

Step 1 of 3:

**Search Reports**

On the left menu, click **Report Search (1)** to access the **Report Search (2)** screen. The **Account Statement** report will appear in the listing.

Click the **Account Statement (3)** link to view the **Account Statement** screen.

Fav	Report ^	Description	Times Accessed	Last Accessed
	<b>Account Statement</b>	Account Statement		
	Sales	Sales	0	

Step 2 of 3:

**Generate Account Statement**

Select the desired time period of the report by specifying the **Activity Date From (4)** and **Activity Date To (5)**.

To view your Account Statement, click **Options (6)**, then click **Export to PDF (7)**. The Account Statement report will be generated and downloaded to your computer as a PDF file.

Use this PDF file to view and print your Account Statement.

**Need Help?**

If you have any questions, please contact **Customer Service** at:  
**1.800.510.8372** | **service@lgm.ca**

Step 3 of 3:

**View Account Statement**

The **Account Statement** is organized into two sections: **Account Summary Details** are listed first, followed by the **New Business Activity** outlined on the subsequent pages.

**1) Account Summary Details**

The **Statement Period** (8) is listed at the top, along with **Account information** (9) and **Administrator information** (10). The Account Summary Details are listed per **Cheque Payee** (11). For each summary, the following details are listed:

- **Opening Balance** (12) amount owing at end of previous month
- **Payments Received** (13) during the period selected
- **Payments Issued by LGM** (14) includes NIDPP profit and overage cheques
- **New Business Activity** (15) during the period selected
- **Closing Balance** (16) amount outstanding at the end of the statement period

**Note:** The **Cheque Payee** will be different depending on the brand.

**2) New Business Activity**

The **Account Activity Details** list the **New Business Activity Total** (17), the **Contract Sales** (18) details for the statement period and any **Contract Cancellation** (19) details and **Contract Sales - No Interest Deferred Payment Plan (NIDPP)** (20) details if applicable.

Account Summary Details

### Account Statement

**Statement Date: 07/01/2016 to 07/31/2016**

**Account Name:** Quality Autos West

**Account Address:** 217 Park Street, Central City, AB, T6L 5H6

**Account Id:** 512557548

**Administrator:** LGM Financial Services Inc.  
**Toll Free #:** (866) 299-8501  
**Email:** AR@LGM.CA

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#### Summary

Opening Balance	20,125.66
Payments Received	(15,916.27)
Payments Issued by LGM	1,365.00
New Business Activity	1,309.66
<b>Closing Balance</b>	<b>6,884.05</b>

**Payable To:**  
 Co-operators General Insurance Company  
 400 - 1021 West Hastings Street  
 Vancouver, BC, V6E 0C3

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#### Payments Received

Date	Payment Type	Cheque/Reference #	Details	Amount
Jul 8, 2016	Cheque	44360	Invoice # 320371	(15,916.27)
<b>Total Payments Received</b>				<b>(15,916.27)</b>

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#### Payments Issued by LGM

Date	Payment Type	Cheque/Reference #	Details	Amount
Jul 8, 2016	LGM Funding	NIDPP Profit	Dealer Profit - Policy # 2545	1,365.00
<b>Total Payments Received</b>				<b>1,365.00</b>

New Business Activity

<b>New Business Activity</b>	<b>1,309.66</b>			<b>1,309.66</b>
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#### Contract Sales

Product	Invoice #	Contract #	Date of Sale	Customer Name	Last 8 of Vin	Total Retail Cost	Total Mark-Up	Dealer Cost	GST/HST	PST/QST	Total Cost
Loan	353530	2352411	Jul 1, 2016	Jane Fox	---	3,549.32	874.66	2,674.66			2,674.66
<b>Contract Count</b>		<b>1</b>	<i>Co-operators General Insurance Company Loan</i>			<b>3,549.32</b>	<b>874.66</b>	<b>2,674.66</b>			<b>2,674.66</b>

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#### Contract Cancellations

Product	Invoice #	Contract #	Date of Sale	Customer Name	Last 8 of Vin	Total Retail Cost	Total Mark-Up	Cancel Amount	GST/HST	PST/QST	Total Cancellation Charge
Loan	422655	3786448	Aug 26, 2012	Peter Su	---			0.00			0.00
<b>Contract Count</b>		<b>1</b>	<i>Co-operators General Insurance Company Loan</i>					<b>0.00</b>			<b>0.00</b>

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#### Contract Sales - No Interest Deferred Payment Plan (NIDPP)

Product	Contract #	Date of Sale	Customer Name	Last 8 of Vin	Total Retail Cost	Total Mark-Up	NIDPP Admin Fee	Dealer Cost	GST/HST	PST/QST	Dealer Profit
MBP	175578	Aug 26, 2012	Ella Jones	GG174202	3,059.70	1,575.00	210.00	1,414.00	70.70		(1,365.00)
<b>Contract Count</b>		<b>1</b>	<i>Total MBP</i>			<b>1,575.00</b>	<b>210.00</b>	<b>1,414.00</b>	<b>70.70</b>		<b>(1,365.00)</b>

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