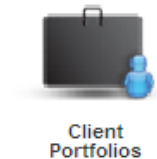


## Knowledge Bite – Selling a fund to cash

### Selling a fund to cash

Firstly, you'll need to open the relevant **Account Details Card**.

The quickest way to sell a fund to cash is to use the Client Portfolio screen. To do this, click on the **Client Portfolios icon** on the Account Details Card:



You'll then see the **Client Portfolio screen**, as illustrated below:

At the top of the screen, find the **Wrapper** field and use the filter to select the Wrapper you need.

Now, find the fund you'd like to sell and click on the red **Sell** button shown beneath.

Security	Cost £	Quantity (Inc Pending)	Price £	Value £ (Inc Pending)	Profit/Loss £	Profit/Loss%	Yields%	Pending Quantity	Pending Value £
General Investment Account									
Active Managed(2.00%)									
PanDynamic Balanced B Acc	20,482.81	17,450.0000	1.1738	20,482.81	0.00	0.00	1.96		
<b>Sell</b> Top up Details									
Asia Pacific Excluding Japan(6.22%)									
Henderson Asia Pacific Capital Growth A Accumulation	5,100.00	1,200.0000	7.5580	9,069.60	3,969.60	77.84	0.80		
<b>Sell</b> Top up Details									
First State Asia Pacific Leaders B Accumulation	5,410.19	1,185.0530	5.1513	6,104.56	694.37	12.83	0.73		
<b>Sell</b> Top up Details									

You are now presented with the following screen whereby the full holding on that fund is pre-populated in the **Quantity** box. However this amount (in units) is editable. Any sale has to be done in units rather than £. **Enter the number of units to sell** then click on the **Next** button:

**Sell** Aberdeen Asia Pacific Equity Fund A Accumulation

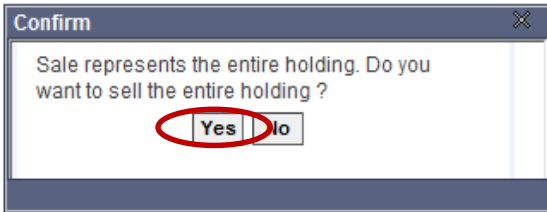
Amount  GBP  Include Charges

- Or -

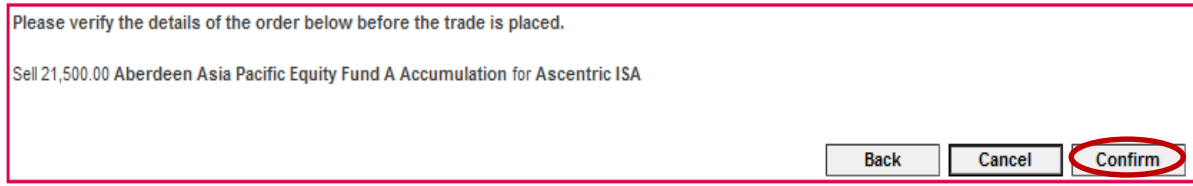
Quantity

Execution Only?

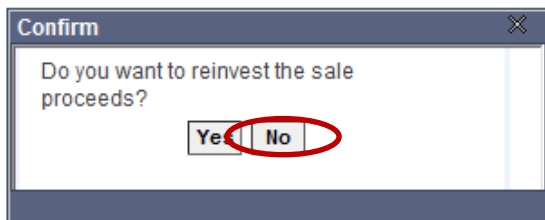
If you're selling the entire holding you'll be prompted to confirm this. Click, **Yes** to proceed then **Next**:



You'll then see this screen, from which you click **Confirm**:



You'll now see a screen that asks if you want to reinvest the proceeds of your sale. As you want to sell to cash click **No**:



The sale has now been completed.

You'll now be taken back to the **Client Portfolio screen** where, if applicable, you can repeat this process for another fund.

The cash will be available to use as soon as the price has been confirmed and the trades have settled. The cash will appear in the **deposit cash account**.

Please remember that cash sitting in the deposit cash account will be included in any model rebalances. To protect cash required for fees and charges and/or withdrawals, don't forget to move it from the **deposit** to the **reserve** cash account.