Standard Life
There's a lot to look forward to

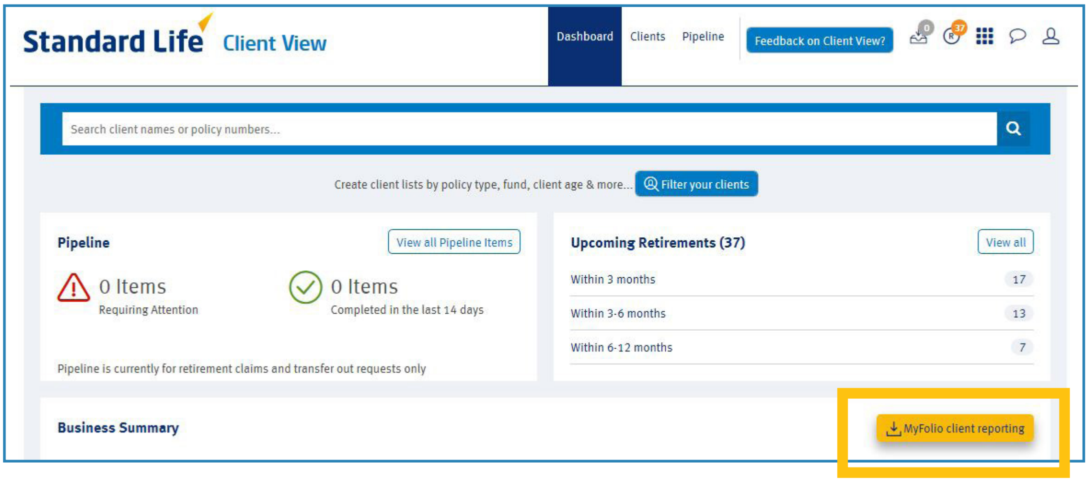
Guide to MyFolio client reports

Create multiple reports for your MyFolio clients in a few easy steps:

1. Log on to Client View
2. Click the MyFolio client reporting button
3. In the pop-up screen, select the clients you wish to create reports for
4. Select 'save as' and save files to your PC
5. Launch MyFolio Lookthrough Tool on brokerzone
6. Create customised reports uploading MyFolio .csv file

Client View

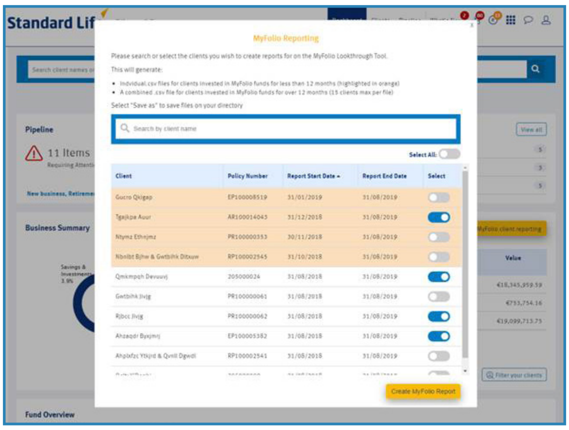
If you have clients that are invested in MyFolio funds only, a button will appear on the home page of Client View – 'MyFolio client reporting'



If you have clients who have invested in MyFolio funds for less than twelve months, it will generate separate .csv files.

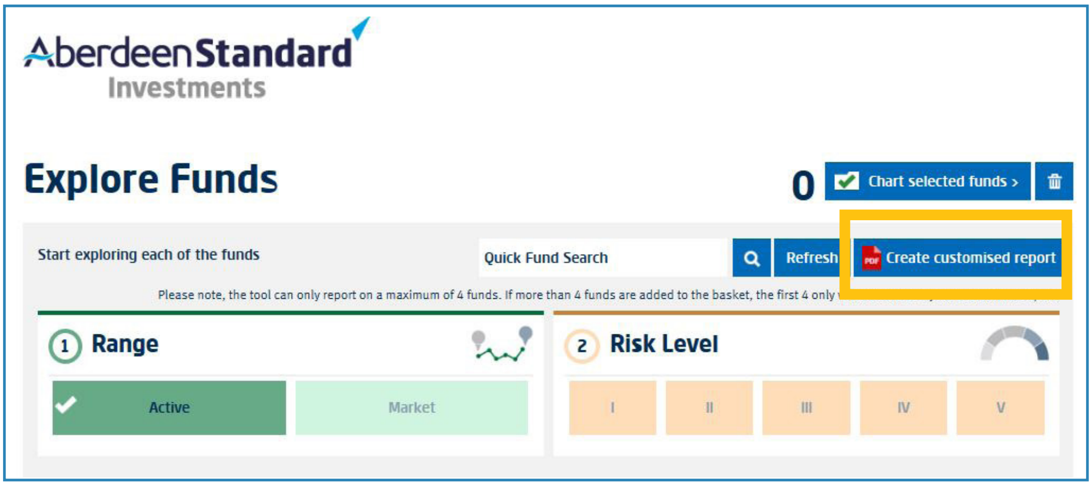
In the pop-up screen select the clients you wish to create reports for. Click create MyFolio report button. This will automatically generate a .csv file(s) for the clients you have selected.

Select 'save as' to save these files to your PC.



MyFolio Lookthrough Tool

- Open the MyFolio Lookthrough Tool and click on the 'create customised report' button
- Click create report
- Input your company details (if not saved already)
- Click save and input client details
- Upload client details and holdings – click the browse button and select .csv file you saved from Client View
- Start date will be pulled from .csv file



- End date will default to latest available month end
- Click save and select/edit funds (note you do not need to edit funds as all relevant data will be taken from .csv file)
- Click save and customise report
- Customise reports – you have the option here to remove sections on the reports depending on how much or little information your clients require
- Click generate and save reports
- This may take a couple of minutes. Your client's report will be saved as pdfs on a zip file and can then be saved or printed

Important points to note

- Policies with 100% invested in MyFolio funds are included in the Client View extract, with a maximum of four funds per policy
- Currently start and end date must be the same for every client
- Report end date defaults to last day of previous month. The end date is updated on the 11th working day post month end. For example if the report is run on 07/06/2019, the end date on the report will be 30/04/2019. If the report is run on 16/06/2019 the end date will be 31/05/2019
- Net purchases/sales show the total of all the transactions (withdrawals/top-ups) in the reporting period
- Client view will create a separate .csv file for every 15 clients. For example if an adviser has 100 clients – 6 reports of 15 clients will be generated and 1 report with 10 clients
- Joint life policies will be displayed once on the extract
- Clients with multiple policies will have a separate row of data per policy, for example if a client has three policies that client will get three MyFolio reports