

# QuickGuide – UC eBanking global

## Filtering, sorting and customisation of views

### GENERAL INFORMATION

This QuickGuide, 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, a menu bar contains "Cash Management", "Payments", "Orders", "Administration", "Personalisation", and "Information". The main content area is titled "Balances" and features a table of account balances. The table has columns for "Account IBAN", "Entry date", "Entry balance", "Value balance today", "Value balance tomorrow", and "Currency". A settings dialog is open on the right side of the screen, titled "Additional settings". It contains a list of checkboxes: "Include intraday reports (assured)", "Include intraday reports (expected)", "Include accounts with balances only" (which is checked), and "Virtual accounts". At the bottom of the dialog are "Cancel" and "Apply" buttons. The "Apply" button is highlighted with a red box. The table below the dialog shows a summary of balances per currency, with a single entry for EUR.

Account IBAN	Entry date	Entry balance	Value balance today	Value balance tomorrow	Currency
DE06700202700895288817 DE06 7002 0270 0895 2888 17	23/03/20		19,623.34	19,623.34	
DE02700202700031920671 DE02 7002 0270 0031 9206 71	04/02/20		620,344.56	620,344.56	
DE07700202700654727317 DE07 7002 0270 0654 7273 17	12/03/20		773,798.68	773,798.68	

  

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

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 'UniCredit' and 'UC eBanking global'. Below it, a menu bar contains '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. A table displays account balances with columns for 'Account', 'IBAN', 'Entry date', 'Entry balance', 'Value balance today', 'Value balance tomorrow', and 'Currency'. A 'Column configuration' dialog box is open on the right, allowing users to select and order columns. The dialog lists 'Account', 'IBAN', 'Entry date', 'Entry balance', 'Value balance today', 'Bank code', 'BIC', 'Currency', 'Domestic account number', and 'IBAN'. The 'Currency' option is currently selected and highlighted in red. The dialog has '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 'UniCredit' and 'UC eBanking global'. Below it, a menu bar contains '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. A table displays account balances with columns for 'All accounts', 'Entry date', and 'Entry balance'. The 'Manage views' button is highlighted in red. Below the table, there is a 'Balances per currency' section with a table showing 'Currency', 'Entry balance', and 'Value balance today'. The 'Manage Views' button is highlighted in red.

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 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

Balances based on account statements  Save

<input type="checkbox"/>	Account IBAN	Entry date	Entry balance	Value balance today	Value balance tomorrow	Currency
<input type="checkbox"/>	DE02700302700031920671 DE02 7003 0270 0001 9206 71	04/02/20		620.344,56	620.344,56	620.344,56 EUR
<input type="checkbox"/>	DE07700302700654727317 DE07 7003 0270 0654 7273 17	12/03/20		773.798,68	773.798,68	773.798,68 EUR
<input type="checkbox"/>	DE06700302700965285817 DE06 7003 0270 0965 2858 17	23/03/20		19.623,34	19.623,34	19.623,34 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 \*      Personal view

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.

The screenshot shows the UniCredit eBanking interface. The top navigation bar includes 'Cash Management', 'Payments', 'Orders', 'Administration', 'Personalisation', and 'Information'. The main content area is titled 'Balances' and features a table with columns for 'Account', 'IBAN', 'Entry date', 'Entry balance', 'Value balance today', 'Value balance tomorrow', and 'Currency'. A dropdown menu is set to 'Balances based on account statements'. An 'Additional settings' panel is open on the right, showing options to 'Include intraday reports (assured)', 'Include intraday reports (expected)', 'Include accounts with balances only', and 'Virtual accounts'. The 'Include intraday reports (assured)' option is checked. The 'Apply' button is highlighted with a red box.

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	
<input type="checkbox"/>	DE07700202700654727317 DE07 7002 0270 0654 7273 17	12/03/20		773,798.68	773,798.68	
<input type="checkbox"/>	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 bal
EUR		1,413,766.58	1,413,766.58	1,413,766.58

1 of 1 entry

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!

The screenshot shows the UniCredit eBanking interface. The top navigation bar includes 'Cash Management', 'Payments', 'Orders', 'Administration', 'Personalisation', and 'Information'. The main content area is titled 'Account Statements' and features a table with columns for 'Account', 'IBAN', 'Statement number', 'Balance', 'Currency', and 'Date'. A dropdown menu is set to 'Latest statement per account'. An 'Import statement file' button is highlighted with a red box. The 'Delete' button is also visible. The table shows three entries.

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

3 of 3 entries

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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.