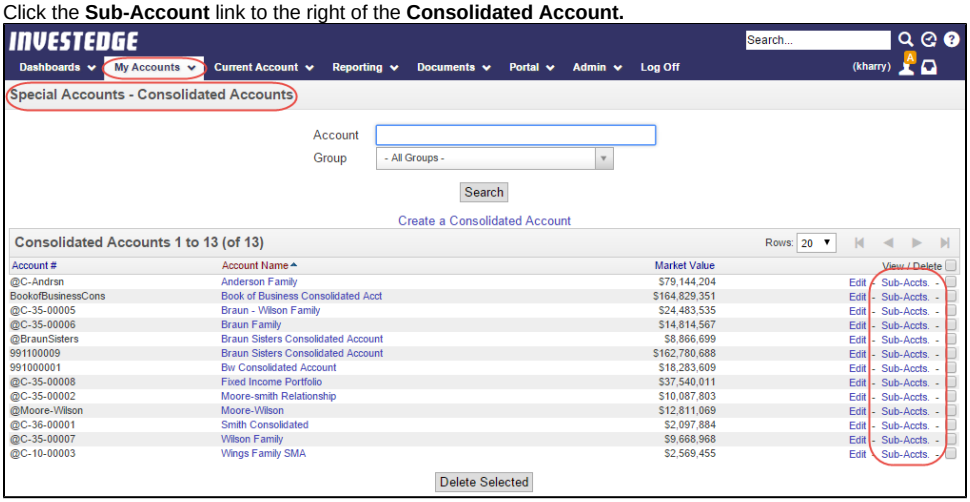
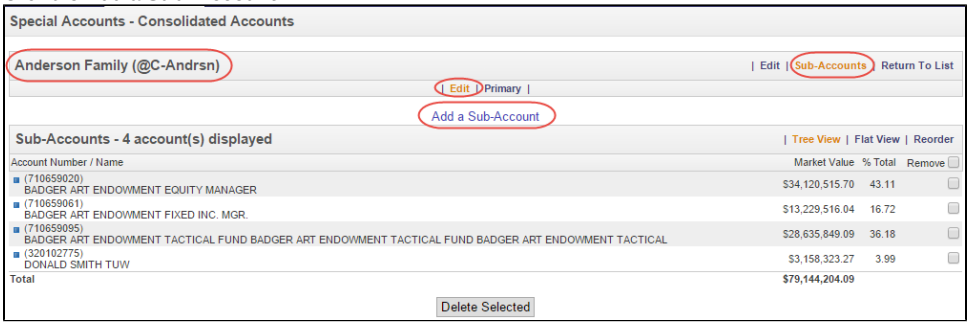
Adding Sub-Accounts to Consolidated Accounts

Users may want to group **Accounts** together to be consistent, more organized, or for reporting purposes.

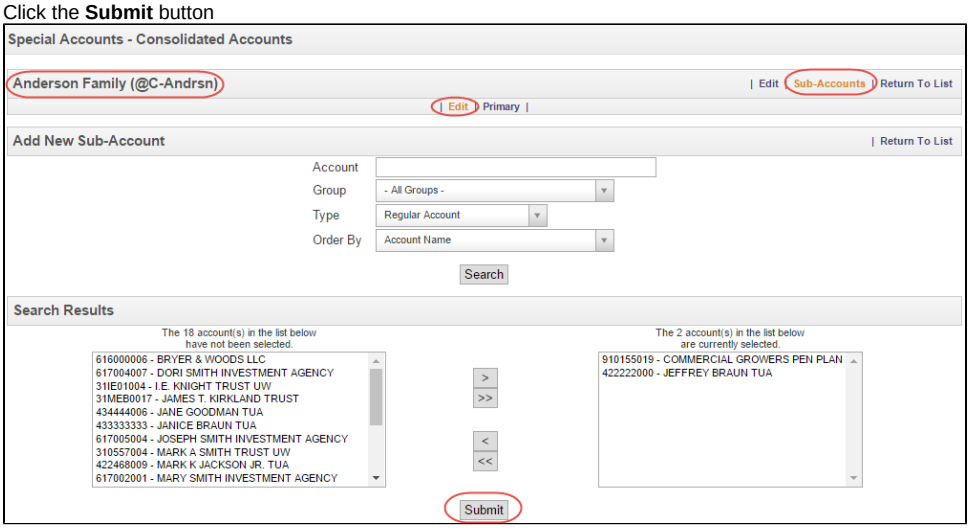
1. Click the **My Accounts** tab.
2. Select **Special Accounts>Consolidated Accounts.**
3. Click the **Sub-Account** link to the right of the **Consolidated Account.**



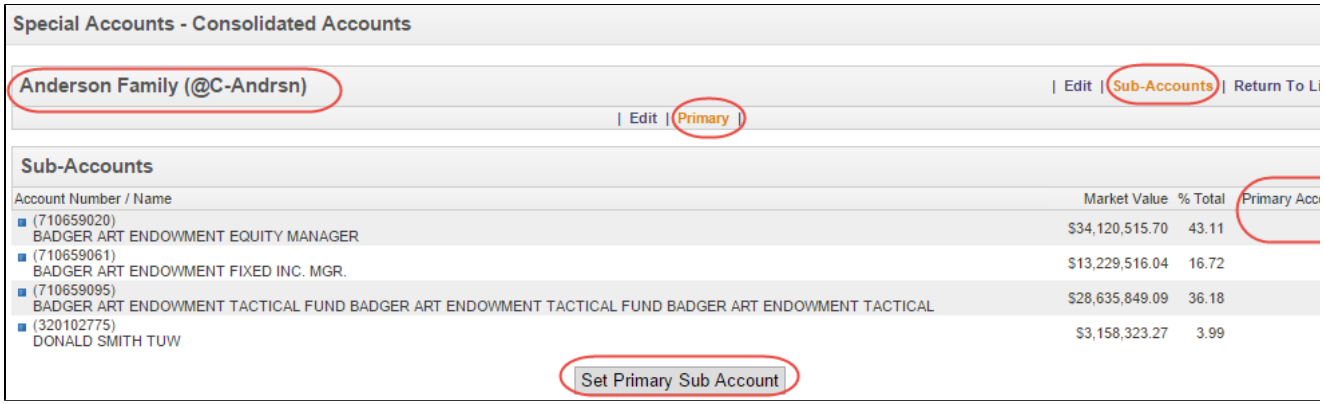
4. Click the **Add a Sub- Account** link.



5. Search for a **Sub-Account** by **Account Name, Group, Type** or **Order By.**
6. Click the **Search** button.
7. Select the **Sub-Account** to add and move it to the right slushbox by clicking the arrow button.
8. Click the **Submit** button



9. Click the **Primary** link to select a **Primary Sub-Account.**
10. Select the **Primary Account** radio button associated with the **Sub-Account** to make it the **Primary Sub-Account.**
11. Click the **Set Primary Sub Account** button.


Special Accounts - Consolidated Accounts
Anderson Family (@C-Andrsn)
| Edit | Sub-Accounts | Return To Li
| Edit | Primary |
Sub-Accounts
Account Number / Name
Market Value
% Total
Primary Acc
(710659020)
BADGER ART ENDOWMENT EQUITY MANAGER
$34,120,515.70
43.11
(710659061)
BADGER ART ENDOWMENT FIXED INC. MGR.
$13,229,516.04
16.72
(710659095)
BADGER ART ENDOWMENT TACTICAL FUND BADGER ART ENDOWMENT TACTICAL FUND BADGER ART ENDOWMENT TACTICAL
$28,635,849.09
36.18
(320102775)
DONALD SMITH TUW
$3,158,323.27
3.99
Set Primary Sub Account

Creating and Assigning Targets

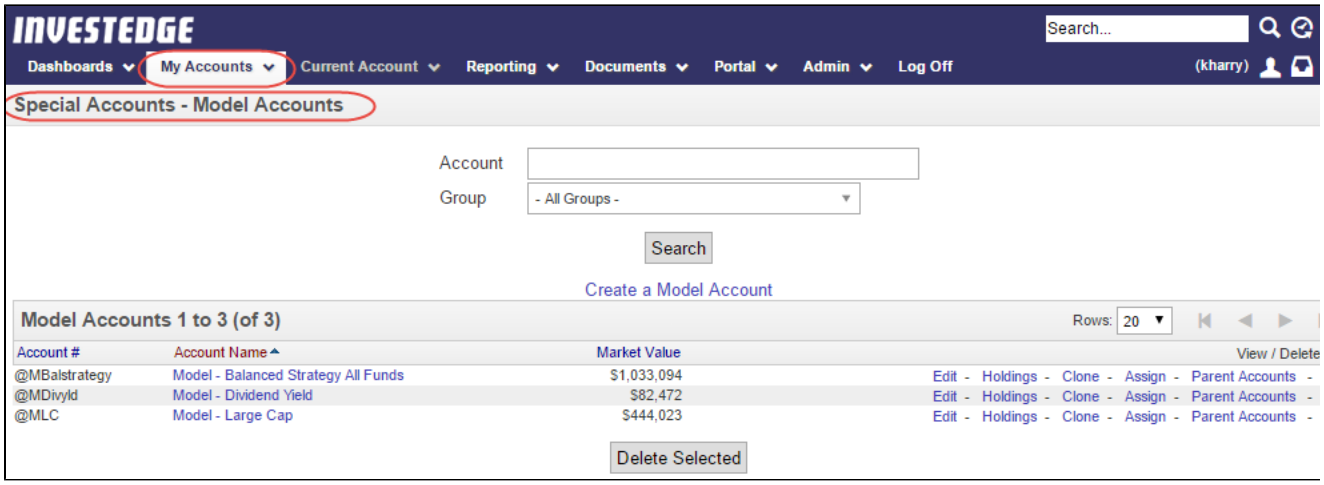
Account Level Configuration and Prerequisites

Model Accounts

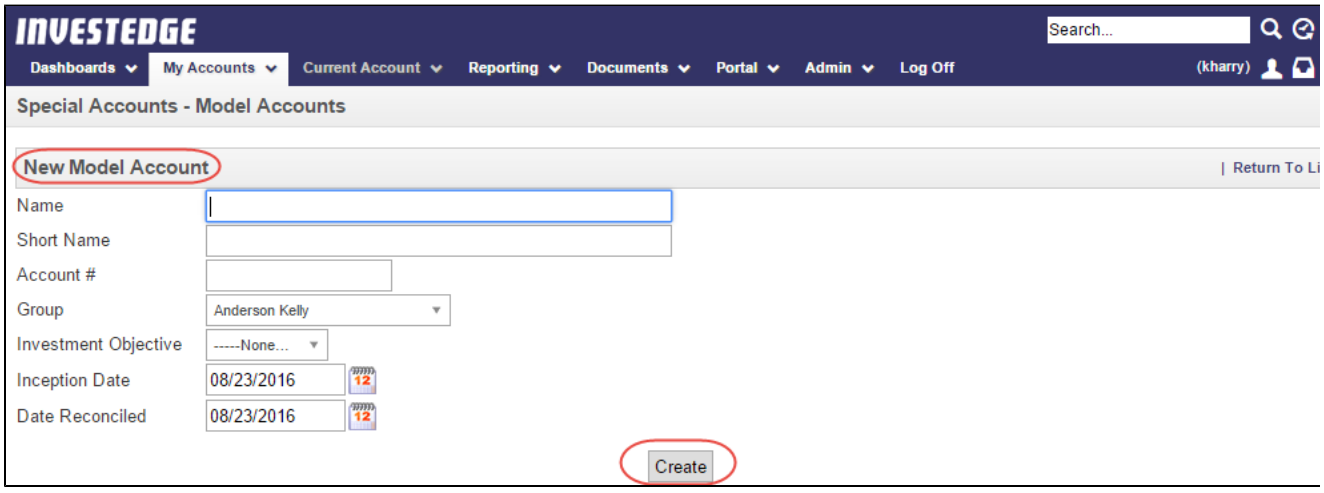
A **Model Account** specifies a preset list of securities, each with a designated allocation target, in which an investment management account should be

invested. A **Model Account** uses a **Market Value** target to designate the target allocation.

To view **Model Accounts**, from the **My Accounts** tab, select **Special Accounts>Model Accounts**.



1. Click the **Create a Model Account** link to create a new **Model Account.**
2. Enter a **Name, Short Name** and **Account#** in the fields.
3. Select a **Group** from the drop-down menu.
4. Select an **Investment Objective** from the drop-down menu.
5. Enter or select an **Inception Date** and **Date Reconciled.**
6. Click the **Create** button.



- A **Fixed % Model** lists each security and the equity percentage of that security to be held in relation to the entire security list.

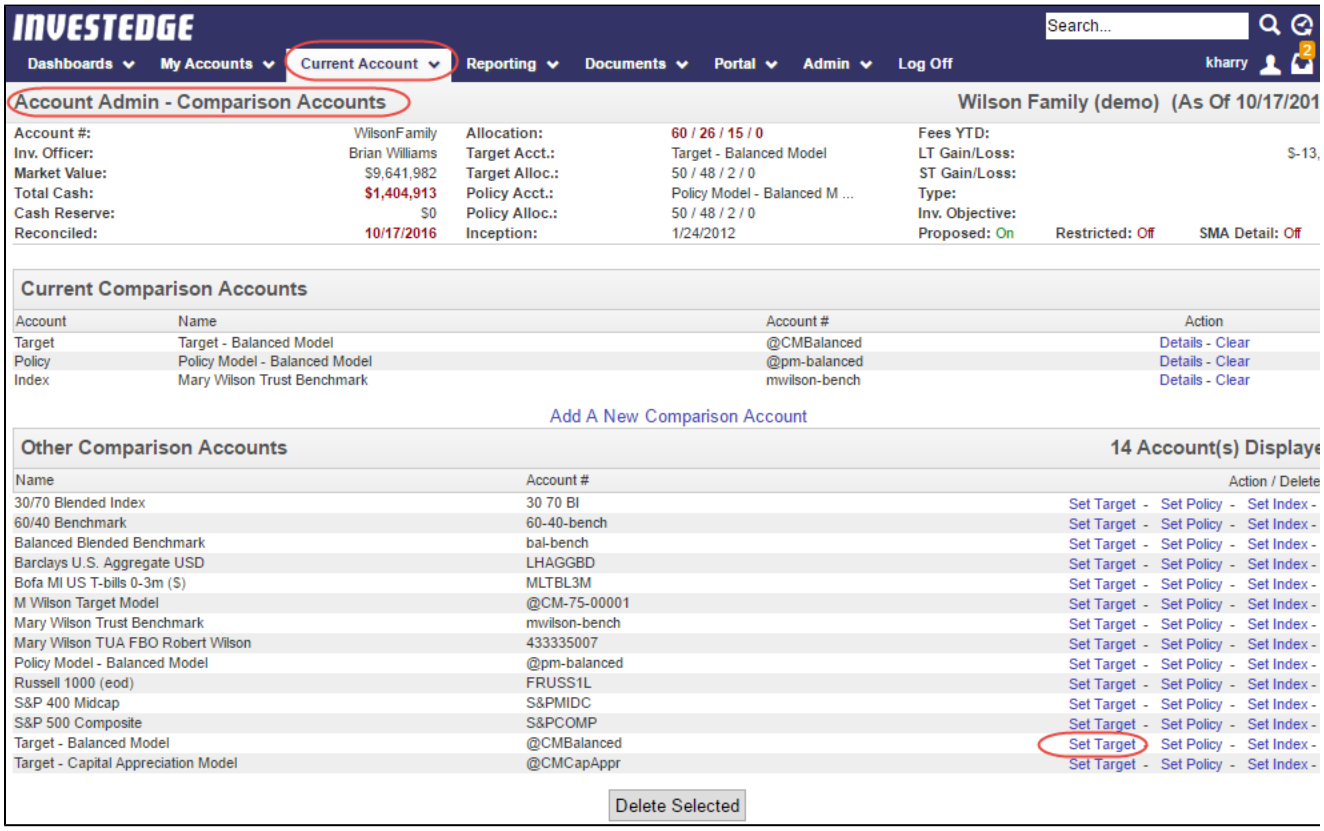
> **NOTE**: Several **Model Accounts** can be grouped into a **Consolidated Model** through the **My Accounts>Special Accounts > Consolidated Models** screen or the **Current Account>Account Admin>Blended Targets** screen.

Target Accounts

Users can set the **Target Account** in order to use a rebalancing tool, where the **Account** is compared to a **Model** or some other entity used as a comparison.

Set a Target Account

1. After selecting an **Account**, from the **Current Account** tab, select **Account Admin>Comparison Accounts.**
2. In the **Other Comparison Accounts** section, click the **Set Target** link to the right of an **Account** to set that **Account** as the **Target Account.**

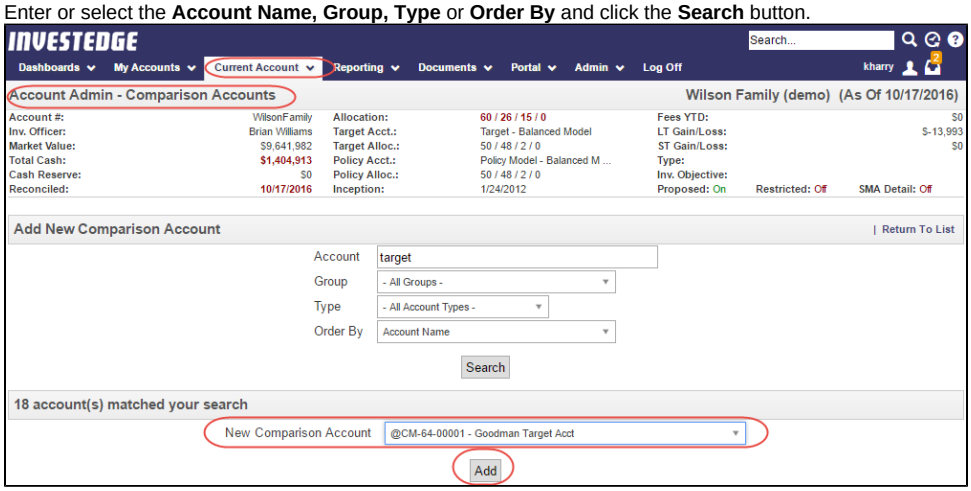


Trading using a Target

1. Click the **Accounts** tab and select a specific **Account.**
2. If the **Model** contains cash needs, select **Account Admin>Comparison Accounts** from the **Current Account** tab.
3. Click the **Add New Comparison Account** to search for existing **Models.**

> **NOTE:** The **Account Group** filter allows **Users** to search for **Firm Models** or **Private/shared Models.**

4. Enter or select the **Account Name, Group, Type** or **Order By** and click the **Search** button.



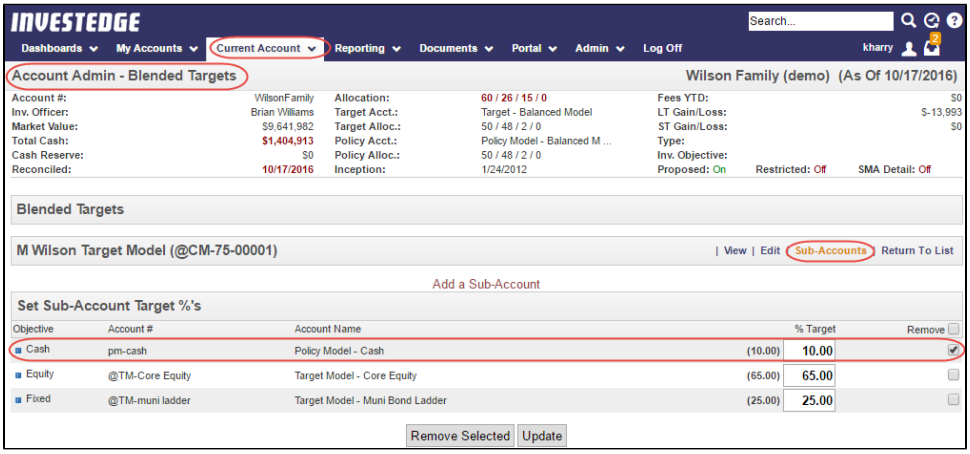
5. Select the **Comparison Account** and click the **Add** button to assign the **Accounts** as the **Account's Target.**

Model Without Cash Requirements

6. If the **Model** does not contain cash requirements select **Account Admin>Blended Targets** on the **Current Account** tab.

> **NOTE**: Cash requirements can currently only be set as a percentage of the **Account.** By default, the **Rebalancers** will maintain all cash in the **Account.**

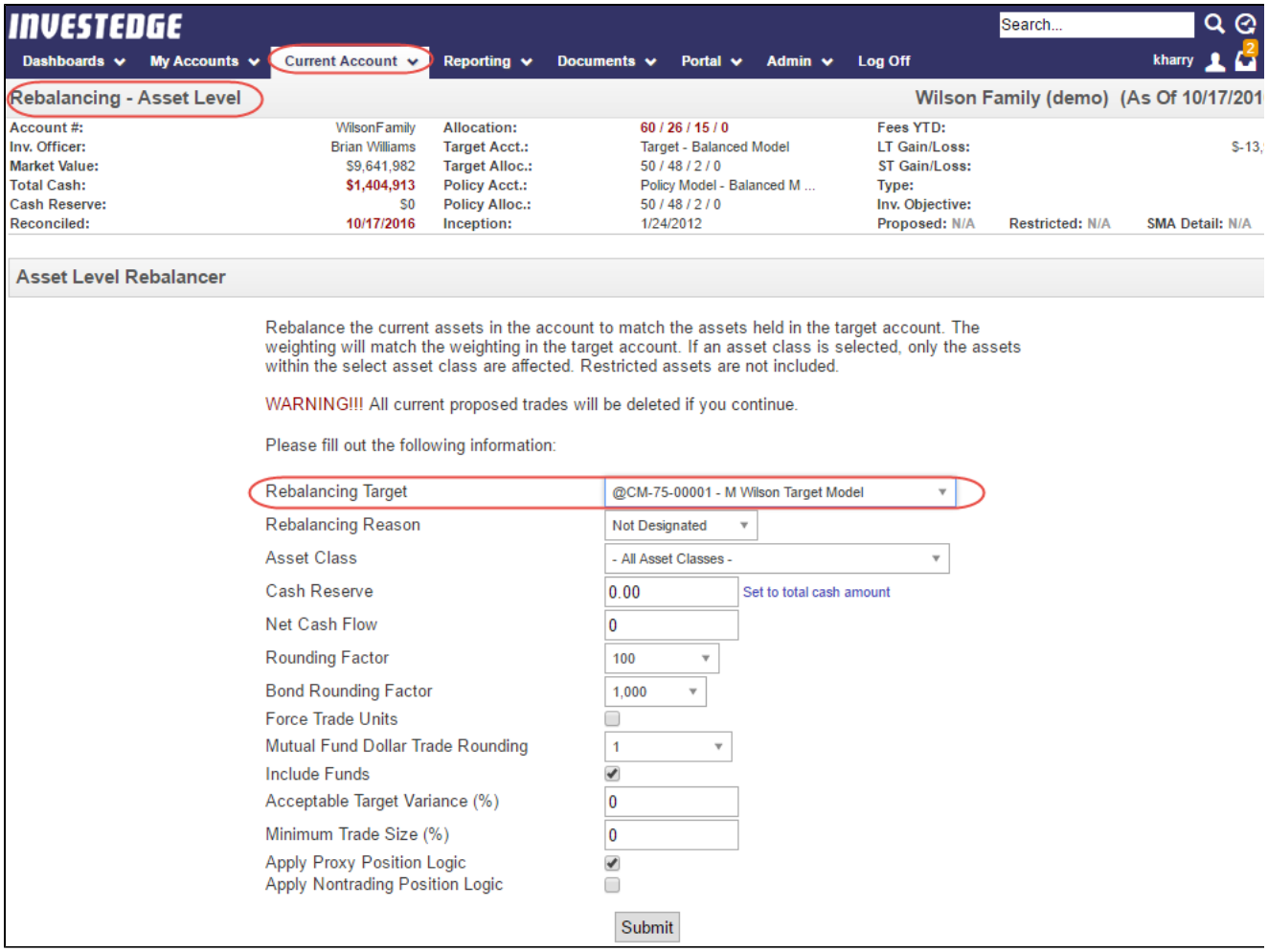
7. Click the **Sub-Accts** link for the **Target Account.**
8. Select the **Remove** check box for the **Cash Account.**
9. Click the **Remove Selected** button.



> **NOTE**: The **Sub-Accounts** screen can be used in the future to modify cash requirements.

Using Blended Targets to Assign a Model

Once the **Target** is in place **Users** can generate **Trades** using the **Current Account>Rebalancing>Asset Level** screen.



1. Select a **Rebalancing Target:** The default will be the **Target** assigned, but all **Comparison Accounts** set up in the **Account** will be available for selection.
2. Select a **Rebalancing Reason: Manager Change, Model Change, Objective Change, Raise Cash** or **Spend Cash.**
3. Select a specific **Asset Class,** or all **Asset Classes.**
4. **Cash Reserve** – **Defaults** to existing cash balance, $0 will rebalance to the cash balance in the **Model.**
5. **Net Cash Flow** – Raise or spend cash for an expected cash flow.
6. **Bond Rounding Factor** - The factor by which suggested **Trades** should be rounded for **Bond.**
7. **Force Trade Units -** Whether or not to force **Trade** in shares in the rebalance.
8. **Include Funds** – A fund for purposes of the **Rebalancers** is defined as open-end or closed-end funds.
9. **Acceptable Variance** – Enter the percent deviation from the target that is allowable. For example, if a position can drift to 3% above or below the target weight before it needs to be re-allocated. Beware of overdrawing an account if there is more market value spent on the buy side than raised on the sell side.
10. **Minimum Trade Size** – Enter the trade size as a percent of the total account that should be the minimum threshold for a trade. Beware of overdrawing account if there is more market value spent on the buy side than raised on the sell side.
11. Select the the **Apply Proxy Position Logic** or **Apply Nontrading Position Logic** to apply these types of logic to the rebalance.
12. Click the **Submit** button.