

September 16



# Liberty Fee Families User Guide



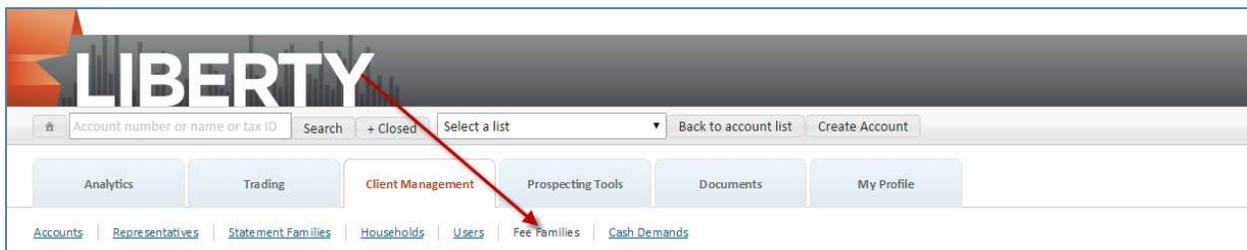
## Introduction

Investment advisors with the appropriate permissions may associate an account to a Fee Family to receive investment advisor fees at a discount or to consolidate the payment of fees utilizing the Fees paid by and Percentage Paid fields in an account's registration.

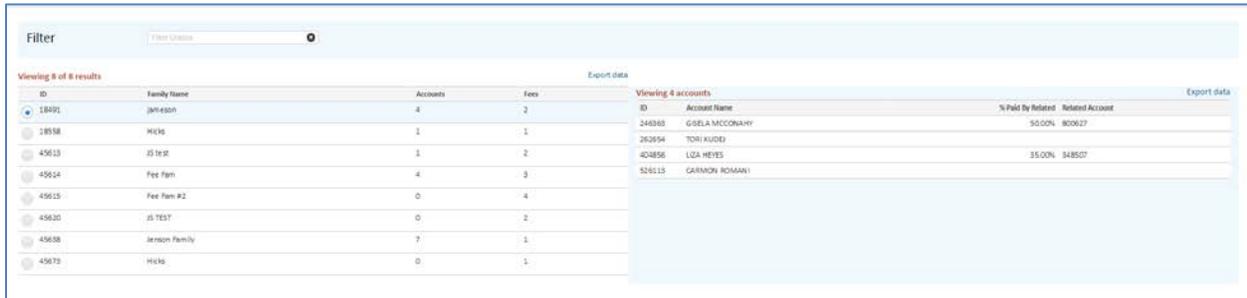
## Navigation

Fee Families are accessed from a sub-navigation on the Client Management page:

Client Management -->Fee Families

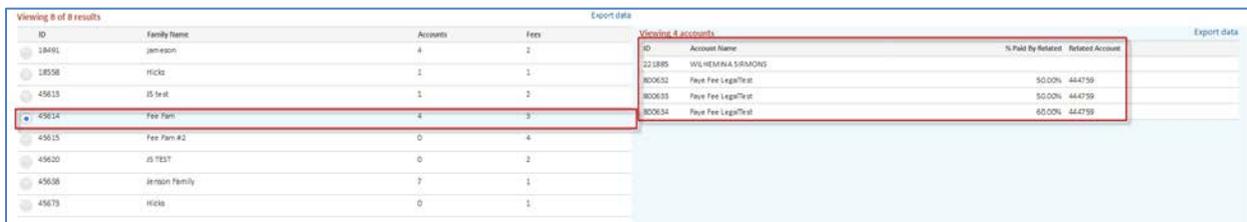


All available Fee Families will be displayed by default, with the ability to filter the results by name or ID:



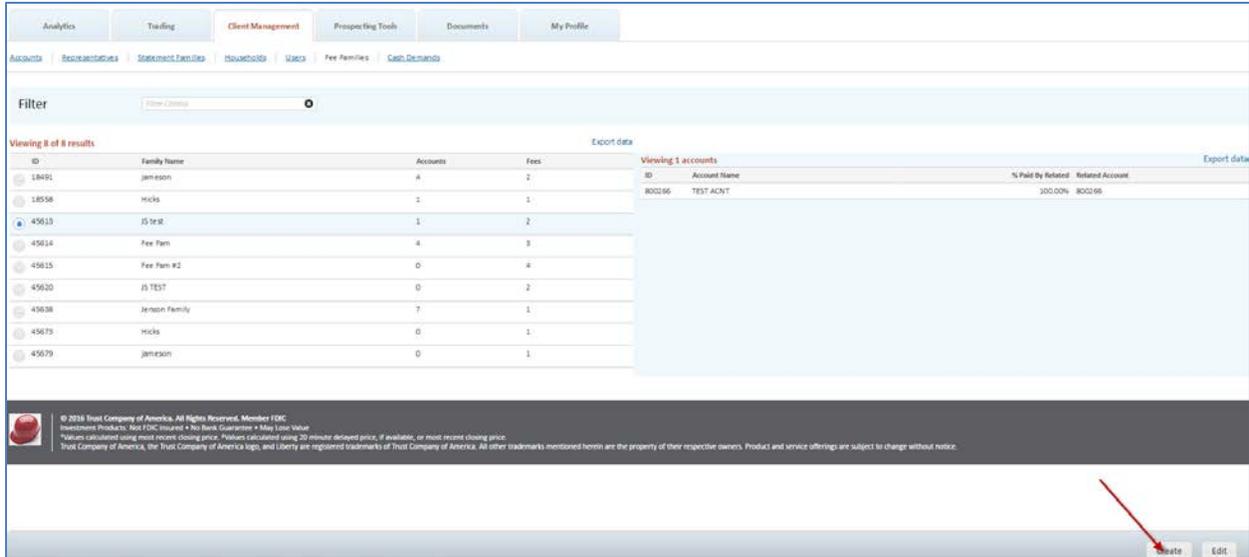
## View Fee Family Detail

Detail on each Fee Family is displayed on the right hand information panel. Select the radio button next to the Fee Family ID to view detail on the selected Fee Family:

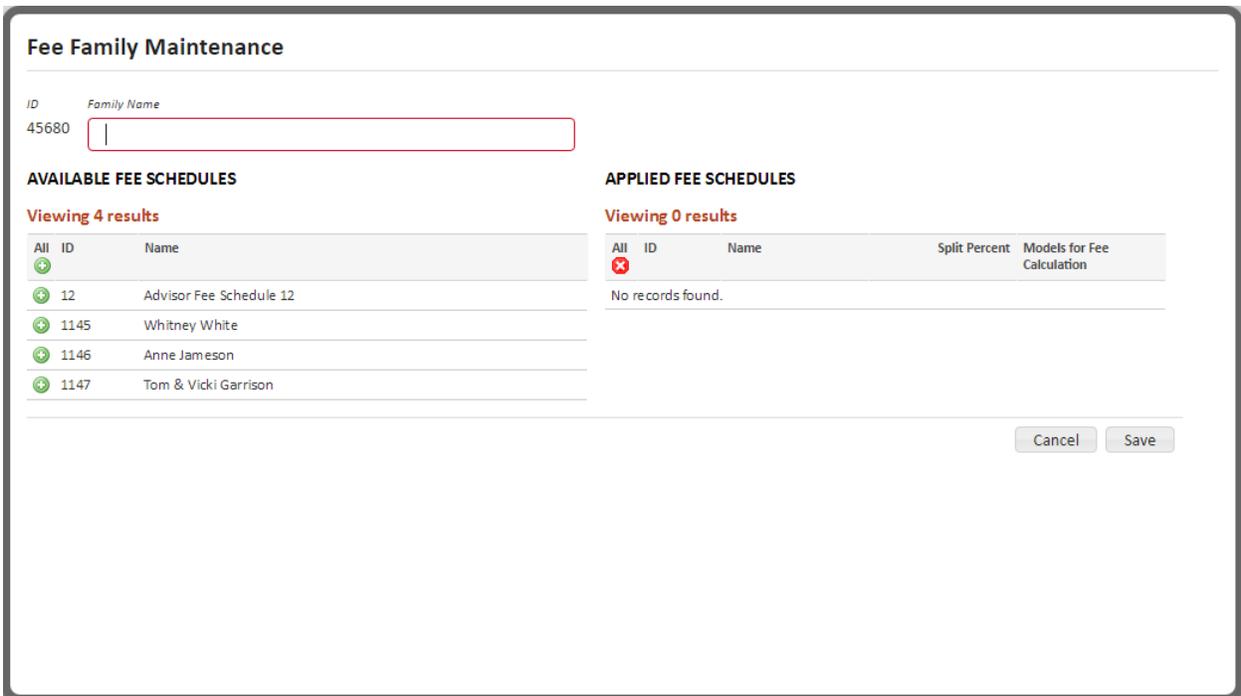


## Create a Fee Family

Fee Families can be created from the Fee Family main page. Clicking on the “Create” button in the action bar will open the Fee Family Maintenance screen:



The Fee Family Maintenance screen will prompt for the new Fee Family name and present the available Fee Schedules for selection:



A new Fee Family must have the following information before it can be saved:

- Family Name.
- One or more Fee Schedules must be applied.

### Fee Family Maintenance

ID *Family Name*  
45682

#### AVAILABLE FEE SCHEDULES

Viewing 4 results

All	ID	Name
<input type="checkbox"/>	12	Advisor Fee Schedule 12
<input checked="" type="checkbox"/>	1145	Whitney White
<input checked="" type="checkbox"/>	1146	Anne Jameson
<input checked="" type="checkbox"/>	1147	Tom & Vicki Garrison

#### APPLIED FEE SCHEDULES

Viewing 1 results

All	ID	Name	Split Percent	Models for Fee Calculation
<input checked="" type="checkbox"/>	12	<a href="#">Advisor Fee Schedule 12</a>	N/A	Include All Models

## Edit a Saved Fee Family

Saved Fee Families can be edited by selecting a Fee Family and clicking on the Edit button on the Fee Family main page:

### Fee Family Maintenance

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ID: 45613      Family Name:

**AVAILABLE FEE SCHEDULES**

Viewing 4 results

All	ID	Name
<input checked="" type="checkbox"/>	12	Advisor Fee Schedule 12
<input type="checkbox"/>	1145	Whitney White
<input type="checkbox"/>	1146	Anne Jameson
<input checked="" type="checkbox"/>	1147	Tom & Vicki Garrison

**APPLIED FEE SCHEDULES**

Viewing 2 results

All	ID	Name	Split Percent	Models for Fee Calculation
<input checked="" type="checkbox"/>	1145	<a href="#">Whitney White</a>	N/A	Include All Models
<input checked="" type="checkbox"/>	1146	<a href="#">Anne Jameson</a>	N/A	Include All Models

The following edits can be made to a saved Fee Family:

- Change the Family Name
- Apply or de-select previously applied Fee Schedules.

### Optional: Models for Fee Calculation

Investment advisors with the appropriate permissions may choose to include and exclude market values for consideration in the fee calculation. For more information, please contact your Relationship Manager.

Models for Fee Calculation can be accessed by clicking on the applied Fee Schedule name within the Fee Family Maintenance Screen:

#### Fee Family Maintenance

ID Family Name  
45613

##### AVAILABLE FEE SCHEDULES

Viewing 5 results

All	ID	Name
<input checked="" type="checkbox"/>	12	Advisor Fee Schedule 12
<input type="checkbox"/>	1145	Whitney White
<input type="checkbox"/>	1146	Anne Jameson
<input checked="" type="checkbox"/>	1147	Tom & Vicki Garrison
<input checked="" type="checkbox"/>	3719	IFA 929

##### APPLIED FEE SCHEDULES

Viewing 2 results

All	ID	Name	Split Percent	Models for Fee Calculation
<input checked="" type="checkbox"/>	1145	<u>Whitney White</u>	N/A	Include All Models
<input checked="" type="checkbox"/>	1146	<u>Anne Jameson</u>	N/A	Include All Models

#### Fee Family Maintenance

You are now editing JS test (45613) Fee Schedule: Whitney White (1145)

##### MODELS FOR FEE CALCULATION

All 
  Include 
  Exclude 
 Split Percent  
 Include All Models

ID	Abbrev	Name
<input checked="" type="checkbox"/>	57	1 57-1-A
<input checked="" type="checkbox"/>	9	GB 9-GB-ALLOCATED HOLDINGS
<input checked="" type="checkbox"/>	40	AOM 40-AOM-Assets only model X
<input checked="" type="checkbox"/>	39	CRP 39-CRP-BALANCED GROWTH AND INCOME
<input checked="" type="checkbox"/>	31	GS 50/50 31-GS 50/50-BALANCED INVESTMENTS
<input checked="" type="checkbox"/>	48	CHU 48-CHU-Chad Model
<input checked="" type="checkbox"/>	19	OE 19-OE-CONSERVATIVE GROWTH AND INCOME
<input checked="" type="checkbox"/>	45	CI 45-CI-Cyrian i Import
<input checked="" type="checkbox"/>	3	G3 3-G3-DOMESTIC GROWTH FUND A
<input checked="" type="checkbox"/>	27	SD Agg Bal 27-SD Agg Bal-DOMESTIC HIGH PERFORMERS

(1 of 5)

**All** - All of the Investment Advisor's model market values will be included in the Fee Calculation.

**Include** -Selected models' market values will be included in the Fee Calculation for the Fee Schedule.

**Exclude** - Selected models' market values will be excluded in the Fee Calculation for the Fee Schedule.

Note: If no other selection is made, all of the Investment Advisor's models will be included in the Fee Calculation.

***When Include or Exclude is selected:***

**Checkbox** = Select Model for the Fee Calculation.

**ID**= Model identification number.

**Abbrev** = Abbreviation for Model.

**Model Name** = Model Name.

**Fee Family Maintenance**

You are now editing JS test (45613) Fee Schedule: Whitney White (1145)

**MODELS FOR FEE CALCULATION**

All  Include  Exclude

Split Percent

Include: No models selected.

<input type="checkbox"/>	ID	Abbrev	Name
<input type="checkbox"/>	57	1	57-1-A
<input type="checkbox"/>	9	GB	9-G B-ALLOCATED HOLDINGS
<input type="checkbox"/>	40	AOM	40-AOM-Assets only model X
<input type="checkbox"/>	39	CRP	39-CRP-BALANCED GROWTH AND INCOME
<input type="checkbox"/>	31	GS 50/50	31-GS 50/50-BALANCED INVESTMENTS
<input type="checkbox"/>	48	CHU	48-CHU-Chad Model
<input type="checkbox"/>	19	OE	19-OE-CONSERVATIVE GROWTH AND INCOME
<input type="checkbox"/>	45	CI	45-CI-Cyriani Import
<input type="checkbox"/>	3	G3	3-G3-DOMESTIC GROWTH FUND A
<input type="checkbox"/>	27	SD Agg Bal	27-SD Agg Bal-DOMESTIC HIGH PERFORMERS

(1 of 5)