

BillingWeb is our system for viewing daily trade commissions, payouts and activity reports. To access BillingWeb, from your Workstation Tools, select the link labeled BillingWeb. The BillingWeb home page will open, where you'll see links to several screens that will allow you to view your trade and commission data.

## Conducting a Rep Search

If you are accessing BillingWeb for the first time, you'll need to select your rep ID before viewing production data.

## Production Summary

When the Production Summary screen opens, you'll first notice the Rep Summary table towards the top.

	LBD	MTD	QTD	YTD
Gross Commission	350.00	1,115.00	1,115.00	1,115.00
Investment Amount	39,000.00			
Managed Account Commission	0.00	0.00	0.00	0.00
Mutual Fund Trails	0.00	0.00	0.00	0.00

  

Acct	Trans DT	T/D	S/D	B/S/CXL	Cusip	ADPID	Desc	Shares	Price	Inv Amt	Alloc Comm
99900432	1/6/2012	1/6/2012	1/11/2012	S N	594918104	M415385	MICROSOFT CORP (488335)	1000	27.93	27,931.50	200.00
99901563	1/6/2012	1/6/2012	1/11/2012	S N	594918104	M415385	MICROSOFT CORP (488335)	400	27.96	11,184.60	150.00

## Tear Sheet

From this screen, you'll see your month-to-date, quarter-to-date, and year-to-date totals on a settlement date basis for your allocated investment amount, allocated gross commission and any clearing fees that have been passed to you. Production figures from the last business day also appear in the first three tables.

In addition, if you have any joint rep IDs, the totals from your share of the joint rep's trading activity will be factored into your total production and will also appear within the Group Production table.

**Total Production** [?]

	LBD	MTD	QTD	YTD
Allocated Inv Amount	39,116.10	299,661.06	299,661.06	299,661.06
Allocated Gross	487.65	2,803.54	2,803.54	2,803.54
Clearing Fees	30.00	190.00	190.00	190.00

**My Production** [?]

	LBD	MTD	QTD	YTD
Allocated Inv Amount	39,116.10	299,661.06	299,661.06	299,661.06
Allocated Gross	487.65	2,803.06	2,803.06	2,803.06
Clearing Fees	30.00	190.00	190.00	190.00

**Group Production** [?]

	LBD	MTD	QTD	YTD
Allocated Inv Amount	-	0.00	0.00	0.00
Allocated Gross	-	0.48	0.48	0.48
Clearing Fees	-	0.00	0.00	0.00

**Tear Sheet: January 2012 for SMITH JASON (ZZZ99)**

**My Production - Month By Month**

## Daily Trade Blotters

Your Daily Trade Blotter will give you an overview of your daily trading activity for the current month.

The **Activity Stats** chart displays your allocated gross commission on a day by day basis.

The **My Production** section shows your trading activity for each day in the selected month. If you click the drill down icon next to a transaction date, you can view more detailed information for the corresponding date.

After clicking a drill down icon, the account trade blotter will open, displaying trade activity organized by account. If you drill down from the account level, the trade blotter will open, displaying the trade activity for the corresponding account.

**Activity Stats - Day by Day**

**Rep Daily Trade Blotters: January 2012 for SMITH JASON (ZZZ99)**

**January 2012 Activity Stats**

Cancelled	1
Trade Count	36
Allocated Gross	2,138.06
# Principal Tickets	2
# Agency Tickets	34
Buy Count	25
Sell Count	11

**My Production** [?]

Transaction Date	Trade Source	Trades	Cancelled	Alloc Grs	# Prin Ticks	# Agcy Ticks	Buy	Sell
1/3/2012	DCS	3	0	460.00	0.00	3.00	0	0
1/4/2012	DCS	2	0	255.00	0.00	2.00	2	0
1/5/2012	DCS	1	0	50.00	0.00	1.00	1	0
1/6/2012	DCS	2	0	350.00	0.00	2.00	0	0
1/9/2012	DCS	2	0	300.00	0.00	2.00	0	0
1/10/2012	DCS	6	0	585.41	0.00	6.00	3	0
1/11/2012	DCS	20	1	137.65	2.00	18.00	19	0
<b>Totals</b>				<b>2,138.06</b>	<b>2.00</b>	<b>24.00</b>	<b>25</b>	<b>11</b>

**Active Blotter**

Acct. #	Acct. Name	# Trades
99900567	JANE A DAWSON	1
99901653	KEVIN T BRADY	1
99903992	CHRIS H FOSTER	1
<b>Totals</b>		

## EXPORTING INFORMATION

If you wish to manipulate the data that appears in your blotter, you can export the information to an Excel spreadsheet. To do this, click the Excel icon that appears on the top right corner of every screen.

