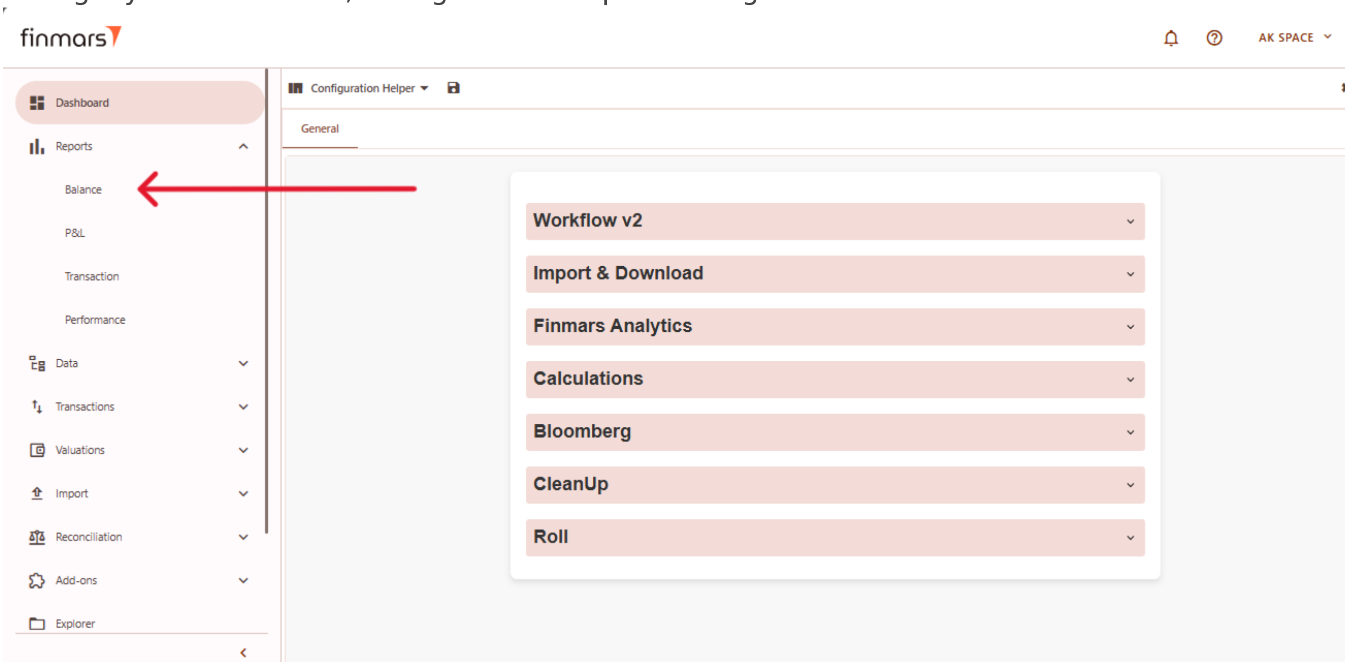
How to Check Balance Report

Prerequisites

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

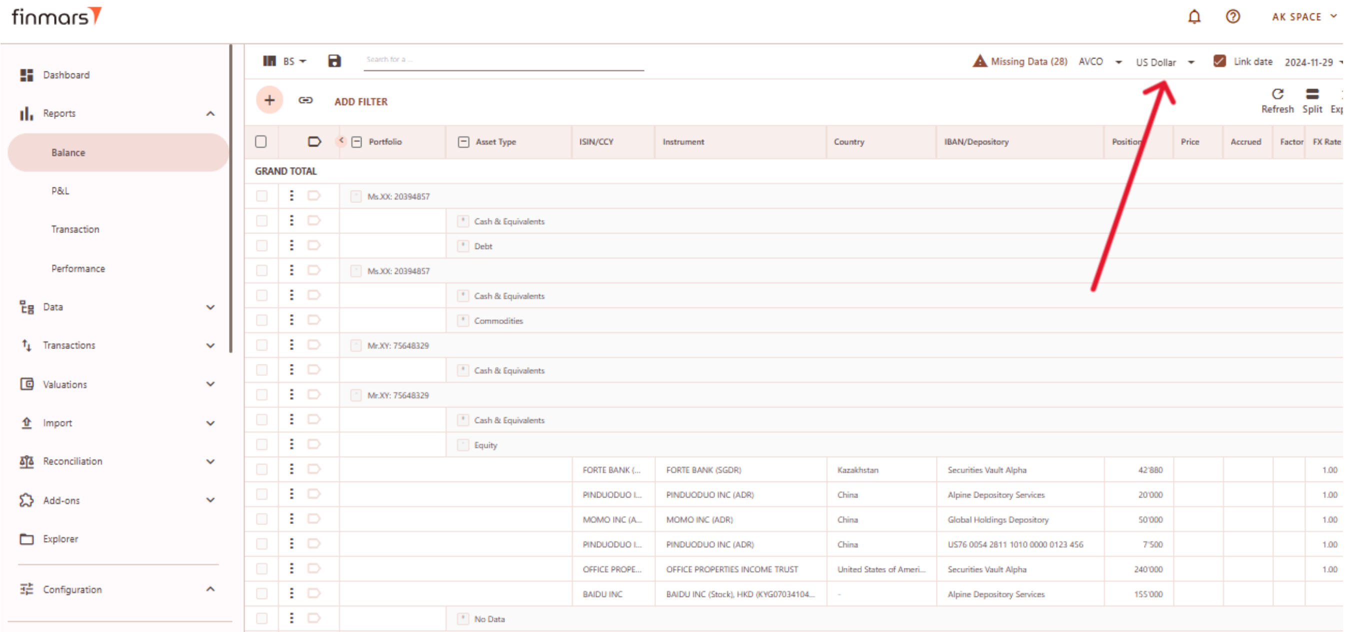
1. If needed: the VPN is configured to access the Finmars resources
2. If needed: access to the Virtual Machine to work with the sensitive information
3. Must have: registered in Finmars in the needed region environment (self-registered or registered by Finmars)
4. Must have: having permissions set to allow continue with the Action in the Guide

Checking Balance Report

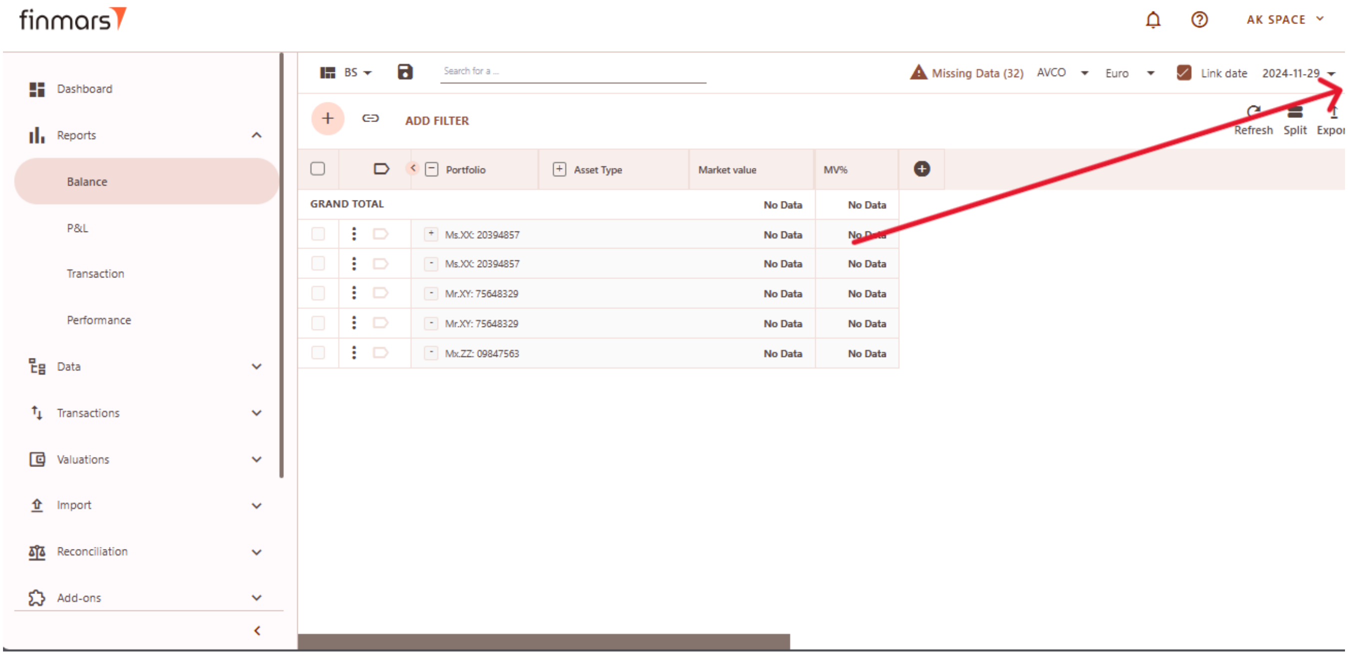
1. Go to the left sidebar. Locate and select the **Report** section and click on **Balance**. Ensure that the **correct layout is selected** from the dropdown in the upper-left corner. If the wrong layout is selected, change it before proceeding.


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.

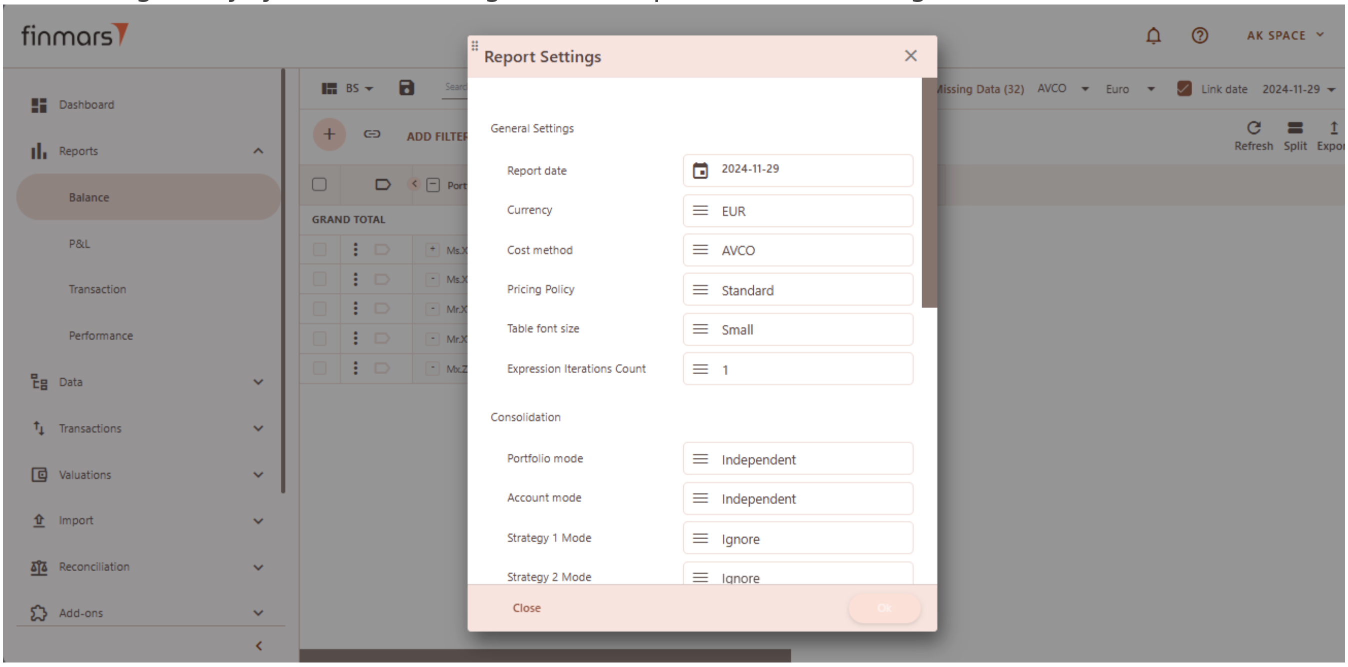


3. If you want to configure more **detailed report settings**, click on the **gear icon** in the top-right corner to open the settings panel.

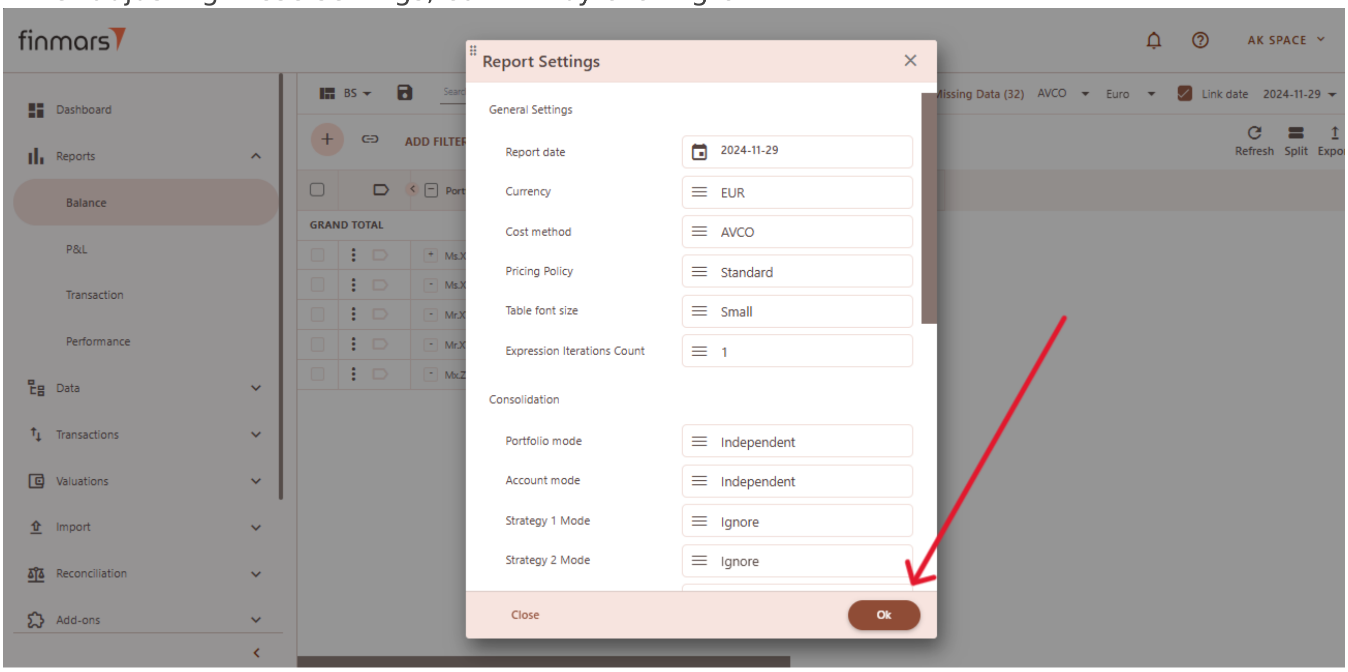


4. In detailed report settings you can set the **Report Date**, **Currency,** and **Cost Method** (such as AVCO or FIFO) as well.

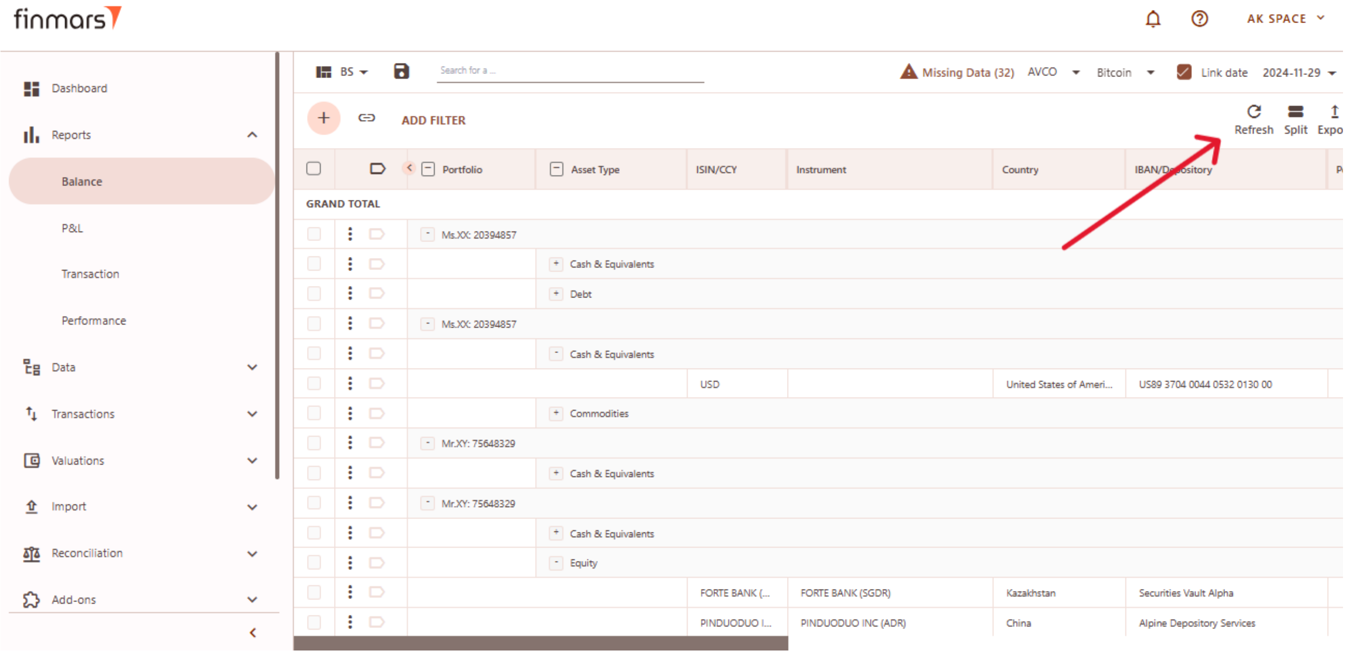
5. Define the **Pricing Policy** to determine how asset values are calculated (When selecting the Pricing Policy, you are choosing the set of prices and exchange rates to be used.)



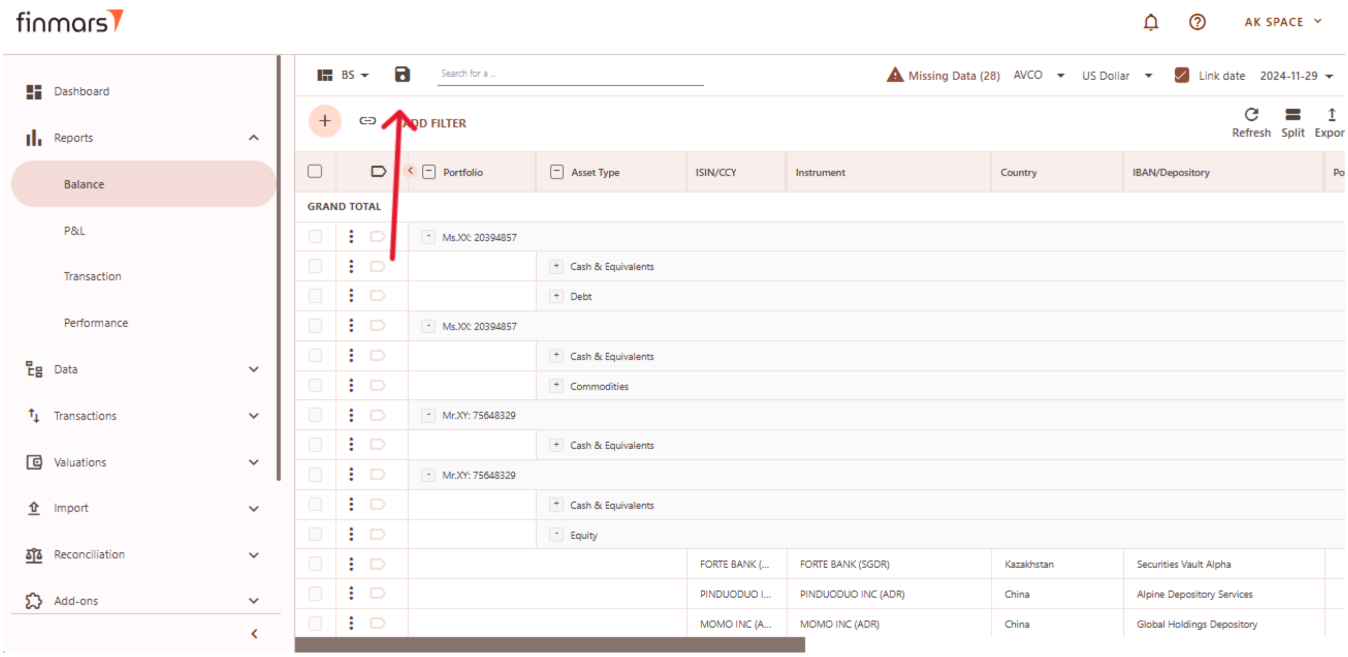
6. Configure **Portfolio Mode** and **Account Mode** to define how data is displayed.
   1. **Independent** – Shows separate entries for each portfolio or account for a detailed view.
   2. **Ignore** – Aggregates data into a consolidated report without portfolio or account distinctions.
      For Example: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



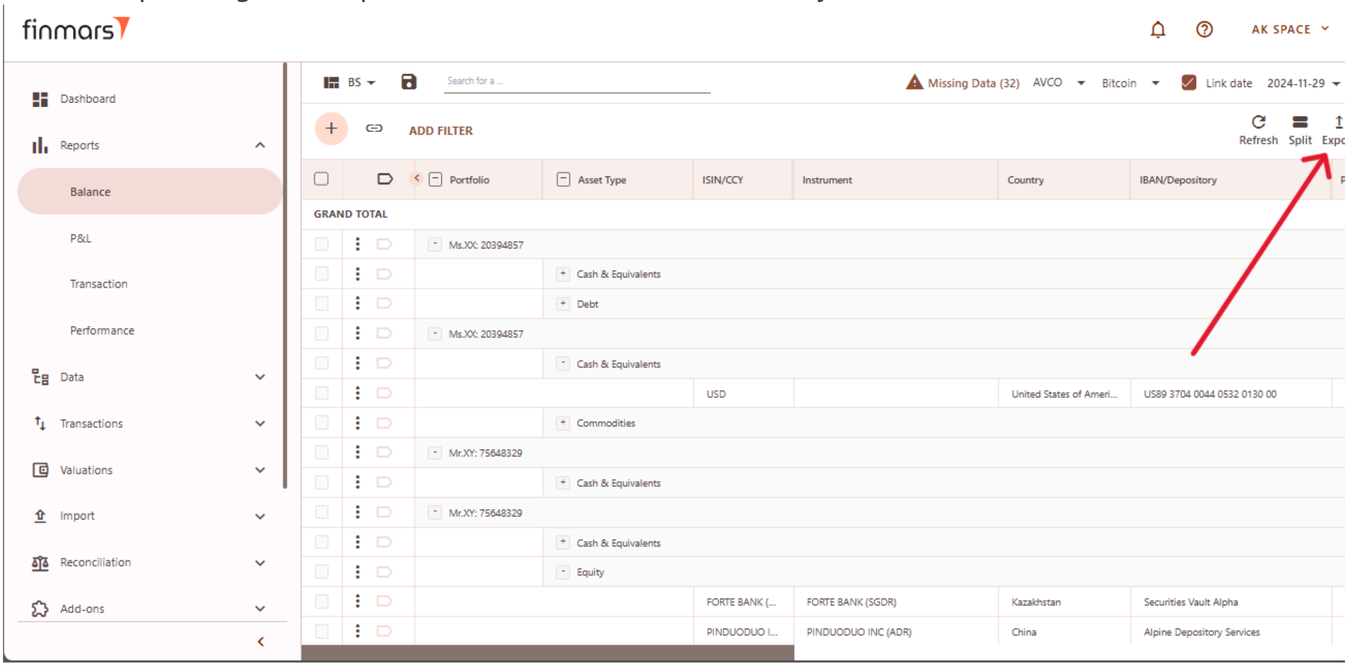
8. To apply the selected settings and view the updated report, simply refresh the page. Once refreshed, the report will be displayed with the updated parameters, reflecting the selected configurations.



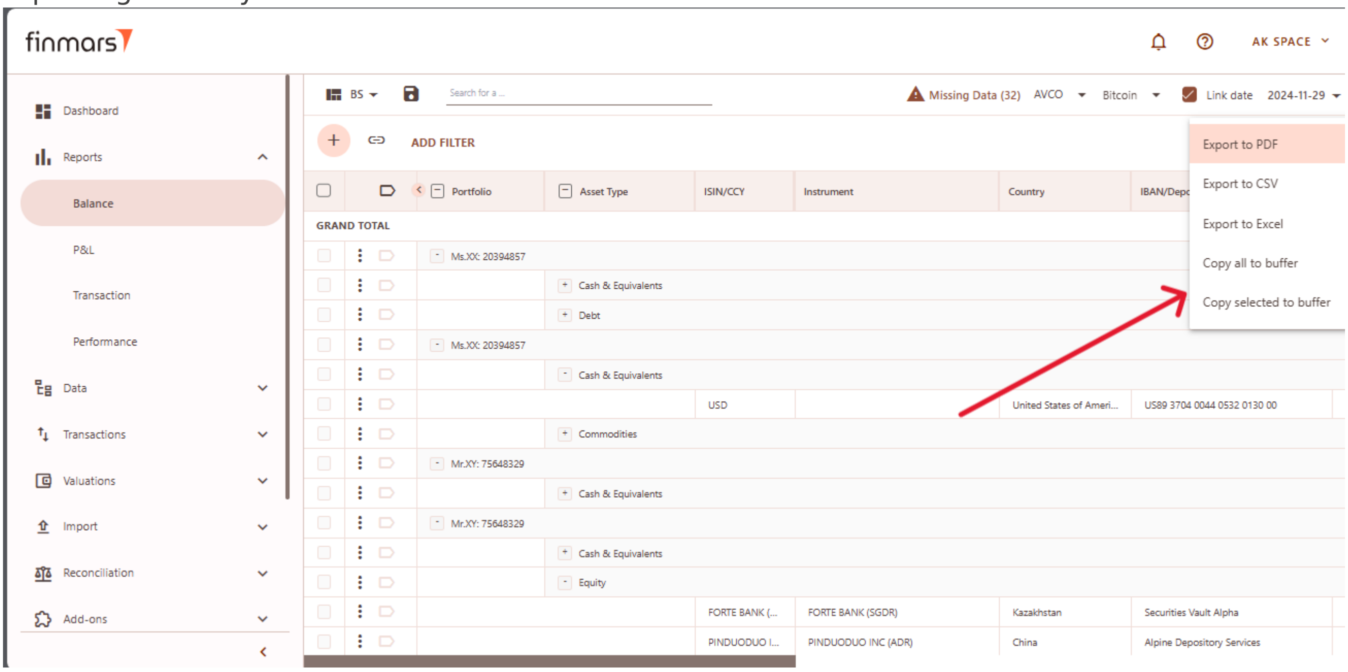
9. Once the report has been prepared, verify the displayed information to ensure that the **Grand Total** and individual portfolio data are correct. If mistakes are discovered, review the imported data to ensure that all relevant files were included through the import process. If changes are required, return to the **Report Settings**, alter the settings, and reload the page to update the report.
10. 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.



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.



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.



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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