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

**Description**

This procedure will sell all non-model non-restricted holdings plus all cash in excess of the set model % and invests in model holdings.

**Assumptions**

N/A

**Procedure**

1. In WMP, go into the account where the Cash Burn will take place
2. Click on the Positions tab to review all holdings in the account



1. If you would like to do a Cash Burn and the holdings are Restricted, go to the Controls tab



* 1. Click the gear next to the position you wish to sell and select Remove Restriction
	2. WMP will ask you if you’re sure you’d like to delete. Select Yes.
	3. Repeat this for any other position that needs to be sold from the model.
1. Go back to the Positions tab
	1. Click Generate Trades
	2. Select Cash Burn



* 1. This will bring you to the Trade Settings page. Select Generate Trades
1. Once the trades are Generated, click the account number in the upper-left corner



* 1. Click the Positions tab
	2. Review the proposed trades
	3. If everything is correct, click Manage Trades in the upper-right corner



* 1. Under Trade Actions, click Submit Trades



1. This will generate an Execute Trades window



* 1. Click Execute Trades
1. The Positions tab will now show the funds post-trades

**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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