October 8, 2004

Fast•Class File

Client Data System

Volume 45: 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 **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**.

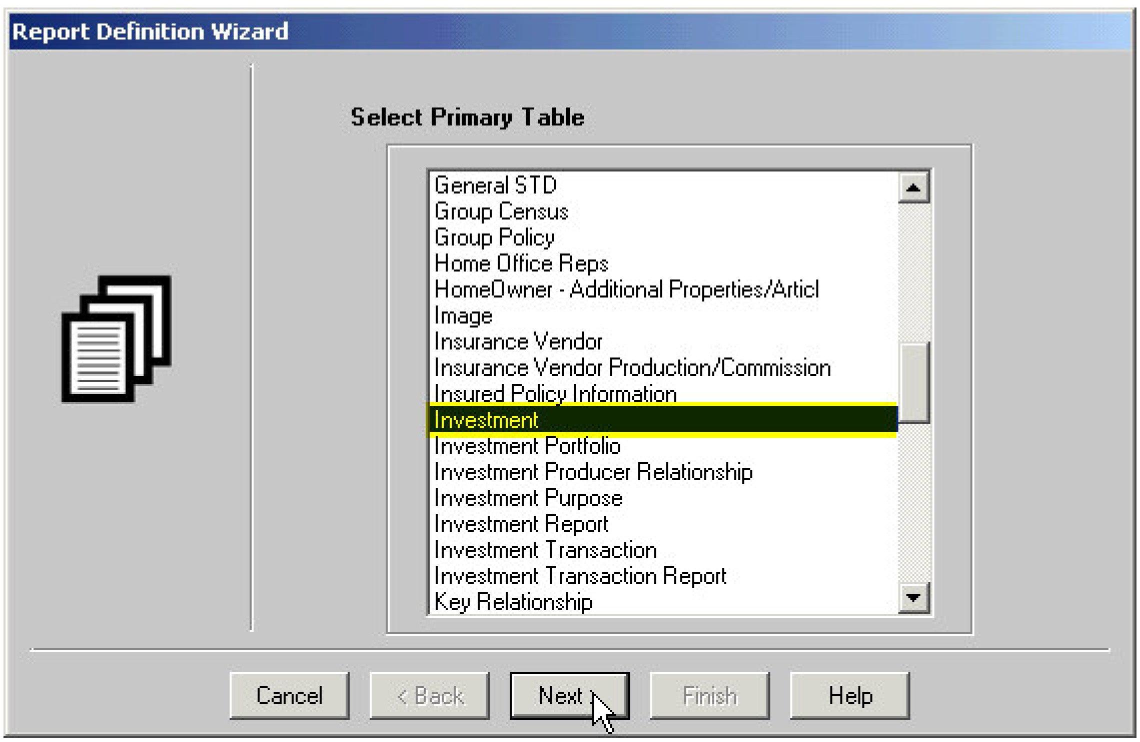

Figure 1: The Select Primary Table screen of the Report Definition Wizard (Investment table selected).

- 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**.

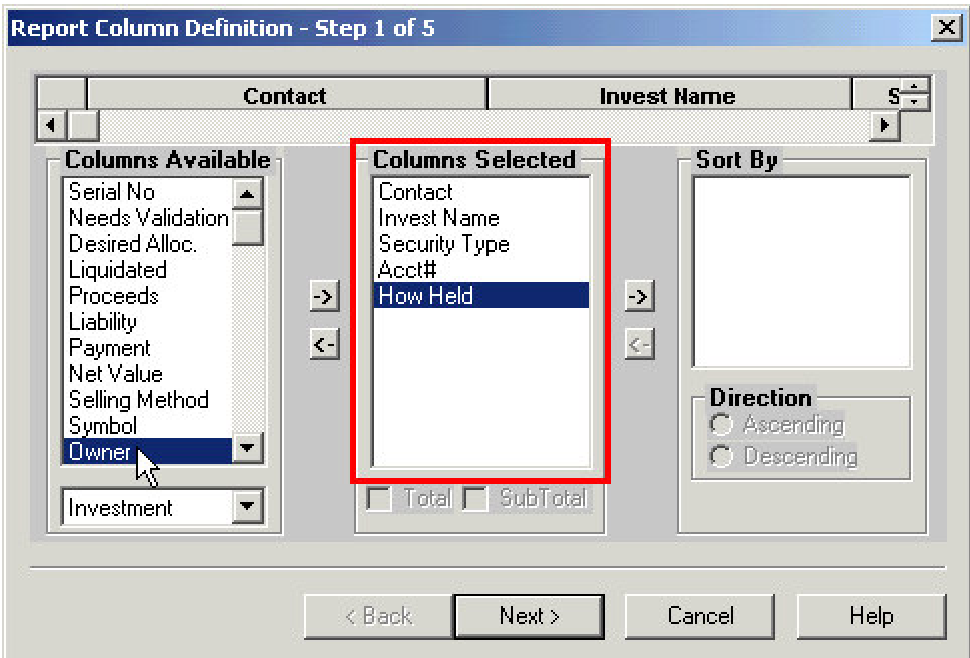

Figure 2: Contact, Invest Name, Security Type, Acct#, and How Held columns selected in the Report Column Definition screen of the Report Definition Wizard.

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

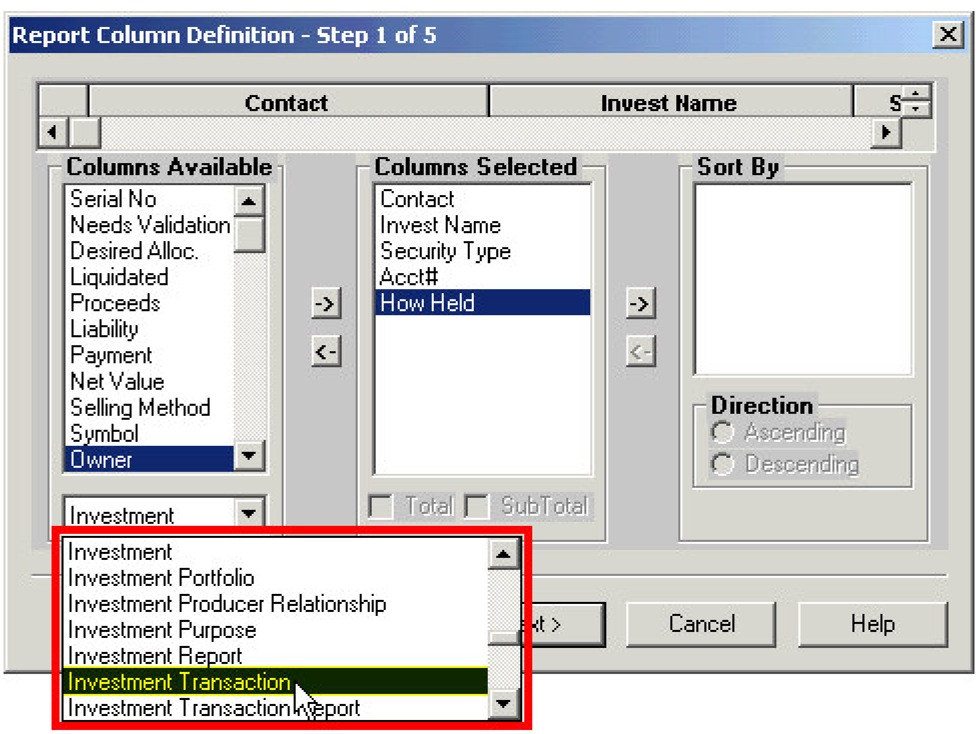

Figure 3: The Table drop-down field (Investment Transaction table selected).

- With the **Investment Transaction** table selected in the **Table** drop-down field, select the following columns: **Type**, **Date**, and **Dollar Value.**

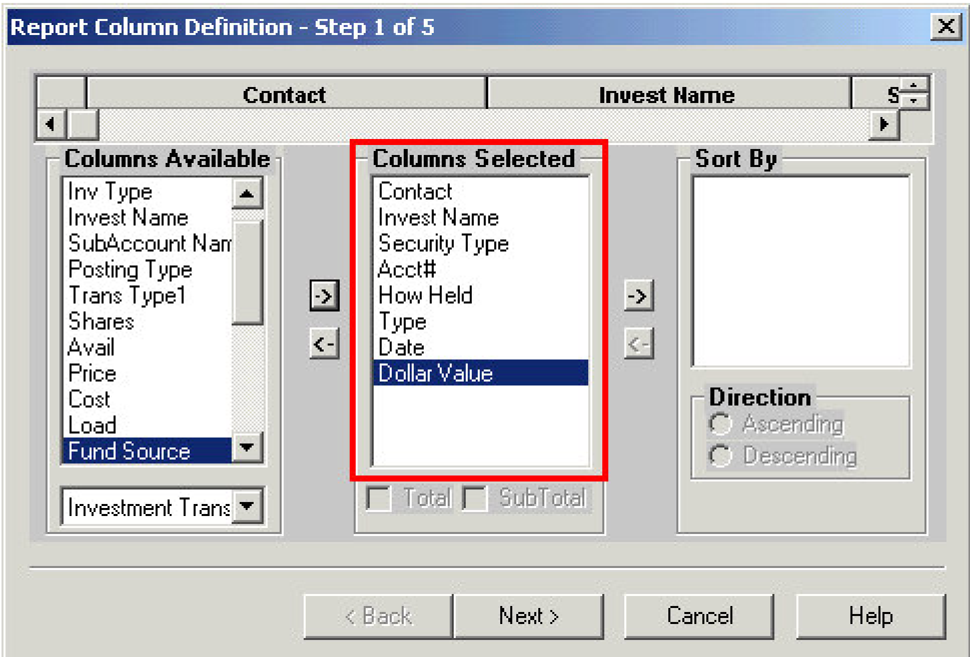

Figure 4: Type, Date, and Dollar Value fields added to the Columns Selected section from the Investment Transaction table.

- 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.

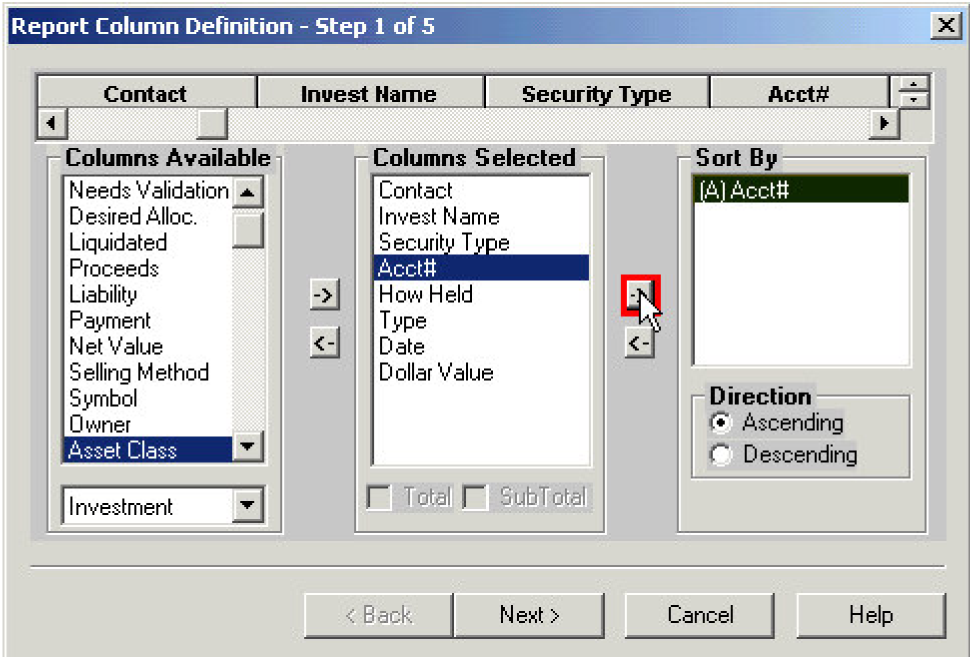

Figure 5: The Acct# column added to the Sort section of the Report Column Definition window.

- Select the **Dollar Value** column in the **Columns Selected** section. Select the **SubTotal** option in the **Columns Selected** section.

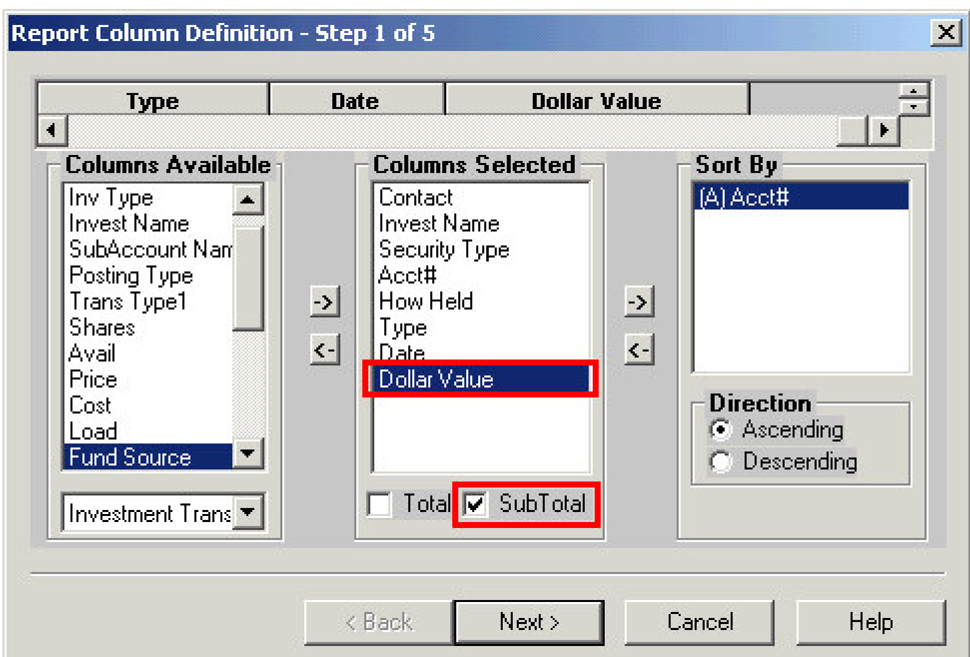

Figure 6: The SubTotal option selected for the Dollar Value column.

- 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 –
    - With the first 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**.
    - 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.
    - Click the **Add** button.

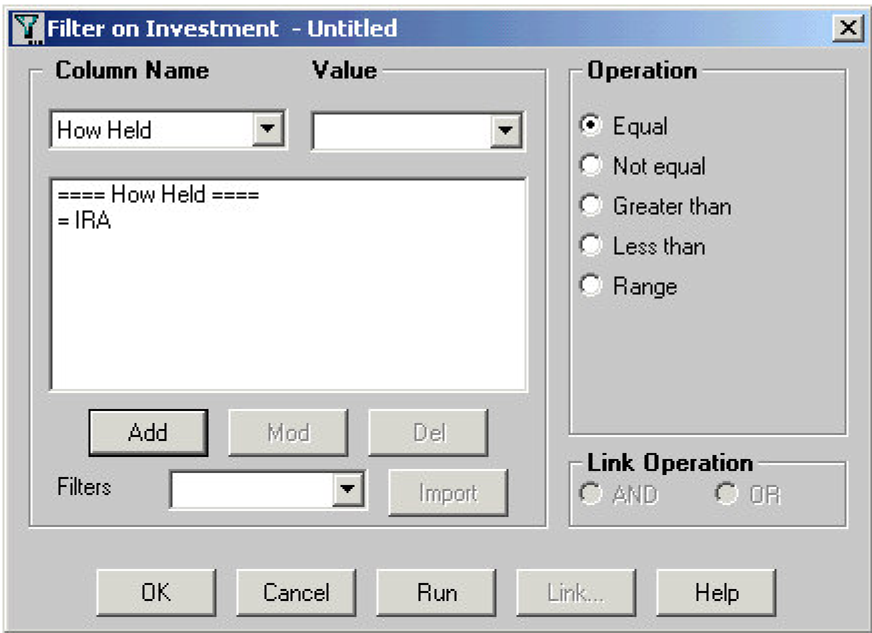

Figure 7: The Filter on Investment criteria window (criteria for IRA positions added).

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    - 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 (**Buy** and **BuyT** transactions) –
    - With the second 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 **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.
    - Click the **Add** button.
    - 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.

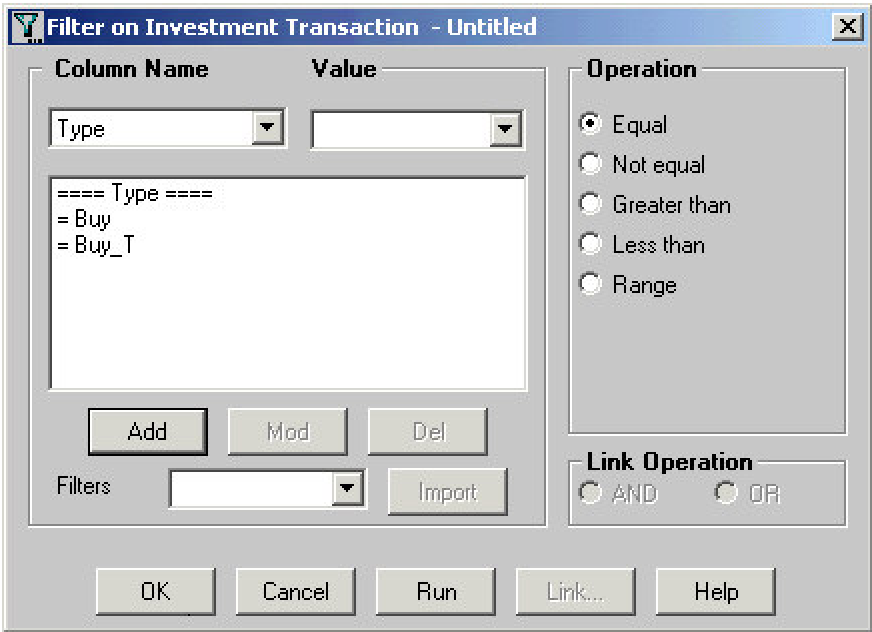


Figure 8: The Filter on Investment Transaction criteria window (Buy and Buy_T criteria added).

- 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.)

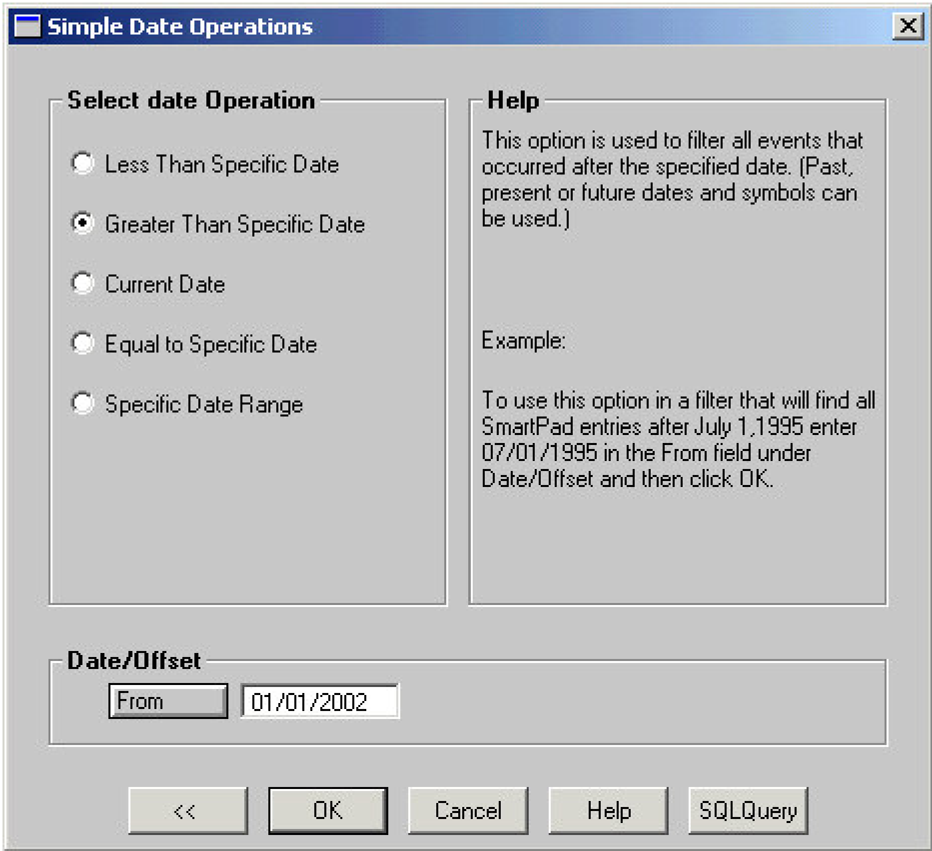


Figure 9: The Simple Date Operations window (Date/Offset added).

  - 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.)

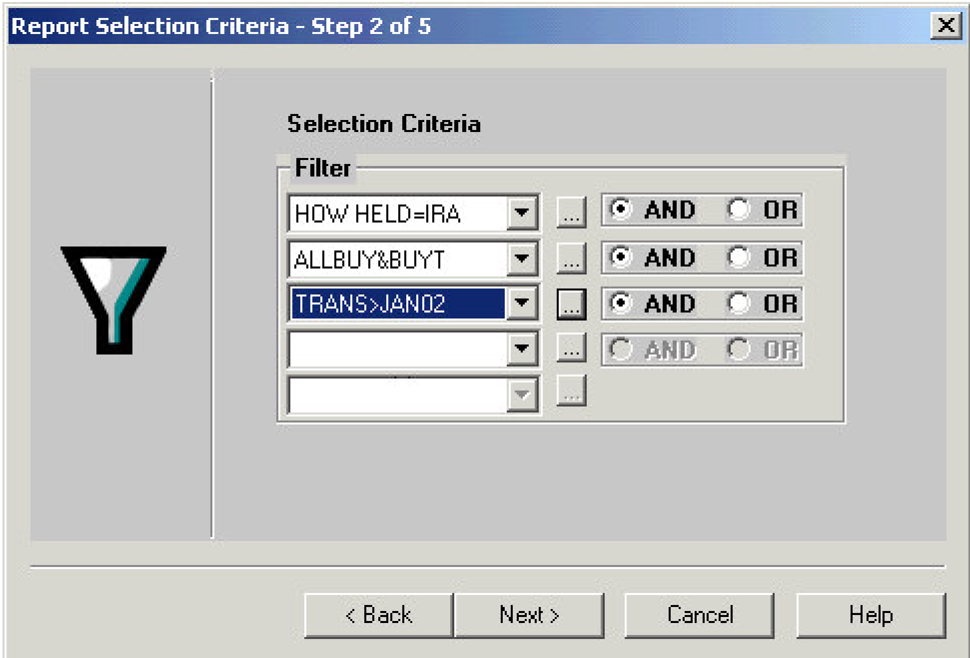
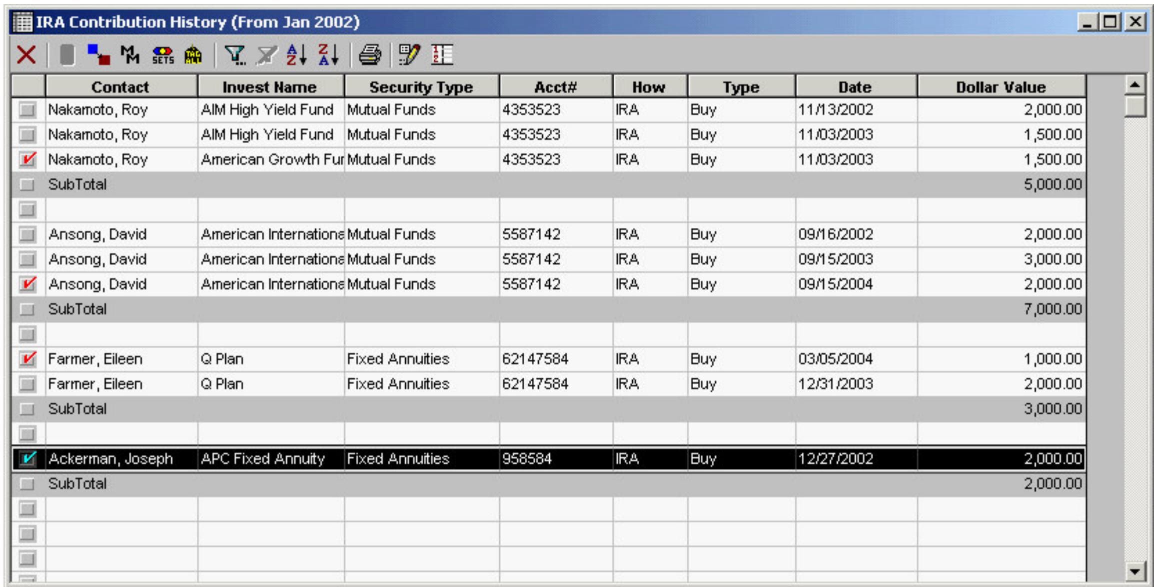


Figure 10: Filters added to The Report Selection Criteria section and filter operators set to And.

- 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.



IRA Contribution History (From Jan 2002)

Contact	Invest Name	Security Type	Acct#	How	Type	Date	Dollar Value
Nakamoto, Roy	AIM High Yield Fund	Mutual Funds	4353523	IRA	Buy	11/13/2002	2,000.00
Nakamoto, Roy	AIM High Yield Fund	Mutual Funds	4353523	IRA	Buy	11/03/2003	1,500.00
Nakamoto, Roy	American Growth Fur	Mutual Funds	4353523	IRA	Buy	11/03/2003	1,500.00
SubTotal							5,000.00
Ansong, David	American Internationa	Mutual Funds	5587142	IRA	Buy	09/16/2002	2,000.00
Ansong, David	American Internationa	Mutual Funds	5587142	IRA	Buy	09/15/2003	3,000.00
Ansong, David	American Internationa	Mutual Funds	5587142	IRA	Buy	09/15/2004	2,000.00
SubTotal							7,000.00
Farmer, Eileen	Q Plan	Fixed Annuities	62147584	IRA	Buy	03/05/2004	1,000.00
Farmer, Eileen	Q Plan	Fixed Annuities	62147584	IRA	Buy	12/31/2003	2,000.00
SubTotal							3,000.00
Ackerman, Joseph	APC Fixed Annuity	Fixed Annuities	958584	IRA	Buy	12/27/2002	2,000.00
SubTotal							2,000.00

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