



» Quick Guide

UC eBanking global

Account statements in pdf format

GENERAL

This Quickguide describes the new functionality to fetch and display account statements in pdf format.

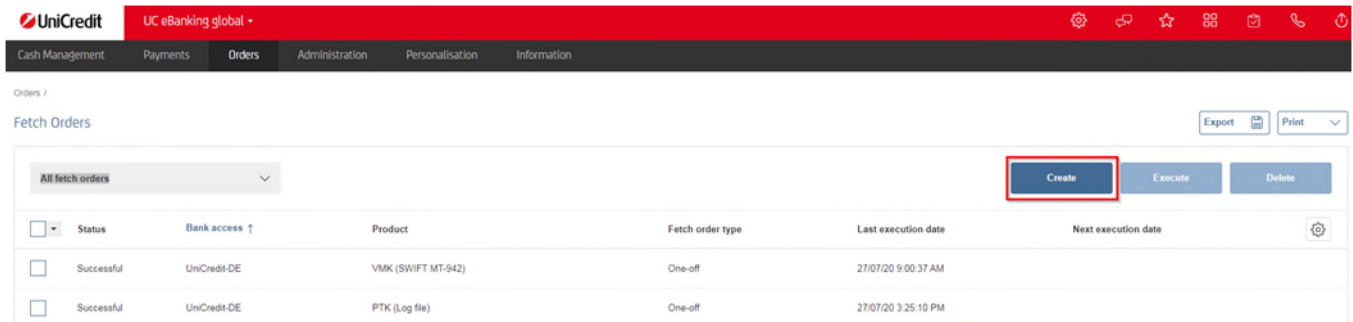
PRECONDITION

You need a contractual agreement with UniCredit for fetching the order type “BKA” for specific accounts.

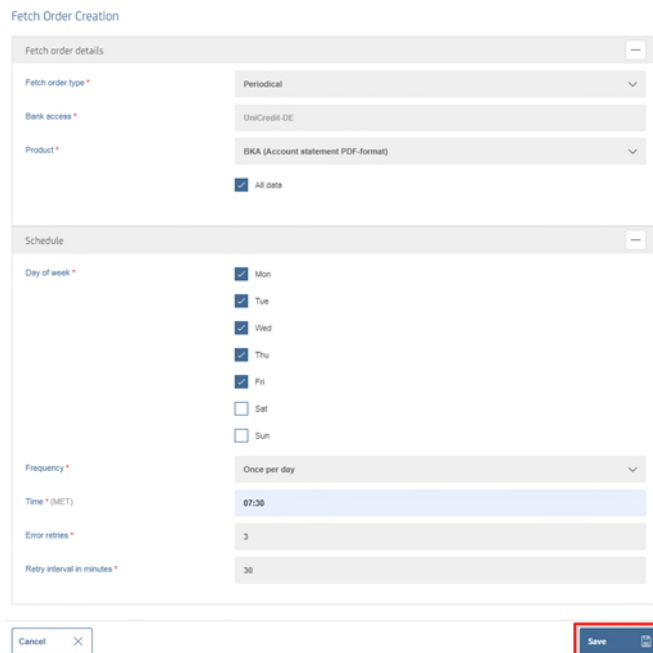
FETCHING OF ACCOUNT STATEMENTS IN PDF FORMAT

To receive account statements in pdf format you need to create a new fetch order. We recommend creating a periodical, daily order.

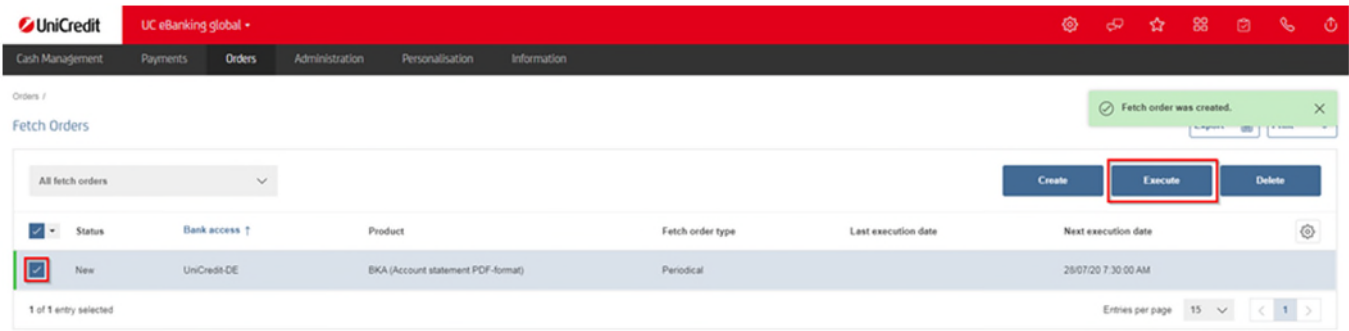
“Orders” – “Fetch Orders” – “Create”



The screenshot shows the UniCredit eBanking interface. The top navigation bar includes '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 'Fetch Orders' and features a table with columns for 'Status', 'Bank access', 'Product', 'Fetch order type', 'Last execution date', and 'Next execution date'. Two rows of data are visible, both with a status of 'Successful'. A 'Create' button is highlighted with a red box in the top right corner of the table area.



The screenshot shows the 'Fetch Order Creation' form. It is divided into two main sections: 'Fetch order details' and 'Schedule'. In the 'Fetch order details' section, the 'Fetch order type' is set to 'Periodical', 'Bank access' is 'UniCredit-DE', and 'Product' is 'BKA (Account statement PDF-format)'. The 'All data' checkbox is checked. In the 'Schedule' section, the 'Day of week' is set to 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri'. The 'Frequency' is 'Once per day', and the 'Time (MET)' is '07:00'. The 'Error retries' are set to '3' and the 'Retry interval in minutes' is '30'. A 'Save' button is highlighted with a red box at the bottom right of the form.

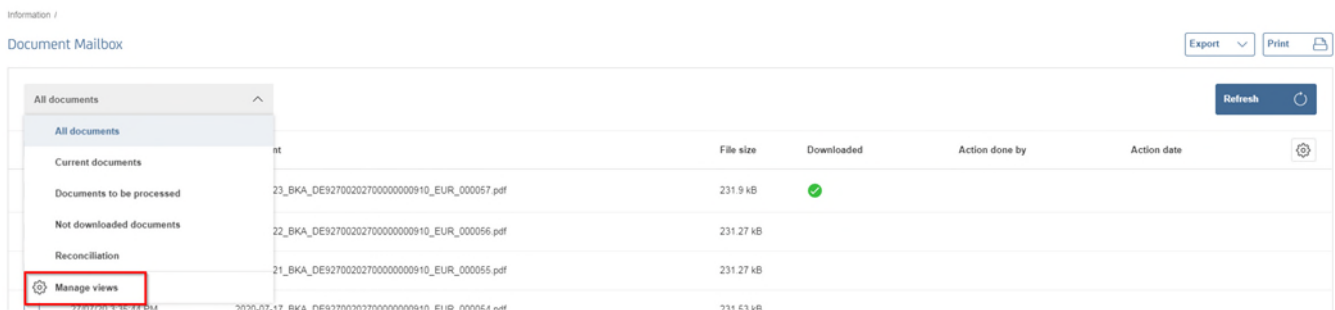


With the button “Execute” the order will be executed for the first time. Afterwards it happens automatically like in our example every morning (Mon – Sat) at 07.30 a.m.

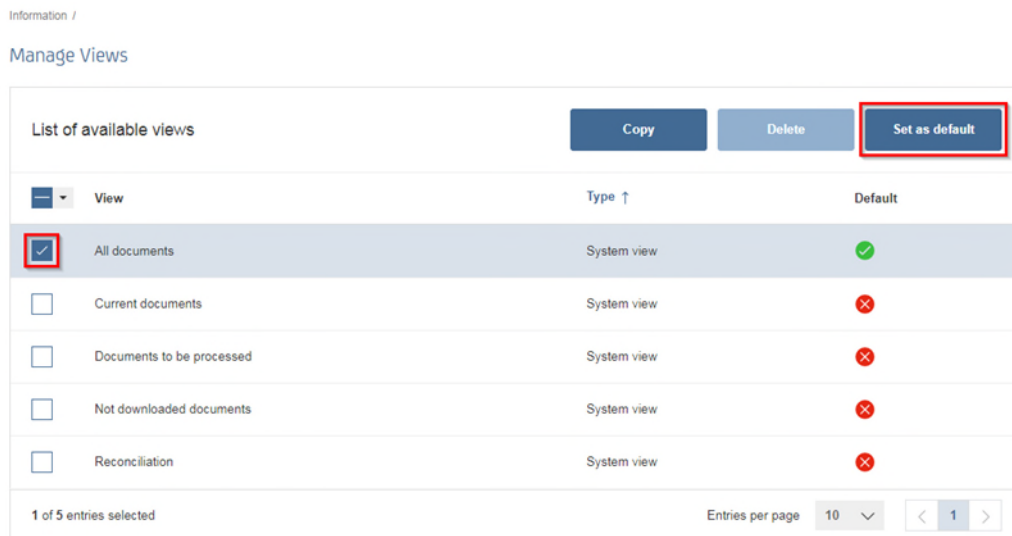
DISPLAY OF ACCOUNT STATEMENTS IN PDF FORMAT

“Information” – “Document Mailbox”

To see account statements in the Document Mailbox, please change the default view to “All documents”.



Please choose from the drop-down list on top of the table “Manage views”.



Choose the view “All documents”, “Set as default” and “Save”

Afterwards you can see the fetched account statements in pdf format.

UniCredit UC eBanking global

Cash Management Payments Orders Administration Personalisation Information

Information / Document Mailbox

Export Print Refresh

All documents

Received	Document	File size	Downloaded	Action done by	Action date
<input checked="" type="checkbox"/>	27/07/20 3:35:44 PM 2020-07-23_BKA_DE92700202700000000910_EUR_000057.pdf	231.9 kB			
<input type="checkbox"/>	27/07/20 3:35:44 PM 2020-07-22_BKA_DE92700202700000000910_EUR_000056.pdf	231.27 kB			
<input type="checkbox"/>	27/07/20 3:35:44 PM 2020-07-21_BKA_DE92700202700000000910_EUR_000055.pdf	231.27 kB			
<input type="checkbox"/>	27/07/20 3:35:44 PM 2020-07-17_BKA_DE92700202700000000910_EUR_000054.pdf	231.53 kB			
<input type="checkbox"/>	27/07/20 3:35:44 PM 2020-07-16_BKA_DE92700202700000000910_EUR_000053.pdf	231.59 kB			
<input type="checkbox"/>	27/07/20 3:35:44 PM 2020-07-14_BKA_DE92700202700000000910_EUR_000051.pdf	231.53 kB			
<input type="checkbox"/>	27/07/20 3:35:44 PM 2020-07-13_BKA_DE92700202700000000910_EUR_000050.pdf	231.79 kB			
<input type="checkbox"/>	27/07/20 3:35:44 PM 2020-07-10_BKA_DE92700202700000000910_EUR_000049.pdf	231.55 kB			
<input type="checkbox"/>	27/07/20 3:35:43 PM 2020-07-09_BKA_DE92700202700000000910_EUR_000048.pdf	232.54 kB			
<input type="checkbox"/>	27/07/20 3:35:43 PM 2020-07-08_BKA_DE92700202700000000910_EUR_000047.pdf	243.73 kB			

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If you click on one entry, you can open or to save this statement (here download of GoogleChrome).