

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 displays the Lloyds Bank Account Manager interface. At the top, it shows the Lloyds Bank logo, the title 'ACCOUNT MANAGER', and the user 'Welcome TTVAMSUP3' with a 'Log Out' button. Below this is a search bar and navigation tabs for 'Hierarchy Overview', 'Account Details', 'Capital', 'Payments', 'Transactions', 'Agreements', 'Conditions', 'Liquidity', 'Reports', and 'Invoices'. The 'Reports' tab is active, and there are sub-tabs for 'Scheduled Reports', 'Adhoc Reports', and 'Download Reports'. The main content area is titled 'New Template 2/2' and contains several sections: 'New' with fields for 'Adhoc Report Type' (set to 'Transaction report') and 'Template Name*' (with an asterisk indicating it's mandatory); 'Reporting Period' with fields for 'From Date', 'To Date', 'Period' (a dropdown menu), and 'Number of Days'; and 'Parameters' with dropdown menus for 'Currency' (set to 'GBP'), 'Product Type' (with a list of options including 'Exception Account', 'Income/Expense Account', 'Virtual Client Account', and 'Exception Account'), and 'Currency' (set to 'GBP').

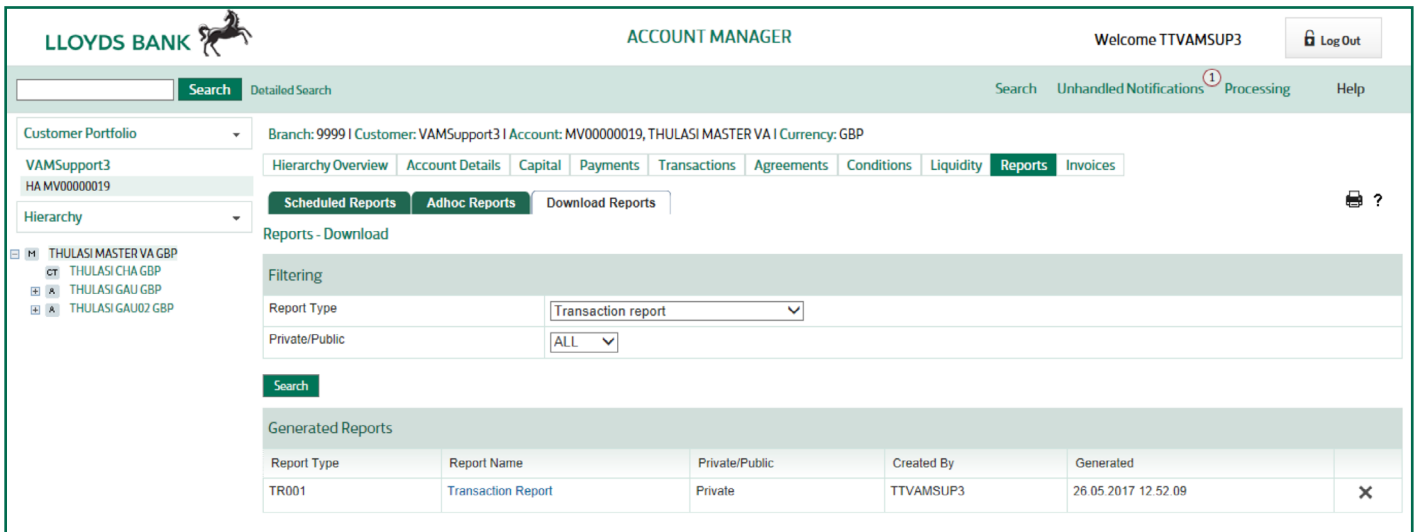


COMMERCIAL BANKING

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 this is a search bar and navigation links for 'Search', 'Unhandled Notifications', 'Processing', and 'Help'. The main content area shows account details for 'THULASI MASTER VA GBP' and a list of tabs: 'Hierarchy Overview', 'Account Details', 'Capital', 'Payments', 'Transactions', 'Agreements', 'Conditions', 'Liquidity', 'Reports', and 'Invoices'. The 'Reports' tab is active, and the 'Download Reports' sub-tab is selected. A filtering section allows users to select a 'Report Type' (currently 'Transaction report') and a 'Private/Public' status (currently 'ALL'). A 'Search' button is provided below the filters. The 'Generated Reports' table lists the following report:

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



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