

Bulk asset switches

Nucleus platform user guide

Edition 04

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Introduction

This document provides a guide on how to instruct a bulk asset switch on the Nucleus platform.

When should you instruct a bulk asset switch?

A bulk asset switch should be used where you have several clients in one or more assets who all wish to switch out of one asset(s) and into another asset(s).

Guide

How do you start?

In order to instruct a bulk asset switch, click 'tools' at the top of the page and then select 'bulk asset switch' from the left-hand-side. You'll then see the following screen:

The screenshot shows the 'Bulk asset switch' page. At the top, there's a breadcrumb navigation: Home > Tools > Bulk asset switch. Below that, a dropdown menu labeled 'Adviser' is set to 'All Advisers'. The main area is divided into two sections: 'Switch out' on the left and 'Switch in' on the right.

Switch out: Contains an 'Asset search' input field, a checkbox for 'Only listed securities', and a 'Search' button. Below this is a table with columns 'Asset', '%', and 'Action'. A 'View Accounts' button is located at the bottom of this section.

Asset	%	Action

Switch in: Contains an 'Asset search' input field, a checkbox for 'Only listed securities', and a 'Search' button. Below this is a table with columns 'Asset', '%', and 'Action'. A '+' button is in the 'Action' column for the first row, and a 'Total' row shows '0.00%'.

Asset	%	Action
Cash		+
Total	0.00%	

At the bottom right of the form is a 'Next' button.

From this screen, select the appropriate adviser name from the 'adviser' dropdown menu. Once you have done this, use the 'switch out' field to select the asset you wish to switch out of, by entering either part of the fund name or the ISIN code. When you click 'search', you'll see the following menu:

Asset	Action
M&G Strategic Corporate Bond A Acc (GB0033828137)	<input type="button" value="+"/>
M&G Strategic Corporate Bond A Inc (GB0033828020)	<input type="button" value="+"/>
M&G Strategic Corporate Bond X Acc (GB0033828350)	<input type="button" value="+"/>
M&G Strategic Corporate Bond X Inc (GB0033828244)	<input type="button" value="+"/>

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OK

Click the '+' button to add the fund you wish to use – this will save through to the switch screen. You can now repeat the process under the 'switch in' field to search for the asset the clients wish to switch in to.

Please note: If you're switching out of or in to equities, please tick the 'only listed securities' option before searching.

Once you've selected the assets, your screen will look as follows:

Switch out			Switch in		
Asset search: M&G Strategic	<input type="checkbox"/> Only listed securities	<input type="button" value="Search"/>	Asset search: Cazenove European	<input type="checkbox"/> Only listed securities	<input type="button" value="Search"/>
M&G Strategic Corporate Bond A Acc	100.00%	<input type="button" value="X"/>	Cazenove European A Acc	100.00%	<input type="button" value="X"/>
<input type="button" value="View Accounts"/>			Cash		<input type="button" value="+"/>
			Total	100.00%	

Next

Bulk asset switches

The tool can also be used to switch out of multiple assets into one single asset or cash, or out of one single asset into multiple assets and/or cash. Please see the below examples for reference:

Multiple assets into a single asset

Home > Tools > Bulk asset switch

Bulk asset switch

Adviser

Switch out

Asset search Only listed securities

Asset	%	Action
M&G Strategic Corporate Bond A Acc	100.00	<input type="button" value="X"/>
Fidelity Strategic Bond Inc	100.00	<input type="button" value="X"/>
Invesco Perpetual Global Bond Acc	100.00	<input type="button" value="X"/>

Switch in

Asset search Only listed securities

Asset	%	Action
Cazenove European A Acc	100.00%	<input type="button" value="X"/>
Cash		<input type="button" value="+"/>

Total 100.00%

Multiple assets into cash (switching only partial amounts out of certain funds)

Home > Tools > Bulk asset switch

Bulk asset switch

Adviser

Switch out

Asset search Only listed securities

Asset	%	Action
M&G Strategic Corporate Bond A Acc	100.00	<input type="button" value="X"/>

Switch in

Asset search Only listed securities

Asset	%	Action
Cazenove European A Acc	75.00	<input type="button" value="X"/>
L&G All Stocks Index Linked Gilt Index Inst Acc	20.00	<input type="button" value="X"/>
Cash	5.00	<input type="button" value="X"/>

Total 100.00%

Once you have selected the assets you wish to use, click on 'view accounts' to see a list of clients invested in the asset(s) you're switching out of. From this menu you can sort through each client and exclude anyone who wishes to remain in the fund (see below).

[Home](#) > [Tools](#) > Bulk asset switch

Bulk asset switch

Adviser

Switch out

Asset	%	Action
Newton Global Higher Income	100.00	<input checked="" type="button" value="X"/>

Switch in

Asset	%	Action
M&G Strategic Corporate Bond A Acc	60.00	<input checked="" type="button" value="X"/>
BlackRock UK A Acc	40.00	<input checked="" type="button" value="X"/>
Cash		<input type="button" value="+"/>
Total	100.00%	

Accounts

Adviser	Account Holder	Account	Account Number	Exclude from switch	View switch details
Adviser Name - 1111	Test Client 1	General	N000001	<input checked="" type="button" value="X"/>	<input type="button" value="Q"/>
Adviser Name - 1111	Test Client 2	Isa	N000002	<input checked="" type="button" value="X"/>	<input type="button" value="Q"/>
Adviser Name - 1111	Test Client 3	Isa	N000003	<input checked="" type="button" value="X"/>	<input type="button" value="Q"/>
Adviser Name - 1111	Test Client 3	Onshore Bond	N000004	<input checked="" type="button" value="X"/>	<input type="button" value="Q"/>
Adviser Name - 1111	Test Client 4	Pension	N000005	<input checked="" type="button" value="X"/>	<input type="button" value="Q"/>
Adviser Name - 1111	Test Client 5	Drawdown	N000006	<input checked="" type="button" value="X"/>	<input type="button" value="Q"/>
Adviser Name - 1111	Test Client 5	General - General	N000007	<input checked="" type="button" value="X"/>	<input type="button" value="Q"/>

To exclude a particular client account, just click the red 'X' button to remove that account from the switch instruction. If you then click on the magnifying glass icon on each line, you can review a summary of the switch instruction in place for each account.

Bulk asset switches

The below screen shows a small scale example of a switch from one asset to another. Five clients are invested in the asset, with a total of seven accounts affected, but two of the client accounts have been excluded from the switch. Therefore, only five of the accounts appear in the 'switch details' section confirming the instruction in place (the remaining accounts show on the second page of the 'switch details' section).

[Home](#) > [Tools](#) > Bulk asset switch

Bulk asset switch

Adviser

Switch out

Asset	%	Action
Newton Global Higher Income	100.00	<input type="button" value="X"/>

Switch in

Asset	%	Action
M&G Strategic Corporate Bond A Acc	60.00	<input type="button" value="X"/>
BlackRock UK A Acc	40.00	<input type="button" value="X"/>
Cash		<input type="button" value="+"/>
Total	100.00%	

Accounts

(1 of 1)					
Adviser	Account Holder	Account	Account Number	Exclude from switch	View switch details
Adviser Name - 1111	Test Client 1	General	N000001	<input type="button" value="X"/>	<input type="button" value="🔍"/>
Adviser Name - 1111	Test Client 2	Isa	N000002	<input type="button" value="X"/>	<input type="button" value="🔍"/>
Adviser Name - 1111	Test Client 3	Isa	N000003	<input type="button" value="X"/>	<input type="button" value="🔍"/>
Adviser Name - 1111	Test Client 3	Onshore Bond	N000004	<input type="button" value="+"/>	<input type="button" value="🔍"/>
Adviser Name - 1111	Test Client 4	Pension	N000005	<input type="button" value="X"/>	<input type="button" value="🔍"/>
Adviser Name - 1111	Test Client 5	Drawdown	N000006	<input type="button" value="+"/>	<input type="button" value="🔍"/>
Adviser Name - 1111	Test Client 5	General - General	N000007	<input type="button" value="X"/>	<input type="button" value="🔍"/>

Switch Details

(1 of 2)						
Account Holder	Account Number	Switch	Asset	Units	Latest Price	Estimated Value
Test Client 1	N000001	Switch out	Newton Global Higher Income	2,955.3860	£1.25	£3,689.50
Test Client 1	N000001	Switch in	M&G Strategic Corporate Bond A Acc	2,510.430	£0.88	£2,213.70
Test Client 1	N000001	Switch in	BlackRock UK A Acc	458.320	£3.22	£1,475.80
Test Client 2	N000002	Switch out	Newton Global Higher Income	2,049.4269	£1.25	£2,558.50
Test Client 2	N000002	Switch in	M&G Strategic Corporate Bond A Acc	1,740.870	£0.88	£1,535.10
Test Client 2	N000002	Switch in	BlackRock UK A Acc	317.830	£3.22	£1,023.40
Test Client 3	N000003	Switch out	Newton Global Higher Income	1,735.8662	£1.25	£2,167.06
Test Client 3	N000003	Switch in	M&G Strategic Corporate Bond A Acc	1,474.520	£0.88	£1,300.24
Test Client 3	N000003	Switch in	BlackRock UK A Acc	269.200	£3.22	£866.82
Test Client 4	N000005	Switch out	Newton Global Higher Income	497.2876	£1.25	£620.81

Once you're happy with the details of the switch instruction, please click 'next'.

The following page will show you a summary of the switch instruction:

Bulk asset switch

Switch out		Switch in	
Asset	%	Asset	%
Newton Global Higher Income	100.00%	M&G Strategic Corporate Bond A Acc	60.00%
		BlackRock UK A Acc	40.00%
		Cash	
		Total	100.00%

Accounts included in switch

Adviser	Account Holder	Account	Account Number
Adviser Name - 1111	Test Client 1	General	N000001
Adviser Name - 1111	Test Client 2	Isa	N000002
Adviser Name - 1111	Test Client 3	Isa	N000003
Adviser Name - 1111	Test Client 4	Pension	N000005
Adviser Name - 1111	Test Client 5	General - General	N000007

Accounts excluded from switch

Adviser	Account Holder	Account	Account Number	Exclusion reason
Adviser Name - 1111	Test Client 3	Onshore Bond	N000004	Excluded by user
Adviser Name - 1111	Test Client 5	Drawdown	N000006	Excluded by user

[Back](#) [Download PDF](#) [Submit](#)

From here, you can click 'back' to amend any incorrect details, click 'download PDF' to print a copy of the summary screen or click 'submit' if you're happy with all of the details.

Once you click 'submit', the system will process the bulk switch instruction. Once the instruction has been processed, you will receive the following confirmation message:

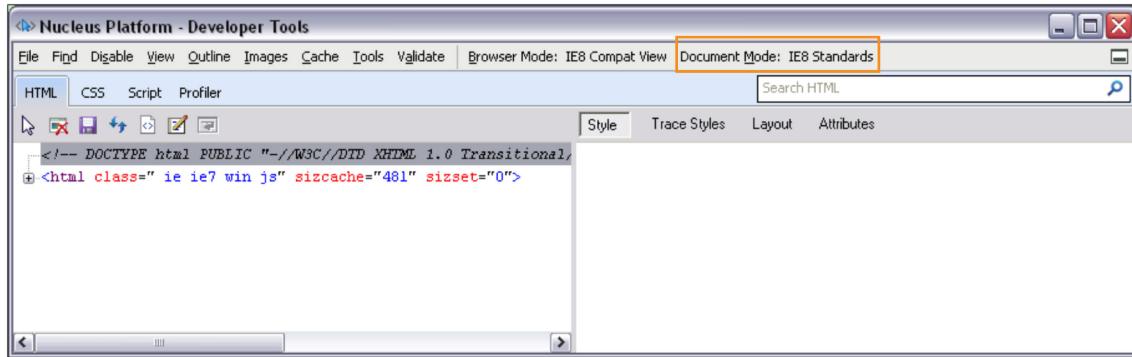


The switch will now be ordered at the next available trade time and will be confirmed on the transaction history of the relevant accounts.

Troubleshooting

In order to search for assets when creating a model portfolio, Nucleus would suggest that you use the most up to date version of your Internet browser. In the case of Internet Explorer, versions 8 or 9 should be used, as earlier versions will not support the search function. When using Internet Explorer, please ensure that Document Mode is set to Internet Explorer 8 Standards, otherwise the browser will not be compatible with this page.

You can check this by typing F12 on your keyboard to bring up the following menu:



The far right menu option, Document Mode, should be set to IE8 Standards whenever you're using the Nucleus Platform to search for assets.

Further support

Hopefully you're now aware of how to instruct a bulk switch on the Nucleus platform. If you need further help please contact the client relations team on 0131 226 9800 or through our 'Live Support' feature, which you can find on the top right of the platform home page.



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