



BANK STATEMENT Corporate User Guide

www.ibanking.nmbbank.co.tz



Corporate customers steps to retrieve bank statement

1. Go to MENU bar on your left hand side top (the 3 white dashes)



2. Select Accounts, then Current & Savings



3. Select Overview option, you will open a page with account number(s) Account summary **,Click** on the account number you need statement for (it is active link)

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	Your current view is			
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	Overview	•		
	Cheque Status Inquiry			
	Cheque Book Request			
	Stop/Unblock Cheque			
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TZS 2,21 Net B	10,784.41 alance			
				Request Statement
Accounts Summary				
Party Name		Account Number		
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Page 1 of 1 (1 of 1 items) K	(1 →)			



4. Once the page is open, at the bottom most you will see list of current transactions, **CLICK** on the 'Search' icon just at the top of the transactions list

Select Account				
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	2 ~			
Balance : TZS 2,21 Product Name NMB STAFF ACCO	10,784.41 DUNTS			
Add Nicknar	me			
Account Info	Balan	ces		Limits
Account Type Saving Account	Availabi TZS 2,2	Available Balance TZS 2,210,784.41		Overdraft Limit TZS 0.00
Account Currency	Net Bala	Net Balance		🖭 View Overdraft Limit Details
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5. The window opened will give you drop down option, select either 'Current month', 'Previous month' OR 'Select date range' option to specify the dates that you need, then CLICK 'Search

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Select Account	
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Balance : TZS 2,210,784.41	
Search By	
Current Month	\sim
Current Month	
Previous Month	
Previous Quarter	
Select Date Range	
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6. The transaction list will be displayed at the bottom, with 'Download option', select **'CSV'** if you need the statement in excel format, or any other given formats provided

9 Search C	Reset				
Opening Balance TZS	\$ 4,142,132.06	Closing Balance TZS 2,215,784.41		Download 🗸	
Date	Description	Reference No	Amount	csv	Balance
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16 Dec 2019	101 - NMB Head Office - Utility Payments - 1612 21	101UTLP19350E5QT	TZS 5,000.00 Dr	par	92,132.06
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15 Dec 2019	101 - NMB Head Office - Utility Payments - 1512 20	101UTLP19349B7M2	TZS 5,000.00 Dr	ofx	,-47,132.06
15 Dec 2019	101 - NMB Head Office - Funds Transfer - 1512 19	101XNP1193493668	TZS 50,000.00 Dr	TZS 1,	152,132.06
13 Dec 2019	101 - NMB Head Office - Utility Payments - 1312 18	101UTLP19347D4DM	TZS 5,000.00 Dr	TZS 1,	,202,132.06
11 Dec 2019	101 - NMB Head Office - Utility Payments - 1112 17	101UTLP19345D065	TZS 5,000.00 Dr	TZS 1,	207,132.06