Reports in Advisor360°

Reference Guide

Use this reference guide to identify and select appropriate reports in Advisor360°.

The interactive table of contents allows you to navigate directly to a specific report category.

Contents

Top Reports

The reports marked with this symbol ★ Top Report have been identified by MassMutual Advisor360° users as helpful to them in managing their clients and practice. These are provided to help you develop your own list of favorites.

Please see the detailed listings on the next pages for report descriptions. You can use the quick links provided for each report name below to navigate directly to the detailed report description.

Client360° Reports	Practice360° Reports
Allocation / Holdings Reports:	**Activity Reports:**
Consolidated Statement	Account Activity
Portfolio Holdings	Account Register
Portfolio Summary	Executed Trades
Performance Reports:	PIP/SWP/BEP
Historical Market Value and Performance Summary	Transaction Activity
Performance Attribution	**Balances Reports:**
Performance by Security	NFS MoneyLine
Performance Change in Market Value	**Positions Reports:**
Performance Summary (TWR)	Holdings
Performance Summary with Account Detail	**Maintenance Reports:**
Activity / Operations Reports:	Account/Client Listing
Cover Page	Household Review
Required Minimum Distribution	Required Minimum Distribution
Transaction Activity	
Insurance Reports:	
Consolidated Portfolio Insurance Review Report	
Detailed Portfolio Insurance Review Report	
Portfolio Details with Insurance	
Insurance Summary – Manually Added Policies/Contracts	

1-Click Review Reports

The 1-Click Review feature within Client360° reporting allows you to bundle together multiple reports into a single report packet. You can include any reports in your 1-Click packets, including any custom templates you have created. You can create multiple 1-Click packages, one to address each of your common needs. Your 1-Click packet will also include a single cover page and a single disclaimer, so you will have a professional presentation of information for your clients – which you can generate with just 1 click.

As you build your 1-Click Review report kits, consider the needs of each of your clients. Below are listed some reports commonly included in advisor's 1-Click Review packets. Spend time learning more about each of these reports – and other reports from the Client360° reports library – to determine which reports best meet your clients' needs.

Investment Reports

Portfolio Holdings	Positions held within an account or group of accounts, including unrealized gain/loss, percent of assets, current yield, and unit cost.
Portfolio Summary	A 4-quadrant report with the following optional categories: YTD Summary, Activity Summary, Inception History or 3-year history line charts
Consolidated Statement	Year-to-date activity, asset category allocation, market value and percentage of each account within the household providing specific value, percentage, and gain/loss information for each security within the portfolio
Performance Summary (TWR)	Summary of performance activity and a comparison with benchmarks over multiple periods; graphical performance comparison with benchmarks over multiple periods
Transaction Activity	Transaction activities for the period you specify
Historical Market Value and Performance Summary	Shows activity summaries and performance returns over two date ranges, with a graph comparing market value with net contributions

Insurance Reports

Consolidated Portfolio Insurance Review Report	This report provides a level of detail for insurance products that is greater than what is displayed in the Portfolio Details with Insurance Report, but not as detailed as Detailed Portfolio Insurance Review Report. It will contain separate sections for life insurance, disability income insurance, long term care insurance and annuities and can be run for any combination of insurance product types. (CRC: IPAR-C)
Detailed Portfolio Insurance Review Report	This report provides information on insurance and annuity products. It has a summary section followed by detailed information about each policy and contract contained in the group. (CRC: IPAR)
Insurance Summary – Manually Added Policies/Contracts	This report provides a summary of all insurance policies/contracts that have been manually created in each household across the advisor's practice. (CRC: APR)
Portfolio Details with Insurance	This report contains account-specific information for individual clients within a group. The report reflects all product types and has separate sections for insurance products, annuities, and investment products, and, where applicable, separates qualified from non-qualified accounts. (CRC: CDR)

Examples

Investments Only Review	Insurance and Investments Review	Insurance Only Review
• **Portfolio Holdings** • **Portfolio Summary** • **Performance Summary (TWR)**	• **Portfolio Details with Insurance** • **Portfolio Holdings** • **Portfolio Summary** • **Performance Summary (TWR)**	• **Detailed Portfolio Insurance Review Report** • **Consolidated Portfolio Insurance Review Report** • **Portfolio Details with Insurance**

Client360° Reports

Access the following reports by selecting the **Portfolio** tab in Client360°, then clicking **Reports**.

Allocation/Holdings Reports

Report Name	Report Description
Accounts by Asset Class	The report displays market values within the selected household, group, or individual account for a selected date. The report can break bundled securities out of their underlying holdings and into different asset classes using Morningstar®'s asset allocation classifications.
Allocation and Holdings Summary	The report allows users to apply different groupings to break out the account/group into market values and percentages for a detailed view of the client's portfolio. The groupings include category, sector, type, sub-type, class, and industry. The report also lists the top 10 individual securities within the account/group. The report comes with two special groupings: Asset Class (Primary) and Asset Class (X-Ray). Asset Class (Primary) uses Asset Categories to determine a single asset class for each security. Asset Class (X-Ray) uses Morningstar® asset allocation classifications to break out mutual funds, exchange-traded funds, and variable annuities into multiple asset classes.
Asset Class Summary with Holdings	The report applies a two-level grouping method: it allows you to group the portfolio by Asset Class (Primary) or Asset Class (X-Ray), and then it allows you to further customize the report with a more specific set of options. The report generates a pie chart showing the asset classes in the portfolio, along with a table listing all individual positions.
Change in Market Value Multiple Periods	Displays the value of each account and the total portfolio over various time frames along with the change from the report date.
Consolidated Statement ★ Top Report	The report displays a year-to-date activity summary, asset allocation, and a list of account values. Portfolio holdings can also be displayed. The Classic version replaces the activity and asset allocation sections with a graph and table that show the historical market value of the portfolio on a quarterly basis.
Estimated Realized Gain and Loss	Estimated gains and losses for the portfolio over the period specified; offers the option to include capital gains and distributions in a separate section.

Report Name	Report Description
Holdings by Asset Class (X-Ray)	The report displays a breakdown of each holding by asset class using Morningstar's X-Ray classifications. X-Ray looks at the underlying holdings of any mutual fund positions to determine the percentage in each asset class.
Net Worth Statement	This report displays a graph of all accounts, additional assets, liabilities, and the household net worth, along with a summary of the values. The report also displays a chart of the values of each individual account, additional asset, and liability.
Portfolio Allocation	The report displays two pie charts and tables showing how assets are allocated based on the selected dates and groupings. If two groupings are selected, the breakdown will reflect the second grouping. You can also choose to display one date.
Portfolio Allocation History	The report displays historical Asset Class (Primary) allocations as a percentage of assets over a selected time period. The report can also display the information in table format.
Portfolio Holdings ★ Top Report	This report displays all securities for each household, group, or account selected, as well as the chosen data points, such as symbol, quantity, price, value, yield, and gain/loss data.
Portfolio Summary ★ Top Report	This report displays several different pie charts and tables summarizing the activity, performance, asset allocation, and historical value of the portfolio. You can choose to display from two to four different charts. The data is based on the date range selected for the activity summary. The history is shown from inception to date. All other reports are as of the last date of the range.

Income/Expense Reports

Report Name	Report Description
Contribution, Withdrawal and Expense	This report displays the contributions, withdrawals, and expenses for the portfolio for the date range that you specify.
Estimated 1099 Income and Proceeds	This report displays interest, dividends, distributions, and proceeds earned by a portfolio within a selected time period. It can be run to include management fees charged to the selected accounts and to show summary information only, further consolidating the report.

Report Name	Report Description
Estimated Cash Flow	This report displays the projected income on all securities for a 12-month period as of a particular date.
Income and Expenses	The report displays the income and expenses for the portfolio for the specified date range.

Planning Reports

Report Name	Report Description
Goal Projections	The Goals tool is a financial planning tool that runs financial calculations and projects a client's likelihood of meeting his or her financial goals. The Goal Projections report displays the financial calculations and projections that are performed in the Goals tool.
WealthGuide® Executive Summary	WealthGuide is a financial planning tool that helps you coordinate your clients' complicated financial affairs into a simple, ongoing financial planning process. The Executive Summary report gives you the ability to show all the Client View Notes (and Advisor Notes if you choose), along with Next Review Dates for each of the topics, grouped by category.

Performance Reports

Report Name	Report Description
Calendar Market Value and Performance	This report displays the account values, net contributions, and performance numbers by calendar year for the past six calendar years (including the current year), including calendar year comparisons for up to six benchmarks.
Change in Market Value Register	This report displays the beginning market value, net contributions and withdrawals, the total gains and losses, net income, and ending balance, along with the net change, for each account in the portfolio. The report also displays time-weighted returns (TWRs) for the period between the performance start and stop date of each account displayed on the report.
Historical Market Value and Performance Summary ★ Top Report	This report displays the activity summaries and performance returns for two date ranges, as well as a graph of the market value versus net contributions for the first date range.

Report Name	Report Description
Historical Market Value with Hypothetical Benchmark	This report allows the user to compare a portfolio's dollar-weighted internal rate of return (IRR) to benchmarks. The benchmarks are hypothetical IRR benchmarks that are calculated as if they experienced the exact same cash flows as the portfolio. This is the fairest methodology for comparing a portfolio's IRR to a benchmark. The hypothetical benchmark returns will rarely match published benchmark returns, which are not affected by cash flows and will vary from account to account as cash flows vary.
Performance Attribution ★ **Top Report**	This report displays each security's individual performance and contribution to overall performance. It can be used to determine the securities with the highest and lowest contributions to the account and to household performance.
Performance Attribution Summary	This report displays the highest and lowest contributors to performance of different securities and categories of assets held within the portfolio. It also shows the largest weighted securities and the time-weighted return of the portfolio versus the selected benchmark.
Performance by Asset Class (Primary)	This report displays the overall performance for each asset class within the portfolio. It also provides an activity summary for each asset class, which includes contribution, withdrawal, income, management fee, and gain/loss information.
Performance by Security ★ **Top Report**	This report displays overall performance for securities within a household, including beginning and ending market values, purchase, and sales amounts, realized and unrealized gains, and interest/dividends. Information is displayed based on date range and grouped by options you select.
Performance Change in Market Value ★ **Top Report**	The report displays an activity summary and performance for the period selected. A time-weighted return (TWR) or an internal rate of return (IRR) may be displayed. The activity summary can be displayed with high, medium, or low data, depending on the level of detail that is preferred.
Performance History (TWR)	This report displays the time-weighted return (TWR) for each interval within the specified period, including the total period return. It also allows the display of cumulative returns for each interval. The portfolio returns can be compared for up to six benchmarks.

Report Name	Report Description
Performance Summary (TWR) ★ Top Report	This report displays an activity summary, a performance summary versus benchmarks over multiple periods, and a graphical performance comparison versus benchmarks over the same periods.
Performance Summary with Account Detail ★ Top Report	This report displays performance returns over various periods on both account and group levels, including graphical representations.

Fixed Income Reports

Report Name	Report Description
Bond Amortization and Accretion	This report displays information regarding the amortization of bonds purchased at a premium and accretion of bonds purchased at a discount. The report displays the month-to-date, year-to-date, total-to-date, and the remaining balance along with the adjusted cost.
Bond Data Display	This report displays information regarding the attributes of directly held fixed income holdings in the portfolio, including payment frequency, ratings, call information, and the issuing state for municipal bonds.
Cash Flow Estimation	This report displays estimated interest and dividend payments for each security, including the estimated payment date over the specified period; the default period is 12 months following the current date.
Fixed Income Distribution	This report displays information regarding the distribution of directly held fixed income securities by coupon, duration, maturity, and credit rating.
Fixed Income Holdings	This report displays information regarding directly held fixed income securities in the portfolio, including price, yield, rating, and market value data.
Fixed Income Holdings by Maturity	This report displays fixed income securities grouped by maturity date. The report includes the maturity date, quantity, price, and interest rate for each security. Bonds are grouped by the following ranges: less than 1 year, 1–5 years, 5–10 years, and 10+ years.
Fixed Income Holdings Duration	This report displays information regarding a portfolio's directly held fixed income securities, including value, maturity, yield, and duration.

Report Name	Report Description
Fixed Income Register	This report displays information regarding an account's total bond portfolio, including yield to maturity, duration, and credit rating.
Fixed Income Summary	This report displays three pie charts and corresponding tables that break down the directly held fixed income portfolio by asset sub-type, credit quality, and maturity.
Interest Accruals	The report displays security level changes in accrued interest, interest received, and interest earned during the specified date range.
Maturity and Duration Summary	This report displays a summary of the fixed income portfolio grouped by years to maturity and by duration. The report also includes a bar chart broken down by percentage of the fixed income portfolio.

Contacts Reports

Report Name	Report Description
Household Summary	This report serves as a printable version of the Client360° Contacts tab.

Activity/Operations Reports

Report Name	Report Description
Account Register	This report displays account administration information, including account name, account number, address, investment objective, and other information provided by the account holder and the advisor.
Account Suitability	This report displays a client's investment profile, which includes his or her objectives, financial knowledge and resources, and risk tolerance.
Beneficiary Review	This report displays information regarding the beneficiaries for each account in the group or household. This includes social security number, primary and contingent beneficiaries, date of birth, percentage of the account, and whether distribution is per stirpes.

Report Name	Report Description
Cover Page ★ Top Report	The report displays your logo and contact information, along with a list of accounts. Account values and additional assets may also be displayed. If you would like to edit the data for the logo or the header, please go to My Practice > Practice360°® > Administration > Quarterly Statement Settings and click the pencil next to the advisor ID you would like to change.
Historical Market Value	This report provides a graphical and tabular comparison of historical market values versus net contributions and withdrawals.
Money Market Ledger	This report shows the activity in an account's money market and other liquid or short-term securities over the specified date range.
Open GTC Orders	This report displays open Good-Til-Canceled (GTC) orders in NFS accounts.
PIP/SWP/BEP	The PIP/SWP/BEP report displays the details of all active periodic investment plans (PIPs), systemic withdrawal plans (SWPs), and brokerage earnings plans (BEPs) within the household.
Portfolio Comparison Register	This report provides the value of each account in the household or group as of the report date and compares it with the values as of one year prior and three months prior. The change and net additions and withdrawals are also shown.
Purchases and Sales	This report displays buys and sells of securities for the specified period. It can also display reinvested dividends and capital adjustment transactions, including adjusted cost, principal paydown, and return of capital transactions.
Quarter to Date Activity Summary	This report displays a pie chart of the holdings broken down by account with a table of the account values and percentage of the total household or group. The report also displays an activity summary with quarter-to-date information, including net additions/withdrawals/fees, income, gains, and losses.
Required Minimum Distribution ★ Top Report	This report informs you and your clients of the estimated required minimum distribution (RMD) due from your client's retirement accounts. The calculations for RMD estimates are based on either the specified prototype retirement accounts maintained by NFS on December 31 of the prior year or the direct account data currently available.

Report Name	Report Description
Sweep and Cash Balance Review	This report displays the sweep balances, total cash balances, and portfolio values for each account in the household as of the specified date.
Trade Activity Summary	This report displays the number of trades for the specified period for each account in the household or group.
Transaction Activity ★ Top Report	This report displays information regarding transactions during the time period specified, including contributions, withdrawals, buys/sells, income, and fee activity.

Risk Analysis Reports

Report Name	Report Description
Equity Analysis	The report displays information about top holdings, sectors, and categories held within the equity allocation of a portfolio. It also displays the current yield, historical beta, and number of holdings for the equity holdings.
Risk Metrics	This report displays a table of various measures of risk over different time frames. The user can choose to display risk measures versus a custom benchmark or his or her top three benchmarks.
Risk vs. Return	The report displays the market value, annualized time-weighted return (TWR), and standard deviation for the entire household or group, accounts within the household or group, and up to three benchmarks, as of the date and range selected. This information is displayed in both tabular and graphical formats. The report will only show data if portfolio performance has been captured for the entire date range of the report. Further, the portfolio risk/return is impacted by risk/return of all accounts that were open at any point during the report period.

Insurance Reports

Report Name	Report Description
Consolidated Portfolio Insurance Review Report ★ Top Report	This report provides a level of detail for insurance products that is greater than what is displayed in the Portfolio Details with Insurance Report, but not as detailed as Detailed Portfolio Insurance Review Report. It will contain separate sections for life insurance, disability income insurance, long term care insurance and annuities and can be run for any combination of insurance product types.
Detailed Portfolio Insurance Review Report ★ Top Report	This report provides information on insurance and annuity products. It has a summary section followed by detailed information about each policy and contract contained in the group.
Insurance Summary – Manually Added Policies/Contracts ★ Top Report	This report provides a summary of the insurance policies that were manually added to the household.
Portfolio Details with Insurance ★ Top Report	This report contains account-specific information for individual clients within a group. The report reflects all product types and has separate sections for insurance products, annuities, and investment products, and, where applicable, separates qualified from non-qualified accounts.

Practice360° Reports

Access the following reports by selecting the **Reports** tab in Practice360°.

Activity Reports

Report Name	Report Description
Account Activity ★ Top Report	"Details all activity within NFS accounts.
Account Register ★ Top Report	This report lists account name, account number, address, investment objective, and other information provided by the account holder and the advisor.
Activity Summary	This report displays a summary of activity for an account or household for a period of time.

Report Name	Report Description
Calendar Performance	This report shows the performance numbers by calendar year for the past six calendar years, including the current year.
Change in Market Value - Multiple Periods	This report provides the current value, as well as the week-, month-, and year-ago value, of an account. It also displays the difference between the values.
Contribution Limit	Details total contributions made to NFS prototype retirement accounts, as well as their contribution limits and remaining balances. Highlights clients who have reached age 70½ by the end of the taxable year and are, therefore, ineligible to make traditional IRA contributions. Shows the limits for the age 50 and over catch-up.
Custom Performance	Displays the time-weighted returns of all accounts and households for the selected date range. Aggregate and annualized returns may also be displayed if checked.
Direct Activity	Details client account activity from direct data sponsors.
Executed Trades ★ Top Report	Details all executed trading activity (buys/sells/exchanges) in NFS accounts and links to their corresponding trade confirmations. Includes Principal, Gross Comm, SEC Fee, and SVC Fee.
Historical Market Value	This report provides a graph and/or table view of historical practice-level market values for the past three years.
Insurance Summary – Manually Added Policies/Contracts	This report provides a summary of all insurance policies manually created in each household across the advisor's practice.
IRA Activity	Provides historical data, such as contributions and distributions, scheduled to display for tax reporting on NFS retirement accounts
Open GTC Order	Provides a list of open Good-Til-Canceled (GTC) orders in NFS accounts
Order Blotter	Used in conjunction with the Executed Trades report and your internal trade log, this report should be viewed daily to reconcile and confirm order status and trade execution.
Performance	This report displays performance returns for all accounts and households over multiple periods.

Report Name	Report Description
PIP/SWP/BEP ★ Top Report	The PIP/SWP/BEP report displays the details of all active periodic investment plans (PIPs), systemic withdrawal plans (SWPs), and brokerage earnings plans (BEPs).
Trade Activity Summary	This report displays the number of trades for the period you specify.
Transaction Activity ★ Top Report	This report displays transaction activities for the period you specify.
UIT/Bond Calls	Provides details of projected and past calls by the issuer of bonds and UITs within NFS brokerage accounts
WMS Equity Review	This report identifies advisory client accounts held at NFS whose positions exceed the designated portfolio objective's maximum equity percentage by a specific percentage. This report is intended to support Advisor Select and UMA accounts subject to the Maximum Equity risk limitations.

Balances Reports

Report Name	Report Description
Debit Accounts	Provides a list of NFS accounts containing debits (margin debits excluded).
NFS MoneyLine ★ Top Report	This report provides balance information for National Financial Services LLC (NFS) accounts.

Positions Reports

Report Name	Report Description
Advisor Manually Entered Assets	This report provides a practice-level view of all additional assets added to households by asset type. The report allows you to search for additional assets entered by advisors by type and view additional assets entered by advisors by household.
Asset Allocation	This report lists account holdings by asset type in dollars and in percentage of assets across all households.
By Account	This report provides information about the positions held within an account or group of accounts, including account registration type, market value, and sponsor.

Report Name	Report Description
Holdings ★ Top Report	This report provides information about the positions held within an account or group of accounts, including unrealized gain/loss, percent of assets, current yield, unit cost, and other financial data.
Realized Unknown Cost Basis	The report identifies NFS accounts that contain realized and unrealized positions missing cost basis information.
Top Holdings	This report provides information about the highest valued positions by advisor ID, including the total value of the position held across the advisor ID and the number of accounts that hold the position
Unrealized Gain/Loss	This report provides information about the positions held within an account or group of accounts, including unrealized gain/loss, percent of assets, current yield, unit cost, and other financial data.
Unrealized Unknown Cost Basis	The report identifies NFS accounts that contain realized and unrealized positions missing cost basis information.
VA Accounts	This report provides information about the positions held within an account or group of accounts, including unrealized gain/loss, percent of assets, current yield, unit cost, and other financial data.

Fixed Income Reports

Report Name	Report Description
Fixed Income Distribution	This report provides fixed income distribution information for a given date
Fixed Income Holdings	This report displays information regarding directly held fixed income securities in the portfolio, including price, yield, rating, and market value data.
Fixed Income Holdings by Maturity	This report serves as a reminder about fixed income securities that are scheduled to mature or expire within one week, three months, six months, one year, and five years.
Fixed Income Summary	This report displays pie charts that summarize the fixed income holdings in the portfolio, including type of security, credit quality, and maturity. The market values associated with the categories of fixed income investments are also shown.

Maintenance Reports

Report Name	Report Description
Account/Client Listing ★ Top Report	Provides a list of accounts and their associated client level information in an Excel spreadsheet.
Accounts Not on a Quarterly Statement	This report displays a list of accounts that are not in a statement group and that are therefore not included on a statement.
Alternative Investment Fee	This report displays alternative investment fees and positions by account and indicates if there is enough cash available to cover fees. This is a seasonal report only available during the last two months of the year.
Beneficiary Review	This report displays information regarding the beneficiaries for each account in the practice or group chosen. This includes social security number, primary and contingent beneficiaries, date of birth, percentage of the account, and whether distribution is per stirpes.
Books And Records	This report displays information for directly held accounts that have been opened or transferred and have not yet been matched to a client's Books and Records profile.
Direct New Account Forms	This report is designed to be used alongside the Books & Records report to link electronic new account forms (NAFs) to direct account feeds from various sponsor companies.
EFT	This report provides a list of available bank lines by account, household, or associated ID.
Household Review ★ Top Report	This report displays a list of households that currently receive quarterly statements versus a list of households that do not. From here, you can decide whether to create statements for households that do not currently receive statements.
Householding	This report lists account name, account number, address, investment objective, and other information provided by the account holder and the advisor.
Investor360° Login IDs	This report allows you to view and manage all clients who have access to Investor360°, including which features are enabled and when they last logged in.
IRA Asset Movement Authorization	This report provides a list of clients with IRA standing distribution authorization instructions coded on file.

Report Name	Report Description
Missing Required Account Docs	Lists client accounts for which we do not have account forms, applications, or other required documents coded on file (includes days pending since account establishment)
MSA Client Status	Lists the Master Services Agreement (MSA) status for all your clients
NFS Annual Statement	This report allows advisors to request an annual statement for any open NFS account. Accounts that are not enrolled in e-delivery will be assessed a $5 fee.
Not In A Household	This report lists account name, account number, address, investment objective, and other information provided by the account holder and the advisor.
Paperless Delivery	This report displays open NFS accounts and the document delivery option the client has enrolled in (mail versus paperless) for each document type.
Premier Access	This report displays accounts with Premier Access check writing and allows advisors to subsidize the fee associated with this feature. Accounts whose net worth is greater than $100,000 on the annual valuation date are not assessed the fee.
Quarterly Statement Billing (Projected for Quarter-End)	This report displays a list of households and the projected fee that is associated with the quarterly statements for the next quarter-end.
Quarterly Statement Group Review	This report displays the quarterly statement settings for each group.
Required Minimum Distribution ★ Top Report	This report informs you, for specified households, groups of households, or groups of accounts, of the estimated required minimum distribution (RMD) due from your clients' retirement accounts.
Unpaid IRA Fees	This report provides a list of clients who have not paid the Annual Retirement Maintenance Fee, with the ability to subsidize fees. The report is updated daily and is available from July to November. It allows users to subsidize fees directly from the report by selecting the appropriate account and submitting on the report.