**9. REPORTS**

**a. Prerequisites**

1. Ensure that ILinkweb.exe is installed on the computer and is active.

2. Run the Ilinkweb.exe file from the directory (C:\ilink\ilinkweb.exe)

3. Download folder is created in c drive, please note location of the folder is “c:\download” all reports will be downloaded and saved in this location.

**b. BRACMIS**

This menu is used to generate reports for various MIS parameters of the branch, the menu is available in the report server. Following reports are available for download from this menu. Steps for generating the report are listed below.

1. DD Status Report.

2. Sundry Account Detail.

3. POB Account Detail.

4. Suspense Account Detail.

5. Bank Master Download.

7. Dormant Account Intimation.

8. Cibil Customer Data.

9. Central Office Closing Balance Report.

10. IFSC Code Query.

11. Cibil Commercial Data.

12. Query On MIS Fields.

13. USSA Accounts Without Salary Credit For Two Months.

14. USSA accounts where OD is outstanding.

15. ATM Cash Report.

16. Account Wise Balance.

17. Govt Account Details.

18. Sundry Statement.

19. POB Statement.

20. Suspense Statement.

21. High Cost Deposit.

22. Deposit Ac Interest Rate Download.

23. Loan Ac Interest Rate Download.

24. Balancing Of Income Heads.

25. Balancing Of Expenditure Heads.

26. Loan Overdue Details

27. LOAN SECTOR WISE DOWNLOAD.

28. POB Claims On Branch.

29. Error Inerest Education Loan Report.

30. FCNR Detail Report .

31. Customers having 999 Occupation Code.

32. Credit Transactions in Digital Authority Cheque Accounts.

33. Risk Categorization Summary.

34. Risk Categorization Accounts.

35. Account having Turnover of Rs.10 cr and Above.

36. Education Loan Report upto 4.5 Lakhs income group 37. Bank Guarantee Statement.

38. Scheme wise Alternate Delivery Channels Facility Availed.

39. Count of Accounts/CustId with invalid Occupation code(999).

40. Dis-honour Cheque Report.

41. Report of Schemes with Sanction limit.

42. MIS for UMCD Account type.

43. Rephased accounts not marked in LONRSHDL.

44. CASA Balance Fluctuation In Accounts.

45. A1-A4 Borrowers Details.

46. Customers having Unclaimed/Overdue Deposits.

47. SHG Account Details.

48. CIBIL closed Account Details.

49. CIBIL Consumer -OLD FORMAT.

50. CIBIL Commercial Closed Accounts.

51. Non Fund Based Commercial Format for CIBIL(LG).

52. Non Fund Based Commercial Format for CIBIL(LC).

54. Inward/Outward Clearing Transactions Count.

56. Activity Wise Report.

57. CM Rural Housing Mission Scheme Report.

58. Accounts not having SRM Details

59. Vendor wise ATM Transactions Details.

60. Vendor wise ATM Transactions Details under DFS Module.

61. A/Cs Transferred from One Scheme to Another

62. Accounts list for Union KBC

63. Overdue List for RDFLX and RDNLX Scheme Accounts

64. Non CTS 2010 Standard Cheques in Use

65. Letters for Dormant Accounts

67. Account Label Details Report

68. Financial Inclusion Progress Report.

69. Daily Transactions Report for Single Note Acceptor.

70. ATM Cash Dispensed Summary.

71. Inward Clearing Transaction Count

72. Outward Clearing Transaction Count

73. TDS Deduction Returns Report

74. ECS Debits Report for Housing EMI

75. Loan Acct Rate of interest between specified Rates Report

79. TASMAC Report

80. Progress of SB Accounts Opened(FI)

81. Status report of UGC Accounts

85. Restructure based NPA classification

86. DCCO based NPA classification

87. Fraud Label attached and not loss asset

89. Report for LADSP batch failure

90. Transaction Details of DDA

92. Non-Cooperative Borrower Report.

93. Security, Insurance, Inspection Details 94. Maturity Date wise Deposits.

95. Manual ATM Transactions.

96. RBS Pending Rating Report

98. Guarantors Details.

99. List of Guarantors/Related Part Details/Date of Birth/Mobile No not maintained

101. Tax Withholding Report

**Steps to generate report from BRACMIS menu.**

1. Open the Finacle report server.
2. Login with your login credentials (Finacle user ID and password).
3. Invoke the menu “BRACMIS”
4. Following fields will be displayed.

* choice
* Set ID
* As on date
* Place holder
* IFSC Code
* Payment mode

1. Initially cursor will be positioned on “Choice” edit field, enter the corresponding number of report, the list can be accessed by pressing f2, alternatively
2. Initially cursor will be positioned on “Choice” edit field, enter the corresponding number of report, the list can be accessed by pressing f2, alternatively you may pick up the code as listed above.
3. Press tab to navigate to the next edit field “Set ID” enter your branch sol ID and press tab to navigate to next edit field “ as on date”.
4. Enter the date of the report and press f4 to navigate to the next screen.
5. Pressing F4 will bring the print acceptance screen and position the cursor in fore/Background edit field, Enter F and press tab to navigate to the print required Enter F in the edit field to generate the report in the foreground. Press tab key once to navigate to the print required? Edit field.
6. type N in this edit field and press f10 to generate the report., wait for some time until the report gets generated.
7. Once the report is generated the BRACMIS report screen will be displayed, press f5 to navigate to the background menu.
8. Delete the existing value in the edit field and type 12 and press enter.
9. Now the list of reports generated will be displayed and the recently generated report will be placed on the top.
10. Type ctrl plus e twice to explore the report to your local computer.
11. The report will be saved to your computer in rpt/txt format which you may access in notepad/wordpad.

## c. LAROR

This menu provides the list of loan accounts due for renewal in a specified time period. To generate the report follow following steps.

1. Invoke the “LAROR” menu in Finacle live/report server.
2. Form with following edit fields will be displayed.

* Function
* Set ID
* From date
* to date

1. By default cursor will be positioned in “Function edit field” with value “G”, keep the value in tacked and press tab to navigate to the next edit field.
2. Enter your branch sol ID and press tab to navigate to date edit field, enter the date from which records are to be listed and press tab to navigate to the to date edit field.
3. Enter the date to which records are to be listed and press f4 to invoke the print acceptance screen.
4. Pressing F4 will bring the print acceptance screen and position the cursor in fore/Background edit field, Enter F and press tab to navigate to the print required Enter F in the edit field to generate the report in the foreground. Press tab key once to navigate to the print required? Edit field.
5. type N in this edit field and press f10 to generate the report., wait for some time until the report gets generated.
6. Once the report is generated the BRACMIS report screen will be displayed, press f5 to navigate to the background menu.
7. Delete the existing value in the edit field and type 12 and press enter.
8. Now the list of reports generated will be displayed and the recently generated report will be placed on the top.
9. Type ctrl plus e twice to explore the report to your local computer.
10. The report will be saved to your computer in rpt/txt format which you may access in notepad/wordpad.

## e. MNDTRPT

**MANDATORY REPORT (MNDTRPT) MENU**

Purpose of the MNDTRPT Menu

MNDTRPT Menu is used for Generating mandatory reports. There is one mandatory report and seven (7) other reports which are to be generated and printed every day as on previous working day. All these reports are generated through single menu ‘MNDTRPT’. The list of reports is as under:

1. Mandatory report

2. Report for Income & Expenditure

3. Report for TOD

4. Exceptional Report for Modification in Advance accounts

5. Report for minor becoming major

6. Letter for dormant accounts

7. Letter for Inoperative accounts

8. User Transaction Log report

The reports generated are to be verified by the Branch Manager/Accountant of the branch every day and to be signed by the branch manager, having seen and verified.

In order to generate various reports using MNDTRPT menu, the user has to run the menu by typing MNDTRPT and pressing Enter in Menu Option of Finacle home screen

Function ‘G’ will be shown as selected by the system. SOL ID and report date will be populated by the system by default to current SOL ID of the user and Report date will be previous working day.

Press F4 to proceed. Print acceptance form will be displayed by the system. ‘B’ should be entered in Fore/Background denoting Background generation of report. Reports will be generated only in background only. Print required should be ‘N’.

Press F10 key after entering above details. Reports will be generated in background.

Check Background menu after some time. Generation of reports may take few minutes depending on the load on server.

**Importance of Mandatory Reports**

Mandatory reports are very useful tool for the branch officials to monitor day-to-day activities of the branch./office to have proper control over the same

These reports shows various transactions of the previous day, wherein the transactions are of exceptional nature. Report-wise details are as under:

Mandatory report shows exceptional transactions as under:

1. Mandatory report shows exceptional transactions as under:

* + Txn Involving Disbursement of Loan
  + Freezed Account Unfreezed
  + Cr Trf Txn Exceed Monetary Limit in SB, CD & TD A/c
  + User Lien Lifted
  + Cash Payment done of Other Sol
  + Account Made Inoperative
  + Change of Account Status from Dormant to Active
  + Adv A/c where Prefer Int Offered & due for Renewal
  + Dr Cash Withdrawal form Used for Withdrawal
  + Manual Entries in Suspense/Sundry/POB/Bills Payable

2. Report for Income & Expenditure

Details of Debit & credit to income and expenditure account is listed

3. Report for TOD

Account-wise Details of TOD sanctioned by the branch on reporting date

4. Exceptional Report for Modification in Advance accounts

Details of modification in ACM, Limit, rate of interest etc done in advance accounts on reporting date

5. Report for minor becoming major

List of account, where minor account holder become major as on reporting date

6. Letter for dormant accounts

Letter to be sent to account classified as dormant of the reporting date.

7. Letter for Inoperative accounts

Letter to be sent to account classified as inactive of the reporting date.

8. User Transaction Log report

Branch user-wise exceptional transaction details are reported.

**SUPPLEMENTARY REPORT (SUPPLM) MENU**

Purpose of the SUPPLM Menu

SUPPLM (Supplementary Report) Menu is used for Generate supplementary reports, which is report containing details of all the day’s transactions and arranged in Scheme-wise and type of transaction-wise (i.e. Cash, Clearing & transfer)

In order to generate various reports using SUPPLM menu, the user has to run the menu by typing SUPPLM and pressing Enter in Menu Option of Finacle home screen

* Select the Function Code ‘G’ (populated by default by system)
* Enter Sol Id for which report is required.
* Type ‘GL SUB HEAD CODE’ for the desired Scheme/GL code or leave the field blank for generating report for all the schemes.
* Fill in date for which report is required in DD-MM-YYYY format.
* After entering the details as above, press F4. Then following screen will be displayed.

Type ‘F’ for foreground, ‘B’ for back ground. If you require print enter Print required as ‘Y’ and press F4 again.

If print required is ‘Y’, then enter the Number of copies required in relevant field and press F10 key.

Ensure that printer connected to the PC is switched on and sufficient paper is loaded. Also ensure that Ilinkweb program in the PC is open & running

## If the print option is given system will print the report, else report will be available in Background menu for print/view later. h. STKSTMT

Non submitted stock statement menu

Type stkstmt in Finacle main menu screen and press Enter.

Next screen shows below options.

Function code

Sol id

Scheme

## i. HSGCERT

Housing loan interest certificate generation

Type stkstmt in Finacle main menu screen and press Enter.

**Next screen shows below options.**

Function code

Account no.

EMI amt