

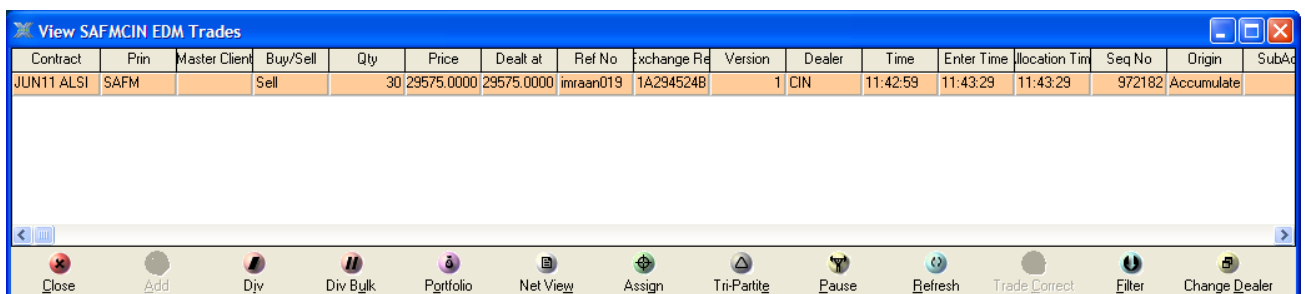
Portfolio Upload template - Number of contracts.

Please take note of the following points:

- You are able to allocate a trade to multiple clients (portfolio) in predetermined ratios by using Nutron's Div Bulk functionality.
- Before you can use Nutron's Div Bulk functionality, you will first need to upload your portfolio/s.
- This document explains the steps involved to set up portfolios as well as using Nutron's Div Bulk functionality.
- This document explains the steps used to set up portfolios in terms of contracts i.e. you can decide how many contracts each client will receive from the trade.
- In terms of setting up portfolios in percentages i.e. you can decide what percentage each client will receive from the trade, please refer to the document called Portfolio Upload template - Percentage.


The following procedure should be followed to use the Div Bulk functionality.

1. Under Fin Views in Nutron, select EDM View Trades.



Contract	Prin	Master Client	Buy/Sell	Qty	Price	Dealt at	Ref No	Exchange Ref	Version	Dealer	Time	Enter Time	Allocation Time	Seq No	Origin	SubAc
JUN11 ALSI	SAFM		Sell	30	29575.0000	29575.0000	imraan019	1A294524B	1	CIN	11:42:59	11:43:29	11:43:29	972182	Accumulate	

2. Double click on the trade that you want to allocate.

3. Click on the  button.

Explanation of fields in the Portfolio Number.xls Upload template.

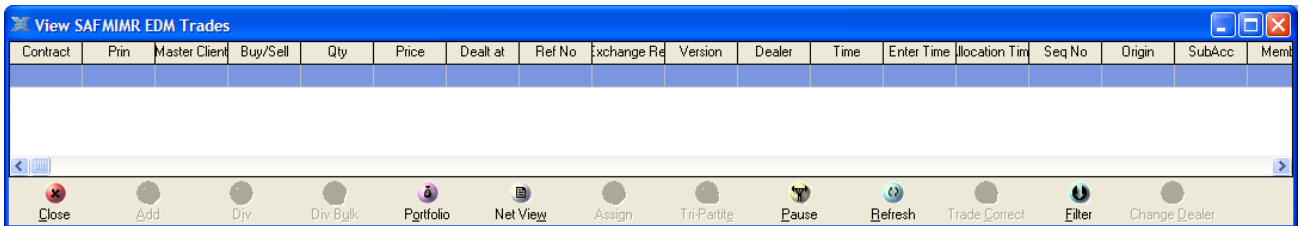
Prin → Compulsory Field

This field should contain the code for the relevant client.

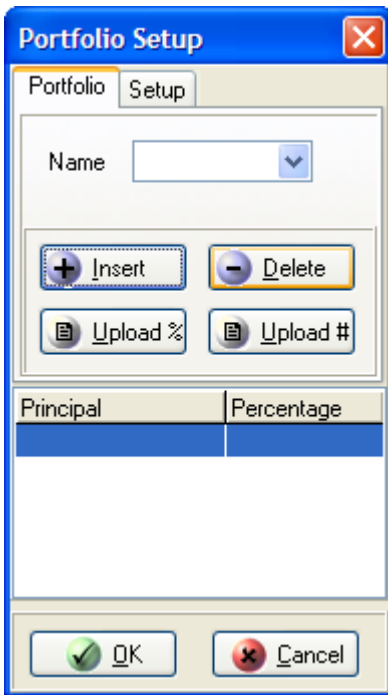
NumOfContracts → Compulsory Field

This field should contain the applicable number of contracts for the specific client under the “Prin” field.

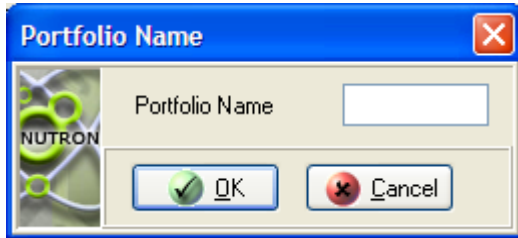
2. Under Fin Views in Nutron, select EDM View Trades.



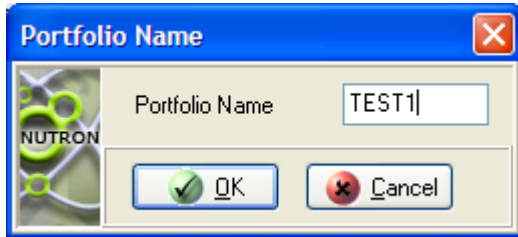
3. Click on the  button.



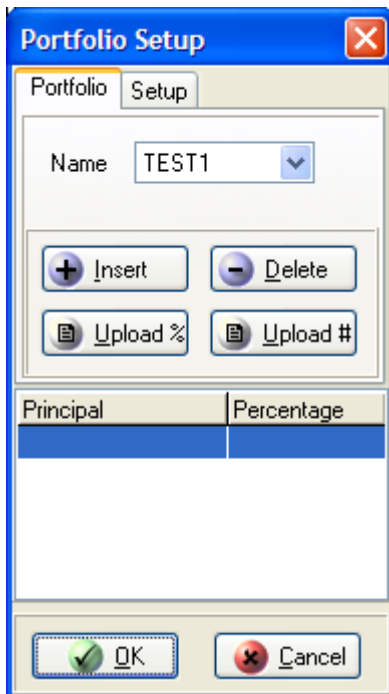
4. Click on the  button.



5. In the Portfolio Name field, type in a 5 character name e.g. TEST1

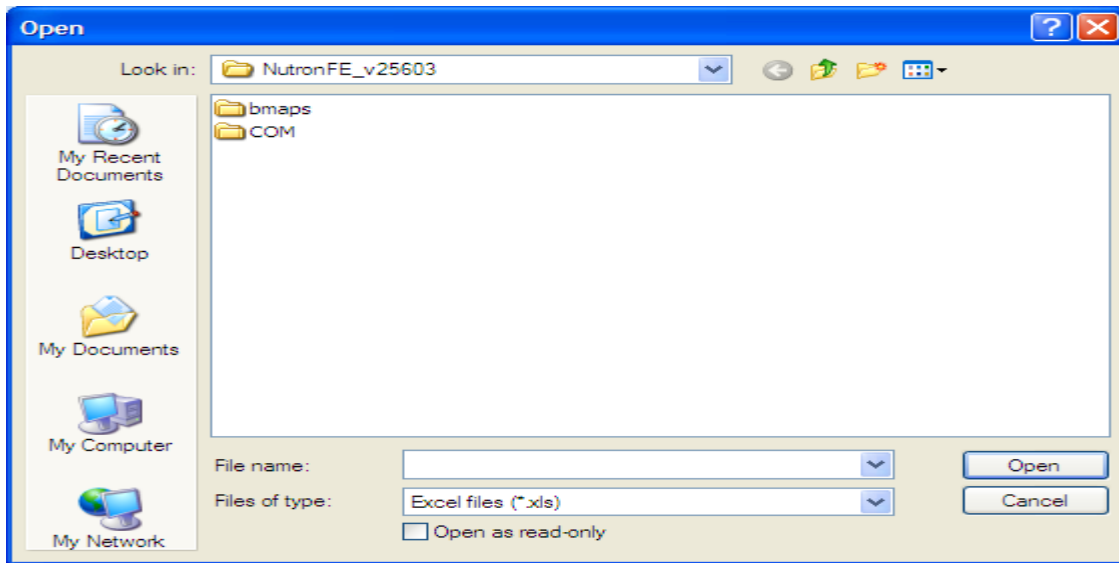


6. Click on the  button.

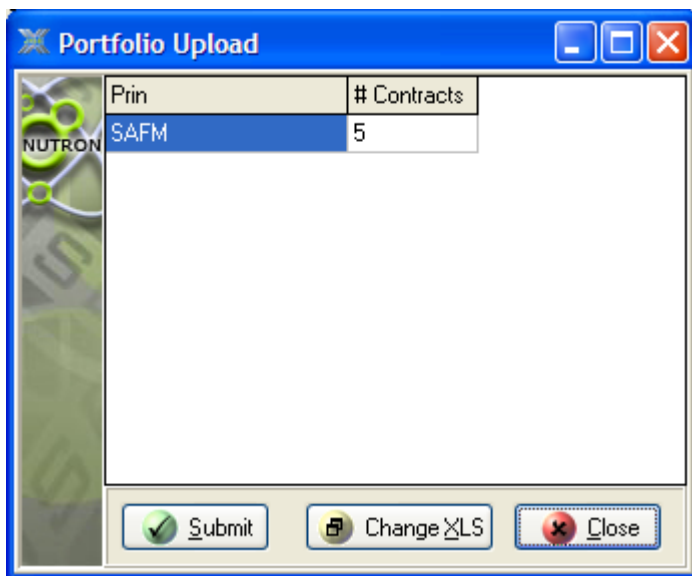


7. Click on the  button.

8. Select the file from the location where you saved it on your PC.



9. A preview of the Portfolio Upload will display. You can double check that the details are correct.



10. Click on the  button.