LIBERTYFI
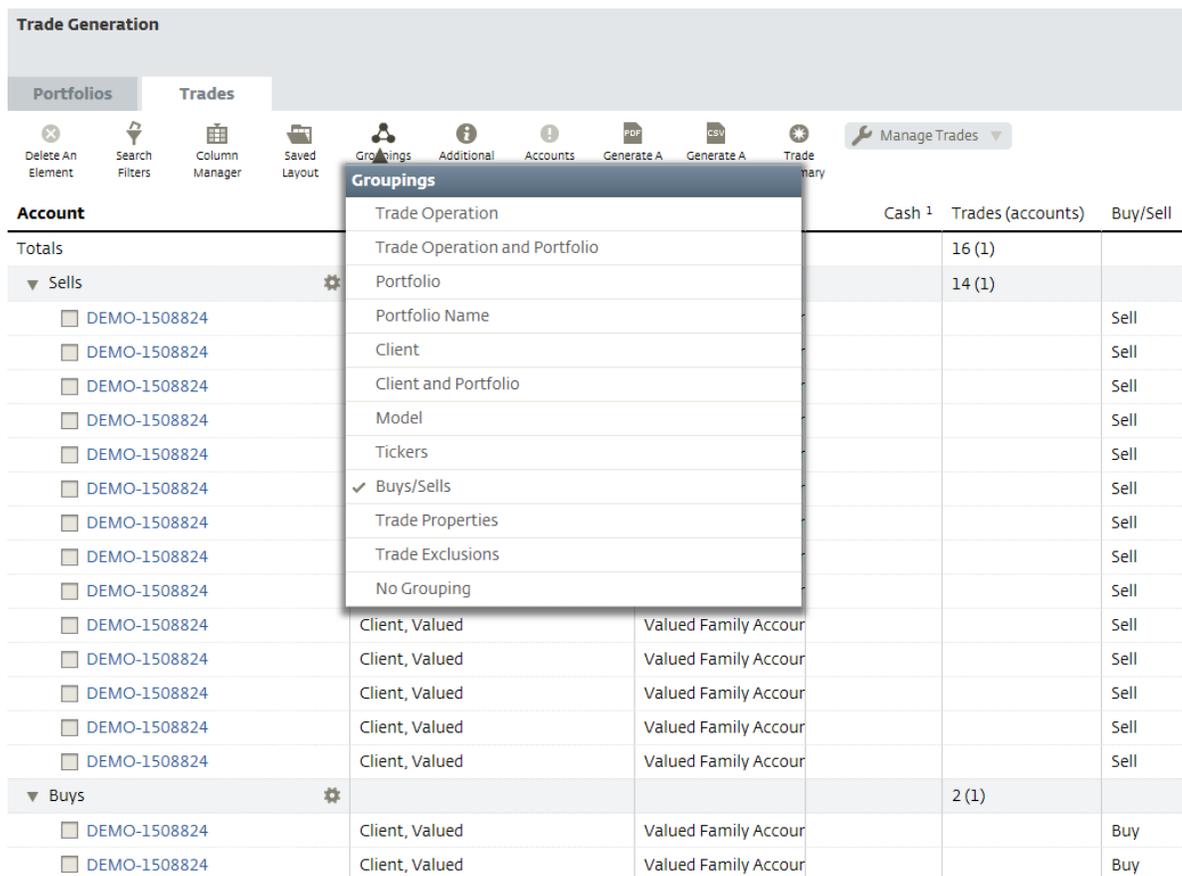
Staging Trades - Staging Trades is when you place sell orders a day prior to placing buy orders. It is always encouraged that trades are staged, especially when rebalancing accounts. By staging trades you know the exact amount from the sells that can be used for the buys. This will help reduce the risk involved with placing same day buys and sells since the settlement dates can vary for different securities. The Stage Trade feature allows for buys and sells to be split and executed separately.

1. Rebalance: Staging Trades
   - Follow Normal Rebalance steps, once you get to Trade Generation, Click on the "**Groupings**" icon and select **Buys/Sells**
   - Expand the <u>Sells</u> and click on the **Gear** icon, then select **Submit Trades**.
     - o The following day an alert to complete the staged order will appear in the Alerts section of your Desktop, and also in the Trade Execution page that will prompt you to then submit the buys.

Trade Generation

Portfolios	Trades

Delete An Element	Search Filters	Column Manager	Saved Layout	Groupings	Additional	Accounts	Generate A	Generate A	Trade Summary	Manage Trades ▼

Account				Cash ¹	Trades (accounts)	Buy/Sell
Totals					16 (1)	
▼ Sells ⚙					14 (1)	
☐ DEMO-1508824						Sell
☐ DEMO-1508824						Sell
☐ DEMO-1508824						Sell
☐ DEMO-1508824						Sell
☐ DEMO-1508824						Sell
☐ DEMO-1508824						Sell
☐ DEMO-1508824						Sell
☐ DEMO-1508824						Sell
☐ DEMO-1508824	Client, Valued	Valued Family Accour				Sell
☐ DEMO-1508824	Client, Valued	Valued Family Accour				Sell
☐ DEMO-1508824	Client, Valued	Valued Family Accour				Sell
☐ DEMO-1508824	Client, Valued	Valued Family Accour				Sell
☐ DEMO-1508824	Client, Valued	Valued Family Accour				Sell
▼ Buys ⚙					2 (1)	
☐ DEMO-1508824	Client, Valued	Valued Family Accour				Buy
☐ DEMO-1508824	Client, Valued	Valued Family Accour				Buy

Groupings

- Trade Operation
- Trade Operation and Portfolio
- Portfolio
- Portfolio Name
- Client
- Client and Portfolio
- Model
- Tickers
- ✓ Buys/Sells
- Trade Properties
- Trade Exclusions
- No Grouping