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Tutorial
Generate Invoices

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Billing

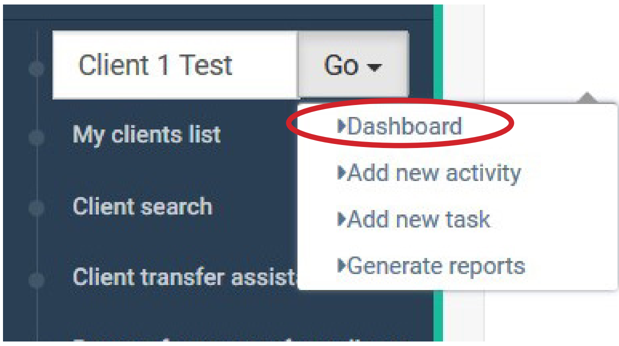
This tutorial is helpful to generate invoices. At first, it is important to make sure that all information needed has been properly filled.

Billing- Overview:

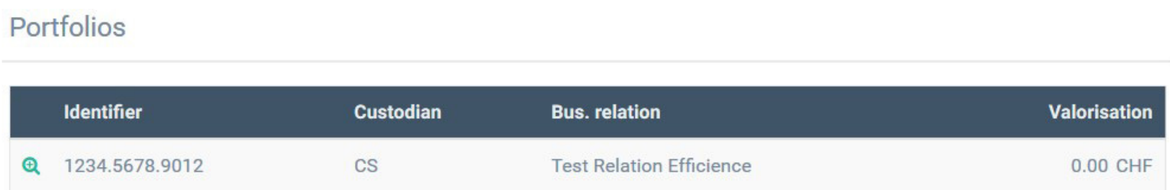
1. Check that all client portfolio data have been correctly filled.
2. Check the Portfolio Valorisations and correct/add valorisations if needed.
3. Go to "Portfolio" in the main menu and select "Invoice" to generate your invoices.

Billing - Details:

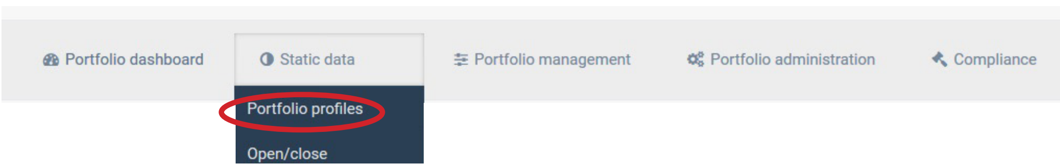
1. Click on "Client" in the main menu and search for the client's name.
2. Select "Dashboard" in the drop-down menu, which appears on the "Go" button.



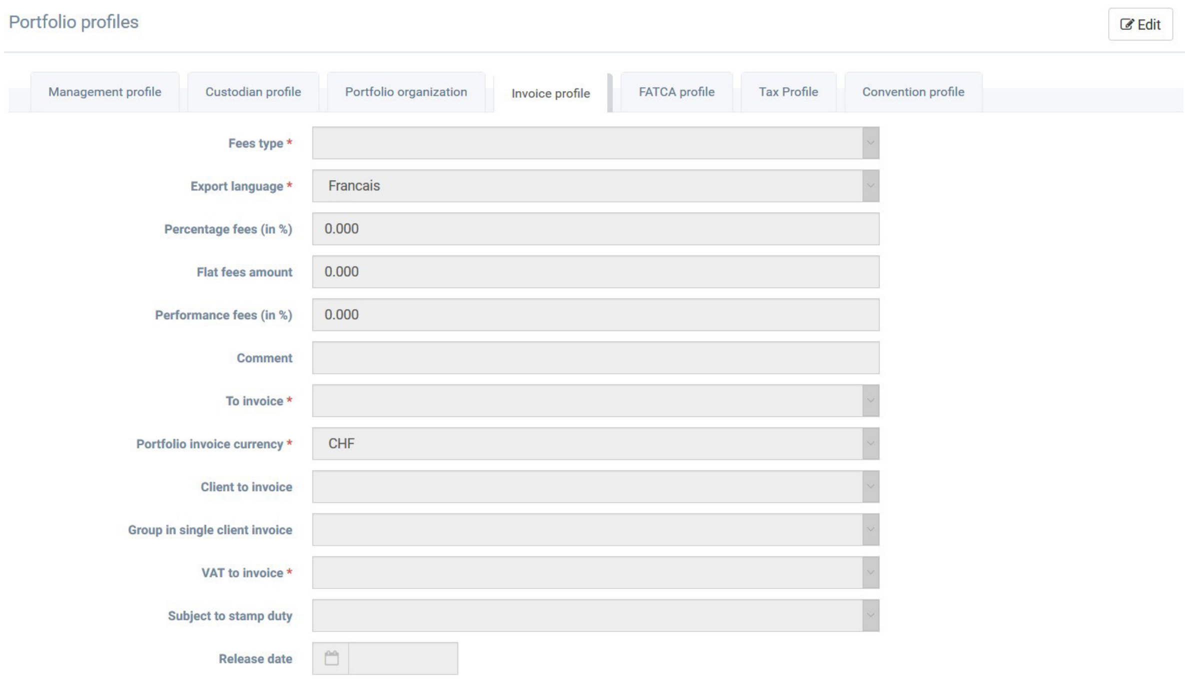
3. On the client's "Dashboard", look at the Portfolios section. Select the portfolio you want to by clicking on the green magnifying glass.



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”.



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

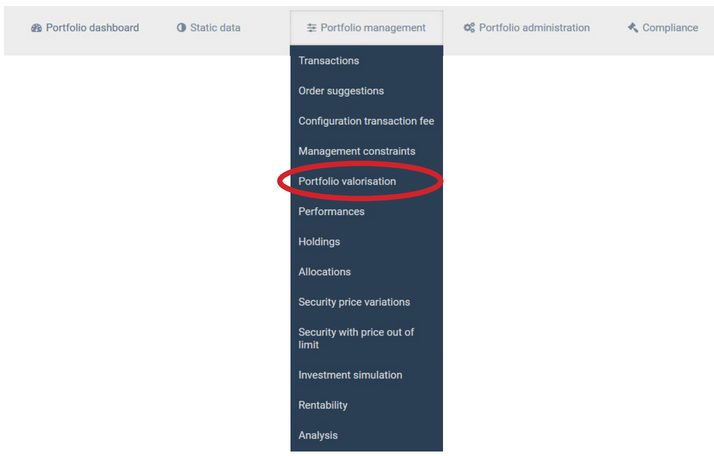
- In “Management Profile”: check that the “Fees Type” and the “Percentage fees” are filled.
- In “Custodian Profile”: check that the currency is indicated.

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

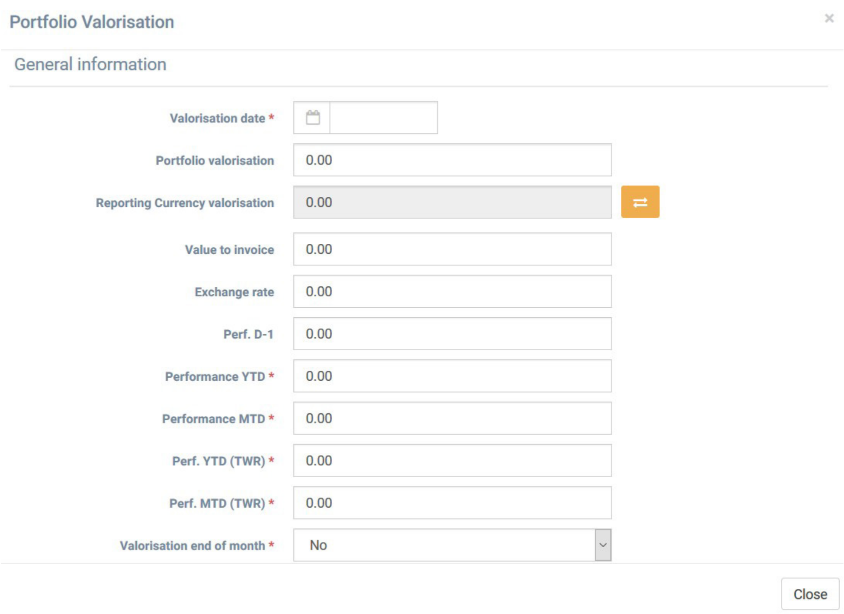
Usually your portfolio valorisation is updated either through an automatic feed or through an automatic update. However, it is possible that some valorisations may be missed (for example, if the last day of the month is during the weekend). In that case you will have to complete your valorisations to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



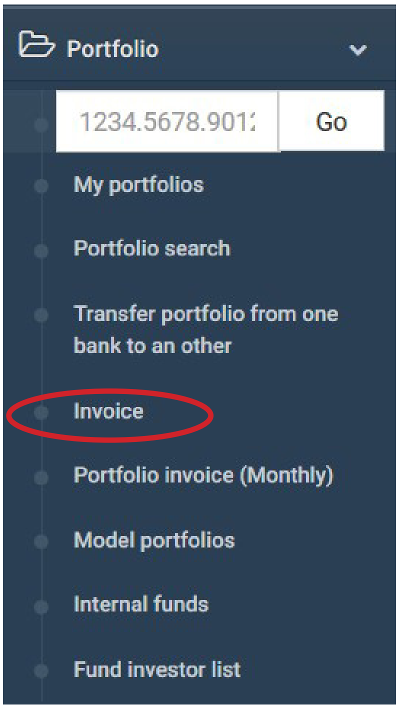
8. Click on "New" and fill in the form.



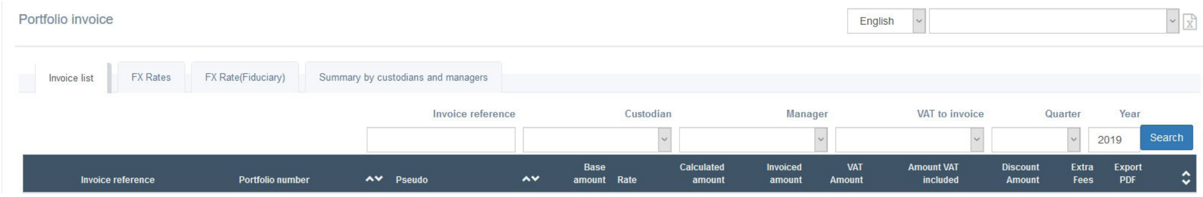
Repeat the operation as much as you need.

Then generate your invoices.

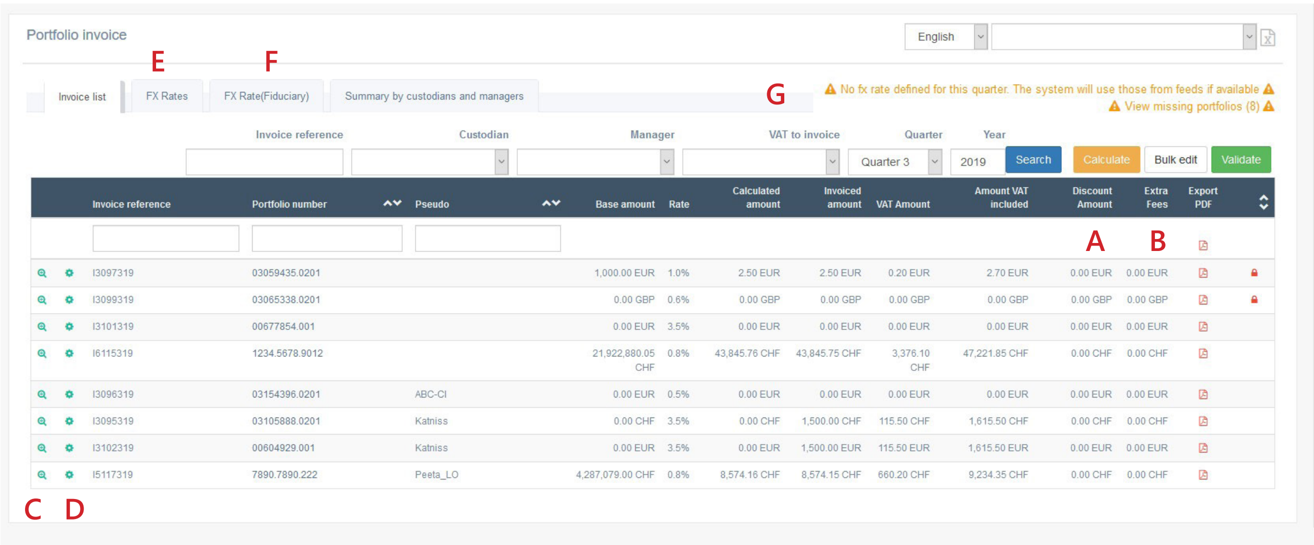
9. Select "Invoice" in the "Portfolio" main menu on the left.



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



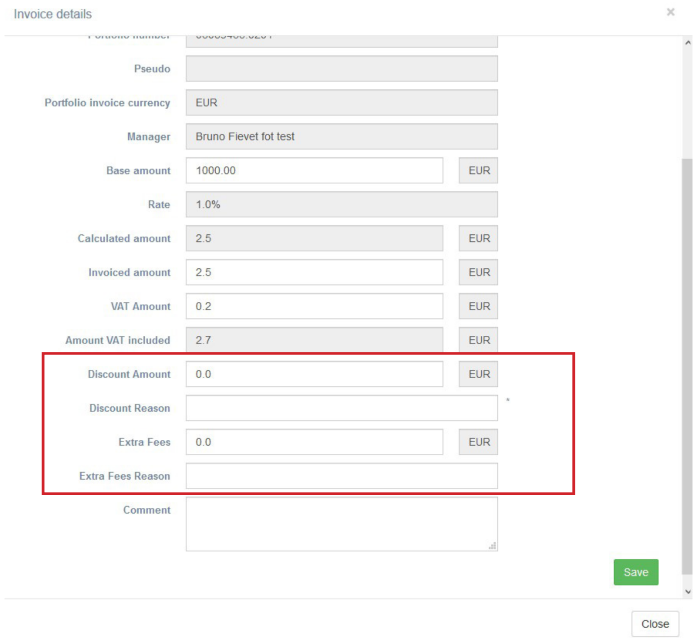
11. A list of invoices has been generated.



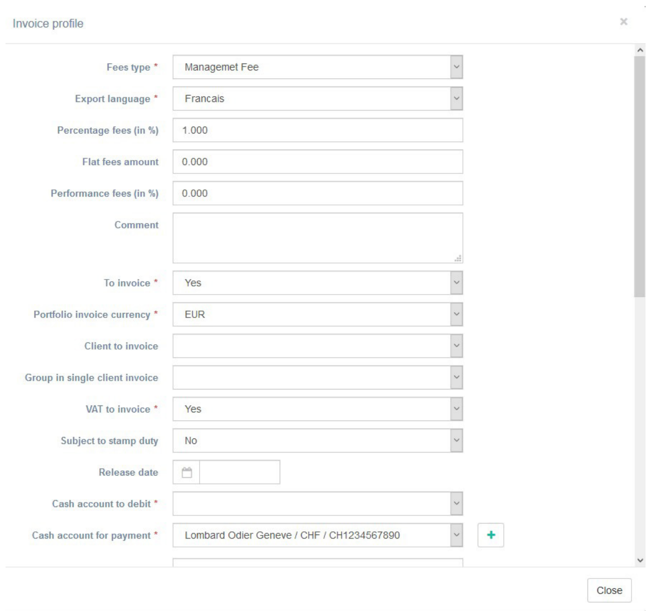
Invoice reference	Portfolio number	Pseudo	Base amount	Rate	Calculated amount	Invoiced amount	VAT Amount	Amount VAT included	Discount Amount	Extra Fees	Export PDF
I3097319	03059435.0201		1,000.00 EUR	1.0%	2.50 EUR	2.50 EUR	0.20 EUR	2.70 EUR	0.00 EUR	0.00 EUR	
I3099319	03065338.0201		0.00 GBP	0.6%	0.00 GBP	0.00 GBP	0.00 GBP	0.00 GBP	0.00 GBP	0.00 GBP	
I3101319	00677854.001		0.00 EUR	3.5%	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	
I6115319	1234.5678.9012		21,922,880.05 CHF	0.8%	43,845.76 CHF	43,845.75 CHF	3,376.10 CHF	47,221.85 CHF	0.00 CHF	0.00 CHF	
I3096319	03154396.0201	ABC-CI	0.00 EUR	0.5%	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	
I3095319	03105888.0201	Katniss	0.00 CHF	3.5%	0.00 CHF	1,500.00 CHF	115.50 CHF	1,615.50 CHF	0.00 CHF	0.00 CHF	
I3102319	00604929.001	Katniss	0.00 EUR	3.5%	0.00 EUR	1,500.00 EUR	115.50 EUR	1,615.50 EUR	0.00 EUR	0.00 EUR	
I5117319	7890.7890.222	Peeta_LO	4,287,079.00 CHF	0.8%	8,574.16 CHF	8,574.15 CHF	660.20 CHF	9,234.35 CHF	0.00 CHF	0.00 CHF	

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

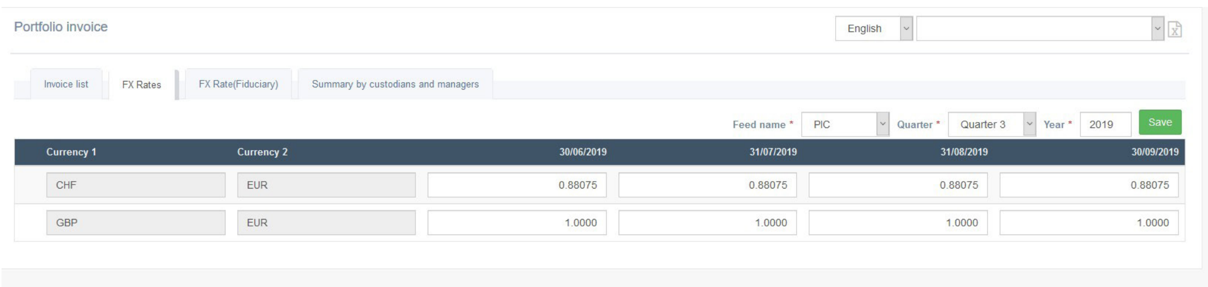
A. You can add a discount to your invoice. To create a discount, just click on the green magnifying glass (**C**) and enter the discount amount in the proper field.
B. You can also add an additional fee to your invoice. As previously, click on the green magnifying glass (**C**) and enter the fee in the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



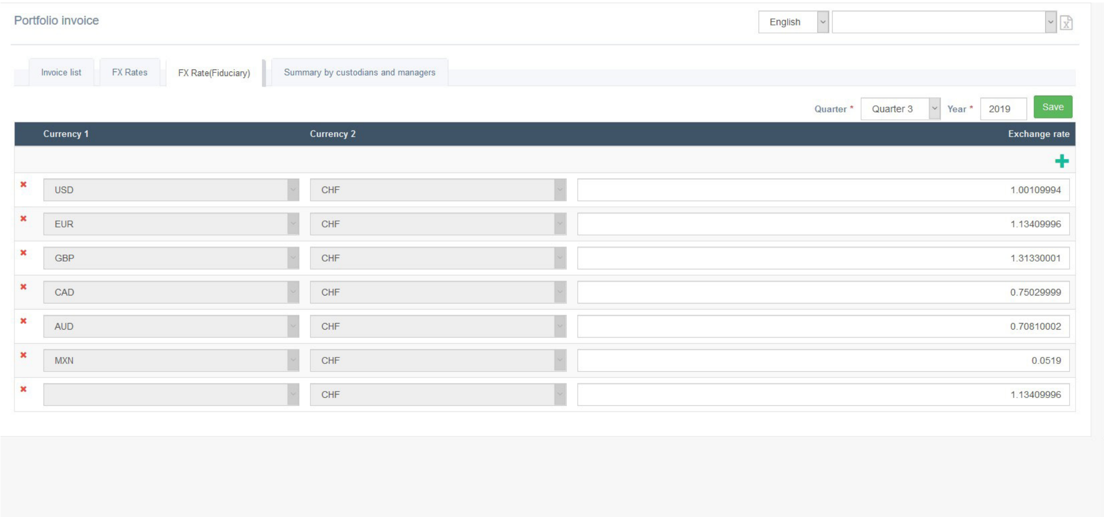
D. This green icone alows you to make changes on the invoice profile, instead of going back in the portfolio dashboard (Fee types, performance fees, cash account to credit and debit, etc...).



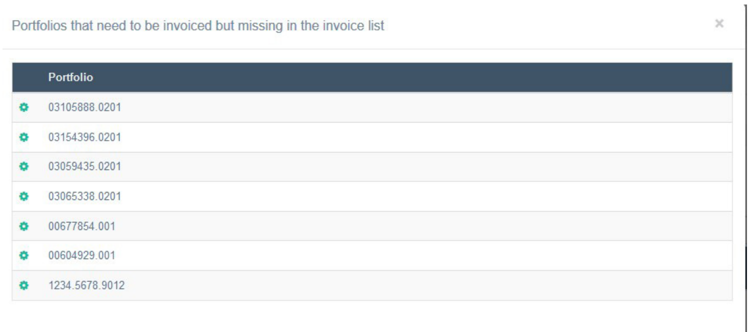
E. The FX Rate tab shows you different exchange rates depending on the automatic feed and the quarter you have selected. You can also change those rates manually. To continue, you have to validate those rates. If you don't a message (**G**) appears asking you to validate the FX rates.



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.



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 icone to directly access the invoice profile and make your changes.



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