

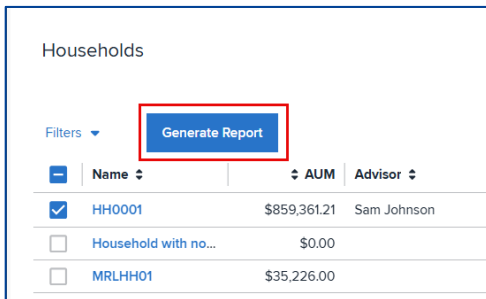
# Reporting

## 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**.

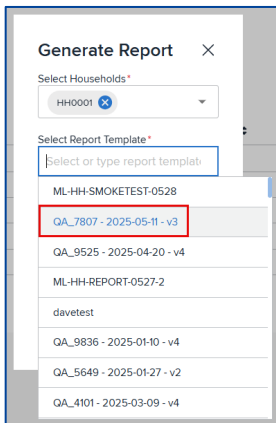


Households

Filters ▾ **Generate Report**

<input type="checkbox"/>	Name ▾	AUM ▾	Advisor ▾
<input checked="" type="checkbox"/>	HH0001	\$859,361.21	Sam Johnson
<input type="checkbox"/>	Household with no...	\$0.00	
<input type="checkbox"/>	MRLHH01	\$35,226.00	

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



**Generate Report** ×

Select Households \*

HH0001

Select Report Template \*

Select or type report template

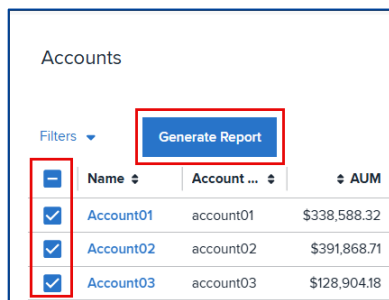
- ML-HH-SMOKETEST-0528
- QA\_7807 - 2025-05-11 - v3**
- QA\_9525 - 2025-04-20 - v4
- ML-HH-REPORT-0527-2
- davetest
- QA\_9836 - 2025-01-10 - v4
- QA\_5649 - 2025-01-27 - v2
- QA\_4101 - 2025-03-09 - v4

**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.

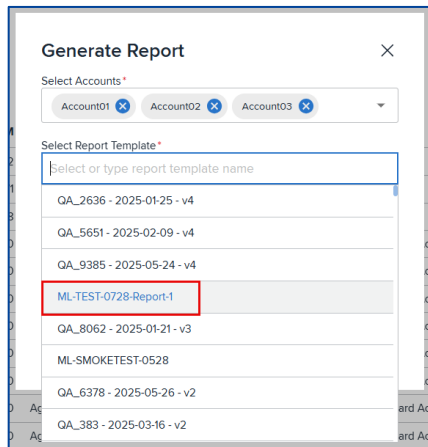
## Generate a Batch Report for Several Accounts:

To generate a batch report for multiple accounts:


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



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



**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						
<div>Filters ▾</div> <div>Expand All Collapse All</div>						
B ↓	Document ↕	For ↕	As Of Date ↕	Status ↕	Download Status ↕	Compile for Download
▼				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											
<div>Book Summary</div> <div>Assets Under Management</div> <div>\$859,361.21</div> <div>Number of Households</div> <div>5</div> <div>Number of Accounts</div> <div>57</div>											
<div>Top Households</div> <table> <tr> <th>Household Na... ↕</th><th>AUM ↕</th></tr> <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> </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										
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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: **4** | Advisor: **Sam Johnson** | Performance: **YTD: 2.49 %**  
 as of: **03/14/2025** | Account Groups: **4** | Accounts: **3** | Since Inception: **2.11 %**

DASHBOARD | **ASSET ALLOCATION** | PERFORMANCE | HOLDINGS | ACCOUNTS | DOCUMENTS

Unrealized Gain/Loss Summary

Gain	Loss	Net Unrealized Gains/Losses

Household

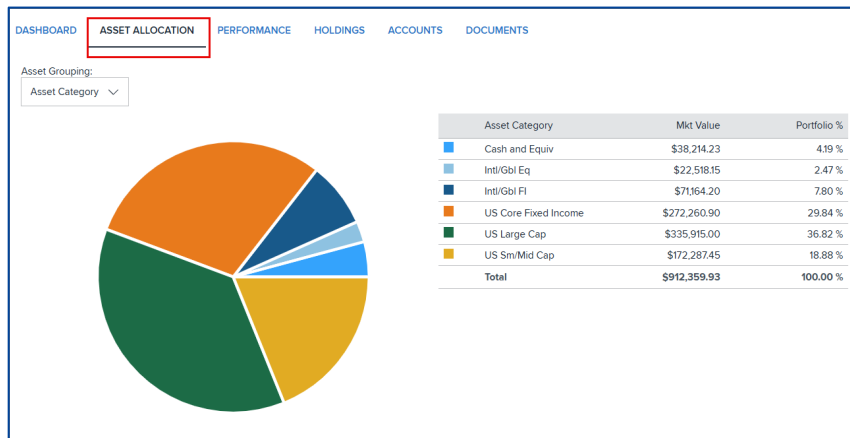
- HH0001

Account Group

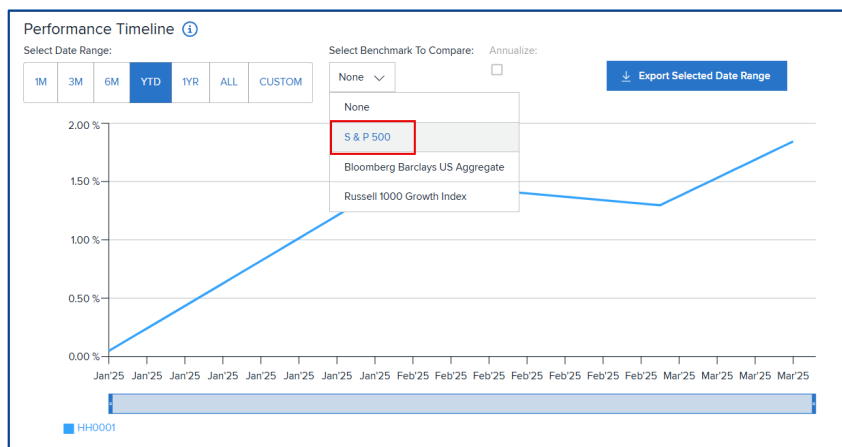
- AG1**
- AG3
- AG4

Account

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



**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:



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

DASHBOARD

ASSET ALLOCATION

PERFORMANCE

HOLDINGS

ACCOUNTS

DOCUMENTS

Investment Vehicles

Securities

Fixed Income

All

By Account

By Account Type

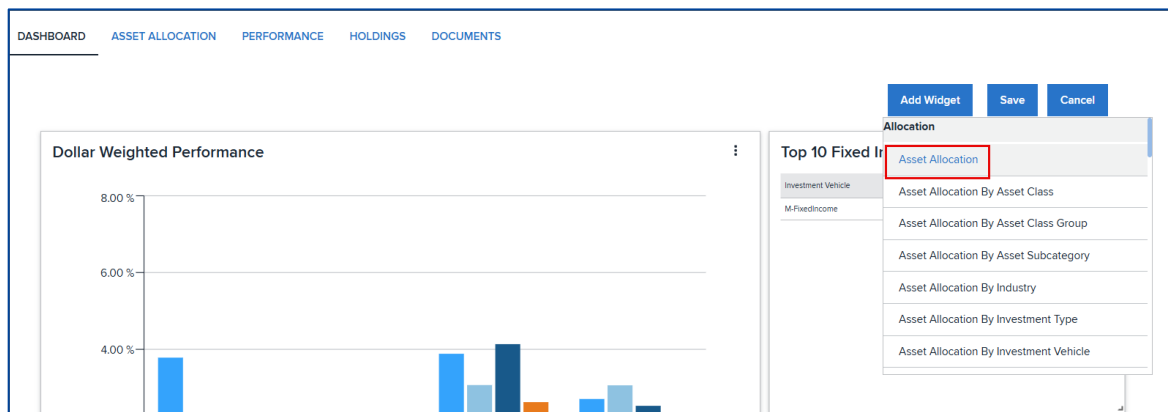
By Category

By Class

By Model

Investment Vehi...	Quantity	Market ...	T...	Mkt...	Avg...	Basis	Unrl G...	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	5.76	\$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	33.88	\$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:



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