MoneyOne update

February 2012 release overview

MoneyOne® is continually being updated to improve the delivery of service to our users and we are pleased to advise that the following enhancement has been delivered in the February 2012 release:

1. Member-specific Complying Fund Letters

MoneyOne Office and MoneyOne Online can now generate Complying Fund Letters containing member specific details. These can be generated for an individual investor or as a batch. The new report is called 'Complying Fund Letter'.

Report generation

The Complying Fund Letter can be generated via MoneyOne Online by completing the steps below:

1. Log into the website using your investor code and password.
2. Click on 'Investor' and search for the investor you require to run the report for.
3. Select the 'Reports' tab.
4. Select 'Complying Fund Letter' from the Report Name drop down list.
5. Click on 'Submit'.

To generate the report from MoneyOne Office, please complete the following steps:

1. Log into MoneyOne Office using your user name and password.
2. Select 'Reports' on the left-hand side of the screen.
3. On the Request Reports tab, select 'Complying Fund Letter'.
4. Select one or more investor accounts to generate a report for.

Note: where multiple investor accounts are selected you may also save this report run as a batch.

5. Click on 'Download Reports'

Changes to MoneyOne are primarily driven by feedback from our users. Please feel free to contact MoneyOne Support if you require training and support, or have additional feedback to provide.