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Elevate help guide

Re-balance a Model Portfolio

Over time, as markets rise and fall, model portfolio investments drift from the original asset allocation. This guide shows you how to re-balance a model portfolio back to its original asset allocation.

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Step 1. Select – Single client re-balance

What you will see

1. Elevate Pension Investment Account (PIA) illustrations

2. New illustration (including top-ups)

3. Drawdown illustration

Model Portfolio Name	Model Portfolio Type	Model Portfolio Status	Action
New Portfolio v1	Client	Historic	View Deconstruct Re-balance Upgrade
New Portfolio v2	Client	Historic	View

Account Name	Account Number	Product Wrapper	Market Value of Model (£)	Include
Mr J Smith	EL1059735-022	Elevate ISA	602.71	<input checked="" type="checkbox"/>

What you will need to do

To re-balance your client's model portfolio:

1. Navigate to their account and select **New Work > Create > Model Portfolios**

2. Find the model portfolio and click **Re-balance** to open the model portfolio wizard.

3. For each applicable product wrapper select the products that you wish to re-balance.

4. Click **Next**.

5. Proceed to **Step 2** of this user guide on page 4.

Notes

2. You can use the filters to help find the model portfolio you want to re-balance.

3. Click **View detail** to see the impact of the re-balance on the investments held inside the model.

Step 1. Select – Bulk client re-balance

What you will see

The screenshot displays the 'Model Portfolios' tab in the Elevate system. The interface includes a navigation menu at the top with options like 'Dashboard', 'New Client', 'Existing Clients', 'Business Mgmt', 'Research', 'Model Portfolios', 'Literature', 'Help', and 'Admin'. Below the navigation is a sub-menu with 'Model Portfolios', 'Work In Progress', 'Disclose And Authorise', and 'Work Submitted'. A 'Filters' section on the left contains several dropdown menus for 'Branch', 'Adviser', 'Product Wrapper', 'Charging Structure', 'Model Portfolio Type', and 'Model Portfolio Status', all set to 'All'. There is also a text input for 'Model Portfolio Name' and a 'Search' button. Below the filters is a 'Search Results' table with 18 results. The table has columns for 'Model Portfolio Name', 'Model Portfolio Type', 'Model Portfolio Status', and 'Action'. The first two rows are 'New Portfolio v1' and 'New Portfolio v2', both with 'Client' type and 'Historic' status. The 'Action' column for these rows includes 'View', 'Deconstruct', 'Re-balance', and 'Upgrade'. A 'Page 2 of 17' indicator is visible at the bottom of the table.

1. Go to the **Model Portfolios** tab.

2. **Search** for the model portfolio you wish to edit in **Filters**.

3. Click **Re-balance** for the relevant model to open up the model portfolio wizard.

What you will need to do

1. Go to the **Model Portfolios** tab.

2. **Search** for the model portfolio you wish to edit in **Filters**.

3. Click **Re-balance** for the relevant model to open up the model portfolio wizard.

Notes

1. **Adviser firms set up on Elevate after 5 June 2017** are not able to re-balance multiple clients at once, please refer back to page 2 of this user guide.

3. You'll see a list of clients who hold the model portfolio.

Step 1. Select – Bulk client re-balance – cont.

What you will see

Account Name	Account Number	Product Wrapper	Charging Structure	Adviser	Market Value of Model (£)	Include
Anon Client 3892	EL1021163-005	Elevate PIA - Sch 1	Explicit	Anon Adviser 784	0.00	View detail <input checked="" type="checkbox"/>
Anon Client 81995	EL1100960-006	Elevate PIA - Sch 1	Explicit	Anon Adviser 3850	0.00	View detail <input type="checkbox"/>
Anon Client 111509	EL1130815-004	Elevate ISA	Explicit	Anon Adviser 780	0.00	View detail <input type="checkbox"/>
Anon Client 111509	EL1130815-005	Elevate GIA	Explicit	Anon Adviser 780	0.00	View detail <input type="checkbox"/>
Anon Client 111515	EL1130822-004	Elevate ISA	Explicit	Anon Adviser 780	0.00	View detail <input type="checkbox"/>
Anon Client 111515	EL1130822-005	Elevate GIA	Explicit	Anon Adviser 780	0.00	View detail <input type="checkbox"/>

Select/Remove all client accounts on this screen only

[Exit without saving](#) [Save and exit](#) [Next](#) →

What you will need to do

4. Tick to select the accounts you want to include in the re-balance.

5. Click **Next**.

Notes

4. Click **View detail** to see the impact of the re-balance on the investments held inside the model.

Step 2. Submit

What you will see

The screenshot shows the 'Step 2 Submit' interface. At the top, there are two tabs: '1 Select' and '2 Submit'. Below the tabs, there are buttons for 'Exit without saving', 'Save and exit', and 'Back'. The main content area is titled 'Upgrading Models Summary' and contains the following information:

- Upgrading From: Demo FP - Balanced v1
- Upgrading To: Demo FP - Balanced v2
- Number of Clients Included: 1
- Number of Product Wrappers Included: 1

A 'Submit' button is located at the bottom right of this section. A callout '1.' points to this button.

Below this, there is a 'Select next action' section with the following text: 'Your re-balance request number 2365895 has been successfully submitted.' There are two radio button options:

- Go to Disclose and Authorise to authorise your rebalance and access Charges Information document
- Go to my Home Dashboard and continue with other work - you will not be submitting your rebalance

A 'Next ->' button is located at the bottom right of this section. A callout '2.' points to this button.

Below this, there is a 'Request selection' table with the following data:

Request number	Description	Date submitted	Created by	Document status	View	Remove
2365195	Upgrade	04/10/2013 14:52:54	Mr N Pac	Complete	View	Remove
2365844	Upgrade	15/10/2013 16:51:31	Ms S N	Complete	View	Remove

A 'Back to top' button is located at the bottom right of the table. A callout '3.' points to the 'View' button in the second row of the table.

What you will need to do

1. Check the details are correct and click **Submit Model** to confirm your changes.

2. In **Select next action**, tick **Disclose and Authorise**.

3. Click **View** to show the re-balance. You can also **Remove** any that have been selected by mistake.

Notes

1. Accounts will not be re-balanced until you complete the **Disclose and Authorise** process.

2. If you return to your **Home Dashboard**, the re-balance will not complete. You can resume this by navigating to the **Disclose and Authorise** tab.

Step 2. Submit – cont.

What you will see

Request 2365195

Account Name	Adviser Name	Account Number	Charging Structure	Charges Information Document	Client Authority	Remove
Anon Client 61278	Anon Adviser 3981	EL1079992-012	Explicit	View	<input type="checkbox"/>	<input type="checkbox"/>
Anon Client 61278	Anon Adviser 3981	EL1079992-014	Explicit	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Make Declarations

I confirm I have client authority to make this switch and that any existing Ongoing Adviser Charge applied to this wrapper is for the provision of an ongoing service.

[Authorise](#) [Back to top](#)

4.

5.

What you will need to do

4. Tick to confirm **Client Authority**.

5. If everything is correct, click **Authorise**.

The model portfolio will be re-balanced at the next trading point.

Helpful hints

- A re-balance will place the required trades to bring the portfolio back to the original asset allocation. It will only sell and rebuy what is required to do this.
- If there are orders pending, you will have to wait until those trades settle before re-balancing.
- If the Disclose and Authorise step is not submitted within 30 calendar days, any pending deals associated with the rebalance will be cancelled automatically and you will need to re-submit the process.

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We hope you've got a good insight into our platform and the potential benefits it can bring to you and your firm.

If there is anything more you want to know, please contact us.

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Email us at Elevate_Enquiries@abrdn.com

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