The Investment Report Setup utility offers several different options for running Investment Reports.

**To Run an Investment Report with Investment Report Options:**
- From an open contact record, select **Reports** in the main menu.
- From the Reports menu, select **Investment Reports**.
- From the Investment Report list, select the report you would like to modify, and click the **Modify Record** button.
- In the Investment Report Setup window, select an **As of Date**.

*Note: Leaving this field blank will report on investments as of the current day.*

![Investment Report Setup window – General Tab](image)

- Check **Current Contact** if you’d like to report on the current contact.

*Note: If this box is unchecked, CDS will prompt you to run the report through a filtered list of contacts or an adhoc set before running the report.*
• Check the **Print Spouse Name** box to print the current contact’s spouse name on the report.
• Check **Always display this dialog box** if you want the Investment Report Setup window to open at run-time.
• In the **Select Assets By Type** section, select the Investments you would like to report on.
• In the **Cost Options** section, select the appropriate options.
• Click the **Sort/Separate** tab.

![Image of Investment Report Setup window – Sort/Separate Tab](image)

**Figure 2: The Investment Report Setup window – Sort/Separate Tab**

• Click on the **Sort By** drop-down and select to sort by **Standard Category** (i.e. Stocks, Bonds, Mutual funds) or by **Investment Type** (i.e. Cash Equivalent, Equity Asset, Fixed Asset).
• Click on the **VA/Life Options** drop-down select to display the report by summary line or sub accounts only.
• Check the **Separate Qualified Investments** box to separate tax-deferred investments.
• In the **Separate By** section, you can choose to separate investments by Ownership and How Held.
• Click **OK** when finished selecting report options.
• Click **Yes** to save the changes.
• Click **OK** to run the report.