



ALBRIDGE WEALTH REPORTING  
ALBRIDGE WEALTH REPORTING USER GUIDE

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## Albridge Wealth Reporting User Guide

Albridge Wealth Reporting is a Web-based application that allows advisors, OSJs/managers and Broker Dealer home office personnel to view and report on clients' investment accounts that have been consolidated from among a number of different sources; such as brokerage accounts, mutual fund accounts, life insurance and annuity product companies.

The system gives advisors immediate access to critical client or household portfolio information and enables them to quickly produce and distribute a variety of performance, asset allocation, holdings, transactions, benchmarking and cost basis reports for their clients.

You will find Albridge Wealth Reporting to be a dynamic and user-friendly technology. The system is easy to navigate and is your gateway to a wealth of client information and reporting. Because the system is so powerful and contains so much valuable information, this manual has been created to provide a thorough explanation of the features and functionality of the Albridge Wealth Reporting system.

*Please note: Throughout this user guide, the term client will refer to the investor/ the advisors' client. All features and functionality are permitted by the home office and compliance team of every broker-dealer. If a feature listed is not available, this indicates your home office has not permitted that particular feature.*

### Getting Training

We have developed many video training sessions that highlight features and functionalities of the Albridge Wealth Reporting application. They can be viewed over any current computer with an installed sound card and speakers (or a headphone jack and headphones) and are located on the Training and Resources link within the Albridge Wealth Reporting application. This menu can be found at the top of the main client list page.

### An Introduction

A short video introducing Albridge Solutions and the Albridge Wealth Reporting application can be found here: [http://www.albridge.com/movies/about\\_albridge.html](http://www.albridge.com/movies/about_albridge.html)

## Client List

The **Client List** (*Figure 1*) is the main screen for the Albridge Wealth Reporting application. It displays all of your clients and their respective account information at your fingertips. Albridge Solutions creates your Client List by associating a Client's Social Security (or Tax ID) Number to their Account Number(s) with your Broker Dealer and then to the Rep number of the "Rep of record" on the account(s.)

The Client List displays your Client Names alphabetically, sorted by the clients' status on the system (Approve, Active, Inactive, or New) with those clients who are "pending approval" to use the system appearing at the top of the list. The client list can also be sorted by:

Client Name (alphabetically)  
 Social Security (or Tax ID) Number  
 Clients' status on the system

You can find a client by

Scrolling through your Client List

Clicking the alphabetical listing of letters at the top of each page (which displays a listing of all clients whose name begins with the letter you selected)

Searching for a client by their first or last name, social security number, tax ID or account number

Client Name	Client Links	ID	Status
Adams, Dana	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	188469401	Active
Gerard, Phillip	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	19532057B	Active
Peterson, George	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	173072611	Active
Strong, James	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	19234207B	Active
Strong, Susan	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	21148447B	Active
Wong, Janet	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	20926830B	Active
Anderson, Pete	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	19728631B	Inactive
Mahoney, Thomas P	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	15846224B	Inactive
Aaron, Mary T	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	16448624B	New
Aaron, Jane M	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	17726802B	New
Adams, John Q	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	39256314I	New
Anderson, Jim	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	14760211B	New
Bailey, George	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	18724605B	New
Bennett, Curt	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	15462438B	New
Bennett, Adele	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	17226095B	New
Bloom, Sally	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	16024726B	New
Bradley, Benjamin	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	21164085B	New
Brown, Lynn	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	15768979B	New
Brown Trust, Lynn	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	19646032B	New
Burford, Lynn	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>	18558389B	New

Figure 1

## Client Links

The Client Links (*Figure 2*) are located on the Client List page to the right of each client's name. There are three links- **Info**, **Accts** (accounts) and **Reports**.

Client Name ▾	Client Links
Strong, Jim	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>

*Figure 2*

## Client Info Link

Clicking the **Info** link, which can be accessed on the main Client List screen, the upper right corner of the Client Accounts screen or the Reports screen, will display that client's contact information (*Figure 3*). The screen displays the following information about the client:

Social security number or tax ID  
User name (if they are active on the system)  
Status of usage on the system  
(Active, Inactive, New)  
First name, last name  
Daytime phone #, evening phone #,  
fax #  
E-mail address  
Street address, city , state, and zip  
code  
Date of birth  
Default report setting

The client's name and address should be pre-populated with information received from the custodian or data source through which Albridge Solutions receives client account information.

You should verify each item of your client's information and add or change the information appearing on this page (such as phone numbers, e-mail address, etc.) as necessary. Be sure to click "**Submit**" to accept and save any changes you have made.

Changes to the client contact information (name, address, etc.) are reflected only in the Albridge Wealth Reporting system. The information is solely used in Albridge Wealth Reporting reports and is not communicated back to custodians or back office systems that are the original sources of the data. If you need to correct or change their records you will need to contact those sources individually.

If the system receives updated client information from the custodian or data provider, it will automatically update the client information. Data received from the data provider will automatically replace any manual entries made on the client info page.

Dana A Adams's Info		<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>
ID:	18846940B	
Client User Name:	DEMOINV50	
Status:	Active	
Prefix:	<input type="text"/>	
First Name:	<input type="text"/> Dana	
Middle Initial:	<input type="text"/> A	
Last Name:	<input type="text"/> Adams	
Suffix:	<input type="text"/>	
Day Phone:	<input type="text"/>	
Evening Phone:	<input type="text"/>	
Fax:	<input type="text"/>	
E-Mail:	<input type="text"/> shosler@statementone.cc	
Address:	<input type="text"/> 123,Main Street	
Address2:	<input type="text"/>	
City:	<input type="text"/> Southampton	
State:	<input type="text"/> Pennsylvania	
Zip Code:	<input type="text"/> 18966	
Date of Birth:	<input type="text"/> 06	<input type="text"/> / <input type="text"/> 21 / <input type="text"/> 1962
Set Default Report Setting:		
Portfolios:	Reports:	Time Period:
<input type="text"/> Combined Account Portfolio		
(This information is used for report output only and is not communicated to the custodians or back office system.)		
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>		

*Figure 3*

## Client Accounts Link

Clicking the **Accts** link (*Figure 4*), whether on the main Client List screen or at the upper right corner of the Client Info or Reports screen, will display that client's portfolios and accounts.

Client Name ▾	Client Links
Strong, Jim	<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>

*Figure 4*

## Accounts Screen

This screen (*Figure 5*) displays a list of portfolios to which the client belongs and lists of various account types; such as the Core Account List and the Manual Account List.

A Portfolio is any combination of clients and accounts. The first portfolio listed will always be the Combined Account Portfolio, which is comprised of all the accounts that are listed under the Core Account List. This is the default portfolio for the Albridge Wealth Reporting application.

You can create a new portfolio representing a grouping of accounts for one or more clients; such as a household portfolio combining a client's accounts with their spouse's. You can also isolate specific types of accounts; such as qualified assets that show only the client's qualified money/retirement accounts.

<a href="#">Client List</a> > Jim Strong's Accts									
<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>									
<b>Portfolio List:</b>					<a href="#">Create New Portfolio</a>				
<a href="#">Combined Account Portfolio</a>		Author Name		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>					
Jim Strong									
<a href="#">Strong Family Tax Portfolio</a>		James Smart		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>					
<a href="#">Strong Household Portfolio</a>		James Smart		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>					
<b>Core Account List:</b>									
<a href="#">Historical Entry</a>   <a href="#">Edit Account(s)</a>									
Acct Name	Acct No	Legal Name	Acct Type	Primary ID	Int Type				
James Strong's IRA	93350800230	James Strong IRA 123 Main St Dover, NJ 08765	ROTH IRA	✓	1				
James Strong's JT Account	2240083KA	James Strong IRA 123 Main St Dover, NJ 08765	Joint Tenants	✓	6				
Rollover IRA	1840083KA	James Strong IRA Rollover 123 Main St IRA - Dover, NJ 08765	Rollover	✓	6				
<b>Manual Account List:</b>									
<a href="#">Create Manual Account</a>									
Acct Name	Acct No	Acct Type	Author	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>					
ML Account	123456	Brokerage	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>					

*Figure 5*

## Core Account List

The Core Account List (*Figure 6*) is a listing of all of this client's accounts that are being downloaded nightly from the data sources. The Core Account List includes the following information for each account:

<b>Core Account List:</b>					<a href="#">Historical Entry</a>   <a href="#">Edit Account(s)</a>
Acct Name	Acct No	Legal Name	Acct Type	Primary ID	Int Type
James Strong's IRA	93350800230	James Strong IRA 123 Main St Dover, NJ 08765	ROTH IRA	✓	1
James Strong's JT Account	2240083KA	James Strong IRA 123 Main St Dover, NJ 08765	Joint Tenants	✓	6
Rollover IRA	1840083KA	James Strong IRA Rollover 123 Main St IRA - Dover, NJ 08765	Rollover	✓	6

*Figure 6*

Account name

Account number

Legal name- The registration information for the account

Account type- qualified, non-qualified, brokerage, etc.

Interface type- The data source providing the account information to the Albridge Wealth Reporting system

## Manual Account List

The Manual Account List (*Figure 7*) is directly below the Core Account List. Manual Accounts represent accounts for which Albridge Wealth Reporting is not receiving a daily download of transaction-level data.

You can view and edit manual accounts that you have previously created or create a new Manual Account.

The Manual Account listing displays

- Acct name
- Acct number
- Acct type
- Author (creator of the manual account)

Manual Account List:					<a href="#">Create Manual Account</a>	
Acct Name	Acct No	Acct Type	Author	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>		
Jim's E Trade	3546354365135	INDIVIDUAL	James A Smart	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Merrill Lynch Account	781266895885	Brokerage	James A Smart	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Real Estate	1042935	Other	James A Smart	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Strong 401k Account	2789120836	401K	James A Smart	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

*Figure 7*

## Client Reports Link

Client reports are the heart of the service and a key advantage of the Albridge Wealth Reporting system. Clicking the **Reports** link, whether on the main Client List or at the upper right corner of the Client Info or Accts screen, will display a specific client's report.

Once you have selected the client for whom you want to generate a report, there are a few easy steps to generate each report (*Figure 8*):

1. Choose the portfolio on which you want to run the report by clicking the portfolio drop-down list
2. Choose the individual report you want to run by clicking on the Report drop-down list (*Figure 9*).

There are over 35 individual reports available in Albridge Wealth Reporting that covers Holdings, Transactions, Performance and Asset Allocation reporting for your clients.

Albridge Wealth Reporting also includes three comprehensive **report packages** that enable you to combine your favorite individual reports into a single "master" package.

3. Select the time frame on which

*Figure 8*

- Investment Statement
- Snapshot
- Model Snapshot
- Holdings by Investor**
- Holdings by Portfolio
- Holdings by Classification
- Holdings by Net Worth
- Transactions by Investor
- Transactions by Portfolio
- Asset Allocation - Asset Type
- Asset Allocation - Investment Objective
- Model Portfolio Rebalance (pie)
- Portfolio Summary
- Portfolio Detail
- Portfolio Detail with Transactions
- Multi-Period Portfolio Detail
- Comparative Holdings by Investor
- Comparative Holdings by Net Worth
- Comparative Holdings by Classification
- Portfolio Value and Benchmark
- Major Indices Performance Report
- Multi Period Performance
- Gain/Loss by Investor
- Portfolio Snapshot (pie)
- Tax Lot Gain/Loss by Investor
- Tax Lot Realized Gain/Loss by Investor
- Tax Lot Unrealized Gain/Loss by Investor
- Accrued Detail
- Cash Flow
- Fixed Income by Maturity

*Figure 9*

the report will be based. The system will indicate whether the report is a time period report or a date specific report.

4. Click the Go button if you want to view the report on screen or click on Printer Friendly to generate an Adobe Acrobat (pdf) file to print.

Client report information can also be exported to Microsoft Excel by clicking the **Export** button.

At the bottom of each on-screen report you will find compliance disclosure text that has been authored by your broker dealer. The disclosure language also appears automatically on the last page of each printed report. The disclosure language cannot be edited or suppressed by the advisor.

## **Statements / Report Packages**

Albridge Wealth Reporting also gives you the ability to create up to three separate comprehensive report packages in which you can combine your favorite individual reports into a single master package. See *Report Packages section on Page 38 to create and edit the content, the name of your report packages and sort order of reports.*

Report packages are available only in the printer friendly format. As with all printable reports, the last page of the report package includes the appropriate compliance disclosure as determined by your broker dealer.

## Create New Portfolios

**Portfolios** are any grouping of clients and accounts. For example, you may want to include all retirement-related accounts for a client into a retirement portfolio or you may want to combine a husband and wife's accounts together for purposes of householding. The Albridge Wealth Reporting tool lets you create portfolios quickly and easily.

Note: The Combined Account Portfolio is the default portfolio Albridge Solutions has created for each client. This portfolio contains all core accounts listed on the accounts page for the client/investor.

Click on the New Portfolio hyperlink found under the Control Center. The New Portfolio screen will appear (*Figure 10*). Here are the steps for creating a portfolio:

**Enter New Portfolio Name-** Give the portfolio a descriptive name, for example, "John and Mary Smith Household Portfolio."

**Select Private or Public-** A *public portfolio* can be viewed by any client who is a part of this portfolio. A *private portfolio* can be viewed only by the advisor. This is useful if, for example, you have a group of investors whom you want to track, but don't want to view *each other's* account information. Note: Any client/investor, who has access to Albridge Wealth Reporting, will have the ability to view all report information for all parties listed in their public portfolio. If you do not want each client to see the other parties in a household portfolio, you will need to select private in section 2.

**Select Benchmark-** Selecting a benchmark is optional, but you can select a benchmark index or composite index against which to track the performance of this portfolio. You can apply a Global/Default, Standard or Composite benchmark for any given portfolio.

**Setting the Calculation Method at the Portfolio Level -** You can tell the system to use a specific calculation method for an individual portfolio. This will be used in preference to your personal default method (if set) or the system default method, if you haven't set a personal default.

If you are editing an existing portfolio, you will see the section: "**5. Performance Calculation**".

This shows the current method that will be used. In this case the Advisor has set the personal default to IRR and that will take precedence over the Global Default of DTWR.

Select the method you want from the drop-down list and then continue the Portfolio editing process by clicking the **Next** button

If you are setting up a new portfolio, you will again see the section: "**5. Performance Calculation**".

New Portfolio (Step 1 - Select Clients)			
1. Enter New Portfolio Name <input type="text"/>			
2. Select Private or Public <input checked="" type="radio"/> Private <input type="radio"/> Public (Private only viewable by you; public also viewable by clients.)			
3. Select Benchmark (Optional) <input checked="" type="radio"/> Global/Default <input type="radio"/> Standard <input type="radio"/> Composite Benchmark <a href="#">Quick Link</a> <a href="#">Benchmark</a> Nasdaq Composite Dow Jones Industrial Avg			
4. Model Portfolio Rebalance <a href="#">Quick Link</a> (Optional) <input type="text"/> <a href="#">None</a>			
5. Select Clients (Use Client List below or use Client Portfolio Search on the right.) <input type="text"/> <a href="#">Name</a> <a href="#">ID</a>			
All Accts	Some Accts	Client List	ID
<input type="radio"/>	<input type="radio"/>	Adams, Dana A	188469401
<input type="radio"/>	<input type="radio"/>	Gerard, Phillip	19532057B
<input type="radio"/>	<input type="radio"/>	Peterson, George	173072611
<input type="radio"/>	<input type="radio"/>	Strong, Jimmy	19234207B
<input type="radio"/>	<input type="radio"/>	Strong, Susan	21148447B
<input type="radio"/>	<input type="radio"/>	Wonn, Janet	20926830B

*Figure 10*

As with editing an existing portfolio, select the method you want from the drop-down list and then continue to set up the Portfolio by selecting clients and clicking the **Next** button.

Again, there is a difference between, in this case, **Default (IRR)** and **IRR**. If you select **Default (IRR)** and then change your personal default to, say, Modified Dietz, then the method used on this portfolio will change with your personal default to Modified Dietz. But if you choose **IRR**, then no matter what you set your personal default to, this Portfolio will always use IRR as the calculation method.

Depending on the privileges you have, you may not see all 4 calculation methods in the drop down list.

#### **Model Portfolio Rebalance**

- This step is also optional. You can choose a model portfolio against which to track asset allocation in the portfolio. The model portfolio is used in the Model Portfolio Rebalance Report; which measures the actual asset allocation portfolio against the model portfolio.

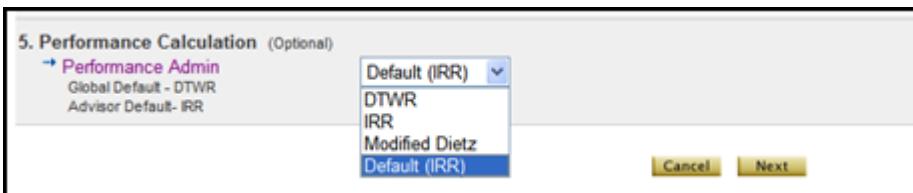


Figure 11 - Changing the Calculation Method for a Portfolio – Editing an Existing Portfolio

New Portfolio (Step 1 - Select Clients)		
1. Enter Portfolio Name	<input type="text"/>	
2. Select Private or Public	<input checked="" type="radio"/> Private	<input type="radio"/> Public
Private only viewable by you; public also viewable by clients.		
3. Select Benchmark (Optional)	<input checked="" type="radio"/> Global/Default <input type="radio"/> Standard <input type="radio"/> Composite	
→ Benchmark S&P 500 Dow Jones Industrial Avg		
4. Model Portfolio Rebalance (Optional)	<input type="text"/> None	
5. Performance Calculation (Optional)	<input type="text"/> Default (IRR) DTWR IRR Modified Dietz <b>Default (IRR)</b>	
6. Select Clients	<input type="text"/> <small>(Use Client List below or use Client Portfolio Search on the right.)</small>	
<input type="radio"/> All Accts <input type="radio"/> Some Accts <input type="radio"/> Client List		

Figure 12- Setting the Calculation Method as Part of Setting Up a New Portfolio

New Portfolio (Step 2 - Select Accounts)																																			
Portfolio Name:	Strong Household																																		
Benchmark:	Frank Russell - 2000 Value S&P 500																																		
Model Portfolio Rebalance:	Balanced Portfolio																																		
<b>Core Account(s)</b> <table border="1"> <tr> <td><input type="radio"/> Strong, Susan</td> <td>Acct Name</td> <td>Primary Id</td> <td>Acct No</td> </tr> <tr> <td><input type="radio"/> Susan Strong Brokerage Account</td> <td></td> <td>✓</td> <td>03482000030</td> </tr> <tr> <td><input type="radio"/> Susan Strong Joint Account</td> <td></td> <td>✓</td> <td>6039083KA</td> </tr> <tr> <td><input type="radio"/> Susan Strong's IRA</td> <td></td> <td>✓</td> <td>010885000</td> </tr> <tr> <td><input type="radio"/> Strong, James</td> <td>Acct Name</td> <td>Primary Id</td> <td>Acct No</td> </tr> <tr> <td><input type="radio"/> James Strong's JT Account</td> <td></td> <td>✓</td> <td>2240083KA</td> </tr> <tr> <td><input type="radio"/> James Strong-- Rollover IRA</td> <td></td> <td>✓</td> <td>1840083KA</td> </tr> <tr> <td><input type="radio"/> MetLife Variable Annuity</td> <td></td> <td>✓</td> <td>93350800230</td> </tr> </table>				<input type="radio"/> Strong, Susan	Acct Name	Primary Id	Acct No	<input type="radio"/> Susan Strong Brokerage Account		✓	03482000030	<input type="radio"/> Susan Strong Joint Account		✓	6039083KA	<input type="radio"/> Susan Strong's IRA		✓	010885000	<input type="radio"/> Strong, James	Acct Name	Primary Id	Acct No	<input type="radio"/> James Strong's JT Account		✓	2240083KA	<input type="radio"/> James Strong-- Rollover IRA		✓	1840083KA	<input type="radio"/> MetLife Variable Annuity		✓	93350800230
<input type="radio"/> Strong, Susan	Acct Name	Primary Id	Acct No																																
<input type="radio"/> Susan Strong Brokerage Account		✓	03482000030																																
<input type="radio"/> Susan Strong Joint Account		✓	6039083KA																																
<input type="radio"/> Susan Strong's IRA		✓	010885000																																
<input type="radio"/> Strong, James	Acct Name	Primary Id	Acct No																																
<input type="radio"/> James Strong's JT Account		✓	2240083KA																																
<input type="radio"/> James Strong-- Rollover IRA		✓	1840083KA																																
<input type="radio"/> MetLife Variable Annuity		✓	93350800230																																

**Select Clients** - Choose which clients and accounts will be included in the portfolio. You can choose to include all of a client's accounts or a portion of them.

*Figure 13*

When selecting accounts to be included in the new portfolio, advisors may click on the All Accts or Some Accts options from the client list. A red check mark will appear on the radio button next to the selected client.

If All Accts is selected, then every account under that ID number will be included in the new portfolio. Selecting Some Accts allows the advisor to select the specific accounts to be included in the portfolio.

The red "check mark" to the left of the Acct Name, under the Primary ID column, indicates that the client is the primary holder of this account.

Clicking the **Next** button will display a screen on which you select the specific accounts that you want to include (*Figure 13*) by using the checkboxes next to the accounts.

Clicking Submit at the bottom of this screen will save the portfolio and display the client list.

## Create Manual Accounts

The Albridge Wealth Reporting system gives advisors the flexibility to create a manual account and enter assets into that account that would otherwise not be available for reporting.

These assets could be accounts not affiliated with your broker dealer that represent significant value to a client's net worth. They could be personal property such as real estate or collectibles. These assets are recorded separately from the other asset holdings and transactions that are populated by the Albridge Wealth Reporting system and reported "below the line." Creating a manual account is easy and involves only a few steps.

Click the **Create Manual Account** link on the Client Accounts screen (*Figure 14*) and the Create Manual Account screen will appear (*Figure 15*).

The screen asks you to enter the following data:

**Account Name**- Type in the name of the manual account you are creating

**Account Number**- Enter the account number, if one is available or applicable. If you are creating a manual account for an asset that is not customarily held in an account, such as an antique collection or real estate holdings, you may leave the account number field blank.

**Account Type**- Select the type of account you are creating from the Account Type drop-down list.

**Accounting Method**- Select the accounting method for the manual account from the Accounting Method drop-down list. The options for the accounting method are First in First out (FIFO), Last in First out (LIFO) and Average Cost.

Once you have entered the information, click the **Submit** button.

The next step is to add in assets to the newly created manual account.

Select the type of asset - **Tracked** or **Non-Tracked** (*Figure 16*).

The Tracked button will allow you to search for an asset that is currently priced regularly in the system.

Manual Account List:					<a href="#">Create Manual Account</a>
Acct Name	Acct No	Acct Type	Author	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Jim's E Trade	3546354365135	INDIVIDUAL	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Merrill Lynch Account	781266895885	Brokerage	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Real Estate	1042935	Other	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Strong 401k Account	2789120836	401K	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	

*Figure 14*

Client List > James Strong's Accts > Create Manual Account

Info | Accts | Reports

1. Account Name

2. Account Number (optional)

3. Account Type

4. Accounting Method: FIFO

5. Is this a new account? For: James Strong Yes  No

Cancel | Submit

*Figure 15*

Client List > James Strong's Accts > Create Manual Asset

Info | Accts | Reports

What type of asset is this?  
(Tracked Assets are listed assets on Major Security Exchanges. They are priced daily by the system.)

Tracked | Non-Tracked

*Figure 16*

The Non-Tracked button allows you to enter an asset for which the system does not receive updated pricing information. *The Advisor is responsible for updating the current price of a Non-Tracked asset.*

By selecting the **Tracked** button, you will arrive at the **Search Tracked Asset** screen (Figure 17). This screen allows you to search for an asset by asset name, ticker or asset id (CUSIP).

After selecting the search method, the advisor will see a display of the manual asset search results (Figure 18). If you see the name of the asset you are trying to add to the manual account, select it by clicking the asset name link.

There is also an **Enter a Non-Tracked Asset** button at the bottom of the screen in case the asset searched for is not listed.

Clicking on the **Asset Name** link will bring you to the **Create Manual Transaction** (Figure 19) screen. The first transaction for the asset you are adding to the manual account will be categorized as the **1st Buy**; which is the initial position. Here you will enter:

The date of the initial purchase of the asset

The initial quantity purchased

The transaction price, also known as the price per share or unit

You cannot enter a value in the Value (\$) field. The system will calculate that value by multiplying the quantity purchased and the transaction price.

Figure 17

Figure 18

**Create Manual Transaction**

Figure 19

You can also enter additional transactions to reflect changes in the quantity or value of the asset, as well as update the price of the asset.

For additional transactions, you need to complete the same information as the initial purchase, with the addition of identifying the transaction type from the **Transaction Type** drop-down list (Figure 20).

Transactions should be added as they appear on the account statement. The Price, Quantity and Proceeds fields must be completed for all transaction types.

*If the transaction entered is a non-unit based transaction, such as an insurance premium payment, use the price of \$1 and the dollar value in the quantity field price of the cash payment.*

After completion, retain copies of all statements used to enter manual assets and related transactions in a separate section of the client file for verification and audit purposes.

Once you have entered all the necessary information for creating and updating a manual asset, click the **Submit** button at the bottom of the screen to save the information. The manual account will now appear in the **Manual Account List** on the client's account screen.

The previous example demonstrated how to establish a tracked asset in a manual account. Now let's show how a Non-tracked Asset is added to a Manual Account.



Figure 20

**Create Manual Asset**

Enter a Non-Tracked Asset

ID: 19234207B

James Strong  
Acct Name: Jim's Ameritrade Account  
Acct No: 200512345  
Acct Type: Brokerage

Asset Name*	<input type="text"/>
Asset Type	<input type="button" value="▼"/>
Security Type	<input type="button" value="▼"/>
Investment Objective	<input type="button" value="▼"/>

**Cancel** **Submit**

Figure 21

The steps for creating a manual account are the same regardless of whether the assets included in the account are tracked or non-tracked. If you click the **Non-Tracked Asset** button on the Create Manual Asset screen, the **Enter a Non-Tracked Asset** screen is displayed (Figure 21). On this screen, there are four fields that should be filled in:

Asset name

Asset type (Figure 22)

Security type (Figure 23)

Investment objective (Figure 24)



Figure 22



Figure 23



Figure 24

The Asset Name field must be filled in. The rest of this information is optional. Click the submit button and you will arrive at the **Create Manual Transaction** screen. The process for creating manual transactions for a non-tracked asset is identical to that of creating manual transactions for a tracked asset.

Albridge Wealth Reporting gives you the ability to **Edit Manual Accounts** for the purpose of updating position or price information related to Tracked or Non-Tracked Assets within a Manual Account.

On the Client Accounts screen, look for the heading **Manual Accounts List**. All of the manual accounts created for the client will appear in this section. Select the manual account you wish to edit and click the **Edit** link to the right of the account (Figure 25).

The **Edit Manual Assets** screen (Figure 26) will display, listing all the assets organized under that specific manual account.

Click the **Transaction** link to open the **Edit Manual Transaction** screen (Figure 27). As you can see, it is the same screen layout as the Create Manual Transaction screen. The screen shows the account name, account number, current holdings, transaction history, and a link to add transactions.

Manual Account List:					<a href="#">Create Manual Account</a>
Acct Name	Acct No	Acct Type	Author	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Jim's E Trade	3546354365135	INDIVIDUAL	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Merrill Lynch Account	781266895885	Brokerage	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Real Estate	1042935	Other	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Strong 401k Account	2789120836	401K	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	

Figure 25

Edit Manual Assets					
John Q Adams					ID: 392563141 Acct Type: 401K <a href="#">Create Asset</a>
Asset Name	Ticker	Asset Type	Tracked	<a href="#">Transactions</a>   <a href="#">Delete</a>	
AIM EQUITY FDS INC CONSTLLTN CL C	CSTCX	DOMESTIC EQUITY	YES	<a href="#">Transactions</a>   <a href="#">Delete</a>	
AIM GROWTH SER BASIC VAL CL C	GTVCX	DOMESTIC EQUITY	YES	<a href="#">Transactions</a>   <a href="#">Delete</a>	
AIM INV'T SEC'S FDS INC INCOME CL C	ACIFX	DOMESTIC FIXED INCOME	YES	<a href="#">Transactions</a>   <a href="#">Delete</a>	
INVESCO DYNAMICS FUND - CLASS C	IFDCX	EQUITY	YES	<a href="#">Transactions</a>   <a href="#">Delete</a>	
INVESCO MULTI-SECTOR FUND - CLASS C	ICMSX	EQUITY	YES	<a href="#">Transactions</a>   <a href="#">Delete</a>	
KRISPY KREME DOUGHNUTS INC COM	KKD	DOMESTIC EQUITY	YES	<a href="#">Transactions</a>   <a href="#">Delete</a>	

Figure 26

[Edit Manual Transactions](#)

Hint: Transactions should be added as they appear on your statements. The price, quantity, proceeds fields must be completed for all transaction types. If the transaction you are entering is a cash payment, we suggest using a price of 1 and the X units to get the cash payment. If the transaction is a quantity affecting only (stock split), we suggest putting 0 in the price field.

ID: 834745440  
Acct Type: Individual

Asset Name:	Jackson National Annuity		
Asset Type Source:	Custom Load	Asset Type:	FIXED INCOME
Investment Objective:	Custom Load	Investment Objective:	GROWTH & INCOME
Source:	Custom Load		
Security Type:	Insurance Product		

Asset Name	Ticker	Asset Type	Tracked
Jackson National Annuity		FIXED INCOME	NO

Current Holding (updates upon submit of new transactions)

Date	Current Quantity	Current Price	Current Value
09/29/2009	77042.05000	1.00	77,042.05

Transaction History

Date (mm/dd/yyyy)	Transaction Type	Quantity	Trans Price (\$)	Value (\$)	Add Transactions
04/18/2008	Price Update		1		<a href="#">Edit</a>   <a href="#">Delete</a>
04/18/2008	Adjustment Positive	288.33	1	288.33	<a href="#">Edit</a>   <a href="#">Delete</a>
03/31/2008	Price Update		1		<a href="#">Edit</a>   <a href="#">Delete</a>
03/31/2008	Adjustment Positive	1425.6	1	1425.6	<a href="#">Edit</a>   <a href="#">Delete</a>
12/31/2007	Price Update		1		<a href="#">Edit</a>   <a href="#">Delete</a>
12/31/2007	Adjustment Positive	1429.91	1	1429.91	<a href="#">Edit</a>   <a href="#">Delete</a>
09/30/2007	Adjustment Positive	1115.26	1	1115.26	<a href="#">Edit</a>   <a href="#">Delete</a>
09/30/2007	Price Update		1		<a href="#">Edit</a>   <a href="#">Delete</a>
07/19/2007	Adjustment Positive	151.46	1	151.46	<a href="#">Edit</a>   <a href="#">Delete</a>
07/19/2007	Price Update		1		<a href="#">Edit</a>   <a href="#">Delete</a>
07/06/2007	Adjustment Positive	617.7	1	617.7	<a href="#">Edit</a>   <a href="#">Delete</a>
05/29/2007	Price Update		1		<a href="#">Edit</a>   <a href="#">Delete</a>
05/29/2007	Initial Position	72013.79	1	72013.79	<a href="#">Edit</a>   <a href="#">Delete</a>

[Cancel](#) [Submit](#)

**Figure 27**

## My Info

Clicking on the **My Info** link (*Figure 28*) from the Control Center will display the advisor's contact information (*Figure 29*). This function allows you to manage the personal information that displays in client reports and statements. This is where you will enter and edit as necessary, your business name, address, telephone numbers, e-mail address and other relevant information. Some of this information will be displayed on certain portions of the reports you create and the screens that you allow clients to view. Your client temporary password (used for client access registration) can also be viewed here.

The screen displays the following information about the advisor:

ID  
 User name  
 Client temp password  
 Name  
 Address  
 Phone and fax numbers  
 Street address  
 E-mail address  
 Business name  
 Date of birth  
 RIA or IAR name (if applicable)  
 Professional title

You should verify all of your information and make any necessary changes on this page.



*Figure 28*

My Info	
ID:	123456789
Client User Name:	JSMART
Client Temp Password:	<input type="text"/>
Status:	Active <input type="button" value=""/>
<b>Please review the following information.</b>	
Prefix:	<input type="button" value="Mr."/>
First Name: *	James
Middle Initial:	A
Last Name: *	Smart
Suffix:	<input type="text"/>
Day Phone: *	609-620-5801
Evening Phone:	<input type="text"/>
Fax:	<input type="text"/>
E-Mail: *	jsmart@SmartAdvisors.co
Address: *	1009 Lenox Drive
Address2:	<input type="text"/>
City: *	Lawrenceville
State: *	<input type="button" value="New Jersey"/>
Zip Code: *	08648
Date of Birth: *	03 / 03 / 1960
Professional Title:	<input type="text"/>
Is the DBA name the same as ABC Capital Corp.? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Doing Business As (if applicable): Smart America	
Are you acting as an Independent RIA or IAR under your BD? <input type="radio"/> RIA <input type="radio"/> IAR <input checked="" type="radio"/> Neither	
RIA or IAR name (if applicable): <input type="text"/>	
If (Doing Business As) and RIA/IAR name are same, then leave (Doing Business As) blank.	
<b>Disclosure Information:</b>	
Is the DBA affiliated with the BD?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is the RIA/IAR affiliated with the BD?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is the RIA/IAR affiliated with the DBA?	<input type="radio"/> Yes <input checked="" type="radio"/> No
(This information is used for report output only and is not communicated to the custodians or back office system.)	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

*Figure 29*

## Advisor Reports

Albridge Wealth Reporting provides financial advisors with a number of valuable **Advisor Reports** to help measure and manage their business. These are accessed by clicking on the **Advisor Reports** link on the Control Center (*Figure 30*).

Advisor Reports allow you to gather information with a global perspective on your clients, accounts, and the product companies with which you do business (*Figure 31*).

The available Advisor Reports are:

Client by Assets Under Management

Client by Sales

Trade Blotter

Product Companies by Assets Under Management

Product Companies by Sales

Find Clients by Asset

New Account(s)

Master Client Information

Money Managers by AUM

Client Holdings

Portfolio by Assets Under Management

Running an advisor report involves only a few easy steps (*Figure 32*).

5. Choose the report which you want to view or export by clicking the Report drop-down list
6. Choose a filter or none.
7. Select the time frame on which the report will be based. The system will indicate whether the report is a time period report or a date specific report.
8. Click the Go button to view the report on-screen or click the Export button to export the information into Microsoft Excel.



*Figure 30*

*Figure 31*

*Figure 32*

When generating an advisor report on-screen, the system will display a message saying "Please Wait, Your book of business is now being analyzed to render your requested report." Generating an advisor

report can take a few moments, depending upon the number of clients and the amount of data being retrieved. The chosen report will automatically appear on the screen when finished.

## Advisor Report

### Filters

Filters allow a user to more selectively pull information from the book of business using the existing Advisor Reports a user is already familiar. To create a Filter, simply

click on Filter Admin link to navigate to a Filter Admin screen and then click on Create Advisor Report Filter. The next screen allows the user to name the filter and select the criteria. The created filters will be saved to the system for immediate or later (*Figure 33*) use.

A user can select and save criteria from five different areas.

**Transaction Filters** allow a user to gather account and client info based on transaction placed or received into clients' accounts (*Figure 34*). These can be further refined by dollar amounts as well. Transaction Filters only apply to the Trade Blotter Report.

**Security Filters** allow the user to pull reports based on security type, share class, Product Company, and security name.

**Account Filters** include nine different criteria including segment, interface, account name, and tax status.

**Client Filters** are designed to pull client by geographic location or other demographic criteria.

**Portfolio Filters** apply only to the Portfolio by Asset Under Management report and allow that report to be parsed down to specific attributes of the portfolios such as AUM and/or Benchmarks associated to the portfolios created in the system.

Create Advisor Report Filter		
Filter Name ▾	View Edit Delete	Author ▾
Corporate Actions	View  Edit  Delete	FI
Tri State Area about to retire	View  Edit  Delete	AARON ADVISOR

*Figure 33*

Edit Report Filter	
1. Name Report Filter	Corporate Actions
2. Select Report Filter Options	
Note - If you leave a section blank, no filter will be applied.	
<input type="checkbox"/> Filter Options (Collapse All)	
<input checked="" type="checkbox"/> <b>Transaction Filters</b>	
Note: These filters only apply to the Trade Blotter report.	
<input checked="" type="checkbox"/> Amount of Transaction	
<input checked="" type="checkbox"/> Transaction Types	
Select (One or Many)	TransactionTypes
<input type="checkbox"/>	Buy
<input type="checkbox"/>	Capital Gains
<input type="checkbox"/>	Capital Gains
<input checked="" type="checkbox"/>	Corporate Actions
<input type="checkbox"/>	Dividend
<input type="checkbox"/>	Fees
<input type="checkbox"/>	Initial Positions
<input type="checkbox"/>	Interest
<input type="checkbox"/>	Reconciliations
<input type="checkbox"/>	Sell
<input type="checkbox"/>	Transfers
<input type="checkbox"/>	Withholdings
<input checked="" type="checkbox"/> Portfolio Detail Section	
<input checked="" type="checkbox"/> Security Filters	
<input checked="" type="checkbox"/> Account Filters	
<input checked="" type="checkbox"/> Client Filters	
<input checked="" type="checkbox"/> Portfolio Filters	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

*Figure 34*

**Money Manager Filters** are designed to pull reports based on managed account data including program, managed account type, and money manager name.

### Filter restrictions

**Transaction filters** only apply to the Trade Blotter Report, but can be combined with other filters. If a report filter contains a transaction filter and another filter (e.g. a client filter), and the Trade Blotter Report is run, both filters will take effect. If this same filter is applied to another report (i.e. Clients by AUM) then the transaction filter portion will simply be ignored.

**Portfolio filters** only apply to the Portfolio by Asset Under Management report, and cannot be combined with other filters. In effect they are the only filters that will impact the Portfolio by Asset Under Management report. If a report filter contains a portfolio filter and another filter (e.g. a client filter), and the Portfolio by Asset Under Management report is run, only the portfolio filter will take effect; the client filter will be ignored. If this same filter is applied to another report (i.e. Clients by AUM) then the portfolio filter portion will simply be ignored.

### Filter Selection Criteria

The table below details the full list of selection criteria:

Filter Type	Available Filter Criteria
Transaction Filters	Transaction Type (uses Norm Trans_codes)
	Amount of Transaction (<,>,<=,>=,=)
	Portfolio Detail Section
Security Filters	Security Type
	Share Class (normalized list of top 10 Share Classes plus other and undefined)
	Product Company
	Security Name
Account Filters	Account Segment (Core/Balance Only/Manual/External) – Default is Core Only
	Interface
	Account Number
	Account Name
	Account Number Prefix
	Total Account Value
	Fee Setup
	Account Type
	Rep Number
	Tax Status
Client Filters	SSN or Client ID
	State
	Zip Code

<b>Filter Type</b>	<b>Available Filter Criteria</b>
	Age (calculate based on birth date <,>,<=,>=,=)
	Total Assets under management <,>,<=,>=,= (\$)
	Liabilities (include/exclude clients with liabilities)
Portfolio Filters	Portfolio Name
	Public/Private/Both
	Benchmark (populate list of Standard Benchmark and Advisor's composite benchmarks)
	Model (populate list of Advisor's available models)
	Include Advisor/Investor/FI created portfolios (default is Advisor only)
	Total Portfolio Assets under management <,>,<=,>=,= (\$)

## Filter examples

### Show my clients with at least \$500,000 who are nearing retirement and still hold common stock

A filter like the one shown in Figure 35 can mine the book of business for clients nearing retirement age and still holding common stock. An advisor might use a report like this to identify risk reduction opportunities in the clients' portfolio.

1. Name Report Filter	<input type="text"/>
<b>2. Select Report Filter Options</b>	
Note: If you leave a section blank, no filter will be applied.	
<input type="checkbox"/> Filter Options (Collapse All)	
<input checked="" type="checkbox"/> Transaction Filters	
<input type="checkbox"/> Security Filters	
<input type="checkbox"/> Security Type	
Select (One or Many)	Security Type
<input type="checkbox"/>	Cash Or Equivalents
<input checked="" type="checkbox"/>	Common Stock
<input type="checkbox"/>	Fixed Annuity
<input type="checkbox"/>	Fixed Income
<input type="checkbox"/>	Mutual Funds
<input type="checkbox"/>	Other
<input type="checkbox"/>	Real Estate
<input type="checkbox"/>	Variable Annuities
<input type="checkbox"/>	Variable Universal Life
<input checked="" type="checkbox"/> Share Class	
<input checked="" type="checkbox"/> Product Company	
<input checked="" type="checkbox"/> Security Name	
<input type="checkbox"/> Account Filters	
<input type="checkbox"/> Client Filters	
<input checked="" type="checkbox"/> Client ID	
<input checked="" type="checkbox"/> State	
<input checked="" type="checkbox"/> Zip Code	
<input type="checkbox"/> Age	
Select	Age
> <input type="button" value="▼"/>	59
<input type="checkbox"/> Total Assets Under Management	
Select	Total Assets Under Management
> <input type="button" value="▼"/>	\$ 500000
<input checked="" type="checkbox"/> Liabilities	
<input checked="" type="checkbox"/> Portfolio Filters	

Figure 35

## Show all my clients who hold C shares in mutual funds

An advisor can benefit from filters like the one in Figure 36 to identify clients or accounts with share classes he may want to (or need to) move his clients out of.

<b>1. Name Report Filter</b>	<input type="text"/>																				
<b>2. Select Report Filter Options</b>																					
<p>Note: If you leave a section blank, no filter will be applied.</p> <p><input checked="" type="checkbox"/> Filter Options (Expand All)</p> <p><input checked="" type="checkbox"/> Transaction Filters</p> <p><input type="checkbox"/> Security Filters</p> <p><input type="checkbox"/> Security Type</p>																					
<table border="1"> <thead> <tr> <th>Select (One or Many)</th> <th>Security Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Cash Or Equivalents</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Common Stock</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Fixed Annuity</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Fixed Income</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Mutual Funds</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Real Estate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Variable Annuities</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Variable Universal Life</td> </tr> </tbody> </table>		Select (One or Many)	Security Type	<input type="checkbox"/>	Cash Or Equivalents	<input type="checkbox"/>	Common Stock	<input type="checkbox"/>	Fixed Annuity	<input type="checkbox"/>	Fixed Income	<input checked="" type="checkbox"/>	Mutual Funds	<input type="checkbox"/>	Other	<input type="checkbox"/>	Real Estate	<input type="checkbox"/>	Variable Annuities	<input type="checkbox"/>	Variable Universal Life
Select (One or Many)	Security Type																				
<input type="checkbox"/>	Cash Or Equivalents																				
<input type="checkbox"/>	Common Stock																				
<input type="checkbox"/>	Fixed Annuity																				
<input type="checkbox"/>	Fixed Income																				
<input checked="" type="checkbox"/>	Mutual Funds																				
<input type="checkbox"/>	Other																				
<input type="checkbox"/>	Real Estate																				
<input type="checkbox"/>	Variable Annuities																				
<input type="checkbox"/>	Variable Universal Life																				
<p><input type="checkbox"/> Share Class</p> <p>Select (One or Many)</p> <p>B1 C C1 C2</p> <p>(Note: Hold down the control key while selecting multiple.)</p>																					
<p><input checked="" type="checkbox"/> Product Company</p> <p><input checked="" type="checkbox"/> Security Name</p> <p><input checked="" type="checkbox"/> Account Filters</p> <p><input checked="" type="checkbox"/> Client Filters</p> <p><input checked="" type="checkbox"/> Portfolio Filters</p>																					

**Figure 36**

## Show all buys and sells greater than \$1000

A filter like the one shown in Figure 37 can identify all buy and sell transactions above a certain dollar amount. Because this is a transaction filter, it will only apply to the Trade Blotter report.

The screenshot shows the 'Report Filter' dialog box with the following settings:

- 1. Name Report Filter:** An empty text input field.
- 2. Select Report Filter Options:**
  - Note:** If you leave a section blank, no filter will be applied.
  - Filter Options (Expand All):** A checked checkbox.
  - Transaction Filters:** An unchecked checkbox.
  - Note:** These filters only apply to the Trade Blotter report.
  - Amount of Transaction:** A dropdown menu set to '>' and a text input field containing '\$1000'.
  - Transaction Types:** A table with two columns: 'Select (One or Many)' and 'Transaction Types'.
 

Select (One or Many)	Transaction Types
<input checked="" type="checkbox"/>	Buy
<input type="checkbox"/>	Capital Gains
<input type="checkbox"/>	Corporate Actions
<input type="checkbox"/>	Dividend
<input type="checkbox"/>	Fees
<input type="checkbox"/>	Initial Positions
<input type="checkbox"/>	Interest
<input type="checkbox"/>	Reconciliations
<input checked="" type="checkbox"/>	Sell
<input type="checkbox"/>	Transfers
<input type="checkbox"/>	Withholdings
  - Portfolio Detail Section:** An unchecked checkbox.
  - Security Filters:** An unchecked checkbox.
  - Account Filters:** An unchecked checkbox.
  - Client Filters:** An unchecked checkbox.
  - Portfolio Filters:** An unchecked checkbox.

**Figure 37**

**Show all active clients (don't show clients with \$0 AUM).**

Often advisors may find a number of clients listed in their book that actually have no assets or accounts. A filter like the one shown in Figure 38 can weed out the clients with \$0.00 dollars and keep the advisor reports limited to "current" clients.

1. Name Report Filter

2. Select Report Filter Options

Note: If you leave a section blank, no filter will be applied.

Filter Options (Expand All)

Transaction Filters

Security Filters

Account Filters

Client Filters

Client ID

State

Zip Code

Age

Total Assets Under Management

Select	Total Assets Under Management
> <input type="button" value="▼"/>	\$ <input type="text" value=".01"/>

Liabilities

Portfolio Filters

*Figure 38*

## Show clients with uninvested cash

An advisor can use a security type filter like the one shown in Figure 39 to identify clients holding particular types of securities. In this example, a simple filter can be used to find clients having cash or money market positions so that the advisor can better allocate the portfolio.

**1. Name Report Filter**

---

**2. Select Report Filter Options**

Note: If you leave a section blank, no filter will be applied.

+ Filter Options (Expand All)

+ Transaction Filters

- Security Filters

- Security Type

Select (One or Many)	Security Type
<input checked="" type="checkbox"/>	Cash Or Equivalents
<input type="checkbox"/>	Common Stock
<input type="checkbox"/>	Fixed Annuity
<input type="checkbox"/>	Fixed Income
<input type="checkbox"/>	Mutual Funds
<input type="checkbox"/>	Other
<input type="checkbox"/>	Real Estate
<input type="checkbox"/>	Variable Annuities
<input type="checkbox"/>	Variable Universal Life

+ Share Class

+ Product Company

+ Security Name

+ Account Filters

+ Client Filters

+ Portfolio Filters

Figure 39

## Multiple-Advisor Reporting

### Overview

The Multiple-Advisor Reporting functionality in AWR allows advisors who are compliance users, OSJ's, assistants to multiple advisors, or management users to run reports on the books of the advisors they oversee. They can produce these multi-advisor reports through the familiar "Advisor Reports" interface, and will have the full range of advisor reports available.

### OSJ / Management / Assistant Hierarchy

The OSJ / Management / Assistant hierarchy, by default, is limited to immediate subordinates. When generating reports and applying filters, only advisors who are direct subordinates to the OSJ / Management / Assistant user will be included.

A privilege (set by the FI) can allow OSJ / Management / Assistant users to expand the hierarchy to include all *distinct* subordinates via a filter, including other OSJ / Management / Assistant users and their subordinates.

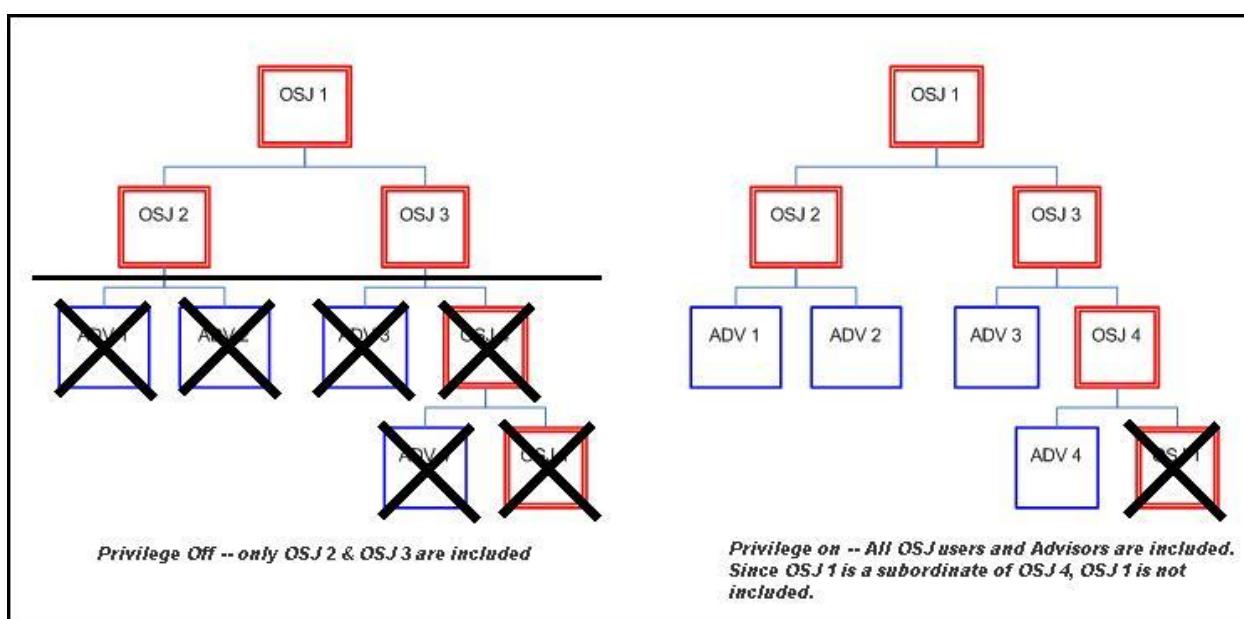


Figure 40: Hierarchy Example

### OSJ / Management / Assistant Reports

All current advisor reports are available to OSJ / Management / Assistant users. This includes the following reports:

- Client by Assets Under Management
- Client by Sales
- Trade Blotter
- Product Companies by Assets Under Management
- Product Companies by Sales
- Find Clients by Asset
- New Account(s)

Master Client Information  
 Client Holdings  
 Portfolio by Assets Under Management  
 Branch Summary

### **Branch Summary Advisor Report**

This report will detail advisor information by assets under management and will include:

#### **Advisor Name**

#### **Advisor Number**

**Total AUM** - This links to the advisor's client list.

**Number of Clients** - This number includes all clients with non-suppressed accounts.

**Number of Accounts** - This includes all accounts that contribute to AUM, regardless of whether the account is viewable or not. The total includes zero-balance accounts.

**Current Status** - The advisor's status as of run time – active, inactive or new.

**Branch Total** - At the bottom of the list of advisors is a branch total, totaling the AUM, number of clients and accounts.

<b>Advisor Name ▾</b>	<b>ID ▾</b>	<b>Total Assets Under Management (\$)</b> ▾	<b>No. Clients ▾</b>	<b>No. Accounts ▾</b>	<b>Current Status ▾</b>
Bailey, Connie	XXXXX7830	1,654,619.03	19	57	Active
Baroni, Ricardo	XXXXX5843	1,555,770.79	70	150	Active
Castaldi, Rosa	XXXXX2035	1,169,523.69	23	69	Active
Chandler, Roscoe W	XXXXX4263	1,124,444.39	44	132	Active
Driftwood, Otis B	XXXXX1445	1,117,842.74	42	126	Inactive
Gottlieb, Herbert	XXXXX6075	1,108,893.08	93	279	Active
Hackenbush, Hugo Z	XXXXX0056	798,079.94	79	237	Active
Jamison, Horatio	XXXXX6647	667,358.12	58	174	Active
Laspari, Rodolfo	XXXXX6835	660,784.36	84	252	New
Ravelli, Emmanuel	XXXXX3245	558,631.59	31	93	New
Wagstaff, Quincy A	XXXXX1234	555,348.60	48	144	New
<b>Branch Total</b>		<b>\$10,971,296.33</b>	<b>591</b>	<b>1713</b>	

*Figure 41: Sample Branch Summary Report*

### **Accessing the Compliance Option via the Control Center**

Clicking the Compliance link on the Control Center will expand the selection to three sub-menu items – Advisor List, Reports, Filter Admin – and take the user to the Compliance Advisor List.

The screenshot shows the Albridge Wealth Reporting User Guide V16.0 interface. At the top, it displays "Mr Larry A Advisor CFP Advance Financial, Inc.". Below this is a navigation bar with tabs: "Advisor List", "Reports", and "Filter Admin". On the left, there is a "Control Center" sidebar with links: Client List, My Info, New Portfolio, Batch Job, Fee Billing, Advisor Reports, Administration, **Compliance** (which is highlighted with a red box), Advisor List, Reports, Filter Admin, and Log Out. Below the sidebar is a "Client Search" button. The main content area shows a table of advisors with columns: Advisor Name, User Name, Compliance, ID, and Status. The table contains six rows of advisor data.

Advisor Name	User Name	Compliance	ID	Status
Advisor121	DEMOADV123		136884868	Active
Advisor133	DEMOADV148		149188034	Active
Advisor179	DEMOADV176		161437452	Active
Advisor187	DEMOADV190		166562255	Active
Advisor193	DEMOADV196		169322447	Active
Advisor201	DEMOADV219		179269642	Active

*Figure 42: Clicking on the "compliance link"*

The Control Center remains expanded until the user exits the Compliance section of the application.

### Advisor List Tab

The advisor list on this tab (*Figure 42*) presents a list of advisors in the OSJ's hierarchy. Clicking on an advisor's name lets the user see the clients associated with that advisor and run client reports for those investors.

### Reports Tab

The Reports tab is similar to the Advisor Reports tab. The difference is that when running an OSJ / Management / Assistant report, the resulting reports appear in a list underneath the Report/Filter/Time Period controls instead of being executed while the user waits.

To run an OSJ / Management / Assistant report:

9. Choose the report you want to view or export by clicking the Report drop-down list.
10. Choose a filter, or none.
11. Select the time period on which the report will be based. The system will indicate whether the report is a time period report or a date specific report.
12. Clicking Go will start the process to generate the reports. Both HTML and CSV reports will automatically be created.

Results are listed below the selection options in tabular form with the latest report on top (*Figure 43*). Reports are initially sorted in date order, newest to oldest. The columns available on this screen are:

#### Report Name

Execution Date – This field is blank if the report is not yet complete.

Filter – Indicates the filter, if any, applied when the user submitted the request. This is a flyover that will pop-up a window detailing filter selections.

#### Status

“Pending” if the report has been submitted and not yet started processing.

“Running” if the report is being processed.

“Ready” if the report has been completed.

HTML - This column allows the user to open the HTML version of the report.

The Master Client Info report has no HTML version.

This field is blank until the report is complete.

CSV - This column allows the user to open the CSV version of the report.

This field is blank until the report is complete.

Delete - This column contains a Delete button allowing the user to delete any reports that have a status of "Pending" or "Ready". The Delete link is not visible if a report status is "Running".

The screenshot shows a web-based reporting interface. At the top, there are three tabs: 'Advisor List', 'Reports' (which is selected), and 'Filter Admin'. Below the tabs, there are three input fields labeled '1. Report', '2. Time Period', and '3. Run Report'. The '1. Report' field has a dropdown menu set to 'Client by Assets Under Management'. The '2. Time Period' field has a dropdown menu set to 'Month to Date'. The '3. Run Report' field contains a yellow 'Go' button. Below these fields is a table listing reports. The table has columns for 'Report Name', 'Execution Date', 'Filter', 'Status', 'HTML', 'CSV', and 'Delete'. The data in the table is as follows:

Report Name	Execution Date	Filter	Status	HTML	CSV	Delete
Branch Summary	6/4/2007 12:16:38 PM	None	Pending			<a href="#">Delete</a>
Branch Summary	6/3/2007 8:15:24 AM	None	Ready	HTML	CSV	<a href="#">Delete</a>
Trade Blotter	6/3/2007 8:00:18 AM	Branch Blotter	Ready	HTML	CSV	<a href="#">Delete</a>
Client By Assets Under Management	6/3/2007 8:00:18 AM	Client AUM Report	Ready	HTML	CSV	<a href="#">Delete</a>
Branch Summary	5/3/2007 6:08:24 PM	None	Ready	HTML	CSV	<a href="#">Delete</a>

*Figure 43: Reports Tab showing completed and pending reports under selection*

Note: Reports will be purged after 30 days.

To sort any of the columns on the Reports tab, click on the column headings.

### Filter Admin Tab

The Filter Admin tab in the Compliance section has the same functionality as Advisor filters with a link at the top right of the table to "Create Compliance Report Filter". There is an additional filter group titled "Advisor Filters", below the "Portfolio Filters" group (*Figure 44*).

**Create Report Filter**

[Show Selected](#)

**1. Name Report Filter**

**2. Select Report Filter Options**

Note - If you leave a section blank, no filter will be applied.

Transaction Filters

Security Filters

Account Filters

Client Filters

Portfolio Filters

Money Manager Filters

Advisor Filters

Advisor

Select (One or Many)	Advisor Name ▾	User Name ▾	ID ▾	Status ▾
<input type="checkbox"/> Select All				
<input type="checkbox"/>	Advisor021	DEMOADV021	110555601	Active
<input type="checkbox"/>	Advisor022	DEMOADV022	110555602	Active
<input type="checkbox"/>	Advisor023	DEMOADV023	110555603	Active
<input type="checkbox"/>	Advisor024	DEMOADV024	110555604	Active
<input type="checkbox"/>	Advisor025	DEMOADV025	110555605	Active
<input type="checkbox"/>	Advisor026	DEMOADV026	100096606	Active

Advisor Name

Select	Enter Advisor Name
<input type="button" value="Starts With"/>	<input type="text"/>

Rep Number

Select	Enter Rep Number
<input type="button" value="Starts With"/>	<input type="text"/>

Status

Select (One or Many)	Status
<input type="checkbox"/>	Active
<input type="checkbox"/>	Inactive
<input type="checkbox"/>	New

Number of Accounts

Select	Number of Accounts
<input type="button" value=""/> >	<input type="text"/>

Number of Clients

Select	Number of Clients
<input type="button" value=""/> >	<input type="text"/>

Total AUM

Select	Total AUM
<input type="button" value=""/> >	\$ <input type="text"/>

Grand Totals

Select (One)	Method
<input type="radio"/>	Sum of Advisor Totals
<input type="radio"/>	Distinct Totals

Hierarchy

Select	Hierarchy
<input type="checkbox"/>	Include all subordinates

Invoking this filter will disable any specific Advisor filter that has been applied.

*Figure 44: Advisor Filter Group*

This filter group only appears on the Compliance Filter Admin tab, and not on the regular Advisor Filter Admin screen. Filter options are:

**Advisor** – This filter is populated with the names of all advisors under the user as an OSJ (*Figure 45*)

This list is controlled by the hierarchy settings (page 26). Based on the configuration, only immediate subordinates or all distinct subordinate advisors are included. This list is in tabular format, with columns for selection, Advisor Name, User Name, ID, and Status. All columns are sortable.

The user is always the first name on the list, followed by subordinate advisors.

Select (One or Many)	Advisor Name ▾	User Name ▾	ID ▾	Status ▾
<input type="checkbox"/>	Advisor011	DEMOADV011	100096601	Active
<input type="checkbox"/>	Advisor012	DEMOADV012	100096602	Active
<input type="checkbox"/>	Advisor013	DEMOADV013	100096603	Active
<input type="checkbox"/>	Advisor014	DEMOADV014	100096604	Active

*Figure 45: Advisor Filters*

If the user checks the Hierarchy filter (page 32) this filter group is disabled.

**Advisor Name** – This text box allows the user to enter a name (full or partial). Partial names will return any advisor with that string in their name: e.g. entering “Smith” would return advisors “Smith”, “Smithson”, “Naismith”, etc.

**Rep Number** – This text box allows the user to enter an advisor’s rep number. Partial numbers will be allowed with a minimum of 5 digits/characters entered.

**Status** – This is a choice between Active, Inactive and New using check boxes.

**Number of Accounts** – This is a count of the number of accounts under management by a specific advisor, with the user entering a number in a text box and selectable options for <,>,<=,>=,= .

**Number of Clients** – This is a count of the number of clients under management by a specific advisor, with the user entering a number in a text box and selectable options for <,>,<=,>=,= .

**Total AUM** – This is a sum of the assets under management by a specific advisor, with the user entering a dollar number in a text box and selectable options for <,>,<=,>=,= .

**Grand Totals** – This is an option to select, via radio button, how the grand totals are calculated. One option must be selected.

**Sum of Advisor Totals** – All advisor totals are summed up to get a grand total. In this case, accounts that are split between multiple advisors are assigned 100% to each advisor’s total. The Grand Total is the sum of all advisor totals. This will be the default option.

**Distinct Totals** – All accounts are only counted once. In this instance, accounts that are split between multiple advisors are only counted once before calculating the Grand Total.

The Grand Total calculation option is ignored for Portfolio by AUM Reports. When this option is used, you will notice disclosure language beneath the Grand Total stating, “Grand Total includes only distinct accounts. Accounts that are managed by multiple advisors are counted only once towards the grand total.”

*Example: OSJ User 1 has two subordinate advisors, Advisor A and Advisor B. There are three accounts, one of which is split between both advisors.*

Account Number	Value	Managed By
609324-0798	\$250,000	Advisor A
201825-0231	\$200,000	Advisor B
201825-8060	\$350,000	Advisor A & B

*Advisor A total = \$250,000 + \$350,000 = \$600,000*

*Advisor B total = \$200,000 + \$350,000 = \$550,000*

*If Sum of Advisor Totals is selected, the Grand Total = Advisor A total + Advisor B total = \$600,000 + \$550,000 = \$1,150,000*

*If Distinct Totals is selected, the Grand Total = sum of distinct accts = \$250,000 + \$200,000 + \$350,000 = \$800,000*

**Hierarchy** – this filter is only available if the privilege in (page 26) has been enabled. It is a checkbox labeled “Include All Subordinates” and has a note underneath that says “Invoking this filter will disable any specific Advisor filter that has been applied.”

If the user has selected this option, all subordinate advisors underneath the OSJ user are included in the selected report. All levels of subordinates are included until the OSJ user becomes their own subordinate.

*The Advisor Filter will be the primary filter mechanism, e.g. apply any Advisor filters prior to applying all other filter criteria.*

Only the filters set up as an OSJ will be available at this screen. Filters set up from the Advisor Reports page will not be available, nor will any filters in the Management or Assistant options. For regular advisor reports, only the filters set up as Advisor are available, and not the OSJ / Management / Assistant filters.

### Inbox on Control Panel

Below the Control Panel on the left-hand side of the screen, an “Inbox” alerts users when reports are completed. It will always display a link to the latest report available for OSJ / Management / Assistant users. There is one row for each user role – OSJ, Management, or Assistant. If the user is set up as all three roles, three rows appear. If the user is set up for only one of those three roles, only a single row appears (*Figure 46*).

The rows are hypertext links, which take the user to the appropriate reports screen.

Advisor103, a	DEMOADV105
Advisor106,	DEMOADV110
Advisor106,	DEMOADV1243
Advisor107,	DEMOADV1238
Advisor108,	DEMOADV1241
Advisor11,	DEMOADV30
Advisor112,	DEMOADV116
Advisor112,	DEMOADV1248
Advisor114,	DEMOADV115
Advisor115,	DEMOADV1251
Advisor117,	DEMOADV1252
Advisor118,	DEMOADV1253
Advisor118, John	DEMOADV119
Advisor120,	DEMOADV1256
Advisor121,	DEMOADV123
Advisor123,	DEMOADV1267
Advisor125,	DEMOADV1276
Advisor125,	DEMOADV139
Advisor126,	DEMOADV143
Advisor130,	DEMOADV1275
Advisor133,	DEMOADV148
Advisor134,	DEMOADV1263
Advisors and 24	DEMOADV147

Figure 46: Inbox example

## Display of Multiple-Advisor Reports

All reports encompassing multiple advisors are generated one after the other, separated, and labeled with the Advisor's name. Each advisor has their own total. There is a grand total section at the end of the report.

The grand total is calculated according to the Grand Total filter setting (Page 31).

**Example OSJ Report**

Client by Sales								
1. Report		Client by Sales						
Filter		High Net Worth ↗ Filter Admin						
2. Time Period		Month to Date ↗						
3. Run Report		<input type="button" value="Go"/> <input type="button" value="Export"/>						
Advisor Name	Larry A Advisor							
Report Period	07/01/2003-09/30/2003		Date Created	12/10/2003				
<b>Aaron Advisor</b>								
Client Name ▾	ID ▾	Gross Sales(\$)	Gross Redemptions(\$)	Net New Dollars(\$)	Downloads(\$)	New Effect(\$)	Recon Effect(\$)	Cash Liability Change(\$)
Investor84379, 453114535	7,232.10	-1,355.20	5,876.90	0.00	0.00	0.00	0.00	0.00
Investor46488, 214002560	150,412.28	-149,981.50	430.78	0.00	0.00	0.00	0.00	0.00
Investor17336, 081066326	176,017.05	-175,613.95	403.10	0.00	0.00	0.00	0.00	0.00
Investor15641, 030520405	77,458.70	-77,315.62	143.08	0.00	0.00	0.00	0.00	0.00
Investor95965, 525635058	124.65	0.00	124.65	0.00	0.00	0.00	0.00	0.00
Investor86824, 570556442	101.07	0.00	101.07	0.00	0.00	0.00	0.00	0.00
Investor96085, 591524258	91.81	0.00	91.81	0.00	0.00	0.00	0.00	0.00
Investor85852, 557452521	78.10	0.00	78.10	0.00	0.00	0.00	0.00	0.00
Investor85718, 520960590	66.53	0.00	66.53	0.00	0.00	0.00	0.00	0.00
Investor29095, 186010484	336.61	-303.73	32.88	0.00	0.00	0.00	0.00	0.00
Investor92040, 558878775	25.85	0.00	25.85	0.00	0.00	0.00	0.00	0.00
Investor44112, 136750499	25.31	0.00	25.31	0.00	0.00	0.00	0.00	0.00
Investor86509, 589004422	23.10	0.00	23.10	0.00	0.00	0.00	0.00	0.00
Investor83997, 453159118	6.74	0.00	6.74	0.00	0.00	0.00	0.00	0.00
Investor100152, 826609414	6.74	0.00	6.74	0.00	0.00	0.00	0.00	0.00
Investor88370, 568754692	2.41	0.00	2.41	0.00	0.00	0.00	0.00	0.00
Investor23005, 105830311	2.27	0.00	2.27	0.00	0.00	0.00	0.00	0.00
<b>Aaron Advisor Total:</b>	\$412,011.32	-\$404,570.00	\$7,441.32	\$0.00	\$0.00	\$0.00	\$0.00	
<b>B Advisor</b>								
Client Name ▾	ID ▾	Gross Sales(\$)	Gross Redemptions(\$)	Net New Dollars(\$)	Downloads(\$)	New Effect(\$)	Recon Effect(\$)	Cash Liability Change(\$)
Investor883, 514002560	10.00	6.66	3.34	0.00	0.00	0.00	0.00	0.00
Investor883, 514002560	10.00	6.66	3.34	0.00	0.00	0.00	0.00	0.00
<b>B Advisor Total:</b>	\$414,910.81	-\$404,266.27	\$10,644.54	\$0.00	\$0.00	\$0.00	\$0.00	
<b>L Advisor</b>								
Client Name ▾	ID ▾	Gross Sales(\$)	Gross Redemptions(\$)	Net New Dollars(\$)	Downloads(\$)	New Effect(\$)	Recon Effect(\$)	Cash Liability Change(\$)
Investor84379, 493158368	432.50	0.00	432.50	0.00	0.00	0.00	0.00	0.00
Investor46488, 214002560	150,412.28	-149,981.50	430.78	0.00	0.00	0.00	0.00	0.00
Investor17336, 081066326	176,017.05	-175,613.95	403.10	0.00	0.00	0.00	0.00	0.00
Investor15641, 030520405	77,458.70	-77,315.62	143.08	0.00	0.00	0.00	0.00	0.00
Investor95965, 525635058	124.65	0.00	124.65	0.00	0.00	0.00	0.00	0.00
Investor86824, 570556442	101.07	0.00	101.07	0.00	0.00	0.00	0.00	0.00
Investor96085, 591524258	91.81	0.00	91.81	0.00	0.00	0.00	0.00	0.00
Investor85852, 557452521	78.10	0.00	78.10	0.00	0.00	0.00	0.00	0.00
Investor85718, 520960590	66.53	0.00	66.53	0.00	0.00	0.00	0.00	0.00
Investor29095, 186010484	336.61	-303.73	32.88	0.00	0.00	0.00	0.00	0.00
Investor79604, 497266524	7.61	0.00	7.61	0.00	0.00	0.00	0.00	0.00
Investor100375, 884520366	7.51	0.00	7.51	0.00	0.00	0.00	0.00	0.00
Investor86851, 553336642	10,516.83	-10,510.05	6.78	0.00	0.00	0.00	0.00	0.00
Investor83997, 453159118	6.74	0.00	6.74	0.00	0.00	0.00	0.00	0.00
Investor100152, 826609414	6.74	0.00	6.74	0.00	0.00	0.00	0.00	0.00
Investor89926, 796801034	6.66	0.00	6.66	0.00	0.00	0.00	0.00	0.00
Investor95029, 591253617	6.21	0.00	6.21	0.00	0.00	0.00	0.00	0.00
Investor75232, 377040869	3.34	0.00	3.34	0.00	0.00	0.00	0.00	0.00
Investor84560, 430084719	2.43	0.00	2.43	0.00	0.00	0.00	0.00	0.00
Investor86583, 591248722	0.23	0.00	0.23	0.00	0.00	0.00	0.00	0.00
Investor99975, 762700765	0.10	0.00	0.10	0.00	0.00	0.00	0.00	0.00
Investor99799, 638984268	22,352.66	-45,801.08	-23,448.42	0.00	0.00	0.00	0.00	0.00
<b>L Advisor Total:</b>	\$438,036.36	-\$459,525.93	-\$21,489.57	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Grand Total:</b> \$1,264,958.498 - \$1,268,362.20 -\$3,403.71								
<b>Grand Total:</b> \$0.00 \$0.00 \$0.00								

## Administration

Click on the **Administration** link in the Control Center, (*Figure 47*) located on the left-hand side of the Client List screen.

The Administration section features several menu items to help with editing client-specific information and to establish default formats for your client reports.

Clicking on the **Administration** link will display three sub-links, **Report Settings, Edit Names, Data Tools and Investor View**.



**Figure 47**

## Report Settings

The **Report Settings** screen (*Figure 48*) is divided into five tabs. Each tab will give you the ability to change the report settings specific to that tab.

The **Reports** tab allows you select the default client report and time period that you want to display for your clients. The Report Package tab allows you to select the individual client reports that will appear in each report package. You have the ability to select the content for up to 3 report packages.

The **Benchmarks** tab is where you establish your global/default benchmark settings, create composite benchmarks, and select which benchmarks to use for specific client portfolios.

The **Model** tab is where you will create model portfolios by asset type, investment objective, or a third level to compare to your client's portfolios.

The last tab on the Report Settings screen is the **Cost Basis** tab. It allows you to assign a unit cost or total cost to the starting record of an asset.

## Reports Tab

### Set Default Report Setting

Use the **Reports** tab to select the default client report and time period you want to display.

Click the **Reports Drop Down Menu** (*Figure 49*) to select the default report you want initially displayed when you access client reports for an individual client.

Clicking on the Reports drop-down menu will display a listing of client reports available in the system. You can select any report as your default report.

If the report is time period-based, and not date-specific, you can also choose the time period for the default report by clicking the Time Period drop-down menu and choosing from one of the 27 available time periods.

We recommend that you limit your default report to one of the individual holdings, allocation or transaction reports since they do not require a great deal of background calculations to display the

**Figure 48**

**Figure 49**

desired information. Report Packages require extensive background calculations for multiple reports. They will take substantially longer to display in PDF format and should not be used as your default report.

### Account Display Setting

Functionality allows an advisor to select whether to display the account number or the account name on the Portfolio Snapshot reports.

### Set Default Collapse/Expand All Setting

This is described in the “Setting the Default Display for Insurance Detail on Reports” section on page 77.

### Report Packages Tab

Use the **Report Package** tab to select the individual reports you wish to include for each of the three reports packages available in the system, or to include a cover page or market commentary if available.

You can customize each of the report packages by

13. Naming the report package
14. Choosing the order of the reports (sorting)
15. Choosing the reports to be included

Figure 50

Figure 51

To name a report package (*Figure 51*):

Click the **Name** link, enter the name for your report package in the text box and click **Submit** to save the name.

To choose the individual reports (*Figure 52*):

Click the **Content** link and a list of all the individual client reports will display.

Click the radio button next to each of the reports you want included in the reports package. A red check mark will appear next to the reports selected.

Click **Submit** to save the report selections.

To sort the order of the reports (*Figure 53*):

Click the **Sort** link.

The number to the left of each report name corresponds to the order in which the report will appear in your report package. If you chose a cover page as part of your report package content, the cover page will always be the first item printed. This cannot be changed.

Click the down arrow next to each report name and choose another report name from the listing.

Once you have finished arranging the contents of your report package, click **Submit** to save your changes.

Report packages are only available in the printer friendly format. As with all printable reports, the last page of the report package includes the appropriate compliance disclosure language as determined by your broker dealer.

## Benchmarks (Benchmark Tab)

A Benchmark is a standard used for comparison. Albridge Wealth Reporting allows you to select a Benchmark index or create a composite index against which to compare the performance of a client's portfolio.

*Figure 52*

*Figure 53*

This is done through the **Benchmark** tab located in the administration area of the application. Click the **Administration** link on the Control Center. The **Report Settings** screen appears. Then click the **Benchmark** tab.

The **Benchmark** screen (*Figure 54*) has six areas in which selections can be made:

Edit Global/Default Benchmark Setting

Composite Benchmark List

Show only Summary Line in report legend

Show investment line on report graph

Link for Portfolios without Assigned Benchmarks

Link for Portfolios with Assigned Benchmarks

Each of these areas of the Benchmark page allows you to perform different functions relating to benchmarks.

Let's start with the **Edit Global/Default Benchmark Setting** (*Figure 55*). This setting allows you to select up to two benchmarks (or indices) to use as a comparison standard for all client portfolios.

Simply click the drop-down list box and select from over 40 indices. You may also opt to leave the option listed as none.

Click **Submit** and your choices will be saved. The Global/Default setting will be used universally across all your portfolios that do NOT have their own specifically-assigned benchmarks.

The **Composite Benchmark List** (*Figure 56*) displays all of the benchmarks that you have previously created.

You can edit or delete any composite benchmark on this list by clicking on the **Edit** or **Delete** links to the right of the benchmark name.

To the right of the Composite Benchmark List heading is the **Create Composite Benchmark** link. This link allows you to name and formulate your own composite benchmark.

Click the link and the **Create Composite Benchmark** screen appears (*Figure 57*). There are two steps to create a composite benchmark.

16. Type a descriptive name for the benchmark in the Name Composite Benchmark text box.

Edit Global/Default Benchmark Setting	
<b>Benchmark Name</b>	<b>Current Benchmark Settings</b>
Nasdaq Composite	Nasdaq Composite
S&P 500	S&P 500
Note: Keep as None or select up to two benchmarks.	
<b>Composite Benchmark List</b>	
<b>Composite Benchmark</b>	<a href="#">Edit   Delete</a>
Balanced	<a href="#">Edit   Delete</a>
Short Term Benchmark	<a href="#">Edit   Delete</a>
Total Return	<a href="#">Edit   Delete</a>
<input type="radio"/> Yes <input checked="" type="radio"/> No Current Setting <input checked="" type="radio"/> No <small>(Select "Yes" will dramatically reduce the amount of data presented on this report.)</small>	
<b>Show Investment Line on report graph.</b> <input type="radio"/> No <small>Selecting this option will add an amount invested line to the Portfolio Value and Benchmark AND Core Summary reports. Investment is a cash basis calculation of the cumulative dollar investments during the period. It does not conform to tax-lot accounting rules.</small>	
<a href="#">Cancel</a> <a href="#">Submit</a>	
<a href="#">Portfolio(s) without Assigned Benchmarks</a>	<a href="#">Portfolio(s) with Assigned Benchmarks</a>

*Figure 54*

Edit Global/Default Benchmark Setting	
<b>Benchmark Name</b>	<b>Current Benchmark Settings</b>
Nasdaq Composite	Nasdaq Composite
S&P 500	S&P 500
Note: Keep as None or select up to two benchmarks.	
<a href="#">Cancel</a> <a href="#">Submit</a>	

*Figure 55*

Composite Benchmark List	
<b>Composite Benchmark</b>	<a href="#">Edit   Delete</a>
Balanced	<a href="#">Edit   Delete</a>
Short Term Benchmark	<a href="#">Edit   Delete</a>
Total Return	<a href="#">Edit   Delete</a>

*Figure 56*

17. Select the indices that will comprise your benchmark and assign a weighting to each index.

An index is selected by clicking the drop-down list box and scrolling down the list until you find the one you want. Then, assign a weighting for that index. You can select up to 20 indices. Make sure that the weighting total adds up to **100%**.

Click **Submit** and the benchmark you've just created will appear under **Composite Benchmark List**.

Create Composite Benchmark

1. Name Composite Benchmark

2. Benchmarks and Weightings  
(Select up to 20 benchmarks. Please make sure that your weighting total adds up to 100%. Please do not include decimals.)

1. None	<input type="text"/>	%
2. None	<input type="text"/>	%
3. None	<input type="text"/>	%
4. None	<input type="text"/>	%
5. None	<input type="text"/>	%
6. None	<input type="text"/>	%
7. None	<input type="text"/>	%
8. None	<input type="text"/>	%
9. None	<input type="text"/>	%
10. None	<input type="text"/>	%
11. None	<input type="text"/>	%
12. None	<input type="text"/>	%
13. None	<input type="text"/>	%
14. None	<input type="text"/>	%
15. None	<input type="text"/>	%
16. None	<input type="text"/>	%
17. None	<input type="text"/>	%
18. None	<input type="text"/>	%
19. None	<input type="text"/>	%
20. None	<input type="text"/>	%

Total:  %

Figure 57

## Additional Benchmark Settings

**Show only Summary line in report legend** (*Figure 58*) is a setting that affects the core Value and Benchmark client reports. To save space, this setting reduces the amount of data presented in the legend on those reports.

You can also choose to Show an Investment Line on the report graph. Clicking the drop-down list to the right of this option will result in three choices:

Choose No to omit the investment line from the benchmark graph

Choose Beginning Value +

Investments to display beginning value of the portfolio total. It is then adjusted throughout the graph time period by adding subsequent capital flows at each interval. The benefit of this method is that the graph can illustrate how much of the portfolio change for that period is a reflection of the market vs. capital changes.

Choose Investments Since Start Date to display the sum of all cash flows affecting transactions since the beginning of the account history to the beginning value of the report period. The benefit of this method is that the line represents a true measure of the client's total invested funds. The graph illustrates the result of the advisor's investment decisions relative to capital investment by the client.

The last section of the Benchmark screen gives you the opportunity to see which of your clients' portfolios have been assigned specific benchmarks and which have not. Any portfolios that have not been assigned a benchmark will be measured/compared against the Global / Default Benchmark.

Clicking the **Show Portfolios without Assigned Benchmarks** link displays a listing of all portfolios that have not been assigned specific standard or composite benchmarks. These portfolios will be compared to the global/default benchmarks (*Figure 59*).

To the right of each portfolio name is an **Edit** link. Click on the Edit link to adjust a portfolio's benchmark setting on the **Edit Portfolio** screen.

Clicking the **Show Portfolios with Assigned Benchmarks** link displays a list of all portfolios that are assigned to the standard or composite benchmarks (*Figure 60*).

The **Show Portfolios with Assigned Benchmarks** list can be

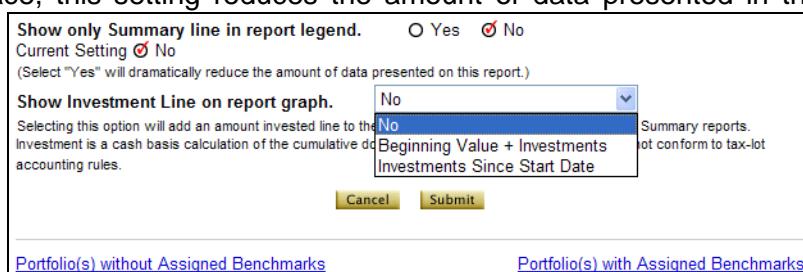


Figure 58

Portfolio(s) without Assigned Benchmarks	
Portfolio Name	Edit
Adams Qualified Portfolio	Edit
Adams VA Account	Edit
Bennet Household	Edit
Wong Retirement	Edit

Figure 59

Portfolio(s) with Assigned Benchmarks			
Portfolio Name ▾	Type ▾	Benchmark ▾	Edit
<a href="#">Adams Retirement Assets</a>	S	S&P 500 Nasdaq Composite	Edit
<a href="#">Curt Bennett's Combined Account Portfolio</a>	S	Dow Jones Industrial Avg S&P 500	Edit
<a href="#">Janet Wong's Combined Account Portfolio</a>	S	MSCI Developed EAFE MSCI Developed North America Val	Edit
<a href="#">Phillip Gerard's Combined Account Portfolio</a>	S	S&P 500 Nasdaq Composite	Edit
<a href="#">Strong Retirement Portfolio</a>	S	Frank Russell - 1000 S&P 500	Edit
<a href="#">Strong Short Term Pool</a>	C	Short Term Benchmark	Edit
<a href="#">Thomas P Mahoney's Combined Account Portfolio</a>	S	AMEX Composite Dow Jones - 15 Utilities	Edit

S = Standard  
C = Composite

Figure 60

sorted by portfolio name, benchmark type or name.

Clicking on the **Portfolio Name** link will take you to the **Portfolio Value and Benchmark Report** for that portfolio. Click on the **Edit** link to adjust a portfolio's benchmark setting on the **Edit Portfolio** screen.

## Model Portfolio Rebalance Tab

Model Portfolios provide a standard against which an advisor can compare client's asset allocation. The purpose of comparison to a model portfolio is to determine if the client's portfolio is adequately diversified among different kinds of assets to optimize the risk/reward tradeoff based on an individual's specific situation and goals.

Albridge Wealth Reporting allows you to select or create model portfolios through the **Model Portfolio Rebalance** tab located in the Administration area of the application. Click the **Administration** link on the Control Center. The Report Settings screen appears. Then click the **Model Portfolio Rebalance** tab (Figure 61).

The Model Portfolio Rebalance screen (Figure 62) is divided into three sections.

Links for creating model portfolios

Available Model Portfolio(s) list

Link for Portfolio(s) without Assigned Model Portfolio

Link for Portfolio(s) with Assigned Model Portfolio

Each of these sections of the Model Portfolio Rebalance screen allows you to perform a different function relating to portfolio models.

Let's start with the Links for creating Model Portfolios.

The **Create Asset Type Portfolio** link allows you to name and formulate your own model portfolio based upon general asset classifications. Click the link and the **Create Asset Type Portfolio** screen appears (Figure 63). There are two steps to create a model portfolio.

18. **Type in a descriptive name** for the model portfolio in the Model Portfolio Rebalance Name text box.

19. **Select the asset types** that will comprise your model portfolio



Figure 61

Reports	Benchmark	Model Portfolio Rebalance	Cost Basis																																				
<a href="#">Create Asset Type Portfolio</a>	<a href="#">Create Investment Objective Portfolio</a>																																						
<small>Note: Once you have created or viewed your available model portfolios, please assign them to actual portfolios using the <a href="#">"New Portfolio"</a> or "Edit Portfolio" tools</small>																																							
<b>Available Model Portfolio(s)</b> <table border="1"> <thead> <tr> <th>Model Portfolio Name</th> <th>Type</th> <th>Author</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Current Income</td> <td>FT</td> <td>Albridge Solutions</td> <td><a href="#">View</a></td> </tr> <tr> <td>Capital Preservation</td> <td>FT</td> <td>Albridge Solutions</td> <td><a href="#">View</a></td> </tr> <tr> <td>Conservative Growth and Inc</td> <td>FT</td> <td>Albridge Solutions</td> <td><a href="#">View</a></td> </tr> <tr> <td>Capital Growth</td> <td>FT</td> <td>Albridge Solutions</td> <td><a href="#">View</a></td> </tr> <tr> <td>Aggressive Growth</td> <td>FT</td> <td>Albridge Solutions</td> <td><a href="#">View</a></td> </tr> <tr> <td>Total Equity</td> <td>FT</td> <td>Albridge Solutions</td> <td><a href="#">View</a></td> </tr> <tr> <td>Balanced Portfolio</td> <td>FT</td> <td>Albridge Solutions</td> <td><a href="#">View</a></td> </tr> <tr> <td>Inv Objective Model Port 50-40-10</td> <td>OC</td> <td>Smart, James A</td> <td><a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a></td> </tr> </tbody> </table>				Model Portfolio Name	Type	Author	Action	Current Income	FT	Albridge Solutions	<a href="#">View</a>	Capital Preservation	FT	Albridge Solutions	<a href="#">View</a>	Conservative Growth and Inc	FT	Albridge Solutions	<a href="#">View</a>	Capital Growth	FT	Albridge Solutions	<a href="#">View</a>	Aggressive Growth	FT	Albridge Solutions	<a href="#">View</a>	Total Equity	FT	Albridge Solutions	<a href="#">View</a>	Balanced Portfolio	FT	Albridge Solutions	<a href="#">View</a>	Inv Objective Model Port 50-40-10	OC	Smart, James A	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Model Portfolio Name	Type	Author	Action																																				
Current Income	FT	Albridge Solutions	<a href="#">View</a>																																				
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Conservative Growth and Inc	FT	Albridge Solutions	<a href="#">View</a>																																				
Capital Growth	FT	Albridge Solutions	<a href="#">View</a>																																				
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Total Equity	FT	Albridge Solutions	<a href="#">View</a>																																				
Balanced Portfolio	FT	Albridge Solutions	<a href="#">View</a>																																				
Inv Objective Model Port 50-40-10	OC	Smart, James A	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>																																				
<a href="#">Portfolio(s) without Assigned Model Portfolio</a>		<a href="#">Portfolio(s) with Assigned Model Portfolio</a>																																					

Figure 62

Create Asset Type Portfolio																																
1. Model Portfolio Rebalance Name	Balanced Portfolio																															
2. Asset Type and Weightings <small>(Select up to 20 Asset Type. Please make sure that your weighting total adds up to 100%. Please do not include decimals.)</small>	<table border="1"> <tr> <td>1. Domestic Equity</td> <td>40</td> <td>%</td> </tr> <tr> <td>2. International Equity</td> <td>10</td> <td>%</td> </tr> <tr> <td>3. Domestic Fixed Income</td> <td>30</td> <td>%</td> </tr> <tr> <td>4. International Fixed Income</td> <td>10</td> <td>%</td> </tr> <tr> <td>5. Cash Equivalents</td> <td>10</td> <td>%</td> </tr> <tr> <td>6. None</td> <td></td> <td>%</td> </tr> <tr> <td>7. None</td> <td></td> <td>%</td> </tr> <tr> <td>8. None</td> <td></td> <td>%</td> </tr> <tr> <td>9. None</td> <td></td> <td>%</td> </tr> <tr> <td>10. None</td> <td></td> <td>%</td> </tr> </table>		1. Domestic Equity	40	%	2. International Equity	10	%	3. Domestic Fixed Income	30	%	4. International Fixed Income	10	%	5. Cash Equivalents	10	%	6. None		%	7. None		%	8. None		%	9. None		%	10. None		%
1. Domestic Equity	40	%																														
2. International Equity	10	%																														
3. Domestic Fixed Income	30	%																														
4. International Fixed Income	10	%																														
5. Cash Equivalents	10	%																														
6. None		%																														
7. None		%																														
8. None		%																														
9. None		%																														
10. None		%																														

Figure 63

and assign a weighting to each asset type.

To select an asset type, click the drop-down box and scroll down the list until you find the one you want. Assign a weighting for that index. You can select up to 14 asset types. Make sure that the weighting total adds up to 100%. Click the **Submit** button and your asset type model portfolio is saved to your Model Portfolio list.

The **Create Investment Objective Portfolio** link allows you to name and formulate your own model portfolio based upon investment objectives. Click the link and the **Create Investment Objective Portfolio** screen (*Figure 64*) appears.

Follow the same steps as you did above to create the asset type model portfolio.

20. Type a descriptive name for the Model Portfolio in the Name Model Portfolio Rebalance text box.
21. Select the Investment Objectives that will comprise your model portfolio and assign a weighting to each.

To select an investment objective click the drop-down box and scroll down the list until you find the one you want. Then, assign a weighting for that index. You can select up to 20 investment objectives to make up your model portfolio. Make sure that the weighting total adds up to 100%.

Click the **Submit** button and your investment objective model portfolio is saved to your model portfolio list.

Once you have created and saved a model portfolio, you can then assign that model portfolio to actual client portfolios for comparison purposes.

The second section of the Model Portfolio Rebalance screen is the **Available Model Portfolios** list (*Figure 65*). Any model portfolios which have been pre-loaded by your broker dealer or created by you will be displayed in this list. You will see the following information:

Name of the model portfolio

Type of portfolio (FT= asset type, OC = investment objective)

The author (the person who created the model)

Create Investment Objective Portfolio		
1. Model Portfolio Rebalance Name	<input type="text"/>	
2. Investment Objective and Weightings <small>(Select up to 20 Investment Objective. Please make sure that your weighting total adds up to 100%. Please do not include decimals.)</small>	1. None <input type="text"/> 2. None <input type="text"/> 3. None <input type="text"/> 4. None <input type="text"/> 5. None <input type="text"/> 6. None <input type="text"/> 7. None <input type="text"/> 8. None <input type="text"/> 9. None <input type="text"/> 10. None <input type="text"/> 11. None <input type="text"/> 12. None <input type="text"/> 13. None <input type="text"/> 14. None <input type="text"/> ... More <input type="button"/>	

*Figure 64*

Available Model Portfolio(s)			
Model Portfolio Name	Type	Author	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Current Income	FT	Albridge Solutions	<a href="#">View</a>
Capital Preservation	FT	Albridge Solutions	<a href="#">View</a>
Conservative Growth and Inc	FT	Albridge Solutions	<a href="#">View</a>
Capital Growth	FT	Albridge Solutions	<a href="#">View</a>
Aggressive Growth	FT	Albridge Solutions	<a href="#">View</a>
Total Equity	FT	Albridge Solutions	<a href="#">View</a>
Balanced Portfolio	FT	Albridge Solutions	<a href="#">View</a>
Inv Objective Model Port 50-40-10	OC	Smart, James A	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

*Figure 65*

The links immediately to the right of the author's name allow you to view, edit, or delete the model portfolios listed.

Clicking the **View** link displays the **View Model Portfolio Rebalance** screen, (Figure 66) which shows the asset type or investment objective categories pertaining to that particular portfolio and the weightings for each.

Clicking the **Edit** link brings up the **Edit Model Portfolio** screen (Figure 67). The screen layout and functionality is identical to the Create Model Portfolio screen. You can edit the name of the model portfolio, the asset type or investment objectives and their weightings.

You can delete any of the model portfolios you have created by simply clicking **Delete** (Figure 68). Models loaded by your broker dealer cannot be edited or deleted however.

Model Portfolio Rebalance	
Model Portfolio Rebalance Name:	
Asset Type	Weighting(%)
CASH EQUIVALENTS	10
DOMESTIC EQUITY	40
DOMESTIC FIXED INCOME	30
INTERNATIONAL EQUITY	10
INTERNATIONAL FIXED INCOME	10

**OK**

**Figure 66**

Edit Asset Type Portfolio																			
1. Model Portfolio Rebalance Name	Balanced 50-40-10 Portfolio																		
2. Asset Type and Weightings (Select up to 20 Asset Type. Please make sure that your weighting total adds up to 100%. Please do not include decimals.)	<table border="1"> <tr> <td>1. Cash Equivalents</td> <td>10</td> <td>%</td> </tr> <tr> <td>2. Domestic Equity</td> <td>40</td> <td>%</td> </tr> <tr> <td>3. Domestic Fixed Income</td> <td>30</td> <td>%</td> </tr> <tr> <td>4. International Equity</td> <td>10</td> <td>%</td> </tr> <tr> <td>5. International Fixed Income</td> <td>10</td> <td>%</td> </tr> <tr> <td>6. None</td> <td></td> <td>%</td> </tr> </table>	1. Cash Equivalents	10	%	2. Domestic Equity	40	%	3. Domestic Fixed Income	30	%	4. International Equity	10	%	5. International Fixed Income	10	%	6. None		%
1. Cash Equivalents	10	%																	
2. Domestic Equity	40	%																	
3. Domestic Fixed Income	30	%																	
4. International Equity	10	%																	
5. International Fixed Income	10	%																	
6. None		%																	

**Figure 67**

Delete Model Portfolio Rebalance	
Model Portfolio Rebalance Name:	Balanced 50-40-10 Portfolio
Asset Type	Weighting(%)
CASH EQUIVALENTS	10
DOMESTIC EQUITY	40
DOMESTIC FIXED INCOME	30
INTERNATIONAL EQUITY	10
INTERNATIONAL FIXED INCOME	10
Do you really want to delete this model portfolio rebalance?	
<b>Yes</b> <b>No</b>	

**Figure 68**

The last section on the Model Portfolio Rebalance screen contains two links:

### Portfolios without Assigned Model

**Portfolio Rebalance** lists portfolios that have not been assigned with any model portfolio (*Figure 69*).

Clicking on the **Edit** link will take you to the Edit Portfolio screen for that specific portfolio. Since this portfolio is not currently associated with a model portfolio, you could assign a model portfolio by clicking the Model Portfolio Rebalance drop-down box and selecting from the list of model portfolios. Then click **Submit** to save your selection.

### Portfolios with Assigned Model

**Portfolio Rebalance** lists portfolios that have been assigned with either the Model Asset Type Portfolio or Model Investment Objective Portfolio functions (*Figure 70*).

Clicking on the portfolio name will take you to the model portfolio rebalance report for that specific portfolio.

If you need to adjust a client's Model Portfolio setting, clicking on **Edit** will take you to the Edit Portfolio screen.

## Cost Basis Tab

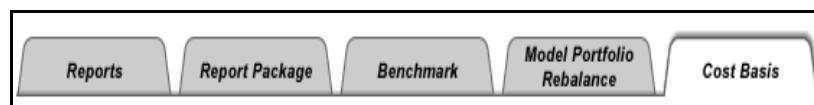


Figure 71

Global Accounting Method				
Client Name ▾	ID ▾	Avg Cost Assignment	Tax Lot Accounting	
Acker, Mary	073652325	Edit	Edit	
Acker, Steve A	024794325	Edit	Edit	
Arnold III, William B	081930425	Edit	Edit	
Arnold, Jamie	045942375	Edit	Edit	
Baker, David	047414316	Edit	Edit	
Baker, Gail M	034682316	Edit	Edit	
Becker, Donna	087144176	Edit	Edit	
Billings, Henry H	000062336	Edit	Edit	
Binder, Mark	076564246	Edit	Edit	
Bowden, George	028088207	Edit	Edit	

Figure 72

The Cost Basis of an asset is the purchase price, including commissions and other expenses used to determine capital gains and capital losses. Albridge Wealth Reporting allows you to adjust the cost basis on an account-by-account basis.

You access the cost basis tools by clicking the **Administration** link on the Control Center. The Report Settings screen appears. Click the **Cost Basis** tab (*Figure 71*) at the far right of the screen.

Cost Basis Client List : AVG Cost Assignment for George Bailey						
Note: First time users click <a href="#">here</a> . Any accounts managed by a source tax-lot accounting feed are excluded from this screen.						
George Bailey						ID: 18724605B
Acct Name: George Bailey's IRA						
Acct No: 2412793KA	Acct Type: IRA Regular			New Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="button" value="Refresh"/> 
Asset Name	Ticker	Date	Assn Quantity	Assn Unit Cost (\$)	Assn Total Cost (\$)	System Price (\$)
ALLIANCE CAPITAL RESERVES		04/30/2002	22.89	1.00	22.89	1.00
► CASH		12/31/2001	-22.89			1.00
► LIQUIDATION RECEIVE RETIREMENT ACCT		12/31/2001	1.00			0.00
► QUAKER INV TR AGGRESSV GR B	QAGBX	12/31/2001	199.79			17.88

*Figure 73*

This will bring up the **Cost Basis Client List (Main)** screen (*Figure 72*). From this screen, you can select the client whose **Cost Basis Assignment** or **Cost Basis Method** you wish to edit by clicking the **Edit** link under either of these column headings for a specific client.

Clicking the **Edit** link under the **Average Cost Assignment** heading will display the **AVG Cost Assignment** screen (*Figure 73*) for that client. A list of all assets, by account, that have unassigned cost bases for initial transactions will display or display the previously assigned cost that you designated. The list includes all assets that are associated with the client's ID number.

Below each of the client's account headings, you will see the following information for the assets that make up the account:

Asset name

Ticker symbol

Date (the date the account was loaded into Albridge Wealth Reporting or the initial purchase date, if later)

Assigned Quantity (as of the date the account was loaded into Albridge Wealth Reporting or the initial purchase date, if later)

Assigned Unit Cost

System Price (as of the date the account was loaded into Albridge Wealth Reporting or the initial purchase date, if later)

Below and to the right of the account name you will see a **calendar** icon (*Figure 74*). When the

calendar is clicked, it enables you to adjust the date of the information populating the Gain/Loss Report.

When you adjust the calendar date for an account's Cost Basis Assignment, it will only adjust assets that have original First Transaction Date information **prior to** the date that you are selecting to change. Any assets with an Initial Transaction Date **after** the selected date will remain unchanged.

Please note that you can change the first transaction date forward to any day for which you have cost basis records; however, you may **not** move the first transaction date prior to the date of first transaction date in the Albridge Wealth Reporting system.

Acct Name: George Bailey's IRA						
Acct No: 2412793KA			Acct Type: IRA Regular		New Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	

*Figure 74*

► QUAKER INV TR AGGRESSV GR B	QAGBX	12/31/2001	199.79	<input type="text"/>	<input type="text"/>	17.88
-------------------------------	-------	------------	--------	----------------------	----------------------	-------

You can enter or edit the **unit cost**

*Figure 75*

**or total cost** for each asset. A **red arrow** to the left of an asset's name indicates this asset has not been assigned a unit or total cost (*Figure 75*). All assets must be assigned a cost basis before you will be able to produce gain/loss information for the client. It is recommended that you focus primarily on assigning a unit or total cost to those assets with the red arrow indicator.

The **assigned quantity of an asset cannot be edited** as this data is provided through the direct feed from the data source. You can enter or edit only the unit cost or the total cost. Simply type in the unit cost as of the date you have selected, and the system will calculate the total cost by multiplying the unit cost and the quantity.

If you enter the total cost, the system will calculate unit cost by dividing the total cost by the quantity

Repeat this process for all accounts flagged by the red arrow, and any other accounts whose unit or total cost basis you feel should be changed. Click the **Submit** button to save your changes and update the system.

If you do not know the cost basis of a particular asset, you can leave the field blank. When you click the **Submit** button, the system price, representing the closing price of the asset on the date of the first transaction will be used instead of the cost basis.

The **Global Accounting Method** allows you to select from three accounting methods for your clients. The accounting method is used to calculate your client's realized gain or loss.

**FIFO** (first-in first-out) uses the cost of the first buy forward to calculate the realized gain or loss of the first sale forward

**LIFO** (last-in first-out) uses the cost of the last buy backward to calculate the realized gain or loss of the first sale forward

**AVG Cost** takes the average unit cost of all buys when calculating the realized gain or loss for sales

You can select the accounting method to be used for your entire client base by clicking the **Global Method** link on the Cost Basis main screen. The Global Method Assignment screen (*Figure 76*) will display. Click the radio button to the left of the accounting method you wish to use (LIFO, FIFO or AVG Cost) to calculate unrealized gains or losses across your entire client base. Click **Submit** to save your change in the system. *The Global Method link will not apply to any accounts for which you have selected an account specific method.*

Cost Basis Client List > Global Method Assignment	
Accounting Method	Description:
<input checked="" type="radio"/> FIFO	Realized Gains/Loss compare Cost Basis of First Buy forward to Sells.
<input type="radio"/> LIFO	Realized Gains/Loss compare Cost Basis of Last Buy backward to Sells.
<input type="radio"/> AVG Cost	Realized Gains/Loss Compare Cost Basis of Average Price of Buys to Sells.

*Figure 76*

You can also select an accounting method by individual accounts. Click the **Edit** link under the **Method** column on the Cost Basis Client List screen for the client whose accounts you wish to assign a specific methodology. The Account Specific Method screen (*Figure 77*) will be displayed for that client.

Click the drop-down box for each account and select the accounting

Cost Basis Client List > Account Specific Method for George Bailey		
<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>		
Please note that any accounts managed by a source tax-lot accounting feed are excluded from this screen.		
George Bailey		ID: 18724605B
Core Account List:		
Acct No	Acct Name	Accounting Method
2412793KA	George Bailey's IRA	<input type="button" value="LIFO"/> <input type="button" value="FIFO"/> <input type="button" value="LIFO"/> <input type="button" value="AVG COST"/>

*Figure 77*

method you wish to use for that account. Click **Submit** to register your change in the system.

Once you assign a methodology specifically to an account, global method changes will no longer affect that account.

Your home office is notified through an audit report when an accounting method is changed more than once.

## Tax Lots for cost basis

Albridge Wealth Reporting provides advisors and investors with a detailed breakdown of realized and unrealized gains and losses by holding period and by specific tax lot. Assets on the various cost basis reports can be displayed either at the summary level or as individual tax lots, with the ability to dynamically switch between the two views, as needed. Tax Lot reporting offers advisors the ability to enter historical tax lot information to give the complete cost basis view of the account or portfolio. Access to detailed tax lot information helps advisors incorporate potential tax implications into their decision making process.

### Features:

**Tax Lot Gain/Loss Reports:**

**Tax Lot Gain/Loss by Investor (Figure 78)**

**Tax Lot Unrealized Gain/Loss by Investor (Figure 79)**

**Tax Lot Realized Gain/Loss by Investor (Figure 80)**

Reports displayed either at aggregate or detailed tax lot levels

Short and long term gain/loss designation and calculation for asset management and tax reporting

Tax lot level reporting includes the associated open and close dates

Options to include tax lot reports in investor Report Packages at either aggregate or detailed tax lot level

Accounting method set at the advisor or account level

FIFO, LIFO, Average Cost (single and double category) accounting methods

High Cost (long and short term) and Low Cost (long and short term) lot matching strategies

### TAX LOT GAIN/LOSS BY INVESTOR

Aaron Investor											
Asset Name	Open Date	Closed Date	Units	Total Cost(\$)	Current Value(\$)	Closed Value(\$)	Realized Gain/Loss(\$)				Total
							Short Term	Long Term	Total	Short Term	Long Term
EXXON			680.00	3,950.48	5,685.21	3,646.00	163.73	-194.27	-350.26		
	12/16/2002	03/04/2003	200.00	2,050.00	2,920.00					85.00	85.00
	1/4/2003	02/18/2003	150.00	1,550.00	1,655.00					84.73	84.73
	10/09/2002	01/07/2003	56.90	1,925.49	1,710.21					1,484.68	1,484.68
SCHLUMBERGER			40.50	1,025.15	545.41					545.41	545.41
	09/03/2002	01/17/2003	44.41	1,025.15	1,025.15					545.41	545.41
EPICURA INC			1,380.00	38,760.00	21,010.00	-17,750.00				-17,750.00	
	09/03/2002	02/14/2003	860.00	24,510.00	13,760.00	-10,750.00				-10,750.00	
	08/03/2002	01/03/2003	500.00	14,260.00	7,250.00	-7,000.00				-7,000.00	
CATERPILLAR			184.00	1,100.00	64,620.00	63,620.00				2,400.01	2,400.01
	09/03/2002	02/12/2003	160.00	61,103.00	63,605.01					2,400.01	2,400.01
Account Total:					\$119,147.23	\$90,526.36	-321,972.61	\$2,651.74-\$19,320.87			

Figure 78

### TAX LOT UNREALIZED GAIN/LOSS BY INVESTOR

Aaron Investor											
Asset Name	Open Date	Closed Date	Units	Total Cost(\$)	Current Value(\$)	Closed Value(\$)	Unrealized Gain/Loss(\$)				Total
							Short Term	Long Term	Total	Short Term	Long Term
JOHNSON & JOHNSON			3,674.26	4,029.23	4,216.33					14,296.11	
	12/02/2000	150.00	3,305.00	4,353.00	1,044.00					1,044.00	
			239.56	3,169.20	6,357.03	1,044.00				807.83	1,044.00
EXXON			150.00	3,305.00	4,353.00	1,044.00				1,044.00	
	12/02/2002	150.00	3,305.00	4,353.00	1,044.00					1,044.00	
	02/25/2001	89.56	1,781.20	2,508.00						807.83	807.83
Account Total:					\$10,408.20	\$11,300.03	\$1,044.00	\$1,651.63	\$0,707.73		
SCHLUMBERGER			1,369.00	2,069.55	3,998.11					1,328.56	
					Account Total:	\$2,069.55	\$3,998.11				\$1,328.56

Figure 79

Specific tax lot matching and allocation for extraordinary situations

Automated adjustments for Corporate Actions (splits, mergers, CUSIP changes)

Checks and balances to ensure the accuracy of the information generated

Ability to specify any missing open tax lot positions

Customizable for flexible access control, ease of implementation and compliance monitoring

To learn more about Albridge Solution's Tax Lot Reporting please review the **Tax Lot Section (Page 79)**.

## Performance Administration Tab

### Setting Your Default Calculation Method

If you have been granted the appropriate privileges you will be able to set your own default calculation method for arriving at Rate of Return (ROR) results if the default set by your Financial Institution is not appropriate to your clients.

From the Control Center click Administration and then the Performance Administration tab.

The Global Performance Calculation Default is the calculation method selected by your Financial Institution as the default. In our example (*Figure 81*) it's Modified Dietz.

You can have a different method as your personal default by selecting the required method from the drop down list and clicking the **Submit** button.

Once you Submit your default to the system it will be used for all your portfolios, unless you set a different method at the Portfolio level (see next section).

The available methods in Albridge Wealth Reporting are:

Modified Dietz

Internal Rate of Return (IRR)

Daily Time-Weighted Rate of Return (DTWR)

Note there is a difference between selecting, in this example, **Default (Modified Dietz)** and **Modified Dietz**. If you select **Default (Modified Dietz)**, then the Global Performance Calculation Default will always be used as your personal default. If the Global Default changes, so will your personal default method. But if you choose **Modified Dietz** (again, in this example), then your portfolios will always use Modified Dietz, even if the Global Default is changed to, say, IRR.

Depending on the privileges granted to you by your FI, you may not have access to all four methods.

### TAX LOT REALIZED GAIN/LOSS BY INVESTOR

Aaron Investor						
Asset Name	Units	Total Cost(\$)	Current Value(\$)	Unrealized	Gain/Loss(\$)	Total
OILLETTE	154.00	3,328.00	4,353.00	1,044.00	-	1,044.00
SCHLUMBERGER	504.90	-	-	-	-198.27	-198.27
PRAKAR	69.50	-	-	-	-3872.61	-3,872.61
CATERPILLAR	864.00	-	-	-	-17,750.00	-17,750.00
JOHNSON & JOHNSON	184.00	61,108.80	53,403.81	2,488.01	-	2,488.01
GENERAL ELECTRIC	239.56	5,108.20	6,952.03	1,851.83	-	1,851.83
Account Total:		\$69,515.00	\$74,908.84	\$5,393.84	\$21,818.88	-\$16,425.04

Acct Name: AARON INVESTOR VA 1057 ADAMS DR. GIBRALter 97454						
Asset Name	Units	Total Cost(\$)	Current Value(\$)	Unrealized	Gain/Loss(\$)	Total
INGERSOLL-RAND	874.25	8,926.22	19,716.33	10,595.11	-	10,595.11
LOCKHEED-MARTIN	213.00	4,305.51	6,100.15	1,794.04	-	1,794.04
Account Total:		\$12,985.73	\$25,396.48	\$12,350.75	\$0.00	\$12,350.75
Account Other Holdings Total:				-\$605.14		

Acct Name: Payment Account - AARON INVESTOR						
Asset Name	Units	Total Cost(\$)	Current Value(\$)	Unrealized	Gain/Loss(\$)	Total
AOL TIME WARNER	174.26	8,942.23	23,458.13	14,515.90	-	14,515.90
WAL-MAT DISNEY	568.42	-	-	-	-378.30	-378.30
PEPSICO	238.56	5,108.20	6,852.03	1,844.00	-	1,844.00
Account Total:		\$14,042.43	\$30,810.16	\$15,959.90	\$-378.33	\$15,581.57
Account Other Holdings Total:				\$450.02		

Figure 80

Figure 81 - Setting the Advisor Default Calculation Method

## Asset Classification Tab

### Setting Asset Classification

If you have been granted the appropriate privileges you will be able to choose which Asset Classification, Asset Type or Investment Objective, is displayed on reports. .

From the Control Center, click Administration and then the Asset Classification tab. This page is divided into two sections for configuring the way Asset Classification reports are displayed.

The top section is Asset Classification Grouping and is broken down into three columns. The first contains the

**Reports** that are affected by Asset Classification: Holdings by Classification, Comparative Holdings by Classification, Portfolio Snapshot, Holdings by Investor and Holdings by Portfolio. The second column is for **Classification Grouping** and contains radio buttons to allow you to select Asset Type, Investment Objective or Default Election for each affected report. The **Default Election** displayed in the third column is what the Financial Institution (Broker-Dealer) has selected as the default for a given report. Any selection in the Classification Grouping column will override Financial Institution (Broker-Dealer) settings.

The bottom section for **Maximum Asset Classifications on Asset Allocation Reports** is where you can choose the maximum number of Asset Classes that appear in the pie charts on the Asset Allocation by Asset Type and Asset Allocation by Investment Objective reports. That number can range between 13 and 40. \*Note that the Asset Classifications with the highest weighting will be displayed and any additional will be rolled into the "Other" category.

The screenshot shows a configuration interface for Asset Classification. At the top, there is a navigation bar with tabs: Reports, Report Package, Benchmark, Model Portfolio Rebalance, Cost Basis, and Asset Classification. The Asset Classification tab is active. Below the navigation bar, there is a section titled 'Asset Classification Grouping' with five rows, each corresponding to a report type:

Reports	Classification Grouping	Default Election
Holdings by Classification	<input type="radio"/> Asset Type <input checked="" type="radio"/> Investment Objective <input type="radio"/> Both <input type="radio"/> Default Election	Both
Comparative Holdings by Classification	<input type="radio"/> Asset Type <input checked="" type="radio"/> Investment Objective <input type="radio"/> Both <input type="radio"/> Default Election	Investment Objective
Portfolio Snapshot	<input type="radio"/> Asset Type <input type="radio"/> Investment Objective <input type="radio"/> Both <input checked="" type="radio"/> Default Election	Asset Type
Holdings by Investor	<input type="radio"/> Asset Type <input type="radio"/> Investment Objective <input type="radio"/> Both <input checked="" type="radio"/> Default Election	Asset Type
Holdings by Portfolio	<input type="radio"/> Asset Type <input type="radio"/> Investment Objective <input checked="" type="radio"/> Default Election	Asset Type

Below this section is a note: "Maximum Asset Classifications on Asset Allocation Reports". It includes a dropdown menu set to 13, a note stating "Asset Classes will be displayed on the Asset Allocation by Asset Type and the Asset Allocation by Investment Objective reports.", and a note below it stating "Note: The Asset Classifications with the highest weight will be displayed. Any additional will be rolled into the 'Other' category." At the bottom right of this section are 'Cancel' and 'Submit' buttons.

Figure 82

## Edit Names

The next sub-link under Administration is **Edit Names** (*Figure 83*). Edit Names allows you to change the way a client's name appears on your Client List. Edit Names does not change the legal name on an account, only the way the name appears in the Client List and on Albridge Wealth Reporting reports. For instance, the name that Albridge Solutions received from a product company may be the client's formal name, but you want to see a shortened version or nickname instead. Simply type in the names as you want it to appear on the Client List and click the **Submit** button. Changing the client name in the Albridge Wealth Reporting application has no effect on the way the name appears in the registration at the product company.

First Name	Middle Initial	Last Name	ID
Jane	M	Aaron	17726802B
Mary	T	Aaron	16449524B
Dana	A	Adams	188469401
John	Q	Adams	392563141
Jim		Anderson	14760211B
Peter		Anderson	19728631B
George		Bailey	18724605B
Adele		Bennett	17226095B
Curt		Bennett	15462438B
Sally		Bloom	16024726B
Benny		Bradley	21164085B
Lynn		Brown	15768979B
Lynn		Brown Trust	19646032B

*Figure 83*

## Data Tools

The last sub-link under the Administration link is **Data Tools** (*Figure 84*).

The Data Tools screen is divided into four tabbed sections. Each will take you to a screen or series of screens that will enable you to correct/update missing or erroneous data. The tabs are:

- Map/Unmap VA/VUL Agent ID
- Assign Orphaned Acct.
- Order Missing Data
- Data Convertor

### Map VA/VUL Agent ID

Albridge Solutions is able to associate the business you have written under a secondary rep or agent number with your primary rep number at your broker dealer. If this rep or agent number has not been associated to the advisor, they will not see the client/investors' accounts linked to that rep or agent number.

Map VA/VUL Agent ID (*Figure 85*) will allow you to view all the rep numbers you are associated to and add ones that have not yet been reported to Albridge Solutions. If a particular rep or agent number is not listed, you can add that number to the records and begin viewing the account information. The steps to map an agent or rep ID are as follows:

22. Fill in your correct agent ID for a missing variable annuity or variable universal life company into the agent ID field.
23. Enter your client's account number.
24. Enter your client's social security number without the dashes (ie.111223333.)
25. When complete, click the Submit button at the bottom of the screen to process your request. You will be notified immediately if the entered agent ID was mapped to you

Map VA/VUL Agent ID does not allow an advisor to establish a sales/marketing agreement or a relationship with a product company.



*Figure 84*

The screenshot shows a web form titled 'Map VA/VUL Agent Id'. At the top, there are four tabs: 'Data Convertor', 'Map VA/VUL Agent Id' (which is selected and highlighted in blue), 'Assign Orphaned Acct', and 'Order Missing Data'. Below the tabs, a message states: 'An Agent ID is an identification associated with your practice internal to a Variable Annuity/VUL. If you notice that all your accounts with a product company that you do business with are not appearing in your downloaded accounts please use this tool.' A 'Steps:' section lists four numbered steps for mapping an agent ID. Below the steps, there is a table with three rows: 'Your Existing Agent IDs:' containing a long list of IDs, 'Enter Agent ID:' with an input field, 'Enter Client Account Number:' with an input field, and 'Enter Client ID:' with an input field. At the bottom right are 'Cancel' and 'Submit' buttons.

*Figure 85*

## Unmap VA/VUL Agent ID

The Unmap VA/VUL Agent ID feature (*Figure 86*) will allow privileged advisors to unmap rep numbers that are not associated to them. This issue is caused by the incorrect agent code or rep number being submitted in the rep file from the broker-dealer. An incorrect mapping of agent ids or rep numbers will cause additional accounts and investors to appear within your client list that do not belong. To resolve this rare issue, please complete the following steps:

26. Locate the incorrect agent id and interface type
27. Click the **Unmap** hyperlink
28. Click **OK** when the system asks are you sure you want to delete this agent id.

Unmap Agent ID Steps:				
1. Please find the rep number you wish to un-map from the list below and select unmapping.				
Agent ID	Int Type	VA Code	Unmap	
000021122	DST	HH	<a href="#">Unmap</a>	
0000576539	DST	AA	<a href="#">Unmap</a>	
1453	SEI	--	<a href="#">Unmap</a>	
158320059	DST	ON	<a href="#">Unmap</a>	
158320059	DTCC	--	<a href="#">Unmap</a>	
158320059	Nationwide Life	--	<a href="#">Unmap</a>	
158320059	Nationwide Annuity	--	<a href="#">Unmap</a>	
158320059	FOLIOfn	--	<a href="#">Unmap</a>	
159600238	Manual Entry	--	<a href="#">Unmap</a>	
3043	DST	--	<a href="#">Unmap</a>	
30433	DST	--	<a href="#">Unmap</a>	
30433	DAZL	--	<a href="#">Unmap</a>	
30433	Putnam	--	<a href="#">Unmap</a>	
30433	GE Private Asset Management	--	<a href="#">Unmap</a>	
30433 MOO	DAZL	--	<a href="#">Unmap</a>	
542	National IBG	--	<a href="#">Unmap</a>	
5R55191	DST	NZ	<a href="#">Unmap</a>	
657	DST	--	<a href="#">Unmap</a>	
657-30433	DST	--	<a href="#">Unmap</a>	
657-30433	DAZL	--	<a href="#">Unmap</a>	
657-30433	Putnam	--	<a href="#">Unmap</a>	
657-30433	GE Private Asset Management	--	<a href="#">Unmap</a>	
BQ4KNN	DST	--	<a href="#">Unmap</a>	
BQ4KNN	DST	AA	<a href="#">Unmap</a>	

Figure 86

## Assign Orphaned Account

The Assign Orphaned Account screen (*Figure 87*) allows you to assign accounts to your clients that were possibly miscoded by the data providers. Albridge Solutions uses a combination of the client's social security or tax ID number, account number and the advisor's rep number to associate a client and their accounts to the proper advisor.

If Albridge can attribute an account to the advisor but cannot correctly

associate the account to the proper client, the account is considered an Orphaned Account. This may occur, for example, if a client's social security number on a specific account has been incorrectly reported to Albridge Solutions.

If there are accounts among an advisor's client base for which this situation exists, they will be listed on the bottom of the Assign Orphaned Accts screen. You can correct this error by completing the following steps for each account listed:

29. Type in the correct client social security number in the field to the right of the listed orphaned account.
30. Click the **Submit** button next to the account to process the request. You will be notified immediately if it was successful and, if so, that account and social security will appear in your main client list.

Data Convertor	Map VA/VUL Agent Id	Assign Orphaned Acct	Order Missing Data								
<p>There are occasions when the data providers miscode your client's ID. On this form we have listed all of your resulting orphaned accounts with the associated account number, account name and account type. In order to associate the orphaned account with the client please enter the client's true ID in the orphaned account row.</p> <p><b>Attention:</b> Please ensure that you are assigning the orphaned account to the correct client. The process is permanent.</p> <hr/> <table border="1"> <tr> <td>Acct No</td> <td>Legal Name</td> <td>Acct Type</td> <td>ID (ie.111223333)</td> </tr> <tr> <td colspan="4" style="text-align: center;">Cancel</td> </tr> </table>				Acct No	Legal Name	Acct Type	ID (ie.111223333)	Cancel			
Acct No	Legal Name	Acct Type	ID (ie.111223333)								
Cancel											

Figure 87

Please note that correcting the client's social security number within the Albridge Wealth Reporting application will not correct the error at the product company. You must ask the product company to correct the error on their records to ensure proper tax reporting for your client.

## Order Missing Data

Occasionally, some of your accounts for a particular product company may appear to be missing from your client's account information. For example, some product companies do not permit us to capture your account information through your Broker/Dealer *without your explicit approval*.

The **Order Missing Data** screen (*Figure 88*) enables you to order data from firms that do not have the ability to deliver downloads through your home office feeds. Once you've filled in the client name and account number for each product company you wish to order, an electronic registration will be sent to them requesting the data feed.

31. On the initial screen, preview the list of product companies to ensure the required one is available. Select the company by clicking on the box to the left of the product company's name. When you have selected all necessary product companies, click the **Next** button at the bottom of the screen.
32. On the second screen, (*Figure 89*) enter the **Client Name** and **Account #** in those fields. Enter only one client name and account number; a single account is sufficient for the purpose of this request. Click the **Next** button and you will have completed your missing data request.

Please note: This process may take several weeks once you have applied for the new downloads to start. Albridge Solution's Client Service Team CANNOT check the status on your behalf. To determine the status, please contact DST directly.

**Figure 88**

**Figure 89**

## Data Convertor<sup>1</sup>

Albridge Data Convertor is an optional, additional service of Albridge Wealth Reporting that allows you to import historical core data from one of the supported portfolio accounting applications into core data consolidated by Albridge.

Albridge Solutions is currently able to convert data from Advent Axys, FCSI dbCAMS +, and Schwab Centerpiece 5.

If your broker dealer has contracted with Albridge Solutions to provide the Data Convertor services, the Data Convertor tab will be visible on the main Data Tools screen. Clicking on the Data Convertor tab will launch the initial screen for the Albridge Data Convertor service (*Figure 90*).

Data Convertor is a separate service beyond the scope of this manual. However, detailed information on the use of Albridge Data Convertor is available by emailing Data Convertor Customer service. The following is a brief summary of the Data Convertor process.

There are three steps in the process.

### 33. Initiate the Data Convertor service.

To start the process and receive the delivery instructions for your data answer the questions from the Initiate screen. The information you enter will help Albridge Tech Support to assist you later if necessary. A one-time fee will be charged to your account after the data is successfully loaded to the Data Convertor database.

### 34. Deliver the Data to Albridge Solutions.

You will be asked to follow the delivery instructions to export your data set and deliver it to Albridge Data Convertor. Once the data is received by the Data Convertor team, you will see your status read, "Data is received." Our team will then unpack and schedule your data for loading. Once it is successfully loaded for your approval, the status will report, "Data is loaded."

### 35. Review the Data and Approve.

The "Review and Approve" section allows you to review, edit and approve your imported data. The Review and Approve Client List includes: Clients with Pending History, Homeless Accounts, Scheduled, and Approved.

**Figure 90**

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<sup>1</sup> if available through your Broker Dealer

## Batch Jobs

Albridge Wealth Reporting's Batch Job feature allows you to automate the task of compiling and preparing Client Statements at the end of a monthly, quarterly or annual reporting period.

Click the **Batch Jobs** link in the Control Center and the **Batch Jobs** screen (*Figure 91*) will appear. This screen lists a Batch Jobs that you currently have scheduled.

Immediately below the Batch Jobs heading, you will see the **Create New Batch Job** link. Click the link and the **Create Batch Job – Step 1 of 2** screens (*Figure 92*) appears. Setting up a new batch job requires only a few keystrokes.

You will be asked to complete the following options:

**36. Name the Batch Job** (*Figure 93*) -

Give the job a name that is meaningful to you, such as "Top Clients Monthly Holdings" or something similarly specific.

**37. Choose the E-mail or Print Batch Job** option (*Figure 94*). To have the report e-mailed to clients or produced in a consolidated PDF for you to retrieve for printing. The batch job is a report in PDF format.

Selecting the **E-mail** option will result in your chosen report being delivered directly to the clients listed in the Batch Job by e-mail. The e-mail from Albridge Wealth Reporting includes a secure, password protected hyperlink to the client's report. The client must be registered to use the Albridge Wealth Reporting system in order to access reports delivered by e-mail.

*Figure 91*

Note: Large batch jobs can be difficult to manage. We recommend that you limit each batch job to not more than 25 clients. Investors must be registered for access in order to view email batch jobs.

1. Name the Batch Job
2. Choose E-mail or Print  E-mail  Print
3. Choose the Report Period
4. Select the Report Type
5. Select Clients  
(Use Client List below or use Batch Job Client Search on the right.)

Name	ID
Aaron, Jane M	17726802B
Aaron, Mary T	16448524B
Adams, Dana A	188469401
Adams, John O	200562444

*Figure 92*

1. Name the Batch Job
2. Choose E-mail or Print  E-mail  Print

*Figure 93*

2. Choose E-mail or Print  E-mail  Print

*Figure 94*

There are two versions of e-mail batch job delivery: Light and Full (Figure 95). Select the radio button next to your desired method.

The **Light** version gives your

clients access to the White Page version of the report. The White Page version only allows your client to view the PDF report you selected for them. It does not permit the user any further access to the Albridge Wealth Reporting system. For those clients you wish to have "Light" access, it is recommended that you do **not** approve the clients' registrations until you have set up the Batch Job.

The **Full** version allows your clients to access the client version of Albridge Wealth Reporting to view or print the PDF Report that you selected as part of their batch job. The Full version also enables clients' full access to the Albridge Wealth Reporting system and all functionality available, such as running other client reports, creating portfolios and manual account entry.

The **PRINT** option results in a single Adobe Acrobat (PDF) file being produced for you that will contain reports for all of the clients listed in the batch job. You can then print these reports locally, present to investors, or you can save the file to your computer's hard drive for viewing or printing at a later time.

#### 38. Choose the Report Period

drop-down box (Figure 96) provides a choice of 22 time periods for the report.

39. **Select the Report Type** (Figure 97) gives you a choice of several reports to be prepared. You can choose any single client report available in the Albridge Wealth Reporting system or choose one of the statement report packages with a combination of individual client reports that you have previously selected.

40. **Select Clients** allows you to click on the **radio button** to the left of the names of any clients you wish to include in the batch job (Figure 98). For best results, it is recommended that you do not include more than 25 clients per batch job.

If you have a batch job that you want to prepare for 40 clients, set up

1. Select client version:	<input type="radio"/> Full <input checked="" type="radio"/> Light
Note: Changing the selected portfolio will not change the investors default report settings. As a result, this setting will only affect the report the investor sees when they click the link in the e-mail and not the report they will see if they login directly from the main login page.	

Figure 95

3. Choose the Report Period	Last Month (runs monthly) Last Month (runs monthly) Last Quarter (runs quarterly) Last Year (runs annually) Year to Date (runs monthly) Quarter to Date (runs monthly) Year to Date Latest Month End (runs monthly) Quarter to Date Latest Month End (runs monthly)
4. Select the Report Type	
5. Select Clients (Use Client List below or use Batch Job Client Search on the right.)	

Figure 96

4. Select the Report Type	Monthly Reporting Monthly Reporting Quarterly Reporting Annual Statement Holdings by Investor Holdings by Portfolio Holdings by Classification Transactions by Investor Transactions by Portfolio Asset Allocation - Asset Type Asset Allocation - Investment Objective Model Portfolio Rebalance Portfolio Summary Portfolio Detail Comparative Holdings by Investor Comparative Holdings by Classification Core Value and Benchmark Core Multi-Period Performance Gain/Loss by Investor Core Summary
5. Select Clients (Use Client List below or use Batch Job Client Search on the right.)	

Figure 97

5. Select Clients (Use Client List below or use Batch Job Client Search on the right.)	<input type="checkbox"/> Name <input type="checkbox"/> ID																						
<table border="1"> <thead> <tr> <th>Name</th> <th>ID</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> Aaron, Jane M</td> <td>17726802B</td> </tr> <tr> <td><input type="radio"/> Aaron, Mary T</td> <td>16448524B</td> </tr> <tr> <td><input checked="" type="radio"/> Adams, Dana A</td> <td>188469401</td> </tr> <tr> <td><input type="radio"/> Adams, John Q</td> <td>392563141</td> </tr> <tr> <td><input type="radio"/> Anderson, Jim</td> <td>14760211B</td> </tr> <tr> <td><input type="radio"/> Anderson, Peter</td> <td>19728631B</td> </tr> <tr> <td><input checked="" type="radio"/> Bailey, George</td> <td>18724605B</td> </tr> <tr> <td><input type="radio"/> Bennett, Adele</td> <td>17226095B</td> </tr> <tr> <td><input checked="" type="radio"/> Bennett, Curt</td> <td>15462438B</td> </tr> <tr> <td><input type="radio"/> Clegg, David</td> <td>17226095B</td> </tr> </tbody> </table>		Name	ID	<input checked="" type="radio"/> Aaron, Jane M	17726802B	<input type="radio"/> Aaron, Mary T	16448524B	<input checked="" type="radio"/> Adams, Dana A	188469401	<input type="radio"/> Adams, John Q	392563141	<input type="radio"/> Anderson, Jim	14760211B	<input type="radio"/> Anderson, Peter	19728631B	<input checked="" type="radio"/> Bailey, George	18724605B	<input type="radio"/> Bennett, Adele	17226095B	<input checked="" type="radio"/> Bennett, Curt	15462438B	<input type="radio"/> Clegg, David	17226095B
Name	ID																						
<input checked="" type="radio"/> Aaron, Jane M	17726802B																						
<input type="radio"/> Aaron, Mary T	16448524B																						
<input checked="" type="radio"/> Adams, Dana A	188469401																						
<input type="radio"/> Adams, John Q	392563141																						
<input type="radio"/> Anderson, Jim	14760211B																						
<input type="radio"/> Anderson, Peter	19728631B																						
<input checked="" type="radio"/> Bailey, George	18724605B																						
<input type="radio"/> Bennett, Adele	17226095B																						
<input checked="" type="radio"/> Bennett, Curt	15462438B																						
<input type="radio"/> Clegg, David	17226095B																						

Figure 98

2 identical batch jobs with slightly different names so that neither of them exceeds the 25 client limitation.

41. Click on the **Next** button.

The **Create Batch Job – Step 2 of 2** screen (*Figure 99*) appears with the list of clients you selected on the previous screen. On this screen, you will be asked to choose the portfolio to report on for each client in the batch job report. The system automatically defaults to the combined account portfolio. To change the portfolio, simply **click the drop-down box** under the portfolio column for each client and select the portfolio for that client.

Print batch jobs can include both public and private portfolios, E-mail batch jobs can only be run on public portfolios.

Batch Jobs : E-mail - Step 2 of 2			
Security Note: E-mail messages will be sent to the e-mail addresses for each client. Each client's information is protected by the client's username and secret password. It is your responsibility to ensure that the e-mail addresses are correct in this system. Click <a href="#">here</a> to preview the compliance approved e-mail notification your client would receive.			
1. Select client version:			<input type="radio"/> Full <input checked="" type="radio"/> Light
Note: Changing the selected portfolio will not change the investors default report settings. As a result, this setting will only affect the report the investor sees when they click the link in the e-mail and not the report they will see if they login directly from the main login page.			
Client Name	ID	Portfolio	E-mail
Aaron, Jane M	17726802B	Combined Account Portfolio	123@anyisp.com
Adams, Dana A	188469401	Combined Account Portfolio	abc@123.com
Anderson, Jim	14760211B	Combined Account Portfolio	123@anyisp.com
Bailey, George	18724605B	Combined Account Portfolio	123@anyisp.com
Bennett, Curt	15462438B	Combined Account Portfolio	curt@anyisp.com
Mitchell, Donald	14932303B	Combined Account Portfolio	test@test.com
Strong, Jim	19234207B	Combined Account Portfolio	jstrong@anyisp.net
		Combined Account Portfolio	
		Strong Retirement Portfolio	
		Strong Short Term Pool	

**Figure 99**

For clients included in E-mail batch jobs, please make certain that their e-mail addresses are correct in the Albridge Wealth Reporting system. The system has no way of knowing if a client's e-mail batch job report was not delivered due to an incorrect or inactive e-mail address.

Click the **Submit** button and you will return to the **Batch Jobs** screen. You will now see the batch job you just created on either the **Active E-mail Job** list or the **Active Print Job** list.

For active e-mail batch jobs, you will see three links to the far right of each batch job, **View**, **Edit** and **Delete**. The first link is the status of the batch job and it will read "View" for e-mail batch jobs. Clicking the **View** link (*Figure 100*) will allow you to see the clients and reports produced under the batch job. You can use the "View" feature to reference the report that will be included in the batch job. For active print batch jobs, you will see three links: Retrieve, Edit and delete. The first link is the status of the batch job and it will read "waiting" for print batch jobs. The batch job status will change from "waiting" to "Retrieve" when the reports are available to download a print.

Batch Jobs : View Batch Job		
<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>		
Batch Job Name:	Monthly Summary	
Batch Job Type:	E-mail	
Report Period:	Last Month (runs monthly)	
Report Type:	Monthly Reporting	
Batch Job Version:	Light	
Client Name	ID	<a href="#">View</a>   <a href="#">Delete</a>
Aaron, Jane M	17726802B	<a href="#">View</a>   <a href="#">Delete</a>
Aaron, Mary T	16448524B	<a href="#">View</a>   <a href="#">Delete</a>
Burford, Larry	18558389B	<a href="#">View</a>   <a href="#">Delete</a>
Callahan, Janis	15834378B	<a href="#">View</a>   <a href="#">Delete</a>
Daugherty, Dave	18932103B	<a href="#">View</a>   <a href="#">Delete</a>
Daugherty, Kathy	16842983B	<a href="#">View</a>   <a href="#">Delete</a>
DePalma, Louis	15370478B	<a href="#">View</a>   <a href="#">Delete</a>
Doyle, Greg M	18566275B	<a href="#">View</a>   <a href="#">Delete</a>
<b>Done</b>		

**Figure 100**

Clicking on the **Retrieve** link will result in the system launching the Adobe Acrobat Reader application and downloading the batch job file directly to your screen. You can then save the file to your hard drive for later viewing and/or printing.

When the **Edit** link is selected, the **Edit Batch Job** screen appears (*Figure 101*). This screen has the identical layout and functionality as the Create Batch Job screen and allows you to make changes to an existing batch job. You can change the report period, alter the report type, or add or remove clients.

The **Delete** link gives you the ability to delete batch jobs that you no longer want to run. Please keep in mind, a batch job will continue to run indefinitely until you modify or cancel it.

The **Sent History Log** link is displayed at the bottom left of the Batch Job screen. When you click on this link, the Sent History Log screen displays the batch job name, date and time the batch job was sent.

**Batch Jobs : Edit Batch Job - Step 1 of 2**

[View](#) | [Edit](#) | [Delete](#)

Note: Editing a batch job will not take affect until the next time that job is run. Unfortunately, jobs that have already run can not be affected.

1. Name the Batch Job
2. Choose E-mail or Print  E-mail  Print
3. Choose the Report Period
4. Select the Report Type
5. Select Clients  
(Use Client List below or use Batch Job Client Search on the right.)

*Figure 101*

### Resend, Re-Run, and Early-Run Features

If you want to **Resend** (*Figure 102*) a batch job email to a client, click the **Edit** link corresponding to the job linked to the client. That will bring you to Step 1 of 2 in "Edit Batch Job". At the bottom of the page click **Next** to go to Step 2 of 2. Each client row will have a radio button labeled **Resend**. By selecting that radio button and hitting **Submit**, you will prompt the system to resend the batch job email out to your client.

The **Re-Run** (*Figure 103*) link on the main Batch Job screen allows you to regenerate a batch job that had previously run, updating it with the most recent information. Clicking the **Early-Run** (*Figure 103*) link will execute a batch job prior to Albridge starting its normal batch job processing. (\*Jobs will complete within 24-48 hours when the Re-Run and Early-Run buttons are used.)

Client Name	ID	Portfolio	E-mail	Resend
Anton, Garrett L	XXXXXX4127	Combined Account Portfolio	Lesley.Haughney@ikonOff	<input type="radio"/>
Hall, Emily R	XXXXXX5112	Combined Account Portfolio	Emily.hall@yahoo.com	<input type="radio"/>

*Figure 102*

Active Print Job List				
Job Title	Report Period	Retrieve   Edit   Delete	Re-Run	Early-Run
Gold Tier Batch	Last Quarter (runs quarterly)	<a href="#">Retrieve</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Re-Run</a>	<a href="#">Early-Run</a>
Silver Tier Batch	Last Quarter (runs quarterly)	<a href="#">Retrieve</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Re-Run</a>	<a href="#">Early-Run</a>
Bronze Tier Batch	Last Month (runs monthly)	<a href="#">Retrieve</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Re-Run</a>	<a href="#">Done</a>

*Figure 103*

## Historical Entry<sup>2</sup>

Historical Entry gives you the ability to manually add transactions to your existing core assets and to update the price history. You may only add or update information prior to the date on which Albridge Solutions first received core account data from the data sources approved by your broker dealer.

To access the Historical Entry feature, click on the Accts link for a client. Once on the Accounts page, click on the Historical Entry link located to the right of the Core Accounts.

On the Historical Entry screen (*Figure 104*) you can enter historical or transactions that assets that already appear in Albridge Wealth Reporting but whose entire history is not complete. Please note, you will not have the ability to add or edit core data/transactions utilizing this feature. You may only enter historical transactions prior to the first transaction date. You also have the ability to add historical assets on this screen.

The purpose of “adding” a historical asset is to allow the advisor to reflect an asset on the Client Reports that was both purchased and fully liquidated prior to the date when Albridge Solutions first started downloading account and transaction information.

To add a historical asset, click the **Add Historical Asset** link for the account on the initial Historical Entry screen (*Figure 105*). The steps for adding a historical asset are identical to those of adding a manual asset.

You will be asked to identify the asset and specify (*Figure 106*) whether the asset is tracked or non-tracked.

By selecting the **Tracked** button, you will arrive at the **Historical Entry Search Tracked Asset** screen (*Figure 107*). This screen allows you to search for an asset by ticker, asset name or CUSIP. As an example, we have entered the ticker symbol for Cisco Systems (CSCO) as our search text.

Historical Entry								
Warning: Do not use Historical Entry to add Historical transactions for any asset that has been updated by Data Convertor or if you have already used Edit Core Info to add transactions to that asset. You must use Edit Core Info to update those assets. If Edit Core Info is not available to you, please contact Customer Service for assistance.								
Curt Bennett							ID: 15462438B	
Acct Name: Curt Bennett's Roth IRA Account							Acct Type: ROTH IRA <a href="#">Add Historical Asset</a>	
Acct No: 5493220183								
							Price Tracking	
							Full    Partial    None	No. of Trans
							Core    Historical	Add/Edit
Asset Name	Asset ID	First Trans Date						
AIM EQUITY FDS INC MID CAP GRW B	001413632	12/31/2001	✓			23	1 <a href="#">Add/Edit</a>	
Acct Name: Curt Bennett IRA Rollover							Acct Type: IRA - Rollover <a href="#">Add Historical Asset</a>	
Acct No: 3331993KA								
							Price Tracking	
							Full    Partial    None	No. of Trans
							Core    Historical	Add/Edit
Asset Name	Asset ID	First Trans Date						
AIM EQUITY FDS INC CHARTER FD B	001413806	12/31/2001	✓			2	1 <a href="#">Add/Edit</a>	
AIM EQUITY FDS INC WEINGARTEN B	001413889	12/31/2001	✓			1	1 <a href="#">Add/Edit</a>	
ALLIANCE CAPITAL RESERVES	018550103	12/31/2001	✓			30	3 <a href="#">Add/Edit</a>	
CASH	FDN000001	03/08/2002	✓			7	0 <a href="#">Add/Edit</a>	
GLOBAL B	683924203	12/31/2001	✓			1	1 <a href="#">Add/Edit</a>	
IMCLONE SYS INC COM	45245W109	03/05/2002	✓			3	1 <a href="#">Add/Edit</a>	
MFS EMERGING GROWTH FUND-B	552985202	12/31/2001	✓			1	1 <a href="#">Add/Edit</a>	
MFS RESEARCH FUND-B	552981201	12/31/2001	✓			1	1 <a href="#">Add/Edit</a>	
SCUDDER TECHNOLOGY FUND-B	81123F207	12/31/2001	✓			1	1 <a href="#">Add/Edit</a>	
TOUCHSTONE MONEY MARKET CLASS S	89154W833	01/31/2003	✓			20	1 <a href="#">Add/Edit</a>	
<a href="#">Done</a>								

*Figure 104*

Acct Name: Curt Bennet's Roth IRA Account		
Acct No: 5493220183		
Acct Type: ROTH IRA <a href="#">Add Historical Asset</a>		

*Figure 105*

Historical Entry	
Add Historical Asset	
What type of asset is this? (Tracked Assets are listed assets on Major Security Exchanges. They are potentially priced historically by the system.)	
<input checked="" type="button"/> Tracked	<input type="button"/> Non-Tracked
<a href="#">Cancel</a>	

*Figure 106*

<sup>2</sup> if available through your Broker Dealer

After selecting the search method, the advisor will see a display of the manual asset search results (*Figure 108*). If you see the name of the asset you are trying to add to the manual account, select it by clicking the asset name link. There is also an **Enter A “Non-Tracked” Asset** button at the bottom of the screen in case the system cannot find the asset that is being searched for.

Next, enter the historical transactions using the **Add/Edit Historical Transaction(s)** screen (*Figure 109*).

At the **Add Historical Transaction** table, look for the account **Seam Date**, which is the first date Albridge Solutions received information from the custodian for this specific account. **Do not enter any transactions after the Seam Date** (*Figure 110*).

Search Tracked Assets		
Curt Bennett	ID: 15462438B	
Acct Name: Curt Bennett's Roth IRA Account	Acct Type: ROTH IRA	
Acct No: 5493220183		
Search Text	Search Method	
CSCO	Asset Name Ticker Asset ID	
<input type="button" value="Cancel"/>		

*Figure 107*

Search Tracked Asset		
Search Results For: CSCO	ID: 15462438B	
Search Type: Ticker	Acct Type: ROTH IRA	
Select One:	Asset Name Ticker Asset ID	
CISCO SYS INC COM	CSCO 17275R102	
<input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Enter A “Non-Tracked” Asset"/>		

*Figure 108*

Add Historical Transaction(s)				
Prices*				
Please do not enter transactions later than: 12/31/2001				
The sum of all your transactions must = 0 quantity by that date, or you will get an "Acct Seam Liquidation".				
Date (mm/dd/yyyy)	Transaction Type	Quantity (No Negative Qty.)	Trans Price (\$)	Value (\$) (for display only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sum: <input type="text"/> <input type="button" value="Calculate Quantity"/>				
<input type="button" value="Done"/> <input type="button" value="Submit"/>				

Click on “Submit” button to submit and insert additional transaction(s).  
Hint: Transactions should be added as they appear on your statements. The price, quantity, proceeds fields must be completed for all transaction types. If the transaction you are entering is a cash payment, we suggest using a price of 1 and the X units to get the cash payment. If the transaction is a quantity affecting only (stock split), we suggest putting 0 in the price field.

*Figure 109*

Add Historical Transaction(s)				
Prices*				
Please do not enter transactions later than: 12/31/2001				
The sum of all your transactions must = 0 quantity by that date, or you will get an "Acct Seam Liquidation".				

*Figure 110*

After you have completed entering the first batch of transactions, click on **Submit** (Figure 111) to store and continue adding more historical transactions. You will see the transactions that you previously entered are now listed under the Historical Transaction(s) table above the Add Historical Transaction(s) section (Figure 112).

If you enter a non-tracked asset, you will be responsible for inserting price updates for this asset. Any transaction you enter here will automatically add a price record for that transaction date. Use the attached calendar to help select dates for entering asset prices other than the transaction date and weekends.

Notice the target quantity is listed as zero below the Sum of Quantity heading. If the added transaction quantity does not zero out at the end of the add historical transactions process, the system will create an “Account Seam Liquidation” (also known as the Initial Position) transaction to zero out the quantity for you. You can edit or delete any transaction record from the Historical Transaction(s) table; except the initial position.

Click **Done** to exit the **Add Historical Asset** process and return to the main **Historical Entry** screen (Figure 113). You will see the historical asset you entered under that specific account for which you initiated the Add Historical Asset process.

**Historical Entry**

**Add/Edit Historical Asset Transaction(s)**

Curt Bennett  
Acct Name: Curt Bennet's Roth IRA Account  
Acct No: 5493220183  
Asset Name: CISCO SYS INC COM  
Tracking: tracked

ID: 15462438B  
Acct Type: ROTH IRA  
Asset ID: 17275R102  
Ticker: CSCO

**Add Historical Transaction(s)**  
Please do not enter transactions later than: 12/31/2001  
The sum of all your transactions must = 0 quantity by that date, or you will get an "Acct Seam Liquidation".

Date (mm/dd/yyyy)	Transaction Type	Quantity (No Negative Qty.)	Trans Price (\$)	Value (\$) (for display only)
01/03/2000	Purchase	100	108.063	
03/23/2000	Stock split	100	0	
12/01/2001	Sell	200	25	

Sum: 0.0 [Calculate Quantity](#)

[Done](#) [Submit](#)

Click on "Submit" button to submit and insert additional transaction(s).  
Hint: Transactions should be added as they appear on your statements. The price, quantity, proceeds fields must be completed for all transaction types. If the transaction you are entering is a cash payment, we suggest using a price of 1 and the X units to get the cash payment. If the transaction is a quantity affecting only (stock split), we suggest putting 0 in the price field.

Figure 111

**Historical Entry**

**Add/Edit Historical Asset Transaction(s)**

Curt Bennett  
Acct Name: Curt Bennet's Roth IRA Account  
Acct No: 5493220183  
Asset Name: CISCO SYS INC COM  
Tracking: tracked

ID: 15462438B  
Acct Type: ROTH IRA  
Asset ID: 17275R102  
Ticker: CSCO

**Historical Transactions**

Trans Date	Transaction Type	Quantity	Price(\$)	Proceed(\$)	Cumulative Quantity	Edit   Delete
12/01/2001	Sell	200.00	25.00	5,000.00	0.00	<a href="#">Edit   Delete</a>
03/23/2000	Stock split	100.00	0.00	0.00	200.00	<a href="#">Edit   Delete</a>
01/03/2000	Purchase	100.00	108.06	10,806.30	100.00	<a href="#">Edit   Delete</a>

**Add Historical Transaction(s)**  
Please do not enter transactions later than: 12/31/2001

Date (mm/dd/yyyy)	Transaction Type	Quantity (No Negative Qty.)	Trans Price (\$)	Value (\$) (for display only)

[Prices\\*](#)

Figure 112

**Historical Entry**

Warning: Do not use Historical Entry to add Historical transactions for any asset that has been updated by Data Convertor or if you have already used Edit Core Info to add transactions to that asset. You must use Edit Core Info to update those assets. If Edit Core Info is not available to you, please contact Customer Service for assistance.

Curt Bennett  
Acct Name: Curt Bennet's Roth IRA Account  
Acct No: 5493220183

ID: 15462438B  
Acct Type: ROTH IRA [Add Historical Asset](#)

Asset Name	Asset ID	First Trans Date	Price Tracking			No. of Trans		
			Full	Partial	None	Core	Historical	Add/Edit
AIM EQUITY FDS INC MID	001413632	12/31/2001	✓			23	1	<a href="#">Add/Edit</a>
CAP GRW B								
CISCO SYS INC COM	17275R102	01/03/2000	✓			0	3	<a href="#">Add/Edit</a>

Figure 113

To add a **Historical Transaction** to an existing asset, click on the **Add/Edit** link under the Add/Edit column for the specific asset (*Figure 114*).

The **Add/Edit Historical Transactions** screen (*Figure 115*) will be displayed.

As with the Add Historical Asset process, you may only enter a transaction that is dated prior to the seam date, the first date Albridge Solutions received information from the custodian for this specific account / asset (*Figure 116*).

**Add Historical Transaction(s)** allows you to enter up to five transactions at a time (*Figure 117*). The steps for adding a historical asset are as follows:

**42. Start by finding the Initial Position (IP) quantity in the Historical Transactions section and determine what transactions must be entered to equal the same quantity as that of the initial position. These could be buys, sells, dividend reinvest, dividend paid in cash, transfers, stock split, fees etc. Some transactions, such as buy or sell transactions, will increase or decrease shares; some, such as dividends paid in cash, will not.**

**43. Enter the transactions (*Figure 118*) preferably the most recent first and the earliest last. Click **Submit** to accept entered transactions. After clicking Submit, you will see the previously added transactions have been added to the Historical Transaction(s) table. Continue adding transactions if necessary.**

Historical Entry								
<small>Warning: Do not use Historical Entry to add Historical transactions for any asset that has been updated by Data Convertor or if you have already used Edit Core Info to add transactions to that asset. You must use Edit Core Info to update those assets. If Edit Core Info is not available to you, please contact Customer Service for assistance.</small>								
<b>Jim Anderson</b>							ID: 14760211B	
<small>Acct Name: Jim Anderson Joint Account Acct No: 1273893KA Acct Type: Joint - With Right Of Survivorship <a href="#">Add Historical Asset</a></small>								
Asset Name	Asset ID	First Trans Date	Price Tracking			No. of Trans		
			Full	Partial	None	Core	Historical	Add/Edit
ALLIANCE CAPITAL RESERVES	018550103	12/31/2001	✓			25	3	<a href="#">Add/Edit</a>
CASH	FDN000001	01/02/2003	✓			3	0	<a href="#">Add/Edit</a>
PIONEER FD INC CL B SHS	723682209	12/31/2001	✓			5	1	<a href="#">Add/Edit</a>

**Figure 114**

Historical Entry							
Add/Edit Historical Asset Transaction(s)							
<b>Jim Anderson</b>							ID: 14760211B
<small>Acct Name: Jim Anderson Joint Account Acct No: 1273893KA Acct Type: Joint - With Right Of Survivorship Asset Name: ALLIANCE CAPITAL RESERVES Asset ID: 018550103 Tracking: tracked <a href="#">Show All Core Transaction(s)</a></small>							Ticker:
First Core Transactions (For References Purposes Only)							
Trans Date	Transaction Type	Quantity	Price(\$)	Proceed(\$)	Cumulative Quantity		
02/15/2002	Reinvestment	0.01	1.00	0.01	10.75		
02/15/2002	Dividend received	0.00	0.00	0.01	10.75		
Historical Transactions							
Trans Date	Transaction Type	Quantity	Price(\$)	Proceed(\$)	Cumulative Quantity	Edit   Delete	
Historical Entry							
Add/Edit Historical Asset Transaction(s)							
<b>Jim Anderson</b>							ID: 14760211B
<small>Acct Name: Jim Anderson Joint Account Acct No: 1273893KA Acct Type: Joint - With Right Of Survivorship Asset Name: ALLIANCE CAPITAL RESERVES Asset ID: 018550103 Tracking: tracked <a href="#">Show All Core Transaction(s)</a></small>							Ticker:
First Core Transactions (For References Purposes Only)							
Trans Date	Transaction Type	Quantity	Price(\$)	Proceed(\$)	Cumulative Quantity		
02/15/2002	Reinvestment	0.01	1.00	0.01	10.75		
02/15/2002	Dividend received	0.00	0.00	0.01	10.75		
Historical Transactions							
Trans Date	Transaction Type	Quantity	Price(\$)	Proceed(\$)	Cumulative Quantity	Edit   Delete	
12/31/2001	Initial Position	10.73	1.00	10.73	10.74		
12/31/2001	Dividend received	0.00	0.00	0.01	0.01	<a href="#">Edit   Delete</a>	
12/31/2001	Reinvestment	0.01	1.00	0.01	0.01	<a href="#">Edit   Delete</a>	
Add Historical Transaction(s)							
Please do not enter transactions later than: 12/31/2001							
Date (mm/dd/yyyy)	Transaction Type		Quantity	Trans Price (\$)	Value (\$) (for display only)		
11 25 2000	Purchase	<input type="button" value="▼"/>					
		<input type="button" value="▼"/>					
		<input type="button" value="▼"/>					
		<input type="button" value="▼"/>					
		<input type="button" value="▼"/>					
		<input type="button" value="▼"/>					
		Sum: <input type="text"/> <a href="#">Calculate Quantity</a>					
		Sum: <input type="text"/> <a href="#">Calculate Quantity</a>					

**Figure 118**

**Figure 117**

As transactions are submitted, the Initial Position Quantity will adjust and the Initial Position Trans Date will change to the earliest date of submitted transactions. Click the **Calculate Quantity** link to check if the initial position transaction quantity has zeroed out.

Continue adding transactions until the Initial Position is gone.

If the Initial Transaction is not an Initial Position, do not use the **Add Transaction** function. Instead, use the Edit Transaction function to change the transaction type, quantity and price as needed.

**Special Note:** Do not use **Historical Entry** to add historical transactions for any asset that has been updated by Albridge's Data Convertor or if you have already used **Edit Core Info (if available through your Broker Dealer)** to add transactions to that asset. You must use Edit Core Info to update those assets.

## Edit Core Info<sup>3</sup>

**Edit Core Info** allows you to correct or adjust a client's core account transactions. If your Broker Dealer has approved the use of the Edit Core Info function, you can access it from two different areas of the Wealth Reporting application:

44. Click the **Administration** link on the Control Center, and then click the **Data Tools** sub-link. The Data Tools screen appears. Click the **Edit Core Info** tab at the far right of the screen (Figure 119).
45. Click the **Accts** link for a client from the Client List screen. Click the **Edit Core Info** link (*Figure 120*) located to the right of the Core Account List heading.
46. The Edit Core Info List screen (*Figure 121*) will appear for the client whose accounts you have selected.

Clicking the **Edit Account Info** link displays the **Edit Acct Info** screen, (*Figure 122*) which enables you to edit the following fields associated with the Account:

Account Title

Account Name

Account Viewable status indicator

Account Type

Once you have finished editing the information, click **Submit** to save your changes.

You can edit or delete core, asset-level data by clicking either the **Edit** or **Delete** link under the **Edit / Delete** column for the specific asset.

Click the **Edit** link to display the Edit Core Info screen for that asset (*Figure 123*). A number of quick links appearing in the screen will allow you to edit specific pieces of information. Click the **Historical Entry** link to add historical transactions

Figure 119

Figure 120

Figure 121

Figure 122

<sup>3</sup> if available through your Broker Dealer

Click the **Core Prices** link to edit or delete daily prices downloaded to Albridge Solutions for the asset  
 Click the **Add Transactions** link to add new transactions  
 Click the **Delete Displayed Transactions** link to delete the transactions displayed for the asset

To edit a specific core transaction, click the edit link next to the cumulative quantity section for the particular transaction you wish to edit. You have the ability to edit the Transaction Date, Transaction Type, Quantity, Price and Proceeds, click delete to remove the transaction altogether.

Once you have made all necessary adjustments click **Submit** to approve the changes. The changes will be reflected immediately on all reports.

The system will take you back to the Edit Core Info List screen. Select the next asset on the list if you wish to edit its core info. If you wish to go back to the client list, click on the Edit Core Info tab to select or search the next client on your to do list.

Figure 123

## Edit Accounts

There is no industry standard for naming accounts and clients. The different clearing sources through which you receive your account transaction information have different formatting structures which can truncate names and generally cause inconsistency with your account name information.

To edit an account name, click on the **Accts** link either on the main Client List (Main) screen or at the upper right corner of the Client Info or Reports screen. This will display a list of the client's portfolios and a listing of various account types such as Core or Manual accounts (*Figure 124*).

Click the **Edit Account(s)** link located on the far right across from the account type category heading (*Figure 125*).

You will see a listing for all the accounts under that heading (*Figure 126*). For the accounts listed, information is shown under the following headings:

Account Name

Account No.

Legal Name

Account Type

Primary ID

Interface type

Tax status

Account Viewable status

You can change only the fields which are displayed as a text box or drop-down box.

To add or edit the account name, simply type the new name in the Account Name text-box.

If your broker dealer allows it, you can change the account type, the tax status and the account viewable status by clicking the drop-down box under each heading and choosing from among the options listed. There are over 50 account types from which to choose.

You have the choice of four tax statuses: Qualified, Non-Qualified, Tax-Deferred, or Undefined.

The account viewable status can be Viewable, Closed or Suppressed. **Viewable** accounts will display on reports. **Closed** accounts will only display if the accounts were open during the time frame for which you are running a report. A **Suppressed** account will not show on any reports.

Once you have finished editing this information for all applicable accounts, click the **Submit** button to save your changes.

Client List : Dana Adams's Accts					
Info   Accts   Reports					
Portfolio List: <a href="#">Create New Portfolio</a>					
Portfolio Name			Author Name		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Combined Account Portfolio			Dana Adams		<a href="#">View</a>   <a href="#">Edit</a>
Core Account List: <a href="#">Historical Entry</a>   <a href="#">Edit Account(s)</a>					
Acct Name	Acct No	Legal Name	Acct Type	Primary ID	Int Type
Dana Adams	629263AD000	Albany Hospital FBO Dana	403(B)	✓	1
Manual Account List: <a href="#">Create Manual Account</a>					
Acct Name	Acct No	Acct Type	Author	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Fixed Annuity	1397	Annuities	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
ML Account	154689726	Brokerage	James A Smart	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	

*Figure 124*

Core Account List: <a href="#">Historical Entry</a>   <a href="#">Edit Account(s)</a>					
Acct Name	Acct No	Legal Name	Acct Type	Primary ID	Int Type
Dana Adams	629263AD000	Albany Hospital FBO Dana	403(B)	✓	1

*Figure 125*

Core Account List:							
Acct Name	Acct No	Legal Name	Acct Type	Primary ID	Int Type	Tax Status	Acct Viewable
Dana Adams 403(b)	629263AD000	Albany Hospital FBO Dana	403(B)	✓	1	Non-Qualified	Viewable
Note: A Closed account will be included in a report if the reporting time period is applicable; a suppressed account will be omitted from all reports. The account status change will reflect in report(s) within 24 hrs.							
<a href="#">Cancel</a>   <a href="#">Submit</a>							

*Figure 126*

The next time you run a report for the client that displays the account name and account type, the updated information will appear.

## Insurance Reporting

Albridge Wealth Reporting provides advisors with the ability to access, analyze, and incorporate detailed insurance policy information into consolidated holdings reports. In addition to the individual security valuation information currently available in the Albridge Holdings by Investor Report, (Figure 127) advisors can now opt to display individual insurance policy attributes as well. This includes contract status, contract values and qualifiers, deposit guaranteed values, affiliated parties, rider information and more. This feature enables comprehensive reporting to the investor and ensures that portfolio management decisions are made with the most complete view of the investor's financial position as possible.

### Features:

Full policy details including:

product  
contract status  
key dates  
benefits  
premiums

rider information

Owner, beneficiary and other party information

Underlying assets reported at the same level of detail as other portfolio items

Detailed policy attribute information can be dynamically expanded or collapsed for screen-based reports

Insurance information can be included or excluded from Investor Report Package

All manual correcting entries highlighted on reports

Fully integrated into Holdings by Investor Report

Acct Name: JOHN SANDAL VA 01/01/1988 1057 ADAMS DRIVE GIBALTER OR 97454	Acct Type: Variable Annuity					
Acct No: 000000114	<a href="#">More Detail</a>					
<input checked="" type="checkbox"/> Product: The BEST of AMERICA IV	Party Info					
Policy Info						
Variable Annuity Products	Owner					
Carrier: Nationwide Life Insurance Co.	Social Security Number: Mr. John Sandal					
Status: Suspended	Date of Birth: XXXXX1234					
Policy Values	Address: 07/01/1950					
Policy YTD Premium (for Life Values): \$ 50,000.00	Additional Parties: 1057 Adams Drive, Gibalter					
Surrender/Exchange (to a 3rd party): \$ 100,000.00	Mr. Anna M Sandal					
Expected Annual Premium: \$ 4,000.00	Address: OR 97454					
Target Premium (for Life Insurance): \$ 9,000.00						
Death Benefit: \$ 200,000.00						
Guaranteed Minimum: \$75,000.00						
Policy Dates						
Issue Effective: 01/02/2006						
Expiration: 01/02/2096						
Payment Complete: 03/01/2003						
Renewal: 04/01/2004						
Rider/Additional Commands Info						
Death Benefit Option - Greater of sum Insured or Accumulated Act.						
Asset Name	Ticker	Asset Type	MGT Name	Quantity	Price(\$)	Value(\$)
FIDELITY YIP OVERSEAS PORTFOLIO - INITIAL CLASS R		EQUITY	NATIONWIDE	10,630.75	10.00	106,307.50
J.P. MORGAN SERIES TRUST II MID CAP VALUE PORTFOLIO		EQUITY	NATIONWIDE	850.00	25.52	21,882.00
						Account Total: \$127,999.50

Figure 127

## Insurance Detail Information

The Insurance Detail information is shown in the **Holdings by Investor Report**. The precise information that is provided depends on the type of product and on the data that is included in the original data feed.

The information is broken down into 2 parts: Policy Information (left hand side) and Party Information (right hand side). The breakdown of the assets making up the policy is displayed below the Insurance Detail. The asset information is always shown, whether or not you have Insurance Detail expanded.

### Policy Information:

There can be up to four sections within Policy Information:

Basic policy information: (type of product, carrier, status)

Policy Values: (all values associated with the policy)

Policy Dates: (all dates associated with the policy)

Rider/Additional Info: (any additional riders or other information)

## Party Information:

There can be one or two sections within Party Information:

Owner: (name, address, date of birth and tax id for the policy owner as shown in the data source)

Additional Parties: (the names and roles of any other parties to the policy)

*Note: In cases where there are multiple owners listed in the source data, the SSN, Date of Birth and Address of the second and subsequent owners will not be displayed. For additional parties, only the name and the role are shown. You can see other Party details included in the source data, but not displayed, by [Viewing the Historical Data](#) for the field.*

John Sandal 1057 Adams Dr Gibraltar, OR 97454	Larry A Advisor Advance Financial, Inc. 1 Fort Knox Troy, MI 48084 555-555-5555	Combined Account Portfolio Date: 09/30/2005 Created On: 10/01/2005																																																																																				
<input type="checkbox"/> Insurance Detail (Collapse All) <b>John Sandal</b>  Acct Name: JOHN SANDAL VA 01/01/1998 1057 ADAMS DRIVE GILBALTER OR 97454 Acct No: 000000114 <b>Acct Type:</b> Variable Annuity <a href="#">More Detail</a> <input type="checkbox"/> Product: The BEST of AMERICA IV <table border="1"> <thead> <tr> <th colspan="2">Policy Info</th> <th colspan="2">Party Info</th> </tr> </thead> <tbody> <tr> <td colspan="2">Variable Annuity Products</td> <td>Owner</td> <td>Mr. John Sandal</td> </tr> <tr> <td>Carrier:</td> <td>Nationwide Life Insurance Co.</td> <td>Social Security Number:</td> <td>XXXXXX1234</td> </tr> <tr> <td>Status:</td> <td>Suspended</td> <td>Date of Birth:</td> <td>07/01/1950</td> </tr> <tr> <td colspan="2">Policy Values</td> <td>Address:</td> <td>1057 Adams Drive, Gilbalter OR 97454</td> </tr> <tr> <td>Policy YTD Premium (for Life Values):</td> <td>\$ 50,000.00</td> <td colspan="2">Additional Parties</td> </tr> <tr> <td>Surrender/Exchange (to a 3rd party):</td> <td>\$ 100,000.00</td> <td colspan="2">Annuitant/Insured:</td> </tr> <tr> <td>Expected Annual Premium:</td> <td>\$ 9,000.00</td> <td colspan="2">Ms. Anna M Sandal</td> </tr> <tr> <td>Target Premium (for Life Insurance):</td> <td>\$ 90,000.00</td> <td colspan="2"></td> </tr> <tr> <td>Death Benefit:</td> <td>\$ 200,000.00</td> <td colspan="2"></td> </tr> <tr> <td colspan="4">Policy Dates</td> </tr> <tr> <td>Issue Effective:</td> <td>01/02/2000</td> <td colspan="2"></td> </tr> <tr> <td>Expiration:</td> <td>01/02/2006</td> <td colspan="2"></td> </tr> <tr> <td>Payment Complete:</td> <td>03/01/2003</td> <td colspan="2"></td> </tr> <tr> <td>Renewal:</td> <td>04/01/2004</td> <td colspan="2"></td> </tr> <tr> <td colspan="4">Rider/Additional Commands Info</td> </tr> <tr> <td colspan="4">Death Benefit Option – Greater of sum Insured or Accumulated Acct.</td> </tr> <tr> <td colspan="2">Asset Name</td> <td>Ticker</td> <td>Asset Type</td> </tr> <tr> <td colspan="2">FIDELITY VIP OVERSEAS PORTFOLIO - INITIAL CLASS R</td> <td>EQUITY</td> <td>NATIONWIDE 10,630.75</td> </tr> <tr> <td colspan="2">J.P. MORGAN SERIES TRUST II MID CAP VALUE PORTFOLIO</td> <td>EQUITY</td> <td>NATIONWIDE 850.00</td> </tr> <tr> <td colspan="4">Account Total: \$127,999.50</td> </tr> </tbody> </table>			Policy Info		Party Info		Variable Annuity Products		Owner	Mr. John Sandal	Carrier:	Nationwide Life Insurance Co.	Social Security Number:	XXXXXX1234	Status:	Suspended	Date of Birth:	07/01/1950	Policy Values		Address:	1057 Adams Drive, Gilbalter OR 97454	Policy YTD Premium (for Life Values):	\$ 50,000.00	Additional Parties		Surrender/Exchange (to a 3rd party):	\$ 100,000.00	Annuitant/Insured:		Expected Annual Premium:	\$ 9,000.00	Ms. Anna M Sandal		Target Premium (for Life Insurance):	\$ 90,000.00			Death Benefit:	\$ 200,000.00			Policy Dates				Issue Effective:	01/02/2000			Expiration:	01/02/2006			Payment Complete:	03/01/2003			Renewal:	04/01/2004			Rider/Additional Commands Info				Death Benefit Option – Greater of sum Insured or Accumulated Acct.				Asset Name		Ticker	Asset Type	FIDELITY VIP OVERSEAS PORTFOLIO - INITIAL CLASS R		EQUITY	NATIONWIDE 10,630.75	J.P. MORGAN SERIES TRUST II MID CAP VALUE PORTFOLIO		EQUITY	NATIONWIDE 850.00	Account Total: \$127,999.50			
Policy Info		Party Info																																																																																				
Variable Annuity Products		Owner	Mr. John Sandal																																																																																			
Carrier:	Nationwide Life Insurance Co.	Social Security Number:	XXXXXX1234																																																																																			
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FIDELITY VIP OVERSEAS PORTFOLIO - INITIAL CLASS R		EQUITY	NATIONWIDE 10,630.75																																																																																			
J.P. MORGAN SERIES TRUST II MID CAP VALUE PORTFOLIO		EQUITY	NATIONWIDE 850.00																																																																																			
Account Total: \$127,999.50																																																																																						

Figure 128 - Insurance Detail Example

<a href="#">Client List</a> > John Sandal's Reports		<a href="#">Holdings By Investor</a>
		<a href="#">Info</a>   <a href="#">Accts</a>   <a href="#">Reports</a>
1. Portfolio <input type="button" value="Combined Account Portfolio"/> 2. Report <input type="button" value="Holdings By Investor"/> 3. Time Period <input type="button" value="Date"/> Date <input type="button" value="09"/> <input type="button" value="30"/> <input type="button" value="2005"/> <input type="button" value="Calendar"/> 4. Run Report <input type="button" value="Go"/> <input type="button" value="Printer Friendly"/> <input type="button" value="Export"/>		

Figure 129 - Setting your criteria for the Holdings by Investor report

47. Select the **Portfolio** you want to work with from the drop down list.
48. Select the **Holdings by Investor** report from the drop down list:
49. Select the **Date** you want to work with. This will default to the most recent date for which data has been received. To change the date (the "As of Date"), either enter the date in the boxes or select the date by clicking the calendar icon.
50. Click **Go** for a screen report, **Printer Friendly** for a version in .pdf format that you can print out, save and e-mail or **Export** for a version that can be viewed and edited in a spreadsheet program.

**Expand All / Collapse All**

With the screen version of the report, you can dynamically switch between showing the Insurance Detail or suppressing it, both at the report level and at the individual asset level.

Your default view shown when the report is first displayed is set under **Administration** on the **Reports** tab.

Under the details of the portfolio you will see either:

[Insurance Detail \(Collapse All\)](#)

if your default is "Expand All" or

[Insurance Detail \(Expand All\)](#)

if your default is "Collapse All"

By clicking the button you will hide all the Insurance Detail information throughout the report.

By clicking the button you will display all the Insurance Detail information throughout the report.

You can toggle between these two views as needed.

*Note: This feature is only available for screen reports.*

*Printer Friendly reports are either Expanded or Collapsed depending on the default set. Export reports are always Expanded.*

Manually entered data is highlighted by the symbol.

John Sandal 1057 Adams Dr Gibralter, OR 97454	Larry A Advisor Advance Financial, Inc. 1 Fort Knox Troy, MI 48084 555-555-5555	Combined Account Portfolio Date: 09/30/2005 Created On: 10/01/2005		
<a href="#">Insurance Detail (Collapse All)</a>				
<b>John Sandal</b>				
Acct Name: JOHN SANDAL VA 01/01/1998 1057 ADAMS DRIVE GILBALTER OR 97454	Acct Type: Variable Annuity	<a href="#">More Detail</a>		
Acct No: 000000114				
Product: The BEST of AMERICA IV				
<b>Policy Info</b>	<b>Party Info</b>			
Variable Annuity Products	Owner	Mr. John Sandal		
Carrier: Nationwide Life Insurance Co.	Social Security Number:	XXXXX1234		
Status: Suspended	Date of Birth:	07/01/1950		
	Address:	1057 Adams Drive, Gilbalter OR 97454		
<b>Policy Values</b>				
Policy YTD Premium (for Life Values): \$ 50,000.00	<b>Additional Parties</b>			
Surrender/Exchange (to a 3rd party): \$ 100,000.00	Annuitant/Insured:			
Expected Annual Premium: \$ 9,000.00	Ms. Anna M Sandal			
Target Premium (for Life Insurance): \$ 90,000.00				
Death Benefit: \$ 200,000.00				
<b>Policy Dates</b>				
Issue Effective: 01/02/2000				
Expiration: 01/02/2006				
Payment Complete: 03/01/2003				
Renewal: 04/01/2004				
<b>Rider/Additional Commands Info</b>				
Death Benefit Option – Greater of sum Insured or Accumulated Acct.				
<b>Asset Name</b>				
FIDELITY VIP OVERSEAS PORTFOLIO - INITIAL CLASS R	Ticker	Asset Type		
J.P. MORGAN SERIES TRUST II MID CAP VALUE PORTFOLIO	NATIONWIDE	10,630.75		
	Price(\$)	10.00 106,307.50		
	Value(\$)			
	Account Total:	\$127,999.50		

Figure 130 - Holdings by Investor report showing Insurance Detail expanded

<b>Policy Values</b>	
Policy YTD Premium (for Life Values):	\$ 50,000.00
Surrender/Exchange (to a 3rd party):	\$ 100,000.00

Figure 131 - Display of manually entered data

Similarly you can Expand or Suppress the Insurance Detail for individual accounts by clicking the (expand) or (suppress) symbols next to the product name. This feature is only available for the screen version of the report.

#### Notes:

The [More Detail](#) Quicklink (used to access historical values) is only displayed with Insurance Detail expanded. The function to access historical values is not available for "Balance Only" accounts and the [More Detail](#) Quicklink will not appear

Acct Name: JOHN SANDAL VA 01/01/1998 1057 ADAMS DRIVE GILBALTER OR 97454							Acct Type: Variable Annuity
Acct No: 000000114							
Product: The BEST OF AMERICA IV							
Asset Name	Ticker	Asset Type	MGT Name	Quantity	Price(\$)	Value(\$)	
FIDELITY VIP OVERSEAS PORTFOLIO - INITIAL CLASS R		EQUITY	NATIONWIDE	10,630.75	10.00	106,307.50	
J.P. MORGAN SERIES TRUST II MID CAP VALUE PORTFOLIO		EQUITY	NATIONWIDE	850.00	25.52	21,692.00	
							Account Total: \$127,999.50
Acct Name: JOHN SANDAL VUL 01/01/1998 1057 ADAMS DRIVE GILBALTER OR 97454							
Acct No: 000000115							Acct Type: Variable Universal Life
Product: FLEXIBLE PREMIUM VUL							<a href="#">More Detail</a>
Policy Info		Party Info					
Variable Life Insurance Products		Owner					
Carrier: Nationwide Life Insurance Co.		Social Security Number: XXXXX1234					
Status: Surrender/Exchange (to a 3rd party)		Date of Birth: 07/01/1950					
Policy Values		Address: 1057 Adams Drive, Gilbalter OR 97454					
Policy YTD Premium (for Life Values): \$ 50,000.00‡		Additional Parties					
Surrender/Exchange (to a 3rd party): \$ 100,000.00		Joint Owner: Ms. Anna M Sandal					
Expected Annual Premium: \$ 9,000.00		Beneficiary: Mr. Aaron B Sandal					
Target Premium (for Life Insurance): \$ 90,000.00		Trustee: Mr. Richard W Sandal					
Death Benefit: \$ 200,000.00							
Blended: \$ 15,000.00							
Policy Dates							
Issue Effective: 01/02/2000							

Figure 132 - Holdings by Investor report highlighting the way to expand/collapse detail for individual products

## Viewing Historical Insurance Detail

You can see the historical values for a particular policy by running the Portfolio Holdings Report for the required date. Alternatively, you can drill down from the report to tables showing how the values for a particular element have changed over time.

51. Run the Holdings by Investor report for the appropriate client and date.
52. Make sure that the Insurance Detail for the appropriate product is expanded. (The Quicklink will not be displayed with Insurance Detail suppressed)
53. Click the [More Detail](#) Quicklink

Acct Name: JOHN SANDAL VUL 01/01/1998 1057 ADAMS DRIVE GILBALTER OR 97454							Acct Type: Variable Universal Life
Acct No: 000000115							
Product: FLEXIBLE PREMIUM VUL							<a href="#">More Detail</a>
Policy Info		Party Info					
Variable Life Insurance Products		Owner					
Carrier: Nationwide Life Insurance Co.		Social Security Number: XXXXX1234					
Status: Surrender/Exchange (to a 3rd party)		Date of Birth: 07/01/1950					
Policy Values		Address: 1057 Adams Drive, Gilbalter OR 97454					
Policy YTD Premium (for Life Values): \$ 50,000.00‡		Additional Parties					
Surrender/Exchange (to a 3rd party): \$ 100,000.00		Joint Owner: Ms. Anna M Sandal					

Figure 133 - Accessing Insurance Detail from the Holdings by Investor report

54. You will be taken to the Edit Account Info function

Note: This function is not available for “Balance Only” accounts and the [More Detail](#) Quicklink will not appear.

### Viewing and Editing Account Info

The upper half of the **Edit Account Info** screen allows you to view and, if you have the appropriate privileges, edit the basic information about the account. Changes will only be recorded when you click **Submit** at the bottom of the screen.

It also allows you to change the Effective (as of) date for the Insurance detail display. By default this will be the date you selected when you ran the Holdings by Investor report. Clicking **Go** will refresh the bottom half of the screen with the Insurance Detail on file as of the Effective Date.

The lower half of the screen display contains the Insurance Detail.

The screenshot shows the 'Edit Acct Info' screen with the following interface elements:

- Top Navigation:** Buttons for Data Converter, Map VA/VUL Agent Id, Assign Orphaned Acct, Order Missing Data, and Edit Core Info.
- Section Headers:** 'Edit Acct Info' and 'Reports' (a link).
- Account Information:**
  - Aaron Investor
  - ID: XXXXX0001
  - Acct Title: (empty input field)
  - Acct Name: 10526043B-Account89
  - Policy/Contact No: 1212121212
  - Acct Viewable: Viewable (dropdown menu)
  - Acct Type: (empty dropdown menu)
  - Tax Status: Undefined
- Insurance Detail:**
  - 1. Select Effective Date: Date fields set to 09 / 30 / 2005, with a calendar icon.
  - 2. Refresh: A yellow 'Go' button.

Figure 134 - Editing Insurance Account Info and selecting the effective date for Insurance Detail

## Viewing Insurance Detail

The lower half of the **Edit Acct Info** screen shows the Insurance Detail as of the date chosen.

The actual data displayed on this screen will depend on the product type and the information contained in the source data feed.

The **Source** column indicates the origin of the data:

**S** = Source data feed

**M<sup>2</sup>** = Manually entered by a "Super User"

**M<sup>1</sup>** = Manually entered by a regular user prior to the initial data feed being processed

The source of the element (grey bar) and the individual values are both shown.

Data entered manually by a "Super User" (**M<sup>2</sup>**) has permanence and will be maintained even after the source data feed has been received. Manually entered data will override source data until such time as the source data changes.

Data entered manually by a regular user (**M<sup>1</sup>**), prior to receipt of the data feed, is only used until the source data is received. It is then ignored with source and **M<sup>2</sup>** manually entered data being used.

To view the historical values for a particular entry click the [Historical](#) Quicklink.

## Viewing Historical Values

When you click on the [Historical](#) Quicklink, the **View Historical Value** screen is displayed for the policy element you chose. All values that fall within the **Time Period** are shown along with the date of the data, the value and the source of the data.

The default time period is 1 Month Trailing. You can change this by entering a new Time Period and clicking **Go**.

Contract Info	Current Value	Source*	Historical Value
Product	The Best of America IV	S	<a href="#">Historical</a>
Product Type	Variable Life Insurance Products	M <sup>2</sup>	<a href="#">Historical</a>
Carrier	Nationwide Life Insurance Co.	M <sup>2</sup>	<a href="#">Historical</a>
Status	Surrendered	S	<a href="#">Historical</a>
Policy Value Info (1)	Current Value	Source*	Historical Value
Value Amount	\$ 15,000.00	M <sup>2</sup>	<a href="#">Historical</a>
Value Qualifier	Total Withdrawal	S	<a href="#">Historical</a>
Policy Value Info (2)	Current Value	Source*	Historical Value
Value Amount	\$ 125,000.00	S	<a href="#">Historical</a>
Value Qualifier	Total Premium	S	<a href="#">Historical</a>
Policy Date Info (1)	Current Value	Source*	Historical Value
Date	03/11/2003	S	<a href="#">Historical</a>
Date Qualifier	Renewal	S	<a href="#">Historical</a>
Policy Date Info (2)	Current Value	Source*	Historical Value
Date	05/11/2003	S	<a href="#">Historical</a>
Date Qualifier	Received	S	<a href="#">Historical</a>
Rider/Additional Commands Info (1)	Current Value	Source*	Historical Value
Name	Death Benefit Option – Greater of sum Insured or Accumulated Acct.	S	<a href="#">Historical</a>
Party Info (1)	Current Value	Source*	Historical Value
Last Name	Aaron	S	<a href="#">Historical</a>
First Name	Investor		
Middle Name	A		
Prefix	Mr.		
Suffix	Jr.		
Role	Owner		
Identifier	XXXXX1234		
Identifier Qualifier	Social Security Number		
Date of Birth	05/15/1958	S	<a href="#">Historical</a>
Address 1	123 Main Street	S	<a href="#">Historical</a>
Address 2			
Address 3			
City	Eastville		
State	Utah		
Postal Code	12345		
Country Code	USA		

\* S=Source  
M<sup>2</sup>=Manual - Will be displayed on the report based on the selected report time period  
M<sup>1</sup>=Manual - Will not be displayed on the report

Figure 135 - The lower half of the Edit Acct Info screen shows the Insurance Detail as of the date chosen.

The actual format of the display will change depending on the policy element chosen.

As before, the source of the data is either **S** (Source data feed), **M2** (Manually entered by a Super-User) or **M1** (Manually entered prior to receipt of source data).

Note that where Source data has been over-ridden by a manual entry, (see 10/01/2004 in screen shot) it is highlighted with a line through the date and value.

Click **Done** when you have finished and you will return to the Insurance Detail summary.

1. Time Period	Last Year	<input type="button" value="Go"/>
2. Run		<input type="button" value="Go"/>
John Sandal		ID: XXXXX1234
Acct Name: JOHN SANDAL CORE 01/01/1998 1057 ADAMS DRIVE GILBALTER OR 97454		Acct Type: General
Acct No: 0200005656		
Contract Value (1): Total Withdrawal		
Contract Value Amount (as of 05/01/2005): \$20,000.00		
Date	Total Withdrawal (\$)	Source*
12/01/2004	20,000.00	S
11/01/2004	20,100.00	S
10/01/2004	20,125.00	M <sup>2</sup>
10/01/2004	49,500.00	S
09/01/2004	19,750.00	S
08/01/2004	19,500.00	S
07/01/2004	19,450.00	S
06/01/2004	19,250.00	S
05/01/2004	19,125.00	S
04/01/2004	19,000.00	S
03/01/2004	18,750.00	S
02/01/2004	18,500.00	S
01/01/2004	18,000.00	S

\* S=Source  
M<sup>2</sup>=Manual - Will be displayed on the report based on the selected report time period  
M<sup>1</sup>=Manual - Will not be displayed on the report

Figure 136 - Viewing historical values for Insurance Detail

## View Suppressed Source Delivered Data

If data elements have been suppressed from being displayed in reports (because they are in process of being corrected, for example), you will see a [View Suppressed – Source Delivered Group](#) Quicklink at the bottom of the **Edit Account Info** screen.

If there aren't any suppressed elements, this Quicklink will not be present.

When you click the [View Suppressed Source Delivered Group](#) Quicklink, those elements that have been suppressed are displayed. You can toggle the display off again, by clicking the [Hide Suppressed Source Delivered Group](#) Quicklink.

You can also view a suppressed element's historical value by clicking the [Historical](#) Quicklink.

M¹=Manual - Will not be display on the report
<a href="#">View Suppressed - Source Delivered Group</a>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

Figure 137 - View Suppressed Elements

Hide Suppressed - Source Delivered Group				
<a href="#">Policy Value Info (1)</a>	Current Value	Source*	<a href="#">View/Add Historical Value</a>	<a href="#">Suppressed</a>
Value Amount	\$ 50,000.00	S	<a href="#">Historical</a>	
Value Qualifier	Policy YTD Premium (for Life Values)	S	<a href="#">Historical</a>	
<a href="#">Policy Date Info (1)</a>	Current Value	Source*	<a href="#">View/Add Historical Value</a>	<a href="#">Suppressed</a>
Date	03/11/2003	S	<a href="#">Historical</a>	
Date Qualifier	Issue Effective	S	<a href="#">Historical</a>	
* S=Source M²=Manual - Will be display on the report based on the selected report time period M¹=Manual - Will not be display on the report				
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>				

Figure 138

## Setting the Default Display for Insurance Detail on Reports

When the on-screen version of the Holdings by Investor Report is first displayed, it is either with all the Insurance Detail displayed or all suppressed, depending on your default setting.

Similarly, you can elect to have your Printer Friendly and Batch Job versions of the Holdings by Investor report with the Insurance Detail (Expand All) or without (Collapse All).

You can change your settings by going to the Control Center, Administration and clicking the **Reports** tab.

You can choose between Expand All and Collapse All as the default.

You can set three separate default settings:

55. **Screen** – for when you run the Holdings by Investor report from the Client List and elect to have the report displayed on screen. (System Default = Expand All)

56. **Printer Friendly** – for when you run the Holdings by Investor report or package containing the Holdings by Investor report and choose to display the report in .pdf format on screen. (System Default = Collapse All)

<a href="#">Reports</a>	<a href="#">Report Package</a>	<a href="#">Benchmark</a>	<a href="#">Model Portfolio Rebalance</a>	<a href="#">Cost Basis</a>
<b>Set Default Report Setting</b>				
Portfolio	Reports	Time Period		
Combined Account Portfolio	Comparative Holdings By Investor	1 Month Trailing		
<b>Set Default Collapse/Expand All Setting</b>				
Insurance Detail*	Screen	Printer Friendly	Batch Job	
Expand All	Collapse All	Collapse All	Collapse All	
Tax Lot Detail**	Expand All	Collapse All	Collapse All	
* Apply to Holding By Investor Report **Apply to All Tax Lot Reports				
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>				

Figure 139 - The Reports Tab is used to set the defaults for Insurance Detail

57. **Batch Job** – for when you run the Holdings by Investor report (or package containing the Holdings by Investor report) as part of a Batch Job. (System Default = Collapse All)

When you have set the desired defaults, click **Submit** to have your changes take effect.

*Note: When you Export the Holdings by Investor report, the Insurance Detail is always expanded.*

## Tax Lots and Cost Basis

The Tax Lot Reporting feature within Albridge Wealth Reporting provides advisors and investors with a detailed breakdown of realized and unrealized gains by holding period and by specific tax lot.

Assets on the various gain/loss reports can be displayed either at the summary level or as individual tax lots, with the ability to dynamically switch between the two views, as needed. Tax lot information permits advisors to easily incorporate tax implications in their decision making process. Tax lot reports can be included in investor Report Packages.

### Features:

Tax Lot Gain/Loss Reports:

Tax Lot Gain/Loss by Investor

Tax Lot Realized Gain/Loss by Investor

Tax Lot Unrealized Gain/Loss by Investor

Reports displayed either at aggregate or detailed tax lot levels

Short and long term gain/loss designation and calculation for asset management and tax reporting

Tax lot level reporting includes the associated open and close dates

Options to include tax lot reports in investor Report Packages at either aggregate or detailed tax lot level

Accounting method set at the advisor or account level

FIFO, LIFO, Average Cost (single and double category) accounting methods

High Cost (long and short term) and Low Cost (long and short term) lot matching strategies

Specific tax lot matching and allocation for extraordinary situations

Automated adjustments for Corporate Actions (splits, mergers, CUSIP changes)

Checks and balances to ensure the accuracy of the information generated

Ability to specify any missing open tax lot positions

Customizable for flexible access control, ease of implementation and compliance monitoring

You may have situations where Albridge Wealth Reporting doesn't have all the necessary transactions for a complete picture of tax lots. For example, when Albridge Wealth Reporting was set up there may not have been sufficient transaction history to identify the open tax lots. To alleviate this situation, Tax Lot Reporting allows you to enter historical tax lot information and thereby give you the complete cost basis view of the account or portfolio.

## Tax Lots Terminology

Throughout this document, we use the terms below:

**AWR** – The Albridge Wealth Reporting System

**Long Term** – An asset held for over a year as measured from the contract date of purchase to the contract date of sale (if sold) or to the reporting date, if the asset is still held.

**Short Term** – An asset held for a year or less as measured from the contract date of purchase to the contract date of sale (if sold) or to the reporting date if the asset is still held.

**Holding Period** – A generic term to cover the time an asset was held (if sold) or has been held up to the reporting date. Generally, used in the context of allocating gains and losses according to holding period – long term and short term.

**Initial Position** – A special transaction created when your organization's data is initially loaded onto AWR and when transaction history is not available. It represents (and is reconciled to) the opening

positions for each asset and account. As these opening positions are typically aggregate positions valued at average cost or market value, they are potentially an inaccurate source of cost basis attributes for Tax Lot Reporting.

**Open Lot(s)** – A discrete purchase of a quantity of a particular asset that has not yet been sold or fully matched against a closing transaction(s).

**Opening transaction** – The first transaction received via the data feeds for a particular account asset following the initial loading of information onto AWR.

**Closed Lot(s)** – A purchase(s) of an asset and the sale transaction(s) disposing of it that have been matched in Tax Lots.

**Closing Transaction** – A sale transaction for an investment held previously that will be matched against the open lot(s) for tax lot reporting. (Albridge Wealth Reporting does not currently handle short sales)

**Tax Lot Assignment** – The process of entering historic tax lot information (original contract details) to replace summary information provided to AWR, particularly on initial transfer of the data to AWR – the Initial Position. Also used to replace any AVG Cost Assignments previously entered.

## Tax Lots Quick Start Guide

This section will take you through the basic features of Tax Lots to help you get started quickly. Later sections go through the individual tasks and screens in more detail. This section assumes you are familiar with (and comfortable with) AWR screens and functionality.

To start using Tax Lot Reporting:

Review the reports (page 80)

Check the default global accounting (matching) method applied to your clients and change it if necessary (page 81)

Potentially you may need to:

Change the default accounting method for individual accounts where the default is not appropriate (page 81)

Check individual clients or portfolios to see where Tax Lot Assignments need to be entered (page 81)

Enter Tax Lot Assignments (page 82)

Review the new reports and decide on the default displays for yourself and your investors (page 82)

Amend your Report Packages to include the new reports where appropriate (page 82)

### Review the reports

There are three reports for Tax Lots:

Tax Lot Gain/Loss Report by Investor

Tax Lot Realized Gain/Loss Report by Investor

Tax Lot Unrealized Gain/Loss Report by Investor

### Steps:

58. From your Client List, select the [Reports](#) link next to the chosen investor
59. On the Reports screen, select the desired portfolio from the drop down list
60. Select the required report from the drop down list - the tax lot reports are at the bottom
61. Change the reporting date, if necessary
62. Click **Go**

63. Review the report. If you have any **N/A**'s on the report, it indicates that AWR does not have all the data necessary to correctly calculate the tax lot gains and losses. Typically, this is because there were Initial Positions prior to the data being loaded onto AWR. You will need to enter the original contract information making up that open position through Tax Lot Assignment. If that does not solve the problem, please contact Albridge Client Services.

**Check the default global accounting method**

All accounts will be set up to use the FIFO (First In First Out) accounting method, by default, when Tax Lot Reporting is first switched on. You can leave it as FIFO or you can change your default method. Accounting Methods available at the Advisor level are:

FIFO  
LIFO (Last In First Out),  
Average Cost (Single Category)  
Average Cost – Long Term (Double Category).

**Steps:**

64. To check or change your default accounting method, select Administration / Report Settings in the Control Center and click the Cost Basis tab. At the top of the Client List, click the [Global Accounting Method](#) quick link.
65. At the Global Accounting Method Assignment screen, the current default will be highlighted with a radio button in the “on” position. If necessary, change the default, by clicking the radio button next to the desired method and then clicking **Submit**.

*Note - Changing the Global Accounting Method setting will not affect any accounting methods that have already been specified at the account level.*

**Changing the Accounting Method for individual accounts**

You can set an Accounting Method for individual accounts that is different from your Global Default.

**Steps:**

66. To change the Accounting Method at the account level, select Administration / Report Settings in the Control Center and the Cost Basis tab.
67. Find the client you want to work with and click the [Edit](#) quick link in the Tax Lot Accounting Column
68. In the Tax Lot Accounting screen, click [Edit](#) next to the Accounting Method for the account. Select the new Accounting Method and then click [Submit](#).

**Checking individual accounts to see where history needs to be entered**

The system uses existing transactional data to report on realized and unrealized gains, using the appropriate accounting method. However, there are situations where the required information is not available. The most common situation is where the client had incomplete transaction history at the time the information was transferred to AWR or where there have been transfers into the account.

Where information is missing, you will see an “**N/A**” in the gain/loss columns of reports. To correct this situation it is necessary to enter the historic cost information using the Tax Lot Assignment function.

**Steps:**

69. Run the Tax Lot Gain/Loss by Investor report for each investor – Client List / Reports / Tax Lot Gain/Loss by Investor

70. Check for **N/A**

71. Go to Tax Lot Assignment to enter historic tax lot information – Control Panel / Administration / Report Settings / Cost Basis Tab / Client / Tax Lot Accounting [Edit](#) / [Assign](#) or [View](#) Tax Lot Accounting for the particular asset

72. Rerun report.

In certain situations, entering the Tax Lot Assignments may not solve all your **N/A** problems. If this happens to you, please contact Albridge Client Services.

### Enter Tax Lot Assignments

For the Tax Lot gain/loss reports to be calculated correctly, original cost data is required. Frequently when initially loading the data onto the system, aggregate open positions and average costs are loaded, rather than individual open tax lots. Where this is an issue (**N/A** will appear in the gain/loss columns of Tax Lot reports), it can be corrected by entering the historical cost information for those open positions through the Tax Lot Assignment function.

#### Steps:

73. Go to the Control Center / Administration / Report Settings / Cost Basis tab. This takes you to your Costs Basis Client List

74. Select the required Client

75. Click the [Edit](#) link in the Tax Lot Accounting column

76. Click the:

[Assign](#) link under Tax Lot Assignment for the appropriate asset – neither Tax Lot Assignment nor Average Cost Assignment has been carried out yet.

or      [View](#) AVG cost – indicates that AVG Cost Assignment has been entered for the asset.

or      [View](#) dd/mm/yyyy – indicates that Tax Lot Assignments have already been entered, which you can then view and / or edit.

77. Edit the information displayed as required to enter the original date and price (or total cost) for each open lot that makes up the position displayed. If you need additional lines, click the + button.

78. Click **Submit**

### Decide on reporting defaults for yourself and your investors

The realized and unrealized gain/loss reports can be produced with detailed Tax Lot information or just summary asset level information. For screen reports, you can expand / contract this information dynamically. You can change the defaults for the various output methods.

#### Steps:

79. Go to Control Center / Administration / Report Settings / Reports tab

80. Select the desired defaults for Screen, Printer Friendly and Batch Job from the drop down lists

81. Click **Submit**

### Amend the Report Packages to include the new reports

The new reports can be included in your Report Packages.

#### Steps:

82. Go to Control Center / Administration / Report Settings / Report Package tab.

83. To add the new reports to as particular package, click its [Content](#) link.

84. Scroll down to the **Gain / Loss** reports section and check those that you want to include in the package

85. Click **Submit** when done.

## Tax Lot Accounting

### Accessing Cost Basis Client List for Tax Lot Accounting Functions

All Tax Lot accounting functions are initiated from the Cost Basis Client List. The Gain/Loss Reports, which show the effects of tax lot matching, are run by choosing the client from the regular Client List and then choosing the appropriate report.

To access the Cost Basis Client List, go to the Control Panel and click **Administration / Report Settings**, then on the **Cost Basis** tab.

*Note: Your Control Center panel may look somewhat different from the one shown at right.*

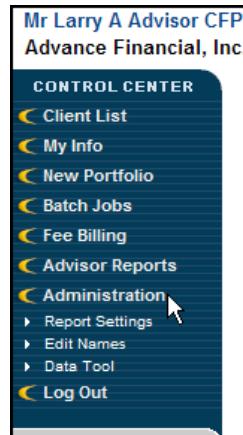


Figure 140 - The Control Center



Figure 141 - Report Settings Tabs

## Using the Cost Basis Client List

From the **Cost Basis Client List** you can find a particular client by:

86. Searching using an ID or Name as a criterion
87. Selecting the first letter of the Client's last name
88. Sorting the Client list by name (click column heading)
89. Sorting the Client list by ID (click column heading)
90. Paging through the Client List

You can also:

91. Check or change your default Global Accounting Method by clicking the Quick Link
92. View and/or edit the Average Cost Assignment for individual assets of the client. This is the existing method of entering open position information and is outside the scope of this guide.

93. Check and/or edit the Tax Lot

Accounting applied to individual accounts held by the client, including editing the account specific matching method, entering historic tax lot information, and carrying out specific lot matching on closing transactions.

94. **Cancel** out and return to your main Client List

Figure 142 - Cost Basis Client List

## Accounting Methods Explained

There are four Accounting Methods that can be applied both at the Global (Advisor) level and at the individual account level:

**FIFO – First In, First Out.** Closing transactions will be matched against the oldest open lots first, moving forward in time until the closing transaction has been completely matched. If there are more open lots than required to match out the closing transaction, this method will leave the most recent lots open.

**LIFO – Last In, First Out.** Closing transactions will be matched against the most recent open lots first, moving backwards in time until the closing transaction has been completely matched. If there are more open lots than required to match the closing transaction, this method will leave the oldest lots open.

**Average Cost (Single Category).** Closing transactions are matched against all open lots regardless of when they were acquired. Where there are more open lots than required to satisfy the closing transaction, all open lots will be reduced in proportion to the total of the closing transaction.

**Average Cost – Long Term (Double Category).** Closing transactions are matched against all open lots that have been held for more than a year (long term). If there are more long-term open lots than required to match against the closing transaction, all will be reduced proportionately; any short-term

open lots will be unaffected. If, however, there are insufficient long term open lots to match against the closing transaction, then the closing transaction will be matched first against the long term open lots until they are extinguished and the remaining balance of the closing transaction will be matched against the short term open lots, in proportion to the number required to finalize the match.

Where there are multiple closing transactions for the same asset, they are matched in chronological order – oldest first.

Example:

*In the following example, we have accumulated 3,000 shares over a 2-year period, half of which are then sold on 4/15/02 at \$4.00 per share. Each of the Accounting Methods will match the closing transaction to the open tax lots in different ways and will produce different total gains as well as different short and long-term splits.*

Purchases				FIFO			LIFO			Average Cost			Average Cost - LT			
Date	No.	Cost	Price	No.	Gain	Type	No.	Gain	Type	No.	Gain	Type	No.	Gain	Type	
4/1/00	1,000	2,000	2.00	-1,000	2,000	LT				-500	1,000	LT	-750	1,500	LT	
4/1/01	1,000	1,500	1.50	-500	1,250	LT	-500	1,250	LT	-500	1,250	LT	-750	1,875	LT	
2/1/02	1,000	3,000	3.00				-1,000	1,000	ST	-500	500	ST				
Totals	3,000	6,500	2.17		-1,500	3,250		-1,500	2,250		-1,500	2,750		-1,500	3,375	

Sale	No.	Proceeds	Price
4/15/02	-1,500	6,000	4.00

However, had the sale taken place on 3/15 instead of 4/15 the Average Cost - LT results would change as there are insufficient Long Term open lots to satisfy the sale. The unsatisfied portion (500 shares) would be matched against the short-term holdings in proportion (see below). Matching by other methods would produce the same results as before, except that the gains for the 4/1/01 lot would be Short Term instead of Long Term.

Purchases				Average Cost - LT		
Date	No.	Cost	Price	No.	Gain	Type
4/1/00	1,000	2,000	2.00	-1,000	2,000	LT
4/1/01	1,000	1,500	1.50	-250	625	ST
2/1/02	1,000	3,000	3.00	-250	625	ST
Totals	3,000	6,500	2.17	-1,500	2,875	

Sale	No.	Proceeds	Price
3/15/02	-1,500	6,000	4.00

### Matching Methods Explained

In addition to the automated accounting methods explained above, you can also override the system match and manually match closing transactions to open lots, using a number of matching strategies in addition to the regular accounting methods. With the exception of pure manual matching, Albridge Wealth Reporting will provide suggested matches according to the matching strategy selected. The matching strategies available are:

**FIFO:** First In First Out; matches the closing transaction against the oldest open lots (same as the Accounting Method explained above).

**LIFO:** Last In First Out; matches the closing transaction against the most recent open lots (same as the Accounting Method explained above).

**Average Cost:** Matches closing transactions against all open lots proportionately (same as the Accounting Method explained above).

**Average Cost – Long Term:** Closing transactions are matched against all open lots that have been held for more than a year (long term). If there are more long-term open lots than required to match against the closing transaction, all will be reduced proportionately. It ignores any open lots that have been held for a year or less. This is similar to the “Average Cost – Long Term (Double Category)” accounting method explained above, except that it will not roll over into short term open lots where there are insufficient open long term lots. Any balance on a closing transaction that has not been matched against long-term open lots, will be matched according to the Account or Global default. Note this method is Single Category rather than the Double Category used by the Accounting Method.

**Average Cost – Short Term:** The opposite of Average Cost – Long Term; closing transactions are matched against all open lots that have been held for a year or less (short term). If there are more short-term open lots than required to match against the closing transaction, all will be reduced proportionately; any long-term open lots will be unaffected. If, however, there are insufficient short-term open lots to match against the closing transaction, then the closing transaction will be matched first against the short-term open lots until they are extinguished and the remaining balance of the closing transaction will be matched against open lots according to the default for the Account or the Global Default.

**Long Term High Cost:** The closing transaction will be matched against long-term open lots in descending order of cost, using the highest cost open lot first. If there are multiple open lots with the same cost, the closing transaction will be matched against the oldest lot first (on a FIFO basis). If there are insufficient long-term open lots to satisfy the closing transaction, the balance will be matched according to the default for the Account or the Global default.

**Short Term High Cost:** The closing transaction will be matched against short-term open lots in descending order of cost. If there are multiple open lots with the same cost, the closing transaction will be matched against the oldest lot first (on a FIFO basis). If there are insufficient short-term open lots to satisfy the closing transaction, the balance will be matched according to the default for the Account or the Global default.

**Long Term Low Cost:** The closing transaction will be matched against long-term open lots in ascending order of cost, using the lowest cost open lot first. If there are multiple open lots with the same cost, the closing transaction will be matched against the oldest lot first (on a FIFO basis). If there are insufficient long-term open lots to satisfy the closing transaction, the balance will be matched according to the default for the Account or the Global default.

**Short Term Low Cost:** The closing transaction will be matched against short-term open lots in ascending order of cost, using the lowest cost open lot first. If there are multiple open lots with the same cost, the closing transaction will be matched against the oldest lot first (on a FIFO basis). If there are insufficient short-term open lots to satisfy the closing transaction, the balance will be matched according to the default for the Account or the Global default.

**Manual:** You can manually select which open lots are associated with the closing transaction. Any balance that you don't assign will be matched according to the default for the Account or the Global default.

## Checking or Changing Your Global Accounting Method

From the **Cost Basis Client List**, click the [Global Accounting Method](#) quick link. This will take you to the Global Accounting Method Assignment Screen (*Figure 143*).

Your current default Accounting Method is highlighted with an “on” radio button [  ]. Other available options are listed in the Accounting Method column. These will have an “off” radio button [  ]. When Tax Lot

Reporting is first switched on, the default Global Accounting Method is FIFO – First In, First Out. To change your default accounting method, select the desired default by clicking the radio button and then on **Submit**.

When you submit the change, all the accounts that were using the previous default will be changed to the new default. If you have set the accounting method at the account level for specific accounts, they will remain unaffected by a change in the Global Accounting Method.

Accounting Method	Description
<input checked="" type="radio"/> FIFO	First In, First Out
<input type="radio"/> LIFO	Last In, Last Out
<input type="radio"/> AVG Cost	Average Cost (Single Category)
<input type="radio"/> AVG Cost - LT	Average Cost - Long Term (Double Category)

Note - When you change the Global Accounting Method setting above, any accounting methodologies that were already specified at the account level will not change.

**Cancel** **Submit**

*Figure 143 - Setting the Global Accounting Method*

## Checking or Changing the Accounting Method for Individual Accounts

To check or change the Accounting Method applied to individual client accounts, go to the **Cost Basis Client List** (Control Center / Administration / Report Settings / Cost Basis tab) and click the [Edit](#) link in the Tax Lot Accounting column next the relevant client. This will open the Tax Lot Accounting Screen for that client.

If you get the warning “**No taxable accounts are available for this investor**”, it indicates that the client only has tax-exempt accounts (IRA's etc.) and therefore has no need for Tax Lot Accounting.

Client Name ▾	ID ▾	AVG Cost Assignment	Tax Lot Accounting
Investor, Aaron	XXXXX0001	<a href="#">Edit</a>	<a href="#">Edit</a>
Investor, Eileen	XXXXX0002	<a href="#">Edit</a>	<a href="#">Edit</a>
Investor, Albert	XXXXX0003	<a href="#">Edit</a>	<a href="#">Edit</a>
Investor, June	XXXXX0004	<a href="#">Edit</a>	<a href="#">Edit</a>

*Figure 144 - Selecting the Tax Lot Accounting settings for an individual client*

## Tax Lot Accounting Screen – Setting Account-Specific Accounting Method

Once at the **Tax Lot Accounting** screen for the required client, you will see the various accounts for that investor. By default, the information displayed will be for the current year to date. Accounts that are not subject to tax will be suppressed.

For each account, an Accounting Method line displays the current method being applied to that account (*Figure 146*). Note that different accounts for the same client can have different accounting methods. You can change the default accounting method for a particular account by clicking the Edit link next to the current method and selecting the new method from the drop down list. For the change to take effect, you must click Submit.

Accounting Method:	FIFO	<a href="#">Submit</a>
	FIFO	
	LIFO	
	Average Cost	
	Average Cost - LT	
Asset Name	CATERPILLAR	Asset Type
	000000101	Common Stock

Figure 145 - Setting the Accounting Method for a Client

Asset Name	Ticker	Asset ID	Asset Type	Current Value(\$)	Tax Lot	
					Matching	Assignment
CATERPILLAR	CAT	000000101	COMMON STOCK	0.00	Match (7)	<a href="#">View</a>
FORD MOTOR CO.	F	000000102	COMMON STOCK	0.00	Match (1)	<a href="#">Assign</a>
GENERAL ELECTRIC	GE	000000103	COMMON STOCK	0.00	Match (11)	<a href="#">Assign</a>
JOHNSON & JOHNSON	JNJ	478160104	COMMON STOCK	0.00	Match (4)	<a href="#">Assign</a>
PRAXAIR	PX	000000105	COMMON STOCK	2,498.01	<a href="#">View</a>	8/31/2005
MICROSOFT	MSFT	000000106	COMMON STOCK	3,872.61	<a href="#">View</a>	AVG Cost

Figure 146 - The Tax Lot Accounting screen

## Specific Lot Matching

There are times when you will need to override the default Accounting Method to correctly reflect the actual match that was executed. You can initiate this by going to the Tax Lot Accounting screen and clicking the Match (n) link next to the required asset in the Tax Lot Matching column. The number in brackets indicates the number of closing transactions.

The Matching link will only appear if there are closing transactions for that asset in the time period selected. If there are no closing transactions to be matched against open tax lots, the link will not appear.

If you need to change the date, for example to work on last year's transactions:

95. Enter the required date against **Year to Date Through**

96. Click **Go**.

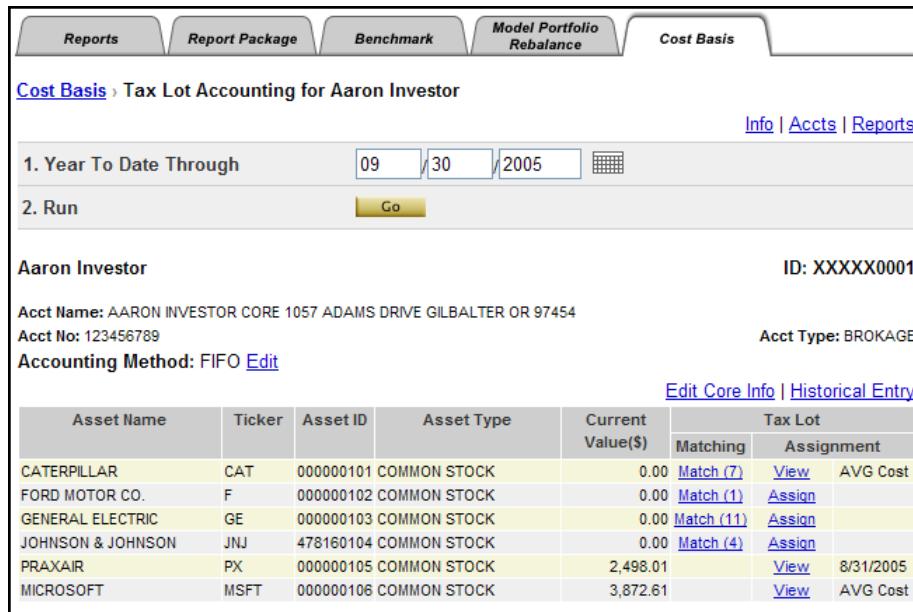
Clicking the calendar icon [  ] will open a calendar window. If you click the date you require, it will complete the **Year to Date** fields for you.

Clicking the Matching link will bring you to the Specific Lot Matching Screen.

## Tax Lot Assignment

AWR uses the transactional information in its database to create open tax lots. However, there are situations (most notably when an Initial Position has been loaded onto AWR) where this information is insufficient to perform tax lot reporting. AWR needs full details of all the opening transactions contained in an Initial Position (rather than the average cost required previously) if it is to correctly match closing transactions and calculate the gains and losses.

This information is provided through the Tax Lot Assignment function, accessed from this screen. See the [Tax Lot Assignment section](#) for more details.



Asset Name	Ticker	Asset ID	Asset Type	Current Value(\$)	Tax Lot	
					Matching	Assignment
CATERPILLAR	CAT	000000101	COMMON STOCK	0.00	Match (7) <a href="#">View</a>	Avg Cost
FORD MOTOR CO.	F	000000102	COMMON STOCK	0.00	Match (1) <a href="#">Assign</a>	
GENERAL ELECTRIC	GE	000000103	COMMON STOCK	0.00	Match (11) <a href="#">Assign</a>	
JOHNSON & JOHNSON	JNJ	478160104	COMMON STOCK	0.00	Match (4) <a href="#">Assign</a>	
PRAXAIR	PX	000000105	COMMON STOCK	2,498.01	<a href="#">View</a>	8/31/2005
MICROSOFT	MSFT	000000106	COMMON STOCK	3,872.61	<a href="#">View</a>	Avg Cost

Figure 147 - Tax Lot Accounting screen showing Matching and Assignment information

## Specific Lot Matching – Finding the Closing Transaction(s)

Before you can proceed with the matching process for the chosen asset, AWR needs to know:

**97. Year to Date Through:**

This is the time period you want to work with and was selected in the previous screen. To change the date, click your browser's Back button.

**98. Lot Match Method:** The Lot Match Method you would like to apply. Select the appropriate method from the drop down list. [The options are explained above](#). The initial method displayed is the default Account or Global method.

**99. Show:** Do you want to see all Closing transactions, only those that have already been assigned to open tax lots or only those that have yet to be assigned? Select All, Assigned or Unassigned from the drop down list box. If you need to change a previously assigned match, you can do so here by selecting Assigned.

**100. Run:** Click **Go** when you have completed the previous three steps.

**Note:** A word of caution about Assigned and Unassigned closing transactions. Assigned closing transactions are those that you have manually assigned using this Specific Lot Matching feature of AWR. Everything else is considered Unassigned. AWR does the automatic matching dynamically when you run a Gain/Loss report using either the Global default accounting method or the default set for the Account if one has been set. If the account has a mixture of specifically matched lots and unassigned closing transactions, AWR will calculate the gains/losses on the specifically matched lots in the way you have matched them here and then use the Global (or Account, if set) default method for the remainder of the transactions.

If you have an asset with a lot of activity and you normally use the Global or Account default, you may want to execute Specific Lot Matching using the default method for prior years to reduce the number of Unassigned transactions.

## Specific Lot Matching – Selecting the Closing Transaction(s)

When you click **Go**, AWR will refresh the display with the Closing Transactions that match the criteria you selected. Only the Closing Transactions that fall within the selected time period will be displayed. From here, you can select the transaction(s) that you want to match off against the Open Lot(s).

The format of the display will vary slightly depending on your selections, which remain at the top of the screen.

If you selected FIFO, LIFO, or Average Cost as the Lot Match Method, you will be able to select one or multiple Closing Transactions to work with. If you selected any other method, you will only be able to select a single transaction to work with. The left-hand column headed **Many**, will be headed **One**.

To select a transaction to work with, click the radio button next to it. For those methods where you can select Many transactions, a Check mark [✓] will indicate it has been selected and you may make

Asset Name: DAIMLERCHRYSLER AG ORD	Asset ID: ABC123
Ticker: DCX	Asset Type: EQUITY
Security Type: Common Stock	
<a href="#">Tax Lot Assignment</a>   <a href="#">Edit Core Info</a>   <a href="#">Historical Entry</a>	
1. Year To Date Through	09/30/2005
2. Lot Match Method	FIFO
3. Show	Unassigned
4. Run	<b>Go</b>

Figure 148 - Setting the criteria to find Closing Transactions

multiple selections. You can select all transactions with a single click on the radio button in the column heading under **Many**.

For those methods where you can only select one transaction, clicking the radio button will turn it On [○]. Selecting another transaction will deselect the previous selection and turn the radio button Off.

Where you have elected to show previously assigned Closing Transactions (highlighted in grey), the Realized Gains or Losses associated with those closed lots will be displayed, split according to the holding period. Gains and losses associated with Unassigned Closing Transactions will not be displayed here as this can only be calculated once you have selected the matching Open Tax Lots to create the Closed Lot.

If you want to change the criteria you used, you can do so here by making the appropriate changes in steps 2 and 3 and clicking **Go** again.

Once you have selected the Closing Transaction(s) you want to work with, click **Submit**.

To back out of the Specific Lot Matching tool altogether, click **Cancel** and you will return to the Tax Lot Accounting screen.

1. Year To Date Through	09/30/2005					
2. Lot Match Method	FIFO					
3. Show	All					
4. Run	<b>Go</b>					
<input type="checkbox"/> Unassigned <input type="checkbox"/> Assigned						
Closing Transaction(s)						
Many	Date	Units	Cost/Share(\$)	Realized Gain/Loss(\$)		
				Short	Long	Total
○	08/05/2005	100.000000	11.000000			
○	11/10/2004	60.000000	7.000000			
○	09/24/2004	100.000000	11.000000			
○	06/25/2004	200.000000	18.000000			
○	04/11/2004	80.000000	15.000000			
○	03/25/2004	200.000000	18.000000	800.00	800.00	800.00
○	02/11/2004	80.000000	15.000000	800.00	800.00	800.00

Figure 149 - Closing transactions with a lot match method allowing a "Many" selection

Closing Transaction(s)						
One	Date	Units	Cost/Share(\$)	Realized Gain/Loss(\$)		
				Short	Long	Total
○	08/05/2005	100.000000	11.000000			
○	11/10/2004	60.000000	7.000000			

Figure 150 - Closing transactions with a lot match method allowing only a "One" selection

## Specific Lot Matching Results – FIFO, LIFO and Average Cost

If you chose FIFO, LIFO or Average Cost as your match method, AWR will automatically match the chosen Closing Transaction(s) against the Open Tax Lots and present the results (*Figure 151*).

The display shows:

**Lot Match Method:** The matching method you chose for Specific Lot Matching

**Total Gain/Loss:** The amount of the gain or loss in total for all the Closing Transaction / Open Tax Lot matches.

**Closing Transactions:** The closing transactions you chose to work with in the previous step, together with the associated Gain/Loss for the transaction, split between Short Term Gain/Loss and Long Term, resulting from matching them to Open Tax Lots.

Lot Match Method: FIFO					Closed Gain/Loss(\$): \$2,120.00
Closing Transaction(s)					
Units	Date	Cost/Share(\$)	Short	Long	Total
100.000000	08/05/2005	11.000000	40	120.00	160.00
60.000000	11/10/2004	7.000000	-120.00		-120.00
100.000000	09/24/2004	11.000000	60.00	-210.00	-150.00
200.000000	06/25/2004	18.000000		1,430.00	1,430.00
80.000000	04/11/2004	15.000000		800.00	800.00

Open Lot(s)					
Assigned Units	Date	Cost/Share(\$)	Available Units	Original Units	
40.000000	08/10/2004	10.000000	50.000000		50.000000
150.000000	06/11/2004	9.000000	150.000000		150.000000
200.000000	08/08/2001	14.000000	200.000000		200.000000
150.000000	05/08/1999	5.000000	150.000000		150.000000

*Figure 151 - System-assisted lot matching results using a FIFO method*

**Open Lots:** Details of the Open Lots affected by the matching, showing the original number of units purchased, the date and price. The Assigned Units column shows the number of units for the selected Closing Transactions that have been assigned to this open lot, based on the matching method chosen previously. The Available Units column shows the amount of the original purchase that remained as an Open Lot after prior Closing Transactions have been matched.

To accept the system generated assignments, click **Submit**. To reject and start again, click **Cancel**. Note that you must click **Submit** to have the specific lot matching take effect.

Note also that with these three matching methods you cannot edit the system-generated results; to do so would invalidate the lot match method. If you want a different assignment than that generated, click **Cancel** and chose the **Manual** matching method.

## Specific Lot Matching Results – Other Methods

If you chose Average Cost – Long Term or Short Term, Long Term High or Low Cost, or Short Term High or Low Cost as your match method, AWR will suggest a match based on the chosen Closing Transaction and present the results (*Figure 152*):

This screen is similar to the one described above, except that only the one selected Closing Transaction will be displayed.

AWR has suggested an assignment based on the chosen Matching method and this is shown in the Assign Units column under Open Lot(s). If you chose Manual as your method and are assigning a previously Unassigned transaction, the Assign Units column will all be zeros. If you chose to manually match a previously Assigned transaction, the previous assignment will be shown in the Assign Units column.

You can edit or change the system suggested assignments, by entering the required number of units in the Assign Units column. AWR will dynamically recalculate the Closed Gain/Loss result and the Available Units to Assign as you enter the new Assigned Units.

When you are happy with the assignments, click **Submit**. Note you must click **Submit** for the assignments to take effect.

You can go back to the original system suggested assignments at any time by clicking **Reset**.

To start over and return to Specific Lot Matching to select a different closing transaction or change the match method, click **Cancel**.

If you do not assign all the units in the Closing transaction, the remainder will be assigned according to the method set at the Account level (if one exists) or the Global Default. The Closing Transaction will be treated as Assigned for Specific Lot Matching purposes.

If you assign more units than there are in the closing transaction, you will get an error message on clicking **Submit** and will need to correct the error before the system will accept your assignments.

### Specific Lot Matching – Checking a Previous Assignment

If you want to check how a specific closing transaction was assigned, choose the appropriate time period, **Manual** as the matching method and show Assigned. Select the transaction from the list of Assigned transactions and click **Submit**. The Assign Units column in the Open Lots section of the matching results screen will show how the transaction was assigned. You can then either edit that assignment or click **Cancel** to select a different transaction, leaving the original assignment intact.

### Tax Lot Assignment Function

When you first move to AWR, the historical transactions making up the initial positions for accounts are not necessarily loaded. For AWR to be able to correctly calculate the gains and losses based on tax lots, the purchase transactions (quantity and cost) need to be entered.

<b>Lot Match Method:</b>		<b>Manual</b>			
<b>Available Units to Assign:</b>		100.000000	<b>Closed Gain/Loss(\$): \$150.00</b>		
<b>Closing Transaction</b>					
Units	Date	Cost/ Share(\$)	Short	Long	Total
100.000000	08/05/2005	11.000000	50.00	100.00	150.00
<b>Open Lot(s)</b>					
Assign Units	Date	Cost/Share(\$)	Available Units	Original Units	
50	08/10/2004	10.000000	50.000000	50.000000	
50	06/11/2004	9.000000	150.000000	150.000000	
	08/08/2001	14.000000	200.000000	200.000000	
	05/08/1999	5.000000	150.000000	150.000000	
<input type="button" value="Reset"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>					

Figure 152 - Manual matching results after allocating units

There are other situations, where AWR may not know the details of the original transactions – transfers in, for example. In these cases too, AWR needs to know detailed make up and costs associated with the transactions to be able to correctly calculate the gains and losses.

If AWR has insufficient data to be able to accurately calculate gains and losses, you will see **N/A** in the gain/loss columns of the Tax Lot Gain/Loss reports. If you have carried out Tax Lot Assignments for the asset and still get an **N/A** on the Gain/Loss reports, please contact Albridge Customer Service.

*Note: Tax Lot Reporting, and by extension Tax Lot Assignment, only covers accounts with a taxable status. Non-taxable accounts such as IRA's are excluded from Tax Lot Reporting. Similarly, you will not be able to enter Tax Lot Assignments for these account types.*

To enter this historical information, select the [View](#) or [Assign](#) link in the Tax Lot Assignment column for the requisite asset from the Tax Lot Accounting screen for the investor.

Tax Lot Assignment resembles AVG Cost Assignment, already available as a tool to approximate cost basis in AWR. Tax Lot Assignment differs from AVG Cost Assignment in that the opening cost basis of an asset is not forced into an aggregate value. Tax Lot Assignment allows full cost basis detail to be entered, transaction by transaction. With this information, the actual gains and losses will be reflected on Gain/Loss reports.

Asset Name	Ticker	Asset ID	Asset Type	Current Value(\$)	Tax Lot	
					Matching	Assignment
CATERPILLAR	CAT	000000101	COMMON STOCK	0.00	Match (7)	<a href="#">View</a>
FORD MOTOR CO.	F	000000102	COMMON STOCK	0.00	Match (1)	<a href="#">Assign</a>
GENERAL ELECTRIC	GE	000000103	COMMON STOCK	0.00	Match (11)	<a href="#">Assign</a>
JOHNSON & JOHNSON	JNJ	478160104	COMMON STOCK	0.00	Match (4)	<a href="#">Assign</a>
PRAXAIR	PX	000000105	COMMON STOCK	2,498.01	<a href="#">View</a>	8/31/2005
MICROSOFT	MSFT	000000106	COMMON STOCK	3,872.61	<a href="#">View</a>	AVG Cost

You will see either an [Assign](#) or [View](#) link in the Tax Lot Assignment column:

Figure 153 - Tax Lot Accounting screen – Tax Lot Assignment

**Assign:** AVG Cost data has not been entered previously.

**View AVG Cost:** indicates that AVG Cost data was entered previously and this needs to be replaced with historical transaction data.

**View mm/dd/yyyy:** historical transaction data has already been entered on that date and this can be viewed or edited.

Clicking the [View](#) or [Assign](#) links will take you to the Tax Lot Assignment screen.

### Assigning Tax Lots – No AVG Cost Assignments

If you have not previously entered AVG Cost Assignment or Tax Lot Assignment information for the asset, AWR will indicate this with an [Assign](#) link in the Assignment column on the Tax Lot accounting screen. Clicking [Assign](#) will bring you to the Open Tax Lot Assignment screen.

For Tax Lot reporting to accurately reflect the cost basis for an asset, AWR needs to have a detailed breakdown of all open tax lots – dates and costs.

The Open Tax Lot Assignment section will be pre-filled as follows (in order of precedence):

The Initial Position information (date and quantity). Legend “Initial assignment is populated by First Position record.”

The details from the First Transaction record (date, quantity, price and cost). Legend “Initial assignment date is populated by First Transaction record”

The details from the earliest Transfer In or Journal In record (date and quantity). Legend “Initial assignment date is populated by Transfer In record”

If there was only one open lot and the Unit and Total Costs are correct, you can simply click **Submit** and the Tax Lot Assignments will be created.

If there was more than one Open Lot or the Unit/Total Costs are incorrect or missing, you will need to edit the information.

To do this, enter the **Date** the lot was first opened, the **Quantity** (number of units), and either the **Unit Cost** or the **Total Cost**. AWR will calculate whichever one you don't enter.

To enter additional lots, click the Plus symbol [+] and an additional line will be provided.

As you enter the Open Tax Lot information, the total Quantity entered so far will be shown against **Sum** under the grid and the number of units that remain to be assigned will be shown on the right above the grid.

The **Total Quantity** is the total number of units that AWR needs detailed cost information on, and should equal the **Sum** total when you have finished.

If you make an error, you can edit any of the entries made.

Once you have finished click **Submit**. You must click Submit, for AWR to record the information.

If you enter information for too few units or too many units, you will receive an error message and need to correct the information before it can be accepted.

If you find you don't have all the information you need, click Cancel and any AVG Cost Assignments will be preserved.

If you need to change the date you're working with (1) enter a new **As of Date** and (2) click **Go**.

### Replacing AVG Cost Assignment Data with Tax Lot Assignments

If you had previously entered AVG Cost Assignment information for the asset AWR will indicate this with “[View](#) AVG Cost” in the Assignment column on the Tax Lot Accounting screen.

Aaron Investor				ID: XXXXX0001												
Acct Name: AARON INVESTOR CORE 1057 ADAMS DRIVE GILBALTER OR 97454 Acct No: 000013579				Acct Type: EQUITY												
Asset Name: DAIMLERCHRYSLER AG ORD Ticker: DCX Security Type: Common Stock				Asset ID: ABC123 Asset Type: EQUITY												
Open Tax Lots Assignment Total Quantity: 89.300000				Remaining Quantity to Assign: 59.300000												
<table border="1"> <thead> <tr> <th>Date</th> <th>Quantity</th> <th>Unit Cost (\$)</th> <th>Total Cost (\$)</th> </tr> </thead> <tbody> <tr> <td>12 /31 /2001</td> <td>30.000000</td> <td>8.460000</td> <td>253.80</td> </tr> <tr> <td>/ /</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(use one field only)</p>				Date	Quantity	Unit Cost (\$)	Total Cost (\$)	12 /31 /2001	30.000000	8.460000	253.80	/ /				
Date	Quantity	Unit Cost (\$)	Total Cost (\$)													
12 /31 /2001	30.000000	8.460000	253.80													
/ /																
				Initial assignment is populated by First Transaction record. Sum: 30.000000 253.80												
				<input type="button" value="Cancel"/> <input type="button" value="Submit"/>												

Figure 154 - Initial Tax Lot Assignment, based on First Transaction record

**Note:** If you have already entered AVG Cost Assignments, Tax Lots will use that information by default for calculating gains and losses; it will treat the AVG Cost Assignment as a single open tax lot. This will give accurate gain/loss information where the initial position was a single open tax lot and the unit cost entered represents the original purchase price. However, if the Initial Position was comprised of two or more open tax lots, then the gains and losses reported by tax lots may not be completely accurate.

For Tax Lot reporting to accurately reflect the cost basis for an asset, AVG Cost Assignments should be replaced with Tax Lot Assignments. The breakdown of AVG Cost Assignments (the aggregate cost basis on Initial Positions) into Tax Lot Assignments will ensure the accuracy of tax lot records created for Gain/Loss reports.

Click the [Tax Lot Assignment](#) link to continue with the process of replacing the AVG Cost Assignment for the asset with Tax Lot Assignment information.

To back out and return to the Tax Lot Accounting screen, click **Previous**.

If you decide to replace AVG Cost Assignments with Tax Lot Assignments, the Open Tax Lot Assignment screen will be displayed (Figure 156).

AWR will display basic information about the Investor, Account and Asset you are working with.

Under that are the details of the AVG Cost Assignments currently held on AWR.

It is this data that AWR needs the details for: the date the individual tax lots were purchased, the number of units and either the Unit Cost or the Total Cost.

This information is entered at the bottom of the screen, which will be pre-filled with the existing AVG Cost Assignment information.

The screenshot shows a software interface for managing investment positions. At the top, there's a breadcrumb navigation: [Cost Basis](#) > [Tax Lot Accounting for Aaron Investor](#) > [Tax Lot Assignment](#). Below the navigation, there are several sections of data:

- 1. As of Date:** 12/31/2001
- Aaron Investor:** ID: XXXXX0001  
Acct Name: AARON INVESTOR CORE 1057 ADAMS DRIVE GILBALTER OR 97454  
Acct No: 000013579
- Asset Name:** DAIMLERCHRYSLER AG ORD  
**Asset ID:** ABC123  
**Ticker:** DCX  
**Asset Type:** EQUITY  
**Security Type:** Common Stock  
**Lot Match:** System
- Avg Cost Assignment:** A table showing a single row: Date (12/31/2001), Quantity (89.3), Unit Cost (\$) (8.46), and Total Cost (\$) (755.48). Below the table is a red link: [Replace AVG Cost Assignment with Tax Lot Assignment](#).
- Buttons:** Previous, Info | Accts | Reports.

Figure 155 - Confirm you want to replace AVG Cost Assignments with Tax Lot Assignments

The screenshot shows the 'Open Tax Lots Assignment' screen. At the top, there's a date input field set to 12/31/2001 and a 'Go' button. Below the date input are sections for the Investor and Asset details, identical to Figure 155.

Underneath, there's a table for the 'Avg Cost Assignment' with one row: Date (12/31/2001), Quantity (89.3), Unit Cost (\$) (8.46), and Total Cost (\$) (755.48).

Below this is the 'Open Tax Lots Assignment' section. It shows a table with the following data:

Remaining Quantity to Assign:			
Date	Quantity	Unit Cost (\$)	Total Cost (\$)
(use one field only)			
12 / 31 / 2001	89.30	8.46	755.48

At the bottom of the screen are 'Cancel' and 'Submit' buttons.

Figure 156 - Open Tax Lots Assignment - replacing AVG Cost Assignments with Tax Lot Assignments

If there was only one open lot and the Unit and Total Costs are correct, you can simply click Submit and the Tax Lot Assignments will be created.

If there was more than one Open Lot or the Unit/Total Costs are incorrect or missing, you will need to edit the information.

To do this, enter the Date the lot was first opened, the Quantity (number of units), and either the Unit Cost or the Total Cost. You can use either Unit Cost or Total Cost; AWR will calculate whichever one you don't use when you leave the field.

To enter additional lots, click the Plus symbol [+] and an additional line will be provided.

As you enter the Open Tax Lot information, the total Quantity entered so far will be shown against Sum under the grid and the number of units that remain to be assigned will be shown on the right above the grid.

The total quantity is the total number of units that AWR needs detailed cost information on and should equal the Sum total when you have finished.

If you make an error, you can edit any of the entries made.

Once you have finished click **Submit**. You must click **Submit**, for AWR to record the information.

If you enter information for too few units or too many units, you will receive an error message and need to correct the information before it can be accepted.

If you find that you do not have all the information you need, click Cancel and any AVG Cost Assignments will be preserved.

If you need to change the date you are working with (1) enter a new **As of Date** and (2) click **Go**.

### Viewing / Deleting Open Tax Lot Assignments

When you **Submit** your Open Tax Lot Assignments, AWR will present you with a list of the open Tax Lots you entered. You will also come to this screen when you have previously entered Open Tax Lot Assignments and click the [View](#) link from the Tax Lot Accounting screen:

If you are happy with the Tax Lot Assignments, you do not need to do anything else. Clicking **OK** will take you back to the Tax Lot Accounting screen.

If there are errors on the Tax Lot Assignments, you can either click:

As of Date		12/31/2004	
Aaron Investor		ID: XXXXX0001	
Acct Name: AARON INVESTOR CORE 1057 ADAMS DRIVE GILBALTER OR 97454			
Acct No: 000013579		Acct Type: EQUITY	
Asset Name: DAIMLERCHRYSLER AG ORD		Asset ID: ABC123	
Ticker: DCX		Asset Type: EQUITY	
Security Type: Common Stock			
Open Tax Lots as of 12/31/2004		<a href="#">Delete</a>   <a href="#">Edit</a>	
Date	Quantity	Unit Cost (\$)	Total Cost (\$)
12/31/2001	8.930000	8.460000	75.52
01/05/2002	168.640000	8.140000	1,347.77
01/05/2002	814.140000	7.780000	6,359.00
06/05/2002	43.000000	7.950000	341.90
11/15/2003	54.350000	10.000000	543.50
03/07/2004	50.310000	10.000000	503.10

Figure 157 - Open Tax Lot Assignments

[Delete](#) which will delete all Open Lots and return you to the previous screen (after asking for confirmation). This allows you start again with entering the Tax Lot Assignments or [Edit](#) which will put this screen into edit mode.

If you Edit the data, don't forget to click **Submit** to have the changes recorded, or **Cancel** to stop editing and leave the previous assignments as they were.

### Editing Open Tax Lot Assignments

In the Open Tax Lot Assignment edit screen, you will see the Open Tax Lot Assignment information held by AWR. If you need to change the **As of Date**, you can do so. Click **Go** to update the information.

If you previously had AVG Cost Assignment information entered, this will be displayed. If not, it will be omitted.

As with the original entry of Tax Lot Assignments, you can enter the date of the transaction, the quantity (number of units) and either the Unit Cost or the Total Cost. AWR will calculate whichever one is not entered.

If you need additional lines to enter more data, click the Plus symbol [ + ]; to delete empty lines, click the Minus symbol [ - ].

Date	Quantity	Unit Cost (\$)	Total Cost (\$)
01/03/2001	8.930000	8.460000	75.52
01/05/2002	168.640000	8.140000	1372.73
01/05/2002	474.770000	7.780000	3693.71
05/03/2002	43.000000	7.950000	341.85
11/15/2003	54.350000	10.000000	543.50
03/07/2004	50.310000	10.000000	503.10
Sum:		800.00	

Figure 158 - Editing Open Tax Lot Assignments

To have AWR record your changes click **Submit**. Note you must click **Submit** for the changes to be recorded.

To back out without recording your changes, click **Cancel**.

Once you click **Submit**, AWR will once again display the Open Tax Lot Assignments it has recorded and, if necessary, you can repeat the edit process.

### Tax Lot Reporting

#### Accessing and Using Tax Lot Reports

The Tax Lot reports are accessed in the same way as other reports: find the appropriate client from the **Client List** and then click the **Reports** link.

101. Select the Portfolio you want to work with from the drop down list.

102. Select the desired report from the drop down list:

Figure 159 - Setting your criteria for a Tax Lot Report

## Tax Lot Realized Gain/Loss by Investor Tax Lot Unrealized Gain/Loss by Investor Tax Lot Gain/Loss Report

Note the [Tax Lot](#) Quick Link next to the report name, which takes you to Tax Lot Accounting. There you can set default accounting methods for the account as well as carry out Tax Lot Matching and Tax Lot Assignments.

103. Select the Time Period you want from the drop down list. If it is not a standard period you will be required to enter the dates
104. Click **Go** for a screen report, **Printer Friendly** for a version in PDF format that you can print out, save and e-mail or **Export** for a version that can be viewed and edited in a spreadsheet program.

### Expanding and Collapsing Detailed Tax Lot Information

#### Expand All / Collapse All

Because you may want to view the information in the reports either at the detailed Tax Lot level or at the summary Asset level, you can dynamically switch between the two views either at the report level or at the asset level.

The default view shown when the report is first displayed is set under Administration on the Reports tab.

Under the details of the portfolio, you will see either:

[Tax Lot Details \(Collapse All\)](#) if your default is "Expand All" or

[Tax Lot Details \(Expand All\)](#) if your default is "Collapse All"

Aaron Investor 1057 Adams Dr Gibraltar, OR 97454	Larry A Advisor Advance Financial, Inc. 1 Fort Knox Troy, MI 48084 555-555-5555	Combined Account Portfolio Date: 03/11/2003 Created On: 03/11/2003							
<input type="checkbox"/> <a href="#">Tax Lot Details (Collapse All)</a>									
<i>Core Account(s)</i>									
<b>Aaron Investor</b> Acct Name: AARON INVESTOR CORE 1057 ADAMS DRIVE GILBALTER 97454 Acct No: 123456789									
	Asset Name	Dates	Units	Total Cost(\$)	Closed Value(\$)	Realized Gain/Loss(\$)	Short Term	Long Term	Total
		Open      Closed							
<input type="checkbox"/>	EXXON		506.90	5,859.48	5663.21	-350.00	153.73	-196.27	
		12/16/2002 03/08/2003	200.00	2,650.00	2,300.00	-350.00			-350.00
		11/03/2000 02/18/2003	150.00	1,584.00	1,653.00		69.00	69.00	
		10/09/2000 01/07/2003	56.90	1,625.48	1,710.21		84.73	84.73	
<input type="checkbox"/>	SCHLUMBERGER		60.50	4,421.95	549.34	-3,872.61			-3,872.61
		08/03/2002 01/17/2003	60.50	4,421.95	549.34	-3,872.61			-3,872.61
<input type="checkbox"/>	PRAXAIR		1,360.00	38,760.00	21,010.00	-17,750.00			-17,750.00
		08/03/2002 02/04/2003	860.00	24,510.00	13,760.00	-10,750.00			-10,750.00
		08/03/2002 01/03/2003	500.00	14,250.00	7,250.00	-7,000.00			-7,000.00
<input type="checkbox"/>	CATERPILLAR		186.00	61,105.80	63,603.81		2,498.01	2,498.01	
		08/03/2002 02/22/2003	186.00	61,105.80	63,603.81		2,498.01	2,498.01	
				Account Total:	\$110,147.23	\$90,826.36-\$21,972.61	\$2,651.74-\$19,320.87		

Figure 160 - Realized Gain/Loss Report showing Tax Lot Details expanded

By clicking the  button you will hide all the Tax Lot detailed information throughout the report.

By clicking the  button you will display all the Tax Lot detailed information throughout the report.

You can toggle between these two views as needed.

**Note:** This feature is only available for screen reports. Printer Friendly reports are either Expanded or Collapsed depending on the default you set. Export reports are always Expanded.

## Expanding and Collapsing Tax Lot Details for Individual Assets

Similarly you can Expand or Suppress Tax Lot Details for individual assets by clicking the (expand) or (suppress) symbols next to the asset name. This feature is only available on the screen version of the report.

### Setting the Default Display for Tax Lot Detail on Reports

When the Tax Lot Reports are first displayed, they are either displayed with all the Tax Lot Details shown or all suppressed. You can change your default by going to the Control Center, Administration and clicking the Reports Tab.

You can choose between Expand All and Collapse All as the default.

You can set three separate default settings:

105. **Screen** – for when you run a Tax Lot report from the Client List and elect to have the report displayed on screen.  
(System Default = Expand All)

106. **Printer Friendly** – for when you run a Tax Lot report or package containing a Tax Lot Report(s) and choose to display the report in PDF format on screen. (System Default = Collapse All)

107. **Batch Job** – for when you run a Tax Lot report or package containing a Tax Lot Report(s) as part of a Batch Job. (System Default = Collapse All)

When you have set the desired defaults, click **Submit** to have your changes take effect.

*Note: When you Export a Tax Lot report, the Tax Lot detail is **always** expanded.*

### Tax Lot Realized Gain/Loss by Investor Report

The Tax Lot Realized Gain/Loss Report shows information of realized gains and losses for each asset within an account and for each account within a portfolio:

**Units** – the total number of units in closed tax lots for the period of the report

**Total Cost** – the aggregate cost of the units (typically purchase cost) in the closed tax lots for the period of the report

Aaron Investor 1057 Adams Dr Gibralter, OR 97454	Larry A Advisor Advance Financial, Inc. 1 Fort Knox Troy, MI 48084 555-555-5555	Combined Account Portfolio Date: 03/11/2003 Created On: 03/11/2003						
Tax Lot Details (Expand All) <span style="float: right;">Core Account(s)</span>								
Aaron Investor Acct Name: AARON INVESTOR CORE 1057 ADAMS DRIVE GILBALTER 97454 Acct No: 123456789								
Asset Name	Dates	Units	Total Cost(\$)	Closed Value(\$)	Realized Gain/Loss(\$)	Short Term	Long Term	Total
	Open	Closed						
EXXON		506.90	5,889.48	5663.21	-350.00	153.73	-196.27	
SCHLUMBERGER		60.50	4,421.95	549.34	-3,872.61		-3,872.61	
PRAXAIR		1,360.00	38,760.00	21,010.00	-17,750.00			-17,750.00
CATERPILLAR		186.00	61,105.80	63,603.81		2,498.01	2,498.01	
			Account Total:	\$110,147.23	\$90,826.36	-\$21,972.61	\$2,651.74	-\$19,320.87

Figure 161 - Realized Gain/Loss Report showing Tax Lot Details collapsed

<b>Reports</b>	<b>Report Package</b>	<b>Benchmark</b>	<b>Model Portfolio Rebalance</b>	<b>Cost Basis</b>
<b>Set Default Report Setting</b> Portfolio: Combined Account Portfolio Reports Time Period: 1 Month Trailing				
<b>Set Default Collapse/Expand All Setting</b> Insurance Detail*: Screen: Expand All / Printer Friendly: Collapse All / Batch Job: Collapse All Tax Lot Detail**: Screen: Expand All / Printer Friendly: Collapse All / Batch Job: Collapse All				
<small>* Apply to Holding By Investor Report</small> <small>**Apply to All Tax Lot Reports</small>				
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>				

Figure 162 - The Reports Tab is used to set the display defaults for Tax Lot Details

**Closed Value** – the total amount on the closing transactions (typically sales) in the closed tax lots for the period of the report

**Realized Gain/Loss** – the total gain/loss on the closed tax lots, split between Short Term and Long Term gains/losses, based on the period of time the asset was held.

Additionally, if you have the tax lot detail displayed, you will see the same details for the individual tax lots as well as the dates the individual lots were opened and closed.

**Note:** If you see N/A in the Gain/Loss column, it indicates that AWR does not have the required historic cost details on the opening transaction(s) to calculate the Gain/Loss. These need to be entered via the [Tax Lot Assignment function](#).

Aaron Investor								
Asset Name	Dates		Units	Total Cost(\$)	Closed Value(\$)	Realized Gain/Loss(\$)		
	Open	Closed				Short Term	Long Term	Total
EXXON			506.90	5,859.48	5663.21	-350.00	153.73	-196.27
	12/16/2002	03/08/2003	200.00	2,650.00	2,300.00	-350.00		-350.00
	11/03/2000	02/18/2003	150.00	1,584.00	1,653.00		69.00	69.00
SCHLUMBERGER			56.90	1,625.48	1,710.21		84.73	84.73
			60.50	4,421.95	549.34	-3,872.61		-3,872.61
	08/03/2002	01/17/2003	60.50	4,421.95	549.34	-3,872.61		-3,872.61
PRAXAIR			1,360.00	38,760.00	21,010.00	-17,750.00		-17,750.00
	08/03/2002	02/04/2003	860.00	24,510.00	13,760.00	-10,750.00		-10,750.00
	08/03/2002	01/03/2003	500.00	14,250.00	7,250.00	-7,000.00		-7,000.00
CATERPILLAR			186.00	61,105.80	63,603.81		2,498.01	2,498.01
	08/03/2002	02/22/2003	186.00	61,105.80	63,603.81		2,498.01	2,498.01
				Account Total:	\$110,147.23	\$90,826.36	-\$21,972.61	\$2,651.74 -\$19,320.87

Figure 163 - Tax Lot Realized Gain / Loss by Investor Report

### Tax Lot Unrealized Gain/Loss by Investor Report

The Tax Lot Unrealized Gain/Loss Report by Investor Report shows information of unrealized gains and losses for each asset within an account and for each account within a portfolio:

**Units** – the total number of units in open tax lots at the report date

**Total Cost** – the aggregate cost of the units (typically purchase cost)

**Current Value** – the value of the holdings at the report date

**Unrealized Gain/Loss** – the total unrealized gain/loss on the open tax lots, split between Short Term and Long Term gains/losses, based on the period of time the asset has been held from the initial purchase date to report date.

Additionally, if you have the tax lot detail displayed, you will see the same details for the individual tax lots as well as the dates the individual lots were opened.

Aaron Investor								
Asset Name	Open Date	Units	Total Cost(\$)	Current Value(\$)	Unrealized Gain/Loss(\$)			Total
					Short Term	Long Term	Total	
JOHNSON & JOHNSON		150.00	3,309.00	4,353.00			1,044.00	1,044.00
	12/02/2000	150.00	3,309.00	4,353.00			1,044.00	1,044.00
EXXON		239.56	5,100.20	6,952.03	1,044.00	807.83	1,851.83	
	12/02/2002	150.00	3,309.00	4,353.00	1,044.00			1,044.00
	02/23/2001	89.56	1,791.20	2,599.03			807.83	807.83
Account Total:				\$8,409.20	\$11,305.03	\$1,044.00	\$1,851.83	\$6,767.73

Figure 164 - Tax Lot Unrealized Gain / Loss by Investor Report

## Tax Lot Gain/Loss Report by Investor

The Tax Lot Gain/Loss Report by Investor summarizes the information contained in the Realized and Unrealized Gain/Loss reports.

For each asset, it shows the number of units, the aggregate cost and the current value of the asset holding, together with the associated Gain/Loss split between Realized and Unrealized.

Aaron Investor						
Acct Name: AARON INVESTOR CORE 1057 ADAMS DRIVE GILBALTER 97454						
Acct No: 123456789						
Asset Name	Units	Total Cost(\$)	Current Value(\$)	Unrealized	Realized	Total
GILLETTE	150.00	3,309.00	4,353.00	1,044.00		1,044.00
SCHLUMBERGER	506.90				-196.27	-196.27
PRAXAIR	60.50				-3,872.61	-3,872.61
CATERPILLAR	860.00				-17,750.00	-17,750.00
JOHNSON & JOHNSON	186.00	61,105.80	63,603.81	2,498.01		2,498.01
GENERAL ELECTRIC	239.56	5,100.20	6,952.03	1,851.83		1,851.83
Account Total:		\$69,515.00	\$74,908.84	\$5,393.84	-\$21,818.88	-\$16,425.04

Figure 165 - Tax Lot Gain/Loss by Investor Report

## Including/Changing Tax Lot Reports in Report Packages

You can include Tax Lot Reports in any of your 3 report packages. To see which reports are included in each package or to make changes, go to the Control Center / Administration / Report Settings and click the **Report Package** tab.

Those reports included in each packages are displayed.

### Changing the Package Name

To change the name of the package, click [Name](#).

<a href="#">Name   Sort   Content</a>
Statement

Make the required changes and then click **Submit**.

### Changing the Report Package Contents

To change the reports click the [Content](#) link. Those reports marked with a check mark [  ] are already included in the package (Figure 167).

To include the Tax Lot reports, scroll down to the Gain / Loss section and click the radio button [  ] next to the report name to include it in the desired Report Package. It will toggle to a check mark. You can include more than one Gain/Loss report in the same package.

You can delete a report from a report package by clicking the check mark. It will toggle to the off position.

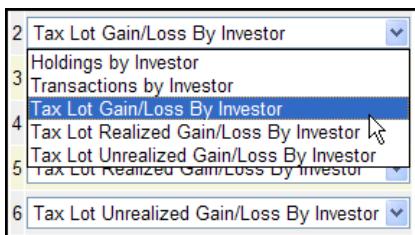
Reports	Report Package	Benchmark	Model Portfolio Rebalance	Cost Basis
<b>Set Default Report Package Setting(s)</b>				
<a href="#">Name   Sort   Content</a>				
Statement	Quarterly	Annual		
1 Cover Page	1 Cover Page	1 Cover Page		
2 Holdings by Investor	2 Portfolio Summary	2 Holdings by Investor		
3 Transactions by Investor	3 Tax Lot Realized Gain/Loss By Investor	3 Asset Allocation - Asset Type		
4 Tax Lot Gain/Loss By Investor		4 Portfolio Detail		
5 Tax Lot Realized Gain/Loss By Investor		5 Core Value and Benchmark		
6 Tax Lot Unrealized Gain/Loss By Investor		6 Tax Lot Gain/Loss By Investor		
		7 Tax Lot Realized Gain/Loss By Investor		
		8 Tax Lot Unrealized Gain/Loss By Investor		

Figure 166 - Report Package Contents Display

Click **Submit** to have your changes take effect.

## Changing the Order of Reports

You can change the order of reports in the package by clicking the [Sort](#) link.



From the each drop down list, select the required report. When finished, click **Submit** to have your changes take effect.

The screenshot shows the 'Set Default Report Setting' interface. At the top, there are tabs: Reports, Benchmark, Model Portfolio Rebalance, and Cost Basis. The Reports tab is selected.

**Set Default Report Setting**

Portfolio	Reports	Time Period
Combined Account Portfolio	Holdings by Investor	

**Set Default Report Package Setting(s)**

Name   Sort   Content	Name   Sort   Content	Name   Sort   Content
<b>Statement</b>	<b>Report Package 2</b>	<b>Report Package 3</b>
<input checked="" type="radio"/> Cover Page	1 Cover Page	1 Cover Page
<input checked="" type="radio"/> Summary (Choose One)	2 Asset Allocation - Asset Type	2 Holdings by Investor
<input checked="" type="radio"/> Portfolio Summary	3 Portfolio Summary	
<input type="radio"/> Portfolio Detail		
<input checked="" type="radio"/> Asset Allocation (Choose One)	4 Core Value and Benchmark	
<input type="radio"/> Investment Objective		
<input checked="" type="radio"/> Asset Type	5 Core Multi-Period Performance	
<input checked="" type="radio"/> Holdings (Choose One)		
<input checked="" type="radio"/> by Investor		
<input type="radio"/> by Portfolio		
<input type="radio"/> by Classification		
<input type="radio"/> Model Portfolio Rebalance		
<input type="radio"/> Gain/Loss (Choose Many)		
<input type="radio"/> Tax Lot Gain/Loss By Investor		
<input type="radio"/> Tax Lot Realized Gain/Loss By Investor		
<input type="radio"/> Tax Lot Unrealized Gain/Loss By Investor		
<input type="radio"/> Core Summary		

**Buttons:** Cancel, Submit

Figure 167 - Setting the reports to include in Report Packages.

## Client Access

The Client (Investor) Access feature allows Advisors to share information with their clients. Advisors have sole discretion as to which clients to offer access to the system.

Client Access enables clients to view:

Their individual account information (based on their social security number)

Their combined account portfolio

All public portfolios in which at least one of the client's accounts has been included

The same client reports available to their financial advisor

Clients can also create their own portfolios (which include only their own accounts) and enter manual accounts.

Clients cannot create performance benchmarks, model portfolios or portfolios that include other investors' accounts.

The steps for the client registration process are:

1. The advisor notifies selected clients that the Albridge Wealth Reporting service is available to them.
2. The advisor provides their clients with the URL (web address) at which to access the Albridge Wealth Reporting application and the advisors' client temporary password (found on the advisor's My Info screen).
3. Clients go to the URL sign-in page and click on the **Registration** button (*Figure 168*). They are prompted to enter their social security number and the client temporary password provided by the advisor. Then click on the **Submit** button (*Figure 169*).
4. The next screen contains the User Agreement that the clients should read and accept (*Figure 170*). At that time, the client is requested to verify their personal information, create their own personal user name and password and click on the **Submit** button (*Figure 171*).

The screenshot shows the Albridge Wealth Reporting homepage. At the top, there is a navigation bar with links for 'Log In', 'Disclaimer', 'Security', and 'Contact Us'. Below the navigation bar, there is a 'Registration' button. To the right of the button, there is a welcome message: 'Welcome to Albridge Wealth Reporting, formerly StatementOne, your source for online consolidated account information.' Below the welcome message, there is another message: 'With Albridge Wealth Reporting you can view all of your account statements online and generate in-depth reports to use from anywhere around the world.' At the bottom of the page, there is a VeriSign logo and a copyright notice: '© 2004 Albridge Solutions, Inc. All rights reserved.' There is also a note about minimum browser requirements: 'Minimum Browser Requirements \* Netscape 6.2 or higher or \* Internet Explorer 5.x or higher'.

*Figure 168*

The screenshot shows a 'Registration' form. At the top, there is a header that says 'Please enter your Social Security Number and Client Temp Password: All fields are required.' Below the header, there are two input fields: 'Social Security Number: (ie. 111223333)' and 'Client Temp Password: (must be 6-10 characters)'. At the bottom of the form, there are two buttons: 'Cancel' and 'Next'.

*Figure 169*

5. The advisor receives an e-mail notification which lets them know that the client registered for the system. The client's name will appear at the "top" of the Advisor's client list with an "Approve" link next to the client's name.
6. Once the advisor clicks on the "Approve" link, the advisor will have the ability to assign an Investor View to the client and the client will receive an automatically-generated e-mail notification authorizing their access to the system
7. The investor can then log-in to the system at their convenience, with the user name and password they chose during the registration process..

#### **Registration Process: Step 1 of 2:**

Please accept the User Agreement:

No part of this site may be reproduced, stored or transmitted in any form or by any means - electronic, mechanical, photocopying, recording or otherwise without the written permission of the copyright owner, Albridge Solutions and Statementone have provided this web site for

[Previous](#) [Decline](#) [Accept](#)

Figure 170

#### **Registration Process: Step 2 of 2:**

\* These fields are required

Please select a User Name and Password.

User Name and Password can be alphanumeric and must be between 6 and 20 (User Name) or 6 and 10 (Password) characters

User Name: \*

Password: \*

Confirm Password: \*

Figure 171

## Investor Customization

The Investor Customization feature allows advisors to customize the feature set available to investors using the Albridge Client Access Platform. Advisors have the ability to create an unlimited number of Investor Views that are then assignable to their individual clients.

Investor Customization enables advisors to:

- Create an unlimited number of Investor Views to tailor the Albridge application to meet the needs of their clients.
- Limit functionality available to clients using Albridge Client Access.
- Limit the reports available to clients through Albridge Client Access
- Set the date options available for clients using time period reports.

The steps to create Investor Views for Clients are as follows:

1. Advisor clicks on Investor View under the Administration tab within the Control Center. (Figure 169)
2. User then clicks on Investor View List tab.
3. User clicks on Create Investor View link on the top right hand portion of the screen.
4. Advisor then enters a name for the Investor View, selects all Reports, Date Options, and Additional Functionality that they wish to make available for this Investor View. (Figure 170)
5. Once selections are completed, advisor clicks submit button and the newly created Investor View will be available for client assignment by the advisor.

### Important Notes

- Under the Investor View Reports section, a selection called “Check here to include all new reports in this Investor View Package” allows advisors to include any new reports that are permissioned to the advisor to automatically be made available to this Investor View.
- If a client is granted access to a Report Package via their Investor View, when the Report Package is generated by the investor, the report package will only include reports that are both included in the underlying Report Package as well as their Investor View.



Figure 172

Figure 173

The steps to assign Investor Views to individual clients are as follows:

1. Advisor clicks on Investor View under the Administration tab within the Control Center.
2. Advisor is then presented with the Investor View Settings page that displays a list of Active Clients along with the Investor View associated with each of their clients.
3. Advisors may go to the Investor View column and select the drop down box in each of the client rows to assign the appropriate Investor View for each of their individual clients. (A “Default” Investor View as well as all custom Investor Views which were created by the advisor will be included in the drop down menus.)

The screenshot shows a software interface titled "Investor View Settings". At the top, there are two tabs: "Investor View Settings" (which is selected) and "Investor View List". Below the tabs is a search bar labeled "Client Search" with fields for "ID" and "Name". A legend below the search bar shows letters A through Z with corresponding color-coded boxes. The main area is a table with columns: "Client Name", "ID", "Status", and "Investor View". The table lists 15 clients with their respective IDs and statuses. The "Investor View" column contains dropdown menus. The last two rows of the table have a light gray background. At the bottom right of the table are "Cancel" and "Submit" buttons.

Client Name	ID	Status	Investor View
Aaron, George	XXXXX1456	Active	Premium Investor View
SAMPLE, A.H	XXXXX4535	Active	Standard View
SAMPLE, M.I	XXXXX0162	Active	Standard View
Artman, Molly	XXXXX9822	Active	Default
Austin, Kathy	XXXXX7953	Active	Standard View
Baker, Bruce	XXXXX8961	Active	Default
Biggs, Charles	XXXXX7522	Active	Standard View
Bretl, Cara	XXXXX0394	Active	Default
Bubier, Sandra	XXXXX6730	Active	Standard View
Burlingame, Elaine	XXXXX2188	Active	Premium Investor View
Chapman, David	XXXXX1438	Active	Standard View
Gerard, Phillip	XXXXX7456	Active	Default
Allen, Bradley	XXXXX7258	Active	Premium Investor View

Figure 174

#### Important Note

Clients will automatically be assigned to the Default Investor View unless advisor specifically assigns a custom investor view to the client. The Default Investor View will include all available functionality, reports, and date options that are currently available.

## Fee Billing

Albridge Fee Billing is a fee calculation and billing system that is fully integrated into Albridge Wealth Reporting. Fee billing allows financial advisors to create and manage fee structures and complex billing with flexibility and ease. Albridge Fee Billing provides the RIA and Broker-Dealer a platform for managing their fee-based business with all the versatility and efficiency of Albridge Wealth Reporting.

Albridge Fee Billing provides for ease of use and flexibility in building fee structures, managing automation of multiple batch billing jobs, and the administration and organization of billing groups. It accomplishes this while offering powerful, comprehensive integration with the Albridge Wealth Reporting interface familiar to advisors.

The benefits of Albridge Fee Billing include the ability to tailor billing models to individual clients, whether that means applying recurring or 1-time discounts, or excluding individual securities from billing; producing fee statements as well as invoices; being able to bill on external (aggregated) accounts; and having a permanent archive of fee models, amounts, and bills. Albridge Fee Billing offers an extensive array of configuration options that provide users with a greater degree of automation and control over billing processes in a centralized and stable system.

**Enterprise level functions** - Fee Billing's Enterprise level functions provide the Broker-Dealer organization the flexibility that allows for effective billing administration. The firm can create mandatory Fee Structures and report on billing activity. Also, Enterprise level Fee Billing functionality enables the inclusion of program fees, and the control to administer Batch Bills and Fee Structures for the underlying advisors.

**Fee Structures** - Setting up a fee-based book of business in Fee Billing starts with the creation of one or more "Fee Structures". These are the foundation by which fees are calculated. A Fee Structure contains elements such as whether a bill is generated in forward or arrears; cash flow adjustment and prorating options; discounts, billing minimums, and definitions of billable assets under management (assets or net equity); and the core fee model itself. The fee model may be set up to calculate in layered tiers or threshold limits, or as a flat amount based on % rates or flat dollar values. The breadth of options available in formulating a fee model covers almost any conceivable business model utilized in the asset management industry.

**Batch Bills and Bill Groups** - Invoices, fee statements, and custodian bill information are executed with certain criteria; automating that execution is a core component of the billing process that we refer to as "Batch Bills". The Batch Bill functionality provides a transparent view and organizational structure of all billing jobs and job specific settings. A Batch Bill contains settings such as the billing interval, export format(s), and the assignment of a fee structure. Once a Batch Bill is established, "Bill Groups" may be created. Bill Groups are groupings of accounts based on households, portfolios or any logical arrangement, and contain specific settings, such as asset exclusions, discounts and fee allocation. Bill Groups empower Fee Billing users to build fee arrangements around the specific needs of the end client.

Detailed information on the Fee Billing system can be found in the [Fee Billing Advisor User Guide](#).

## Fixed Income Reporting

### Calculation Methods for Fixed Income

This section is intended to give you a high-level overview of the various industry-standard calculations that Albridge Wealth Reporting carries out to arrive at the accruals, yield and performance figures reported. It will allow you to check the math and explain the accrual in the event that a client queries a reported figure.

Accruals are calculated on core, manual and external accounts if the asset is a fixed income security type and provided the necessary information is available. Accruals are not calculated where the valuation date is after the maturity date of the security nor where the security is flagged as being in default. In the event that Albridge Wealth Reporting is unable to calculate an accrual because of missing information, it will be flagged with code N/A<sup>21</sup> ([See the N/A Code section below](#)).

### Supported Day Count Conventions

Different Fixed Income instruments use different formulae for calculating interest, the variables being the number of days in a month and the days in a year. Referred to as the Day Count Convention, it is part of the basic data recorded about the security and is either retrieved from the data feeds or is associated with the security type. This section explains the Day Count Conventions supported by Albridge Wealth Reporting. In all cases, the prior coupon date (or issue date in the case of securities that are in the first coupon period) is counted as the first day; the date of the valuation is not counted.

### 30 Day Month / 360 Day Year FINRA

Each month in the coupon period is assumed to be 30 days with 360 days in the year. This method requires adjustments to the number of days in coupon periods that include 31 day months or February. The rules to calculate the number of elapsed days in the coupon period are:

Increment 1 day when moving from the 30<sup>th</sup> to the 31<sup>st</sup> of the month

Increment 0 days when moving from the 31<sup>st</sup> to the 1<sup>st</sup> of the month

Increment 3 days when moving from the February 28<sup>th</sup> to March 1<sup>st</sup> (2 days if leap year moving from February 29<sup>th</sup>)

Increment 1 day when moving from the 30<sup>th</sup> to the 1<sup>st</sup> of the month

### 30 Day Month / 360 Day Year European

Similar to the FINRA version, each month in the coupon period is assumed to be 30 days with 360 days in the year. This method requires adjustments to the number of days in coupon periods that include 31 day months or February. The rules to calculate the number of elapsed days in the coupon period are:

Increment 0 days when moving from the 30<sup>th</sup> to the 31<sup>st</sup> of the month

Increment 1 day when moving from the 31<sup>st</sup> to the 1<sup>st</sup> of the month

Increment 3 days when moving from the February 28<sup>th</sup> to March 1<sup>st</sup> (2 days if leap year moving from February 29<sup>th</sup>)

Increment 1 day when moving from the 30<sup>th</sup> to the 1<sup>st</sup> of the month

### Actual Month / 365 Day Year

The accrual is calculated based on the actual number of days elapsed in the coupon period, using a 365 day year basis. If the period includes February 29<sup>th</sup>, it is not counted.

### **Actual Month / Actual Year**

The accrual is calculated based on the actual number of days elapsed in the coupon period and the actual number of days in the year. If the coupon period ends in a leap year, the year basis is 366 otherwise it is 365.

### **Actual Month / 360 Day Year**

The accrual is calculated based on the actual number of days elapsed in the coupon period but using a 360 day year basis.

### **Factors**

Some securities pay back principal over time – notably mortgage-backed securities. This may be represented by a Factor value where the Factor represents the remaining amount of principal. In such cases, the face value of the holding is multiplied by the factor to take into account the repayments and for calculating the accrual on the remaining principal. For example, if the Factor is 0.75, it indicates that 25% of the principal has been repaid. The principal amount will therefore be reduced by 25%.

Some interfaces will show the effect of the repayments by reducing the principal value, in which case the accrual does not need adjusting.

Unless a Factor is provided by the interface, it is assumed to be 1.0.

### **Interest Accrual Calculation**

The formula for calculating the interest accrual is the same, regardless of the day count convention:

$$\text{Interest Accrual} = \text{Principal} \times \text{Factor} \times \frac{\text{Annual Coupon}}{\text{Frequency}} \times \frac{\text{Elapsed Days in Coupon Period}}{\text{Total Days in Coupon Period}}$$

**Principal** = the total face value of the holding

**Factor** = principal remaining outstanding, which for most securities apart from mortgage-backed securities is 1

**Annual Coupon** = the annual rate of interest payable on the security

**Frequency** = the number of times in a year that interest is paid (Annually = 1; semi-annually = 2; quarterly = 4, etc.)

**Elapsed Days in Coupon Period** = the number of days that have elapsed in the current coupon period to the date of the accrual, counted according to the Day Count Convention associated with the security

**Total Days in Coupon Period** = the total number of days in the coupon period, counted according to the Day Count Convention associated with the security.

### **Hold Back Accruals**

Hold Back Accruals are accruals that have been earned but that are not paid to the investor until a set number of days after the coupon date. This is a practice used by GNMA, FNMA and FHLMC securities. If the valuation date occurs after the coupon date but before the elapse of the hold back period, the accrual comprises the entire Held-Back Accrual plus the accrual for the current coupon period.

The relevant hold back periods are:

Security Code	Security Type	Hold Back Period
GN	GNMA	14 days
G2	GNMA II	24 days
FN	FNMA	24 days
FH	FHLMC	44 days

### **Yield Calculations**

Yield calculations are dependent on the type of the security. The yield to Maturity, Put date or Call date will always be zero where the effective date of the report is after the event. In cases where there are multiple Call and / or Put Dates, the earliest date after the effective date of the report is used for calculating Yield to Put and Yield to Call.

The calculation of the yield on securities is an iterative process using the formula:

$$0 = \frac{RV}{(1 + Y/Freq)^{(N - DSC/E)}} + \sum_{k=1}^N \frac{c \times Factor / Frequency}{(1 + Y/Freq)^{(k - DSC/E)}} - \frac{\text{Accrual on As-Of Date}}{\text{Quantity}} - Price$$

**Y** = Yield, which must be solved by iteration.

**Price** = Price of the bond on or just before the As-Of Date of the report.

**Factor** = Factor that is in effect on the As-Of Date of the report. The Factor is used for Mortgage-backed Securities, otherwise it is 1.0. This assumes that the security will be held to maturity with no further pay-downs.

**Freq** = Interest frequency of the bond. For annual interest, the frequency is 1; for Semi Annual 2; for Quarterly 4 and for monthly 12. For interest at maturity bonds, Frequency = 1 ÷ Number of Years to Maturity

**DSC** = Number of Days from the As-Of Date of the report to the Next Coupon Date, using the day counting method defined by the Day Count Convention associated with the security.

**E** = Number of days in the coupon period using the appropriate Day Count Convention.

**N** = (Whole) number of coupons payable between the effective date of the report and the Redemption Date, which is the Maturity Date (for Yield to Maturity), earliest / next Put Date (for Yield to Put) or earliest / next Call Date (for Yield to Call). Where there are multiple Put and / or Call dates, the earliest date after the As-Of Date of the report is used.

**k** = Payment counter

**c** = Coupon Rate as a decimal

**RV** = Redemption Value is the face value of the bond on the date for which Yield is being calculated. For Yield to Maturity this will be 1 (except for mortgage-backed securities where it will be the Factor); for Yield to Call, is will be the Call Price and for Yield to Put it will be the Put Price.

**Accrual on As-Of date** = accrued interest on the As-Of Date of the report. The accrued interest is always included in yield calculations even if the Calculate Accruals Privilege is turned off.

## Modified Duration Calculations

Albridge Wealth Reporting uses the industry standard Modified Duration. The Modified Duration is arrived at by first calculating the Yield, then the Macaulay Duration and finally converting this to the Modified Duration. The Modified Duration is displayed on the reports as years and is never longer than the time to maturity.

### Macaulay Duration

The Macaulay Duration is equal to the time to maturity for securities that do not pay interest or that pay interest only upon maturity/redemption. The time to maturity is calculated based on the Day Count Convention associated with the security.

For all interest-paying securities, the Macaulay Duration is calculated using the formula:

$$\text{Macaulay Duration} = \frac{\left( \sum_{i=n-int(n)}^{n-1} \frac{cf_i}{tcf} \times i \right) + \left( \frac{cf_n}{tcf} \times n \right)}{\text{frequency}}$$

Before the Macaulay Duration can be calculated, intermediate calculations must be made to determine *cfi*, *cfn*, and *tcf*.

*cfi* is an ordinary interest payment discounted back to the As of Date it is calculated as:

$$cf_i = \frac{\text{Factor} \times \text{Coupon / Frequency}}{(1 + \text{Yield / Frequency})^i}$$

**Factor** = Factor in effect on the effective date of the report. This only applies to mortgage-backed securities, otherwise the factor is 1. Note that it is assumed that the security will not be paid down further before maturity.

**Coupon** = Coupon rate in effect on the evaluation date.

**Frequency** = Number of payments per year.

**Yield** = Calculated yield.

**n** = the number of payments from the effective date to redemption.

**i** = the period counter. The first value of **i** is calculated as the fractional part of **n** to the next coupon date. Subsequent value of **i** are calculated by adding 1 to the starting value of **i** until **n** is reached.

**cfn** = the final cash flow. At Maturity there is a coupon payment and the face value of the bond is repaid so a different formula is used.

$$cf_n = \frac{\left( \text{Factor} \times \text{Redemption Value} \right) + \left( \text{Factor} \times \text{Coupon / Frequency} \right)}{(1 + \text{Yield})^n}$$

**Redemption Value** = the face value of the bond on the event in question. If Duration to Maturity is sought, this will be 1.0; if Duration to Call is sought this would be the Call Price; if Duration to Put is sought this would be the Put Price.

**tcf** = the total of ALL cash flows including the Redemption Cash Flow and is calculated with the following formula:

$$tcf = \sum_{i=1}^n cf_i$$

*i* = the cash flow counter.

*cfi* = each cash flow calculated in the previous steps.

*n* = number of payments until maturity

### Modified Duration

Once the Macaulay Duration is calculated, it is then converted to the Modified Duration using the following formula:

$$M = \frac{m}{1 + (Y / F)}$$

**M** = Modified Duration

**Y** = Yield to Redemption

**m** = the Macaulay duration calculated above

**F** = the Bond's Coupon Frequency

### Fixed Income Exception Handling

Albridge Wealth Reporting carries out numerous checks on data to ensure data integrity and, in particular, accurate reports for you and your Clients.

Your Financial Institution (FI) has a number of options on how to handle exceptions. These were determined at the time the Fixed Income and Accruals functionality was implemented. How your Albridge Wealth Reporting system behaves is dependent on the choices made by your FI.

At the system level, your FI can choose whether or not to show an additional explanation for exceptions when you mouse-over the exception code when viewing reports on screen and / or include the explanation in printer-friendly (PDF) reports.

Additionally for each exception condition, your FI has decided what Albridge Wealth Reporting should do when it encounters an exception condition. The options are:

A. **Do Not Run Report**

Reports that contain the exception will not be run

B. **NA Value**

Reports that contain the exception will be run but the suspect figure will be replaced by an NA Code

C. **NA All Effected Results**

In addition to using an NA Code to replace the suspect figure, all values affected by the exception (such as portfolio totals) will also be NA'd

D. **Calculate and Flag Disclosure**

The suspect figure will be used for all calculations but the suspect figures will be flagged and a disclosure included on the report

**E. None**

No special action will be taken when an exception encountered

Please note that your FI can set up Albridge Wealth Reporting to behave differently depending of the exception type. For instance if Albridge Wealth Reporting is unable to calculate an Interest Accrual (Code 21) for a security, your FI may decide the appropriate action is not to run the report, whereas if a stale price is encountered (Code 25) they could decide to calculate and flag disclosure.

It is important to remember that an exception found when calculating an accrual will affect not only the accrual itself but also any valuations and performance figures associated with that security, as well as any totals that the security is part of.

**Exception situations**

Scenario	Reason
Interest frequency is not in the security master	Albridge Wealth Reporting cannot calculate the accrual because there is no interest frequency associated with the security. Code 21
Day Count Convention is not in security master and cannot be derived	The accrual could not be calculated because there is not a Day Count Convention associated with the security and it could not be derived from the instrument type. Code 21
Coupon rate is missing (i.e. null value)	The accrual could not be calculated because the security is missing the coupon rate – it is Null. Code 21. Note this is different from 0 as would be the case for zero-coupon bonds.
Factor is missing and is required	The accrual could not be calculated because the Factor is missing from the security, which is a type where a factor is required. Code 21
Interest Frequency is “Irregular”	The accrual could not be calculated because the security has an Interest Frequency of Irregular and therefore the previous and next coupon dates could not be ascertained. Code 21
Accrual is excessive	The accrual calculation resulted in an amount that is considered excessive and therefore suspect. Code 27. The value is defined for the production environment (stack) and, at the time of writing, is 50%.
Maximum Yield Value exceeded	The yield calculation resulted in a yield that is considered excessive. Code 28. The value is defined for the production environment (stack) and, at the time of writing is 50%.
Maximum Duration Value Exceeded	The duration calculation resulted in a duration that is considered excessive because calculated Duration exceeds time to maturity. Code 29.

In addition, there are four exceptions that could be identified by the Global Price Reconciliation function, which will result in accruals not being calculated.

Scenario	Reason
Excessive Price Variance	The price of the security showed an excessive price variance from the previous price. Code 23
Zero Price	The price of the security is zero. Code 24. Zero is defined as < \$0.01
Stale Price	The most recent price of the security (relative to the report date) is old and considered stale. Code 25
Suspect Price due to Variance between Sources	The variance between the prices for the security from different sources is excessive and the price is therefore considered suspect. Code 26.

### N/A Codes

If your Financial Institution (FI) has elected to show more detailed N/A explanations in HTML (screen) reports, when you mouse-over an N/A code a more detailed description is displayed. Similarly, if your FI has so elected, you will see a more detailed description in the printer-friendly (PDF) reports. Where there are multiple causes of an N/A condition these will all be listed separated by a comma.

This section lists the N/A Codes, the description and the disclosure. These are the default descriptions; yours may be different as your FI has the ability to customize them.

Code	Default Short Description	Default Description for Disclosure
N/A <sup>21</sup>	The accrued interest cannot be calculated	<p>Accrued interest information was not available for some securities in this report.</p> <p>The following securities could not have accrued interest calculated:</p> <p>&lt;Security name 1&gt;</p> <p>&lt;Security name 2&gt;</p> <p>...</p>
N/A <sup>23</sup>	The price of the security showed excessive price variance from the prior price.	<p>The following assets showed excessive price variance from the prior price:</p> <p>&lt;Security name 1&gt;</p> <p>&lt;Security name 2&gt;</p> <p>...</p>
N/A <sup>24</sup>	This value includes calculations using a price of zero. The value may change if the price is corrected	<p>The following assets had a price of zero:</p> <p>&lt;Security name 1&gt;</p> <p>&lt;Security name 2&gt;</p> <p>...</p>

Code	Default Short Description	Default Description for Disclosure
N/A <sup>25</sup>	This value includes calculations using an older price	The following assets were valued using prices that were older than the desired date: <i>&lt;Security name 1&gt;</i> <i>&lt;Security name 2&gt;</i> ...
N/A <sup>26</sup>	The price of the security varied between sources	The following assets showed different closing prices on the same day from different sources: <i>&lt;Security name 1&gt;</i> <i>&lt;Security name 2&gt;</i> ...
N/A <sup>27</sup>	The accrual calculation resulted in a questionable amount of accrued interest	The accrual calculation resulted in a questionable amount of accrued interest
N/A <sup>28</sup>	The yield was either excessive or contained suspect data	The yield was either excessive or contained suspect data
N/A <sup>29</sup>	The duration was either excessive or could not be calculated	The duration was either excessive or could not be calculated

## Viewing Fixed Income Data

If you have been given the appropriate privileges, you can review details of a security as well as the history of time-series data elements.

### Edit Core Info – Fixed Income Instruments

To view the information for a particular security in a particular portfolio, you select the client account and then click [Edit Core Info](#). From the list of assets, click [Edit](#) next to the asset you're interested in.

The Edit Core Info screen shows all the basic, current, details of the security at the top of the screen. The bottom portion starts with a summary of transactions in the asset for the default time period. You can change the time period if necessary. The bottom section of the screen changes dynamically, depending on the element selected, to show the history of that element.

In the top half of the screen, you can see the values for the following **Fixed** elements:

**Asset Type Source** – this is the current source in use for typing the asset. If you have the privilege, you can amend the Asset Type Source here. This populates the Asset Type field with the appropriate values.

**Asset Type** – shows the current Asset Type. If you change the Asset Type

Source, you will need to select the appropriate Asset Type from the drop down list.

**Investment Objective Source** – this is the current source in use for defining the Investment Objective. If you have the privilege, you can amend the Investment Objective Source here. This populates the Investment Objective field with the appropriate values.

**Investment Objective** – shows the current Investment Objective. If you change the Source, you will need to select the appropriate Investment Objective from the drop down list.

**Frequency** – The interest payment frequency (annually, quarterly, etc.)

**Day Count** – The Day Count Convention in use for the security

**Face value** – The face value of the security. Note that the absence of data in this field will *not* impact the calculation of accruals

**Maturity Date** – The final Maturity Date of the security

**First Coupon Date** – shows the First Coupon Date as this can be different from the regular coupon date

**Issue Date** – The original Issue Date of the security

**Hold Back Days** – The number of days interest is held back from the Coupon Date until it is actually paid

**Do Not Monitor Security** – If checked, Global Price Reconciliation is not monitoring the price of this security

If you have the privilege to change the Asset Type and Investment Objective, you must click **Submit** to save your changes. Otherwise, click **Done** to leave this screen.

The following are **Time Series** elements:

**Coupon** – the coupon rate and effective date

**Factor** – only for mortgage-backed securities, it represents the principal

Trans Date	Transaction Type	Quantity	Price(\$)	Proceed(\$)	Cumulative Quantity
06/17/2007	Bond Interest Received	1,187.50	1.00	1,187.50	50,000.00

Figure 175: Viewing Details of a Fixed Interest Security

Rating	Date	Rating
	06/17/2004	AA
	01/28/2007	AAA

Figure 176: Viewing a Time Series element - Rating

amount remaining unpaid. For example, 0.75 indicates that 25% of the original principal has been repaid with 75% remaining outstanding.

#### **Rating** – the history of the rating of the security

**Default Indicator** – if Y, it indicates that the security is currently in default (not paying interest and/or principal on time). A security can go into default and then come out of default.

**Call Date / Price** – Where an issuer can repay a security prior to the maturity date as defined in the original issuance, the Call Date and Price represents the date(s) and price(s) at which this option can be exercised. In the case of multiple Call Dates, the current or next Call Date and Price will be shown on the top half of the screen.

**Put Date / Price** – Where a holder can demand repayment of a security prior to the maturity date as defined in the original issuance, the Put Date and Price represents the date(s) and price(s) at which this option can be exercised. In the case of multiple Put Dates, the current or next Put Date and Price will be shown on the top half of the screen.

### **Viewing Historical Prices**

To view Historical Prices, click the [Core Prices](#) link at the bottom of the top portion of the Edit Core Info screen.

The prices for the default time period will be displayed.

You can change the time period if necessary.

The prices shown are those that have been used to price the asset on each of the given dates. The source of the price (Int Type) is also displayed.

To view all the prices received from all interfaces for a particular day, click the desired date. This will display the Date, the Price and the Interface from which the price was derived.

The price that is used to price the asset is determined by your Financial Institution's settings for Interface Specific Pricing.

When you have finished, click the **Done** button.

Core Prices		
Date	Price(\$)	Int Type
04/16/2007	.98827	Historical Non-Standard(-101)
04/17/2007	.99079	Historical Non-Standard(-101)
04/18/2007	.99223	Pershing/Pershing(3)
04/19/2007	.99206	Pershing/Pershing(3)
04/20/2007	.99217	Pershing/Pershing(3)
04/23/2007	.99282	Historical Non-Standard(-101)
04/24/2007	.99404	Historical Non-Standard(-101)
04/25/2007	.99316	Pershing/Pershing(3)
04/26/2007	.99169	Pershing/Pershing(3)
04/27/2007	.99159	Historical Non-Standard(-101)
04/30/2007	.99403	Historical Non-Standard(-101)

Figure 177: Viewing Historical Prices for an Asset

Date	Price(\$)	Int Type	Stale Price Effective Date
04/20/2007	.99217	Historical Non-Standard(-101)	
04/20/2007	.99217	National (B)(6)	
04/20/2007	.99217	Pershing/Pershing(3)	

Figure 178: Viewing all the Prices received for the Asset on a particular day

The price that is used to price the asset is determined by your Financial Institution's settings for Interface Specific Pricing.

When you have finished, click the **Done** button.

### **Fixed Income Reporting**

#### **Changes to Existing Reports**

Accruals will be calculated and included in reports as follows:

#### **Holdings Reports**

The value of the asset is increased by the amount of the accrual for Fixed Interest securities.

### **Asset Allocation / Model Portfolio Reports**

The value of the asset is increased by the amount of the accrual for Fixed Interest securities.

### **Portfolio Summary**

The beginning and ending values of assets are increased by the amount of the accrual for Fixed Interest securities.

### **Portfolio Detail**

A line has been added for change in Accrual Value.

The beginning and ending values of assets are increased by the amount of the accrual for Fixed Interest securities.

### **Comparative Holdings and Core Reports**

The beginning and ending values of assets are increased by the amount of the accrual for Fixed Interest securities.

### **Fixed Income Reports**

#### **Accrual Detail**

The Accrual Detail report shows, by security, the make up of the accruals for a specific date together with the underlying data elements required to calculate the accrual.

The report is broken down by account within the portfolio and split between Core, Manual and External accounts.

Asset Name	Ticker	Price(\$)	Quantity	Base Value(\$)	Day Count Method	Coupon/Factor Effective Date	Coupon(%)	Factor	Number of Days	Accrual(\$)	Total Value(\$)
CIT GROUP INC NT INTERNOTES 4.100% 05/15/08 B/EDTD 05/27/04		0.98	10,000.00	9,815.10	NASD 30/360					N/A <sup>21</sup>	9,815.10 <sup>21</sup>
DELUXE CORP NT 3.500% 10/01/07 B/EDTD 10/28/04		0.98	5,000.00	4,906.25	Actual/360	04/01/2007	3.50	1.00	39	18.95	4,925.21
GENERAL MOTORS ACCEPCORP MEDIUM TERM NTS 4.100% 01/15/09 B/EDTD 01/05/04		0.94	10,000.00	9,436.20	Actual/360	01/15/2007	4.10	1.00	115	130.97	9,567.17
GENERAL MOTORS ACCEPCORP MEDIUM TERM NTS 4.600% 10/15/08 B/EDTD 10/21/03		0.96	10,000.00	9,580.20	Actual/360	04/15/2007	4.60	1.00	25	31.94	9,612.14
											Account Total: \$181.87 <sup>21</sup> \$33,919.62 <sup>21</sup>
											Investor Total: \$181.87 <sup>21</sup> \$55,666.98 <sup>21</sup>

Figure 179: Example of the Accrual Detail Report

**Asset Name** – The name of the Asset

**Ticker** – The ticker symbol for the asset (if any)

**Price (\$)** – The price of the asset on the report date

**Quantity** – The principal value of the asset held on the report date

**Base Value (\$)** – The value of the holding (Quantity × Price)

**Day Count** – The Day Count Convention used by the security for interest calculations

**Coupon/Factor Effective Date** – The effective date of the current Coupon Rate or Factor

**Coupon (%)** – The security's current coupon (interest) rate

**Factor** – The current factor. Normally 1 except for mortgage-backed securities. The amount of principal remaining unpaid.

**Number of Days** – The number of days between the last coupon payment date and the report date.

This is the number of "interest" days not necessarily calendar days. Where there is a hold-back period, the number of days may exceed a single coupon period

**Accrual (\$)** – The amount of accrued interest as at the report date

**Total Value (\$)** – The total value of the security including the accrual (Base Value + Accrual)

The report excludes securities that are flagged as in default

The report includes Liabilities and accrued interest thereon if the Allow Liability Detail privilege is turned On and if there is adequate information to calculate accrued interest

The report is available in both a screen version (HTML) and a PDF version

This report can be included in Report Packages, if desired.

The PDF (Printer Friendly) version of this report is in landscape format

### Fixed Income by Maturity

The Fixed Income by Maturity Report lists fixed income securities according to the time to maturity by band:

0 – 3 months

3 – 6 months

6 – 12 months

1 – 4 years

4 – 8 years

8 – 13 years

13 – 20 years

Over 20 years

If there are no security maturities within a particular band, it is omitted.

**Maturity Date** – The redemption date of the security

**Security** – The security name

**Coupon Rate (%)** – The current coupon rate (at the date of the report)

**Market Value (\$)** – The value of the holding at the report date, including any accrued interest

**Duration to Maturity** – The Modified Duration to Maturity date in years

**Duration to Call** – The Modified Duration to next Call date in years

**Duration to Put** – The Modified Duration to next Put date in years

**Yield to Maturity (%)** – The calculated percentage Yield to Maturity date

**Yield to Call (%)** – The calculated percentage Yield to next Call date

**Yield to Put (%)** – The calculated percentage Yield to next Put date

The Pie chart and associated legend at the end of the report shows the allocation of Fixed Income securities by maturity band, together with the market value and percentages

Where the Accrual cannot be calculated (N/A<sup>21</sup>), Albridge Wealth Reporting will not calculate Yields or Durations as both require an accurate accrual calculation.

The report is available in both a screen version (HTML) and a PDF version

This report can be included in Report Packages, if desired

3-6 Months									
Maturity Date	Security	Coupon Rate(%)	Market Value(\$)	Yield to Maturity(%)	Duration to Maturity	Yield to Call(%)	Duration to Call	Yield to Put(%)	Duration to Put
10/01/2007	DELUXE CORP NT 3.500% 10/01/07 B/EDTD 10/28/04	3.50	4,925.21	8.45	0.38				
1-4 Years									
05/15/2008	CIT GROUP INC NT INTERESTES 4.100% 05/15/08 B/EDTD 05/27/04	1.00	9,815.10 <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>				
10/15/2008	GENERAL MOTORS ACCEPTCORP MEDIUM TERM NTS 4.600% 10/15/08 B/EDTD 10/21/03	4.60	9,612.14	7.71	1.40				
01/15/2009	GENERAL MOTORS ACCEPTCORP MEDIUM TERM NTS 4.100% 01/15/09 B/EDTD 01/06/04	4.10	9,567.17	7.74	1.60				

Figure 180: Example of the Fixed Income by Maturity Report – Detail Section



Figure 181: Example of the Fixed Income by Maturity Report – Summary Section

## Cash Flow

The Cash Flow shows the projected cash flows (interest and principal) for the 12 months commencing with the first of the month for the selected report date.

The report can include Fixed Income cash flows, Equities dividend cash flows (from Corporate Actions) or both. This is determined by your Financial Institution at implementation.

The report is grouped by security type and then by asset within security type. It will include interim interest payments and maturity payments for all Fixed Income securities in the designated portfolio, except those that are tagged as being in default.

If selected, equities dividend information from Corporate Actions is also included in the report.

This report can be included in Report Packages, if desired.

The PDF (Printer Friendly) version of this report is in Landscape format.

Security	Projected Income and Cash Flows(\$)												Total(\$)
	May,2007	Jun,2007	Jul,2007	Aug,2007	Sep,2007	Oct,2007	Nov,2007	Dec,2007	Jan,2008	Feb,2008	Mar,2008	Apr,2008	
CIT GROUP INT'NT INTERNOTES 4.100% 05/15/08 B/EDTD 05/27/04	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>	N/A <sup>21</sup>
DELUXE CORP NT 3.500% 10/01/07 B/EDTD 10/28/04									5,088.96				5,088.96
GENERAL MOTORS ACCEPCORP MEDIUM TERM NTS 4.100% 01/15/09 B/EDTD 01/05/04			206.14							209.56			415.69
GENERAL MOTORS ACCEPCORP MEDIUM TERM NTS 4.500% 10/15/08 B/EDTD 10/21/03	38.33	39.61	38.33	39.61	39.61	38.33	39.61	38.33	39.61	39.61	37.06	39.61	467.67
Corporate Bonds Total	\$38.33 <sup>21</sup>	\$39.61 <sup>21</sup>	\$244.47 <sup>21</sup>	\$39.61 <sup>21</sup>	\$39.61 <sup>21</sup>	\$5,127.29 <sup>21</sup>	\$39.61 <sup>21</sup>	\$38.33 <sup>21</sup>	\$249.17 <sup>21</sup>	\$39.61 <sup>21</sup>	\$37.06 <sup>21</sup>	\$39.61 <sup>21</sup>	\$5,972.31 <sup>21</sup>

Figure 182: Example of the Cash Flow Report

This report can be included in Report Packages, if desired.

The PDF (Printer Friendly) version of this report is in Landscape format.

## Managed Account Reporting

Managed Account Reporting improves the reporting of accounts that are being separately managed by professional Money Managers using standard or custom products. Those accounts that are being managed can be identified as such with the Manager and Product name on existing reports.

Performance of individual Money Managers is tracked and reported over the time they were responsible for the management of the account. Benchmark comparisons are those that you have established for the Money Manager Product.

Managed Assets can be classified either according to the classifications associated with the Product (which you can customize) or according to your normal asset classification hierarchy.

Managed Account Reporting includes 3 reports specifically for managing client portfolios that include managed assets.

### About this section

This guide section is intended for Advisors who have Managed Accounts within their client portfolios. It is not intended for Financial Institution Users; a separate guide “Managed Account Reporting – Financial Institution User Guide” is available for them.

This guide assumes you have a working knowledge of Albridge Wealth Reporting functionality and are experienced in using web-based PC applications.

Screen-shots are taken in a test environment and may not represent actual live data.

### Basic Concepts

#### Relationships

Albridge Wealth Reporting Managed Account Reporting functionality supports the concept of a managed account. There is a one-to-one relationship between the account and the Money Manager Product. Individual assets within an account cannot, at this time, be associated with different Money Managers. Money Managers on the account can change over time and this is supported. Over the existence of the account, it can alternate between having periods with an active Manager Assignment to having periods with no active Manager Assignment.

#### Time Series Membership Principles

A Money Manager is associated with an account over a period of time. A Manager Assignment period can have a specific start and end date, cover the entire period an account has been in existence, be currently active or any combination of these. Where there is more than one Money Manager associated with the account over the reporting period, the performance of each is calculated separately. Similarly, if there are periods when the account does not have a Manager assignment, performance is calculated separately for the periods when there was a Manager Assignment and when there was no Manager Assignment.

#### Money Manager Identifiers

A Money Manager, in the context of Albridge Wealth Reporting, is the combination of a Manager (e.g. Brandes Investment Management) and a Product (e.g. Large Cap Growth). There are potentially up to four groups of Money Managers within Albridge Wealth Reporting:

### **Golden Copy Money Managers (GCMM)**

The GCMM is the default, standardized Albridge Wealth Reporting list of Money Managers created and maintained by Albridge.

### **Interface Created Money Managers**

The Interface Created Money Managers are Managers received in an interface file that could not be mapped to a Golden Copy Money Manager by the existing normalization processes. Interface Created Money Managers will, in most cases, be converted to Golden Copy Money Managers by Albridge. They cannot be edited.

### **FI Level Money Managers**

The FI Level Money Managers are Managers created by a Financial Institution by an FI User. They are available for use to everyone within the institution and can be edited by FI Users.

### **Advisor Level Money Managers**

The Advisor Level Money Managers are Managers created by a suitably privileged Advisor and are only available to the Advisor that created them. They can be edited by the creator and FI Users.

### **Managed Account Types and Programs**

In addition to the normal Albridge Wealth Reporting account types, Managed Accounts can be tagged with a Managed Account Type and a Program for reporting purposes.

The Managed Account Type dictates the types and diversity of investment that may be included in the account. Examples would include a Separately Managed Account (SMA) which may include only one investment type (equities OR mutual funds) while a Unified Managed Account (UMA) might have multiple investment types (equities AND funds). Examples of managed account types include SMA, UMA, Mutual Fund Wraps and Exchange Traded Funds (ETF). In addition to the default list, you can set up your own customized Account Types, if suitably privileged by your FI.

A Program is the sponsor platform in which the given account is being managed. A Program provides technology and services to a Money Manager. Programs/Platforms offer multiple investment solutions. Examples would include AdvisorPort, Lockwood, Envestnet and Fundquest. In addition to the default list, you can set up your own customized Programs, if suitably privileged by your FI.

### **Holding Classification Hierarchies and Methodology**

The existing Asset Classification hierarchies categorize the holdings of a portfolio according to the asset classification and investment objective assigned at the asset level. The Managed Account Reporting functionality introduces a new way to classify holdings known as the Manager Classification.

This allows you to have Managed assets classified according to either the classification associated with the Money Manager Product or the normal asset classification method. The default classification for Managed Accounts (Product based or Asset based) is set by your Financial Institution. However, suitably privileged Advisors can override the default.

### **Morningstar Category**

Concurrent with the release of Managed Accounts Reporting, Albridge Wealth Reporting will support Morningstar Category in the list of available classification sources for your Asset Classification Hierarchy. This is an optional feature and may not have been switched on by your Financial Institution.

### **Performance Reporting**

The implementation of the Managed Account Reporting functionality does not affect your existing Performance Reporting set up. However, Managed Account Reporting functionality allows you to report

on the performance of individual money managers and compare that performance to benchmarks that are associated with the Money Manager Product rather than benchmarks associated with a portfolio.

There are 3 new reports specifically for Managed Accounts:

Managed Account Summary

Managed Account Summary by Asset Class

Managed Accounts Performance Summary

### Setting or Changing the Default Classification Methodology

If you are suitably privileged, you can over-ride the default classification methodology set up by your Financial Institution for Managed Accounts, by going to the **Control Panel, Administration** and clicking on the **Reports** tab.

At the bottom of the screen are 4 options that handle the classification of assets. The classification assignment for an asset will progress through the classification hierarchies exactly as is done today, whether the classification is derived from the asset itself or from a Money Manager. The four classification methodology options are:

The screenshot shows a software interface titled 'Set Default Report Setting'. It includes fields for 'Portfolio' (set to 'Combined Account Portfolio'), 'Reports' (set to 'Holdings by Investor'), and 'Time Period' (a dropdown menu). Below this is a section titled 'Set Default Collapse/Expand All Setting' with four rows: 'Insurance Detail\*', 'Tax Lot Detail\*', 'Holdings by Classification', and 'Comparative Holdings by Classification'. Each row has three dropdown menus: 'Screen' (with options like 'Expand All', 'Collapse All', etc.), 'Printer Friendly', and 'Batch Job'. At the bottom of the interface is a note: '\* Apply to Holding By Investor Report' and '\*\*Apply to Tax Lot Realized and Tax Lot Unrealized Gain/Loss by Investor Reports.' At the very bottom is a section titled 'Set Advisor Level Holdings Classification Methodology' with four radio button options: 'Assets Only', 'Manager, then Assets', 'Manager Only', and 'Assets, then Manager'.

*Figure 183: Setting the Advisor default Holdings Classification Methodology for Managed Accounts*

108. **Assets Only** will classify the assets according to the asset level classifications and will ignore the classifications associated with the Money Manager Product. If an asset cannot be classified after progressing through the classification hierarchies and the privileges are so set, AWR will employ the Baseline classification. Otherwise, the asset will be marked as Unclassified.
109. **Manager, then Assets** will first try to classify the assets according to the classifications associated with the Money Manager Product. If the classification data is missing, it will use the asset level classifications. If an asset cannot be classified after progressing through the classification hierarchies for both the Money Manager and asset level classifications and the privileges are so set, AWR will employ the Baseline classification. Otherwise the asset will be marked as Unclassified.
110. **Manager Only** will try to classify the assets according to the classifications associated with the Money Manager Product. If the classification data is missing from the Money Manager Product or if there is no Money Manager Assignment and the privileges are so set, AWR will employ the Baseline classification. Otherwise the asset will be marked as Unclassified.
111. **Assets then Manager** will first try to classify the assets according to the asset level classifications. If the classification data is missing, it will reference the classifications assigned to the Money Manager Product. If an asset cannot be classified after progressing through the classification hierarchies for both the Money Manager and asset classifications and the privileges are so set, AWR will employ the Baseline classification. Otherwise the asset will be marked as Unclassified.

The Albridge Wealth Reporting default setting is "Assets Only" although your Financial Institution's default may be different.

The Money Manager Classifications are set up as part of establishing a Money Manager Product. This is part of the Golden Copy Money Manager list or part of the process of setting up custom Money Manager Products. You can set up custom classifications for Golden Copy Money Managers, if necessary and if suitably privileged.

## Maintaining Money Managers

If you have been given the necessary privileges by your Financial Institution, you can create your own Money Manager Products. To view, add, edit or delete your Money Managers, click the [Advisor Managers](#) link in the Control Center. You will only be able to edit and delete those Money Managers and Products that you have previously created. The [Edit](#) and [Delete](#) links will only be active for those that you are privileged to maintain.

### Money Manager Administration Screen

The Money Manager Administration screen is where you can view, edit or delete existing Money Manager Products and create new ones.

In the top third of the screen you can select the Manager and Product that you want to work with, or add a new one. Selecting a Manager Name populates the drop down list for Manager Products.

**TIP:** The Manager Name list is broken down into three sections:

“Golden Copy” Managers  
Managers created by FI Users  
Managers created by Advisors

If you are looking for a Manager that you created, you will need to scroll all the way to the end.

Selecting a Product populates the current benchmark and classification settings.

The middle third shows the default and custom (if any) benchmarks and classifications for the product.

The bottom third details various report settings associated with the product.

This screenshot shows the 'Advisor Level Money Manager Administration' interface. At the top, there's a section for 'Manager Description' with fields for 'Manager Name' (Bradford & Marze, Inc.), 'Manager Product' (dropdown menu), and 'Manager Source' (Albridge). Below this are two tabs: 'Default Assignments' (selected) and 'Custom Assignments'. The 'Default Assignments' tab displays classification details for a selected product, including Money Manager (US Broad Fixed Income Plus), Morningstar Broad (Bonds), Morningstar Detailed (US Investment Grade Bond), Morningstar Style Box (Intermediate-Term Medium Quality), Morningstar Category (CDA Manager Classification: FIXED INCOME, CDA Investment Objective: MULTI-SECTOR BOND), and Custom Load Asset Type/Investment Objective.

Figure 184: Opening Screen for Money Manager Administration

This screenshot shows the same 'Advisor Level Money Manager Administration' interface, but the 'Custom Assignments' tab is selected. It displays dropdown menus for 'Benchmark' and 'Classification' (the same as the 'Default Assignments' tab). At the bottom, there are several checkboxes for report settings: 'Display Asset Name for this Manager', 'Use Asset Level Classification for this Manager', 'Use Asset Level Benchmarks for this Manager', 'Suppress Manager Description/Maintain Attributes', 'Ignore Manager Description and Attributes', 'Display Asset Name for this Manager' (repeated), 'Use Asset Level Classification for this Manager' (repeated), 'Use Asset Level Benchmarks for this Manager' (repeated), 'Suppress Manager Description/Maintain Attributes' (repeated), and 'Ignore Manager Description and Attributes' (repeated).

Figure 185: Creating Custom Assignments

Money Managers and Products that are set up by an FI User can be seen and used by all Advisors within the Financial Institution. However, Managers and Products set up by you as an Advisor can only be seen and used by you.

**NOTE:** You can only edit or delete Managers and Products that you have privileges for. For example, you can only edit or delete products and managers that you have created. The [Add](#), [Edit](#) and [Delete](#) links will only be active if you have the necessary privileges to carry out the action. In all other cases, they will be inactive.

### Manager Classification Check Boxes

The check boxes at the bottom of the screen have the following effects:

#### ***Display Asset Name for this Manager***

If checked, the 3 Managed Account Reports will display the names of the assets instead of the Manager Description. Other reports will use the Manager Description. This is used primarily for Wrap accounts. If you create a generic manager for all your Wrap programs you would need to check this option if you wished to display the fund names instead of the generic Manager Name.

- Display Asset Name for this Manager
- Use Asset Level Classification for this Manager
- Use Asset Level Benchmarks for this Manager
- Suppress Manager Description/Maintain Attributes
- Ignore Manager Description and Attributes

*Figure 186: Report Settings*

#### ***Use Asset Level Classification for this Manager***

If checked, any assets assigned with this manager will be classified using the Asset Level Classifications regardless of the Holdings Classification Methodology made at any level. Manager classifications will have no effect. Useful for Wrap accounts and Blended Managers to ensure proper allocation of the underlying assets, rather than a single classification for all assets under management.

#### ***Use Asset Level Benchmark for this Manager***

If checked, any assets or accounts assigned to this manager will use the benchmark associated with the asset/account rather than the benchmark associated with the Manager. Please note that the asset level benchmarks need to be loaded via a separate file. Please contact your Relationship Manager with any questions.

#### ***SUPPRESS Manager Description / Maintain Attributes***

If checked, assets and accounts assigned to this manager will have the Manager Description suppressed in the header of existing reports and in the Investment Column of the 3 Managed Account Reports. Any selections in the previous checkboxes will be maintained.

#### ***Ignore Manager Description and Attributes***

If checked, the assets and accounts will be treated as if there were no Manager assigned and reported as if the assets were completely unmanaged.

### Viewing Details of a Product

Select the Manager Name from the drop down list

Select the Manager Product from the Drop Down list

The current settings for the product are displayed

### Creating Custom Assignments for a Product

Select the Manager Name from the drop down list

Select the Manager Product from the Drop Down list

Click the [Edit](#) link

Select the primary Benchmark from the drop down list

If you need more than one benchmark, click the  [Add](#) link and select another from the list

The list of classifications will depend on which ones your FI makes available. The classification that is used for reports will depend on the asset classification settings for the account. Select the appropriate classification from each type that your FI uses

Select the appropriate settings on the Manager Classification Check Boxes where you need special handling for Wrap accounts and the like

Click **Submit** to save your changes; click **Cancel** to back out and start over.

Note that this does not change the default assignments but creates (or over-writes existing) custom assignments.

### Creating a New Manager

Click the [Add](#) link to the right of the Manager Name drop down list to open the Add Name screen

In the Manager Name field, enter the Name of the new Manager as you want it to appear in reports. The Manager name must be unique. You will be warned if a Manager already exists and should, in most cases, either use an existing product for that Manager or create a new Product under the existing Manager.

Note that the source is determined by your role – Advisor – and is not editable.

Click **Submit** to save your changes or **Cancel** to back out.

The screenshot shows a web-based administrative interface for managing money managers. At the top, it says 'Advisor Level Money Manager Administration'. Below that, there's a section labeled '1. Manager Description' with a text input field for 'Manager Name' and a dropdown for 'Manager Source' which is set to 'Advisor'. At the bottom of this section are 'Cancel' and 'Submit' buttons.

*Figure 187: Adding a new manager*

### Creating a New Product

This screenshot shows the 'Add Product Name' screen. It has a header 'Add Product Name' with a text input field. Below it is a section for 'Manager Source' (set to 'Advisor') and 'Default Assignments'. The main area is divided into sections for 'Benchmark' (with a dropdown menu and an 'Add' button) and 'Manager Classification' (with multiple dropdown menus for different classification types). At the bottom, there are several checkboxes for asset-level settings: 'Display Asset Name for this Manager', 'Use Asset Level Classification for this Manager', 'Use Asset Level Benchmarks for this Manager', 'Suppress Manager Description/Maintain Attributes', and 'Ignore Manager Description and Attributes'. There are also 'Cancel' and 'Submit' buttons at the very bottom.

Select the appropriate

*Figure 188: Adding a new product*

Manager Name. As you created the Manager, you'll need to scroll down to the section of Managers created by Advisors at the end of the list

Click the [Add](#) link to the right of the Manager Name drop down list to open the Add Product screen

Enter the Product Name as you wish it to appear on reports. The Product Name must be unique within the Manager. If you get a warning that the Product already exists, you should think carefully about whether you actually need a new Product.

Select the Benchmark(s) you want

Select the Classifications

Check any reporting options

Click **Submit** to save your changes or **Cancel** to back out.

### **Editing an Existing Manager**

Select the appropriate Manager Name from the drop down list

Click the [Edit](#) link

Make any changes

Click **Submit** to save your changes or **Cancel** to back out.

### **Editing an Existing Product**

Select the appropriate Manager Name from the drop down list

Select the Product from the drop down list

Click the [Edit](#) link

If the Product is from the "Golden Copy" you can only create Custom Assignments; you cannot change the name or change the default assignments. Custom assignments will over-ride the default assignments on reports.

As an Advisor User you can only create Custom Assignments for Products created by others

If you created the product, you can edit all elements, including the name

Where there are existing Custom Classifications (and you are suitably privileged), you can edit the classifications by changing or deleting individual elements to arrive at a new Custom Classification

Click **Submit** to save your changes or **Cancel** to back out

### **Deleting a Product or Manager**

You cannot delete a Product or Manager that is associated with an account. If you try, you will be

warned and the deletion will not take place. You must reallocate the accounts to other Money

Managers first and then you can delete the Product and / or Manager

You cannot delete "Golden Copy" Products, Managers created by an Interface or Managers created by an FI User. You can only delete Managers and Products that you created

The Delete link will not be active if you do not have the appropriate privileges to carry out the deletion

Deleting a Manager will delete all the Products under that Manager

Select the appropriate Manager Name from the drop down list or

To delete a Product, select the Product from the drop down list

Click the [Delete](#) link

Confirm the Deletion

## Maintaining Account Types

Money Manager comes with a default list of Managed Account Types. If you need to create your own custom Managed Account Types, this can be done provided you have the necessary privileges. If you do not have the privileges, the links will not show on your screen. You can only maintain Account Types that you created; you cannot maintain those created by others.

### To Add or Edit an Account Type, go to the Account screen and click the Edit link

in the Managed Account Type column next to the relevant account. In the Manager Data screen, click the Add/Edit Managed Account Type Link. If you do not see the Add/Edit link, you do not have the required privileges to create or edit Managed Account Types.

*Figure 189: Manager Data: Accessing Add/Edit Managed Account Types*

Clicking the Add/Edit link will open a window listing the current Managed Account Types. You will only see the Edit and Delete links next to those Managed Account

Types that you are privileged to maintain. You can only maintain your own Managed Account Types.

Managed Account Types	Author Name	Create Managed Account Type
Annuity Wrap	Albridge	
ETF Wrap	Albridge	
MFWrap (Mutual Fund Wrap)	Albridge	
MSA (Multi-Style or Multi-Strategy Account)	Albridge	
Rep as Money Manager	Albridge	
SMA (Separately Managed Account)	Albridge	
UMA (Unified Managed Account)	Albridge	
Internal Advisor Account Type	FI	<a href="#">Edit   Delete</a>
Internal Account Type	Larry Advisor	<a href="#">Edit   Delete</a>

*Figure 190: The listing of Current Account Types*

### Deleting a Managed Account Type

Click the Delete link next to the Managed Account Type that you want to delete. You will be asked to confirm the Deletion. Note that Albridge Wealth Reporting will not let you delete a Managed Account Type that is in use on an account. You will need to change those Managed Account Types at the account level before you can delete the Managed Account Type.

### Editing a Managed Account Type

Click the Edit link next to the Managed Account Type that needs changing. This will open the Managed Account Type field for Editing. Click **Submit** to save your changes or **Cancel** to back out.

*Figure 191: The Managed Account Type field opened for editing*

## Creating a New Managed Account Type

Click the [Create Managed Account Type](#) link (top right of the list) to open a new line. Enter the Managed Account Type and click **Submit** to save your changes or **Cancel** to back out.

Internal Advisor Account Type	FI	<a href="#">Edit   Delete</a>
Internal Account Type	Larry Advisor	<a href="#">Edit   Delete</a>
<b>Add Managed Account Type</b>		
<input type="text" value="New Managed Account Type"/> <span style="margin-left: 10px;"></span>		
<a href="#">Cancel</a> <a href="#">Submit</a>		

Figure 192: Creating a new Managed Account Type

## Maintaining Program Names

Money Manager comes with a default list of Program Names. If you need to create your own custom programs, this can be done by suitably privileged Advisors. If you do not see the links, it means that you do not have the necessary privileges.

To **Add** or **Edit** a Program Name, go to the **Account** screen and click the [Edit](#) link in the Program columns next to the relevant account. In the Manager Data screen, click the [Add/Edit Program Names](#) Link. If you do not see the Add/Edit link, you do not have the required privileges to create or edit Program Names.

Clicking the [Add/Edit](#) link will open a window listing the current Program Names.

Manager Data	
1. Account Name	
2. Account Number	3Z1095165
3. Account Type	Individual
4. Manager Name	Alger Funds Large Cap Growth <a href="#">Add History</a>
5. Program Name	<input type="text" value="Brinker"/> <a href="#">Add/Edit Program Names</a>
6. Managed Account Type	<input type="text" value="MF Wrap (Mutual Fund Wrap)"/> <a href="#">Add/Edit Managed Account Type</a>
<a href="#">Cancel</a> <a href="#">Submit</a>	

Figure 193: Manager Data: Accessing Add/Edit Program Names

The list of Program Names shows all the Program Names that you have access to. You will see the defaults, those created by FI Users and those that you have created.

The [Edit](#) and [Delete](#) links will only show against those Program Names that you are privileged to Edit or Delete.

You cannot Edit or Delete anything but your own Program Names.

Program Names			<a href="#">Info   Accts   Reports</a>	<a href="#">Create Program Name</a>
Lockwood	Albridge	<a href="#">Edit   Delete</a>		
Brinker	Albridge	<a href="#">Edit   Delete</a>		
SEI	Albridge	<a href="#">Edit   Delete</a>		
Investnet	Albridge	<a href="#">Edit   Delete</a>		
ADVISORsport	Albridge	<a href="#">Edit   Delete</a>		
Genworth	Albridge	<a href="#">Edit   Delete</a>		
Folio Fi	Albridge	<a href="#">Edit   Delete</a>		
Corian	Albridge	<a href="#">Edit   Delete</a>		
Pershing	Albridge	<a href="#">Edit   Delete</a>		
NFS	Albridge	<a href="#">Edit   Delete</a>		
Schwab	Albridge	<a href="#">Edit   Delete</a>		
Fidelity	Albridge	<a href="#">Edit   Delete</a>		
Placemark	Albridge	<a href="#">Edit   Delete</a>		
RBC	Albridge	<a href="#">Edit   Delete</a>		
Clark Capital	Albridge	<a href="#">Edit   Delete</a>		
Lydian	Albridge	<a href="#">Edit   Delete</a>		
Bungard	Albridge	<a href="#">Edit   Delete</a>		
FundQuest	Albridge	<a href="#">Edit   Delete</a>		
Prudential	Albridge	<a href="#">Edit   Delete</a>		
Bear Sterns	Albridge	<a href="#">Edit   Delete</a>		
Internal Advisor Account Type	FI	<a href="#">Edit   Delete</a>		
Internal Account Type	Larry Advisor	<a href="#">Edit   Delete</a>		

Figure 194: The listing of current Program Names

### Deleting a Program Name

Click the [Delete](#) link next to the Program Name that you want to delete. You will be asked to confirm the Deletion. Note that Albridge Wealth Reporting will not let you delete a Program Name that is in use on an account. You will need to change those program names at the account level before you can delete the Program Name.

### Editing a Program Name

Click the [Edit](#) link next to the Program Name that needs changing. This will open the Program Name field for Editing. Click **Submit** to save your changes or **Cancel** to back out.

Internal Advisor Account Type	FI	Edit   Delete
Internal Account Type	Larry Advisor	Edit   Delete
<b>Cancel</b> <b>Submit</b>		

Figure 195: The Program Name field opened for Editing

### Creating a New Program Name

Click the [Create Program Name](#) link (top right of the list) to open a new line. Enter the Program Name and click **Submit** to save your changes or **Cancel** to back out.

Add Program Name	New program	<b>Cancel</b> <b>Submit</b>
------------------	-------------	-----------------------------

Figure 196: Creating a New Program Name

### Viewing Money Managers and Accounts

Money Managers can be assigned to Core, Manual and External Accounts. At this time, Managers cannot be assigned at the asset level or the lot level.

Assigning Money Managers to accounts allows for performance reporting and asset classification based on the Money Manager.

To assign Money Managers to accounts, you need to have the “Assign Money Managers to Accounts” privilege switched **On**.

To assign an account to a Money Manager, select the [Account](#) link for the Client from the Client List.

The Accounts Screen (*Figure 197*) shows the current settings for the account:

**Acct Name** is the name of the account as it is shown on reports

**Acct Number** is the account number or other unique identifier associated with the account within the interface

**Legal Name** is the legal name of the account, rather than the name that is shown on reports. To view the Legal Name, mouse over the magnifying glass icon [  ] for it to be displayed in a fly-over window.

**Manager** is the name of the Money Manager and the name of the Product. The [Add History](#) link will allow you to view, add or edit the management history of this account.

**Program** is the currently assigned program name; it is independent of the Money Manager and Product. To view, mouse over the magnifying glass icon [  ] for it to be displayed in a fly-over window. The [Edit](#) link allows you to change the Program associated with the account. Albridge Wealth Reporting does not maintain a history of Programs associated with the account; you can only change the current Program.

**Managed Acct Type** is the currently assigned program name such as SMA (Separately Managed Account) or MF Wrap (Mutual Fund Wrap); it is independent of the Money Manager and Product. To view the currently assigned Managed Account Type, mouse over the magnifying glass icon [  ] for it to be displayed in a fly-over window. The [Edit](#) link allows you to change the Managed Account Type associated with the account. Albridge Wealth Reporting does not maintain a history of Managed Account Types associated with the account; you can only edit the current Managed Account Type.

**Acct Type** is the standard Albridge Wealth Reporting account type associated with the account

**Primary ID.** A check mark indicates that this account is mapped from the data feed to the client using the Primary ID (normally Social Security Number). The absence of a check mark indicates that it is mapped another way.

**Int Type** is the interface source for the account data (e.g. 1 = DST). Clicking the number will open a window with a description of the interface.

**Author** is name of the user that set up the Manual Account. To view, mouse over the magnifying glass icon [  ] for it to be displayed in a fly-over window.

If you have the appropriate privileges, you can also [View](#) | [Edit](#) | [Delete](#) details of manual accounts from this screen.

Portfolio List:					Create New Portfolio		
Portfolio Name	Author Name			View   Edit   Delete			
Combined Account Portfolio	Shaun Ann			View   Edit			
<b>Core Account List:</b>							
Acct Name	Acct Number	Legal Name	Manager	Program	Managed Acct Type	Primary ID	Int Type
	3Z1095105	[  ]	Northern Trust Global Investments Quantitative Active Small Cap Value Strategy	[  ]	[  ]	Individual <input checked="" type="checkbox"/>	1
DLJ Retirement Account	3Z1737063	[  ]	Fifth Third Asset Management, Inc. Intermediate Government/Credit Fixed Income	[  ]	[  ]	Brokerage 235895654	10
<b>Manual Account List:</b>							
Acct Name	Acct Number	Manager	Program	Managed Acct Type	Author	Create Manual Account	
Sandie's Manual Account	1234554	Northern Trust Global Investments Quantitative Active Small Cap Value Strategy	[  ]	[  ]	Brokerage	[  ]	<a href="#">View   Edit   Delete</a>
Sandie's Manual Account II	1234556	Fifth Third Asset Management, Inc. Intermediate Government/Credit Fixed Income	[  ]	[  ]	Annuities	[  ]	<a href="#">View   Edit   Delete</a>

*Figure 197: The Initial View of a Money Manager Accounts Screen*

## Assigning a Money Manager to an Account for the First Time

From the Accounts Screen, select the [Add History](#) Link for the appropriate account.

In the Add Manager window, select the **Manager Name** from the drop down list. The list is in three sections: Default

Managers, Managers created by FI Users and finally Managers created by Advisors. If you need an FI or Advisor created Manager, it will be at the bottom of the list. Selecting a Manager populates the list of Products.

Select the required **Product** from the drop down list.

The **Start Date** is the date that the Manager started managing the account. You can either select **All History** (they have always managed this account) or an **As of Date**, which would be the date they started managing the account. If you choose an As of Date, you must enter the start date in MM DD YYYY format.

The **Termination Date** is the date the Manager stopped managing the account. If they are still managing the account, select **Current**. If they are no longer managing the account, select **As of Date** and enter the end date in MM DD YYYY format.

Click **Submit** to save your changes or **Cancel** to back out.

If you entered an **As of Date** for the Termination Date earlier, you will then be able to enter the next Manager in the sequence. For the Start Date you have the option of an **As of Date** or the **Last Termination Date**, where the account was managed continuously but by different Managers.

Again, if you enter an **As of Date** for the Termination Date, you can enter the next Manager in the sequence until you get to the current manager – Termination Date = Current. When you click Submit, you will be shown the Money Manager history for the account. If you see errors, you can use the [Edit](#) and [Delete](#) links; otherwise click **Done**.

If the Funds are no longer managed, click **Done** after you have entered the last Money Manager, leaving the entry fields for the next Manager blank.

## Editing Money Manager History

From the Accounts Screen, select the [Add History](#) link for the appropriate account.

The Money Manager History window will show the entire history of Money Managers for the account.

Manager	Start Date	Termination Date
Manager Name	All History	Current
Manager Product		

*Figure 198: Assigning a Money Manager for the first time*

Manager	Start Date	Termination Date	Edit   Delete
Manager Name Edgewood Management LLC Manager Product Growth Equity	12/31/2001		Edit   Delete

*Figure 199: Editing Money Manager History*

### Incorrect Start Date

Click the [Edit](#) link, enter the correct date and click **Submit**.

### Incorrect Termination Date

Click the [Edit](#) link, enter the correct Termination Date and click **Submit**.

### **Deleting a Money Manager Entry**

Click the [Delete](#) link next to the entry you want to delete. Confirm the deletion. You will then be presented with the Add Manager screen if you want to enter additional information. You can either enter new Money Manager information or, if none is required, leave it blank. Click **Submit** to save your changes.

### **Incorrect Manager or Product**

You will need to delete the entire incorrect Money Manager entry and re-enter it with the correct data. Click the [Delete](#) link, and confirm the deletion. You will then be presented with the Add Manager screen to enter the correct information. Click **Submit** to save your corrected entry

### **Change of Money Manager**

Click the [Edit](#) link for the retiring Manager. Enter the date they stopped managing the funds. Click **Submit**. You will then be given the Add Manager screen to allow you to enter the new Manager details. Click **Submit** when you have entered the details of the new Money Manager

### **End of Account being Managed Funds**

If the account is no longer a Managed Funds account, click the [Edit](#) link for the final Manager. Enter the date they stopped managing the funds. Click **Submit**. You will then be given the Add Manager screen. As the funds are no longer managed, leave the fields blank and click **Submit** to save your changes.

## **Reporting**

### **Impact on Existing Reports**

This section details the impact of Money Manager on Existing Reports.

### **Holdings by Investor Report**

If a Manager is assigned to the account, the Manager Description is included in the account description heading as two lines:

Money Manager:            <Money Manager Name>  
                                  <Money Manager Product>

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description is shown in the account description heading.

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

### **Holdings by Portfolio Report**

There will be no changes to the content or appearance of this report.

### **Holdings by Classification Report**

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

There will be no other changes to the content or appearance of this report.

### **Holdings by Net Worth**

There will be no changes to the content or appearance of this report.

### **Transactions by Investor Report**

If a Manager is assigned to the account, the Manager Description is included in the account description heading.

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description is shown in the account description heading.

### **Transactions by Portfolio Report**

There will be no changes to the content or appearance of this report.

### **Asset Allocation by Asset Type**

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

### **Asset Allocation by Investment Objective**

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

### **Model Portfolio Rebalance (both versions)**

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

### **Yield by Investor**

If a Manager is assigned to the account, the Manager Description is included in the account description heading.

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description is shown in the account description heading

### **Yield by Portfolio**

There will be no changes to the content or appearance of this report.

### **Portfolio Summary**

There will be no changes to the content or appearance of this report.

### **Portfolio Detail**

There will be no changes to the content or appearance of this report.

### **Multi Period Portfolio Detail**

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

There will be no other changes to the content or appearance of this report.

### **Comparative Holdings by Investor Report**

If a Manager is assigned to the account, the Manager Description is included in the account description heading.

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description is shown in the account description heading.

### **Comparative Holdings by Classification Report**

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

There will be no other changes to the content or appearance of this report.

### **Comparative Holdings by Net Worth**

There will be no changes to the content or appearance of this report.

### **Portfolio Value and Benchmark**

There will be no changes to the content or appearance of this report.

### **Portfolio by Asset Type**

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

There will be no other changes to the content or appearance of this report.

### **Major Indices Report**

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

There will be no other changes to the content or appearance of this report.

### **Core Multi Period Performance**

If a Manager is assigned to the account, the Manager Description is included in the account description heading.

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description should be shown in the account description heading.

### **Gain Loss by Investor**

If a Manager is assigned to the account, the Manager Description is included in the account description heading.

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description should be shown in the account description heading.

#### **Portfolio Snapshot / Core Summary (both versions)**

The Asset Type will be determined by the Asset Classification Hierarchy but may be over-ridden either at the FI Level or at the Advisor level to show the Money Manager Classification.

There will be no other changes to the content or appearance of this report.

#### **Historical Performance by Investor**

If a Manager is assigned to the account, the Manager Description is included in the account description heading.

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description should be shown in the account description heading.

#### **Tax Lot Gain Loss by Investor**

If a Manager is assigned to the account, the Manager Description is included in the account description heading.

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description should be shown in the account description heading.

#### **Tax Lot Realized Gain Loss by Investor**

If a Manager is assigned to the account, the Manager Description is included in the account description heading.

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description should be shown in the account description heading.

#### **Tax Lot Unrealized Gain Loss by Investor**

If a Manager is assigned to the account, the Manager Description is included in the account description heading.

If a Managed Account Type is assigned to the account, the Managed Account Type is included in the account description heading.

If a Program is assigned to the account, the Program description should be shown in the account description heading.

#### **Historical Performance of Current Holdings**

There will be no changes to the content or appearance of this report.

## Managed Account Reports

### Managed Account Summary

The Managed Account Summary report provides a high-level overview of the performance of an account or a portfolio performance over a specific period of time. For any given account or portfolio it shows the Beginning Value, Net Contribution, Change in Value, Ending Value and Investment Return (a daily time-weighted rate-of-return, calculated utilizing AIMR guidelines).

It is available in HTML (on-screen) format, Printer Friendly (PDF) format or can be exported in CSV format.

The PDF format, which can be added to Report Packages, is in Landscape layout.

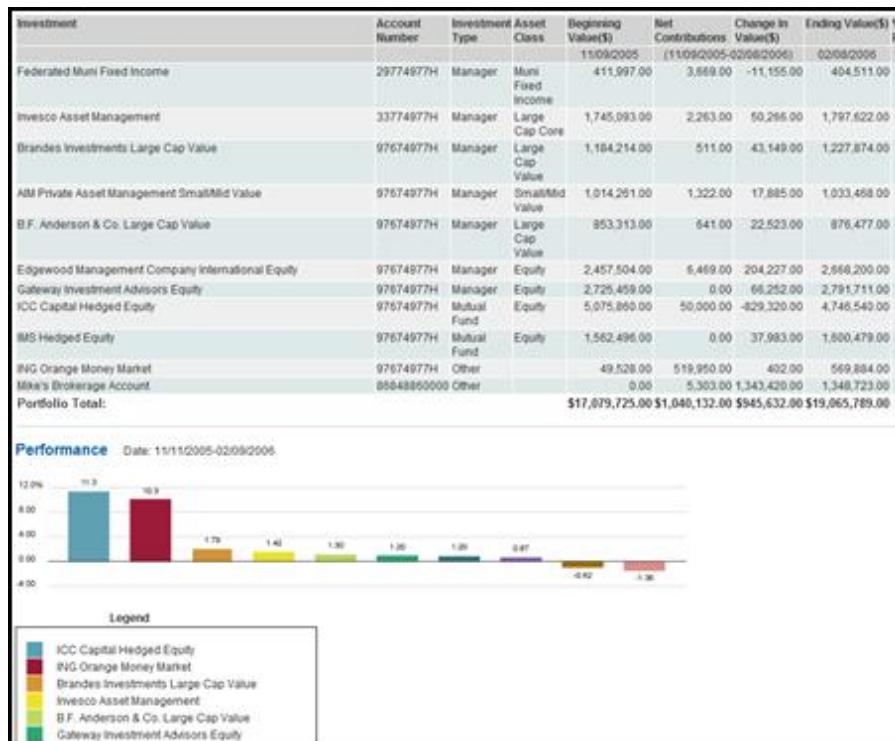
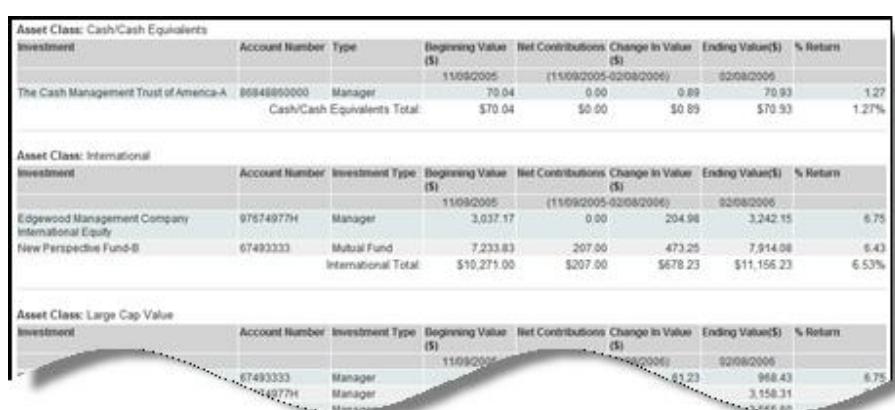


Figure 200: Managed Account Summary Report



## Managed Account Summary by Asset Class

The Managed Account Summary report provides a high-level overview of the performance of an account or a portfolio over a specific period of time, analyzed by asset class. For any given account or portfolio it shows the Beginning Value, Net Contribution, Change in Value, Ending Value and Investment Return (a daily time-weighted rate-of-return, calculated utilizing AIMR guidelines).

It is available in HTML (on-screen) format, Printer Friendly (PDF) format or can be exported in CSV format.

The PDF format, which can be added to Report Packages, is in Landscape layout.



Figure 201: Managed Account Summary by Asset Class

## Managed Accounts Performance Summary

This report shows a Money Manager's performance for various time periods compared to the performance of the Benchmark(s) assigned to that Manager on an account level.

It is available in HTML (on-screen) format, Printer Friendly (PDF) format or can be exported in CSV format.

The PDF format, which can be added to Report Packages, is in Landscape layout.

## Exception Handling

There is one N/A Code

associated with Managed Account Reports. How this is handled is determined by the general settings for the handling of N/A Codes determined by your Financial Institution. If so set up, when you mouse over the code in an HTML report, a fuller description will be displayed.

Acct No: 33774977H Rep. No: 708								Acct Type: Joint - Tenants In Common Managed Account Type: UMA (Unified Managed Account) Program: Lockwood				
Investment	Investment Type	Asset Class	Start Date	Selected Period (%)	Year to Date(%)	One Year(%)	Three Year(%)	Five Year(%)	Since Start Date(%)			
Federated Muas Fixed Income Fund	Manager	Mid Cap Growth	04/15/2000	-0.90	1.93	4.57	8.26	N/A <sup>32</sup>	10.11			
Lehman 10 Year Muni				-0.75	1.50	3.79	6.86	7.86	8.39			
A.G. Edwards Large Cap Core	Manager	Large Cap Core	03/15/1998	3.11	2.53	13.33	17.66	20.17	14.27			
S&P 500				2.86	2.33	12.26	16.19	16.74	13.13			
A.G. Edwards Large Cap Value	Manager	Large Cap Value	07/15/2000	-0.53	-2.26	8.38	8.62	3.19	17.38			
Russell 1000 Value				-0.44	-1.83	6.96	5.66	2.65	14.36			
S&P 500				-0.40	-1.68	6.40	6.12	2.44	13.21			
				Account Total:	0.65%	0.52%	9.90%	11.90%	11.24%	14.65%		
Acct No: 82333573B Rep. No: 708								Acct Type: Joint - Tenants In Common Managed Account Type: Mutual Fund Wrap Program: Lockwood				
Investment	Investment Type	Asset Class	Start Date	Selected Period (%)	Year to Date(%)	One Year(%)	Three Year(%)	Five Year(%)	Since Start Date(%)			
Capital Income Builder-F	Mutual Fund	Large Cap Value	07/01/2000	5.55	4.25	19.86	18.52	16.70	22.10			
Russell 1000 Value				3.07	3.35	17.87	12.74	14.23	18.10			
Royce Premier Fund	Mutual Fund	Mid Cap Core	07/01/2000	6.95	5.41	18.73	19.87	16.51	17.20			
Russell 2000 Core				3.85	5.12	17.21	14.62	12.45	12.41			
New Perspective Fund-F	Mutual Fund	Large Cap Core	07/01/2000	4.85	3.67	14.40	15.17	23.25	18.70			
S&P 500				3.54	2.87	10.87	9.85	17.43	9.25			
Russell 1000 Core				2.53	6.54	9.52	10.41	14.41	8.98			
The Income Fund of America-F	Mutual Fund	Large Cap Value	07/01/2000	8.83	6.30	27.93	26.39	22.60	15.40			
Russell 1000 Value				3.70	3.36	17.87	12.74	14.23	18.10			
The Growth Fund of America-F	Mutual Fund	Large Cap Growth	07/01/2000	2.86	2.98	9.33	11.51	9.66	12.30			
Russell 1500 Growth				5.20	2.50	18.54	12.45	11.87	10.82			
				Account Total:	5.92%	4.69%	18.30%	17.94%	15.31%	12.24%		
				Investor Total:	4.40%	3.44%	15.69%	16.13%	14.09%	12.96%		
				Portfolio Total:	4.40%	3.44%	15.69%	16.13%	14.09%	12.96%		
				Portfolio Benchmark 1:	2.32%	2.42%	12.13%	10.86%	11.43%	12.68%		

Figure 202: Managed Accounts Performance Summary Report

<b>Code</b>	<b>Situation</b>	<b>Default Disclosure</b>
N/A 31	This only applies to the Managed Account reports. The Manager Assignment for an account changes within the time frame of the report.	This investment had multiple Manager Assignments during the reporting period. The Investment column indicates the active Manager Assignment as of the end of the period.

The disclosure for your Financial Institution may be different as these can be customized if necessary.

## Appendix A

### Performance Calculation Methods

#### Dollar-Weighted Rate of Return: Modified Dietz and IRR

Dollar-weighted rates of return such as Modified Dietz and IRR are commonly used to determine how well an investor's portfolio performed over a specified period of time. Unlike time-weighted rates of return, dollar-weighted rates of return take into account all cash flows moving in and out of an investor's portfolio. Dollar-weighted methodologies used for the calculation of personal rates of return provide insight into how the timing of contributions or withdrawals by an investor could impact the investor's performance over time.

Modified Dietz	Modified Dietz Formula
<p>Modified Dietz formula is used as an approximation to the true, dollar-weighted rate-of-return or internal rate of return (IRR). The portfolio or asset is valued at the starting and ending points of the period. Cash flows are included in the calculation based on their timing (i.e., when they occurred during the period).</p> <p>Modified Dietz will yield a result, which approximates IRR. If the cash flows and returns are large, then Modified Dietz's ability to approximate IRR could be diminished. Otherwise, the Modified Dietz serves as an</p>	<p>When there are no cash flows present, the <b>Simple ROR</b> formula will be used:</p> $R = \frac{EMV - BMV}{BMV}$ <p><b>EMV</b> is the market value of the asset at the end of the period. <b>BMV</b> is the market value of the asset at the beginning of the period.</p> <p>When cash flows are present, Albridge uses Modified Dietz. Modified Dietz uses the beginning and ending portfolio value for the month, and weights each cash flow by the amount of time it is invested. Modified Dietz formula is as follows:</p> $R_{MDietz} = \frac{\left( EMV - BMV - \sum_{i=1}^n (CF_i) \right)}{BMV + \sum_{i=1}^n (CF_i W_i)}$ <p><b>EMV</b> is the market value of the portfolio at the end of the period. <b>BMV</b> is the portfolio's market value at the beginning of the period. <b>CF</b> is the net cash flows within the period (contributions to the portfolio are positive flows, and withdrawals or distributions are negative flows), and is the sum of each cash flow <b>CF</b>, multiplied by its weight, (<b>W</b>).</p> $\sum_{i=1}^n (CF_i W_i)$ <p>The weight (<b>Wi</b>) is the proportion of the total number of days in the period that cash flow <b>CFi</b> has been held in (or out of) the portfolio. The formula for <b>W</b>:</p> $W_i = \frac{CD - D_i}{CD}$ <p><b>CD</b> is the total number of calendar days in the period. <b>D</b> is the number of calendar days since the beginning of the period in which cash flow <b>CF</b> occurred. (It is assumed that cash flows</p>

Modified Dietz	Modified Dietz Formula
acceptable approximation to the IRR. When no cash flows are present a <b>Simple ROR</b> formula will be used to calculate total return. See <b>Simple ROR formula</b> descriptions in the next column.	<p>occur at the end of the day.)</p> <p><b>Note:</b> The results of Modified Dietz can become less precise when a combination of the following conditions exists: 1) <i>one or more large cash flows occur</i> and 2) <i>cash flows occur during periods of high market volatility</i>.</p>
Internal Rate of Return (IRR)	IRR Formula
IRR is used to calculate the true, dollar-weighted rate of return. Similar to Modified Dietz, the portfolio or asset is valued at the starting and ending points of the period and cash flows are included based on their timing. The IRR formula is related to the time-value of money or net present value formula. IRR is calculated by finding the discount rate that equates the present value of future cash flows to the initial starting period.	<p>The following formula is used to determine IRR:</p> $BMV + \frac{C_1}{(1+R)^{nd_1}} + \frac{C_2}{(1+R)^{nd_2}} + \dots + \frac{C_n}{(1+R)^{nd_{n-1}}} - \frac{EMV}{(1+R)^{nd_n}} = 0$ <p><b>EMV</b> is the market value of the asset at the end of the period. The Number of Days (<b>nd</b>) is the Number of calendar days from the beginning of the evaluation period to time of the cash flow. The rate of return, <b>R</b> can be obtained by iterating through values of <b>R</b> until the result equals <b>EMV</b>.</p> <p><b>Note:</b> With the IRR method it is possible to have multiple returns if there are cash inflows and cash outflows within the same evaluation period. There is no closed "formula" for the IRR and the expression must be solved iteratively using numerical analysis.</p>

## Time-Weighted Rate of Return: DTWR

Time-weighted rates of return such as DTWR (Daily Time-Weighted Rate Of Return) take into account the amount of time an investor has been invested in a particular portfolio and eliminates the effect of individual cash flows. Unlike dollar-weighted rates of return such as IRR, cash flows moving in and out of the portfolio do not affect time-weighted rates of return. Time-weighted methodologies used for the calculation of personal rate of return provide a truer measurement of how well an advisor has invested his client's assets in comparison to industry standard benchmarks such as the S&P 500.

Daily Time-Weighted Rate of Return (DTWR)	DTWR Formula
<p>Using a daily time-weighted rate of return an investor's portfolio will be revalued whenever a cash flow takes place, therefore completely reducing its impact on the return. Returns are measured from day-to-day or from cash flow to cash flow. These returns are then compounded or geometrically linked resulting in the time-weighted rate of return. DTWR breaks the total performance period into sub-periods, the boundaries of which are based on the occurrence of cash flows.</p>	<p>The following formulas are used for calculating DTWR performance:</p> <p>When the cash flow is positive (more money invested in the asset):</p> $R_i = \frac{V_i}{V_{i-1} + C_i} - 1$ <p>When the cash flow is negative (money withdrawn from asset):</p> $R_i = \frac{V_i - C_i}{V_{i-1}}$ <p>The sub-period returns (e.g., R<sub>1</sub>, R<sub>2</sub>, R<sub>3</sub>) are then geometrically linked according to the following formula:</p> $R_{tr} = \left( (1 + R_1)(1 + R_2) \dots (1 + R_n) \right) - 1$

## Dollar-Weighted vs. Time-Weighted Rate of Return Methodologies

Time-Weighted Rate of Returns	Dollar-Weighted Rate of Returns
<p><b>Definition:</b> The return produced over time by a security, account or portfolio independent of contributions or withdrawals. Measures the compounded rate of growth over a specified time period. DTWR is a time weighted return.</p>	<p><b>Definition:</b> IRR is the discount rate that equates the cost of an investment with the cash generated by that investment. IRR tracks the performance of actual dollars invested over time. Modified Dietz is an approximation of IRR.</p>
<p><b>Major Differences:</b></p> <ol style="list-style-type: none"> <li>1.) Time-weighted returns are not affected by the size of interim cash inflows or outflows. The return for each period is calculated based on the amount of money in the portfolio at the start of</li> </ol>	<p><b>Major Differences:</b></p> <ol style="list-style-type: none"> <li>1.) Dollar-weighted returns do reflect cash inflows and outflows, as well as the investment performance of the funds chosen by the investor. Dollar-weighted returns can be</li> </ol>

Time-Weighted Rate of Returns	Dollar-Weighted Rate of Returns
<p>each period.</p> <p>2.) Time-weighted returns split up the time for which a return is going to be calculated into equal sub-periods. Time-weighted returns also tie these sub-period returns together to form the final rate of return using geometric linking. By geometrically linking the returns from each sub-period a time-weighted return eliminates any skewing of returns that will be calculated when large cash flows move through an investment.</p> <p><b>Note:</b> Time-weighted rates of return are used to measure the performance of advisors acting in the capacity of money managers because they normally do not control cash flowing into or out of their portfolios. In this instance CFA Institute recommends this type of calculation because it eliminates the impact of the timing of fund cash flows and isolates the portion of a portfolio's return that is attributable solely to the manager's actions.</p>	<p>heavily changed depending on if and when large cash flows in and/or out of an investment occur.</p> <p>2.) IRR does not split up the time period into equal sub-periods; instead it searches for a constant rate of return for one entire time period.</p>

## Appendix B: Designated Fixed Income Security Types

The current Albridge Wealth Reporting security types that are designated as Fixed Income instruments for the purposes of Fixed Income Accrual Calculations:

Security Type Code	Description	Mortgage Designation
AB	Other Mortgage Backed Securities (MBS)	✓
BU	Corporate Unit Bonds	
CB	Corporate Bonds	
CD	Certificates of Deposit	
CM	Commercial Mortgage	✓
CV	Convertible Corporate	
FF	Foreign Fixed Income	
FH	Federal Home Loan Mortgage Corp (FHLMC)	✓
FN	Federal National Mortgage Association (FNMA)	✓
G2	GNMA II	✓
GB	Government Bond	
GM	GNMA, FNMA, FHLMC, Mortgage Pools, CMO's, etc.	✓
GN	Government National Mortgage Association (GNMA)	✓
MB	Municipal Bonds	
MM	Money Market Instrument	
NM	Non-Municipal Bonds	
OB	Other Bonds	
PC	Commercial Paper	
PN	Promissory Notes	
TB	Treasury Bills	
TP	Treasury Index Protection Securities (TIPS)	
WB	When, As and If Issued Bonds	
ZT	Zero Coupon Bonds	

## Appendix C: Fixed Income Data Fields

To support Fixed Income and Accruals, the following additional data fields are captured for Fixed Income instruments. Some elements are fixed and do not change over time (Fixed), other elements can change over time (Time Series). Time series data are recorded as they change but a full history with change dates is maintained.

Field	Type	Description	Examples
Original Face Value	Fixed	The face value of the instrument.	\$10,000
Issue Date	Fixed	The on which the instrument was first issued	1/1/1999
Maturity Date	Fixed	The date the instrument will be fully paid back (redemption date)	4/17/2010
Day Count Convention	Fixed	The month and year bases used to calculate the elapsed days in a coupon period and the days in the year for calculating interest accruals. This is defined by the security or the security type	30/360 FINRA 30/360 European Actual/365 Actual/360 Actual/Actual
Frequency	Fixed	Represents the frequency on which interest is paid	Monthly, Quarterly, etc., Irregular, Interest Paid at Redemption
First Coupon Date	Fixed	The date on which the first interest payment after issue will be made	12/31/07
State of Issuance	Fixed	Represents the State in which the security is tax exempt	NY, NJ
Hold Back Override	Fixed	Represents the number of days by which interest is held back where the standard for the Security Type is over-ridden.	
Coupon	Time Series	The annual percentage interest rate paid by the instrument. Normally this is fixed but could be variable and change as frequently as daily	Displayed as a percentage: 5.5%
Factor	Time Series	For instruments that pay back principal over time, the factor represents the amount of principal that remains outstanding. The factor is a decimal between 0 (fully repaid) and 1 (no repayments made). Where factors are used, the original principal amount multiplied by the factor gives the principal amount upon which interest is calculated.	0.75 = 25% of principal repaid and 75% remaining
Default Indicator	Time Series	Denotes when an instrument is in Default (not paying interest). Interest is not accrued when the Default Indicator is On	Y (In Default) N (Paying Interest)
Call Date	Time Series	The first (or next) date on which the issuer may repay the instrument	4/17/2009
Call Price	Time Series	The price that the issuer will pay on the Call Date if the instrument is repaid.	1.05

Field	Type	Description	Examples
Put Date	Time Series	The first (or next) date on which the holder may require repayment from the issuer	4/17/2008
Put Price	Time Series	The price that the Issuer will pay on the Put Date, if the Holder requires repayment	0.995
Rating	Time Series	The credit Rating for the instrument	AAA

## Appendix D

### Asset Type Classifications

CDA-Wiesenberger Asset Classifications	Morningstar Broad Asset Classes <i>(1-to-many relationship)</i>
Blend	Cash
Equity	US Stocks
Collectibles	Non-US Stocks
Commodities	Bonds
Fixed Income	Other
Insurance Product	Not Classified
Cash or Equivalents	
Futures	
Precious Metals	
Limited Partnership	
Non-Classified	
Option	
Real Estate	
UIT	
Other	
Sector – Other	

### Investment Objective Classifications

CDA	Morningstar Detailed Asset Classes <i>(1-to-many relationship)</i>	Morningstar Style Box Classifications <i>(1-to-1 relationship)</i>
Cash or Equivalents	Emerging Market Equity	Cash
Common Stock	Sector – Real Estate	Large Cap - Value
Government Bond	Sector – Tech/Communications	Large Cap - Blend
Multi-Sector Bond	S&P 500 Index	Large Cap - Growth
Municipal – High Yield	Small Cap	Mid Cap - Value
Loan Participation	Corporate – High Yield	Mid Cap - Blend
Sector – Financial Services	Sector –	Mid Cap - Growth
Emerging Market Income	Health/Biotechnology	Small Cap - Value
Balanced – Global	Global Income	Small Cap - Blend
Asset Allocation – Global	US Treasury	Small Cap – Growth
Sector – Utilities	Municipal – Single State	Short-Term High Quality
General Mortgage	Municipal – National	Intermediate-Term High Quality
General BD – Short & Interim	US Government/Agency	Long-Term High Quality
US Government – Short & Interim	General BD – Investment Grade	Short-Term Medium Quality
Convertible	Municipal – Insured	Intermediate-Term Medium Quality
Sector – Other	General BD – Long Fixed Annuity	Long-Term Medium Quality
		Short-Term Low Quality
		Intermediate-Term Low Quality

CDA	Morningstar Detailed Asset Classes <i>(1-to-many relationship)</i>	Morningstar Style Box Classifications <i>(1-to-1 relationship)</i>
US Government – Long Equity Income Large Cap Non-Classified Growth – Domestic Growth & Income Sector – Energy/Natural Resources Corporate – Investment Grade Asset Allocation – Domestic Non-US Equity Mid Cap Balanced – Domestic Global Equity Aggressive Growth		Long-Term Low Quality

## Baseline Classification

If set “on” through the privilege settings, the following baseline classifications will be used if all other data sources in the hierarchy fail to classify the asset.

Security Type Code	Description = Baseline Investment Objective	Baseline Asset Type	Security Type Code	Description = Baseline Investment Objective	Baseline Asset Type
cl	Call Option	Derivatives	nc	Non-Classified	Other
ca	Cash or Equivalents	Cash	fm	GNMA, FNMA, FHLMC, Mortgage-pools, CMOs etc	Fixed Income
ct	Collectibles	Collectibles			
pc	Commercial Paper	Fixed Income	ps	Preferred Stock	Equity
co	Commodities	Commodities	bl	Not Provided	Other
cs	Common Stock	Equity	re	Real Estate	Real Estate
cv	Convertible Corporate	Fixed Income	cd	Certificates of Deposit	Cash and Cash Equivalents
cp	Convertible Preferred	Equity	cn	Option - Escrow	Derivatives
cb	Stock	Fixed Income	cr	Option - Depository Rec	Derivatives
ce	Corporate Bonds	Equity	fa	Fixed Annuity	Derivatives
bu	Corporate Equity	Fixed Income	fe	Foreign Equities	Other
cu	Corporate Units Bonds	Equity	ff	Foreign Fixed Income	Equity
ex	Corporate Units Equity	Other	in	Index Participation	Fixed Income
fu	Expense	Derivatives	mc	Contracts	Other
gm	Futures	Fixed Income	mm	Closed-End Mutual Fund	Other
gb	GNMA, FNMA, FHLMC, Mortgage-pools, CMOs etc	Fixed Income	nm	Money Market	Cash and Cash Equivalents
ip		Fixed Income	ob	Instruments	Fixed Income
ic	Government Bond	Other	op	Non-Municipal Bond	Fixed Income
lp	Insurance Product	Other	pn	Other Bonds	Derivatives
mb	Insurance Variable	Fixed Income	ra	Options	Other
mf	Annuity	Other	ro	Promissory Notes	Other
oa	Limited Partnership	Other	ry	Repurchase Agreement	Other
pm	Municipal Bonds	Other	un	Reorganization	Other
pf	Mutual Fund	Equity	zt	Royalty	Other
pt	Other Assets	Derivatives	01	Units	Fixed Income
rt	Precious Metals	Other	w1	Zero Coupon Bonds	Cash and Cash Equivalents
tb	Preferred Stock	Fixed Income	w2	FDN Cash	
ut	Put Option	Other	w3	Mortgage	
va	Rights	Fixed Income	w4	Auto loan	
vl	Treasury Bill	Fixed Income	w5	Other loan	
wt	UIT - Taxable	Equity	w6	Future bequest	
wb	Variable Annuity	Fixed Income	w7	Variable Annuity sub-account	
we	VUL	Equity	w8	VUL sub-account	
	Warrants		w9	Universal Life contract	
	When, As, and If Issued Bond			Whole Life Insurance	
	When, As, and If Issued Equity			Loan on Life Insurance	

## Appendix E

### How Mixing StyleBox and Asset Classes Affects Reports

Assume the portfolio has the following positions:

\$10,000 cash (money market)

1000 shares Albridge Fund A, ABFAX, NAV \$10, StyleBox=Large Cap Growth

- Fund holdings:

- 40% Google (a large cap growth stock)
- 40% Yahoo (a large cap growth stock)
- 20% Cash

1000 shares Albridge Fund B, ABFBX, NAV \$10, StyleBox=small cap growth

- Fund holdings:

- 40% Entrust Corp. (a small cap growth stock)
- 40% Microsoft (a small cap growth stock)
- 20% Cash

1000 shares Albridge Fund C, ABFCX, NAV \$10, StyleBox=High quality long

- Fund holdings:

- 60% Treasury bonds
- 40% IBM (a large cap growth stock)

The Holding by Investor report (HBI), Holdings by Net Worth report (HBNW), Holdings by Portfolio report (HBP), Comparative Holding by Investor report (CHBI), Comparative Holdings by Net Worth report (CHBNW), and Comparative Holdings by Portfolio report (CHBP), should show 4 assets in the account – a very concise report:

Asset Name	Ticker	Asset Type	Mgt. Name	Quantity	Price(\$)	Value(\$)
Money Market		CASH		10,000	1	10,000
Albridge Fund A	ABFAX	US STOCKS		1,000	10	10,000
Albridge Fund B	ABFBX	US STOCKS		1,000	10	10,000
Albridge Fund C	ABFCX	BONDS		1,000	10	10,000

Account Total: \$40,000.00

Notice ABFCX is listed as “Bonds” even though 40% is in IBM stock. “Bonds” is the biggest slice, so if we have to pick one label, “Bonds” wins.

HBC and CHBC, sorted by Asset Type, should show a different picture because they are breaking each asset into its component Broad Asset Classes (Cash, Bonds, US Stocks, Non-US Stocks, Other, and Non-classified):

**Asset Type:** CASH

Asset Name (% of Holding)	Ticker	Mgt. Name	Quantity	Price(\$)	Value(\$)	Allocation(%)
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Money Market			10,000	1	10,000	25%
Albridge Fund A (20% of holding)	ABFAX		200	10	2,000	5%
Albridge Fund B (20% of holding)	ABFBX		200	10	2,000	5%
CASH Total: \$14,000.00						35%

**Asset Type:** US Stocks

Asset Name (% of Holding)	Ticker	Mgt. Name	Quantity	Price(\$)	Value(\$)	Allocation(%)
Albridge Fund A (80% of holding)	ABFAX		800	10	8,000	20%
Albridge Fund B (80% of holding)	ABFBX		800	10	8,000	20%
Albridge Fund C (40% of holding)	ABFCX		400	10	4,000	10%
US Stocks Total: \$20,000.00						50%

**Asset Type:** Bonds

Asset Name (% of Holding)	Ticker	Mgt. Name	Quantity	Price(\$)	Value(\$)	Allocation(%)
Albridge Fund C (60% of holding)	ABFCX		600	10	6,000	15%
Bonds Total: \$6,000.00						15%

These reports are longer, and assets appear multiple times. However if you add up the lines of ABFAX (for example) the total will match the HBI report. The entire Money Market asset is cash, so it doesn't get a % of holding. ABFCX, which in real life would have a name like "Albridge Bond Income Fund" appears under US Stocks, even though it is a bond fund. That's because part of the holdings are in IBM.

Role setting 226 can add more info to the HBC and CHBC reports. If we subgroup the HBC report by ACL 2 (Investment Objective), the same report gets even longer, because it is more detailed:

**Asset Type:** CASH

**Investment Objective:** LARGE CAP GROWTH

Asset Name (% of Holding)	Ticker	Mgt. Name	Quantity	Price(\$)	Value(\$)	Allocation(%)
Albridge Fund A (20% of holding)	ABFAX		200	10	2,000	5%
LARGE CAP GROWTH Total: \$2,000.00						5%

**Investment Objective:** SMALL CAP GROWTH

Asset Name (% of Holding)	Ticker	Mgt. Name	Quantity	Price(\$)	Value(\$)	Allocation(%)
Albridge Fund B (20% of holding)	ABFBX		200	10	2,000	5%
SMALL CAP GROWTH Total: \$2,000.00						5%

**Investment Objective:** NON-CLASSIFIED

Asset Name (% of Holding)	Ticker	Mgt. Name	Quantity	Price(\$)	Value(\$)	Allocation(%)
MONEY MARKET			10,000	1	10,000	25%
NON-CLASSIFIED Total: \$10,000.00						25%
CASH Total: \$14,000.00						35%

Here we see that just one Asset Type section (cash) is already as long as the entire HBC by Asset Type report. The CASH total is the same, but the details of the section are expanded. Part of the cash assets is in large cap growth oriented funds, and part is in small cap growth oriented funds. In this example each fund only has one type of stock asset, but in real life ABFAX and ABFBX could appear

under both LARGE CAP GROWTH and SMALL CAP GROWTH IO sections. The money market asset has no Investment StyleBox – all of it is non-classified by Investment objective. Even though ABFCX is invested in LARGE CAP GROWTH, that fund is not listed here because no part of the CASH assets is held in ABFCX – it would be listed down the page under Asset Type: US STOCKS, Investment Objective: LARGE CAP GROWTH and Asset Type: BONDS, Investment Objective: LARGE CAP GROWTH.

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