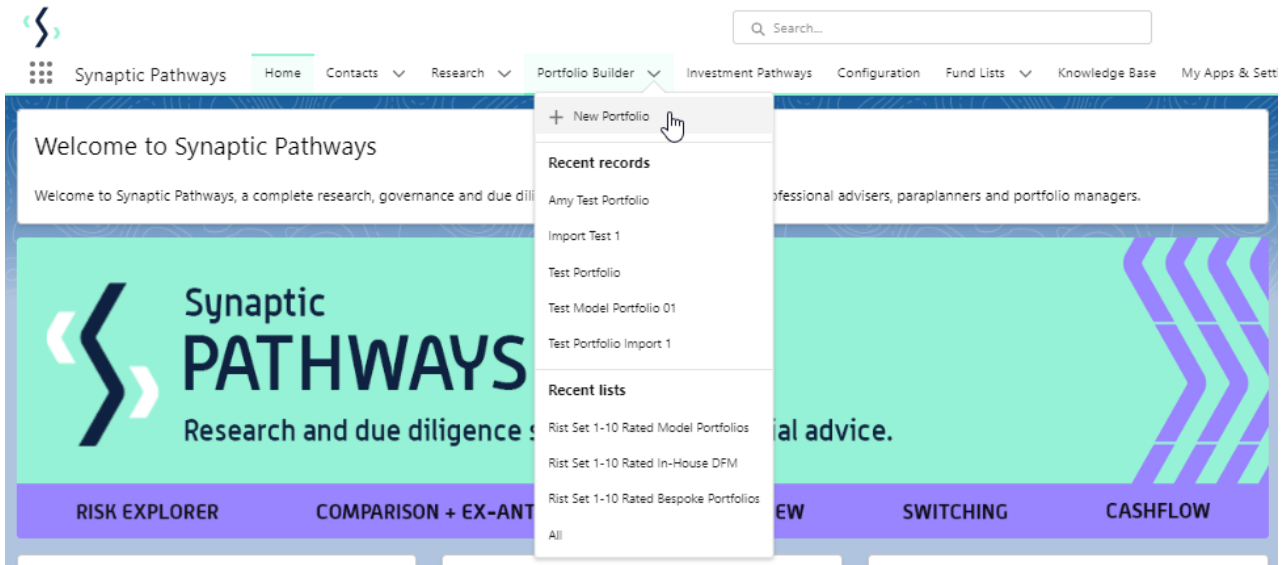


# In-House Discretionary - Create a Portfolio

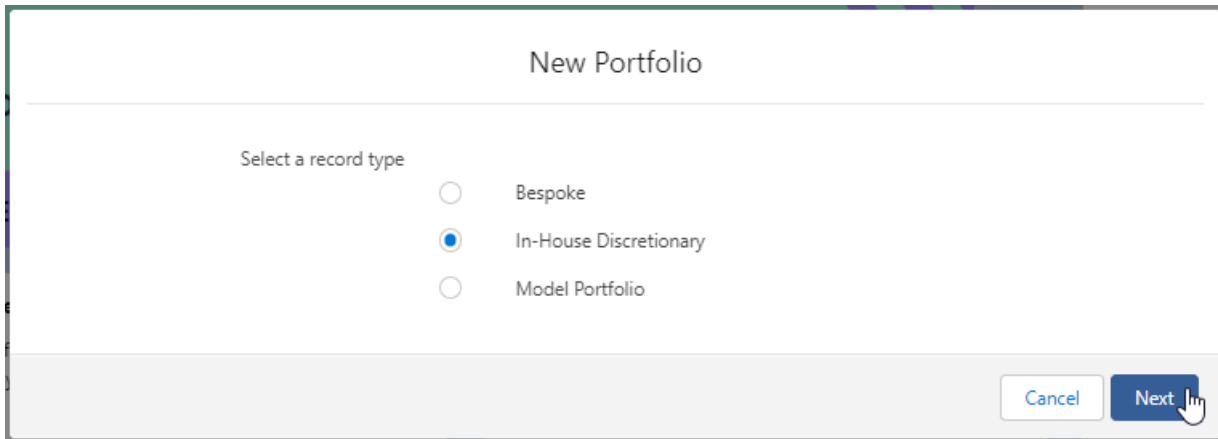
Last Modified on 23/04/2024 11:34 am BST

Create In-House Discretionary portfolios under the Portfolio Builder tab.

Click into the **Portfolio Builder** tab and select **New** or use the drop down arrow to create a **New Portfolio**:



Click **In-House Discretionary** and **Next**:

A screenshot of the 'New Portfolio' form. The title 'New Portfolio' is centered at the top. Below the title is a section titled 'Select a record type' with three radio button options: 'Bespoke', 'In-House Discretionary' (which is selected), and 'Model Portfolio'. At the bottom right of the form are two buttons: 'Cancel' and 'Next', with a mouse cursor pointing at the 'Next' button.

Complete the details of the portfolio:

### New Portfolio: In-House Discretionary

**Information**

<p><b>* Name</b> <span style="float: right;">↶</span></p> <input style="width: 90%;" type="text" value="IHD Test Portfolio"/>	<p>Initial Charge <span style="font-size: small;">?</span></p> <input style="width: 95%;" type="text"/>
<p>Description</p> <div style="border: 1px solid #ccc; height: 30px; width: 95%;"></div>	<p>Fund Management Costs <span style="font-size: small;">?</span></p> <input style="width: 95%;" type="text"/>
<p>Range</p> <input style="width: 95%;" type="text" value="Search Ranges..."/>	<p>Transactional Costs (MIFID) <span style="font-size: small;">?</span></p> <input style="width: 95%;" type="text"/>
<p><b>* Availability</b> <span style="font-size: small;">?</span></p> <div style="border: 1px solid #ccc; padding: 2px;">Private ▼</div>	<p>Discretionary Managers Fee <span style="font-size: small;">?</span></p> <input style="width: 95%;" type="text"/>
<p>Authorised</p> <div style="border: 1px solid #ccc; padding: 2px;">Pending ▼</div>	
<p>Active</p> <input checked="" type="checkbox"/>	

**Private** or **Public** can be selected under Availability. Private portfolios are only accessible by the owner & Public portfolios are accessible to anyone within the org.

**Information**

<p><b>* Name</b> <span style="float: right;">↶</span></p> <input style="width: 90%;" type="text" value="IHD Test Portfolio"/>	<p>Initial Charge <span style="font-size: small;">?</span></p> <input style="width: 95%;" type="text"/>
<p>Description</p> <div style="border: 1px solid #ccc; height: 30px; width: 95%;"></div>	<p>Fund Management Costs <span style="font-size: small;">?</span></p> <input style="width: 95%;" type="text"/>
<p>Range</p> <input style="width: 95%;" type="text" value="Search Ranges..."/>	<p>Transactional Costs (MIFID) <span style="font-size: small;">?</span></p> <input style="width: 95%;" type="text"/>
<p><b>* Availability</b> <span style="font-size: small;">?</span></p> <div style="border: 1px solid #ccc; padding: 2px;">Private ▼</div>	<p>Discretionary Managers Fee <span style="font-size: small;">?</span></p> <input style="width: 95%;" type="text"/>
<p>Authorised</p> <div style="border: 1px solid #ccc; padding: 2px;">Pending ▼</div>	
<p>Active</p> <input checked="" type="checkbox"/>	

Private portfolios are only accessible by the owner.  
 Public portfolios are accessible within this org.

If you are working on the portfolio, select **Pending**. If not authorised to use, select **Not authorised to recommend**. If approved to use, select **Approved**.

## Information

\* Name

IHD Test Portfolio

Description

Range

Search Ranges...

\* Availability

Private

Authorised

Pending

--None--

✓ Pending

Approved

Not authorised to recommend

Initial Charge

Fund Management Costs

Transactional Costs (MIFID)

Discretionary Managers Fee

Cancel

Save & New

Save

Complete the charge information. The Fund Management Costs, Transactional Costs (MiFID) and Discretionary Managers Fees form part of the Ongoing Headline Charge of the Portfolio.

Initial Charge

Fund Management Costs

Transactional Costs (MIFID)

Discretionary Managers Fee

**Save**

# New Portfolio: In-House Discretionary

## Information

**\* Name** ↶

Description

Range

**\* Availability** !

Authorised ↶

Active

Initial Charge ! ↶

Fund Management Costs ! ↶

Transactional Costs (MIFID) ! ↶

Discretionary Managers Fee ! ↶

Synaptic Pathways Home Paraplanner Access Centre Contacts Research Portfolio Builder Investment Pathways Generic Funds Configuration Fund Lists Knowledge Base My Apps & Settings Valuations

Portfolio **Test InHouse Portfolio** Duplicate Portfolio Import Funds Edit

Details Portfolio Builder Compliance Asset Allocation Platforms & Products Historic Performance

**Fund Search**

Enter Fund Code or Name  
 Search

Advanced Search

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)

**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®, 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**

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

For further information on In-House Discretionary Portfolios, see article [In-House Discretionary - Funds](#)