## Portfolio Builder - Importing Funds into a Portfolio

Last Modified on 23/04/2024 11:28 am BST

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

Create a portfolio in Portfolio Builder:

>	Q. Search		***	8
Synaptic Pathways Home Contacts	✓ Research ✓ Portfolio Builder ✓ Investment Pathways	Configuration Fund Lists V Knowledge Base My Apps &	k Settings Valuations * Risk Illustration $\checkmark$ X	
Portfolio Builder Recently Viewed				Import Porfolio Make Active
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Test Portfolio AP	Private	apaul	28/10/2021, 11:32	
Test IHD	Private	apaul	29/04/2022, 09:20	
Test IHD Portfolio 1	Private	apaul	19/04/2022, 10:47	
IHD Test Portfolio	Private	apaul	31/03/2022, 15:30	

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

Enter details of the portfolio and 'Save':

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

Synaptic Pathways Home Paraplanner Access Centre	Q Search Contacts v Research v Portfolio Builder v Investment I	Pathways Generic Funds 🗸 Configuration Fu	und Lists 🗸 Knowledge Base My .	Apps & Settings Valuations
Portfolio Model Test Portfolio.				Duplicate Portfolio Import Funds Edit V Import Funds
Euclais rortfolio Builder Compliance	Your portfolio must total 100% allocation in order to be risk rated and		ur changes may not be	
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Use the testbox above to search for fund by name or by fund code (Criticode, SEDOL, USI and Mexid are available in search where supported by the provide)	Code Shareclass Lock Name	Promoter Asset Allocation	•	
		remaining allocator Total allocator		
About the Fund Search The Fund Universe is sourced from FE fundinto 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 Matterfile ®, if you search for funds based on the London Stock Dicharge 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 ere supported by the provider)		Fund Code Fund Name	Promoter	Asset Allocation Weighting %	×
	Elt	ther select a previous Import file with th	Fund Import e list of funds to be imported or d	lownload the template to create an Import file	
Upload Funds					
Choose File Upload Files Or drop files				Sample File	Cancel

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

5	Q Search	** 🖬 🏟 ? 🌣 🌲 🐻
Synaptic Pathways Home Paraplanner Access Centre	Contacts 🗸 Research 🗸 Portfolio Builder 🗸 Investment Pathways Generic Funds 🗸 Configuration Fund Lists 🗸 Knowledge Base	My Apps & Settings Valuations
Portfolio Model Test Portfolio.	Success!	Duplicate Portfolio Import Funds Edit 💌
E Details Portfolio Builder Ocmpliance		
Fund 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.	
Enter Fund Code or Name Q. Fund Code or Name Q. Search Advanced Search	Import Funds	
Use the textbox above to search for fund by name or by fund code (Citicode, SEDOL, ISIN and Mexid are available in search where supported by the provider)	Either select a previous import file with the list of funds to be imported or download the template to create an import file Choose File	
	Carcel & Import Now	
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 $\vartheta,$ 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.		

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	
1			

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 V	Veighting %	>
	Either select a previous Import file with the	Fund Import list of funds to be imported or dov	moad the template to create an Ir	nport file	
Upload Funds Choose File Upload Files Or drop files			ی Samp	ole File	Cancel
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File <u>n</u> a	me: FundsSampleData (2).csv		oft Excel Comma Sep pen Canc		

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

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Pictures 🖈	Model Wortfolio Test 1 - 4th March 2021 pdf Type: Microsoft Excel Comma Separated Values File Size: 56 bytes	04/03/2021 11:41	>
348 items	Date modified: 04/03/2021 14:31		

	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 X a, Choose File	🕹 Sample File
→ Move	Cancel

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

	Elther select a previou
Upload Funds	
Choose Flie	
1 Upload Files Or drop files	
FundsSampleData (2).csv	

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 FundsSampleData (2) cev Import Now		🛓 Sample File	
Import Now		Cancel	

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

porti	folio must total 100%	allocation in order to be risk rated and	saved. If you have not fully alloca	ted your portfolio your (	changes may not
		be	saved.		
	Table				
una	Table				
	Fund Code	Fund Name	Promoter	Asset Allocation	Weighting %
<	PE12 🔍	Invesco UK Equity High Income (UK) Inc	Invesco Fund Managers Ltd	<b>e</b>	25
<	E184 💮	Fidelity Global Special Situations Acc	Fidelity International (FIL In	<b>V</b>	25
<	E184 👰 F1FS 👰		Fidelity International (FIL In HSBC Investment Funds (Lux) SA	Set	25
_		Situations Acc	HSBC Investment Funds (Lux)		25

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.							
UND CODE	V WEIGHTING	✓ ERROR	`				
E12	33	O This fund is not permitted by your	default Fund list				
1FS	10	O This fund is not permitted by your	default Fund list				
CDO	40	O This fund is not permitted by your	default Fund list				
E12	33	O This fund is not permitted by your	default Fund list				
1FS	10	O This fund is not permitted by your	default Fund list				
CDO	40	O This fund is not permitted by your	default Fund list				