Barclays Virtual Accounts

Reports User Guide

BARCLAYS

Contents

1. Introduction

This guide provides details all available reports within Barclays Virtual Accounts and what information they provide. It covers how to generate reports in either CSV or PDF format and how to run the reports ad-hoc or set up a schedule.

2. Generate Reports

2.1. Navigate

1. Select the menu icon and navigate to **Account Management > Reports > Generate Reports**. This will load the Reports screen.
2. You can now select either the Ad hoc tab to run an Ad hoc report or **Schedule** to create a recurring report.

Note:

- Scheduled reports are generated in specific time frames, these are: daily; weekly; monthly; and quarterly.
- Ad hoc reports are generated on demand.
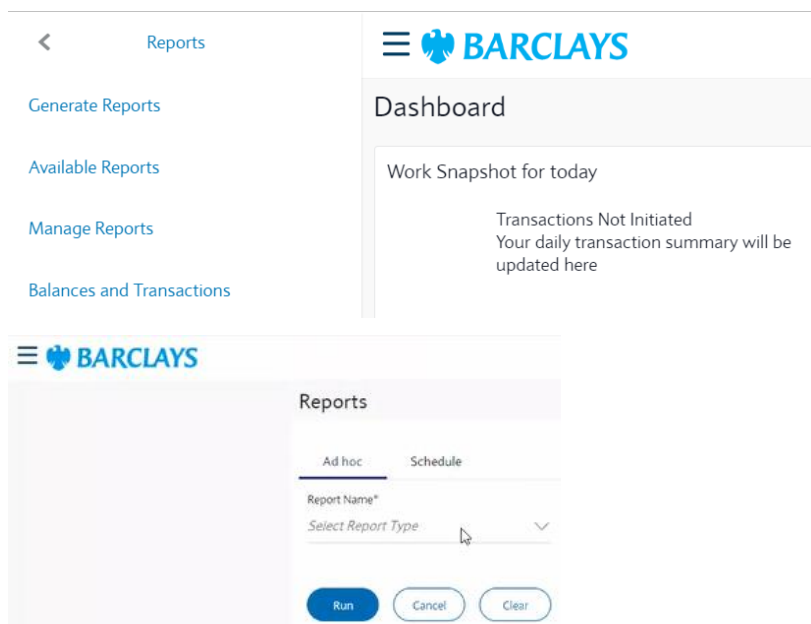
3. Once you have completed the report details, please see section 2.4 **Process the Report** for how to run and complete a report.

2.2. Enter the Reports details – Ad hoc Reports

Below is a description of each report available and how to complete each field for a given report.

The following fields will need to be completed for all reports (with the exception of the Account List Report and User Report):

Field Name	Field Type	Field Description	Validations
From Date*	Date	Specify the start date in the date range.	Enter a date on or before present date. 'From date' must be less than or equal to 'To Date'.
To Date*	Date	Specify the end date in the date range.	Enter a date on or before present date. 'From date' must be less than or equal to 'To Date'.

2.2.1. Balance Report

The Balance report provides current and available balances for selected or all accounts under the same virtual entity. The report can only be generated for one virtual entity at a time. The Balance report can be generated for a specific date. The PDF report is only available for individual accounts. The CSV report is available to select for one account or all accounts.

1. Capture/View the following details:

Field Name	Field Type	Field Description	Validations
Report Name*	Drop Down	Select the type of the report.	
Report Format*	Drop Down	Select PDF or CSV.	
Virtual Entity*	Drop Down	Select the virtual entity for whom the report is to be generated.	
Include only Aggregation Accounts	Radio Button	Specify whether you want to include only Aggregation Accounts.	

Field Name	Field Type	Field Description	Validations
		• If excluding aggregation accounts – the report provides the underlying account balances in their own currencies. • If including aggregation accounts – the report provides only the consolidated balances in the aggregated account.	
Virtual Account Number	Display/Drop Down	Select the virtual account number for which the report is to be generated.	
Account Status*	Drop Down	Select the status of the virtual account Active or Closed.	
Virtual IBAN	Display/Input	The IBAN number of the virtual account is displayed.	Enter 0 or more characters, up to a maximum of 35.
Virtual Account Name	Display	The name of the virtual account is displayed.	
Virtual Account Currency	Display	The currency of transactions for the virtual account is displayed.	
Virtual Account Branch	Display	The branch holding the virtual account is displayed.	

2.2.2.   Reconciliation Report

The Reconciliation report displays details of all outstanding transactions which have not been allocated or matched. The report will also provide details of transactions that have been automatically allocated or matched to a virtual account.

1.   Capture/view the following details:

Field Name	Field Type	Field Description	Validations
Report Name*	Drop Down	Select the type of the report.	
Report Format*	Drop Down	Select the format of the report: PDF or CSV.	
All Dates	Checkbox	Check this box to indicate if you want to generate report for all dates. If you select this box, then fields 'From Date*' and 'To Date*' are disabled.	
Allocation/Matching Status*	Drop Down	Select the status of allocation or matching of payment to the virtual account: Allocated or Unallocated.	

All fields marked with * are mandatory

2.2.3.   Account List Report

You can generate an Account List Report which shows the attributes for one virtual account or for all virtual accounts under the same virtual entity.

1.   Capture/view the following details:

Field Name	Field Type	Field Description	Validations
Report Name*	Drop Down	Select the type of the report.	
Report Format*	Drop Down	Select the format of the report: PDF or CSV.	
Virtual Entity*	Drop Down	Select the virtual entity for whom the report is to be generated.	

Virtual Account Number	Display/Drop Down	Select the virtual account number. The system displays this field if you provide the 'Virtual IBAN' number first.	
Account Status*	Drop Down	Select the status of the virtual account: Active or Closed.	
Virtual IBAN	Display/Input	The system displays the IBAN number of the virtual account.	Enter 0 or more characters, up to a maximum of 35.
Virtual Account Name	Display	The system displays the name of the virtual account.	
Virtual Account Currency	Display	The system displays the currency of transactions for the virtual account.	
Virtual Account Branch	Display	The system displays the branch holding the virtual account.	

2.2.4. Interest Report

You can generate an Interest report to view the interest accrued during or at the end of the interest period. The report can show one or all the accounts set up under a structure.

1. Capture/view the following details:

Field Name	Field Type	Field Description	Validations
Report Name*	Drop Down	Select the type of the report	
Report Format*	Drop Down	Select the format of the report: PDF or CSV	

Virtual Entity*	Drop Down	Select the virtual entity for whom the report is to be generated.	
Virtual Account Number	Display/Drop Down	Select the virtual account number. The system displays this field if you provide the 'Virtual IBAN' number first.	
Account Status*	Drop Down	Select the status of the account: Active or Closed.	
Virtual IBAN	Display/Input	The IBAN number of the virtual account is displayed.	Enter 0 or more characters, up to a maximum of 35.
Virtual Account Name	Display	The name of the virtual account is displayed.	
Virtual Account Currency	Display	The currency of transactions for the virtual account is displayed.	
Branch Name	Display	The branch holding the virtual account is displayed.	

2.2.5. Statement Report

You can generate a Statement report for a specific date or date range. Statement reports can be generated for one, multiple or all virtual accounts under the same virtual entity.

1. Capture/view the following details:

Field Name	Field Type	Field Description	Validations
Report Name*	Drop Down	Select the type of the report.	
Report Format*	Drop Down	Select the format of the report: PDF or CSV	
All Accounts	Checkbox	Check this box to indicate if you want to generate report for all Accounts. If you check this box, field 'Virtual Account Number 'is disabled.	
Virtual Entity*	Drop Down	Select the virtual entity for whom the report is to be generated.	
Virtual Account Number	Display/Drop Down	Select the virtual account The system displays this field if you provide the 'Virtual IBAN' number first.	
Account Status*	Drop Down	Select the status of the account: Active or Closed.	

2.2.6. System Audit Report (For Client Admin)

The System Audit report provides details of system activities undertaken by users.

1. Capture/view the following details:

Field Name	Field Type	Field Description	Validations
Report Name*	Drop Down	Select the type of the report.	
Report Format*	Drop Down	Select the format of the report: PDF or CSV	
Virtual Entity ID*	Drop Down	Select the virtual entity for whom the report is to be generated.	
Sort By*	Drop Down	Select criteria to sort the data based on username or creation date. Select Input By or Input Date	
Activity	Option List	Select one or more transactions or maintenance.	

2.2.7. User Report (For Client Admin)

The following section demonstrates how a Customer Admin User can generate a report detailing all your current Users and their access rights or entitlements in Barclays Virtual Accounts.

Report data will be sorted by Username.

1. Capture/view the following details:

Field Name	Field Type	Field Description	Validations
Report Name*	Drop Down	Select the type of the report.	
Report Format*	Drop Down	Select the format of the report: PDF or CSV	
Virtual Entity ID*	Drop Down	Select the virtual entity for whom the report is to be generated from the adjoining drop down list.	

All fields marked with * are mandatory

2.3. Enter the Reports details – Scheduled Reports

For details of how to complete individual fields for each report please find the details above. For all scheduled reports you will need to complete the **Schedule**, **Scheduler Start** and **Scheduler End** fields. The **Latest** and **Date Range** fields are optional for all reports except for the **Account List** report and **User** report.

Field Name	Field Type	Field Description	Validations
Schedule*	Drop Down	Frequency of the report with which it needs to be generated. Options are: • Once • Daily • Weekly • Monthly • Quarterly • Previous Calendar Month • Previous Calendar Quarter	
Latest	Radio Button	Select this button if you want to generate the report for the latest date. You can select only one of either 'Latest' or 'Date Range' at a time. This field is only applicable for Once and Daily frequency.	Enter a date and time after present date for 'Scheduler Start'.
Date Range	Drop Down	Specify the date range for which the report is to be generated. The options are Relative or Absolute. You can select only one of either 'Latest' or Date Range at a time. Relative date Range - sets the current day at '0' and allows you to generate transactional history by entering '-1' for one day, '-15' for 15 days etc. Absolute date Range – enter a specific date range using the calendar.	If you select 'Absolute', then in the field 'From Date' enter a date less than or equal to present date. In field 'To Date' enter a date between 'From Date' and present date. If you select 'Relative', then in field 'To' enter a number greater than that entered in the 'From' field.
Scheduler Start *	Date	Specify the schedule start date for the report to be generated based on the frequency selected.	You can enter the 'Scheduler start' date which is less than or equal to the 'Scheduler End' date. 'Scheduler Start' date can only be from tomorrow.
Scheduler End *	Date	Specify the schedule end date for the report to be generated based on the frequency selected. If You select 'Once' as the report frequency in 'Schedule' field, then 'Scheduler End' will always be disabled.	Enter a date and time after present date. Enter a 'Scheduler End' date that is more than or equal to the 'Scheduler Start' date.

All fields marked with * are mandatory

2.4. Process the Report

1. Click **Run** to generate the Ad hoc report, click **Save Schedule** to save the Schedule for the report, or
   Click **Cancel** to cancel the operation and exit the screen. The system will display a warning message. Click Yes to proceed with cancellation or click **No** to undo cancellation or
   Click **Clear** to reset the details.

2. Note:

- For Ad hoc and Scheduled Statement reports, when you click **Run** or **Save Schedule** respectively after selecting 'All Accounts' checkbox, a confirmation message will appear for you to confirm if you want to run reports for all accounts. Click **Yes** to submit the request or click **No** to cancel the request.

- Account List report and Interest report, when you click **Run** or **Save Schedule** respectively after selecting virtual entity but without selecting any accounts (i.e., all accounts will be included in the report), a confirmation message will appear for you to confirm if you want to run reports for all accounts. Click **Yes** to submit the request or click **No** to cancel the request.

3. The system displays the confirmation message along with the status and report request ID of the operation. Example below:
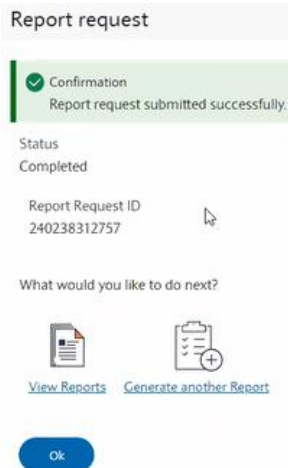
4. Click **View Reports** to view the available reports in the **Available Reports** screen, or
   Click **Generate another Report** to create another report, **or**
   Click **Ok** to complete the operation and go back to the Dashboard.

3. Searching and Viewing Available Reports

3.1. Navigate

- Click on the main menu icon and navigate to **Account Management > Reports > Available Reports**. The Available Reports screen will load.

- On the **Available Reports** screen, select the **Ad hoc** tab to view all Ad hoc reports available or **Scheduled** to view all scheduled reports available.

3.2. Search and View Reports

Below is a description of the search options available to filter the reports available and additional information available for each report in the list.

1. Capture/View the following details:

Field Name	Field Type	Field Description	Validations
Report Id	Input	Specify the Unique reference number of the report.	Enter 12 numeric characters.
Report Name	Drop Down	Specify the type of the report from the adjoining drop down list. Options are: • Balance Report • Reconciliation Report • Account List Report • Interest Report • Statement Report • System Audit Report • User Report	
Generation Date	Date	Select the date range in fields 'From Date' and 'To date', range.	Enter a date in 'From Date' field on or 7 days before present date. Enter date in field 'To date' between date in

			'From Date' field and present date.
Report Name	Display	The name of the report is displayed.	
Report Sub Id	Display	The Sub ID of the report in the format XXXXXXXXXXXX-XXX is displayed. On clicking on this link, the report will be downloaded.	
Virtual Entity ID/Account Number	Display	The ID of the virtual entity and the account number of the virtual entity is displayed.	
Generation Date and Time	Display	The date and time of the report generation is displayed.	
Status	Display	The system displays the status of generation of the report. Options are: • Processed- Report which is generated • Pending – Report which is yet to be generated. • Error – Report which failed from generation due to some error. Note: You can view the details of the Processed reports only.	

2. Once you have completed your search criteria, click **Search**. The **Available Reports screen** will update to display only reports based on the entered search parameters.
    You may also click **Cancel** to go back to dashboard or click **Clear** to reset the search parameters.
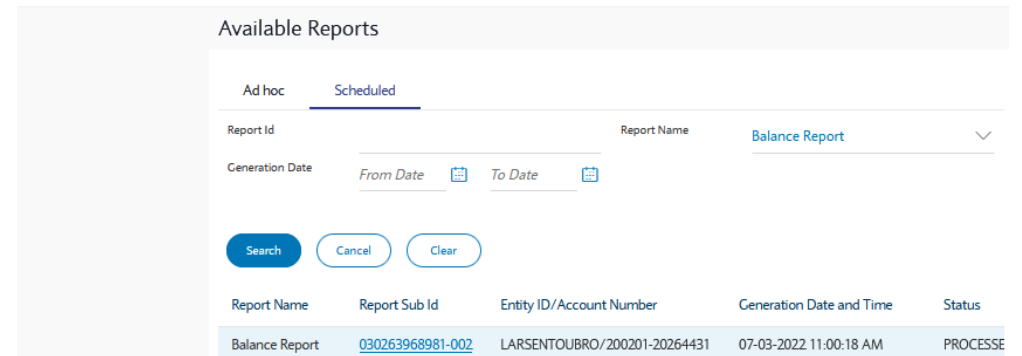
3. Click the **Report Sub Id** hyperlink of the report to be downloaded. The report will be downloaded in the format selected during the report generation.

4. Amending or Deleting Scheduled Reports

4.1. Navigate

1. Click on the main menu icon and navigate to **Account Management > Reports > Manage Reports.** The **Manage Reports** screen will be displayed.

4.2. Amend Scheduled Reports

The below details the search criteria options available for filtering the available scheduled reports.

1. Capture/View the following details:

Field Name	Field Type	Field Description	Validations
Report Id	Input	Specify the Unique reference number of the report.	Enter 12 numeric characters.
Report Name	Drop Down	Specify the name of the report scheduled to be generated. Options are: • Balance Report • Reconciliation Report • Account List Report • Interest Report • Statement Report • System Audit Report • User Report	
Generation Date	Date	Select the date range in fields 'From Date' and 'To date', range.	Enter a date in 'From Date' field on or 7 days before present date. Enter date in field 'To date' between date in 'From Date' field and present date.

2. Once you have completed your search criteria, click **Search**. The available scheduled reports for the entered search parameters will be displayed. You may also click **Clear** to reset the search parameters or click **Cancel** to cancel the operation and navigate back to the dashboard.

3. Click on '**Report Id**' hyperlink. The **Scheduled Reports – Detailed** screen appears of the report selected.

4. Click **Edit** to edit the Report's details. The **Scheduled Reports - Edit** screen appears. You may also click **Cancel** to cancel the operation and go back to Dashboard or click **Back** to navigate to the previous screen.

5. The system displays the **Scheduled Reports - Edit** screen based on report selected.

6. Complete the updates required. You can amend the following fields for a scheduled report:

- Report Format

- Schedule

- Latest *(not applicable for Account List Report and User Report)*

- Date Range *(not applicable for Account List Report and User Report)*

- Scheduler Start *(editable if schedule has not started already)*

- Scheduler End

7. Having completed the updates to the report, click **Save**.

8. After selecting **Save**, the **Review** screen appears, which allows you to verify the updates. Select **Confirm** to pass the amendment for authorisation. A success message will be displayed detailing the operational reference number. Click **Done** to complete the operation and go back to the home dashboard.

Note:

- When you edit the scheduled report, it will be applicable from next scheduled run time.

- The system displays the updated Scheduled report under '**Manage Reports'** screen and not under 'Available Reports'. Changes are applicable from next day.

4.3. Delete Scheduled Reports

1. Navigate to the **Manage Reports** screen via the menu.

2. After entering the report information and clicking on **Search** in the **Manage Reports - Search Results** screen, the report details appear based on the values entered.

3. Click the hyperlink in the **Report ID** column for the report you wish to delete. The **Scheduled Reports - Detailed** screen appears.

4. Click **Delete** to delete the Scheduled Report setup at the bottom of the screen. The system displays the warning message for you to confirm the deletion.

5. Click **Confirm** to delete. The system displays the confirmation message with the operation ID and the record is passed for authorisation.

6. Click **Done** to go back to dashboard.

You can get this in Braille, large print or audio. For more information, please contact your local Barclays representative or visit barclayscorporate.com/alternativeformats.