

# BETALink...at a glance



## ACCOUNT WORKBOOK

- Name, address and phone numbers
- Current balances
- Positions
- Open and Closed Holdings (with cost basis and gain/loss)
- Open orders and today's executed orders for the account
- Account type, set-up and special handling instructions
- Account activity for 12 months



## SECURITY WORKBOOK

- Symbol, CUSIP and Security Number
- Description and industry group
- Pricing (prior day, month-end and year-end)
- Dividends
- Bond rate, maturity and call date
- Clients who hold a security, with cost basis and gain/loss
- Open orders and today's executed orders for the security



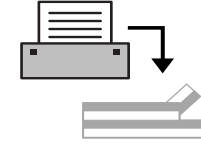
## REP WORKBOOK

- Find clients with funds available
- Sort accounts by current balances
- View open orders and today's orders by FC
- View margin calls, money due, maturing securities and other "action items"
- View yesterday's activity by FC
- Group accounts for scheduled reporting



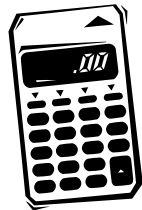
## ORDER ENTRY WORKBOOK

- Buy and sell equities, options and mutual funds
- Cancel or change open orders
- Enter orders versus specific tax-lots



## REPORTS MANAGER WORKBOOK

- Run portfolio reports for clients throughout the day
- Select reports and schedule them to be printed for accounts
- View and edit printing schedules
- View scheduled reports that are ready to print
- Create blended indices



## CALCULATORS

- Calculate the net cost, proceeds and commissions on your trades



## HELP

- Reference information and definitions
- Specific instructions on Order Entry fields
- General "how-to" procedures for the system



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