October 15, 2004

Fast•Class File

SmartOffice

Volume 26: IRA Contribution History

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 **Marketing** in the main menu.
- Select **Dynamic Reports**.
- Select **Investment Transactions** in the **Category** drop-down of the **Search Dynamic Report** screen.

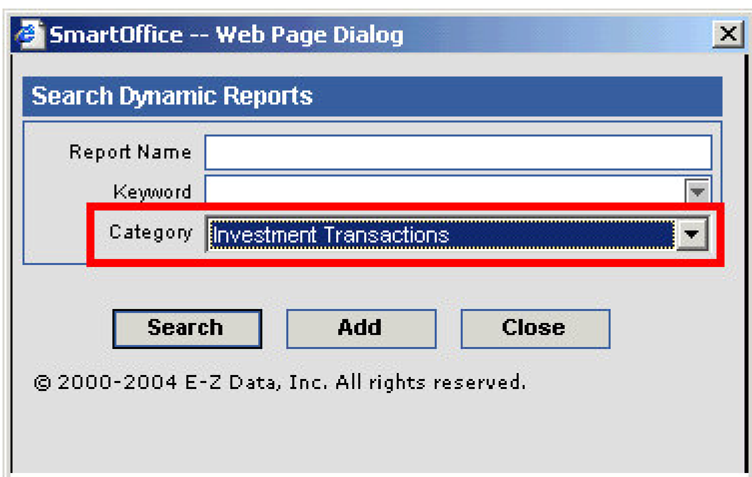


Figure 1: The Search Dynamic Report screen (Investment Transactions selected in the Category drop-down field).

- Click the **Add** button.
- The **Holding Transaction** table will be selected in the **Table** drop-down field beneath the **Columns Available** section.
- With the **Holding Transaction** table selected, select the following columns in the **Columns Selected** section: **Date**, **Value,** and **Type**.

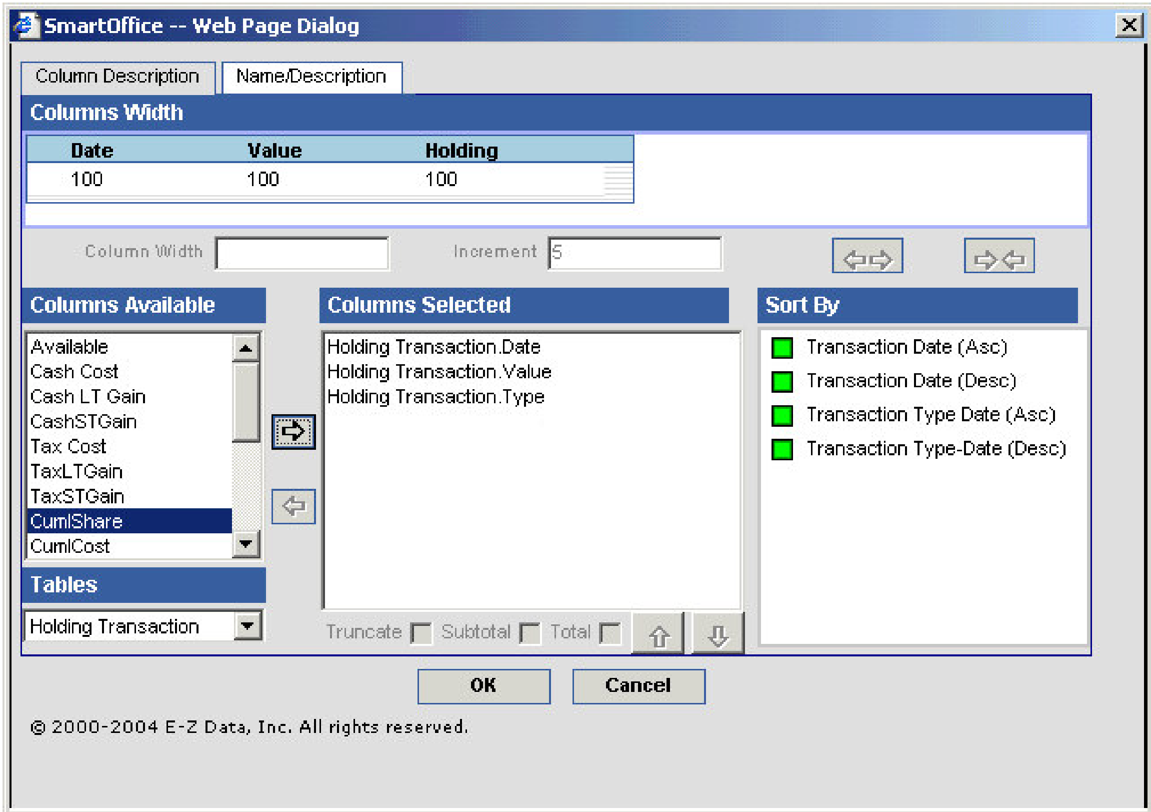


Figure 2: The Dynamic Report definition screen (Date, Value, and Type columns selected from the Holding Transaction table).

- Use the **Table** drop-down to select the **Contact** table.
- With the **Contact** table selected, add the **Contact Name** column to the **Columns Selected** section.
- Use the **Table** drop-down to select the **Account Master** table.
- With the **Account Master** table selected, add the **Account #** and **How held** columns to the **Columns Selected** section.
- Use the **Table** drop-down to select the **Position** table.
- With the **Position** table selected, add the **Invest Name** column.
- Use the **Up** and **Down** arrows beneath the **Columns Selected** section to organize the columns selected in the **Columns Selected** in the following fashion: **Contact Name**, **Account #**, **Invest Name**, **Type**, **How Held**, **Value**, **Date**.

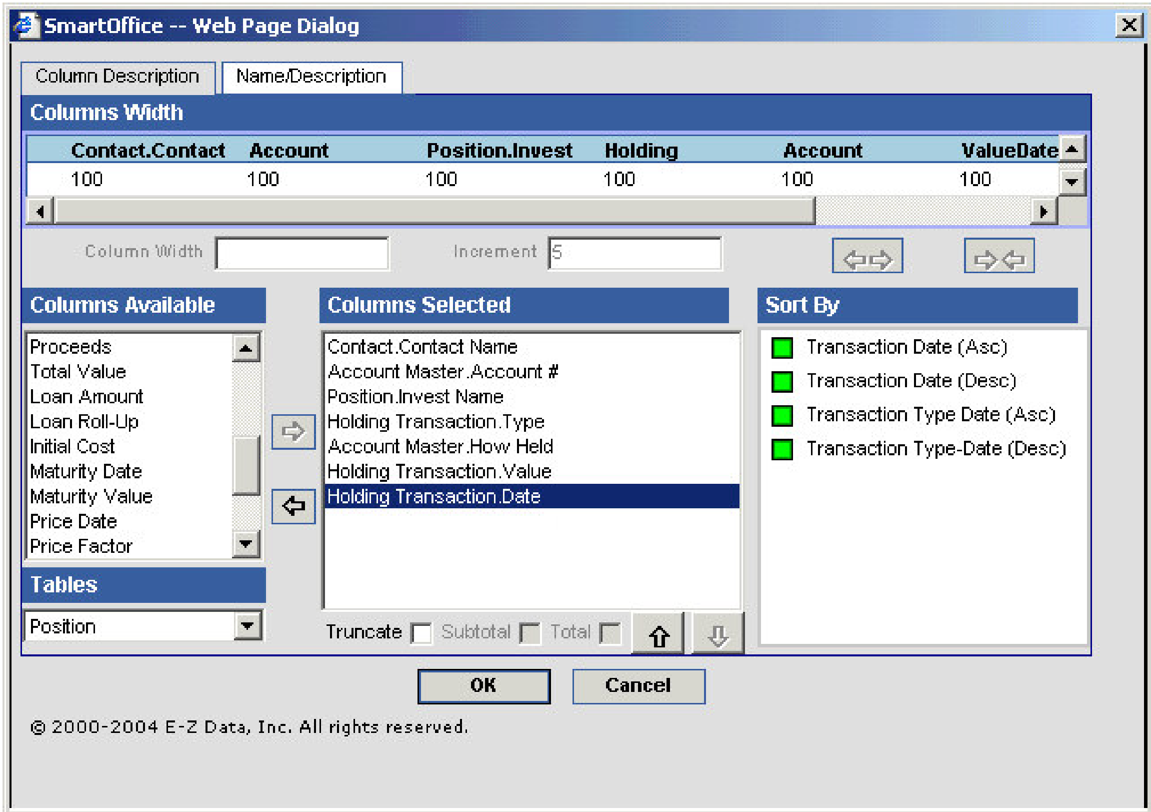


Figure 3: The Dynamic Report definition screen (column organization set).

- Select the **Name/Description** tab.
- Click the **Add** button in the **Selected Filter List** section.
- To create a new filter click the **Add** button in the **Search Filters** screen.
- To build a filter to find all IRA Accounts –
  - Click the **Add** button in the **Filter Items** section of the **Filter definition** screen.
  - In the **Filter Criteria** screen select the **Account Master** table then select the **How Held** column. Select **Equal to** in the **Operator** drop-down and enter `IRA` in the **Value** field.

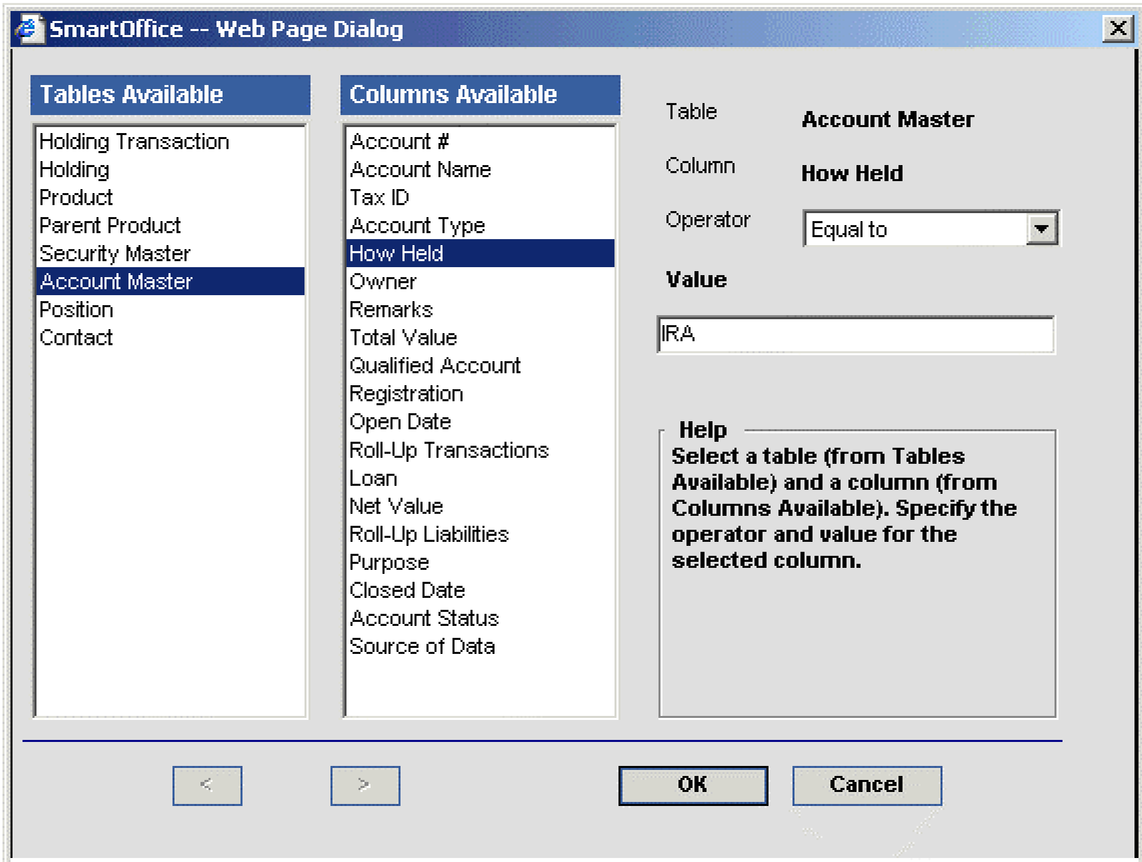


Figure 4: Filter Criteria screen (Criteria for How Held = IRA added).

- Click **OK**.
- Give the filter a name (add description information if desired).
- Click **OK** in the **Filter Definition** screen.

- After creating the new filter, the **Search Filters** screen will be on display. Perform a search for the new filter.
- Select the new filter in the **Filter Summary** screen.
- Click **OK** to add the new filter to the **Selected Filter List** section of the **Name/Description** tab of the **Dynamic Report** definition screen.
- To create the next new filter, click the **Add** button in the **Search Filters** screen.
- To build a filter to find all contributions (Buy transactions) –
  - Click the **Add** button in the **Filter Items** section of the **Filter definition** screen.
  - In the **Filter Criteria** screen select the **Holding Transaction** table then select the **Type** column. Select **Equal to** in the **Operator** drop-down and use the **Value** drop-down to select **Buy**.

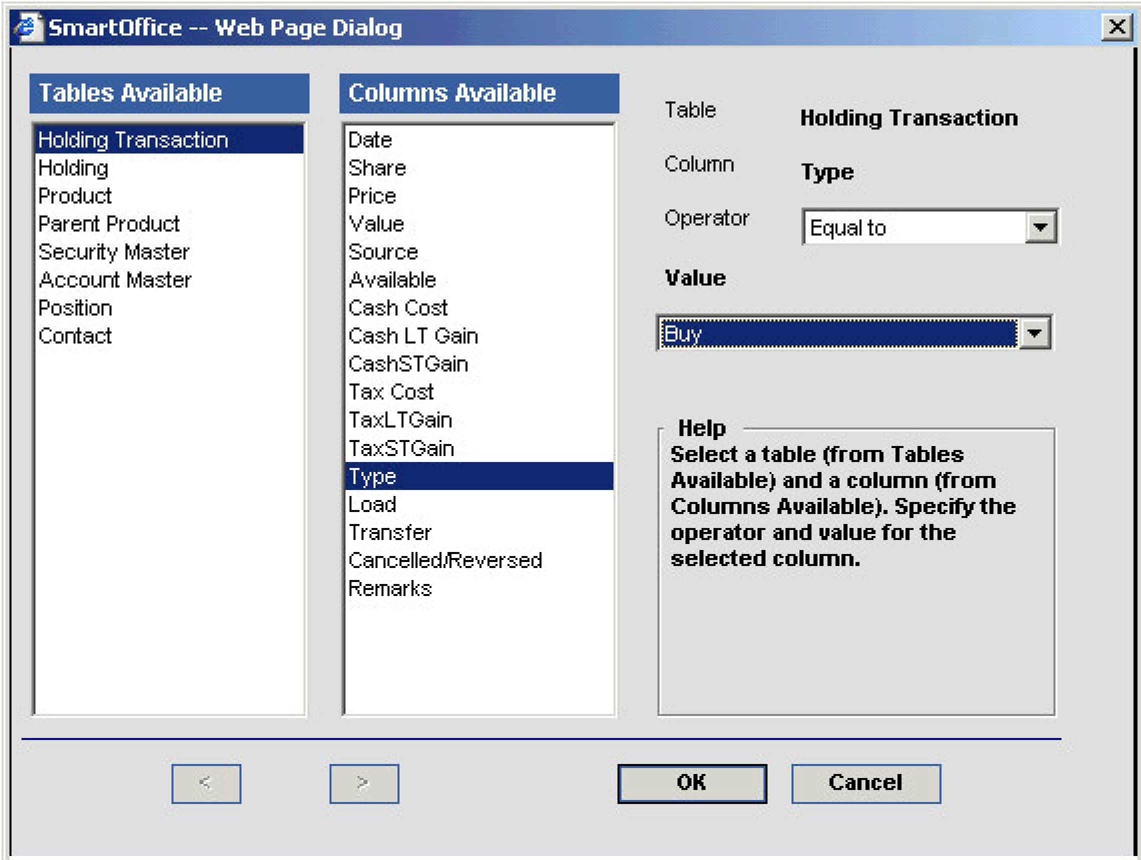


Figure 5: Filter Criteria screen (Criteria for Type = Buy).

  - Click **OK**.
  - Give the filter a name (add description information if desired).
  - Click **OK** in the **Filter Definition** screen.
- After creating the new filter, the **Search Filters** screen will be on display. Perform a search for the new filter.
- Select the new filter in the **Filter Summary** screen.
- Click **OK** to add the new filter to the **Selected Filter List** section of the **Name**/**Description** tab of the **Dynamic Report** definition screen.
- To create the next new filter, click the **Add** button in the **Search Filters** screen.
- To build a filter to find all contributions occurring after January 1, 2004 –
  - Click the **Add** button in the **Filter Items** section of the **Filter definition** screen.
  - In the **Filter Criteria** screen select the **Holding Transaction** table then select the **Date** column. Select **After** in the **Operator** drop-down and click the **Pick-a-date** button by the **Value** field to select **January 1, 2004**.

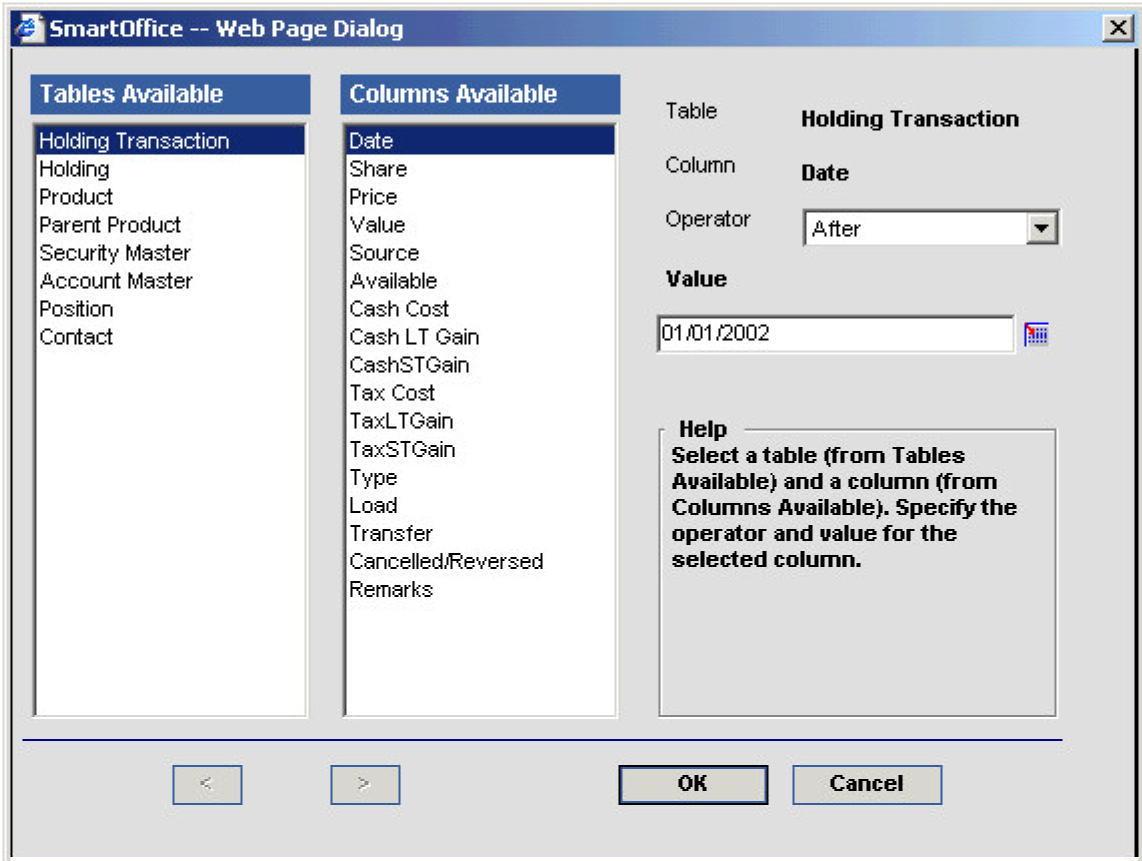


Figure 6: Filter Criteria screen (Criteria for all transactions > January 1, 2004).

- Click **OK**.
- Give the filter a name (add description information if desired).
- Click **OK** in the **Filter Definition** screen.

- After creating the new filter, the **Search Filters** screen will be on display. Perform a search for the new filter.
- Select the new filter in the **Filter Summary** screen.
- Click **OK** to add the new filter to the **Selected Filter List** section of the **Name**/**Description** tab of the **Dynamic Report** definition screen.
- Ensure that the filer operators between filters is set to **And**.

Note: The criteria used to create the three filters for this report could easily be added to one filter. Creating three separate filters allows for greater flexibility in future data mining.

- Select the **Change Filter Parameters at Run Time** option to enable the run time filter option (the option to make changes to the parameter of a given filter at run time).
- Give the dynamic report a name (add a description if desired).

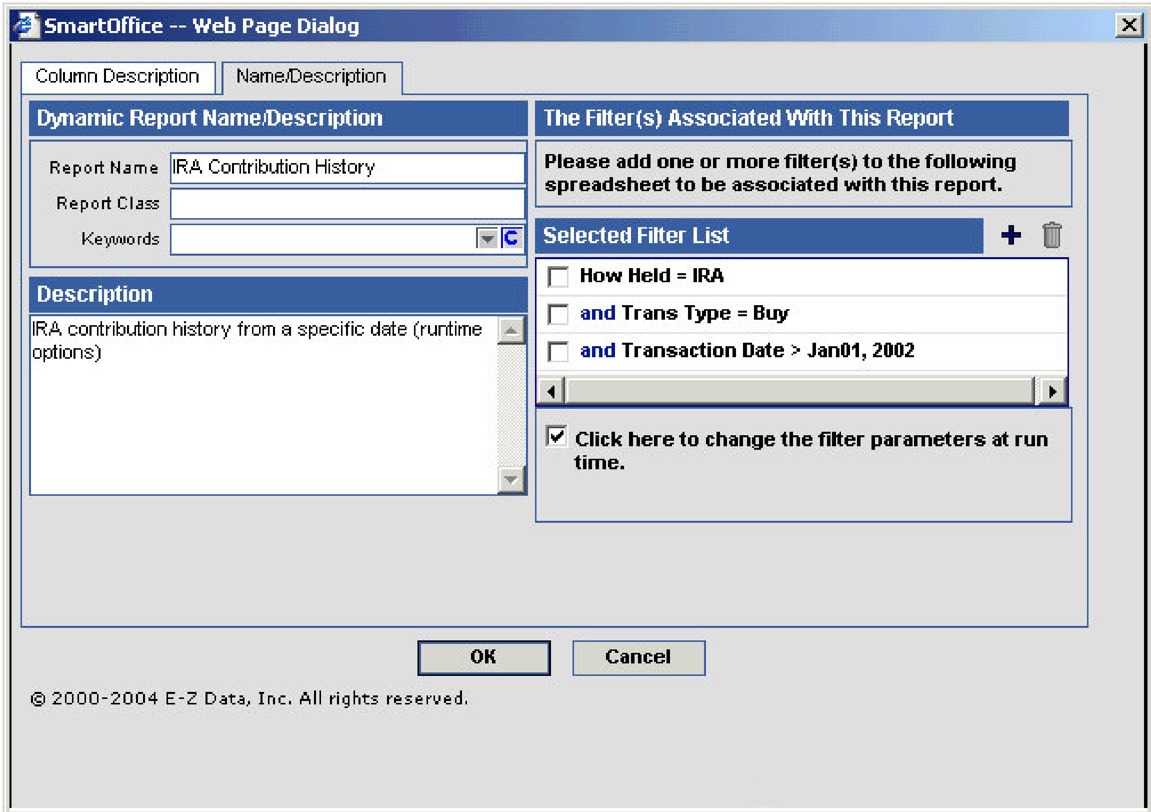
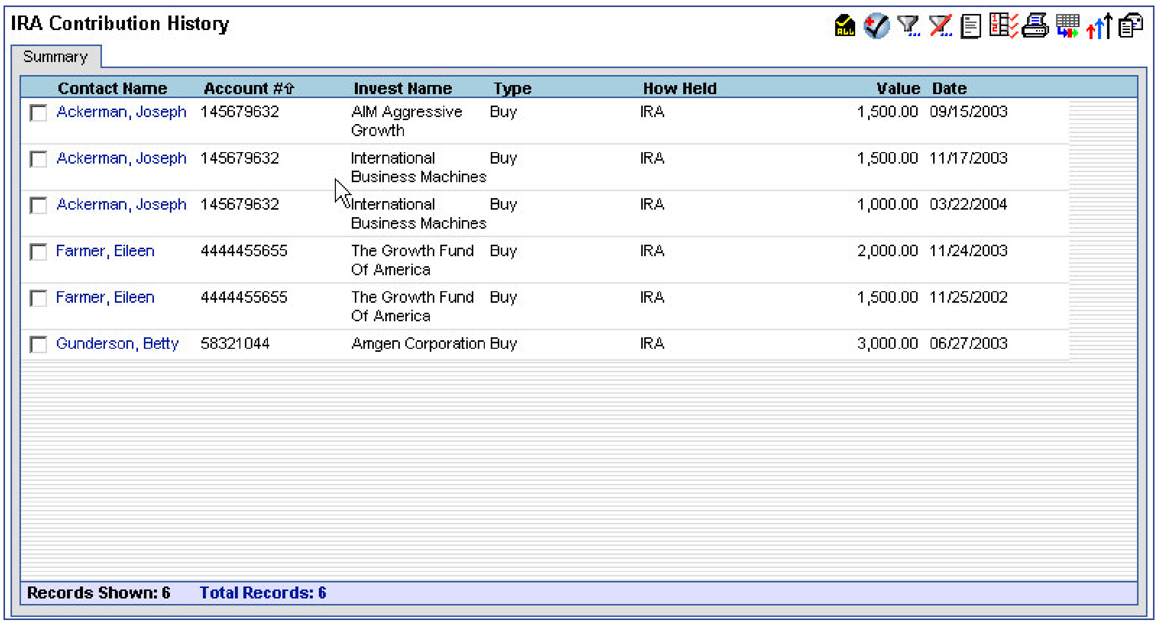


Figure 7: The Dynamic Report definition screen Name/Description tab (Filters added – Run Time option selected.

- Click **OK**.

To run the IRA Contribution history report –

- Select **Marketing** in the main menu.
- Select **Dynamic Reports**.
- Select **Investment Transactions** in the **Category** drop-down of the **Search Dynamic Report** screen.
- Search for the new dynamic report.
- Select the dynamic report in the **Dynamic Report Summary** screen.
- Click the **Run** button.
- Click on the **Account #** column header to organize the report by account #.



IRA Contribution History

Summary

Contact Name	Account #	Invest Name	Type	How Held	Value	Date
Ackerman, Joseph	145679632	AIM Aggressive Growth	Buy	IRA	1,500.00	09/15/2003
Ackerman, Joseph	145679632	International Business Machines	Buy	IRA	1,500.00	11/17/2003
Ackerman, Joseph	145679632	International Business Machines	Buy	IRA	1,000.00	03/22/2004
Farmer, Eileen	4444455655	The Growth Fund Of America	Buy	IRA	2,000.00	11/24/2003
Farmer, Eileen	4444455655	The Growth Fund Of America	Buy	IRA	1,500.00	11/25/2002
Gunderson, Betty	58321044	Amgen Corporation	Buy	IRA	3,000.00	06/27/2003

Records Shown: 6 Total Records: 6

Figure 8: IRA Contribution History dynamic report with results organized by account number.

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 and may tax system resources.