

SYNAPTIC COMPARATOR

USER GUIDE



SYNAPTIC
COMPARATOR

Version 1.1
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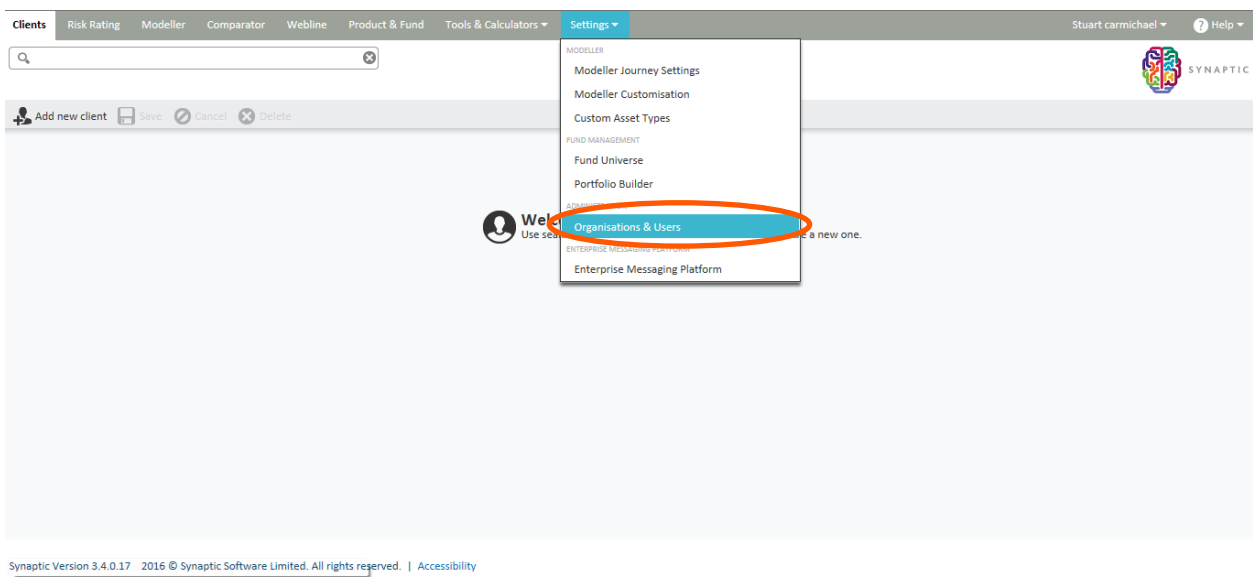
1 Introduction

This guide has been created to help you set up your Comparator software.

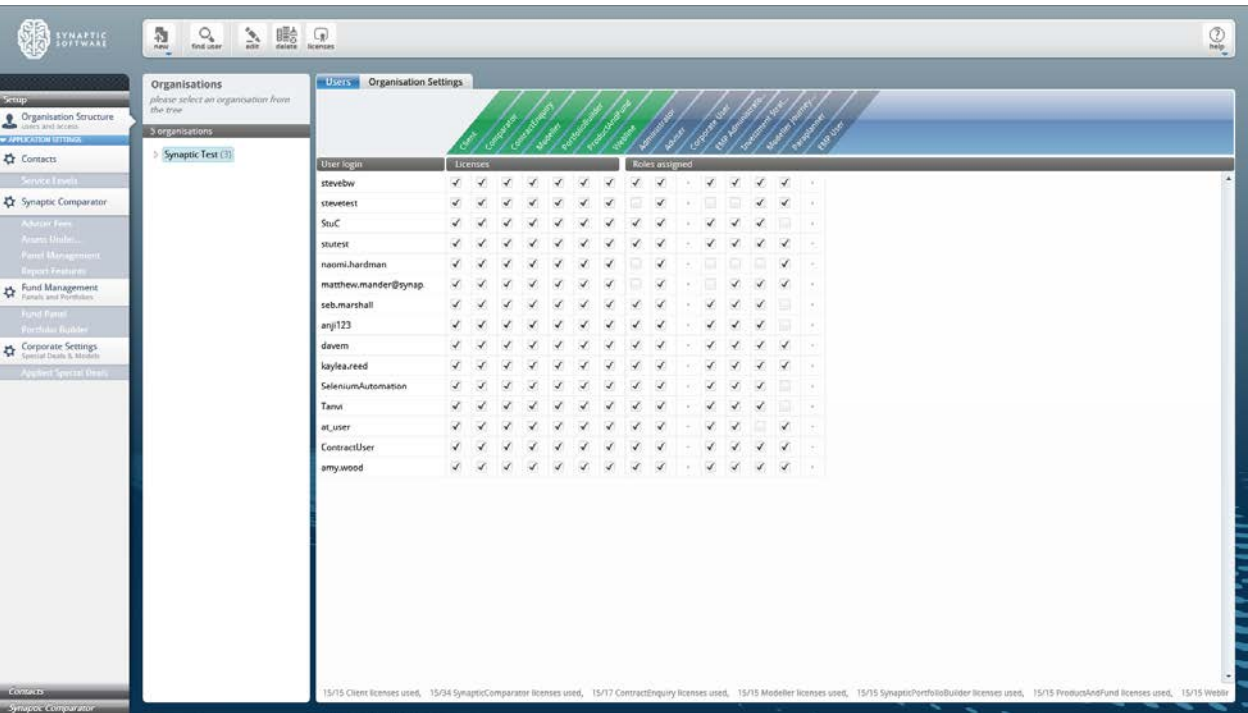
2 Accessing Synaptic Comparator Set up

Please refer to the *Synaptic Client User Guide* regarding signing into the system.

Once you have signed into Synaptic, click on the **Settings** tab and then select **Organisations** and Users from the drop down box.



The Synaptic Comparator home screen will now appear as shown below:



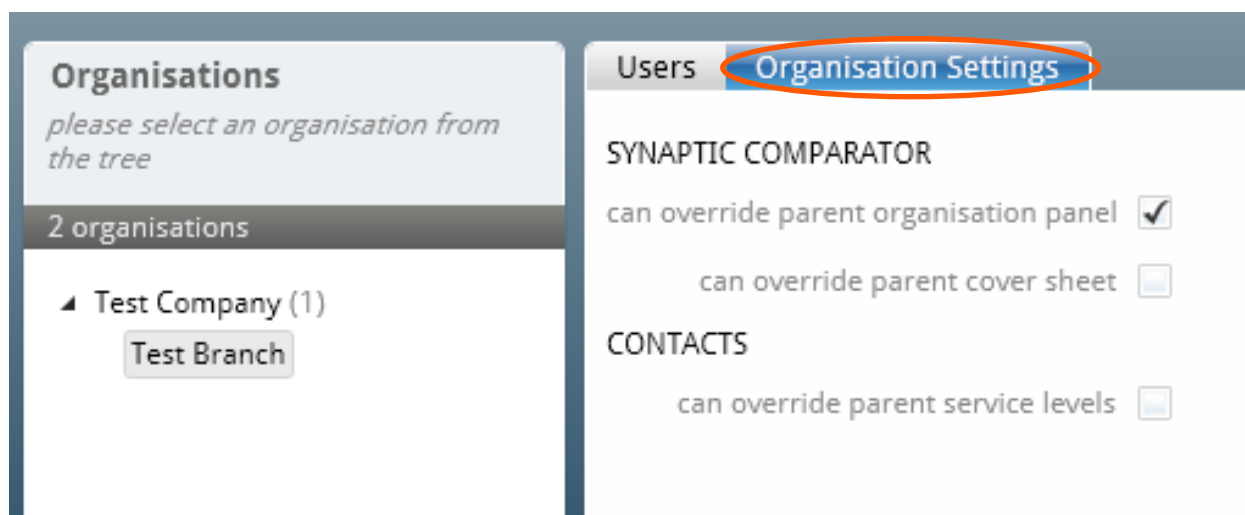
3 Setting Up Synaptic Comparator

When you are given your Synaptic Comparator licence(s), the implementation team will set up at least one user with full access to Synaptic Comparator. Additional users and branches of your company can be added to Synaptic Comparator within the Setup section. Only users with the role of 'administrator' can access this area. The setting up of branches and users is covered in the Synaptic Client Administration guide.

3.1 Branch Permissions

Your organisation will automatically inherit some settings from your parent organisation this could be Synaptic Software Limited or your network head office.

Your parent organisation can give you permission to change the panel of products which you choose from and to white label your final report. To see whether you have these permissions click on the **Organisation Settings** tab next to the users on the right hand side.



4 Synaptic Comparator Settings

4.1 Service Levels

The setting up of the client service levels is covered in the Synaptic Client Administration guide.

In order for you to activate your Adviser fees please ensure you have set up your bespoke service levels if you are not going to use the default options within the system.

4.2 Adviser Fees

To record any fees that an adviser charges, click on Adviser Fees in the Setup menu. The adviser fees need to be recorded to ensure they are being taking into account for the total solution cost of the platform and the off platform solution.

Adviser Fees
Complete the table below to ensure your adviser fees are applied to the calculation. Regular fees are charged per premium per product for both on & off platform products i.e. £10 defined below on a platform with 2 products would take £10 per product premiums. You can also limit the number of premiums to be charged by entering the number of premiums in the column. Click the @ icon to return to all.

Platform	Product	Initial (£)	Initial (%)	Regular (£ per premium per product)	Regular (% per premium per product)	No. of Chargeable Premiums	Ongoing (£pa)	Ongoing (%pa)
All Platforms		0	0	0	0	Mixed	0	Mixed
	Test Level 02	0	0	0	0	Mixed	0	Mixed
	>50k 0.1	0	0	0	0	All	0	0.5
	Gold	0	0	0	0	All	0	0.75
	Silver	0	0	0	0	All	0	1
	Bronze	0	0	0	0	All	0	1.25
	AEON Retirement Choices - AEG...	0	0	0	0	Mixed	0	Mixed
	AJ Bell (Investcentre) - AJ Be...	0	0	0	0	Mixed	0	Mixed
	Alliance Trust Savings Limited...	0	0	0	0	Mixed	0	Mixed
	Ascentric - Ascentric - The Wh...	0	0	0	0	Mixed	0	Mixed
	Ascentric - Ascentric - The Wh...	0	0	0	0	Mixed	0	Mixed
	Avalon - Freedom Portfolio Ran...	0	0	0	0	Mixed	0	Mixed
	Aurva Wrap UK Ltd - Aurva Wra...	0	0	0	0	Mixed	0	Mixed
	AXA Elevate - Elevate	0	0	0	0	Mixed	0	Mixed
	Colunds Ltd - Colunds	0	0	0	0	Mixed	0	Mixed
	FundsNetwork - FundsNetwork	0	0	0	0	Mixed	0	Mixed
	FundsNetwork - FundsNetwork (N...	0	0	0	0	Mixed	0	Mixed
	James Brewley & Sons - Pro Ic...	0	0	0	0	All	0	Mixed
	James Hay Partnership - James ...	0	0	0	0	Mixed	0	Mixed
	James Hay Partnership - James ...	0	0	0	0	Mixed	0	Mixed
	Newscape - Newscape Wealth	0	0	0	0	All	0	Mixed
	Novia - Novia Wealth Managemen...	0	0	0	0	Mixed	0	Mixed
	Nucleus - Nucleus	0	0	0	0	Mixed	0	Mixed
	Old Mutual Wealth - The Old Ma...	0	0	0	0	Mixed	0	Mixed
	Platform One Limited - Platfor...	0	0	0	0	Mixed	0	Mixed

Fees can be recorded for:

- **All Platforms** – this would be used if you have one charge for all clients and all platforms and products
- **Service Level** – this would be used if you charge different amounts for different service levels for your clients
- **Per Platform** – this would be used if you charge different amounts for different platforms
- **Off Platform** – this would need to be used to enable the Comparator to calculate the costs for off platform products.

You can set up:

- Initial fees – these are taken at the start of the projection from any initial lump sum input
- Regular initial fees – these are taken from regular premiums. The frequency is dictated by inputting the relevant number into the Number of chargeable premiums column.
- On-going fees – these are taken on a monthly basis throughout the life of the projection.

You can express the above fee types in both percentage and monetary terms.

You can repeat the process for the off platforms products by clicking on the off platform tab.

Adviser Fees

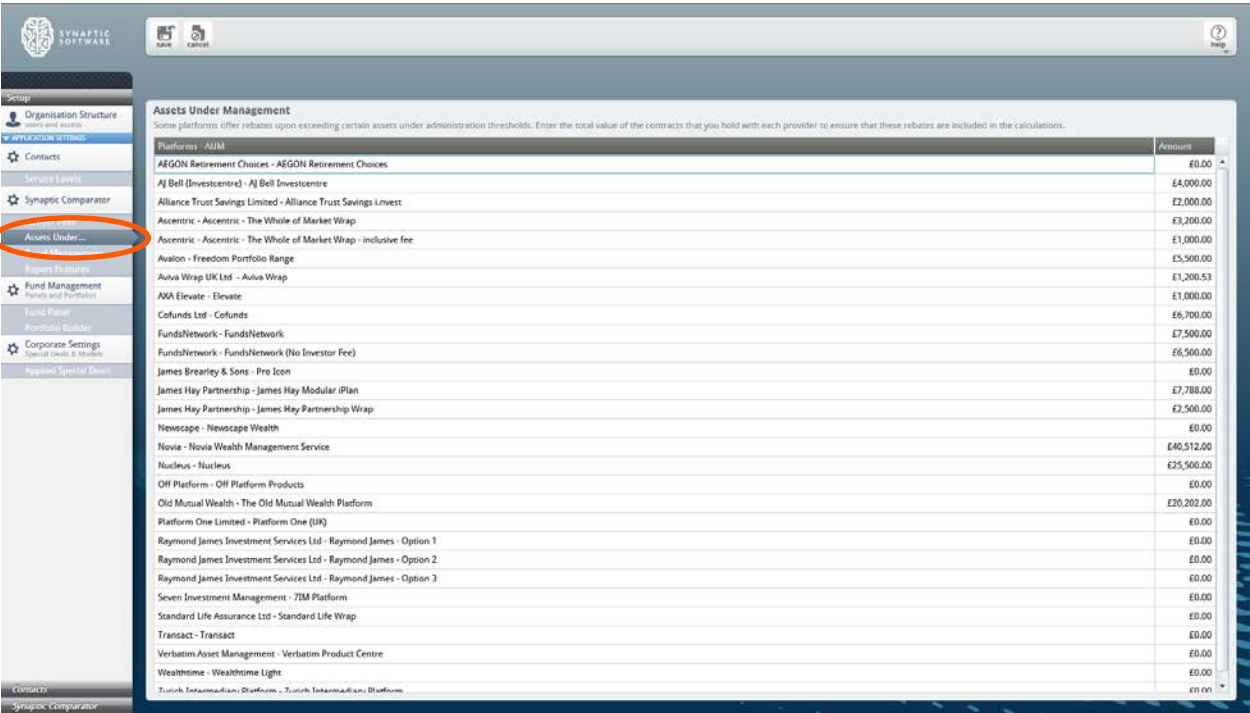
Complete the table below to ensure your adviser fees are applied to the calculation. Regular fees are charged per premium per product for both on & off platform products i.e. £10 defined below on a platform with 2 products would take £10 per product premiums. No. of premiums to be charged by entering the number of premiums in the column. Click the @ icon to return to all.

Products	Initial (£)	Initial (%)	Regular (£ per premium per product)	Regular (% per premium per product)	No. of Chargeable Premiums	Ongoing (£pa)	Ongoing (%pa)
All Platforms	0	0	0	0	Mixed	0	Mixed
Test Level 02	0	0	0	0	Mixed	0	Mixed
>50k 0.1	0	0	0	0	All	0	0.5
Gold	0	0	0	0	All	0	0.75
Silver	0	0	0	0	All	0	1
Bronze	0	0	0	0	All	0	1.25
> AEGON Retirement Choices - AEG...	0	0	0	0	Mixed	0	Mixed
> AJ Bell (Investcentre) - AJ Be...	0	0	0	0	Mixed	0	Mixed
> Alliance Trust Savings Limited...	0	0	0	0	Mixed	0	Mixed
> Ascencric - Ascencric - The Wh...	0	0	0	0	Mixed	0	Mixed
> Ascencric - Ascencric - The Wh...	0	0	0	0	Mixed	0	Mixed
> Avalon - Freedom Portfolio Ran...	0	0	0	0	Mixed	0	Mixed
> Aviva Wrap UK Ltd - Aviva Wra...	0	0	0	0	Mixed	0	Mixed
> AXA Elevate - Elevate	0	0	0	0	Mixed	0	Mixed
> Cofunds Ltd - Cofunds	0	0	0	0	Mixed	0	Mixed
> FundsNetwork - FundsNetwork	0	0	0	0	Mixed	0	Mixed
> FundsNetwork - FundsNetwork (N...	0	0	0	0	Mixed	0	Mixed
> James Brearley & Sons - Pro Sc...	0	0	0	0	All	0	Mixed
> James Hay Partnership - James ...	0	0	0	0	Mixed	0	Mixed
> James Hay Partnership - James ...	0	0	0	0	Mixed	0	Mixed
> Newscape - Newscape Wealth	0	0	0	0	All	0	Mixed
> Novia - Novia Wealth Managemen...	0	0	0	0	Mixed	0	Mixed
> Nucleus - Nucleus	0	0	0	0	Mixed	0	Mixed
> Old Mutual Wealth - The Old Mu...	0	0	0	0	Mixed	0	Mixed
> Platform One Limited - Platfor...	0	0	0	0	Mixed	0	Mixed

Ensure you click the save button at the top of the screen once you have made the relevant changes.

4.3 Assets Under Administration

Each IFA firm should record the amount of money they hold on each platform. Click into **Setup** and then **Assets under Administration**:



Assets Under Management

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.

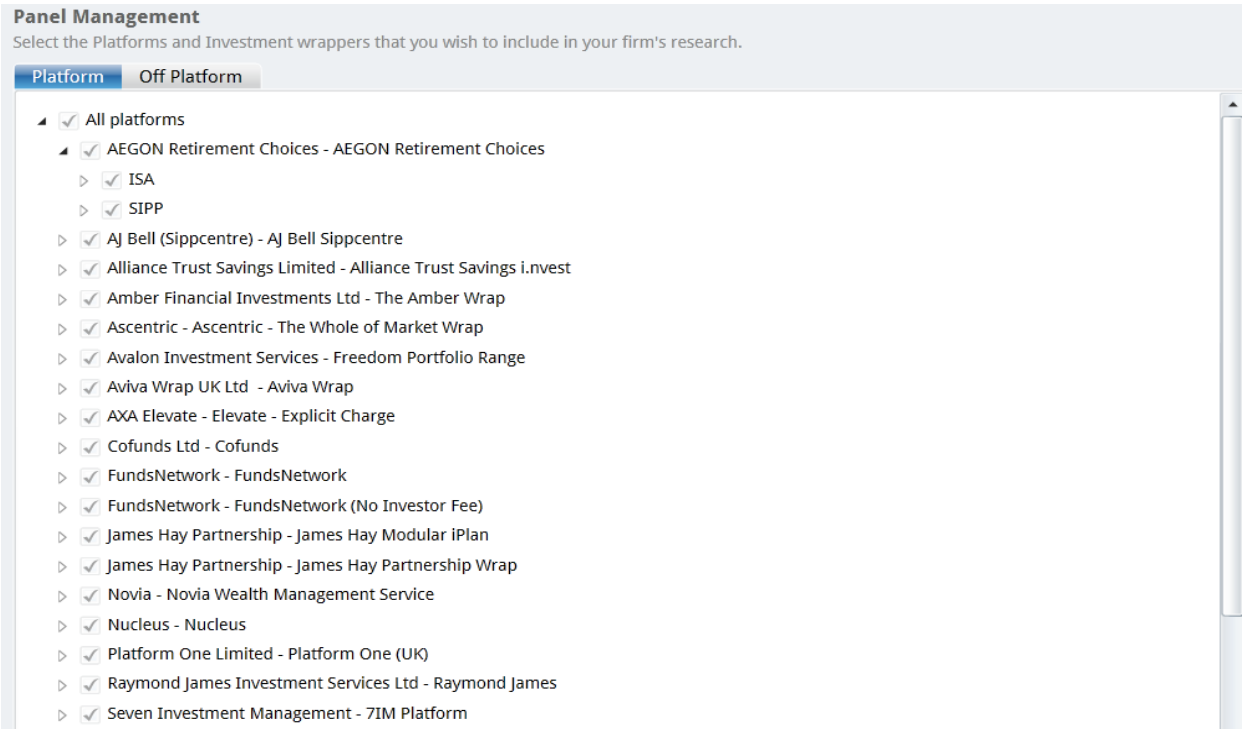
Platforms - AJM	Amount
AEGON Retirement Choices - AEGON Retirement Choices	£0.00
AJ Bell (Investcentre) - AJ Bell Investcentre	£4,000.00
Alliance Trust Savings Limited - Alliance Trust Savings Invest	£2,000.00
Ascendic - Ascendic - The Whole of Market Wrap	£3,200.00
Ascendic - Ascendic - The Whole of Market Wrap - inclusive fee	£1,000.00
Avalon - Freedom Portfolio Range	£5,500.00
Aviva Wrap UK Ltd - Aviva Wrap	£1,200.53
AWA Elevate - Elevate	£1,000.00
Cofunds Ltd - Cofunds	£6,700.00
FundsNetwork - FundsNetwork	£7,500.00
FundsNetwork - FundsNetwork (No Investor Fee)	£6,500.00
James Brearley & Sons - Pro Icon	£0.00
James Hay Partnership - James Hay Modular iPlan	£7,788.00
James Hay Partnership - James Hay Partnership Wrap	£2,500.00
Newscape - Newscape Wealth	£0.00
Novia - Novia Wealth Management Service	£40,512.00
Nucleus - Nucleus	£25,500.00
Off Platform - Off Platform Products	£0.00
Old Mutual Wealth - The Old Mutual Wealth Platform	£20,202.00
Platform One Limited - Platform One (UK)	£0.00
Raymond James Investment Services Ltd - Raymond James - Option 1	£0.00
Raymond James Investment Services Ltd - Raymond James - Option 2	£0.00
Raymond James Investment Services Ltd - Raymond James - Option 3	£0.00
Seven Investment Management - 7IM Platform	£0.00
Standard Life Assurance Ltd - Standard Life Wrap	£0.00
Transact - Transact	£0.00
Verbatim Asset Management - Verbatim Product Centre	£0.00
Wealthtime - Wealthtime Light	£0.00
Twinkl International Platforms - Twinkl International Platforms	£0.00

Some platforms/providers have different charging structures in accordance with the amount of assets under administration a particular firm might have with them. In order to ensure the calculations are correct for your firm, please regularly update this section.

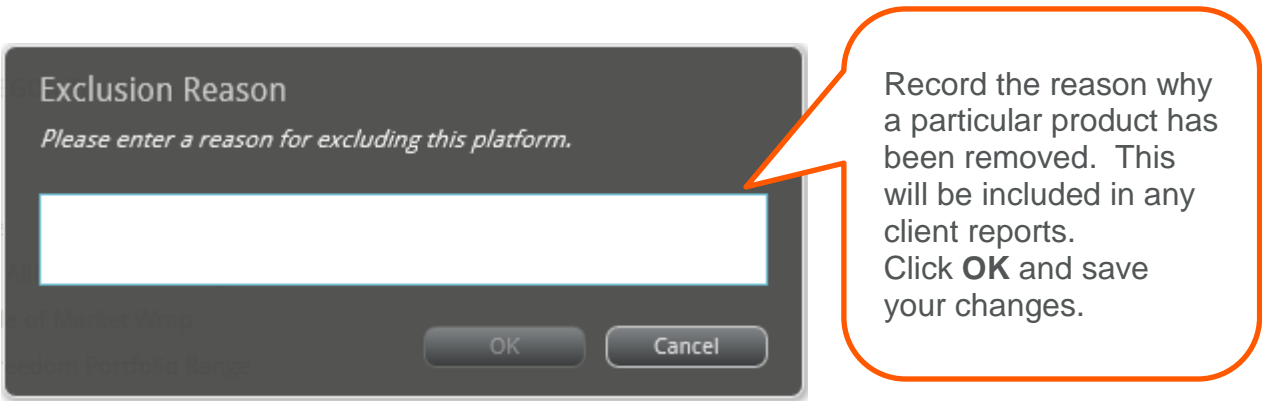
Click save to ensure all changes to this section are recorded correctly.

4.4 Panel Management

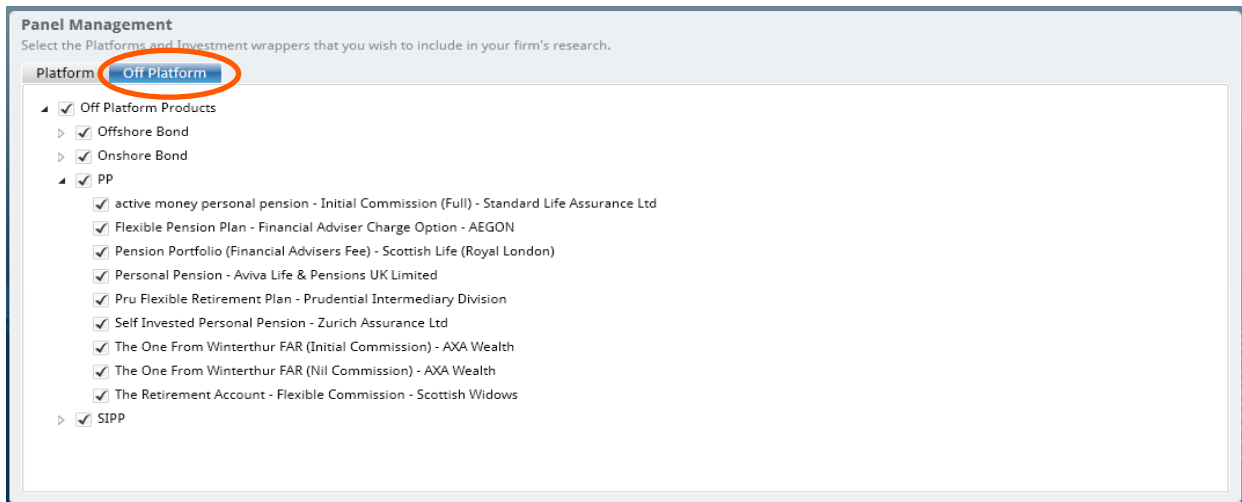
If there are any platforms, wrapper types, individual wrappers or off platform products that you or your organisation do not want to be included, these can be removed from Comparator. This can only be done by the parent organisation or by a child organisation if it has been given authority. Select **Setup** from the left hand menu and then **Panel Management**.



To remove a platform and all of its wrappers, remove the tick against the name of the platform.



The same can be done for off platform products, using the **Off Platform** tab.

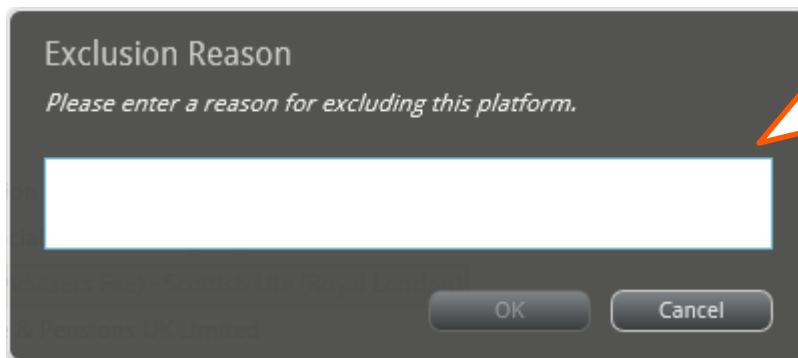


Panel Management
Select the Platforms and Investment wrappers that you wish to include in your firm's research.

Platform **Off Platform**

- ☒ Off Platform Products
 - ☒ Offshore Bond
 - ☒ Onshore Bond
 - ☒ PP
 - ☒ active money personal pension - Initial Commission (Full) - Standard Life Assurance Ltd
 - ☒ Flexible Pension Plan - Financial Adviser Charge Option - AEGON
 - ☒ Pension Portfolio (Financial Advisers Fee) - Scottish Life (Royal London)
 - ☒ Personal Pension - Aviva Life & Pensions UK Limited
 - ☒ Pru Flexible Retirement Plan - Prudential Intermediary Division
 - ☒ Self Invested Personal Pension - Zurich Assurance Ltd
 - ☒ The One From Winterthur FAR (Initial Commission) - AXA Wealth
 - ☒ The One From Winterthur FAR (Nil Commission) - AXA Wealth
 - ☒ The Retirement Account - Flexible Commission - Scottish Widows
 - ☒ SIPP

Remove the tick from the off platform type, or individual wrapper and confirm why.



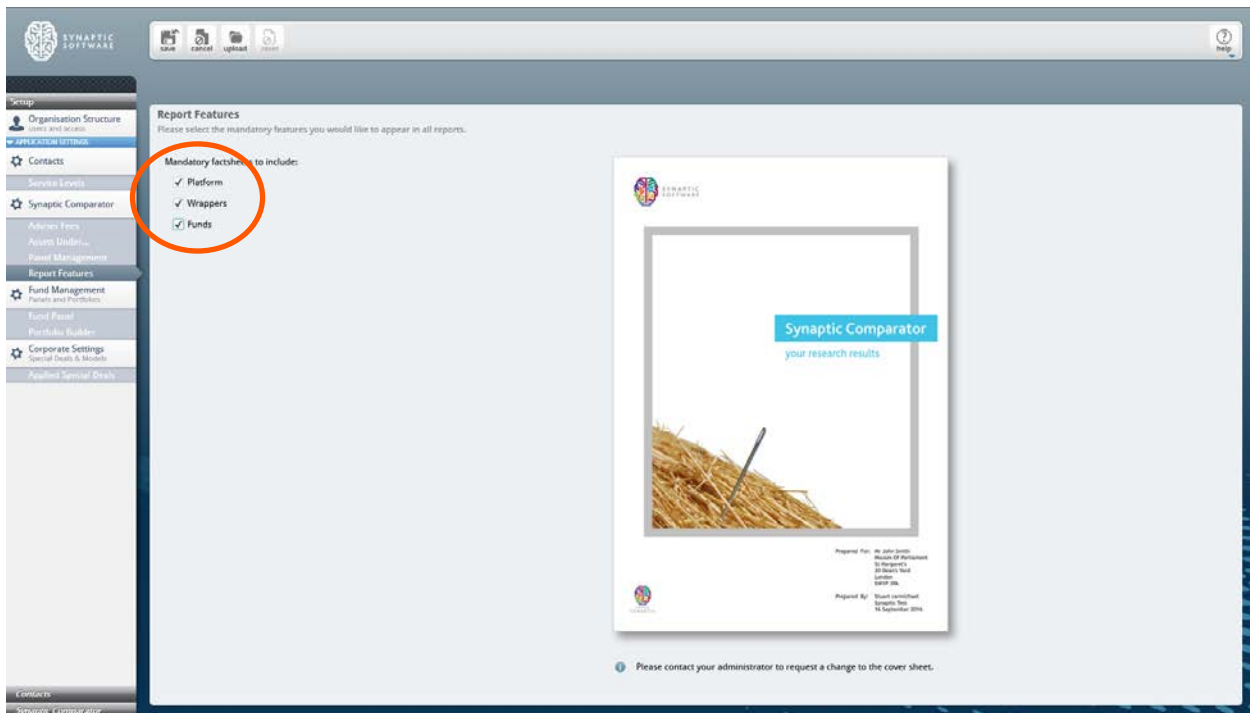
Exclusion Reason
Please enter a reason for excluding this platform.

OK Cancel

Record the reason why a particular product has been removed. This will be included in any client reports. Click **OK** and save your changes.

4.5 Report Features

A research report is generated once the platform research has been completed, it will give full details of the platform research and results. If you tick the include factsheets boxes then every final report will include the relevant fact sheets. If they are not ticked each user has the choice to include them every time they generate a final report.

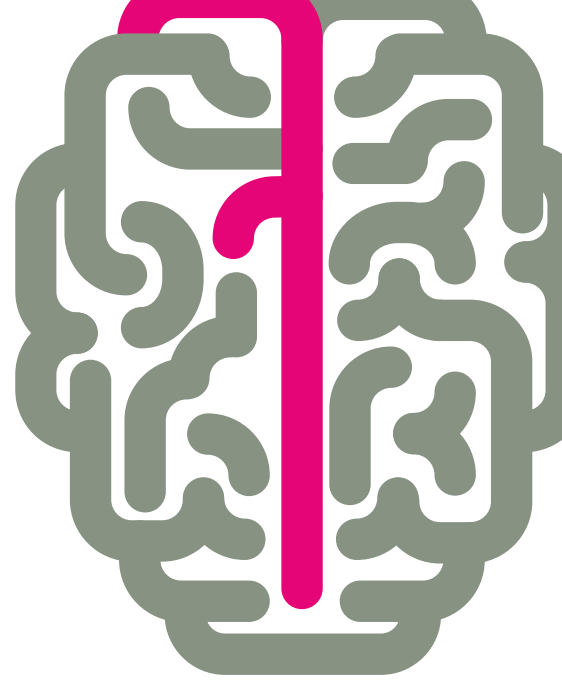


There is also the ability to add your own cover sheet, so that the final report produced will show your cover sheet.

To upload your own use the **Upload** button on the toolbar and select the cover sheet you wish to add and then double click. Please note that this must be in .PNG format.

Branches will not be able to change the report cover front sheet unless they have been given the authority to do so.

To reset the front cover sheet back to the Synaptic Software Limited one, use the **Reset** button on the toolbar.



Products & Services from Synaptic Software:

SYNAPTIC **CLIENT CARE**

SYNAPTIC **COMPARATOR**

SYNAPTIC **MODELLER**

SYNAPTIC **PRODUCT & FUND**

SYNAPTIC **RISK**

SYNAPTIC **WEBLINE**

SYNAPTIC **WEB SERVICES**



SYNAPTIC

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