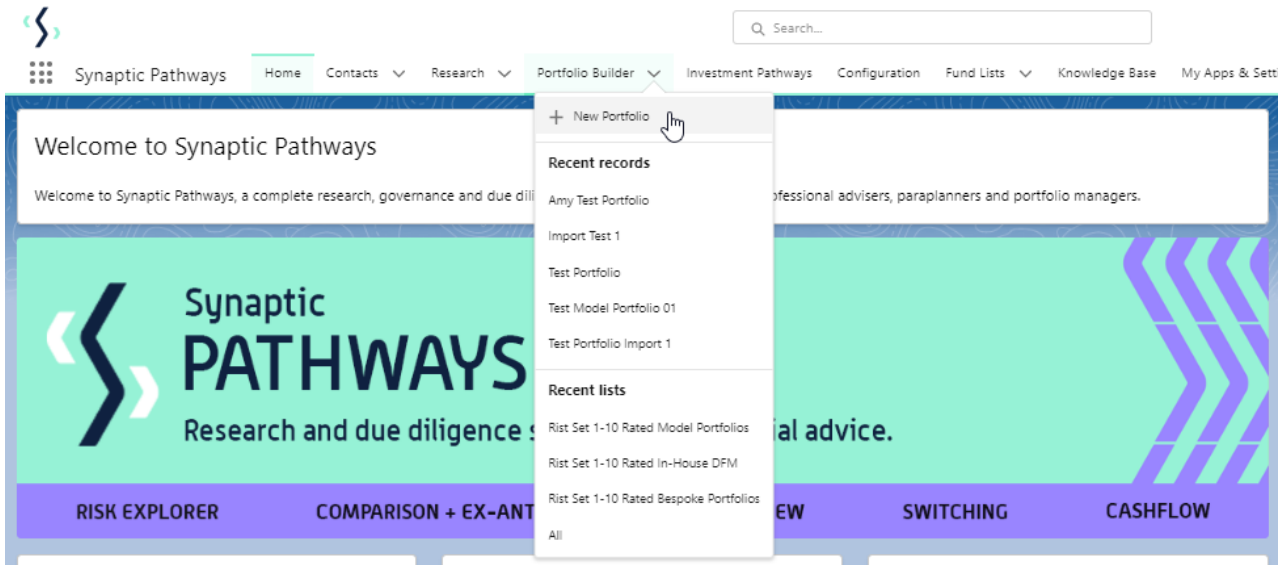


# In-House Discretionary - Create a Portfolio

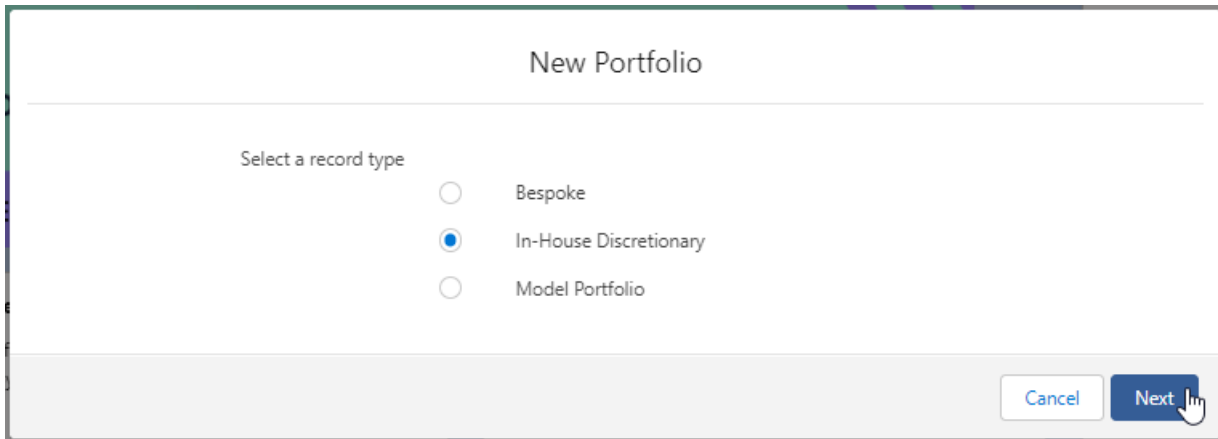
Last Modified on 23/04/2024 11:34 am BST

Create In-House Discretionary portfolios under the Portfolio Builder tab.

Click into the **Portfolio Builder** tab and select **New** or use the drop down arrow to create a **New Portfolio**:



Click **In-House Discretionary** and **Next**:

A screenshot of the 'New Portfolio' form. The title 'New Portfolio' is centered at the top. Below the title is a section titled 'Select a record type' with three radio button options: 'Bespoke', 'In-House Discretionary' (which is selected), and 'Model Portfolio'. At the bottom right of the form are two buttons: 'Cancel' and 'Next', with a mouse cursor pointing at the 'Next' button.

Complete the details of the portfolio:

### New Portfolio: In-House Discretionary

**Information**

<p><b>* Name</b> <span style="float: right;">↶</span></p> <input style="width: 90%;" type="text" value="IHD Test Portfolio"/>	<p>Initial Charge <span style="float: right;">?</span></p> <input style="width: 90%;" type="text"/>
<p>Description</p> <input style="width: 90%; height: 30px;" type="text"/>	<p>Fund Management Costs <span style="float: right;">?</span></p> <input style="width: 90%;" type="text"/>
<p>Range</p> <input style="width: 90%;" type="text" value="Search Ranges..."/>	<p>Transactional Costs (MIFID) <span style="float: right;">?</span></p> <input style="width: 90%;" type="text"/>
<p><b>* Availability</b> <span style="float: right;">?</span></p> <input style="width: 90%;" type="text" value="Private"/>	<p>Discretionary Managers Fee <span style="float: right;">?</span></p> <input style="width: 90%;" type="text"/>
<p>Authorised</p> <input style="width: 90%;" type="text" value="Pending"/>	
<p>Active</p> <input checked="" type="checkbox"/>	

**Private** or **Public** can be selected under Availability. Private portfolios are only accessible by the owner & Public portfolios are accessible to anyone within the org.

**Information**

<p><b>* Name</b> <span style="float: right;">↶</span></p> <input style="width: 90%;" type="text" value="IHD Test Portfolio"/>	<p>Initial Charge <span style="float: right;">?</span></p> <input style="width: 90%;" type="text"/>
<p>Description</p> <input style="width: 90%; height: 30px;" type="text"/>	<p>Fund Management Costs <span style="float: right;">?</span></p> <input style="width: 90%;" type="text"/>
<p>Range</p> <input style="width: 90%;" type="text" value="Search Ranges..."/>	<p>Transactional Costs (MIFID) <span style="float: right;">?</span></p> <input style="width: 90%;" type="text"/>
<p><b>* Availability</b> <span style="float: right;">?</span></p> <input style="width: 90%;" type="text" value="Private"/>	<p>Discretionary Managers Fee <span style="float: right;">?</span></p> <input style="width: 90%;" type="text"/>
<p>Authorised</p> <input style="width: 90%;" type="text" value="Pending"/>	
<p>Active</p> <input checked="" type="checkbox"/>	

Private portfolios are only accessible by the owner.  
 Public portfolios are accessible within this org.

If you are working on the portfolio, select **Pending**. If not authorised to use, select **Not authorised to recommend**. If approved to use, select **Approved**.

## Information

\* Name

IHD Test Portfolio

Description

Range

Search Ranges...

\* Availability

Private

Authorised

Pending

--None--

✓ Pending

Approved

Not authorised to recommend

Initial Charge

Fund Management Costs

Transactional Costs (MIFID)

Discretionary Managers Fee

Cancel

Save & New

Save

Complete the charge information. The Fund Management Costs, Transactional Costs (MiFID) and Discretionary Managers Fees form part of the Ongoing Headline Charge of the Portfolio.

Initial Charge

Fund Management Costs

Transactional Costs (MIFID)

Discretionary Managers Fee

**Save**

# New Portfolio: In-House Discretionary

## Information

\*Name

Description

Range

\*Availability

Authorised

Active

Initial Charge

Fund Management Costs

Transactional Costs (MIFID)

Discretionary Managers Fee

The screenshot shows the Synaptic Pathways Portfolio Builder interface. The top navigation bar includes 'Synaptic Pathways', 'Home', 'Paraplanner Access Centre', 'Contacts', 'Research', 'Portfolio Builder', 'Investment Pathways', 'Generic Funds', 'Configuration', 'Fund Lists', 'Knowledge Base', 'My Apps & Settings', and 'Valuations'. The main content area is titled 'Test InHouse Portfolio' and includes a 'Duplicate Portfolio', 'Import Funds', and 'Edit' button. The 'Fund Search' section on the left provides a search box and instructions. The 'Fund Table' on the right shows a table with columns for Code, Shareclass Lock, Name, Promoter, Asset Allocation, and Weighting %. The table contains one row for 'Cash' with an allocation of 0% and a weighting of 100%. A warning message at the top of the table 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.'

Code	Shareclass Lock	Name	Promoter	Asset Allocation	Weighting %
				Cash	0

Remaining allocation: 100%  
Total allocation: 0%

For further information on In-House Discretionary Portfolios, see article [In-House Discretionary - Funds](#)