



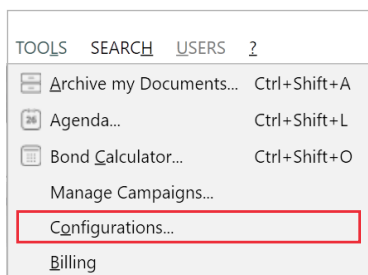
CROESUS

WEALTH
MANAGEMENT
SOLUTIONS

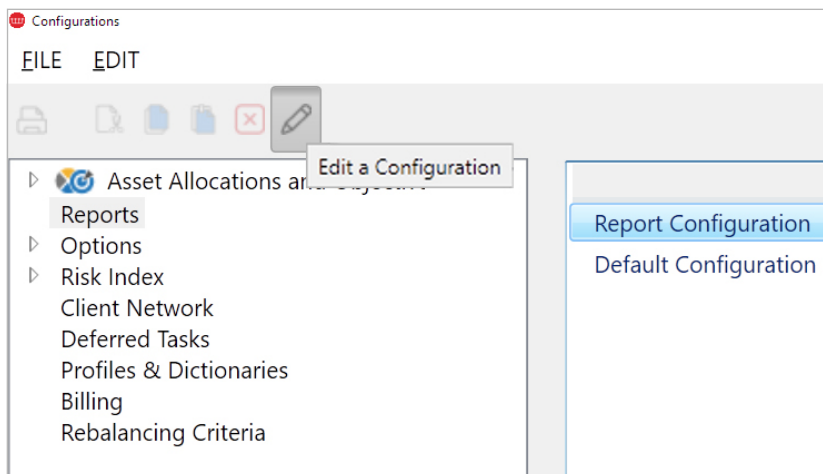
CREATING A FEES REPORT

The hypothesis is that the user is a systems administrator.
To create a fees report, the user must follow these steps.

1. From the "Tools" menu, select "Configurations..."

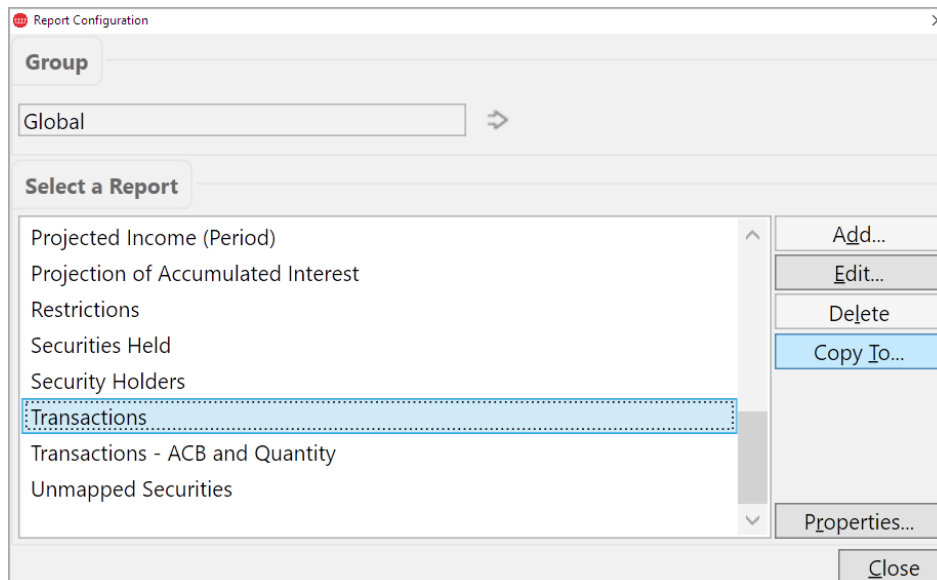


2. Click "Edit a Configuration" on "Report Configuration".




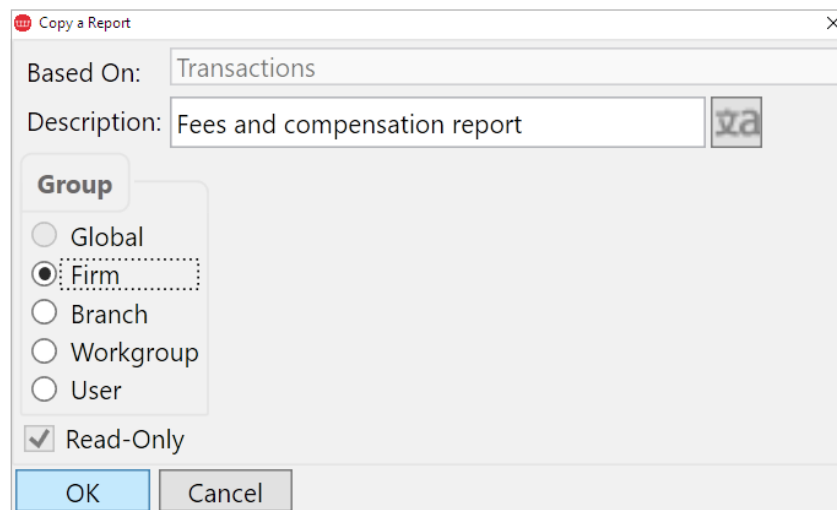


3. Select the “Transactions” report and click on “Copy to...” on the right-hand side.



4. Enter the desired report name.

- To enter a name in both languages, click 
- We recommend copying the report at the “Firm” level
- This is the name that will be displayed in the report selection screen





5. Enter the title of the report.

- This will be in the Header of the report
- Select "Report Header"
- Uncheck the "Use default" selection
- Enter a name in both languages by using the "Language" menu

Report Configuration: "Transactions"

Report Header

Page Setup

Columns

☐ Use Default

Language: English (Canada)

Description: Annual Charges and Compensation Report

6. Select the columns to display on the report.

- Select "Columns"
- This is our recommended selection:

Report Configuration: "Transactions"

Report Header

Page Setup

Columns

Account

Accrued Interest

Balance

Clients

Commission

Description

Description with Note

Fees

Last Purchase

Quantity

Transaction Type (Long)

Unit Price

Trade Date

Settlement Date

Transaction Type (Short)

Source

Total

Note

7. The report will now be available under the "Reports and Graphs" button on Croesus's main menu.



8. Select the report per the entered description, under the “Firm” grouping, and select “Parameters...”.

Relationship Reports

Reports

Reports Saved Reports

0005000199-Asset Allocation (Accounts Summary)
0005000197-Asset Allocation (Detailed)
0005000199-Contributions
0005000201-Disclaimer
0005000207-Foreign Property (Simplified)
0005000219-Portfolio Performance (Accounts Summary)
0005000229-Portfolio Summary
0005000241-Portfolio Performance (History)
0005000245-Your Investment Performance
▲ Firm (Croesus Finansoft Inc.)
0005000246-Fee and compensation report

Current Reports

Fee and compensation report

Save

Current Parameters

Report Name: Fee and compensation report Transaction Types: Buy, Sell, Delivery, Receipt, Transfer, Deposit, Parameters...
Group Name: Firm Start Date: 09/25/2009
End Date: 12/31/2009

9. In the “Parameters” screen, select the appropriate type of transactions, such as Fees, GST, HST, PST, Management Fee, and check “Group by Transaction Type”.

Parameters

Transaction Types

☒ Fees
☐ Miscellaneous
☐ Gross Amount
☐ Assignment
☐ Exercise
☐ Correction
☐ Management Fee

Select All Remove All

Start Date: 2009/10/01
End Date: 2009/12/31

☐ Group by Record (Client, Account, Relationship)
☒ Group by Transaction Type
☐ Group by Security

Numbering: Visible

OK Cancel