

For advisers

Our new
platform

nucleus^o
platform

Client reporting
and adviser
remuneration
statements

 3 minute read



Client reporting and adviser remuneration statements

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How to use this document



Important information will look like this.

Key messages

Key messages will look like this.



Useful info will look like this.



We recommend using the zoom function to view the details on the platform screens in this guide.

Client reporting and adviser remuneration statements

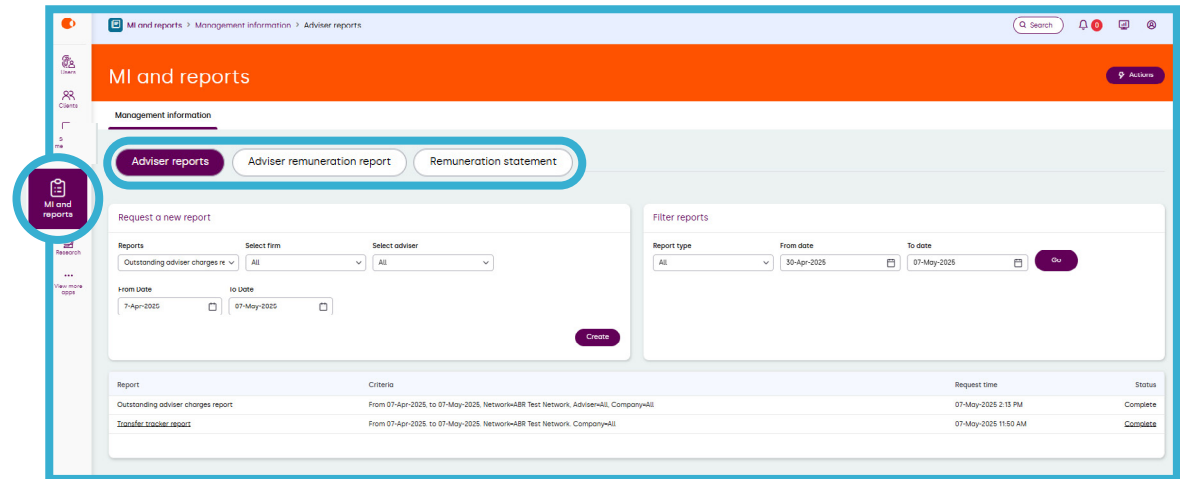


This guide is demonstrated using an adviser user with master user role permissions.

If you have different user role permissions, some functionality may not be available to you.

From the home page select **'MI and reports'**.

On this page you'll be able to navigate between **'Adviser reports'**, **'Adviser remuneration report'** and **'Remuneration statement'**.

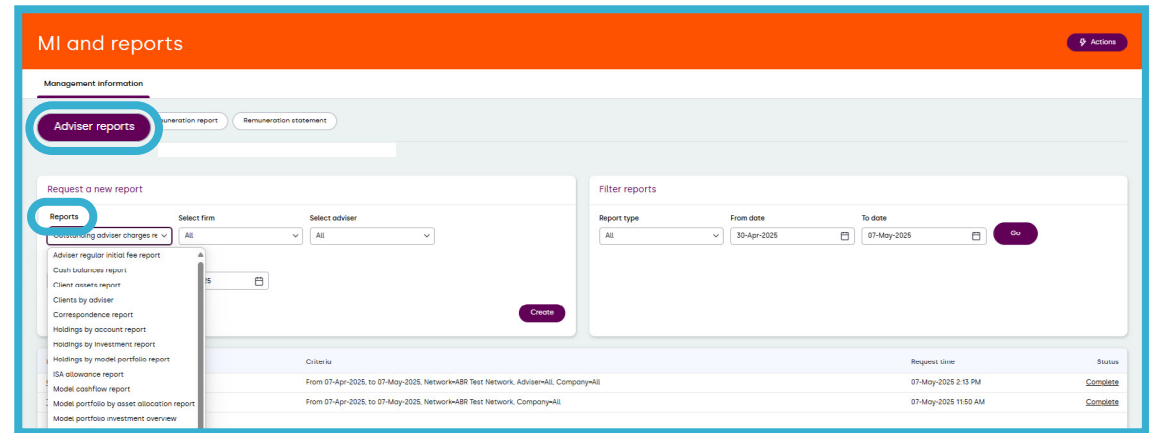


Adviser reports

Select the **'Adviser reports'** tab.

Key message

Any previous reports that you've requested will be displayed at the bottom of the page.

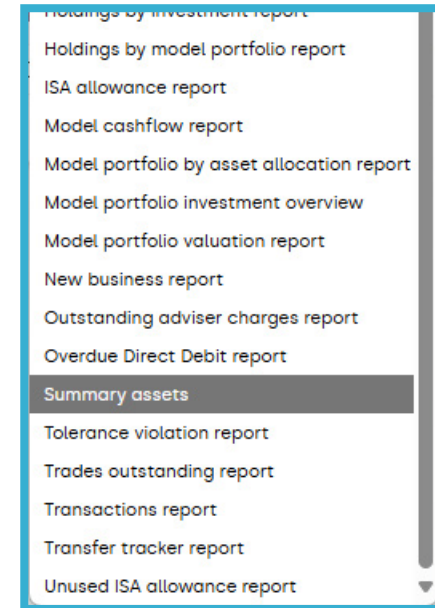


Select the report from the **'Reports'** drop-down list.

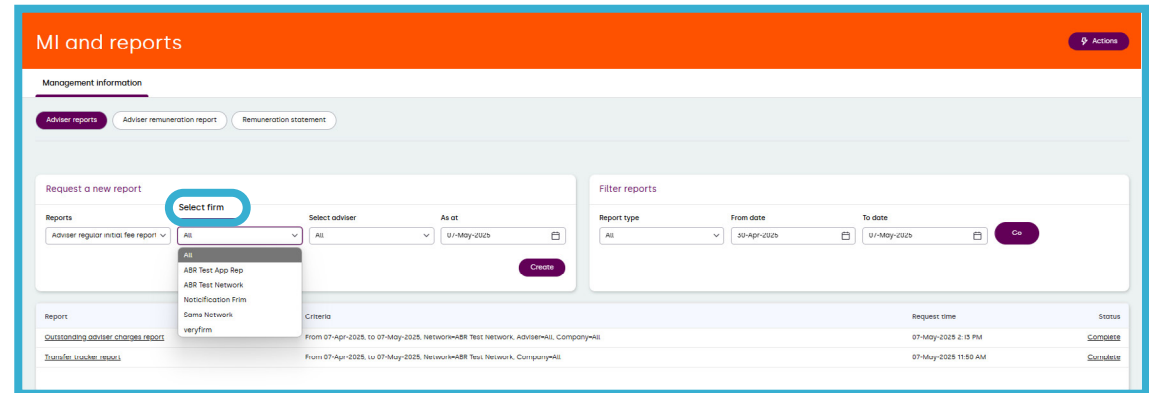


There are over 20 different reports that can be requested.

A full list and description of the reporting suite is available in the next section.



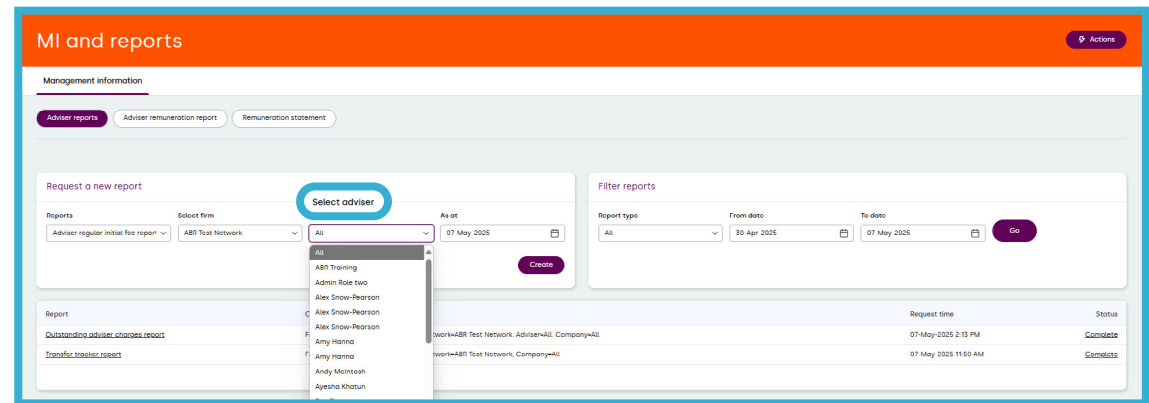
Select which firm you wish to create the report for using the **'Select firm'** drop-down list.



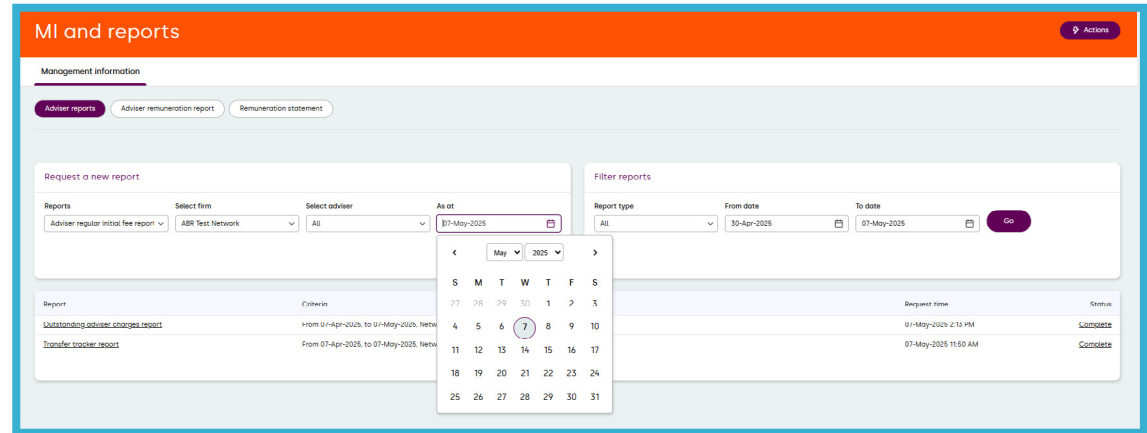
Select whether to report on all advisers or a specific individual from the **'Select adviser'** drop-down.

Key message

If a specific firm has been selected only the advisers at that firm will be available under the **'Select adviser'** drop-down.

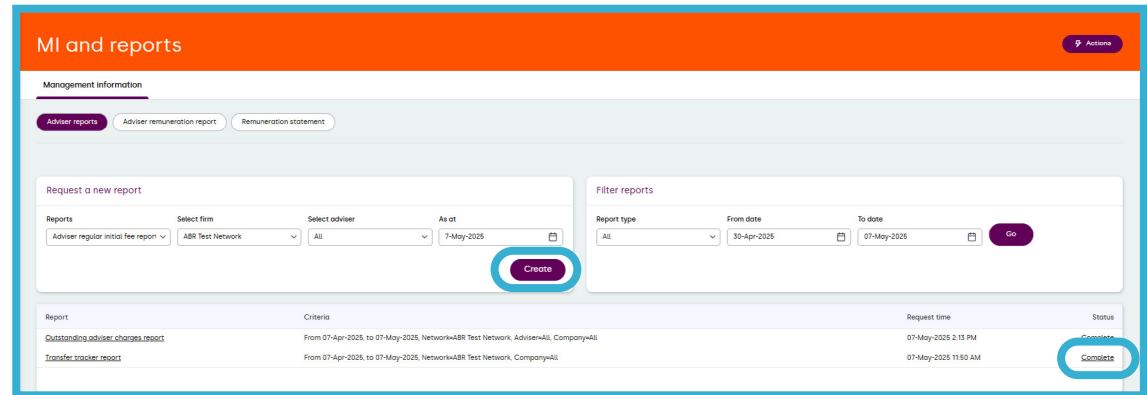


Confirm the date for the report, and then select **'Create'**.



Your report will appear at the bottom of the page. The report will be ready to view when the status changes to **complete**.

To download the report, select the report name.



Key message

Newer reports will be at the top. The criteria column will help you identify the selections for previous reports.

Previously created reports can be filtered by selecting '**Report type**'.

Confirm the '**From date**' and then the '**To date**', then select '**Go**'.

The screenshot displays the 'MI and reports' interface. At the top, there is a navigation bar with 'MI and reports' and an 'Actions' button. Below this, there are tabs for 'Adviser reports', 'Adviser remuneration report', and 'Remuneration statement'. The main area is divided into two sections: 'Request a new report' and 'Filter reports'.

The 'Request a new report' section contains a form with the following fields:

- Reports: Adviser regular initial fee report
- Select firm: ADR Test Network
- Select adviser: All
- As at: 7-May-2025

A 'Create' button is located below these fields.

The 'Filter reports' section contains a form with the following fields:

- Report type: All
- From date: 30-Apr-2025
- To date: 07-May-2025

A 'Go' button is located to the right of these fields. A dropdown menu is open under 'Report type', listing various report types such as 'Adviser regular initial fee report', 'Cash balances report', 'Client assets report', etc.

Below the forms, there is a table with the following columns: Report, Criteria, Request time, and Status.

Report	Criteria	Request time	Status
Outstanding adviser charges report	From 07-Apr-2025 to 07-May-2025, Network=ADR Test Network, Adviser=All, Company=All	07-May-2025 2:13 PM	Complete
Transfer trustee report	From 07-Apr-2025 to 07-May-2025, Network=ADR Test Network, Company=All	07-May-2025 11:50 AM	Complete

Adviser report glossary

Report name	Report description
Adviser regular initial fee report	Shows active and ceased regular adviser charges (RACs) against the company/ adviser selected. Includes start/end date, payment frequency, payments and date charge ceased.
Cash balances report	Shows client cash balances including total portfolio value, Cash as a % of total portfolio, minimum cash settings, and money due in and out within the next 30 days.
Client assets report	Shows the total value of all client assets held on account including fund details.
Clients by adviser	Shows the total portfolio value including the % of cash in relation to the total value. The client's new product reference is in column H and their old member number is in column T (with wrap number in S).
Correspondence report	Correspondence generated on accounts including marker to show if posted to the customer or not.
Holdings by account report	View of holdings within model portfolios including fund level breakdown for each client.
Holdings by investment report	View of fund holdings within a model portfolio - i.e. not at client level, but at model level and all clients within.

Report name	Report description
Holdings by model portfolio	Top level model holdings. Shows the total value of any client invested in a particular model portfolio.
ISA allowance report	Shows clients and the headroom within ISAs and JISAs for the given tax year. Correct headroom is shown based on the product type.
Model cashflow report	The report has two tabs ("Model Portfolio Cashflows" and "MP Cashflows By Adviser Firm"). It shows Model level inflows and outflows on both.
Model portfolio by asset allocation report	Shows the assets that make up model portfolios including the percentage weighting. There is no client level information within this report.
Model portfolio investment overview	Shows clients and which models they are invested in to. Includes the name of the model, first investment timelines, and re-balance details. No holdings information is shown in this report.
Model portfolio valuation report	Shows clients and models they are invested into. Includes underlying asset information and valuation of each instrument.
New business report	Shows client accounts and new money being paid in to them. Includes a marker if the payment is regular or not.
Outstanding adviser charges report	Shows outstanding regular adviser charges (RACs) and initial adviser charges (IACs). Confirms the charge date, amount, if the contribution is outstanding, number of outstanding days, if auto disinvestment has been triggered and the available cash on the client's account.

Report name	Report description
Overdue Direct Debit report	Shows Direct Debits which have not completed within the expected timelines.
Summary assets	Shows an aggregated position of holdings being managed by advisers. Does not show client information, but a total position of assets held by the clients under each adviser.
Tolerance violation report	Shows the current position on models and how the model is tracking against the tolerance settings held against the model portfolio.
Trades outstanding report	Shows trades against clients managed by the adviser which are overdue. Includes the asset details and the units and value of the trade.
Transactions report	Shows transactions against client accounts. Includes trades and cash movements (such as interest / charges / payments / etc).
Transfer tracker report	Shows transfers against client accounts including the estimated value and status. Includes the latest progress notes.
Unused ISA allowance report	Shows unused ISA allowance at client level. Similar to the ISA allowance report but contains fewer fields relating to the ISA allowance itself and more details on the client (e.g. full address).

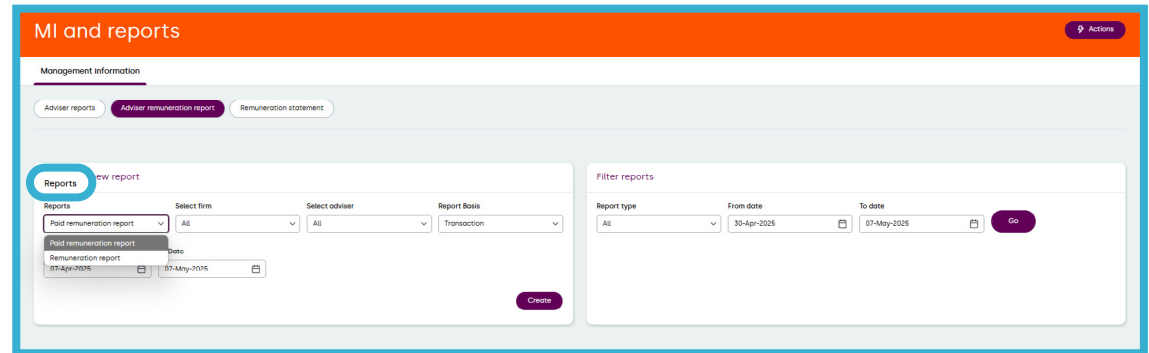
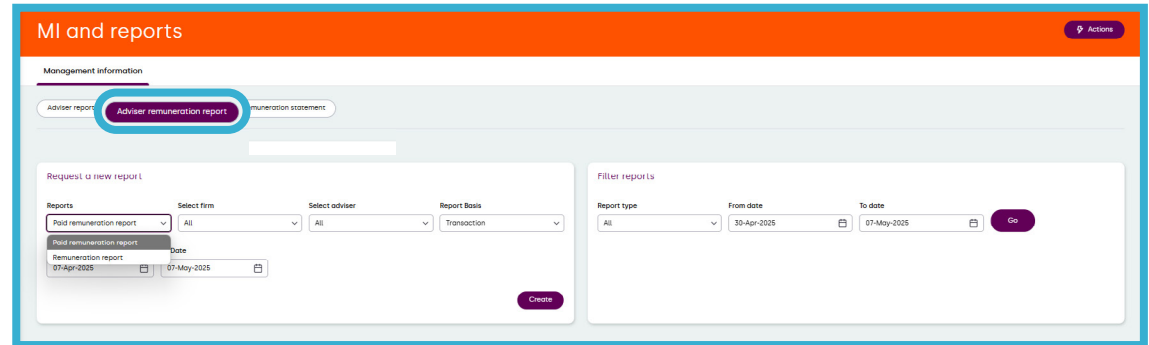
Adviser remuneration reports

Select **'Adviser remuneration reports'** tab.

Key message

Any previous reports that you've requested will be displayed at the bottom of the page.

Select the report from the **'Reports'** drop-down list.

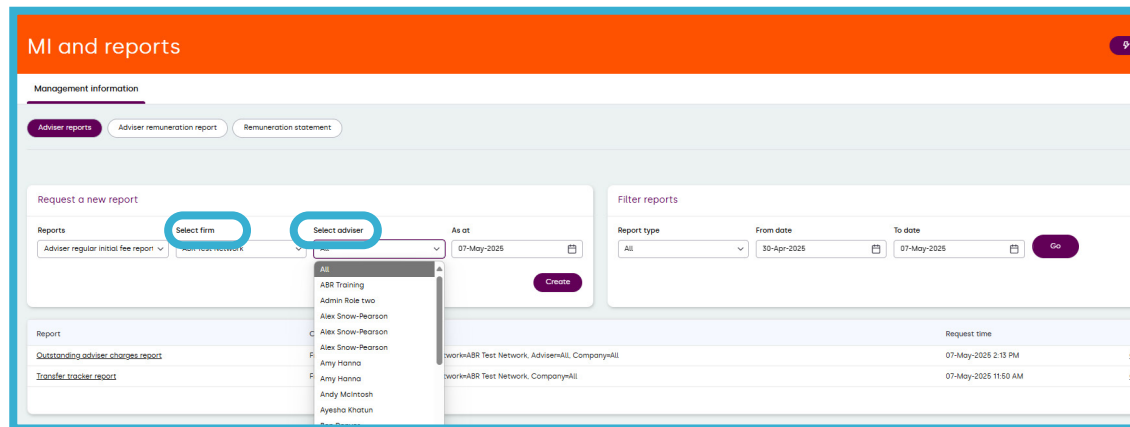


Select which firm you wish to create the report for using the **'Select firm'** drop-down list.

Select whether to report on all advisers or a specific individual from the **'Select adviser'** drop-down list.

Key message

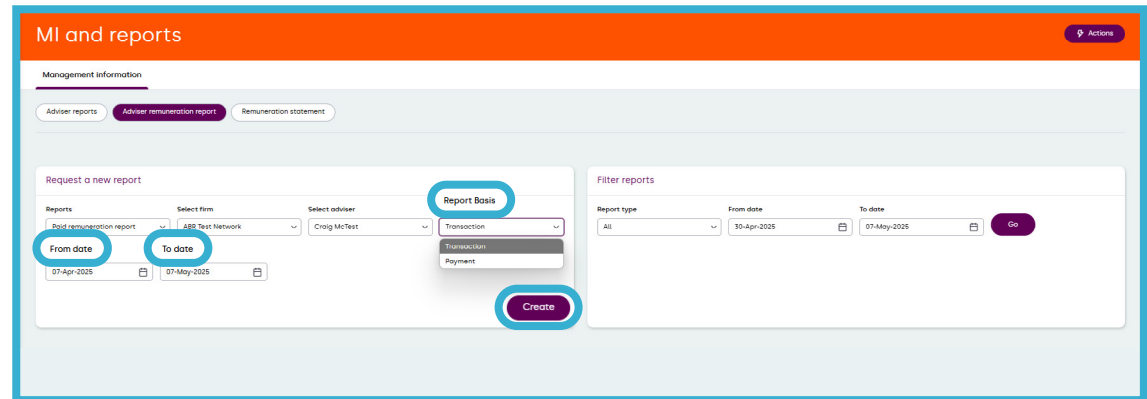
If a specific firm has been selected, only the advisers at that firm will be available under the **'Select adviser'** drop-down.



Select the **'Report basis'** from the drop-down list.

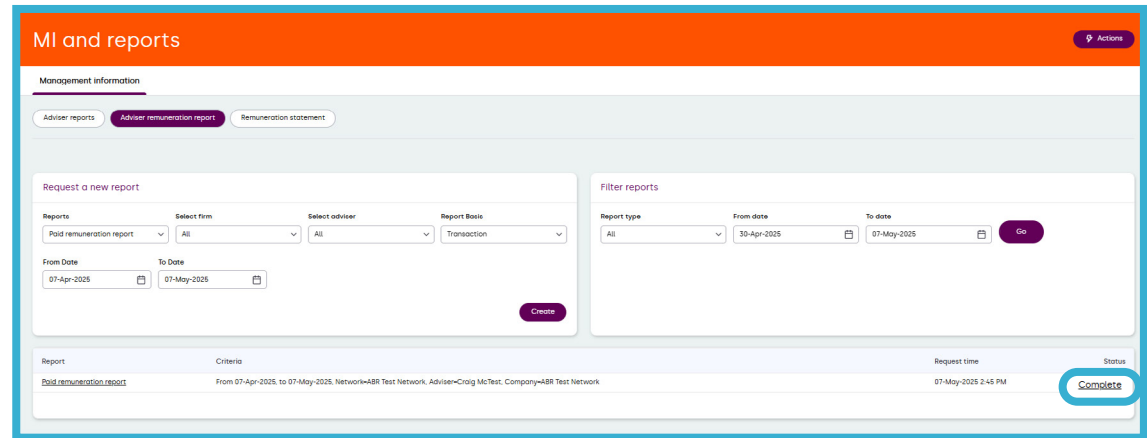
Confirm the **'From date'** and then **'To date'**.

Select **'Create'**.



Your report will appear at the bottom of the page. The report will be ready to view when the status changes to **complete**.

To download the report, select the report name.

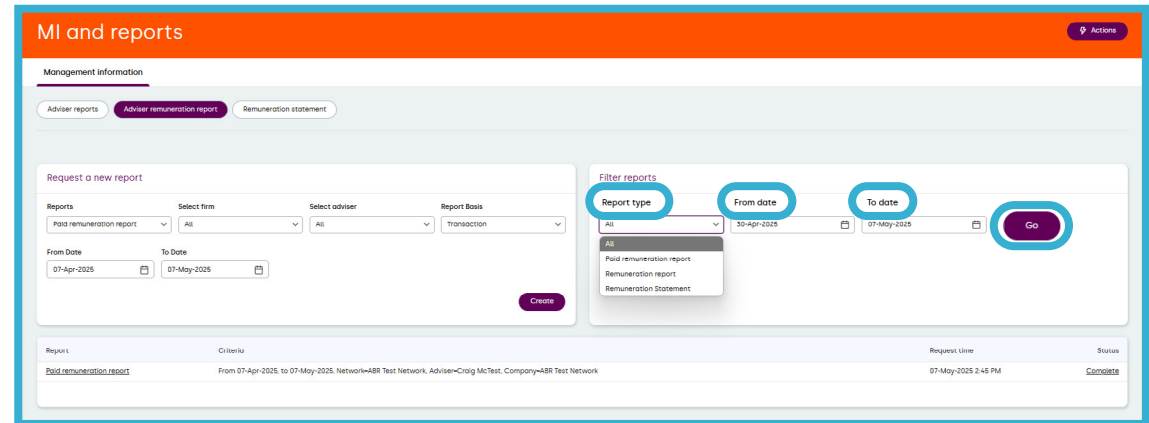


Key message

Newer reports will be at the top. The criteria column will help you identify the selections for previous reports.

Previously created reports can be filtered by selecting '**Report type**'.

Confirm the '**From date**' and then '**To date**' then select '**Go**'.



Remuneration statement

Select the 'Remuneration statement' tab.

Key message

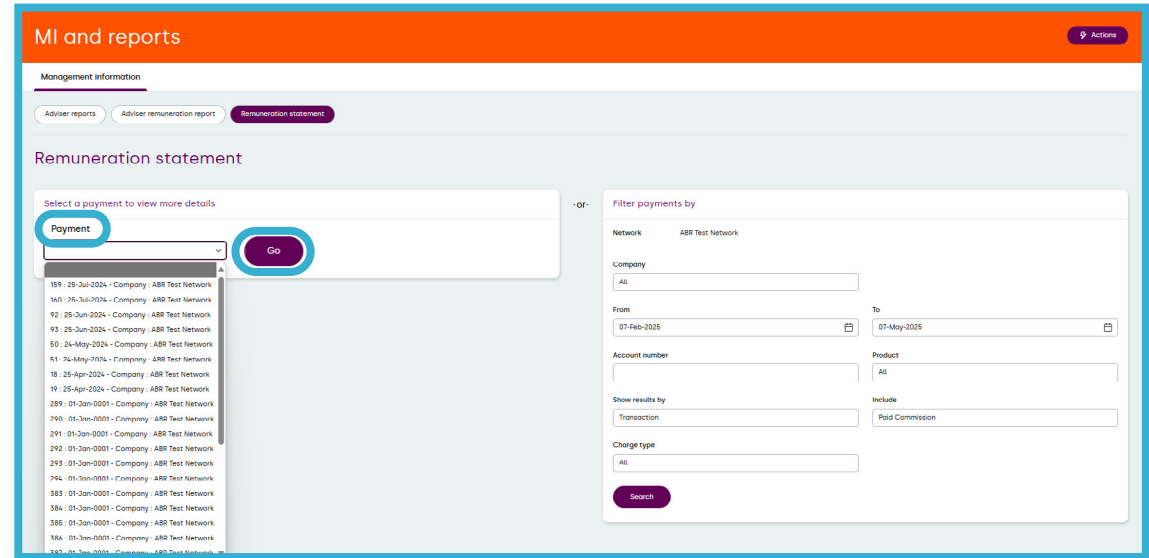
This page will let you view details of remuneration paid on the screen.

To download reports, use the **Adviser remuneration report** page.

The screenshot shows a web application interface for 'MI and reports'. At the top, there is a navigation bar with 'MI and reports' and an 'Actions' button. Below this is a 'Management information' section with three tabs: 'Adviser reports', 'Adviser remuneration report', and 'Remuneration statement', which is currently selected and highlighted with a blue border. The main content area is titled 'Remuneration statement' and contains two main sections: 'Select a payment to view more details' and 'Filter payments by'. The 'Select a payment' section has a 'Payment' dropdown menu and a 'Go' button. The 'Filter payments by' section includes several filters: 'Network' (set to 'ASB Test Network'), 'Company' (set to 'All'), 'From' (set to '07-Feb-2025') and 'To' (set to '07-May-2025') date pickers, 'Account number' (empty), 'Product' (set to 'All'), 'Show results by' (set to 'Transaction'), 'Include' (set to 'Paid Commission'), and 'Charge type' (set to 'All'). A 'Search' button is located at the bottom of the filter section.

Select a specific payment from the 'Payment' drop-down list, and then select 'Go'.

The remuneration details will be displayed at the bottom of the page.



Payments can be filtered by entering details in the required fields of the **'Filter payments by'** section.


The results can be grouped by **'Transaction'** or **'Client'**.


Select the type of commissions you wish to view.


Confirm your selections by selecting the **'Search'** button.

Scroll down to view details that match your search.

The screenshot displays a web interface for 'Remuneration statement' under 'Management information'. At the top, there are three tabs: 'Adviser reports', 'Adviser remuneration report', and 'Remuneration statement', with the latter being the active tab. Below the tabs, the title 'Remuneration statement' is centered. On the left, there is a section titled 'Select a payment to view more details' containing a 'Payment' dropdown menu and a 'Go' button. On the right, a 'Filter payments by' section is highlighted with a red circle. This section includes a 'Network' dropdown set to 'ABR Test Network', a 'Company' dropdown set to 'All', a 'From' date field set to '07-Feb-2025', an 'Account number' field, a 'Show results by' dropdown set to 'Transaction', and a 'Charge type' dropdown set to 'All'. A 'Search' button is also highlighted with a red circle at the bottom of the filter section.

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