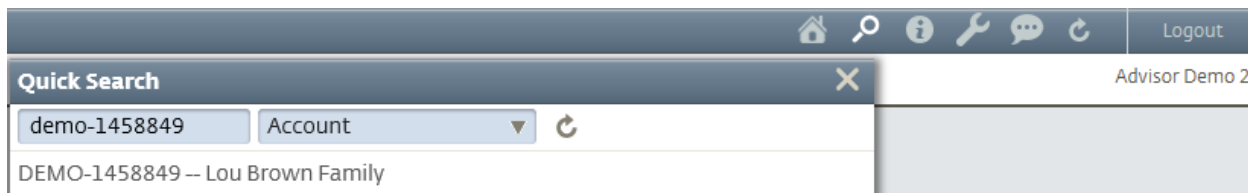


1) Search for the account via quick search or Client Tab



2) Navigate to the **Positions Tab** (account level)

- Click **Generate Trades** icon
- Select **Raise Cash**

DEMO-1458849: Model #20249: Conservative Growth
Lou Brown Family

General Positions Controls Cost Basis Policy Transactions

Column Manager Saved Layout Groupings Viewing Options Edit Generate HiddenLevel Error Details Warnings Generate A PDF File Generate A CSV File Manage Trades

Trade Management

- Market Value
- Cash Value
- Protected Cash
- Pending Cash Distributions
- Wash Cash Reserve
- Security Restrictions
- Industry Restrictions
- Advisor Model

Generate Trades

- Rebalance
- Rebalance with Constraints
- Rebalance with Model Target Pct Overrides
- Rebalance with Model Value Overrides
- Model Change Rebalance
- Style Rebalance
- Cash Burn
- Manual Trade (Cash%)
- Manual Trade (Account%)
- Manual Trade (Target%)
- Manual Trade (Model Target%)
- Harvest Gains/Losses
- Raise Cash**
- Mutual Fund Buy
- Mutual Fund Sell
- Equity Buy
- Equity Sell
- Liquidate

	Short Term	Long Term
Rebalance		
Rebalance with Constraints	\$ 0	\$ -5,307
Rebalance with Model Target Pct Overrides	7,934	104,149
Rebalance with Model Value Overrides	-629	-8,286
Model Change Rebalance		
Style Rebalance		
Cash Burn		
Manual Trade (Cash%)		
Manual Trade (Account%)		
Manual Trade (Target%)		
Manual Trade (Model Target%)		
Harvest Gains/Losses		
Risk: Growth (78)		
Risk: Conservative Growth (38)		
Risk: Conservative Growth (30 - 43)		

Position

	Amount	Actual	Adj. Target	Drift	Total Drift
Equity Buy	\$ 0.00	0.00 %	98.00 %	-98.00 %	98.00 %
Equity Sell	589,806.35	99.46	0.00	99.46	99.44
Liquidate	3,183.82	0.54	2.00	-1.46	1.46

APM RAISE CASH

3) Properties: Enter the Amount, Method, and Rebalance Mode

- Click **Save**

Trade Settings
DEMO-1458849 | Brown, Lou

✕ Delete An Element
ℹ Additional Information
! Error Details

Properties

Trade Type: Raise Cash

Amount:

Method¹:

Rebalance Mode²:

Include Accounts with Conditional Orders:

Trade Parameters

Share Rounding Option³

Trade Minimum Override⁴: (Trade Min: \$100.00)

Trade Minimum Override NTF⁴: (Trade Min NTF: \$100.00)

Avoid Short Term Redemption Fees⁵: No

Edit

Cancel
Save

4) Generate Trades: Click **Generate**

5) Trade Summary: Click **View Trades**

Trade Settings
DEMO-1458849 | Brown, Lou

✕ Delete An Element
ℹ Additional Information
! Error Details

Trade Summary

Total Portfolios: 1

Total Portfolios Reviewed: 1

Total Portfolios with Trades: 1

Total Portfolios Excluded: 0

Total Trades Recommended: 15

Trade Warnings

Portfolio(s) with Negative Cash: 0

Portfolio(s) with Risk Drift: 1

Portfolio(s) with Model Drift: 1

Portfolio(s) with Trade Exceptions: 0

Portfolio(s) with Investment Policy Exceptions: 0

View Trades

Properties

Trade Type: Raise Cash

Amount: \$5,000.00

Method¹: Cash To Target

Rebalance Mode²: Cash Rebalance - Minimize Trades

Include Accounts with Conditional Orders:

Trade Parameters

Share Rounding Option³

Trade Minimum Override⁴: (Trade Min: \$100.00)

Trade Minimum Override NTF⁴: (Trade Min NTF: \$100.00)

Avoid Short Term Redemption Fees⁵: No

6) Click the **Manage Trades** icon and **Submit Trades**

Trade Generation

Portfolios | Trades

✕ Delete An Element
🔍 Search Filters
📄 Column Manager
📄 Saved Layout
👤 Groupings
ℹ Additional Information
📄 Accounts With Trade
📄 Generate A PDF File
📄 Generate A CSV File
📄 Trade Summary
👤 Manage Trades

Global Actions

- Submit Trades
- Waive Fees
- Reset Waive Fees
- Global Cancel
- Cancel All Trades

Account	Client	Account Name	Units	Total	Traded In	Description
Totals						
<input type="checkbox"/> DEMO-1458849	Brown, Lou	Lou Brown Family IRA	18,397.109	\$ 608,097.49		
<input type="checkbox"/> DEMO-1458849	Brown, Lou	Lou Brown Family IRA	8,654.348	\$ 90,005.00	Dollars	American Funds American High-Inc F
<input type="checkbox"/> DEMO-1458849	Brown, Lou	Lou Brown Family IRA	1,300	\$ 69,719.00	Shares	Applied Materials Inc
<input type="checkbox"/> DEMO-1458849	Brown, Lou	Lou Brown Family IRA	371.226	\$ 10,999.00	Dollars	Baron Small Cap Retail
<input type="checkbox"/> DEMO-1458849	Brown, Lou	Lou Brown Family IRA			Shares	iShares Edge MSCI Min Vol EAFE ETF
<input type="checkbox"/> DEMO-1458849	Brown, Lou	Lou Brown Family IRA	575	\$ 43,314.75	Shares	iShares iBoxx \$ High Yield Corporate
<input type="checkbox"/> DEMO-1458849	Brown, Lou	Lou Brown Family IRA	405	\$ 35,356.50	Shares	iShares iBoxx \$ High Yield Corporate
<input type="checkbox"/> DEMO-1458849	Brown, Lou	Lou Brown Family IRA	650	\$ 39,936.00	Shares	iShares Core MSCI Emerging Markets



CHEAT SHEET

APM RAISE CASH