BELL POTTER: Praemium Report Builder User Guide

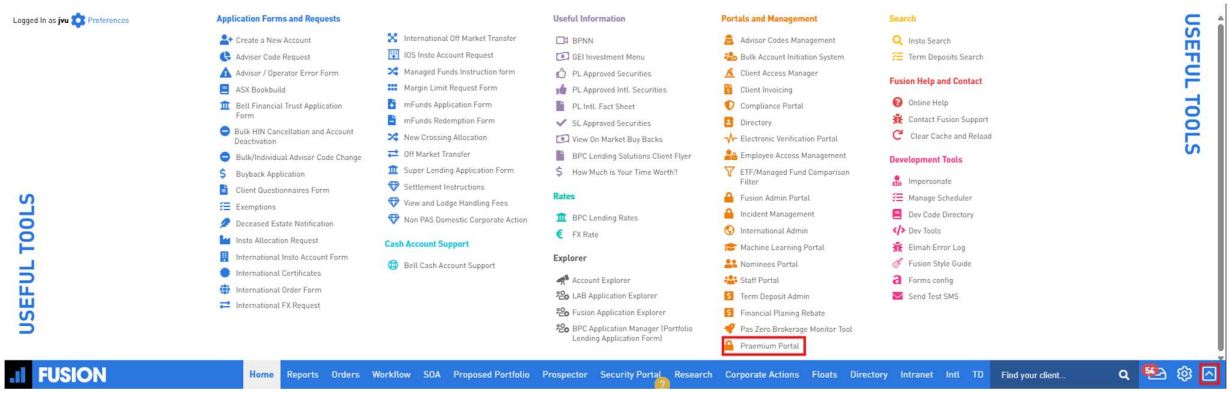
The ***Report Builder*** function under ***Reporting & Administration Portal*** is designed especially for advisers and administrators to generate custom reports for portfolios based on an adviser's or client's needs.

The ***Report Builder*** function also contains features to make recurring reporting tasks more efficient, through saved custom report packs and portfolio lists, as well as being able to add custom pages in reports. Large quantity reporting can also be generated using the Report Publisher.

NAVIGATING TO REPORT BUILDER FUNCTION

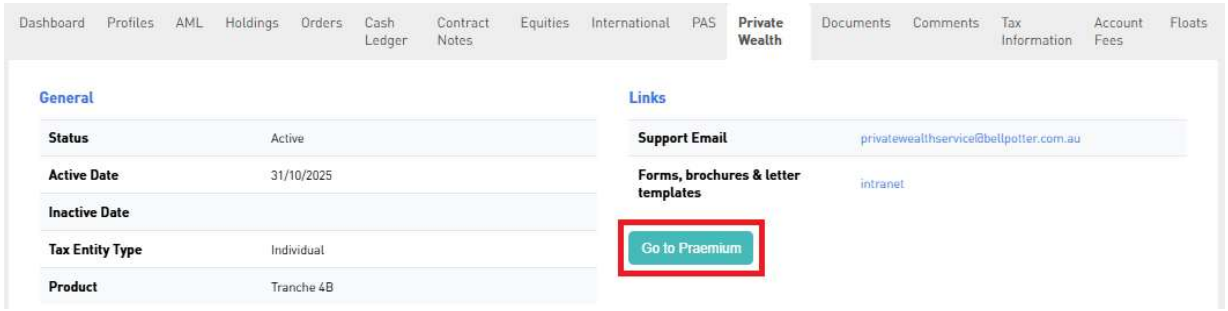
Praemium Platform can be accessed through:

1. The ***Global Praemium Portal link*** found via Fusion Useful Tooks menu.



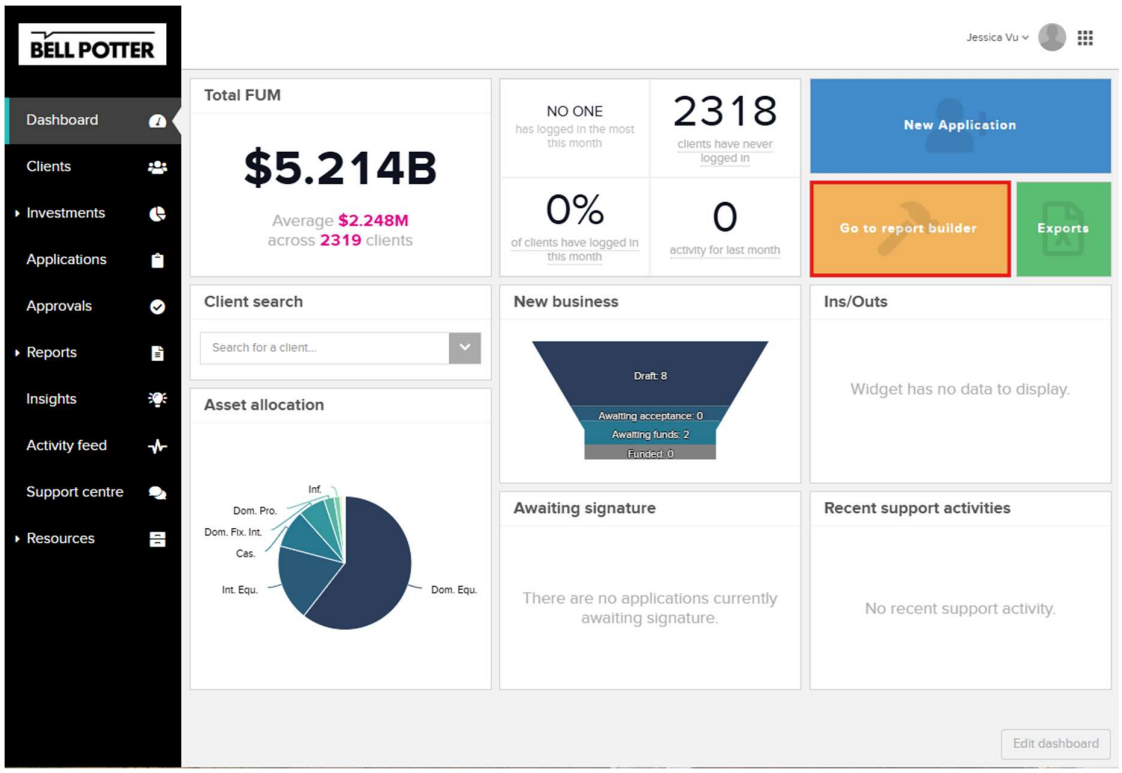
OR

Directly at an Account level under Fusion Private Wealth tab and ***Go to Praemium*** link.



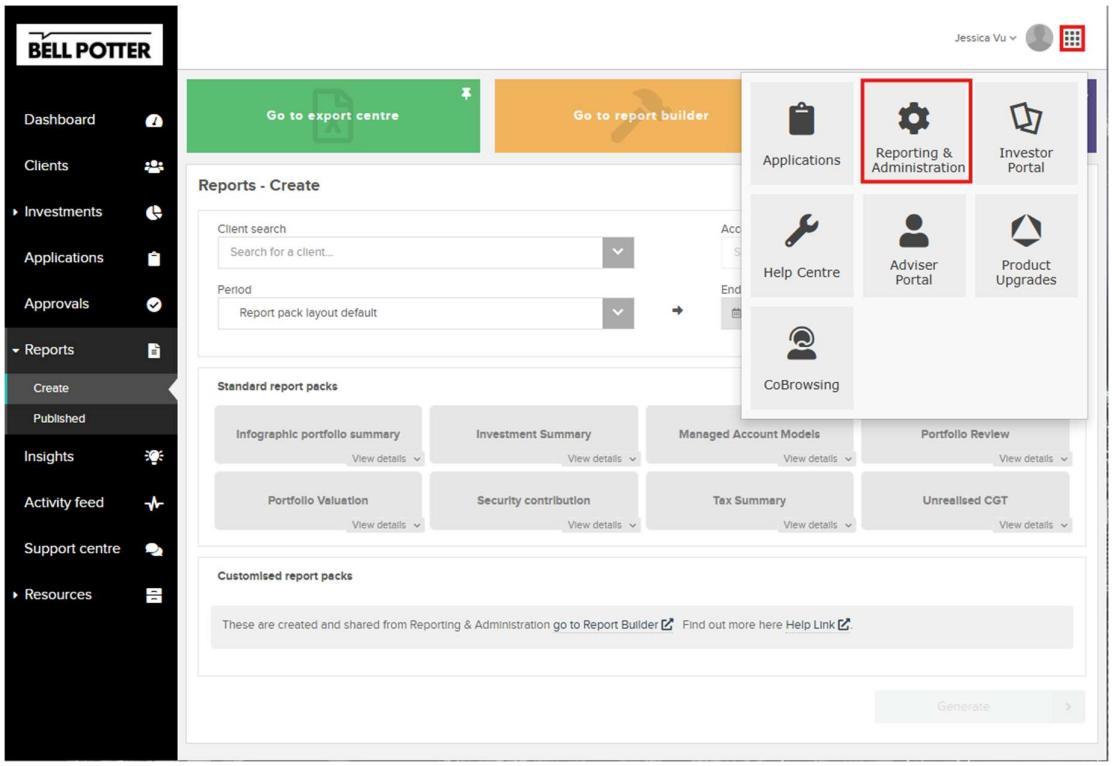
2. The ***Adviser Portal*** dashboard will open up

3. Click on the ***Go to report builder*** tile.
   Note: the ***Adviser Portal Dashboard*** is customisable, and the Go to report builder tile can be added / removed.

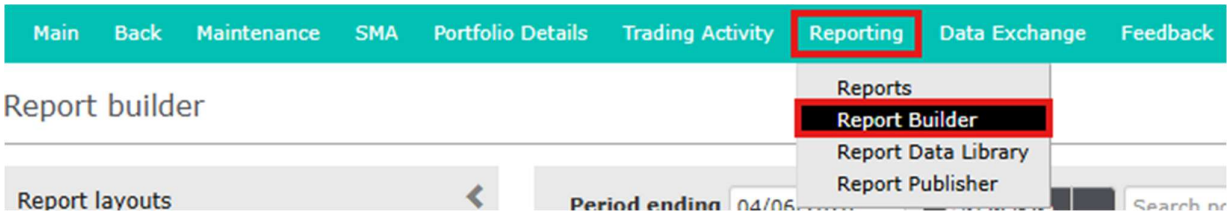


OR

Click on the ***Options*** menu (9 dots) in the ***Adviser Portal Dashboard*** and select ***Reporting & Administration***.

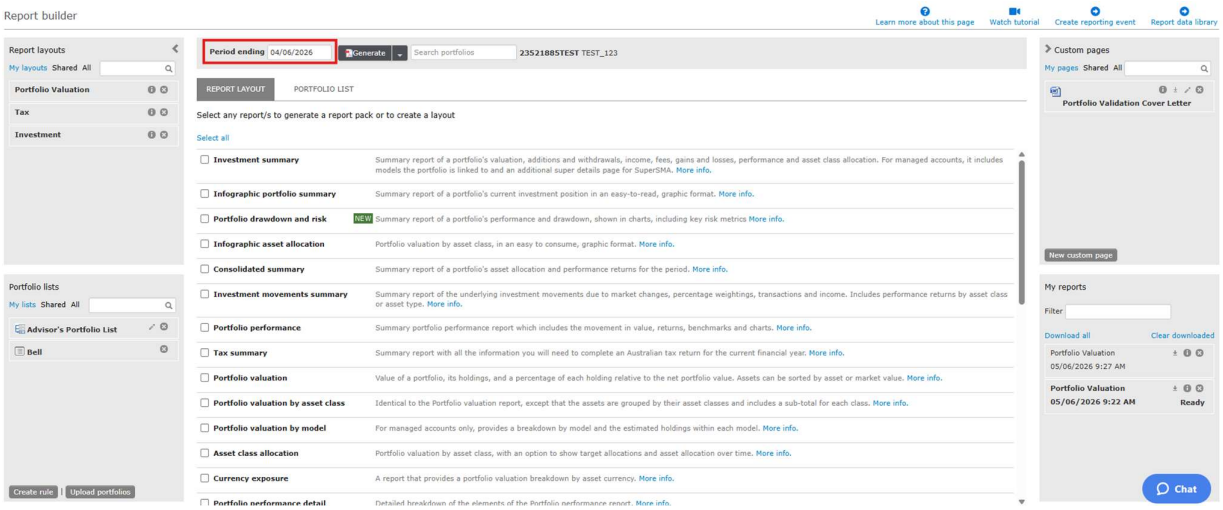


Within the ***Reporting & Administration Portal,*** click on the ***Reporting*** tab and then select ***Report Builder***.

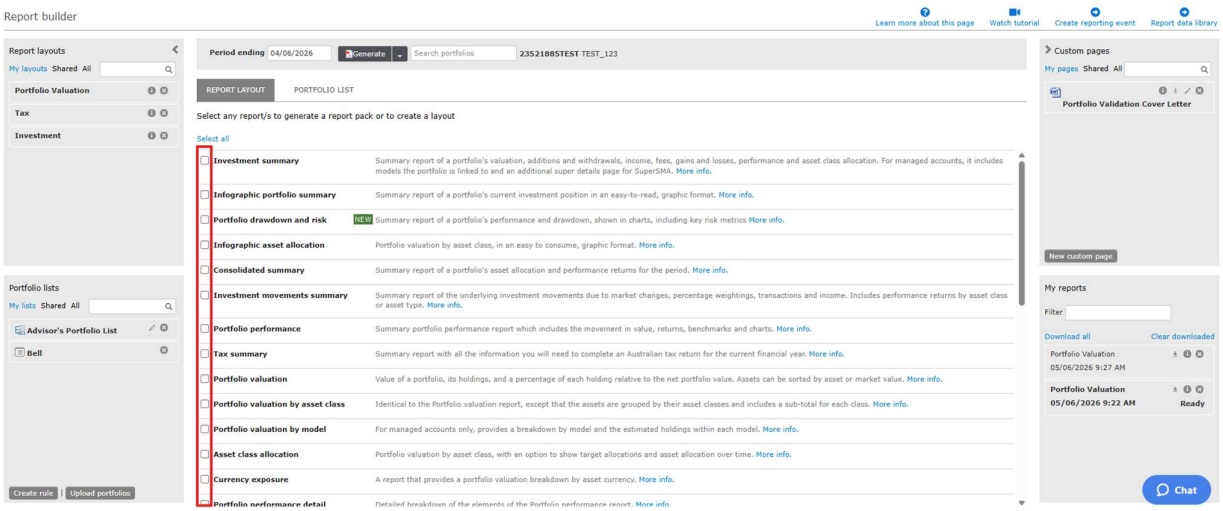


HOW TO GENERATE A REPORT

1. Select the required ***Period ending*** date for your report.



2. Under ***Report Layout***, select the desired ***Report(s)*** that you would like to generate and update parameters if required.



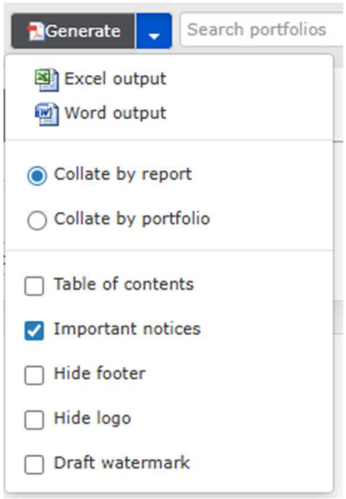
Hint: click on the *More info* link next to the Report description. This will direct the user to Praemium Help Centre where further details of the selected report (including reporting options and sample report) can be accessed.

3. You will then need to select an account(s) by entering an account number in the ***Search portfolios*** bar OR use the ***Portfolio List*** tab (Select ***Add Portfolio***, search and/or click Add next to relevant accounts to include. Click Done to display chosen account(s) in Portfolio List).

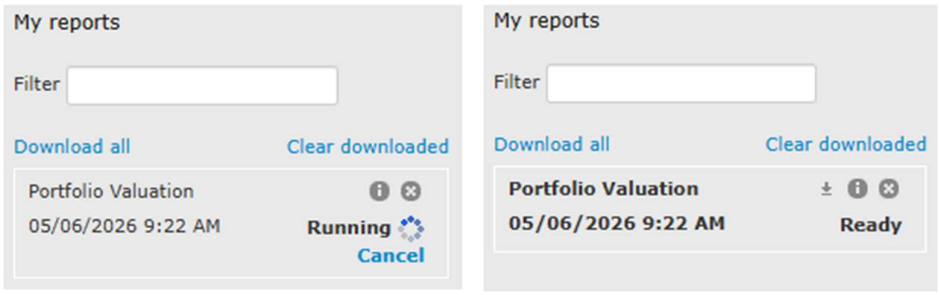


4. Click ***Generate*** for a PDF version of the report or click the down arrow for more options.





5. All generated reports will appear in the ***My Reports*** section located on bottom right of the screen and can be downloaded as required.
    - Running = system is compiling report
    - Ready = report is ready for download



USEFUL REPORTS

Report Builder function has a wide range of Report Layouts to choose from that allows for adjustable parameters of the report itself and charts included.

Basic descriptions of the report will be displayed on the right hand side, however selecting *More Info* will hyperlink to the Praemium Help Centre and provide more detailed information regarding the selected report (including full description of reporting parameters, and a sample report to download if available).

Users can also click and drag to rearrange the list of available reports under Report Layout according to preference.

A few key report types that are new and/or useful:

- ***Asset allocation*** – comparison of returns between investments and relevant benchmark indices, and a comparison of current asset allocation versus target asset allocation for portfolios linked to an asset allocation strategy template provided by Will Riggall.

  Refer to ***Appendix A*** for sample Asset Allocation report including composite, portfolio and benchmark return comparison of current asset allocation versus target asset allocation.

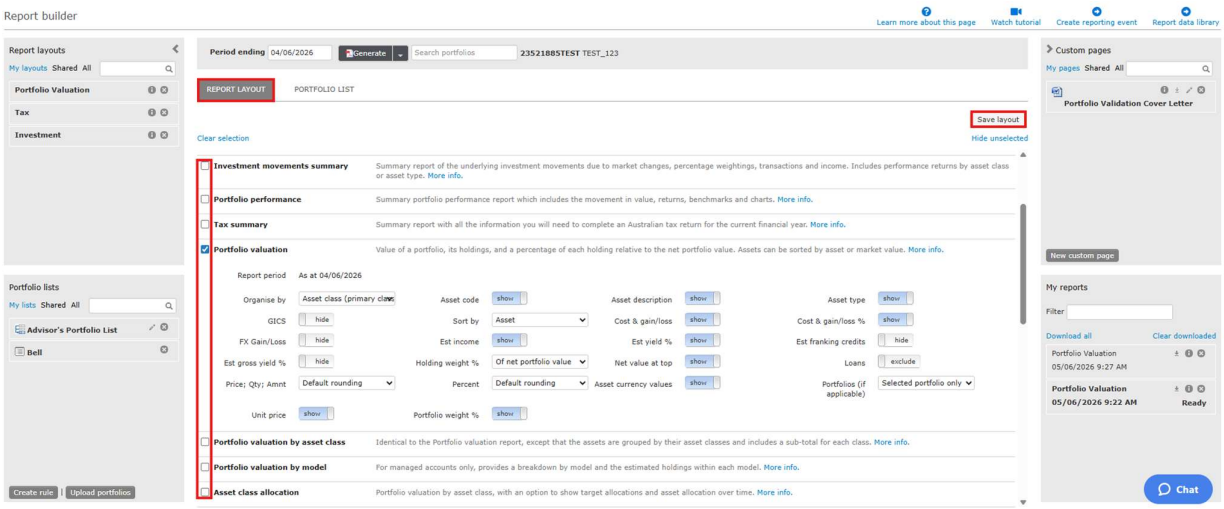
- ***Asset class allocation*** – portfolio valuation by asset class, with an option to show target allocations and asset allocation over time
- ***Portfolio performance (detailed version also available)*** – summary portfolio performance report which includes the movement in value, returns, benchmarks, and charts.
- ***Investment movements*** – investment movement details for each security/stock held, including contribution to the overall performance of the portfolio.
- ***Portfolio drawdown and risk*** – summary report of a portfolio's performance and drawdown, show in charts, including key risk metrics.
- ***Portfolio valuation*** – value of a portfolio, its holdings, and a percentage of each holding relative to the new portfolio value. Assets can be sorted by asset, market value, asset class or model.

- ***Cash transactions*** – all cash transactions for the period, useful for reconciling against a bank account statement.
- ***Tax summary*** – summary report with all the information needed to complete an Australian tax return for the current financial year.
- ***Consolidated summary*** – summary report of a portfolio's asset allocation and performance returns for the period.
- ***Infographic summary*** – summary report of a portfolio's current investment position in an easy-to-read and graphic format.
- ***Investment summary*** – summary report of a portfolio's valuation, additions and withdrawals, income, fees, gains and losses, performance and asset class allocation.

CUSTOMISING REPORTS AND CREATING NEW REPORT LAYOUT TEMPLATES (REPORT PACKS)

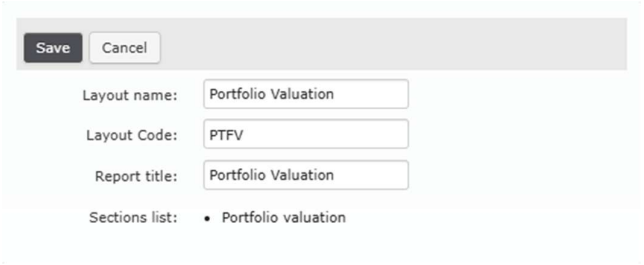
Users have the ability to create and save new Report Layouts with specific (non-default) parameters.

1. Select desired ***Report(s)*** to be generated, and update parameters as required under ***Report Layout*** tab.

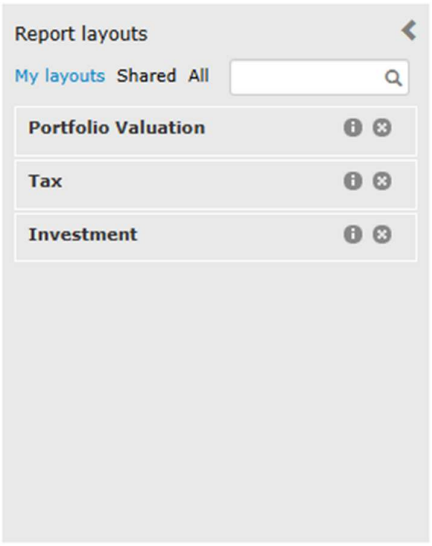


2. Click ***Save layout*** located on top right.

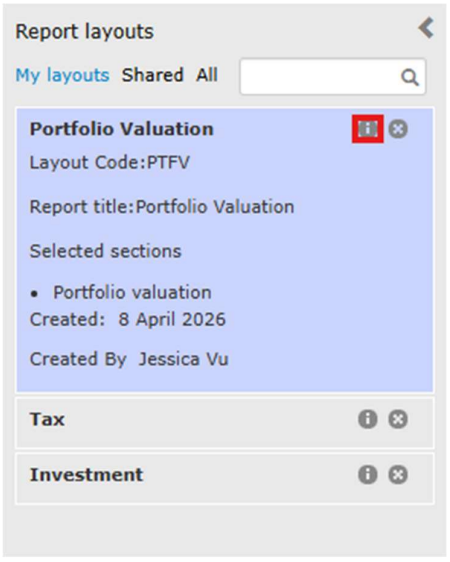
3. Fill out the layout details and ***Save***:
    - ***Layout name***: custom name of layout that is displayed in ***Report Builder***.
    - ***Layout code***: custom code of layout that is displayed in ***Report Builder***.
    - ***Report Title***: title that is displayed in the report.
    - ***Selections list***: list of the reports selected.



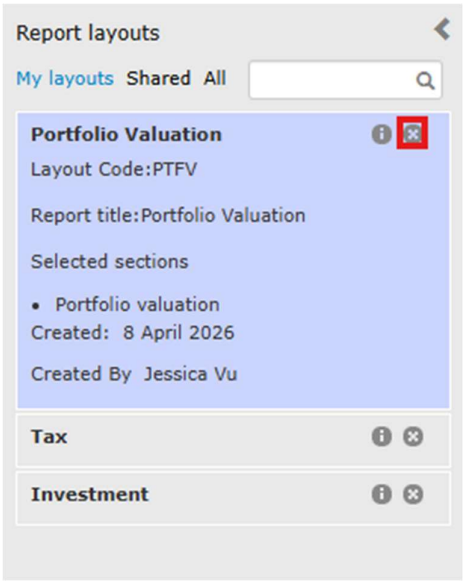
4. All custom saved layouts appear on the left of the screen in ***Report layouts*** under ***My layouts.***

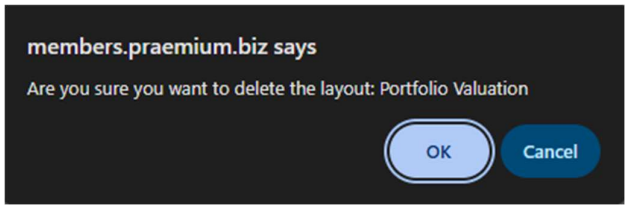


5. To view details around a specific custom layout, click on the ***Information*** icon.



6. To delete a specific custom layout, click on the ***Delete*** icon. An acknowledgement screen will pop up to confirm the layout deletion.

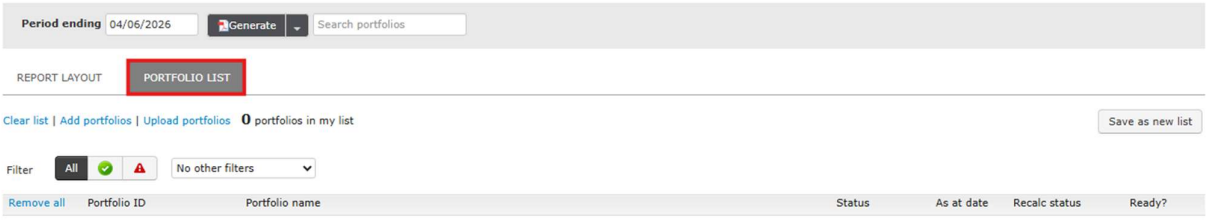




CUSTOM CLIENT ACCOUNT (PORTFOLIO) LISTS

Custom client account (portfolio) lists can be created and saved which can be used when generating future reports.

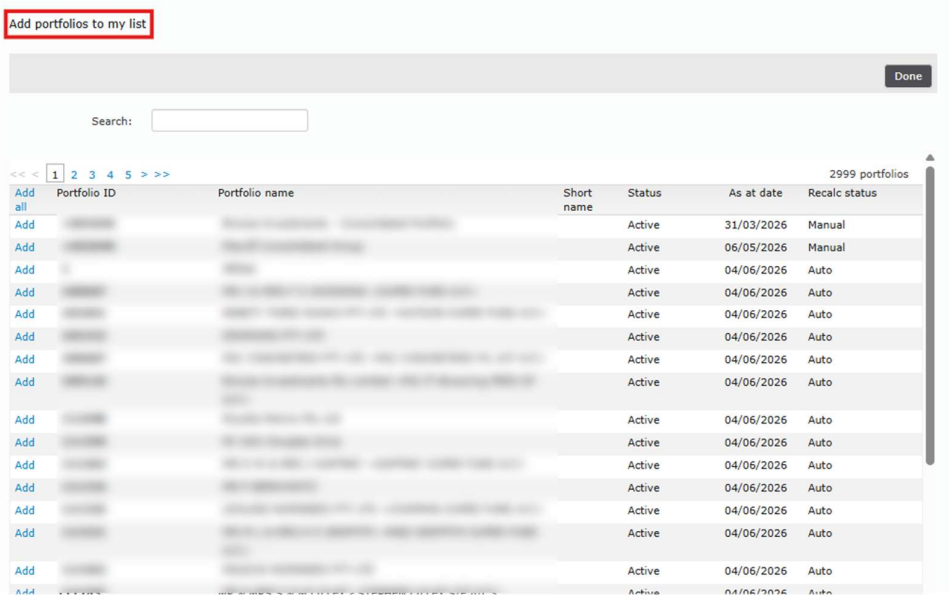
1. The ***Portfolio List*** tab displays all selected client accounts to generate reports for.

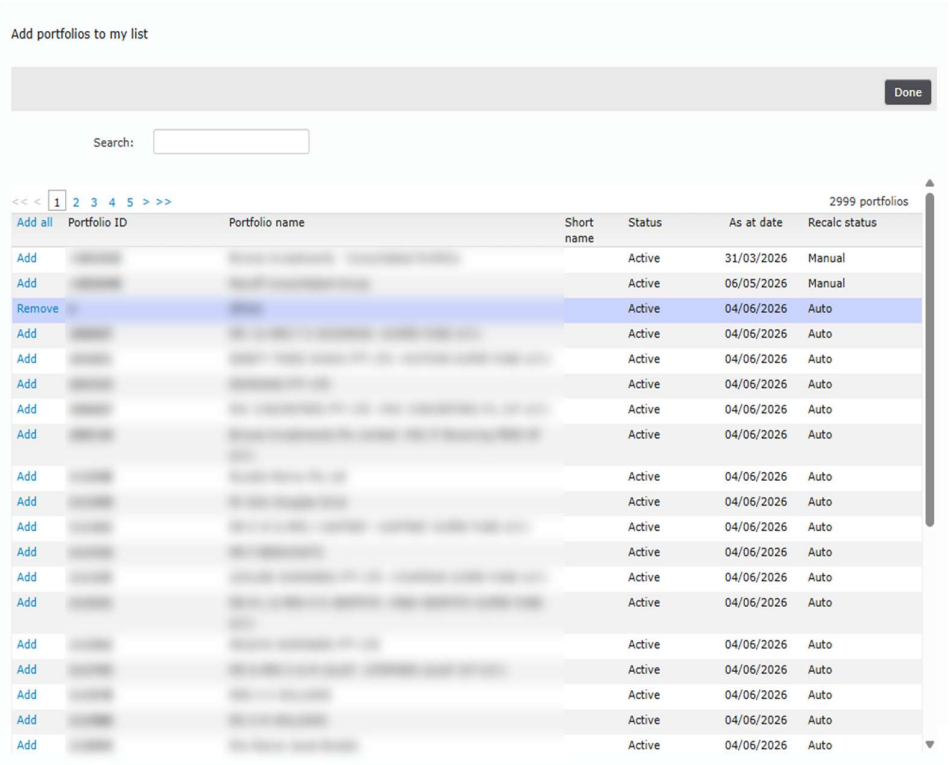


2. Add a new client account to the list by clicking ***Add portfolios*** and searching for the desired account(s). Click ***Add*** and the relevant account will be highlighted. If you have clicked on the wrong portfolio, you can click ***Remove***. Once all portfolios are selected, click ***Done***.
   Note:
   - Type * for all active accounts (portfolios) only.

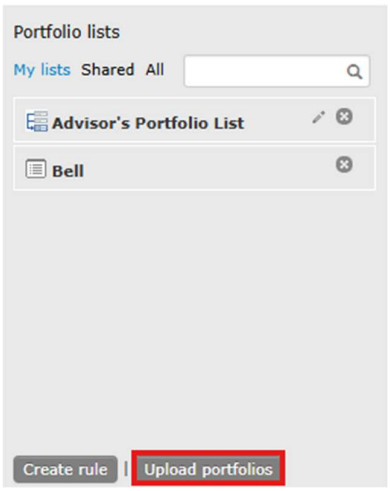
- Type ** for all accounts (portfolios) including closed ones.

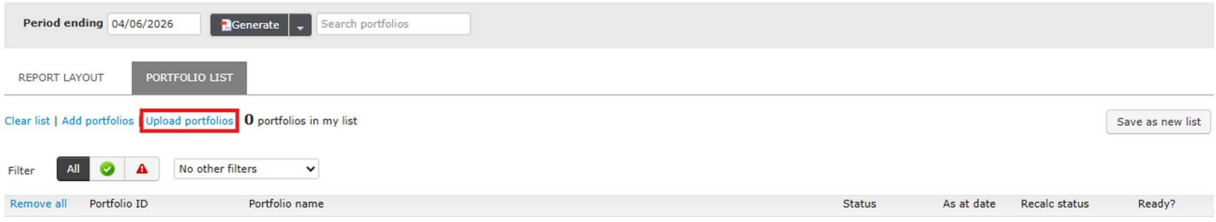


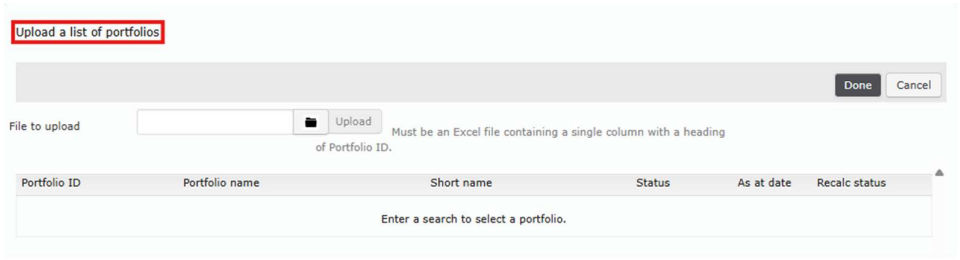




3. External client accounts lists can be uploaded via the ***Upload portfolios*** function accessible under both the Portfolio List on the left and the main Portfolio List menu:
    - When uploading the Excel file of the account list, ensure it contains a single column with a heading of ***Portfolio ID***.
    - The uploaded Excel will generate the list of accounts included in the file.
    - Click ***Done*** once confirmed.

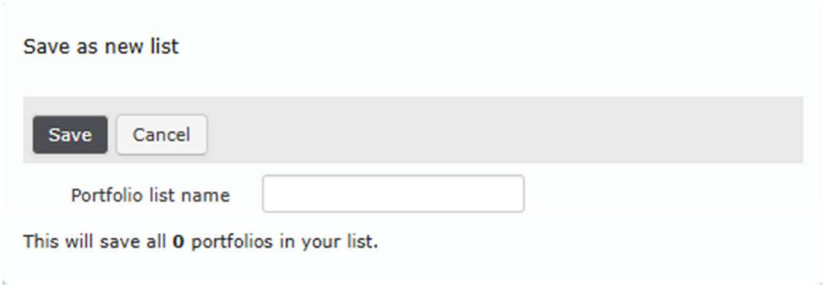




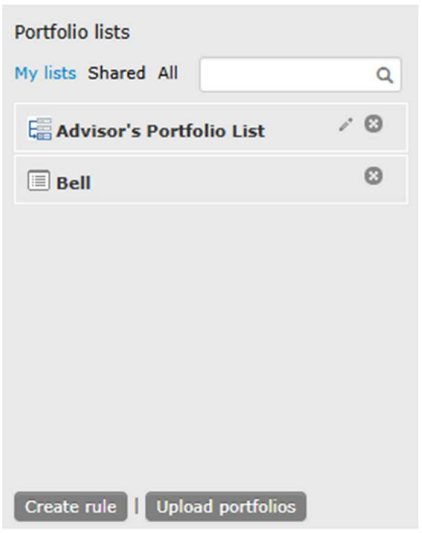


4. Click ***Save as new list*** if you want a new list created or click ***Save list*** if working on an already saved list that you would like to update. Fill out ***Portfolio list name*** if saving as new and click ***Save***.

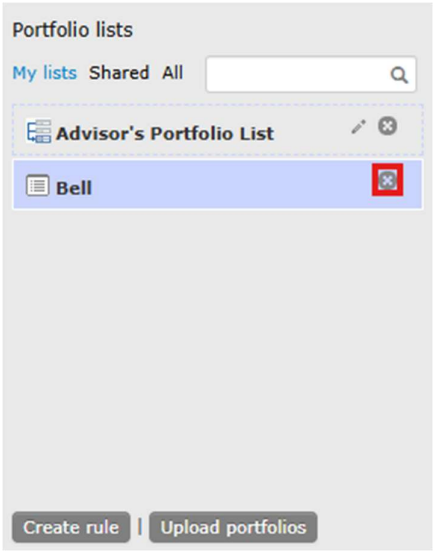


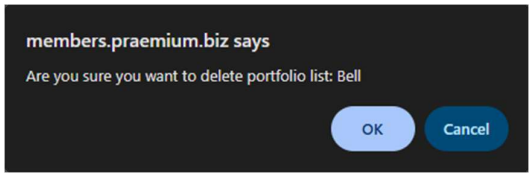


5. All custom saved client account (portfolio) lists will be displayed to the left of the screen in ***Portfolio lists***.

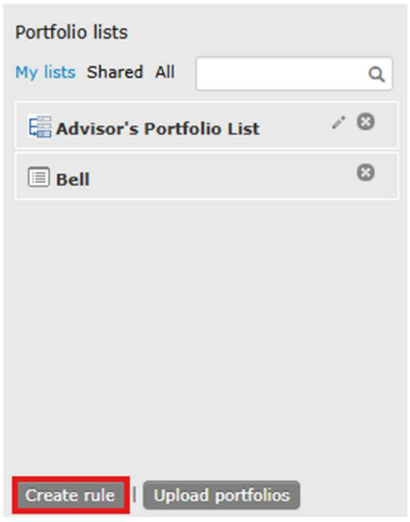


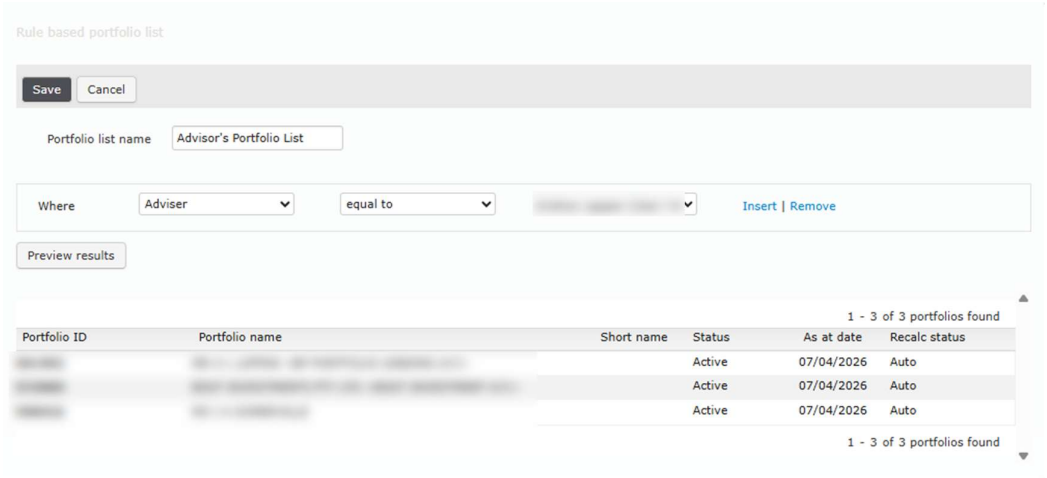
6. To delete a specific account (portfolio) list, click on the ***Delete*** icon. An acknowledgement screen will pop up to confirm the list deletion.

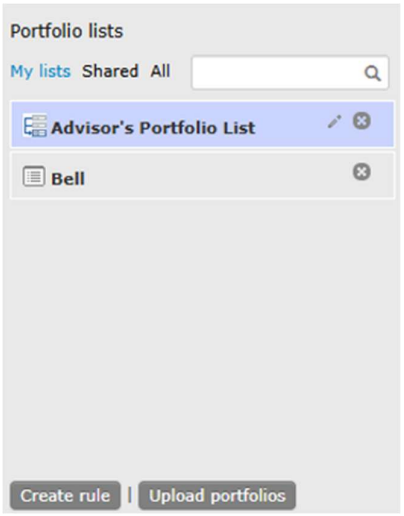




7. You can also create a client account (portfolio) list based on "rules" by clicking on ***Create rule*** in the ***Portfolio lists*** section. Fill out the custom ***Portfolio list name*** and then set the rule(s) for what portfolios are included in the list. You can add multiple rules for the same list. Preview results to determine suitability. Click ***Save*** once done.
   Note: the list will automatically update based on the rule(s) set.







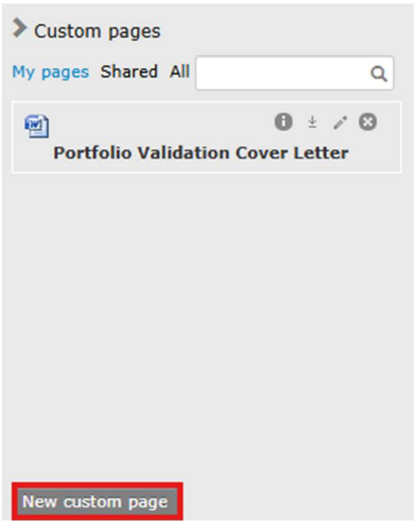
CUSTOM PAGES

Users have the ability to add their own content to reports. This can be done through the upload of ***Custom Pages*** into ***Report Builder***, then adding those pages to a custom report layout.

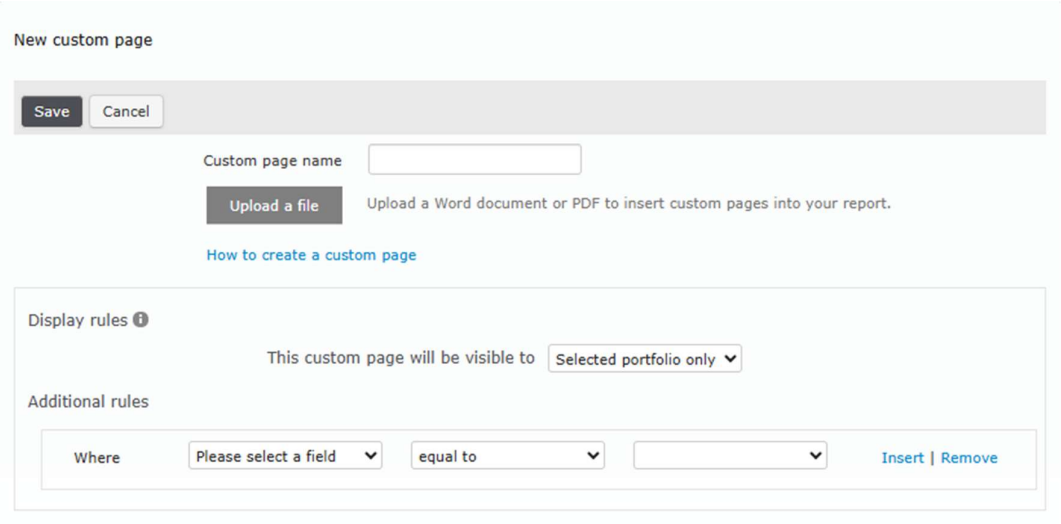
This can be handy you are looking creating a cover page containing data fields that ***Report Builder*** will automatically populate with values specific to a portfolio, or even just adding an extra page to describe prevailing market conditions.

Create a new custom page

1. Click ***New custom page*** in the ***Custom pages*** section.



2. Fill out ***Custom page name***. Upload a Word (.doc and .docx) or PDF (.pdf) file.
   - If a PDF file is uploaded, the report cannot be generated as a Word document.
   - If a Word document has been uploaded however, a PDF file can be generated.
   - An Excel report cannot be generated if adding a custom page.

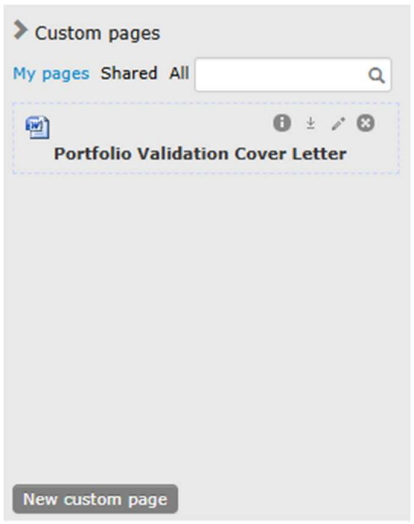


3. Select a ***Display rule*** from the following:
   - *Selected portfolio only* - custom page only included in the portfolios selected
   - *Sub-portfolios only* - custom page included in all sub-portfolios (child portfolios) if your selected portfolio is a consolidated portfolio
   - *Consolidated and sub-portfolios* - custom page included in the parent consolidated portfolio and all its sub-portfolios

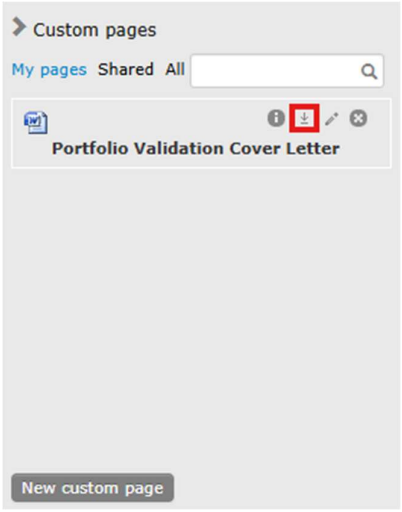
4. Set ***Additional rules*** if needed:
   - Set to specify when to display or hide the custom page
   - Also allows you to include custom pages in specific reports based on the criteria set

5. Click ***Save.***

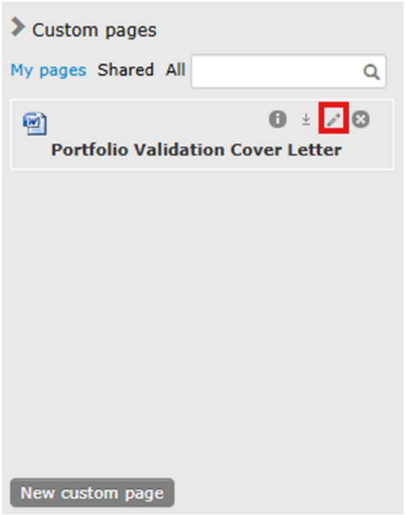
6. All saved custom pages will be displayed to the right of the screen in the ***Custom pages*** section.



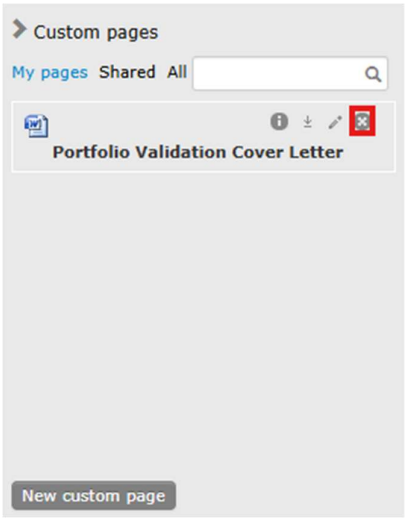
7. The ***Download*** icon allows you to download the file to view or make changes.

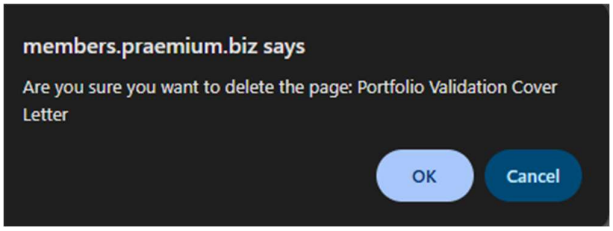


8. The ***Edit*** icon allows you to change the custom page settings (rules, display rules, upload more files, rename, etc.)



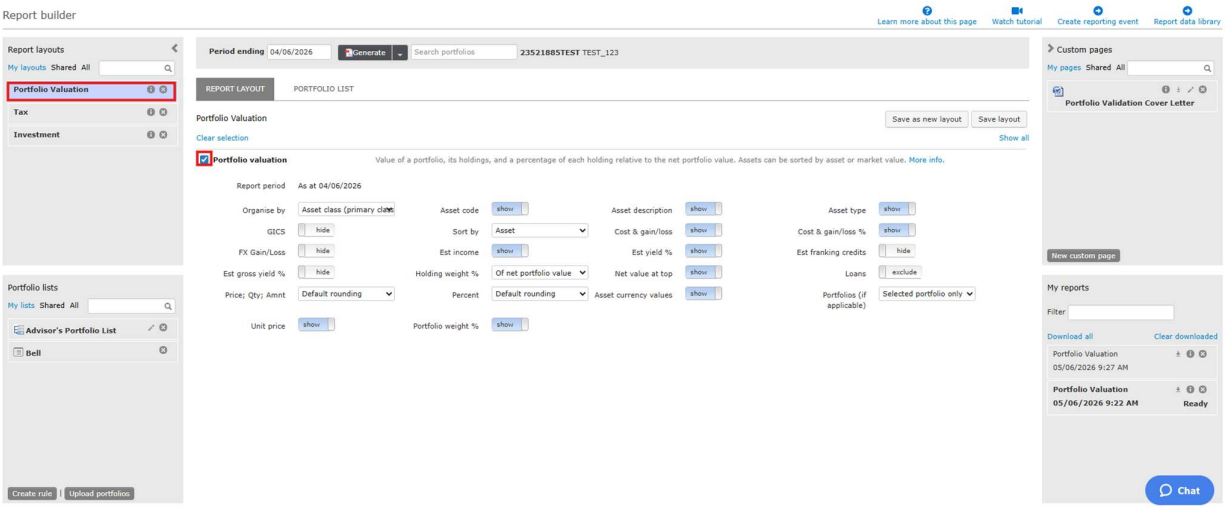
9. To delete a specific custom page, click on the ***Delete*** icon. An acknowledgement screen will pop up to confirm the page deletion.



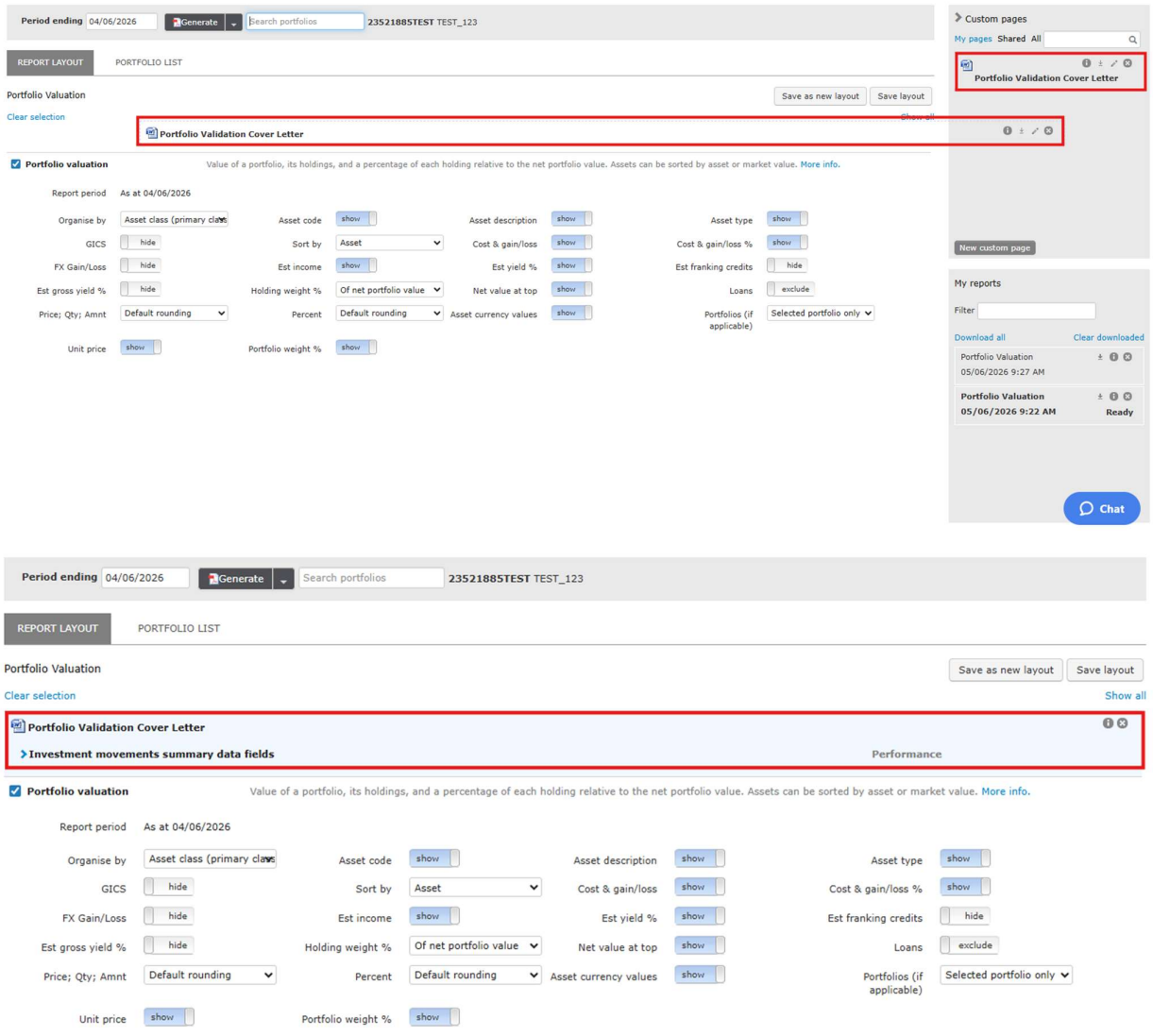


Including custom pages in reports

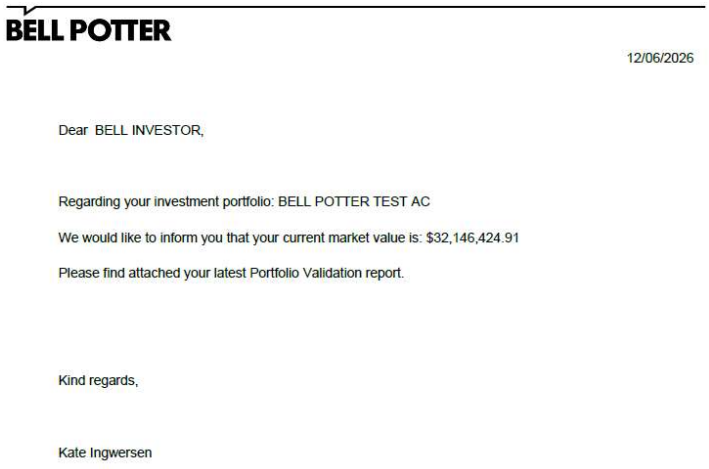
1. Select the Report that you would like to include the Custom Page in, under ***Report Layout*** or choose from your ***saved custom report layouts***.



2. Drag and drop the custom page from the ***Custom pages*** section into the ***Report Layout*** section. You can change the order of the custom pages and reports by dragging and dropping them into the desired position.



3. Generate report after choosing client account or portfolio list. See example below of custom page generated with pre-populated fields.



BELL POTTER

12/06/2026

Dear BELL INVESTOR,

Regarding your investment portfolio: BELL POTTER TEST AC

We would like to inform you that your current market value is: $32,146,424.91

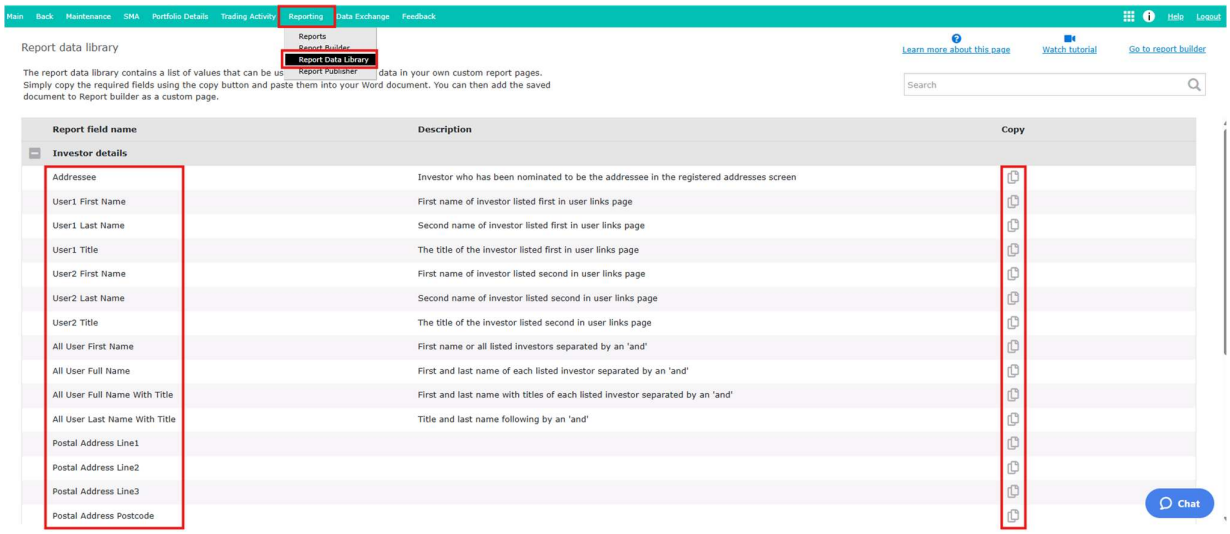
Please find attached your latest Portfolio Validation report.

Kind regards,

Kate Ingwersen

Creating custom pages with prepopulated fields using Word

1. To find the fields that can be prepopulated, go to the ***Reporting*** tab and click ***Report Data Library***. From here you can see all fields and copy any codes needed.



2. Open a Word document and design the custom page you want. See example cover pagebelow:

{{ PostalAddressLine1 }}
{{ PostalAddressLine2 }}
{{ PostalAddressState }} {{ PostalAddressPostcode }}
{{ PostalCountry }}

Dear {{ User1Title }} {{ User1FirstName }} {{ User1LastName }},

Regarding your investment portfolio: {{ PortfolioName }}

We would like to inform you that your current market value is: {{ IMS_PT_End_MV }}

Please find attached your latest Portfolio Validation report.

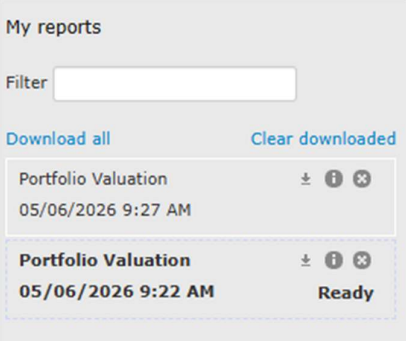
Kind regards,

{{ AdviserFirstName }} {{ AdviserLastname }}

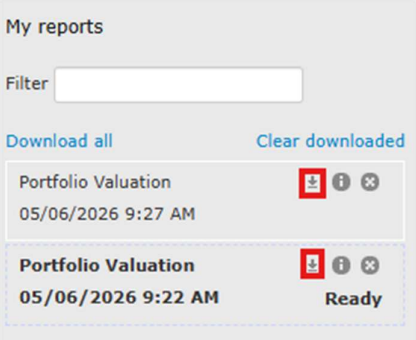
Refer to ***Appendix B*** for a full sample Portfolio Performance Detail Report incorporating system data within Custom Pages.

MY REPORTS

All previously generated reports will appear in the ***My Reports*** section located on the bottom right of ***Report Builder*** screen.



The ***Download*** icon is available for each individual report.

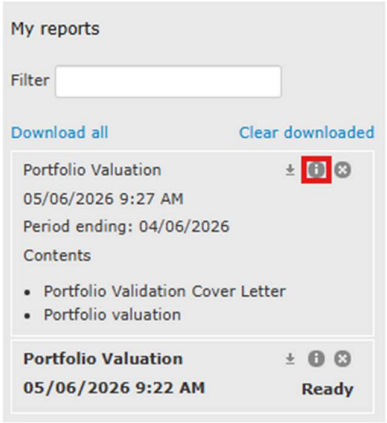


OR

Click ***Download all*** to download all reports generated.

- If downloading all reports, it will open in a temporary compressed ZIP file folder.
- To print all: Extract all files in the ZIP folder and choose where to extract to. Tick ***Show extracted files when complete***. Click ***Extract***. Highlight all files to print, right-click and select ***Print***.

The ***Information*** icon will display information about the report.

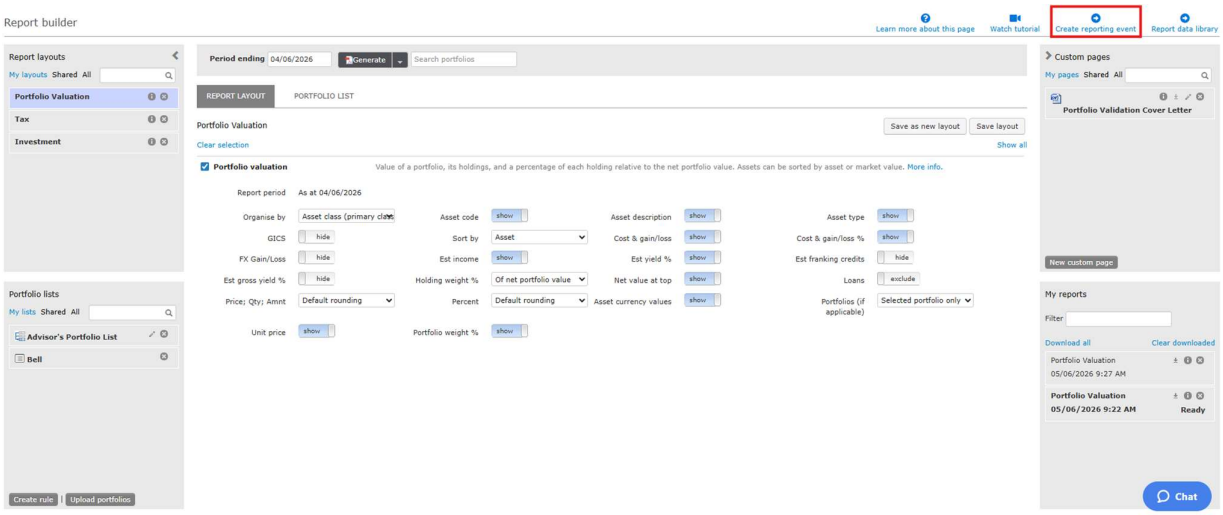


REPORT PUBLISHER – INDIVIDUAL REPORTING EVENTS (LARGE QUANTITY REPORTING)

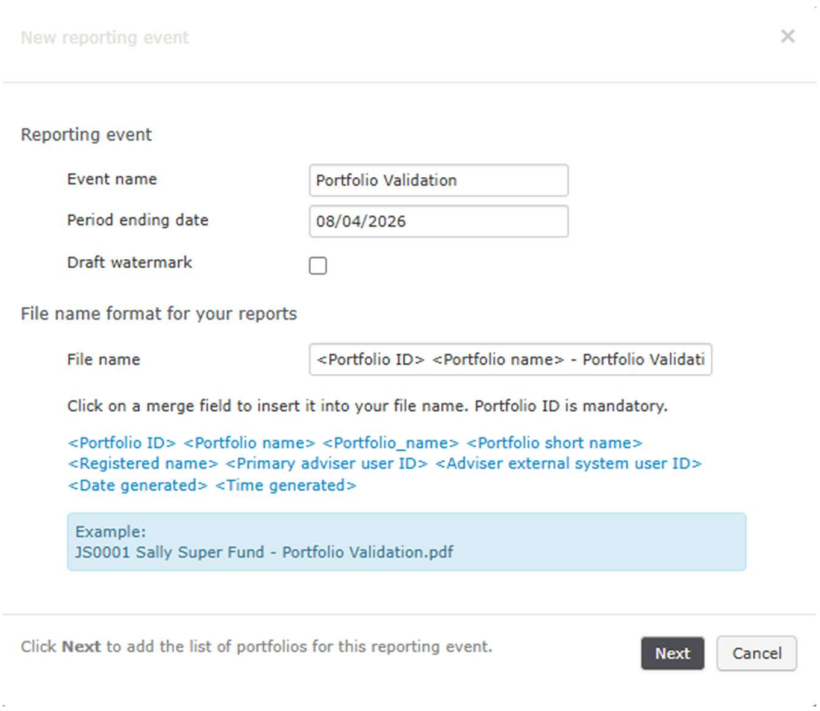
Report publisher is a reporting tool, designed to help manage large reporting events. It is also a convenient and easy-to-use method of generating reports, letters and other custom documents, and sharing them with your clients.

Note: Report publisher function can only create new *through* Report Builder.

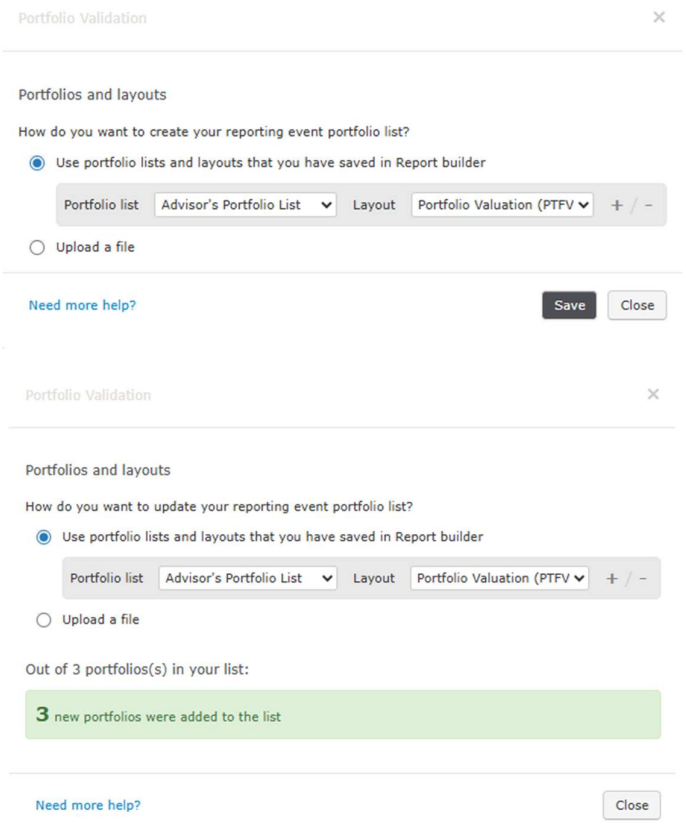
1. Click ***Create reporting event*** in ***Report Builder***.



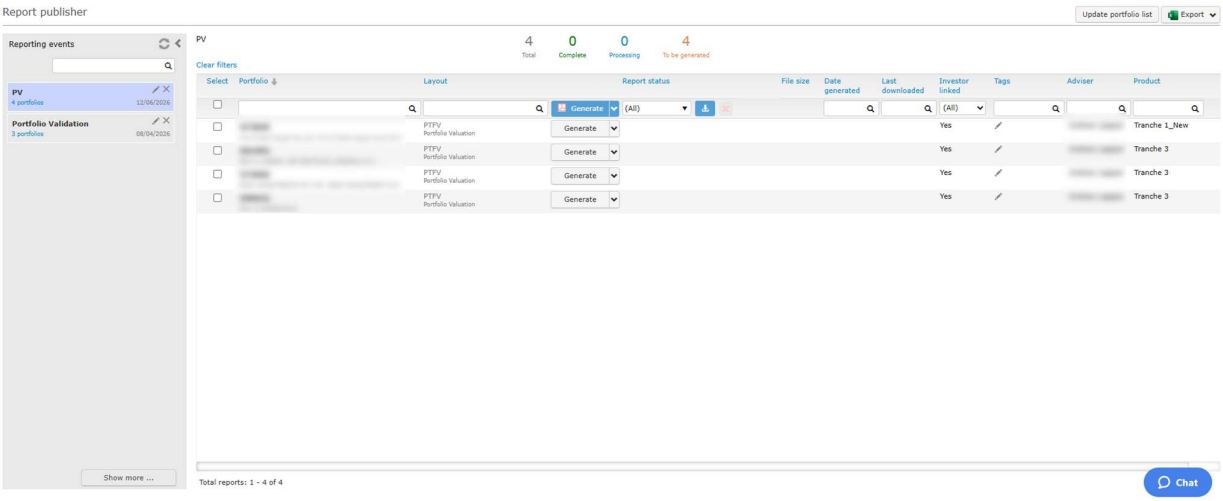
2. Name the event, choose end date, and fill in the file name. Click ***Next***.



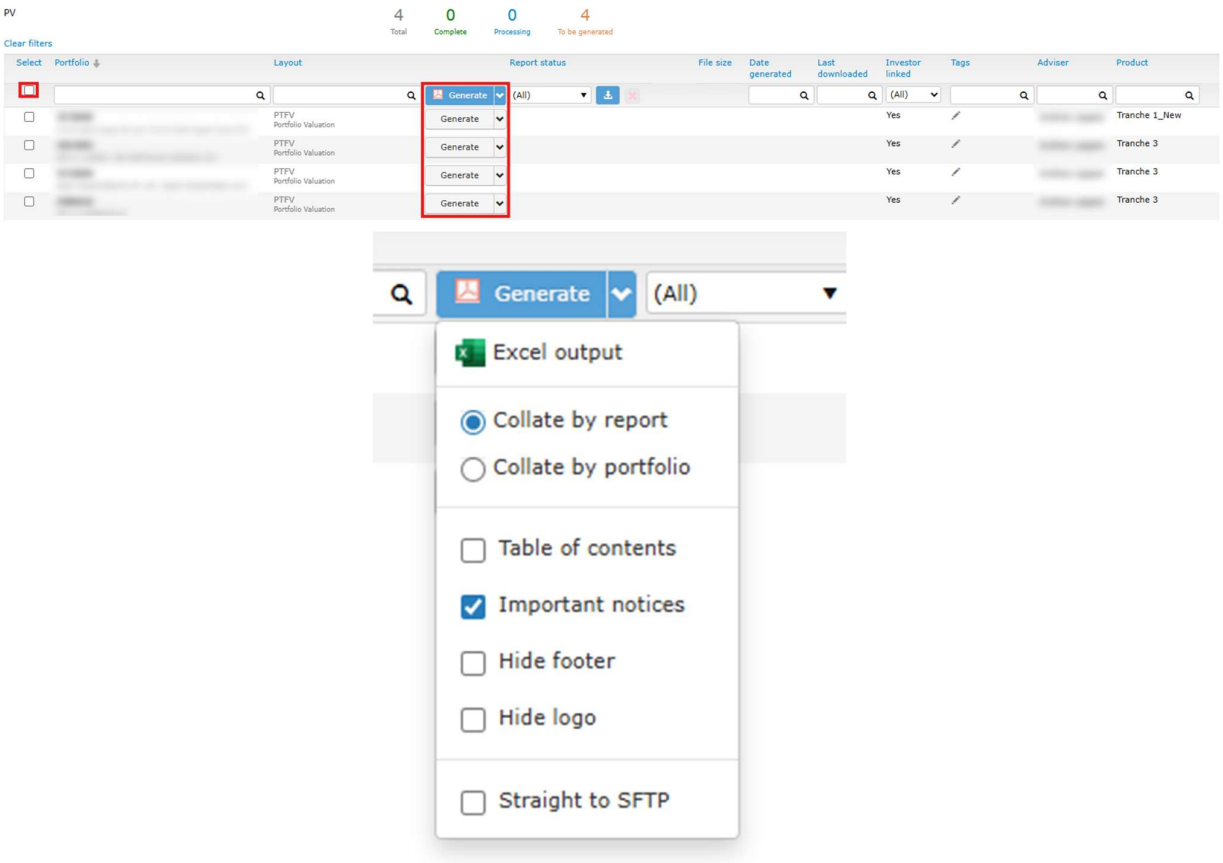
3. Select the desired ***Portfolio List*** and ***Report Layout***. Click ***Save***. A confirmation in green will appear regarding how many portfolios were added. Click ***Close***.



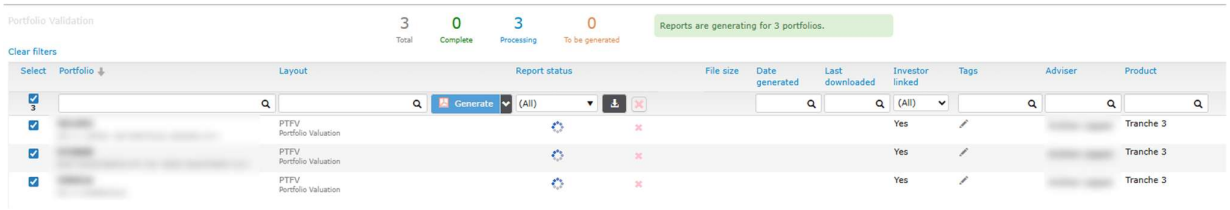
4. All reports for that will be generated will be listed. This event will be saved on the left of the screen in the ***Reporting events*** section.



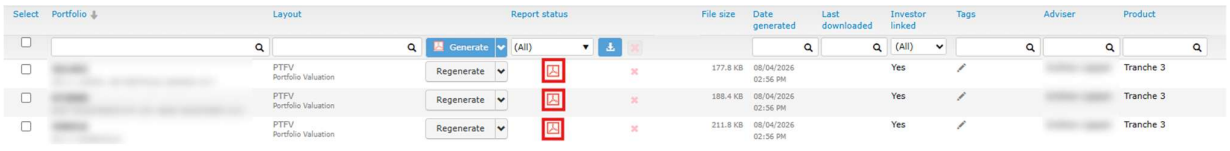
5. Click the select all box to generate reports for all portfolio's listed or tick any desired report(s) and then generate as PDF or Excel file.



6. Wait for the reports to generate. This may take a while depending on how many reports are generated.



7. Download files individually or all of them in a compressed ZIP file folder.



Note: If you need to create a new reporting event, you will need to go back to ***Report Builder*** to initiate.

HELP CENTRE

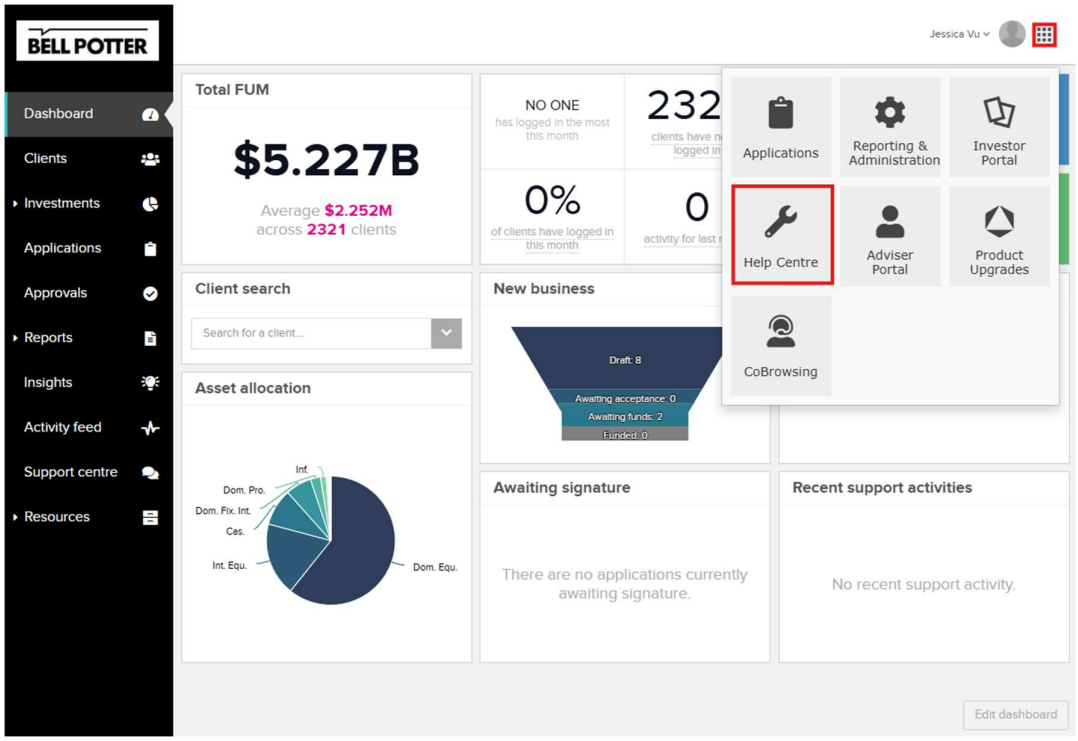
The ***Praemium Help Centre*** has additional resources that can be accessed for any further information required.

It can be accessed in the ***Adviser Portal*** by going to the ***Options*** menu and clicking on ***Help Centre***

OR

clicking on ***Help*** on the right side of the navigation bar in the ***Reporting & Administration Portal***.

1. Adviser Portal:



2. Reporting & Administration Portal:



BELL POTTER TEST AC (472772)

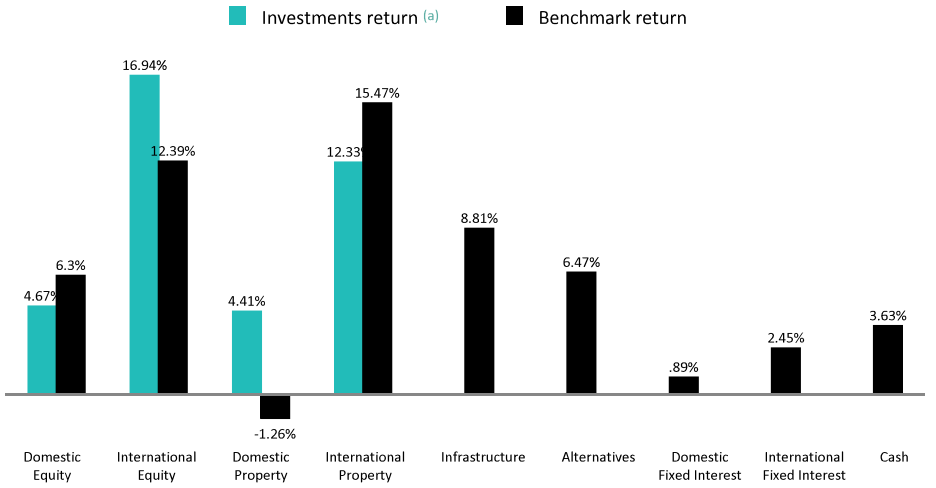
Asset allocation

01 Jul 2025 to 12 Jun 2026

APPENDIX A

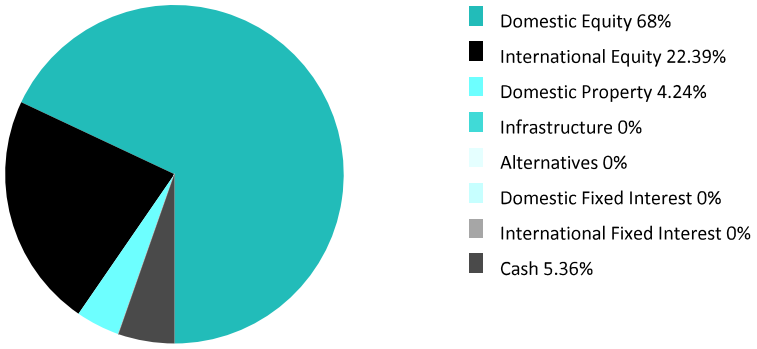
Comparison of returns

Asset class	Benchmark	Investments return[a] %	Benchmark return[a] %
Domestic Equity	S&P/ASX 300 Accumulation Index	4.67	6.30
International Equity	MSCI WORLD EX AUSTRALIA GROSS INDEX AUD END OF DAY	16.94	12.39
Domestic Property	S&P/ASX 300 Property GIC Accumulation Index	4.41	-1.26
International Property	FTSE EPRA NAREIT DEVELOPED HEDGED IN AUD TOTAL RETURN INDEX	12.33	15.47
Infrastructure	FTSE DEVELOPED CORE INFRASTRUCTURE 50/50 TOTAL RETURN INDEX AUD END OF DAY	NA	8.81
Alternatives	RBA Cash Rate + 3% p.a.	NA	6.47
Domestic Fixed Interest	Bloomberg AusBond Composite Bond Index	NA	0.89
International Fixed Interest	BLOOMBERG GLOBAL AGG HEDGED AUD INDEX	NA	2.45
Cash	Bloomberg AusBond Bank Bill Index	0.00	3.63
Composite index return [b]			5.46
Portfolio return before expenses [c]			3.35

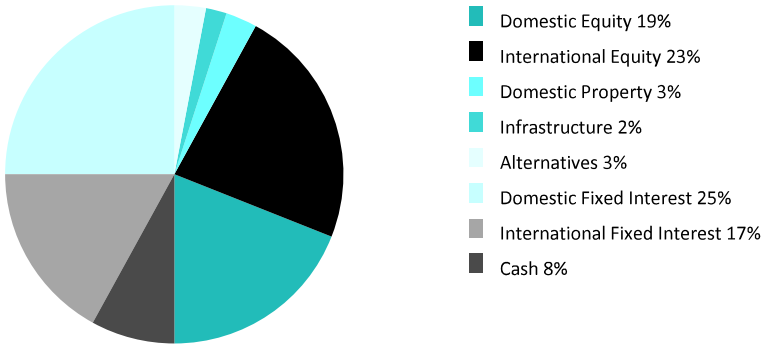


Current versus target allocation

Portfolio allocation 12 Jun 2026



Target allocation for BP Balanced Target Allocation



(a) The 'Investments total return' is the time-weighted percentage return from all investments held over the period in the relevant asset class. Refer to the 'Investment movements' report for the return on individual investments.

BELL POTTER TEST AC (472772)

Asset allocation

01 Jul 2025 to 12 Jun 2026

(b) The composite index return is the sum of the benchmark returns weighted by the target allocation for the relevant asset class.
(c) The portfolio return including cash and before expenses has been calculated using the time-weighted return (TWR) method.

Important notices

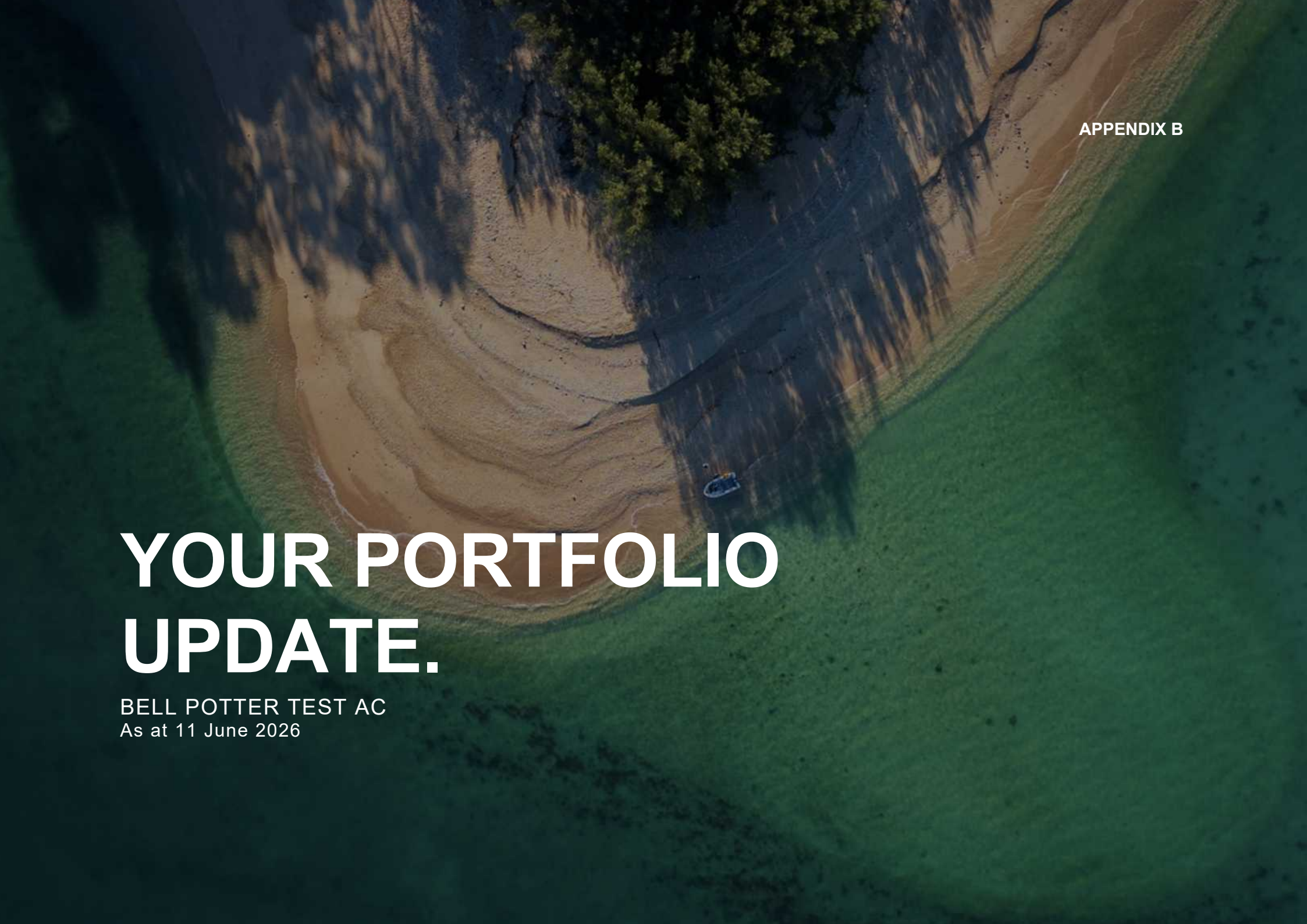
General notices

Disclaimer

Information has been obtained from a range of sources that we believe to be reliable, however information is subject to the correction of errors and omissions, and may only relate to the period since you commenced the administration service. While every effort has been made to provide accurate information, we will not be liable for any loss or damage resulting from errors or omissions from this report. These reports do not represent tax, accounting or legal advice. We encourage you to confirm the information contained herein and advise us if you believe changes are required

This report is NOT intended to be advice

The information provided on this report is not intended to influence any person in making a decision in relation to a particular financial product, class of financial products, or any interest in either. Taxation is only one of the matters that must be considered when making a decision in relation to a financial product. However, to the extent that advice is provided on this report, it does not take into account any person's particular objectives, financial situation or needs. These should be considered to determine the appropriateness of the advice, before acting on it.



APPENDIX B

YOUR PORTFOLIO UPDATE.

BELL POTTER TEST AC
As at 11 June 2026

MARKET UPDATES

Market Update

Global financial markets have experienced mixed performance over the past week as investors weigh economic data, central bank policy signals, and geopolitical developments. In the United States, equity markets closed slightly lower, with the Nasdaq falling by approximately 0.6%, the S&P 500 edging down by 0.2%, and the Dow Jones Industrial Average declining by around 0.5%. Technology stocks were under pressure, with notable declines in companies such as Broadcom and Oracle, while Nvidia managed a modest recovery. Investor sentiment remains cautious following a weaker-than-expected jobs report, which showed only 64,000 jobs added and an unemployment rate of 4.6%. These figures have tempered expectations for immediate interest rate cuts by the Federal Reserve. Meanwhile, Treasury yields held steady near 4.2%, and gold prices hovered close to record highs, reflecting ongoing demand for safe-haven assets.

In Australia, the ASX 200 closed lower at 8,581, down 0.63%, as declines in banking, mining, energy, and technology sectors weighed on the index. Energy stocks fell sharply after oil prices dropped to around US $56 per barrel amid optimism over potential peace negotiations in Ukraine and increased Russian supply. Materials stocks also faced headwinds due to concerns about China's economic outlook, although iron ore prices saw a slight uptick to approximately US $102 per tonne. Consumer sentiment in Australia fell nearly nine percent to 94.5, well below the optimistic threshold of 100, following the Reserve Bank of Australia's decision to maintain its cash rate at 3.60% with a hawkish tone. One bright spot was DroneShield, which surged by nearly 20% after securing a significant European defence contract worth US $50 million.

Globally, economic forecasts suggest a period of slow but steady growth. The Federal Reserve's latest projections indicate real GDP growth of about 1.7% in 2025, rising to 2.3% in 2026, with inflation expected to moderate toward the 2.5% range. International trade remains resilient, with UNCTAD estimating global trade in goods and services to exceed US $35 trillion this year, representing a seven percent increase over 2024. However, Fitch Ratings warns that growth in major economies such as the United States and the eurozone will remain modest, driven primarily by investment in technology and infrastructure. Geopolitical risks, fiscal pressures, and climate-related commitments continue to shape the global economic landscape.

In summary, markets are navigating a cautious environment characterized by mixed economic signals, central bank policy uncertainty, and sector-specific challenges. While long-term growth prospects remain intact, short-term volatility is likely to persist as investors adjust to evolving macroeconomic conditions.

Economic Outlook

Global economic growth is expected to remain steady through 2026. World GDP is projected to increase by around 3.0% in 2025 and pick up modestly to 3.1% in 2026. This reflects improved trade conditions, looser policy in key regions, and fiscal support across several economies. Inflation is expected to gradually subside, falling from approximately 5.4% in 2024 to 3.8% in 2025 and further to 3.0% in 2026. Despite these signs of steady expansion, risks persist. Elevated geopolitical tensions, particularly in key trade routes and regions such as the Middle East, along with high public debt levels, present ongoing downside pressures.

Australia

Australia's economy is projected to grow at a moderate pace of around 2.0% in 2026. Household income recovery and resilient labour markets are expected to support growth, although productivity challenges may moderate gains. Forecasts suggest GDP growth will increase from approximately 1.3% in FY25 to 2.3% by June 2026. Low interest rates and stabilising inflation should aid consumer and business spending, though caution is warranted if household budget stress emerges. Recent data shows the domestic economy is stabilising: GDP rose by around 0.4% in Q3 2025 (2.1% annualised), driven by household consumption, housing construction, and business investment. Productivity also improved, although elevated unit labour costs could pose inflationary risks. Meanwhile, the Reserve Bank of Australia has held the cash rate at 3.60%, citing persistent inflationary pressures, especially in services, and a tight labour market.

Inflation and Monetary Policy

Inflation is expected to continue its gradual descent. In Australia, inflation is running slightly above the RBA's 2–3% target band, with the government predicting a 3.75% annual inflation rate for the year ending June 2026. This forecast has led analysts to signal possible policy tightening next year.

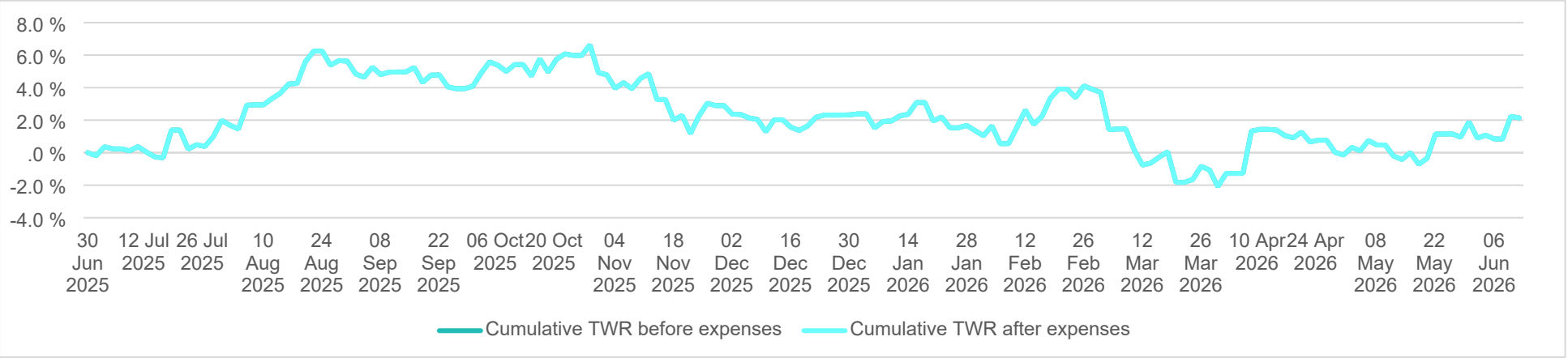
Risks and Key Drivers

Key global risks include geopolitical instability, heightened trade tensions, and persistent fiscal imbalances. Australia faces structural challenges around household debt and rising incomes, which may strain consumer spending. Property sector dynamics, climate policy shifts, and changes in global commodity demand are also relevant. On the upside, technology-led productivity improvements, spurred by AI, could provide a tailwind for advanced economies, including Australia.

In summary, the global economy is expected to grow at a steady pace of around 3% in 2026, with the US leading the charge. Australia is forecast to maintain moderate growth of about 2%, supported by low rates and economic resilience. Inflation remains a watchpoint, guiding cautious monetary policy.

KEY REPORTS

Your Portfolio
Performance Summary



$32,146,424.91

Market value as at 11/06/2026

$931,808.77

Income earned

-$55,627.98

Net additions

$404,755.78

Movement in value

$1,779,891.37

Performance return before expenses

$272,303.00

Franking credits

Portfolio performance detail

01 Jul 2025 to 11 Jun 2026

Movement in value

	$	$
Starting market value		**31,741,669.13**
Net addition		**-**
Realised and unrealised gains/losses		
ASX Listed	382,210.77	
Managed Funds	193,568.43	
Total		**575,779.20**
Total income net of foreign tax paid		
Income and interest received	850,962.84	
Income receivable	75,892.63	
Total income net of foreign tax paid		**926,855.47**
Ending market value		**32,146,424.91**
Movement in value		**404,755.78**
Unallocated amount [(a)]		-1,097,878.89

(a) Accuracy of Portfolio returns will be impacted by the unallocated amount. This amount will in most cases represent portfolio movements not yet linked to a cash transaction because for example, payment of income or settlement is going to be later than expected by the system. Refer to the **Portfolio reconciliation** report section to identify what types of movements are unallocated.

Total dollar return

	$	$
Realised and unrealised gains/losses		**575,779.20**
Income		
Income and interest received	850,962.84	
Income receivable	75,892.63	
Foreign tax paid	4,953.30	
Total income		**931,808.77**
Franking credits		**272,303.40**
Total dollar return before expenses		**1,779,891.37**
Total dollar return after expenses		**1,779,891.37**

BELL POTTER TEST AC (472772)

Portfolio performance detail

01 Jul 2025 to 11 Jun 2026

Percentage returns

Period to 11 Jun 2026	Starting value before expenses $	Starting value $	Net additions & withdrawals $	Cumulative net investment $	Ending value before expenses $	Net internal transfers $	Expenses payable [b] $	Taxes & franking credits [c] $	TWR after expenses %	S&P/ASX 200
Since 01/07/2025	31,741,669.13	31,741,669.13	-	31,741,669.13	32,146,424.91	-	-	277,256.70	**2.14%**	1.07%

Returns over time

								Cumulative returns from 01 Jul 2025		
Month ending	Starting value before expenses [a] $	Starting value $	Net additions & withdrawals $	Cumulative net investment $	Ending value before expenses $	Net internal transfers $	Expenses payable [b] $	Taxes & franking credits [c] $	TWR after expenses %	S&P/ASX 200
31/07/2025	31,741,669.13	31,741,669.13	-	31,741,669.13	32,446,883.00	-	-	5,493.72	2.24%	2.35%
31/08/2025	32,446,883.00	32,446,883.00	-	31,741,669.13	33,458,262.40	-	-	63,160.87	5.63%	5.04%
30/09/2025	33,458,262.40	33,458,262.40	-	31,741,669.13	32,934,590.20	-	-	36,168.30	4.09%	3.59%
31/10/2025	32,934,590.20	32,934,590.20	-	31,741,669.13	33,154,976.99	-	-	2,700.51	4.79%	3.98%
30/11/2025	33,154,976.99	33,154,976.99	-	31,741,669.13	32,525,246.73	-	-	30,371.95	2.9%	0.84%
31/12/2025	32,525,246.73	32,525,246.73	-	31,741,669.13	32,271,033.72	-	-	8,364.43	2.12%	2.01%
31/01/2026	32,271,033.72	32,271,033.72	-	31,741,669.13	32,030,693.54	-	-	-	1.36%	3.83%
28/02/2026	32,030,693.54	32,030,693.54	-	31,741,669.13	32,778,960.41	-	-	54,362.50	3.9%	7.68%
31/03/2026	32,778,960.41	32,778,960.41	-	31,741,669.13	30,870,151.79	-	-	45,451.31	-2.01%	-0.71%
30/04/2026	30,870,151.79	30,870,151.79	-	31,741,669.13	31,457,378.26	-	-	1,251.71	-0.15%	1.45%
31/05/2026	31,457,378.26	31,457,378.26	-	31,741,669.13	32,071,339.76	-	-	29,931.40	1.9%	2.22%
11/06/2026	32,071,339.76	32,071,339.76	-	31,741,669.13	32,146,424.91	-	-	-	2.14%	1.07%

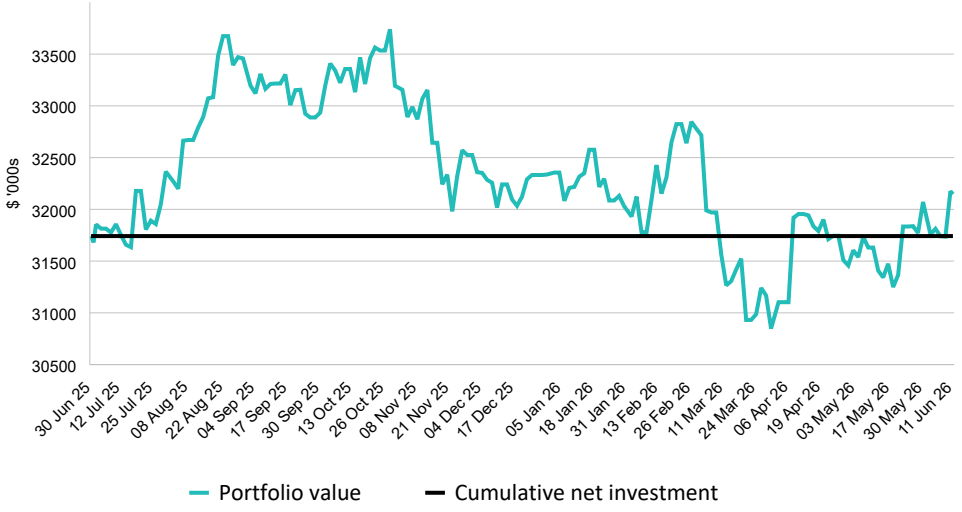
(a) The 'Starting value before expenses' is equal to the 'Ending value before expenses' of the previous period minus the portion of expenses that were accrued and paid on the previous day.
(b) 'Expenses payable' include expenses still payable as at the end of the day, plus any expenses that were accrued and paid that day.
(c) 'Taxes' include WHT and foreign tax paid where applicable to income accrued within the performance period.

BELL POTTER TEST AC (472772)

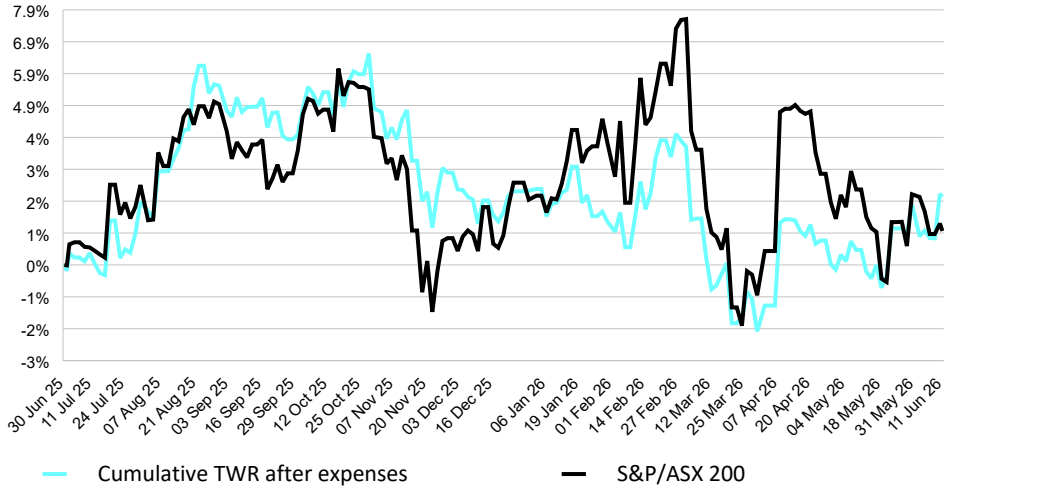
Portfolio performance detail

01 Jul 2025 to 11 Jun 2026

Value versus cumulative net investment



Returns over time



Notes to Portfolio performance

The portfolio's inception date for performance calculation purposes is 30 Jun 2003.

Portfolio total dollar and percentage returns are inclusive of franking credits. Percentage returns have been calculated using the Time Weighted Return (TWR) method.

Important notices

General notices

Disclaimer

Information has been obtained from a range of sources that we believe to be reliable, however information is subject to the correction of errors and omissions, and may only relate to the period since you commenced the administration service. While every effort has been made to provide accurate information, we will not be liable for any loss or damage resulting from errors or omissions from this report. These reports do not represent tax, accounting or legal advice. We encourage you to confirm the information contained herein and advise us if you believe changes are required

This report is NOT intended to be advice

The information provided on this report is not intended to influence any person in making a decision in relation to a particular financial product, class of financial products, or any interest in either. Taxation is only one of the matters that must be considered when making a decision in relation to a financial product. However, to the extent that advice is provided on this report, it does not take into account any person's particular objectives, financial situation or needs. These should be considered to determine the appropriateness of the advice, before acting on it.