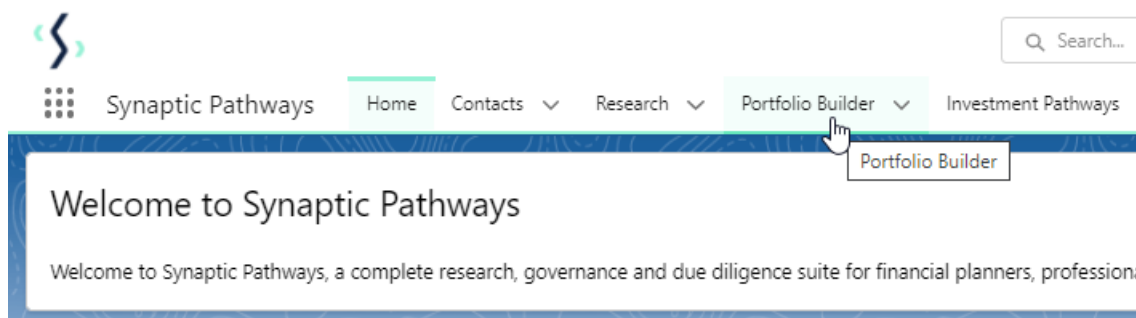


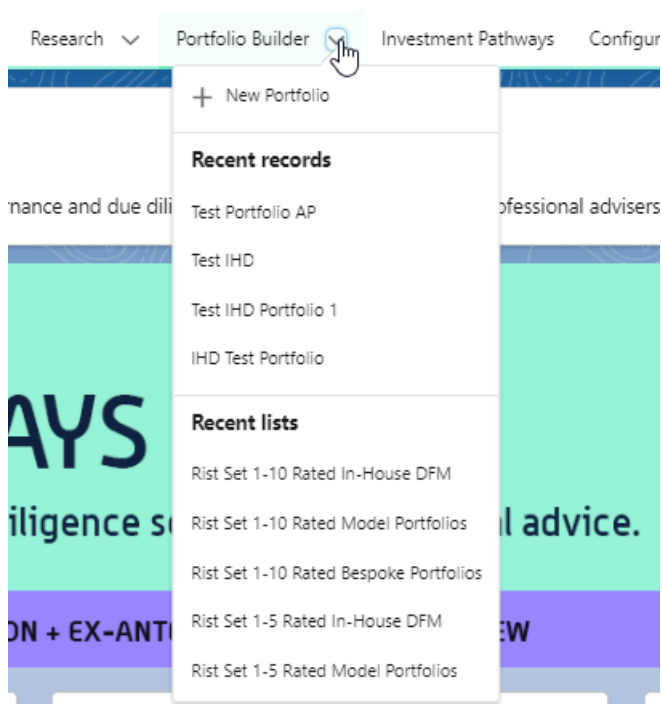
# Portfolio Builder - Creating a Portfolio

Last Modified on 23/04/2024 11:18 am BST

Click on Portfolio Builder in the toolbar:

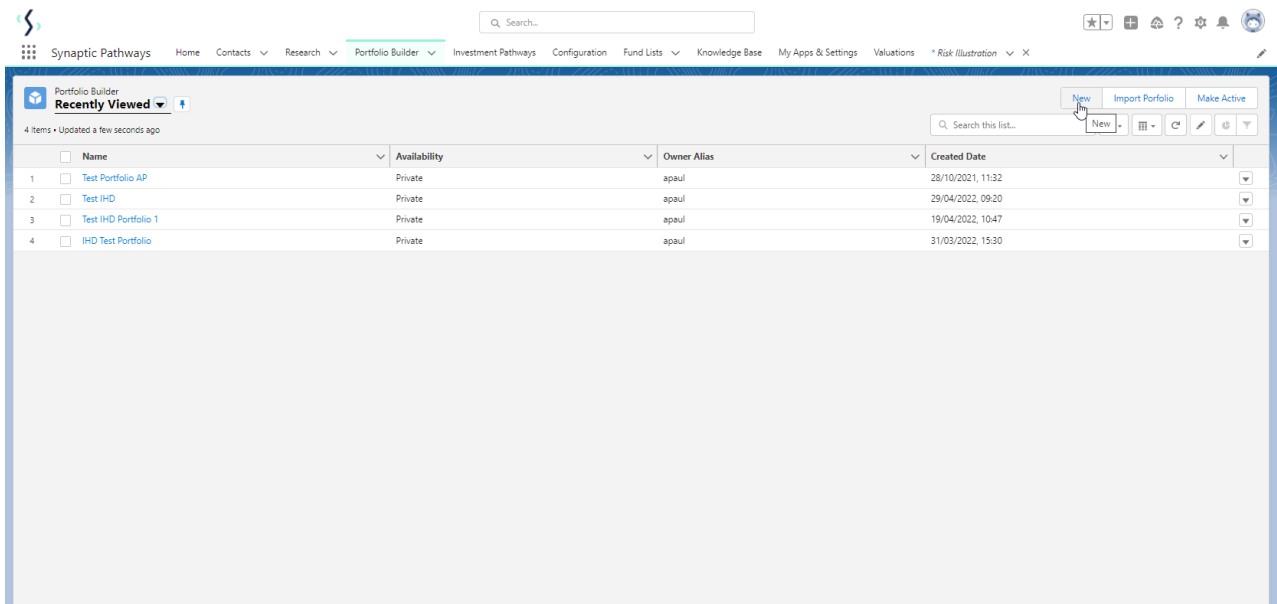


You can either click into the tab or use the dropdown arrow to add a new portfolio or view recent records/lists:

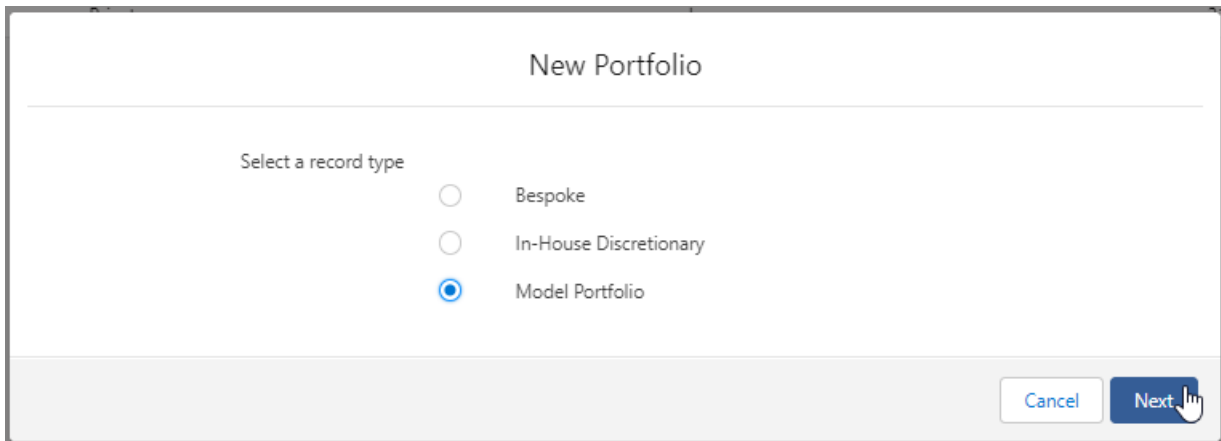


In this example, we have clicked into the Portfolio Builder tab.

Select 'New' in the top right corner to create a new portfolio:



Select which type of portfolio you would like to create:



Complete information of the portfolio, then 'Save'. If you are adding multiple portfolios, select 'Save & New'

## New Portfolio: Model Portfolio

### Information

\*Name

Model Portfolio Test

Description

Range

Search Ranges...



\*Availability ⓘ

Private



Authorised

Pending



\*Portfolio Type

Fund Basis



Headline Charge ⓘ

Active

Cancel

Save & New

Save

Save



Portfolio "Model Portfolio Test" was created.



Add funds in through the fund search box:

(Your portfolio must total 100% allocation in order to be risk rated and saved. If you have not fully allocated your portfolio your changes may not be saved)

The screenshot shows the Synaptic Pathways Portfolio Builder interface. At the top, there is a search bar and navigation tabs including Synaptic Pathways, Home, Paraplanner Access Centre, Contacts, Research, Portfolio Builder (selected), Investment Pathways, Generic Funds, Configuration, Fund Lists, Knowledge Base, My Apps & Settings, and Valuations. The main content area is titled 'Portfolio Model Test Portfolio' and includes buttons for 'Duplicate Portfolio', 'Import Funds', and 'Edit'. Below this, there are tabs for 'Details', 'Portfolio Builder', and 'Compliance'. The 'Fund Search' section on the left contains a search input field with 'Fund Code or Name' and a 'Search' button. Below the search field is an 'Advanced Search' section with instructions: 'Use the textbox above to search for fund by name or by fund code (Citicode, SEDOL, ISIN and Mexid are available in search where supported by the provider)'. There is also an 'About the Fund Search' section with explanatory text. To the right, a 'Fund Table' section displays a table with columns: Code, Shareclass Lock, Name, Promoter, Asset Allocation, and Weighting %. Below the table, there are summary statistics: 'Remaining allocation: 100%' and 'Total allocation: 0%'. A warning message at the top right states: 'Your portfolio must total 100% allocation in order to be risk rated and saved. If you have not fully allocated your portfolio your changes may not be saved.'

You can search by fund name, citicode, sedol, ISIN and Mexid. If using an active Fund List, you may have to enable Whole of Market to search the full fund database:

This image provides a detailed view of the 'Fund Search' interface. The search input field contains the text 'Daz7' and has a 'Search' button to its right. Below the search field is the 'Advanced Search' section, which includes the following text: 'Use the textbox above to search for fund by name or by fund code (Citicode, SEDOL, ISIN and Mexid are available in search where supported by the provider)'. There is also an 'About the Fund Search' section with the following text: 'The Fund Universe is sourced from FE fundinfo Limited and from a range of Fund Promoters who have authorised Synaptic Software Limited to distribute. FE fundinfo information in this service is updated on a daily basis. Use of SEDOL Masterfile®, if you search for funds based on the London Stock Exchange SEDOL code you are stipulating by doing so that you have obtained the relevant license and if required can provide verification.'

**Advanced Search** allows you to filter on **Local** and **Global** sectors, select whether you would like to search **Whole of Market**, for **Parent Only** funds and **Generic Funds**:

**Fund Search**

Enter Fund Code or Name

Q Daz7 X Q Search

[Advanced Search](#)

Use the textbox above to search for fund by name or by fund code (Citicode, SEDOL, ISIN and MexId are available in search where supported by the provider)

Select either a **Local** or **Global** sector

**Fund Search**

Enter Fund Code or Name

Q Daz7 X Q Search

**Advanced Search** X

Local Sector  
Select an Option

Global Sector  
Select an Option

Whole of Market

Parent Only

Generic Funds

Cancel Apply

**Fund Search**

Enter Fund Code or Name

Q Daz7 X Q Search

**Advanced Search** X

Local Sector  
Mixed Asset - Aggressive X

Global Sector  
Select an Option

Whole of Market

Parent Only

Generic Funds

Cancel Apply

Select **Whole of Market** to search all funds in the database.

Advanced Search

Local Sector  
Mixed Asset - Aggressive

Global Sector  
Select an Option

Whole of Market  
 Parent Only  
 Generic Funds

Cancel Apply

Tick **Parent Only** to return primary funds. Leave unticked to return all funds including Parent/Child funds.

Advanced Search

Local Sector  
Mixed Asset - Aggressive

Global Sector  
Select an Option

Whole of Market  
 Parent Only  
 Generic Funds

Cancel Apply

Tick **Generic Funds** to return funds you have created in the system:

Advanced Search

Local Sector  
Mixed Asset - Aggressive

Global Sector  
Select an Option

Whole of Market  
 Parent Only  
 Generic Funds

Cancel Apply

Once you have selected your filters, **Apply** and **Search**:

### Fund Search

Enter Fund Code or Name

Q Vanguard ✕ Q Search

#### Advanced Search

Local Sector  
Mixed Asset - Aggressive ✕

Global Sector  
Select an Option ▼

Whole of Market

Parent Only

Generic Funds

Cancel Apply

by fund code  
rch where

Portfolio **Model Test Portfolio.**

Details Portfolio Builder Compliance

### Fund Search

Enter Fund Code or Name

Q Vanguard ✕ Q Search

Mixed Asset - Aggressive ✕ Whole of Market ✕

Advanced Search

- + Utmost Vanguard LifeStrategy 60% Equity Acc GBP  
Utmost • Mixed Asset - Aggressive
- + Utmost Vanguard LifeStrategy 80% Equity Acc GBP  
Utmost • Mixed Asset - Aggressive
- + Vanguard Diversified Growth Index ETF  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard Diversified Growth Index ETF AUD  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard Diversified High Growth Index ETF  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard Growth Index  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard Growth Index NAV ETF  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard High Growth Index  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard High Growth Index NAV ETF

Your portfolio must total 100% allocation in order to be risk rated and saved. If you have not fully allocated your portfolio your changes may not be saved.

### Fund Table

Code	Shareclass Lock	Name	Promoter	Asset Allocation	Weighting %
				Cash	0 <span>🔒</span>
				Remaining allocation:	100%
				Total allocation:	0%

Click on the '+' to add the fund to the portfolio:

### Fund Search

Enter Fund Code or Name

Q Vanguard X Search

Mixed Asset - Aggressive X Whole of Market X

Advanced Search

- + Utmost Vanguard LifeStrategy 60% Equity Acc GBP  
Utmost • Mixed Asset - Aggressive
- + Utmost Vanguard LifeStrategy 80% Equity Acc GBP  
Utmost • Mixed Asset - Aggressive
- + Vanguard Diversified Growth Index ETF  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard Diversified Growth Index ETF AUD  
Vanguard Investments Australia • Mixed Asset - Aggre
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- + Vanguard Growth Index  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard Growth Index NAV ETF  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard High Growth Index  
Vanguard Investments Australia • Mixed Asset - Aggre
- Vanguard High Growth Index NAV ETF

### Fund Search

Enter Fund Code or Name

Q Vanguard X Search

Mixed Asset - Aggressive X Whole of Market X

Advanced Search

- + Utmost Vanguard LifeStrategy 60% Equity Acc GBP  
Utmost • Mixed Asset - Aggressive
- + Utmost Vanguard LifeStrategy 80% Equity Acc GBP  
Utmost • Mixed Asset - Aggressive
- + Vanguard Diversified Growth Index ETF  
Vanguard Investments Australia • Mixed Asset - Aggre
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Vanguard Investments Australia • Mixed Asset - Aggre
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Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard Growth Index NAV ETF  
Vanguard Investments Australia • Mixed Asset - Aggre
- + Vanguard High Growth Index  
Vanguard Investments Australia • Mixed Asset - Aggre
- Vanguard High Growth Index NAV ETF



Portfolio **Model Test Portfolio.** Duplicate Portfolio Import Funds Edit

Details **Portfolio Builder** Compliance Portfolio Factsheet

### Fund Search

Enter Fund Code or Name

Q: Vanguard Q Search

Mixed Asset - Aggressive X Whole of Market X

Advanced Search

- Utmost Vanguard LifeStrategy 60% Equity Acc GBP
- Utmost • Mixed Asset - Aggressive
- Utmost Vanguard LifeStrategy 80% Equity Acc GBP
- Utmost • Mixed Asset - Aggressive
- Vanguard Diversified Growth Index ETF
- Vanguard Investments Australia • Mixed Asset - Aggre
- Vanguard Diversified Growth Index ETF AUD
- Vanguard Investments Australia • Mixed Asset - Aggre
- Vanguard Diversified High Growth Index ETF
- Vanguard Investments Australia • Mixed Asset - Aggre
- Vanguard Growth Index
- Vanguard Investments Australia • Mixed Asset - Aggre
- Vanguard Growth Index NAV ETF
- Vanguard Investments Australia • Mixed Asset - Aggre
- Vanguard High Growth Index
- Vanguard Investments Australia • Mixed Asset - Aggre

**About the Fund Search**

The Fund Universe is sourced from FE fundinfo Limited and from a range of Fund Promoters who have authorised Synaptic Software Limited to distribute.

### Fund Table

Code	Shareclass Lock	Name	Promoter	Asset Allocation	Weighting %
U7CP	🔒	Vanguard Diversified Growth Index ETF AUD	Vanguard Investments Australia	✓	100
				Cash	0
				Remaining allocation:	0%
				Total allocation:	100%

### Portfolio Summary

Risk Profile Category: **Moderately Adventurous** Risk Rating: **4.2**

Minimum Gain in any 1 Year: **-18% or -£1,800.00**

Average Gain in any 1 Year: **7.61% or £761.00**

Maximum Gain in any 1 Year: **32.87% or £3,287.00**

The bar chart displays the minimum, mean and maximum gain values as a percentage for the portfolio.

Asset class weightings for the portfolio as a percentage

- 68.12% - Global Equities (ex UK)
- 28.78% - Global Bonds (ex UK)

Enter the weighting of each fund. As you fill in the information, the weighting will auto calculate the remaining funds. In the below example, I have changed the weighting of the top fund to 21%:

### Fund Table

Find Weightings

Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %	
KY9I	Aegon BlackRock 30/70 Equity and Bond Tracker	Aegon/Scottish Equitable	✓	21	
PE12	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd	✓	25	
P5PJ	Aegon Invesco Pensions European Equity (BLK) Pn H	Aegon/Scottish Equitable	✓	25	
RU57	FNW Invesco Global Bond	FundsNetwork	✓	25	
				Cash	0
				Remaining allocation:	0%
				Total allocation:	100%

Once updated, the weighting is locked – as seen by the green lock icon. The remaining funds have automatically rebalanced to 100%:

Fund Table						Find Weightings
	Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %	
<input type="checkbox"/>	KY9I	Aegon BlackRock 30/70 Equity and Bond Tracker	Aegon/Scottish Equitable		<input type="text" value="21"/>	
<input type="checkbox"/>	PE12	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd		<input type="text" value="26.33"/>	
<input type="checkbox"/>	P5PJ	Aegon Invesco Pensions European Equity (BLK) Pn H	Aegon/Scottish Equitable		<input type="text" value="26.33"/>	
<input type="checkbox"/>	RU57	FNW Invesco Global Bond	FundsNetwork		<input type="text" value="26.34"/>	
				<b>Cash</b>	<input type="text" value="0"/>	
					Remaining allocation:	<b>0%</b>
					Total allocation:	<b>100%</b>

Work your way through the weightings, until all funds are locked.

If you are unsure of the weightings and would like Portfolio builder to solve it for you, see article

Enter any cash in the field below:

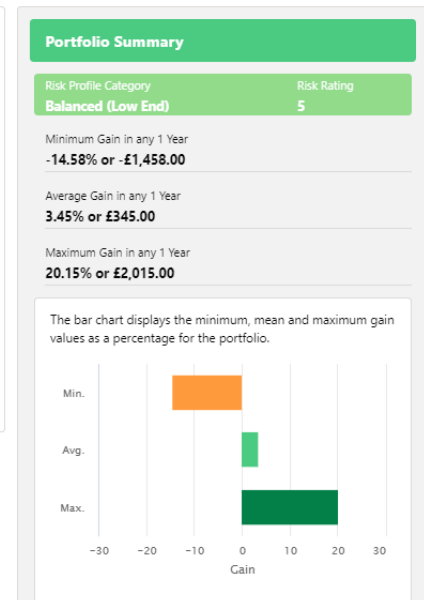
Your portfolio must total 100% allocation in order to be risk rated and saved. If you have not fully allocated your portfolio your changes may not be saved.

Fund Table						Find Weightings
	Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %	
<input type="checkbox"/>	KY9I	Aegon BlackRock 30/70 Equity and Bond Tracker	Aegon/Scottish Equitable		<input type="text" value="21"/>	
<input type="checkbox"/>	PE12	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd		<input type="text" value="23"/>	
<input type="checkbox"/>	P5PJ	Aegon Invesco Pensions European Equity (BLK) Pn H	Aegon/Scottish Equitable		<input type="text" value="24"/>	
<input type="checkbox"/>	RU57	FNW Invesco Global Bond	FundsNetwork		<input type="text" value="20"/>	
				<b>Cash</b>	<input type="text" value="0"/>	
					Remaining allocation:	<b>12%</b>
					Total allocation:	<b>88%</b>

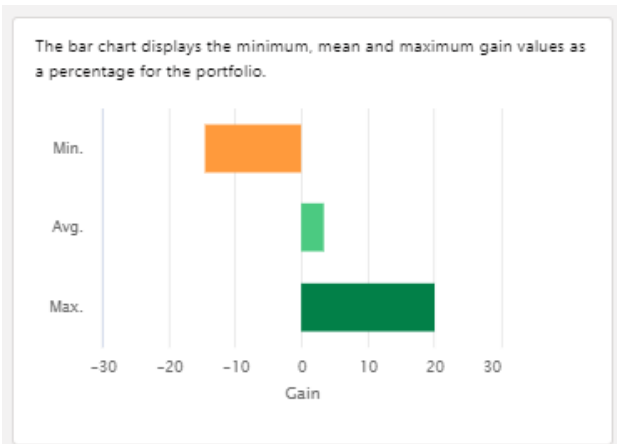
Fund Table					
Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %	
KY9I	Aegon BlackRock 30/70 Equity and Bond Tracker	Aegon/Scottish Equitable	✓	21	🔒
PE12	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd	✓	23	🔒
P5PJ	Aegon Invesco Pensions European Equity (BLK) Pn H	Aegon/Scottish Equitable	✓	24	🔒
RU57	FNW Invesco Global Bond	FundsNetwork	✓	20	🔒
			Cash	12	🔒
Remaining allocation:				0%	
Total allocation:				100%	

Now we have completed the weightings, you will see the risk profile category will update on the right side of the screen, giving you an up-to-date view of the risk category of the funds and weightings.

Fund Table					
Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %	
KY9I	Aegon BlackRock 30/70 Equity and Bond Tracker	Aegon/Scottish Equitable	✓	21	🔒
PE12	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd	✓	23	🔒
P5PJ	Aegon Invesco Pensions European Equity (BLK) Pn H	Aegon/Scottish Equitable	✓	24	🔒
RU57	FNW Invesco Global Bond	FundsNetwork	✓	20	🔒
			Cash	12	🔒
Remaining allocation:				0%	
Total allocation:				100%	



You will also see the Min. Mean and Max figures of the portfolio within the asset class breakdown:



**Asset class weightings for the portfolio as a percentage**

- 29.09% Global Equities (ex UK)
- 24.47% UK Equities
- 17.92% Global Bonds (ex UK)
- 13.89% Cash
- 6.73% UK Govt Bonds
- 6.02% UK Corporate Bonds
- 1.83% European Fixed Income
- 0.02% Hedge Funds
- 0.01% Emerging Markets Equities
- 0.01% Global Property
- 0.01% Global Private Equity

In some cases, if a fund has not got the relevant asset allocation data, an administrator is able to override the asset allocation by selecting 'Set'

Fund Table					
	Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %
X	E184	Fidelity Global Special Situations Acc	Fidelity International (FIL In	✓	100
X	E420	AEGON International Invesco Perpetual Income A	AEGON International	Set	
		Cash			0
Remaining allocation:					0%
Total allocation:					100%

Click to override asset allocation

This will open the 'Set override' tab to enter the asset allocation breakdown. Enter the values into the OAA column, as seen below:

Details **Set Override**

Override an Asset Allocation  
To override the Promoter Asset Allocation (PAA) with your Own Asset Allocation (OAA) review the PAA values and then set your own values in the OAA column to equal 100%. RP Indicates the Resulting Position change.

Asset Class Name	PAA	OAA	RP	Asset Class Name	PAA	OAA	RP
Asla Pac (ex Japan) Equities	0	<input type="text" value="0"/>	0	Hedge Funds	0	<input type="text" value="0"/>	0
Cash	0	<input type="text" value="0"/>	0	High Yield Corporate Bonds UK	0	<input type="text" value="0"/>	0
Commodities	0	<input type="text" value="0"/>	0	Japan Equities	0	<input type="text" value="0"/>	0
Emerging Markets Equities	0	<input type="text" value="0"/>	0	Property	0	<input type="text" value="30"/>	30
European Equities	0	<input type="text" value="0"/>	0	UK Corporate Bonds	0	<input type="text" value="40"/>	40
European Fixed Income	0	<input type="text" value="0"/>	0	UK Equities	0	<input type="text" value="0"/>	0
Global Bonds (ex UK)	0	<input type="text" value="0"/>	0	UK Fixed Income	0	<input type="text" value="30"/>	0
Global Equities (ex UK)	0	<input type="text" value="0"/>	0	UK Govt Bonds	0	<input type="text" value="0"/>	0
Global Infrastructure	0	<input type="text" value="0"/>	0	UK Index Linked	0	<input type="text" value="0"/>	0
Global Private Equity	0	<input type="text" value="0"/>	0	US Equities	0	<input type="text" value="0"/>	0
Global Property	0	<input type="text" value="0"/>	0	US Fixed Income	0	<input type="text" value="0"/>	0

Remaining allocation: 30%  
Total allocation: 70%

Cancel Save

### PAA - Promoter Asset Allocation

### OAA - Own Asset Allocation

### RP - Resulting Position

Once complete 'Save'.

UK Govt Bonds	0	<input type="text" value="0"/>	0
UK Index Linked	0	<input type="text" value="0"/>	0
US Equities	0	<input type="text" value="0"/>	0
US Fixed Income	0	<input type="text" value="0"/>	0

Remaining allocation: 0%  
Total allocation: 100%

Cancel Save

You will see the 'Set' has changed to a blue tick:

Fund Table

Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %
E184	Fidelity Global Special Situations Acc	Fidelity International (FIL In	<input checked="" type="checkbox"/>	50
E420	AEGON International Invesco Perpetual Income A	AEGON International	<input checked="" type="checkbox"/>	50
	Cash		<input type="text" value="0"/>	0

Remaining allocation: 0%  
Total allocation: 100%

The data on the right side will only generate if the portfolio totals 100%

The portfolio does not need to be saved. As long as you have clicked away from any amendments you have made, it will save automatically.

Further details of the portfolio can be found in the 'Compliance' tab. This includes a compliance summary, an efficient frontier & asset allocation graph. More information can be found in the article: [Portfolio Builder - Compliance Tab](#)

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