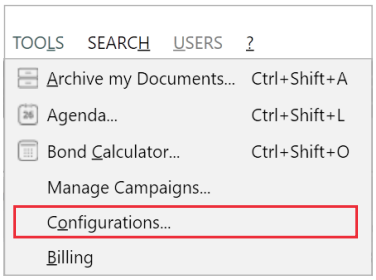
CROESUS

WEALTH
MANAGEMENT
SOLUTIONS

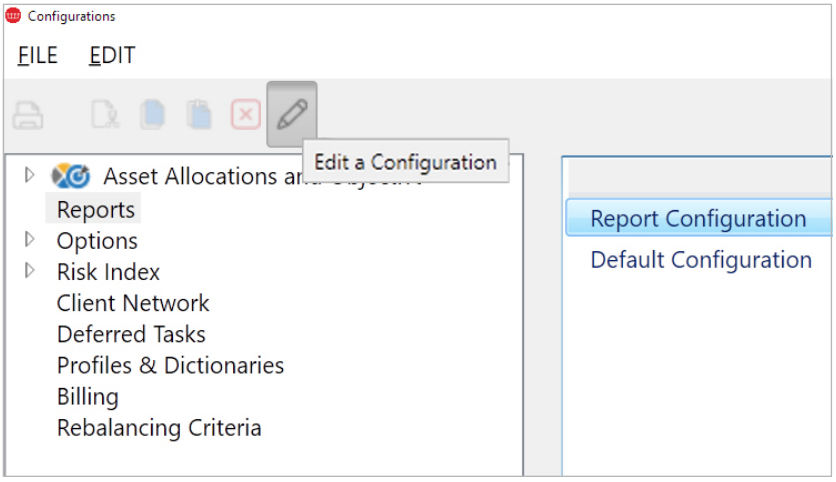
CREATING A FEES REPORT

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

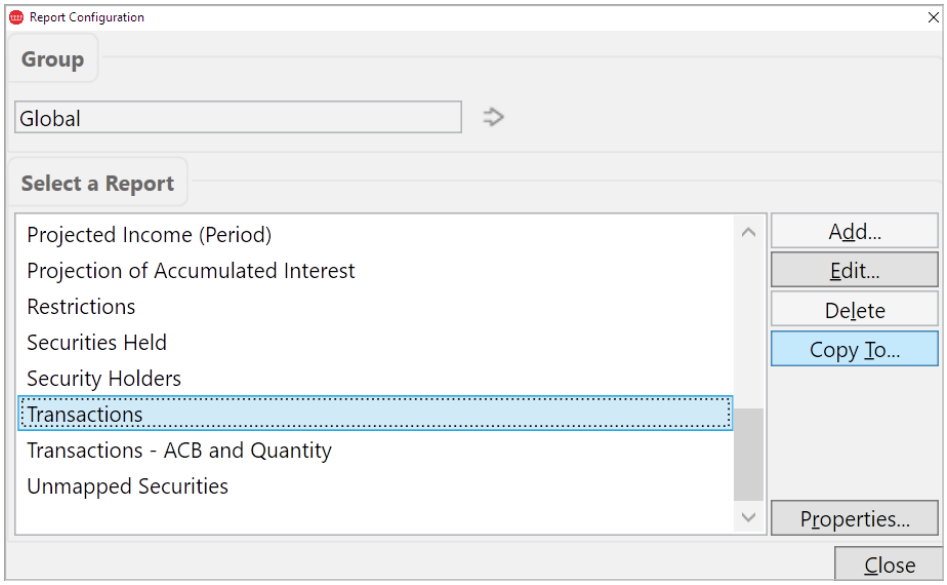
1. From the “Tools” menu, select “Configurations...”.



2. Click “Edit a “Configuration” on “Report Configuration”.

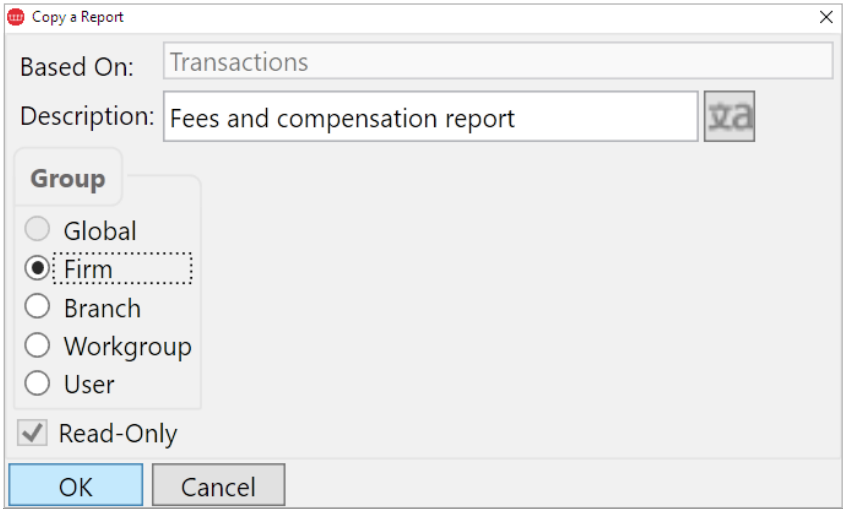


3. Select the “Transactions” report and click on “Copy to...” on the right-hand side.



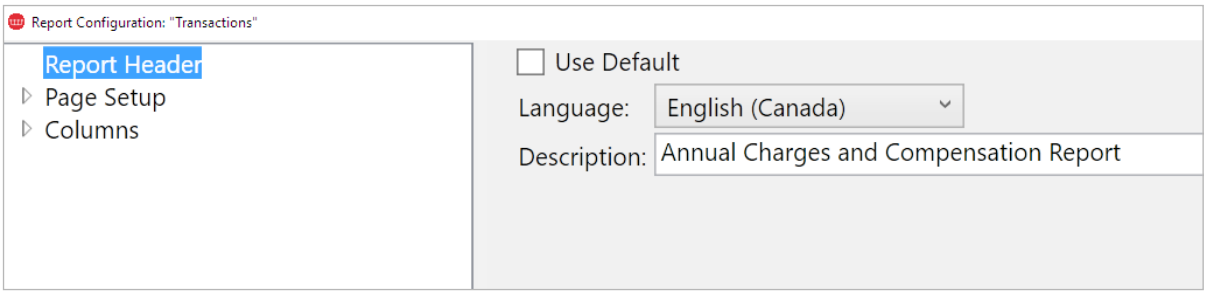
4. Enter the desired report name.

- 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



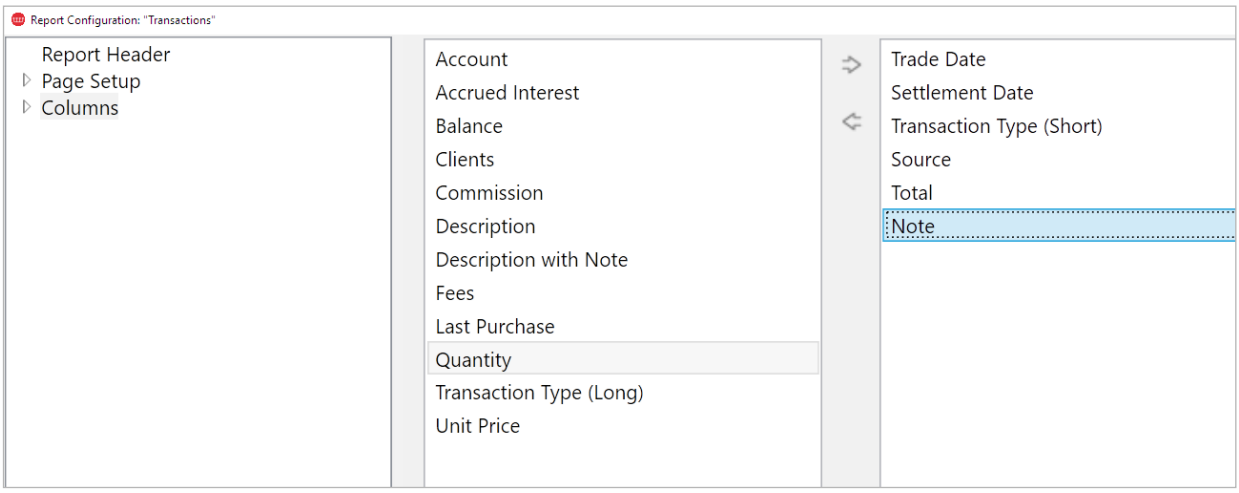
5. Enter the title of the report.

- 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



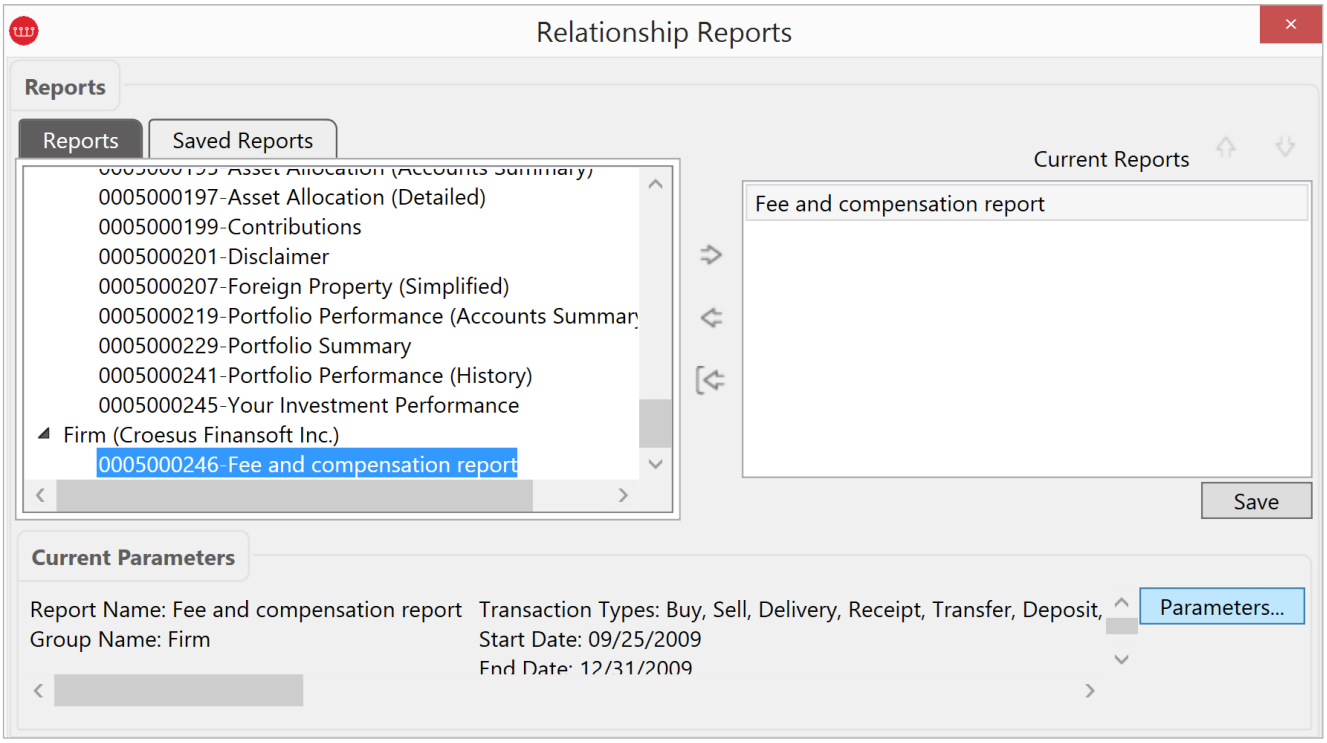
6. Select the columns to display on the report.

- Select “Columns”
- This is our recommended selection:



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...”.



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”.