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 portolio.

Create a portfolio in Portfolio Builder:

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3 ite	Portfolio Builder Recently Viewed s - Updated a few seconds ago	//////////////////////////////////////	(- <i>FHEE</i> SAUE) (-SAMAN, MART - SIMART (Q. Search this list. New 1997 1997	port Porfolio Make Active
	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	
	<u> </u>	Ne	ew Portfolio		9

Select a record type		
	Bespoke	
0	In-House Discretionary	
۲	Model Portfolio	
		Cancel Next

Enter details of the portfolio and 'Save':

	New Portfolio: Model Portfolio	0
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*Name	5	
Model Test Portfolio		
Description	5	
Test Model Portfolio Description		
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* Portfolio Type		
Fund Basis	•	
Headline Charge 🕕		
Active		
✓		
	Cancel Save & New Save	
		Save

✓ Portfolio <u>"Model Test Portfolio"</u> was created.

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

Portfolio Model Portfolio Test A				Duplicat	e Portfolio Import Funds Edit Import Funds Import Funds
Details 隆 Portfolio Builder 👰 Compliance					
Fund Search Enter Fund Code or Name Q. Enter Fund Code or Name to Start Q. Search	Your portfolio must total 100% allocation in order to be n	isk rated and saved. If you have not fi be saved.	ully allocated your portfolio your changes may n	ot	
Whole of Market Parent Only Generic Funds Use the textbox above to search for fund by name or by fund code (Chicode, SEOU, ISIN and Mexid are available in search where supported by the provide)	Code Shareclass Lock Name	Promoter	Asset Allocation Weighting %		
			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 Prometers who have authorised Synaptic Software Limited to distribute. FE fundinfo information in this service is updated on a daily basis.					
Use of SEDOL Masterfile 9. 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:

DOL, ISIN and MexId are available in search re supported by the provider)	Ô	Fund Code Fund Name	Promoter	Asset Allocation Weighting %	×
	Elt	her select a previous Import file with t	Fund Import the list of funds to be Imported or do	wnload the template to create an Import file	
Upload Funds					
Choose Fle Choose				ع Sample File	
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Open the file to input the funds in your portfolio (you may need to navigate to your download folder)

tfolio Test A		Success!! X File Download Successfully	Duplicate Portfolio	Import
Portfolio Builder	Compliance			
Name		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.		×
Codi		Fund Import Either select a previous Import file with the list of funds to be imported or download the template to create an Import file		
abo Upload Func OL, Choose File	is Files Or drop files	ع Sample File		1
2			Cance	el

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

	А	В	С
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:

	А	В	
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:

DOL, ISIN and MexId are available in search re supported by the provider)	(Fund Code Fund Name	Promoter	Asset Allocation	Weighting %	×
	El	ther select a prevlous Import file with	Fund Import h the list of funds to be imported or dow	mioad the template to create	an Import file	
Upload Funds						
Choose File Choose File Or drop files Choose File Choose File Choose File Choose File Choose File Choo				<u>ک</u>	iample File	
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Pictures 🖈 🗸	Farlier this week (4)		>
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Alternatively, you can drag the file into the Fund Import box:

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File Home Share View							~ ?
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■ Desktop ★ ■ Documen ★ ■ Pictures ★ 348 items	SampleData (2).cs Portfolio Test 1 - Type: Microsoft E Size: 56 bytes Date modified: 0	v 4th Ma ixcel Co 4/03/2	orch 2021 odf. omma Separa 021 14:31	ited Values Fi	04/03/2021 	14:31 11:41	> >
Upload Funds Choose File Upload Files & cr drop Files Move	Fu	ind Impo	ort rted or download the temp	plate to create an Import f			Cancel

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

Click 'Import Now' to import into your portfolio:

	Fund Import					
Either select a previous Import file with the list of funds to be imported or download the template to create an Import file						
Upload Funds						
Choose File Upload Files Or drop files FundsSampleData (2).csv		🛃 Sample File				
1 Import Now		Cancel				

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

Synaptic Pathways Home Paraplanner Access Centre C	ontacts 🗸	Research 🗸	Q Search. Portfolio Builder	Investment Pathwa	ays Generic Funds 🗸	Configuration Fu	nd Lists 🗸 Knowle	dge Base My Apps & Settings	★ 👻 🗄 🏩 ? 🅸 🤌 🐯 Veluations 🖌
Portfolio Duplicate Portfolio Import Funds Edit									
Ξ Details 📩 Portfolio Builder 🔍 Compliance 📮 Portfolio Factsheet									
Fund Search Portfolio Summary									
Enter Fund Code or Name Q. Enter Fund Code or Name to Start Q. Search	0	Code	Shareclass Lock	Name	Promoter	Asset Allocation	Weighting %	Risk Profile Category Balanced	Risk Rating 3
Whole of Market Parent Only Generic Funds	×	PE12 🛞	6	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd	0	33	Minimum Gain in any 1 Year -16.89% or -£1,689.00	
Use the textbox above to search for fund by name or by fund code (Citicode, SEDOL, ISIN and Mexid are available in search where	×	E184 👰	6	Fidelity Global Special Situations A Acc	Fidelity International (FIL In	v	17	Average Gain in any 1 Year 7.47% or £747.00	
supported by the provider)	×	F1FS 🕘	6	HSBC GIF Global High Yield Bond AM2	HSBC Investment Funds (Lux) SA	v	10	Maximum Gain in any 1 Year 30.75% or £3,075.00	
	×	ACDO 👰	6	Vanguard LifeStrategy 40% Equity A Shares Acc	Vanguard Investments UK Limite	I	40	The bar chart displays the	minimum, mean and maximum gain
						Cash	•		
	Remaining allocation: 0% Total allocation: 100%								
About the Fund Search								Avg.	-
The Fund Universe is sourced from FE fundinfo Limited and from a range of Fund Promoters who have authorised Synaptic Software Limited to distribute.								Max.	
FE fundinfo information in this service is updated on a daily basis.								-40 -30 -20	-10 0 10 20 30 40 Gain
Use of SEDOL Masterfile [®] , if you search for funds based on the London Stock Extrange SEDOL code you are stipulating by doing so that you have obtained the relevant license and if required can provide verification.								Asset class weightings fo	or the portfolio as a percentage ties (ex UK)
								14.32% - Global Bond	Js (ex UK)

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	V WEIGHTII	IG 🗸	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		O This fund is not permitted by your default Fund list
PE12	33		${\color{black} \oslash}$ This fund is not permitted by your default Fund list
F1FS	10		\oslash This fund is not permitted by your default Fund list
ACDO	40		\oslash $$ This fund is not permitted by your default Fund list
			Cancel

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