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| **Procedure Name:**  | **One-Time Buy**  | **A picture containing text, clipart  Description automatically generated** |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** |  Katie Weinschenk |

**Description**

When a client wishes to purchase an equity position in a Pershing account, an order needs to be placed in NetX using the following instructions.

**Assumptions**

N/A

**Procedure**

1. From NetX, pull up the client’s account where the buy needs to take place
2. If the client already holds the position in the account:
	1. Click the Holdings tab



* 1. Find the holding you will click Buy More and click the action button next to it



1. This will bring up the trade execution screen



* 1. Transaction Type: populates from the choice you made on the last screen but can be adjusted in the drop-down menu, if needed
	2. Symbol: auto populates
	3. Quantity: Enter in the number of shares you wish to sell
	4. Order Type: defaults to Market. Use the dropdown to change this as needed
	5. Duration: defaults to Day. Use the dropdown to change this as needed
	6. Account Type: defaults to cash. Use the dropdown to change this as needed
	7. Select whether the order is Solicited or Non-Solicited
	8. Order Qualifier: can leave blank unless needed
	9. Memo: can leave blank unless needed
	10. Trailer/Comments on Confirm: can leave blank unless needed
	11. Source of Input: defaults to NetX360
	12. Commissions: If advisor is charging commission, select Commission
	13. Value: Enter the transaction charge (TMS uses a default of 15.00 for buys and sells)
	14. IP 1: Enter rep code and 100%, unless the commission is split
	15. Order Receipt Date & Time: Click the calendar & clock icon to autofill this section
	16. Order Received From: Enter client’s name
	17. Notes: can leave blank unless needed
1. Click Review
	1. If everything looks good, click Submit Order
	2. If changes need to be made, click Edit Order

**References**

N/A

**Revision History**

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| --- | --- | --- |
| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
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