



EXPAND

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Reporting guide

This guide gives you an overview of the reports that are now available to you online.

You can generate a report for an individual member or by selecting an individual or multiple clients from the advanced search page. A report can be made up of a single report component or multiple report components to meet your needs. The format in which these reports are available is indicated below.

Report name	Description	Format available	Date format
Account details	Provides account information such as contact details, beneficiary nominations, standing instructions preferences and, where applicable, insurance, superannuation, and pension information as at current date.	PDF	Current
Account movement	Provides a quick summary of an account between selected dates including opening balance, additions, deductions and closing balance, along with withdrawal balance and preservation components for Super and Pension accounts.	PDF	Effective
Account performance	Details the opening and closing balances, buys, sells, change in value, account return, growth, income and total return for each investment held within the account. This report can be run net which is the performance after fees and costs are deducted or gross which is the performance before fees and costs are deducted (excluding advice fees if applicable).	PDF + CSV	Current
Advice fees	A summary of the applicable advice fee arrangements on an account(s) at current date. This report includes both current and future arrangements as well as pending one-off advice fees.	CSV	Current
Advice fees charged	Provides the total advice fees charged to an account(s) within the specified date range. This report shows the dollar amount, not the arrangement in place.	CSV	Range
Balance graph	Visually displays the portfolio balance and net deposits over time for a specified date range (minimum of three months).	PDF	Range
Capital gains/losses details	Provides detailed information of the estimated unrealised and realised capital gains and losses of the account.	CSV	Current
Capital gains/losses realised	Provides detailed information of the realised capital gains and losses of the account.	PDF	Current
Capital gains/losses unrealised (estimate)	Provides detailed information of the estimated unrealised capital gains and losses of the account.	PDF	Current
Capital gains/losses summary	Provides a summary of the estimated unrealised and realised capital gains and losses of the account.	PDF	Current
Cash account statement	Lists all transactions in and out of the cash account for the date range specified. Pending transactions will be shown if applicable.	PDF + CSV	Range

Report name	Description	Format available	Date format
Centrelink/DVA Schedule	Generates a Centrelink/Department of Veterans' Affairs Schedule as at current date.	PDF	Current
Client deposits	Bulk client report listing all contributions and transfers received for the specified date range.	CSV	Range
Client withdrawals	Bulk client report listing all the withdrawals for the specified date range.	CSV	Range
Fees summary	A summary of the applicable fees on an account at the current date. This report provides all applicable fees and Family fee aggregation group information.	PDF	Current
Funds Under Management (FUM)	Details the FUM for the selected adviser(s).	CSV	Effective
Income statement	Lists all income received from the cash account, managed investments, listed investments and term deposits for the specified date range.	PDF + CSV	Range
Insurance certificate	Provides the accounts active insurance cover for the current date.	PDF	Current
Investment performance	Performance of managed and listed investments at investment level over a 12 month period up to current date.	PDF + CSV	Current
Market exposure	A graphical representation of the portfolio asset allocation by sector as at the current date. Optional filters: Aggregate displays report with aggregated total for all selected accounts. Includes market exposure details for each investment option.	PDF + CSV	Effective
Periodic performance	Details the account and investment performance from the report end date for the periods of 3 months, 6 months, 1 year, 5 years and since inception. Report can be run with net or gross performance. Optional filter: Show previously held investments displays previously held investments during the specified range.	PDF	Effective
Portfolio summary	Details the units, price, percentage of portfolio and balance of each investment holding in the account at the effective date. Pending transactions will be shown if applicable and available cash will only be displayed if current date is selected. Optional filters: Managed Portfolio Services (MPS) displays investments held as part of a model separately. Aggregate provides report with aggregated total for all selected accounts.	PDF + CSV	Effective
Standing instructions	Provides detailed account information such as standing instructions, account balance, regular payments/withdrawals and beneficiary nominations.	CSV	Current
Super contribution summary	Provides a financial year summary of concessional, non-concessional, other contributions and BPAY contribution details. Optional filter: Show contribution transaction listing.	PDF + CSV	Range
Transaction statement	Lists all transactions in and out of each investment holding for the date range specified. Pending transactions will be shown if applicable.	PDF + CSV	Range

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