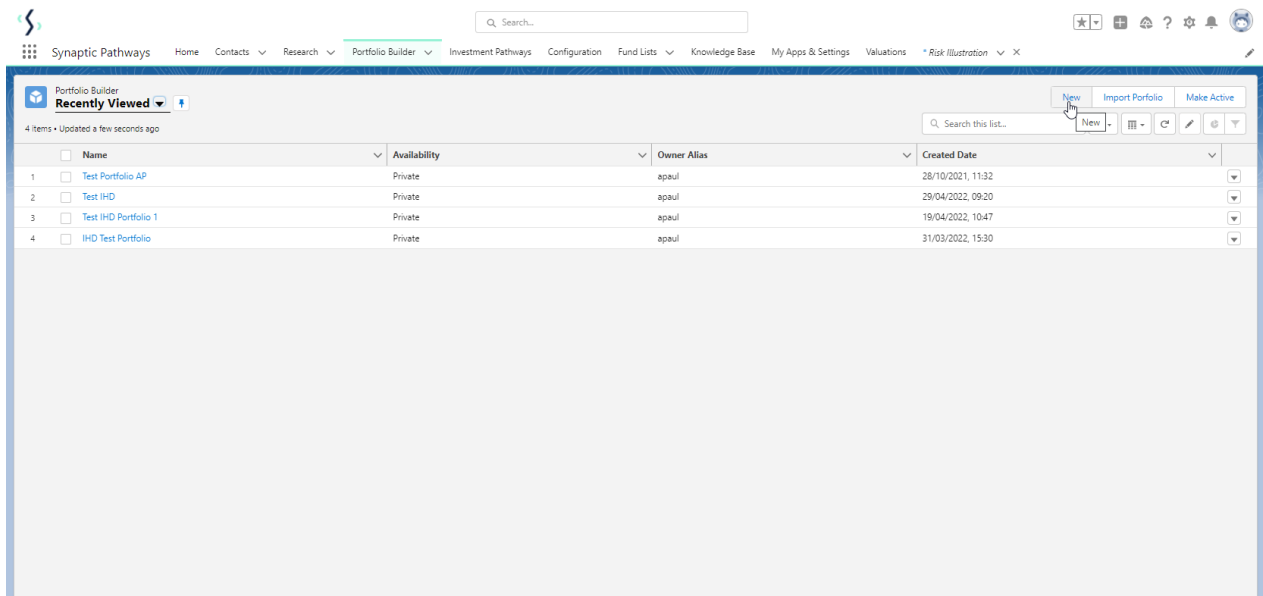


Portfolio Builder - Importing Funds into a Portfolio

Last Modified on 23/04/2024 11:28 am BST

Funds can be imported by citicode or ISIN into a portfolio.

Create a portfolio in Portfolio Builder:



New Portfolio

Select a record type

Bespoke


In-House Discretionary


Model Portfolio


Enter details of the portfolio and 'Save':

New Portfolio: Model Portfolio

Information


* Name 
Model Test Portfolio

Description 
Test Model Portfolio Description


* Availability 
Private


Authorised
Pending

* Portfolio Type
Fund Basis

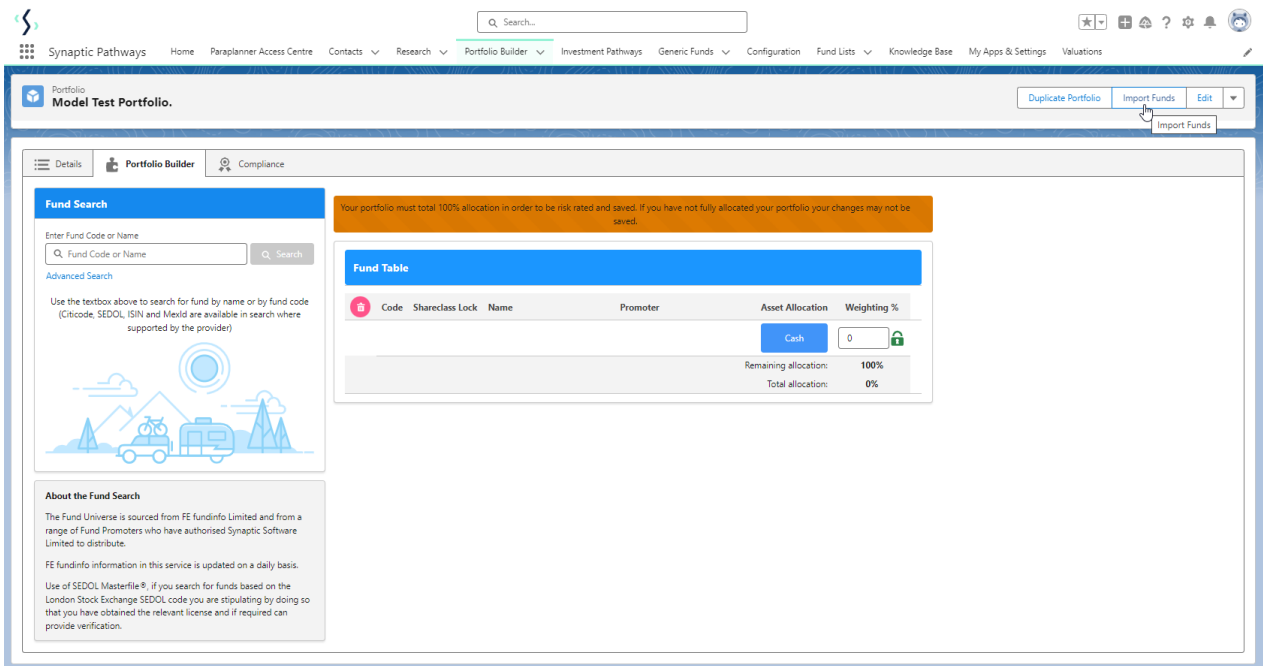
Headline Charge 

Active

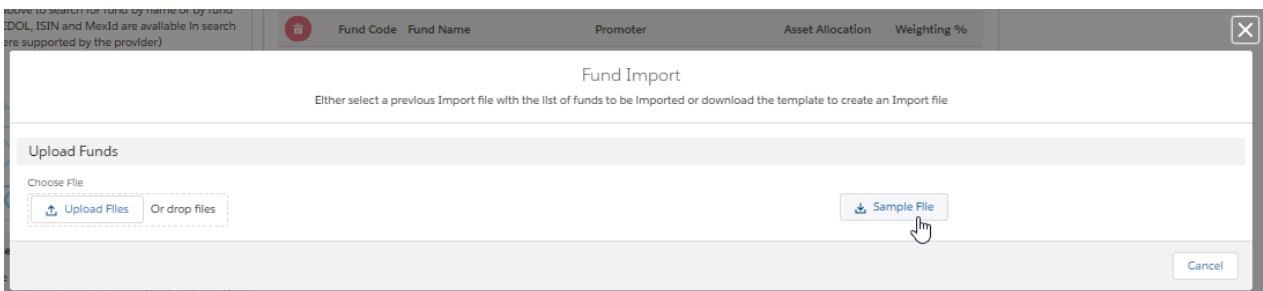
Cancel Save & New Save 

✓ Portfolio "Model Test Portfolio" was created. 

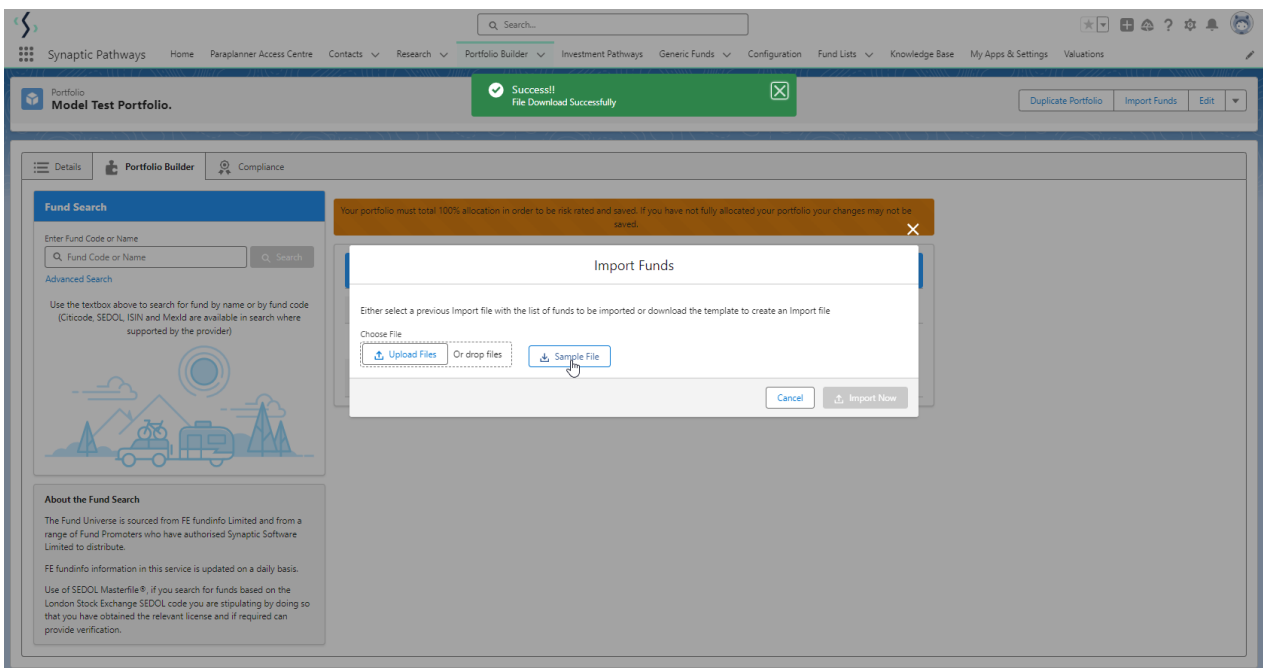
Click 'Import Funds' in the top right of the screen:



Click 'Sample File' to download the template file:



Open the file to input the funds in your portfolio (you may need to navigate to your download folder)



Once open, you will find a list of example citicodes and fund weightings:

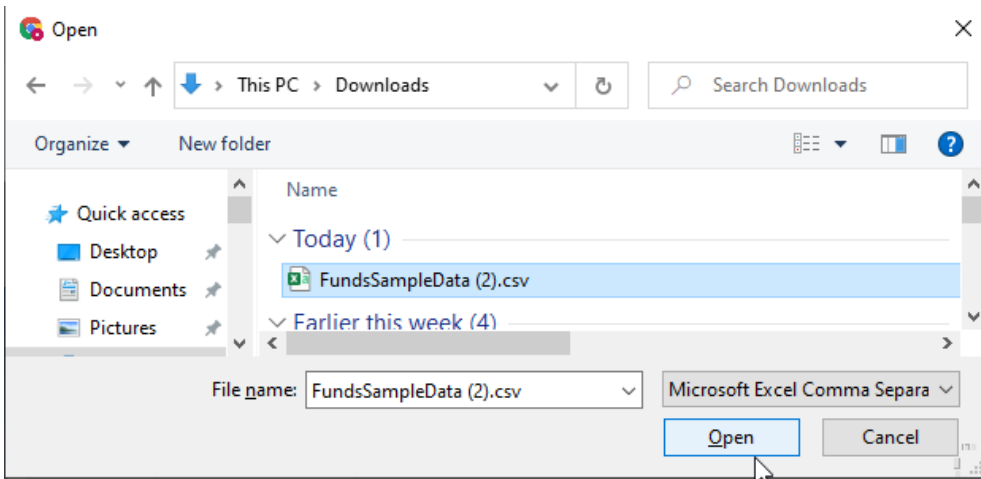
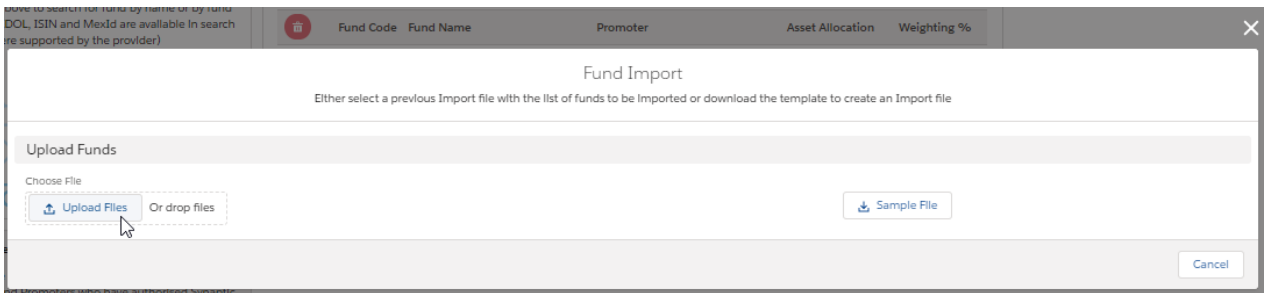
	A	B	C
1	FUNDCODE	WEIGHTING	
2	M9C3	56.9	
3	FPD7	50	
4	ACDO	30	
5			
6			

Overwrite the citicodes listed with the ISIN or citicodes you would like to import. As seen below:

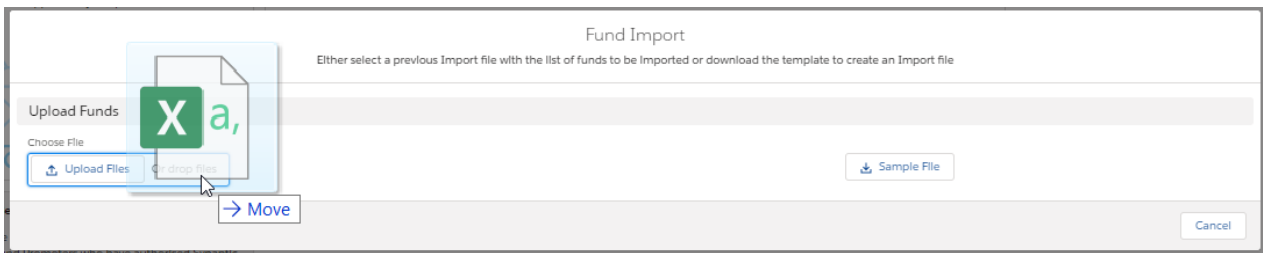
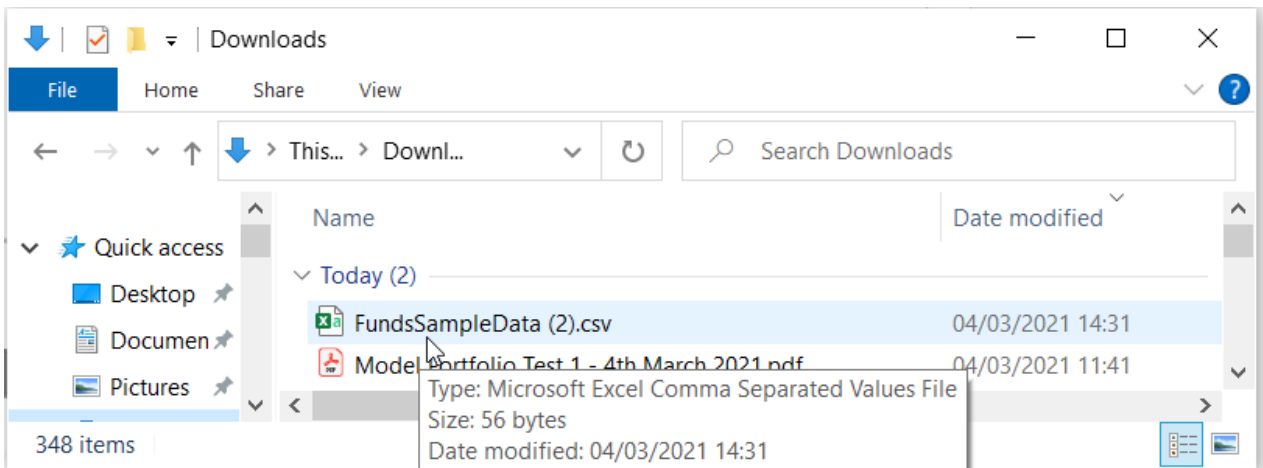
	A	B	
1	FUNDCODE	WEIGHTING	
2	PE12	33	
3	E184	17	
4	F1FS	10	
5	ACDO	40	

Once done, Save the file. Navigate back to Risk Explorer to import:

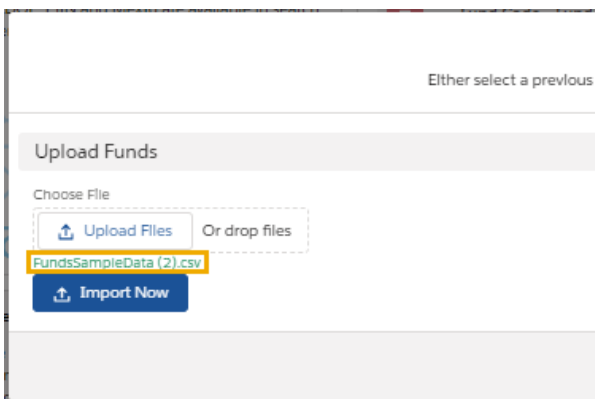
You can click 'Upload Files' to find the file:



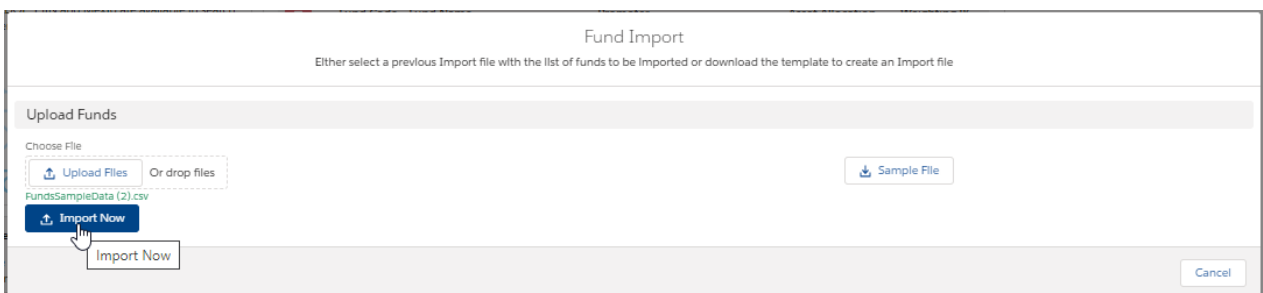
Alternatively, you can drag the file into the Fund Import box:



Once successfully uploaded, the file will be shown under the import file button:



Click 'Import Now' to import into your portfolio:



All funds and their weightings have been imported, as seen below:



Success!!
Successfully validated fund import file.



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

	Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %
	PE12	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd		25
	E184	Fidelity Global Special Situations Acc	Fidelity International (FIL In		25
	F1FS	GIF Global High Yield Bond AM2HKD	HSBC Investment Funds (Lux) SA	Set	
	ACDO	Vanguard LifeStrategy 40% Equity A Acc	Vanguard Investments UK Limite		25
				Cash	0
Remaining allocation:					25%
Total allocation:					75%

Any funds with an approved badge are funds within a Central Investment Proposition.

Please note: If using a Fund List, ensure the funds you are importing are on the list before importing.

Please correct these data and try again.

FUND CODE	WEIGHTING	ERROR
PE12	33	This fund is not permitted by your default Fund list
F1FS	10	This fund is not permitted by your default Fund list
ACDO	40	This fund is not permitted by your default Fund list
PE12	33	This fund is not permitted by your default Fund list
F1FS	10	This fund is not permitted by your default Fund list
ACDO	40	This fund is not permitted by your default Fund list

Cancel