



Taking Advantage of Powerful Reporting Capabilities

Wealth Passport's reporting offers investment and accounting information for positions and transactions for all of your accounts held at Northern Trust.

To get to Report Center, click on the **Reports and Documents** tab and select **Report Center**.

CREATING REPORTS

One of the most powerful features of Wealth Passport is how easily you can view and generate reports of your financial information, from high-level summary reports displaying asset allocation to detailed tax lot reporting. Many reports are customizable allowing you to apply filters, change how data is grouped or sorted, and even add or remove columns. This gives you the flexibility to create reports that are tailored to meet your specific reporting needs.

All of the reports you create can easily be printed as well as exported in .pdf, .xls or .csv formats.

There are two ways to create a report in Report Center: using the **Create a Report, Query or Interface** link in the Reporting Tools section or editing via the libraries within the **Viewing Panel**.

If you are editing via the libraries within the **Viewing Panel**, you have the option of creating a new report by:

- Using the **Master Report Library**, which will display the universe of reports and customizable queries available to you to create a new report or query,
- Copying from **My Report Library**, which will display everything in your **My Report Library**,
- Copying from a **Partner's Report Library**, which allows you to access reports or queries in others' **My Report Libraries**.

How to Create a Report from the Master Report Library or My Report Library:

1. From the **Reporting Tools** panel, click on the **Create a Report, Query or Interface** link.
2. In the **Select Library** section, choose whether you want to create a new report from the **New from Master Report Library** or **Copy from My Report Library**.

3. In the **Select Reports, Queries or Interfaces** section, choose the report(s) you want to configure and click **Continue**. The **Report Configuration** page displays.
4. In the **Data Filters** section, choose an **Account** or **Consolidation**.
5. Enter a **Date/Date Range** or select from the **Smart Date** menu.
 - An entered date will remain consistent unless it is manually changed.
 - A smart date will automatically change based on the description.
6. In the **Destination/Output Format(s)** section, select a destination for the report from the **Destination** menu. All options send a copy to **Completed Reports** for your convenience.
7. Select an **Output format**. You may choose more than one format.
8. If desired, you can schedule the report to run automatically at select intervals.
9. Click **Run**.

How to Save Your Report

- If you create the report from the **Master Report Library** and would like to retain the report for future use, click **Save As** and select a destination for the report template.
- If the report is from **My Report Library**, click **Save**.




COMPLETED REPORTS RETENTION RULES

Report Type	Retention Rules
Ad Hoc/Immediate Reports	Ad hoc reports are purged 18 hours from when the report was run
Scheduled Reports	Scheduled reports are available until the next scheduled run; they are purged based on the schedule below:
Daily	Each day
Weekly	Each week
Monthly	Each month
Quarterly	Each quarter

CUSTOMIZING REPORTS


How to Customize a Report:

1. To customize a report, select a report from your library.
2. Hover over the report name then click on the **caret icon**  and select **Edit**.

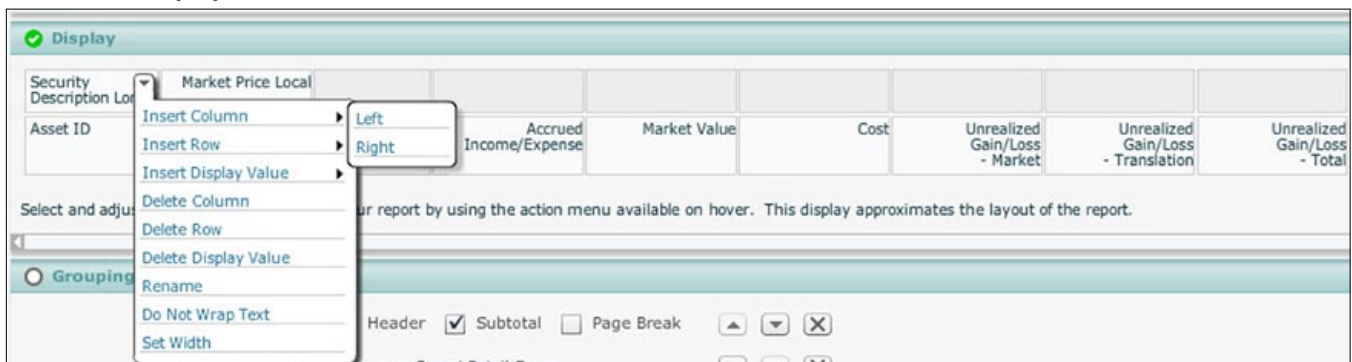
How to Add Optional Data Filters

1. In the editing panel, click on **Add Optional Filters**.
2. In the **Selector** window, click on the desired filter item(s) from the **Available Data Filters** column and drag to the **Selected Data Filters** column.
3. Click **Select**.
4. Define the new data filter by entering or selecting desired values.

How to Delete Optional Data Filters

You can remove an optional data filter by clicking the **X** () to the right of the filter.

How to Add Display Columns






The screenshot shows the 'Display' section of a reporting tool. A context menu is open over a table header, showing options like 'Insert Column', 'Delete Column', and 'Grouping'. The table has columns for Security Description, Asset ID, Market Price Local, Income/Expense, Market Value, Cost, and various Gain/Loss metrics. The 'Grouping' section below the table has options for 'Header', 'Subtotal', and 'Page Break'.

In the **Display** section, click the caret in the upper right of a cell and follow the prompts to customize the display to your liking. Grouping options include:

- Displaying the group name as a Header
- Displaying group Subtotals
- Adding a Page Break between groups

How to Add a Group

1. Under the **Grouping** header, click on **Add Optional Group**.
2. In the **Selector** window, click on the desired groups(s) from the **Available Group Options** column and drag to the **Selected Group Options** column.
3. Click **Select**.
 - To move a group up or down in the display order, use the **arrows**  
 - To remove a group from the report, click the **delete icon** 






Summary Report Only


This option removes the lowest level detail grouping detail and generates a summarized report while still including the details in the exportable data.

How to Add Sort Criteria

The **Sorting** section lets you customize how the data is sorted in your report. You can add or remove sort criteria as well as change its order.

1. Under the **Sorting** header, click on **Add Optional Sort**.
2. In the **Selector** window, click on the desired option(s) from the **Available Sort Options** column and drag to the **Selected Sort Options** column.
3. Click **Select**.
 - To change the sort option order, use the **arrows**  
 - To remove a sort option, click the **delete icon** 

Destination/Output Formats

- The **HTML Viewer** opens the report in an HTML view with clickable links allowing you to drill-down to another level of the report. The drill-down opens as a new tab within the viewer window.
- From **HTML Viewer** you can also export portions of the report to different formats (.csv, .xls, .pdf). To export from **HTML Viewer** click on the export  icon in the upper left corner of the viewer window.


How to Save Your Customized Report

- If you created the report from **Master Report Library** and would also like to retain the report for future use, click **Save As** and select a destination for the report in **My Report Library**.
- If the report is from **My Report Library**, click **Save**.

TO CREATE A REPORT BY COPYING FROM A PARTNER'S REPORT LIBRARY:

1. From **Reporting Tools Panel**, click **Create a Report, Query or Interface**.
2. Click on **Copy from Partner's Report Library**.
3. In the adjacent field, enter the partner's user ID and press **Enter**.
4. In the **Select Reports, Queries or Interfaces** section, click on the desired folders and/or reports. Click **Continue**.
5. Click **Save As**, select the folder location for the report and click **Save As** once more.
6. Click **Finished**.

HOW TO RUN A REPORT FROM EASY ANSWERS


1. In the main viewing panel, select the **Master Report Library** view.
2. Expand the **Wealth Passport Easy Answers Reporting** folder.
3. Double click on the question that best describes what you need an answer to. You may also click on the **caret icon**  and select **Edit** from the menu.
4. Once you are on the **Editing Report** page, in the **Data Filters** section, choose an **Account** or **Consolidation**.
5. Enter **Date/Date Range** or select from the **Smart Date** menu.
 - An entered date will remain consistent unless it is manually changed.
 - A smart date will automatically change based on the description.
6. In the **Destination/Output Format(s)** section, select a destination for the report from the **Destination** menu. All options send a copy to **Completed Reports** for your convenience.
7. Select an **Output format** or multiple formats.
8. If desired, you can schedule the report to run automatically at select intervals.
9. Click **Run**.

USING DEFAULT FILTER SETS

How to Create a Data Filter Set

1. When creating or editing a report, complete the individual data filter criteria as desired.
2. Click **Save As Data Filter Set**.
3. Enter a name for the filter set.
4. If you want this data filter set as the default, select the **Set As Default** checkbox. The default will be applied to any new reports and any templates created or edited from the **Master Report Library**.
5. Click **Save**.

How to Apply a Data Filter Set to a Report


1. Open the report to edit.
2. Click **Select Data Filter Set**.
3. In the **Available Data Filter Sets** column, hover the mouse over the desired filter set and click  to move it to the **Selected Data Filter Set** column.
4. Click **Select**.




How to Change the Default Data Filter Set

1. In the **Reporting Tools** panel, click on **Manage Data Filter Sets**.
2. In the **Manage Data Filter Sets** window, locate the desired filter set.
3. Click on the **Set As Default** button. The defaulted data filter set will be denoted with an asterisk.


How to Rename a Data Filter Set

1. In the **Reporting Tools** panel, click on **Manage Data Filter Sets**.
2. In the **Manage Data Filter Sets** window, hover the mouse over the filter set.
3. Click on the **caret icon**  and select **Rename**.
4. Enter the new name and click outside the name field to save the name change.


How to Delete a Data Filter Set

1. In the **Reporting Tools** panel, click on **Manage Data Filter Sets**.
2. In the **Manage Data Filter Sets** window, hover the mouse over the filter set.
3. Click on the **caret icon**  and select **Delete**.

SCHEDULING A REPORT

Scheduled reports are only delivered to **Completed Reports**. Before being run, a scheduled report is listed in both the **My Report Library** and the **Scheduled Reports** views with a clock  indicating it as a scheduled request. After the report has run, the report displays in **Completed Reports** with the run date, time and the clock icon.

How to Schedule a Report

1. Double-click on the report name or hover over a report name then click on the caret icon  and select **Edit**.
2. Ensure that the required report configuration parameters (**Data Filters** and **Destination/Output Format(s)**) are defined.
3. In the **Schedule** section, select a frequency from the drop-down menu.
4. Select a **Run Frequency** from the drop-down menu.
5. For quarterly reports, enter a specific **Run Date** at quarter end for the report to run.
6. Ensure the **Active** check-box is checked.
7. Click **Save**.

NEED HELP?

If you have any questions or would like more information, call the Northern Trust Passport® Help Center at 888-635-5350 (312-557-5900 outside the United States) Monday through Friday from 7:00AM – 9:00PM Central Time, Saturday and Sunday from 7:00AM – 3:30PM Central Time.