



For financial adviser use only.

Elevate help guide

Create a contributions and withdrawals report

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The Contributions and Withdrawals report allows you to export a record of business flows into and out of Elevate, and view this in a flexible Excel format.

You can generate reports at:

- **Client level** – for a detailed view of client payments in and out of Elevate for a single client product wrapper or an entire client account, or
- **Adviser or firm level** – for a consolidated view of business flows into and out of all your Elevate accounts (subject to appropriate user access permissions)

How to generate a Client level Contribution and Withdrawals Report

What you will see

The screenshot shows the 'Request Report' interface in the Elevate system. It features a top navigation bar with tabs: Summary, Portfolio, New Work, Cash Account, Account Holders, Transactions, and Reports & Documents. Below this is a sub-navigation bar with 'Request Report', Library, Document Suppression, and Document Suppression History. The main area is titled 'Search' and contains several input fields and checkboxes. Numbered callouts point to specific elements: 1. 'Request Report' tab; 2. 'From Date' field (30-Jun-2014); 3. 'To Date / As At' field (11-Jul-2014); 4. 'Contributions And Withdrawals Report' checkbox; 5. 'Elevate Combined' dropdown menu; 6. 'Go' button.

What you will need to do

1. Log into Elevate, and from your client's account, navigate to; **Reports & Documents > Request Report.**
2. Select **From Date** or tick **From Inception.**
3. Select **To Date / As At.**
4. Tick **Contributions And Withdrawals Report.**
5. Specify a single product wrapper or select **Elevate Combined**, to show business flows for all product wrappers over the specified time period.
6. Click **Go.**

Notes

6. Once complete the report will be stored in your client's Reports & Documents library.

How to generate an adviser level or firm level contributions and withdrawals report

What you will see

1. Log into Elevate and navigate to Business Management > Mgmt Reports.

2. Select Contributions And Withdrawals Report.

3. Select a single Adviser or select All.

4. Select From Date.

5. Select To Date.

6. Click Create.

7. Your report will generate below. Click Complete to open it.

Client Report

Reports are exported to Microsoft Excel and are presented in this format:

Report:	All
From:	01-01-2014
To:	30-06-2014
Report Name:	Contributions and Withdrawals Report
Report Date:	30-06-2014 16:01:02
Report Generated:	

Contributions and Withdrawals Report													
Ref	Product	Account Number	Ref	Amount	Payment	Withdrawal	Interest	Dividend	Net Income	Net Loss	Net Profit	Net Total	Net Balance
000001	000001	000001	000001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000002	000002	000002	000002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000003	000003	000003	000003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Payment details	Contributions & Withdrawals
Type of payment	Contributions: Total payment in, tax relief, net payment in Withdrawals: Total payment out, income tax, net payment out
Source (payments in)	Transfers: Transfer in, Transfer out
Destination (payments out)	Portfolio value: Opening and closing balance
Date	Performance: Rate of return

What you will need to do

1. Log into Elevate and navigate to; **Business Management > Mgmt Reports.**
2. Select **Contributions And Withdrawals Report.**
3. Select a single **Adviser** or select **All.**
4. Select **From Date.**
5. Select **To Date.**
6. Click **Create.**
7. Your report will generate below. Click **Complete** to open it.

Notes

7. Your report will be stored here. You can use the Filter Reports options to search for a report you have previously created.

Helpful hints

To help prepare for client reviews, use the Contributions & Withdrawals Report to generate a client account level report to quickly check for any:

- remaining ISA and pension allowances
- pension contributions during the pension input period
- natural income taken over the reporting period
- income tax or tax relief details to help prepare tax returns

User Access

- All adviser and non-adviser users from your firm, except for those with Read-Only user access, can generate a client product wrapper, or client account level report for accounts they are permissioned to view
- All adviser and non-adviser users from your firm, including those with Read-Only User access, can generate adviser level or firm level management reports for accounts they are permissioned to view

Get to know us better

We hope you've got a good insight into our platform and the potential benefits it can bring to you and your firm.

If there is anything more you want to know, please contact us.

Call us on 0345 600 2399

Our lines are open 9am to 5pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

Email us at Elevate_Enquiries@abrdn.com

Please be aware that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

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For more information visit abrdn.com/adviser

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