REPORTING / CLIENT GUIDE 10

Creating a Statement of Funds report

How to set up a custom Statement of Funds report — a more detailed view of cash movements in your account that you can run at any time.

WHERE	YOU'LL NEED	ONCE SAVED
Client Portal	Your live account username and password	Run it any time

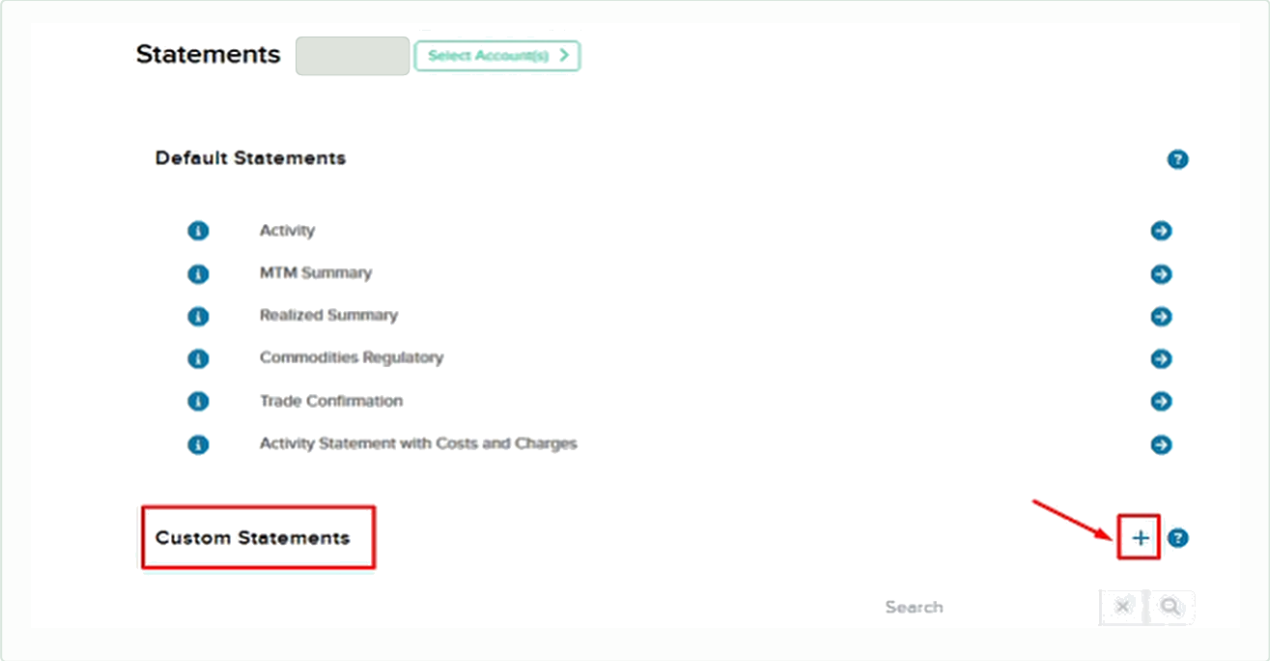
STEP BY STEP

1 Log in

Sign in to the client portal with your trading account username and password.

2 Create a custom statement

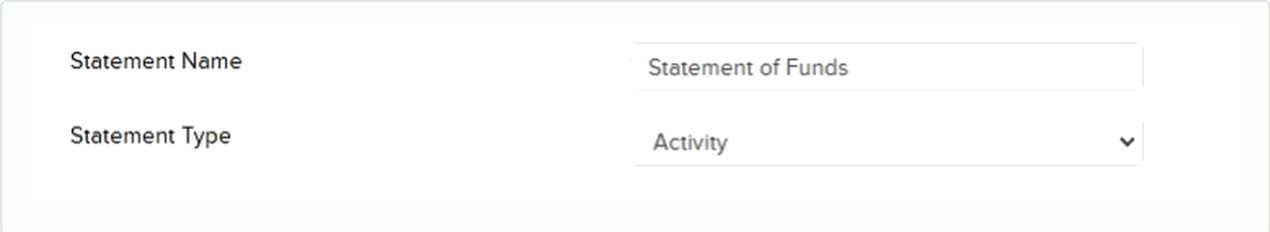
From the menu, choose **Reporting** → **Statements**, then click the **+** symbol next to **Custom Statements**.



The + symbol beside Custom Statements

3 Name the statement

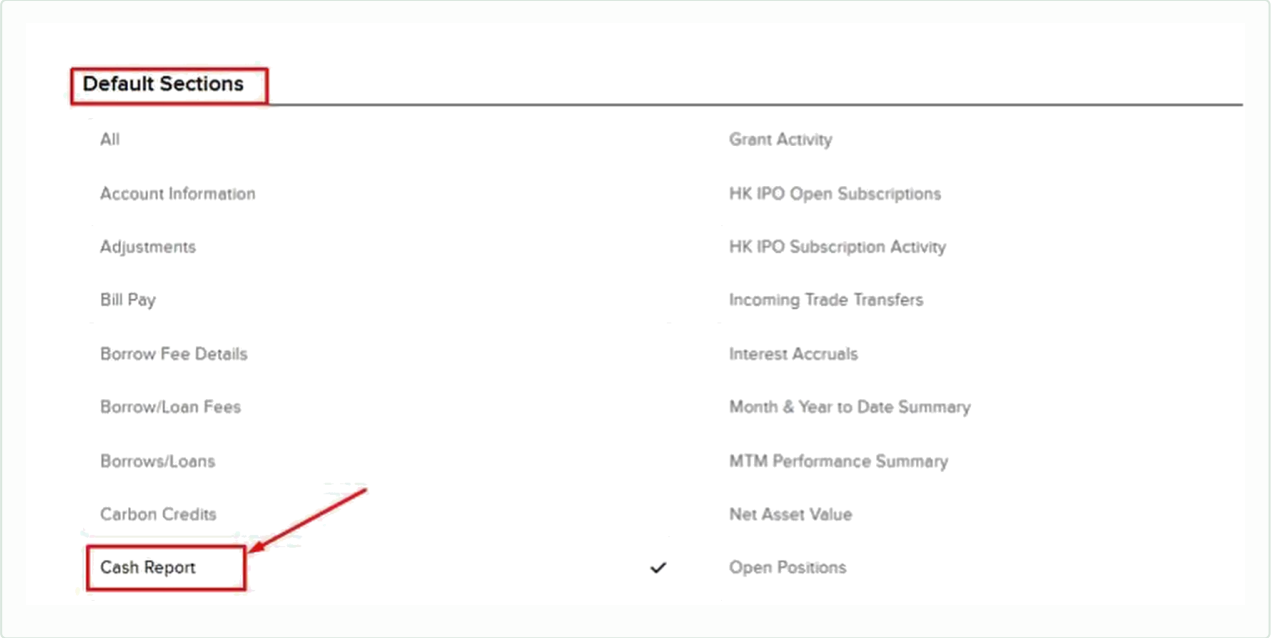
Enter **Statement of Funds** as the Statement Name and choose **Activity** as the Statement Type.



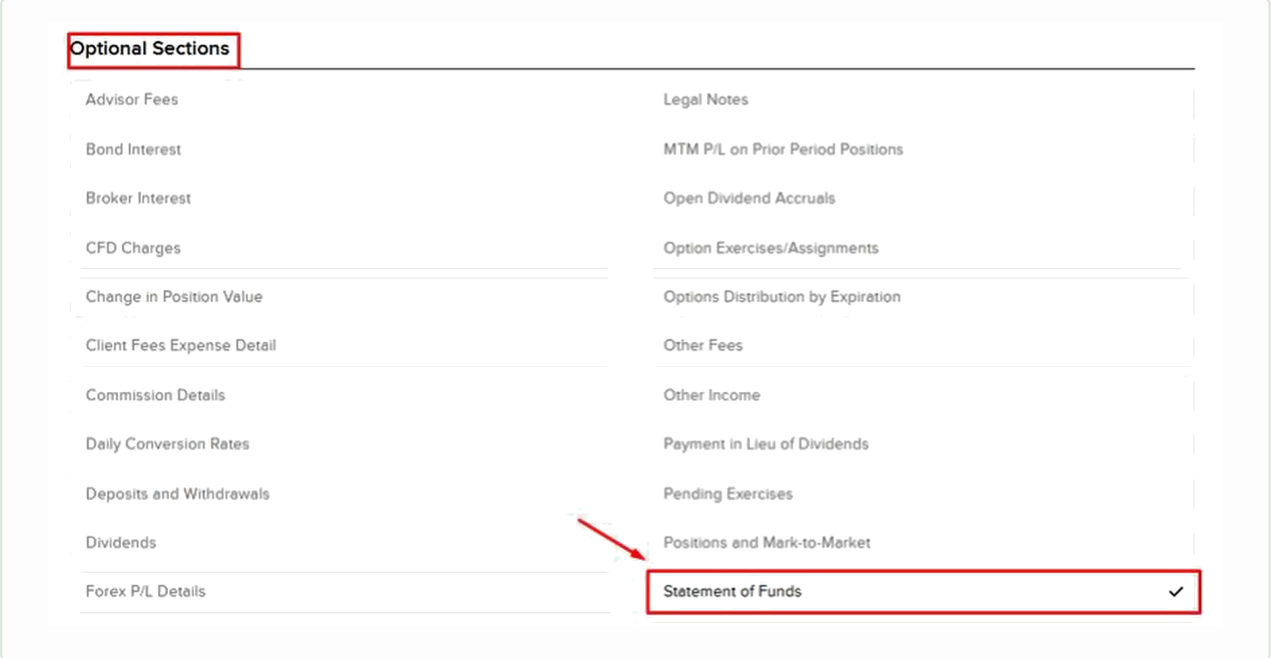
Statement Name and Statement Type

4 Choose the sections

Under **Default Sections**, select **Cash Report**. Under **Optional Sections**, select **Statement of Funds**.



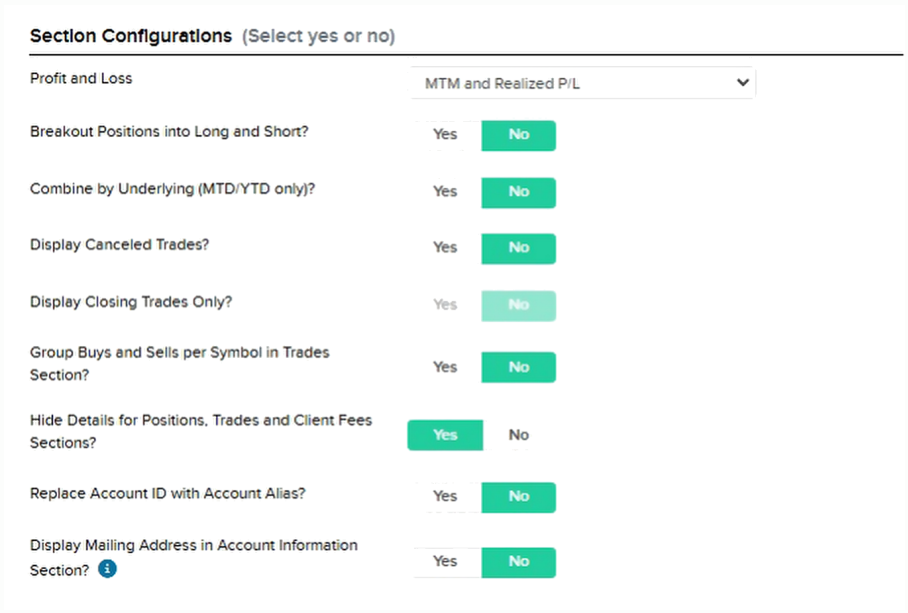
Cash Report under Default Sections



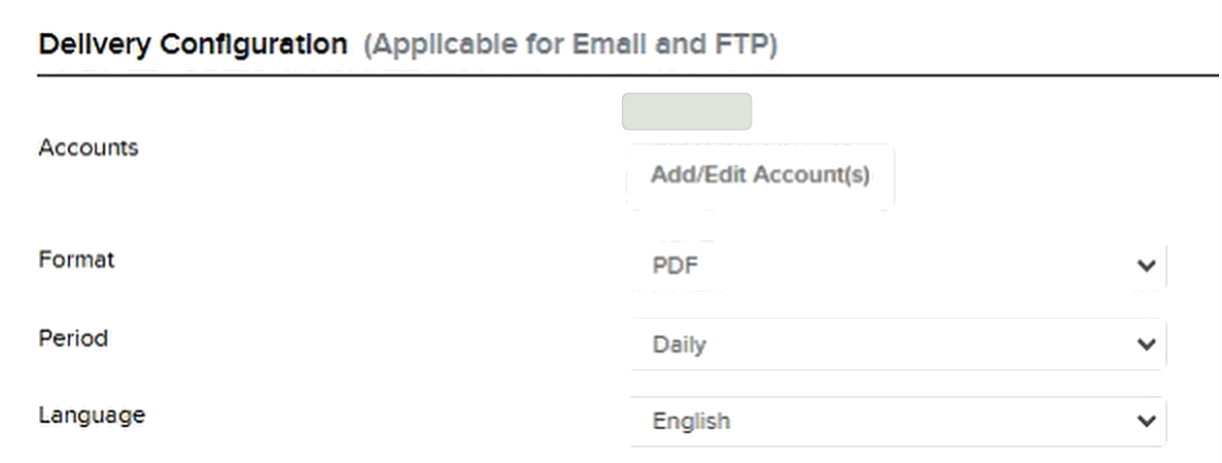
Statement of Funds under Optional Sections

5 Set the section and delivery configuration

Set the **Section Configurations** and **Delivery Configuration** as shown below.



Section Configurations



Delivery Configuration

6 Review and save

Click **Continue** at the bottom, review your custom statement on the next page and click **Save Changes**.

> **ONCE IT'S SAVED**
>
> The Statement of Funds report will appear under **Custom Statements**, ready to run whenever you need it.

NEED A HAND?

If anything on this page looks different to your screen, or a step does not complete, contact our customer service desk before trying again.

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Screens, menu names and button positions shown in this guide may differ slightly from what you see, as the platform is updated from time to time. Screenshots are for illustration only.

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