

Broadridge Data Aggregation Aged Accounts Worksheet

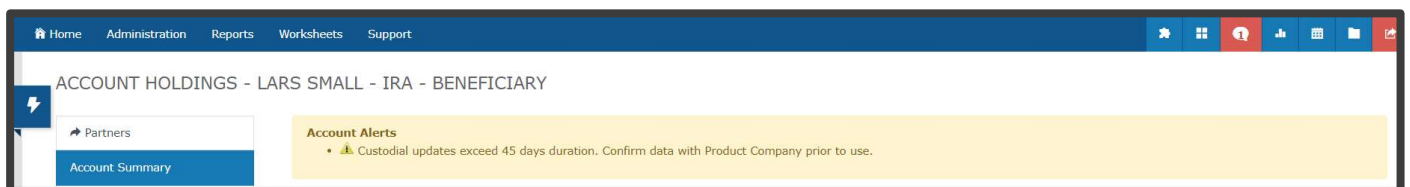
A guide for users that demonstrates how to remove investment accounts from the adviser's practice management dashboard. This guide will also demonstrate how to deactivate and remove accounts from client groups.

GENERAL INFORMATION

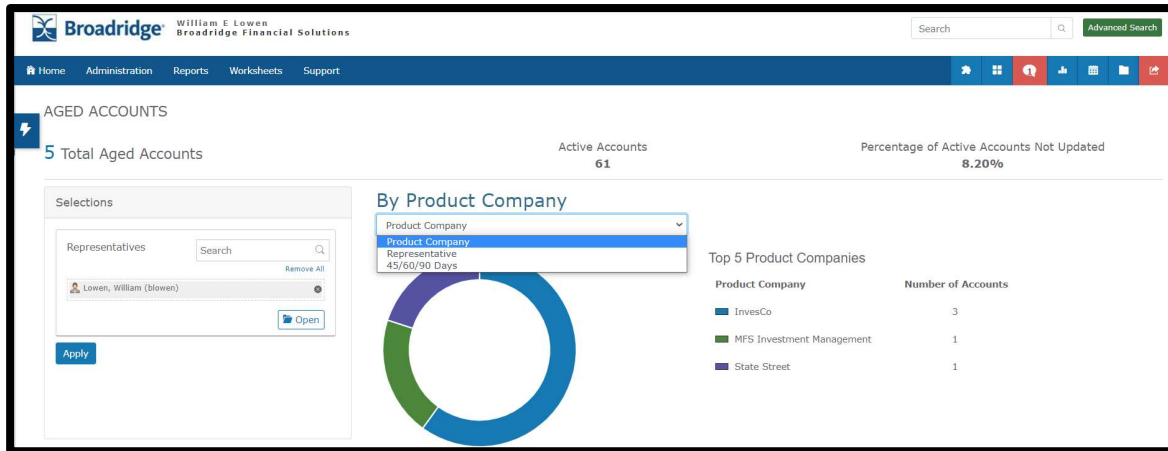
The Aged Accounts Worksheet is used to deactivate and remove closed client accounts from the Broadridge Practice Management Dashboard and client groups.



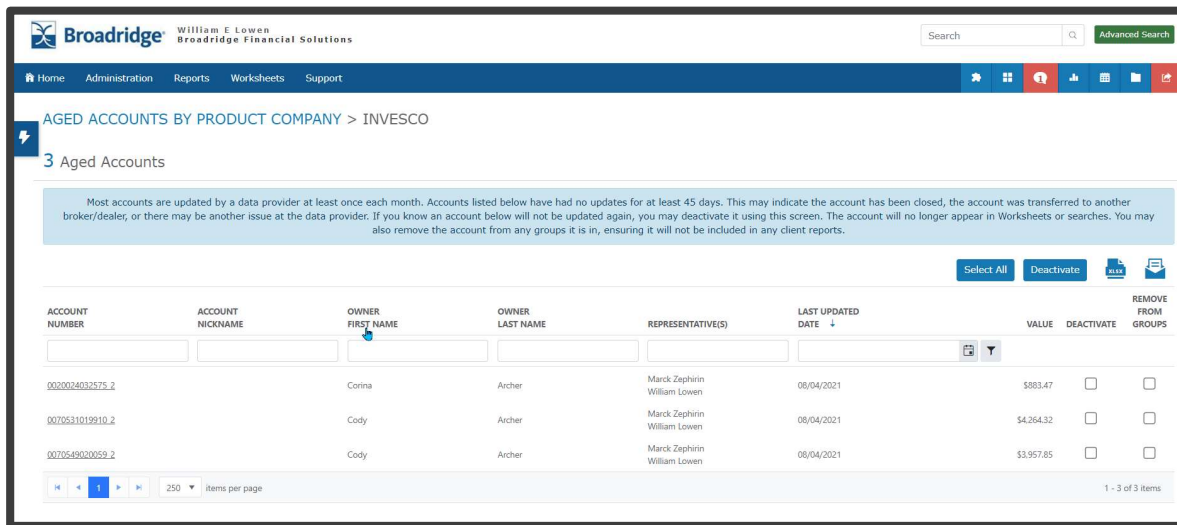
Closed investment accounts that appear on the Aged Accounts Worksheet can be identified by the Account Alerts warning located on the client account record.



Select the user profile you wish to update by using the representative search function. The drop-down menu is used to sort results by product company, representative or timeframe. Choose the field you wish to update by clicking on it from the drop-down menu.



The user can deactivate the account and remove it from the group by selecting the box that corresponds with the account or they can remove all accounts by clicking **SELECT ALL**. Clicking **DEACTIVATE** will save the update.



An account can also be manually deactivated by clicking the **DEACTIVATE** button located on additional information tab on the side menu of the account record.



An account can be manually removed from the client group by navigating to the group record and clicking **VIEW MORE** from the group breakdown tab.

The screenshot shows the 'Group Breakdown' interface. On the left is a navigation menu with options: Partners, Group Summary, Group Breakdown (selected), Reports, Files, Activity Summary, Allocations, Memberships, CRM, Notes, and Additional Information. The main area has tabs for Accounts, Positions, Account Type, Account Owner, Product Company, and Security Type. Below the tabs is a table with columns: NAME, ACCOUNT NUMBER, AS OF DATE, and VALUE. The table lists five accounts for Herman Ferguson and Jonathan Smith. At the bottom of the table area is a 'View More (2)' button.

NAME	ACCOUNT NUMBER	AS OF DATE	VALUE ↓
Herman Ferguson Charles Schwab - Trust	007416463082	06/11/2023	\$861,291.56
Herman Ferguson Charles Schwab - Trust	001121466509	06/11/2023	\$94,220.75
Jonathan Smith Charles Schwab - Individual	11122365	06/16/2023	\$49,320.68
Herman Ferguson Charles Schwab - Individual	005571463976	06/11/2023	\$43,053.43
Herman Ferguson Charles Schwab - IRA - Traditional	000081466658	06/11/2023	\$39,320.68

Click the **X ICON** that corresponds with the account that you wish to remove from the client group.

This screenshot shows the 'Group Breakdown' interface with the 'REMOVE' column added to the table. The table has columns: NAME, ACCOUNT NUMBER, AS OF DATE, VALUE ↓, % OF TOTAL, and REMOVE. The first row is highlighted, and a tooltip is shown over the 'X' icon in the REMOVE column, with the text 'Remove account from group'.

NAME	ACCOUNT NUMBER	AS OF DATE	VALUE ↓	% OF TOTAL	REMOVE
Herman Ferguson Charles Schwab - Trust	007416463082	06/11/2023	\$861,291.56	79%	X
Herman Ferguson	001121466509	06/11/2023	\$94,220.75	9%	X

The Advanced Search is used to find an inactive account. Click **ADD CRITERIA** to build an inactive account search then click the account result you wish to restore.

Broadridge William E Lowen
Broadridge Financial Solutions

Search [Advanced Search](#)

Home Administration Reports Worksheets Support

ADVANCED SEARCH

Saved Searches Accounts Groups Contacts Securities [Create Search](#)

[Save Search](#) [Edit Search](#)

Criteria

Category	Field	Select	Value(s)
Account	Account Status Active	Equals	No
And			
Account	Account Number	Contains	0079869297822_2

Results

ACCOUNT	ACCOUNT NICKNAME	LAST NAME	FIRST NAME	SSN / TIN	PRODUCT COMPANY	ACCOUNT TYPE	VALUE	REPRESENTATIVE(S)
0079869297822_2		Small	Lars	XXX-XX-9190	MFS Investment Management	IRA - Beneficiary	(\$213.49)	William Lowen

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Click **REACTIVATE** located on the Additional Information tab to restore the account.

Additional Information [Reactivate](#) [Copy Account](#) [Edit](#)

Account Information		Representative Information		Technical Information	
Account Number	0079869297822_2	Registration Code	BB9171	Data Feed Source	DST
Product Type	Mutual Fund	Rep Name(s)	William E Lowen	Initial Download	06/03/2020
Product Company	MFS Investment Management				