

# novia



## / Report Zone

Your business at the touch of a button

### / Contents

- / Introduction
- / Firm Owners
- / Advisers
- / Reports Available
- / Further Details

This document provides information regarding Novia's Report Zone. Further details and user information are available in the Report Zone Guide.

## Introduction

Report Zone is a sophisticated web based reporting tool for advisers using the Novia wrap platform. It provides access to an extensive range of user friendly Management Information (MI) reports designed to help advisers and firm owners get supporting information about their client's holdings through Novia at the touch of a button.

- Intuitive and easy to use – designed to be straightforward and uncomplicated to use from start to finish
- Easily accessible - online application available at any time from the Novia website
- Quick – reports can be downloaded and exported in a matter of seconds
- Updated daily – up to date data is refreshed daily from the Novia system and Financial Express pricing data
- Extensive – a wide range of reports enable firm owners and advisers to analyse business they are writing, access compliance and administration MI and in-depth client portfolio information
- Flexible - All reports are downloadable in several different formats which can be manipulated and edited, used as part of a firm's audit trail, printed for clients and recorded for compliance and management purposes.
- Comprehensive – reports cover all aspects of business written via Novia – including clients, valuations, adviser charging, investments and transactions
- Adviser branded – support your proposition by using white labelled reports with clients

"Report Zone is straightforward to use and importantly it's very quick. I can use a number of different reports to strengthen our control processes, make everyday administration more efficient and add value to clients. I can drill down into different adviser's activity and see how they are using the platform. This means I can strengthen TCF within our firm by ensuring no-one is going 'off-piste' regarding investments or remuneration. Day to day administration such as commission reconciliation is also much easier."

Geoff Caterall, Director at Stonewater Wealth Management

- Access to Report Zone is provided to individuals depending on their role. Access can be given to firm owners, advisers and paraplanners.
- For more information and to get access please speak to your Regional sales Manager or Client Services

## / Firm owners

Report Zone makes it easier for firm owners to manage their business by giving them the information they need to understand and monitor how advisers are using the Novia platform.

Key Benefits include:

- Quick access to a wide range of reports covering all advisers and all business via Novia
- Extensive MI for compliance purposes – ensuring advisers follow firm guidelines on investments and adviser charges
- Quickly identify investments and managers used and clients invested in them
- Understand business written via Novia, by which advisers and commission earned
- Improve everyday administration – such as commission reconciliation

How can Report Zone help me manage my business?

Report Zone aims to help you run and understand your business more easily. It quickly delivers MI that can be manipulated and recorded to provide effective oversight and ensure advisers are following the proposition set out.

- Report Zone can help firms ensure advisers are within the investment parameters they set - by monitoring all investment activity undertaken for their clients. Reports show investments bought and sold, and when, across all clients held on the platform. It quickly identifies funds and managers used and clients invested.
- It can help to manage TCF within a business - ensuring clients are treated consistently – either through the implementation of adviser charging, transactions carried out and investments purchased and how many products have been opened and closed.

“ I use Report Zone regularly to monitor how advisers within the firm are writing business – which funds and fund managers they are using and how commission is being earned. It allows us to easily understand where our clients are invested - recently we had concerns regarding a certain fund and were able to quickly identify those invested and then make changes as we deemed appropriate. It’s a very useful tool in speeding up management and control processes within a firm that undertakes complex investment business. ”

Huw Powell, Compliance Director at Moore Stephens Financial Services

How can Report Zone help me meet the requirements of the RDR?

The RDR provides a number of challenges to firm owners and their advisers – Report Zone can help to meet these by providing an effective audit trail and evidence of control.

- Firm owners must ensure that their advisers are charging on a fair and consistent basis as set out by the firm. Report Zone can help by showing how advisers are charging through Novia. It can quickly show if advisers are outside of the firm’s parameters and provides a way for firms to identify and rectify non-compliance.

"It's always been important for us to have effective and flexible control processes backed up by comprehensive MI reporting, which is more important than ever in a world of TCF and RDR. Report Zone allows us to quickly export data and then manipulate it as we wish. We can use reports to ensure advisers are following our investment guidelines and treating customers fairly when it comes to charges. We can quickly identify funds and fund managers that we use and also show clients how we add value using historic and regular valuations. Anything that helps us run the business more easily and efficiently is welcome – effective MI is important and Report Zone delivers this quickly."

Steve Hunter, Managing Director at Kingdom Investment and Mortgage Services

## / Advisers

Key Benefits include:

- Quickly identify important clients and investments they hold that may need reviewing
- Client Valuations - downloadable/printable for use at client meetings or as regular statements
- Identify how and where commission is earned
- Monitor income distributions and investment manager rebates

Reports for advisers and paraplanners cover all clients via the Novia platform. Different levels of access can easily be set up by the firm's designated administrator.

How can Report Zone help me monitor how I use the Novia service?

Several reports can help an adviser manage how they use the service

- Distribution reports show how portfolios have earned investment income. Advisers can analyse the level of cash generated, demonstrate how a portfolio is meeting a client's income objectives, undertake tax planning and identify changes if needed. Similarly rebate reports demonstrate how this can affect the charging profile of a portfolio.
- Report Zone quickly identifies important clients, product wrappers opened and commission earned. It delivers consolidated reports identifying which funds and managers have been used and transactions carried out over any given time period.

"Engagement with clients is a key aim for our proposition. I use reports such as Client Valuation to provide my clients with regular updates – showing them what has gone into and out of their accounts since opening – and how their portfolio has performed as at a certain date. It's a powerful way to add value to our proposition – especially as the output is white labelled with our brand."

Ken Taylor, Director at Mackenzie Taylor Wealth Management Ltd

How can Report Zone help me with my Clients?

Reports, which can be exported to pdf, excel or word, easily edited and formatted and available white labelled, are ideally suited for use with clients:

- Client Valuation provides a single, consolidated view of all product wrappers showing investment activity and profit/loss at any given date. This can be downloaded, emailed or printed and filed or given to clients as part of a regular reporting process.
- Asset reports offer advisers the ability to review investment holdings for their clients both across all clients and individually. It shows holding by client and wrapper.

## ／ Reports Available

Report Zone offers a wide and extensive range of reports that cover the following:

- Adviser Remuneration
- Client Valuations
- Income Distributions Received
- Investment Rebates Received
- Investments Held and Traded
- Product Wrappers Opened and Held

Data is updated daily and reflects pricing from the previous day. Reports cover all business written via Novia appropriate to the role created – ie adviser access covers all clients, firm owner access covers all advisers and their clients.

## ／ Further details

What do I do next?

For further details and advice on how to get the most out of Report Zone and how it could help you and your business please speak to your Regional Sales Manager.

How can I access Report Zone?

Access to Report Zone can be found at [www.novia-financial.co.uk](http://www.novia-financial.co.uk) Simply click on the Report Zone Login button on the homepage and enter your username and password.

For login details to access Report Zone please contact Client Services using our secure email facility available from the website homepage.

What do I need to use Report Zone and what about security?

Report Zone is available to use anytime via a standard web browser - no additional programmes are required. Data is uploaded securely on a daily basis and Novia's security model allows users to view only the data that they are entitled to see.

Can I white label reports from Report Zone?

All Report Zone output can be white labelled with an adviser firm's logo. Speak to Client Services or your Regional Sales Manager and supply a logo to be added.

Can training be provided?

Whilst Report Zone is highly intuitive and easy to use we can provide training and support via the Client Services team.