

# Account View How-To:

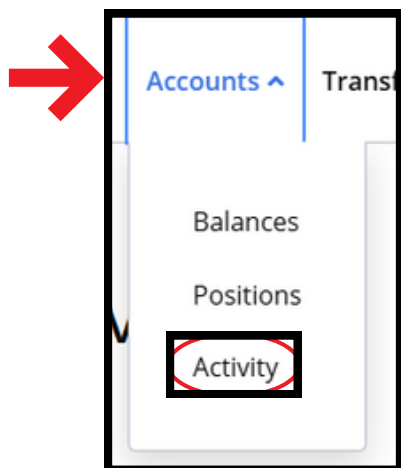
## Search For Specific Activity - Year-To-Date Interest & Dividends

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Start Here: [Accountview.lpl.com](https://Accountview.lpl.com)

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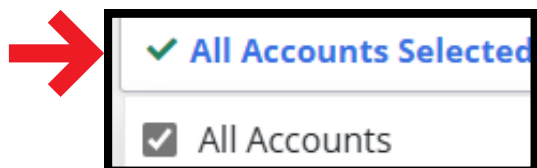
Overview Accounts ▾ Transfer Money ▾ Planning ▾ Documents ▾



- From the AV homepage, click on the 'Accounts' dropdown.
- Choose 'Activity'

2

Activity ☒ All Accounts Selected



- Once on the 'Activity' page, click on Account List dropdown.
- Uncheck 'All Accounts'.
- Choose only LPL NON-retirement accounts (i.e. - trust, individual, joint, TOD, etc.).
- Click outside of Account List dropdown to update.

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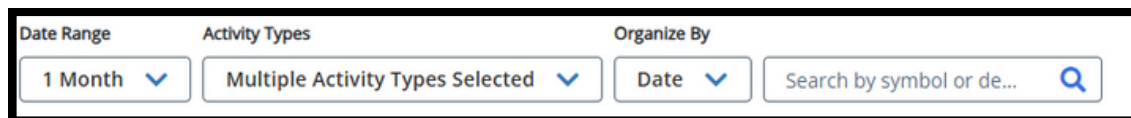
May Lose  
Value

# Account View How-To:

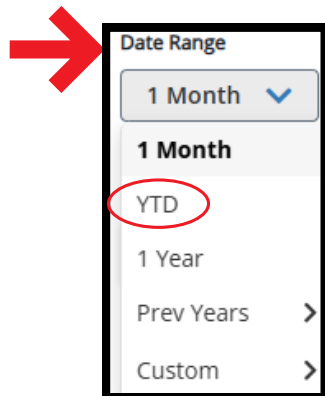
## Search For Specific Activity - Year-To-Date Interest & Dividends

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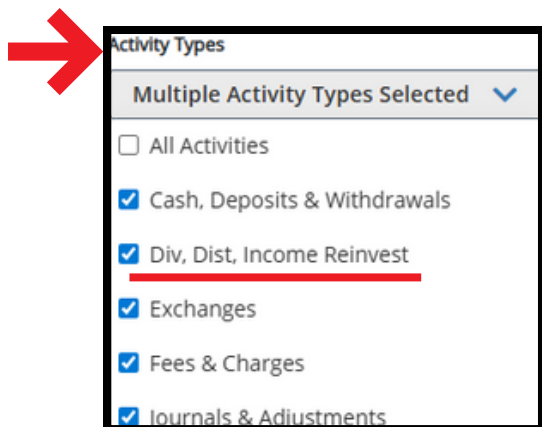


The screenshot shows the top navigation bar with three main sections: 'Date Range' with a '1 Month' dropdown, 'Activity Types' with a 'Multiple Activity Types Selected' dropdown, and 'Organize By' with a 'Date' dropdown. To the right is a search bar with the placeholder text 'Search by symbol or de...' and a magnifying glass icon.



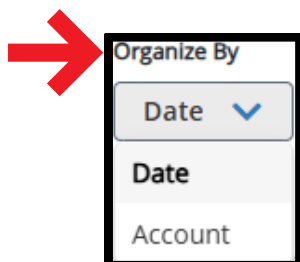
The screenshot shows the 'Date Range' dropdown menu. The options are '1 Month', '1 Month', 'YTD' (which is circled in red), '1 Year', 'Prev Years', and 'Custom'.

- Choose 'Date Range'.
  - If tracking for income, choose YTD (year-to-date).



The screenshot shows the 'Activity Types' dropdown menu. The options are 'All Activities', 'Cash, Deposits & Withdrawals', 'Div, Dist, Income Reinvest' (which is underlined in red), 'Exchanges', 'Fees & Charges', and 'Journals & Adjustments'.

- Click on 'Activity Types' dropdown.
  - Check, then Uncheck 'All Activities'.
- Make this 'Activity Type' selection:
  - Div, Dist, Income Reinvest



The screenshot shows the 'Organize By' dropdown menu. The options are 'Date' (which is selected) and 'Account'.

- Click on 'Organize By' to sort by Date or Account.
  - 'Date' - looks like a register.
  - 'Account' - click blue dropdown to get activity entries.

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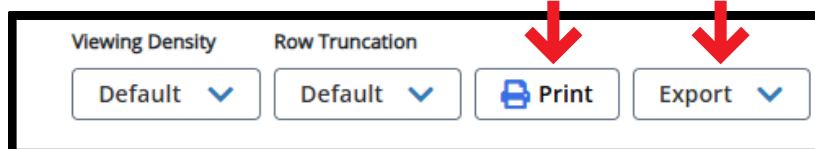
May Lose  
Value

# Account View How-To:

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Viewing Density Row Truncation

Default Default Print Export

- Now you can choose to 'Print' the Activity report - and/or 'Export' the Activity report in Excel or CSV format.
  - You MUST make sure the records per page is MORE than the records found in order for ALL the records to show up on an exported or printed report.
    - For example, if you had '129 Activities' for the year of '2025', you need to choose '250' records per page.



Top of Activity Register/List

129 Activities for 2025



Bottom of Activity Register/List

50 100 250 500 Records per page

5

### How to Read this Report - Printed:

- You will notice that there is a Debit (-) and Credit (+) for each dividend or interest event. To make it easier to read, click on the 'VALUE' column two times. This will sort largest to smallest - so all your credit items are together.

QUANTITY	UNIT PRICE	VALUE	HELD IN
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- For printing - if organized by account - choose landscape format and 'Fit to Printable Area'.

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### 5 How to Read this Report - Exported:

- You will notice that there is a Debit (-) and Credit (+) for each dividend or interest event. Obviously, you can't choose to auto-sum the numbers without sorting them or you will get \$0 as your total.
- Once you export the numbers into your software/spreadsheet of choice:
  - You will want to 'Sort & Filter' the 'Value' column - smallest to largest OR largest to smallest,
  - Then insert a row in between the positive and negative values,
  - Now you can sum all the positive values to get a total.

#### GOOGLE SHEETS

- Highlight all cells
- Click 'Data'
  - Choose 'Sort Range' then 'Advanced'
  - Check box for 'Data has Header'
  - Sort by 'Value' and choose 'A to Z'
- Highlight the row where - changes to + then right click,
  - 'Insert Row' - 1 row below
  - Now highlight all the positive entries in the Value column, click Sum ( $\Sigma$ ) icon, press enter

#### EXCEL

- Highlight the 'Value' column
- Choose 'Sort & Filter' from the top ribbon
  - Choose smallest to largest
  - 'Sort Warning' box will pop up - choose 'Expand the Selection' and click OK.
- Highlight the first row where positive entries begin then right click,
  - Choose 'Insert'
  - Now highlight all the positive entries in the Value column, click Sum ( $\Sigma$ ) icon

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