

For financial adviser use only.

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

Elevate help guide: Create a Contributions and Withdrawals report

Standard Life

There's a lot to look forward to

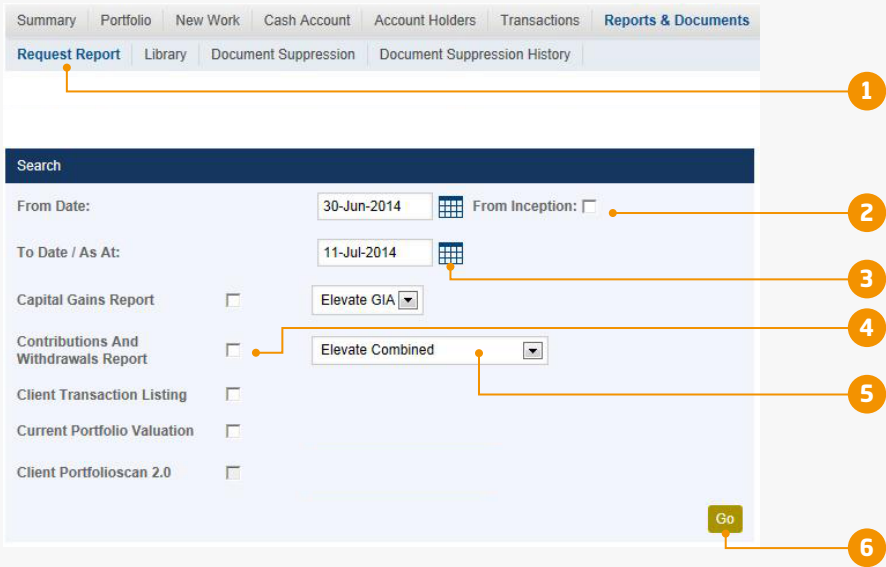
The Contributions and Withdrawals report allows you to export a record of business flows into and out of Elevate, and view this in a flexible Excel format.

You can generate reports at:

- **Client level** – for a detailed view of client payments in and out of Elevate for a single client product wrapper or an entire client account, or
- **Adviser or firm level** – for a consolidated view of business flows into and out of all your Elevate accounts (subject to appropriate user access permissions).

How to generate a Client level Contribution and Withdrawals Report

What you will see



The screenshot shows the 'Request Report' form in the Elevate system. The form is titled 'Request Report' and is part of the 'Reports & Documents' section. It includes a search bar and several input fields. The 'From Date' is set to '30-Jun-2014' and the 'To Date / As At' is set to '11-Jul-2014'. The 'From Inception' checkbox is unchecked. The 'Capital Gains Report' checkbox is unchecked. The 'Contributions And Withdrawals Report' checkbox is checked. The 'Client Transaction Listing' checkbox is unchecked. The 'Current Portfolio Valuation' checkbox is unchecked. The 'Client Portfolioscan 2.0' checkbox is unchecked. The 'Elevate GIA' dropdown menu is selected. The 'Elevate Combined' dropdown menu is selected. The 'Go' button is at the bottom right. Numbered callouts 1-6 point to the 'Request Report' tab, the 'From Date' field, the 'From Inception' checkbox, the 'Contributions And Withdrawals Report' checkbox, the 'Elevate Combined' dropdown menu, and the 'Go' button respectively.

What you will need to do

1. Log into Elevate, and from your client's account, navigate to; **Reports & Documents > Request Report**
2. Select **From Date** or tick **From Inception**.
3. Select **To Date / As At**.
4. Tick **Contributions And Withdrawals Report**.
5. Specify a single product wrapper or select **Elevate Combined**, to show business flows for all product wrappers over the specified time period.
6. Click **Go**.

Notes

6. Once complete the report will be stored in your client's Reports & Documents library.

How to generate an Adviser level or Firm level Contributions and Withdrawals Report

What you will see

The screenshot shows the Elevate software interface. The top navigation bar includes 'Dashboard', 'New Client', 'Existing Clients', 'Business Mgmt', 'Research', 'Model Portfolios', 'Literature', 'Help', and 'Admin'. Below this is a sub-menu with 'Remuneration Statement', 'Mgmt Reports', 'Remuneration Setup', 'New User', 'Edit User', 'User In Progress', 'Product Terms', 'Valuations', and 'Upload Firm Logo'. The main area is divided into two sections: 'Request a new report' and 'Filter Reports'. The 'Request a new report' section has fields for 'Reports:' (set to 'Contributions And Withdrawals Report'), 'Adviser:' (set to 'Anon Adviser 12509'), 'From Date:' (set to '11-Jun-2014'), and 'To Date:' (set to '11-Jul-2014'). There is a 'Create' button. The 'Filter Reports' section has a 'Report Type:' dropdown (set to 'All'), 'From Date:' (set to '4-Jul-2014'), and 'To Date:' (set to '11-Jul-2014'). Below these sections is a table with columns 'Report', 'Criteria', 'Request Time', and 'Status'. The table shows two rows for 'Contributions And Withdrawals Report' with 'Transaction Date: From: 01-May-2014, To: 10-Jul-2014' and 'Request Time: 11-Jul-14 2:45 pm' and 'Status: Complete'. Numbered callouts 1-7 point to these elements: 1. Business Mgmt menu, 2. Mgmt Reports sub-menu, 3. Contributions And Withdrawals Report selection, 4. From Date field, 5. To Date field, 6. Create button, 7. Report list table.

Client Report

Reports are exported to Microsoft Excel and are presented in this format:

From:	All													
To:	02/12/2009													
From Account Number:	090102014													
Account Type:														
Account Name:														
Report Generated:	09/01/2014 15:01:53													
Contributions and Withdrawals Report														
Type	Wrapper	Account Number	Date	Revenue/Contribution	Investment Payment In	Tax Relief	Net Payments	Withdrawal	Another Tax	Net Withdrawal	Performance	Transfered	Change Value	Change Value
Opening Balance	Elevate	EL102009	15/12/2009		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Direct Credit	Elevate PIA - Sch 1	EL102009	15/12/2009	Client	55763.37	0.00	55763.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Elevate PIA Charge	Elevate PIA - Sch 1	EL102009	15/12/2009	EL102009	0.00	0.00	0.00	-100.00	0.00	-100.00	0.00	0.00	0.00	0.00

Payment details

Contributions & Withdrawals

Type of payment	Contributions: Total payment in, tax relief, net payment in Withdrawals: Total payment out, income tax, net payment out
Source (payments in)	Transfers: Transfer in, Transfer out
Destination (payments out)	Portfolio value: Opening and closing balance
Date	Performance: Rate of return

What you will need to do

1. Log into Elevate and navigate to; **Business Management > Mgmt Reports**
2. Select **Contributions And Withdrawals Report**.
3. Select a single **Adviser** or select **All**.
4. Select **From Date**.
5. Select **To Date**.
6. Click **Create**.
7. Your report will generate below. Click **Complete** to open it.

Notes

7. Your report will be stored here. You can use the Filter Reports options to search for a report you have previously created.

Helpful hints

To help prepare for client reviews, use the Contributions & Withdrawals Report to generate a client account level report to quickly check for any:

- remaining ISA and pension allowances
- pension contributions during the pension input period
- natural income taken over the reporting period
- income tax or tax relief details to help prepare tax returns.

User Access

- All adviser and non-adviser users from your firm, except for those with Read-Only user access, can generate a client product wrapper, or client account level report for accounts they are permissioned to view.
- All adviser and non-adviser users from your firm, including those with Read-Only User access, can generate adviser level or firm level management reports for accounts they are permissioned to view.

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

SLE0182 0918 © 2018 Standard Life Aberdeen, reproduced under licence. All rights reserved.