Current Account > Reporting

Search the Reporting User Guides:

- Reporting > Single Report
- Reporting > Quick Package
- Reporting > Saved Reports
- Reporting > Standard Packages
- Reporting > Investment Statements
- Reporting > Report Styles

Reporting > Single Report

The **Single Reports** screen lists the **Reports** that can be run for the current **Account.**

Click any **Report** title to run the **Report** for viewing or printing. If multiple **Reports** at a time are required, the **Quick Packages** feature should be used.

Any **Report** that cannot be run for the current **Account.** The list is organized by **Report Type** and the format is set up by the administrator.

> You must be assigned the **Accounts - Reporting - Single Reports** right to view this screen. Contact your administrator for further information.

> There are several site configurations related to reporting. Contact client services for further information.

For more in-depth information: Client Reporting Tutorial.

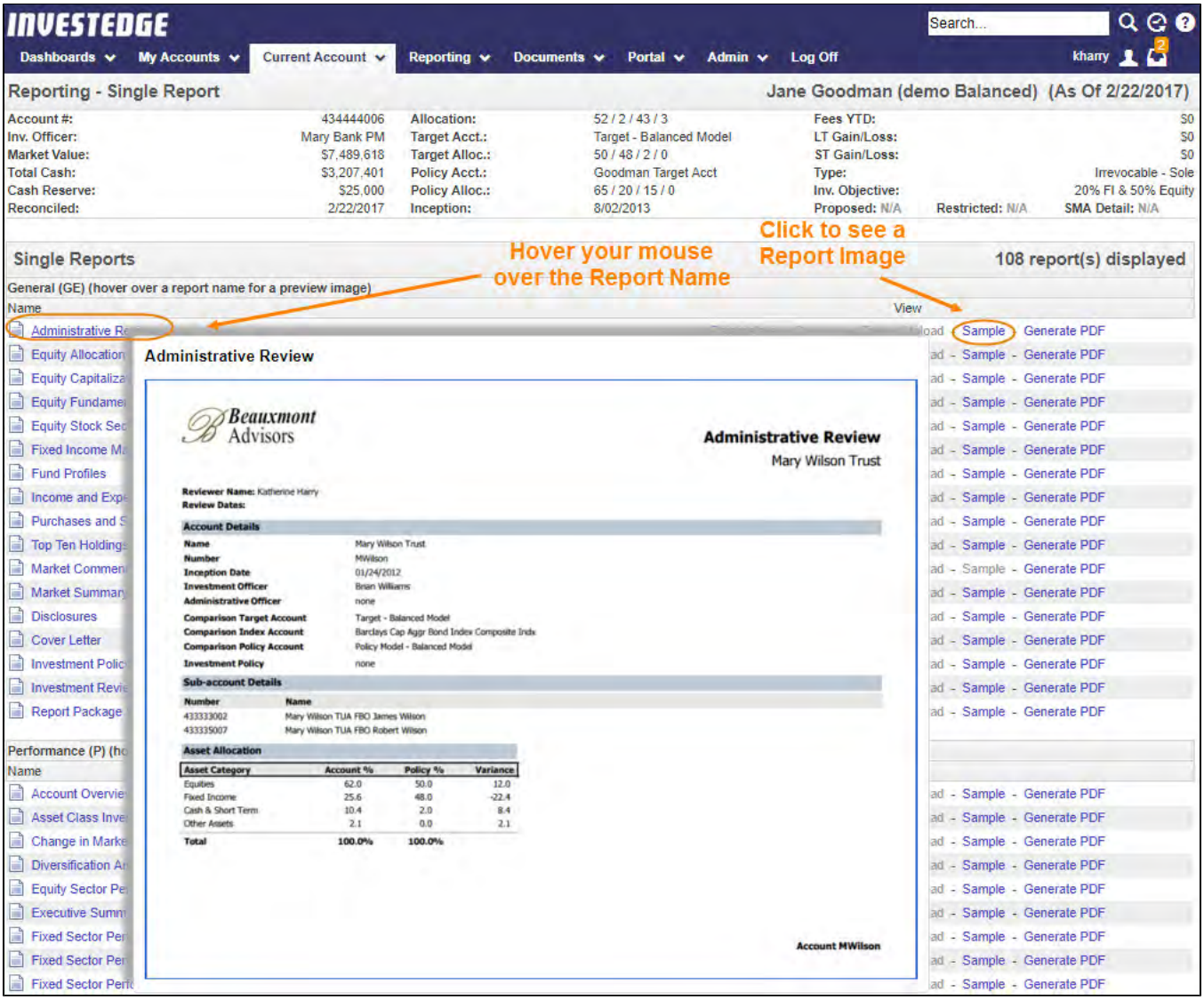
Report Name

The **Report Name** is set by the administrator. When a **Report** is run, it is displayed in a separate window and can be saved or printed.

Report Hover Image

When you hover over a **Report Name** on the **Single Report** screen, a sample screenshot of what the **Report** looks like can be displayed. You can see which **Reports** are available without having to run the **Report.** You can also click the **Sample** link for the **Report** to see a **Report Image.** The **Report Sample** that is displayed can be customized by your administrator.

> There is a site configuration related to this functionality. Contact client services for further information.

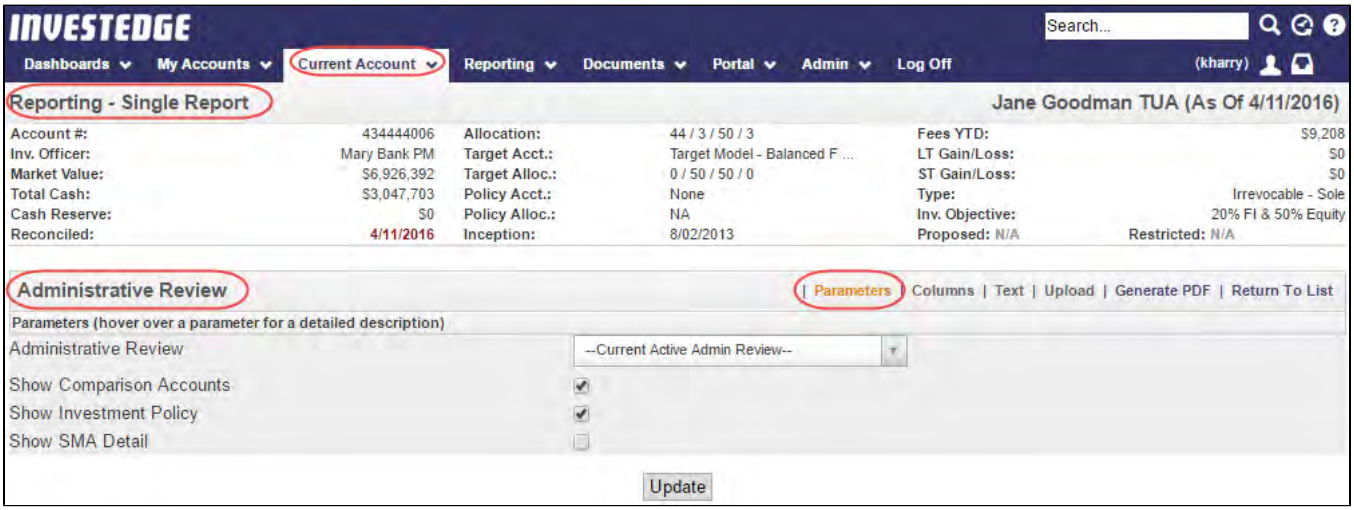

INVESTEDGE
Search...
Dashboards
My Accounts
Current Account
Reporting
Documents
Portal
Admin
Log Off
kharry
Reporting - Single Report
Jane Goodman (demo Balanced) (As Of 2/22/2017)
Account #: 434444006
Inv. Officer: Mary Bank PM
Market Value: $7,489,618
Total Cash: $3,207,401
Cash Reserve: $25,000
Reconciled: 2/22/2017
Allocation: 52 / 2 / 43 / 3
Target Acct.: Target - Balanced Model
Target Alloc.: 50 / 48 / 2 / 0
Policy Acct.: Goodman Target Acct
Policy Alloc.: 65 / 20 / 15 / 0
Inception: 8/02/2013
Fees YTD: $0
LT Gain/Loss: $0
ST Gain/Loss: $0
Type: Irrevocable - Sole
Inv. Objective: 20% FI & 50% Equity
Proposed: N/A
Restricted: N/A
SMA Detail: N/A
Hover your mouse over the Report Name
Click to see a Report Image
Single Reports
108 report(s) displayed
General (GE) (hover over a report name for a preview image)
Name
View
Administrative Review
Beauxmont Advisors
Administrative Review
Mary Wilson Trust
Reviewer Name: Katherine Harry
Review Dates:
Account Details
Name Mary Wilson Trust
Number MWilson
Inception Date 01/24/2012
Investment Officer Brian Williams
Administrative Officer none
Comparison Target Account Target - Balanced Model
Comparison Index Account Barclays Cap Aggr Bond Index Composite Indx
Comparison Policy Account Policy Model - Balanced Model
Investment Policy none
Sub-account Details
Number Name
433333002 Mary Wilson TUA FBO James Wilson
433335007 Mary Wilson TUA FBO Robert Wilson
Asset Allocation
Asset Category Account % Policy % Variance
Equities 62.0 50.0 12.0
Fixed Income 25.6 48.0 -22.4
Cash & Short Term 10.4 2.0 8.4
Other Assets 2.1 0.0 2.1
Total 100.0% 100.0%
Account MWilson
Equity Allocation
Equity Capitaliza
Equity Fundame
Equity Stock Sec
Fixed Income Ma
Fund Profiles
Income and Expe
Purchases and S
Top Ten Holding
Market Commen
Market Summary
Disclosures
Cover Letter
Investment Polic
Investment Revie
Report Package
Performance (P) (hc
Name
Account Overvie
Asset Class Inve
Change in Marke
Diversification An
Equity Sector Pe
Executive Summ
Fixed Sector Per
Fixed Sector Per
Fixed Sector Perf
Sample
Generate PDF

Setting Report Parameters

You can customize any **Report** based on the **Parameters. Reports** all have different **Parameters** associated with them.

1. Click the **Parameters** link to see all of the front-end **Parameters** for a **Report**
2. Set the **Parameters** to fit your reporting needs
3. Click the **Update** button

> There are default front-end parameters associated with each **Report.** There are also **Admin Parameters** th at can be configured/added by your
>
> administrator**.**

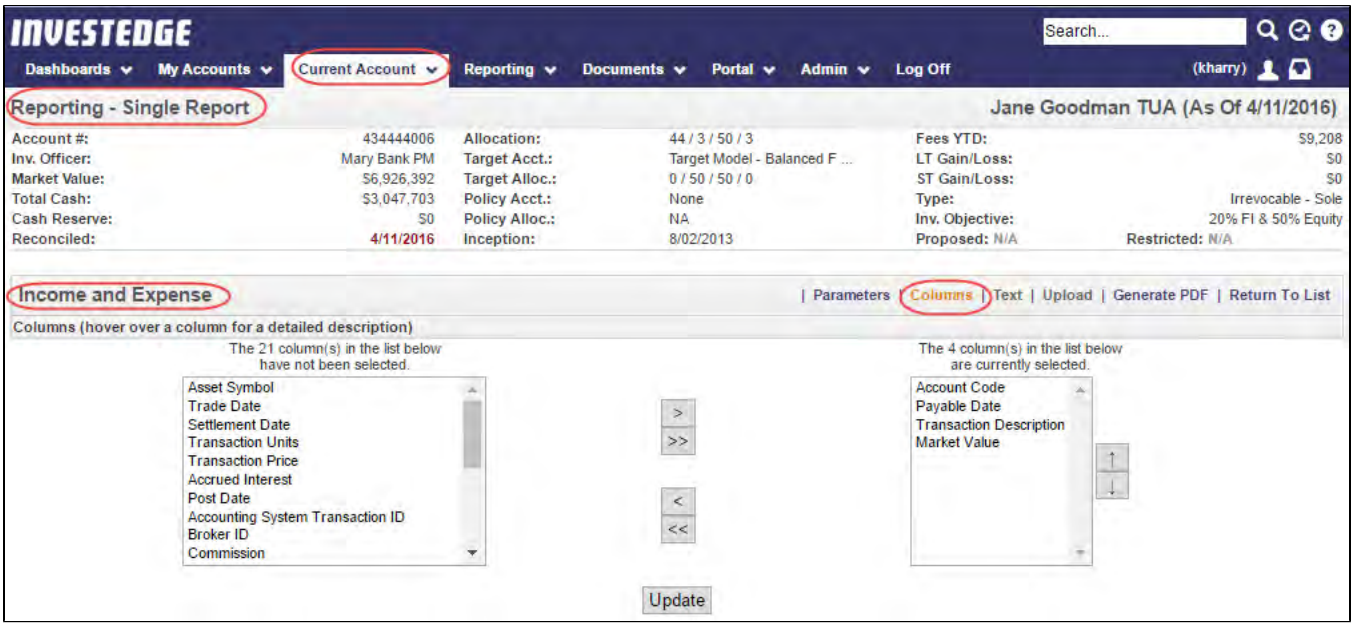


Setting Report Columns

Columns are the details of information that can be displayed in the table on a **Report.**

Select and move **Columns** to the right slushbox for them to be displayed on the **Report.**

Click the **Update** button.



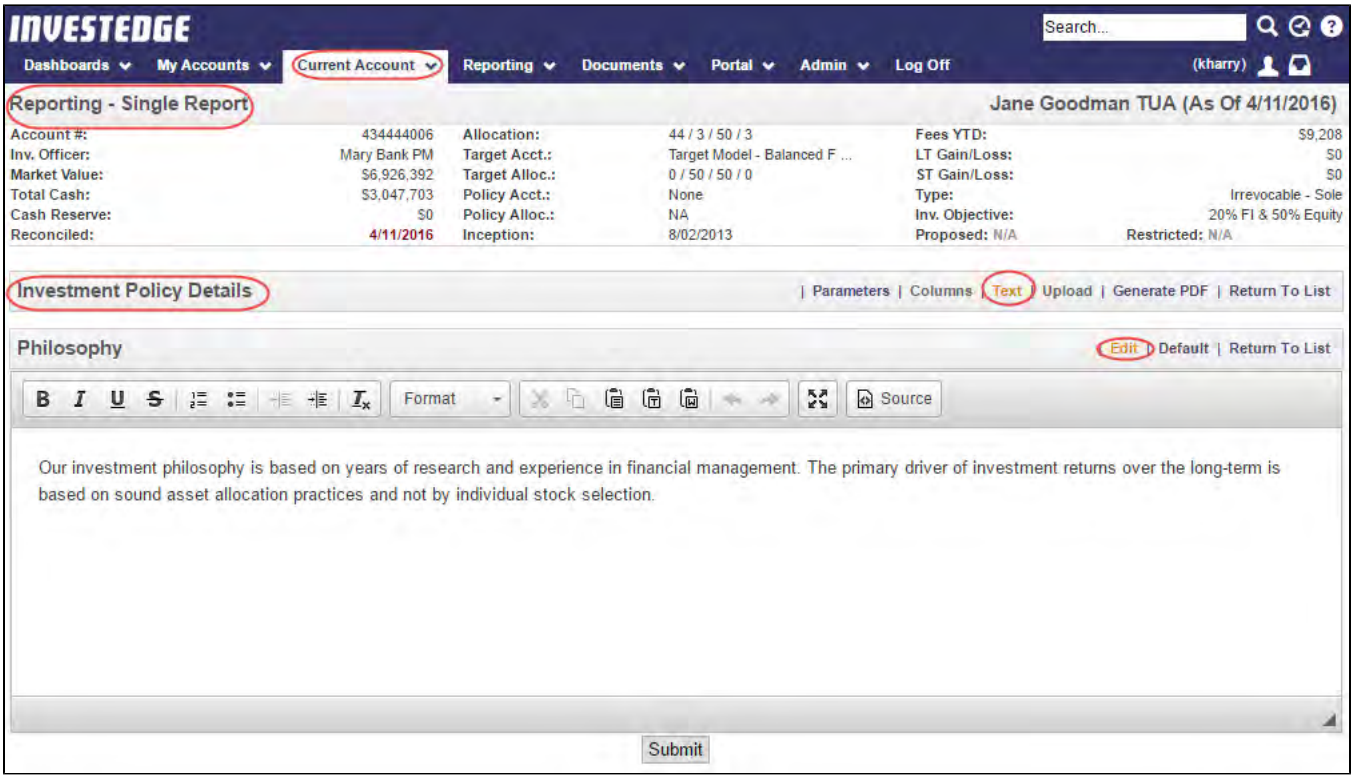
Setting the Text for a Report

Some **Reports** have editable text.

To edit the text of a **Report:**

1. Click the **Edit** link. To reset to the original text, click the **Default** link.
2. Click the **Update** button.

There is a feature in the rich text editor for indenting.



Uploading a Static Report

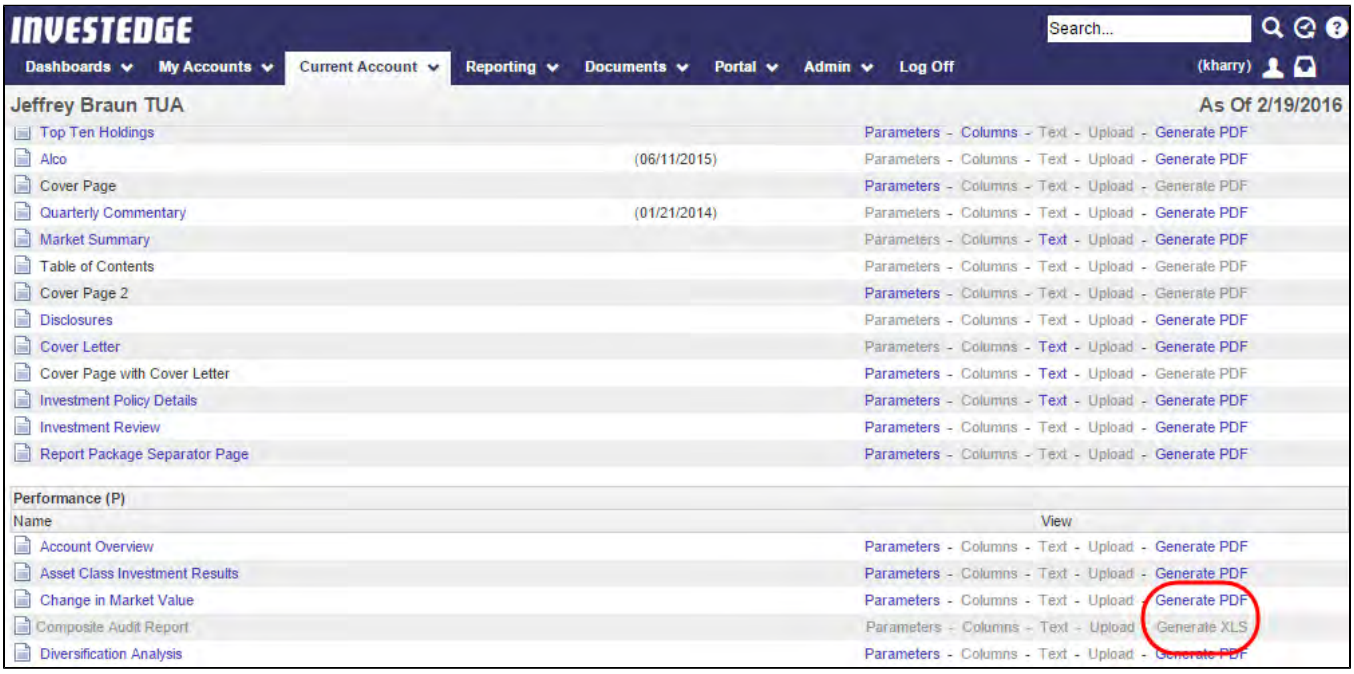
The **Upload** link is only active for **Static Reports.**

Click the **Choose File** button **Browse** to select the designated **Custom Report.** Click the **Upload New File** button to upload it to the **Account.** Click the **Reset to Default File** button to revert the file to be the original **Non-custom Static Report.** Once the PDF is uploaded the **Account Specific Static Report** it can be inserted into any type of **Package.**

Generating a Report

The **Generate PDF/XLS** link generates the **Report** in the stated format (PDF, MS Word, MS Excel, etc).

The **Report** is displayed in a separate window and can be viewed and/or saved.



Reporting > Quick Package

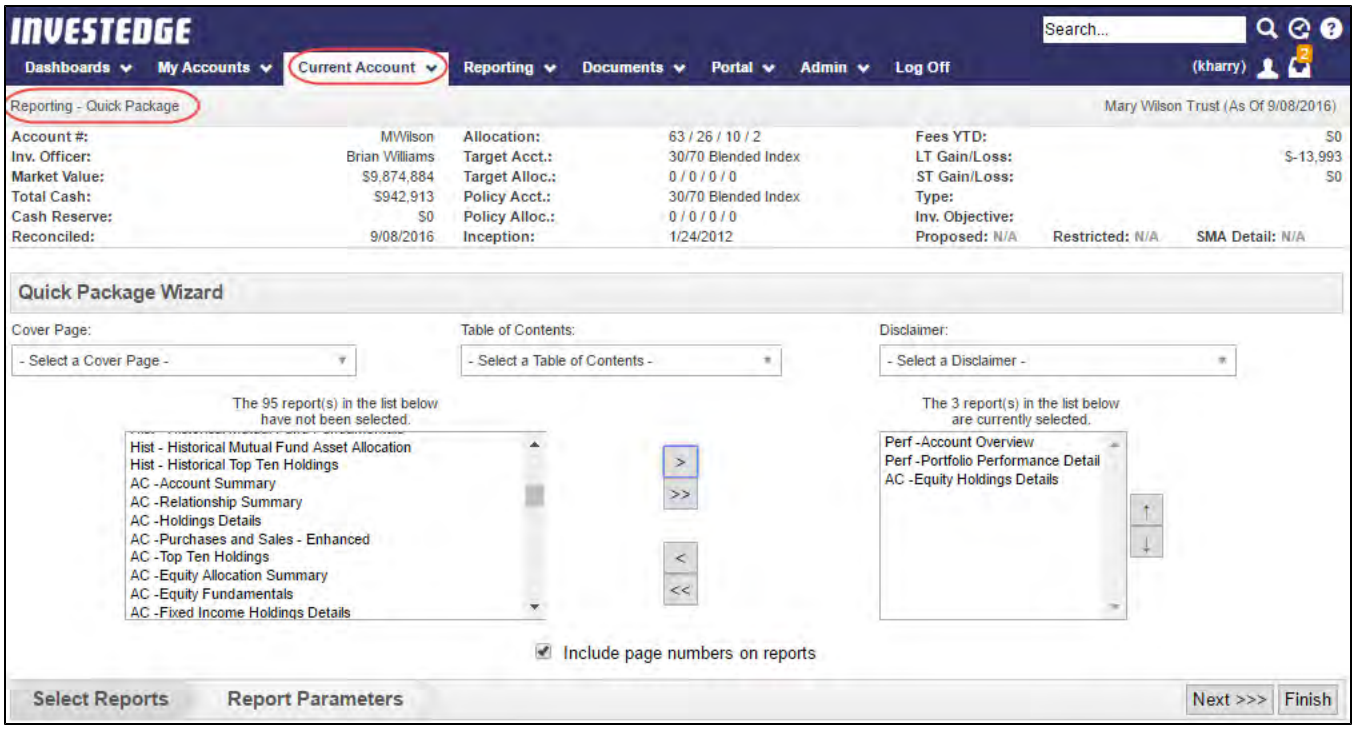
The **Quick Package** screen enables you to generate multiple **Reports** quickly. This feature is valuable when preparing for an impending client meeting. From this

screen, you can create a **Package** of **Reports** for the selected **Account**. Finished **Packages** are stored on the **Saved Reports** screen, where you can view,

save, or delete them. If you want to save the settings in order to generate the **Package** again, they should use **Configured Packages**.

> You need to be assigned the **Accounts - Reporting - Quick Packages** right to use this screen. Contact your administrator for further information.

> If your **Quick Package** contains a **Static Report,** you should ensure it is a **PDF/A** (ISO 19005-1 compliant) file type (this option makes the PDF file
>
> a self-contained object).



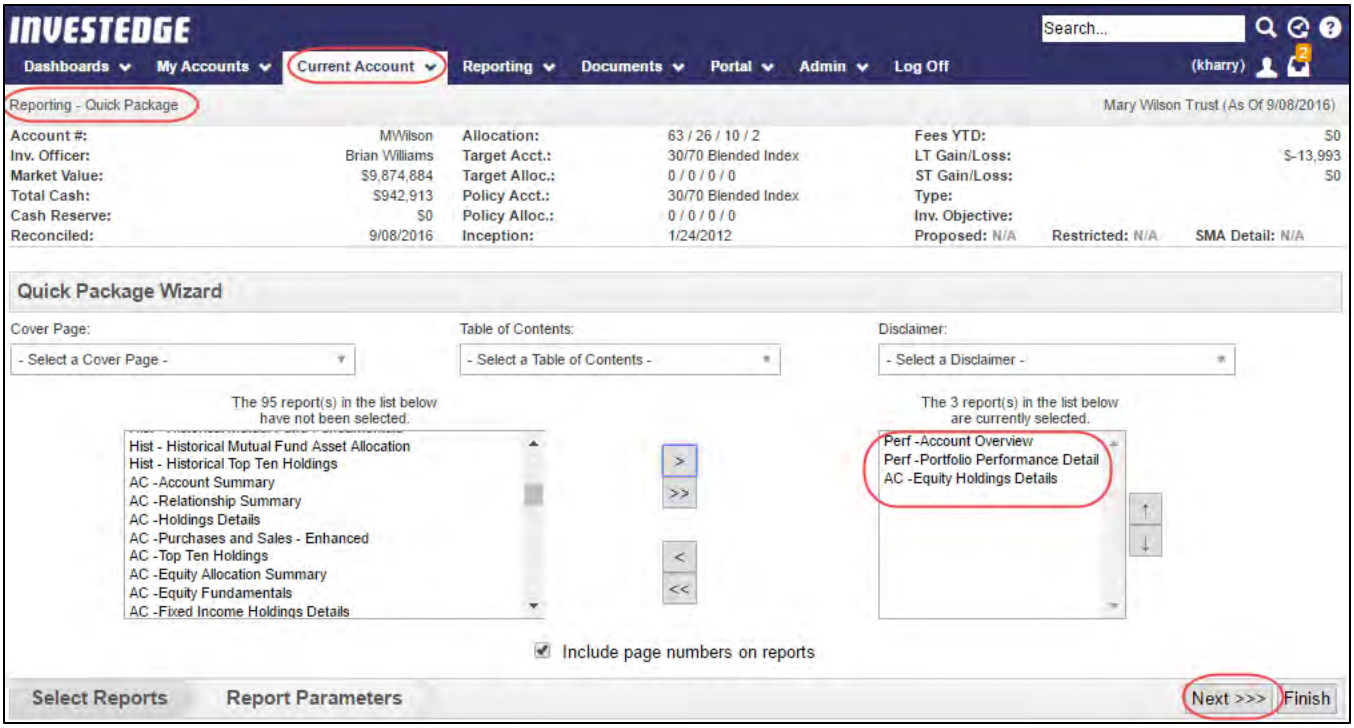
Selecting Reports

All **Reports** that can be run for the **Selected** Account are displayed. You can select multiple **Reports** at once and then **Package** them with a **Cover Page**, **Table**

of Contents and **Disclaimer**. Move **Reports** from the left slushbox to the right slushbox to select them. Select the **Include page numbers on reports** check

box if desired.

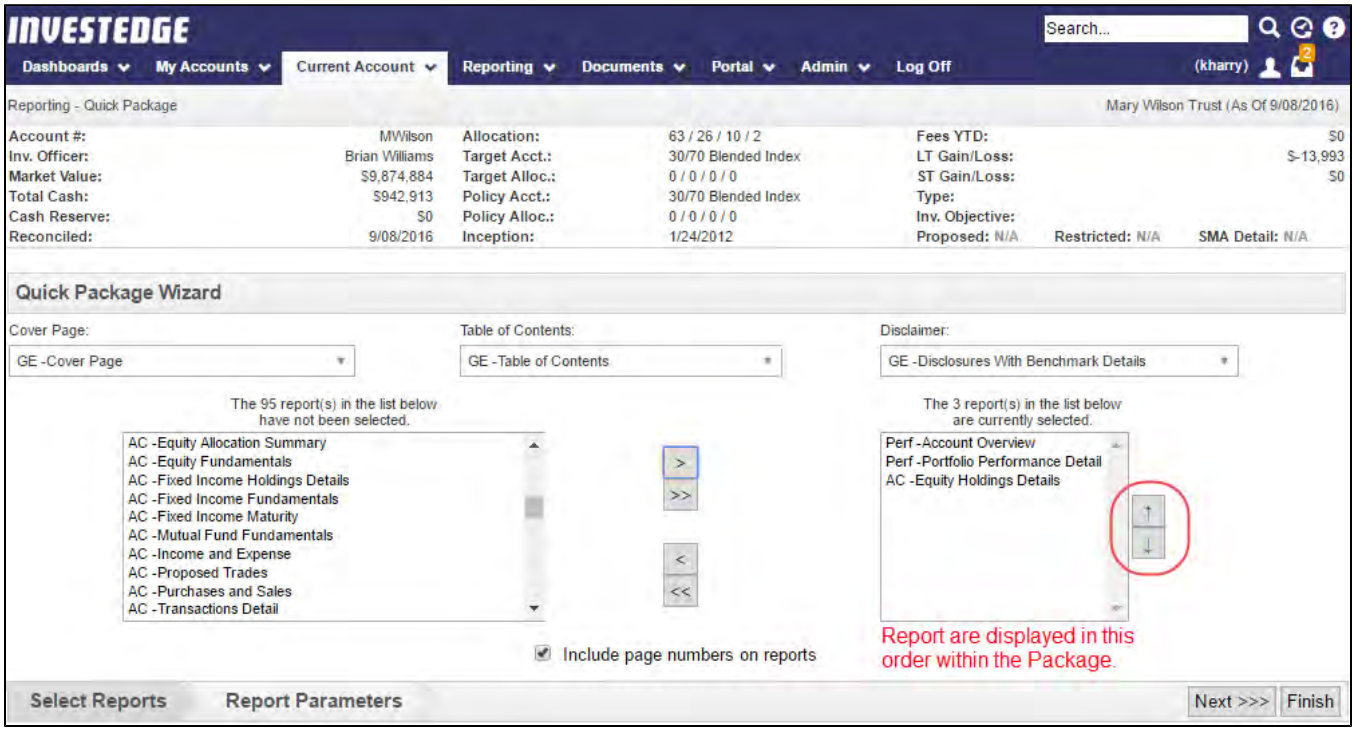
NOTE: To select more than one **Report** in a row, select the first **Report**, hold down the **Shift** key and then click the last **Report** to be included. To select multiple non-contiguous **Reports**, hold down the **Ctrl** key while selecting **Accounts.**



Report Ordering

You can adjust the order of the **Reports** as they are displayed in the **Package:**

1. Select the **Report Name** from the list and click the up or down arrow buttons to move the **Report**
2. Click the **Next** button
3. Make changes to **Parameters** if required
4. Click the **Finish** button



Working with Report Parameters

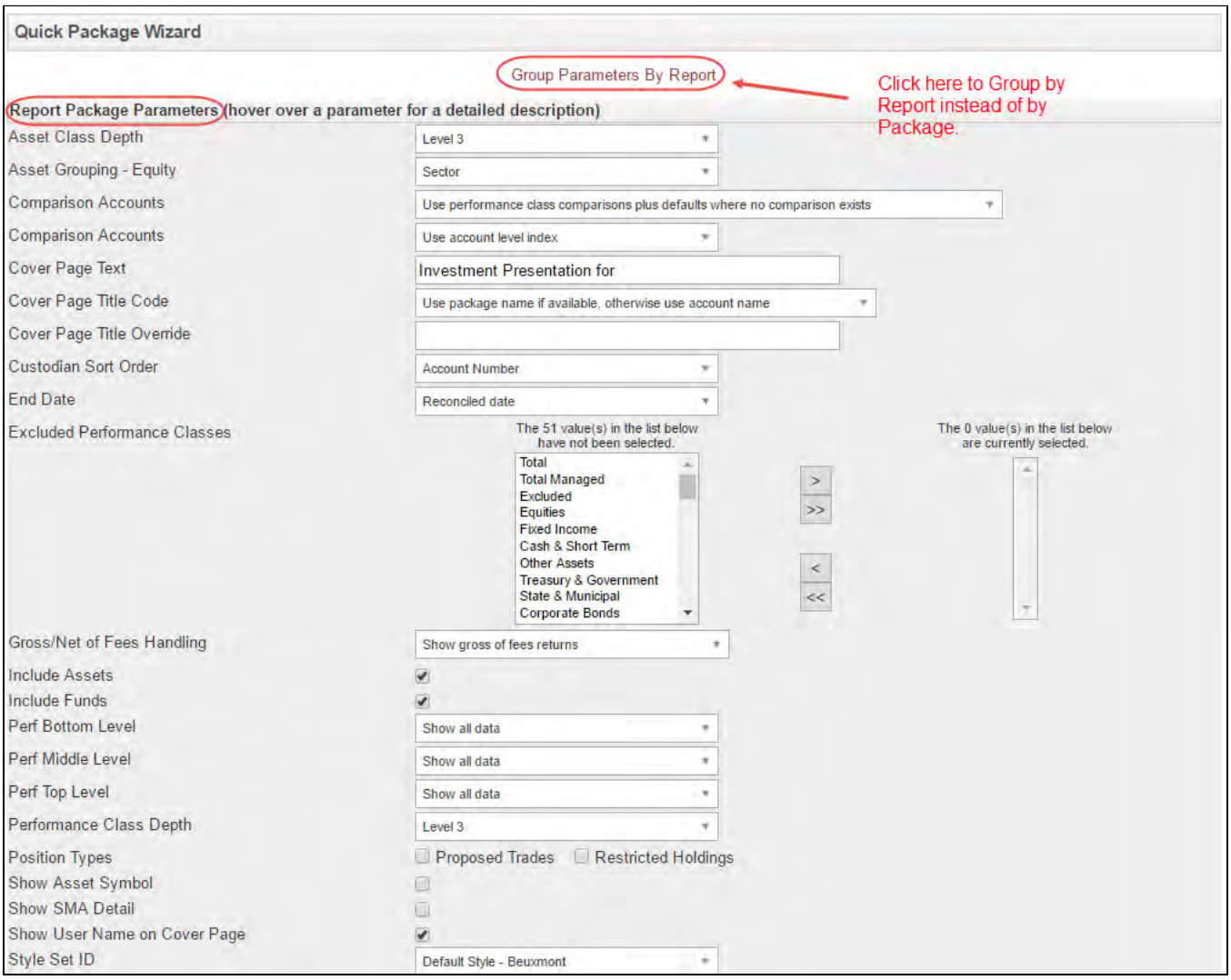
The **Report Parameters** screen displays the configurable parameters for all **Reports** in the **Package. Parameters** can be displayed by **Package** or by individual

Report. After selecting the preferred **Parameters**, click the **Update** button to update the **Report Parameters**.Which **Parameters** are available is dependent on

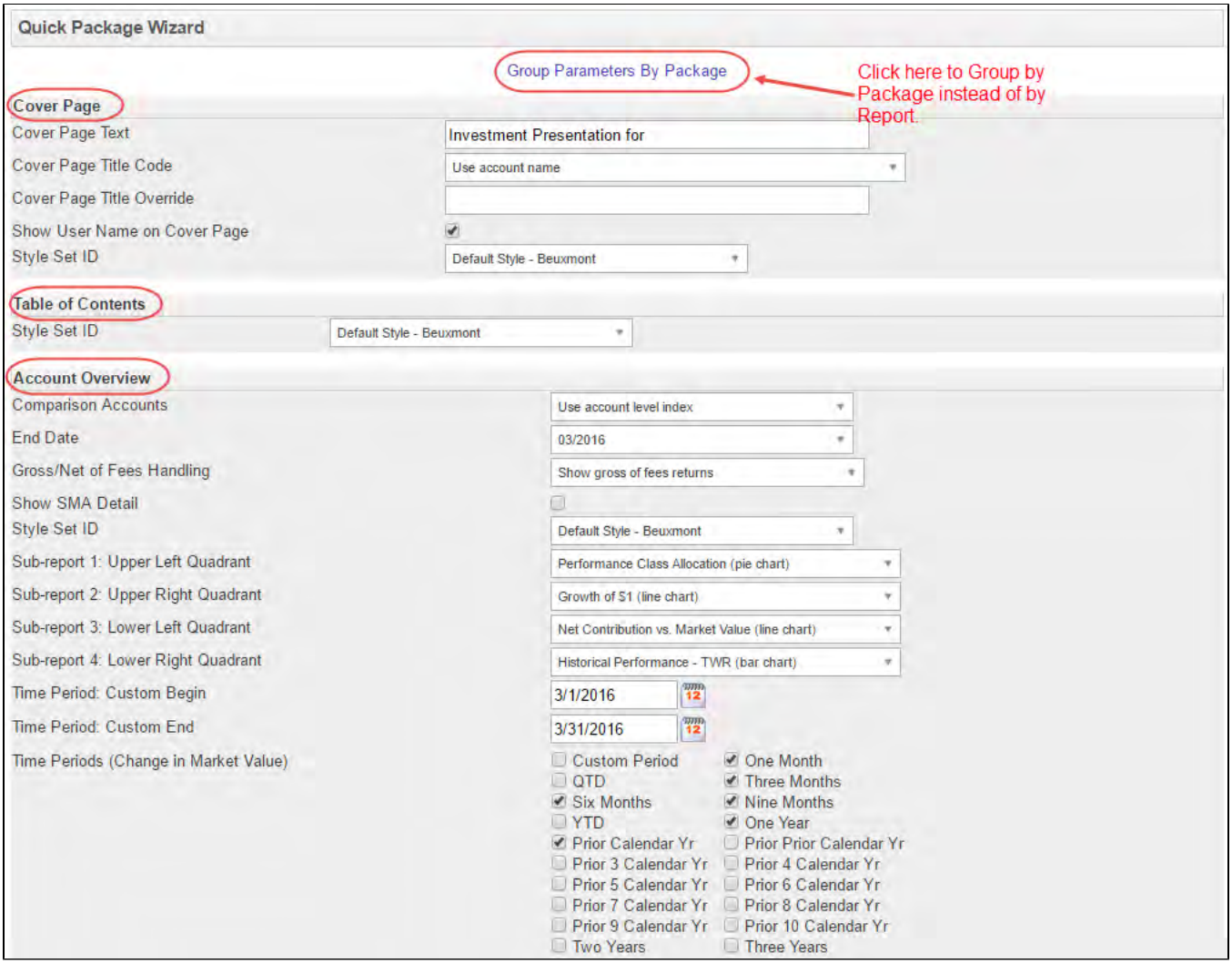
the **Report** or **Package** selected.

> There is a site configuration that controls whether this screen defaults to **Group Parameters by Report** or **Group Parameters by Package**. Contact client
>
> services for further information.

Grouping Parameters by Report



Grouping Parameters by Report



After making **Parameter** changes, click the **Finish** button to run the **Quick Package** of **Reports.**

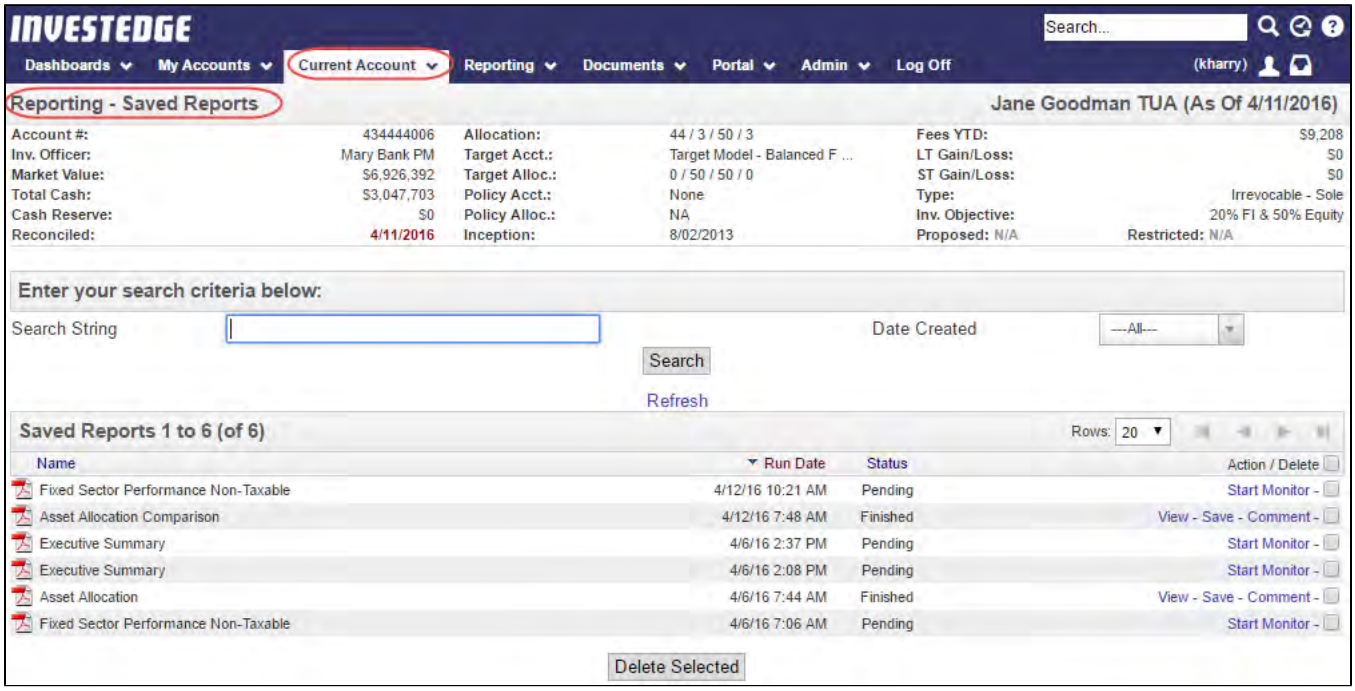
Reporting > Saved Reports

The **Saved Reports** screen allows you to:

- View **Reports**
- Save **Reports**
- Delete **Reports**
- Save **Reports** as an **Account Comment**

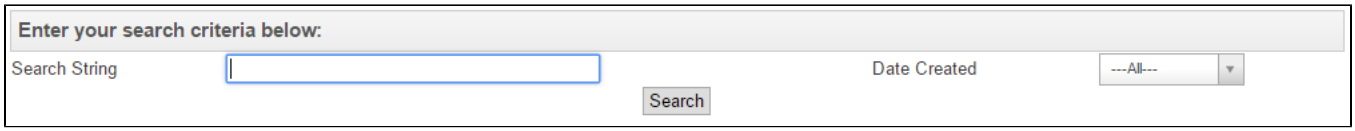
This initial screen lists the 20 most recently generated **Reports**. The **Saved Reports** list can be narrowed by performing a filtered search. You can perform systematic deletions of **Saved Reports** on the **Reporting**>**Reporting>Saved Reports** screen.

> You need to be assigned the **Reporting - Saved Reports** user right to use this screen. Contact your administrator for further information.



To search for a **Report:**

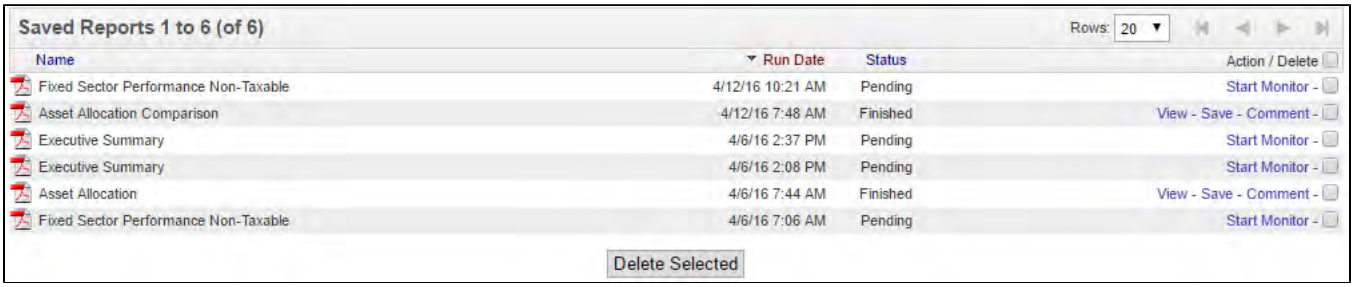
1. Enter the search criteria
    - **Search String** – Enter all or part of the name of the **Report** into the text field.
    - **Date Created** – The **Date Created** drop-down menu allows the **User** to select a time-frame for when the **Report** was submitted.
2. Click the **Search** button



> You can easily identify which saved reports have additional details such as **Date Status** and **Number of Co pies**. This feature is triggered when you update
>
> the **Number of Copies** value to 1-99. These new details may be used by downstream systems. Contact client services for further information.

The **Saved Reports List** section automatically shows the most recently generated reports by **Run Date**, 20 at a time.You can view, save and delete the

Reports and save them to an **Account Comment.** You can also check the status of a recently run **Report**.



- **Refresh –** Click the **Refresh** link to update the status of any **Reports** that are still pending.
- **Start Monitor** - Click the **Start Monitor** link and a pop-up box displays the **Package** name of the **Report** as it is being processed. The message automatically updates when the **Report** is complete.

Viewing a Report

Click the **View** link to open the **Report** file in a separate window for viewing.

Saving a Report

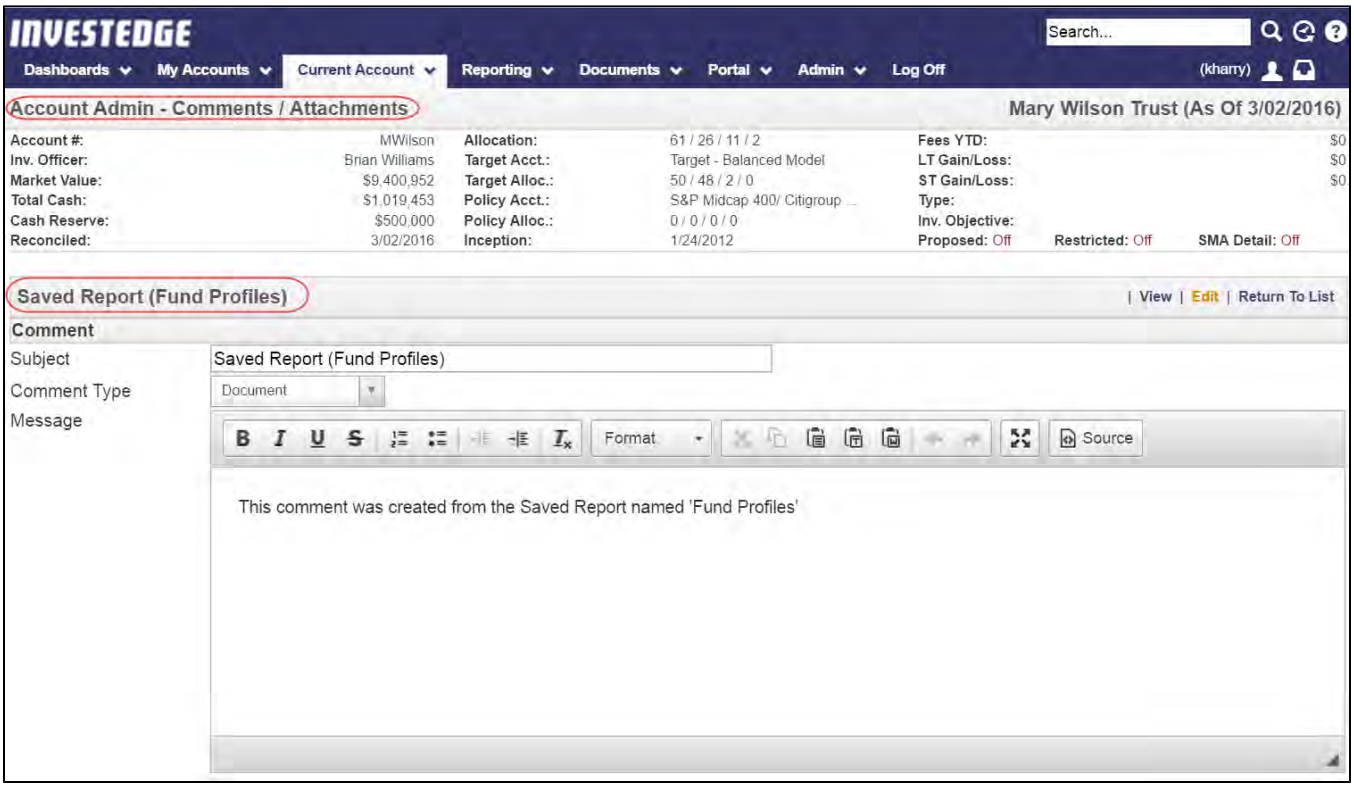
Click the **Save** link to open or save the **Report** file. You can then save the **Report** to a location on their computer or network.

Adding Comments to a Report

Click the **Comment** link to add a **Comment** and/or **Attachments** to the **Report Package.** The **Comment Type** allows you

to select where this **Report Package Comment** saved. For example, this **Report** could be attached to an **Administrative**

Review as a **Comment.** After entering and selecting details click the **Update** button to save the **Comment.**



Deleting a Saved Report

To delete a **Saved Report**

1. Select the **Delete** checkbox to the right of the **Report**(s).
2. Click the **Delete Selected** button.

Reporting > Standard Packages

The **Standard Packages** screen allows you to run **Configured Standard Packages** of **Reports** for the **Current Account**

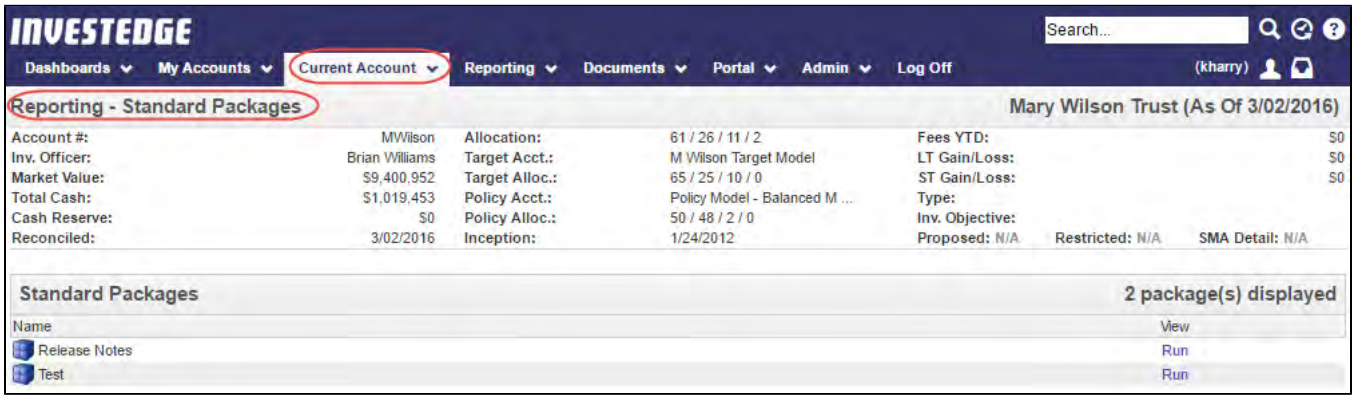
Only **Standard Packages** that have been created and configured through the **Reporting** tab are displayed. To run a **Package,** click the **Run** link next to the

desired **Package.** The **Package** is saved to the **Saved Reports** screen, where you can view, save or delete the **Standard Package.**

> You need to be assigned the **Reporting** - **Standard Packages** user right to use this screen. Contact your administrator for further information.

> If your **Standard Package** contains a **Static Report,** you should ensure it is a **PDF/A** (ISO 19005-1 compliant) file type (this option makes the PDF file
>
> a self-contained object).

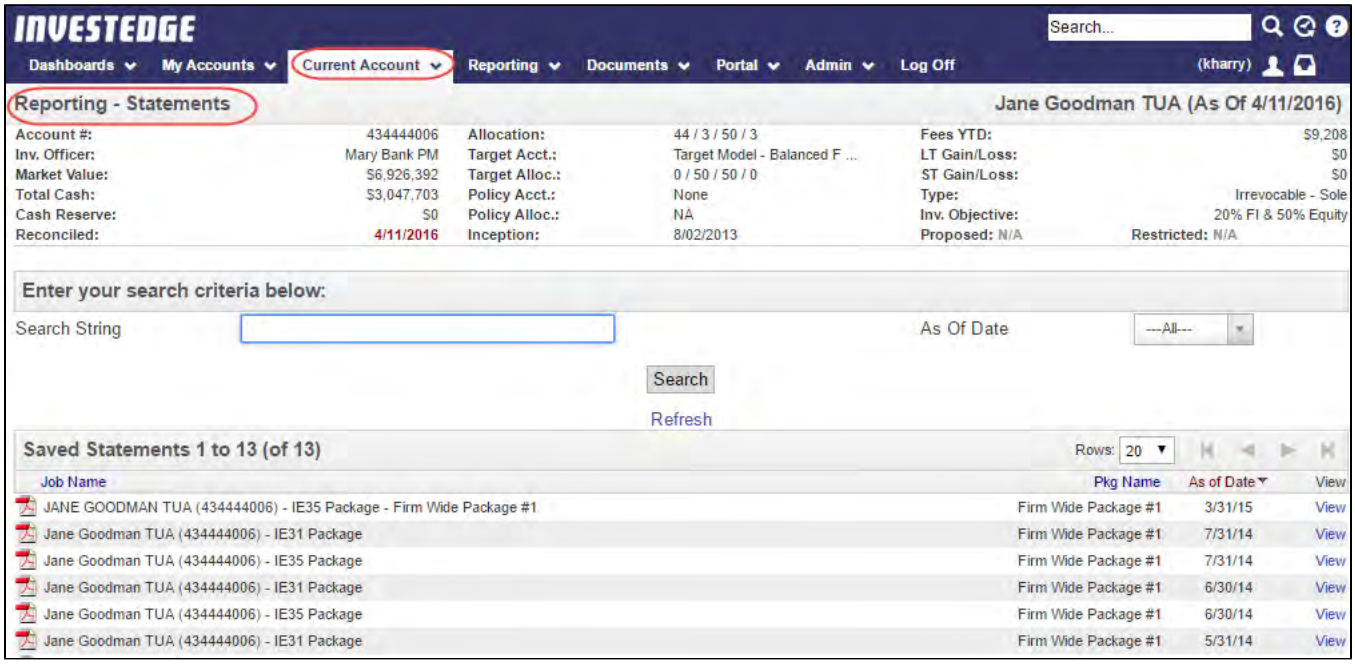
For further information on creating **Standard Packages**, navigate to the Packages>Standard Packages screen.



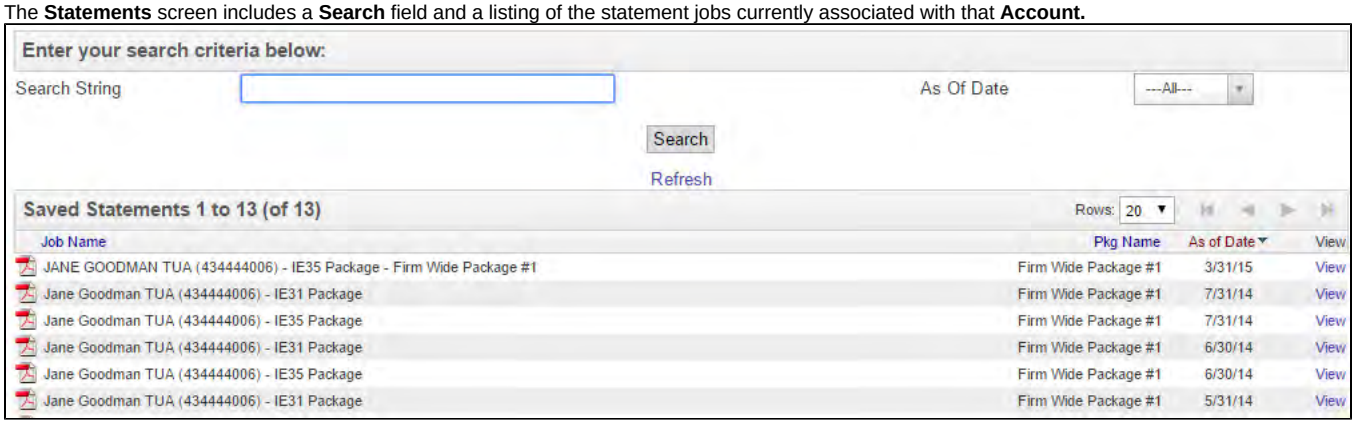
Reporting > Investment Statements

The **Investment Statements** screen provides a way for advisors to view the finished **Investment Statement** jobs associated with the selected **Account.**

> You need to be assigned the **Reporting** - **Statements** user right to use this screen. Contact your administrator for further information.



The **Statements** screen includes a **Search** field and a listing of the statement jobs currently associated with that **Account.**



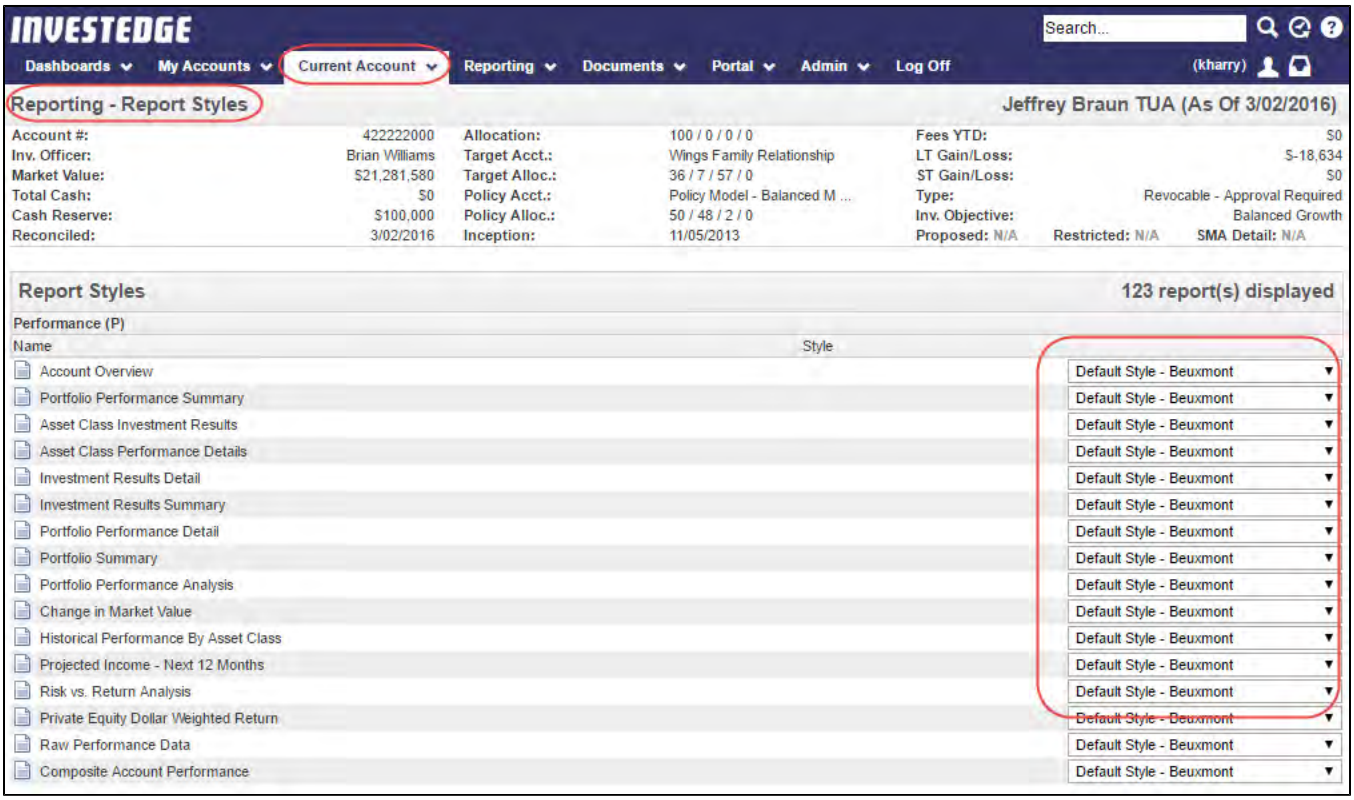
Using the **Search String** field and **As Of Date** drop-down menu, you can filter the **Investment Statements** displayed by keyword and/or **As Of Date**.

In the lower section displaying the **Investment Statement Jobs,** the associated PDF **Investment Statements** can be viewed by clicking the **View** link.

Reporting > Report Styles

The **Report Styles** screen allows you to designate report **Style Sets** at the account/report level and eliminates the need to select a **Style Set** each time a **Report** is run or build separate packages based on the **Style Set** to be utilized.

> You need to be assigned the **Accounts** - **Reporting** - **Report Style** user right to use this screen. Contact your administrator for further information.



The **Report Styles** list follows the same order the **Reports** are displayed on the **Single Report** screen. Select the **Report Style** from the drop-down menu and

click the **Update** button to save your changes.