» User's Manual



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» Query

What can I find on this page?

On this page, you can query the operating accounts.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Operating accounts:

Selected date's date to query

- Structure number
- Structure name
- Branch
- Main account
- Name
- Sublevels
- Accounts total

Select the specific date to query, must be a working day, click the name of the structure you want to query.

2. Structure information

Verify the information of the structure to be validated is the one you choose.

- CBC Structure name
- Main account
- Account
- Branch
- Level
- Operating accounts number
- Select the option *Type of Sweep*:
 - o Programmed: It is the one previously established in the structure.
 - o Incidental: It is the one that is made through the choice *Incidental Sweep* or *Force Sweeps* in the section Sweeps.
- Schedule to query

Once you have chosen the type of sweep and the schedule, click "Accept" to proceed with the details of the accounts.

The detailed information on the operations made on the queried sweep, is displayed.

To query the structure's sublevels, click the main account name of the sublevel to be queried.