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| **Procedure Name:** | **Drift Report** |  | |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** | Kim Keehan |

**Description**

When an advisory account is outside the acceptable drift percentage for a model holding or cash, the account will appear on the Drift Report. This report is reviewed weekly to catch accounts that are able to be rebalanced to be in drift.

**Assumptions**

N/A

**Procedure**

1. Login to Vision2020 and open the Wealth Management Platform
2. Click on the Manage tab at the top of the screen
3. Click on Trade Generation in the left-hand panel
4. Once the list of portfolio’s generates, select the Search Filters icon above the list
   1. Select Portfolio from the list
   2. Open the Rep Code” drop down box
   3. Select all rep codes for the reps included in the report
   4. Select “Cash/Drift” from the list and type “1.0” in the Drift box.
   5. Click “Apply”
5. After a couple minutes, a new list of portfolios will generate
6. Select Generate a CVS File and then under Export All Items, select All Columns
7. A downloaded file should appear on the bottom left of the screen. Open the file
8. Sort the spreadsheet by advisor and create a new tab at the bottom of the spreadsheet for each advisor.
9. Once you have the spreadsheet with individual advisor tabs, save it in an Excel format in the appropriate folder
10. Email this spreadsheet to all of the advisors and all Investment Assistants
11. **NOTE:** To save time, you can create a saved layout in WMP.
    1. To do this, simply complete through Step 4 in the above list and then click Saved Layout followed by Add New Layout
    2. Add Drift Report to the name box and then keep the top 3 boxes checked
    3. Click the check mark icon
    4. This will save the Drift Report layout and update it each time you open it

**References**

N/A

**Revision History**

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| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Kim Keehan | Procedure Created |
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