



# Traders' Academy Online Courses



## Creating and Customizing Client Statements – Study Notes

### Reports

- Advisors can log in to Advisor Portal and create activity statements at the Advisor account level, individual client account level or create a consolidated statement, which can include some or all your accounts.
- **Clients, too, can log in to Client Portal and view their statements electronically.**
- Activity statements contain information about account activity, such as positions, cash balances and transactions.
- Activity statements include performance summary by asset class, and profit and loss across transactions, positions and instruments using one of three client-selected calculation methods – FIFO, LIFO and MTM.

The screenshot shows the InteractiveBrokers Advisor Portal interface. The left sidebar contains a navigation menu with the following items: Home, Trading, Reports (highlighted in green), PortfolioAnalyst, Statements, Flex Queries, Other Reports, Tax, Transfer & Pay, Settings, Investors' Marketplace, and Support. The main content area displays a 'Dashboard' with a table of 'Pending Items'.

Date	Account ID	Type	Account Title
2019-05-15	U30	Client Account Application	IBLLC
2019-04-29	U30	Client Account Application	John D
2019-04-29	U30	Client Account Application	IBLLC
2019-04-25	U29	Client Account Application	IBLLC
2019-04-24	U29	Client Account Application	John S
2019-04-16	U29	Client Account Application	IBLLC
2019-04-16	U29	Client Account Application	dave i
2019-04-16	U29	Client Account Application	dave r
2019-04-15	U29	Client Account Application	IBLLC
2019-04-15	U29	Client Account Application	IBLLC

- From the Application menu to the left within Advisor Portal, expand the Reports menu. Here you'll see that you can access a variety of reports:

**PortfolioAnalyst** – which is a reporting tool – enables users to slice and dice portfolio investments in order to measure and compare performance against routine or complex benchmarks. We have a full Traders' Academy course on this topic.

**Statements** – this will enable you to run a variety of activity statements for you and your clients.

**Flex Queries** - lets you specify exactly which fields you want to view, the time period you want the report to cover, the order in which you want the fields to appear, and the output format.

**Other Reports** – this contains Risk and other supplemental reports.

**Tax** – which contains tax forms and other tax tools.

## Statements

- An account picker will display on the right. If you do not see the Account Picker automatically to the right of the screen, click the blue-pill next to Statements in the blue tool bar.
- In the account picker, you can use the filter icon to limit customer types and account status. Then use the checkboxes to select a group or individual accounts.
- Selected accounts are displayed at the bottom of the account picker. Review and then click continue.
- Statements has three sections.
- Run a Statement allows users to run preconfigured statements for the accounts listed as blue-pills in the tool bar above.

- Statements can be customized and saved to run at any time on the top right. To configure a custom statement, click the gear icon on the top right.
- Delivery settings may be set in the section below.
- In the Run a Statement section, decide whether to create a default statement or use a customized version.
- See the default statement and from the Statement type dropdown.
- Choose a default statement type.
- Let's select Activity.
- Next select the time period and then the report format.
- If you choose PDF or CSV, these will download when you run the statement, and you must then save them. If you select HTML/Web, reports will appear directly on your screen.
- Select a language for the report, and you are ready to click the green Run Statement button.

## Custom Statements

Advisors may wish to create a more detailed statement for distribution by selecting the Custom Statements configure gear icon to the right.

If there are no statement templates displayed, then you have not created and saved any yet. Activity Statement Templates are created and stored in this area and can be edited or deleted by using the pencil and x icons to the right of each template.

- To create a new template, click the + icon to the upper right of the screen. Name your Statement template and select the format followed by the language. Determine whether to use Daily or Monthly time periods.

- Scroll down to view the available Sections for inclusion inside your template, of which there are more than 60.
- These sections are listed in alpha order by column.

Sections (Select Multiple)

All	Corporate Actions	Other Fees
Account Information	Daily Conversion Rates	Outgoing Trade Transfers
Adjustments	Debit Card Activity	Payment in Lieu of Dividends
Advisor Fees	Deposits and Withdrawals	Pending Exercises
Bill Pay	Dividends	Positions and Mark-to-Market
Bond Interest	Financial Instrument Information	Realized & Unrealized P/L Summary
Borrow/Loan Fees	Forex Balances	Routing Commissions
Borrows/Loans	Forex P/L Details	Sales Tax Details
Broker Interest	HK IPO Open Subscriptions	Soft Dollar Activity
Cash Report	HK IPO Subscription Activity	Statement of Funds
CFD Charges	Incoming Trade Transfers	Trade Summary by Asset Class
Change in Dividend Accruals	Interest Accruals	Trade Summary by Symbol
Change in Position Value	Month & Year to Date Summary	Trades
Client Fees	MTM P/L on Prior Period Positions	Transaction Codes
Client Fees Expense Detail	MTM Performance Summary	Transaction Fees
Combined Deposits/Withdrawals	Net Asset Value	Transfers
Combined Dividends	Open Dividend Accruals	Unbooked Trades
Combined Fees	Open Positions	Unsettled Transfers
Combined Interest	Option Cash Settlements	Withholding Tax
Commission Details	Option Exercises/Assignments	
Complex Positions	Options Distribution by Expiration	

- To include a section, click on it and you will see a check mark appear, and the color will turn blue.
- To exclude a previously included Section, simply click it again to turn it gray and remove the check mark.
- For a highly detailed template, users may select the section ALL at the top of the left column. Let's choose Month and Year to Date Summary.

Section Configurations (Select yes or no)

Profit and Loss MTM and Realized P/L

Breakout Positions into Long and Short? YES NO

Combine by Underlying (MTD/YTD only)? YES NO

Display Canceled Trades? YES NO

Group Buys and Sells per Symbol in Trades Section? YES NO

Hide Details for Positions, Trades and Client Fees Sections? YES NO

Replace Account ID with Account Alias? YES NO

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Account Configuration (Applicable for delivery)

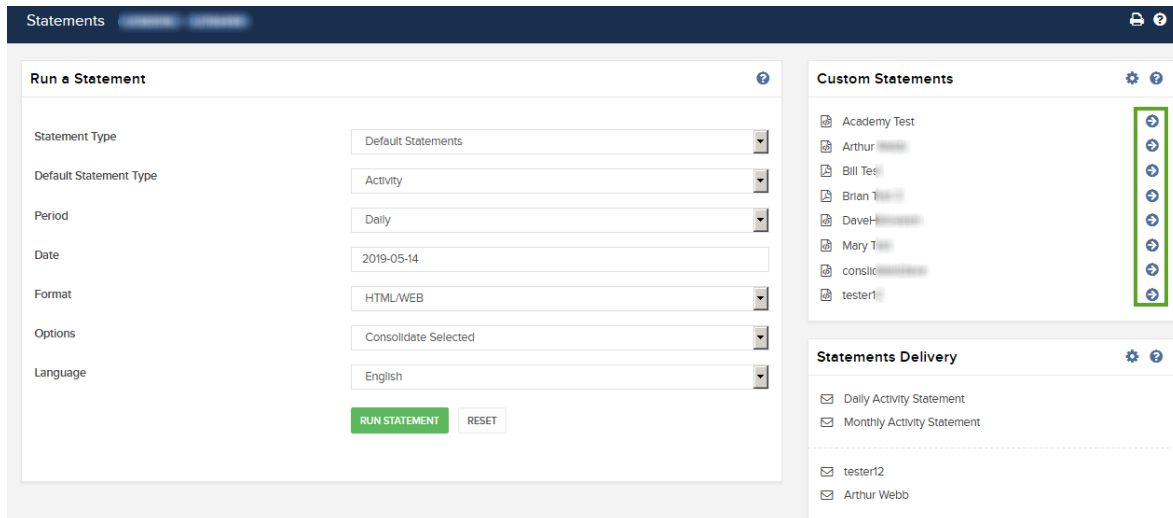
Account(s) F1

Option Consolidated

- Scroll down to the Section Configurations area.
- Make the desired selection from the Profit and Loss menu.
- The remaining configuration selections can easily be included or excluded from the template by selecting Yes or No.
- Here you can break positions into long or short should you choose to, display or not display cancelled trades, hide or display details for positions or replace an account id with an account alias.
- The final section enables the user to determine which client accounts will receive the template. Click on the Add/Edit Account button to open the Account Picker and include any additional accounts or groups.
- With additional account id's selected if desired, click Continue.
- Those account numbers will now display on-screen.
- And finally, select the appropriate account view option from the dropdown menu.
- Click Continue and review the details included in the new Template.
- When satisfied, click Create at the bottom of the page.

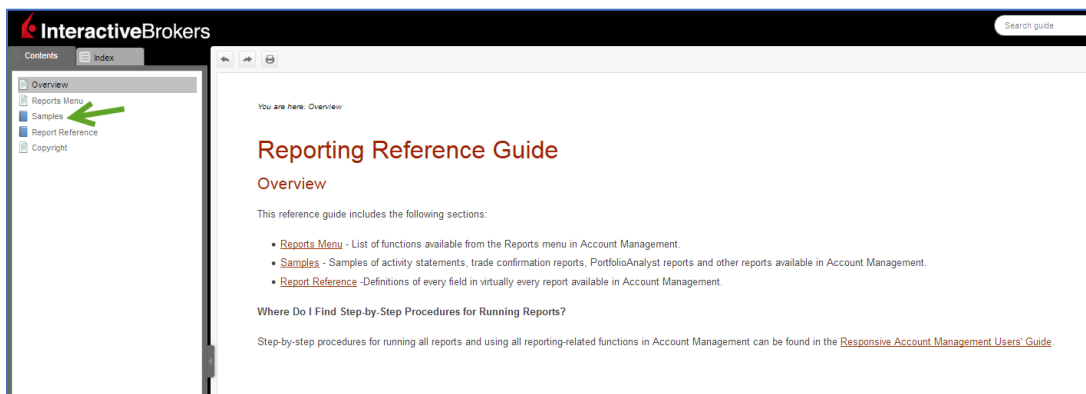
## Running Statements

- You may now run this report from the Statements page.
- The saved template is now listed under the Custom Statements section.
- To run the statement, click the horizontal arrow to the right and choose the download options.



Under the Education menu, click on Documentation>Reporting Guide.

- Locate the Samples in the left menu and select one.
- Just click on a section to view the details.
- Click the question mark icon for details on the attributes, click Expand All on the top right to open all the sections.



## Statement Delivery

- Advisors can also configure what reports will be delivered to whom, how and when.
- Use the configuration icon in the Statements Delivery section, and on the next screen, and you will see the default methods.
- Use the configuration icon on the top right of each section to update the preferences.

- Activity Statement notification defaults can be delivered by email, as attachments to an email, sent to the Message Center or disabled.
- For Statement delivery, click the configuration icon and select the delivery method. Note that FTP and encryption must be requested before these can be used.
- Then check the boxes for the reports you want delivered and click Continue. And finally configure the Monthly activity statements.
- Those reports you configure for Monthly periodicity will appear in the selection list with accounts to which they will be sent alongside.

Any stock, options or futures symbols displayed are for illustrative purposes only and are not intended to portray recommendations.

Trading on margin is **only for sophisticated investors** with high risk tolerance. You may lose more than your initial investment.

For additional information regarding margin loan rates, see [ibkr.com/interest](http://ibkr.com/interest)

Futures are not suitable for all investors. The amount you may lose may be greater than your initial investment. Before trading futures, please read the CFTC Risk Disclosure. A copy and additional information are available at [ibkr.com](http://ibkr.com).

There is a substantial risk of loss in foreign exchange trading. The settlement date of foreign exchange trades can vary due to time zone differences and bank holidays. When trading across foreign exchange markets, this may necessitate borrowing funds to settle foreign exchange trades. The interest rate on borrowed funds must be considered when computing the cost of trades across multiple markets.