

RBC Global Trade

Getting Started with Reporting



Contents

RBC Global Trade™ allows users to issue, receive, amend and manage trade instruments, such as letters of credit, documentary collections, standby letters of credit and guarantees, online anytime, anywhere.

This guide will help you get started using reports.

| | |
|---|-----------|
| Accessing Standard Reports | 3 |
| Accessing Custom Reports | 8 |
| Help | 15 |

Accessing Standard Reports

The screenshot shows the RBC Global Trade System interface. At the top, there is a navigation bar with the RBC logo, user name 'Margaret Murray', and a 'Logout' button. Below the navigation bar, there are several menu items: 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The 'Reports' menu is highlighted with a red box, and a dropdown menu is visible, showing 'Standard Reports' and 'Custom Reports'. Below the navigation bar, there is a 'Home' section with a welcome message and a 'Mail Messages' section with a table of messages. At the bottom, there is a 'Notifications' section with a table of notifications.

| Date & Time | Subject | Reference | Assigned To | Vendor ID |
|----------------------|--|-----------|-------------|-----------|
| 15 Dec 2017 02:47 PM | Discrepancy Notice: EXP7050048T - 2 Export Docume... | | | |
| 18 Dec 2017 02:27 PM | Discrepancy Notice: IMP1050071T - 4 Import Docume... | | | |
| 20 Dec 2017 01:35 PM | Discrepancy Notice: IMP2500073T - 2 Import Docume... | | | |
| 20 Dec 2017 04:45 PM | Discrepancy Notice: IMP7050071T - 3 Import Docume... | | | |
| 20 Dec 2017 09:27 PM | Discrepancy Notice: IMP2500073T - 3 Import Docu... | | | |

| Date & Time | Instrument ID | Reference | Instrument Type | Transaction | Party | CCY | Amount | Status | Vendor ID |
|---------------|---------------|-----------|--------------------|----------------|--------------------|-----|-----------|--------------|-----------|
| 29 Mar 201... | EXP2500678I | | Export LC | Issue Transfer | 123 Logistics S... | USD | 20,000.00 | Processed... | |
| 06 Apr 201... | DGU7850927I | | Outgoing Guarantee | Extend | ABC Co. | USD | 0.00 | Processed... | |
| 21 Mar 201... | IDC4050142T | | Import Collection | Payment | ABC Co. | JPY | 0 | Processed... | |
| 19 Apr 201... | DGU7850927I | | Outgoing Guarantee | Extend | ABC Co. | USD | 0.00 | Processed... | |
| 29 Mar 201... | DGU7850927I | | Outgoing Guarantee | Extend | ABC Co. | USD | 0.00 | Processed... | |

To get started, click on **Reports** and select **Standard Reports**.

Accessing Standard Reports

The screenshot shows the RBC Reports interface. At the top, there is a navigation bar with 'Home', '100 (135)', '200', 'Help', and 'Logout' buttons. The user's name 'Margaret Murray' is displayed. Below the navigation bar, there are tabs for 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The 'Reports' tab is active, and there are sub-tabs for 'Standard Reports' and 'Custom Reports'. A search bar is present with a 'Search' button. Below the search bar, there is a table of reports with two columns: 'Report Name' and 'Description'. The first row, 'As of Date - Outstanding Instrument Report', is highlighted with a red box. Other reports in the list include 'Outstanding Amount Report', 'B8CTP0100C - Outstanding Liability Report - Detail (Version 2)', 'B8CTP0110C - Outstanding Liability Report - Summary (Version 2)', 'B8CTP0150C - As of Outstanding Liability Report - Detail (Version 2)', 'B8CTP0200C - Maturing Acceptances or Deferred Payments Report (Version 2)', 'TP0100C - Outstanding Liability Report - Detail', 'TP0110C - Outstanding Liability Report - Summary', 'TP0150C - As of Outstanding Liability Report - Detail', 'TP0200C - Maturing Acceptances or Deferred Payments Report', 'TP0300C - Payments Made or Received Report', 'TP0400C - Fees and Charges - Summary', 'TP0500C - Work in progress', 'TP0600C - Outstanding Collections', 'TP070 - Audit Report', 'TP0800C - Corporate Customer Information', 'TP0900C - Corporate Customer Usage', and 'Transfer LCs Outstanding'. A 'Total Count: 19' is shown at the bottom right of the table.

| Report Name | Description |
|---|--|
| As of Date - Outstanding Instrument Report | As of Date Outstanding Liability Report |
| Outstanding Amount Report | Custom Report Test |
| B8CTP0100C - Outstanding Liability Report - Detail (Version 2) | Outstanding Amount Report for LCs, SLCs and Guarantees |
| B8CTP0110C - Outstanding Liability Report - Summary (Version 2) | Outstanding Liability (Version 2) |
| B8CTP0150C - As of Outstanding Liability Report - Detail (Version 2) | Direct and Contingent Liability (Version 2) |
| B8CTP0200C - Maturing Acceptances or Deferred Payments Report (Version 2) | As of Date Outstanding Liability Report (Version 2) |
| TP0100C - Outstanding Liability Report - Detail | Maturing Acceptances & Deferred Payments (Version 2) |
| TP0110C - Outstanding Liability Report - Summary | Outstanding Liability |
| TP0150C - As of Outstanding Liability Report - Detail | Direct and Contingent Liability |
| TP0200C - Maturing Acceptances or Deferred Payments Report | As of Date Outstanding Liability Report |
| TP0300C - Payments Made or Received Report | Maturing Acceptances & Deferred Payments |
| TP0400C - Fees and Charges - Summary | Payment Details |
| TP0500C - Work in progress | Transaction Fee & Charges |
| TP0600C - Outstanding Collections | Pending and Authorized Transactions |
| TP070 - Audit Report | Outstanding Collections |
| TP0800C - Corporate Customer Information | Reference Data Changes by UserId |
| TP0900C - Corporate Customer Usage | Customer Detail and Capabilities |
| Transfer LCs Outstanding | Instrument and Transaction Volume |
| | Outstanding Amount Report for Transfer LCs |

You will see a list of available standard reports. Double click on the report you wish to view – for example, **“As of Date - Outstanding Instrument Report”**.

Accessing Standard Reports

The screenshot shows the RBC Reports interface. At the top, there is a navigation bar with 'Home', 'Messages', 'Help', and 'Logout' buttons. The user is logged in as 'Margaret Murray'. The main menu includes 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The 'Reports' section is active, showing 'Standard Reports' and 'Custom Reports' options. The 'As Of Date - Outstanding Instrument Report' is selected, with 'Expand' and 'Close' buttons. Below this, the 'Report Criteria' section is visible, containing the instruction 'To view this report, please specify the report criteria below.' The 'Select Corporate Customer Name(s)' field has a dropdown menu with 'Please select a prompt value' and 'ABC Inc.' options. A red arrow points to this dropdown. The 'As Of Date' field has a date picker set to '01-01-2018', with another red arrow pointing to it. At the bottom left, the 'Show Report' button is highlighted with a red box. The footer contains the copyright notice '© 2001-2016 CGI Technologies and Solutions Inc.'

Follow the prompts to select **Report Criteria**. For example, for the “As of Date - Outstanding Instrument” report you need to select **Corporate**.

Once on the Report Criteria page, select the **customer’s name** and the **as of date** from the drop-down menus.

Click on **Show Report**.

Accessing Standard Reports

Home | Messages | Help | Logout

Margaret Murray

New Instruments - Transactions - Reports - Reference Data - My Links

Reports • Standard Reports • Custom Reports

As Of Date - Outstanding Instrument Report [Expand] [Save As] [Close]

Report Criteria

Outstanding Instrument Report
As Of : 01 Jan 2018

Customer Name: ABC Inc.
Instrument Type: Billing
Base Currency: CAD

| RBC Reference | Customer Reference | Transaction Date | Issue Date | Expiry Date | Party | Instr. Curr. | Outstanding Amount (COI) |
|---------------|--------------------|------------------|-------------|-------------|-------|--------------|--------------------------|
| BL10188M | | 01 Nov 2018 | 01 Nov 2018 | 12 Dec 2018 | | USD | |

Instrument Type: Direct Send Collection
Base Currency: CAD

| RBC Reference | Customer Reference | Transaction Date | Issue Date | Expiry Date | Party | Instr. Curr. | Outstanding Amount (COI) |
|---------------|--------------------|------------------|-------------|-------------|-------------------------------|--------------|--------------------------|
| DR498T | 123456A | 01 Nov 2018 | 03 Oct 2018 | | Import-Export Industries Inc. | USD | 90.00 |

Instrument Type: Import Collection

The report will now be displayed on screen. You can now open it in the following formats: CSV, PDF, Excel, and print or save it to your local drive if needed.

Protected View This file originated from an internet location and might be unsafe. Click for more details. Enable Editing

V38

| RBC Reference | Customer Reference | Transaction Date | Issue Date | Expiry Date | Party | Instr. Curr. | Outstanding Amount (COI) | Outstanding Amount (Base Curr.) |
|---------------|--------------------|------------------|-------------|-------------|-------|--------------|--------------------------|---------------------------------|
| BL10188M | | 01 Nov 2018 | 01 Nov 2018 | 12 Dec 2018 | | USD | 0.00 | 0.00 |

Instrument Type: Direct Send Collection
Base Currency: CAD

| RBC Reference | Customer Reference | Transaction Date | Issue Date | Expiry Date | Party | Instr. Curr. | Outstanding Amount (COI) | Outstanding Amount (Base Curr.) |
|---------------|--------------------|------------------|-------------|-------------|-------------------------------|--------------|--------------------------|---------------------------------|
| DR498T | 123456A | 01 Nov 2018 | 03 Oct 2018 | | Import-Export Industries Inc. | USD | 90,000.00 | 90,000.00 |
| | | | | | | | CAD | 120,000.00 |
| | | | | | | | CAD | 600.00 |

Instrument Type: Outgoing Standby LC
Base Currency: CAD

| RBC Reference | Customer Reference | Transaction Date | Issue Date | Expiry Date | Party | Instr. Curr. | Outstanding Amount (COI) | Outstanding Amount (Base Curr.) |
|---------------|--------------------|------------------|-------------|-------------|------------------------|--------------|--------------------------|---------------------------------|
| 8000276 | | 01 Nov 2018 | 01 Nov 2018 | 02 Apr 2019 | The Corporation of the | CAD | 11,000.00 | 11,000.00 |
| | | | | | | | CAD | 11,000.00 |

Total Outstanding in Base Curr. for Customer : ABC Inc. 11,000.00

In the example above, the report was opened in Excel.

Accessing Standard Reports

The screenshot shows the RBC system interface for Margaret Murray. The 'Reports' menu is open, and the 'Outstanding Instrument Report' is selected. The report is titled 'Outstanding Instrument Report As Of: 01 Jan 2018'. The report criteria are set to 'As Of Date - Outstanding Instrument Report'. The report displays two tables of data.

| RBC Reference | Customer Reference | Transaction Date | Issue Date | Expiry Date | Party | Instr. Curr. | Outstanding Amount (COI) |
|---------------|--------------------|------------------|-------------|-------------|-------|--------------|--------------------------|
| BL101380M | | 01 Nov 2016 | 01 Nov 2016 | 12 Dec 2018 | | USD | |

Customer Name: ABC Inc.
Instrument Type: Billing
Base Currency: CAD

Instrument Type: Direct Send Collection
Base Currency: CAD

| RBC Reference | Customer Reference | Transaction Date | Issue Date | Expiry Date | Party | Instr. Curr. | Outstanding Amount (COI) |
|---------------|--------------------|------------------|-------------|-------------|-------------------------------|--------------|--------------------------|
| DR489T | 123456A | 01 Nov 2016 | 02 Oct 2016 | | Import-Export Industries Inc. | USD | 90.0 |

Instrument Type: Import Collection

The screenshot shows the RBC system interface for Margaret Murray. The 'Reports' menu is open, and the 'Outstanding Instrument Report' is selected. The 'Save As' dialog box is open, allowing the user to save the report as a standard or custom report.

Report Name: As Of Date - Outstanding Instrument Report
Report Description: As Of Date Outstanding Liability Report
Report Type: Standard Report
Standard Report Category: [Dropdown]
Custom Report: [Dropdown]

Customer Name: ABC Inc.
Instrument Type: Billing
Base Currency: CAD

Instrument Type: Direct Send Collection
Base Currency: CAD

| RBC Reference | Customer Reference | Transaction Date | Issue Date | Expiry Date | Party | Instr. Curr. | Outstanding Amount (COI) |
|---------------|--------------------|------------------|-------------|-------------|-------------------------------|--------------|--------------------------|
| DR489T | 123456A | 01 Nov 2016 | 02 Oct 2016 | | Import-Export Industries Inc. | USD | 90.0 |

At this point you can do the following:

- **Expand** – this button allows you expand the report
- **Save As** – this button allows you to save it as a standard or custom report
- **Delete** – this button will delete the report and is only accessible if the user has permission to delete files

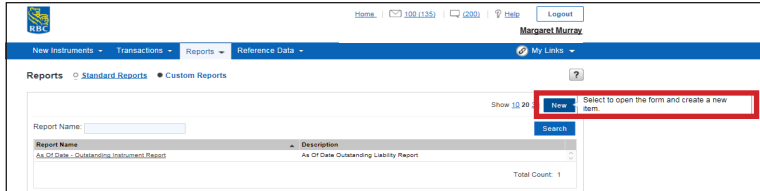
Accessing Custom Reports

The screenshot shows the RBC system interface. At the top, there is a navigation bar with 'Home', '11', '15', 'Help', and 'Logout' buttons. The user's name 'Margaret Murray' is displayed. Below the navigation bar, there are tabs for 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The 'Reports' tab is selected, and a sub-menu is open showing 'Standard Reports' and 'Custom Reports', with 'Custom Reports' highlighted by a red box. Below the navigation bar, there are three main sections: 'Mail Messages', 'Notifications', and 'All Transactions'. Each section has a 'Show' button and a 'Read/Unread' dropdown menu. The 'Mail Messages' section shows a table with columns: Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID. The 'Notifications' section shows a table with columns: Date & Time, Instrument ID, Reference, Instrument Type, Transaction, Party, CCY, Amount, Status, and Vendor ID. The 'All Transactions' section shows a table with columns: Instrument ID, Instrument Type, Transaction, CCY, Amount, Status, Party, and Primary.

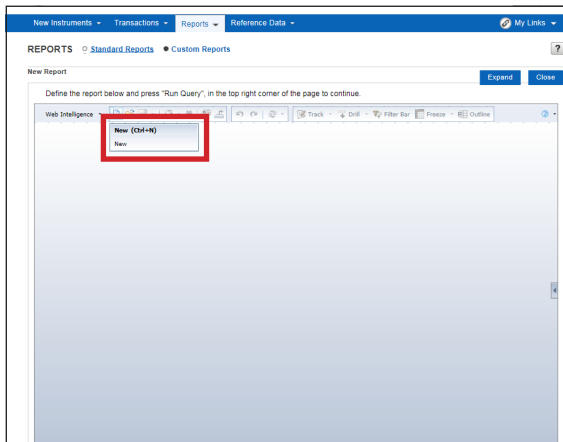
To get started, click on **Reports** and select **Custom Reports**.

You will only be able to build custom reports if you have been granted permission by your administrator.

Accessing Custom Reports

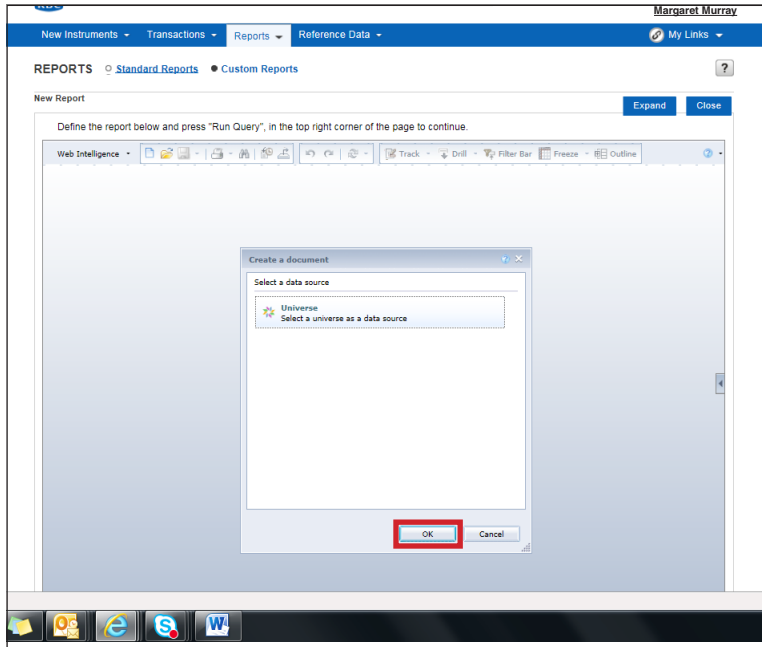


Click on **New** to get started creating a new custom report.

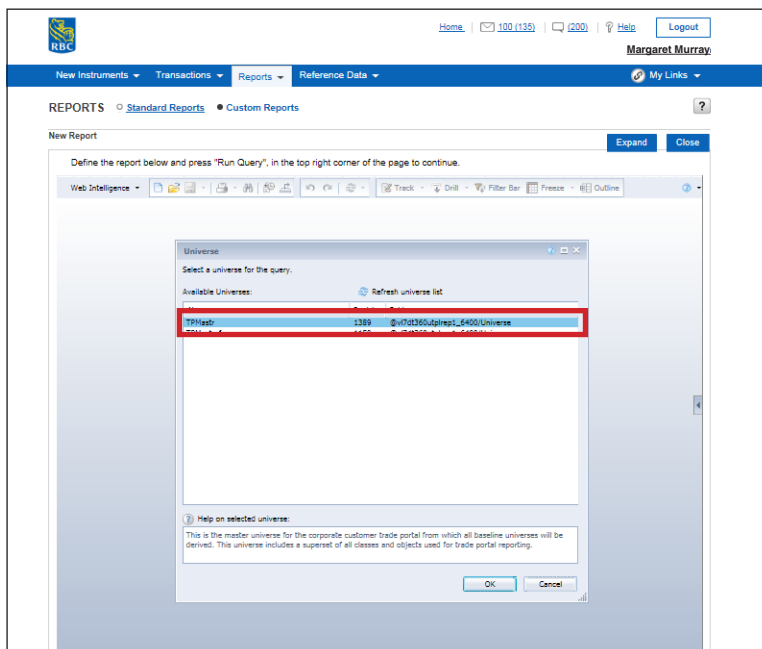


Click **New** again to get started.

Accessing Custom Reports

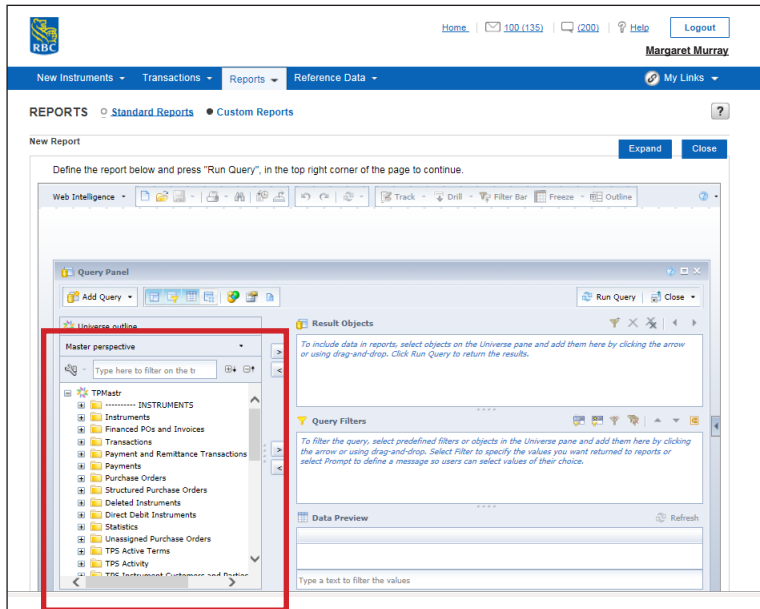


Now click **OK** to select the universe of data for your report.

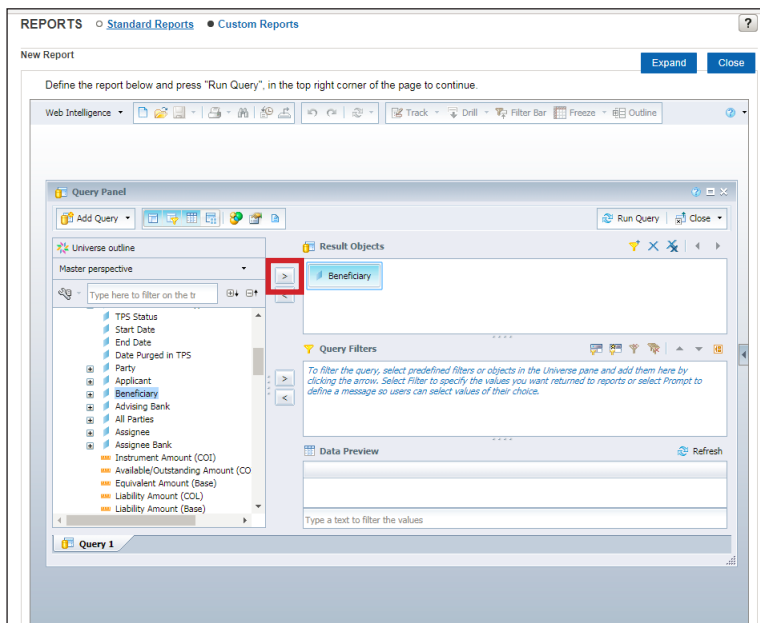


Select the **TPMastr** universe and click **OK**.

Accessing Custom Reports

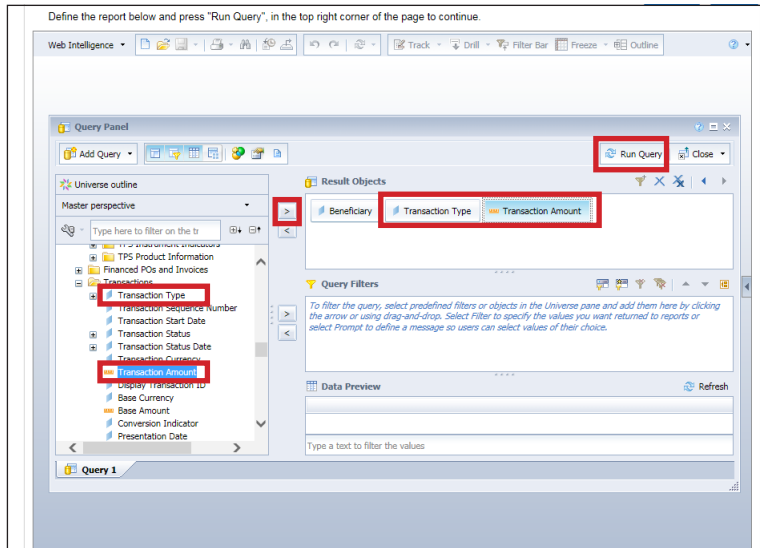


On the left hand side you will see the full universe of data that can be added to your custom report. Don't forget to use the + to expand a folder and view all of the data in that folder.



To build your report you can either click and drag your information or use the right arrow to move it from the left hand side to the Result Objects section. In this example we selected **Beneficiary** and added it to the report.

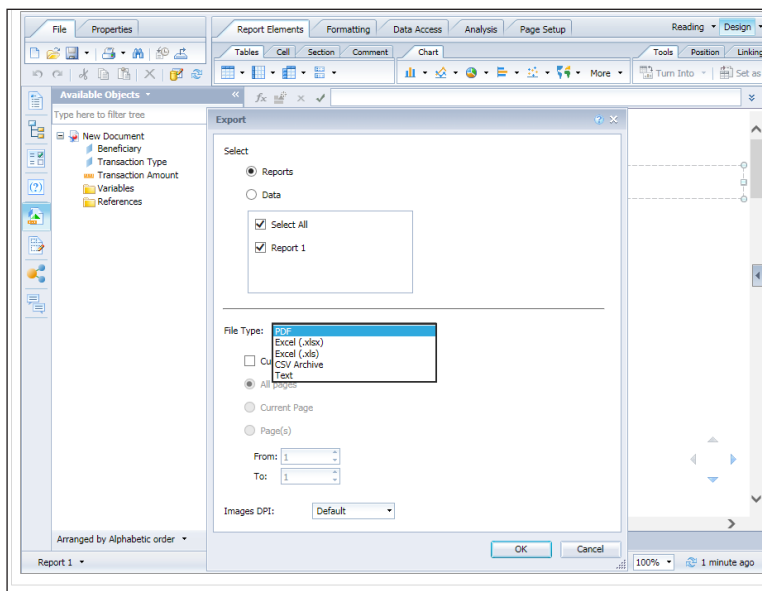
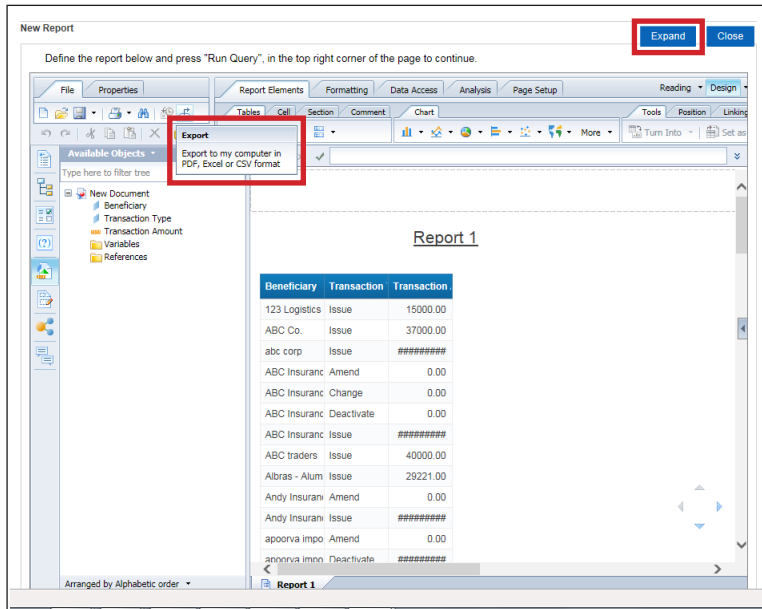
Accessing Custom Reports



Now let's add **Transaction Type** and **Transaction Amount** to the report.

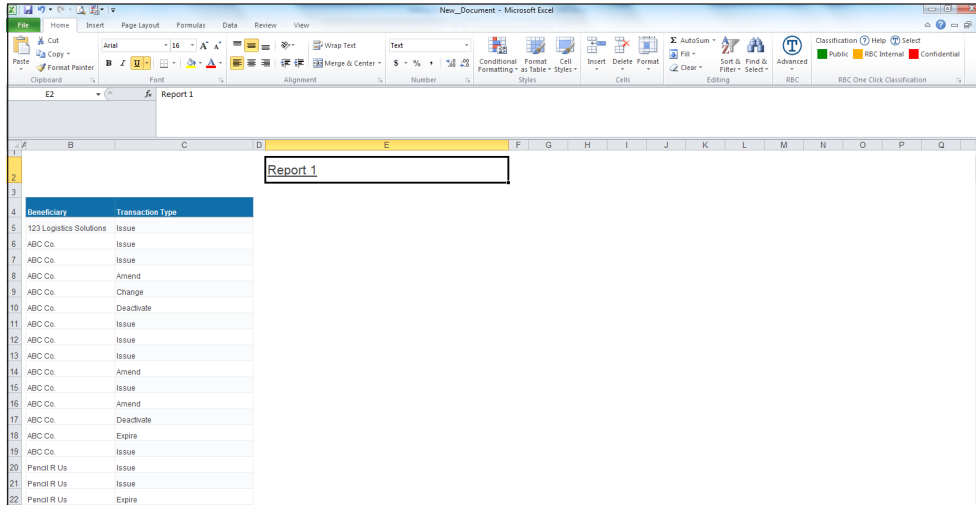
Once you've selected all of the data for your universe, select **Run Query** to run the report.

Accessing Custom Reports



You can expand your screen or export the report to another file format.

Accessing Custom Reports



In this example we exported the report to an Excel file. Here you can modify data (e.g. name, chart) and use other Excel functions.

You now know how to pull a standard or custom report.

Help

The screenshot shows the RBC Global Trade system interface. At the top right, there is a navigation bar with links for Home, 98 (141), 223, a Help button (circled in red), and a Logout button. Below this, the user's name 'Margaret Murray' is displayed. The main navigation bar includes 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. A 'My Links' dropdown is also visible. The 'Reports' section is active, showing 'Standard Reports' and 'Custom Reports'. A red box highlights a question mark icon next to the text 'Select to display help for the current page.' Below this, there is a search bar for 'Report Name' and a list of reports with columns for 'Report Name' and 'Description'.

| Report Name | Description |
|---|--|
| As Of Date - Outstanding Instrument Report | As Of Date Outstanding Liability Report |
| As Of Date - Outstanding Instrument Report | As Of Date Outstanding Liability Report |
| CustomReportTest | Custom Report Test |
| Outstanding Amount Report | Outstanding Amount Report for LCs, SLCs and Guarantees |
| RBCTP010CC - Outstanding Liability Report - Detail (Version 2) | Outstanding Liability (Version 2) |
| RBCTP011CC - Outstanding Liability Report - Summary (Version 2) | Direct and Contingent Liability (Version 2) |
| RBCTP015CC - As Of Outstanding Liability Report - Detail (Version 2) | As Of Date Outstanding Liability Report (Version 2) |
| RBCTP020CC - Maturing Acceptances or Deferred Payments Report (Version 2) | Maturing Acceptances & Deferred Payments (Version 2) |
| TP010CC - Outstanding Liability Report - Detail | Outstanding Liability |
| TP011CC - Outstanding Liability Report - Summary | Direct and Contingent Liability |
| TP015CC - As Of Outstanding Liability Report - Detail | As Of Date Outstanding Liability Report |
| TP020CC - Maturing Acceptances or Deferred Payments Report | Maturing Acceptances & Deferred Payments |
| TP030CC - Payments Made or Received Report | Payment Details |
| TP040CC - Fees and Charges - Summary | Transaction Fee & Charges |
| TP050CC - Work in progress | Pending and Authorized Transactions |
| TP060CC - Outstanding Collections | Outstanding Collections |
| TP070 - Audit Report | Reference Data Changes by Userid |
| TP080CC - Corporate Customer Information | Customer Detail and Capabilities |
| TP090CC - Corporate Customer Usage | Instrument and Transaction Volume |
| Transfer LCs Outstanding | Outstanding Amount Report for Transfer LCs |

Help is always close by.

For help with the overall service, you can click the **Help** button located beside the Logout button.

For help with a specific section or tab you are in, you can click the question mark located in the top right corner of the page.

For more help with RBC Global Trade, refer to our additional job aids and videos.

To access other learning guides and videos, visit rbc.com/globaltraderesources

