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Tutorial

Create a Portfolio

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Create a Portfolio

First, to be able to create a portfolio, the client and the business relation must have already been created.

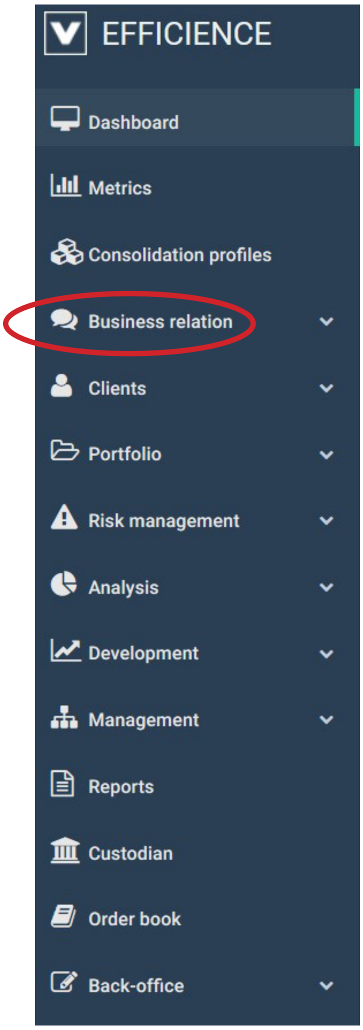
Portfolio Creation - Overview:

1. Open the business relation you want to.
2. Create a new portfolio related to an existing client.

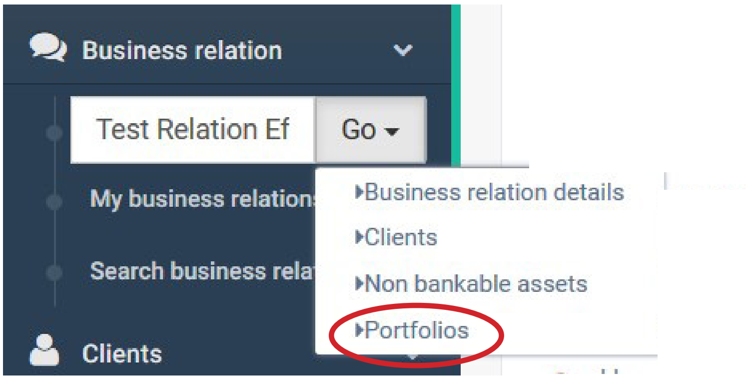
Portfolio Creation - Details:

Once again, be sure that the client has already been created. You cannot create a portfolio if the client related does not exist.

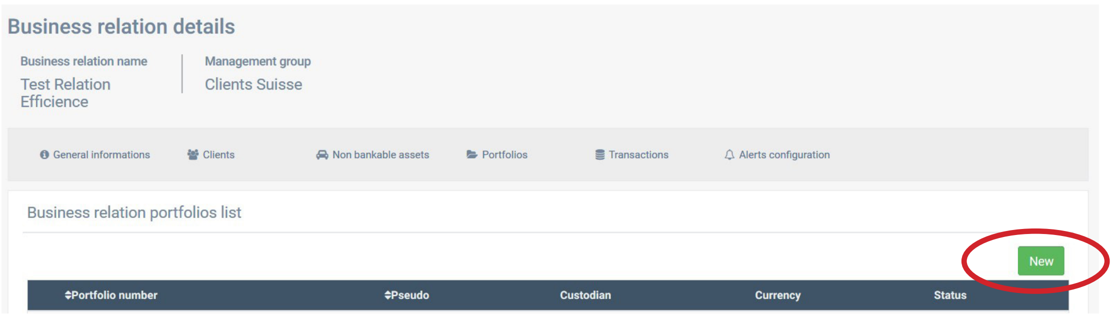
1. On the left menu, click on "Business Relation.



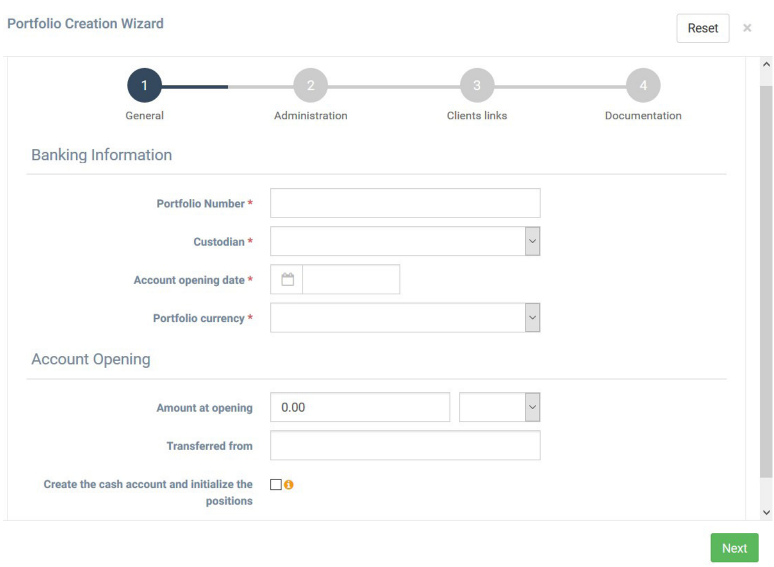
2. Type in the research bar the business relation you are looking for, and select "Portfolio" in the drop-down menu, which appears on the "Go" button.



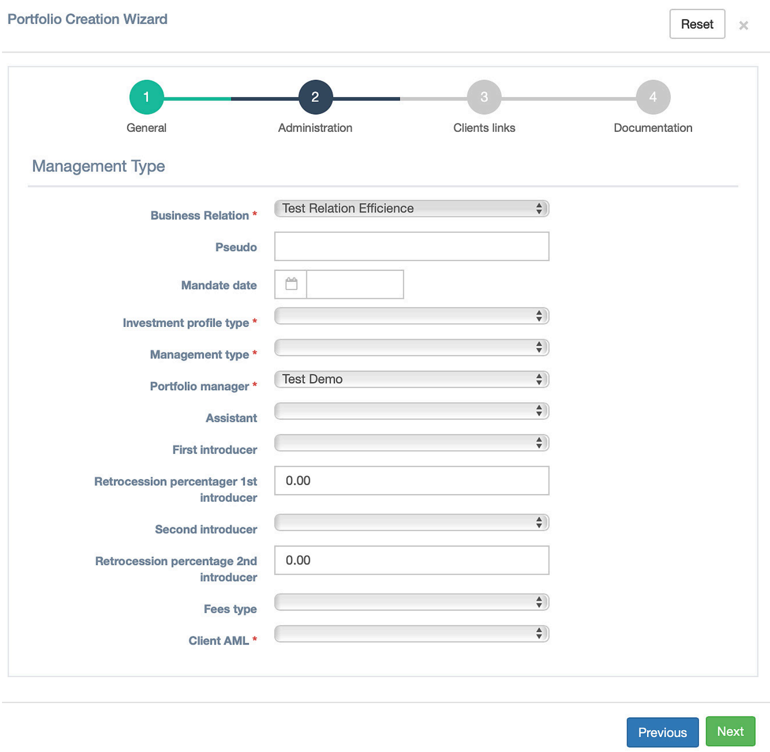
3. Click on "New".



4. Fill in the form. There will be four forms to complete.
   Step 1 - Banking information

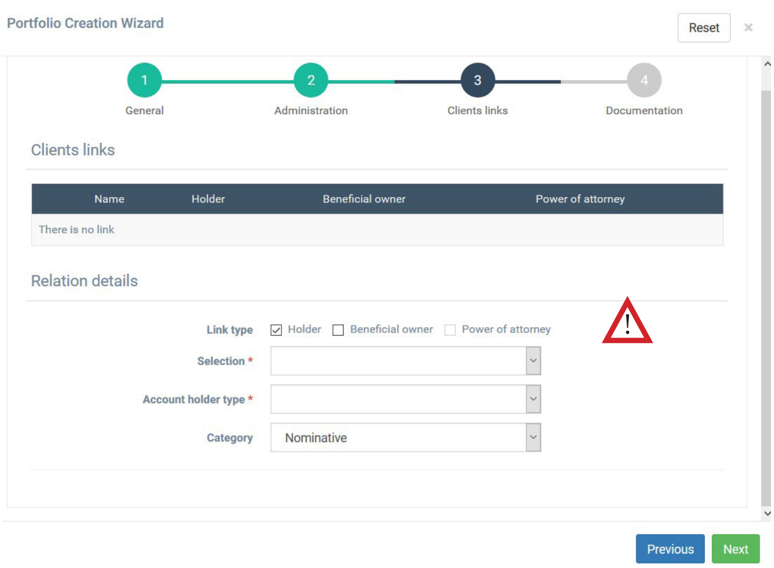


Step 2 - Administration



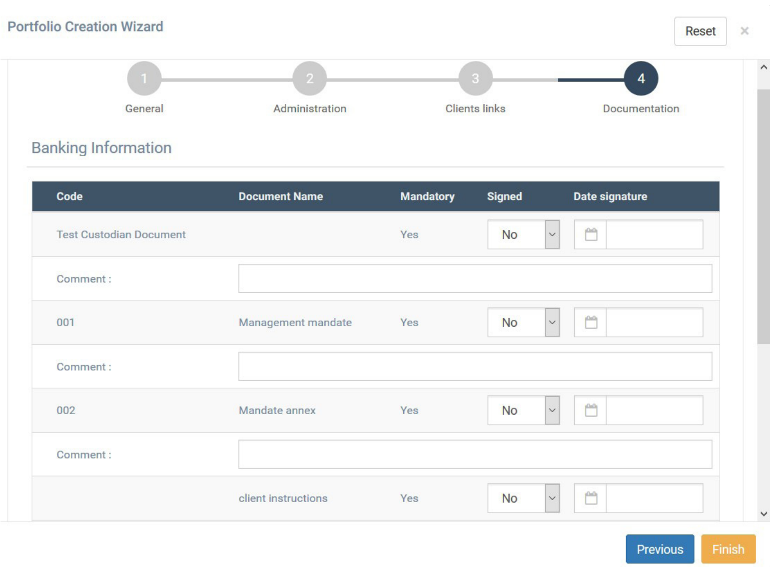
Step 3 - Client Links

This step is very important. First of all, a portfolio should at least be linked to one account holder and one beneficial owner. It could be the same person, if it is a private account. You can also have two account holders and two beneficial owners in the case of a joint account. Another option could be the account holder is different from the beneficial owner in the case of a trust or a domiciliary company.



- So, first of all, when you are filling in this form, have a look on the first line and select the right radio button.
- Selection field: This field is also very important. You have three options:
    a. Existing client: in most cases, you will choose this option. This means the client has been created before you started the portfolio creation wizard.
    b. New client: In this case, the client has not been created yet, so you will have to do it at this stage. However, at this level, you will be asked more information than in the regular client creation form.
    c. Prospect: If you have created a prospect through the "Development" Menu, you can attach it to the portfolio at this stage. It will then be removed from the prospect list and automatically be linked to the Business Relation.
- When everything is properly filled, click on "Save". The portfolio has now been created.

Step 4 – Documentation



At this stage, you can fill the document information. Those documents should be created previously in the "Administration" menu, in "Internal Documents".
You can confirm if the document is signed or not, the signature date and write a comment if needed. If a document has been defined as mandatory, and is not signed, you will receive an alert in the dashboard under "Missing documentation", as well as in the portfolio dashboard.

5. Click on "Finish" to finalize the wizard. The portfolio is now visible in the portfolio list.