Elevate help guide:
Share class finder tool

Standard Life
There's a lot to look forward to

Introduction

Welcome to the Elevate Share class finder tool. This tool has been specifically created for you as an Adviser, to help you search for the cheapest equivalent of our retail, clean and super clean fund range. Upon opening the tool for the first time, please ensure you read the Terms of Use carefully.

The most recent version of the tool is available for download here:

www.elevateplatform.co.uk/share-class-finder

Once you have downloaded the tool ensure it is saved somewhere on your desktop where it is easily accessible for future use.

The date validity and expiry information can be found on the top right of the Inputs page.

Contents

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Please Note

Each version of the tool will now expire within a four week period. Once expired you will need to download a new version of the tool which will be available shortly after. This is to ensure you are completing your analysis with the most up to date information available.

Elevate Share class finder tool

Quick start guide

The Elevate Share class finder tool has been created to help you search for the cheapest share class available in the Elevate investment range. The source data is based on a name search comparison using fund information provided by Financial Express.

Upon launching the tool:

- Enable content and macros by selecting 'enable content' if prompted.
- Read and accept the terms of use which are shown first time the tool is opened.

Cheapest share class search options

1 Citicode
Sedol
ISIN
2 Fund name

[Search]

Need help?
Try our Quick start guide
or the Full user guide.

[Run Report] [Remove]

☐ Select all   ☐ Select all

Enter fund details above or copy and paste multiple fund codes in the Citicode/Sedol/ISIN column below.

Existing fund						Destination fund					Include in report	Remove from list
Citicode/Sedol/ISIN	Fund name	AMC	Rebate	TER/OCF	ISA/PIA net TER/OCF	GIA net TER/OCF	Fund name	Citicode	Sedol	AMC	Net TER/OCF		
SL73	Stan Life Inv AAA Income R Acc	1.00%	0.42%	1.05%	0.63%	0.71%	Stan Life Inv AAA Income Inst Acc	SL78	657343	0.50%	0.63%	☑	☐
SL91	Stan Life Inv AAA Income R Inc	**4** %	**5** %	**6** %	**7** 3%	**8** 1%	Stan Life Inv AAA Income I Inc	SL92	658454	0.50%	0.63%	**10**	**9**
10G2	Stan Life Inv AAA Income Ret Platform 1 Acc	0.50%	0.00%	0.68%	0.68%	0.68%	Stan Life Inv AAA Income Inst Acc	SL78	657343	0.50%	0.63%	☐	☐
10G3	Stan Life Inv AAA Income Ret Platform 1 Inc	0.50%	0.00%	0.68%	0.68%	0.68%	Stan Life Inv AAA Income I Inc	SL92	658454	0.50%	0.63%	☐	☐
B6441W8	SLI MyFolio Managed Income I Inst I	0.23%	0.00%	0.80%	0.80%	0.80%						☐	☐
B6WDSV5	SLI MyFolio Managed Income II Inst A	0.23%	0.00%	0.89%	0.89%	0.89%						☐	☐
S506	Stan Life Inv Corporate Bond R Acc	1.00%	0.42%	1.02%	0.60%	0.68%	Stan Life Inv Corporate Bond I Acc	SL74	433145	0.50%	0.60%	☐	☐

How to search for share class funds:

1. Search by fund code – either Citicodes, Sedol or ISIN can be used.
2. Search by fund name, use shorter simpler searches to get greater results.
3. Fund codes can be typed directly into the table or multiple funds codes can be pasted into the table to see the cheapest equivalent of an existing portfolio of funds.

What is shown in the results table?

4. **AMC**: Annual Management Charge. (Includes the fund manager rebate where applicable).
5. **Rebate**: This is the proportion of the AMC which is passed back (rebated) by the Fund Manager.
6. **TER/OCF**: Total fund costs are called Total Expense Ratio (TER) or Ongoing Charges Figure (OCF) which are made up of the AMC and other operating costs.
7. **ISA/PIA net TER/OCF**: This is the TER or OCF less the Fund Manager rebate.
8. **GIA net TER/OCF**: This is the TER or OCF less the Fund Manager rebate. (The value of the rebate includes the deduction of basic rate income tax).

Editing the selection

9. Check the boxes in this column and click the 'Remove' button to remove funds from the list.
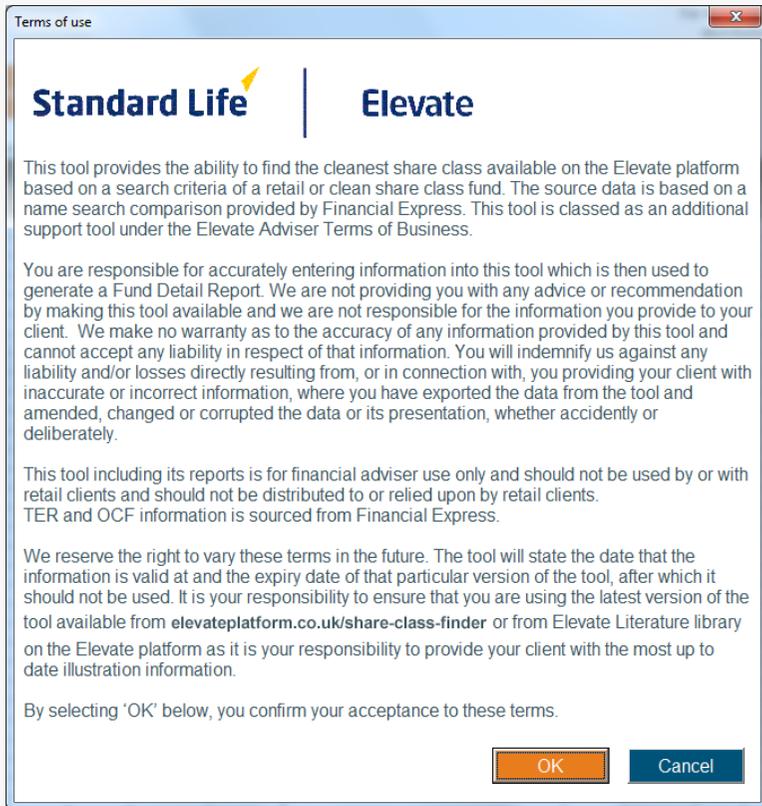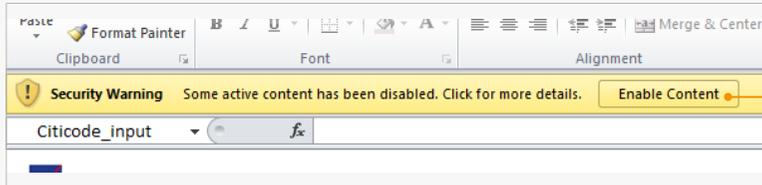
Printing reports

10. Check the boxes in this column to select the funds you wish to include in the report and click the 'Run report' button. Then click the 'Print report' button or 'Export report' button to save for later.

Where can I download the latest version?

www.elevateplatform.co.uk/share-class-finder

Launching Elevate Share class finder tool

What you will see

What you will need to do

Enable content and Macros

1. Upon opening the 'Share class finder' tool you may be presented with the warning below. Select 'Enable Content' to use the tool.

Terms of use

The first time you open the tool you will be presented with the 'Terms of use' which outlines the technicalities of tool and its limitations. Select 'OK' to proceed.

Search for a fund

What you will see

1

2

3

Please select the fund you require then click select

- SLI MyFolio Managed I Inst, KRY1
- SLI MyFolio Managed II Inst, KRY3
- SLI MyFolio Managed III Inst, KRY5
- SLI MyFolio Managed Income I Inst A, 0M3P
- SLI MyFolio Managed Income I Inst I, 0M3Q
- SLI MyFolio Managed Income II Inst A, 0M3T
- SLI MyFolio Managed Income II Inst I, 0M3U
- SLI MyFolio Managed Income III Inst A, 0M3X
- SLI MyFolio Managed Income III Inst I, 0M3Y
- SLI MyFolio Managed Income IV Inst A, 0M41
- SLI MyFolio Managed Income IV Inst I, 0M42
- SLI MyFolio Managed Income V Inst A, 0M45
- SLI MyFolio Managed Income V Inst I, 0M46
- SLI MyFolio Managed IV Inst, KRY7

Close   Select

4

What you will need to do

1. To search for a fund enter the fund code into the relevant data entry field in the 'search options' section and select the 'Search' button

2. If the fund code search finds a precise match then the fund details will be displayed in the results table shown.

   If you search using a retail, clean or even a super clean, if a match is found you will be presented with the cheapest variant of that fund available on the Elevate platform.

3. Alternatively you can search using a full or partial fund name, enter the details into the 'Fund name' field under 'Search options' and select the 'Search' button.

4. You will then be presented with all the search results which have been found. You can scroll to browse the list and select the fund by clicking it. on screen to highlight it and then the 'Select' button.

Tips
Use shorter, simpler searches to get greater results.

Import fund lists by fund code

What you will see

What you will need to do

1. The selected fund will be added to the results table.

2. If you hold a list of fund codes in an existing Excel spreadsheet, you can paste these directly into the results section of the tool, the tool will automatically search for each fund code and pre-populate the remaining columns with the fund information.

   This function supports Citicode, Sedol and ISIN fund codes. Your list doesn't have to contain just one type of fund code, the tool will support a mixture of each.

3. If you wish to clear the results table, tick the 'Select all' box and click the 'Remove' button. All fund lines that has been selected will be removed.
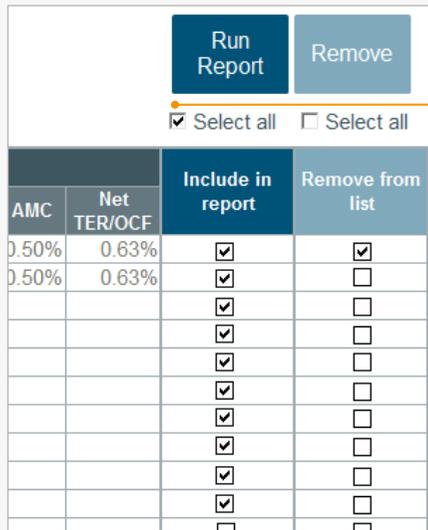
4. Alternatively, to remove a fund from the results table, tick the box under the 'Remove from list' and click the 'Remove' button. Each fund line that has been selected will be removed.

Tips

When a fund is removed from your list, the list will re-order the funds.

Run a report

What you will see

What you will need to do

1. To run a report, select each fund you wish to include by clicking each tick box for the fund under the 'Include in report' column or select the 'Select all' tick box under the 'Run report' button to select all the funds.

   Once you have selected the required funds click the 'Run report' button and you will be presented with your report.

Printing and exporting your report

What you will see
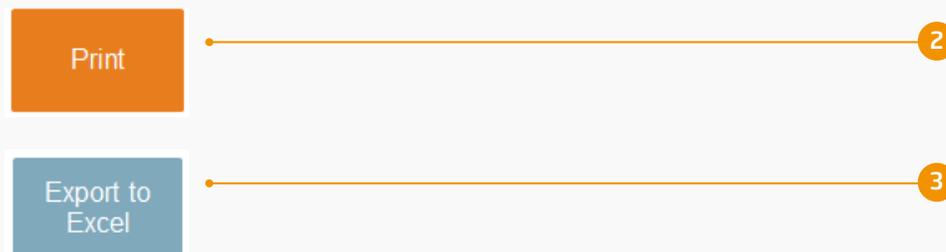
Printing

2. Once the report has been generated (see the 'Run a report' section) you can print the report in the same format with the column heading duplicated on multiple pages by selecting the run report.

Exporting

3. You can also export your report into a separate Excel workbook for further analysis; to do this you can quite simply select the 'Export report' button from the report page once the report has run. A new Excel window will then open with the replicated retail and clean fund data within.

Glossary of terms

This section provides a brief explanation of each of the column headers with in the tool.

	Existing fund						Destination fund						Include in report	Remove from list
Citicode/Sedol/ISIN	Fund name	AMC	Rebate	TER/OCF	ISA/PIA net TER/OCF	GIA net TER/OCF	Fund name	Citicode	Sedol	AMC	Net TER/OCF			

Citicode/Sedol/ISIN

When adding a fund to the tool from the 'Search options' section this column the results will be added to the tool. The details held under this column will default to and present the Citicode, see 'Search for a fund' section on how to do this.

This column can also be used to import a pre-prepared fund list from another spreadsheet, see the 'Import fund lists by fund code' section.

Fund name

This column will show the abbreviated Retail fund name which has been searched for by either using the fund code or partial fund name.

AMC

AMC is the abbreviation used for Annual Management Charge.

Rebate

Will detail the rebate applied to the retail fund in question. This figure is before basic rate income tax which will be deducted from rebates paid in the GIA. (The effect of the tax deduction is shown in the 'GIA Net TER/OCF' column.)

TER/OCF

This column shows the total fund costs based on the Total Expense Ratio (TER) or the Ongoing Charges Figure (OCF) which are made up of the AMC and other operating costs.

ISA/PIA net TER/OCF

This column shows the net TER/OCF applicable to the Elevate Individual Savings Account and Personal Investment Account.

This figure is derived from the 'TER/OCF' minus the 'Rebate'.

GIA net TER/OCF

This column shows the net TER/OCF applicable to the Elevate General Investment Account and includes the deduction of basic rate income tax from the value of the rebate payable.

Frequently asked questions

1. I get a Run-time error '1004'

This type of error is generated as a result of the spreadsheet trying to process unexpected data from the 'Inputs' page.
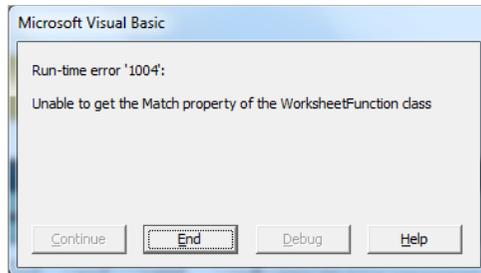
One example of how this can occur is if the fund code was deleted by mistake but the 'include in report' tick box remains ticked.

Existing fund							Destination fund						Include in report	Remove from list
Citicode/Sedol/ISIN	Fund name	AMC	Rebate	TER/OCF	ISA/PIA net TER/OCF	GIA net TER/OCF	Fund name	Citicode	Sedol	AMC	Net TER/OCF			
													☑	☑
0M3P	SLI MyFolio Managed Income I Inst A	0.23%	0.00%	0.80%	0.80%	0.80%							☑	☐

Simply untick the box and select the 'Run report' button.

Another example could be if there is data in the 'Citicode/Sedol/ISIN' column which isn't an actual fund code or isn't held in our source. This should be indicated with the '#VALUE!' in the columns as shown below.

Existing fund							Destination fund						Include in report	Remove from list
Citicode/Sedol/ISIN	Fund name	AMC	Rebate	TER/OCF	ISA/PIA net TER/OCF	GIA net TER/OCF	Fund name	Citicode	Sedol	AMC	Net TER/OCF			
													☑	☑
0M3P	SLI MyFolio Managed Income I Inst A	0.23%	0.00%	0.80%	0.80%	0.80%							☑	☐

To resolve this issue remove the fund from the list. See the 'Remove funds' section for how to do this.

## 2. I'm searching for the Fund Manager name with no results?

Unfortunately the tool does not currently support a search by Fund Manager name. The tool has been programmed to search for funds by using either fund codes or the Fund name.

3. I'm searching for the Fund name with no results?

The fund names held within the tool are the abbreviated fund name, for example the 'Architas Multi-Asset Passive Progressive Fund Accumulation' would be searchable as 'Architas MA Passive Progressive Fund Acc'. Try abbreviating the name as it is published in industry media.

4. The formula bar has disappeared from Excel?

If this happens select the 'View' tab to show the options available under the 'view' toolbar. Then select the 'Formula Bar' tick box and this will now show on screen.
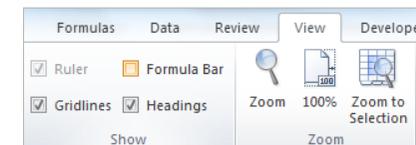
Get to know us better

We hope you've got a good insight into our platform and the potential benefits it can bring to you and your firm.

If there is anything more you want to know, please contact us.

Call us on 0345 600 2399

Our lines are open 8am to 6pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

Email us at Elevate_Enquiries@standardlife.com

Please be aware that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

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