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Elevate help guide: Managing a model portfolio

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Moving existing investments into a model portfolio

This section shows you how to move compatible investments held by a client into a model portfolio structure without any trades taking place.

What you will see

The screenshot displays the Elevate client portal interface. At the top, there are navigation tabs: Dashboard, New Client, Existing Clients (selected), Business Mgmt, Research, and Model Portfolios. Below these are search filters: Search, By Investment, Custom Search, Work In Progress, Work Submitted, and Transactions In Progress. The main content area shows the client ID (EL1059735) and a 'New Search' button. The 'New Work' tab is selected, showing options like 'Create', 'Work In Progress', 'Work Submitted', and 'Disclose And Authorise'. A callout '1.' points to the 'Create' button. Below this, there are sections for 'Other activities' (Model Portfolios, Complete risk assessment, Maintain memoitems) and 'Elevate Pension Investment Account (PIA) illustrations' (New illustration (including top-ups), Drawdown illustration). A 'Filters' section is also visible. At the bottom, there is a table with search results for 'New Model Portfolio' and a callout '2.' pointing to the 'Add existing investments to a Model Portfolio' radio button.

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

What you will need to do

1. Go to the client's account and select **New Work > Create > Model Portfolios**.

2. Select **Add existing investments to a Model Portfolio** and click **New Model Portfolio**.

Notes

1. You can move a client's separately held investments into a model portfolio structure if they are compatible with your model portfolio allocations.

Moving existing investments into a model portfolio (continued)

What you will see

Summary Portfolio **New Work** Cash Account Account Holders Transactions Reports & Documents Charges & Remunerations

Create Work In Progress Work Submitted Disclose And Authorise

Add Investments to Model Portfolio

Find

Sch 15Sch 2 - Where applicable, refers to pension investments held in either Elevate Pension Scheme (No. 1) or Elevate Pension Scheme (No. 2)

Back to top

3.

Search Criteria Cancel Search

Search Results: 9

Search Type: Model Portfolios

Investment documents and KiIDs

Model Portfolio Type: All

Model Portfolio Status: All

Model Portfolio Name: CWM

Risk Rating: All

Including Investment: Find

Search Type	Model Type	Status	Name	Select
Model Portfolio	Adviser	Historic	CWM Adventurous v1	Select
Model Portfolio	Adviser	Historic	CWM Adventurous v2	Select
Model Portfolio	Adviser	Historic	CWM Adventurous v3	Select
Model Portfolio	Adviser	Historic	CWM Adventurous v4	Select
Model Portfolio	Adviser	Current	CWM Adventurous v5	Select
Model Portfolio	Adviser	Historic	CWM Balanced Income v1	Select
Model Portfolio	Adviser	Current	CWM Balanced Income v2	Select
Model Portfolio	Adviser	Current	CWM Balanced v1	Select
Model Portfolio	Adviser	Current	CWM Cautious v1	Select

Page 1 of 1

4.

5.

Select Investments

Elevate GIA

Investment	Quantity	Value	% to add to Model
Threadneedle Gbl Eq Inc R Inc GBP	27,649,590	£31,672.59	100
Artemis Global Income R Inc	46,325,587	£31,631.11	100
Aberdeen High Yield Bond A Inc	81,680,150	£76,771.17	100
Newton Gbl Higher Inc	21,411,061	£30,519.33	100
Marlborough High Yld Fnd Int A	99,801,860	£74,981.14	100
Threadneedle Hg Yld Bld R Inc C	139,442,650	£81,745.21	100

Submit

6.

7.

What you will need to do

3. Click **Find**.

4. Use the **Search Criteria** to find the model that you want to use.

5. **Select** the model you want to use.

6. In **Select Investments**, you can move any matching assets that your client currently holds into the model portfolio by selecting the percentage to be moved.

7. Click **Submit**.

Notes

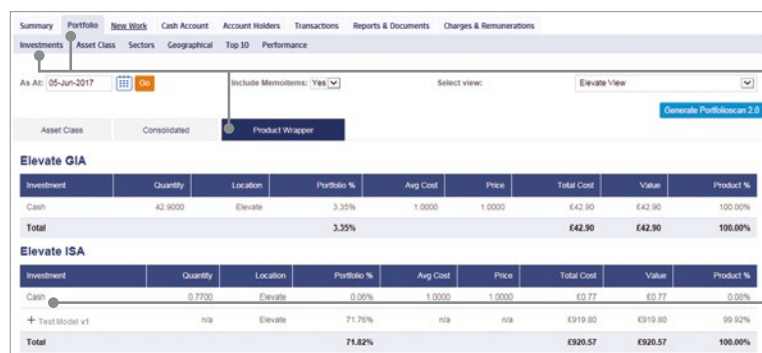
3. A pop-up window will be displayed where you can search for the applicable model.

5. The investments that make up the model portfolio will be displayed.

7. You'll be asked to confirm that you wish to proceed.

Viewing model portfolios and other investments

What you will see



The screenshot shows the Elevate investment interface. At the top, there are navigation tabs: Summary, Portfolio, New Work, Cash Account, Account Holders, Transactions, Reports & Documents, and Charges & Remunerations. Below these are filters for Asset Class, Sectors, Geographical, and Top 10. The 'As At' date is 05-Jun-2017. The 'Include Memoitems' is set to 'Yes'. The 'Select view' is 'Elevate View'. A 'Generate Portfolio as 2.0' button is visible. The 'Product Wrapper' tab is selected. Below this, there are two tables: 'Elevate GIA' and 'Elevate ISA'. The 'Elevate GIA' table has columns: Investment, Quantity, Location, Portfolio %, Avg Cost, Price, Total Cost, Value, and Product %. It shows 'Cash' with a quantity of 42,900 and a portfolio percentage of 3.35%. The 'Elevate ISA' table has the same columns and shows 'Cash' with a quantity of 0.7700 and a portfolio percentage of 0.00%. Below the 'Elevate ISA' table, there is a row for '+ Test Model v1' with a quantity of 'n/a' and a portfolio percentage of 71.76%. A plus sign icon is next to this row, indicating it can be expanded.

Investment	Quantity	Location	Portfolio %	Avg Cost	Price	Total Cost	Value	Product %
Cash	42,900	Elevate	3.35%	1,000	1,000	£42.90	£42.90	100.00%
Total			3.35%			£42.90	£42.90	100.00%

Investment	Quantity	Location	Portfolio %	Avg Cost	Price	Total Cost	Value	Product %
Cash	0.7700	Elevate	0.00%	1,000	1,000	£0.77	£0.77	0.00%
+ Test Model v1	n/a	Elevate	71.76%	n/a	n/a	£919.80	£919.80	99.92%
Total			71.82%			£920.57	£920.57	100.00%

1.

2.

What you will need to do

1. In the client's account, go to **Portfolio > Investments** and click on the **Product Wrapper** tab.

2. Click + expand next to the model portfolio to see the underlying investments.

Notes

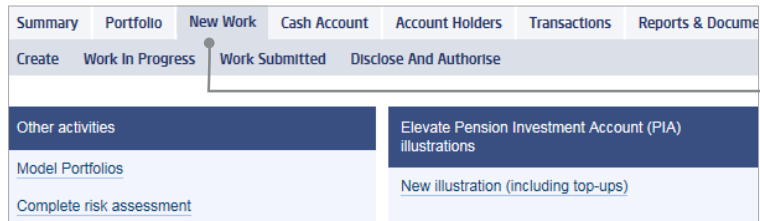
Hints and Tips

- Investments will be moved into the model portfolio – but no trades will take place.
- Once you have added the investment(s) to the model portfolio, the model structure may no longer match the original asset allocation and they may 'drift' further over time. You can rebalance (or upgrade) which will switch the required investments returning the model to the original asset allocation.
- If there are any other investments that cannot be moved because they are not compatible with your model, you can 'switch' them into the model using the normal switch process – see **Switching Investments** user guide.

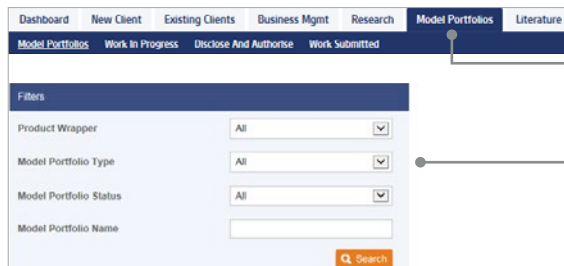
Edit a model portfolio

This section shows you what you will see and what you will need to do when editing a model portfolio.

What you will see



1a.



1b.

2.

A screenshot of the search results table. The table has columns for 'Model Portfolio Name', 'Model Portfolio Type', 'Model Portfolio Status', and 'Action'. There are two rows of results.

Model Portfolio Name	Model Portfolio Type	Model Portfolio Status	Action
New Portfolio v1	Client	Current	View Edit Deconstruct Rebalance Close
Reg - Fund - Stocks v1	Client	Current	View Edit Close

3.

What you will need to do

1a. To edit **single client models**, navigate to their account and select **New Work > Create > Model Portfolios**.

1b. To edit **adviser/firm level models** for multiple clients, go to the **Model Portfolios** tab.

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

3. Click **Edit** to open up the model portfolio wizard.

Notes

1a. By editing your client's model portfolio you will create a new version of that model. To move clients from the old version into the new model (and to redirect future payments) you will need to complete a separate model **Upgrade** process.

1b. Not available to adviser firms set up on Elevate after 5 June 2017.

3. By clicking **Edit**, the model version will be sequentially renumbered (i.e. v1 to v2).

Edit a model portfolio - continued

What you will see

Build Method: None

	Cash	Fixed Interest	UK Equities	Developed Markets	Emerging Markets	Property	Other	Total
Target Investment Allocation:								
Asset Allocation:	0.00%	25.00%	0.00%	75.00%	0.00%	0.00%	0.00%	100.00%
Actual Asset Allocation (underlying investments):	1.93%	22.55%	0.00%	73.98%	0.00%	0.00%	2.45%	100.00%
Stan Life Inv AAA Inc Inst Acc	Alloc: 25 %	0.00%	90.20%	0.30%	0.00%	0.00%	0.00%	9.60% Remove
Stan Life Inv AmEqIn Acc	Alloc: 25 %	2.60%	0.00%	0.30%	97.40%	0.00%	0.00%	0.00% Remove
Stan Life Inv AmEqIn Inc	Alloc: 25 %	2.60%	0.00%	0.30%	97.40%	0.00%	0.00%	0.00% Remove
Stan Life Inv Amn Eq Uncon I	Alloc: 25 %	2.50%	0.00%	0.30%	97.50%	0.00%	0.00%	0.00% Remove
Total Amount Allocated:	100.00%							Add cash

4.

5.

6.

7.

Search for Investments

Search Criteria

Search Type: Standard Life Funds

Investment documents, KIDs and KIDs

Name:

Code:

Fund Manager: All

Search Results: 95

Type	Code	Name	OCFTR	Fund Manager Repute	NetGross	Allocate And Select
Investment Fund	SL79	Stan Life Inv AAA Inc Inst Acc	0.63	0.0000	Net	25 % Select
Investment Fund	NISMJ	Stan Life Inv AmEqIn Acc	0.89	0.0000	Net	25 % Select
Investment Fund	NIMV	Stan Life Inv AmEqIn Inc	0.89	0.0000	Net	25 % Select
Investment Fund	SL61	Stan Life Inv Amn Eq Uncon I	0.87	0.0000	Net	25 % Select
Investment Fund	SL60	Stan Life Inv Amn Eq Oth Inst	1.07	0.0000	Net	0 % Select

What you will need to do

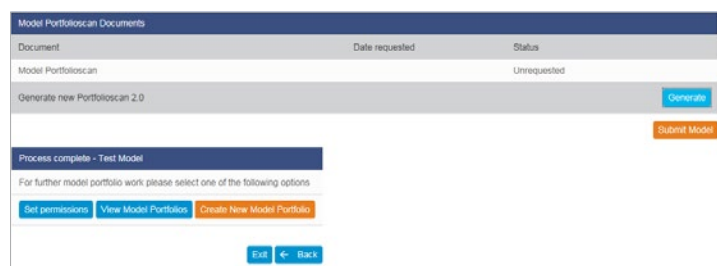
- Adjust allocations by amending the percentages.
- Remove an investment by clicking **Remove**.
- Use **Search Criteria** and click **Search** to find new funds that you want to add to model portfolio.
- Allocate a percentage for the chosen fund and click **select**.
- Move to **step 10. Submit**. Here you can illustrate key investment information by generating a Model Portfolio scan document. Click **Generate**, then click **Complete** to open, view and print the document.

Notes

- Make sure the **Total Amount Allocated** is 100%.
- When all changes have been made, you can go straight to **Step 10. Submit**. Or, if you want to view information on the selected investments you can click **Next** through each step.

Edit a model portfolio - continued

What you will see



The screenshot shows a web interface for managing model portfolios. At the top, there is a header 'Model Portfolios Documents'. Below it is a table with columns 'Document', 'Date requested', and 'Status'. The table contains one row: 'Model Portfolios' with 'Unrequested' status. Below the table, there is a section 'Generate new Portfolioscan 2.0' with a 'Generate' button and a 'Submit Model' button. Below that, there is a section 'Process complete - Test Model' with a message 'For further model portfolio work please select one of the following options' and three buttons: 'Set permissions', 'View Model Portfolios', and 'Create New Model Portfolio'. At the bottom, there are 'Exit' and 'Back' buttons.

9.

What you will need to do

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

Notes

9. With the process complete you can either exit at this point or use the links provided to **Set Permission Settings** (for adviser/firm level models only), **View Model Portfolios** or **Create New Model Portfolio**.

Hints and tips

- For adviser/firm level model portfolios, the new version created will use the same permission settings as the old version unless amended. Once the new model version has been submitted, you can update these settings via **Set Permissions** (if you have the appropriate level of access).
- Once you have created a new version of the model you will need to perform an **Upgrade** to move existing client holdings from the old version into the new one. Please refer see **Upgrade a Model Portfolio** user guide.
- It is only possible to edit a current version of a model portfolio – historic versions cannot be changed.
- An alert is triggered for accounts where a new version of a model portfolio is available.

Deconstruct a model portfolio

This section shows you how to remove investments from the model portfolio structure, useful for when you need to place transactions on the individual investments or release cash that may be held inside a model.

What you will see

The screenshot displays the Elevate client portal interface for client (EL1059735). The top navigation bar includes 'Dashboard', 'New Client', 'Existing Clients', 'Business Mgmt', 'Research', and 'Model Portfolios'. Below this is a search bar and a secondary navigation bar with 'Search', 'By Investment', 'Custom Search', 'Work In Progress', 'Work Submitted', and 'Transactions In Progress'. The main content area shows the client ID '(EL1059735)' and a 'New Search' button. A secondary navigation bar includes 'Summary', 'Portfolio', 'New Work', 'Cash Account', 'Account Holders', 'Transactions', and 'Reports & Document'. Below this is a third navigation bar with 'Create', 'Work In Progress', 'Work Submitted', and 'Disclose And Authorise'. The 'New Work' menu is expanded, showing three main categories: 'Payment activities', 'Investment activities', and 'Other activities'. The 'Payment activities' section includes 'New/amend product payment (including top-up)', 'Payments out', and 'Add bank account'. The 'Investment activities' section includes 'New investment transaction', 'Advanced orders', 'Move assets to new owner', 'Move assets to Discretionary Manager', and 'Remove Discretionary Manager'. The 'Other activities' section includes 'Elevate Pension Investment Account (PIA) illustrations', 'New illustration (including top-ups)', and 'Drawdown illustration'. A circular callout with the number '1.' points to the 'New Work' menu.

What you will need to do

1. Go to the client's account and select **New Work > Create** and select **Model Portfolios**.

Notes

Deconstruct a model portfolio – continued

What you will see

Summary Portfolio **New Work** Cash Account Account Holders Transactions Reports & Documents Charges & Remunerations

Create Work In Progress Work Submitted Disclose And Authorise

Filters

Product Wrapper All

Model Portfolio Type All

Model Portfolio Status All

Model Portfolio Name

Search

Search Results: 18

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

Create a new Model Portfolio

Add existing investments to a Model Portfolio

New Model Portfolio

2.

Investment	Value	Deconstruct
OBSR Balanced Portfolio v1	£356,236.39	<input type="checkbox"/>
Artemis Strategic Bond MR Acc	£27,985.36	
Fidelity Moneyfold Income	£33,550.85	
Threadneedle UK Property R Acc	£14,399.21	
Fidelity South East Asia	£6,607.05	

Submit

3.

4.

What you will need to do

2. Click **Deconstruct** next to the appropriate model portfolio.

3. Tick the box next to the model portfolio you are deconstructing for each product wrapper.

4. Click **Submit**.

Notes

4. You'll be asked to confirm that you wish to proceed.

Viewing individually held investments

What you will see

1.

Investment	Quantity	Location	Portfolio %	Avg Cost	Price	Total Cost	Value	Product %
Cash	700.1200	Elevate	0.25%	1.0000	1.0000	£700.12	£700.12	100.00%
Total			0.25%			£700.12	£700.12	100.00%

Investment	Quantity	Location	Portfolio %	Avg Cost	Price	Total Cost	Value	Product %
Cash	4,696.5900	Elevate	1.67%	1.0000	1.0000	£4,696.59	£4,696.59	24.21%
Aberdeen Asia Pacific Equity A Acc	1,721.4600	Elevate	1.09%	1.8274	1.7846	£3,145.80	£3,072.12	15.84%
Aberdeen Asia Pacific Equity I Acc	521.4000	Elevate	0.35%	1.9178	1.8731	£1,000.00	£976.63	5.04%
Architas MA Active Growth R Acc	267.5230	Elevate	0.18%	1.8690	1.8500	£500.00	£494.92	2.55%
Architas MA Active Prog R Acc	2,813.5380	Elevate	1.69%	1.8171	1.8060	£4,748.96	£4,720.05	24.34%
BlackRock Bal Growth PE A Acc	76.9820	Elevate	0.07%	2.5980	2.5530	£200.00	£196.54	1.01%
Aberdeen Asia Pacfc & Jpn Eqty I Acc	81.7200	Elevate	0.03%	1.0688	0.9997	£87.34	£81.70	0.42%

What you will need to do

1. In the client's account, go to **Portfolio > Investments** and click on the **Product Wrapper** tab.

Notes

1. Once you've deconstructed a model portfolio, the model will no longer be displayed on your client's account. Only the individually held investments will be listed.

Hints and tips

- Investments will be removed from model portfolio – but no trades will take place
- If you have regular withdrawals set up and the Income Payment Strategy (IPS) for those withdrawals includes the model, you may need to amend the regular withdrawal and the IPS so that enough cash is available to make the payment
- Even if you later 'reconstruct' the model portfolio, the IPS must still be updated to include the model again. See Add existing investments to a model portfolio for details on how to move compatible investments back into a model portfolio structure
- Any regular client contributions allocated to invest in the model portfolio will continue to do so unless you alter the investment allocation for the payment

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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.

Call us on 0345 600 2399

Our lines are open 9am to 5pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

Email us at Elevate_Enquiries@abrdn.com

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