Bank Product Report

Report Module Guide: Bank Product Report (Aging Report)

Module Location

Finance > Reports > Bank Product Report

Module Objective

The **Bank Product Report** module is used to generate an **aging report** for various banking products or instruments, such as a **Bank Guarantee**. This report helps management monitor how long these financial instruments have been outstanding or active.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **1. As of**:
  - Specify the reference date ("as of" date) for the calculation of the bank product's age.
- **2. Aging Method**:
  - Select the basis to be used for calculating the age, for example, **"Calculate Number of Days Since Bank**

Product Date".

- **3. Aging Period**:
  - Set the time range for each aging bucket in the report, for example, the first 30 days, the second 60 days, and the third 90 days.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the reference date and the aging ranges you wish to analyze.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the bank product aging report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a list of banking products classified by their age.

This report displays details such as the **Bank Product Number, Bank Product Date,** and **Amount**. The **Amount** value of each product will be placed in one of the aging columns on the right (e.g., 0 - 30, 31 - 60, etc.) according to the result of its age calculation.

Tips & Important Notes

- Use this report to monitor financial instruments that have been outstanding for a long time and may require attention or follow-up.
- This report is a recapitulation of the data managed in the **Banking Product** module.
- This is an important monitoring report for the **Treasury team** to manage the company's portfolio of banking instruments.

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