

Reports / Tax Documents

Log into your Trading Account Management Portal

Click on Performance & Reports

From the drop down menu, in the second column, click on "Statements"

*****for instructions on pulling specific information ONLY, and not every detail – please scroll down to Custom Statements for instructions*****

The screenshot shows the top navigation bar with market indices: S&P 500 at 4543.05 (up 0.51%), NASDAQ Comp at 14170.00 (down 0.15%), and RUSSELL 1000 at 2506.80 (up 0.42%). The main navigation includes Home, Portfolio, Trade, Research, Transfer & Pay, and Performance & Reports. The Performance & Reports dropdown menu is open, showing two columns: PORTFOLIOANALYST (Overview, Reports, Portfolio Checkup, Concentration, ESG, External Accounts, Education Center, Configuration) and REPORTS (Statements, Flex Queries, Other Reports, Tax Documents). The 'Statements' option in the REPORTS column is circled in blue. On the left, the 'Your Portfolio' section shows account details for U3305449, including Settled Cash and Buying Power at 500.00. On the right, a performance chart is visible with a 'Performance' link and a right-pointing arrow.

From our experience, the "tax" document you can pull from your account, will not provide enough information that your accountant will require. The "activity" statement is what you will need.

Please click on the forward arrow to Run the Activity statement

The screenshot shows the 'Reports' page for account U3305449. The 'Statements' tab is selected. Under 'Default Statements', there is a list of statement types: Activity, MTM Summary, Realized Summary, Commodities Regulatory, and Trade Confirmation. The 'Activity' statement has a 'Run' button with a right-pointing arrow next to it. To the right, the 'Statements Delivery' section lists 'Daily Activity Statement', 'Monthly Activity Statement', and 'Daily Trade Report'. Below that, the 'Third-Party Downloads' section lists 'Quicken Web Connect', 'GainsKeeper', 'TradeLog', and 'MS Money'. At the bottom, a 'Custom Statements' section contains a message: 'You do not have any custom statements. To create your own custom statement, click on the + in the top right corner of the panel.'

In the pop up box, please edit each drop down menu to choose the period (length of report i.e week, month, year), the dates you want the period to fall within, the format – ALWAYS CHOOSING PDF, and the language.

Click Run

The screenshot shows the AIE Australian Investment Education website interface. A pop-up box titled "Activity" is open, allowing users to configure report settings. The settings are as follows:

- Period: Fiscal Year
- Date: Ending June 30, 2021
- Format: PDF
- Language: English

Buttons for "Cancel" and "Run" are visible at the bottom of the pop-up. The background shows the "Reports" section with "Default Statements" and "Custom Statements" lists, and a "Statements Delivery" section with "Daily Activity Statement" checked.

The screenshot shows the AIE Australian Investment Education website interface. The "Reports" section is active, and the "Statements" tab is selected. The main content area displays the message:

Your report is being generated.

Below the message is a blue progress bar. The website header includes the AIE logo, a search bar, and navigation links: Home, Watchlist, Trade, Markets, Discover, PortfolioAnalyst, Reports, Transfer & Pay, Investors' Marketplace, and Settings. The "Trade" button is highlighted in blue.

Custom Statements

Should you want to pull a statement for your own records, showing specific information only, you will want to CREATE your own statement, then “run” the report.

Examples of custom statements – dividend statements, commission statement, statement of trades, etc.

Click on Performance & Reports > Statements

The screenshot shows the top navigation bar with market indices: S&P 500 at 4543.05 (up 0.51%), NASDAQ Comp at 14170.00 (down 0.15%), and RUSSELL 1000 at 2506.80 (up 0.42%). The main navigation includes Home, Portfolio, Trade, Research, Transfer & Pay, and Performance & Reports. The Performance & Reports dropdown menu is open, showing options like Overview, Reports, Portfolio Checkup, Concentration, ESG, External Accounts, Education Center, and Configuration (marked as NEW!). The 'REPORTS' sub-menu is also open, with 'Statements' circled in red. Other options in the sub-menu include Flex Queries, Other Reports, and Tax Documents. The background shows a 'Your Portfolio' section with account details and a performance chart.

Click on the Plus Button to Create the custom statement you are looking for

The screenshot shows the 'Reports' page for account U3305449. The 'Statements' tab is selected. The page is divided into three main sections: 'Default Statements', 'Statements Delivery', and 'Third-Party Downloads'. The 'Default Statements' section lists Activity, MTM Summary, Realized Summary, Commodities Regulatory, and Trade Confirmation. The 'Statements Delivery' section lists Daily Activity Statement, Monthly Activity Statement, and Daily Trade Report. The 'Third-Party Downloads' section lists Quicken Web Connect, GainsKeeper, TradeLog, and MS Money. A 'Custom Statements' section is at the bottom, featuring a 'Create + ?' button and a message: 'You do not have any custom statements. To create your own custom statement, click on the + in the top right corner of the panel.'

Title the Statement (once you create the template, it will be saved under custom statements so that you can run the report as often as youd like without needing to create a template each time)

Once you Name the statement, LEAVE the statement type "ACTIVITY, you will then tick the sections you would want included in your statement from the list of columns below

****For example, If you want to Run a Dividend Statement:****

After adding the Title, the Sections I would Tick to be included in my statement would be:

Account Information

Change in Dividend Accruals

Combined Dividends

Dividends

Open Dividend Accruals

Payment in Lieu of Dividends

Under Section Configurations, we recommend leaving the default settings (as seen below), however you can change them if you wish

Under Delivery Configuration:

Format NEEDS TO BE CHANGED TO PDF

You can set the period accordingly to what you prefer.

The screenshot shows the 'Section Configurations' and 'Delivery Configuration' sections of the Australian Investment Education website. The 'Section Configurations' section includes options for Profit and Loss (MTM and Realized P/L), Breakout Positions into Long and Short? (Yes/No), Combine by Underlying (MTD/YTD only)? (Yes/No), Display Canceled Trades? (Yes/No), Group Buys and Sells per Symbol in Trades Section? (Yes/No), Hide Details for Positions, Trades and Client Fees Sections? (Yes/No), and Replace Account ID with Account Alias? (Yes/No). The 'Delivery Configuration' section includes Accounts (U3305449), Format (PDF), Period (Monthly), and Language (English).

Click Continue

You will see a review of the statement you created and then tick CREATE then tick OK

The page will reload to your Statements page. Your created Statement will be under Custom Statements.

Click on the forward arrow to RUN (generate) your statement

The screenshot shows the 'Reports' page for account U3305449. The navigation menu includes Home, Portfolio, Trade, Research, Transfer & Pay, and Performance & Reports. The 'Reports' section is active, showing 'Statements', 'Flex Queries', 'Other Reports', and 'Tax'. Under 'Default Statements', there are five items: Activity, MTM Summary, Realized Summary, Commodities Regulatory, and Trade Confirmation, each with an information icon and a right-pointing arrow. Under 'Custom Statements', there is a search bar and one item, 'Dividend Statement', which has a 'Run' button next to it. To the right, there are sections for 'Statements Delivery' (with checkboxes for Daily Activity Statement, Monthly Activity Statement, and Daily Trade Report) and 'Third-Party Downloads' (with links for Quicken Web Connect, GainsKeeper, TradeLog, and MS Money).

You will be able to choose the period, date that is relative to the period, making sure to CHANGE the FORMAT to PDF, and then tick RUN

The screenshot shows a 'Dividend Statement' configuration dialog box. It has four dropdown menus: 'Period' set to 'Monthly', 'Date' set to 'February, 2022', 'Format' set to 'PDF', and 'Language' set to 'English'. There are 'Cancel' and 'Run' buttons at the bottom. The background shows the same website interface as the previous screenshot, but dimmed.

Your report is being
generated.

