

Procedures to Generate the List of Silent Accounts – Office Wise.

There is no option available in Finacle to generate office-wise silent accounts list. This tool generates the office-wise list of silent accounts, and the office data is fetched from the Last Balance Report.

This tool has been developed to ease the work of SPMs in generating the list of silent accounts.

Step 1: Download the Excel Tool and Enable Macros

1. Open the Excel tool. Click on **File** → **Excel Options**. Select **Trust Center** (left panel).
2. Click on **Trust Center Settings** (right side). Go to **Macro Settings**:
 - Select **Enable all macros**.
 - Check the box **Trust access to the VBA project object model** (if available).

Step 2: Copy the List of Accounts into the Excel Tool

1. Log in to the Finacle MIS Server.
2. Invoke **HINRPT** and go to Page No. 4 or 5.
3. Generate the **Last Balance Report** including BO Type SBA:
 - **Change the report output format to CSV.**
 - Enter the **SOL ID** and scheme
 - **SBGEN** for Savings Bank accounts.
 - **SBBAS** for Basic Savings Bank accounts.
4. Download and save both reports (SBGEN and SBBAS) using **HPR**.
In the Excel tool
 - Click on **Generate List of Accounts**.
 - Import the saved Last Balance reports one by one:
 - First import **SBBAS**.
 - Then import **SBGEN** (SBGEN must be imported last).
 - An error will appear if no accounts or no BO accounts are available in the SBBAS Last Balance report.

Step 3: Import Silent Accounts

1. Generate the Silent Account reports for **SBBAS** and **SBGEN** from the MIS server **in Excel format** and save them to your computer.
2. Import the Silent Account reports into the Excel tool:
 - First import **SBBAS**.
 - Then import **SBGEN**.

Step 4: Report Generation

1. Select the **Office Name** from the drop-down list.
2. Click on **Generate List** to obtain the report for the selected office.

Note: Enter the value (1 to 500) in cell M19 to remove accounts with a balance less than the value entered in M19. To generate the complete list of silent accounts, enter 1 in cell M19.

For any modifications or suggestions, please drop a mail to : vijayjosephvj@gmail.com