

# Platform User Guides

Client Reports - the options available

**novia**  
global

## Reports Available

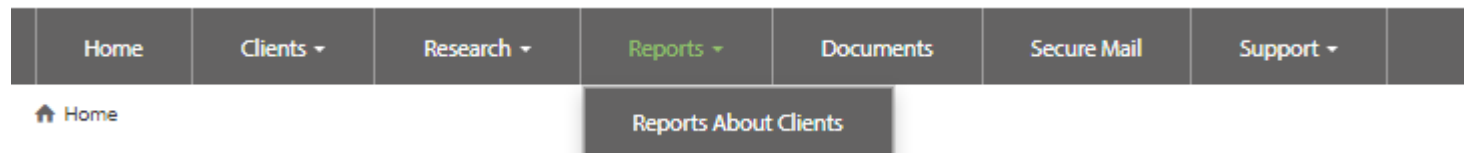


Report Name	Report Description
<b>Client Valuation</b>	A comprehensive statement of a client's holdings - including the valuation and overall change at a given date across all products held.
<b>Client Statement</b>	A periodic statement of a client's holdings with Novia Global over a specified period of time. This includes an account valuation, Intermediary payments, and transaction history of all Products held over the selected date range.
<b>Portfolio Performance Review</b>	A report designed to calculate the achieved rate of return on a client portfolio between any two specified dates. The rate of return is money weighted and provides a true measure of the return a client has obtained on their investment after all expenses.
<b>Transaction History per Client</b>	A comprehensive breakdown of all transactions that have occurred on a selected client's account over a defined period.
<b>Transaction History per Branch (Firm Admin)</b>	A comprehensive breakdown of all transactions that have occurred across an entire branch over a defined period.

# Client Reporting



1) From the homepage select “Reports” and then “Reports About Clients”



2) Then select the appropriate report

Report Name	Report Description	
<a href="#">Client Valuation</a>	A comprehensive statement of a client's holdings - including the valuation and overall change at a given date across all products held.	<a href="#">View</a>
<a href="#">Client Statement</a>	A periodic statement of a client's holdings with Novia Global over a specified period of time. This includes an account valuation, Intermediary payments, and transaction history of all Products held over the selected date range	<a href="#">View</a>
<a href="#">Portfolio Performance Review</a>	A report designed to calculate the achieved rate of return on a client portfolio between any two specified dates. The rate of return is money weighted and provides a true measure of the return a client has obtained on their investment after all expenses.	<a href="#">View</a>
<a href="#">Transaction History per Client</a>	A comprehensive breakdown of all transactions that have occurred on a selected client's account over a defined period	<a href="#">View</a>

# Client Reporting



## Client Valuation Report:

[Home](#) [Clients ▾](#) [Research ▾](#) [Reports ▾](#) [Documents](#) [Secure Mail](#) [Support ▾](#)

[Home](#) > [Reports About Clients](#) > [Client Valuation Report](#)

### Report Parameters Hide

**Clients**

Smith, John - 303905 ✕  
Smith, Investor # 303141 - 303141 ✕  
Test, Jane - 303904 ✕

**Reporting Currency**

GBP - United Kingdom ▾

**Valuation Date**

03/04/2020

**Intermediary Commentary**

Free text box

Ability to save as PDF or upload to document library for clients

[Save as PDF](#) [Upload](#)

# Client Reporting



## Client Statement Report:

This report is similar to the valuation report but allows start and end date reporting (eg if a calendar year report is required).

Home	Clients ▾	Research ▾	Reports ▾	Documents	Secure Mail	Support ▾
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Home > Reports About Clients > Client Statement Report

### Report Parameters Hide

Clients

Smith, Investor # 301269 - 301269 ✕


Jones, Investor # 301279 - 301279 ✕

Mr & Mrs Joint Client - 303907 ✕


Reporting Currency

-- Select a Currency -- ▾

From Date

Enter Date 

To Date

Enter Date 

Intermediary Commentary

Save as PDF

Upload

# Client Reporting



## Portfolio Performance Review Report:

Home	Clients ▾	Research ▾	Reports ▾	Documents	Secure Mail	Support ▾	
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Home > Reports About Clients > Portfolio Performance Review

### Report Parameters

Clients	Jones, Investor # 301279 - 301279 ▾	Accounts	Global Investment Account (GBP) - 700515 ▾
From Date	01/01/2019	To Date	31/12/2019

Account Initial Investment Date: 18/8/2016

Option to select "from" and "to" dates. The start date of the plan is automatically detailed.

Next

Home	Clients ▾	Research ▾	Reports ▾	Documents	Secure Mail	Support ▾	
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Home > Benchmark

### Portfolio Performance Benchmark

<input type="radio"/> No Benchmark	Option to select a benchmark if required
<input type="radio"/> Use A Benchmark	

Back

Next



# Client Reporting


### Report Details

Client Name	Mrs Investor # 301279 Jones
Account Name	Global Investment Account (GBP) - 700515
Selected Date Range	01/01/2019 to 31/12/2019

### Rate of Return

Annualised Rate of Return on Portfolio	2.04%
Annualised Rate of Return on Benchmark	No Benchmark selected
Actual Rate of Return on Portfolio	2.94%
Actual Rate of Return on Benchmark	No Benchmark selected

### Portfolio Daily Valuations



Month	Value
January	68,000
February	68,000
March	68,000
April	68,000
May	68,000
June	65,000
July	67,000
August	68,000
September	68,000
October	68,000
November	68,000
December	70,375

### Transactional History

Transaction Date	Transaction Type	Value
31/12/2018	Opening Balance	68,362.22
31/12/2019	Closing Balance	70,375.75

### Intermediary Commentary

Option to produce PDF report with intermediary notes, upload or proceed directly to detailed analysis.

[Analyse Existing Portfolio](#) [Save as PDF](#) [Upload](#)

# Client Reporting



Selecting "Analyse Existing Portfolio" will provide you with detailed information on a clients' investments

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Prices and ChargesFund InfoCumulative Performance (%)Discrete Performance (%)Calendar Performance (%)RiskDocuments

Name	Weight	Type	Price	Price Date	Currency	Change
<input type="checkbox"/> Cash GBP	0.80	Accumulation	£100.00	01 Apr 2020	GBP	+£0
<input type="checkbox"/> Marlborough Bond Income Cell C GBP	7.63	Income	£0.90	01 Apr 2020	GBP	+£0
<input type="checkbox"/> Marlborough European Multi-Cap Cell C GBP	13.22	Income	£1.04	01 Apr 2020	GBP	-£0
<input type="checkbox"/> Marlborough Far East Growth Cell C GBP	9.17	Accumulation	£1.00	01 Apr 2020	GBP	-£0

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Prices and ChargesFund InfoCumulative Performance (%)Discrete Performance (%)Calendar Performance (%)RiskDocuments

Name	Weight	ISIN	Sector	Fund Size	Launch Date	SRRI Number	FE Crown / Passive Fund Rating	Fund Objective	Delete fund	Info		
<input type="checkbox"/> Cash GBP	0.80	-	Not Yet Assigned	-	02 Jan 1995	-	-					
<input type="checkbox"/> Marlborough Bond Income Cell C GBP	7.63	GG008WX5J532	Fixed Int - GBP	£0.6m	10 Apr 2015	-		The investment objective of the Marlborough Bond Income Fund Cell is to provide a high level of income...				
<input type="checkbox"/> Marlborough European Multi-Cap Cell C GBP	13.22	-	Equity -	-	10 Apr 2015	-		The investment objective of the Marlborough European Multi-Cap Cell is to achieve capital growth by ...				
<input type="checkbox"/> Marlborough Far East Growth Cell C GBP	9.17	-	Equity -	-	14 Apr 2016	-		The investment objective of the Marlborough Far East Growth Fund Cell is to provide long term capital growth...				

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Prices and ChargesFund InfoCumulative Performance (%)Discrete Performance (%)Calendar Performance (%)RiskDocuments

Name	Weight	3m	6m	1yr	3yrs	5yrs	Since launch	Launch Date	Delete fund	Info		
<input type="checkbox"/> Cash GBP	0.80	0.00	0.00	0.00	0.00	0.00	0.00	02 Jan 1995				
<input type="checkbox"/> Marlborough Bond Income Cell C GBP	7.63	-5.29	-5.52	-2.65	-0.18	-	2.14	10 Apr 2015				
<input type="checkbox"/> Marlborough European Multi-Cap Cell C GBP	13.22	-25.68	-17.91	-13.68	-13.52	-	8.10	10 Apr 2015				
<input type="checkbox"/> Marlborough Far East Growth Cell C GBP	9.17	-19.86	-16.85	-16.64	-16.08	-	-0.30	14 Apr 2016				



# Client Reporting

Selecting the “download tool” icon will allow you to download key documentation on each investment which can then be saved and/or printed.

The screenshot displays the Novia Global Client Reporting interface. At the top, there are navigation tabs: Prices and Charges, Fund Info, Cumulative Performance (%), Discrete Performance (%), Calendar Performance (%), Risk, and Documents. The Documents tab is active. A 'Download Tool' overlay is open, showing a four-step process: Step 1. Select an option (Dividend or Document, with Document selected), Step 2. Chosen Fund (Marlborough European Multi-Cap Cell C GBP), Step 3. Select documents (a list of documents with checkboxes), and Step 4. Order documents (Download Documents, ZIP Documents, Remove All Documents). A red arrow points to the 'Document' option in Step 1. On the right, a table lists funds with icons for Delete fund, Info, and Download. The Download icons are highlighted with a red box.

Name	Delete fund	Info	Download
<input type="checkbox"/> Cash GBP			
<input type="checkbox"/> Marlborough Bond Income Cell C GBP			
<input type="checkbox"/> Marlborough European Multi-Cap Cell C GBP			
<input type="checkbox"/> Marlborough Far East Growth Cell C GBP			
<input type="checkbox"/> Marlborough Global Bond Cell C GBP			
<input type="checkbox"/> Marlborough Global Cell C GBP			
<input type="checkbox"/> Marlborough High Yield Fixed Income Cell C GBP			
<input type="checkbox"/> Marlborough Multi-Cap Income Cell C GBP			
<input type="checkbox"/> Marlborough Special Situations Cell C GBP			

# Client Reporting

Selecting the "performance" icon will provide you a range of fund performance information

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Prices and Charges

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Fund Info

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Cumulative Performance (%)

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Discrete Performance (%)

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Calendar Performance (%)

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Risk

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Documents

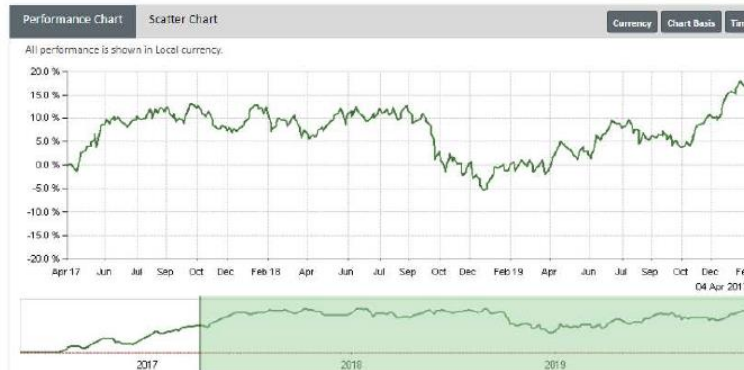
Name	Weight	Type	Price	Price Date	Currency	Change	Change (%)	Yield	AMC	Ongoing Charge	Delete fund	Info
<input type="checkbox"/> Cash GBP	0.80	Accumulation	£100.00	01 Apr 2020	GBP	+£0.00	0.00	-	-	-		
<input type="checkbox"/> Marlborough Bond Income Cell C GBP	7.63	Income	£0.90	01 Apr 2020	GBP	+£0.01	+0.56	-	0.85%	-		


Novia Global Universe | Cash funds | Germany Mutual | Global ETFs | Hong Kong Mutual | Ireland Offshore | Malaysia Mutual

Offshore Mutual | Singapore Mutual | Switzerland mutual | UK ABI Pensions | UK Mutual | UK UT and OEICs | Sector

Select a manager  or Select a sector  Select Fund  Add to chart

☐ Add fund sector too



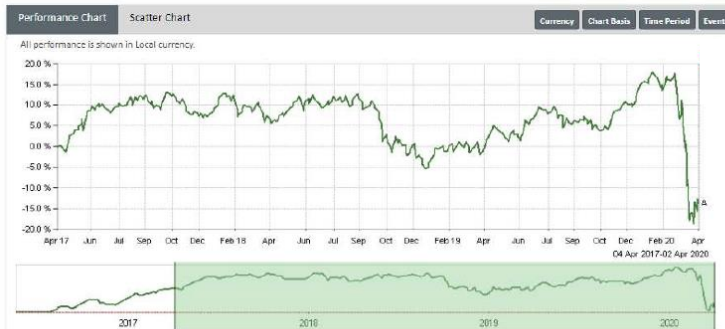
Cumulative Performance (%)		Discrete Performance (%)		Calendar Performance (%)				
Performance data								
Key	Chart	Instrument	Perf. CCY	YTD	1yr	2yrs	3yrs	4yrs
A		Marlborough European Multi-Cap Cell C GBP	GBP	-25.14	-13.68	-19.15	-13.52	-



Novia Global Universe | Cash funds | Germany Mutual | Global ETFs | Hong Kong Mutual | Ireland Offshore | Malaysia Mutual

Offshore Mutual | Singapore Mutual | Switzerland mutual | UK ABI Pensions | UK Mutual | UK UT and OEICs | Sector

Select a manager  or Select a sector  Select Fund  Add to chart

☐ Add fund sector too



Cumulative Performance (%)		Discrete Performance (%)		Calendar Performance (%)						
Performance dates as at 01 Apr 2020										
Key	Chart	Instrument	Perf. CCY	YTD	1yr	2yrs	3yrs	4yrs	5yrs	Dcl
A		Marlborough European Multi-Cap Cell C	GBP	-25.14	-13.68	-19.15	-13.52	-	-	

Export to pdf

# Client Reporting



## Transaction History Report

Home

Clients ▾

Research ▾

Reports ▾

Documents

Secure Mail

Support ▾

Home > Reports About Clients > Transaction History per Client

Report Parameters

Client

Smith, Investor # 301149 - 301149 ▾

From Date

01/01/2019

To Date

31/12/2019

Generate