July 2, 2008

Fast-Class File

Client Data System

Volume 139: Investment Report Options

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.

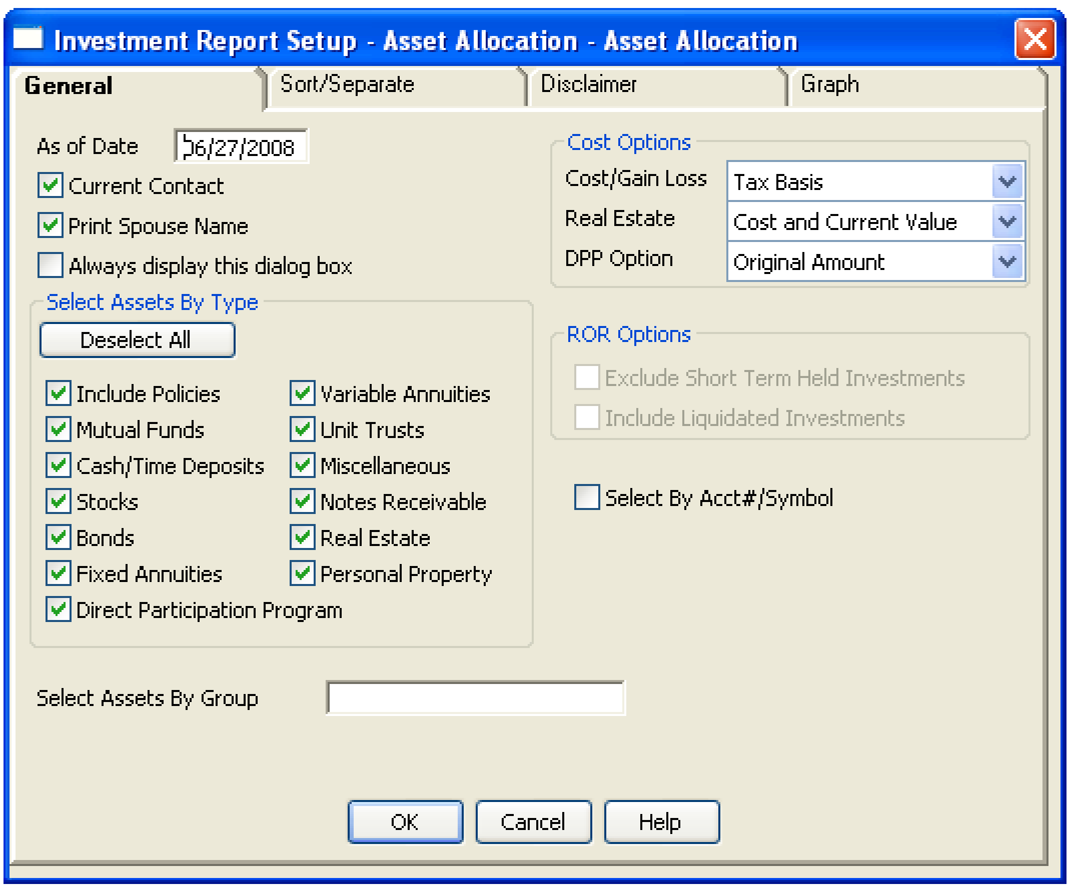

Figure 1: The Investment Report Setup window – General Tab

- 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.

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- 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.

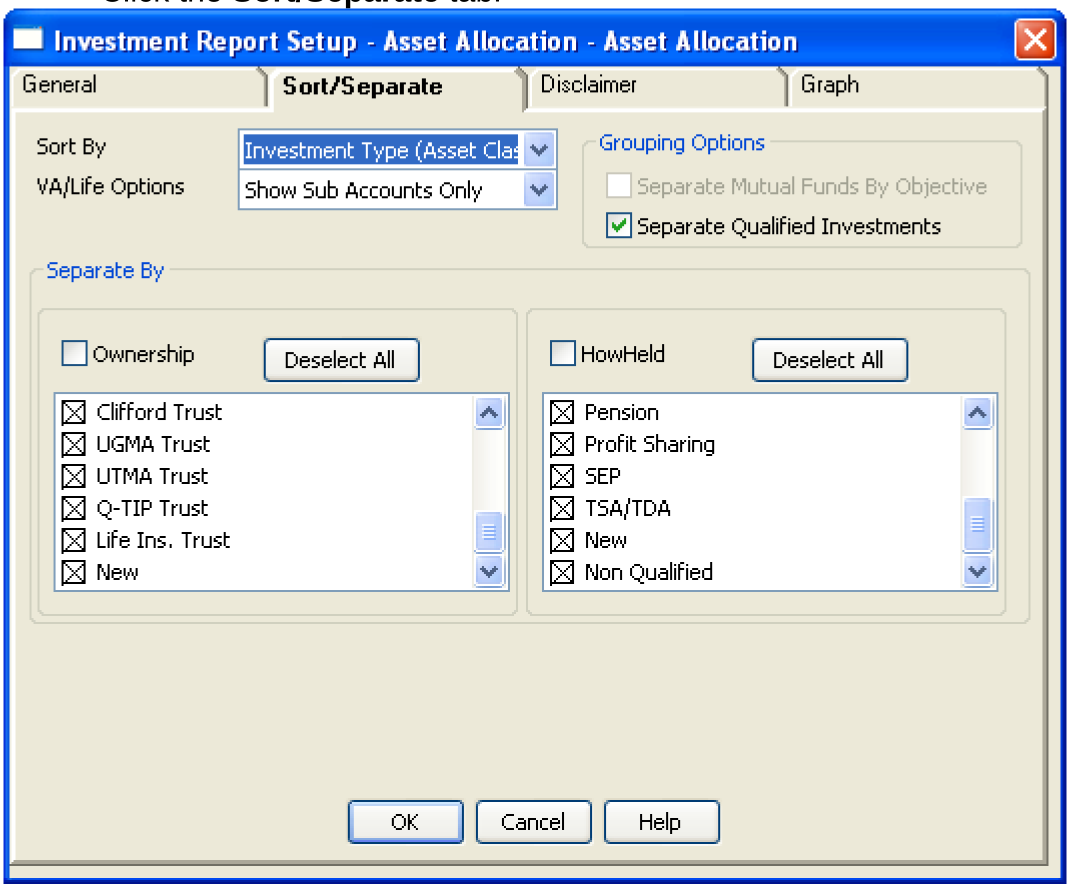

Figure 2: The Investment Report Setup window – Sort/Separate Tab

- 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.

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