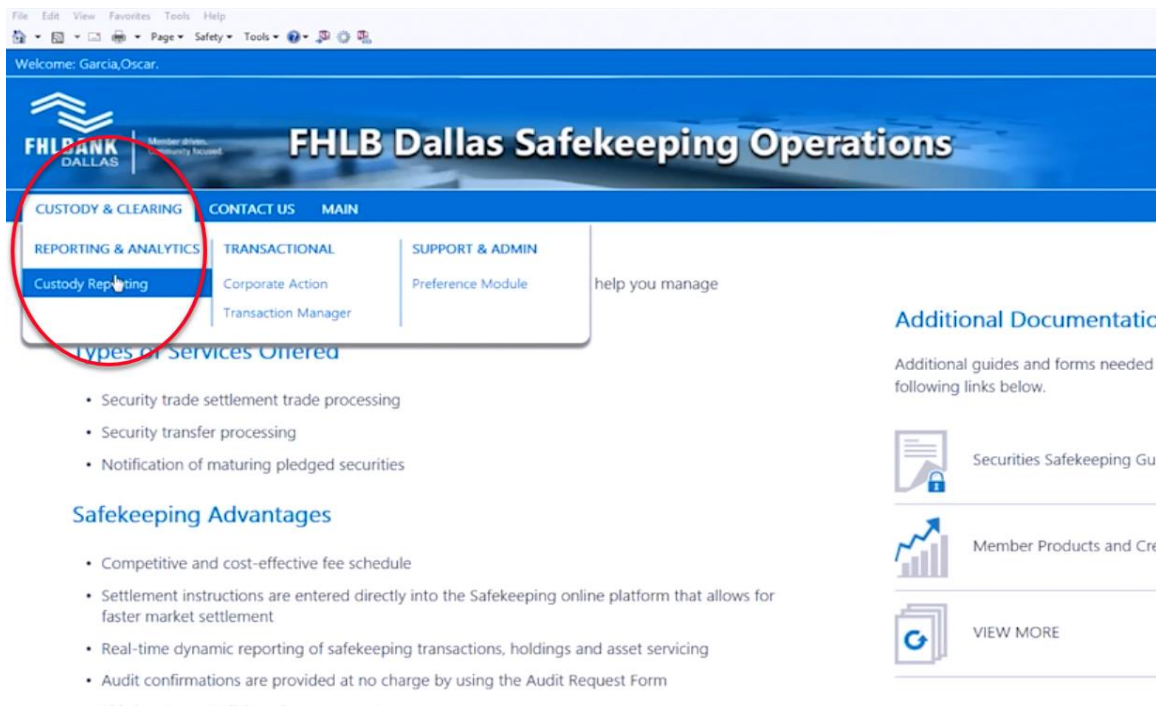


Adding Totals to Reports on Nexus9

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.

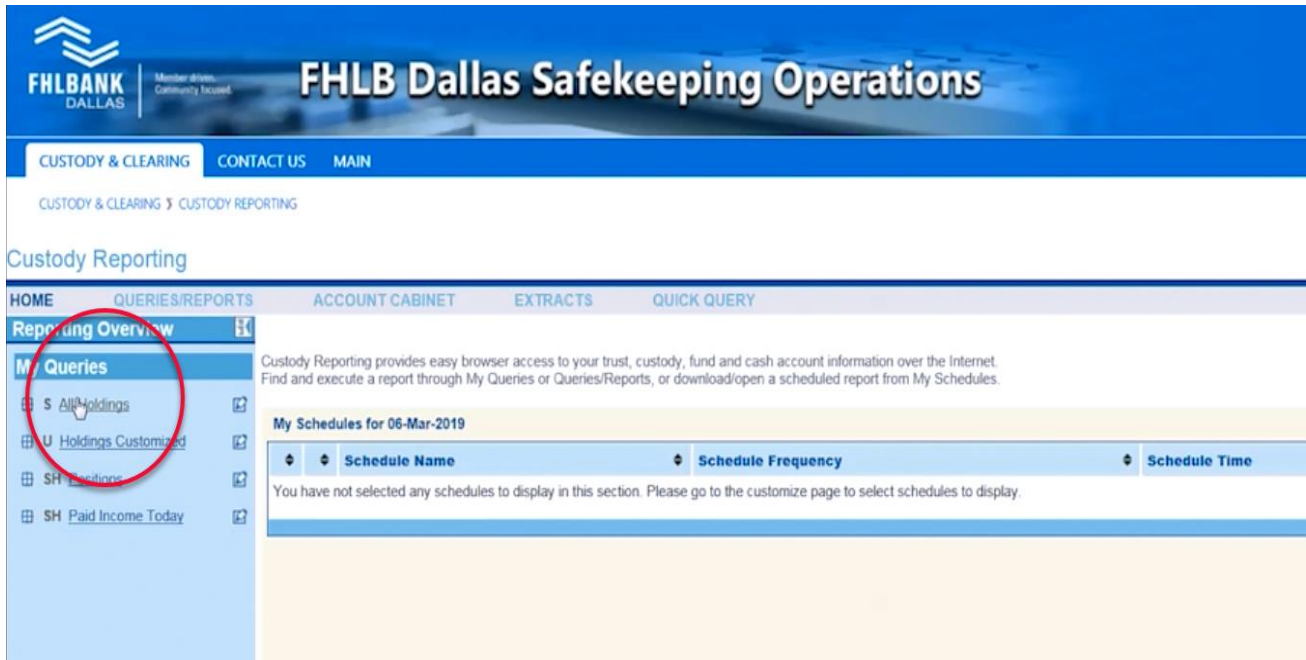
From the main page:

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



The screenshot shows the FHLB Dallas Safekeeping Operations web application. The navigation menu includes 'CUSTODY & CLEARING', 'CONTACT US', and 'MAIN'. Under 'CUSTODY & CLEARING', there is a sub-menu with 'REPORTING & ANALYTICS', 'TRANSACTIONAL', and 'SUPPORT & ADMIN'. The 'REPORTING & ANALYTICS' sub-menu is expanded, showing 'Custody Reporting' (circled in red), 'Corporate Action', and 'Transaction Manager'. The 'SUPPORT & ADMIN' sub-menu shows 'Preference Module'. The main content area features a section titled 'Types of Services Offered' with a list of services: Security trade settlement trade processing, Security transfer processing, and Notification of maturing pledged securities. Below this is a section titled 'Safekeeping Advantages' with a list of benefits: Competitive and cost-effective fee schedule, Settlement instructions are entered directly into the Safekeeping online platform that allows for faster market settlement, Real-time dynamic reporting of safekeeping transactions, holdings and asset servicing, and Audit confirmations are provided at no charge by using the Audit Request Form. On the right side, there is a section titled 'Additional Documentatio' with a list of links: 'Securities Safekeeping Gui', 'Member Products and Cre', and 'VIEW MORE'.

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.



FHLB Dallas Safekeeping Operations

CUSTODY & CLEARING CONTACT US MAIN

CUSTODY & CLEARING > CUSTODY REPORTING

Custody Reporting

HOME QUERIES/REPORTS ACCOUNT CABINET EXTRACTS QUICK QUERY

Reporting Overview

My Queries

- All Holdings
- Holdings Customized
- SH Holdings
- SH Paid Income Today

Custody Reporting provides easy browser access to your trust, custody, fund and cash account information over the Internet. Find and execute a report through My Queries or Queries/Reports, or download/open a scheduled report from My Schedules.

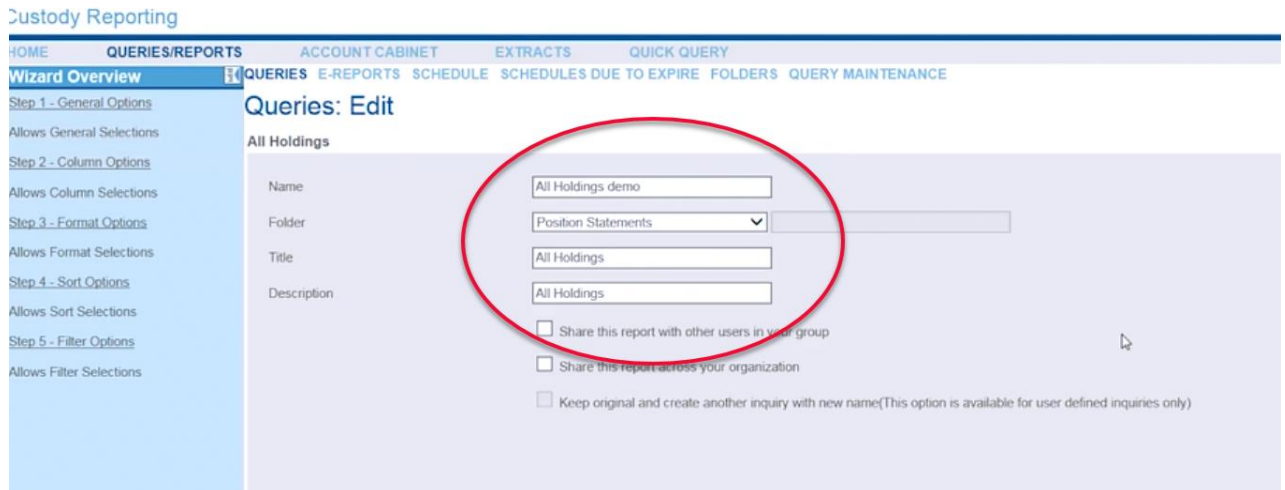
My Schedules for 06-Mar-2019

Schedule Name	Schedule Frequency	Schedule Time
You have not selected any schedules to display in this section. Please go to the customize page to select schedules to display.		

Click "All Holdings" report → Edit

On the page "Queries:Edit"

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



Custody Reporting

HOME QUERIES/REPORTS ACCOUNT CABINET EXTRACTS QUICK QUERY

Wizard Overview

Step 1 - General Options
Allows General Selections

Step 2 - Column Options
Allows Column Selections

Step 3 - Format Options
Allows Format Selections

Step 4 - Sort Options
Allows Sort Selections

Step 5 - Filter Options
Allows Filter Selections

Queries: Edit

All Holdings

Name: All Holdings demo

Folder: Position Statements

Title: All Holdings

Description: All Holdings

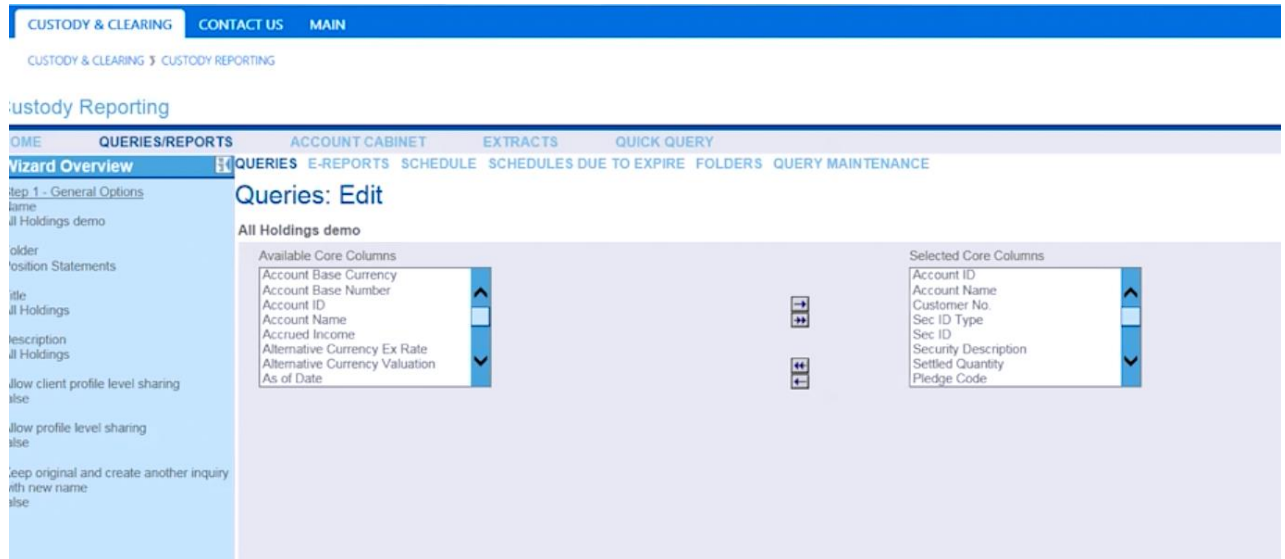
Share this report with other users in your group

Share this report across your organization

Keep original and create another inquiry with new name (This option is available for user defined inquiries only)

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**

HOME QUERIES/REPORTS ACCOUNT CABINET EXTRACTS QUICK QUERY
 Logged on at: Wed, March 06 2019 18

Wizard Overview
 Step 1 - General Options
 Name All Holdings demo
 Folder Position Statements
 Title All Holdings
 Description All Holdings
 Allow client profile level sharing false
 Allow profile level sharing false
 Keep original and create another inquiry with new name false
 Step 2 - Column Options
 Columns
 Account ID
 Account Name
 Customer No.
 Sec ID Type
 Sec ID
 Security Description
 Settled Quantity
 Pledge Code
 [MORE]

Queries: Edit
 All Holdings demo
 Columns
 Account ID
 Account Name
 Customer No.
 Sec ID Type
 Sec ID
 Security Description
 Settled Quantity
 Pledge Code
 Column Order

Original Name
 Name
 Format
 Total Type
 Width
 Wrap
 Show Null as 0
 Show as Absolute Value

Settled Quantity
 Settled Quantity
 Two Decimal Places
 Sum - Both
 20

Step 3 Of 5

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.

ACCOUNT CABINET EXTRACTS QUICK QUERY
 Logged on at: Wed, March 06 2019 18

QUERIES E-REPORTS SCHEDULE SCHEDULES DUE TO EXPIRE FOLDERS QUERY MAINTENANCE

Queries: Edit
 All Holdings demo
 Step 4 Of 5

Sorting
 Level 1 Account ID Asc Desc
 Level 2 Sec ID Asc Desc
 Level 3 Select Asc Desc
 Level 4 Select Asc Desc
 Level 5 Select Asc Desc

Summary Options
 Suppress Duplicate Rows for Columns 1 to 3
 Suppress Duplicate Rows at Page Break
 Show Sub Total
 Show Grand Total
 Suppress Totals Narrative Column

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**.

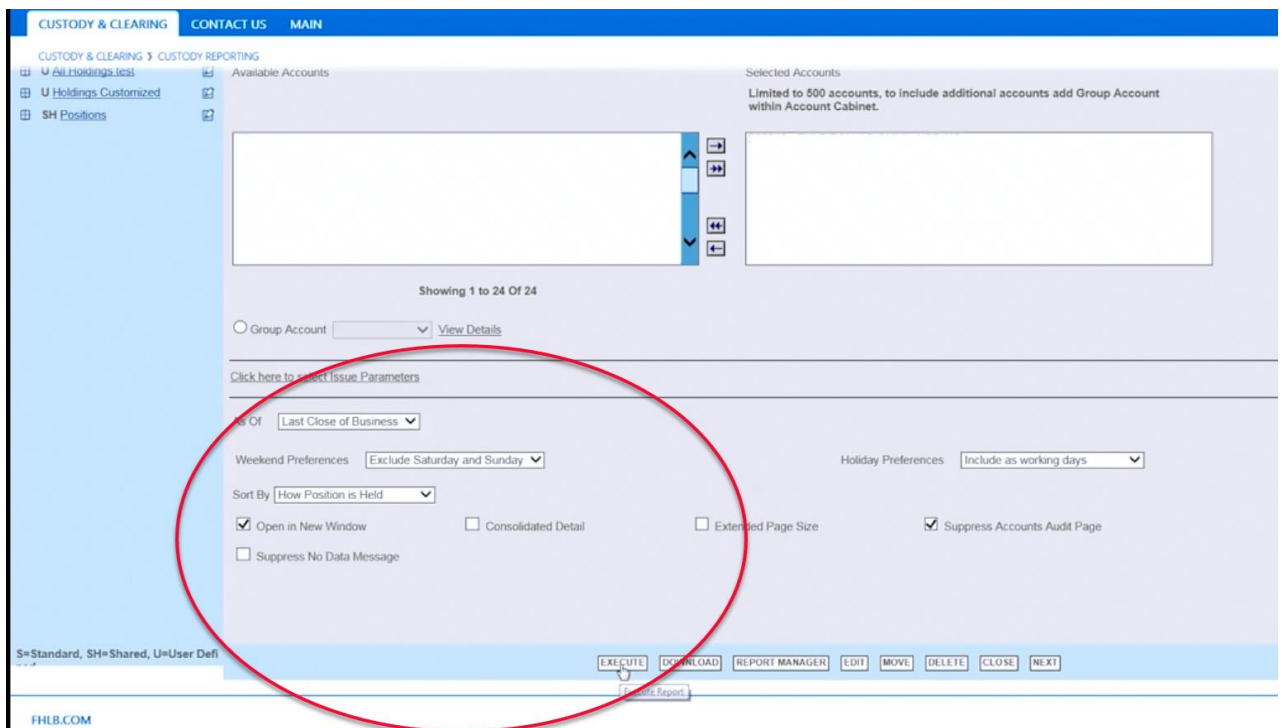
Step 5 will summarize the column settings just entered. If not further customizations to the cell, click Save. A message will appear prompting that “This action will create a new user defined inquiry.” Click **OK**.

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 AS OF SORT BY	05-MAR-2019		SECURITY ID CREATED ON		05-MAR-2019 18:15:47 (EST)		ADDITIONAL FILTER			
How Position is Held										
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	103.88		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									101.5

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