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Liberty Cash Demands User Guide

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Overview

For those familiar with Cash Demands in TCAAdvisor and with using other areas of the Liberty application, the following User Guide provides the basic information you need to gain familiarity with the Cash Demands functionality within Liberty.

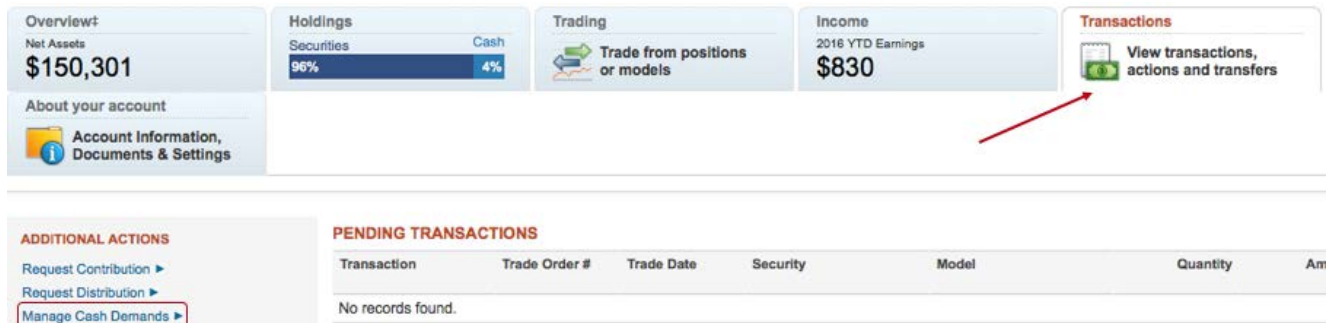
Cash Demands allows the online entry for cash demand requests on client accounts, eliminating the need for investment advisors to contact TCA to place the request on the account. The investment advisor may process the models to satisfy the cash demand as soon as the cash demand request has been submitted through Liberty.

View a Cash Demand

To view cash demands for all accounts, navigate to the *Cash Demands* page by selecting the *Client Management* tab and then clicking on the **Cash Demands** link.



To view cash demands for an account, select the *Transactions* tab in the *Account Overview* screen and select the *Manage Cash Demands* link under Additional Actions.



Search

Enter search criteria to search for a cash demand. You can search on any date range (defaults to 30 days) or by Status, Account ID, Distribution Type, Gross Amount or Net Amount. Click **Search** to filter results.

Create a New Cash Demand

Cash demands may only be entered for one account at a time and only for accounts in *Open* or *Active* status. By default, Liberty assigns the percent of the distribution by model according to the account model distribution percents. Investment Advisors may change the distribution amounts to other models held by the account.

CASH DEMAND DETAILS

Email: no email address

Method:

ACH

Check to Address of Record Overnight \$25.00

Wire \$25.00

Internal Transfer

Amount:

Gross

Net

Withholding

Federal:

None:

Dollars:

Percent:

n/a:

None:

Dollars:

Percent:

Total Withholding: **\$0.00**

Total Amount (Gross plus Fees): **\$1,000.00**

MODEL DETAILS

Model	Distribution Allocation	Special Handling	Market Value†	Available Cash	Amount of Gross	Percent of Gross
5-INTE-INTERNATIONAL GROWTH FUND	100.00%		\$63,943.86	\$3,184.50	<input type="text" value="1000.00"/>	<input type="text" value="100.00"/>
0-OTH-Other Assets	0.00%		\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	100.00%		\$63,943.86	\$3,184.50	\$1,000.00	100.00%

To create a new cash demand:

- Select the **Create** button on the *Cash Demands* page.
- Enter the distribution amount in the **Gross Amount** or **Net Amount** field. A cash demand must not be entered for more than 90% of the account's value.
- Optional: The Email address of the investor. (This feature is not functional at this time.)
- Optional: Modify the **Method**. ACH is the default method selected.
- Optional: Enter the **Withholding** as a Dollar or Percent.

- Note: Only specific account types may include withholding instructions. For Individual Retirement Accounts (IRAs) withholding amount must be 0%, 10% or greater than 10%.
- Optional: Modify the Model allocations for the distribution either **Amount of Gross** or **Percent of Gross**. The percentages must equal 100% or the total amount equals the **Total Amount (Gross Plus Fees)** amount.
- **Save** commits your changes and leaves you on the current page. The cash demand will stay in *Open* status until it has been submitted.
 - Note: The cash demand is not added to the cash calendar until you click **Submit**.
- **Submit** saves your changes and adds a pending event to the cash calendar. Once submitted, you will be redirected back to the *Cash Demands* page.
- Clicking **Return to Cash Demands** takes you back to the *Cash Demands* screen. Clicking on **Return to Transactions** will take you back to the *Account Overview* page.
 - *Caution! Changes will be lost if you navigate away from the page prior to clicking Save or Continue.*
- Once any data is populated or changed, the **Reset** button reverts the page to what it was prior to any changes being made.
- Information is not saved unless you see the confirmation message.

 The Cash Demand has been submitted.

Edit a Cash Demand

The only cash demand requests that may be edited are those requests reflecting an *Open* or *Submitted* status.

Editing cash demand for TEST's Individual account (596877).

CASH DEMAND DETAILS

Email:
no email address

Amount:
 Gross
 Net

Method:
 ACH
 Check to Address of Record Overnight \$25.00
 Wire \$25.00
 Internal Transfer

Total Amount (Gross plus Fees): \$100.00

MODEL DETAILS

Model	Distribution Allocation	Special Handling	Market Value†	Available Cash	Amount of Gross	Percent of Gross
0-OTH-Other Assets	100.00%		\$1,000.00	\$1,000.00	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>
	100.00%		\$1,000.00	\$1,000.00	\$100.00	100.00%

- Click on a Cash Demand ID.
- Modify the **Gross Amount** or **Net Amount** to achieve the desired objective.
- Optional: The Email address of the investor. (This feature is not functional at this time.)
- Optional: Modify the **Method**. ACH is the default method selected.
- Optional: Modify the **Withholding** as a Dollar or Percent.
 - Note: Only specific account types may include withholding instructions. For Individual Retirement Accounts (IRAs) withholding amount must be 0%, 10% or greater than 10%.
- Optional: Modify the Model allocations for the distribution either **Amount of Gross** or **Percent of Gross**. The percentages must equal 100% or the total amount equals the **Total Amount (Gross Plus Fees)** amount.
- **Save** commits your changes and leaves you on the current page.
 - Note: The cash demand is not updated on the cash calendar until you click **Submit**.
- **Submit** saves your changes and updates the pending event on the cash calendar. Once submitted, you will be redirected back to the *Cash Demands* page.
- **Kill** removes the pending cash demand event from the cash calendar. Only cash demands in *Open* or *Submitted* status can be killed.
- Clicking **Return to Cash Demands** takes you back to the *Cash Demands* screen. Clicking on **Return to Transactions** will take you back to the *Account Overview* page.
 - **Caution! Changes will be lost if you navigate away from the page prior to clicking Save or Continue.**

- Once any data is populated or changed, the **Reset** button reverts the page to what it was prior to any changes being made.
- Information is not saved unless you see the confirmation message.

 **Information has been successfully saved.**