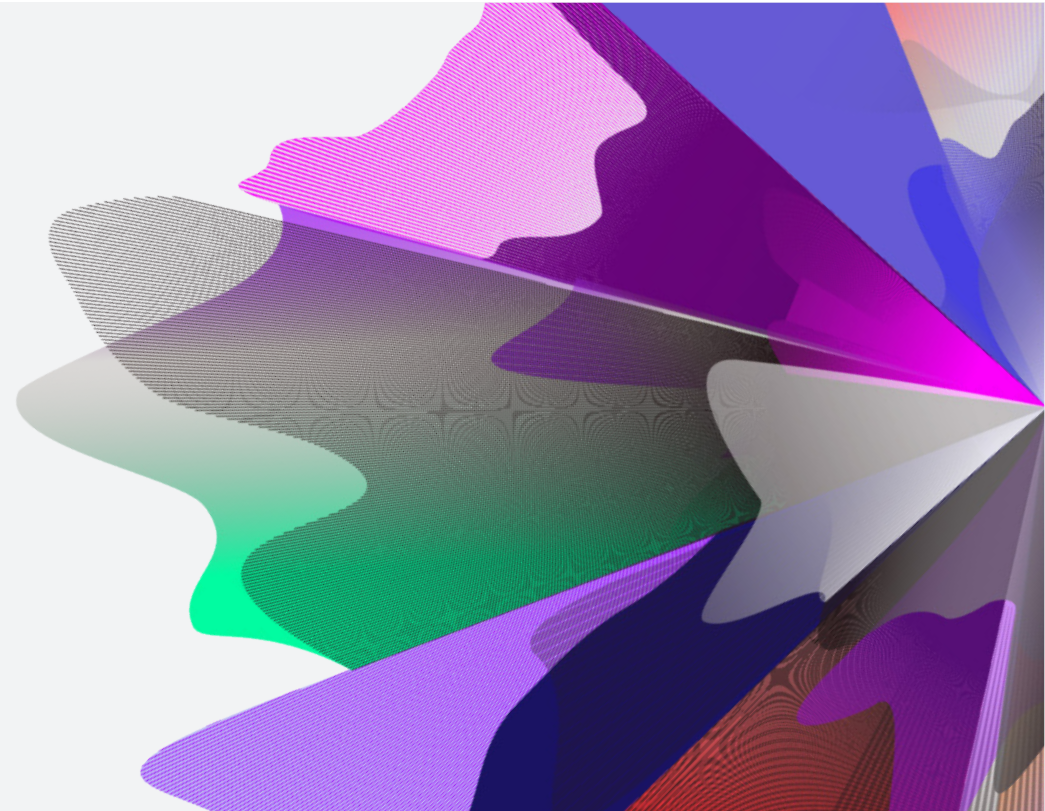




**EXPAND**



## Expand Functionality – Buy, sells and reweights

April 2024  
[myexpand.com.au](https://myexpand.com.au)

# Investments: Select client account

- 1 Select the account you wish to make a switch, trade or reweight to, by searching the account name or number using **Your clients**.

This section provides a way to look at your entire client list and utilise categories to filter your clients for reports and extracting data based on the search criteria.

The screenshot shows the 'Your clients' section of the investment management system. The navigation bar at the top includes 'Home', 'Activity', and 'Your clients', with 'Your clients' highlighted. A search bar on the right contains the text 'Search name or account number'. The main content area features a blue header with the greeting 'Good afternoon, Gal' and a large image of a hot air balloon. Below the header, there are six white cards with icons and text:

- Your clients**: Segment client accounts, run bulk reports and download client data. (This card is highlighted with a green border and a green arrow labeled '1' points to it from the left.)
- Activity**: Monitor work in progress items of your client accounts.
- New application form**: Create a new application form.
- Recent reports**: Access completed and pending reports.
- Secure upload**: Send client documents that are not part of an online application.
- Investment explorer**: Investment research, performance and documentation.

# Buy/Sells

**2** From the Summary page, navigate to the Investments page. Here you can toggle between a Portfolio or a Consolidated view.

The Portfolio view shows the investments held within the account, as a dollar and percentage. It categorises them by investment type i.e., Cash Account, Managed Portfolio Service, Separately Managed Accounts (SMA), Managed Investments, Listed Investments and Maturing Investments.

The Consolidated view displays a consolidated view of the investments held within the account, including the underlying investments in a MPS and SMA. It categorises them by investment type i.e., Cash Investments, Managed Investments, Listed Investments and Maturing Investments.

Please note that trading is disabled in the consolidated view.

**3** To sell or purchase additional units of existing asset holdings from available cash, select the Buy or Sell button on the right of each investment.

**4** To buy a new managed investment, listed or maturing investment from available cash, select the investment from the relevant drop-down list by entering the name or code. Enter the amount to invest and select the **Add** button.

Buy and sells occurs simultaneously which will allow you to use the proceeds of a sell immediately to buy an investment.

The screenshot shows the 'Investments' tab in a financial dashboard. At the top, there are navigation tabs: Summary, Account details, **Investments**, Transactions, Fees, Insurance, Beneficiaries, Move money, and Reports. Below these are two view toggles: **Portfolio** (selected) and Consolidated. A table displays investment performance metrics: Investment performance (%), Current value, Units, Unit price (\$), Price date, and Current % of portfolio.

The table is divided into sections:

- Cash Account:** Shows 'Amount available to invest - \$975.49', '3.85%' performance, '\$93.49' current value, and '0.1' units.
- Managed Portfolio Service:** Displays 'You have no managed discretionary account holdings'.
- Separately Managed Accounts:** Displays 'You have no separately managed account holdings'.
- Managed investments:** Lists 'MLC WS Index Plus Balanced Portfolio' with '4.04%' performance, '\$106,805.36' current value, '92,960.72' units, '1.1489' unit price, and '24/11/2023' price date. It shows '99.9' current % of portfolio and 'Buy' and 'Sell' buttons.

Annotations:

- 2:** Points to the 'Investments' tab and the 'Portfolio' view toggle.
- 3:** Points to the 'Buy' and 'Sell' buttons for the 'MLC WS Index Plus Balanced Portfolio'.
- 4:** Points to the 'Add a new managed investment' dropdown menu.

# Buys/Sells (cont.)

## For SMAs

### Buying into a new SMA

- 5 Input the amount from available cash to invest in the SMA and select **Add**.
- 6 Where available, you will have the option to transfer current portfolio holdings into the SMA.

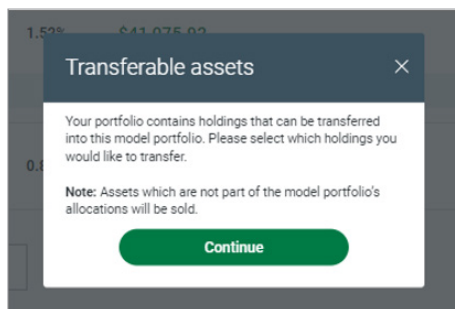
You will only have the option to transfer 100% of the holding value. Select the toggle under **Transfer into model portfolio** if you would like to transfer the current portfolio holding.

#### Minimum investments for SMAs

The minimum initial investment is:

- \$10,000 for single sector (listed investments) models
- \$50,000 for multi-asset models.

There is no minimum for additional investments in a SMA model portfolio.



#### Separately Managed Accounts

SMA Antares Elite Opportunities <small>NUN0054AU</small>	1.98%	\$36,474.18	5.3	Buy	Sell	⋮
Pending transactions total -\$4,466.66						
SMA JBWere Income <small>JPL0001AU</small>	1.52%	\$41,075.92	5.9	Buy	Sell	⋮
Pending transactions total \$254.74						
SMA Perennial Value Shares for Income <small>NUN0053AU</small>	0.88%	\$31,737.22	4.6	Buy	Sell	⋮

Selected investment

SMA MLC Premium High Growth 98 (NUN8186AU)
🗑️

Holdings available to transfer	Units	Value	Transfer into model portfolio	Value to be transferred
Fairview Eq Partners Emerging Co. Fund <small>ANT0002AU</small>	12,227.9597	\$23,800.50	<input checked="" type="checkbox"/>	\$23,800.50
Cash Account Amount available to invest	-	\$118,283.88		\$0.00
<b>Total amount</b>				\$23,800.50

Cancel
Add

# Buys/Sells (cont.)

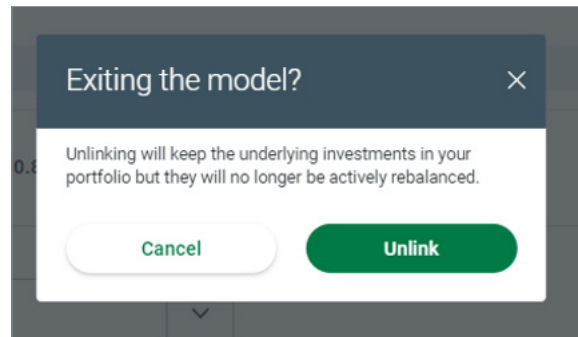
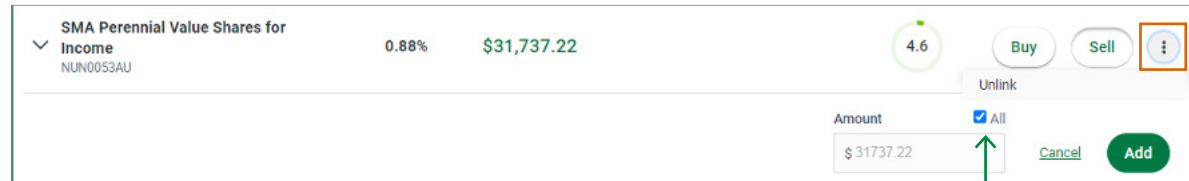
## Buying, selling, or transferring out of an existing SMA

**7** Input the amount you wish to buy or sell and select **Add** (refer to the minimum trade and tolerances below).

There is a maximum redemption value for partial SMA sells. This amount will be shown when you input an amount. For partial sells, the cash will be deducted from SMA cash and will be made available. Once cash is transferred out of SMA cash, a SMA model rebalance is triggered.

**8** To sell the total balance of the SMA and its underlying assets, select the **All** tick box. This will then transfer the proceeds to SMA model cash which will then be transferred to cash on platform.

**9** To transfer out of the SMA model, you can select to **Unlink** your SMA, which is available on the ellipses menu button next to Sell. This will transfer (in-specie) the underlying assets to platform, no investments are sold when you unlink. Available cash and the listed investments will be available immediately. From here you can then follow the steps above to proceed with the sell. **Note: This option is not available for Expand Essential accounts.**



### Minimum trade and tolerances

The minimum trade and tolerance applicable to a purchase or sale of the underlying investments within the Model Portfolio is as follows:

Minimum trades	Tolerance
Listed investments – \$250	20%
Managed investments – \$100	10%
Cash	10%

**Note:** The above minimum trade does not apply to initial investments into an SMA Model Portfolio.

## Buys/Sells (cont.)

**10** Once all Buys and Sells have been entered, click on the **Review order** button to proceed. You will also have the option to save or delete the draft order.

Any saved draft orders can also be found under the Activity Monitor on your adviser dashboard.

Portfolio	Consolidated	Investment performance (%) ?	Current value ?	Units	Unit price (\$)	Price date	Current % of portfolio	Buy	Sell	
✓ NUN0054AU		1.98%	\$36,474.18				5.3	Buy	Sell	
Pending transactions total -\$4,466.66										
✓ SMA JBWere Income	JPL0001AU	1.52%	\$41,075.92				5.9	Buy	Sell	
Pending transactions total \$254.74										
✓ SMA Perennial Value Shares for Income	NUN0053AU	0.88%	\$31,737.22				4.6	Buy	Sell	
SMA MLC Premium High Growth 98				Draft transfer \$73,800.50				Edit		Delete
Add a new SMA investment										
<input type="text" value="Start typing a name or code..."/>										
Managed investments										
Ausbil Australian Active Equity Fund	AAP0103AU	4.10%	\$24,598.91	6,325.5782	3.8888	10/03/2024	3.5	Buy	Sell	
BlackRock Global Allocation Fund (Aust)	MAL0018AU	4.73%	\$24,732.77	21,803.28	1.1344	24/11/2023	3.6	Buy	Sell	
Your draft order										
Buys (1)		Sells		Transfers (1)		Cash impact		Delete draft		Save draft
-\$50,000.00		\$0.00		\$23,800.50		-\$50,000.00				<b>Review order</b>

10

# Buys/Sells (cont.)

**11** The **Review and confirm** side panel will display the impact of the switch instruction for review. Also, the order instructions can be downloaded by selecting the **Download order instruction pdf** link. Panel will appear and show buys and sells for the transaction. To submit the instruction, enter your password and click on **Submit Order**.

**12** When the order has been submitted, the order confirmation can be downloaded by selecting the **Order documentation** link. At this window panel, you can change standing instructions if required.

**11**

**Review and confirm** [Download order instruction pdf](#)

Net cash movement <sup>?</sup> **-\$50,000.00**

Total brokerage **\$0.00**

Holding	Units	Unit price (\$)	Impact (\$)
Separately managed accounts			
<input checked="" type="checkbox"/> SMA MLC Premium High Growth 98 <small>NUN8186AU</small>	73,800.50		

[Save draft](#)  [Show](#) **Submit order**

**Your order has been submitted**

Please note changes to your investment holdings do not automatically update your Standing Instructions. You can change your Standing Instructions via the Investments page or using the buttons below:

[Deposit Instruction](#)  
[Cash Account Preferences](#)  
[Income Preference](#)

**Order documentation**

[16829881\\_order\\_confirmation.pdf](#)

**EXPAND Extra**

**Order Confirmation**

Address: **M & S O'Shea Super Fund**  
(Rodgers Family Superannuation Fund)  
**Mr Greg Pateamo Brye 16829881**

Mr Greg Pateamo Brye  
 29 Wakley Crescent  
 WANTIRNA VIC 3152

**Net Cash Movement** **-\$50,000.00**

Date/Time: 20 Mar 2024 09:41 AM  
 Tax optimisation method: First in first out

Separately Managed Accounts	Trans. Type	Order Type	Units	Unit price \$	Brokerage \$	Impact \$ (inc. costs)	Estimated assessable net gain/loss \$
SMA MLC Premium High Growth 98 <small>NUN8186AU</small>	SMA buy	Dollars	-	-	-	<b>-\$73,800.50</b>	-
Cash Account	SMA transfer in	Dollars	-	-	-	<b>-\$50,000.00</b>	-
Falview Equity Partners Emerging Companies Fund <small>ANT0002AU</small>	SMA transfer in	Units	12,227.9597	\$ 1.95	-	<b>-\$23,800.50</b>	-

**Estimated brokerage** 90.00  
**Order status** Submitted  
**Requested by** M & S O'Shea Super Fund

# Reweight

Reweights can be applied to managed funds, SMAs and listed securities. **NOTE:** If the account holds investments in a Managed Discretionary Account (MDA), the reweight feature is not available.

**13** Within the **Investments** tab, navigate to the bottom of the page and select **Reweight Portfolio**. The Reweight portfolio panel will appear.

**14** In the **Future** column, enter the reweight of the portfolio. New investments can be added by searching the investment fund name, APIR code, ASX code or Listed Security Asset name in the search at the bottom of the reweight panel.

An automatic reweight, can also be set up for the account. To set up these preferences, select the link at the top of the Reweight portfolio panel.

## Setting up new automatic reweights and SMAs

Automatic reweights will only apply if the SMA has met the initial investment amount.



# Reweight (cont.)

- 15** The Automatic Reweight frequency can be set to run quarterly, half-yearly and yearly, on the 20th of your chosen month at a 0% tolerance level, based on your Future allocation selection. Once the options and commencement date are set, select the **Save** button.
- 16** When all the reweight information is entered, select the **Next** button on the reweight panel.
- 17** Prior to submitting a reweight, you can also elect to perform a reweight now as well as scheduling future reweights.

Portfolio Market exposure

Account name: Mr Ricky Fayer | Account no.: 16655819 | Account balance: \$94,727.67 | Auto reweight: Quarterly

Automatic reweight has been set up and will only be processed after order submission

Holding	Current	Future	Impact
Transurban Group TCL	1.31% \$1,239.00	1.31% \$1,239.00	
Vanguard Aust Prop Securities Index ETF VAP	3.10% \$2,940.80	3.10% \$2,940.80	
Vanguard US Total Market Share Index ETF VTS	6.23% \$5,899.00	6.23% \$5,899.00	
Westpac Banking Corporation WBC	3.14% \$2,970.00	3.14% \$2,970.00	
Woolworths Group Limited WOW	4.61% \$4,370.00	4.61% \$4,370.00	
ADBRI Limited ABC		0.00% \$0.00	

Valid 100.00 %

Start typing a name or code...

Reset Save draft Review Order

Half-Yearly

Quarterly

Half-Yearly

Yearly

Automatic reweight settings

Reweight frequency

Select one

Commencement date (will start on 20th of the chosen month)

MM YYYY

Submit instructions

You can elect to place the order now and enable the automatic reweight as per the frequency settings or submit the order to be executed on the defined 'Commencement date' only.

Reweight now and update future automatic reweight instruction

Update future automatic reweight instruction only

Go back Continue

**TIP:** Once you submit your order, you can download a PDF reweight confirmation (see 11 – next page). **Please download this PDF as there is no opportunity to download it again if you close this window.**

# Reweight (cont.)

- 18** The reweight instructions can be downloaded by selecting the link at the top of the Review and confirm panel. A PDF copy will generate.

**IMPORTANT:** Please download this PDF as there is no opportunity to download it again if you close this window.

- 19** The reweight and/or auto reweight instructions will be submitted once your password is entered and the **Submit Order** button selected.

**HINT:**  
You have the option at this stage to save the Draft Re-weight rather than submit and return at a later date.  
To help assist you and your clients with investment information, support and tools, you can refer to the [Investment Central](#) website.

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# EXPAND

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