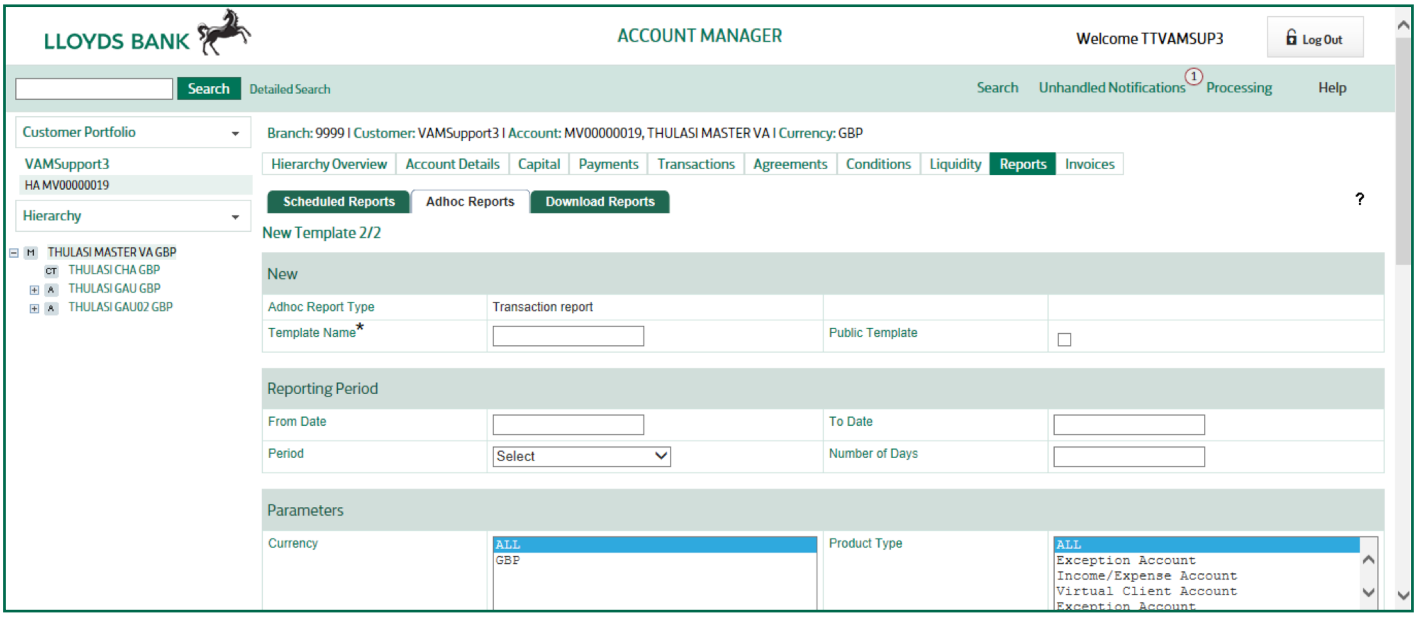
ACCOUNT MANAGER

Customised Reporting

Step 1 – Create a new adhoc report

In Account Manager > Undesignated Account / Liquidity menu

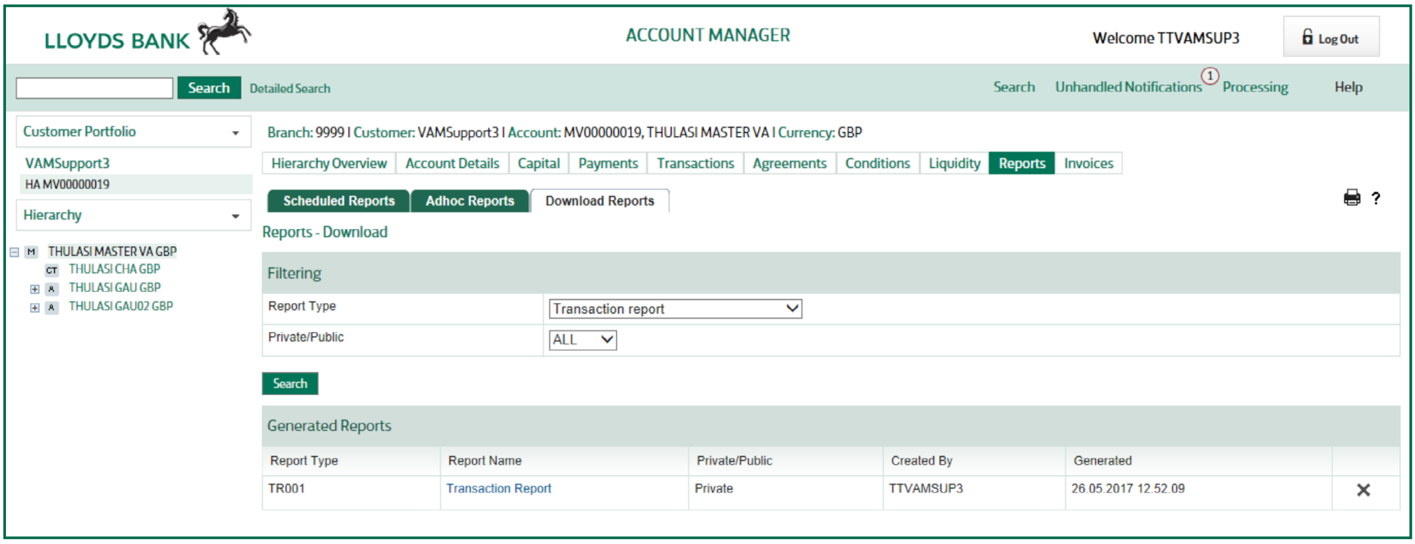
- Select "Adhoc Reports" tab
- Click "Create New" button
- Select the report type in the dropdown menu and click "OK"
- Complete the mandatory fields marked by an asterisk. (The Private/Public field controls the visibility of the report by other users.)
- Highlight the desired output fields and click "Add to Selection List" to include in the report output.



Step 2 – Download generated reports

In Account Manager > Desired account level / Reports menu:

- Select “Download Reports” tab
- Select the desired report type and Private/Public type.
- Click “Search”
- To download a report shown in the list, click the download button.
- Select the download format (XML, PDF or Excel)



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