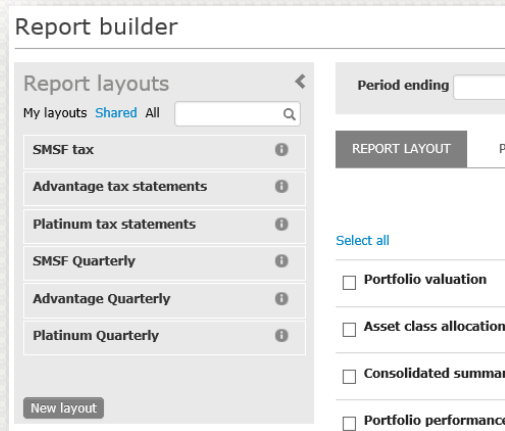




REPORT PUBLISHER QUICK TOUR

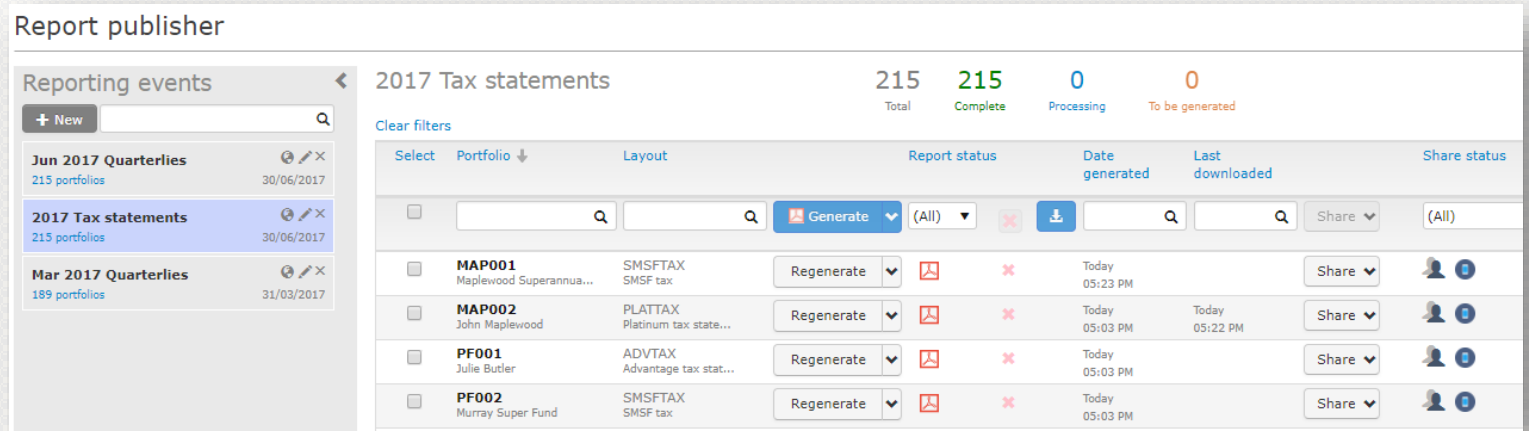
Report builder

- Design report content
- Load other documents using custom pages



Report publisher

- Transform how you track and manage reporting
- No need to recalculate portfolios
- Share reports with advisers or on Investor portal



REPORTING EVENTS

Report publisher is centred around reporting events, such as quarterly statements or market commentary.

Report publisher

Reporting events

- + New
- Jun 2017 Quarterlies
215 portfolios
30/06/2017
- 2017 Tax statements**
215 portfolios
30/06/2017
- Mar 2017 Quarterlies
189 portfolios
31/03/2017

2017 Tax statements

Clear filters

Select	Portfolio	Layout
<input type="checkbox"/>		
<input type="checkbox"/>	MAP001 Maplewood Superannua...	SMSFTAX SMSF tax
<input type="checkbox"/>	MAP002 John Maplewood	PLATTAX Platinum tax state..
<input type="checkbox"/>	PF001	ADVTAX Advantage tax stat.
<input type="checkbox"/>		SMSFTAX SMSF tax
<input type="checkbox"/>		ADVTAX Advantage tax stat.
<input type="checkbox"/>		ADVTAX Advantage tax stat.
<input type="checkbox"/>	PF005 Manor Gums Trust	PLATTAX Platinum tax state..
<input type="checkbox"/>	PF006 Archie and Daisy Mar...	ADVTAX Advantage tax stat.
<input type="checkbox"/>	PF007 Tom Reuben Jordan	PLATTAX Platinum tax state..

Each reporting event appears like a menu

Edit '2017 Tax statements'

Reporting event

Global event ⓘ

Reporting event name: 2017 Tax statements

Period ending date: 30/06/2017

Year-end tax reporting event:

Draft watermark:

Embed fonts ⓘ:

File name format for your reports

File name prefix: <Portfolio

File name: 2017 Annual

File name suffix: ▾

Using example portfolio ID of 'JS0001', the file name will be:
JS0001 2017 Annual Tax Statement.pdf

Created by: Demo Admin
13 mins ago
Last modified by: Demo Admin
Just now

Save as new Save Cancel

The period ending date is saved with each event



REPORT LAYOUTS

The screenshot shows a 'Report builder' interface. On the left, there's a sidebar with 'Report layouts' and 'Portfolio lists'. The main area shows a 'REPORT LAYOUT' configuration for 'SMSF tax statements' with various options like 'Tax summary', 'Income', and 'Realised CGT'. A modal dialog is open in the center, titled 'Save' and 'Cancel', with the following fields:

- Layout name: SMSF tax statement
- Layout Code: SMSFTAX (highlighted with a purple box)
- Report title: (empty)
- Sections list:
 - SMSF tax statement letter
 - Tax summary
 - Income
 - Realised
 - Exper

A purple callout box on the right contains the text: "Build your layouts the same way you always have ... except now you need a layout code".

ONE PORTFOLIO LIST

	A	B	C	D
1	TREF0023	Reporting event portfolios		Need more
	(N for new, U for update, D for delete)			
2	Action	Portfolio ID	Layout code	Tags
3	N	MAP002	PLATTAX	
4	N	MAP001	SMSFTAX	Mailhouse
5	N	RAD001	ADVTAX	Mailhouse
6	N	WAL001	ADVTAX	
7	N	PF003	ADVTAX	
8	N	SF015	ADVTAX	
9	N	PF006	ADVTAX	
10	N	PF004	ADVTAX	
11	N	SF011	SMSFTAX	
12	N	SF007	PLATTAX	M
13	N	SF010	PLATTAX	
14	N	SF002	ADVTAX	Mailhouse
15	N	SF003	SMSFTAX	
16	N	SF014	PLATTAX	
17	N	SF009	PLATTAX	
18	N	SF008	PLATTAX	
19	N	PF008	PLATTAX	
20	N	PF012	ADVTAX	

Update portfolio list

File to upload: JUNE 2017 TAX STATEMENT PORTFC

Want to update the current list?
[Download the current portfolio list](#) for this reporting event, to delete portfolios from the list or to make updates. For example, to edit tags or change the layout codes.

Want to add new portfolios to the list?
[Download a blank template](#) to add new portfolios to this reporting event.

[Need more help?](#)

Upload a single portfolio list
- Use the layout code to determine which report each portfolio is to receive

Tags allow you to add other information which you can use to filter
- e.g. prioritise reports for mailing



ONE CLICK TO GENERATE REPORTS

Report publisher

Reporting events

- + New
- Jun 2017 Quarterlies (215 portfolios, 30/06/2017)
- 2017 Tax statements (215 portfolios, 30/06/2017)**
- Mar 2017 Quarterlies

2017 Tax statements

215 Total 0 Complete 215 Processing 0 To be generated

Update portfolio list Export

Clear filters

Select	Portfolio	Layout	Report status	Date generated	Last downloaded	Share status
<input checked="" type="checkbox"/>	215		Generate	(All)		Share (All)
<input checked="" type="checkbox"/>	MAP001	Maplewood Superannua... SMSFTAX SMSF tax				
<input checked="" type="checkbox"/>	MAP002	John Maplewood PLATTAX Platinum tax state...				
<input checked="" type="checkbox"/>	PF001	Julie Butler ADVTAX Advantage tax stat...				
<input checked="" type="checkbox"/>	PF002	Murray Super Fund SMSFTAX SMSF tax				
<input checked="" type="checkbox"/>	PF003	Amelia Murray ADVTAX Advantage tax stat...				
<input checked="" type="checkbox"/>	PF004	Barnaby Murray ADVTAX Advantage tax stat...				
<input checked="" type="checkbox"/>	PF005	Manor Gums Trust PLATTAX Platinum tax state...				
<input checked="" type="checkbox"/>	PF006	Archie and Daisy Mar... ADVTAX Advantage tax stat...				
<input checked="" type="checkbox"/>	PF007	Tom Reuben Jordan PLATTAX Platinum tax state...				
<input checked="" type="checkbox"/>	PF008	Francis Jordan PLATTAX Platinum tax state...				
<input checked="" type="checkbox"/>	PF009	Jordan Family Trust PLATTAX Platinum tax state...				

Select the portfolios in the event

Click Generate - Report publisher takes care of everything including portfolios that need recalculating



EASY TO TRACK AND REVIEW

Report publisher

2017 Tax statements 20 Total 20 Complete 0 Processing portfolio list Export

Clear filters

Select	Portfolio	Layout	Report status	Mail supplied	Tags
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Generate"/> (All)	<input type="button" value="Download"/>	<input type="text"/>
<input type="checkbox"/>	MAP001 Maplewood Superannua...	SMSFTAX SMSF tax	<input type="button" value="Regenerate"/>	<input type="button" value="Share"/>	No <input type="button" value="Mailhouse"/>
<input type="checkbox"/>	PF004 Barnaby Murray	ADVTAX Advantage tax stat...	<input type="button" value="Regenerate"/>	<input type="button" value="Share"/>	No <input type="button" value="Mailhouse"/>
<input type="checkbox"/>	PF009 Jordan Family Trust	PLATTAX Platinum tax state...	<input type="button" value="Regenerate"/>	<input type="button" value="Share"/>	No <input type="button" value="Mailhouse"/>
<input type="checkbox"/>	RAD001 Radiance Co Pty	ADVTAX Advantage tax stat...	<input type="button" value="Regenerate"/>	<input type="button" value="Share"/>	No <input type="button" value="Mailhouse"/>
<input type="checkbox"/>	SF002 Callaghan Trading	ADVTAX Advantage tax stat...	<input type="button" value="Regenerate"/>	<input type="button" value="Share"/>	No <input type="button" value="Mailhouse"/>
<input type="checkbox"/>	SF007 Border Mail Pty Ltd ...	PLATTAX Platinum tax state...	<input type="button" value="Regenerate"/>	<input type="button" value="Share"/>	No <input type="button" value="Mailhouse"/>
<input type="checkbox"/>	SF011 Betty and Roy Superf...	SMSFTAX SMSF tax	<input type="button" value="Regenerate"/>	<input type="button" value="Share"/>	No <input type="button" value="Mailhouse"/>
<input type="checkbox"/>	SF012 Robert Wilkinson Sup...	SMSFTAX SMSF tax	<input type="button" value="Regenerate"/>	<input type="button" value="Share"/>	No <input type="button" value="Mailhouse"/>
<input type="checkbox"/>	SF015 Anna Jordan	ADVTAX Advantage tax stat...	<input type="button" value="Regenerate"/>	<input type="button" value="Share"/>	No <input type="button" value="Mailhouse"/>

Use filters to find reports you want to check first

Something needs fixing?
Regenerate selected reports.

DOWNLOAD REPORTS

2017 Tax statements

215 Total 4 Complete 211 Processing 0 To be generated

Clear filters

Select	Portfolio ↓	Layout	Report status	Date generated	Last downloaded	Share status
<input checked="" type="checkbox"/> 215	<input type="text"/>	<input type="text"/>	<input type="button" value="Generate"/> (All) <input type="button" value="Download"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Share"/> (All)
<input checked="" type="checkbox"/>	MAP001 Maplewood Superannua...	SMSFTAX SMSF tax	<input type="button" value="Regenerate"/> <input type="button" value="PDF"/> <input type="button" value="X"/>	Just now		<input type="button" value="Share"/> <input type="button" value="User"/>
<input checked="" type="checkbox"/>	MAP002 John Maplewood	PLATTAX Platinum tax state...	<input type="button" value="Regenerate"/> <input type="button" value="PDF"/> <input type="button" value="X"/>	Just now		<input type="button" value="Share"/> <input type="button" value="User"/>
<input checked="" type="checkbox"/>	PF001 Julie Butler	ADVTAX Advantage tax stat...	<input type="button" value="Regenerate"/> <input type="button" value="PDF"/> <input type="button" value="X"/>	Just now		<input type="button" value="Share"/> <input type="button" value="User"/>
<input checked="" type="checkbox"/>	PF002 Murray Super Fund	SMSFTAX SMSF tax	<input type="button" value="Regenerate"/> <input type="button" value="PDF"/> <input type="button" value="X"/>	Just now		<input type="button" value="Share"/> <input type="button" value="User"/>
<input checked="" type="checkbox"/>	PF003 Amelia Murray	ADVTAX Advantage tax stat...	<input type="button" value="Clock"/> <input type="button" value="X"/>			
<input checked="" type="checkbox"/>	PF004 Barnaby Murray	ADVTAX Advantage tax stat...	<input type="button" value="Clock"/> <input type="button" value="X"/>			
<input checked="" type="checkbox"/>	PF005 Manor Gums Trust	PLATTAX Platinum tax state...	<input type="button" value="Clock"/> <input type="button" value="X"/>			
<input checked="" type="checkbox"/>	PF006 Archie and Daisy Mar...	ADVTAX Advantage tax stat...	<input type="button" value="Clock"/> <input type="button" value="X"/>			
<input checked="" type="checkbox"/>	PF007 Tom Reuben Jordan	PLATTAX Platinum tax state...	<input type="button" value="Clock"/> <input type="button" value="X"/>			
<input checked="" type="checkbox"/>	PF008 Francis Jordan	PLATTAX Platinum tax state...	<input type="button" value="Clock"/> <input type="button" value="X"/>			
<input checked="" type="checkbox"/>	PF009 Jordan Family Trust	PLATTAX Platinum tax state...	<input type="button" value="Clock"/> <input type="button" value="X"/>			
<input checked="" type="checkbox"/>	PF010 Gifford Life Super F...	SMSFTAX SMSF tax	<input type="button" value="Clock"/> <input type="button" value="X"/>			

Download a report as soon as the PDF icon displays



SHARE REPORTS

Report status	Date generated	Last downloaded	Share status
(All) [X] [Download]	[Search]	[Search]	Share [All]
[Report icon] [X]	6 mins ago		Share [User icon]
[Report icon] [X]	6 mins ago		Share [User icon]
[Report icon] [X]	6 mins ago		Share [User icon]
[Report icon] [X]	5 mins ago		Share [User icon]
[Report icon] [X]	5 mins ago		Share [User icon]
[Report icon] [X]	5 mins ago		Share [User icon]

Share reports with other users on the Report publisher screen

Or send to Investor Portal

With

- Administrators only
- Administrators & advisers
- All users

Send to

- Your SFTP site
- Investor portal



VIEWING SHARED REPORTS

Advisers can view all of their clients' reports from Report publisher

Clients can access their reports and other documents from Investor portal

Report publisher

Reporting events

- + New
- Jun 2017 Quarterlies (213 portfolios, 30/06/2017)
- 2017 Tax statements (213 portfolios, 30/06/2017)
- Mar 2017 Quarterlies (187 portfolios, 31/03/2017)

Jun 2017 Quarterlies

Clear filters

Select	Portfolio	Layout	Report status	Date generated
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	(All) <input type="button" value="Download"/>	<input type="text"/>
<input type="checkbox"/>	PF001 Julie Butler	ADVQTR Advantage Quarterl...	PF001_June_2017_Quarterly_Statemen t.pdf	25/08/2017 10:17 AM
<input type="checkbox"/>	PF002 Murray Super Fund	SMSFQTR SMSF Quarterly	PF002_June_2017_Quarterly_Statemen t.pdf	25/08/2017 10:17 AM
<input type="checkbox"/>	PF003 Amelia Murray	ADVQTR Advantage Quarterl...	PF003_June_2017_Quarterly_Statemen t.pdf	25/08/2017 10:17 AM
<input type="checkbox"/>	PF004 Barnaby Murray	ADVQTR Advantage Quarterl...	PF004_June_2017_Quarterly_Statemen t.pdf	25/08/2017 10:17 AM
<input type="checkbox"/>	PF005 Manor Gums Trust	PLATQTR Platinum Quarterly	PF005_June_2017_Quarterly_Statemen t.pdf	25/08/2017 10:17 AM
<input type="checkbox"/>	PF006 Archie and Daisy Mar...	ADVQTR Advantage Quarterl...	PF006_June_2017_Quarterly_Statemen t.pdf	25/08/2017 10:17 AM
<input type="checkbox"/>	PF007 Tom Reuben Jordan	PLATQTR Platinum Quarterly	PF007_June_2017_Quarterly_Statemen t.pdf	25/08/2017 10:17 AM

AUDS | John Maplewood

Documents

Search...

File name	Size	Received
MAP001_June_2017_Quarterly_Statement.pdf New Maplewood Superannuation Fund	0.40 mb	Aug 25, 2017
MAP001_2017_Annual_Tax_Statement.pdf Maplewood Superannuation Fund	0.14 mb	Aug 24, 2017
MAP001_Mar_2017_Quarterly_Statement.pdf Maplewood Superannuation Fund	0.41 mb	Aug 24, 2017

Dashboard

Assets

Holdings

Ins & outs

Documents