

Initiate Rebalance.



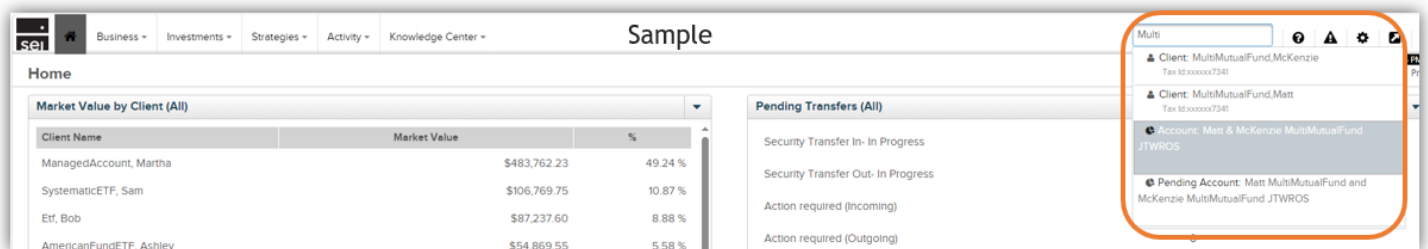
Use of Feature

Initiate Rebalance will allow for an off-schedule rebalance of a Firm Custom Strategy or SEI Strategy, and will report the trade orders needed to rebalance the strategy.

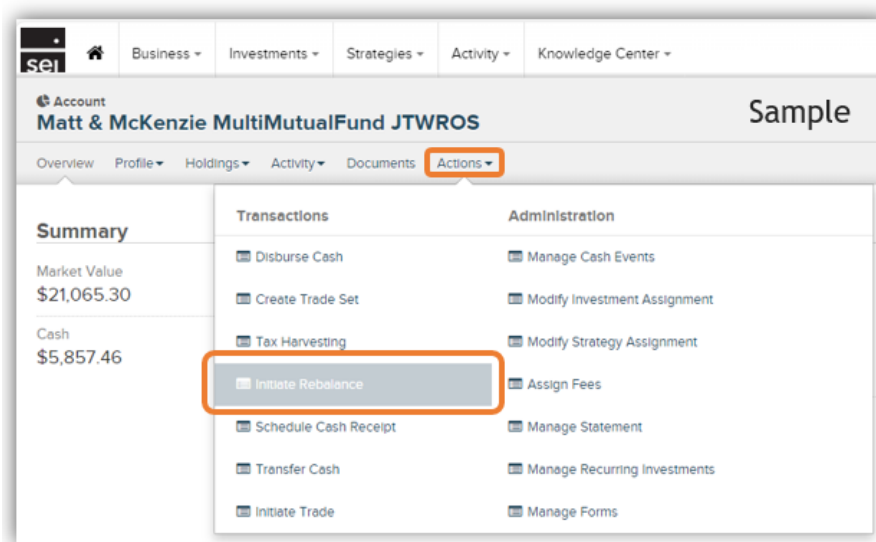
Navigating to Initiate Rebalance

You can **Initiate a Rebalance** from the household, client, or account level.

Search for a household, client or account by using the **Search** bar along the top of the screen. You may then choose a household, a client's name, or an account number.



Then, proceed by selecting **Actions**, then **Initiate Rebalance**.



Choose Account & Strategy

Select **Choose Account** - Choose the account for which you would like to initiate a rebalance.

Select **Strategy** - Select a strategy that you would like to rebalance.

Select **Choose Portfolio** - Once the portfolio is displayed, you will see the donut chart depicting the current asset allocation.

Next - Selecting the Next button will move you forward with the modification to the View Proposed Orders & Estimated Tax Impact screen.

Initiate Rebalance

Choose Account & Strategy → View Proposed Orders & Est. Tax Impact → Verify Changes → View & Print Confirmation

Choose Account: Matt & McKenzie MultiMutualFund JTWROS

Choose Strategy: All Mutual Fund

Choose Portfolio: AdvisorGuided (Capital)

Current Asset Allocation

- Domestic Fixed Income 40.17%
- Global Equity 20.49%
- Domestic Equity 20.22%
- Cash & Equivalents 19.11%

Strategy Asset Allocation

- Domestic Fixed Income 40.00%
- Domestic Equity 40.00%
- Global Equity 20.00%

Sample

Cancel Next

View Proposed Orders and Estimated Tax Impact

On this screen you can view the **Proposed Orders**, **Estimated Gains or Losses**, and whether the orders will cause a wash sale. If it is a **Taxable Account**, you can also view the **Estimated Tax Impact** of the transaction. Select the **Next** button to take you to the **Verify Changes** screen.

Initiate Rebalance

Choose Account & Strategy ✓ View Proposed Orders & Est. Tax Impact → Verify Changes → View & Print Confirmation

Client Name: Matt MultiMutualFund

Account Name/Number: Matt & McKenzie MultiMutualFund JTWROS

Portfolio/Strategy:

Client Tax Information

Realized Gain/Loss (YTD)	\$0.00	-\$45.92
	Short	Long

Trade Set Information

Estimated Net Gain/Loss	\$0.00	\$0.00
	Short	Long

Asset	Estimated Trade Size	Buy / Sell	Estimated Short Term G/L	Estimated Long Term G/L	Wash Sale?
Vanguard 500 Index Fund 922908108 VFINX	\$1,580.63	Buy	\$0.00	\$0.00	No

Sample

Cancel Previous Next

Verify Changes

The **Verify Changes** screen will show you a final summary of the changes to be made. You can now select the **Previous** button to go back and make changes if needed, or continue with the modification by selecting the **Submit** button.

Asset Class / Asset	Current	Target	Proposed
Domestic Fixed Income	40.15%	40%	40.15%
Global Equity	20.51%	20%	20.51%
Domestic Equity	20.2%	40%	39.34%
Cash & Equivalents	19.14%	0%	19.14%

View & Print Confirmation

The final screen will provide a confirmation page, which can be printed for your records. **Activity IDs** are generated for rebalances. In certain cases, you may require an approval by an Authorized Approver at your firm before the activity completes. You can view that activity ID by navigating to the **Activities** tab within either the **Client** or **Account** context, or navigating to the firm level **Activity Dashboard**.