

How do I rebalance portfolios?

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Click on rebalancing and you will be presented with a screen that allows you to choose the holdings to be rebalanced. You can select one or several holdings to be rebalanced. You can also change the order of the holding by dragging and dropping the individual holdings as required and click Next.

You will need to re-balance each individual holding in turn, together with any brand new money being invested. Select whether you want to use the existing portfolio as a basis for the rebalance or create a new one. You can search funds by starting to type the first few letters of the fund name and a list of matching funds will appear. You can also choose to select Portfolios & Fund Panels set previously.

The screenshot shows the 'Edit Funds' interface. On the left is a table with columns: F/I, Citicode, Name, and Promoter Name. The table contains four rows of fund data. On the right is a 'Fund Search' panel with fields for Name, Limit to (set to 'Modelier'), Sector, and Promoter. Below these fields is a list of search results, all of which are 'Aviva Alliance Trust Sustainable Fut'. Green arrows point from the search results to the table, indicating the process of adding funds to the portfolio.

F/I	Citicode	Name	Promoter Name
	V572	AXA Sterling Long Corporate Bond Z Acc	AXA IM
	F90	Fidelity Index UK A	Fidelity (FI, Investment Int)
	JJ34	Jupiter Emerging European Opportunities Acc	Jupiter Unit Trust Mgrs
	F65	Fidelity American Acc	Fidelity (FI, Investment Int)


You can select a fund manager under the fund search section on the right hand side of the screen and then drag and drop the required funds from the list provided into the main **Edit Funds** section.


The screenshot shows the 'Edit Funds' interface with a table of funds. A green arrow points to a warning sign (a triangle with an exclamation mark) next to the first row of the table. The table has columns: F/I, Citicode, Name, and Promoter Name. The first row is highlighted in red.

F/I	Citicode	Name	Promoter Name
	AD67	AXA Distribution R Acc	AXA IM
	EN25	AXA Framlington Blue Chip Equity Income R Acc	AXA IM
	FR47	AXA Framlington American Growth R Acc	AXA IM

Any fund which contains asset classes not in the target mix will be highlighted in red and display triangle warning signs next to the fund, as indicated below.

Schroder Absolute Return Bond A Acc ✕

 Caution: This fund's asset allocation includes negative values and has been reappportioned.


 This fund contains one or more asset classes not required by the selected investment proposal. You can ignore this warning, however this may jeopardise the ability to achieve the determined asset mix for this investment.

[Show keys to icons](#) [Show Fund Asset Allocation](#) [Close](#)

After you have selected the funds, click **Next**. The following screen will appear:

Determined Fund Split Failed to allocate the fund splits

Target is an acceptable variance of 0.00% and a minimum weighting per fund of 0.00% [Recalculate](#)

 Your target mix could not be achieved. This could reflect a different fund combination, review your acceptable variance or minimum fund weighting, or combine with this result.

Achieved Asset Class Mix				Funds in Portfolio			
Asset Class	Target Mix	Achieved Mix	Delta	Fundcode	Name	Promoter Name	Weight
UK Corporate Bonds	30.00%	1.00%	-29.00%	AMC01	Newton Balanced	Newton & Bow Newton Asset Mgmt	30.00%
Global Equities (ex-UK)	30.00%	43.40%	13.40%	AMC02	IMAGIN Global GBP	IMAGIN	33.33%
UK Equities	30.00%	25.10%	-5.10%				
Global Property	0.00%	-0.00%	-0.00%				
Emerging Markets Equities	0.00%	1.10%	1.10%				

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The screen displays the target mix, achieved mix and delta for the target portfolio. If this is acceptable click **Next**, alternatively click **Back** and change the fund selection to increase the chance of achieving the target portfolio.

At this point you can define the acceptable variance and minimum weighting per fund if required by entering the figures into the boxes at the top of the screen and clicking recalculate. Use **Next** to move to the Save area, where you can save the portfolio to use for other scenarios/clients.

Once all the relevant funds have been selected and you are happy with the weightings, use the Next button to display the target asset split and the asset split of the portfolio you have built by way of donut graphical illustrations.

Throughout the Portfolio Rebalancing loop you can display any fund fact sheet by selecting the following symbol:-

Once you have completed re-balancing all of the individual holdings together with any new funds, you will be taken to a results screen. From here you can either **Accept** and create the final report, enter the re-balancing loop again or **Discard** the re-balancing journey completely.

