

WEALTH INTERACTIVE USER GUIDE

ADVISER – TRANSACTION HISTORY, VALUATIONS
AND DATA DOWNLOADS

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CONTENTS

The first three processes all start in the same way by finding the relevant client. The last two start from the 'Client' tab on your homepage.

This guide covers:

- 1 [Generating Transaction History](#)
- 2 [Generating a Valuation statement](#)
- 3 [View book costs and asset percentages online](#)
- 4 [Request Data Download](#)
- 5 [Request Policy Valuation Download](#)

The quickest way to navigate to the Required policy is to enter the policy number in the search bar at the top of your homepage(1).

Alternatively you can view a full list of your clients by selecting the 'Clients' tab(2) and selecting 'View all clients' (3).

You were last signed in on **29/06/2022** Financial Adviser ▼ Sign off

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1 Search

2 Clients Portfolios Assets Tools Literature Firm Admin Documents Help

You are here: Home > Clients

Clients

Client actions: Create new client Illustration Key Information Documents (KIDs) + Tools Data download report Policy valuation download Manage Online Access

Search Advanced search ☆ Clients **3** View all clients View all policies

Last viewed clients **(4)**

Add	Client name ▼	Client type ▼	Client reference ▼	Status ▼ ?	Registration Status ▼	Viewed on ▼
☆	Mr Policy Holder	Individual client	264137	Active Client	Registered	30/06/2022
☆	Mr Policy Holder 2	Individual client	263602	Active Client	Registered	30/06/2022
☆	Miss Policy Holder 3	Individual client	265614	Active Client	Registered	30/06/2022
☆	Mrs Policy Holder 4	Individual client	265236	Active Client	Registered	30/06/2022

Select the policy from the left hand side.

You will then choose the type of information you wish to obtain as per the next page of this guide.

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Client name or client reference or policy number

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You are here: Home > Clients > Mr Policy Holder

Mr Policy Holder (264137)

Client actions:

New investment

Illustration

Key Information Documents (KIDs)

+Tools

Policies (1)

Executive Redemption Bond - QIME

USD 14,402.32

Assigned adviser:

Status: Contract Issued

Client details

Recent transactions

Planning Reports

Status: Active Client

Registration Status: Registered

Online access: Full access

Date of Birth: 01/01/1980

Residential address: 264137ADDR5, 123 Place, ABC 123

Country of residence: United Kingdom

Telephone:

Email:

Date client last signed in: 04/02/2022

Client sign in frequency: 0 times within the last 30 days.

For security purposes, we only allow your client to update their own personal details online. Your client can amend their contact information and bank details. If your client's name or residential address is incorrect, please contact us with appropriate documentation, and we will correct it.



GENERATING TRANSACTION HISTORY

Other documents and information that you can generate/obtain:

- Valuation Statement – Go to slide
- View book costs and asset percentages online – Go to slide

Hover over 'Valuation Report' and select 'Transaction History'.

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You were last signed in on **30/06/2022** Financial Adviser ▼ Sign off

Client name or client reference or policy number Search

Home Clients Portfolios Assets Tools Literature Firm Admin Documents Help

You are here: Home > Clients > Mr Policy Holder > Executive Redemption Bond Back


Executive Redemption Bond Edit

Policy actions: + Valuation report + Manage premiums + Manage withdrawals + Policy management + Manage dealing + Illustration + Tools

Quick valuation
All Valuation Options
Transaction history
Get surrender value

Total policy value:
USD 14,404.60
Value as at **29-Jun-2022** Get current value

Total policy cash flow:
USD 19,000.00 ?
Value as at **30-Jun-2022**

View performance 

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Select 'View all transactions' to see all the transactions on this policy.


'Download this statement' will produce a PDF that you can save. This will not appear in your client's document library.

Please note that for Monitored policies you cannot obtain 'Transactions History's' online.


Transaction history



View all transactions
Transaction history information is available online back to 1st January 2013 or from the policy start date (whichever is later).





View a transaction account
View transactions relating to a particular transaction account for this policy.



Search for a transaction
Search for a transaction using a transaction reference, transaction group reference or asset name.

Last 5 transactions

Value Date ?	Transaction reference ?	Transaction description	Transaction group	Transaction group reference ?	Asset currency
28/02/2022	299-20961925	Administration Charge: Q4 2021 : Debit :USD: 169.5 	PrdcChrgRun	299-20961925	USD
28/02/2022	299-20961919	Regular Policy Management Charge: Q4 2021 (01-Oct to 31-Dec): Premium 3 : Debit :USD: 43.75 	PrdcChrgRun	299-20961919	USD

If the policy start date is prior to January 2013, transactions prior to this date cannot be obtained online and must be requested from Utmost International.

If you want to search for transactions based on dates, this can be done using the 'Advanced Search' under 'Search for a transaction'.

Enter the start and end date in the required box.

The click 'Search'.

As before the 'download this statement' will produce a PDF copy.

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Sign off

Client name or client reference or policy number

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You are here: Home > Clients > Mr Policy Holder

Executive Redemption Bond

Transaction history

Back

Transaction history

Transaction data is available back to 1st January 2013 or the policy start date (whichever is latest).

View all transactions

Transaction history information is available online back to 1st January 2013 or from the policy start date (whichever is later).

View a transaction account

View transactions relating to a particular transaction account for this policy.

Search for a transaction

Search for a transaction using a transaction reference, transaction group reference or asset name.

Advanced search

Enter Reference or description to search transactions

Start date:

Day

Month

Year

End date:

Day

Month

Year

Currency:

All currencies

Transaction groupings:

All transaction groupings

Cancel

Search

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GENERATE A VALUATION

Hover over '**Valuation Report**' and select '**All Valuation Options**'.

This gives you the choice of:

Quick valuation

Uses data from the end of the previous working day (UK time) and is normally available within 15 seconds. The valuation will be presented to you via a pop-up box in your web browser.

Current valuation

Uses the most up-to-date data available and is normally available within 15 minutes. Once generated, you will need to download this from the **Documents** section at the bottom of the Policy page.

Backdated valuation

Uses data from a date of your choosing and is normally available within 15 minutes. Once generated, you will need to download this from the Documents section at the bottom of the Policy page.

Last quarterly valuation statement

This provides you with the last reconciled quarter-end valuation statement. The data will be as at the end of March, June, September or December, and is normally available within 15 seconds. Most valuations are generated within 25 days after the quarter end. The valuation will be presented to you via a pop-up box in your web browser.

The screenshot shows the utmost WEALTH SOLUTIONS client portal. At the top, the logo is on the left, and the user's last sign-in date (29/06/2022) and role (Financial Adviser) are on the right. A search bar is also present. Below the header is a navigation menu with tabs for Home, Clients, Portfolios, Assets, Tools, Literature, Firm Admin, Documents, and Help. The main content area shows the breadcrumb trail: Home > Clients > Mr Policy Holder > Executive Redemption Bond. The page title is 'Executive Redemption Bond'. Below this is a 'Policy actions:' section with a dropdown menu highlighted by a blue box. The dropdown menu contains: '+ Valuation report', '+ Manage premiums', '+ Manage withdrawals', '+ Policy management', '+ Manage dealing', '+ Illustration', and '+ Tools'. The 'Valuation report' option is expanded, showing sub-options: 'Quick valuation', 'All Valuation Options', 'Transaction history', and 'Get surrender value'. Below the dropdown, the page displays 'Total policy value: USD 161,297.5' and 'Total policy cash flow: USD 173,500.00'. There are also buttons for 'Get current value' and 'View performance'.

If you require a previously generated quarter end statement prior to the last quarter, you should obtain this from the **Documents** section at the bottom of the Policy page. Use the filters to amend the date.

If you choose either 'Current Valuation' or 'Backdated Valuation' you will see the below pop up.

This allows you to publish the valuation so your client can see it via their Wealth Interactive account.

If you choose 'Backdated Valuation' you will then get this screen to enter the required dates you need.

Valuation report ×

Publish valuation to customer account.
☐ Yes
☒ No

Cancel **Generate**

Valuation report ×

Please enter a date to produce a valuation.
Day ▼ Month ▼ Year ▼

Cancel **Get backdated valuation**



ASSET BOOK COSTS / ASSET PERCENTAGES

Click on the 'Assets' tab on the clients main policy page.



You were last signed in on 29/06/2022 Financial Adviser Sign off

Client name or client reference or policy number Search

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- Clients
- Portfolios
- Assets
- Tools
- Literature
- Firm Admin
- Documents
- Help

You are here: Home > Clients > Mr Policy Holder > Executive Redemption Bond Back

Executive Redemption Bond Edit

- Policy actions:
- + Valuation report
 - + Manage premiums
 - + Manage withdrawals
 - + Policy management
 - + Manage dealing
 - + Illustration
 - + Tools

Total policy value:

USD 161,297.55 ?

Value as at 29-Jun-2022 [Get current value](#)

Total policy cash flow:

USD 173,500.00 ?

Value as at 30-Jun-2022

[View performance](#)



Policy summary	Payment summary	Latest activity (0)	Transaction tracking	Documents	Assets	Asset transfers	Deal instructions
Primary policyholder:	Mr Policy Holder			Linked portfolio:	Not linked		
Correspondence address:	Correspondence Address, United Arab Emirates.			Fund adviser:	Fund Adviser		
Policy start date:	24/06/2020			Fee Package:	568801		
Financial Regulator:	Exempt			Number of policies:	12		
Product Company:	Utmost International Isle of Man			Utmost International office:	Utmost International Isle of Man 44 1624 655555		

Then expand the relevant asset sections e.g. 'Collectives' to view and assets held within the policy

From this screen you can also how much cash is in the transaction accounts, along with the currencies it is held in.

If the assets are held with a 3rd party custodian, the assets will also be listed here. A last reconciled date will also be confirmed so you can identify how up-to-date the unit positions are.

The frequency of the asset reconciliations will vary depending on which custodian is used. The asset selection and units may vary from the date that the portfolio was last reconciled depending on the trades placed by the authorised custodian.

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You were last signed in on **30/06/2022** Financial Adviser ▼ Sign off

Client name or client reference or policy number Search

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You are here: [Home](#) > [Clients](#) > [Mr Policy Holder](#) > [Executive Redemption Bond](#) Back Edit

Executive Redemption Bond

Policy actions: [+ Valuation report](#) [+ Manage premiums](#) [+ Manage withdrawals](#) [+ Policy management](#) [+ Manage dealing](#) [+ Illustration](#) [+ Tools](#)

Total policy value:

USD 161,297.55 ?

Value as at **29-Jun-2022** [Get current value](#)

Total policy cash flow:

USD 173,500.00 ?

Value as at **30-Jun-2022**

[View performance](#)

Policy summary	Payment summary	Latest activity (0)	Transaction tracking	Documents	Assets	Asset transfers	Deal instructions
Views: Policy Currency ▼ X-ray report for all assets							
▶ Collectives					USD 151,782.81		
▶ Transaction accounts					USD 9,514.74		
					USD 161,297.55		

It will open on the 'Value' tab showing the latest value of the assets.

You can then select 'Performance' tab. This shows the book cost and percentage of gain or loss.

The 'Considerations' tab shows if an asset is used for a certain function. If it is, there will be a tick shown in the box.

▼ Collectives							USD 151,782.81
Show: Value Performance Considerations							
Asset name ▼	Units ▼	Price date ▼	Exchange rate ▼	Asset price ▼	Asset allocation ▼	Indicative value ▼	
SILVERDALE BOND FUND III INC USD	1,359.960000	11/03/2022	1.0000000	91.0181000	76.74%	USD 123,780.98	
SUNDARAM GLOBAL BRAND FUND SAPHIRE CLASS INC USD	41,856.250000	17/03/2022	1.0000000	0.6690000	17.36%	USD 28,001.83	

▼ Collectives							USD 151,782.81
Show: Value Performance Considerations							
Asset name ▼	Book cost ▼	Unrealised gain ▼	% gain or loss ▼	Current indicative value ▼			
SILVERDALE BOND FUND III INC USD	USD 150,000.00	USD -26,219.02	-17.48%	USD 123,780.98			
SUNDARAM GLOBAL BRAND FUND SAPHIRE CLASS INC USD	USD 33,485.00	USD -5,483.17	-16.38%	USD 28,001.83			

▼ Collectives							USD 151,782.81
Show: Value Performance Considerations							
Asset name ▼	Regular premium	Regular Withdrawal	Phased investment target fund	Charge deduction asset	Corporate action pending		
SILVERDALE BOND FUND III INC USD							
SUNDARAM GLOBAL BRAND FUND SAPHIRE CLASS INC USD							



REQUEST DATA DOWNLOAD

From the 'Clients' tab, click on 'Data download report'.

What is a Data download report?
Using our data download service you can request a one off download of all your clients policies and valuations.

This report will only contain information about the policies that you have rights to access.

This is a simple download without any formatting or scheduling options.

All reports will be delivered in a CSV format.

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You were last signed in on 30/06/2022 Financial Adviser ▼ [Sign off](#)

Client name or client reference or policy number [Search](#)

[Home](#) **[Clients](#)** [Portfolios](#) [Assets](#) [Tools](#) [Literature](#) [Firm Admin](#) [Documents](#) [Help](#)

You are here: [Home](#) > [Clients](#)

Clients

Client actions: [Create new client](#) [Illustration](#) [Key Information Documents \(KIDs\)](#) [+ Tools](#) **[Data download report](#)** [Policy valuation download](#) [Manage Online Access](#)

Client name or client reference or policy number [Search](#) [Advanced search](#) | [☆ Client quick list \(0\)](#) | [View all clients](#) | [View all policies](#)

Last viewed clients (4)

Add	Client name ▼	Client type ▼	Client reference ▼	Status ▼ ?	Registration Status ▼	Viewed on ▼
☆	Miss Elizabeth Swan	Individual client	265614	Active Client	Registered	30/06/2022
☆	Mr Joe Bloggs	Individual client	264137	Active Client	Registered	29/06/2022
☆	Mr David Jones	Individual client	263602	Active Client	Registered	29/06/2022
☆	Mr Sheldon Cooper	Individual client	265236	Active Client	Registered	29/06/2022

Then press 'Create a report'.

Create a data download report

Please note that with effect from 16th October, these reports will contain two new data items.

These new data items will be located at the end of the existing data. The first new data item will be labelled "BookCostValuationCurrency" and will confirm the book cost of the asset in the valuation currency. The second new data item will be labelled "BookCostAssetCurrency" and will confirm the book cost of the asset in the currency of the asset. Both data items will be numeric and to two decimal places.

[Create a report](#)

What is a data download report?

Using our data download service you can request a one off download of all of your clients' policies and valuation. This report will only contain information about the policies that you have rights to access. This is a simple download without any formatting or scheduling options.
All reports will be delivered in a CSV format. For a customised report please see the 'policy valuation download'.

Please note: for any policies that are held by an authorised custodian the value shown in this report will be an indicative position, not the most recently reconciled position.

Previously created data download report(s)

Reports

Below are reports that are either available to download or will be available shortly

Please note that with effect from 16th October, these reports will contain two new data items.

These new data items will be located at the end of the existing data. The first new data item will be labelled "BookCostValuationCurrency" and will confirm the book cost of the asset in the valuation currency. The second new data item will be labelled "BookCostAssetCurrency" and will confirm the book cost of the asset in the currency of the asset. Both data items will be numeric and to two decimal places.

Report name ▼	Created	Status ▼	Download
DDReport	09:06:22 12/02/2020	No Data	
DDReport	09:00:01 12/02/2020	No Data	

This page will confirm the date of the valuation data and you will then just need to press 'Submit' to generate the report.



Review & Submit

Please review the following before generating the report.



Print summary

Report details

Report:

Report frequency:

Valuation date: 30/06/2022

Select policies

Policy selection:

Report format

Format:

Data lists:

Back

Submit



REQUEST POLICY VALUATION DOWNLOAD

From the 'Clients' tab, click on 'Policy valuation download'.

What is a Policy Valuation Report?
Using our Policy Valuation service you can request a bulk, one off or regular download of you clients' policy valuation statements. This report will only contain information about the policies that you have rights to access.

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You are here: Home > Clients

Clients

Client actions: Create new client Illustration Key Information Documents (KIDs) + Tools Data download report Policy valuation download Manage Online Access

Client name or client reference or policy number Search Advanced search | ☆ Client quick list (0) | View all clients | View all policies

Last viewed clients (4)

Add	Client name ▼	Client type ▼	Client reference ▼	Status ▼ ?	Registration Status ▼	Viewed on ▼
☆	Mr Policy Holder	Individual client	264137	Active Client	Registered	30/06/2022
☆	Mr Policy Holder 2	Individual client	263602	Active Client	Registered	30/06/2022
☆	Miss Policy Holder 3	Individual client	265614	Active Client	Registered	30/06/2022
☆	Mrs Policy Holder 4	Individual client	265236	Active Client	Registered	30/06/2022

Click 'Create a report' to initiate the generation of your report.

Create a Policy Valuation report

- Create a report with specific data you wish to see for clients.
- Select from a range of formats.
- Select the frequency of the report.
- Choose from all policies or a select number of policies.

Create a report

What is a Policy Valuation report

Using our Policy Valuation service you can request a one off or regular download of your clients' policies and valuation details. This report will only contain information about the policies that you have rights to access.

Please note: for any policies that are held by an authorised custodian the information shown in the quarterly report will be the most recently reconciled position, the interim reports will show an indicative position, not the reconciled position.

Initially you will need to name the report.

After you have input the name, chose the type and frequency you will require from the options then press 'Next' when you are ready to proceed.



1. Report details

Select the name, frequency and structure of your report.

*Required Information

* Report name:

* Report type: ☒ Quarterly valuation

Report frequency:

Valuation quarter:

Please note: quarterly valuations are not available for all policy types. If you have selected policies which do not produce a quarterly valuation, these will not be included in the download. For any policies that are held by an authorised custodian the information shown in this report will be the most recently reconciled position.

Next

You need to select the policies to include in your report. You can choose from:

1. Valuations for all policies that you have rights to access.

This will provide you with a full report on all the clients that you have access to.

2. Valuation for policies selected by client name or policy number.

This allows you to select individual policies.

3. Valuation for all policies based on business filters

This will allow you to filter using further options for your firm's business.



Policy Valuation

Exit



2. Select policies

Use the options below to choose which policies will be included in this report.

Select the policies to be included in this report.

- ☐ Valuations for all policies that you have rights to access
- ☐ Valuation for policies selected by client name or policy number
- ☐ Valuation for all policies based on business filters

Select the format for your report.

This information is only available in a PDF format however, you can choose between having all policies in one PDF file, or a separate PDF for each policy.



3. Report format

Select the format and structure of your report.

Below you can select the format for your report.

PDF



PDF

Below are options that can be applied to your PDF report.

Report per policy: ☐ I would like a PDF file for all policies ☐ I would like a PDF file for each individual policy

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Next

Review the information you have asked for in your report.

If you need to make any changes, use the 'Edit' buttons.

If you want to be sent an email alert when the report is available make sure you tick the box.

Click 'Submit'.



4. Review and Submit

Please review the following before generating the report.

* Required field

Report details		Edit
Report name:	Valuations 1	
Report type:	Quarterly valuation	
Report frequency:	Once only	
Valuation date:	Q1 2012	
Select policies		Edit
Policy selection:	Valuations for all policies that you have rights to access	
Report format		Edit
Report format:	PDF	
Report per policy:	I would like a PDF for all policies	
<input type="checkbox"/> Send me an alert when the file is ready to download		
Back		Submit

IMPORTANT INFORMATION

www.utmostinternational.com

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

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Registered Office address: Navan Business Park, Athlumney, Navan, Co. Meath, C15 CCW8, Ireland.

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