

HOW TO CREATE REPORTS ON MT4

Step 1

To create a report or account statement login to your MetaTrader 4 platform and proceed to the menus which run across the top left of the platform.

Step 2

Click on the Account History tab (bottom left hand corner of the MT4 platform).



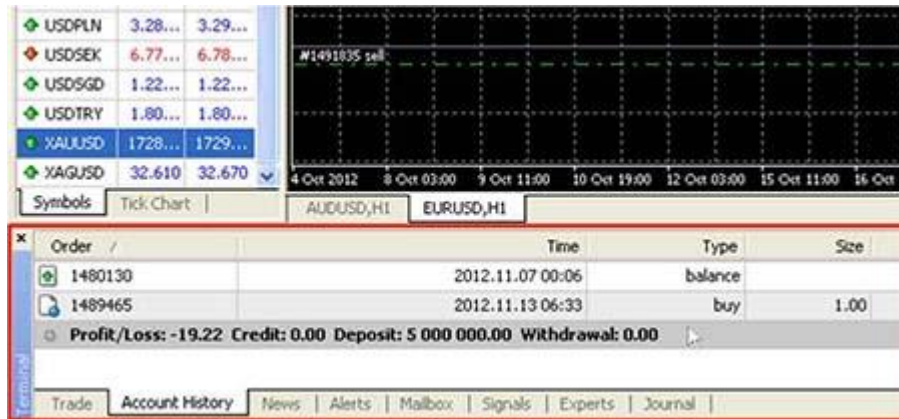
The screenshot displays the MetaTrader 4 interface. On the left, a list of currency pairs is shown with their current bid and ask prices. The 'YAUUSD' pair is highlighted in blue. The main window shows a chart for 'EURUSD,H1' with a grid and a price of 1.491835. At the bottom, the 'Account History' tab is selected and highlighted with a red box. Below the chart, a table shows the account history:

Order /	Time	Type	Size
1480130	2012.11.07 00:06	balance	
1489465	2012.11.13 06:33	buy	1.00

Below the table, the account summary is displayed: Profit/Loss: -19.22 Credit: 0.00 Deposit: 5 000 000.00 Withdrawal: 0.00. The bottom menu bar includes Trade, Account History (highlighted), News, Alerts, Mailbox, Signals, Experts, and Journal.

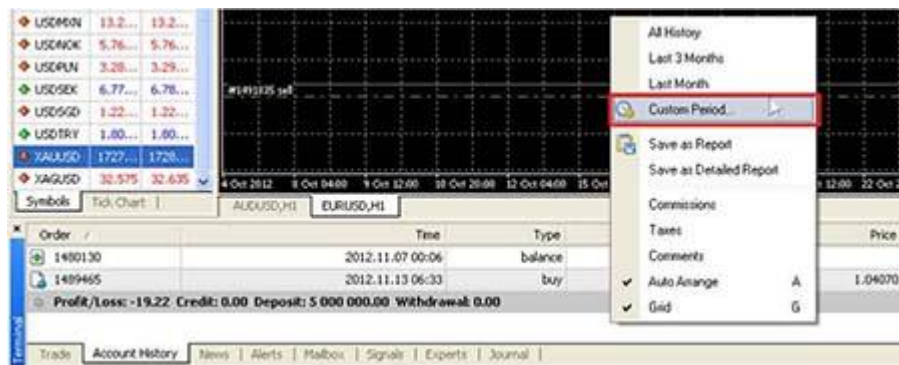
Step 3

Right click on your mouse anywhere within the terminal window.



Step 4

Select Custom Period.



Step 5

Add your reporting period dates.



Step 6

Again, Right click on your mouse anywhere within the terminal window.



Step 7

Select Save As Report.



Step 8

Click Save.

