**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 dormant accounts. This will enable extraction of dormant accounts accounts on finacle.

-Submit

-Invoke menu PQR

-Download the report

-Repeat the process for other criteria e.g freeze code to extract all frozen accounts.