

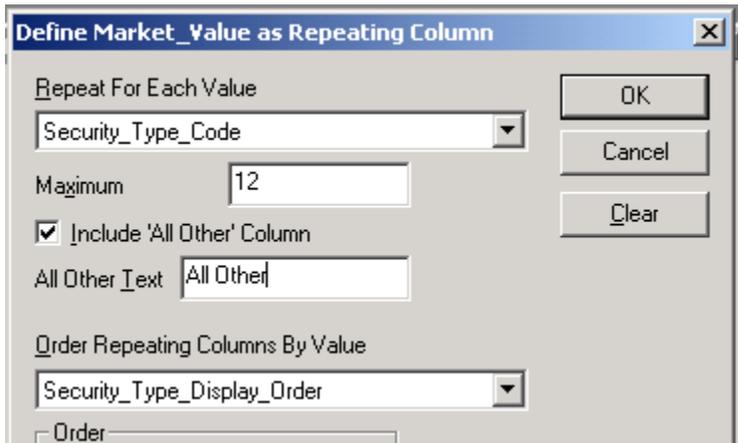
Creating an Equity Assets by Type report and a Cash Holdings report

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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 FUNDS	BOND MUTUAL FUNDS	CALLS	MUNICIPAL BONDS	GOVERNMENT BONDS	TREASURY BILLS	MONEY MARKET MUTUAL FUNDS	CASH AND EQUIVALENTS	COMMON STOCK	SHORT:
Adam Oates IRA (A/C)	557,398.46	7,862.51	0.00	3,283.56	26,236.58	0.00	251.31	-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)	244,811.32	0.00	0.00	0.00	0.00	0.00	159.75	-4,990.00	76,764.15	
Adam Oates Trust this is a client	637,467.94	617,014.54	1,423,434.00	6,202.34	0.00	3,354.11	63,393.09	120,130.31	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]

