

This document is for Investment Professionals only  
and should not be relied upon by private investors.

# A user guide to our reporting services

FundsNetwork  
business  
to business  
services



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## What information is available?

It's important for you to have information about your clients' investments on the platform to help you manage your business more efficiently. By introducing new reports and maintaining and enhancing the reports we currently offer, our range of services allows you to obtain a wide range of information quickly and easily.

- Reports are available 24/7 and reduce the need to rely on our call centre opening times
- Reduces the reliance on postal statements, resulting in less paperwork and overall, more manageable record keeping
- Information is available at the touch of a button as opposed to waiting for manual responses
- Supports marketing campaigns, for example, the ISA Contribution Report helps you maximise your clients' ISA allowances
- Ability to manipulate data which is not available through paper-based statements

This guide is designed to help you understand what's available and the ways in which our services can help.

FundsNetwork™ can also be integrated into a range of software systems so you can download holdings and valuations straight into your own format – either in bulk or for individual clients. Additionally, you can reconcile your fee payments more easily by taking advantage of the eRemunerations service with selected software packages.

Our pension is also integrated within our existing reports and back office software services.

If you would like to know more about our pension, a guide and full product specification can be found by visiting [fundsnetwork.co.uk/pension](https://fundsnetwork.co.uk/pension)

### Important information

As part of moving clients' eligible accounts to our new product administration system, we have made some enhancements to our reporting and back office services. These include:

- Consolidating legacy ISA plan years so that accounts are listed as a single product against their payment model – either fees or commission. If you have already consolidated your clients' ISAs within a FundsNetwork arrangement for ongoing fees, this change will not affect you
- For back office services only – the Investment Account products will be consolidated to a single product making it easier to produce client reports

We worked closely with all intermediary back office providers to ensure the changes were implemented smoothly, but you may want to contact them to see if there is anything you need to do.

# Reports available

A full suite of online reports is available, including some that are compatible with leading back office software packages. These can be securely accessed at a time that suits you via our client management system. The following table shows the range of reports available and how they can be used.

Report name	Summary	Key benefits	Frequency
Account Information	This report details which clients have been migrated to our new product administration system and helps determine what MiFID II information is required.	Provides time and date of client migration to our new product administration system, as well as an indication of whether additional MiFID II information may be needed, for example if the client holds an exchange traded investment. The report also shows you if the client has registered for online access.	Daily Weekly
Adviser Fee rates	This report lists all clients' accounts set up with an Ongoing Fee, at what rate and where the deductions will come from along with the account valuation.	Supports the administration of clients on fee agreements as well as calculating fee expectations.	Daily Weekly Monthly Quarterly
Adviser List	This report details all branches that are linked to the unique adviser number (UAN).	This report is intended for organisations who wish to verify the details of all their UANs set up with FundsNetwork.	Daily Weekly Monthly Quarterly
Adviser Fee Payments	This report details all adviser fees earned during the previous month. The report is sent monthly, on or before the 25th of each month following each fee payment run.	Produced to support the payment and reconciliation of adviser fees.	Monthly
Annual Distribution Summary	A report summarising all distributions for non-tax wrapped (OEIC/UT) and FundsNetwork Pension investments for the previous financial year. This report is produced annually in May/June.	Provides a summary of your clients' non-tax wrapped distributions for the previous financial year allowing you to help with their distribution enquiries.	Annually
Assets Under Management	This report gives a snapshot of Assets Under Management, broken down by product, fund provider, fund and agency.	Gives an overview of asset distribution across funds, providers and sub agencies, enabling analysis of any risk concentrations and asset allocation.	Daily Weekly Monthly Quarterly
Cancelled Deals	This report details all transactions which have been cancelled during the selected period.	The report is intended for advisers who wish to track any deals which are cancelled after they have been priced.	Daily Weekly Monthly Quarterly

Report name	Summary	Key benefits	Frequency
Client List	This report details all current clients and the number of active accounts currently held, as well as listing those clients paying the Investor Fee and any remuneration model they are under. It now includes details of adviser consultant I.Ds linked to the attributed FundsNetwork Pension account. Please note that details regarding the Investor Fee for accounts held jointly by two or more clients are not displayed on this report.	It can be used to update your client database or in order to produce a mailing list for your clients. The report also includes clients' e-mail addresses.	Daily Weekly Monthly Quarterly
Fund List	This report details all funds currently available on FundsNetwork.	This report allows you to maintain an accurate list of funds that can be purchased or re-registered on FundsNetwork.	Daily Weekly Monthly Quarterly
Holdings	This report details all client holdings by fund and will include the number of units or shares held and the latest fund values. Any zero balances are excluded.	Full reporting of all clients' holdings – allowing you to keep track of assets on the platform at both a product and client level.	Daily Weekly Monthly Quarterly
Income Distributions	This report details any income distributions on non-tax wrapped (SICAV/OEIC/UT) client accounts during the period. It provides the same information that is provided in a tax voucher. It now includes details of SICAV income payments as well.	Allows you to keep up-to-date with clients' income and tax positions.	Daily Weekly Monthly
Investor Fee Collections	This report details collections of the Investor Fee from your clients, including where the fee was collected from or if it was unsuccessful, and on what date the fee was collected within the period the report covers. Please note that details regarding the Investor Fee for accounts held jointly by two or more clients are not displayed on this report.	Allows you to keep track of the deductions for the Investor Fee and ensure they are coming from the designated holding.	Daily Weekly Monthly Quarterly
ISA Contribution Report	A two-part report detailing clients who have opened an ISA but have not utilised their full allowance, as well as clients linked to your agency that have yet to open an ISA in the current tax year. Now includes any unwrapped collectives and cash holdings which could be moved into an ISA.	Suitable for generating marketing mailings to your clients in the run up to the end of the tax year, to ensure ISA allowances are being effectively used.	Daily Weekly Monthly Quarterly
ISA Income	This report details any income distributions within clients' ISA accounts during the period chosen. It provides the same information as the paper ISA income statements sent to clients.	Allows you to keep up-to-date with clients' ISA income; including reinvested units.	Weekly Monthly Quarterly
Model Portfolio and Assigned Clients	This report lists all clients linked to Model Portfolios.	Provides details of clients linked to different models, the client's current valuation and date last rebalanced.	Daily Weekly Monthly Quarterly

# Reports available

Report name	Summary	Key benefits	Frequency
Monthly Sales	A report giving you a concise overview of the last six months sales figures on FundsNetwork, containing net sales, gross sales and redemptions.	Allows you to have a quick overview of the business conducted over a rolling six month period.	Monthly
Pension Summary	A report providing a detailed overview of all pension accounts.	This report shows full details of all clients' pension accounts. It provides key details such as withdrawals, contributions and tax positions.	Daily Weekly Monthly Quarterly
Pension Transfer Status	This report gives you a snapshot of clients' pension transfers so you can see how they are progressing.	Allows you to view and track the status of all your clients' in-bound pension transfers from other providers. The report also identifies whether any documentation is still required to complete the transfer.	Daily Weekly Monthly Quarterly
Portfolio valuations and ISA allowances	This report details total portfolio holdings by client and lists the remaining current year ISA allowance.	Provides a high level overview of your clients' total holdings and remaining ISA allowance, helping with client segmentation and targeting of those who have not fully utilised their ISA allowance.	Daily Weekly Monthly Quarterly
Product Costs	A report at account level detailing all MiFID II related product costs and charges per month for the last 18 months.	Provides a full breakdown of product charges including Investment Charges (OCF, Entry/Exit, Transaction and Incidental costs).	Daily Weekly Monthly Quarterly
Regular Savings Plan	This report details all the regular savings plans (previously known as monthly savings plans) which are set up for your clients and their current status).	Enables you to track how many payments have been made, the current amount and when the next payment is due.	Daily Weekly Monthly Quarterly
Regular Savings Plan Fee Rates	This report lists all clients set up for regular savings plans where an initial fee rate has been applied.	Supports the ongoing administration of clients on fee agreements and allows you to check key details such as initial fee type, rate and monthly collection amounts.	Daily Weekly Monthly Quarterly
Sales Report	A report detailing all major transactions (such as purchases, redemptions, switches, transfers and re-registrations) but excluding administrative transactions (such as reinvested units, tax credits and interest accruals).	Allows you to concentrate on the most important account activity and monitor actual business transactions placed by you and your clients.	Daily Weekly Monthly Quarterly
Service Costs	A report at account level detailing all MiFID II related full costs and charges per month for the last 18 months.	Provides a full breakdown of MiFID II costs and charges including all FundsNetwork Fees and Adviser Fees. The report also shows a rolling 12-month aggregate of all costs and charges each month.	Daily Weekly Monthly Quarterly
Transactions	This report details all transactions during the selected period.	Provides details of recent transactions to enable you to check key details, such as charges, fees and other deal information.	Weekly Monthly Quarterly
Web Access	Shows individuals set up under an agency number with a consultant ID for web access. Details all the permissions the individual is set up with such as dealing, viewing accounts and reporting services.	Enables you to keep track of users and ensure that they have the correct permissions set up.	Weekly Monthly Quarterly

# Back office integration

FundsNetwork can be integrated into a range of software systems, so you can download holdings and valuations straight into your own back office systems – either in bulk or for individual clients. Additionally, some software packages allow fee information and payments from FundsNetwork to be imported and automatically reconciled. All reports are available on a daily, weekly, monthly or quarterly basis and are provided in CSV (Comma Separated Values), TSV (Tab Separated Values) or XLS (pre-formatted Microsoft Excel) format, which can be read by most database and spreadsheet programmes.

Provider	Real time valuations	Bulk holdings	Consolidated remunerations	Transactions reporting	Contacts
Assyst	✓				info@assyst-software.co.uk
Bluecoat	✓		✓		support@bluecoatsoftware.com
Capita Financial Software	✓	✓			financialsoftwaresupport@capita.co.uk 0800 028 033
Creative	✓				support@creative-technologies.co.uk
Distribution Technology		✓			support@distribution-technology.com 0844 850 1790
Durell	✓	✓			01823 326324
Fairs		✓			support@fairs.plc.uk
IFA Systems	✓	✓			info@ifa-systems.co.uk
IntelliFlo	✓	✓	✓		implementation@intelliflo.com
Iress	✓	✓	✓	✓	clientsupport@iress.co.uk 08450 683000
JCS	✓	✓	✓		techsupport@talkjcs.com 0845 004 9599
moneyinfo		✓			mik.cons@moneyinfo.com
Morningstar Adviser Workstation		✓			aws@morningstar.com
Plum Software	✓		✓		support@plumsoftware.co.uk 0845 345 8456
Prestwood		✓			ritchie@prestwood-group.co.uk
Prompt Capital Monitoring	✓	✓			info@promptcm.com 0844 225 2361
Sirius SWIFT		✓			www.ssp-uk.com
Sprint Enterprise	✓	✓		✓	support@sprintenterprise.co.uk 0845 612 5752
Time4Advice	✓	✓	✓		info@time4advice.co.uk 0800 032 3744
True Potential		✓	✓		www.tplip.com

Current back office software integration links include:



Reports that are back office compatible are:

- Holdings – suitable for bulk updates
- eRemunerations – compatible with leading back office software
- Transactions history – suitable for bulk updates

In addition to the range of reports available we also offer the following options:

### Real time valuations (RTV)

This service, also known as contract enquiry, allows you to request an up-to-date valuation for an individual account directly into your back office system without the need for manual keying. Sometimes, it is even possible for you to batch RTVs together and schedule them to run automatically.

### Bulk holdings

This service makes it possible to run automated regular reports that will directly populate back office software with information about your clients' holdings.

### eRemunerations

Our eRemunerations service makes it possible for you to integrate adviser fee reports directly into your back office systems, so you can automate the reconciliation of fee payments.

### Transactions history

This service makes it possible to run automated regular reports that will directly populate back office software with information of all transactions made on your clients' accounts. This will give an added layer of information over and above a bulk holdings update.

# Registering and getting started

## Registering

It's easy to start using FundsNetwork. You don't need any special software – just an internet connection.

## Next steps

If you would like us to arrange your registration please call us on **0800 41 41 81**.

If your firm is already set up with access to our online services, please contact your firm administrator who will be able to set you up with individual login details.

All you will need is your unique adviser number (UAN) and access to your computer. We will then set this up for you while you are on the phone, which shouldn't take more than 15 minutes. We are open from 8.30am to 6.00pm, Monday to Friday.

## Logging in

To log into our client management service, go to **fundsnetwork.co.uk** and enter your details on the adviser login page.

Your login ID will be your Consultant ID, which is provided in the instruction letter sent to your firm administrator.

Once you have logged in, you can access your clients' accounts and get started with our online tools and reports. The login screen also allows you to select the page you wish to go to first.

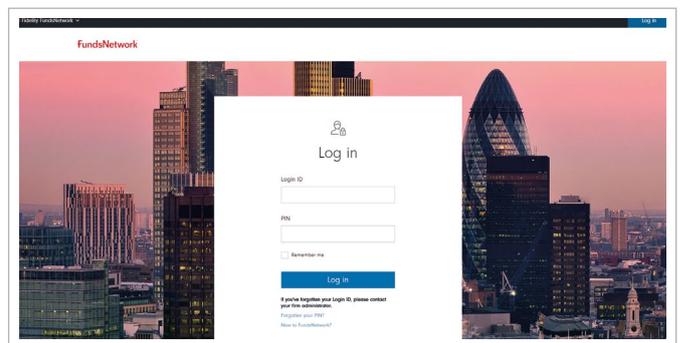
## How to get your reports

- Order online by visiting the 'Reporting Services' section at **fundsnetwork.co.uk/reports**

## How to pick up your reports

1. Login to client management
2. Either go to the 'Classic Site' for 'Manage my firm' or go straight to 'Manage my firm'
3. Click 'View reports' in the 'Management Information' section.

Depending on the frequency you select, your reports could be available within 24 hours. You can also set up an email notification service. Either tell your phone representative or tick the box when ordering online.



# Making reports easy

## How to use our reports

Once you have decided on the report that you want:

1. Download the report, then
2. Save the report on your own PC as an Excel file (.xls) if you wish to manipulate the data.

If you wish to manipulate the data on the reports a useful Excel tool is a pivot table. A pivot table is a data summarisation tool found in data programmes such as spreadsheets. Pivot tables enable you to automatically sort, count and total the data stored in one table or spreadsheet and create a second table displaying your summarised data.

**Important** – if you click ‘Open’ and try to run a pivot table without copying to a new sheet it will fail. The best way to avoid this is to always click ‘Save’ when downloading and work from the file on your PC.

Do you want to open or save AdviserFeePayments.xls (775 KB) from fidelity.co.uk?

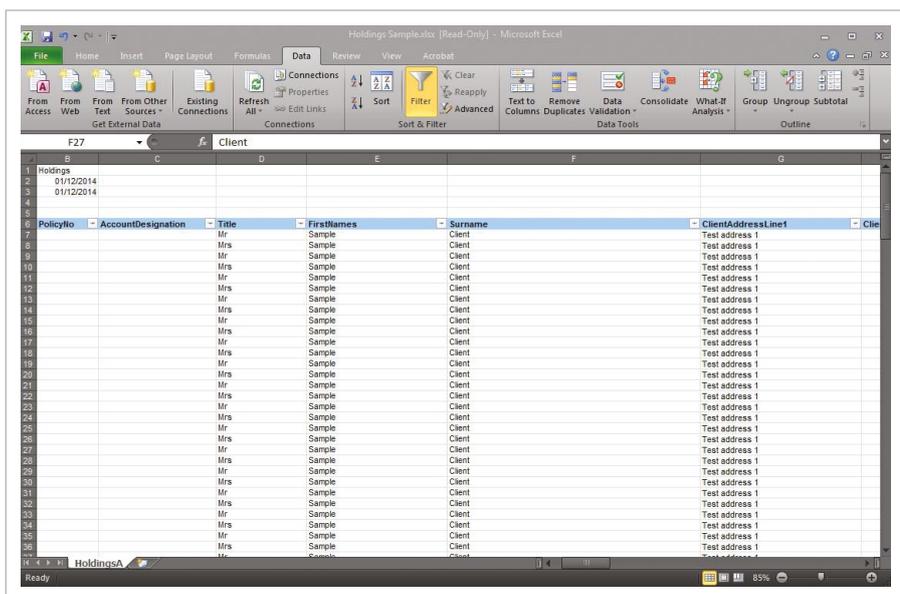
Open

Save

Cancel

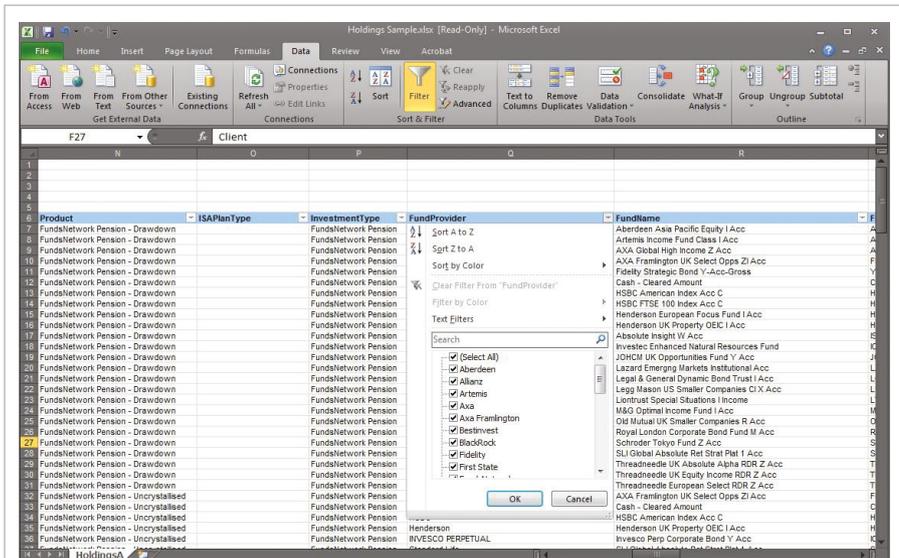
## Using filters – example ‘Holdings Report’

A key tool within Excel is the ‘Filter’ function. Filters enable you to see just the items you want without changing the underlying data. When requesting a B2B file you can have the option of a pre-formatted Excel file with filters already applied, enabling you to work rapidly and easily with the data.

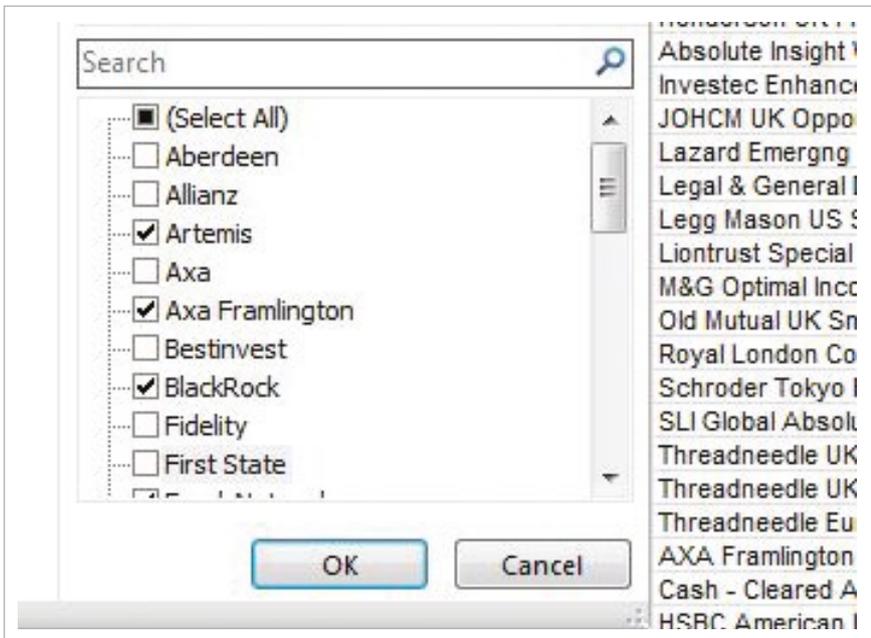


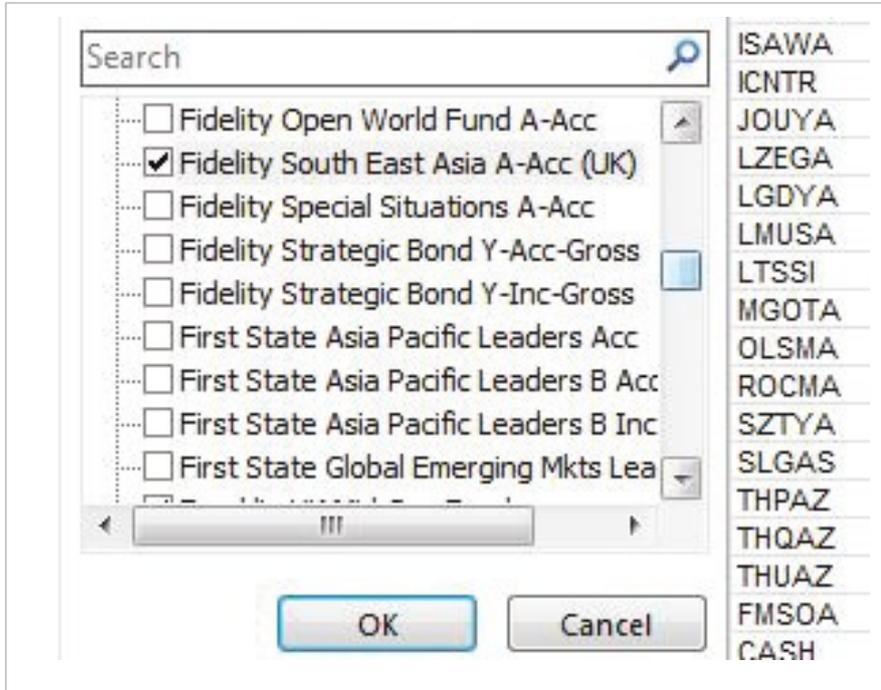
Go to ‘Data’ and select ‘Filter’.

This will apply drop-down boxes to each of the column headings; allowing you to filter your data headings in your report. You can also combine more than one type of filter; such as filtering Pension clients then filtering those Pension clients by fund provider.



Once the filter is switched on, click on the arrow in the 'Provider' column. Here you can choose any of the fund providers in the list to identify clients with holdings in this particular provider's funds.





You could always choose to filter by specific fund using the 'FundName' column. This could help with bulk switching exercises or fund performance analysis.

	A	B	C
1			
2			
3	<b>Row Labels</b>	<b>Sum of Valuation</b>	<b>GBP</b>
4	FundsNetwork Pension - Drawdown	79412.11	
5	FundsNetwork Pension - Uncrystallised	148790.03	
6	Individual Savings Account	350341.7	
7	Investment Funds	197275.68	
8	Junior Individual Savings Account	15573.2	
9	Offshore Funds	467941.18	
10	Self Invested Personal Pension	238494.6	
11	<b>Grand Total</b>	<b>1497828.5</b>	
12			

You can also use the pivot table function, shown previously, to identify the assets you have on the platform split by product; giving you details of the total assets held.

Field	Drag to
Product	'Drop Row Fields Here'
Valuation GBP	'Drop Data Items Here'

For more information or any questions that you may have please visit [fundsnetwork.co.uk](https://www.fundsnetwork.co.uk)

