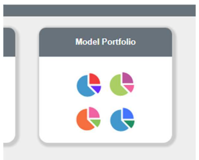
IFDL
A Royal London Group Company

How to conduct a money allocation

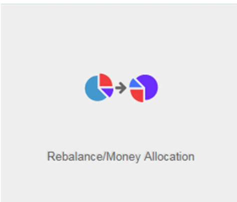
One

Click on the **Model Portfolio** icon.



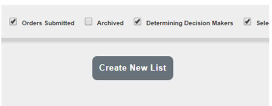
Two

Go to **Rebalance/Money Allocation**.



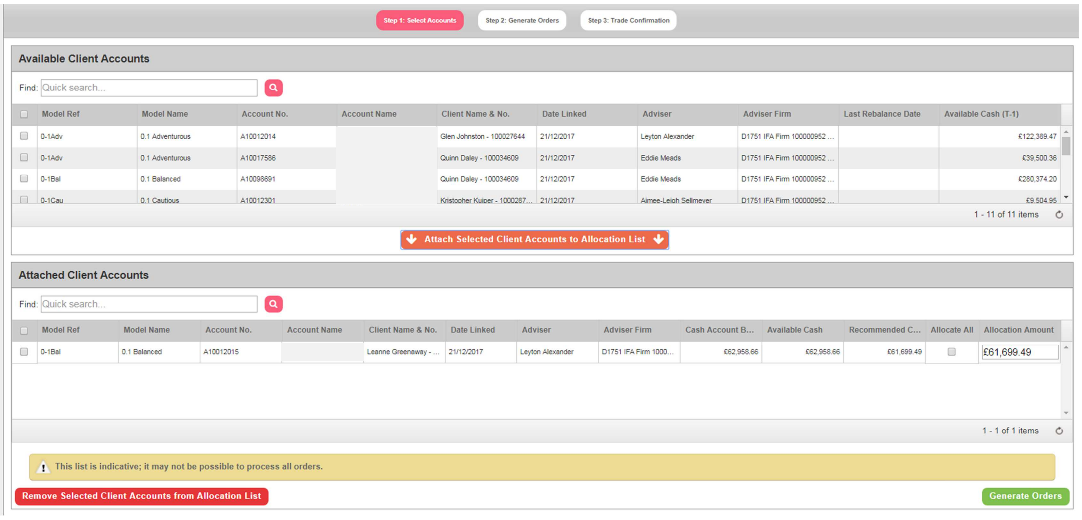
Three

Click on **Create New List** and choose **Money Allocation** from the next screen.

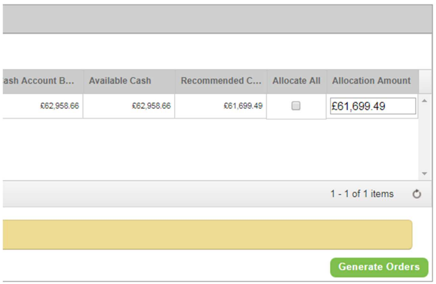


Four

You'll be presented with a list of client accounts that are linked to your available Model Portfolios. You have the option of selecting all accounts by clicking on the tick-box in the top left-hand corner, or you can search for particular clients by scrolling through the list or using the search box. Tick the client accounts you wish to select and click **Attach Selected Client Accounts to Allocation List**.



There are three cash boxes listed and a free-type box in the bottom right-hand corner.



Cash Account Balance – The total for uninvested cash *including* pending trades.

Available Cash – The total for uninvited cash *excluding* pending trades. This is the actual cash available for this Money Allocation.

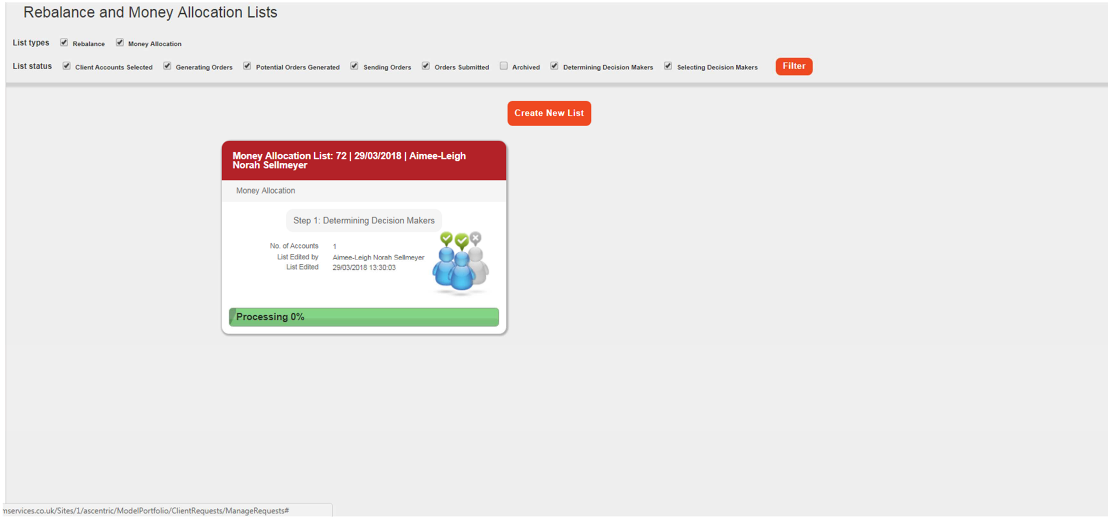
Recommended Cash - The amount that should be invested if you wish to use all available cash to buy the exact proportions of your Model Portfolio. If your chosen model has a cash element, the Recommended Cash will be a lower figure that the Available Cash.

Please note: if you tick the 'Allocate All' button, every bit of available cash will be spent on the fund that make up the model, leaving no cash in the account.

You can also type in a different amount (up to the total Available Cash amount) into the free-type box. Once you've selected the amount to allocate, click **Generate Orders** to proceed.

Five

On clicking **Generate Orders** you will be brought back to the Model Portfolio menu screen. **You will need to click on the Money Allocation card again to complete the process**. You can do this once the 'Processing' bar has disappeard.



Six

Any accounts being excluded from the Money Allocation (eg if there are currently uncompleted trades in said account) will be displayed at the top of the screen with a note to indicate the reason for the exclusion.

To exclude the accounts, tick the box displayed. Now scroll down to the bottom of the page Assuming you're happy with the summary of proposed trades, click **Confirm Orders** to complete the Money Allocation.