

CORPORATE ONLINE BANKING

View reports

- Click **Click Cash Management Tab >> Reports >> View reports** on the left navigation pane. The *View Reports* screen shows a list of all reports provided by the system. It also enables you to view reports on-demand as well as to view details of pre-generated reports.

On-Request Reports

No.	Report Code	Report Name	On Request	PreGenerated
1	001	Account statement Reports	On Request	Pregenerated
2	ACCSTMT1	Account statement	On Request	Pregenerated
3	ACTBALRPT	Account Balance Report	On Request	Pregenerated
4	ASSETLIB	Assets and Liabilities Report	On Request	Pregenerated
5	CWTXNAUDLO	CW Transaction Audit Log Report	On Request	Pregenerated
6	GCPACCAREF	Payment Reconciliation	On Request	Pregenerated
7	GCPACCCORP	Account Activity Report Client	On Request	Pregenerated
8	GCPACCSUM	Account Summary Report	On Request	Pregenerated
9	GCPACCUER	Account Activity Report User	On Request	Pregenerated
10	TCICATRIGT	Category Rights Report	On Request	Pregenerated

- Click **Search** to go to the required report by specifying Report Name.
- For each report, you are provided with two options, namely On Request and Pre Generated.
- Click 'On Request' to go to the *Generate Reports* screen which enables you to access a report
- Click 'Pre generated' to go to the *Pre generated Reports* screen which enables you to access previously generated scheduled reports.

Generating On-Request Reports

- Click **On Request** hyperlink for the report that you want to view to go to *Generate Report* screen.

- Specify the report specific filter criteria (From Date, To Date, Report format etc) to retrieve the report. The parameters will act as filters for obtaining the required information.
- Click **Generate** to generate the report.
- A window with **Save** or **Open** option is displayed.

Pre-generated Reports

- Click Reports >> View reports on the left navigation pane. The *View Reports* screen shows a list of all reports provided by the system. It also enables you to view pre-generated reports.
- Click **Pre-generated** hyperlink for the previously generated scheduled report that you want to view

View Reports

Report Code

Search

No.	Report Code	Report Name	On Request	PreGenerated
1	CVTXNAUDLO	CW Transaction Audit Log Report	On Request	Pregenerated
2	DBTCHSTATS	Disb Batch Status Report	On Request	Pregenerated
3	DEBACADLOG	Disb EB Activity Audit Log	On Request	Pregenerated
4	DEBRJADLOG	Disb EB Reject Audit Log Report	On Request	Pregenerated
5	DISBOLPEND	Disb GL Pending Verification	On Request	Pregenerated
6	DISBNETOFF	Disb Pending Net off Report	On Request	Pregenerated
7	TOICATRIGHT	Category Rights Report	On Request	Pregenerated
8	TOIUSRRIGHT	User Rights Report	On Request	Pregenerated
9	TOWADMNCAT	Cashweb Admin Category Rights Report	On Request	Pregenerated
10	TOWADMNUSR	Cashweb Admin User Rights Report	On Request	Pregenerated

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- Specify the **From / To Date** and click **Search** to view all reports falling within the specified period

Pregenerated Reports

From Date

To Date


Search **Back**

No.	Medium	Run On	Status	Copies	Pages	Remarks	File Name
1	FILE-CSV	15/12/2014 12:56:46	Completed	1	1	p_client=1017701 ENVID=en_US P_END_DATE=01/12/2014 P_START_DATE=01/11/2014 P_SELLER_CODE=UAE	desname=/data1/ftp/ScheduledReports/1017701/1017701/1017701CVTXNAUDI

- The information on the report generation is displayed in a grid under the following heads:
 - No
 - File Name
 - Run On
 - Status
 - Copies
 - Pages

Click the **File Name** hyperlink to display the options provided for generating the reports.

- **Print:** Print via Printer
- **Pdf:** Open with Acrobat Reader
- **File:** Download contents to a file
- **E-mail:** Send the output over e-mail
- **Screen:** Output preview on screen

For more information on Report click on the help icon  and click on the required help item on left navigation pane