

April 2016

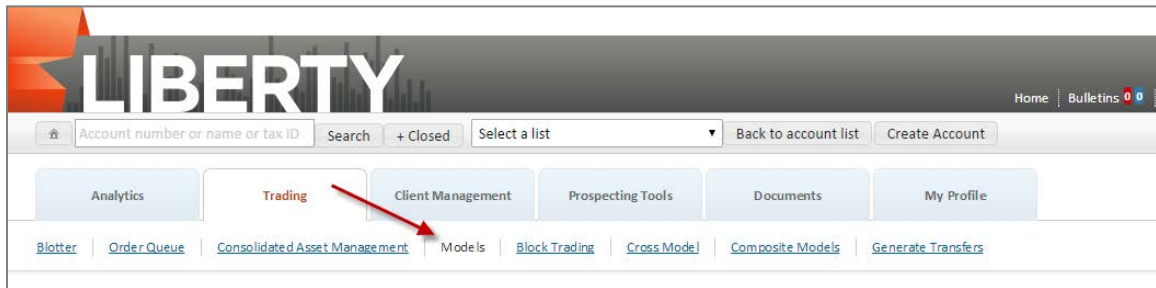


Liberty Trade Processing

User Guide

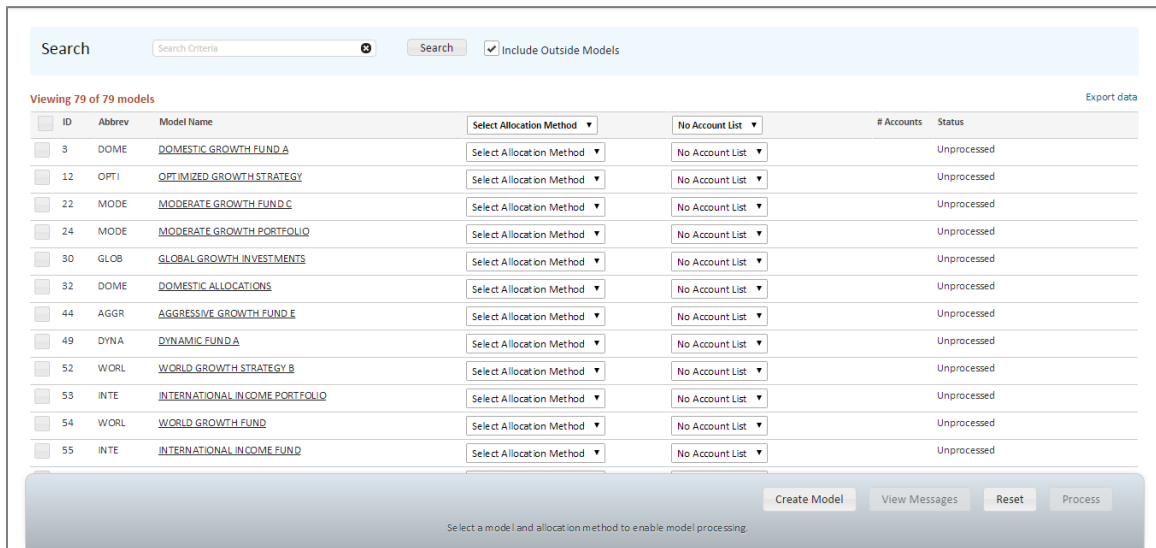
Overview

Trade processing allows an Investment Advisor to trade one or more models with specified criteria and all clients' accounts that are invested in the models at one time. Trade processing can be accessed through the Models page under the **Trading** tab.



Models

The models page will display a list of all models available to process. Models can be selected for processing by clicking on the checkbox to the left of the model ID. To look at the details of an individual model, click on the model name. This will bring you to the **Manage Models** area in Liberty.



Trade Processing Selections

After the models that need to be processed have been selected, the Allocation Method needs to be specified. A method can be applied to all models being processed by selecting it from the table header drop-down selection. Individual models can be updated by specifying the method for each model. The methods available are:

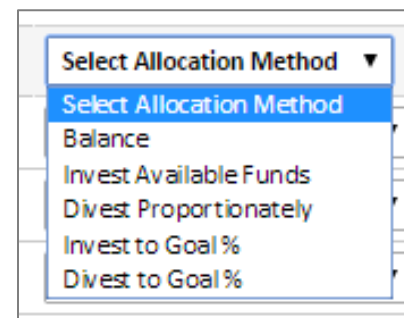
Balance - searches for accounts that are not within the target goal percentage defined in the model

Invest All Available Funds - searches for accounts with excess cash and reinvests in all securities held based on goal percentages

Divest Proportionately - sells a portion of all securities based on actual percents of the holdings

Invest to Goal % - invests available cash into the most under invested securities first to make accounts more in balance with the model

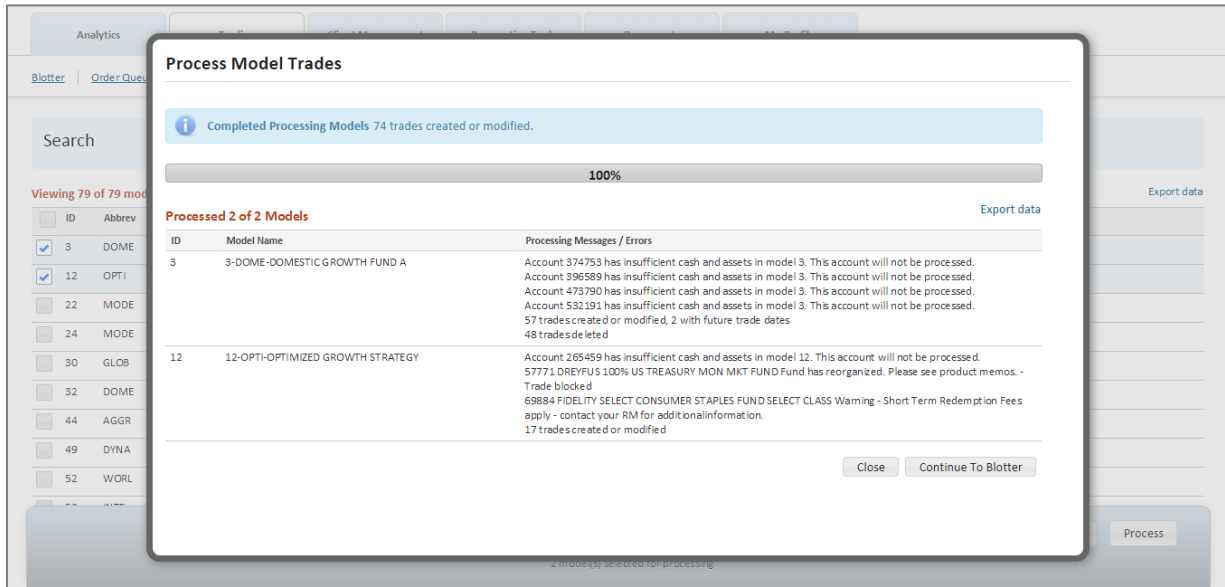
Divest to Goal % - sells securities that are over-allocated first in order to generate cash



After setting Allocation Methods, select a named account list from the drop-down to participate in the model trades. Lists can be applied to all models being processed by selecting from the table header drop-down selection. Individual models can be updated by specifying the Account List for each model. **If an account list is not selected, all eligible accounts in the included models will participate in the trades.**

If any accounts have already been saved to the model, the number of accounts will be shown in the **# Accts** column. These models will need to be processed individually.

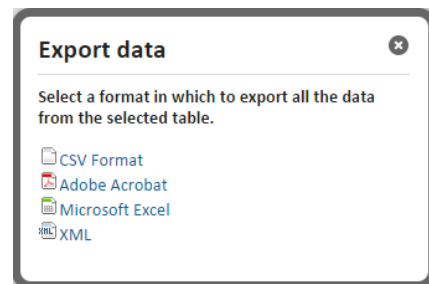
Process Trades



Once all criteria have been specified and the models are ready to be processed, the total number of models to be processed will be displayed on the Action Dock. Click the Process button to create trades.

A dialog will appear that shows the status of all models being processed. A bar on the top of the dialog will show the percentage completion and a table below will show the status of each model. This includes any errors that need to be addressed and the total number of trades created. At any point, click the **Stop** button to interrupt trade processing.

Once processing is complete, the messages presented can be exported. **As a best practice, it is recommended that exporting the results of processing is always done.**



To review and approve trades, click the Continue to Blotter button.