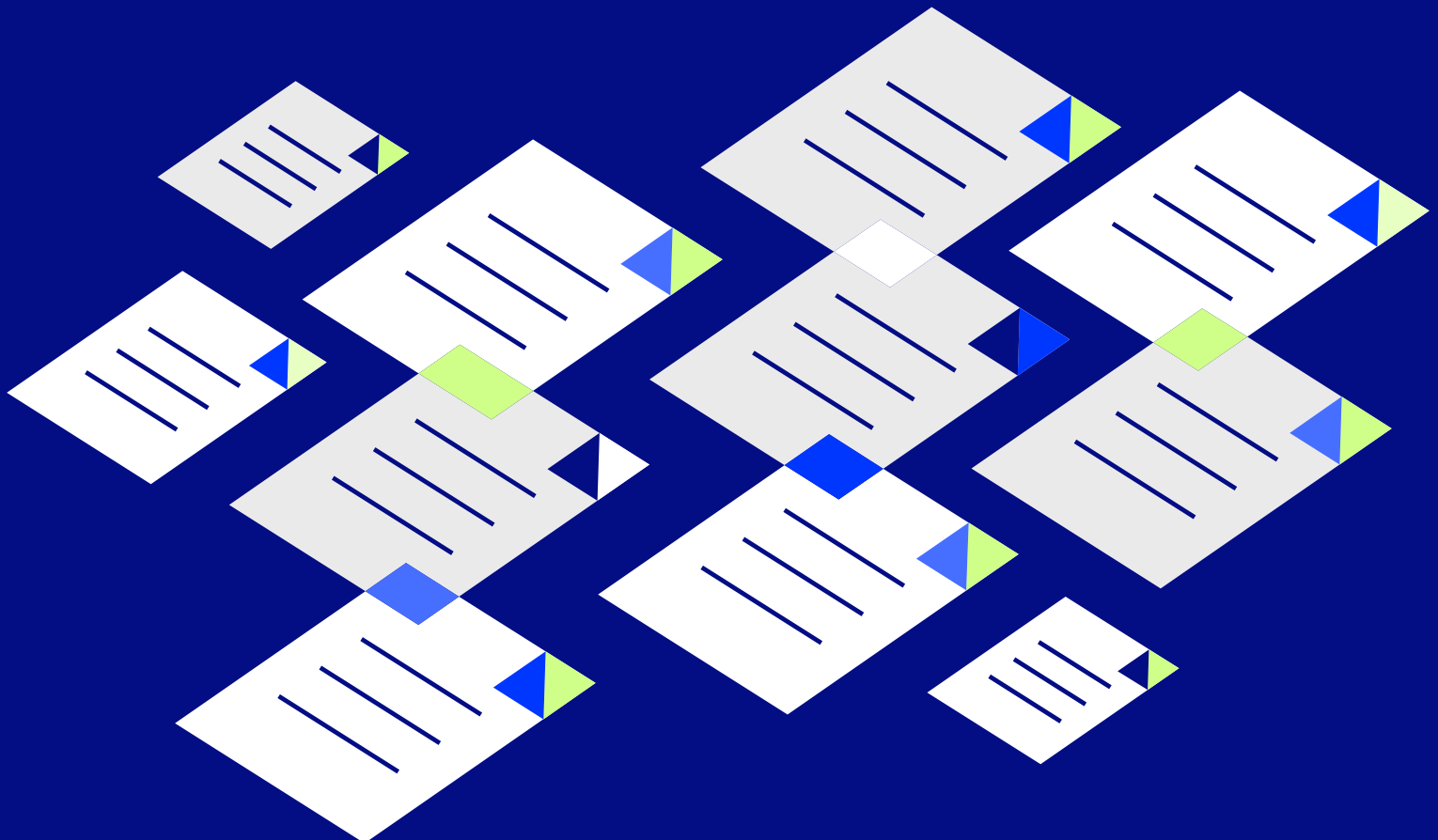


# Portfolio Reporting Service Adviser Guide

*February 2024*



# All in one portfolio reporting service for clients' investments

AUSIEX is proud to offer an all-in-one Portfolio Reporting Service which provides advisers with timely, comprehensive, and cost-effective Performance and Tax Reporting for your clients' sponsored investment portfolios.

Portfolio Reporting Service is part of the wider AUSIEX suite of portfolio administration

services, with our expert team administering more than \$14 billion in assets to over 60,000 clients across Australia.

This service was built with the key intention to save you time and minimise the administration burden of maintaining client equity portfolios.

## How we can help your business



### Capital Gains Tax Optimisation

The reporting service enables advisers to track and optimise CGT, with the tax calculations accounting for all corporate activity and distributions that impact the cost base. Advisers can select a Disposal Allocation Method (FIFO, Minimise – Defer Gains, Maximise – Accelerate Gains) for each portfolio to achieve the client's objectives.



### Holdings and Transaction Summaries

Holding and transaction summaries which include a consolidated list of all your clients' executed trades with AUSIEX. Each trade is itemised and grouped by stock code, making it easier for you to work out your clients' capital gains, capital losses and transaction costs.



### Annual Tax Reports

Tax Reports detailing all investment related transactions including breakdowns and allocations of complex tax distributions from listed trusts will be available in tranches after the financial year ends, once all the relevant information on the securities held in a portfolio is made available.



### Cash and Holdings Reconciliation

We reconcile cash, holdings and transactions, and update all data relating to a client's investments daily. We ensure that advisers and their clients always have access to the most up-to-date information about their investments, significantly adding to your client value proposition.



### Online Tax and Performance Reporting

Advisers can access comprehensive and accurate investment performance, corporate actions and tax reporting through a central Adviser Portal. There is an extensive range of customisable reports available on demand, together with fully reconciled monthly, quarterly and annual tax reports to share with your clients.



### Corporate Action Monitoring

Our team actively monitors a variety of sources for upcoming Corporate Actions. Following the dispatch of units and/or cash, a full reconciliation is performed, and tax parcels and cost bases are updated in line with the appropriate tax treatment.



### Quality Assurance Checks

All published reports undergo extensive quality assurance checks.



### Training and more

Our Portfolio Reporting team is experienced in all aspects of portfolio administration. In addition to advisers' dedicated AUSIEX Relationship Manager or Business Development Manager, the team are available to assist advisers and their support staff with efficient training, resources and tools to understand the key functionalities available to advisers through our platform, and to answer any questions.

# Reporting

The following Performance and Tax reports will be made available to advisers and clients on a Monthly/Quarterly/Annual basis:

Report	Classification
Portfolio Valuation	Valuation Report
Investment Summary	Valuation Report
Tax Summary*	Tax and Accounting
Taxation Income*	Tax and Accounting
Realised CGT	Tax and Accounting
Unrealised CGT	Tax and Accounting
Expenses	Tax and Accounting
Portfolio Performance	Performance
Asset Allocation	Performance
Investment Movements Summary	Performance
Infographic Portfolio Summary	Performance
Income by Ex-Date	Performance
Transaction History	Transaction
Cash Transactions	Transaction

*\*Only available after the End of Financial Year (EOFY)*

## Pricing

The pricing for our Standard Reporting Package is \$480 per annum, per portfolio (+GST).

Fees are invoiced monthly to AFS Licensees in arrears. Invoices are sent to AFS Licensees on the first working day of the month for the previous month's fees with each portfolio charged \$40 for the month, irrespective of the number of days the service was active in the month.

Should an AFS Licensee want to use the AUSIEX Portfolio Reporting Service for portfolios with

assets or providers not currently supported by the Standard Reporting Package, our team will review their requirements and suggest a customised solution and pricing schedule to the AFS Licensee.



# Standard Reporting Inclusions

As part of our Standard Reporting Service, we provide performance and tax reporting for the following assets:

- > Cash held in a Macquarie Cash Management Account
- > Any assets held in your AUSIEX Trading Account except for Exchange Traded Options (ETOs)
- > Cash held in At Call Accounts and Term Deposits with Australian Money Market.

The service includes investment portfolio setup, data feed establishment and user access.



## How to get started

The following information is required when submitting an application:

- 1. Adviser's Macquarie ESI Code and Password**
  - > The required ESI Code and Password is for the adviser linked to the CMA in Macquarie's systems, which can be different to the adviser linked to the portfolio on the AUSIEX Portfolio Reporting Service.
  - > Macquarie's ESI Code and Password are generated via the Macquarie Adviser Online portal (<https://help.macquarie.com/adviser/s/article/How-do-I-retrieve-a-new-ESI-access-code>).
  - > These credentials only need to be provided for the first Macquarie CMA for that "Macquarie" adviser.
  - > As per Macquarie's rule, these credentials need to be renewed annually via the Macquarie Adviser Online portal. Once renewed, the adviser must provide their updated ESI code and password to AUSIEX via email (copy and paste of the codes, no screen shots).
  - > The Macquarie ESI Code and Password are the same credentials used in several other systems such as XPlan.
- 2. Your Client's AUSIEX trading account number.**
- 3. Your Client's Macquarie Cash Management Account (CMA) details** (Name, BSB and Account Number).
- 4. An Asset Schedule in Microsoft Excel format.** The schedule should include the following information about each tax parcel within each holding.
  - > ASX Code;
  - > Number of Units;
  - > Cost base;
  - > Cost base date;
  - > Dividend Reinvestment Plan currently in place – Y/N.
- 5. Tax Parcel Disposal Method:**
  - > Minimise – defer gains;
  - > Maximise – accelerate gains; or
  - > First in – first out.
- 6. Reporting preference:**
  - > Monthly Reporting & Annual Tax Reporting;
  - > Quarterly Reporting & Annual Tax Reporting; or
  - > Annual Tax Reporting Only.
- 7. Client's Residency Status and (if applicable) Residency Withholding Tax percentage.**
- 8. Australian Money Market Facility ID (if applicable).**

**AUSIEX**  
an NRI company

📞 1800 252 351  
✉ [service@ausiex.com.au](mailto:service@ausiex.com.au)  
🌐 [ausiex.com.au](http://ausiex.com.au)

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