BELL POTTER: Praemium Reporting User Guide

Adviser Portal is the dashboard for advisers to access their Private Wealth clients and investments in Praemium. Advisers will be able to monitor and manage clients' investments, create new managed account applications, track approval requests, create basic client reports and access published client reports.

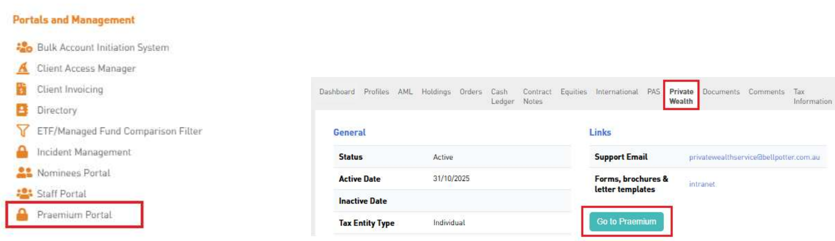
The ***Adviser Portal – Reports*** tab will allow advisers to generate standard reports for any portfolios, which can then be downloaded, stored or sent.

Reporting & Administration Portal is Praemium's full portfolio and service administration application. Here, advisers will be able to use ***Report Builder*** function to create custom reports, and also view a portfolio's data without formally generating a report.

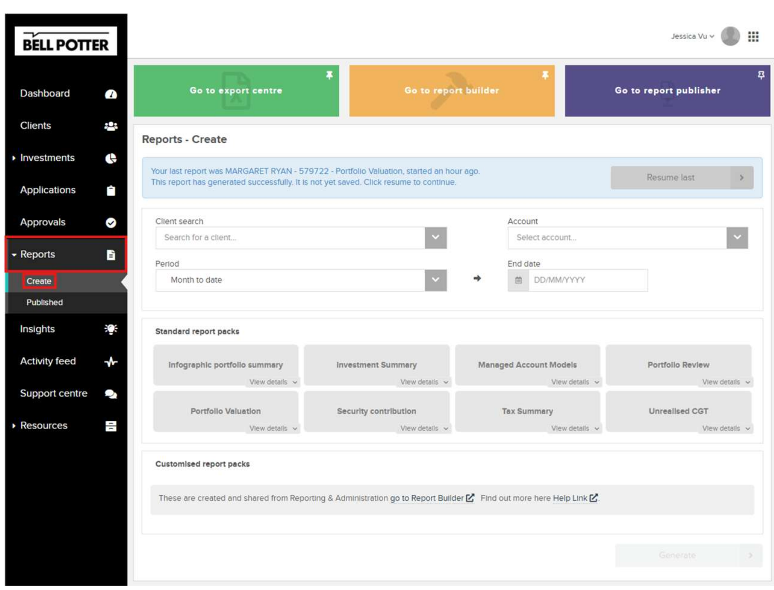
ADVISER PORTAL – REPORTS

The ***Reports*** function in the ***Adviser Portal*** is a quick way for advisers to generate common or standard reports for their Private Wealth clients. These standard report templates (also known as standard report packs) cover most commonly used report types and cannot be customised. However, report customisation is available via the ***Reporting & Administration Portal - Report Builder*** function.

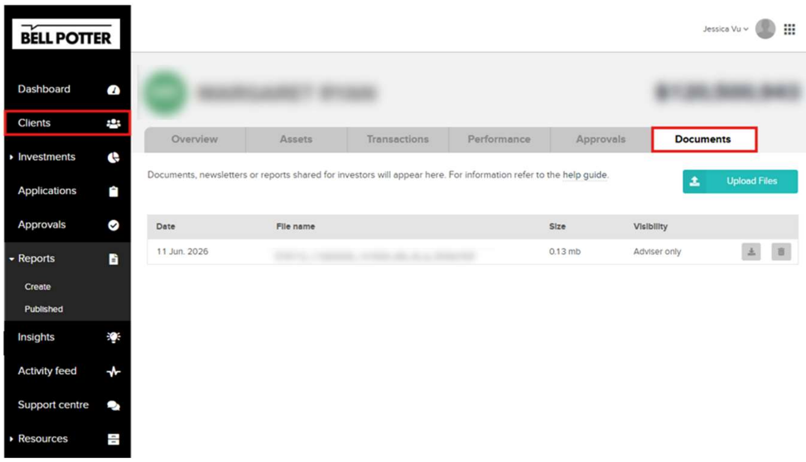
1. Open **Praemium Portal** through Fusion via Useful Tools or from the Fusion account under Private Wealth Tab.



2. Click on ***Reports*** tab and then click on ***Create*** subtab.



3. To ***Create a new Report***, input Client and Account details (both fields must be filled) and then select desired Reporting Period.
4. Select the desired report from the ***Standard report packs*** (not changeable) and click ***Generate***.
5. Report will generate on the next page where you can download a PDF version.
6. Click ***Next*** and then select whether to finish or store the file in the client's documents tab (note: publish to client's Investor Portal is not accessible at this time).

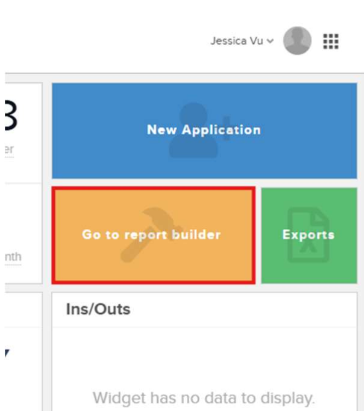


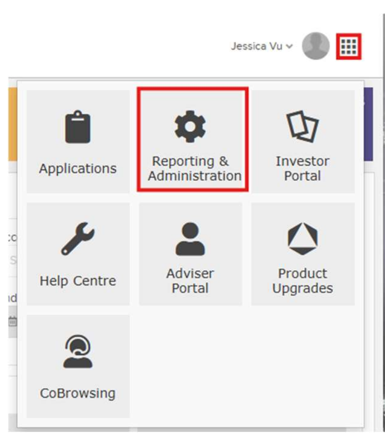
The ***Published*** subtab in the ***Reports*** section contains a list of all reports that have been generated and published by the Private Wealth Services Team (e.g. quarterly and yearly reports).

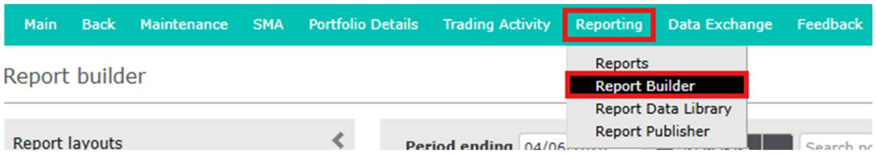
REPORTING & ADMINISTRATION – REPORT BUILDER

The ***Report Builder*** function has been designed to help generate ad-hoc reports with additional features for customisation, including saving different report layouts and creating custom client account (portfolio) lists.

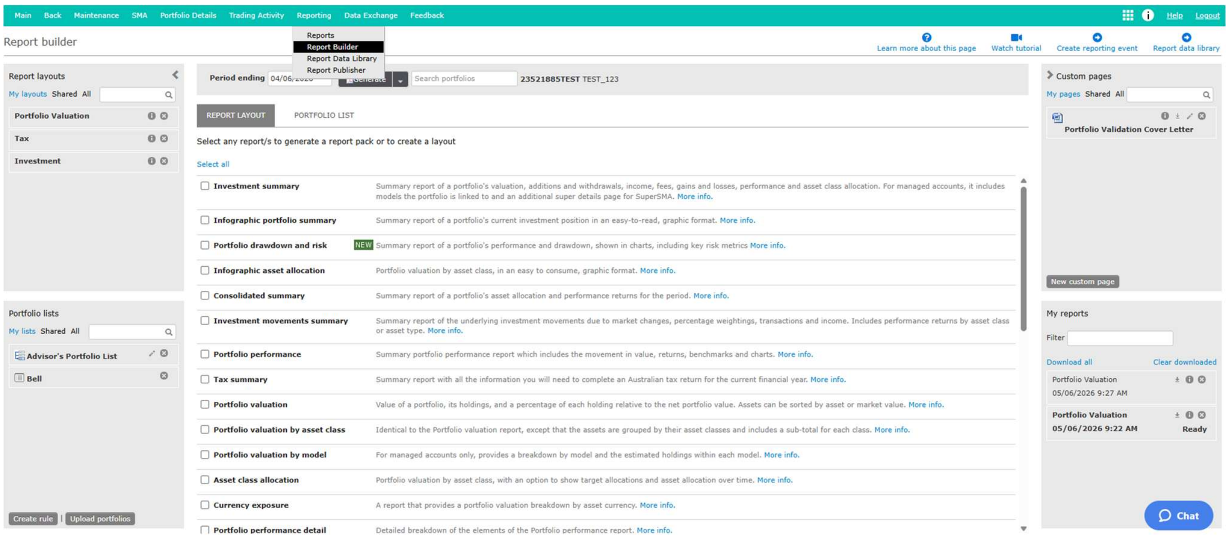
1. Open ***Praemium Portal*** through Fusion via Useful Tools or from the Fusion account under Private Wealth Tab
2. From the Dashboard, click on the ***Go to report builder*** tile <u>or</u> click on the ***Options*** menu (9 dots) in the ***Adviser Portal*** and select ***Reporting & Administration***. Within the ***Reporting & Administration Portal***, click on the ***Reporting*** tab and then select ***Report Builder***.







3. To ***Create a new Report***, select ***Period ending*** and tick desired ***Report(s)***. Update report parameters if needed. Save a custom report layout if desired.



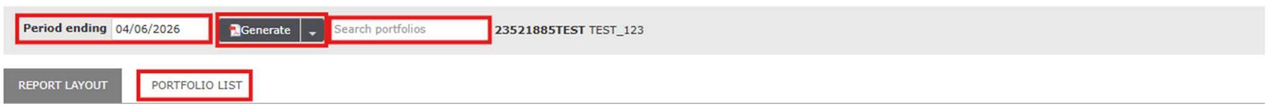
Praemium has a wide range of reports (includes all report types found in Fusion – PAS Reporting) to choose from that allows for adjustable parameters of the report itself and charts included.

A few 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.
- **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.

4. Search for an account to generate the report against. This can be done through ***Search portfolio*** bar for one account, or click on ***Portfolio list*** tab and click ***Add portfolios*** to create a list of portfolios. Save a custom account (portfolio) list if desired.



5. Generate report for PDF or click down arrow for more options:
    - **Excel output**
    - **Word output**
    - **Collate by report** – reports generated for each report type
    - **Collate by portfolio** – reports generated for individual portfolio(s)
    - **Table of contents** – option to include table of contents
    - **Important notices** – option to include important notices
    - **Hide footer** – option to hide foot notes
    - **Hide logo** – option to hide company logo
    - **Draft watermark** – option to include draft watermark

6. Download report from the ***My Reports*** section.

Large quantity reporting can also be generated using the ***Report Publisher***. For a more comprehensive guide on using the ***Report Builder*** function and additional features such as ***Report Publisher***, refer to **BELL POTTER: Praemium Report Builder User Guide.**

TIPS ON NAVIGATING REPORT BUILDER SCREEN

***Report Layout* section** – select from saved custom report templates (packs).

***Portfolio Lists* section** – select from saved custom client account (portfolio) lists or create new portfolio list.

***Custom Pages* section** – drag and drop custom pages to insert into reports, or create new custom pages (refer to BELL POTTER: Praemium Report Builder User Guide for further details around creating and using custom pages)

***My Reports* section** – download previously generated reports.