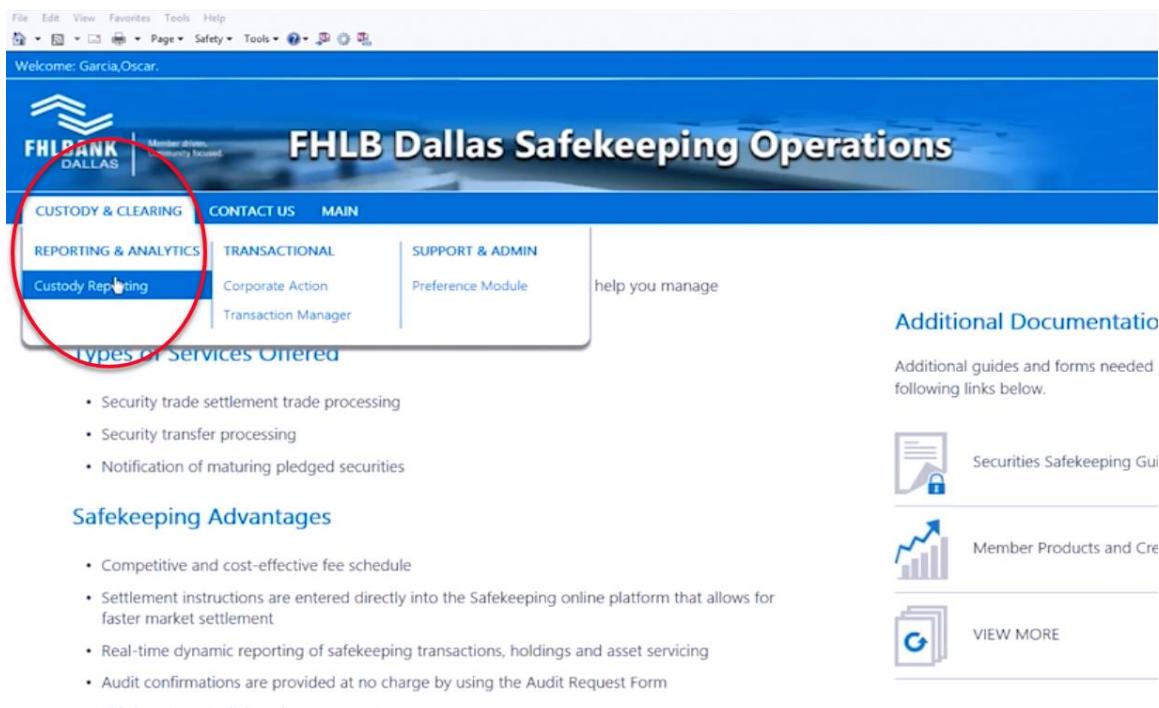


## Adding Totals to Reports on Nexus9

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.



**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.

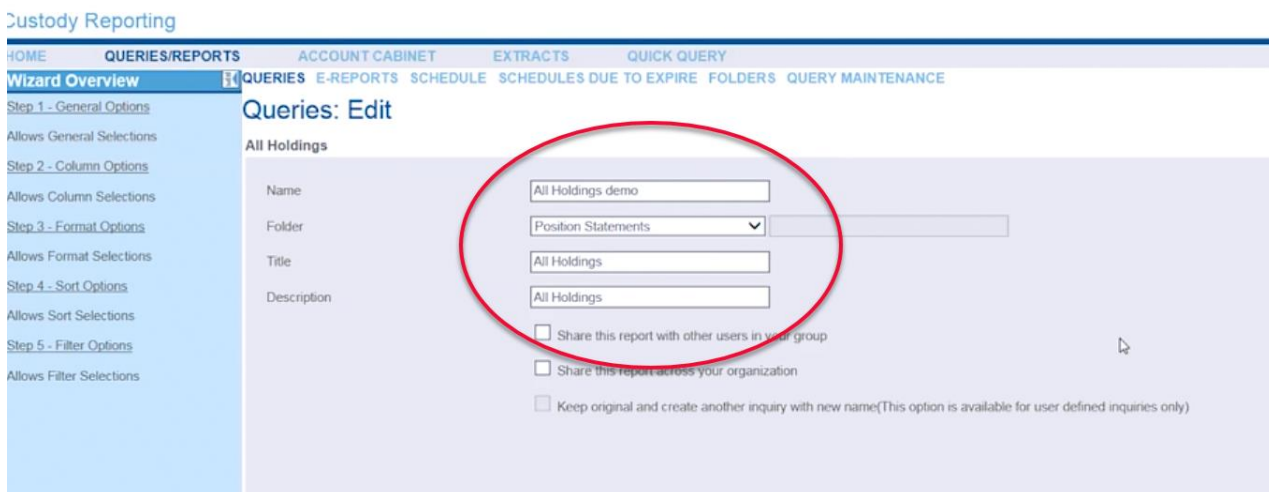
**My Schedules for 06-Mar-2019**

| 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 repor
- 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

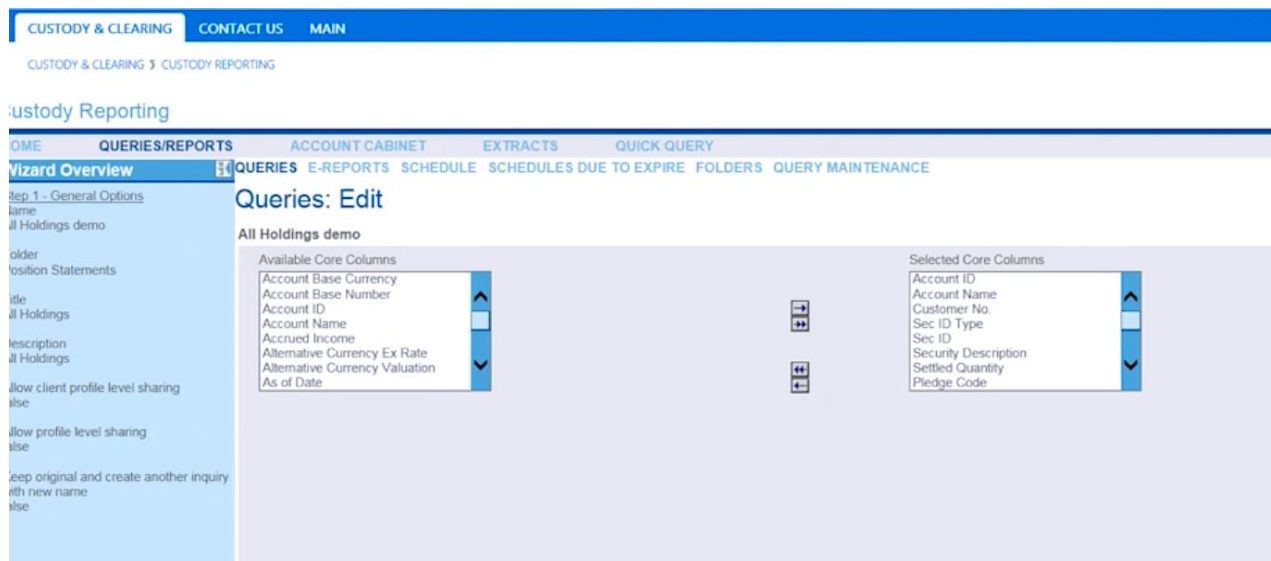
☐ Share this report with other users in your group

☐ 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**

## Custody Reporting

PREFERE

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

Step 4 Of 5

All Holdings demo

#### Sorting

Level 1 Account ID  
Level 2 Sec ID  
Level 3 Select  
Level 4 Select  
Level 5 Select

☒ Asc

☒ Asc

☐ Asc

☐ Asc

☐ Asc

☐ Desc

☐ Desc

☐ Desc

☐ Desc

☐ Desc

☐ Show Subtotal

☐ Show Subtotal

☐ Show Subtotal

☐ Show Subtotal

☐ Show Subtotal

#### 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**.

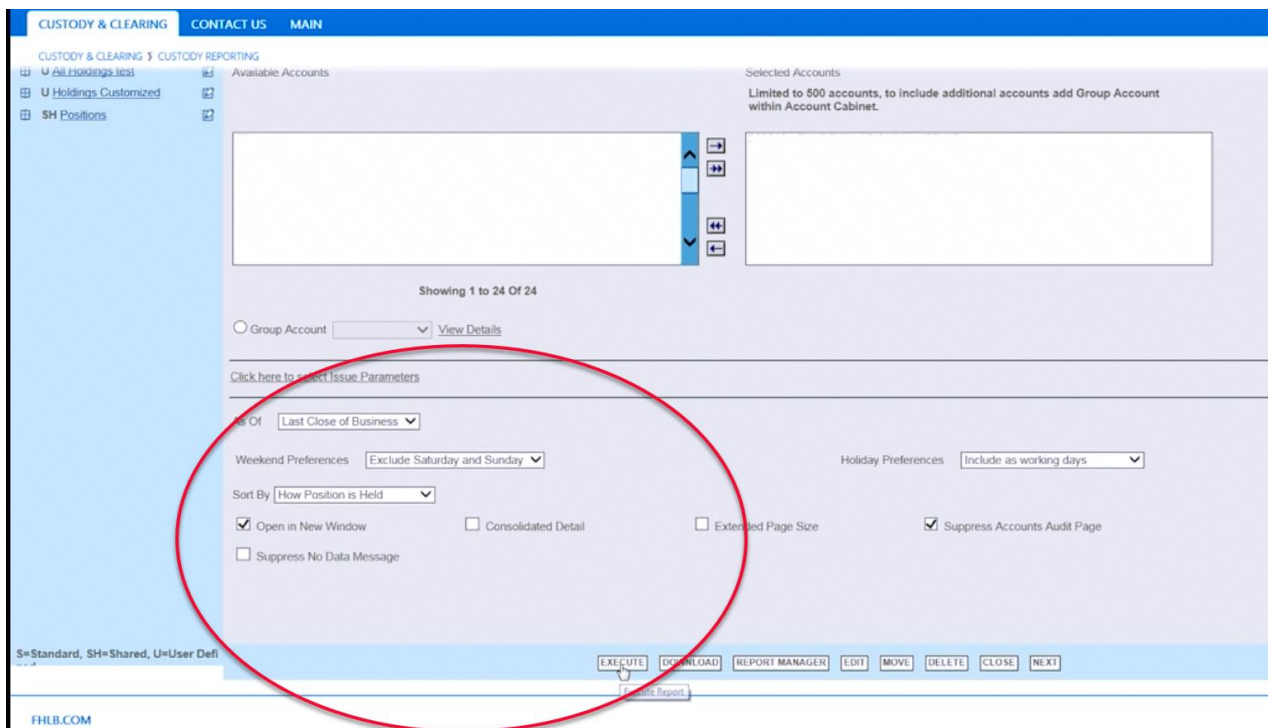
Step 5 will summarize the column settings just entered. If not further customizations to the cell, click Save. A message will appear prompting that “This action will create a new user defined inquiry.” Click **OK**.

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**



The screenshot displays the FHLBANK DALLAS Custody & Clearing report interface. The interface is divided into several sections:

- Navigation Bar:** Includes links for CUSTODY & CLEARING, CONTACT US, and MAIN.
- Left Sidebar:** Contains a tree view with links for U All Holdings, U Holdings Customized, and SH Positions.
- Main Area:**
  - Available Accounts:** A list of accounts with a search bar and a 'View Details' link.
  - Selected Accounts:** A list of selected accounts with a note: "Limited to 500 accounts, to include additional accounts add Group Account within Account Cabinet."
  - Reporting Parameters:** A section at the bottom of the main area, highlighted by a red circle, containing:
    - As of:** A dropdown menu set to "Last Close of Business".
    - Weekend Preferences:** A dropdown menu set to "Exclude Saturday and Sunday".
    - Sort By:** A dropdown menu set to "How Position is Held".
    - Checkboxes:** "Open in New Window" (checked), "Consolidated Detail" (unchecked), "Extended Page Size" (unchecked), and "Suppress Accounts Audit Page" (checked).
- Bottom Bar:** Contains action buttons: EXECUTE, DOWNLOAD, REPORT MANAGER, EDIT, MOVE, DELETE, CLOSE, and NEXT.

After clicking “Execute” the entire report will appear.



Member driven.  
Community focused.

All Holdings demo

ACCOUNT

AS OF

SORT BY

05-MAR-2019

How Position is Held

SECURITY ID

CREATED ON

ADDITIONAL FILTER

05-MAR-2019 18:15:47 (EST)

| Description | Settled Quantity  | Pledge Code | Pledge 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    | 103.66       |                   | 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    | 109.16       |                   | 0.00           |             |          |
|             | 44,564,855,036.85 |             |             |                         |               |              |                   |                |             | 101.0    |

<

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](mailto:processing@fhlb.com) or 214.441.8010.