Portfolio Builder - Importing Portfolios
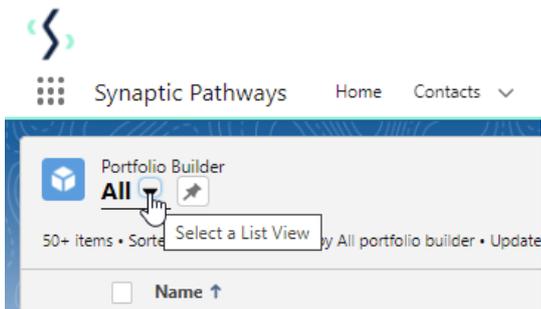
You are able to import multiple portfolios within Portfolio Builder and Investment Pathways.

Navigate to Portfolio Builder:
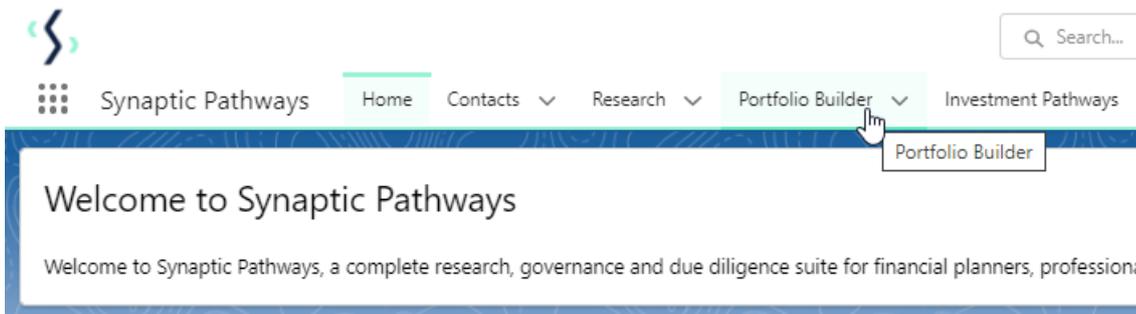
Once within the Portfolio Builder tab, make sure the List View is set to 'All:

Pin the List view:

Click 'Import Portfolio'

Download the Sample File:

Once downloaded, open the file (you may need to navigate to your download folder)

The file is populated with test data:

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Q28

	A	B	C	D	E	F
1	NAME	RANGE	FUNDCODE	WEIGHTING		
2	test1	test1	M9C3	56.9		
3	test2	test2	FPD7	50		
4	test3	test3	ACDO	30		
5						
6						
7						

Use the 'NAME' field to enter the name of the portfolio. This will need to be the same for each fund within the portfolio:

	A	B	C	D
1	NAME	RANGE	FUNDCODE	WEIGHTING
2	Test Portfolio Import 3	test1	M9C3	56.9
3	Test Portfolio Import 3	test2	FPD7	50
4	Test Portfolio Import 3	test3	ACDO	30
5	Test Portfolio Import 3			
6	Test Portfolio Import 3	(Ctrl) ▾		
7				

If you would like to enter a 'RANGE' make sure it is the same for each fund. In this example, we will leave range blank (this can also be amended in the portfolio once imported)

	A	B	C	D
1	NAME	RANGE	FUNDCODE	WEIGHTING
2	Test Portfolio Import 3		M9C3	56.9
3	Test Portfolio Import 3		FPD7	50
4	Test Portfolio Import 3		ACDO	30
5	Test Portfolio Import 3			
6	Test Portfolio Import 3			
7				

Add fund codes using Citicode or ISIN, then the weighting:

	A	B	C	D
1	NAME	RANGE	FUNDCODE	WEIGHTING
2	Test Portfolio Import 3		E184	56.9
3	Test Portfolio Import 3		PE12	50
4	Test Portfolio Import 3		P9UO	30
5	Test Portfolio Import 3		NO84	
6	Test Portfolio Import 3		JZB9 ✥	
7				(Ctrl) ▾
8				
9				

	A	B	C	D	E
1	NAME	RANGE	FUNDCODE	WEIGHTING	
2	Test Portfolio Import 3		E184	15	
3	Test Portfolio Import 3		PE12	20	
4	Test Portfolio Import 3		P9UO	30	
5	Test Portfolio Import 3		NO84	15	
6	Test Portfolio Import 3		JZB9	20	
7					(Ctrl) ▾
8					
9					

To add multiple portfolios, list as seen below:

	A	B	C	D	E
1	NAME	RANGE	FUNDCODE	WEIGHTING	
2	Test Portfolio Import 3		E184	15	
3	Test Portfolio Import 3		PE12	20	
4	Test Portfolio Import 3		P9UO	30	
5	Test Portfolio Import 3		NO84	15	
6	Test Portfolio Import 3		JZB9	20	
7	Import Test 1		CPC1	10	
8	Import Test 1		WU41	30	
9	Import Test 1		MB33	25	
10	Import Test 1		K8VK	20	
11	Import Test 1		J84S	15	
12	Portfolio Test 1		NO84	10	
13	Portfolio Test 1		JZB9	30	
14	Portfolio Test 1		CPC1	25	
15	Portfolio Test 1		WU41	20	
16	Portfolio Test 1		MB33	15	
17					

Save the spreadsheet and close. Once done, navigate back to Risk Explorer. Click 'Upload Files':

Portfolio Import

Upload Funds to Portfolios

Either select a previous Import file with the list of Portfolios to be Imported or download the template to create an Import file.

The Import supports CITI Code or ISIN.

Any existing Portfolio with a matching name will be updated with the Import values provided.

Any Portfolio where the asset allocation is not specified, or the fund weightings do not equal 100% can be adjusted when the Import is complete.
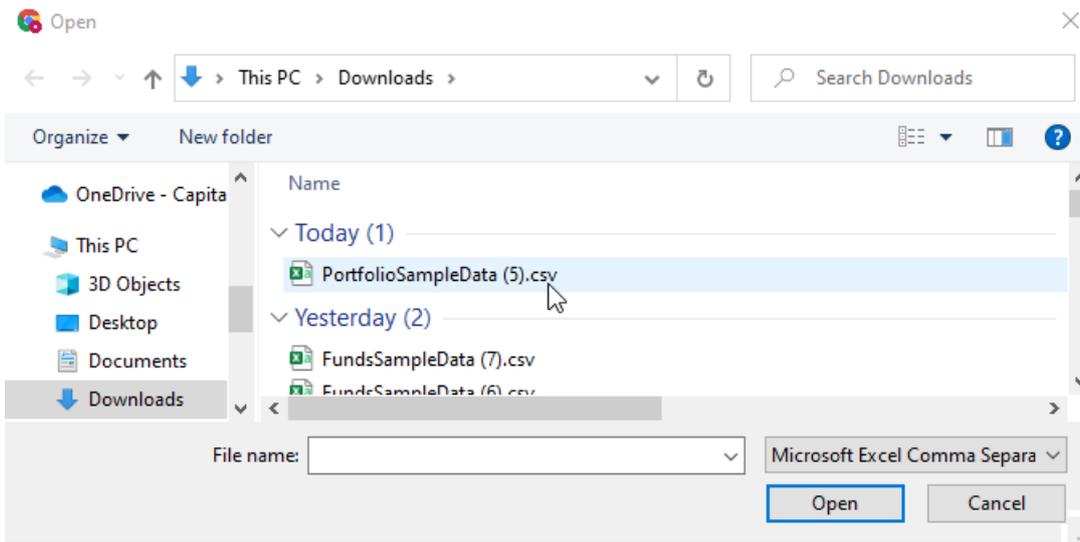
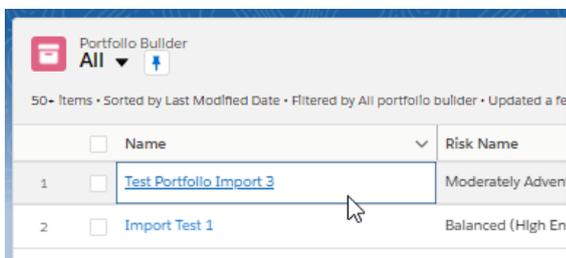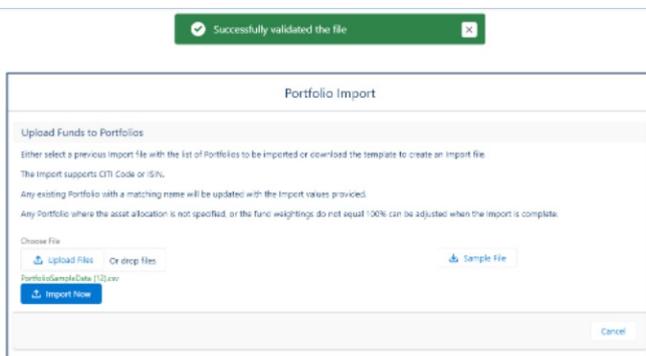Choose File

⬆ Upload Files   Or drop files   ⬇ Sample File

Cancel
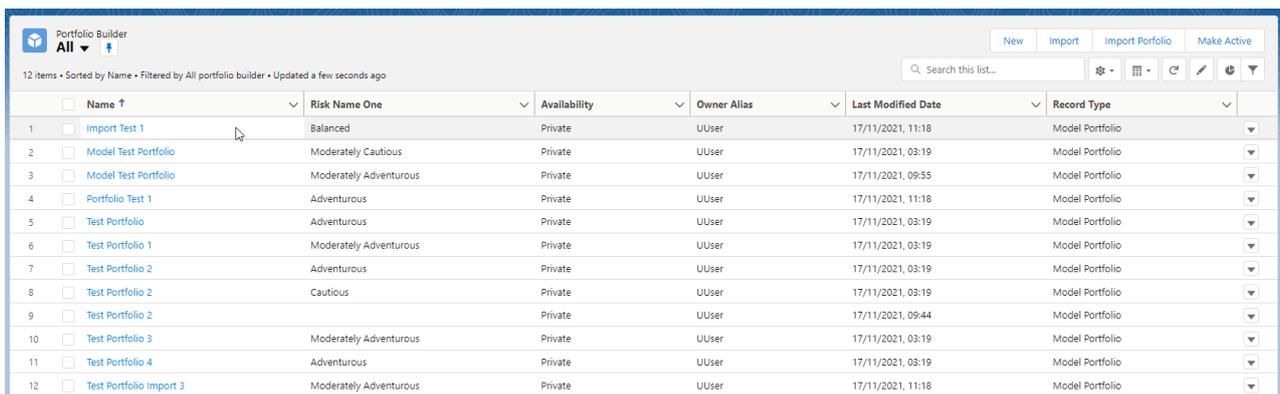
Navigate to the file and 'Open':

Once uploaded, click 'Import Now':

If any portfolio has 'Requires Attention', make sure the weighting is correct. A fund may also be missing asset allocation which can be manually set.

See example below:

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	✓		🔒
				Cash	0	🔓

There is a gap in the Asset Allocation provided by the Fund Promoter. Click to set manually.

Remaining allocation:	25%
Total allocation:	75%

For more information on setting asset allocation for a fund, see article Portfolio Builder - Creating a Portfolio