

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)'. On the left side, there is a sidebar menu with the following items: Account Overview, Account Summary, Account Details, Account Activity, Adhoc Account Statement Request (highlighted in green), and Account Statement. A 'HIDE' button is located next to the sidebar menu. The main content area is titled 'Adhoc Statement Request' and displays the date and time '27-03-2014 08:05:20 GMT +0000'. Below the title, there is a form with a label 'Account Type:' and a dropdown menu showing 'Current and Savings'. A 'Submit' button is located to the right of the form. On the far right, there is a vertical 'Information Bar' with a double arrow icon pointing left.

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

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

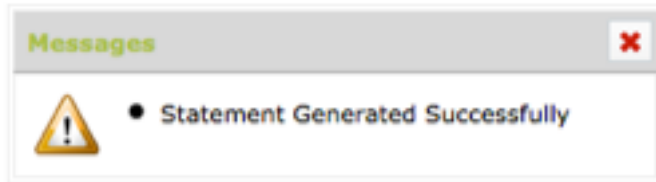
Account Type: Current and Savings
Account Number:

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

Change Confirm

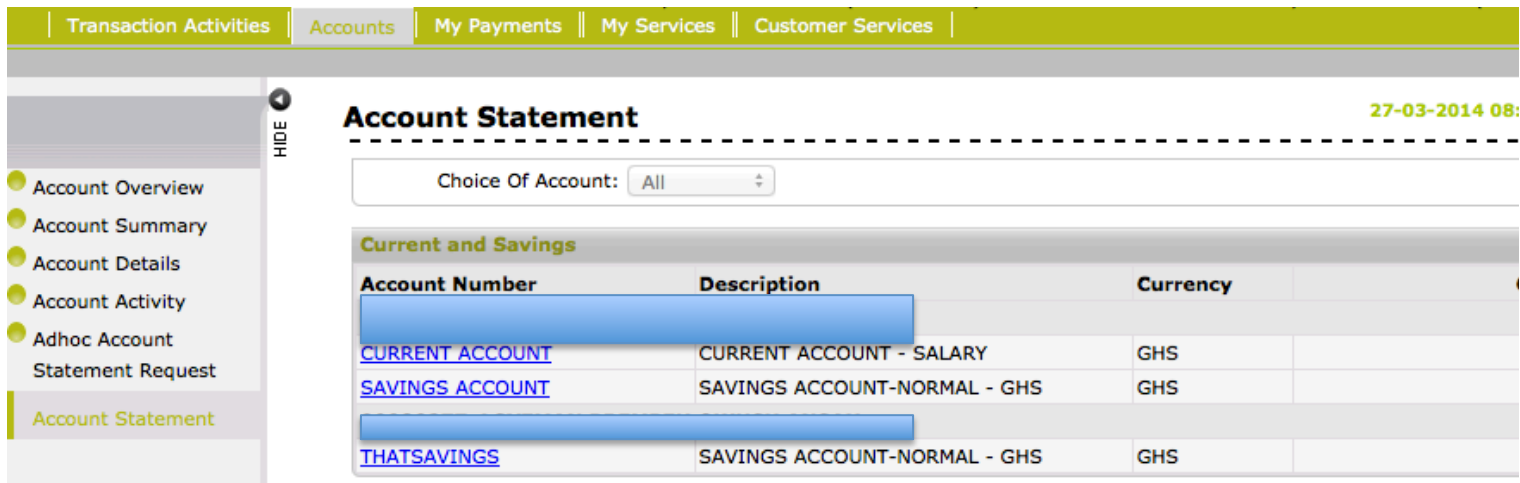
Step 4

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.



The screenshot shows a web application interface with a navigation bar at the top containing "Transaction Activities", "Accounts", "My Payments", "My Services", and "Customer Services". The "Accounts" tab is active. On the left, a sidebar menu lists "Account Overview", "Account Summary", "Account Details", "Account Activity", "Adhoc Account Statement Request", and "Account Statement" (which is highlighted). The main content area is titled "Account Statement" and includes a date "27-03-2014 08:". Below the title is a "Choice Of Account:" dropdown menu set to "All". A table titled "Current and Savings" displays account information:

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: <input type="text"/>
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.