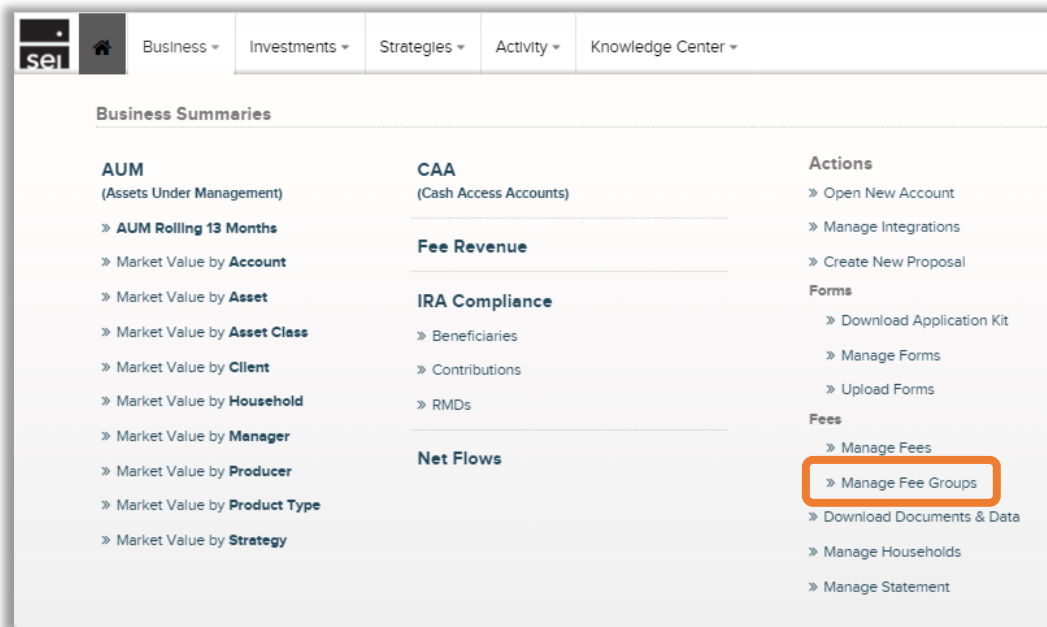# Manage Fee Groups.

Use of Feature

The **Manage Fee Groups** action allows a user to Create, Modify, or Delete Fee Groups. As well as add, modify, or remove a discount on the Fee Group.

Please note when adding a new account in the middle of a fee period, the system will prorate the advisory fee amount for that account based on the funding date.

Navigating to Manage Fee Groups

From your **Home** landing page you can access the **Manage Fee Groups** action from the Business Summaries dropdown.
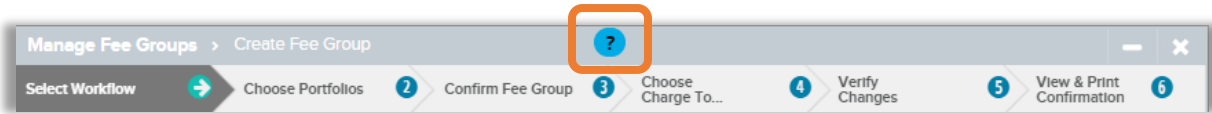

The remaining pages outline the different workflows available for the Manage Fee Groups action:

Action Help

To access **Action Help** on Manage Fee Groups, select the "?" icon within the header bar of the action window. Four options will be presented for the Action Guide, a Guided Tour, Best Practice information, and a Video Walk-Thru.

Create Fee Group

Create Fee Group allows you to create a new fee group, add a fee to the group, and choose how the fees will be collected across the accounts and portfolios within the fee group.
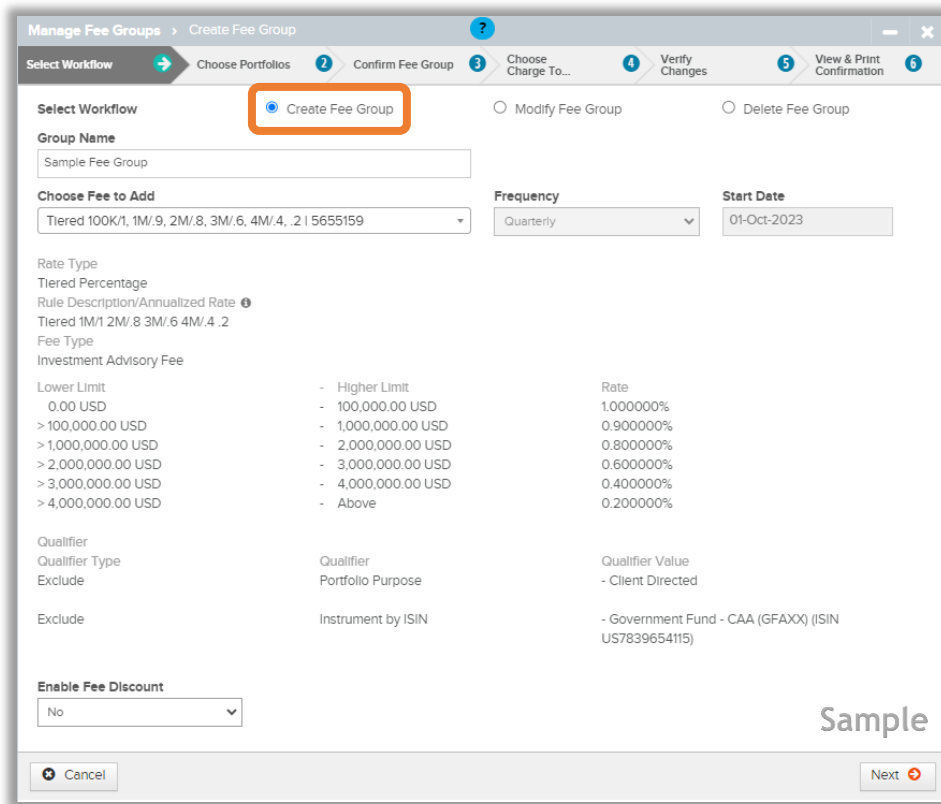
Group Name: This field is a free form text field that allows you to name the Fee Group. If a name is entered that already exists, a "Fee group name is not unique" warning message will display.

Choose Fee to Add: Choose the Advisory Fee that you want to assign to the Fee Group.

Frequency: This field will default based on the Fee settings set up at your firm.

Start Date: The Start date will default to the beginning of the current fee collection period.

Enable Fee Discount: Add, Modify, or Delete a discount on the Fee Group. See page 7 for more details.

Criteria: Choose how you would like to search for accounts to be added. This can be done by selecting a Household, Client, or specific Accounts.

Household – After searching for a Household name, you will need to select a Client name.

Client – Search for a Client.

Account – Search for an Account Name or Number.

Search Criteria: This field will default based on the Criteria selection above.

When searching by Household, you will need to select a Client from the Household. Once you select the accounts and portfolios, you will need to repeat the process for that Household if you would like to add accounts and portfolios from another Client in that Household.

Select Portfolios: Select the Portfolios that you want to include within the Fee Group. If Select All is chosen uncheck any portfolio that you do not wish to be included.

The Client Directed portfolio is a portfolio that cannot be added as this portfolio is always excluded from fees.
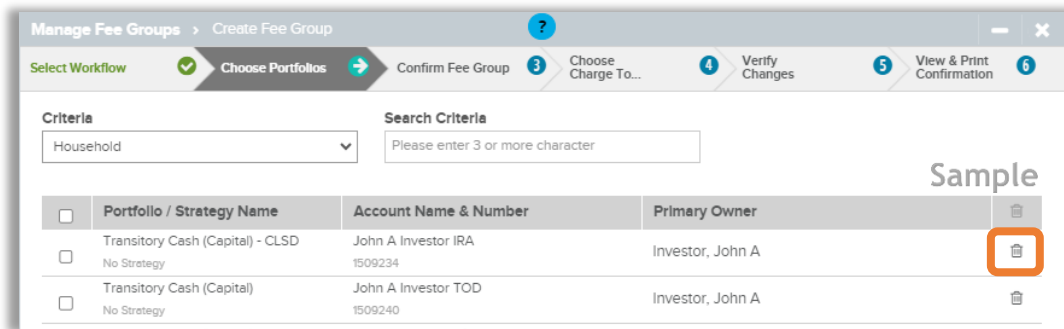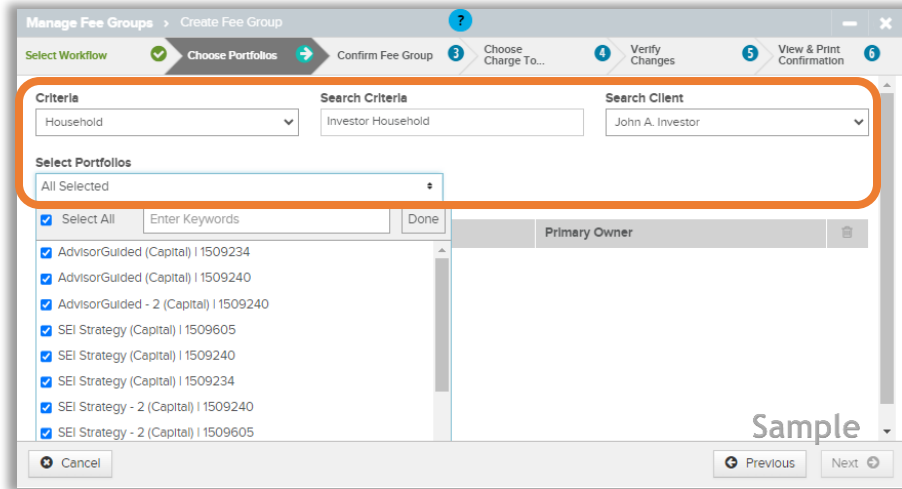
Confirm Fee Group: Be aware that this page is used to review the new Fee Group name and accounts/portfolios included in the Fee Group. By selecting Next, the Fee Group will automatically be created and assigned to the selected Accounts and Portfolios.
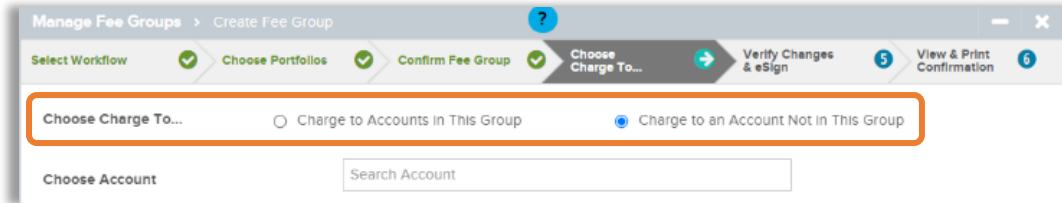
Fee Package Removal: Prior to confirming the new Fee Group, you will be prompted with the below message, which will include the accounts that have an account level advisory fee assigned. Please select **<u>Yes</u>** to remove the account level fees. If No is selected duplicate fees may be collected.
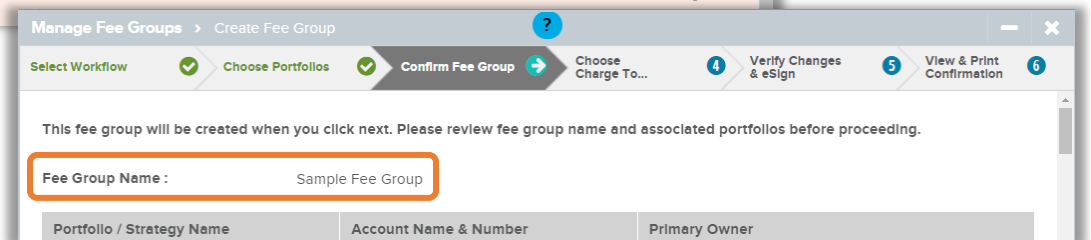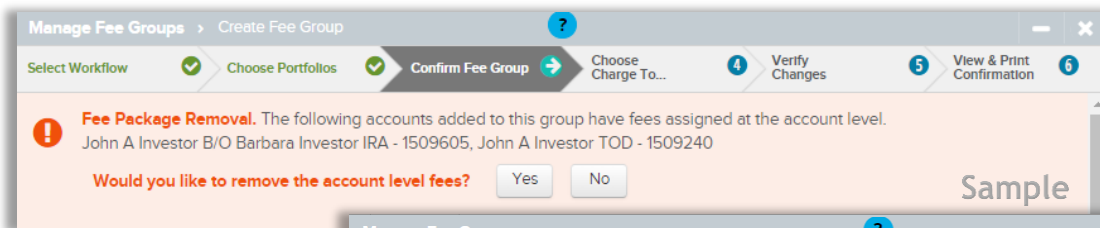
Choose Charge To:

Charge to Accounts in This Group – Allows you to choose All accounts in the fee group or one specific account in the fee group.

Charge to an Account Not in This Group – Allows you to search for a taxable account outside of the fee group and choose that account to have the fees collected from.

Collect Fee From:

All Accounts in This Group – Allows you to choose which portfolio(s) to collect the fees from for each of the accounts within the fee group.

One Account in This Group – Allows you to choose the portfolio(s) to collect from for one specific account within the fee group.
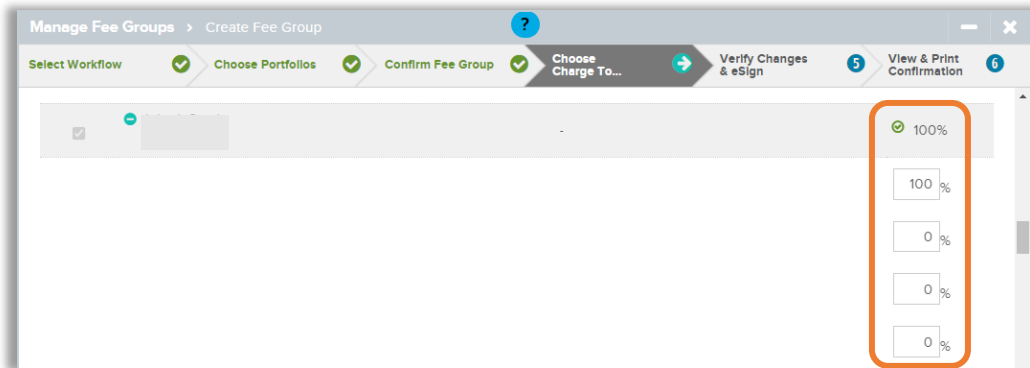

Select Account & Portfolios to Charge: Enter the percentage amount next to the portfolio(s) you would like the collection of the fee to occur. When entering percentages for multiple portfolios, the amount will need to add up to 100%. If the account only holds one portfolio, that portfolio will default to 100% for that account. For any account with an "!" icon, you will need to provide the percentage(s) of which portfolio(s) to collect from. A green check mark will appear when the account has the percentage(s) accurately provided.

When an account has an Overlay assigned, the Transitory Cash portfolio will be established. If you are looking to collect the fees across the portfolios within the Overlay, you will want to enter 100% for the Transitory Cash portfolio.
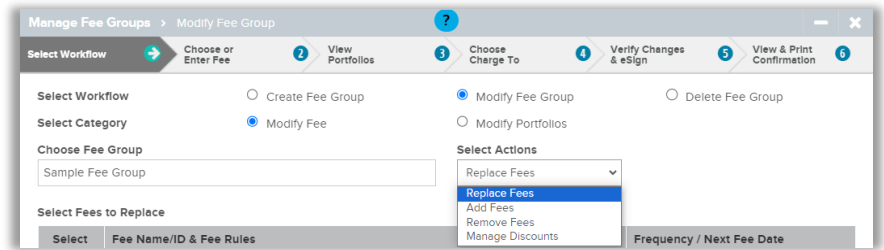

Continue to page 6 for the Verify Changes and View & Print Confirmation overviews.

Modify Fee Group

Modify Fee Group allows you to modify the fee assigned to the fee group or modify the portfolios included in the fee group.

Modify Fee

Choose Fee Group: Search for the Fee Group that you are making the modifications to.

Select Action: Choose if you will be replacing the assigned fee, adding a fee, or removing the fee from the fee group.

**Replace Fees** – Select the fee name that you will be replacing on the fee group.

Add Fees – Select Next to add the fee to the fee group.

Remove Fees – Select the fee name that you will be removing from the fee group.

Follow the workflow steps similar to steps described in Create Fee Group and then continue to page 6 for the Verify Changes and the View & Print Confirmation overviews.

Modify Portfolios

Choose Fee Group: Search for the Fee Group that you are making the modifications.
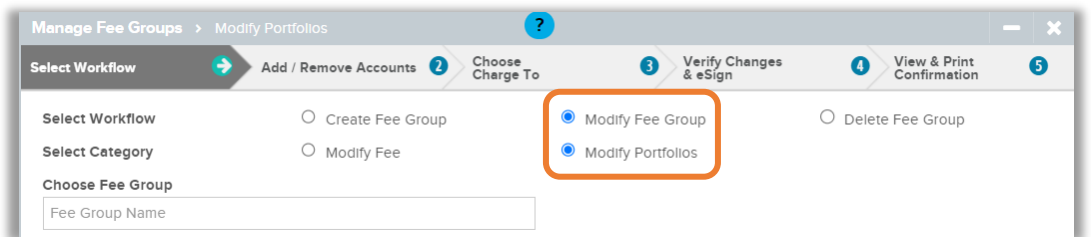

Add / Remove accounts: Search for accounts and portfolios to add to the Fee Group or select the trash can icon to remove any existing portfolios from the Fee Group.

Follow the workflow steps similar to steps described in Create Fee Group and then continue to page 6 for the Verify Changes and the View & Print Confirmation overviews.

Delete Fee Group

Delete Fee Group allows you to delete an existing fee group.

Choose Fee Group: Search for the Fee Group that will be deleted.
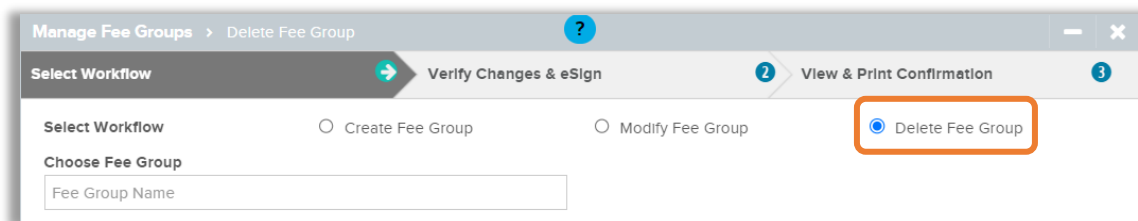
View Current Fees: The existing fee will display.

View Calculation Portfolios: The existing accounts and portfolios assigned to the fee group will display.

Continue to page 6 for the Verify Changes and the View & Print Confirmation overviews.

Verify Changes

The Verify Changes page will provide details of the workflow you have followed (Create, Modify, or Delete).

Previous: Select the Previous button to go back to a previous screen to make any changes.

Submit Fee Modification: This will submit the Fee Modification and move you to the View & Print Confirmation. page
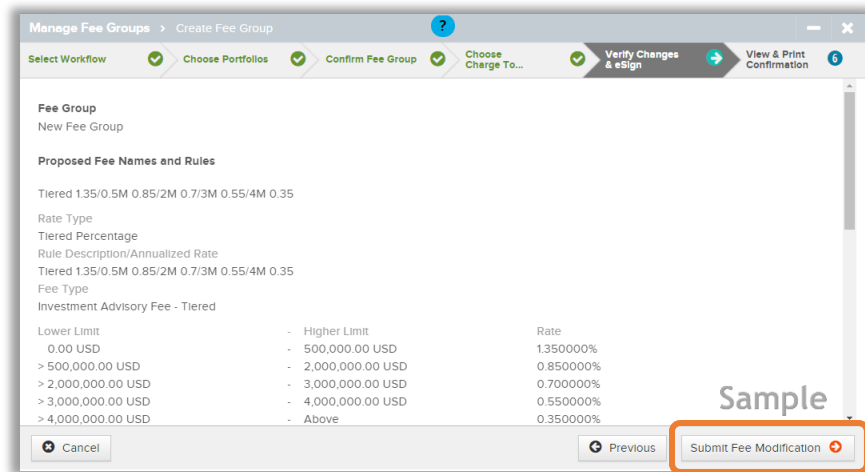

View & Print Confirmation

The View & Print Confirmation page displays a message stating that the action was successfully submitted and provides the ability to print the information for your records.

View & Print Confirmation: You will receive a message stating the submission was successful. If your firm requires approvals, once you select **Submit Fee Modification,** you will also see a message indicating the activity is now awaiting approval.

Approvals are routed based on creating and modifying the fee to the Fee Group. There are no approvals routed for the creation of the Fee Group itself or when you are deleting a Fee Group.

Print Confirmation: Select the Print Confirmation button to print the information for your records.

You can close this screen by selecting the "X" in the upper right corner of the action or by selecting Exit.
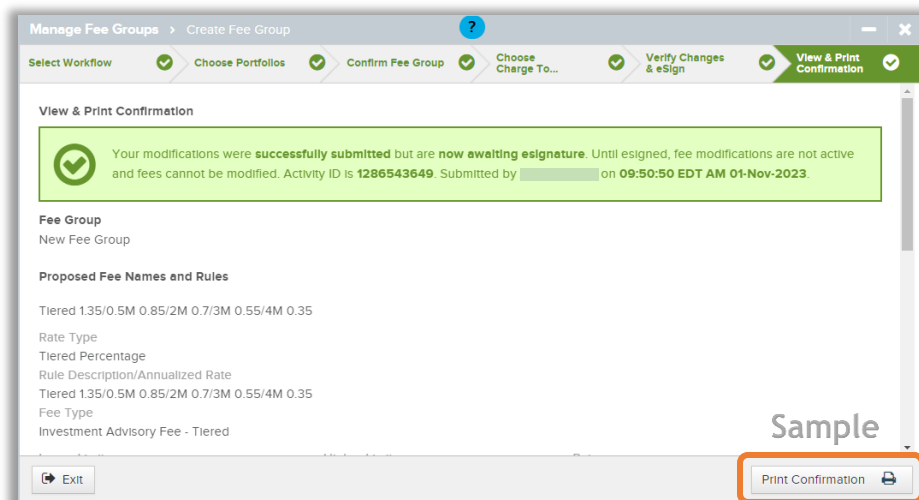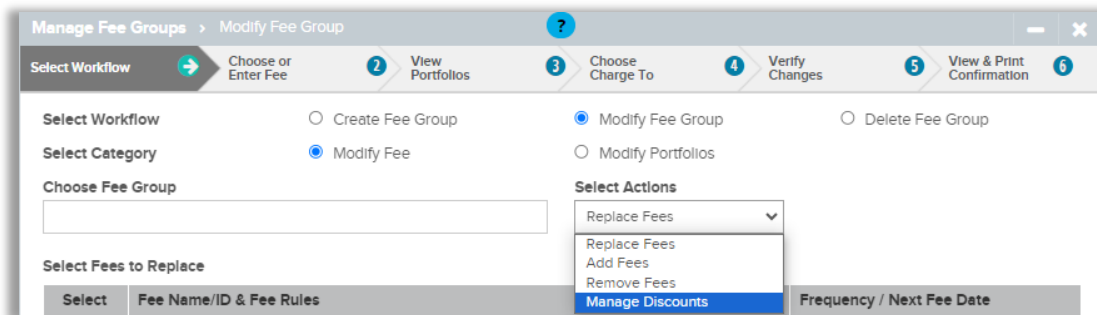
Enable Fee Discounts

Enable Fee Discounts allows you to add, modify, or delete Advisory Fee discounts on a Fee Group. Please note that if a fee discount is added to a Fee Group, you must remove it before removing the Advisory Fee.

Choose Enable Fee Discount: The ability to enable or manage a fee discount will be available from the Create Fee Group and Modify Fee group selections.

Create Fee Group: Once the Group Name and Choose Fee fields have been complete, the Enable Fee Discount dropdown will be available. By selecting Yes, additional fields will appear to input the fee discount information.

Modify Fee Group: From the Select Actions dropdown, the option for Manage Discounts will be available.

Fee Discount: Complete the information required to add or modify the discount
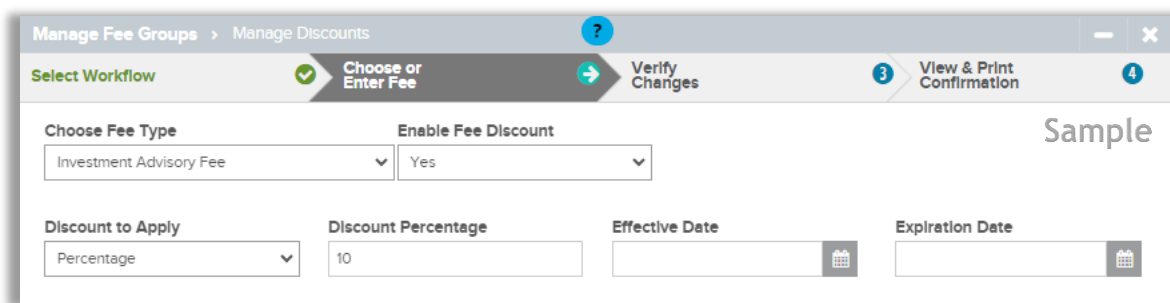
Enable Fee Discount: Yes will default for a new Fee Group. Modify will default when selecting Manage Discounts. The option to Delete will be available as well.

Discount to Apply: You can choose to add a fee discount percentage or dollar amount.

Discount Percentage / Amount: Enter the percentage or dollar amount for the discount.

Effective Date: Choose the start date for the discount (any chosen date in the quarter applies to the entire quarter).

Expiration Date: Choose the date you want the fee discount to end if it is temporary.