

# Infront Advisory Solution

## Standard activities

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# 1 Standard activities

With Infront Advisory Solution, you can carry out and document audit-proof and legally compliant advisory processes tailored to your specific investment advice workflows. In this document, you find a detailed description of the standard activities that you can adjust to your advisory process in project work with us. The advisory activities shown represent possible workflows; all steps can be extended, combined and varied as requested.

 To use the standard activities, the "Infront Advisory Solution advisory solution advisory process" module must be activated and the standard activities imported as MME files. For more information on the import, see the corresponding update instruction for Infront Portfolio Manager.

## Navigation

- The "Next" button takes you to the next page.
- If the mandatory fields are not completely specified, then corresponding hints appear and you remain on this page until you completely define the necessary information. Mandatory fields in the Infront Advisory Solution are indicated by an asterisk ("\*") in and in the documentation.

## See also:

- [Client profiling](#)
- [Investment simulation](#)
- [Internal note](#)

## 2 Client profiling

With the "Client profiling" activity, you record the MiFID-relevant client data. This data serves as the basis for the "Investment simulation" activity and allows you to assess the appropriateness and suitability of the investment advice. From this data, a corresponding report is created that can then be reviewed by the corresponding department.

### See also:

- [Client profiling - Record](#)
- [Client profiling - Review](#)

### 2.1 Client profiling - Record

In the "Data entry" subactivity, you record the MiFID-relevant client data and create the corresponding report.

### See also:

- [Client profiling - Record - Start page](#)
- [Client profiling - Record - Basic data](#)
- [Client profiling - Record - Investment objectives - Structured entry](#)
- [Client profiling - Record - Investment objectives - Self-assessment](#)
- [Client profiling - Record - Select risk class](#)
- [Client profiling - Record - Financial situation](#)
- [Client profiling - Record - General data of participant](#)
- [Client profiling - Record - Knowledge and experience](#)
- [Client profiling - Record - Minutes](#)
- [Customer profiling - Record - Manage attachments](#)
- [Client profiling - Record - Complete](#)



#### 2.1.1 Client profiling - Record - Start page

On the start page of the activity, you can see the basis data on the client appointment. You can find the following elements:



#### Basis data

Element	Description
<b>Subject</b>	Enter a subject to help you find the activity again later.
<b>Holder</b>	Shows the name of the holder as seen in the Explorer of Infront Portfolio Manager. It does not need to be identical to the holder's actual name.
<b>Advisor*</b>	Assign the advisor responsible for the holder by using the drop-down list. The advisors that can be selected are specified in the settings of Infront Portfolio Manager.

## Time

Element	Description
<b>Start*</b>	Enter the date and time for the start of the activity.  Use the calendar function to quickly select the date.
<b>Duration</b>	Select the estimated duration of the meeting. The following periods are available: <ul style="list-style-type: none"> <li>• up to 15 minutes</li> <li>• about 30 minutes</li> <li>• more than 45 minutes</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2e6; padding: 5px; margin-top: 10px;">  You can specify the duration of the meeting at a later stage just before the report is created.                 </div>

## Participants

Element	Description
<b>Participant*</b>	Select the (main) participant in the drop-down list. You can select persons linked to the holder.
<b>Further participants</b>	<p> To add further participants, click the "+" icon and select the corresponding persons from the drop-down list.</p> <p> To remove a participant, hover over the corresponding person and click the "-" icon that appears.</p>

### 2.1.2 Client profiling - Record - Basic data

Shows the client's general data and allows you to specify how the personal data is recorded.

For information purposes, you can see the holder or prospect number, the data of the recording and the advisor as well as the date of the last client profiling. If no client profiling has been carried for any of the participants, then the "Date" field is empty and needs to be specified. The date of the last client profiling determines the preset entry type.

In case the preset entry type does not match the necessary type, select the correct type from the options. The following choices are available:

- Initial entry
- Repeat (complete reentry)
- Change (individual entries)

### 2.1.3 Client profiling - Record - Investment objectives - Structured entry

To determine the client's investment objectives, enter how they assess their risk tolerance, how long they expect to hold the security or portfolio and which investment objective they see as primary. The application

will use this information to determine a possible investment strategy that corresponds to a risk class. The following options are available to define the investment objectives:

## Define investment objectives

Field	Options
<b>Risk tolerance</b>	Specify the client's risk tolerance. The following choices are available: <ul style="list-style-type: none"> <li>• Conservative: Preservation of capital; primarily focused on safety</li> <li>• Moderate: Higher return expectations correspond to higher risk tolerance</li> <li>• Aggressive: High return expectations correspond to high risk tolerance</li> </ul>
<b>Investment horizon</b>	Specify the client's investment horizon. The following choices are available: <ul style="list-style-type: none"> <li>• Short-term: Up to 1 year</li> <li>• Medium-term: more than 1 year – up to 5 years</li> <li>• Long-term: more than 5 years</li> </ul>
<b>Primary investment objective</b>	Select the client's primary investment objective. The following choices are available: <ul style="list-style-type: none"> <li>• Long-term liquidity</li> <li>• Retirement</li> <li>• Asset diversification</li> <li>• Asset growth</li> <li>• Speculation</li> </ul>

## Risk/return diagram

Refresh >

After selecting the investment objectives, click the "Refresh" button. The risk/return diagram now shows the investment strategy determined from investment objectives given by the client. Below the diagram, you find an explanation on the determined strategy including the annual yield and the risk of loss over the last five years.

### 2.1.4 Client profiling - Record - Investment objectives - Self-assessment

The client's self-assessment can differ from the determined strategy. If this is the case, select the investment strategy preferred by the client and click "Next".

### 2.1.5 Client profiling - Record - Select risk class

If the risk class of the investment strategy determined from the structured entry and the investment strategy from the client's self-assessment differ, then select on this page the desired risk class together with the client. Enter the reasons for this decision in the "Comment" field, if possible.



## 2.1.6 Client profiling - Record - Financial situation

Enter the client's assets and regular income. The financial situation is necessary to determine the risk class and the subsequent suitability test in the "Investment simulation" activity.

### Enter the assets and regular income

Element	Options
<b>Assets</b>	<ul style="list-style-type: none"> <li>• no/small income</li> <li>• to 50 thousand EUR</li> <li>• from 50 thousand EUR</li> <li>• from 250 thousand EUR</li> <li>• from 1 million EUR</li> <li>• from 5 million EUR</li> </ul>
<b>Liabilities</b>	<ul style="list-style-type: none"> <li>• to 50 thousand EUR</li> <li>• from 50 thousand EUR</li> <li>• from 250 thousand EUR</li> <li>• from 1 million EUR</li> <li>• from 5 million EUR</li> </ul>
<b>Income p. a.</b>	<ul style="list-style-type: none"> <li>• to 50 thousand EUR</li> <li>• from 50 thousand EUR</li> <li>• from 100 thousand EUR</li> <li>• from 250 thousand EUR</li> <li>• from 1 million EUR</li> </ul>
<b>Income p. a.</b>	<ul style="list-style-type: none"> <li>• to 25 thousand EUR</li> <li>• from 25 thousand EUR</li> <li>• from 50 thousand EUR</li> <li>• from 125 thousand EUR</li> <li>• from 500 thousand EUR</li> </ul>
<b>Income surplus p.a.</b>	<ul style="list-style-type: none"> <li>• to 25 thousand EUR</li> <li>• from 25 thousand EUR</li> <li>• from 50 thousand EUR</li> <li>• from 125 thousand EUR</li> <li>• from 500 thousand EUR</li> </ul>

To record further information on the financial situation, enter the corresponding details as free text in the "Comment" field.

## 2.1.7 Client profiling - Record - General data of participant

Shows the participant's general data and allows you to specify how the data is recorded.


In addition to general informative details on the participant, you can also select the entry type and enter data on the participant's occupation, education and possible self-employment.

## 2.1.8 Client profiling - Record - Knowledge and experience

Define the client's knowledge and experience as well as the previous behaviour regarding financial transactions.

## Financial instrument in EUR/foreign currency

For the individual financial instruments, select whether the client has the corresponding knowledge (and experience).

 The information is necessary for the appropriateness and suitability test. If information on financial instruments that the client wants to buy as part of the investment advice is incomplete, then you will be prompted during the "Investment simulation" activity to add the information in the "Client profile" activity.

You can specify the client's knowledge and experience on the following financial instruments (in EUR and FX, respectively):

- Shares
- Bonds
- Funds
- Futures
- Options
- Warrants
- Certificated

For each financial instrument, you can select the level of knowledge and experience from the following options:

- Unspecified
- no knowledge
- has knowledge (includes experience)

## Previous investment behaviour

Element	Options
<p><b>Volume per transaction</b></p> <p><i>How high was the average transaction volume?</i></p>	<ul style="list-style-type: none"> <li>• none</li> <li>• to 10 thousand EUR</li> <li>• from 10 thousand EUR</li> <li>• from 25 thousand EUR</li> <li>• from 50 thousand EUR</li> <li>• from 100 thousand EUR</li> </ul>
<p><b>Forward transactions on credit basis</b></p> <p><i>Were there transactions on a credit basis, and if yes, up to which credit line?</i></p>	<ul style="list-style-type: none"> <li>• none</li> <li>• to 50 thousand EUR</li> <li>• from 50 thousand EUR</li> <li>• from 100 thousand EUR</li> <li>• from 250 thousand EUR</li> <li>• from 500 thousand EUR</li> </ul>
<p><b>Number of transactions p. a.</b></p> <p><i>What was the average number of transactions per year?</i></p>	<ul style="list-style-type: none"> <li>• none</li> <li>• to 10</li> <li>• from 10</li> <li>• from 25</li> <li>• from 50</li> <li>• from 100</li> </ul>

## 2.1.9 Client profiling - Record - Minutes

The "Investment advice minutes" report is created from the data recorded up to this step. You can save and open the report as PDF. Then you can print the report and give or sent it to the client. After the activity is completed, the reports are also automatically archived. Thus, you can see the corresponding report in the activity on the "Completed" page or in the holder view under "Documents".

## 2.1.10 Customer profiling - Record - Manage attachments

Add, view or delete documents relevant to the activity. This page is available until you finish the "Entry" subactivity.

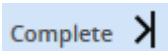
To add a document, click the "Add attachment" button. The file size may not exceed 20 MB by default. To view the added document, just click the corresponding attachment.

— To delete the added document from the activity, hover over the corresponding attachment and click the "-" icon that appears.

## 2.1.11 Client profiling - Record - Complete

If you have specified all data necessary for the activity, you can now complete and thus close the activity. Please notice that you will no longer be able to edit the activity after completing it. Therefore, if necessary, return to a previous step to check it.

Confirm the entered data by selecting the "Complete recording" checkbox.



To complete the "Record" subactivity, click the "Complete" button. The activity can now be reviewed by the bank's corresponding department.

The "Completed" page that appears shows a summary of the activity's main data, making it quickly identifiable after completing the activity. Also, you can open the created report from this page.

## 2.2 Client profiling - Review

After the advisor has completed the "Entry" subactivity, the corresponding department can review the activity. This is carried out in the "Review" subactivity by using the linked report (which is also saved in the document archive).

### See also:

- [Client profiling - Review - Overview](#)
- [Client profiling - Review - Review](#)
- [Client profiling - Review - Complete](#)

### 2.2.1 Client profiling - Review - Overview

In the "Review" subactivity, you can check the activity recorded by the advisor. For this purpose, the "Overview" page shows a summary providing the most important information on this activity.

To review the activity in more detail, use the created report in the "Documents" section and possibly added documents in the "Attachments" section, if available. To open a document, click the corresponding file.

## 2.2.2 Client profiling - Review - Review

The review status can either be "Unchecked", "Rejected" or "Checked". To complete the review of the activity, you must select either the "Rejected" or the "Checked" option.

To reject the completed activity, enter the reasons for the rejection in the "Comment" text field.

## 2.2.3 Client profiling - Review - Complete

When completing the "Controlling" subactivity, the summary also contains the "Review" section, showing the review status as well as the possibly entered comment.

For more information, see [Client profiling - Record - Complete](#).

## 3 Investment simulation

With the "Investment simulation" activity, you can carry out and document the entire restructuring and order execution.

Before carrying out the "Investment simulation" activity, you should enter or update the client's MiFID-relevant data in the "Client profiling" activity. Check whether the data is complete and up-to-date. If this is not the case, a corresponding message appears during the "Investment simulation" activity.

### 3.1 Workflow of the "Investment simulation" activity

The "Investment simulation" activity consists of three consecutive subactivities:

1. In the "Record" subactivity, the advisor records the issues discussed during the meeting and creates a report of the Investment advice meetings.
2. In the "Execute" subactivity, the report is provided to the client and the orders are executed.
3. In the "Review" subactivity, the corresponding department reviews the completed activity.



To start the next subactivity, a subactivity must be confirmed using the corresponding "Complete" page. Notice that you cannot edit a subactivity after it is completed.

#### See also:

- [Investment simulation - Record](#)
- [Investment simulation - Execute](#)
- [Investment simulation - Controlling](#)

### 3.2 Investment simulation - Record

In the "Record" subactivity, you record all investment-relevant information to be included in the "Investment advice minutes" report. For example, you define the occasion and the content of the meeting. Also, you define the asset components and the corresponding portfolio restructuring. The investment decisions are subjected to an appropriateness and a suitability test and simulated in a target asset summary. Next, you enter the product-specific information on risks and costs as well as the information material provided to the client. From this and other data, the corresponding "Investment advice minutes" report is created.

**See also:**

- [Investment simulation - Record - Start page](#)
- [Investment simulation - Record - Client alerting](#)
- [Investment simulation - Record - Asset overview](#)
- [Investment simulation - Record - Occasion](#)
- [Investment simulation - Record - Asset components](#)
- [Investment simulation - Record - Third-party assets](#)
- [Investment simulation - Record - Restructure](#)
- [Investment simulation - Record - Asset simulations](#)
- [Investment simulation - Record - Plan portfolio structure](#)
- [Investment simulation - Record - Securities purchases](#)
- [Investment simulation - Record - Result check](#)
- [Investment simulation - Record - Further comments](#)
- [Investment simulation - Record - Order placement/transaction conclusion](#)
- [System simulation - Record - Minutes](#)
- [Investment simulation - Record - Pay agreement](#)
- [Investment simulation - Record - PIB/KIID generation](#)
- [Investment simulation - Record - Manage attachments](#)
- [Investment simulation - Record - Complete](#)

### 3.2.1 Investment simulation - Record - Start page

The start page of the "Investment simulation" activity corresponds to the "Start" page of the "Client profiling" activity. For more information, see [Client profiling - Record - Start page](#).

Also, you select the "Meeting type" for this activity. If the investment advice is given face-to-face, select the "In person" option, or select "By phone" in case of a phone call.

### 3.2.2 Investment simulation - Record - Client alerting

On this page, the application checks whether the client's data is complete, up-to-date and suitable by using the corresponding client monitoring analyses. If the client's MiFID-relevant data is not up-to-date or does not match the specified investment limits, then a corresponding status icon appears. In this case, record the required data by using the "Client profiling" activity before continuing with the current activity. If there are new sell recommendations by the bank, then these also appear on this page. You can take these sell recommendations into account together with the client during this activity.

The results of the corresponding tests are indicated by status icons.

#### MiFID alerting

In this section, the application checks if the MiFID-relevant data for the holder and the corresponding persons is complete and up-to-date. The following results are possible:



The necessary MiFID-relevant data is complete.

Confirm that the data is up-to-date together with the client and select the mandatory "MiFID-relevant data is up-to-date" checkbox.

	<p>The required MiFID-relevant data is not complete or up-to-date.</p> <p>Enter the missing MiFID-relevant data by using the "Client profiling" activity and return to this step.</p> <p>In exceptional cases, you can override the test by selecting the corresponding "Ignore MiFID-relevant entry" checkbox and entering a corresponding comment in the "Reasons" field.</p> <p>Confirm that the data is up-to-date together with the client and select the corresponding mandatory "MiFID-relevant data is up-to-date" checkbox.</p>
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## Suitability status

The corresponding portfolios are checked for the client's investment goals, knowledge and experience as well as the financial situation. The following results are possible:

	The suitability test was successful for all relevant portfolios.
	The suitability test was not successful.

## Sell recommendations

Here you see instruments that are not longer suited to reach the client's investment goal. The recommendations result from the comparison of the actual portfolios and the focus list. The focus list (or cover list) is the list with recommendations of the bank's research department for a certain security universe.

	No sell recommendations result from the comparison of the actual portfolios and the focus list.
	There are sell recommendations from the focus list for the securities in the actual portfolios.



In exceptional cases, you can ignore the recording of the missing MiFID-relevant data with the "Client profiling" activity at this point. To do this, select the "Ignore MiFID-relevant data recording" checkbox and enter the reason for this decision in the "Reasons" free text field. Note that the missing data will also be missing in the "Investment advice minutes" report.

### 3.2.3 Investment simulation - Record - Asset overview

In the asset summary, you see the security positions and the available liquidity for the entire portfolio.

Depending on the amount of positions and the display size, the upper table can be quite extensive, making it necessary to scroll vertically and horizontally. In addition to the common information, the table on the top shows also the recommendation from the focus list for every security, if available.

In the bottom section, you see an overview of the asset allocation showing the amount of equity, assets, liquidity and term-deposits.

On the bottom left, the structure of the asset classes is illustrated as a pie chart.

### 3.2.4 Investment simulation - Record - Occasion

Define the topics discussed during the meeting and who initiated the meeting.

The following options are available on this page:

#### Meeting initiated by

Select whether the meeting was initiated by the client (or the client's legal representative) or by the bank.

#### Topics

Select at least one topic discussed in the meeting by selecting the corresponding checkbox. If nothing fits, you can also enter a custom topic in the "Other" text field.

You can select from the following topics:

Element	Description
<b>Investment of new liquidity</b>	If securities are to be bought using new liquidity, then select this checkbox.
<b>Capital withdrawal</b>	If the client needs to withdraw available capital from the portfolio, then select this checkbox.
<b>Current market situation</b>	If the current capital market situation is discussed, then select this checkbox.
<b>Basic investment strategy</b>	If the basic investment strategy for the securities account is discussed, then select this checkbox.
<b>Investment ideas from central bank research</b>	If investment ideas from the central research department of the bank are discussed in the meeting, then select this checkbox.
<b>Other</b>	If none of the predefined subjects fits the actual conversation or there are further topics relevant for the investment advice, then select this checkbox and enter the corresponding topic in the text field.

#### Significant concerns

Record the client's concerns and the weighting of those concerns that are significant to the client's investment objectives. The "Significant concerns" voiced in the discussion of the investment advice go beyond the recorded client's profile. Also record if the client's significant concerns and the weighting of those change during the meeting.

### 3.2.5 Investment simulation - Record - Asset components

This page shows a summary of the client's total assets in different asset components.

Asset components are used to manage different parts of the client's assets subject to certain, usually contractually agreed types of asset management. This allows you to also take into account third-party portfolios in the "Investment simulation" activity.



The "Asset components" page contains the following elements:

## Existing asset components (that is, portfolios)


This table shows an overview of the available asset components representing existing portfolios.

The following columns are shown in the table for the existing asset components:

- Portfolio name
- Investment type
- Assets
- Liquidity

## Create new asset components

Create new asset components for the restructuring, if necessary.

Element	Description
<b>Name</b>	In the "Name" field, enter a meaningful name for the new asset component.
<b>Investment type</b>	Select the investment type of the new asset component in the drop-down list. By default, you can select from the following: <ul style="list-style-type: none"> <li>• Investment advice</li> <li>• No advice</li> <li>• Asset management mandate</li> <li>• Asset management product</li> <li>• Third-party portfolio</li> </ul>
<b>+</b>	Creates new asset components.
<b>-</b>	Deletes new asset components.
	Deletes all new asset components.

### 3.2.6 Investment simulation - Record - Third-party assets

If you have selected the "Third-party portfolio" investment type, then a corresponding page for entering the third-party portfolio appears. In this way, you can also take into account portfolios from other banks and thus realistically represent the client's entire assets.

For the third-party portfolio, enter the liquidity as well as the individual security position or the total of all the security positions.

### 3.2.7 Investment simulation - Record - Restructure

For each asset component, enter the amount and purpose of the restructuring. Confirm your input by clicking the "Update" button. Check your input again and then click "Next".

The pie chart and the table to the right show the allocation of the total assets by various investment types after the planned restructuring.

## Distribution after current planning

Element	Description
<b>Investment type</b>	The investment type of the asset component.
<b>Actual value</b>	The percentage value of an asset component before the restructuring.
<b>Planned value</b>	The percentage value of an asset component after the restructuring.
<b>Change planned/actual</b>	The percentage change of the investment type as a share of the total portfolio after the restructuring.
<b>Change</b>	The graphical representation of the percentage change of the investment type as a share of the total portfolio after the restructuring.

## Restructuring of the asset components

Element	Description
<b>Name</b>	The name of the asset component.
<b>Investment type</b>	The investment type of the asset component.
<b>Current assets</b>	The total value of an asset component including liquidity and securities.
<b>Current liquidity</b>	The available liquidity in an asset component.
<b>ST</b>	The result of the suitability test. With the suitability test according to MiFID, the portfolio is assessed regarding the investment objectives, knowledge and experience as well as the financial situation of the client recorded with the "Client profiling" activity.
<b>Restructuring purpose</b>	The restructuring purpose for the respective asset component. The following entries are available: <ul style="list-style-type: none"> <li>• Investment/withdrawal</li> <li>• Individual restructuring</li> <li>• Strategy monitoring</li> <li>• Resolution</li> <li>• No action</li> </ul>
<b>Restructuring amount</b>	The amount to be restructured for an asset component.

Element	Description
<b>Total</b>	The total of all restructuring amounts.

### 3.2.8 Investment simulation - Record - Asset simulations






Under "Asset simulations", you find the individual asset components as substeps. Select the asset component and specify the required transactions. Confirm your input by clicking the "Update" button. Check your input again and then click "Next".


The pie chart and the table to the right show the asset allocation of an asset component after the current planning.

#### Asset allocation of the asset component after current planning

Field	Description
<b>Asset class</b>	Possible asset classes here are: <ul style="list-style-type: none"> <li>• Shares</li> <li>• Liquidity</li> <li>• Warrants</li> <li>• Bonds</li> <li>• Other asset classes</li> </ul>
<b>Actual value</b>	The percentage value of an asset class before the restructuring. The column is shown only for existing asset components.
<b>Planned value</b>	The percentage value of an asset class after the restructuring.
<b>Investment type/name</b>	The investment type (in bold) and below the name of the asset component.
<b>Restructuring purpose</b>	The purpose or reason for the restructuring of the respective asset component.
<b>Planned value assets</b>	The total value of the security positions and the available liquidity after the restructuring.
<b>Planned value security positions</b>	The total value of the securities after the restructuring.
<b>Planned value liquidity</b>	The available liquidity after the restructuring.

## Investment plan list

Field	Description
<b>Transaction type*</b>	Select the required transaction type from the drop-down list.
<b>Security*</b>	<p>Enter the name, ISIN or WKN of the corresponding securities and confirm by pressing &lt;RETURN&gt;.</p> <p> Or click the "Search" icon to find the security by using the object search.</p> <p> Or select a security already existing in the securities account. Click the icon and select the required security in the list.</p>
<b>WKN</b>	The WIK of the security. The WKN is automatically entered if you determine the security by using the object search.
<b>Nominal value</b>	Enter the quantity or nominal value for the corresponding security.
<b>Amount</b>	The total amount of the transaction.
<b>AT</b>	<p>The result of the appropriateness test.</p> <p>The appropriateness test according to MiFID checks whether the client's knowledge and experience (or the knowledge and experience of the client's legal representative) is sufficient to understand and assess the risks of a given financial instruments in the investment plan list.</p> <p>The result of the appropriateness test is indicated by a status icon.</p>
	<p> The appropriateness test was successful or not required by the transaction type.</p>
	<p> The appropriateness test was not successful.</p>
	<p> The appropriateness test was ignored. That is, the security was added to the planned portfolio despite an unsuccessful appropriateness test.</p>

Field	Description
	 <p>The appropriateness test was not successful due to errors.</p>
PT	<p>The result of the permissibility test. The result shows whether the security is part of the advisory universe defined by the focus list.</p> <p>The result is indicated by status icons similar to the appropriateness test.</p>
PIB/KIID	<p>Shows whether product information in the form of a PIB or KIID is available for the corresponding security. The corresponding documents are generated at a later stage.</p> <p>The result is indicated by status icons similar to the appropriateness test.</p>

### 3.2.9 Investment simulation - Record - Plan portfolio structure

If all tests for the corresponding transactions of the asset components were successful, then a planned asset summary and a graphical representation of the indicators is shown for each asset component.

**See also:**

- [Investment simulation - Record - Planned asset summary](#)
- [Investment simulation - Record - Financial indicators](#)

#### Investment simulation - Record - Planned asset summary

For each asset component, an asset summary is shown as a simulated planned portfolio.

In the table above, you see the various securities. In the first column, "Position", you see the current quantity or the nominal value of a security. The planned position is shown in the "Position (plan)" column.

In the left section, you find more information on the context of the activity, for example, the name of the activity and the corresponding portfolio.

In the bottom right, you see a pie chart representing the planned assets divided in asset classes.

#### Investment simulation - Record - Financial indicators

For each asset component, you see the resulting analyses as a graphical representation of the most important indicators. The analyses show the state before and after the planned restructuring, that is, the actual and the planned state.

The following analyses are shown by default:

- Asset class analysis
- Currency analysis
- Region analysis
- Risk class analysis

### 3.2.10 Investment simulation - Record - Securities purchases

For each planned security purchases, record the necessary information on the risk and costs as well as the information material provided to the client.

**See also:**

- [Securities purchases - Additional information](#)
- [Securities purchases - Information material](#)

#### Securities purchases - Additional information

Record the product-specific risks and costs provided to the client. You can also add the reasons for the recommendation as well as specific client instructions for the transactions.

##### Distribution after current planning

<b>Additional information on heightened product-specific risks</b>	Select the product-specific risks heightened compared to other products that you explain to your client by selecting the corresponding checkboxes. You can select from the following: <ul style="list-style-type: none"> <li>• Risk of total loss</li> <li>• Prepayment risk</li> <li>• Currency risk</li> <li>• Credit standing risk</li> <li>• Interest rate risk</li> <li>• Liquidity risk</li> </ul> Also enter the corresponding minimum time to maturity for the security. You can enter additional product-specific risks and associated topics in the "Further explanations" free text field.
<b>Security*</b>	Enter the name, ISIN or WKN of the corresponding securities and confirm by pressing <RETURN>.

##### Reasons for recommendation

Field	Description
<b>Reasons for recommendation*</b>	Give the reasons for why the investment recommendation is the right choice for reaching the client's investment objective. Use this free text field to fully represent the client's unique situation and specific concerns. This allows you to record and show why the investment advice is really suitable for the client's objectives.

##### Related third-party costs and inducements to the institution

Field	Description
<b>One-off costs</b>	Information on costs for the security.

Field	Description
Ongoing charges	Information on the recurring costs for the security.
Inducements	Information on the inducements for the distribution of the recommended instrument.

Specific client instructions for order execution

Field	Description
Client instructions	Enter the client instructions for the order execution in the free text field.

## Securities purchases - Information material

Record for a given security the date and the way you provided additional information material to the client.

### 3.2.11 Investment simulation - Record - Result check

The "Test results" page appears only if the appropriateness or suitability test was not successful.

If a test was not successful, then return to a previous step to adjust the corresponding planned position and resolve the conflict. In exception cases, you can ignore the test. To do this, select the "Ignore appropriateness test" checkbox. Always enter a reason for this decision.

### 3.2.12 Investment simulation - Record - Further comments

If there were also other topics discussed during the meeting, use the free text field to record the meeting as completely as possible.

### 3.2.13 Investment simulation - Record - Order placement/ transaction conclusion

Use this option to specify whether there was an order placement/conclusion of the transaction.



If you select the "yes, on" option, then also enter the corresponding date.

### 3.2.14 System simulation - Record - Minutes

The "Investment advice minutes" report is created from the data recorded up to this step. You can save and open the report as PDF. Then you can print the report and give or sent it to the client. After the activity is completed, the reports are also automatically archived. Thus, you can see the corresponding report in the activity on the "Completed" page or in the holder view under "Documents".

### 3.2.15 Investment simulation - Record - Pay agreement

To generate the PIBs and KIIDs for the purchased securities from the investment plan list, confirm that you agree to pay for this service by selecting the checkbox on this page.

### 3.2.16 Investment simulation - Record - PIB/KIID generation

At first you see a progress display for the generation of the documents for the corresponding investment products. A check sign appears after the documents are successfully generated. The generated documents can be found in the "Holder" view under "Documents".

### 3.2.17 Investment simulation - Record - Manage attachments

For more information, see [Customer profiling - Record - Manage attachments](#).

### 3.2.18 Investment simulation - Record - Complete

On the "Complete" page, you see, in addition to the familiar summary of the recorded data, the resulting entries in the investment plan list that will also appear later in the order report.

For more information on this page, see [Click profiling - Record - Complete](#)".

## 3.3 Investment simulation - Execute

After the "Entry" subactivity is completed, the middle office can continue with the "Execution" of the resulting orders and record that the investment advice minutes were provided to the client.

#### See also:

- [Investment simulation - Execute - Provide minutes](#)
- [Investment simulation - Execute - Order log](#)
- [Investment simulation - Execute - Close](#)

### 3.3.1 Investment simulation - Execute - Provide minutes



Click the calendar icon to quickly select the date on which the investment advice minutes were provided and enter the time in the format hh:mm. To confirm that the investment advice minutes were or will be provided to the client, select the "Minutes were/will be sent/handed over".

For the meeting in person, the date is when the investment advice minutes were handed over, for the investment advice by phone the date when the minutes were send.

In the free text field, you can also add comments on the providing of the minutes.

In the "Documents" section, you see the generated documents (investment advice minutes, product documents and so on) that you can open by clicking.

### 3.3.2 Investment simulation - Execute - Order log

You can use the order report with the order list to place the resulting orders.



If the corresponding interface is activated, you can also place the orders directly from Infront Advisory Solution.

### 3.3.3 Investment simulation - Execute - Close

For more information, see [Client profiling - Record - Complete](#).



## 3.4 Investment simulation - Controlling

After the advisor has completed the "Entry" subactivity, the corresponding department can review the activity.

### See also:

- [Investment simulation - Controlling - Overview](#)
- [Investment simulation - Controlling - Controlling](#)
- [Investment simulation - Review - Complete](#)

### 3.4.1 Investment simulation - Controlling - Overview

For more information, see [Client profiling - Review - Overview](#).

### 3.4.2 Investment simulation - Controlling - Controlling

For more information, see [Client profiling - Review - Review](#).

### 3.4.3 Investment simulation - Review - Complete

For more information, see [Client profiling - Review - Complete](#).

## 4 Internal note

With the "Internal note" activity, you can save client-related notes such as for a new investment recommendation or an informal conversation with a client.

### See also:

- [Internal note - Record - Start page](#)
- [Internal note - Record - Internal note](#)
- [Internal note - Record - Manage attachments](#)
- [Internal note - Record - Complete](#)

### 4.1 Internal note - Record - Start page

The "Start" page of the "Internal note" activity corresponds in large part to the starting page of the "Client profiling" activity. For more information, see [Client profiling - Record - Start page](#).

### 4.2 Internal note - Record - Internal note

In the "Note" free text field, you can enter a text.



Furthermore, you can add a security to the note. To do this, enter the name, ISIN or WKN of the security in the input field and click the "Search" icon or confirm the input by pressing <RETURN>. In the search dialogue window that appears, you select the corresponding security and add it to the "Internal note" with "OK".

**+** To add another security to the "Internal note", click the "+" icon and proceed in the same way.

**-** To remove a security, click the corresponding "-" icon.

**☰** To remove all securities, click the "Remove all entries" icon.

### 4.3 Internal note - Record - Manage attachments

In the "Internal note" activity, you can also attach additional documents. For more information, see [Customer profiling - Record - Manage attachments](#).

### 4.4 Internal note - Record - Complete

The completion of the "Internal note" activity corresponds to that of the "Client profiling" activity. For more information, see [Client profiling - Record - Complete](#).

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