|  |  |  |  |
| --- | --- | --- | --- |
| **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**

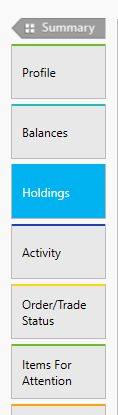
When a client wishes to purchase an equity position in a Pershing account, an order needs to be placed in NetX using the following instructions.

**Assumptions**

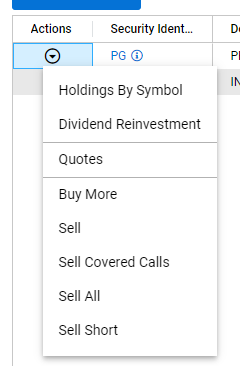
N/A

**Procedure**

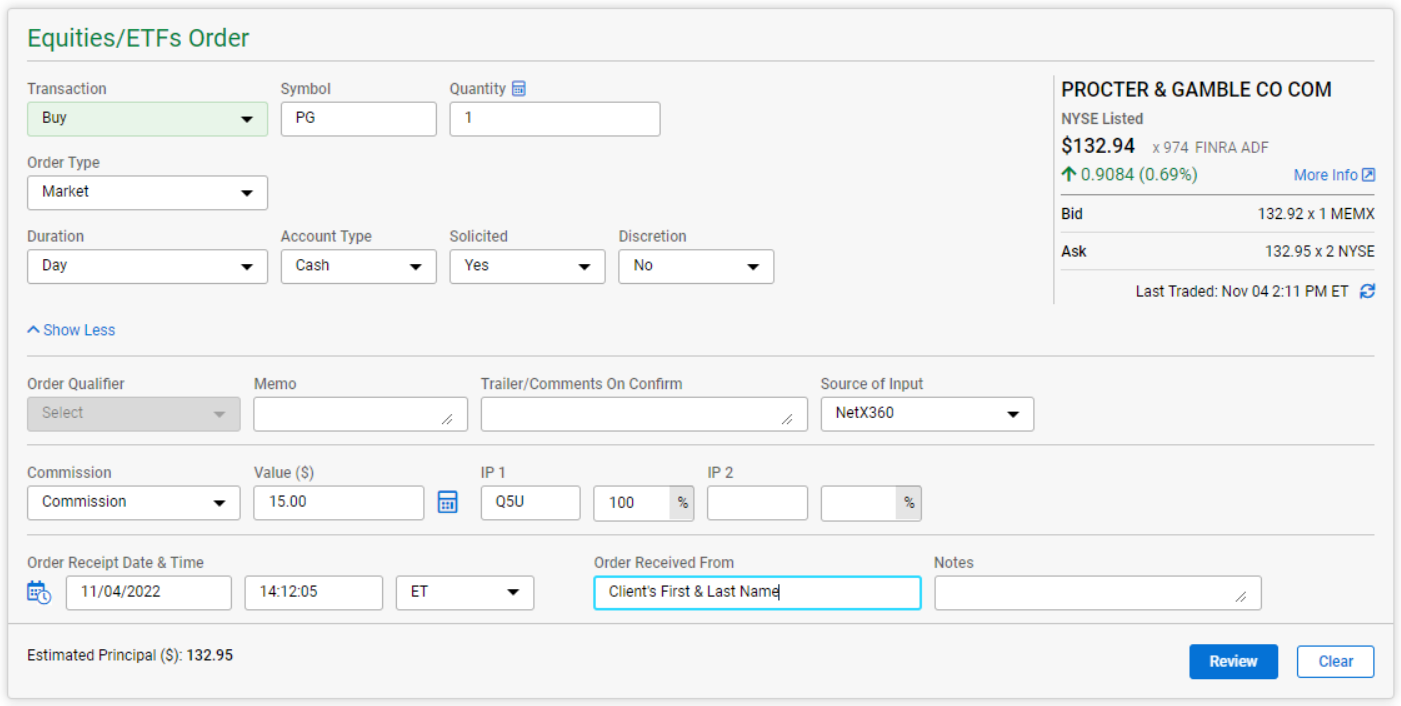
1. From NetX, pull up the client’s account where the buy needs to take place
2. If the client already holds the position in the account:
   1. Click the Holdings tab



* 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 |
|  |  |  |