

# TRADER TOOLS: CREATE AND MANAGE ORDERS

## ORDER WORKFLOW

The Archer platform helps investment managers maximize the results of their expertise. For trade order management, Archer provides a number of order workflow and lifecycle tools, allowing implementation teams to quickly identify trading opportunities then precisely build and efficiently apply orders.

Archer proprietary workflow tools, such as Paperwork Queue, Model Workstation, and Account Selection Tool alert implementation teams to the need to trade. Automated Paperwork Queue refresh allows teams to closely monitor new account inceptions and client cash requests. Portfolio Model updates in Model Workstation trigger email notices with detailed trading instructions, including price and hold settings. High/low cash, asset drift and exposure levels, non-holders and other investor account characteristics may be specified in the Account Selection Tool to assist in identifying accounts to be traded.

Orders created with Archer can be applied to accounts or to groups of accounts, managed via trade blotter, routed to and confirmed with one or more executing brokers, allocated across accounts or sleeves, and reconciled with the accounts' custodians.

## ORDER BUILDING

Once alerted to the need to trade via Paperwork Queue, Model Workstation or Account Selection Tool, traders can use Archer's multi-currency trade lifecycle tools to build, apply, route, settle, and reconcile trades.

### Securities

At the security level, orders can be built in bulk (a block order), as a percentage of a total portfolio or portfolio partition, or as a net position. Trading multiple securities simplifies portfolio model changes or wholesale swapping of security positions. And a distinct buy list feature allows teams to quickly invest available cash by applying a prioritized list of security purchases to an account or group of accounts.

## Accounts

The ability to apply order management scenarios at the account level provides flexibility in managing client requests such as withdrawals. Rebalancing and liquidating accounts are also easily accomplished. And since Archer accounts can be associated with both a model portfolio and a buy list, trade teams can efficiently accommodate specific stock restrictions while maintaining desired market exposures.

Pre-trade compliance functionality ensures that each account's restrictions are automatically evaluated and applied as part of the order creation and validation process.

Order building tools include block options that may be used to automatically assign brokers based on account and program settings, simplifying the process of generating multi-party blocks.

The flexibility of multiple purpose-built trade building tools sets Archer apart. Whether a manager needs to apply investment expertise across a large number of accounts, or must manage a small number of accounts with a large number of investment restrictions and guidelines, the efficiency and accuracy of Archer order management tools facilitate investment management success.

## TRADE BLOTTER

Once orders have been built using order management scenarios, the trades appear on Archer's function-rich trade blotter.

The trade blotter is the investment management firm's official record of all trades created on Archer, providing complete transparency to the firm's trading activity, including audit information on each trade update and by whom the update was made.

Filters and action buttons on the trade blotter allow investment managers and their teams to take several actions in managing trades. For example, an order may be promoted or demoted in status, changed from Market to Limit, switched between GTC and Day, and switched between Autopost and Blotter methodologies (i.e. blotter trades are those for which executions and allocations will be manually entered). Full edit capabilities are available for each trade via the individual trades' detail pages, accessed by clicking the color-coded Direction link for the trade.

When filters are used to display a group of orders in the same status, bulk operations such as combining orders and allocating shares become available. And favorite filters may be pre-set, speeding access to the trades requiring a specific team members' attention.

## **ROUTING AND EXECUTIONS**

Orders that have been managed on the blotter and graduated to pending execution status may be routed to executing parties that have established electronic execution protocols with Archer. Once orders are sent, execution details are viewable on Archer's DTCC blotter. Settlement details for OMGEO-enabled trades are captured on Archer's Trade Settlement Report Dashboard.

## **REPORTING**

Rounding out the Archer trader tools are reports which facilitate management teams' ability to troubleshoot orders, upload trade-related information to other systems and parties, and output information for further analysis.

## **IN SUMMARY**

Archer allows trading teams to efficiently: build orders to precise specifications; apply orders to an account or a group of accounts with robust pre and post trade compliance; view and manage firm-wide trades or sub-groups of trades with powerful blotter capabilities; send trades to executing parties; and follow through on executions.