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# PORTMAN Fund Management

How to get started

Vitec Aloc/IC Version 1.0 This document is based on the underlying system PORTMAN 7.25

**VITec** 

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# 1. Introduction

Fund of Funds is an add-on to the Fund management module and helps managing Funds in a flexible hierarchical structure. Asset managers with multiple Funds obtain a comprehensive overview of ownerships and risk across assets by using X-ray.

For using 'Fund of Funds' you need to have access to both 'Fund management' and 'Fund of Funds'.

# 2. Overview and functionality

Fund of Funds consists of three functions:

- 1. Fund of Funds structure for managing the structure
- 2. Transaction generator for allocating transactions
- 3. Fund of Funds X-ray for portfolio review

Fund of Funds are managed in a flexible hierarchical tree structure illustrating ownership between the Funds. When managing the structure there are a few rules to follow.

- 1. A fund can be owned by several Funds (shared ownership)
- 2. A fund can own a fund at the same level as the fund itself (across ownership)
- 3. A fund can be owned by other Funds at different levels (arbitrary ownership)
- 4. Circular references are not allowed

20			F	OF000000014 - FundOfFund	niv 1					
		- x								
Investm	ent strategy					Fund of fund positions		Date: Trade Date	<ul> <li>Only fund positions</li> </ul>	All levels
ecurity name	Security ID									
		¢				Tree view				
			Security ID	Asset type	Holding	Market value ex interest			rket value ex interest Mark	
		FundOfFund niv 1	FOF00000014	Mutual Fund		100,00 100,00		323.925.000,00	323.925.000,00	323.925.0
		BlackRock Institutional								
	FOF000001079									
FOF XRAY niv 1	FFXRAY000012	FundOffund niv 2	FOF00000022	Mutual Fund			% 29.850.000,00	29.850.000,00	29.850.000,00	29.850.00
FoF_FG N1 Ejer H										
FundOffund niv 1	FOF00000014									
FundOfFund niv 2										
✓ FundOfFund nly 3	FOF00000030									
FundOfFund niv 4										
									vate Windows	

Before it is possible to set up the Fund of Funds structure, all Funds and investment certificates must exist in PORTMAN.

# 2.1. Basic data

As a minimum, you need to add a fund with related portfolios and bank accounts, an instrument (investment certificate) and make a relation between fund and instrument. In PORTMAN, basic data for a fund is:

- 1. A client or investment association with category set to 'Fund' need to have (as a minimum)
  - Two portfolios
    - Issuing portfolio
    - Asset portfolio
  - Two accounts (one for each portfolio)
    - Bank account
  - Two depositories (one for each portfolio)
- 2. An investment certificate

It is possible to have multiple accounts and depositories in the Asset portfolio as well as having multiple asset portfolios in a fund.

### 2.1.1. Adding a new fund

In PORTMAN a new fund is added by using 'Client administration'. You need to go through three mandatory steps and one optional:

- 1. Add a new client
- 2. Add Issuing portfolio, account and depository
- 3. Add Asset portfolio, account and depository
- 4. Optional add extra portfolio, account and depository

Go to Appendix A if you want to see how to set up basic data for a fund.

### 2.1.2. Adding a new Investment certificate

An Investment certificate is added by using 'Basic data etc. for securities' => 'Investment certificate'.



Add the basic data for the Investment certificate and remember to assign all the needed basic data for reporting and e.g. export of data.

ID code: Security name:	FOF00000001 FundOfFund n	ív 1		Basic data update: Expanded name:	Incl. securit	y name 🗸		
Currency code:	DKK			Report colour:				
Listing country:	DKK			Domestic currency code:	DKK			
Short name:	FOF niv 1			Listed, domestic:		Trade unit:	Units 🗸	
Alt. ID code:				Unlisted:	$\checkmark$	Denomination:	100,00	
Off. price:		,000		Price upd. w.no holding:		Listing unit:	1,00	
Off. market value:		0,00		Official price list sequence:	0000	Value days:	3	
Total capital:		0,00	(mill. shares outst.)	Reg. Number:				
Total no. of votes:		0		Own industry group:	999	Ukendt branchel	kode	
Dividend currency:	DKK			Morgan S. main group:	999	Ukendt hovedgri	ippe	
Last dividend:	0,00	DKK		Morgan S. sub-group:	999	Ukendt undergru	ipp <del>e</del>	
Expected dividend:	0,00	DKK		Own defined security group:				
Date of AGM:				GICS code:	00000000			
Result:		0,00		At. Central bank code:	00000000			
Note:				Stock taxation:	No 🗸			
Mainly domestic ass	ets:	Main	y shares: 🗹	Accumulative:				-
Mainly foreign asset	s: 🗹	Main	y bonds:	Taxfree real rate on ret	urn: 🗆			
		Inde:	linked bonds:					
For adjustment of a	ppropriations:	Dec	ided by the above	~				
X-ray data as of:		No d	ata X-ray sca	ale factor: Ownership	~			
Help	Print				×	-ray Car	icel OK	

## 2.1.3. Making new Funds visible in the Fund of Funds structure

It is not possible to set up the structure before Funds are added and made available in Fund management. To do that, choose:

- 1. Menu | Fund management | Settings
- 2. From 'Mutual Funds' right-click to add and setup the fund for Fund management Mandatory fields to be setup:
  - a. Trust type = Mutual fund
  - b. Type of fund = select from picklist (Share or Interest)

D code: FOF00000001 FundOfFund niv 1	
alidity date: 31/12/2017	
rust type: Mutual fund v ype of fund: Share v	
Reporting information	Calculation of purchase- and ask price
To be reported to CSE:	Formula: Method 1 🗸
Registration no.:	Issue percentage: 0,00
Transmitter ID:	Redemption pct.: 0,00
Fund no.:	Trade costs %: 0,00
Code: TEST	Subscription comm. %: 0,00
Special calculation of intrinsic value Ex. dividend fund: Dividend: Calc. method for Ex. div.fund: Special fixed term deposit:	Calculate the 25% rule:
Rounding off	
Round off method sale/issue.: Closest	$\sim$
Round off method buy/redemp.: Closest	$\sim$
Round off purchase/ask price: 5 hundredth curr.	· ·
Round off intrinsic value: 1 hundredth curr.	. 🗸

Before the Fund can be seen in the Fund of Funds structure, you need to set up a relation between the new fund and the investment certificate.

This is done by using XML-import and after a successful import, the fund will show up in the Fund of Funds structure. Go to Appendix B for a description of the XML-format.

٥	3	Investment strategy	കുത്ല _
	FOF MANUEL 2	FOF000001418	
	FoF N1 Tværg, ejerskab C		
	Fof N1 Vikaarligt ejerskab A		
	FoF N1 Vilkaarligt ejerskab B		

# 2.2. Fund of Funds structure

Fund of Funds structure shows the ownership(s) between Funds and is set up by establishing relations between the available Funds. When the structure is set up, it is easier to ensure that the right path through the fund levels is used when an investment is made.

When selecting a fund in 'Investment strategy', it is possible to drill-down in the Fund of Funds ownership structure (1) and for each level to see which other Funds the selected fund owns - Child Funds (2) - and which Funds the selected fund is owned by - Parent Funds (3).

- Child fund Shows the fund(s) the selected fund owns
- Parent fund
   Shows the fund(s) which owns the selected fund

To ensure a clear structure, each level has its own colour (4) – in the example Level 1 = red, Level 2 = green etc.

Furthermore, it is possible to build more than one ownership structure, if more is needed - each white arrow (5) shows the top level of an ownership structure of Fund of Funds.



There are three possible functions to use when setting up the structure.

- 1. Attach a fund to the structure
- 2. Detach a fund to the structure
- 3. Filter fund

### Attach a fund to the structure (Ctrl+Alt+T)

As mentioned earlier it is possible to set up different ownerships / relations

- 1. Shared ownership a fund owned by several Funds
- 2. Across ownership a fund owns another fund at the same level as the fund itself
- 3. Arbitrary ownership a fund can be owned by different other Funds at different levels

#### Θ

All available Funds will show up in an overlay and you just need to select the fund you want to relate to the selected fund (you can use the Filter row to find the needed fund).

VITEC	Attach fund to investmer	t strategy Z
¢ T	Attach fund 'FundOfFund niv 2' to f	und 'FundOfFund niv 1'
Security name	▲ Security ID ▼	Security currency code
FundOffund niv 2	FOF00000022	DKK
	FOF00000048	
🖉 Contains((Security ID), 70	5400000) +	

The result of Attach is that the structure is set up step-by-step.



### Detach a fund to the structure (Ctrl+Alt+D)

The selected fund will disappear from the structure but will still be available in the list of all available Funds if you want to attach the fund somewhere else in the structure.

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### Filter fund

If you want a quick overview of where a fund is included in the Fund of funds structures, you can use this function. Select the fund you want to find and right-click to use the function 'Filter fund'.

The structure will immediately be adjusted - showing only the branches where the selected fund is included.

Sec	urity name	Security ID 🕈	
	FOF MANUEL 2	FOF000001418	
	FundOfFund niv 3	FOF00000030	
	FundOfFund niv 1	FOF000000014	
	FundOfFund niv 2	FOF00000022	
	FundOfFund niv 3	FOF00000030	

Filter information appears at the bottom of the card (1) and to get back to the original view, the filter is easily suppressed (2) or removed (3).



### Setting up the structure by using import

It is also possible to set up the fund/ownership structure by using XML-import. However, it is recommended to use the client, if the Funds have advanced relationships with many dependencies.

Import is done via XML import with the instrument as key.

Note that the Funds must be written in the correct order, meaning that Funds owned by other Funds must be written first in the XML-file, as the references otherwise will not be created. During the import, continuous validation is made i.e. no circular references are created and that Funds only refer to other Funds at the same or underlying level.

Go to Appendix B for a description of the XML-format.

## 2.3. Transaction generator

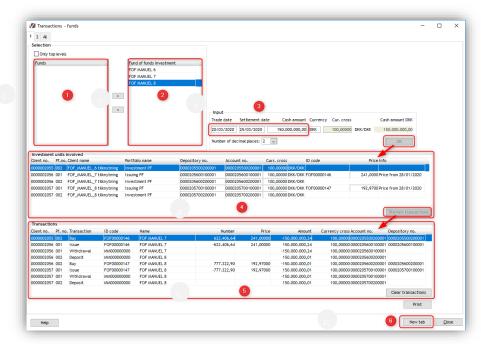
If you want to allocate transactions down through the Fund structure, the easiest way is to use the transaction generator. The transaction generator helps you to choose a legal part through the fund levels and making sure that NAV is calculated equally and correctly at all levels.

This function is activated in the menu bar - 'Fund Management' => 'Administration' => 'Transactions'.

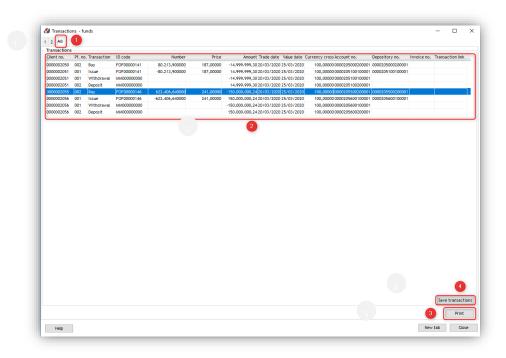
FUN	ID MANAGEMENT	SEGMENTATION	SYSTEM MENU	WINDOW
	Administration	•	Transaction	IS
	Net asset value Transfer between	accounts		
	Administration co Settings	ists 🕨		

From 'Transactions – Funds' you can to choose the fund in which the allocation should be made from the top to the lowest level. When a fund is selected (1), it moves to the right (2) and at the same time the left column changes and shows the available Funds in the next level (Funds owned by the "moved fund").

After having set up the path for the investment, you need to type in trade date, value date and the cash amount (3) before it is possible see the involved portfolios and accounts (4) and a preview of the transactions to be registered (5). To optimize the process, it is possible to have a tab for each amount to be allocated – use 'New tab' (6).



When all cash amounts to be allocated are typed in, choose the tab called 'All' (1) for a summary of all the transactions ready for approval and registration (2). Before the final approval you can print an audit document including all transactions (3). Approval of transactions is done by pressing 'Save transactions' (4).



When all transactions are registered in PORTMAN, positions of the funds are updated in Position overview.

## 2.4. Fund of Funds X-ray

Based on the fund structure, it is possible to review the underlying Funds/investments at each level in the Fund of fund structure.

🔅 Invest	tment strategy						Fund of fund po	sitions		Date: Tr	ade Date 👻 Only	fund positions	All levels 🔽
Security name	▲ Security ID												
		•					Tree view						
		Security name 🔺	Security ID	Asset type	Holding	Market value ex i	Market value (BAS)	Market value (LOC)	Market value ex i	Market value ex i	Ownership %	Interest (LOC)	Interest (BAS)
		Ford Motor Compagny	1000950	Share				5.890.000,00	5.890.000,00	5.890.000,00			
		▲ FOF MANUEL 1	FOF000001400	Mutual Fund		24,74 %	3.749.516,32	3.749.516,32	3.749.516,32	3.749.516,32	59,68 %	0,00	0,00
								641.158,08	641.158,08	641.158,08			
FOF MANUEL 6								1.616.039,45	1.616.039,45				
		▲ FOF MANUEL 8	FOF000001475	Mutual Fund			3.674.953,85	3.674.953,85	3.674.953,85	3.674.953,85		0,00	
		Nordisk Fjerfabri											
									1.280.710,62	1.280.710,62			
FoF N1 Delt ejerskab A		FOF MANUEL 7	FOF000001467	Mutual Fund			7.945.892,12	7.945.892,12		7.945.892,12		0,00	
FoF N1 LigeLinie													
<ul> <li>FoF N1 Tvaerg, ejerskab C</li> </ul>													
FoF N1 Vilkaarligt ejerskab A													
FoF N1 Vilkaarligt ejerskab B													
FundOfFund niv 1	FOF000000014												

The green-coloured rows show which of the positions that are Funds and which that are investments in other instruments.

When selecting a fund from 'Investment strategy' (1), it is possible to review the fund in two different views.

1. Tree view (2)

O

Shows the underlying investments in a tree structure

20<u>00</u>2

2. Table view (3)

Shows the underlying investments in a table view, making it easier to set up your own view

Inf N the general 8         (7070000184)         Backbox tentulares 2, (708000019)         Mail Ind         (90.00)         1.05 %         (65.15.00)         (65.15.00)           1 (67 M 1 lightine         (7070000184)         Band Bill (706.00)         Band Bill (706.00)         1.05 %         (55.13.75)         70900019.         (65.15.00)         (55.15.00)         (55.13.75)         70900019.         Band Bill (706.00)         1.05 %         (55.13.75)         70900019.         (55.15.00)					FFXRAY000012 - FOF XF	AY niv 1					
Or         Control (Control (Contro)))))))))))))))))))))))))))))))))))	Investme	ent strategy				Fun	d of fund positions		Date: Trade D	ate 👻 Only fund position	All levels
Of MUNUL1         Office Vision           Of MUNUL1         Office Vision         Office Vision         Market Vision         <	urity name	Security ID									
off N 10 digetable /         (C1000001103)         (C1000001104)         (C1000001105)         (C1000001105)         (C1000001105)         (C1000001106)         (C10000001106)         (C1000001106)			•				Tree view	)			
Of Mit Die genäße         Oromonition         PS34750000         PS347500000 <t< td=""><td></td><td></td><td>Security name</td><td>Security ID</td><td>Arrethme</td><td>Halding</td><td>Market value ex inter-</td><td>Market value (BAS)</td><td>Market value (LOC)</td><td>Market value ex interest</td><td>larket value ex interer</td></t<>			Security name	Security ID	Arrethme	Halding	Market value ex inter-	Market value (BAS)	Market value (LOC)	Market value ex interest	larket value ex interer
Information         Optimization         Optimization </td <td></td> <td>37.537.50</td>											37.537.50
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	FoE N1 Ligelinie										708.50
North Lightedue         roftextional           North Lightedue         roftextional           North Name, Revenue 6.         roftextional           North Name, Revenue 6.         roftextional           In RN Name, Rand Name, Revenue 6.         roftextional											
right Nituraging generation of conformation of Nituraging generation of Nituragingegeneration of Nituraging generation of Nituraging generation of N											
Ind NU Makey Levelse A         (CI00000109)         Model S0000         (11,15%         4.184.47.90         6.48.79.00         4.144.47.97           Ind NV Makey Levelse         (CI00000107)         (CI00000120)         (CI00000120) <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>14,444,880,00</td> <td></td> <td>14.444.88</td>									14,444,880,00		14.444.88
in FAX Waarding depende               row FAX Waarding depende											
Ind N Waardig decision         Find Waardig decision         Find Waardig decision         112.256.00,71<			JPMorgan Liquidity Fun								
Crip N1 Manuary energies         PC/R0000103         PC/R000103         PC/R0000103         PC/R00000103         PC/R0000103         PC/			Plain Obligation i DKK							132.275.000,00	
Inf H3 Winkande genation     PCR0000193       V GP X8V n J     PFX8V00012       V GP X8V n J     PFX8V00010       V GP X8V n J     PFX8V00001       V GP X8V n J     PFX800001       V GP X8V n J     PFX8000001       V GP X8V n J     PFX8000001       V GP X8V n J     PFX8000001       V GP X8V n J     PFX80000001			FOF XRAY niv 2	FFXRAY000020	Mutual Fund		7,59 %	2.849.250,00	2.849.250,00	2.849.250,00	2.849.25
for J3X m 4     FIRANDOUL       i For J3X m 3     FIRANDOUL       i For J3X m 4     FIRANDOUL       i For J4X m 4     FIRANDOUL											
i         i         FR3 XM 00000           FOF XM 00000         FR3 XM 00000           FoF XM 100000         FR4 XM 000000           FoF XM 1000000         FR4 XM 0000000000           FoF XM 100000000000000000000000000000000000											
Op XBUT Initial         If XBL0000018           Tody XBUT Initial         For YBUT Initial											
Fold JAN Up LF         FOR0000120           Fold JAN Up LC         FOR00001120											
for /f3 N2 Qie E.C.         for/monostratio											
In Bit Ph Open XX         FOROMOUS1           Fold Jin Kinger Lin         FOROMOUS14           In Bit Ph Kinger Lin         FOROMOUS14           In Bit Ph Kinger Lin         FOROMOUS17           Ford Fink Line Lin         FOROMOUS17           Ford Fink Line Lin         FOROMOUS17											
Fad /Fob NI Ger EH         Fof/00001236           > Fad /Fab Ogen FF         Fof/00000124           > Fad /Fab Ogen FF         Fof/00000124           > Fad /Fab Ogen FF         Fof/00000124           > Fad /Fab Ogen FF         Fof/00000127	<ul> <li>ror_ro N2 tjer t,t</li> </ul>	10100001210									
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Ford /HN2 Ear I)         FOR00001277           Ford FG NI Ear H         FOR00001289											
For_FGN1 BerH FOF000001289		FOF000001236									
	FoF_FD N1 Ejer E,H FoF_FE N2 Ejer H,F	FOF000001236 FOF000001244									
fundoffund no 1 Forozozo14	FoF_FD N1 Ejer E,H FoF_FE N2 Ejer H,F FoF_FH N2 Ejer F,1	F0F000001236 F0F000001244 F0F000001277									
	FoF_FD N1 Ejer E,H FoF_FE N2 Ejer H,F FoF_FH N2 Ejer F,I FoF_FG N1 Ejer H	FOF000001236 FOF000001244 FOF000001277 FOF000001269									
	FoF_FD N1 Ejer E,H FoF_FE N2 Ejer H,F FoF_FH N2 Ejer F,I FoF_FG N1 Ejer H	FOF000001236 FOF000001244 FOF000001277 FOF000001269									
	FoF_FD N1 Ejer E,H FoF_FE N2 Ejer H,F FoF_FH N2 Ejer F,I FoF_FG N1 Ejer H	FOF000001236 FOF000001244 FOF000001277 FOF000001269									
	FoF_FD N1 Ejer E,H FoF_FE N2 Ejer H,F FoF_FH N2 Ejer F,I FoF_FG N1 Ejer H	FOF000001236 FOF000001244 FOF000001277 FOF000001269									

In both Tree view and Table view, the green-coloured rows indicate which positions that are Funds and which that are investments in other instruments.

## 2.4.1. Options

By using the options in the right upper corner, it is possible to determine how much to show of the branch and which date the calculated values should be based on.

- 1. Date
  - a. Trade data
  - b. Value date
- 2. Only fund positions
  - a. Only Funds
    - b. Funds and other investments/portfolios
- 3. All levels
  - a. From selected parent down to the lowest level
  - b. From selected parent and one level down

٠				Tree view				
Security name 🔶	Security ID	Asset type	Holding	Market value ex interest	Market value (BAS)	Market value (LOC)	Market value ex interest	Market value ex interest
FOF XRAY niv 1	FFXRAY000012	Mutual Fund		100,00 %	37.537.500,00	37.537.500,00	37.537.500,00	37.537.500
BlackRock Institutional P	FFXRAY000319	Mutual Fund			695.156,00	93.940,00	695.156,00	93.940
Bond EUR FFXRAY OBL	FFXRAY000533	Bond				709.637,50	5.242.900,00	708.500
Bond US FFXRAY OBL	FFXRAY000525	Bond		25,46 %	9.557.369,42		9.558.900,00	1.482.000
Carlsberg A A/S		Share			1.925.000,00	1.925.000,00	1.925.000,00	1.925.000
Holberg Norden III IA N	FFXRAY000368	Mutual Fund			10.716.656,47	14.444.880,00	10.716.656,47	14.444.880
Inv Zod US SL GC Funds	FFXRAY000343	Mutual Fund			4.184.437,50	648.750,00	4.184.437,50	648.750
JPMorgan Liquidity Fun	FFXRAY000350	Mutual Fund			205.110,00	31.800,00	205.110,00	31.800
Plain Obligation i DKK	FFXRAY000210	Bond						
FOF XRAY niv 2	FFXRAY000020	Mutual Fund		7,59 %	2.849.250,00	2.849.250,00	2.849.250,00	2.849.250

Option 2 and 3 can be combined showing exactly what you want to see. The table below shows the result of the combinations.

All levels – un-checked All levels – checked

Only fund positions – un- checked	Showing children and investments one level down from selected parent	Showing all Funds and all investments from parent fund down to the lowest level
Only fund positions – checked	Showing children one level down from selected parent	Showing all Funds (children) from parent fund down to the lowest level

## 2.4.2. Calculated values - definition

For each fund / investment following values is calculated:

	Description
Market value (BAS)	Market value in client currency
Market value (LOC)	Market value in security currency
Market value ex interest (BAS)	Market value excl. interest in client currency
Market value ex interest (LOC)	Market value excl. interest in security currency
Market value ex interest % (BAS)	Shows in percentage how much the fund contributes to the market value of the parent / owner
Interest (BAS)	Interest in client currency
Interest (LOC)	Interest in security currency
Ownership % (BAS)	Shows in percentage how much of the fund's issued amount is owned by the fund's parent / owner

# 3. Print or export of data

It is possible to export or print the Fund of Funds data to e.g. Excel if you need to do additional work on some or all the data.

# Appendix A – How to set up basic data for a Fund

From Client administration, you can add a new fund and fill in basic data for the fund.

- 1. Add a new client
  - Mandatory fields:
    - a. Name (necessary for the structure)
    - b. Category = Fund
    - c. Currency = choose one from picklist
    - d. Fund type = choose one from picklist (except 'Not fund')

lient ID		Active 👻			
Contact info	ormation	Client information			
Name	Fund Niveau 1 FXHedge	Client ref.	CVR - 22	00111	111
Address 1		Category			
Address 2		API;FXHedge			
Address 3					
Address 4		Currency			
Country	Denmark 👻 Postal code	Report language			
	Definition + Postor code	Description			
Phone 1		Fund type	Unlisted Ac	cumuk	ating
Phone 2		Branch ID			
Fax no.		Use e-Boks	Suppress	impor	t
Contact 1		Limit check			
Contact 1		Investment manage	, 000100		Robert Hansen
Date of birth		Client manager	111111		Fido Johannesc
E-mail	`				Theo yonumicae
e-mail					
Future cont	act information	<ul> <li>Derivatives</li> </ul>			0,000
Tax reportin	g info	<ul> <li>LEl code</li> </ul>			

- 2. Add issuing portfolio, account and depository
  - a. Add portfolio
    - Portfolio no (need to have the lowest portfolio no) Portfolio type = Issuing

lient ID 0000002000			
ortfolio ID 200002000-00		Active +	
Portfolio no		Cash in reports	CRS reporting
Portfolio name	Issuing PF	Incl. adm. fee in reports	Incl. VAT in fee calculation
Portfolio manager		Depository type	
Comment		Depository profile	
Calculation principle		Taxation type	
Incl. in portf. perform.		Consolidation type	
Accounting year closed		Risk profile	
Accounting date (ddmm)		Benchmark	
Tax parameters		Benchmark name Price hierarchy	Default
Value adjustment		Exchange rate concept	
Date principle finance link		Performance measure	Default priceset - 1
Default date selection			Time Weighted Return
Starting date		Resignation date	
Finance link starting date		Retirement date	
Portfolio type		Risk level	000 ;
Tax reporting info		Exclude import before	
Tax reporting Lite info			
Shared portfolio			
MiFIR			
			uncel Ok

b. Add account
 Type of account = Bank account
 Fund account = Currency default

lient ID 000000200			iveau 1 FXHedge	
attolio ID 20000200		Fundiv	iveau i rAneuge	
ccount ID 00000200		Active		
	2000200000100011		Additional asset type	None 👻
Account name	EMM Investeringskonto DKK		lssuer	
Currency code			BRUGERDEFINERET 1	
Type of account			BRUGERDEFINERET 2	
🔲 Incl. in fee calc	🖌 Incl. in reports 🔽 Incl. in	picklist	BRUGERDEFINERET 3	
Reconciliation			BRUGERDEFINERET 4	
Reconciliation System	Default Q		BRUGERDEFINERET 5	
Max. overdraft			BRUGERDEFINERET 6	
			BRUGERDEFINERET 7	
Tax code	abc		BRUGERDEFINERET 8	
Interest account	Not Default	-	BRUGERDEFINERET 9	
Dividend account	Not Default	-		
Trade account	Currency Default	-		
Import account	Not Default			
Fund account	Currency Default			
Fee account	Not Default			
Drawing account	Not Default			
Order rebalancing	Not Default	-		
IBAN				
			Cancel	Ok

c. Add depository

VITec			Edit depository			
Client ID			Fund Niveau 1 FXHedge			
Portfolio ID						
Depository ID						
Name Custodian LI Reconciliatio		IssuingDo Default	pository			
Neconcinatio	in system					
			Cancel			

3. Add Asset portfolio, account and depository

VITEC		Edit p	ortfolio		⊿ ×
lient ID 000002000					
ortfolio ID 2000002000-00			Active 👻		
Portfolio no			Cash in reports	CRS reporting	
Portfolio name	IssuingFund PF		Incl. adm. fee in reports	Incl. VAT in fee calcul	ation
Portfolio manager			Depository type		
Comment			Depository profile		
Calculation principle			Taxation type		
Incl. in portf. perform.			Consolidation type		
Accounting year closed			Risk profile		
Accounting date (ddmm)			Benchmark		
Tax parameters			Benchmark name Price hierarchy		
Value adjustment			Exchange rate concept	Default Default priceset - 1	-
Date principle finance link			Performance measure	Time Weighted Return	
Default date selection				Time weighted Keturn	
Starting date	01-10-2016		Resignation date		
Finance link starting date			Retirement date		
Portfolio type			Risk level	00	0 ‡
Tax reporting info			Exclude import before		
Tax reporting Lite info					
Shared portfolio					
MiFIR					
				ancel Ok	

b. Add account Type of account = Bank account

Client ID 000000200			Fund Niveau 1 FXHedge			
Portfolio ID 200000200						
Account ID 000000200	00002001-002	Active	-			
Account no	200020000200022		Additional asset type			
Account name	Investeringskonto DKK		Issuer			
Currency code			BRUGERDEFINERET 1			
Type of account			BRUGERDEFINERET 2			
Incl. in fee calc	✓ Incl. in reports ✓ Incl. in	picklist	BRUGERDEFINERET 3			
Reconciliation			BRUGERDEFINERET 4			
Reconciliation System	Default Q		BRUGERDEFINERET 5			
Max. overdraft	0,00		BRUGERDEFINERET 6			
			BRUGERDEFINERET 7			
Tax code			BRUGERDEFINERET 8	-		
Interest account	Currency Default		BRUGERDEFINERET 9	-		
Dividend account	Currency Default					
Trade account	Currency Default					
Import account						
Fund account						
Fee account						
Drawing account	Currency Default					
Order rebalancing						
IBAN						
			Cancel	Ok		

## c. Add depository

		Edit depository	<i>≥</i> >
		Fund Niveau 1 FXHedge	
l code	AssetDep	ository	
l code	AssetDep	ository	
n System	Default		
n system			
	20000020 20000020	conciliation o 20002000 AssetDep	200002000-002         Active           200002000-002-01         Active           conclusion         2000020000100021           a         2000020000100021           AssetDepository         AssetDepository

Optional – extra portfolio

vitec				ortfolio		
Client ID						
Portfolio ID				Active 👻		
Portfolio r Portfolio r		003 Assets A PF		Cash in reports	CRS reporting	lion
Portfolio r				Depository type	Unknown	- -
Comment				Depository profile	0	
Calculatio	n principle	Average		Taxation type	Fund	-
Incl. in	portf. perform.			Consolidation type		
Accountin	g year closed	Open		Risk profile	Unknown	
Accountin	g date (ddmm)			Benchmark		
Tax param	ieters	Set 1 - parameter 1		Benchmark name Price hierarchy	Default	
Value adju	istment	Market Value		Exchange rate concept	Default priceset - 1	÷
	tiple finance link		•	Performance measure	Time Weighted Return	-
	te selection	Value Date	•	Resignation date	-	
Starting d		01-10-2016		Retirement date		-
	nk starting date			Risk level	000	• •
Portfolio ț		Fund				-
Tax report				Exclude import before		•
	ting Lite info					
Shared po	ortfolio					
MiFIR						

# Appendix B – Import format

Funds must be imported to be displayed in Fund of Funds (basic FoF-relation). Relations between the Funds can be imported or added directly in PORTMAN.

### Step 1 - Basic FoF-relation

Need to be imported for the Funds to show up in Fund of Funds. After a successful import, it is possible to set up the Fund of Funds structure.

### Step 2 - (Fund-to-Fund)-relation

Relations between Funds can be imported or added directly in PORTMAN. It is recommended to use the PORTMAN client to set up these relations, if advanced relationships with many dependencies are figuring.

## Step 1 - Basic FoF-relation

Import ID:

PM\_PMFOF\_FUND\_IMPORT

### Possible methods:

- 1. AppendOrUpdate
  - New entries will be added and existing entries will be updated
- 2. AppendOnly
  - a. New entries will be added and existing entries is not affected
  - b. UpdateOnly
    - New entries are ignored and existing entries is not affected
- 3. Replace

New entries will be added and existing entries will be updated. All 'not delivered entries' will be deleted.

### Structure:

<funddata> <foffund> Instrument Clientid lssuing\_portfolio\_nbr Asset\_portfolio\_nbr </foffund> </funddata>

(Instrument identification)

## Description of the elements in the entry of the XML import file:

Element	Instrument						
Description	SecurityID - Instrument identification The currency code must be valid in PORTMAN						
Format	String Minimum 1 char Maximum 20 char						
Element	<instrument></instrument>						
Attibutes	Source Mandatory						
	Description Which ID code is used						
	Valid InstrumentId values Isin Sedol Cusip Reuter Bloomberg FigiExhangeLevel ExternalId1 ExternalId2 Unknown						
	CCY Optional						
	Description Listing currency of the security ID						
	Format Lenth 3 char (A-Z)						
Mandatory	Yes						

Element	ClientID
Description	Client / Fund
	The client/fund must be valid in PORTMAN
Format	Integer
	Length 10 digits
Element	<clientid></clientid>
Mandatory	Yes

Element	lssuing_portfolio_nbr
Description	Issuing portfolio Must be created in PORTMAN with portfolio type = 'Issuing fund'
Format	Integer Length 3 digits (000-999)
Element	<issuing_portfolio_nbr><!-- issuing_portfolio_nbr--></issuing_portfolio_nbr>
Mandatory	Yes

Element	Asset_portfolio_nbr
Description	Issuer/asset portfolio

	Must be created in PORTMAN with Portfolio type = 'Issuing'
Format	Integer
	Length 3 digits (000-999)
Element	<asset_portfolio_nbr><!-- asset_portfolio_nbr--></asset_portfolio_nbr>
Mandatory	Yes

### An example

```
<import xmlns:xsi=http://www.w3.org/2001/XMLSchema-instance
xmlns="http://www.aloc.dk/pm/pmfof" xsi:schemaLocation="http://www.aloc.dk/pm/pmfof
pmfof_funddata.xsd">
<section id="PM_PMFOF_FUNDDATA_IMPORT" method="AppendOrUpdate">
<!-- Replace, AppendOrUpdate, AppendOnly, UpdateOnly -->
<entry>
  <funddata>
        <foffund>
        <instrument source="InstrumentId" ccy="DKK">FOF000000014</instrument>
        <clientid>000002000</clientid>
        <issuingportfolioid>000002000-001</issuingportfolioid>
        <assetportfolioid>000002000-002</assetportfolioid>
        </foffund>
  </funddata>
</entry>
<entry>
  <funddata>
        <foffund>
        <instrument source="InstrumentId" ccy="DKK">FOF00000022</instrument>
        <clientid>000002001</clientid>
        <issuingportfolioid>000002001-001</issuingportfolioid>
        <assetportfolioid>000002001-002</assetportfolioid>
     </foffund>
  </funddata>
</entry>
</section>
</import>
```

## Step 2 - (Fund-to-Fund)-relation

### Import ID:

PM\_PMFOF\_FUND\_IMPORT

### Possible methods:

- 1. AppendOrUpdate
  - New entries will be added and existing entries will be updated
- 2. AppendOnly
  - a. New entries will be added and existing entries is not affected
  - b. UpdateOnly
    - New entries are ignored and existing entries is not affected

3. Replace

New entries will be added and existing entries will be updated. All 'not delivered entries will be deleted.

### Structure:

<funddata></funddata>	
<foffund></foffund>	
Instrument	(Instrument identification)
Clientid	
lssuing_portfolio_nbr	
Asset_portfolio_nbr	
<subfundrelations></subfundrelations>	
Instrument	(Instrument identification for sub-fund)

### Description of the elements in the entry of the XML import file:

Element	Instrument	
Description		rument identification de must be valid in PORTMAN
Format	String Minimum 1 char Maximum 20 cha	
Element	<instrument></instrument>	
Attibutes	Source	Mandatory
	Description	Which ID code is used
	Valid values	InstrumentId Isin Sedol Cusip Reuter Bloomberg FigiExhangeLevel ExternalId1 ExternalId2 Unknown
	CCY	Optional
	Description	Listing currency of the security ID
	Format	Lenth 3 char (A-Z)
Mandatory	Yes	

Element	ClientID
Description	Client / Fund The client/fund must be valid in PORTMAN
Format	Integer Length 10 digits

Floment

Element	
Mandatory	Yes
Element	lssuing_portfolio_nbr
Description	Issuing portfolio Must be created in PORTMAN with portfolio type = 'Issuing fund'
Format	Integer Length 3 digits (000-999)
Element	<issuing_portfolio_nbr><!-- issuing_portfolio_nbr--></issuing_portfolio_nbr>
Mandatory	Yes

colientid>/clientid>

Element	Asset_portfolio_nbr
Description	Issuer/asset portfolio Must be created in PORTMAN with Portfolio type = 'Issuing'
Format	Integer Length 3 digits (000-999)
Element	<asset_portfolio_nbr><!-- asset_portfolio_nbr--></asset_portfolio_nbr>
Mandatory	Yes

### An example

```
<import xmlns:xsi=http://www.w3.org/2001/XMLSchema-instance
xmlns="http://www.aloc.dk/pm/pmfof" xsi:schemaLocation="http://www.aloc.dk/pm/pmfof
pmfof_funddata.xsd">
<section id="PM_PMFOF_FUNDDATA_IMPORT" method="AppendOrUpdate">
<!-- Replace, AppendOrUpdate, AppendOnly, UpdateOnly -->
<entry>
  <funddata>
        <foffund>
        <instrument source="InstrumentId" ccy="DKK">FOF00000022</instrument>
        <clientid>000002001</clientid>
        <issuingportfolioid>000002001-001</issuingportfolioid>
        <assetportfolioid>000002001-002</assetportfolioid>
     </foffund>
  </funddata>
</entry>
<entry>
  <funddata>
        <foffund>
        <instrument source="InstrumentId" ccy="DKK">FOF000000014</instrument>
        <clientid>000002000</clientid>
        <issuingportfolioid>000002000-001</issuingportfolioid>
        <assetportfolioid>000002000-002</assetportfolioid>
        </foffund>
     <subfundrelations>
        <instrument source="InstrumentId" ccy="DKK">FOF00000022</instrument>
```

</subfundrelations> </funddata> </entry> </section> </import>