**Bristol County Savings Bank Internal Report Request Form**

Instructions: All report requests must be submitted on an Internal Report Request Form. Please complete all of the fields, providing specific detail in the “Report Detail” section. Email this form, and any report samples or screen shots, to [**Report.Request@bcsbmail.com**](mailto:Report.Request@bcsbmail.com)

Submitted date: 2/12/2025 Requestor name: Hasan Ali

Type of request:  New  Modify existing (report name): Active Monthly Deposit Business Accounts Open

Business area: Commercial Lending

Purpose: Informational Project Name: New Deposit Account balances

Proposed start date: 11/1/2023 Proposed due date: 2/12/2025

Output format:  PDF  Excel  iDashboard

|  |  |  |
| --- | --- | --- |
| Most recent business day | Most recent end-of-month | Specific Date: Click to enter a date. |
| Date Range: From: 11/1/2023 To: 1/31/2025 | | |

Report data as of:

Will this be a recurring report? Yes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Daily | Weekly | Monthly | Quarterly | Yearly |
| Other: I need this monthly, month end commencing with 2/28/25 but for now I also need one from 11/1/2023 through 1/31/2025. RUSH for Hasan for a report for Tim. | | | | |

If yes, frequency:

***Report Detail:***

|  |  |
| --- | --- |
| **Specific business need:**  Describe the business situation to be addressed by the report. | Want to capture new accounts and account opening balances |
| **Request goal:**  How will the business benefit from the report? | Deposit goals for CLO’s |
| **Required fields:**  Provide the required fields names or description. | 1st choice business checking, business checking, simple business checking, business elite money market, business money market, business premium money market, business premiums plus money market, interest business checking, community association reserve account, commercial negotiated Rate, business <12 month simple CD, Business > 12 month cmpdlyCD |
| **Field sort:**  Describe how the information should be sorted (account number, name, branch, etc.). | Grouped by branch name  Then sorted by branch name, sorted in ascending order  Then by responsibility officer, sorted in ascending order. |
| **Account Status:**  Check off account status(es) to include. | Active  Dormant  Non-Performing (non-accrual)  Closed  Charged-off |

To be completed by Report Writer

|  |  |  |
| --- | --- | --- |
| Job # | Date Submitted: | Date Assigned: |
| Created by: | | |
| Data Source(s) Used (COCC table name, etc): | | |
| Criteria/Filter: | | |
| Validation: | | |
| Output scheduled/saved (include schedule detail): | | |
| Draft submitted date: | Final delivery date: | |
| Final approval by: | | |