



# 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 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](mailto:training@jhc.co.uk)