



File	Home	Portfolio	Modelling	Trades	Reports	Research				
 Blotter	 Order Details	 Contract Notes	 Approve	 Reject	 Quick Order	 FX	 Buy	 Sell	 Invest	 Raise

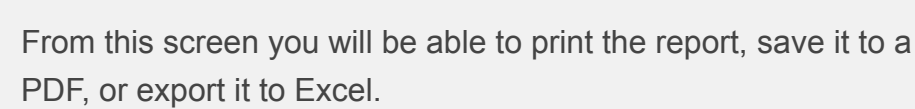
ContractNotesByClientList1 X

Contract Notes

Drag a column header and drop it here to group by that column

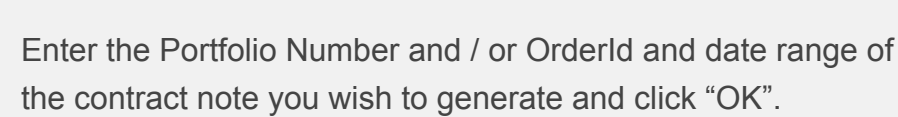
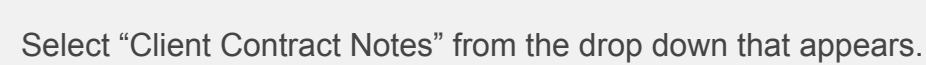
Transaction Reference ▼	Order Reference ▼	Cancellation ▼
CC0HO508	214204	
CC4FJ564	217615	
CC4FK267		
CC4FJ605	217902	

3. The contract note will open in a new tab within MyCredo.



Contract Notes							
Show a broken header and drag it down to group by last column							
Transaction Reference	Order Reference	Account Number	Collection Account Number	Account Name	Collection		Account Name Account Number
02/03/058	214204	10000184	00312102	Name : 1786	Peering Services Limited		Account Name Account Number
02/04/054	215115	10000746	00312102	Name : 1786	Peering Services Limited		Account Name Account Number
02/04/059	214809	10000746	00312102	Name : 1786	Peering Services Limited		Account Name Account Number
02/04/065	217062	10000692	00360452	Name : 1682	Peering Services Limited		Account Name Account Number
02/04/067	219573	10000692	00360452	Name : 1682	Peering Services Limited		Account Name Account Number
02/04/072	219564	10000692	00360452	Name : 1682	Peering Services Limited		Account Name Account Number
02/04/075	219581	10000692	00360452	Name : 1682	Peering Services Limited		Account Name Account Number
02/04/084	219767	10000692	00360452	Name : 1682	Peering Services Limited		Account Name Account Number
02/04/085	219768	10000692	00360452	Name : 1682	Peering Services Limited		Account Name Account Number
02/04/092	220175	10000692	00360452	Name : 1682	Peering Services Limited		Account Name Account Number
02/04/093	220187	10000692	00360452	Name : 1682	Peering Services Limited		Account Name Account Number

1. A particular contract note can be generated directly from the “Reports” tab, by selecting “Contract Note Reports”.



Client Contract Note

Portfolio:

Name 1 - 0378 - 10000378

OK

All Portfolios:

Cancel

Orderid:

225397

From:

01/01/2017

\$

To:

{last}

\$

This will produce all contract notes for the particular portfolio entered, over the specified date range.

2. Another shortcut for contract notes can be found within the Trade blotter under the “Trades” tab. For trades that have been executed, select the trade for which you wish to generate a contract note, right click and select “Contract Note” from the drop-down menu that appears.

TradeBlotter1

TradeBlotter1

Drag a column header and drop it here to group by that column

Desk	Created By	Order ID	Trade Date	Settle Date
Credo	Buy		07/02/17	09/02/17
Credo	Sell		09/02/17	14/02/17
Credo	Invest		07/02/17	09/02/17
Credo	Raise		09/02/17	14/02/17
Credo	XRef		07/02/17	09/02/17
Credo	Security Details		09/02/17	14/02/17
Credo	Contract Note		07/02/17	09/02/17

If you have any queries, please do not hesitate to contact your Relationship Manager or [MyCredo Support](#).

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CREDO