11.04.2020

PORTMAN Reconciliation Holding and Account

How to get started

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



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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

✓ Incl. in reconciliation	
Depository no	000000007200001
Name	Hold recon
Custodian LEI code	
Reconciliation System	Default

Accounts must have the value Reconciliate in Reconciliation

Account no	0000072000000001
Account name	
Currency code	DKK 👻
Type of account	
🔲 lncl. in fee calc	Incl. in reports
Reconciliation	
Reconciliation System	Default Q
Max. overdraft	

2.1. Reconciliation method

We operate with two reconciliation methods:

- One-way reconciliation = only imported holdings are reconciled
 - Holdings in PORTMAN, that are missing in imported holdings will not be reconciled
 - Imported holdings for depositories that are not checked in Incl. in reconciliation will not be reconciled
- Two-way reconciliation = imported holdings <u>and</u> holdings in PORTMAN are reconciled
 - The reconciliation will include both imported holdings missing in PORTMAN and holdings in PORTMAN missing in imported holdings
 - 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:

💋 Batch Manage	- 0	×
	Bundle Enabled Order Image: State of the state of	
	Element Enabled Priority I v Reset holdings 000000000000023	
	Schedule: Business day - All V Type: Server execution Wait for:	~
. Holding reconciliation - reset	Description:	
. Account reconciliation - reset 1. Reset accounts	Change Bundle: 20. Holding reconciliation - reset	
. Holding reconciliation - import of holdings 1. Import of holdings		
Account reconciliation - import of accounts I. Import of accounts		
. Holding reconciliation - reconcile and update 1. Reconcile and update holdings		
Account reconciliation - reconcile and update 1. Reconcile and update accounts	v	

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^	Bundle Enabled Order Image: Second Secon	
	Element Enabled Priority T Reset accounts Schedule: Business day - Al Type: Server execution Wait for: Type: Reset account reconciliation	
Holding reconciliation - reset 1. Reset holdings . Account reconciliation - reset	Description: Change Bundle: 21. Account reconciliation - reset	
Holding reconciliation - import of holdings I. Import of holdings Account reconciliation - import of accounts I. Import of accounts		
. Holding reconciliation - reconcile and update 1. Reconcile and update holdings . Account reconciliation - reconcile and update 1. Reconcile and update accounts		

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	Bundle Enabled Order 22 V Holding reconciliation - import of holdings 0000000000	10000026
	Element Enabled Priority 1 v Import of holdings 0000000000	0000028
	Schedule: Business day - All V Type: XML import Wait for: XML importfile: holding_reconciliation_import.xml	×
. Holding reconciliation - reset 1. Reset holdings	Description:	
Account reconciliation - reset 1. Reset accounts Helding reconciliation impact of heldings	Change Bundle: 22. Holding reconciliation - import of holdings	
Account reconciliation - import of noullings Account reconciliation - import of accounts Inport of accounts		
Holding reconciliation - reconcile and update Reconcile and update holdings Account reconciliation - reconcile and update		
1. Reconcile and update accounts		

💋 Batch Manage	
	Bundle Enabled Order Image: Second Secon
	Element Enabled Priority Import of accounts Schedule: Business day - All Wait for: XML Importfile: account_reconciliation_import.xml
Holding reconciliation - reset Reset holdings Account reconciliation - reset Reset accounts Holding reconciliation - import of holdings Holding reconciliation - import of holdings	Description: Change Bundle: 23. Account reconciliation - import of accounts v
Import of mounts Account reconciliation - import of accounts I.Import of accounts Holding reconciliation - reconcile and update Reconcile and update holdings	
Account reconciliation - reconcile and update Accounts	v

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	Element Enabled Priority I V Reconcile and update holdings 000000000000000000000000000000000000	×
Holding reconciliation - reset Reset holdings	Description:	
1. Reset accounts	Change Bundle: 24. Holding reconciliation - reconcile and update 🤍	
Holding reconciliation - import of holdings I. Import of holdings		
Account reconciliation - import of accounts I. Import of accounts		
Holding reconciliation - reconcile and update I. Reconcile and update holdings		
Account reconciliation - reconcile and update Accounts		

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·^	Bundle Enabled Order 25 Account reconciliation - reconcile and update	
	Element Enabled Priority I V Reconcile and update accounts 000000000000000000000000000000000000	
	Wait for: Type: Reconcile accounts	
Holding reconciliation - reset Reset holdings	Description:]
Account reconciliation - reset Accounts	Change Bundle: 25. Account reconciliation - reconcile and update ee	
Holding reconciliation - import of holdings I. Import of holdings		
Account reconciliation - import of accounts 1. Import of accounts		
Holding reconciliation - reconcile and update Reconcile and update holdings		
Account reconciliation - reconcile and update 1. Reconcile and update accounts		

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.

Holding deviation	s Holding reco	nciliation details	Account deviations	Account reconcilia	tion details									
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				<u></u>	(New York of Con									
All	RECSYSIDUT	RECSYSIDU6	RECSYSIDU/ 1	Depository	Instrument									
				🔅 🔿 Reload o					Depository					ţţ,
				Client ID		Depository ID	Quantity deviat	ion Value deviation	Missing in PORTMA	N Missing from extern	Accepted deviation	Reconciliation syste.	Unknown depository	
Abortech 0				000004056	O3 Options - Buy,	/Sale 0000000040560	01	0	0	0	1	0	0	0
				0000007201	Holding recon - d	lev 0000000072000	01	1	0	0	3	0	0	0
Failed: 0				0000007202	Holding recon - d	lev 0000000072000	02	0	0	0	2	0	0	0
				0000007203		foiL 0000000072000								
				0000007204	Holding recon - H	IoIL 0000000072000	04							
				000007205	Holding recon - H	IoIL 0000000072000	05							
				000007206	Holding recon - C	DHD 0000000072000	06							
Run all F	Run non reconciled			0000007207	Holding recon - C	AD 000000072000	00							
				0000007200	Holding record C	-D 000000072000	00							
00000007200001	Hold recon	1000144		Quantity Deviation		05-02-2020		100,00			5.700,00	194	300,00 RECSYSID01	09-04-2020
				Missing From Exter										
00000007200001		1000632			Ready						1.200,00		.200,00	
Contract of Contra							Transa	ctions						٥
*									Currencurate	Acco	int amount	Malue date	Transa	
🕫 rade date	▲ Settle	ment date	Portfolio no	▲ Ins	trument ID	 Quantity 		FILE	Currency role	HELDI		Tulbe Gave	in a rose	tion type

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

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			Client ID	# [] c 0000	007201	٩	Client na	ime 📲 Holi	ding recon - dev t	ypes Q C	lient ref. ID 🕫	11111101		۹			
\$								C	Depository								⊙ ≡
pository ID		De	pository no			Depository name			Custodian U	El code	Include	in reconciliation			Depository state		
00000007200001		00	00000007200001														
tions Clo r	sed positions																
tions Close	sed positions								Positions								
itions Clor	red positions								Positions								0
itions Clor O Reload data ation type 🌰	ed positions Reconciliati A	Position ID 🔺	Position name	Asset type	Currency	Position categ	Holding trade	Holding value	Positions Market value e	Market value e Letest reco	cil Quantity devia	Value deviation	Deviation acce	. Accepted until	. Accepted by u.	Reconciliation	Celculation t
itions Clor Reload data ation type * ing From External	ed positions	Position ID 🔺 1000152	Position name Midtbank	Asset type Share	Currency DKC	Position categ	Holding trade	Holding value 100,00	Positions Market value e 356.900,00	Mahet value e Latest recor 34590000 05-02-2000	cili Quantity devia -100,00	Value deviation -356.900,00	Deviation acce	. Accepted until	. Accepted by u.	. Reconciliation	 Celculetion t 2020-04-09
sitions Clor Clor A Reload data sation type * sing From External sing From External	ed positions Reconciliati * Ready Ready	Positian ID A 1000152 1000209	Position name Midtbank Aktier I Varde…	Asset type Share Share	Currency DKK DKK	Position categ Security Security	Holding trade 100,00 100,00	Holding velue 100,00	Positions Market value e 0 356-900,00 7 74.800,00	Market value e Letest recoi 336500000 03-02-200 74-60000 03-02-200	cil Quantity devia -100,00 -100,00	Value deviation -356.900,00 -74.800,00	Deviation acce.	. Accepted until.	. Accepted by u.	Reconciliation.	 € Calculation ti 2020-0-09 1 2020-0-09 1
citions Close Conception by Conception citizen by Conception citizen by Conception citizen batemail citizen batemai	eed positions Ready Ready Ready	Position ID A 1000152 1000632	Position name Midtbank Aktier I Varde…	Asset type Share Share Share	Currency DKK DKK DKK	Position categ Security Security	Holding trade 100,00 100,00 100,00	Holding value 100,00 100,00	Positions Market value e 3356.900,00 74.800,00 12.00,00	Market value e. Latest record 35640000 05-02-200 7440000 05-02-200 120000 05-02-200	cil Quantity devia -100,00 -100,00 -1000,00	Value deviation -356.990,00 -74.800,00 -1.200,00	Devision scce	. Accepted until	. Accepted by u.	. Reconciliation	Calculation 1 2020-04-09 2020-04-09 2020-04-09

Account reconciliation

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	RECSYSID01 RECSYSID06	RECSYSID07 4	Deviation statistics	× 🗘					Deviatior	15				= tt - V
				Client ID +	Gient name Account ID	Account name	Account shar	Deviation type	Reconciliatio	Reconciliatio	Deviation acc.	Account bala	ccount bala A	count bala Calculation
Ready: 594			Unknown account: 0	0000007201	Holding reco 72000000	01 Hold rec		Account Devi	Ready	05-02-2020		-3.900,00	10.000,00	-13.900,00 2020-04-05
				0000007202	Holding reco 72000000	02 Hold rec		Missing Fro	Ready	09-04-2020		-2.000,00	0,00	-2.000,00 2020-04-05
			Account deviation: 1	000007203	Holding reco 720000000	03 Hold rec		Missing Fro	Ready	09-04-2020				-6.529,00 2020-04-05
				000007204	Holding reco 720000000	04 Hold rec		Missing Fro	Ready	09-04-2020				-10.00 2020-04-05
			Missing from estample 502		Holding reco 720000000			Missing Fro						-10.00 2020-04-05
			missing from external: 595		Holding reco 720000000									-2.000.00 2020-04-05
Failed: 0				000007207	Holding reco 720000000	07 Hold rec		Missing Fro	Ready	09-04-2020				-2.000.00 2020-04-05
			Reconciliation system : 0	000007208	Holding reco 720000000	08 Hold rec		Missing Fro	Ready	09-04-2020				-2.000.00 2020-04-05
				000007209	Holding reco 720000000	09 Hold rec		Missing Fro	Ready	09-04-2020				-1.000.00 2020-04-09
					Renteperiodi 730000000	01 Renteperiodi		Missing Fro	Ready	09-04-2020				0.00 2020-04-09
					Renteperiodi 730000000	02 Renteperiodi		Missing Fro	Ready	09-04-2020				0.00 2020-04-09
Accepted: 0				000007303	Renteperiodi 730000000	3 Renteperiodi		Missing Fro	Ready	09-04-2020				0.00 2020-04-09
				0000007401	Bizfit import 74000000	01 Bizfit import		Missing Fro	Ready	09-04-2020				0.00 2020-04-09
				000007401	Bizfit import 74000000	02 Bizfit import		Missing Fro	Ready	09-04-2020				0.00 2020-04-05
Run all Run	n non reconciled			000007500	Segmenteret 75000000	0 Segmenteret		Missing Fro	Ready	09-04-2020				-1.500.00 2020-04-09
				000007501	like segment 75000000	01 likke segment		Missing Fro	Ready	09-04-2020		-3.400.00		-3.400.00 2020-04-09
<u>ه</u>					Transactions									0 =
and a data		0	i linterent 10											
1 01 2019	 Settlement date 04.01.2019 	Portfolio no	A Instrument ID	 Quantity 	200.00		10.00	Tate	100.00	count amount	1000.00 04	01 2019	Iran Star	dard Trade
1.01.2019	04-01-2019	001	1000152		100,00		10,00		100,00		.1.000.00 04	-01-2019	Stan	dard Trade
1.01.2019	04.01.2019	001	1000209				9.00		100.00		.900.00 04	-01-2019	Star	dard Trade
	04-01-2019		1000632						100.00		-1 000.00 04		Star	rlard Trade

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

💠 🔿 Reload data						Deviations					= t	
Client ID 🔺	Client name	Account ID	Account name	Account shar	Deviation t 🕈	Reconciliatio	Reconciliatio	Deviation acc	Account bala	Account bala	Account bal	Calculation
0000007201	Holding reco	7200000001	Hold rec		Account Devi	Ready	05-02-2020		1.100,00	10.000,00	-8.900,00	2020-04-14
	✓ Accept deviation Ctrl+			Ctrl+D								
		— Unaco	 Unaccept deviation 									
		↓↑ Recor	icile account	Ctrl+R								

Transaction card (pink line):

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

0

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 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>000000007200001</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>
                                           <!-- Optional : Beholdning i nominel/stk (for obligationer
<quantity>80</quantity>
er denne inklusiv udtrukne) -->
<value ccy="DKK" type="Clean">200000</value>
                                                       <!-- Optional : Beholdningsværdi opgjort i
angivet valutakode -->
 </holding>
</entry>
 </section>
 </import>
```

Account reconciliation

```
<?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 :</pre>
Afstemningsdato -->
    <accountid>7500000002</accountid>
                                                   <!-- Mandatory : Kontoidentifikation -
->
    <accountbalance>10000.00</accountbalance>
                                                        <!-- Mandatory : Kontobalance --
>
   </account>
  </entry>
 </section>
```

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</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>