

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.

DISCLAIMER

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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

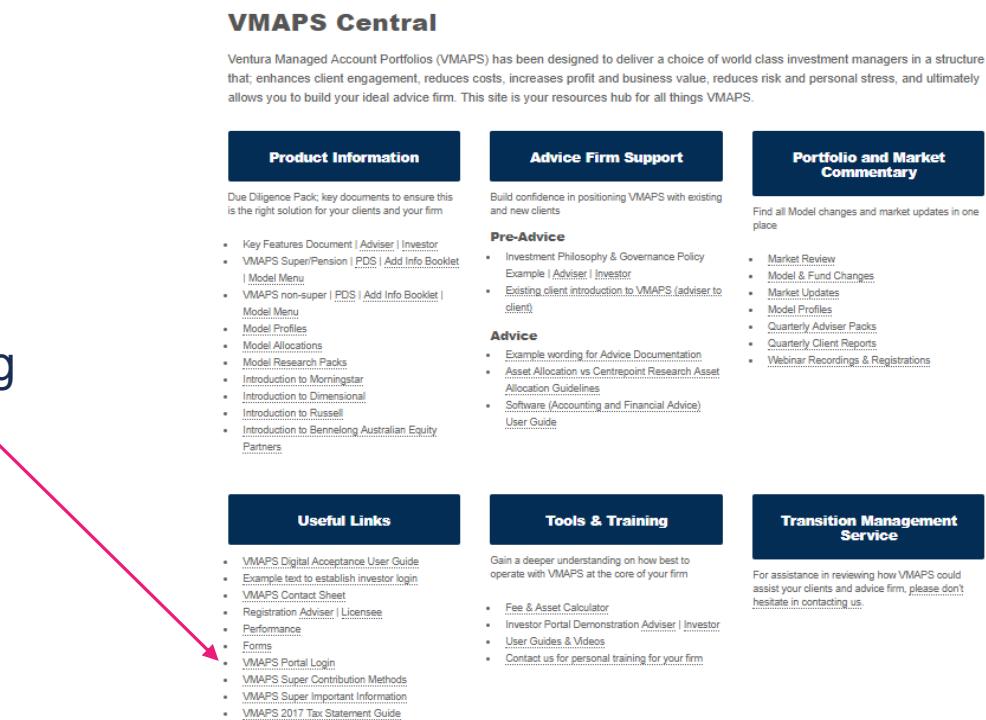
1. Overview
2. Design a report layout
3. How to insert a custom page
4. Create manual client lists
5. Create rules based client lists
6. Generate reports
7. Download reports

Logging in from VMAPS Central vmaps.venturafm.com.au



Select **VMAPS Portal Login** under Useful Links

Once logged on select platform & reporting



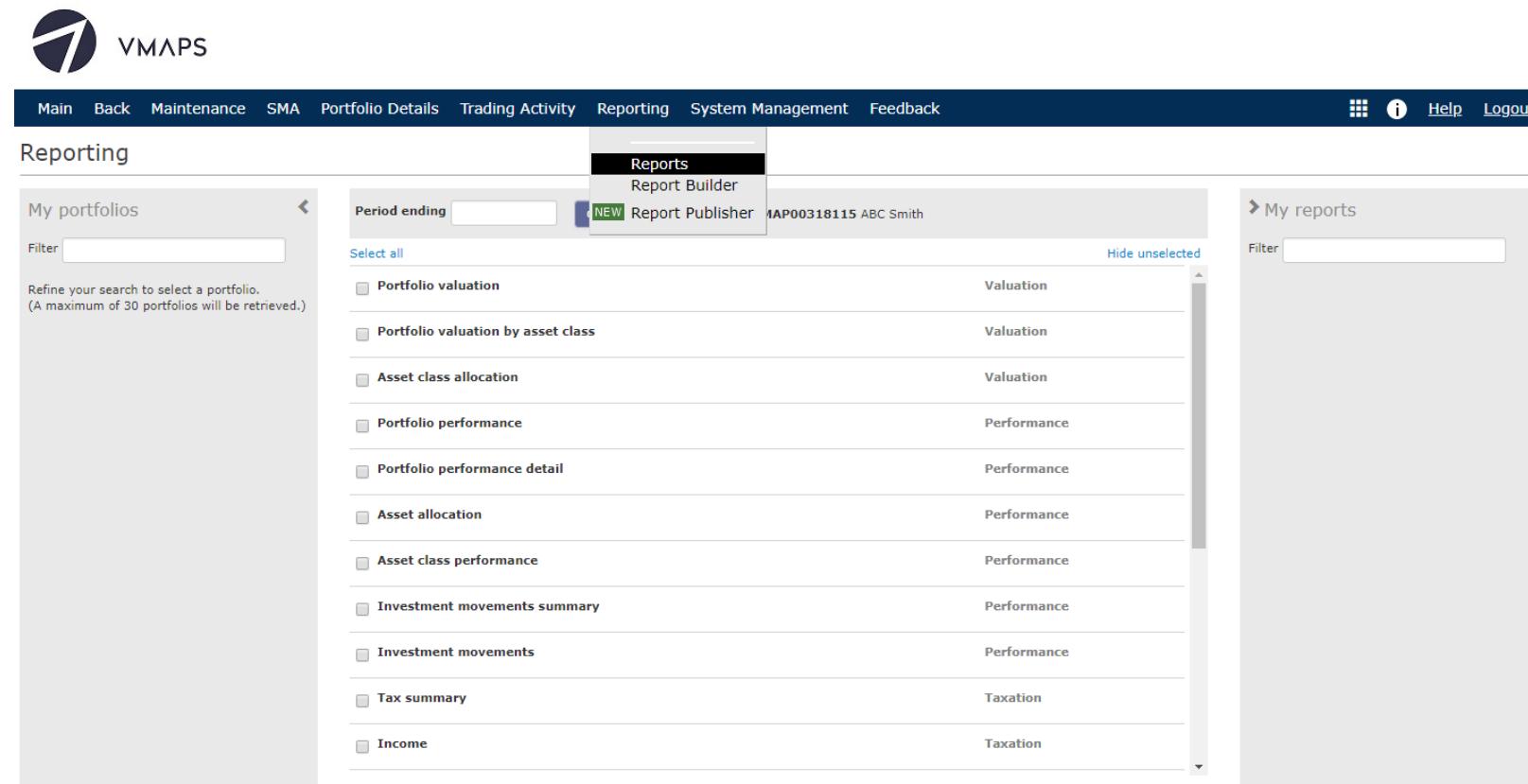
The VMAPS Central homepage features a dark blue header with the VMAPS logo. Below the header, the page is divided into several sections:

- VMAPS Central**: A brief introduction to the service.
- Product Information**: Information about Due Diligence Pack, Key Features Document, VMAPS Super/Pension, VMAPS non-super, Model Menu, Model Profiles, Model Allocations, Model Research Packs, Introduction to Morningstar, Introduction to Dimensional, Introduction to Russell, and Introduction to Bennelong Australian Equity Partners.
- Advice Firm Support**: Information about Investment Philosophy & Governance Policy, Existing client introduction to VMAPS, Model Profiles, Quarterly Adviser Packs, Quarterly Client Reports, and Webinar Recordings & Registrations.
- Portfolio and Market Commentary**: Information about Market Review, Model & Fund Changes, Market Updates, Model Profiles, Quarterly Adviser Packs, Quarterly Client Reports, and Webinar Recordings & Registrations.
- Useful Links**: A list that includes **VMAPS Portal Login**, which is highlighted with a red arrow.
- Tools & Training**: Information about Fee & Asset Calculator, Investor Portal Demonstration Adviser, User Guides & Videos, and Contact us for personal training for your firm.
- Transition Management Service**: Information about how VMAPS could assist your clients and advice firm, and a contact link.

Individual Reporting

The Reporting Menu

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



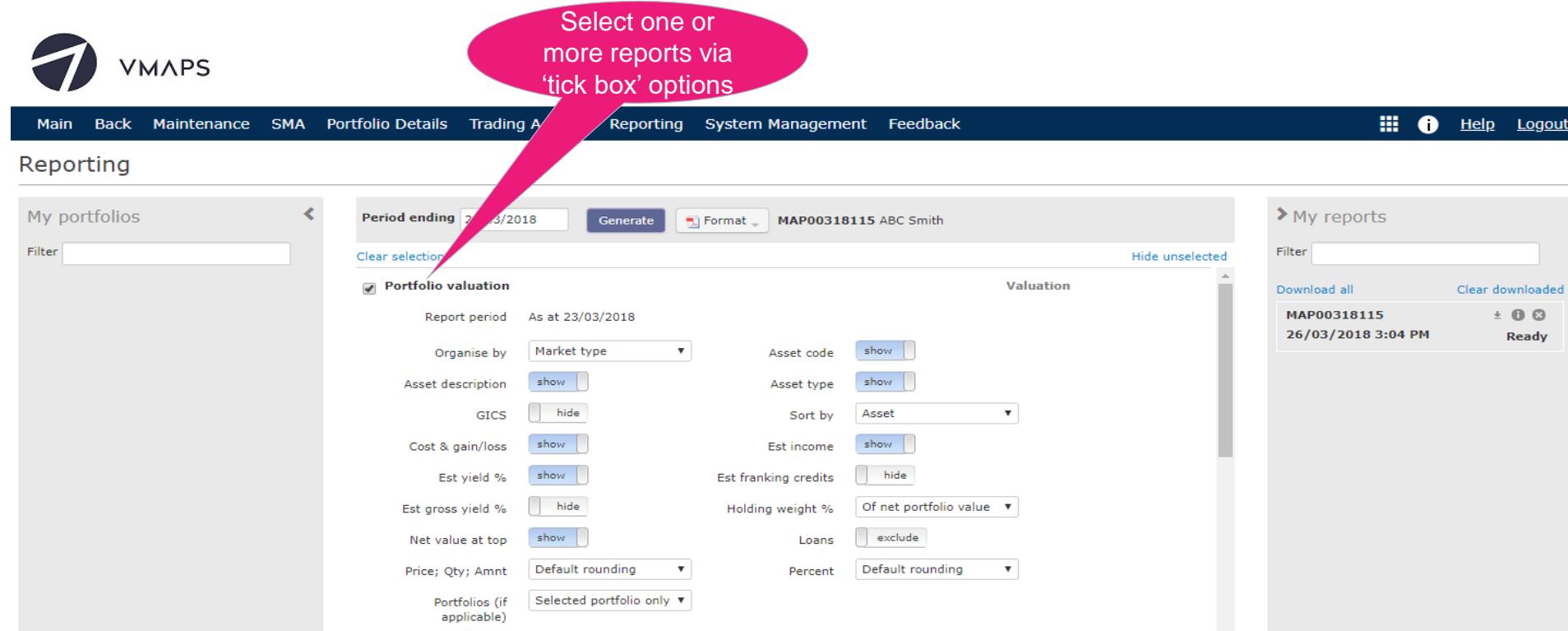
The screenshot shows the V MAPS reporting interface. At the top, there is a navigation bar with links: Main, Back, Maintenance, SMA, Portfolio Details, Trading Activity, **Reporting**, System Management, and Feedback. To the right of the reporting link is a user icon, Help, and Logout. The main content area is titled "Reporting". On the left, there is a sidebar titled "My portfolios" with a "Filter" input field and a note: "Refine your search to select a portfolio. (A maximum of 30 portfolios will be retrieved.)". The main panel has a title "Reports" with a sub-menu "Report Builder" and a user "MAP00318115 ABC Smith". Below this is a list of report items with checkboxes and categories: "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), and "Income" (Taxation). To the right, there is a panel titled "My reports" with a "Filter" input field.

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.



VMAPS

Main Back Maintenance SMA Portfolio Details Trading A Reporting System Management Feedback Help Logout

Reporting

My portfolios

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

Clear selection Hide unselected

Portfolio valuation

Report period As at 23/03/2018

Organise by Market type Asset code show

Asset description show Asset type show

GICS hide Sort by Asset

Cost & gain/loss show Est income show

Est yield % show Est franking credits hide

Est gross yield % hide Holding weight % Of net portfolio value

Net value at top show Loans exclude

Price; Qty; Amnt Default rounding Percent Default rounding

Portfolios (if applicable) Selected portfolio only

My reports

Filter

Download all Clear downloaded

MAP00318115 26/03/2018 3:04 PM Ready

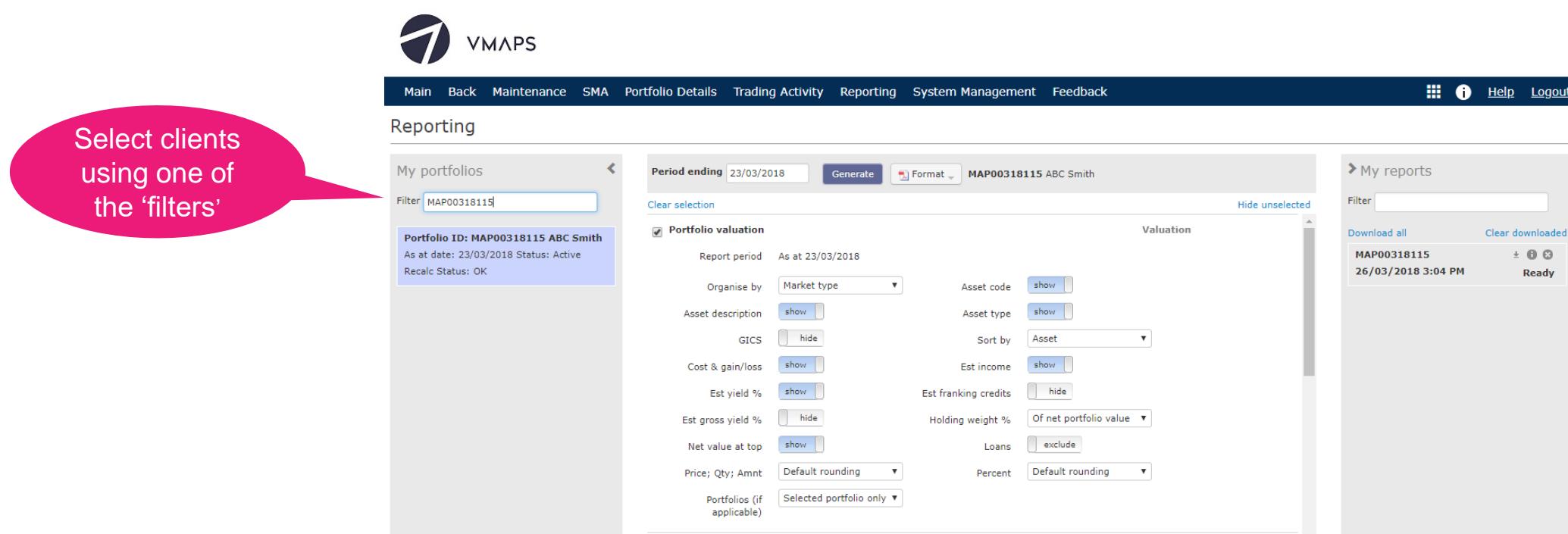
Select client portfolios to report on

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**.



VMAPS

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 code: show

Asset description: show Asset type: show

GICS: hide Sort by: Asset

Cost & gain/loss: show Est income: show

Est yield %: show Est franking credits: hide

Est gross yield %: hide Holding weight %: Of net portfolio value

Net value at top: show Loans: exclude

Price; Qty; Amnt: Default rounding Percent: Default rounding

Portfolios (if applicable): Selected portfolio only

My reports

Filter: MAP00318115
Download all: MAP00318115 26/03/2018 3:04 PM Ready

Select clients using one of the ‘filters’

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

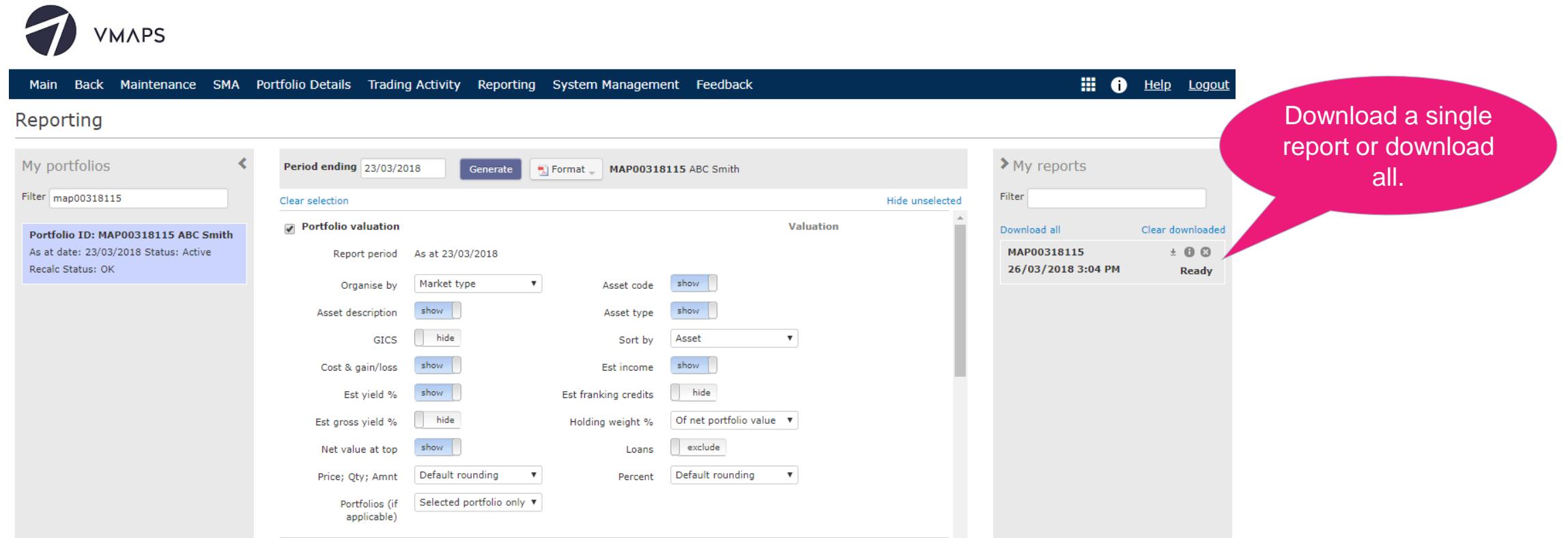
The screenshot shows the VMAPS Reporting interface. On the left, there is a sidebar with 'My portfolios' and a 'Filter' input. The main area has a 'Period ending' dropdown set to '23/03/2018' and a 'Generate' button. A dropdown menu is open over the 'Generate' button, showing options for file format (PDF, Word, Excel) and content preferences (Portfolio valuation, Collate by report, Collate by portfolio, Table of contents, Hide footer, Hide logo, Holding weight %). To the right, there is a 'My reports' section showing a report titled 'MAP00318115' generated on '26/03/2018 3:04 PM' with status 'Ready'. Two pink callout bubbles point to the 'Generate' button and the content preferences dropdown.

Generate reports by selecting the Generate button

Select file format and content preferences

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



The screenshot shows the V MAPS Reporting interface. On the left, a sidebar titled 'My portfolios' displays a list with a single item: 'Portfolio ID: MAP00318115 ABC Smith' (Status: Active, Recalc Status: OK). The main area is titled 'Portfolio valuation' and includes fields for 'Report period' (set to 'As at 23/03/2018'), 'Organise by' (set to 'Market type'), and various filtering options like 'Asset code', 'Asset type', 'GICS', 'Cost & gain/loss', 'Est yield %', 'Est gross yield %', 'Net value at top', 'Price; Qty; Amnt', and 'Percent'. A 'Generate' button is present. To the right, a 'My reports' section shows a generated report for 'MAP00318115 ABC Smith' dated '26/03/2018 3:04 PM' with a status of 'Ready'. A pink speech bubble points to this section with the text: 'Download a single report or download all.'

Report – sample output

MAP00123456 ABC Pty Ltd												
Portfolio valuation												
As at 26 Mar 2018												
VMAPS - Investments												
Net portfolio value \$254,198.13												
Asset	Quantity	Avg unit cost	Actual cost	Unit price	Market value	Portfolio weight	Gain/loss	Est income <small>(a)</small>	Est yield <small>(b)</small>	Est franking credits <small>(d)</small>	Est gross yield <small>(e)</small>	
ASX Listed		\$	\$	\$	\$	%	\$	\$	%	\$	%	
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	23.2118	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%	

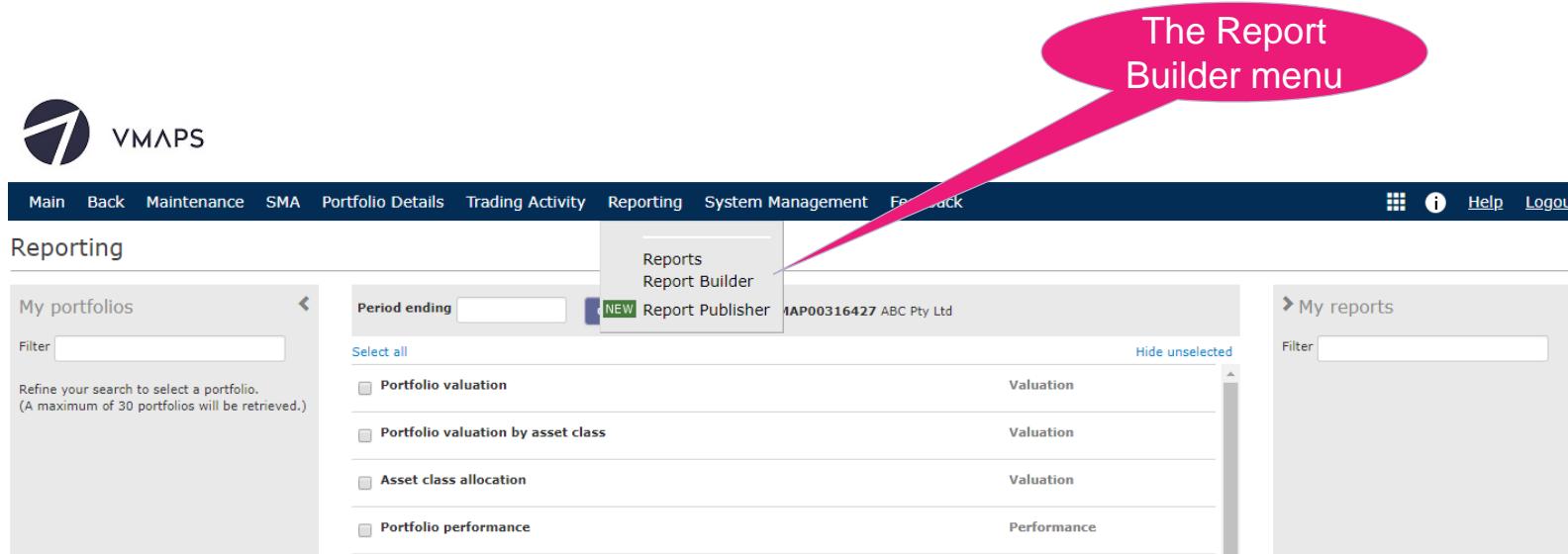
Bulk reporting – report builder

— 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 V MAPS user interface with a dark blue header bar. The header includes the V MAPS logo, a main menu with links for Main, Back, Maintenance, SMA, Portfolio Details, Trading Activity, Reporting, System Management, and Feedback, and a user menu with Help and Logout. A pink callout bubble points from the bottom right towards the Reporting menu item. The Reporting menu is open, showing sub-options: Reports, Report Builder, and Report Publisher. The Report Publisher option is highlighted with a green 'NEW' badge. Below the menu, there are sections for 'My portfolios' and 'My reports', each with a 'Filter' input field. The 'My portfolios' section includes a note: 'Refine your search to select a portfolio. (A maximum of 30 portfolios will be retrieved.)'. The 'My reports' section is currently empty.

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

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

Period ending Generate MAP00316427 ABC Pty Ltd

REPORT LAYOUT PORTFOLIO LIST

Clear selection

Portfolio valuation

Report period As at 01/01/1900

Organise by Market type Asset code show

Asset description show Asset type show

GICS hide Sort by Asset

Cost & gain/loss show Est income show

Est yield % show Est franking credits hide

Est gross yield % hide Holding weight % Of net portfolio value

Net value at top show Loans exclude

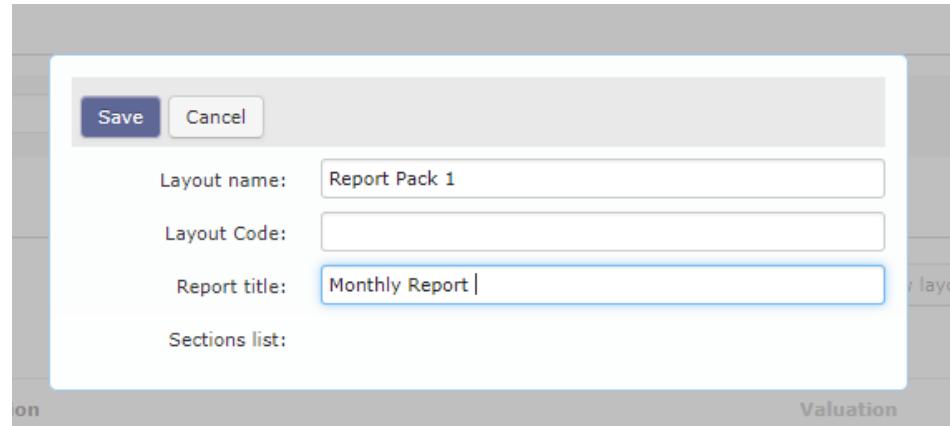
Price; Qty; Amnt Default rounding Percent Default rounding

Portfolios (if applicable) Selected portfolio only

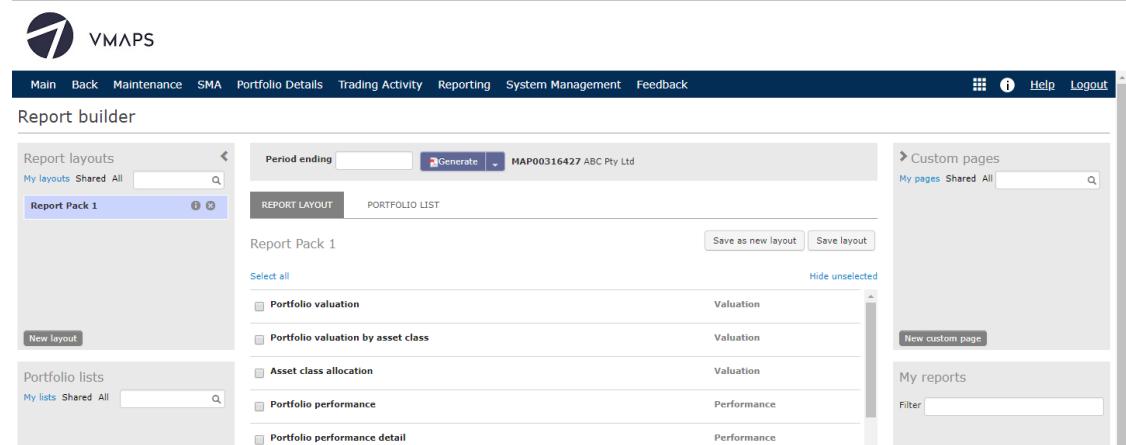
Save as new layout Save layout Hide unselected

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

REPORT LAYOUT PORTFOLIO LIST

Report Pack 1

Select all

Portfolio valuation Valuation

Portfolio valuation by asset class Valuation

Save as new layout Save layout Hide unselected

Custom pages My pages Shared All

New custom page

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

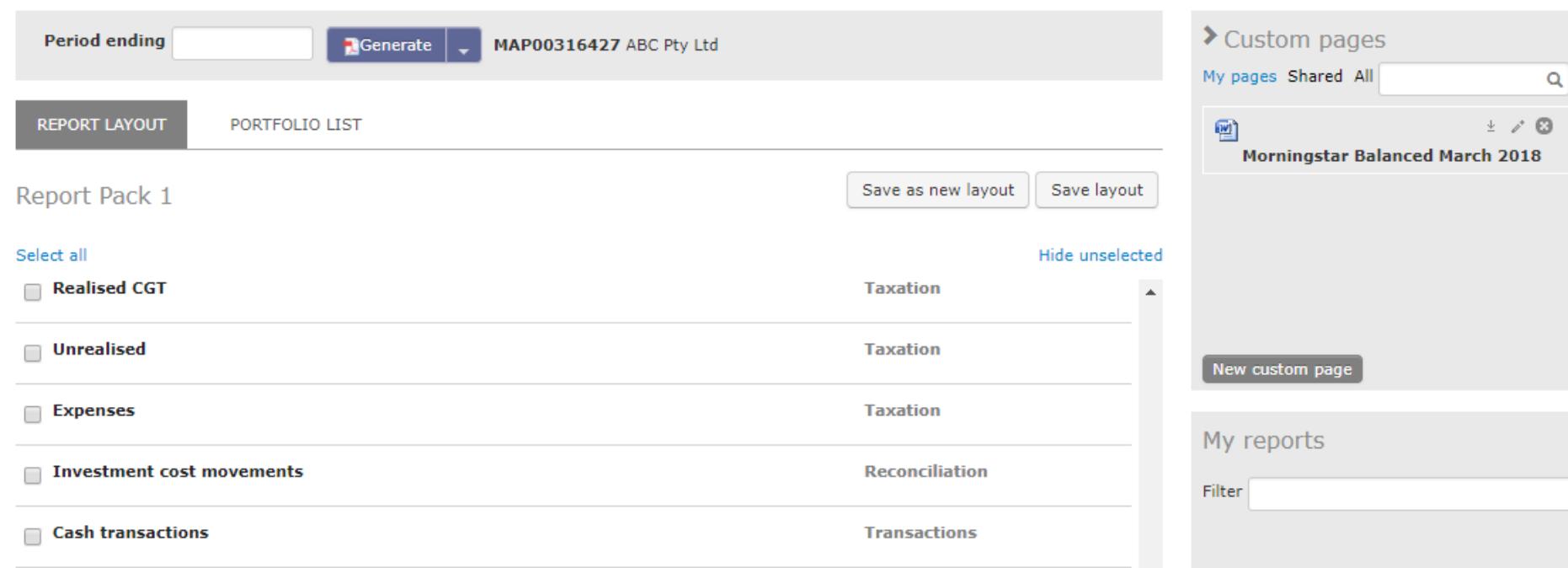
1. To insert for example a header page, market commentary page or newsletter click the New custom page button

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



The screenshot displays the V MAPS user interface. On the left, the 'Report Layout' section shows a 'Period ending' input field, a 'Generate' button, and the identifier 'MAP00316427 ABC Pty Ltd'. Below these are tabs for 'REPORT LAYOUT' and 'PORTFOLIO LIST', with 'REPORT LAYOUT' currently selected. The main area is titled 'Report Pack 1' and contains a list of items with checkboxes: 'Select all', 'Realised CGT', 'Unrealised', 'Expenses', 'Investment cost movements', and 'Cash transactions'. To the right of this list are buttons for 'Save as new layout' and 'Save layout', and a 'Hide unselected' link. On the far right, a vertical scroll bar is visible. On the right side of the interface, there is a 'Custom pages' section. It includes a header with 'My pages', 'Shared', and 'All' buttons, and a search bar. Below this is a list of saved custom pages, with 'Morningstar Balanced March 2018' currently selected. At the bottom of this section is a 'New custom page' button. Below the 'Custom pages' section is a 'My reports' section with a 'Filter' input field.

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.

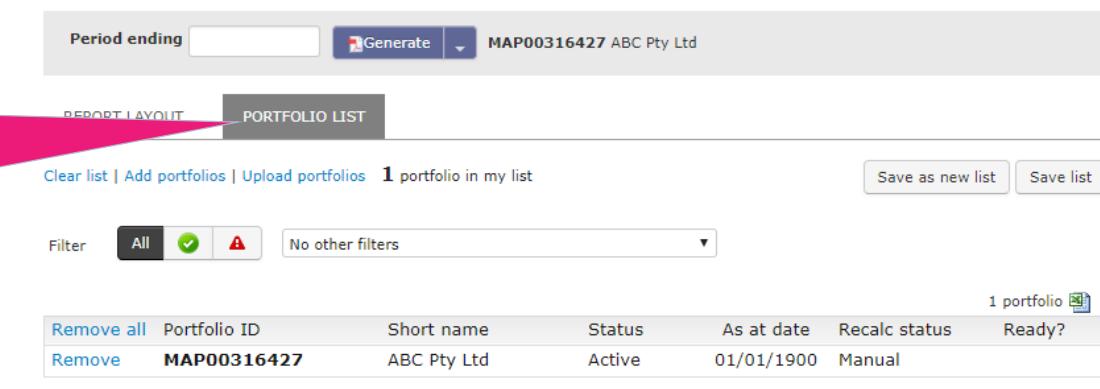
Create manual client lists

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

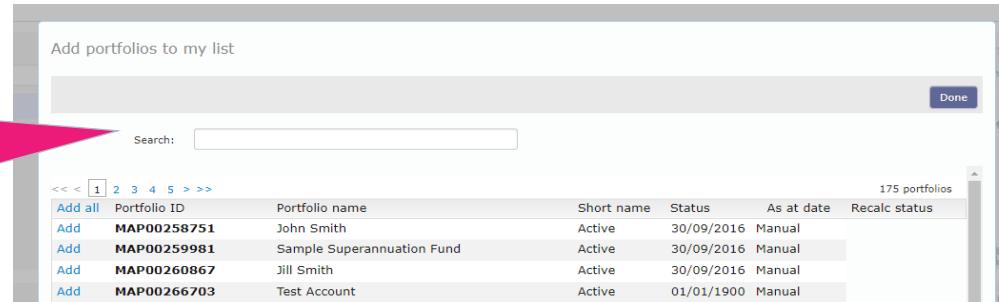
Manual lists are static which means you must add clients to an existing created list.

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

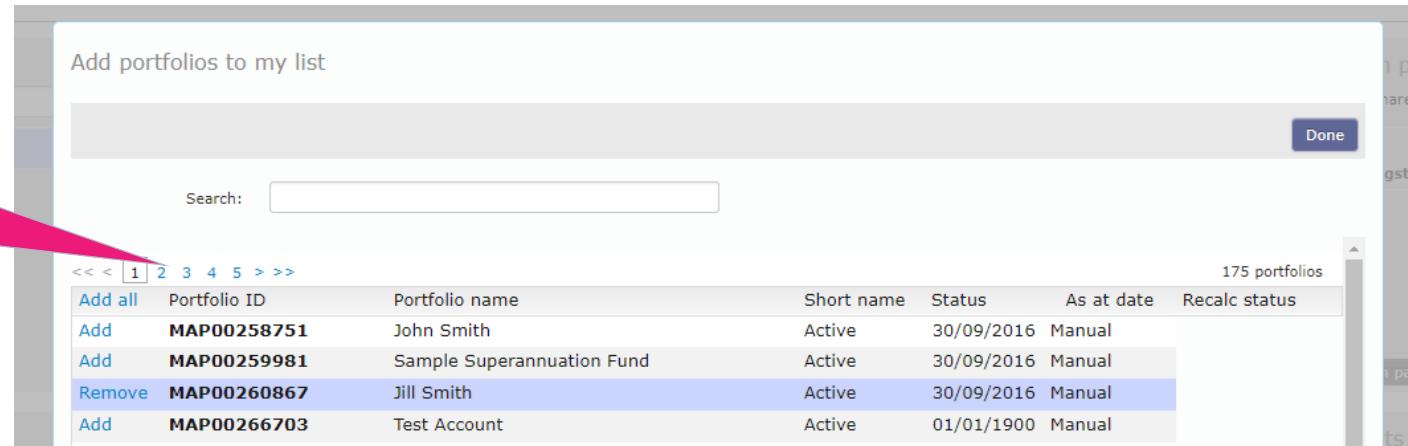


2. Enter * in the search box and all portfolios will be displayed



Create manual client lists

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



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	Ready?

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

The Report builder interface is shown. The top section, 'Report layouts', contains 'Report Pack 1' and a 'New layout' button. The bottom section, 'Portfolio lists', contains 'ABC Pty Ltd' and a 'Create rule' button.

1. Select Create rule

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

The 'Rule based portfolio list' dialog box is open. The 'Portfolio list name' field contains "vMAPs Super Accumulation - Growth". The 'Where' section has dropdown menus for 'Please select a field', 'equal to', and an empty input field. Buttons for 'Save', 'Cancel', 'Insert | Remove', and 'Preview results' are visible.

1. Select Create rule

Create rules based client lists

The screenshot shows the VMAPS user interface. At the top, a pink speech bubble contains the text "4. Save when rules completed". In the center, a modal window titled "Rule based portfolio list" is open, showing a form to create a rule-based portfolio list. The list name is "VMAPS Super Accumulation - Growth". The rules defined are: "Adviser" equal to "John Adviser (User ID:)" and "Portfolio type" equal to "SMA". A pink circle on the right side of the modal contains the text "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". At the bottom left, a sidebar titled "Portfolio lists" shows the saved list "VMAPS Super Accumulation - Growth". A note at the bottom states: "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".

4. Save when rules completed

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

Rule based portfolio list

Save Cancel

Portfolio list name: VMAPS Super Accumulation - Growth

Where: Adviser, equal to, John Adviser (User ID:), Insert | Remove

AND

And, Portfolio type, equal to, SMA, Insert | Remove

Preview results

Portfolio lists

My lists Shared All

VMAPS Super Accumulation - Growth

ABC Pty Ltd

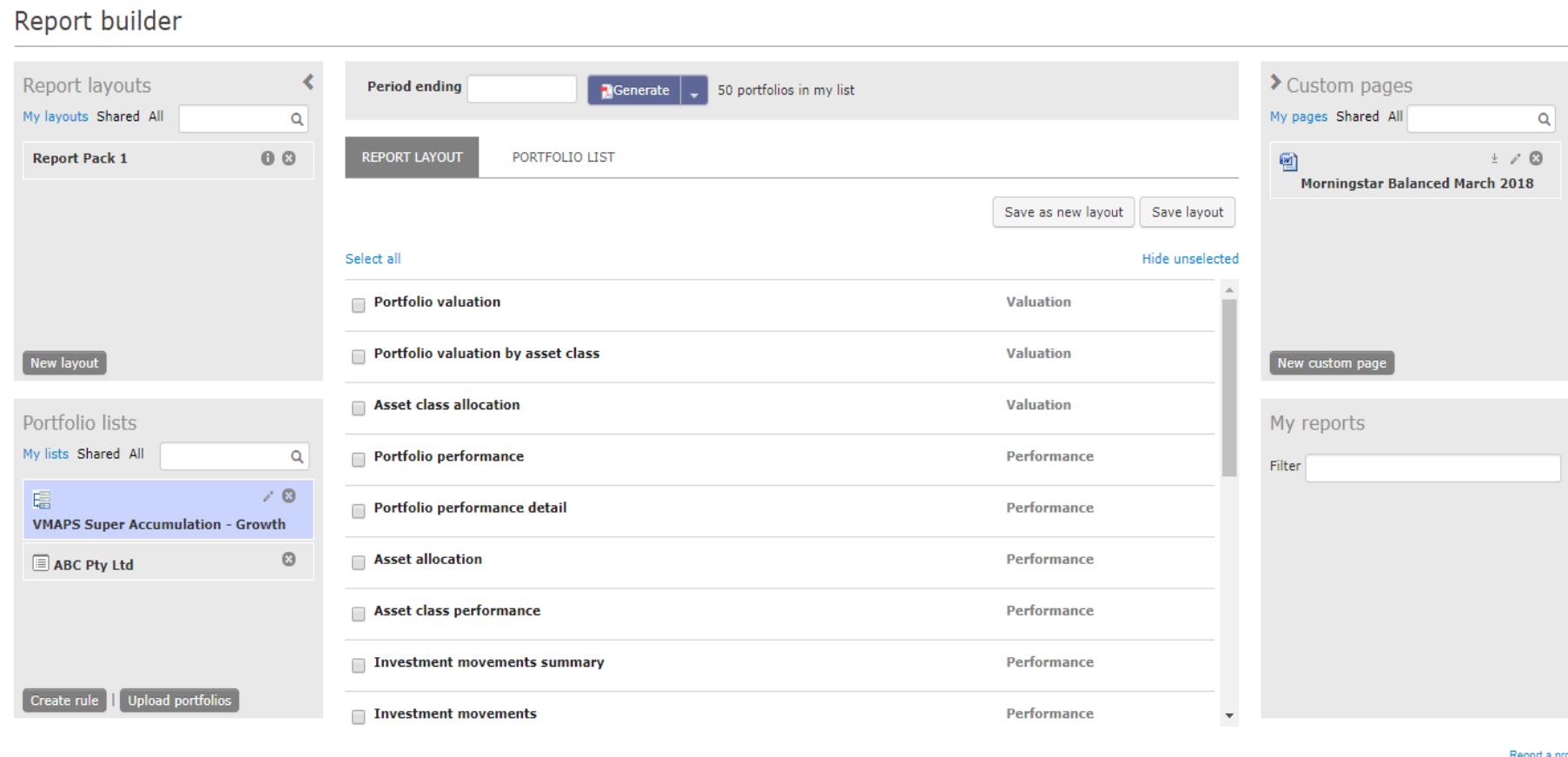
Create rule Upload portfolios

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



The screenshot shows the 'Report builder' interface. On the left, there are two sections: 'Report layouts' and 'Portfolio lists'. The 'Report layouts' section shows 'Report Pack 1' selected. The 'Portfolio lists' section shows 'VMAPS Super Accumulation - Growth' selected. The main area is titled 'REPORT LAYOUT' and shows a list of report items. The items are grouped into 'Valuation' and 'Performance' categories. The items are:

- 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)

At the top, there is a 'Period ending' field, a 'Generate' button, and a message '50 portfolios in my list'. On the right, there are sections for 'Custom pages' and 'My reports'.

Download reports

1. Select the report layout

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
- Client services 1300 738 421 or info@venturafm.com.au

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