

How to Generate Current Trade Outstanding Reports (TR,LCD,LC,Guarantees Etc)?

Step 1: Locating the Letter of Credit (LC) Application Form on iTrade

- Select "Trade Services"
- Select "Queue"
- Select "Customer Report Center"
- Select "Submit Service Report"

The screenshot shows the 'Create a New Import Letter of Credit' form in the iTrade system. The form is divided into several sections:

- General Details:** Includes fields for System ID (LC21080000000230), Template ID, Customer Reference, Application Date (02/08/2021), Expiry Period (in days), Expiry Date (with a dropdown arrow), and Place of Expiry (in Beneficiary's Country). There is a checkbox for 'Request for LC draft'.
- Applicant Details:** Includes fields for Entity (966673), Name (RIM NO 966673), and Address (addr of RIM NO 966673).
- Alternate Applicant Details:** Includes a checkbox for 'For The Account of'.

The form also features a navigation menu on the left with options like 'From Scratch', 'Free Format', 'From Template', 'Copy From Existing LC', 'Back To Back LC', 'Draft Transactions', 'Pending Authorization', 'LC Amendment', 'Bills & Correspondences', 'Pending LCs', 'LC Inquiry', and 'LC Maintenance'. At the top right, there is a user login area with the text 'User: Firstname Lastname / 966673' and a 'Login' button.

Step 2: Fill out all the mandatory fields with red asterisk *

- Select the required reports to be downloaded from drop down
- Select the **output Format** as Microsoft Excel
- Select the date range accordingly then click on "**Submit**"

- Customer Report Center
- Submit Service Report
- Download Report
- My Pending List
- Transaction Notifications
- Pending Transactions
- Transaction Search
- Inquiry
- Tasks Monitoring
- Report Execution

Initiate New Report Request

General Details

Request ID: REP210800000078
 Request Date: 24/08/2021
 Requesting Company Rfid: 968673
 Requesting User ID: 0983_140743

Report Request Details

* Report Type: Customer Outstanding Reports
 * Report Sub Type:
 * Output Format: Loans Outstanding
 Report From: LC Acceptance Outstanding
 Report To: Aualization Outstanding
 As on: LC Outstanding
 Trade Breakup Report

[Submit](#) [Cancel](#)

[Submit](#) [Cancel](#)

Step 3: Downloading the Reports once the request is submitted...

- Select "**Download Report**"
- Locate the requested Report then click on "**Action**" icon to download the report once status shows "**SUCCEEDED**"

- Customer Report Center
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Report Download

Report Request Details

1 - 15 of 15 items

S.No	Report ID	Report Type	Report Sub Type	Req DTM	From Date	To Date	As On Date	Status	Action
1	REP210800000010	Customer Outstanding Reports	Aualization Outstanding	2021-08-17 18:02:20.0			---	SUCCEEDED	
2	REP210800000011	Customer Outstanding Reports	Aualization Outstanding	2021-08-17 18:03:06.0			---	SUCCEEDED	
3	REP210800000012	Customer Outstanding Reports	Loans Outstanding	2021-08-17 18:13:14.0			---	SUCCEEDED	
4	REP210800000013	Customer Outstanding Reports	Loans Outstanding	2021-08-17 18:13:51.0			---	SUCCEEDED	