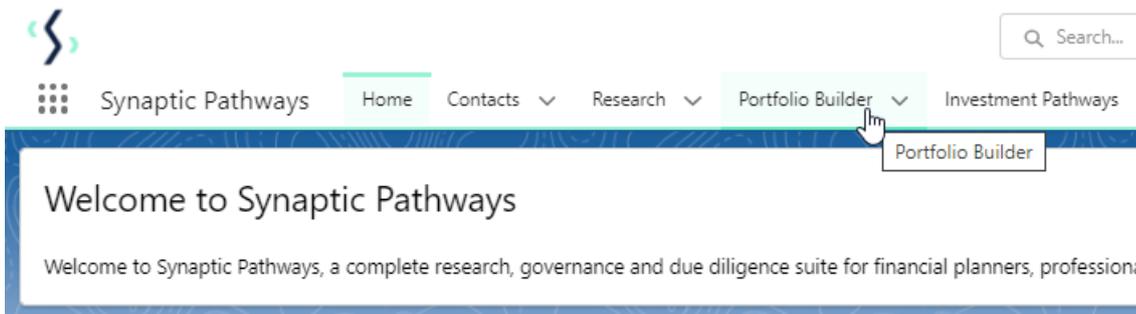


Portfolio Builder - Importing Portfolios

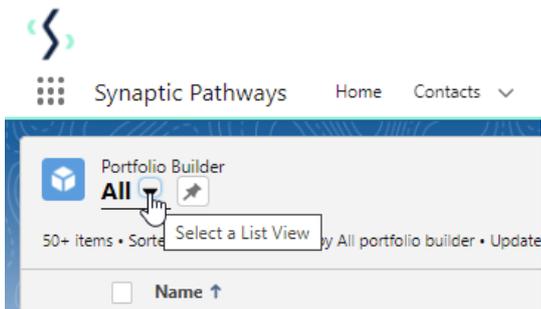
Last Modified on 23/04/2024 11:30 am BST

You are able to import multiple portfolios within Portfolio Builder and Investment Pathways.

Navigate to Portfolio Builder:



Once within the Portfolio Builder tab, make sure the List View is set to 'All':





Portfolio Builder
All

50+ items

RECENT LIST VIEWS

- 1 All
- 2 Recently Viewed (Pinned list)
- 3
- 4 Rist Set 1-10 Rated Bespoke Portfolios
- 5 Rist Set 1-10 Rated In-House DFM
- 6 Rist Set 1-10 Rated Model Portfolios
- 7 Rist Set 1-5 Rated Bespoke Portfolios
- 8 Rist Set 1-5 Rated In-House DFM
- 9 Rist Set 1-5 Rated Model Portfolios
- 10

ALL OTHER LISTS

- 11 Bespoke Portfolios
- 12 Inactive Bespoke Portfolios
- 13

Pin the List view:

Portfolio Builder
All

9 items • Sorted by Name

Pin this list view

portfolio builder • Updated 3 minutes ago

Synaptic Pathways Home Contacts Research Portfolio Builder Investment Pathways Configuration Fund Lists Knowledge Base My Apps & S

To unpin, pin another list view

All was pinned.

50+ items • Sorted by Name • Filtered by All portfolio builder • Updated a few seconds ago

<input type="checkbox"/>	Name ↑	Risk Name One	Availability	Owner Alias
1	<input type="checkbox"/> 11212	Moderately Adventurous	Private	
2	<input type="checkbox"/> AA Portfolio		Private	
3	<input type="checkbox"/> AA Portfolio	Moderately Adventurous	Private	
4	<input type="checkbox"/> Adventurous	Balanced	Private	
5	<input type="checkbox"/> AA Portfolio	Moderately Adventurous	Private	

Click 'Import Portfolio'

Q Search...

Synaptic Pathways Home Contacts Research Portfolio Builder Investment Pathways Configuration Fund Lists Knowledge Base My Apps & Settings Valuations

Portfolio Builder
All

50+ Items • Sorted by Name • Filtered by All portfolio builder • Updated a minute ago

Q Search this list...

<input type="checkbox"/>	Name ↑	Risk Name One	Availability	Owner Alias	Last Modified Date	Record Type
<input type="checkbox"/>	11212	Moderately Adventurous	Private		09/12/2021, 11:40	Bespoke
<input type="checkbox"/>	AA Portfolio		Private		20/04/2022, 12:34	Bespoke
<input type="checkbox"/>	AC Demo	Moderately Adventurous	Private		02/03/2022, 11:42	Bespoke
<input type="checkbox"/>	Adventurous	Balanced	Private		11/02/2022, 15:46	Model Portfolio
<input type="checkbox"/>	AMF	Moderately Adventurous	Private		22/03/2022, 15:16	Bespoke
<input type="checkbox"/>	AMF	Moderately Adventurous	Private		22/11/2021, 13:08	Bespoke
<input type="checkbox"/>	Amy's IHDFM	Balanced	Public		29/03/2022, 15:20	In-House Discretionary
<input type="checkbox"/>	AMF	Adventurous	Private		19/10/2021, 10:58	Bespoke
<input type="checkbox"/>	Investment Strategy	Moderately Adventurous	Private		22/03/2022, 10:33	Model Portfolio
<input type="checkbox"/>	AMF	Adventurous	Private		04/01/2022, 14:38	Bespoke
<input type="checkbox"/>	AMF	Balanced	Private		19/04/2022, 13:50	Bespoke
<input type="checkbox"/>	AMF	Balanced	Private		26/04/2022, 10:57	Bespoke

Download the Sample File:

Portfolio Import

Upload Funds to Portfolios

Either select a previous Import file with the list of Portfolios to be Imported or download the template to create an Import file.

The Import supports CITI Code or ISIN.

Any existing Portfolio with a matching name will be updated with the Import values provided.

Any Portfolio where the asset allocation is not specified, or the fund weightings do not equal 100% can be adjusted when the Import is complete.

Choose File

Upload Files
Or drop files

Download Sample File

Sample File

Cancel

Once downloaded, open the file (you may need to navigate to your download folder)

Q Search...

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File downloaded successfully

Portfolio Import

Upload Funds to Portfolios

Either select a previous Import file with the list of Portfolios to be imported or download the template to create an Import file.

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Choose File

Upload Files
Or drop files

Download Sample File

Sample File

Cancel

PortfolioSampleDa...csv
FundsSampleData...csv
Show all

The file is populated with test data:

	A	B	C	D	E	F
1	NAME	RANGE	FUNDCODE	WEIGHTING		
2	test1	test1	M9C3	56.9		
3	test2	test2	FPD7	50		
4	test3	test3	ACDO	30		
5						
6						
7						

Use the 'NAME' field to enter the name of the portfolio. This will need to be the same for each fund within the portfolio:

	A	B	C	D
1	NAME	RANGE	FUNDCODE	WEIGHTING
2	Test Portfolio Import 3	test1	M9C3	56.9
3	Test Portfolio Import 3	test2	FPD7	50
4	Test Portfolio Import 3	test3	ACDO	30
5	Test Portfolio Import 3			
6	Test Portfolio Import 3			
7				

If you would like to enter a 'RANGE' make sure it is the same for each fund. In this example, we will leave range blank (this can also be amended in the portfolio once imported)

	A	B	C	D
1	NAME	RANGE	FUNDCODE	WEIGHTING
2	Test Portfolio Import 3		M9C3	56.9
3	Test Portfolio Import 3		FPD7	50
4	Test Portfolio Import 3		ACDO	30
5	Test Portfolio Import 3			
6	Test Portfolio Import 3			
7				

Add fund codes using Citicode or ISIN, then the weighting:

	A	B	C	D
1	NAME	RANGE	FUNDCODE	WEIGHTING
2	Test Portfolio Import 3		E184	56.9
3	Test Portfolio Import 3		PE12	50
4	Test Portfolio Import 3		P9UO	30
5	Test Portfolio Import 3		NO84	
6	Test Portfolio Import 3		JZB9	
7				
8				
9				

	A	B	C	D	E
1	NAME	RANGE	FUNDCODE	WEIGHTING	
2	Test Portfolio Import 3		E184	15	
3	Test Portfolio Import 3		PE12	20	
4	Test Portfolio Import 3		P9UO	30	
5	Test Portfolio Import 3		NO84	15	
6	Test Portfolio Import 3		JZB9	20	
7					
8					
9					

To add multiple portfolios, list as seen below:

	A	B	C	D	E
1	NAME	RANGE	FUNDCODE	WEIGHTING	
2	Test Portfolio Import 3		E184	15	
3	Test Portfolio Import 3		PE12	20	
4	Test Portfolio Import 3		P9UO	30	
5	Test Portfolio Import 3		NO84	15	
6	Test Portfolio Import 3		JZB9	20	
7	Import Test 1		CPC1	10	
8	Import Test 1		WU41	30	
9	Import Test 1		MB33	25	
10	Import Test 1		K8VK	20	
11	Import Test 1		J84S	15	
12	Portfolio Test 1		NO84	10	
13	Portfolio Test 1		JZB9	30	
14	Portfolio Test 1		CPC1	25	
15	Portfolio Test 1		WU41	20	
16	Portfolio Test 1		MB33	15	
17					

Save the spreadsheet and close. Once done, navigate back to Risk Explorer. Click 'Upload Files':

Portfolio Import

Upload Funds to Portfolios

Either select a previous Import file with the list of Portfolios to be Imported or download the template to create an Import file.

The Import supports CITI Code or ISIN.

Any existing Portfolio with a matching name will be updated with the Import values provided.

Any Portfolio where the asset allocation is not specified, or the fund weightings do not equal 100% can be adjusted when the Import is complete.

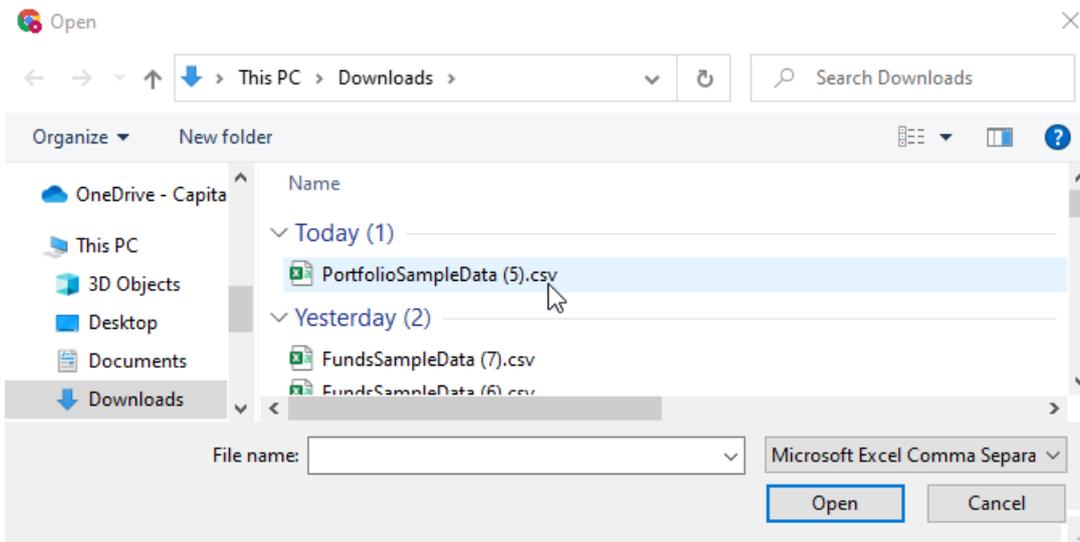
Choose File

📁 Upload Files
Or drop files

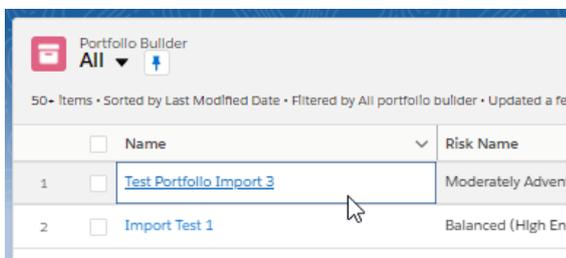
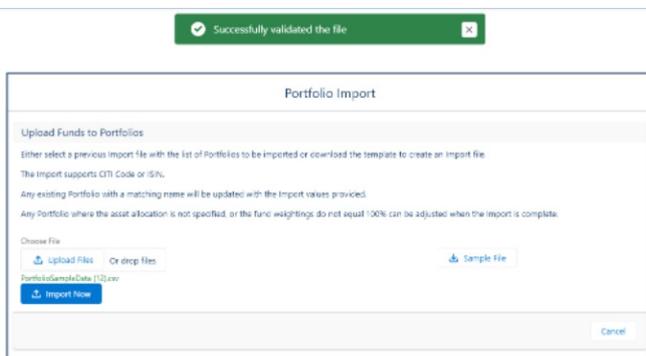
📄 Sample File

Cancel

Navigate to the file and 'Open':



Once uploaded, click 'Import Now':



If any portfolio has 'Requires Attention', make sure the weighting is correct. A fund may also be missing asset allocation which can be manually set.

See example below:

	Name ↑	Risk Name One	Availability	Owner Alias	Last Modified Date	Record Type
1	Import Test 1	Balanced	Private	UUser	17/11/2021, 11:18	Model Portfolio
2	Model Test Portfolio	Moderately Cautious	Private	User	17/11/2021, 03:19	Model Portfolio
3	Model Test Portfolio	Moderately Adventurous	Private	User	17/11/2021, 09:55	Model Portfolio
4	Portfolio Test 1	Adventurous	Private	User	17/11/2021, 11:18	Model Portfolio
5	Test Portfolio	Adventurous	Private	User	17/11/2021, 03:19	Model Portfolio
6	Test Portfolio 1	Moderately Adventurous	Private	User	17/11/2021, 03:19	Model Portfolio
7	Test Portfolio 2	Adventurous	Private	User	17/11/2021, 03:19	Model Portfolio
8	Test Portfolio 2	Cautious	Private	User	17/11/2021, 03:19	Model Portfolio
9	Test Portfolio 2		Private	User	17/11/2021, 09:44	Model Portfolio
10	Test Portfolio 3	Moderately Adventurous	Private	User	17/11/2021, 03:19	Model Portfolio
11	Test Portfolio 4	Adventurous	Private	User	17/11/2021, 03:19	Model Portfolio
12	Test Portfolio Import 3	Moderately Adventurous	Private	User	17/11/2021, 11:18	Model Portfolio

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 %
X	PE12	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd	✓	25
X	E184	Fidelity Global Special Situations Acc	Fidelity International (FIL In	✓	25
X	F1F5	GIF Global High Yield Bond AM2HKD	HSBC Investment Funds (Lux) SA	Set	
X	ACDO	Vanguard LifeStrategy 40% Equity A Acc	Vanguard Investments UK Limite	✓	
				Cash	0
Remaining allocation:					25%
Total allocation:					75%

There is a gap in the Asset Allocation provided by the Fund Promoter. Click to set manually.

For more information on setting asset allocation for a fund, see article [Portfolio Builder - Creating a Portfolio](#)