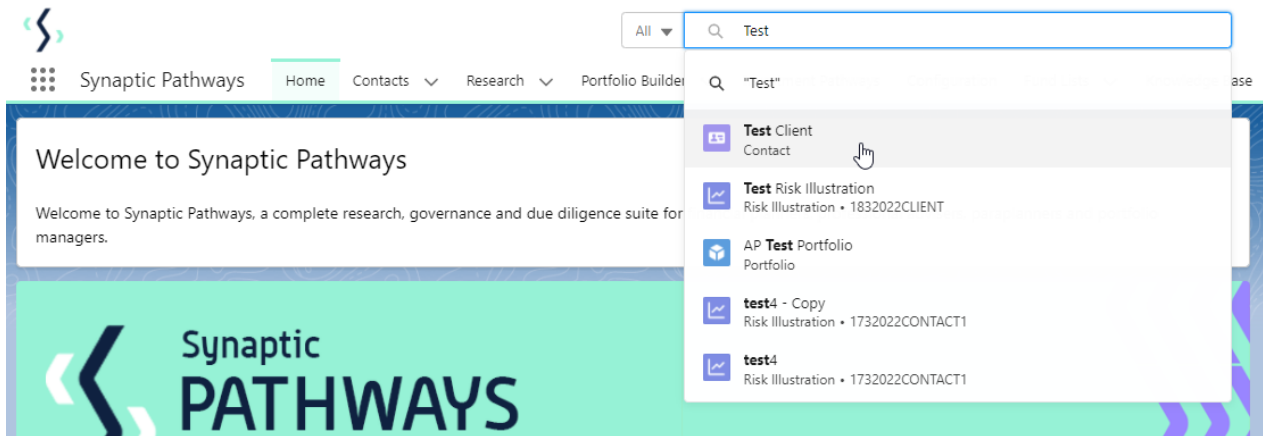


Creating a Generic Holding

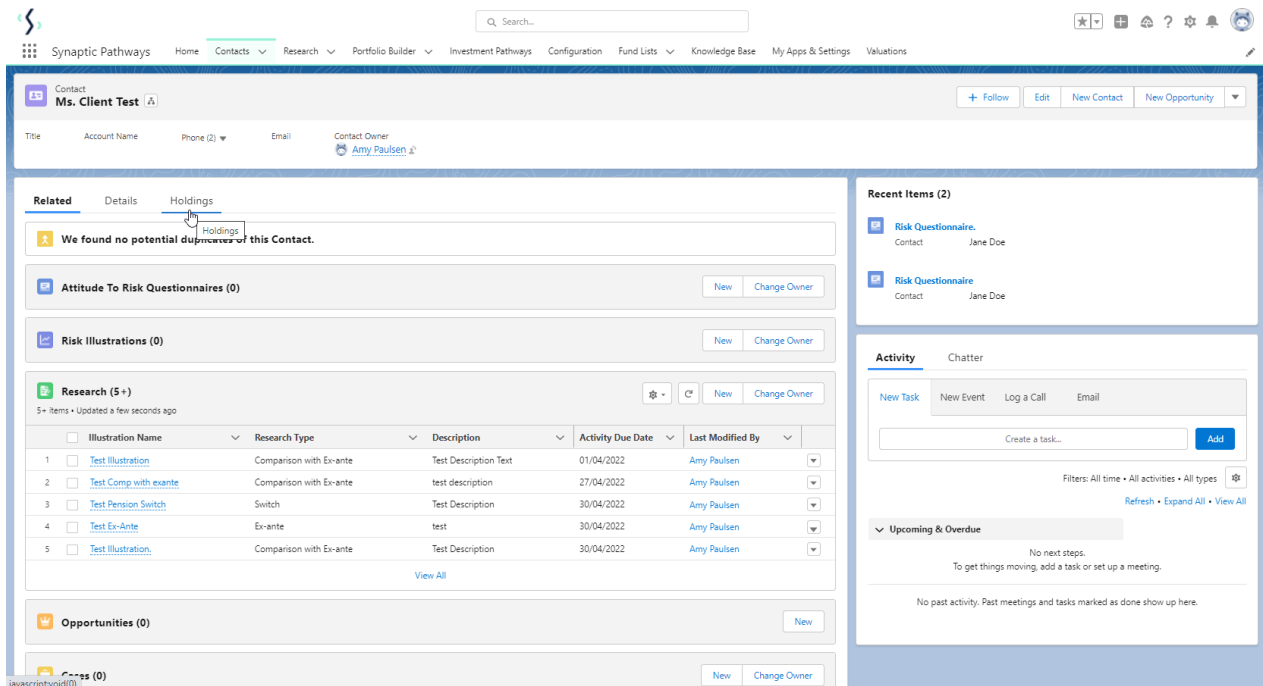
Last Modified on 20/06/2022 12:17 pm BST

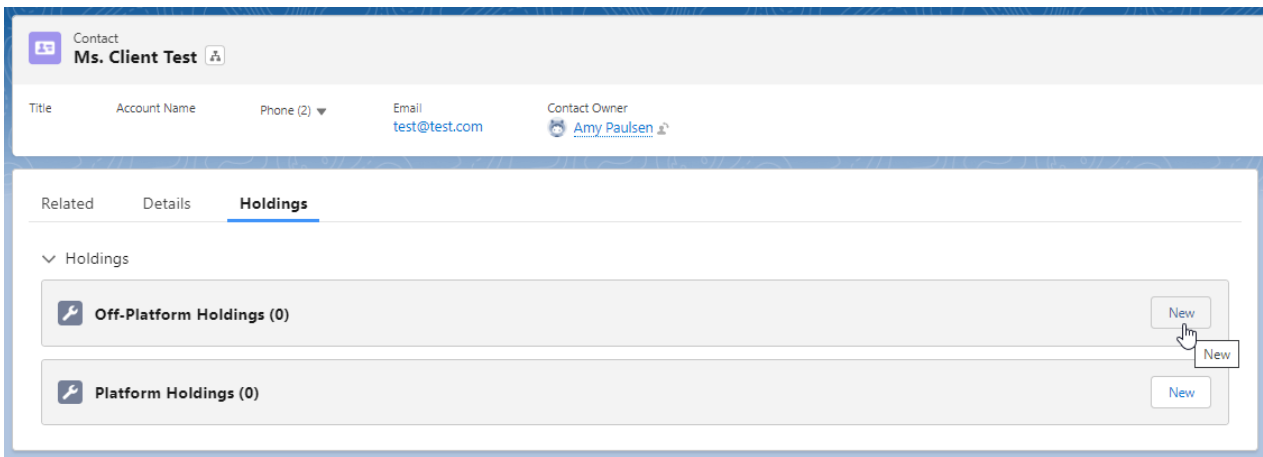
Create a [New Contact](#) or load an existing record:



This will open the contact record.

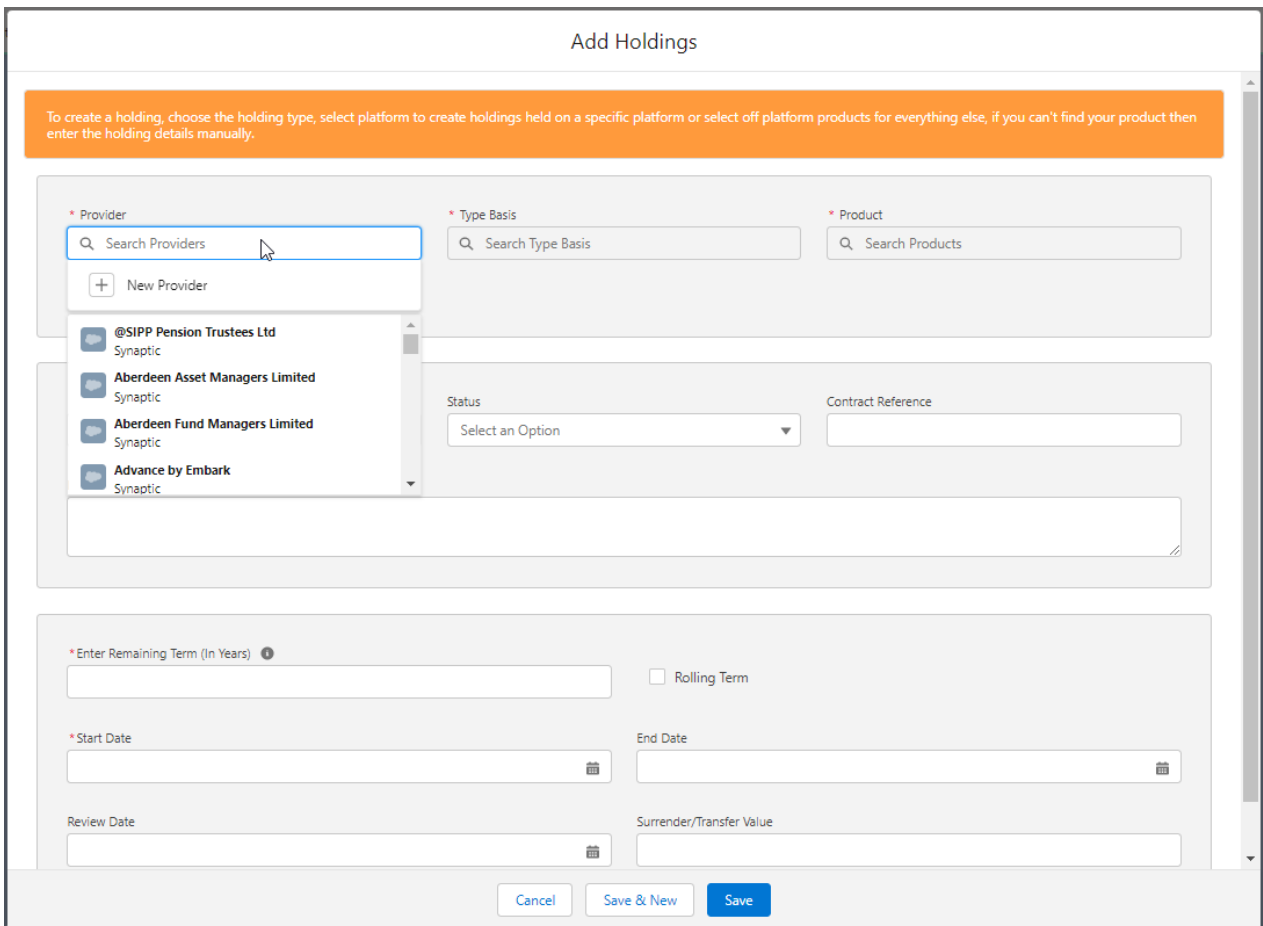
Click into the **Holdings** tab and click **New** under the Off-Platform or Platform Holdings area:



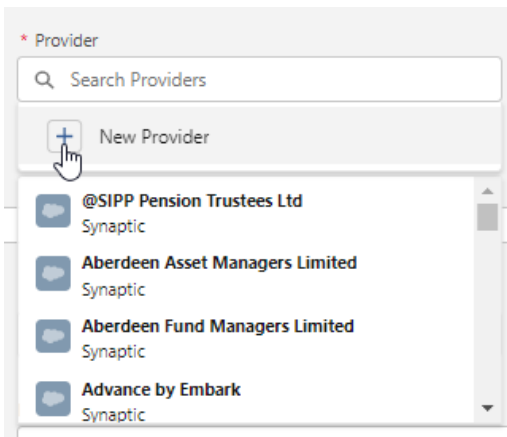


As we are creating a generic holding, the provider/product is not available on our database. You are able to create a new provider and product which can be used throughout the Pathways system.

Click into the provider field:



Click + **New Provider**



Complete the **Provider** field:

Add New Record

Provider	Type Basis	Product
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New Record

Provider	Type Basis	Product
<input type="text" value="Test Provider"/>	<input type="text"/>	<input type="text"/>

Type Basis

Add New Record

Provider	Type Basis	Product
<input type="text" value="Test Provider"/>	<input type="text" value="Personal Personal"/>	<input type="text"/>

Product and Save:

Add New Record

Provider Test Provider	Type Basis Personal Personal	Product Test Personal Pension
---------------------------	---------------------------------	----------------------------------

This will populate the details in the **Add Holding** screen.

Complete the remaining fields before clicking **Save**

Add Holdings

To create a holding, choose the holding type, select platform to create holdings held on a specific platform or select off platform products for everything else, if you can't find your product then enter the holding details manually.

* Provider Q Test Provider X	* Type Basis Q Personal Personal X	* Product Q Test Personal Pension X
---------------------------------	---------------------------------------	--

* Holding Name Test Personal Pension	Status In force	Contract Reference GJ67JK09
---	--------------------	--------------------------------

Description
Generic Provider/Product Test Description

* Enter Remaining Term (In Years) 10	<input type="checkbox"/> Rolling Term
--------------------------------------	---------------------------------------

* Start Date 16 Apr 2014	End Date 16 Apr 2032
-----------------------------	-------------------------

Review Date 16 Jun 2023	Surrender/Transfer Value 100,000
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Synaptic Pathways Home Contacts Research Portfolio Builder Investment Pathways Configuration Fund Lists Knowledge Base My Apps & Settings Valuations

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Holding: **Test Personal Pension** Risk Rate Holding Review Edit Delete

Client: Client Test Current Value: £0.00 Current Risk Rating:

Details Underlying Assets Cash Accounts Assets Performance Charges History

Name	Description		Start Date	End Date
Test Personal Pension	Generic Provider/Product Test Description		16/04/2014	16/04/2032
Provider Name	Type (Basis) Name	Product Name	Remaining Term	Review Date
Test Provider	Personal Personal	Test Personal Pension	10	16/06/2023
Status	Contract Reference		Rolling Term Basis	Last Modified Date
In force	G167JK09			16/06/2022, 08:46
			Surrender/Transfer Value	
			100,000.00	

Contributions (0) New

Withdrawals (0) New

Weighting By Funds: Chart not available

Performance Chart: We can't draw this chart because there is no data. View Report As of Today at 08:46

Weighting By Class Allocation: Chart not available

For more information on Generic Holdings, see the next article [Generic Holdings - Contributions](#)