


Account Manager

Customised Reporting

Step 1 – Create a new adhoc report

In Account Manager > Desired account level / Reports 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.
- To save the report template, click "Save & Generate Report"

 BANK OF SCOTLAND
ACCOUNT MANAGER
Welcome ZAVAMSUP1 [Log Out](#)

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Customer Portfolio

VAMSupport1

HA MV00000020

Hierarchy

- Zeeshan Ali VAc GBP
 - Zeeshan Header Ac GBP
 - Zeeshan Gp UDac GBP
 - ZeeshanAccNo2 GBP
 - NCCTESTACCOUNT GBP

Branch: 9999 | Customer: VAMSupport1 | Account: MV00000020, Zeeshan Ali VAc | Currency: GBP

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New Template 2/2

New

Adhoc Report Type	Transaction report		
Template Name*	<input type="text"/>	Public Template	<input type="checkbox"/>

Reporting Period

From Date	<input type="text"/>	To Date	<input type="text"/>
Period	<input type="text" value="Select"/>	Number of Days	<input type="text"/>

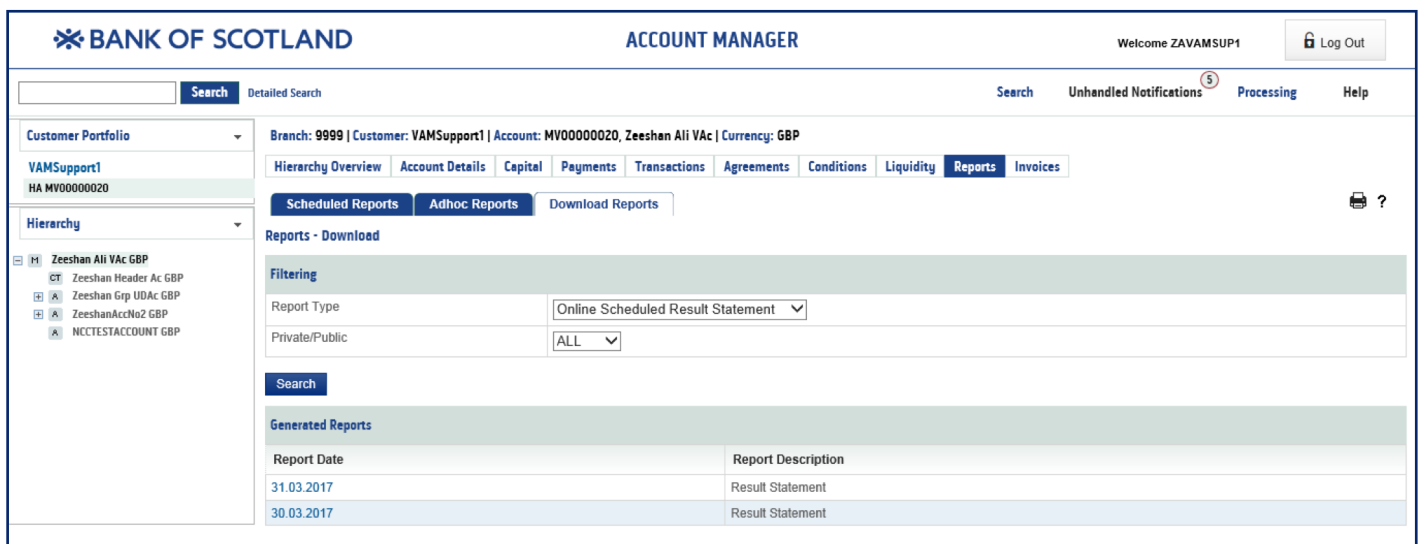
Parameters

Currency	<input type="text" value="ALL"/> <input type="text" value="GBP"/>	Product Type	<input type="text" value="ALL"/> <input type="text" value="Exception Account"/> <input type="text" value="Income/Expense Account"/> <input type="text" value="Virtual Client Account"/> <input type="text" value="Exception Account"/>
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Step 2 – Download generated reports

In Account Manager > VA account / Conditions 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 shows the Bank of Scotland Account Manager interface. The user is logged in as ZAVAMSUP1. The account details are: Branch: 9999 | Customer: VAMSupport1 | Account: MV00000020, Zeeshan Ali VAc | Currency: GBP. The 'Reports' tab is selected, and the 'Download Reports' sub-tab is active. The 'Filtering' section shows 'Report Type' set to 'Online Scheduled Result Statement' and 'Private/Public' set to 'ALL'. A 'Search' button is present. The 'Generated Reports' table lists two reports:

Report Date	Report Description
31.03.2017	Result Statement
30.03.2017	Result Statement