MLC AdviserOnline Reports

Helping you service your clients quickly, securely, and effectively.

MLC AdviserOnline reports are clear and professional with in-depth information to enable valuable conversations with your clients.

Benefits of online reporting	
Professional	• 17 functional reports to choose from • Consistent and professional report presentation • Easy to read and interpret graphs
Efficient	• All your clients' key details in one Portfolio Snapshot report • Schedule reports to run at a future date • Choose individual portfolios or products
Flexible	• Customise reports and create your own templates • Add your own business logo • Create reports since inception or choose a date range

Types of online reporting available	
Individual and group client reports	Prepare reports for individual clients or multiple clients at the same time by creating a group clients list. Reports include transaction statement, portfolio progress, tax and insurance summaries.
Business reports	Access a selection of reports to review segments of your business. Reports include client analysis, contribution caps, applications and confirmed transactions for investment products.
Group clients data download	Create a group clients list and download a comprehensive list of client and account data. Choose from six reports: • Client profile • Fund balance – Investment • Recent transactions – Investment • Business Super Investor Details Report • Adviser Fees & Remuneration • Contribution Report

MLC AdviserOnline Reports

Here's a summary of the 17 reports you can access on **MLC AdviserOnline** for individual and group clients.

Your online reports

Report	Description	Benefit
Portfolio Snapshot	A snapshot view of your client's portfolio, and the key details they want to see.	• Gives your client an instant understanding of their portfolio.
Asset Classes	A visual and text view by asset class, asset class styles and by investment managers at the client's portfolio and account level.	• Helps you explain the diversity and depth of your client's portfolio.
Investment Managers	Provides an analysis of underlying investment managers across the entire portfolio, and includes a bar chart.	• Shows your client where their money is invested and how investment manager diversification works for them.
Top 10 Stocks	Shows the top 10 stocks held in Australian and Global shares, broken down by sector for your client's entire portfolio.	• Helps you bring a client's portfolio to life with charts showing where their money is.
Fund Commentaries	Shows commentary on each investment fund and includes elements such as : • investment manager changes • market influences, and • performance gauges.	• Draws on the expertise of the MLC Investment Management team to show your client how and why their portfolio has changed.
Portfolio Progress	Shows graphically how the portfolio has progressed over a certain length of time.	• You can show, over your choice of time period, how well your client's portfolio is doing.
Investment Protection	Shows the MLC Investment Protection your client has within their MLC MasterKey Super and/or Pension Fundamentals account, including details of their protected type, protected value and key dates.	• You can show your clients a summary of their MLC Investment Protection details.
Insurance Summary	Shows what insurance your client has within their portfolio including premiums, benefits and fees.	• Helps make sure your client has the insurance they need. Also available for MLC MasterKey Business Super clients.
Transaction Statement	Provides itemised and summarised transaction details including: • opening and closing balance • a full breakdown of all transactions including dates, amounts and transaction type, and • the rate of return for your client's portfolio.	• Gives you and your client complete transparency on fees and costs.
Margin Loan Statement	A summary of NAB's margin lending profile including security and market value, loan to value ratios and loan details as well as transaction details.	• Gives a clear 'now' picture for your client which helps explain your ongoing strategy and advice for their portfolio.
Adviser Fees And Remuneration	Provides itemised remuneration transaction details that include a full breakdown of all transactions including dates, fee types and amounts.	• Gives you and your client complete transparency on fees and costs.
Tax Summary	Displays a consolidated tax summary for the previous financial year. Three versions available: • Investment – displays distribution components for tax purposes • Insurance – displays premium paid, and • Retirement – displays payment summary.	• Helps you and your client have a clear and concise view of the previous financial year's tax. • Helps you develop strategies for the current year to help your client keep their payments as small as possible.
Investment Distributions	Details the distributions made over the previous financial year.	• Helps you explain where dividends have come from so your client has a clear picture of their portfolio.
Capital Gains Tax (CGT) Summary	Summary of capital gains for the previous financial year.	• Helps you explain your client's tax statement and ongoing strategy.
Realised Capital Gains Tax (CGT)[1]	Detailed breakdown showing year-to-date sales transactions, their associated cost and realised capital gains or losses details.	• Helps you show your client their current tax position for this year.
Unrealised Capital Gains Tax (CGT)[1]	Detailed summary showing the possible capital gains or losses for all unsold parcels.	• Helps explain the future position when clients are considering portfolio changes.

1 Only for MLC MasterKey Investment Service and MLC MasterKey Investment Service Fundamentals.

Here's a summary of the 16 reports you can access on **MLC AdviserOnline**.

Your online business reports	
Report	**Description**
Client Analysis	Reports the number of your clients and accounts/policies that they have by product type.
Investment Tax Structure	Reports the value and percentage that your MLC MasterKey clients have invested across each tax structure.
Investment Asset Class	Reports the value and percentage that your MLC MasterKey clients have invested across each asset class.
Investment Advised Value	Reports the number and percentage of your MLC MasterKey clients by their portfolio size.
Investment Managers	Reports the value and percentage of your MLC MasterKey clients have invested with each investment manager.
Funds Under Administration History	Reports the history of your clients' funds under administration in each tax structure.
Application Summary	Shows a summary of your clients' applications in progress, completed or cancelled.
Application Detailed Requirements	Shows the detailed requirements for your clients' applications in progress.
My Work Tracker	Shows a summary of your clients' requests.
Members With Date Left Employment	Reports your MLC MasterKey Business Super members that we have been notified as having left employment in the last 90 days.
Masterkey Investment Service Activity Report	Reports the confirmed transactions of your MLC MasterKey Investment Service clients for the last four weeks.
Contribution Report	Reports your clients' concessional and non-concessional contributions for the current financial year, and from 1 July 2007 or from their account commencement date (if after 1 July 2007), to the date that the report was generated.

How to access online reports

Login to MLC AdviserOnline and:

- For Individual and Group Client Reports, click **Reports**
- For Business Reports, click **My Business** followed by **Business reports**
- To download your clients' data, click **View client groups**, select a group name and then click **Download Data**; and
- Search for your client and click **Portfolio review** to generate individual client reports.