Viewing Accounts

Your Accounts page lists information about all the accounts linked to our firm. For each account, you can view:

- Account Number
- Account Type
- Current Value
- Inception Date

1. Accounts
Accounts are listed in plain type, which shows details for a single account.

2. Groups
Groups are listed in bold type. Generally, there are two types of groups:

- M Statement or Q Statement: Lists the aggregate for all accounts for which you are billed.
- Consolidated: Lists the aggregate for all your accounts.

To see what accounts make up a group, click the arrow to the left of the group name to expand the details.

3. Searching Accounts
You can search the list of displayed accounts according to the terms entered in the Search Accounts box. When you are finished with your search or to change the criteria of the view filters or the search terms, click the x to reset the list back to show everything.
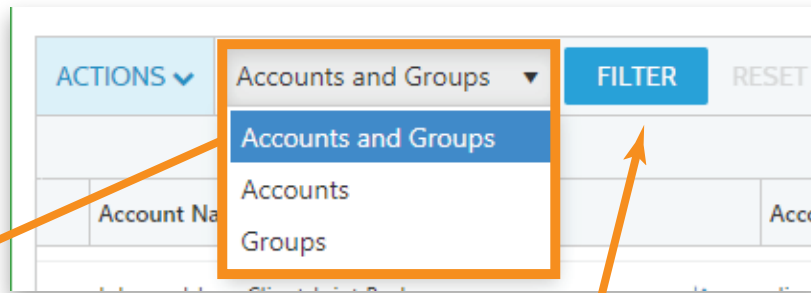
Viewing Accounts

4. Account Views

There are two key ways to sort the list of Accounts in the Accounts view.

Filter by Accounts or Group
One way to filter the view is by groups, accounts, or both. To view by filter:

- Select the view in the View List
- Click Filter to display only the accounts in that category.

Sorting the View
You can sort the displayed list of accounts using the column headers. The default lists accounts in ascending order by name.

- Click a column header to sort the view by that column.
- To reverse the sort order, click the column header again.
- The arrow indicates the column the list is sorted by and whether the list sort is ascending or descending.
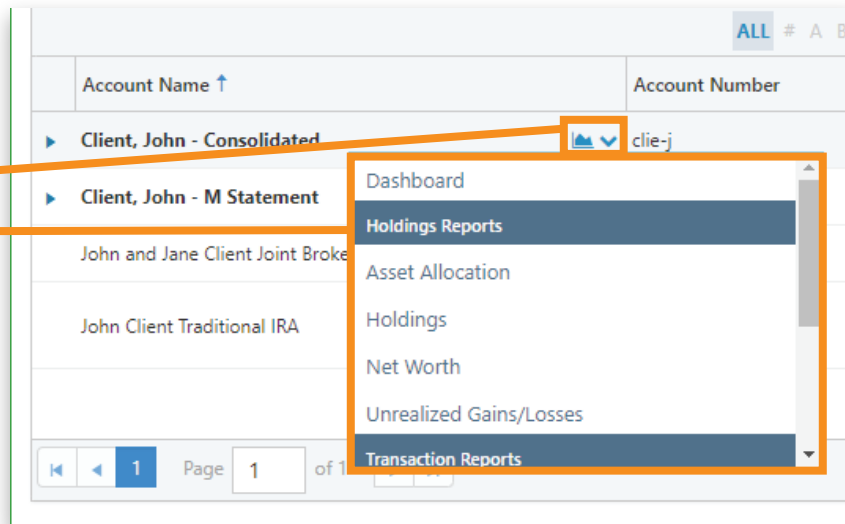
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5. Access Account Reports

From the Accounts page, you can access reports for any of the accounts listed.

- Click the View Report button.
- Select a Report from the drop-down list.

Note: The report will open in the Reports section. To go back to the list of your accounts, click Accounts in the menu bar.

6. Exporting Account Information

You can export account information as an Excel spreadsheet.

- Click Actions.
- Click Export Data. A prompt will appear.
- If desired, change the file name for your download.
- Pick the location where you want your download to save.
- Click the Save button.