**GENERATING REPORTS**

**Report for Newly Opened Deposit Account**

1. Invoke Menu **GNODAR**
2. On the **Report To** field, enter **Manager**
3. Enter the From date and To date in the **From/To Date** field. If you need a report for a specific period, Click on **Period** and select the available periods in the dropdown.
4. Select the Scheme Type from the searcher.
5. Select **Yes** if you want the report to include non-funded accounts, otherwise select **No**
6. Click on **Submit**
7. Invoke Menu **PQR** and download the report.

**Report for General Deposit**

1. Invoke Menu **BGGDDR**
2. On the **Report To** field, enter **Manager**
3. Select the **Deposit Type** from the drop down
4. Under selection criteria field capture **Open Date, Deposit Status,** and any other criteria you would like to use to filter the required report.
5. Click on Submit.
6. Invoke Menu **PQR** and download the report.