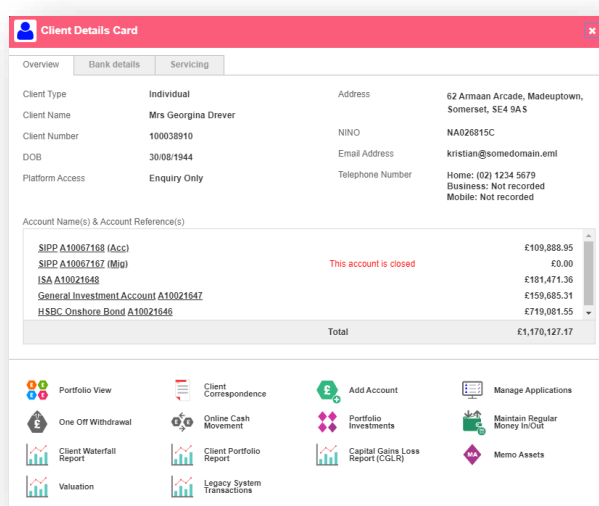


How to exclude cash from a rebalance

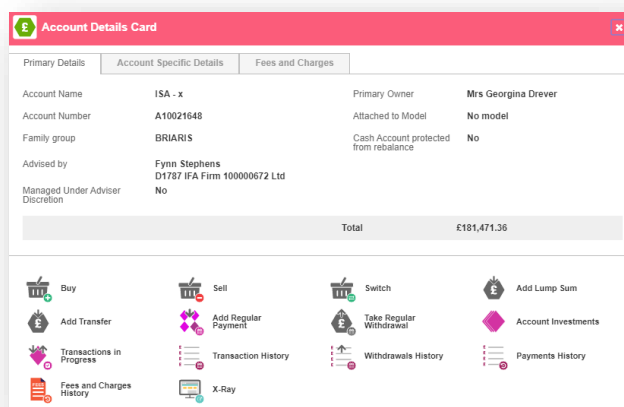
One

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



Client Details Card	
Overview	
Client Type	Individual
Client Name	Mrs Georgina Drever
Client Number	100038910
DOB	30/08/1944
Platform Access	Enquiry Only
Address	62 Armaan Arcade, Madeuptown, Somerset, SE4 9AS
NINO	NA026815C
Email Address	kristian@somedomain.eml
Telephone Number	Home: (02) 1234 5679 Business: Not recorded Mobile: Not recorded
Account Name(s) & Account Reference(s)	
SIPP A10067168 (Acc)	£109,888.95
SIPP A10067167 (Mig)	£0.00
ISA A10021648	£181,471.36
General Investment Account A10021647	£159,685.31
HSBC Onshore Bond A10021646	£719,081.55
Total	£1,170,127.17

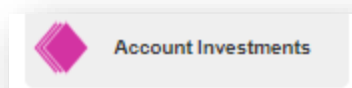
The account card will show you if the cash account is currently protected from rebalance.



Account Details Card	
Primary Details	
Account Name	ISA - x
Account Number	A10021648
Family group	BRIARIS
Advised by	Fynn Stephens D1787 IFA Firm 100000672 Ltd
Managed Under Adviser Discretion	No
Primary Owner	Mrs Georgina Drever
Attached to Model	No model
Cash Account protected from rebalance	No
Total	£181,471.36

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 web interface for "Account Investments". On the left is a sidebar with three items: "Account Investments" (selected, with a purple diamond icon), "Transactions in Progress", and "Transaction History". The main area contains 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 has two rows. The first row is for the "Cash Account", showing a total cost and value of £38,373.13, with an estimated yield of 4.52%. The second row is for "Baillie Gifford Japanese B Inc", showing a total cost of £12,785.51, a quantity of 514.3640, a last price of £15.5800, a value of £12,697.79, a profit/loss of -£87.72 (-0.75%), and an estimated yield of 1.46%. The "Excl rebal" column has a radio button for each row. In the top right corner of the table area, there are links for "Add/remove columns" and "Edit".

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 GB00066010945	£12,785.51	514.3640	£15.5800	£12,697.79	-£87.72	-0.75%	1.46%	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.