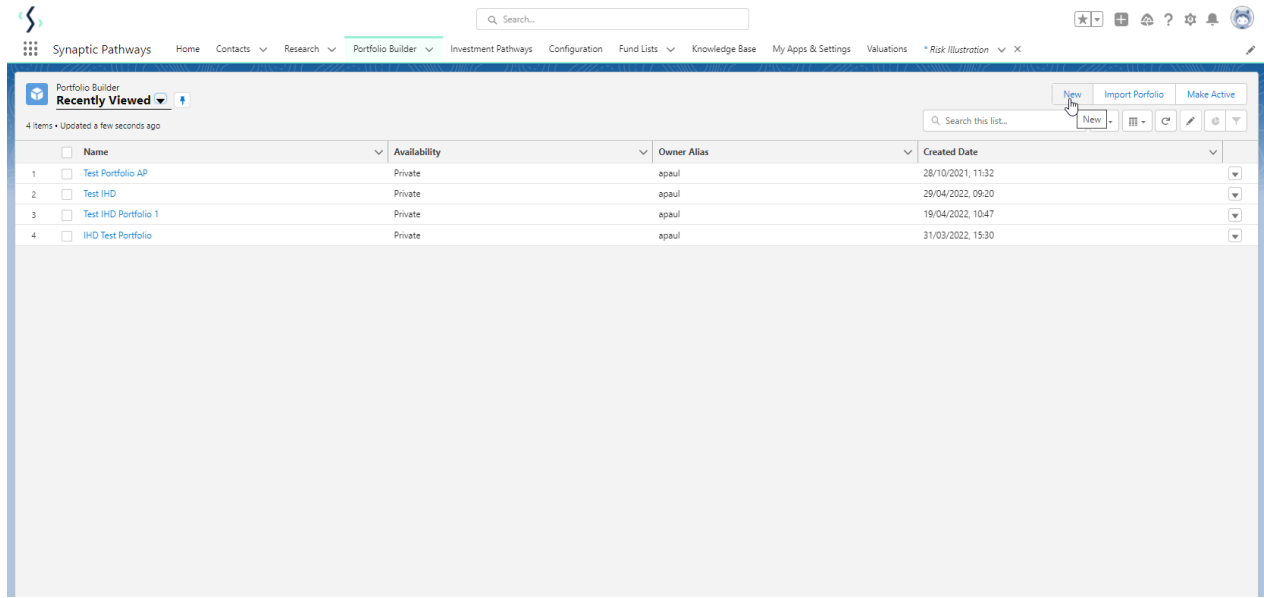


# Portfolio Builder - Importing Portfolios

Last Modified on 19/08/2022 4:15 pm BST

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

Create a portfolio in Portfolio Builder:



### New Portfolio

Select a record type

Bespoke

In-House Discretionary

Model Portfolio

Enter details of the portfolio and 'Save':

### New Portfolio: Model Portfolio

#### Information

\* Name ↶

Description ↶

\* Availability i

Private ▼

Authorised

Pending ▼

\* Portfolio Type

Fund Basis ▼

Headline Charge i

Active

Cancel Save & New Save

Save

✓
Portfolio "Model Test Portfolio" was created.
✕

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

Portfolio

**Model Test Portfolio**

[Duplicate Portfolio](#) [Import Funds](#) [Edit](#)

[Import Funds](#)

Fund Search

Enter Fund Code or Name

Use the textbox above to search for fund by name or by fund code (Clickcode, SEDOL, ISIN and Mexid are available in search where supported by the provider)

Whole of Market
  Parent Only

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.

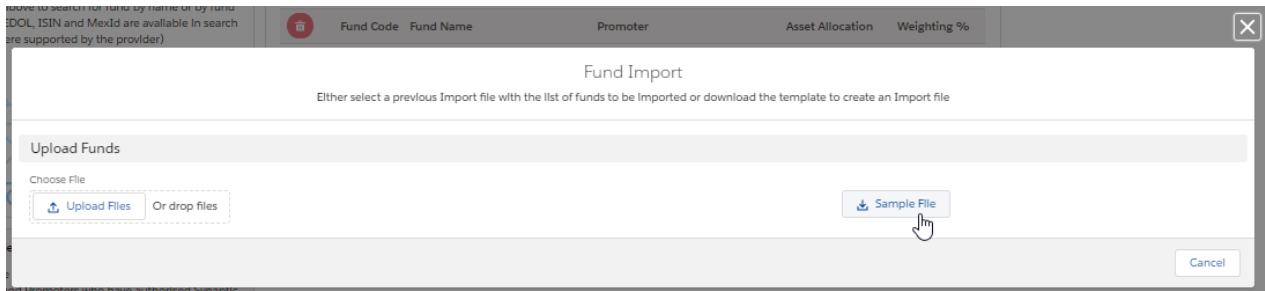
Use of SEDOL Masterfile ®. If you search for funds based on the London Stock Exchange SEDOL code you are stipulating by doing so that you have obtained the relevant license and if required can provide verification.

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.

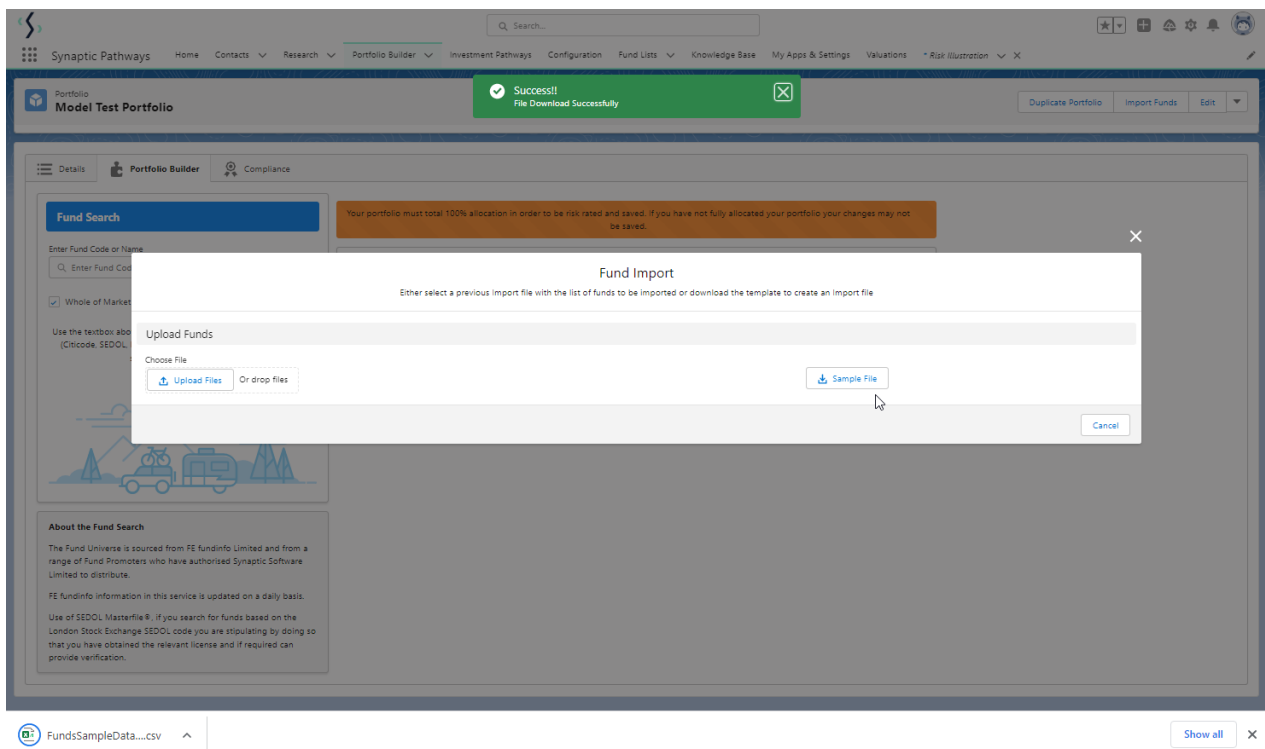
Fund Table

Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %
			Cash	0
			Remaining allocation:	100%
			Total allocation:	0%

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:

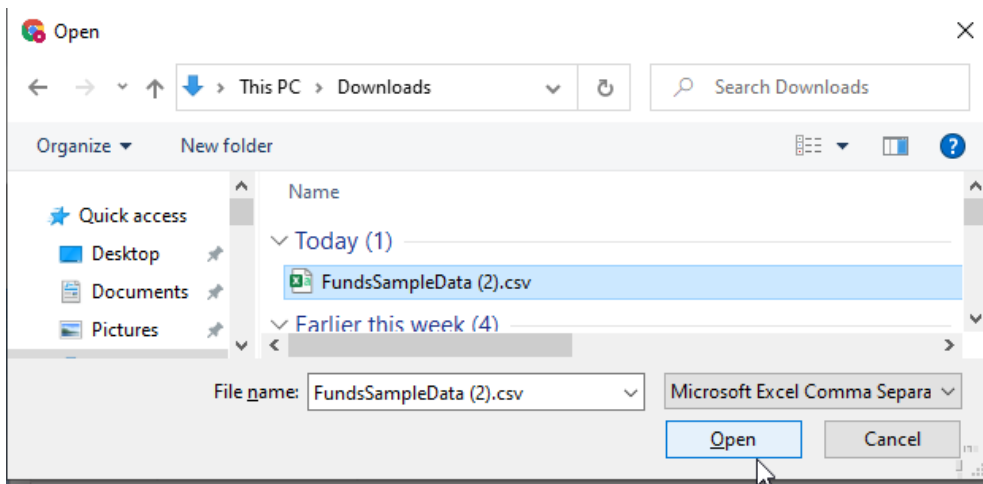
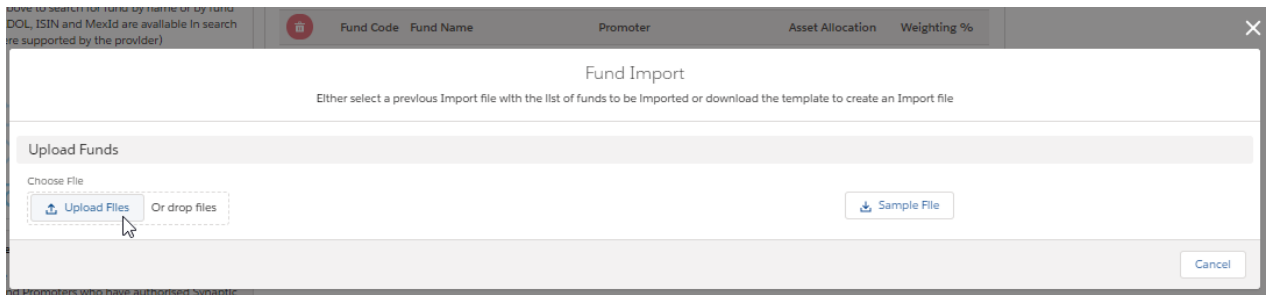
	A	B	C
1	FUNDCODE	WEIGHTING	
2	M9C3	56.9	
3	FPD7	50	
4	ACDO	30	
5			
6			

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

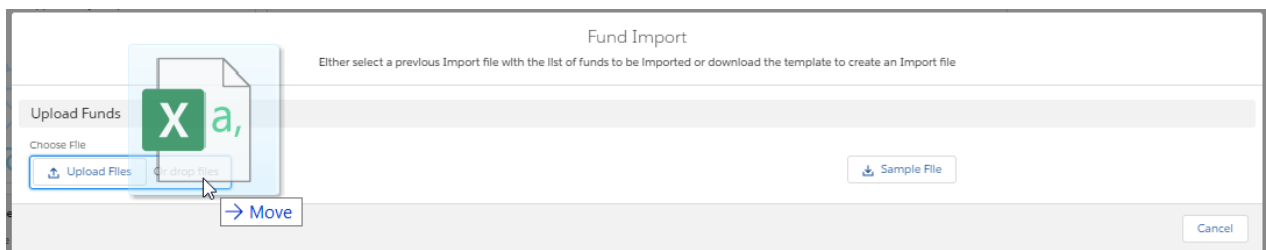
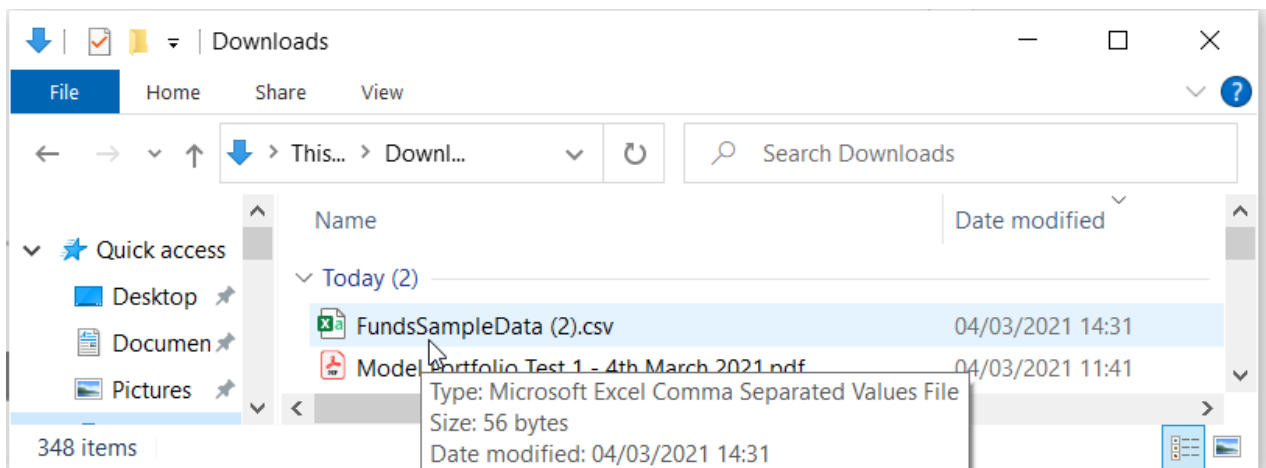
	A	B	
1	FUNDCODE	WEIGHTING	
2	PE12	33	
3	E184	17	
4	F1FS	10	
5	ACDO	40	

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

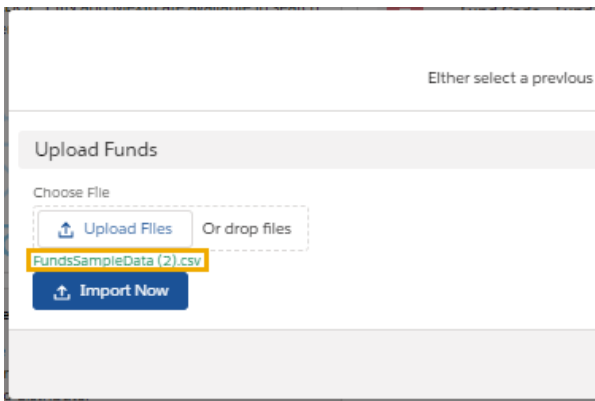
You can click 'Upload Files' to find the file:



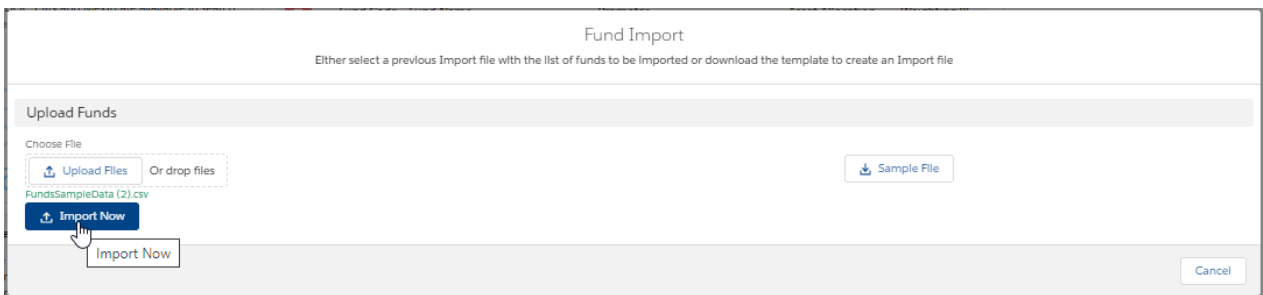
Alternatively, you can drag the file into the Fund Import box:



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:

**Fund Table**

Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %
PE12	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd	✓	25
E184	Fidelity Global Special Situations Acc	Fidelity International (FI) In	✓	25
F1F5	GIF Global High Yield Bond AMZHKD	HSBC Investment Funds (Lux) SA	Set	
ACDO	Vanguard LifeStrategy 40% Equity A Acc	Vanguard Investments UK Limite	✓	25
	Cash			0
Remaining allocation:				25%
Total allocation:				75%

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

## Portfolio Builder - Creating a Portfolio

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