

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'

The screenshot shows the Standard Life Client View interface. At the top, there are navigation tabs for Dashboard, Clients, and Pipeline. Below the search bar, there are sections for Pipeline (0 items requiring attention, 0 items completed), Upcoming Retirements (37 total), and a Business Summary section. A yellow box highlights the 'MyFolio client reporting' button in the bottom right corner.

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.

The screenshot shows the 'MyFolio Reporting' pop-up window. It contains a search bar and a table of clients. The table has columns for Client, Policy Number, Report Start Date, Report End Date, and a Select checkbox. The 'Select' column contains toggle switches for each client.

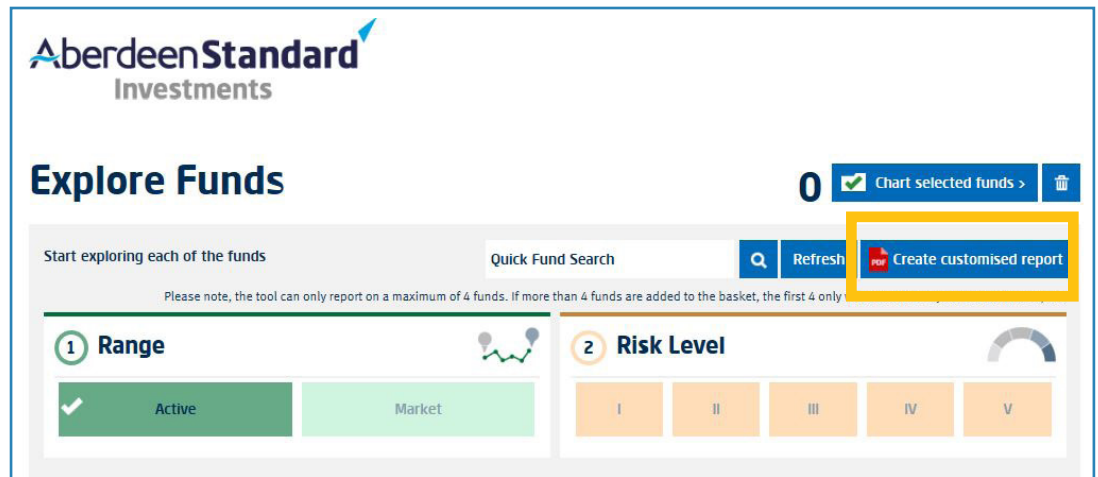
Client	Policy Number	Report Start Date	Report End Date	Select
Guerni Quigo	EP10000819	31/01/2019	31/08/2019	<input type="checkbox"/>
Tpellez Auz	AR100014043	31/12/2018	31/08/2019	<input type="checkbox"/>
Miyana Ethony	PR100000553	30/11/2018	31/08/2019	<input type="checkbox"/>
Nashid Elyse & Gerthika Dsouza	BP100002245	31/10/2018	31/08/2019	<input type="checkbox"/>
Quintopul Dewees	205000026	31/08/2018	31/08/2019	<input type="checkbox"/>
Gerthika Inag	PR100000061	31/08/2018	31/08/2019	<input type="checkbox"/>
Rishi Inag	PR100000062	31/08/2018	31/08/2019	<input type="checkbox"/>
Alexander Bayliss	EP100005382	31/08/2018	31/08/2019	<input type="checkbox"/>
Alphata Yousif & Qasir Deyari	BP100002243	31/08/2018	31/08/2019	<input type="checkbox"/>



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

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

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