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Elevate help guide Buying and selling investments (regular orders)

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Step 1. Order setup

You can set up regular instructions to buy and sell funds automatically. If you are buying investments, there must be enough money in wrapper cash before each transaction.

What you will see

The screenshot shows the 'New Work' tab in a financial system. The 'Investment activities' menu is open, showing options like 'New investment transaction (Buy/Sell/Switch)', 'Advanced orders (Stockbroking)', 'Move cash into Adviser management', 'Move assets to new owner', 'Move assets to Discretionary Manager', and 'Remove Discretionary Manager'. Below this is the '1. Order Setup' form, which includes fields for 'Product wrapper', 'Order Type', 'Start Date', 'Frequency', 'Continue', and a 'Next' button. Numbered callouts 1 through 5 point to specific elements: 1. 'New investment transaction (Buy/Sell/Switch)' in the 'Investment activities' menu; 2. The 'Product wrapper' dropdown menu; 3. The 'Order Type' dropdown menu; 4. The 'Start Date' field; 5. The 'Next' button at the bottom right of the form.

What you will need to do

1. Go to the client's account and select **New Work > New Investment Transaction (Buy/Sell/Switch)**.
2. Select:
 - the **Product Wrapper**.
 - **Regular** under **Order Type**.
 - a **Start Date**.
 - the **Frequency**.
3. Choose to **Continue** the regular investment **Until Notified** or set an end date.
4. Confirm if advice has been given.
5. Click **Next**.

Notes

2. The start date you select is the date the transaction will initiate. While the trade is normally confirmed and displayed on the account within 24 hours it can, depending on the fund manager, take 5 working days for it to reach full settlement.

Step 2. Sell Trades

Select the investments you wish to sell. If you are only buying investments, skip straight from **Step 1. Order Setup** to **Step 3. Buy Trades**.

What you will see

Investment	Available Units	Market Value	Order Value	Order Quantity	Order Type
OOPALN - BlackRock Crd European O...	0.4450	£11.25		Units %	All Market
OZFW LN - M&G Strategic Corp Bd I A...	0.3510	£4.55		Units %	All Market
11VZ LN - AXA Framlington UK Sel Op...	6.5690	£10.54		Units %	All Market
Total					

What you will need to do

1. Select the investments you wish to sell.
You can set up which funds to sell on a regular basis by either:

- 1a. In **Order Value**, enter a £ amount.
- 1b. In **Order Quantity (units)**, enter the number of units to be sold.
- 1c. In **Order Quantity (%)**, enter the % of units to be sold.

2. Click **Next**.

3. Skip **Steps 3** and **4** and go to **Step 5. Confirm** as you're not buying or switching any investments.

Notes

3. You can click directly on **Step 5. Confirm**.

Step 3. Buy Trades

If you're only selling investments, ignore this step and go straight to **Step 4. Confirm.**

What you will see

1. Order Setup

2. Sell Trades

3. Buy Trades

4. Switches

5. Confirm

Batch ID: 11540896

Batch Type: Regular

Start Date: 30-Sep-2017

Frequency: Monthly

Continue: Until notified

Total Order Value (€): Allocate Amount

Investment	Order Value	Order Quantity	% Allocation	Order Type
<input type="text" value="Find DM3P.LN"/> Stan Life Inv MF Mgd III A	<input type="text"/>	<input type="text"/>	<input type="text"/>	All Market
<input type="text" value="Find"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All Market
				Total (%) <input type="text"/>

Previous Next

Investment Selection Tool

Funds

Models

Other

Fund name or code:

Find

Show cheapest OCF/TER ☒

More search criteria ▼

Quick links

→ Favourites

→ Fund solutions

→ Documents, KIID's & KIDs

Search Results: 199

Type	Code	Name	OCF/TER	KIID	Cheapest	Favourite	
Investment Fund	DM3P	Stan Life Inv MF Mgd III A	0.80				<input type="button" value="Add"/>
Investment Fund	DM3Q	Stan Life Inv MF Mgd III I	0.80				<input type="button" value="Add"/>
Investment Fund	10F9	Stan Life Inv MF Mgd III R PT 1 A	1.02				<input type="button" value="Add"/>

What you will need to do

1. Click **Find**.
2. Use the **Investment Selection Tool** to locate the investments you want, then click **Find**.
3. **Add** the fund you wish to invest in.

Notes

1. The **Investment Selection Tool** will be displayed.
2. You can search for a specific investment name or code
Use the extra tabs here if you want to search for model portfolios or **Other** to search for stocks & shares.
3. Repeat 1 – 3 to select additional funds.

Step 3. Buy Trades – cont.

What you will see

The screenshot shows an investment order entry form. At the top, there is a 'Total Order Value (£)' field with a value of 400 and a blue 'Allocate Amount' button. Below this is a table with columns: Investment, Order Value, Order Quantity, % Allocation, and Order Type. The table contains two rows of investment data. Callout 4a points to the 'Total Order Value (£)' field. Callout 4b points to the 'Order Value' column. Callout 4c points to the 'Order Quantity' column. Callout 5 points to the 'Next' button at the bottom right of the form.

Investment	Order Value	Order Quantity	% Allocation	Order Type
Fund DM3P.LN Stan Life Inv MF Mgd I I I A (EO 6513)				At Market
Fund DM3U.LN Stan Life Inv MF Mgd I I I I (EO 6274)				At Market

Total (%) 0

4a.

4b.

4c.

5.

What you will need to do

4. Enter the amount that you want to invest.

You can do this in any one of the following ways:

4a. In **Total Order Value (£)**, enter the total £ amount you want to invest. Then in **% Allocation** column, add the % to allocate next to each fund.

4b. In **Order Value**, enter a £ amount.

4c. In **Order Quantity**, enter the number of units to be purchased.

5. Click **Next**.

6. Skip **Step 4** and go to **Step 5. Confirm**.

Notes

4a. The total % must come to 100%.

6. You can click directly on **Step 5. Confirm**.

Step 4. Confirm

What you will see

1. Order Setup		2. Sell Trades		3. Buy Trades		4. Switches		5. Confirm	
Batch ID:					11548806				
Batch Type:					Regular				
Start Date:					30-Sep-2017				
Frequency:					Monthly				
Continue:					Until notified				
Buy Trades									
Investment Description					Buy Value (GBP)		Buy Quantity		Status
00PALN - BlackRock CHF European D Acc					1,000.00		39.5570		Created
Estimated Total Buy Trade Value					1,000.00				
Estimated Net Order Value					-1,000.00				
Charges Information Document									
Generate Complete									
Confirm									

What you will need to do

1. Review the information you've entered.

2. Click **Confirm**.

Notes

1. Click **Generate** and the hyperlink to view the **Charges Information** document.

2. This records a Batch ID and places the trades, which can be viewed in the client's account under **Transactions > Deals**.

Helpful hints

- The date you set for the regular deals is the date that the trades will initiate – not the date of completion. While the trade is normally confirmed and displayed on the account within 24 hours it can, depending on the fund manager, take 5 working days for it to reach full settlement.
- If you have included securities in a regular order, a trading charge will apply to each transaction. For more information, please refer to **Your Guide to Charges**.
- If you want to cancel or amend a regular trade instruction, please contact us.

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