

Chapter 17

Investment Reports

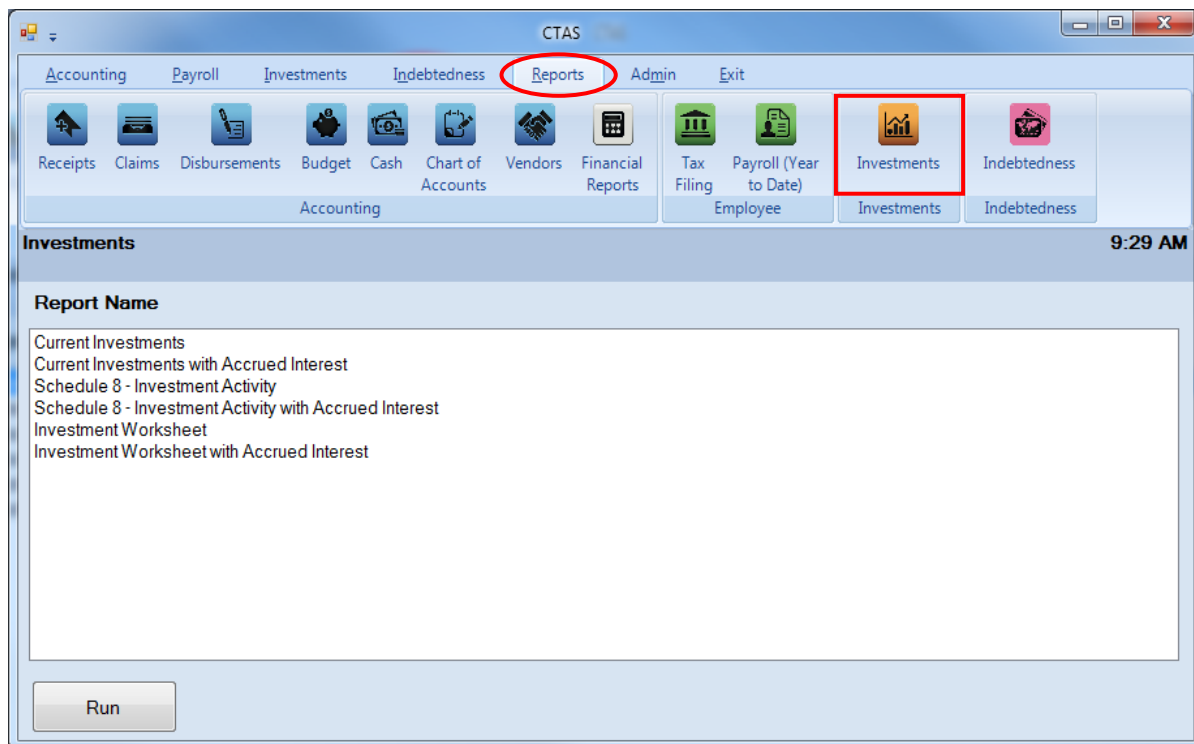
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Investment Reports: Introduction

There are six reports that you can create and print from the Investment Reports section. The following pages will define each report and provide instructions for printing each one. In addition, this chapter will explain how to use the Export feature on the print preview (Report Viewer screen).

Accessing the Investment Reports Section

To access the Investment Reports section, select the Reports tab (circled) in the Task bar, then the Investments icon (boxed). The Investment Reports screen will appear, listing all the reports you can create and print.



To select the report you want to create, highlight the report name and click the Run button at the bottom of the Investment Reports screen.

Investment Reports: Printing the Current Investments Report

The Current Investments Report is designed to provide you with information on the current value of the investment(s) held. This report should be printed and reviewed for accuracy before the financial statements are prepared. For a breakdown of the investments by fund, a Schedule 1 can be run from the Financial Reports section in the Reports tab (see [Chapter 7](#) of this manual for more information).

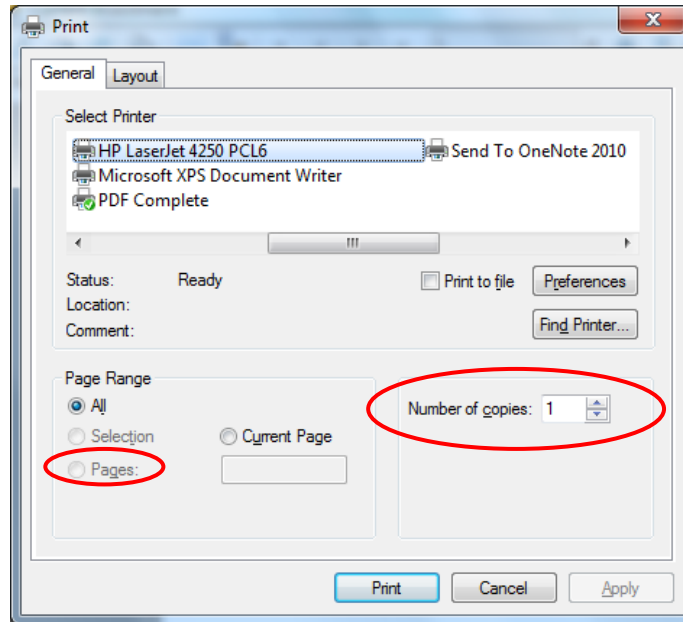
To print a Current Investments Report, highlight Current Investments on the Investment Reports screen and click the Run button (as shown on previous page). The print preview (Current Investment screen) will appear.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. By clicking the red “X” (circled, right) you can close the Report Viewer screen.

Investment ID	Investment Type	Interest Rate	Maturity Date	Current Value
00001	CD	1.250	06/14/2019	\$3,500.00
001	CD	1.200	02/03/2017	\$4,005.00
002	CD	1.650	05/05/2020	\$115,329.46
003	MM	1.000	05/05/2017	\$61,935.56
50102	CD	1.250	06/10/2018	\$10,250.00
Grand Total:				\$195,020.02

Investment Reports: Printing the Current Investments Report (continued)

After clicking on the Printer icon, the Print screen appears.



By clicking the Pages radio button (circled, left), you can choose to print only certain pages of the report. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report.

To close the report:

- Click the red “X” icon on the Report Viewer screen (previous page).

Investment Reports: Printing the Current Investments Report
(continued)

Sample Current Investments Report

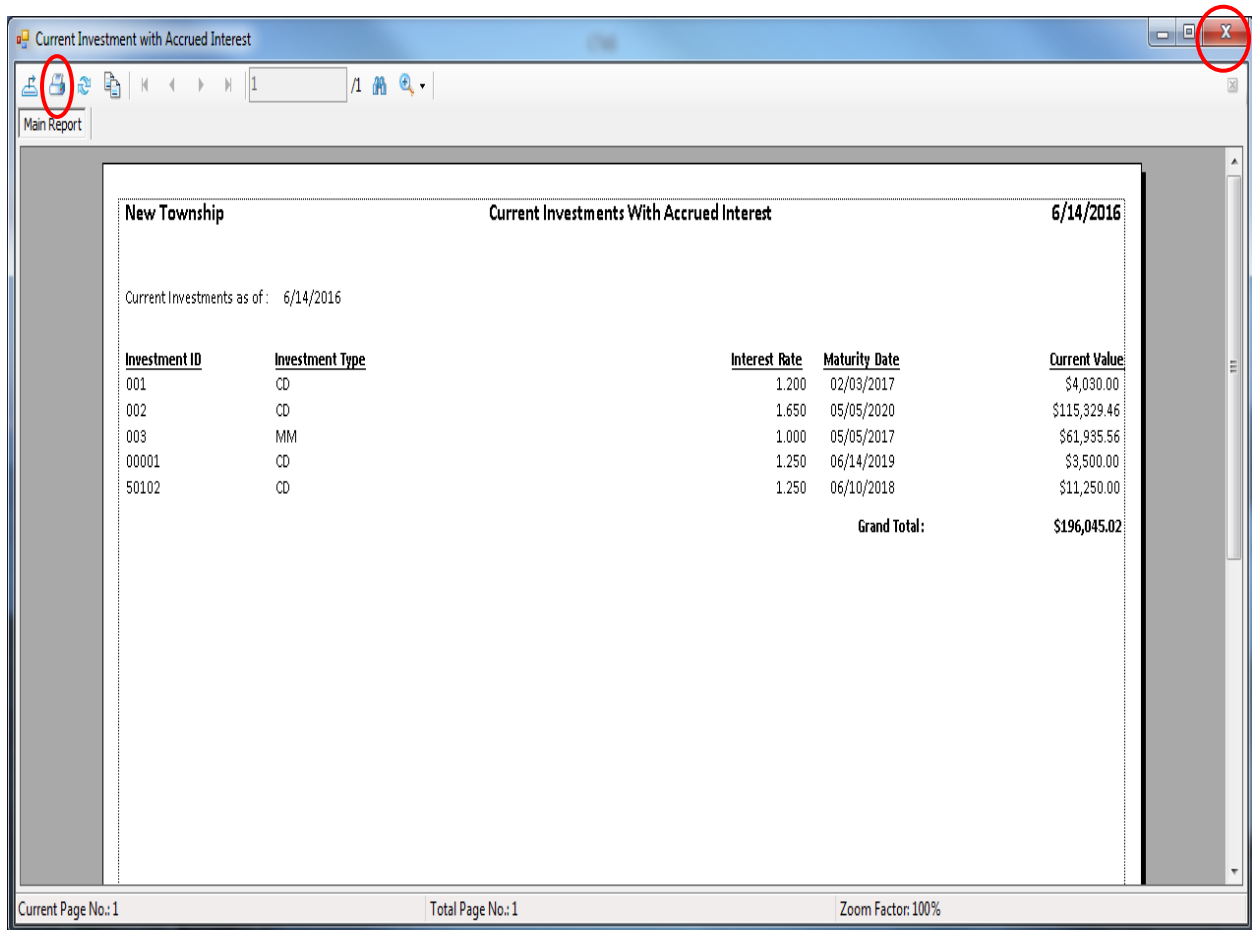
New Township		Current Investments		6/14/2016
Current Investments as of : 6/14/2016				
<u>Investment ID</u>	<u>Investment Type</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Current Value</u>
00001	CD	1.250	06/14/2019	\$3,500.00
001	CD	1.200	02/03/2017	\$4,005.00
002	CD	1.650	05/05/2020	\$115,329.46
003	MM	1.000	05/05/2017	\$61,935.56
50102	CD	1.250	06/10/2018	\$10,250.00
Grand Total :				\$195,020.02
Report Last Updated 08/29/2014				
Page 1 of 1				

Investment Reports: Printing the Current Investments with Accrued Interest Report

The Current Investments with Accrued Interest Report is designed to provide you with information on the current value of the investment(s) held. This report should be printed and reviewed for accuracy before the financial statements are prepared. For a breakdown of the investments by fund, a Schedule 1 can be run from the Financial Reports section in the Reports tab (see [Chapter 7](#) of this manual for more information).

To print a Current Investments with Accrued Interest Report, highlight Current Investments with Accrued Interest on the Investment Reports screen (see [page 17-1](#) for instructions) and click the Run button. The print preview (Current Investment with Accrued Interest screen) will appear.

After reviewing the preview, click on the Printer icon (circle, left) to begin printing the report. (See [page 17-3](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.

Investment Reports: Printing the Current Investments with Accrued Interest Report (continued)

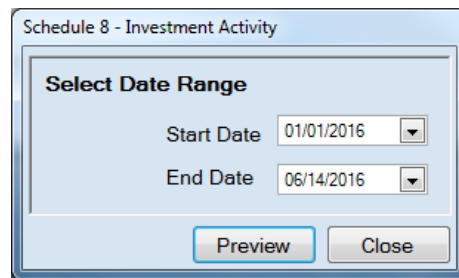
Sample Current Investments with Accrued Interest Report

New Township		Current Investments With Accrued Interest		6/14/2016
Current Investments as of : 6/14/2016				
<u>Investment ID</u>	<u>Investment Type</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Current Value</u>
001	CD	1.200	02/03/2017	\$4,030.00
002	CD	1.650	05/05/2020	\$115,329.46
003	MM	1.000	05/05/2017	\$61,935.56
00001	CD	1.250	06/14/2019	\$3,500.00
50102	CD	1.250	06/10/2018	\$11,250.00
Grand Total :				\$196,045.02
Report Last Updated 08/29/2014				
Page 1 of 1				

Investment Reports: Printing the Schedule 8 - Investment Activity Report

The Schedule 8 - Investment Activity Report is designed to provide you with information on the deposits and withdrawals for each investment. This report should be printed and compared to the investment statement received.

To print a Schedule 8 - Investment Activity Report, highlight Schedule 8 - Investment Activity on the Investment Reports screen (see [page 17-1](#)) and click the Run button. The Schedule 8 - Investment Activity screen will appear.



Screenshot of the "Schedule 8 - Investment Activity" dialog box. The dialog has a title bar "Schedule 8 - Investment Activity" and a main area titled "Select Date Range". It contains two date selection fields: "Start Date" with the value "01/01/2016" and "End Date" with the value "06/14/2016". At the bottom, there are two buttons: "Preview" and "Close".

On the Schedule 8 - Investment Activity screen:

- Enter the beginning date for the investment activity to be included in this report in the Start Date field.
- Enter the ending date for the investment activity to be included in this report in the End Date field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

Investment Reports: Printing the Schedule 8 - Investment Activity Report (continued)

After reviewing the preview, click on the Printer icon (circle, left) to begin printing the report. (See [page 17-3](#) for printing instructions)

New Township		Schedule 8 - Investment Activity				6/14/2016
Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
CD	3 Year CD	4,005.00	01/01/2016			
	Total			0.00	0.00	4,005.00
CD	5 Year CD	115,329.46	01/01/2016			
	Total			0.00	0.00	115,329.46
MM	The Bank Money Market	61,935.56	01/01/2016			
	Total			0.00	0.00	61,935.56
CD	3 Year CD R&B Fund	0.00	01/01/2016			
			06/10/2016	3,500.00		3,500.00
	Total			3,500.00	0.00	3,500.00
CD	2 Year CD (General Fund)	0.00	01/01/2016			
			01/01/2016	10,000.00		10,000.00
	Total			10,000.00	0.00	10,000.00
	Total All Investments			13,500.00	0.00	194,770.02

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Schedule 8 - Investment Activity screen.

Investment Reports: Printing the Schedule 8 - Investment Activity Report (continued)

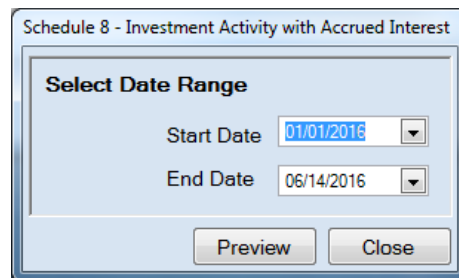
Sample Schedule 8 - Investment Activity Report

New Township		Schedule 8 - Investment Activity				6/14/2016
For the period : 1/1/2016 To 6/14/2016						
Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
CD	3 Year CD	4,005.00	01/01/2016			
	Total			0.00	0.00	4,005.00
CD	5 Year CD	115,329.46	01/01/2016			
	Total			0.00	0.00	115,329.46
MM	The Bank Money Market	61,935.56	01/01/2016			
	Total			0.00	0.00	61,935.56
CD	3 Year CD R&B Fund	0.00	01/01/2016			
			06/10/2016	3,500.00		3,500.00
	Total			3,500.00	0.00	3,500.00
CD	2 Year CD (General Fund)	0.00	01/01/2016			
			01/01/2016	10,000.00		10,000.00
	Total			10,000.00	0.00	10,000.00
	Total All Investments			13,500.00	0.00	194,770.02

Investment Reports: Printing the Schedule 8 - Investment Activity with Accrued Interest Report

The Schedule 8 - Investment Activity with Accrued Interest Report is designed to provide you with information on the deposits and withdrawals for each investment. This report should be printed and compared to the investment statement received.

To print a Schedule 8 - Investment Activity with Accrued Interest Report, highlight Schedule 8 - Investment Activity with Accrued Interest on the Investment Reports screen (see [page 17-1](#)) and click the Run button. The Schedule 8 - Investment Activity with Accrued Interest screen will appear:



On the Schedule 8 - Investment Activity with Accrued Interest screen:

- Enter the beginning date for the investment activity to be included in this report in the Start Date field.
- Enter the ending date for the investment activity to be included in this report in the End Date field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

Investment Reports: Printing the Schedule 8 - Investment Activity with Accrued Interest Report (continued)

After reviewing the preview, click on the Printer icon (circle, left) to begin printing the report. (See [page 17-3](#) for printing instructions)

New Township Schedule 8 - Investment Activity with Accrued Interest 6/14/2016

For the period: 1/1/2016 To 6/14/2016

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
CD	3 Year CD	4,005.00	01/01/2016			
			03/31/2016	12.50		4,017.50
			06/14/2016	12.50		4,030.00
Total				25.00	0.00	4,030.00
CD	5 Year CD	115,329.46	01/01/2016			
		Total		0.00	0.00	115,329.46
MM	The Bank MoneyMarket	61,935.56	01/01/2016			
Total				0.00	0.00	61,935.56
CD	3 Year CD R&B Fund	0.00	01/01/2016			
			06/10/2016	3,500.00		3,500.00
Total				3,500.00	0.00	3,500.00
CD	2 Year CD (General Fund)	0.00	01/01/2016			
			01/01/2016	10,000.00		10,000.00
Total				10,000.00	0.00	10,000.00
Total All Investments				13,525.00	0.00	194,795.02

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Schedule 8 - Investment Activity with Accrued Interest screen.

Investment Reports: Printing the Schedule 8 - Investment Activity with Accrued Interest Report (continued)

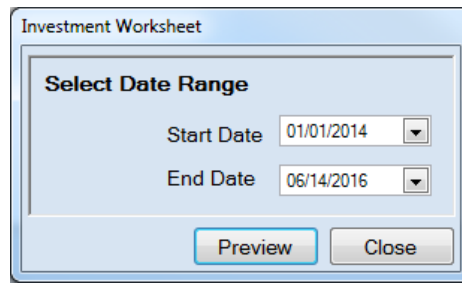
Sample Schedule 8 - Investment Activity with Accrued Interest Report

New Township		Schedule 8 - Investment Activity with Accrued Interest				6/14/2016
For the period : 1/1/2016 To 6/14/2016						
Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
CD	3 Year CD	4,005.00	01/01/2016			
			03/31/2016	12.50		4,017.50
			06/14/2016	12.50		4,030.00
	Total			25.00	0.00	4,030.00
CD	5 Year CD	115,329.46	01/01/2016			
	Total			0.00	0.00	115,329.46
MM	The Bank Money Market	61,935.56	01/01/2016			
	Total			0.00	0.00	61,935.56
CD	3 Year CD R&B Fund	0.00	01/01/2016			
			06/10/2016	3,500.00		3,500.00
	Total			3,500.00	0.00	3,500.00
CD	2 Year CD (General Fund)	0.00	01/01/2016			
			01/01/2016	10,000.00		10,000.00
	Total			10,000.00	0.00	10,000.00
	Total All Investments			13,525.00	0.00	194,795.02

Investment Reports: Printing the Investment Worksheet

The Investment Worksheet displays the investment ID, investment type, purchase date, interest rate, maturity date, date for the current value of the investment, current value of the investment, and the date sold for investments that have a purchase date which falls within the range selected.

To print an Investment Worksheet, highlight Investment Worksheet on the Investment Reports screen (see [page 17-1](#)) and click the Run button. The following screen will appear.



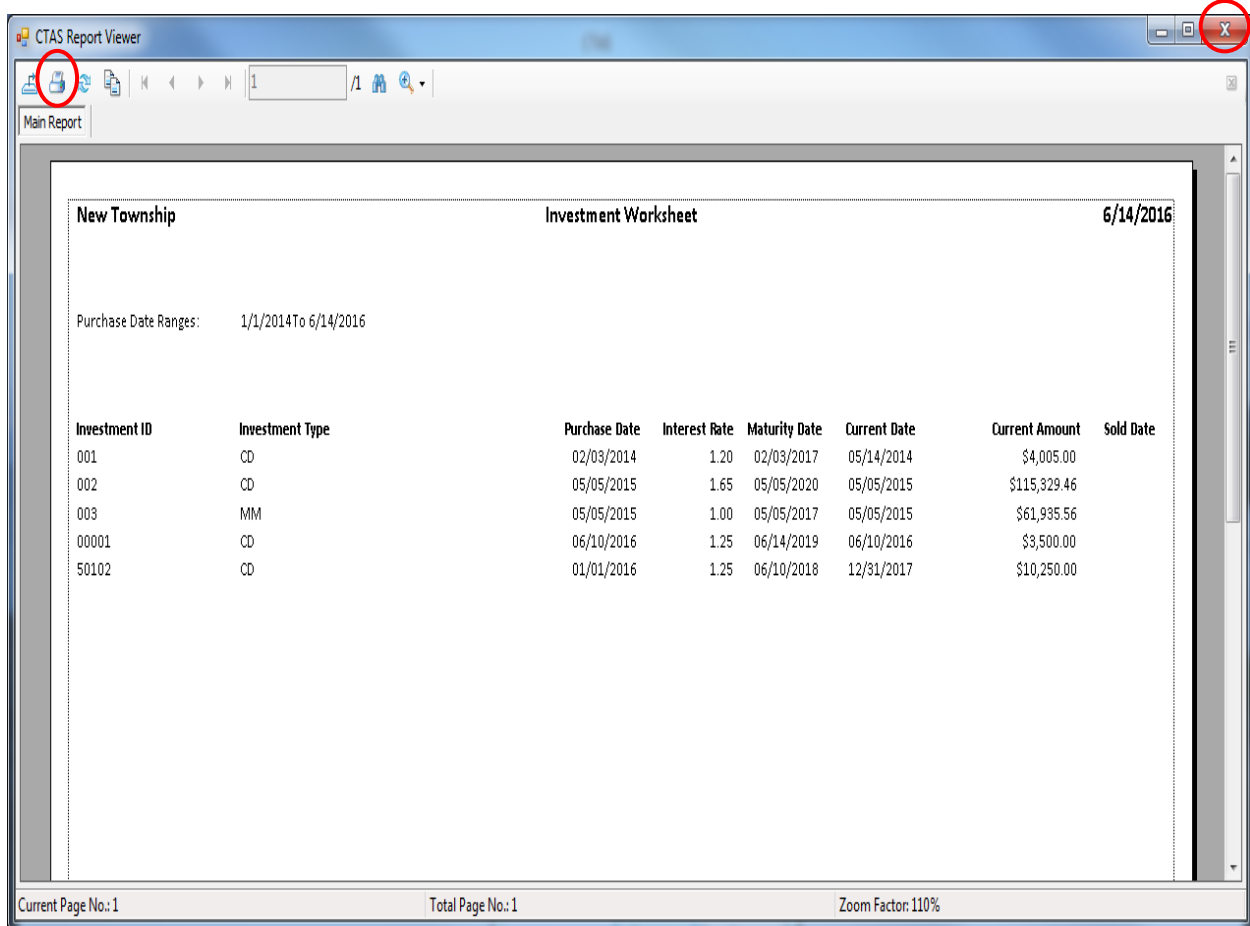
The screenshot shows a dialog box titled "Investment Worksheet". Inside the dialog, there is a section titled "Select Date Range". Below this title, there are two date selection fields. The first is labeled "Start Date" and has a dropdown menu showing "01/01/2014". The second is labeled "End Date" and has a dropdown menu showing "06/14/2016". At the bottom of the dialog, there are two buttons: "Preview" and "Close".

To select the investment(s) that will be printed:

- Enter the beginning purchase date for the investments to be printed in the Start Date field.
- Enter an ending purchase date for the investments to be printed in the End Date field.
- Click the Preview button. The print preview (Report Viewer screen) appears, as shown on the next page.

Investment Reports: Printing the Investment Worksheet (continued)

After reviewing the preview, click on the Printer icon (circle, left) to begin printing the report. (See [page 17-3](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Investment Worksheet screen.

Investment Reports: Printing the Investment Worksheet (continued)

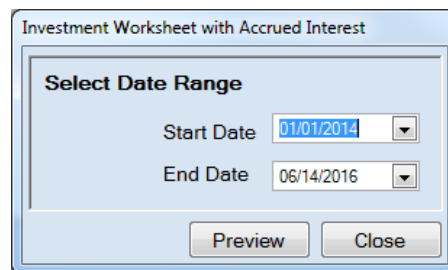
Sample Investment Worksheet

New Township		Investment Worksheet					6/14/2016	
Purchase Date Ranges:		1/1/2014 To 6/14/2016						
Investment ID	Investment Type	Purchase Date	Interest Rate	Maturity Date	Current Date	Current Amount	Sold Date	
001	CD	02/03/2014	1.20	02/03/2017	05/14/2014	\$4,005.00		
002	CD	05/05/2015	1.65	05/05/2020	05/05/2015	\$115,329.46		
003	MM	05/05/2015	1.00	05/05/2017	05/05/2015	\$61,935.56		
00001	CD	06/10/2016	1.25	06/14/2019	06/10/2016	\$3,500.00		
50102	CD	01/01/2016	1.25	06/10/2018	12/31/2017	\$10,250.00		
Report Version: 10/15/2015		Page 1 of 1						

Investment Reports: Printing the Investment Worksheet with Accrued Interest

The Investment Worksheet with Accrued Interest displays the investment ID, investment type, purchase date, interest rate, maturity date, date for the current value of the investment, current value of the investment, and the date sold for investments that have a purchase date which falls within the range selected.

To print an Investment Worksheet with Accrued Interest, highlight Investment Worksheet with Accrued Interest on the Investment Reports screen (see [page 17-1](#)) and click the Run button. The following screen will appear.

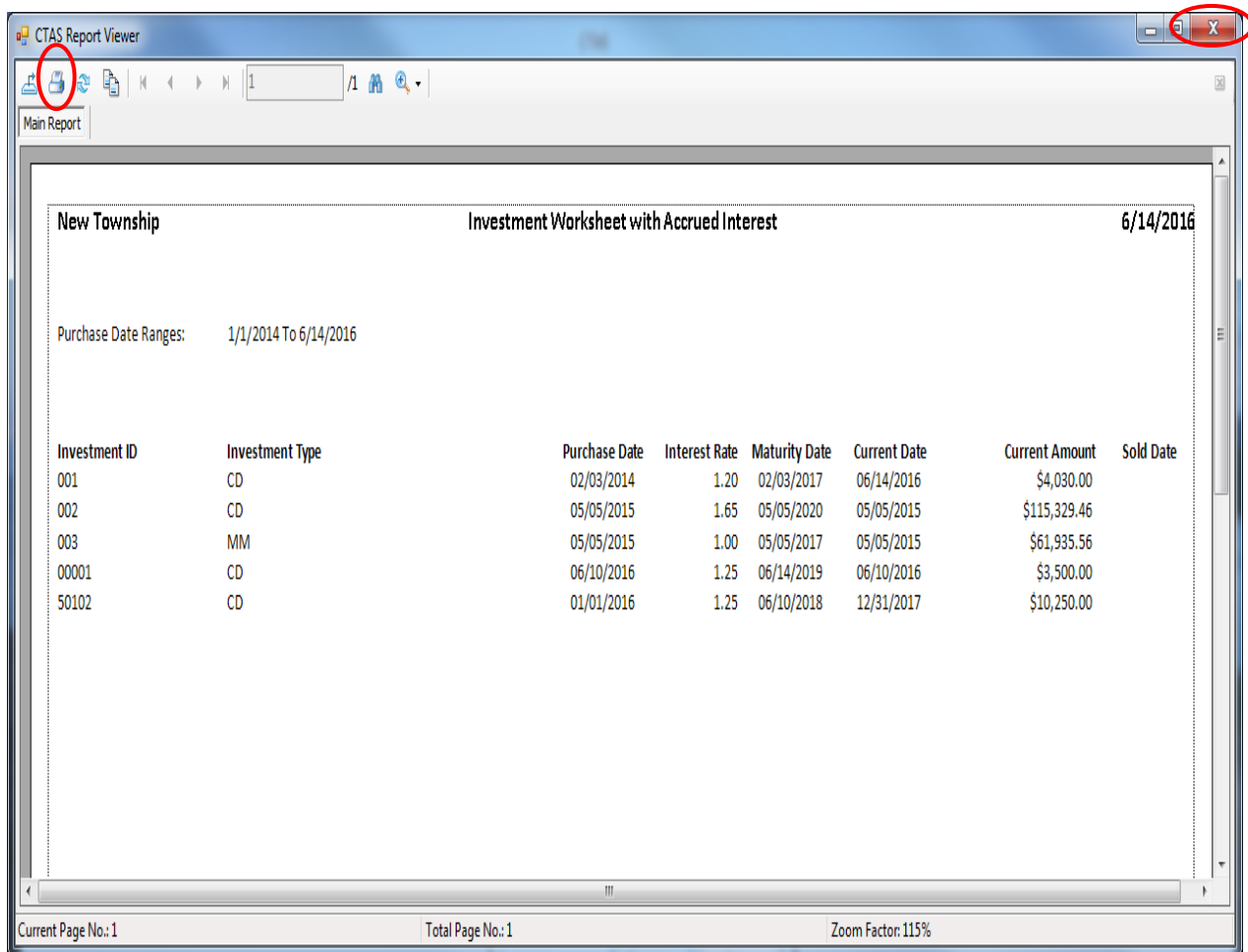


To select the investment(s) that will be printed:

- Enter the beginning purchase date for the investments to be printed in the Start Date field.
- Enter an ending purchase date for the investments to be printed in the End Date field.
- Click the Preview button. The print preview (Report Viewer screen) appears, as shown on the next page.

Investment Reports: Printing the Investment Worksheet with Accrued Interest (continued)

After reviewing the preview, click on the Printer icon (circle, left) to begin printing the report. (See [page 17-3](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Investment Worksheet with Accrued Interest screen.

Investment Reports: Printing the Investment Worksheet with Accrued Interest (continued)

Sample Investment Worksheet with Accrued Interest

New Township		Investment Worksheet with Accrued Interest					6/14/2016	
Purchase Date Ranges:		1/1/2014 To 6/14/2016						
Investment ID	Investment Type	Purchase Date	Interest Rate	Maturity Date	Current Date	Current Amount	Sold Date	
001	CD	02/03/2014	1.20	02/03/2017	06/14/2016	\$4,030.00		
002	CD	05/05/2015	1.65	05/05/2020	05/05/2015	\$115,329.46		
003	MM	05/05/2015	1.00	05/05/2017	05/05/2015	\$61,935.56		
00001	CD	06/10/2016	1.25	06/14/2019	06/10/2016	\$3,500.00		
50102	CD	01/01/2016	1.25	06/10/2018	12/31/2017	\$10,250.00		

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Investment Reports: Creating a PDF Version of a Report

This section will explain how to create a PDF version of a report and describe how to view the report it creates.

The Export Report icon (circled) is located on the far left of the top bar of the print preview (Report Viewer) screen. By using the Export Report icon, you can print a report to a Portable Document Format (PDF), which can be viewed in free Acrobat Reader software, or to another format. A PDF file can be attached to an e-mail, and anyone with a PDF reader can open the file.

To convert a report to a PDF file, click the Export report icon (circled) on the Report Viewer screen. For our example, we will use the Schedule 8 - Investment Activity report.

CTAS Report Viewer

New Township Schedule 8 - Investment Activity 6/14/2016

For the period : 1/1/2016 To 6/14/2016

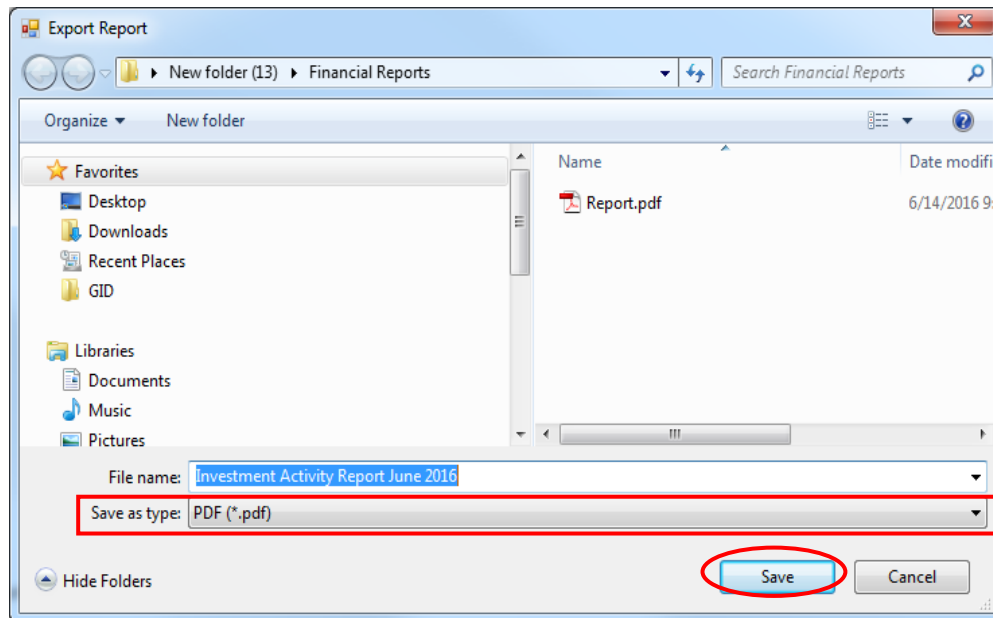
Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
CD	3 Year CD	4,005.00	01/01/2016			
	Total			0.00	0.00	4,005.00
CD	5 Year CD	115,329.46	01/01/2016			
	Total			0.00	0.00	115,329.46
MM	The Bank Money Market	61,935.56	01/01/2016			
	Total			0.00	0.00	61,935.56
CD	3 Year CD R&B Fund	0.00	01/01/2016			
			06/10/2016	3,500.00		3,500.00
	Total			3,500.00	0.00	3,500.00
CD	2 Year CD (General Fund)	0.00	01/01/2016			
			01/01/2016	10,000.00		10,000.00
	Total			10,000.00	0.00	10,000.00
	Total All Investments			13,500.00	0.00	194,770.02

Report Version: 10/14/2015 Page 1 of 1

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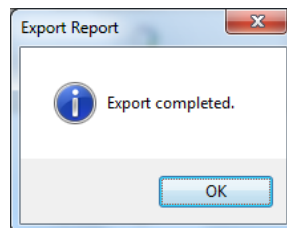
Investment Reports: Creating a PDF Version of a Report (continued)

After clicking on the Export icon, the Export Report screen appears.



To export the file to your computer:

- Select where on your computer you would like to save the PDF; change the file name if desired.
- Click the down arrow (boxed) at the end of the “Save as type” field and select PDF (*.pdf).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.



Click OK to return to Report Viewer screen. Click the red “X” icon on the Report Viewer screen to close.

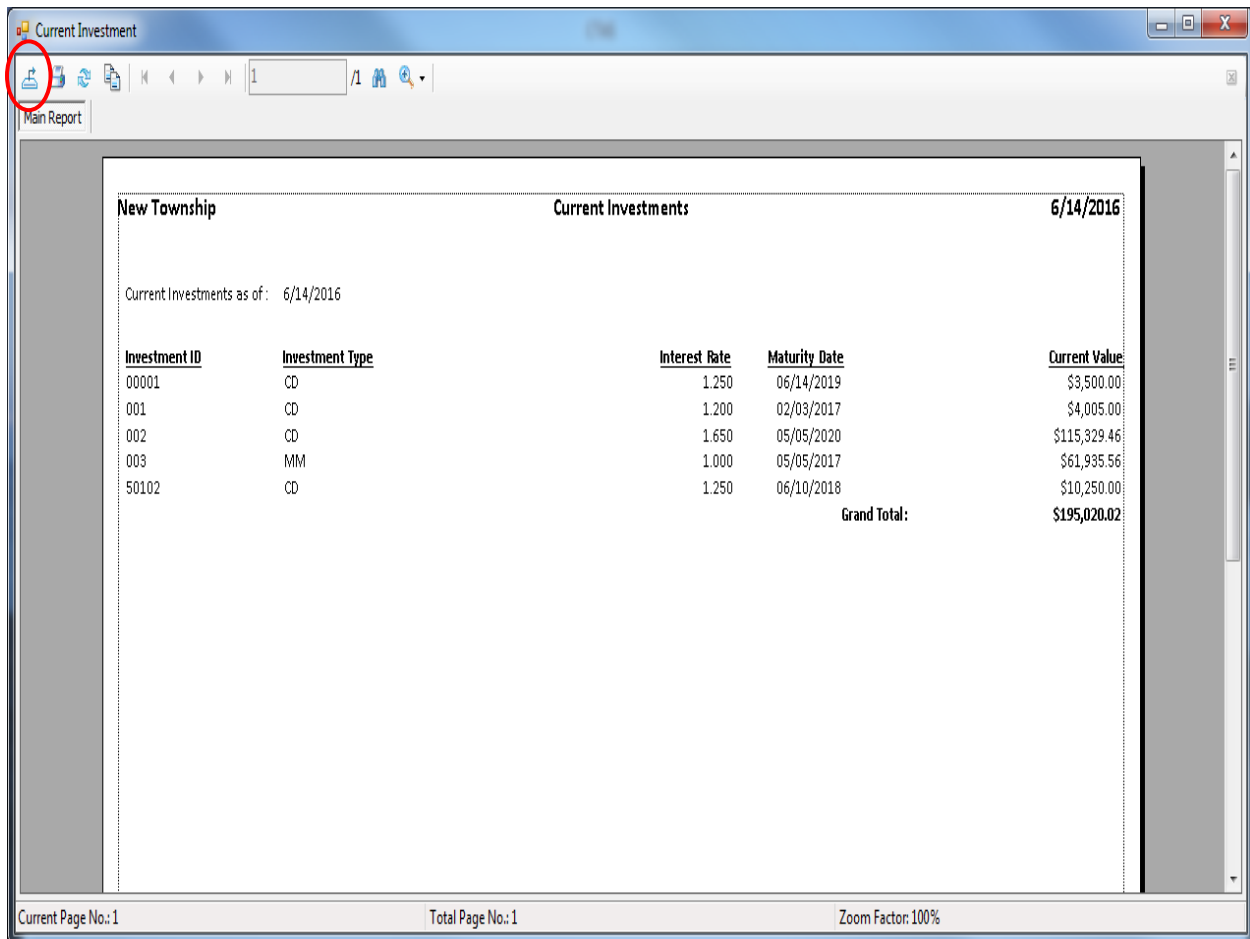
To view the file:

- Browse to the location where the file was previously saved.
- Once you’ve found the saved file, double-click on the file.
- The file will open as a PDF document.

Investment Reports: Exporting a Report to a CSV File

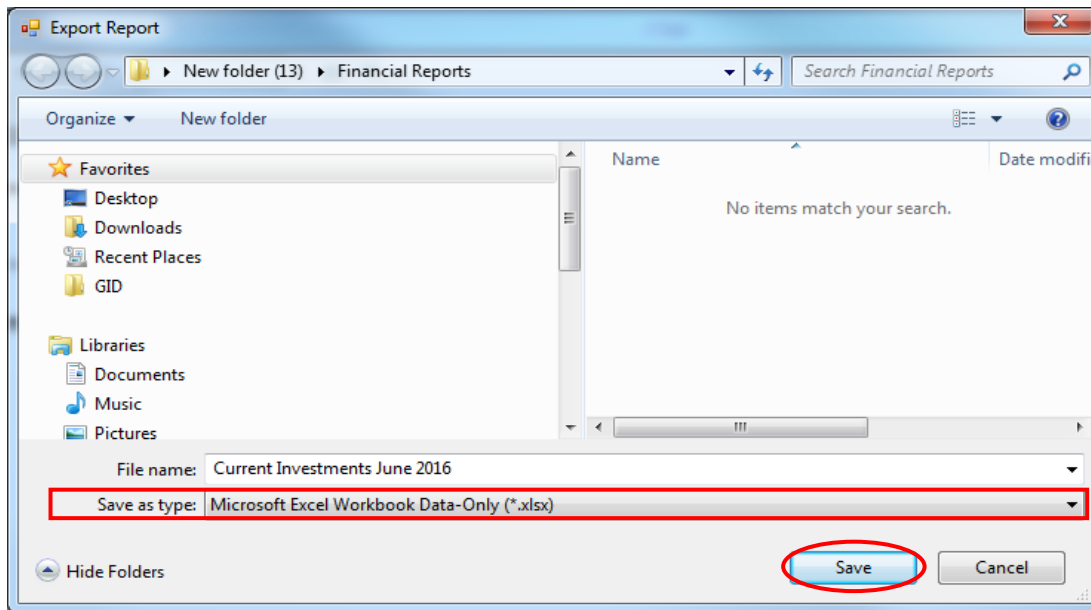
CTAS allows you to export your data to a CSV file. The CSV ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Many CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

Most of the reports you can print in CTAS can also be exported to a CSV file. To convert a report to a CSV file, click the Export report icon (circled) on the Report Viewer screen. For our example, we will use the Current Investments Report.



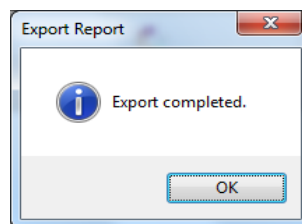
Investment Reports: Exporting a Report to a CSV File (continued)

The Export screen will appear.



To export the file to your computer:

- Select where on your computer you would like to save the Excel file; change the file name if desired.
- Click the down arrow (boxed) at the end of the “Save as type” field and select CSV (*.csv).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.



Click the OK button to return to Report Viewer screen. Click the red “X” icon on the Report Viewer screen to close.

To view the file:

- Browse to the location where the file was previously saved.
- Once you’ve found the saved file, double-click on the file.
- The file will open as a CSV document.

Investment Reports: Exporting a Report to a CSV File (continued)

This is an example of the report after it has been opened with a spreadsheet program and formatted.

The screenshot shows the Microsoft Excel interface with the following data table:

Investment ID	Investment Type	Interest Rate	Maturity Date	Current Value
00001	CD	1.250	06/14/2019	\$3,500.00
001	CD	1.200	02/03/2017	\$4,005.00
002	CD	1.650	05/05/2020	\$115,329.46
003	MM	1.000	05/05/2017	\$61,935.56
50102	CD	1.250	06/10/2018	\$10,250.00
Grand Total :				\$195,020.02