

# Online Commission Reporting

## CSV Procedure Manual



### Table of Contents:

#### **1 Online Commission Reporting**

- 1.1 Introduction
- 1.2 Saving files
- 1.3 CSV (Unformatted)
- 1.4 CSV (Perpetual Format)

## 1.1 Introduction

Detailed in this document are explanations for the data contained in files that are available from the Online Commission Reporting website [www.perpetual.com.au/dealer](http://www.perpetual.com.au/dealer) . The purpose of this document is to assist the user in reading commission data from Perpetual.

## 1.2 Saving files

Once the selection criteria has been completed by the user on the Online Commission Reporting website, the user has the option of selecting from a range of 'Commission types' for either CSV (unformatted) or CSV (Perpetual Format). Upon selecting a commission type the following box will appear, (downloading time may vary depending on connection speeds and size of files)

*Open:* By click on the 'Open' button this will launch the CSV file into a Microsoft Excel document.

*Save:* Allows you to save the file into a nominated directory

*Cancel:* Cancels the download and returns you to the Commission Reporting website.

### 1.3 Brokerage Files – CSV (Unformatted)

MAF (Commission Type)

Based on the Dealer Group/Dealer Branch login and the date range selected; if File Format = CSV (Unformatted) and Commission Type = MAF, the relevant MAF information will be extracted from “**BrokerageMAF**” table from PI Web Database

Field Name	Format	Default Value	Description
DealerID	Int (4)	0	Dealer Group ID of the MAF transaction
DealerEntityID	Int (4)	0	Dealer Group Entity ID of the MAF transaction
DealerBranchID	Int (4)	0	Dealer Branch ID of the MAF transaction
DealerBranchEntityID	Int (4)	0	Dealer Branch Entity ID of the MAF transaction
AdviserAccountID	Int (4)	0	Adviser Account ID of the MAF transaction
AdviserEntityID	Int (4)	0	Adviser Entity ID of the MAF transaction
AdviserName	Varchar	NULL	Adviser Name of the MAF transaction
MemberAccountID	Int (4)	0	Investor Account ID of the MAF transaction
MemberEntityID	Int (4)	0	Investor Entity ID of the MAF transaction
MemberName	Varchar	NULL	Member Name of the MAF transaction
PortfolioName	Varchar (200)	NULL	Portfolio Name of the MAF transaction
MemPsplitAmount	Currency (8)	\$0.00	Investor portfolio split amount of the MAF transaction
MemPsplitUnits	Decimal (9)	0.00	Investor portfolio split units of the MAF transaction
UnitPrice	Currency (8)	\$0.00	Unit price of the MAF transaction
MemberTranEffDatetime	Datetime (8)	0	Investor transaction effective date/time
PsplitFeeAmount	Currency (8)	\$0.00	Portfolio split fee amount of the MAF transaction
AdvPsplitAmount	Currency (8)	\$0.00	Adviser split amount of the MAF transaction
PayReqCommRunID	Int (4)	0	Payment request commission run ID of the MAF transaction
PayReqCommRunType	Char (1)	NULL	Payment request commission run type of the MAF transaction
MemberPsplitPortfolioID	Int (4)	0	Investor portfolio split portfolio ID of the MAF transaction
TaxRate	Decimal (9)	0.00	Tax rate of the MAF transaction
BrokeragePercentage	Decimal (9)	0.00	Brokerage % of the MAF transaction
GSTAmount	Currency (8)	\$0.00	GST amount of the MAF transaction
GrossBrokeragePayable	Currency (8)	\$0.00	Gross brokerage payable of the MAF transaction
PsplitFeePercent	Decimal (9)	0.00	Portfolio split fee % of the MAF transaction
ContTaxPsplitFeeAmt	Currency (8)	\$0.00	Contribution Tax of the portfolio split fee amount of the
UePsplitFeeAmt	Currency (8)	\$0.00	'Post June 1983 untaxed element' taxed at 15%
PiApplicationAmount	Currency (8)	\$0.00	PI application amount of the MAF transaction
LocatorCode	Int (4)	0	1 – signifies AU Dealer Group
GSTPayableOnUpfrontFlag	Char (1)	NULL	Flag to indicate GST payable for the transaction
MAFType	Varchar(50)	NULL	MAF type to indicate 'Ongoing' or 'One-off'

Insurance (Commission Type)

Based on the Dealer Group/Dealer Branch login and the date range selected; if File Format = CSV (Unformatted) and Commission Type = Insurance, the relevant Insurance information will be extracted from “**BrokerageInsurance**” table from PI Web Database

Field Name	Format	Default Value	Description
DealerID	Int (4)	0	Dealer Group ID of the Insurance transaction
DealerEntityID	Int (4)	0	Dealer Group Entity ID of the Insurance transaction
DealerBranchID	Int (4)	0	Dealer Branch ID of the Insurance transaction
DealerBranchEntityID	Int (4)	0	Dealer Branch Entity ID of the Insurance transaction
AdviserAccountID	Int (4)	0	Adviser Account ID of the Insurance transaction
AdviserEntityID	Int (4)	0	Adviser Entity ID of the Insurance transaction
AdviserName	Varchar	NULL	Adviser Name of the Insurance transaction
MemberAccountID	Int (4)	0	Investor Account ID of the Insurance transaction
MemberEntityID	Int (4)	0	Investor Entity ID of the Insurance transaction
MemberName	Varchar	NULL	Member Name of the Insurance transaction
PortfolioName	Varchar (200)	NULL	Portfolio Name of the Insurance transaction
MemPsplitAmount	Currency (8)	\$0.00	Investor portfolio split amount of the Insurance transaction
MemPsplitUnits	Decimal (9)	0.00	Investor portfolio split units of the Insurance transaction
UnitPrice	Currency (8)	\$0.00	Unit price of the Insurance transaction
MemberTranEffDatetime	Datetime (8)	0	Investor transaction effective date/time
PsplitFeeAmount	Currency (8)	\$0.00	Portfolio split fee amount of the Insurance transaction
AdvPsplitAmount	Currency (8)	\$0.00	Adviser split amount of the Insurance transaction
PayReqCommRunID	Int (4)	0	Payment request commission run ID of the Insurance transaction
PayReqCommRunType	Char (1)	NULL	Payment request commission run type of the Insurance transaction
MemberPsplitPortfolioID	Int (4)	0	Member portfolio split portfolio ID of the Insurance transaction
TaxRate	Decimal (9)	0.00	Tax rate of the Insurance transaction
BrokeragePercentage	Decimal (9)	0.00	Brokerage % of the Insurance transaction
GSTAmount	Currency (8)	\$0.00	GST amount of the Insurance transaction
GrossBrokeragePayable	Currency (8)	\$0.00	Gross brokerage payable of the Insurance transaction
PsplitFeePercent	Decimal (9)	0.00	Portfolio split fee % of the Insurance transaction
ContTaxPsplitFeeAmt	Currency (8)	\$0.00	Contribution Tax of the portfolio split fee amount of the Insurance transaction
UePsplitFeeAmt	Currency (8)	\$0.00	'Post June 1983 untaxed element' taxed at 15%
PiApplicationAmount	Currency (8)	\$0.00	PI application amount of the Insurance transaction
LocatorCode	Int (4)	0	1 – signifies AU Dealer Group 3 – signifies Overseas Dealer Group (i.e. no GST apply)
GSTPayableOnUpfrontFlag	Char (1) [Y/N]	NULL	Flag to indicate GST payable for the transaction
Commission Type	Varchar	0	Insurance Commission
Stepped or Level	Varchar	0	Stepped or Level commission

## Up-Front (Commission Type)

Based on the Dealer Group/Dealer Branch login and the date range selected; if File Format = CSV (Unformatted) and Commission Type = Up-Front, the relevant Up-Front information will be extracted from “**BrokerageUpfront**” table from PI Web Database

Field Name	Format	Default Value	Description
DealerID	Int (4)	0	Dealer Group ID of the Up-Front transaction
DealerEntityID	Int (4)	0	Dealer Group Entity ID of the Up-Front transaction
DealerBranchID	Int (4)	0	Dealer Branch ID of the Up-Front transaction
DealerBranchEntityID	Int (4)	0	Dealer Branch Entity ID of the Up-Front transaction
AdviserAccountID	Int (4)	0	Adviser Account ID of the Up-Front transaction
AdviserEntityID	Int (4)	0	Adviser Entity ID of the Up-Front transaction
AdviserName	Varchar	NULL	Adviser Name of the Up-Front transaction
MemberAccountID	Int (4)	0	Investor Account ID of the Up-Front transaction
MemberEntityID	Int (4)	0	Investor Entity ID of the Up-Front transaction
MemberName	Varchar	NULL	Member Name of the Up-Front transaction
PortfolioName	Varchar (200)	NULL	Portfolio Name of the Up-Front transaction
MemPsplitAmount	Currency (8)	\$0.00	Member portfolio split amount of the Up-Front transaction
MemPsplitUnits	Decimal (9)	0	Member portfolio split units of the Up-Front transaction
UnitPrice	Currency (8)	\$0.00	Unit price of the Up-Front transaction
MemberTranEffDatetime	Datetime (8)	0	Member transaction effective date/time
PsplitFeeAmount	Currency (8)	\$0.00	Portfolio split fee amount of the Up-Front transaction
AdvPsplitAmount	Currency (8)	\$0.00	Adviser split amount of the Up-Front transaction
PayReqCommRunID	Int (4)	0	Payment request commission run ID of the Up-Front
PayReqCommRunType	Char (1)	NULL	Payment request commission run type of the Up-Front
MemberPsplitPortfolioID	Int (4)	0	Member portfolio split portfolio ID of the Up-Front
TaxRate	Decimal (9)	0.00	Tax rate of the Up-Front transaction
BrokeragePercentage	Decimal (9)	0.00	Brokerage % of the Up-Front transaction
GSTAmount	Currency (8)	\$0.00	GST amount of the Up-Front transaction
GrossBrokeragePayable	Currency (8)	\$0.00	Gross brokerage payable of the Up-Front transaction
PsplitFeePercent	Decimal (9)	0.00	Portfolio split fee % of the Up-Front transaction
ContTaxPsplitFeeAmt	Currency (8)	\$0.00	Contribution Tax of the portfolio split fee amount of the
UePsplitFeeAmt	Currency (8)	\$0.00	'Post June 1983 untaxed element' taxed at 15%
PiApplicationAmount	Currency (8)	\$0.00	PI application amount of the Up-Front transaction
LocatorCode	Int (4)	0	1 – signifies AU Dealer Group
GSTPayableOnUpfrontFlag	Char (1) [Y/N]	NULL	Flag to indicate GST payable for the transaction

## Trail (Commission Type)

Based on the Dealer Group/Dealer Branch login and the date range selected; if File Format = CSV (Unformatted) and Commission Type = Trail, the relevant Trail information will be extracted from "BrokerageTrail" table from PI Web Database

Field Name	Format	Default Value	Description
DealerID	Int (4)	0	Dealer Group ID of the Trail transaction
DealerEntityID	Int (4)	0	Dealer Group Entity ID of the Trail transaction
DealerBranchID	Int (4)	0	Dealer Branch ID of the Trail transaction
DealerBranchEntityID	Int (4)	0	Dealer Branch Entity ID of the Trail transaction
AdviserAccountID	Int (4)	0	Adviser Account ID of the Trail transaction
AdviserEntityID	Int (4)	0	Adviser Entity ID of the Trail transaction
AdviserName	Varchar	NULL	Adviser Name of the Trail transaction
MemberAccountID	Int (4)	0	Investor Account ID of the Trail transaction
MemberEntityID	Int (4)	0	Investor Entity ID of the Trail transaction
MemberName	Varchar	NULL	Member Name of the Trail transaction
FundID	Int (4)	0	Fund ID
PortfolioName	Varchar (200)	NULL	Portfolio Name of the Trail transaction
PortfolioSplitID	Int (4)	0	Portfolio split ID of the Trail transaction
TransactionType	Varchar	NULL	Transaction type
EffectiveDatetime	Datetime (8)	0	Effective date/time of the Trail transaction
NextEffectiveDatetime	Datetime (8)	0	Next effective date/time of the Trail transaction
Units	Decimal (9)	0.00	Number of units of the Trail transaction
TrailRate	Decimal (9)	0.00	Trail rate of the transaction
RebateTrailRate	Decimal (9)	0.00	Rebate trail rate of the transaction
StdTrailRate	Decimal (9)	0.00	Standard trail rate of the transaction
StdRebateTrailRate	Decimal (9)	0.00	Standard rebate trail rate of the transaction
NumberDays	Int (4)	0	Number of days of the Trail transaction
AvgUnitPrice	Currency (8)	\$0.00	Average unit price of the Trail transaction
TrailAmount	Currency (8)	\$0.00	Trail amount of the transaction
TrailRebateAmount	Currency (8)	\$0.00	Trail rebate amount of the transaction
CumUnits	Decimal (9)	0.00	Cumulative units of the Trail transaction
RebateFlag	Int (4)	0	Rebate flag of the Trail transaction
CumulativeValue	Currency (8)	\$0.00	Cumulative value of the Trail transaction
ServiceFeeRate	Decimal (9)	0.00	Trail brokerage rate of the Trail transaction
GSTPayable	Currency (8)	\$0.00	GST payable of the Trail transaction
LocatorCode	Int (4)	0	1 – signifies AU Dealer Group
GSTRate	Decimal (9)	0.00	GST rate of the Trail transaction

## 1.4 Brokerage Files – CSV (Perpetual Format)

▪ Based on the Dealer Group/Dealer Branch login and the date range selected; if File Format = CSV (Perpetual Format) and Commission Type = All Available Types, the relevant CSV file in perpetual format will be extracted.

Field Name	Field Description	File Type	Field Sequence	Format
C0	Record Type	Header	1	Text (50)
C0	Dealer ID	Header	2	Long Integer
C0	Dealer Name	Header	3	Text (50)
C0	Brokerage Period Start Date	Header	4	Date/Time [yyyymmdd]
C0	Brokerage Period End Date	Header	5	Date/Time [yyyymmdd]
C1	Record type	Brokerage Payment Summary	1	Text (50)
C1	Payment Branch Code	Brokerage Payment Summary	2	Text (50)
C1	Payment Amount (inc GST)	Brokerage Payment Summary	3	Number (Double)
C1	Commission Type	Brokerage Payment Summary	4	Text (50)
C2	Record Type	Upfront Carried Forward Summary	1	Text (50)
C2	Payment Branch Code	Upfront Carried Forward Summary	2	Text (50)
C2	Adviser ID	Upfront Carried Forward Summary	3	Text (50)
C2	Account Code	Upfront Carried Forward Summary	4	Text (50)
C2	Payment Amount Carried Forward	Upfront Carried Forward Summary	5	Number (Double)
C3	Record Type	Upfront Brokerage Details	1	Text (50)
C3	Dealer Branch ID	Upfront Brokerage Details	2	Text (50)
C3	Dealer Branch Name	Upfront Brokerage Details	3	Text (255)
C3	Adviser ID	Upfront Brokerage Details	4	Text (50)
C3	Adviser Name	Upfront Brokerage Details	5	Text (50)
C3	Account Code	Upfront Brokerage Details	6	Text (50)
C3	Client Code	Upfront Brokerage Details	7	Text (50)
C3	Full Client Name	Upfront Brokerage Details	8	Text (255)
C3	Client Short Name	Upfront Brokerage Details	9	Text (50)
C3	APIR Code	Upfront Brokerage Details	10	Text (50)
C3	Transaction Effective Date	Upfront Brokerage Details	11	Date/Time [yyyymmdd]
C3	Transaction Amount	Upfront Brokerage Details	12	Number (Double)
C3	Units Received	Upfront Brokerage Details	13	Number (Double)
C3	Unit Price	Upfront Brokerage Details	14	Number (Double)
C3	Brokerage Amount (inc GST) – After Rebates	Upfront Brokerage Details	15	Number (Double)
C3	Brokerage Amount (inc GST) – After Rebates	Upfront Brokerage Details	16	Number (Double)
C4	Record Type	Trail Brokerage Details	1	Text (50)
C4	Dealer Branch Code	Trail Brokerage Details	2	Text (50)
C4	Dealer Branch Name	Trail Brokerage Details	3	Text (255)
C4	Adviser ID	Trail Brokerage Details	4	Text (50)
C4	Adviser Name	Trail Brokerage Details	5	Text (255)
C4	Account Code	Trail Brokerage Details	6	Text (50)
C4	Client Code	Trail Brokerage Details	7	Text (50)
C4	Full Client Name	Trail Brokerage Details	8	Text (255)
C4	Client Short Name	Trail Brokerage Details	9	Text (50)
C4	APIR Code	Trail Brokerage Details	10	Text (50)
C4	Brokerage Total (inc GST)	Trail Brokerage Details	11	Number (Double)
C4	Brokerage Rate (inc GST)	Trail Brokerage Details	12	Number (Double)

Field Name	Field Description	File Type	Field Sequence	Format
C6	Record Type	MAF Carried Forward Summary	1	Text (50)
C6	Payment Branch Code	MAF Carried Forward Summary	2	Text (50)
C6	Adviser ID	MAF Carried Forward Summary	3	Text (50)
C6	Account Code	MAF Carried Forward Summary	4	Text (50)
C6	Payment Amount Carried	MAF Carried Forward Summary	5	Number (Double)
C7	Record Type	Member Advice Fee	1	Text (50)
C7	Dealer Branch ID	Member Advice Fee	2	Text (50)
C7	Dealer Branch Name	Member Advice Fee	3	Text (255)
C7	Adviser ID	Member Advice Fee	4	Text (50)
C7	Adviser Name	Member Advice Fee	5	Text (255)
C7	Account Code	Member Advice Fee	6	Text (50)
C7	Client Code	Member Advice Fee	7	Text (50)
C7	Full Client Name	Member Advice Fee	8	Text (255)
C7	Client Short Name	Member Advice Fee	9	Text (50)
C7	APIR Code	Member Advice Fee	10	Text (50)
C7	Transaction Effective Date	Member Advice Fee	11	Date/Time [yyyymmdd]
C7	Transaction Amount	Member Advice Fee	12	Number (Double)
C7	Gross Brokerage Payable	Member Advice Fee	13	Number (Double)
C7	MAF Type	Member Advice Fee	14	Text (10)
C8	Record Type	Insurance Carried Forward Summary	1	Text (50)
C8	Payment Branch Code	Insurance Carried Forward Summary	2	Text (50)
C8	Adviser ID	Insurance Carried Forward Summary	3	Text (50)
C8	Account Code	Insurance Carried Forward Summary	4	Text (50)
C8	Payment Amount Carried Forward	Insurance Carried Forward Summary	5	Number (Double)
C9	Record Type	Insurance Premium Commission	1	Text (50)
C9	Dealer ID	Insurance Premium Commission	2	Text (50)
C9	Dealer Name	Insurance Premium Commission	3	Text (255)
C9	Adviser ID	Insurance Premium Commission	4	Text (50)
C9	Adviser Name	Insurance Premium Commission	5	Text (50)
C9	Account Code	Insurance Premium Commission	6	Text (50)
C9	Client Code	Insurance Premium Commission	7	Text (50)
C9	Full Client Name	Insurance Premium Commission	8	Text (255)
C9	Client Short Name	Insurance Premium Commission	9	Text (50)
C9	APIR Code	Insurance Premium Commission	10	Text (50)
C9	Transaction Effective Date	Insurance Premium Commission	11	Date/Time [yyyymmdd]
C9	Transaction Amount	Insurance Premium Commission	12	Number (Double)
C9	Gross Brokerage Payable (Inc GST)	Insurance Premium Commission	13	Number (Double)
C9	Insurance Commission Claw Back	Insurance Premium Commission	14	N/A
C9	Insurance Commission Type	Insurance Premium Commission	15	Text(50)