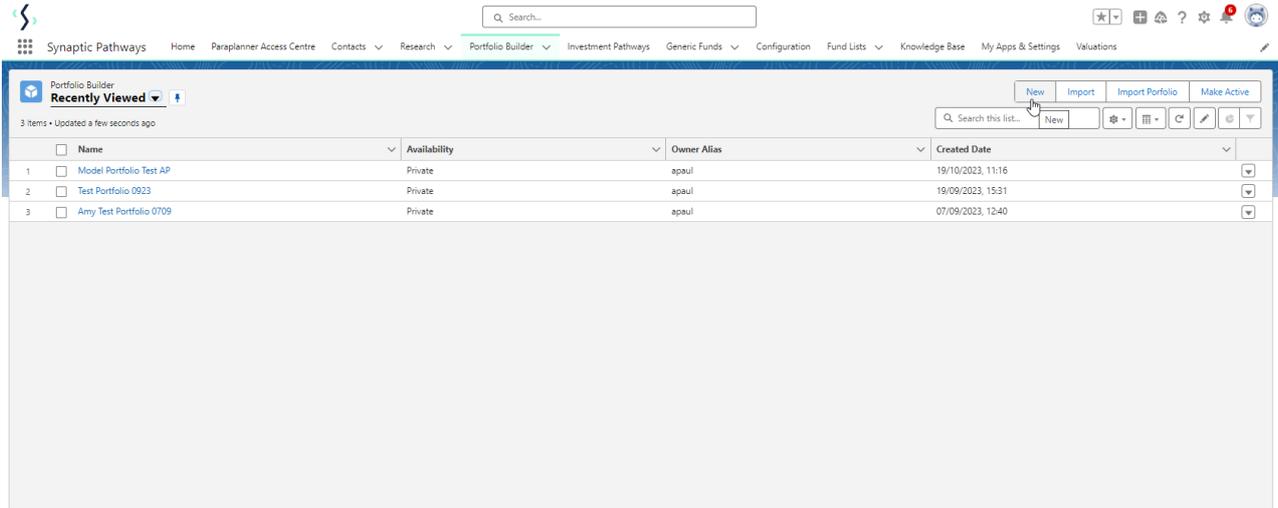


# Portfolio Builder - Importing Funds into a Portfolio

Last Modified on 19/10/2023 12:34 pm BST

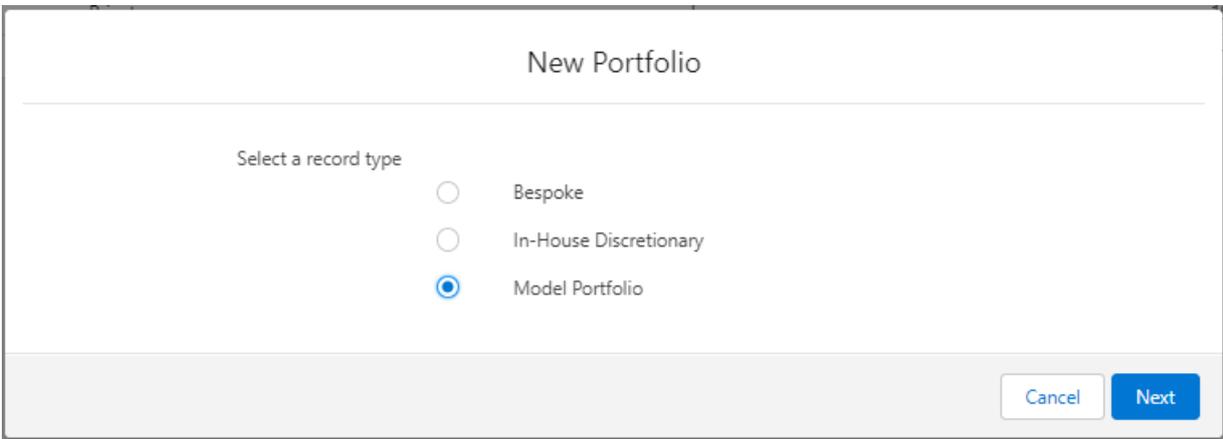
Funds can be imported by citicode or ISIN into a portfolio.

Create a portfolio in Portfolio Builder:



The screenshot shows the Portfolio Builder interface. At the top, there is a navigation bar with various menu items: Synaptic Pathways, Home, Paraplanner Access Centre, Contacts, Research, Portfolio Builder, Investment Pathways, Generic Funds, Configuration, Fund Lists, Knowledge Base, My Apps & Settings, and Valuations. A search bar is located in the top right. Below the navigation bar, there is a sub-header for 'Portfolio Builder' with a 'Recently Viewed' dropdown and a search bar. The main area displays a table with three columns: Name, Availability, Owner Alias, and Created Date. The table contains three rows of data:

	Name	Availability	Owner Alias	Created Date
1	Model Portfolio Test AP	Private	apaul	19/10/2023, 11:16
2	Test Portfolio 0923	Private	apaul	19/09/2023, 15:31
3	Amy Test Portfolio 0709	Private	apaul	07/09/2023, 12:40



The screenshot shows the 'New Portfolio' dialog box. It has a title bar 'New Portfolio' and a subtitle 'Select a record type'. There are three radio button options:

- Bespoke
- In-House Discretionary
- Model Portfolio

At the bottom right, there are two buttons: 'Cancel' and 'Next'.

Enter details of the portfolio and 'Save':

## New Portfolio: Model Portfolio

### Information

**\* Name** ↶

**Description** ↶

**\* Availability** ⓘ

Private ▼

**Authorised**

Pending ▼

**\* Portfolio Type**

Fund Basis ▼

**Headline Charge** ⓘ

**Active**

Cancel Save & New Save

✓ Portfolio "Model Test Portfolio" was created.
✕

Click 'Import Funds' in the top right of the screen:

Portfolio  
**Model Portfolio Test A**

Duplicate Portfolio Import Funds Edit

**Fund Search**

Enter Fund Code or Name

 Q Search

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.

**Fund Table**

Code	Shareclass Lock	Name	Promoter	Asset Allocation	Weighting %
				Cash	0 <span style="font-size: x-small;">🔒</span>
				Remaining allocation:	100%
				Total allocation:	0%

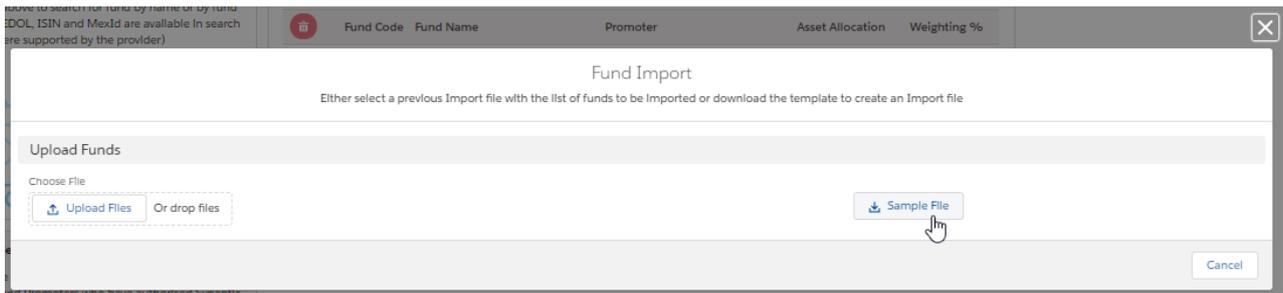
**About the Fund Search**

The Fund Universe is sourced from FE fundinfo Limited and from a range of Fund Promoters who have authorised Synaptic Software Limited to distribute.

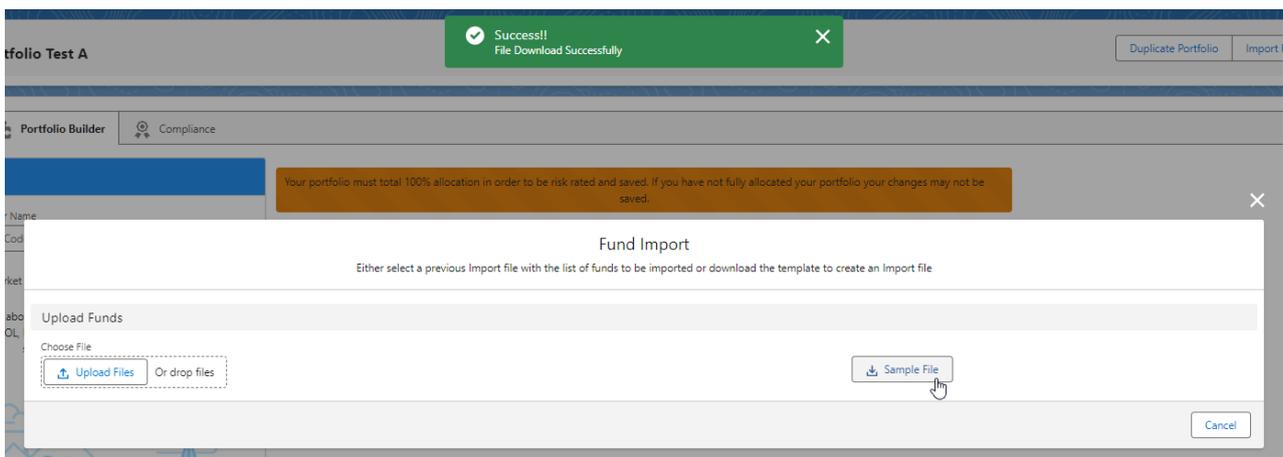
FE fundinfo information in this service is updated on a daily basis.

Use of SEDOL Masterfile®, if you search for funds based on the London Stock Exchange SEDOL code you are stipulating by doing so that you have obtained the relevant license and if required can provide verification.

Click 'Sample File' to download the template file:



Open the file to input the funds in your portfolio (you may need to navigate to your download folder)



Once open, you will find a list of example citicodes and fund weightings:

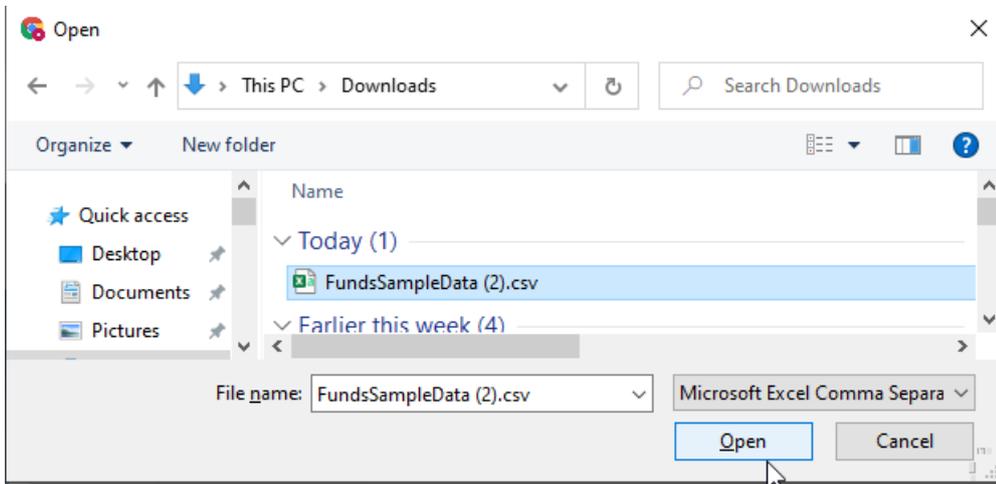
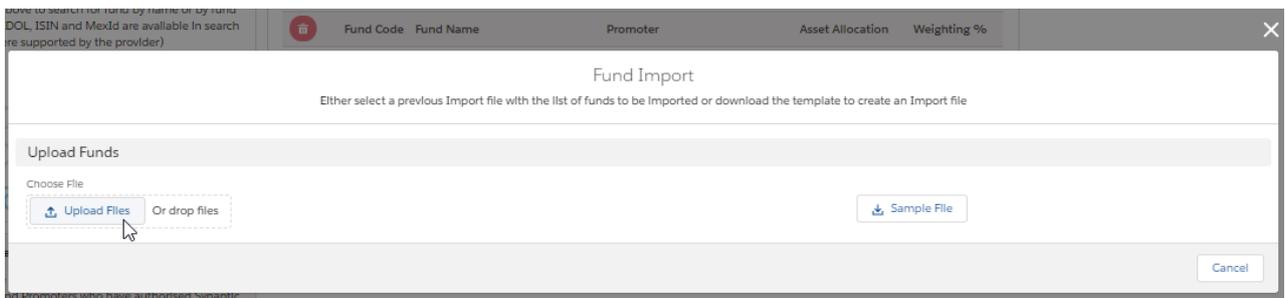
	A	B	C
1	FUNDCODE	WEIGHTING	
2	M9C3	56.9	
3	FPD7	50	
4	ACDO	30	
5			
6			

Overwrite the citicodes listed with the ISIN or citicodes you would like to import. As seen below:

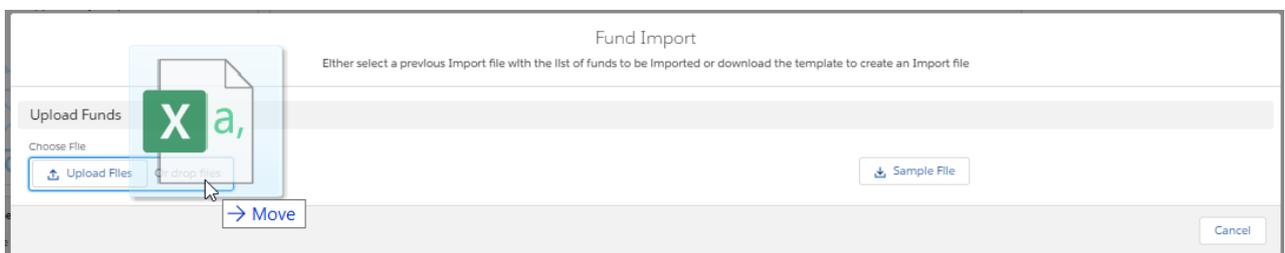
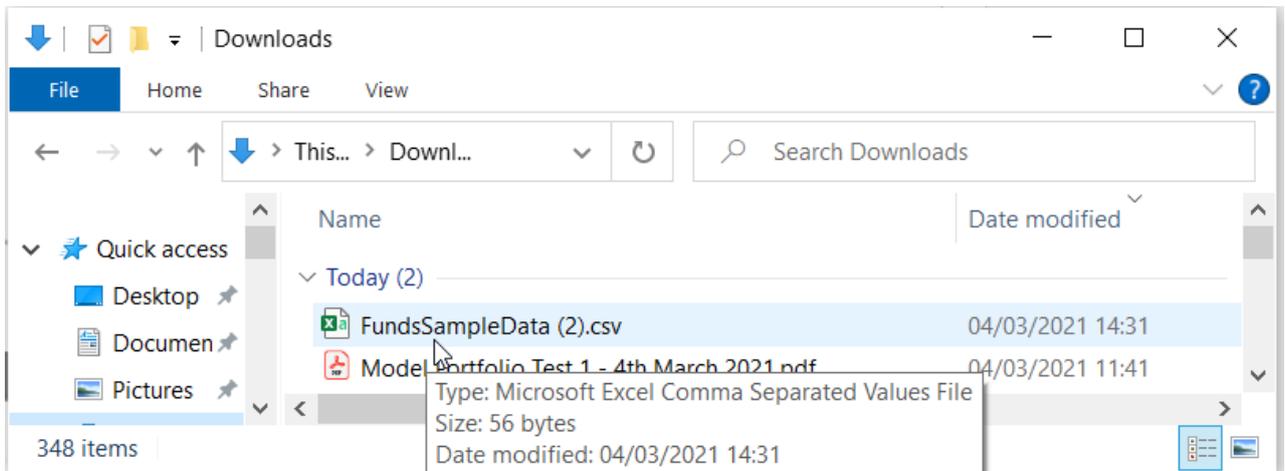
	A	B	
1	FUNDCODE	WEIGHTING	
2	PE12	33	
3	E184	17	
4	F1FS	10	
5	ACDO	40	

Once done, Save the file. Navigate back to Risk Explorer to import:

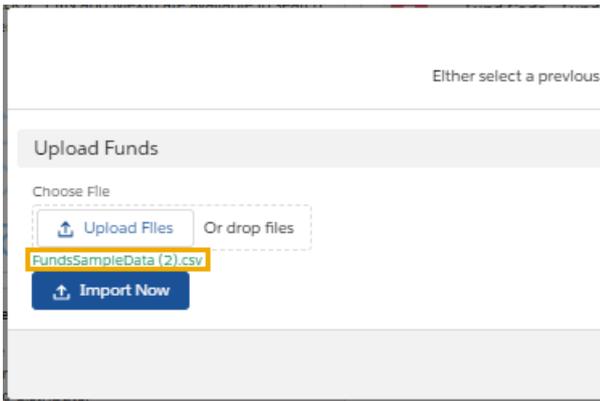
You can click 'Upload Files' to find the file:



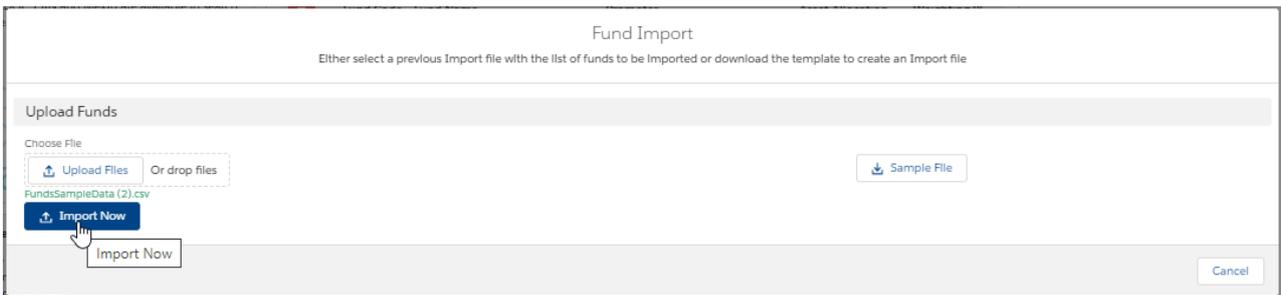
Alternatively, you can drag the file into the Fund Import box:



Once successfully uploaded, the file will be shown under the import file button:



Click 'Import Now' to import into your portfolio:



All funds and their weightings have been imported, as seen below:

Code	Shareclass Lock	Name	Promoter	Asset Allocation	Weighting %
PE12	🔒	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd	✓	33
E184	🔒	Fidelity Global Special Situations A Acc	Fidelity International (FIL) In	✓	17
F1F5	🔒	HSBC GIF Global High Yield Bond AM2	HSBC Investment Funds (Lux) SA	✓	10
ACDO	🔒	Vanguard LifeStrategy 40% Equity A Shares Acc	Vanguard Investments UK Limite	✓	40
				Cash	0
				Remaining allocation:	0%
				Total allocation:	100%

Any funds with an approved badge are funds within a Central Investment Proposition.

Please note: If using a Fund List, ensure the funds you are importing are on the list before importing.



Please correct these data and try again.

FUND CODE	WEIGHTING	ERROR
PE12	33	⊘ This fund is not permitted by your default Fund list
F1FS	10	⊘ This fund is not permitted by your default Fund list
ACDO	40	⊘ This fund is not permitted by your default Fund list
PE12	33	⊘ This fund is not permitted by your default Fund list
F1FS	10	⊘ This fund is not permitted by your default Fund list
ACDO	40	⊘ This fund is not permitted by your default Fund list

Cancel