Insättningsuppgift via internet
(Payment statements via the Internet)
User Manual
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Contents

What is Insättningsuppgift via Internet?

Insättningsuppgift via internet (Payment Statement via the Internet) gives you access to information about payments made to your company via Bankgirot. You can quickly and efficiently see the grand total received, as well as comprehensive information about each individual payment included in the grand total. The search functions provided by the service enable you to display a selection of payments made to your company´s bankgiro number. If you have the Bankgiro Inbetalningar *(Bankgiro Receivables)* service, all payments in the file are presented in Insättningsuppgift via Internet, together with all available information. Insättningsuppgift via Internet is a supplementary service for customers that do not use the Bildfil *(Image File)* option in Bankgiro Inbetalningar, but that would still like see manually processed paying- in slips.

By connecting over the Internet, you can quickly and easily see the current information on the payments made to the company´s account via Bankgirot, useful, for example, when administrating the company´s account receivable ledger.

What can I search for?

All searches are based on a recipient bankgiro number. You can search for:
o   Payment statement for a certain day
o   Payment statement for a certain period
o   Payment within a certain amount interval made in a specified period

Clicking a payment displays the certain payment information for that particular payment.

Security

Security is important when transferring payments and payment information over the Internet. As such, transferred information is protected using several methods:

Verification of authorization
Authorization to view payment statements for a particular bankgiro number is specific to you as an individual. An electronic ID-card (EID) and a card reader connected to your PC are used to verify your identity.

Strong encryption
All information transferred between Bankgirot and your PC is encrypted, that is, encoded.

Preparations

Card reader and software

Card readers and necessary software can be purchased from any supplier.

Authorization for Insättningsuppgift via Internet

Do as follows to get authorization for Insättningsuppgift via Internet (*Payment Statement through Internet):*

o Place an order with your bank. In the order, you must state the recipient bankgiro number(s) to which you need access. If you do not have an electronic ID card issue by the bank, order one from the bank at the same time.

o Once the order has been fully processed by the bank and Bankgirot, you will receive confirmation that you can start using the service.

Electronic ID-card

The Electronic ID card (also known as a *smart card* or *EID*) is administrated by the bank. The card is personal.

Cancel authority

When you no longer need access to the service, such as if you change job rules or leave the company, it is important that you report this to the bank. You are then removed from the list of authorized users.

Important points about your authorization and your electronic ID card

In order to maintain security, there are number of important things to remember. Read through the terms and conditions of the service before ordering authorization.
o **Never "lend" your electronic ID card and pin to anyone else.** Your card is personal and register in your name..
o **Closely follow the security rules** that apply at your work place.
o **Contact your bank immediately** if you lose your electronic ID card or suspect that someone knows your PIN..
o **Cancel your authorization** by contacting the bank if you no longer need access to the service.

Connection, logging in and out

Prerequisites

Connecting to Insättningsuppgift via Internet requires the following:
o Authorization for Insättningsuppgift via internet
o An electronic ID card issued by the bank
o An electronic ID card reader and associated software connected to your PC.

Service operating hours

Insättningsuppgift via Internet is available on weekdays between 08.00 and 19.00.

Connection, logging in and out

1	Start your web browser as usual.
2	Enter the address *https://www.bgonline.se/web* in the web browser`s address bar. ***IMPORTANT!*** It is important that the address starts with https://". This is to ensure a secure connection.
3	Make sure that your electronic ID card is in the card reader. Enter your PIN in the appropriate field. The PIN is displayed as asterisks (*) as you enter it. Click **OK.**
4	You will now enter Bankgiroservice. In the menu on the left you can see which services you are authorized to use..
5	Click Insättningsuppgift via Internet in the menu. This will open the search window for Insättningsuppgift via Internet.
6	To close the connection, click the**"Log out"** button and close the browser as usual. A window will then open to confirm that the connection has been closed.

Using the service

1	Log in to Insättningsuppgift via internet. Click **Insättningsuppgift via Internet**
2	Depending on whether you area authorized for one or more recipient bankgiro numbers, you will see a different window. **If you area authorized for one recipient bankgiro number:** The most recent payment received is displayed on the screen.. **Reference:** See the section*"Display payment statement for a specific date".* **If you are authorized for several recipient bankgiro numbers:** The search window opens. Select the bankgiro number you want to display from the pull-down menu. The search window opens. Select the bankgiro number you want to display from the pull down menu.
3	You can now perform additional searches..

Search window in Insättningsuppgift via internet

Search window fields

The search window has the following fields:

Field	Funktion
Bankgiro number	Pull-down menu. Click the down arrow to display a list of the bankgiro number for which you have authorization.
Currency	Pull-down menu. Click the down arrow to choose payments in either SEK or EUR....
Datumval	Radio button. You can choose to search by: o All available payment days o A specific payment date o A date interval (From-to)
Amount and Amount interval	Data field. You can search by payment amount by: • Specifying from amount / to amount • Specifying an amount interval (Lowest amount and highest amount) **IMPORTANT!** When specifying an amount or an amount interval you must also specify a date interval. The date interval cannot be **greater than three months**.
Search by payment slip number	Date field. This field is used to display a payment statement for which you know the payment slip number. **For example:** A Payment slip number from a printed payment statement.
Language selection	Click the Swedish or English flag to select the language used in Insättningsuppgift via Internet.
Search	Once you have filled in the search form, click the **Search** bottom.

Display all payment statements

Do as follow to display all available statements:

1	Go to the payment statement search page by clicking the link in the menu.
2	Choose the right bankgiro number
3	Choose whether you want to display all payments in Swedish kronor (SEK) or euros (EUR).
4	Click the **all days** radio button.
5	Click **Search.** **Tip:** If you want to see payments older than those displayed in the search window, click **From date** to select a date.
6	The result sow the number of payment slips and the grand total received on search payment day. Click a date to display information about the payment statements. **Reference:** See the section**"**Show payment specification or slip*"* later in the chapter.
7	To search using another bankgiro number, return to step 2. **Tip:** If you want a printout of the results, click the "Print button".

Display payments for a specific date

Do as follow to display the payment statement for a specific date.

1	Go to **Payment statements search page** by clicking the link in the menu.
2	Choose the right bankgiro number.
3	Choose whether you want to display all payments in Swedish kronor (SEK) or euros (EUR).
4	Click the **Date** radio button. Click in the date field. You can now select the desired payment date.
5	Click **Search**.
6	The results are displayed as a summary for the selected payment date. The following fields are displayed for each payment: o Amount o Payment reference o Payer´s bankgiro number (if available) o Payer`s adress (if available) o Payment slip number or sequence number (if payment was made using a payment slip or via an Internet bank and the payer has no bankgiro number).
7	To search using another bankgiro number, return to step 2.

Display payment details for a specific payment statement sequence number

 (**Only if you have Bankgiro Inbetalningar**)
Do as follow to display the payment details for a specific payment statement sequence number:

1	Go to the **Payment statement search page** by clicking the link in the menu,.
2	Choose the right bankgiro number.
3	Choose whether you want to display all payments in Swedish kronor (SEK) or euros (EUR).
4	Click the **Date** radio button. Click in the date field. You can now select the desired payment date.
5	Click **Search.**
6	The results display a summary for the selected payment date.
7	Click the specific payment statement sequence number you want to review.

Other sort order

You can change the sort order of the results by clicking the different headings.

Display payment slip/more information

If there is additional information about a certain item in the payment statement, you can display it by clicking the amount. Only payments in the payment statement with additional information have links.

Print payment statement

Click the"Print" button to print the payment statement. The printout includes the page of the payment statement displayed on the screen (up to maximum of 40 payments). It also includes the payment slips or payment specifications that contain more information than that shown in the actual payment statement.

If you have more than 40 payments, you must go to the next page and click "Print" again. This must be repeated for each page.

Display payment statement for a date interval

Do as follow to search for payment statement in a specific period:.

1	Go to Payment **statement search page** by clicking the link in the menu.
2	Choose the right bankgiro number.
3	Choose whether you want to display all payments in Swedish kronor (SEK) or euros (EUR).
4	Click the **Date/Amount** radio button.
5	Click in the **From** date field. Select the earliest date to include in your search.
6	Click in the **To** date field. Select the latest date to include in your search
7	Click **Search.**
8	The results show the number of payment slips and the grand total for the period. Click an amount to display information about the underlying payment specifications or payment slips.
9	To search using another bankgiro number, return to step 2.

Display amount interval

You can search for payments by specifying an amount or an amount interval. When specifying an amount or an amount interval you must also specify a date interval. The date interval cannot be **greater than three months.** To search for all payment slips of a specific amount or date, do as follows:

1	Check that the right bankgiro number has been selected. Check that the right currency (SEK or EUR) has been selected.
2	Click the **Date/Amount** radio button. If you want to search for an amount on a specific date: Specify the same date in **from date** and **to date**. Specify the same amount in **from amount** and **to amount**. An amount in a date interval: Specify a **from date** and **to date**. Specify the same amount in **from amount** and **to amount**. An amount interval on a specific date: Specify the same date in **from date** and **to date**. Specify the lower amount in **from amount** and higher amount in **to amount**.. An amount interval in a date interval: Specify a **from date** and a **to date.** Specify the lower amount in **from amount** and the higher amount in **to amount**.
3	Click S**earch**.
4	To do a new search for an amount, return to step 1 above.

Display payment slip/more information

If there is additional information about a certain item in the payment statement, you can display it by clicking the amount. Only payments in the payment statement with additional information have such links..

Search by payment slip number

Do as follows to search by payment slip number.

1	Go to the **Payment statement search page** by clicking the link in the menu.
2	Click the **Search by payment slip number**.
3	Enter the payment slip number (11 characters).
4	Click **Search.** The selected payment slip is displayed. **Tip:** You can zoom in on part of the payment slip by clicking the image. If you want to return to the results page, click the **Back** button above the header row.
5	To search for another payment slip number, return to step 3.

Online help and printouts

Online help

All windows have a **Help** button.

Printouts

Click the"Print" button to print the payment statement or current page. If you have more than 40 payments, you must go to the next page and click "Print" again. This must be repeated for each page.