**Jan.03 AM-Generating of reports-GCR**

-Log in to finacle

-Invoke menu GCR

-Select the report name under 'Template description' e.g Cheque Book Report

-Click Go

-Type the output file name e.g chqbkrpt

-Report to(MGR)

-Set ID relevant SOL e.g 1002

-Bank ID 01 for Kenya or 02 for South Sudan

-Report date indicate the required date e.g 07/11/2022

-Submit

-Invoke PQR menu then download and view the report

-Repeat the process for any other required report