



APTUS CAPITAL ADVISORS

Pro Tips:

LibertyFi's Custom Asset Management Platform For RIAs

Powered by Envestnet technology



Looking for more? Check out the additional training materials on our [**Advisor Resources**](#) website and don't hesitate to reach out to our team anytime.

New Account Onboarding



Our cheat sheet outlining the process for creating a proposal for a new account can be found [here](#).

Tip: Be sure to add account numbers in new account proposals before submitting.

- This can be done in **Account Setup** or on the **Submission** page.
- **Reminder:** Adding the account number in the proposal will always ensure a speedy account set up on the system. Also, please do not add a dash (-). This also delays processing!
- If you forget to add the account number in the Account Setup Section, you get one more chance on the submission page. Click on the "View" button next to Special Instructions to get the Special Instructions menu. This also gives you one more option to add trade hold, etc.

Best Practices For Terminating Accounts



Our cheat sheet on the termination process can be found [here](#).

Tips:

- If you receive an ACAT notification or the client notifies you they will be transferring out, please immediately terminate the account on Envestnet, and have the termination date match the ACAT date
- Closing accounts on Envestnet will not affect the account at the custodian
 - Accounts need to be closed at the custodian **and** on the Envestnet platform to ensure no unnecessary trading occurs for accounts traded by Envestnet and that they are properly refunded
 - If you need the account to stay open at the custodian for distribution purposes, the account should be closed on Envestnet to ensure no further trading occurs and bills are rebated to the proper date
- If a client dies, you will need to terminate the account on Envestnet as soon as possible. At the very minimum, put on Trade Hold.
 - Add date of death as the close date (this can be adjusted later if needed)
- If you need to add a close date > 30 days old, submit the service request with today's date and send an email to Paperwork@LibertyFi.com and Billing@LibertyFi.com with the requested close date
- For APM and Reporting Only Accounts ► add close date on the General tab of the account
- For UMA, SMA, and FSP Accounts ► Submit a Terminate Service request from the Household Level's Service Tab

New Account Proposal Versus Strategy Modification (FKA Goal Modification)



Our cheat sheet on Strategy Modification can be found [here](#).

Tip: Investnet will not process a new account proposal for an account that is already existing on the platform as a managed account.

- Only initiate a new account proposal for an account that is not currently managed on the Investnet platform
- **If the account is currently set to Reporting Only and needs to be moved to a managed program**
 - Run a New Account Proposal (reference the details in [Pro Tip #1](#))
- **If the account is already on the platform in a Managed Program and needs a Strategy Modification**
 - **Strategy Modifications** are used to update Program, Model, Fee, or Risk
 - Navigate to the Household's Service tab (see screenshot below) and initiate a Strategy Modification

John Scott Family

Financials	General	Service	Billing	Documents	Policy	Proposals
						Value
▼ Goal / Registration / Invested						
▼ Goal John Scott Family IRA Contributory						\$ 362,182.80
▼ Reg 1509152 IRA Contributory						\$ 362,182.80
DEMO-1868062						\$ 362,182.80
▼ Goal John Scott Family IRA Contributory						54,754.54

CREATE SERVICE REQUEST
 Modify Strategy
 Re-registration

- You will know you've done this correctly when the account's current program, model, fee, etc., is fed into the proposal tool

MODEL CHANGE (UMA TO UMA AND APM TO APM) WITH ATTACH MODEL FEATURE

- **When updating a model attached to UMA or APM account, you can use the 'Attach Model' feature rather than submitting a Strategy Modification**
 - Example: Staying in the UMA program, only updating model
- Search for the account via quick search or Client Tab
- Navigate to the General Tab of the account and click on the Actions Tab > Attach Model
 - Choose the new model from the dropdown menu
 - Click Save, if another pop-up opens, click Continue
- Once new model is attached, the following will occur:
 - For APM accounts, the firm is responsible for submitting rebalance trade operation
 - For UMA accounts, a Product Change SR will be generated and rebalanced by Envestnet

TL, DR

- Account is not managed on Envestnet = New Account Proposal
 - Make sure to add account number to new account proposal
- Account is on Envestnet and you need to update program, model, fee, risk, etc. = Strategy Modification or Attach Model

Protected Cash Versus Pending Distribution, And How To Manage These Cash “Buckets”

Protected Cash is a balance of cash set aside in an account that is not depleted unless an Invest Contribution Service Request is submitted to invest the balance, or a Raise Cash Service Request is submitted to move the balance to Pending Distribution or to be invested back into the account’s model.

HOW DO YOU ADD PROTECTED CASH?

Submit a Raise Cash request to increase Protected Cash. (See top screenshot)

ADDING PROTECTED CASH FOR APM ACCOUNTS:

Use the “Edit Protected Cash” on the Positions Tab of the account. (See bottom screenshot)

Raise Cash | SR# 2890670 |
Liberty Family - Reg 1093343 - IRA - Rollover

Properties Trade Values Review & Submit

Properties

SR #
2890670

Owner
Liberty Sample

Raise Cash Option
Raise Cash to Increase Protected Cash

Withdrawal Method ⓘ
FA/client will process withdrawal

Amount
\$0.00

Special Instructions ⓘ

Cancel Save Save + Next

rows of 61

WORKSHEET TRADING

Worksheet Trading

MANAGE TRADES

Trade Actions

Move Trades to Submission Tab

Cancel Trades

HIDDENLEVERS

View Portfolio Risk Profile

View Portfolio Stress Test

About HiddenLevers

EDIT

Edit Protected Cash

HOW DO YOU REDUCE PROTECTED CASH?

- You have two options
 - Submit a Raise Cash service request to move the balance from Protected Cash to Pending Distribution
 - Submit an Invest Contribution service request to invest all, or a portion of, the balance
- Invest Contribution options
 - Deposit Cash to invest
 - Deposit Cash to increase Protected Cash
 - Deposit Cash to invest and increase Protected Cash
 - Deposit Cash and reduce Protected Cash to invest
 - Reduce existing Protected Cash to invest
 - Use existing Cash in the managed account to invest

PENDING DISTRIBUTION

- Pending Distribution is the cash set aside pending withdrawal from the account. Envestnet will monitor for a Cash Out transaction, and the balance will be depleted to \$0 once the full pending distribution has been withdrawn.

HOW DO YOU ADD PENDING DISTRIBUTION?

- Submit a Raise Cash request

HOW DO YOU REDUCE PENDING DISTRIBUTION?

- This will automatically reduce once Envestnet sees the Cash Out transaction from the custodian
- **Note:** If the client decides they no longer wish to withdraw the funds, or if there is residual Pending Distribution in the account, please email Paperwork@libertyfi.com to reduce the balance and invest the cash

VIEWING OTHER BALANCES

- From the Positions tab of the account, you can also view the following balances
 - Raise Cash
 - Raise Cash to withdraw
 - Raise Cash to increase Protected Cash
 - Raise Cash to withdraw and increase the Protected Cash
 - Raise Cash and reduce Protected Cash to withdraw
 - Reduce/Withdraw
 - Reduce existing Protected Cash to withdraw (only available when account holds Protected Cash balance)
 - Use existing Cash to withdraw
 - **Note:** Always include the total amount being withdrawn from the account in the Service Request. Envestnet will consider any existing cash when placing the trades.

Excluded Versus Restricted Versus Unsupervised Assets



Our cheat sheet on Unsupervised, Excluded, and Restricted can be found [here](#).

With so many asset options to choose from, it can be challenging to manage them all effectively.

UNSUPERVISED

Held below the line. The asset will not be reported on or billed for any fee component, and it cannot be traded on Envestnet while unsupervised.

EXCLUDED FROM BILLING

The advisor is not charging an advisor fee on this asset. Platform fees are still charged because it is included in reporting and trading.

RESTRICTED

Locked from trading on Envestnet. Fees are still charged, and it is included in reporting.

	Included in Reporting	Trading on Envestnet	Advisor Fee Billing	Platform Fee Billing	Held 'below the line'
Unsupervised	No	No	No	No	Yes
Excluded	Yes	Yes	No	Yes	No
Restricted	Yes	Yes	Yes	Yes	No

Your Relationship Management Team

We're your day-to-day home office contact for all platform issues and questions. We will work with you on platform navigation, enhancements, and efficiency.

✓ Investnet Training

✓ Investnet Issues

✓ Billing

✓ Performance

✓ Trade Questions

✓ Enhancements

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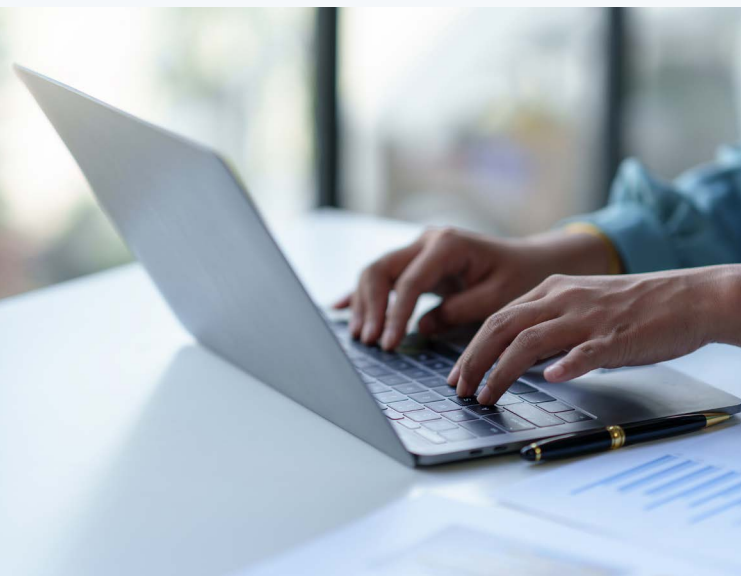
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Don't forget, our **[Advisor Resources](#)** page is a great resource with cheat sheets and other information to help you navigate the Investnet Platform.

