

**GLOBAL BANK
TRAINING ACADEMY**



**REPORTS AND STATISTICS
GLOBAL BANK V8**

Compiled by
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REPORTS AND STATISTICS

Table of Contents

Reporting.....	4
1.0 Reporting Of Financial Statements.....	4
1.0 Cumulated Trial Balance.....	4
1.1 Statement Of Income And Expense.....	5
1.3 Balance Sheet.....	5
1.4 Branch Prudential Ratios.....	6
1.5 Calculation Of The Division Of Risks Standard.....	7
1.6 Liquidity Coefficient Calculation.....	8
1.7 Coefficient Of Coverage Of Credit And Available Resources.....	9
1.8 Calculation Of Ratio Relative To External Financing	10
1.9 Solidarity Fund	11
1.10 Risk Coverage Ratio	12
2.0 Basic Reports	13
2.1 Account Journal Per Transaction Number.....	13
2.2 Account Journal Per Transaction Group.....	14
Account Journal Per User	15
2.3 Account Journal For Used Account.....	16
2.4 Account Position.....	17
2.5 List Of Operations For The Day.....	18
2.6 Synthesized Balance	18
2.7 Daily Operations Balance	19

REPORTS AND STATISTICS

2.8 Cash Operations Journal	20
2.9 Daily Operations Journal.....	20
2.10 Gl Account History	21
2.11 Gl Account History Archiving	21
2.12 Statement Of Income And Expense.....	22
3.0 End Of Year Process (Closure)	23

REPORTING

1.0 REPORTING OF FINANCIAL STATEMENTS

This menu groups tools used to process the income and expense statement and Balance sheet of a bank or financial institution.

1.0 CUMULATED TRIAL BALANCE

To generate the cumulated trial balance for the institution for a defined period, follow the procedure below.

Procedure

- ✓ **Click on** Reporting Format End of Period
- ✓ **Click on** **cumulated trial balance**
- ✓ **Enter start and end dates**
- ✓ **Click on** **process** to validate

The screenshot shows a software dialog box titled "Consolidating General Accounts Balance". It features a "Banch" section with two text input fields: the first contains the number "7" and the second contains "Betterplanning Plc Liberte". Below these fields are two date selection controls labeled "Starting date" and "End Date", both of which are set to "01/01/2011". At the bottom of the dialog, there is a "Command Buttons" section containing four buttons: "Process", "Print", "Print posit. 10", and "Close".

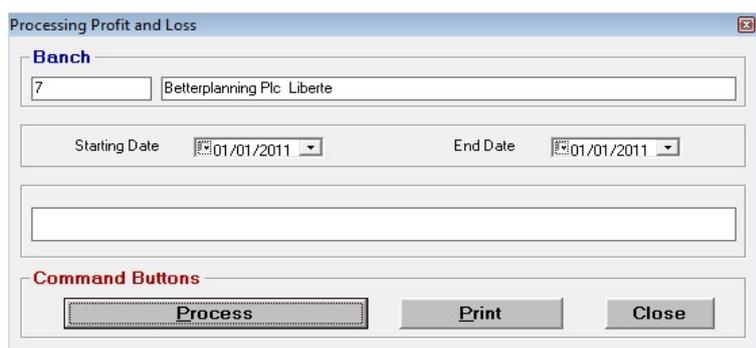
REPORTS AND STATISTICS

1.1 STATEMENT OF INCOME AND EXPENSE

Designed to generate the Income and Expense Statement of a bank or financial institution.

Procedure

- ✓ Click on **Reporting Format End of Period**
- ✓ Click on **Statement of Income and Expense**
- ✓ Enter start and end date to define period
- ✓ Click on **process**



The screenshot shows a software dialog box titled "Processing Profit and Loss". It features a "Banch" section with two text input fields: the first contains the number "7" and the second contains "Betterplanning Plc Liberte". Below these are two date selection fields for "Starting Date" and "End Date", both currently set to "01/01/2011". At the bottom of the dialog, there is a "Command Buttons" section containing three buttons: "Process", "Print", and "Close".

1.3 BALANCE SHEET

Designed to generate the Balance sheet of a bank or financial institution.

Procedure

- ✓ Click on **Reporting Format End of Period**
- ✓ Click on **Balance sheet**
- ✓ Enter start and end date to define period

REPORTS AND STATISTICS

- ✓ Click on **assets and liabilities** to generate a report on assets and liabilities, **assets** to generate assets, or **liabilities** to generate liabilities



The screenshot shows a software window titled "COBAC Balance Sheet". It has a "Branch" section with a dropdown menu showing "7" and a text field containing "Betterplanning Plc Liberte". Below this are "Starting Date" and "End Date" dropdown menus, both set to "01/01/2011". A large empty text area is present below the date fields. At the bottom, a "Command Buttons" section contains four buttons: "Assets and Liabilities", "Assets", "Liabilities", and "Close".

1.4 BRANCH PRUDENTIAL RATIOS

This menu groups tools used for the calculation of some important accounting ratios for used for decision making in the bank or financial institution.

Net Equity Funds

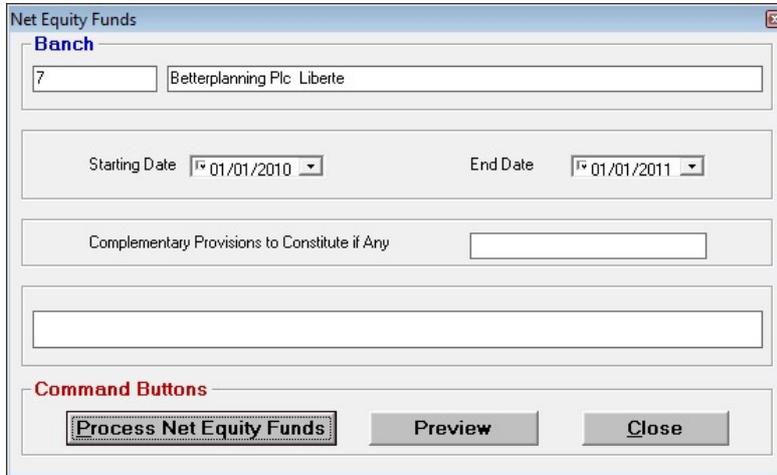
This ratio can be generated following the procedure below

Procedure

- ✓ **Click on** Reporting format end of period
- ✓ Place mouse pointer on **Branch Prudential Ratio**
- ✓ Click on **Fonds Patrimoniaux Net**
- ✓ Enter starting and ending dates

REPORTS AND STATISTICS

- ✓ Click on **Process Net Equity Funds** to compute ratio



Net Equity Funds

Branch

7 Betterplanning Plc Liberte

Starting Date 01/01/2010 End Date 01/01/2011

Complementary Provisions to Constitute if Any

Command Buttons

Process Net Equity Funds Preview Close

1.5 CALCULATION OF THE DIVISION OF RISKS STANDARD

This ratio can be generated following the procedure below

Procedure

- ✓ **Click on** Reporting format end of period
- ✓ Place mouse pointer on **Branch Prudential Ratio**
- ✓ Click on **Calculation of the division of risks standard**
- ✓ Enter starting and ending dates
- ✓ Click on **Process** to compute ratio

REPORTS AND STATISTICS

CALCUL DE LA NORME DE DIVISION DES RISQUES

Branch

7 Betterplanning Plc Liberte

Starting Date 01/01/2011 End Date 01/01/2011

Complementary Provisions to Constitute if Any

Command Buttons

Process Print Close

1.6 LIQUIDITY COEFFICIENT CALCULATION

This ratio can be generated following the procedure below

Procedure

- ✓ **Click on** Reporting format end of period
- ✓ Place mouse pointer on **Branch Prudential Ratio**
- ✓ Click on **Liquidity Coefficient Calculation**
- ✓ Enter starting and ending dates
- ✓ Click on **Process Liquidity Ratio** to compute ratio

REPORTS AND STATISTICS

CALCULATION OF LIQUIDITY COEFFICIENT

Branch

7 Betterplanning Plc Liberte

Starting Date: 01/01/2011 End Date: 01/01/2011

Command Buttons

Process Liquidity Ratio Preview Close

1.7 COEFFICIENT OF COVERAGE OF CREDIT AND AVAILABLE RESOURCES

This ratio can be generated following the procedure below

Procedure

- ✓ **Click on** Reporting format end of period
- ✓ Place mouse pointer on **Branch Prudential Ratio**
- ✓ Click on **Loan coverage coefficient with available resources**
- ✓ Enter starting and ending dates
- ✓ Click on **Process** to compute ratio

REPORTS AND STATISTICS

Coefficient of Coverage of Credit and Available Resources

Branch

7 Betterplanning Plc Liberte

Starting Date 01/01/2011 End Date 01/01/2011

Complementary Provisions to Constitute if Any

Command Buttons

Process Print Close

1.8 CALCULATION OF RATIO RELATIVE TO EXTERNAL FINANCING

This ratio can be generated following the procedure below

Procedure

- ✓ **Click on** Reporting format end of period
- ✓ Place mouse pointer on **Branch Prudential Ratio**
- ✓ Click on **Calculation of ratio relative to external financing**
- ✓ Enter starting and ending dates
- ✓ Click on **Process** to compute ratio

REPORTS AND STATISTICS

RATIO RELATIF AUX LIGNES DE FINANCEMENT RECUS

Branch

7 Betterplanning Plc Liberte

Starting Date 01/01/2011 End Date 01/01/2011

Complementary Provisions to Constitute if Any

Command Buttons

Process Print Close

1.9 SOLIDARITY FUND

This ratio can be generated following the procedure below

Procedure

- ✓ Click on Reporting format end of period
- ✓ Place mouse pointer on **Branch Prudential Ratio**
- ✓ Click on **Solidarity Fund**
- ✓ Enter starting and ending dates
- ✓ Click on **Process** to compute ratio

Solidarity FUNDS

Branch

7 Betterplanning Plc Liberte

Starting Date 01/01/2011 End Date 01/01/2011

Command Buttons

Process Print Close

1.10 RISK COVERAGE RATIO

This ratio can be generated following the procedure below

Procedure

- ✓ Click on **Reporting format end of period**
- ✓ Place mouse pointer on **Branch Prudential Ratio**
- ✓ Click on **Risk Coverage Ration**
- ✓ Enter starting and ending dates
- ✓ Click on **Process** to compute ratio

The screenshot shows a software window titled "RISK COVERAGE RATIO". Inside the window, there is a section labeled "Branch" with two input fields: the first contains the number "7" and the second contains the text "Betterplanning Plc Liberte". Below this, there are two date pickers labeled "Starting Date" and "End Date", both set to "01/01/2011". Underneath the date pickers is a text input field labeled "Complementary Provisions to Constitute if Any". At the bottom of the window, there is a section titled "Command Buttons" containing three buttons: "Process", "Print", and "Close".

2.0 BASIC REPORTS

This chapter groups together reports and statistical tools that aid management in decision making. These various reports and statistical tools are explained in the following sub headings below.

Validated Accounting Entries

This tool is used to view all validated accounting entries for a day.

Procedure

- ✓ Click on **reports**
- ✓ Click on **validated accounting statistics**
- ✓ Select **operation date**
- ✓ Click on **display** to display lists validated journals

2.1 ACCOUNT JOURNAL PER TRANSACTION NUMBER

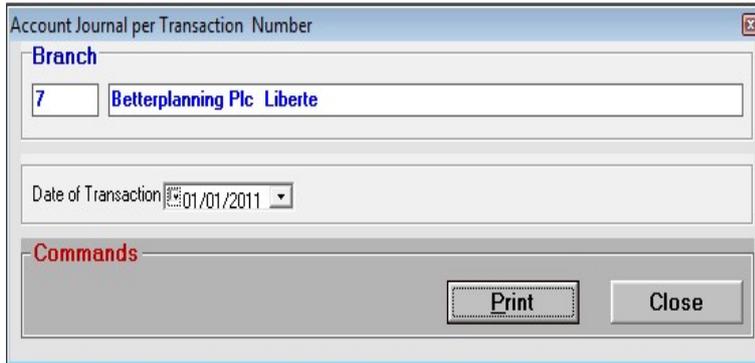
This tool is used to generate all account journals per transaction number

Procedure

- ✓ Click on **reports**
- ✓ Click on **account journal per transaction number**

REPORTS AND STATISTICS

- ✓ Enter **date of operation**
- ✓ Click on **print** to print out report



Account Journal per Transaction Number

Branch

7 Betterplanning Plc Liberte

Date of Transaction 01/01/2011

Commands

Print Close

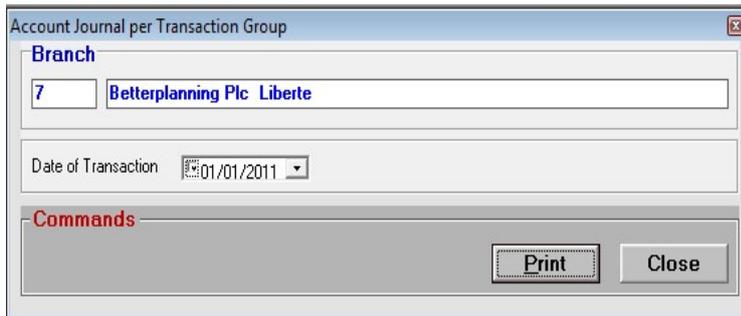
2.2 ACCOUNT JOURNAL PER TRANSACTION GROUP

This tool is used to generate all account journals per transaction group

Procedure

- ✓ Click on **reports**
- ✓ Click on **account journal per transaction group**
- ✓ Enter **date of operation**
- ✓ Click on **print** to print out report

REPORTS AND STATISTICS



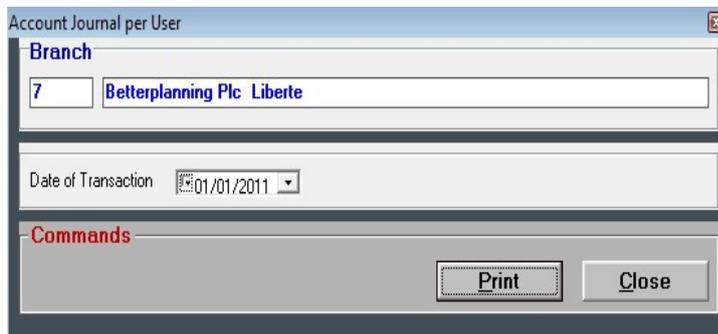
The screenshot shows a software window titled "Account Journal per Transaction Group". It features a "Branch" section with a text input field containing "7" and a dropdown menu showing "Betterplanning Plc Liberte". Below this is a "Date of Transaction" section with a date picker set to "01/01/2011". At the bottom, there is a "Commands" section with two buttons: "Print" and "Close".

Account journal per user

This tool is used to generate all account journals per user

Procedure

- ✓ Click on **reports**
- ✓ Click on **account journal per user**
- ✓ Enter **date of operation**
- ✓ Click on **print** to print out report



The screenshot shows a software window titled "Account Journal per User". It features a "Branch" section with a text input field containing "7" and a dropdown menu showing "Betterplanning Plc Liberte". Below this is a "Date of Transaction" section with a date picker set to "01/01/2011". At the bottom, there is a "Commands" section with two buttons: "Print" and "Close".

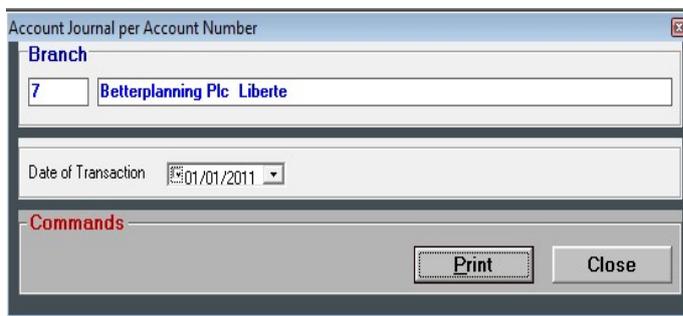
Account journal per Account

This tool is used to generate all account journals per account

Procedure

REPORTS AND STATISTICS

- ✓ Click on **reports and statistics**
- ✓ Click on **account journal per account**
- ✓ Enter **date of transaction**
- ✓ Click on **print** to print out report



The screenshot shows a software window titled "Account Journal per Account Number". It contains a "Branch" section with a text input field containing the number "7" and a dropdown menu displaying "Betterplanning Plc Liberte". Below this is a "Date of Transaction" section with a date picker set to "01/01/2011". At the bottom, there is a "Commands" section with two buttons: "Print" and "Close".

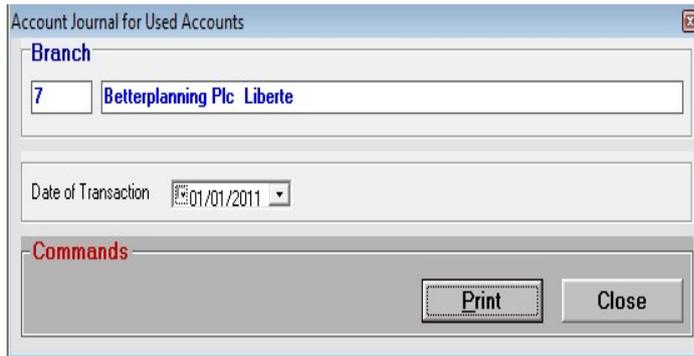
2.3 ACCOUNT JOURNAL FOR USED ACCOUNT

This tool is used to generate all account journals for used account

Procedure

- ✓ Click on **reports**
- ✓ Click on **account journal for used account**
- ✓ Enter **date of transaction**
- ✓ Click on **print** to print out report

REPORTS AND STATISTICS



Account Journal for Used Accounts

Branch

7 Betterplanning Plc Liberte

Date of Transaction 01/01/2011

Commands

Print Close

2.4 ACCOUNT POSITION

This tool is used to process the account position of the GL accounts. This could either be for a single account or for all accounts.

Procedure

- ✓ Click on **reports**
- ✓ Click on **Account Position**
- ✓ Enter **Start** and **end dates**
- ✓ Select process format by choosing **all accounts** or **by accounts**
- ✓ Click on **Process Account Position**



Process Account Position

Branch

7 Betterplanning Plc Liberte

Starting Date 01/01/2011 End Date 01/01/2011

Account Information

All Account By Account

Command Buttons

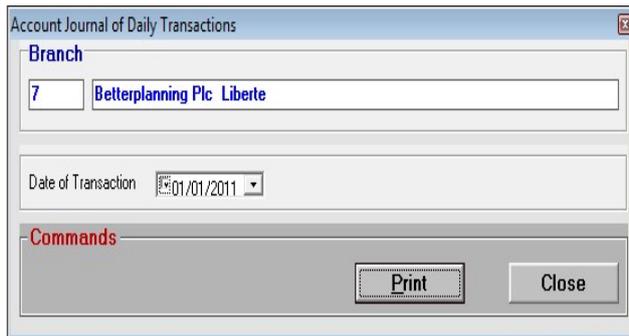
Process Account Position Print Close

2.5 LIST OF OPERATIONS FOR THE DAY

This tool is used to generate all operations for a day at a bank.

Procedure

- ✓ Click on **reports**
- ✓ Click on **List of operations for the day**
- ✓ Enter **date of transaction**
- ✓ Click on **print** to generate report



2.6 SYNTHESIZED BALANCE

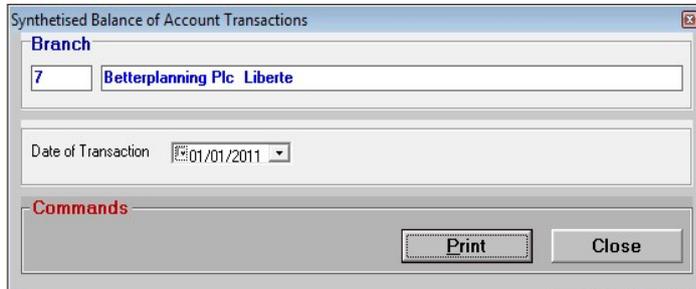
This tool is used to generate the synthesized balance of all account transactions for a day.

Procedure

- ✓ Click on **reports**
- ✓ Click on **synthesized balance**
- ✓ Enter **date of transaction**

REPORTS AND STATISTICS

- ✓ Click on **print** to generate report



Synthesised Balance of Account Transactions

Branch

7 Betterplanning Plc Liberte

Date of Transaction 01/01/2011

Commands

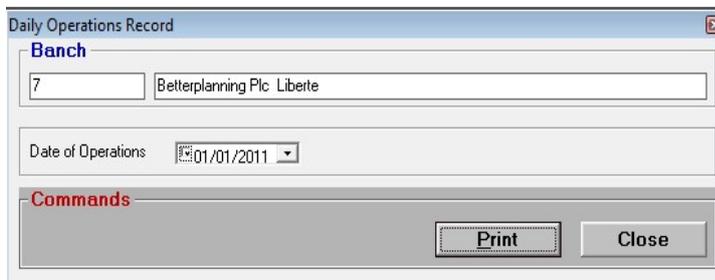
Print Close

2.7 DAILY OPERATIONS BALANCE

This tool is used to generate the daily operations balance for a day

Procedure

- ✓ Click on **reports**
- ✓ Click on **daily operations balance(record)**
- ✓ Enter **date of transaction**
- ✓ Click on **print** to generate report



Daily Operations Record

Banch

7 Betterplanning Plc Liberte

Date of Operations 01/01/2011

Commands

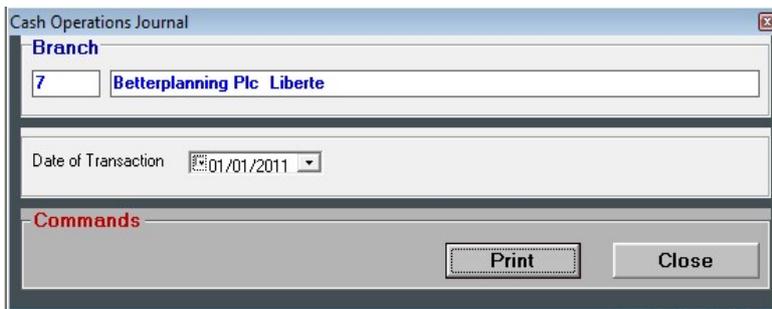
Print Close

2.8 CASH OPERATIONS JOURNAL

This tool is used to generate the cash operations journal for a day.

Procedure

- ✓ Click on **reports**
- ✓ Click on **cash operations journal**
- ✓ Enter **date of transaction**
- ✓ Click on **print** to generate report



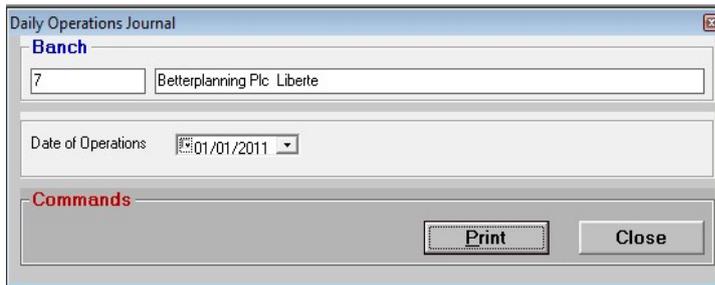
2.9 DAILY OPERATIONS JOURNAL

This tool is used to generate the daily operations journals for a day.

Procedure

- ✓ Click on **reports**
- ✓ Click on **daily operations journal**
- ✓ Enter **date of transaction**
- ✓ Click on **print** to generate report

REPORTS AND STATISTICS



2.10 GL ACCOUNT HISTORY

This tool is used to generate the history of a GL account

Procedure

- ✓ Click on **reports**
- ✓ Click on **GL account history**
- ✓ Select GL start and end accounts
- ✓ Click on **Display** to display history



2.11 GL ACCOUNT HISTORY ARCHIVING

This tool is used to generate the archived history of a GL account

Procedure

REPORTS AND STATISTICS

- ✓ Click on **reports**
- ✓ Click on **GL account history**
- ✓ Select GL start and end accounts
- ✓ Define period
- ✓ Click on **Display** to display history

Grand Livre des Comptes Généraux Archive / General Ledger History archiving

Branch	7	Betterplanning Plc Liberte
Currency	001	Franc Communauté Financière Africai
Beginning Acct	1031000000	Shareholders Uncalled Capital
End Acct	1031000000	Shareholders Uncalled Capital
Period of	01/01/2011	To 01/01/2011

Commands

- Display
- Print Preview
- Close

2.12 STATEMENT OF INCOME AND EXPENSE

This tool is used to generate the income and expense statement of the bank.

Procedure

- ✓ Click on **reports**
- ✓ Click on **statement of income and expense**
- ✓ Select **beginning date** and **end date** to define period
- ✓ Click on **Display** to display report.

3.0 END OF YEAR PROCESS (CLOSURE)

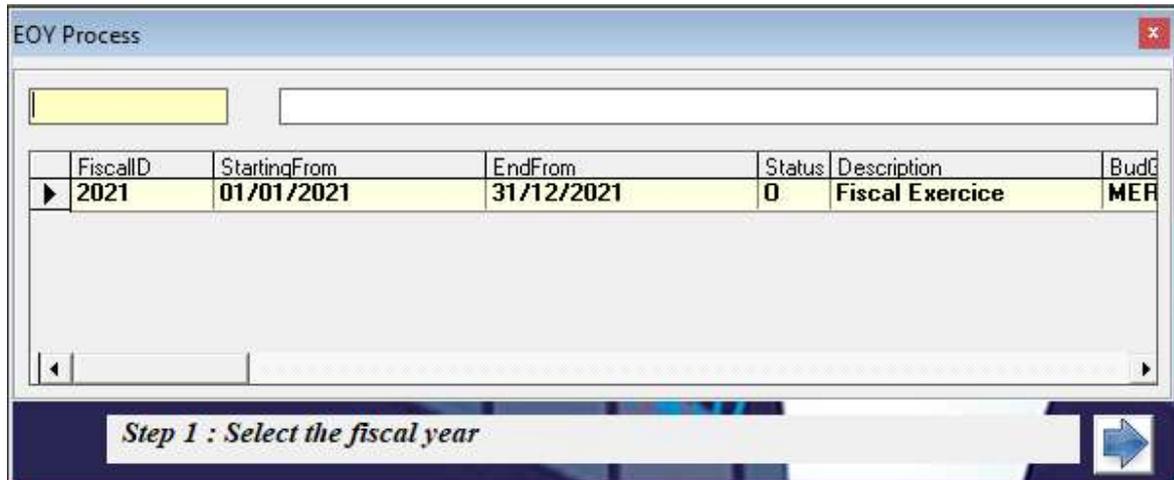
This is process to done at the end of the year to bring the revenue and income accounts to zero.

NB: Make sure that all entries for the fiscal year are booked into the system before doing this operation, because after this operation the financial year in question will be closed.

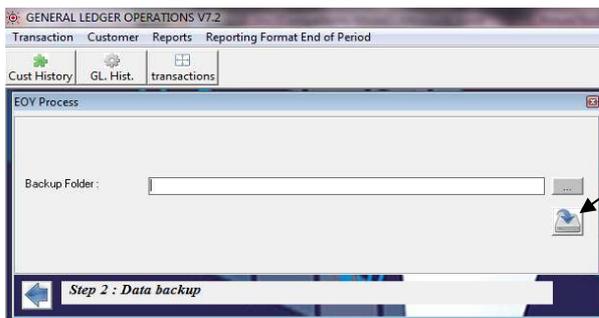
Procedure

- ✓ Click on reports Menu
- ✓ Select EOY process menu
- ✓ Select the fiscal year and click on the newt arrow

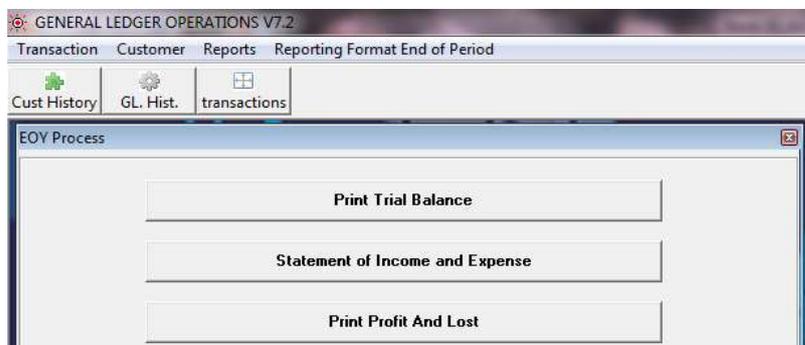
REPORTS AND STATISTICS



- ✓ Select the folder to Backup Data before closing the fiscal year



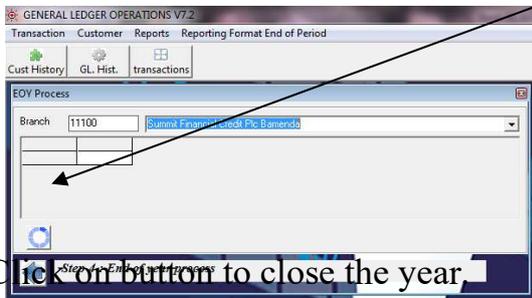
- ✓ Click on this button to back up data
- ✓ Click on next button to generate the reports (trial balance, income and expense statement)



REPORTS AND STATISTICS

✓ Click on next button

Button to close fiscal year



Click on button to close the year

NB: These entries will be posted as the last working day of December of that fiscal year.