The IRA Contribution History report is a dynamic report that will display a list of IRA accounts showing the contribution history (and amounts of each contribution) over a specified period of time. The organization of the report will make it easy to determine which clients have made contributions for the current tax year, which clients have yet to make a contribution, and which contributors have not reached their contribution limit and can contribute more to their IRA accounts.

To create a dynamic report that will show a history of IRA contributions organized by account -

- Select Reports in the main menu.
- Select Dynamic Reports.
- Perform an open search to open the Reports summary.
- Click the Add button to open the Report Definition Wizard.
- Select the Investment table in the Select Primary Table window. Click Next.

Figure 1: The Select Primary Table screen of the Report Definition Wizard (Investment table selected).

- The Investment table will be selected in the Table drop-down field beneath the Columns Available section. In the Report Column Definition window select the
following columns: Contact, Invest Name, Security Type, Acct#, and How Held.

Figure 2: Contact, Invest Name, Security Type, Acct#, and How Held columns selected in the Report Column Definition screen of the Report Definition Wizard.

- Use the Table drop-down field beneath the Columns Available section to select the Investment Transaction table.

Figure 3: The Table drop-down field (Investment Transaction table selected).
With the Investment Transaction table selected in the Table drop-down field, select the following columns: Type, Date, and Dollar Value.

![Image of the Report Column Definition - Step 1 of 5 window showing the Columns Selected section with Type, Date, and Dollar Value fields added.]

Figure 4: Type, Date, and Dollar Value fields added to the Columns Selected section from the Investment Transaction table.

- Make column width adjustments in the Report Column Definition screen. (Column widths cannot be adjusted in dynamic report results based on more than one table.)
- Select the Acct# column in the Columns Selected section.
- Click the right facing Arrow button between the Columns Selected section and the Sort By section.
Select the **Dollar Value** column in the **Columns Selected** section. Select the **SubTotal** option in the **Columns Selected** section.

- Click **Next**.
- Use the **Filter** drop down fields in the **Selection Criteria** window to add and/or create the filters needed to find all positions held as IRAs, all contributions (Buy and BuyT transactions), and a dated filter (if desired).
• To build a filter from within the **Report Definition Wizard** that will search for all securities identified as IRA securities –
  o With the first filter drop-down left blank, click the small button to the right of the drop-down field.
  o In the **Filter** summary, click the **Add** button.
  o In the **Table Names** window, select **Investment**.
  o 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.
  o Click the **Add** button.

![Filter on Investment - Untitled](image)

*Figure 7: The Filter on Investment criteria window (criteria for IRA positions added).*

  o To test the filter, click the **Run** button.
  o Click **OK**.
  o Give the filter a name. Add a description if necessary.
  o The new filter will be added to and highlighted in the **Filter** summary screen.
  o Click the **OK** (green checkmark) button in the toolbar to add the filter to the dynamic report.

• To build a filter from within the dynamic report that will find all contributions (**Buy** and **BuyT** transactions) –
  o With the second filter drop-down left blank, click the small button to the right of the drop-down field.
  o In the **Filter** summary, click the **Add** button.
  o In the **Table Names** window, select **Investment Transaction**.
  o In the **Filter on Investment Transaction** criteria window, select **Type** in the **Column Name** drop down field, select **Buy** in the **Value** drop down field, and select the **Equal** option in the **Operator** section.
  o Click the **Add** button.
  o With **Type** still selected in the **Column Name** drop down field, select **Buy_T** in the **Value** drop down field, and leave the **Equal** option selected in the **Operator** section.
Click the Add button.

![Filter on Investment Transaction criteria window (Buy and Buy_T criteria added).](image)

To test the filter, click the Run button.
- Click OK.
- Give the filter a name. Add a description if necessary.
- The new filter will be added to and highlighted in the Filter summary screen.
- Click the OK (green checkmark) button in the toolbar to add the filter to the dynamic report.

To build a filter from within the dynamic report that will find all contributions since January 1, 2002 –
- With the third filter drop-down left blank, click the small button to the right of the drop-down field.
- In the Filter summary, click the Add button.
- In the Table Names window, select Investment Transaction.
- In the Filter on Investment Transaction criteria window, select Date in the Column Name drop down field and click the Add button.
- In the Date Filter Operation Selection window, select the Simple Date Operations option and click OK.
- In the Simple Date Operations window, select the Greater Than Specific Date option and enter 01/01/2002 in the Date/Offset section. (The From button can be used to set the date.)
Figure 9: The Simple Date Operations window (Date/Offset added).

- Click OK.
- The date operation criteria will be added to the filter criteria screen.
- Click OK.
- Give the filter a name. Add a description if necessary.
- The new filter will be added to and highlighted in the Filter summary screen.
- Click the OK (green checkmark) button in the toolbar to add the filter to the dynamic report.

- Ensure that the And filter operators are selected after the first two added filters. (The operator after the final filter is meaningless as it refers to any following filters.)
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.

Note: This dynamic report will only show contributions made. If a client has not made a contribution during the specified period, no record will be generated in the report. If you suspect that clients may have made contributions previous to the date specified in the report, adjust the date filter to cover a longer span of time or remove the date filter from the report. Without the date filter, the report will generate a complete contribution history for all IRA accounts in your system. Given the number of accounts in your system, an undated IRA Contribution History report may take a few minutes to run.
<table>
<thead>
<tr>
<th>Contact</th>
<th>Invest Name</th>
<th>Security Type</th>
<th>Accnt#</th>
<th>How</th>
<th>Type</th>
<th>Date</th>
<th>Dollar Value</th>
</tr>
</thead>
<tbody>
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<td>AIM High Yield Fund Mutual Funds</td>
<td>4353523</td>
<td>RA</td>
<td>Buy</td>
<td>11/13/2002</td>
<td>2,000.00</td>
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</tbody>
</table>

Figure 11: IRA Contribution History dynamic report with results organized by account number.