Your Sherlock queries are now accessed in Report Center and will be referred to as **Customizable Queries**.

All of your existing Sherlock queries will be placed in your **My Report Library** and converted into the same folder structures they were in the Sherlock application. If the folder structure already existed on Report Center the Sherlock specific instances will be integrated.

New **Customizable Queries** can be found in the **Master Report Library**. The most direct way to locate a customizable query within Master Report Library is to use either the Search function or Filter options.

1. To use **Search**, enter the specific query name or folder name (Customizable Interfaces). As you type the display in **Master Report Library** will reflect your search criteria
2. To use the **Filter** option, From the **Report Subcategory** menu, select **Customizable Accounting Queries** and click **Save**. Then click the **Customizable Queries** folder to expand.

Once you locate the desired query, you can edit it in Master Report Library or drag and drop it to a folder in your **My Report Library**.
CREATING OR EDITING YOUR QUERY

1. To begin defining or editing your customizable query, hover your cursor over the query name (either in the Master Report Library or your My Report Library) to display the action menu caret and click.
2. From the Action menu, select Edit.

**Data Filters**

1. In the Data Filters section, enter or select an account number or consolidation code.
   Note: You can include up to 40 accounts/consolidations with a maximum of 254 characters.
2. Select a Reporting Type.
   - **Daily Reporting** will report information on the date entered into the system (entry date).
   - **Periodic Reporting** will report information on the date the transaction effectively impacted the portfolio (trade date).
   - **Daily Book** is used in positional comparative reporting only. It provides the same information as periodic reporting, but is required for accounts that are marked as daily audited valuations
3. Enter a Date or select one 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 (for example Previous Day will roll forward nightly, last month will roll forward monthly, etc.)

In addition to the required data filters many optional data filters are available to further define your query. To add optional filters:

4. Click on **Add Optional Filters**.
5. In the Available Data Filters column, click on the desired data filter(s) and drag to the **Selected** column.
6. Select an operator for the added filter from the drop-down menu.
7. Enter or select a value for the filter.
8. To remove an optional data filter click the X next to the filter.
Column Output Formatting
1. In the Column Output Formatting section, click Add Column.
2. In the Select Columns window, select desired columns by clicking and dragging to the Selected Columns section.
3. Click Select.
4. You can change the order of the columns by clicking on the up or down arrow next to the column name. Delete a column by clicking on the X.

If desired you can further customize the columns by clicking on the right arrow to open Advanced Formatting.

Options
1. If desired, you can use the Options section to further customize your query by defining your Column Delimiter, Date and Numeric formats.

<table>
<thead>
<tr>
<th>Column Delimiter</th>
<th>Date Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

2. In the Sorting section, click Add Optional Sort to add sorting to the query.
Destination/Output Format(s)

1. In the Destination/Output Format(s) section, select a destination for the query from the Destination menu.
   - **Completed Reports Only** will send the report to the Completed Reports view only. This is the logical destination for scheduled or long running reports.
   - **Quick View** will display the report immediately when generated. For convenience a copy will also be sent to the Completed Reports view for later retrieval if desired.
   - **Secure E-mail Attachments** will send your scheduled report as an attachment within a secure email. For convenience a copy will also be sent to the Completed Reports view for later retrieval.
   - **E-mail Notifications** – provides a notification, via email, that your scheduled report is available in Completed Reports. For convenience a copy will also be sent to the Completed Reports view for later retrieval.

2. Select an Output format.

   ![Destination/Output Format(s) screenshot]

Schedule

1. The **Schedule** section provides the option to schedule your query to run automatically at a set schedule.

2. If you would like to run the query immediately, click **Run**.

Saving your customized report

- If you created your query from the **Master Report Library** or a **Partner Library** and would also like to retain it for future use, click **Save As** and select a destination for the report in **My Report Library**.
- If the query is from My Report Library, click **Save**.
CREATE A REPORT OR QUERY TOOL

In addition to the creating an query via the Edit option on the Action menu, Report Center provides a “Wizard Like” approach to locating and defining your query. This is accessed via the Create a Report, Query, or Interface link on the Reporting Tools panel.

Clicking the link opens the Create a Report Query, or Interface window.
1. In the **Select Library** section choose the library you wish to select the customizable query from. The queries that are available to you will display in the **Select Reports, Queries or Interfaces** section.
   - **New from Master Report Library** will display the universe of reports and customizable queries available to you to create a new report or query
   - **Copy from My Report Library** will display everything in your My Report Library
   - **Copy from Partner’s Report Library** allows you to access reports or queries in others’ My Report Libraries.
     **Note:** When using this option, you will need to enter or search for a partner ID and select the individual.

2. From the **Subcategory** menu, select **Customizable Accounting Queries**.
   Please Note: the **Filter on Report Properties** section is optional but is handy in helping you quickly locate queries or reports.

3. In the **Select Reports, Queries or Interfaces** section, select the desired query.
4. Click **Continue**.
5. The next screen mirrors the functionality on the **Edit Report** window. Follow the steps in the previous pages to define, run or save your query.