

Unit Trust Register

PURPOSE

This document shows how to create, inquire, amend and delete a unit trust register.

WHY IS THIS IMPORTANT?

This allows to capture unit trust activity in the system.

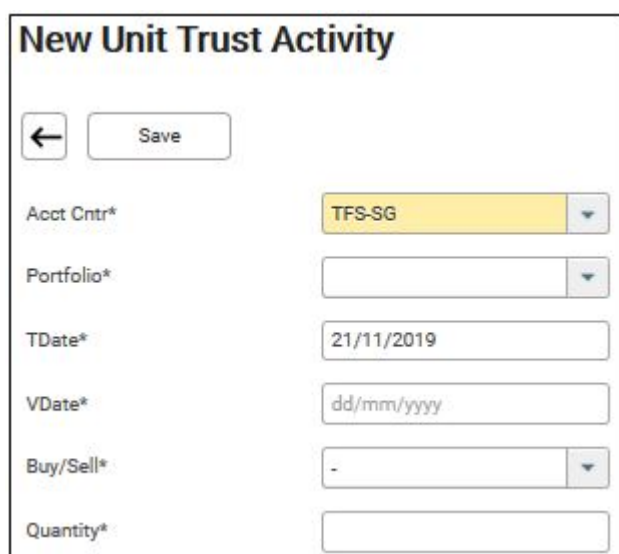
PROCEDURE

1. From the main menu, select Back Office > Unit Trust Register. The Fund Transaction Details screen is displayed.



The screenshot shows the 'Fund Transaction Details' screen. At the top, there are input fields for 'Acct Cntr*' (a dropdown menu), 'Portfolio*' (a dropdown menu), 'Fr Date' (a date field with 'dd/mm/yyyy' placeholder), and 'To Date' (a date field with 'dd/mm/yyyy' placeholder). Below these are buttons for 'Refresh', 'New', 'Delete', and three icons: a download arrow, a star, and a document. A table with five columns is shown: 'Trade ID', 'B/S', 'TDate', 'VDate', and 'Unit'. Each column has a small up/down arrow icon. The table is currently empty, with the text 'No records found.' below it. At the bottom of the table, there are navigation buttons: '<=<', '<=<', '>=>', '>=>', and a page number '50' with a dropdown arrow.

2. To create new Unit Trust Activity, click New. Screen below is displayed.



The screenshot shows the 'New Unit Trust Activity' screen. At the top left, there is a back arrow button and a 'Save' button. Below these are input fields for 'Acct Cntr*' (a dropdown menu with 'TFS-SG' selected), 'Portfolio*' (a dropdown menu), 'TDate*' (a date field with '21/11/2019' entered), 'VDate*' (a date field with 'dd/mm/yyyy' placeholder), 'Buy/Sell*' (a dropdown menu with '-' selected), and 'Quantity*' (a text field).

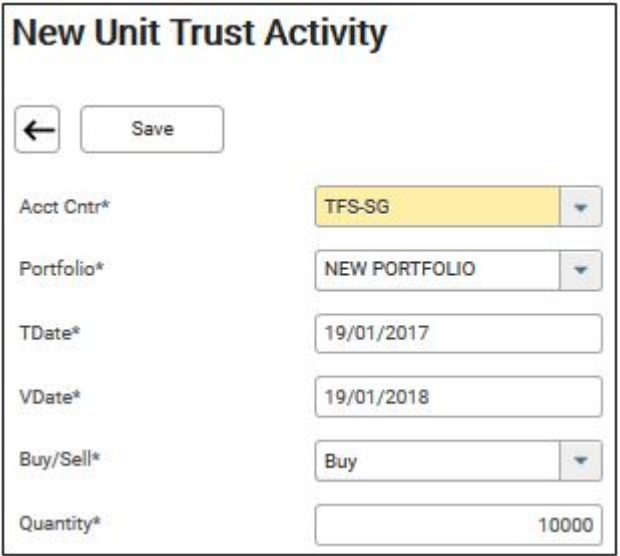
3. Accounting centre would have been defaulted to the user accounting centre. If not, it will be left blank. Select the accounting centre from the drop down field.

4. Select a Portfolio.

5. Type in the Transaction Date (TDate) and Value Date (VDate).

6. Choose whether it's Buy or Sell.

7. Type in the quantity.



The screenshot shows a web form titled "New Unit Trust Activity". At the top left is a back arrow button, and at the top right is a "Save" button. Below these are several input fields with labels and asterisks indicating required fields:

- Acct Cntr***: A dropdown menu with "TFS-SG" selected.
- Portfolio***: A dropdown menu with "NEW PORTFOLIO" selected.
- TDate***: A text input field containing "19/01/2017".
- VDate***: A text input field containing "19/01/2018".
- Buy/Sell***: A dropdown menu with "Buy" selected.
- Quantity***: A text input field containing "10000".

8. Click Save.




9. The Fund Transaction Details screen will be displayed.

10 .To see the transactions entered, choose the Accounting centre and Portfolio. Click Refresh.

11. The transactions under the accounting centre and portfolio chosen will be displayed.

Fund Transaction Details

Acct Cntr* TFS-SG Portfolio* NEW PORTFOLIC Fr Date


Refresh New Delete   

	Trade ID ↕	B/S ↕	TDate ↕	VDate ↕	Unit ↕
<input type="checkbox"/>	UNT100001.00	Buy	19 Jan 2017	19 Jan 2018	10,000.000000

1 50

12. To amend the transaction, click on the Trade ID of the transaction. The Amend Unit Trust Activity screen will be displayed.

Amend Unit Trust Activity

 Update

Trade ID* UNT100001.00

Acct Cntr* TFS-SG

Portfolio* NEW PORTFOLIO

TDate* 19/01/2017

VDate* 19/01/2018

Buy/Sell* Buy

Quantity* 10,000.000000

Trade Change History

TradeID:UNT100001.00
 By:dev01@12dl2d.com
 At:21 Nov 2019 15.29.39

13. Make the necessary changes. In this example, the Quantity and the Value Date will be changed.

Amend Unit Trust Activity

Trade ID*	UNT100001.01
Acct Cntr*	TFS-SG
Portfolio*	NEW PORTFOLIO
TDate*	19/01/2017
VDate*	19/01/2019
Buy/Sell*	Buy
Quantity*	15000.000000

14. Click Update. These changes will be saved.

Fund Transaction Details

Acct Cntr* TFS-SG
Portfolio* NEW PORTFOLIO
Fr Date

	Trade ID	B/S	TDate	VDate	Unit
<input type="checkbox"/>	UNT100001.02	Buy	19 Jan 2017	19 Jan 2019	15,000.000000

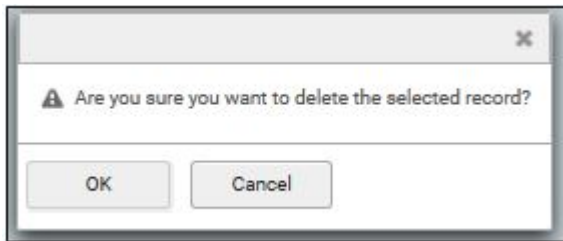
15. To delete, tick on the checkbox beside the Trade ID.

Fund Transaction Details

Acct Cntr* TFS-SG
Portfolio* NEW PORTFOLIO
Fr Date dd/mm/yyyy
To Date dd/mm/yyyy

	Trade ID	B/S	TDate	VDate	Unit
<input checked="" type="checkbox"/>	UNT100001.02	Buy	19 Jan 2017	19 Jan 2019	15,000.000000

16. Click Delete. A popup appears, click OK.



17. The transaction will be deleted.

Fund Transaction Details

Acct Cntr* TFS-SG Portfolio* NEW PORTFOLIC Fr Date

Refresh New Delete [Download] [Star] [Save]

Trade ID	B/S	TDate	VDate	Unit

No records found.

[Previous] [First] 1 [Next] [Last] 50 [Dropdown]

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
19-Jan-2017	Clarissa	Created.
21-Nov-2019	Lyra	Updated Screenshots.