



Tutorial

Manage Retrocessions



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Retrocessions

This tutorial is useful to dispatch your retrocessions to all related portfolios and figure out their impact on your portfolio performance.

There are several types of retrocessions; retrocessions on:

- Custodian Banks
- Investment Funds
- Structured Products

Retrocessions on Custodian Banks

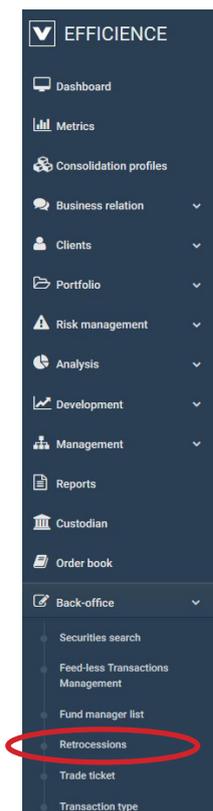
Retrocessions on Custodian Bank - Overview:

1. In the «Retrocessions» menu, select the «Custodian Bank» tab.
2. Enter the year and the bank name you want to complete.
3. Fill in the amount communicated by the bank for the relevant portfolios.
4. Validate.

Retrocession on Custodian Banks - Details:

With this function you can allocate the retrocession given by banks to all your portfolios, and make it appear in the portfolio rentability.

1. Click on “Back-Office” in the main left menu.
2. Select “Retrocessions”.



3. Select the tab "On Custodian Bank".
4. Enter the year and the bank name you want to complete.
5. Click on "Next".

Retrocessions

Retrocession request | On custodian banks | On investment funds | On Structured Product

1 Setup ————— 2 Report

Year: 2019

Custodian: [Dropdown]

Year	Custodian	Validated
2019	BCGE	[Icon]
2019	Credit Suisse	[Icon]
2019	Pictet	[Icon]
2019	Lombard Odier Geneve	[Icon]
2019	Dreyfus	[Icon]

Next

Efficiency will show you all portfolios related to this bank. You will then have to complete manually the retrocessions communicated by the custodian to figure out your portfolio rentability.

6. For each month, fill in the amount communicated by the bank for the relevant portfolios.

Retrocessions

Retrocession request | On custodian banks | On investment funds | On Structured Product

1 Setup ————— 2 Report

Portfolio number	Pseudo	January	February	March	April	May	June	July	August	September	October	November	December
[Input]	[Input]	[Dropdown]											
00677854.001		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
00677854.002		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0240-564646		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
00604929.001	Katniss	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SL-12345	zorro pictet	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Previous

7. Once done, validate the months you want.

NB: Be aware that once validated the retrocession cannot be modified.

Retrocessions

Retrocession request | On custodian banks | On investment funds | On Structured Product

1 Setup | 2 Report

Portfolio number	Pseudo	January	February	March	April	May	June	July	August	September	October	November	December
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>										
00677854.001		1000.0	250.0	600.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00677854.002		550.0	224.8	800.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0240-564646		4500.0	1600.0	320.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<input checked="" type="checkbox"/>	Kalnis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00604929.001		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<input checked="" type="checkbox"/>	zorro pictet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SL-12345		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Previous

8. The custodian retrocession has been transferred to your portfolio rentability.
 - a. Go to your portfolio dashboard.
 - b. Click on "Portfolio Management" and select "Rentability".

Here you find the custodian retrocession you have just validated.

Portfolio dashboard | Static data | Portfolio management | Portfolio administration | Compliance

Rentability

Begin [] End [] Filter

Paiement date	Type	Description	Currency	Amount	Amount Ref Currency	Amount Company Currency
30/09/2019	Invoice		EUR	0.00	0.00	0.00
30/06/2019	Invoice		EUR	0.00	0.00	0.00
27/02/2019	Funds retrocession	CH0038863350 - CH0038863350 - NESTLE (NOM)	CHF	39,130.00	34,732.82	39,130.00
30/09/2018	Invoice		EUR	1,912.80	1,912.80	2,170.26
31/01/2018	Custodian retrocession		CHF	1,000.00	863.52	1,000.00
				Total	37,595.14	42,300.26

Retrocessions on Investment Funds and Structured Products

The process to dispatch retrocessions related to funds and structured products is the same.

Retrocessions on Investment funds and structured products - Overview:

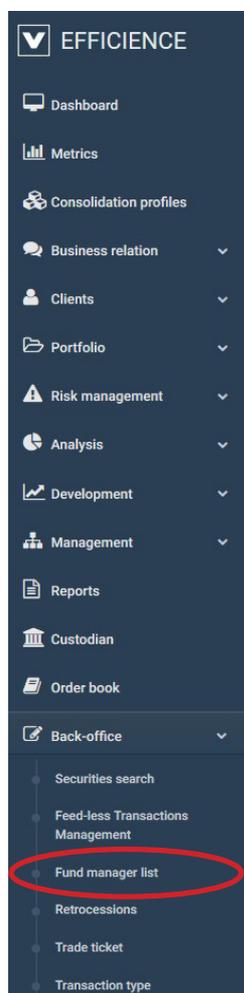
1. Create the Fund Manager and fill in all information requested.
2. Create the security list linked to the Fund Manager.
3. Request a retrocession order to get a list of your portfolios possessing the fund.
4. Dispatch the retrocession on portfolios.

Retrocession on Investment funds or structured products- Details:

A. Create and fill in the fund manager information, as well as the information about the retrocession percentage by securities.

The first step of the process is to list all fund (or structured product) managers who you decide a retrocession with and fill in all information requested.

1. Click on « Back-Office » on the main left menu.
2. Select "Fund Manager List"



- Click on « Add » to create a new fund manager.



- Fill in the form and click « Save ».

Manager details

Manager details | Security list

Full Name *

Function

Contact name

Phone

Email

Fax

Address

Comment

Status

Save

Close

- Go back to the Fund Manager you created and click on the green icon on the left to edit. Then select the « Security list » tab.
- In the « ISIN or security Name » search the security you want to add to this fund manager and fill in the retrocession percentage of this security.
- Click on « Save ».
- Repeat the operation as much as you want to add securities to this fund manager.

Manager details

Manager details | Security list

New

Save

ISIN or Security Name *

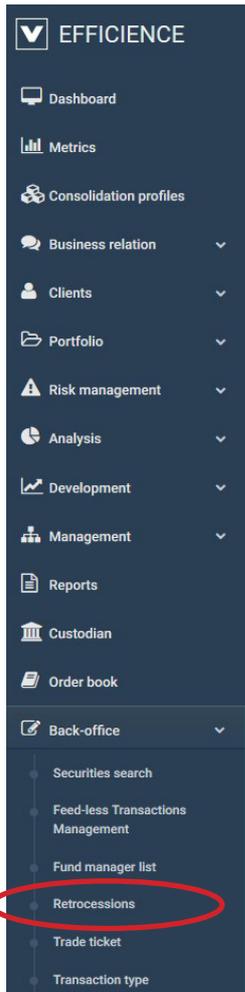
Retrocession percentage *

ISIN	Security	Retrocession percentage
------	----------	-------------------------

B. Retrocession distribution:

At this step, Efficiency is going to figure out how much of the retrocession each portfolio gets depending on the security quantity they possess. This amount will then be added to the portfolio rentability.

1. Click on « Back-Office » on the main left menu.
2. Select "Retrocessions"



3. In the "Retrocession Request" tab, select the fund manager and the date you want, and click on "Load".

NB : It is important to do the retrocession request in order to generate data for the next step of the process.

A screenshot of the 'Retrocessions' form in the Efficiency application. The form has a title bar 'Retrocessions' and four tabs: 'Retrocession request' (selected), 'On custodian banks', 'On investment funds', and 'On Structured Product'. Below the tabs is a progress bar with two steps: '1 Setup' and '2 Report'. The 'Setup' step is active. The form contains the following fields: 'Fund manager' (a dropdown menu), 'Date' (a date picker showing '14/06/2019'), 'Report language' (a dropdown menu showing 'English'), and 'Internal contact' (a dropdown menu). A blue 'Load' button is located at the bottom right of the form.

- You get the Security quantities dispatched by portfolios and banks.

Retrocessions

Retrocession request | On custodian banks | On investment funds | On Structured Product

1 Setup ————— 2 Report

Generate

Security name	Quantity
CH0038863350 - NESTLE (NOM)	3,055.00
<input checked="" type="checkbox"/> Credit Suisse	55.00 ▲
<input checked="" type="checkbox"/> 0251-1254454-4	55.0
<input checked="" type="checkbox"/> Julius Baer	700.00 ▲
<input checked="" type="checkbox"/> 00901000.0201	350.0
<input checked="" type="checkbox"/> 03105888.0201 Katniss	350.0
<input checked="" type="checkbox"/> Pictet	2,300.00 ▲
<input checked="" type="checkbox"/> 00677854.001	300.0
<input checked="" type="checkbox"/> 00604929.001 Katniss	2000.0

- Then select the « Investment Funds » or « Structured Product » tab.
- In the « ISIN or Security Name » field fill in the security you are looking for, the date and mostly the amount to distribute.
- Once all fields completed, click on « Next ».

Retrocessions

Retrocession request | On custodian banks | On investment funds | On Structured Product

1 Setup ————— 2 Custodian selection ————— 3 Report

ISIN or Security Name

Accounting date

Quarter

Amount to distribute 0.000

Security Accounting date Quarter Amount to distribute Validated

- At this step, you can select the custodians. By default, all custodians are selected but you can exclude some of them by unchecking the box of the concerned one.

Retrocession request | On custodian banks | On investment funds | On Structured Product

1 Setup ————— 2 Custodian selection ————— 3 Report

ISIN or Security Name CH0038863350 NESTLE (NOM)

Accounting date 14/06/2019

Quarter Quarter 2

Amount to distribute 500000.000

Full Name
<input checked="" type="checkbox"/> Banque Cantonale Vaudoise
<input checked="" type="checkbox"/> Banque Internationale à Luxembourg
<input checked="" type="checkbox"/> Barclays
<input checked="" type="checkbox"/> BOSE
<input checked="" type="checkbox"/> CMI Banque
<input checked="" type="checkbox"/> Crédit Agricole
<input checked="" type="checkbox"/> Crédit Suisse
<input checked="" type="checkbox"/> Dreyfus
<input checked="" type="checkbox"/> Edmond de Rothschild
<input checked="" type="checkbox"/> Julius Baer
<input checked="" type="checkbox"/> LGT
<input checked="" type="checkbox"/> Lombard Odier Genève
<input checked="" type="checkbox"/> Lyford

9. Click on « Next ».
10. You get the amount dispatched by portfolio. If you want to, you can modify manually this amount by filling in another amount in the concerned field.

Retrocessions

Retrocession request
 On custodian banks
 On investment funds
 On Structured Product

1 Setup ————— 2 Custodian selection ————— 3 Report

ISIN or Security Name: CH0038863350-NESTLE (NOM)
 Accounting date: 14/06/2019
 Quarter: Quarter 2
 Amount to distribute: 500000.000

Custodian	Portfolio number	Pseudo	Fund manager	Security	Amount Distributed
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Julius Baer	0090 1000.0201		Fonds Test 1	CH0038863350-CH0038863350 - NESTLE (NOM)	231788.08
<input checked="" type="checkbox"/> Julius Baer	03105888.0201	Katniss	Fonds Test 1	CH0038863350-CH0038863350 - NESTLE (NOM)	231788.08
<input checked="" type="checkbox"/> Credit Suisse	0251-1254454-4		Fonds Test 1	CH0038863350-CH0038863350 - NESTLE (NOM)	36423.84

11. Finally click on « Validate ».

NB : Once the amounts are validated, you cannot change them anymore.

After validating your retrocessions, you will find them in the portfolio rentability (Portfolio Management - Rentability).

Portfolio dashboard Static data Portfolio management Portfolio administration Compliance

Rentability

Begin End

Paielement date	Type	Description	Currency	Amount	Amount Ref Currency	Amount Company Currency
30/09/2019	Invoice		EUR	0.00	0.00	0.00
30/06/2019	Invoice		EUR	0.00	0.00	0.00
27/02/2019	Funds retrocession	CH0038863350 - CH0038863350 - NESTLE (NOM)	CHF	39,130.00	34,732.82	39,130.00
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