Platform User Guides

How to "Buy" Funds

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How to "buy" funds

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1) After initially logging into the platform, search for the required client

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2) Select the appropriate product

Home	Clients ▾	Research ▾	Reports ▾	Documents	Secure Mail	Support ▾	
New Account							

🏠 Home > Smith, Investor # 302724 - 302724

Portfolio Value

183,364.86 (GBP)

Portfolio Breakdown

Global Investment Account: 183,364.86 (GBP)

Product Name	Product Value	Reporting Value (GBP)	
Global Investment Account (GBP) - 701168 - Conservative	183,364.85	183,364.86	View

Portfolio Asset Allocation

	Sector	Weighting (%)
🟩	Equity	52.42
🟦	Multi Asset Class	20.23

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3) Select "buy"

Home	Clients ▾	Research ▾	Reports ▾	Documents	Secure Mail	Support ▾	
Buy	Sell	Switch	Top Up	Cash FX	Ad Hoc Charge	Transaction History	

🏠 Home > Smith, Investor # 302724 - 302724 > Global Investment Account (GBP) - 701168 - Conservative

Model Portfolio: PPW CONSERVATIVE OCT 19

Analyse Account

Asset Name	Units	Price	Value (GBP)	Reporting Value (GBP)
Cash	27,383.860000	1.0000	27,383.86	27,383.86
BNY Mellon Global Real Return GBP W Acc	29,027.598000	1.2500	36,284.50	36,284.50
iShares C S&P 500 - B UCITS ETF Acc GBP	31.000000	244.3600	7,575.16	7,575.16
iShares Cor MS Pac ex Jp UCS ETF Acc GBP	39.000000	107.1100	4,177.29	4,177.29

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4) Select "Asset Selector" to access funds list

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Allocation Method

- ⦿ Asset Selector
- ○ Model Portfolios

Allocation Amount

Cash	27,383.86 (GBP)
Available Cash ❓	13,716.56 (GBP)
Buy Amount	Buy Amount

Details shown of total cash in the transaction amount and the available amount (taking into account any trades in progress, charges etc).

Next

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5) Select the required funds to purchase.

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Filter

🔍 vanguard lifestrategy	← Enter fund name or ISIN code to search for required funds	▼ Filter

Universe

Novia Global Universe ▾

Fund Managers

-- Select a Fund Manager -- ▾

Asset Types

Authorised Assets and ETFs ▾

Asset Sector

-- Select an Asset Sector -- ▾

Assets

⬇️ ➡️ **Shortlist** Click "Add" to place required funds into "shortlist"

Asset Name ▲	Unit Type	ISIN	
› Vanguard LifeStrategy 100PCT Equity A Acc	ACC	GB00B41XG308	Add
› Vanguard LifeStrategy 100PCT Equity A Inc	INC	GB00B545NX97	Add
› Vanguard LifeStrategy 20PCT Equity A Gross Inc GBP	INC	GB00B4620290	Add
› Vanguard LifeStrategy 40PCT Equity A Acc	ACC	GB00B3ZHN960	Add
› Vanguard LifeStrategy 40PCT Equity A Inc	INC	GB00B41F6L43	Add

BlackRock Cash D Acc	Remove
Vanguard LifeStrategy 20PCT Equity A Gross Acc GBP	Remove

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Once all of the required funds have been selected client "Next"

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6) Enter the purchase amount(s).

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Allocation Details

Investment Amount	10,000.00 (GBP)	
Investment Weighting Type	Amount ⬅ You have the option to trade in monetary amounts or %	**Analyse Selection**

Asset Name	Rebalancing ❓	Client Minimum (GBP) ❓	Investment (GBP)
BlackRock Cash D Acc	✔	-	Amount
Vanguard LifeStrategy 20PCT Equity A Gross Acc GBP	✔	-	Amount
		Amounts need to equal the total "Investment Amount" (or 100% if working in %) a warning will appear, and you cannot continue if there is a discrepancy with the total. ➡	Total: -

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7) A summary is shown of the assets you have selected to buy.

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Summary

Client Name	Mr Investor # 302724 Smith - 302724
Account Name	Global Investment Account (GBP) - 701168 - Conservative
Investment Amount	10000 (GBP)

Asset Name	Rebalancing ❓	Client Minimum ❓	Investment (GBP)
BlackRock Cash D Acc	✔	-	6,000.00
Vanguard LifeStrategy 20PCT Equity A Gross Acc GBP	✔	-	4,000.00

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Click "Submit" to proceed.

The progress of the trades will then be updated on the homepage, a Contract Note will be automatically saved into client documents and an email is sent to the client notifying them that they have "new documentation available" to view in their online access portal.