Elevate Business Management Reporting Tool

Standard Life

For adviser use only

Our Business Management Reporting Tool enables you to combine a range of reports into a single report which can help you manage your clients on Elevate more efficiently.

What can I use it for?

To investigate cash balances for your clients

Set your ideal target cash % and easily see if your clients have too much or too little cash in each product wrapper. The report will show you the amount that needs to be invested or disinvested to reach this target.

To analyse cash balances to pay charges

Easily see if your clients have sufficient cash in each product wrapper to pay their Elevate Portfolio Charges and Adviser Charges over your chosen period. If there is insufficient cash, the report will show you the amount of additional cash required to cover charges for the chosen duration.

To investigate your clients' ISA allowance and available cash or GIA assets

See the value of your clients' ISAs and their available ISA allowances in the current or next year. The report will show you if your clients have cash or GIA assets available which could potentially be used to fund their ISA.

To find out which version of model portfolios my clients hold

See all the model portfolios your clients are invested in and the numbers in each. See the model composition, including whether it includes clean share classes, the underlying fund and its charges, plus the weighted overall charge.

To check if your client has an Adviser Charges Agreement (ACA)

Easily check if your clients have an ACA in place and where action is required. These clients are listed at the top of the report.

What are the benefits?

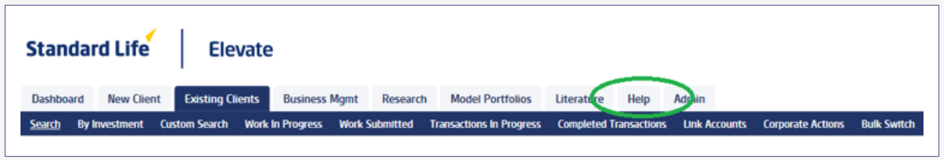
All you need to do to realise the benefits of the tool is upload the reports as they are produced from Elevate. The tool will automatically combine the reports and present the data to you in Excel.

This allows you and your team to:

- save time on day to day admin so you can focus on supporting your clients
- customise the reports to show information that corresponds to your business processes for managing cash within your clients' Elevate accounts
- manage your clients' Elevate accounts efficiently by helping you quickly identify where any action needs to be taken

Where do I find the Business Management Reporting Tool?

You can access the tool from the Elevate Help Centre on the platform. It can be saved to your computer for future use and we'll let you know when it is updated so you will always have access to the latest version.



How to use it?

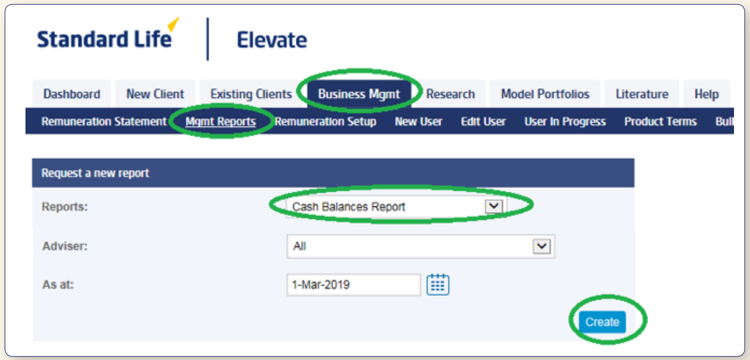
Step 1

Select which of the tasks you would like to complete by clicking 'Start'

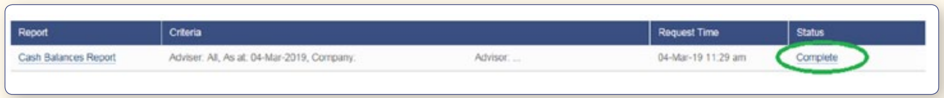
Step 2

The tool will tell you which reports you need to produce on Elevate by showing a green tick next to them.

Log into Elevate and run the required reports from the 'Business Management' tab. You do this by selecting 'Business Mgmt' and then 'Mgmt Reports'. Find the required reports from the dropdown list of available reports and press 'Create'.

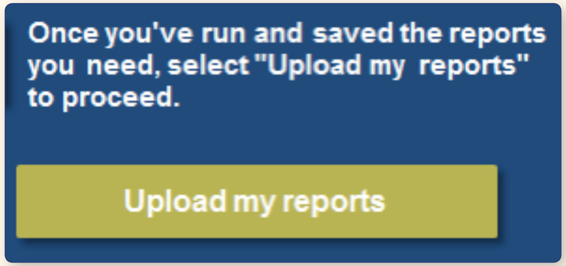


Once the reports have generated click 'Complete' and save them to your computer

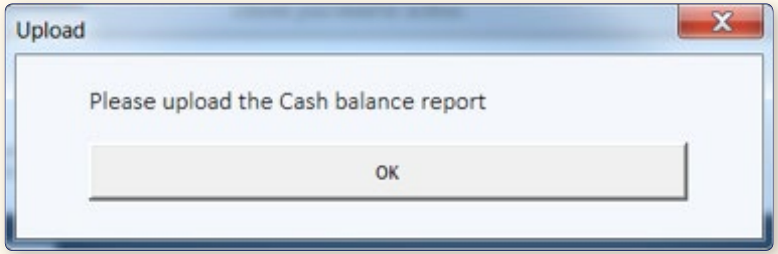


Step 3

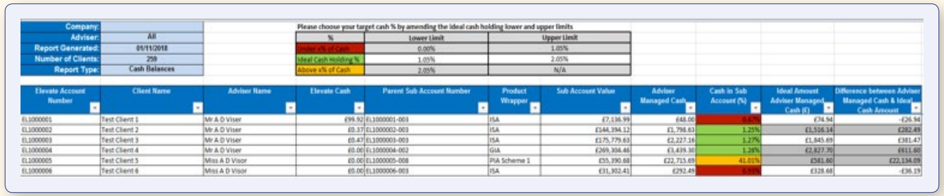
Upload the reports into the tool by pressing **'Upload my reports'**



The tool will tell you which report to upload.



Once you have uploaded the required reports, your combined report will be automatically produced.



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