

# Knowledge Bite

For financial professionals only  
Last Updated: May 2022 (footer only)



## How to sell assets

Please note: trades cannot be amended/deleted once placed

### One

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

**Client Details Card**

Overview | Bank details | Servicing

Client Type	Individual	Address	250 Lily Drive, Madeupdown, London
Client Name	Mr Gio Bagshaw	NINO	NA443736C
Client Number	100147713	Email Address	Not recorded
DOB	01/06/1970	Telephone Number	Home: Not recorded Business: Not recorded Mobile: Not recorded
Platform Access	No Online Access		

Account Name(s) & Account Reference(s)

Prudential Onshore Bond A20000528	£102,452.46
<b>Total</b>	<b>£102,452.46</b>

Portfolio View | Client Correspondence | Add Account | Manage Applications  
One Off Withdrawal | Online Cash Movement | Portfolio Investments | Maintain Regular Money In/Out  
Client Waterfall Report | Client Portfolio Report | Capital Gains Loss Report (CGLR) | Memo Assets  
Valuation | Legacy System Transactions

**Account Details Card**

Primary Details

Account Name	Prudential Onshore Bond	Primary Owner	Mr Gio Bagshaw
Account Number	A20000528	Secondary Owner	Not recorded
Family group	No Family link at present	Attached to Model	No model
Advised by	Gregor Leighton D1435 IFA Firm 100001077 Ltd	Provider	Not recorded
Managed Under Adviser Discretion	No		

**Total** £102,452.46

Buy | Sell | Switch | Add Lump Sum  
Add Transfer | Add Regular Payment | Take Regular Withdrawal | Account Investments  
Transactions in Progress | Transaction History | Withdrawals History | Payments History  
Fees and Charges History | X-Ray

## Two

Go to **Sell**



**Sell**

## Three

For ETIs you can set a sell limit but assets may only be sold one at a time .

**i** When a limit order is set only one asset can be selected

Sell limit  Yes  No

Withdrawal method  ✖ Clear asset values

Asset	Price	Available units	Value	Percentage	Units	Est. amount	Exclude
Artemis Alpha Trust Plc Subscription Shares 1p (GB00855LGR82)	£0.020000	9,000	£180.00	0.3%	0	0.00	<input type="checkbox"/>
Mercantile Investment Trust (The) Plc Ordinary Sha (GB0005794036)	£21.070000	204	£4,298.28	0.9%	0	0.00	<input type="checkbox"/>
		Limit	Not set	Expiry	Not set		

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For **Everything else**:

- Choose your **Allocation Method** (which will be **Pro rata** unless your client is linked to a Model Portfolio).
- Choose your **Withdrawal Method** (which is whether you want to sell an amount of **units**, sell as a **percentage** of the chosen fund(s) or sell enough units to raise a particular **amount** of cash).
- Enter the amount you wish to raise **either within the fund entry** (which will sell only that fund) **or in the Amount box** at the top of the page (which will sell assets throughout the account based on your choice of **Pro rata** or **Model Portfolio** split).

\*\*If you wish to exclude an asset from the sale, tick the **Exclude** box on the right-hand side. You do not need to do this if you are choosing individual assets to sell. \*\*

Sell limit  Yes  No

Sell options

Model portfolio	Allocation method	Amount			
	Pro-rata	500.00	£	Allocate assets	Sell all

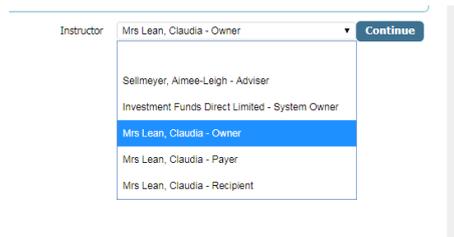
Withdrawal method  ✖ Clear asset values

Asset	Price	Available units	Value	Percentage	Units	Est. amount	Exclude
Aberdeen Responsible UK Equity Fund 1 Acc (GB008131GD17)	£1.563800	500.00	£781.40	0.2%	1.29	2.02	<input type="checkbox"/>
Artemis Alpha Trust Plc Subscription Shares 1p (GB00855LGR82)	£0.020000	9,000	£180.00	0.3%	24	0.47	<input type="checkbox"/>
GAM Star Defensive GBP 2 Acc (E0087YD685)	£12.201700	4,028.74	£49,157.48	0.3%	39.44	127.39	<input type="checkbox"/>
Mercantile Investment Trust (The) Plc Ordinary Sha (GB0005794036)	£21.070000	204	£4,298.28	0.3%	1	11.14	<input type="checkbox"/>
SVS Cornelian Defensive D Acc (GB0085N17722)	£1.472100	31,955.708	£47,042.00	0.2%	62.614	121.91	<input type="checkbox"/>
Threadneedle UK Absolute Alpha Z Acc (GB00888X3538)	£1.245200	35,187.4871	£43,815.46	0.2%	91.1902	113.55	<input type="checkbox"/>
Vanguard LifeStrategy 20% Equity A Acc (GB0084NXX349)	£148.219900	321.6019	£47,664.91	0.3%	0.0334	123.52	<input type="checkbox"/>
Total						£500.00	

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#### Four

The dropdown box in the bottom right hand corner shows who has instructed this trade (ie the person at who's discretion it is being made, which will be the client unless you have Discretionary permissions).



The image shows a screenshot of a web interface. On the left, there is a label 'Instructor' next to a dropdown menu. The dropdown menu is open, showing a list of names and roles. The first option, 'Mrs Lean, Claudia - Owner', is highlighted in blue. To the right of the dropdown menu is a blue button with the text 'Continue' in white. The background is white with a light gray vertical bar on the right side.

Instructor
Mrs Lean, Claudia - Owner
Sellmeyer, Aimee-Leigh - Adviser
Investment Funds Direct Limited - System Owner
Mrs Lean, Claudia - Owner
Mrs Lean, Claudia - Payer
Mrs Lean, Claudia - Recipient

#### Five

Click **Continue** and on the following screen you will be able to confirm your trade.