
VP.FUND HUB™



User guide for Transfer Agent

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General

It is possible for the Transfer Agent to act on behalf of a Distributor, if the Distributor has granted access for this.

The Transfer Agent can:

- Create orders
- Cancel orders
- Search orders
- See Cash Forecast

Create order

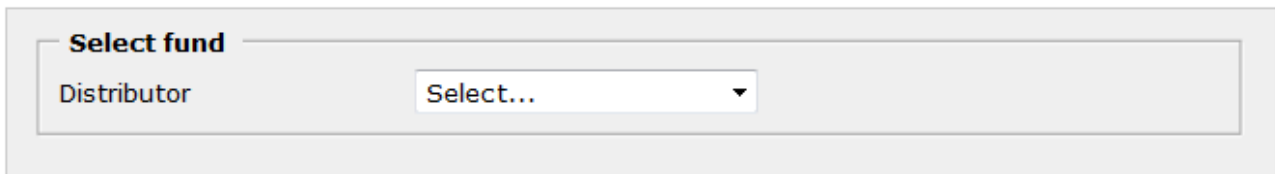
This function is used for establishing a redemption order or a subscription order in vp.FUND HUB.

Select Distributor

From the menu select:

vp.FUND HUB>> Select Fund.

Select fund



The screenshot shows a light gray rectangular box containing a dropdown menu. The text "Select fund" is positioned at the top left of the box. Below it, the word "Distributor" is displayed on the left side of the dropdown. The dropdown menu itself is a white rectangle with the text "Select..." and a small downward-pointing arrow on the right side.

Select the Distributor, you want to act upon, from the dropdown menu.

Select fund

Then the following screen appears:

Select fund

Select fund

Distributor 70001 - Distributør nr1

Issuing Fund Company * TESTI44AUS ▾

Ok

From the dropdown select the Issuing Fund Company you want to establish an order with.

vp.FUND HUB | General | Help | Logoff

Select fund

Select fund

Distributor 70001 - Distributør nr1 - æøåä

Issuing Fund Company


- TESTI44AUS ▾
- TESTI44AUS
- TESTI44SØA

Ok

Then the establish order screen appears.

Establish order

Establish order

Part information	
Distributor	70001 - Distributor nr1
Cash account (IBAN) *	
Order reference *	<input type="text"/>
Account administrator *	<input type="text"/> BIC <input type="text"/>
Securities account *	<input type="text"/>
Order information	
Issuing Fund Company	TESTI44AUS
ISIN *	Select...
Order type *	<input type="radio"/> Subscription <input type="radio"/> Redemption
Trade date	<input type="text"/> 
Amount	
Amount *	<input type="radio"/> Amount <input type="text"/>
	<input type="radio"/> Quantity <input type="text"/>
<input type="button" value="Send"/> <input type="button" value="Clear"/>	

Every field marked * is mandatory.

Distributor: The identification of the entity logged in. The field is fixed and cannot be changed.

Cash Account (IBAN): Cash Account of the distributor. Redemptions are paid out to this account. The field is fixed and the account number can only be changed by CSD Services.

Establish order

Part information	
Distributor	70001 - Distributør nr1
Cash account (IBAN) *	
Order reference *	test1
Account administrator *	79999 BIC
Securities account *	79999fos70001
Order information	
Issuing Fund Company	TESTI44AUS
ISIN *	Select...
Order type *	Select... Redemption
Trade date	
Amount	
Amount *	<input type="radio"/> Amount <input type="text"/>
	<input type="radio"/> Quantity <input type="text"/>
<input type="button" value="Send"/> <input type="button" value="Clear"/>	

Order reference: Unique reference of the order. The reference can be up to 35 char.

Account administrator: Identification of the administrator of the safekeeping account. Either proprietary identification or BIC can be used.

Securities account: The identification of the distributors securities account.

ISIN: Dropdown showing which ISIN's it is possible to establish an order in. Select the ISIN you want to establish an order in.

Establish order

Part information	
Distributor	70001 - Distributør nr1
Cash account (IBAN) *	
Order reference *	test1
Account administrator *	79999 BIC
Securities account *	79999fos70001
Order information	
Issuing Fund Company	TESTI44AUS
ISIN *	DK0026113259
	Test Invest Australien 10105
Order type *	<input checked="" type="radio"/> Subscription <input type="radio"/> Redemption
Trade date	04122012
Amount	
Amount *	<input checked="" type="radio"/> Amount 5000 SEK
	<input type="radio"/> Quantity
<input type="button" value="Send"/> <input type="button" value="Clear"/>	

Order type: Choose either subscription or redemption.

Trade date: Enter trade date in the format ddmmyyyy or choose from calendar.

Amount: Choose either amount or quantity and enter number in relevant field.

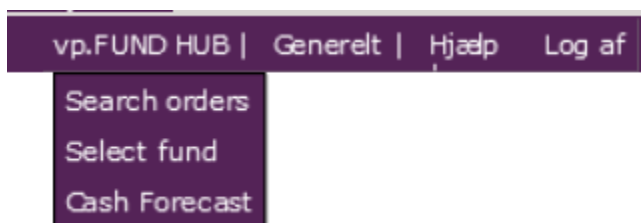
Press send and the order is created.

Establish order

200: Order created ok

Part information	
Distributor	70001 - Distributør nr1
Cash account (IBAN) *	
Order reference *	test1
Account administrator *	79999 BIC
Securities account *	79999fos70001
Order information	
Issuing Fund Company	TESTI44AUS
ISIN *	DK0026113259
	Test Invest Australien 10105
Order type *	<input checked="" type="radio"/> Subscription <input type="radio"/> Redemption
Trade date	04122012
Amount	
Amount *	<input checked="" type="radio"/> Amount 5000 SEK
	<input type="radio"/> Quantity
<input type="button" value="Send"/> <input type="button" value="Clear"/>	

Search orders



Select search orders from the vp.FUND HUB menu.

The search order screen appears

Search orders

Search criteria

From trade date

To trade date

Distributor

Order reference

Order type * Redemption Subscription

ISIN Name ISIN

Status * Received Postponed Settled
 Ready for settlement Cancelled Rejected

Select the Distributor you are acting upon from the dropdown menu.

Enter the search criteria. The mandatory fields are:

- Order type
- Status of the order

Order type and status are prefilled. You can unselect the not desired criteria by unclicking the check boxes. As the fields are mandatory, at least one field should be left checked.

Press search and the search result appears.

Found 22 rows fetched at 19.03.2013 15:45:59

ISIN	Order reference	Order type	Transfer agent	Quantity (units)	Amounts	Trade date	Status
DK0026119371 Test- 101052	DTRD	Subscription	70200	568	0	01.03.2013	Order recieved OK
DK0026119371 Test- 101052	ÄÖ-ÆØÅ	Subscription	70200	568	0	06.03.2013	Order recieved OK
DK0026119371 Test- 101052	"AB	Subscription	70200	568	0	06.03.2013	Order recieved OK
DK0026119371 Test- 101052	'ABC	Subscription	70200	568	0	06.03.2013	Order recieved OK
DK0026119371 Test- 101052	>AB	Subscription	70200	568	0	06.03.2013	Order recieved OK
DK0026113416 Test- 101052	FOS-UC23/V0403-1	Subscription	70200	10	0	18.03.2013	Order rejected
DK0026113929 Test Invest NK	FOSTS100/N03F	Redemption	70100	0	500	16.03.2013	Ready for settlement
DK0026113929 Test Invest NK	FOSTS100/N03H	Subscription	70100	44,999999	0	16.03.2013	Ready for settlement
DK0026115031 Test Invest NK	FOSTS100/N03G	Subscription	70100	0	567,89	16.03.2013	Ready for settlement
DK0026113929 Test Invest NK	JU/S0100RD0315A1	Subscription	70100	144,044444	0	15.03.2013	Order recieved OK
DK0026113929 Test Invest NK	JU/S0100RD0315B1	Subscription	70100	144,044444	0	18.03.2013	Order recieved OK
DK0026115031 Test Invest NK	JU/S0100RD0315D4	Subscription	70100	444,333222	0	18.03.2013	Order recieved OK
DK0026115031 Test Invest NK	JU/S0100RD0315D3	Subscription	70100	321,123456	0	18.03.2013	Order recieved OK

Show order details

You can see order details by left clicking at the desired order and selecting show details

DK0026119371 Test- 101052	ÄÖ-ÆØÅ	Subscription	70200	568	<input type="button" value="Show details"/> <input type="button" value="Cancel order"/>	Order recieved OK
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Then the detail screen appears.

Show details

Distributor	
Distributor	70001 DI test1
Cash account IBAN	
Fund	
Issuing Fund Company	10105 TEST144AUS
Cash account IBAN	PT94987800210000789658654
Clearing Bank IBAN	LU280019400644750000
Order details	
Order reference	AÖ-ÆØÅ
ISIN	DK0026119371
Order type	Subscription
Trade date	06.03.2013
Amount	0 EUR
Quantity	568
Unit price	0,000000
Order status	Order recieved OK
Reason	Initial validation completed
Settlement	
Expected settlement date	07.03.2013
Settlement amount	0 EUR
Settlement Quantity	0
Postponed days	0

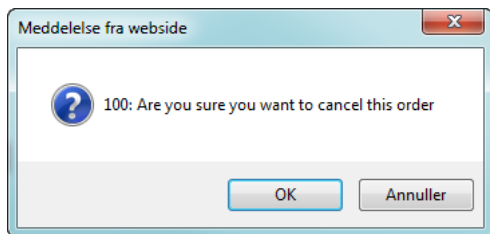
Press back to return to search

Cancel order

You can cancel an order by left clicking at the order, you want to cancel, and selecting cancel order.

DK0026119371	ÄÖ-ÆØÅ	Subscription	70200	568	<input type="button" value="Show details"/>	<input type="button" value="Cancel order"/>	Order recieved OK
Test-101052							

Then you are asked to confirm the cancelation:



And the order is shown as cancelled:

DK0026113259	EX TIL USERGUIDE	Subscription	70200	0	500	20.03.2013	Order cancelled
Test-101052							

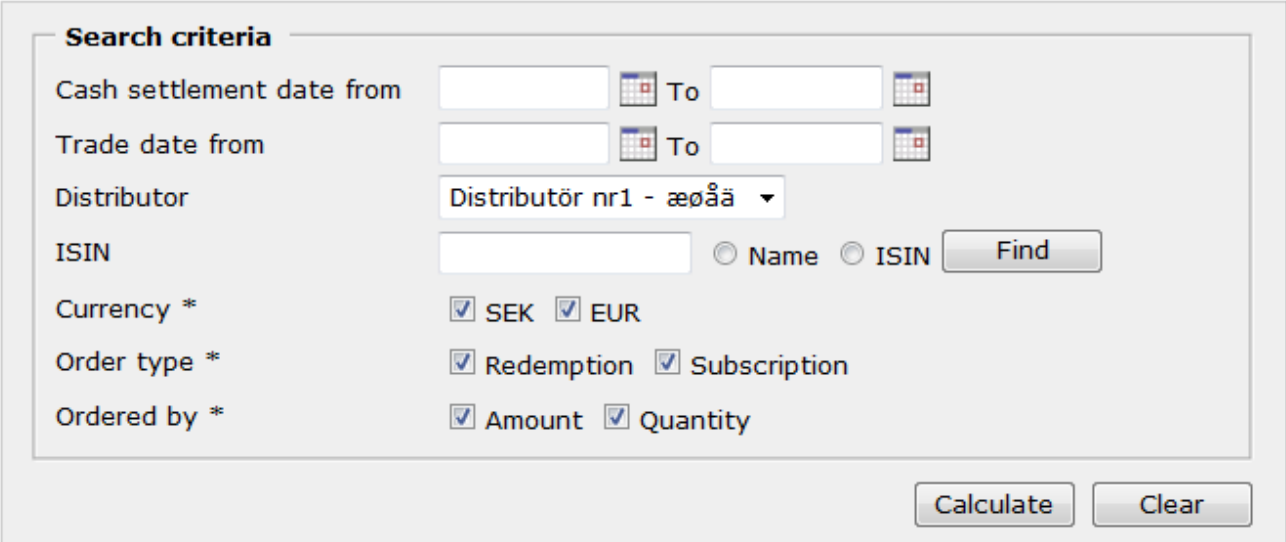
It is only possible to cancel orders with status “Order received ok” and where the cut-off time has not been reached

Cash forecast

The cash forecast gives you an overview of cash flow per ISIN. The report can be sorted by:

- Trade date
- Cash settlement day
- ISIN
- Currency
- Redemption/subscription
- Orders entered in amount/quantity

Cash Forecast



The screenshot shows a web form titled "Search criteria" for generating a cash forecast. The form includes several input fields and checkboxes. At the bottom right, there are "Calculate" and "Clear" buttons.

Field	Value / Options
Cash settlement date from	[Empty] To [Empty]
Trade date from	[Empty] To [Empty]
Distributor	Distributör nr1 - æøåä
ISIN	[Empty] <input type="radio"/> Name <input type="radio"/> ISIN
Currency *	<input checked="" type="checkbox"/> SEK <input checked="" type="checkbox"/> EUR
Order type *	<input checked="" type="checkbox"/> Redemption <input checked="" type="checkbox"/> Subscription
Ordered by *	<input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Quantity

Select the Distributor you are acting upon from the dropdown menu.

Enter the desired selection criteria and press calculate. The cash forecast report will appear.

ISIN	Trade date	Cash settlement date	Order type	Amount	Currency
DK0026113259 Test-101052	19.03.2013	20.03.2013	Redemption	8.345,00	SEK
Total for DK0026113259				8.345,00	SEK
DK0026113929 Test Invst NK	19.03.2013	21.03.2013	Subscription	-805,00	SEK
DK0026113929 Test Invst NK	19.03.2013	20.03.2013	Subscription	-8.576,41	SEK
DK0026113929 Test Invst NK	16.03.2013	18.03.2013	Subscription	-615,15	SEK
DK0026113929 Test Invst NK	16.03.2013	18.03.2013	Redemption	500,00	SEK
Total for DK0026113929				-9.496,56	SEK
DK0026114067 Test Invst NK	12.01.2013	03.12.2012	Redemption	267,53	SEK
DK0026114067 Test Invst NK	12.01.2013	29.11.2012	Redemption	267,45	SEK
Total for DK0026114067				534,98	SEK
DK0026115031 Test Invst NK	16.03.2013	18.03.2013	Subscription	-567,89	SEK
Total for DK0026115031				-567,89	SEK
DK0026113416 Test-101052	30.04.2013	01.05.2013	Subscription	-578,00	EUR
Total for DK0026113416				-578,00	EUR
DK0026119371 Test-101052	29.01.2013	29.01.2013	Redemption	558,00	EUR
DK0026119371 Test-101052	28.01.2013	29.01.2013	Subscription	-235,00	EUR
Total for DK0026119371				323,00	EUR

Account credit

In addition to the Fund account balance it is possible to register an account credit amount, which will be added to the balance given in the MT942 in connection with Fund Hub settlement cycles.

Rapporter | ISIN | Fondsregister | vp.FUND HUB | CA | Generelt | Hjælp | Log af

- Search orders
- Select fund
- Cash Forecast
- Search account credit
- Create account credit
- Register NAV

Create account credit

Select create account credit from the vp.FUND HUB menu.

Enter a valid IBAN account and a credit amount.

The amount entered will be valid until changed or deleted.

Cash account (IBAN)

Credit amount

Search account credit

Select search account credit from the vp.FUND HUB menu.

It is possible to search for

- credit amount for a specific IBAN
- credit amounts changed within a specific range of dates
- all registered credit amounts through all IBAN's by leaving all fields blank.

Search criteria

IBAN

Last changed from

Found 1 hit fetched at 24.10.2014 13:11:52

IBAN	Amount	Currency	Last changed	Changed by
AD5045678888000098989898	700000	EUR	23.10.2014 10:48	000VP / BRUGER1