

For financial adviser use only.

It should not be distributed to, or relied upon by, retail clients.

Elevate help guide: Manage cash to pay fees and view reports

Standard Life

There's a lot to look forward to

Check cash balances for all your clients

What you will see

You can monitor available cash balances at firm level for all your clients in a single report or at an individual account level.

Request a new report

Reports:

Adviser:

As at:

Report	Criteria	Request Time	Status
Cash Balances Report	Advisor: Andy Adviser, As at: 20-Jan-2014, Company: Demo Financial Planning	20-Jan-14 3:28 pm	Pending...
Cash Balances Report	Advisor: Andy Adviser, As at: 20-Jan-2014, Company: Demo Financial Planning	20-Jan-14 3:23 pm	Pending...
Cash Balances Report	Advisor: Andy Adviser, As at: 14-Nov-2013, Company: Demo Financial Planning	14-Nov-13 1:00 pm	Complete
Cash Balances Report	Advisor: Andy Adviser, As at: 14-Nov-2013, Company: Demo Financial Planning	14-Nov-13 12:58 pm	Complete

Total Portfolio			
Transaction account balance	Product value	Percentage of product held as cash	
£1,827.81	£151,508.52	1.21%	
£5,679.15	£287,160.07	1.98%	
£11,339.40	£283,423.59	4.00%	

What you will need to do

Firm level reports

- Go to **Business Mgmt** > **Mgmt Reports**.
- In **Request a new report** select **Cash Balances Report**.
- You can run the report for **All** advisers (showing account details for all your clients) in your firm or you can select a specific adviser.
- Click **Create** to generate a report.
- Click **Complete** to open the report in Excel.

Notes

- You can run reports for a past date by clicking on the calendar.
- When it's generated, the status will change to **Complete**.

On the report each product wrapper has three columns:

- Transaction account balance – this shows the amount in wrapper cash
- Product value – this is the overall value of the wrapper
- Percentage of product held as cash – this is the percentage amount of the product wrapper held as cash.

Check cash balances for individual clients

What you will see

4 CLIENTS					
Account Name	Account Number	Account Type	Status	Net Value *	Reports and Documents
Adrian Customer	EL2005585	Individ	Active	249,808.54	View

1

Summary Portfolio New Work Cash Account Account Holders Transactions Reports & Documents Charges & Remunerations										
Investments Asset Class Sectors Geographical Top 10 Performance										
As At:	20-Jan-2014	Go	Select view:	Elevate View						Generate portfolio scan
Asset Class	Consolidated	Product Wrapper								
Elevate PIA										
Investment	Quantity	Location	Portfolio %	Avg Cost	Price	Total Cost	Value	Product %		
Cash	71,454.9200	Elevate	28.61%	1.0000	1.0000	£71,454.92	£71,454.92	28.61%		
Architas MA Blended Moderate R Acc	98,446.5540	Elevate	67.39%	1.6471	1.7100	£162,152.33	£168,343.62	67.39%		
8 Damgate Street	9,900.9901	Elevate	4.00%	1.0100	1.0100	£10,000.00	£10,000.00	4.00%		
Total			100.00%			£243,617.25	£249,808.54	100.00%		

2

Summary Portfolio New Work Cash Account Account Holders Transactions Reports & Documents Charges & Remunerations							
Summary Statement							
As At:	20-Jan-2014	Go					
Product wrapper	% of Portfolio Cash	Currently Available	Cash Commitments	Balance	Unsettled Cash	Accrued Interest	Reserved*
Elevate PIA - Sch 1	100.00%	71,454.92	0.00	71,454.92	0.00	18.61	0.00
Total	100.00%			£71,454.92			£0.00

3

What you will need to do

Client level

1. Go into the account of the client you're checking.

2. Go to **Portfolio > Investments** and click on the **Product Wrapper** tab.

3. You can also check current cash levels by going to **Cash Account > Summary**.

Notes

2. You'll see cash levels for each wrapper and investment held.

3. Here you can see the available cash balances (which excludes pending transactions, like fund sales awaiting settlement) and pending cash commitments for each product wrapper.

Helpful hints

- You can also run the **Investments and Charges Report** in **Business Mgmt > Reports**, which breaks down cash levels into sub accounts.
- The Elevate Portfolio Charge and Ongoing Adviser Charges are accrued and deducted separately for each product wrapper - and also separately for multiple arrangements in the Elevate PIA. It is important therefore to keep enough money available in each of your client's wrapper cash balances and, where applicable, multiple pension arrangements to manage charges and withdrawal commitments.
- If your client has multiple drawdown arrangements in the Elevate PIA you can view the cash balance of each individual arrangement in **Cash Account > Statement** and selecting from the appropriate drop down menu. You can also view available cash (and other drawdown details) for each drawdown arrangement by selecting **New Work > Change pension payments**.
- If you're using a model portfolio and have chosen to include cash as part of the investment allocation, the cash portion cannot be used directly for the purpose of managing charges.
- The purpose of cash in a model portfolio is to form part of an investment strategy and is not designed to be a liquid part of the portfolio for the purpose of managing charges.
- If a client had both an Elevate GIA and Elevate ISA, you can choose to take ISA charges from the GIA to maximise your client's ISA allowance.
- We'll send you an alert if there is insufficient cash available, giving you the opportunity to sell assets and raise product wrapper cash. Another alert is sent if the automatic disinvestment strategy is triggered.

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.

Address

Elevate, PO Box 6877, Basingstoke, RG24 4RT

elevateplatform.co.uk

Elevate Portfolio Services Limited trades as Elevate and is part of Standard Life Aberdeen Group.

Elevate Portfolio Services Limited is registered in England (01128611) at 14th Floor 30 St Mary Axe, London, EC3A 8BF and is authorised and regulated by the Financial Conduct Authority. www.elevateplatform.co.uk

SLE0101 0918 © 2018 Standard Life Aberdeen, reproduced under licence. All rights reserved.