



Tutorial

Generate Invoices



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Billing

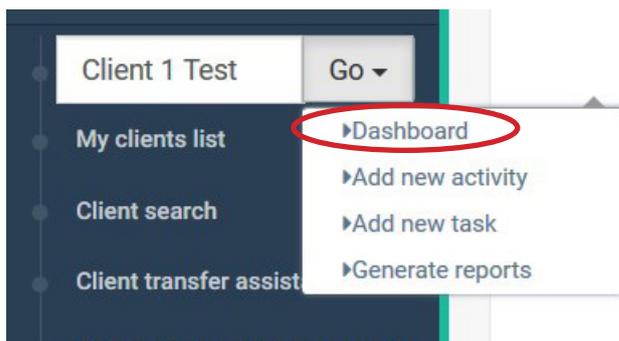
This tutorial is helpful to generate invoices. At first, it is important to make sure that all information needed has been properly filled.

Billing- Overview:

1. Check that all client portfolio data have been correctly filled.
2. Check the Portfolio Valorisations and correct/add valorisations if needed.
3. Go to "Portfolio" in the main menu and select "Invoice" to generate your invoices.

Billing - Details:

1. Click on "Client" in the main menu and search for the client's name.
2. Select "Dashboard" in the drop-down menu, which appears on the "Go" button.

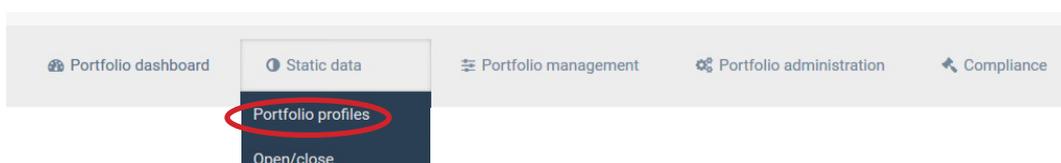


3. On the client's "Dashboard", look at the Portfolios section. Select the portfolio you want to by clicking on the green magnifying glass.

Portfolios

Identifier	Custodian	Bus. relation	Valorisation
 1234.5678.9012	CS	Test Relation Efficiency	0.00 CHF

4. Once you are in the portfolio, click on "Static Data", and then select "Portfolio profiles".



5. Click on “Edit” and fill in the form, especially the “Invoice profile”.

Portfolio profiles Edit

Management profile | Custodian profile | Portfolio organization | **Invoice profile** | FATCA profile | Tax Profile | Convention profile

Fees type *

Export language *

Percentage fees (in %)

Flat fees amount

Performance fees (in %)

Comment

To invoice *

Portfolio invoice currency *

Client to invoice

Group in single client invoice

VAT to invoice *

Subject to stamp duty

Release date

Make sure that you have properly filled the particular fields below:

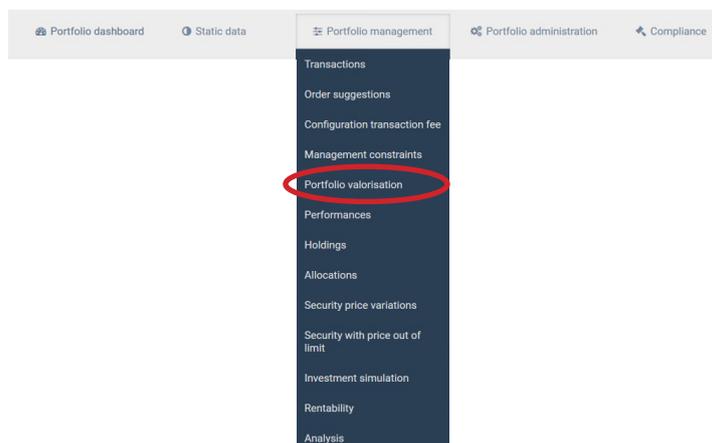
- In “Management Profile”: check that the “Fees Type” and the “Percentage fees” are filled.
- In “Custodian Profile”: check that the currency is indicated.

6. Once you are done, “Save” your changes.

Usually your portfolio valorisation is updated either through an automatic feed or through an automatic update. However, it is possible that some valorisations may be missed (for example, if the last day of the month is during the weekend). In that case you will have to complete your valorisations to generate correct invoices.

If you decide to update manually your portfolio valorisation, you will need this process too.

7. Click on “Portfolio Management” (in the portfolio menu) and select “Portfolio Valorisation”.



- Click on "New" and fill in the form.

Portfolio Valorisation ×

General information

Valorisation date *	<input type="text"/>
Portfolio valorisation	<input type="text" value="0.00"/>
Reporting Currency valorisation	<input type="text" value="0.00"/> ⓘ
Value to invoice	<input type="text" value="0.00"/>
Exchange rate	<input type="text" value="0.00"/>
Perf. D-1	<input type="text" value="0.00"/>
Performance YTD *	<input type="text" value="0.00"/>
Performance MTD *	<input type="text" value="0.00"/>
Perf. YTD (TWR) *	<input type="text" value="0.00"/>
Perf. MTD (TWR) *	<input type="text" value="0.00"/>
Valorisation end of month *	<input type="text" value="No"/>

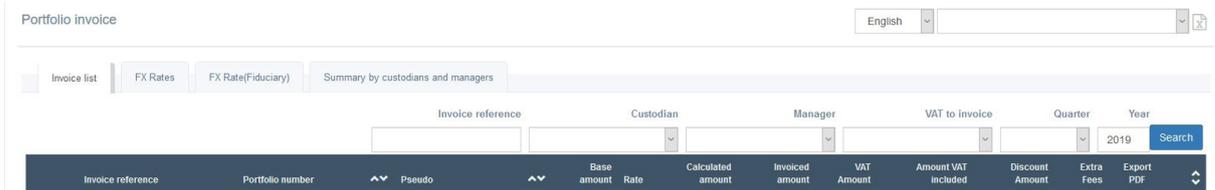
Repeat the operation as much as you need.

Then generate your invoices.

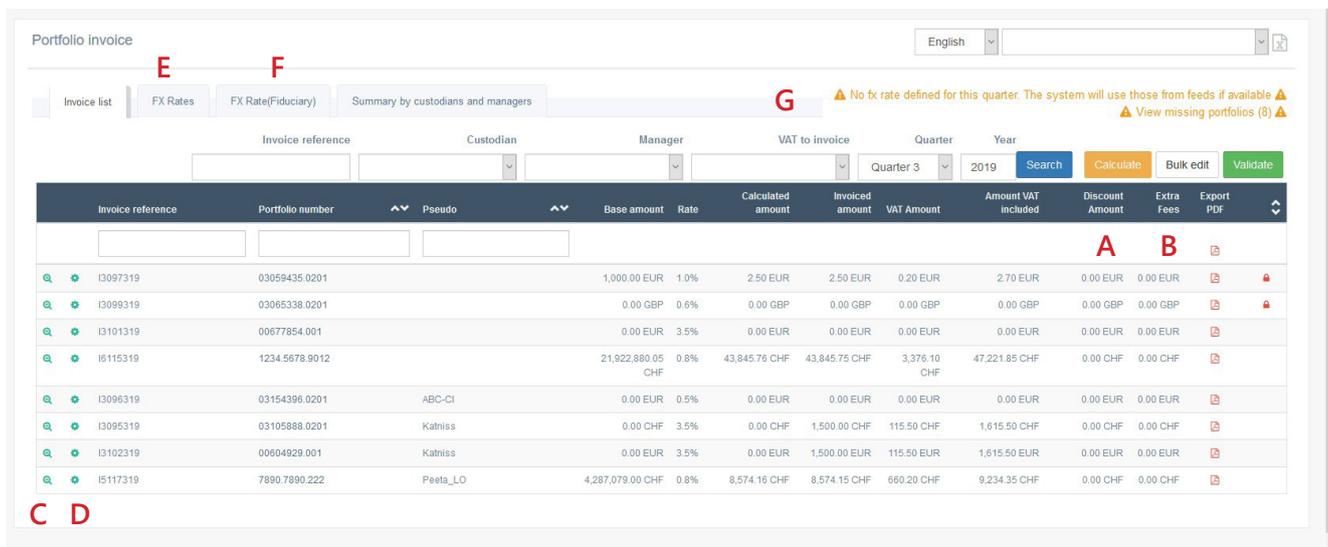
- Select "Invoice" in the "Portfolio" main menu on the left.



10. Select the quarter you want to and click “Search” or “Calculate”.



11. A list of invoices has been generated.



Here are few explanations about this screen to help you with this module:

- A.** You can add a discount to your invoice. To create a discount, just click on the green magnifying glass (C) and enter the discount amount in the proper field.
- B.** You can also add an additional fee to your invoice. As previously, click on the green magnifying glass (C) and enter the fee in the field.
- C.** This magnifying glass allows you to change directly the invoice details (amounts, VAT amount, discount and additional fee).

Invoice details

Pseudo

Portfolio invoice currency: EUR

Manager: Bruno Fievet for test

Base amount: 1000.00 EUR

Rate: 1.0%

Calculated amount: 2.5 EUR

Invoiced amount: 2.5 EUR

VAT Amount: 0.2 EUR

Amount VAT included: 2.7 EUR

Discount Amount: 0.0 EUR

Discount Reason

Extra Fees: 0.0 EUR

Extra Fees Reason

Comment

Save

Close

D. This green icon allows you to make changes on the invoice profile, instead of going back in the portfolio dashboard (Fee types, performance fees, cash account to credit and debit, etc...).

Invoice profile

Fees type: Management Fee

Export language: Français

Percentage fees (in %): 1.000

Flat fees amount: 0.000

Performance fees (in %): 0.000

Comment

To invoice: Yes

Portfolio invoice currency: EUR

Client to invoice

Group in single client invoice

WAT to invoice: Yes

Subject to stamp duty: No

Release date

Cash account to debit

Cash account for payment: Lombard Odier Geneve / CHF / CH1234567890

+

Close

E. The FX Rate tab shows you different exchange rates depending on the automatic feed and the quarter you have selected. You can also change those rates manually. To continue, you have to validate those rates. If you don't a message (G) appears asking you to validate the FX rates.

Portfolio invoice

English

Invoice list | FX Rates | FX Rate(Fiduciary) | Summary by custodians and managers

Feed name: PIC | Quarter: Quarter 3 | Year: 2019 | Save

Currency 1	Currency 2	30/06/2019	31/07/2019	31/08/2019	30/09/2019
CHF	EUR	0.88075	0.88075	0.88075	0.88075
GBP	EUR	1.0000	1.0000	1.0000	1.0000

F. The FX Rate (Fudiciary) tab shows you the exchange rates used for the fiduciary export. Once again you have to change them manually or validate them if you agree with the figures.

Currency 1	Currency 2	Exchange rate
USD	CHF	1.00109994
EUR	CHF	1.13409996
GBP	CHF	1.31330001
CAD	CHF	0.75029999
AUD	CHF	0.70810002
MXN	CHF	0.0519
	CHF	1.13409996

G. Two kinds of message can appear. A first one asking you to validate the FX rates, and the second one announcing that some portfolios are missing.

The latter message means that an important information is missing in the invoice profile, and you cannot generate invoice for this portfolio until you fill in the missing field. To do so, just click on the message and then on the green icon to directly access the invoice profile and make your changes.

Portfolio
03105888.0201
03154396.0201
03059435.0201
03065338.0201
00677854.001
00604929.001
1234.5678.9012

Back to our Invoice screen.

If you notice a mistake in one or more invoices:

Click on the green icons on the right of the invoice to make any change (rate, base amount, the percentage fee, etc.) **(D)**.

- By clicking on "Bulk edit", you will be able to edit invoices collectively, and make changes on several invoices at the same time.

12. If you want to print or save your invoices as a PDF document, click on the PDF icon:

- At the top of the list: if you want all invoices in the same document.
- At the right of the list: if you want an individual invoice

13. Once everything is right, validate invoices. Be aware that once an invoice is validated, it cannot be modified anymore.

To exclude cash accounts or securities from invoice:

Here is the process if you want to exclude cash accounts or securities from the invoice:
At first make sure that those securities are linked to an automatic feed. This process is only possible if your portfolio is linked to an automatic feed.

1. Click on «Back-office» on the left menu, and select «Securities search».
2. Search for the security or the cash account you want to exclude from your invoice.
3. Select «Yes» in the field «Security to exclude from invoice amount»
4. Save

Security details

General information

ISIN	PTSEMGOE0002
Security name *	FR SEMAPA 14/20 SR
Display security name (when no ISIN) *	
Issuer	
Security currency *	EUR
Security to exclude for invoice amount	Yes
Retrocession percentage	0
Security type *	Deposits
Liquidity type	
Recommended security	Recommended
Link to a website	
Price multiplier *	1.00
Fund manager	
Code used for fund manager	
Sophisticated product	
Coupon rate	1.47
Coupon Date	