

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:

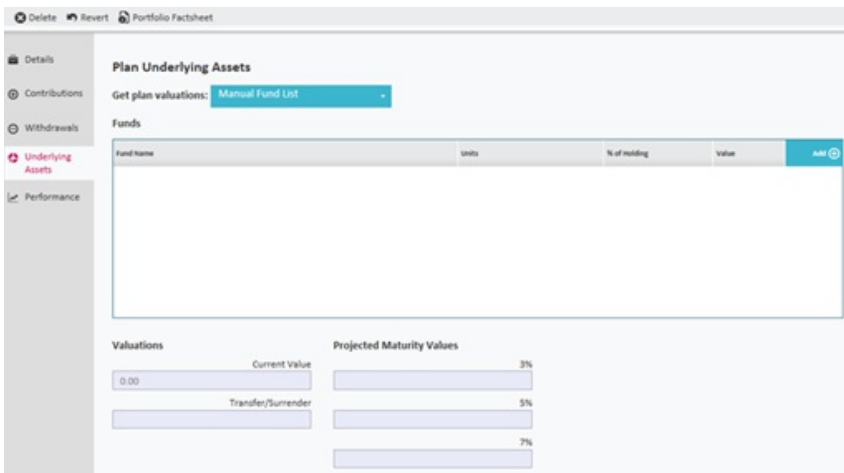
The screenshot displays the 'Plan Underlying Assets' screen. At the top, there are buttons for 'Delete', 'Revert', and 'Portfolio Factsheet'. The main area is titled 'Plan Underlying Assets' and includes a dropdown menu for 'Get plan valuations' set to 'Contract Enquiry - Electronic Valuation'. Below this, there are two options: 'Manual Fund List' and 'Manual Asset Class List'. A table lists the following funds:

Fund Name	Units	% of Holding	Value
Aiava Gilt 54	300.4	2.31	£397.19
Aiava Henderson Emerging Market Opportunities 54	300.04	3.56	£922.62
Aiava Invesco Perpetual Euro Smaller Companies 54	700.55	11.77	£2,024.45
Aiava With Profits 54	300.76	4.27	£794.17
Aiava Mixed Investment (20-40% Shares) 54	660.18	13.10	£2,253.39

To the right of the table is an 'Asset Allocation' donut chart. A legend below the chart indicates 'Global Equities (ex UK) (23.33%)'. At the bottom of the screen, there are buttons for 'Save', 'Save & Close', and 'Cancel'. The footer text reads: 'Synaptic Fusion Version 3.1.164 Copyright © 2013 Capita Financial Software Ltd. | Accessibility'.

Manual Fund Lists

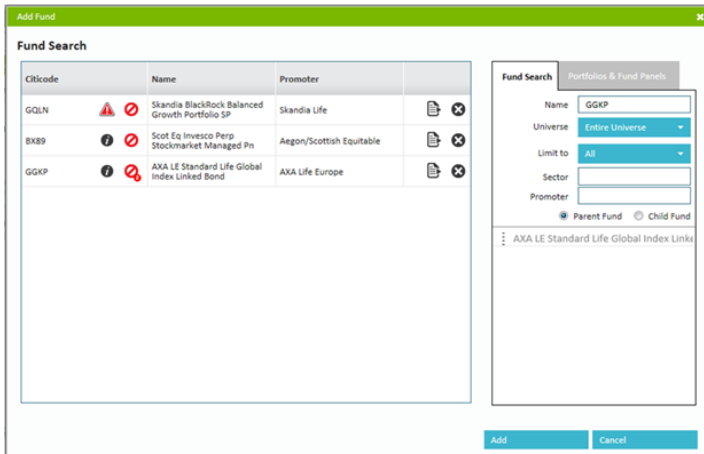
If you wish to enter the funds manually, select “Manual Fund List” from the dropdown menu and then click the add button to open the fund search screen where you can add funds individually or select existing portfolios or fund panels to add in bulk. See section 6 for more information on portfolios and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



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.

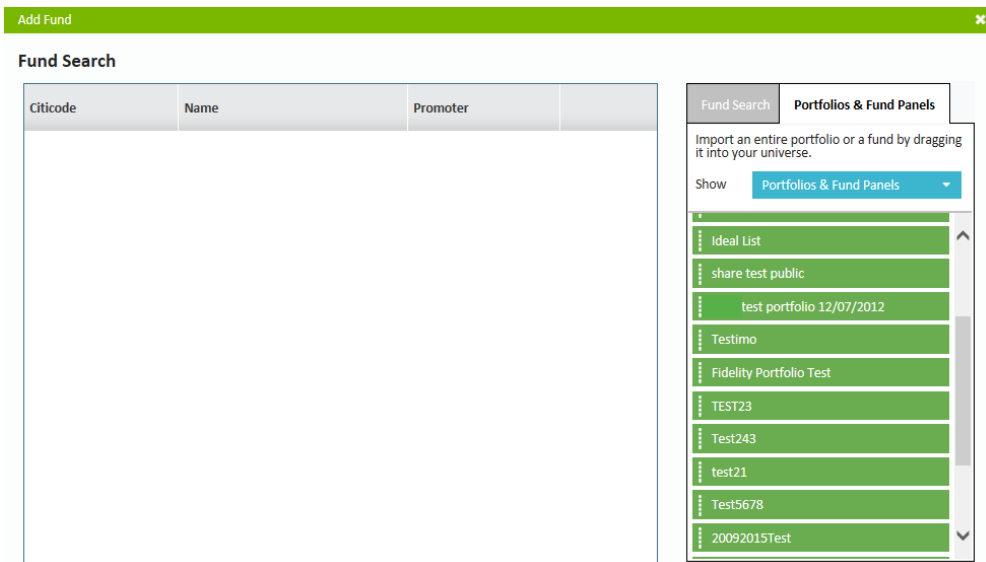


Funds that have already been selected will be “greyed out” in the search results.

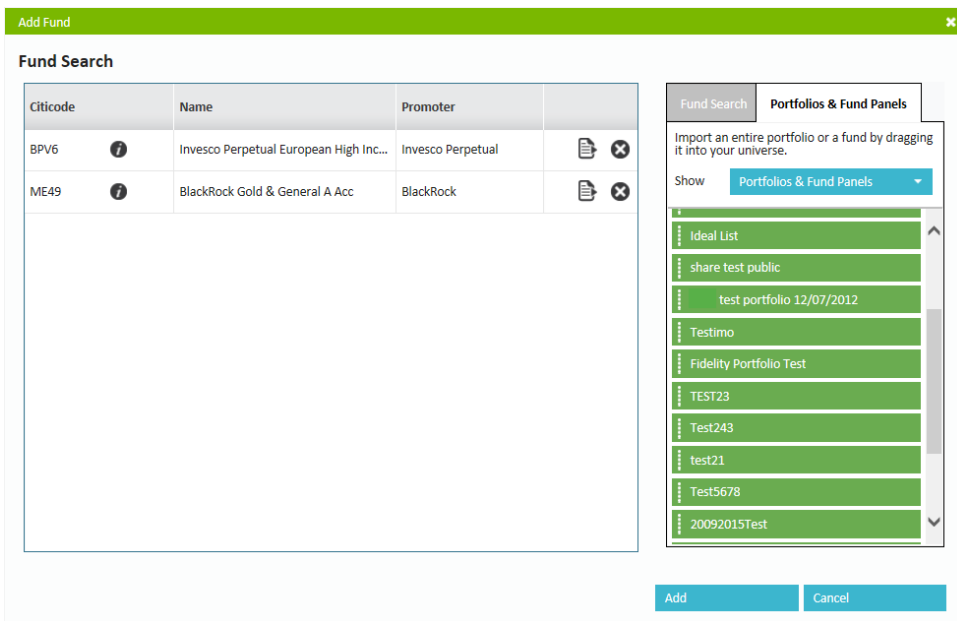
Alternatively you can select entire portfolios or panels (or indeed any fund contained within it) by selecting the “Portfolios & Fund Panels” tab on the right hand side.

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.



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



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:

Underlying Assets

Get plan valuations: **Manual Fund List**

Fund Name	Units	% of Holding	Value
Invesco Perpetual High Income Inc	4500	85.22	£20,696.85
Invesco Perpetual European High Income Acc	456	2.02	£469.68
Blacklock Gold & General A Acc	234	8.76	£2,031.12

Asset Allocation

- UK Equities (84.97%)
- Commodities (8.75%)
- Global Equities (ex UK) (4.82%)
- Global Fixed Income (ex UK) (0.42%)
- Cash (0.42%)
- Emerging Markets Equities (0.12%)

Manual Asset Class Lists

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

Underlying Assets

Get plan valuations: **Manual Asset Class List**

Asset Classes: **Manual Asset Class List**

Asset Name	% Allocated	Value
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Valuations

Current Value: 0

Projected Maturity Values

- 3%
- 5%
- 7%

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

Plan Underlying Assets

Get plan valuations: **Manual Asset Class List**

Asset Classes: **Manual Asset Class List**

Asset Name	% allocated	Value
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Asset Allocation

Asset Class | Weight

Valuations

Current Value: 3723.20

Projected Maturity Values

- 3%
- 5%
- 7%

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

Add Asset Class

Please select the asset class(es) you wish to add

- US Fixed Income
- European Fixed Income
- Asia Pac (ex Japan) Equities
- Property
- Global Property
- Commodities
- UK Index Linked
- Global Equities (ex UK)
- Hedge Funds
- UK Equities
- European Equities
- Global Fixed Income (ex UK)

Add **Cancel**

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

Plan Underlying Assets

Get plan valuations: **Manual Asset Class List**

Asset Name	Percentage	Value
Commodities	20.00	£744.54
Hedge Funds	30.00	£1,851.60
European Equities	30.00	£1,115.96

Asset Allocation

- Commodities (20.00%)
- Hedge Funds (30.00%)
- European Equities (30.00%)

Valuations

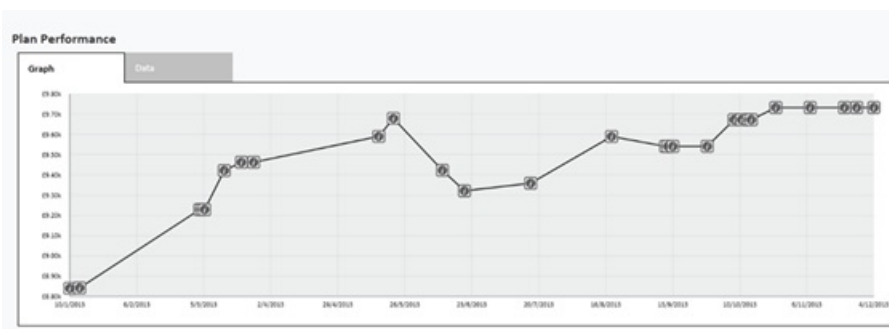
Current Value: £723.20

Projected Maturity Values

- 3%
- 5%
- 7%

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.

Date	Value	Entered By
4/3/2014	10218	
5/3/2014	10207.6	
26/2/2014	10207.6	
27/2/2014	10207.6	
18/2/2014	10021	
14/2/2014	10021	
11/2/2014	9911.8	
29/1/2014	9882.2	
17/1/2014	9895.2	
16/1/2014	9895.2	

Add Value Point

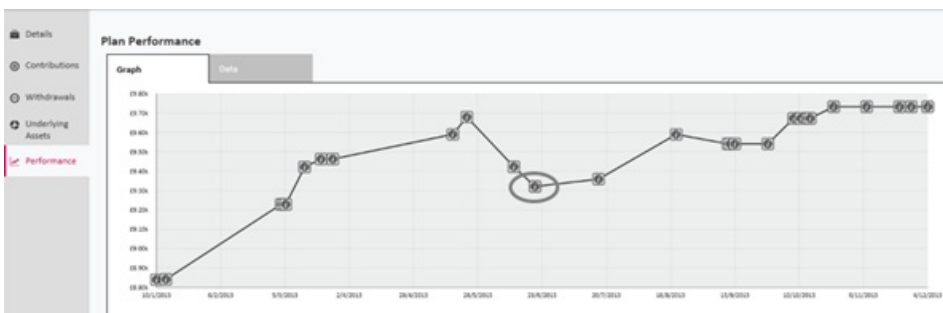
Value: 50000

Valuation Date: 4/3/2012

Ok Cancel

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

Date	Value	Entered By
4/3/2014	10218	
5/3/2014	10207.6	
26/2/2014	10207.6	
27/2/2014	10207.6	
18/2/2014	10021	
14/2/2014	10021	
11/2/2014	9911.8	
29/1/2014	9882.2	
17/1/2014	9895.2	
16/1/2014	9895.2	



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).



When you have completed editing click on **Save and Close**



The plan details will then show as follows:

Clients Risk Rating Modeller Analyser Comparator Webline Product & Fund Tools & Calculators Settings Example Test Help

Search Clients... Example Test

Policy Report Start Contract Enquiry

Personal Details Holdings Income Sources Accumulation Goals Retirement Income Goals

Platforms (1)

Name	Provider	Product	Status	Value	Assigned To	Add
Test Platform	Sample Provider	Test Platform	In Force	£541,393.70		📄 📄 🗑️

Assets (0)
Accounts (0)
Plans (1)
SIPPs (1)

Total value of Platforms £541,393.70

SIPPs (1)

Name	Provider	Product	Status	Value	Assigned To	Add
Test SIPP	Sample Provider	TEST SIPP	In Force	£20,696.85		📄 📄 🗑️

Assets (0)
Accounts (0)
Plans (1)

Total value of SIPPs £20,696.85

Plans (1)

Name	Provider	Product	Status	Value	Assigned To	Add
Test Plan	Sample Provider	Sample Test Plan	In Force	£40,479.79		📄 📄 🗑️