## Portfolio Builder - Importing Portfolios

Last Modified on 23/04/2024 11:30 am BST

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:



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## Pin the List view:

9 items • Sorted by Name Pin this list view	w prtfolio builder • Updated 3 minutes ago			
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Click 'Import Portfolio'

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Adventurous	Balanced	Private	1004	11/02/2022, 15:46	Model Portfolio
an amon	Moderately Adventurous	Private	with press	22/03/2022, 15:16	Bespoke
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and a second	Adventurous	Private	parts.	19/10/2021, 10:58	Bespoke
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all a second	Adventurous	Private	NO.011	04/01/2022, 14:38	Bespoke
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## Download the Sample File:

3

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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

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

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The file is populated with test data:

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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	В	С	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	В	С	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	В	С	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				<b>4</b> 3
9				2

	A	В	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					2

To add multiple portfolios, list as seen below:

	A	В	С	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 Impo	ort
Upload Funds to Portfolios	
Elther 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 provi	ided.
Any Portfollo where the asset allocation is not specified, or the fund weightings do not ec	ual 100% can be adjusted when the Import Is complete.
Choose File	
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Navigate to the file and 'Open':

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Once uploaded, click 'Import Now':

Upload Funds to	Portfolias			
ither select a previo	ous Import file with the list of Portfolios to be imp	ported or download the template I	to create an import file	
The Import supports	CITI Code or ISIN.			
Any existing Portfolio	o with a matching name will be updated with the	Import values provided.		
Any Portfolio where	the asset allocation is not specified, or the fund v	weightings do not equal 100% can	be adjusted when the import is complete.	
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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:

	Portfe All	olio Builder	1100-710		SALETIG METAN	SANCTIMUT TRASS IT CZ			lew	Import	Impo	rt Porfoli	) Ma	ke Activ	ive
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		Name 1	$\sim$	Risk Name One	Availability $\checkmark$	Owner Alias 🗸 🗸	Last Modi	fied Date	~	Record	Гуре			$\sim$	
1		Import Test 1		Balanced	Private	UUser	17/11/202	1, 11:18		Model P	ortfolio				•
2		Model Test Portfolio		Moderately Cautious	Private	UUser	17/11/202	1, 03:19		Model P	ortfolio				•
3		Model Test Portfolio		Moderately Adventurous	Private	UUser	17/11/202	1, 09:55		Model P	ortfolio				•
4		Portfolio Test 1		Adventurous	Private	UUser	17/11/202	1, 11:18		Model P	ortfolio				•
5		Test Portfolio		Adventurous	Private	UUser	17/11/202	1, 03:19		Model P	ortfolio				•
6		Test Portfolio 1		Moderately Adventurous	Private	UUser	17/11/202	1, 03:19		Model P	ortfolio				•
7		Test Portfolio 2		Adventurous	Private	UUser	17/11/202	1, 03:19		Model P	ortfolio				•
8		Test Portfolio 2		Cautious	Private	UUser	17/11/202	1, 03:19		Model P	ortfolio				•
9		Test Portfolio 2			Private	UUser	17/11/202	1, 09:44		Model P	ortfolio				•
10		Test Portfolio 3		Moderately Adventurous	Private	UUser	17/11/202	1, 03:19		Model P	ortfolio				•
11		Test Portfolio 4		Adventurous	Private	UUser	17/11/202	1, 03:19		Model P	ortfolio				•
12		Test Portfolio Import 3		Moderately Adventurous	Private	UUser	17/11/202	1, 11:18		Model P	ortfolio				•

our por	rtfolio must total 100%	allocation in order to be risk rated and be	saved. If you have not fully alloca saved.	ted your portfolio your (	hanges may not
Fund	i Table				
Ô	Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %
×	PE12 🛞	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd	<b>v</b>	25
×	E184 🕘	Fidelity Global Special Situations Acc	Fidelity International (FIL In	<b>v</b>	25
×	F1 F5 🛞	GIF Global High Yield Bond AM2HKD	HSBC Investment Funds (Lux) SA	Set	
×	ACDO 🧶	Vanguard LifeStrategy 40% Equity A Acc	Vanguard Investments UK Limite		e is a gap in the A
				Cash	•
				Remaining allocation: Total allocation:	25% 75%

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