Professional Online Banking Facility

Reporting Services - User Guide

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Overview

The External Reporting Application has been developed to meet a growing requirement for the ability to create and export report information relating to client investments.

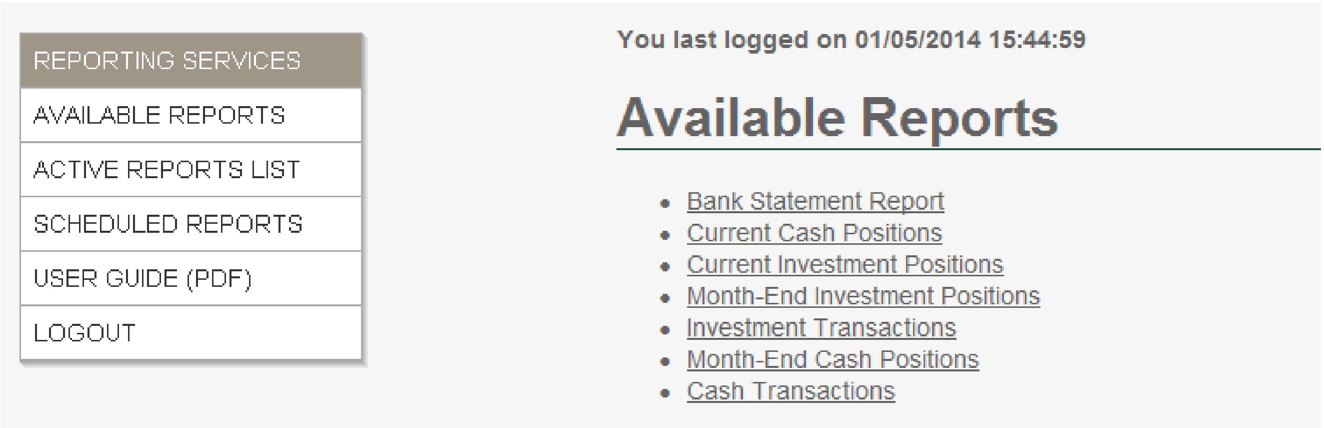
The purpose of the application is to meet these requirements and provide users with a powerful and flexible tool that is also simple to use.

The application allows the user to select from a list of available report templates and produce data for export in Microsoft Excel format. These reports can be given custom names for ease of identification and can be run ad-hoc or scheduled (depending on the type of report the user selects).

- The application is designed to be accessed via the internet and a strict security
- Authentication process is in place to protect the confidential information contained
- Within the reports (see Connecting to the External Reporting Application).

The Available Reports Screen

This is the first screen you see when you connect to the External Reporting Application.



The screen has two sections: the navigation bar on the left-hand side which allows you to open the Active Reports List screen and the Scheduled Reports screen.

The second section is the centre of the screen that contains the links to your available reports.

Click on the name of the report to open the request screen. The navigation bar on the left will always be visible regardless of which screen you have open so that you can always return to this screen.

A definition of the available reports:

Bank Statement Report:

Produces a detailed report showing all the transactions for all the accounts as per a specified account manager code (or group of account manager codes) for a specified statement date.

Current Cash Positions:

Produces a report showing a summary of the current cleared balances of all the accounts as per a specified account manager code (or group of account manager codes).

Current Investment Positions:

Produces a report showing current security holdings for all clients as per a specified account manager code (or group of account manager codes).

Month-End Investment Positions:

Produces a report showing a summary of the investment holdings for all accounts as per a specified account manager code (or group of account manager codes) for a specified month-end date.

Investment Transactions:

Produces a detailed report showing all the investment transactions for all accounts as per a specified account manager code (or group of account manager codes) between two specified dates.

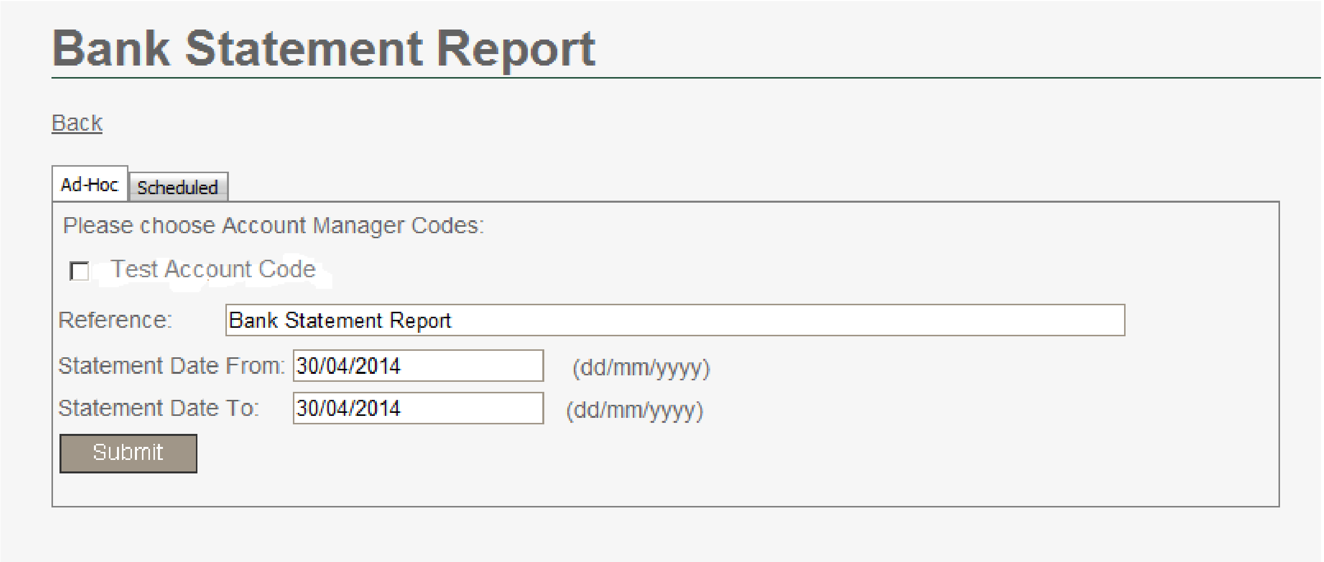
Month-End Cash Positions:

Produces a report showing the a summary of the cash account positions for all accounts as per a specified account manager code (or group of account manager codes) for a specified month-end date.

Cash Transaction Positions:

Produces a report showing the transaction processed for all accounts as per a specified account manager code (or group of account manager codes) for a specified date or a date range.

The Bank Statement Report Request Screen



The Bank Statement Report Request screen has two tabs: Ad-Hoc and Scheduled.

You can return to the Available Reports screen by clicking on Back or by using the navigation bar on the left.

Ad-Hoc: this tab will allow you to prepare and submit a report request for immediate production.

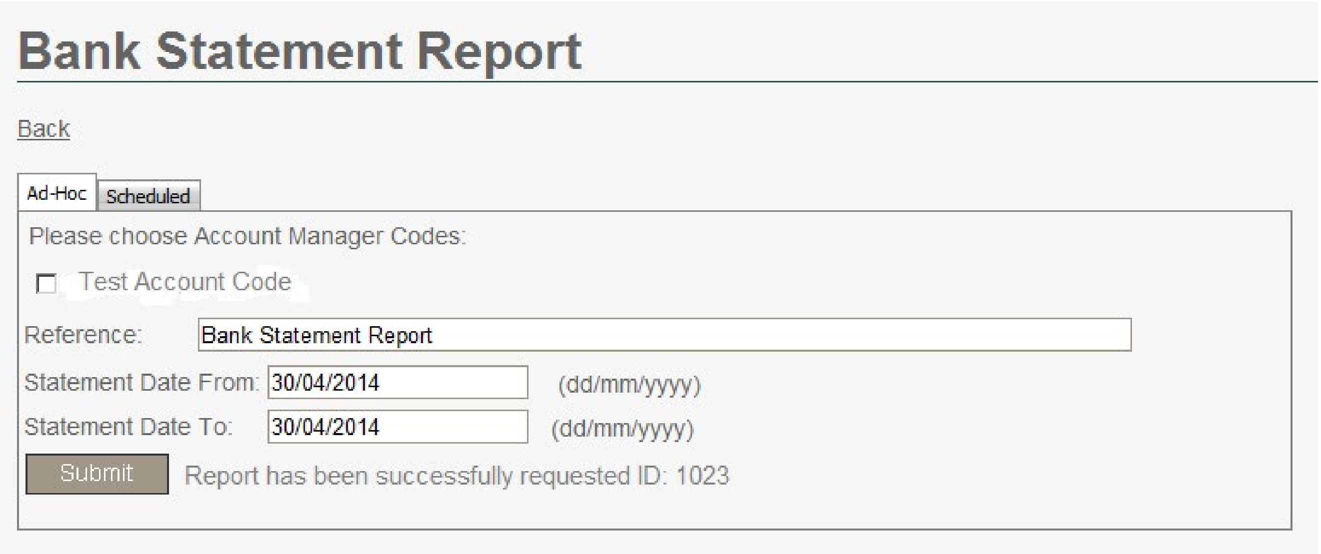
Begin by selecting the relevant Account Manager (or Managers – some institutions have more than one) by clicking in the tick-box next to the name.

Type in a meaningful description of the report in the Reference field. The default value is the report title.

There are two Statement Date fields (Statement Date From and Statement Date To) that allow the user to input a range of required statement dates in the format dd/mm/yyyy. Remember that statement report requests can not be forward-dated on this screen. If you do want to receive a report for future statements then you need to switch to the Scheduled tab.

When you are satisfied with the information that you have entered click the Submit button to send the request to be prepared.

You can monitor the progress of your request by viewing the Active Report List screen.



A correctly completed and submitted ad-hoc report request. Note the confirmation next to the Submit button.

The Active Report List screen shows the submitted report request is being prepared.

Scheduled: this tab will allow you to prepare and submit a report request to run at a pre-determined date and time in the future. Note that this report can only be run monthly.

Begin by clicking on an Account Manager (or selecting as many as required if you have more than one).

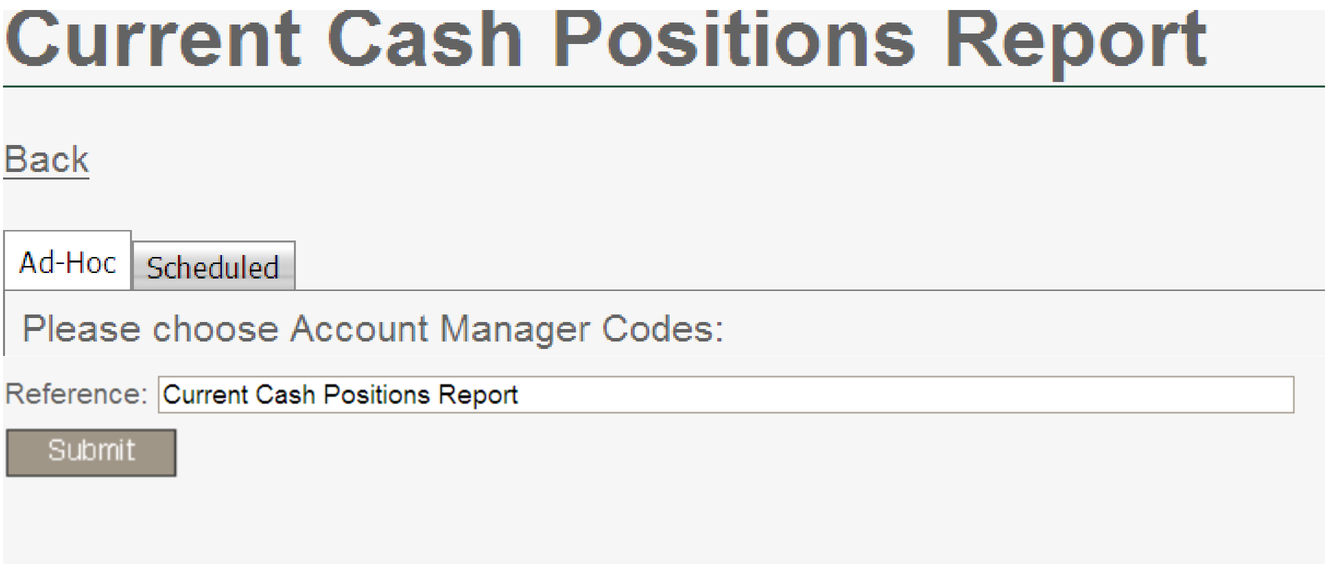
Type in a meaningful description of the report in the Reference field. The default value is the report title.

When you are satisfied with the information you have provided, click the Submit button to schedule the report.

A correctly completed and submitted scheduled report request. Note the confirmation next to the Submit button.

Scheduled reports can be viewed in the Scheduled Reports screen:

The Current Cash Positions Report Request Screen



The Current Cash Positions Report Request screen has two tabs: Ad-Hoc and Scheduled.

You can return to the Available Reports screen by clicking on Back or by using the navigation bar on the left.

Ad-Hoc: this tab allows you to prepare and submit a report request for immediate production.

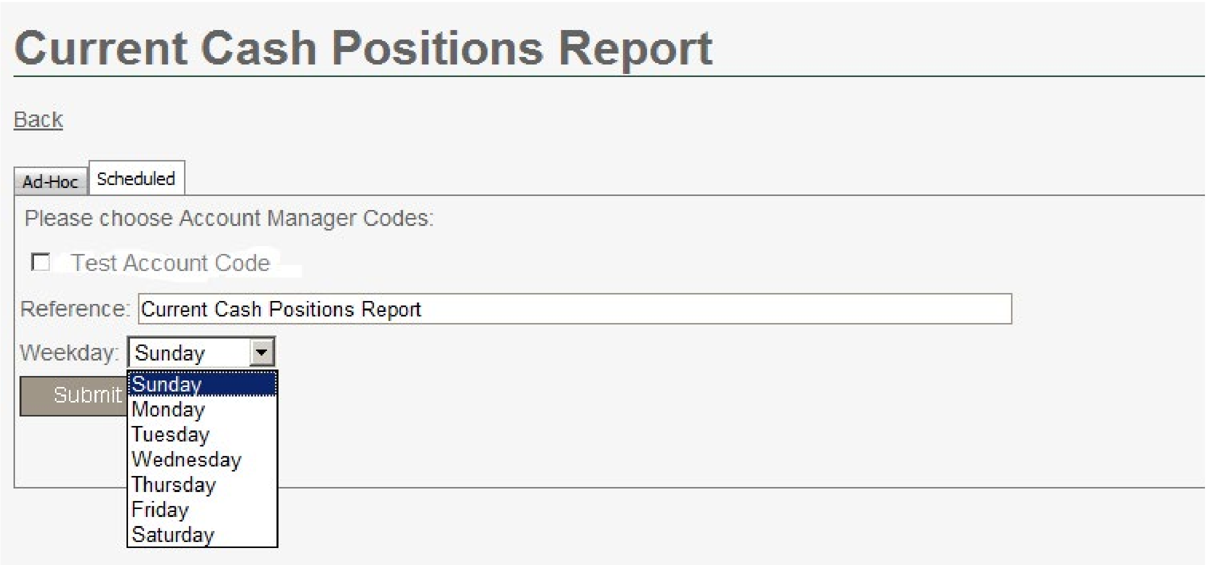
Begin by selecting the relevant Account Manager (or Managers – some institutions have more than one) by clicking in the tick-box next to the name.

Type in a meaningful description of the report in the Reference field. The default value is the report title.

When you are satisfied with the information that you have entered click the Submit button to send the request to be prepared.

You can monitor the progress of your request by viewing the Active Report List screen.

The Scheduled tab features a weekly selection that allows you to choose a particular day.



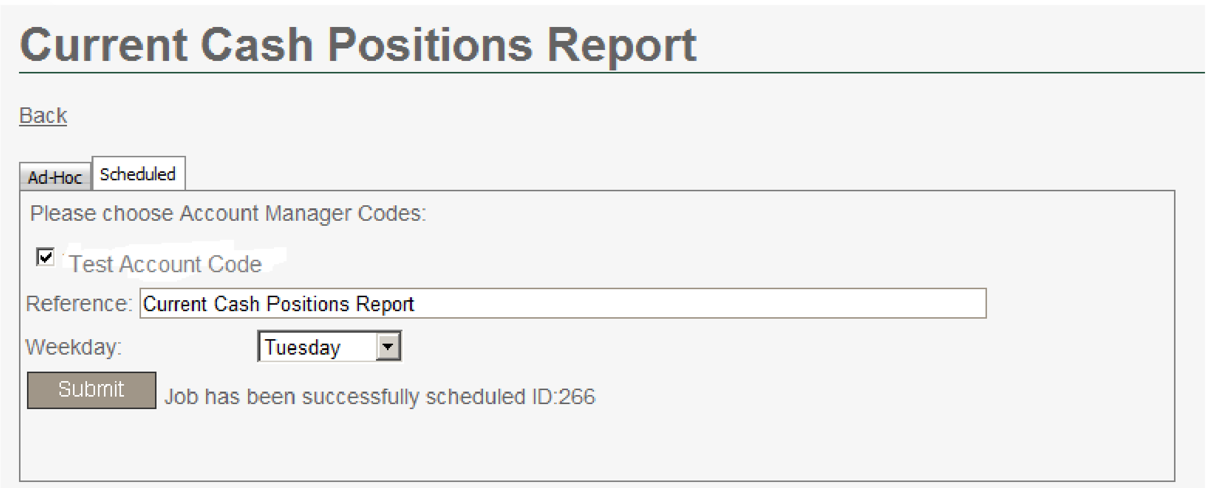
Scheduled: this tab will allow you to prepare and submit a report request to run at a pre-determined date and time in the future. It differs from the Bank Statement Scheduled tab in that you can select weekly or monthly reports.

Begin by clicking on an Account Manager (or selecting as many as required if you have more than one).

Type in a meaningful description of the report in the Reference field. The default value is the report title.

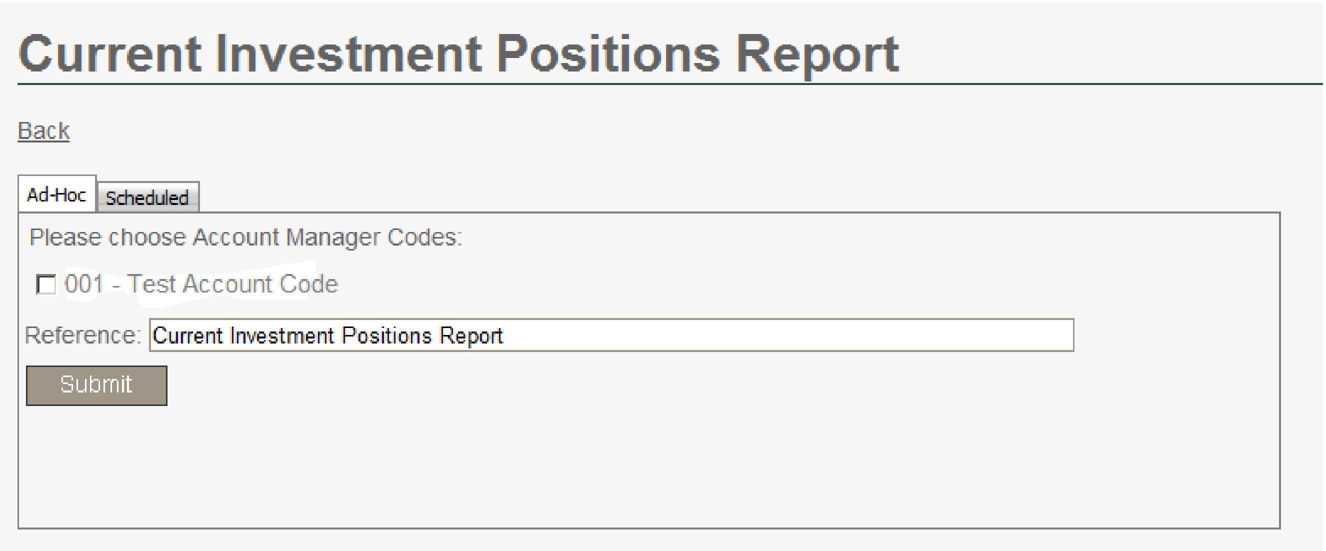
Select either Weekly or Monthly. If you require a weekly report you will need to specify the day that the report is to run on. Monthly reports will be prepared on the last calendar day of the month.

When you are satisfied with the information you have provided, click the Submit button to schedule the report.



This report request has been submitted to run on a Tuesday.

The Current Investment Positions Report Request Screen



The Current Investment Positions Report Request screen has two tabs: Ad-Hoc and Scheduled. You can return to the Available Reports screen by clicking on Back or by using the navigation bar on the left.

Ad-Hoc: this tab allows you to prepare and submit a report request for immediate production.

Begin by selecting the relevant Account Manager (or Managers – some institutions have more than one) by clicking in the tick-box next to the name. Type in a meaningful description of the report in the Reference field. The default value is the report title.

When you are satisfied with the information that you have entered click the Submit button to send the request to be prepared. You can monitor the progress of your request by viewing the Active Report List screen.

Scheduled: this tab will allow you to prepare and submit a report request to run at a pre-determined date and time in the future. It differs from the Bank Statement Scheduled tab in that you can select weekly or monthly reports.

Begin by clicking on an Account Manager (or selecting as many as required if you have more than one).

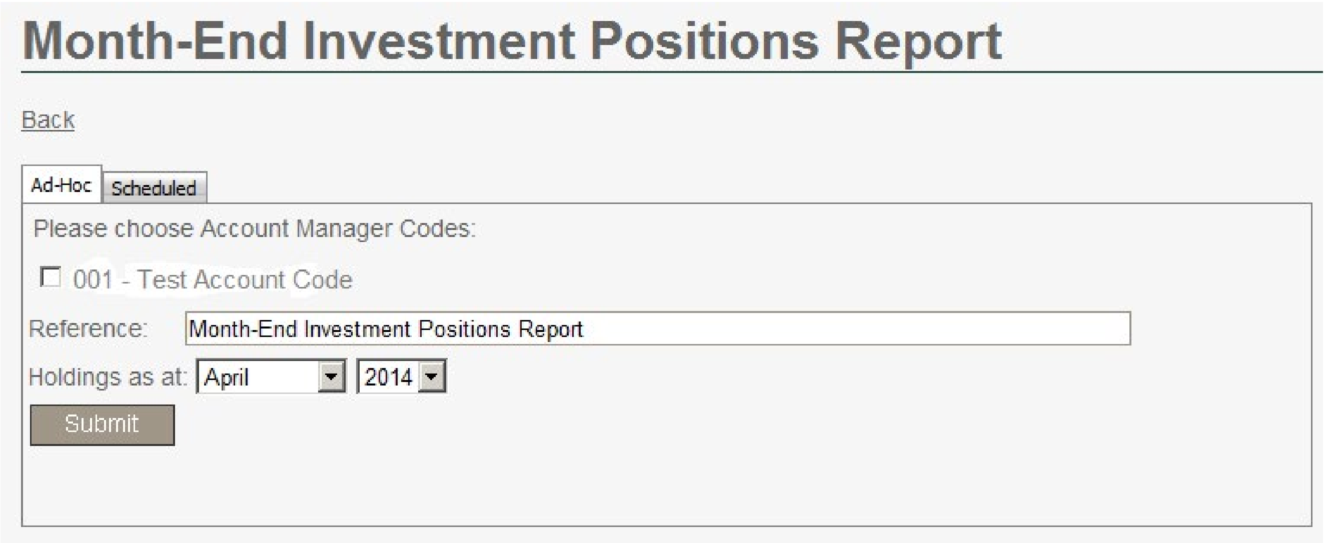
Type in a meaningful description of the report in the Reference field. The default value is the report title.

Select a Weekday from the drop-down list. The report will run in the evening of the day you select, after close of business.

When you are satisfied with the information you have provided, click the Submit button to schedule the report.

The report can be viewed in the Scheduled Reports screen:

The Month-End Investment Positions Report Request Screen



The Month-End Investment Positions Report Request screen has two tabs: Ad-Hoc and Scheduled. You can return to the Available Reports screen by clicking on Back or by using the navigation bar on the left.

Ad-Hoc: this tab allows you to prepare and submit a report request for immediate production.

Begin by selecting the relevant Account Manager (or Managers – some institutions have more than one) by clicking in the tick-box next to the name.

Type in a meaningful description of the report in the Reference field. The default value is the report title.

Select a Month and Year in the Holdings as at field.

When you are satisfied with the information that you have entered click the Submit button to send the request to be prepared. You can monitor the progress of your request by viewing the Active Report List screen.

Scheduled: this tab will allow you to prepare and submit a report request to run at a pre-determined date and time in the future. Note that this report can only be run monthly (like the Bank Statement Report).

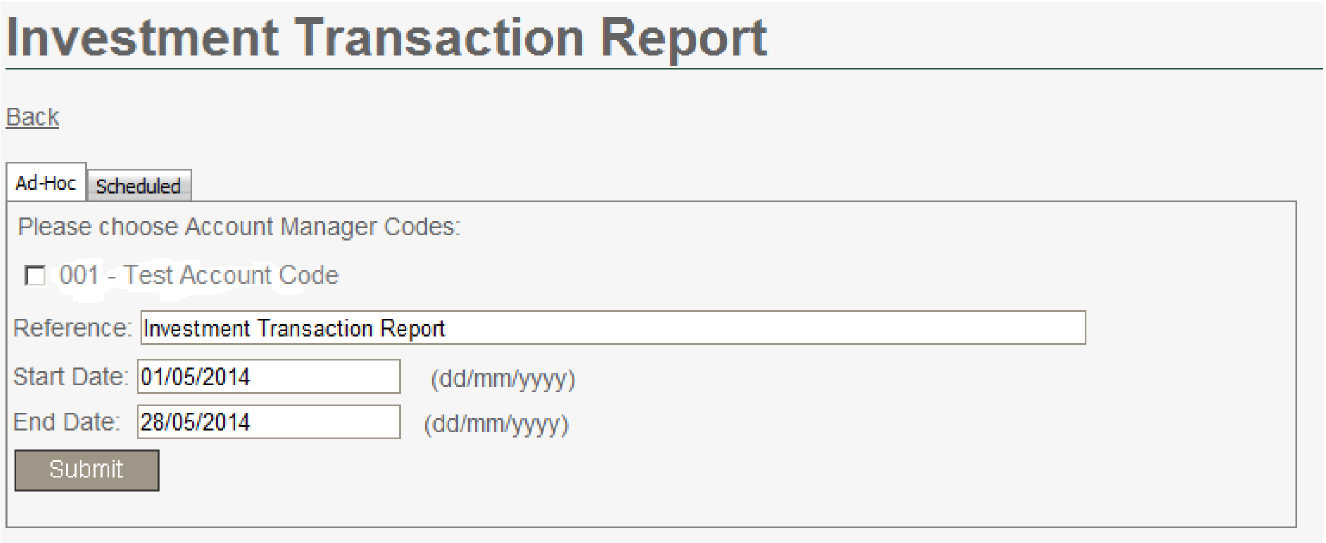
Begin by clicking on an Account Manager (or selecting as many as required if you have more than one).

Type in a meaningful description of the report in the Reference field. The default value is the report title.

When you are satisfied with the information you have provided, click the Submit button to schedule the report.

Note that this report can only be run monthly after the tenth calendar day of the month.

The Investment Transaction Report Request Screen Reports Screen



The Investment Transaction Report Request screen has two tabs: Ad-Hoc and Scheduled. You can return to the Available Reports screen by clicking on Back or by using the navigation bar on the left.

Ad-Hoc: this tab allows you to prepare and submit a report request for immediate production.

Begin by selecting the relevant Account Manager (or Managers – some institutions have more than one) by clicking in the tick-box next to the name.

Type in a meaningful description of the report in the Reference field. The default value is the report title.

Type in a start date for the report period using the following format: dd/mm/yyyy in the Start Date field.

Type in an end date for the report period using the following format: dd/mm/yyyy in the End Date field.

When you are satisfied with the information that you have entered click the Submit button to send the request to be prepared.

You can monitor the progress of your request by viewing the Active Report List screen.

Scheduled: this tab will allow you to prepare and submit a report request to run at a pre-determined date and time in the future. Note that this report can only be run monthly.

Begin by clicking on an Account Manager (or selecting as many as required if you have more than one).

Type in a meaningful description of the report in the Reference field. The default value is the report title.

When you are satisfied with the information you have provided, click the Submit button to schedule the report.

As with the Month-End Investment Positions Report, this report will run on the tenth calendar day of the month.


Investment Transaction Report
Back
Ad-Hoc
Scheduled
Please choose Account Manager Codes:
001 - Test Account Code
Reference:
Investment Transaction Report
This report will run on the 10th of every month and will report all the activity for the previous month's calendar.
Submit

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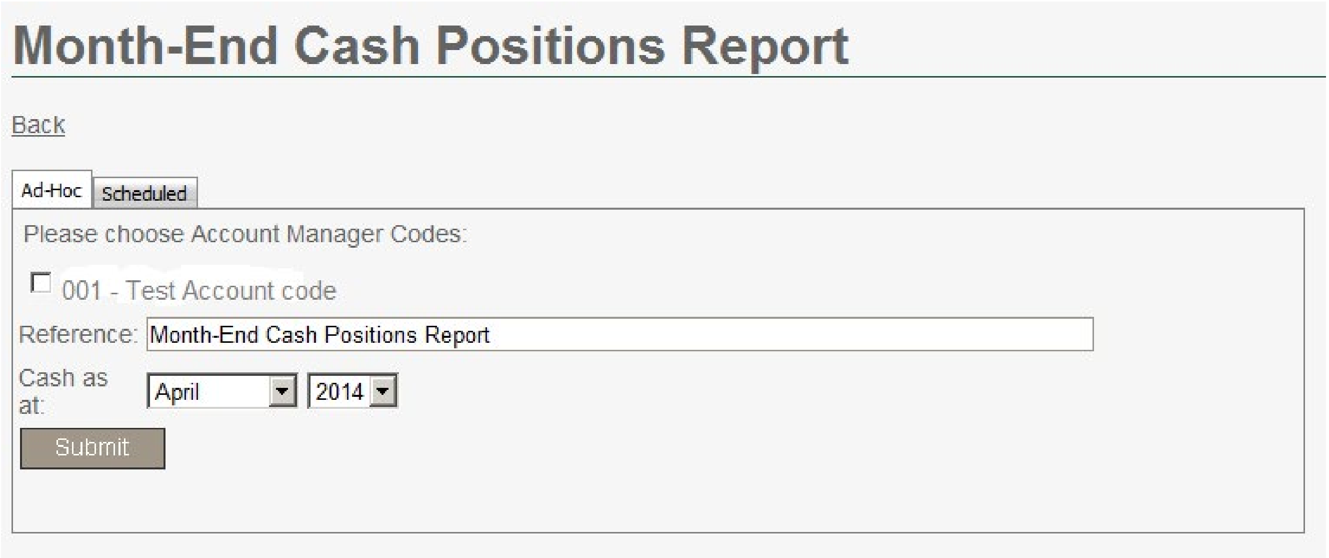
The Month-End Cash Positions Report Request Screen



The Month-End Cash Positions Report Request screen has two tabs: Ad-Hoc and Scheduled. You can return to the Available Reports screen by clicking on Back or by using the navigation bar on the left.

Ad-Hoc: this tab allows you to prepare and submit a report request for immediate production.

Begin by selecting the relevant Account Manager (or Managers – some institutions have more than one) by clicking in the tick-box next to the name.

Type in a meaningful description of the report in the Reference field. The default value is the report title.

Select a Month and a Year in the Cash as at field.

When you are satisfied with the information that you have entered click the Submit button to send the request to be prepared.

You can monitor the progress of your request by viewing the Active Report List screen.

Scheduled: this tab will allow you to prepare and submit a report request to run at a pre-determined date and time in the future. Note that this report can only be run monthly (like the Bank Statement Report).

Begin by clicking on an Account Manager (or selecting as many as required if you have more than one).

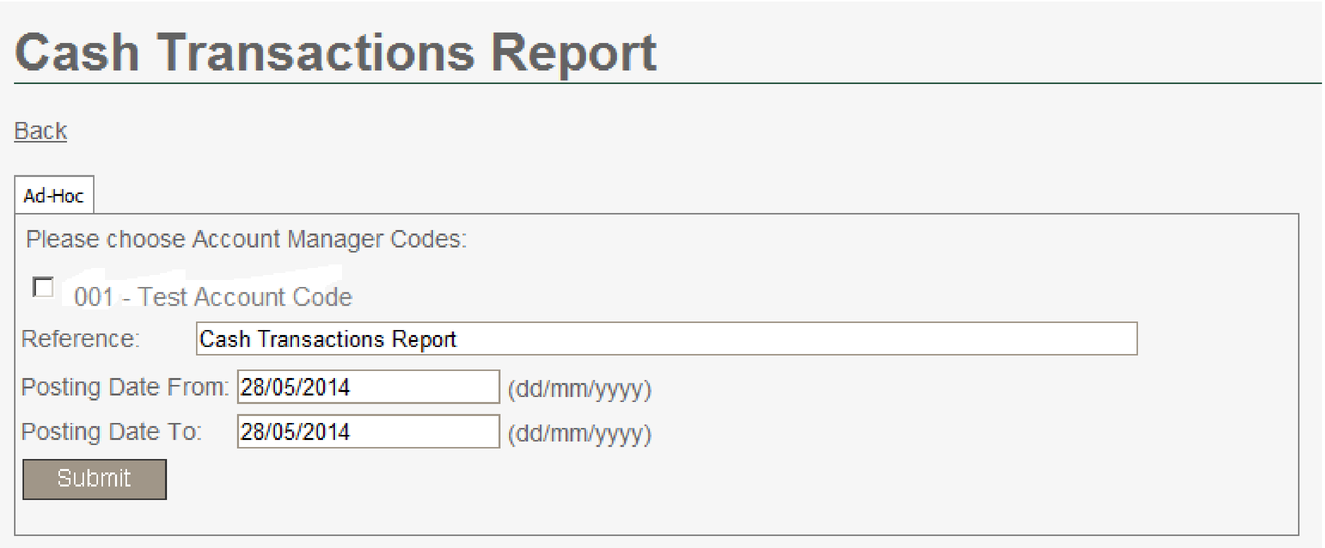
Type in a meaningful description of the report in the Reference field. The default value is the report title.

When you are satisfied with the information you have provided, click the Submit button to schedule the report.

As with other reports, this report will run on the 10th calendar day of the month.

Section 8

The Cash Transactions Report Screen

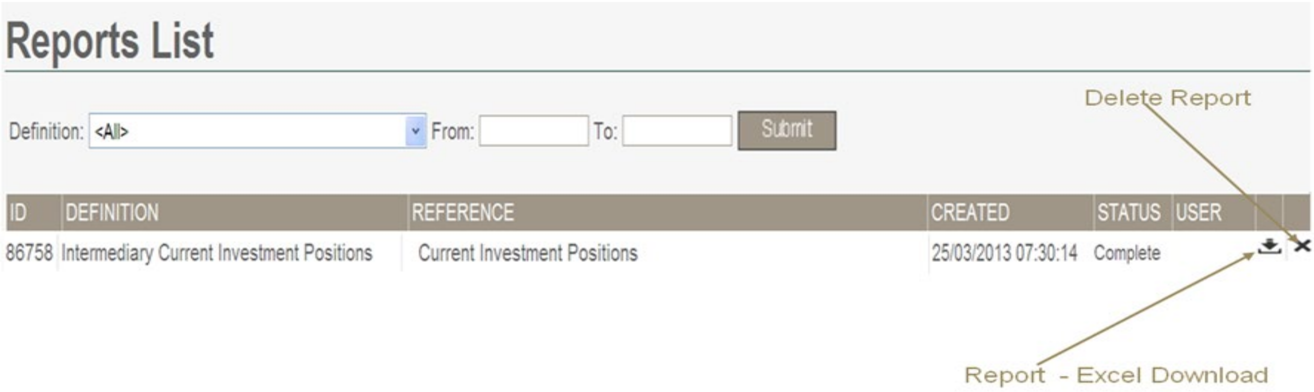


The Cash Transaction Report Request screen has two tabs: Ad-Hoc and Scheduled.

You can return to the Available Reports screen by clicking on Back or by using the navigation bar on the left.

Ad-Hoc: this tab allows you to prepare and submit a report request for immediate production.

The Active Reports List Screen



The Month-End Cash Positions Report Request screen has two tabs: Ad-Hoc and Scheduled. You can return to the Available Reports screen by clicking on Back or by using the navigation bar on the left.

Ad-Hoc: this tab allows you to prepare and submit a report request for immediate production.

Begin by selecting the relevant Account Manager (or Managers – some institutions have more than one) by clicking in the tick-box next to the name.

Type in a meaningful description of the report in the Reference field. The default value is the report title.

Select a Month and a Year in the Cash as at field.

When you are satisfied with the information that you have entered click the Submit button to send the request to be prepared.

You can monitor the progress of your request by viewing the Active Report List screen.

Scheduled: this tab will allow you to prepare and submit a report request to run at a pre-determined date and time in the future. Note that this report can only be run monthly (like the Bank Statement Report).

Begin by clicking on an Account Manager (or selecting as many as required if you have more than one).

Type in a meaningful description of the report in the Reference field. The default value is the report title.

When you are satisfied with the information you have provided, click the Submit button to schedule the report.

As with other reports, this report will run on the 10th calendar day of the month.

The Scheduled Reports Screen

Scheduled Reports

ID	NAME	CREATED	STATUS	NEXT INVOCATION	USER	
266	Current Cash Positions - Current Cash Positions Report	28/05/2014 09:58:28	Pending	03/06/2014 21:30:00	Rachael Seed	✕

This screen enables you to view all your scheduled reports.

The screen is split into two sections: the navigation bar on the left and the Scheduled Reports screen on the right.

Scheduled reports are displayed in a table that is divided into columns:

- ID: this is the unique numerical identifier assigned to each report request.
- Name: this is the meaningful description given to the report request by you.
- Created: this is the exact date and time that the report request was submitted on.
- Status: this shows the current progress of the report request. There are two different values for scheduled reports – Pending (the report request is waiting for the Next Invocation date and time) and Running (the request has been submitted and is currently being Processed).

Reports which are Running can be monitored in the Active Reports List screen.

- Next Invocation: shows the exact date and time when the report will be submitted.
- User: shows the name of the person who originated the scheduled report.
- Delete Icon: clicking on the red X will delete the corresponding report. You will be asked to confirm your decision to delete before proceeding.

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