

The smart investment platform



# Client Reporting - The Options Available

User Guide



# The Reports Available

## Client Valuation

A comprehensive statement of a client's holdings – including the valuation and overall change at a given date across all products held.

## Client Statement

A periodic statement of a client's holdings with Novia Global Europe Limited over a specified period of time. This includes an account valuation, Adviser payments, and transaction history of all Products held over the selected date range.

## Portfolio Performance Review

A report designed to calculate the achieved rate of return on a client portfolio between any two specified dates. The rate of return is money weighted and provides a true measure of the return a client has obtained on their investment after all expenses.

## Transaction History per Client

A comprehensive breakdown of all transactions that have occurred on a selected client's account over a defined period.

## Transaction History per Branch (Firm Admin)

A comprehensive breakdown of all transactions that have occurred across an entire branch over a defined period.

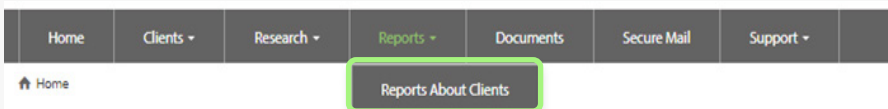
# Reporting

## Step 1

From the homepage select "Reports" and then "Reports About Clients"

## Step 2

Select the appropriate report.



Report Name	Report Description	
Client Valuation	A comprehensive statement of a client's holdings - including the valuation and overall change at a given date across all products held.	<a href="#">View</a>
Client Statement	A periodic statement of a client's holdings with Novia Global over a specified period of time. This includes an account valuation, intermediary payments, and transaction history of all Products held over the selected date range.	<a href="#">View</a>
Portfolio Performance Review	A report designed to calculate the achieved rate of return on a client portfolio between any two specified dates. The rate of return is money weighted and provides a true measure of the return a client has obtained on their investment after all expenses.	<a href="#">View</a>
Transaction History per Client	A comprehensive breakdown of all transactions that have occurred on a selected client's account over a defined period.	<a href="#">View</a>

# Client Valuation Report

The screenshot shows the 'Client Valuation Report' form. It includes a navigation bar with 'Home', 'Clients', 'Research', 'Reports', 'Documents', 'Secure Mail', and 'Support'. The breadcrumb trail is 'Home > Reports About Clients > Client Valuation Report'. The form has a 'Report Parameters' section with a 'Hide' link. The 'Clients' field contains three entries: 'Smith, John - 303905', 'Smith, Investor # 301141 - 301141', and 'Test, Jane - 303904'. The 'Reporting Currency' is set to 'GBP - United Kingdom'. The 'Valuation Date' is '03/04/2020'. There is an 'Intermediary Commentary' text area. At the bottom right, there are 'Save as PDF' and 'Upload' buttons. Three green callout boxes highlight: 1) The 'Clients' field with the text 'Option to select single or multiple clients to report in bulk'. 2) The 'Valuation Date' field with the text 'Option to select any valuation date'. 3) The 'Save as PDF' and 'Upload' buttons with the text 'Ability to save as PDF or upload to document library for clients'.

# Client Statement Report

The screenshot shows the 'Client Statement Report' form. It includes a navigation bar with 'Home', 'Clients', 'Research', 'Reports', 'Documents', 'Secure Mail', and 'Support'. The breadcrumb trail is 'Home > Reports About Clients > Client Statement Report'. The form has a 'Report Parameters' section with a 'Hide' link. The 'Clients' field contains three entries: 'Smith, Investor # 301269 - 301269', 'Jones, Investor # 301279 - 301279', and 'Mr & Mrs Joint Client - 303907'. The 'Reporting Currency' is set to '-- Select a Currency --'. The 'From Date' and 'To Date' fields are both set to 'Enter Date'. There is an 'Intermediary Commentary' text area. At the bottom right, there are 'Save as PDF' and 'Upload' buttons. A text box on the right side of the page states: 'This report is similar to the valuation report but allows start and end date reporting (eg if a calendar year report is required)'.

# Transaction History Report

The screenshot shows the 'Transaction History Report' form. It includes a navigation bar with 'Home', 'Clients', 'Research', 'Reports', 'Documents', 'Secure Mail', and 'Support'. The breadcrumb trail is 'Home > Reports About Clients > Transaction History per Client'. The form has a 'Report Parameters' section. The 'Client' field is set to 'Smith, Investor # 301149 - 301149'. The 'From Date' is '01/01/2019' and the 'To Date' is '31/12/2019'. There is a 'Generate' button at the bottom right.

# Portfolio Performance Review Report

Home Clients Research Reports Documents Secure Mail Support

Home > Reports About Clients > Portfolio Performance Review

### Report Parameters

Clients: Jones, Investor # 301279 - 301279      Accounts: Global Investment Account (GBP) - 700515  
 From Date: 01/01/2019      To Date: 31/12/2019

Account Initial Investment Date: 18/8/2016

Next

Option to select "from" and "to" dates. The start date of the plan is automatically detailed.

Home Clients Research Reports Documents Secure Mail Support

Home > Benchmark

### Portfolio Performance Benchmark

No Benchmark  
 Use A Benchmark

Back      Next

Option to select a benchmark if required

### Report Details

Client Name: Mrs Investor # 301279 Jones  
 Account Name: Global Investment Account (GBP) - 700515  
 Selected Date Range: 01/01/2019 to 31/12/2019

### Rate of Return

Annualised Rate of Return on Portfolio: 2.04%  
 Annualised Rate of Return on Benchmark: No Benchmark selected  
 Actual Rate of Return on Portfolio: 2.94%  
 Actual Rate of Return on Benchmark: No Benchmark selected

### Portfolio Daily Valuations

### Transactional History

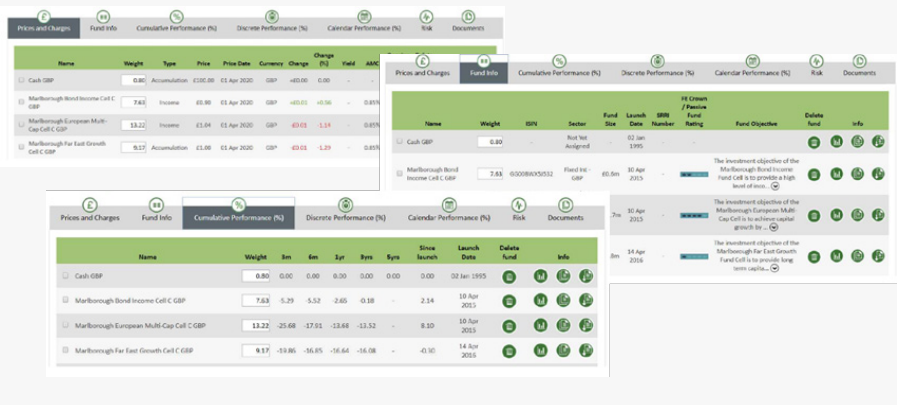
Transaction Date	Transaction Type	Value
31/12/2018	Opening Balance	68,352.22
31/12/2019	Closing Balance	70,373.75

### Intermediary Commentary

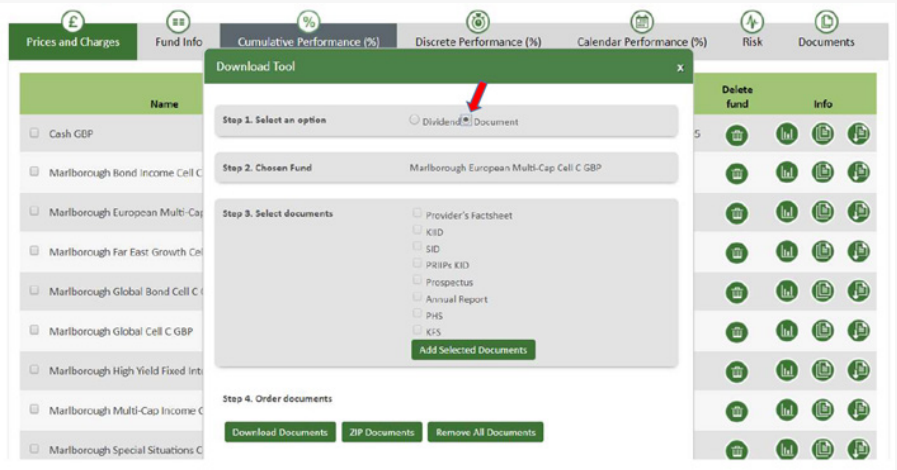
Back

Analyse Existing Portfolio    Save as PDF    Upload

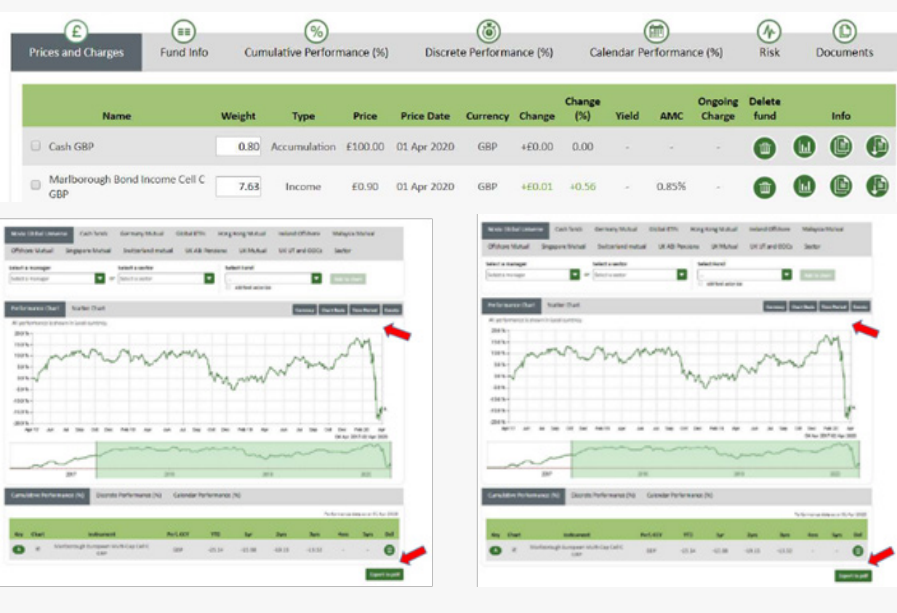
Option to produce PDF report with adviser notes, upload or proceed directly to detailed analysis.



Selecting “Analyse Existing Portfolio” will provide you with detailed information on a clients’ investments.



Selecting the “download tool” icon will allow you to download key documentation on each investment which can then be saved and/or printed.



Selecting the “performance” icon will provide you a range of fund performance information.