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Elevate help guide: Create a Contributions and Withdrawals report

Standard Life
There's a lot to look forward to

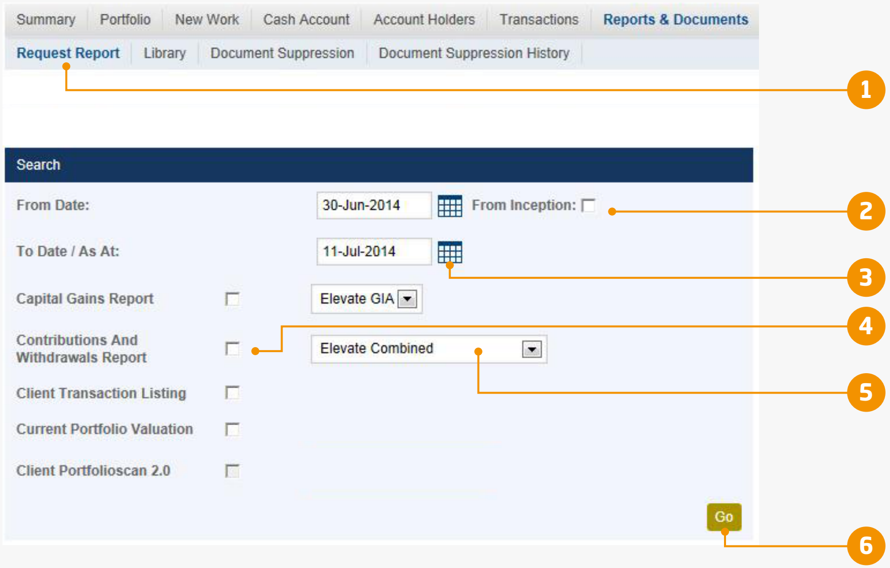
The Contributions and Withdrawals report allows you to export a record of business flows into and out of Elevate, and view this in a flexible Excel format.

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



What you will need to do

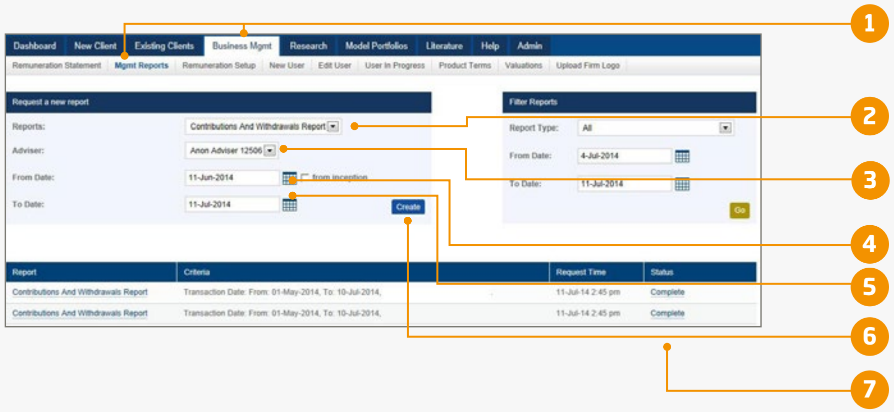
1. Log into Elevate, and from your client's account, navigate to; **Reports & Documents › Request Report**
2. Select **From Date** or tick **From Inception**.
3. Select **To Date / As At**.
4. Tick **Contributions And Withdrawals Report**.
5. Specify a single product wrapper or select **Elevate Combined**, 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



What you will need to do

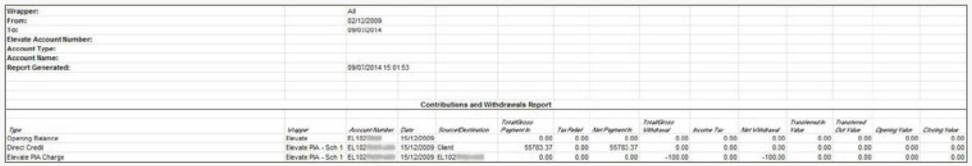
1. Log into Elevate and navigate to; **Business Management › Mgmt Reports**
2. Select **Contributions And Withdrawals Report**.
3. Select a single **Adviser** or select **All**.
4. Select **From Date**.
5. Select **To Date**.
6. Click **Create**.
7. Your report will generate below. Click **Complete**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

Client Report

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



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

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.

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