



FIGARO BACK OFFICE Contracts

About the course

The purpose of this course is to provide delegates with the ability to navigate through the contract menu within Figaro and to be able to: view, enter and post various different types of contracts. The course is based on everyday scenarios and includes a hands-on element using a generic FIGARO system.

Course Objectives

On completing the course, the successful delegate where relevant, will be able to:

- Enter various trades into Figaro including: multi-line, agency, principal, bulk, raise/invest, closing, FX & aggregation
- Identify the account postings relating to a contract
- View the client's portfolio and the nominee movements for a trade
- Explain the difference between client and stock types and how they appear in Figaro
- Amend and cancel contracts
- Add contract messages
- Override contract commission and charges

Who should attend the course?

- This course is designed for Contract clerks who already possess a basic knowledge of FIGARO Back Office.
- It is suitable for both new users and those experienced users who have learnt on the job and want to fill gaps in their knowledge

Course Prerequisites

- Delegates should have basic knowledge of MS Windows.

Course Content

Part 1: Figaro's Contract Program

- Contracting Principles
- Simple Contract Entry
- Contract Postings
- Additional Contract Pages

Part 2: Advanced Contract Entry

- Contract Entry: Trade Types
- Contract Entry: Client & Stock Types
- Contract Amendment & Cancellation

Course Details

- Duration: 4 Hours
- Course booking reference: **FIGAROE799**

Course Venues

Courses can be held at our fully equipped training facilities in London (details below) or delivered on your premises

- JHC Plc, Ground Floor West, Cottons Centre, Cottons Lane, London SE1 2QG

Contacting JHC Plc

For information on booking this course please contact our training department:

- Ph. 0207 367 6534
- Email: training@jhc.co.uk

