

How to conduct a money allocation

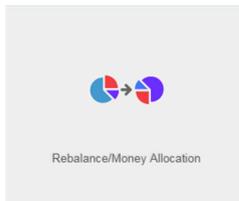
One

Click on the **Model Portfolio** icon.



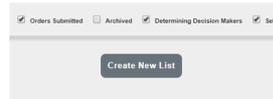
Two

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**.

Step 1: Select Accounts Step 2: Generate Orders Step 3: Trade Confirmation

Available Client Accounts

Find: Quick search...

Model Ref	Model Name	Account No.	Account Name	Client Name & No.	Date Linked	Adviser	Adviser Firm	Last Rebalance Date	Available Cash (T-1)
<input type="checkbox"/> 0-1Adv	0-1 Adventurous	A10012014		Glen Johnston - 100027644	2/11/2017	Leyton Alexander	D1751 IFA Firm 100000952...		€122,389.47
<input type="checkbox"/> 0-1Adv	0-1 Adventurous	A10017586		Quinn Daley - 100034609	2/11/2017	Eddie Meads	D1751 IFA Firm 100000952...		€39,500.36
<input type="checkbox"/> 0-1Bal	0-1 Balanced	A10059951		Quinn Daley - 100034609	2/11/2017	Eddie Meads	D1751 IFA Firm 100000952...		€280,374.20
<input type="checkbox"/> 0-1Cas	0-1 Cautious	A10012001		Kristopher Kuber - 10000287...	2/11/2017	Aimee-Leah Selmever	D1751 IFA Firm 100000952...		€9,504.65

1 - 11 of 11 items

Attach Selected Client Accounts to Allocation List

Attached Client Accounts

Find: Quick search...

Model Ref	Model Name	Account No.	Account Name	Client Name & No.	Date Linked	Adviser	Adviser Firm	Cash Account B...	Available Cash	Recommended C...	Allocate All	Allocation Amount
<input type="checkbox"/> 0-1Bal	0-1 Balanced	A10012015		Leanne Greenaway - ...	2/11/2017	Leyton Alexander	D1751 IFA Firm 1000...	€82,958.66	€82,958.66	€81,699.49	<input type="checkbox"/>	€81,699.49

1 - 1 of 1 items

This list is indicative; it may not be possible to process all orders.

Remove Selected Client Accounts from Allocation List Generate Orders

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

Cash Account B...	Available Cash	Recommended C...	Allocate All	Allocation Amount
€82,958.66	€82,958.66	€81,699.49	<input type="checkbox"/>	€81,699.49

1 - 1 of 1 items

Generate Orders

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 than 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 disappeared.

Rebalance and Money Allocation Lists

List types Rebalance Money Allocation

List status Client Accounts Selected Generating Orders Potential Orders Generated Sending Orders Orders Submitted Archived Determining Decision Makers Selecting Decision Makers **Filter**

Create New List

Money Allocation List: 72 | 29/03/2018 | Aimee-Leigh Norah Seilmeyer

Money Allocation

Step 1: Determining Decision Makers

No. of Accounts: 1
List Edited by: Aimee-Leigh Norah Seilmeyer
List Edited: 29/03/2018 13:30:03

Processing 0%

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.

Total Orders = 7
Total Orders to be processed = 7
Orders below Minimum Trade Value = 0

Potential Client Account Trades

Find: **CL**

Account No.	Account Name	Client Name & No.	Asset	ISIN	Buy/...	Value	Below Min Trade ?
A1009691		Quinn Daley - 100034609	Thredneedle American Institutional Net...	GB0011444598	Buy	£785.50	N
A1009691		Quinn Daley - 100034609	Fidelity Index UK Fund A Acc	GB0003875324	Buy	£510.20	N
A1009691		Quinn Daley - 100034609	Aberdeen Japan Equity Fund I Acc	GB0004821727	Buy	£369.43	N
A1009691		Quinn Daley - 100034609	Baillie Gifford UK Equity Alpha B Acc	GB0005558195	Buy	£561.22	N
A1009691		Quinn Daley - 100034609	Baillie Gifford Developed Asia Pacific Fun...	GB0003492044	Buy	£969.38	N
A1009691		Quinn Daley - 100034609	Aberdeen Asia Pacific and Japan Equity F...	GB0005000036	Buy	£663.26	N
A1009691		Quinn Daley - 100034609	Investec Global Multi Asset Total Return I...	GB0008201844	Buy	£561.22	N

1 - 7 of 7 items

Export All Potential Trades **Confirm Order(s)**