PROCEDURE

HOW TO GENERATE REPORTS

QUINTET
PRIVATE BANK

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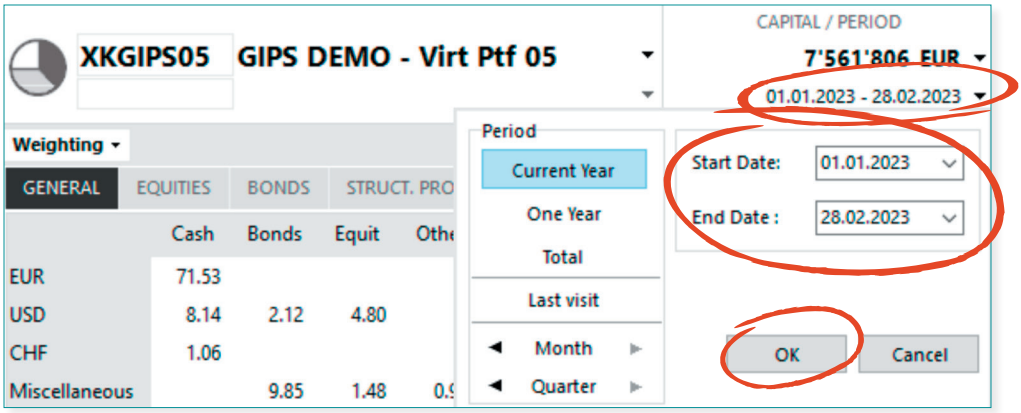
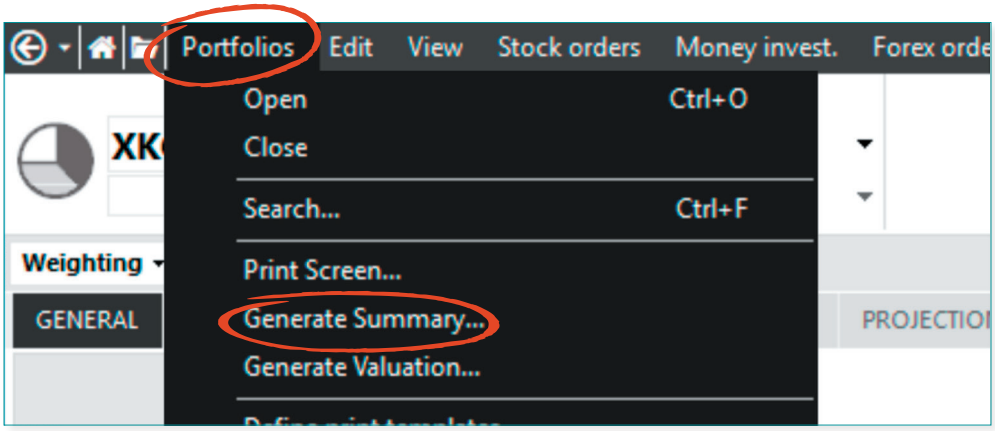
How to Generate a Summary

If you want to generate a Summary report in PDF, you will have to be in your portfolio.

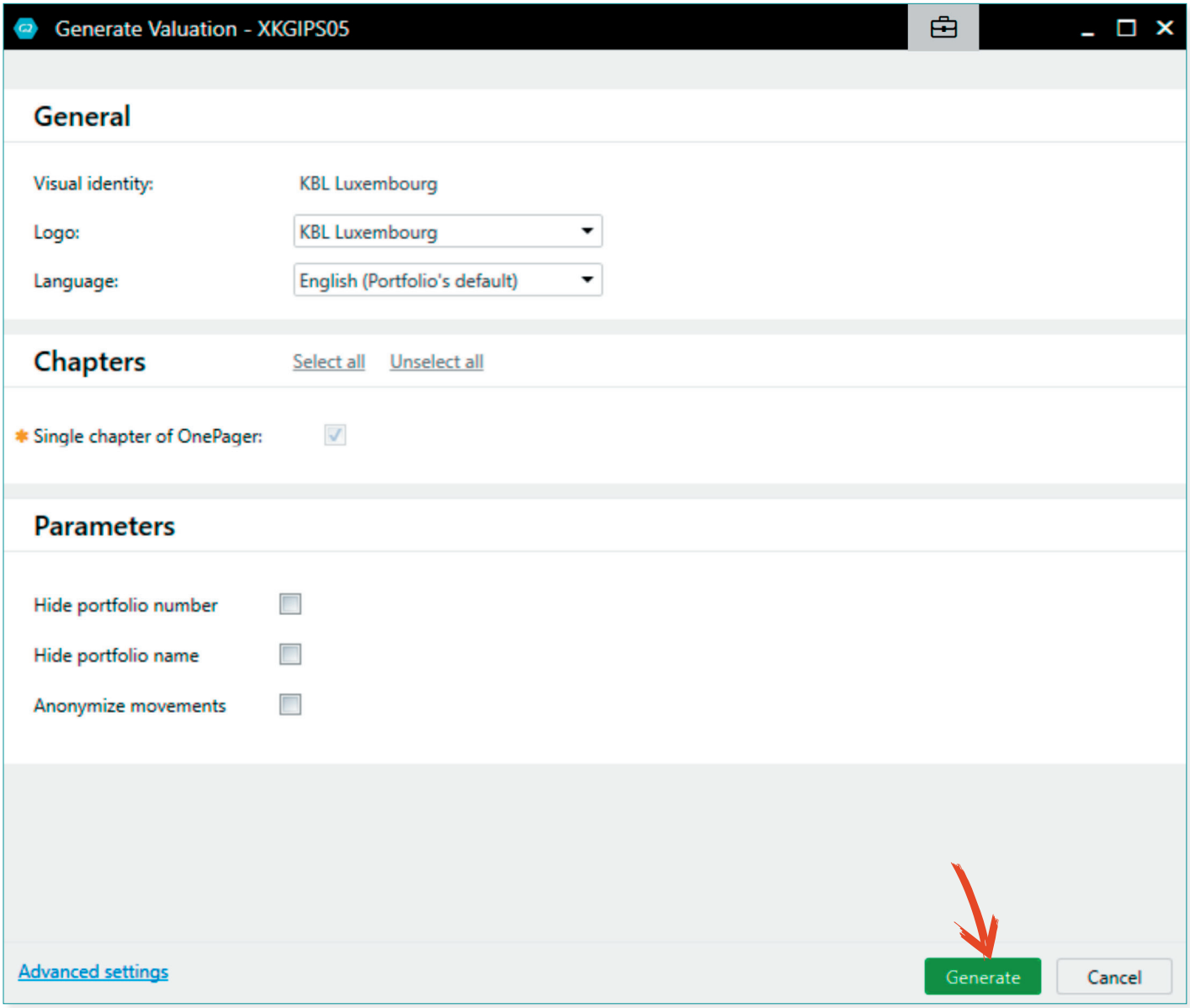
You must first choose the period you want for the report. By default it will be from January 1st to D-1



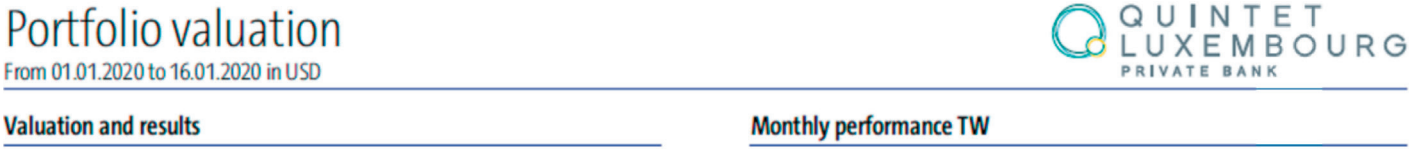
Then, select: "Portfolios" and "Generate Summary"



You can choose different options and change the language.



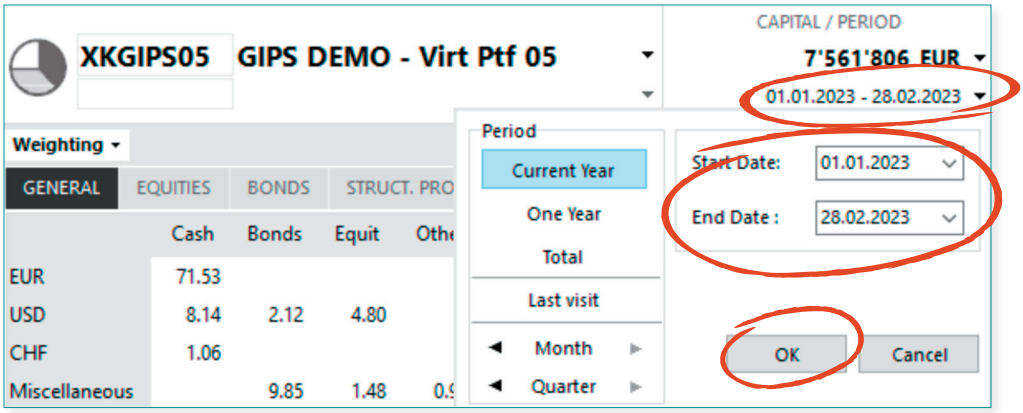
Click on Generate to Generate the document. The PDF will appear on the screen.



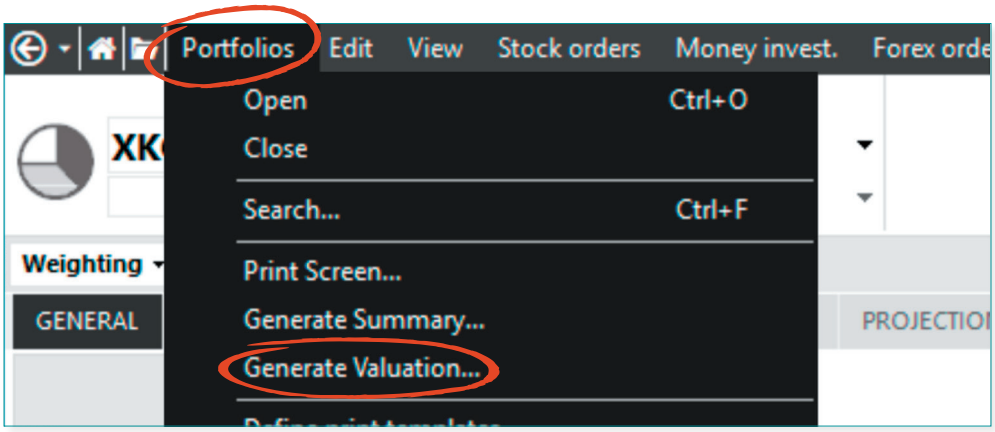
How to Generate a Valuation

If you want to generate a Valuation report in PDF, you will have to be in your portfolio.

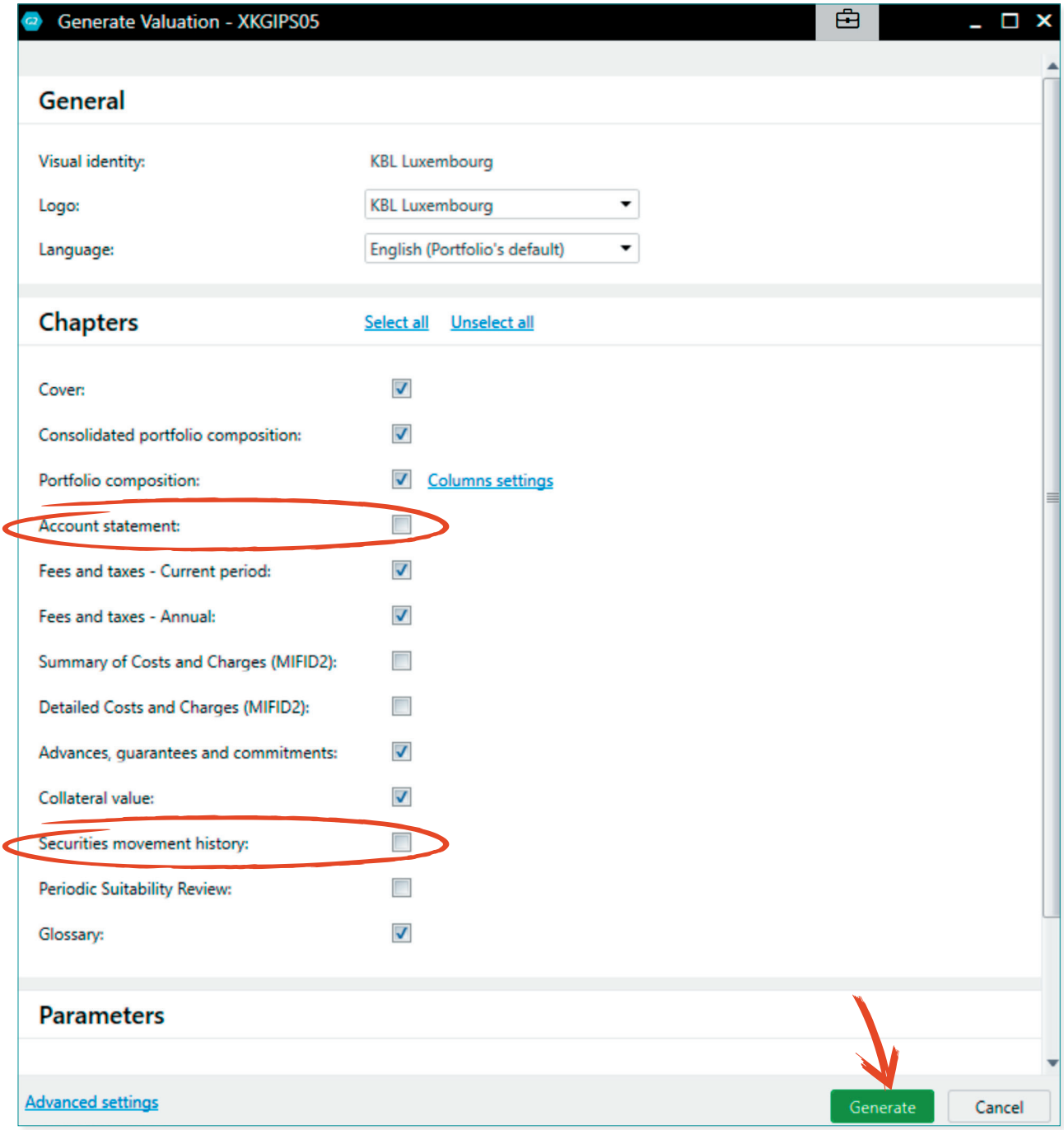
You must first choose the period you want for the report. By default it will be from January 1st to D-1



Then, select: "Portfolios" and "Generate Valuation"



You can choose different options, change the language and get an historical view of securities movements as well as the cash account statements:



Click on Generate to Generate the document. The PDF will appear on the screen.

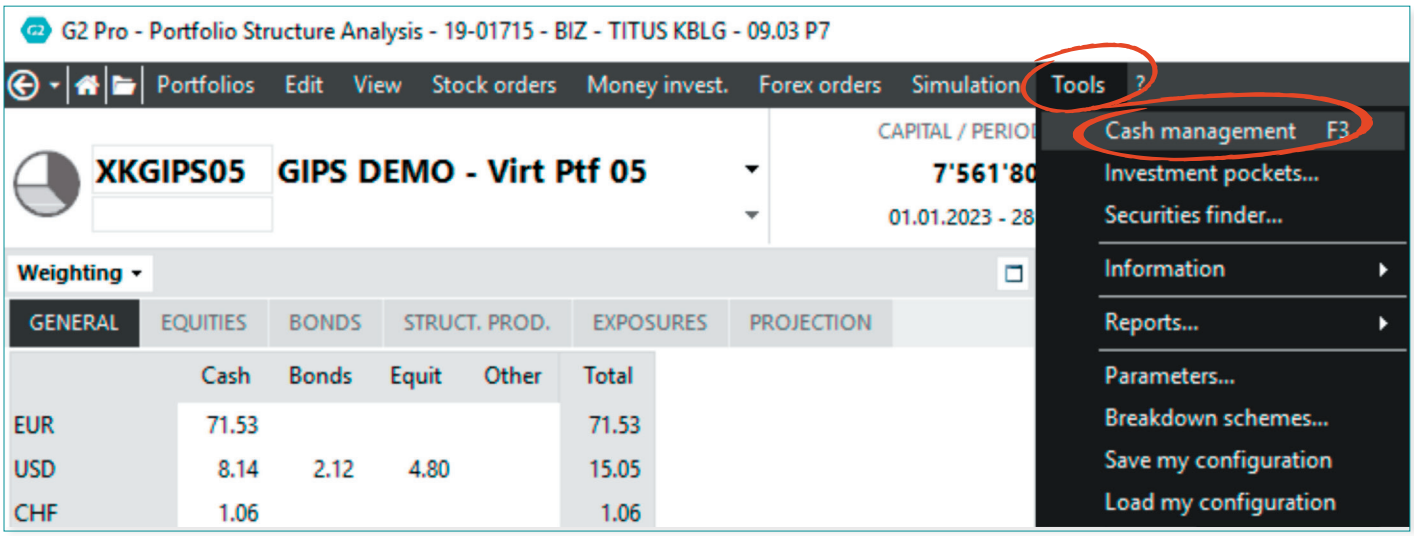
Portfolio valuation
From 01.01.2020 to 16.01.2020 in USD

QUINTET LUXEMBOURG PRIVATE BANK

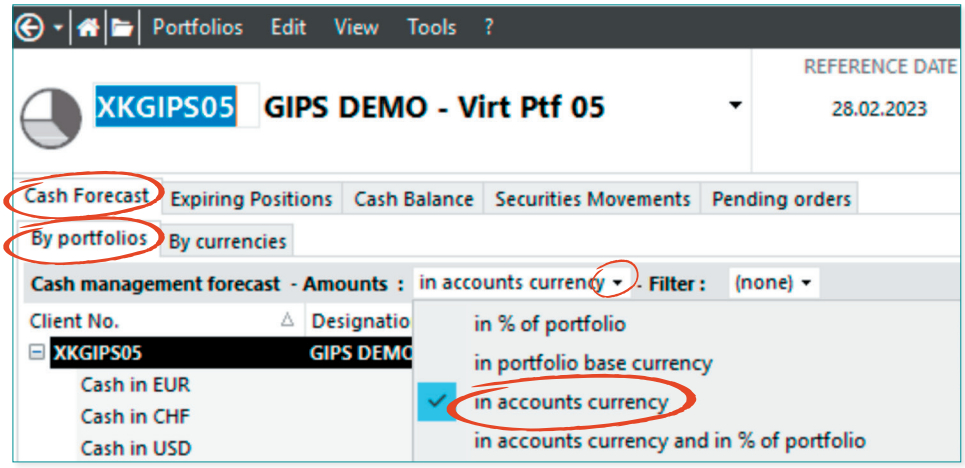
Valuation and results | Monthly performance TW

How to Generate a report from the Cash Management view

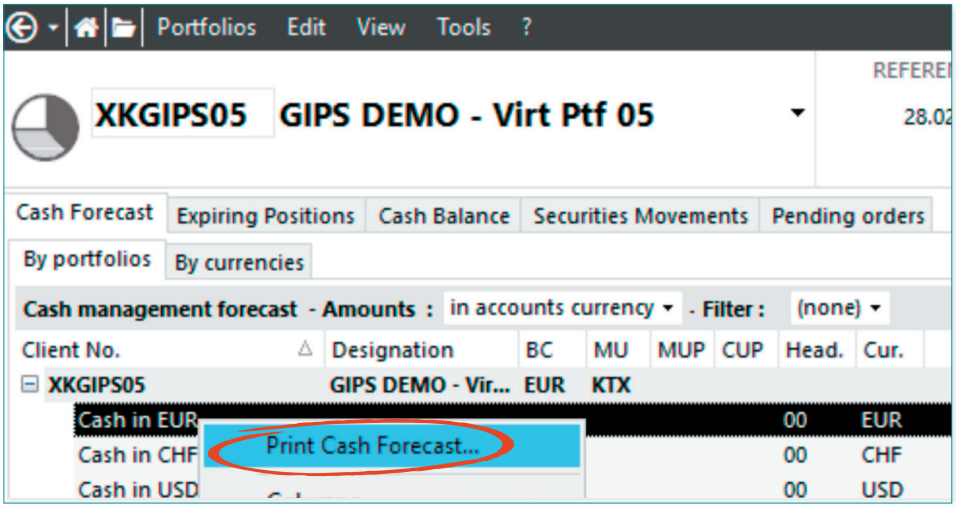
If you want to generate a report from the cash management view, please go into this view via the menu "Tools" and "Cash Management" (shortcut F3).



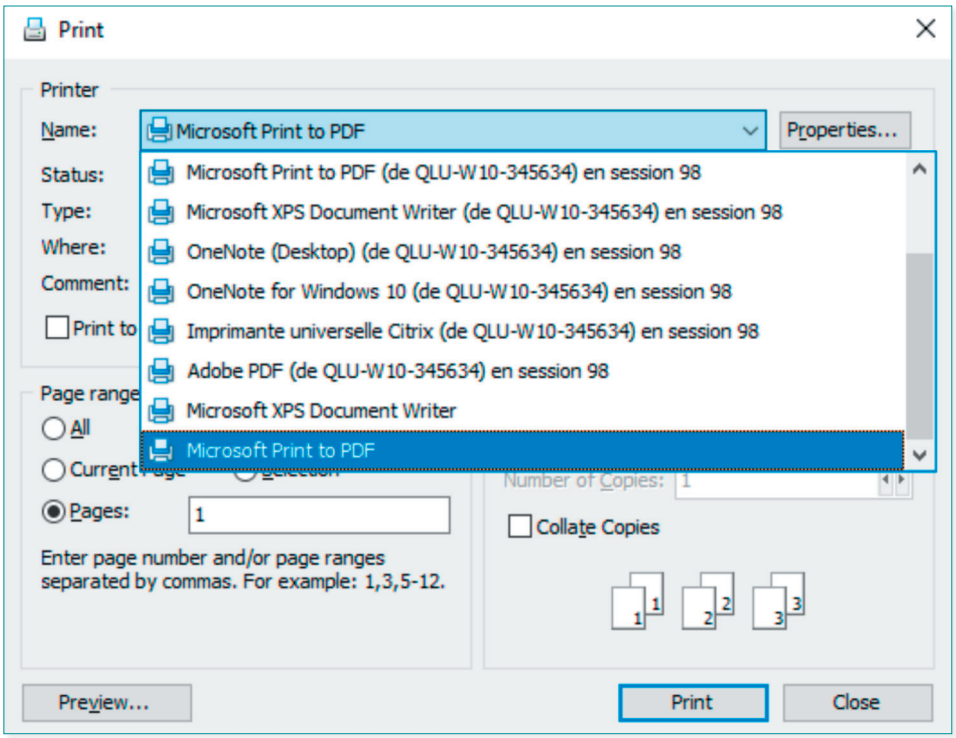
Then, on the tab "Cash Forecast" then "By portfolios", select on the line cash management forecast: In accounts currency



To generate a report please, right click anywhere in the table and click on Print Cash Forecast.



Then choose your default printer to print it out directly, or you Microsoft Print to PDF printer to save the report in PDF

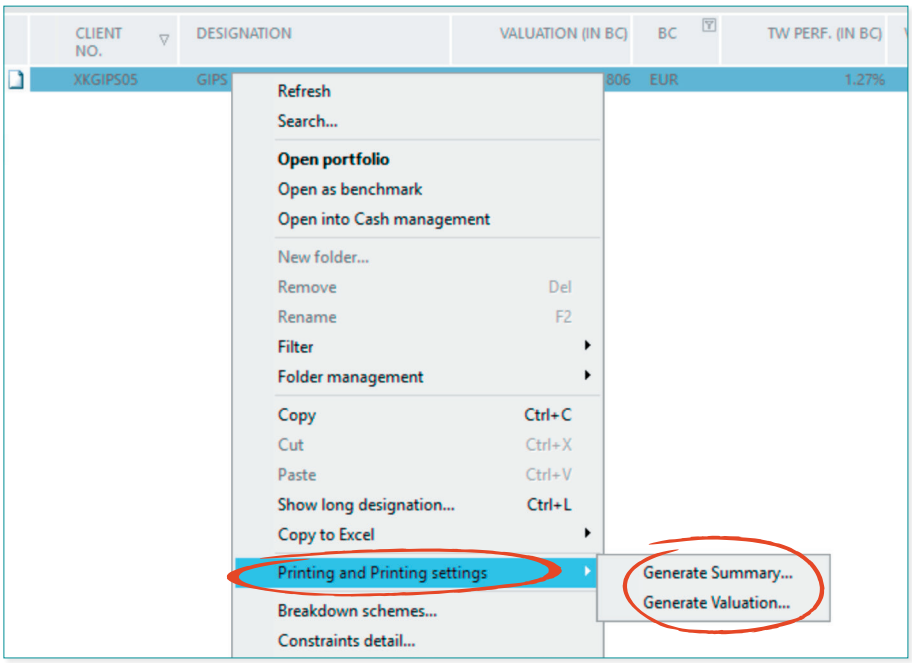


If you choose Microsoft Print to PDF, after clicking on "Print" the PDF File will appear on the screen.

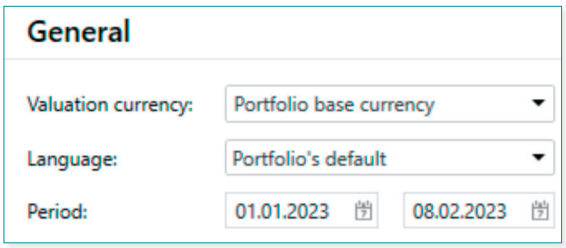
How to generate multiple valuations or summaries (pdf)

If, for example, you have 9 portfolios at Quintet and you want to generate a summary or a valuation for these 9 portfolios, you have the possibility to do it directly in G2PRO. This will generate 9 different PDFs, 1 per portfolio.

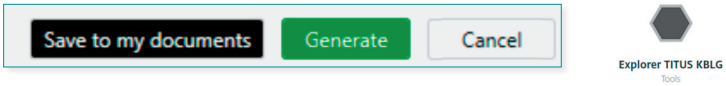
To do this, you must go to the "Portfolio" view and then to the desired MU (under Visible Management Unit). Select the desired portfolios and right click on them, then choose "Printing and printing settings" and finally "Generate Summary" or "Generate Valuation".



Then choose the period and the desired language



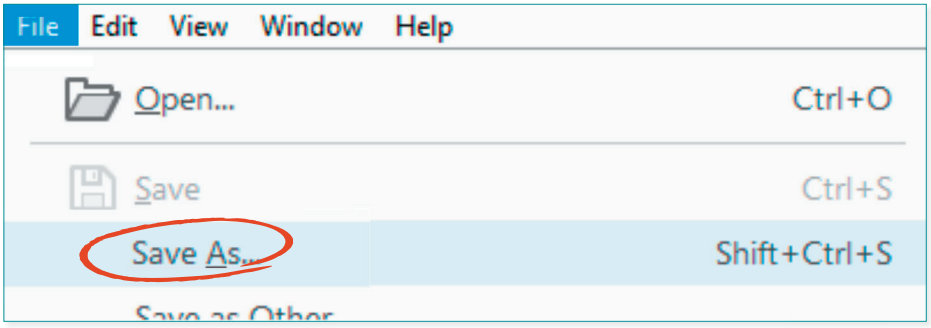
Finally, you will be able to choose between the following options:



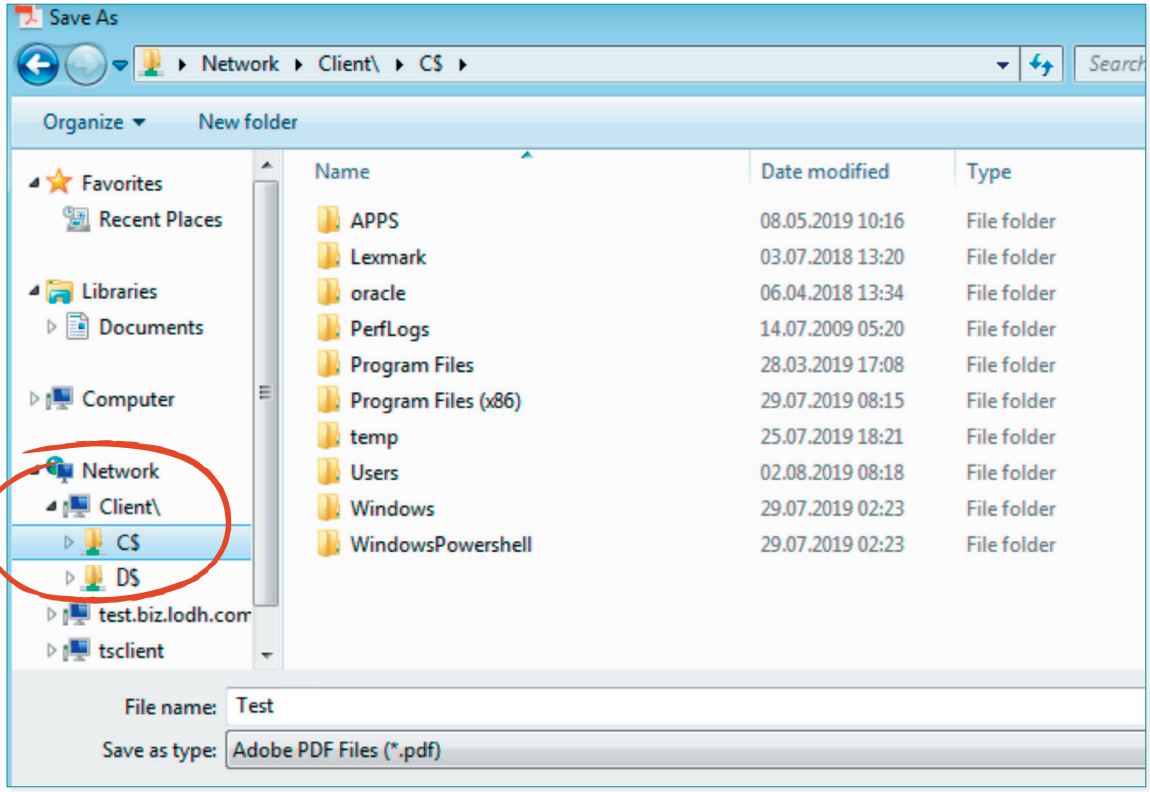
- Save to my documents (in the Citrix session) and then retrieve them from the myQuintetPro portal with the «Explore TITUS KBLG» application
- Generate and there will be as many PDFs as selected portfolios displayed on the screen. You can then save or print them.
- Cancel

How to save the PDF file locally

To save the report directly to your C:\ drive (local drive and not in the Citrix environment of myQuintetPro), in the PDF file, click on "File" and "Save As"



Then, select "Network"➔ "Client"➔ "C$"



On the right, you will have your C:\ drive and you will be able to save your document. If you want to save it into your desktop, then continue on the right side to select "Users", then your username and "Desktop". The report is now saved.

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