

# Check Balance Report

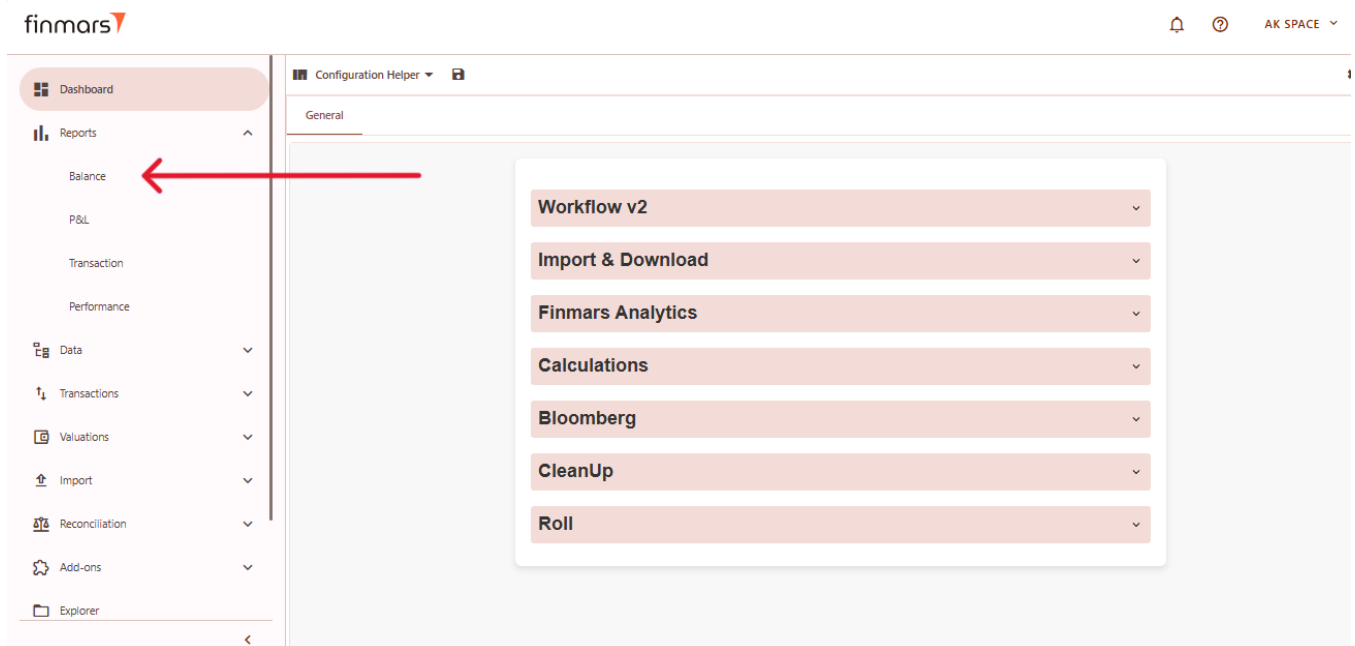
## Prerequisites

We assume you have all prerequisites you may need, including:

1. [Get Access to Finmars](#)
2. [Link with Finmars ID](#)
3. [Install PMS Core or PMS Plus add-on](#)
4. [How to Import Files in PMS Core and PMS Plus](#)
5. [How to Do Calculations for YTM and Modified Duration](#) (if you need YTM & Modified Duration)

## Check Balance Report

1. Go to the left sidebar. Locate and select the **Report** section and click on **Balance**. Ensure that the **correct layout is selected** from the dropdown in the upper-left corner. If the wrong layout is selected, change it before proceeding.



2. Once on the **Balance** page, adjust the settings according to your reporting needs. Confirm the **Calculation method, Pricing policy, and Currency** in the top panel. Also, verify that the **Report Date** is set correctly. The system **displays the balance as of the end of the selected day**. This setting should always be used to reflect accurate financial data.

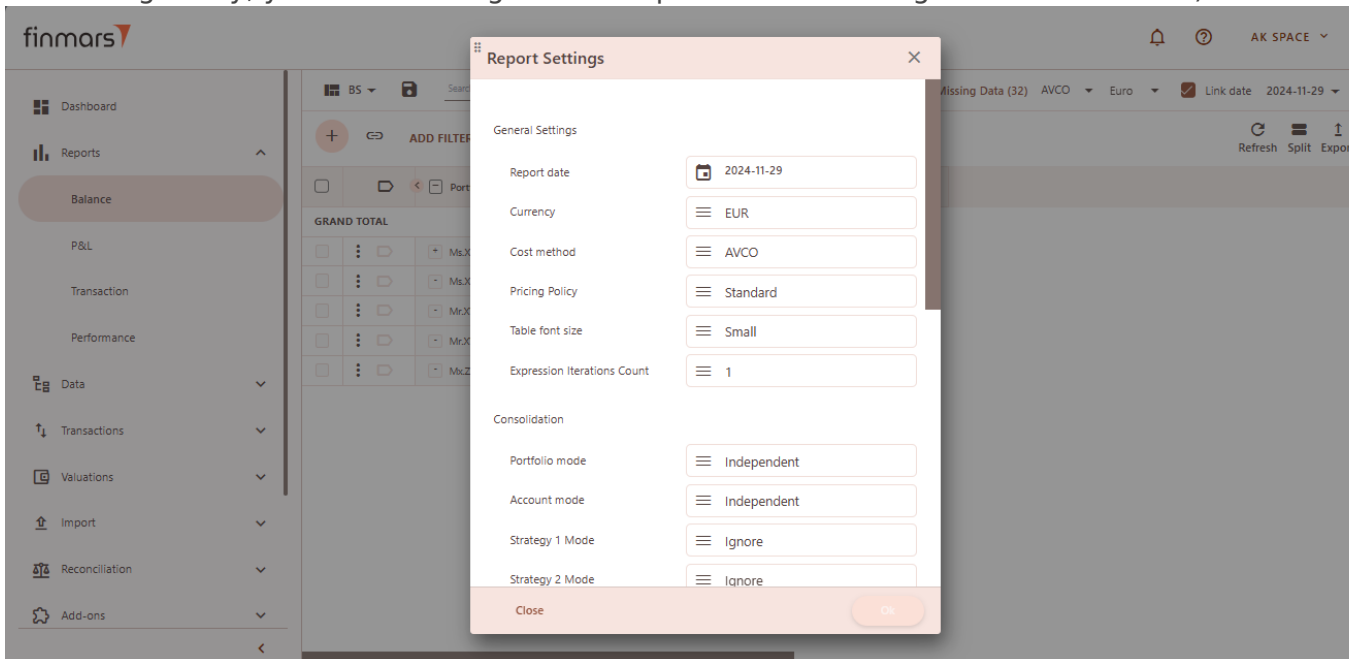
Portfolio	Asset Type	ISIN/CCY	Instrument	Country	IBAN/Depository	Position	Price	Accrued	Factor	FX Rate
<b>GRAND TOTAL</b>										
Ms.XC: 20394857	Cash & Equivalents									
	Debt									
Ms.XC: 20394857	Cash & Equivalents									
	Commodities									
Mr.XY: 75648329	Cash & Equivalents									
Mr.XY: 75648329	Cash & Equivalents									
	Equity									
		FORTE BANK (...)	FORTE BANK (SGDR)	Kazakhstan	Securities Vault Alpha	42 880				1.00
		PINDUODUO L...	PINDUODUO INC (ADR)	China	Alpine Depository Services	20 000				1.00
		MOMO INC (A...	MOMO INC (ADR)	China	Global Holdings Depository	50 000				1.00
		PINDUODUO L...	PINDUODUO INC (ADR)	China	US76 0054 2811 1010 0000 0123 456	7 500				1.00
		OFFICE PROPE...	OFFICE PROPERTIES INCOME TRUST	United States of Ameri...	Securities Vault Alpha	240 000				1.00
		BAIDU INC	BAIDU INC (Stock), HKD (KYG07034104...	-	Alpine Depository Services	155 000				
		No Data								

3. If you want to configure more **detailed report settings**, click on the **gear icon** in the top-right corner to open the settings panel.

Portfolio	Asset Type	Market value	MV%
<b>GRAND TOTAL</b>			
Ms.XC: 20394857		No Data	No Data
Ms.XC: 20394857		No Data	No Data
Mr.XY: 75648329		No Data	No Data
Mr.XY: 75648329		No Data	No Data
Ms.ZZ: 09847563		No Data	No Data

4. In detailed report settings you can set the **Report Date**, **Currency**, and **Cost Method** (such as AVCO or FIFO) as well.

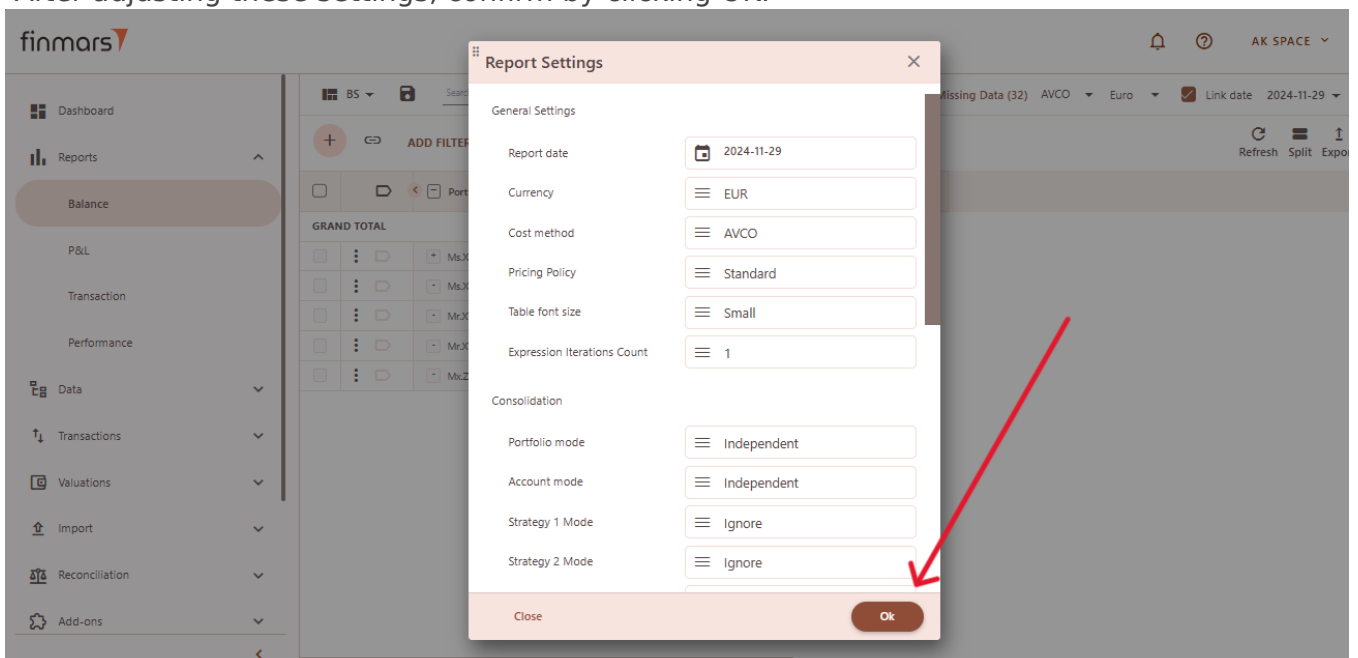
5. Define the **Pricing Policy** to determine how asset values are calculated (When selecting the Pricing Policy, you are choosing the set of prices and exchange rates to be used.)



6. Configure **Portfolio Mode** and **Account Mode** to define how data is displayed.
1. **Independent** - Shows separate entries for each portfolio or account for a detailed view.
  2. **Ignore** - Aggregates data into a consolidated report without portfolio or account distinctions.

**For Example:** If **Portfolio Mode** is set to **Ignore**, all portfolios will be merged into a single row. However, if **Account Mode** is set to **Independent**, accounts will still be displayed as separate rows.

7. After adjusting these settings, confirm by clicking OK.



- To apply the selected settings and view the updated report, simply refresh the page. Once refreshed, the report will be displayed with the updated parameters, reflecting the selected configurations.

The screenshot shows the Finmars report interface. On the left is a navigation menu with options like Dashboard, Reports, Balance, P&L, Transaction, Performance, Data, Transactions, Valuations, Import, Reconciliation, and Add-ons. The main area displays a table with columns: Portfolio, Asset Type, ISIN/CCY, Instrument, Country, and IBAN/Depository. The table is titled 'GRAND TOTAL' and contains several rows of data. A red arrow points to the 'Refresh' button in the top right corner of the report area.

- Once the report has been prepared, verify the displayed information to ensure that the **Grand Total** and individual portfolio data are correct. If mistakes are discovered, review the imported data to ensure that all relevant files were included through the import process. If changes are required, return to the **Report Settings**, alter the settings, and reload the page to update the report.
- After verifying the report, you can either save it within the system for future reference or export it for external use. To do this, locate the **Save** button, which is positioned in the upper-left corner of the report interface. Clicking this button will store the current report layout and data for future access. It's important to use the standard settings whenever possible to maintain consistency. If changes are needed, **create a duplicate of the layout (see [How to Duplicate the Layout](#))** and save it locally to avoid potential data loss during updates or reinstallation of marketplace modules.

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11. The **Export** option is located in the top-right corner, providing multiple formats for downloading the report. You can choose to **Export to PDF**, **Export to CSV**, or **Export to Excel**, depending on the preferred format for further analysis.

The screenshot shows the Finmars dashboard with the 'Balance' report selected. The report table has columns for Portfolio, Asset Type, ISIN/CCY, Instrument, Country, and IBAN/Depository. A red arrow points to the 'Export' button in the top right corner of the report area.

12. Additionally, there are options to **Copy all to buffer** or **Copy selected to buffer**, allowing you to quickly copy report data for use in other applications. Ensure that the exported or copied data accurately reflects the report before using it for financial reporting or analysis.

The screenshot shows the same Finmars dashboard as above, but with a dropdown menu open over the 'Export' button. The menu options are: 'Export to PDF', 'Export to CSV', 'Export to Excel', 'Copy all to buffer', and 'Copy selected to buffer'. A red arrow points to the 'Copy all to buffer' option.

13. In case of any errors or missing data warnings, check that the required **Import** has been successfully completed. Ensure that all necessary financial and transactional data has been imported into the system before running the **Balance Report**. If issues persist, contact the administrator for further assistance.

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