

## Part II

### Client Management

- Households
- Accounts
- Positions

### Investment Modeling

- Models
- Buy Sets
- Restricted Plans

### **Assignments prior to next session:**

- Watch TRX EDGE #4 Client Management and #5 Investment Modeling videos. These videos will go over all we covered in Part II training.
- If you wish to customize Households go to Household Maintenance screen e.g. you can change applicable tax rates or enter Carry Forward Capital Loss. Tip: Related accounts are considered for wash sales purposes. Be sure to input social security numbers of related households.
- If you wish to customize Account settings go to Account Maintenance screen. Here you can override global settings for example on Minimum Transaction Amounts or create Set Aside Cash Minimum and Maximum if client is taking regular withdrawals for this account.
- Exclude any positions you wish not to include in overall portfolio values and rebalancing.
- Create at least one model and assign to a client. Tip; when your allocation percentages vary greatly, you should consider adjusting your tolerance ranges. For example, larger allocations should have narrower tolerance ranges than smaller allocations.
- Enter a preferred buy fund for every Subclass for account types of: Tax, IRA, and Roth. When your portfolios are out-of-balance and TRX proposes trades, it must know what to buy. You can also have multiple Preferred Buy sets e.g. socially responsible funds for particular client(s). You may select a preferred buy by account type and custodian. It is not mandatory to designate a Tax Loss Harvesting alternate fund at this time. Tip; Alternative Buy – When choosing an alternative buy for tax loss harvesting, be sure it is appropriate for long-term holding. Otherwise, the sale of a “temporary” position that has increased in value after 30 days could result in a gain – negating the very purpose of tax loss harvesting.
- Enter your Location Optimization preferences if you have not done so already. Tip:
- Be sure your location optimization preferences include where to “buy” as well as where to “sell.” This will set your priorities for holdings within taxable, tax-deferred and non-taxable accounts (essentially setting the unnamed account as second choice).
- Create at least one Restricted Account and apply to applicable account(s).