

SCOTTISH WIDOWS PLATFORM

Firm Reports Guide

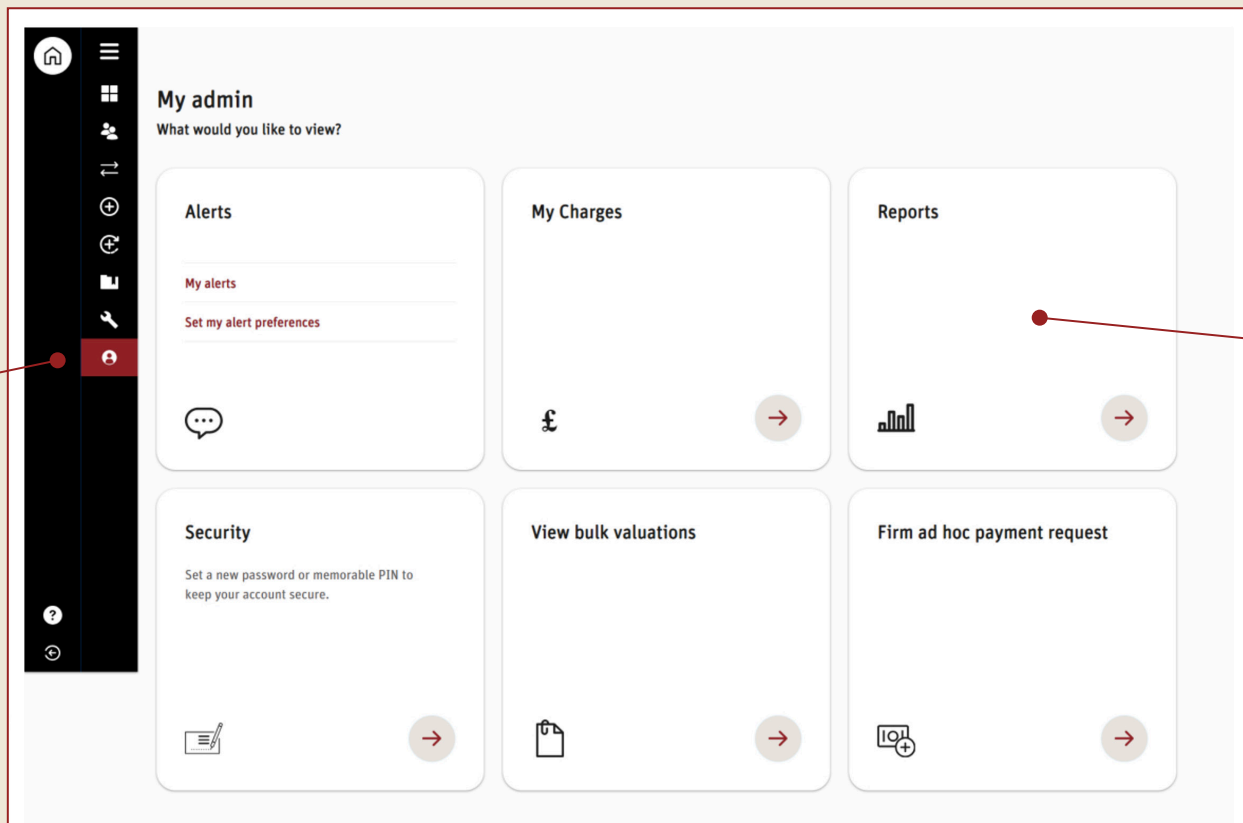
For Professional Advisers only

SCOTTISH WIDOWS



Firm reports

Click the 'My Admin' icon in your navigation menu.



Then click the 'Reports' action tile.

Firm reports – Choosing your report

Under 'Request a new report', from the dropdown list, select the report you wish to generate.

Once you are happy with your selections click 'Create'. Following this, a message will appear saying 'Task successfully created'. Report is now available to view under existing reports (see next page of guide).

Management Reports

Request a new report

Reports: ▼

Adviser: ▼

Platform Provider: ▼

You can also select which advisers' clients you want this to show.

Platform provider should always be EIS.

- Asset Allocation Report ▼
- Asset Allocation Report
- Cash Balances Report
- Client Assets
- Clients by Adviser
- Investment Instructions Report
- Remuneration Report
- Remuneration Statement
- Summary Assets
- Total Holdings Report
- Transactions
- Unused ISA allowance**

Firm reports – Choosing your report

To view an existing report, select the specific report title or leave as default 'All'. Reports produced between the date ranges will be displayed.

Filter Reports

Report Type:

From Date: To Date:

Click 'Go'. A list of reports generated in that period will then show, click on 'Complete' to Download the required report.

Report	Criteria	Request Time	Status
Client Assets	Adviser=All, As at 25-Sep-2023, Company 2h Wealthcare LLP, Adviser All	26-Sep-23 3:15 pm	Complete
Cash Balances Report	Adviser=All, As at 19-Sep-2023, Company 2h Wealthcare LLP, Adviser All	19-Sep-23 11:20 am	Complete
Asset Allocation Report	Adviser=All, As at 19-Sep-2023, Company 2h Wealthcare LLP, Adviser All	19-Sep-23 11:19 am	Complete

Firm reports – Types of reports

Report Name	Contents	How this can be used
Clients by Adviser – post Titan	<ul style="list-style-type: none"> Firm Name, Adviser Name, Adviser Code, First Name, Surname, Customer date of Birth, Product Reference, Account and sub account number, Product Status, Product Type, Date Opened, Retirement date, Total account Value, Value of cash held in account, Percentage of investment held as cash, Percentage of assets held as cash <1%?, Percentage of assets held as cash > 25%? 	<ul style="list-style-type: none"> A way of accessing a complete list of clients at a firm or adviser level. Does not include TPIAs or corporate GIAs.
Asset Allocation Report	<ul style="list-style-type: none"> Value and % in each product wrapper and sector. 	<ul style="list-style-type: none"> Identify specific sectors to target.
Cash Balances Report	<ul style="list-style-type: none"> Adviser, account number, account name, cash % and £ broken down by product wrapper. 	<ul style="list-style-type: none"> Identify cash balances that are higher or lower than desired. Helping you to manage your client's cash position.
Client Assets	<ul style="list-style-type: none"> Firm Name, Adviser Name, Adviser Code, ISIN, CitiCode, SEDOL, Asset Name, Asset Value, Total Units. 	<ul style="list-style-type: none"> A quick way to assess exposure to an asset at firm level or adviser level. Can also be filtered by fund code.
Investment Instructions Report	<ul style="list-style-type: none"> Adviser name, date, account number, account holder, asset name, trade type (buy or sell) units, status (pooled, placed etc), amount. 	<ul style="list-style-type: none"> Identify in progress trades on the date the report is generated.
Remuneration Report	<ul style="list-style-type: none"> Firm Name, Adviser Code, Account number, Wrapper Account Number, Account Name, Account holder, Product Wrapper, Transaction date, Remuneration Type, Remuneration amount (£), Remuneration rate (%), Remuneration payment date, Remuneration payment ID, Investment amount/ average value. 	<ul style="list-style-type: none"> Identify remuneration paid between two dates at firm or adviser level.
Remuneration Statement	<ul style="list-style-type: none"> Firm name, account number, account holder, product wrapper, remuneration type, remuneration amount, remuneration rate, remuneration payment date. 	<ul style="list-style-type: none"> Simplified version of Remuneration Report.
Summary Assets	<ul style="list-style-type: none"> ISIN, CitiCode, SEDOL, Asset Name, Asset Value. 	<ul style="list-style-type: none"> Provide detailed summary of holdings.
Total Holdings	<ul style="list-style-type: none"> Report date, Account and Sub Account Number, Instrument Name, Category (bonds, shares etc) Number of Units, Value, Price. 	<ul style="list-style-type: none"> Assess exposure to an asset or model portfolio at firm or adviser level.
Transactions	<ul style="list-style-type: none"> Firm Name, Adviser Name, Adviser Code, First Name, Surname, Customer DOB, Account & Sub account number, Account Type, Product Status, Product Type, Asset Name, ISIN, Citi Code, SEDOL, Transaction Type (cash or asset), Transaction ID, Confirmation Date, Settlement Date, Price, Units, Amount, Fees, Switch ID. 	<ul style="list-style-type: none"> A view of all the asset and cash transactions between two dates. Can be generated for one client, an adviser's clients or a whole firm.
Unused ISA Allowances Report	<ul style="list-style-type: none"> Account number, account name, DOB, adviser, contributions made in tax year, contributions due in tax year, allowance and available allowance. 	<ul style="list-style-type: none"> Show utilised and unutilised ISA allowances, including any regular contributions that are due during the tax year. To identify clients who have not fully utilised their ISA allowance so appropriate investment advice can be given.



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