



USER GUIDE

Liberty Trading

February 18

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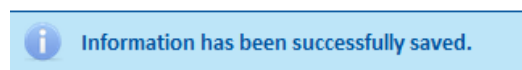
General Usage Notes

Always tab off of or click off of a field after entering data. This tells the Liberty application that you are done entering data in the field and allows it to validate the entry.

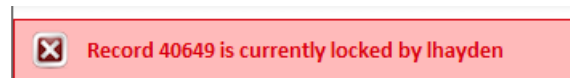
- You will be able to edit certain information without clicking an Edit button. The user documentation gives further information about the specific behaviors you will experience where this sort of editing is allowed.
- Error and Informational messages are generally displayed at the top of the screen and contain helpful information regarding errors or actions about to be taken. Please pay special attention to these messages as you complete actions within Liberty.
- Liberty allows RIAs to tailor user access to authorize only those areas deemed appropriate. Because each user can have different access, your views may not match the views portrayed in this document.
- As with most web-based applications, you should use the navigation options provided within Liberty rather than your browser's back button. Using the browser's back button will typically take you back to the *Analytics* page, which may not be your desired result.
- As with most web-based applications, you should use the **sign out** link in Liberty to exit the application rather than simply closing the browser window.
- **Reset** and **Cancel** actions will not save your changes. Reset will clear any entered data and allow you to start over. Cancel will exit the modification screen without saving your changes.

Messages


There are several messages you will see as you perform actions within Liberty. In general, messages appear at the top of the screen with a colored background.



Informational messages appear with a blue background and an “i” icon. These messages typically confirm that you have successfully completed some action.



Critical messages appear with a red background and an ‘x’ icon. These messages indicate that something needs to be corrected before you can proceed.

 The account selection criteria changed. Previously selected accounts will be removed when saved.

Important messages appear with a yellow background and an “!” icon. These messages typically mean something about your request has changed, but you will be allowed to continue.

Account Level Trading

Account level trading is the easiest way to trade individual accounts. For taxable accounts, account level trading also allows access to the Tax Harvesting process. Account level trading appears only for those who have access to trade on Liberty.

Account Level Trading Navigation



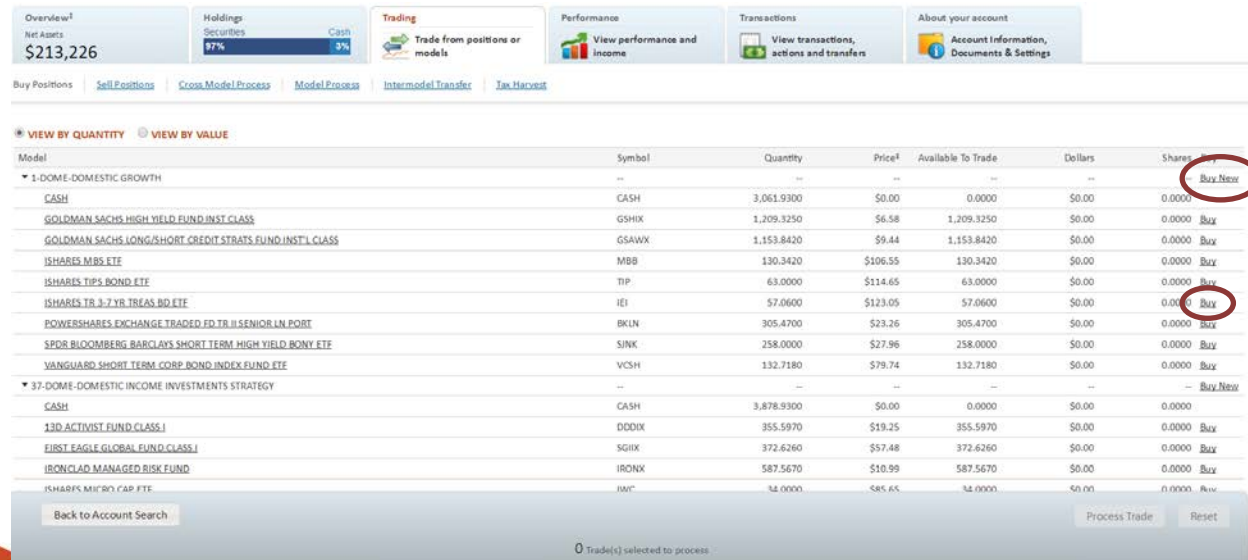
Account level trading is accessed under the Trading Tab when viewing an individual account.

Note: Account Level Trading is not available when viewing a combination of accounts.

The default selection is Buy Positions, use the sub-navigation links to access other trading actions as needed.

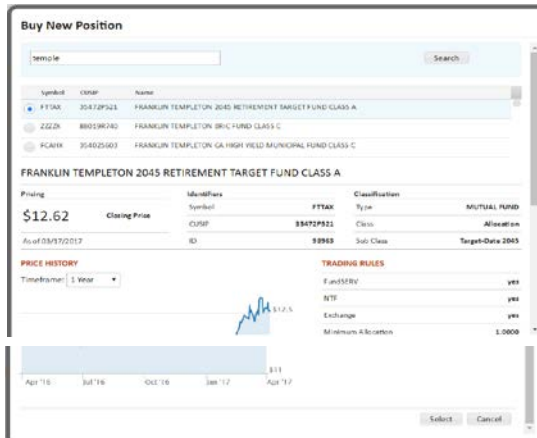
Account Level Trading Buy Positions

The Buy Positions option allows you to buy more shares of existing securities or to buy into a new security.



Model	Symbol	Quantity	Price ¹	Available To Trade	Dollars	Shares	Buy
▼ 1-DOME-DOMESTIC GROWTH	--	--	--	--	--	--	Buy New
CASH	CASH	3,061.9300	\$0.00	0.0000	\$0.00	0.0000	Buy
GOLDMAN SACHS HIGH YIELD FUND INST CLASS	GSHIX	1,209.3250	\$6.58	1,209.3250	\$0.00	0.0000	Buy
GOLDMAN SACHS LONG/SHORT CREDIT STRATS FUND INST L CLASS	GSAXX	1,153.8420	\$9.44	1,153.8420	\$0.00	0.0000	Buy
ISHARES MBS ETE	MBB	130.3420	\$106.55	130.3420	\$0.00	0.0000	Buy
ISHARES TIP'S BOND ETE	TIP	63.0000	\$114.65	63.0000	\$0.00	0.0000	Buy
ISHARES TR 3-7 YR TREAS BD ETE	IEI	57.0600	\$123.05	57.0600	\$0.00	0.0000	Buy
POWERSHARES EXCHANGE TRADED FD TR II SENIOR LN PORT	BKLN	305.4700	\$23.26	305.4700	\$0.00	0.0000	Buy
SPDR BLOOMBERG BARCLAYS SHORT TERM HIGH YIELD BOND ETE	SINK	258.0000	\$27.96	258.0000	\$0.00	0.0000	Buy
VANGUARD SHORT TERM BOND INDEX FUND ETE	VCSH	132.7180	\$79.74	132.7180	\$0.00	0.0000	Buy
▼ 37-DOME-DOMESTIC INCOME INVESTMENTS STRATEGY	--	--	--	--	--	--	Buy New
CASH	CASH	3,878.9300	\$0.00	0.0000	\$0.00	0.0000	Buy
130-ACTIVIST FUND CLASS I	DDIX	355.5970	\$19.25	355.5970	\$0.00	0.0000	Buy
FIRST EAGLE GLOBAL FUND CLASS I	SGIX	372.6260	\$57.48	372.6260	\$0.00	0.0000	Buy
IRONCLAD MANAGED RISK FUND	IRONX	587.5670	\$10.99	587.5670	\$0.00	0.0000	Buy
ISHARFS MICRO CAP ETE	IMC	34.0000	\$45.65	34.0000	\$0.00	0.0000	Buy

The default view is View by Quantity and includes information about the shares owned and those available for trade. View by Value shows the market value of the shares and unrealized gain/loss information. Trades defined under one view will carry over to the other view so you can flip between views as you define your trades.

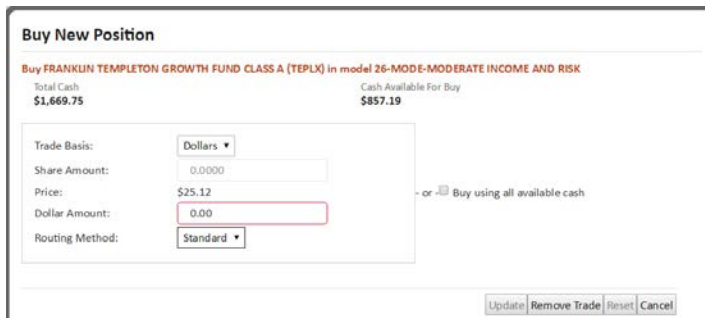


Click on Buy New in the model summary line to buy shares of a security not currently held in the model.

You will be prompted to select the security you wish to trade.

Please note, you may have to scroll down to access the Select button.

If you click the Buy link on an already held security then you skip the select security step and go straight to the Buy New Position screen.



Once your security is selected, or if you have clicked on the Buy link for an already held security, the Buy New Position screen appears. Here you can define the specific dollars or shares to trade.

The Buy using all available cash option is an alternative to entering in the dollars or shares when you want to invest all available cash in the selected security.

Note: Available cash is defined as the cash held in the account under the selected model that is above and beyond the required minimum cash.

If you do not have sufficient cash available you will see a message appear at the top of the screen:



Action Buttons:

- Update – saves your trade and returns you to the Buy Positions view so you can continue to define more trades
- Remove Trade – removes the trade definition and returns you to the Buy Positions view

- Reset – clears the selections on the Buy New Position screen and leaves you on the Buy New Position screen
- Cancel – returns you to the Buy Positions view without saving your trade or changes

When buying a new security, the new security is added to the Buy Positions view and the Buy link changes to an Edit link to indicate that a trade already exists for that line. When buying more of an existing security the Buy link changes to an Edit link for the security.

Unrealized Gain/Loss	Buy
\$431.72	Buy New
n/a	
n/a	Edit
(\$1,454.65)	Buy
(\$354.16)	Buy

Note: At this point the trades are only defined, you must Process in order to create the trade orders.

Process Trade

Once you have defined all of your trades, validate the text in the Action Dock is as expected and then click the Process Trade button to create the trade orders.



After processing the trade(s), the Trade Summary box will appear and you have the choice of continuing to the blotter to review and approve your trades.

Account Level Trading Sell Positions

The Sell Positions option allows you to sell out of an entire model or sell shares of specific securities.

Buy Positions | Sell Positions | Cross Model Process | Model Process | Intermodel Transfer | Tax Harvest

VIEW BY QUANTITY | VIEW BY VALUE

Model	Symbol	Quantity	Price ^a	Available To Trade	Dollars	Shares
▼ 26-MODE-MODERATE INCOME AND RISK	--	--	--	--	--	<input type="checkbox"/>
CASH	CASH	1,669.7500	\$0.00	0.0000	\$0.00	0.0000
JAMES ALPHA MACRO PORTFOLIO CLASS I	GRRIX	1,285.8280	\$9.13	1,285.8280	\$0.00	0.0000 Sell
SABATOGA ADVANTAGE TRUST INTERNATIONAL EQUITY FUND CLASS I	SIEPX	441.2160	\$9.98	466.2660	\$0.00	0.0000 Sell
SABATOGA ADVANTAGE TRUST INVESTMENT QUALITY BOND PORTFOLIO CLASS I	SIBPX	930.2700	\$9.55	930.2700	\$0.00	0.0000 Sell
SABATOGA ADVANTAGE TRUST LARGE CAP GROWTH FUND CLASS I	SLOGX	739.3880	\$23.43	739.3880	\$0.00	0.0000 Sell
SABATOGA ADVANTAGE TRUST LARGE CAP VALUE FUND CLASS I	SLOCX	581.4680	\$22.99	581.4680	\$0.00	0.0000 Sell
SABATOGA ADVANTAGE TRUST MID CAP FUND CLASS I	SMIPX	741.2490	\$12.85	741.2490	\$0.00	0.0000 Sell
SABATOGA ADVANTAGE TRUST SMALL CAP FUND CLASS I	SSCPX	878.0340	\$6.47	878.0340	\$0.00	0.0000 Sell
SABATOGA ADVANTAGE TRUST US GOVERNMENT MONEY MARKET CLASS I [GOVNT]	SGMXX	8,661.0800	\$1.00	8,661.0800	\$0.00	0.0000 Sell

The default view is View by Quantity and includes information about the shares owned and those available for trade. View by Value shows the market value of the shares and unrealized gain/loss information. Trades defined under one view will carry over to the other view so you can flip between views as you define your trades.

Click on the checkbox to the right of the model summary information to mark all securities in the model to sell all available shares held by the account.

Click the Sell or Edit link on a single security to open the Sell Position screen where you can define or modify the shares to be sold.

Here you can define the specific dollars or shares to trade.

The Sell all for security option is an alternative to entering in the dollars or shares when you want to sell all of the available shares.

Note: Available shares includes pending buy trades, even if the buy trade is at Recommend status. This means it is possible to define a sell that you cannot approve in the Blotter until the pending buy is also approved.

If you do not have sufficient shares available you will see a message appear at the top of the screen:

The amount you entered exceeds the amount available to trade.

Action Buttons:

- Update – saves your trade and returns you to the Sell Positions view so you can continue to define more trades
- Remove Trade – removes the trade definition and returns you to the Sell Positions view
- Reset – clears the selections on the Sell Position screen and leaves you on the Sell Position screen
- Cancel – returns you to the Sell Positions view without saving your trade or changes

Available To Trade	Dollars	Shares	
--	--	--	
0.0000	\$0.00	0.0000	
0.0000	\$0.00	0.0000	
0.0000	\$0.00	0.0000	
930.2700	\$0.00	0.0000	Sell
739.3880	\$17,323.86	(739.3880)	Edit
581.4680	\$0.00	0.0000	Sell
741.2490	\$0.00	0.0000	Sell

When selling a security, the Sell link changes to an Edit link for the security. If there are no available shares to sell then there will be no link shown.

Note, at this point the trades are only defined, you must Process in order to create the trade orders.

Process Trade

Once you have defined all of your trades, validate the text in the Action Dock is as expected and then click the Process Trade button to create the trade orders.



After processing the trade(s), the Trade Summary box will appear and you have the choice of continuing to the blotter to review and approve your trades.

Account Level Trading Cross Model Process

For accounts that hold or are allocated to multiple models, Cross Model Process allows you to rebalance back to the account's model allocation percents.

Buy Positions | Sell Positions | Cross Model Process | **Model Process** | Intermodel Transfer | Tax Harvest

VIEW BY QUANTITY VIEW BY VALUE

Model	Symbol	Quantity	Price ¹	Goal %	Actual %
▼ 1-DOME-DOMESTIC GROWTH	--	--	--	33.00%	35.15%
CASH	CASH	3,061.9300	\$0.00	0.00%	
GOLDMAN SACHS HIGH YIELD FUND INST CLASS	GSHIX	1,209.3250	\$6.58	20.00%	10.62%
GOLDMAN SACHS LONG/SHORT CREDIT STRATS FUND INST CLASS	GSAWX	1,153.8420	\$9.44	15.00%	14.53%
ISHARES MBS ETF	MBB	130.3420	\$106.55	20.00%	18.53%
ISHARES TIPS BOND ETF	TIP	63.0000	\$114.65	10.00%	9.64%
ISHARES TR 3-7YR TREAS BD ETF	IEI	57.0600	\$123.05	10.00%	9.37%
POWERSHARES EXCHANGE TRADED FORT II SENIOR LN FORT	BKLN	305.4700	\$23.26	10.00%	-9.48%
SPDR BLOOMBERG BARCLAYS SHORT TERM HIGH YIELD BOND ETF	SINK	258.0000	\$27.96	10.00%	9.63%
VANGUARD SHORT TERM CORP BOND INDEX FUND ETF	VCSH	132.7180	\$79.74	5.00%	14.12%
▼ 37-DOME-DOMESTIC INCOME INVESTMENTS STRATEGY	--	--	--	67.00%	64.85%
CASH	CASH	3,878.9300	\$0.00	0.00%	2.81%
13D ACT/ST FUND CLASS I	DODIX	355.5970	\$19.25	5.00%	4.95%
FIRST EAGLE GLOBAL FUND CLASS I	SGIIX	372.6260	\$57.48	15.00%	15.49%

The default view is View by Quantity. Here you can see the securities held, the model goal percents and the actual percents. View by Value shows the market value of the shares and unrealized gain/loss information. Trades defined under one view will carry over to the other view so you can flip between views as you define your trades.

Click on the model checkbox to include the model in the cross model processing event. At least two models must be selected in order for the Process Models button to be active.

Note that the Force Rebalance option is not available in account level trading.

Once selections have been made, review the information in the Action Dock and then click Process Models to perform the cross model rebalancing.



After processing, the Cross Model Process Summary box will appear and you have the choice of continuing to the blotter to review and approve your trades.

Account Level Trading Model Process

For accounts that hold or are allocated to at least one model, Model Process allows you to rebalance back to the model's goal percents.

Buy Positions | Sell Positions | Cross Model Process | Model Process | Intermodel Transfer | Tax Harvest

Select Allocation Method ▾

VIEW BY QUANTITY VIEW BY VALUE

Model	Symbol	Quantity	Price†	Goal %	Actual %
▼ 1-DOME-DOMESTIC GROWTH	33.00%	15%
CASH	CASH	3,061.9300	\$0.00	0.00%	4.09%
GOLDMAN SACHS HIGH YIELD FUND INST CLASS	GSHIX	1,209.3250	\$6.58	20.00%	10.62%
GOLDMAN SACHS LONG/SHORT CREDIT STRATS FUND INST L CLASS	GSAWX	1,153.8420	\$9.44	15.00%	14.53%
ISHARES MBS ETF	MBB	130.3420	\$106.55	20.00%	18.53%
ISHARES TIPS BOND ETF	TIP	63.0000	\$114.65	10.00%	9.64%
ISHARES TR 3-7 YR TREAS BD ETF	IEI	57.0600	\$123.05	10.00%	9.37%
POWERSHARES EXCHANGE TRADED FD TR II SENIOR LN PORT	BKLN	305.4700	\$23.26	10.00%	9.48%
SEDR BLOOMBERG BARCLAYS SHORT TERM HIGH YIELD BONY ETF	SINK	258.0000	\$27.96	10.00%	9.63%
VANGUARD SHORT TERM CORP BOND INDEX FUND ETF	VVSH	132.7180	\$79.74	5.00%	14.12%
▼ 37-DOME-DOMESTIC INCOME INVESTMENTS STRATEGY	67.00%	64.85%
CASH	CASH	3,878.9300	\$0.00	0.00%	2.81%
13D ACTIVIST FUND CLASS I	DDOIX	355.5970	\$19.25	5.00%	4.95%

Back to Account Search Process Models Reset

The default view is View by Quantity. Here you can see the securities held, the model goal percents and the actual percents. View by Value shows the market value of the shares and unrealized gain/loss information. Trades defined under one view will carry over to the other view so you can flip between views as you define your trades.

Select your allocation method from the drop down. See [Model Allocation Methods](#) for details about the methods available. Click on the model checkbox to include the model in the model rebalancing event. The allocation method and at least one model must be selected in order for the Process Models button to be active.

Once selections have been made, review the information in the Action Dock and then click Process Models to perform the model process.

Process Models Reset

1 models selected to process

After processing, the Model Process Summary box will appear and you have the choice of continuing to the blotter to review and approve your trades.

Account Level Trading Intermodel Transfer

Intermodel transfer allows you to transfer all or some assets and cash from one model to another model tied to the account.

Buy Positions | Sell Positions | Cross Model Process | Model Process | Intermodel Transfer | Tax Harvest

Select From Model

VIEW BY QUANTITY | VIEW BY VALUE

Model	Symbol	Quantity	Price ¹	Available To Transfer	Goal %	Actual %
▼ 1-DOME-DOMESTIC GROWTH	--	--	--	--	33.00%	35.21%
CASH	CASH	3,061.9300	\$0.00	(1,518.9100)	0.00%	4.08%
GOLDMAN SACHS HIGH YIELD FUND INST CLASS	GSHIX	1,209.3250	\$6.60	1,209.3250	20.00%	10.65%
GOLDMAN SACHS LONG/SHORT CREDIT STRATS FUND INST CLASS	GSAWX	1,153.8420	\$9.45	1,153.8420	15.00%	14.55%
ISHARES MBS ETF	MBB	130.3420	\$106.51	130.3420	20.00%	18.52%
ISHARES TIPS BOND ETF	TIP	63.0000	\$114.41	63.0000	10.00%	9.62%
ISHARES TR 3-7 YR TREAS BD ETF	IEI	57.0600	\$123.12	57.0600	10.00%	9.37%
POWERSHARES EXCHANGE TRADED FORT II SENIOR LN PORT	BKLN	305.4700	\$23.32	305.4700	10.00%	9.50%
SPDR BLOOMBERG BARCLAYS SHORT TERM HIGH YIELD BOND ETF	SINK	258.0000	\$27.89	258.0000	10.00%	9.60%
VANGUARD SHORT TERM CORP BOND INDEX FUND ETF	VCSH	132.7180	\$79.68	132.7180	5.00%	14.11%

Back to Account Search | Define Transfer | Reset

The default view is View by Quantity. Here you can see the securities held, the quantity available to transfer, the model goal percents and the actual percents. View by Value shows the market value of the shares and unrealized gain/loss information.

Select the model you want to transfer from and click the Define Transfer button to access the Define Transfer screen.

Define Transfer

Transfer Number: 12491769
 Created By: lhayden
 Creation Date: 04/11/2017 at 07:29:28 PM
 Account Number: 428065
 Account Name: AGRAMONTE, ELVIN
 Model From: 1-DOME-DOMESTIC GROWTH
 Market Value: \$74,957.23
 Allocation %: 33.00%

Model To:
 Market Value
 Allocation %

Expiration Date: 04/18/2017
 Automatic Transfers: no

Transfer value for cash must be greater than 0.

Account: 428065 Search
 Model From: 1-DOME-DOMESTIC GROWTH
 Model To: Select One
 Expiration Date: 04/18/2017
 Automatic Transfers

Select Method:
 Specific Amounts
 Transfer % of model in kind based on total shares
 Transfer % of model in kind based on available to transfer
 Transfer % of market value in cash

Transfer Percent:
 Update Model Allocation Percents

Model From is populated with your previous selection.

Model To defines the model you want to transfer to.

Expiration Date defaults to one week from current date. This defines the date the asset transfer will be killed if it was not able to be posted by that date.

Automatic Transfers, if selected, means the transfer will post as soon as the shares and/or cash are available. This is a good option to use if you need to place trades to free up cash in order to complete the transfer, or if you are defining a transfer based on shares that have not yet settled.

Method defines the method to be used for the transfer. Some methods allow you to define the Transfer Percent and whether or not to update the model allocation percents. There are several ways to define a transfer:

- Specific Amounts – allows you to manually define the specific shares and cash to transfer on the Securities screen. Click the Securities selection to finish defining your transfer. By default all securities are selected for transfer, you can deselect entire securities or change the shares you want to transfer.

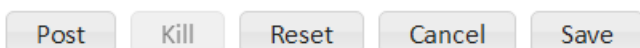
Define Transfer		TRANSFER DETAILS <input type="radio"/> SECURITIES <input checked="" type="radio"/>								
Transfer Number	12491769	All	Symbol	Security	Current Shares	Pending Shares	Restricted	Total Shares	Available To Transfer	Shares To Transfer
Created By	lhayden	<input type="checkbox"/>	CASH	CASH	3,061.9300	(4,580.8400)	no	(1,518.9100)	(1,518.9100)	0.0000
Creation Date	04/11/2017 at 07:29:28 PM	<input checked="" type="checkbox"/>	GSHIX	GOLDMAN SACHS HIGH YIELD FUND INST CLASS	1,209.3250	0.0000	no	1,209.3250	1,209.3250	1,209.3250
Account Number	428065	<input checked="" type="checkbox"/>	GSAWX	GOLDMAN SACHS LONG/SHORT CREDIT STRATS FUND INST'L CLASS	1,153.8420	0.0000	no	1,153.8420	1,153.8420	1,153.8420
Account Name	AGRAMONTE, ELVIN	<input checked="" type="checkbox"/>	MBB	ISHARES MBS ETF	130.3420	0.0000	no	130.3420	130.3420	130.3420
Model From	1-DOME-DOMESTIC GROWTH	<input checked="" type="checkbox"/>	TIP	ISHARES TIPS BOND ETF	63.0000	0.0000	no	63.0000	63.0000	63.0000
Market Value	\$74,957.23	<input checked="" type="checkbox"/>	IEI	ISHARES TR 3-7 YR TREAS BD ETF	57.0600	0.0000	no	57.0600	57.0600	57.0600
Allocation %	33.00%	<input checked="" type="checkbox"/>	BKLN	POWERSHARES EXCHANGE TRADED FD TR II SENIOR LN PORT	305.4700	0.0000	no	305.4700	305.4700	305.4700
Model To	31-BALA-BALANCED INVESTMENTS									
Market Value										
Allocation %										
Expiration Date	04/18/2017									

- Transfer % of model in kind based on total shares allows you to define a Transfer based on a percent of the total shares, even if some shares are pending settlement. The transfer will take a percent of all cash and securities and transfer them to the Model To. If needed, you can elect to have the account's model allocation percents updated to reduce the From Model's allocation percent and increase the To Model's allocation percent by the percent moved. You can review the amounts that will be transferred on the Securities screen.
- Transfer % of model in kind based on available to transfer allows you to define a Transfer based on a percent of the currently available shares. The transfer will take a percent of all currently available cash and securities held and transfer them to the Model To. Note, because this option only includes available shares,

you cannot elect to have the account's model allocation percents updated to reduce the From Model's allocation percent and increase the To Model's allocation percent by the percent moved. You can review the amounts that will be transferred on the Securities screen.

- Transfer % of market value in cash allows you to calculate a cash transfer based on the percent of the total market value currently held in the From Model. This cash transfer places a cash demand on the From Model which can be satisfied by divesting from the model using model processing. If needed, you can elect to have the account's model allocation percents updated to reduce the From Model's allocation percent and increase the To Model's allocation percent by the percent moved. You can review the amounts that will be transferred on the Securities screen.

The following actions can be taken in the Define Transfer screen:



Post allows you to post the transfer immediately. This will only work if the shares and cash are already available.

Kill allows you to get rid of a previously defined transfer. Use this option when you no longer want the transfer to occur.

Reset allows you to set the screen back to its default selections.

Cancel allows you to exit the screen without saving your changes or defining a new transfer.

Save allows you to save the changes or the new transfer. Unless the Automatic Transfers option is selected the asset transfer will not be posted. To review defined but not posted transfers, go to the Blotter screen and select the Intermodel Transfers option.

Transfer Number	Account Number	Account Name	From Model	To Model	Objective	Expiration Date	Source	Created By
12881706	597031	THYNE, MUOI	4-QUAL	39-BALA	\$33,218.26 Specific Cash		Cross Model	hbayden
12881707	560061	STABB, OHEKO	31-SALA	39-BALA	\$4,464.74 Specific Cash		Cross Model	hbayden
12882000	428065	AGRAMONTE, ELVIN	1-DOME	37-DOME	\$4,580.84 Specific Cash		Cross Model	hbayden
12882351	798122	Mcgee, Vernon	0-DOME	41-PCM	Unknown Method	04/17/2017	Generated - 4245	cr-32
12882352	798123	Hawthorne, Herihall	0-DOME	41-PCM	100.00% of Cash and Securities	04/17/2017	Generated - 4245	cr-32

Here you can use the Search and Filter options to find your pending transfers and then select them to either Kill or Post.

Account Level Trading Tax Harvesting

Tax Harvesting helps an Investment Advisor identify and sell investments with a loss or gain in order to offset previously realized gains or losses. This module will present tax lots in various groupings (short- or long-term, gains or losses, by security, etc.) to make selecting the tax lots easier and to provide feedback on the potential tax consequences of selling those lots.

Please note Tax Harvesting is available for taxable accounts only. The navigation options outlined below will not appear for qualified accounts.

Navigation

From a selected account's *Overview* page, there is a new *Tax Harvest* link in the *Additional Actions* panel. Click on the link to navigate to the Tax Harvest screens.

The screenshot shows the account overview page with several tabs: Overview, Holdings, Trading, Performance, Transactions, and About your account. The Overview tab is active, showing a net asset value of \$99,900. Below the tabs is a 'Notifications & Announcements' section with a 'General Notice All' from 365 days ago. The 'ADDITIONAL ACTIONS' panel is expanded, showing a 'Tax Harvest' link. Below this is a 'LATEST ACCOUNT ACTIVITY' table with the following data:

Transaction	Statement Date	Trade Date	Post Date	Symbol	Security	Model	Quantity	Amount	Transaction ID
Sale Pending Settlement		10/28/2016	10/31/2016	MT	ARCELORMITTAL SA LUXEMBOURG NY	63-tax harvest	(5.0000)	\$33.80	999999999

Additionally, you can click on the *Trading* tab in the *Account Overview*, and from there you can select the *Tax Harvest* link.

The screenshot shows the account overview page with the 'Trading' tab selected. The 'ADDITIONAL ACTIONS' panel is expanded, showing a 'Tax Harvest' link. Below this is a 'LATEST ACCOUNT ACTIVITY' table with the following data:

Transaction	Statement Date	Trade Date	Post Date	Symbol	Security	Model	Quantity	Amount	Transaction ID
Sale Pending Settlement		10/28/2016	10/31/2016	MT	ARCELORMITTAL SA LUXEMBOURG NY	63-tax harvest	(5.0000)	\$33.80	999999999

Upon arriving on the *Tax Harvest* screen, you will see a summary of gains and losses, as well as the account's positions. Here you can see the tax lots grouped by Security. This All Positions view reflects all tax lots for each security therefore the total Gains/Losses could be a mix of gains and losses in individual lots. Clicking the checkbox for a row in this view will sell all available shares of the selected security.

Overview:
Net Assets
\$99,900

Holdings
Cash **74%** Securities **26%**

Trading
Trade from positions or models

Performance
View performance and income

Transactions
View transactions, actions and transfers

About your account
Account Information, Documents & Settings

GAINS AND LOSSES OVERVIEW

	Adjusted Short-Term Gain/Loss	Adjusted Long-Term Gain/Loss
YTD Total	\$0.00	\$0.00
Pending Sells	\$13.44	\$0.00
Selected Sells	\$0.00	\$0.00
Total	\$13.44	\$0.00

SELECTED SECURITIES OVERVIEW

Symbol	Short-Term Gain/Loss	Long-Term Gain/Loss	Disallowed Loss	Adjusted Total Gain/Loss
No records found.				

ALL POSITIONS HARVEST LOSSES HARVEST GAINS

[Export data](#)

Sell All	Symbol	Name	Shares	Lots	Current Value	Total Gain/Loss
<input type="checkbox"/>	AV	AVIVA PLC ADR ISIN#US05382A1043	100.0000	2	\$1,092.00	(\$283.00)
<input type="checkbox"/>	CSCO	CISCO SYSTEMS, INC.	99.0000	2	\$3,028.41	\$306.41
<input type="checkbox"/>	F	FORD MOTOR COMPANY	200.0000	2	\$2,344.00	(\$156.00)
<input type="checkbox"/>	FDC	FIRST DATA CORP NEW COM CL A	149.0000	4	\$2,087.49	(\$253.51)
<input type="checkbox"/>	MT	ARCELORMITTAL SA LUXEMBOURG NY	145.0000	2	\$952.65	\$225.15
<input type="checkbox"/>	PRO	PROS HLDGS INC COM	200.0000	2	\$4,322.00	\$122.00
<input type="checkbox"/>	SHLD	SEARS HLDGS CORP COM	100.0000	2	\$1,135.00	\$160.00
<input type="checkbox"/>	TGT	TARGET CORP COM	200.0000	2	\$13,766.00	(\$234.00)

Selections and Summaries

As you make selections, you will see summarized totals in the *Gains and Losses Overview* and the *Selected Securities Overview* based on the selections.

GAINS AND LOSSES OVERVIEW

	Adjusted Short-Term Gain/Loss	Adjusted Long-Term Gain/Loss
YTD Total	\$0.00	\$0.00
Pending Sells	\$13.44	\$0.00
Selected Sells	\$272.41	\$0.00
Total	\$285.85	\$0.00

SELECTED SECURITIES OVERVIEW


Symbol	Short-Term Gain/Loss	Long-Term Gain/Loss	Disallowed Loss	Adjusted Total Gain/Loss
<input checked="" type="checkbox"/> PRO	\$122.00	\$0.00	\$0.00	\$122.00
<input checked="" type="checkbox"/> F	(\$156.00)	\$0.00	\$0.00	(\$156.00)
<input checked="" type="checkbox"/> CSCO	\$306.41	\$0.00	\$0.00	\$306.41

You can remove selections by unchecking the selected row or by clicking the remove icon next to the security in the *Selected Securities Overview* panel. The panel will immediately reflect changes.

Sell All	Symbol	Name
<input type="checkbox"/>	AV	AVIVA PLC ADR ISIN#US05382A1043
<input checked="" type="checkbox"/>	CSCO	CISCO SYSTEMS, INC.

SELECTED SECURITIES OVERVIEW				
Symbol	Short-Term Gain/Loss	Long-Term Gain/Loss	Disallowed Loss	Adjusted Total Gain/Loss
<input checked="" type="checkbox"/> PRO	\$122.00	\$0.00	\$0.00	\$122.00

Note: As you make selections you will notice that the most recently selected security shows as the first (top) in the list within the Selected Securities Overview. You may sort the Selected Securities Overview by one of the other columns; however, if you add another security, it will change the sorting back to the most recently selected sort order.

NEW When a pending buy or sell exists in the account for a security, Liberty will display a notification icon () next to the symbol in the *All Positions*, *Harvest Losses* and *Harvest Gains* views.

ALL POSITIONS
 HARVEST LOSSES
 HARVEST GAINS



Sell All	Symbol	Name
<input type="checkbox"/>	BKLN	POWERSHARES EXCHANGE TRADED FD TR II SENIOR LN PORT
<input type="checkbox"/>	GSHI X	GOLDMAN SACHS HIGH YIELD FUND INST CLASS
<input type="checkbox"/>	IEI	ISHARES TR 3-7 YR TREAS BD ETF
<input type="checkbox"/>	IEMG	ISHARES INC CORE MSCI EMERGING MKTS ETF
<input type="checkbox"/>	IWD	ISHARES TR RUSSELL 1000 VALUE ETF
<input type="checkbox"/>	IWF	ISHARES TR RUSSELL 1000 GROWTH ETF
<input type="checkbox"/>	IWN	ISHARES TR RUSSELL 2000 VALUE ETF
<input type="checkbox"/>	IWO	ISHARES TR RUSSELL 2000 GROWTH ETF
<input type="checkbox"/>	SCZ	ISHARES TR MSCI EAFE SMALL CAP INDEX FD
<input checked="" type="checkbox"/>	 TIP	ISHARES TIPS BOND ETF
<input type="checkbox"/>	VEU	VANGUARD FTSE ALL WORLD EX US

 Pending trades exist in this account for this position.

Values calculated on posted cash and shares using 20 minute delayed price, if available, or most recent closing price.

If the security is selected to sell, the icon will display in the Selected Securities Overview.

SELECTED SECURITIES OVERVIEW

Symbol	Short-Term Gain/Loss	Long-Term Gain/Loss	Disallowed Loss	Adjusted Total Gain/Loss
 TIP 	\$0.00	\$20.40	\$0.00	\$20.40

Note: The pending trade icon only applies to buys and sells, not to pending transfers or dividends. Another important item to note is the indicator will not be applied per trade lot, but instead will apply to the entire position. Because of this, the pending icon will appear regardless of which trade lot is being viewed.

Changing Views

From this screen, you may look at the data in 3 different ways:

1. All Positions – All positions regardless of whether it is a gain or a loss
2. Losses
3. Gains

You can change how the data is arranged by selecting one of the radio buttons above the table

ALL POSITIONS
 HARVEST LOSSES
 HARVEST GAINS

When you select *Harvest Gains*, your view is limited to only those tax lots that would incur a gain if sold. You will see the Sell Type (Short-term or Long-term), Symbol, Name, Shares, Lots, Current Value, and (total) Gains.

Sell Type	Symbol	Name	Shares	Lots	Current Value	Gains
<input checked="" type="checkbox"/> Short-term	CSCO	CISCO SYSTEMS, INC.	99.0000	2	\$3,028.41	\$306.41
<input checked="" type="checkbox"/> Short-term	F	FORD MOTOR COMPANY	100.0000	1	\$1,172.00	\$172.00

When you select *Harvest Losses*, your view is limited to only those tax lots that would incur a loss if sold. You will see the Sell Type (Short-term or Long-term), Symbol, Name, Shares, Lots, Current Value, Disallowed Loss, and (total) Losses.

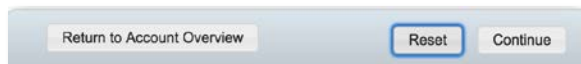
The disallowed loss is an estimate of the loss that would be disallowed due to wash sale activity if you were to sell only the lots tied to that row. If you sell both short and long-term losses, then your actual disallowed loss will differ from the estimate. In most cases the disallowed loss represents the maximum disallowance the investor might incur.

ALL POSITIONS
 HARVEST LOSSES
 HARVEST GAINS
 Export data

Sell Type	Symbol	Name	Shares	Lots	Current Value	Disallowed Loss	Losses
<input type="checkbox"/> Short-term	AV	AVIVA PLC ADR ISIN#US05382A1043	100.0000	2	\$1,092.00	\$0.00	(\$283.00)
<input checked="" type="checkbox"/> Short-term	F	FORD MOTOR COMPANY	100.0000	1	\$1,172.00	\$0.00	(\$328.00)

Starting Over

Once any data is populated or changed, the **Reset** button reverts the page to what it was prior to any changes being made.



Processing Review

When you have finished making your selections, click the **Continue** button to see the *Gains and Losses Overview*. The table initially groups your selected lots by *Model*. The *Model Overview* panel will display on top, which summarizes totals for the selections by model.

GAINS AND LOSSES OVERVIEW

	Adjusted Short-Term Gain/Loss	Adjusted Long-Term Gain/Loss
YTD Total	\$0.00	\$0.00
Pending Sells	\$13.44	\$0.00
Selected Sells	\$272.41	\$0.00
Total	\$285.85	\$0.00

MODEL OVERVIEW

Model	Adjusted Short-Term Gain/Loss	Adjusted Long-Term Gain/Loss
tax harvest	\$272.41	\$0.00

SHOW BY MODEL
 SHOW BY POSITION
 Export data

Model	Symbol	Name	Shares	Estimated Proceeds	Adjusted Short-Term Gain/Loss	Adjusted Long-Term Gain/Loss
<input checked="" type="checkbox"/> tax harvest	CSCO	CISCO SYSTEMS, INC.	99.0000	\$3,028.41	\$306.41	\$0.00
<input checked="" type="checkbox"/> tax harvest	F	FORD MOTOR COMPANY	200.0000	\$2,344.00	(\$156.00)	\$0.00
<input checked="" type="checkbox"/> tax harvest	PRO	PROS HLDGS INC COM	200.0000	\$4,322.00	\$122.00	\$0.00

When a security with a pending trade is selected to sell, the pending trade icon will also display on the *Processing Review* page in the *Show by Model* and the *Show by Position* views.

SHOW BY MODEL
 SHOW BY POSITION

Model	Symbol	Name
<input checked="" type="checkbox"/> INTERNATIONAL GROWTH FUND	TIP	<input checked="" type="checkbox"/> ISHARES TIPS BOND ETF

Pending trades exist in this account for this position.
 Values calculated on posted cash and shares using 20 minute delayed price, if available, or most recent closing price.

Reinvesting Proceeds of a Tax Harvest Sell

Rather than keeping proceeds of a tax harvest sell in cash, a user can select to reinvest the proceeds into a single security by selecting the Reinvest Proceeds checkbox on the Processing Review page.

GAINS AND LOSSES OVERVIEW ⓘ		
	Adjusted Short-Term Gain/Loss	Adjusted Long-Term Gain/Loss
YTD Total	\$0.00	\$0.00
Pending Sells	(\$0.22)	\$243.84
Selected Sells	\$165.11	\$18,022.53
Total	\$164.89	\$18,266.37

REINVEST PROCEEDS ⓘ

Symbol

Symbol or CUSIP or name ✖

Lookup Security

Estimated Proceeds

\$36,941.17

Enter the symbol, CUSIP or name and then click the **Lookup Security** button to see Last Price, Estimated Proceeds, Estimated Cost and Estimated Shares (or Estimated Dollars if a mutual fund is selected).

The symbol, CUSIP or name is required if the *Reinvest Proceeds* checkbox is selected. If an invalid entry is made, the system will display a “No Match Found” message.

REINVEST PROCEEDS ⓘ

Symbol

*** ✖

Lookup Security

Estimated Proceeds

\$41,545.88

No Match Found

Lookup Security

Search: aa

Symbol	CUSIP	Name
IRA436932		2870 MOOSE TRAIL OVERGAARD AZ LOT 581, AZTEC PINES, UNIT 2
AACAY	000304105	AAC ACOUSTIC TECHNOLOGIES HOLDINGS INC UNSPONSORED ADR (CAYMAN ISLANDS)
AAC	000307108	AAC HOLDINGS INC

AAC ACOUSTIC TECHNOLOGIES HOLDINGS INC UNSPONSORED ADR (CAYMAN ISLANDS)

Pricing	Identifiers	Classification
\$87.87 Closing Price	Symbol: AACAY	Type: COMMON STOCK
As of 12/19/2016	CUSIP: 000304105	Class: Equity-Foreign
	ID: 82483	Sub Class: Large Growth

PRICE HISTORY (Timeframe: 1 Year)

TRADING RULES

Minimum Allocation	0.0010
Rounding Factor	0.0010
Closing Times (Settle Days)	02:00:00pm (3)

If multiple matches are found, the system will display a window with additional information about possible matches.

The system will display error messages for the following scenarios:

If the symbol, CUSIP, or name of a previously harvested security is entered into the Reinvest Proceeds symbol search field.

X You cannot reinvest into a security that you are harvesting.

If a selected security has a purchase restriction.

X The selected security has a purchase restriction.

GAINS AND LOSSES OVERVIEW

	Adjusted Short-Term Gain/Loss	Adjusted Long-Term Gain/Loss
YTD Total	(\$388.73)	\$0.00
Pending Sells	(\$3,815.64)	\$0.00
Selected Sells	(\$294.23)	\$0.00
Total	(\$4,498.60)	\$0.00

MODEL OVERVIEW


Model	Adjusted
DOMESTIC GROWTH INVESTMENTS	
DOMESTIC INCOME INVESTMENTS STRATEGY	

REINVEST PROCEEDS

Symbol: MDNLX Last Price: \$10.79 As of: 01/11/2017 Estimated Proceeds: \$27,522.89 Estimated Cost: \$27,522.89 [27522.89](#)

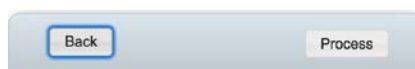
88283 - BLACKROCK NATIONAL MUNICIPAL FUND CLASS A

Adjusting Selections

From this screen, you can also make changes; however, they are limited to removing your selections. As you remove selections, you will see the totals automatically updated in the overview panels. Use the  remove icon next to a row to remove that set of lots for the model.

 Symbol	Name	Shares	Estimated Proceeds	Adjusted Short-Term Gain/Loss	Adjusted Long-Term Gain/Loss
 CSCO	CISCO SYSTEMS, INC.	99.0000	\$3,028.41	\$306.41	\$0.00
 F	FORD MOTOR COMPANY	200.0000	\$2,344.00	(\$156.00)	\$0.00
 PRO	PROS HLDGS INC COM	200.0000	\$4,322.00	\$122.00	\$0.00

If you need to add more selections, you will need to go back to the first page. You can do this by clicking on the “Back” button in the action dock.



Caution! If you use the “Back” button, any changes made on this page will be lost. The selections will revert to what they had been on the previous page.

Changing Views


The screen initially groups the tax lots by model; however, you can opt to view them grouped by position.

To change how the data is arranged, simply select one of the radio buttons above the table.



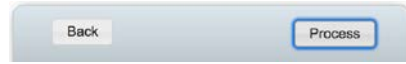
Regardless of which view you choose (*Show by Model* or *Show by Position*), you can view the Estimated Proceeds, Adjusted Short-Term Gain/Loss amounts, and Adjusted Long-Term Gain/Loss amounts.

 Symbol	Name	Shares	Estimated Proceeds	Adjusted Short-Term Gain/Loss	Adjusted Long-Term Gain/Loss
 CSCO	CISCO SYSTEMS, INC.	99.0000	\$3,028.41	\$306.41	\$0.00
 F	FORD MOTOR COMPANY	200.0000	\$2,344.00	(\$156.00)	\$0.00
 PRO	PROS HLDGS INC COM	200.0000	\$4,322.00	\$122.00	\$0.00

When you change to view the data by position, the *Selected Securities Overview* panel will also change to show selections grouped by security. This will look familiar as it is the same as the previous page, including the ability to remove selections from the Overview panel by selecting the  remove icon next to the row. If you remove all selections, you will be returned to the previous page to begin the selection process again.

Processing Selections

When you have finished reviewing the selections and are ready to create trades, click on the **Process** button.



A Tax Harvest Process Summary will display the results of the trade creations for your selections.

Tax Harvest Process Summary

TAX HARVEST PROCESS SUMMARY

❗ 0 Failed Trades
📄 0 Messages
✅ 3 Completed

	Completed Trade Order #	Model	Symbol
✅	16368667	63-TXH-tax harvest	CSCO
✅	16368668	63-TXH-tax harvest	F
✅	16368669	63-TXH-tax harvest	PRO

Messages and Alerts

❗ Failed Trades
 No Failed Trades

📄 Messages
 No Messages

From here you can click **Done** to return to the *Tax Harvest* screen or click **Continue to Blotter** to review the trades just created.

Viewing 3 of 3 Trades Export data

All	Trade Order #	Trade Date	Created By	Model	Instruction	Symbol	# Accts	Cash	Shares	Special Instructions	Status	Create Date
<input type="checkbox"/>	16368667	10/31/2016	kmurphy-324	63-TXH	Sell Shares	CSCO	1	\$3,028.41	(99.0000)		Recommend	10/31/2016 at 01:50:38 PM
<input type="checkbox"/>	16368668	10/31/2016	kmurphy-324	63-TXH	Sell Shares	F	1	\$2,344.00	(200.0000)		Recommend	10/31/2016 at 01:50:38 PM
<input type="checkbox"/>	16368669	10/31/2016	kmurphy-324	63-TXH	Sell Shares	PRO	1	\$4,322.00	(200.0000)		Recommend	10/31/2016 at 01:50:38 PM

Future Date Values calculated using the limit price or 20 minute delayed price, if available, or most recent closing price, when the trade was built or modified.

Pending Transactions

The pending transactions table displays any transactions that are pending completion. These include pending dividends, distributions and, in certain cases, trades.

The Pending Transactions table can be filtered for all models or individual models. The default display is for all models.

Blotter

Review, approve, kill or report on trade orders from the Blotter screen. Any action that creates a trade will offer you the option of continuing on to the Blotter to review the trades you just created. Going to the blotter directly gives you the opportunity to view trades based on a variety of filter options.

The Blotter screen also gives you access to Inter-model transfers and other trading actions.

Blotter Quick Start Guide

The following Quick Start Guide provides the basic information you need to get up and running with the Blotter in Liberty. Please refer to individual sections for more information.

1. [Navigate](#) to the Trading Tab, the Blotter is the home screen for trading.
2. Select to view [Trade Orders](#) or [Inter-model Transfers](#)
3. Select your [Search and Filter](#) criteria
4. Click the [Trade Order](#) number to view an individual Trade Order
5. Click the checkbox to select trade orders to [Approve or Kill](#)
6. Click the [Blotter Report](#) button to generate Trade Order or Account Level reports
7. Access [Additional Trade Actions](#) from the menu on the right

Blotter Navigation

The Blotter is the main page of the Trading tab. From anywhere in Liberty, click the Home link in the upper right section of the banner, then select the Trading tab. By default the Trade Orders option is selected and you will see all recommend trades for the current date.

Blotter - Trade Orders - Search and Filter

Search defines your primary selection options. By default, the blotter screen searches for all trades in Recommend status with a trade date or create date that falls on or within the specified date range. Once you have search results, you can further refine your view by using the Filter options. The Filter option will never find or display a trade that was not already in the search results.

When viewing the blotter, the top of the table shows the number of trades selected and filtered. In this example, the search results found 75 trades and the filter limited the results to 3.

Viewing 3 of 75 Trades

All Trade Order #

You must click the Search button to perform your search. Filter selections are completed as soon as you make your selections.

The screenshot shows the Liberty Trading interface. At the top, there are navigation tabs: Analytics, Trading (selected), Client Management, Prospecting Tools, Documents, and My Profile. Below these are sub-tabs: Blotter, Order Queue, Consolidated Asset Management, Models, Block Trading, Cross Model, Composite Models, and Generate Transfers. The main section is titled 'TRADE ORDERS' and 'INTERMODEL TRANSFERS'. The search area includes a 'Search' dropdown set to 'Recommend', a date range from '04/02/2017' to '04/02/2017', a 'Search Criteria' input field, and a 'Search' button. The filter area includes three dropdown menus: 'All Models', 'All Instructions', and 'All Security Types', along with a checkbox for 'Check for Wash Sale Potential'.

Search and Filter provide the following options:

Status – allows you to search based on the status of the trade. Status options include Recommend, Approved, Executed, Killed, Posted, Review, Settled, and View RCMND. Select All Statuses if you do not wish to limit your results by status.

Date Range – allows you to search for trades based on their trade date or creation date. Your results will always include any trade with a trade date or creation date that is on or within the dates selected.

Text Search – allows you to search based on text you enter. Most commonly used to search for a specific symbol, this search is performed on all columns displayed in the Blotter and will return any trade where the typed in string matches information being displayed. The text search is not case sensitive and number searches do not need to contain dollar signs and commas unless you want them to be part of your search. For example, if you are looking for a certain dollar amount that starts with 10, you should enter \$10 to limit your results to positive and negative dollar values that begin with \$10. If you enter the number without the \$ dollar-sign, then your search results will include any number that includes '10', either in dollars or shares. Searching can be performed for multiple symbols at one time by separating each symbol by a semi-colon : Symbol A; Symbol B; Symbol C, etc.

Models – the models dropdown will display all models related to the trades in your search results. Select a model to filter your results down to those in the selected model.

Instructions – the instructions dropdown will display all instructions related to the trades in your search results. Select an instruction to filter your results down to those that match the selected instruction.

Security Types – the security types dropdown will display those security types represented in your search results. Please note that for ease of use, the security types drop-down groups similar types of securities together. For example, Mutual Funds include both mutual funds and money markets. Equities include both stocks and ETFs.

Blotter Trade Orders – Change Routing Method

The default routing method can be changed directly on the Blotter by selecting the appropriate method from the routing method dropdown.

Viewing 45 of 45 Trades Export Data

All	Trade Order #	Trade Date	Created By	Model	Instruction	Symbol *	Security	Acct #	Routing Method	Cash	Shares	Special Instructions	Status	Create Date
	18333230	01/30/2018	emoloney-324	11-AGGR	Sell Shares	XLP	SELECT SECTOR SPDR TR CONSUMER	17	Elect	\$4,862.23	(43,000)		Recommend	01/30/2018 at 09:10:59 AM
	18333243	01/30/2018	emoloney-324	11-AGGR	Buy Shares	XLP	SELECT SECTOR SPDR TR CONSUMER	2	TCA Desk	(\$216.12)	2,000		Recommend	01/30/2018 at 09:10:59 AM
	18333345	01/30/2018	emoloney-324	11-AGGR	Buy Shares	XLU	UTILITIES SELECT SECTOR SPDR FUND	19	Elect	(\$9,674.88)	192,000		Recommend	01/30/2018 at 09:10:59 AM

The routing method indicates how the trade will be placed in the market. The Investment Advisor determines the authorized routing methods for their firm. Routing methods include:

- Standard: Routing method for mutual funds.
- Electronic: Routing method for equity trades.
- TCA Desk: Manual routing method for equity trades.
- Managed Electronic: Routing method for equity trades. Allows the IA to approve an equity trade without releasing the entire trade to market so that the trade can be released in pieces while ensuring the participating investors receive the same average execution price. Managed Electronic trades are limited to Day Orders only. Note: When approving a trade with Managed Electronic as the selected routing method, the trade will not be executed until additional trade information is completed in the Order Queue.

Note: The routing dropdown will be disabled if there is only one option available for the security type being traded, e.g. Mutual funds

Blotter Trade Orders – Trade Orders Created by an Account Termination

Liberty offers the ability to easily see recommended trades that have been created by an account termination. These trade orders will be indicated with a **T** icon next to the Trade Order #.

Viewing 10 of 10 Trades Export data

All	Trade Order #	Trade Date	Created By	Model	Instruction	Symbol	# Accts	Cash	Shares	Special Instructions	Status	Create Date
<input type="checkbox"/>	18265129 T	09/07/2017	Automated Process	111-AGGR	Sell Shares	CSRSX	1	\$17.73	(0.2630)		Recommend	09/07/2017 at 05:02:13 AM
<input type="checkbox"/>	18265130 T	09/07/2017	Automated Process	111-AGGR	Sell Shares	FCNTX	1	\$28.28	(0.2370)		Recommend	09/07/2017 at 05:02:13 AM
<input type="checkbox"/>	18265131 T	09/07/2017	Automated Process	111-AGGR	Sell Shares	PRGFX	1	\$28.32	(0.4280)		Recommend	09/07/2017 at 05:02:13 AM
<input type="checkbox"/>	18265132 T	09/07/2017	Automated Process	111-AGGR	Sell Shares	FUSEX	1	\$52.77	(0.6100)		Recommend	09/07/2017 at 05:02:13 AM
<input type="checkbox"/>	18265133 T	09/07/2017	Automated Process	111-AGGR	Sell Shares	VEXMX	1	\$42.59	(0.5470)		Recommend	09/07/2017 at 05:02:13 AM
<input type="checkbox"/>	18265134 T	09/07/2017	Automated Process	111-AGGR	Sell Shares	JVLIX	1	\$14.03	(0.6740)		Recommend	09/07/2017 at 05:02:13 AM
<input type="checkbox"/>	18265135 T	09/07/2017	Automated Process	111-AGGR	Sell Shares	GSSIX	1	\$10.56	(0.1750)		Recommend	09/07/2017 at 05:02:13 AM
<input type="checkbox"/>	18265136 T	09/07/2017	Automated Process	111-AGGR	Sell Shares	HSIIX	1	\$10.60	(0.1740)		Recommend	09/07/2017 at 05:02:13 AM
<input type="checkbox"/>	18265137 T	09/07/2017	Automated Process	111-AGGR	Sell Shares	FRTXX	1	\$147.60	(147.6000)		Recommend	09/07/2017 at 05:02:13 AM
<input type="checkbox"/>	18265138 T	09/07/2017	Automated Process	113-AGGR	Sell Shares	VBIRX	1	\$0.11	(0.0100)		Recommend	09/07/2017 at 05:02:19 AM

Future Date Values calculated using the limit price or 20 minute delayed price, if available, or most recent closing price, when the trade was built or modified.
 Terminating TOR Trade created from an account closure.

This indicator will also be displayed in the Trade Order Details dialog box.

Trade Order

SELL SHARES FRTXX

TRADE DETAILS
 ACCOUNTS
 TRADE HISTORY

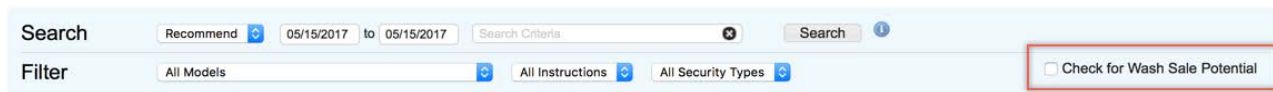
Trade Date must be a weekday between 09/11/2017 and 10/11/2017.

Trade Order Number	18265137	Share Amount:	<input type="text" value="147.6000"/>
Model	111-AGGR- AGGRESSIVE INCOME FUND	Trade Date:	<input type="text" value="09/07/2017"/>
Shares	(147.6000)	Routing Method:	<input type="text" value="Standard"/>
Cash	\$147.60		
Accounts In Trade	1		
Trade Date	09/07/2017		
Terminating Trade Order	<input checked="" type="checkbox"/>		
Security	FRTXX		
Last Price	\$1.00		
Price Used*	\$1.00		
Potential Wash Sale Amount	\$0.00		

*Values calculated using the limit price or 20 minute delayed price, if available, or most recent closing price, when the trade was built or modified.

Blotter Trade Orders - Wash Sale Information

Liberty offers the ability to see if recommended trades have the potential to incur a wash sale if executed. To see this information, select the *Check for Wash Sale Potential* checkbox in the Filter area on the Trade Blotter screen.



A new column will display the potential wash sale amounts for each trade order.

Viewing 576 of 576 Trades Export data

All	Trade Order #	Trade Date	Created By	Model	Instruction	Symbol	# Accts	Cash	Shares	Special Instructions	Potential Wash Sale Amount	Status	Create Date
<input type="checkbox"/>	17312936	05/11/2017	kharrington-32	0-OTH	Buy Shares	FDC	1	(\$16,560.00)	1,000.0000		\$1,750.20	Recommend	05/11/2017 at 11:56:20 AM
<input type="checkbox"/>	17312938	05/11/2017	kharrington-32	0-OTH	Buy Shares	FDC	1	(\$16,560.00)	1,000.0000		\$1,750.20	Recommend	05/11/2017 at 11:58:17 AM
<input type="checkbox"/>	17312935	05/11/2017	kharrington-32	0-OTH	Buy Dollars	FHAIX	1	(\$4,000.00)	2,116.4020		\$0.00	Recommend	05/11/2017 at 11:56:19 AM
<input type="checkbox"/>	17312767	05/11/2017	kharrington-32	1-DOME	Sell Shares	BKLN	1	\$8,092.32	(347.3100)		\$0.00	Recommend	05/11/2017 at 09:55:44 AM

This potential wash sale amount will also display on the *Trade Order* details screen.

Trade Order

BUY SHARES FDC

Trade Order Number	17312936
Model	0-OTH-Other Assets
Shares	1,000.0000
Cash	(\$16,560.00)
Accounts In Trade	1
Trade Date	05/11/2017
Security	FDC
Last Price	\$16.42
Price Used*	\$16.56
Potential Wash Sale Amount	\$1,750.20

[more](#)

To see a further breakdown of which accounts may incur a wash sale, select the *Account Details* radio button on the Trade Order.

Note: Liberty will display Potential Wash Sale Amounts on each account shown in the Trade Order Accounts View, regardless of whether the checkbox is selected on the Trade Blotter.

From this screen, you can Approve or Kill the trade, remove single accounts from the trade by selecting the *Remove Accounts* button or select the *Remove All with Wash Sale Alerts* button to remove all accounts with wash sale potential from the trade.

TRADE DETAILS
 ACCOUNTS
 TRADE HISTORY
 Add Account(s)

<input type="checkbox"/>	Account	Name	Available Shares	Shares	Cash	Potential Short Term G/L	Potential Long Term G/L	Potential Wash Sale Amount
<input type="checkbox"/>	210588	KIRSTIE NICHOLAS	4,602.2370	<input type="text" value="303.8570"/>	\$7,079.87	(\$66.03)	n/a	\$0.00
<input type="checkbox"/>	219671	ALENA GOLDSBOF	175.4770	<input type="text" value="5.1300"/>	\$119.53	(\$2.51)	n/a	\$0.00
<input type="checkbox"/>	366994	GLENNIS SWIERCZE	52.1550	<input type="text" value="7.7650"/>	\$180.92	(\$0.75)	n/a	\$0.00
<input type="checkbox"/>	377979	REA HOLMSTEA	1,296.2690	<input type="text" value="31.2710"/>	\$728.61	(\$36.05)	n/a	\$0.00
<input type="checkbox"/>	382380	JESTINE DELGATTO	209.8940	<input type="text" value="22.2660"/>	\$518.80	(\$3.31)	n/a	\$0.00
<input type="checkbox"/>	405974	WILDA GREENAW/	95.9780	<input type="text" value="26.2370"/>	\$611.32	(\$1.41)	n/a	\$0.00
<input checked="" type="checkbox"/>	480064	DONYA CARLES	155.6010	<input type="text" value="2.7060"/>	\$63.05	(\$2.32)	n/a	\$0.18

Caution! Potential wash sale amounts are estimates only and the actual wash sale amounts may vary from these figures.

Blotter - Trade Orders – Recalculate Potential Gains/Losses

Liberty offers the ability to view the potential gain/loss on trades coupled with the ability to make changes to the quantity or shares and see the updated gain/loss information (resulting from those changes).

Trade Order

SELL SHARES SINK

Trade Order Number	18326512
Model	1-DOME-DOMESTIC GROWTH
Shares	(7,131.0000)
Cash	\$196,459.05
Accounts In Trade	7
Trade Date	12/18/2017
Security	SINK
Last Price	\$27.55
Price Used*	\$27.55
Potential Wash Sale Amount	\$0.00

[Add Account\(s\)](#)

<input type="checkbox"/>	Account	Name	Available Shares	Shares	Cash	Potential Short Term G/L	Potential Long Term G/L	Potential Wash Sale Amount
<input type="checkbox"/>	390595	HAL TAIBL	879.0000	172.0000	\$4,738.60	\$0.00	\$48.54	\$0.00
<input type="checkbox"/>	285903	TONEY MORAGO	410.0000	272.0000	\$7,493.60	\$0.00	\$76.76	\$0.00
<input type="checkbox"/>	358023	VINA CHEAK	992.0000	659.0000	\$18,155.45	\$0.00	\$185.97	\$0.00
<input type="checkbox"/>	362331	CALLIE LOFGREEN	1,171.0000	778.0000	\$21,433.90	\$0.00	\$219.55	\$0.00
<input type="checkbox"/>	211524	ANTOINE HOWLEY	3,792.0000	2,517.0000	\$69,343.35	\$0.00	\$710.30	\$0.00
<input type="checkbox"/>	419463	DEMETRA ROTE	4,011.0000	2,694.0000	\$74,219.70	(\$3.50)	\$757.43	\$0.00
<input type="checkbox"/>	210588	KIRSTIE NICHOLAS	63.0000	39.0000	\$1,074.45	n/a	n/a	\$0.00

*Values calculated using the limit price or 20 minute delayed price, if available, or most recent closing price, when the trade was built or modified.

When the share quantity is changed, the potential short or term gain or loss is recalculated to reflect the new share quantity.

Trade Order

SELL SHARES SINK

Trade Order Number	18326512
Model	1-DOME-DOMESTIC GROWTH
Shares	(7,696.0000)
Cash	\$212,024.80
Accounts In Trade	8
Trade Date	12/18/2017
Security	SINK
Last Price	\$27.55
Price Used*	\$27.55
Potential Wash Sale Amount	\$0.00

[Add Account\(s\)](#)

<input type="checkbox"/>	Account	Name	Available Shares	Shares	Cash	Potential Short Term G/L	Potential Long Term G/L	Potential Wash Sale Amount
<input type="checkbox"/>	390595	HAL TAIBL	879.0000	572.0000	\$15,758.60	(\$127.92)	\$89.74	\$0.00
<input type="checkbox"/>	419463	DEMETRA ROTE	4,011.0000	2,694.0000	\$74,219.70	(\$3.50)	\$757.43	\$0.00
<input type="checkbox"/>	211524	ANTOINE HOWLEY	3,792.0000	2,517.0000	\$69,343.35	\$0.00	\$710.30	\$0.00
<input type="checkbox"/>	285903	TONEY MORAGO	410.0000	272.0000	\$7,493.60	\$0.00	\$76.76	\$0.00
<input type="checkbox"/>	358023	VINA CHEAK	992.0000	659.0000	\$18,155.45	\$0.00	\$185.97	\$0.00
<input type="checkbox"/>	362331	CALLIE LOFGREEN	1,171.0000	778.0000	\$21,433.90	\$0.00	\$219.55	\$0.00
<input type="checkbox"/>	386660	LESLIE ARKELL	249.0000	165.0000	\$4,545.75	\$0.00	\$46.57	\$0.00
<input type="checkbox"/>	210588	KIRSTIE NICHOLAS	63.0000	39.0000	\$1,074.45	n/a	n/a	\$0.00

Once the Trade Order has been saved, click Return to Trade to view the updated potential short or long term gain or loss.

Trade Order

0 Failed Trades 0 Messages 1 Completed

Completed Trade Order #	Model	Symbol
18326512	1-DOME-DOMESTIC GROWTH	SINK

Messages and Alerts

0 Failed Trades
No Failed Trades

0 Messages
No Messages

Done **Return To Trade** Create Report

This functionality applies to taxable accounts only. Tax deferred accounts included in the trade will display N/A for Potential Short and Long Term Gain/Loss Amounts.

<input type="checkbox"/>	210588	KIRSTIE NICHOLAS	63.0000	39.0000	\$1,074.45	n/a	n/a	\$0.00
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Securities held for less than 12 months are considered short term. Those held for over 12 months are considered long term.

Blotter - Trade Orders - Short Term Redemption Fees

Liberty offers the option to identify and reduce or remove accounts subject to Short Term Redemption Fees (STRF), allowing you to more effectively manage STRF impacts.

Caution! Shares subject to short term redemption fees are estimates only and the actual shares charged may vary from these figures.

The Reduce/Remove option appears in the Trade Blotter screen if there are shares subject to STRF in the trade.

Viewing 20 of 20 Trades Export data

All	Trade Order #	Trade Date	Potential STRF Shares	STRF Instruction	Created By	Model	Instruction	Symbol	# Accts	Cash	Shares	Special Instructions	Status	Create Date
<input type="checkbox"/>	14380073	01/26/2016	4.5800	Accept	shopper324	40-AGGR	Sell Shares	FSELX	3	\$6,525.00	(100.0000)		Recommend	01/26/2016 at 11:43:41 AM
<input type="checkbox"/>	14380089	01/26/2016	1.3740	Accept	shopper324	40-AGGR	Sell Shares	FSELX	3	\$1,957.50	(30.0000)		Recommend	01/26/2016 at 01:01:31 PM
<input type="checkbox"/>	14380090	01/26/2016	0.4580	Accept	shopper324	40-AGGR	Sell Shares	FSELX	3	\$652.50	(10.0000)		Recommend	01/26/2016 at 01:04:26 PM
<input type="checkbox"/>	14380070	01/28/2016	0.4580	Remove	showtestcase	40-AGGR	Sell Shares	FSELX	3	\$662.30	(10.0000)		Recommend	01/26/2016 at 11:40:45 AM
<input type="checkbox"/>	14380093	01/25/2016	0.4120	Accept	shopper324	40-AGGR	Sell Shares	FSELX	3	\$587.25	(9.0000)		Recommend	01/26/2016 at 01:13:06 PM
<input type="checkbox"/>	14380091	01/26/2016	0.2290	Accept	shopper324	40-AGGR	Sell Shares	FSELX	3	\$326.25	(5.0000)		Recommend	01/26/2016 at 01:09:23 PM
<input type="checkbox"/>	14380092	01/26/2016	0.2290	Accept	shopper324	40-AGGR	Sell Shares	FSELX	3	\$326.25	(5.0000)		Recommend	01/26/2016 at 01:11:10 PM
<input type="checkbox"/>	14380067	01/26/2016	0.0000	Accept	kpiedra-324	0-DOME	Buy Dollars	VMMXX	117	(\$100.00)	100.0000		Recommend	01/26/2016 at 11:14:58 AM
<input type="checkbox"/>	14380088	01/26/2016	0.0000	Accept	kpiedra-324	0-DOME	Buy Dollars	VMMXX	177	(\$423.00)	423.0000		Recommend	01/26/2016 at 12:14:54 PM

The columns display the potential number of shares subject to STRF as well as the instructions:

- Accept – processes the trade as is.
- Reduce – reduce the number of shares to exclude those subject to STRF.
- Remove – removes the account(s) subject to STRF from the trade.

Once the instructions have been selected, there will be a message confirming that the STRF instructions have been saved:

Information has been successfully saved.

TRADE ORDERS INTERMODEL TRANSFERS

Search: | to | |

Filter: | |




ADDITIONAL TRADE ACTIONS
[Trade Order](#) | [Intermodel Transfer](#) | [Securities](#)


Viewing 20 of 20 Trades Export data

All	Trade Order #	Trade Date	Potential STRF Shares	STRF Instruction	Created By	Model	Instruction	Symbol	# Accts	Cash	Shares	Special Instructions	Status	Create Date
<input type="checkbox"/>	14380073	01/28/2016	4.5800	Reduce	shopper324	40-AGGR	Sell Shares	FSELX	3	\$6,623.00	(100.0000)		Recommend	01/26/2016 at 11:43:41 AM
<input type="checkbox"/>	14380089	01/26/2016	1.3740	Accept	shopper324	40-AGGR	Sell Shares	FSELX	3	\$1,957.50	(30.0000)		Recommend	01/26/2016 at 01:01:31 PM


The Trade Processing Summary will reflect any changes made to shares subject to STRF:

Trade Processing Summary


 0 Denied
 0 Remaining
 1 Approved

Trade Order #	Model	Symbol	Status	Confirmation #	Approval Date
 14377272	40-AGGR-AGGRESSIVE GROWTH FUND A	FSELX	Approved	14470186214377272	01/14/2016 at 09:35:45 AM

Messages and Alerts

 Processing Errors

No Processing Errors

 Messages

Trade 14377272 encountered STRF shares. Accounts shares moved to new recommend trade 14377274.

Blotter - Trade Orders - View Details

Click on the Trade Order # to view the Trade Order Details. See the [Trade Order](#) in Account Level Trading for more information.

Blotter - Trade Orders - Actions

Select one or more Trade Orders in the Blotter to perform certain actions. Select All Trade Orders in your selection by clicking on the All box in the Trade Order column headers. The All checkbox will select or deselect all Trade Orders that fit your Select and Filter criteria, even if there are multiple pages. Individual selections or de-selections can be made by clicking the box to the left of an individual trade order.

A summary of your selections will appear in the Action Dock:

46 Trade(s) selected to approve or kill (Buy \$675,168.35, Sell \$683,304.03, Exchange \$0.00)

NEW! Approve Trades

Caution! Approving a trade order means the trade is ready to be sent for execution. Trade approvals cannot typically be undone so be sure that you are ready to execute the trade prior to approving.

Trades at Recommend status are eligible for approval. After selecting Trade Orders to act upon, review the summary information to make sure your selections are as expected and then click the Approve button to approve your trades. In cases when there are large numbers of trades being approved, you will see real-time feedback on the status of each trade, as well as progress indicators for the entire batch of trades being approved within the Trade Processing Summary. If the trades are processed quickly, you will not see the progress bar; however, you will still see a list of the trades, the status of each trade and any Messages or Alerts.

Trade Processing Summary

Approving 197 of 575 trades 65%

0 Denied 197 Remaining 378 Approved

Trade Order #	Model	Symbol	Status	Confirmation #	Approval Date
18292171	1-DOME-DOMESTIC GROWTH	VCSH	Recommend		
18292292	4-QUAL-QUALITY PORTFOLIO	IEF	Approved	109572004818292292	10/11/2017 at 11:22:01 AM
18292050	36-MAXI-MAXIMIZED INCOME	SLX	Approved	197136516818292050	10/11/2017 at 11:21:59 AM

Messages and Alerts

Processing Errors

No Processing Errors

Messages


Warning - MINIMUM BUY REQUIREMENTS - SEE PRODUCT MEMO (GRR1 X)

Warning - MINIMUM BUY REQUIREMENTS - SEE PRODUCT MEMO (GRR1 X)

Once approved, trades will be sent to market for execution. Electronic equity trades get sent to market immediately. Unless the electronic equity trade has special instructions defined, they will be executed immediately. Mutual fund trades are sent for execution at various times throughout the day depending on the closing time of the mutual fund.

Future Dated Trades

Trades created during the market day are typically created with the current date as the trade date. However, trade building actions can result in a trade being created for a future date. These trades appear in the blotter with a calendar icon to the right of the trade date.

04/19/2017 

Future dated trades occur when the cash needed to complete a buy settles beyond the trade date for the sell. For example, model rebalancing may sell a stock with a t+3 settle date and then create a future dated buy to invest the proceeds into a mutual fund with a t+1 settle date.

Future dated trades also occur when trades are created after market close or on days when the market is not open. Since the trade cannot be placed on the current date, the trade date is moved to the next available trade date.

Kill Trades

Caution! Killing a trade order means the trade is no longer eligible to be sent for execution and it will be removed from all accounts participating in the trade. Killing a trade cannot typically be undone, so be sure you want to kill the selected trades prior to proceeding.

Trades at Recommend status are eligible to be killed. After selecting Trade Orders to act upon, review the summary information to make sure your selections are as expected and then click the Kill button to kill your trades and remove them from the accounts. Trades for the current trade date that are left in Recommend status overnight will automatically be killed prior to market open the next morning.

Edit Special Instructions

Equity and ETF trades at Recommend status can have special instructions defined that govern how a trade should be executed. From the Blotter screen you can define special instructions for multiple trade orders at the same time. In order for the Special Instructions button to be available, your selection:

- Must only contain Recommend status Equity trades
- Must have the same Instruction (Buy or Sell) for all selected trades
- May contain multiple securities, however, multiple securities will limit the Special Instruction options available

Refer to [Special Instructions](#) for more information.

Export Data

As with all tables in Liberty, you can click on the Export data link to export the contents to a file. The data export will include all trades in your blotter based on your search and

filter selections. If there are more trades than can be displayed in the blotter on a single page, the export will include rows from all pages.

Blotter - Trade Orders - Report

The **Blotter Report** is accessed directly from the **Trade Blotter**. The report provides investment advisors the ability to create and save multiple customized trade reports based on the trade orders currently displayed on the **Trade Blotter**.

The screenshot shows the Trade Blotter interface with the following elements:

- Navigation tabs: TRADE ORDERS (selected), INTERMODEL TRANSFERS
- Search bar: Recommend, 04/02/2017 to 04/02/2017, Search Criteria, Search
- Filter bar: All Models, All Instructions, All Security Types, Check for Wash Sale Potential
- ADDITIONAL TRADE ACTIONS: Trade Order, Intermodel Transfer, Securities, Trade Upload
- Table: Viewing 121 of 121 Trades. Columns include Trade Order #, Trade Date, Created By, Model, Instruction, Symbol, # Accts, Cash, Shares, Special Instructions, Status, Create Date.
- Action bar: Edit Special Instructions, Kill Selected Trades, Approve Selected Trades, **Blotter Report** (circled in red), Reset
- Status: 0 Trade(s) selected to approve or kill. (Buy \$0.00, Sell \$0.00, Exchange \$0.00)

All	Trade Order #	Trade Date	Created By	Model	Instruction	Symbol	# Accts	Cash	Shares	Special Instructions	Status	Create Date
	17258122	03/30/2017	kpiedra-lic	1-DOME	Sell Shares	TIP	2	\$399.35	(3.4850)		Recommend	03/30/2017 at 09:54:01 AM
	17258123	03/30/2017	kpiedra-lic	1-DOME	Sell Shares	VCSH	2	\$20,461.13	(256.7590)		Recommend	03/30/2017 at 09:54:01 AM
	17258124	03/30/2017	kpiedra-lic	1-DOME	Sell Shares	GSAWX	2	\$1,804.38	(191.5480)		Recommend	03/30/2017 at 09:54:01 AM
	17258125	03/30/2017	kpiedra-lic	1-DOME	Sell Shares	MBB	1	\$151.93	(1.4260)		Recommend	03/30/2017 at 09:54:01 AM
	17258126	03/30/2017	kpiedra-lic	1-DOME	Sell Shares	IEI	1	\$126.09	(1.0250)		Recommend	03/30/2017 at 09:54:01 AM
	17258127	03/30/2017	kpiedra-lic	1-DOME	Sell Shares	SINK	2	\$446.24	(6.0000)		Recommend	03/30/2017

Begin by searching for the Trade Orders you want to include on the report. Use the Blotter Search and Filter options to limit the trade orders to those you want to include in your report. There is no need to click the checkbox to have the Trade Order included on the blotter report, these selections will be made on the Blotter Report screen. Simply click the Blotter Report button.

Click on the Blotter Report button in the action bar to proceed to the Blotter Report screen.

The Trade Blotter Report selection screen allows for further filtering and refinement of the trade orders for inclusion in the Blotter Report, if desired. Note that all Trade Orders are automatically checked for inclusion on the report.

The screenshot shows the 'TRADE BLOTTER REPORT' interface. At the top, there are navigation tabs: Analytics, Trading (selected), Client Management, Prospecting Tools, Documents, and My Profile. Below these are sub-tabs: Blotter, Order Queue, Consolidated Asset Management, Model Processing, Block Trading, Cross Model Processing, Composite Model Processing, and Generate Transfers. A 'Filter' box is present with a search icon. Below the filter, it says 'Viewing 49 of 49 Trades' and 'Export data'. A table lists trade orders with columns: All, Trade Order #, Created By, Model, Instruction, Symbol, Cash, Shares, # Accounts, Status, and Special Instructions. The table contains 7 rows of data. At the bottom, there are two buttons: 'Return to Trade Blotter' and 'Generate Report' (with a red arrow pointing to it). A status message at the bottom reads '49 Trade Orders with 572 Accounts selected'.

All	Trade Order #	Created By	Model	Instruction	Symbol	Cash	Shares	# Accounts	Status	Special Instructions
<input checked="" type="checkbox"/>	14365939	showtestcase	0-OTH	Sell Shares	INVESCO VI MONEY MARKET	\$31.84	(3,000)	1	Recommend	Market, NITE
<input checked="" type="checkbox"/>	14366186	kpiedra32	0-OTH	Sell Shares	INVESCO VI MONEY MARKET	\$21.23	(2,000)	1	Recommend	Market, NITE
<input checked="" type="checkbox"/>	14366187	kpiedra32	0-OTH	Sell Shares	INVESCO VI MONEY MARKET	\$21.23	(2,000)	1	Recommend	Market, NITE
<input checked="" type="checkbox"/>	14369347	kpiedra32	1-DOME	Buy Shares	MSFT	(\$528.40)	10,000	1	Recommend	Market, NITE
<input checked="" type="checkbox"/>	14369360	ssmidt32	1-DOME	Buy Dollars	VMMXX	(\$20.00)	20,000	3	Recommend	Market, NITE
<input checked="" type="checkbox"/>	14365991	jkang32	2-DOME	Sell Shares	GSAWX	\$374,475.27	(88,685,4630)	15	Recommend	Market, NITE
<input checked="" type="checkbox"/>	14365988	jkang32	5-INTF	Exchange Share	GSAWX / GIRTX	\$12,212.12	(1,262,0990)	29	Recommend	Market, NITE

A summary of the requested trade orders to appear in the report appears in the action bar as “[number of] Trade Orders with [number of] Accounts selected”

Once the selection has been defined, click on “Generate Report” to define Blotter Report options, or alternately click on “Return to Trade Blotter” to leave the screen without generating a report.

Trade Blotter Report Options

The screenshot shows the 'Trade Blotter Report Options' dialog box. At the top, it says '121 TRADE ORDERS WITH 237 ACCOUNTS SELECTED'. Below this, there are two sections: 'REPORTS:' and 'REPORT FORMAT:'. The 'REPORTS:' section has four checkboxes: 'Trade Order' (checked), 'Include Account Details' (unchecked), 'Account' (checked), and 'Include Trade Details' (unchecked). The 'REPORT FORMAT:' section has a dropdown menu set to 'PDF' and a checkbox for 'Separate files for each report' which is unchecked. At the bottom, there is a link 'View completed reports' and a 'Create Reports' button.

There are two reports available for the selected Trade Orders:

Trade Order: This is the default option and will display information on the selected trade orders including the Model, Instruction, Security, Cash, and Shares sorted by Trade

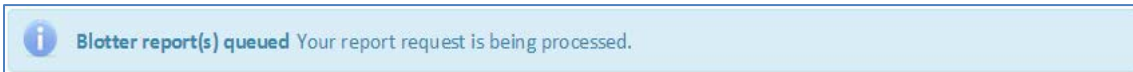
Order number. Check the Include Account Details box to the right of Trade Order to include account level details in the report. The information in this report is sorted by Trade Order.

Account: This report will display information sorted by account with summaries for Buys, Sells and Exchanges. If the option to include Trade Details is checked then the report will include information for each trade the account participates in after the summary per account.

The default output file format is Portable Document Format (PDF). The report may also be generated in standard Excel spreadsheet format.

Select the Separate files for each report checkbox if you want a separate file for the Trade Order and Account versions of the report. This option is only available if more than one report was requested.

Upon clicking “Create Reports”, a confirmation message will appear indicating that report is being processed. Due to the potential size of these reports, they will be delivered to Completed Outputs.



Clicking on the “view completed reports” link will open the “Completed Outputs” page, where the Blotter Report can be retrieved.

Retrieving the Report

Once generated, the Blotter Report can be retrieved from the Completed Outputs under the Documents tab. Note that the name of the report indicates if it is by Account or by Trade.

Completed Reports | [Envelopes](#) | [Standard Reports](#) | [Custom Exports](#) | [Bulletins](#)

Search to

Filter -- All Output Types --

Viewing 11 of 11 results

<input type="checkbox"/> Output Type	Output Title	Create Date	Created By	Shared/Private
<input type="checkbox"/> Trade Blotter Report (by Account)	Blotter Report	04/02/2017 at 08:15:50 AM	lhayden	Shared
<input type="checkbox"/> Trade Blotter Report (by Trade)	Blotter Report	04/02/2017 at 08:15:49 AM	lhayden	Shared
<input type="checkbox"/> Trade Blotter Report (by Trade)	Blotter Report	04/02/2017 at 07:21:01 AM	lhayden	Shared

The report can be opened by clicking on the Output Title. Below are samples of each report combination.

Sample Trade report with no account details:

Trade Order

Trade Orders: 121

Trade Order #	Potential STRF Share	Created By	Model	Inst.	Spread Method	Symbol	Security	Cash	Share	Exch. Symbol	Exch. Security	Exch. to Fund %	Min. Trade \$	# of Accts	Status	Special Inst.	Rtng. Meth.	Conf. #	Create Date	Trade Date
17258122	0.0000	npiedra-hc	1-DOME	Sell Shares	Balance	TIP	ISHARES TIPS BOND ETF	\$399.30	(3,495)				\$0.00	2	Recommend	Market, KCG	Electronic		03-30-2017, 09:54:01 AM	03-30-2017
17258123	0.0000	npiedra-hc	1-DOME	Sell Shares	Balance	VCSH	VANGUARD SHORT TERM CORP BOND INDEX FUND ETF	\$20,461.13	(256,759)				\$0.00	2	Recommend	Market, KCG	Electronic		03-30-2017, 09:54:01 AM	03-30-2017
17258124	0.0000	npiedra-hc	1-DOME	Sell Shares	Balance	GSAWX	GOLDMAN SACHS LONGSHORT CREDIT STRATS FUND INSTL CLASS	\$1,854.38	(191,548)				\$0.00	2	Recommend		Standard		03-30-2017, 09:54:01 AM	03-30-2017
17258125	0.0000	npiedra-hc	1-DOME	Sell Shares	Balance	MBB	ISHARES MBS ETF	\$151.93	(1,426)				\$0.00	1	Recommend	Market, KCG	Electronic		03-30-2017, 09:54:01 AM	03-30-2017
17258126	0.0000	npiedra-hc	1-DOME	Sell Shares	Balance	IEI	ISHARED TR 3-7 YR TREAD BO ETF	\$126.09	(1,025)				\$0.00	1	Recommend	Market, KCG	Electronic		03-30-2017, 09:54:01 AM	03-30-2017
17258127	0.0000	npiedra-hc	1-DOME	Sell Shares	Balance	SUNK	SPDR BLOOMBERG BARCLAYS SHORT TERM HIGH YIELD SOUV ETF	\$446.24	(16,000)				\$0.00	2	Recommend	Market, KCG	Electronic		03-30-2017, 09:54:01 AM	03-30-2017
17258128	0.0000	npiedra-hc	1-DOME	Sell Shares	Balance	BKLN	POWERSHARES EXCHANGE TRADED FUND TR II SENIOR LN PORT	\$172.76	(7,440)				\$0.00	1	Recommend	Market, KCG	Electronic		03-30-2017, 09:54:01 AM	03-30-2017

Sample Trade report with account details:

Trade Order #	Potential STRF Share	Created By	Model	Inst.	Spread Method	Symbol	Security	Cash	Share	Exch. Symbol	Exch. Security	Exch. to Fund %	Min. Trade \$	# of Accts	Status	Special Inst.	Rtng. Meth.	Conf. #	Create Date	Trade Date
17258722	0.0000	hayden	31-BALA	Buy Dollars	Balance	GHYIX	GOLDMAN SACHS HIGH YIELD MUNICIPAL FUND INSTL CLASS	\$(3,072.21)	328,228				\$0.00	3	Recommend		Standard		04-01-2017, 08:13:37 PM	04-03-2017
Account		Name																Cash	Shares	
437626		JEFFREY HERTLER																\$(38.46)	4,109	
377518		FAIRY JABER																\$(346.51)	36,807	
361402		LENNY OSTENSON																\$(2,689.24)	287,312	

Trade Order #	Potential STRF Share	Created By	Model	Inst.	Spread Method	Symbol	Security	Cash	Share	Exch. Symbol	Exch. Security	Exch. to Fund %	Min. Trade \$	# of Accts	Status	Special Inst.	Rtng. Meth.	Conf. #	Create Date	Trade Date
17258723	0.0000	hayden	31-BALA	Buy Dollars	Balance	GCTIX	GOLDMAN SACHS U.S. TAX-MANAGED EQUITY FUND INSTL CLASS	\$(9,305.89)	463,870				\$0.00	2	Recommend		Standard		04-01-2017, 08:13:37 PM	04-03-2017
Account		Name																Cash	Shares	
377518		FAIRY JABER																\$(166.48)	6,290	
361402		LENNY OSTENSON																\$(9,143.41)	455,578	

Trade Order #	Potential STRF Share	Created By	Model	Inst.	Spread Method	Symbol	Security	Cash	Share	Exch. Symbol	Exch. Security	Exch. to Fund %	Min. Trade \$	# of Accts	Status	Special Inst.	Rtng. Meth.	Conf. #	Create Date	Trade Date
17258724	0.0000	hayden	31-BALA	Buy Dollars	Balance	GCOIX	GOLDMAN SACHS COMMUNITY STRATEGY FUND INSTL CLASS	\$(3,336.70)	296,180				\$0.00	5	Recommend		Standard		04-01-2017, 08:13:37 PM	04-03-2017
Account		Name																Cash	Shares	
437626		JEFFREY HERTLER																\$(50.74)	4,534	
377518		FAIRY JABER																\$(966.78)	89,078	
378541		WAN HAWKEN																\$(652.62)	58,322	
556899		EARLINE GUICHARD																\$(23.01)	2,056	
361402		LENNY OSTENSON																\$(1,613.55)	144,190	

Sample report by Account with no trade details:

Summary by Account

Account	Name	Rep ID	Model	Inst.	Cash	Total Trade Dollars	# of Trades
221885	WILHEMINA SIRMONS	16873	38-MAXI	Buy	\$(29,738.01)	\$29,738.01	7
221885	WILHEMINA SIRMONS	16873	38-MAXI	Sell	\$55,827.54	\$55,827.54	8
221885 - WILHEMINA SIRMONS Total					\$25,891.53	\$85,363.55	15
361402	LENNY OSTENSON	13880	31-BALA	Buy	\$(277,870.38)	\$277,870.38	28
361402	LENNY OSTENSON	13880	31-BALA	Sell	\$282,013.47	\$282,013.47	8
361402 - LENNY OSTENSON Total					\$4,143.09	\$559,883.85	34
373791	SHERIDAN MEEHL	16587	1-DOME	Buy	\$15,340.70	\$5,340.70	1
373791 - SHERIDAN MEEHL Total					\$(5,340.70)	\$5,340.70	1
377518	FAIRY JABER	13736	31-BALA	Buy	\$(95,158.04)	\$95,158.04	13
377518	FAIRY JABER	13736	31-BALA	Sell	\$97,773.29	\$97,773.29	1
377518 - FAIRY JABER Total					\$2,615.25	\$192,931.33	14

Sample report by Account with trade details:

Account		Name										Rep ID		Cash		Total Trade Dollars		# of Trades			
221885		WILHEMINA SIRMONS										16873		\$25,891.53		\$65,363.55		15			
Trade Order #	Potential STOR Shares	Created By	Model	Inst.	Spread Method	Fund Company	Symbol	Security	Cash	Shares	# of Trades	Exch. Symbol	Exch. Security	Exch. to Fund %	Min. Trade \$	Status	Special Inst.	Rtbg. Mkt.	Cont #	Trade Date	Trade Date
17258078	0.0000	semid32	35-MAAXI	Buy Shares	Balance	Other	EF	SHARES TR BARCLAYS 7-10 YR TREAS BD ETF	\$1,692.90	16.0000	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258081	0.0000	semid32	35-MAAXI	Buy Shares	Balance	Other	EPV	SHARES MICRO SAFE VALUE ETF	\$2,434.99	48.1890	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258086	0.0000	semid32	35-MAAXI	Buy Shares	Balance	Other	IEI	SHARES TR 3-7 YR TREAS BD ETF	\$5,227.66	42.4980	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258087	0.0000	semid32	35-MAAXI	Buy Shares	Balance	Other	RWO	SPDR INDEX DHS FDS DJ HIGHRE GLOBAL REAL ESTATE ETF	\$3,000.90	64.0000	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258088	0.0000	semid32	35-MAAXI	Buy Shares	Balance	Other	BWZ	SPDR S&P500 BLOOMBER G BARCLAYS SHORT TERM INTL TREASURY BOND ETF	\$(10,341.20)	339.0000	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258090	0.0000	semid32	35-MAAXI	Buy Shares	Balance	Other	SHM	SPDR MUREN BARCLAYS SHORT TERM MUNI BOND ETF	\$6,498.00	134.0850	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258091	0.0000	semid32	35-MAAXI	Buy Shares	Balance	HANH WELCOM	IRONX	IRONCLAD MANAGED RISK FUND	\$(645.22)	49.6110	1				\$0.00	Recommend	Standard			03-30-2017, 06:40:06 AM	04-03-2017
Model 35 Buy Total:									\$29,736.01		7										
17258077	0.0000	semid32	35-MAAXI	Sell Shares	Balance	Other	IWN	SHARES TR RUSSELL 2000 VALUE ETF	\$8,288.54	(71.0000)	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258079	0.0000	semid32	35-MAAXI	Sell Shares	Balance	INA KINGSER	SGIX	FIRST EAGLE GLOBAL FUND CLASS I	\$13,406.64	(232.5360)	1				\$0.00	Recommend	Standard			03-30-2017, 06:40:06 AM	03-30-2017
17258080	0.0000	semid32	35-MAAXI	Sell Shares	Balance	Other	IWC	SHARES MICRO CAP ETF	\$1,861.20	(22.0000)	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258082	0.0000	semid32	35-MAAXI	Sell Shares	Balance	Other	JKF	SHARES TRUIT MORNINGSTAR LARGE VALUE INDEX FUND	\$7,223.82	(75.4730)	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258083	0.0000	semid32	35-MAAXI	Sell Shares	Balance	Other	VVO	VANGUARD INTL EQUITY INDEX FDS FTSE EMERGING MKTS	\$5,758.75	(143.0000)	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258084	0.0000	semid32	35-MAAXI	Sell Shares	Balance	Other	DLS	WISDOMTR EE TR INTL SMALLCAP DIVID FD	\$10,857.00	(165.0000)	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258085	0.0000	semid32	35-MAAXI	Sell Shares	Balance	Other	VOE	VANGUARD MID-CAP VALUE ETF	\$2,538.29	(24.9930)	1				\$0.00	Recommend	Market, KCG	Electronic		03-30-2017, 06:40:06 AM	03-30-2017
17258089	0.0000	semid32	35-MAAXI	Sell Shares	Balance	ANGELE PEAGLER	ODDA	13D ACTIVIST FUND CLASS I	\$5,697.60	(296.7000)	1				\$0.00	Recommend	Standard			03-30-2017, 06:40:06 AM	03-30-2017
Model 35 Sell Total:									\$55,627.54		8										

Blotter - Additional Trade Actions – Trade Order

The additional trade actions menu allows you to access less commonly used trading functions.

Trade Order allows you to create a new trade order manually. If you want to define a trade order for a single account you might find one of the [Account Level Trading](#) options easier to use. Once you click on the Trade Order link you are presented with an option to view an existing trade order or to create a new one. The view option is helpful when you know what trade order you want to view. You can enter the trade order number to get to it directly rather than having to use the blotter search functions.

If you need to create a new trade order then click on the Create a New Trade Order button. You will be taken to the Trade Order screen where you can define what you want to trade.

Trade Order

SUMMARY **TRADE DETAILS** **ACCOUNTS** **TRADE HISTORY**

Trade Order Number	17274097
Model	
Shares	0.0000
Cash	\$0.00
Accounts In Trade	0
Trade Date	04/17/2017
Security	
Last Price	
Price Used*	
Potential Wash Sale Amount	

[more](#)

✘ No accounts are in the trade order.

Instruction:	<input type="text" value="Select One"/>
Trade Date:	<input type="text" value="04/17/2017"/>
Model:	<input type="text" value="Select One"/>
Security:	<input type="text" value="Symbol or CUSIP or name"/> <input type="button" value="Search"/>
Routing Method:	<input type="text" value="Select One"/>

*Values calculated using the limit price or 20 minute delayed price, if available, or most recent closing price, when the trade was built or modified.

Select the instructions, trade date, model, security and routing method and then click on the Accounts option to define which accounts should participate in the trade.

TRADE DETAILS **ACCOUNTS** **TRADE HISTORY**

✘ No accounts are in the trade order.

- or -

All	Account	Name	Available Cash
<input checked="" type="checkbox"/>	373791	MEEHL, SHERIDAN	4.2600
<input checked="" type="checkbox"/>	384640	BUSHER, DAVID	0.0000
<input checked="" type="checkbox"/>	404915	HERNANDZ, NITA	25,441.1300
<input type="checkbox"/>	424603	HERMSEN, COLLETTE	0.0000
<input type="checkbox"/>	437826	HERTLER, JEFFREY	0.0000



(1 of 2)

SELECTED ACCOUNTS TO ADD TO TRADE

All	Account	Name	Available Cash	Shares	Cash
<input checked="" type="checkbox"/>	No accounts added				

Search for accounts using the account id or part of the investor's name.

Note: The search here will not limit your results to only those that hold cash or shares in the model, however, you will be restricted from adding accounts to the trade order if they have insufficient available cash or shares. Available cash excludes cash being reserved to meet the required minimum cash requirements.

Click the  symbol to add the account to the Selected Accounts to Add to Trade table.
 Click the  symbol to remove accounts from the table.

Once all of your selections are made you can define the cash or shares to be traded for each account.

SELECTED ACCOUNTS TO ADD TO TRADE

All	Account	Name	Available Cash	Shares	Cash
	404915	HERNANDZ, NITA	25,441.1300	3.9800	<input type="text" value="100.00"/>

You must click the Save button associated with the Selected Accounts to Trade table to save your entries. Once saved the selected accounts are shown.

TRADE DETAILS **ACCOUNTS** **TRADE HISTORY**

[Add Account\(s\)](#)

<input type="checkbox"/>	Account	Name	Available Cash	Shares	Cash	Potential Wash Sale Amount
<input type="checkbox"/>	404915	HERNANDZ, NITA	25,441.1300	3.9800	<input type="text" value="100.00"/>	\$0.00

You can click on the Add Account(s) link to add or remove accounts.

Once your instructions and accounts are defined you can Save the trade order, which will place it in the blotter at recommend status for review and approval later.

Alternatively, you can Approve the trade order to immediately approve the trade so it can be sent for execution. Either action takes you to the Trade results screen so you can see if the trade was successfully created or approved.

Blotter - Additional Trade Actions – Intermodel Transfer

The Intermodel Transfer option allows you to define an intermodel transfer for a single account. Defining an intermodel transfer from this screen is almost identical to defining a transfer from the [Account Level Trading Intermodel Transfer](#) area, the only difference being that you have to select the account you want to place the transfer in.

Blotter - Additional Trade Actions – Securities

The securities option allows you to search for and view security information. This is the same security search and view functionality accessed from all of the trading screens.

Lookup Security ✕

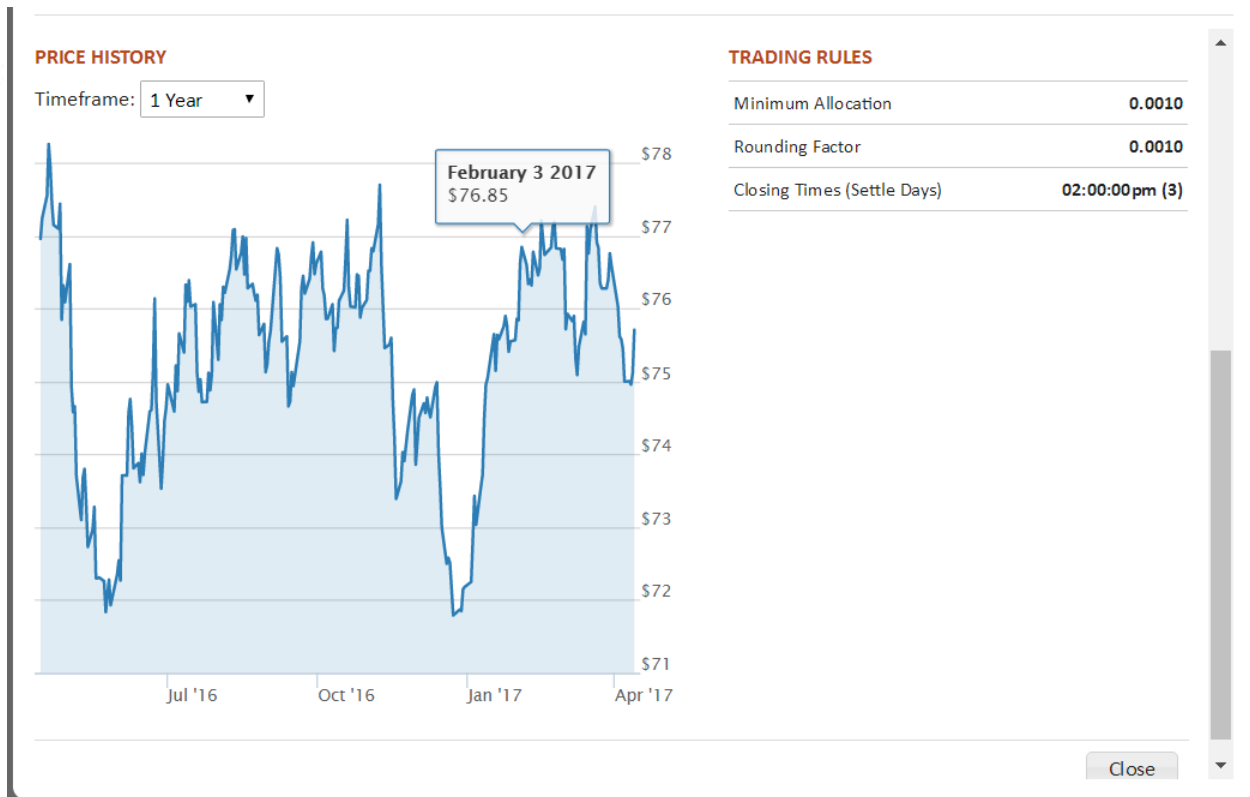
Search

Symbol	CUSIP	Name
<input checked="" type="radio"/> FXA	23129U101	CURRENCYSHARES AUSTRALIAN DOLLAR TR (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVESTMENTS) COMMON STOCK
<input type="radio"/> FXB	23129S106	CURRENCYSHARES BRITISH POUND STERLING TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVESTMENTS)
<input type="radio"/> FXC	23129X105	CURRENCYSHARES CANADIAN DOLLAR TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCRS LLC, D/B/A

CURRENCYSHARES AUSTRALIAN DOLLAR TR (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVESTMENTS) COMMON STOCK

Pricing	Identifiers	Classification
\$77.08	Closing Price	Type EXCHANGE TRADED FUND
As of 03/17/2017	Symbol FXA	Class Alternative
	CUSIP 23129U101	Sub Class Single Currency
	ID 67657	

Enter the symbol, cusip at least three characters of the security name in the search box to find matching securities. Matches are displayed in the table beneath the search. Click the button next to the match to view the security details.



The bottom half of the security details screen includes a pricing history where you can select to view prices for timeframes up to one year.

Click the Close button to close the screen and return to the Blotter.

Blotter for Intermodel Transfers

Inter-model transfers allow you to transfer cash and securities from one model to another model within the same account. From the Blotter screen you can select the Intermodel Transfers option to view open intermodel transfers. These transfers could have been created manually, from a generate transfers request or from cross model processing. The Intermodel Transfers blotter allows you to post or kill transfers.

Viewing 15 of 15 Intermodel Transfers

All	Transfer Number	Account Number	Account Name	From Model	To Model	Objective	Expiration Date	Source	Created By
<input checked="" type="checkbox"/>	12489952	798123	Hawthorne, Marshall	D-DOME	41-PCM	100.00% of Cash and Securities	04/17/2017	Generated - 4249	cr-32
<input type="checkbox"/>	12489954	798125	Schemmer, Yolanda	D-DOME	41-PCM	100.00% of Cash and Securities	04/17/2017	Generated - 4249	cr-32
<input type="checkbox"/>	12489956	798128	Rocha, Blaine	D-DOME	41-PCM	100.00% of Cash and Securities	04/17/2017	Generated - 4249	cr-32

1 Intermodel Transfer(s) selected to post or kill

Search and Filter

By default, the transfers blotter displays transfers created on the current date. Change the date range to view older transfers.

Once a set of transfers is displayed, use the Filter option to further refine the items. The From Model drop-down will list all from models included in the search results. The To Model dropdown will list all models being transferred to in the current search results. The source drop-down lists all sources of transfers. A source is typically a cross model or generate transfer action. This allows you to easily retrieve the set of transfers pertaining to a particular event. The text box allows you to enter free-form text or numbers to limit the view to those rows that contain the entered text.

View Details

Click on the Transfer Number to view the details of the transfer. Refer to [Account Level Trading Intermodel Transfers](#) for more information about what you can do from the Transfer Details screen.

Intermodel Blotter Actions

Select all of the intermodel transfers by checking the All checkbox in the column header. Select or de-select individual asset transfers by checking the box to the left of the transfer number. Once you have selected the transfers to act on, select either the Kill Selected Transfers button to remove the transfer or Post Selected Transfers button to complete the transfer. Please note that these actions cannot be undone so verify your selections before proceeding.

Export Data

As with all tables in Liberty, you can click on the Export data link to export the contents to a file. The data export will include all transfers in your blotter based on your search

and filter selections. If there are more transfers than can be displayed in the blotter on a single page, the export will include rows from all pages.

Order Queue

All open and current equity orders that have been approved may be viewed from the Order Queue.

Order Queue Quick Start Guide

The following Quick Start Guide provides the basic information you need to get up and running with the Order Queue in Liberty. Please refer to individual sections for more information.

1. [Navigate](#) to the Trading tab and select the order queue link to display all open orders
2. Click on an order to [view details](#)
3. [Modify](#) an order by updating the number of shares ordered.
4. [Cancel](#) an order by selecting the cancel button at the bottom of the details page

Order Queue Navigation

From the Trading tab, select the Order Queue link to display a list of all open orders. The equity orders will be displayed in descending order based on the time that they were last updated.

Instruction	Symbol	Security Name	Shares Ordered	Shares Filled	Shares Open	Average Price	Status	Special Instructions	Model	Last Update	Approved By	Routing Method	Order Detail
Sell	SHY	SHARES TR BAR...	(19.0000)	0	(19.0000)	\$0.00	New	Market, HCG	37-DOOM-DOOM...	03:43:35 PM	Hayden	Electr	Select a row to view more details about an order.
Sell	RWD	SPDR INDEX SH...	(18.0000)	0	(18.0000)	\$0.00	New	Market, HCG	37-DOOM-DOOM...	03:43:35 PM	Hayden	Electr	
Sell	JKF	SHARES TRUST...	(19.0000)	0	(19.0000)	\$0.00	New	Market, HCG	37-DOOM-DOOM...	03:43:35 PM	Hayden	Electr	
Sell	WIN	SHARES TR RUS...	(13.0000)	0	(13.0000)	\$0.00	New	Market, HCG	37-DOOM-DOOM...	03:43:35 PM	Hayden	Electr	
Sell	WTF	SHARES TR RUS...	(182.0000)	0	(182.0000)	\$0.00	Pending Replace	Limit, Day or Se...	6-DOOM-DOOM...	07/24/2017	tcordova-32	Electr	
Sell	WTF	SHARES TR RUS...	(957.0000)	0	(957.0000)	\$0.00	Admitted	Limit, Day or Se...	6-DOOM-DOOM...	07/18/2017	tcordova-32	Electr	
Sell	RWD	SHARES TR RUS...	(90.0000)	0	(90.0000)	\$0.00	Pending Market Open	Market, HCG	5-NTE-INTERNA...	06/20/2017	Kenneth Piedra	Electr	
Sell	WVC	SHARES MICRO...	(6.0000)	0	(6.0000)	\$0.00	New	Market, HCG	37-DOOM-DOOM...	03:43:35 PM	Hayden	Electr	
Sell	IEI	SHARES TR 2-7...	(17.5170)	0	(17.5170)	\$0.00	New	Market, HCG	37-DOOM-DOOM...	03:43:35 PM	Hayden	Electr	
Sell	IEF	SHARES TR BAR...	(9.0000)	0	(9.0000)	\$0.00	New	Market, HCG	37-DOOM-DOOM...	03:43:35 PM	Hayden	Electr	
Sell	IBM	INTERNATIONAL...	(1.0000)	0	(1.0000)	\$0.00	New	Market, HCG	1-DOOM-DOOM...	07/06/2017	Linhle Crist	TCA Desk	
Buy	IBOL	SHARES TR BQ...	16.6880	0	16.6880	\$0.00	Pending Replace	Limit, At the Op...	39-BALA-BALAN...	07/28/2017	smid32	Electr	
Buy	IBOH	SHARES IBOND...	19.0000	0	19.0000	\$0.00	Pending Replace	Limit, Day or Se...	39-BALA-BALAN...	07/24/2017	smid32	Electr	
Sell	GT	GOODHEAR TR...	(400.0000)	0	(400.0000)	\$0.00	New	Market, HCG	0-OTM-Other AS...	05/15/2017	cmoloney-32	Man Elec-M	

Some text fields are truncated in order to maximize the amount of orders that can be displayed without having to scroll. The full text can be displayed by hovering over the text in question, and standard export functionality displays full length text.

The Order Queue contains a table of Buy Orders, Sell Orders, and a section containing Order Details.

Viewing 27 of 27 Orders													Export data
Instruction	Symbol	Security Name	Shares Ordered	Shares Filled	Shares Open	Average Price	Status	Special Instructions	Model	Last Update	Routing Method		
Buy	MBB	ISHARES MBS ETF	4	0	4	\$0.00	New	Market, KCG	1-DOME-DOMESTIC GROWTH	12/01/2016 at 10:24:56 AM	Managed Electronic		
Buy	MBB	ISHARES MBS ETF	1	0	1	\$0.00	New	Market, KCG	1-DOME-DOMESTIC GROWTH	12/01/2016 at 10:24:56 AM	Managed Electronic		
Sell	IWF	ISHARES TR RUSSELL 1000 GROWTH ETF	(567)	0	(567)	\$0.00	New	Market, KCG	2-DOME-DOMESTIC MODEL	11/22/2016 at 09:30:51 AM	Electronic		
Sell	VEU	VANGUARD FTSE ALL WORLD EX US	(469)	0	(469)	\$0.00	New	Market, KCG	2-DOME-DOMESTIC MODEL	11/18/2016 at 01:45:47 PM	Electronic		
Sell	IEF	ISHARES TR BARCLAYS 7-10 YR TREAS BD ETF	(227)	0	(227)	\$0.00	New	Market, KCG	2-DOME-DOMESTIC MODEL	11/18/2016 at 01:45:47 PM	Electronic		
Buy	FDC	FIRST DATA CORP NEW COM CL A	26	0	26	\$0.00	New	Market, KCG	0-OTH-Other Assets	11/18/2016 at 08:36:59 AM	Electronic		
Buy	GOOG	ALPHABET INC CAP STK CL C	10	0	10	\$0.00	New	Market, KCG	0-OTH-Other Assets	11/17/2016 at 12:22:28 PM	Electronic		
Sell	DBB	POWERSHARES DB BASE	(300)	0	(300)	\$0.00	New	Market, KCG	35-MAXI-MAXIMIZED INCOME	11/17/2016 at 12:00:21 PM	Electronic		

The Order Queue table offers standard Liberty sort functionality.

Order Queue - Viewing

Click to highlight an order in either the Buy Orders or Sell Orders section to display the details in the Order Detail section located on the right-hand side of the screen.

Instruction	Symbol	Security Name	Shares Ordered	Shares Filled	Shares Open	Average Price	Status	Special Instructions	Model	Last Update	Approved By	Routing Method	Order Detail
Sell	SPR	ISHARES TR BAR...	(19.0000)	0	(19.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:55 PM	Hayden	Electr	Sell (18.0000) shares SPDR INDEX S&P 500 DIV WSHRE GLOBAL REAL ESTATE ETF
Buy	RWG	SPDR INDEX SH...	(18.0000)	0	(18.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:55 PM	Hayden	Electr	Order Id: 20170811000005 Approved By: Hayden Last Updated: 06/11/2017 at 03:43:55 PM
Sell	IWF	ISHARES TRAUST...	(19.0330)	0	(19.0330)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:55 PM	Hayden	Electr	Approved On: 06/11/2017 at 03:43:35 PM Prior Order Id: Subsequent Order Id:
Sell	MVN	ISHARES TR RUS...	(13.0000)	0	(13.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:55 PM	Hayden	Electr	
Sell	IWF	ISHARES TR RUS...	(182.0000)	0	(182.0000)	\$0.00	Pending Replace	Lim. Day or Se...	6-DOME-DOME...	07/24/2017	icordova-32	Electr	
Sell	IWF	ISHARES TR RUS...	(957.0000)	0	(957.0000)	\$0.00	Acknowledged	Lim. Day or Se...	6-DOME-DOME...	07/24/2017	icordova-32	Electr	
Sell	IWD	ISHARES TR RUS...	(30.0000)	0	(30.0000)	\$0.00	Pending Market Open	Market, KCG	5-NTE-INTERNAL	06/20/2017	Kenneth Piedra	Electr	
Sell	IWC	ISHARES MICRO...	(6.0000)	0	(6.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:55 PM	Hayden	Electr	
Sell	IEI	ISHARES TR 3-7 ...	(17.5170)	0	(17.5170)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:55 PM	Hayden	Electr	
Sell	IEF	ISHARES TR BAR...	(9.0000)	0	(9.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:55 PM	Hayden	Electr	
Sell	IBM	INTERNATIONAL...	(1.0000)	0	(1.0000)	\$0.00	New	Market, KCG	1-DOME-DOME...	07/06/2017	Linda Critt	TCA Desk	Special Instructions
Buy	IBDL	ISHARES TR IBO...	16.6980	0	16.6980	\$0.00	Pending Replace	Lim. At the Op...	39-BALA-BALAN...	07/28/2017	sami032	Electr	Market Center: KCG
Buy	IBDH	ISHARES IBOHQ...	19.0000	0	19.0000	\$0.00	Pending Replace	Lim. Day or Se...	39-BALA-BALAN...	07/24/2017	sami032	Electr	Order Type: Market
Sell	GT	GOODYEAR TR...	(400.0000)	0	(400.0000)	\$0.00	New	Market, KCG	0-OTH-Other As...	05/15/2017	cmoloney-32	Man. Elec-M	Duration:

Order Queue Refresh Options

The screen will automatically refresh every 30 seconds with updated information from Liberty's host system. Additionally, the frequency for the refresh timer may be turned off by de-selecting the Automatic box found in the Refresh Timer Options section. You may adjust the refresh timer by choosing a new time from the Frequency drop-down menu

Refresh Timer Options

Automatic Last Updated: 3:29:22 PM

Frequency

Order Queue Order Detail

Order Detail

Sell (567) shares IWF - ISHARES TR RUSSELL 1000 GROWTH ETF

Order Id: 20161122000001 Last Updated: 11/22/2016 at 09:30:51 AM

Approved By: Approved On: 11/22/2016 at 09:30:51 AM

Prior Order Id: _____

Subsequent Order Id: _____

	Ordered	Filled	Open
Shares	<input type="text" value="-567"/>	0	(567)
	Estimated **	Actual	Estimated **
Price	\$104.48	\$0.00	\$104.48
Gross Cash	\$59,240.16	\$0.00	\$59,275.16
Trade Execution Fee	\$0.00	\$0.00	
Section 31 SecFee	(\$2.48)	\$0.00	\$0.00
Net Cash	\$59,272.68	\$0.00	\$59,275.16

Special Instructions

Market Center: KCG

Order Type: Market

Duration: _____

Limit Price: _____

Stop Price: _____

Expiration Date: _____

Special Conditions: _____

Summary: Market, KCG

[less](#)

Changing (or canceling) an order is not final until Trust Company of America receives a confirmation from the appropriate exchange; that is to say that while you are changing an order, your order may have been executed by the exchange, at which point it can no longer be changed.

** Values calculated using the limit price or 20 minute delayed price, if available, or most recent closing price, when the trade was built or modified.

To view an Order Detail, select the trade on the table using the radio button on the left. The Order Detail for the selected order will display in the information panel on the right.

Order Queue Search and Filter

The list of orders in displayed the Order Queue can be reduced by using various search & filter options.

Order Queue Search

You can search for specific orders by either using text search and/or Trade Status.

Trade Status can be searched by:

- Open - Equity orders that have not been executed. Note: This includes those orders that have been completed within the last hour.
- Current - Current Trades are open equity orders regardless of when they were filled, settled, canceled, or expired.

The text search can search on any of the following values:

- Instruction
- Symbol
- Security Name
- Price
- Shares Ordered
- Shares Filled
- Shares Open
- Average Price
- Special Instructions
- Model
- Date of Last Update

Order Queue Filter

Results can be further refined by using the Filter options

The Order Queue can be filtered by:

- Instructions:
 - Buy
 - Sell
- Routing Methods:*
- Models: The initial view displays orders that affect all models. Select the desired model from the Model drop-down list.

* The initial view displays all routing methods for placing the trades in the market. The Investment Advisor determines the authorized routing methods for their firm.

NEW! Order Queue – Sort Options

The Queue can be sorted a single or multi-level values:

To sort on a single value, click on any column title by which you want to sort: The example below has been sorted by Routing Method:

Instruction	Symbol	Security Name	Shares Ordered	Shares Filled	Shares Open	Average Price	Status	Special Instructions	Model	Last Update	Approved By	Routing Method
Sell	IEF	ISHARES TR BAR...	(9.0000)	0	(9.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:35 PM	Ihayden	Electr
Sell	SHY	ISHARES TR BAR...	(19.0000)	0	(19.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:35 PM	Ihayden	Electr
Sell	IEI	ISHARES TR 3-7 ...	(17.5170)	0	(17.5170)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:35 PM	Ihayden	Electr
Sell	IWN	ISHARES TR RUS...	(13.0000)	0	(13.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:35 PM	Ihayden	Electr
Sell	JKF	ISHARES TRUST ...	(19.0330)	0	(19.0330)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:35 PM	Ihayden	Electr
Sell	BWZ	SPDR BLOOMBE...	(70.0000)	0	(70.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:35 PM	Ihayden	Electr
Sell	RWO	SPDR INDEX SH...	(18.0000)	0	(18.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:35 PM	Ihayden	Electr
Sell	IWC	ISHARES MICRO...	(6.0000)	0	(6.0000)	\$0.00	New	Market, KCG	37-DOME-DOM...	03:43:35 PM	Ihayden	Electr

To sort on multiple values, select the appropriate combination from the Sort dropdown:

Search Trade Status
Open

Filter All Instructions All Routing Methods All Models Sort Last Update, Instruction

The available multi-level sort combinations are:

- Last Update, Instruction (default)
- Approved By, Symbol, Instruction
- Approved By, Instruction, Symbol
- Symbol, Approved By, Instruction
- Symbol, Instruction, Approved By,

Order Queue - Modify an Open Order

Only electronically routed equity orders may be modified from the Order Queue.

Order Detail

Sell (567) shares IWF - ISHARES TR RUSSELL 1000 GROWTH ETF

Order Id: 20161122000001 Last Updated: 11/22/2016
at 09:30:51 AM

Approved By: _____

Prior Order Id: _____ Approved On: 11/22/2016
at 09:30:51 AM

Subsequent Order Id: _____

	Ordered	Filled	Open
Shares	<input type="text" value="-567"/>	0	(567)
	Estimated **	Actual	Estimated **
Price	\$104.48	\$0.00	\$104.48
Gross Cash	\$59,240.16	\$0.00	\$59,275.16
Trade Execution Fee	\$0.00	\$0.00	
Section 31 SecFee	(\$2.48)	\$0.00	\$0.00
Net Cash	\$59,272.68	\$0.00	\$59,275.16

Special Instructions

Market Center: KCG

Order Type: Market

Duration: _____

Limit Price: _____

Stop Price: _____

Expiration Date: _____

Special Conditions: _____

Summary: Market, KCG

[less](#)

Changing (or canceling) an order is not final until Trust Company of America receives a confirmation from the appropriate exchange; that is to say that while you are changing an order, your order may have been executed by the exchange, at which point it can no longer be changed.

** Values calculated using the limit price or 20 minute delayed price, if available, or most recent closing price, when the trade was built or modified.

Click on the order you wish to modify. In the Order Details section, you may update the number of Shares ordered.

Once the share amounts have been modified, the Order Details section will populate after the updates have been saved.

Additionally, if Special Instructions have been defined, you may modify the Order Type, Duration, Limit Price, Stop Limit Price, Expiration Date, Special Condition.

The display is automatically refreshed with the most recent information from Liberty. Once you are satisfied with the modifications to the order, select the Save button. The new order will reflect a Pending Replace status, & you will receive a confirmation message:

 Information has been successfully saved.

Caution! A modified order may or may not be acted upon by Trust Company of America depending upon external processes acting upon the order.

The modifiable statuses for Electronic orders are:

- New
- Partial Fill
- Partial Replace
- Pending Market Open
- Acknowledged

Order Queue - Cancel an Open Order

Order Detail

Sell (567) shares IWF - ISHARES TR RUSSELL 1000 GROWTH ETF

Order Id: 20161122000001 Last Updated: 11/22/2016 at 09:30:51 AM

Approved By: Approved On: 11/22/2016 at 09:30:51 AM

Prior Order Id: Approved On: 11/22/2016 at 09:30:51 AM

Subsequent Order Id:

	Ordered	Filled	Open
Shares	-567	0	(567)
	Estimated **	Actual	Estimated **
Price	\$104.48	\$0.00	\$104.48
Gross Cash	\$59,240.16	\$0.00	\$59,275.16
Trade Execution Fee	\$0.00	\$0.00	
Section 31 SecFee	(\$2.48)	\$0.00	\$0.00
Net Cash	\$59,272.68	\$0.00	\$59,275.16

Special Instructions

Market Center: KCG

Order Type: Market

Duration:

Limit Price:

Stop Price:

Expiration Date:

Special Conditions:

Summary: Market, KCG

less

Changing (or canceling) an order is not final until Trust Company of America receives a confirmation from the appropriate exchange; that is to say that while you are changing an order, your order may have been executed by the exchange, at which point it can no longer be changed.

** Values calculated using the limit price or 20 minute delayed price, if available, or most recent closing price, when the trade was built or modified.

Cancel Order Cancel Changes Save

Click on the order you wish to cancel and select the Cancel Order button located in the Order Detail section. You will be prompted to confirm the cancellation. Next, click on the Yes, to receive an online confirmation of the cancellation.

Cancel Order

Are you sure you want to cancel this order? Note: A canceled order may or may not be acted upon by Trust Company depending upon external processes acting upon the order. However, an order may be partially filled and reflect a Canceled status because the portion of the order that is not canceled posts to the underlying accounts. A not held order can be cancelled if the order is electronic and has been approved but not yet filled.

Yes Cancel

Upon clicking Yes, you will receive a confirmation message:

i We are in the process of canceling order 20161117000076. Please check order status to confirm that this order was canceled before taking further action based on this cancellation request.

Once confirmed, the order status will reflect a Canceled status.

Caution! A canceled order may or may not be acted upon by Trust Company depending upon external processes acting upon the order. However, an order may be partially filled and reflect a Canceled status because the portion of the order that is not canceled posts to the underlying accounts. A not held order can be cancelled if the order is electronic and has been approved but not yet filled.

CAM Consolidated Asset Management

The Consolidated Asset Management view shows your total assets under management across all models at TCA. This screen also allows the user to define and process block trades for a security across multiple models or create block trades for multiple securities at one time.

Note: All block trades created from CAM will include all eligible accounts. You will not be able to select specific accounts for trading from CAM. If you need to create block trades for a subset of the eligible accounts then navigate to the Block Trading option.

- When processing block trades through Consolidated Asset Management, the user will not be able to limit accounts or choose a subset of accounts that can participate in the trade.
- For Investment Advisors with multiple traders, block trading and model processing can occur at the same time and are processed on a first come first serve basis.
- Account-level flags will be honored (sell/hold flags at account and model levels).
- Modification to model allocations is not available in the Consolidated Asset Management screen.

Caution! Model Tactics have not been incorporated into the CAM trading feature. If your firm uses model tactics please continue to use the Block Trading function to complete your trades.

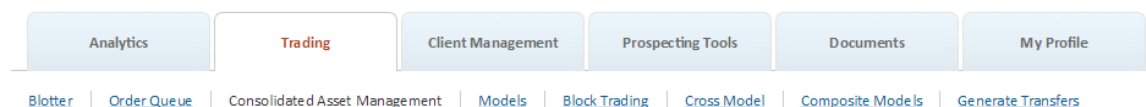
CAM Consolidated Asset Management Quick Start Guide

The following Quick Start Guide provides the basic information you need to get up and running with CAM Trading within Liberty. Please refer to individual sections for more information.

1. [Navigate](#) to the CAM Trading area by selecting the *Trading* Tab and then clicking on the *Consolidated Asset Management* link.
2. Select how you want to [view](#) CAM: by Model/Security or by Security/Model.
3. [Add](#) securities to one or more model at a time.
4. Click the Edit button to [create](#) trades.
5. Click the Trade link to [define](#) trades for a Security or Model.
6. Click the [Process](#) Trades button to create block trades based on the instructions entered.
7. From the Consolidated Asset Management Process Results screen you can [access](#) the blotter to review and approve your trades.

CAM Consolidated Asset Management Navigation

Navigate to the Consolidated Asset Management screen by selecting the Trading tab and then the Consolidated Asset Management link.



CAM Consolidated Asset Management View

Model/Security	Symbol	Shares Available	Shares Ordered	Shares Filled	Shares Open
2-DOMESTIC-DOMESTIC GROWTH - Master	--	--	--	--	--
CASH	CASH	--	--	--	--
1SD ACTVIST FUND CLASS I	ESDIX	200.0000	0.0000	0.0000	0.0000
AMERICAN CENTURY EQUITY INCOME FUND INST CLASS	ACIX	200.0000	--	--	--
AMERICAN CENTURY INTL GROWTH FUND RW CLASS	TAIXE	152.4900	--	--	--
APPLE COMPUTER INC COM	AAPL	200.0000	--	--	--
CISCO SYSTEMS, INC.	CSCO	102.0000	--	--	--
DIAMOR CORP	DNR	21.0000	--	--	--
DIVIS GROUP, INC. (THE)	DNV	21.0000	--	--	--
EBAY INC	EBAY	42.0000	--	--	--
ENERGY SERVICES ACQUISITION CORP	ESDA	21.0000	--	--	--
FEDERATED CAPITAL INCOME FUND INST SHARES	CAPIX	36.9180	36.9180	0.0000	36.9180
GE CAP RETAIL BK USAH INSTL 2.0% 05/23/2019	361378277	1,000.0000	--	--	--
GOLDMAN SACHS HIGH YIELD FUND INST CLASS	GSHY	136,999.7160	0.2040	0.0000	0.2040

Total Value reflects the value of securities and the full amount of posted cash. Each model reflects only the value of the securities (cash is not reflected). Therefore, the sum of the model values may not match the Total Value figure.

View by Model/Security lists models with their security holdings listed under each model.

View by Security/Model lists securities alphabetically with model level holdings under each security.

Refresh timer allows you to select the refresh frequency or de-select the checkbox to prevent the screen from automatically refreshing.

View By Shares displays the Security, Model, Symbol, Shares Available, Shares Ordered, Shares Filled and Shares Open

View By Value displays the Security, Model, Symbol, Market Value, Price, Goal % and Potential %

View Trade Details displays the Security, Model, Symbol, Trade Instruction and Portion to Trade. This view is only populated when in Edit mode and trades have been defined.

Note: Alternate Security groups will be normalized in this view and the group will not be displayed. Therefore, if you have a group and there are three securities held that satisfy that group, each security will be listed separately and the goal percent for each will be a repeat of the goal for that group.

CAM Add Security

Add Security

909 FRANKLIN TEMPLETON GROWTH FUND CLASS A

Last Price \$22.08
 As of 04/15/2016

MODELS

All	Model #	Model	Model Name
<input checked="" type="checkbox"/>	4	QUAL	QUALITY PORTFOLIO
<input checked="" type="checkbox"/>	6	DOME	DOMESTIC INCOME INVESTMENTS
<input checked="" type="checkbox"/>	12	OPTI	OPTIMIZED GROWTH STRATEGY
<input checked="" type="checkbox"/>	13	WORL	WORLD GROWTH FUND II
<input checked="" type="checkbox"/>	19	CONS	CONSERVATIVE GROWTH AND INCOME

(1 of 5)

UPDATE MODELS WITH FRANKLIN TEMPLETON GROWTH FUND CLASS A

All	Model #	Model	Model Name
<input type="checkbox"/>	5	INTE	INTERNATIONAL GROWTH FUND
<input type="checkbox"/>	15	BALA	BALANCED GROWTH FUND II

(1 of 1)

When in view mode in the CAM screen you can add a new security to one or more models. Add securities to your models before editing in the CAM screen to enable block buy trades to be created from CAM. Click the Add Securities button, search for the security you would like to add and then click the next to the models to be updated. Click Save to update your models.

CAM Block Trading

To define trades using the CAM screen, select to view your holdings either By Model or by Security (you cannot change this view once in Edit mode) and then click the Edit button in the Action Dock. While in edit mode you can still select view by shares, value or trade details.

Global Trade Instructions can be used to define trades across all models. The Sell All Funds selection will set all mutual funds to sell 100%. The Sell All Equities selection will set all equities to sell 100%. Selecting these options will override any existing manually entered instructions in the CAM screen. After Global Trade Instructions have been set you can manually change/edit individual instructions by clicking on the Edit link in the far right column of the table.

CAM Defining Trades

If you are viewing by Model/Security you will be able to enter trade instructions for a given model, impacting multiple securities at one time. Click on the **Trade Model** link to access the Edit Trade Instructions screen. There you can select to Sell All which will sell 100% of all securities held in the model.

Edit Trade Instructions

You are now editing trade instructions for model 1-DOME1 DOMESTIC GROWTH - Master.

Market Value*
\$9,047,141.96

Trade Instruction: **Sell All**

SECURITIES INCLUDED IN THIS MODEL

Security	Symbol	Shares Available	Price	Portion to Trade
130 ACTIVIST FUND CLASS I	DDIX	200.0320	\$15.80	
AMERICAN CENTURY EQUITY INCOME FUND INSTL CLASS	ACIX	100.0000	\$8.53	
AMERICAN CENTURY INTL GROWTH FUND INV CLASS	TWEX	152.8990	\$11.08	
APPLE COMPUTER INC COM	AAPL	200.0000	\$109.89	
CISCO SYSTEMS, INC	CSCO	122.0000	\$27.90	
DANOR CORP	DKR	21.0000	\$8.06	
DIXIE GROUP, INC. (THE)	DXIN	21.0000	\$4.67	
ESAV INC	ESAV	42.0000	\$25.22	
ENERGY SERVICES ACQUISITION CORP	ESQA	21.0000	\$1.50	
FEDERATED CAPITAL INCOME FUND INST'L SHARES	FCPSX	36.9180	\$7.58	
GE CAP RETAIL BK UTAH INSTL 2 ON 05/23/2019	361570ZP7	1,000.0000	\$99.77	
GOLDMAN SACHS HIGH YELD FUND INST CLASS	GSHIX	136,999.7650	\$6.15	
GOLDMAN SACHS LONG/SHORT CREDIT STRAT'S FUND INST'L CLASS	GSAVX	300,238.4420	\$9.54	

If you are viewing by Security/Model you will be able to enter trade instructions for a given security across multiple models at one time. Click on the **Trade Security** link to access the Edit Trade Instructions screen. There you can select from several trade instructions and apply those instructions to one or more of the models that hold the selected security.

Edit Trade Instructions

You are now editing trade instructions for 130 ACTIVIST FUND CLASS I, part of model 1-DOME1 DOMESTIC GROWTH - Master and 3 other models.

Shares Available: 29,468.0550 | Shares Ordered: 1,653.9500 | Shares Filled: 0.0000 | Shares Open: 1,653.9500 | Market Value*: \$491,726.66 | Price: \$15.80

Trade Instruction: **Sell All**

MODELS THAT INCLUDE CLASS I

Model	Market Value	Shares Available	Goal %	Potential %	Portion to Trade
1-DOME1-DOME1-Master	\$3,140.00	200.0320	0.00%	0.00%	200.0320
31-BAL-BALANCE	0.0000	0.0000	1.00%	0.00%	0.0000
37-DOME-DOMESTIC INCOME INVESTMENTS STRATEGY - Master	\$954,325.85	20,771.7690	10.00%	4.87%	20,771.7690
38-MAXI-MAXIMIZED INCOME FUND A	\$134,240.81	8,484.2540	5.00%	4.93%	8,484.2540

In either view, you have the option to click on the Trade link to access the Define Trade screen where you can enter trade instructions for a single security in a single model at a time.

Depending on the selected trade instruction, you may be prompted to fill in the Portion to Trade. The Portion to Trade defines the Specific Shares, Specific Dollars or Percent to use to fulfill the trade instructions.

Buy Spread Methods

- **Buy Specific Shares** - Only allowed for equity trades. In the **Portion to Trade** field, enter the total share amount that will be spread among all of the accounts participating in the block buy.
- **Buy Specific Dollars** - Only allowed for mutual fund trades. In the **Portion to Trade** field, enter the total dollar amount that will be spread among all of the accounts participating in the block buy.
- **Buy to Goal %** - In the **Portion to Trade** field, enter the desired goal percent you would like to achieve by placing the buy. Accounts that hold less than the goal percent will buy up to the defined goal. Accounts that hold more than the goal will not be traded.

Sell Spread Methods

- **Sell All:** When selected, the **Portion to Trade** will auto-populate with all available shares.
- **Sell Specific Shares:** In the **Portion to Trade** field, enter the total share amount that will be sold from all of the accounts participating in the block sell.
- **Sell Specific Dollars:** Only allowed for mutual fund trades. In the **Portion to Trade** field, enter the total dollar amount that will be sold from all of the accounts participating in the block sell.
- **Sell to Goal %:** In the **Portion to Trade** field, enter the desired goal percent you would like to achieve by placing the sell. Accounts that hold more than the goal percent will sell down to the defined goal. Accounts that hold less than the goal will not be traded.

CAM Processing Trades

Once you have defined your trades, review the information displayed in the Action Dock to make sure it is as expected, then click the *Process Trades* button to create block trades for each of your instructions. If you do not want to process your trades click *Reset* and all trade instructions will be removed and you will be returned to view only mode.



If you are processing a large number of trades you may see progress messages before you go to the CAM Process Results screen.

CAM Process Results

Once processing is complete the Consolidated Asset Management Processing Results screen will be displayed. Be sure to review the messages and alerts for important information.

Consolidated Asset Management Process Results

Completed Trade Order #	Model	Symbol
✓ 14399540	42-INS-JEFFERSON NATIONAL SCENARIOS	SPECK
✓ 14399541	7-MOD-MODERATE GROWTH FUND	SPECK

Messages and Alerts

Alerts

No Alerts

Messages

2 trade requests, 2 processed.

Trade Order # - 14399540, successful request to Sell All in SPECK-ALGER SPECTRA FUND CLASS A security, model 42. The Trade Date was moved forward to 04/18/16.

Trade Order # - 14399541, successful request to Sell All in SPECK-ALGER SPECTRA FUND CLASS A security, model 7. The Trade Date was moved forward to 04/18/16.

Continue To Blotter Done

- **Alerts** – include critical information that prevented the completion of a block trade action. Alerts impact all accounts and typically indicate that you will want to resubmit your request to get the desired results.

- **Messages** – include informational messages regarding the trades created. These include messages about fund rules, individual accounts excluded from the trades and potential short term redemption fees.

- **Completed** – indicates the number of trade orders recommended based on the CAM trade instructions processed.
- **Continue to Blotter** – takes the user directly to the Trade Blotter where they can review and approve or kill the recommended trades. See Liberty on-line Help under *Professionals View – Trading Tab* for more information.
- **Done** – returns user to the **CAM** screen where you can define additional trades.

Models

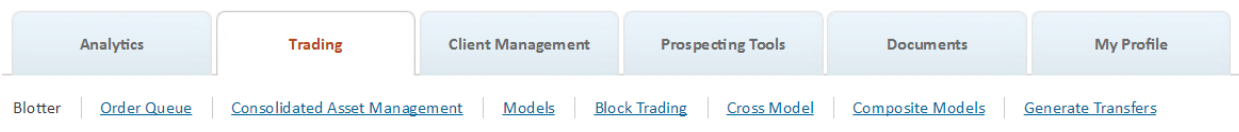
The Models screen allows you to trade multiple models at a time. From the Models screen you can also access individual models by clicking on the name of the model you wish to view.

Models Quick Start Guide

For those familiar with Model Processing, the following Quick Start Guide provides the basic information you need to get up and running with Model Processing on Liberty. Please refer to individual sections for more information.

1. [Navigate](#) to *Models* by clicking on the *Trading* tab and selecting the *Models* link. To go to an individual Model, click on the Model Name of the model you want to view.
2. From the *Models* screen you can trade multiple models at a time. See [Defining Multiple Models to Process](#) for more details.
3. The individual *Model* screen displays summary information for the selected model. See [Model Screen Overview](#) for more details.
4. From either the *Models* or individual *Model* screens you can [Create a New Model](#) by selecting the **Create Model** button.
5. [Modify](#) an existing model by selecting a model from Models screen and clicking the **Edit Model** Details button located at the bottom of the Model Details table.
6. When viewing an individual model, select accounts to include in model processing in the [Select Accounts](#) area, or default to processing all accounts.
7. [Process](#) an individual model by selecting your Processing Option from the drop-down and selecting the **Process Model** button in the Action Dock.

Models Navigation



To navigate to *Models*, select the *Trading* tab and then the *Models* link. The appearance and available options may vary depending on your role.

Models – Defining Multiple Models to Process

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.

ID	Abbrev	Model Name	Select Allocation Method	No Account List	# Accounts	Status
3	DOME	DOMESTIC GROWTH FUNDS	Select Allocation Method	No Account List		Unprocessed
12	INTL	INTERNATIONAL GROWTH STRATEGIES	Select Allocation Method	No Account List		Unprocessed
22	MODE	MODERATE GROWTH FUNDS	Select Allocation Method	No Account List		Unprocessed
24	MODE	MODERATE GROWTH PORTFOLIO	Select Allocation Method	No Account List		Unprocessed
30	GLOR	GLOBAL GROWTH INVESTMENTS	Select Allocation Method	No Account List		Unprocessed
32	DOME	DOMESTIC ALLOCATION	Select Allocation Method	No Account List		Unprocessed
44	AGGR	AGGRESSIVE GROWTH FUNDS	Select Allocation Method	No Account List		Unprocessed
49	DYNA	DYNAMIC FUNDS	Select Allocation Method	No Account List		Unprocessed
52	WORL	WORLD GROWTH STRATEGIES	Select Allocation Method	No Account List		Unprocessed
53	INTL	INTERNATIONAL BLOOM PORTFOLIO	Select Allocation Method	No Account List		Unprocessed
54	WORL	WORLD GROWTH FUNDS	Select Allocation Method	No Account List		Unprocessed
55	INTL	INTERNATIONAL BLOOM FUNDS	Select Allocation Method	No Account List		Unprocessed

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

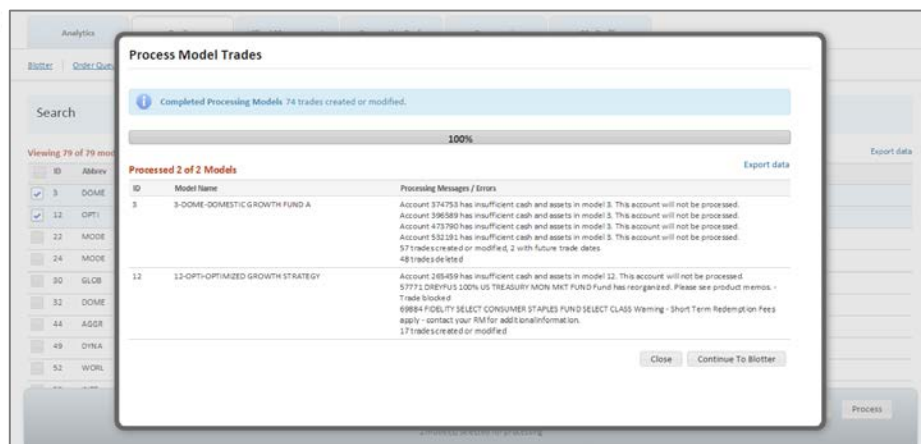
Invest to Goal % - invests available cash into the most under invested securities first to make accounts more in balance with the model

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 specify the list of accounts 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.

Models - Multiple Model Processing – Process Trades

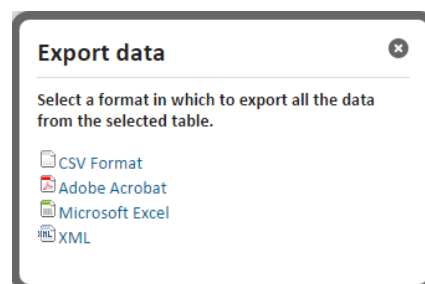


Once all criteria have been specified and the models are ready to be processed, the total number of models to be processed will be displayed on the Action Dock. Click the Process button to create trades.

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.



Models – Individual Model Management and Processing

The Models screen is where you can view, manage and trade your models one at a time. From here you can also access other information about your model, such as pending events and TWR information.

Models - Screen Layout

There are several areas within the screen that allow you to view information and perform certain actions. The following table gives a quick look at the different areas and, where appropriate, you can click on the area name to link to the specific section of this documentation that describes the area in full detail. Locate the numbers on the model screen to see which area is being described.

Area Name	Description
1. Select Model	Use the selections drop-down to select a model
2. Edit Icon	Allows you to edit the model name and abbreviation
3. Model Summary	Displays total values across all holders within the model
4. Trade and Reporting Rules	Displays NTF model setting and if excluded from performance calculations
5. Processing Options	Use the processing options drop-down to select which model processing action you want to use
6. Model Details	Displays the securities associated with the model and a summary of locked securities
7. View Security Details	Click on View Details for a security to see more information about what is held within the model.
8. Lock	Check the checkbox to Lock a security. This can also be set in the Edit Model Details section
9. Page Selector	Use the page selector to view additional securities in the model when there are more than 10 securities defined
10. Edit Model Details	Click the edit model details button to make changes to the model.
11. Select Accounts – Basic	If not processing all accounts within the model, use the search to select accounts to include in the model processing event
12. Select Accounts – Advanced	Use the Advanced link to show additional search options
13. Select Accounts - Filter	Use Filter to refine your search results to make it easier to select accounts to include in the model processing event
14. Results Table	Displays the accounts that match your search and filter selections
15. Select Table	Displays the accounts that you have selected to process that match your search and filter selections.
16. Create New Model & Process Model	The Action Bar contains Create New Model and Process Model action buttons. The Action Bar area will also contain messages depending on what actions you are taking.

Models - Create New Model

Click **Create New Model** in the **Action Bar** to create a new model.

Modify Model Details

✖ **Model details are not valid.** Model goal must total 100% and all details must be between 0% and 100% and deviation must be between 0% and the goal percent.

ID: 48 Name: Abbreviation:

MODEL DETAILS

Lock*	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
No records found.							

Add Securities
Save Reset Cancel

The Modify Model Details screen will be presented. Complete the following fields for the new model:

- **Name** – Required - Enter the name of your new model.
- **Abbreviation** – Required - Enter the abbreviation to be used for your new model.

Modify Model Details


✖ **Model details are not valid.** Model goal must total 100% and all details must be between 0% and 100% and deviation must be between 0% and the goal percent.

ID: 47 Name: Abbreviation:

MODEL DETAILS

Lock*	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
<input type="checkbox"/>	FXB	CURRENCYSHARES BRITISH POUND STERLING TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVEST	<input type="text" value="33.33%"/>	<input type="text" value="2.00%"/>			✖
<input type="checkbox"/>	FXC	CURRENCYSHARES CANADIAN DOLLAR TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCRS LLC, D/B/A RYDEX INVESTMENTS	<input type="text" value="10.00%"/>	<input type="text" value="0.00%"/>			✖
<input type="checkbox"/>	FXY	CURRENCYSHARES JAPANESE YEN TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVESTMENTS)	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>			✖
			43.33%				

Add Securities
Save Reset Cancel


- **Model Details – Required –** Select the securities for your new model.
 - At least one security must be defined and the sum of all goal percents must equal 100% before you can save the model. *Note that the save button will be active even if no securities are defined, however, clicking save will leave user on the Modify Model Details screen without saving the record.*
 - Use the **Add Securities** button to search and select securities to add to the model. (see details in the [Add Securities](#) section)
 - Enter the Goal Percent related to the added security.
 - The goal percent must be between 0 and 100%, inclusive, with up to 2 decimals.
 - The total goal percent defined in the model is displayed at the bottom of the screen and must total 100% before saving is allowed.
 - Enter the Deviation Percent
 - The Deviation Percent must be between 0 and the goal percent, inclusive, with up to 2 decimals.
 - Check the Lock checkbox if you want the security to be locked for model processing. *Note, this is not typically checked when creating a new model.*
 - Click on the  button to remove a security from the model. This button is only active if the Current and Potential percents are both zero.
 - When all required information has been entered, the red message box at the top of the page will go away and you are ready to **Save** your model.

Models - Create New Model Action Buttons


At the bottom of the screen you have the following options:

Save – saves your new model. All required fields must be populated in order to activate this action. If the save is successful you will be viewing your model on the model screen and will see this message:


Model Process

 **Information has been successfully saved.**

Select Model

47-SA-Strategic Allocation


Abbreviation

SA


Reset – clears all information you have entered so you can start over with entering your new model. **Caution! Using this option means your changes will not be saved.**

Cancel – allows you to cancel the creation of the new model and exits the Modify Model Details screen without saving your new model. **Caution! Using this option means your changes will not be saved.**

Models - Add Securities

You may add securities from the Modify Model Details screen accessible when creating or editing a model. Clicking on the **Add Securities** button presents the security search box:

The screenshot shows a web interface titled "Modify Model Details". At the top, there is a search bar with the placeholder text "Symbol or CUSIP or name" and a "Search" button. Below the search bar is a table with three columns: "Symbol", "CUSIP", and "Name". The table currently displays "No records found." At the bottom right of the interface, there are three buttons: "Add Selected & Search More", "Add Selected & Edit Details", and "Cancel".

Search – Enter the security Symbol, Cusip or part of the name to search for the security. Hit Enter or click on the **Search** button to find securities that match your request.

Note that Liberty automatically searches against TCA's entire inventory of securities, not just those you may have used in the past.

Modify Model Details

Symbol	CUSIP	Name	
<input type="checkbox"/> FXA	23129U101	CURRENCYSHARES AUSTRALIAN DOLLAR TR (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVESTMENTS	View Details
<input type="checkbox"/> FXB	23129S106	CURRENCYSHARES BRITISH POUND STERLING TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVEST	View Details
<input type="checkbox"/> FXC	23129X105	CURRENCYSHARES CANADIAN DOLLAR TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCRS LLC, D/B/A RYDEX INVESTMENTS	View Details
<input type="checkbox"/> FXY	23130A102	CURRENCYSHARES JAPANESE YEN TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVESTMENTS)	View Details
<input type="checkbox"/> FXM	23130H107	CURRENCYSHARES MEXICAN PESO TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVESTMENTS)	View Details
<input type="checkbox"/> FXS	23129R108	CURRENCYSHARES SWEDISH KRONA TRUST (SPONSORED BY RYDEX SPECIALIZED PRODUCTS LLC, D/B/A RYDEX INVESTMENTS	View Details
<input type="checkbox"/> RRY	78355W726	RYDEX 2X RUSSELL 2000 ETF	View Details
<input type="checkbox"/> RSU	78355W783	RYDEX 2X S&P 500 ETF	View Details
<input type="checkbox"/> RYKX	78355W787	RYDEX BANKING FUND ADVISOR CLASS	View Details

CLOSING PRICE

\$90.55

As of 05/02/2014

PRICE HISTORY

Timeframe: 1 Year

IDENTIFIERS

Symbol	FXC
CUSIP	23129X105

TRADING RULES

Minimum Allocation	1.0000
Rounding Factor	1.0000
Closing Times (Settle Days)	02:00:00pm (3)

Search results display Symbol, Cusip and Name. Click on **View Details** to see the security's price history and related information. You can reduce the price history timeframe by selecting an option from the Timeframe selector.

25 results are shown at a time, click on the page numbers at the bottom of the select list to see additional matches.

Click the check box to the left of the security symbol to select one or more securities to add to your model.

Due to the amount of information displayed, you will likely need to scroll down to gain access to the action buttons.

Models - Add Securities Action Buttons

Add Selected & Search More – This option allows you to add the security to your model and then execute a new search to add additional securities.

Add Selected and Edit Details – This option allows you to add the security to the model and then go directly to the **Modify Model Details** screen where you can assign goal and deviation percents to the securities in the model.

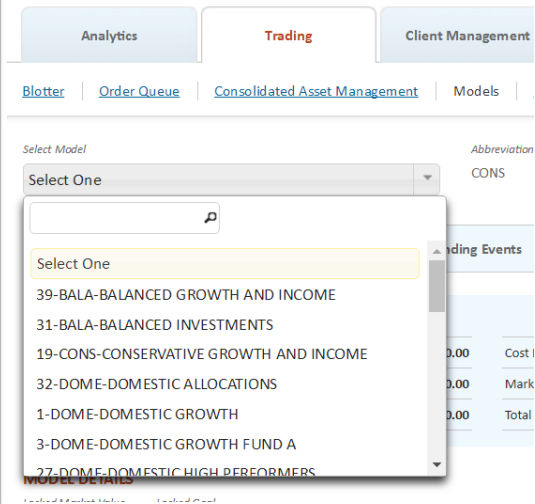
Note the checkbox must be checked in order for the security to be added to the model. If no securities are checked, clicking either of the Add Selected options will not add anything to the model.

Cancel – exits the search screen without adding any securities to your model.

Models - View Model Information

After viewing a model, you can easily switch to another model by using the drop-down to select another model to view.

Select Model Dropdown



The **Select Model** drop-down box contains all models you have access to. Select a model from the list to show it in the model screen. Once a model is selected you can view, edit or process the model.

If the model has special rules associated with it, information will appear to the right of the model name and abbreviation. For example, if you selected a subordinate model you would see the following:



Models - Model Summary

Displays the following information for the selected model:

- **Total Cash:** Summary value containing the current cash in the model across ALL accounts
- **Pending Cash:** Summary value for the model of how much cash is pending from sells and buys of ALL securities held in the model
- **Total Potential Cash:** Summary value for the model of Current Cash and Pending Cash
- **Cost Basis:** The cost value for the model of all securities in the model EXCLUDING cash
- **Market Value:** Value of ALL security holdings in the model EXCLUDING cash. Values calculated using 20-minute delayed price, if available, or most recent closing price.
- **Total Value:** Total market value and total cash

Models - Trade and Reporting Rules

Displays the following information for the selected model:

- **NTF Model:** Displays 'yes' or 'no' to indicate whether or not the selected model is coded to participate on the No Transaction Fee (NTF) platform.
- **Exclude from TWR:** Displays 'yes' or 'no' to indicate whether the selected model is excluded from Time Weighted Return (TWR) calculations.

Models - Model Details

The Model Details table lists the securities tied to the model.

MODEL DETAILS

Locked Market Value Locked Goal
\$0.00 0.00%

Viewing 20 Securities

[Export data](#)

Lock*	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Se CI
<input type="checkbox"/>	CASH	CASH	0.00%	0.00%	4.20%	4.20%	View Details
<input type="checkbox"/>	MADVX	BLACKROCK EQUITY DIVIDEND FUND INSTL CLASS	8.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	DODIX	DODGE & COX INCOME FUND	2.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	DLFNX	DOUBLELINE CORE FIXED INCOME FUND CLASS N	3.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	DSCVX	DREYFUS OPPORTUNISTIC SMALL CAP FUND	2.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	FMIMX	FMI COMMON STOCK FUND	3.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	HABDX	HARBOR BOND FUND INSTL CLASS	3.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	HAINX	HARBOR INTERNATIONAL FUND INSTL CLASS	9.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	HAS	HASBRO INC	0.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	HD	HOME DEPOT INC.	0.00%	0.00%	59.58%	59.58%	View Details

(1 of 2) << < 1 2 > >>

* Locked securities are excluded from model processing.

[Edit Model Details](#)

- **Lock:** Used to Lock/Unlock securities from buying or selling during model processing.
- **Group:** The Group column will appear only if the investment advisor has the appropriate permissions and at least one security group has been created for the model. An icon will appear in the Group column to indicate any item that is a security group. Currently, groups can only be displayed in Liberty, not created.
- **Symbol:** Security Symbol
- **Security Name:** Security Name
- **Goal %:** The target percent the security holding should represent of the model. After defining all the securities on the grid, the **Goal Percent** column must equal 100%.
- **Deviation %:** Defines how much a security may deviate from the **Goal %** and still be considered in balance. The deviation value can be set between 0% and the goal percent.
- **Current %:** Reflects the actual percentage of the model represented by the security.
- **Potential %:** Reflects the potential percentage of the model represented by the security after taking into account the current shares and pending shares.
- **Export Data:** Use the Export data link to export the model details as a comma separated (csv), pdf or excel file.

Page Selector

If the model has more than 10 securities tied to it, then the user will see the page selector at the bottom of the **Model Details** display. Select a specific page number or browse through the pages using the right and left arrows.

Models - View Security Details

Click on the View Details link to view additional information about the security tied to the model.

Viewing 16 Securities Export data

Lock*	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	View Details	Security Details
<input type="checkbox"/>	CASH	CASH	0.00%	0.00%	-0.36%	-0.36%	View Details	Current Shares 24,482.6200
<input type="checkbox"/>	GCCX	GOLDMAN SACHS COMMODITY STRATEGY FUND INST'L CLASS	2.40%	0.00%	2.19%	2.19%	View Details	Pending Shares 0.0000
<input type="checkbox"/>	GSMTX	GOLDMAN SACHS DYNAMIC MUNICIPAL INCOME FUND INST'L CLASS	46.10%	0.00%	45.86%	45.86%	View Details	Potential Shares 24,482.6200
<input type="checkbox"/>	GSDIX	GOLDMAN SACHS EMERGING MARKETS DEBT FUND INST'L CLASS	1.90%	0.00%	1.95%	1.95%	View Details	Pending Cash \$0.00
<input type="checkbox"/>	GEMIX	GOLDMAN SACHS EMERGING MKTS EQUITY FUND INST'L CLASS	6.00%	0.00%	6.37%	6.37%	View Details	Cost Basis \$379,698.84
<input type="checkbox"/>	GSFRX	GOLDMAN SACHS HIGH YIELD FLOATING RATE FUND INST'L CLASS	3.60%	0.00%	3.60%	3.60%	View Details	Market Value ¹ \$378,256.48
<input type="checkbox"/>	GSHIX	GOLDMAN SACHS HIGH YIELD FUND INST CLASS	0.00%	0.00%	0.00%	0.00%	View Details	Potential Market Value \$378,256.48
<input type="checkbox"/>	GHIYX	GOLDMAN SACHS HIGH YIELD MUNICIPAL FUND INST'L CLASS	4.00%	0.00%	4.04%	4.04%	View Details	Last Price \$15.45
<input type="checkbox"/>	GIRIX	GOLDMAN SACHS INT'L REAL ESTATE SECURITIES FUND INST'L CLASS	1.50%	0.00%	1.50%	1.50%	View Details	Blue Trading Select One
<input type="checkbox"/>	GICX	GOLDMAN SACHS INT'L SMALL CAP INSIGHTS FUND INST'L CLASS	4.60%	0.00%	4.14%	4.14%	View Details	View Holders

(1 of 2) 1 2 10

- **Current Shares** - Defines the total number of shares of a security that are currently held in the model
- **Pending Shares** - Defines how many shares of a selected security are currently pending sells and buys within the model
- **Potential Shares** - Defines how many shares will be held for a security taking into consideration **current shares** and **pending shares**
- **Pending Cash** – Defines the amount of cash pending related to the sale or purchase of the security. For the Cash security, this represents non-trade related pending cash
- **Cost Basis** - Defines the total current cost basis of a security within the model
- **Market Value** - Contains the current market value of a security within the model
- **Potential Market Value** - Contains the potential market value of a security within the model taking into consideration the **current shares** and **pending shares**
- **Last Price** - Displays the price of the security as of previous night's close.

Note that the Security Details will say 'n/a' if you are viewing a security group. Security groups are denoted by the group symbol following the name.

SAM SAMPLE GROUP

Create Report

Select the **Create Report** button in the *Action Dock* to print a report that displays security and group summary and detail information.

The report will print the data that is currently displayed. If selections on the screen are changed, running a new report will show the new data.

Models - View Holders

From the Security Details screen you can select the **View Holders** button to view all accounts holding the selected security in the model being viewed.

Security Holders ✕

You are now viewing accounts invested in CONSUMER STAPLES SPDR.

VIEW BY SHARES
 VIEW BY GAIN/LOSS

Viewing 6 Security Holders.

All	Account	Account Name	Current Shares	Pending Shares	Total Shares	Available Shares	Market Value**
<input checked="" type="checkbox"/>	418448	ALEXANDRIA SEEVERS	43.0000	0.0000	43.0000	43.0000	\$2,052.82
<input checked="" type="checkbox"/>	453094	DEVONA ANSCHUTZ	101.0000	0.0000	101.0000	101.0000	\$4,821.74
<input checked="" type="checkbox"/>	452700	GABRIEL BRANNIN	41.0000	0.0000	41.0000	41.0000	\$1,957.34
<input checked="" type="checkbox"/>	447069	JAUNITA HENDRIKSON	55.0000	0.0000	55.0000	55.0000	\$2,625.70
<input checked="" type="checkbox"/>	230446	MINDI FAVILA	25.0000	0.0000	25.0000	25.0000	\$1,193.50
<input checked="" type="checkbox"/>	393523	OSVALDO SABIO	84.0000	0.0000	84.0000	84.0000	\$4,010.16

*Includes trades pending settlement that may contain estimated values and may fluctuate until settlement date.
**Values calculated using 20 minute delayed price, if available, or most recent closing price.

Use the **Sell Selected Positions** button to create sells for one or more accounts. By default all accounts are selected to participate in the sell trade. You may exclude accounts from selling by de-selecting the check-box on the far left of the table. *Note that sells created from this screen will always be for 100% of the available shares for the selected accounts.*

Models - Block Trading

When viewing the security details, you can select to create a block trade for the security directly from the Model. See [Block Trading From a Model](#) for more information.

Models - Modify Model

Select a model to change information in the model.

Edit Model Name and Abbreviation

Once a model is selected you can edit the model name and abbreviation by selecting

the Edit icon  .

ID	Name	Abbreviation	<input type="checkbox"/> Exclude from Model Processing ⓘ	<input type="checkbox"/> Do Not Use	<input type="button" value="✕"/>	<input type="button" value="✓"/>
32	DOMESTIC ALLOCATIONS	DOME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✕"/>	<input type="button" value="✓"/>

Exclude from Model Processing

Check this option to exclude the model from automated processing and rebalancing.

When done editing, click the check-mark to save or the 'x' to cancel.

Mark model as "Do not use"

Select the Edit icon and check this option to hide a zero-valued model so that it no longer displays in model lists or during model processing.

When done editing, click the check-mark to save or the 'x' to cancel.

Note that once a model is marked "Do not use," it can only be reversed by calling your Relationship Manager.

Models - Lock Checkbox

You can change the Lock checkbox directly on the Model screen without accessing the Modify Model Details screen.

MODEL DETAILS

Locked Market Value	Locked Goal
\$462,857.16	1.00%

Viewing 8 Securities

Lock*	Symbol	Security Name	Goal %
<input type="checkbox"/>	CASH	CASH	2.00%
<input type="checkbox"/>	PASYX	PACE ALTERNATIVE STRATEGIES FUND CLASS Y	18.00%
<input checked="" type="checkbox"/>	PHDYX	PACE HIGH YIELD INVESTMENTS FUND CLASS Y	1.00%

Simply click on the check-box to toggle it between being checked and unchecked. When checked, the Locked Market Value and Locked Goal summary under the Model Details section is updated. If a security is locked and you then navigate to another model, the lock will not be saved unless you have processed the model or saved it in the Modify Model Details Dialog.

Models - Edit Model Details


Once a model is selected, you can access the **Modify Model** Details screen by clicking the **Edit Model Details** button located at the bottom of the **Model Details** table.

Modify Model Details

You are now editing model 19-CONS-CONSERVATIVE GROWTH AND INCOME

MODEL DETAILS

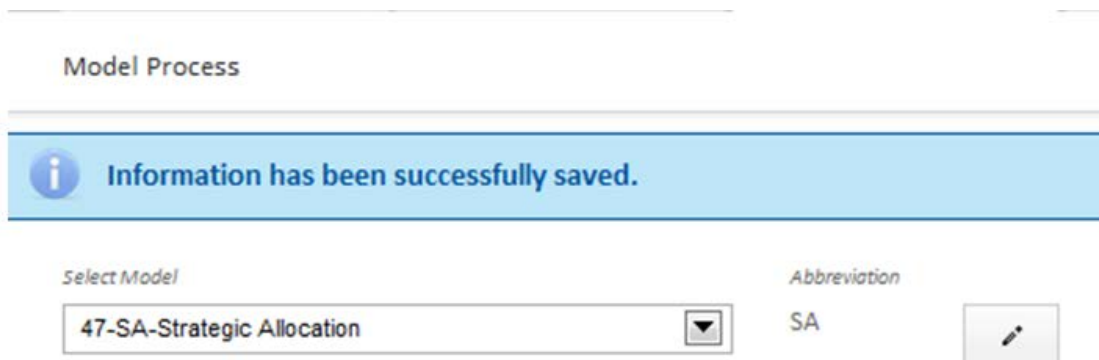
Group	Lock	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
	<input type="checkbox"/>	CASH	CASH	0.00%	0.00%	0.00%	0.05%	
	<input type="checkbox"/>	GSP	IPATH GSCI TOTAL RETURN INDEX	7.50%	0.00%	0.00%	7.50%	
	<input type="checkbox"/>	EFA	ISHARES TR MSCI EAFE ETF	20.80%	0.00%	0.00%	20.80%	
	<input type="checkbox"/>	IWF	ISHARES TR RUSSELL 1000 GROWTH ETF	16.60%	0.00%	0.00%	16.61%	
	<input type="checkbox"/>	IWD	ISHARES TR RUSSELL 1000 VALUE ETF	24.80%	0.00%	0.00%	24.79%	
	<input type="checkbox"/>	IWO	ISHARES TR RUSSELL 2000 GROWTH ETF	5.50%	0.00%	0.00%	5.46%	
	<input type="checkbox"/>	IWN	ISHARES TR RUSSELL 2000 VALUE ETF	8.30%	0.00%	0.00%	8.29%	
	<input type="checkbox"/>	PSP	POWERSHARES LISTED PRIVATE EQUITY PORTFOLIO	3.80%	0.00%	0.00%	3.80%	
	<input type="checkbox"/>	VWO	VANGUARD INTL EQUITY INDEX FDS FTSE EMERGING MKTS	8.90%	0.00%	0.00%	8.90%	
	<input type="checkbox"/>	VNO	VANGUARD REIT INVESTORS			0.00%	0.00%	
				100.00%				

- **Lock** - check the Lock checkbox if you want to lock the security for model processing
- **Goal %** - modify the Goal Percent for the security
 - The goal percent must be between 0 and 100%, inclusive, with up to 2 decimals.
 - The total goal percent defined in the model is displayed at the bottom of the screen and must total 100% before saving is allowed.
- **Deviation %** - modify the Deviation Percent for the security
 - The Deviation Percent must be between 0 and the goal percent, inclusive, with up to 2 decimals.
- **Add Securities**
 - At least one security must be defined and the sum of all goal percents must equal 100% before you can save the model. *Note that the save button will be active even if no securities are defined, however, clicking save will leave user on the Modify Model Details screen without saving the record.*
 - Use the **Add Securities** button to search and select securities to add to the model. (see details in the [Add Securities](#) section)
- **Remove Securities**
 - Click on the  button to remove a security from the model. This button is only active if the Current and Potential percents are both zero.


Models - Modify Model Details Action Buttons

At the bottom of the **Modify Model Details** screen you have the following options:


- **Add Securities** – allows you to search for and add one or more securities to the model.
- **Clear Goal %** - allows you to set goal and deviation percents to zero for all securities in the Model
- **Model Import** - see the [Model Import](#) section.
- **Model Export** - see the [Model Export](#) section.
- **Save** – saves your model changes. All required fields must be populated in order to activate this action. If the save is successful you will be viewing your changed model on the model screen and will see this message:



- If the Save is not successful, you will see a critical message explaining why the changes could not be saved and you will remain in the Edit Model Details screen. Typically, you can then try to save again after either fixing the issue or waiting for access to the model.

 Record 32*32 is currently locked by lhayden

Note that while you are in the Edit Model Details screen others can still access the model and process or make changes to it. If the model details have changed since you entered the Edit Model Details screen then you will see the following message:

 Model changed since last retrieval.

- The only action that you can take once you receive the above message is to Cancel out of the Edit Model Details screen and then navigate away from the model (select a different model from the drop-down) and then navigate back.

Caution should be taken when multiple people might be changing the model. Liberty will prevent users from inadvertently un-doing changes that have already been made; however, users may not always see the most

recent changes. The user must navigate away from the screen and then come back in order to see the changes.

- **Reset** – clears all information you have changed so you can start over with making your changes. **Caution! Using this option means your changes will not be saved.**
- **Cancel** – allows you to cancel the editing of the model and exits the Modify Model Details screen without saving your changes. You will be returned to the model screen. **Caution! Using this option means your changes will not be saved.**

Models - Account Selection

You can select accounts to include in the model processing action if you do not want to include all accounts tied to the model. The Search section retrieves a set of accounts tied to the model while the Filter section allows you to refine your search results.

SELECT ACCOUNTS Advanced

Search All Tradeable Accounts Clear

Filter Clear

Viewing 18 of 18 Results Export data

All	Account	Name	Type	Current Cash	Available Cash	Market Value
<input checked="" type="checkbox"/>	210574	ROMER, NGUYET	SEP	\$898.67	\$2,269.92	\$85,496.24
<input checked="" type="checkbox"/>	344062	DETEMPLE, MANUEL	CCORP	\$792.51	\$341.09	\$17,912.40
<input checked="" type="checkbox"/>	361402	OSTENSON, LENNY	I	\$22,025.40	\$12,803.13	\$672,343.52
<input checked="" type="checkbox"/>	369143	SCHOEFFLER, CANDYCE	I	\$1,071.23	\$1,074.09	\$37,358.33
<input checked="" type="checkbox"/>	377979	HOLMSTEAD, REA	EXEM	\$6,223.09	\$3,735.40	\$196,154.21
<input checked="" type="checkbox"/>	382598	DATZ, DAYSJ	I	\$407.45	\$1,073.22	\$44,937.09
<input checked="" type="checkbox"/>	392991	SCHMITKE, VALENTIN	I	\$1,136.72	\$783.84	\$30,581.71
<input checked="" type="checkbox"/>	394676	REMAK, QUINTIN	I	\$882.90	\$1,450.87	\$52,430.35
<input checked="" type="checkbox"/>	405873	GRULKE, ROSELLA	OOP	\$744.28	\$748.93	\$25,827.19
<input checked="" type="checkbox"/>	423945	CHEATAM, SHARRON	IN	\$1,187.53	\$569.12	\$29,108.97
				\$99,157.31	\$59,609.69	\$2,532,326.33

(1 of 2) 1 2

Viewing 0 of 0 Selected Accounts Export data

All	Account	Name	Type	Current Cash	Available Cash	Market Value
No accounts found to view						
				\$0.00	\$0.00	\$0.00

The **Results Table** on the left displays the search results. The **Select Table** on the right displays the accounts you have selected to include in the model processing action. *Note that if the Select Table on the right is empty then ALL accounts in the model will be included in the model processing action.*

The information displayed is based on the holdings in the model, not the entire account.

Models Select Accounts – Search - Basic

The Search section retrieves a set of accounts tied to the model.

- **Select a list** – select a pre-defined account list. The **Results Table** is populated with the accounts from the selected list.

- **Account Number or name or tax id** – enter the full account number, part of the name or the full tax id. Matching accounts will be displayed in the **Results Table**.
- **Search** – Click the Search button to populate the **Results Table** with accounts that match your search criteria.
- **All Tradeable Accounts** – clears all search criteria and populates the **Results Table** with the complete list of accounts tied to the model.
- **Clear** – clears the search criteria but does not clear the **Results Table**

Models - Select Accounts – Search - Advanced

Click on the Advanced link to see advanced search options. Once clicked, the Advanced link toggles to Basic. Click the Basic link to hide the advanced search options.

Note that the All Tradeable Accounts button and the account number search are not available when using the Advanced search options.

- **Select a list** – select a pre-defined account list. The **Results Table** is populated with the accounts from the selected list.
- **Tax Status** - select the type of accounts that should be included in the trade, taxable or non-taxable.
- **Termination Initiated** - include or exclude those accounts that have an established termination date.
- **Minimum Trade** - select only those accounts who have enough shares or dollars to participate in the trade.
- **Deposits from** - search for accounts receiving deposits on a specified date.
- **Cash Demand** - search for accounts that have cash demands.
- **Out of Balance** - search for accounts that are not within the goal percentages defined by the model.
- **First Deposit Month** - search for accounts by first deposit date:
- **First Deposit Date Range** – enter a from and through date to look for accounts whose first deposit dates fall within the entered range.
- **Search** – Click the Search button to populate the **Results Table** with accounts that match your search criteria. In advanced mode only, if no search criteria are defined then clicking Search will retrieve all eligible accounts.
- **Clear** – clears the search criteria but does not clear the **Results Table**

Models - Select Accounts Filter


Once an account search has been completed and the **Results Table** is populated, you can further refine your results by using the Filter options.

Caution! You must hit enter or tab off of the filter field to enact the filter request.

- **Account Number or Name** – filter the **Results Table** to those accounts that match the desired account number or name
- **Current Cash** – look for accounts with current cash equal to (=), greater than (>), greater than or equal to (>=), less than (<) or less than or equal to (<=) the specified dollar amount.
- **Available Cash** – look for accounts with available cash equal to (=), greater than (>), greater than or equal to (>=), less than (<) or less than or equal to (<=) the specified dollar amount.
- **Market Value** – look for accounts with market value equal to (=), greater than (>), greater than or equal to (>=), less than (<) or less than or equal to (<=) the specified dollar amount.

Models - Results Table


The **Results Table** displays all accounts that match your search and filter selections. You can sort the information by clicking on the column headers.

Click on the  icon to move accounts from the **Results Table** to the **Select Table** to include the account in the model processing action. The account will remain listed in the **Results Table**, however, the icon will be removed indicating the account is already in the **Select Table**.

The text at the top of the table tells the user whether or not they are viewing all results or if a filter has reduced the view to a subset of accounts. For example, if the text says 'Viewing 10 of 18 Results' then the filter has reduced the results from 18 to 10. Clear the filter selections to view all results.

Models - Select Table

The **Select Table** displays all accounts that you have selected to include in this model processing action. You can sort the information by clicking on the column headers.

Click on the  icon to remove accounts from the **Select Table**. The account will no longer be listed in the **Select Table**.

*Caution! Filters apply to both the **Results Table** and the **Select Table**. Accounts will be included in the model processing action even if they are not visible in the **Select Table** due to a filter being applied. Always check the text above the **Select Table** and listed in the **Action Bar** to verify you are processing the expected number of accounts.*

Models – Processing a Single Model

After selecting the model, making any needed modifications, and defining the accounts to include (or define none in order to process all accounts), you can define what type of rebalancing action you want to take.

Processing Option

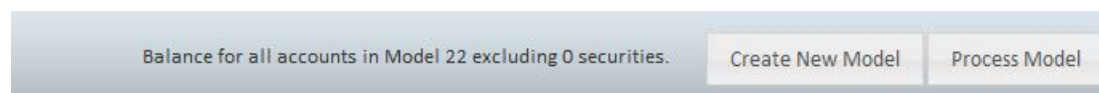
When a model is processed, Liberty recommends which securities need to be purchased or sold to meet the defined trade criteria. The **Processing Option** selection box allows you to define the method to be used for the rebalancing action. The available methods are:

- **Balance:** this method searches for accounts that are not within the target goal percentage defined in the model and creates the trades necessary to make their holdings match the model goal percent allocations.
- **Balance Exchange:** this method looks for eligible funds within the model, and when possible, combines the sell and corresponding buy instructions into an exchange order. Any residual money will be used to create individual sells or buys. For more information see [FAQs](#) section.
- **Invest Available Funds:** this method searches for accounts with excess cash and proportionately reinvests in ALL securities held based on the actual percent of the holdings (produces buy trades only).
- **Divest Proportionately:** this method searches for accounts that need cash and sells a portion of ALL securities held based on the actual percent of the holdings (produces sell trades only).
- **Invest to Goal %:** this method searches for accounts with excess cash and invests available cash into the most under-invested securities first to make accounts more in balance with the model.
- **Divest to Goal %:** this method searches for accounts that need cash and sells out securities that are over-allocated first in order to generate cash.

Models - Process Model

To process a model, you must first select a **Processing Option**. See [Processing Option](#) for more details.

By default, all eligible accounts within the model will be evaluated. You have the option to select a list of accounts, exclude individual accounts or include individual accounts by using the **Select Accounts** features. See [Select Accounts](#) for more information.



Once you have selected your processing option and defined the accounts to include (or decided to default to all) text will appear in the Action Bar that describes the model processing action to be taken and the **Process Model** button will become active.

Click the **Process Model** button in the Action Bar to initiate model processing. The **Model Process Summary** window will appear with your trade results.

Models - Model Process Summary

The Model Process Summary displays the results of a model processing request.

Model Process Summary

Completed Trade Order #	Model	Symbol
✓ 18336217	31-BALA-BALANCED INVESTMENTS	GREIX
✓ 18336218	31-BALA-BALANCED INVESTMENTS	GHTMX
✓ 18336219	31-BALA-BALANCED INVESTMENTS	GIRIX
✓ 18336220	31-BALA-BALANCED INVESTMENTS	GCTIX
✓ 18336221	31-BALA-BALANCED INVESTMENTS	GCCIX
✓ 18336222	31-BALA-BALANCED INVESTMENTS	GSDIX

Messages and Alerts

Alerts
 No Alerts

Messages

Model 31 - 74250 GOLDMAN SACHS DYNAMIC MUNICIPAL INCOME FUND INST'L CLASS Warning - Fund has minimum purchase requirements. See fund memo.

Model 31 - 74246 GOLDMAN SACHS U.S. TAX-MANAGED EQUITY FUND INST'L CLASS Warning - Fund has minimum purchase requirements. See fund memo.

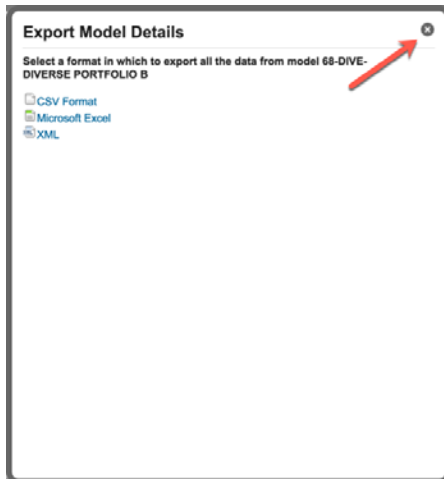
- **Alerts** – include critical information that prevented the completion of a trade or model processing action. Alerts impact all accounts and typically indicate that you will want to resubmit your request to get the desired results. For example, if the model is unavailable for processing because it is locked by another user, you will see an alert and no trades will be created.
- **Messages** – include informational messages regarding the trades created. These include messages about fund rules, individual accounts excluded from the trades and potential short-term redemption fees.
- **Completed** – indicates the number of trade orders recommended by the model processing action.
- **Close** – returns user to the **Model** screen.
- **Continue to Blotter** – takes the user directly to the Trade Blotter where they can review and approve or kill the recommended trades. See Liberty online Help under *Professionals View – Trading Tab* for more information.
- **Create Report** – Save the results of the model trade process in PDF format.

Models – Export

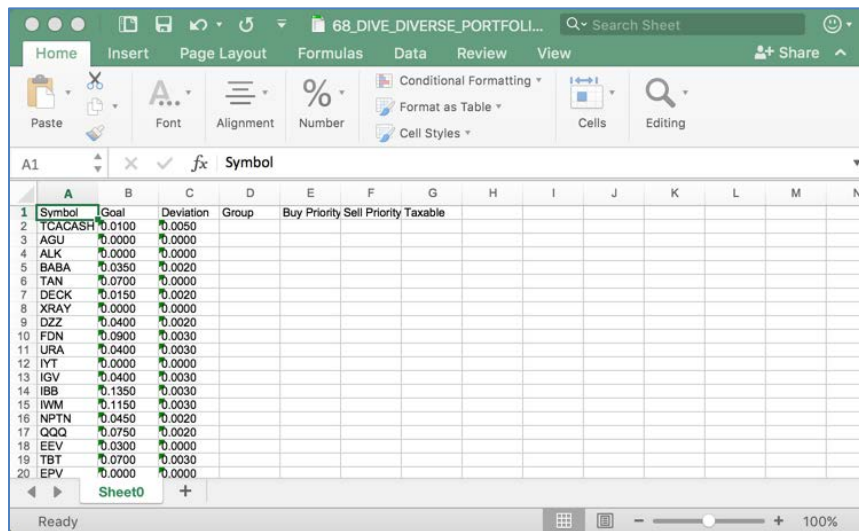
You may want to export your model, make modifications in Excel, and then import the changes rather than edit the model directly in Liberty. Exporting a model is also useful for retaining a record of your model configurations, or for uploading into other platforms.

Select the Model Export button on the Modify Model Details window. This will invoke the Export Model Details window.

Select a format in which the model data will be exported. Once selected, the output file will be saved locally. Proceed by selecting the close button in the upper right corner of the window.

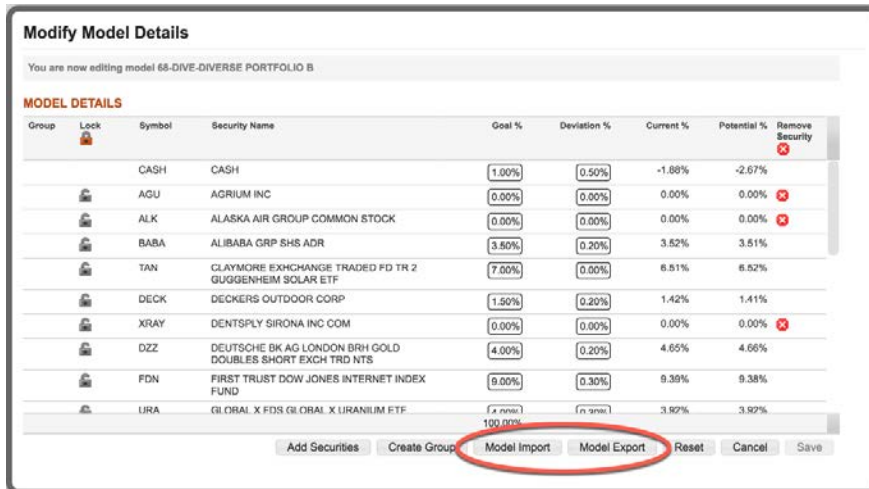


Locate the exported file and open it. If you are editing the model for re-import into Liberty then make your changes and save the file to your local drive. Proceed to the Model Import section.



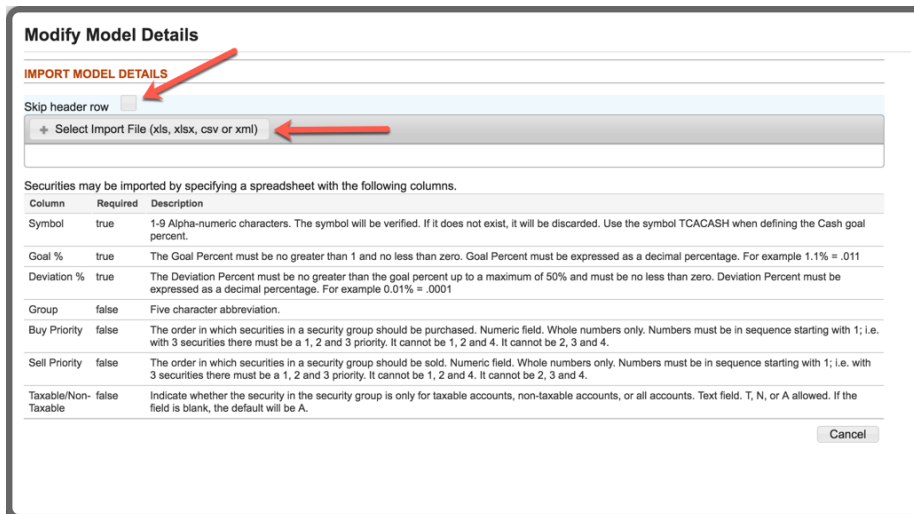
Models – Import

Once the data for a model has been prepared and is ready to be reflected in Liberty, on the Edit Model Details window select the Model Import button.



On the Modify Model Details page, select the Skip header row checkbox if the first row of your file contains header information.

Selecting the Select Import File button allows the user to browse to the file that is to be imported. After selecting the file (.xls, .xlsx, .csv or .xml) the file will automatically be imported.



Once imported, the Import Model Details window will be displayed. By selecting the Refresh button, the current report status will be displayed.

Modify Model Details


68_DIVE_DIVERSE_PORTFOLIO_B.xls uploaded for import click refresh to see current report status

IMPORT MODEL DETAILS

Summary

Start Time	11/10/2016 01:43:09 PM	End Time	11/10/2016 01:43:09 PM	Elapsed	00:00:00	Status	In Process
Total Rows	26	Processed Rows	0	Accepted Rows	0	Discarded Rows	0
New Securities	0	Unusable Securities	0	Discarded Securities	0	Duplicate Securities	0
Groups Identified	0	Discarded Groups	0				

Row	Column	Message
No records found.		

 Refresh

After the import and clicking Edit Model Details user is taken back to the Model details screen.


Modify Model Details

IMPORT MODEL DETAILS

Summary

Start Time	11/10/2016 01:43:09 PM	End Time	11/10/2016 01:43:10 PM	Elapsed	00:00:01	Status	Complete
Total Rows	26	Processed Rows	26	Accepted Rows	26	Discarded Rows	0
New Securities	26	Unusable Securities	0	Discarded Securities	0	Duplicate Securities	0
Groups Identified	0	Discarded Groups	0				

Row	Column	Message
No records found.		

 Refresh Edit Model Details

Here the user can see the modifications that were imported.

Clicking save will confirm the import data is correct.

Modify Model Details

You are now editing model 68-DIVE-DIVERSE PORTFOLIO B

MODEL DETAILS

Group	Lock	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
		IWM	ISHARES TR RUSSELL 2000 ETF	9.50%	0.30%	11.81%	11.80%	
		NPTN	NEOPHOTONICS CORP COM	4.50%	0.20%	3.44%	3.61%	
		QQQ	POWERSHARES QQQ TR UNIT SER 1	7.50%	0.20%	7.68%	7.68%	
		EEV	PROSHARES TR ULTRA SHORT MSCI EMERGING MKT FD	3.00%	0.00%	3.41%	3.41%	
		TBT	PROSHARES TR ULTRASHORT 20+ YR TREAS NEW	7.00%	0.30%	8.90%	8.90%	
		EPV	PROSHARES TR ULTRASHORT FTSE EUROPE NEW JAN 2014	0.00%	0.00%	0.00%	0.00%	
		PHM	PULTE CORP PHM B	0.00%	0.00%	0.00%	0.00%	
		SKX	SKECHERS U.S.A. INC	2.00%	0.20%	2.09%	2.09%	
		TCCB	TRIANGLE CAP CORP NT EXP 3/15/22	1.00%	0.20%			
				100.00%				

At this point the user is returned to the Model Details page and has successfully edited and imported modifications to the securities within the model.

Models - Import data issues

If the Goal percentage within the import does not equal 100% the import will still be successful but the user will get an error message indicating that the goal % is not equal to 100.

If the User does not include existing securities in the import, those securities will have Goal and Deviation percentage of zero on Liberty.

Modify Model Details

Model details are not valid. Model goal must total 100% and all details must be between 0% and 100% and deviation must be between 0% and the goal percent.

IMPORT MODEL DETAILS

Summary

Start Time	11/10/2016 11:05:18 AM	End Time	11/10/2016 11:05:19 AM	Elapsed	00:00:01	Status	Complete
Total Rows	10	Processed Rows	10	Accepted Rows	2	Discarded Rows	7
New Securities	2	Unusable Securities	7	Discarded Securities	1	Duplicate Securities	5
Groups Identified	0	Discarded Groups	0				

Row	Column	Message
11		row not processed due to parse errors

(2 of 2)

After selecting the Edit Model Details button, the User will be brought to the Model Edit screen.

User will still have to make sure all of the data within the model is valid before being able to save.

Modify Model Details

Model details are not valid. Model goal must total 100% and all details must be between 0% and 100% and deviation must be between 0% and the goal percent.

You are now editing model 101-AGGR-AGGRESSIVE GROWTH FUND A

MODEL DETAILS

Group	Lock	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	Remove Security
		CASH	CASH	35.00%	0.00%	8.05%	8.05%	
		ZZZZ	DAVIDSON CNTY NC GO SCH BDS 2009B 4.000% 06/01/19 DTD 05/20/09	15.00%	0.20%	20.86%	20.86%	
		ZZZZ	HORRY CNTY SC 4.000% 03/01/19 DTD 05/20/08	29.00%	0.20%	40.33%	40.33%	
		ZZZZ	JACKSON NATIONAL LIFE ANNUITY	0.00%	0.00%	0.02%	0.02%	
		PHSIX	PIMCO HIGH YIELD SPECTRUM FUND INST'L CLASS	0.00%	0.00%	0.04%	0.04%	
		ZZZZ	SOUTH ISLAND PUB SVC DIST SC WTRWKS AND SWR REV 4.250% 04/01/30 DTD 04/20/10	15.00%	0.20%	20.98%	20.98%	
		TCCB	TRIANGLE CAP CORP NT EXP 3/15/22	3.00%	0.00%			<input checked="" type="checkbox"/>
		ZZZZ	UNIVERSITY NC SYS POOL REV BDS 2006 A 5.000% 10/01/33 DTD 11/30/06	6.00%	0.20%	9.72%	9.72%	
		ZZZZ	YORK CNTY SC SCH DIST NO 4 FORTMILL 3.000% 03/01/18 DTD 11/10/15	0.00%	0.00%	0.00%	0.00%	<input checked="" type="checkbox"/>

You must save the model in order for any of the changes from the model import to take place. The Save button will remain grayed out until all data is valid.

15.00%	0.20%	20.98%	20.98%
3.00%	0.00%	0.00%	0.00% <input checked="" type="checkbox"/>
3.00%	0.20%	9.72%	9.72%
0.00%	0.00%	0.00%	0.00% <input checked="" type="checkbox"/>
100.00%			

Model Import Model Export Reset **Cancel** Save

Importing Cash

Users are now able to import CASH under the symbol TCACASH. Model Exports will reflect CASH as TCACASH as well.

Importing Groups

Users also have the ability to import and export group information as well.

Modify Model Details

IMPORT MODEL DETAILS

Skip header row

➔ Select Import File (xls, xlsx, csv or xml)

Securities may be imported by specifying a spreadsheet with the following columns.

Column	Required	Description
Symbol	true	1-9 Alpha-numeric characters. The symbol will be verified. If it does not exist, it will be discarded. Use the symbol TCACASH when defining the Cash goal percent.
Goal %	true	The Goal Percent must be no greater than 1 and no less than zero. Goal Percent must be expressed as a decimal percentage. For example 1.1% = .011
Deviation %	true	The Deviation Percent must be no greater than the goal percent up to a maximum of 50% and must be no less than zero. Deviation Percent must be expressed as a decimal percentage. For example 0.01% = .0001
Group	false	Five character abbreviation.
Buy Priority	false	The order in which securities in a security group should be purchased. Numeric field. Whole numbers only. Numbers must be in sequence starting with 1; i.e. with 3 securities there must be a 1, 2 and 3 priority. It cannot be 1, 2 and 4. It cannot be 2, 3 and 4.
Sell Priority	false	The order in which securities in a security group should be sold. Numeric field. Whole numbers only. Numbers must be in sequence starting with 1; i.e. with 3 securities there must be a 1, 2 and 3 priority. It cannot be 1, 2 and 4. It cannot be 2, 3 and 4.
Taxable/Non-Taxable	false	Indicate whether the security in the security group is only for taxable accounts, non-taxable accounts, or all accounts. Text field. T, N, or A allowed. If the field is blank, the default will be A.

Cancel

Listed on the Modify Model Details window is additional information regarding what other security information can be imported.

Column	Required	Description
Symbol	true	1-9 Alpha-numeric characters. The symbol will be verified. If it does not exist, it will be discarded. Use the symbol TCACASH when defining the Cash goal percent.
Goal %	true	The Goal Percent must be no greater than 1 and no less than zero. Goal Percent must be expressed as a decimal percentage. For example 1.1% = .011
Deviation %	true	The Deviation Percent must be no greater than the goal percent up to a maximum of 50% and must be no less than zero. Deviation Percent must be expressed as a decimal percentage. For example 0.01% = .0001
Group	false	Five character abbreviation.
Buy Priority	false	The order in which securities in a security group should be purchased. Numeric field. Whole numbers only. Numbers must be in sequence starting with 1; i.e. with 3 securities there must be a 1, 2 and 3 priority. It cannot be 1, 2 and 4. It cannot be 2, 3 and 4.
Sell Priority	false	The order in which securities in a security group should be sold. Numeric field. Whole numbers only. Numbers must be in sequence starting with 1; i.e. with 3 securities there must be a 1, 2 and 3 priority. It cannot be 1, 2 and 4. It cannot be 2, 3 and 4.
Taxable/Non-Taxable	false	Indicate whether the security in the security group is only for taxable accounts, non-taxable accounts, or all accounts. Text field. T, N, or A allowed. If the field is blank, the default will be A.

Models – Trade View

The Trade View for a Model is accessed from the Trading Tab – Models area. The Trade View for a model gives you a more precise view of what the model will look like after all trades are settled. This view allows you to validate that recent trading activity generated the expected results in a more precise way than what the Potential Percent provides on the model screen.

Security	Symbol	Goal Percent	Actual Percent	Shares	Market Value*
CASH	CASH	0.00%	45.90%	950,023,9400	\$950,023.94
FIDELITY SELECT FINANCIAL SERVICES FUND	FIDSX	20.00%	10.82%	2,344,2610	\$23,947.25
GOLDMAN SACHS COMMODITY STRATEGY FUND IN	GCCIX	2.40%	1.30%	2,340,9130	\$26,873.68
GOLDMAN SACHS DYNAMIC MUNICIPAL INCOME F	GSMTX	0.00%	0.00%	0.0000	\$0.00
GOLDMAN SACHS EMERGING MARKETS DEBT FUND	GSDIX	1.90%	1.02%	1,659,5160	\$21,275.00

The View Model Data By selection allows you to view the data by Security, Asset Class or Asset Subclass. The Asset Class views are helpful if you want to check your allocations based on class rather than individual security.

The Based on selection allows you to determine what you want included in your view. The default option is to view based on Trade Date Balances. The options are:

- Trade Date Balances - includes all trades with a trade date equal to or less than today.
- Trade date balances excluding recommend trades – includes all approved, executed, settled or posted trades with a trade date equal to or less than today.
- Settlement date balances – includes all trades whose settle date is equal to or less than today.

The Exclude Terminated option allows you to exclude terminating accounts. Use this option to get a truer view of the managed holdings within the model as terminating accounts can distort the amount of cash held.

Models – Pending Events

Model Pending Events displays the details of trades that have not yet settled in a model. Account level activities are rolled up to the model level, allowing you to see all upcoming activity that will affect a model.

Model Pending Events is accessed from the Models screen by clicking on the Pending Events tab.

The screenshot shows the Liberty Trading interface. At the top, there are navigation tabs: Analytics, Trading (highlighted in red), Client Management, Prospecting Tools, Documents, and My Profile. Below these are links: Blotter, Order Queue, Consolidated Asset Management, Models, Block Trading, Cross Model, Composite Models, and Generate Transfers. A dropdown menu for 'Select Model' is set to '39-BALA-BALANCED GROWTH AND INCOME' with an abbreviation of 'BALA' and a red note 'Excluded from model processing.'. Below the dropdown are five tabs: Manage Model, Trade View, Pending Events (circled in red), Aggregate TWR, and Composite TWR.

Current Balances View

The Current Balances section of Model Pending Events displays summary balance information, as well as balance information taking pending events into account.

The screenshot shows the 'Current Balances' view for model '31-BALA-BALANCED INVESTMENTS' with abbreviation 'BALA'. It features a table with the following data:

Current Balances		Market Value*	
Total Cash	\$51,607.57	Market Value*	\$983,525.88
Pending Cash	(\$291.75)	Pending Market Value	\$0.00
Total Potential Cash	\$50,725.42	Total Value	\$1,094,549.25

Current Balances Definitions

Total Cash: Summary value containing the current cash in a model across ALL accounts.

Pending Cash: Summary value for cash that is pending from sells and buys of ALL securities held in a model or other cash-related events.

Total Potential Cash: Summary value for a model including Current Cash and Pending Cash.

Market Value: Value of ALL security holdings in a model EXCLUDING cash.

Pending Market Value: Summary value of a security within a model taking into account all pending events.

Total Value: Summary value for the model including Market Value and Pending Market Value.

Pending Events Table

The Pending Events table lists all pending events for securities held in the selected model.

PENDING EVENTS									Export data
Settlement Date	Trade Date	Security	Symbol	Event	Status	Amount	Quantity	Cash Balance	
10/27/2016				Asset Transfer	Pending	(\$17,171.88)	0.0000	\$5,844.49	
10/28/2016	10/27/2016	GOLDMAN SACHS INT'L SMALL CAP WSG	GCIX	Buy	Recommend	(\$816.05)	77.5360	\$3,008.44	
10/28/2016	10/27/2016	GOLDMAN SACHS COMMODITY STRATEGY FUND-R	GCCX	Buy	Recommend	(\$169.93)	15.1050	\$2,858.51	
10/28/2016	10/27/2016	GOLDMAN SACHS HIGH YIELD FLOATING RATE F	GSFRX	Sell	Recommend	\$726.60	(74.6000)	\$3,565.11	
10/28/2016	10/27/2016	GOLDMAN SACHS LOCAL EMERGING MARKETS DEB	GAMDZ	Sell	Recommend	\$872.43	(134.4270)	\$4,437.54	
10/28/2016	10/27/2016	GOLDMAN SACHS HIGH YIELD MUNICIPAL FUND	GHRX	Sell	Recommend	\$1,061.50	(110.6880)	\$3,499.04	
10/28/2016	10/27/2016	GOLDMAN SACHS DYNAMIC MUNICIPAL INCOME F	GSMTX	Sell	Recommend	\$9,640.00	(808.5860)	\$45,139.04	
10/28/2016	10/27/2016	GOLDMAN SACHS EMERGING MARKETS DEBT FUND	GSIX	Sell	Recommend	\$618.04	(47.2420)	\$4,755.08	
10/28/2016	10/27/2016	GOLDMAN SACHS INT'L REAL ESTATE SEC	GRIIX	Sell	Recommend	\$155.60	(22.7520)	\$45,890.68	
10/28/2016	10/27/2016	GOLDMAN SACHS U.S. TAX-MANAGED EQUITY FU	GCTIX	Sell	Recommend	\$1,541.56	(85.7850)	\$47,432.24	
10/28/2016	10/27/2016	GOLDMAN SACHS INT'L TAX-MANAGED EQU	GHTMX	Sell	Recommend	\$891.61	(102.6020)	\$48,323.85	
10/28/2016	10/27/2016	GOLDMAN SACHS REAL ESTATE SEC FUND INST	GREIX	Sell	Recommend	\$223.18	(11.0220)	\$48,547.08	
10/28/2016	10/27/2016	GOLDMAN SACHS EMERGING Mkts EQUITY FUND	GEMIX	Sell	Recommend	\$1,642.61	(83.7360)	\$50,189.64	
10/28/2016	10/27/2016	GOLDMAN SACHS SHORT DURATION TAX FREE FU	GSUX	Sell	Recommend	\$555.88	(50.6000)	\$50,725.62	

The following information is displayed for each event:

- Settlement Date
- Trade Date
- Security
- Symbol
- Event
- Status
- Amount
- Quantity
- Cash Balance

Contents of the Pending Events table can be exported using standard Liberty export functionality.

Pending Event Detail

To view detail on a Pending Event, click on the Continue to Blotter button in the action bar:

PENDING EVENTS									Export data
Settlement Date	Trade Date	Security	Symbol	Event	Status	Amount	Quantity	Cash Balance	
10/27/2016				Asset Transfer	Pending	(\$17,171.88)	0.0000	\$5,844.49	
10/28/2016	10/27/2016	GOLDMAN SACHS INT'L SMALL CAP WSG	GCIX	Buy	Recommend	(\$816.05)	77.5360	\$3,008.44	
10/28/2016	10/27/2016	GOLDMAN SACHS COMMODITY STRATEGY FUND-R	GCCX	Buy	Recommend	(\$169.93)	15.1050	\$2,858.51	
10/28/2016	10/27/2016	GOLDMAN SACHS HIGH YIELD FLOATING RATE F	GSFRX	Sell	Recommend	\$726.60	(74.6000)	\$3,565.11	
10/28/2016	10/27/2016	GOLDMAN SACHS LOCAL EMERGING MARKETS DEB	GAMDZ	Sell	Recommend	\$872.43	(134.4270)	\$4,437.54	
10/28/2016	10/27/2016	GOLDMAN SACHS HIGH YIELD MUNICIPAL FUND	GHRX	Sell	Recommend	\$1,061.50	(110.6880)	\$3,499.04	
10/28/2016	10/27/2016	GOLDMAN SACHS DYNAMIC MUNICIPAL INCOME F	GSMTX	Sell	Recommend	\$9,640.00	(808.5860)	\$45,139.04	
10/28/2016	10/27/2016	GOLDMAN SACHS EMERGING MARKETS DEBT FUND	GSIX	Sell	Recommend	\$618.04	(47.2420)	\$4,755.08	
10/28/2016	10/27/2016	GOLDMAN SACHS INT'L REAL ESTATE SEC	GRIIX	Sell	Recommend	\$155.60	(22.7520)	\$45,890.68	
10/28/2016	10/27/2016	GOLDMAN SACHS U.S. TAX-MANAGED EQUITY FU	GCTIX	Sell	Recommend	\$1,541.56	(85.7850)	\$47,432.24	
10/28/2016	10/27/2016	GOLDMAN SACHS INT'L TAX-MANAGED EQU	GHTMX	Sell	Recommend	\$891.61	(102.6020)	\$48,323.85	
10/28/2016	10/27/2016	GOLDMAN SACHS REAL ESTATE SEC FUND INST	GREIX	Sell	Recommend	\$223.18	(11.0220)	\$48,547.08	
10/28/2016	10/27/2016	GOLDMAN SACHS EMERGING Mkts EQUITY FUND	GEMIX	Sell	Recommend	\$1,642.61	(83.7360)	\$50,189.64	
10/28/2016	10/27/2016	GOLDMAN SACHS SHORT DURATION TAX FREE FU	GSUX	Sell	Recommend	\$555.88	(50.6000)	\$50,725.62	

The Blotter view will present the Pending Events for the model, and allow you to view details for an individual event by clicking on the Trade Order number:

Trade Order #	Trade Date	Created By	Model	Instruction	Symbol	# Accts	Cash	Shares	Special Instructions	Status	Create Date
10398302	10/27/2016	Hayden	31-BALA	Sell Shares	GDOUX	1	\$35.98	(30.8000)		Recommend	10/27/2016 at 09:28:00AM
10398304	10/27/2016	Hayden	31-BALA	Sell Shares	GEMIX	1	\$1,642.61	(85.7500)		Recommend	10/27/2016 at 09:28:00AM
10398305	10/27/2016	Hayden	31-BALA	Sell Shares	GREX	1	\$23.18	(11.0210)		Recommend	10/27/2016 at 09:28:00AM
10398306	10/27/2016	Hayden	31-BALA	Sell Shares	GHTMX	1	\$891.61	(102.6020)		Recommend	10/27/2016 at 09:28:00AM
10398307	10/27/2016	Hayden	31-BALA	Sell Shares	GCTIX	1	\$1,541.56	(85.7850)		Recommend	10/27/2016 at 09:28:00AM
10398308	10/27/2016	Hayden	31-BALA	Sell Shares	GRIX	1	\$135.60	(22.7520)		Recommend	10/27/2016 at 09:28:00AM
10398309	10/27/2016	Hayden	31-BALA	Sell Shares	GSDX	1	\$638.04	(47.2420)		Recommend	10/27/2016 at 09:28:00AM
10398300	10/27/2016	Hayden	31-BALA	Sell Shares	GSMTX	1	\$9,640.00	(608.5860)		Recommend	10/27/2016 at 09:28:00AM
10398301	10/27/2016	Hayden	31-BALA	Sell Shares	GHYX	1	\$1,061.50	(110.6880)		Recommend	10/27/2016 at 09:28:00AM
10398302	10/27/2016	Hayden	31-BALA	Sell Shares	GIMDX	1	\$872.43	(134.4270)		Recommend	10/27/2016 at 09:28:00AM
10398303	10/27/2016	Hayden	31-BALA	Sell Shares	GIFEX	1	\$728.80	(74.6000)		Recommend	10/27/2016 at 09:28:00AM

To return to the Pending Events tab for the selected model, click on Return to Models from the Blotter view.

Trade Order #	Trade Date	Created By	Model	Instruction	Symbol	# Accts	Cash	Shares	Special Instructions	Status	Create Date
10398302	10/27/2016	Hayden	31-BALA	Sell Shares	GDOUX	1	\$35.98	(30.6000)		Recommend	10/27/2016 at 09:28:00AM
10398304	10/27/2016	Hayden	31-BALA	Sell Shares	GEMIX	1	\$1,642.61	(85.7500)		Recommend	10/27/2016 at 09:28:00AM
10398305	10/27/2016	Hayden	31-BALA	Sell Shares	GREX	1	\$23.18	(11.0210)		Recommend	10/27/2016 at 09:28:00AM
10398306	10/27/2016	Hayden	31-BALA	Sell Shares	GHTMX	1	\$891.61	(102.6020)		Recommend	10/27/2016 at 09:28:00AM
10398307	10/27/2016	Hayden	31-BALA	Sell Shares	GCTIX	1	\$1,541.56	(85.7850)		Recommend	10/27/2016 at 09:28:00AM
10398308	10/27/2016	Hayden	31-BALA	Sell Shares	GRIX	1	\$135.60	(22.7520)		Recommend	10/27/2016 at 09:28:00AM
10398309	10/27/2016	Hayden	31-BALA	Sell Shares	GSDX	1	\$638.04	(47.2420)		Recommend	10/27/2016 at 09:28:00AM
10398300	10/27/2016	Hayden	31-BALA	Sell Shares	GSMTX	1	\$9,640.00	(608.5860)		Recommend	10/27/2016 at 09:28:00AM
10398301	10/27/2016	Hayden	31-BALA	Sell Shares	GHYX	1	\$1,061.50	(110.6880)		Recommend	10/27/2016 at 09:28:00AM
10398302	10/27/2016	Hayden	31-BALA	Sell Shares	GIMDX	1	\$872.43	(134.4270)		Recommend	10/27/2016 at 09:28:00AM

Return to Models

Models – Aggregate TWR

Liberty displays the aggregated Time Weighted Return (TWR) for a model in chart or table format. This view uses the aggregate method of calculating model level TWR. The aggregate method combines all the model’s assets and external cash flows across all the accounts in the model to calculate returns.

Model Aggregate TWR is accessed from the Models screen by selecting the Aggregate TWR tab.

Analytics
Trading
Client Management
Prospecting Tools
Documents
My Profile

Blotter
Order Queue
Consolidated Asset Management
Models
Block Trading
Cross Model
Composite Models
Generate Transfers

Select Model: 39-BALA-BALANCED GROWTH AND INCOME Abbreviation: BALA Excluded from model processing.

Manage Model

Trade View

Pending Events

Aggregate TWR

Composite TWR

Aggregate TWR Calculation Options

A date range must be selected before Aggregate TWR will display. The following date ranges are available to view the performance for a model:

- **Custom:** Select when entering the **From and Through** dates*
- **Month to Date:** View model performance from the beginning of the current month to the current date
- **Prior Month:** View model performance from the last calendar month
- **Quarter to Date:** Populates the **From** date with the first day of the quarter and the **Through** date with the current date
- **Prior Quarter:** View model performance from the first and last days of the previous quarter based on the current date
- **Year to Date:** Populates the **From** date with the first day of the current year and the **Through** date with the current date
- **Prior Year:** View model performance from a period range for the previous 12 months to the current date
- **1 Year Trailing:** View model performance from a period range of 12 complete months prior to the current month
- **3 Year Trailing:** View model performance from a period range of 36 complete months prior to the current month
- **5 Year Trailing:** View model performance from a period range of 60 complete months prior to the current month
- **10 Year Trailing:** View model performance from a period range of 120 complete months prior to the current month
- **Inception to Date:** View model performance from the account's inception date and the current date

Model performance

Date Range ▼
01/01/2016 to 03/31/2016

Only include active accounts for the specified date range

Accounts ▼

**Note: The From date must be the first of the month and the Thru date must be on the end of a month or the current date. Returns are calculated from the beginning of the From date through the end of the Thru date.*

You may also specify if you want to only include active accounts in the model for the specified date range.*

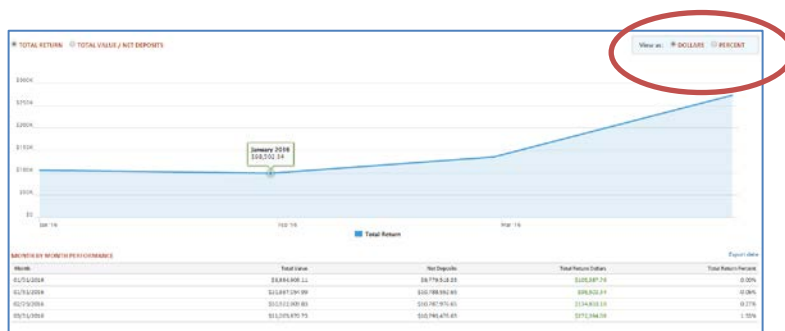
**Note: When limiting the selection criteria to active accounts, the TWR calculation will only include accounts that had a value both at the beginning AND at the ending of the selected period. When the selection is not limited to active accounts, ALL accounts that were active for any part of the period will be included.*

To limit the calculation to a specific list of accounts use the Accounts list drop-down to select a list.

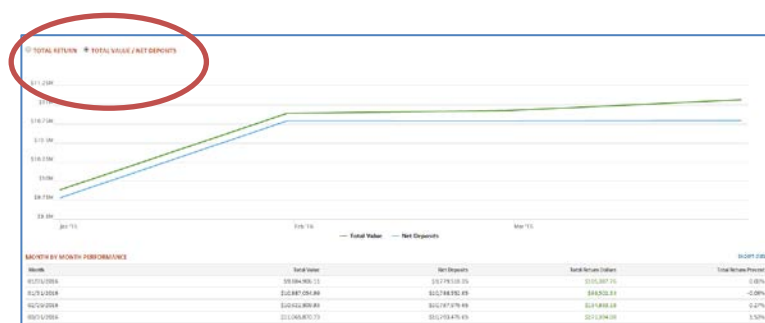
Once the date range, checkbox and list have been set, click the GO button to render the chart.

Aggregate TWR View Options

The chart will display Total Return in dollar terms as a default. To display Total Return in percent terms, select Percent on the upper right toggle control



The upper left toggle can be selected to display Total Value / Net Deposits:



Portfolio Value Information Panel

An information panel returns key statistics for the selected model & date range:

Portfolio value for the number of accounts included in the Aggregated Time Weighted Return (TWR) based on the prior day's closing value for the selected period.

- **As of:** Begin date and value for selected period.
- **Contributions:** Sum total amount contributed to the model during the selected period.
- **Distributions:** Sum total amount of distributed in the model during the selected period .

Portfolio value¹

Total Accounts	109
01/01/2016 Value	\$9,884,906.11
Contributions	\$1,018,234.34
Distributions	(\$4,276.04)
Income & Gains	\$0.00
Net Change in Value	\$167,006.32
03/31/2016 Value	\$11,065,870.73
Cumulative TWR	1.53%
Annualized TWR	N/A

¹ Returns are estimates based on prices and transactions posted to date. Values calculated using the most recent closing price for the selected date.

- **Income & Gains:** Total amount of dividend income and unrealized gains attributed to the model during the selected period.
- **Net Changes in Value:** Net changes in market value for all securities held in the model during the selected period.
- **Through:** End date and value for selected period
- **Cumulative Time Weighted Return:** Time weighted return calculation that measures the cumulative compound return achieved over the selected period and excludes the effect of cash flows.
- **Annualized Time Weighted Return:** Time weighted return calculation based on the cumulative return that measures the average annual compound return achieved over the selected period

Data & Export

The underlying chart data is displayed in table format beneath the chart and can be exported in CSV, Excel, XML or PDF format:

MONTH BY MONTH PERFORMANCE				Export data
Month	Total Value	Net Deposits	Total Return Dollars	Total Return Percent
01/01/2016	\$9,884,906.11	\$9,779,518.35	\$105,387.76	0.00%
01/31/2016	\$10,887,054.99	\$10,788,552.65	\$98,502.34	-0.06%
02/29/2016	\$10,922,809.83	\$10,787,978.65	\$134,831.18	0.27%
08/31/2019	\$11,068,870.73	\$10,793,478.65	\$272,392.08	1.33%

Models – Composite TWR

Composite Time Weighted Return (TWR) is a composite of the individual account returns in a model. It represents an asset-weighted return based on either the beginning value or average daily balance of each account in the model. Liberty's Composite TWR view provides monthly Time Weighted Return (TWR) data for all accounts holding a position in the model. Investment advisors may choose which individual accounts' TWR data is to be included in the Composite TWR.

Investment advisors electing to view Composite TWR should review and commit model level returns on a monthly basis in order to track decisions regarding which accounts were included in the composite return.

Composite TWR is never reflected on statements as it is used solely by the RIA to reflect their overall performance in managing the model. This method best reflects a firm's ability to manage the portfolio's assets.

Models – Composite TWR - Navigation

Access Composite TWR by navigating to the Trading tab, then Models, then select the model whose composite TWR you want to view. Click on the Composite TWR tab to view the composite.

The screenshot displays the Liberty Trading interface. At the top, there are six main navigation tabs: Analytics, Trading (highlighted in red), Client Management, Prospecting Tools, Documents, and My Profile. Below these are several sub-navigation links: Blotter, Order Queue, Consolidated Asset Management, Models, Block Trading, Cross Model, Composite Models, and Generate Transfers. Under the 'Models' section, there is a dropdown menu for 'Select Model' showing '31-BALA-BALANCED INVESTMENTS' and an 'Abbreviation' field showing 'BALA'. At the bottom, there are five sub-tabs: Manage Model, Trade View, Pending Events, Aggregate TWR, and Composite TWR (circled in red).

By default, the most recent month's available composite TWR information will be shown.

Models - Composite TWR – Viewing

The screenshot shows the 'Composite TWR' view for model '1-DOME-DOMESTIC GROWTH'. It features a search panel (1) with a date selector (09/30/2015) and filters for Net/Gross and Verified/Unverified accounts. A summary panel (2) displays key metrics like Beginning Value (\$3,166,503.57) and Net Cash Flows (\$11,069.81). The upper display (3) shows TWR statistics: Average (0.8129%), High (0.7900%), Median (0.8100%), Low (0.8800%), and Standard Deviation (0.0134%). The lower display (4) is a table of 37 accounts with columns for account details, values, and TWR. The action dock (5) at the bottom includes 'Commit' and 'Save' buttons.

The Composite TWR screen is arranged in 5 sections:

1. Search Panel – the search panel allows you to select the month whose composite you want to view, determine if you want to view data by Net or Gross of fees, and allows you to filter the information displayed.
2. Summary Panel – displays summary information about the model value and cash flows for the month being viewed.
3. Upper Display – shows the composite TWR information for the month being viewed and dynamically updates based on other selections.
4. Lower Display – provides the account level details for each account in the model, allowing you to exclude accounts from the composite and provide comments as to why they were excluded.
5. Action Dock – displays if the composite TWR information was committed or reopened and provides access to Committing, Saving or Reopening a composite.

Models - Composite TWR Search and Summary Panels

Investment advisors use the side display to manage monthly composite TWR information. This section provides a view of month end data for all accounts participating in the selected model for the entire month.

Month Ending: When a model has been selected, TCAdvisor initially populates with the earliest uncommitted months if available. In the case where there are no uncommitted

months, the view will populate with the most recent committed month. This section includes the following information:

- Month Ending: Popup to select a month end date for viewing
- An option to View TWR by Net or Gross of fees
- A Go button to display the reflected settings

The Filter Table by option and Find Account options provide the ability to limit and search for participating accounts. For additional information, see Composite TWR Definitions.

Summary Section: Displays the Beginning Value, Average Daily Value, Ending Value, Net Cash Flows and Fee Cash Flows by month. When editing an open or reopened month, this information is updated based on the account selection as defined in the Composite TWR table located in the lower display.

Models - Composite TWR Upper Display

The upper display provides summary data for the Composite TWR for Fees Weighted by: Displays the Composite TWRs weighted by the Beginning Value and Average Daily Value for the month. This figure can be viewed net of fees or gross of fees based on the selection of View TWR by Net or Gross in the lower display. In addition, the standard deviations based on the average weighted by the Beginning Value and Average Daily Values also display. When editing open or reopened months, this information is updated based on the new account selection criteria defined in the Composite TWR table located in the lower display.

FEES WEIGHTED BY	Beginning Value	Average Daily Value
Time Weighted Return	0.0000%	(2.1297%)
Standard Deviation	1.8325%	1.2332%

TWR Statistics: Displays multiple return statistics for the composite of individual accounts included by average (equally weighted), median (middle), high (highest TWR from included accounts), low (lowest TWR from included accounts), and standard deviation. When editing open or reopened months, this information is updated based on the new account selection defined in the Composite TWR table located in the lower display. This data displays net of fees or gross of fees based on the selection of View TWR by Net or Gross in the lower display

TWR STATISTICS				
Average	High	Median	Low	Standard Deviation
(1.4823%)	0.0000%	(1.3700%)	(2.8900%)	1.0429%

Models - Composite TWR Lower Display

The Account Section displays the number of Included Accounts, Excluded Accounts, Total and Verified accounts for the selected model based on the account selection defined in the Composite TWR table located in the side display. When editing open or reopened months, this information is updated based on the new account selection defined in the Composite TWR table.

Reopen

In addition, investment advisors with the appropriate permissions may modify a previously committed month.

VIEWING 37 OF 37 ACCOUNTS IN THE MODEL (30 INCLUDED, 7 EXCLUDED, 0 VERIFIED)

[Export data](#)

Ver	Exc	Account	Account Name	Open Date	Term Date	Beginning Value	Ending Value	Average Daily Value	Net Cash Flows	Fee Cash Flows	TWR Net of Fees	TWR Variance Begin Value Net	TWR Variance Avg Daily Value Net	Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	594736	LAVONA VALAITIS	10/04/2016		\$0.00	\$17,359.12	\$6,961.06	\$17,752.03	\$0.00	(2.2100%)	(2.2100%)	(0.0803%)	add
<input type="checkbox"/>	<input checked="" type="checkbox"/>	594886	DEON URPS	10/04/2016		\$0.00	\$20,524.82	\$8,230.51	\$20,989.39	\$0.00	(2.2100%)	(2.2100%)	(0.0803%)	add
<input type="checkbox"/>	<input type="checkbox"/>	594893	DELOISE URMENETA	10/06/2016		\$0.00	\$8,226.72	\$2,903.35	\$8,463.02	\$0.00	(2.7900%)	(2.7900%)	(0.6603%)	add
<input type="checkbox"/>	<input type="checkbox"/>	594949	CHERYLYN URCH	10/05/2016		\$0.00	\$84,877.87	\$32,082.07	\$87,389.82	\$0.00	(2.8700%)	(2.8700%)	(0.7403%)	add
<input type="checkbox"/>	<input type="checkbox"/>	594959	CHANG URBANIC	10/05/2016		\$0.00	\$25,490.72	\$9,334.01	\$26,242.37	\$0.00	(2.8900%)	(2.8900%)	(0.7603%)	add
<input type="checkbox"/>	<input type="checkbox"/>	594975	BERRY URANKAR	10/06/2016		\$0.00	\$19,974.90	\$7,049.48	\$20,548.67	\$0.00	(2.7900%)	(2.7900%)	(0.6603%)	add
<input type="checkbox"/>	<input type="checkbox"/>	595007	ULA UNTHANK	10/12/2016		\$0.00	\$8,003.56	\$1,212.73	\$8,115.05	\$0.00	(1.3700%)	(1.3700%)	0.7597%	add
<input type="checkbox"/>	<input type="checkbox"/>	595010	TIMOTHY UNLAND	10/12/2016		\$0.00	\$9,126.77	\$1,382.92	\$9,253.92	\$0.00	(1.3700%)	(1.3700%)	0.7597%	add
<input type="checkbox"/>	<input checked="" type="checkbox"/>	595114	SAMMY ULDRICH	10/04/2016		\$0.00	\$8,067.39	\$3,235.05	\$8,250.00	\$0.00	(2.2100%)	(2.2100%)	(0.0803%)	add
<input type="checkbox"/>	<input type="checkbox"/>	595153	MORIAH UKENA	10/05/2016		\$0.00	\$24,431.82	\$9,234.72	\$25,154.88	\$0.00	(2.8700%)	(2.8700%)	(0.7403%)	add

(2 of 4)

Models - Composite TWR Definitions

The Composite TWR provides Investment Advisors and their associated representatives with month end TWR data for all accounts holding a position in the model for the entire month. The following information is included in the Composite TWR table for each account:

Ver - When selected, the accounts' time weighted return information has been verified and is ready to be committed.

Exc - When selected, the accounts' time weighted return information has been excluded from the Composite TWR.

Account Number - Trust Company account number.

Account Name - Client account name.

Open Date - An account's first deposit date into the selected model.

Term Date - Date special handling was placed on an account. For additional information, see Special Handling.

Beginning Value - Account's month beginning value.

Ending Value - Account's month ending value.

Average Daily Value - Account's average daily value for the month.

Net Cash Flows - Account's net cash flows (in-flows and out-flows) for the month.
Note: This amount excludes fee cash flows.

Fee Cash Flows - Amount an account paid in fees during the month.

TWR Net of Fees - When View TWR by Net is chosen: Account's time weighted return for the month excluding fees.

TWR Gross of Fees - When View TWR by Gross is chosen: Account's time weighted return for the month including fees.

TWR Variance Begin Value Net - When View TWR by Net is chosen: Difference between an individual account's TWR and Value Net the Composite TWR weighted by the beginning market value, excluding fees.

TWR Variance Begin Value Gross - When View TWR by Gross is chosen:

Difference between an individual account's TWR Value Gross and the Composite TWR weighted by the beginning market value, including fees.

TWR Variance Avg Daily Value Net - When View TWR by Net is chosen:

Difference between the individual account's TWR and Daily Value Net the Composite TWR weighted by the average daily balance, excluding fees.

TWR Variance Avg Daily Value Gross - When View TWR by Gross is chosen:

Difference between the individual account's TWR
Daily Value Gross and the Composite TWR weighted by the average daily balance,
including fees.

Block Trading

Block trading is used to create trades for multiple accounts, one security and model at a time. You can create a buy, sell or exchange across all or some of the accounts within a model. Block trading can also be used to create trades for non-modeled holdings.

Note: If you need to complete a buy or sell for a single account, it may be more efficient for you to navigate to the account and then use the Trading tab. The Sell Positions feature on the Trading tab may also be more efficient than block trading when trying to sell all non-modeled holdings within a single account.

Block Trading Quick Start Guide

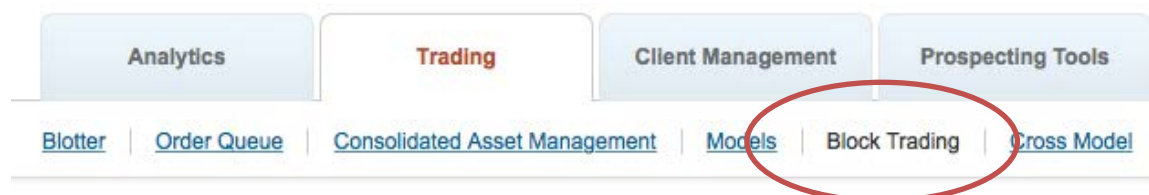
For those familiar with block trading, the following Quick Start Guide provides the basic information you need to get up and running with block trading within Liberty.

Please refer to individual sections for more information.

1. Navigate to the Block Trading area by selecting the *Trading* Tab and then clicking on the *Block Trading* link.
2. Select the type of block trade you want to create: [Buy](#), [Sell](#) or [Exchange](#).
3. Enter in the required information to create the block trade including the [Routing Method](#), [Special Instructions](#) and [Spread Method](#).
4. Either process for all accounts or use the [Select Accounts](#) section to view eligible accounts and select accounts to include in the block trade.
5. Click the [Process](#) button to create the block trade. From the [Block Trade Process Summary](#) you can access the blotter to review and approve your trades.

Block Trading Navigation

Select the Trading tab and then the Block Trading link.



Block Buy

To create a Block Buy, click on the *Block Buy* radio button. Click on the *Block Trade #* drop-down to review and edit an existing block buy or click **New** to create a new block buy.

BLOCK BUY
 BLOCK SELL
 BLOCK EXCHANGE

DEFINE TRADE

Block Trade #
 Select One

Model
 Select One

SECURITY

Symbol: [] Last Price: [] As of: []
 Lockup Security: []

Routing Method
 Standard

TRADE INFORMATION

Created By: [] Number of Accounts: []
 Creation Date: [] Selected C/I: []

SPREAD METHOD

Method: []
 Minimum Trade(s): []

Spread Basis
 By Market Value
 By Available Cash

SELECT ACCOUNTS Advanced

Search: [Select a list] [Account number or name or tax ID] [Search] [All Tradable] [Clear]

Filter: [Account Number or Name] [Current Cash: Any] [Available Cash: Any] [Clear]

0 of 0 Results 0 of 0 Selected Accounts Export data

All	Account	Name	Type	Current Cash	Available Cash	Estimated Cash	Estimated Shares	Allocation %	Current %	Settle Date %
	No accounts found to view									
				\$0.00	\$0.00	\$0.00	0.0000			

© 2017 Trust Company of America. All Rights Reserved. Member FDIC. Investment Products: Not FDIC Insured • No Bank Guarantee • May Lose Value. Values calculated using most recent closing price. Values calculated using 30 days to default price, if available, or most recent closing price.

 Delete
 Process
 Reset
 Save

BLOCK BUY
 BLOCK SELL
 BLOCK EXCHANGE

DEFINE TRADE

Block Trade #
 Select One

Select One

409891 13D ACTIVIST FUND CLASS I - \$10.00

409951 GOLDMAN SACHS COMMODITY STRATEGY FUND INST'L CLASS - \$2.00

409972 PACE GLOBAL REAL ESTATE SECURITIES FUND CLASS Y - \$1.00

410102 ISHARES IBONDS DEC 2024 TERM CORPORATE ETF - 7.00%

Routing Method
 Standard

Note: The Block Trade # drop-down will contain all saved block buys. Processed block buys (those that successfully resulted in a trade order recommendation) will not be available in the drop-down. If you have questions about a processed block buy please contact your relationship manager.

To create a new block buy, enter the required information and **Save** the block buy for future action or **Process** the block buy to create a trade order recommendation. The information you can enter is as follows:

- **Model:** Select a model from the drop-down menu.

- **Symbol:** Enter the symbol, CUSIP or part of the name of the security you wish to trade. Liberty will search against all securities available at TCA. If a single match is found, then the related security information will be displayed. If multiple matches are found, then you will see that the box outline stays red and no security information is displayed. Click on the Lookup Security button to see all matches and select the specific security you want to trade. Depending on the number of matches found you may have to scroll down to the bottom of the Lookup Security screen to get to the Select button.
- **Routing Method:** Typically Electronic for equities and Standard for mutual funds. See [Routing Method](#) section for more details.
- **Special Instructions:** For equity trades only, you may define specific options for buying a security in the **Special Instructions** area. Note: If no Special Instructions are defined, an equity order will be bought at the market price. The **Market Center** field defaults to KCG. Additional Market Centers may be available depending on your settings. See [Special Instructions](#) section for more details.
- **Spread Method:** The **Spread Method** defines the allocation of shares or cash for the block buy. The options that are available depend on the type of security chosen. Select one of the available **Spread Methods** from the drop-down menu. See [Buy Spread Methods](#) for details regarding each spread method.
- **Minimum Trade:** The **Minimum Trade** field is optional. You may wish to enter an amount in the **Minimum Trade** field to limit the purchase to only those individual accounts that hold enough cash to purchase at the defined minimum for the trade.
- **Spread Basis:** The basis by which you would like to distribute the purchase of shares or cash for a block buy.
 - **By Market Value** - Market value is the total value of both cash and shares an account holds in a selected model. When selected, Liberty will allocate the amounts to spread among accounts based on the market values of the accounts in a selected model.
 - **By Available Cash** - When selected, Liberty will spread the allocation among the accounts based only on their available cash in a model.
 - **Recent Deposits** - When selected, Liberty will spread the allocation among the accounts based on their recent deposits in a selected model. Note: This option may not be available depending on your role.
- **Select Accounts:** By default, the block trade will include all eligible accounts in the trade. Use Select Accounts to select a set of accounts to participate or to exclude accounts from participation. See [Select Accounts to Trade](#) for more information.
- **Trade Information:** Displays read-only information regarding who created the block trade, the date the block trade was created, the number of accounts selected for participation in the trade as well as the date the accounts were selected.
- **Save:** Once all of the required fields have been populated for a block buy, you may click the **Save** button to manage the trade at a later time. Note: A saved

trade will NOT be processed. To create trade(s) based on the block buy definitions, you must click the Process button.

- **Reset:** Removes any changes made. On a new item, Reset returns the user to the last-viewed block screen where you can select an existing trade or click new to start a new block trade.
- **Delete:** Deletes the block trade definition without creating any trades. This removes the block trade from the drop-down list.
- **Process:** When you are satisfied with the trade criteria for a newly created block buy, select the **Process** button. Once the trade has been successfully submitted to TCA, you may **Approve** or **Kill** the trade from your Blotter. See [Block Trade Process](#) for more information.
- **Action Dock:**



The Action Dock displays information about the trade. Users should review this information before taking any action to make sure that the block trade is as expected.

Block Sell

To create a Block Sell, click on the Block Sell radio button. Click on the Block Trade # drop-down to review and edit an existing block sell or click New to create a new block sell.

The screenshot shows the 'Block Sell' form interface. At the top, there are radio buttons for 'BLOCK BUY', 'BLOCK SELL' (selected), and 'BLOCK EXCHANGE'. The 'DEFINE TRADE & MODEL' section includes a 'Block Trade #' dropdown menu. The 'SECURITY' section has a 'Symbol' input field and a 'Lookup Security' button. The 'ROUTING METHOD' section has a 'Standard' dropdown menu. The 'TRADE INFORMATION' section includes 'Created By', 'Number of Accounts', 'Creation Date', and 'Selected On' fields. The 'SPREAD METHOD' section has a 'Select One' dropdown menu and a 'Minimum Trade(\$)' input field. The 'SELECT ACCOUNTS' section has a search bar and filter options. Below this is a table with 0 results for 0 selected accounts. The table has columns for Account, Name, Type, Current Shares, Available Shares, Estimated Cash, Estimated Shares, Allocation %, Current %, and Settle Date %. The bottom of the form has buttons for 'New', 'Save', 'Reset', 'Delete', and 'Process'.

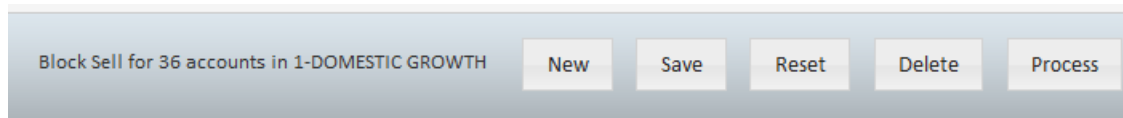
Note: The Block Trade # drop-down will contain all saved block sells. Processed block sells (those that successfully resulted in a trade order recommendation) will not be available in the drop-down. If you have questions about a processed block sell please contact your relationship manager.

To create a new block sell, enter the required information and **Save** the block sell for future action or **Process** the block sell to create a trade order recommendation.

- **Model:** Select a model from the drop-down menu.
- **Symbol:** Enter the symbol, CUSIP or part of the name of the security you wish to trade. Liberty will search against all securities available at TCA. If a single match is found then the related security information will be displayed. If multiple matches are found then you will see that the box outline stays red and no security information is displayed. Click on the Lookup Security button to see all matches and select the specific security you want to trade. Depending on the number of matches found you may have to scroll down to the bottom of the Lookup Security screen to get to the Select button.
- **Routing Method:** Typically Electronic for equities and Standard for mutual funds. See [Routing Method](#) section for more details.
- **Special Instructions:** For equity trades only, you may define specific options for buying a security in the **Special Instructions** area. Note: If no Special Instructions are defined, an equity order will be sold at the market price. The

Market Center field defaults to KCG. Additional Market Centers may be available depending on your settings. See [Special Instructions](#) section for more details.

- **Spread Method:** The **Spread Method** defines the allocation of shares or cash for the block sell. The options that are available depend on the type of security chosen. Select one of the available **Spread Methods** from the drop-down menu. See [Sell Spread Methods](#) for details regarding each spread method.
- **Minimum Trade:** The **Minimum Trade** field is optional. You may wish to enter an amount in the **Minimum Trade** field to limit the sell to only those individual accounts that hold enough shares to sell at the defined minimum for the trade.
- **Spread Basis:** All block sells are spread to the participating accounts according to available shares, therefore no spread basis election is needed in the block sell screen.
- **Select Accounts:** By default, the block trade will include all eligible accounts in the trade. Use Select Accounts to select a set of accounts to participate or to exclude accounts from participation. See [Select Accounts to Trade](#) for more information.
- **Trade Information:** Displays read-only information regarding who created the block trade, the date the block trade was created, the number of accounts selected for participation in the trade as well as the date the accounts were selected.
- **Save:** Once all of the required fields have been populated for a block sell, you may click the **Save** button to manage the trade at a later time. Note: A saved trade will NOT be processed. To create trade(s) based on the block sell definitions, you must click the Process button.
- **Reset:** Removes any changes made. On a new item, Reset returns the user to the last-viewed block screen where you can select an existing trade or click new to start a new block trade.
- **Delete:** Deletes the block trade definition without creating any trades. This removes the block trade from the drop-down list.
- **Process:** When you are satisfied with the trade criteria for a newly created block sell, select the **Process** button. Once the trade has been successfully submitted to TCA, you may **Approve** or **Kill** the trade from your Blotter. See [Block Trade Process](#) for more information.
- **Action Dock:**



The Action Dock displays information about the trade. Users should review this information before taking any action to make sure that the block trade is as expected.

Block Exchange

Exchanges are used to move from one fund to another fund within the same fund family. To create a Block Exchange, click on the Block Exchange radio button. Click on the Block Trade # drop-down to review and edit an existing block exchange or click New to create a new block exchange.

BLOCK BUY
 BLOCK SELL
 BLOCK EXCHANGE

DEFINE TRADE & MODEL

Block Trade #
 Select One

Model
 Select One

SECURITY

Symbol Last Price As of

EXCHANGE TO SECURITIES

Symbol	Security Name	Percent
No records found.		
		0.00%

SPREAD METHOD

Method
 Select One

Minimum Trade(\$)

SELECT ACCOUNTS Advanced

Search

Filter

0 of 0 Results
 0 of 0 Selected Accounts
 Export data

All	Account	Name	Type	Current Shares	Available Shares	Estimated Cash	Estimated Shares	Potential Short Term G/L	Potential Long Term G/L	Allocation %	Current %	Settle Date %
No accounts found to view												
				0.0000	0.0000	\$0.00	0.0000	\$0.00	\$0.00			

Note: The Block Trade # drop-down will contain all saved block exchanges. Processed block exchanges (those that successfully resulted in a trade order recommendation) will not be available in the drop-down. If you have questions about a processed block exchange, please contact your relationship manager.

To create a new block exchange, enter the required information and **Save** the block exchange for future action or **Process** the block exchange to create a trade order recommendation.

- **Model:** Select a model from the drop-down menu.
- **Symbol:** Enter the symbol, CUSIP or part of the name of the security you wish to exchange out of. Liberty will search against all securities available at TCA. If a single match is found then the related security information will be displayed. If multiple matches are found then you will see that the box outline stays red and no security information is displayed. Click on the Lookup Security button to see all matches and select the specific security you want to trade. Depending on the number of matches found you may have to scroll down to the bottom of the Lookup Security screen to get to the Select button. *Note: Search results will be*

limited to money market and mutual fund securities as these are the only security types valid for an exchange.

- **Exchange to Securities:** This section is used to search for securities that will receive the exchange of shares. An exchange may be made from one security into multiple securities. *Note: The available securities to exchange into are limited to securities within the same fund family as the security being exchanged out.*

EXCHANGE TO SECURITIES

Symbol	Security Name	Percent
No records found.		
		0.00%
<input type="button" value="Edit"/> Exchange to Securities are not valid.		

Click on the Edit button to add or edit the exchange to security details.

Exchange Details

AVAILABLE EXCHANGE TO SECURITIES

Security Name or Symbol

Symbol	Security Name
+	RYEEX RYDEX ENERGY FUND CLASS C
+	RYEIX RYDEX ENERGY FUND INVESTOR CLASS
+	RYVIX RYDEX ENERGY SERVICES FUND INVESTOR CLASS
+	RYVCX RYDEX ENERGY SVCS FUND CLASS C
+	RYAEX RYDEX EUROPE 1.25X STRATEGY FUND CLASS A
+	RYELX RYDEX EUROPE 1.25X STRATEGY H CLASS
+	RYFAX RYDEX FINANCIAL SVCS FUND ADVISOR CLASS
+	RYFCX RYDEX FINANCIAL SVCS FUND CLASS C
+	RYADX RYDEX GOV'T LONG BOND 1.2X STRATEGY ADVISOR CLASS
+	RYCGX RYDEX GOV'T LONG BOND 1.2X STRATEGY CLASS C

(9 of 23) |< << 4 5 6 7 8 9 10 11 12 13 >> >|

EXCHANGE TO SECURITIES

Symbol	Security Name	Percent
-	RYESX RYDEX ENERGY SERVICES CLASS A	25.00%
-	RYVAX RYDEX ENERGY SERVICES FUND ADVISOR CLASS	35.00%
-	RYCEX RYDEX EUROPE 1.25X STRATEGY CLASS C	15.00%
-	RYFIX RYDEX FINANCIAL SERVICES FUND INVESTOR CLASS	0.00%
		75.00%

- Available *exchange to securities* will be populated with securities matching the fund company of the *exchange out* security.
- Filter the results by typing in a security symbol or part of the name. Blank out the filter and hit return to get all results back. Note that the Filter only impacts the Available Exchange to Securities table.
- Select securities to exchange into by clicking on the + icon. Once added to the Exchange to Securities table the security will no longer be listed in the Available Exchange to Securities table.
- Remove securities from the Exchange to Securities table by clicking on the - icon.

- Enter the percent of the *exchange from* amount to be allocated to each *exchange to* security. If the Spread Method is Exchange by Allocation Percent, then the total percent allocated must equal the allocation percent. For all other spread methods the total percent allocated must equal 100%.

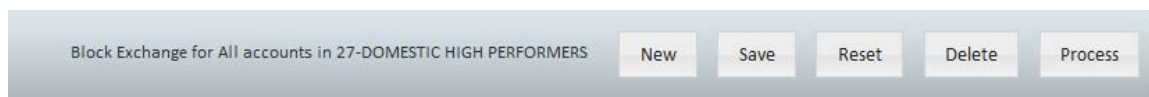
EXCHANGE TO SECURITIES

Symbol	Security Name	Percent
RYESX	RYDEX ENERGY SERVICES CLASS A	50.00%
		50.00%

Edit Exchange to Securities are not valid.

- Click the Done button to return to the block exchange screen. Changes are not saved until you save the Block Exchange.
- If the percent column in the Exchange to Securities table does not total the appropriate amount, upon returning to the Block Exchange screen you will see a red message next to the Edit button and you will not be able to Save or Process the exchange.
- **Routing Method:** All exchanges are routed through the standard FundSERV platform, therefore no routing method selection is available for block exchanges.
- **Spread Method:** The **Spread Method** defines the allocation of shares or cash for the block exchange. Select one of the available **Spread Methods** from the drop-down menu. See [Exchange Spread Methods](#) for details regarding each spread method.
- **Minimum Trade:** The **Minimum Trade** field is optional. You may wish to enter an amount in the **Minimum Trade** field to limit the exchange out to only those individual accounts that hold enough shares to sell at the defined minimum for the trade.
- **Spread Basis:** All block exchanges are spread to the participating accounts according to available shares and the selected spread method, therefore no spread basis election is needed in the block exchange screen.
- **Select Accounts:** By default, the block trade will include all eligible accounts in the trade. Use Select Accounts to select a set of accounts to participate or to exclude accounts from participation. See [Select Accounts to Trade](#) for more information.
- **Trade Information:** Displays read-only information regarding who created the block trade, the date the block trade was created, the number of accounts selected for participation in the trade as well as the date the accounts were selected.
- **Save:** Once all of the required fields have been populated for a block exchange, you may click the **Save** button to manage the trade at a later time. Note: A saved trade will NOT be processed. To create trade(s) based on the block exchange definitions, you must click the Process button.
- **Reset:** Removes any changes made. On a new item, Reset returns the user to the last-viewed block screen where you can select an existing trade or click new to start a new block trade.

- **Delete:** Deletes the block trade definition without creating any trades. This removes the block trade from the drop-down list.
- **Process:** When you are satisfied with the trade criteria for a newly created block exchange, select the **Process** button. Once the trade has been successfully submitted to TCA, you may **Approve** or **Kill** the trade from your Blotter. See [Block Trade Process](#) for more information.
- **Action Dock:**



The Action Dock displays information about the trade. Users should review this information before taking any action to make sure that the block trade is as expected.

Block Trading Spread Method

The **Spread Method** defines the allocation of shares or cash for a block trade. The options that are available depend on the trade instruction and type of security chosen.

Buy Spread Methods

- **Buy Specific Shares** - Only allowed for equity trades. When selected, a **Shares** field and **Estimated Dollars** field appear. In the **Shares** field, enter the total share amount that will be spread among all of the accounts participating in the block buy. Note: When a share amount is entered in the Shares field, the Estimated Dollars field auto-populates based on the Last Price for the security.
- **Buy Specific Dollars** - Only allowed for mutual fund trades. When selected, a **Dollars** field and **Estimated Shares** field appear. In the **Dollars** field, enter the total dollar amount that will be spread among all of the accounts participating in the block buy. Note: When a dollar amount is entered, the Estimated Shares field auto-populates based on the Last Price available for the security.
- **Specific Goal %** - When selected, a Goal % field appears. In the Goal % field, enter the desired goal percent you would like to achieve by placing the buy. Accounts that hold less than the goal percent will buy up to the defined goal. Accounts that hold more than the goal will not be traded. Additionally, to update the goal percents for a model, select the **Update Model Percents** box located in the **Spread Method** section.

Sell Spread Methods

- **Sell Specific Shares:** When selected, a **Shares** field and **Estimated Dollars** field appear. In the **Shares** field, enter the total share amount that will be sold from all of the accounts participating in the block sell. Note: When a share amount is entered in the **Shares** field, the **Estimated Dollars** field auto-populates based on the **Last Price** for the security.

- **Sell Specific Dollars:** Only allowed for mutual fund trades. When selected, a Dollars field and Estimated Shares field appear. In the Dollars field, enter the total dollar amount that will be sold from all of the accounts participating in the block sell. Note: When a dollar amount is entered, the Estimated Shares field auto-populates based on the Last Price available for the security.
- **Specific Goal %:** When selected, a **Goal %** field appears. In the **Goal %** field, enter the desired goal percent you would like to achieve by placing the sell. Accounts that hold more than the goal percent will sell down to the defined goal. Accounts that hold less than the goal will not be traded. Additionally, to update the goal percents for a model, select the **Update Model Percents** box located in the **Spread Method** section.

Note: If the defined security is already in the selected model, the Goal % field auto-populates with the current goal percent for the security in the model. However, you may override the current goal percent with a goal percent for the transaction. In addition, for investment advisors using model tactic definitions the goal percent will be from the last tactic saved.

- **Sell to Cover Cash Demands:** Allowed for both equity and mutual fund trades. When selected, the system will calculate the number of shares that must be sold to cover the current or future cash demands for all accounts participating in the sell. This calculation takes into account the minimum cash requirement when determining whether an account demands cash.

Exchange Spread Methods

The **Spread Method** defines the allocation of shares or cash for a block exchange. Select one of the following **Spread Methods** from the drop-down menu:

- **Exchange by Percent:** When selected, a Percent to Exchange field appears. In the Percent to Exchange field, enter the percent of the current holdings for the security (defined in the Symbol field) to be exchanged into a new security. Additionally, to update the goal percents in the model to reflect the new percentages for the *exchange out* and *exchange in* securities, select the Update Model Percents box located in the Spread Method section. Note: If you are exchanging 100% from a product and you select the Update Model Percents check box, the goal and deviation percents will both be changed to 0%.

EXAMPLE

Exchange by Percent: 50%

Current Allocation for Security: 100%

Client A's Current Holding: 100.000 shares

Client B's Current Holding: 300.000 shares

Percent to Exchange Results:

Client A = 50.000 shares (50% x 100.000) exchanged to new security

Client B = 150.000 shares (50% x 300.000) exchanged to new security

Update Model Percent Results

Allocation for Current Security: 50%

Allocation for New Security: 50%

Note: The update to the model percent will impact all accounts associated with the model the next time the model is processed.

- **Exchange by Allocation Percent:** When selected, a **Current Goal %** field and **Percent** field appear. In the **Percent** field, enter the portion of the current allocation to be exchanged into the new security. Note: This method is not allowed for Null (non-modeled) models since there are no allocation percents defined. Additionally, to update the goal percents in the model to reflect the new percentages for the *exchange out* and *exchange in* securities, select the **Update Model Percents** box located in the **Spread Method** section.

EXAMPLE

Exchange by Allocation Percent: 5%

Current Allocation for Security: 10%

Client A's Current Holding: 100.000 shares

Client B's Current Holding: 300.000 shares

Exchange by Allocation Percent Results

Client A = 50.000 shares (5% / 10% = 50%)

Client B = 150.000 shares (5% / 10% = 50%)

Update Model Percents Results

Goal Percent for Security in Model = 5%

Goal Percent for New Security in Model = 5%

Note: This will affect all accounts that are associated with the model.

- **Exchange Specific Shares:** When selected, a **Shares** field and an **Estimated Dollars** field appear. Enter the total amount of shares to be allocated to all accounts participating in the block exchange. Note: When a share amount is entered in the **Shares** field, the **Estimated Dollars** field auto-populates based on the **Last Price** for the security.
- **Exchange to Achieve Sell Side Goal %:** When selected, a **Current Goal %** field (as defined in the model) and **Goal %** field appear. Enter the desired **Goal %** you would like to achieve for each account participating in the block exchange. The system will calculate the number of shares that must be sold on an account-by-account basis to achieve the desired **Goal %**. Additionally, to update the goal percents for a model, select the **Update Model Percents** box located in the **Spread Method** section. Note: For investment advisors using model tactic definitions the goal percent will be from the last tactic saved.
- **Exchange to Achieve Buy Side Goals:** When selected, in the **Exchange to Securities** section enter the desired **Goal %** for each account participating in the block exchange. Liberty will calculate the number of shares that must be purchased on an account-by-account basis to achieve the desired **Goal %**. Additionally, to update the goal percents for the model, select the **Update Model Percents** box located in the **Spread Method** section. Note: For investment advisors using model tactic definitions the goal percent will be from the last tactic saved.

Block Trading Select Accounts to Trade

SELECT ACCOUNTS Advanced

Search

Filter

109 of 109 Results 0 of 0 Selected Accounts Export data

All	Account	Name	Type	Current Shares	Available Shares	Estimated Cash	Estimated Shares	Allocation %	Current %	Settle Date %
<input checked="" type="checkbox"/>	210574	ROMER, NGUYET	SEP	884.3390	884.3390	\$62.52	(8.8430)	18.70%	18.89%	18.89%
<input checked="" type="checkbox"/>	211490	MCGRADY, DEWAYNE	ODP	20,066.0810	48,005.8280	\$3,394.01	(480.0580)	49.44%	20.88%	49.94%
<input checked="" type="checkbox"/>	211524	HOWLEY, ANTOINE	IN	19,798.0890	49,486.8560	\$3,498.72	(494.8690)	49.36%	19.95%	49.86%

Select Accounts to Trade allows you to search for and select the individual accounts that are to participate in the block trade. By default, all eligible accounts are included.

Search

The Search section retrieves a set of accounts based on the search options entered. There are a variety of search options available:

- **Select a list** – select a pre-defined account list. The **Results Table** is populated with the accounts from the selected list.
- **Account Number or name or tax id** – enter the full account number, part of the name or the full tax id. Matching accounts will be displayed in the **Results Table**.
- **Search** – Click the Search button to populate the **Results Table** with accounts that match your search criteria.
- **All Tradeable Accounts** – clears all search criteria and populates the **Results Table** with the complete list of accounts.
- **Clear** – clears the search criteria but does not clear the **Results Table**
- **# Saved Accounts** – this button only appears if accounts were selected and then the block trade was saved. This allows the user to review the previously selected accounts and then add or remove more accounts prior to processing. Note that when saved accounts are associated with the block trade, clicking process will only process the saved accounts, even though the accounts are not initially listed in the selected accounts table. In order to review the accounts prior to processing, click on the All Saved Accounts button after retrieving the trade to populate the Selected Accounts table.

Advanced Search

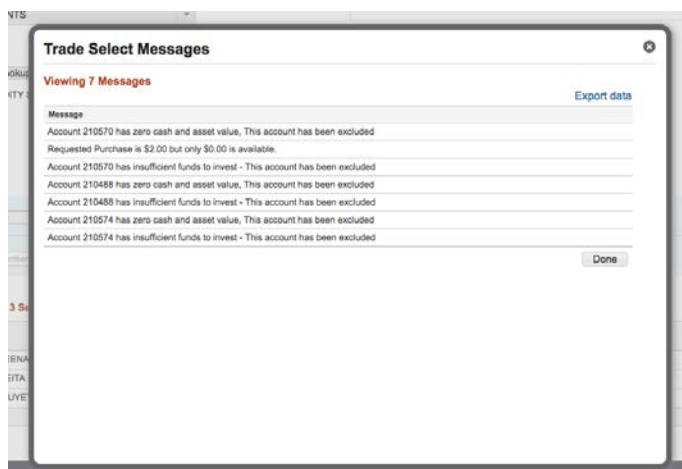
Click on the Advanced link to see advanced search options. Once clicked, the Advanced link toggles to Basic. Click the Basic link to hide the advanced search options.

Note that the Select a List, All Tradeable Accounts button and the account number search are not available when using the Advanced search options.

- **Tax Status** - select the type of accounts that should be included in the trade, taxable or non-taxable.
- **Termination Initiated** - include or exclude those accounts that have an established termination date.
- **Cash Demand** – available for Block Sells only – searches for accounts that need cash.
- **Deposits from** – available for Block Buys only - search for accounts receiving deposits on a specified date.
- **First Deposit Month** - search for accounts by first deposit date:
- **First Deposit Date Range** – enter from and through dates to look for accounts whose first deposit dates fall within the entered range.
- **Search** – Click the Search button to populate the **Results Table** with accounts that match your search criteria. In advanced mode only, if no search criteria are defined then clicking Search will retrieve all eligible accounts.
- **Clear** – clears the search criteria but does not clear the **Results Table**

Trade Select Messages

After clicking Search or All Tradeable Accounts, accounts are retrieved and the results table is populated. Click on the Messages link in the upper right of the results table to see messages regarding accounts excluded from the results. The number listed in this link is the number of messages listed.



Filter

Once an account search has been completed and the **Results Table** is populated, you can further refine your results by using the Filter options.


Caution! You must hit enter or tab off of the filter field to enact the filter request.

- **Account Number or Name** – filter the **Results Table** to those accounts that match the desired account number or name
- **Current Cash** – available for Block Buys only – look for accounts with Current Cash in the model equal to (=), greater than (>), greater than or equal to (>=), less than (<) or less than or equal to (<=) the specified dollar amount.
- **Available Cash** – available for Block Buys only - look for accounts with Available Cash equal to (=), greater than (>), greater than or equal to (>=), less than (<) or less than or equal to (<=) the specified dollar amount.
- **Current Shares** – available for Block Sells and Exchanges only – look for accounts with Current Shares of the security being traded equal to (=), greater than (>), greater than or equal to (>=), less than (<) or less than or equal to (<=) the specified share amount.
- **Available Shares** – available for Block Sells and Exchanges only - look for accounts with Available Shares of the security being traded equal to (=), greater than (>), greater than or equal to (>=), less than (<) or less than or equal to (<=) the specified share amount.
- **Potential Gain/Loss** – available for Block Sells and Exchanges only - look for accounts with a potential gain or loss. Filter and display by any gain or loss, only short-term gains or losses or only long-term gains or losses. This information is not available for outside accounts.

Caution! Potential Gains and Losses are estimates only and do not include cost basis adjustments. Your actual results may vary based on your execution price and other trading activity.

Results Table

The **Results Table** displays all accounts that match your search and filter selections. You can sort the information by clicking on the column headers.


Click on the  icon to move accounts from the **Results Table** to the **Select Table** to include the account in the block trade. The account will remain listed in the **Results Table**, however, the icon will be removed indicating the account is already in the **Select Table**.

The text at the top of the table tells the user whether or not they are viewing all results or if a filter has reduced the view to a subset of accounts. For example, if the text says

'Viewing 10 of 18 Results' then the filter has reduced the results from 18 to 10. Clear the filter selections to view all results.

Select Table

The **Select Table** displays all accounts that you have selected to include in the block trade. You can sort the information by clicking on the column headers.

Click on the  icon to remove accounts from the **Select Table**. The account will no longer be listed in the **Select Table**.

*Caution! Filters apply to both the **Results Table** and the **Select Table**. Accounts will be included in the block trade even if they are not visible in the **Select Table** due to a filter being applied. Always check the text above the **Select Table** and listed in the informational text at the top of the section to verify you are processing the expected number of accounts.*

Block Trade Process

Once all required information is entered you can process the block trade. Always review the text in the action dock as well as the accounts selected to participate in the trade (if not processing all accounts) before processing. Click on the **Process** button to create the recommended trade orders based on the block trade instructions. If you are processing a very large block trade then you may see messages indicating the status of the process prior to being taken to the Block Trade Processing summary.

Block Trade Process Summary

Block Trade Process Summary

Completed Trade Order #	Model	Symbol
✓ 3315524	3-DOME-DOMESTIC GROWTH FUND A	DTV

Messages and Alerts

Alerts

No Alerts

Messages

The Trade Date was moved forward to 09/02/14.

Account 266665 has insufficient funds to invest - This account has been excluded

Account 267076 has insufficient funds to invest - This account has been excluded

After processing, the Block Process Summary screen will be presented.

- **Alerts** – include critical information that prevented the completion of a block trade action. Alerts impact all accounts and typically indicate that you will want to resubmit your request to get the desired results. For example, if the model is unavailable for processing because it is locked by another user, you will see an alert and no trades will be created.
- **Messages** – include informational messages regarding the trades created. These include messages about fund rules, individual accounts excluded from the trades and potential short-term redemption fees.
- **Completed** – indicates the number of trade orders recommended by block trade action.
- **Continue to Blotter** – takes the user directly to the Trade Blotter where they can review and approve or kill the recommended trades. See Liberty on-line Help under *Professionals View – Trading Tab* for more information.
- **Done** – returns user to the **Block Trade** screen where they can define another block trade.

Block Trading from a Model

To create a block trade directly from a model, go to the *Trading Tab > Models*



- On the **Models** screen, select a model.
- Click the *View Details* link related to the security you want to create a block trade for.

MODEL DETAILS

Locked Market Value: \$0.00 Locked Goal: 0.00%

Viewing 13 Securities Export data

Lock*	Symbol	Security Name	Goal %	Deviation %	Current %	Potential %	
<input type="checkbox"/>	CASH	CASH	0.00%	0.00%	9.82%	45.98%	View Details
<input type="checkbox"/>	DDDIX	13D ACTIVIST FUND CLASS I	0.00%	0.00%	0.01%	0.00%	View Details
<input type="checkbox"/>	FAFDX	FIDELITY ADVISOR FINANCIAL SERVICES FUND CLASS A	0.00%	0.00%	0.00%	0.00%	View Details
<input type="checkbox"/>	GSHIX	GOLDMAN SACHS HIGH YIELD FUND INST CLASS	0.00%	0.00%	9.93%	0.92%	View Details
<input type="checkbox"/>	GSAWX	GOLDMAN SACHS LONG/SHORT CREDIT STRATS FUND INSTL CLASS	22.00%	0.00%	13.71%	16.70%	View Details
<input type="checkbox"/>	LQD	ISHARES IBOX \$ INVESTMENT GRADE CO ETF	40.00%	0.00%	8.87%	11.72%	View Details
<input type="checkbox"/>	MBB	ISHARES MBS ETF	5.00%	0.00%	31.19%	4.72%	View Details
<input type="checkbox"/>	TIP	ISHARES TIPS BOND ETF	20.00%	0.00%	9.13%	10.53%	View Details
<input type="checkbox"/>	IEI	ISHARES TR 3-7 YR TREAS BD ETF	10.00%	0.00%	17.04%	9.22%	View Details
<input type="checkbox"/>	HYG	ISHARES TR IBOX \$ HIGH YIELD CORP BD ETF	0.00%	0.00%	0.00%	0.00%	View Details

(1 of 2)

* Locked securities are excluded from model processing.

- In the *Security Details* screen, click on the *Block Trading* dropdown and choose *Block Buy*, *Block Exchange*, or *Block Sell*. Once a selection is made, the *Block Trading* screen will be displayed and the corresponding radio button will be pre-selected.

Security Details

Current Shares	6,955.3000
Pending Shares	661.2250
Potential Shares	7,616.5250
Pending Cash	(\$75,511.89)
Cost Basis	\$755,194.65
Market Value‡	\$791,165.38
Potential Market Value	\$866,379.72
Last Price	\$113.75

Block Trading

- Select One
- Create Block Buy for TIP
- Create Block Exchange for TIP
- Create Block Sell for TIP

- *Block Trade #, Model, Security and Routing Method* will be pre-populated.
- Select Accounts to trade.
- Click the **Process** button.
- Click the **Return to Model Details** button to go back to the model to see updated information about *Goal %, Deviation %, Current % and Potential %*.

Cross Model Processing

Cross-model processing is a trading tool used for rebalancing across models at the account level. The process can be run for one or many accounts at a time. The process realigns account model allocations back to their desired allocations. Cross-model processing primarily applies to accounts that are invested in or allocated to multiple models and does not include the non-modeled area of an account. Cross-model processing can also be used to force a rebalance action on all models tied to an account, even if they are not tied to multiple models or are not out of alignment with their desired allocations.

Note: If you are cross model balancing a single account that holds multiple models and you do not need to force any models to rebalance, it may be more efficient for you to navigate to the account and then use the Trading tab to complete the cross model action.

Cross Model Quick Start Guide

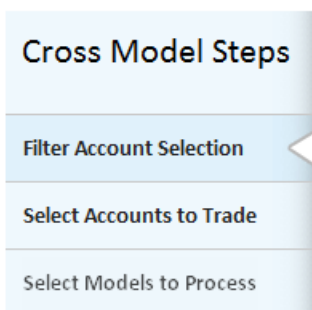
The following Quick Start Guide provides the basic information you need to get up and running with Cross Model Processing on Liberty. Please refer to individual sections for more information.

1. [Navigate](#) to Cross Model Processing by clicking on the *Trading* tab and selecting the *Cross Model Processing* link.
2. The [Filter Account Selection](#) step lets you filter out accounts associated with certain models, or only include account associated with certain models.
3. The [Select Accounts to Trade](#) step lets you define one or more accounts to participate in the Cross Model Processing action.
4. The optional [Select Models to Process](#) step lets you include or exclude certain models from the cross model processing action even if they are held by the participating accounts.
5. Note that the [Balance Selected Models](#) checkbox is located at the bottom of the Select Models table.
6. Click [Process](#) to complete the Cross Model Processing action.
7. The [Cross Model Process Summary](#) screen gives the results of your action.
From here you can access the trade blotter and review and approve your trades.

Cross Model Navigation

The *Trading* tab provides access to *Cross Model Processing*. The appearance and available options may vary depending on your role.

Cross Model Processing Steps



The menu on the left side of the Cross Model Processing screen lists the steps the user can follow to complete their cross model processing action.

Summary Text

Accounts will only be processed if they are in any of the 6 selected models

4 accounts with a market value of \$2,730,954.14 selected to process

33 of 37 models selected to process

As each step is completed, the text at the top of the screen will be updated. You can review this text to make sure your cross model processing action will be completed as intended.

Cross Model Filter Account Selection

This section is utilized if you want to limit what accounts will participate in the cross model processing action based on the models currently tied to the accounts. Selections here act as a Filter against the accounts selected in the next step. The more restrictive your selections are the fewer accounts will be available for selection in the Select Accounts to Trade step.

There are three options for defining the filter to apply to the set of accounts to include in the cross model processing action:

Any Model

Accounts will be processed if they are in any model being processed

0 accounts with a market value of \$0.00 selected to process

37 of 37 models selected to process

FILTER ACCOUNT SELECTION

Select accounts that are allocated to:

Any Model
 Any Selected Model
 All Selected Models

Accounts will be processed if they are in any model being processed

When Any Model is selected, all accounts will be available for inclusion. By default, only those accounts that are associated with multiple models will be impacted by the cross model processing action. When used in conjunction with the Balance Selected Models checkbox the cross model processing action will include accounts invested in only one model. The model table is not shown for this selection since model selections do not need to be made.

Any Selected Model

Accounts will only be processed if they are in any of the 3 selected models

0 accounts with a market value of \$0.00 selected to process

37 of 37 models selected to process

FILTER ACCOUNT SELECTION

Select accounts that are allocated to:

Any Model
 Any Selected Model
 All Selected Models

Accounts will only be processed if they are in any of the 3 selected models

3 of 37 Models Selected

[Export data](#)

<input type="checkbox"/>	ID	Abbrev	Name
<input type="checkbox"/>	48	AD3795TEST	AD-3795 TESTING
<input checked="" type="checkbox"/>	31	BALA	BALANCED INVESTMENTS
<input checked="" type="checkbox"/>	19	CONS	CONSERVATIVE GROWTH AND INCOME
<input checked="" type="checkbox"/>	32	DOME	DOMESTIC ALLOCATIONS
<input type="checkbox"/>	1	Test	DOMESTIC GROWTH

When Any Selected Model is selected, only those accounts that are members of one or more of the models marked as **Include**, via the checkbox to the left of the model, will be available for inclusion. If this option is selected you must check one or more models in order to activate the Select Accounts to Trade step.

All Selected Models

Accounts will only be processed if they are in all of the 3 selected models

0 accounts with a market value of \$0.00 selected to process

37 of 37 models selected to process

FILTER ACCOUNT SELECTION
 Select accounts that are allocated to:
 Any Model Any Selected Model All Selected Models

Accounts will only be processed if they are in all of the 3 selected models

3 of 37 Models Selected Export data

<input type="checkbox"/>	ID	Abbrev	Name
<input type="checkbox"/>	48	AD3795TEST	AD-3795 TESTING
<input checked="" type="checkbox"/>	31	BALA	BALANCED INVESTMENTS
<input checked="" type="checkbox"/>	19	CONS	CONSERVATIVE GROWTH AND INCOME
<input type="checkbox"/>	32	DOME	DOMESTIC ALLOCATIONS

When All Selected Models is selected, only those accounts that are members of ALL of the models marked as **Include**, via the checkbox to the left of the model, will be available for inclusion. If this option is selected you must check one or more models in order to activate the Select Accounts to Trade step.

Note: The Account Selection does not affect which models within an account are balanced.

Cross Model Select Accounts to Trade

Cross Model Steps

- Filter Account Selection
- Select Accounts to Trade**
- Select Models to Process

Accounts will be processed if they are in any model being processed

0 accounts with a market value of \$0.00 selected to process

30 of 80 models selected to process

SELECT ACCOUNTS Advanced

Search

Filter

0 of 0 Results 0 of 0 Selected Accounts Export data

All	Account	Name	Type	Model	Current %	Settle Date %	Market Value	Settle Date Value	
	No accounts found to view							\$0.00	\$0.00

Select Accounts to Trade allows you to search for and select the individual accounts that are to participate in the cross model processing action. You must select one or more accounts in order to activate the Process button. Cross Model Processing does not, by default, process all accounts, although you may choose to include all if that is the desired action.

Cross Model Search

The Search section retrieves a set of accounts based on the search options entered. There are a variety of search options available:

- **Select a list** – select a pre-defined account list. The **Results Table** is populated with the accounts from the selected list.
- **Account Number or name or tax id** – enter the full account number, part of the name or the full tax id. Matching accounts will be displayed in the **Results Table**.
- **Search** – Click the Search button to populate the **Results Table** with accounts that match your search criteria.
- **All Tradable Accounts** – clears all search criteria and populates the **Results Table** with the complete list of accounts that match the Filter Account Selection options.
- **Clear** – clears the search criteria but does not clear the **Results Table**

Note that the Results Table includes a row for every model tied to the account. For example, if an account is tied to three valid models based on your search and Filter Account Selections it will be listed three times in the table. When added to the Selected Accounts table it will only be listed one time.

Cross Model Advanced Search

Click on the Advanced link to see advanced search options. Once clicked, the Advanced link toggles to Basic. Click the Basic link to hide the advanced search options.

Note that the Select a List, All Tradable Accounts button and the account number search are not available when using the Advanced search options.

- **Tax Status** - select the type of accounts that should be included in the trade, taxable or non-taxable.
- **Termination Initiated** - include or exclude those accounts that have an established termination date.
- **Deposits from** - search for accounts receiving deposits on a specified date.
- **First Deposit Month** - search for accounts by first deposit date:
- **First Deposit Date Range** – enter from and through dates to look for accounts whose first deposit dates fall within the entered range.
- **Search** – Click the Search button to populate the **Results Table** with accounts that match your search criteria. In advanced mode only, if no search criteria are defined then clicking Search will retrieve all eligible accounts.
- **Clear** – clears the search criteria but does not clear the **Results Table**

Cross Model Trade Select Messages

The screenshot shows the 'Cross Model Processing' window with the 'Trade Select Messages' dialog open. The dialog displays a list of 123 messages, each indicating that a specific account cannot be processed because it has an allocation in a non-modeled portfolio. The messages are as follows:

- Account 210714 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 268182 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 394550 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 438110 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 449395 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 811565 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 811998 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 811999 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 811997 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 811998 includes an allocation in the non-modeled portfolio. This account cannot be processed.
- Account 811999 includes an allocation in the non-modeled portfolio. This account cannot be processed.

At the bottom of the dialog, there is a table with the following data:

Settle Date %	Market Value	Settle Date Value
48.37%	\$30,388.38	\$30,388.58
51.63%	\$32,431.23	\$32,431.23
100.00%	\$189,675.83	\$189,675.83
29.87%	\$56,121.15	\$56,121.15
70.13%	\$84,814.95	\$84,814.95

After clicking **Search** or **All Tradable Accounts**, accounts are retrieved and the results table is populated. Click on the Messages link in the upper right of the results table to see messages regarding accounts excluded from the results. The number listed in this link is the number of messages listed.

Cross Model Filter



Once an account search has been completed and the **Results Table** is populated, you can further refine your results by using the Filter options.

Caution! You must hit enter or tab off of the filter field to enact the filter request.

- **Account Number or Name** – filter the **Results Table** to those accounts that match the desired account number or name
- **Market Value** – look for accounts with market value equal to (=), greater than (>), greater than or equal to (>=), less than (<) or less than or equal to (<=) the specified dollar amount.

Cross Model Results Table


The **Results Table** displays all accounts that match your search and filter selections. You can sort the information by clicking on the column headers.

Click on the  icon to move accounts from the **Results Table** to the **Select Table** to include the account in the cross model processing action. The account will remain listed in the **Results Table**, however, the icon will be removed indicating the account is already in the **Select Table**. If an account is listed multiple times in the Results Table (once for each model) selecting any row for that account will remove the  icon on all rows for that account.

The text at the top of the table tells the user whether or not they are viewing all results or if a filter has reduced the view to a subset of accounts. For example, if the text says 'Viewing 10 of 18 Results' then the filter has reduced the results from 18 to 10. Clear the filter selections to view all results.

Cross Model Select Table

The **Select Table** displays all accounts that you have selected to include in this cross model processing action. You can sort the information by clicking on the column headers.

Click on the  icon to remove accounts from the **Select Table**. The account will no longer be listed in the **Select Table**.

*Caution! Filters apply to both the **Results Table** and the **Select Table**. Accounts will be included in the cross-model processing action even if they are not visible in the **Select Table** due to a filter being applied. Always check the text above the **Select Table** and listed in the informational text at the top of the section to verify you are processing the expected number of accounts.*

Cross Model - Processing Action

Once you have selected accounts in the Select Accounts To Trade step, the Process button will become activated and you can cross model balance without defining specific models to include or electing to force model rebalancing for all selected models. By default, all models are included. If you want to define specific models to include or if you want to force models to be rebalanced within the selected accounts then you need to proceed to the final Select Models to Process step.

Cross Model - Select Models to Process



Accounts will be processed if they are in any model being processed			
All accounts selected to process			
12 of 12 models selected to process			
CROSS MODEL PROCESSING OPTIONS			
<input checked="" type="checkbox"/>	Balance selected models		
<input checked="" type="checkbox"/>	Include Other Assets		
<input type="checkbox"/>	Exclude Transfers in-kind Trades Only		
SELECT MODELS			
12 of 12 Models Selected Export data			
<input checked="" type="checkbox"/>	10	ALTRN	ALTRN
<input checked="" type="checkbox"/>	39	BALA	BALANCED GROWTH AND INCOME
<input checked="" type="checkbox"/>	11	BALA	BALANCED INVESTMENTS
<input checked="" type="checkbox"/>	19	CONS	CONSERVATIVE GROWTH AND INCOME
<input checked="" type="checkbox"/>	32	DOMR	DOMESTIC ALLOCATIONS

Cross Model - Select Models

This optional step allows the user to select or deselect specific models for cross model processing by clicking the checkbox to the left of the model. Use the checkbox at the top of the table to check or uncheck all models. By default, all models are selected.

For example, if an account is allocated to 3 models but you only want to cross model process 2 of the 3 models held, you should check the two models you want to include and uncheck the model you want to exclude. This allows cross model balancing to be performed on a sub-set of all the models associated with the account(s).

Cross Model Processing Options

CROSS MODEL PROCESSING OPTIONS

Balance selected models ⓘ Include Other Assets ⓘ ⓘ

Balance Selected Models

This checkbox forces model balancing for the models selected in the Select Models section that would otherwise NOT be balanced in the current cross model processing process. This option must be selected if you wish to include accounts that are associated with only one model.

Note: If the account's market value is already allocated correctly across its models or if the account only holds one model, then Cross Model Processing would normally not enact a model balancing action on those models within that account. By checking the Balance Selected Models box, balancing within a model will be forced for all accounts holding assets in the selected models.

Include Other Assets

When selected, the Other Assets Model will be included in cross model processing. Trades and transfers may be created in model 0 as a result.

Processing Options

Select the desired cross model processing options:

Exclude Transfers in Kind – Trades Only

Cross Model processing will include transferring cash and creating trades for the securities. This is the default option.

Include Transfers in Kind – Transfers and Trades

Cross Model processing will include transferring cash and securities, creating trades for securities only if a transfer in kind cannot be created.

Transfers in Kind Only

Cross Model processing will only include transfers of cash and securities. No trades will be created and models may not be balanced as a result.

Cross Model Process

At least one account in Select Accounts to Trade has to be in the Selected Accounts table and at least one model has to be selected in the Select Models to Process section (note by default all models are selected for you) to enable the Process button. Always review the informational text at the top of the screen to verify your selections are as expected before clicking the Process button.

If you are processing a large number of accounts you may see status messages indicating your progress prior to viewing the Cross Model Process Summary.

Cross Model Process Summary

Cross Model Process Summary

🔴 0 Alerts
🟡 132 Messages
✅ 436 Trades Created or Modified

Model	Trades Created or Modified	Future Trade Dates
39-BALA-BALANCED GROWTH AND INCOME	0	0
31-BALA-BALANCED INVESTMENTS	26	13
19-CONS-CONSERVATIVE GROWTH AND INCOME	9	0
32-DOME-DOMESTIC ALLOCATIONS	0	0
1-DOME-DOMESTIC GROWTH	4	0
3-DOME-DOMESTIC GROWTH FUND A	23	0

Messages and Alerts
Requirements: See fund memo.

Model 29 - 74247 GOLDMAN SACHS INT'L REAL ESTATE SECURITIES FUND INST'L CLASS Warning - Fund has minimum purchase requirements. See fund memo.

Model 29 - 24 trades created or modified, 12 with future trade dates for model 29

Processing model 2

Model 2 - 13 trades created or modified for model 2

8 Intermodel transfers created.

Close
Continue To Blotter
Create Report

After processing, the Cross Model Process Summary screen will be presented.

- **Alerts** – include critical information that prevented the completion of a cross model processing action. Alerts impact all accounts and typically indicate that you will want to resubmit your request to get the desired results. For example, if the model is unavailable for processing because it is locked by another user, you will see an alert and no trades will be created.
- **Messages** – include informational messages regarding the trades created. These include messages about fund rules, individual accounts excluded from the trades and potential short term redemption fees.
- **Completed** – indicates the number of trade orders recommended by the cross model processing action.
- **Close** - returns user to the **Cross Model** screen where they can define another cross model balancing action.
- **Continue to Blotter** – takes the user directly to the Trade Blotter where they can review and approve or kill the recommended trades. Users can also access the

inter-model transfers created as a result of the cross model balancing action from the Blotter screen. See Liberty on-line Help under *Professionals View – Trading Tab* for more information.

- **Create Report** – opens a PDF file reflecting all messages and alerts related to trading events.

Composite Models

A Composite Model is a tool for investment advisors to group multiple models into one investment strategy. In addition, composite models provide another tier of modeling options for investment advisors.

Standard Model vs. Composite Models

Trust Company uses a model as the base structure and applies accounts to the model. The account and model have an intrinsic relationship. As with standard models, the account and composite model have a similar relationship. Any modifications made to the allocations of a composite model automatically update the associated accounts, making composite models an efficient tool for managing client allocations in multiple investment strategies.

Model Types

A model is a tool for managing an investment strategy in multiple client accounts. Trust Company offers several types of models in order to provide investment advisors with portfolio management options to suit their business needs. The following lists the various models that may be associated to an account:

Standard: Contains a group of securities which comprise a single investment strategy as defined by the investment advisor. Standard models may also be associated to composite models.

Master: A standard model which controls the investment allocations for all subordinate models associated with it.

Subordinate: Contains a group of securities and inherits investment allocations from a master model.

Composite: Combines a group of standard models into an investment strategy. The allocations defined by the composite model are applied to the associated accounts. Any modifications made to the allocations of a composite model automatically update the associated accounts, making composite models an efficient tool for managing client allocations to investment strategies made up of multiple models.

Non-modeled: Contains assets that are not assigned to an investment strategy. All accounts have a placeholder for unassigned assets. Investment advisors have the option to exclude these assets from Time Weighted Return (TWR) calculations.

Composite Model Definitions

The following definitions are associated with composite models:

Strategy - An investor's plan of attack to guide their investment decisions based on individual goals, risk tolerance, and future needs for capital.

Portfolio - A group of assets such as stocks, ETFs, bonds, and mutual funds grouped together for a common purpose.

Client Allocation - How a client is allocated to assets based on their strategy objective.

Portfolio Allocation - How a composite model is allocated to assets based on its strategy objective.

Investment Allocation - How a model is allocated to assets based on its strategy objective.

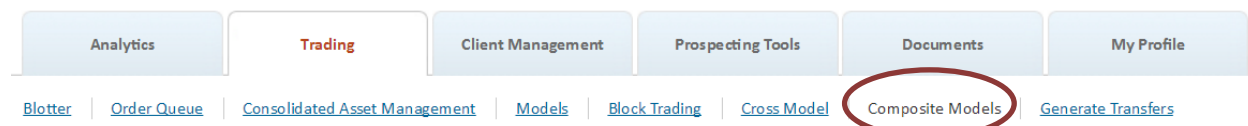
Composite Models Quick Start Guide

The following Quick Start Guide provides the basic information you need to get up and running with Composite Model Processing on Liberty. Please refer to individual sections for more information.

1. [Navigate](#) to Composite Model Processing by clicking on the *Trading* tab and selecting the *Composite Models* link.
2. [Select](#) the Composite Model you want to process or edit, or create a new composite model.
3. If processing, [Select](#) the accounts to participate in the trades.
4. Click [Cross Model Process](#) to complete the Cross Model Processing action.
5. The [Cross Model Process Summary](#) screen gives the results of your action. From here you can access the trade blotter and review and approve your trades.

Composite Models Navigation

The Composite Models screen is accessed from the Trading tab. Click on the Composite Models link to open the screen.



The appearance and available options may vary depending on your role.

Composite Models - Create

1. Select the **Trading** tab in Liberty
2. Click the **Composite Models** link
3. Click the **Create** button.
4. In the **Name** field, enter a description (maximum 40 characters) to identify the composite model.
5. In the **Abbreviation** field, enter an alpha-numeric value (maximum 10 characters) to identify the composite model.
6. From the **Select model to add** section, select standard models to associate to the composite model.
7. Click the **Add** button.
8. Enter each standard model's **Allocation**, **Deviation**, **Contribution**, and **Distribution** percentages in the applicable fields.
9. Click the **Save** button.

Modify Composite Model Details

ID Name Abbreviation

43


Select model to add

Viewing 2 Member Models

Type	Model	Model #	Allocation %	Deviation %	Contribution %	Distribution %	Remv Mod
Standard	DOMESTIC GROWTH FUND A	3	<input type="text" value="50.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="50.00%"/>	<input type="text" value="50.00%"/>	<input type="button" value="✖"/>
Standard	DOMESTIC GROWTH	1	<input type="text" value="50.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="50.00%"/>	<input type="text" value="50.00%"/>	<input type="button" value="✖"/>
			100.00%		100.00%	100.00%	

Adding or Removing a Standard Model from a Composite Model

1. Select **Composite Models** from the **Trading** tab.
2. From the **Composite Model** drop-down, select a composite model.
3. Click the **Edit Model Details** button to bring up the *Modify Composite Model Details* dialog box.
4. To add a standard model(s), select the standard models from the dropdown and click on the **Add** button, entering the **Allocation**, **Deviation**, **Contribution**, and **Distribution** percentages.

5. To remove a standard model(s), click on the  icon to the right of the standard model(s) you want to remove and reallocate the composite model allocations to 100%.
6. Click the **Save** button.




Modify Composite Model Details

You are now editing model 41-TA60-Tactical Advantage 60

Select model to add

Select One Add

Viewing 3 Member Models

Type	Model	Model #	Allocation %	Deviation %	Contribution %	Distribution %	Remc Mod
Standard	DOMESTIC INCOME INVESTMENTS	6	<input type="text" value="40.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="40.00%"/>	<input type="text" value="40.00%"/>	
Standard	DYNAMIC FUND B	18	<input type="text" value="50.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="50.00%"/>	<input type="text" value="50.00%"/>	
Standard	INTERNATIONAL GROWTH FUND	5	<input type="text" value="10.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="10.00%"/>	<input type="text" value="10.00%"/>	
			100.00%		100.00%	100.00%	

Cancel Save

Composite Models - Member Models Table

The **Member Model** table contains a listing of all standard models and model numbers associated with an investment advisor. This table is used to locate standard models that are to be associated to a composite model.

Viewing 3 Member Models Export data

<input checked="" type="checkbox"/>	Type	Model	Model #	Allocation %	Deviation %	Contribution %	Distribution %
<input checked="" type="checkbox"/>	Standard	BALANCED INVESTMENTS	31	20.00%	0.00%	20.00%	20.00%
<input checked="" type="checkbox"/>	Standard	DOMESTIC ALLOCATIONS	32	40.00%	0.00%	40.00%	40.00%
<input checked="" type="checkbox"/>	Standard	DOMESTIC GROWTH	1	40.00%	0.00%	40.00%	40.00%

Edit Model Details

Composite Models - Edit Model Details

The **Edit Model Details** dialog displays the standard models that are associated with a composite model. The table has several editable fields for defining the standard models' participation in the composite model.

Modify Composite Model Details 🔒

ID: 41 Name: Abbreviation:

Select model to add:

Viewing 3 Member Models

Type	Model	Model #	Allocation %	Deviation %	Contribution %	Distribution %	Remo Modi
Standard	DOMESTIC INCOME INVESTMENTS	6	<input type="text" value="40.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="40.00%"/>	<input type="text" value="40.00%"/>	<input type="button" value="✖"/>
Standard	INTERNATIONAL GROWTH FUND	5	<input type="text" value="10.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="10.00%"/>	<input type="text" value="10.00%"/>	<input type="button" value="✖"/>
Standard	DYNAMIC FUND B	18	<input type="text" value="50.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="50.00%"/>	<input type="text" value="50.00%"/>	<input type="button" value="✖"/>
			100.00%		100.00%	100.00%	

The following information may be entered for new composite models or edited for existing composite models:

Type - The type model associated to the composite model. For additional information, see About Model Types. Note: This field is read-only.

Model - The standard model name associated to the composite model. Note: This field is read-only.

Model # - The unique number assigned to the standard model. Note: This field is read-only.

Allocation - Standard model(s) participation in the composite model. Note: Must total 100%.

Deviation - The percent a standard model(s) may deviate from the Allocation defined by the composite model.

Contribution - The percent contributions from a standard model are to be invested in the composite model. Note: Default is equal to the Allocation percentage and the column must total 100%.

Distribution - The percent distributions and fees from a standard model are to be withdrawn from the composite model. Note: Default is equal to the Allocation percentage and the column must total 100%.

Composite Models – Account Selections

Before you can process a composite model you must select the accounts to participate in the cross model action.

Basic Search

The Search section retrieves a set of accounts based on the search options entered. There are a variety of search options available:

- **Select a list** – select a pre-defined account list. The **Results Table** is populated with the accounts from the selected list.
- **Account Number or name or tax id** – enter the full account number, part of the name or the full tax id. Matching accounts will be displayed in the **Results Table**.
- **Search** – Click the Search button to populate the **Results Table** with accounts that match your search criteria.
- **All Tradable Accounts** – clears all search criteria and populates the **Results Table** with the complete list of accounts that match the Filter Account Selection options.
- **Clear** – clears the search criteria but does not clear the **Results Table**

Note that the Results Table includes a row for every model tied to the account. For example, if an account is tied to three valid models based on your search and Filter Account Selections it will be listed three times in the table. When added to the Selected Accounts table it will only be listed one time.

Advanced Search

Click on the Advanced link to see advanced search options. Once clicked, the Advanced link toggles to Basic. Click the Basic link to hide the advanced search options.

Note that the Select a List, All Tradable Accounts button and the account number search are not available when using the Advanced search options.

- **Tax Status** - select the type of accounts that should be included in the trade, taxable or non-taxable.
- **Termination Initiated** - include or exclude those accounts that have an established termination date.
- **Deposits from** - search for accounts receiving deposits on a specified date.
- **First Deposit Month** - search for accounts by first deposit date:
- **First Deposit Date Range** – enter from and through dates to look for accounts whose first deposit dates fall within the entered range.
- **Search** – Click the Search button to populate the **Results Table** with accounts that match your search criteria. In advanced mode only, if no search criteria are defined then clicking Search will retrieve all eligible accounts.
- **Clear** – clears the search criteria but does not clear the **Results Table**

Filter

Once an account search has been completed and the **Results Table** is populated, you can further refine your results by using the Filter options.

Caution! You must hit enter or tab off of the filter field to enact the filter request.

The screenshot shows a filter bar with the following elements:

- A label "Filter" on the left.
- An input field labeled "Account Number or Name" with a search icon.
- A dropdown menu labeled "Market Value" with "Any" selected.
- A "Clear" button on the right.

- **Account Number or Name** – filter the **Results Table** to those accounts that match the desired account number or name
- **Market Value** – look for accounts with market value equal to (=), greater than (>), greater than or equal to (>=), less than (<) or less than or equal to (<=) the specified dollar amount.

Composite Models – Viewing Holders

Once standard models have been added to a composite model, the **View Holders** option will display the account holders associated to the composite model. The view lists all holders and includes detailed information on the account, allocation, and actual participation in the composite model.


The screenshot shows a table titled "Composite Model Holders" with the following data:

Model	Account	Account Name	Type	Allocation %	Actual %	Model Value	Account Value
#0	444709	Mailing Name 1	Joint	50.00%	62.94%	\$1,383,404.21	\$1,860,215.56

Additional information visible in the screenshot includes: "Viewing model holders for model #0-FC-FayerComposite", "Viewing 1 Model Holders", and an "Export data" link.

Composite Models and Cross-Model Processing

This feature allows you to process one composite model with the ability to include or exclude individual models within the composite model. To process a composite model:

1. Select the composite model from the **Select Model** drop-down list.
2. Select or de-select models in the **Member Models** table. Only selected models will be included to process.
3. Select the accounts to be included in the cross model processing by choosing a created account list from the **Account List** drop-down, searching for certain account types or clicking the **All Tradable** button in the **Search** section. Click the  icon to choose an account to include.
4. Toggle between the full list of available accounts and the selected accounts via the radio buttons at the top of the table.
5. Click **Cross Model Process**.
6. The Cross Model Process Summary dialog will appear and show alerts, messages and the trades that have been created or modified.
7. Click the **Continue to Blotter** button to view further trade details.

Generate Transfers

Generate Transfers allows you to create inter-model transfers from one model to another model, in bulk, for all of the selected accounts.

Note: If you only need to transfer assets in one account it would be easier to use the Account Level Inter-Model Transfer function.

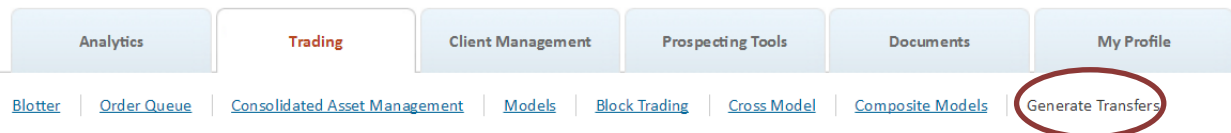
Generate Transfers - Quick Start Guide

Inter-model transfers allow Investment Advisors to create a bulk transfer of securities between models based on a list of accounts.

1. [Navigate](#) to the Generate Transfers page
2. [Select](#) the transferring model and receiving model
3. [Set](#) the transfer method and define the asset percentage to transfer
4. [Select](#) the assets to transfer
5. [Add](#) accounts to include in the transfer
6. [Process](#) the transfer

Generate Transfers - Navigation

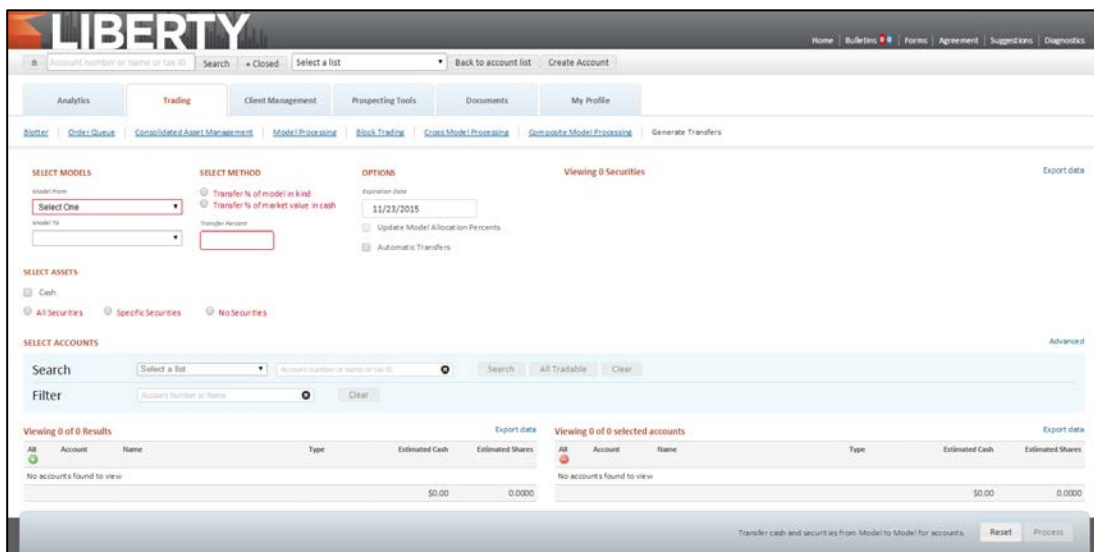
Access the Generate Transfers screen by clicking on the Trading Tab and selecting Generate Transfers.



The appearance and available options may vary depending on your role.

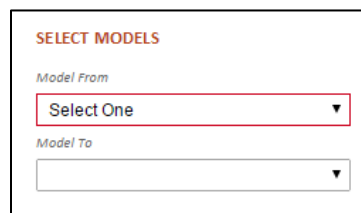
Generate Transfers – Create New

To generate a new inter-model transfer from the Trading tab, click on the Generate Transfers link. Information required to create the transfer will be shown in red on the screen.



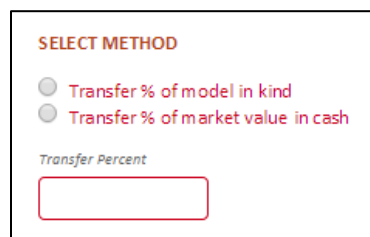
Generate Transfers - Select Models

- **From Model:** Select the model transferring out assets
- **To Model:** Select the model receiving the assets



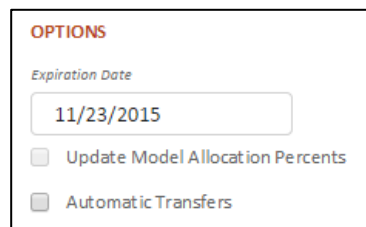
Generate Transfers - Select Method

- **Transfer % of Model in Kind:** Enter a percentage amount in the Transfer Percent field. This will determine the quantity of shares to transfer.
- **Transfer % of Market Values in Cash:** Enter a percentage amount in the Transfer Percent field. This creates a cash demand based on the current market value of the model



Generate Transfers - Options

- **Expiration Date:** The date which an unprocessed manual transfer should be removed. The default date will be 7 days from the current but can be extended as far as 14 days.



- **Update Model Allocation Percents:** Updates the allocation percentages in each account, including the allocation percent, contribution percent, and distribution percent, select box. Once the transfer is generated, an account will NOT automatically adjust for subsequent deposits or withdrawals.
- **Automatic Transfers:** When selected, the transfers will be automatically posted.

Generate Transfers - Asset Selection

- **Cash:** Check the box to include cash
- **All Securities:** Select to include all securities in the transfer.
- **Specific Securities:** Select to include Specific Securities Selection in the transfer. Click the Lookup Security button to select the securities to include.
- **No Securities:** Select to only include cash in the transfers.

SELECT ASSETS

Cash

All Securities Specific Securities No Securities

Viewing 12 Securities Export data

Name	Symbol	CRSP	Remove Security
AEROMET ROCKETDYNE HOLDINGS INC	AARD	007800109	<input checked="" type="checkbox"/>
BB & T CORP	BBT	054987107	<input checked="" type="checkbox"/>
D R HORTON, INC	DHI	23331A109	<input checked="" type="checkbox"/>
DUNKIN BRANDS GROUP INC COM	DNKN	265504100	<input checked="" type="checkbox"/>
DUPONT DENEMOURS & CO	DD	265534109	<input checked="" type="checkbox"/>
GENTEX CORP	GNTX	371901109	<input checked="" type="checkbox"/>
GOODYEAR TIRE & RUBB CO COM	GT	382950101	<input checked="" type="checkbox"/>
HOME DEPOT INC	HD	437076102	<input checked="" type="checkbox"/>
ISHARES DOW JONES TRANSPORTATION AV INDEX FUND	HT	464287192	<input checked="" type="checkbox"/>
ISHARES GOLDMAN SACHS SOFTWARE INDEX FUND	KIV	464287515	<input checked="" type="checkbox"/>
ISHARES NORTH AMERICAN NATURAL RES ETF	IGE	464287974	<input checked="" type="checkbox"/>
ISHARES S&P SMALLCAP 600 GROWTH ETF	UT	464287887	<input checked="" type="checkbox"/>

Generate Transfers - Select Accounts

SELECT ACCOUNTS

Search

Filter

Search for accounts multiple ways:

- Select an Account List
- Enter a specific account number, name or tax ID
- Search for All Tradable accounts

SELECT ACCOUNTS Basic

Search

Filter

For more search options, click on the Advanced link and enter additional criteria. Filter results by Account Number or Name for easy selection.

- Click the Add button for each account to include in the trade order
- To include all accounts, click the Add All button.
- View added accounts on the right side of the screen
- Remove accounts by clicking the red X

Viewing 3 of 3 selected accounts

Account	Name	Type	Estimated Cash	Estimated Shares
247762	BRANDWEI, CARITA	402	\$0.00	0.0000
248219	BELDMO, LED	402	\$0.00	0.0000
270054	TIMBS, GALA	RDTH	\$0.00	0.0000

Viewing 130 of 130 Results

Account	Name	Type	Estimated Cash	Estimated Shares
376888	KEELAN, HIEDI	I	\$0.00	0.0000
376908	KEATOR, MASSIE	RDTH	\$0.00	0.0000
376915	KEALY, HAROLD	I	\$0.00	0.0000
377022	KAPS, CORALIE	I	\$0.00	0.0000
377491	JAGLA, GEORGINNA	I	\$0.00	0.0000
377577	SAACKS, DALENE	I	\$0.00	0.0000
377583	RON, CRIS	I	\$0.00	0.0000
377585	RON, CRIS	I	\$0.00	0.0000
377590	INVERSO, CLASSIE	IN	\$0.00	0.0000
377594	INVERSO, CLASSIE	I	\$0.00	0.0000
			\$0.00	0.0000

Generate Transfers - Process

Once all the required fields are filled in, the Process button is enabled in the Action Dock. A summary of the transfer will also be displayed in the Action Dock.

Reset Process

Transfer 25% of all securities from Model 90 to Model 49 for 3 accounts

When the process is complete, the Inter-model Transfer Processing Summary will display. Successfully saved transfers will be listed, showing the details of each transfer. Any important messages or alerts affecting the transfer(s) will also be shown.

Intermodel Transfer Processing Summary

0 Alerts
0 Messages
4 Saved

Transfer Number	Account Number	From Model	To Model	Objective
8984582	267762	90-DOME	59-DYNA	25.00% of Available Cash
8984583	266590	90-DOME	59-DYNA	25.00% of Available Cash
8984584	376408	90-DOME	59-DYNA	25.00% of Cash and Securities
8984585	286502	90-DOME	59-DYNA	25.00% of Cash and Securities

Messages and Alerts

Alerts
No Alerts

Messages
No Messages

Done Continue To Blotter

Either click the Done button to close the window, or Continue to Blotter, to review and approve the created trades.

The screenshot displays the 'INTERMODEL TRANSFERS' section of the Liberty Trading platform. It features a search bar with the date range '11/17/2015' to '11/17/2015' and a filter set to 'Any From Model', 'Any To Model', and 'Generated - 3346'. Below the search bar, it indicates 'Viewing 4 of 4 Intermodel Transfers'. The table below lists the following data:

All	Transfer Number	Account Number	Account Name	From Model	To Model	Objective	Expiration Date	Source	Created By
<input checked="" type="checkbox"/>	8984582	267762	BRANDEWIE, CARITA	90-DOME	59-DYNA	25.00% of Available Cash	11/24/2015	Generated - 3346	Foss185
<input checked="" type="checkbox"/>	8984583	266590	DEMOURA, SOTTIE	90-DOME	59-DYNA	25.00% of Available Cash	11/24/2015	Generated - 3346	Foss185
<input checked="" type="checkbox"/>	8984584	376408	KNOFF, VALERIE	90-DOME	59-DYNA	25.00% of Cash and Securities	11/24/2015	Generated - 3346	Foss185
<input checked="" type="checkbox"/>	8984585	286502	MCCANDLISH, HARLAND	90-DOME	59-DYNA	25.00% of Cash and Securities	11/24/2015	Generated - 3346	Foss185

At the bottom of the interface, there are buttons for 'Return to Generate Transfers', 'Kill Selected Transfers', and 'Post Selected Transfers'. A status message at the bottom center reads: '4 intermodelTransfer(s) selected to post or kill'.

Routing Methods

Routing Method defines how the trade gets sent to the market. Depending on your authorizations, you may have one or more routing methods available for a block buy or block sell. Block exchanges do not have a routing method option as all exchanges are sent to the fund company for execution using the FundSERV network.

Note: Trades are not sent anywhere until the trade order is approved.

Available Routing Methods for block buys and sells:

- **Standard:** Routing method for mutual funds.
- **Electronic:** Routing method for equity trades.
- **TCA Desk:** Manual routing method for equity trades.
- **Managed Electronic:** Routing method for equity trades. Allows the Investment Advisor to approve an equity trade without releasing the entire trade to market so that the trade can be released in pieces while ensuring the participating investors receive the same average execution price. Managed Electronic trades are limited to Day Orders only.

Note: When approving a trade with Managed Electronic as the selected routing method, the trade will not be executed until additional trade information is completed in the Order Queue.

Special Instructions

For equity trades only, you may define specific options for buying or selling a security in the **Special Instructions** area. Note: If no Special Instructions are defined, an equity order will be executed at the market price. The **Market Center** field defaults to KCG. Additional Market Centers may be available depending on your settings.

Note: Special Instructions can be added or edited from the Trade Order screen after the block trade is processed. Block processing only creates recommend trades, no action is taken to execute the trade until it is approved.

SECURITY

Symbol Last Price As of

\$38.51 08/29/2014

46399 - YAHOO

Routing Method Special Instructions

Click the Edit button in the Special Instructions area to add or edit special instructions.

Note: The available options change depending on the trade instruction (buy or sell) and the combination of options selected. The following is a brief review of what is available. Please contact your relationship manager if you have questions about special instructions and how they impact trade execution.

The available options are:

- **Market Center:** Defaults to KCG. Depending on your firm's settings you may see additional options. The selected Market Center impacts the available special instructions.
- **Market Order:** From the **Duration** drop-down list, select either **At the Close** or **At the Open** to determine when the market order will be placed in the market.
- **Limit Order:** The available Duration options will change depending on the Market Center used. Potential options are: **At the Close, At the Open, Day or Session Order, Fill or Kill, Good Till Date, Good Till Cancel, Immediate or Cancel**. Enter a price for the limit order in the **Limit Price** field. If **Good Till Cancel** is selected, you must enter the **Expiration Date** in the field to enable the **Done** button.
- **Stop Limit:** From the **Duration** drop-down list, select either **Day or Session Order, Good Till Date**, and **Good Till Cancel** and enter amounts for the limit order in the **Limit Price** and **Stop Limit Price** fields. If **Good Till Date** is selected, you must enter the **Expiration Date** in the field to enable the **Done** button.

- **Stop Order:** From the **Duration** drop-down list, select **Day or Session Order**, **Good Till Cancel**, or **Good Till Date** and enter an amount for the stop order in the **Stop Price** field. If **Good Till Date** is selected, you must enter the **Expiration Date** in the field to enable the **Done** button.

Depending upon the selected **Order Type** and **Duration**, you may also define **Special Conditions** to provide additional instructions for execution of a block buy or sell:

- All or None: Remains attached to the trade as long as the order is open.
- Not Held: Only applies to Market Orders and Limit Orders.
- Do Not Reduce: Only available on **Stop**, **Stop Limit**, **Good Till Cancel**, or **Good Till Date** trades.
- TWAP: Time Weighted Average Price. Only applies to **Market Orders**. Cannot be combined with other instructions (such as duration, price limit, etc.).
- VWAP: Volume Weighted Average Price. Only applies to **Market Orders**. Cannot be combined with other instructions (such as duration, price limit, etc.).
- POV: Percentage of Volume. Only applies to **Market Orders**. Cannot be combined with other instructions (such as duration, price limit, etc.).

Remove Pending Trade From Account

An Investment Advisor may remove Pending Trades from an Account. This can be accomplished from the *Transactions* tab after navigating to the *Account Overview* page of an individual account.



The *Pending Transactions* table at the top of the *Transactions* page shows all pending transactions. If there are any trades that are eligible to be removed, both a checkbox column and a **Remove Selected Trades** button will also be available.

A trade will display as eligible for removal if it meets the following criteria:

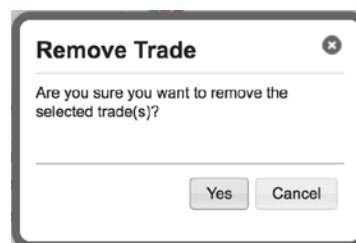
- The trade is a mutual fund.
- The trade is in *Recommend* status and the removal of the trade will not cause the account to overdraw.
- The trade is in *Approved* status and has not been sent to the fund company as part of a pre-notification or trade execution process.

Remove Selected Trades

PENDING TRANSACTIONS								Export data
All	Transaction	Trade Order #	Trade Date	Security	Model	Quantity	Amount	Running Cash Balance
<input type="checkbox"/>	Custodial Fees Owed		10/28/2016	CASH	0-Other Assets	0.0000	(\$31.95)	\$5,188.66
<input checked="" type="checkbox"/>	Sell	16368613	10/28/2016	RYDEX REAL ESTATE FUND CLASS H	64-BALANCED GROWTH & INCOME	(106.9250)	\$3,971.19	\$9,159.85
<input checked="" type="checkbox"/>	Sell	16368612	10/28/2016	LORD ABBETT HIGH YIELD FUND CLASS I	46-AGGRESSIVE INCOME FUND II	(286.6310)	\$2,152.60	\$11,312.45
<input type="checkbox"/>	Sell	16368611	10/28/2016	FEDERATED HIGH YIELD TRUST SERVICE SHARES	46-AGGRESSIVE INCOME FUND II	(320.7520)	\$2,142.62	\$13,455.07

View In Blotter **Remove Selected Trades**

1. Choose the desired trades by selecting the checkboxes to the left of each row.
2. Click the **Remove Selected Trades** button. A *Remove Trade* prompt will display.
3. **Yes** will remove the selected trades.
4. **Cancel** will close the prompt and make no changes.



A message such as the following will be displayed to indicate the results of the processing.

 Processing results:
Account removed from trade 16368612. Trade was killed.

In some cases, a removal may fail and an error message will display.

 Processing results:
Unable to lock trade record 16371546 for remove account(s) from trade processing.

Common reasons for the failure to remove an account from a trade:

- The account is no longer in the trade and may have previously been removed.
- The account is locked.
- Removing the trade will create overdrafts.
- Trade has already been sent to the mutual fund company.
- The trade is no longer in Recommend or Approved status.
- The removal is requested after the closing time of the fund.
- The account is a terminating account.
- The trade is locked.

Troubleshooting Trades

When models are rebalanced, either on their own or as part of a cross model event, you may see the message "No trades were created for account '123456'. See "Troubleshooting Trades" in the online help for a list of potential causes."

While our algorithms can detect that no trades were created, they cannot always articulate exactly why no trades were created. The following are examples of common situations that result in no trades being created.

Scenarios that apply to: Balance, Invest Available Funds, Divest Proportionately, Invest to Goal %, Divest to Goal %

- One of the products within the selected model(s) is locked for trading. Review the model for locked securities by navigating to the Model screen.
- The account has pending transactions at the time of processing that make additional trades unnecessary. Navigate to the individual account and review the pending transactions on the Transactions tab.
- Accounts with small balances being spread across several securities may fail to buy or sell anything.

Balance: This method balances accounts to the targeted goal percentage defined in the model.

- All product holdings in the account are within the deviation percentage defined by the model.
- The total value of the account is below \$250.00 at the time of processing and the account holds no securities.
- The participation of the account in the model has an established termination date and is set to 'Hold' at the time of processing.
- The entire account is terminating and termination instructions are set to 'Hold' at the time of processing.

Invest Available Funds: This method looks for accounts with excess cash to reinvest in securities based on actual percent of holdings and produces buy trades.

- The amount the account has available to invest is insufficient to purchase any one product in accordance with the actual percent of holdings.
- The account has no available funds to invest.

Divest Proportionately: This method sells a portion of *ALL* securities held based on the actual percents of the holdings and produces sell trades.

- The cash demand on the account is not sufficient to create a sell from any one product in accordance to the actual percent of holdings.
- The account currently has no requirement for cash.

Invest to Goal %: This method invests available cash in the most under invested securities first.

- The account does not have enough funds available to proportionally invest in any one product in accordance to the goal percent defined by the model.

Divest to Goal %: This method sells out securities that are over-allocated first in order to generate cash.

- The cash demand on the account is not sufficient to create a sell from any one product in accordance to the goal percents defined by the model.
- The account currently has no requirement for cash.

Trading Messages

When processing trades, circumstances within the account, product, or firm may prohibit trades from being created. The following error messages may display:

Message	Reason
'Product - Description' - Potential total holdings of 'Potential Total Holdings' exceed limit of 'Buy Holdings Limit'.	The potential buy value is greater than the limit as defined by the Investment Advisor for buy holdings.
'Product - Description' - Potential total holdings of 'Potential Total Holdings' shares exceed limit of 'Maximum Shares Percentage Limit'.	The potential shares for purchase is greater than the maximum holdings percentage of shares as defined by the Investment Advisor.
'Product - Description' - Potential sells of 'Potential Sells' shares exceed limit of 'Sell Shares Limit'.	The potential sell value is greater than the limit defined by the Investment Advisor for sell holdings.
'Product - Description' - Potential sells of 'Potential Sells' shares exceed limit of 'Maximum Shares Percentage Limit'.	The potential shares to sell is greater than the maximum holdings percentage of shares as defined by the Investment Advisor.
Restricted: 'Account ID', 'Model ID' from...(Account Block).	The Fund Company has restricted the account from trading activity.
Restricted: 'Account ID'...(Taxpayer Block).	The Fund Company has restricted the client from trading activity.
Denied: 'Account ID', 'Model ID' from...(Account Block).	The Fund Company has prohibited the account from trading activity.
Denied: 'Account ID'...(Taxpayer Block).	The Fund Company has prohibited the client

	from trading activity.
'Account number' has trade(s) containing 'Security'. This fund is closed to new investor accounts. This account qualifies as new and will not be processed.	You must modify the trade criteria to achieve the desired objective.
'Trade ID' has no accounts to trade. Approval is denied.	There are no accounts defined in the trade. You must add accounts to achieve the desired objective.
'Trade ID' - Manual equity trade must have a trade date of 'Current Date' to be approved.	You must modify the trade date or approve on set Good Until Date to prevent trade from being deleted.
'Trade ID' - Electronic equity trade must have a trade date of 'Next Trade Date' to be approved.	The equity trade was approved and submitted electronically after the market close. You must change trade date in order to approve.
'Trade ID' - Electronic equity trade must have a trade date of 'Current Trade Date' to be approved.	The equity trade was approved and submitted electronically with a trade date prior to the current date. You must change trade date in order to approve.
<i>'Trade ID' - Manual equity trade cannot be approved until 1 hour before the market opens.</i>	The equity trade was approved and submitted manually prior to the market open. You must change trade date in order to approve.
'Trade ID' - Zero balance equity trades may only be approved during market hours.	If you are authorized to approve buys and sells that result in zero shares going to market, then you must approve trade during market hours.
'Trade ID' - Trade away or trade direct trades may not be approved in advance of the trade date.	The trade was approved with a trade date prior to the current date.
'Trade ID' for product 'Security' to sell shares is past cutoff and should have a trade date of 'Next Business Date': Not approved.'	The sell trade included a product that cannot be sold after market.
'Trade ID' cannot be approved after market close.	The trade was approved after market close.
'Trade ID' cannot be approved after market close. Trade must have a trade date of 'Next Trade Date' to be approved.	An equity trade was approved after market close but before midnight with the current date as the trade date.
'Trade ID' cannot be approved until 'trade date'.	The trade date does not equal today's date and it is before market close.
'Trade ID' cannot be approved with trade date of 'trade date'.	It is after market close and the trade date is greater than the current trade date plus one.
'Product/ Description' must trade in multiples of 'Round Lot'. Trade attempted for 'X' shares. Approval denied.	The account does not have enough shares to buy/sell in accordance with the standard round lot for the product type.
Electronic trade must be greater than 1.0000 share. Approval denied.	The approved trade did not have sufficient shares to process using the selected routing method.
<i>'Trade ID for 'Account Number' wants to sell over 90% in dollars. Not approved.</i>	The amount of the sell trade exceeded 90% of the account's total market value.
'Trade ID' for 'Account Number' wants to spend 'X Dollars' but only has 'X Dollars'	The account's total available cash does not have sufficient funds available to cover the buy trades.

available.	
'Account Number' has trade(s) containing 'Fund'. This fund is closed to new investor accounts. This account qualifies as new and will not be processed."	The fund selected has been closed to new investors by the Fund Company.
'Electronic trade 'ID', changed to Manual because electronic routing is turned off system wide.'	Electronic execution is not available due to technical difficulties. Trades will be manually placed.
Cannot approve trade 'Trade ID' was changed by someone else before you tried to approve.	Another authorized trader has altered the trade.
Cannot approve trade 'Trade ID' must be in "R"ecommend status.	Another authorized money manager is modifying the trade.
'Unable to lock trade record ':TOR.ID:' for approval processing.'	Another authorized money manager is modifying the trade.
'Trade ID' cannot be killed by this process.	The selected trade process is not sufficient to kill the trade.
'Account Number' should not be in this trade. It has terminating model instructions.	From the Accounts menu, choose Registration , and click on the Models tab. Special handling has been placed on a model. Therefore, you must modify the trade criteria to achieve the desired objective.
'Trade ID' for Account Number' has insufficient cash. Tried to spend 'X dollars' but only has 'X Dollars'.	You must modify the trade criteria to achieve the desired objective.
'Trade ID' for 'Account Number' exchange in dollars cannot exceed 90% of available shares. Price fluctuations could cause a trade error.	You must modify the trade criteria to achieve the desired objective.

Trade Processing Messages & Alerts Report

A PDF record of messages and alerts related to trading events can be created from Liberty and saved locally, in order to keep a permanent record.

Trade Processing Alerts and Messages		8/16/2017 1:24 PM
Alerts		
Model	Message	
	No Alerts	
Messages		
Model	Message	
	Single modeled accounts have not been rebalanced.	
51 - INTE - INTERNATIONAL INCOME STYLE	Processing model 51	
51 - INTE - INTERNATIONAL INCOME STYLE	Model 51 - 2 trades created or modified for model 51	
11 - AGGR - AGGRESSIVE GROWTH FUND	Processing model 11	
11 - AGGR - AGGRESSIVE GROWTH FUND	Model 11 - 6 trades created or modified for model 11	
90 - HMT - HOLD MODEL TEST	Processing model 90	
90 - HMT - HOLD MODEL TEST	Model 90 - 2 trades created or modified for model 90	
23 - DOME - DOMESTIC GROWTH	Processing model 23	
23 - DOME - DOMESTIC GROWTH	Model 23 - 48 trades created or modified for model 23	
21 - DOME - DOMESTIC GROWTH FUND B STRATEGY	Processing model 21	
21 - DOME - DOMESTIC GROWTH FUND B STRATEGY	Model 21 - 2 trades created or modified for model 21	
6 - DOME - DOMESTIC INCOME INVESTMENTS	Processing model 6	
6 - DOME - DOMESTIC INCOME INVESTMENTS	Model 6 - 700 PUTNAM HIGH YIELD TRUST FUND CLASS A Fund will accept redemption trades only. - Trade blocked	
6 - DOME - DOMESTIC INCOME INVESTMENTS	Model 6 - 3 trades created or modified for model 6	

The “Create Report” option is available from the Trade Processing Summary dialog window:

Trade Processing Summary

3 Denied 0 Remaining 6 Approved

Trade Order #	Model	Symbol	Status	Confirmation #	Approval Date
17367822	6-DOME-DOMESTIC INCOME INVESTMENTS	SIHAX	Recommend		
17367823	6-DOME-DOMESTIC INCOME INVESTMENTS	RYHGX	Recommend		
17367831	11-AGGR-AGGRESSIVE COMPLETION	XLP	Approved	108678058217367831	08/16/2017 at 01:36:25 PM

Messages and Alerts

Processing Errors

- Overdraft - Trade 17367822 Account 800714 wants to spend \$4100.22, but only has \$0.00 available
- Trade 17367822 - every account is overdrafted, trade not approved.
- Overdraft - Trade 17367823 Account 800714 wants to spend \$2733.49, but only has \$0.00 available
- Trade 17367823 - every account is overdrafted, trade not approved.
- Overdraft - Trade 17367831 Account 800714 wants to spend \$2733.47, but only has \$0.00 available

Done Create Report

The Trade Process and Alerts Message reports can be created whenever Trades occur in the following areas of Liberty:

Trading Tab	
	Blotter Approve
	Blotter Kill
	CAM
	Models
	Block Trading
	Cross Model
	Composite Models
	Generate Transfers
	Model/ViewDetails/ViewHolders
Account Level Trading	
	Buy Positions
	Sell Positions
	Cross Model
	Model Process
	Intermodel Transfer
	Tax Harvesting

Trade Order Report

A PDF or CSV record of trade details can be created from the Trade Order Detail screen on Liberty and saved locally, in order to keep a permanent record.

Trade Order

SELL SHARES GM

TRADE DETAILS	<input checked="" type="radio"/>	ACCOUNTS	<input type="radio"/>	TRADE HISTORY	<input type="radio"/>
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Trade Order Number	18336216	Available Shares:	200.0000
Model	0-OTH-Other Assets	Share Amount:	<input type="text" value="100.0000"/>
Shares	(100.0000)	Trade Date:	<input type="text" value="02/09/2018"/>
Cash	\$4,122.00	Routing Method:	<input type="text" value="Electronic"/>
Accounts In Trade	1	Special Instructions:	
Trade Date	02/09/2018	Order Type:	<input type="text" value="Market"/>
Security	GM	Duration:	<input type="text" value="<None>"/>
Last Price	\$40.41	Limit Price:	<input type="text"/>
Price Used*	\$41.22	Stop Price:	<input type="text"/>
Potential Wash Sale Amount	\$678.00	Expiration Date:	<input type="text"/>
	more	Special Conditions:	<input type="text" value="<None>"/>
		Summary:	Market, KCG

*Values calculated using the limit price or 20 minute delayed price, if available, or most recent closing price, when the trade was built or modified.

The “Export Accounts” button creates a CVS file listing details of all accounts in the trade.

The “Create Report” button creates a PDF file listing trade summary information and details of all accounts in the trade.

Balance Exchange FAQs

1. What is a Balance Exchange?

The Balance Exchange trade processing option systematically creates exchanges within eligible Fund Families while building trades to bring a model back to the defined target goal percentages. Buy and sell orders will continue to be created for those funds which are not eligible to participate.

2. How does a Balance Exchange work?

At the time of order submission TCA's trade generation engine examines all the mutual fund orders to determine which trade requests can be combined into an exchange and which requests should be processed as a sell/buy. The resulting trade orders are populated to the trade blotter for review and approval by the Advisor.

3. What Fund Families are eligible to participate in Balance Exchanges?

TCA reviewed fund usage and trade activity of our Advisors and cross referenced that with funds meeting the eligibility requirements. 3 Fund Families were identified for the initial rollout: **Direxion, Profunds, Rydex, and Vanguard.** Additional Fund Families will be added in the coming months.

4. Are all mutual funds eligible to participate in a Balance Exchange?

Eligibility is defined at the Fund Family and fund levels.

- The Fund Family must be FundSERV eligible
- The Fund Family must allow exchanges between eligible funds
- Exchanges must occur within the same fund family
- Funds must be of the same share class
- Both funds included in the exchange must have the same trade date. In other words, to be considered for an exchange the "closing time" to trade the funds must be later than the current time.
- Funds with short term redemption fees are not eligible for inclusion in an exchange

5. Why is the Balance Exchange process more restrictive than Block Exchanges?

The Advisor is making the investment decision when designating the "from" and "to" funds that will be included in a Block Exchange whereas TCA is determining what funds can be combined into an exchange order. TCA has taken a more restrictive stance on combining trades into exchanges since we have only limited visibility into the Advisor's rationale for submitting the trade orders.

6. What do I have to do to activate the Balance Exchange trading feature?

Contact your Relationship Manager (RM) to request the Balance Exchange trading option be activated. Once activated, you will see the Balance Exchange trade processing option in the different trade processing drop down lists.

7. Why did I receive an error messages when approving my exchange orders from the blotter?

To an exchange order was originally created but not approved until after one of the underlying funds has passed its closing time then the exchange order will be rejected at the time of approval. (This is the same editing that exists today on block exchanges.)

Additional Print Reports

A PDF record of the following can be created from Liberty and saved locally, in order to keep a permanent record:

- **Trade Processing and Alerts Messages:** Reflects all messages and alerts related to trading events. A summary section is also included for approved and killed trades.
- **Consolidated Asset Management:** Reflects CAM detail, to include Totals \$, parameters (filters or selections) applied to the view in Liberty, table/section showing the collapsed data in the table (i.e. a summary view of the data with total for each subsection), table/section showing the expanded view of the data in the table including the value for each line item
- **Composite TWR Summary:** Go to Trading: Models: Select a Model: Composite TWR sub tab and choose the reporting period in the left selection panel.