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.

earch Dynamic F	Reports		
Report Name			
Keyword			2
Category	vestment Transactio	าร	
Search	Add	Close	
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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**.



SmartOffice V Column Description Columns Width Date 100	Web Page Dialog Name/Descript Value 100	ion Holding 100		X
Column Width Columns Availab Available Cash Cost Cash LT Gain CashSTGain TaxCost TaxLTGain TaxSTGain CumIShare CumICost Tables	le Col Hold Hold Hold	Increment 5 umns Selected ding Transaction.Date ding Transaction.Value ding Transaction.Type	Sort By Transaction Date (Asc) Transaction Date (Desc) Transaction Type Date (Asc) Transaction Type-Date (Desc)	
Bolding Transaction	Data, Inc. All righ	ncate 🔽 Subtotal 🔽 Total 🔽 🧃	4 4	

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**.



SmartOffice We	b Page Dialog Name/Description				
Contact.Contact	Account 100	Position.Invest	Holding 100	Account 100	ValueDate
Columns Available Proceeds Total Value Loan Amount Loan Roll-Up Initial Cost Maturity Date Maturity Value Price Date Price Factor Tables	Contac Accou Positio Holding Accou Holding	nns Selected t.Contact Name nt Master.Account # n.Invest Name g Transaction.Type int Master.How Held g Transaction.Value g Transaction.Date		Sort By Transaction Da Transaction Da Transaction Ty Transaction Ty	ate (Asc) ate (Desc) /pe Date (Asc) /pe-Date (Desc)
Position © 2000-2004 E-Z Da	Truncs	te 🔽 Subtotal 厂 Tota OK reserved.	Cancel		

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.



🎒 SmartOffice Web Pa	ige Dialog			×
Tables Available	Columns Available	Table	Account Master	
Holding Transaction Holding	Account # Account Name	Column	How Held	
Product Parent Product Security Master	Account Type	Operator	Equal to	
Account Master Position Contact	Owner Remarks Total Value Qualified Account	Value IRA		
	Registration Open Date Roll-Up Transactions Loan Net Value Roll-Up Liabilities Purpose Closed Date Account Status Source of Data	Help Select a ta Available) Columns a operator a selected o	ble (from Tables and a column (from Available). Specify the and value for the column.	
<	>	ОК	Cancel	

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 dropdown and use the Value drop-down to select Buy.



SmartOffice Web Page 2018	age Dialog			×
Tables Available	Columns Available	Table	Holding Transaction	
Holding Product Parent Product Security Master Account Master Position Contact	Date Share Price Value Source Available Cash Cost Cash LT Gain CashSTGain Tax Cost TaxLTGain TaxSTGain Type Load Transfer Cancelled/Reversed Remarks	Column Operator Value Buy Help Select a t Available Columns operator selected	Holding Transaction Type Equal to able (from Tables) and a column (from Available). Specify the and value for the column.	
 	>	ок	Cancel	

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

- \circ 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.



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Tables Available	Columns Available	Table	U-14i T4i	
Holding Transaction	Date		noiding mansaction	
Holding	Share	Column	Date	
Product	Price			
Parent Product	Value	Operator	After 🗾	
Security Master	Source	Value		
Account Master	Available Cook Cost	value		
Contact	Cash LT Gain	01/01/2002	Niii	
Contact	CashSTGain	1		
	Tax Cost			
	TaxLTGain	r Help —		
	TaxSTGain	Select a ta	able (from Tables	
	Type	Available)	and a column (from	
	Trapefer	Columns	Available). Specify the	
	Cancelled/Reversed	selected	column.	
	Remarks			
1				
<	>	ОК	Cancel	

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

- \circ 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).



SmartOffice Web Page Dialog Column Description Name/Description Dynamic Report Name/Description	The Filter(s) Associated With This Report
Report Name IRA Contribution History Report Class Image: Class Keywords Image: Class Description IRA contribution history from a specific date (runtime options)	Please add one or more filter(s) to the following spreadsheet to be associated with this report. Selected Filter List + How Held = IRA and Trans Type = Buy and Transaction Date > Jan01, 2002 Click here to change the filter parameters at run time.
OK © 2000-2004 E-Z Data, Inc. All rights reserved.	Cancel

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 #.

e Account #û	Invest Name	Туре	How Held	Value	Date
eph 145679632	AIM Aggressive Growth	Buy	IRA	1,500.00	09/15/2003
eph 145679632	International N Business Machines	Buy	IRA	1,500.00	11/17/2003
eph 145679632	kinternational Business Machines	Buy	IRA	1,000.00	03/22/2004
444455655	The Growth Fund Of America	Buy	IRA	2,000.00	11/24/2003
444455655	The Growth Fund Of America	Buy	IRA	1,500.00	11/25/2002
stty 58321044	Amgen Corporation	Buy	IRA	3,000.00	06/27/2003
	e Account #♀ seph 145679632 seph 58321044	e Account #ŵ Invest Name seph 145679632 AlM Aggressive Growth seph 145679632 International Business Machines seph 145679632 International Business Machines 4444455655 The Growth Fund Of America 4444455655 The Growth Fund Of America 4444455655 The Growth Fund Of America stty 58321044	e Account #û Invest Name Type seph 145679632 AlM Aggressive Growth Buy Growth seph 145679632 International Business Machines Buy Business Machines steph 145679632 International Business Machines Buy Business Machines 4444455655 The Growth Fund America Buy Of America 4444455655 The Growth Fund Duy Of America Buy State stty 58321044 Amgen Corporation Buy	e Account #ŵ Invest Name Type How Held seph 145679632 AlM Aggressive Growth Buy IRA seph 145679632 International Business Machines Buy IRA steph 145679632 International Business Machines Buy IRA 4444455655 The Growth Fund Of America Buy IRA	Account #ŵ Invest Name Type How Held Value seph 145679632 AlM Aggressive Growth Buy Business Machines IRA 1,500.00 seph 145679632 International Business Machines Buy Business Machines IRA 1,000.00 seph 145679632 International Business Machines Buy Business Machines IRA 1,000.00 4444455655 The Growth Fund Of America Buy Of America IRA 1,500.00 4444455655 The Growth Fund Of America Buy Of America IRA 1,500.00 stty 58321044 Amgen Corporation Buy IRA 3,000.00

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.

