Outlook

Re: DFM template notes

From Gaurav Sharma <gaurav.sharma9@ibm.com>
Date Thu 26/02/2026 09:51
To Yuliya Logue <Yuliya.Logue@ibm.com>; David Rowley <David.Rowley@ibm.com>

Hi Yulia,

Both David and I are in an all day MS event today.

We are syncing up tomorrow and will update you by eod tomorrow.

Regards,
Gaurav

From: Yuliya Logue <Yuliya.Logue@ibm.com>
Sent: Tuesday, February 24, 2026 9:32:39 PM
To: Gaurav Sharma <gaurav.sharma9@ibm.com>; David Rowley <David.Rowley@ibm.com>
Subject: FW: DFM template notes

Gaurav / David,

How are you progressing with the scenarios in the Co-Pilot Studio?

Client pointed to particular steps in the process that they would like us to explore for automation. Please see an email below. Would you like us to re-group to check in on progress?

Regards,

Yuliya Logue
Agentic AI in Finance Lead

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IBM Consulting
https://www.ibm.com/consulting/

From: Jasvinder Rajput <Jasvinder.Rajput@thephoenixgroup.com>
Date: Tuesday, 24 February 2026 at 20:59
To: Yuliya Logue <Yuliya.Logue@ibm.com>
Cc: Louise Marszol <louise_marszol@standardlife.com>
Subject: [EXTERNAL] DFM template notes

This Message Is From an External Sender
This message came from outside your organization. Hi Yuliya,   [Report Suspicious]

You requested on the call yesterday for some brief process notes, as I mentioned there are some pointers on the Process tab within the template.

To conform the original data into the standard template on the Edited tab, I refer you to steps 1, 3 & 4 of the process outlined below.

Process

1	If workbook populated, run 'RESET WORKBOOK' macro (below) - **otherwise move straight to Step 2**	
2	Run the three import modules using the macro buttons below (see file locations below):	
	FX Rates: Current month's DFM folder, subfolder 02. FX Rates	
	ISIN Mappings: \\CORP\FILE\Phoenix\Finance\Restrict\OPS\Assets Team\PRODUCTION\SLIL\Monthly Asset Reports\DFM\Administration\	
	IH Report: Current month's DFM folder	
3	Open confirmation received from DFM and paste to 'Original Data tab	
4	Copy formulae on the 'Edited' tab down to cover the number of rows on the corresponding 'Original Data' tab - there is a calculation on the 'Checks' tab to ensure all data is bein	
5	Review columns C:G to ensure all formulae are finding results from policy number and ISIN mapping calculations	
6	If any show '#N/A' the relevant table will need to be expanded upon on the 'Lookups' tab	
	a)	If ISIN/SEDOL/Asset Name mappings are incomplete, add the new ISIN/SEDOL/Asset Name to the table and google the information provided to fill in the blanks
		Ensure the new mappings are then reflected in the ISIN Master List workbook so these are carried forward
	b)	If policy number mappings are incomplete, check if any policies on the 'IH Report' tab are showing as missing. If so, check the policy number on Spice to ensure
		matches the reference for the line(s) failing the mapping calculation. If so, expand upon the mapping table on the 'Lookups' tab.
		If there are no policies missing from the IH Report, add the reference to the mapping table on the 'Lookups' tab and mark as 'REMOVE'.
7	Check the holdings*price=bid value check in column A holds - this should be within 98-102%. Anything outwith this range should be investigated as it suggests the holdings and	
8	Review the 'IH Report' tab to ensure there are no policies missing from the confirm (other than known issues, as called out below). Any missing policies should be flagged to th	
9	Filter column B of 'Edited' tab on 'Include', copy column C onwards and use Paste Special > Values to paste data into the 'tpir_load' tab	
10	Ensure all checks on the 'Check' tab hold	
11	Once satisfied that the confirmation is complete, save and close, then run the TPIR Upload Checker to ensure the file is suitable for loading to ADS	

Please let me know if you need anything else.

Thanks,
Jas

Phoenix

Jasvinder Rajput | Senior Accountant

email: jasvinder.rajput@thephoenixgroup.com

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