# NAB Trade Finance Online

## Quick Reference Guide
## Schedule and Execute Reporting

**Use:** To schedule and generate reports.

**Background:** NAB offers customers standard reports which can be loaded by customers for use. Customers also have the ability to design reports from new or re-design one of the standard NAB reports.

**Note:** If you want to design a report or load one of the standard reports refer to the NAB Trade Finance Online Customer User Guide for instructions.

| 1 | Execute a report |
|---|---|

1.1  **Click** the **Reports** option from the NAB Trade Finance Online home page.

1.2  **Click** the **Report Execution** option. The *List of Executable Reports screen* displays.



1.3  **Click** the **Report Name** of the report that you want to execute. The *Execute Report screen* displays. **Note:** When the list is large you can refine the results be entering the report name.



Some reports have parameter and filter fields to allow you to refine the report data.  In this example you can refine your report by date.

1.4  **Select** the **Output Format** from the drop down list.



1.5  **Click** the **Search** button. The File download popup window displays. **Note:** the report displays on screen automatically, when output format is left as screen (default).

1.6  **Open** or **save** the file as per normal process.

Definition of Output types

| Output option | Format |
|---|---|
| Screen | Generates report onscreen (default) |
| CSV | Generates report in a Comma-Separated Values file |
| Spreadsheet | Generates report in a Microsoft Excel compatible file |
| PDF | Generates report in a read only pdf document<br><br>This is the only option that will include the company logo if it has been defined by the report designer. |

| 2 | View list of scheduled reports |
|---|---|

2.1  **Click** the **System Features** option from the Trade Applications menu.

2.2  **Click** the **Schedule** option from the Report Designer menu. The *List of Existing Reports (Scheduled) Screen* displays.



| If you want to… | Then |
|---|---|
| Modify when the report is scheduled | Go to step 3. |
| Delete the report form the schedule | 1   **Click** the ⬚icon. The *confirm delete window* displays.<br>2   **Click** the **OK** button. The report is removed from the schedule list. |
| Schedule a report | Go to step 4 |

| 3 | Modify when a report is scheduled |
|---|---|

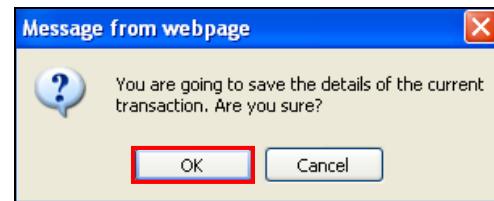3.1 **Click** the ✎ icon. The *Modification/Creation of a Report Schedule screen* displays.



3.2 **Change** the **selections** to amend when the report is scheduled. **Note:** you can overwrite existing details when the details have a visible field box.

Modification / Creation of a report Field descriptions

| Field name | Description |
|---|---|
| **Report Name** | Select from dropdown list<br>List will depend on the available reports |
| **Frequency** | Select the radio button.<br>• Daily<br>• Weekly: specify the day<br>• Monthly: specify the date |
| **Output format** | Select from dropdown list:<br><br>CSV<br>Spreadsheet<br>PDF |
| **Language / Locale:** | Select from dropdown list: |

| | English<br>French |
|---|---|
| **Email Address:** | The email address where you want the report to be sent. Reports will be automatically emailed to specified recipients upon report generation. You can only add one email address so you will need to create a new schedule for each recipient. |

3.3 **Click** the **Save** button to save your amendments. The *save the current transaction screen* displays.



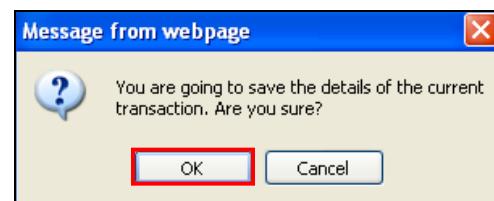3.4 **Click** the **OK** button. The *Save Report Schedule screen* displays.

**Save Report Schedule**
The report schedule has been successfully saved.

| 4 | Schedule a report |
|---|---|

4.1 **Click** the **Add** button. The *Modification/Creation of a Report Schedule screen* displays (as per image in step 2).

4.2 **Add** the **required** Information. See step 3.2 for field descriptions.

4.3 **Click** the **Save** button**.** The *save the current transaction screen* displays.



4.4 **Click** the **OK** button. The *Save Report Schedule screen* displays.

**Save Report Schedule**
The report schedule has been successfully saved.