



## WRAP and Fundzone Quick Guide

For adviser use only.

## How do I place a sell, buy or switch for my client?

Use Quick actions next to the product you want to trade on. From the drop down menu you can select Buy, Sell or Switch or **Dynamic menu > Product actions > select product > Trading > Choose trade action.**

### Sell Trade

This page will display all available funds, equities and GILTS that you can sell out of.

Select the appropriate funds and choose to either:

- Sell all units,
- Specify an order value against fund(s); or
- Sell by units or %

**Tip** If your client has an existing standing sell and you are changing their investment strategy please cancel this prior to setting up a new standing sell instruction.

### Buy/sell and switching - Order Setup

For each trade you must complete the following:

- Order Type (one-off or standing )
- Start Date

For Standing deals, Buy and Sell deals only, you also need to determine:

- Frequency (this can be monthly, quarterly, yearly) and;
- The end date (if choosing an exact date make sure this is at least 5 working days after the last trade).

Please note, when you instruct a Sell or Switch, this will include protected assets. Any protected assets will be shown on screen for your information only.

### Buy Trade

This page defaults to use the Available Funds in cash. If you wish to buy funds using a specific amount, enter this into Total Order Value.

You can choose to buy into existing funds by selecting to reuse investments.

Or add new funds/model portfolio. To do this:

- Choose one of your model portfolios; or
- Select "find", search funds by name or code and select "add"

Select how you wish to buy funds either using:

- Order quantity (using available funds only)
- % Weighting

### Switch Trade

Switching from investments, choose the funds to switch out of (£, % or units). If using £, the 95% rule applies (see below).

To switch out of all units, tick the box adjacent to the fund.

Switch to investments, decide which funds you wish to switch into.

Use the search bar under the relevant investment type to find the required investment and select.

Once investment is selected it will show below, you can now enter the allocation amount.

**Complete the relevant fields and proceed to review your trade and then onto confirmation to place the trade.**

### The 95% rule

If you wish to instruct a sell (including switching out of funds) using a cash value that is equal to or greater than 95% of the current value, The platform will change this to a proportion of units instead. This is due to market movement and prevents the client selling more units than they own.

For example, if you sell £95 from £100 holding this will update to 95%.

# Trading on Wrap and Fundzone

## When will Aberdeen place the trades?

We aggregate all deals that have been placed in the fund and send the fund manager one single instruction. This is known as "pooled". N.B. Pooling timescales vary. For example, it can happen the night prior to or as little as 15 minutes before.

Once the request has been placed with the fund manager, the settlement timescales are as follows:

- Mutual Funds (date placed + 4 working days)
- Insured Funds (date placed + 2 working days)

For Mutual Funds, you can see the settlement date on the contract notes.

You can view the status of trade (definitions below) by going to **Dynamic menu > Orders > Deals/Switches**.

Status	Definition
Authorised	You've submitted your request on the platform (you can still cancel at this point)
Pooled	Deals aggregated by Aberdeen, final checks being carried out. Instruction can not now be cancelled
Placed	Request forwarded to fund manager, awaiting confirmation of prices (Insured Funds always go straight to placed)
Settled	Price confirmation received from fund manager
Completed	Negotiations with fund manager complete BUT deal will still take 2-3 working days to fully settle after this point, e.g. for the sale proceeds to fully clear to cash.

## How do I view my client's trades?

You can track any in progress "unfilled", completed, or cancelled trade instructions via: **Dynamic menu > Orders > Deals/Switches**.

Top tips:

- Amend the search "from date" to capture all historic trades including standing batch instructions.
- You can view trades at product level, order status and batch type. Standing batch type is the main instruction, whilst Auto is the instruction the system creates at each frequency.
- Batch instrument type is a further search filter to All, Equity, Bond or Managed Fund.

## How do I cancel trades?

To cancel trades on the platform go to: **Dynamic menu > Orders > Deals/Switches**.

Before cancelling any trades, please change the order status to "all". This will confirm if any trades in the batch have already gone to "placed". If any have, you will not be able to cancel these trades.

Once you have located the correct batch by using the filter for batch type, select and click the hyperlink adjacent to one of the funds (you can choose any).

Choose the funds you wish to cancel and select the "cancel" check box then proceed to Confirm.

Please note you must confirm this instruction again.

If you are unable to cancel any of the fund trades, it may be because the client no longer holds it. To have these removed please contact the Client Engagement Hub on 0345 279 1001 for Wrap or 0345 279 2002 for Fundzone.



## How to Contact Us

Our Client Engagement Hub are open from 9am-5pm Monday to Friday.

For support on platform queries, please contact us on **0345 279 1001** for Wrap or **0345 279 2002** for Fundzone.

For more information visit [aberdeenadviser.com](https://aberdeenadviser.com)

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