

Creating Holdings

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It is possible for you to record against a client their current arrangements, we use the generic term “Holdings” to describe these. There are 5 types of Holdings:

- Platforms
- SIPPs
- Plans
- Assets
- Accounts

This guide will go through them in reverse order from the simplest to the most complex.

Across all holding types there is a field called “Name” that is always mandatory. This is a user defined name for the holding and will be replayed to you elsewhere in the suite when holdings are being used as a quick reference.

If a client has several holdings it is sensible to use an appropriate name to distinguish between holdings of the same type.

To add a **Holding**, click on the **Holdings** tab on the left hand side as shown:

The screenshot shows the Synaptic software interface. The top navigation bar includes 'Clients', 'Risk Rating', 'Modeller', 'Analysers', 'Comparator', 'Webline', 'Product & Fund', 'Tools & Calculators', and 'Settings'. The user is logged in as 'Example Test'. The left-hand navigation menu is expanded to show 'Holdings'. The main content area displays five expandable sections, each representing a different type of holding:

- Platforms (0)**: Table with columns: Name, Provider, Product, Status, Value, Assigned To, Add (+). Total value of Platforms: £0.00.
- SIPPs (0)**: Table with columns: Name, Provider, Product, Status, Value, Assigned To, Add (+). Total value of SIPPs: £0.00.
- Plans (0)**: Table with columns: Name, Provider, Product, Status, Value, Assigned To, Add (+). Total value of Plans: £0.00.
- Assets (0)**: Table with columns: Name, Type, Value, Assigned To, Add (+). Total value of Assets: £0.00.
- Accounts (0)**: Table with columns: Name, Provider, Product, Value, Assigned To, Add (+). Total value of Accounts: £0.00.

Accounts

These would be things like bank accounts or savings accounts, i.e. Cash Holdings. The software allows you to record account details and the current value together with interest rates. To add an account click on the add button on following screen:

Platforms (0)						
Name	Provider	Product	Status	Value	Assigned To	Add (+)
						Total value of Platforms £0.00

SIPPs (0)						
Name	Provider	Product	Status	Value	Assigned To	Add (+)
						Total value of SIPPs £0.00

Plans (0)						
Name	Provider	Product	Status	Value	Assigned To	Add (+)
						Total value of Plans £0.00

Assets (0)				
Name	Type	Value	Assigned To	Add (+)
				Total value of Assets £0.00

Accounts (0)					
Name	Provider	Product	Value	Assigned To	Add (+)
					Total value of Accounts £0.00

Input the account details.

Example Test Test Bank Account

Delete Revert

Details

Contributions

Withdrawals

Account Details

Name Test Bank Account *

Provider Name Bank

Account Type Savings Account

Date Opened 17/11/2003 [12]

Current Value

Amount 10000.00 *

Interest Rate 0.00

You can record details of contributions and withdrawals from this **Account** by completing the relevant tabs on the left hand side. See below for further information. Click on **Save and Close**.



The account details will then show as follows:

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

Example Test

Policy Report Start Contract Enquiry

Personal Details

Holdings

Income Sources

Accumulation Goals

Retirement Income Goals

Platforms (0)

Name	Provider	Product	Status	Value	Assigned To	Add
						Total value of Platforms £0.00

SIPPs (0)

Name	Provider	Product	Status	Value	Assigned To	Add
						Total value of SIPPs £0.00

Plans (0)

Name	Provider	Product	Status	Value	Assigned To	Add
						Total value of Plans £0.00

Assets (0)

Name	Type	Value	Assigned To	Add
				Total value of Assets £0.00

Accounts (1)

Name	Provider	Product	Value	Assigned To	Add
Test Bank Account	Bank	Savings Account	£10,000.00		
					Total value of Accounts £10,000.00

Assets

Assets would be physical things i.e. works of art, second homes, vintage cars. These can all be recorded as holdings within Synaptic.

In order for you to be able to represent your client's existing assets, your administrator will need to have created a list of selectable custom assets types for you to choose from.

Please refer to Synaptic Client Administrator Guide for more information about custom asset types.

To add an Asset click on the add button on following screen:

Platforms (0)

Name	Provider	Product	Status	Value	Assigned To	Add
						Total value of Platforms £0.00

SIPPs (0)

Name	Provider	Product	Status	Value	Assigned To	Add
						Total value of SIPPs £0.00

Plans (0)

Name	Provider	Product	Status	Value	Assigned To	Add
						Total value of Plans £0.00

Assets (0)

Name	Type	Value	Assigned To	Add
				Total value of Assets £0.00

Accounts (1)

Name	Provider	Product	Value	Assigned To	Add
Test Bank Account	Bank	Savings Account	£10,000.00		
					Total value of Accounts £10,000.00

Clients Risk Rating Modeller Analyser Comparator Weblene Product & Fund Tools & Calculators Settings

Example Test Cyprus Holiday Home

Delete Revert

Asset Details

Asset: Holiday Home

Name: Cyprus Holiday Home

Purchase Date: 05/11/2008

Current Valuation

Net Value: 30000.00

Income: 0.00

Income Frequency: Monthly

Input the asset details, the asset drop down box contains all of the custom asset types your administrator has set up for you.

You can view the Underlying Assets for this Asset type and record valuations by completing the relevant tabs. See section below for further information. Click on Save and Close.

Save Save & Close Cancel

Plans

Plans would be any savings or investment products i.e. ISA's, PP's, SIPP's, Bonds etc

To add a plan, click on the add button on following screen:

Platforms (0)							Add +
Name	Provider	Product	Status	Value	Assigned To		
Total value of Platforms							£0.00
SIPPs (0)							Add +
Name	Provider	Product	Status	Value	Assigned To		
Total value of SIPPs							£0.00
Plans (0)							Add +
Name	Provider	Product	Status	Value	Assigned To		
Total value of Plans							£0.00
Assets (1)							Add +
Name	Type		Value	Assigned To			
Cyprus Holiday Home			£30,000.00				
Total value of Assets							£30,000.00
Accounts (1)							Add +
Name	Provider	Product	Value	Assigned To			
Test Bank Account	Bank	Savings Account	£10,000.00				
Total value of Accounts							£10,000.00

Input the plan details.

Plan Details

Name

Provider Name

Product Name

Status **In Force**

Please enter a provider, product category and contract number to enable contract enquiry

Product Category

Contract Number

Start Date

End Date

Input the name for the plan which will be used subsequently in the system.

When inputting the **Provider Name** and **Product Name**, a drop down menu will appear to make a selection from, as shown below:

Plan Details

Name

Provider Name

Product Name

Status **In Force**

Please enter a provider, product category and contract number to enable contract enquiry

Product Category

Contract Number

Start Date

End Date

Product Name dropdown list:

- M&G
- Aberdeen Asset Management
- Abn-Amro Retirement Choices
- Agas Protect Limited
- Alliance Trust Savings Limited
- Alltrust Services Limited
- Arbuthnot Latham
- Arjent Limited
- Artemis Fund Managers
- Avalon Investment Services
- Aviva Equity Release UK Limited
- Aviva Health UK Limited
- Aviva Life & Pensions UK Limited
- AXA Investment Managers
- AXA Isle of Man Limited
- Baikerne Asset Management
- Barclays Wealth and Investment Management
- Barnett Waddingham LLP
- Beckett Asset Management
- Berry Asset Management PLC
- Bespoke Pension Management
- Bridgewater Equity Release Limited

If a Provider or Product is not shown in the list then you can simply type in the data you require.

Please note Contract Enquiry will only be available from the relevant providers if selected from the list.

You can record details of contributions and withdrawals, shown below:

Plan Details

Name

Provider Name

Product Name

Status **In Force**

Please enter a provider, product category and contract number to enable contract enquiry

Product Category

Contract Number

Start Date

End Date

If the **Contributions** tab is selected, the following screen will show:

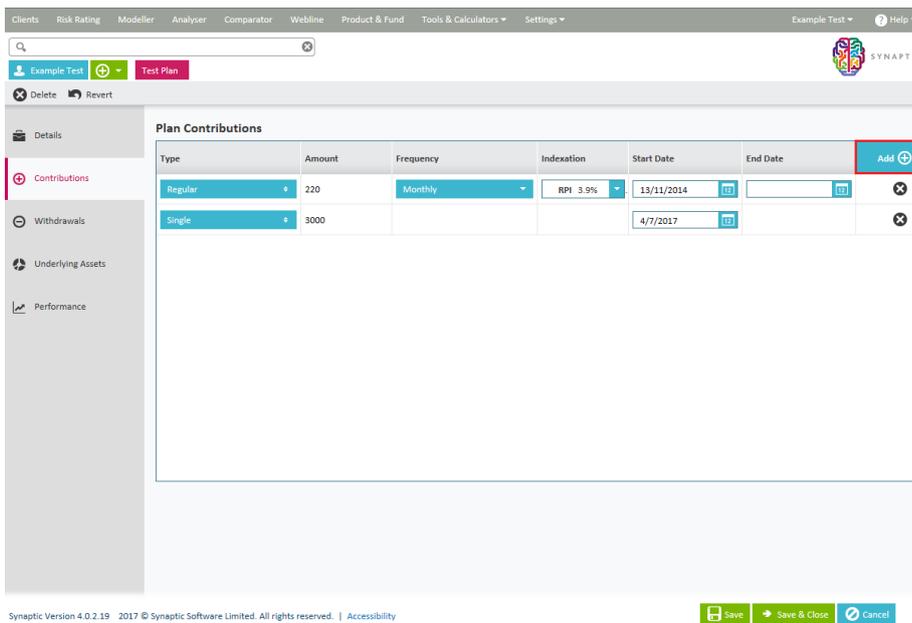
Plan Contributions

Type	Amount	Frequency	Indexation	Start Date	End Date	Add

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Save Save & Close Cancel

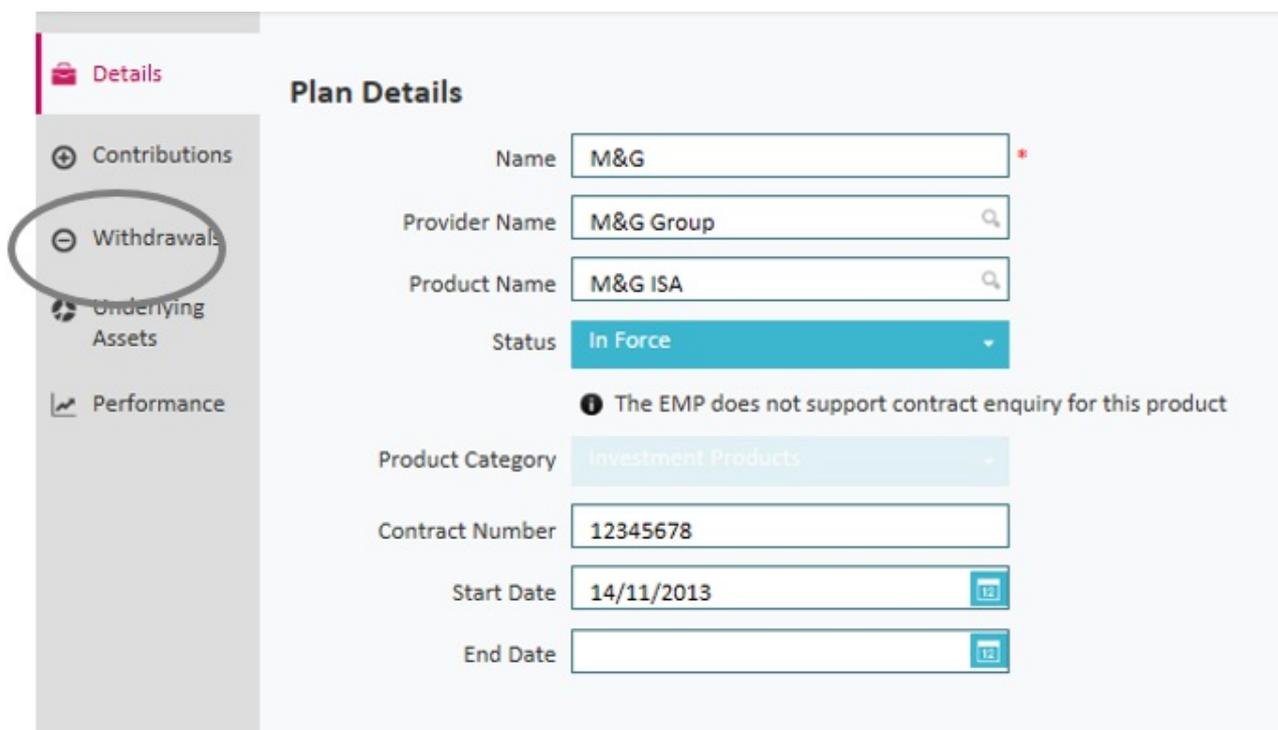
Use the **Add** button to record the plan contributions.



You can specify the type of contribution, the amount, the frequency (if regular), whether indexation is in force (if regular) and the start and end date of the contribution (if known).

The **Withdrawals** process is the same as for **Contributions**, as shown above.

Complete the rest of the detail and then click on the **Underlying Assets** tab



The underlying assets tab 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 the Contract Enquiry User Guide for details.

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

Plan Underlying Assets

Get plan valuation: **Contract Enquiry - Electronic Valuation**

Funds Last updated: **Contract Enquiry - Electronic Valuation** 10.05. The value displayed has been determined by the FE © fund data price feed. Non fund related data: **Manual Fund List** for full details

✓ **Contract Enquiry - Manual Asset Class List** 014 at 9:55
Only one Contract Enquiry can be requested for a holding per security.

Fund Name	Units	% of Holding	Value
Aviva Gilt S4	100.4	2.31	£397.19
Aviva Henderson Emerging Market Opportunities S4	300.04	3.56	£612.62
Aviva Invesco Perpetual Euro Smaller Companies S4	700.55	11.77	£2,024.45
Aviva With Profits S4	300.78	4.27	£734.17
Aviva Mixed Investment (20-60% Shares) S4	660.18	13.10	£2,253.19

Asset Allocation

- Global Equities (ex UK) (23.33%)

Save Save & Close Cancel

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