# RBC Global Trade Getting Started with Reporting







Royal Bank

### **Contents**

RBC Global Trade<sup>™</sup> 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.

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

New Instruments   Transactions   Reports   Reference Da	ata 👻	🧭 My Links 👻
eports		
Show: All Categories		Show 10 20 30 New
Report Name:		Search
Report Name	Description	
As Of Date - Outstanding Instrument Report	As Of Date Outstanding Liability Report	
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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	
TP080CC - 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	<u>_</u>
Transfer LCs Outstanding	Outstanding Amount Report for Transfer LCs	
		Total Count: 19

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"**.

RBC	Home.   🗹 (1)   🖵 (5)   🖗 Help Logout <u>Margaret Murray</u>
New Instruments + Transactions + Reports + Reference Data +	🧭 My Links 👻
Reports	?
As Of Date - Outstanding Instrument Report	Expand Close
Report Criteria	-
To view this report, please specify the report criteria below. Select Corporate Customer Name(s): <u>Please select a prompt value</u> <u>ABC Inc.</u>	
As Of Date: 01-01-2016 X V	
9 2001-2018 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**.

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New Instruments -	Transactions - Rep	orts 👻 Refere	nce Data 👻				🧭 My Links 👻
Reports • Stand	lard Reports O Custom R	leports					?
As Of Date - Outstand	ing Instrument Report				E	xpand	Save As Close
Report Criteria							-
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			Outstan	ding Inst	trument Report		
				As Of :	01 Jan 2018		
Customer Name:	ABC Inc.						
nstrument Type:	Billing						
Base Currency:	CAD						
RBC Reference	Customer Reference	Transaction Date	Issue Date	Expiry Date	Party	Instr. Curr.	Outstanding Amount (COI)
		01 Nov 2016	01 Nov 2018	12 Dec 2018		USD	
BIL101389M							
BIL101389M							
BIL101389M	Direct Send Collection						
	Direct Send Collection						
instrument Type:			1	1			Outstanding
nstrument Type:		Transaction Date	Issue Date	Expiry Date	Party	Instr. Curr.	Outstanding Amount (COI)

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.

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Customer Name:	ABC Inc.							
Instrument Type:	Billing							
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Base Currency:	CAD							
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Base Currency:		Transaction	Issue Date	Expiry	Party	Instr.	Outstanding Amount	Amount
Base Currency:	CAD Customer Reference	Transaction Date	Issue Date	Expiry Date		Curr.	Amount (COI)	Amount (Base Curr.)
Base Currency:	CAD	Transaction	Issue Date 03 Det 2016		Party Import-Export Industries Inc.		Amount (COI) 90,000.00	Amount (Base Curr.) 20,600.00
Base Currency:	CAD Customer Reference	Transaction Date	Issue Date			Curr.	Amount (COI) \$0,000,00 CAD	Amount (Base Curr.) 20.600.00 120.600.00
Base Currency:	CAD Customer Reference	Transaction Date	Issue Date			Curr.	Amount (COI) 90,000.00	Amount (Base Curr.) 20.600.00 120.600.00
Base Currency: RBC Reference	CAD Customer Reference I23456A	Transaction Date	Issue Date			Curr.	Amount (COI) \$0,000,00 CAD	Amount (Base Curr.) 20.600.00 120.600.00
Base Currency: RBC Reference DIR469T	CAD Customer Reference US456A Outgoing Standby LC	Transaction Date	Issue Date			Curr.	Amount (COI) \$0,000,00 CAD	Amount (Base Curr.) 20.600.00 120.600.00
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Base Currency: RBC Reference DIR469T	CAD Customer Reference US456A Outgoing Standby LC	Transaction Date 01Nov 2016	03 Dec 2016	Expiry		Curr. USD	Amount (COI) CAD CAD CAD CAD Amount	Amount (Base Curr.) 120,000.00 500.00 Outstanding Amount
Base Currency: RBC Reference CIR465T Instrument Type: Base Currency:	CAD Customer Reference EXMEA Outgoing Standby LC CAD	Transaction 01Nov 2016	03 Dec 2006	Date	Import-Eliport Industries Inc.	Curr. USD Instr. Curr.	Amount (COI) 90,000,00 CAD CAD CAD CAD CAD (CAD)	Amount (Base Curr.) 120,600.00 600.00 0utstanding Amount (Base Curr.)
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In the example above, the report was opened in Excel.

RBC					<u>Home</u>   🗹 <u>(1)</u>   🖵		Help Logout
New Instruments -	Transactions - Repo	orts 🚽 Refere	ence Data 👻				🔗 My Links 👻
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Base Currency:	CAD						Outstand's a
-	CAD Customer Reference	Transaction Date	Issue Date	Expiry Date	Party	Instr. Curr.	Outstanding Amount (COI)
Base Currency: RBC Reference BIL101389M			Issue Date		Party		Amount
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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

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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.

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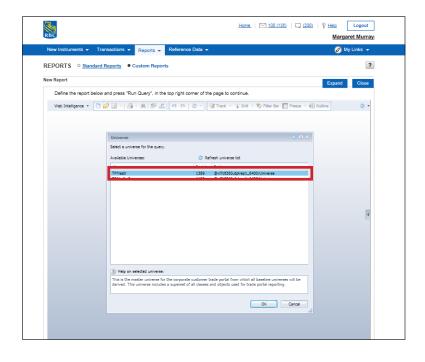
Click on **New** to get started creating a new custom report.

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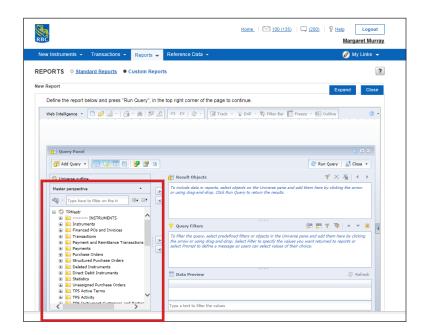
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Now click **OK** to select the universe of data for your report.



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



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.

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i Liability Amount (COL)		
Liability Amount (Base)	<b>T</b>	
•	Type a text to filter the values	
🔁 Query 1		

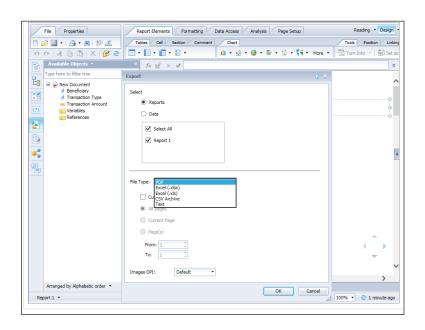
To build your report you can either click and drag your information or use the right arrow to move it from the left hand side to the Result Objects section. In this example we selected **Beneficiary** and added it to the report.

G Query Panel		÷ =
Add Query • E 😽 🖽 😵 😭	3	æ Run Query 🛒 Close
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Master perspective	> Beneficiary Transaction Type - Transaction A	mount
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Base Currency     Base Amount     Conversion Indicator     Presentation Date		
Query 1	Type a text to filter the values	

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.

Define the report below and press "Run Q	tuery", in the top rig	ht corner of th	e page to con	tinue.	
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	ABC Insurance	Amend	0.00		
	ABC Insurance	Change	0.00		
	ABC Insurance	Deactivate	0.00		
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You can expand your screen or export the report to another file format.

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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

BC	Home.   🗹 <u>98 (141)</u>   🖵 (223)	P Help         Logout           Margaret Murray
New Instruments - Transactions - Reports - Reference Dat	ta 👻	🧭 My Links 👻
Reports		Select to display help for the current page.
Show: All Categories		Show 10 20 30 New
Report Name:		Search
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	
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TP030CC - Payments Made or Received Report	Payment Details	
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TP060CC - Outstanding Collections	Outstanding Collections	
TP070 - Audit Report	Reference Data Changes by UserId	
TP08DCC - Corporate Customer Information	Customer Detail and Capabilities	
TP090CC - Corporate Customer Usage	Instrument and Transaction Volume	$\checkmark$
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

