## How can I manually add or update values to holdings?

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The **underlying assets** tab on the left hand side navigation under**Holdings**, is where you can specify what the plan is made of in terms of funds or asset classes and what the current valuation is.

Once in **Underlying Assets**, you have the choice of selecting valuations from Contract Enquiry – subject to the correct licencing permissions and set up being in place. See article **How do I get values for any holdings by using contract enquiry?** for details.

Alternatively, you can select either a Manual Fund List or Manual Asset Class List, as shown below:

Details	Plan Underlying Assets					
<ul> <li>Contributions</li> </ul>	Get plan valuations:         Contract Enquiry - Electronic Valuation           Funds:         Last update:         Contract Enquiry - Electronic Valuation           Non fund related data:         Manual Fund Ust         Manual Fund Ust		50:55. The value disp for full details	layed has been determined by	the FE © fund data price feed.	
Withdrawals	Contract Enque Only one Contract Enquiry can be requested for a ho	siding per day.	014 at 9:55			Asset Allocation
Underlying Assets	Fund Name		Units	% of Holding	Value	
Performance	Aniva Gilt 54	40	100.4	2.31	£397.19	
	Avive Henderson Emerging Market Opportunities 54	40	300.04	3.56	£612.62	
	Aulva Invesco Perpetual Euro Smaller Companies 54	40	700.55	11.77	\$2,024.45	
	Avive With Profits 54	40	300.78	4.27	6734.17	Global (quities (ex UK)

## Manual Fund Lists

If you wish to enter the funds manually, select "Manual Fund List" from the dropdown menu and then click the add button to open the fund search screen where you can add funds individually or select existing portfolios or fund panels to add in bulk. See section 6 for more information on portfolios and panels.

-	vert 🔊 Portfolio Factsheet				
Details	Plan Underlying Assets				
Contributions	Get plan valuations: Manual Fund List				
Withdrawals	Funds				
Underlying Assets	Fund Name	Units	N of Holding	Value	~~@
	Valuations	Projected Maturity Values			
	Current Value	Projected Maturity Values 2%			
	Current Value	3%			
	Current Value				

The fund search screen does two things; the right hand side allows you to search for funds and the left hand side are the funds you have selected to add to the holding.

You can select funds either by dragging and dropping the fund(s) from the right to the left or by double clicking on them which will automatically move them from the right to the left.

In order to search for a fund, start to enter the name of it in the search box. All funds that match what you have typed will appear in the list below for selection.

			Name	Promoter		_	Fund Search Portfolios & Fund Panels
QUN	A	0	Skandia BlackRock Balanced Growth Portfolio SP	Skandia Life	Þ	Θ	Name GGKP
189	0	0	Scot Eq Invesco Perp Stockmarket Managed Pn	Aegon/Scottish Equitable	Ð	Θ	Universe Entire Universe
SKP	0	ଷ୍ଟ	AXA LE Standard Life Global Index Linked Bond	AXA Life Europe	Ð	8	Sector
							Promoter  Parent Fund  Child Fi
							AXA LE Standard Life Global Index L

Funds that have already been selected will be "greyed out" in the search results.

Alternatively you can select entire portfolios or panels (or indeed any fund contained within it) by selecting the "Portfolios & Fund Panels" tab on the right hand side.

This will present you with the list of all existing portfolios and panels you have.

From there you can drag & drop the entire portfolio or by clicking (once) on a portfolio or panel it will display the individual funds that make it up for you to select them individually.

idea LSL         ishare test public         ishare test public         istant test portfolio 12/07/2012         istant test portfolio Test         istant test portfolio Test         istant test test portfolio Test         istant test test portfolio Test         istant test test test portfolio Test         istant test test test test test portfolio Test         istant test test test test test test test te	iticode	Name	Promoter	Fund Search Portfolios & Fund Panels
Show Portfolios & Fund Panels				Import an entire portfolio or a fund by dragging it into your universe.
<ul> <li>share test public</li> <li>test portfolio 12/07/2012</li> <li>Testimo</li> <li>Fidelity Portfolio Test</li> <li>TEST23</li> <li>Test243</li> </ul>				
<ul> <li>share test public</li> <li>test portfolio 12/07/2012</li> <li>Testimo</li> <li>Fidelity Portfolio Test</li> <li>TEST23</li> <li>Test243</li> </ul>				
test portfolio 12/07/2012         Testimo         Fidelity Portfolio Test         TEST23         Test243				Ideal List
Testimo         Fidelity Portfolio Test         TEST23         Test243				share test public
Fidelity Portfolio Test         TEST23         Test243				test portfolio 12/07/2012
TEST23 Test243				Testimo
Test243				Fidelity Portfolio Test
				TEST23
test21				Test243
				test21
Test5678				20092015Test

Once you have selected all the funds that the client has click on the add button to add them to plan.

iticode	Name	Promoter		Fund Search Portfolios & Fund Panels
PV6 🕖	Invesco Perpetual European High Inc	Invesco Perpetual	₿ ⊗	Import an entire portfolio or a fund by dragging it into your universe.
IE49 🚺	BlackRock Gold & General A Acc	BlackRock	₿ ⊗	Show Portfolios & Fund Panels 🔹
				Ideal List
				share test public
				test portfolio 12/07/2012
				Testimo
				Fidelity Portfolio Test
				TEST23
				Test243
				test21
				Test5678
				20092015Test

This will then allow the number of units to be added in for each of the funds selected and a valuation calculated, as shown below:

Example Test 🕘 🔹 Delete 🖛 Revert 🔓	© Test SHVTIST 6A.						
Details	Underlying Assets Get plan valuations: Manual Fund Ltst -						
Contributions Withdrawals	Funds		Units	% of Holding	Value	Add 🕁	Asset Allocation
Underlying Assets	Invesco Perpetual High Income Inc	<b>▲</b>	4500	89.22	£20,696.85	0	
Performance	Invesco Perpetual European High Income Acc BlackRock Gold & General A Acc	0	456 234	2.02	£469.68 £2,031.12	8	
(	Valuations Projected Maturity Values 2107/50 Transformet Value 210 Transformet Value 210 70 70						UK Equities (84.97%) Commodities (8.75%) Gold Taylor (8.17%) Gold Taylor (8.17%) (4.25%) Cash (0.47%) Cash (0.47%) Cash (0.47%) Cash (0.47%)

## Manual Asset Class Lists

If you select the Manual Asset Class List option, as shown below:

Underlying Asset	ts							
Get plan valuations:	Manual Asset Class Lis	st	-					
Asset Classes	Manual Fund List							
	Manual Asset Class List			 	 			
Asset Name						% Allocated	Value	Add
Valuations		Projected Maturity Value	,					
	Current Value		3%					
0	Transfer/Surrender		5%					
	Transfer/surrender		276					
			7%					

## The following screens will allow you to add in Asset Classes.

t plan valuations: Manual Asset Class Lit			
set Classes			$\frown$
uel Nante	National value	(	Asset Allocation
			And Can Wal
Autions	Projected Maturity Values		
Current Value	Projected Maturity Values 3%		
Current Value			
aluations Current Value 3723.20 Transfer/Surrender			

Select from the list of asset classes configured in the system as shown below:

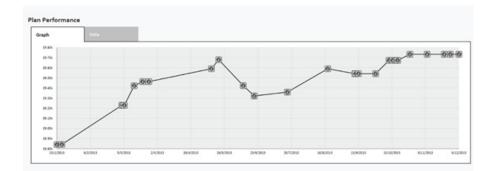
	t class select the asset class(es) you wish to add	\$
		4
	US Fixed Income	ñ
	European Fixed Income	
	Asia Pac (ex Japan) Equities	
	Property	
	Global Property	
1	Commodities	
-	UK Index Linked	
	Global Equities (ex UK)	
V	Hedge Funds	
-	UK Equities	
1	European Equities	
	Global Fixed Income (ex UK)	-

Then add in the percentage allocated to each class and the total valuation, this will then calculate the value of each class.

vetails	Plan Underlying Assets				
ontributions	Get plan valuations: Manual Asset Class	List .			
Withdrawals	Asset Classes				
nderlying	Asset Name	1000		(G) Asset	Allocation
sets	Commodities	20.00	DHH	•	
formance	Hedge Funds	7040	£1,861.60	0	
	European Equities	30.00	\$1,116.96	0	
$\langle$	Valuations 2723.20 AutoM7/Surrede		54 54	Connects	fs (50.00%)

Once you have all the funds or asset classes click on the **Performance** tab.

The **Performance** tab, if selected shows a graph with historic valuations as detailed below in the following screen shot.



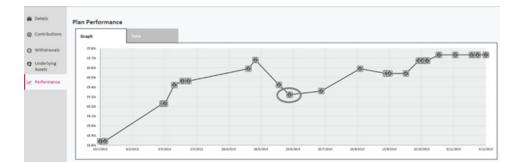
A valuation point is stored every time you go to the **Underlying Assets** page. Each time you access the page the prices of the funds in a portfolio are updated with the latest prices. The more often you view the holding the more often the valuation points will be stored.

Alternatively you can add historic valuation points to the graph by selecting the**Data** tab and pressing add.

etails	Plan Performance		
ontributions	Craph Data		
Vithdrawals	Dute	Value Drawed B	
inderlying	6/3/2014	10218	0
usets	5/3/2014	10107.6	0
erformance	28/2/2014	10107.6 VIII VIII VIII VIII VIII VIII VIII VI	•
	27/2/2014	10107.6	0
	18/2/2014	10021	0
	14/2/2014	10021	0
	31/1/2014	9911.8	0
	29/1/2014	9882.2	0
	17/1/2014	9895.2	0
	14/1/2014	9895.2 9895.2	
Add \			0
Add V	Value Point	9895.3	
Value	Value Point	885.3	

You can also use the information buttons to view an historic valuation.

O Delete 🤊 Rev	er			
Details	Plan Performance			
Contributions	Graph Data			
Withdrawals	Date	value	Entered By	
Underlying Assets	6/3/3854	10238		0
	5/3/2014	10107.6		~
e Performance	28/2/2014	80107.4		•
	27/2/2014	10107.6		~
	18/2/2014	10021		
	14/2/2014	10021		
	31/3/2014	9911.8		
	29/1/2014	9682.2		
	17/1/2014	9895.2		
	14/3/2014	9895.2		0 0



The valuation data will include value, date and asset allocation along with how the valuation point was created (either manually, automatically or via contract enquiry).

Performance	*
Date 18/2/2014 Total Value 10021 Entered By	
	Giobal Equities (ex.UK) (38.48%) UK Equities (13.07%) UK Covrtate Bonds (10.34%) UK Govt Bonds (10.34%) European Fixed Income (8.80%) Giobal Fixed Income (ex.UK) (8.57%) U S Fixed Income (6.82%) Cash (1.76%) Emerging Markets Equities (1.57%) Global Property (0.25%)
Ok	Cancel

When you have completed editing click on Save and Close



The plan details will then show as follows:

Clients Risk Rating M	odeller An	alyser Comparator	Webline Product &	k Fund Tools & Calculato	rs 🕶 Settings 🕶		Ex	ample Test	•	? Help	
Q Search Clients			8					6		SYNAPT	
💄 Example Test  🕀 🝷								ý	ß		
Policy Report 🚺 Star	t Contract End	uiry									
Personal Details	▼ Pla	atforms (1)									
U Personal Decans	Na	ime	Provider	Product	Status	Value	Assigned To			Add 🕂	
Holdings	Те	st Platform	Sample Provider	Test Platform	In Force	£541,393.70		Ð	6	<u>×</u> 0	
Income Sources	•	Assets (0)									
	•	Accounts (0)									
Accumulation Goals	•	Plans (1)									
Retirement Income Go	als 🕨	SIPPs (1)									
							Total value of Pla	forms £	541,39	3.70	
		PPs (1)									
	N	ime	Provider	Product	Status	Value	Assigned To			Add 🤂	
	Te	st SIPP	Sample Provider	TEST SIPP	In Force	£20,696.85		Þ	Ō	<u> </u>	
	•	Assets (0)									
	•	Accounts (0)									
	•	Plans (1)									
		Total value of SIPPs £20,696.85									
	▼ Pla	▼ Plans (1)									
	N	ime	Provider	Product	Status	Value	Assigned To			Add 🤂	
	Те	st Plan	Sample Provider	Sample Test Plan	In Force	£40,479.79		Þ	6	<u> </u>	