

## PART I

### GLOBAL SETTINGS

#### Settings

- Default Settings
- Classification
- Security types
- Location optimization
- Cash Sweep

#### Enterprise

- Division/Departments
- Custodian
- Proposal Workflow
- Users
- Trading Options
- Rebalance Sets
- Advisor Sets
- Performance Settings

#### Securities

- Securities

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

- Watch TRX EDGE-Global Settings Video. This video will go over all the things we covered in Part I training.
- On Default Settings screen either accept settings already there or change and save. *Tip: To minimize the chance of wash sales, opt out of dividend reinvestment in all related accounts, including IRAs. Related accounts are considered for wash sales purposes. Be sure to input social security numbers of related households.*
- On Classification screen depending on a portfolio accounting system you will be able to order your classes and subclasses, and to add new class and subclass.
- Security Types; on this screen make sure all of your securities have a correct security type.
- Set Location Optimization. Location optimization recommendations are as follows: *Tip: Locate tax inefficient investments, like corporate bonds, in tax-deferred accounts. Locate tax efficient investments in taxable accounts. Locate high return investments in Roth accounts.*

Asset Class/Subclass	Buy in Accounts	Sell From Accounts
U.S. Large Cap (Growth & Value)	Taxable	IRA/Ret/Ann
U.S. Small Cap (Growth & Value)	Taxable	IRA/Ret/Ann
U. S. Fixed Income	IRA/Ret/Ann	Taxable
International Fixed Income	IRA/Ret/Ann	Taxable
Emerging Markets Fixed Income	IRA/Ret/Ann	Taxable
U.S. REITs	IRA/Ret/Ann	Taxable
International REITs	Roth IRA	Taxable
International Large Cap	Roth IRA	Taxable
International Small Cap	Roth IRA	Taxable
Emerging Markets Equity	Roth IRA	Taxable

- Cash Sweep; please identify all of your cash sweep money market funds. *Tip: Those money market funds that are position traded should not be marked as sweep.*
- Enterprise/Custodians; chose appropriate trade file format and enter transactions cost and redemption fees if applicable for each custodian in your database.
- Users; set appropriate permissions for each of your users. By default all users have permission to do all.
- Advisor sets; if you would like to manage and organize your data by Advisor Sets please create sets.
- Rebalance Sets; if you would like to create sets for rebalancing do so. *Tip; most often clients create sets by the strategy/model e.g. Moderate Set so they can rebalance all clients that belong to specific set at the same time.*
- Modify Performance Settings if you wish.
- Securities; If you have Bonds, try setting the Sell Flag to 'Do Not Sell', do you have any Redemption Fees at the Fund level?, or do you have any Funds with a Deminimus Buy or Sell amount? *Tip; Buy Flag of 'Preferred if Held' overrides your Preferred Buy.*