

# Client Administration

*How to get started*

Vitec Aloc/HB

Version 1.0

This document is based on the underlying system PORTMAN 7.24

# Contents

1. Background .....	3
2. Introduction.....	3
2.1. Access to module .....	4
2.2. User interface.....	4
3. Structure .....	5
3.1. Client admin. ....	5
3.1.1. Client - Preview.....	6
3.1.1.1. New/edit/show/delete/discontinue/change client ID .....	6
3.1.1.2. Clients fields.....	7
3.1.2. Portfolio preview .....	10
3.1.2.1. New/edit/show/delete/discontinue/change portfolio ID/relations.....	11
3.1.2.2. Portfolio fields.....	11
3.1.3. Account preview.....	17
3.1.3.1. New/edit/show/delete/discontinue/change account ID .....	18
3.1.3.2. Setting up a global account .....	18
3.1.3.3. Account fields.....	19
3.1.4. Depository preview .....	22
3.1.4.1. New/edit/show/delete/discontinue/change depository ID.....	23
3.1.4.2. Depository fields .....	23
3.2. Account view .....	24
3.3. Depository view .....	25
3.4. Portfolio view.....	26

# 1. Background

This document will introduce the functionality: Client Administration.

## 2. Introduction

The Client Administration is the module for creating and maintaining all customer-related master data for:

- Client
- Portfolio
- Account
- Depository

The screenshot displays the VITEC Client Administration interface. The left pane shows a hierarchical view of data with sections for Client, Portfolio, Account, and Depository. The right pane shows the 'Client - Edit' form for Client ID 0000001001, which is currently active. The form includes fields for contact information, client details, and tax reporting info.

Client ID	Client name	Invest manager	Client manager	Base currency	Limit check	Client state
0000001001	Hans Jensen	100	111111	DKK	<input type="checkbox"/>	Active
0000001002	Tilde Jensen	100	111111	DKK	<input type="checkbox"/>	Active
0000001003	Gitte Hansen	100	111111	DKK	<input type="checkbox"/>	Active
0000001004	Heige Mortensen	100	111111	DKK	<input type="checkbox"/>	Active
0000001005	Henrik Jensen	666666	111111	DKK	<input type="checkbox"/>	Active
0000001006	Mogens Hansen	100	111111	DKK	<input type="checkbox"/>	Active
0000004001	Roger More	0	0	DKK	<input type="checkbox"/>	Active

Portfolio ID	Portfolio no	Portfolio name	Starting date	Comment	Cash in reports	Portfolio state
0000001001-001	001	Pensionsopsparring	2016-10-01		<input checked="" type="checkbox"/>	Active
0000001001-002	002	Privatopsparring	2016-10-01		<input checked="" type="checkbox"/>	Active
0000001001-003	003	Højryk	2016-10-01		<input checked="" type="checkbox"/>	Active

Account ID	Account no	Account name	Account type	Account currency	Account balance	Reconciliation type	Account state
00000000001001D...	000000100100101	Pensionskonto	Bank Account	DKK	0,00		Active
00000000001001D...	000000100100102	Pensionskonto	Bank Account	USD	0,00		Active
00000000001001E...	000000100100103	Pensionskonto	Bank Account	EUR	0,00		Active
00000000001001D...	000000100100201	Privatkonto	Bank Account	DKK	0,00		Active
00000000001001D...	000000100100202	Privatkonto	Bank Account	USD	0,00		Active
00000000001001D...	000000100100203	Højryk/konto	Bank Account	DKK	0,00		Active

Depository ID	Depository no	Depository name	Custom LEI code	Include in reconciliation	Depository state
0000001001-001	00000010010001	Persondepot		<input type="checkbox"/>	Active
0000001001-002	00000010010002	Privatdepot		<input type="checkbox"/>	Active
0000001001-003	00000010010003	Højrykdepot		<input type="checkbox"/>	Active

**Client - Edit Form (Client ID: 0000001001)**

**Contact information:**  
 Name: Hans Jensen  
 Address 1: Åskovvej 14  
 Address 2: 5000 Odense C  
 Address 3: DK - Denmark  
 Address 4:   
 Country: Denmark | Postal code: 5000  
 Phone 1: 65889211  
 Phone 2:   
 Fax no:   
 Contact 1:   
 Contact 2:   
 Date of birth: 1968-04-15  
 E-mail: Hansjensen@gmail.com

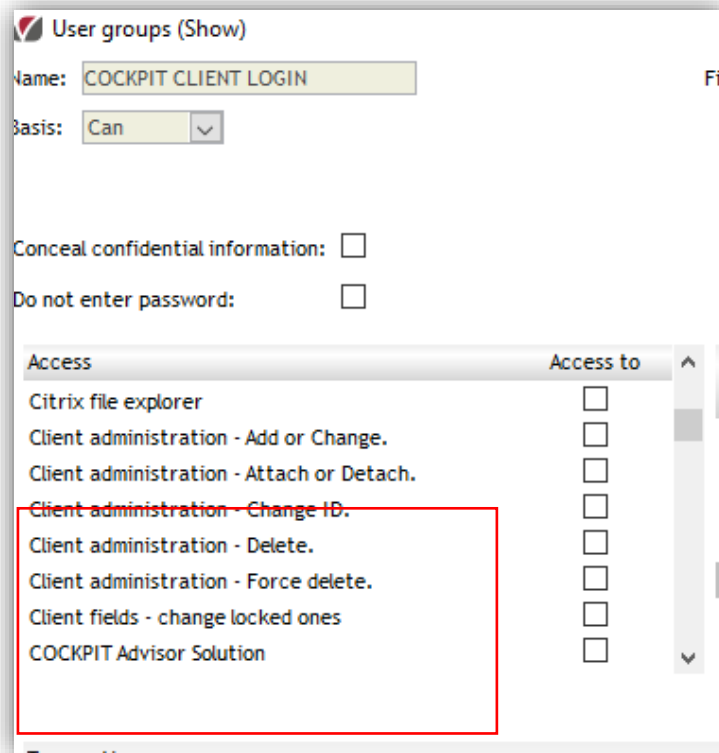
**Client information:**  
 Client ref.: CPR-Nbr: 1504682036  
 Category: Person  
 ClientOverview.pseudo: holdings  
 Free text 2:   
 Currency: DKK  
 Report language: Danish  
 Description:   
 Fund type: Not Fund  
 Branch ID:   
 Use e-Boks |  Suppress import  
 Limit check  
 Client manager: 111111  
 Investment manager: 100

**Future contact information:**  
 Loan: 0,0000%  
 Derivatives: 0,0000%  
 Tax reporting info:   
 LEI code:

The client administration window is built in two halves, whereas the left side shows the traditional hierarchical PORTMAN structure, and the right side shows the master data fields that relate to the choice in the left. I.e. if Client is selected then the master data fields for the client are displayed.

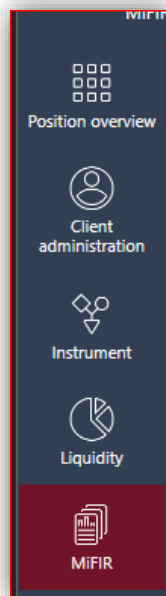
## 2.1. Access to module

Access to the module requires the following rights in user access.



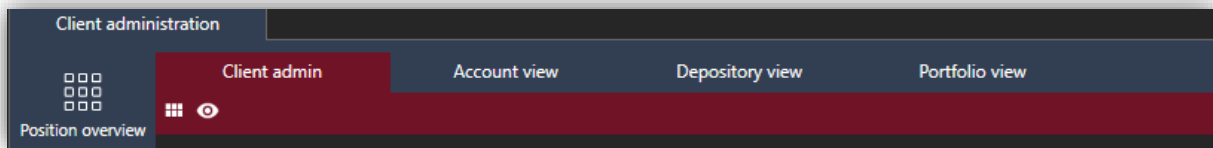
## 2.2. User interface

In general, in the GUI, modules are on the quick menu-bar on the left-hand side of the screen. Access to Client Administration is via GUI -> Client Administration



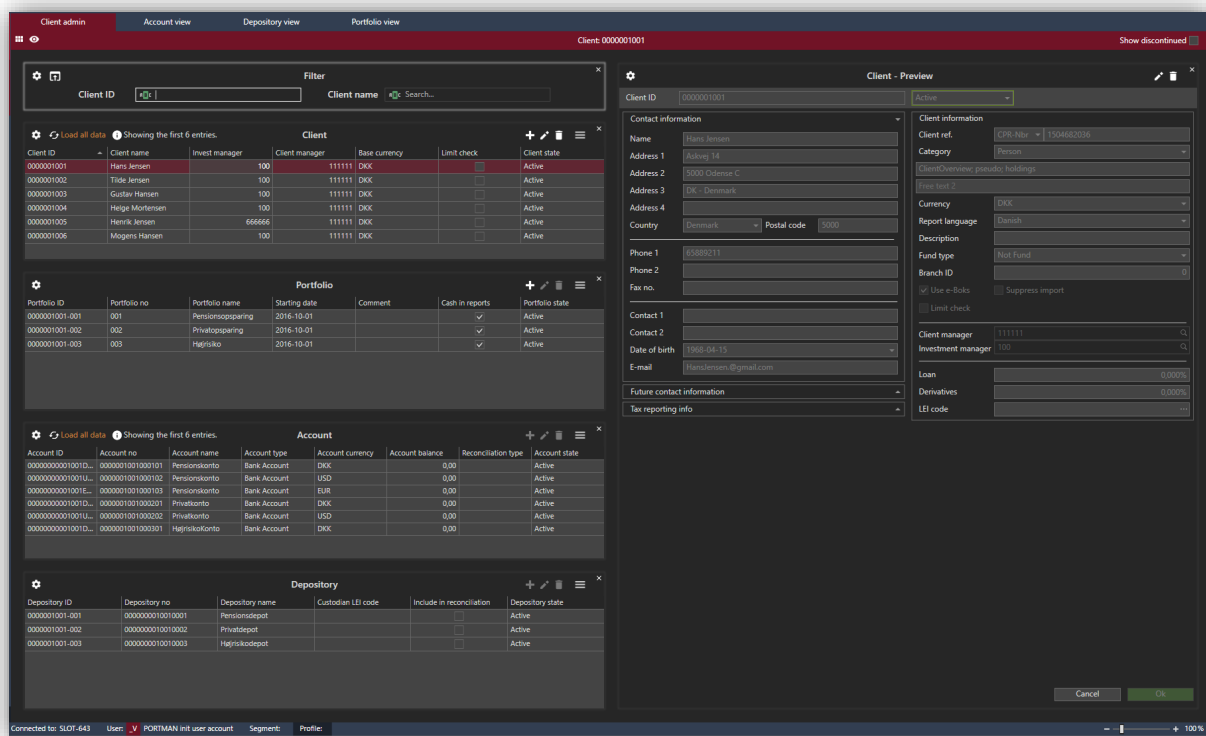
# 3. Structure

The module consists of four views.



## 3.1. Client admin.

The Client admin view is the main tool to handle all options regarding client administrations. Here, you can set up/edit/show/delete/discontinue/change new clients, portfolios, accounts and depositories.



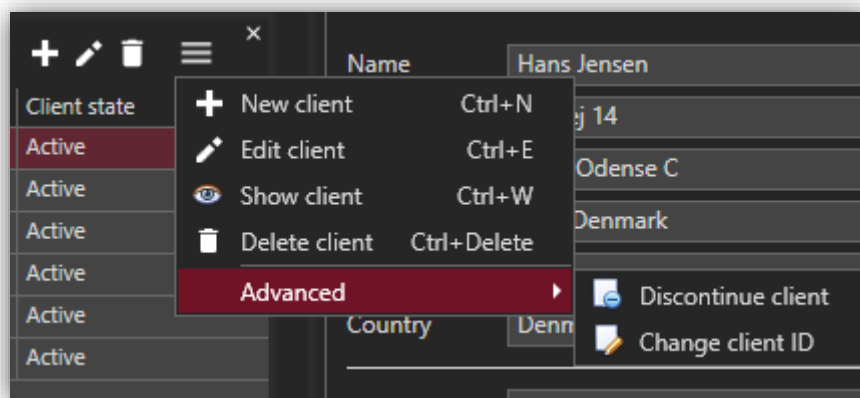
### 3.1.1. Client - Preview

The screenshot displays the Vitec Client Administration software interface. The main window is titled 'Client - Preview' and shows details for Client ID 000001001. The interface is organized into several panes:

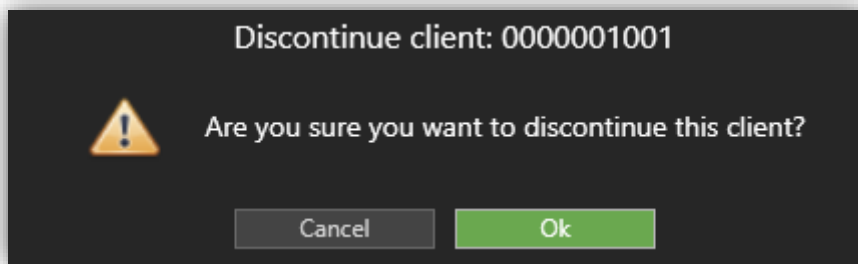
- Filter:** A table listing clients with columns for Client ID, Client name, Invest manager, Client manager, Base currency, Limit check, and Client state. The first entry is Hans Jensen.
- Portfolio:** A table listing portfolios with columns for Portfolio ID, Portfolio no, Portfolio name, Starting date, Comment, Cash in reports, and Portfolio state.
- Account:** A table listing accounts with columns for Account ID, Account no, Account name, Account type, Account currency, Account balance, Reconciliation type, and Account state.
- Depository:** A table listing depositories with columns for Depository ID, Depository no, Depository name, Custodian LEI code, Include in reconciliation, and Depository state.
- Client - Preview (Right Panel):** A detailed view of the selected client, including contact information (Name, Address, Phone, Fax), client information (Client ref, Category, Report language, Description, Fund type, Branch ID), and advanced options (Use e-Boks, Suppress import, Limit check, Client manager, Investment manager, Loan, Derivatives, LEI code).

#### 3.1.1.1. New/edit/show/delete/discontinue/change client ID

Creating and maintaining clients is done through the icons in the top right corner of each card. Here you can set up, edit, show and delete a client. Under the advanced option, you can discontinue a client and change the client ID.

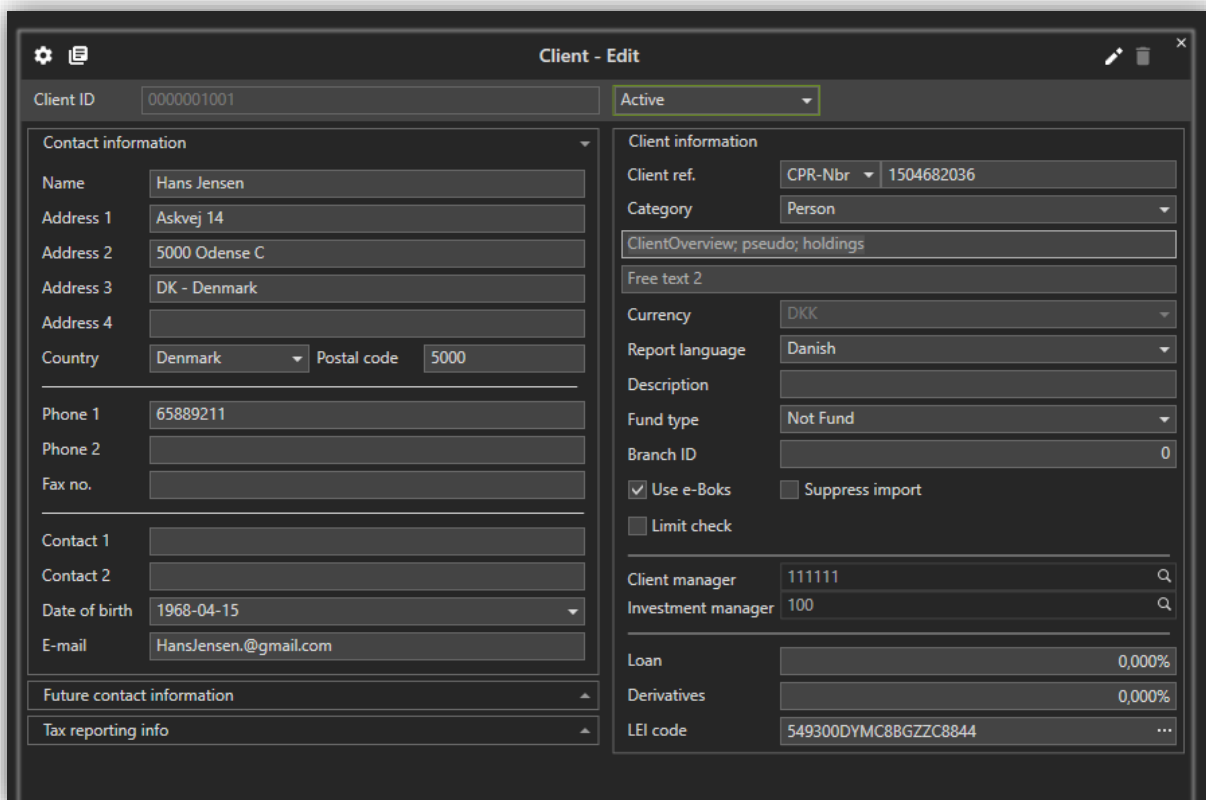


Be aware that deleting a client is final, however, in all cases you will get a warning if you try to make changes in the setup. It is not allowed at all to delete a client/portfolio/account/depository if it contains transactions.



A discontinued client is activated again using Edit mode and changing state.

### 3.1.1.2. Clients fields



Client ID:	
Client ID	<p><b>Unique Client ID</b>  <b>16-digit number</b>                  When created, 0 (zeros) are automatically prefixed as <b>needed</b></p>
Client State	<p>Displays the status of the client in PORGMAN, which can be:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Discontinued (i.e. not active)</li> </ul>

Contact information	
Name	Customer name
Address 1-4	Customer address Consists of 30 characters per field. Are used as headers in reports
Country	Country
Postal code	Postal code
Phone 1-2	Phone no.
Fax no.	Fax no.
Contact 1-2	Contacts for the customer
Date of birth	Customer's date of birth
E-mail	Customer's E-mail

Please be aware that content in the contact information and future contact information are similar.

Client Information	
Client ref.	Consists of 2 fields <ol style="list-style-type: none"> <li>Client ref. type                             <ul style="list-style-type: none"> <li>Unknown</li> <li>CPR-NBR</li> <li>CVR-NBR</li> <li>ISIN-code</li> <li>Other</li> </ul> </li> <li>Client ref. ID                             <ul style="list-style-type: none"> <li>10 digits</li> </ul> </li> </ol>
Category	Classification of client category <ul style="list-style-type: none"> <li>Unknown</li> <li>Person</li> <li>Company</li> <li>Fund</li> <li>Other</li> </ul>
Free text 1-2	Free text fields
Currency	Customer currency
Report language	The field "Report language" is by default set to DKK (Danish). The field is used in e.g. flexible reports
Description	Customer description – free text



Client Information - continued	
<b>Fund type</b>	<p>If the customer is a fund in PORTMAN fund-module, this field is used for tagging the type.</p> <p>It is required that the "Category" field is tagged with the type "Fund"</p> <ul style="list-style-type: none"> <li>• Not fund</li> <li>• Listed Accumulating</li> <li>• Listed Dividend Paying</li> <li>• Listed Acc Without Tax</li> <li>• Unlisted Accumulating</li> <li>• Unlisted Dividend Paying</li> <li>• Unlisted Acc Without Tax</li> </ul>
<b>Branch ID</b>	The field is only relevant to certain customers and is used for identification of Bank branches in certain CRS reports.
<b>Use e-Boks</b>	<p>PORTMAN reports can be sent via e-Boks. (Optional module in PORTMAN)</p> <p>This field indicates whether the customer is using the E-boks feature, which can be check marked.</p>
<b>Suppress import</b>	This field indicates whether customer data to be imported on the customer. (Optional module in PORTMAN)
<b>Limit check</b>	This field indicates whether the customer is included in Limit-calculations. (Optional module in PORTMAN)
<b>Client Manager</b>	6 digits number. Client managers are set up via Modules -> signatures
<b>Investment Manager</b>	6 digits number. Investment managers are set up via Modules -> signatures
<b>Loan</b>	<p>Credit spread on loans – set up as a percentage. Indicates the customer's current credit rating and are used in connection with the valuation of loans and swaps.</p> <p>In addition, the field is used as default value for setting up new variable rate instruments.</p>
<b>Derivatives</b>	<p>Credit spread on derivatives – set up as a percentage. Indicates the customer's current credit rating and are used in connection with the valuation of loans and swaps.</p> <p>In addition, the field is used as default value for setting up new variable rate instruments.</p>
<b>LEI code</b>	<p>Entered or selected from the pick list.</p> <p>LEI codes are set up via Modules -&gt; Basic data etc. for securities -&gt; LEI codes</p>

Tax Reporting info – non editable fields	
Approval method	The value is set by the system to Manual or Auto, reflecting manual or systematic changes of the field 'Tax reporting'.
Approval state	<p>The field cannot be changed by the user</p> <p>Indicates whether the portfolio is approved according to a logic, which is described in more detail in the module “Tax reporting”.</p> <p>User with access to create / modify portfolio basic data can change the field.</p> <p>State cannot be changed to 'Approved'</p>
Approval time:	Date / timestamp is set by the system when changing status.
Approval user ID:	<p>The field cannot be changed by the user</p> <p>The value for User ID is set by the system. It changes the status in the field 'Tax reporting'. If systematic change of status, user ID is set to "ba". (ba for batch)</p> <p>The field cannot be changed by the user</p>

### 3.1.2. Portfolio preview

The screenshot displays the 'Portfolio - Edit' interface. The main content area is split into two parts. On the left, there are three data tables under a 'Filter' pane:

- Client Table:**

Client ID	Client name	Invest manager	Client manager	Base currency	Limit check	Client state
000001001	Hans Jensen	100	111111	DKK		Active
000001002	Tilde Jensen	100	111111	DKK		Active
000001003	Gudde Hansen	100	111111	DKK		Active
000001004	Hedge Mortensen	100	111111	DKK		Active
000001005	Henrik Jensen	666666	111111	DKK		Active
000001006	Mogens Hansen	100	111111	DKK		Active
- Portfolio Table:**

Portfolio ID	Portfolio no	Portfolio name	Starting date	Comment	Cash in reports	Portfolio state
000001001-001	001	Pensionsopsparring	2016-10-01		✓	Active
000001001-002	002	Privatopsparing	2016-10-01		✓	Active
000001001-003	003	Højrisiko	2016-10-01		✓	Active
- Account Table:**

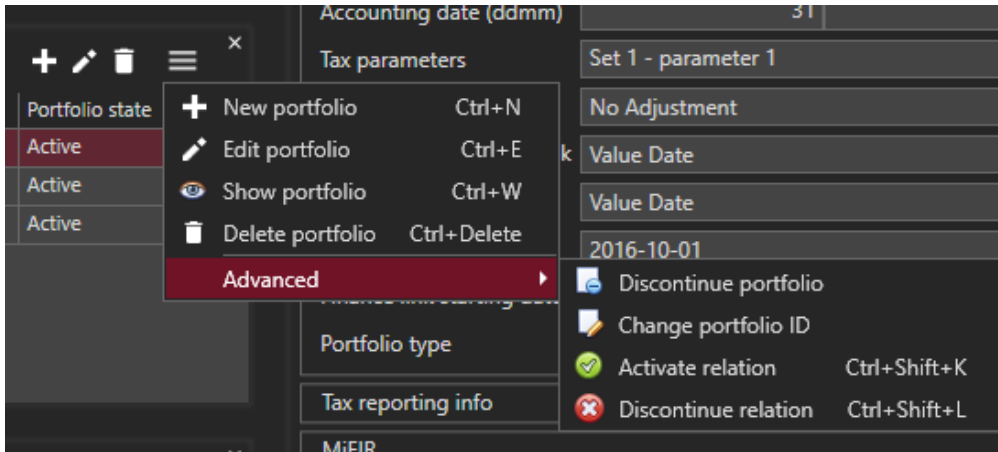
Account ID	Account no	Account name	Account type	Account currency	Account balance	Reconciliation type	Account state
0000000001001D...	000001001000101	Pensionskonto	Bank Account	DKK	0,00		Active
0000000001001L...	000001001000102	Pensionskonto	Bank Account	USD	0,00		Active
0000000001001E...	000001001000103	Pensionskonto	Bank Account	EUR	0,00		Active

The right-hand pane, 'Portfolio - Edit', shows the following details for Client ID 000001001 and Portfolio ID 000001001-001:

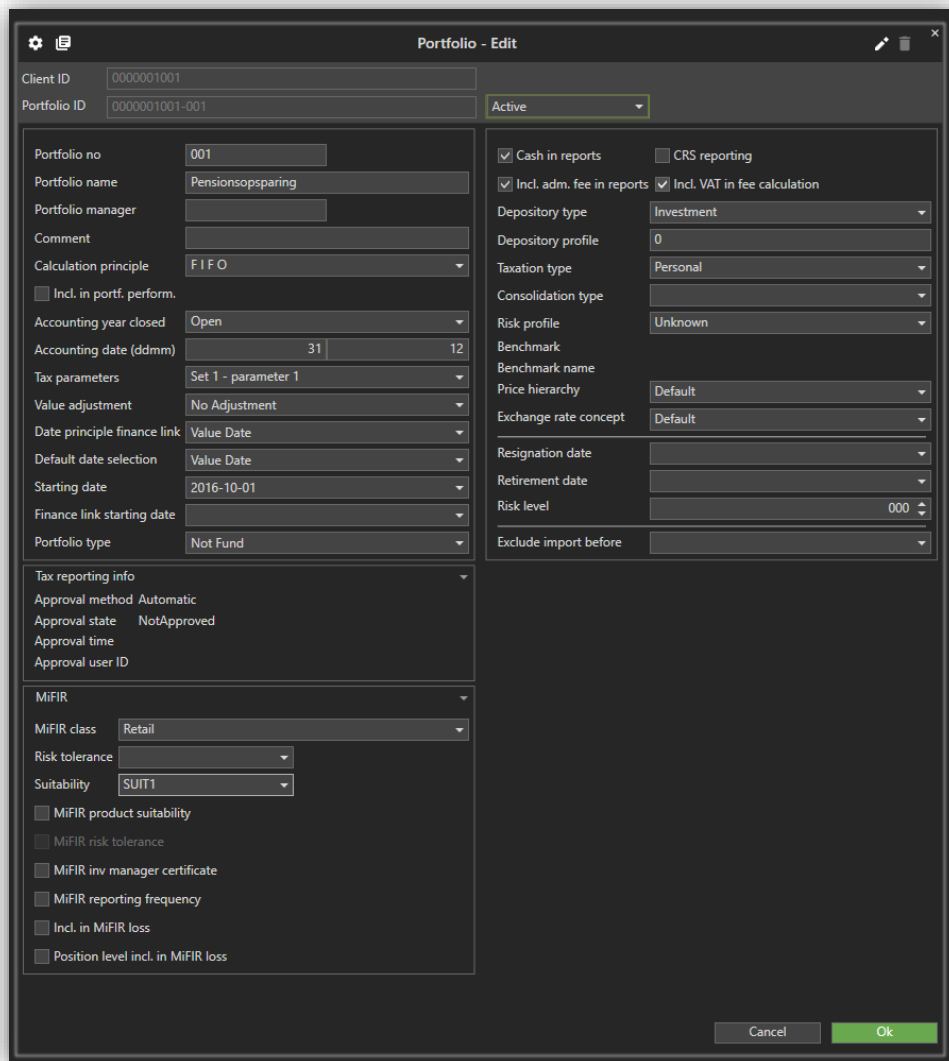
- Portfolio no: 001
- Portfolio name: Pensionsopsparring
- Portfolio manager: [empty]
- Comment: [empty]
- Calculation principle: F I F O
- Accounting year closed: Open
- Accounting date (ddmm): 31 / 12
- Tax parameters: Set 1 - parameter 1
- Value adjustment: No Adjustment
- Date principle finance link: [empty]
- Default date selection: Value Date
- Starting date: 2016-10-01
- Finance link starting date: [empty]
- Portfolio type: Not Fund
- Tax reporting info: MFR

Additional settings on the right include 'Cash in reports', 'Incl. adm. fee in reports', 'Depository type', 'Depository profile', 'Taxation type', 'Consolidation type', 'Risk profile', 'Benchmark', 'Benchmark name', 'Price hierarchy', 'Exchange rate concept', 'Resignation date', 'Retirement date', 'Risk level', and 'Exclude import before'.

### 3.1.2.1. New/edit/show/delete/discontinue/change portfolio ID/relations



### 3.1.2.2. Portfolio fields



Portfolio fields	
Client ID	Unique Client ID 16-digit number
Portfolio ID	Unique Portfolio ID.  When created, 0 (zeros) are automatically prefixed as needed.
Portfolio State	Displays the status of the portfolio in PORTMAN, which can be: <ul style="list-style-type: none"> <li>• Active</li> <li>• Discontinued (i.e. not active)</li> </ul>
Portfolio no	Portfolio Number
Portfolio name	Portfolio Name
Portfolio manager	Portfolio Manager
Comment	Comment field with free text
Calculation principle	<p>The accounting principle indicates the way in which the portfolio's book value will be calculated at the year-end. There are 3 methods available.</p> <p>FIFO Average FIFO per buy</p> <p>The chosen method will be the default value in connection with the execution of the Annual adjustment (Window) and List of adjustments (Dialog).</p>
Incl. in portf. perform.	Indicates whether the portfolio is included in the calculations in portfolio performance
Accounting year closed	<p>Please note that the Accounting date field (see below) must be filled in, otherwise this functionality cannot be used.</p> <p>This field is used in connection with a completed financial year, where it no longer becomes possible to change transaction data prior to that date.</p> <p>You can choose between the following settings:</p> <p>Open All data is editable Last year and Previous Closed Years Before Last Closed.</p> <p>Be aware that it is controlled via configuration if comparing is done per. trading or value date. In PORTMAN's htconfig (gchCloseAccYearDatePrinciple in line 879 index 14), it can be set up to:</p> <ol style="list-style-type: none"> <li>1. Date test per. value date (default)</li> <li>2. The date test iper. trade date</li> <li>3. Date test per. Financial link with date principle from the portfolio master data</li> </ol>

Portfolio fields – continued	
<b>Accounting date (ddmm)</b>	The portfolio's accounting date. Is used in Finance link in connection with tests of year-end run, year-end module, reports and tests for completed financial year, etc
<b>Tax parameters</b>	Used as default parameter set when calculating the effective interest rate in PORTMAN's interest calculation package
<b>Value adjustment</b>	<p>Used in connection with the accounting adjustment of the book value for the portfolio at year-end.</p> <p>You can choose between the following methods:</p> <ul style="list-style-type: none"> <li>• No Adjustment</li> <li>• Market Value</li> <li>• Depreciation</li> <li>• Rev Depr Max Cost Price</li> <li>• Index Adjustment</li> <li>• Math Adjust True</li> <li>• Math Adjust Simple</li> <li>• Index Math Adjust Simple</li> <li>• Index Math Adjust True</li> </ul> <p>The chosen method will be set to default value in when conducting Annual adjustment (Window) and in List of adjustments (Dialog).</p>
<b>Date principle finance link</b>	<p>Date principle used for accounting in the Finance link is chosen here. In bookkeeping, transactions are limited to the specified date.</p> <p>The date principle is also used in over / under rate when calculating the number of days in the calculations.</p> <p>The following delimitation principles can be selected: Value date Value date from transaction used</p> <ul style="list-style-type: none"> <li>• Trade date Trading date from transaction used</li> <li>• Value date, not 07 transactions Valuation date from transaction is used, however, no 07 transactions are delimited</li> <li>• Trade date, not 07 transactions Trading date from transaction is used, however, no 07 transactions are delimited</li> <li>• Value date, no delimitation Value date from transaction used, however, no delimitation</li> <li>• Trade date, no delimitation Trading date from transaction used, however, no delimitation</li> </ul>

	<ul style="list-style-type: none"> <li>Trade date, not 19 transactions The trading date is used for transactions, however, the value date is used for 19 transactions.</li> </ul>
<b>Portfolio fields - continued</b>	
<b>Date principle finance link</b> <ul style="list-style-type: none"> <li>Continued</li> </ul>	<p>Please note that the chosen date principle in addition to delimiting transactions in bookkeeping also determines the following:</p> <ul style="list-style-type: none"> <li>The date used as the posting date in the Finance link posting file.</li> <li>Sorting order for transactions when calculating profit margins etc. in the Finance link</li> <li>When selecting the principle "Trade date, not 07 transactions", all transaction types are registered per trading date with the exception of 07 transactions, which will be registered per value date. (Assuming that entry types have been created in the chart of accounts for 07 transactions). Similar principles apply for "Trade date, not 19 transactions"</li> </ul>
<b>Default date selection</b>	<p>Default date used in calculations. Following can be chosen:</p> <ul style="list-style-type: none"> <li>Trading date</li> <li>Value date</li> </ul>
<b>Starting date</b>	Portfolio starting date
<b>Finance link starting date</b>	<p>Access and use of this field requires access to "Financial link per. Portfolio "(gfFinanslinkPrPortefolje).</p> <p>Access can also be contingent on which Client manager is chosen for the customer. When the date is set for the first time, the following happens:</p> <ol style="list-style-type: none"> <li>All transactions with dates (trade) before the current date are set to "Status Registered".</li> <li>All transactions with dates (trade) on or after the current date are set to "Approved" (i.e., ready for posting).</li> <li>All transactions are numbered with consecutive Invoice no.</li> </ol> <p>When date is set: The portfolio is consequently considered a finance link portfolio, i.e.</p> <ol style="list-style-type: none"> <li>Reset button is displayed, which can reimburse any initialization.</li> <li>Transactions are numbered automatically (Invoice no.)</li> <li>On these portfolios, control / hedging against accounting errors when creating modifying or deleting transactions in the portfolio is carried out.</li> </ol>

	For portfolios that have not set a date, there is no hedge against financial link errors. These portfolios are tested for locked financial years
<b>Portfolio type</b>	Used in the fund management module where portfolios are to be specified as: <ul style="list-style-type: none"> <li>• Not Fund</li> <li>• Issuing</li> <li>• Issuing Fund</li> <li>• Fund</li> </ul>

Portfolio fields – continued	
<b>Cash in reports</b>	<p>Marking for whether the cash balance of the portfolio's accounts must be included in reports.</p> <p>Please note that in the “Accounts view” you can also specify whether the account should or should not be included in reports (Exclude in reports).</p> <p>The selection on an account is only taken into account if 'Cash amount in reports' is set to “Yes” i.e. marking is set in the checkbox</p>
<b>CRS reporting</b>	<p>Marking checkbox for whether the portfolio is included in CRS reporting. (Yes / No)</p> <p>Yes is set to default</p>
<b>Incl. adm. fee in reports</b>	Marking checkbox for whether the calculations on the portfolio should be with or without administration fee
<b>Incl. VAT in fee calculation</b>	<p>Marking checkbox for whether the portfolio is to be exempt from VAT calculation in the fee module.</p> <p>The option applies to agreements with staircase fees and fixed-fee agreements. However, not for consolidated and consolidated fixed-rate agreements, where no distribution method has been chosen, i.e. 'Allocation method' is set to 'none'.</p>
<b>Depository type</b>	<p>Specifies type of depository:</p> <ul style="list-style-type: none"> <li>• Investment</li> <li>• Selected</li> <li>• P-Depository</li> <li>• Shadow</li> <li>• Advisor</li> </ul> <p>The field is not selectable for all customers</p>
<b>Taxation type</b>	<p>Specifies the taxation type of the portfolio:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Personal</li> <li>• Pension</li> <li>• Business</li> <li>• Fund</li> </ul>
<b>Consolidation type</b>	Specifies the type of portfolio involved

	<ul style="list-style-type: none"> <li>• None</li> <li>• A to Z</li> </ul> <p>A selection criterion used e.g. in the compliance module (limits). Also used in the fee module and reports.</p>
<b>Risk profile</b>	<p>Risk profile of the portfolio:</p> <ul style="list-style-type: none"> <li>• Unknown</li> <li>• Low</li> <li>• Medium</li> <li>• High</li> </ul>

Portfolio fields - continued	
<b>Benchmark</b>	Benchmark associated with the portfolio
<b>Benchmark name</b>	Benchmark name
<b>Price hierarchy</b>	The portfolio's price hierarchy. Prefixed at "Default"
<b>Exchange rate concept</b>	The portfolio's exchange rate. Prefixed at "Default"
<b>Performance measure</b>	Specifies method for calculation of return
	<ul style="list-style-type: none"> <li>• Time Weighted return (default)</li> <li>• Money Weighted Return</li> </ul>
<b>Resignation date</b>	Date for resignation of the portfolio
<b>Retirement date</b>	The customer's retirement date
<b>Risk level</b>	Specifies the degree of risk aversion for the customer, i.e. how willing the customer is to take a risk. The larger the number, the more willing the customer is to take a risk.
<b>Exclude import before</b>	Transaction import before current date is ignored

#### Tax Reporting info – non editable fields

<b>Tax reporting info</b>	See under client for further description
---------------------------	--

#### MiFIR – (see under MiFIR module for further description of the various fields.)

<b>MiFIR class</b>	<p>Specifies the customer's MIFID classification</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Retail</li> <li>• Professional</li> <li>• Eligible counterpart</li> </ul>
<b>Risk tolerance</b>	<p>Specifies the customer's risk tolerance.</p> <p>Risk tolerance is the maximum level of risk that the customer wants in the portfolio.</p> <p>The levels are defined in the MiFIR module.</p>
<b>Suitability</b>	<p>Specifies the customer's suitability. (advisor level)</p> <p>This is the suitability score given to the customer in your preparatory work with them.</p> <p>The levels are defined in the MiFIR module.</p>



MiFIR product certificate	Marking checkbox for whether the portfolio will be included in MiFIR Product Certificate Check
MiFIR risk tolerance	Marking checkbox for whether the portfolio will be included in MiFIR Risk Tolerance Check
MiFIR inv manager certificate	Marking checkbox for whether the portfolio will be included in MiFIR Inv Manager Certificate Check

### MiFIR – (see under MiFIR module for further description of the various fields.) - continued

MiFIR reporting frequency	Marking checkbox for whether the portfolio will be included in MiFIR Reporting Frequency Check
Incl. in MiFIR loss	Marking checkbox for whether the portfolio will be included in MiFIR Loss Check at portfolio- and/or position level.
Position level incl. in MiFIR loss	Marking for whether the portfolio will be included in MiFIR Loss Check at portfolio- and/or position level.  Applies only to instruments specified for MiFIR position calculations.

### 3.1.3. Account preview

The screenshot displays the 'Account - Preview' window for Client ID 0000001001 and Account ID 0000000001001DK-001. The account details include:

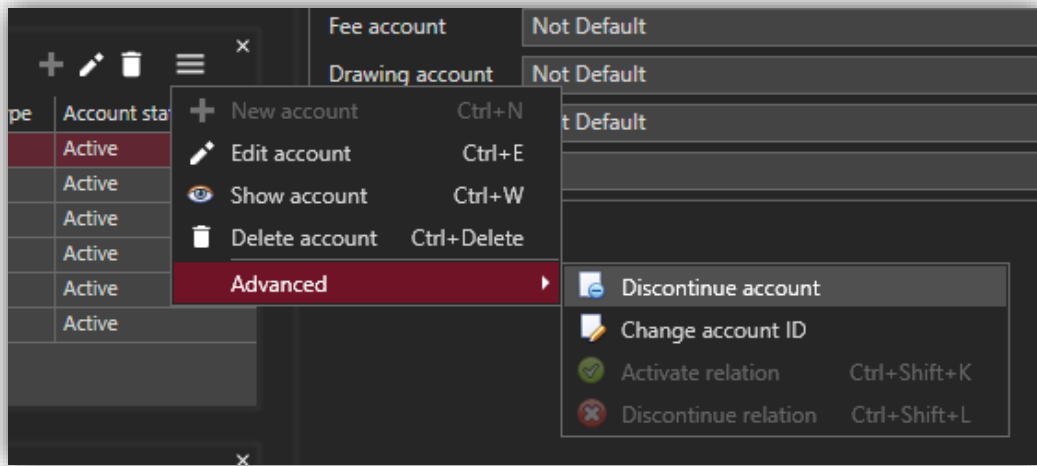
- Client ID: 0000001001 (Hans Jensen)
- Portfolio ID: 0000001001-001
- Account ID: 0000000001001DK-001
- Account no: 00000010010000101
- Account name: Pensionskonto
- Currency code: DKK
- Type of account: Bank account
- Reconciliation: Max. overdraft: 0.00
- Interest account: Not Default
- Dividend account: Not Default
- Trade account: Not Default
- Import account: Not Default
- Fund account: Not Default
- Fee account: Not Default
- Drawing account: Not Default
- Order rebalancing: Not Default
- IBAN: (empty)

Additional asset type: None

Issuer org. no.: (empty)

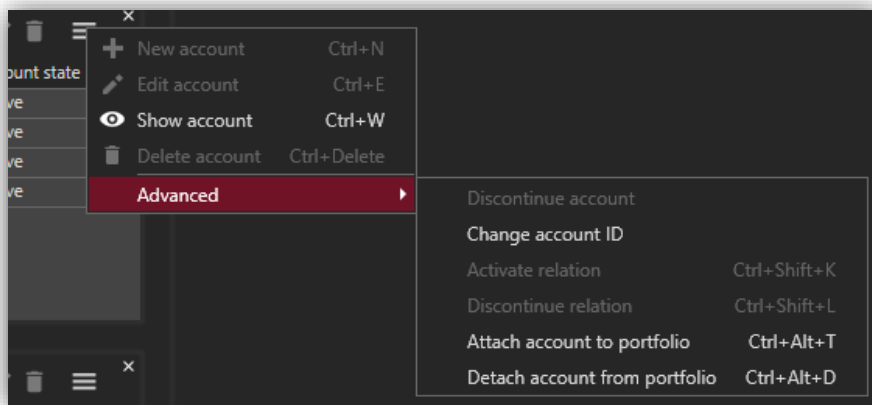
BRUGERDEFINERET 1 through 9: (empty)

### 3.1.3.1. New/edit/show/delete/discontinue/change account ID



### 3.1.3.2. Setting up a global account

Access to the global account functionality requires a configuration set up by Vitec. If you have access the advanced option looks like this.



In overview you can see the Global account column

Accounts						
Cur.	Account name	Exclude in report	Incl. in fee calc.	Reconciliation	Global account	Reconciliation dat
GBP	Nordea - GBP	Yes		Reconciliate		
EUR	Nordea - EUR	Yes		Reconciliate	Yes	
DKK	Nordea - DKK	Yes		Reconciliate		

### 3.1.3.3. Account fields

Account fields	
Client ID	Unique Client ID.
Portfolio ID	Unique Portfolio ID.
Account ID	Unique account ID When created, 0 (zeros) are automatically prefixed as needed.
Account state	Displays the status of the account in PORTMAN, which can be: <ul style="list-style-type: none"> <li>• Active</li> <li>• Discontinued (i.e. not active)</li> </ul>
Account no	The field is only selectable when adding a new account. Consists of 16 digits. When entering less than 16 digits, the system automatically sets 0 (zeros) so that the account number always consists of 16 digits.  It is not possible to use an earlier account number that previously has been discontinued.
Account name	Account name
Currency code	Currency code
Type of account	Specifies the type of account. You can choose: <ul style="list-style-type: none"> <li>• Bank Account</li> <li>• Synthetic Instrument</li> <li>• Credit Floating Rate</li> <li>• Credit Fixed Rate</li> <li>• Yield Account</li> <li>• Capital Account</li> <li>• Deposit Account</li> </ul>

Account fields – continued	
Incl. in fee calc.	Marking checkbox for whether the account will be included in fee calculations
Incl. in reports	<p>Marking checkbox for whether the account will be included in reports and online calculations.</p> <p>Please note that this marking only is taken into account if 'Cash amount in reports' on portfolio master data is marked</p>
Incl. in picklist	Marking checkbox for whether the account will be available in selection lists in the user interface
Reconciliation	<p>Marking checkbox for how the account should be processed in the account reconciliation. (in the batch run)</p> <p>You can choose between:</p> <ul style="list-style-type: none"> <li>• Exclude Not included in account reconciliation</li> <li>• Deselected Matched, but marked on the poll list as opted out (does not need to be checked)</li> <li>• Reconciliate Include In Account reconciliation (default)</li> <li>• Auto account adjust Included, but if the balance does not match, then via a manual account update, the balance matches the external system (requires the following permission 'INITIAL_DIFFERENCE_TRANSACTIONS').</li> <li>• Cancelled</li> </ul>
Maximum overdraft	Agreed maximum on account. Usually used only for overdraft facilities

Account fields – continued	
Tax code	Tax code
Default accounts	<p>It is possible to mark an account to be the default account in connection with transaction registration (manually, in batch and on import) in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Interest account The system suggests the account as the default account in connection with the registration of interest payments from bonds, contract deposits, etc.</li> <li>• Dividend account The system suggests the account as the default account in connection with the registration of share dividends.</li> <li>• Trade account The system suggests the account as the default account for the registration of trades.</li> <li>• Import account The system suggests the account as the default account for importing trades using PORTMAN's import module</li> <li>• Mutual fund account The system suggests the account as the default account in connection with the transaction records for mutual funds.</li> <li>• Fee account The system suggests the account as the default account in connection with the registration of fee transactions.</li> <li>• Drawing account The system suggests the account as the default account in connection with the registration of withdrawals.</li> </ul> <p>Please note that:</p> <ol style="list-style-type: none"> <li>1. If only one active account is affiliated with the portfolio, this account is used regardless of whether it is default marked for payment type and currency.</li> <li>2. If only one active account with default mark for the payment type exists, this account is used regardless of whether the currency code matches.</li> <li>3. If none of the accounts are marked as default for the payment type, but only one of them matches the payment currency, then this account is used.</li> <li>4. If multiple accounts are marked as default for the payment type, then the account that matches the payment currency is used, if such one exists.</li> <li>5. If a cross currency default account for the payment type is selected, this account is used.</li> <li>6. An account cannot be determined.</li> </ol>

## Account fields - continued

### Additional asset type

- None
- Structured product
- Hedge Fund
- Property Investment
- Certificate
- Warrant
- Mutual Fund
- Money Market Fund
- Bond Mutual Fund
- Alternative Investment
- ADR\_GDR
- LCR\_Operational
- LCR\_Non\_Operational
- Non\_LCR\_Eligible

### Issuer org.no

Attach an issuer org. to the account.

(created under issuer organizations)

Used in connection with Solvency II reporting

### Brugerdefineret 1-9

Attach the user-defined groups to the account.

(Created under Grouping.)

## 3.1.4. Depository preview

The screenshot displays the Vitec software interface for account administration. The top navigation bar includes 'Client admin', 'Account view', 'Depository view', and 'Portfolio view'. The main area is divided into several panels:

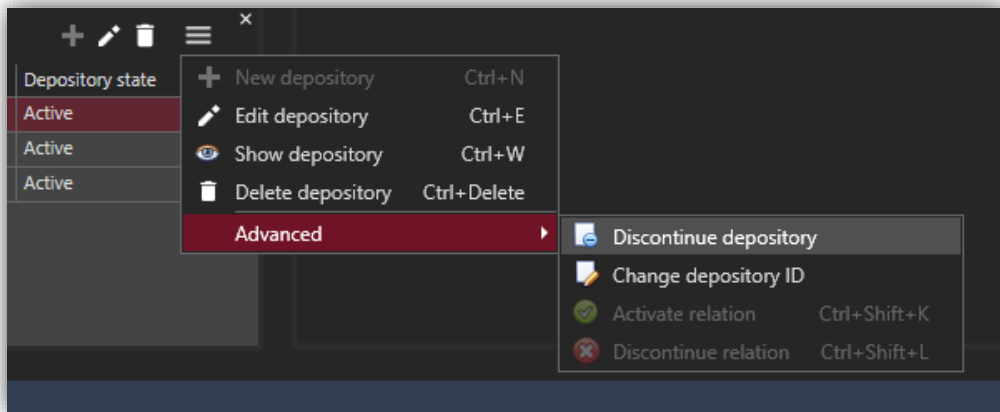
- Filter:** A table showing the first 6 entries of clients. Columns include Client ID, Client name, Invest manager, Client manager, Base currency, Limit check, and Client state.
- Portfolio:** A table showing portfolios. Columns include Portfolio ID, Portfolio no, Portfolio name, Starting date, Comment, Cash in reports, and Portfolio state.
- Account:** A table showing accounts. Columns include Account ID, Account no, Account name, Account type, Account currency, Account balance, Reconciliation type, and Account state.
- Depository:** A table showing depositories. Columns include Depository ID, Depository no, Depository name, Custodian LEI code, Include in reconciliation, and Depository state.

A 'Depository - Preview' dialog box is open on the right, displaying the following fields:

- Client ID: 0000001001
- Portfolio ID: 0000001001-001
- Depository ID: 0000001001-001
- Name: Pensionsdepot
- Custodian LEI code: (empty)

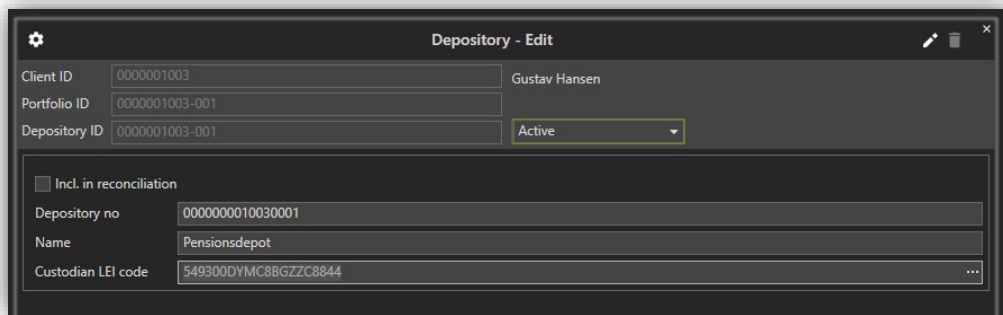
The dialog box also has 'Cancel' and 'OK' buttons.

### 3.1.4.1. New/edit/show/delete/discontinue/change depository ID



### 3.1.4.2. Depository fields

Using the dialog window, it is possible to create and maintain master data for depositories. The available fields are described in the tables below.

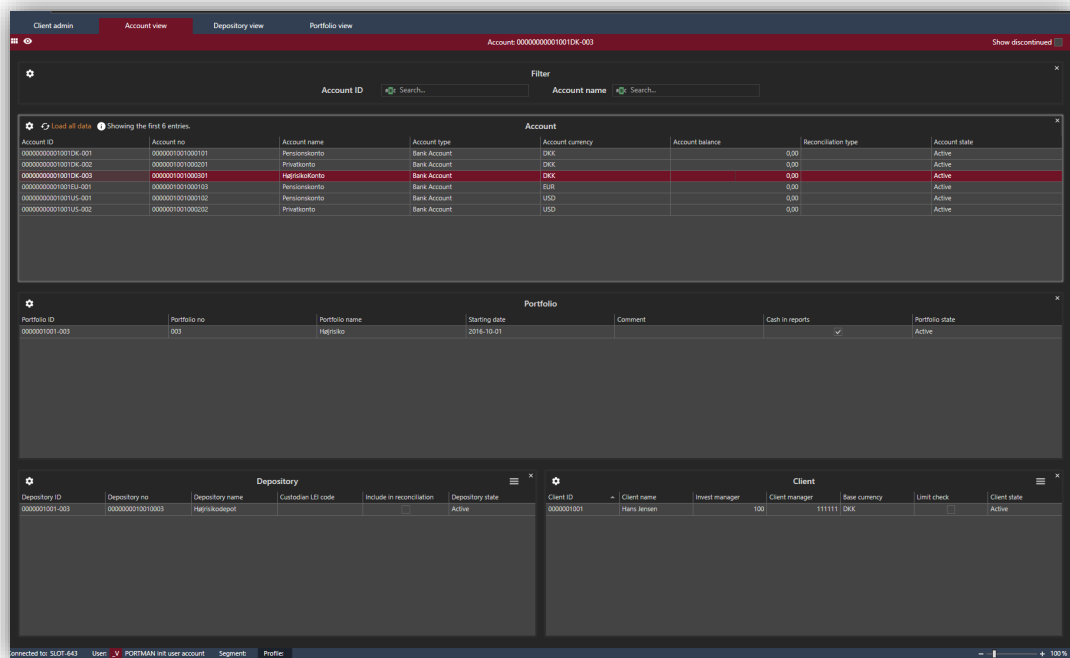


Depository fields	
Depository ID	Unique Deposit ID. Autofilled when a new depository is created.
Depository State	Displays the status of the depository in PORTMAN, which can be: <ul style="list-style-type: none"> <li>Active</li> <li>Discontinued (i.e. not active)</li> </ul>
Incl. in reconciliation	Is the depository included in reconciliation
Depository no	16-digit number When created, 0 (zeros) are automatically prefixed as needed.  The depository number must be unique, and must not have been registered previously. This requirement is for the sake of audit history.
Name	Depository name
Custodian LEI code	Optional Entered or selected from the pick list. LEI codes must first be created under Modules -> Basic data etc. for securities -> LEI codes

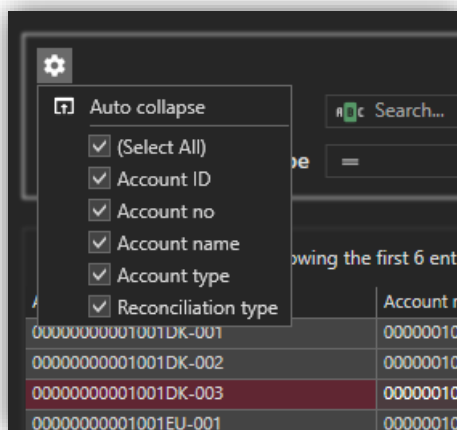
## 3.2. Account view

The Client Administration module offers three different starting points to your data. All three views are strictly readable.

The first one is the Account view.



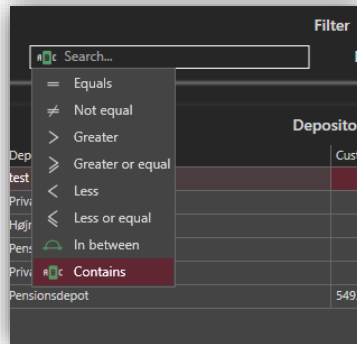
At the top of the screen, you have the searching field with the search feature, which functionality makes it is easy and fast to search for specific accounts and associated portfolios, depositories and clients.



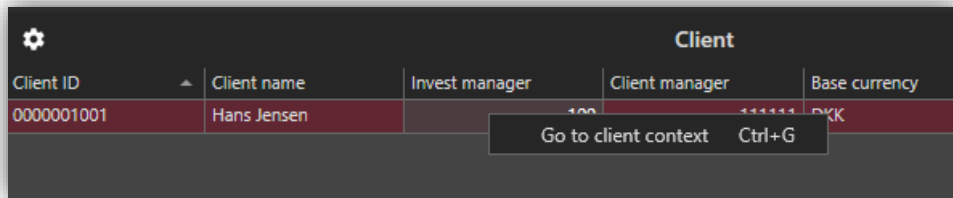
The searching field contains a built-in-filter functionality, which means that the results are filtered and displayed as data are entered.



The filter function has multiple options, from “contains” to “equals” etc.

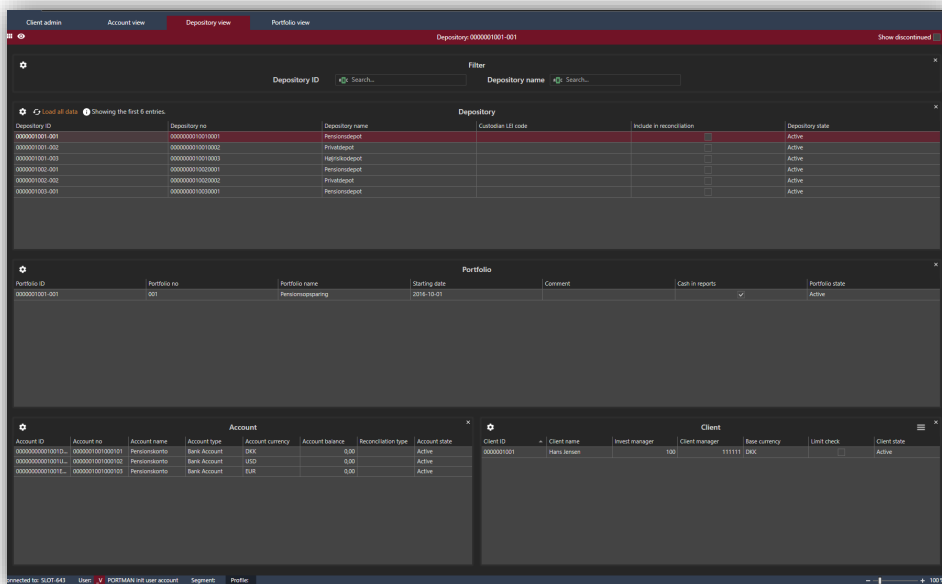


Once you have found the specified account, portfolio, depository and client it is easy to get back to the client view where you can edit data via the use of RMB on the client card.



### 3.3. Depository view

If your starting point is depositories, go to the depository view. The searching field is similar to the one in the account view.



### 3.4. Portfolio view

If your starting point is portfolio, go to the portfolio view. The searching field is similar to the one in the account view

