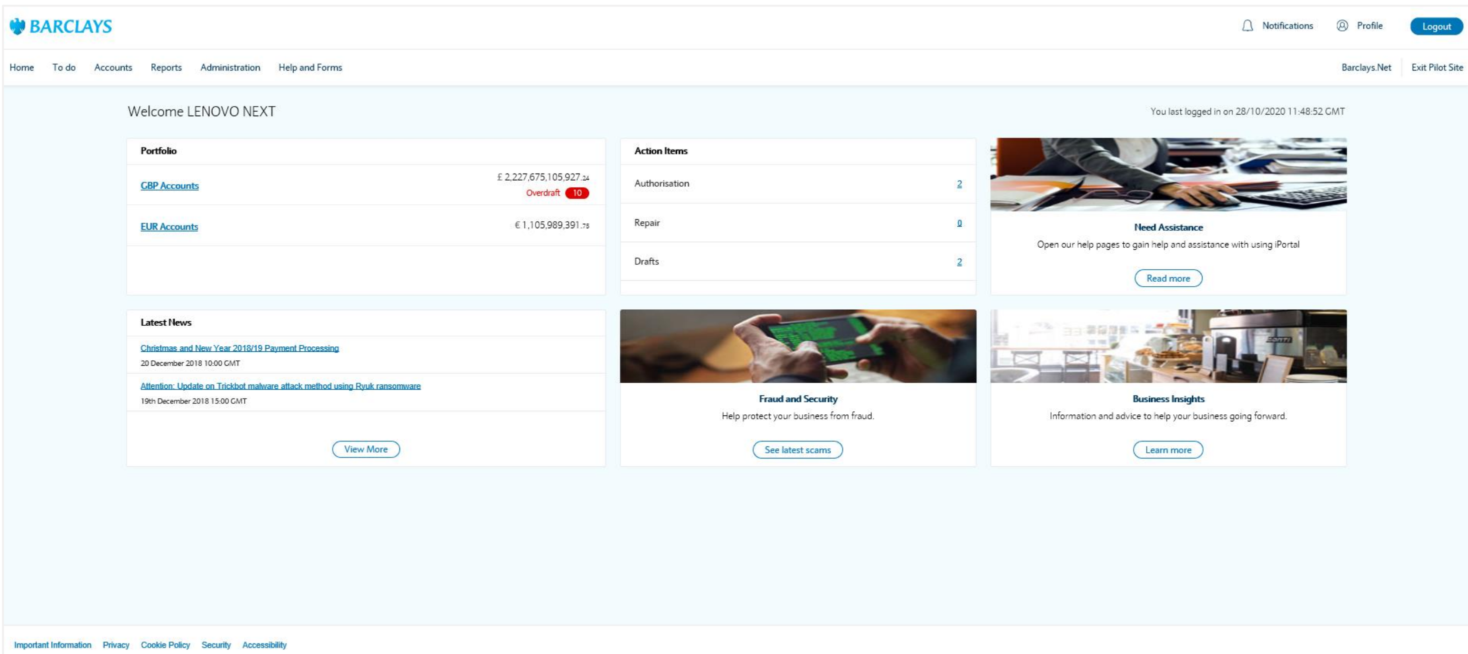
Barclays iPortal

View Accounts

This guide is designed to assist you with the following:

- Portfolio View Widget
- View accounts
- Account and Balance Information
- Transaction Search



<u>Please note:</u> System Administrators will need to ensure the users have the 'Default - View Accounts' Role Profile assigned in Barclays iPortal. This will grant the user access to the Portfolio Widget on the iPortal homepage and the 'View Accounts' menu link.

Portfolio View

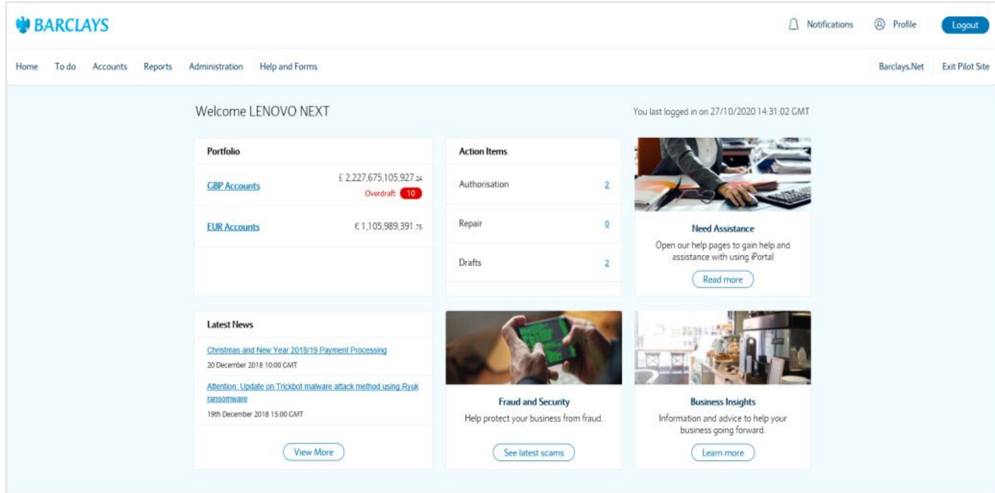
This section is designed to assist you when viewing your account information from your iPortal homepage.

- The **Portfolio View Widget** is located in the top left of your iPortal homepage and will be visible if you have access to the '**View Accounts**' service.

For your UK based GBP accounts you will see:

- A consolidated balance of your GBP accounts
- An Overdraft message that will display next to your UK based GBP accounts

Note: When hovering over your GBP Accounts, a further message will display showing the number of accounts which are either in unarranged overdraft or in excess of arranged overdraft.

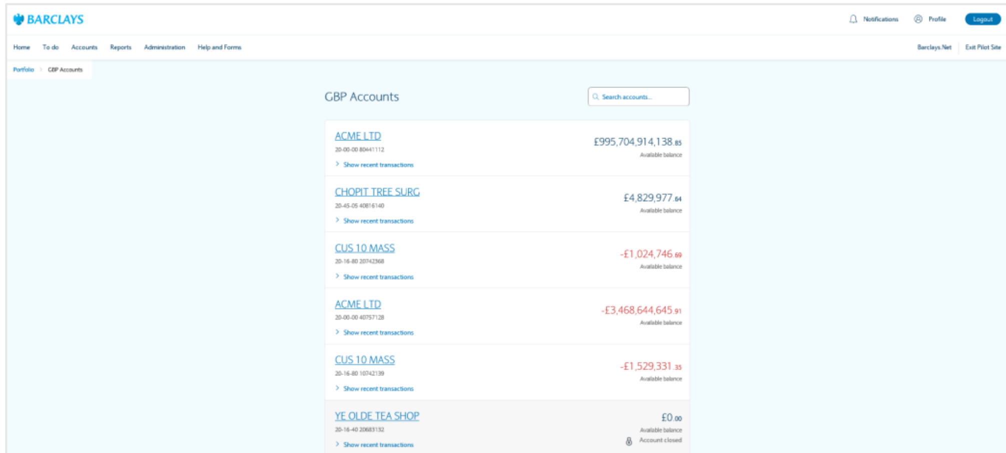


- By clicking on the hyperlinked account group you will be presented with a list of the accounts included in the group.

Note: This provides a quick link from your Portfolio View widget however you can also access a list of all your accounts via the **Accounts > View Accounts** tab.

- You will then be presented with a list of accounts names, you can click on the hyperlinked accounts and view additional balance and transaction information.

Information relating to what is available for your individual accounts can be found on the next page of this guide.

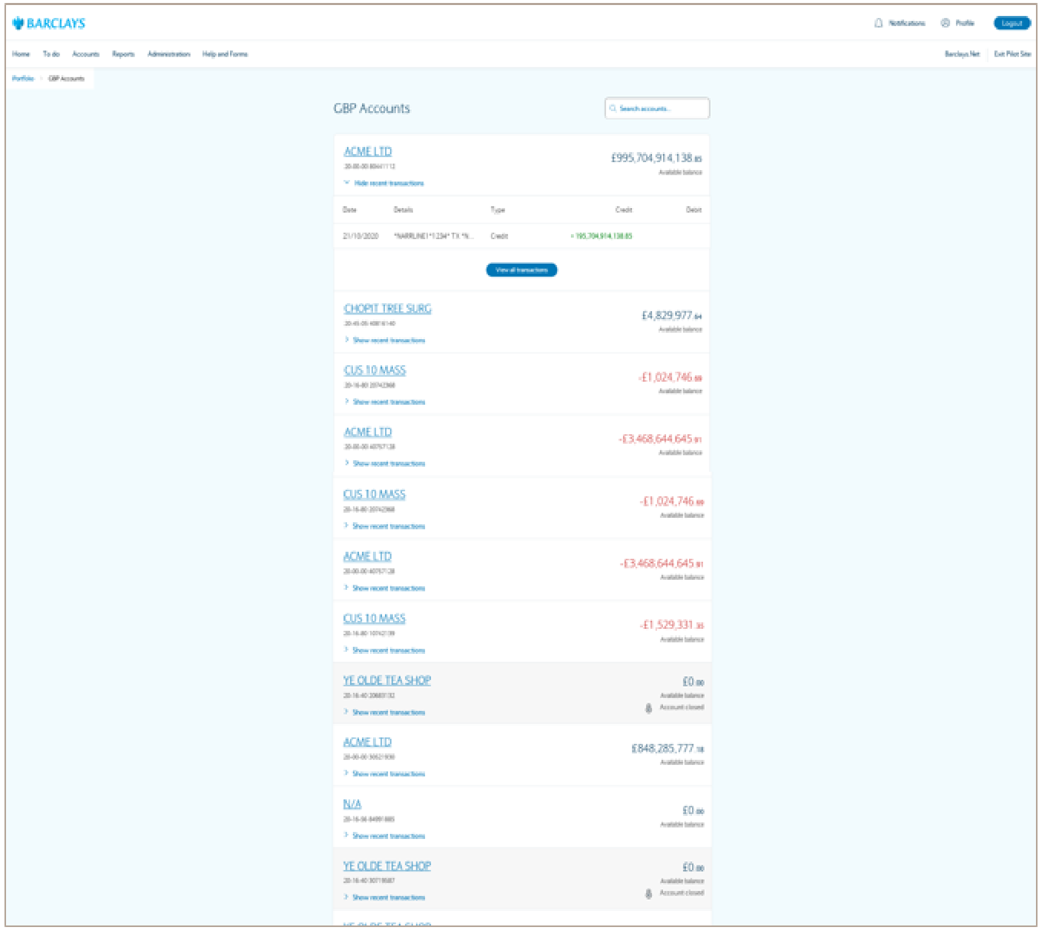


View Accounts

This section is designed to assist you when viewing your account and balance information.

- From either your **Portfolio View Widget** or within **Accounts > View Accounts** you can navigate to a list of your accounts.
- You will see snapshot of your **Available Balance*** and **Available Overdraft***
- You will see an account balance and a preview of the 5 most recent transactions from the last 7 days.
- You can use the search functionality to find a specific account by searching for an **Account Name, Account Number or Sort Code.**
- By clicking on the hyperlinked account name or the view transactions link, you can view further transactions relating to that account as well as additional balance information.

More detail on the additional balance and transaction information can be found on the next page of this guide.



*Please see the Glossary on page 6

View Accounts – Account and Balance information

This section is designed to assist you when viewing your account and balance information.

- Once you have selected an individual account from the **View Account** screen, you will be presented with further details for that account.
- You can change the selected account by using the drop down menu in on top right corner.
- You can expand the **Additional Details** tabs using the accordion on the right hand side to display further information.

For your UK based GBP accounts information available includes:

- Additional Overdraft* details
- Additional Account details
- On this screen you can also search and view transaction details relating to your selected account.

- For your UK based GBP accounts, you also have the option to view **Pending Transactions.**
- **Pending transactions** are debit entries which have been deducted from your available balance but have not completed processing.
- A total of your **Pending Transactions** will display and you can use the accordion to view more detail.

Further information on the **Transaction Search** functionality can be found on the next page of this guide.

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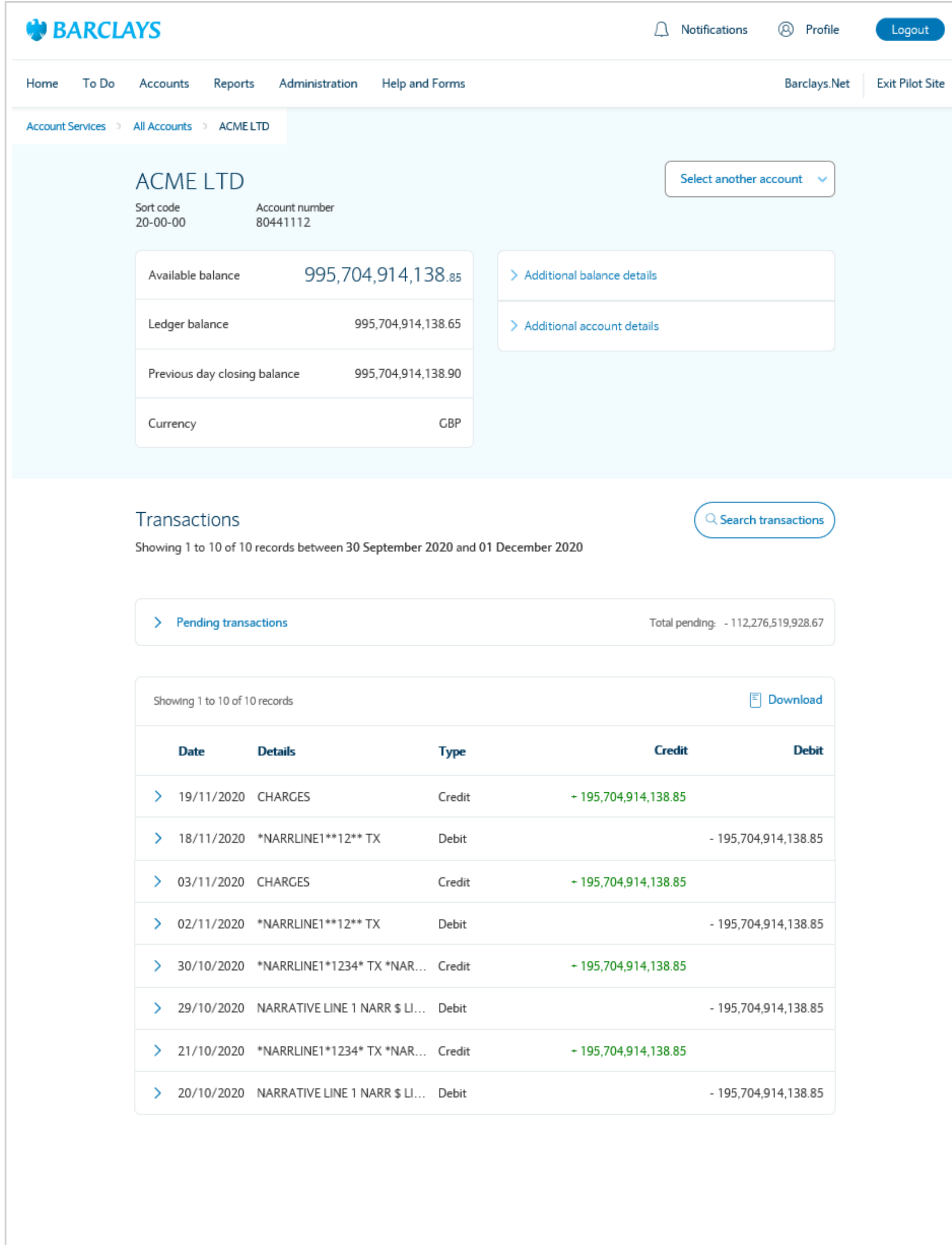
*Please see the Glossary on page 6



View Accounts – Transaction Search

This section is designed to assist you when viewing transaction information.

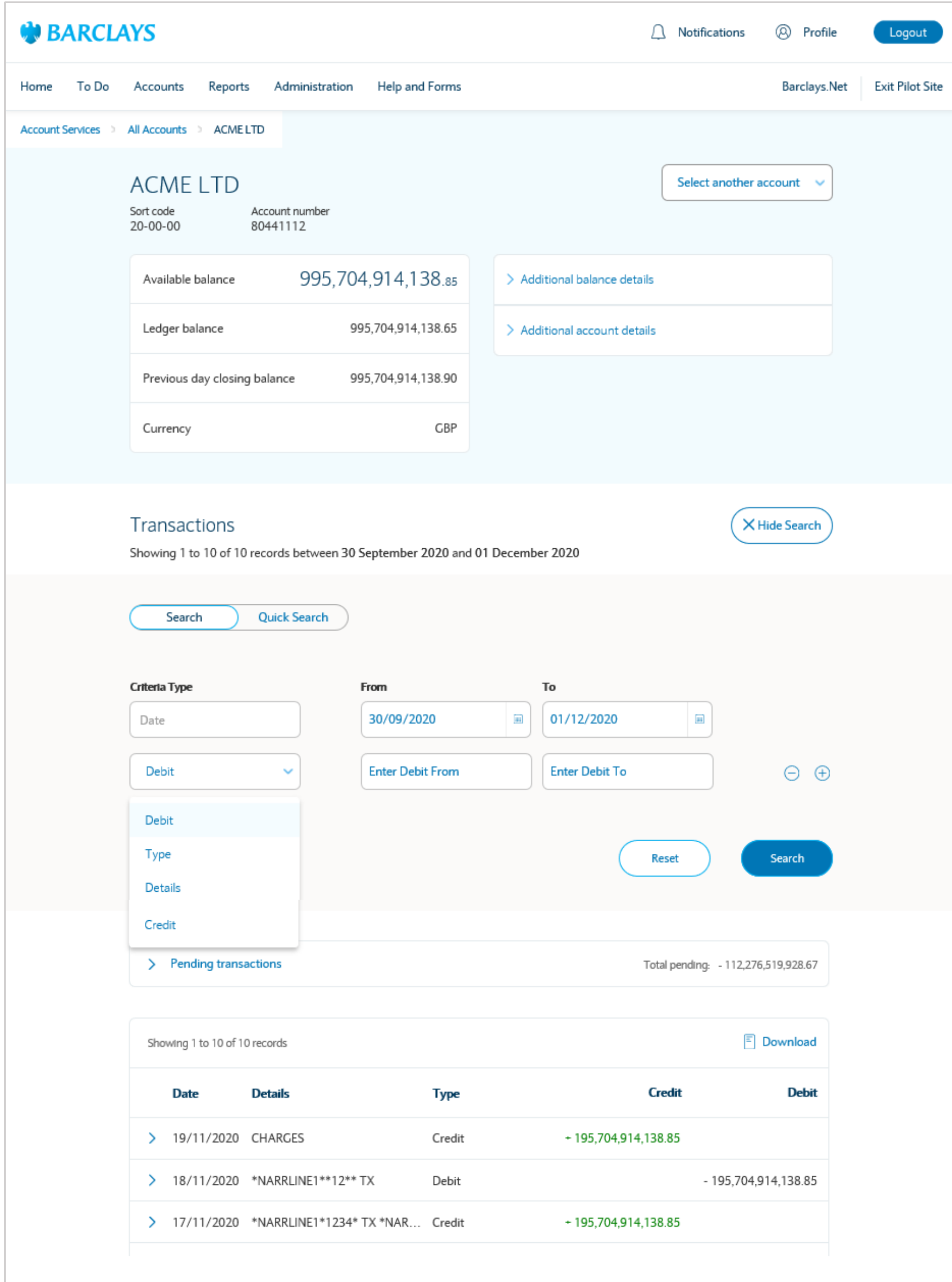
The **Transaction Search** allows you to view and search for transactions on your chosen account.

- You are automatically presented with a list of transactions from the last 7 days.
- When using the search criteria, you can select the icon to add additional search options and use the drop down menu to change the criteria type.

- You can search for historic transactions from the last 2 years in 90 day date ranges.
- Once you have searched, a list of transactions will display applicable to your chosen search criteria.
- You can expand each transaction using to view more information on the individual entry.
- A maximum of 200 transactions can be displayed on a single screen.
- You can download a list of transactions in XLS format by selecting **Download.**

Download

- **Quick Search** allows you to perform a transaction search on the Previous Business Day, Last 7 Days or Previous Calendar Month.
- Once you have selected a **Quick Search**, you can click on the **Search** button which will display a list of transactions below.



*Please see the Glossary on page 6

Glossary

Pending Transactions	These are debit payments that have been approved and taken from your available balance. They will show in your activity once they've been processed by us or the retailer.
Available Balance	Latest available balance that can be withdrawn on the account, without using any agreed Overdraft limit, based upon entries posted to the account up to the time of the enquiry. This balance takes into account any amounts un-cleared for spending such as un-cleared cheque deposits, & also any earmarked amounts not yet posted such as Card transactions.
Ledger Balance	Latest ledger balance based upon entries posted to the account up to the time of enquiry. This balance includes un-cleared amounts such as un-cleared cheques and does not include any earmarked amounts not yet posted such as Card vouchers.
Previous day closing ledger balance	Closing ledger balance based upon entries posted to the account up to the previous day's close of business. This includes un-cleared amounts such as un-cleared cheques, but does not include any earmarked amounts not yet posted such as Card vouchers.
Current Available for Interest	Latest cleared for interest balance based upon entries posted to the account up to the time of enquiry. This balance does not include amounts that are not yet cleared for interest such as un-cleared cheques and does not include any earmarked amounts not yet posted such as Card vouchers.
Available for Fate	Latest cleared for fate balance based upon entries posted to the account up to the time of enquiry. This balance does not include amounts that are not yet cleared for fate such as cheques and does not include any earmarked amounts not yet posted such as Card voucher.
Overdraft Limit	The agreed limit to which your account balance can be overdrawn.
Available Overdraft	The amount remaining of the agreed limit when the account balance is overdrawn.
Overdraft Used	The amount of the agreed limit that has been used when the account balance is overdrawn.
Pending Transactions	These are debit payments that have been approved and taken from your available balance. They will show in your activity once they've been processed by us or the retailer.

You can get this in Braille, large print or audio by calling 0800 027 1316, Option 1* (via Text Relay or Next Generation Text Relay if appropriate). For more information please visit barclayscorporate.com/alternativeformats. Clients outside of the UK please contact your local Barclays representative or call +44 207 757 7323, Option 1**.

*Calls to 0800 numbers are free from UK land lines and personal mobiles, otherwise call charges may apply. Please check with your service provider. To maintain a quality service we may monitor or record phone calls. Lines are open Monday to Friday, 8am to 7pm.

** International call charges may apply.

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