In this page, user will find more information about the Admin module and more specifically on :

- Reporting
- Create a standard template
- Generated report

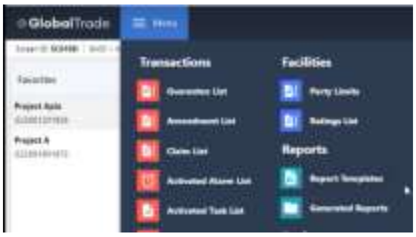
Reporting

This functionality is used to create, customized and store created reports.

You can generate report from the Report Template or go to 5.2 Generate Report.

Assign Roles: Report Template Creator

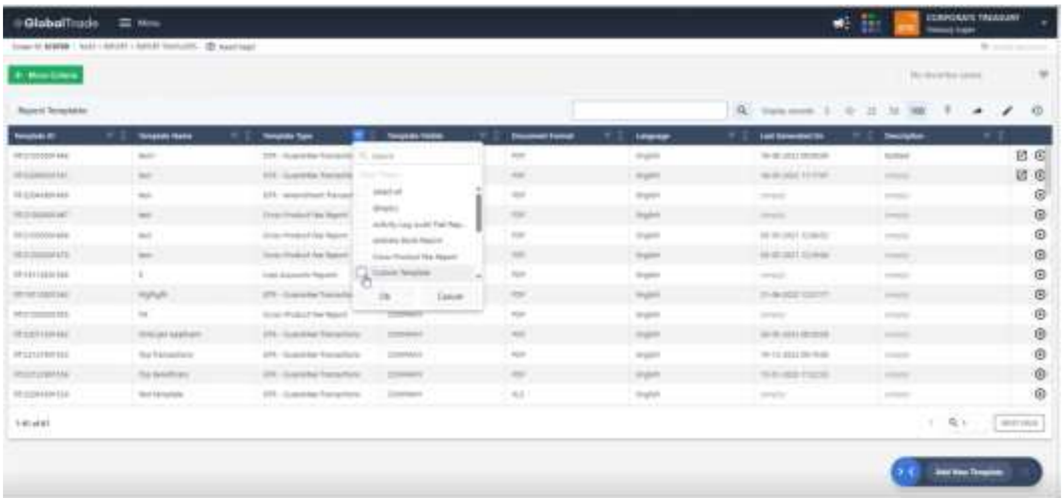
In order to generate a template, you have to create one.



Click on the menu and then "Report template" to create a template. On this page, the admin user will be able to see the list of all the templates already created. There are different types of templates:

- The custom ones: From the development team through Jasper report and upload in the system admin
- The standard ones: can be created by the admin user

Create a standard template



Step 1: Create Report Template, Click on "Add New Template"

Step 2: Ensure the field Template Name* is filled out and select the type of the template based on the data you wish to see in the template. Select who can access the template: just the user, the entity or the whole group.

The type of the templates is based on the module you are connected to. For example for GTI, the user can select:

- Activity log audit trail: entries from audit log
- Adress book : entries from the address book
- Amount history: all changes of the amount within a transaction over time
- Calculated and recorded fees: combination of guarantee + charges + estimated fees
- Credit Facility : limit & utilization
- Cross product fee : fees from all modules, rarely used
- Guarantee transactions : most common
- Historical Facility utilization: increase and decrease in the lines overtime
- Linked transactions report: entries from linked transactions
- User accounts report: entries from user account.

Step 3: Select Report fields from AVAILABLE FIELDS, Click [>] to transfer to SELECTED FIELDS.

Available fields : all fields including the internal ones are available.

You can also choose to group by a certain type, for example group by Applicant will mean for each applicant the report should show all fields.

Hide details under group to collapse details of the data and only see the total outstanding for the amount field for example.

Click Next

Step 4: Report parameters: Data Sorting & Rename Field name

- Sorting Order: Select data to be presented in ascending or descending order.
- Rename Fields: Change System field name to your Preferred reporting name
- Hide a field: using it for filtering but do not want to see in the report

Click Next

At any time, click on "preview" to have a snapshot of what the report look like.

Step 5: Enter Filtering information: input criteria and return value to be Filter out from report

Click Save.

Report Template is created.

Once the report is saved, user can :

- Edit the template
- Edit schedule: to publish (send) reports
- Delete the template
- Generate the report
- Copy the template

Set Schedule to Publish reports, Click Edit Schedule

Chose the

- Document format, CSV, PDF, TXT, XLS

- Frequency of report publishing, set the period and/or time
- Create Distribution list. Select the Recipients.

  Free Format- Select to send to any email address

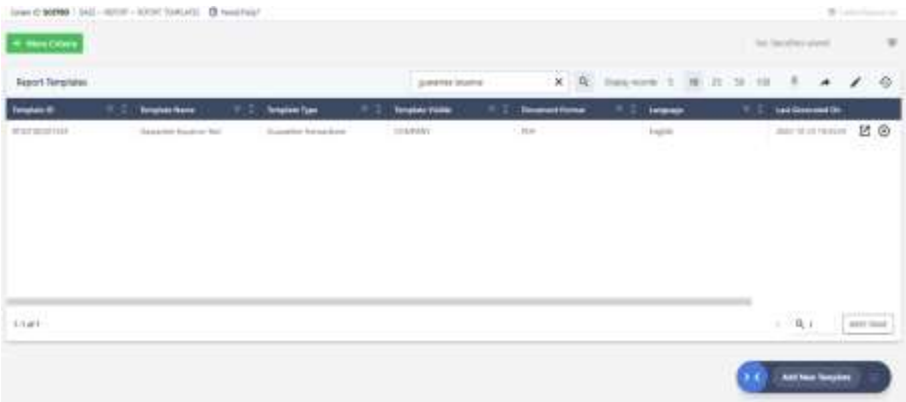
  Transaction Party- System Transaction party

Generate Report

Click Menu -> Reports -> Report Templates to go back to Report Templates

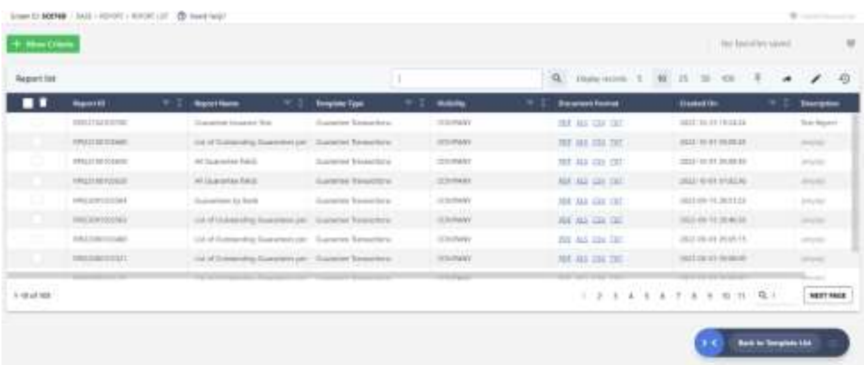
New Quick Generate button is added and displayed for each report template

Click the “play icon” to generate report.



The report will take a while to run. Report completed and available in a variety of document formats: TXT, PDF, XLS, CSV

Click & download the Report. Your report is ready.



Generated report

This is a quick function to generate report and view all the previous generated reports.
Click MENU->Reports->Generated Reports

You can see the generated report in different file format. Just click to download.