

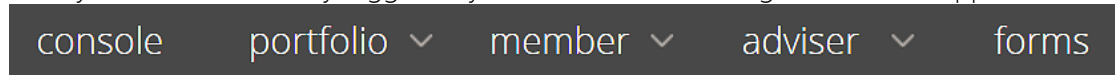
# The Console – Adviser Guide

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IMPORTANT: This guide contains information about the adviser functions for the website only. If you would like to know more about the standard functions, please download the Client User Guide.

## Main Menu

After you have successfully logged in you will see the following menu which appears near the top of most pages.



You can navigate to different pages and reports by clicking on the various options.

**Console** An overview page that contains the important information about your portfolio (or portfolios).

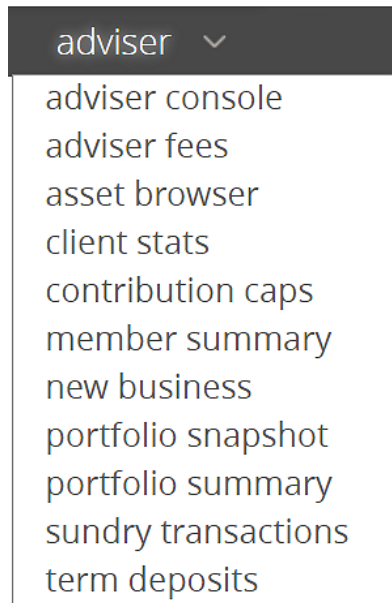
**Portfolio** This is a drop down menu by which you can access a variety of information about your portfolio (or portfolios). The various options available are detailed later in this document.

**Member** This drop down menu gives you access to all member related information.

**Adviser** This drop down menu gives you access to all adviser related information.

**Forms** Displays various administration forms that you may need to use in relation to your portfolio

## Adviser Menu



The adviser menu is where information related to their portfolios is found.

## Adviser Console

Total Funds Under Advice: \$3,395,683.30




Client Search

Category	Amount	%
Cash	472,316.15	13.91
Domestic Shares	2,234,884.14	65.82
Unit Trusts	363,923.35	10.72
Property	250,000.00	7.36
Fixed Interest Securities	10,621.00	0.31
Other Assets	10,000.00	0.29
Accruals	53,938.66	

Portfolio	Member Name
Citizen Superannuation Fund	Jack Citizen
Citizen Superannuation Fund	Jill Citizen
Core Portfolio	Samuel Stone
Core Portfolio	Susan Stone
Training Superannuation Fund	Jack Citizen
Training Superannuation Fund	Jill Citizen

Showing 1 to 6 of 6 entries

### Info

Information	
Active Portfolios	3
Pending Portfolios	0
Adviser Fees Paid	04/11/2014
Sundry Transactions	2
Contribution Cap Breaches	0

### Top ASX

Asset	Amount	%
1 Westpac Banking Corporation (WBC)	304,041.48	8.95
2 Commonwealth Bank Ltd (CBA)	247,680.00	7.29
3 BHP Billiton Limited (BHP)	188,034.96	5.54
4 Macquarie Group Limited (MQG)	173,843.40	5.12
5 Telstra Corporation Limited (TLS)	147,730.86	4.35

### Portfolios: 3

Portfolio	Service Type	Status	ABN	Cash	Total	%
Citizen Superannuation Fund	SMSF Ultimate	Active	99 000 000 000	466,816.15	1,632,351.29	48.07
Core Portfolio	IMA Ultimate	Active	28 062 457 209	0.00	1,757,832.01	51.77
Training Superannuation Fund	SMSF Ultimate	Active	99 000 000 000	5,500.00	5,500.00	0.16

This page shows data across all your client portfolios as well as quick shortcuts to other functions and a search function so you can quickly and easily find what you're looking for.

## Adviser Fees

Portfolio  From Date  To Date

Portfolio	Paid Date	Calc Date	Total FUM	Exclusions	Inclusions	Fee FUM	Adviser	Entry	One Off	Adjustment	Total Fees
Core Portfolio	08/08/2014	31/07/2014	673,740.43	0.00	0.00	673,740.43	617.60	0.00	0.00	0.00	617.60
Core Portfolio	10/09/2014	31/08/2014	679,579.45	0.00	0.00	679,579.45	622.95	0.00	0.00	0.00	622.95
Core Portfolio	07/10/2014	30/09/2014	669,608.00	0.00	0.00	669,608.00	613.81	0.00	0.00	0.00	613.81
Core Portfolio	04/11/2014	31/10/2014	682,523.40	0.00	0.00	682,523.40	625.65	0.00	0.00	0.00	625.65
J & J Citizen Superannuation Fund	08/08/2014	31/07/2014	1,119,956.67	0.00	0.00	1,119,956.67	868.98	0.00	0.00	0.00	868.98
J & J Citizen Superannuation Fund	10/09/2014	31/08/2014	1,108,781.35	0.00	0.00	1,108,781.35	864.89	0.00	0.00	0.00	864.89
J & J Citizen Superannuation Fund	07/10/2014	30/09/2014	1,075,968.41	0.00	0.00	1,075,968.41	852.86	0.00	0.00	0.00	852.86
J & J Citizen Superannuation Fund	04/11/2014	31/10/2014	1,116,297.89	0.00	0.00	1,116,297.89	867.64	0.00	0.00	0.00	867.64
<b>Total Fees</b>				<b>0.00</b>	<b>0.00</b>		<b>5,934.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,934.38</b>

This page shows full details of fees paid in respect to your clients as at the calculation date shown.

The figure used to calculate the adviser fee (the Fee FUM) is the "Total FUM" less any "Exclusions" plus any "Inclusions". Exclusions are assets that are not taken into account when calculating the FUM for a client. "Total FUM" is the value of the client portfolio at "Calc Date" including any accruals.

"Total Fees" are "Adviser Fees" plus any Entry or one off fees and plus or minus any adjustments to the normal fee (where applicable).

## Asset Browser

Asset  Summarise   @ 31/10/2014

Portfolio  Asset Type   Show Sold Assets

Asset Category  Ticker   Show Purchase Info

Portfolio	Asset	Asset Category	Units	Price	Price Date	Amount
Citizen Superannuation Fund	15 Sample Street Sydney	Property				250,000.00
<b>Total</b>						<b>250,000.00</b>

This page shows all assets held by all your clients as at close of business yesterday. To show all assets just click on the "Search" button.

You may optionally filter or summarise the data by selecting from the various dropdowns (or typing a ticker code) and hitting "Search" again.

There are also checkboxes to show holdings as at the end of the previous month, include sold assets and/or show purchase information about held unitised assets.

Click on the "Reset" button to clear all options back to their defaults.

## Client Stats

Client Logins From  To   Hide Pending Portfolios

Portfolio	Service Type	Created Date	Portfolio Status	# of Logins
Citizen Superannuation Fund	SMSF Ultimate	16/08/2005	Active	273
Core Portfolio	IMA Ultimate	07/05/2009	Active	0
Training Superannuation Fund	SMSF Ultimate	25/06/2012	Active / No User Account	0

This screen shows additional statistics about your clients including how many times they have logged into their account between different dates. In addition to this, the date they were created in our system is shown as well as the service type and the current fund status. You may change the date range or exclude pending funds to determine web usage by your clients over different date ranges.

## Contribution Caps

Include members over 75 
  Show members in breach of contribution caps only 
  Show members with zero contributions only

Portfolio	Member	Concessional Contributions				Non-Concessional Contributions				Age
		Amount	Cap	Allowable	Deadline	Amount	Cap	Allowable	Deadline	
Citizen Superannuation Fund	Jack Citizen	500.00	35,000.00	34,500.00	30/06/2015	0.00	540,000.00	540,000.00	30/06/2015	65
Citizen Superannuation Fund	Jill Citizen	0.00	35,000.00	35,000.00	30/06/2015	0.00	540,000.00	540,000.00	30/06/2015	65
Training Superannuation Fund	Jack Citizen	0.00	35,000.00	35,000.00	30/06/2015	0.00	540,000.00	540,000.00	30/06/2015	65
Training Superannuation Fund	Jill Citizen	0.00	35,000.00	35,000.00	30/06/2015	0.00	540,000.00	540,000.00	30/06/2015	65

This page compares concessional and non concessional contributions with the respective allowable contribution limits. Allowable contributions are the amounts that may be contributed in addition to contributions already made this financial year. The age shown on this page is the member age as at the end of the financial year. The deadlines shown will be the end of the financial year except where a member uses the three year allowable limit (see below).

The actual contributions and allowable contributions shown on this page are based solely on information we have received in relation to contributions to the applicable fund and do not take account of any contributions made to any other superannuation fund. As such, care should be taken to consider any other contributions as exceeding either limit will result in additional tax liabilities. All limits are applied on a per person basis and may be subject to regulatory change.

The non concessional contribution allowable limit is \$150,000 per financial year. If a member is under age 65 at any time during the financial year, that member may bring forward the following two years non concessional limit amount. The sum of the limits for the three year period (\$450,000) will form a revised non concessional limit for the following three year period. After the three year period, the non concessional allowable limit will return to \$150,000.



## Member Summary

Portfolio	Member Name	Email	Mobile	Home	Work	Birth Date	Age
Citizen Superannuation Fund	Jack Citizen	jack@citizen.com.au	0123 456 789	02 1234 5678	02 1234 5678	29/08/1949	65
Citizen Superannuation Fund	Jill Citizen	jill@sample.com.au	0415 555 555	02 1234 5678	02 9999 9999	02/02/1950	64
Core Portfolio	Samuel Stone				07 1111 2222	01/05/1966	48
Core Portfolio	Susan Stone				02 8226 8214	01/01/1950	64
Training Superannuation Fund	Jack Citizen	jack@citizen.com.au	0123 456 789	02 1234 5678	02 1234 5678	29/08/1949	65
Training Superannuation Fund	Jill Citizen	jill@sample.com.au	0415 555 555	02 1234 5678	02 9999 9999	02/02/1950	64

This page shows all portfolio members and their contact details.

You can jump directly to the relevant portfolio page by clicking on the portfolio name.

You can jump directly to the relevant member balance page by clicking on a member name. Please note that balances are only available for Self Managed Super Fund members using the SMSF Ultimate or SMSF Daily Extra services.

You can send an email using your email program by clicking on an email address.

## New Business

Portfolio	Adviser	Fund Status	Status Date	Fund Type	Take On Year	Narration
Another SMSF	John Q Adviser	Kit Received	09/11/2014	New		
Super Duper Super Fund	John Q Adviser	Kit Sent	07/11/2014	Existing	2014/2015	

If you have any pending portfolios, you can view their current status on this page.

## Portfolio Snapshot

Portfolio  From Date  To Date

Sections

<input checked="" type="checkbox"/> Title Page	<input checked="" type="checkbox"/> Hide Logo				
<input checked="" type="checkbox"/> Portfolio Details	<input checked="" type="checkbox"/> Show Cost & Difference	<input checked="" type="checkbox"/> Show Income	<input checked="" type="checkbox"/> Show Asset %	<input type="checkbox"/> Hide Ticker	<input type="checkbox"/> Hide Category
<input checked="" type="checkbox"/> Comparison					
<input checked="" type="checkbox"/> Cash Flow	<input checked="" type="checkbox"/> Show Summary				
<input checked="" type="checkbox"/> Asset Allocation	<input type="checkbox"/> Hide Details	<input type="checkbox"/> Hide Chart	<input type="checkbox"/> Show Pie Charts		
<input checked="" type="checkbox"/> Asset Returns	<input checked="" type="checkbox"/> Show Summary				
<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Show Details				
<input checked="" type="checkbox"/> Transactions	<input checked="" type="checkbox"/> Show Unitised	<input checked="" type="checkbox"/> Show Non Unitised	<input checked="" type="checkbox"/> Show Banks		
<input checked="" type="checkbox"/> Member Balances					

Font   Hide Footer Date/Time  Hide Footer Page Numbers

This screen allows you to generate a custom consolidated Snapshot report for any portfolio. You can choose which sections to include as well as change the date ranges. Additionally many sections have additional information that can be shown or hidden by selecting various options. You can even select different fonts.

Once you have selected the sections and options you require, just click on the "Generate" button and a PDF file containing your report will be created. Depending on your browser and its settings, you may get options to view or save the report.

## Portfolio Summary

Portfolio Status  Service Type

Portfolio	Status	Service	ABN	Portfolio	Accruals	Total
Citizen Superannuation Fund	Active	SMSF Ultimate	99000000000	1,616,657.80	15,693.49	1,632,351.29
Core Portfolio	Active	IMA Ultimate	28062457209	1,719,586.84	38,245.17	1,757,832.01
Training Superannuation Fund	Active	SMSF Ultimate	99000000000	5,500.00	0.00	5,500.00
<b>Totals</b>				<b>3,341,744.64</b>	<b>53,938.66</b>	<b>3,395,683.30</b>

This page shows all portfolios linked to your account as well as their total value as at close of business yesterday.

You can jump directly to the relevant portfolio page by clicking on a portfolio name.

You may optionally filter the list of portfolios by the type of service by using the "Service Type" drop down.

You may also optionally filter based on the status of the portfolios by using the "Status" drop down. You may choose to show all portfolios, active portfolios only or pending portfolios only.

## Sundry Transactions

Portfolio	Date	Amount	Description	Comment
Citizen Superannuation Fund	03/10/2014	50.00	Online Transaction	
Citizen Superannuation Fund	10/10/2014	-100.00	Cheque 1234	Emailed 10/10/2014

This page shows all transactions which are currently unidentified or require more information from you so that we can fully reconcile the portfolio account.

## Term Deposits

Please click [here](#) to login to your Australian Money Market account.

Division Name	Provider	Amount	Start Date	Maturity Date	Days	Rate (%)	Available
Citizen Superannuation Fund	AMP	20,000.00	01/11/2014	01/12/2014	30	3.60	40,689.54
Citizen Superannuation Fund	ANZ	35,000.00	12/10/2014	10/01/2015	90	3.80	40,689.54
Core Portfolio	ING Term Deposits	25,000.00	10/11/2014	10/11/2015	365	4.10	44,564.96

This page shows all active term deposits from your AMM account and available balances from linked Macquarie accounts as at close of business of the previous day.