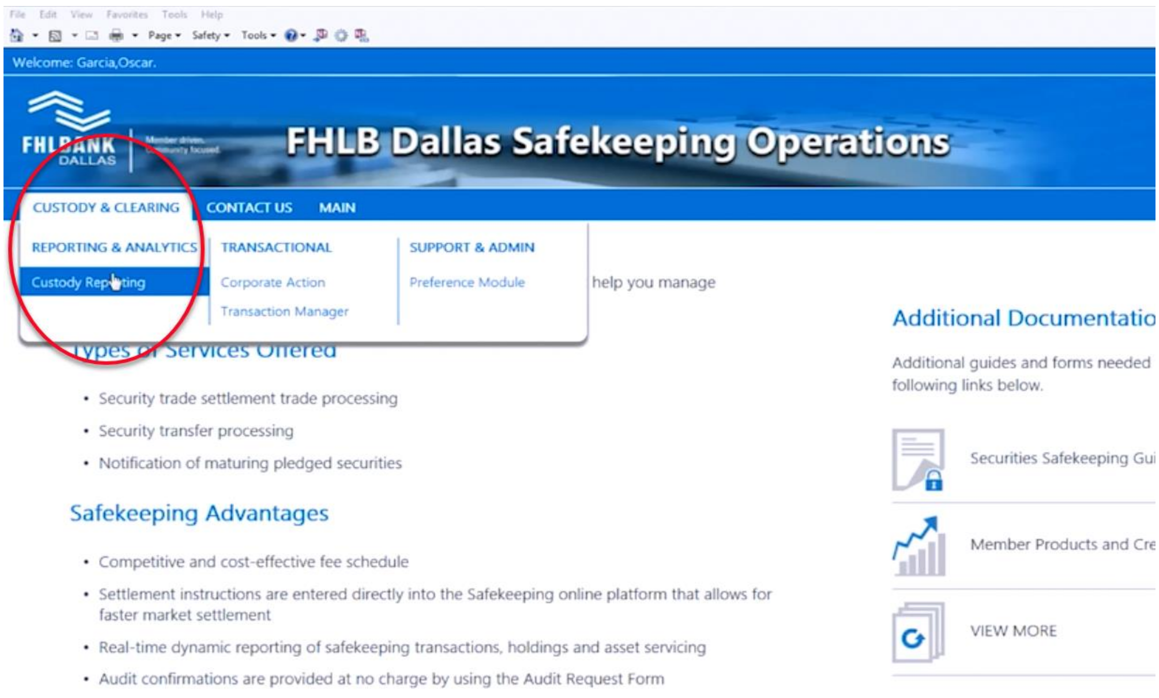
Adding Totals to Reports on Nexus9

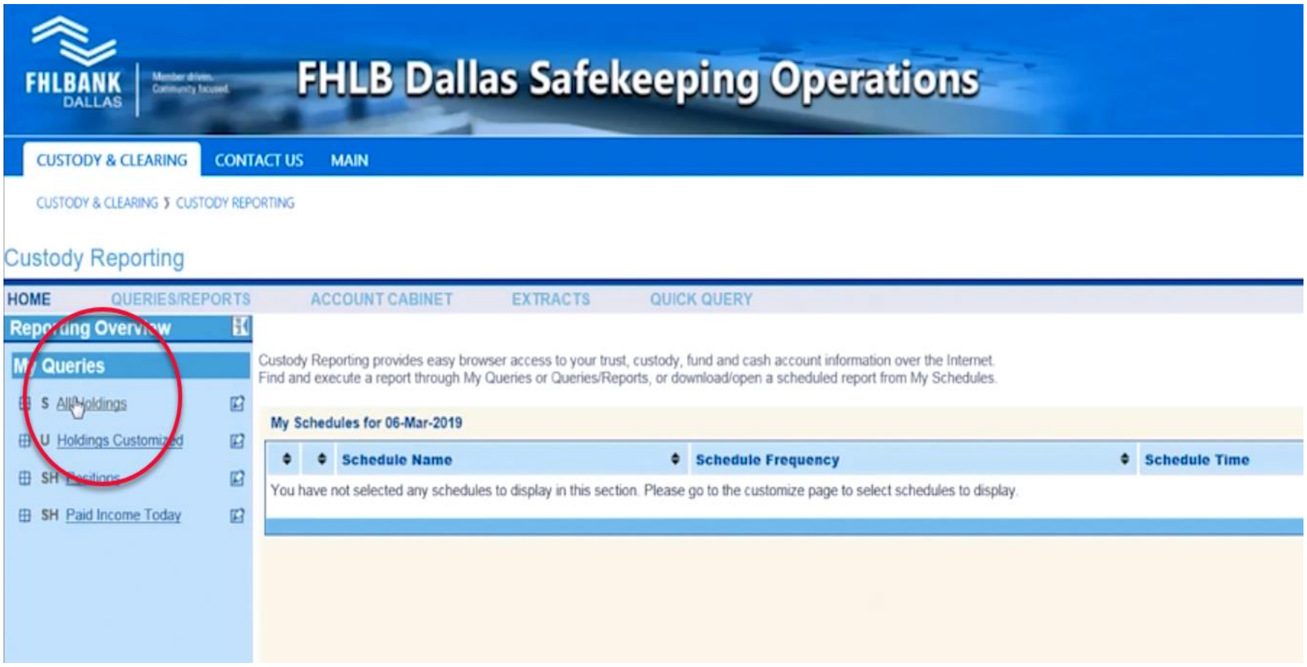
The purpose of this video is to show how to take a standard Nexus9 report and add totals to make it a custom total report.

From the main page:

Click Custody & Clearing → Under Reporting & Analytics, click Custody Reporting



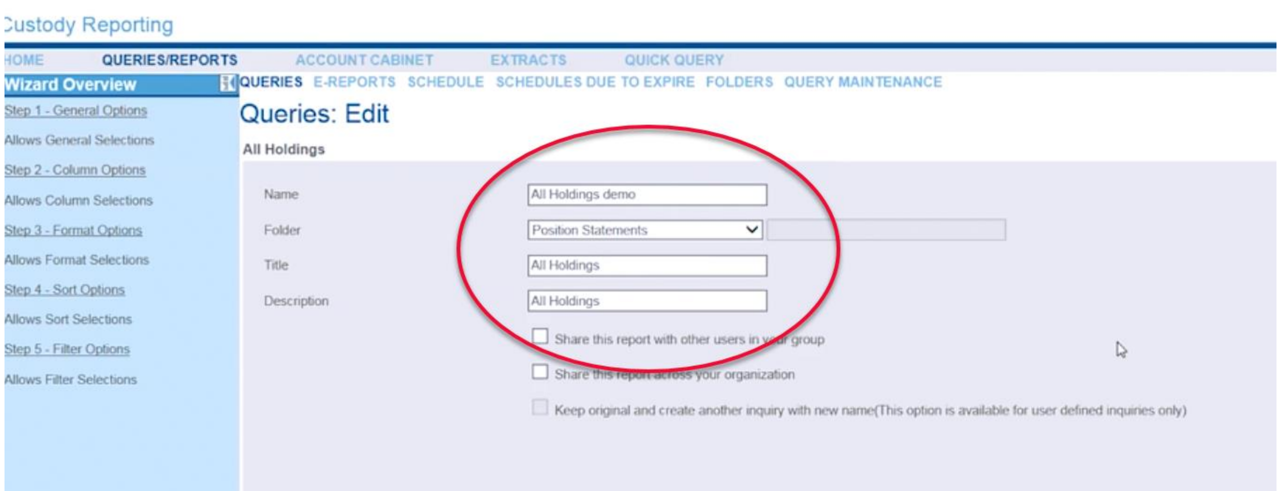
Once in the Custody Reporting module, this is where the member gets to choose a report where you are interested in adding information on totals.



Click “All Holdings” report → Edit

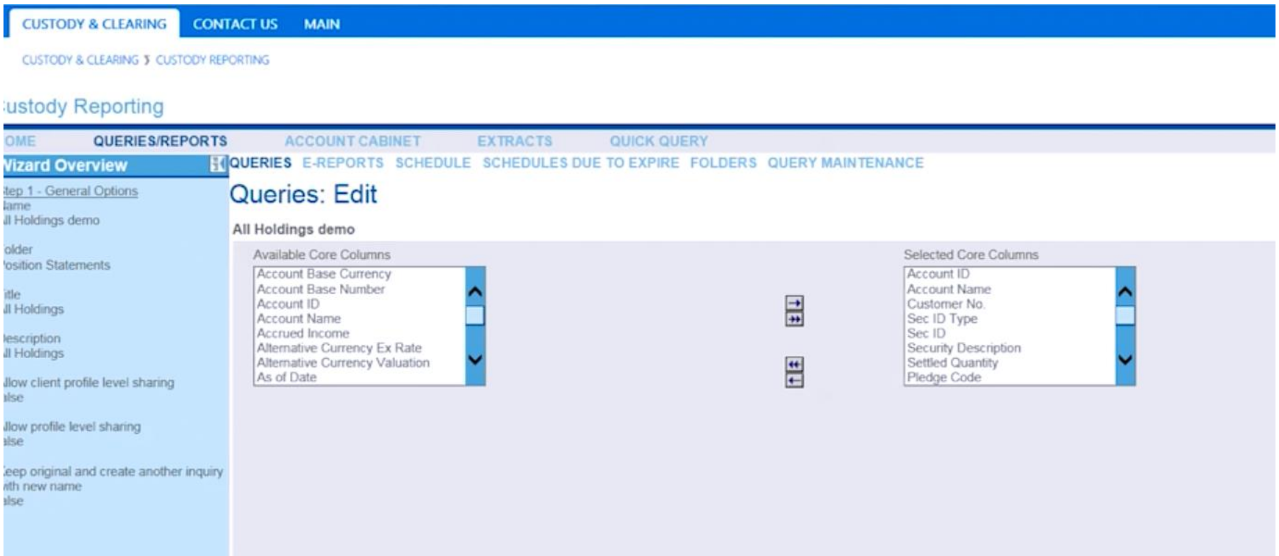
On the page “Queries:Edit”

- Rename the report
- Choose a folder location to save the repor
- Other information that needs to be customized



Click **Next**

This will lead to Step 2 out of 5. This section of the procedures enables to either add or remove fields within the report. Highlight selections and use the arrows to add or remove titles on the list.

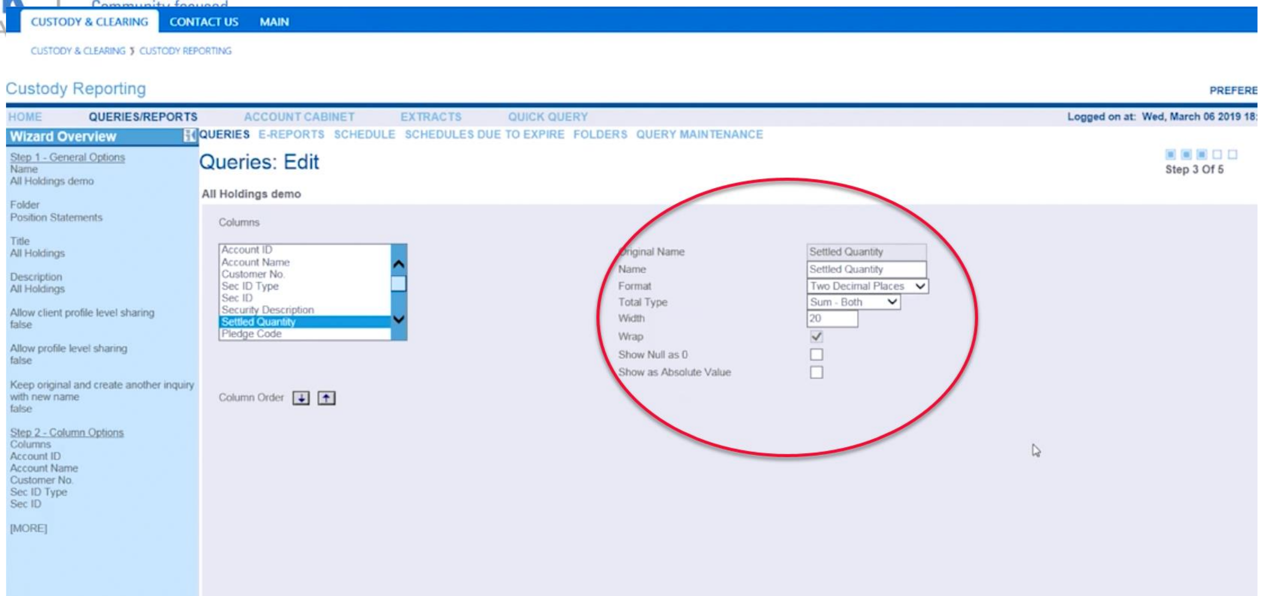


Click Next and continue to Step 3 out of 5.
This is the section where columns can be modified to include totals data.

Choose a column to modify. Details about that column will appear on the right.

To set the column for showing totals data:

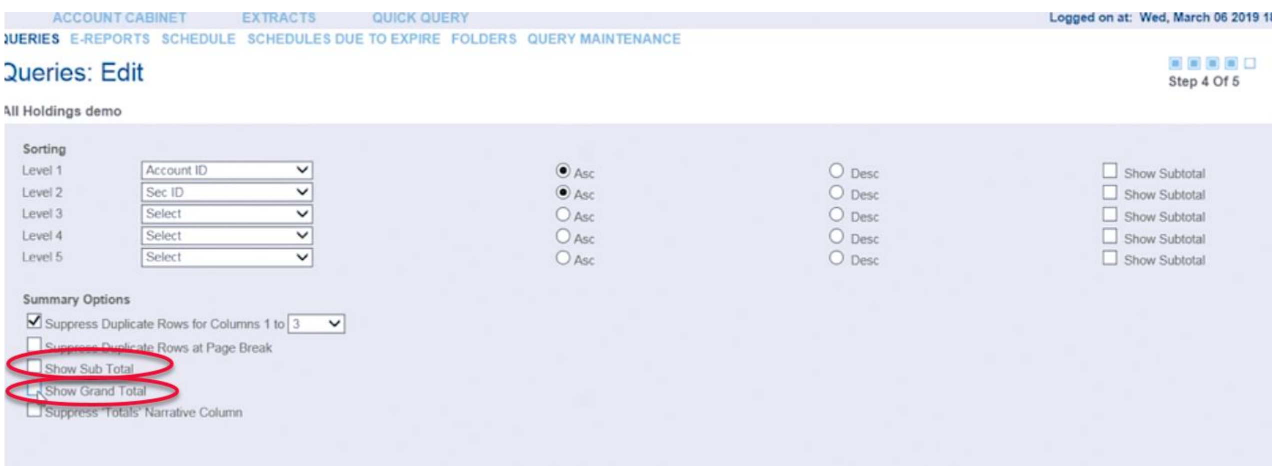
- Under Total Type → Choose **Sum – Both**



You may do the same setting changes for columns in their “Total Type” fields.

Click **Next**.

Steps 4 and 5 is where you will choose under summary options whether you want subtotal or grant total to be added.



Always check the box that says “Suppress Duplicate Rows for Columns 1 to 3” as default. This is for the purpose of excluding the formatting of titles and account names when exporting the data. Uncheck this box if you want the titles and columns to be included in the downloaded file.

Click **Next**.

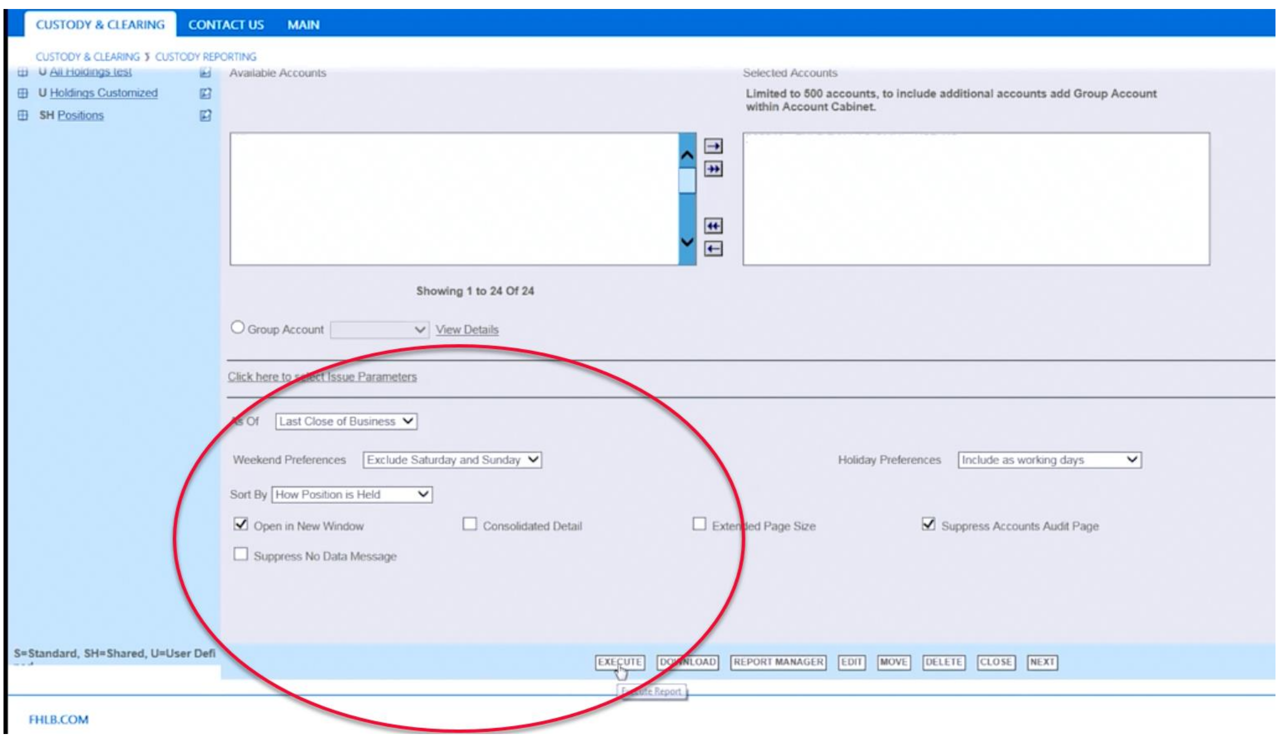
Step 5 will summarize the column settings just entered. If not further customizations to the cell, click Save. A message will appear prompting that “This action will create a new user defined inquiry.” Click **OK**.

Another message will appear: “Save was Successful. Go to Execute Query for this report?” Click **OK**.

Now that the report that will include totals data has been created, it is time to run the algorithms

Highlight the appropriate account on the list and select it to appear on the right screen. Also choose the following settings at the bottom:

- As of **Last Close of Business**
- Check the box for **Open in New Window**
- Click **Execute**



After clicking “Execute” the entire report will appear.

Member driven.
Community focused.

All Holdings demo

ACCOUNT		SECURITY ID	
AS OF	05-MAR-2019	CREATED ON	06-MAR-2019 18:15:47 (EST)
SORT BY	How Position is Held	ADDITIONAL FILTER	

Description	Settled Quantity	Pledge Code	Pledgee Name	Pledge Reference number	Market Value	Market Price	Market Price Date	Current Factor	Factor Date	Original
	400,000.00				408,000.00	102.00		0.00		
	480,000.00				469,128.00	97.74		0.00		
	545,000.00				591,063.40	108.45		0.00		
	150,000.00				155,013.00	103.34		0.00		
	860,000.00				957,515.40	111.34		0.00		
	370,000.00				396,307.00	107.11		0.00		
	13,000,000.00				13,000,000.00	100.00		1.00	01-15-2019	
	3,000,000.00				3,000,000.00	100.00		0.00		
	3,000,000.00			201711150617PP01	0.00	0.00	03-05-2019	0.00		
	3,000,000.00				3,000,000.00	100.00		1.00	01-15-2019	
	655,000.00				677,525.45	103.44		0.00		
	740,000.00				807,732.20	109.15		0.00		
	500,000.00				519,390.00	103.86		1.00	02-15-2019	
	305,000.00				305,000.00	100.00		0.00		
	155,000.00				152,475.05	98.37		0.00		
	125,000.00				128,147.50	102.52		0.00		
	630,000.00				687,840.30	109.18		0.00		
	44,564,855,036.85									101,

At the top of the report, there are ways to download the file in the following formats:

- PDF – Acrobat Reader Format
- CSV – Comma Separate Values
- XLU – Unformatted Excel Spreadsheet
- XLD – Fully Editable Excel Display
- XLS – Excel Webprint

For questions, please contact Processing at processing@fhlb.com or 214.441.8010.