

HOW TO SPOOL ACCOUNT STATEMENTS

Step 1

After login in, select the **accounts tab**, click on **Adhoc Account Statement Request** and click **Submit**.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following tabs: Transaction Activities, Accounts, My Payments, My Services, and Customer Services. The 'Accounts' tab is selected. Above the navigation bar, it displays 'My Timezone : GMT(GMT +0000)' and 'Entity Timezone : GMT(GMT +0000)'. Below the navigation bar, there is a sidebar on the left with a 'HIDE' button and a list of menu items: Account Overview, Account Summary, Account Details, Account Activity, Adhoc Account Statement Request (highlighted), and Account Statement. The main content area is titled 'Adhoc Statement Request' and shows a date and time stamp '27-03-2014 08:05:20 GMT +0000'. Below the title, there is a form field for 'Account Type' with a dropdown menu showing 'Current and Savings'. A 'Submit' button is located to the right of the form field. On the far right, there is a vertical 'Information Bar' with a double arrow icon.

Step 2

Select the account you wish to spool a statement for,


My Timezone : GMT(GMT +0000) Entity Timezone : GMT(GMT +0000)

Transaction Activities | Accounts | My Payments || My Services || Customer Services |

Adhoc Statement Request 27-03-2014 08:05:43 GMT +0000

Account Type: Current and Savings

Account Number: CURRENT ACCOUNT

From Date*: Select To Date*: 

Conventional

CURRENT ACCOUNT

SAVINGS ACCOUNT

Conventional

THATSAVINGS

Another Account Type Submit

HIDE

Information Bar

- Account Overview
- Account Summary
- Account Details
- Account Activity
- Adhoc Account
- Statement Request
- Account Statement

Step 3

Select the From (Start) Date and the To (End) date, submit and confirm.

Transaction Activities | Accounts | My Payments | My Services | Customer Services

Adhoc Statement Request

27-03-2014 08:05:43 GMT +0000

Account Type: Current and Savings
Account Number: CURRENT ACCOUNT

From Date*: To Date*: 27-03-2014

Submit

Account Overview
Account Summary
Account Details
Account Activity
Adhoc Account Statement Request
Account Statement

Information Bar

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Today Clear

Transaction Activities | Accounts | My Payments | My Services | Customer Services

Adhoc Statement Request-Verify

27-03-2014 08:07:04 GMT +0000

Account Type: Current and Savings
Account Number:

From Date: 02-03-2014 To Date: 27-03-2014

Change Confirm

Account Overview
Account Summary
Account Details
Account Activity

Information Bar

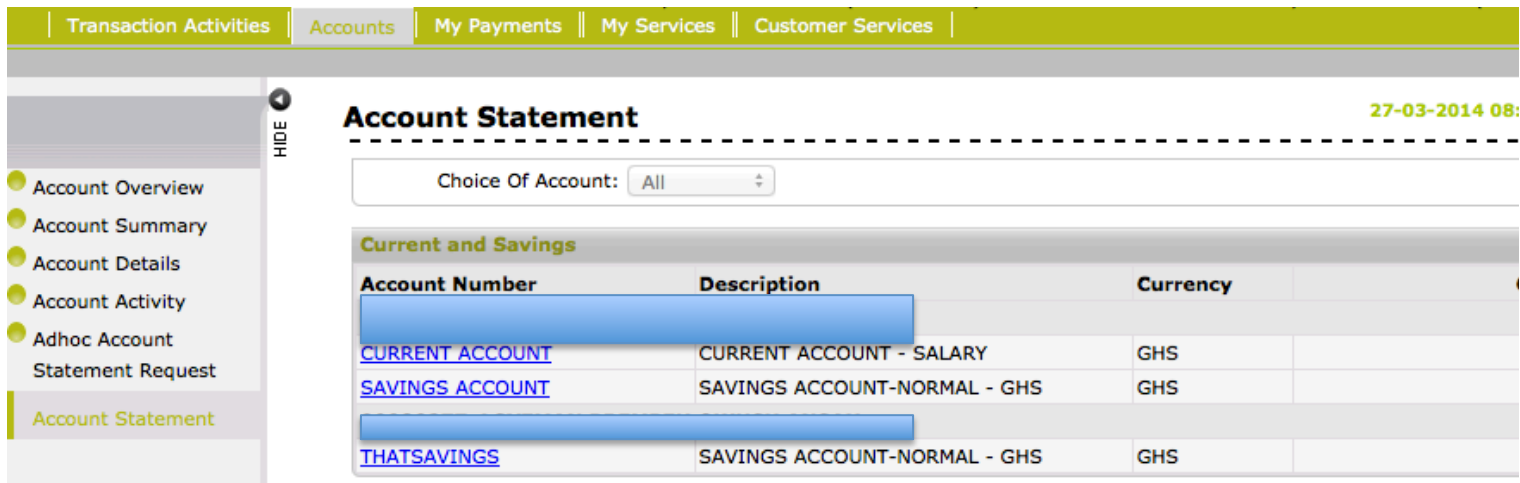
Step 4

Close the pop-up message and proceed to next step when statement is generated successfully or repeat steps 1 through 3



Step 5

Still under the **Accounts** tab, select **Account Statement** and click on the account you generated the statement for.

A screenshot of a web application interface. At the top, there is a navigation bar with tabs: 'Transaction Activities', 'Accounts', 'My Payments', 'My Services', and 'Customer Services'. The 'Accounts' tab is selected. On the left side, there is a sidebar menu with options: 'Account Overview', 'Account Summary', 'Account Details', 'Account Activity', 'Adhoc Account Statement Request', and 'Account Statement'. The 'Account Statement' option is highlighted. The main content area is titled 'Account Statement' and includes a date '27-03-2014 08:'. Below the title, there is a 'Choice Of Account:' dropdown menu set to 'All'. A table titled 'Current and Savings' is displayed with the following columns: 'Account Number', 'Description', and 'Currency'. The table contains three rows of data, each with a blue highlight on the 'Account Number' cell.

| Account Number | Description | Currency |
|---------------------------------|------------------------------|----------|
| CURRENT ACCOUNT | CURRENT ACCOUNT - SALARY | GHS |
| SAVINGS ACCOUNT | SAVINGS ACCOUNT-NORMAL - GHS | GHS |
| THATSAVINGS | SAVINGS ACCOUNT-NORMAL - GHS | GHS |

By looking at the start and end date, select the statement you requested. You can also copy the reference number that is shown after the success of the spool is indicated as shown below to retrieve the statement

Transaction Activities | Accounts | My Payments | My Services | Customer Services

HIDE

Account Overview
Account Summary
Account Details
Account Activity
Adhoc Account Statement Request
Account Statement

Information Bar

Statement Request Registered Successfully
Transaction submitted for Adhoc Account Statement Request having reference 121181584728658 has been Auto Authorized .

Adhoc Statement Request-Confirm 27-03-2014 08:05:20 GMT +0000

Transaction Reference Number: 1065766595240711

| | |
|-----------------------------------|----------------------------|
| Account Type: Current and Savings | Account Number: [REDACTED] |
| From Date: 02-03-2014 | To Date: 27-03-2014 |

Another Request

Messages

- Statement Generated Successfully

Transaction Activities | Accounts | My Payments | My Services | Customer Services

Account Statement 27-03-2014 08:07:54 GMT +0000

Account Details

Account Number: CURRENT ACCOUNT Account Type: Current and Savings

| Statement Number | Start Date | End Date |
|----------------------------------|------------|------------|
| 106242841640336 | 04-10-2011 | 26-10-2011 |
| 106293383943117 | 01-11-2011 | 09-11-2011 |
| 106232877645150 | 03-10-2011 | 19-10-2011 |
| 106367482545308 | 01-11-2011 | 30-11-2011 |
| 1065766595240711 | 02-03-2014 | 27-03-2014 |
| 0003789234 | 01-12-2011 | 05-12-2011 |

[Another Account](#)

Transaction Activities | Accounts | My Payments | My Services | Customer Services

Account Statement

Account Number: CURRENT ACCOUNT Account Type: Savings Account

| Statement Number | Date From | End Date | HTML Format |
|------------------|------------|------------|----------------------|
| 1065766595240711 | 02-03-2014 | 27-03-2014 | HTML |

Account Statement Request Details.

AGRICULTURAL DEVELOPMENT BANK COPY AS

Account Branch : CEDI HOUSE
 Branch Address : CEDI HOUSE
 PRIVATE MAIL BAG
 Accra

ACCRA
 Cust ID :
 Account No :
 Account Desc. :
 Account Class :
 Account Currency:

Statement From : 02-MAR-14 To : 27-MAR-14

NB: To save the statement click on the html format and save.