/03/20		773,798.68	773,798.68	
DE06700202700865285817 DE06 7002 0270 0865 2858 17	23/03/20		19,623.34	19,623.34	

3 of 3 entries

Balances per currency

Currency	Entry balance	Value balance today	Value balance tomorrow	Latest value balance
EUR		1,413,766.58	1,413,766.58	1,413,766.58

1 of 1 entry

Additional settings

The following additional settings may be set to amend the contents displayed in the list.

- Include intraday reports (assured)
- Include intraday reports (expected)
- Include accounts with balances only
- Virtual accounts

Cancel × Apply ✓

In the “Account Statements” tab you can also import, as well as delete, the account statements. When using the “delete” function the statements will be deleted for all users within your client access. Please be advised that this data cannot be restored afterwards!

Cash Management / Account Statements

Account Statements

Latest statement per account

Account ↑ IBAN	Statement number	Balance	Currency	Date
DE02700202700031920671 DE02 7002 0270 0031 9206 71	4	620,344.56	EUR	04/02/20
DE06700202700865285817 DE06 7002 0270 0865 2858 17	84	19,623.34	EUR	23/03/20
DE07700202700654727317 DE07 7002 0270 0654 7273 17	7	773,798.68	EUR	12/03/20

3 of 3 entries

Import statement file Delete

Entries per page 15 < 1 >

Using the panes “Export” and “Print” you can download or print your data. Chosen rows can also be individually downloaded or printed. The above described process can be used similarly in all menu items.