Employee Cross-Functional Flowchart - Investment Management

Computer Tasks

- Client Data Entry → CRM → Process for client data entry
- Portfolio Mgmt Software → Process for data entry
- Setup Electronic Files → Process for scanning and indexing

Communications Tasks

- Phone → In/Out Calls → Appt Scheduling
- Email → New Client Email → Appt confirms → Clarification/Instructions
- Letters → LOE → Investment Inventory → Return of Original Docs

Clerical Tasks

- Setup Files → Setup 6 section file → Process for file setup
- Copy client Stmts and file → process for stmt prep and archiving
- Prepare client investment inventory → process for client investment inventory