PROCEDURE

G2 PRO - OVERVIEW OF G2PRO

QUINTET
PRIVATE BANK

CONTENT

Overview of the G2 PRO application 3

How to see the movements of my account? 7

How to download an advice? 8

How can I copy all the data to Excel? 10

Where can I find the IBAN of my account? 10

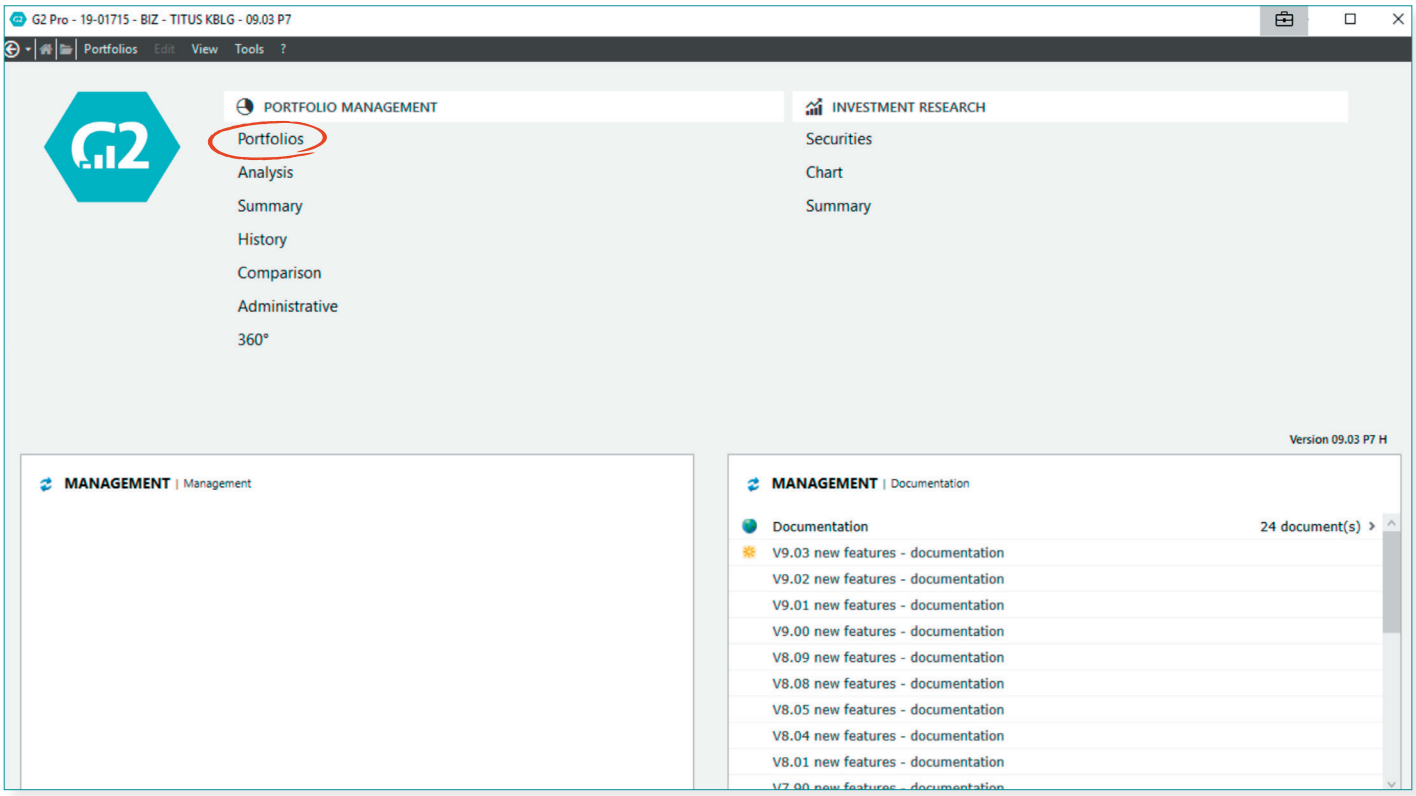
How can I search transactions? 11

How to display my portfolio by type of order? 13

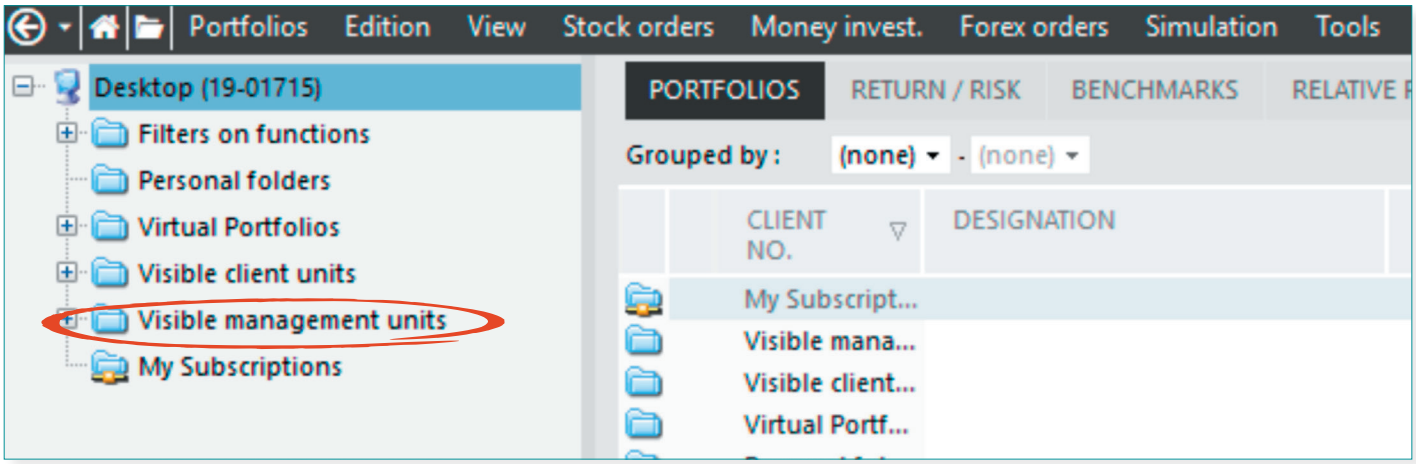
How can I view the cash Forecast? 14

Overview of the G2 PRO application

When you log in for the first time, click on "Portfolios" to access your portfolios list

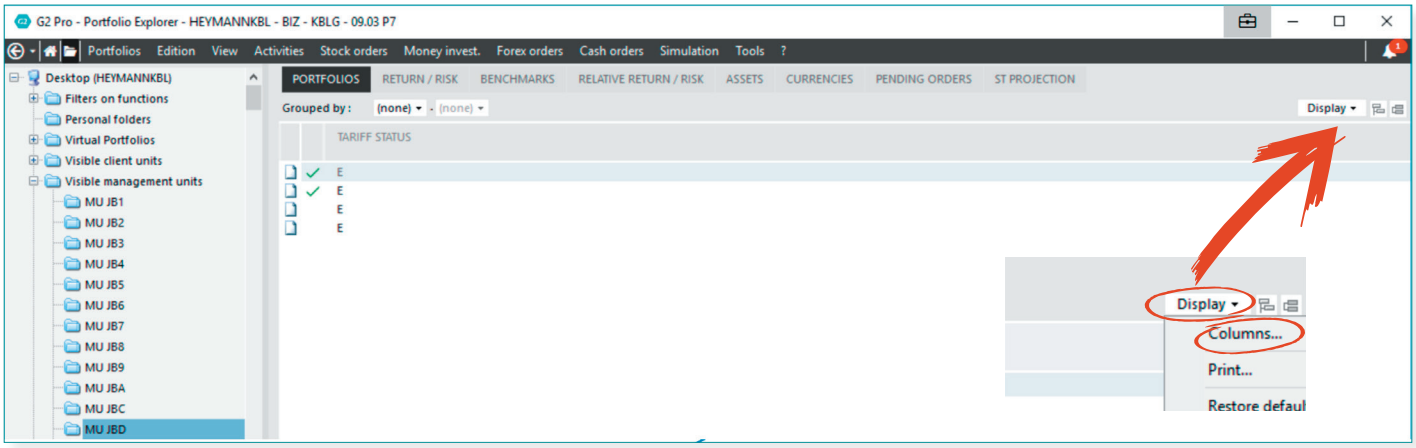


Then select the + sign in front of «Visible Management Units» to display the folders you have access to.



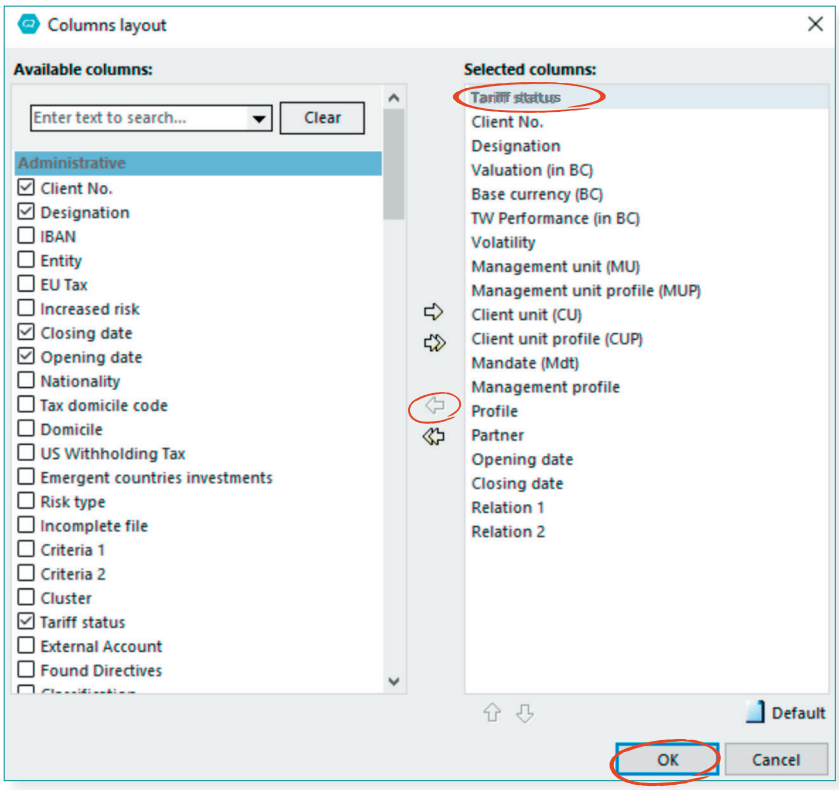
You will then see on the right, the list of accounts to which you have access. To consult an account, double-click on the concerned account and it will open in the "Analysis" view.

When you first log in, if in the right-hand column you do not see the list of your portfolios but rather letters (E,S ...), this is simply due to a column (Tariff Status) that is too large and takes up the size of your screen.



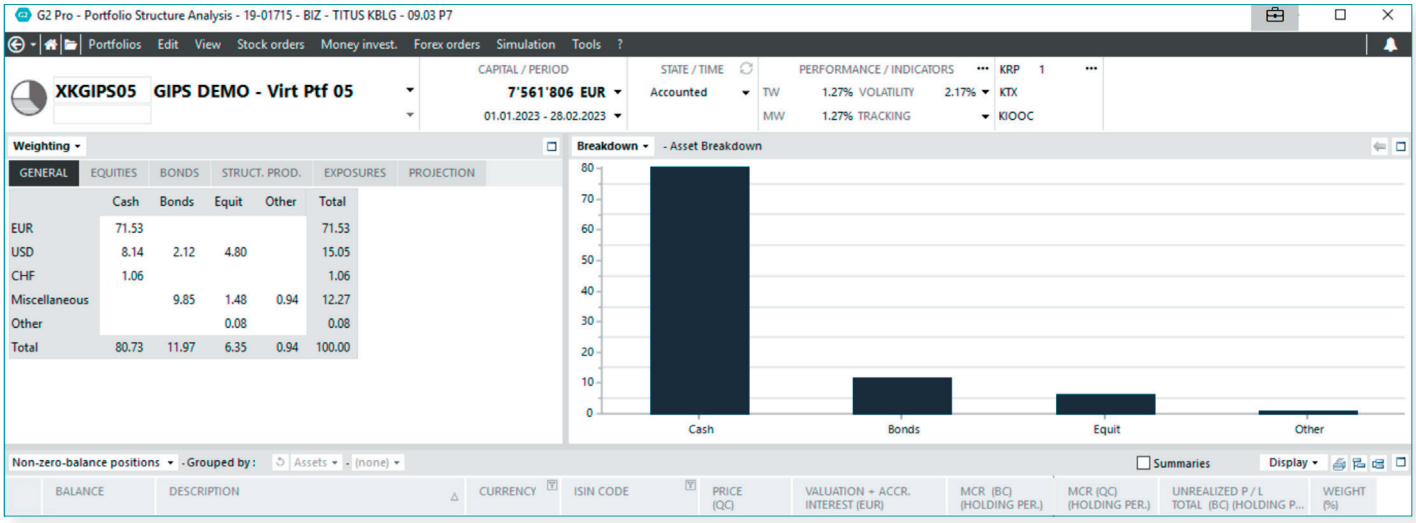
To delete this column, select "Display" at the top right and then "Columns".

Select «Tariff status» in the right-hand column, press the left arrow in the middle, then press OK and the column will be deleted



You will now see a list of your portfolios and by double-clicking on the relevant portfolio, it will open in the Analysis view.

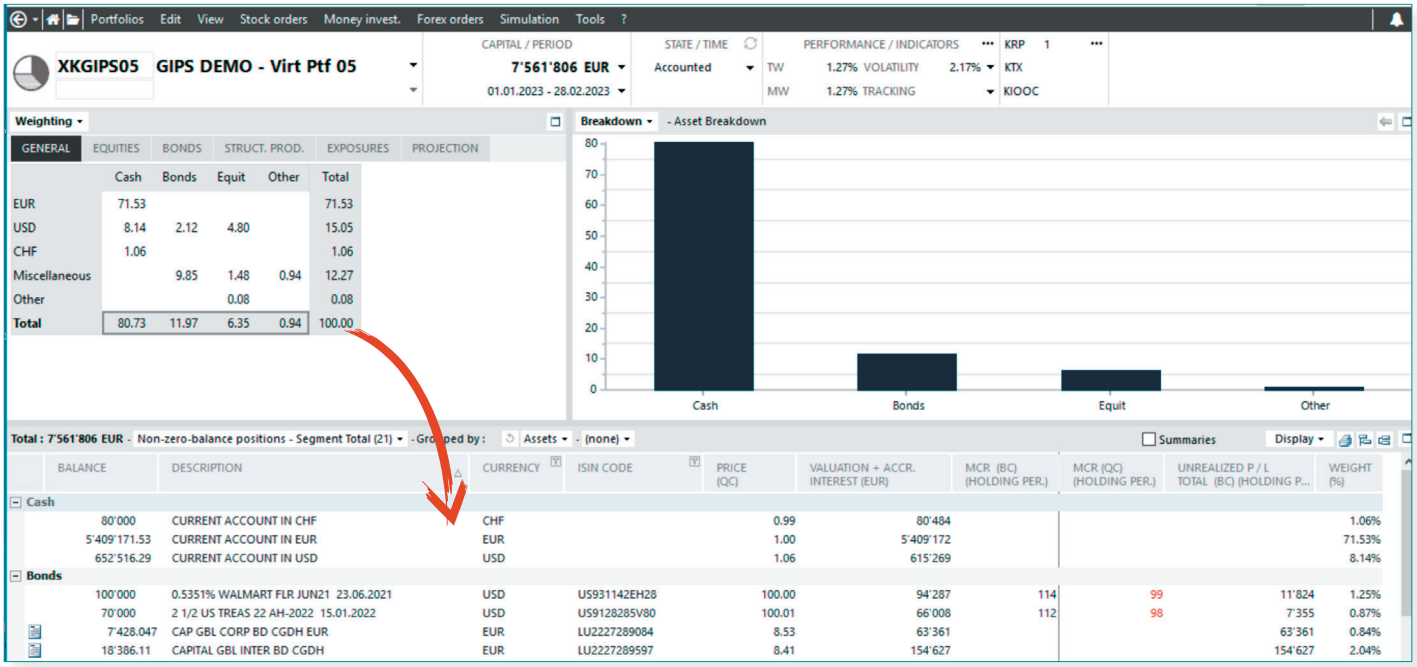
You will then be in the following screen:



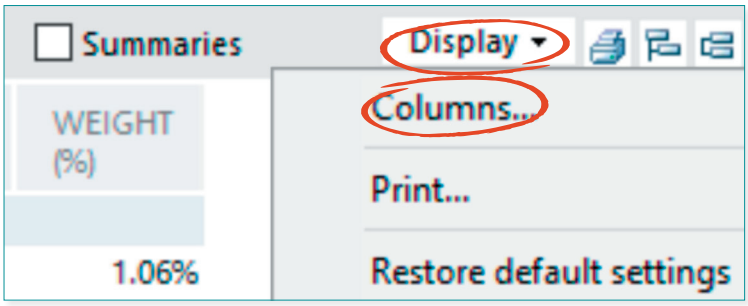
If you want to see the account details, please click on 100.00 (under Total)

	Cash	Bonds	Equit	Other	Total
EUR	71.53				71.53
USD	8.14	2.12	4.80		15.05
CHF	1.06				1.06
Miscellaneous		9.85	1.48	0.94	12.27
Other			0.08		0.08
Total	80.73	11.97	6.35	0.94	100.00

You will then see all the details below:



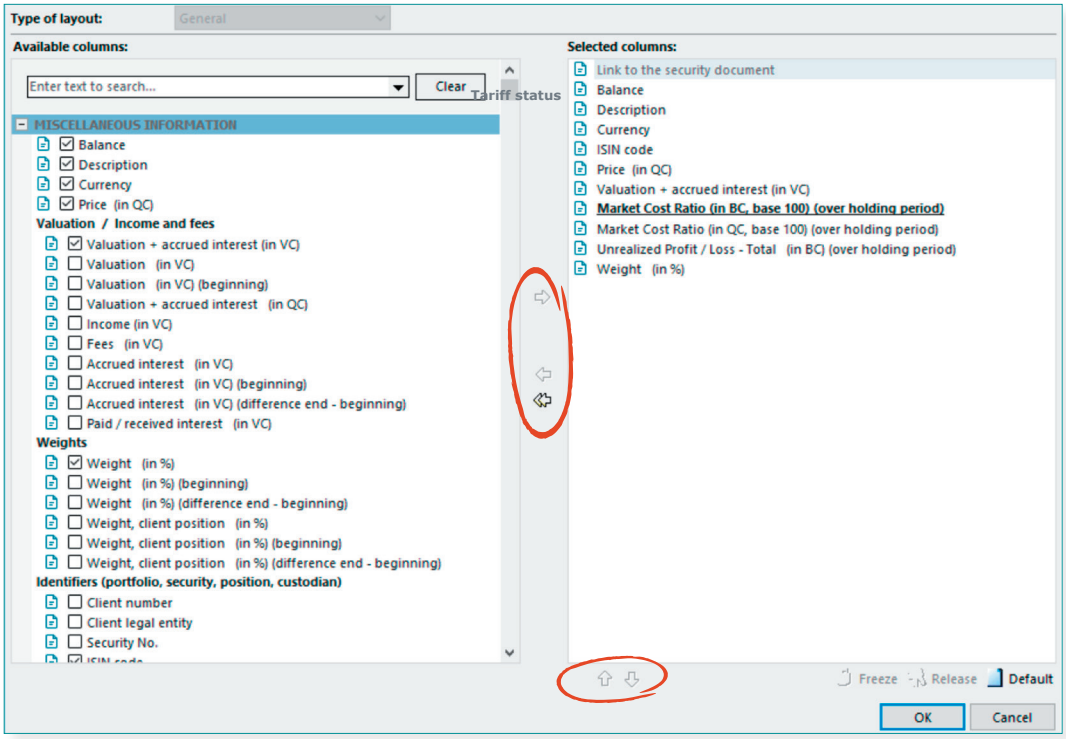
To add or remove columns, please go to, “Display” and “Columns”



You can search a text or scroll to select the one you want. Tick the box to select it.

Use the arrows (see below in red) to move the lines.

If you need more information about the feature, click on the icon next to the checkbox and a popup will open with an explanation of the feature.

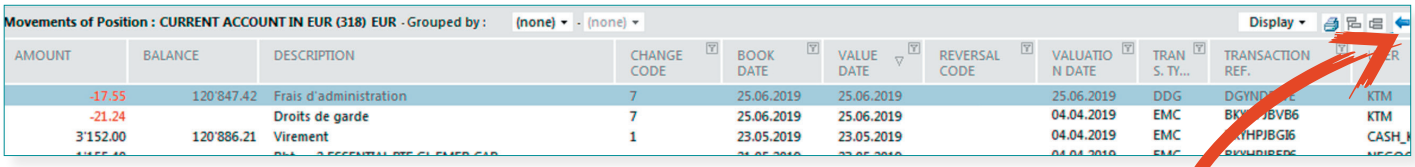


How to see the movements of my account?

If you want to see the movements of your account, please double click on the requested line (here for the example we will take the "current account in EUR")

	BALANCE	DESCRIPTION	CURRENCY	PRICE (QC)	VALUATION + ACCR. INTEREST (EUR)	MCR (BC) (HOLDING PER.)	MCR (QC) (HOLDING PER.)	UNREALIZED P / L TOTAL (BC) (HOLDING P...	WEIG (%)
Cash									
	120'847.42	CURRENT ACCOUNT IN EUR	EUR	1.00	120'847				3
Short-term instruments									
	2'498	AMUNDI CASH INST PC	EUR	99.19	247'772	99	99	-1'031	6
	2	RIVERTREE MM-EURO-F DIS	EUR	16.56	33	33	33	-65	0
Bonds									
	572	RIVERTREE BD EUR GREEN FC	EUR	525.46	300'563	105	105	15'628	7
	1'012.733	RIVERTREE BOND CORP € FC	EUR	664.96	673'427	103	103	25'209	17

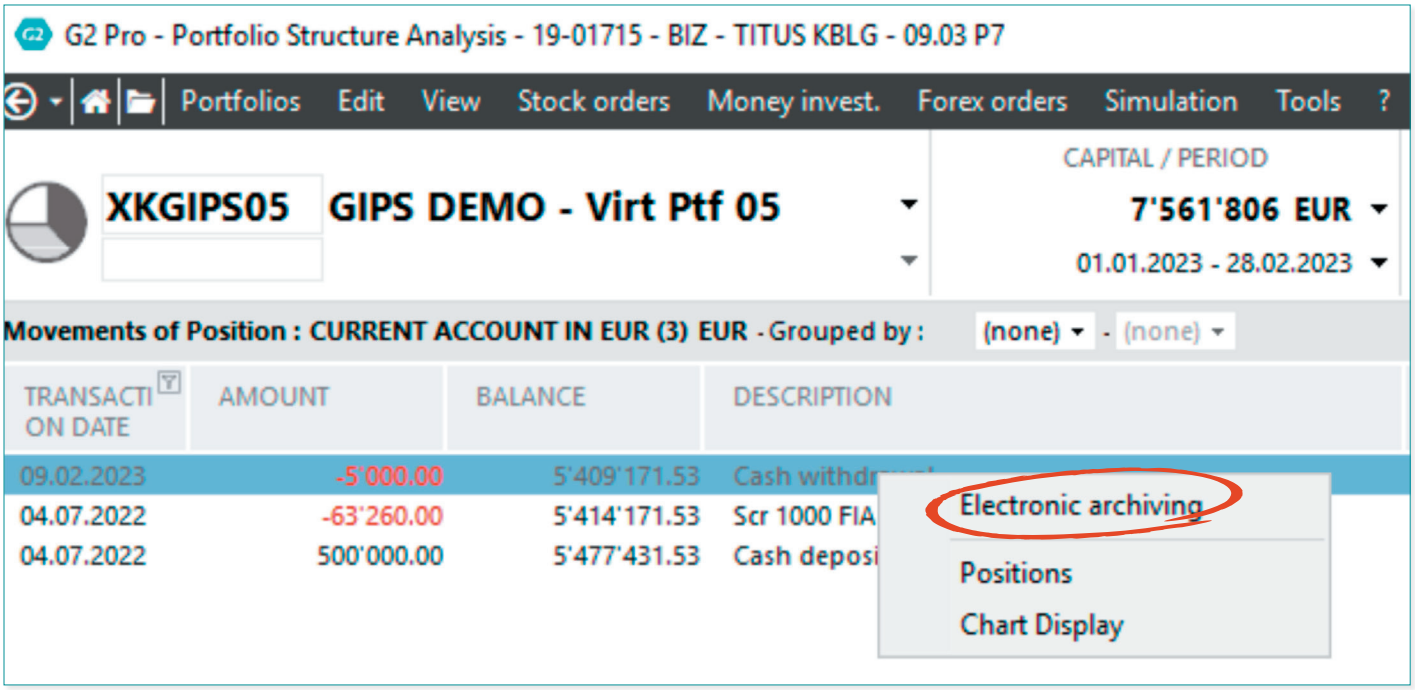
You will then see all the movements of your account in EUR



<u>Attention: If you want to return to the precedent view, please use the blue arrow near the display button</u>

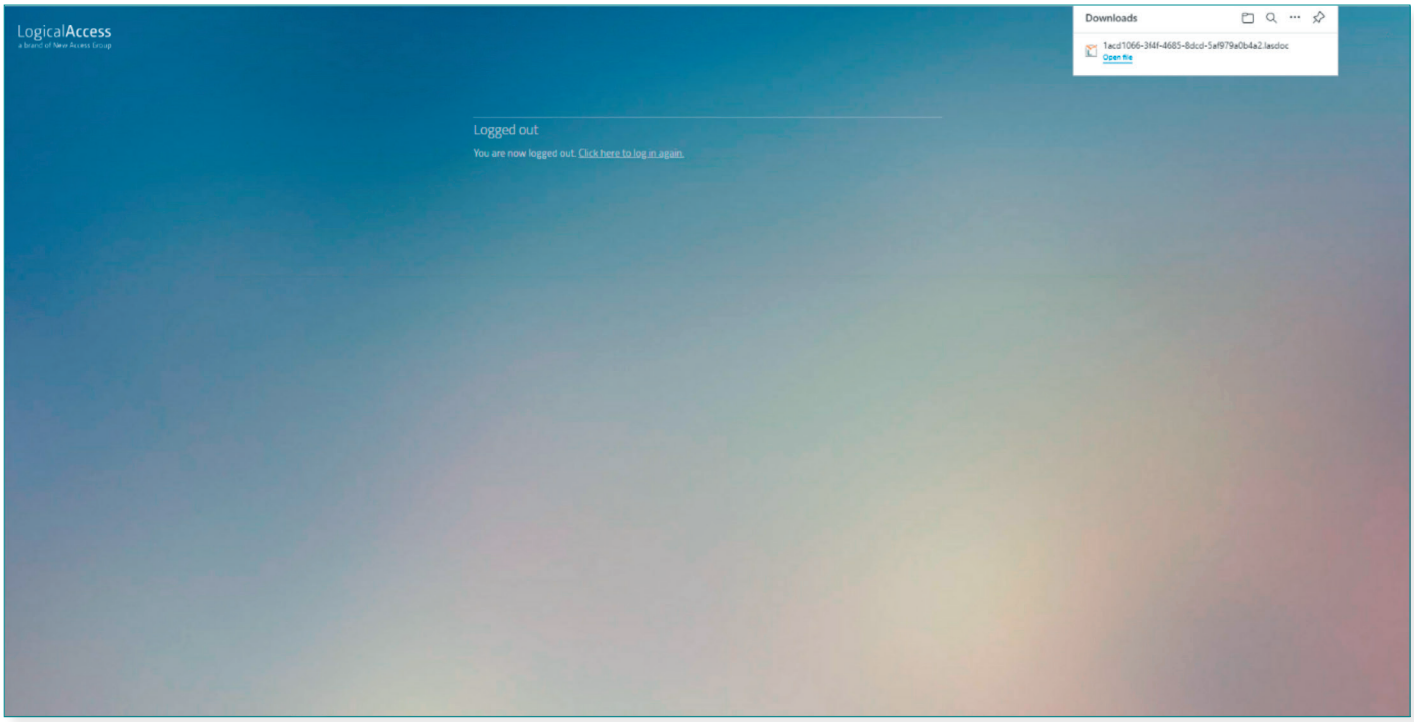
How to download an advice?

If you want to download an advice of a transaction you just have to select the requested line (in any view) and right click on it. Then, select **"Electronic Archiving"**



A window will pop up and the advice will be automatically downloaded as a PDF.

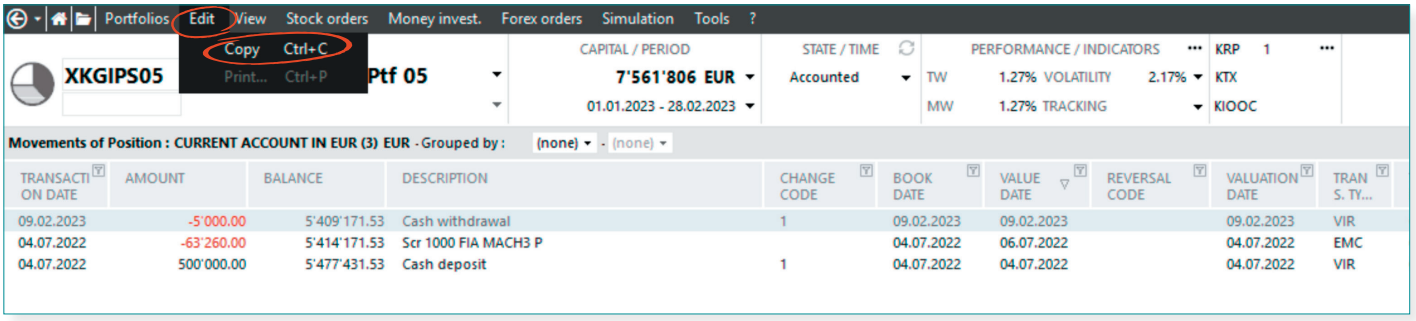
Simply click on the downloaded document to open the PDF.



How can I copy all the data to Excel?

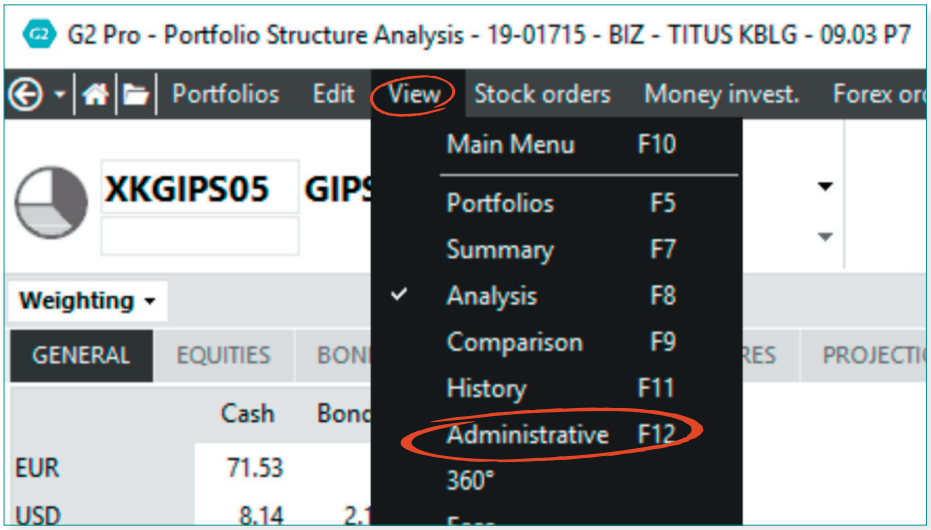
If you want to copy all the data you have on the screen, please select a line and go to the menu "Edit". Then click on "Copy".

Open an excel sheet and paste the data (CTRL+V)

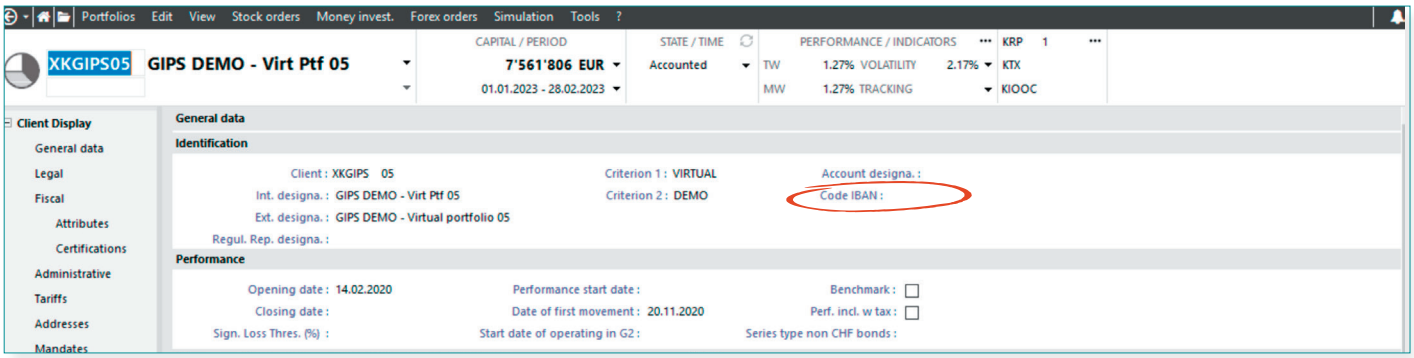


Where can I find the IBAN of my account?

If you want to see the IBAN of your account, you will have to go in the Administrative View (F12)

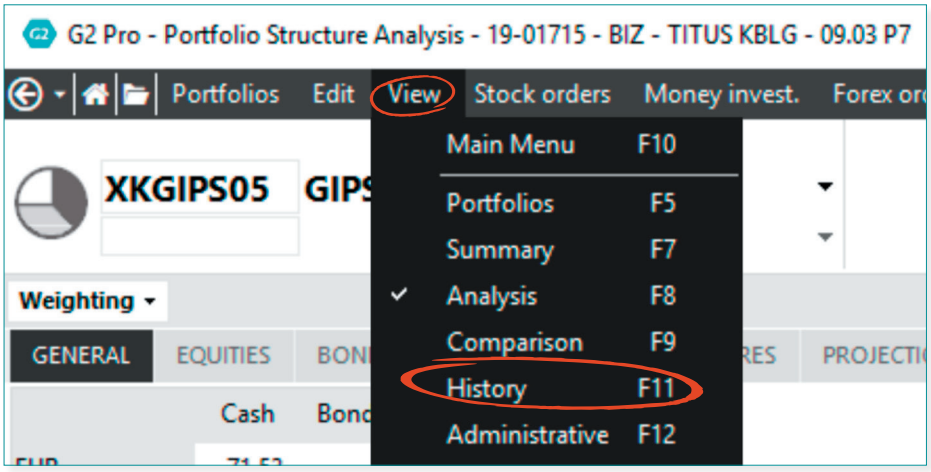


The information will appear on the new screen (see in red below)



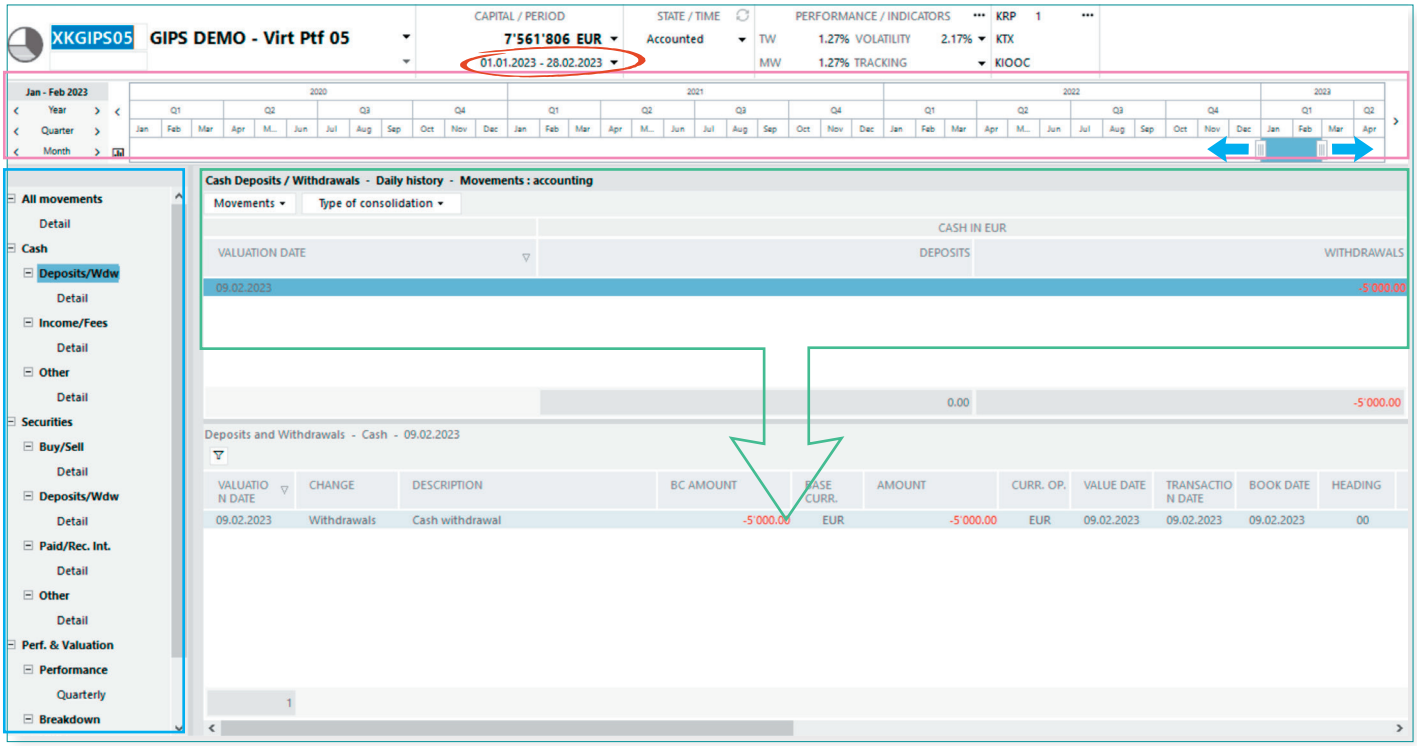
How can I search transactions?

If you want to search transactions, you can choose the History View (F11)



- In red (below) you can change the Range of the search
- In blue(below) you can specify if you want "All movements" or specify one in particular
- In green (below) you will see the results. If you click on a line, you will see the details of the transaction just below. You can also right click on it and select "Electronic Archiving" to download the advice.
- In pink (below) the timeline allows you to search for different transactions (the period can be moved back to the portfolio opening date but can only display an 18-month period. This can be done by using the timeline marked with the blue arrows

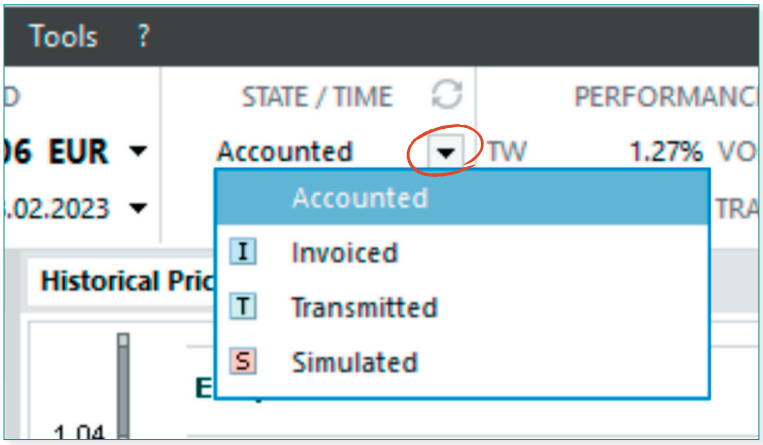
Important: on this view, you cannot add or remove columns.



How to display my portfolio by type of order?

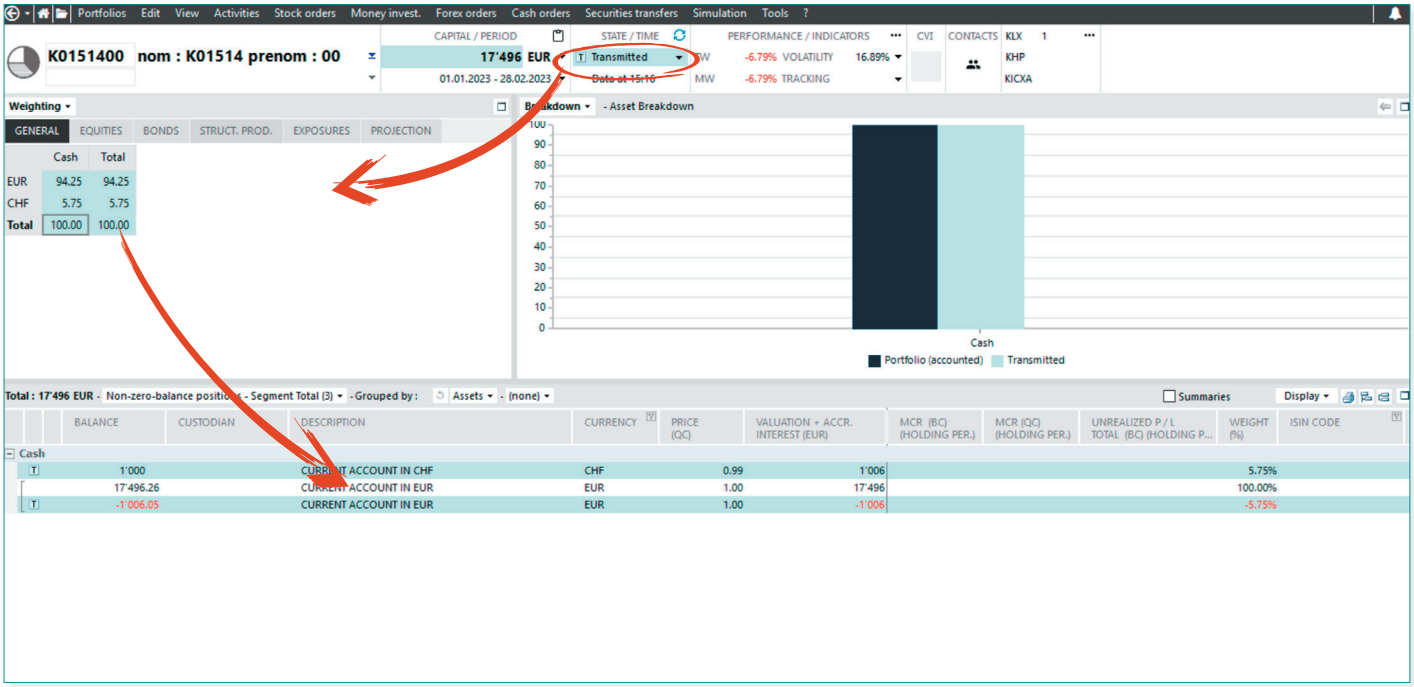
You can display your portfolio by type of order. There are 4 types: simulated, transmitted, invoiced and Accounted.

You can choose the type you want, and you will see immediately the different lines in colour.



The "Transmitted" status will show you everything that has been transmitted to the bank but not yet accounted for in your portfolio, for example: orders placed during the day.

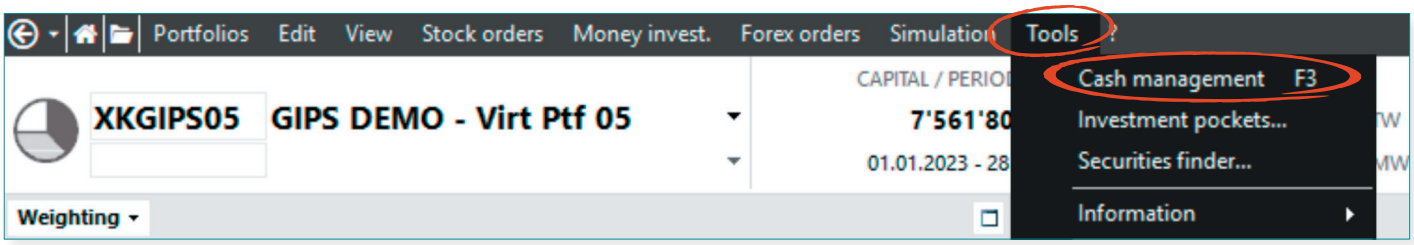
You will then be able to see directly the impact on your portfolio.



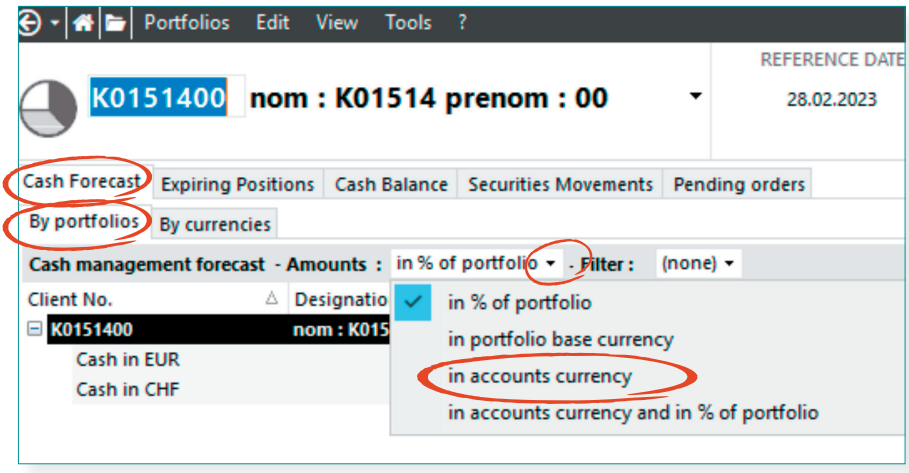
How can I view the cash Forecast?

You can view the cash balances for the selected portfolios. It gives you an overview of the cash situation in the next few days.

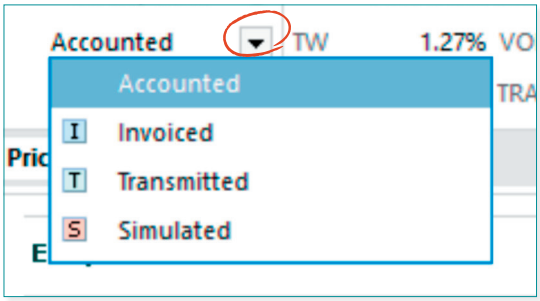
Please go into the Cash Management view via the menu "Tools" and "Cash Management" (shortcut F3).



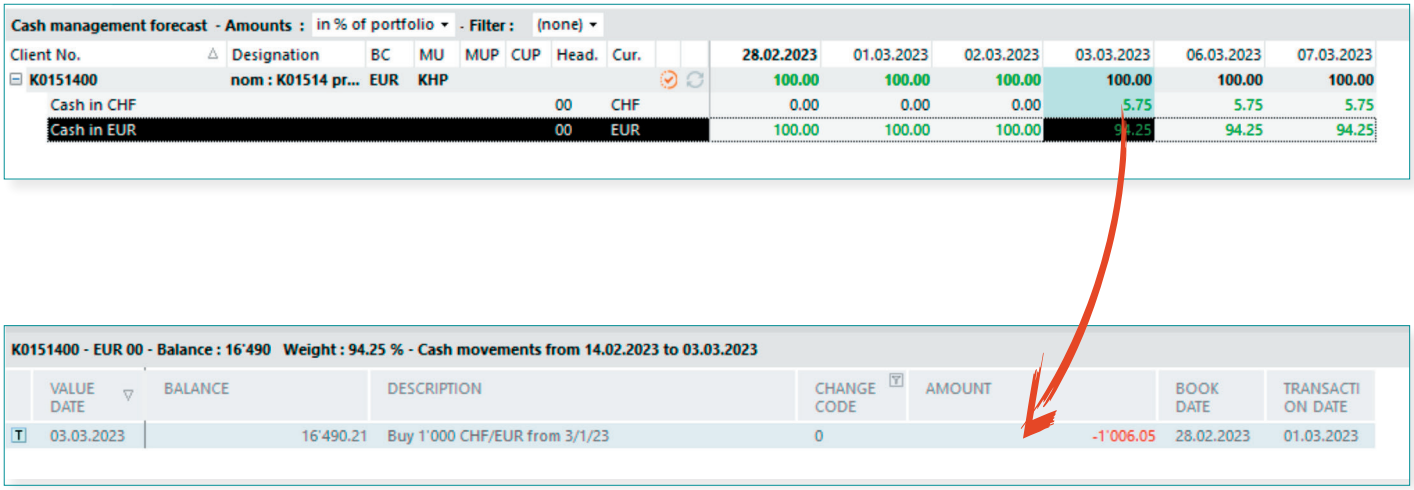
Then, on the tab "Cash Forecast" then "By portfolios", select on the line cash management forecast: In accounts currency



You can also choose the transmitted view to see all the movements also the one booked during the day.



You will then see the forecast for the next days. If you click on a box, you will see the details below on what is going in or out.



Cash management forecast - Amounts : in % of portfolio - Filter : (none)

Client No.	Designation	BC	MU	MUP	CUP	Head.	Cur.	28.02.2023	01.03.2023	02.03.2023	03.03.2023	06.03.2023	07.03.2023
K0151400	nom : K01514 pr...	EUR	KHP					100.00	100.00	100.00	100.00	100.00	100.00
Cash in CHF						00	CHF	0.00	0.00	0.00	5.75	5.75	5.75
Cash in EUR						00	EUR	100.00	100.00	100.00	94.25	94.25	94.25

K0151400 - EUR 00 - Balance : 16'490 Weight : 94.25 % - Cash movements from 14.02.2023 to 03.03.2023

	VALUE DATE	BALANCE	DESCRIPTION	CHANGE CODE	AMOUNT	BOOK DATE	TRANSACTION DATE
T	03.03.2023	16'490.21	Buy 1'000 CHF/EUR from 3/1/23	0	-1'006.05	28.02.2023	01.03.2023

QUINTET PRIVATE BANK

43, BOULEVARD ROYAL
L-2449 LUXEMBOURG
T: +352 47 97-1
CONTACT@QUINTET.COM

WWW.QUINTET.COM