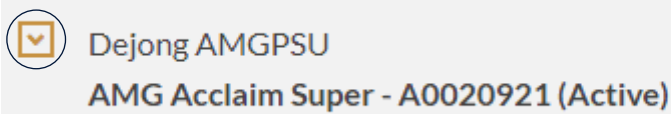




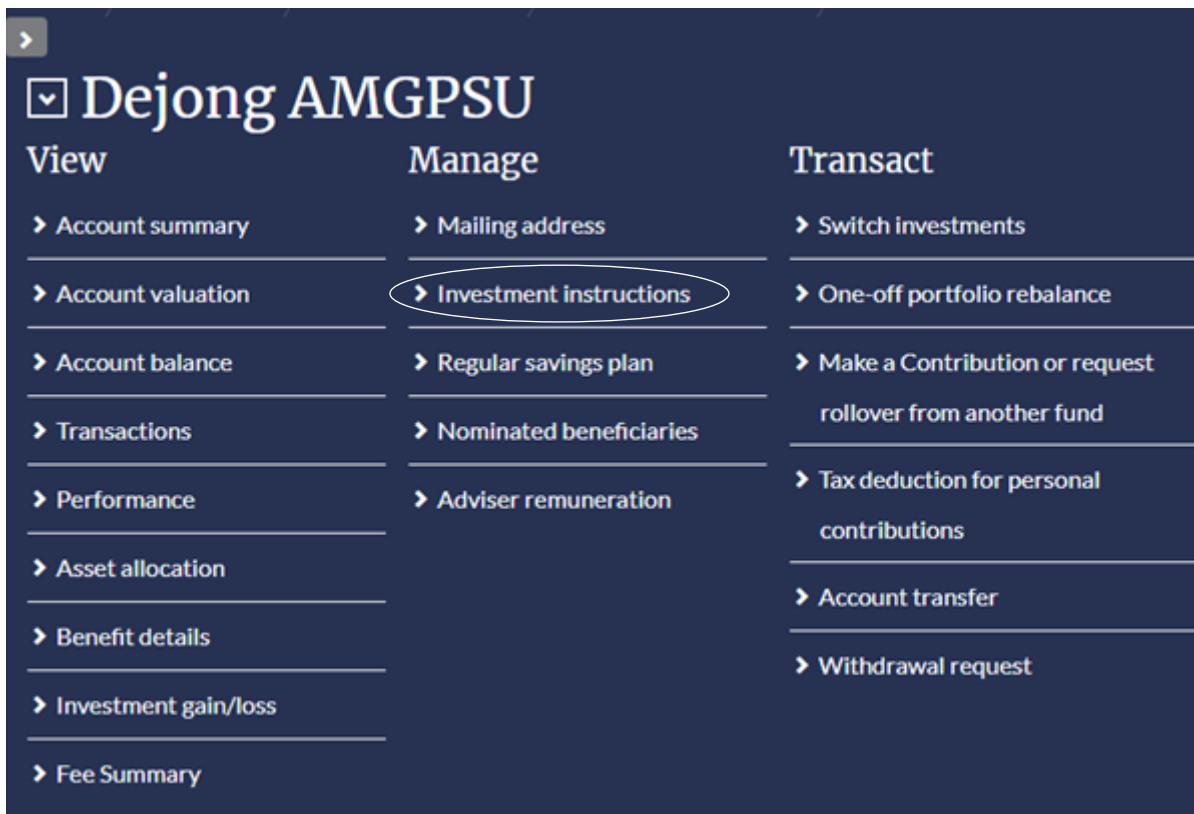
# Setting Up Auto Rebalancing for Managed Funds Help Guide

Please note that if there is a trading account linked to this member portfolio, you will not be able to establish an auto rebalance of the managed fund portion of the investments. This function is for a Managed Fund Portfolio **only**.

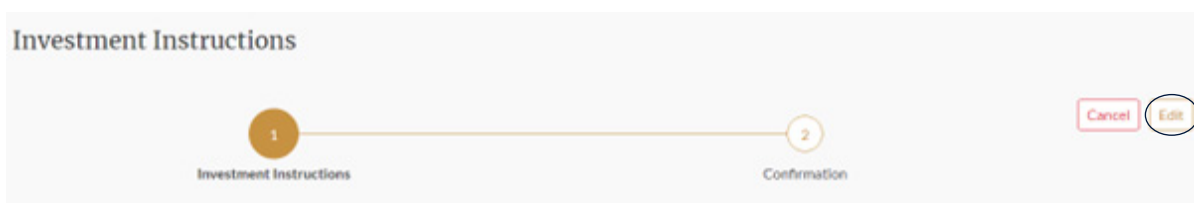
1. Search for the client
2. Click on the Account menu arrow next to the client's name



3. Under *Manage*, click on *Investment instructions*



4. Select **[Edit]** at the top right of the Investment Instructions screen to change the current Account Rebalance Instructions.



- Select *Yes* under *Automatically Rebalance*  
Select the *Rebalance Frequency*  
Set the *Next Rebalance Date*

## Account Rebalance Instructions

**Automatically Rebalance**  No  Yes

**Rebalance Frequency** Half-Yearly

**Next Rebalance Date** 1 2021

### Automatic Buy, Sell And Rebalance Profiles

No investments added to the investment profile.

[Add/Modify Investment](#)

- To alter existing or add new managed funds to the rebalance profile, please select *Add/Modify Investment*.
- Enter Investment* name, tick selection then click **[Add to Selection]**. Repeat if more than one required.

## Investment Search

**Filter Search By**

Funds

**Enter Investment**

[Clear](#)

Code	Investment name
<input type="checkbox"/> VAN0001	Vanguard Australian Fixed Interest Index Fund
<input type="checkbox"/> VAN0025	Vanguard Australian Govt Bond Index
<input type="checkbox"/> VAN0004	Vanguard Australian Property Securities Index Fund
<input type="checkbox"/> VAN0104	Vanguard Australian Shares High Yield Fund
<input type="checkbox"/> VAN0002	Vanguard Australian Shares Index Fund
<input type="checkbox"/> VAN0108	Vanguard Balanced Index Fund
<input type="checkbox"/> VAN0109	Vanguard Conservative Index Fund
<input type="checkbox"/> VAN0005	Vanguard Emerging Markets Shares Index
<input type="checkbox"/> VAN0023	Vanguard Global Infrastructure Index Fund
<input type="checkbox"/> VAN0110	Vanguard Growth Index Fund

[Remove](#) [Add To Selection](#)

« First Prev Page 1 of 2 Next Last »

### Selected Investment(S)

<input type="checkbox"/>	CASHACCT	Cash Account (Current Investment)
<input type="checkbox"/>	AMGCMA	Cash Management Account (Current Investment)

[Cancel](#)
[Accept](#)



- An automatic buy profile must be established using percentages of total portfolio value. The automatic buy profile will allocate all new money in accordance with the percentage values added, and the rebalance profile will align the portfolio to your requested percentages in the date frequency selected.

You can exclude certain funds from future investment and rebalance by ticking the Exclude button. Enter value of Rebalance Profile in selected funds.

#### Automatic Buy, Sell And Rebalance Profiles

Code	Investment	Type	Automatic buy profile %	Rebalance Profile	Exclude
AMGIDX-BAL	AMG Index Balanced	Managed	100.00 %	20.00 %	<input type="checkbox"/>
AMGIDXP-GRO	AMG Index Growth (Pension)	Managed	0.00 %	20.00 %	<input type="checkbox"/>
AMGIDXP-CON	AMG Index Conservative (Pension)	Managed	0.00 %	30.00 %	<input type="checkbox"/>
AMGIDX-FI	AMG Index Fixed Interest	Managed	0.00 %	30.00 %	<input type="checkbox"/>

Add/Modify Investment ⓘ

- Click Next

Cancel
Edit
Save To Resume

Next >

- Tick to confirm, click [Submit]

Action required
Tick to confirm

I confirm the client has requested the alteration ☑

← Back
Cancel
Edit
Save To Resume

Submit

