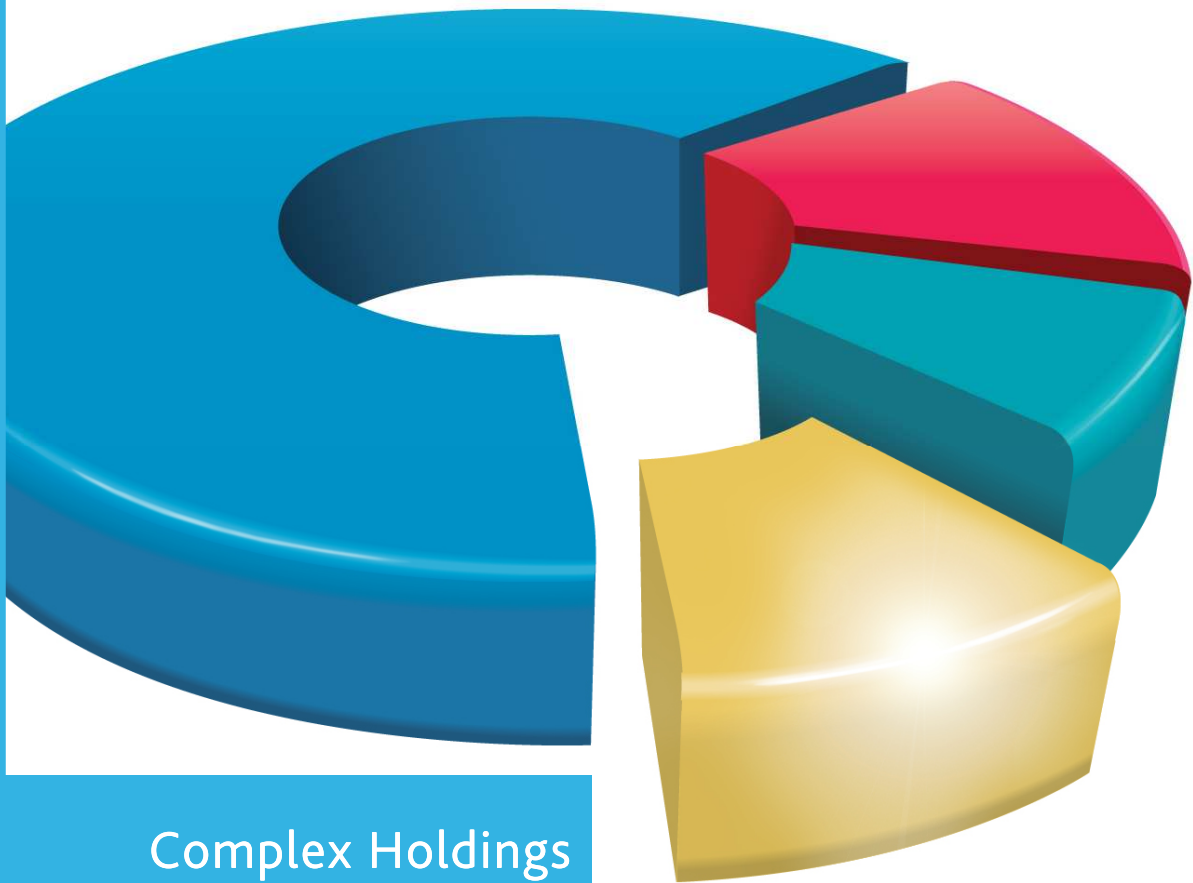


Client Care Desktop v4.1



Complex Holdings
Sipps, SASSs, Wraps

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1 Adding a new SIPP

This section will take you through adding a new SIPP to Client Care Desktop (CCD), as well as recording the initial contribution.

The 'Product' page of a SIPP record has not changed and should be completed in the normal way:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Clients **Holdings** **Product**

Holdings **Product** **Allocation**

Overview
Product
Contributions
Details
Administration
Tasks
Commission
Submission

Work (3)

Documents

Calculators

Reports

Quit

Application status: In force
Contract holder: Clift, G H
Contract reason / objective: Provision for retirement
Scheme:
Provider: James Hay Limited
Personal / Occupational: Personal
Product basis: Retirement
Product category: Self Invested Personal Pension
Product: Full
Product display name for reports*: Self Invested Personal Pension
Is this plan a trustee investment?:
Contract number: 8765987654
Application dated: 01/04/2010
Application received: 01/04/2010
Effective date: 05/04/2010
Next contract review date:
Reason:
Add note
Change
More
Notes

* The Product display name appears on client and management reports and can be overwritten.

1.1 Adding the Initial Contribution (if money)

Any contribution or asset that is being transferred into a SIPP must come through the 'Trustee Account', which will automatically get set up when the initial contribution is added.

To add the initial contribution or asset to a SIPP, select the '+Add Contribution' button and complete the following screens:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Clients > Holdings > Self Invested Personal Pension > Contributions

Holdings

Trustee account Bank accounts Directly held Contracts

Overview
Product
Contributions
Details
Administration
Tasks
Commission
Submission

Work (3)

Documents

Calculators

Reports

Use the 'Add Contribution' button for all monies being added into the SIPP.

+ Add Contribution

Allocate Contribution

Schedule of contributions to date Balance of regular contributions

Schedule of contributions tax year beginning 2010 Balance of single contributions

Balance of total contributions Adjust

Quit

New Trustee account details

Application status:

Provider: James Hay Limited ☐

Date account opened:

Sort Code / Account Number:

Interest Rate:

Current Balance / Date:

Signatories:

Bank account notes:

Initial Contribution Details

Status:

Contribution Source:

Event: Initial

Effective date:

Contribution / Frequency:

Contribution notes:

Trustee account

Current balance:

Update balance to:

◀ Cancel ▶ Add Contribution

This section sets up the Trustee Account.

This section adds the contribution into the Trustee Account.

New Trustee account details

Application status: In force

Provider: James Hay Limited ☐

Date account opened: 05/04/2010

Sort Code / Account Number:

Interest Rate:

Current Balance / Date: 100,000.00 05/04/2010

Signatories: Miss Clift & Mr Rowan

Bank account notes:

Initial Contribution Details

Status: In force

Contribution Source: Personal

Event: Initial

Effective date: 05/04/2010

Contribution / Frequency: 100,000.00 S

Contribution notes:

Trustee account

Current balance: 100,000.00

Update balance to: 100,000.00 ▶ Auto fill £100,000.00

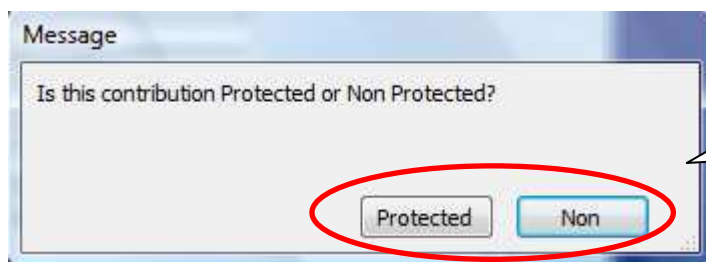
◀ Cancel ▶ Add Contribution

Use 'Contribution notes' box to record relevant information.

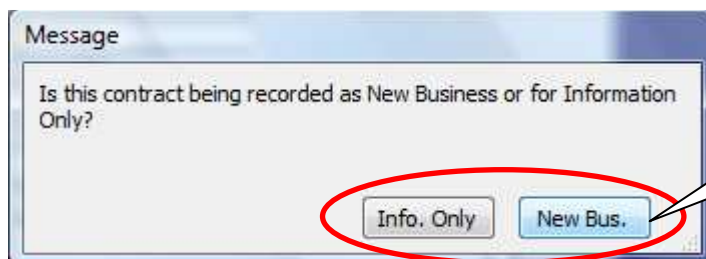
Use 'Insert from above' to pre-populate the 'Initial Contribution'

Once initial contribution and relevant information are input click on 'Add Contribution'

The following series of pop up boxes will then appear:



Select the appropriate option. This can be changed if an error is made.



Select the appropriate option for the Trustee Account.

Once the above boxes have been completed, the system will go to the 'Trustee Account' > 'Product' screens:

1.2 Adding an Initial Contribution (In-Specie Asset)

As some assets can be transferred directly into a SIPP, via the In-Specie method, CCD can accommodate these transfers. Once again, they must come into the SIPP through the Trustee Account, via the 'Contribution' screen. To complete this, use the '+Add Contribution' button on the 'Contribution' screen and complete the following screen (as the Trustee Account is already set, only the contribution details of the In-specie transfer need to be recorded):

The following pop up boxes will then appear:

Message

Is this contribution Protected or Non Protected?

Protected Non

Select the appropriate option. This can be changed if an error is made.

Message

Is this contract being recorded as New Business or for Information Only?

Info. Only New Bus.

Select the appropriate option for the Transfer.

On the 'Contributions' screen in the SIPP the In-Specie transfer will be displayed:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Clients > Holdings > Self Invested Personal Pension > Contributions

Trustee account Bank accounts Directly held Contracts

| Date | Event | Source | Destination | Contribution | Freq | Notes |
|----------|---------|--------------|----------------------|--------------|------|--------------|
| 06/04/10 | Initial | Transfer In- | Trustee Bank Account | 150,000.00 | \$ | [Notes icon] |
| 05/04/10 | Initial | Personal | Trustee Bank Account | 100,000.00 | \$ | [Notes icon] |

Balance of regular contributions 0.00

Balance of single contributions 250,000.00

Balance of total contributions 250,000.00 Adjust

If any amendments are needed to this contribution, click onto the 'Notes' icon.

2 Setting up the Trustee Account

The section above has explained how to set up the basic details for the Trustee Account, as well as confirming the initial contribution into the SIPP.

When the initial contribution is added, CCD will navigate to the 'Product' screens for the Trustee Account so that it can be set up in full. If the Trustee Account was not completed in full at that stage it can be accessed at a later stage. This is done from the 'Details' screen of the SIPP and in the 'Assets' tab:

The screenshot displays the CAPITA Financial Software interface. The top header shows 'CAPITA FINANCIAL SOFTWARE' and 'Holdings records'. The breadcrumb trail indicates the path: 'Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654'. The left sidebar contains various navigation options, with 'Details' highlighted. The main content area shows the 'Assets' tab selected, with a 'Bank account' sub-tab. A callout box points to the 'Switch to full record' button, with the text: 'Use this button to switch to the full Trustee Account holding record.'

The following screen for the full Trustee Account holding will be displayed:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > James Hay Limited > Trustee bank account > 23232323

Clients > Holdings > Product

Product Allocation

Application status: In force

Contract holder: Clift, G H

Contract reason / objective: Provision for retirement

Scheme:

Provider: James Hay Limited

Personal / Occupational: Personal

Product basis: Retirement

Product category: Trustee bank account

Product: Deposit account

Product display name for reports*: Trustee bank account

Is this plan a trustee investment?:

Trustee Bank Account Account Number: 23232323

Application dated:

Application received:

Effective date: 05/04/2010

Next contract review date:

Reason:

Switch to full SIPP

On the main menu screens of this holding, there will be a link back to the SIPP record.

Now that the full Trustee Account is displayed, complete the relevant screens as normal:

Gemma Clift > James Hay Limited > Trustee bank account > 23232323

Clients > Holdings > Administration

Administration Cessation

Administration Case source Contract No.

New Business: Yes

Action: Initial

Status: In force

Business source: Client referral

Current position (outstanding action): Awaiting acknowledgement

Proposal to Client:

Application received: 31/03/2010

Application dated: 31/03/2010

Submitted date: 31/03/2010

Intended effective date:

Service manager for this case:

Switch to full SIPP

New business record complete: 09/04/2010

Complete admin. checklist

If further new money needs to be added to the Trustee Account use the same method as explained earlier by selecting 'Add Contribution' from the 'Contributions' screen within the SIPP.

3 Allocating Contributions

Once there is money in the Trustee Account it can be allocated to various assets within the SIPP. For SIPP reports to display correctly money must come into and out of the Trustee Account. This would need to happen whether cash or an In-specie transfer is entered into the SIPP.

3.1 New Holdings (assets)

This section deals with allocating money to new Holdings (assets) within the SIPP. Later in the guide it will look at allocating money to existing Holdings (assets) within the SIPP.

CAPITA FINANCIAL SOFTWARE Holdings records

Gemma Clift > Aegon Scottish Equitable > Self Invested Personal Pension > 53455456

Clients > Holdings > Self Invested Personal Pension > Contributions

Trustee Bank Account | Bank Accounts | Directly Held | Contracts

| Date | Event | Source | Destination | Contribution | Freq |
|------------|----------|--------------|----------------------|--------------|------|
| 04/08/2009 | Transfer | Transfer In- | Trustee Bank Account | 100,000.00 | S |

Current regular contributions to date: 0.00
 Current single contributions to date: 100,000.00
 Total contributions to date: 100,000.00

Create a schedule of contributions made to date
 Create a schedule of contributions for tax year beginning 2006

Allocate Contribution

To purchase assets within the SIPP, use this button.

There are a series of screens and pop ups which need to be completed:

Allocate to existing?

Allocate to an existing or to a new holding?

Cancel **New** Existing

Select that this is a 'New' Holding (within the SIPP).

Holding type

Please select which type of holding you would like to create

Bank Acct Directly Held Contract

Confirm which type of Holding (asset) needs to be created.

The following sections will look at setting up each of the new Holdings in turn, within the SIPP.

3.1.1 Setting up a new Bank Account

The following screen will show the fields that need to be completed when setting up a new Bank Account:

New bank account details

Application status: In force
 Provider: Lloyds TSB Bank
 Date account opened: 08/04/2010
 Sort Code / Account Number: 302841 00998877
 Account Type / Interest Rate: Current Account 1.50%
 Current Balance / Date: 15,000.00 08/04/2010
 Signatories: Miss Clift
 Bank account notes:

Initial Contribution Details

Status: In force
 Event: Initial
 Effective date: 08/04/2010
 Contribution / Frequency: 15,000.00 S } Insert from above
 Contribution notes:

Trustee account

Current balance: 250,000.00
 Update balance to: 235,000.00 Auto fill £235,000.00
 Cancel Add Contribution

Message

Is this contract being recorded as New Business or for Information Only?

Info. Only New Bus.

Callouts:

- This section is setting up the new Bank Account.
- This section is also recording the information as a decrement in the Trustee Account on the SIPP.
- Select 'Auto fill' if you wish to update the balance of the Trustee Account.
- Once completed, select 'Add Contribution'.
- Select as appropriate.

The system will now go to the Bank Account 'Product' screens:

CAPITA FINANCIAL SOFTWARE Holdings records

Gemma Clift > Lloyds TSB Bank > Bank current account > 00998877

Switch to full SIPP

Product

Application status: In force

Contract holder: Clift, G H

Contract reason / objective: Provision for retirement

Scheme:

Provider: Lloyds TSB Bank

Personal / Occupational: Personal

Product basis: Other

Product category: Bank account

Product: Current Account

Product display name for reports*: Bank current account

Is this plan a trustee investment?:

Bank Account Number: 00998877

Application dated:

Application received:

Effective date: 08/04/2010

Next contract review date:

Reason:

Within the SIPP 'Contributions' screen the decrement to the Bank Account will be displayed:

CAPITA FINANCIAL SOFTWARE Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Trustee account

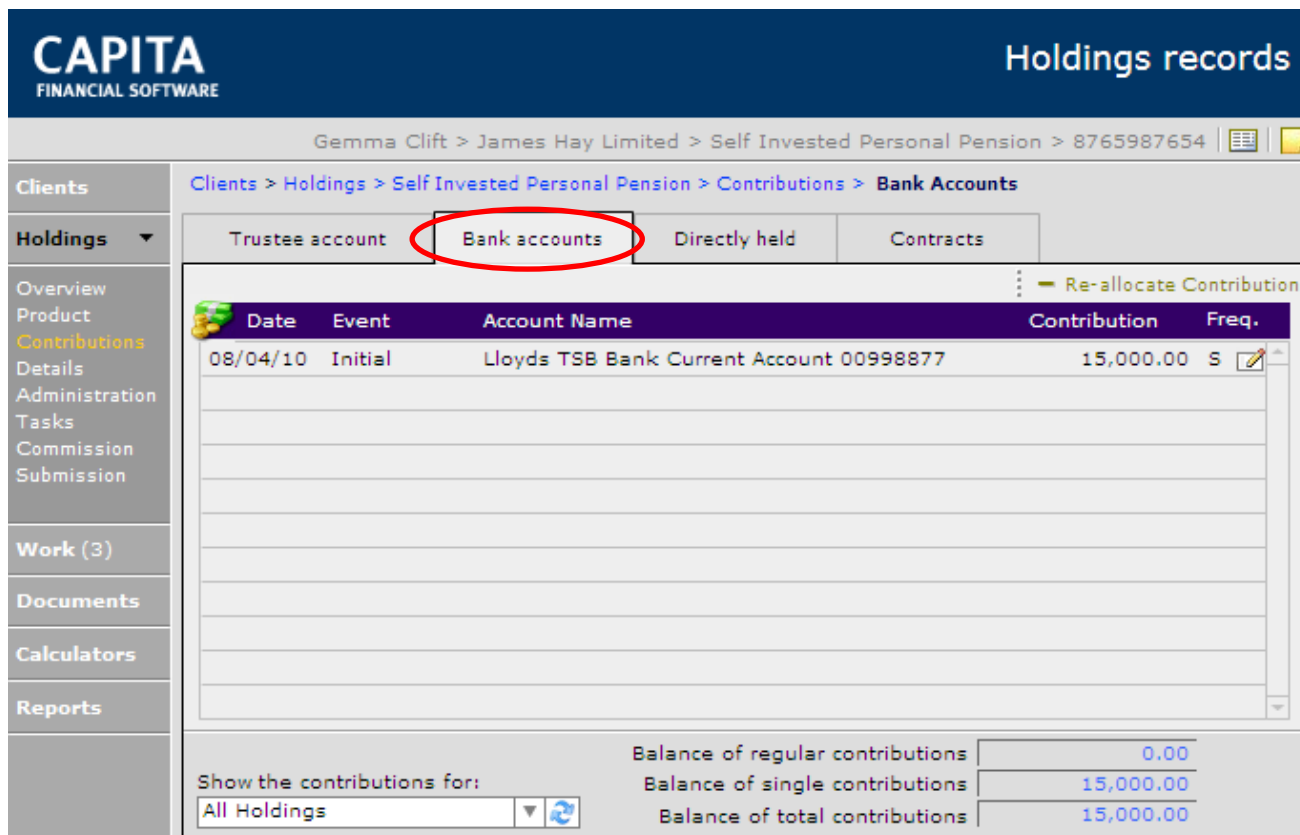
| Date | Event | Source | Destination | Contribution | Freq. |
|----------|-----------|--------------|-------------------------|--------------|-------|
| 08/04/10 | Decrement | | Lloyds TSB Bank Current | -15,000.00 | S |
| 06/04/10 | Initial | Transfer In- | Trustee Bank Account | 150,000.00 | S |
| 05/04/10 | Initial | Personal | Trustee Bank Account | 100,000.00 | S |

Schedule of contributions to date

| Balance of regular contributions | Balance of single contributions | Balance of total contributions |
|----------------------------------|---------------------------------|--------------------------------|
| 0.00 | 235,000.00 | 235,000.00 |

tax year beginning 2010

There will also be a record of this contribution in the 'Bank Account' tab within the 'Contributions' screen:



CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Clients > Holdings > Self Invested Personal Pension > Contributions > Bank Accounts

Trustee account **Bank accounts** Directly held Contracts

| Date | Event | Account Name | Contribution | Freq. |
|----------|---------|--|--------------|-------|
| 08/04/10 | Initial | Lloyds TSB Bank Current Account 00998877 | 15,000.00 | S |


Re-allocate Contribution

Balance of regular contributions: 0.00
 Balance of single contributions: 15,000.00
 Balance of total contributions: 15,000.00

3.1.2 Setting up a new Directly Held Asset

Please refer to page 10 of this guide for details on starting the process for allocating money from the Trustee Account.

This section will explain how to set up a new Directly Held Asset within the SIPP:



Holding type

Please select which type of holding you would like to create

Bank Acct **Directly Held** Contract

Select 'Directly Held'

The following screen is then displayed:

| | |
|--------------------------|-------------|
| Status | In force |
| Event | Decrement |
| Effective date | 07/04/2010 |
| Contribution / Frequency | 25,000.00 S |
| Contribution notes | |

| | |
|------------------------|------------|
| Trustee account | |
| Current balance | 235,000.00 |
| Update balance to | 210,000.00 |

This section is also recording the information as a decrement in the Trustee Account.

Select 'Auto fill' if you wish to update the balance of the Trustee Account.

Select 'Proceed to select asset' to continue.

Message

Is this asset being recorded as New Business or for Information Only?

Select as appropriate.

CAPITA
FINANCIAL SOFTWARE

Holdings records

Clients > Holdings > Details > Assets > Position > Select asset

Position

Asset selected:

| Collectives | Equities | Fixed interest | Other |
|-------------|------------|----------------|---------------|
| Asset | Asset type | Date | Current price |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

[Show funds for Aegon Scottish](#)
[Click here to filter by fund type](#)

Quit

Select the relevant asset and the number of units, as normal.

Navigate back to the 'Contributions' screen:

Clients > Holdings > Self Invested Personal Pension > Contributions

| Trustee account | | Bank accounts | | Directly held | | Contracts | |
|--|-----------|---------------|-------------------------|----------------------------------|-------|--------------------|--|
| <div style="text-align: right;"> + Add Contribution </div> | | | | | | | |
| Date | Event | Source | Destination | Contribution | Freq. | | |
| 08/04/10 | Decrement | | Lloyds TSB Bank Current | -15,000.00 | S | | |
| 07/04/10 | Decrement | | Egypt Trust Shares | -25,000.00 | S | | |
| 06/04/10 | Initial | Transfer In- | Trustee Bank Account | 150,000.00 | S | | |
| 05/04/10 | Initial | Personal | Trustee Bank Account | 50,000.00 | S | | |
| <div style="text-align: right;"> - Allocate Contribution </div> | | | | | | | |
| Schedule of contributions to date | | | | Balance of regular contributions | | 0.00 | |
| Schedule of contributions tax year beginning 2010 | | | | Balance of single contributions | | 210,000.00 | |
| | | | | Balance of total contributions | | 210,000.00 Adjust | |

This screen shows which Directly Held asset the money has been spent on.

3.1.3 Allocating to a new Contract

Once again this section will start at the same point as the previous section. Please refer to page 10 of this manual for guidance on starting the process for allocating money from the Trustee Account.

Holding type

Please select which type of holding you would like to create

Select 'Contract'.

New contract details

Application status: In force

Effective date: 09/04/2010

Provider: Standard Life

Personal / Occupational: Personal

Product basis: Retirement

Product category: Trustee Investment Plan

Product: Trustee Investment Plan

Contract Notes:

Initial Contribution details

Status: In force

Event: Initial

Effective date: 09/04/2010

Contribution / Frequency: 25,000.00 S

Contribution notes:

Trustee account

Current balance: 210,000.00

Update balance to: 185,000.00

Auto fill £185,000.00

Cancel

Add Contribution

This section will set up the basic details for the Contract.

This section is also recording the information as a decrement in the Trustee Account.

Select 'Auto fill' if you wish to update the balance of the Trustee Account.

Select 'Add Contribution' to continue.

Message

Is this contract being recorded as New Business or for Information Only?

Info. Only

New Bus.

Select as appropriate.

You will be taken to the 'Product' screens for the new contract that has been added. The Holding can be completed in the normal way.

The 'Contributions' screen within the SIPP will display the decrements from the Trustee Account:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Clients > Holdings > Self Invested Personal Pension > Contributions

Holdings ▾ **Trustee account** Bank accounts Directly held Contracts

Overview
Product
Contributions
Details
Administration
Tasks
Commission
Submission

Work (3)
Documents
Calculators
Reports

+ Add Contribution

| Date | Event | Source | Destination | Contribution | Freq. |
|----------|-----------|--------------|-------------------------|--------------|-------|
| 09/04/10 | Decrement | | Standard Life Trustee | -25,000.00 | S |
| 08/04/10 | Decrement | | Lloyds TSB Bank Current | -15,000.00 | S |
| 07/04/10 | Decrement | | Egypt Trust Shares | -25,000.00 | S |
| 06/04/10 | Initial | Transfer In- | Trustee Bank Account | 150,000.00 | S |
| 05/04/10 | Initial | Personal | Trustee Bank Account | 100,000.00 | S |

Allocate Contribution

Schedule of contributions to date Balance of regular contributions 0.00

Schedule of contributions tax year beginning 2010 Balance of single contributions 185,000.00

Balance of total contributions 185,000.00 Adjust

The 'Contracts' tab will detail the initial contribution into the new Contract (Holding):

Clients > Holdings > Self Invested Personal Pension > Contributions > Contracts

Trustee account Bank accounts Directly held **Contracts**

| Date | Provider | Contract type | Contract no. | Contribution | Freq. |
|----------|---------------|--------------------|--------------|--------------|-------|
| 09/04/10 | Standard Life | Trustee Investment | | 25,000.00 | S |

Show the contributions for: All Holdings

Balance of regular contributions 0.00

Balance of single contributions 25,000.00

Balance of total contributions 25,000.00

4 Updating new Bank Accounts, Directly Held Assets and Contracts

Once a new Holding has been set up within the SIPP there will be details that need to be updated. This is done within the 'Details' screen and 'Assets' tab in the SIPP:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987634

Clients > Holdings > Details > Assets > Bank account

Contract details Assets Income Analysis

Bank accounts Directly held Contracts SIPP reports

Trustee account Bank accounts

Application status In force

Provider James Hay Limited

Date account opened 05/04/2010

Sort code / Account number 23232323

Account type / Interest rate Deposit account

Current balance / Date valued 165,000.00 09/04/2010

Signatories Miss Clift & Mr Rowan

Notes

Switch to full record

Value of all bank accounts 180,000.00

Each of the Holdings added within the SIPP can be accessed from the tabs displayed above. However, this guide will only look at one of these, as each of them is completed in the same way as a standard holding.

To access the individual Holding record from the 'Details' screen, go to 'Assets' > 'Contracts':

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Clients > Holdings > Details > Assets > Contracts

Contract details | Assets | Income | Analysis

Bank accounts | Directly held | Contracts | SIPP reports

| Provider | Contract type | Contract no. | Effective | Value |
|---------------|-------------------------|--------------|------------|-----------|
| Standard Life | Trustee Investment Plan | 8765445TIP | 09/04/2010 | 24,622.67 |

View archived contracts

Total value of contract based assets: 24,622.67
Total borrowing recorded: 0.00

Clients > Holdings > Product

Product | Allocation

Switch to full SIPP

Add note

Application status: Proposed

Contract holder: Clift, G H

Contract reason / objective: Provision for retirement

Scheme: Standard Life

Personal / Occupational: Personal

Product basis: Retirement

Product category: Trustee Investment Plan

Product: Trustee Investment Plan

Product display name for reports*: Trustee Investment Plan

Is this plan a trustee investment?

Contract number: 8765445TIP

Application date: 01/04/2010

Application received

Effective date

Next contract review date: Reason

* The Product display name appears on client and management reports and can be overwritten.

Clients > Holdings > Administration Switch to full SIPP

Administration Cessation

Administration Case source Contract No.

| | |
|---------------------------------------|--------------------------|
| New Business | Yes |
| Action | Initial |
| Status | Proposed |
| Business source | |
| Current position (outstanding action) | Awaiting acknowledgement |
| Proposal to Client | <input type="text"/> n/a |
| Application received | <input type="text"/> n/a |
| Application dated | 03/04/2010 |
| Submitted date | <input type="text"/> n/a |
| Intended effective date | |
| Service manager for this case | |

New business record complete Complete admin. checklist

As with a standard new piece of business, complete all red fields.

Once the 'Administration', 'Tasks', 'Commission' and 'Submission' screens have been completed in the 'Holding' record they will be displayed in the SIPP record.

5 Adding Contributions to an Existing Holding

Once the Holdings have been set up within the SIPP, it is possible to add further contributions to each of them when required.

5.1 Adding to a existing Contract

To add additional contributions to an existing Directly Held asset, use the 'Allocate contribution' button in the Trustee Account 'Contributions' screen:

CAPITA FINANCIAL SOFTWARE Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Clients > Holdings > Self Invested Personal Pension > Contributions

Trustee account | Bank accounts | Directly held | Contracts

| Date | Event | Source | Destination | Contribution |
|----------|-----------|-------------|-------------------------|--------------|
| 09/04/10 | Decrement | | Standard Life Trustee | -25,000.00 |
| 08/04/10 | Decrement | | Lloyds TSB Bank Current | -15,000.00 |
| 07/04/10 | Decrement | | Egypt Trust Shares | -25,000.00 |
| 06/04/10 | Initial | Transfer In | Trustee Bank Account | 150,000.00 |
| 05/04/10 | Initial | Personal | Trustee Bank Account | 100,000.00 |

Use the 'Allocate Contribution' button.

Allocate Contribution

Schedule of contributions to date
Schedule of contributions tax year beginning 2010

Balance of regular contributions: 0.00
Balance of single contributions: 185,000.00
Balance of total contributions: 185,000.00 Adjust

Allocate to existing?

Allocate to an existing or to a new holding?

Cancel New Existing

Select 'Existing'.

| | |
|--------------------------|---------------|
| Status | In force |
| Destination Type | Bank Account |
| Destination holding | Directly Held |
| Event | Contract |
| Effective date | |
| Contribution / Frequency | |
| Contribution notes | |

| | |
|-----------------------------------|----------------------------------|
| Current trustee account balance | 70,000.00 |
| Update trustee account balance to | 70,000.00 ◀ Auto fill £70,000.00 |

◀ Cancel ▶ Add Contribution and update trustee account balance

Select which type of Asset will be having an increment added to it.

| | |
|--------------------------|--|
| Status | In force |
| Destination Type | Contract |
| Destination holding | |
| Event | Aegon Scottish Equitable Trustee Investment Plan |
| Effective date | |
| Contribution / Frequency | |
| Contribution notes | |

| | |
|-----------------------------------|----------------------------------|
| Current trustee account balance | 70,000.00 |
| Update trustee account balance to | 70,000.00 ◀ Auto fill £70,000.00 |

◀ Cancel ▶ Add Contribution and update trustee account balance

Select the existing Holding to which the increment is being applied.

| | |
|--------------------------|----------------------------------|
| Status | In force |
| Destination Type | Contract |
| Destination holding | Aegon Scottish Equitable Trustee |
| Event | Increment |
| Effective date | 04/08/2009 |
| Contribution / Frequency | 10,000.00 S |
| Contribution notes | |

| | |
|-----------------------------------|----------------------------------|
| Current trustee account balance | 70,000.00 |
| Update trustee account balance to | 70,000.00 ◀ Auto fill £60,000.00 |

◀ Cancel ▶ Add Contribution and update trustee account balance

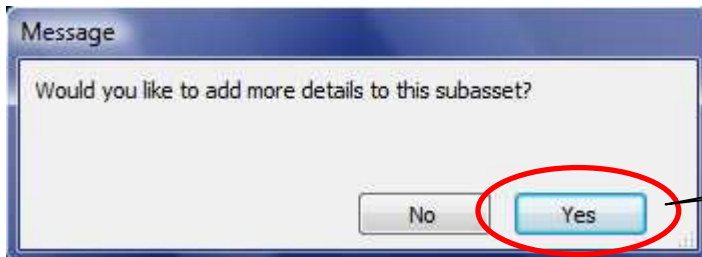
Complete the details of the increment and select 'Auto fill' to update the balance of the Trustee Account.

Message

Is this contract being recorded as New Business or for Information Only?

Info. Only New Bus.

Select as appropriate.



If more assets need to be added, select 'Yes'.

The following screen will then be displayed:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > Aegon Scottish Equitable > Trustee Investment Plan >

Clients Clients > Holdings > Details

Holdings Contract details Assets Withdrawals Analysis

Details Notes

Self employed / employed
Does this plan have premium waiver cover?
Return on death before retirement
Insured lump sum
In trust / beneficiaries nominated?
Selected retirement date
Commission administrator
Is a GAR applicable?
Spouse Pension - % of Salary

Valuations

Valuation data
Date of current valuation
Next scheduled valuation
Electronic valuation available

Switch to full SIPP record

View trustees / beneficiaries
Auto fill To age
GAR Rate (if applic.)
View Notes
Valuation and reports
Update Values Now

* Do you wish to record summary values or maintain a transaction history?

Further details can be added to the Holding record. Return to the SIPP by selecting **Switch to full SIPP record** at the top of the screen.

5.2 Adding to an existing Directly Held asset

To add additional contributions to an existing Directly Held asset, use the 'Allocate contribution' button in the Trustee Account 'Contributions' screen (as seen above).

The following message will be displayed:

Allocate to existing?

Allocate to an existing or to a new holding?

Cancel New Existing

Select 'Existing'.

Status: In force

Destination Type: Directly Held

Destination holding: 40094CORE-00000012

Event: Egypt Trust Shares

Effective date:

Contribution / Frequency:

Contribution notes:

Trustee account

Current balance: 185,000.00

Update balance to: 170,000.00

Auto fill £185,000.00

Cancel Add Contribution and update trustee Account balance

Select which type of Asset will be having an increment added to it.

Status: In force

Destination Type: Directly Held

Destination holding: Egypt Trust Shares

Event: Increment

Effective date: 09/04/2010

Contribution / Frequency: 15,000.00 S

Contribution notes:

Trustee account

Current balance: 185,000.00

Update balance to: 170,000.00

Auto fill £170,000.00

Cancel Add Contribution and update trustee Account balance

Complete the screen and select 'Auto fill' to update the Trustee Account balance.

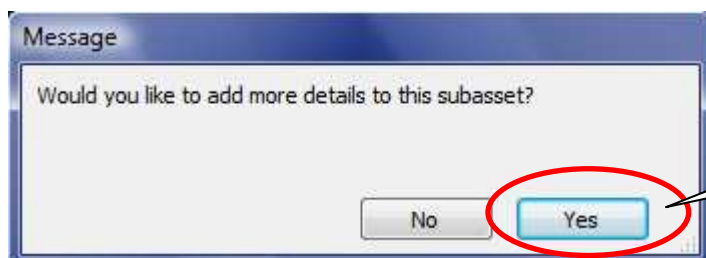
Select 'Add Contribution and update trustee account balance' to update the SIPP.

Message

Is this contract being recorded as New Business or for Information Only?

Info. Only New Bus.

Select as appropriate.



To update the fund information, select 'Yes'.

The following screen will be displayed:

Gemma Clift

Clients Clients > Holdings > Details > Assets > Position

Holdings ▾ Position Select asset

Asset selected: **Egypt Trust Shares**

| | |
|---|---------------|
| Current number of units / unit type | 1000 |
| Units current date | 09/04/2010 |
| Original investment / Date of investment | 25,000.00 |
| Sector | Equity - MENA |
| Asset type | Collective |
| Type of holding to which this asset belongs | Retirement |
| Current Mid price (USD) | 31.87 |
| Price date | 26/03/2010 |
| Current value of position in Egypt Trust Shares (USD) | 31,870.00 |
| Exchange rate (as at 05/03/10) | 1.51 |
| Current value of position in Egypt Trust Shares (£) | 21,115.05 |
| Total current value of holding | 21,115.05 |
| Exposure of holding to this asset | 100 % |
| Return since date of investment | -0.01% |

► Update current price details

Position Allocation Asset breakdown Notes / Factsheet Historic

Amend the number of units that this 'Directly Held' asset now has.

5.3 Adding to an existing Bank Account

To add additional contributions to an existing Bank Account, use the 'Allocate contribution' button in the Trustee Account 'Contributions' screen (as seen above). The following message will be displayed:

Allocate to existing?

Allocate to an existing or to a new holding?

Buttons: Cancel, New, **Existing**

Callout: Select 'Existing'.

Allocate to existing?

Status: In force

Destination Type: Bank Account

Destination holding: Lloyds TSB Bank Current Account 009988771

Event: **Increment**

Effective date: 09/04/2010

Contribution / Frequency: 10,000.00 S

Contribution notes:

Trustee account

Current balance: 170,000.00

Update balance to: 170,000.00 ◀ Auto fill £170,000.00

Buttons: ◀ Cancel ▶ Add Contribution and update trustee Account balance

Callout: Select which type of asset will be having an increment added to it.

Allocate to existing?

Status: In force

Destination Type: Bank Account

Destination holding: Lloyds TSB Bank Current Account

Event: Increment

Effective date: 09/04/2010

Contribution / Frequency: 10,000.00 S

Contribution notes:

Trustee account

Current balance: 170,000.00

Update balance to: 160,000.00 ◀ Auto fill £160,000.00

Buttons: ◀ Cancel ▶ Add Contribution and update trustee Account balance

Callout: Complete this page.

Callout: Select 'Auto Fill' to update the Trustee Account balance.

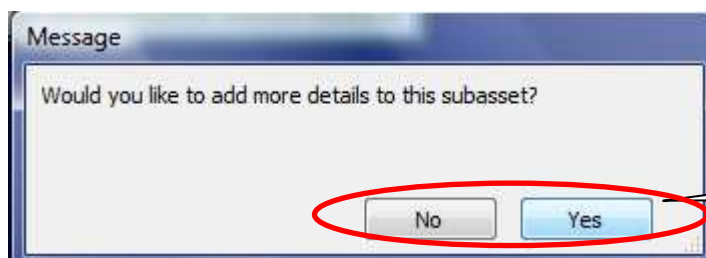
Callout: Select 'Add Contribution' and update trustee account balance to update the SIPP.

Message

Is this contract being recorded as New Business or for Information Only?

Buttons: Info. Only, **New Bus.**

Callout: Select the relevant option.



Confirm if more details need to be added to the Bank Account holding.

If 'Yes' is selected the following screen will be displayed:

Gemma Clift > Lloyds TSB Bank > Bank current account > 00998877

Clients > Holdings > Details Switch to full SIPP

| | | |
|-----------------------------------|-----------------|----------|
| Account name | Clift, G H | |
| Current value of deposit | 15,000.00 | |
| Current annual rate of interest | 1.50% | |
| Current income | 225.00 p.a. | |
| Sort code / Account Number | 302841 | 00998877 |
| Account Type | Current Account | |
| Interest Type | | |
| Withdrawal notice period (if any) | | days |
| Signatories | Miss Clift | |
| Date information updated | | |
| Provider's Customer Number | | |
| Contract Issue Number | | |

Notes

System client reference U30001

System contract reference 40094CORE

6 Allocating Money from a Bank Account

Any money allocated to the Bank Accounts may be spent in the future. Money from this account can be allocated to the Trustee Account to enable the money to be spent on Directly Held assets and Contracts.

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Clients > Holdings > Self Invested Personal Pension > Contributions > Bank Accounts

Trustee account Bank accounts Directly held Contracts

| Date | Event | Account Name | Contribution | Freq. |
|----------|-----------|--|--------------|-------|
| 09/04/10 | Increment | Lloyds TSB Bank Current Account 00998877 | 10,000.00 | S |
| 08/04/10 | Initial | Lloyds TSB Bank Current Account 00998877 | 15,000.00 | S |

Re-allocate Contribution

Balance of regular contributions 0.00
Balance of single contributions 25,000.00
Balance of total contributions 25,000.00

Show the contributions for: All Holdings

In the Bank Account tab, select '-Re-allocate Contribution'.

Status In force

Bank account to be decremented Lloyds TSB Bank Current Account

Event Decrement

Effective date 09/04/2010

Contribution / Frequency 5,000.00 S

Contribution notes

Trustee account

Current balance 160,000.00 ☒ Omit from TBA totals

Update balance to 165,000.00 ☐ Auto fill £165,000.00

Lloyds TSB Bank Current Account 00998877 bank account

Current balance 15,000.00

Update balance to 15,000.00 ☐ Auto fill £10,000.00

Cancel Reallocate to the trustee Account

Complete the information required on this page.

Select 'Reallocate to the trustee account'

The 'Omit from TBA totals' will not add this £5000, which is being reinvested into the 'Trustee Account', into the total contributions.

The Bank Account will show a decrement and the Trustee Account will show an 'Internal' transfer:

Clients

Clients > Holdings > Self Invested Personal Pension > Contributions > Bank Accounts

Holdings ▼

Trustee account Bank accounts Directly held Contracts

Overview
Product
Contributions
Details
Administration
Tasks
Commission Submission

Work (3)
Documents
Calculators
Reports

Re-allocate Contribution

| Date | Event | Account Name | Contribution | Freq. |
|----------|-----------|--|--------------|-----------|
| 09/04/10 | Increment | Lloyds TSB Bank Current Account 00998877 | 10,000.00 | \$ [edit] |
| 09/04/10 | Decrement | James Hay Limited Trustee Bank Account | -5,000.00 | \$ [edit] |
| 08/04/10 | Initial | Lloyds TSB Bank Current Account 00998877 | 15,000.00 | \$ [edit] |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Show the contributions for:
All Holdings ▼ ↺

| | |
|----------------------------------|-----------|
| Balance of regular contributions | 0.00 |
| Balance of single contributions | 20,000.00 |
| Balance of total contributions | 20,000.00 |

Clients > Holdings > Self Invested Personal Pension > Contributions

| Trustee account | Bank accounts | Directly held | Contracts | | |
|---|---------------|----------------------------------|-------------------------|---------------------|-------|
| + Add Contribution | | | | | |
| Date | Event | Source | Destination | Contribution | Freq. |
| 09/04/10 | Decrement | | Standard Life Trustee | -25,000.00 | S |
| 09/04/10 | Decrement | | Egypt Trust Shares | -15,000.00 | S |
| 09/04/10 | Decrement | | Lloyds TSB Bank Current | -10,000.00 | S |
| 09/04/10 | Internal | | Trustee Bank Account | 5,000.00 | S |
| 08/04/10 | Decrement | | Lloyds TSB Bank Current | -15,000.00 | S |
| 07/04/10 | Decrement | | Egypt Trust Shares | -25,000.00 | S |
| 06/04/10 | Initial | Transfer In- | Trustee Bank Account | 150,000.00 | S |
| 05/04/10 | Initial | Personal | Trustee Bank Account | 100,000.00 | S |
| - Allocate Contribution | | | | | |
| Schedule of contributions to date | | Balance of regular contributions | | 0.00 | |
| Schedule of contributions tax year beginning 2010 | | Balance of single contributions | | 160,000.00 | |
| | | Balance of total contributions | | 160,000.00 ▶ Adjust | |

Once the money is in the Trustee Account it can be allocated to other investments within the SIPP.

7 Updating Balances

Once money has been spent from the Trustee Account, or from the Bank Accounts, it is important to ensure that the account balances are kept up to date. If not, the valuation on the 'Summary' page of the SIPP holding and any valuation report will show incorrect values:

Clients > Holdings > Overview

Contract details | Scanned docs.

Add note

| | | |
|----------------------|--------------------------------|--|
| Application status | In force | Marked for upload <input type="checkbox"/> |
| Contract holder | Clift, G H | Change |
| Provider | James Hay Limited | |
| Contract type | Self Invested Personal Pension | |
| Contract number | 8765987654 | |
| Effective date | 5/4/2010 | End date |
| Bank accounts | 180,000.00 | |
| Directly held assets | 42,230.10 | |
| Contracts | 24,622.67 | |
| Total | 246,852.76 | |
| Adviser | Andrews, Sheila | More |
| Introducer | | More |

Make this contract paid up / cancelled

Print a file fact sheet for this holding

It is therefore important to ensure that when any money is spent from the Trustee Account, or the Bank Account, that the balance is amended.

This can be done automatically when allocating money from the Trustee Account, using the 'Auto fill' link, which has been referred to throughout this guide when either adding or allocating money within the Trustee Account. However, this automatic update will not be taking into account any interest etc. on the account.

If you wish to record a more precise balance of the Trustee Account, it can be updated manually.

7.1 Updating the balance of the Trustee Account

Updating the balance of either the Trustee Account or the Bank Account is done in the 'Details' screen of the SIPP.

The Trustee Account balance can be updated from the details shown in the 'Assets' tab:

Clients > Holdings > Details > Assets > Bank account

Contract details **Assets** Income Analysis

Bank accounts Directly held Contracts SIPP reports

Trustee account Bank accounts

Application status In force

Provider James Hay Limited

Date account opened 05/04/2010

Sort code / Account number 23232323

Account type / Interest rate Deposit account

Current balance / Date valued 165,000.00 09/04/2010

Signatories Miss Clift & Mr Rowan

Notes

Switch to full record

Value of all bank accounts 180,000.00

Information can be recorded manually into the 'Notes'

7.2 Updating the value of the Bank Account

The Bank Accounts are updated in 'Details' > 'Assets' > 'Bank Accounts' > 'Bank Account' tab:

Clients > Holdings > Details > Assets > Bank account

Contract details | Assets | Income | Analysis

Add note

Bank accounts | Directly held | Contracts | SIPP reports

Trustee account | **Bank accounts**

| Bank | Account Type | Account Number | Date Valued | Balance |
|-----------------|-----------------|----------------|-------------|-----------|
| Lloyds TSB Bank | Current Account | 00998877 | 08/04/2010 | 15,000.00 |

View archived bank accounts

Value of General bank accounts 15,000.00

To update the value, click on the Bank Account to enter into the Holding.

Once in the Bank Account Holding, navigate to the 'Details' screen:

Clients > Holdings > Details

Switch to full SIPP

Account name Clift, G H

Current value of deposit 15,000.00

Current annual rate of interest 1.50%

Current income 225.00 p.a.

Sort code / Account Number 302841 00998877

Account Type Current Account

Interest Type

Withdrawal notice period (if any) days

Signatories Miss Clift

Date information updated

Provider's Customer Number

Contract Issue Number

Notes

System client reference U30001

System contract reference 40094CORE

Update the 'Current value of deposit'.

Use the 'Notes' to record any useful information.

8 Keeping Records Updated

When any asset is recorded into a SIPP, as well as the SIPP itself, it can either be recorded as 'Info Only' or 'New Business'. Any record recorded as 'Info Only' requires only the appropriate fields to be completed within 'Product', 'Contributions', 'Details' and, potentially, the 'Commission' screens.

If a piece of 'New Business' is entered, then all the screens above, plus the 'Administration', 'Commission' and 'Submission' screens need to be completed:

The screenshot displays the CAPITA Financial Software interface. The top header shows the CAPITA logo and the title 'Holdings records'. Below the header, a breadcrumb trail indicates the current location: 'Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654'. The left sidebar contains a menu with various options: 'Clients', 'Holdings' (expanded), 'Overview', 'Product', 'Contributions', 'Details', 'Administration' (highlighted with a red circle), 'Tasks', 'Commission', 'Submission', 'Work (3)', 'Documents', 'Calculators', and 'Reports'. The main content area shows a table with columns: 'Event', 'Status', 'New business', 'Applic. date', 'Submitted', and 'Effect. date'. The first row of data shows 'Initial', 'In force', 'Yes', '01/04/10', '05/04/10', and a 'Select' button. Above the table, there are tabs for 'SIPP', 'Trustee account', 'Bank accounts', 'Directly held', and 'Contracts'. An 'Add note' button is also visible in the top right corner of the main area.

These screens can either be accessed from within the SIPP (as shown above) or from within the individual Holding record. All types of assets will have this functionality.

Clients > Holdings > Administration

Add note

SIPP | Trustee account | **Bank accounts** | Directly held | Contracts

| Event | Status | New business | Applic. date | Submitted | Effect. date |
|-----------|----------|--------------|--------------|-----------|-------------------|
| Increment | In force | Yes | | | 09/04/10 Select |
| Initial | In force | Yes | | | 08/04/10 Select |

Show the admin records for: All Holdings

Select the relevant tab and choose the appropriate checklist.

Once a checklist is selected, the relevant Holding will be displayed with the checklist - in this example the 'Administration' checklist of the 'Bank Account' has been chosen:

Gemma Clift > Lloyds TSB Bank > Bank current account > 00998877

Clients > Holdings > Administration

Switch to full SIPP

Administration | Cessation

Administration | Case source | Contract No.

New Business: Yes

Action: Initial

Status: In force

Business source: [red field]

Current position (outstanding action): Awaiting acknowledgement

Proposal to Client: [red field] n/a

Application received: [red field] n/a

Application dated: [red field] n/a

Submitted date: [red field] n/a

Intended effective date: [red field]

Service manager for this case: [red field]

New business record complete: [red field]

Complete admin. checklist

Complete all red fields.

Ensure that the 'Complete admin checklist' is clicked once all completed.

The 'Tasks', 'Commission' and 'Submission' areas all work in the same way. If a tab is selected from within the SIPP, CCD will navigate to the relevant screen in the individual Holding record.

9 SIPP Reports

There are a number of reports available to use which will either show the SIPP together with any other Holdings the client has, or can show the valuation of the SIPP on its own.

To create a report which only shows the SIPP and what has been paid in and what the value is, navigate to the SIPP 'Details' screen, 'Assets' tab and 'SIPP Reports' tab:

CAPITA FINANCIAL SOFTWARE Holdings records

Gemma Clift > James Hay Limited > Self Invested Personal Pension > 8765987654

Clients > Holdings > Details > Assets > SIPP Reports

Contract details Assets Income Analysis

Bank accounts Directly held Contracts **SIPP reports**

Valuation date 09/04/2010

| Contributions to date | | Valuations | |
|--------------------------------------|------------|-------------------------------------|------------|
| Trustee account contribution balance | 160,000.00 | Trustee account | 165,000.00 |
| Allocated to other bank accounts | 20,000.00 | Other bank accounts | 15,000.00 |
| Allocated to directly held assets | 40,000.00 | Directly held assets | 42,230.10 |
| Allocated to contract based assets | 0.00 | Contract based assets | 24,622.67 |
| Total contributions into the SIPP | 250,000.00 | Total liabilities | 0.00 |
| | | Current value net of borrowing | 246,852.76 |
| | | Total income drawn down | 0.00 |
| | | Copy down | |
| | | Last valuation date | 09/04/2010 |
| | | Last valuation | 246,852.76 |
| | | Annual return since this valuation* | 0.00% |

Print Income schedule
Print valuation statement
Print SIPP breakdown report
Print sector analysis chart
Print foreign currency valuation statement

There are a number of reports here which may be useful.

Example of a SIPP report.

SIPP Report

SIPP Breakdown report prepared for Mr M K Pound

| SIPP Provider and Policy number | Current Value |
|---|--------------------|
| AXA SIPP 123432233444 | |
| Trustee Bank Account | |
| AXA Trustee Bank Account 973672788 | 235,000.00 |
| General Bank Accounts | |
| Bank of Scotland Current Account 73628001 | 5,000.00 |
| Directly Held Assets | |
| Skandia Jupiter UK Spec Sits Pn | 25,925.00 |
| AXA Rosenberg American Inst | 8,283.75 |
| Contracts | |
| AXA Trustee Investment Plan 875544456677 | 103,604.00 |
| AXA Sterling Corporate Bond Ret | 26,762.00 |
| AXA Rosenberg European R | 22,820.00 |
| AXA Rosenberg Japan Ret | 21,785.00 |
| AXA Sterling Strategy Bond Ret Acc | 33,464.00 |
| Total borrowing recorded | £0.00 |
| Total income drawdown | £0.00 |
| Total value of this SIPP | £377,812.75 |
| Total value of all SIPPs | £377,812.75 |

This report covers all of the assets held within the SIPP.

The SIPP will also show on the reports which be printed from the 'Clients' > 'Reports' section in CCD.

The SIPP will show as a single product on the 'Retirement' reports, unless the 'SIPP Summary' report is selected:

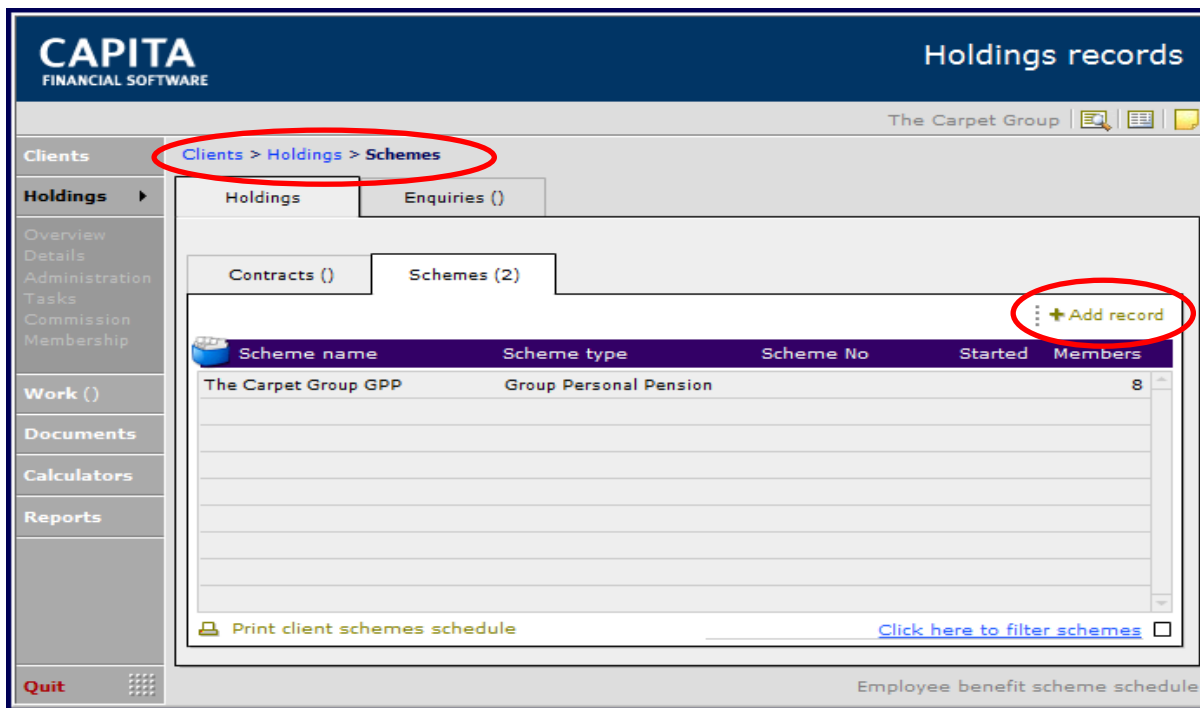
Retirement contracts

Schedule of retirement contracts. Prepared for Mr Pound and Mrs Pound

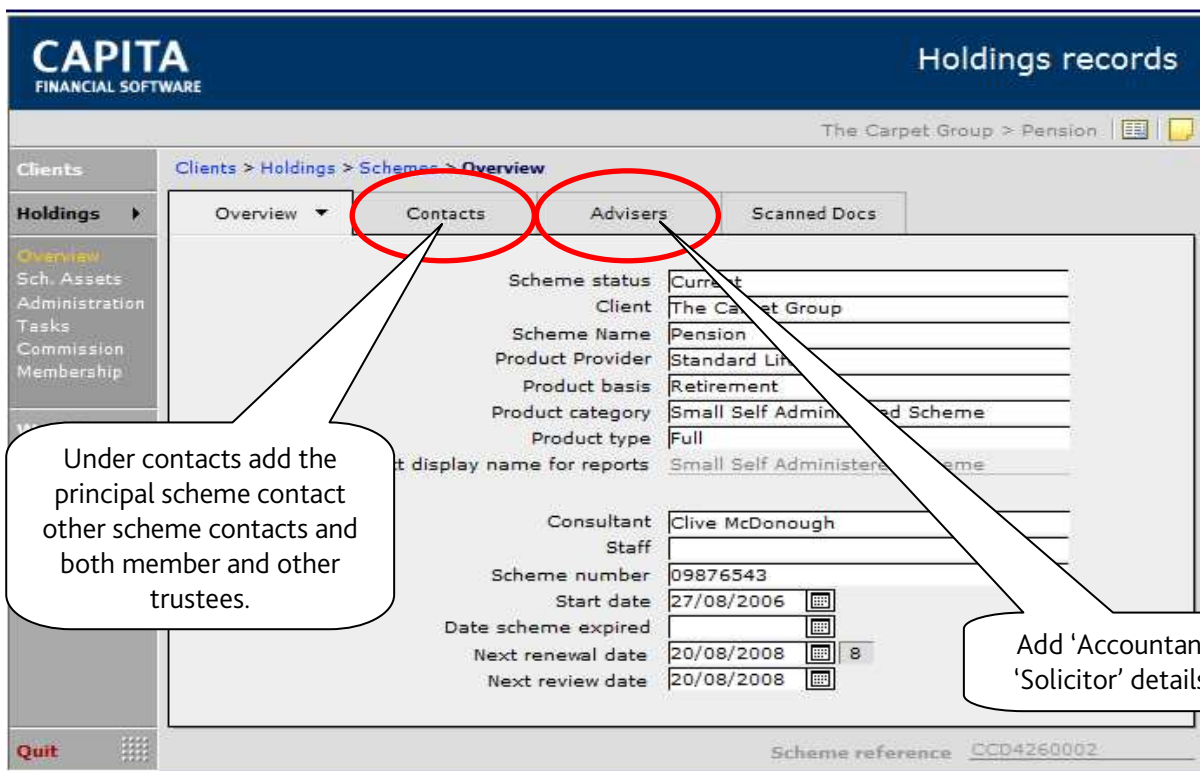
| Provider | Contract Type | Status | Contract / Policy Number | Effective date | Review date | ReL date | Contracted out | Regular Cont. | Total Single Contrs. | Total Invested | Valuation |
|---------------------------|--------------------------------|----------|--------------------------|----------------|-------------|----------|----------------|---------------|----------------------|--------------------|--------------------|
| Mr Pound | | | | | | | | | | | |
| Allied Dunbar | Group Money Purchase | Paid up | S12349-314 | 01/04/99 | 23/12/28 | | | III | | | 36,087 |
| AXA | Self Invested Personal Pension | In force | 123432233444 | 06/07/09 | 23/12/33 | | | | 55,000 | 250,000 | 137,513 |
| Total for Mr Pound | | | | | | | | | £55,000.00 | £250,000.00 | £173,600.75 |

10 Small Self Administered Scheme – SASS

A SSAS is entered in much the same way as a SIPP. Go to a corporate client's holdings and go the 'Scheme' tab:



Use the '+Add record' button to record details of the SSAS.



10.1 Directly Held Assets

To add 'Directly held' assets, use the '+Add record' button and then complete these pages:

This shows the screens if an 'Other' asset is chosen. If an 'Equity' or a 'Fixed Interest' asset is chosen, the screens are different.

There is no contribution screen in a SSAS, so enter the amount used to purchase 'Directly held' assets here.

10.2 Contract Based Assets

To add 'Contracts', use the '+Add record' button and complete the following screens.

[illegible]

| CAPITA FINANCIAL SOFTWARE | | Holdings records | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|---|--|---|----------|-----------------|------------------|------------------|---|-------------------------|-----------|---------------|------------|------------------|-----------------|--------------|-------------|----------------------------------|------------------|------------------|--|-----------------|---------|-------------------|-----------------|----------------|----------------------------|---------|-----------------|
| | | Pension > The Carpet Group [Grid Icon] [Print Icon] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clients | Clients > Holdings > Schemes > Overview > Assets > Contract | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Holdings ▶ | <div> <div>Contract</div> <div>Investments</div> <div>Sub assets</div> <div>Withdrawals</div> <div>Administration</div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Overview | <div>Add note</div> <table border="1"> <tr> <td>Application status</td> <td>In force</td> </tr> <tr> <td>Contract holder</td> <td>The Carpet Group</td> </tr> <tr> <td>Product Provider</td> <td>Standard Life [Star Icon] [Checkmark Icon]</td> </tr> <tr> <td>Personal / Occupational</td> <td>Corporate</td> </tr> <tr> <td>Product basis</td> <td>Investment</td> </tr> <tr> <td>Product category</td> <td>Investment Bond</td> </tr> <tr> <td>Product type</td> <td>Unit Linked</td> </tr> <tr> <td>Product display name for reports</td> <td>Unit Linked Bond</td> </tr> <tr> <td>Earmarked member</td> <td></td> </tr> <tr> <td>Contract number</td> <td>4567890</td> </tr> <tr> <td>Application dated</td> <td>[Calendar Icon]</td> </tr> <tr> <td>Effective date</td> <td>20/08/2007 [Calendar Icon]</td> </tr> <tr> <td>Adviser</td> <td>Clive McDonough</td> </tr> </table> <div>More</div> | | | Application status | In force | Contract holder | The Carpet Group | Product Provider | Standard Life [Star Icon] [Checkmark Icon] | Personal / Occupational | Corporate | Product basis | Investment | Product category | Investment Bond | Product type | Unit Linked | Product display name for reports | Unit Linked Bond | Earmarked member | | Contract number | 4567890 | Application dated | [Calendar Icon] | Effective date | 20/08/2007 [Calendar Icon] | Adviser | Clive McDonough |
| Application status | | | | In force | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract holder | | | | The Carpet Group | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Provider | | | | Standard Life [Star Icon] [Checkmark Icon] | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personal / Occupational | | | | Corporate | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product basis | | | | Investment | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product category | Investment Bond | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product type | Unit Linked | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product display name for reports | Unit Linked Bond | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Earmarked member | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract number | 4567890 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Application dated | [Calendar Icon] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Effective date | 20/08/2007 [Calendar Icon] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adviser | Clive McDonough | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sch. Assets | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Administration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tasks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commission | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Membership | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work () | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Documents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Calculators | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reports | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quit [Grid Icon] | <p>Note: You are currently viewing a summary of the asset / liability of this scheme. To Switch to the full details of this contract, click Switch to full record.</p> <p>You will need to return to this screen via the full navigation path.</p> <div>Switch to full record. [Document Icon]</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

To enter full contract details [Switch to full record.](#) and complete the remaining screen as for a normal contract based asset.

10.2.1 Contract Based Borrowing

CAPITA
FINANCIAL SOFTWARE

Holdings records

The Carpet Group > Pension

Clients > Holdings > Schemes > Overview > Assets > **Borrowing**

Holdings ▶

Contracts Directly held Bank accounts Valuations

Assets **Borrowing** Loan backs

Overview
Sch. Assets
Administration
Tasks
Commission
Membership

Work ()

Documents

Calculators

Reports

Quit

⋮ + Add record

Provider Contract type Contract no. Effective Value

Total borrowing

Add mortgages and loans in the 'Borrowing' tab.

| CAPITA FINANCIAL SOFTWARE | | Holdings records | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------------------------|--|--------------------|----------|-----------------|------------------|------------------|-----------|-------------------------|------------|---------------|----------|------------------|------------------------|--------------|----------|----------------------------------|-------------------------------------|-----------------|---------|-------------------|----------------------|----------------|---------------------------------|---------|-----------------|
| | | Pension > The Carpet Group | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clients | Clients > Holdings > Schemes > Overview > Assets > Contract | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Holdings ▶ | <div>Contract Borrowing</div> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Overview Sch Assets Administration Tasks Commission Membership | <div>Add note</div> <table> <tr> <td>Application status</td> <td>In force</td> </tr> <tr> <td>Contract holder</td> <td>The Carpet Group</td> </tr> <tr> <td>Product Provider</td> <td>Abbey ★ □</td> </tr> <tr> <td>Personal / Occupational</td> <td>Commercial</td> </tr> <tr> <td>Product basis</td> <td>Mortgage</td> </tr> <tr> <td>Product category</td> <td>Interest only mortgage</td> </tr> <tr> <td>Product type</td> <td>Mortgage</td> </tr> <tr> <td>Product display name for reports</td> <td>Commercial mortgage (Interest only)</td> </tr> <tr> <td>Contract number</td> <td>4567890</td> </tr> <tr> <td>Application dated</td> <td><input type="text"/></td> </tr> <tr> <td>Effective date</td> <td>27/08/2008 <input type="text"/></td> </tr> <tr> <td>Adviser</td> <td>Clive McDonough</td> </tr> </table> <p>Note: You are currently viewing a summary of the asset / liability of this scheme. To Switch to the full details of this contract, click Switch to full record. You will need to return to this screen via the full navigation path.</p> <div>Switch to full record, <input type="button" value="📄"/></div> | | | Application status | In force | Contract holder | The Carpet Group | Product Provider | Abbey ★ □ | Personal / Occupational | Commercial | Product basis | Mortgage | Product category | Interest only mortgage | Product type | Mortgage | Product display name for reports | Commercial mortgage (Interest only) | Contract number | 4567890 | Application dated | <input type="text"/> | Effective date | 27/08/2008 <input type="text"/> | Adviser | Clive McDonough |
| Application status | In force | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract holder | The Carpet Group | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Provider | Abbey ★ □ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personal / Occupational | Commercial | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product basis | Mortgage | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product category | Interest only mortgage | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product type | Mortgage | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product display name for reports | Commercial mortgage (Interest only) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract number | 4567890 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Application dated | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Effective date | 27/08/2008 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adviser | Clive McDonough | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work () | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Documents | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Calculators | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reports | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quit <input type="button" value="⌨"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| CAPITA FINANCIAL SOFTWARE | | Holdings records | | |
|---|--|---|-----------|----------------|
| | | The Carpet Group > Pension [Grid Icon] [Print Icon] | | |
| Clients | Clients > Holdings > Schemes > Overview > Assets > Borrowing | | | |
| Holdings ▶ | Contracts Directly held Bank accounts Valuations | | | |
| Overview Sch. Assets Administration Tasks Commission Membership | Assets Borrowing Loan backs | | | |
| | ⋮ + Add record | | | |
| Borrowing Records | | | | |
| Provider | Contract type | Contract no. | Effective | Value |
| Abbey | Commercial mortgage (Interest) | 4567890 | 27/08/08 | 100,000 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total borrowing | | | | 100,000 |
| Quit [Icon] | | | | |

10.2.2 Loan Backs

CAPITA
FINANCIAL SOFTWARE

Holdings records

The Carpet Group > Pension | [Icon] | [Icon]

Clients > Holdings > Schemes > Overview > Assets > Loan back

- Clients
- Holdings ▸
 - Contracts
 - Directly held
 - Bank accounts
 - Valuations
- Overview
- Sch. Assets
- Administration
- Tasks
- Commission
- Membership
- Work ()
- Documents
- Calculators
- Reports
- Quit [Icon]

| | Assets | Borrowing | Loan backs |
|--------------------------------|-----------|-----------|------------|
| [Add record icon] + Add record | | | |
| Provider | Type | Reason | |
| Any Member | Repayment | Car loan | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total loaned | | | 10,000 |

CAPITA

FINANCIAL SOFTWARE

Holdings records

The Carpet Group > Pension

Clients

Clients > Holdings > Schemes > Overview > Assets > Loan back

Holdings

Loan back

Overview

Sch. Assets

Administration

Tasks

Commission

Membership

Work (<<Clients)

Documents

Calculators

Reports

Quit

Loan back

Add note

Loan date

27/08/2007

Loan outstanding

£10,000.00

Outstanding date

27/08/2008

Original amount borrowed

£15,000.00

Repayment amount

£450.00

Frequency

Monthly

Loan type

Repayment

Borrower(s)

Any Member

Reason

Car loan

Holdings record marked for upload to client care hub

10.3 Bank Accounts

CAPITA

FINANCIAL SOFTWARE

Holdings records

The Carpet Group > Pension

Clients

Clients > Holdings > Schemes > Overview > Assets > Bank accounts

Holdings

Contracts

Directly held

Bank accounts

Valuations

Overview

Sch. Assets

Administration

Tasks

Commission

Membership

Work ()

Documents

Calculators

Reports

Quit

+ Add record

| Contract type | Asset type | Bank | Date | Value | Balance |
|---------------|-----------------|------|----------|-------|---------|
| Bank account | Deposit account | | 27/08/08 | | 45,000 |
| Bank account | Deposit account | | 27/08/08 | | 25,000 |

Account notes

Current value of Trustee's bank account *

70,000.00

Date of value recorded

27/08/2008

* click on value field to manually insert figure


Add details of each bank account.

Total of all bank accounts is calculated or a manual over ride figure can be entered.

| CAPITA FINANCIAL SOFTWARE | | Holdings records | |
|------------------------------|---|----------------------------|--|
| | | The Carpet Group > Pension | |
| Clients | Clients > Holdings > Schemes > Overview > Assets > Bank Accounts > Account | | |
| Holdings ▶ | Bank Account | | |
| Overview | Bank account Add note | | |
| Sch. Assets | | | |
| Administration | | | |
| Tasks | | | |
| Commission | | | |
| Membership | | | |
| Work (<<Clients) | | | |
| Documents | | | |
| Calculators | | | |
| Reports | | | |
| | | | |
| Quit [Grid Icon] | | | |

| | |
|---------------------|----------------------------|
| Account status | Open |
| Date account opened | 27/08/2006 [Calendar Icon] |
| Current balance | £45,000.00 |
| Balance date | 27/08/2008 [Calendar Icon] |
| Account type | Deposit account |
| Sort code | 50-20-36 |
| Account number | 65432876 |
| Signatories | any 2 trustees |
| Bank | |
| Bank address | |
| Town | |
| County | |
| Post code | |

Holdings record marked for upload to client care hub [Icon]



CAPITA

FINANCIAL SOFTWARE

Holdings records

The Carpet Group > Pension

Clients

Holdings

Schemes

Overview

Assets

Bank accounts

Contracts
Directly held
Bank accounts
Valuations


| Contract type | Asset type | Bank | Date valued | Balance |
|---------------|-----------------|------|-------------|---------|
| Bank account | Deposit account | | 27/08/08 | 45,000 |
| Bank account | Deposit account | | 27/08/08 | 25,000 |
| | | | | |
| | | | | |
| | | | | |

Account


Current value of Trustee's bank account *

Date of value recorded

70,000.00



27/08/2008



* click on value field to manually insert figure

Add full details for each bank account.

Total for all bank accounts will be calculated but a manual override figure can be input here

10.4 Reports

The reports for the SSAS are found in the valuation tab and give a complete set of reports specific to the SSAS.

CAPITA
FINANCIAL SOFTWARE

Holdings records

The Carpet Group > Pension

Clients

Holdings

Overview

Sch. Assets

Administration

Tasks

Commission

Membership

Work ()

Documents

Calculators

Reports

Quit

Clients > Holdings > Schemes > Overview > Assets > Valuations

Contracts

Directly held

Bank accounts

Valuations

Valuation date

27/08/2008

Total investment applied to directly held assets

250,000.00

Total investment applied to contract based assets held

50,000.00

Total investment

300,000.00

Trustee's bank account

70,000.00

Value of directly held assets listed (GBP)

380,000.00

Value of contract based assets held

60,824.40

Value of loan backs

10,000.00

Total of scheme assets

520,824.40

Total borrowing recorded

100,000.00

Current value, net of borrowing

420,824.40

Create a SSAS valuation report

Create valuation showing individual asset positions*

Chart assets by investment sector*

Chart assets by asset type*

Last valuation date

20/08/2008

Last valuation (GBP)

418,567.98

Annual return since this valuation

30.84%

Copy down

Set renewal commission values

* Excludes value of Bank account and debt

11 Adding a New Wrap

This section will take you through adding a new Wrap to CCD as well as recording the initial contribution.

CAPITA
FINANCIAL SOFTWARE

Holdings records

Clients

Holdings

Overview

Product

Contributions

Details

Administration

Tasks

Commission

Submission

Work ()

Documents

Calculators

Reports

Quit

Clients > Holdings > Product

Product

Allocation

Application status

Contract holder

Contract reason / objective

Scheme

Provider

Personal / Occupational

Product basis

Product category

Product

Product display name for reports*

Is this plan a trustee investment?

Contract number

Application dated

Application received

Effective date

Next contract review date

Reason

In force

Dent, G P

Investment of lump sum

Skandia

Personal

Investment

Wrap

Wrap

Wrap

q312341

22/09/2009

22/09/2009

22/09/2009

Add note

Change

More

Notes

* The Product display name appears on client and management reports and can be overwritten.

12 Adding the Initial Contribution (if money)

Contributions or assets that are being transferred into a Wrap, must come through the Cash account, which will automatically get set up when the initial contribution is added.

To add the initial contribution or asset to a Wrap, select the '+Add Contribution' button and complete the following screens:

The screenshot shows the CAPITA Financial Software interface. The top header displays 'CAPITA FINANCIAL SOFTWARE' and 'Holdings records'. Below the header, the breadcrumb trail reads 'Gary Dent > Skandia > Wrap >'. The main navigation pane on the left includes 'Clients', 'Holdings', 'Overview', 'Product', 'Contributions', 'Details', 'Administration', 'Tasks', 'Commission', 'Submission', 'Work (0)', 'Documents', 'Calculators', and 'Reports'. The 'Contributions' section is active, showing a table with columns: Date, Event, Source, Destination, Contribution, and Freq. A red circle highlights the '+ Add Contribution' button in the top right corner of the table. A callout bubble points to this button with the text: 'Use the 'Add contribution' button for all monies being added into the Wrap.' At the bottom of the screen, there are fields for 'Schedule of contributions to date', 'Schedule of contributions tax year beginning 2010', 'Balance of regular contributions', 'Balance of single contributions', 'Balance of total contributions', and an 'Adjust' button.

New Cash account details

Application status: In force
 Provider: Skandia
 Date account opened: 22/09/2009
 Sort Code / Account Number:
 Interest Rate:
 Current Balance / Date:
 Signatories:
 Bank account notes:

Initial Contribution Details

Status: In force
 Contribution Source:
 Event: Initial
 Effective date:
 Contribution / Frequency: } < Insert from above
 Contribution notes:

Cash account

Current balance:
 Update balance to: < Auto fill £

< Cancel > Add Contribution

This section sets up the Cash Account.

This section adds the contribution into the Cash account.

New Cash account details

Application status: In force
 Provider: Skandia
 Date account opened: 22/09/2009
 Sort Code / Account Number: 123456 87987987
 Interest Rate: 0.50%
 Current Balance / Date: 200,000.00 22/09/2009
 Signatories: Mr Dent
 Bank account notes:

Initial Contribution Details

Status: In force
 Contribution Source: Personal
 Event: Initial
 Effective date: 22/09/2009
 Contribution / Frequency: 200,000.00 < Insert from above
 Contribution notes:

Cash account

Current balance: 200,000.00
 Update balance to: 200,000.00 < Auto fill £-200,000.00

< Cancel > Add Contribution

Use 'Insert from above' to pre-populate the Initial Contribution details.

Use this 'Notes' box to record relevant information.

Once this information has been completed, click on the 'Add Contribution' button.

The following series of pop up boxes will then appear:

Message

Is this contract being recorded as New Business or for Information Only?

Info. Only New Bus.

Select the appropriate option for the Cash account.

Once the above boxes have been completed, the system will go to the Cash account 'Product' screens:

CAPITA FINANCIAL SOFTWARE

Holdings records

Gary Dent > Skandia > Cash account > 87987987

Switch to full Wrap

Product

Allocation

Overview Product Contributions Details Administration Tasks Commission Submission

Work () Documents Calculators Reports

Quit

Application status: In force

Contract holder: Dent, G P

Contract reason / objective: Investment of lump sum

Scheme:

Provider: Skandia

Personal / Occupational: Personal

Product basis: Investment

Product category: Cash account

Product: Deposit account

Product display name for reports*: Cash account

Is this plan a trustee investment?

Cash Account Account Number: 87987987

Application dated:

Application received:

Effective date: 22/09/2009

Next contract review date:

Reason:

* The Product display name appears on client and management reports and can be overwritten.

Complete the Cash account screens as normal.

On the main menu screens of this holding, there will be a link back to the 'Wrap' record.

CAPITA
FINANCIAL SOFTWARE
Holdings records

Gary Dent > Skandia > Wrap >

Clients
Holdings ▾
 Overview
 Product
Contributions
 Details
 Administration
 Tasks
 Commission
 Submission

Work (0)
Documents
Calculators
Reports

Cash account
Bank accounts
Directly held
Contracts

Date
Event
Source
Destination
Contribution
Freq.

+ Add Contribution

| | | | | | | |
|----------|---------|----------|--------------|------------|---|--|
| 09/03/10 | Initial | Personal | Cash Account | 200,000.00 | S | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Allocate Contribution

Schedule of contributions to date
Schedule of contributions tax year beginning 2010

Balance of regular contributions
Balance of single contributions
Balance of total contributions

0.00
200,000.00
200,000.00

Adjust

If any amendments are needed to this contribution, click onto the 'Notes' icon.

Further contributions can be added to the Cash account by selecting '+Add Contribution' once again at the top right of the screen.

As the Cash account has now been set up, only the contribution details need to be recorded:

Status
In force

Contribution Source
Personal

Event
Transfer

Effective date
22/09/2009

Contribution / Frequency
50,000.00 S

Contribution notes

Cash account

Current balance
200,000.00

Update balance to
250,000.00

Auto fill £250,000.00

Add Contribution and update Cash account balance

Cancel

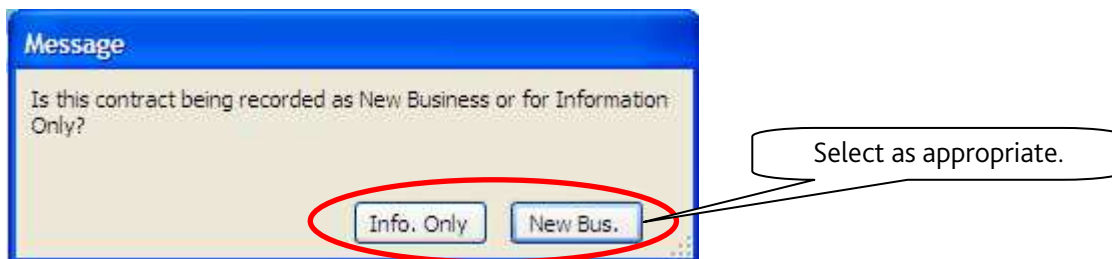
Enter the additional contribution details.

Selecting 'Auto fill' will update the balance of the Cash account.

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Once the screen has been completed, select the 'Add Contribution button'. The following pop up box will then appear:



CAPITA
FINANCIAL SOFTWARE
Holdings records

Gary Dent > Skandia > Wrap >

Clients

Holdings ▾

 Overview
 Product
Contributions
 Details
 Administration
 Tasks
 Commission
 Submission

Work (0)

Documents

Calculators

Reports

Cash account
Bank accounts
Directly held
Contracts

| Date | Event | Source | Destination | Contribution | Freq. |
|----------|-----------|----------|--------------|--------------|-------|
| 04/04/10 | Increment | Transfer | Cash Account | 50,000.00 | S |
| 09/03/10 | Initial | Personal | Cash Account | 200,000.00 | S |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

+ Add Contribution

- Allocate Contribution

Schedule of contributions to date
 Schedule of contributions
tax year beginning 2010

Balance of regular contributions 0.00
 Balance of single contributions 250,000.00
 Balance of total contributions 250,000.00 ▶ Adjust

The 'Contributions' screen will detail the additional contribution into the Cash account within the Wrap.

13 Setting up a Cash Account

The section above has explained how to set up the basic details for the Cash account as well as confirming the initial contribution into the Wrap.

When the initial contribution is added CCD will navigate to the 'Product' screens for the Cash account, so it can be set up in full. If the Cash account is not completed in full at this stage it can be accessed at a later date.

This is done from the Details screen of the Wrap and in the Assets tab:

The screenshot shows the CAPITA Financial Software interface. The breadcrumb trail at the top reads: **Clients > Holdings > Details > Assets > Bank account**. The left sidebar has a menu with items: Overview, Product, Contributions, **Details**, Administration, Tasks, Commission, Submission, Work (), Documents, Calculators, Reports, and Quit. The main content area is titled 'Holdings records' and shows details for a 'Cash account'. The account details include: Application status: In force; Provider: Skandia; Date account opened: 22/09/2009; Sort code / Account number: 123456 / 87987987; Account type / Interest rate: Deposit account / 0.50%; Current balance / Date valued: 250,000.00 / 22/09/2009; Signatories: Mr Dent. At the bottom, it shows 'value of all bank accounts' as 250,000.00. A callout bubble points to the 'Switch to full record' button, stating: 'Use this button to switch to the full 'Cash account' holding record.'

The following screen for the full Cash account holding will be displayed:

CAPITA FINANCIAL SOFTWARE Holdings records

Gary Dent > Skandia > Cash account > 87987987

Clients > Holdings > Product

Holdings ▾

Product Allocation

Overview
Product
Contributions
Details
Administration
Tasks
Commission
Submission

Work ()
Documents
Calculators
Reports

Quit

Application status: In force
Contract holder: Dent, G P
Contract reason / objective: Investment of lump sum
Scheme:
Provider: Skandia
Personal / Occupational: Personal
Product basis: Investment
Product category: Cash account
Product: Deposit account
Product display name for reports*: Cash account
Is this plan a trustee investment?
Cash Account Account Number: 87987987
Application dated:
Application received:
Effective date: 22/09/2009
Next contract review date:
Reason:
Add note
Change
More
Notes

* The Product display name appears on client and management reports and can be overwritten.

On the main menu screens of this holding, there will be a link back to the Wrap record.

Now that the full Cash account is on show, complete the relevant screens as normal:

CAPITA FINANCIAL SOFTWARE Holdings records

Gary Dent > Skandia > Cash account > 87987987

Clients > Holdings > Administration

Holdings ▾

Administration Cessation

Overview
Product
Contributions
Details
Administration
Tasks
Commission
Submission

Work ()
Documents
Calculators
Reports

Quit

Administration Case source Contract No.

New Business: Yes
Action: Initial
Status: In force
Business source:
Current position (outstanding action): Awaiting acknowledgement
Proposal to Client: n/a
Application received:
Application dated: n/a
Submitted Date: n/a
Intended effective date:
Service manager for this case:
New business record complete
Complete admin. checklist

If further money needs to be added to the Cash account, use the same method as explained earlier, select 'Add Contribution' from the 'Contributions' screen within the Wrap.

14 Allocating Contributions

Once there is money in the Cash account it can be allocated to various assets within the Wrap. For Wrap reports to display correctly, money must come into and out of the Cash account.

14.1 New Holdings (assets)

This section deals with allocating money to new Holdings (assets) within the Wrap. Later in the guide it will look at allocating money to existing Holdings (assets) within the Wrap.

CAPITA FINANCIAL SOFTWARE Holdings records

Gary Dent > Skandia > Wrap > q312341

Clients > Holdings > Wrap > Contributions

Cash account | Bank Accounts | Directly Held | Contracts

| Date | Event | Source | Destination | Contribution | Freq. |
|----------|----------|----------|--------------|--------------|-------|
| 22/09/09 | Initial | Personal | Cash Account | 200,000.00 | S |
| 22/09/09 | Transfer | Personal | Cash Account | 50,000.00 | S |

+ Add Contribution

- Allocate Contribution

Schedule of contributions to date Balance of regular contributions 0.00

Schedule of contributions tax year beginning 2009 Balance of single contributions 250,000.00

Balance of total contributions 250,000.00

Quit

There are a series of screens and pop ups which need to be completed:

Allocate to existing?

Allocate to an existing or to a new holding?

Cancel New Existing

Select that this is a 'New' Holding (within the Wrap).

Holding type

Please select which type of holding you would like to create

Bank Acct Directly Held Contract

Confirm which type of 'Holding '(Asset) needs to be created.

The following sections will look at setting up each of the new Holdings in turn, within the Wrap.

14.1.1 Setting up a new Bank Account

The following screen will show the fields that need to be completed when setting up a new Bank Account:

The screenshot shows two stacked windows. The top window, titled 'New bank account details', contains the following fields:

- Application status: In force
- Provider: Lloyds TSB Bank
- Date account opened: 22/09/2009
- Sort Code / Account Number: 123456 / 209348029
- Account Type / Interest Rate: Deposit Account / 1.50%
- Current Balance / Date: 10,000.00 / 22/09/2009
- Signatories: (empty)
- Bank account notes: (empty)

The bottom window, titled 'Initial Contribution Details', contains the following fields:

- Status: In force
- Event: Initial
- Effective date: 22/09/2009
- Contribution / Frequency: 10,000.00 / S
- Contribution notes: (empty)

Below these windows is a 'Cash account' section with the following fields:

- Current balance: 250,000.00
- Update balance to: 240,000.00
- Auto fill £240,000.00 (highlighted with a red circle)
- Add Contribution (highlighted with a red circle)
- Cancel (highlighted with a red circle)

Callouts provide additional context:

- 'This section is setting up the new 'Bank Account'.' points to the 'New bank account details' window.
- 'This section is recording a decrement in the Cash account in the Wrap, as well as the initial contribution within the new 'Bank Account'.' points to the 'Initial Contribution Details' window.
- 'Select 'Auto fill' if you wish to update the balance of the Cash Account.' points to the 'Auto fill £240,000.00' field.
- 'Once completed, click on 'Add Contribution'.' points to the 'Add Contribution' button.

The following pop up box will then appear:

The 'Message' pop-up box contains the text: 'Is this contract being recorded as New Business or for Information Only?'. At the bottom, there are two buttons: 'Info. Only' and 'New Bus.'. Both buttons are circled in red. A callout points to the 'New Bus.' button with the text: 'Select as appropriate.'

The system will now go to the Bank Account product screens:

CAPITA FINANCIAL SOFTWARE Holdings records

Gary Dent > Lloyds TSB Bank > Bank deposit account > 209348029

Clients > Holdings > Product

Product Allocation

Application status: In force

Contract holder: Dent, G P

Investment reason / objective: Investment of lump sum

Scheme:

Provider: Lloyds TSB Bank

Personal / Occupational: Personal

Product basis: Other

Product category: Bank account

Product: Deposit Account

Bank display name for reports*: Bank deposit account

Is this plan a trustee investment?

Bank Account Number: 209348029

Application dated:

Application received:

Effective date: 22/09/2009

Next contract review date:

Reason:

* The Product display name appears on client and management reports and can be overwritten.

Within the Wrap > Contributions the decrement will be displayed:

CAPITA FINANCIAL SOFTWARE Holdings records

Gary Dent > Skandja > Wrap >

Clients > Holdings > Wrap > Contributions

Cash account Bank accounts Directly held Contracts

| Date | Event | Source | Destination | Contribution | Freq. |
|----------|-----------|----------|-------------------------|--------------|-------|
| 04/04/10 | Increment | Transfer | Cash Account | 50,000.00 | S |
| 01/04/10 | Decrement | | Lloyds TSB Bank Current | -10,000.00 | S |
| 09/03/10 | Initial | Personal | Cash Account | 200,000.00 | S |

Balance of regular contributions: 0.00

Balance of single contributions: 240,000.00

Balance of total contributions: 240,000.00

There will also be a record of this contribution in the 'Bank Accounts' tab within the 'Contributions' screen:

CAPITA FINANCIAL SOFTWARE Holdings records

Gary Dent > Skandia > Wrap > | [Grid Icon] [Print Icon]

Clients > Holdings > Wrap > Contributions > Bank Accounts

Holdings ▾ Cash account **Bank accounts** Directly held Contracts

Overview
Product
Contributions
Details
Administration
Tasks
Commission
Submission

Work (0)
Documents
Calculators
Reports

Re-allocate Contribution

| Date | Event | Account Name | Contribution | Freq. |
|----------|---------|--|--------------|-------|
| 01/04/10 | Initial | Lloyds TSB Bank Current Account 98889998 | 10,000.00 | S |

Show the contributions for: All Holdings [Dropdown] [Refresh]

| | |
|----------------------------------|-----------|
| Balance of regular contributions | 0.00 |
| Balance of single contributions | 10,000.00 |
| Balance of total contributions | 10,000.00 |

14.1.2 Setting up a new Directly Held Asset

Please refer to page 9 of this guide for guidance on starting the process for allocating money from the Cash account.

This section will explain how to set up a new Directly Held Asset within the Wrap:

Holding type

Please select which type of holding you would like to create

Bank Acct **Directly Held** Contract

Select 'Directly Held'.

The following screen is then displayed:

Status: In force
Event: Initial
Effective date: 22/09/2009
Contribution / Frequency: 20,000.00 | 5
Contribution notes:

Cash account
Current balance: 240,000.00
Update balance to: 220,000.00

Buttons: Cancel, Proceed to select asset

This section is recording the decrement in the Cash account in the Wrap.

Select 'Auto fill' if you wish to update the balance of the Cash account.

Select 'Proceed to select asset' to continue.

Message
Is this asset being recorded as New Business or for Information Only?

Buttons: Info. Only, New Bus.

Select as appropriate.

CAPITA FINANCIAL SOFTWARE Holdings records

Breadcrumb: Clients > Holdings > Details > Assets > Position > Select asset

Buttons: Position, Select asset

| Asset | Asset type | Date | Current price |
|-------------------------------------|--------------------|------------|---------------|
| Skandia Emerging Market Debt AGH | Offshore FSA | 17/12/2008 | 7.8148 |
| Skandia Global Bond A3H EUR | Offshore FSA | 28/08/2009 | 11.6205 |
| Skandia UK Strat Best Ideas Pn | UK Pension Fund | 17/12/2008 | 82.0000 |
| Skandia Global Emg Mkts Equity Pn | UK Pension Fund | 17/12/2008 | 69.1000 |
| Skandia Old Mutual Dynamic Bond Acc | UK Insurance Fund | 17/12/2008 | 66.3000 |
| Skandia Old Mtd UK Sel Mid Cap Pn | UK Pension Fund | 17/12/2008 | 61.0000 |
| Skandia Old Mtd North Am Eq SP Acc | UK Pension Fund | 17/12/2008 | 68.2000 |
| Skandia Global Emg Mkts Eq USD | Offshore Insurance | 17/12/2008 | 1.0530 |
| Skandia Old Mutual Japanese Sel Acc | UK Insurance Fund | 17/12/2008 | 81.9000 |

Links: Show funds for Skandia, Click here to filter by fund type
Button: Search the collectives database

Select the relevant asset and the number of units, as normal.

Navigate back to the 'Contributions' screen within the Wrap:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gary Dent > Skandia > Wrap >

Clients > Holdings > Wrap > Contributions

Holdings ▾

- Cash account
- Bank accounts
- Directly held
- Contracts

| Date | Event | Source | Destination | Contribution | Freq. |
|----------|-----------|----------|------------------------------|--------------|-------|
| 10/04/10 | Decrement | | Skandia Cazenove European SP | -10,000.00 | S |
| 04/04/10 | Increment | Transfer | Cash Account | 50,000.00 | S |
| 01/04/10 | Decrement | | Lloyds TSB Bank Current | -10,000.00 | S |
| 09/03/10 | Initial | Personal | Cash Account | 200,000.00 | S |

This screen shows which Directly Held asset the money has been spent on.

Allocate Contribution

| | | |
|-----------------------------------|----------------------------------|------------|
| Schedule of contributions to date | Balance of regular contributions | 10,000.00 |
| Schedule of contributions | Balance of single contributions | 230,000.00 |
| tax year beginning 2010 | Balance of total contributions | 240,000.00 |

14.1.3 Allocating to a new Contract

Once again this section will start at the same point as the previous section. Please refer to page 9 of this manual for guidance on starting the process for allocating money from the Cash account.

Holding type

Please select which type of holding you would like to create

Bank Acct Directly Held Contract

Select 'Contract'.

New contract details

Application status: In force

Effective date: 22/09/2009

Provider: Fidelity

Personal / Occupational: Personal

Product basis: Investment

Product category: Investment Bond

Product: Unit Linked

Contract Notes:

Initial Contribution details

Status: In force

Event: Initial

Effective date: 22/09/2009

Contribution / Frequency: 50,000.00 | S

Contribution notes:

Cash account

Current balance: 220,000.00

Update balance to: 170,000.00

Auto fill £170,000.00

Cancel

Add Contribution

This section will set up the basic details for the Contract.

This section will record the decrement in the Cash Account, as well as the initial contribution within the new Contract.

Select 'Auto fill' if you wish to update the balance of the Cash Account.

Select 'Add Contribution' to continue.

Message

Is this contract being recorded as New Business or for Information Only?

Info. Only

New Bus.

Select as appropriate.

You will be taken to the 'Product' screens for the new contract that has been added. The Holding can be completed in the normal way.

The 'Contributions' screen within the Wrap will display the decrements from the Cash account:

Holdings records

Gary Dent > Skandia > Wrap >

Clients > Holdings > Wrap > Contributions

Cash account Bank accounts Directly held Contracts

| Date | Event | Source | Destination | Contribution | Freq. |
|----------|-----------|----------|------------------------------|--------------|-------|
| 10/04/10 | Decrement | | Skandia Cazenove European SP | -10,000.00 | S |
| 10/04/10 | Decrement | | Fidelity Unit Linked Bond | -50,000.00 | S |
| 04/04/10 | Increment | Transfer | Cash Account | 50,000.00 | S |
| 01/04/10 | Decrement | | Lloyds TSB Bank Current | -10,000.00 | S |
| 09/03/10 | Initial | Personal | Cash Account | 200,000.00 | S |

Balance of regular contributions: 60,000.00
 Balance of single contributions: 180,000.00
 Balance of total contributions: 240,000.00

The 'Contracts' tab will detail the initial contribution into the new Contract (Holding):

Holdings records

Gary Dent > Skandia > Wrap >

Clients > Holdings > Wrap > Contributions > Contracts

Cash account Bank accounts Directly held Contracts

| Date | Provider | Contract type | Contract no. | Contribution | Freq. |
|----------|----------|------------------|--------------|--------------|-------|
| 10/04/10 | Fidelity | Unit Linked Bond | | 50,000.00 | S |

Balance of regular contributions: -50,000.00
 Balance of single contributions: 50,000.00
 Balance of total contributions: 50,000.00

15 Updating New Bank Accounts, Directly Held Assets and Contracts

Once a new Holding has been set up within the Wrap there will be details that need to be updated. This is done within the 'Details' screen and 'Assets' tab in the Wrap:

The tabs here give access to the Holdings within the Wrap.

Each of the Holdings added within the Wrap can be accessed from the tabs displayed above. This guide will only look at one of these, as each of them is completed in the same way as a standard holding.

Access the Holding:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gary Dent > Skandia > Wrap > q312341

Clients > Holdings > Details > Assets > Contracts

Contract details | Assets | Income | Analysis

Bank Accounts | Directly Held | Contracts | Wrap Reports

| Provider | Contract Type | Contract no. | Effective | Value |
|----------|------------------|--------------|------------|-------|
| Fidelity | Unit Linked Bond | | 22/09/2009 | |

View archived contracts

Total value of contract based assets

Total borrowing recorded 0.00

Quit

Access the individual holding record, by selecting the relevant contract.

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gary Dent > Fidelity > Unit Linked Bond >

Clients > Holdings > Product

Product | Allocation

Application status: In force

Contract holder: Dent, G P

Contract reason / objective: Investment of lump sum

Scheme:

Provider: Fidelity

Personal / Occupational: Personal

Product basis: Investment

Product category: Investment Bond

Product: Unit Linked

Product display name for reports*: Unit Linked Bond

Is this plan a trustee investment?

Contract number

Application dated

Application received

Effective date: 22/09/2009

Next contract review date

Reason

Switch to full Wrap

As with a standard new piece of business, complete all red fields.

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gary Dent > Fidelity > Unit Linked Bond >

Clients > Holdings > Administration

Administration Cessation

Administration Case source Contract No.

New Business Yes

Action Initial

Status No force

Business source

Current position (outstanding action) Awaiting acknowledgment

Proposal to Client n/a

Application received n/a

Application dated n/a

Submitted Date n/a

Intended effective date

Service manager for this case

New business record complete

Complete admin. checklist

Quit

As with a standard new piece of business, complete all red fields.

Once the 'Administration', 'Tasks', 'Commission' and 'Submission' screens have been completed in the 'Holdings' record, they will be displayed in the Wrap record.

16 Adding Contributions to an Existing Holding

Once the Holdings have been set up within the Wrap, it is possible to add further contributions to each of them when required.

16.1 Adding to a existing Contract

To add additional contributions to an existing Directly Held Asset, use the 'Allocate contribution' button in the Cash account, 'Contributions' screen:

The screenshot shows the 'Holdings records' screen in CAPITA Financial Software. The breadcrumb trail is 'Gary Dent > Skandia > Wrap > q312341'. The left sidebar shows a menu with 'Contributions' selected. The main area has tabs for 'Cash account', 'Bank Accounts', 'Directly Held', and 'Contracts'. The 'Cash account' tab is active, showing a table of contributions.

| Date | Event | Source | Destination | Contribution | Freq. |
|----------|-----------|----------|-----------------------------|--------------|-------|
| 22/09/09 | Initial | Personal | Cash Account | 200,000.00 | S |
| 22/09/09 | Transfer | Personal | Cash Account | 50,000.00 | S |
| 22/09/09 | Decrement | | Lloyds TSB Bank Deposit | -10,000.00 | S |
| 22/09/09 | Decrement | | Skandia Global Bond A3H EUR | -20,000.00 | S |
| 22/09/09 | Decrement | | Fidelity Unit Linked Bond | -50,000.00 | S |

Below the table, there is a summary section with the following data:

| Schedule of contributions to date | Balance of regular contributions | Balance of single contributions | Balance of total contributions |
|---|----------------------------------|---------------------------------|--------------------------------|
| Schedule of contributions tax year beginning 2009 | 0.00 | 170,000.00 | 170,000.00 |

A callout bubble points to the 'Allocate Contribution' button, stating: 'Use the 'Allocate Contribution' button.'

Below the main screen, a dialog box titled 'Allocate to existing?' is shown. It contains the text 'Allocate to an existing or to a new holding?' and three buttons: 'Cancel', 'New', and 'Existing'. A callout bubble points to the 'Existing' button, stating: 'Select 'Existing'.'

| | |
|--------------------------|---------------|
| Status | In force |
| Destination Type | |
| Destination holding | Bank Account |
| Event | Directly Held |
| Effective date | Contract |
| Contribution / Frequency | |
| Contribution notes | |

Cash account

| | |
|-------------------|---|
| Current balance | 170,000.00 |
| Update balance to | 170,000.00 <input type="checkbox"/> Auto fill £170,000.00 |

Select which type of Asset will be having an increment added to it.

| | |
|--------------------------|---------------------------|
| Status | In force |
| Destination Type | Contract |
| Destination holding | |
| Event | Fidelity Unit Linked Bond |
| Effective date | |
| Contribution / Frequency | |
| Contribution notes | |

Cash account

| | |
|-------------------|---|
| Current balance | 170,000.00 |
| Update balance to | 170,000.00 <input type="checkbox"/> Auto fill £170,000.00 |

Select the existing Holding to which the increment is being applied.

| | |
|--------------------------|----------------------------------|
| Status | In force |
| Destination Type | Contract |
| Destination holding | Fidelity Unit Linked Bond |
| Event | Increment |
| Effective date | 22/09/2009 <input type="text"/> |
| Contribution / Frequency | 10,000.00 <input type="text"/> S |
| Contribution notes | |

Cash account

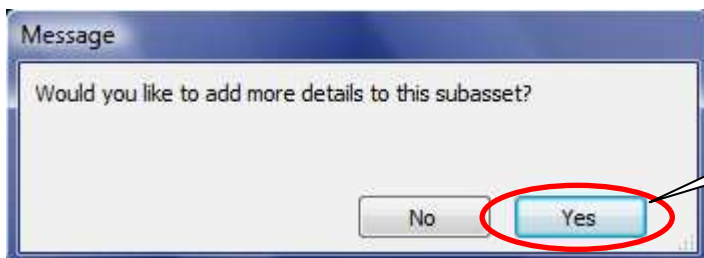
| | |
|-------------------|---|
| Current balance | 170,000.00 |
| Update balance to | 160,000.00 <input type="checkbox"/> Auto fill £150,000.00 |

Complete the details of the increment and select 'Auto fill' to update the balance of the Cash account.

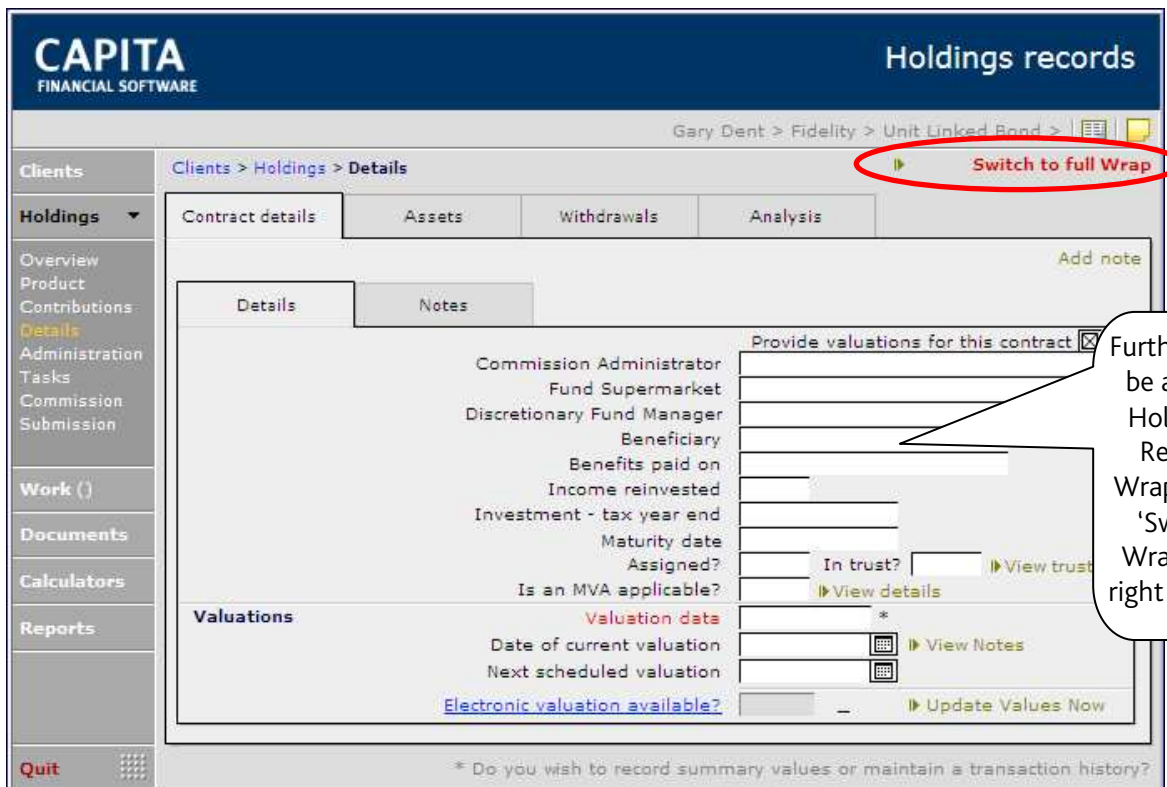
Message

Is this contract being recorded as New Business or for Information Only?

Select as appropriate.



If more assets need to be added, select 'Yes' and the following page will be displayed.



Further details can be added to the Holding record. Return to the Wrap by selecting 'Switch to full Wrap' at the top right of the screen.

16.2 Adding to an existing Directly Held asset

To add additional contributions to an existing Directly Held asset, use the 'Allocate contribution' button in the Cash account 'Contributions' screen (as seen above).

The following pop up box with then be displayed:

Allocate to existing?

Allocate to an existing or to a new holding?

Cancel New Existing

Select 'Existing'.

Status: In force

Destination Type: Directly Held

Destination holding: Bank Account

Event: Directly Held

Effective date: Contract

Contribution / Frequency:

Contribution notes:

Cash account

Current balance: 160,000.00

Update balance to: 160,000.00 Auto fill £160,000.00

Cancel Add Contribution and update trustee account balance

Select the asset which will be having an increment added to it.

Status: In force

Destination Type: Directly Held

Destination holding: Skandia Global Bond A3H EUR

Event: Increment

Effective date: 22/09/2009

Contribution / Frequency: 10,000.00 S

Contribution notes:

Cash account

Current balance: 160,000.00

Update balance to: 150,000.00 Auto fill £140,000.00

Cancel Add Contribution and update trustee account balance

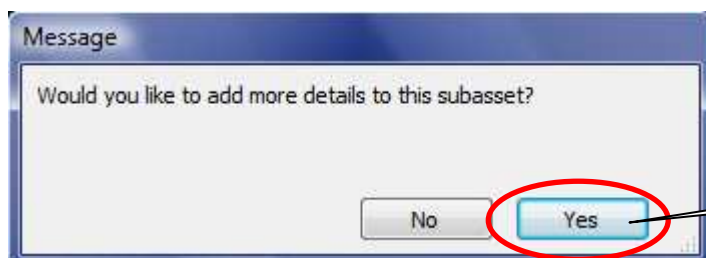
Complete the screen and select 'Auto Fill' to update the Cash account balance and then select 'Add Contribution'.

Message

Is this contract being recorded as New Business or for Information Only?

Info. Only New Bus.

Select as appropriate.



To update the fund information, select 'Yes' and the following page will be displayed.

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gary Dent

Clients > Holdings > Details > Assets > Position

Position Select asset

Asset selected: **Skandia Global Bond A3H EUR**

Current number of units / unit type 2000 Initial

Units current date 22/09/2009

Original investment / Date of investment

Sector Fixed Int - Global

Asset type Collective

Type of holding to which this asset belongs Investment

Current Mid price (EUR) 11.6205

Price date 28/08/2009

Current value of position in Skandia Global Bond A3H EUR (EUR) 23,241.00

Exchange rate (as at 01/09/09) 1.14

Current value of position in Skandia Global Bond A3H EUR (£) 20,453.23

Total current value of holding 20,453.23

Exposure of holding to this asset 100 %

Return since date of investment

Update current price details

Position Allocation Asset breakdown Notes / Factsheet Historic

Quit Archive this asset

16.3 Adding to an existing Bank Account

To add additional contributions to an existing Bank Account, use the 'Allocate contribution' button in the Cash account 'Contributions' screen (as seen above). The following will then be displayed:



Select 'Existing'.

| | |
|--------------------------|---------------|
| Status | In force |
| Destination Type | Directly Held |
| Destination holding | Bank Account |
| Event | Directly Held |
| Effective date | Contract |
| Contribution / Frequency | |
| Contribution notes | |

Cash account

| | |
|-------------------|------------------------------------|
| Current balance | 150,000.00 |
| Update balance to | 150,000.00 ◀ Auto fill £150,000.00 |

◀ Cancel ▶ Add Contribution and update trustee account balance

Select the Asset which will be having an increment added to it.

| | |
|--------------------------|---------------------------------|
| Status | In force |
| Destination Type | Bank Account |
| Destination holding | Lloyds TSB Bank Deposit Account |
| Event | Increment |
| Effective date | 22/09/2009 |
| Contribution / Frequency | 20,000.00 S |
| Contribution notes | |

Cash account

| | |
|-------------------|------------------------------------|
| Current balance | 150,000.00 |
| Update balance to | 130,000.00 ◀ Auto fill £110,000.00 |

◀ Cancel ▶ Add Contribution and update trustee account balance

Complete this page.

Select 'Auto fill' to update the cash account balance.

Finally select 'Add Contribution'.

Message

Is this contract being recorded as New Business or for Information Only?

Info. Only New Bus.

Select the relevant option.

Message

Would you like to add more details to this subasset?

No Yes

Select 'Yes' if more details need to be added to the Bank account holding.

If 'Yes' is selected the following screen will be displayed:

CAPITA

FINANCIAL SOFTWARE

Holdings records

Gary Dent > Lloyds TSB Bank > Bank deposit account > 209348029

Clients

Clients > Holdings > Details

Switch to full Wrap

Holdings

Overview

Product

Contributions

Details

Administration

Tasks

Commission

Submission

Work ()

Documents

Calculators

Reports

Quit

Account name

Dent, G P

Current value of deposit

10,000.00

Current annual rate of interest

1.50%

Current income

150.00 p.a.

Sort code / Account Number

123456 209348029

Account Type

Deposit Account

Interest Type

Withdrawal notice period (if any)

days

Signatories

Date information updated

Provider's Customer Number

Contract Issue Number

Notes

System client reference

U30003

System contract reference

40068CORE

17 Allocating Money from the Bank Account

Any money allocated to the Bank Accounts may be spent in the future. Money from these accounts can be allocated back to the Cash account to enable the money to be spent on Directly Held assets and Contracts:

CAPITA FINANCIAL SOFTWARE Holdings records

Gary Dent > Skandia > Wrap > q312341

Clients > Holdings > Wrap > Contributions > Bank Accounts

Holdings ▾

Cash account Bank Accounts Directly Held Contracts

Overview
Product
Contributions
Details
Administration
Tasks
Commission
Submission

Work ()

Documents

Calculators

Reports

Quit

| Date | Event | Account Name | Contribution | Currency |
|----------|-----------|---|--------------|----------|
| 22/09/09 | Initial | Lloyds TSB Bank Deposit Account 209348029 | 10,000.00 | S |
| 22/09/09 | Increment | Lloyds TSB Bank Deposit Account 209348029 | 20,000.00 | S |

Balance of regular contributions: 0.00
Balance of single contributions: 30,000.00
Balance of total contributions: 30,000.00

Show the contributions for: All Holdings

Status: In force

Bank account to be decremented: Lloyds TSB Bank Deposit Account

Event: Decrement

Effective date: 22/09/2009

Contribution / Frequency: 10,000.00 S

Contribution notes: Money being transferred to the cash account to be spent on a contract

Cash account

Current balance: 130,000.00

Update balance to: 120,000.00 Auto fill £110,000.00

Cancel Reallocate to the trustee account

The 'Bank Accounts' screen will show a decrement and the Cash account will show an 'Internal transfer':

CAPITA
FINANCIAL SOFTWARE
Holdings records

Gary Dent > Skandia > Wrap > q312341

Clients

Clients > Holdings > Wrap > Contributions > **Bank Accounts**

Holdings

Cash account
Bank Accounts
Directly Held
Contracts

| Date | Event | Account Name | Contribution | Freq. |
|----------|-----------|---|--------------|-------|
| 22/09/09 | Initial | Lloyds TSB Bank Deposit Account 209348029 | 10,000.00 | \$ |
| 22/09/09 | Increment | Lloyds TSB Bank Deposit Account 209348029 | 20,000.00 | \$ |
| 22/09/09 | Decrement | Skandia Cash Account 87987987 | -10,000.00 | \$ |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

⋮
— Re-allocate Contribution

Work ()

Documents


Calculators

Reports



Show the contributions for:

| | |
|----------------------------------|-----------|
| Balance of regular contributions | 0.00 |
| Balance of single contributions | 20,000.00 |
| Balance of total contributions | 20,000.00 |

Quit



Holdings records

Gary Dent > Skandia > Wrap >  

Clients

Holdings

Contributions

Overview

Product

Contributions

Details

Administration

Tasks

Commission

Submission

Work (0)

Documents

Calculators

Reports


Clients > Holdings > Wrap > Contributions








Cash account

Bank accounts




Directly held

Contracts

 + Add Contribution

| | Date | Event | Source | Destination | Contribution | Freq. | |
|---|----------|-----------|----------|------------------------------|--------------|-------|---|
|  | 15/04/10 | Internal | | Cash Account | 5,000.00 | \$ |  |
| | 10/04/10 | Decrement | | Skandia Cazenove European SP | -10,000.00 | \$ |  |
| | 10/04/10 | Decrement | | Fidelity Unit Linked Bond | -50,000.00 | \$ |  |
| | 04/04/10 | Increment | Transfer | Cash Account | 50,000.00 | \$ |  |
| | 01/04/10 | Decrement | | Lloyds TSB Bank Current | -10,000.00 | \$ |  |
| | 09/03/10 | Initial | Personal | Cash Account | 200,000.00 | \$ |  |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

— Allocate Contribution

| | | | |
|---|----------------------------------|------------|--|
|  Schedule of contributions to date | Balance of regular contributions | 60,000.00 | |
|  Schedule of contributions tax year beginning 2010 | Balance of single contributions | 180,000.00 | |
| | Balance of total contributions | 240,000.00 |  Adjust |

Once the money is in the Cash account it can be allocated to other investments within the Wrap.

18 Updating Balances

Once money has been spent from the Cash account, or from the Bank Accounts, it is important to ensure that the balances of the accounts are kept up to date. If not, the valuation on the 'Summary' page of the Wrap holding and any valuation report will show incorrect values.

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gary Dent > Skandia > Wrap > q312341

Clients > Holdings > Overview

Contract details | Scanned docs.

Overview
Product
Contributions
Details
Administration
Tasks
Commission
Submission

Work ()
Documents
Calculators
Reports

Quit

Application status: In force | Marked for upload ☐

Contract holder: Dent, G P | Change

Provider: Skandia

Contract Type: Wrap

Contract number: Q312341

Effective date: 22/9/2009 | End date:

Bank Accounts: 140,000.00

Directly Held Assets: 20,453.23

Contracts:

Total: 160,453.23

Adviser: Andrew, Sheila | More

Introducer: | More

Make this contract paid up / cancelled

Print a file fact sheet for this holding

Created: 22/09/2009 By: ams

It is therefore, important to ensure that when any money is spent from the Cash account or the Bank Account that the balance is amended.

This can be done automatically when allocating money from the Cash account using the 'Auto fill' link that has been referred to throughout this guide when either adding or allocating money within the Cash account. However, this automatic update will not be taking into account any interest etc. on the account.

If you wish to record a more precise balance of the Cash account, it can be updated manually.

18.1 Updating the balance of the Cash Account

Updating the balance of either the Cash account or the Bank Account is done in the 'Details' screen of the Wrap

The Cash account balance can be updated from the details show in the Assets tab:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gary Dent > Skandia > Wrap > q312341

Clients > Holdings > Details > Assets > Bank account

Contract details | Assets | Income | Analysis

Bank Accounts | Directly Held | Contracts | Wrap Reports

Cash account | Bank Accounts

Application status: In force

Provider: Skandia

Date account opened: 22/09/2009

Sort code / Account number: 123456 | 87987987

Account type / Interest rate: Deposit account | 0.50%

Current balance / Date valued: 130,000.00 | 22/09/2009

Signatories: Mr Dent

Notes

Switch to full record

Value of all bank accounts

Information can be recorded manually into the 'Notes' section.

18.2 Updating the value of the Bank Account

The Bank Accounts are updated in 'Details' > 'Assets' > 'Bank Accounts' > 'Bank Accounts':

CAPITA FINANCIAL SOFTWARE Holdings records

Gary Dent > Skandia > Wrap > q312341

Clients > Holdings > Details > Assets > Bank account

Contract details Assets Income Analysis

Bank Accounts Directly Held Contracts Wrap Reports

| Bank | Account Type | Account Number | Date Valued | Balance |
|-----------------|-----------------|----------------|-------------|-----------|
| Lloyds TSB Bank | Deposit Account | 209348029 | 22/09/2009 | 10,000.00 |

Value of General bank accounts 10,000.00

To update the value, click on to the Bank Account to enter into the holding.

Once in the Bank Account Holding, navigate to the Details screen

CAPITA FINANCIAL SOFTWARE Holdings records

Gary Dent > Lloyds TSB Bank > Bank deposit account > 209348029

Switch to full Wrap

Clients > Holdings > Details

Account name Bank G.P.

Current value of deposit 10,000.00

Current annual rate of interest 1.50%

Current income 150.00 p.a.

Sort code / Account Number 123456 209348029

Account Type Deposit Account

Interest Type

Withdrawal notice period (if any) days

Signatories

Date information updated

Provider's Customer Number

Contract Issue Number

Notes

System client reference U30003

System contract reference 40068CORE

Update 'Current value of the deposit'.

Use 'Notes' to record any useful information.

19 Keeping Records Updated

When any asset is recorded into a Wrap it can either be recorded as 'Info only' or 'New Business'. Any record recorded as 'Info Only' will only need the appropriate fields completed within 'Product', 'Contributions,' 'Details' and, potentially, the 'Commission' screens.

If a piece of 'New Business' is entered then all the screens above, plus the 'Administration', 'Commission' and 'Submission' screens need to be completed:

The screenshot shows the CAPITA Financial Software interface. The top header is dark blue with the CAPITA logo and 'FINANCIAL SOFTWARE'. The right header is 'Holdings records'. Below the header, there's a breadcrumb trail: 'Gary Dent > Skandia > Wrap >'. The left sidebar has a menu with 'Administration' highlighted in red. The main area shows a table of holdings records with columns: Event, Status, New business, Applic. date, Submitted, and Effect. date. The table contains several rows of data, including 'Internal', 'Decrement', and 'Increment' events.

| Event | Status | New business | Applic. date | Submitted | Effect. date |
|-----------|----------|--------------|--------------|-----------|--------------|
| Internal | In force | | | | 15/04/10 |
| Decrement | In force | No | | | 10/04/10 |
| Decrement | In force | No | | | 10/04/10 |
| Increment | In force | Yes | | | 04/04/10 |
| Decrement | In force | No | | | 01/04/10 |
| Initial | In force | Yes | | | 09/03/10 |

These screens can either be accessed from within the Wrap (as shown above).

The relevant screens can also be accessed from within the individual Holding record. All types of assets will have this functionality:

The relevant screens can also be accessed from within the individual Holding record. All types of assets will have this functionality:

The screenshot shows the 'Holdings records' interface. The breadcrumb trail is 'Clients > Holdings > Administration'. The 'Cash account' tab is highlighted with a red circle. A callout box points to the 'Cash account' tab with the text: 'Select the relevant tab and choose the appropriate checklist.' Below the tabs, there is a table with columns: Event, Status, New business, Application, Submitted, and Effect. date. The table contains several rows of data, including 'Internal', 'Decrement', and 'Increment' events.

Once a checklist is selected, the relevant Holding will be displayed with the checklist - In this example the Administration checklist of the Bank Account has been chosen.

The screenshot shows the 'Holdings records' interface with the breadcrumb trail 'Gary Dent > Lloyds TSB Bank > Bank deposit account > 209348029'. The 'Administration' tab is selected. A callout box points to the breadcrumb trail with the text: 'Complete all red fields.' Another callout box points to the 'Complete admin. checklist' button at the bottom right with the text: 'Ensure that the 'Complete admin checklist' is clicked once all completed.' The form displays various fields for the 'Administration' checklist, including 'New Business', 'Action', 'Status', 'Business source', 'Current position (outstanding action)', 'Proposal to Client', 'Application received', 'Application dated', 'Submitted Date', 'Intended effective date', and 'Service manager for this case'. The 'Complete admin. checklist' button is highlighted with a red circle.

The 'Tasks', 'Commission' and 'Submission' screens all work in the same way. If a tab is selected from within the Wrap CCD will navigate to the relevant screen in the individual Holding record.

20 Wrap Reports

There are a number of reports available to use which will either show the Wrap, together with any other Holdings the client has, or can show the valuation of the Wrap on its own.

To create a report which only shows the Wrap and what has been paid in and what the value is, navigate to the Wrap 'Details' > 'Assets' > 'Wrap Reports' tab:

CAPITA
FINANCIAL SOFTWARE

Holdings records

Gary Dent > Skandia > Wrap > q312341

Clients > Holdings > Details > Assets > SIPP Reports

Holdings ▾ Contract details Assets ▾ Income Analysis

Overview
Product
Contributions
Details
Administration
Tasks
Commission
Submission

Work ()

Documents

Calculators

Reports

Print Income schedule
Print valuation statement
Print Wrap breakdown report
Print sector analysis chart
Print foreign currency valuation statement

Bank Accounts Directly Held Contracts **Wrap Reports**

Valuation date

Contributions to date

| | |
|------------------------------------|------------|
| Cash account contribution balance | 140,000.00 |
| Allocated to other bank accounts | 20,000.00 |
| Allocated to directly held assets | 30,000.00 |
| Allocated to contract based assets | 60,000.00 |
| Total contributions into the SIPP | 260,000.00 |

Valuations

| | |
|--------------------------------|------------|
| Cash account | 130,000.00 |
| Other bank accounts | 10,000.00 |
| Directly held assets | 20,453.23 |
| Contract based assets | |
| Total liabilities | 0.00 |
| Current value net of borrowing | 160,453.23 |
| Total income drawn down | 0.00 |

Copy down

Last valuation date

Last valuation

Annual return since this valuation* 0.00%

* Calculation based on total investment return

There are a number of reports here which may be useful.

Example of a Wrap report.

Wrap Report

Wrap Breakdown report prepared for Mr G P Dent

| Wrap Provider and Policy number | Current Value |
|---|--------------------|
| Skandia Wrap q312341 | |
| Cash Account | |
| Skandia Cash Account 87987987 | 130,000.00 |
| General Bank Accounts | |
| Lloyds TSB Bank Deposit Account 209348029 | 10,000.00 |
| Directly Held Assets | |
| Skandia Global Bond A3H EUR | 20,453.23 |
| Contracts | |
| Fidelity Unit Linked Bond | 0.00 |
| Total borrowing recorded | £0.00 |
| Total income drawdown | £0.00 |
| Total value of this SIPP | £160,453.23 |
| Total value of all Wraps | £160,453.23 |

This report covers all of the assets held within the Wrap

The Wrap will also show on the reports which be printed from the 'Clients' > 'Reports' section in CCD.

The Wrap will show as a single product on the Investment reports, unless the 'Wrap Breakdown' report is selected.

Investment contracts

Schedule of investment contracts. Prepared for Mr Ashbee

| Provider | Contract Type | Status | Contract / Policy Number | Effective date | In trust | Valuation date | Regular Cont. | Total Invested * | Value Withdrawn | Valuation | Return |
|---|---------------|----------|--------------------------|----------------|----------|----------------|---------------|------------------|-----------------|-----------|--------|
| Mr Ashbee | | | | | | | | | | | |
| Standard Life | Wrap | In force | 123432134 | 12/06/09 | | 24/08/09 | £50.00 M | 12,000 | | 9,191 | |
| Total of contracts in the name of Mr Ashbee | | | | | | | | £12,000.00 | £0.00 | £9,191.00 | |