

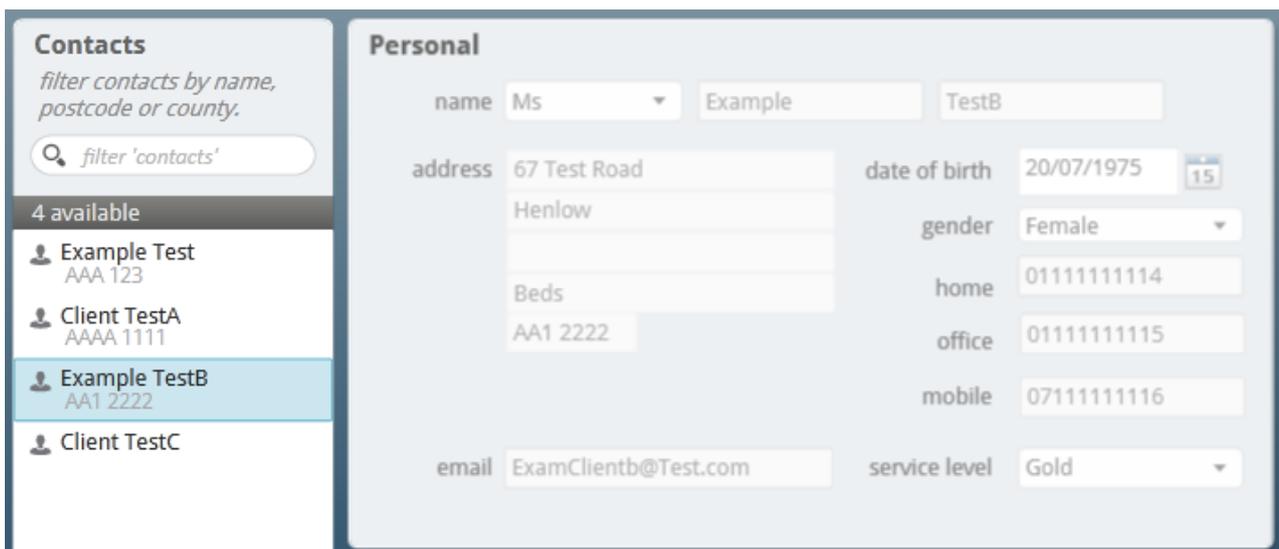
Setting up Client & Family Assets Under Administration

Last Modified on 14/02/2020 10:41 am GMT

To enter Assets Under Administration on a client basis, click on the **Contacts** button on the left hand menu:



Select the client you wish to enter the assets to.

A screenshot of a web application interface. On the left is a 'Contacts' sidebar with a search filter 'filter contacts by name, postcode or county.' and a search box containing 'filter 'contacts''. Below the search are four client entries: 'Example Test AAA 123', 'Client TestA AAAA 1111', 'Example TestB AA1 2222' (highlighted in blue), and 'Client TestC'. The main area is titled 'Personal' and contains a form with fields for name (Ms, Example, TestB), address (67 Test Road, Henlow, Beds, AA1 2222), date of birth (20/07/1975), gender (Female), home (01111111114), office (01111111115), mobile (07111111116), email (ExamClientb@Test.com), and service level (Gold).

Click on the **Client & Family Assets** button. You will then need to click on the **edit** button (top menu):



You can now enter the Family Amount and/or the Client Amount. Double click in the relevant field and type in the figure:

Client & Family Assets Under Administration

Some platforms offer rebates upon exceeding certain assets under administration thresholds. Enter the total value of the contracts that you hold with each provider to ensure that these rebates are included in the calculations.

Platforms - AUA	Family amount	Client amount
AJ Bell (Sippcentre) - AJ Bell Sippcentre	£0	£0
Alliance Trust Savings Limited - Alliance Trust Savings Invest	£0	£0
Ascentric - Ascentric - The Whole of Market Wrap	200000	£0
Avalon Investment Services - Freedom Portfolio Range	£0	£0
Aviva Wrap UK Ltd - Aviva Wrap	£0	£0
AXA Elevate - Elevate - Composite Charge	£0	£0
AXA Elevate - Elevate - Explicit Charge	£0	£0
Cofunds Ltd - Cofunds	£0	£250,000

Once entered, click on the save button (or cancel if you've changed your mind):



This information will be used in the calculations, as different charges may apply depending on the amounts the clients or a member of their family has invested on a platform.

To enter the Assets Under Administration for your firm, please follow the associated guide.