



# Wealth Management

## for Microsoft Dynamics 365 for Sales

### USER GUIDE



Version Control	Prepared By:	Reviewed by:	Change
03/06/2019	Jennifer ROZIN		Initial version

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This user document is valid for the **Wealth Management** *version 1.0* based on **Dynamics 365 CE**.

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## **1. INTRODUCTION**

### **1.1 Application description**

Based on Microsoft Dynamics 365, Wealth Management has been designed and developed to be integrated to your internal systems and to answer to the particular security and confidentiality rules of the Market.

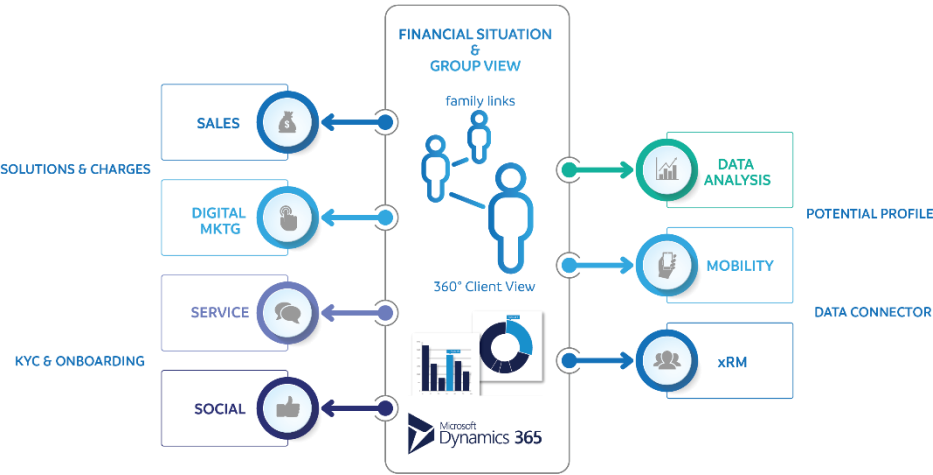
One of the greatest challenges of the wealth management industry today is to identify client potential. Wealth Management is suitable for wealth managers as well as life insurance experts and private bankers, giving them a clear overview of their clients' potential and allowing them to categorize their profiles.

The solution brings together all the information about each member's net worth and potential, whilst providing graphs that gather essential data such as portfolio spread and revenue generated for your organization.

### **1.2 Goal of the solution**

Wealth Management is a flexible and customizable solution that answers the following challenges:

- Can I have a view on my partners Pipeline?
- How do I achieve a complete view of a client AUM?
- How do I ensure process compliancy?
- What is the potential of my client?
- How can we digitalize the service to the new generation of customers?



## 2. SETUP & INSTALLATION GUIDE

### 2.1 System requirements

**Wealth Management** must be installed on **Dynamics 365 CEM for Sales V9**.

To be able to use this functionality your **Dynamics 365 CEM** license must be up to date. If necessary, contact your reseller for more information about your license.

If you would like the package for another CRM version, the Consultant should contact the Sales Solution Specialist from the Innovation and Business Solution division at Prodware.

### 2.2 Installation

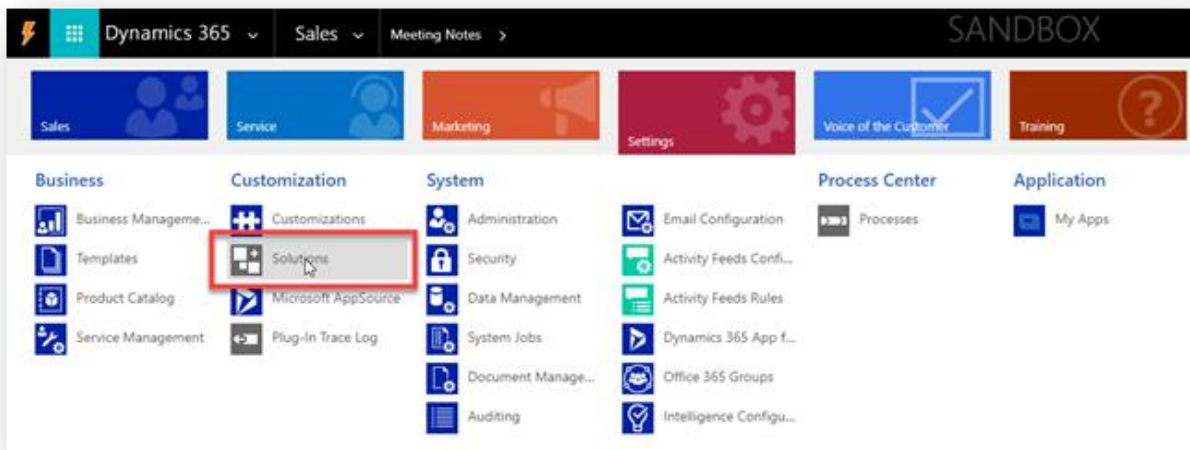
**Important:** Before any installation and/or modification, you must create a backup of your solution to restore it if you encounter issues with your set-up.

Wealth Management includes three solutions:

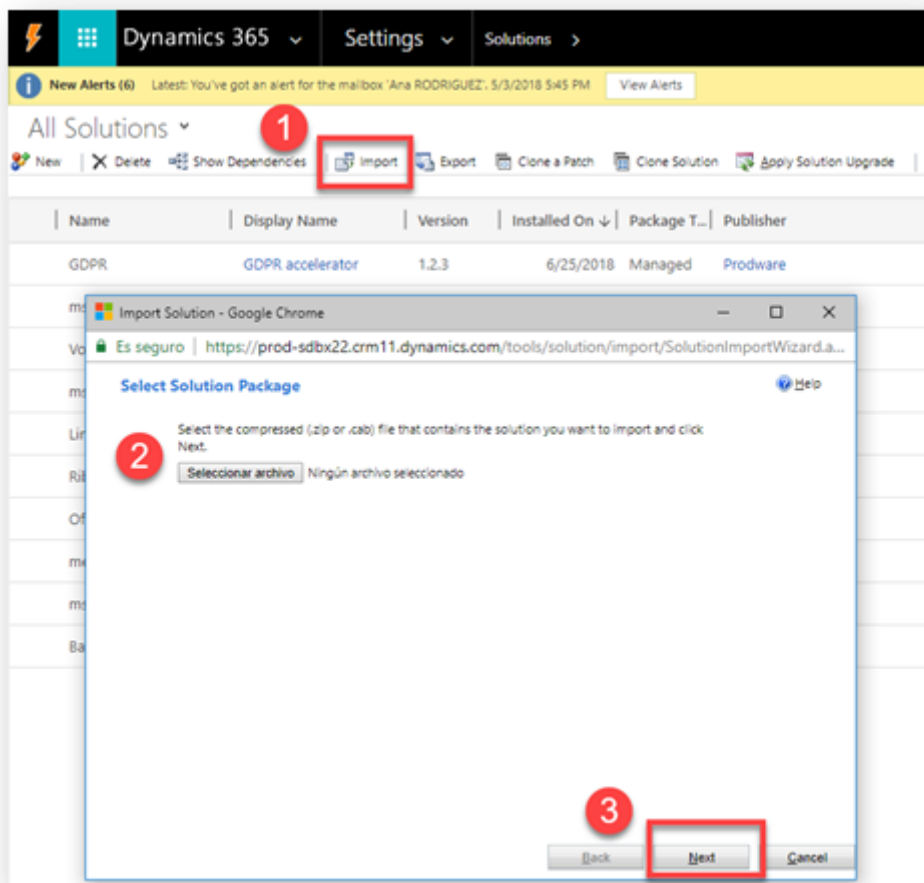
- Meeting Notes
- Landing Page
- Wealth Management

#### Steps to install a solution

1. Go to Settings > [Solutions](#):



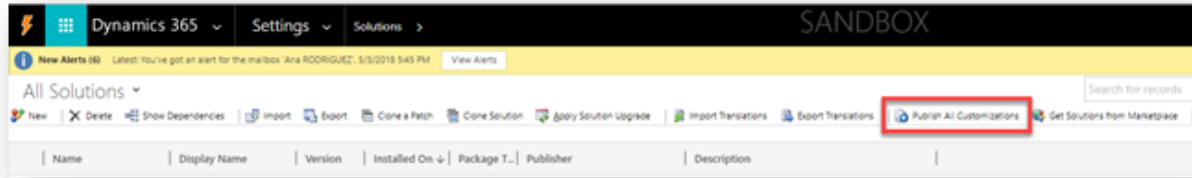
2. Click on "Import", select the meeting\_notes\_1\_0\_0\_0.zip file and click on "Next", and then "Next":



The solution will be uploaded to the CEM environment.



3. Once the Meeting Note accelerator has been imported, repeat the same steps for Landing Page and Wealth Management.
4. Once all solutions are uploaded, click on “Publish All Customizations”.



## 2.3 Upgrading to a new version

**Important:** Before any installation and/or modification, you must create a backup of your solution to restore it if you encounter issues with your set-up.

When upgrading from a previous version, the actions are the same as for first installation, please refer to chapter 2.2.

All your previous data will be saved and no further action is needed.

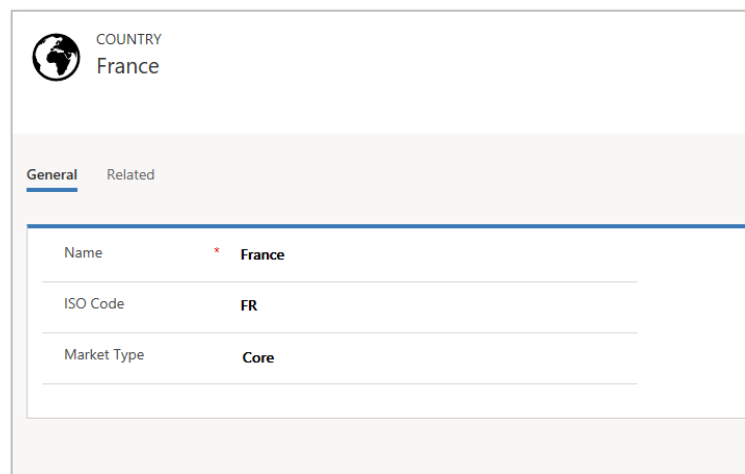
### 3. FEATURES AND FUNCTIONS FOR USERS

#### 3.1 Configuration Entities

##### a. Countries

Steps to create a new record:

- Go to **Wealth Management**
- Click **Countries**
- Click **New**
- Fill following fields:
  - o **Country Name**
  - o **ISO Code**
  - o **Market Type** : Core, Disqualified, Non-Code
  - o Click **Save and Close**



The screenshot shows a web form for creating a new country record. At the top, there is a globe icon, the word 'COUNTRY', and the name 'France'. Below this, there are two tabs: 'General' (selected) and 'Related'. The 'General' tab contains three input fields: 'Name' with the value 'France' and a red asterisk indicating a required field, 'ISO Code' with the value 'FR', and 'Market Type' with the value 'Core'.

##### b. Assets Types

Steps to create a new record:

- Go to **Wealth Management**
- Click **Asset Types**

- Click **New**
- Fill following Fields:
  - o Enter a quick description in **Name**
  - o Select the **Parent Asset Type** if you want to create a hierarchy between asset
  - o Select if it is **Part of Potential** =Y/N
  - o Enter a long **Description**
- In the **Solutions** grid, you can consult all solutions linked to the Specific Asset Type

ASSET TYPE  
Alternative Assets

Asset Type Code  
AT002

Owner  
Jennifer ROZIN

General Related

Name \* Alternative Assets

Parent Asset Type ---

Is Part Of Potential Yes

Description Alternative Assets

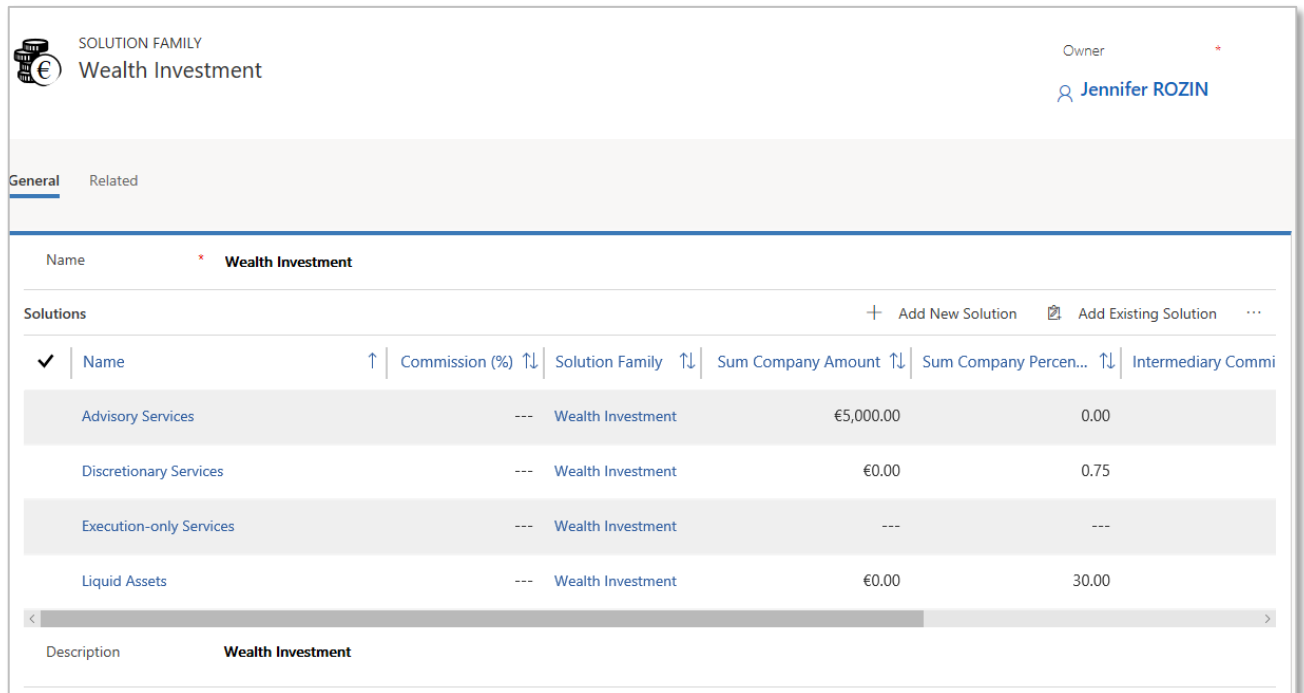
+ Add New Solution Add Existing Solution ...

✓	Name	Commission (%)	Solution Family	Sum Company Amount	Sum Company Percen...	Intermediary Commi
	Advisory Services	---	Wealth Investment	€5,000.00	0.00	

### c. Solution Families

#### Steps to create a new record:

- Go to **Wealth Management**
- Click **Solution Families**
- Click **New**
- Fill following Fields:
  - o Enter a quick description in **Name**
  - o Enter a long **Description**
- In the **Solutions** grid, you can consult all solutions linked to Specific Solution Family



**SOLUTION FAMILY**  
**Wealth Investment**

Owner  
Jennifer ROZIN

**General** Related

Name \* **Wealth Investment**

Solutions + Add New Solution Add Existing Solution ...

Name	Commission (%)	Solution Family	Sum Company Amount	Sum Company Percentage	Intermediary Commission
Advisory Services	---	Wealth Investment	€5,000.00	0.00	
Discretionary Services	---	Wealth Investment	€0.00	0.75	
Execution-only Services	---	Wealth Investment	---	---	
Liquid Assets	---	Wealth Investment	€0.00	30.00	

Description **Wealth Investment**

#### d. Charges

Charge represents the money paid for a service or product.

##### Steps to create a new record:

- Go to **Wealth Management Configuration**, click **Charges**
- Click **New**
- Fill following fields:
  - o Quick Description in **Name**
  - o Link to **Solution**
  - o Select the **Calculate Type: Percentage** or **Amount**
    - If select **Amount**, then enter **Amount Value**
    - If select **Percentage**, then enter **Amount Percentage**
  - o Select **Destination**: Company or Intermediary
  - o Enter a long **Description**

#### e. Solution

##### Steps to create a new record:

- Go to **Wealth Management Configuration**, click **Solutions**
- Click **New**
- Fill following fields:
  - o Quick Description in **Name**
  - o Link to Solution to **Solution Family**
  - o Link the Solution to **Asset Type**
- Click on **Charges List** Tab to see all Charges linked to this Solution
- Click Details to access the following fields:
  - o Sum Company: Sum of charges linked to this solution with destination=Company in amount
  - o Sum Company (%): Sum of charges linked to this solution with destination=Company in percentage
  - o Sum Intermediary: Sum of charges linked to this solution with destination=Intermediary in amount
  - o Sum Intermediary (%): Sum of charges linked to this solution with destination=Intermediary in percentage

**SOLUTION**  
Advisory Services

Owner \*  
[Jennifer ROZIN](#)

**General**   Related

Name \* **Advisory Services**

Solution Family [Wealth Investment](#)

Asset Type \* [Alternative Assets](#)

+ Add New Charge
↻ Refresh
...

✓	Name	Solution	Calculation Type	Amount P...	Amount Value	Destination
	fixed fee	<a href="#">Advisory Services</a>	Amount	0.00	€5,000.00	Company
	TEST	<a href="#">Advisory Services</a>	Percentage	5.00	€0.00	Intermediary

**Details**

Sum Company (€)
**€5,000.00**

Sum Company (%)
**0.00**

#### f. Potential Profiles

Define profile in order to make recommendation for portfolio based on goals and risk Tolerance.

##### Steps to create a new record:


- Go to **Wealth Management Configuration**, click **Potential Profile**
- Click **New**
- Fill following fields:
  - o Enter a quick description in **Name**
  - o Select **Calculation Based On: Validated Amounts / estimated Amounts**  
This field is used for the calculation of the potential; it indicates to the plugin whether to use the estimated or validated amounts to carry out this calculation
- Click **Save**
- After saving, add details of the potential profile, the different lines of the profile according to the asset type.
- In **Profile Ventilation** tab, click +. A quick form create prompts you to enter the values of a line:
  - o **Asset Type:** Type of the asset for the current line
  - o **Percentage:** Percentage for the current line

Note: Ensure that the total of the percentage is not below or above 100%.


Example of a potential profile:

The wallet of a “Young Entrepreneur” generally decomposed as follows:

- 5% of these assets in Car
- 30% of these assets in Company Equipment
- 30% of these assets in Liquid Assets
- 35% of these assets in Real Estate


**POTENTIAL PROFILE**  
**Young Entrepreneur**

Potential Profile Code  
 PP003

Owner  
 **Jennifer ROZIN**

**General**   Related

Name \* **Young Entrepreneur**

Calculation Based On \* **Estimated Amounts**

**PROFILE VENTILATION**

+ Add New Potential Pr...   Refresh   ...

✓	Asset Type ↑	Percentage ↑↓	Created On ↑↓
	Car	5.00	6/3/2019 7:11 AM
	Liquid Assets	10.00	6/3/2019 7:11 AM

Description ---

### g. Risk Profiles

A risk profile is an evaluation of an individual's willingness and ability to take risks. It can also refer to the threats to which an organization is exposed.

A risk profile is important for determining a proper investment asset allocation for a portfolio.

#### Steps to create a new record:

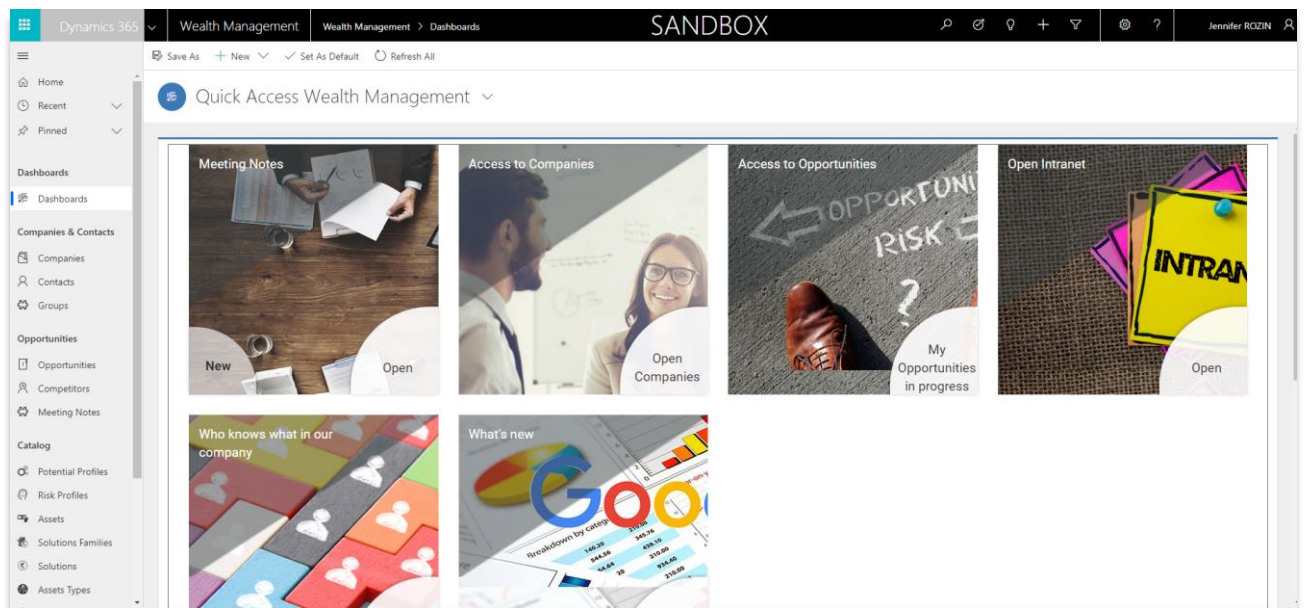
- Go to **Wealth Management Configuration**, click **Potential Profile**
- Click **New**
- In Header: Enter the **Risk Profile Code**
- Then complete the following fields:
  - Enter a quick description in **Name**
  - Enter a long description in **Description**

## 3.2 Landing Page Dashboard

The Administrator User can define a Quick Access Dashboard in order to provide quick access to main entities.

To configure the dashboard, you need to configure two items:

- Landing Page Dashboards. This is the container of the different quick access items. When you create a new Landing Page Dashboard, a standard Dynamics 365 Dashboard is automatically created. You will be able to assign security roles to these standard Dashboards (out-of-the-box feature).
- Landing Page Configurations. These are the quick access items. A Landing Page Dashboard has several Landing Page Configuration. You can reuse Landing Page configurations in different Landing Page Dashboards.



*Example of Landing Page Configuration*

For information on Landing page Configuration, please consult the Landing Page User Guide.

## 3.3 Companies







A company in Wealth Management is a client.



### a. Create a New Company

#### Steps to create a new record:

- Go to **Wealth Management**, click **Companies**
- Click **New**
- In **Summary** Tab, fill following fields:
  - **Company Name**
  - Enter **Parent Company**
  - Select **Client type**: N/A, Prospect or Client
  - Enter **Web Site, Phone** and **Email**
  - Select **Relationship Type**: Asset Manager, Custodian Bank, Intermediary
  - If Relationship Type= Client or Prospect
    - **Est. Patrimony**: System Calculated. Sum of Est. Amount of linked Assets
    - **Val. Patrimony**: System Calculated. Sum of Val. Amount of linked Assets
    - **AUM**: System Calculated. Total market value of the investments that a person or entity manages on behalf of clients. Sum of Assets linked to the company with Is AUM=Yes
    - Link to a **Potential Profile**: This action is manual
    - **Potential**: System Calculated. Est Patrimony \* (Sum percentage of Potential Profile Ventilation linked to the Potential Profile)
    - Select a **Risk Profile**

BUSINESS INFORMATION	
 Est. Patrimony	€1,247,000.00
 Val. Patrimony	€670,000.00
 AUM	€0.00
Potential Profile	 <a href="#">Companie / Consortium / Foundation</a>
 Potential	€997,600.00
Risk Profile	 <a href="#">3- Balanced</a>

- In **Assets & Opportunities** Tab: Consult all Assets and Opportunities linked to the company

GC

COMPANY

Gibbs Constructions sprl

Client ID

CO160045

Group

Gibbs Family & Entre...

Owner

Jennifer ROZIN

Financial Situation

Summary

Assets & Opportunities

KYC

Details

Related

ASSETS

+

Add New Asset

↺

Refresh

Excel Templates

Export Assets

✓

Name

↑↓

Asset Type

↑↓

Company

↑↓

Contact

↑↓

Est. Amount

↑↓

Val. Amount

↑↓

is AUM

↑↓

Is Part Of Potential

Vehicles and construction machinery

Company Equipment

Gibbs Constructions sprl

---

€260,000.00

€170,000.00

No

Yes

Waterloo Offices & Hangar

Real Estate

Gibbs Constructions sprl

---

€987,000.00

€500,000.00

No

Yes

OPPORTUNITIES

+

Add New Opportunity

Add Existing Opportu...

↺

Refresh

...

✓

Topic

↑↓

Est. Close Date

↑

Est. Revenue

↑↓

Contact

↑↓

Account

↑↓

Probability

↑↓

Rating

↑↓

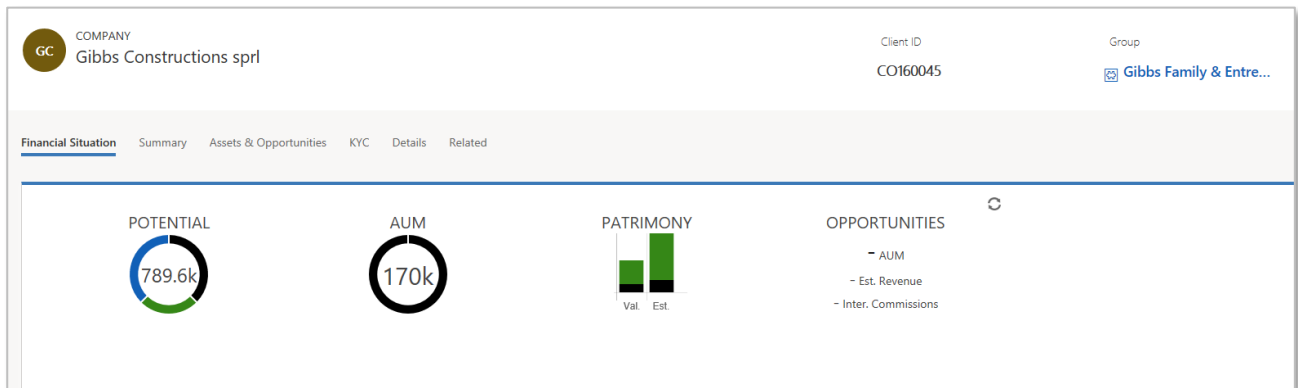
Email (Potential Customer)

No data available.

- In **KYC** (Know Your Customer) Tab, enter more details:
  - Commercial Register
  - Scope of Registration
  - Type/Nature of Company
  - No. Of Employees
  - Annual Revenue
  - Legal Representative? Y/N
  - Investors Defined? Y/N
  - Shareholders Defined? Y/N
  - Identification through WorldCheck? Y/N
  - Company Jurisdiction: Select a Country

After Saving, you will access to Financial Situation Tab, that presents charts of:

- Distribution of potential
- Sum of AUM
- Comparison of patrimony: Val/ vs Est.
- Summary of Opportunities



### a. Work with company

From the Company form you can:



- Update the company data
- Add new Opportunities or Assets
- Manage Activities
- Create a new Meeting Note (For more information, consult the Meeting Notes User Guide)

### b. Create New Contact

Steps to create a new record:

- Go to **Wealth Management**, click **Contacts**
- Click **New**
- In **Summary** Tab, fill following fields:
  - o **Salutation**
  - o **First Name**, Middle Name, **Last Name**
  - o Gender
  - o Select the **Company**
  - o Select **Client type**: N/A, Prospect or Client
  - o Enter **Job Title**
  - o Enter **Mobile Phone**, **Business Phone**, **Email 1** and **Email 2**
  - o Fill **Primary and Mailing Address** Fields
  - o If Client Type = Client or Prospect then

- **Est. Patrimony:** System Calculated. Sum of Est. Amount of linked Assets
- **Val. Patrimony:** System Calculated. Sum of Val. Amount of linked Assets
- **AUM:** System Calculated. Total market value of the investments that a person or entity manages on behalf of clients. Sum of Assets linked to the contact with Is AUM=Yes
- Link to a **Potential Profile:** This action is manual
- **Potential:** System Calculated. Est Patrimony \* (Sum percentage of Potential Profile Ventilation linked to the Potential Profile)
- Select a **Risk Profile**

BUSINESS INFORMATION	
Est. Patrimony	€2,740,000.00
Val. Patrimony	€2,740,000.00
AUM	€340,000.00
Potential Profile	 Family Business
Potential	€2,640,000.00
Risk Profile	 3- Balanced

- You can add member to family by clicking on +

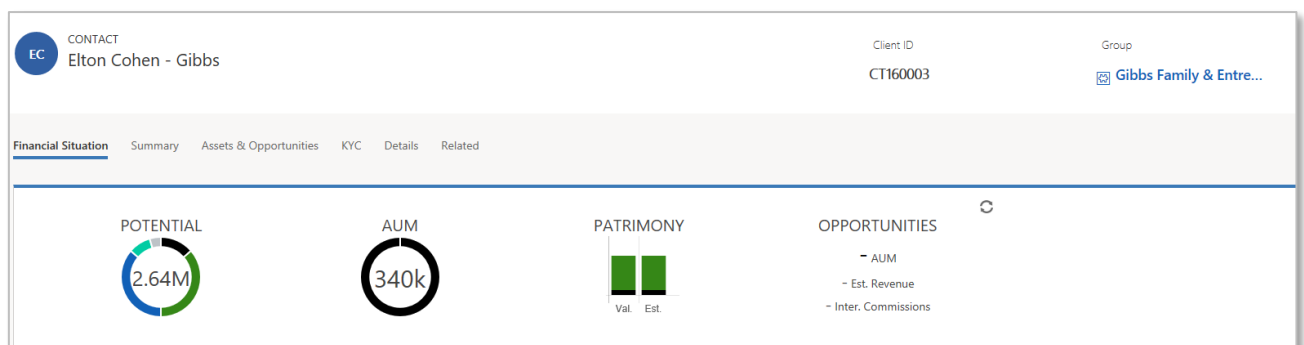
FAMILY		
Name	Role To	+
 Jean-Claude Gibbs	Child	

- In **Assets & Opportunities** Tab: Consult all Assets and Opportunities linked to the company

- In **KYC** (Know Your Customer) Tab, enter more details:
  - **Nationality**
  - **Selected Market**
  - **Market**
  - **Marital Status**
  - **N of Children**
  - **Maiden Name**
  - **Birthday**
  - **Financial Knowledge**
  - **Source of Wealth**
  - **Source of Wealth Description**

After Saving, you will access the Financial Situation Tab, that presents charts of:

- Distribution of potential
- Sum of AUM
- Comparison of patrimony: Val/ vs Est.
- Summary of Opportunities



### 3.4 Groups

A wealth management company needs to see the global assets (validated and estimated) of a Group (composed from contacts and Accounts).

The group shows the potential of client (by asset type) based on a predefined Potential profile, a chart with the portfolio split (Assets Under Management) and a split of the validated/ estimated patrimony by assets types.

#### a. Create New Group

##### Steps to create a new record:

- Go to **Wealth Management**, click **Groups**
- Click **New**
- Enter **Name** and **ID**
- Click **Save**
- Select **Members** Tab: From here you will be able to link an existing Company or Contact or to create a new Company and Contact

**GROUP**  
Gibbs Family & Entreprise

ID: GR160067

General **Members** Related

**Companies**

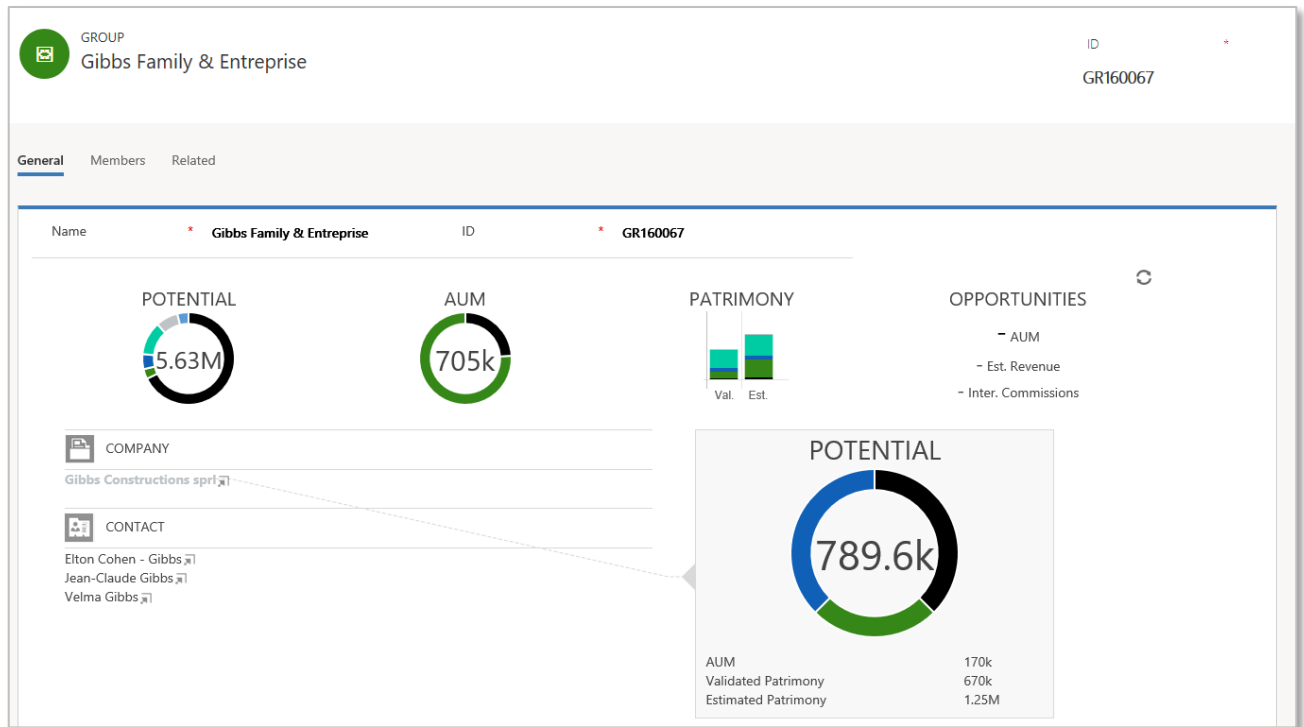
✓	Company Name	↑	Client ID ↑↓	Client... ↑↓	Primary Contact	↑↓	Main P... ↑↓	Ass... ↑↓	Cu... ↑↓	Int... ↑↓	Est. Pat... ↑↓	Val. Pa... ↑↓	...
	Gibbs Constructions sprl		CO160045	Prospect	---		+32 2568943..	No	No	No	€1,247,00...	€670,000....	€170

**Contacts**

✓	Full Name	↑	Client ID ↑↓	Busines... ↑↓	Email	↑↓	AUM ↑↓	Val. Patrimony ↑↓	Est. Patrimony ↑↓	Potenti... ↑↓	Risk Pr... ↑↓	Owner	↑↓
	Elton Cohen - Gibbs		CT160003	3236214536	cohen@gmail.		€340,000.00	€2,740,000.00	€2,740,000.00	Family Busine	3- Balanced	Jennifer ROZIN	
	Jean-Claude Gibbs		CT160008	+32 234 78 54.	jeanclaude.gibl		€195,000.00	€715,000.00	€2,195,000.00	Family Busine	---	Jennifer ROZIN	

## b. Consult Existing Group

- Go to **Wealth Management > Groups**
- Click on an existing record
- By default, you will access to the **General** Tab with following details:



- o Sum and details of the **Potential** of the members of the group.
- o Sum and details of the **AUMs** of the members of the group.
- o Sum and details of the **validated and estimated patrimony** of the members of the group.
- o Sum of the **AUM**, estimated revenue and Intermediary commission for the different opportunity of the members of the group
- o Hierarchy of members of the group: By clicking on 1 member (Company or Contact) you will display a chart with a focus on this specific member: Potential, AUM, Validated Patrimony and Estimated Patrimony

## 3.5 Asset

Asset management involves managing assets, which includes stocks, bonds, real estate of investors.

There are many options to create a new Asset:

- From Wealth Management >Assets
- From a Company or a contact

Steps to Create an Asset from a contact:

- Open the Contact or the Companies
- Go to **Assets & Opportunities** Tab

The screenshot shows the 'Assets & Opportunities' tab for a contact named Jean-Claude Gibbs. The interface is divided into two main sections: 'ASSETS' and 'OPEN OPPORTUNITIES'.

**ASSETS Section:**

- Header: ASSETS, + Add New Asset, ...
- Table with columns: Name, Asset Type, Company.
- Assets listed:
  - Action in Gibbs Construction Spl (Company & Trust)
  - Life Insurance aimed to Wife and Son (Life Insurance)
  - Maison de campagne (Real Estate)
  - Painting Collection (Alternative Assets)
- Footer: 1 - 4 of 5 (0 selected), Page 1

**OPEN OPPORTUNITIES Section:**

- Header: OPEN OPPORTUNITIES, ...
- Table with columns: Topic, Potential Cust..., Est. Close...
- Content: No data available.

- In the **Assets** Grid, Select **New**



**Quick Create: Asset**

**ASSET INFORMATION**

Name \* ---

Asset Type \* ---

Information Date ---

Est. Amount ---

Val. Amount ---

is AUM \* **No**

Is Part Of Potential \* **No**

**CLIENT INFORMATION**

Contact \* [Jean-Claude Gibbs](#)

**ASSETS**

Name	Asset Type	Company
Action in Gibbs Construction Spl	Company & Trust	---
Life Insurance aimed to Wife and Son	Life Insurance	---
Maison de campagne	Real Estate	---
Painting Collection	Alternative Assets	---

1 - 4 of 5 (0 selected)

Modified On: 6/4/2019 9:31 AM Modified By: Jenni

**OPEN OPPORTUNITIES**

Topic

Save Save & Create New

- A Quick form create prompts you to enter the values for new Assets:
- Enter a quick Description of Asset in **Name**
- Select **Asset Type**
- Enter date when the information was updated in **Information Date**
- Enter **Estimated Amount**
- Enter **Validated Amount**
- **Is AUM Y/N:** Select Yes if the asset is part of the assets managed by the company
- **Is Part of Potential:** Is it potentially possible to get the client to put their asset in management with us?
- **Contact:** Is prepopulated if the asset is created from the Contact

**Note:** When you create a new asset for a contact or a company, the system automatically recalculates the potential, the AUM, the validated amount and the estimated amount for the customer and for its group.

## 3.6 Opportunities


Wealth Management offers two possibilities to enter information (estimated AUM, estimated charges, estimated revenue and commission of intermediaries) of an opportunity:



- Calculation mode = User Provided: In this case, the user who creates the opportunity will enter manually the amounts of the opportunity.
- Calculation mode = System Calculated. In this case, the system locks the amount fields and calculates them automatically based on added Solutions.


### a. Create a new Opportunity from Contact

Steps to create a new record:

- Go to **Wealth Management>Contacts**
- Open an existing Contact
- Go to **Assets & Opportunities** Tab
- On Open **Opportunities** Grid, click **New**
- By default, the quick create form will open:
  - o Enter a quick description in **Topic**
  - o Select the **Type** of opportunity: Direct Sales or Indirect Sales
  - o Company and Contact are automatically populated by the system
  - o If Type of Opportunity= Indirect Sales, select **Intermediary**
  - o Select **Solution Family**
  - o Click **Save**
- Open the created record
  - o In **Stakeholders** grid, select stakeholders involved in this opportunity
  - o Select **Calculation Mode**:
    - If **Calculation Mode=User** Provided then Amount Fields are editable: Est. AUM, Est. Charges, Est. Revenue, Intermediary Commission
    - If **Calculation Mode=System Calculated**: The **Opportunity Solutions** Tab will appear

Calculation Mode	System Calculated
Est. AUM	€1,000.00
Est. Charges	€5,000.00
Est. Revenue	€5,000.00
Intermediary Commission	€0.00
Est. Close Date	---
Currency	*  euro
Pipeline Phase	1-Qualify

- In **Opportunity Solutions** Tab: Provide different opportunity solutions.
  - Click + to add a new line using the “plus” button.
  - Delete a line by clicking on the  button or update it using the button  (you must save your record for applying the update of your line).


**OPPORTUNITY**  
 Placement advisory

Probability  
20

Est. Close Date  
6/26/2019

**Opportunity Sales Process**  
 Active for 14 days



Quality (14 D)

Onboarding

Propose

Close

Summary
 **Opportunity Solutions**
 Interveners
 Marketing
 Related

Solution * ↓	Amount (AUM) *	Company Charge (€)	Company Charge (%)	Revenue	Intermediary Charge (€)	Intermediary Charge (%)	Int. Commission	Total Charge	+
Advisory Services	€ 1,000.00	€ 5,000.00	0.00 %		€ 0.00	0.00 %			 

- By adding a new “Opportunity solution” the system automatically recalculates the AUM, Charges, Revenue and intermediary Commissions for the current opportunity.
- In addition, the Summary tab is updated
- In **Interveners** Tab: Insert Competitors and Collaborators involved in this Opportunity

### b. Create a new Opportunity from Account

The steps to create an Opportunity from an Account are the same as described above except the first step that consists of opening a Contact and not an Account.

## 3.7 Calculation of potential

### a. Change the calculation

Potential calculation can be changed at any time.

- Go to **Wealth Management>Wealth Management Configurations**
- Open the default record
- Change **User Custom Action** to Yes and enter Custom Action Unique Name

POTENTIAL CALCULATION	
Use Custom Action	Yes
Custom Action Unique Name	<b>pdw_calculatepotential</b>

The default action is named "pdw\_CalculatePotential"

### b. Create a new CRM Action for potential calculation

The action must respect the following conditions:

- Having a Unique Name
- Activate As = Process
- Entity = None (Global)
- Category = Action
- Enable rollback = Yes
- Parameters (Case sensitive)
  - ContactReference
    - Type: EntityReference
    - Required: Optional
    - Direction Input

- CompanyReference
  - Type: EntityReference
  - Required: Optional
  - Direction Input
- AssetReference
  - Type: EntityReference
  - Required: Optional
  - Direction Input
- PotentialProfileReference
  - Type: EntityReference
  - Required: Optional
  - Direction Input

Name*	Type	Required	Direction
ContactReference	EntityReference	Optional	Input
CompanyReference	EntityReference	Optional	Input
PotentialProfileRefer...	EntityReference	Optional	Input
AssetReference	EntityReference	Optional	Input

The different triggers of these actions are:

<b>Update of the potential profile on a company with a non-empty value</b>	Completed field: <ul style="list-style-type: none"> <li>- CompanyReference (EntityReference to the company which triggered the action)</li> <li>- PotentialProfileReference (New PotentialProfil reference)</li> </ul>
<b>Update of the potential profile on a contact with a non-empty value</b>	Completed field:

	<ul style="list-style-type: none"> <li>- ContactReference (EntityReference to the contact which triggered the action)</li> <li>- PotentialProfileReference (New PotentialProfile reference)</li> </ul>
<b>Creation of an Asset</b>	<p>Completed field:</p> <ul style="list-style-type: none"> <li>- AssetReference (EntityReference to the asset which triggered the action)</li> <li>- PotentialProfileReference (EntityReference to the PotentialProfile of the contact or a company of the asset)</li> </ul>
<b>Update of each field in Asset</b>	<p>Completed field:</p> <ul style="list-style-type: none"> <li>- AssetReference (EntityReference to the asset which triggered the action)</li> <li>- PotentialProfileReference (EntityReference to the PotentialProfile of the contact or a company of the asset)</li> </ul>
<b>Deletion of an Asset</b>	<p>Completed field:</p> <ul style="list-style-type: none"> <li>- AssetReference (EntityReference to the asset which triggered the action)</li> <li>- PotentialProfileReference (EntityReference to the PotentialProfile of the contact or a company of the asset)</li> </ul>

The custom action should create as many lines of "pdw\_potentialdetail" as there are asset types linked to the potential profile passed in parameters.

Each "pdw\_potentialdetail" contains the following fields:

<b>pdw_companyid</b>	EntityReference to the company
----------------------	--------------------------------

<b>pdw_contactid</b>	EntityReference to the contact
<b>pdw_assettypeid</b>	EntityReference to the asset type
<b>pdw_name</b>	Name of the line
<b>pdw_potential</b>	Money Field Contains the value of the potential for the company, the contact or the asset

Note: One of the three EntityReference must be filled in. Never two on the same line.

Before a custom action , all lines of the “Potential Detail” are deleted for the company or contact who triggered the action or linked to the asset who triggered the action.

The call to action is executed in post-operation, so the creation or updating of the values is already in the database. It is therefore possible to retrieve all assets in a custom action. Be careful to verify if the potential profile is based on the validated or estimated values.

## 4. DATA MANAGEMENT

Wealth Management includes a connector system for easy import data from an external source.

The connector allows you to:

- Insert or Update Contact
- Insert or Update Companies
- Insert new Assets

### a. Data Source Field Mapping

Each field should be defined in Data Source Field Mapping.

Steps to create a new Data Source Field Mapping:

- Go to **Wealth Management > Data Source Field Mappings**
- Click **New**
- Fill following fields:
  - o **Action on error:** ignore Field, Cancel Upsert
  - o **Is Required to Create Entity:** Y/N
  - o Enter the **Source Field Name**
  - o Enter the **Destination Entity Name, Destination Field Name, Destination Field Type**

### b. Create Data Source Record

There are different options to create a Data Source Record:

- Manually
  - o Go to **Wealth Management > Data Source Records**
  - o Select the tab in function of the record you want to import
  - o Then fill the details



**DATA SOURCE RECORD**  
Record processed at 04/06/2019 10:...

General Asset **Company** Contact Associated Records Related

COMPANY INFORMATION		BUSINESS INFORMATION	
Company Intermediary ID	---	Company Est. Patrimony	---
Company Group	---	Company Val. Patrimony	---
Company Client ID	---	Company AUM	---
Company Name	<b>Prodware</b>	Company Potential Profile	---
Company Parent Company	---	Company Risk Profile	---
Company Client Type	<b>Client</b>		
Company Website	<b>https://www.prodware.fr</b>	PRIMARY ADDRESS	
Company Phone	<b>0155555555</b>	Company Street 1	---
Company Email	---	Company Street 2	---
		Company Street 3	---

- Using Excel Import

	A	B	C	D	E	F	G	H	I	J
1	Asset Name	Asset Asset Type	Asset Val. Amount	Asset Est. Amount	Asset Is Part of Potential	Asset is AUM	Asset Information Data	Asset Company	Asset Contact	Description
2	Action in Gibbs Construction Sprl	Company & Trust	400000	0	Yes	No	14-12-16		CT160008	Desc : Action in Gibbs Construction Sprl
3	Head office in Luxembourg	Real Estate	1000000	1000000	No	No	06-02-17	CL1170206		

- Using custom code with the native CRM API (example: C# webservice, SSIS package with Kingsway Soft or Cosyroc, etc.)

```
Entity contact = new Entity("nerea_datasourcerecord");
contact.Attributes.Add("nerea_contactclientid", "CTC171245");
contact.Attributes.Add("nerea_contactlastname", "Hugo");
contact.Attributes.Add("nerea_contactfirstname", "Julien");
contact.Attributes.Add("nerea_contactemailaddress1", "jhu@nerea.com");
contact.Attributes.Add("nerea_contactgender", "Male");
contact.Attributes.Add("nerea_contactlanguage", "French");
crmService.Create(contact);
```

When a new Data Source Record is created, the system automatically applies the insert or update method for each data present in the record of “Data Source Record” using the mappings present in the **Data Source Field Mapping**.

#### Important Rules:

- All the “optionset” fields are mapped to the text value of this field (Example: if you want to create a “Male” Contact with “Data Source record”, you must enter “Male” in the field

“Contact Gender” the other values like “M”, “Mister”,.. will not be mapped in the contact field).

- The “lookup” fields are mapped as follows:
  - Lookup to the entities “Asset Type”, “Potential Profile” and “Risk Profile” are mapped to the name of corresponding entities.
  - Lookup to the entity “Contact” are mapped to the “Contact ID” field
  - Lookup to the entity “Company” are mapped to the “Company ID” or “Intermediary ID”
  - Lookup to the entity “Country” are mapped to the field “Iso Code”
  - Lookup to the entity “Group” are mapped to the “Group ID”
- For boolean value, the system considers the values “true”, “yes” or “1” like an “Yes” value, the other values are considered such as a “No”.

You can update all the default mappings in the entity “Data Source Field Mapping”.

- To create a record from a Data Source Record, you must fill all the required fields of this record. The required fields are listed in the Data source Field Mapping entities. (You can update it directly on this entity)
- One record of Data Source Record can create the three entities but it is better to enter information only from one entity at a time.


### c. View Import Results

In order to view the result of an import, you can consult the following views:

- Wealth Management - Data Source Records To Be Processed: Display records not processed yet
- Wealth Management - Data Source Records Processed: Display records import with success or warning
- Wealth Management - Data Source Records in Error: Display record not imported due to error.

When you open a “Processed” or “In Error” record, the **Processing Result** field shows the result of the import.

In the case of a Warning or Error, the field contains the details of the warning/error (bad format for a date or a number field, lookup reference not found, Exception in custom code, required field missing, etc.)



DATA SOURCE RECORD

Record processed at 04/06/2019 10:...

General

Asset

Company

Contact

Associated Records

Related

Process Status

In Error

Processing Result

Company:

---


Processed with success

Assets:

---

Field 'pdw\_assetasettype' is mandatory but he can't be processed


Click on **Associated Records** Tab, in order to access direct links to the records.



DATA SOURCE RECORD

Record processed at 04/06/2019 10:...

Owner

 Jennifer ROZIN

General

Asset


Company

Contact

Associated Records

Related

Company

 TEST DATA SOU...

Contact

---

Associated Asset

---

## 5. SECURITY ROLES

The solution includes three different security roles:

- Wealth Management Connector: Grant privileges only to Data Source Features
- Wealth Management Manager: Grant privileges to main entities in Business level or Organization level
- Wealth Management User: Grant privileges to main entities in User level

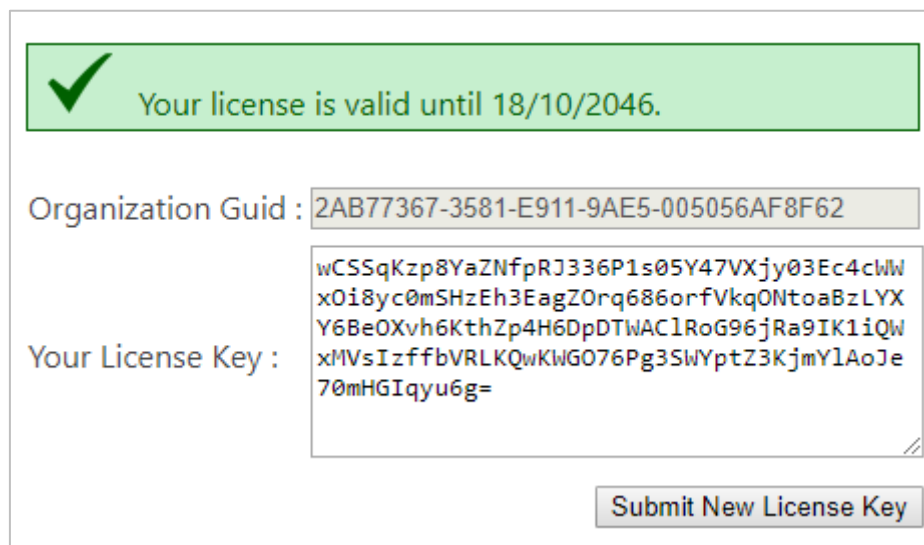
A User should be granted at least Wealth Management Manager or Wealth Management User security role.

## 6. LICENSE MECHANISM

### 6.1 Entering a license key for the first time

In order to start working with the Wealth Management solution you will have to enter the license key provided by Prodware. You should be a System Administrator in order to perform this action.

- Go to **Settings > Solutions**
- Double click on **Wealth Management Solution**
- Enter **Organization Guid** and **License Key**
- Click **Submit New License Key**



The screenshot displays a software interface for entering a license key. At the top, a green banner with a checkmark icon and the text "Your license is valid until 18/10/2046." indicates a successful validation. Below this, the "Organization Guid" is shown as "2AB77367-3581-E911-9AE5-005056AF8F62". The "Your License Key" is displayed as a long alphanumeric string: "wCSSqKzp8YaZNfpRJ336P1s05Y47VXjy03Ec4cWw x0i8yc0mSHzEh3EagZOrq686orfVvkqONtoaBzLYX Y6BeOXvh6KthZp4H6DpDTWAClRoG96jRa9IK1iQW xMVSIzffbVRLKQwKWGO76Pg3SWYptZ3KjmYlAoJe 70mHGIqyu6g=". A "Submit New License Key" button is located at the bottom right of the form.

### 6.2 Renew License

Steps to renew a license are the same as those steps described in previous paragraph.