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# CASH MANAGEMENT GUIDE AVIVA PLATFORM

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# CASH MANAGEMENT

## WHAT IS CASH MANAGEMENT?

- Cash management is an option that can be enabled on your clients' accounts for payment of Adviser, Aviva, Discretionary Investment Manager (DIM) and Commercial Property Charges. If there is insufficient cash in your client's cash account, we'll disinvest funds to create the additional cash needed to pay these charges. Any disinvestment for Aviva, Adviser and Aviva Commercial Property charges will include an additional amount which is 10% of the charge due. This aims to cover any market movements between the disinvestment date and the charge date. When Cash Management is enabled on your client's account, we'll then disinvest six times the value calculated, subject to a minimum amount of £60.

## WHY CASH MANAGEMENT?

- When a client invested in models holds no product cash, divestment transactions take place across a month to create the cash necessary to pay for Aviva, Adviser and, where applicable DIM fees. These transactions may impact trading availability on the account due to increased system trade demands.
- By enabling cash management, this option reduces the number of fee divestment transactions necessary, therefore increasing the number of days available for ad-hoc trading each month. This brings more control to you where ad-hoc trading flexibility is required, and maximum flexibility and stability for clients' accounts invested in models or with DIMs.

## DOES CASH MANAGEMENT WORK FOR EVERYONE?

- Cash Management may be less appropriate if your client's priority is to be as fully invested as possible and is not looking to make ad-hoc changes to assets or income.

## CONSIDERATIONS WHEN A CLIENT IS RECEIVING REGULAR INCOME

- Cash management won't ringfence the residual cash in your client's cash account for future charges. If your client is taking regular income that has been configured to be specifically taken from cash in their cash account, then the residual cash created by the cash management process will be used more quickly.



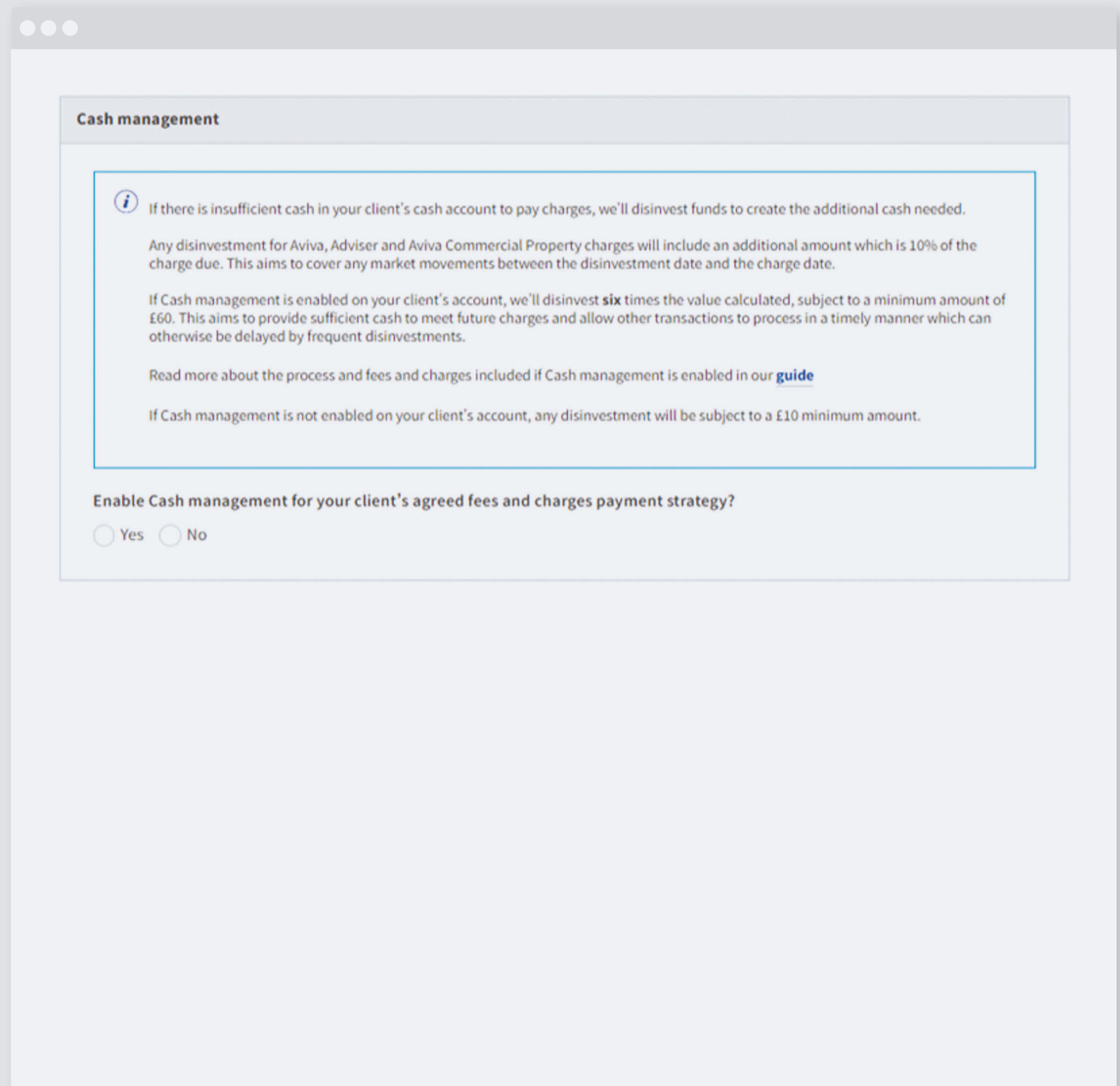


# HOW DO I ENABLE IT?

(NEW BUSINESS APPLICATION)

Within a new business application, the cash management section will allow you to choose whether to enable cash management as your client's agreed fees and charges strategy.

A default will not be pre-filled - so if you attempt to continue without selection, an error will prompt: '**Please specify a fees and charges payment strategy.**'



The screenshot shows a web form titled "Cash management". Inside a light blue bordered box, there is an information icon (i) followed by text explaining the disinvestment process. Below this, it details the disinvestment for Aviva, Adviser, and Aviva Commercial Property charges, including a 10% additional amount. It then states that if cash management is enabled, the disinvestment will be six times the calculated value, subject to a minimum of £60. A link to a "guide" is provided. Finally, it mentions that if cash management is not enabled, the disinvestment will be subject to a £10 minimum amount. Below the box, there is a question: "Enable Cash management for your client's agreed fees and charges payment strategy?" with two radio button options: "Yes" and "No".

**Cash management**

*i* If there is insufficient cash in your client's cash account to pay charges, we'll disinvest funds to create the additional cash needed.

Any disinvestment for Aviva, Adviser and Aviva Commercial Property charges will include an additional amount which is 10% of the charge due. This aims to cover any market movements between the disinvestment date and the charge date.

If Cash management is enabled on your client's account, we'll disinvest **six** times the value calculated, subject to a minimum amount of £60. This aims to provide sufficient cash to meet future charges and allow other transactions to process in a timely manner which can otherwise be delayed by frequent disinvestments.

Read more about the process and fees and charges included if Cash management is enabled in our [guide](#)

If Cash management is not enabled on your client's account, any disinvestment will be subject to a £10 minimum amount.

Enable Cash management for your client's agreed fees and charges payment strategy?

☐ Yes ☐ No

# HOW DO I ENABLE IT?

(FOR EXISTING CUSTOMERS)

From the actions menu, the cash management section will load the cash management page. This will show whether cash management has been enabled as the disinvestment strategy for each sub-account and allow you to edit the choice.

The screenshot shows the Aviva for Advisers web interface. At the top is a yellow navigation bar with the Aviva logo and a search bar. Below this is a blue header area with the text 'Back to portfolio summary' and 'CMWordReg PTNineFourZero'. The main section is titled 'Cash management' and contains a table with three columns: 'Product wrapper', 'Account number', and 'Disinvestment strategy'. The table lists three portfolios: 'Pension Portfolio Pre-Retirement', 'ISA Portfolio', and 'Investment Portfolio', each with an 'Edit' link. Below the table is a section titled 'Cash management - disinvestment strategy (Investment Portfolio)' which contains a form to enable or disable cash management for the client's agreed fees and charges payment strategy. The form includes a 'Yes' radio button (selected) and a 'No' radio button, followed by 'Save' and 'Cancel' buttons.

| Product wrapper                  | Account number | Disinvestment strategy | Edit                 |
|----------------------------------|----------------|------------------------|----------------------|
| Pension Portfolio Pre-Retirement | AV2492469-001  | Yes                    | <a href="#">Edit</a> |
| ISA Portfolio                    | AV2492469-002  | Yes                    | <a href="#">Edit</a> |
| Investment Portfolio             | AV2492469-003  | Yes                    | <a href="#">Edit</a> |

[Cash management - disinvestment strategy \(Investment Portfolio\)](#)

Enable Cash management for your client's agreed fees and charges payment strategy?

If there is insufficient cash in your client's cash account to pay charges, we'll disinvest funds to create the additional cash needed.

Any disinvestment for Aviva, Adviser and Aviva Commercial Property charges will include an additional amount which is 10% of the charge due. This aims to cover any market movements between the disinvestment date and the charge date.

If Cash management is enabled on your client's account, we'll disinvest **six** times the value calculated, subject to a minimum amount of £60. This aims to provide sufficient cash to meet future charges and allow other transactions to process in a timely manner which can otherwise be delayed by frequent disinvestments.

Read more about the process and fees and charges included if Cash management is enabled in our [guide](#)

If Cash management is not enabled on your client's account, any disinvestment will be subject to a £10 minimum amount.

Please note: Changes to Cash management strategy are applied to the next disinvestment and will not impact any currently in progress.

☒ Yes  
☐ No

[Save](#) [Cancel](#)

If cash management is changed within the period where the disinvestment process has already started, the setting will apply for the subsequent occasion that a disinvestment is triggered.

## SCENARIO

- Cash management is not enabled on the client's product.
- Their monthly anniversary fees (Aviva and Adviser charges) are due in two trading days.
- There is no available product cash on the account.
- Adviser changes disinvestment strategy to turn on cash management for the sub-account two days before the monthly anniversary fees are due.

## RESULT

- Disinvestment process to cover monthly anniversary fees will have already started.
- No change to this process for these fees – system will divest amount required plus an additional 10%, subject to a minimum amount of £10.
- Cash management will apply on the next occasion that the system needs to disinvest investments to pay for charges.

## SCENARIO

- Client has cash management in place.
- Their monthly anniversary fees (Aviva and Adviser charges) are due in two trading days.
- There is no available product cash on the account.
- Adviser turns off cash management for the sub-account.

## RESULT

- Disinvestment process to cover the upcoming charge will have already started.
- There will be no change to this process and the six times disinvestment for the fee will occur.
- Standard disinvestment strategy will apply on the next occasion that the system needs to disinvest investments to pay for charges. At that point, the system will disinvest the amount required plus an additional 10%, subject to a minimum amount of £10.

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