

The smart investment platform



How to buy funds

User Guide



Buying Funds

Step 1

After initially logging into the platform, search for the required client.

The dashboard features a top navigation bar with tabs: Home, Clients, Research, Reports, Documents, Secure Mail, and Support. Below this, there are three summary cards: 'Funds Under Administration' (40,872,756 GBP), 'Intermediary Charges' (107,169 GBP), and 'Investment Sales' (4,270,972 GBP). A 'Latest Status Updates' table lists recent client activities. A 'Clients' search box is highlighted with a green border, containing the text 'smith'. Below the search box, a list of client entries is shown, each with a name, ID, and status, accompanied by icons for communication and confirmation.

Step 2

Select the required product.

This page displays the 'Portfolio Value' as 173,251.60 GBP. Below this is a 'Portfolio Breakdown' section for the 'Global Investment Account: 173,251.60 GBP'. A table lists the 'Product Name', 'Product Value', and 'Reporting Value (GBP)'. The entry 'Global Investment Account (USD) - 704178' is highlighted with a green box, and a 'View' button is visible next to it. At the bottom, a 'Portfolio Asset Allocation' donut chart and table show the distribution between 'Fixed Interest' (55.80%) and 'Cash Facility' (44.2%).

Step 3

Select "Buy" from the process menu.

The 'Buy' button in the top navigation bar is highlighted with a green box. Below it, the breadcrumb trail shows the path: Home > Gerrard, Steven - 308954 > Global Investment Account (USD) - 704178. The 'Assets' section contains a table with columns for 'Asset Name', 'Units', 'Price', 'Value (USD)', and 'Reporting Value (GBP)'. The table lists 'Cash' and 'Dodge & Cox Global Bond Acc USD'. An 'Analyse Account' button is located in the top right corner of the assets table.

Step 4

Select "Asset Selector" to access funds list.

You can also see the details of total cash in the transaction amount and the available amount (taking into account any trades in progress, charges etc).

Home Clients Research Reports Documents Secure Mail Support

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

Allocation Method

Asset Selector
 Model Portfolios

Allocation Amount

Cash 27,363.86 (GBP)
Available Cash 13,716.56 (GBP)
Buy Amount

Next

Step 5

Select the required funds to purchase.

In the field, enter fund name or ISIN code to search for required funds.

Home Clients Research Reports Documents Secure Mail Support

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

Filter

Filter

Universe: Novia Global Universe
Fund Managers: -- Select a Fund Manager --
Asset Types: Authorised Assets and ETFs
Asset Sector: -- Select an Asset Sector --

Assets

| Asset Name | Unit Type | ISIN | |
|--|-----------|--------------|-----|
| > Vanguard LifeStrategy 100PCT Equity A Acc | ACC | GB00841XG308 | Add |
| > Vanguard LifeStrategy 100PCT Equity A Inc | INC | GB008545NX97 | Add |
| > Vanguard LifeStrategy 20PCT Equity A Gross Inc GBP | INC | GB0084620290 | Add |
| > Vanguard LifeStrategy 40PCT Equity A Acc | ACC | GB00832ZH990 | Add |
| > Vanguard LifeStrategy 40PCT Equity A Inc | INC | GB00841FSL43 | Add |

Shortlist

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

Back Next

Click "Add" to place required funds into Shortlist

Step 6

Enter the purchase amount(s).

You have the option to trade in monetary amounts or %.

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.

Home Clients Research Reports Documents Secure Mail Support

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

Allocation Details

Investment Amount 10,000.00 (GBP)
Investment Weighting Type: Amount Analyze Selection

| Asset Name | Rebalancing | Client Minimum (GBP) | Investment (GBP) |
|--|-------------|----------------------|-------------------------------------|
| BlackRock Cash D Acc | ✓ | - | <input type="text" value="Amount"/> |
| Vanguard LifeStrategy 20PCT Equity A Gross Acc GBP | ✓ | - | <input type="text" value="Amount"/> |
| | | | Totals: - |

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Step 7

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

Home Clients Research Reports Documents Secure Mail Support

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

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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