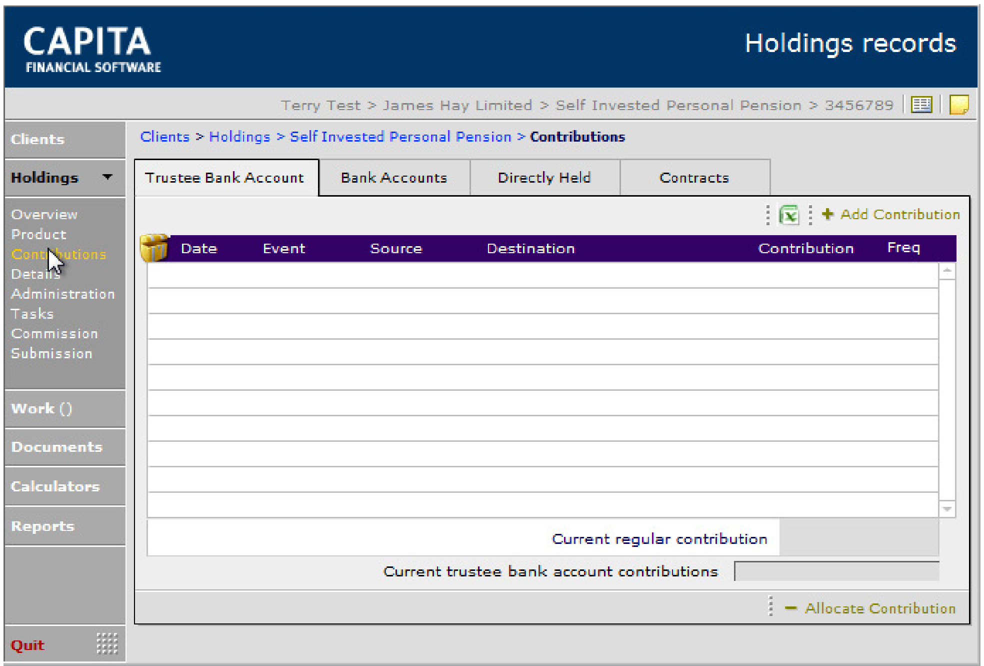
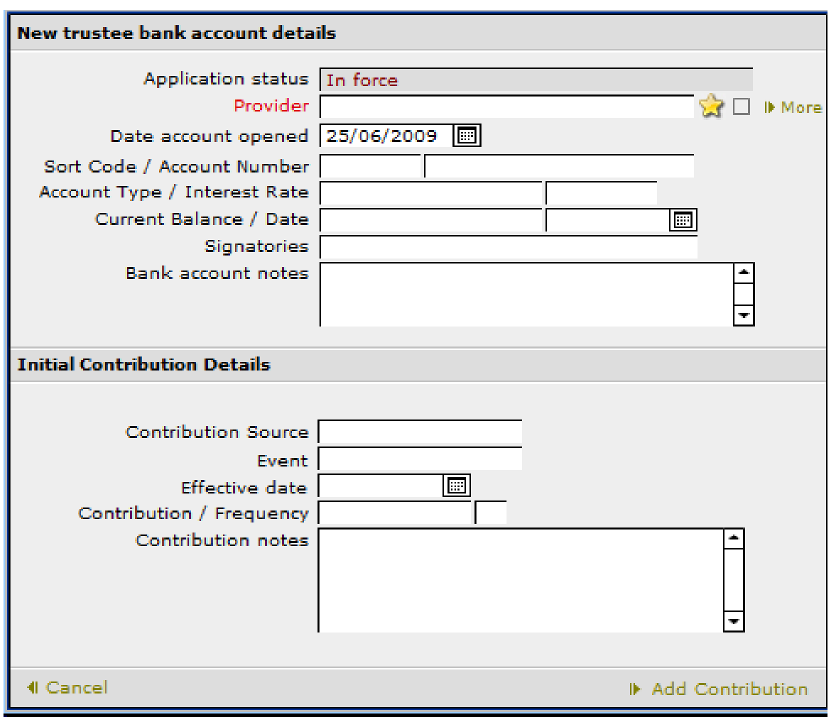
<u>CCD v4.0.1 overview of SIPP workflow</u>

All contributions to a SIPP should be recorded against the trustee bank account. The trustee bank account will show a positive entry for money received into the SIPP and a negative entry when money is transferred out of the trustee bank account and allocated to either a bank account, directly held asset or contract.

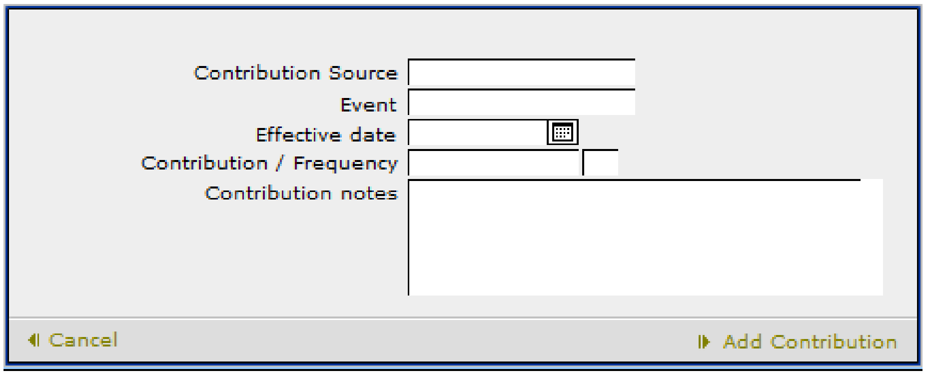


To add a contribution to the trustee bank account, click on ***+Add Contribution*** at the top right of the screen.

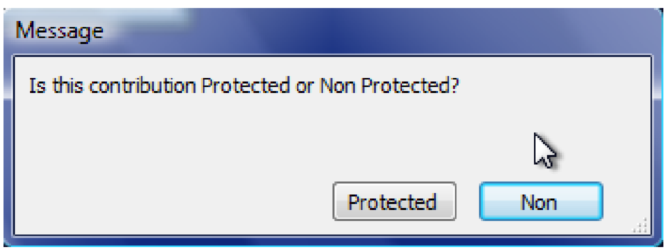
If a trustee bank account has not been set up, the following diaglogue box will be displayed:



If a Trustee bank account has been set up, the following diaglogue box will be displayed:

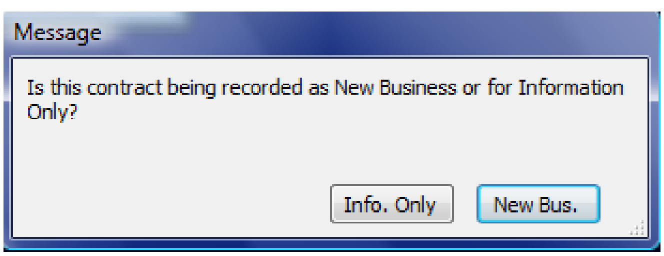


Complete the fields (under both sections if setting up a new trustee bank account) and click ***+Add Contribution*** which will display the following selection message:



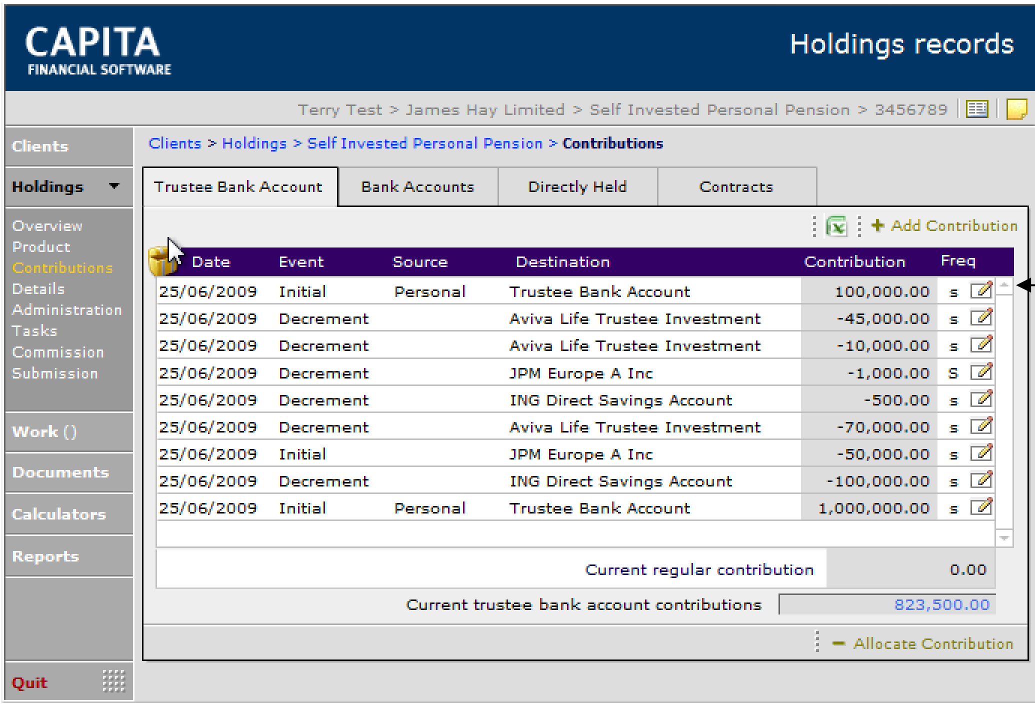
Note: This detail will populate the field on the trustee bank account contribution notes screen.

Followed by the selection message:

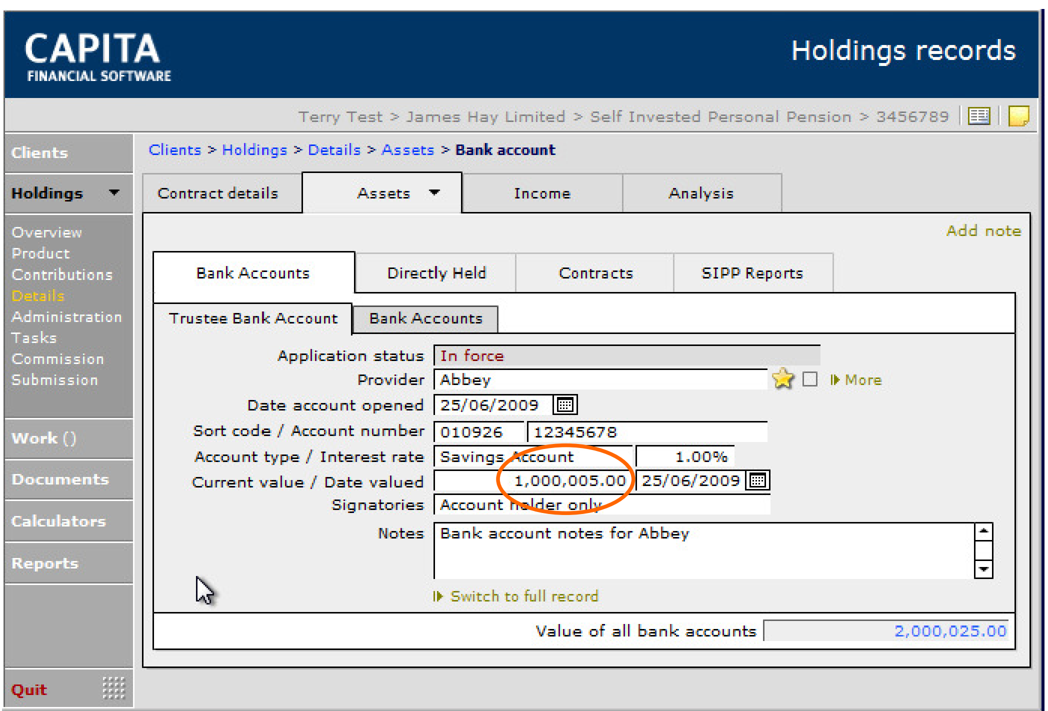


Note: This will set the trustee bank account as new business or information only in the background, which will determine whether a checklist will be produced to complete under the administration area for new business and compliance.

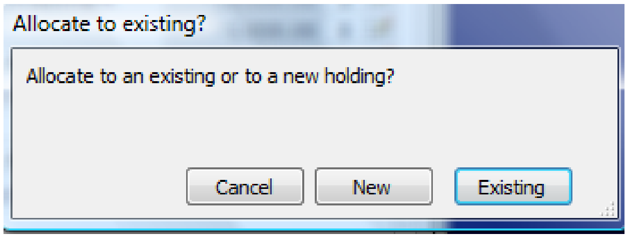
This will display the trustee bank account screen where there will be a positive line entry against the trustee bank account.



Important note: Please remember to update the Current value on the trustee bank account.

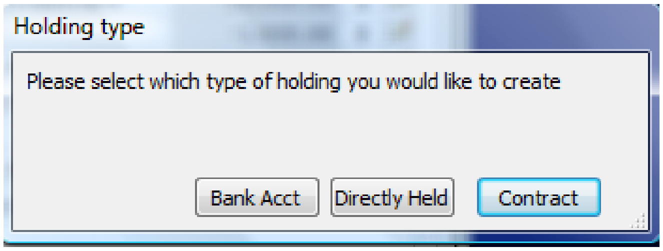


The money will remain in the trustee bank account until invested elsewhere within the SIPP. To invest the money from the trustee bank account, click on ***-Allocate Contribution*** at the bottom right of the screen, to display the following selection message:



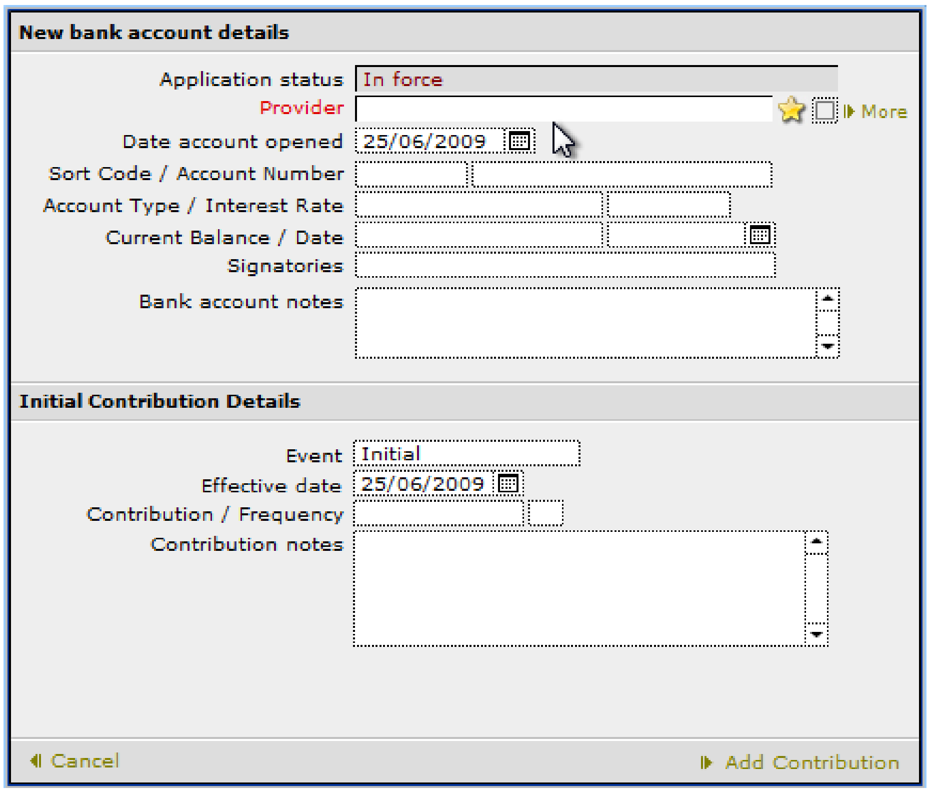
Cancel will display the trustee bank account contribution screen
New will display another dialogue box to select the type of holding
Existing will display another dialogue box to select from the current list of holdings within the SIPP

New holding

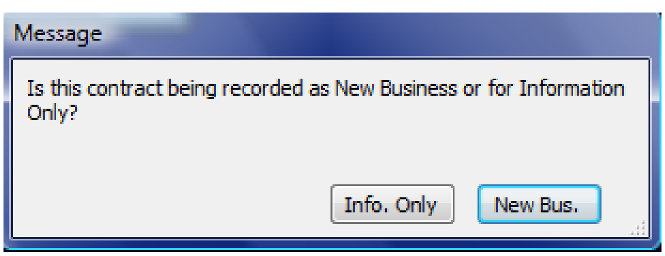


New bank account

The following dialogue box will be displayed:

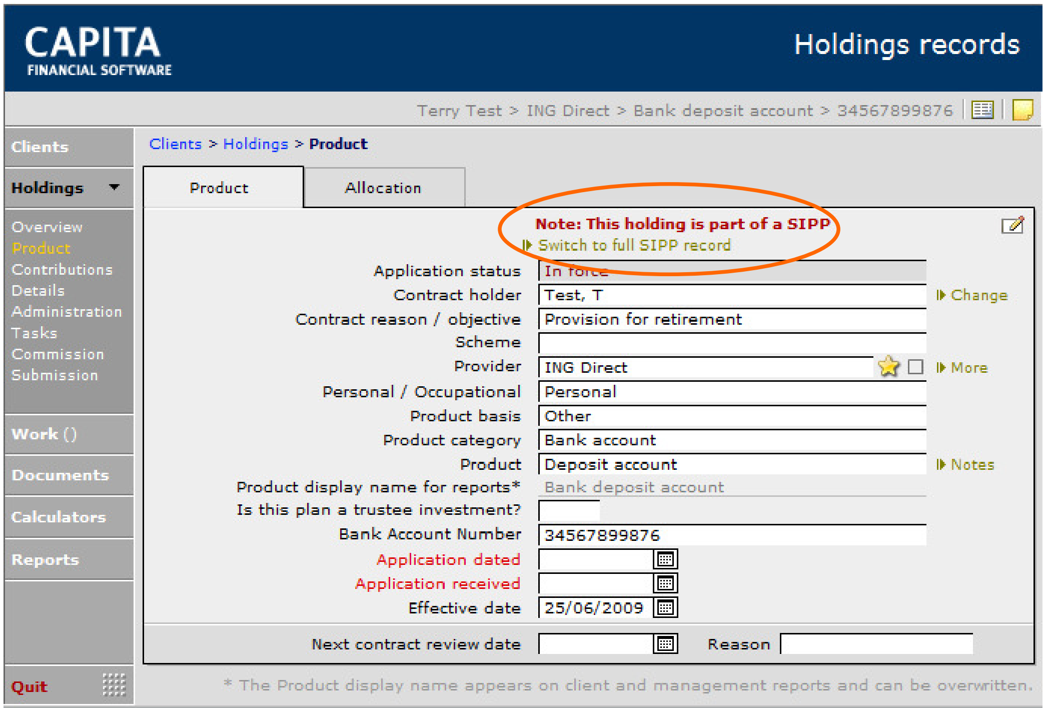


Complete the fields and click ***+Add Contribution*** which will display the following selection message:



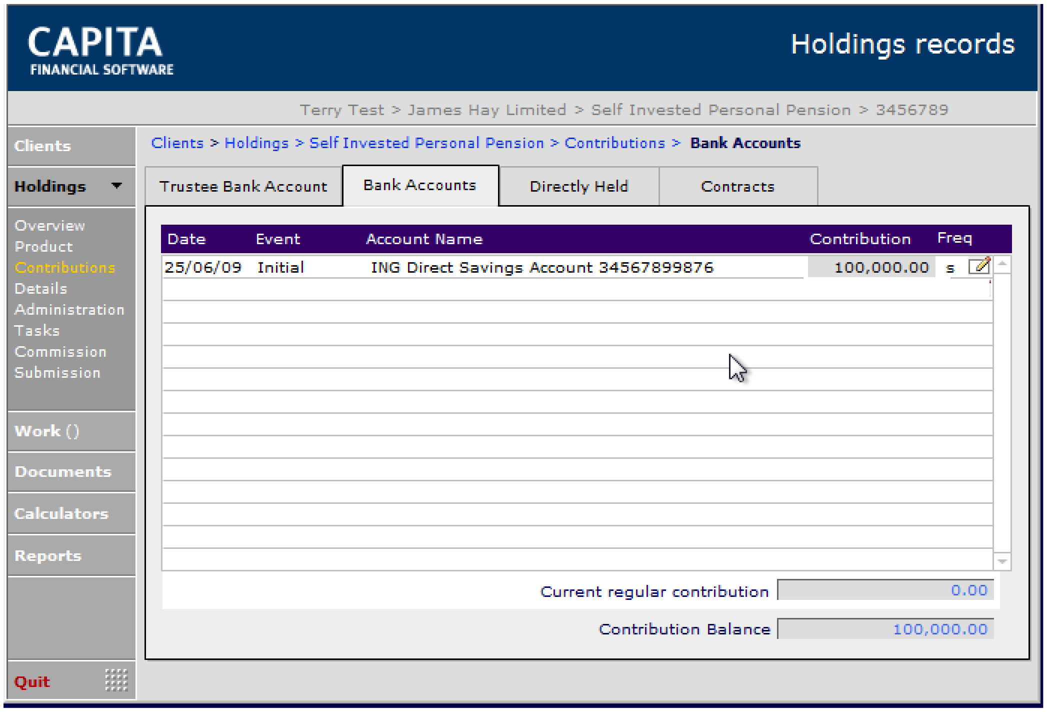
Note: This will set the bank account as new business or information only in the background, which will determine whether a checklist will be produced to complete under the administration area for new business and compliance.

This will display the product section on the full bank account record to enable completion of the bank account details. Click the button at the top of the screen ***Switch to full SIPP record*** (available under the overview and product screens), to switch back to the SIPP.

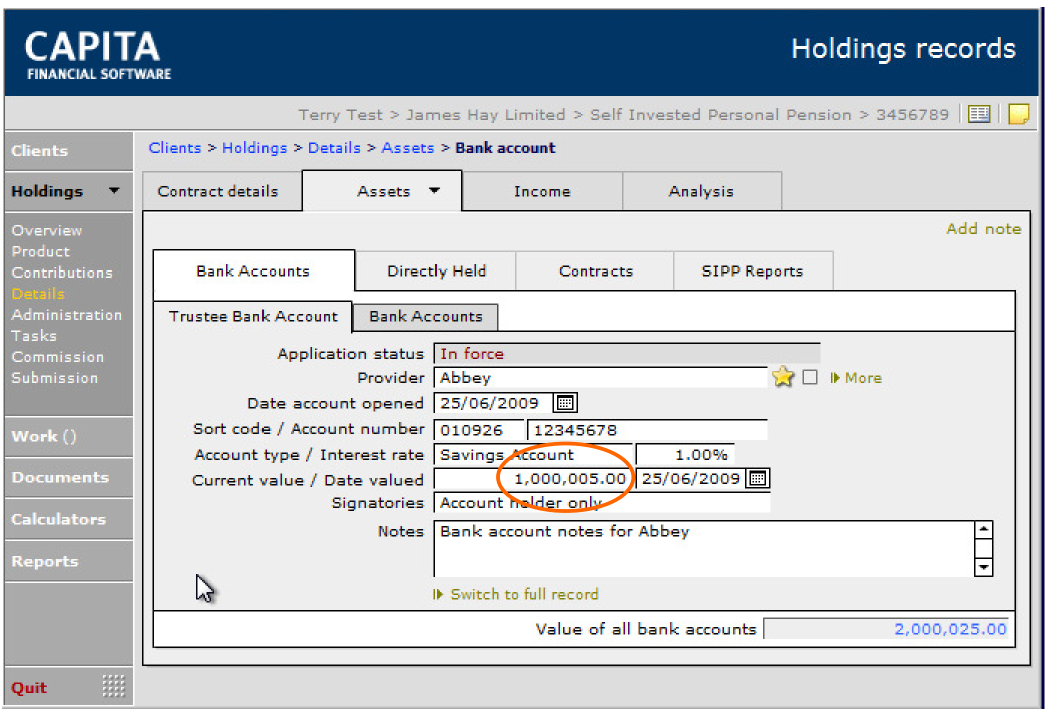


Adding contributions to a new or existing bank account will always be processed using ***-Allocate Contribution*** within the trustee bank account.

Within the SIPP, there will be a positive line entry under the bank account tab for the amount received into the bank account and a negative line entry against the trustee bank account.

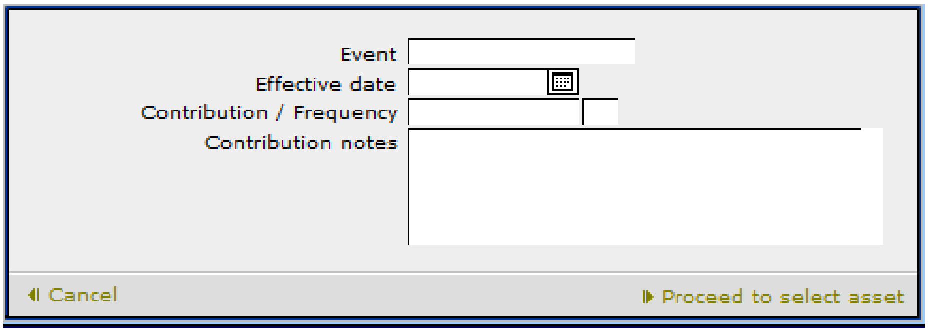


Important note: Please remember to update the Current value on the trustee bank account.

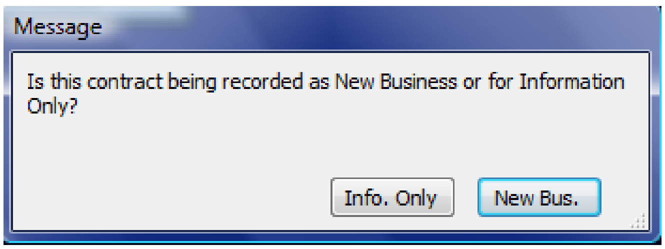


New directly held asset

The following dialogue box will be displayed:

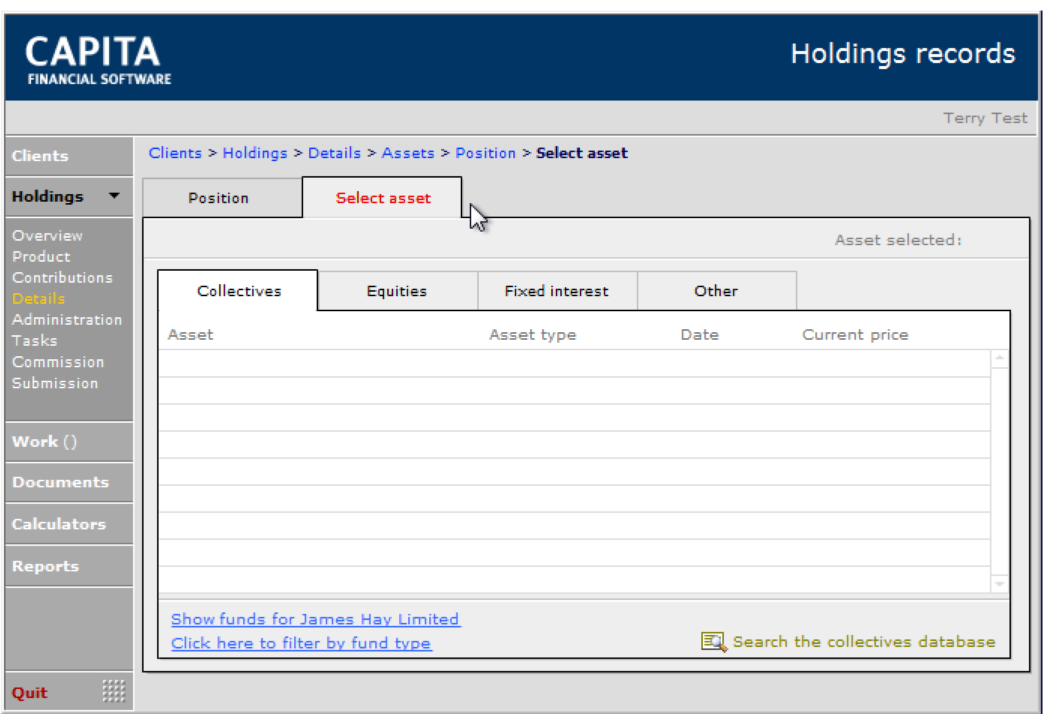


Complete the fields and click ***Proceed to Select Asset*** which will display the following selection message:



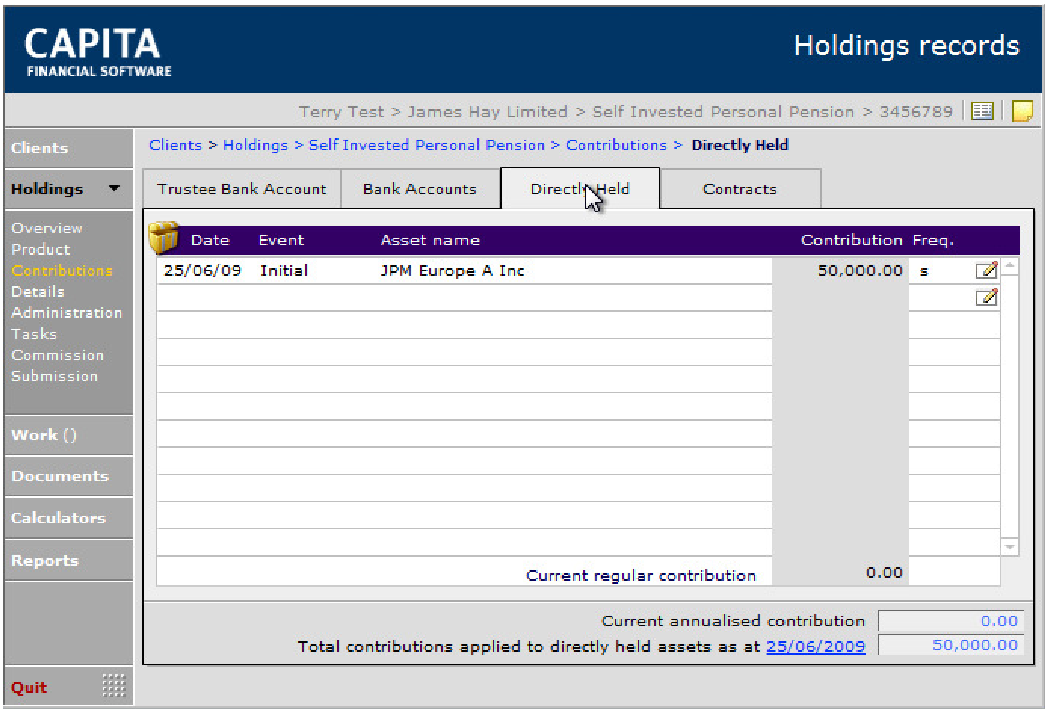
Note: This will set the asset as new business or information only in the background, which will determine whether a checklist will be produced to complete under the administration area for new business and compliance.

This will display the select asset screen to enable completion of the asset details. Click on the ***Contributions*** section on the left of the screen to return to the trustee bank account screen.

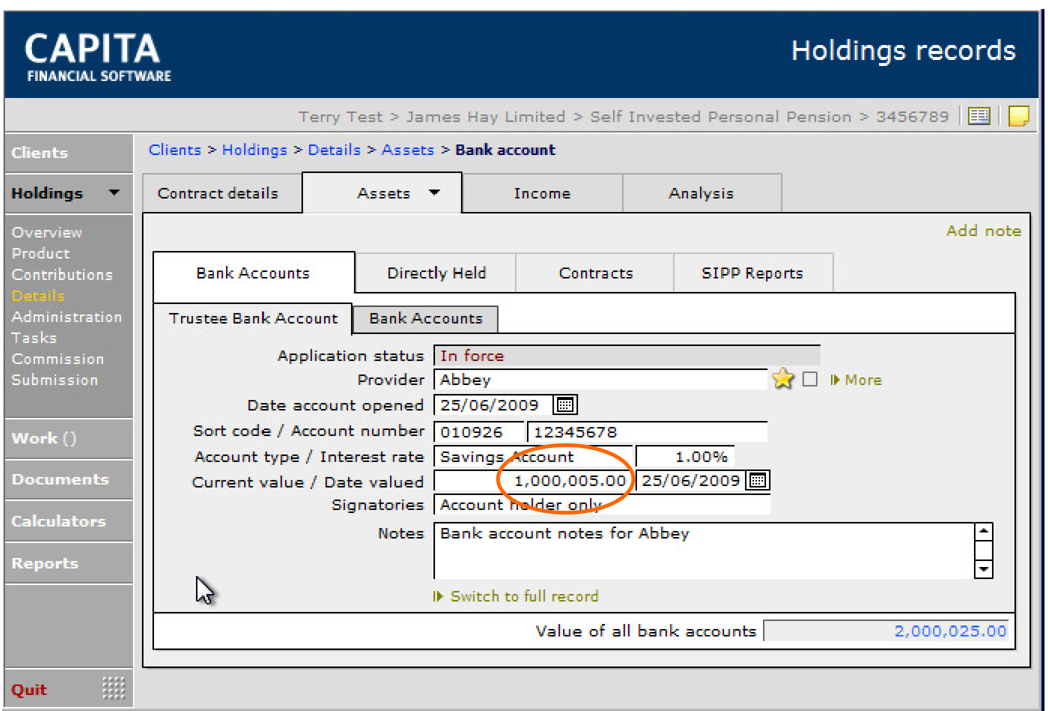


Adding contributions to a new or existing directly held asset will always be processed using ***Allocate Contribution*** within the trustee bank account.

Within the SIPP, there will be a positive line entry under the directly held asset tab for the amount received into the directly held asset and a negative line entry against the trustee bank account.

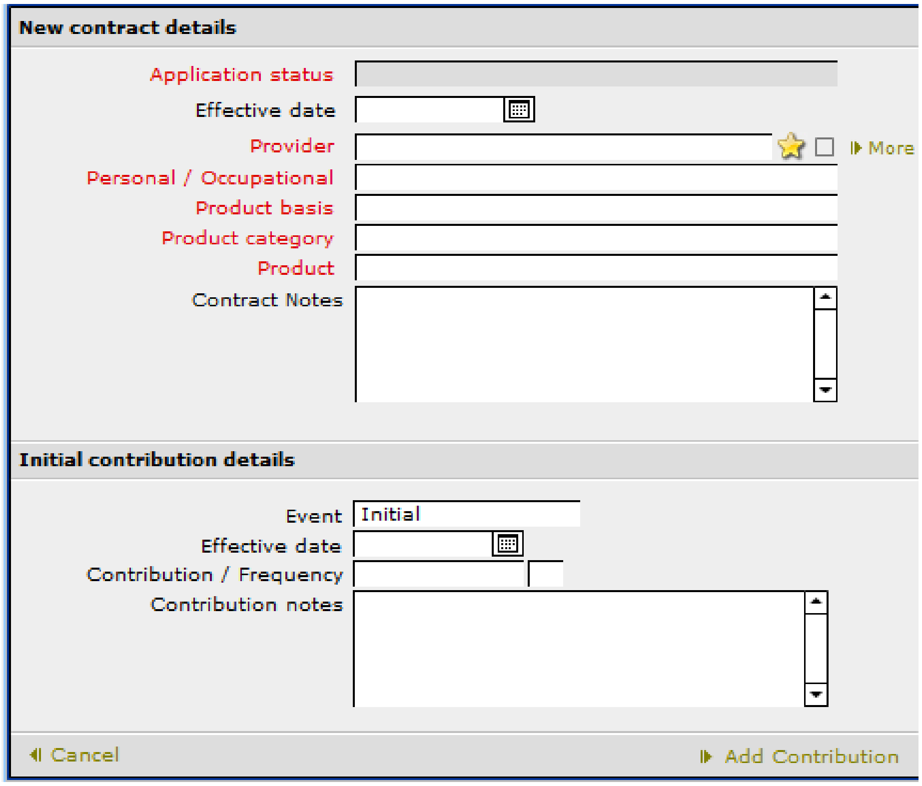


Important note: Please remember to update the Current value on the trustee bank account.

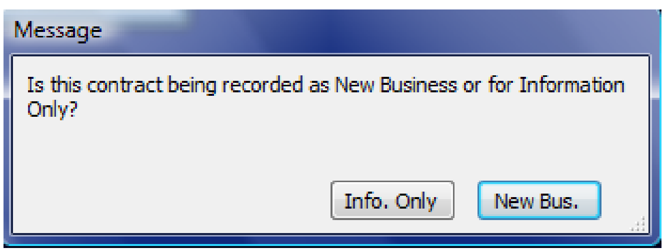


New contract

The following dialogue box will be displayed:

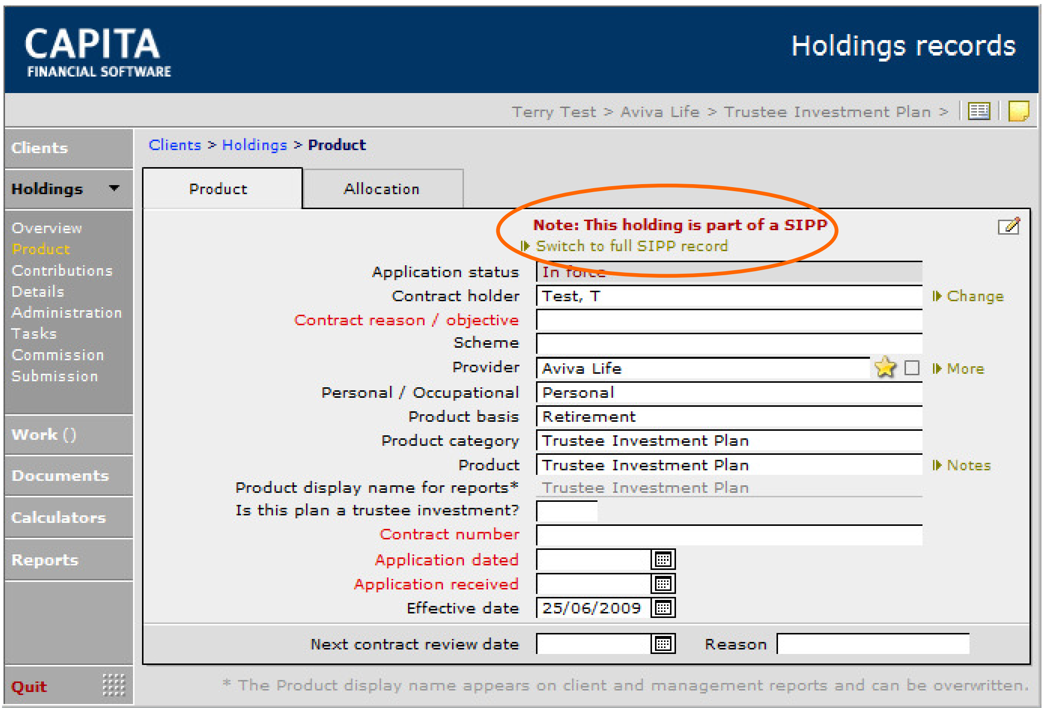


Complete the fields and click ***+Add Contribution*** which will display the following selection message:



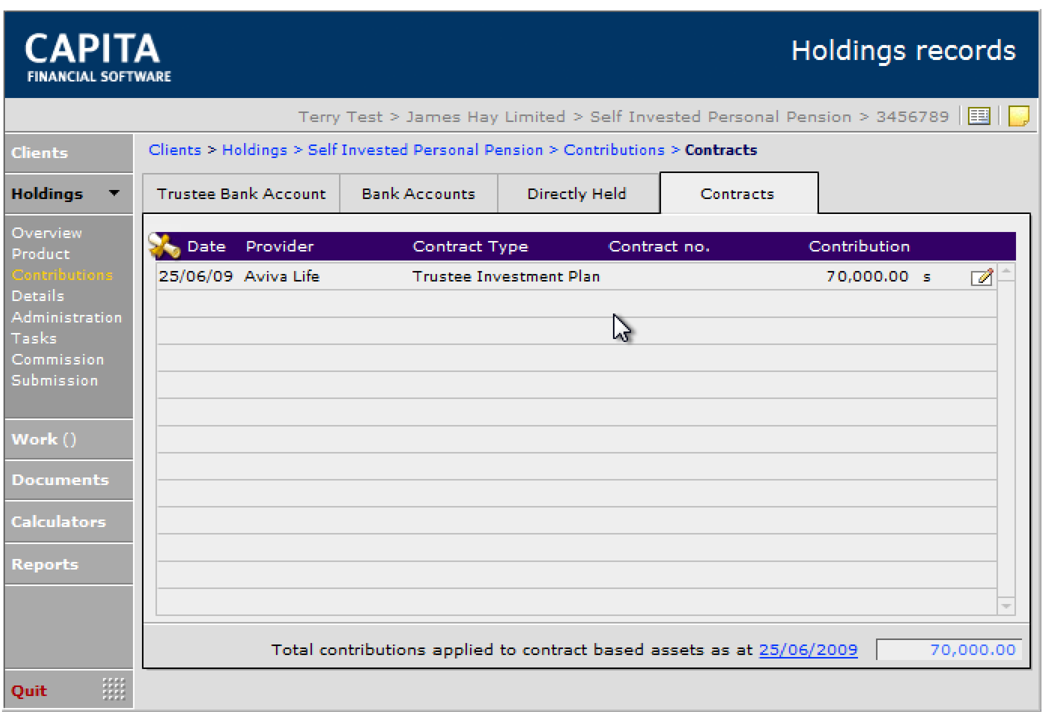
Note: This will set the contract as new business or information only in the background, which will determine whether a checklist will be produced to complete under the administration area for new business and compliance.

This will display the product screen on the full contract record to enable completion of the contract details. Click the button at the top of the screen ***Switch to full SIPP record*** (available on the overview and product sections) to switch back to the SIPP.

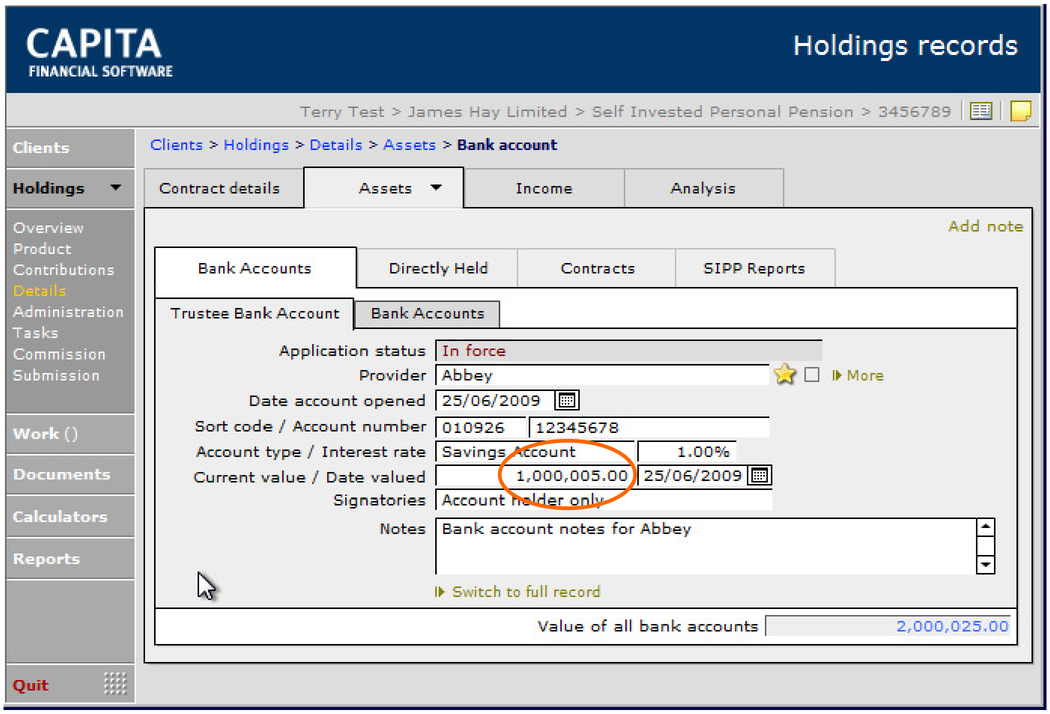


Adding contributions to new or existing contracts will always be processed using ***-Allocate Contribution*** within the trustee bank account.

Within the SIPP, there will be a positive line entry under the contracts tab for the amount received into the Contract and a negative line entry against the trustee bank account.

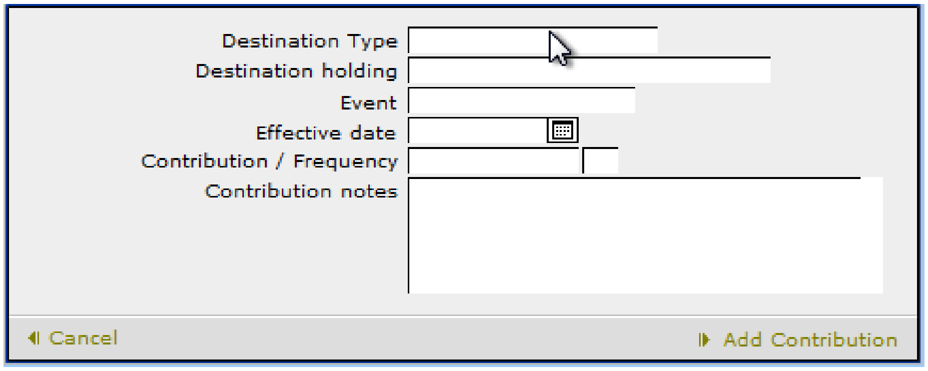


Important note: Please remember to update the Current value on the trustee bank account.

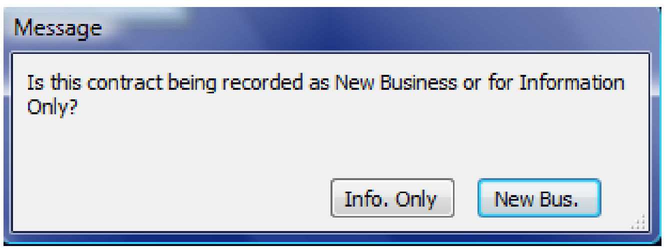


Existing holdings

When allocating money to an existing holding, the following dialogue box will be displayed:



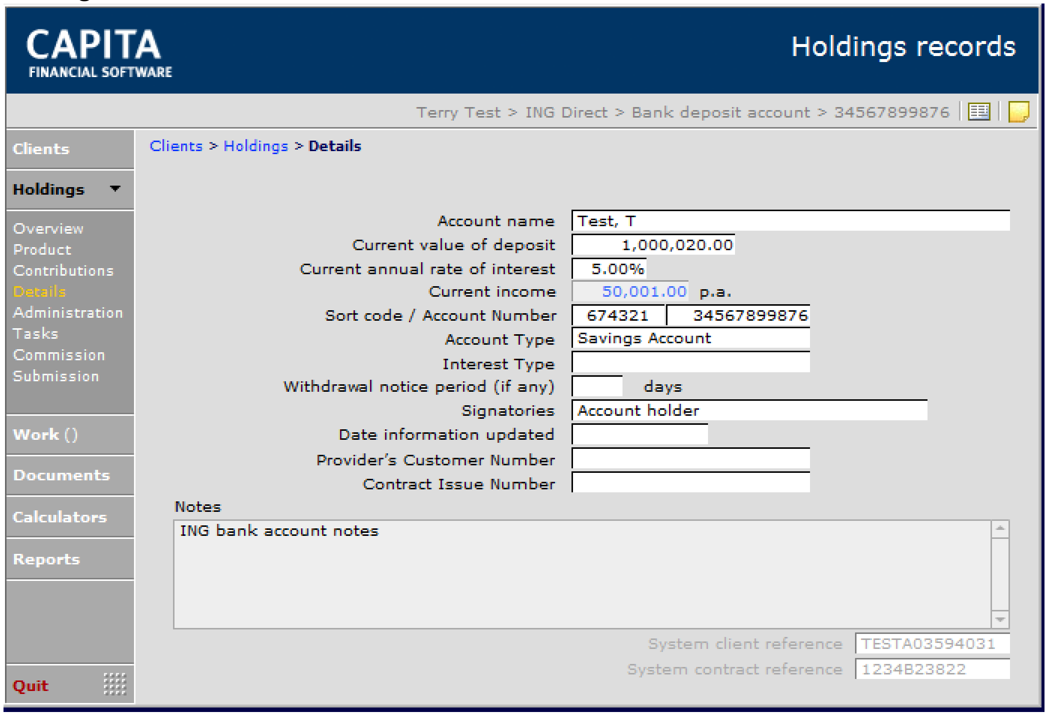
Complete the fields and click ***+Add Contribution*** which will display the following selection message:



Note: This will set the contract as new business or information only in the background, which will determine whether a checklist will be produced to complete under the administration area for new business and compliance.

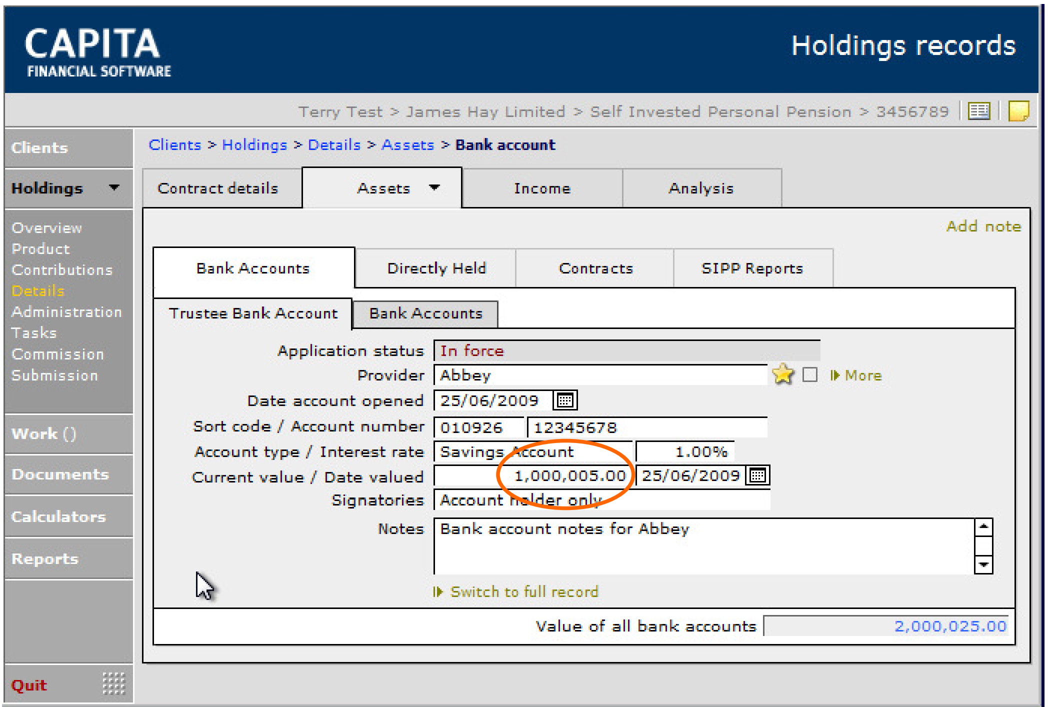
Depending on the holding selected, one of the following screens will be displayed to enable the value to be updated on the existing holding:

Existing bank account

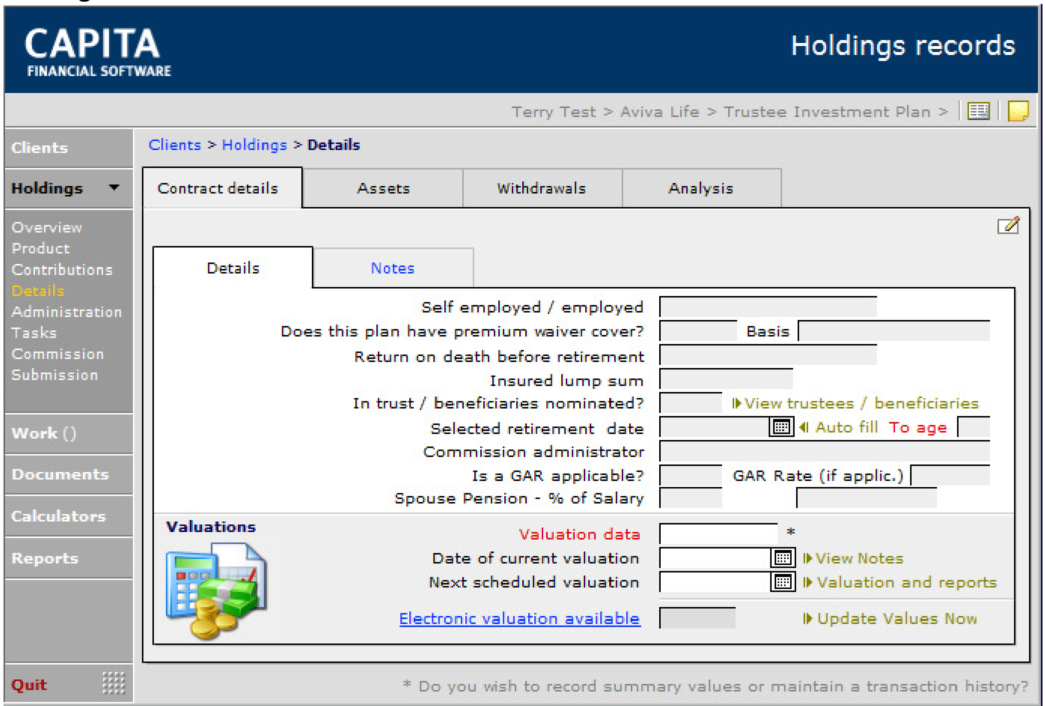


Existing directly held asset

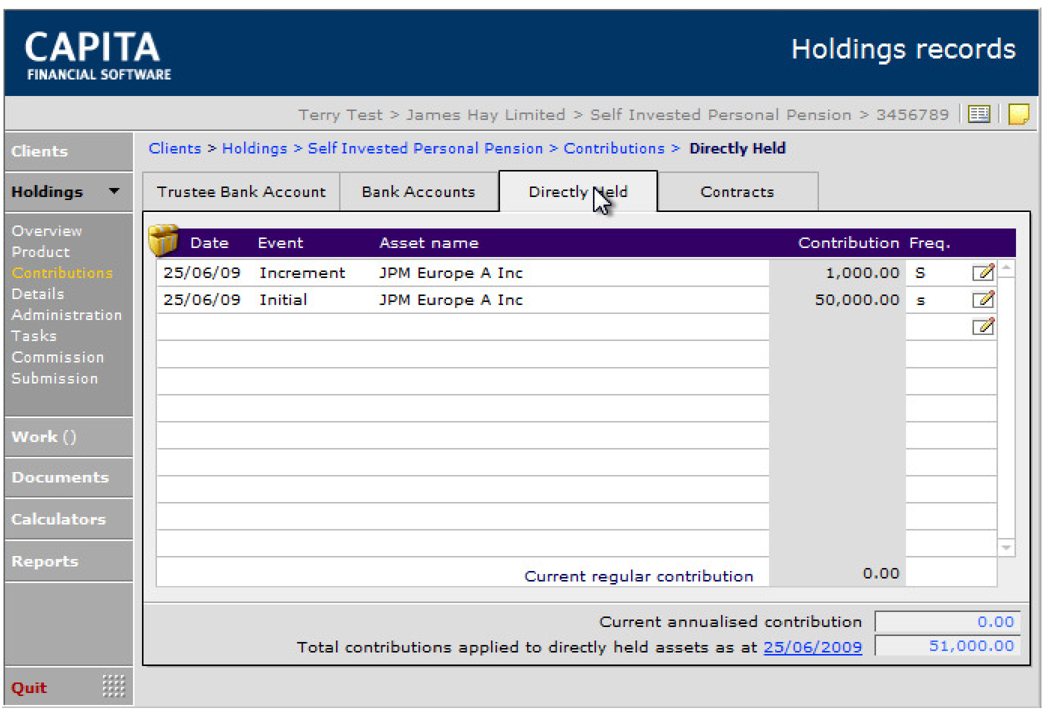
Important note: Please remember to update the Current value on the trustee bank account.



Existing contract

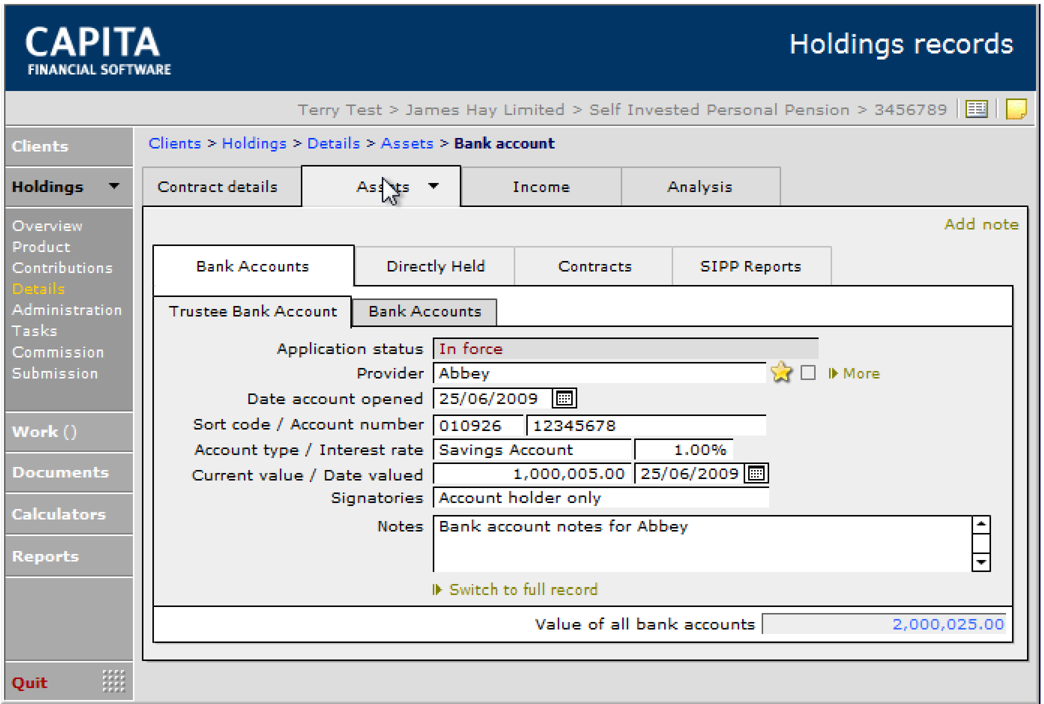


Within the contribution section on the SIPP, there will be a positive line entry under the appropriate tab for the amount allocated to the existing holding and a negative line entry against the trustee bank account.



Viewing/updating existing holdings

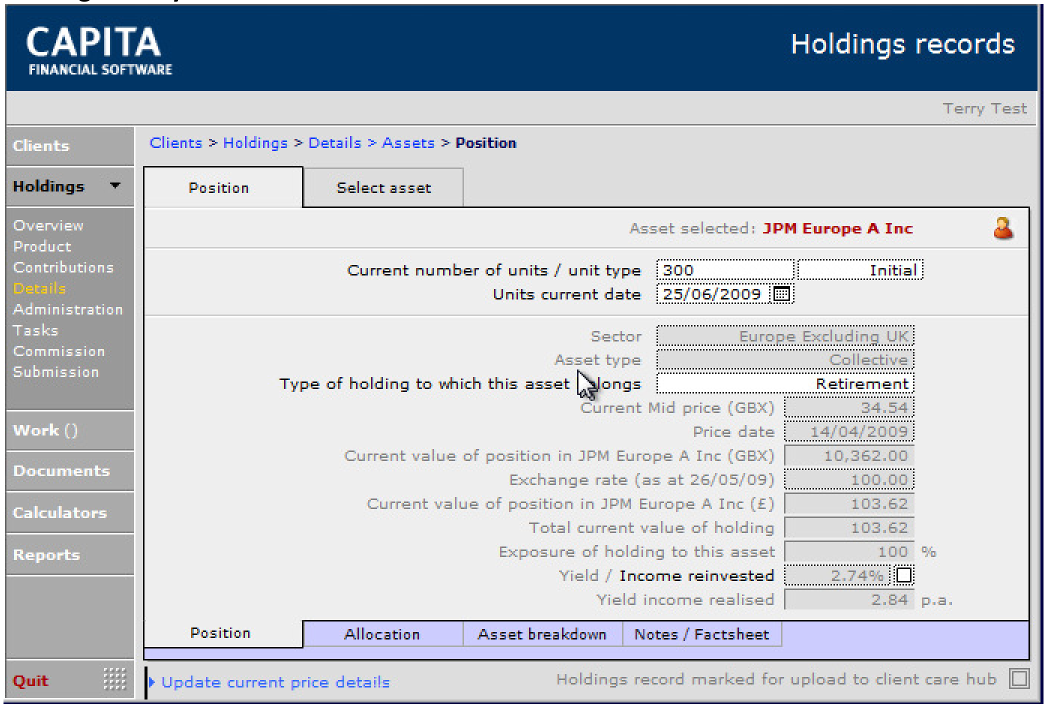
To view or update the information held on existing holdings within the SIPP, navigate to the following screen:



Select the appropriate tab and click into the holding, which will display the following screens:

Existing bank account

Existing directly held asset



Existing contract

Additional notes

Overview section
The total values are displayed on the overview screen for each part of the SIPP.

Contributions section
If the contribution is 'Transfer in-specie', this can be recorded using the source field when adding a new contribution to the SIPP. The contribution should be added to the trustee bank account in the normal way and allocated out to the relevant holding.

Contribution notes have been included against each contribution to allow recording of specific detail relating to the contribution. To record or update notes, click on the note icon and expand into the screen. If notes have been recorded, the details will be displayed by rolling over the note icon with a mouse.

An Excel extract button at the top right of the screen will export the contribution history from the trustee bank account, bank accounts, directly held and contracts into one document.

Details section
A snapshot valuation for the SIPP can be recorded if full details are not available. Select the snapshot option in the valuation field and click on the snapshot valuation tab to enter the valuation.

Administration, tasks, commission and submissions sections
These areas have been split into four tabs, trustee bank account, bank accounts, directly held assets and contracts for ease of administration.

Commission can be recorded against each part of the SIPP. A line entry will be created against the appropriate tab when a contribution has been recorded as new business. The commission details can be entered by navigating to the tab and clicking on the line entry to expand into the commission screen.