

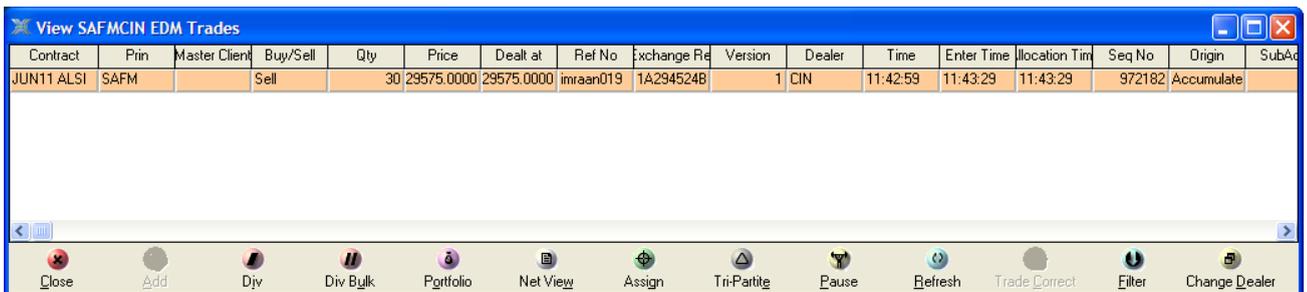
Portfolio Upload template - Percentage.

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 percentages i.e. you can decide what percentage each client will receive from the trade.
- In terms of setting up portfolios by contracts i.e. you can decide how many contracts each client will receive from the trade, please refer to the document called Portfolio Upload template – Number of contracts.

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.

Bulk Div

Portfolio: TEST1 Original: 30
 Price: 29575.0000 Available: 0

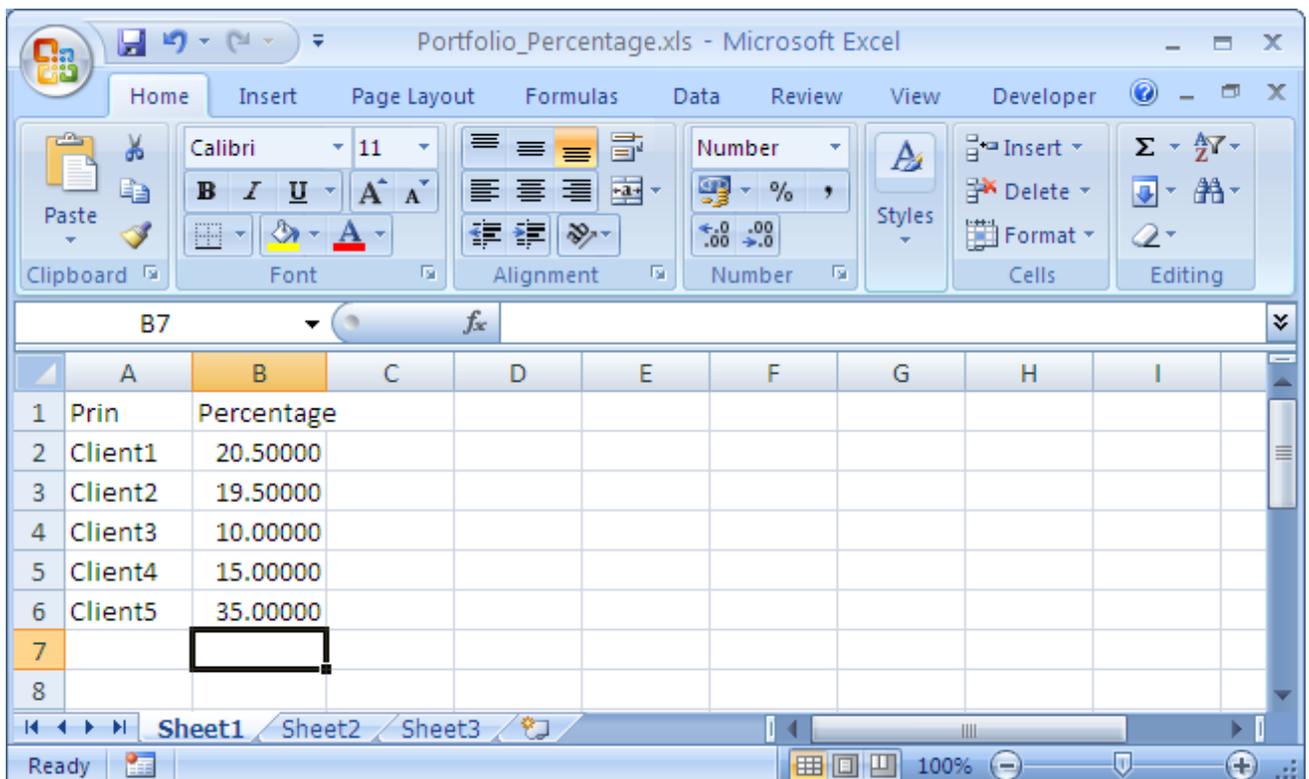
| Principal | Original % | # Contract | Current % |
|-----------|------------|------------|-----------|
| SAFM | 100 | 30 | 100 |

OK Cancel

- Select the relevant portfolio in the Portfolio drop down box. Please note that you will first need to upload/setup portfolios before they will appear in the Portfolio drop down box. (Upload procedure below).

The following procedure should be followed to upload the Portfolio Upload template – Percentage.

- Complete the Portfolio_Percentage.xls template and save on your PC.
 - [Click here](#) for the Portfolio_Percentage.xls Upload template.



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

Prin → **Compulsory Field**

This field should contain the code for the relevant client.

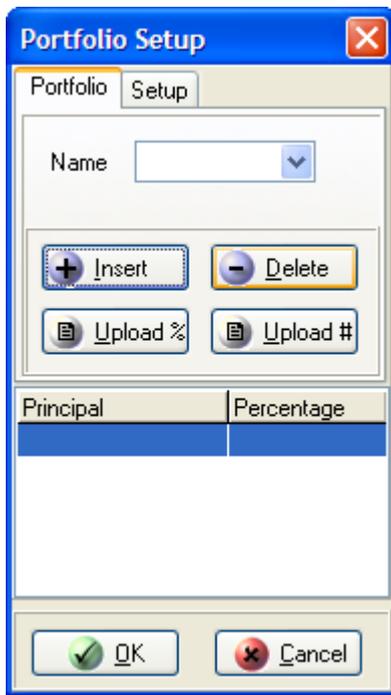
Percentage → **Compulsory Field**

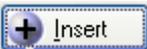
This field should contain the applicable percentage of a trade/allocation for the specific client under the “Prin” field.

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



3. Click on the  button.

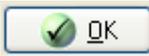


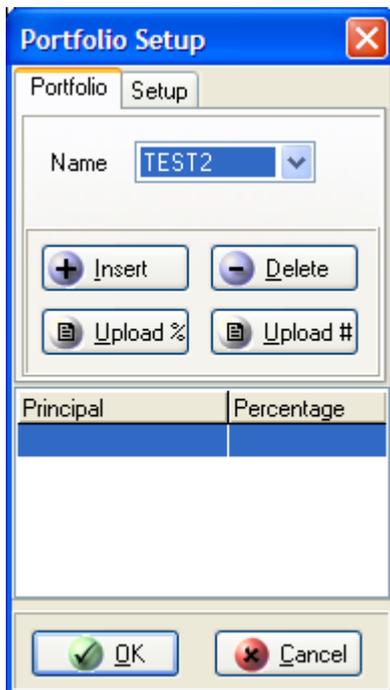
4. Click on the  button.



5. In the Portfolio Name field, type in a 5 character name e.g. TEST2

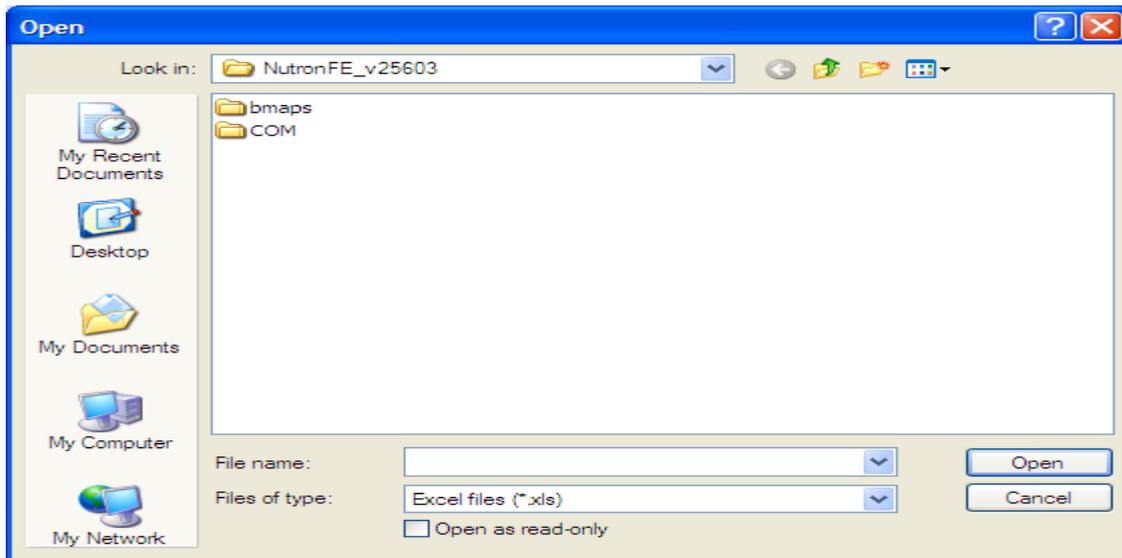


6. Click on the  button.



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.