



ISA Returns & Monitoring

About the course

The purpose of this course is to provide delegates with an overview of Figaro's ISA reporting capabilities and the skills required to monitor ISA accounts within the Figaro system. 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 will be able to:

- Manually generate the following ISA reports:
 - ISA10
 - ISA Interest & FRC Reports
 - ISA14 Stats
 - ISA COM100
- Understand the details of each report generated
- Utilise the ISA monitoring programs including portfolio eligibility, cash positions, overdue applications and tax residency.
- Generate client communications for annual reminders and subscriptions

Who should attend the course?

- This course is designed for ISA clerks who have already completed the Figaro ISA Maintenance & Processing course.
- 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 passed General Introduction and Figaro Overview – Back & Middle Offices.

Course Content

Part 1: Reporting & Monitoring

- Monthly Returns
- Annual Returns
- Monitoring ISA accounts

Part 2: Client Communications

- Annual Client Reminders
- Subscription Letters

Course Details

- Duration: 2 hours
- Course booking reference: **ISARET6480**

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

