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

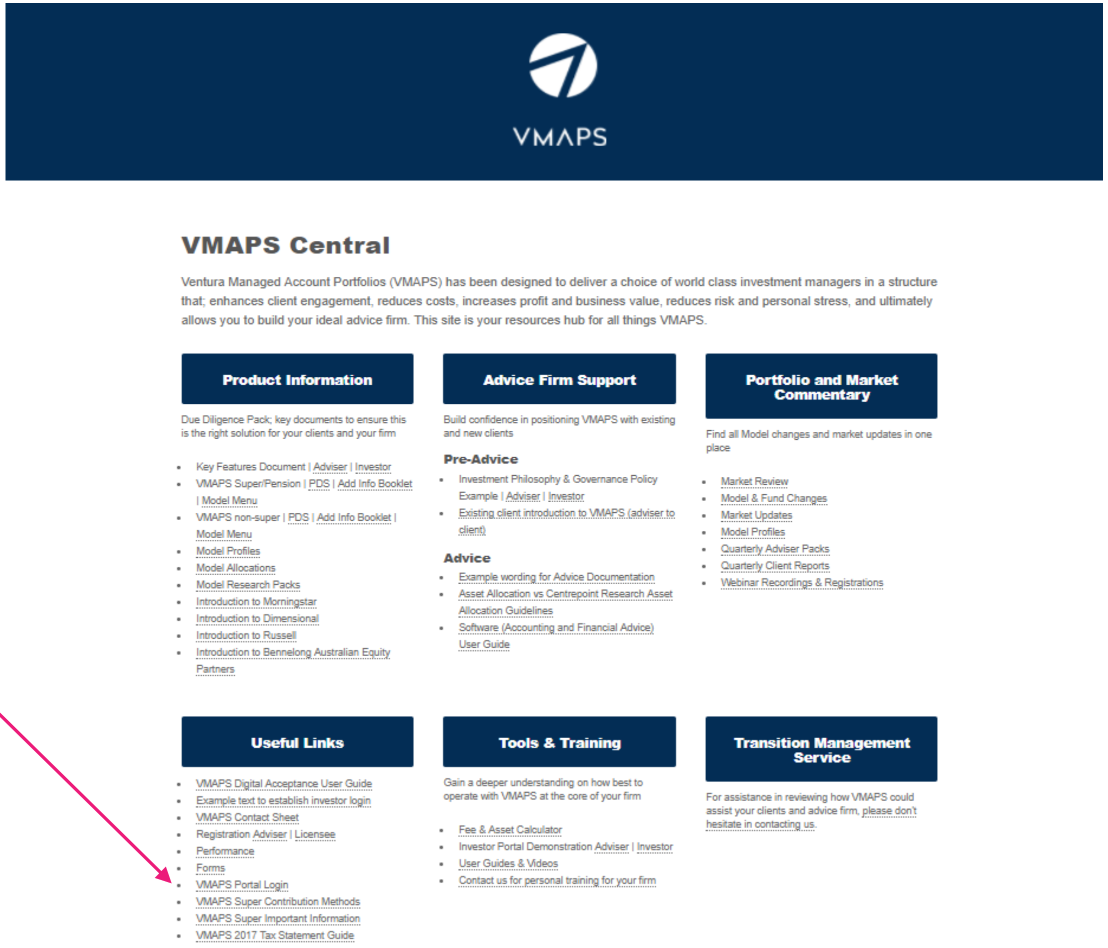
Bulk reporting – Report Builder

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

Select VMAPS Portal Login under Useful Links

Once logged on select platform & reporting


VMAPS

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 Centrepoint 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

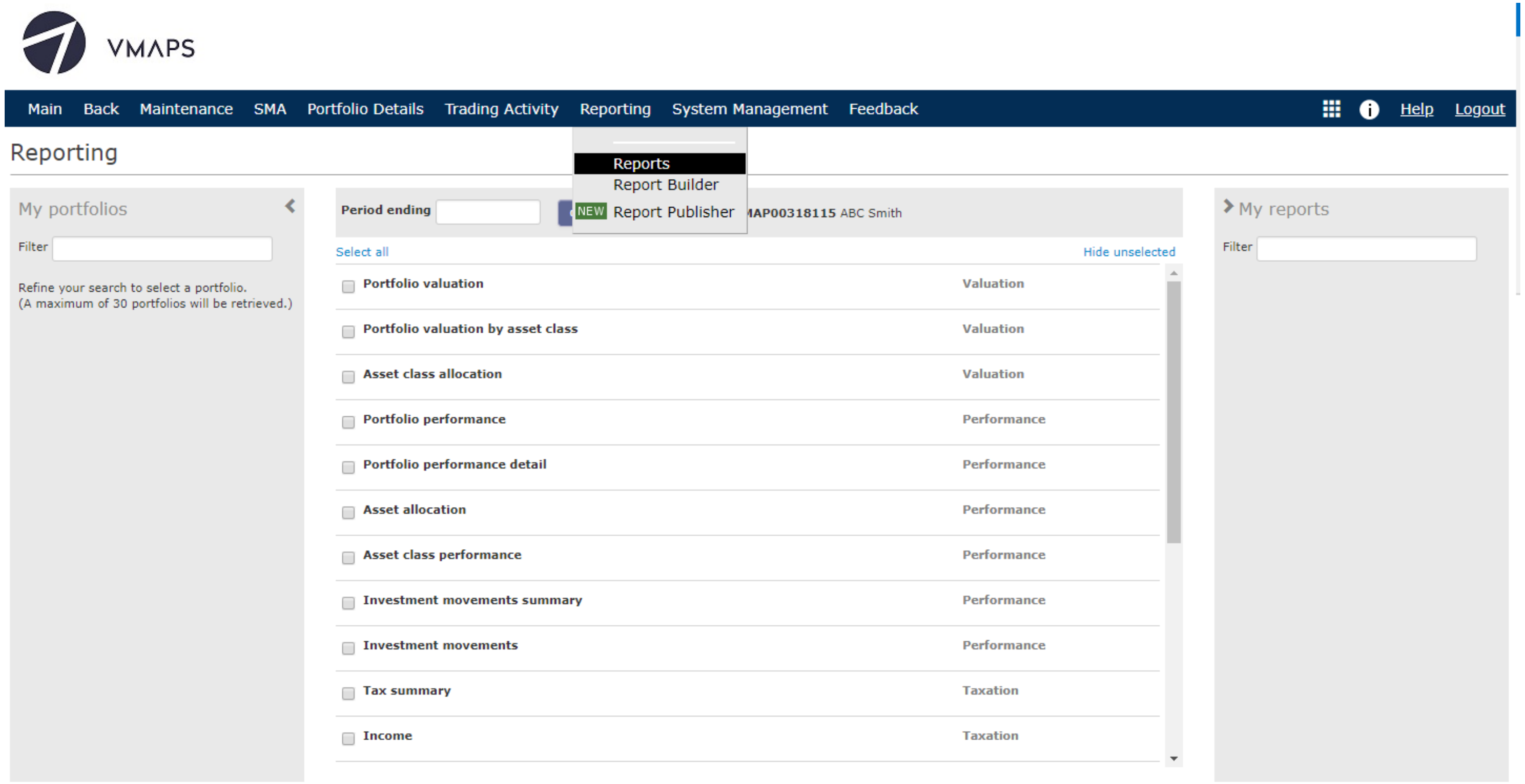
Transition Management Service

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

Individual Reporting

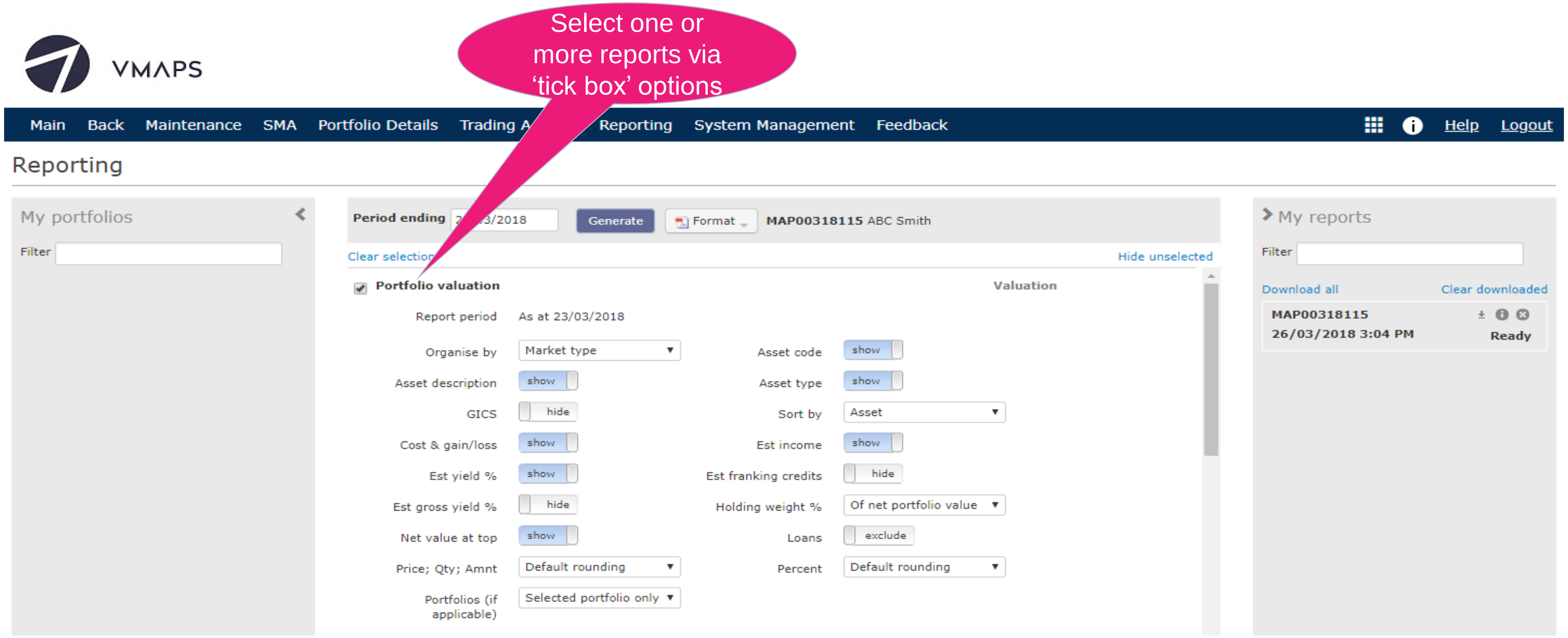
The Reporting Menu

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



Select one or more reports

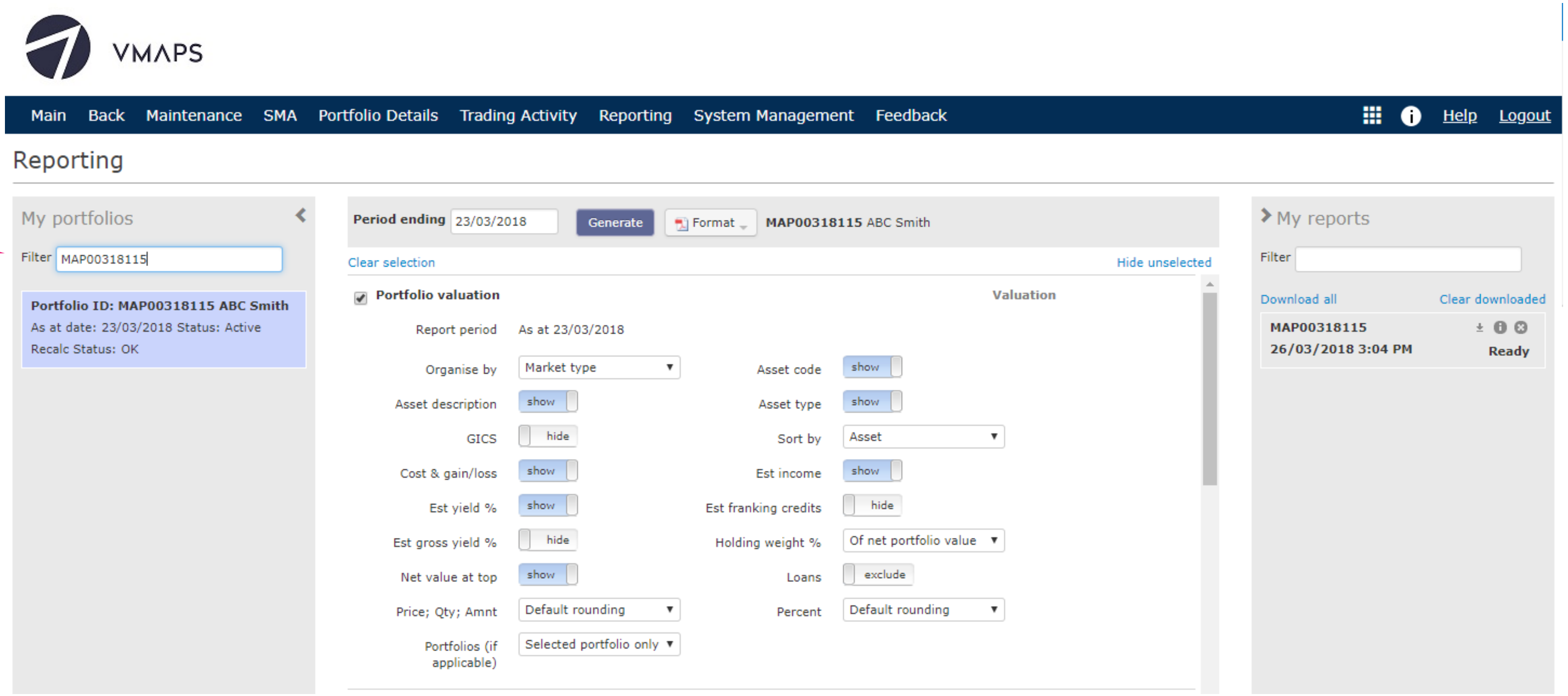
The Reporting page allows you to select individual reports via a tick box option.
A single report, **Portfolio Valuation**, has been selected below. Each report type offers a number of customisable fields that allow you to show or hide fields to be displayed.
Simply choose from drop down lists or toggle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



Select client portfolios to report on

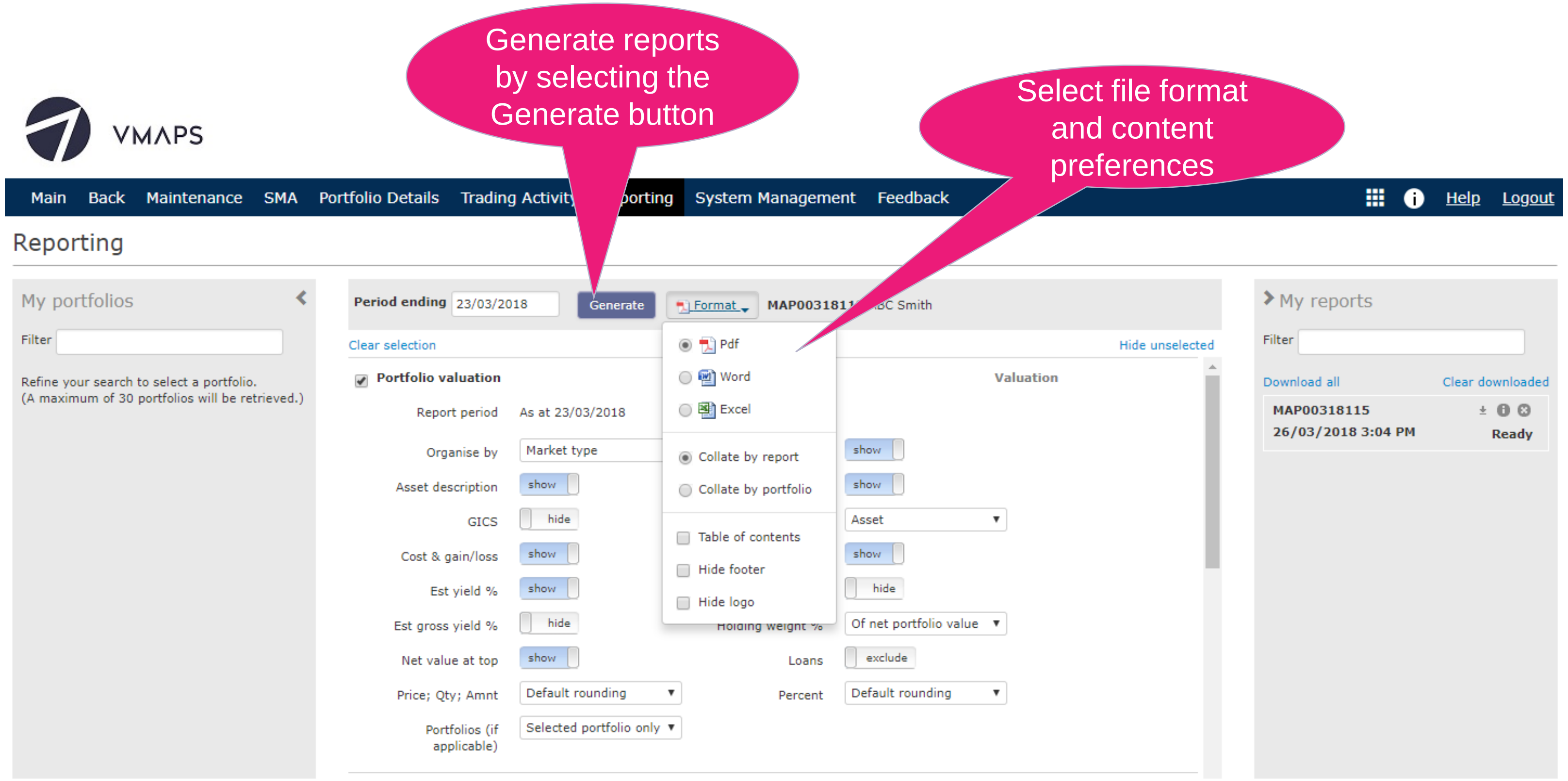
To select a client use My portfolios on the left hand side menu pane.
Type in the filter box:
"MAP" and all client accounts will display;
The desired MAP number if known; or the client's surname.

Select clients using one of the 'filters'



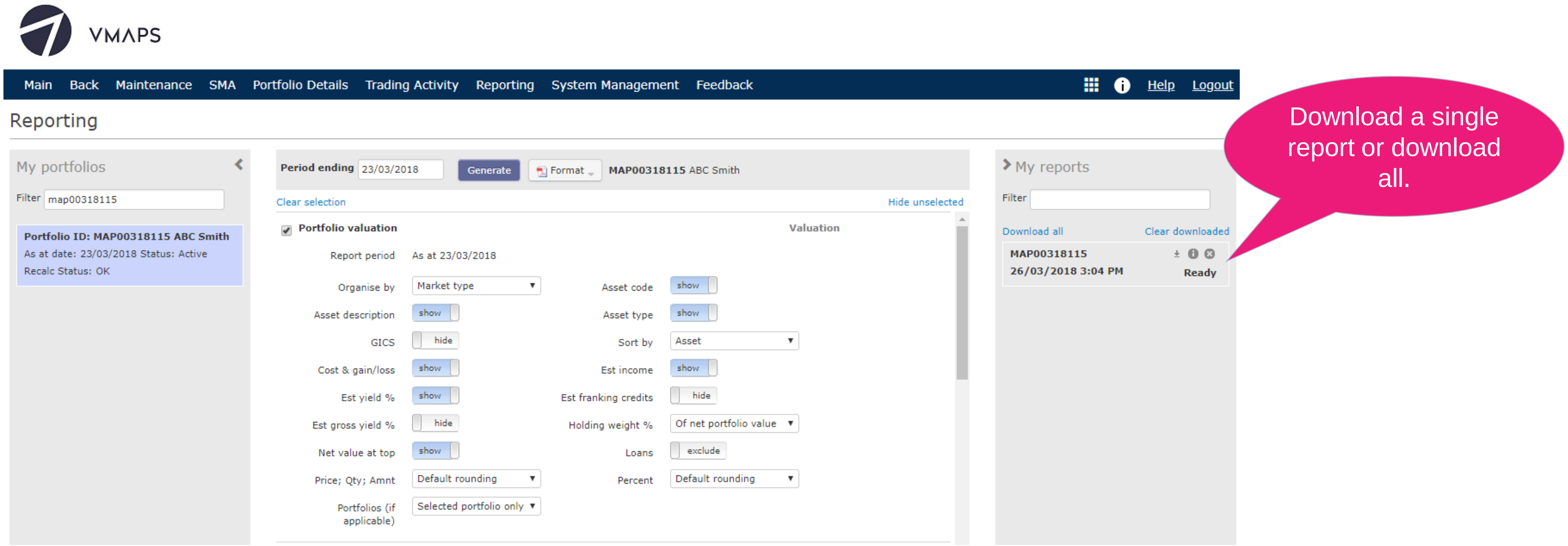
Configure and generate reports

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



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



Report – sample output

MAP00123456 ABC Pty Ltd

Portfolio valuation

As at 26 Mar 2018

VMAPS - Investments

VMAPS

Net portfolio value $254,198.13

Asset		Quantity	Avg unit cost $	Actual cost $	Unit price $	Market value $	Portfolio weight %	Gain/loss $	Est income [a] $	Est yield [b] %	Est franking credits [d] $	Est gross yield [e] %
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	23.218	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%

Adviser: John Adviser   Ventura Managed Account Portfolios   Page 1

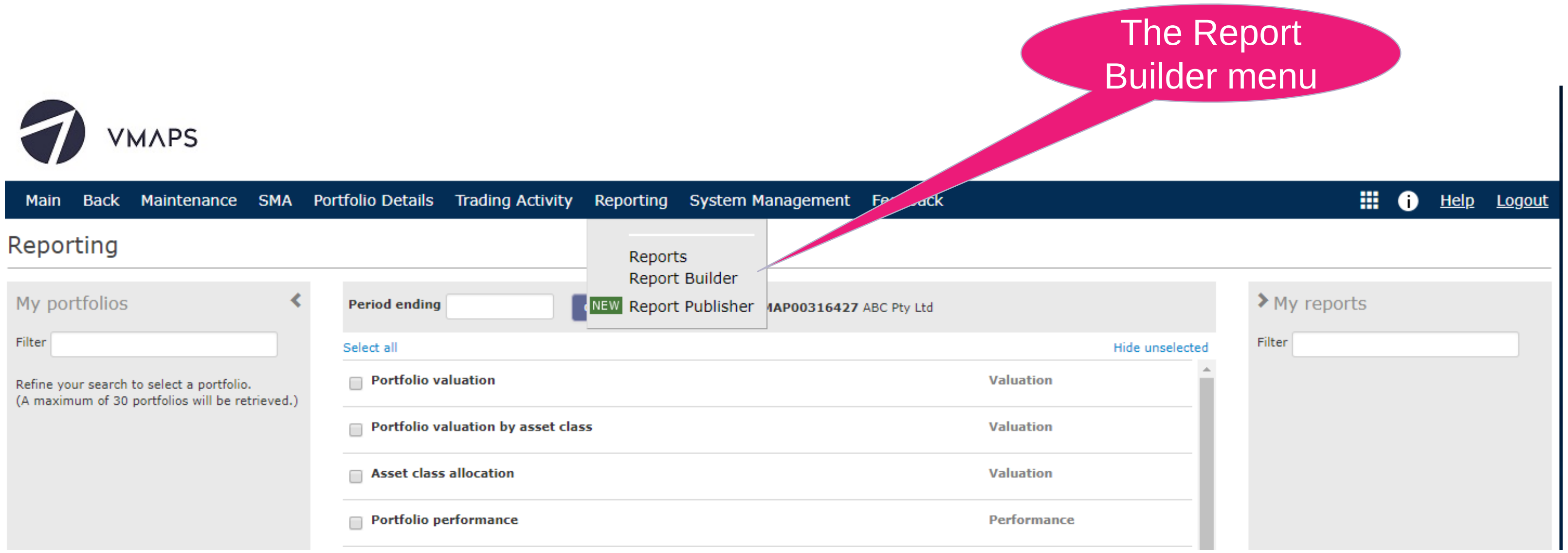
Bulk reporting – report builder

Overview

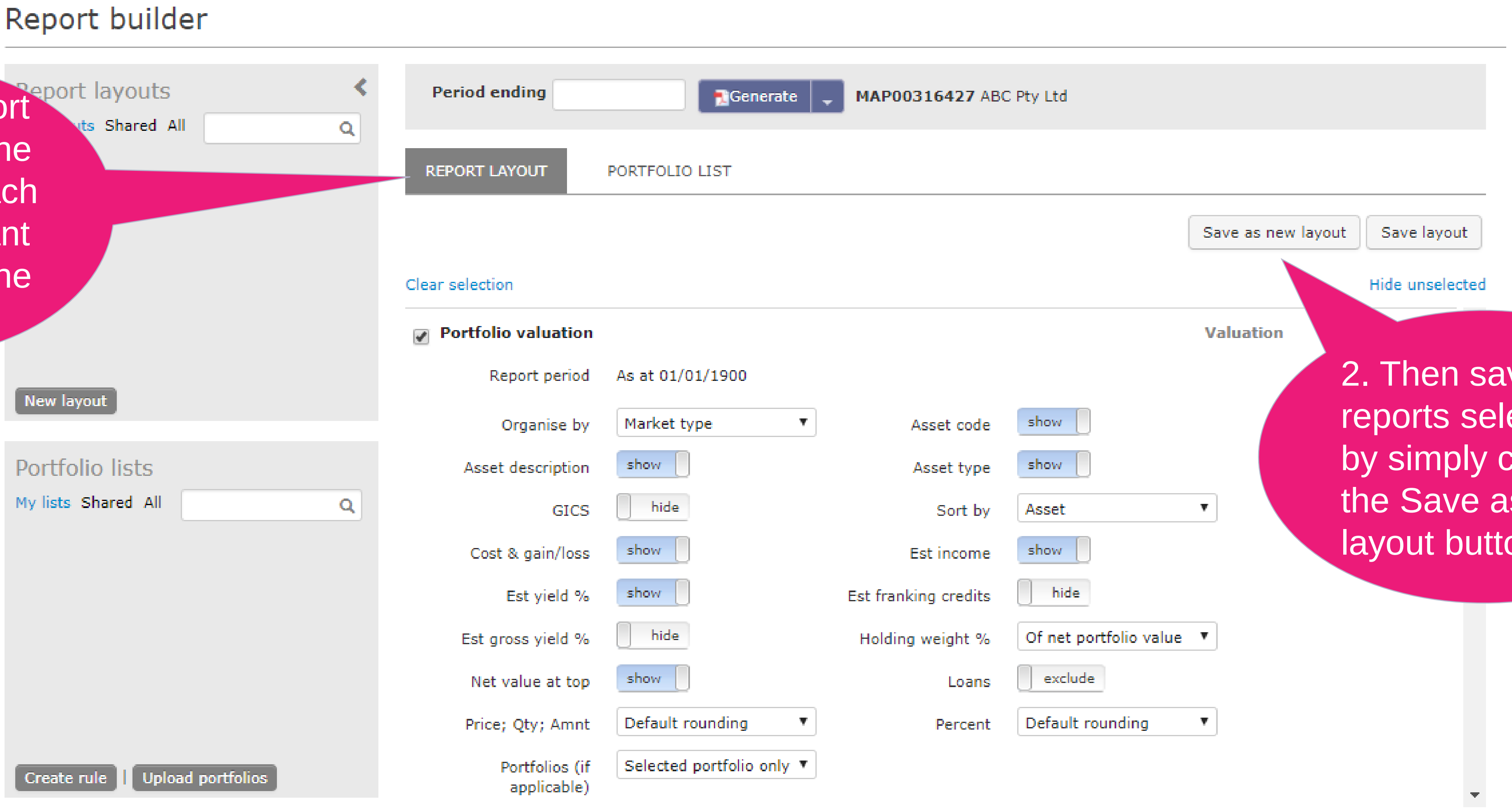
With Report Builder, you can set up different types of reports for different client groups and customise bulk portfolio reporting across your client base.

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.



Design a report layout

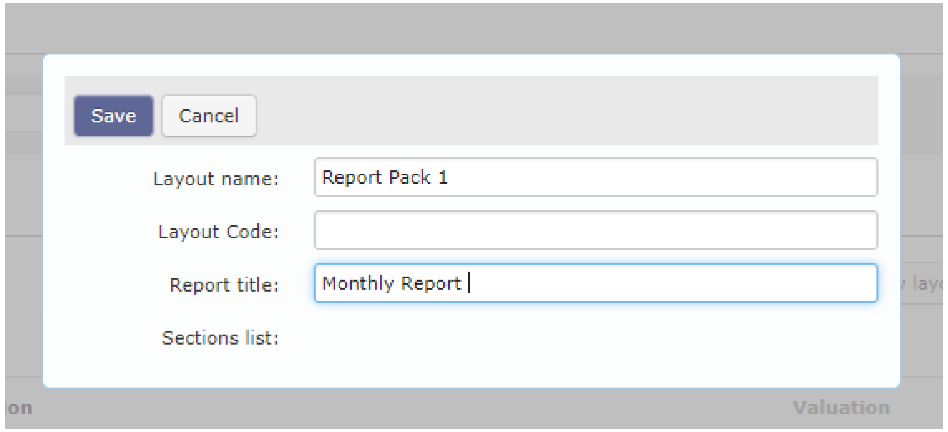


1.Select Report Layout. Tick the box next to each report you want to include in the report pack

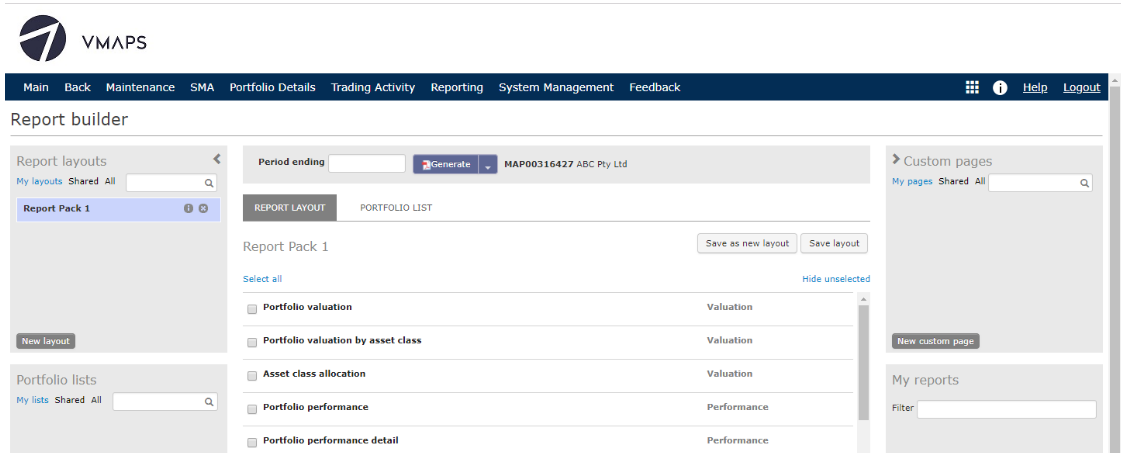
2. Then save the reports selected by simply clicking the Save as new layout button

Design a report layout – continued

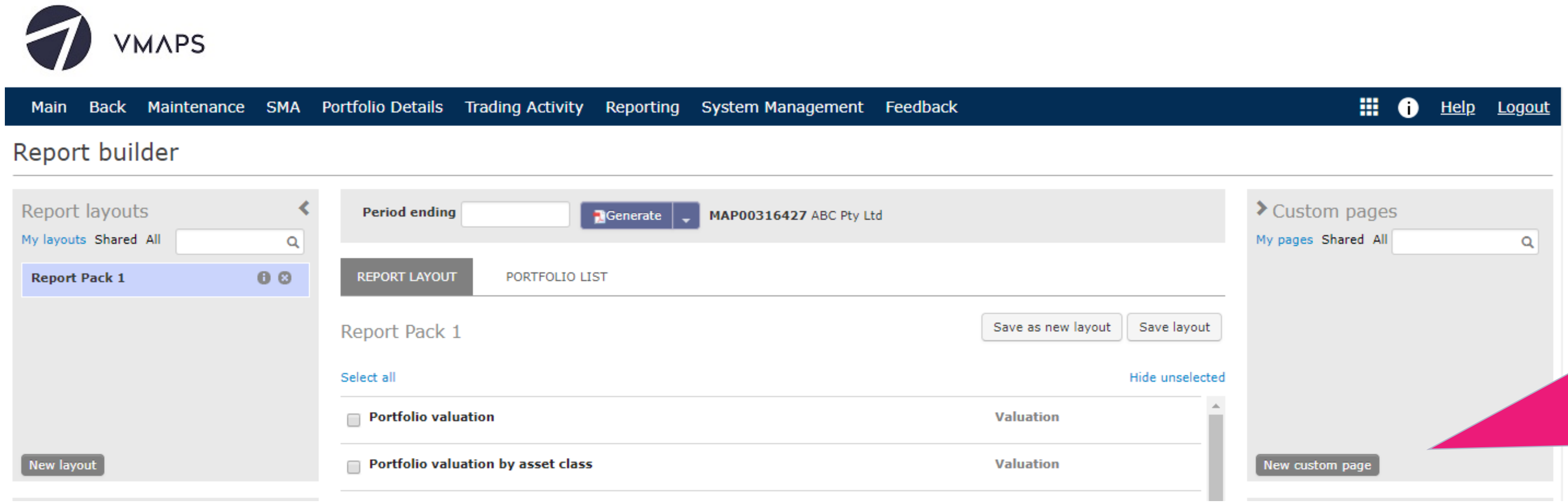
3. You will be prompted to name the report layout. Note: The report title will appear in the report table of contents



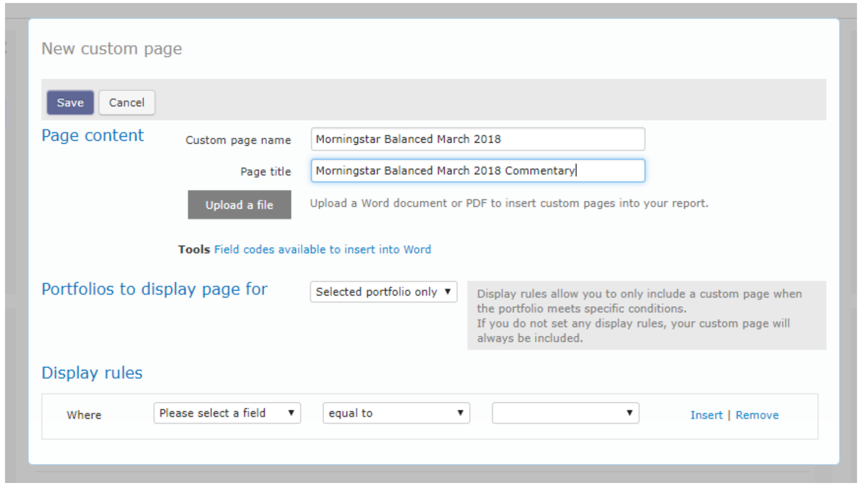
4. The saved report layout you just created displays in My report layouts for future use. Different layouts can be generated for different client groups.



How to insert a custom page



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

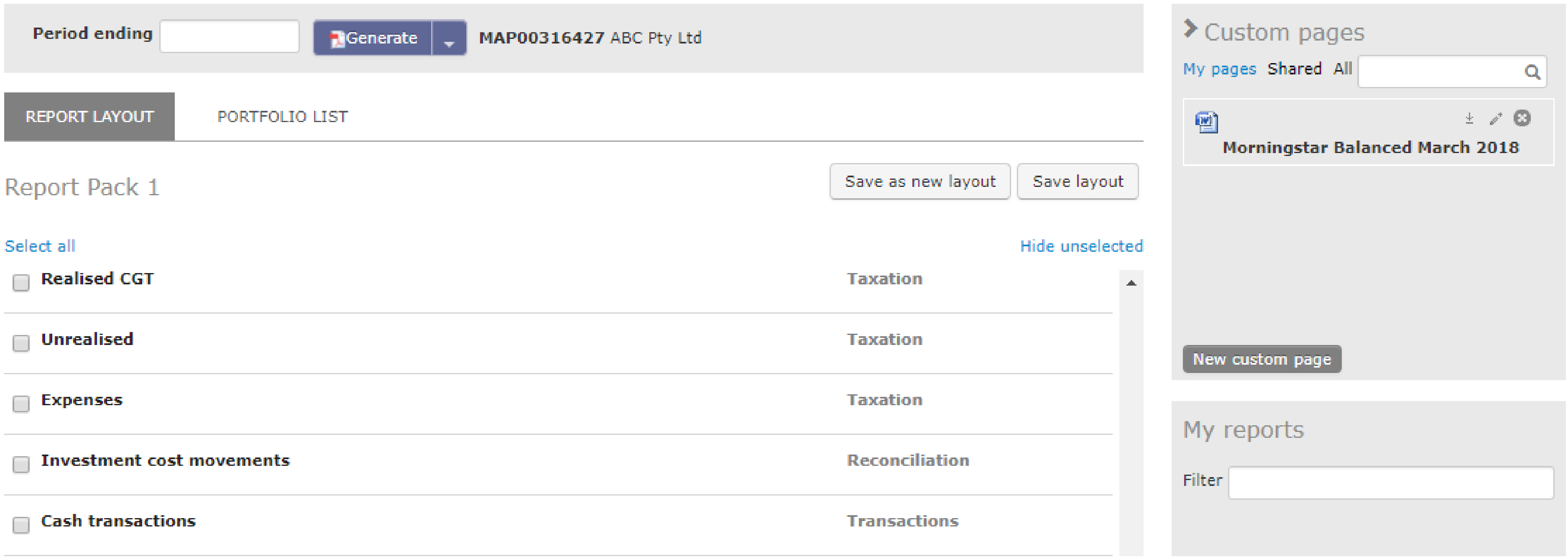


2. Insert the name of the custom page and page title. Note: The report title will appear in the report table of contents

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

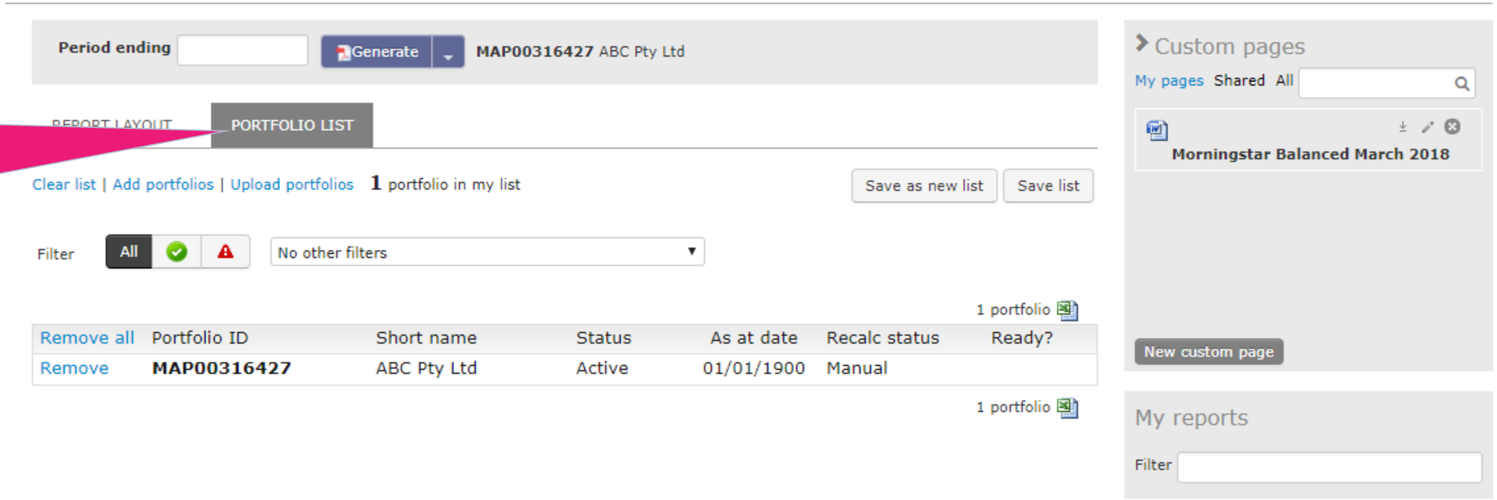


The saved custom page can then be included in a report pack.
Simply click and drag the page from My custom pages into the Report Layout as per the screenshot. Then save as new report layout.

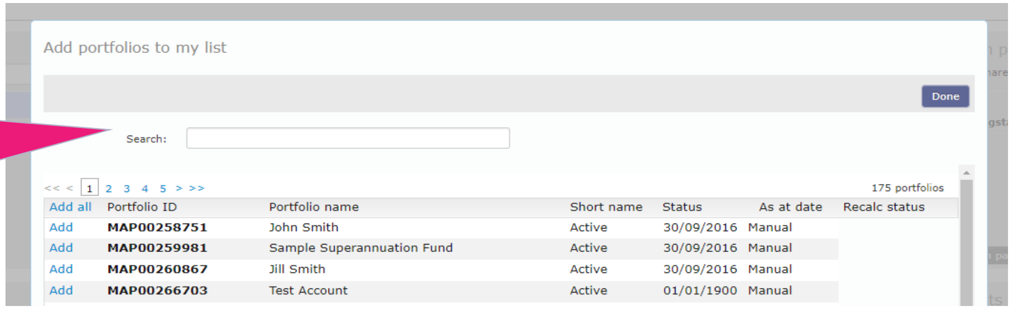
Create manual client lists

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

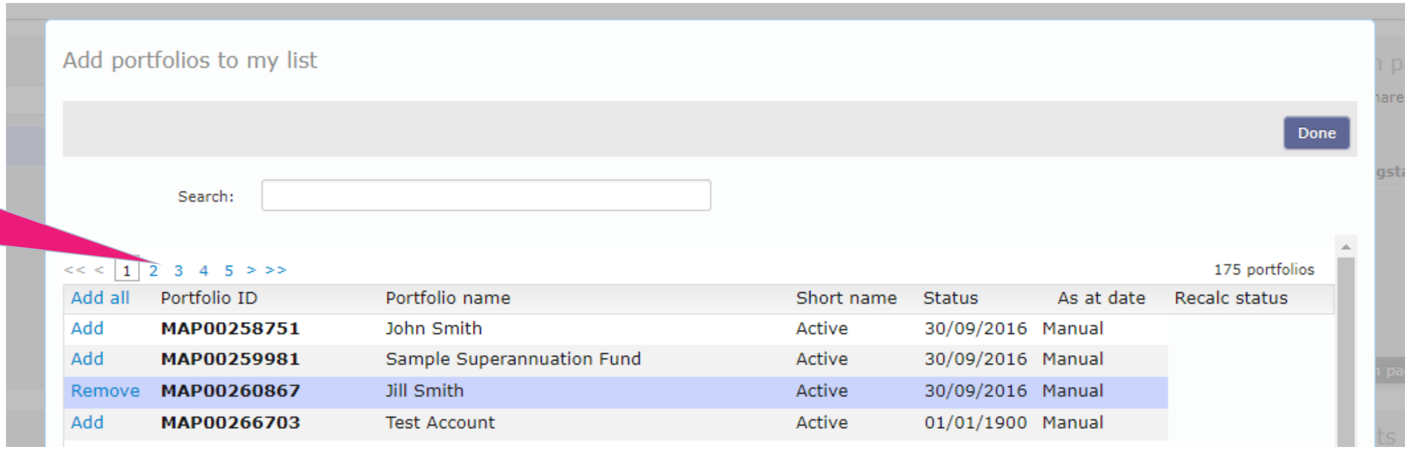


2.Enter * in the search box and all portfolios will be displayed

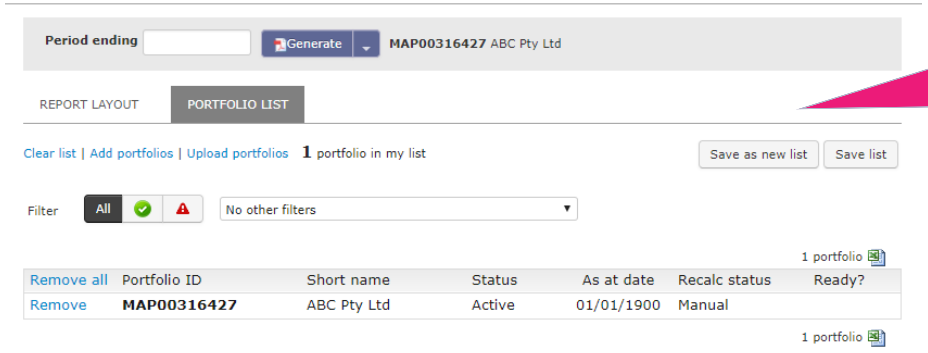


Create manual client lists

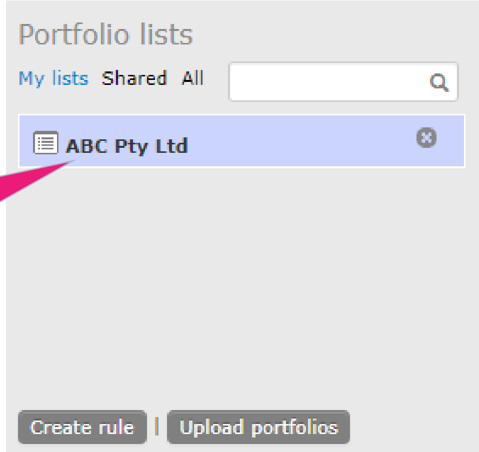
3.Select the portfolios you want added to a list, once complete, click the Done button



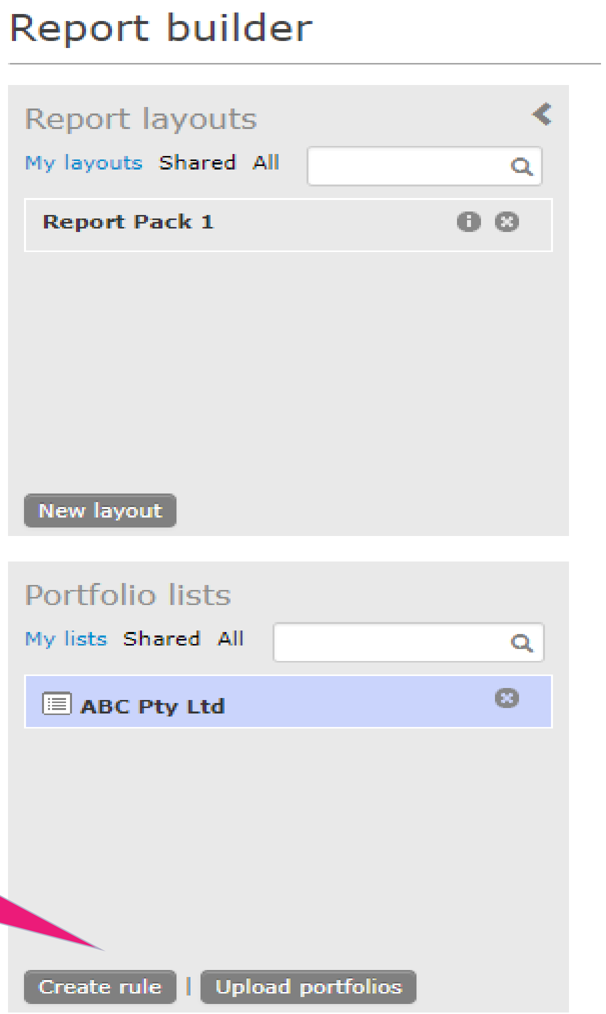
4.Then create a name for the saved list by selecting Save as new list. Example: Smith Family



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

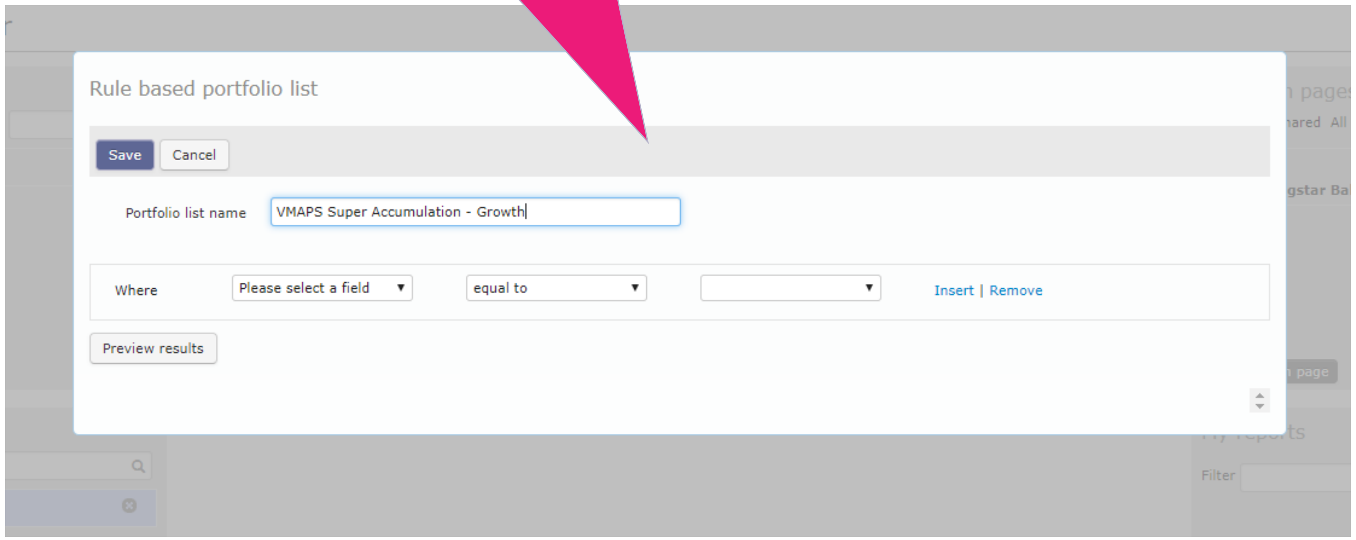


Create rules based client lists



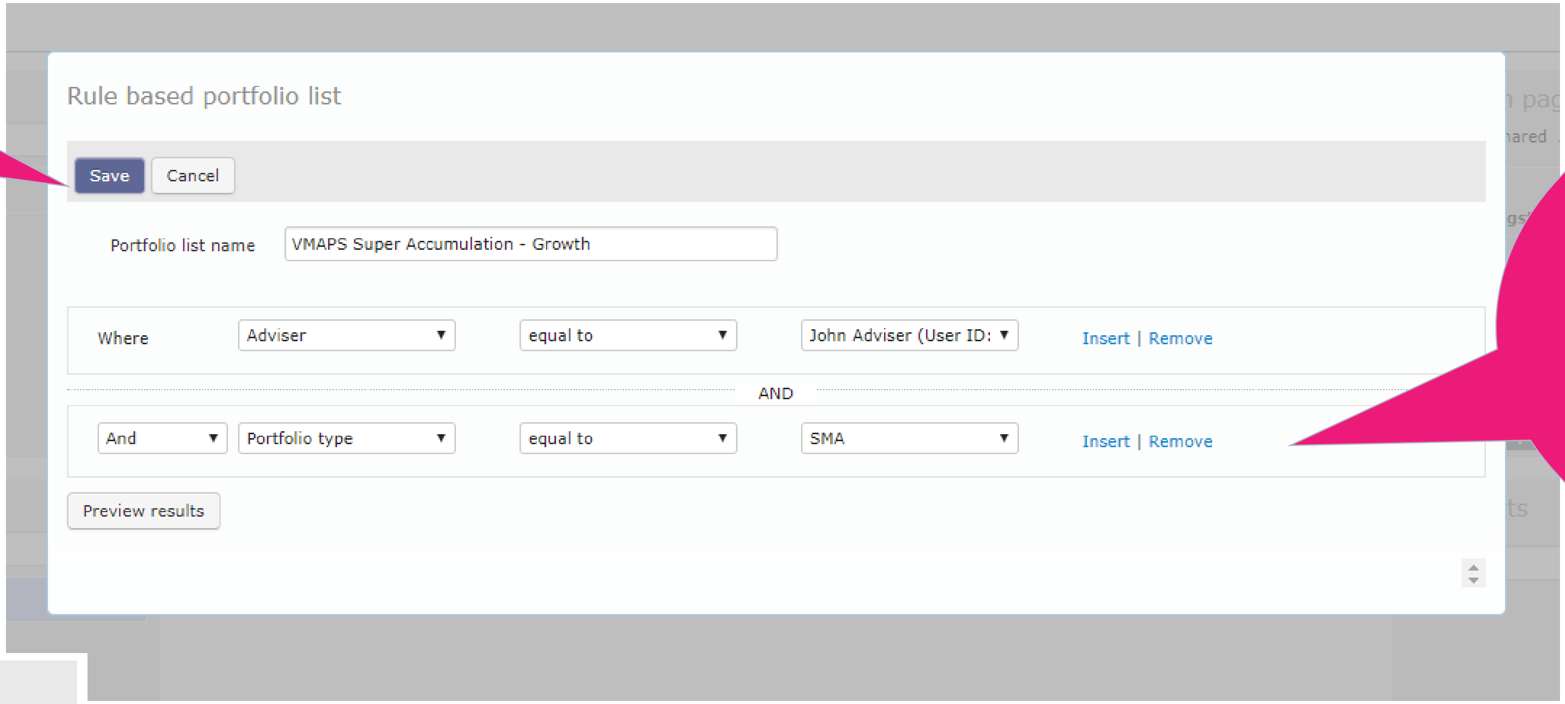
1.Select Create rule

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

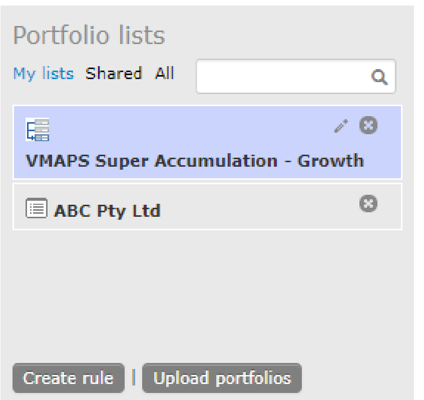


Create rules based client lists

4.Save when rules completed



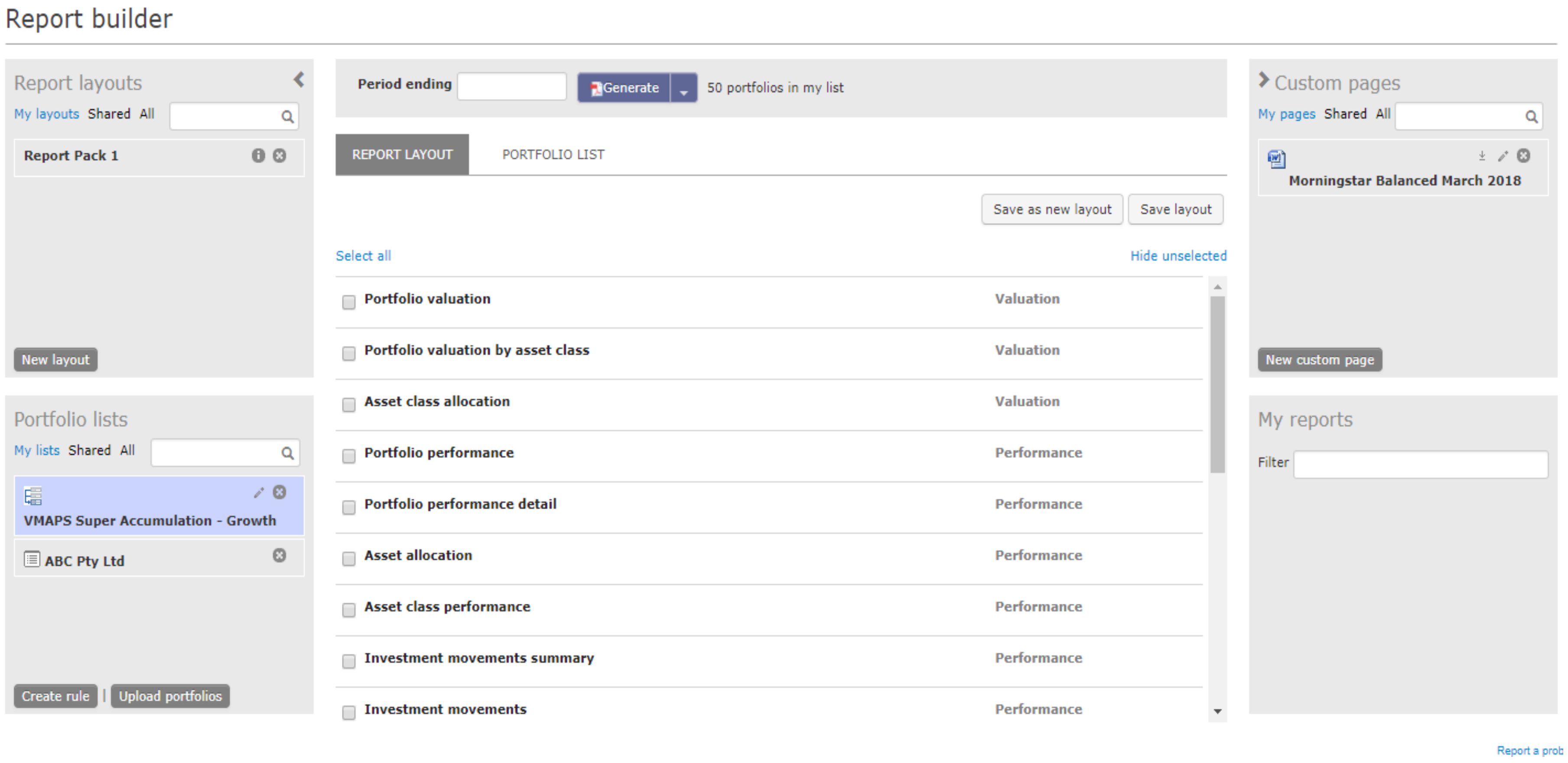
3. Create the rules from the drop down boxes. In this example we have added three rules to create a list of all funded Super accumulation accounts linked to the Growth model



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

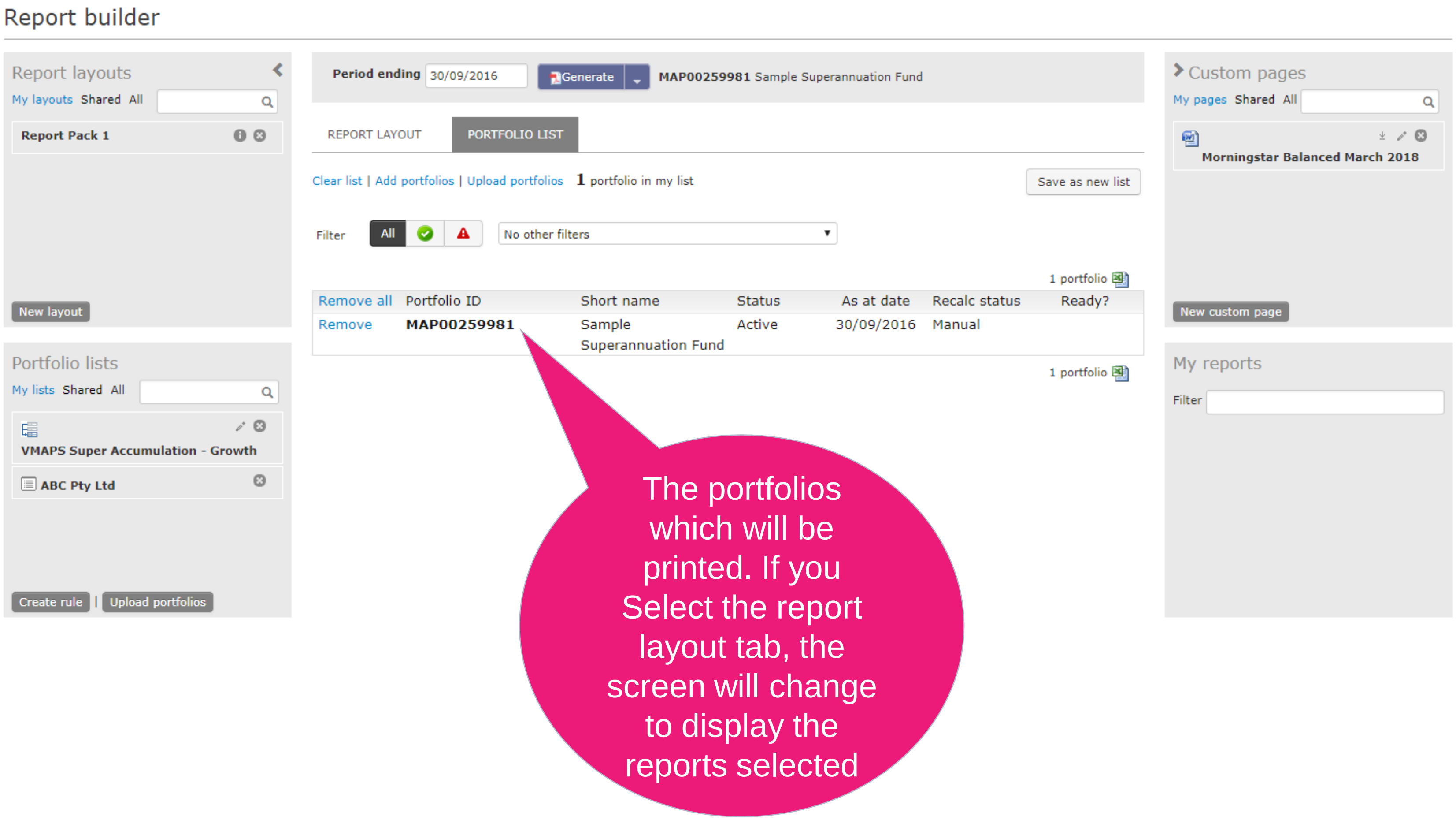
To summarize: we have now created a report layout (remember you can create multiple layouts) and segmented clients by creating portfolio lists. The report layout even contains a custom page.



Download reports

1.Select the report layout

2. Select the portfolio list



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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