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PORTMAN Position Overview

How to get started

Vitec Aloc/SBV
Version 1.0
This document is based on the underlying system PORTMAN 7.24

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1. General Introduction

The following writing is a brief introduction to the module Position overview. It will be described how it works and what information can be found in the module. It will not be a thorough walk-through with description of all columns etc. That information can be found in the Online Help in PORTMAN.

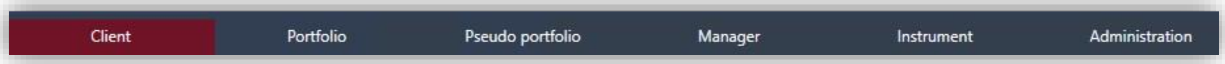
Position overview is not a replacement to “Overview” already known from PORTMAN but is meant as a new way of providing the user with information about clients similar to what will be found if a report for that client is ordered. This means that the PORTMAN-user is actually working with the information that is available to the clients.

This means that Position overview only shows active clients, portfolios etc. and accounts marked with “Incl. in reports”. If “Cash in reports” is not selected for a portfolio, none of the accounts related to the portfolio will be shown.

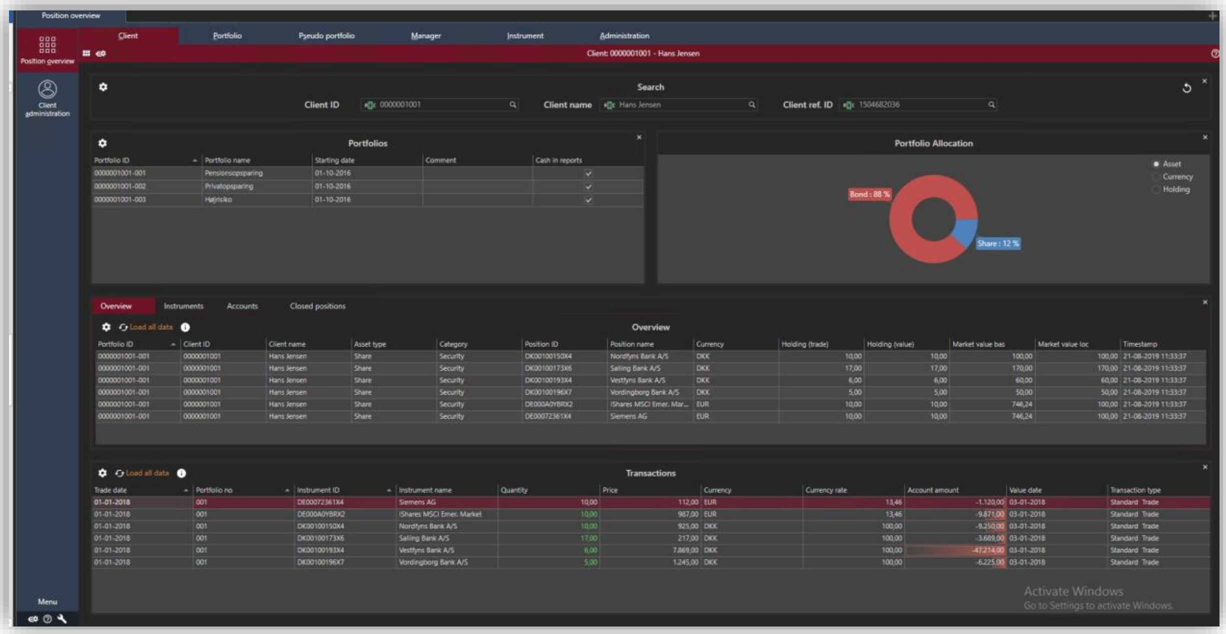
It is important to mention that Position overview offers no option to add or edit any information. All additions or changes must be done in “Client administration”. Position serves a “View only”-module.

1.1. General structure

Position overview is divided into five different types of context:



Each of them excluding Administration use the same drill-down structure shown below. Meaning that as the context is chosen, default information is shown, but if you choose e.g. a portfolio, the cards will focus on that portfolio and the information associated with specifically that one.



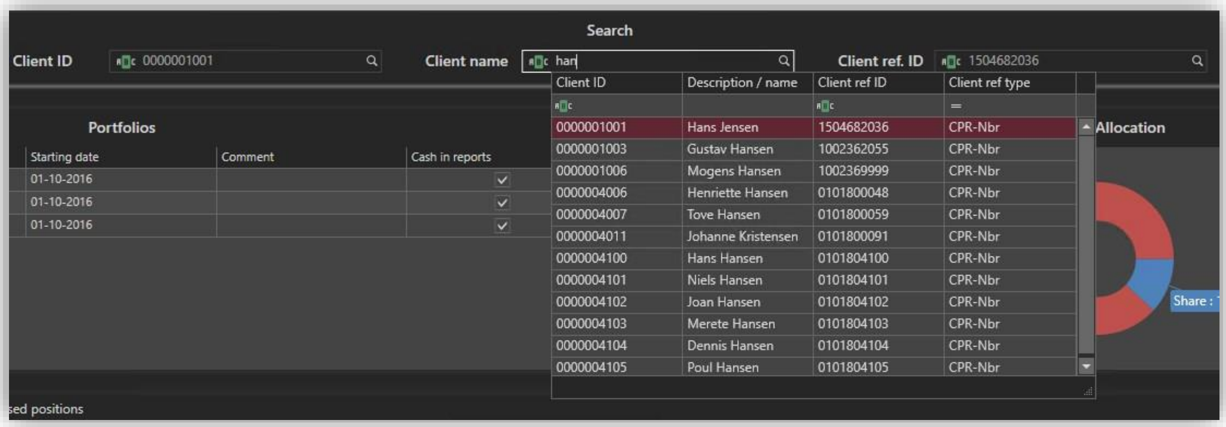
If information has been chosen but you would like to start over, just click the "refresh selected rows"-button located in the top card and information is reset to default.

"Refresh selected rows" is located to the right in the search card

In the next sections there will be an introduction to each of the five contexts of information. As the structure is very much the same for the five contexts there will be a more thorough description of the 'Client' context than the others.

2. Client

In this context the basis of information is on client level. As default, the client with the lowest client ID is shown.
To choose another client simply type any of the three search criteria fully or partly and choose the client by either pressing Enter or clicking on the desired client.

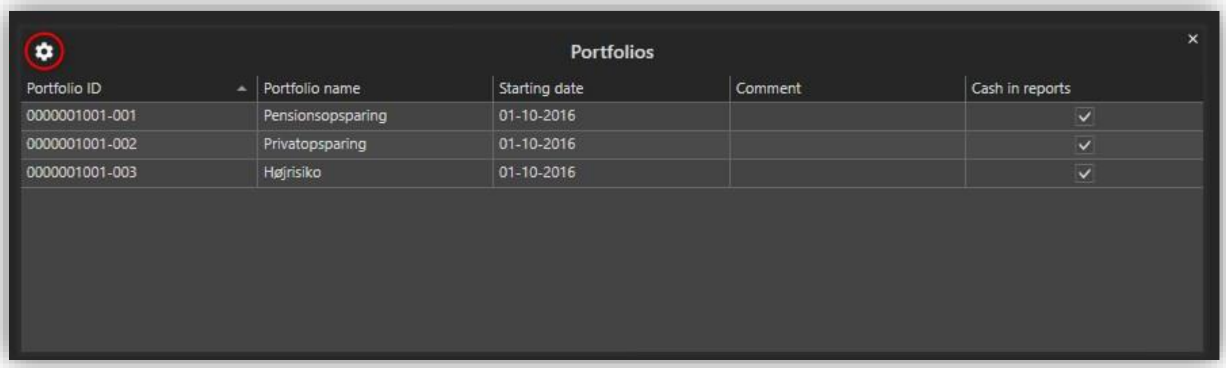


Once "Hans Jensen" is chosen, the general information regarding him will be shown in the four cards:

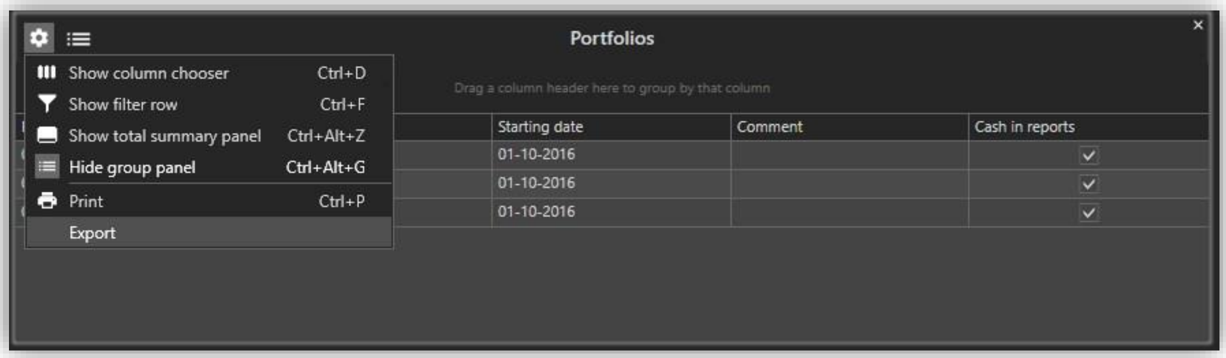
1. Portfolios
2. Overview
3. Transactions
4. Portfolio Allocation

Portfolios

In the card 'Portfolios ' the portfolios for the selected client is visible. As default these five columns are chosen.

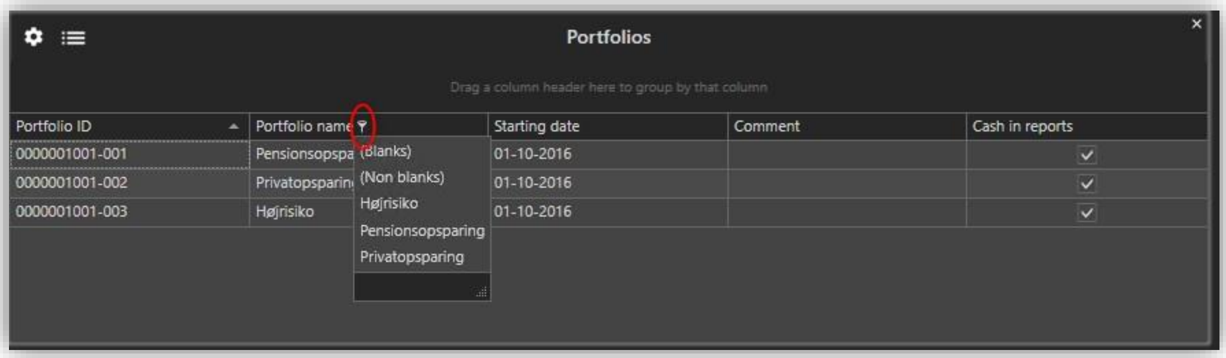


As for most cards it is possible to edit which columns are visible, so only the ones relevant are shown.
By clicking the gear-icon marked with red above here, a pop-up menu will appear. Here, you can choose between different options such as choosing different columns, filter options, exporting data etc.



By clicking on of a specific portfolio ID, information only regarding this portfolio is shown in the other cards.

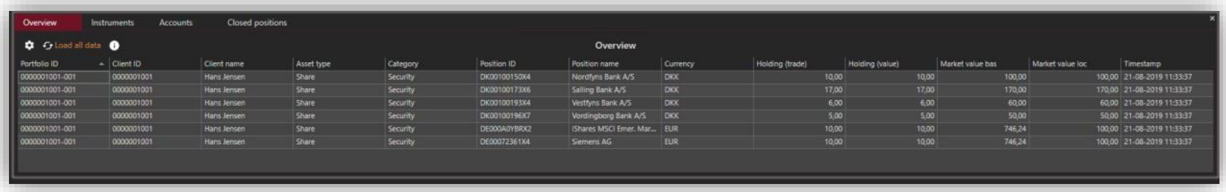
For each column it is also possible to filter information by clicking the marked icon which appear once hovering over the column:



Overview

Overview consists of four different types of information:

1. Overview
2. Instruments
3. Accounts
4. Closed positions

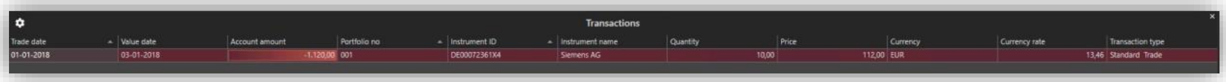


These headlines should be self-explaining and therefore the only thing to point out is the feature "Closed positions" which shows positions that have been sold out. This gives an easy overview of which securities that have been in the portfolio.

Transactions

As the structure is drill down, the transactions card shows the transactions related to whatever information marked in any of the other cards.

Like the other cards, it is possible to edit the information shown to fit the need of the PORTMAN-user.

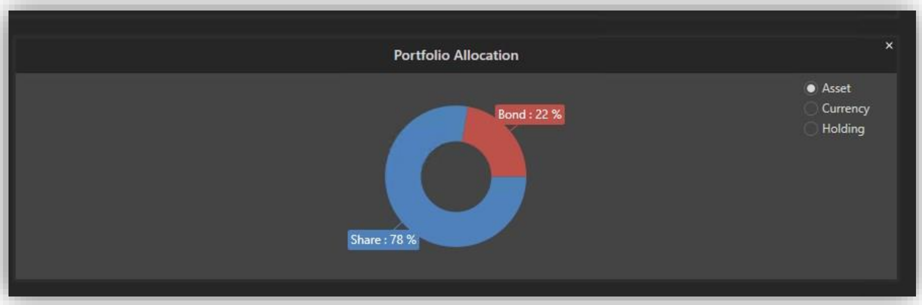


Portfolio allocation

Portfolio allocation shows how the allocation for the selected client/portfolio is based on three different parameters:

1. Asset
   a. Divided into asset types based on nominal holding
2. Currency
   a. Divided into different currencies based on the market value of positions
3. Holding
   a. Divided into Instrument ID's based on nominal holding

E.g. for Hans Jensen portfolio 001 the allocation between shares and bonds are 78%/22%:



3. Portfolio

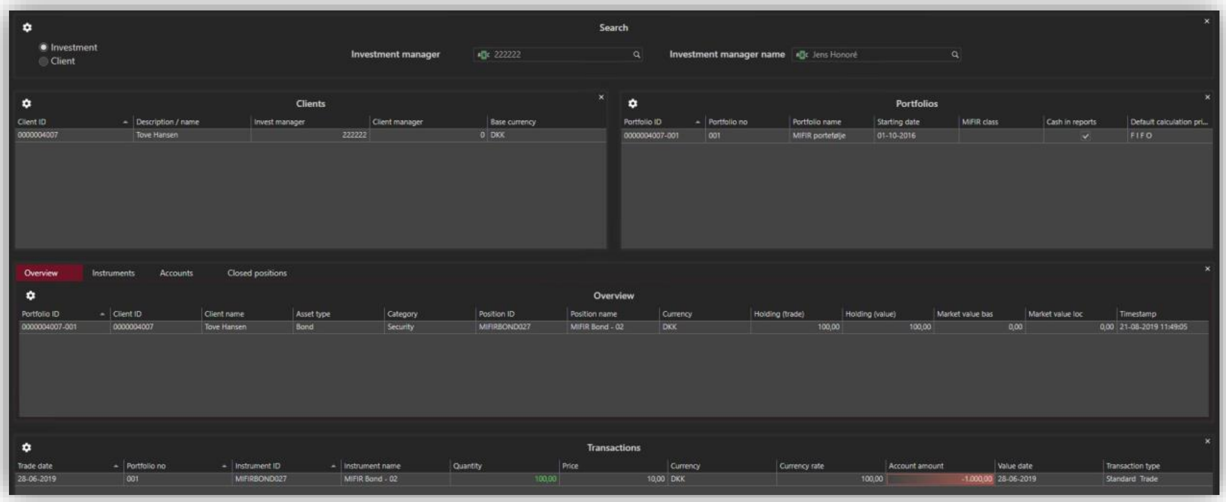
The Portfolio context has the same structure as the Client context but offers the user to search for portfolios or depositories via name, ID or for depositories only, the number. This gives an extra dimension, as depositories are not shown in the Client context.

4. Pseudo portfolio

In this context, the same information as for the Client/Portfolio context is figuring but based on pseudo portfolios and aggregated portfolios.

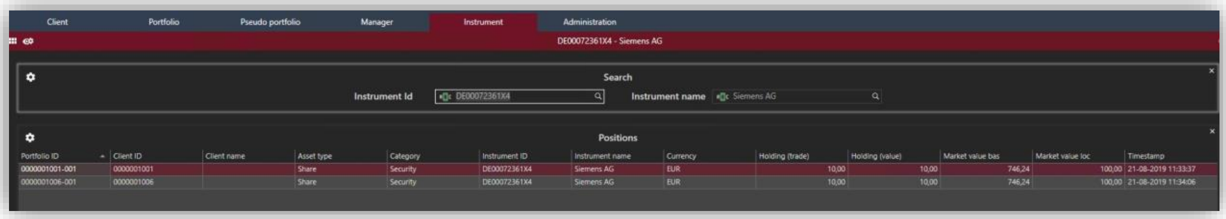
5. Manager

In the Manager context, it is possible to search for either an investment or client manager via ID or name of the manager and get information about all clients related to that specific manager.

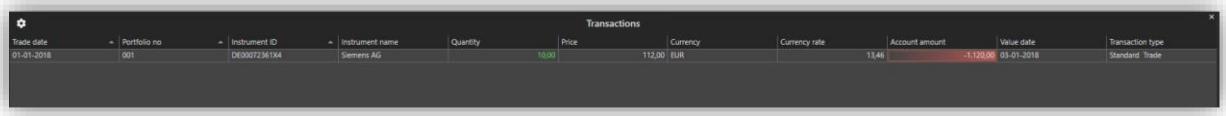


6. Instrument

In the Instrument context, it is possible to search for an Instrument ID and then get a list of all clients/portfolios with an active position in that instrument.

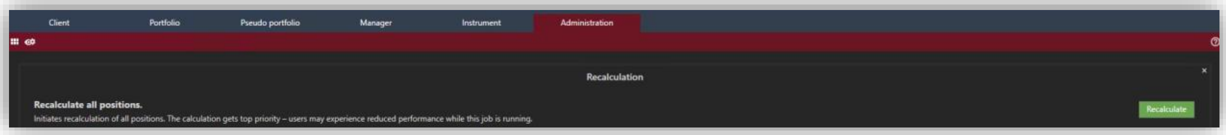


By clicking a position, the transactions for that client/portfolio will be shown in the transactions card in the lower part of the screen:



7. Administration

This context is only available to PORTMAN-users with the proper rights.
The purpose is to recalculate all positions if many changes have been made. As mentioned, the calculation will get top priority and should therefore only be started when no other jobs are urgent



8. Further information

If further information regarding columns etc. is needed, please look in the Online Help in PORTMAN.
In case you did not find an answer to your question in the Online Help, do not hesitate to contact PORTMAN Support by e-mail on: portman.support@vitecsoftware.com