

VSR 'At Your Fingertips'

VSR has invested in building a workflow system which emphasizes electronic processing. This initiative reduces the flow of paper in favor of electronic imaging. Paperwork is scanned and saved into VSR's image database before any processing ever takes place. Thus, it can move through the workflow system electronically. This reduces the human error element of physical paper shuffling and creates the added benefit of real-time tracking.

The system has been enhanced with a web interface and that has been made available externally to Reps' offices as *VSR At Your Fingertips* (VSRayf). This development gives Reps an unprecedented view into VSR's work flow system providing "any-time access" to images of their orders and real-time order status/confirmation of receipt.

Every Rep office is provided with a username and license to view VSRayf. Because access is web-based and runs within the Rep's browser, their login will work from any computer connected to the Internet and can thus be used by their office personnel as well. In the unlikely event that an office requires two or more simultaneous connections to the VSRayf system, there is the option of purchasing additional licenses.

VSRayf allows Reps to query the system to review documents and track orders and many other functions such as:

- **Order Status at a Glance** – A useful query to view current status for all pending orders at once.
- **New Account Form Query** – Verify a client's New Account Form is up to date by using this query to populate a list of a client's New Account Forms, find the most recent form on file and check its validity.
- **Document Receipt Reports (DRRs)** – Daily emails sent to VSRayf users listing the paperwork and forms – including orders – that the VSR Home Office has received from a Rep and scanned into the workflow system. This "business checklist" enables the Rep or Sales Assistant to see that submitted paperwork has been received.
- **Cashiering Functions** – Several search query modules are available to view all cashiering functions including images of checks issued from cashiering. You can even print a copy.
- **Purchase & Sales Blotter** – This "order log" records any investment business VSR Reps send to the Home Office or that is executed through a clearing firm. This can be used in place of a manual order log as long as the Rep reviews it regularly for completeness and can produce it for audits or exams.
- **Commission Data in Excel Format** – VSRayf takes commission data from the M&O Commission Dashboard that VSR uses and provides it in Excel format for two records:
 - **Commission Statements** – This report makes it possible to copy and sort commission data and to then import it into accounting systems.
 - **Trail Detail Report** – This reports shows trails sorted and subtotaled by vendor to make it easy to verify that payments are complete and correct.
- **User Friendly Search Options** – Features such as "Envelopes" that is useful for grouping and identifying particular documents; "Custom Queries" that allows searches across multiple document types to view all of a client's paperwork at once; "Wild-Card Search" that enables searches using partial information.