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Elevate help guide: Managing a model portfolio

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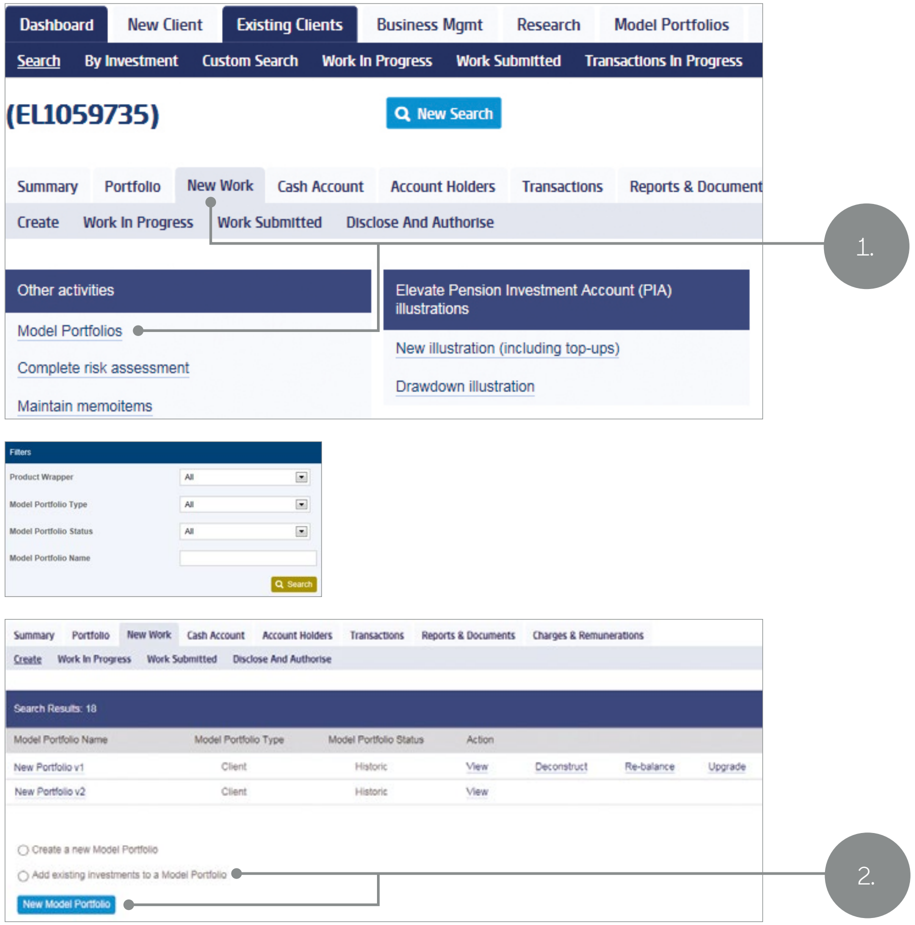
Contents

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



What you will need to do

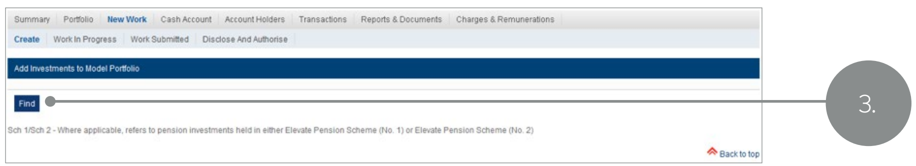
1. Go the client's account and select **New Work > Create > Model Portfolios**.
2. Select **Add existing investments to a Model Portfolio** and click **New Model Portfolio**.

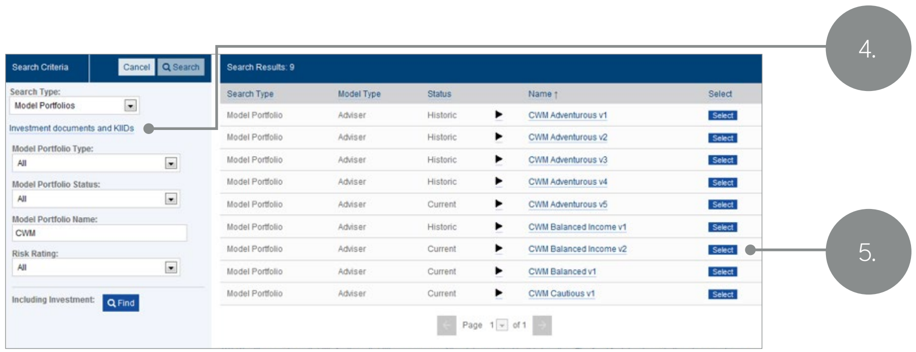
Notes

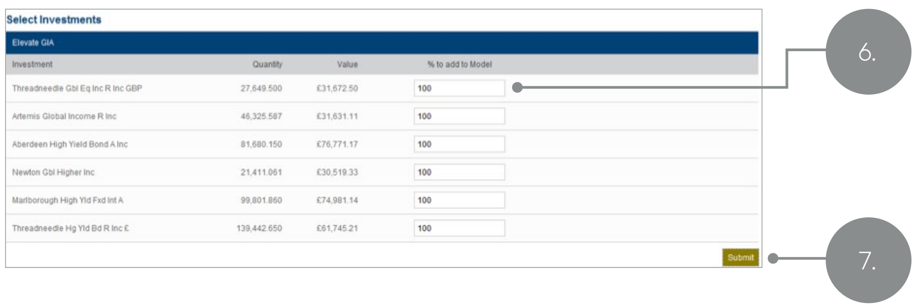
1. You can move a client's separately held investments into a model portfolio structure if they are compatible with your model portfolio allocations.

Moving existing investments into a model portfolio (continued)

What you will see







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

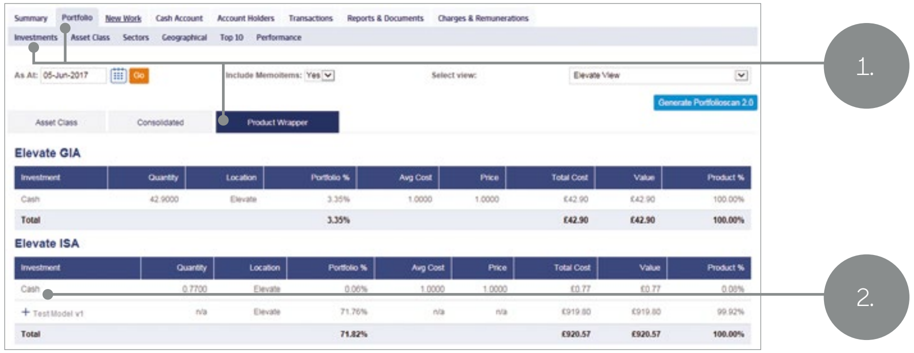
3. A pop-up window will be displayed where you can search for the applicable model.

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



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

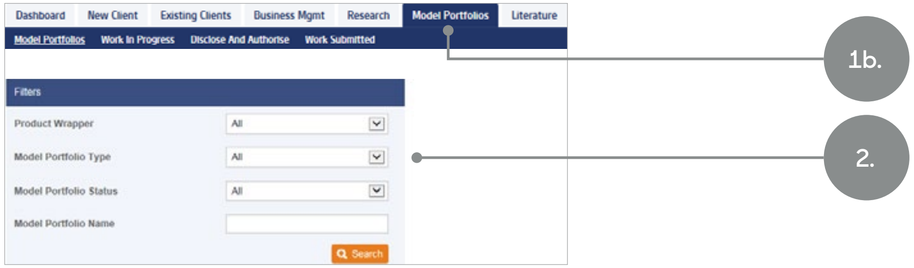
Hints and Tips

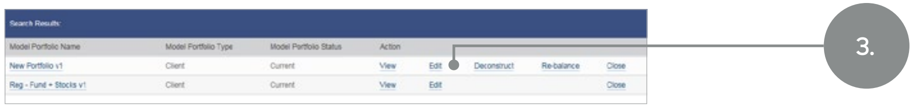
- Investments will be moved into the model portfolio – but no trades will take place.
- Once you have added the investment(s) to the model portfolio, the model structure may no longer match the original asset allocation and they may 'drift' further over time. You can rebalance (or upgrade) which will 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





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

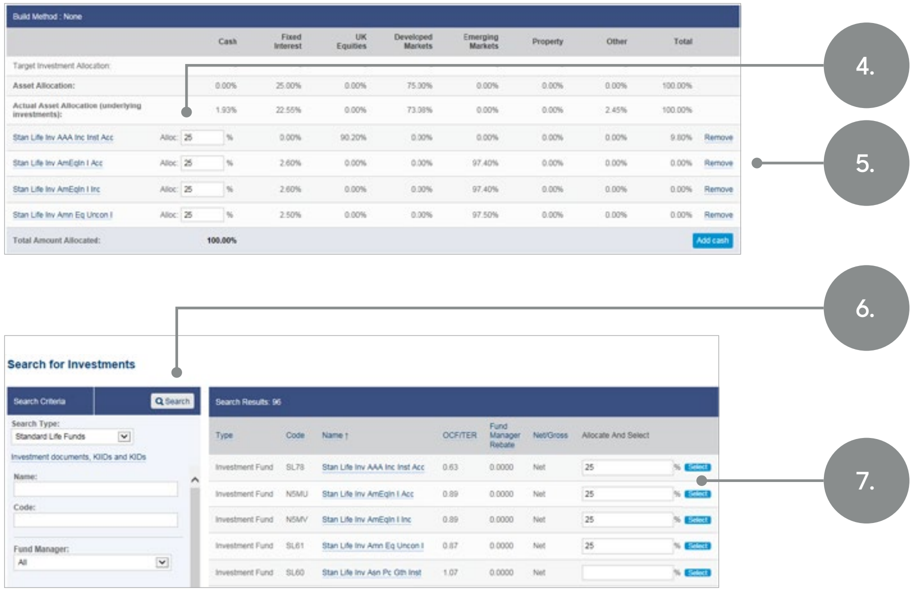
1a. By editing your client's model portfolio you will create a new version of that model. To move clients from the old version into the new model (and to redirect future payments) you will need to complete a separate model **Upgrade** process.

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



What you will need to do

4. Adjust allocations by amending the percentages.

5. Remove an investment by clicking **Remove.**

6. Use **Search Criteria** and click **Search** to find new funds that you want to add to model portfolio.

7. Allocate a percentage for the chosen fund and click **select.**

8. 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.

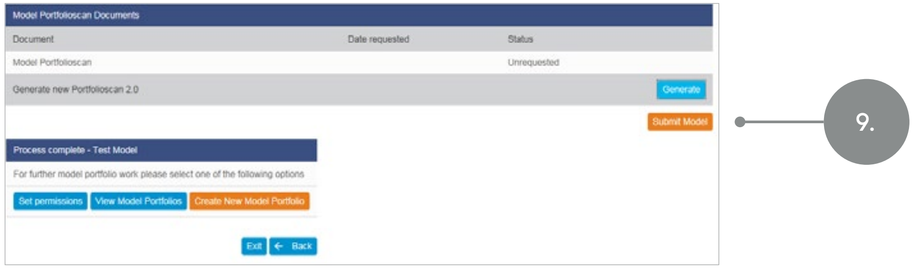
Notes

4. Make sure the **Total Amount Allocated** is 100%.

7. 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



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.**

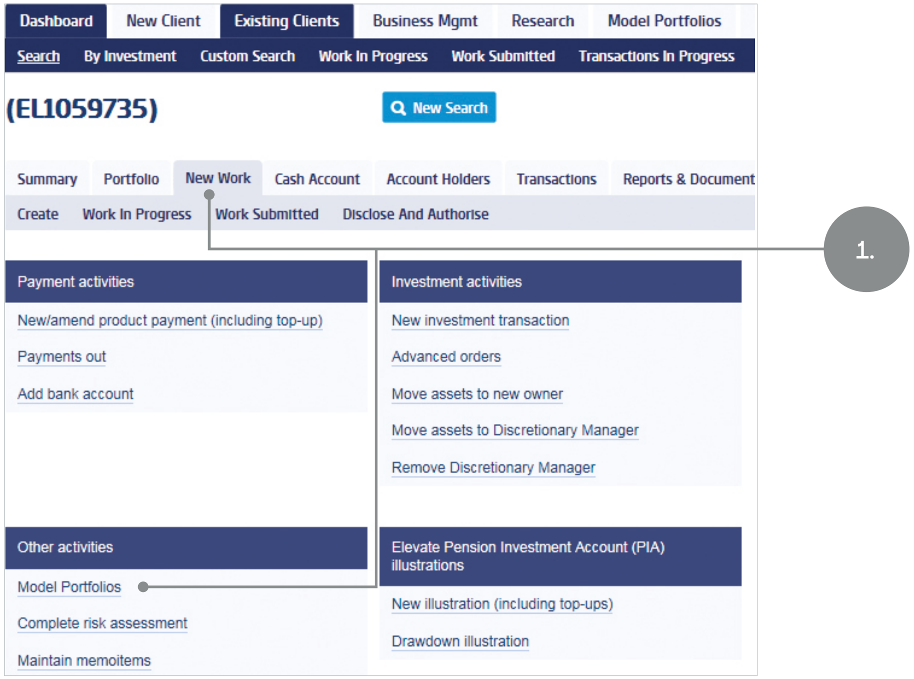
Hints and tips

- 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



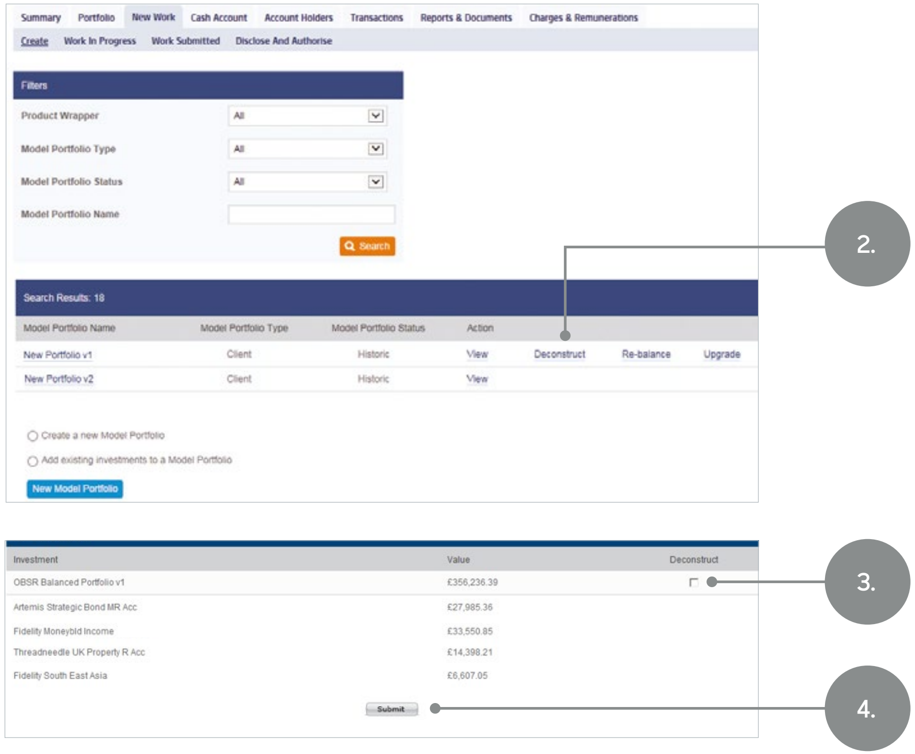
What you will need to do

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

Notes

Deconstruct a model portfolio – continued

What you will see



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.

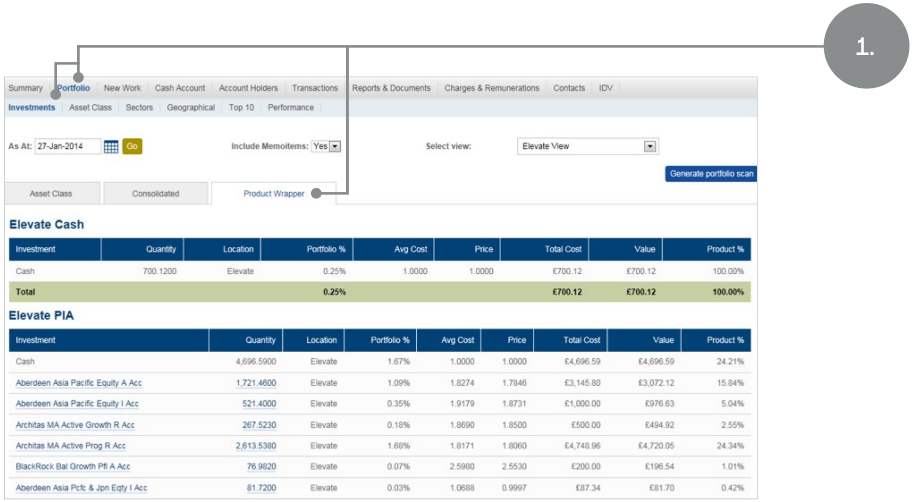
4. Click **Submit**.

Notes

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

Viewing individually held investments

What you will see



What you will need to do

1. In the clients 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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