

Knowledge Bite

Buying a fund

One

Firstly, you'll need to open the relevant **Account Details Card** then click on the **Buy** icon:



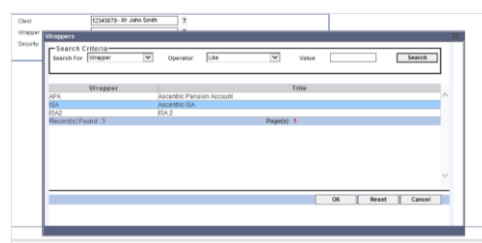
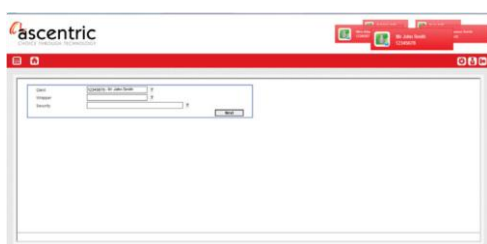
Tip

You can find the Account Details Card by choosing one of your previous searches from the carousel or by typing the client's name into the search bar.

Two

You'll see the following screen which will already contain the client name and account number.

To select the wrapper, click on the **question mark** and choose from the list provided. Now click **OK**.



Four

To select the fund (Security) click on the **question mark**. You'll be presented with a search screen from which you can choose the fund. Start by selecting the **Fund Manager** from the drop down list, then choose the specific fund by highlighting and clicking OK.



Tip

Ensure that you've selected the correct share class of the fund you are investing in.

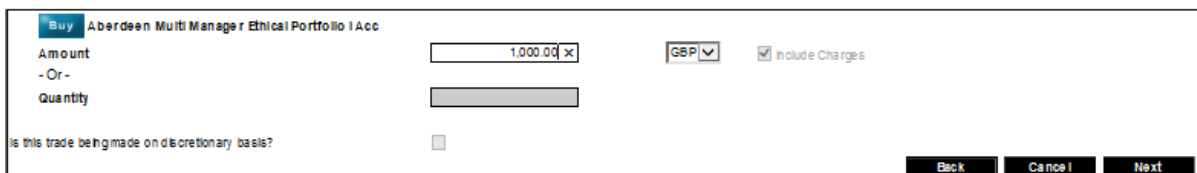
After this, all of the fields in the original box will be populated, so now click **Next**.

Five

You'll then see the following screen into which you enter the **monetary value** of the fund purchase.

You will be asked whether this trade is being placed on a discretionary basis. The tick-box will be greyed-out for assets where this question is not applicable, otherwise please ensure you tick accordingly and answer any subsequent questions that may be asked.

Then click **Next**.



Seven

The following screen shows you a summary of the trade details. Click **Confirm** to proceed.



Eight

You're now presented with a confirmation screen. Click **Home** to be taken back to the **Client Portfolio screen** where you can repeat the process, if required.