

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.

The screenshot shows the Lloyds Bank Account Manager interface. At the top, there is a navigation bar with the Lloyds Bank logo, the text 'ACCOUNT MANAGER', and a user welcome message 'Welcome TTVAMSUP3' with a 'Log Out' button. Below this is a search bar and a 'Detailed Search' link. The main content area is divided into several sections:

- Customer Portfolio:** A dropdown menu showing 'VAMSupport3' and 'HA MV00000019'.
- Branch Information:** 'Branch: 9999 | Customer: VAMSupport3 | Account: MV00000019, THULASI MASTER VA | Currency: GBP'.
- Navigation Tabs:** 'Hierarchy Overview', 'Account Details', 'Capital', 'Payments', 'Transactions', 'Agreements', 'Conditions', 'Liquidity', 'Reports', and 'Invoices'. The 'Reports' tab is currently selected.
- Report Management:** 'Scheduled Reports', 'Adhoc Reports', and 'Download Reports' buttons.
- New Template 2/2:** A form for creating a new report template.
 - New:** A section with 'Adhoc Report Type' set to 'Transaction report' and a 'Template Name*' field.
 - Reporting Period:** Fields for 'From Date', 'To Date', 'Period' (a dropdown menu), and 'Number of Days'.
 - Parameters:** A table with columns for 'Currency' (set to 'GBP'), 'Product Type' (with a dropdown menu showing options like 'Exception Account', 'Income/Expense Account', 'Virtual Client Account'), and 'Exception Account'.

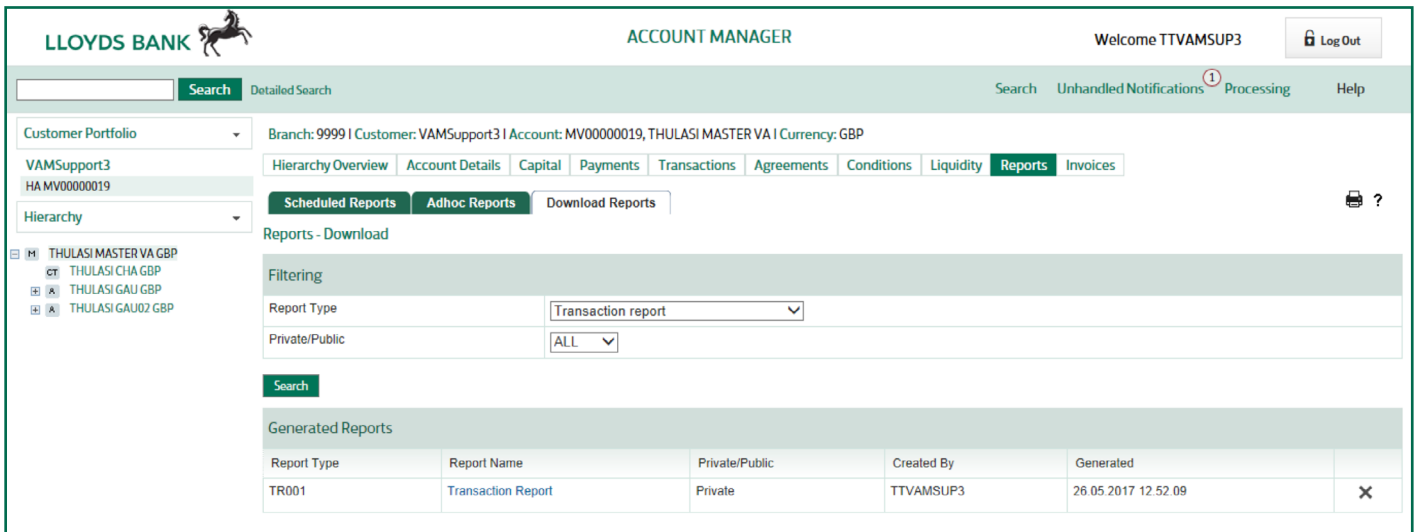


COMMERCIAL BANKING

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)



The screenshot displays the Lloyds Bank Account Manager interface. The top navigation bar includes the Lloyds Bank logo, the text 'ACCOUNT MANAGER', and a user greeting 'Welcome TTVAMSUP3' with a 'Log Out' button. Below the navigation bar, there is a search bar and a 'Detailed Search' button. The main content area shows the account details for 'THULASI MASTER VA GBP' and a list of navigation tabs: 'Hierarchy Overview', 'Account Details', 'Capital', 'Payments', 'Transactions', 'Agreements', 'Conditions', 'Liquidity', 'Reports', and 'Invoices'. The 'Reports' tab is selected, and the 'Download Reports' sub-tab is active. The 'Reports - Download' section includes a 'Filtering' area with dropdown menus for 'Report Type' (set to 'Transaction report') and 'Private/Public' (set to 'ALL'). A 'Search' button is located below the filtering options. The 'Generated Reports' table is shown below, with the following data:

Report Type	Report Name	Private/Public	Created By	Generated	
TR001	Transaction Report	Private	TTVAMSUP3	26.05.2017 12:52:09	✕



LLOYDS BANK