

Secure Distributor Portal: AMC & PRE ADVISED REPORT



Purpose of the reports

AMC reporting is produced when payments are due to be dispatched and includes details of AMC rebates sent to the agent.

The Pre-Advised Report details both Management Fee Rebate and Renewal (trail) Commission Payment details.

Key fields

AMC report:

Runs against an Agent Code or Client ID linked to an internal agreement number (at Fund Group level).
One report is produced per Fund Group, which generates on the same day the payment is made.

Pre-Advised report:

Runs at Broker/Branch and Sales Representative level.
One report is produced per Fund Group, which generates on the same day the payment is made.

Other information:

Where a Fund Group produces and calculates their own rebates, the associated statement will not be available via DOLR.

How to get the most from this report...



1. Open the AMC Summary report
2. Select the Filter option on the Data tab
3. Filter Column K to the relevant fund name
4. Column T will show the individual amounts accrued per fund
5. Column U will show the total amount being sent for this agreement

Hints & Tips

To locate AMC reports over 6 months, please complete the AMC Rebate Statement Re-Order Template located at: www.distributorportal.co.uk/documents-guides/ss-c-instruction-templates
If you are having trouble locating the required information please contact DCS via Webchat.