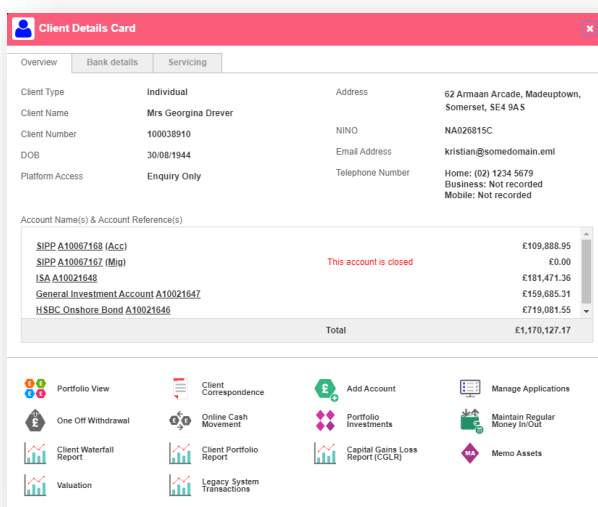


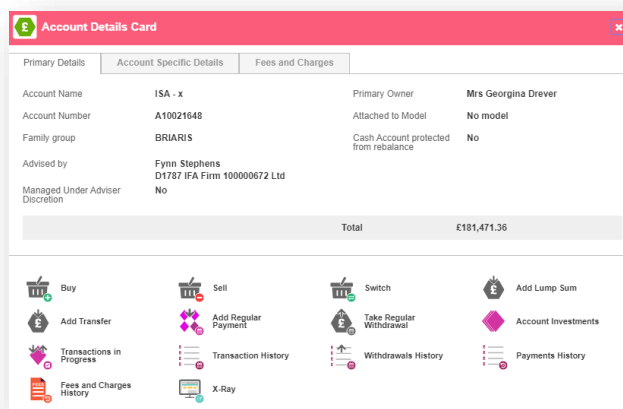
How to exclude cash from a Rebalance

One

Open the appropriate **Client Details Card** and then the relevant **Account Details Card**.

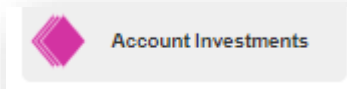


The account card will show you if the cash account is currently protected from rebalance.



Two

Go to **Account Investments**.



Three

You'll see that the top line of information in the account is the **Cash Account** section. On the far right of the page is a column titled '**Excl rebal**'. Click Edit and select the radio button to Exclude Cash from a rebalance, click Save and this will immediately exclude the Cash Account from a rebalance.

The screenshot shows a table with the following columns: Asset name, Total cost, Quantity, Last price, Value, Profit/loss £, Profit/loss %, % of holding, Est yield %, Est income, Sector, and Excl rebal. The table contains two rows: 'Cash Account' and 'Baillie Gifford Japanese B Inc'. The 'Excl rebal' column has a radio button next to each row.

Asset name	Total cost	Quantity	Last price	Value	Profit/loss £	Profit/loss %	% of holding	Est yield %	Est income	Sector	Excl rebal
Cash Account	£38,373.13			£38,373.13			4.52%				<input type="radio"/>
Baillie Gifford Japanese B Inc GB0006010945	£12,785.51	614.3840	£16.5800	£12,087.79	-£697.72	-0.79%	1.49%	1.02%	£120.42	Japan	<input type="radio"/>

Please note:

Completing these steps means you can now rebalance this account and any cash, whether it is part of a model or in addition to it, will be protected from the rebalance.

During the rebalance the investment portion of the account will be re-aligned with the weightings of the investment portion of the chosen model. This means any unwanted units will be sold and the proceeds distributed into the investments in the model.

If you don't want to leave cash excluded from future rebalances, you'll need to go back into the relevant **Account Investments** and untick the **Exclude Rebal** box for cash, remembering to save before exiting.