PORTMAN Reconciliation
Holding and Account

How to get started
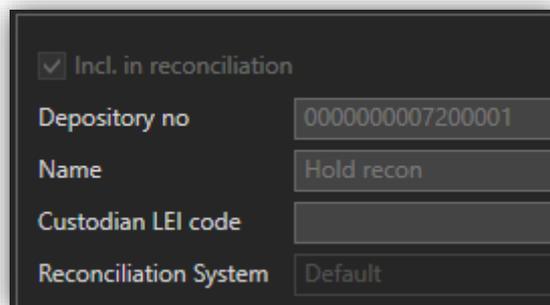
VITEC

Contents

1. Introduction

It is now possible to handle both Holding- and Account reconciliation in PORTMAN GUI. Some new functionalities have been introduced, i.e. the possibility to handle reconciliation data from different counterparties via Reconciliation System Id.
It is also possible to reconcile either on clean or dirty price.

Reconciliation in old PORTMAN will still be available for a period.
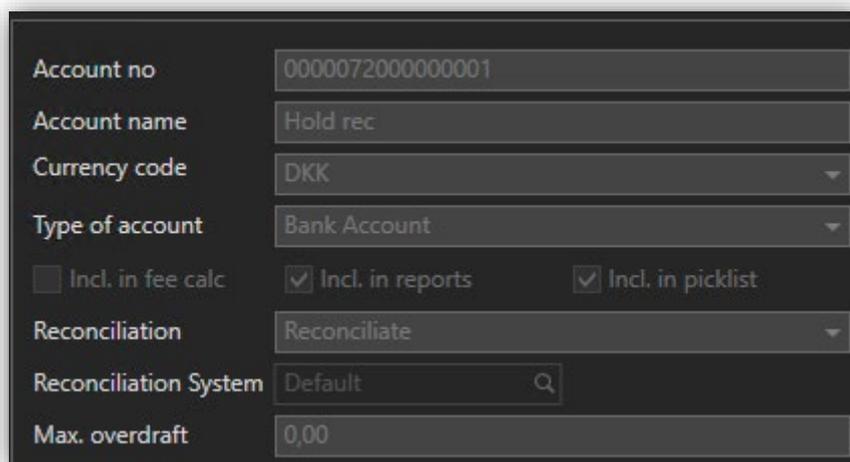
2. Prerequisites to use the module

Data has to be imported via XML. Find examples of XML-formats under section 5. Import
In Client Administration you register whether a Depository and/or an Account is included in the reconciliation.
Depositories must have a checked mark in Incl. in reconciliation

Accounts must have the value Reconciliate in Reconciliation

2.1. Reconciliation method

We operate with two reconciliation methods:

- One-way reconciliation = only imported holdings are reconciled
  - o Holdings in PORTMAN, that are missing in imported holdings will not be reconciled
  - o Imported holdings for depositories that are not checked in Incl. in reconciliation will not be reconciled
- Two-way reconciliation = imported holdings and holdings in PORTMAN are reconciled
  - o The reconciliation will include both imported holdings missing in PORTMAN and holdings in PORTMAN missing in imported holdings
  - o Holdings in depositories that are not checked in Incl. in reconciliation will not be reconciled
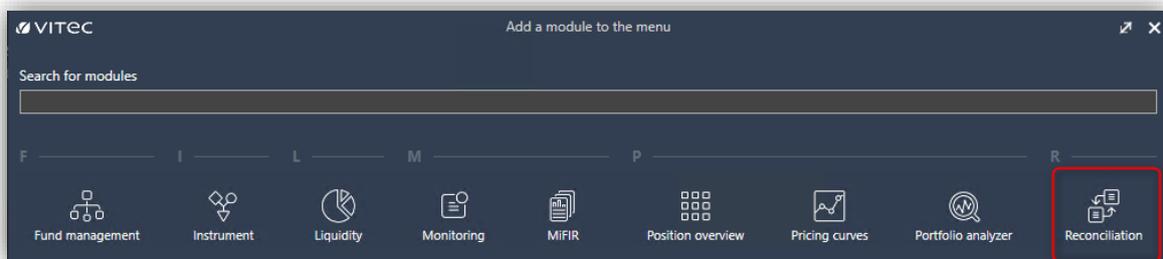
3. How do I find the module?

Please open the module this way:

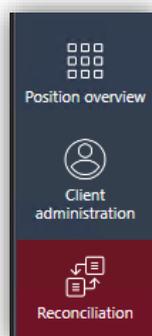Click on 'Menu' in the bottom left corner of PORTMAN

Click on Reconciliation

Now the module is visible in the menu bar

4. Workflow

The reconciliation is typically a combination of an import, reconciliation via batch and afterwards manually reconciliation plus approval of deviations.

4.1. Settings in Batch

You need to set up the following batch elements in order to reset, import, update and reconcile:
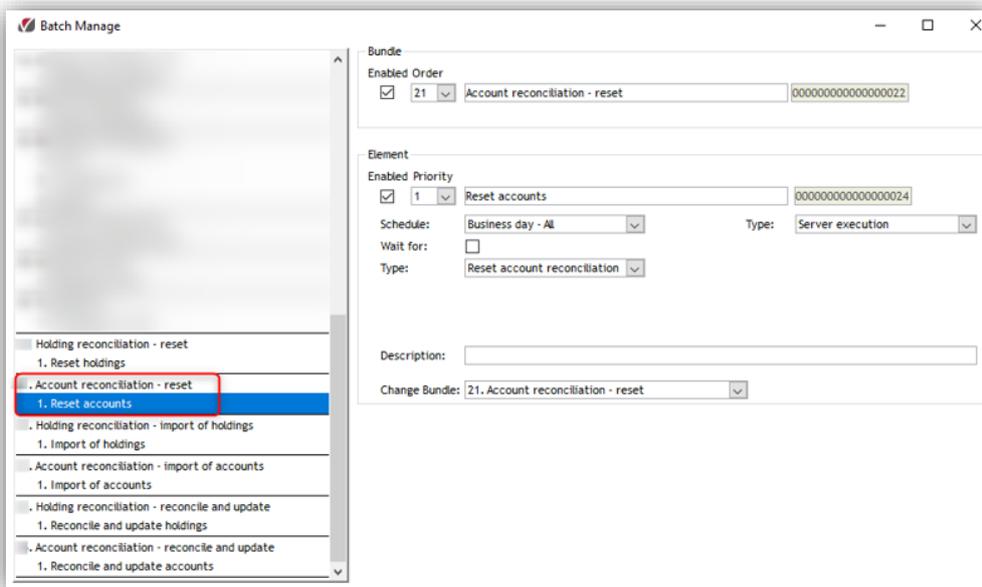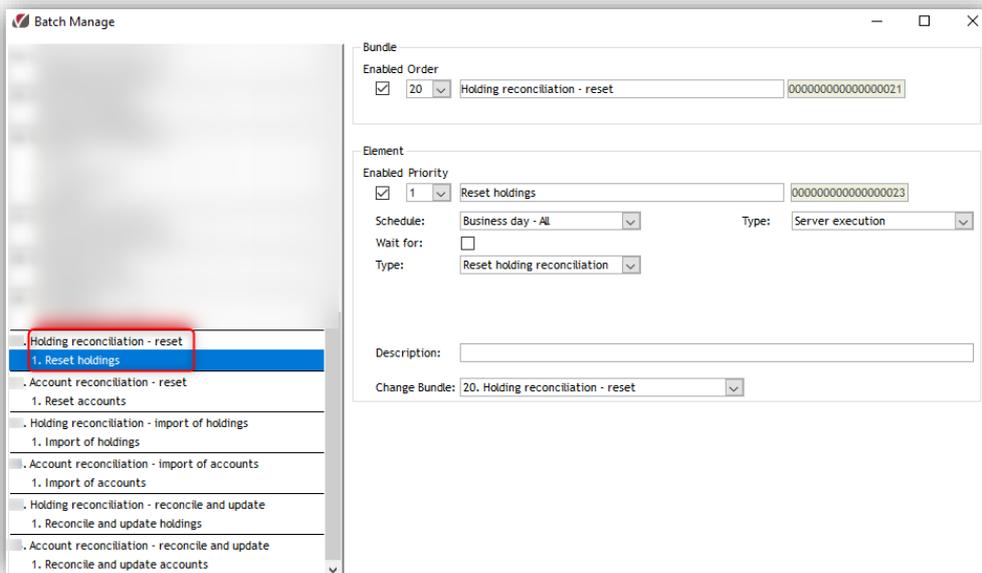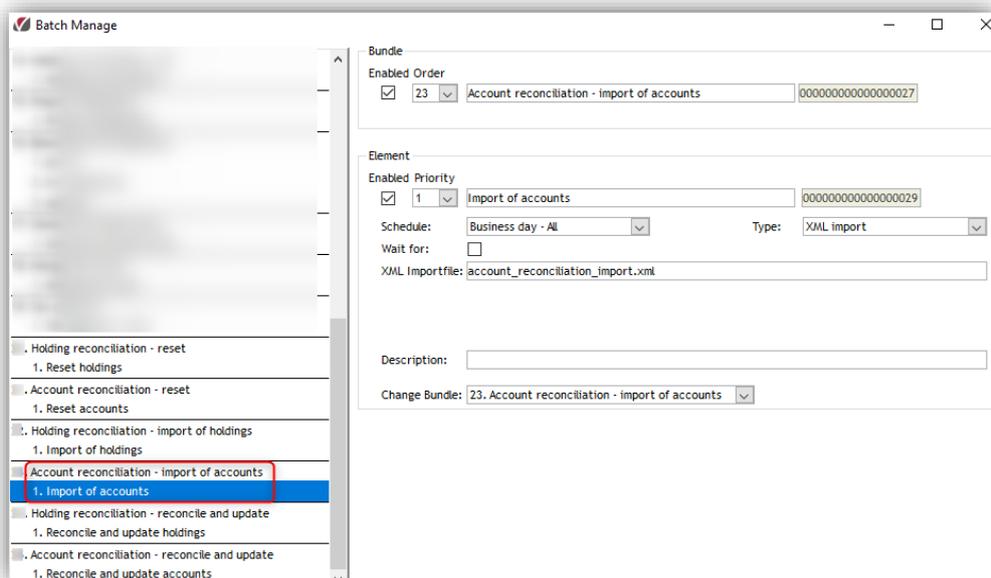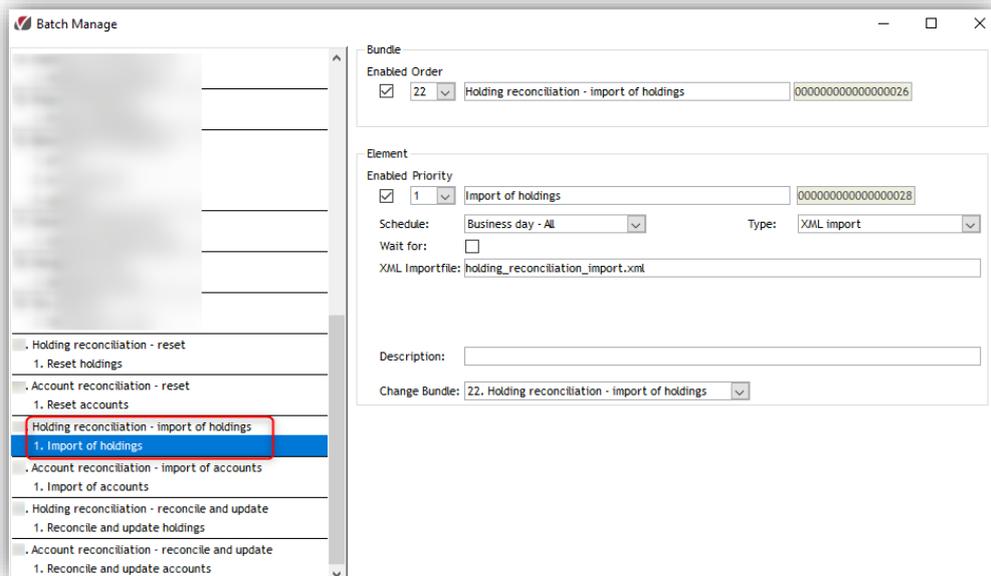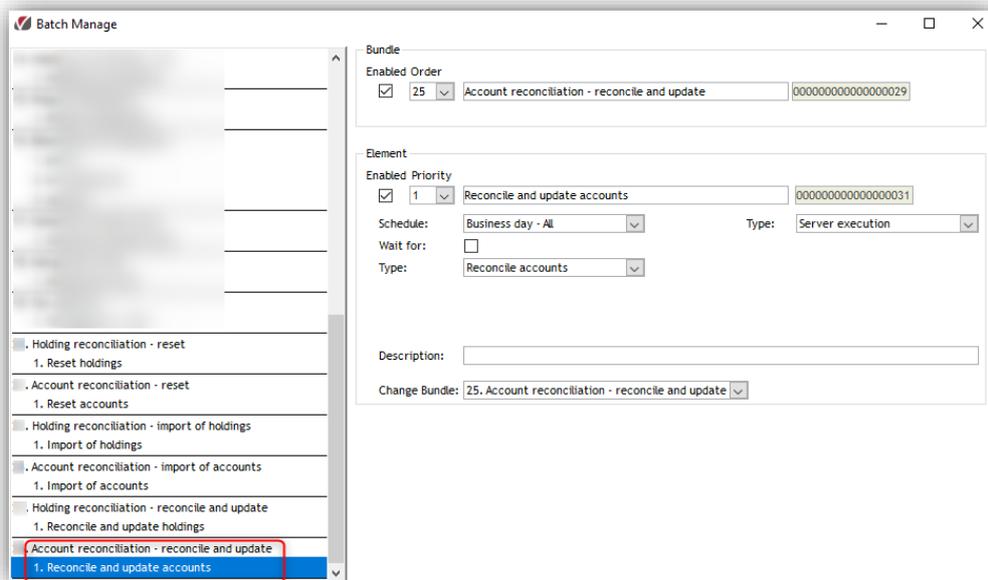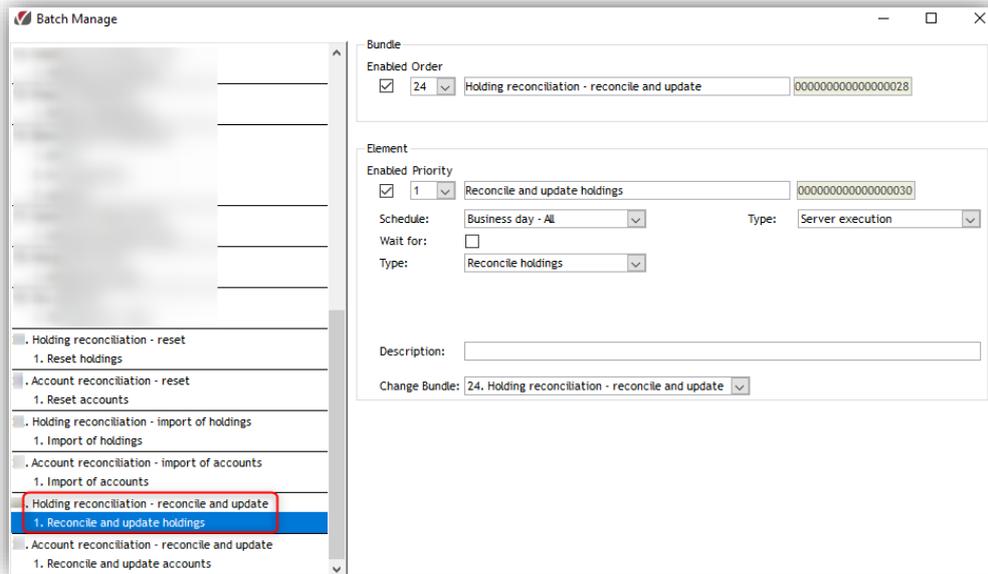
4.2. Overview and functionality

Now you are ready to handle the reconciliation.

We start with **Holding reconciliation**, where you can handle deviations either per Depository or per Instrument.
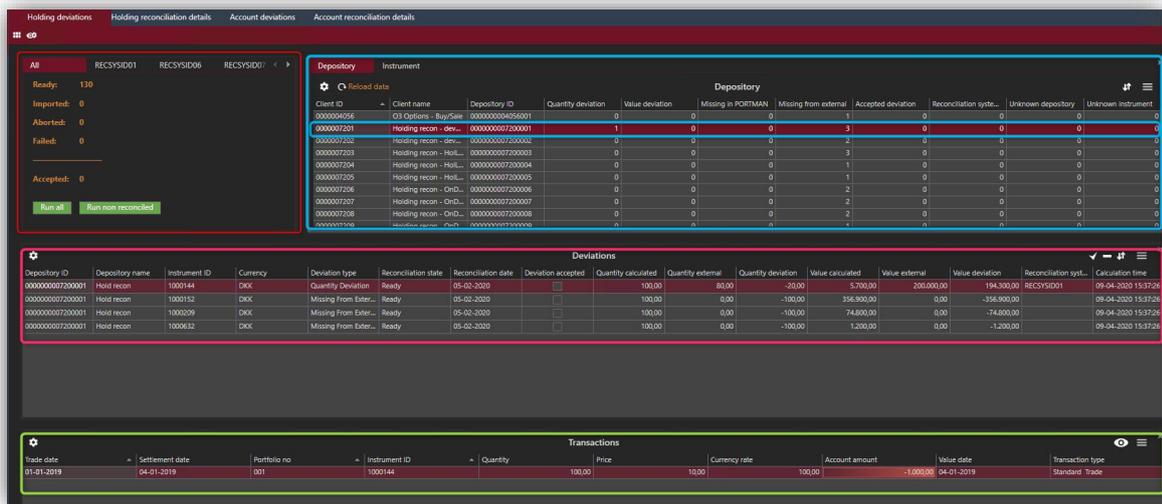
Mark the Depository/Instrument you want to work with (blue line – Depository/Instrument holding deviation card)

Drill down of the deviations (pink line – Deviation card)

Drill down of transactions for the marked deviation (green line – Transaction card)

Deviation card (pink line):

- Drill down of deviations related to the choice in the Overview card
- Accept one or more deviations for a period*
- Un-accept one or more previously accepted deviations*
- Recalculate i.e. if transactions in PORTMAN have been changed*

*RMB or use the different functions to the right
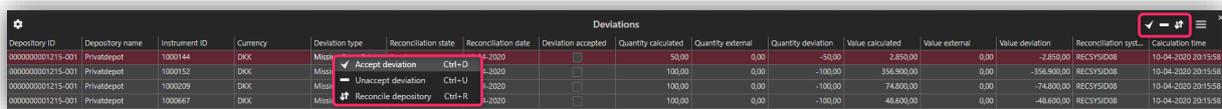
Transactions card (green line):

- Drilldown of transactions related to the marked deviation in the Deviations card
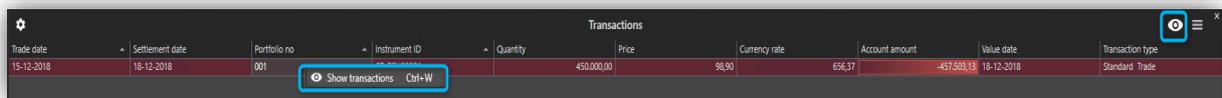
Overview card (red line) – the following description covers both Holding- and account reconciliation:

- "All" shows the total amount of positions/accounts included in the reconciliation – both the positions/accounts with deviations and the positions/accounts that balance. If you use Reconciliation system ID's in the reconciliation, you will see a tab for each ID.
- At "Run all" you can start a reconciliation if not already done via batch. At "Run not reconciled" you can start a reconciliation that only include the positions/accounts not yet reconciled, i.e. if you have imported new positions/accounts

Holding reconciliation Details consists of the following cards:

Search card (blue line):

- Search for all clients, also clients not included in the current reconciliation

Depository card (pink line):

- See depositories for the client selected in the Search card
- See audit trail via overlay with reconciliation history for a selected date

Positions card (green line):

- See positions/closed positions for the depository selected in the Depository card
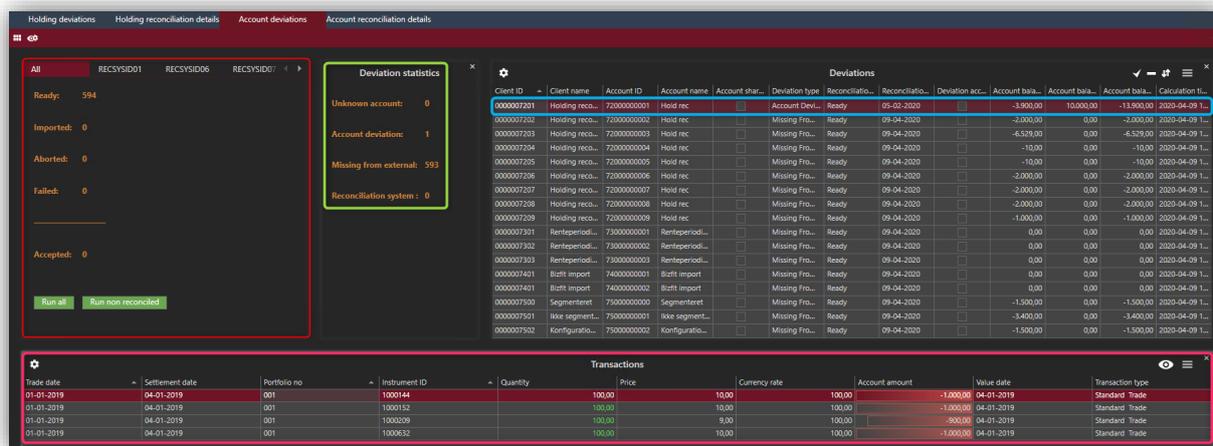- See result of the latest reconciliation

Account reconciliation

Account deviation card (blue line):

- Accept one or more deviations for a period*
- Un-accept one or more previously accepted deviations*
- Recalculate i.e. if transactions in PORTMAN have been changed*

*RMB or use the different functions to the right
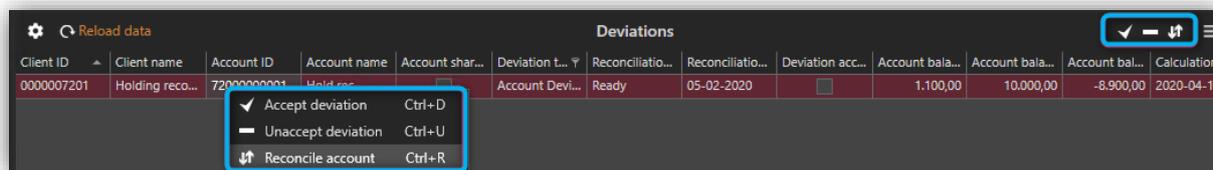
Transaction card (pink line):

- Drilldown of transactions related to the marked deviation in the Deviations card

Deviation statistics card (green line)

- Overview of the different deviations

Account reconciliation details consists of the following cards

Search card (blue line):

- Search for all clients

Account card (pink line):

- See accounts for the selected client in the Search card
- See result of the latest account reconciliation
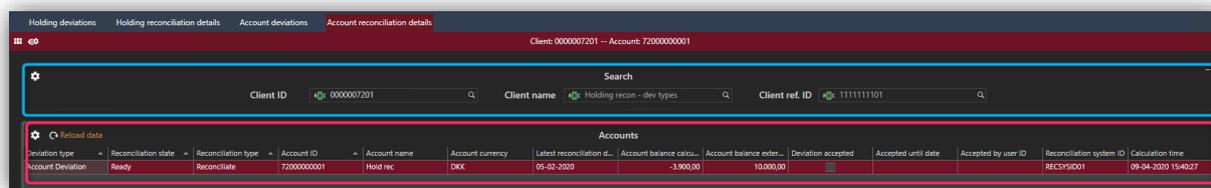
Please note that audit trail is not yet implemented for Account reconciliation.

Reconciliation system ID

A possibility to use Reconciliation system ID has been implemented – both in Holding- and Account reconciliation.

This means:

- possibility to register a Reconciliation system ID in Depository/Account basic data in Client Administration and in the import of the external holdings/accounts.
- every Reconciliation system ID has its own tab in the reconciliation, meaning that it is possible to split up the reconciliation and handle one at the time, i.e. different counterparts
- a new Deviation type, Reconciliation system ID discrepancy, is implemented showing deviation between the registered Reconciliation system ID in basic data and in the import

Reconciliation system ID's can be named as you choose. However the different ID's must be registered before it is possible to choose them in the basic data and import of external holdings/accounts. Registration is only possible via import, not via the GUI. See section 5. Import for example of import file.

5. Import

Holding reconciliation

```xml
<?xml version="1.0" encoding="ISO-8859-1"?>
<import xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns="http://www.aloc.dk/pm/reconciliation"
xsi:schemaLocation="http://www.aloc.dk/pm/reconciliation reconciliation_holdings.xsd">
<section id="PM_RECONCILIATION_HOLDING_IMPORT" method="AppendOrUpdate">

<entry>
 <holding category="Security">
   <reconciliationsystemid>RECSYSID01</reconciliationsystemid>
    <reconciliationdate>2020-02-05</reconciliationdate>   <!-- Mandatory: Afstemningsdato -->
     <depositoryid>0000000007200001</depositoryid>       <!-- Mandatory: Depotidentifikation -->
<instrument>
 <idsource>InstrumentId</idsource>                     <!-- Mandatory: Instrument identifikationssystem -->
   <securityid>1000144</securityid>                    <!-- Mandatory: Instrument fondskode -->
    <currency>DKK</currency>                           <!-- Optional : Instrumentvaluta. Bør angives hvis den
er tilgængelig, da det giver bedst mulighed for identifikation og dermed færre importfejl -->
 </instrument>
<quantity>80</quantity>                         <!-- Optional : Beholdning i nominel/stk (for obligationer
er denne inklusiv udtrukne) -->
 <value ccy="DKK" type="Clean">200000</value>          <!-- Optional : Beholdningsværdi opgjort i
angivet valutakode -->
  </holding>
 </entry>
 </section>
  </import>
```

Account reconciliation

```xml
<?xml version="1.0" encoding="ISO-8859-1"?>
<import xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns="http://www.aloc.dk/pm/reconciliation"
xsi:schemaLocation="http://www.aloc.dk/pm/reconciliation reconciliation_accounts.xsd">
<section id="PM_RECONCILIATION_ACCOUNT_IMPORT" method="AppendOrUpdate">
   <entry>
    <account>
     <reconciliationsystemid>RECSYSID06</reconciliationsystemid>    <!-- Optional  : Kan
anvendes til identifikation af eksternt system. F.eks. leverancer fra 2 depotbanker -->

     <reconciliationdate>2020-02-04</reconciliationdate>    <!-- Mandatory :
Afstemningsdato -->
     <accountid>75000000002</accountid>            <!-- Mandatory : Kontoidentifikation -
->
     <accountbalance>10000.00</accountbalance>           <!-- Mandatory : Kontobalance -->
    </account>
   </entry>
  </section>
```

```
</import>
```

Reconciliation System Id

```
<?xml version="1.0" encoding="ISO-8859-1"?> <import
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns="http://www.aloc.dk/pm/pmclient2"
xsi:schemaLocation="http://www.aloc.dk/pm/pmclient2 pmclient2_reconciliationsystem.xsd">
<section id="PM_PMCLIENT2_RECONCILIATIONSYSTEM_IMPORT"
method="AppendOrUpdate">
 <entry>
 <reconciliationsystem> <reconciliationsystemid>RECSYSID01</reconciliationsystemid>
<dateselectionmethod>TradeDate</dateselectionmethod>
 <description>Rec System ID 01</description>
 </reconciliationsystem>
 </entry>
 </section>
 </import>
```