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| **Procedure Name:**  | **Raise Cash****Advisor Model Portfolio** | **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 take a distribution from an AMP account, we may need to enter a Raise Cash request to ensure there is enough cash to cover the distribution.

**Assumptions**

N/A

**Procedure**

1. From WMP, pull up the account where you will complete the Raise Cash request
2. Click the Positions tab
3. On the Positions screen, click on Generate Trades and select Raise Cash



1. On the following screen, enter:
	1. Amount – requested amount of the distribution
	2. Method – Fixed Amount
	3. Rebalance Mode – Cash Rebalance – Minimize Trades



1. Click Save
2. Click Generate Trades



1. Click Review Trades



1. Click the carrot next to Raise Cash to see all trades
	1. If everything looks correct, go to Manage Trades and select Submit Trades



1. The Execute Trades screen will appear, click Execute Trades



1. Once trades are entered, ensure you have submitted the distribution request in NetX and/or sent distribution paperwork to Woodbury

**REQUEST A WMP RAISE CASH**

1. Request a Raise Cash by entering a **03 – ADV Raise Cash Request** activity into Redtail Complete paperwork and send to client for e-signature/schedule appointment for physical signature
2. Verify asset movement is complete in NetX
3. Request the funds be invested in the model by entering a **03 - ADV INVEST ACCOUNT(S) IN MODEL** activity
4. Verify funds are invested in receiving account model

**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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