Creating an Equity Assets by Type report and a Cash Holdings report

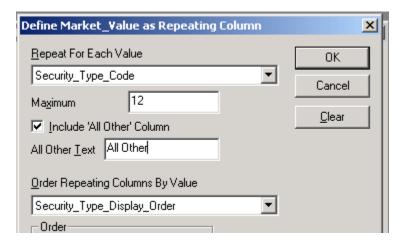
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In this article, you'll learn how to create two useful variations on the standard Assets Under Management Report – an Equity Assets by Type report and a Cash Holdings Report. No programming required...just a little elbow grease and some willingness to work with Report Writer Pro. If you're ready, start Report Writer Pro and follow along.

We'll start with the Equity Assets by Type report.

- 1. Start Report Writer Pro and choose the Assets Under Management template
- 2. Choose Define Columns
- 3. Click once the Market Value column, then click the Properties button
- 4. Change Header Line 1 from {Asset_Class_Name} to {Security_Type_Name}
- 5. Click the Repeat button
- 6. Change Repeat for Each Value from Asset Class Code to Security Type Code
- 7. Change Maximum from 6 to 12
- 8. Include All Other column
- 9. Change Order Repeating Columns By Value to Security_Type_Display_Order



Click OK three times to get all the way back to the main Report Writer Pro window. Test the report so you can see how it looks so far.

ASSETS UNDER MANAGEMENT December 31, 2002

Portfolio	EQUITY MUTUAL FUNIS	BOND MUTUAL FUNDS	CALLS	MUNICIPAL BONDS	GOVERNMENT BONDS	TREASURY BILLS	MONEY MARKET MUTUAL FUNIS	CASH AND EQUIVALENTS	COMMON STOCK	SHORT:
Adam Oates IRA (A/C)	557,598.46	7,862.51	0.00	3,283.56	26,236.58	0.00	25131	-640.00	680,583.15	
Jennifer Oates IRA (A/C)	29,360.54	106,279.70	0.00	0.00	0.00	11,294.60	159.75	10.00	23,783.90	
Adam Oates (Retail)	154,050.87	89,068.01	0.00	0.00	0.00	0.00	23,345.77	10.00	23,783.90	
Adam Oates IRA (SEP)	244,81132	0.00	0.00	0.00	0.00	0.00	159.75	-4,990.00	76,764.15	
Adam Outes Trust this is a client	637,467.94	617,014.54	1,423,434.00	6,20234	0.00	3,354.11	63,393.09	120,13031	2,640,958.81	-13-

Looking good so far...but it shows more than just equity types.

- 10. Click Data → Filter
- 11. Add a Filter for Asset Class Code = e
- 12. Click Define Report Header
- 13. Change Title to "EQUITY ASSETS BY TYPE"
- 14. Move header line 6 {Report Date Line} to line 7
- 15. In line 6, type (\$askport) [the text \$askport surrounded by regular parentheses, not curly brackets

Define F	Report Header
Line <u>1</u>	{Company_Name}
Line <u>2</u>	EQUITY ASSETS BY TYPE {Title_Fixup_Settle}
Line <u>3</u>	{Portfolio_Name}
Line <u>4</u>	{Portfolio_Name_Two}
Line <u>5</u>	{Portfolio_Name_Three}
Line <u>6</u>	(\$askport)
Line <u>7</u>	{Report_Date_Text}

Test again. TaDa!

EQUITY ASSETS BY TYPE

(@oateslg)

December 31, 2002

Portfolio	EQUITY MUTUAL FUNDS	CALLS	COMMON STOCK	SHORT STOCK	All Other	Total
Adam Oates IRA (A/C)	557,598.46	0.00	680,583.15	0.00	0.00	1,238,181.61
Jennifer Oates IRA (A/C)	29,360.54	0.00	23,783.90	0.00	0.00	53,144.44
Adam Oates (Retail)	154,050.87	0.00	23,783.90	0.00	0.00	177,834.77
Adam Oates IRA (SEP)	244,811.32	0.00	76,764.15	0.00	0.00	321,575.47
Adam OatesTrust this is a	637,467.94	1,423,434.00	2,640,958.81	-134,681.75	0.00	4,567,179.00

If you're certain that you don't have more than 12 equity types, then remove the All Other column. Add a portfolio code column if you prefer. When you're finished tweaking, be sure to save the .rpw and give it a name.

Now I'm going to give you some homework. Using almost exactly the same steps as above, start with the Assets Under Management report and create a Cash Holdings report where the columns are **securities**, instead of security types. Here's your hint: Only steps 4, 6, 11, 13 above will change. All other steps are the same. Send me an email if you get stuck.

CASH HOLDINGS (@oates1g)

December 31, 2002

Portfolio	Cash Account	Advisory Fee	Dividend Receivable	Brokerage Cash	Trust Cash Account	All Other	Total
Adam Oates IRA (A/C)	-640.00	0.00	0.00	0.00	0.00	0.00	-640.00
Jennifer Oates IRA (A/C)	10.00	0.00	0.00	0.00	0.00	0.00	10.00
Adam Oates (Retail)	10.00	0.00	0.00	0.00	0.00	0.00	10.00
Adam Oates IRA (SEP)	-4,990.00	0.00	0.00	0.00	0.00	0.00	-4,990.00
Adam OatesTrust this is a client with a really long name	100,480.31	900.00	12,000.00	250.00	6,500.00	0.00	120,130.31

About the Author: Diane Herrera is president of CSSI, a software and consulting firm. Founded in 1995, CSSI helps firms customize and automate their Axys systems. CSSI specializes in getting data into and out of Axys with projects such as building custom interfaces, writing custom reports, creating report packages, and assisting with scripts and macros. CSSI can also assist with, or take over, back office and reconciliation functions – temporarily or permanently. Many custom reports, white papers, and other materials are available at no charge in the Free Download section of the CSSI website, www.cssi.org