

Fast-Class File

Client Data System

Volume 99: Mandatory IRA Distributions

To build a dynamic report that will find all contacts who will need to take a mandatory IRA distribution in the coming year, two filters must be employed. One to find all contacts turning 70 ½ years old during the current year, and all contacts holding IRA securities. The dynamic report will find the cross section of all contacts meeting the criteria of both filters.

To build a filter that will search for all contacts turning 70 ½ in the current year:

- Select **View** in the main menu.
- Select **Filters**.
- Perform an open search to open the **Filter** Summary.
- In the **Filter** summary, click the **Add** button.
- In the **Table Names** window, select **Contact Information**.
- In the **Filter Criteria** window, select the **Birth Date** column in the **Column Name** drop down.
- Click the **Add** button.
- In the **Date Filter Operation Selection** window, select the **Simple Date Operations** option in the **Date/Day Operations** section.
- In the **Simple Date Operations** window, select the **Specific Date Range** option in **Select date Operation** section.

To effectively find all contacts turning 70 ½ years old in the current year, CDS will need to find all individuals turning 70 in the latter half of the previous year and in the first half of the current year. In the **Date/Offset** section, enter the specific range that will find all birthdays occurring 70 ½ years in the past.

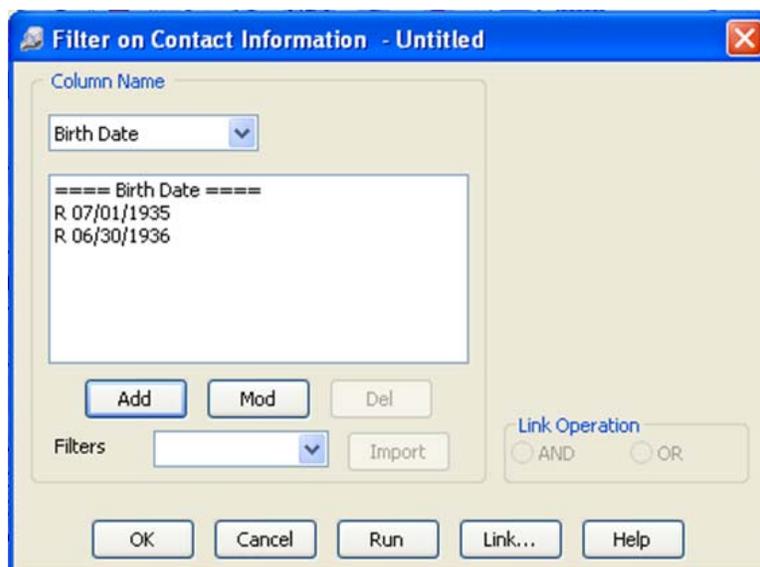


Figure 1: Filter finding all individuals turning 70 ½ in 2006

Searching for actual birth dates in a range can be very advantageous. A filter such as the one defined above will always generate the same list of individuals (with the exception of newly added contacts) each time it is run. Even if the filter is run in the early part of 2005, it will still show all contacts turning 70 ½ years old in 2004.

- Click **OK**.
- To test the filter, click the **Run** button.
- Click **OK**.
- Give the filter a name. Add a description if necessary.

To build a filter that will search for all securities identified as IRA securities:

- Select **View** in the main menu.
- Select **Filters**.
- Perform an open search to open the **Filter Summary**.
- In the **Filter** summary, click the **Add** button.
- In the **Table Names** window, select **Investment**.
- In the **Filter on Investment** criteria window, select **How Held** in the **Column Name** drop down field, select **IRA** in the **Value** drop down field, and select the **Equal** option in the **Operator** section.
- Click the **Add** button.
- To test the filter, click the **Run** button.
- Click **OK**.
- Give the filter a name. Add a description if necessary.

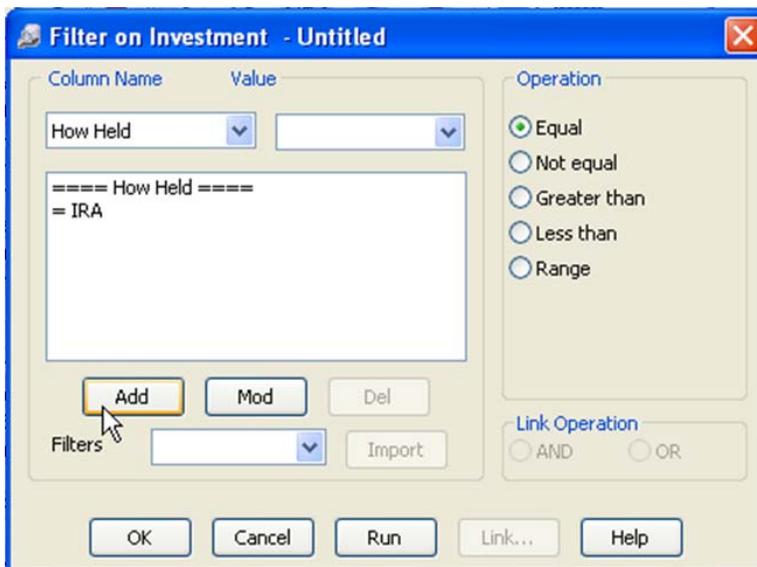


Figure 2: Filter finding all securities labeled IRA in the How Held column

To add filters to a dynamic report to find all contacts who will need to take a mandatory IRA disbursement in the coming year:

- Select **Reports** in the main menu.
- Select **Dynamic Reports**.
- Perform an open search to open the **Reports** summary.
- Click the **Add** button.

- Select the **Contact Information** table in the **Select Primary Table** window.

*Note: When using information from two tables in a dynamic report, it is important to use the **Contact Information** table as the primary table, particularly when filters from both tables will be used. Selecting the **Contact Information** table as the primary table in the **Select Primary Table** screen will make it possible to use filters from multiple tables in the dynamic report.*

- Select columns for display in the report in the **Report Column Definition** window. Columns can be added to the **Columns Selected** section by selecting the column in the **Columns Available** section, then clicking the **Arrow** button pointing toward the **Columns Selected** section, or by double-clicking the entry in the **Columns Available** section. Columns can be moved out of the **Columns Selected** section in the same fashion.

*Note: When the **Contact Information** table is selected as the primary table, the columns listed in the **Columns Available** section of the **Report Column Definition** window come from the **Contact Information** table. To bring columns from another table into the dynamic report, use the **Table** drop down field below the **Columns Available** section to make table selection. The **Columns Available** section will refresh based on the selection in the **Table** drop down field.*

- Select the **Investment** table in the **Table** drop down field below the **Columns Available** section.
- Select columns from the **Investment** table for display in the report in the **Report Column Definition** window.

*Note: when columns from two tables are included in a dynamic report, column widths cannot be adjusted in report results. Column width must be defined in the **Report Column Definition** screen.*

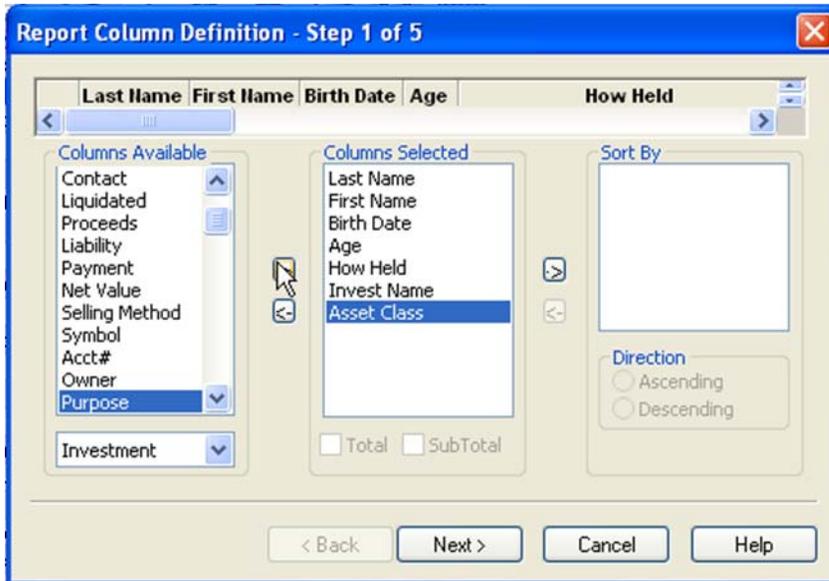


Figure 3: Report Column Definition Screen

- Click **Next**.
- Use the **Filter** drop down fields in the **Selection Criteria** window to add the filters to the dynamic report.

When two tables are used and the **Contact Information** table has been selected as the primary table, filters from both tables will be available in the **Filter** drop down fields. **Filters** from different tables will be separated by a space in the **Filter** drop down. Filter availability in the **Filter** drop down fields will be determined by primary table selection in the **Select Primary Table** window and fields added from different tables in the **Report Column Definition** window.

When a filter is selected in a **Filter** drop down, the filter operators become active. The filter operators refer to the next filter added (if applicable). Selecting the **And** operator will ensure that report results include records that meet criteria for the filter with the operator and the following filter. Selecting the **Or** operator will ensure that report results include records that meet the criteria of the filter with operator or the criteria of the following filter.

- Click **Next**.
- Apply settings as needed in the **Select Output Type** and **Spreadsheet Output Settings** windows.
- Give the report a name in the **Report Package Description** window.
- Click **Finish**.
- The new report will be automatically highlighted in the **Report** summary screen.
- With the report highlighted, click the **Run** button.