

# 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.*

**Investment Report Setup - Asset Allocation - Asset Allocation**

**General** | Sort/Separate | Disclaimer | Graph

As of Date: 6/27/2008

Current Contact  
 Print Spouse Name  
 Always display this dialog box

Select Assets By Type

Deselect All

Include Policies  
 Mutual Funds  
 Cash/Time Deposits  
 Stocks  
 Bonds  
 Fixed Annuities  
 Direct Participation Program

Variable Annuities  
 Unit Trusts  
 Miscellaneous  
 Notes Receivable  
 Real Estate  
 Personal Property

Cost Options

Cost/Gain Loss: Tax Basis  
Real Estate: Cost and Current Value  
DPP Option: Original Amount

ROR Options

Exclude Short Term Held Investments  
 Include Liquidated Investments

Select By Acct#/Symbol

Select Assets By Group: \_\_\_\_\_

OK Cancel Help

**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.*

- 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.

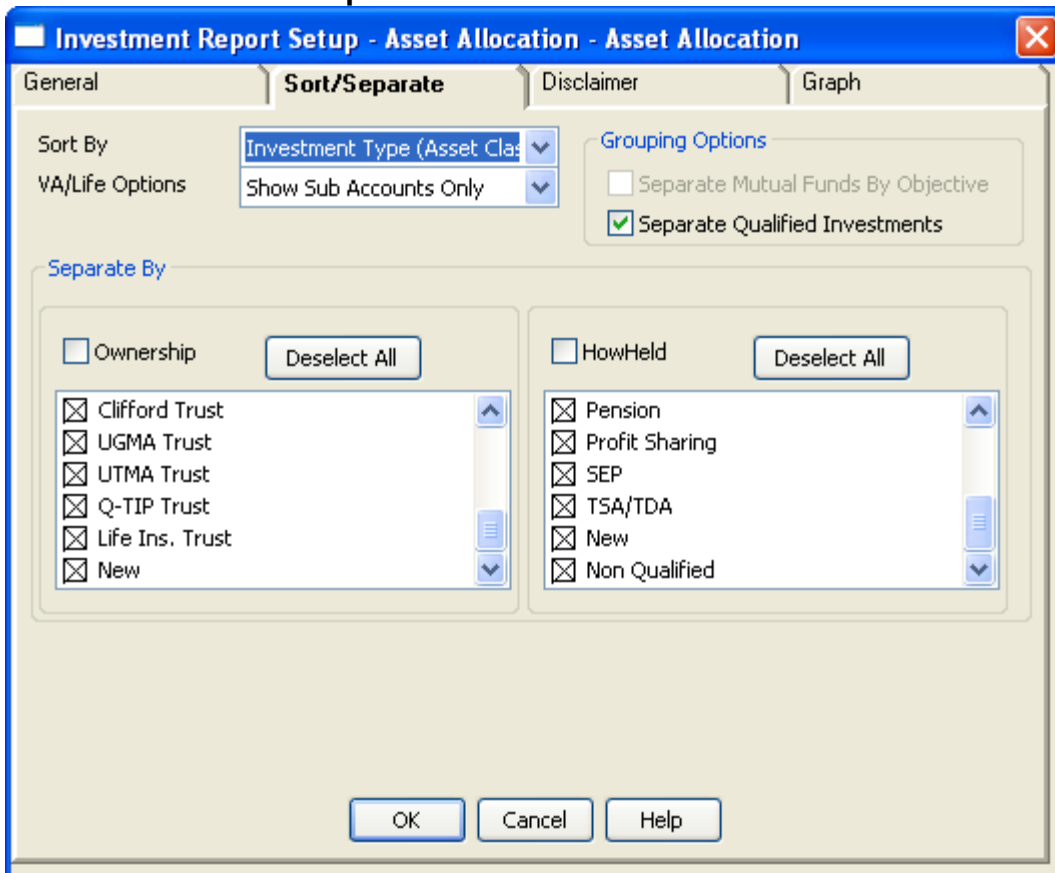


Figure 2: The Investment Report Setup window – Sort/Separate Tab

- 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.