Instead⁺

Administration made simple

Instead is a white labelled system that provides SMSF administration and compliance solutions for SMSF administrators, accountants, financial planners, auditors, stockbrokers and client services. Instead increases efficiency, improves client services and reduces cost and connects service providers to a single dataset.

Instead Summary

Instead is a web and desktop based business solution that provides the following services:

- Client Relationship Management
- Document Management
- Insurance Report
- Electronic Audit File Preparation
- Portfolio Access and Reporting
- Model Portfolio Creation and Application
- Statements of Advice Generation
- Parcels Asset Holding Search
- Efficient & Comprehensive Compliance Checklist
- Query Portal
- Fees Calculation and Invoice Preparation
- Business Management including Staff Performance
- Centralised Office Manual
- Workflow Creation and Tracking

"Delivering Business Tools in a Box"

Instead Modules

Instead - Tailored to your needs. You are able to choose and subscribe to any of the different modules available in Instead.

Client Module

The Client Module is a broad Client Relationship Management (CRM) tool. This module helps you to capture and store your client's personal, financial, insurance data, and record their financial objectives.

Document Management

Instead provides a paperless solution to document management.

The Document Management module allows you to coordinate and control the flow of electronic and paper documents in a secure and efficient manner, to ensure that they are accessible to authorized personnel as and when required. This system also incorporates emails and file notes.

Audit Module

The Audit Module is an extension of Document Management. It provides an efficient and paperless business solution for SMSF administrators, accountants and auditors.

The Audit module prepares the audit file for the auditors. Online access can be provided to your client's preferred auditor through your website. This enables the auditor to access all of the documents required for auditing. Any auditing queries can be communicated via Instead's Query Portal.

Portfolio Administration

The Portfolio Administration module allows your clients and staff convenient, up to date and online access to portfolio reports.

Instead provides you with a suite of templated portfolio reports. These reports can be customised to meet your business's requirements and display your company logo, disclaimer and colour theme. The reports can be accessed via your company's website.

Model Portfolio

The Model Portfolio module is an extension of the Portfolio Administration. It enables you to create portfolio models. These models can then be applied to your clients' portfolio, and tailored to meet their specific requirements. Instead generates the SOA, buy and sell forms and the client's Authority to Proceed.

Compliance Module

The Compliance module can be customised to your licensee's requirements. Compliance requirements can be uploaded and monitored remotely using the centralised Compliance Module.

Fees and Invoicing

The Fees and Invoicing module provides easy and efficient fee and invoice generation. Instead will calculate regular periodic fees and produce a file that would be uploaded for bulk withdrawal of fees. Client invoices can be generated and payment tracked.

Revenue Management

The Revenue Management module is part of the business management solution of Instead. Revenue forecasts are recorded and actuals tracked. Instead generates various management reports pertaining to financials, new business and staff usage.

Office Manual

Instead provides a platform through which you can upload all office operational documents in all file formats, document links and web links. This aids version control and allows easy and centralised access and updating on processes used in your office.

Query Portal

The Query Portal provides a convenient and easy way to communicate within Instead. Queries can relate to a client, document or user of Instead. All related parties to the client (e.g. accountants, auditor, adviser etc.) can send, monitor and respond to queries through this module.

Workflow

This module is used internally in an office to create, assign, track, print and notify a job to another staff member. A series of jobs can also be programmed and assigned depending on the work flow in your office.

For further details on Instead please email   insteadsupport@instead.com.au   or phone 03 9520 2977