

APL Infodex Database

Account Master Data

New accounts should be added to the APL system using EDITAC or NEWACCT.

- EDITAC allows a user to add single new accounts to the APL system, one at a time
- NEWACCT allows a user to add multiple new accounts to the APL system at one time

An Account Master Template can be created to pull up specific account master fields when adding a new account to the APL system.

This template is called EDITACFIELDS and is invoked from the EDITAC function only.

Screen Descriptions

Data Entry Screens

Account Master Database.

Broker Database.

Quick Edit.

Text Editor.

U.S. Region Editor.

Database Maintenance Utilities

Add New Broker Accounts.

Purge Broker Accounts.

Look Up Broker SNAMs.

Edit Infodex Login Settings.

Edit Pop-Up Field Choices.

Function Key Operations

Some function keys vary depending on the current screen being viewed.

F1 Help.

F2 Edit Options.

F3 Exit.

F4 Goto.

F5 Custod / Broker or Client Links.

F6 Diary.

F7 Page Back.

F8 Page Forward.

F9 Address or Master or Cycle.

F10 Save.

SF5 Office Links.

SF6 Find Office.

SF7 Print Screen.

S = Shift

INFODEX Database Field Descriptions

ADDR1 Address Line 1.

ADDR2 Address Line 2.

ADDR3 Address Line 3.

APHONE Assistant's Phone Number.

ASSIST	Assistant's Name.
BROKL1	Broker Long Name 1.
BROKL2	Broker Long Name 2.
BROKL3	Broker Long Name 3.
BROKS1	Broker Short Name 1.
BROKS2	Broker Short Name 2.
BROKS3	Broker Short Name 3.
CITY	City.
CLOVAL	Closing Market Value.
CLSDATE	Close Date.
CNTRY	Country.
COPY	Copy of statements.
DESBRK	Designated Broker.
DTCNO	DTC Custodian Number.
ENTDTE	Authorization Date.
FAX	Fax Number.
FIRM	Name of Firm.
FUND1	Fund Description.
HOME	Home Phone Number.
INVEST	Initial Investment.
ITVALU	Initial Trading Value.
LINKS	Does Broker have other links?
LIQUDT	Liquidation Date.

LNAME 1	Account Long Name 1.
LNAME 2	Account Long Name 2.
LNAME 3	Account Long Name 3.
LNAME 4	Account Long Name 4.
MPHONE	Main Office Phone Number.
NVALUE	Contract Value.
OFFICE	Office Code.
OLDMGR	Old Manager Code.
OLDNUM	Old Account Number.
PHONE	Phone Number.
REGION	US Region.
RKDATE	Contract Sent Back.
SALUTE	Salutation.
SNAM	Broker Short Name.
STATE	State Postal Code.
STATUS	Status of Account.
STOPDT	Stop Trading Date.
TITLE	Title.
ZIP	Zip Code.

Additional Account Master Database Fields

These fields should / could be coded in addition to the Infodex Database fields.

ADM	Administrator.
AUDIT	Date of last Audit.
BANK	Custodian Bank Code.
BEGDTE	Beginning Date for Billing.
CUSTOD	Number of Statement Copies.
DESFIX	Desired % for Fixed Income.
DESPCT	Desired % for Equity.
	Discretionary / Voting.
	This field is used for the SEC 13F filing and should be coded in one of the following ways:
	<ul style="list-style-type: none"> • 1st character for trading • 2nd character for voting
DISVOT	Y = Yes, sole discretion.
	S = Yes, shared discretion.
	N = No discretion.
	Example: YY = full trading and voting discretion.
FOFO	Sell code.
MGR	Manager code.
OBJECT	Trading / Investment objective.
RR	Registered representative.
SOCSEC	Social Security Number.
SOURCE	Source code.
	Tax status of the account.
TXSTAT	<ul style="list-style-type: none"> • TAXABL = Taxable • EXEMPT = Exempt
VEHICL	Vehicle.
WTOTAL	Current market value.

INFODEX Reports

Informative

Broker Name and Phone Listing.

State Distributions by Broker.

Broker Business Value.

Brokers with No Business.

Office Listing.

Broker Report by Office.

Office Address.

Clients and their Links.

All Infodex Related Fields.

Notes.

Broker Summary Performance.

New / Closes Account Summary.

Account Gain / Loss Activity.

Address

Client Address.

Broker Address.

Broker Address by Client.

Auditing

Audit Broker, Find Duplicates.

Audit Broker Links.

Audit Client Links.

Audit Addresses.

Audit Salutations.

Audit Changes by Operators.

Find & Fix Duplicate Brokers.
