**Dec.30 PM-Generating of reports-SPAT**

-Log in to finacle

-Invoke menu SPAT

-Enter the scheme type

-Enter the scheme code

-Input CIF where necessary

-Inquiry type A/C inquiry

-Select other criteria e.g ac balance(zero balance). This will enable extraction of zero balance accounts on finacle.

-Submit

-Invoke menu PQR

-Download the report

-Repeat the process for other criteria e.g dormant accounts