A STEP-BY-STEP GUIDE TO:

Rebalancing & money allocation

Rebalance

1

Beginning the process

- Click on the ‘model portfolio’ dashboard icon
- Select the icon ‘rebalance/money allocation’
- Click ‘create new list’
- Select ‘rebalance’ from the drop-down list and then select the model you wish to rebalance (only one model can be rebalanced at a time)
- You will then be presented with a list of all client accounts linked to the model

2

Selecting the clients

- Search for clients by name or account number or scroll down the list and select the radio button for each client’s account you wish to rebalance

  (You can rebalance multiple client accounts at the same time)
- Once you have selected your client(s) account(s) click ‘attach selected client accounts to rebalance list’
- This will move the selected client account(s) to the list at the bottom of the screen showing ‘attached client accounts’
- If you have selected an account in error, you can select the account in this list and click ‘remove selected client accounts from rebalance list’
- Once you are happy with your selected client accounts you can move to the next section

3

Generating the potential orders

- Click ‘generate orders’ which will generate the potential trades required to rebalance the client(s) correctly
- Click ‘ok’ on the information box
- This will then show the ‘model portfolio rebalance/money allocation’ dashboard, it may take a few moments to complete this generation process
- Access the rebalance card which will show ‘step 2 potential orders generated’

4

Completing the orders

- This will now show the orders which have been generated showing ‘sells’ and ‘buys’
- Should there be any exclusions within the rebalance such as an issue with a client’s legacy holding for example, these accounts will be identified, and an exclusion report can be exported below within the screen
- You must acknowledge the exclusion in order to move on to the next stage
- Once you are happy with the summary of proposed trades, click ‘confirm order(s)’ to complete the rebalance
- Please note, once this final step is completed there will be no opportunity to cancel the trades

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Money Allocation

1

Selecting the clients

There may be instances when you need to invest cash from the client's account, such as Bed & ISA movements or if the client is phasing cash into the model. To do this you can use money allocation.

- Access the 'model dashboard' and select 'money allocation' after clicking 'create new list'
- You'll notice you don't need to select a model. That's because you can money allocate different clients invested into different models all at the same time
- The next screen will show all clients linked to models
- Select the clients you wish to money allocate and then select 'attach selected client accounts to allocation list'

2

Understanding the recommended amount

- This will then display the details of the account and the model links etc
- It will show a cleared cash balance as 'available cash', which can be used and a 'recommended money allocation' figure which takes into consideration any cash % within the model
- Unless you want to over invest or under invest cash into the model you can copy this recommended amount into the 'allocation amount' section
- Once you have completed this process for all the relevant clients you can 'generate orders'

3

Generating the potential orders

- Clicking 'generate orders' will generate the potential trades needed to money allocate the client's cash into the 'model allocation'
- Click OK on the information box
- This will then show the 'model portfolio rebalance/money allocation' dashboard, it may take a few moments to complete this generation process
- Access the money allocation card which will show 'step 2 potential orders generated'

4

Completing the orders

- This will now show the orders which have been generated showing 'Buys'
- This will show if there are any exclusions within the money allocation, such as an issue with a holding in the model allocation, for example. All accounts will be identified, and an exclusion report can be exported below within the screen, detailing the issue.
- You must acknowledge the exclusion to move on to the next stage
- Once you are happy with the summary of proposed trades, click 'confirm order(s)' to complete the money allocation
- Please note, once this final step is completed there will be no opportunity to cancel the trades

Time taken to place orders and housekeeping

It's important to continue to confirm orders when you have generated your orders. If there is a time delay from generating the orders to confirming the orders you should delete the process and start the process again as there may be a difference in pricing.

As a rule of housekeeping, it's important to archive your completed business cards by clicking on the completed business card showing 'orders submitted' and clicking the 'archive' button top right on the card. This will archive the completed transactions and keep your working dashboard clear, so you can identify any transactions which you have not yet completed.

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