

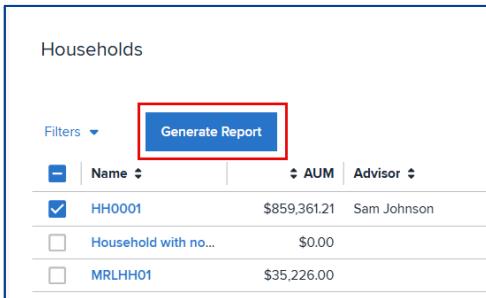
# Reporting

## Quick Start Guide

Advisors can monitor client portfolios via a dashboard, with in-depth data views on household and account pages. Reporting is easy with the module's drag-and-drop interface and library of charts, graphs, and templates.

### Generate a Single Report for a Household:

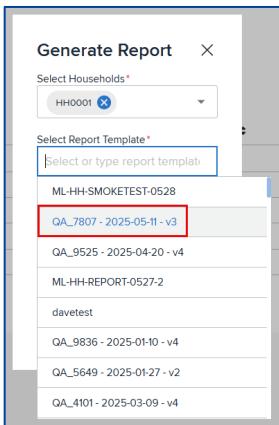
**Step 1:** Click **Clients > Households**. Select a household, then click **Generate Report**.



The screenshot shows a list of households. The first household, 'HH0001', is selected, indicated by a checked checkbox. The 'Generate Report' button is highlighted with a red box.

Name	AUM	Advisor
HH0001	\$859,361.21	Sam Johnson
Household with no...	\$0.00	
MRLHH01	\$35,226.00	

**Step 2:** Choose a report template:



The screenshot shows the 'Generate Report' dialog box. The 'Select Household' dropdown is set to 'HH0001'. The 'Select Report Template' dropdown is open, showing a list of templates. The template 'QA\_7807 - 2025-05-11 - v3' is highlighted with a red box.

- ML-HH-SMOKETEST-0528
- QA\_7807 - 2025-05-11 - v3**
- QA\_9525 - 2025-04-20 - v4
- ML-HH-REPORT-0527-2
- davetest
- QA\_9836 - 2025-01-10 - v4
- QA\_5649 - 2025-01-27 - v2
- QA\_4101 - 2025-03-09 - v4

**Step 3:** Choose an As-Of Date (most recent, end of prior month, end of quarter) and click Run Report. You are taken to the Documents page. Your report is listed at the top. Its status will change from Queued to In Progress to Completed. When completed, click its Download link.

## Generate a Batch Report for Several Accounts:

To generate a batch report for multiple accounts:

**Step 1:** Go to **Clients > Accounts**. Select multiple accounts and click **Generate Report**:

The screenshot shows a table of accounts with three rows selected. The columns are labeled 'Name', 'Account ...', and 'AUM'. The 'Name' column shows 'Account01', 'Account02', and 'Account03'. The 'Account ...' column shows 'account01', 'account02', and 'account03'. The 'AUM' column shows '\$338,588.32', '\$391,868.71', and '\$128,904.18' respectively. A red box highlights the 'Generate Report' button at the top right of the table.

**Step 2:** Choose a report template:

The screenshot shows a 'Generate Report' dialog box. Under 'Select Accounts', 'Account01', 'Account02', and 'Account03' are selected. Under 'Select Report Template', a list of templates is shown, with 'ML-TEST-0728-Report-1' highlighted by a red box.

**Step 3:** Choose an as-of date (most recent, end of prior month, end of prior year and click **Run Report**. You are taken to the Documents page. Your batch report is listed, with underlying individual reports for each account. Its status will change from Queued to In Progress to Completed. When completed, click the **Compile for Download** link. Download status moves from New to Download. When finished, click **Download**:

Documents					
Filters		Expand All	Collapse All		
B	Document	For	As Of Date	Status	Download Status
▼				Completed	
	ML-TEST-0728-Report-1	Account: Account03	3/14/2025	Completed	
	ML-TEST-0728-Report-1	Account: Account02	3/14/2025	Completed	
	ML-TEST-0728-Report-1	Account: Account01	3/14/2025	Completed	

**Step 4:** In your computer's file system's Download folder, click to open the zip file.

Inside the zip view, click into the batch folder. Click to open the PDF and view the individual PDF reports.

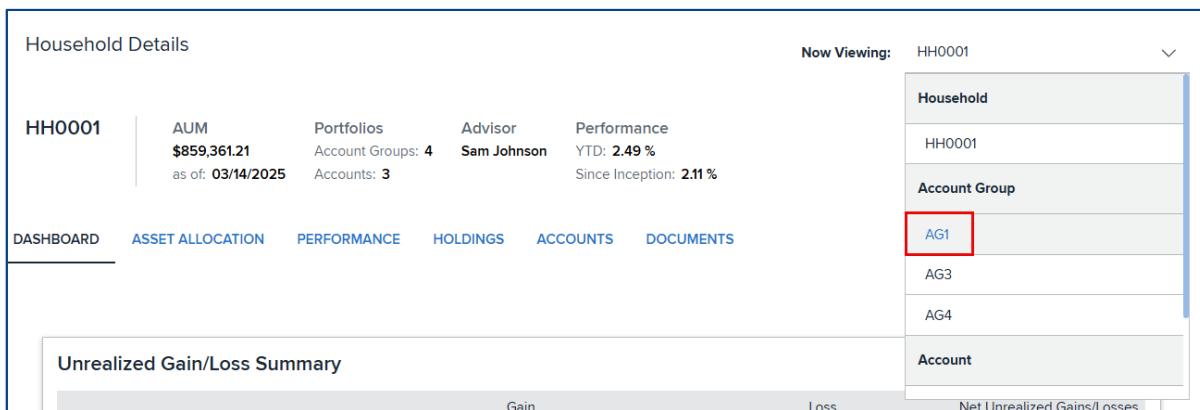
## View Portfolio Information

**Step 1:** In the top menu, click **Dashboard**. Click a household link under Top Households to drill down into that household:

Dashboard											
<p><b>Book Summary</b></p> <p>Assets Under Management <b>\$859,361.21</b></p> <p>Number of Households <b>5</b></p> <p>Number of Accounts <b>57</b></p>	<p><b>Top Households</b></p> <table> <thead> <tr> <th>Household Na...</th> <th>AUM</th> </tr> </thead> <tbody> <tr> <td>HH0001</td> <td>\$859,361.21</td> </tr> <tr> <td>UBSHH01</td> <td>\$136,124.00</td> </tr> <tr> <td>UBSHH04</td> <td>\$126,266.00</td> </tr> <tr> <td>MRLHH01</td> <td>\$35,226.00</td> </tr> </tbody> </table>	Household Na...	AUM	HH0001	\$859,361.21	UBSHH01	\$136,124.00	UBSHH04	\$126,266.00	MRLHH01	\$35,226.00
Household Na...	AUM										
HH0001	\$859,361.21										
UBSHH01	\$136,124.00										
UBSHH04	\$126,266.00										
MRLHH01	\$35,226.00										

**Step 2:** Scroll to view calendar year performance, risk/return, top 10 investment vehicles, etc., for this household.

**Step 3:** In the top right drop-down, click to view the account groups in that household.



Household Details

Now Viewing: HH0001

HH0001 AUM \$859,361.21 Portfolios Account Groups: 4 Advisor Sam Johnson Performance YTD: 2.49 % as of: 03/14/2025 Accounts: 3 Since Inception: 2.11 %

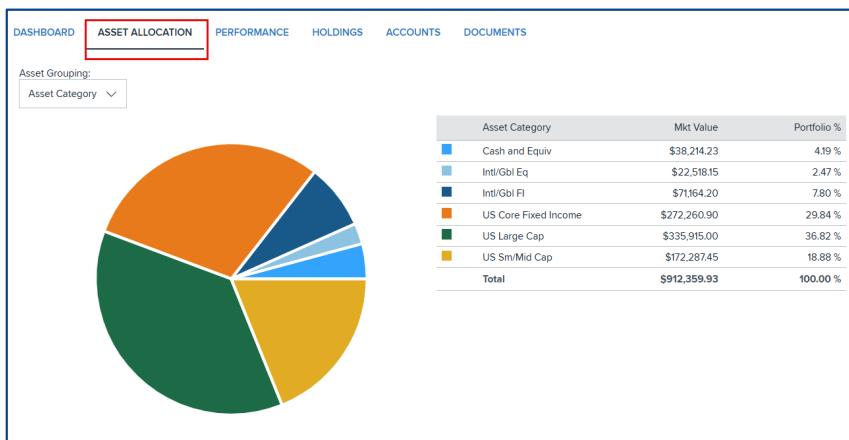
DASHBOARD ASSET ALLOCATION PERFORMANCE HOLDINGS ACCOUNTS DOCUMENTS

Unrealized Gain/Loss Summary

Gain Loss Net Unrealized Gains/Losses

Household  
HH0001  
Account Group  
AG1  
AG3  
AG4  
Account  
Net Unrealized Gains/Losses

**Step 4:** Click the Asset Allocation tab and view the asset allocation:



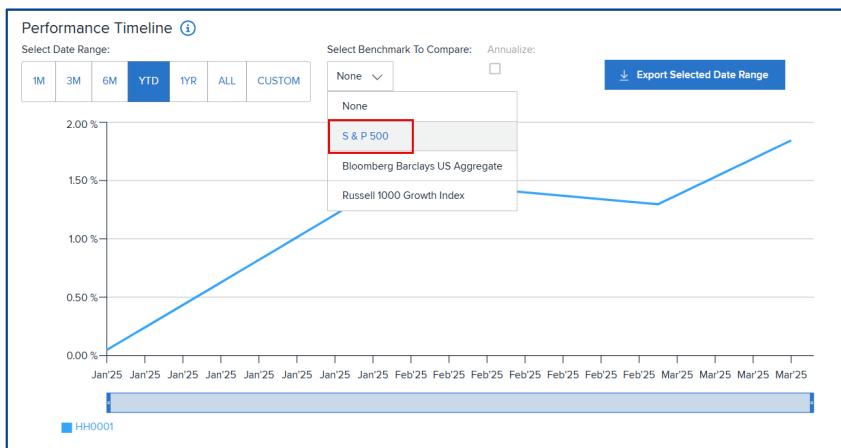
DASHBOARD ASSET ALLOCATION PERFORMANCE HOLDINGS ACCOUNTS DOCUMENTS

Asset Grouping: Asset Category

Asset Category Mkt Value Portfolio %

- Cash and Equiv \$38,214.23 4.19 %
- Intl/Gbl Eq \$22,518.15 2.47 %
- Intl/Gbl Fl \$71,164.20 7.80 %
- US Core Fixed Income \$272,260.90 29.84 %
- US Large Cap \$335,915.00 36.82 %
- US Sm/Mid Cap \$172,287.45 18.88 %
- Total \$912,359.93 100.00 %

**Step 5:** Click the Performance tab. Change the performance timeline from All to YTD. Next, select a Benchmark from the drop-down to add it to the performance timeline:



Performance Timeline 1

Select Date Range: 1M 3M 6M YTD YR ALL CUSTOM Select Benchmark To Compare: Annualize: None  Export Selected Date Range

S & P 500 Bloomberg Barclays US Aggregate Russell 1000 Growth Index

HH0001

**Step 6:** Click the Holdings tab. Change the focus from Investment Vehicles to Securities:

Investment Vehicle	Quantity	Market Value	Category	Class	Sleeve	Model					
1	30.0000	\$3,203.10	0.35	\$106.77	\$100.00	\$3,000	\$203.10	Cash	Cash	USD Cash	None
M-FixedIncome	173,129.0000	\$324,321.10	55.76	\$1.87	\$1.85	\$321,000	\$3,321.10	Fixed Income	Fixed Income	M-FixedIncome	Fixed Income Mo
M-Growth	41,396.1263	\$579,314.21	55.88	\$13.99	\$12.37	\$512,095	\$11,082.89	Equity	Equity	M-Growth	Growth Model

**Step 7:** Click the Accounts tab, then click **Account01** and view the account Dashboard. Click the gear widget to the right. Click **Add Widget** and choose Asset Allocation:

DASHBOARD
ASSET ALLOCATION
PERFORMANCE
HOLDINGS
DOCUMENTS

Dollar Weighted Performance

Top 10 Fixed Income

Investment Vehicle	Allocation
M-FixedIncome	Asset Allocation

- Asset Allocation By Asset Class
- Asset Allocation By Asset Class Group
- Asset Allocation By Asset Subcategory
- Asset Allocation By Industry
- Asset Allocation By Investment Type
- Asset Allocation By Investment Vehicle

Click **Save**. Scroll down to view the Asset Allocation widget you added.