



Back Office Portfolio Management

About the course

The purpose of this course is to provide back office users with the skills to navigate the portfolio display functionality in both Figaro Back and Front Offices and with the practical knowledge to maintain client portfolios. 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:

- Display client holdings in both Figaro Back & Front offices
- View underlying transaction histories including transaction details of a holding
- Add a portfolio transaction
- Amend a portfolio transaction
- Delete a portfolio transaction
- Delete an entire holding from a portfolio
- Split a portfolio transaction
- Transfer stock to another depot / custodian
- View dividends in portfolio display
- Display a Reverse Portfolio in both Figaro Back & Front Offices
- Display a Backdated Valuation in Figaro Front Office
- Print Portfolio Valuations from both Figaro Back and Front Offices.

Who should attend the course?

- This course is designed for Portfolio Management 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 Figaro Back Office.

Course Content

Part 1: Portfolio Display & Maintenance

- Portfolio Display – Holdings & Transactions
- Portfolio Transaction Maintenance
- Reverse Portfolios

Part 2: Figaro Front Office & Prints

- Print a Valuation – Back Office
- Front Office Enquiry – Valuations Tab
- Front Office Enquiry – Reverse Portfolio Tab
- Front Office Enquiry – Pack Prints

Course Details

- Duration: 4 Hours
- Course booking reference: **FIGARO819h**

Course Venues

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

- JHC LLP, 3 More London Riverside, London SE1 2AQ

Contacting JHC Plc

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

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