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Online client reporting guide

Welcome to Cornerstone Portfolio Online. Seamlessly access your accounts and information, along with a host of features such as trading and investment instruction capabilities and enhanced reporting functions.

This guide gives you an overview of the reports that are now available to you online.

Report name	Description	Date format
Account details	Provides account information such as contact details, beneficiary nominations, standing instructions preferences and, where applicable, insurance, superannuation, and pension information as at current date.	Current
Account movement	This report provides a quick summary of an account between selected dates including opening balance, additions, deductions and closing balance, along with withdrawal balance and preservation components for Super and Pension accounts.	Range
Account performance	Details the opening and closing balances, buys, sells, change in value, account return, growth, income and total return for each investment held within the account.	Range
Balance graph	This report visually displays the portfolio balance and net deposits over time for a specified date range (minimum of three months).	Range
Capital gains/losses realised	This report provides detailed information of the estimated realised capital gains and losses of the account.	Current
Capital gains/losses unrealised (estimate)	This report provides detailed information of the estimated unrealised capital gains and losses of the account.	Current
Capital gains/losses summary	This report provides a summary of the estimated unrealised and realised capital gains and losses of the account.	Current
Cash account statement	Lists all transactions in and out of the cash account for the date range specified. Pending transactions will be shown if applicable.	Range
Centrelink/DVA Schedule	Generates a Centrelink/Department of Veterans' Affairs Schedule as at current date.	Current

Report name	Description	Date format
Fees summary	A summary of the applicable fees on an account at current date. This report provides all applicable fees and Family fee aggregation group information.	Current
Income statement	Lists all income received from the cash account, managed investments, listed investments and term deposits for the specified date range.	Range
Investment performance	Details the performance of managed and listed investments at investment level over a 12 month period from current date.	Current
Market exposure	A graphical representation of the portfolio asset allocation by sector and investment option as at current date.	Effective
Portfolio summary	Details the units, price, percentage of portfolio and balance of each investment holding in the account at the effective date. Pending transactions will be shown if applicable and available cash will only be displayed if current date is selected.	Effective
Standard Reporting Pack	A group of reports which include: Portfolio summary, Market exposure, Income statement, Cash account statement, Transaction statement, Account movement, Fees summary & Super contribution summary. The reports are a mix of Current, Effective date and Date range reports.	Current, Effective and Range
Super contribution summary	Provides a financial year summary of concessional, non-concessional and other contributions with a transaction listing.	Range
Transaction statement	Lists all transactions in and out of each investment holding for the date range specified. Pending transactions will be shown if applicable.	Range

This document has been prepared and issued on behalf of IOOF Investment Management Limited, ABN 53 006 695 021, AFSL 230524 (IIML) and Navigator Australia Limited (NAL), ABN 45 006 302 987, AFSL 236466. IIML is the Trustee of the IOOF Portfolio Service Superannuation Fund, ABN 70 815 369 818. NAL is the Service Operator of Cornerstone Portfolio Service Investment. IIML and NAL are part of the Insignia Financial Group of Companies (comprising Insignia Financial Ltd 49 100 103 722 and its subsidiaries).

The information in this document has been given in good faith and has been prepared based on information believed to be accurate and reliable at the time of publication. Before making any decisions, investors should consider the relevant Product Disclosure Statements.

Note: For Investor Directed Portfolio Service (IDPS) auditing purposes, only information displayed at the end of the quarter will be considered by the auditor in preparing its annual report.

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