



# VMAPS USER GUIDE

Reporting | Generating Individual & Bulk Report Packs

V.201803

This User Guide is designed to assist advice firms use the enhanced features of VMAPS.

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## About this guide

- This guide is designed to assist advisers to generate client reports through the Reports and Report Builder functions within VMAPS.
- There are two ways of generating client reports within VMAPS
  1. The Reports function allows you to generate individual ad-hoc client reports;
  2. Report Builder gives you the flexibility to customise and segment bulk reporting output across your entire customer base.
- Both options allow you to quickly and easily customise the type of reports generated.

## Agenda

### Individual reporting

1. The reporting menu
2. Select one or more reports
3. Select client portfolios to report on
4. Configure and generate reports
5. View reports
6. Report - sample output

### Bulk reporting – Report Builder

1. Overview
2. Design a report layout
3. How to insert a custom page
4. Create manual client lists
5. Create rules based client lists
6. Generate reports
7. Download reports

# Logging in from VMAPS Central [vmaps.venturafm.com.au](https://vmaps.venturafm.com.au)



Select **VMAPS Portal Login** under Useful Links

Once logged on select platform & reporting

## VMAPS Central

Ventura Managed Account Portfolios (VMAPS) has been designed to deliver a choice of world class investment managers in a structure that: enhances client engagement, reduces costs, increases profit and business value, reduces risk and personal stress, and ultimately allows you to build your ideal advice firm. This site is your resources hub for all things VMAPS.

**Product Information**

Due Diligence Pack; key documents to ensure this is the right solution for your clients and your firm

- [Key Features Document](#) | [Adviser](#) | [Investor](#)
- [VMAPS Super/Pension](#) | [PDS](#) | [Add Info Booklet](#) | [Model Menu](#)
- [VMAPS non-super](#) | [PDS](#) | [Add Info Booklet](#) | [Model Menu](#)
- [Model Profiles](#)
- [Model Allocations](#)
- [Model Research Packs](#)
- [Introduction to Morningstar](#)
- [Introduction to Dimensional](#)
- [Introduction to Russell](#)
- [Introduction to Bennelong Australian Equity Partners](#)

**Advice Firm Support**

Build confidence in positioning VMAPS with existing and new clients

**Pre-Advice**

- [Investment Philosophy & Governance Policy](#)
- [Example](#) | [Adviser](#) | [Investor](#)
- [Existing client introduction to VMAPS \(adviser to client\)](#)

**Advice**

- [Example wording for Advice Documentation](#)
- [Asset Allocation vs Centreport Research Asset Allocation Guidelines](#)
- [Software \(Accounting and Financial Advice\) User Guide](#)

**Portfolio and Market Commentary**

Find all Model changes and market updates in one place

- [Market Review](#)
- [Model & Fund Changes](#)
- [Market Updates](#)
- [Model Profiles](#)
- [Quarterly Adviser Packs](#)
- [Quarterly Client Reports](#)
- [Webinar Recordings & Registrations](#)

**Useful Links**

- [VMAPS Digital Acceptance User Guide](#)
- [Example text to establish investor login](#)
- [VMAPS Contact Sheet](#)
- [Registration Adviser](#) | [Licensee](#)
- [Performance](#)
- [Forms](#)
- [VMAPS Portal Login](#)
- [VMAPS Super Contribution Methods](#)
- [VMAPS Super Important Information](#)
- [VMAPS 2017 Tax Statement Guide](#)

**Tools & Training**

Gain a deeper understanding on how best to operate with VMAPS at the core of your firm

- [Fee & Asset Calculator](#)
- [Investor Portal Demonstration Adviser](#) | [Investor](#)
- [User Guides & Videos](#)
- [Contact us for personal training for your firm](#)


**Transition Management Service**

For assistance in reviewing how VMAPS could assist your clients and advice firm, please don't hesitate in contacting us.

## Individual Reporting

# The Reporting Menu

Select **Reports** from the **Reporting** menu

 VMAPS

MainBackMaintenanceSMAPortfolio DetailsTrading ActivityReportingSystem ManagementFeedback

i

Help

Logout

Reporting

My portfolios

Filter

Refine your search to select a portfolio.  
(A maximum of 30 portfolios will be retrieved.)

Period ending

NEW

Report Publisher

MAP00318115 ABC Smith

Select all

☐ Portfolio valuation

Valuation

☐ Portfolio valuation by asset class

Valuation

☐ Asset class allocation

Valuation

☐ Portfolio performance

Performance

☐ Portfolio performance detail

Performance

☐ Asset allocation

Performance

☐ Asset class performance

Performance

☐ Investment movements summary

Performance

☐ Investment movements

Performance

☐ Tax summary

Taxation

☐ Income

Taxation

Hide unselected

My reports

Filter

## Select one or more reports

The Reporting page allows you to select individual reports via a tick box option. A single report, **Portfolio Valuation**, has been selected below. Each report type offers a number of customisable fields that allow you to show or hide fields to be displayed. Simply choose from drop down lists or toggle between options to customise each report.



Select one or more reports via 'tick box' options

Reporting

My portfolios

Filter

Period ending 26/03/2018 [Generate](#) [Format](#) MAP00318115 ABC Smith

[Clear selection](#) [Hide unselected](#)

☒ **Portfolio valuation** Valuation

Report period As at 23/03/2018

Organise by Market type

Asset description [show](#)

GICS [hide](#)

Cost & gain/loss [show](#)

Est yield % [show](#)

Est gross yield % [hide](#)

Net value at top [show](#)

Price; Qty; Amnt Default rounding

Portfolios (if applicable) Selected portfolio only

Asset code [show](#)

Asset type [show](#)

Sort by Asset

Est income [show](#)

Est franking credits [hide](#)

Holding weight % Of net portfolio value

Loans [exclude](#)

Percent Default rounding

My reports

Filter

[Download all](#) [Clear downloaded](#)

MAP00318115 26/03/2018 3:04 PM Ready



## Select client portfolios to report on

To select a client use **My portfolios** on the left hand side menu pane.

Type in the filter box:

**“MAP”** and all client accounts will display;

The desired **MAP number** if known; or the client's **surname**.

Select clients  
using one of  
the 'filters'

The screenshot displays the VMAPS Reporting interface. At the top is a dark blue navigation bar with the VMAPS logo and menu items: Main, Back, Maintenance, SMA, Portfolio Details, Trading Activity, Reporting, System Management, and Feedback. On the right of the bar are icons for a grid, information, and links for Help and Logout.

The main content area is titled 'Reporting'. On the left is a 'My portfolios' sidebar with a filter box containing 'MAP00318115'. Below the filter, a portfolio entry is shown: 'Portfolio ID: MAP00318115 ABC Smith', 'As at date: 23/03/2018 Status: Active', and 'Recalc Status: OK'. The main area contains controls for 'Period ending' (23/03/2018), a 'Generate' button, a 'Format' dropdown, and the selected portfolio 'MAP00318115 ABC Smith'. There are links for 'Clear selection' and 'Hide unselected'. A 'Portfolio valuation' section is checked, showing various display options like 'Report period', 'Organise by', 'Asset description', 'GICS', 'Cost & gain/loss', 'Est yield %', 'Est gross yield %', 'Net value at top', 'Price; Qty; Amnt', and 'Portfolios (if applicable)'. A 'Valuation' section on the right includes options for 'Asset code', 'Asset type', 'Sort by', 'Est income', 'Est franking credits', 'Holding weight %', 'Loans', and 'Percent'. On the far right is a 'My reports' pane with a filter box, 'Download all' and 'Clear downloaded' links, and a report entry for 'MAP00318115' dated '26/03/2018 3:04 PM' with a 'Ready' status.

## Configure and generate reports

1. When you have selected the report(s), please select the file format of the report and configure the report output through the drop down list.

Note: Please check that the hide footer or hide logo has not been selected

2. Then select the Generate button

The screenshot shows the VMAPS Reporting interface. The top navigation bar includes links for Main, Back, Maintenance, SMA, Portfolio Details, Trading Activity, Reporting, System Management, and Feedback. The 'Reporting' section is active. On the left, there's a 'My portfolios' sidebar with a filter and a note about search limits. The main area is titled 'Reporting' and contains a 'Period ending' dropdown set to '23/03/2018' and a 'Generate' button. A callout bubble points to the 'Generate' button with the text 'Generate reports by selecting the Generate button'. Below the 'Generate' button is a 'Format' dropdown menu, which is open, showing options for Pdf, Word, and Excel. A callout bubble points to this menu with the text 'Select file format and content preferences'. The 'Format' menu also includes options for 'Collate by report', 'Collate by portfolio', 'Table of contents', 'Hide footer', and 'Hide logo'. To the right of the 'Format' menu is a 'Valuation' section with various settings like 'Asset', 'Of net portfolio value', 'Loans', and 'Percent'. On the far right, there's a 'My reports' sidebar showing a list of reports, including one for 'MAP00318115' dated '26/03/2018 3:04 PM' with a status of 'Ready'.

## View reports

Once a report has been generated it will remain under the My reports menu bar for up to 7 days. Individual client portfolio reports can be downloaded by clicking the link to each, or they can be downloaded in bulk by selecting Download all



Main Back Maintenance SMA Portfolio Details Trading Activity Reporting System Management Feedback

Help Logout

### Reporting

#### My portfolios

Filter: map00318115

**Portfolio ID: MAP00318115 ABC Smith**  
As at date: 23/03/2018 Status: Active  
Recalc Status: OK

Period ending: 23/03/2018 **Generate** Format: MAP00318115 ABC Smith

[Clear selection](#) [Hide unselected](#)

☒ **Portfolio valuation** Valuation

Report period: As at 23/03/2018

Organise by: Market type

Asset description: [show](#)

GICS: [hide](#)

Cost & gain/loss: [show](#)

Est yield %: [show](#)

Est gross yield %: [hide](#)

Net value at top: [show](#)

Price; Qty; Amnt: Default rounding

Portfolios (if applicable): Selected portfolio only

Asset code: [show](#)

Asset type: [show](#)

Sort by: Asset

Est income: [show](#)

Est franking credits: [hide](#)

Holding weight %: Of net portfolio value

Loans: [exclude](#)

Percent: Default rounding

#### My reports

Filter:

[Download all](#) [Clear downloaded](#)

<b>MAP00318115</b>	<a href="#">±</a> <a href="#">i</a> <a href="#">x</a>
26/03/2018 3:04 PM	<b>Ready</b>

Download a single report or download all.

## Report – sample output

MAP00123456 ABC Pty Ltd

## Portfolio valuation

As at 26 Mar 2018

VMAPS - Investments



VMAPS

Net portfolio value \$254,198.13

ASX Listed												
Asset	Quantity	Avg unit cost \$	Actual cost \$	Unit price \$	Market value \$	Portfolio weight %	Gain/loss \$	Est income (a) \$	Est yield (b) %	Est franking credits (c) \$	Est gross yield (d) %	
ENERGY												
WPL	WOODSIDE PETROLEUM LIMITED FPO	33	30.6294	1,010.77	29.31	967.23	0.38%	-43.54	41.11	4.25%	17.62	6.07%
ENERGY SUB-TOTAL			1,010.77			967.23	0.38%	-43.54	41.11	4.25%	17.62	6.07%
COMMERCIAL & PROFESSIONAL SERVICES												
BXB	BRAMBLES LIMITED FPO	264	10.2467	2,705.13	9.74	2,571.36	1.01%	-133.77	76.56	2.98%	9.84	3.36%
COMMERCIAL & PROFESSIONAL SERVICES SUB-TOTAL			2,705.13			2,571.36	1.01%	-133.77	76.56	2.98%	9.84	3.36%
CONSUMER SERVICES												
CWN	CROWN RESORTS LIMITED FPO	111	12.9659	1,439.21	12.76	1,416.36	0.56%	-22.85	66.60	4.7%	17.13	5.91%
CONSUMER SERVICES SUB-TOTAL			1,439.21			1,416.36	0.56%	-22.85	66.60	4.7%	17.13	5.91%
FOOD BEVERAGE & TOBACCO												
CCL	COCA-COLA AMATIL LIMITED FPO	179	9.0963	1,628.23	8.66	1,550.14	0.61%	-78.09	84.13	5.43%	25.24	7.06%
FOOD BEVERAGE & TOBACCO SUB-TOTAL			1,628.23			1,550.14	0.61%	-78.09	84.13	5.43%	25.24	7.06%
HEALTH CARE EQUIPMENT & SERVICES												
ANN	ANSELL LIMITED FPO	74	23.0066	1,702.49	25.11	1,858.14	0.73%	155.65	41.34	2.22%	4.57	2.47%
RHC	RAMSAY HEALTH CARE LIMITED FPO	14	69.7671	976.74	63.05	882.70	0.35%	-94.04	19.46	2.2%	8.34	3.15%
SHL	SONIC HEALTHCARE LIMITED FPO	41	23.218	951.94	23.17	949.97	0.37%	-1.97	31.98	3.37%	2.74	3.65%
HEALTH CARE EQUIPMENT & SERVICES SUB-TOTAL			3,631.17			3,690.81	1.45%	59.64	92.78	2.51%	15.65	2.94%
BANKS												
CBA	COMMONWEALTH BANK OF AUSTRALIA FPO	27	79.6274	2,149.94	72.02	1,944.54	0.76%	-205.40	116.10	5.97%	49.76	8.53%
BANKS SUB-TOTAL			2,149.94			1,944.54	0.76%	-205.40	116.10	5.97%	49.76	8.53%
INSURANCE												
AMP	AMP LIMITED FPO	139	4.9796	692.17	5.07	704.73	0.28%	12.56	40.31	5.72%	15.55	7.93%
MPL	MEDIBANK PRIVATE LIMITED FPO	528	2.7795	1,467.59	2.96	1,562.88	0.61%	95.29	64.68	4.14%	27.72	5.91%

## **Bulk reporting – report builder**

## Overview

With Report Builder, you can set up different types of reports for different client groups and customise bulk portfolio reporting across your client base.

Report Builder gives you the flexibility to add custom pages, generate segmented reporting across your client base and then set up individual report layouts for each segment.

You can also attach clients to report layouts using the list functionality.

The screenshot shows the VMAPS Reporting interface. A pink callout bubble points to the 'Report Builder' option in the 'Reports' dropdown menu. The interface includes a navigation bar with links like Main, Back, Maintenance, SMA, Portfolio Details, Trading Activity, Reporting, System Management, and Feedback. The main content area is titled 'Reporting' and features a 'My portfolios' sidebar, a central table of report types, and a 'My reports' sidebar. The table lists report types such as 'Portfolio valuation', 'Portfolio valuation by asset class', 'Asset class allocation', and 'Portfolio performance', each with a 'Valuation' or 'Performance' status. A 'NEW Report Publisher' button is visible next to the 'Report Builder' option.

VMAPS

Main Back Maintenance SMA Portfolio Details Trading Activity Reporting System Management Feedback

Reporting

My portfolios

Filter

Refine your search to select a portfolio.  
(A maximum of 30 portfolios will be retrieved.)

Period ending

NEW Report Publisher

MAP00316427 ABC Pty Ltd

Select all Hide unselected

<input type="checkbox"/> Portfolio valuation	Valuation
<input type="checkbox"/> Portfolio valuation by asset class	Valuation
<input type="checkbox"/> Asset class allocation	Valuation
<input type="checkbox"/> Portfolio performance	Performance

My reports

Filter

The Report Builder menu

## Design a report layout

### Report builder

1. Select Report Layout. Tick the box next to each report you want to include in the report pack

The screenshot shows the 'Report builder' interface. On the left, there are two panels: 'Report layouts' and 'Portfolio lists'. The 'Report layouts' panel has a search bar and a 'New layout' button. The 'Portfolio lists' panel has a search bar and buttons for 'Create rule' and 'Upload portfolios'. The main area is titled 'REPORT LAYOUT' and 'PORTFOLIO LIST'. It includes a 'Period ending' field, a 'Generate' button, and a dropdown menu showing 'MAP00316427 ABC Pty Ltd'. Below this, there are buttons for 'Save as new layout' and 'Save layout'. A 'Clear selection' link is also present. The 'Portfolio valuation' section is checked, and it contains various settings for the report, including 'Report period', 'Organise by', 'Asset description', 'GICS', 'Cost & gain/loss', 'Est yield %', 'Est gross yield %', 'Net value at top', 'Price; Qty; Amnt', 'Portfolios (if applicable)', 'Asset code', 'Asset type', 'Sort by', 'Est income', 'Est franking credits', 'Holding weight %', 'Loans', and 'Percent'. Each setting has a corresponding 'show' or 'hide' button or a dropdown menu.

Report layouts

Period ending   MAP00316427 ABC Pty Ltd

REPORT LAYOUT PORTFOLIO LIST

Save as new layout Save layout

Clear selection

☒ Portfolio valuation

Report period As at 01/01/1900

Organise by Market type

Asset description show

GICS hide

Cost & gain/loss show

Est yield % show

Est gross yield % hide

Net value at top show

Price; Qty; Amnt Default rounding

Portfolios (if applicable) Selected portfolio only

Asset code show

Asset type show

Sort by Asset

Est income show

Est franking credits hide

Holding weight % Of net portfolio value

Loans exclude

Percent Default rounding

Hide unselected

New layout

Portfolio lists

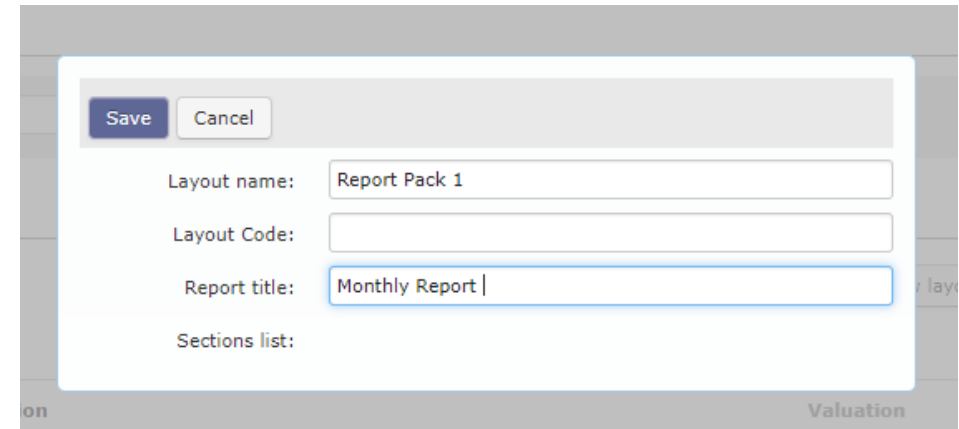
My lists Shared All

Create rule Upload portfolios

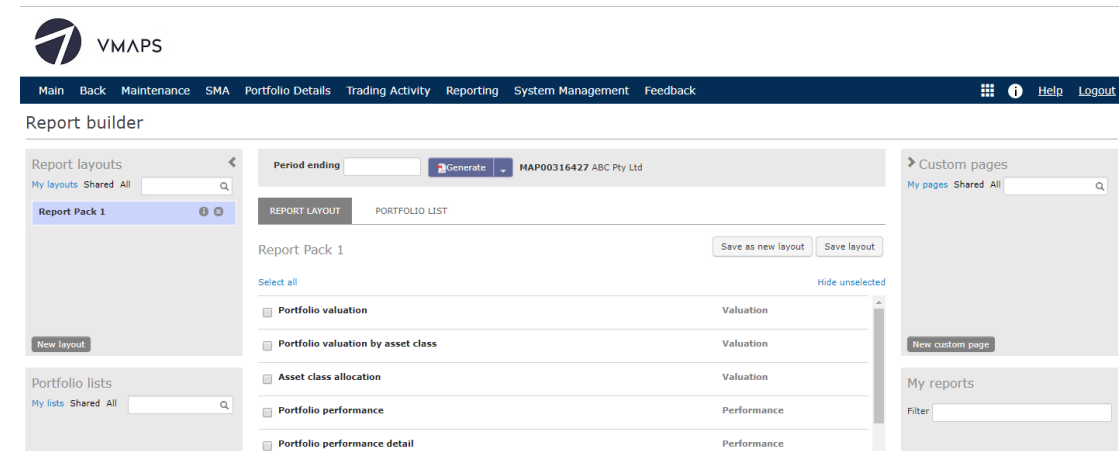
2. Then save the reports selected by simply clicking the Save as new layout button

## — Design a report layout – continued

3. You will be prompted to name the report layout.  
Note: The report title will appear in the report table of contents



4. The saved report layout you just created displays in My report layouts for future use. Different layouts can be generated for different client groups.





## How to insert a custom page



Main Back Maintenance SMA Portfolio Details Trading Activity Reporting System Management Feedback

Report builder

Report layouts

My layouts Shared All

Report Pack 1

Period ending  Generate MAP00316427 ABC Pty Ltd

REPORT LAYOUT PORTFOLIO LIST

Report Pack 1

Select all Hide unselected

☐ Portfolio valuation Valuation

☐ Portfolio valuation by asset class Valuation

Save as new layout Save layout

Custom pages

My pages Shared All

New custom page

1. To insert for example a header page, market commentary page or newsletter click the New custom page button

New custom page

Save Cancel

Page content

Custom page name Morningstar Balanced March 2018

Page title Morningstar Balanced March 2018 Commentary

Upload a file Upload a Word document or PDF to insert custom pages into your report.

Tools Field codes available to insert into Word

Portfolios to display page for Selected portfolio only

Display rules

Where Please select a field equal to

Insert Remove

2. Insert the name of the custom page and page title.  
Note: The report title will appear in the report table of contents

3. Select Upload a file to insert a word document or PDF saved from your computer.

4. Then Save

## How to insert a custom page

Period ending

Generate

MAP00316427 ABC Pty Ltd

REPORT LAYOUT

PORTFOLIO LIST

Report Pack 1

Save as new layout

Save layout

Select all

☐ Realised CGT

Taxation

☐ Unrealised

Taxation

☐ Expenses

Taxation

☐ Investment cost movements

Reconciliation

☐ Cash transactions

Transactions

Hide unselected

Custom pages

My pages

Shared

All

Q

PDF

Morningstar Balanced March 2018

↓

✎

✕

New custom page

My reports

Filter

The saved custom page can then be included in a report pack. Simply click and drag the page from My custom pages into the Report Layout as per the screenshot. Then save as new report layout.

## Create manual client lists

Client lists can be created manually or you can create rules based lists.

Manual lists are static which means you must add clients to an existing created list.

Rules based lists are dynamic i.e. if a portfolio meets the rule it is added automatically to that list.

1. To create a manual list select Portfolio List then select the Add portfolios link

Period ending  Generate MAP00316427 ABC Pty Ltd

REPORT LAYOUT **PORTFOLIO LIST**

[Clear list](#) | [Add portfolios](#) | [Upload portfolios](#) 1 portfolio in my list Save as new list Save list

Filter All ✓ ⚠ No other filters

<a href="#">Remove all</a>	Portfolio ID	Short name	Status	As at date	Recalc status	Ready?
<a href="#">Remove</a>	MAP00316427	ABC Pty Ltd	Active	01/01/1900	Manual	

1 portfolio

Custom pages  
My pages Shared All

Morningstar Balanced March 2018

New custom page

My reports  
Filter

2. Enter \* in the search box and all portfolios will be displayed

Add portfolios to my list Done

Search:

<< < 1 2 3 4 5 > >>

<a href="#">Add all</a>	Portfolio ID	Portfolio name	Short name	Status	As at date	Recalc status
<a href="#">Add</a>	MAP00258751	John Smith		Active	30/09/2016	Manual
<a href="#">Add</a>	MAP00259981	Sample Superannuation Fund		Active	30/09/2016	Manual
<a href="#">Add</a>	MAP00260867	Jill Smith		Active	30/09/2016	Manual
<a href="#">Add</a>	MAP00266703	Test Account		Active	01/01/1900	Manual

175 portfolios

## Create manual client lists

3. Select the portfolios you want added to a list, once complete, click the Done button

Add portfolios to my list

Done

Search:

<< < 1 2 3 4 5 > >>

175 portfolios

	Portfolio ID	Portfolio name	Short name	Status	As at date	Recalc status
Add	MAP00258751	John Smith	Active	30/09/2016	Manual	
Add	MAP00259981	Sample Superannuation Fund	Active	30/09/2016	Manual	
Remove	MAP00260867	Jill Smith	Active	30/09/2016	Manual	
Add	MAP00266703	Test Account	Active	01/01/1900	Manual	

4. Then create a name for the saved list by selecting Save as new list. Example: Smith Family

Period ending  Generate MAP00316427 ABC Pty Ltd

REPORT LAYOUT PORTFOLIO LIST

Clear list | Add portfolios | Upload portfolios 1 portfolio in my list Save as new list Save list

Filter All ✓ ⚠ No other filters

Remove all	Portfolio ID	Short name	Status	As at date	Recalc status	Ready?
Remove	MAP00316427	ABC Pty Ltd	Active	01/01/1900	Manual	

1 portfolio

5. The list is displayed in the My portfolio lists section of Report Builder and can be edited manually

Portfolio lists

My lists Shared All

ABC Pty Ltd

Create rule | Upload portfolios

## Create rules based client lists

### Report builder

Report layouts

My layouts Shared All

Report Pack 1

New layout

Portfolio lists

My lists Shared All

ABC Pty Ltd

Create rule | Upload portfolios

1. Select  
Create  
rule

2. Name the rules based list  
you are creating, in this  
example "vMAPs Super  
Accumulation - Growth"

Rule based portfolio list

Save Cancel

Portfolio list name vMAPs Super Accumulation - Growth

Where Please select a field equal to

Insert Remove

Preview results

## Create rules based client lists

4. Save when rules completed

Rule based portfolio list

[Save](#) [Cancel](#)

Portfolio list name

Where    [Insert](#) | [Remove](#)

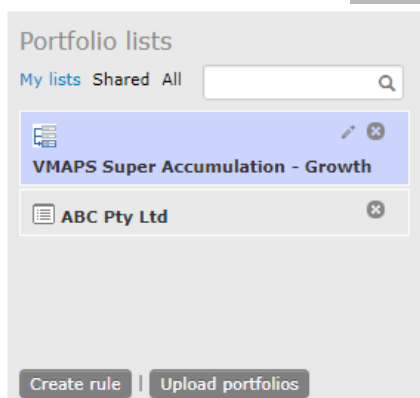
AND

[Insert](#) | [Remove](#)

[Preview results](#)

3. Create the rules from the drop down boxes. In this example we have added three rules to create a list of all funded Super accumulation accounts linked to the Growth model

Note: the list is saved to the My portfolio list and all new funded VMAPS Super Accumulation accounts linked to the Growth model will automatically be added to the list. You can preview the portfolios contained in the list by clicking on the highlighted link



# Generate reports

To summarize: we have now created a report layout (remember you can create multiple layouts) and segmented clients by creating portfolio lists. The report layout even contains a custom page.

## Report builder

Report layouts

My layouts Shared All

Report Pack 1

New layout

Portfolio lists

My lists Shared All

VMAPS Super Accumulation - Growth

ABC Pty Ltd

Create rule | Upload portfolios

Period ending

Generate

50 portfolios in my list

REPORT LAYOUT

PORTFOLIO LIST

Save as new layout

Save layout

Select all

Hide unselected

<input type="checkbox"/>	Portfolio valuation	Valuation
<input type="checkbox"/>	Portfolio valuation by asset class	Valuation
<input type="checkbox"/>	Asset class allocation	Valuation
<input type="checkbox"/>	Portfolio performance	Performance
<input type="checkbox"/>	Portfolio performance detail	Performance
<input type="checkbox"/>	Asset allocation	Performance
<input type="checkbox"/>	Asset class performance	Performance
<input type="checkbox"/>	Investment movements summary	Performance
<input type="checkbox"/>	Investment movements	Performance

Custom pages

My pages Shared All

Morningstar Balanced March 2018

New custom page

My reports

Filter

Report a prob

## Download reports

1. Select the report layout

2. Select the portfolio list

### Report builder

Report layouts

My layouts Shared All

Report Pack 1

New layout

Portfolio lists

My lists Shared All

VMAPS Super Accumulation - Growth

ABC Pty Ltd

Create rule Upload portfolios

Period ending 30/09/2016 Generate MAP00259981 Sample Superannuation Fund

REPORT LAYOUT PORTFOLIO LIST

Clear list | Add portfolios | Upload portfolios 1 portfolio in my list Save as new list

Filter All No other filters

Remove all	Portfolio ID	Short name	Status	As at date	Recalc status	Ready?
Remove	MAP00259981	Sample Superannuation Fund	Active	30/09/2016	Manual	

1 portfolio

Custom pages

My pages Shared All

Morningstar Balanced March 2018

New custom page

My reports

Filter

The portfolios which will be printed. If you Select the report layout tab, the screen will change to display the reports selected

3. Change the period ending date (if required) and select generate

4. Reports ready to be downloaded for printing



## — NEED MORE?

- VMAPS Central : [vmaps.venturafm.com.au](https://vmaps.venturafm.com.au)
- Client services 1300 738 421 or [info@venturafm.com.au](mailto:info@venturafm.com.au)

### VMAPS Representatives:



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