How to: Trading and Rebalancing - Single Account

Business Cases:

The presence of Unallocated Holdings in an Account will cause the Account to be disabled from trading to prevent the potential for miscalculation of

Trades. Once all Holdings are allocated, the Account will automatically be re-enabled. Add the Unallocated UMA Accounts widget to your Dashboard for a

complete view of accounts requiring allocation.

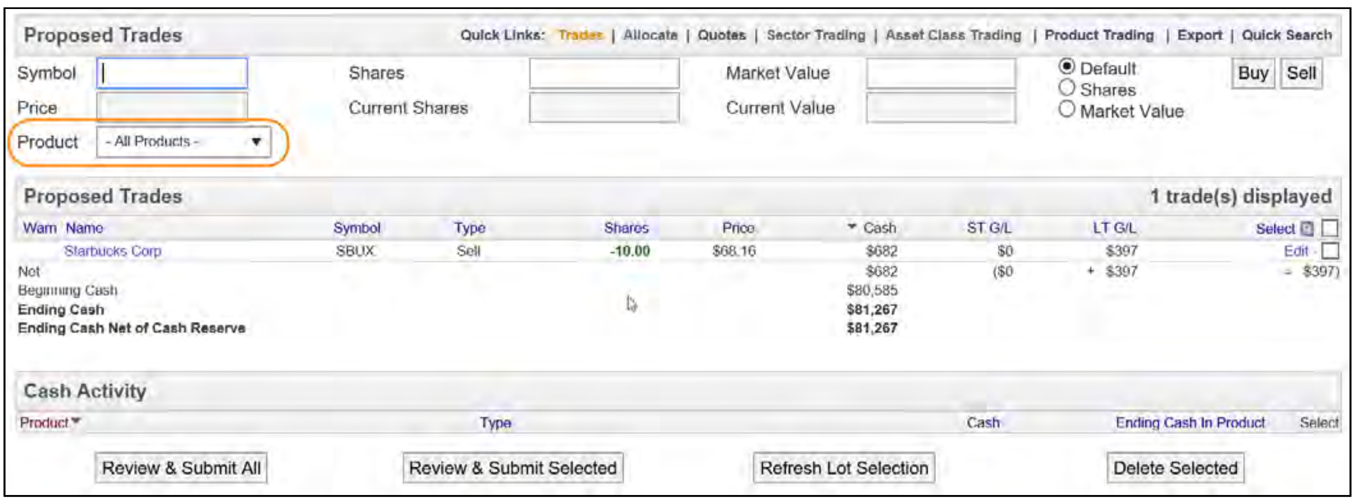
Tax lots exist at the account level regardless of which or how many Products the Holding is in.

Holdings must be restricted *and* unmanaged to *not* be included in Trading.

1. Entering a basic Trade in a UMA

When placing **Trades** for **UMA**s**,** the corresponding **Product(s)** must be selected for the **Trade.** When you are within a **UMA,** there is a

Product drop-down menu on the **Proposed Trades** screen:



Entering a Mutual Fund / ETF Trade (Fund Product)

When you are a trading a **Fund Product,** the **Product** is auto-selected when you enter the **Symbol**. If the **Security** exists in multiple **Products,** all of those

will be displayed in the **Currently Held In** section of the drop-down menu.

Within the selected **UMA:**

1. Navigate to the **Current Account>Trading>Proposed Trades** screen

2. Enter the **Symbol PTTRX** in the **Symbol** field. The **Product** is auto-selected since this is a single security **Product.** This is to ensure the **Holding** is

   allocated. When selling a **Holding,** you must select a **Product.** You can buy a **Holding** without selecting a **Product** and the **Holding** will go into

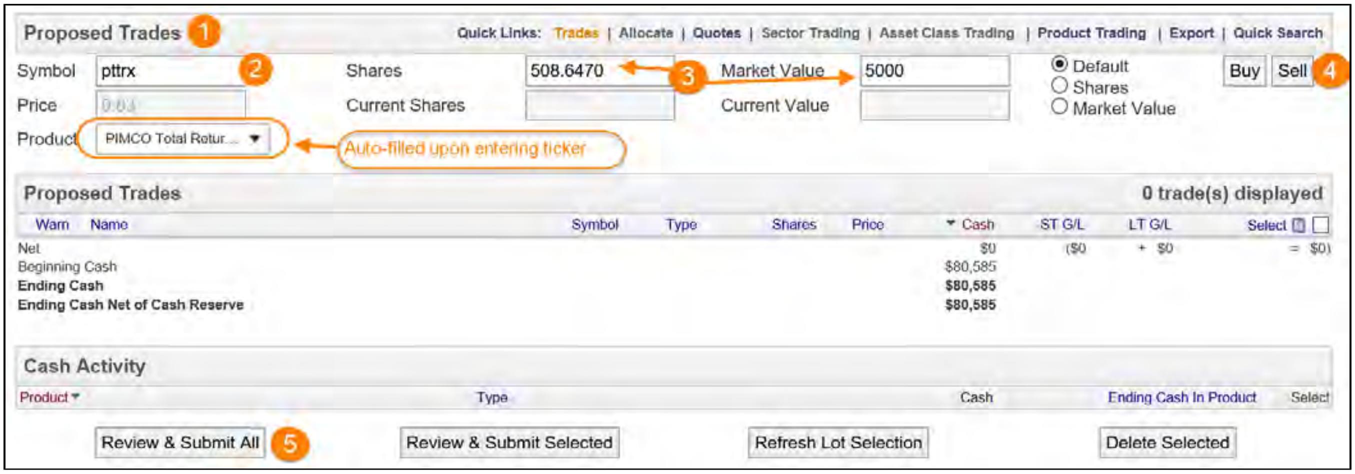
   Unallocated Holdings.

   NOTE: You can override the selection if a **Manager Product** is purchasing the fund.

3. Enter the **Shares** or **Market Value** that you are going to sell

4. Click the **Sell** button

5. Click **Review & Submit All** button



Entering a Manager Product Trade

When entering a **Trade** for a **Manager Product,** you must manually select the corresponding **Product** from the **Product** drop-down menu. **Trades** created using a **Rebalancer** or on the **UMA Product Trading** screen will auto-populate the **Product.** The system will not allow you to create a sale **Trade** with no **Product** selected. If no **Product** is selected on a purchase **Trade,** the new **Shares** will be **Unallocated** when the position is received.

Within the selected **UMA:**

1. Navigate to the **Current Account>Trading>Proposed Trades** screen

2. Enter the symbol, **PG,** into the **Symbol** field.

3. Enter the **Shares** or **Market Value** that you are going to sell/buy

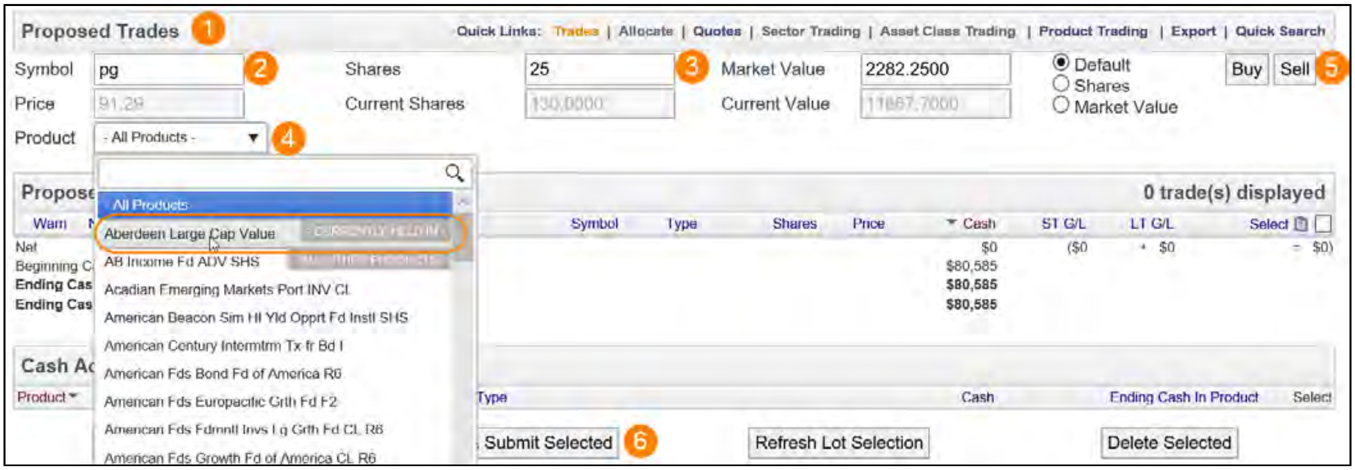
4. Select the correct **Product** from the **Product** drop-down menu

   Any **Manager Products** with models holding the security will be listed at the top of the drop-down menu in the **Currently Held In** section. The

   remaining **Manager Products** will be listed below that.

5. Click the **Sell** button

After entering all **Trades,** click the **Review & Submit Selected** button


Proposed Trades
1
Quick Links: Trades | Allocate | Quotes | Sector Trading | Asset Class Trading | Product Trading | Export | Quick Search
Symbol
pg
2
Shares
25
3
Market Value
2282.2500
Default
Shares
Market Value
Buy
Sell
5
Price
Current Shares
Current Value
Product
- All Products -
4
All Products
Aberdeen Large Cap Value
AB Income Fd ADV SHS
Acadian Emerging Markets Port INV CL
American Beacon Sim Hi Yld Opprt Fd Instl SHS
American Century Intermtrm Tx fr Bd I
American Fds Bond Fd of America R6
American Fds Europacific Grth Fd F2
American Fds Growth Fd of America CL R6
0 trade(s) displayed
Symbol
Type
Shares
Price
Cash
ST G/L
LT G/L
Select
Net
Beginning C
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Ending Cas
$0
$80,585
$80,585
$80,585
Cash Ac
Product
Type
Cash
Ending Cash In Product
Select
Submit Selected
6
Refresh Lot Selection
Delete Selected

2. Rebalancing a Manager Product in a Single Account

We are going to rebalance the **Vista Large Cap Growth** product within the **Jim Amato Trust Account**. In order to rebalance a **Manager Product** in a **UMA** or **SMA** account, the **Account** must have a **UMA Model** account assigned as the **Target,** and the **Manager Product** must be in the **Account** and **Target.**

For details on searching for a **UMA,** navigate to the searching for a UMA/SMA section of the How to: UMA Setup tutorial.

Within the selected **UMA:**

1. Navigate to the **Current Account>Trading>Rebalancers** screen

The **UMA/SMA Accounts: Asset Level Rebalancer** is pre-selected from the **Rebalancing Method** drop-down menu

2. Select the **Product, Vista Large Cap Growth,** from the drop-down menu

3. Configure any other **Rebalancing Parameters** if applicable

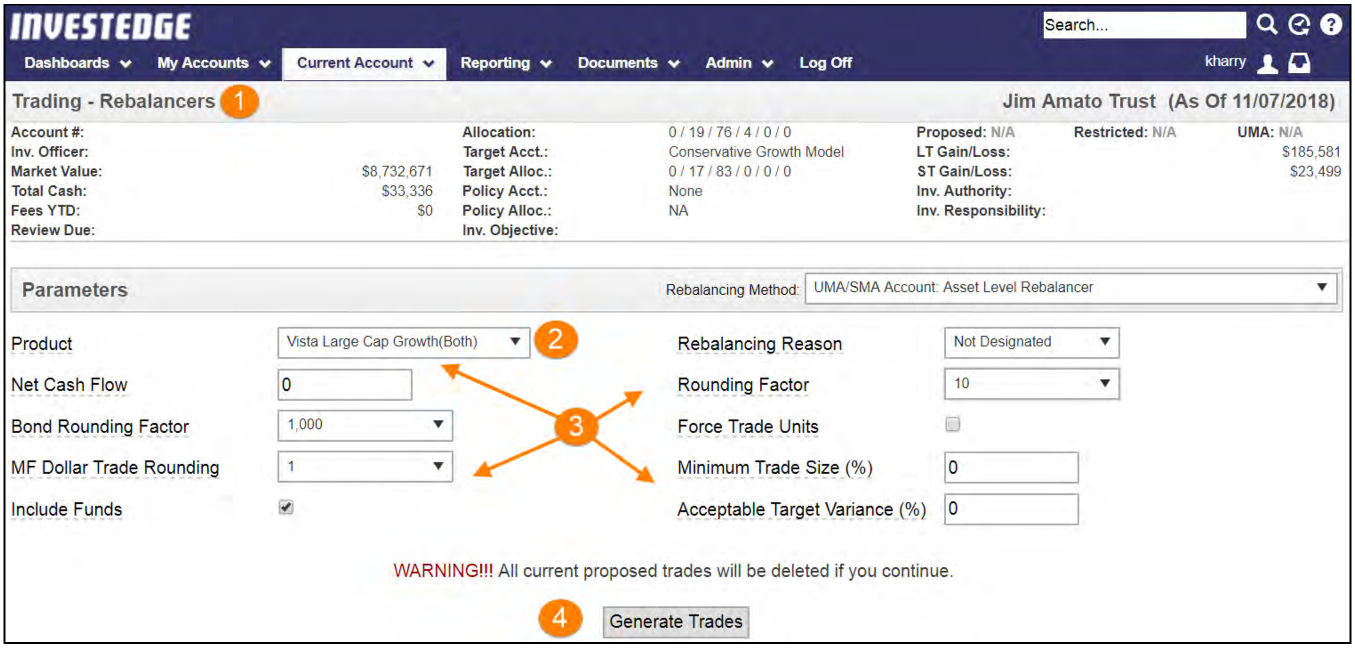
   You can hover over the **Parameter** name for an explanation of the parameter's function.

   NOTE: The **Net Cash Flow** parameter increases or decreases the allocation to the selected **Manager Product** and creates the corresponding cash

   transfer. The **Minimum Trade Size (%)** and **Acceptable Target Variance (%)** are applied at the Account level and not the Product level.

> Rounding and Trade Size parameter options do not apply to Cash Transfer amounts, which are calculated with full precision. Depending on the
>
> parameter selections, the underlying securities trades within a Product may be different than the Transfer In/Out amounts and the user may want to
>
> update the amounts for consistency. Higher Rounding and Trade Size selections will result in higher variability.

4. Click the **Generate Trades** button



All **Proposed Trades** are generated and you are directed to the **Product Trading** screen. From this screen, you can review, edit and delete **Trades** and **Cash**

Transfer amounts**.** For further information on this screen, navigate to the Trading > UMA Product Trading user guide.

5

Make any necessary edits to **Trades** using the input fields

Edit **Cash Transfer** amounts to or from the **Manager Product** using the **Transfer In/Out** field

This field will be pre-populated from the rebalancer results if the **Net Cash Flow** parameter was used.

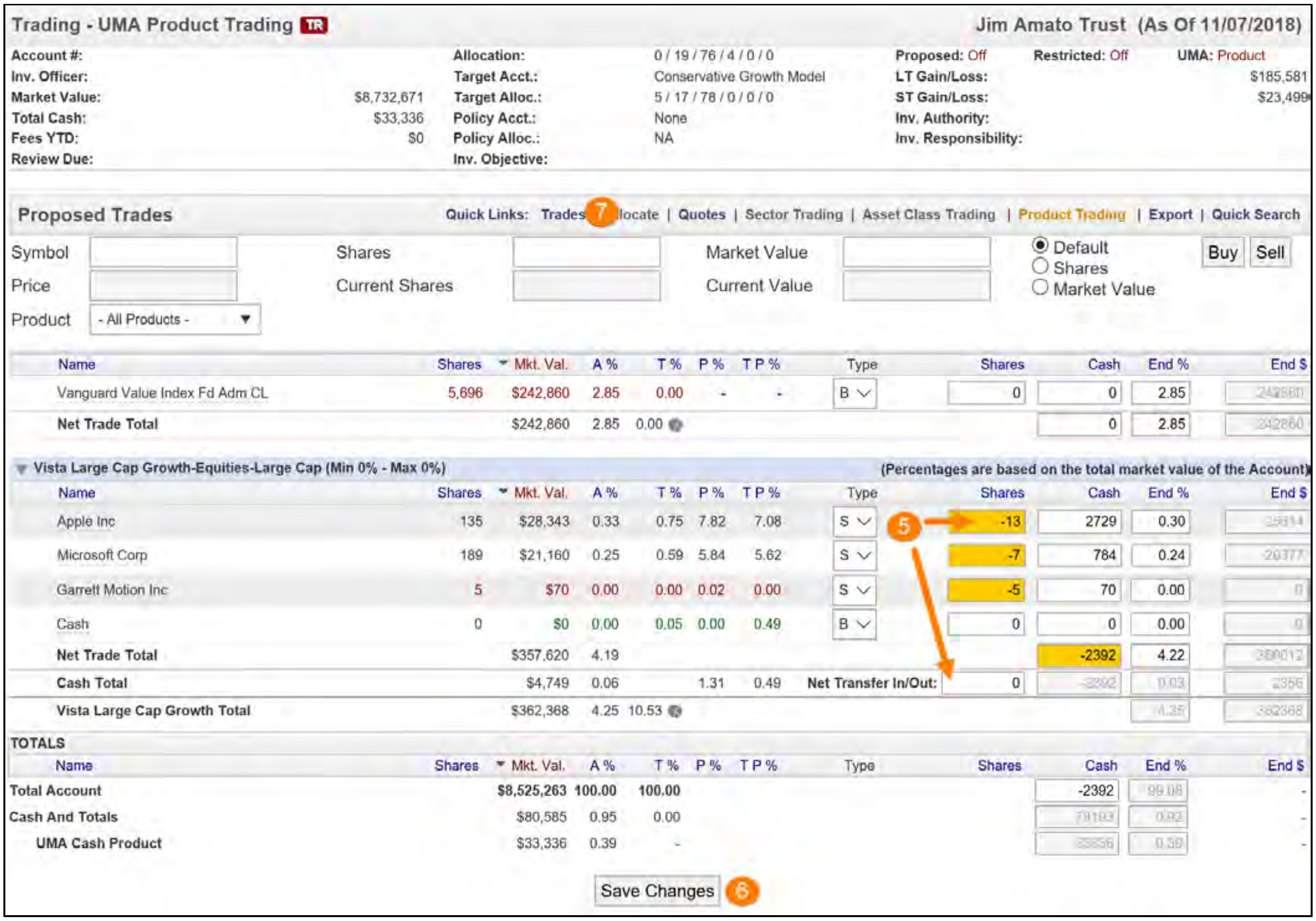
When you enter an amount in the **Net Cash Flow** field, it will be displayed in the **Net Transfer In/Out** field on the **UMA Product Trading** screen.

6

Scroll to the bottom of the screen and click the **Save Changes** button

7

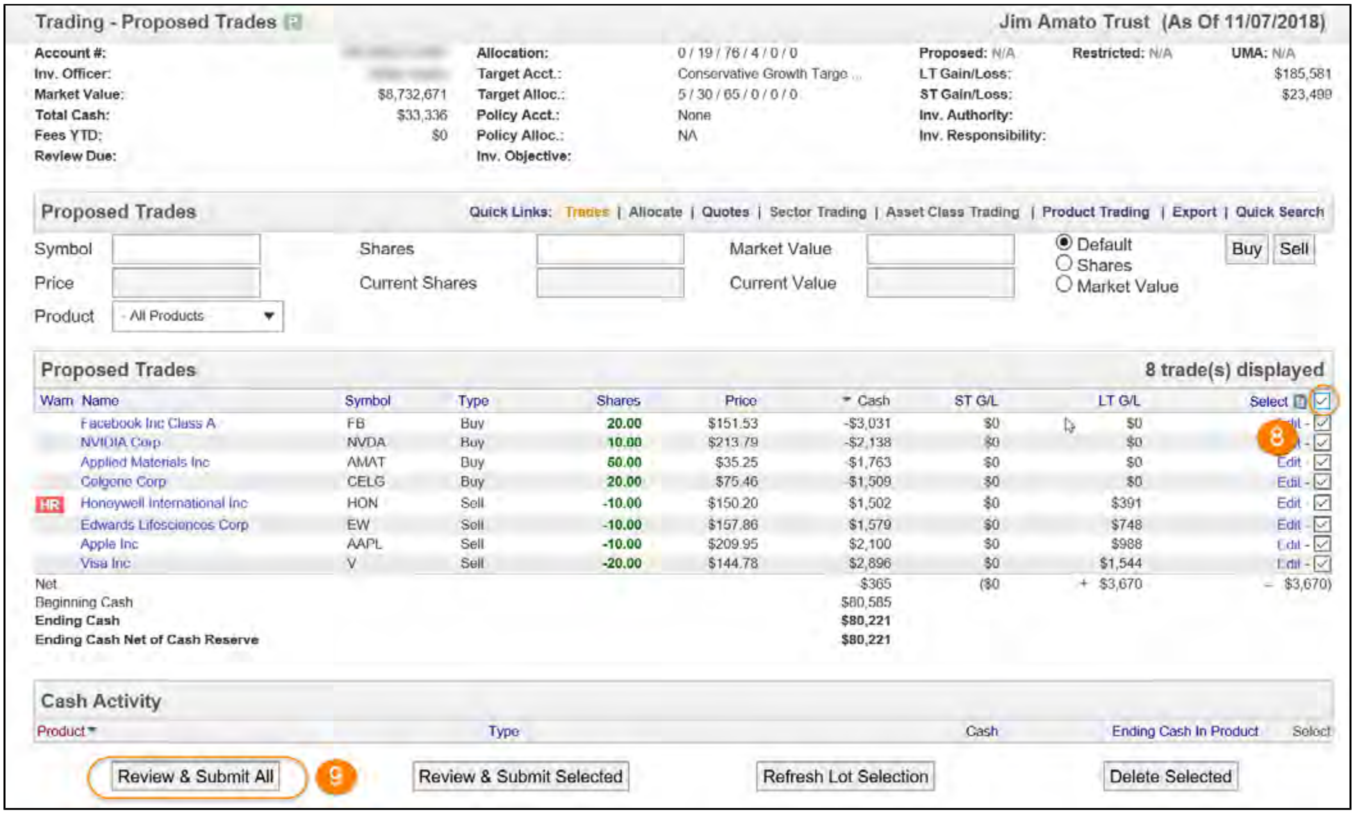
Click the **Trades** link at the top of the screen to navigate to the **Proposed Trades** screen for trade submission



8 Select the **Select All** checkbox to select all of the **Proposed Trades**

9 Click the **Review & Submit All** button to submit all of the **Proposed Trades** from the **Rebalancer**

> There is a new section on the **Proposed Trades** screen, **Cash Activity,** that displays the cash activity that will occur if the **Proposed Trades** are
>
> submitted.



The **Proposed** and **Pending Trades** are displayed. There is a new section on this screen, the **Product Allocation Review** section. This section allows you to view how the **Proposed Trades** will affect the **Product Market Value**, **Product Weight, Cash in Product** and **Pending Transfers.**

10 Enter the **Trading Password** (if applicable-this is a site configuration)

11 Click the **Submit Trades** button

Proposed and Pending Trades

Name	Symbol	B/S	Shares	Price	Cash	Est. G/L	Date	Status
Apple Inc	AAPL	Sell	-10.00	$209.95	$2,100	$988		
Applied Materials Inc	AMAT	Buy	50.00	$35.25	-$1,763	$0		
Celgene Corp	CELG	Buy	20.00	$75.46	$1,509	$0		
Edwards Lifesciences Corp	EW	Sell	-10.00	$157.86	$1,579	$748		
Facebook Inc Class A	FB	Buy	20.00	$151.53	-$3,031	$0		
NVIDIA Corp	NVDA	Buy	10.00	$213.79	-$2,138	$0		
Visa Inc	V	Sell	-20.00	$144.78	$2,896	$1,544		
Net Proposed Trades					-$1,867	$3,279		
Net Pending Trades					$0			
Net Proposed and Pending Trades					-$1,867			
Beginning Cash					$80,585			
Ending Cash (Proposed and Pending Trades)					$78,719			
Ending Cash Net of Reserve (Proposed and Pending Trades)					$78,719			
Trade Count					7			

Product Allocation Review

New Section

	Product $			Product %			Cash in Product $			Pending Transfers
Product Name	Beginning	Change	Ending	Beginning	Change	Ending	Beginning	Change	Ending	Amount ($)
Vista Large Cap Growth	$362,368	$0	$362,368	4.3%	0.0%	4.3%	$4,749	-$1,867	$2,882	
Constellation Mid Cap Value	$249,642	$0	$249,642	2.9%	0.0%	2.9%	$6,224	$0	$6,224	-
BDO Large Cap Growth	$396,486	$0	$396,486	4.7%	0.0%	4.7%	$12,468	$0	$12,468	-
Highmark International	$309,006	$0	$309,006	3.6%	0.0%	3.6%	$3,565	$0	$3,565	-
Unallocated Holdings	$126,771	$0	$126,771	1.5%	0.0%	1.5%	-	-	-	-
Aberdeen Large Cap Value	$296,589	$0	$296,589	3.5%	0.0%	3.5%	$14,551	$0	$14,551	-
Unmanaged Holdings	$0	$0	$0	0.0%	0.0%	0.0%	-	-	-	-
Pinnacle Mid Cap Growth	$305,476	$0	$305,476	3.6%	0.0%	3.6%	$5,692	$0	$5,692	
Fund Products	$6,445,588	$0	$6,445,588	75.6%	0.0%	75.6%	-	-	-	-
UMA Cash Product	$33,336	$0	$33,336	0.4%	0.0%	0.4%	-	-		-
Total	**$8,525,263**		**$8,525,263**	**100.0%**		**100.0%**				

In order to submit trades, you will need to enter the trading password. By entering this password, you are agreeing to the terms and conditions below.

Password 10 [ ] Submit Trades 11 Cancel

3. Rebalancing a UMA to a Model

In this example, we will do a full **Account** rebalance on a **UMA, Jim Amato Trust,** to its assigned **Target.**

In order to rebalance a **UMA**, the **Account** *must* have a **UMA Model** account assigned as the **Target.**

For details on searching for a **UMA,** navigate to the searching for a UMA/SMA section of the How to: UMA Setup tutorial.

Within the selected **UMA:**

1. Navigate to the **Current Account>Trading>Rebalancers** screen

2. Select **UMA/SMA Accounts: Asset Level Rebalancers** from the **Rebalancing Method** drop-down menu

3. From the **Product** drop-down menu, select **All Products**

   This is the default selection.

4. Select any other applicable **Rebalancer** configurations

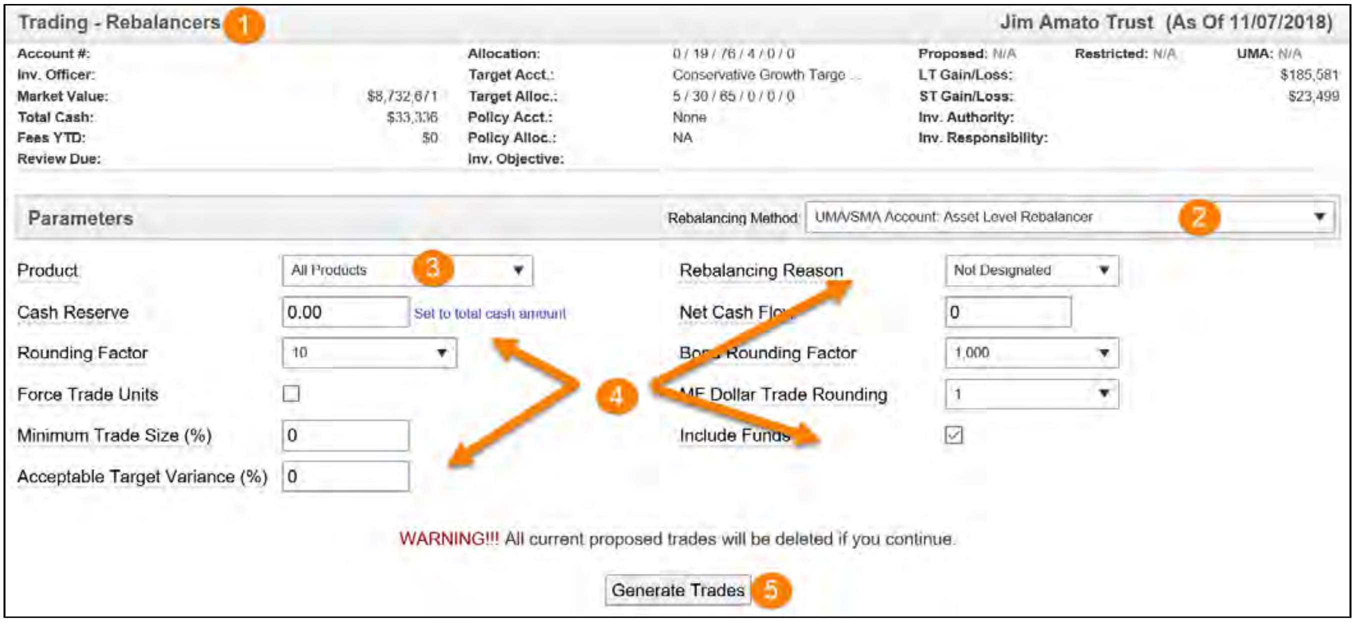
   You can hover over the **Parameter** name for an explanation of the parameter's function.

   NOTE: The **Net Cash Flow** parameter increases or decreases the allocation to the selected **Manager Product** and creates the corresponding cash

   transfer. The **Minimum Trade Size (%)** and **Acceptable Target Variance (%)** are applied at the **Account** level and not the **Product** level.

> Rounding and Trade Size parameter options do not apply to Cash Transfer amounts, which are calculated with full precision. Depending on the
>
> parameter selections, the underlying securities trades within a Product may be different than the Transfer In/Out amounts and the user may want to
>
> update the amounts for consistency. Higher Rounding and Trade Size selections will result in higher variability.

5. Click the **Generate Trades** button

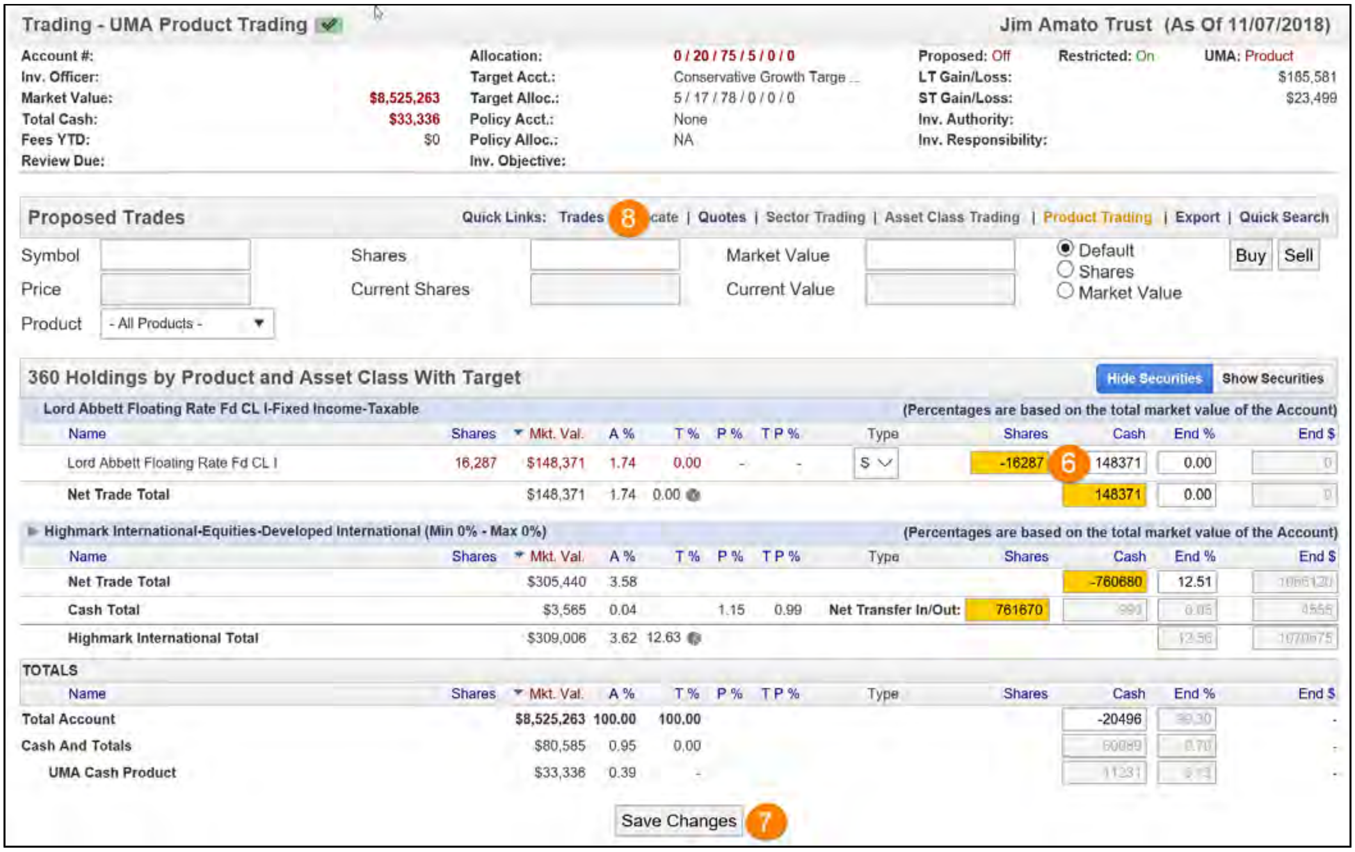


All **Proposed Trades** and **Cash Transfers** between **Manager Products** are generated and you are directed to the **Product Trading** screen. From this screen, you can review, edit and delete **Trades** and **Cash Transfer** amounts**.** For further information on this screen, navigate to the Trading > UMA Product Trading user guide.

6 Make any necessary edits to **Trades** using the input fields. Edit **Cash Transfer** amounts to or from **Manager Products** using the **Transfer In/Out** field.

7 Scroll to the bottom and click the **Save Changes** button

8 Click the **Trades** link in the **Proposed Trades** header bar to navigate to the **Proposed Trades** screen for trade submission

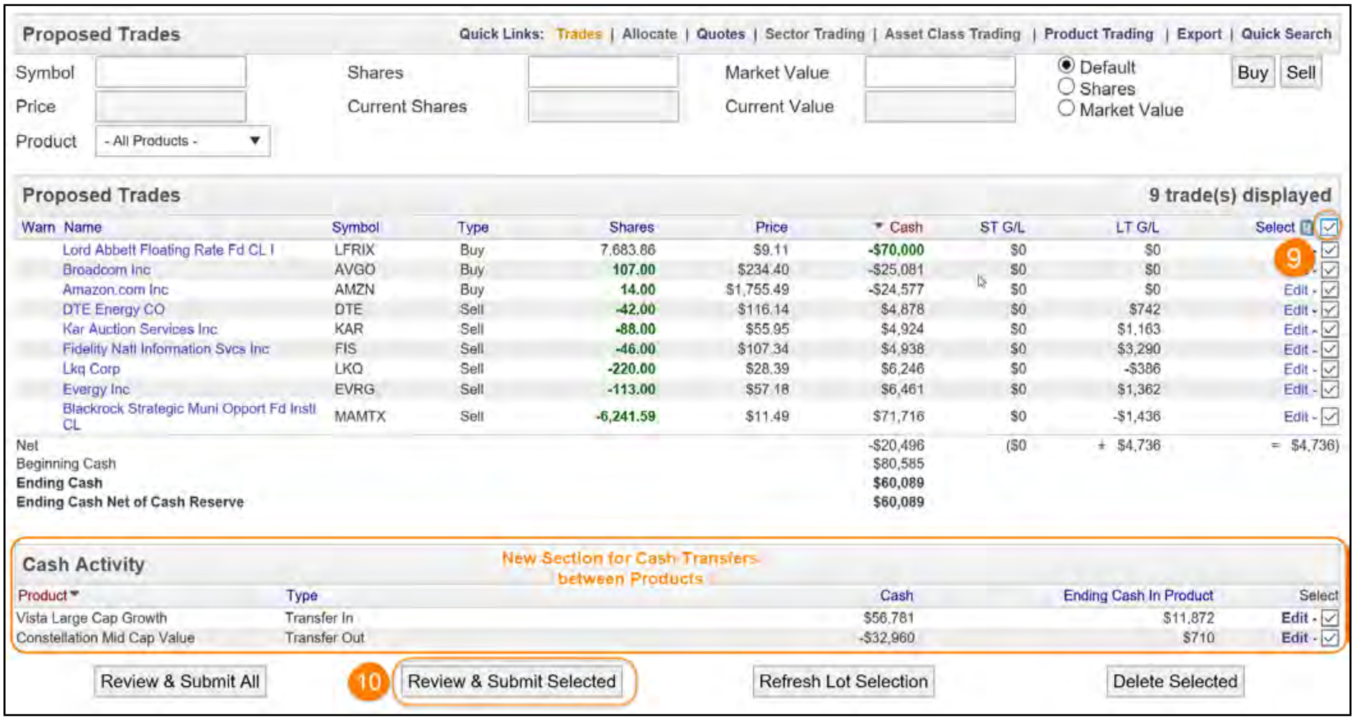


9 Select the **Select All** checkbox to select all of the **Proposed Trades**

10 Click the **Review & Submit Selected** button to submit all of the **Proposed Trades** from the **Rebalancer**

There is a new section on the **Proposed Trades** screen, **Cash Activity,** that displays the cash activity that will occur if the **Proposed Trades** are

submitted.



11 Enter the **Trading Password** (if applicable-this is a site configuration)

12 Click the **Submit Trades** button

There is a new section on this screen: **Product Allocation Review**. This section allows you to view how the **Proposed Trades** will affect the **Product**

Market Value, **Product Weight, Cash in Product** and **Pending Transfers.**

Trading - Proposed Trades

Jim Amato Trust (As Of 11/07/2018)

Proposed and Pending Trades

Name	Symbol	B/S	Shares	Price	Cash	Est. G/L	Date	Status
Amazon com Inc	AMZN	Buy	14.00	$1,755.49	-$24,577	$0		
Blackrock Strategic Muni Opport Fd Instl Cl	MAMTX	Sell	6,241.59	$11.49	$71,716	-$1,436		
Broadcom Inc	AVGO	Buy	107.00	$234.40	-$25,081	$0		
DTE Energy CO	DTE	Sell	42.00	$116.14	$4,878	$742		
Evergy Inc	EVRG	Sell	-113.00	$57.16	$6,461	$1,362		
Fidelity Natl Information Svcs Inc	FIS	Sell	-46.00	$107.34	$4,938	$3,290		
Kar Auction Services Inc	KAR	Sell	-88.00	$55.95	$4,924	$1,163		
Lkq Corp	LKQ	Sell	220.00	$28.39	$6,246	$386		
Lord Abbett Floating Rate Fd Cl I	LFRIX	Buy	7,683.86	$9.11	-$70,000	$0		
Net Proposed Trades					-$20,496	$4,736		
Net Pending Trades					$0			
Net Proposed and Pending Trades					-$20,496			
Beginning Cash					$80,585			
Ending Cash (Proposed and Pending Trades)					$60,089			
Ending Cash Net of Reserve (Proposed and Pending Trades)					$60,089			
Trade Count					9			

Product Allocation Review

New Section showing Product Allocation Changes

	Product $			Product %			Cash in Product $			Pending Transfers
Product Name	Beginning	Change	Ending	Beginning	Change	Ending	Beginning	Change	Ending	Amount ($)
Constellation Mid Cap Value	$249,642	-$32,960	$216,682	2.9%	-0.4%	2.5%	$6,224	-$5,514	$710	-
Vista Large Cap Growth	$362,368	$56,781	$419,149	4.3%	0.7%	4.9%	$4,749	$7,123	$11,872	-
BDO Large Cap Growth	$396,486	$0	$396,486	4.7%	0.0%	4.7%	$12,468	$0	$12,468	-
Highmark International	$309,006	$0	$309,006	3.6%	0.0%	3.6%	$3,565	$0	$3,565	-
Unallocated Holdings	$126,771	$0	$126,771	1.5%	0.0%	1.5%	-	-	-	-
Aberdeen Large Cap Value	$296,589	$0	$296,589	3.5%	0.0%	3.5%	$14,551	$0	$14,551	-
Unmanaged Holdings	$0	$0	$0	0.0%	0.0%	0.0%	-	-	-	-
Pinnacle Mid Cap Growth	$305,476	$0	$305,476	3.6%	0.0%	3.6%	$5,692	$0	$5,692	-
Fund Products	$6,445,588	-$1,716	$6,443,872	75.6%	-0.0%	75.6%	-	-	-	-
UMA Cash Product	$33,336	-$22,105	$11,231	0.4%	-0.3%	0.1%				
Total	**$8,525,263**		**$8,525,263**	**100.0%**		**100.0%**				

In order to submit trades, you will need to enter the trading password. By entering this password, you are agreeing to the terms and conditions below.

Password 11 [ ] Submit Trades 12 Cancel

4. Increase or decrease the allocation to a Product in an Account

Increase or decrease the allocation to a Fund Product

For details on searching for a **UMA,** navigate to the searching for a UMA/SMA section of the How to: UMA Setup tutorial.

To increase or decrease the allocation to a **Mutual Fund/ETF Product** within a **Single Account** within the selected **UMA:**

1. Navigate to the **Current Account>Trading>UMA Product Trading** screen

The **Products** are organized by **Asset Class.** Find the relevant **Mutual Fund/ETF Product - PIMCO Income Fund (PIMIX)**

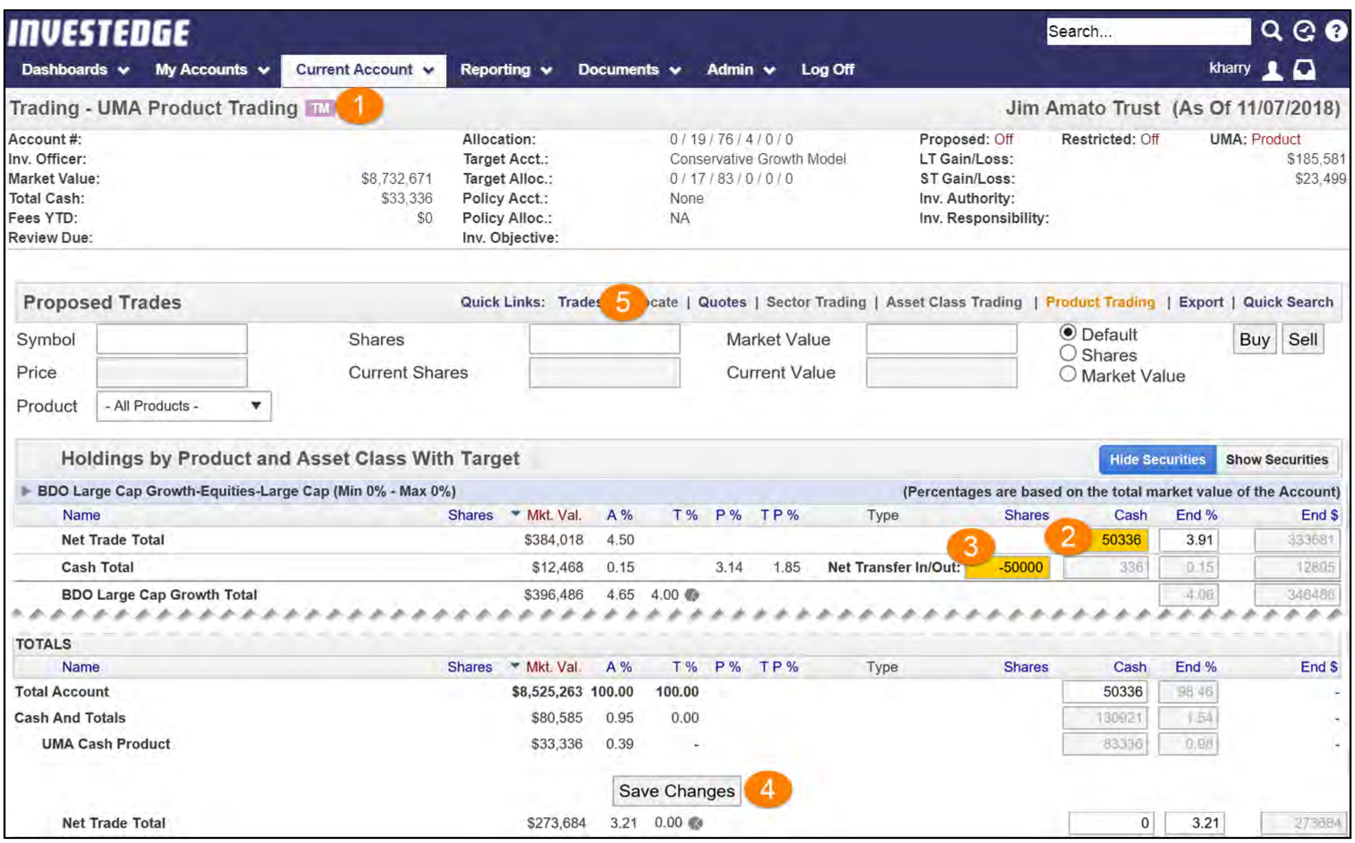
2. Enter the desired trade market value or the weight (%) in the **Cash** or **End %** column

3. Enter the **Net Transfer In/Out** amount in the field

4. Scroll to the bottom of the screen and click the **Save Changes** button

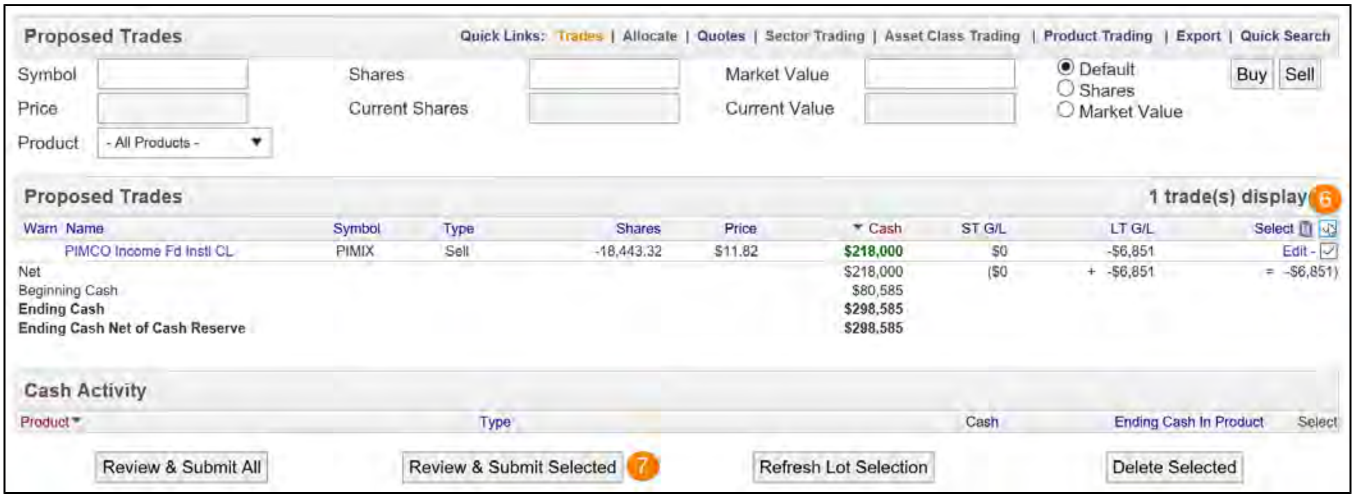
The **Proposed Trades** header bar will display a green **Updated** biscuit to verify that your changes have been saved.

5. Scroll back up and in the **Proposed Trades** header and click the **Trades** quick link



6 Select the checkbox for any **Trade(s)** you want to submit

7 Click the **Review & Submit Selected** button



You are directed to the **Proposed** and **Pending Trades** screen. Enter your **Trade Password** (if applicable) and click the **Submit Trades** button to complete

Trade submission.

Increase or decrease the allocation to a Manager Product

For details on searching for a **UMA,** navigate to the searching for a UMA/SMA section of the How to: UMA Setup tutorial.

To increase or decrease the allocation to a **Manager Product** within a **UMA:**

1 Navigate to the **Current Account>Trading>UMA Product Trading** screen

The **Products** are organized by **Asset Class.** Find the relevant **Manager Product - BDO Large Cap Growth**

2 Enter in the **Cash** field the amount of cash to raise/invest in the manager **($50,000)**

Enter a positive value to raise money, enter a negative value to invest money. The entered amount will be invested across the securities in the **Product**

according to a **Dollar Average** weighting.

3 If the **Product** has **Cash Sweep** enabled, enter the amount you would like to add/remove from the **Manager Product** in the **Net Transfer In/Out** field.

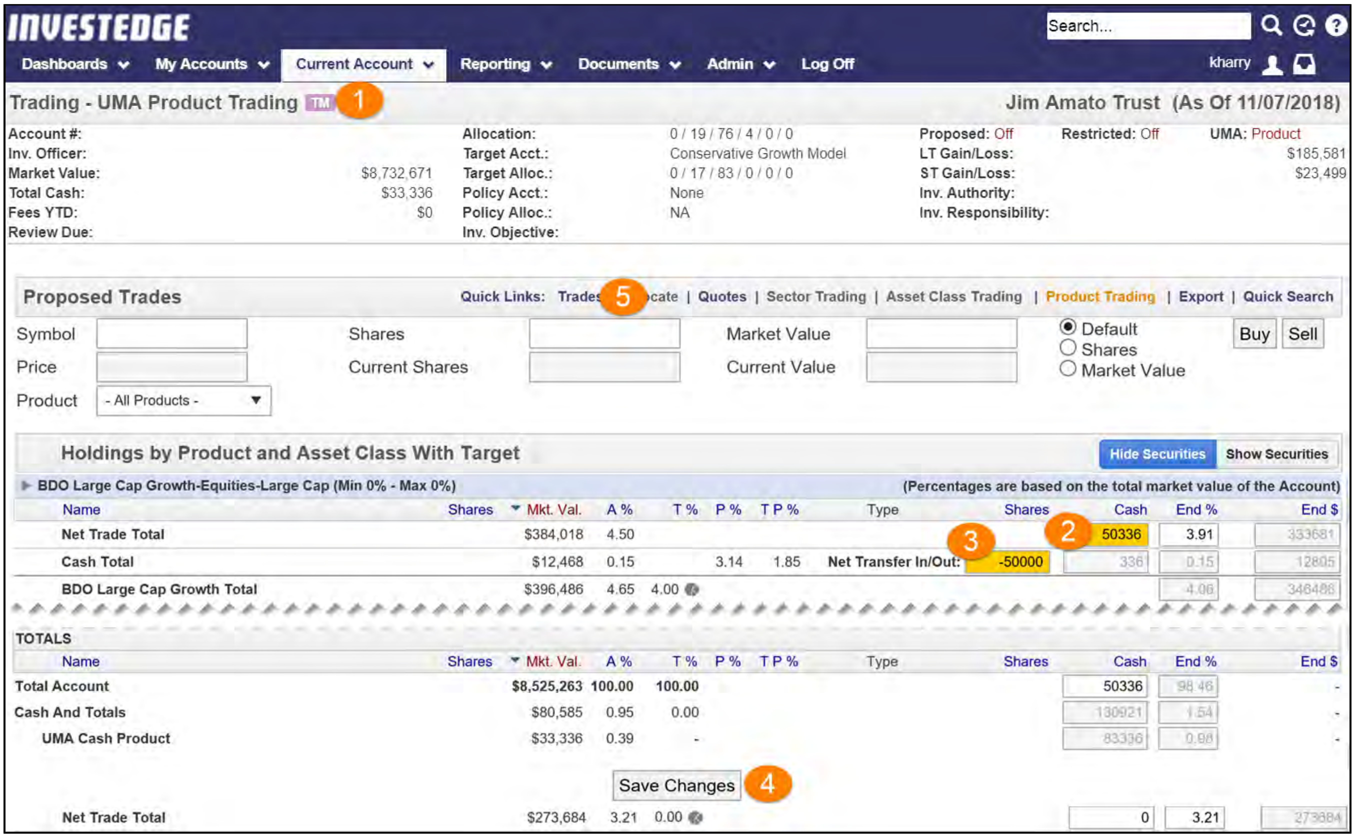
Enter a positive value to add money, enter a negative value to remove money. If **Cash Sweep** is *not* enabled, this step can be skipped.

NOTE: This amount may be the same as the amount from the prior step.

Scroll to the bottom of the screen and click the **Save Changes** button

4

5 In the **Proposed Trades** header bar, click the **Trades** quick link

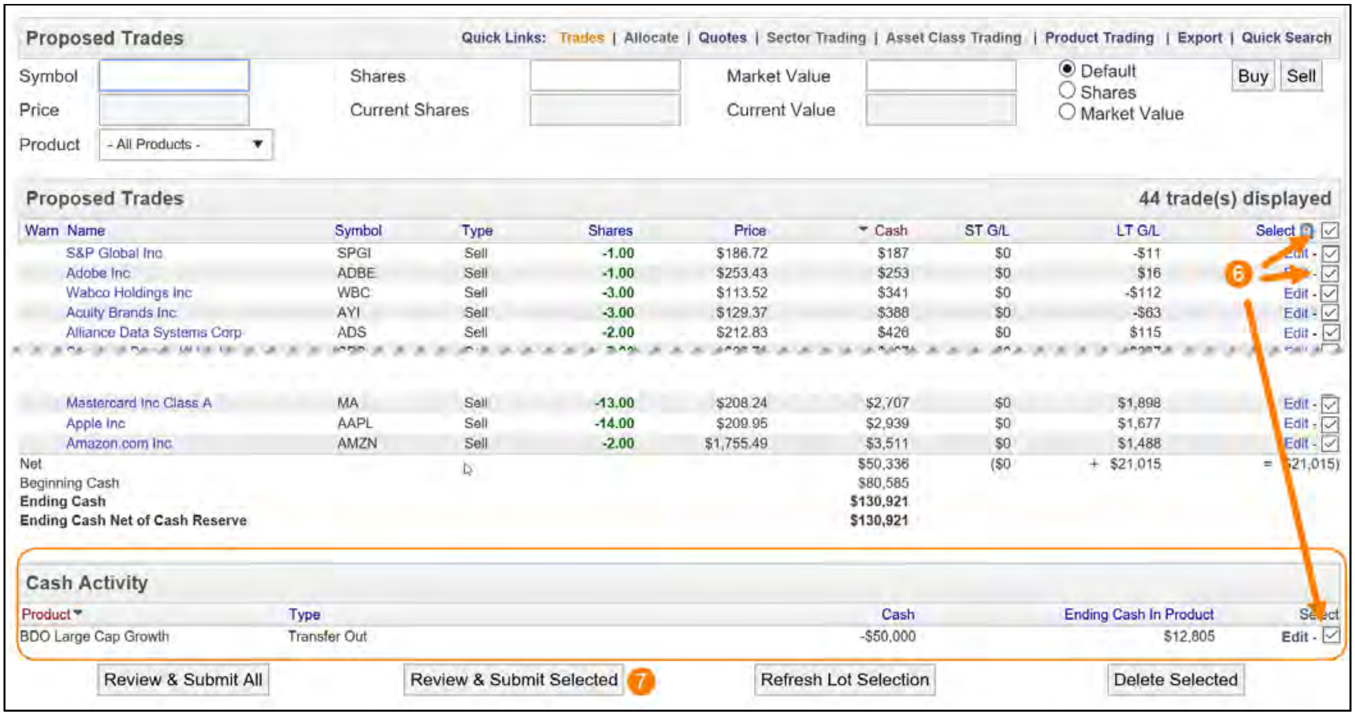


6 Select the **Select All** checkbox to select all the **Trades** on underlying securities for the **Product.**

This will also select any **Cash Transfer** amount into our out of the **Product.** This is displayed in the **Cash Activity** section.

For more details on this section, see Need to Know: Cash Handling within Manager Products

7 Click the **Review & Submit Selected** button



You are directed to the **Proposed and Pending Trades** screen. Enter your **Trading Password** (if applicable) and click the **Submit Trades** button.

> The **Product Allocation Review** section allows you to see the effect of **Trades** and cash movement on the overall **Product Allocation** and Product
>
> **Cash Balances.** For more details on this section, see Need to Know: Cash Handling within Manager Products

5. Create Trades at the Consolidated Account Level and Submit from a UMA

We are going to create **Trades** from the **Jim Amato Combined** consolidated account. Creating **Trades** at the **Consolidated** level is useful when the client's

overall asset allocation is not contained to a single account. In this example there is a separate account holding a **Fixed Income SMA**, which is not part of

the **UMA Account.** The trade analysis will be done at the **Consolidated Account** level, but **Trades** will be executed at the **Sub-Account** level.

For details on searching for a **Consolidated Account,** navigate to the Search Tools > Account Search user guide.

Within the selected **Consolidated Account:**

1. Navigate to the **Current Account>Trading>Asset Class Trading** screen

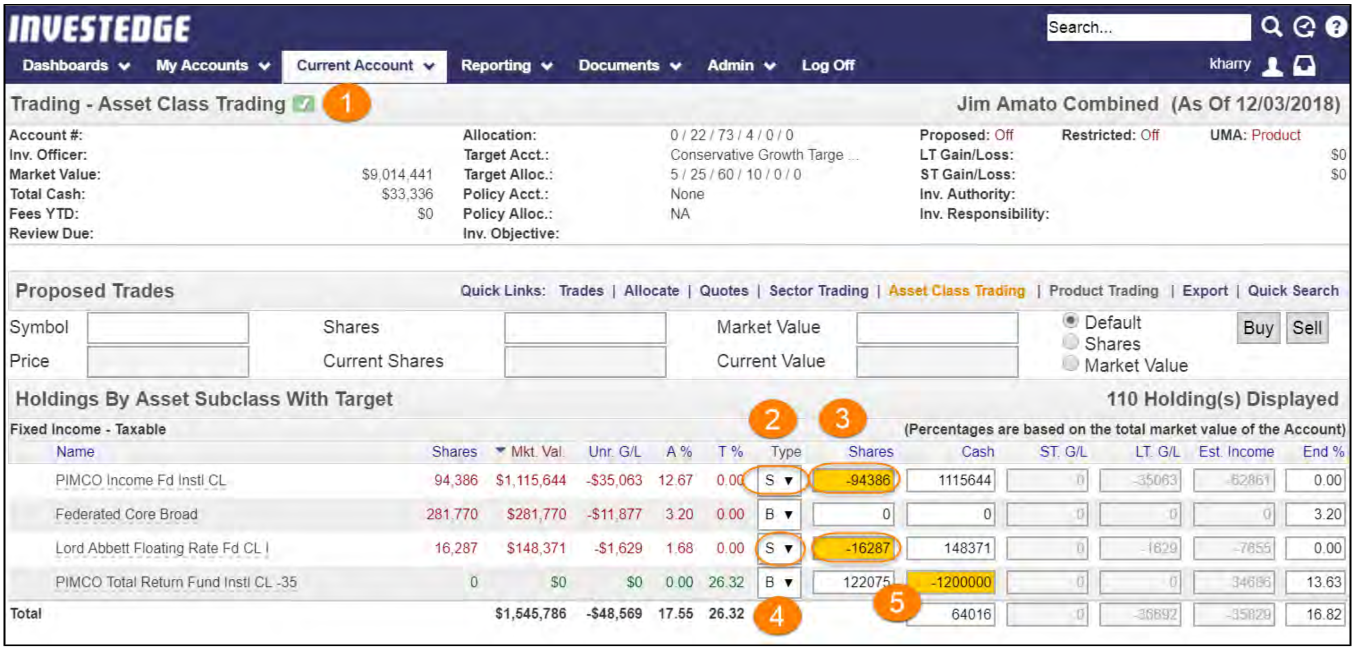
2. Select the **S** (Sells) from the **Type** drop-down menu for these 2 **Assets**
    - PIMCO Income Fd Instl CL
    - Lord Abbett Floating Rate Fd CL I

3. Enter the letter **a** in the **Shares** fields for these 2 **Assets.** This will populate all **Shares** for the **Assets.**

4. Select **B** in the **Type** drop-down for the **PIMCO Total Return Fund Instl CL -35** asset

5. Enter **1200000** in the **Cash** field for **PIMCO Total Return Fund Instl CL -35**. Alternatively, use the **End %** column to create **Trades.**

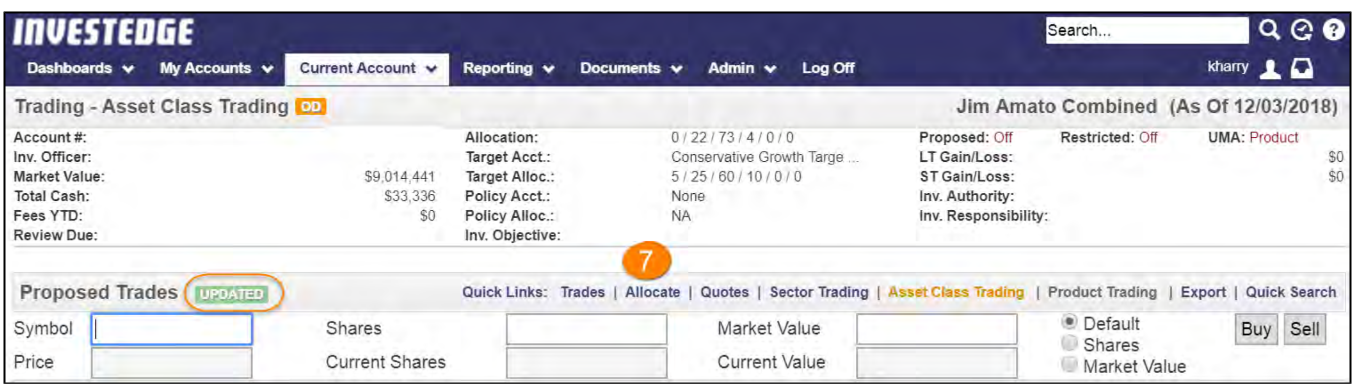
> The **End %** column displays the **Asset** and **Class Weights** at the consolidated account level.



6 Scroll to the bottom of the screen and click the **Save Changes** button

A green **Updated** biscuit is displayed in the header bar to confirm your updates were saved.

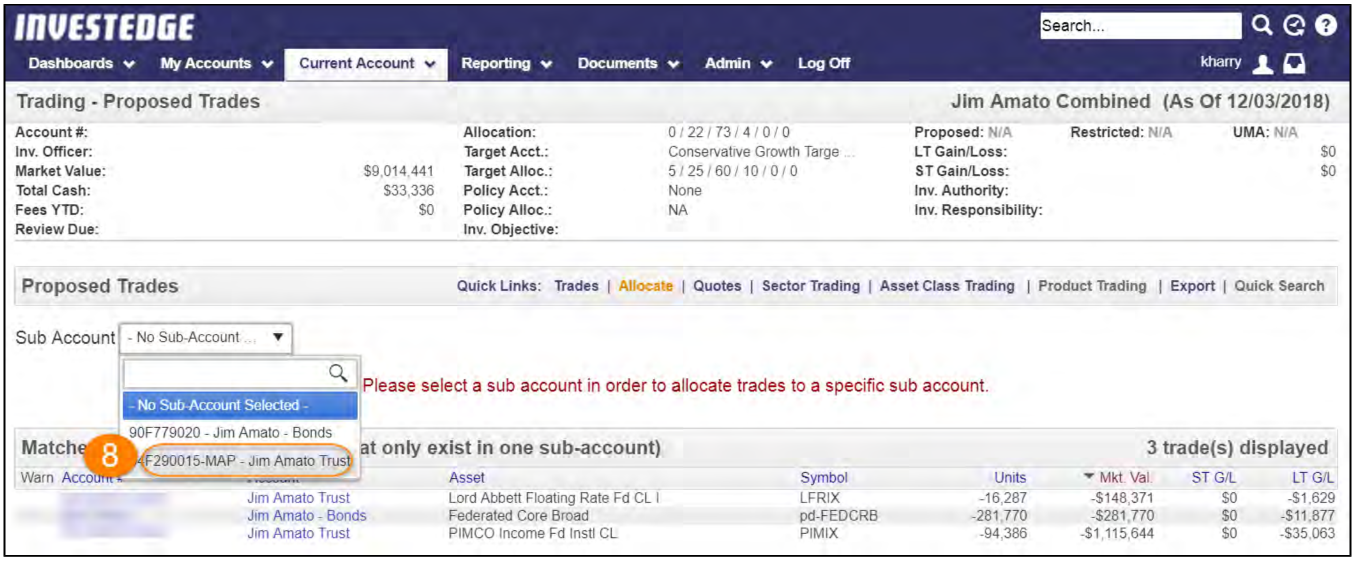
7 Scroll to the top of the screen and click the **Allocate** quick link in the **Proposed Trades** header bar



8 Select **Jim Amato Trust** from the **Sub Account** drop-down menu

This is the **Account** in which the **Mutual Funds** are held.

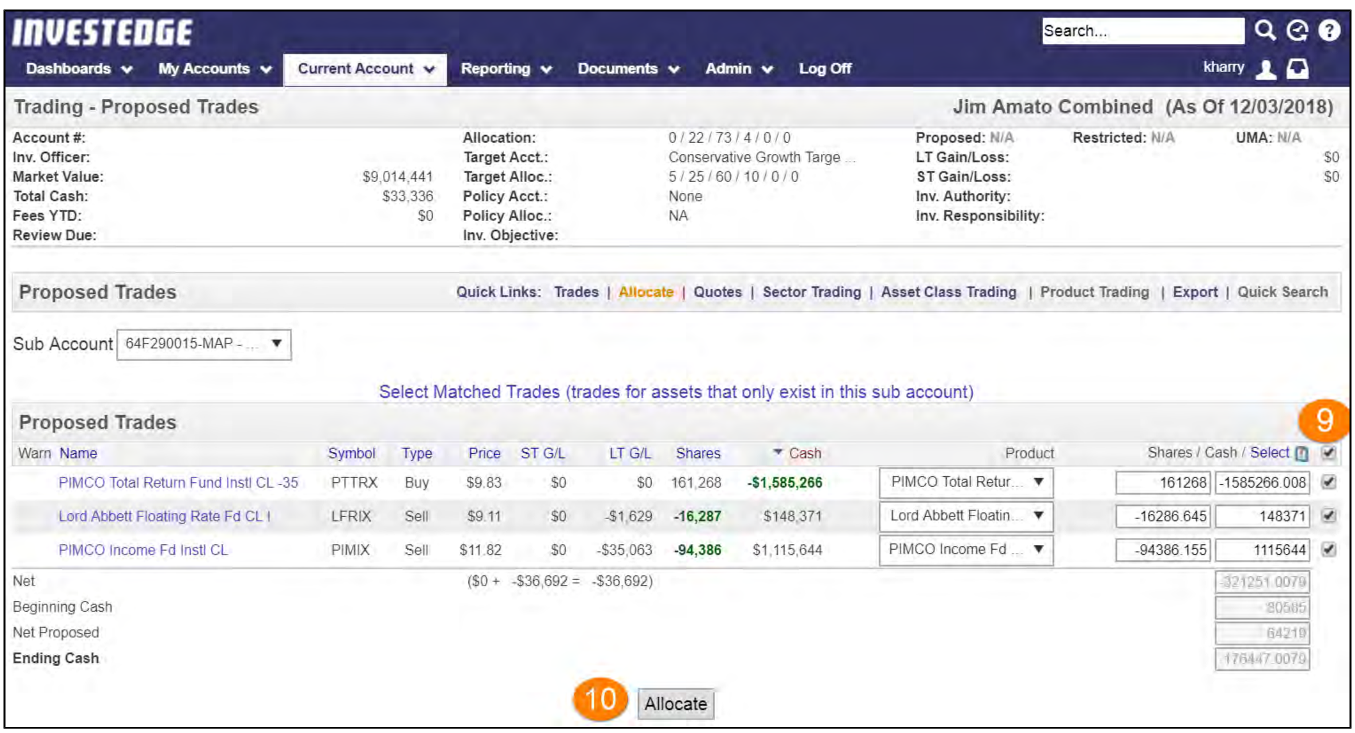
The **Proposed Trades** are displayed.



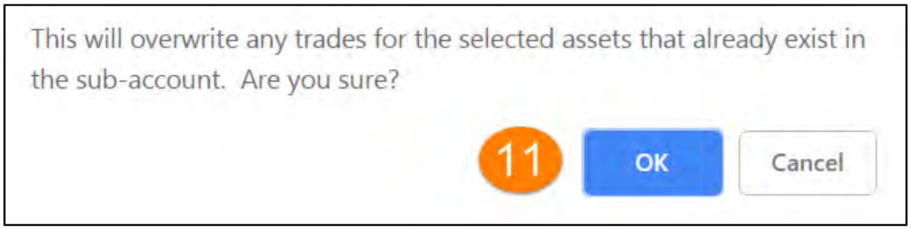
The **Sub-Accounts** are listed on this screen and you can navigate to them by clicking the **Sub-Account** name.

9 Select the **Select All** checkbox for the **Trades**

10 Click the **Allocate** button



11 Click the **OK** button to confirm it is okay to overwrite any **Trades** in the **Sub-Account**

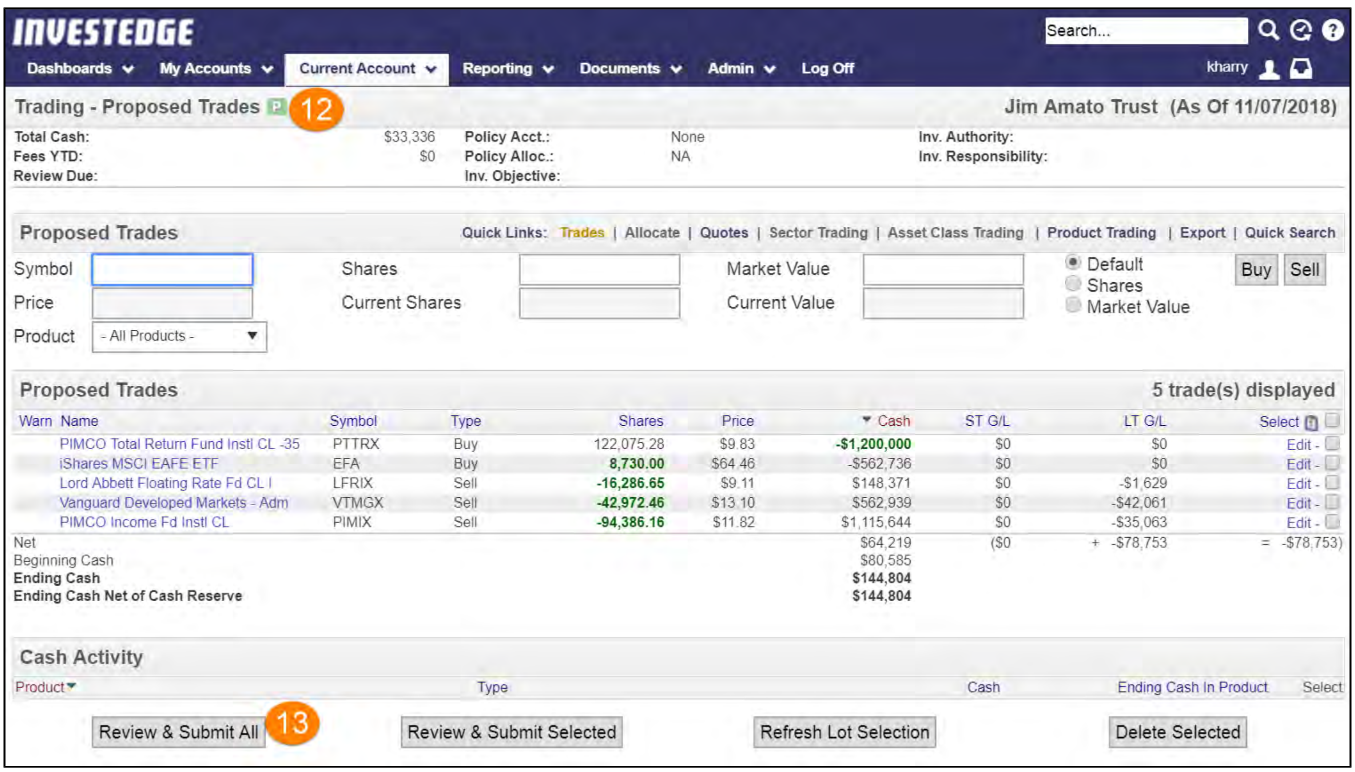


There is a green **Updated** biscuit in the header bar to confirm your allocations were saved.

Next, we need to navigate to the **Proposed Trades** screen for the **Sub-Account, Jim Amato Trust.**

12 Navigate to the **Current Account>Trading>Proposed Trades** screen

13 Click the **Review & Submit All** button



6. Raise funds for a distribution

Raising funds across the whole Account

For details on searching for a **UMA Account,** navigate to the searching for a **UMA/SMA** section: How to: UMA Setup.

We are going to raise funds while rebalancing the **Jim Amato Trust:**

1. Within the selected **UMA Account,** navigate to the **Current Account>Trading>Rebalancers** screen

2. Select **UMA/SMA Account: Asset Level Rebalancer** from **Rebalancing Method** the drop-down menu. This option will raise **Funds** while bringing the

   Products in line with the **Target Allocation.** Alternatively, the **Dollar Average Rebalancer** can be used to sell down from **Products** proportionately,

   according to the account's current allocation.

3. Select **All Products** from the **Product** drop-down menu, which is the default selection

   This will raise **Funds** across the whole **Account.**

4. Enter the amount of money that you need to raise in the **New Cash Flow** field

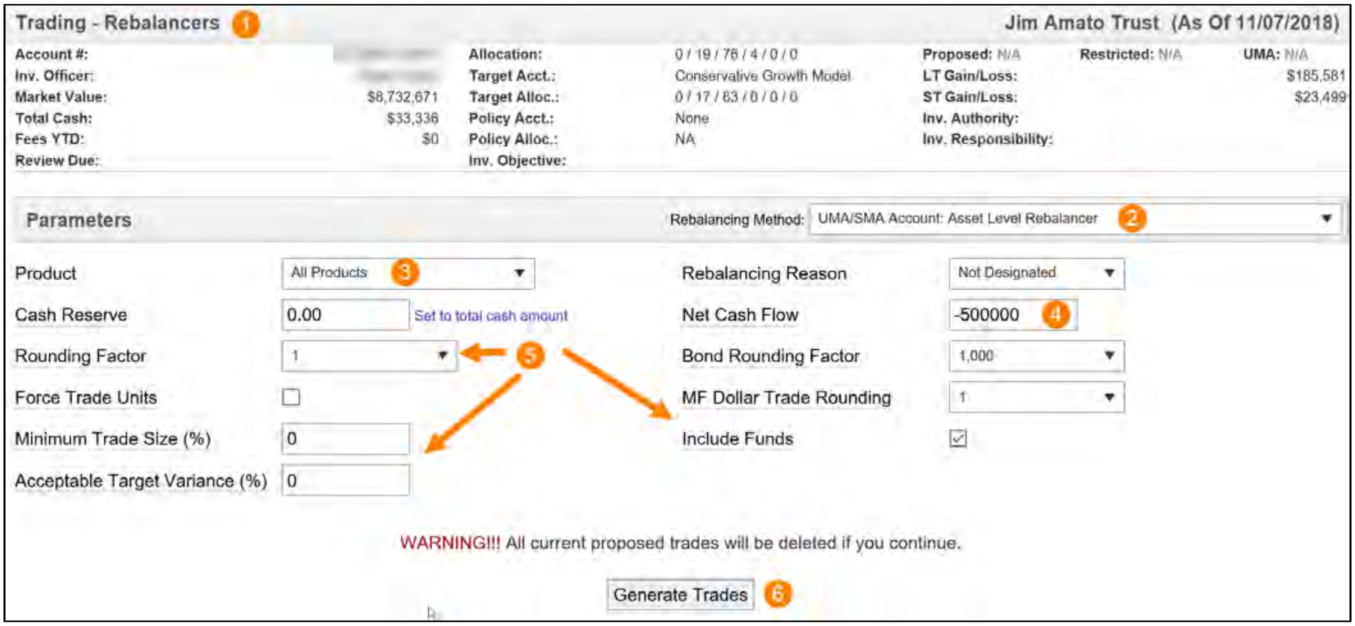
   Enter a negative market value in the **Net Cash Flow** field when the intent is to raise funds.

5. Configure any other **Rebalancing Parameters** that need to be set.

   NOTE: Minimum Trade Size (%) and **Acceptable Target Variance (%)** are calculated as a percent of the total account, not the **Product**.

> **Rounding** and **Trade Size** parameter options do not apply to **Cash Transfer** amounts, which are calculated with full precision. Depending on the
>
> parameter selections, the underlying securities trades within a **Product** may be different than the **Transfer In/Ou**t amounts and the user may want to
>
> update the amounts for consistency. Higher **Rounding** and **Trade Size** selections will result in higher variability.

6. Click the **Generate Trades** button



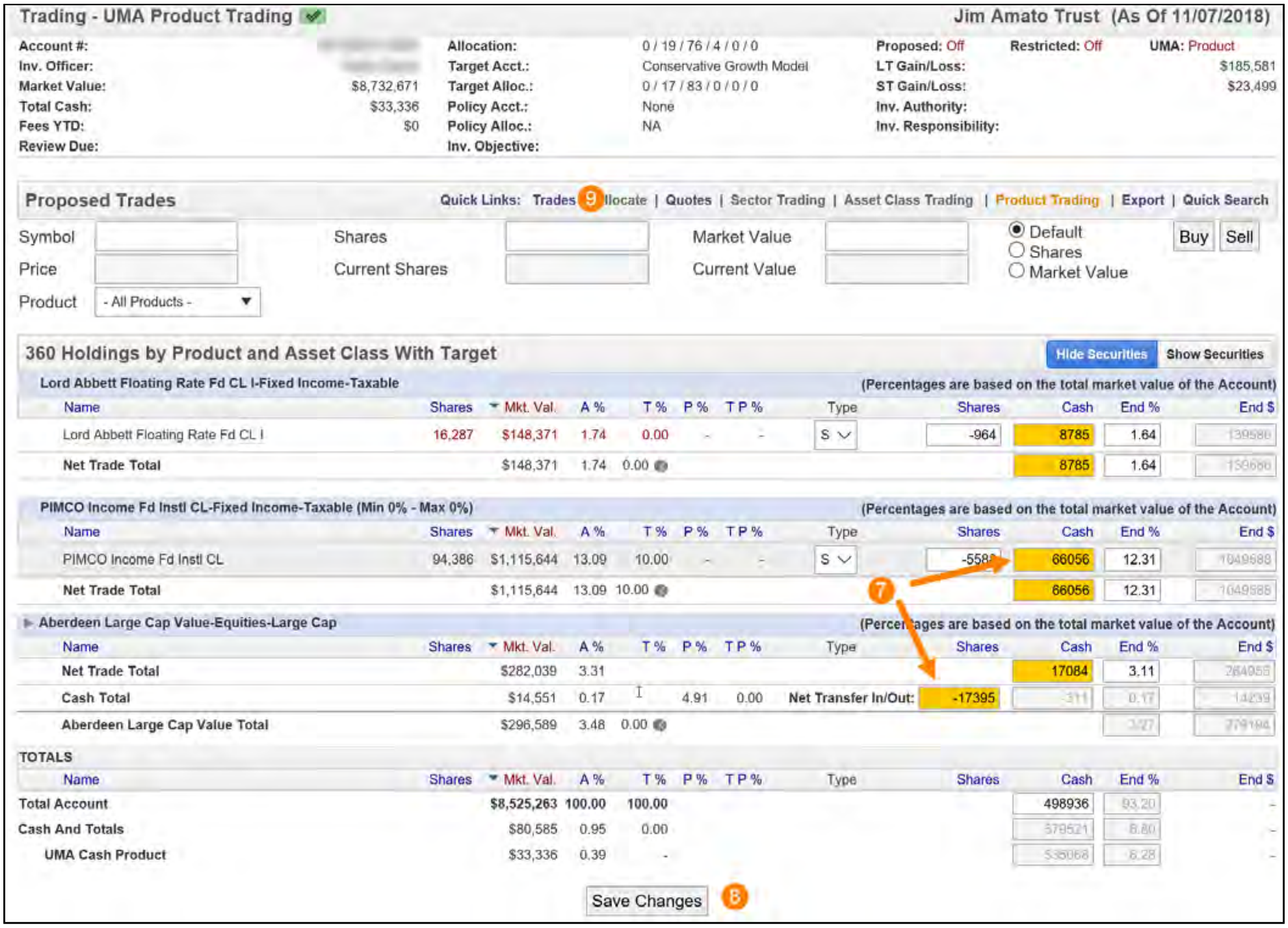
All **Proposed Trades** and **Cash Transfers** between **Manager Products** are generated and you are directed to the **Product Trading** screen. From this

screen, you can review, edit and delete **Trades** and **Cash Transfer** amounts**.** For further information on this screen: Trading > UMA Product Trading.

7 Make any necessary edits to **Trades** using the input fields. Edit **Cash Transfer** amounts to or from **Manager Products** using the **Transf er In/Out** fields.

8 Scroll to the bottom of the screen and click the **Save Changes** button

9 Click the **Trades** quick link in the **Proposed Trades** header bar to navigate to the **Proposed Trades** screen for trade submission.

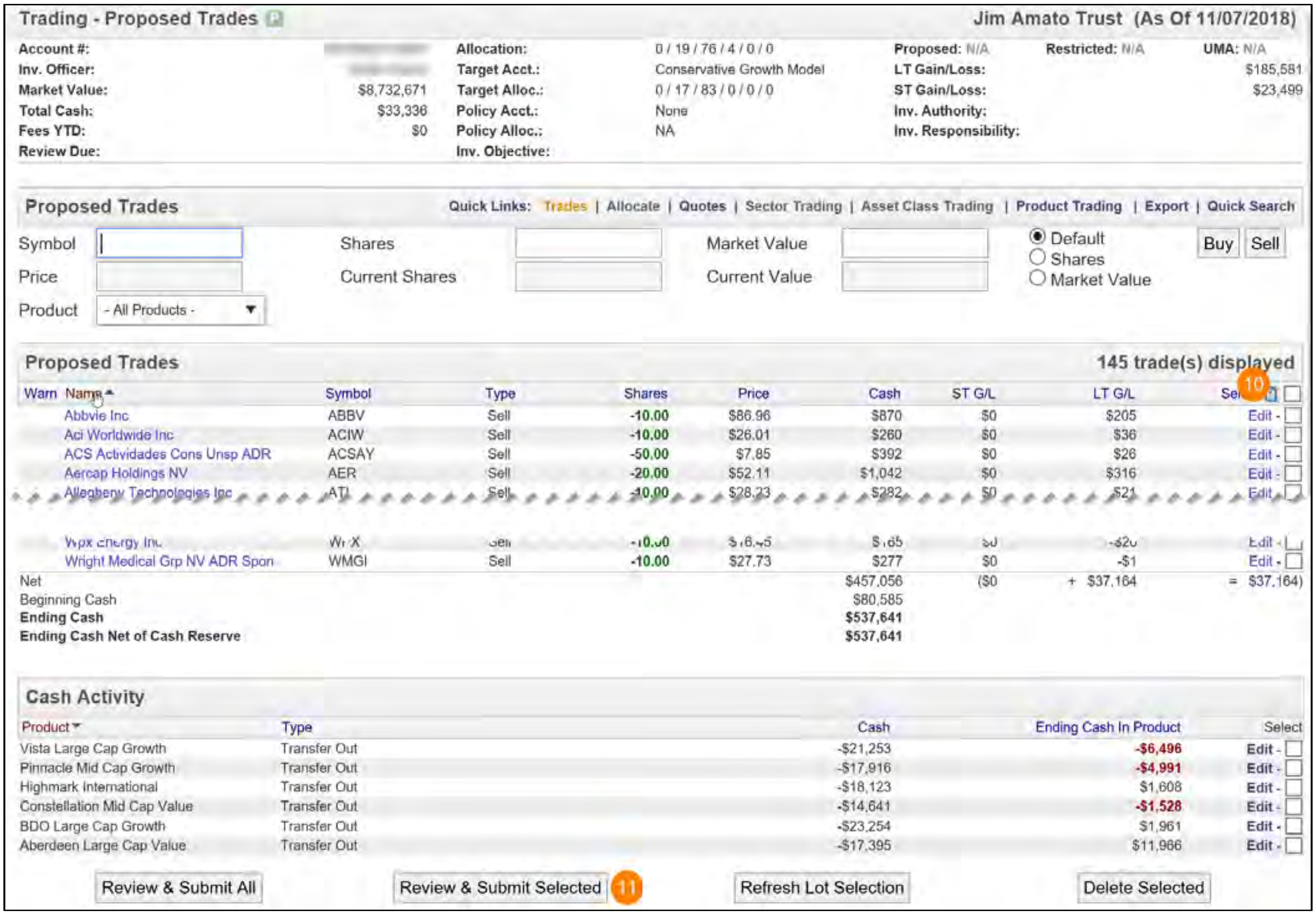


10 Select the **Select All** checkbox to select all of the **Proposed Trades**

11 Click the **Review & Submit Selected** button to submit all of the **Proposed Trades** from the **Rebalancer.**

There is a new section on the **Proposed Trades** screen, **Cash Activity,** that displays the cash activity that will occur if the **Proposed Trades** are

submitted.



12 Enter the **Trading Password** (if applicable-this is a site configuration)

13 Click the **Submit Trades** button

There is a new section on the **Proposed and Pending Trades** screen: **Product Allocation Review**. This section allows you to view how the **Proposed**

Trades will affect the **Product Market Value**, **Product Weight, Cash in Product** and **Pending Transfers.**

Trading - Proposed Trades

Jim Amato Trust (As Of 11/07/2018)

Proposed and Pending Trades

Name	Symbol	B/S	Shares	Price	Cash	Est. G/L	Date	Status
Amazon com Inc	AMZN	Buy	14.00	$1,755.49	-$24,577	$0		
Blackrock Strategic Muni Opport Fd Instl Cl	MAMTX	Sell	6,241.59	$11.49	$71,716	-$1,436		
Broadcom Inc	AVGO	Buy	107.00	$234.40	-$25,081	$0		
DTE Energy CO	DTE	Sell	42.00	$116.14	$4,878	$742		
Evergy Inc	EVRG	Sell	-113.00	$57.16	$6,461	$1,362		
Fidelity Natl Information Svcs Inc	FIS	Sell	-46.00	$107.34	$4,938	$3,290		
Kar Auction Services Inc	KAR	Sell	-88.00	$55.95	$4,924	$1,163		
Lkq Corp	LKQ	Sell	220.00	$28.39	$6,246	$386		
Lord Abbett Floating Rate Fd Cl I	LFRIX	Buy	7,683.86	$9.11	-$70,000	$0		
Net Proposed Trades					-$20,496	$4,736		
Net Pending Trades					$0			
Net Proposed and Pending Trades					-$20,496			
Beginning Cash					$80,585			
Ending Cash (Proposed and Pending Trades)					$60,089			
Ending Cash Net of Reserve (Proposed and Pending Trades)					$60,089			
Trade Count					9			

Product Allocation Review

New Section showing Product Allocation Changes

	Product $			Product %			Cash in Product $			Pending Transfers
Product Name	Beginning	Change	Ending	Beginning	Change	Ending	Beginning	Change	Ending	Amount ($)
Constellation Mid Cap Value	$249,642	-$32,960	$216,682	2.9%	-0.4%	2.5%	$6,224	-$5,514	$710	-
Vista Large Cap Growth	$362,368	$56,781	$419,149	4.3%	0.7%	4.9%	$4,749	$7,123	$11,872	-
BDO Large Cap Growth	$396,486	$0	$396,486	4.7%	0.0%	4.7%	$12,468	$0	$12,468	-
Highmark International	$309,006	$0	$309,006	3.6%	0.0%	3.6%	$3,565	$0	$3,565	-
Unallocated Holdings	$126,771	$0	$126,771	1.5%	0.0%	1.5%	-	-	-	-
Aberdeen Large Cap Value	$296,589	$0	$296,589	3.5%	0.0%	3.5%	$14,551	$0	$14,551	-
Unmanaged Holdings	$0	$0	$0	0.0%	0.0%	0.0%	-	-	-	-
Pinnacle Mid Cap Growth	$305,476	$0	$305,476	3.6%	0.0%	3.6%	$5,692	$0	$5,692	-
Fund Products	$6,445,588	-$1,716	$6,443,872	75.6%	-0.0%	75.6%	-	-	-	-
UMA Cash Product	$33,336	-$22,105	$11,231	0.4%	-0.3%	0.1%				
Total	**$8,525,263**		**$8,525,263**	**100.0%**		**100.0%**				

In order to submit trades, you will need to enter the trading password. By entering this password, you are agreeing to the terms and conditions below.

Password 12 Submit Trades 13 Cancel

Raising funds from a specific Product

Raising Funds from a specific Product follows the exact same process as Raising Funds Across the Whole Account (see prior workflow), except in Step 3 you

will select the *Product* from which you want to raise funds. The Amount entered as the Net Cash Flow will be pre-populated as the Transfer Out amount.

Trades will be calculated to raise the funds according to parameters selected within the selected Product only.

7. Invest a new UMA account

In order to begin trading a new UMA account, you will first need to complete a number of set up steps, including enabling the **Account** as a **UMA,** allocating

securities, and creating and assigning a target. For further information on completing these steps: How to: UMA Setup.

Once set up is complete, you can proceed with investing the account.

Scenario 1: The account is funded with Cash

Proceed to follow all steps in workflow #2 - Rebalance a Full Account to a Model

Scenario 2: The account is funded with Cash and Securities

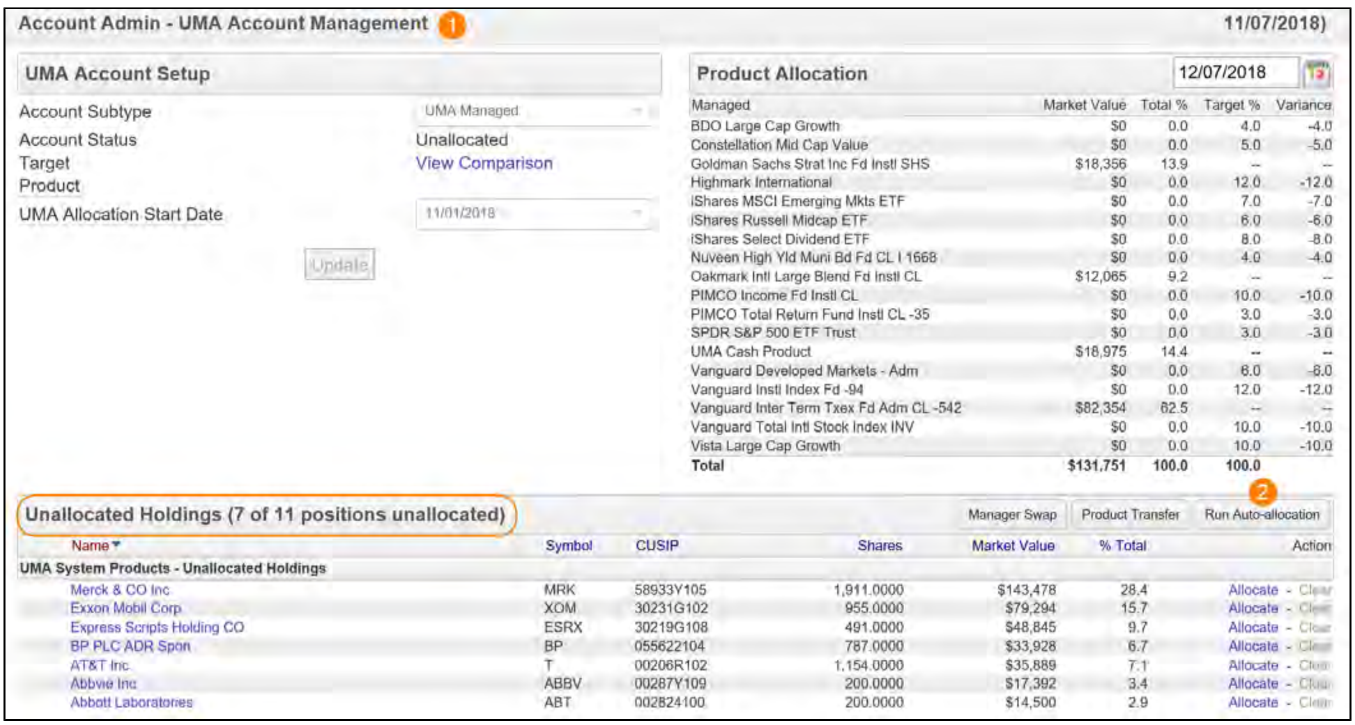
An Account with Unallocated Securities will be disabled from Trading. All Securities must be allocated to Products or the Account can be manually enabled

for trading.

Approach #1: Allocate All securities

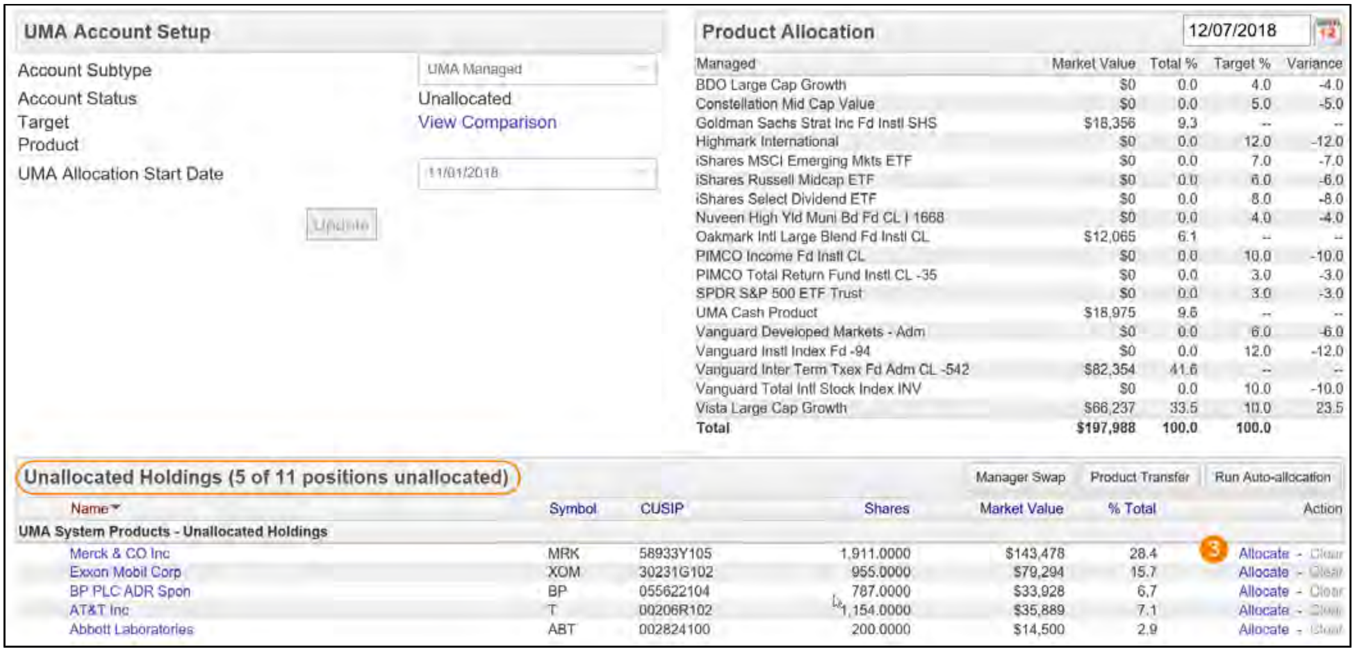
1. Within the selected **UMA Account,** navigate to the **Current Account>Account Admin>UMA Account Management** screen

2. Click the **Run Auto-Allocation** button to allocate any securities that align with **Manager Holdings** in the **UMA Model** that is assigned as the **Target**



3. Note that after the auto-allocation runs, the number of unallocated holdings has changed from 7 to 5.

   For the remaining **Unallocated Holdings,** click the **Allocate** link.



4

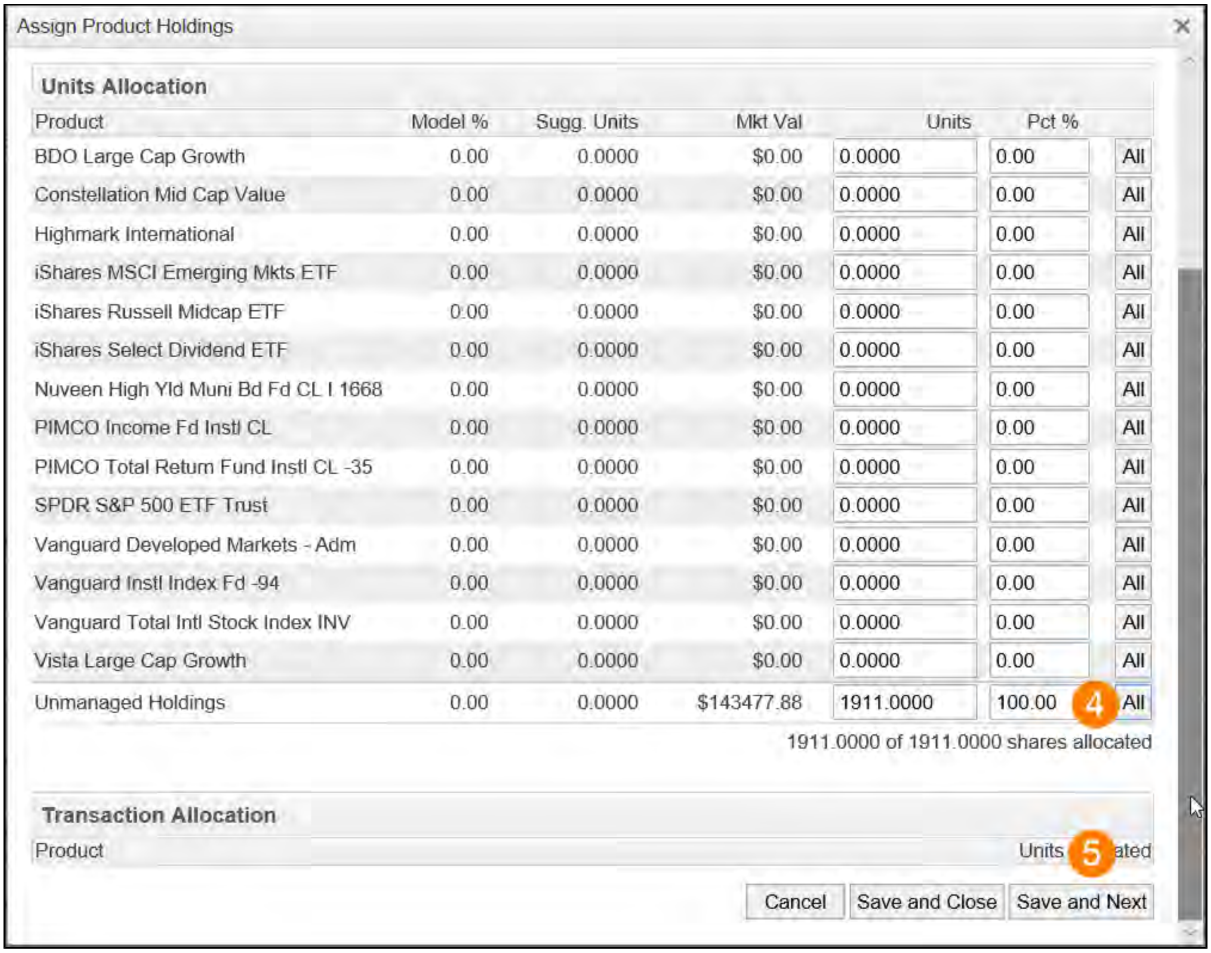
In the **Assign Product Holdings** pop-up window, click the **All** button next to **Unmanaged Holdings** to allocate all securities to **Unmana ged**

Holdings. Since they are transferred in from the client and are not held by any current **Managers,** they are temporary positions that are **Unmanaged.**

Alternatively, you could allocate them to a **Manager Product.**

5

Click the **Save and Next** button and repeat step 4 to move through the rest of the **Unallocated Holdings**.



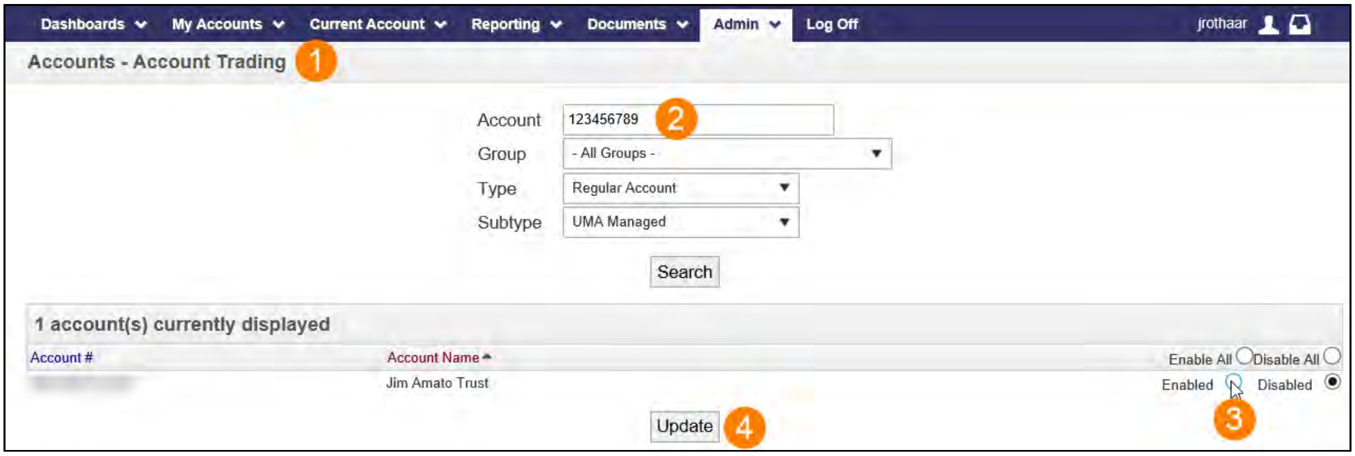
After all **Holdings** have been **Allocated,** proceed with a full account **Rebalance,** which is detailed in workflow #2 - Rebalance a UMA Account to a Model

Approach #2: Enable the Account for Trading

An **Account** can be manually enabled for **Trading** even though it has **Unallocated Holdings**. The **Account** will be disabled again overnight if the

Unallocated Holding condition persists. If you do not have access to enable an account for trading, make a request through your System Administrator.

1. Navigate to the **Admin>Accounts>Account Trading** screen
2. Use the search filters to search for the **UMA Account** you want to **Trade**
3. Select the **Enabled** radio button
4. Click the **Update** button



After enabling the **Account,** proceed with a full account **Rebalance,** which is detailed in workflow #2 - Rebalance a UMA Account to a Model

8. Terminate a Manager

Terminate a Manager and liquidate the Holdings

We are going to terminate the **Manager, Aberdeen Large Cap Value,** in the **UMA Account** - **Casey Wendt IRA -** and liquidate all

of the **Holdings.**

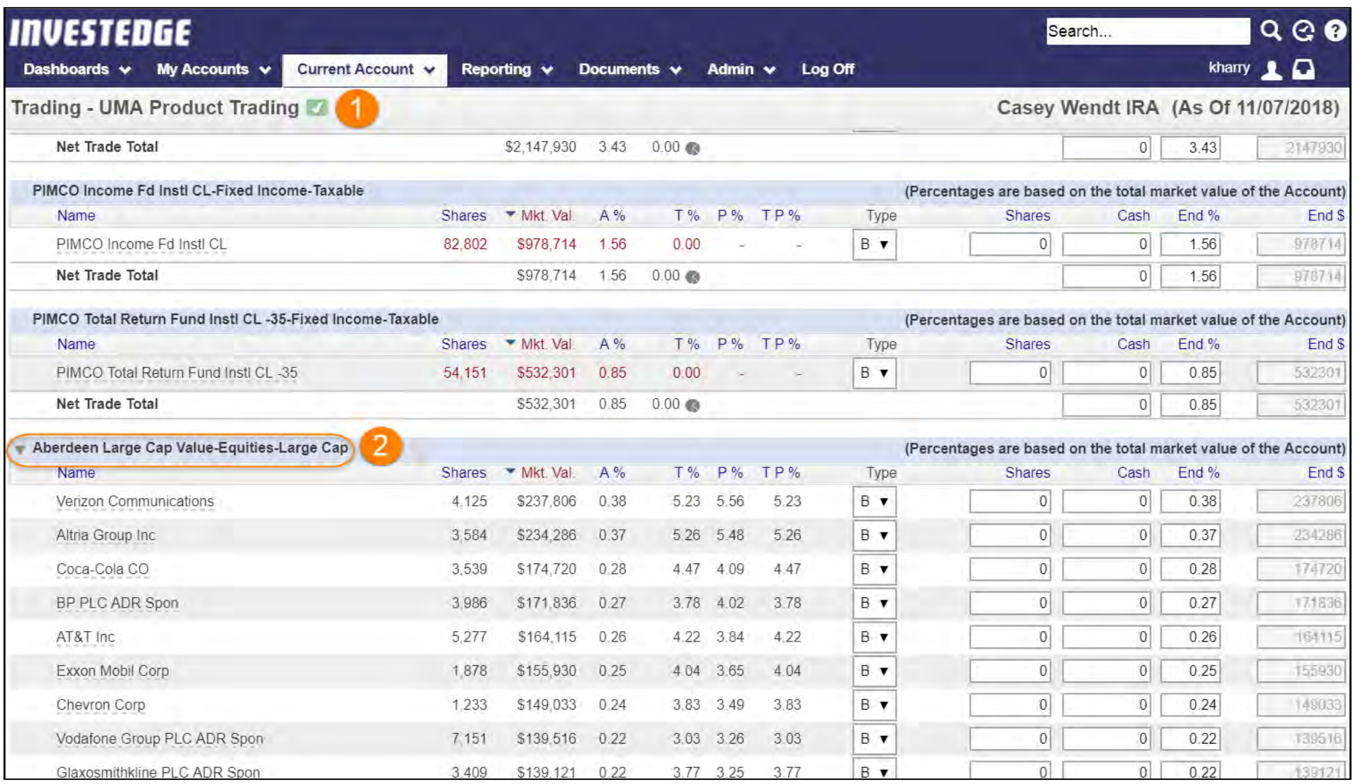
For details on searching for a **UMA Account,** navigate to the searching for a UMA/SMA section: How to: UMA Setup.

Within the selected **UMA Account:**

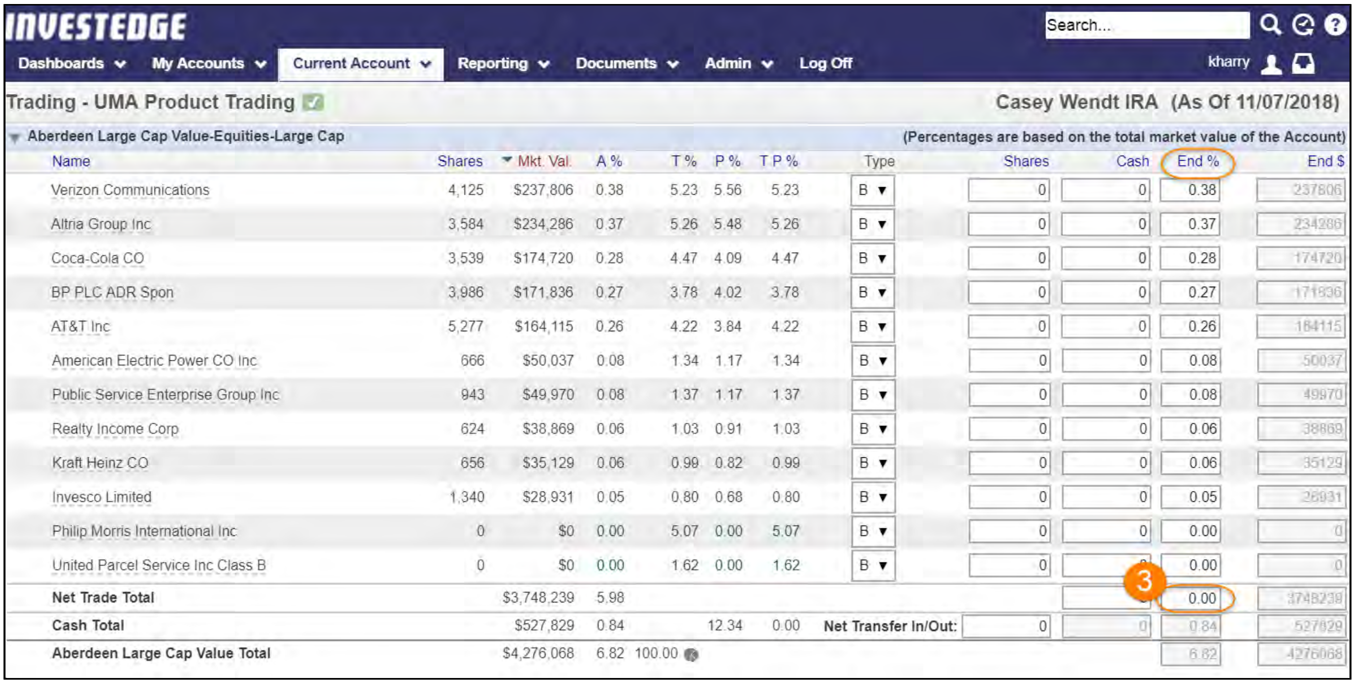
1 Navigate to the **Current Account>Trading>UMA Product Trading** screen

2 Scroll to the **Aberdeen Large Cap Value-Equities-Large Cap** product. You can expand to view the underlying holdings detail using the arrow to the left

of the **Manager Name** if desired.



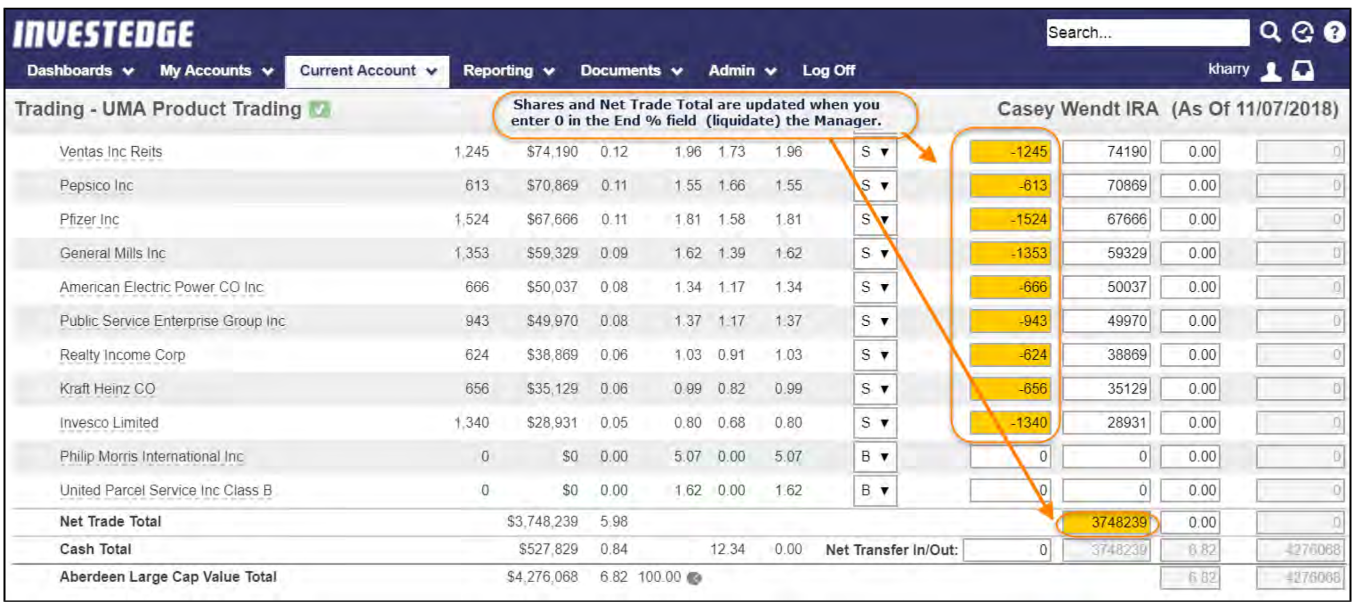
3 Enter a **0** in the **End %** (weighting) field



Name	Shares	Mkt. Val.	A %	T %	P %	T P %	Type	Shares	Cash	End %	End $
Verizon Communications	4,125	$237,806	0.38	5.23	5.56	5.23	B	0	0	0.38	237806
Altria Group Inc	3,584	$234,286	0.37	5.26	5.48	5.26	B	0	0	0.37	234286
Coca-Cola CO	3,539	$174,720	0.28	4.47	4.09	4.47	B	0	0	0.28	174720
BP PLC ADR Spon	3,986	$171,836	0.27	3.78	4.02	3.78	B	0	0	0.27	171836
AT&T Inc	5,277	$164,115	0.26	4.22	3.84	4.22	B	0	0	0.26	164115
American Electric Power CO Inc	666	$50,037	0.08	1.34	1.17	1.34	B	0	0	0.08	50037
Public Service Enterprise Group Inc	943	$49,970	0.08	1.37	1.17	1.37	B	0	0	0.08	49970
Realty Income Corp	624	$38,869	0.06	1.03	0.91	1.03	B	0	0	0.06	38869
Kraft Heinz CO	656	$35,129	0.06	0.99	0.82	0.99	B	0	0	0.06	35129
Invesco Limited	1,340	$28,931	0.05	0.80	0.68	0.80	B	0	0	0.05	28931
Philip Morris International Inc	0	$0	0.00	5.07	0.00	5.07	B	0	0	0.00	0
United Parcel Service Inc Class B	0	$0	0.00	1.62	0.00	1.62	B	0		0.00	0
Net Trade Total		$3,748,239	5.98							0.00	3748239
Cash Total		$527,829	0.84		12.34	0.00	**Net Transfer In/Out:**	0	0	0.84	527829
Aberdeen Large Cap Value Total		$4,276,068	6.82	100.00						6.82	4276068

Note that the **Shares** and **Net Trade Total** are updated and highlighted in orange to reflect the change you are making. If you want to use some or all of the

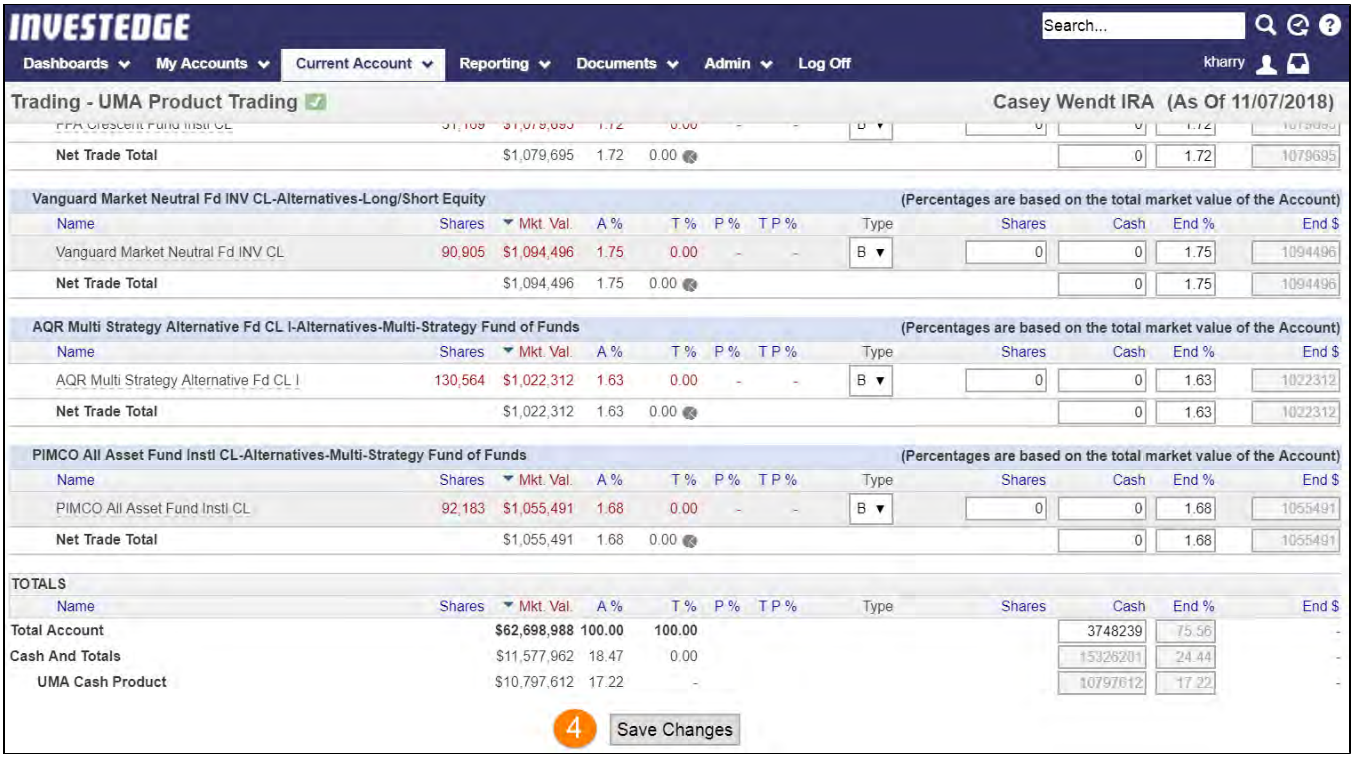
proceeds to invest in another **Product,** enter the amount to **Transfer Out** of the **Product** in the **Net Transfer In/Out** field as a negative value.



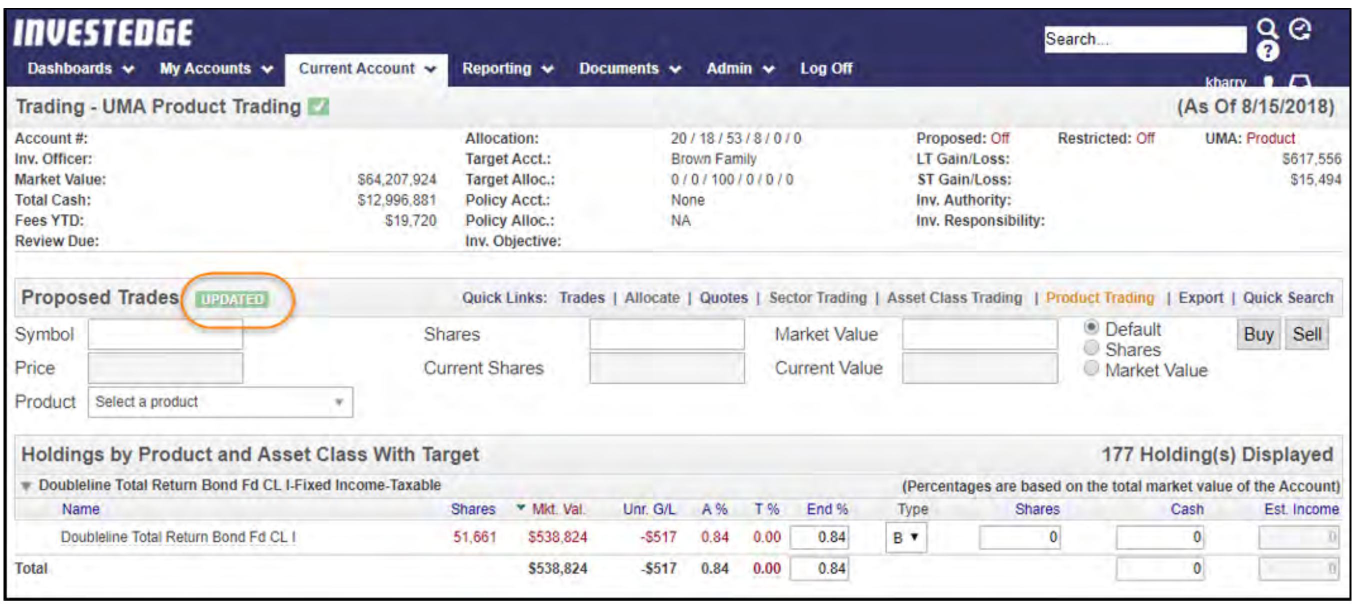
Name	Shares	Mkt. Val.	A %	T %	P %	T P %	Type	Shares	Cash	End %	End $
Ventas Inc Reits	1,245	$74,190	0.12	1.96	1.73	1.96	S	-1245	74190	0.00	0
Pepsico Inc	613	$70,869	0.11	1.55	1.66	1.55	S	-613	70869	0.00	0
Pfizer Inc	1,524	$67,666	0.11	1.81	1.58	1.81	S	-1524	67666	0.00	0
General Mills Inc	1,353	$59,329	0.09	1.62	1.39	1.62	S	-1353	59329	0.00	0
American Electric Power CO Inc	666	$50,037	0.08	1.34	1.17	1.34	S	-666	50037	0.00	0
Public Service Enterprise Group Inc	943	$49,970	0.08	1.37	1.17	1.37	S	-943	49970	0.00	0
Realty Income Corp	624	$38,869	0.06	1.03	0.91	1.03	S	-624	38869	0.00	0
Kraft Heinz CO	656	$35,129	0.06	0.99	0.82	0.99	S	-656	35129	0.00	0
Invesco Limited	1,340	$28,931	0.05	0.80	0.68	0.80	S	-1340	28931	0.00	0
Philip Morris International Inc	0	$0	0.00	5.07	0.00	5.07	B	0	0	0.00	0
United Parcel Service Inc Class B	0	$0	0.00	1.62	0.00	1.62	B	0	0	0.00	0
Net Trade Total		$3,748,239	5.98						3748239	0.00	0
Cash Total		$527,829	0.84		12.34	0.00	**Net Transfer In/Out:**	0	3748239	6.82	4276068
Aberdeen Large Cap Value Total		$4,276,068	6.82	100.00						6.82	4276068

4

Scroll to the bottom of the screen and click the **Save Changes** button



There is an **Updated** biscuit in the **Proposed Trades** header bar to notify you that the changes were successfully made.



Once the **Trades** have processed, use the **Product Transfer** tool to move the proceeds or residual value out of the terminated **Product.** For more

information on the **Product Transfer**, see How to: Ongoing UMA Management.

Terminating a Manager and replacing it with a different Manager

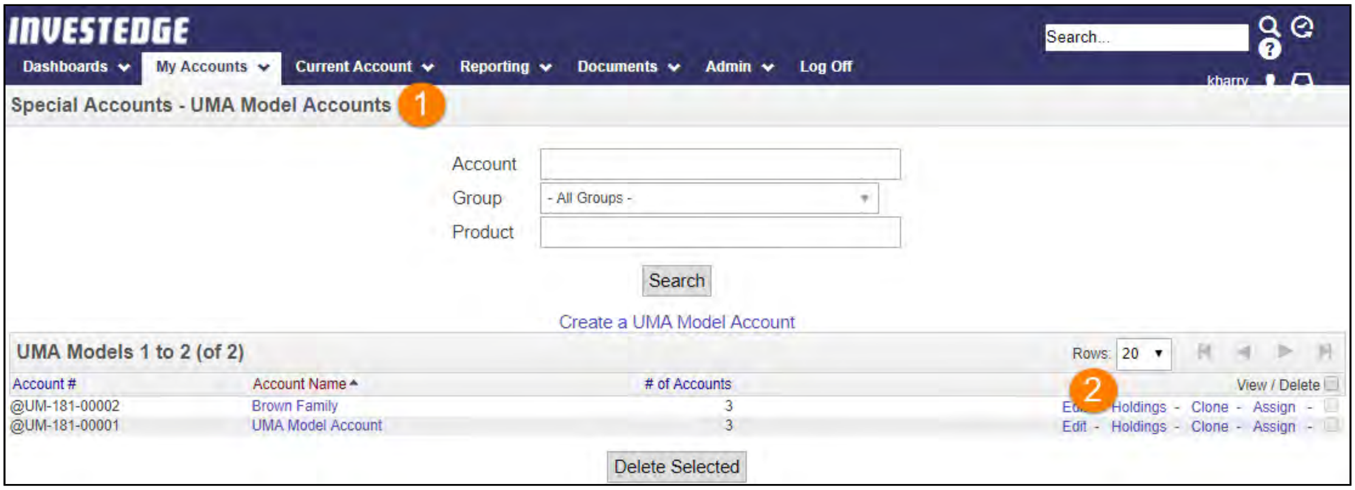
We are going to terminate the **Manager, ABC Large Cap Growth,** and replace it with a different **Manager** - **Infinity Financial 50.** In order to do so, the new

manager must be held in the **UMA Account's Model.**

First, we need to update the **Target Account, Brown Family,** to reflect this **Manager** change.

1 Navigate to the **My Accounts>Special Accounts>UMA Model Accounts** screen

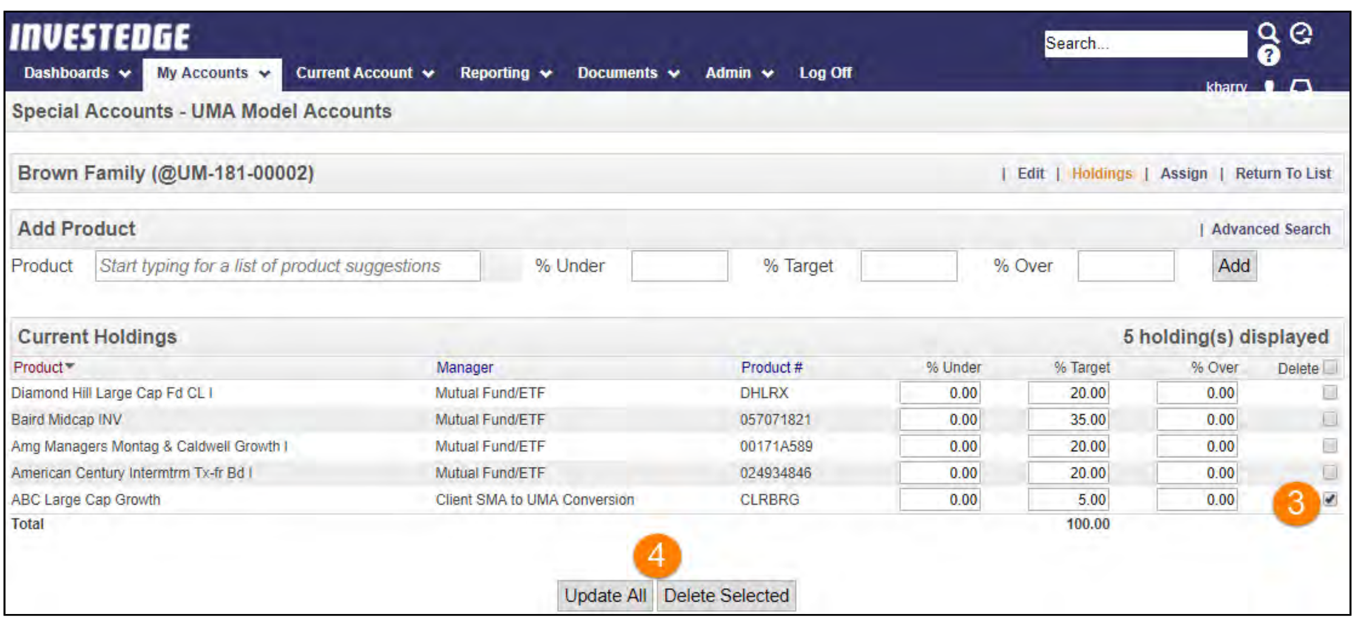
2 Click the **Holdings** link for the **Brown Family** account



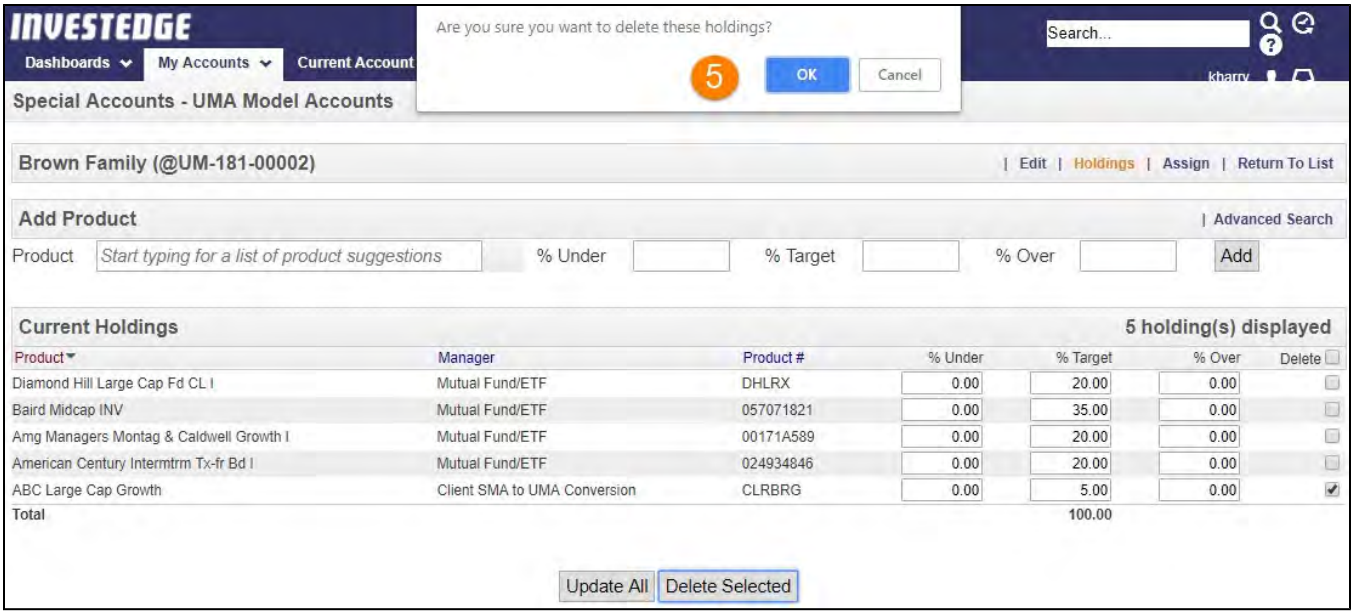
3 Select the **Delete** checkbox for the **ABC Large Cap Growth** product

Note that it is **5%** of the **Current Holdings.**

4 Click the **Delete Selected** button



5 Click the **OK** button to confirm the deletion

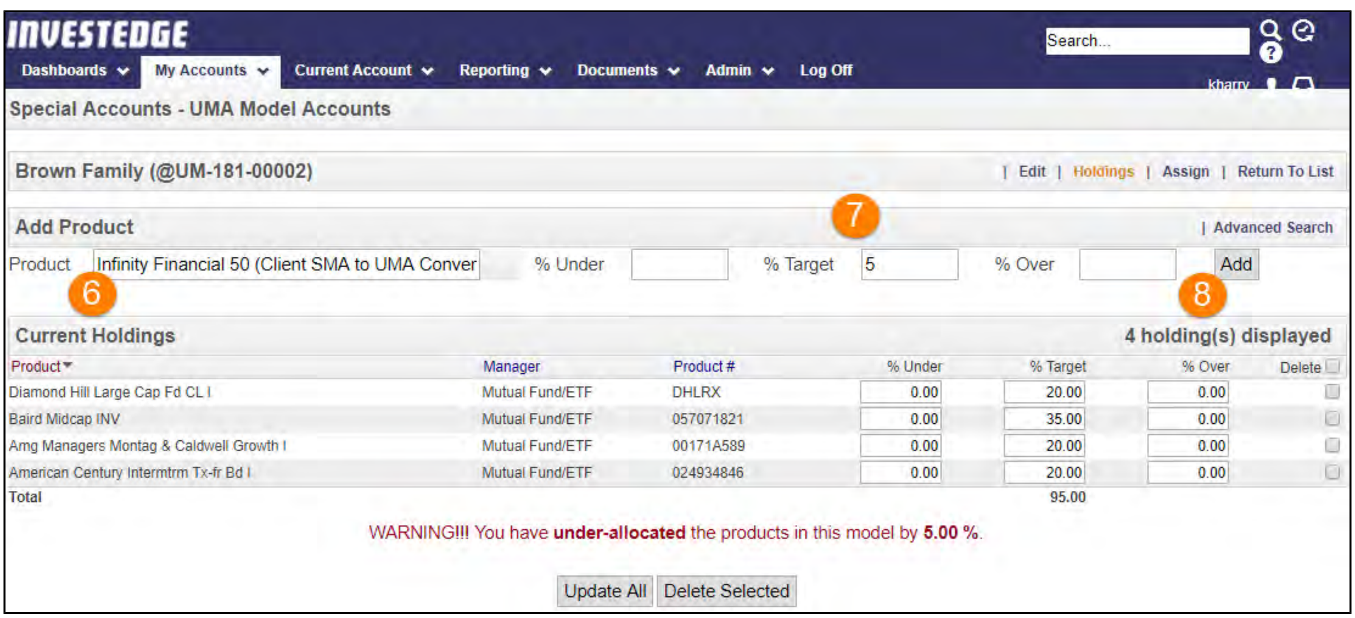


There will be a warning that the **Model** is under-allocated.

6 Enter **Infinity** into the **Product** search field and select the **Product**

7 Enter **5** in the **% Target** field

8 Click the **Add** button



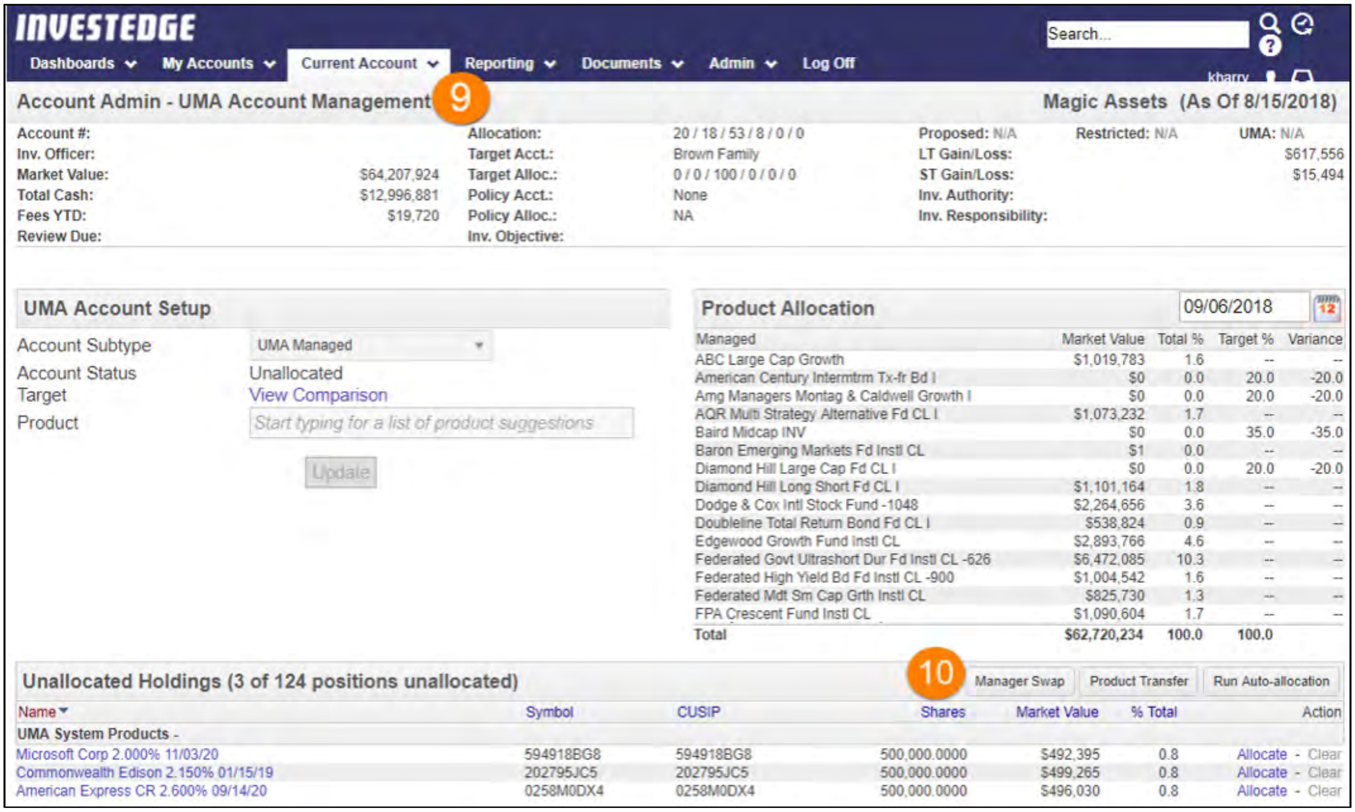
Next, you need to perform a **Manager Swap** for the **Magic Assets UMA Managed Account.**

For details on searching for a **UMA Account,** navigate to the searching for a UMA/SMA section: How to: UMA Setup.

Within the **Magic Assets UMA Account:**

9 Navigate to the **Current Account>Account Admin>UMA Account Management** screen

10 Click the **Manager Swap** button

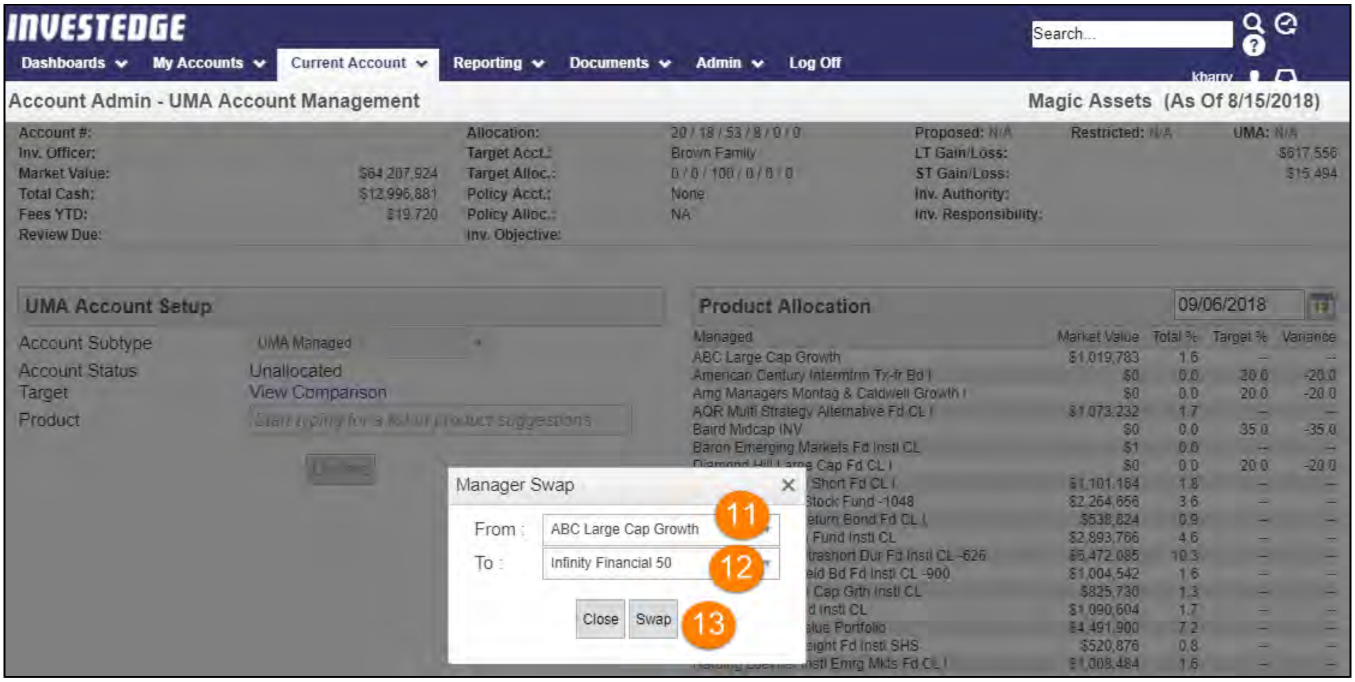


11 Ensure **ABC Large Cap Growth** is selected in the **From** drop-down menu

12 Select **Infinity Financial 50** from the **To** drop-down menu

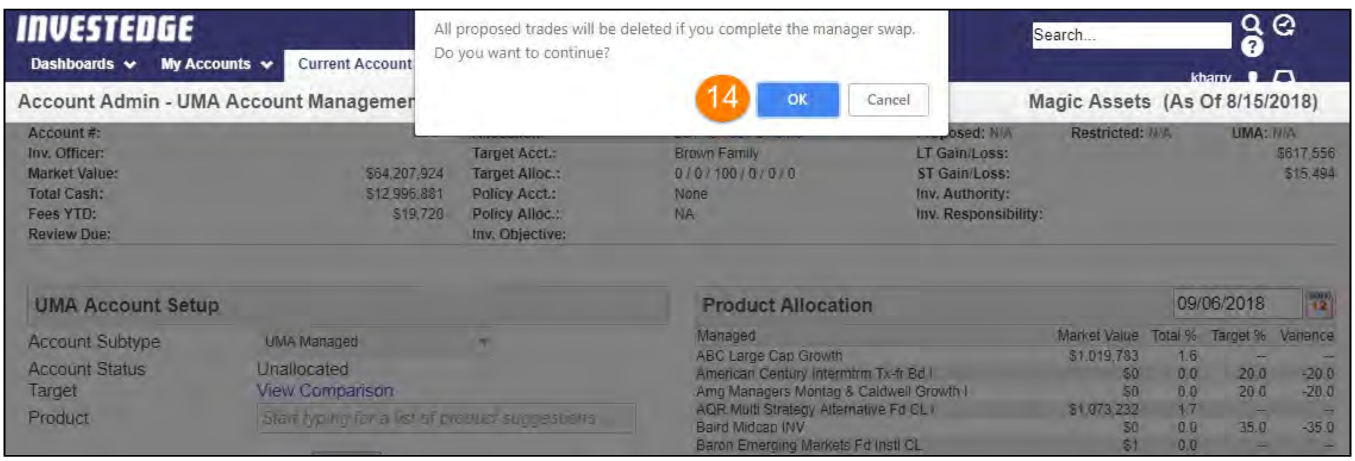
In order to complete a manager swap, no **Assets** may be currently allocated to the new **Product (To Product).**

13 Click the **Swap** button



14

Click the **OK** button to confirm you understand that any **Proposed Trades** will be deleted.



ABC Large Cap Growth has been terminated and **Infinity Financial 50** has been added to the **Magic Assets UMA Account.**

It is recommended to run a **Rebalancer** on the new **Product** in order to bring the **Product** in line with the new **Manager's Model.** This can be done from the

Current Account>Trading>Rebalancers screen. For further information, see the section above on **Rebalancing a Manager Product in a Single Account**.

9. Invest in a new Manager Product

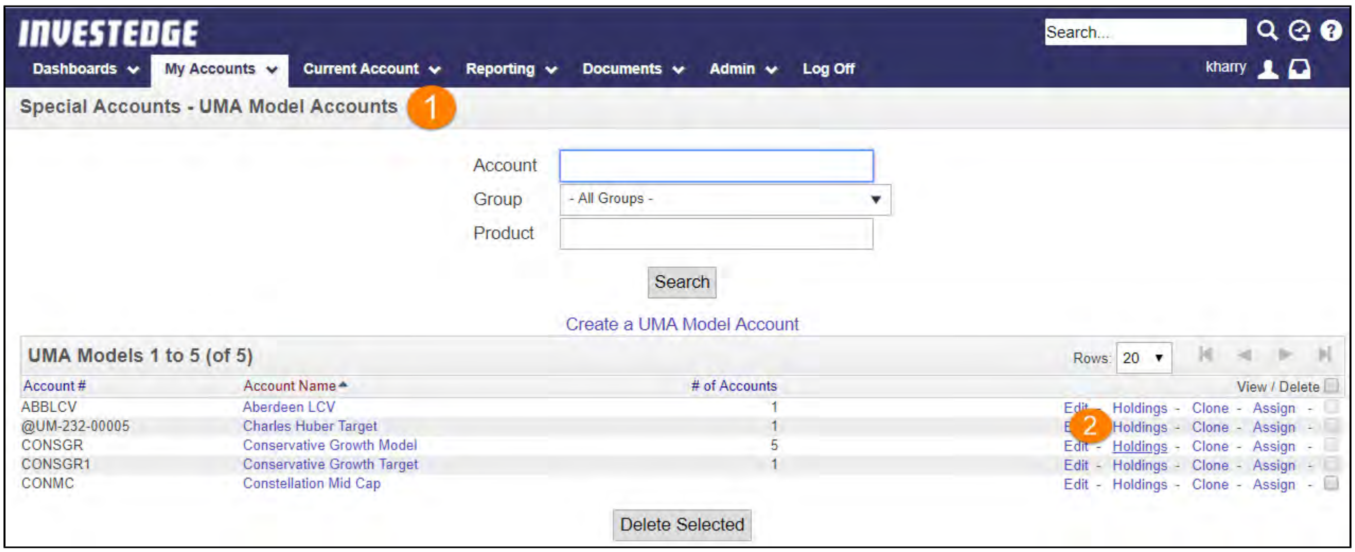
We are going to introduce an allocation in a new **Product, Pinnacle Mid Cap Growth,** in the **Charles Huber IMA** account. In this example, the client has transferred in **Cash** to fund the new **Manager** allocation.

In order to invest in a new **Manager Product,** the **Product** must first be added to the **Model** assigned as the **UMA Account's Target.**

To update the **Target Account, Charles Huber Target,** to reflect the new **Manager** allocation

1 Navigate to the **My Accounts>Special Accounts>UMA Model Accounts** screen and search for the **Charles Huber Target**

2 Click the **Holdings** Link



3 Enter the product name - **Pinnacle Mid Cap Growth** - into the **Product** field and select it from the drop-down menu

4 Enter a **% Target**.

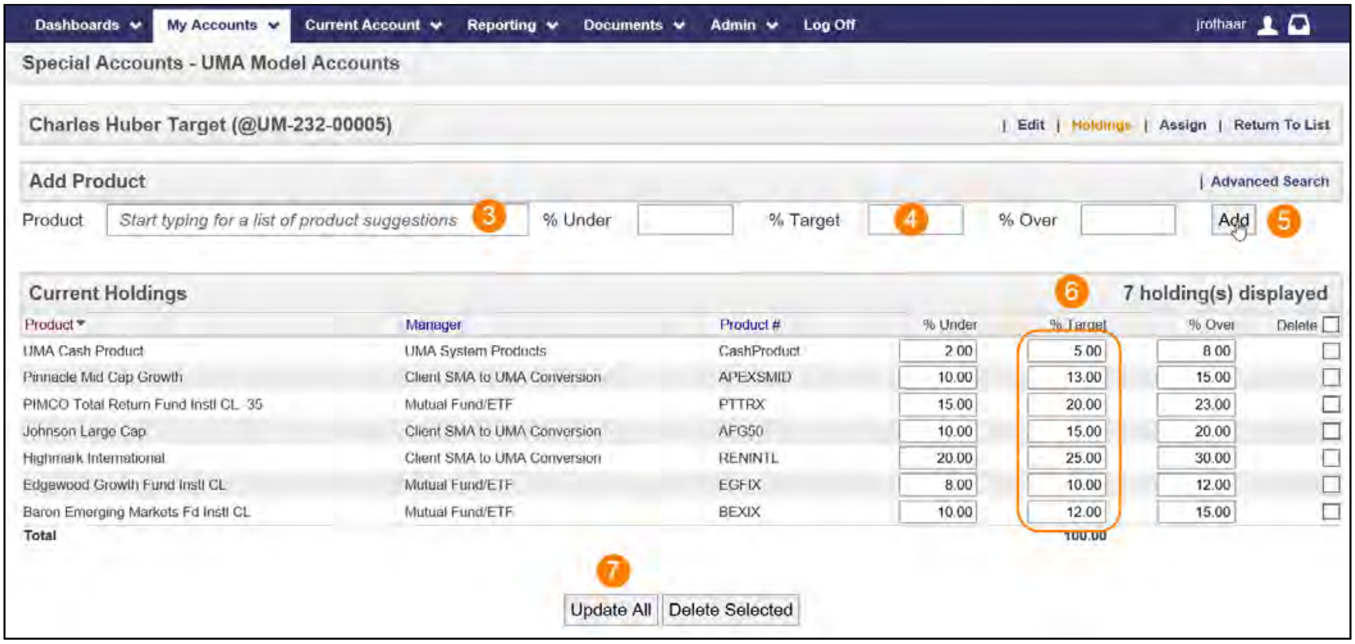
% Under and **% Over** weights are optional.

5 Click the **Add** button

There will be a warning that the **Model** is over-allocated.

6 Update the rest of the **Products** in the **Model** to reflect the new allocations

7 Click the **Update All** button



Once the **Model Account** is updated with the new **Manager,** navigate to the **UMA Account** - **Charles Huber IMA.**

8 Navigate to the **Current Account>Trading>Rebalancers** screen

9 Select the **UMA/SMA Account: Asset Level Rebalancer** from the **Rebalancing Method** drop-down menu

10 Select **Pinnacle Mid Cap Growth** from the **Product** drop-down menu

11 Enter the amount to invest in the new **Manager Product ($100,000)** in the **Net Cash Flow** field

If **Cash Sweep** is **enabled** for the **Product,** this entry will create the cash movement of $100,000 **Allocated Cash** into the **Manager Product.**

12 Select or enter any other **Rebalancing Parameters** as desired

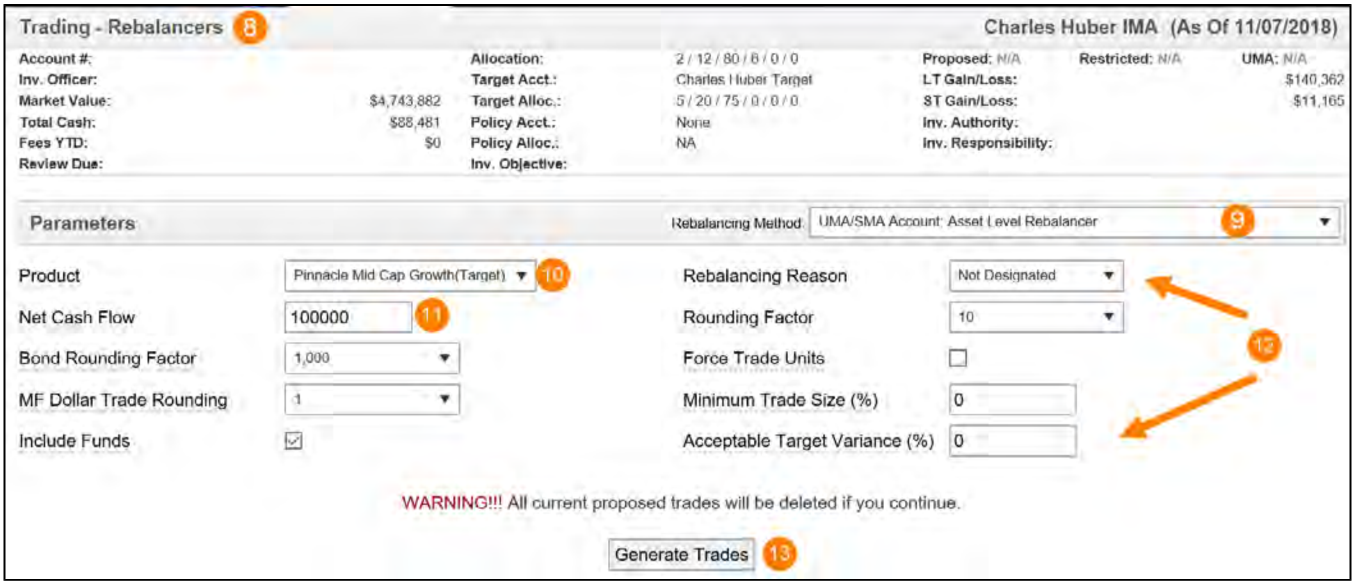
NOTE: Minimum Trade Size (%) and **Acceptable Target Variance (%)** are calculated as a percent of the total **Account,** not the **Produ ct**.

Rounding and **Trade Size** parameter options do not apply to **Cash Transfer** amounts, which are calculated with full precision. Depending on the

parameter selections, the underlying securities trades within a **Product** may be different than the **Transfer In/Ou**t amounts and the user may want to

update the amounts for consistency. Higher **Rounding** and **Trade Size** selections will result in higher variability.

13 Click the **Generate Trades** button

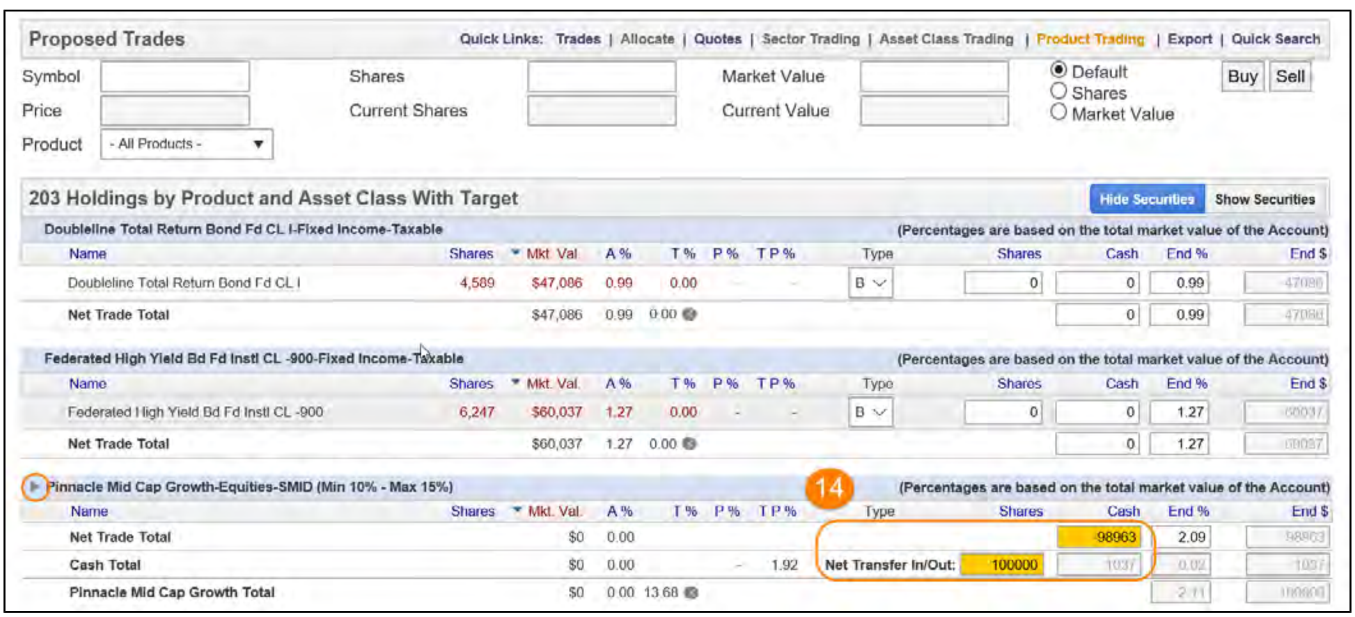


ⓘ All **Proposed Trades** and the $100,000 Cash Transfer are generated and you are directed to the **Product Trading** screen. From this screen, you can review, edit and delete **Trades** and **Cash Transfer** amounts**.** For further information on this screen: Trading > UMA Product Trading.

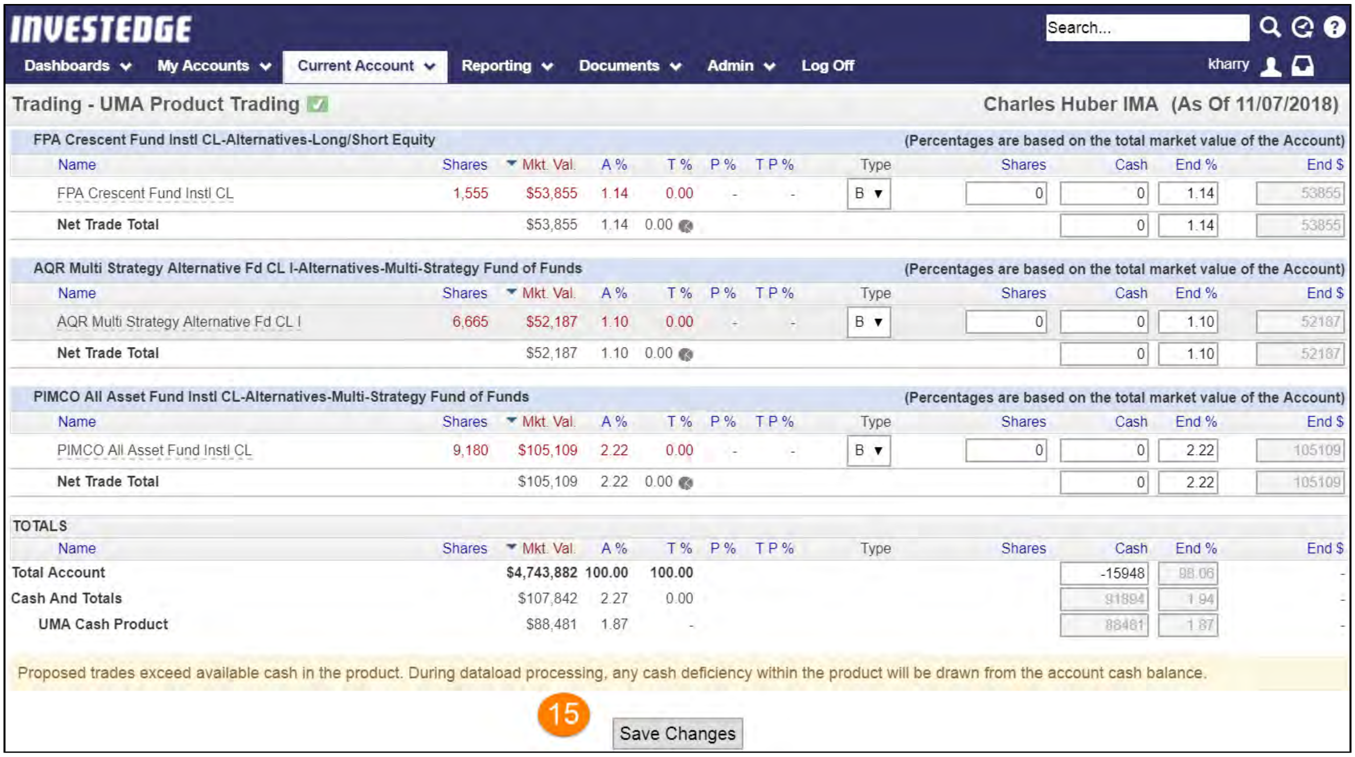
14 Make any necessary edits to **Trades** within **Pinnacle Mid Cap Growth** using the **Shares/Cash** input fields

Use the arrow to the left of **Product Name** to expand the underlying holdings within the **Product**

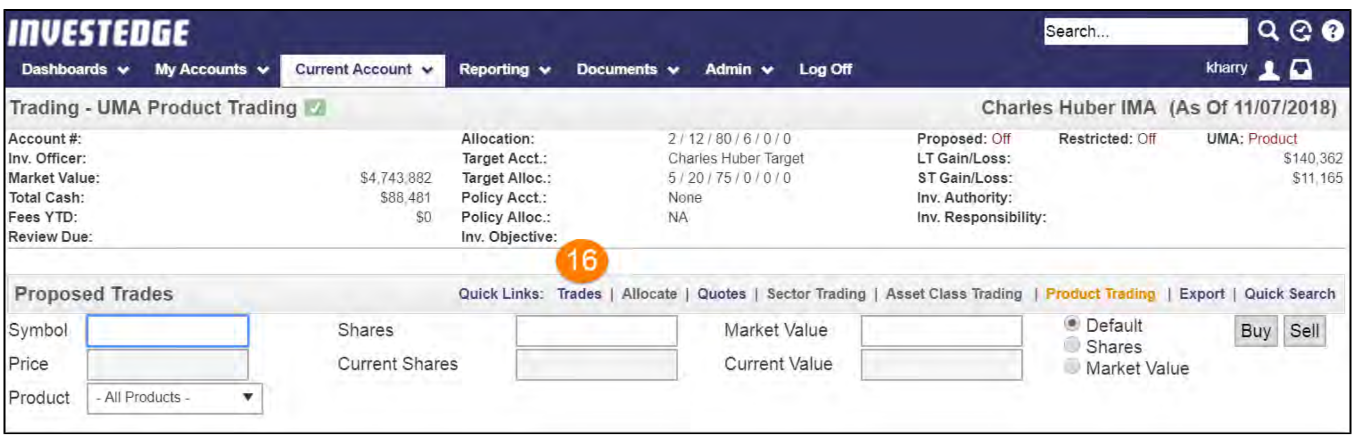
Edit the **Cash Transfer** amount using the **Transfer In/Out** field



15 If you made changes, scroll to the bottom of the screen and click the **Save Changes** button



16 Click the **Trades** quick link in the **Proposed Trades** header bar to navigate to the **Proposed Trades** screen for trade submission



17 Select the **Select All** checkbox to select all the **Trades** on underlying securities for the **Product**

This will also select the **Cash Transfer** amount into **Pinnacle Mid Cap Growth.** This is displayed in the section called **Cash Activity.**

For more details on this section, see Need to Know: Cash Handling within Manager Products

18 Click the **Review & Submit Selected** button

You are directed to the **Proposed and Pending Trades** screen. Enter your **Trading Password** (if applicable) and click the **Submit Trades** button.

> ⚠ The **Product Allocation Review** section allows you to see the effect of **Trades** and cash movement on the overall **Product Allocation** and **Pro duct**
>
> **Cash Balances.** For more details on this section, see Need to Know: Cash Handling within Manager Products