



## Back Office: Purchase and Sales - Online

This module provides an overview of the duties of the Purchase and Sales Department in five areas: Recording, Figuration, Comparison and reconciliation, Confirmation and Booking.

This course replicates the content from module 3 of Brokerage Operations - Online

This is an asynchronous eLearning course that can be accessed 24/7 from any internet enabled computer. Subscription period for this course is 90 days.

### Targeted Audience

Professionals new to the securities industry.

### Advance Preparation

No advance preparation required.

### Learning Objectives

Students will be able to:

- . Identify how orders are received, tracked, and routed to the appropriate markets
- . Identify the types of orders and how they are implemented
- . Recognize how transaction details are tracked after the trade is executed.
- . Recognize how trades are recorded
- . Calculate the net amount due to a customer from a trade
- . Identify how trades are compared, reconciled confirmed, and booked.

### Follow-Up Courses

Introduction to Brokerage Operations - Online

Back Office: The Order Room - Online

Back Office: The Margin Department - Online

Back Office: The Cashier's Department - Online

Current Trends in Brokerage Operations - Online

**Level: Basic**

**CPE Credits: 1**

**Instructional Method: Self-Study**

## **Detailed Outline**

### **Back Office: Purchase and Sales**

- . Recordation and Figuration
- . Calculating bond trades
- . Comparison
- . Trade-for-trade vs. systematized

Duration: 1 hour

For more information regarding administrative policies such as complaints and refunds, please contact our offices at 212-641-6616.