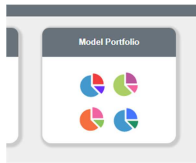


How to conduct a Rebalance

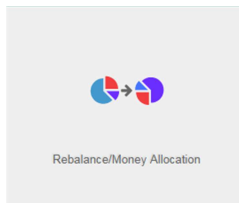
One

Click on the **Model Portfolio** icon.



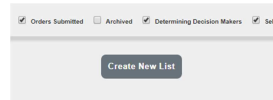
Two

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 Rebalance List**.

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

Available Client Accounts

Find:

<input type="checkbox"/>	Model Ref	Model Name	Account No.	Account Name	Client Name & No.	Date Linked	Adviser	Adviser Firm	Last Rebalance Date	Available Cash (T-1)
<input checked="" type="checkbox"/>	0-1Cau	0.1 Caudous	A10012501		Kristopher Kuper - 1000287...	21/12/2017	Aimee-Leigh Setmeyer	D1751 IFA Firm 100000952 ...		€9,504.95

1 - 1 of 1 items

Attached Client Accounts

Find:

<input type="checkbox"/>	Model Ref	Model Name	Account No.	Account Name	Client Name & No.	Date Linked	Adviser	Adviser Firm
<input checked="" type="checkbox"/>	0-1Cau	0.1 Caudous	A10017710		Keelley Childs - 100034664	21/12/2017	Eddie Meads	D1751 IFA Firm 100000952 Ltd

1 - 1 of 1 items

Five

Click **Generate Orders**.

Six

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

Seven

Any accounts being excluded from the rebalance (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.

Eight

Assuming you're happy with the summary of proposed trades, click **Confirm Orders** to complete the Rebalance.

Potential Client Account Trades

Find:

Account No.	Account Name	Client Name & No.	Asset	ISIN	Buy/...	Value	Below Min Trade ?
A10017586		Quinn Daley - 100034609	Bellie Gifford Developed Asia Pacific Fun...	GB0030462044	Buy	€9,096.93	N
A10017586		Quinn Daley - 100034609	Aberdeen Asia Pacific and Japan Equity F...	GB00B0VWNC36	Buy	€4,738.14	N
A10017586		Quinn Daley - 100034609	Investec Asia Ex Japan I Acc	GB00B1VFDJ49	Buy	€5,922.69	N
A10017586		Quinn Daley - 100034609	JPM Asia Fund C Net Acc	GB00B235GR40	Buy	€8,291.75	N
A10017586		Quinn Daley - 100034609	Newton Asian Income Inst Inc	GB00B0M47199	Buy	€5,922.68	N
A10017586		Quinn Daley - 100034609	First State Asian Property Securities Fund...	GB00B1F76J04	Buy	€4,738.14	N

1 - 6 of 6 items

I agree and understand all exclusions will not be processed

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...	GB0008201084	Buy	£561.22	N

1 - 7 of 7 items

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