

Model portfolios

Self-service (creating, aligning, editing models)

Rebalancing

Bulk reassign and rebalance

Nucleus platform user guide

Edition 02

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Introduction

What is a model portfolio?

Model portfolios enable you to invest client funds against an investment profile containing a collection of weighted assets. Typically these investment profiles will correspond to a client's attitude to risk. They allow you to:

- Simplify the investment process by having client accounts associated with profiles of assets rather than individual assets
- Simplify any changes to investments you wish to make by allowing changes to multiple client portfolios using a single instruction (by a bulk reassign and / or rebalance).
- Add greater value for your clients by rebalancing the current weightings of a model portfolio back to the initial investment direction specified.

How do you start?

To access the model portfolio self-service menu, click on 'model portfolio self-service' within the 'tools' tab on the platform.

The screenshot displays the Nucleus Financial Group platform interface. At the top, the logo and 'welcome to your platform' are visible, along with the user's login information: 'You are logged in as sinead.thomas@nucleusfinancial Logout'. A navigation bar contains several tabs: Home, Clients, Tools (highlighted), Reports, MiFID II, Support, Wrapstore, Library, Research, Admin, and Contact us. Below the navigation bar, the breadcrumb 'Home > Tools' is shown. The main content area is titled 'Tools' and contains several sections:

- Illustrations:** Create an illustration of projected investment returns for any of the accounts within a portfolio. [Create a quick quote](#)
- Events history:** View event history. [Events](#)
- Bulk summary report:** Create a bulk summary report across multiple clients and accounts. [Request report](#) [Report history](#)
- Investment analysis:** Investment analysis. [Investment analysis](#)
- Alerts:** Configure and maintain alerts for platform events. [Alerts](#)
- Model portfolio self-service:** Create, edit and analyse model portfolios. [Model portfolio self-service](#) (This section is highlighted with an orange box in the image)
- Manage favourite assets:** Create, edit, delete and convert favourite assets. [Manage favourite assets](#)

At the bottom of the page, there is a footer with the copyright notice '© Nucleus Financial Group' and a row of links: [Platform status](#) | [Contact us](#) | [Terms & conditions](#) | [Privacy statement](#).

Introduction

Model portfolio self-service menu

The self-service menu shows a range of options for you to choose from. These include;

- A list of all existing model portfolios that you have access to (click on the model portfolio name to access the model portfolio details)
- Custom search, where you can search for an existing model portfolio
- The ability to create a model portfolio
- Find a model portfolio, containing one or more particular assets
- Find clients and identify the model portfolio aligned to their accounts.

Model portfolio self-service

Your current portfolios last 3 months Include Closed Custom Search

(1 of 1) 1 < > 5

Model portfolio name	Date Effective	Last Updated	Status	
Model Q1 2016	22/06/2016	22/06/2016	Open	Copy Archive
Portfolio 2016	22/06/2016	22/06/2016	Open	Copy Archive
New model	29/06/2016	29/06/2016	Open	Copy Archive
test_create_model_portfolio	05/08/2016	05/08/2016	Open	Copy Archive

(1 of 1) 1 < > 5

Create a new model portfolio

Find a model portfolio

Find a model portfolio containing these assets

(0 of 0)

Model portfolio name	Date Effective
No records found.	

(0 of 0)

Find clients

Search for the client to see which model portfolios are assigned to each of their accounts. Possible search patterns are: 'surname, forename' or 'forename surname'.

(0 of 0)

Client name	Account	Account no	Model portfolio name	Next rebalance date
No records found.				

(0 of 0)

Guide

Chapter 1.0 – Create a new model portfolio

Click on 'create a new model portfolio' as shown below:

Model portfolio self-service

Your current portfolios: **last 3 months** Include Closed

(1 of 1)

Model portfolio name	Date Effective	Last Updated	Status	
Model Q1 2016	22/06/2016	22/06/2016	Open	Copy Archive
Portfolio 2016	22/06/2016	22/06/2016	Open	Copy Archive
New model	29/06/2016	29/06/2016	Open	Copy Archive
test_create_model_portfolio	05/08/2016	05/08/2016	Open	Copy Archive

(1 of 1)

Find a model portfolio

Find a model portfolio containing these assets

and

Results

(0 of 0)

Model portfolio name	Date Effective
No records found.	

(0 of 0)

Find clients

Search for the client to see which model portfolios are assigned to each of their accounts. Possible search patterns are: 'surname, forename' or 'forename surname'.

Results

(0 of 0)

Client name	Account	Account no	Model portfolio name	Next rebalance date
No records found.				

(0 of 0)

1.1 General information

Each of the following fields needs to be completed:

Create model portfolio

General information

Name *

Status

Effective Date

Description *

Permissions

Suitable for *

Account types

- All Clients
- Non-retail clients

1.1.1 Name

The name should be a description which will allow easy identification when searching for a model portfolio.

This name will appear on the client's account summary and all associated paperwork (account summary PDFs, statements, application summary etc).

1.1.2 Status

This defaults to 'open' which means live, but can be set to 'trial'. A trial model portfolio cannot be aligned to an account but can be monitored for performance over a period of time before amending to 'open' and aligning to client accounts.

1.1.3 Effective date

The effective date defaults to today's date but can be forward dated if required.



The effective date cannot be in the past and it will not be possible to align the model portfolio to an account until the date is selected.

1.1.4 Description

Here you can provide further detail on the particular model portfolio. This does not appear on any documentation.

1.1.5 Suitable for

This field has two options available – 'all clients' and 'non-retail clients'. You will not be able to align a model portfolio which is set to 'non-retail clients'.

1.2 Permissions

Setting the correct permissions is one of the most important aspects of creating a model portfolio. If the permissions are too restrictive you may not be able to access the model when the creator is unavailable and open permissions may not suit your firm's own process and controls.

1.2.1 Permissions options

a. Sole editor (named individual, no location set)

Only the named individual will be able to view, update, align, edit the model.

b. Multiple editors (multiple named individuals, location set)

All named individuals will be able to view, update, align, edit the model

c. Open to all (no named individuals, location only set)

Every user at the firm (location) will be able to view, update, align and edit the model

If you click on 'set access' you'll be able to view the permission menu.

However we recommend at least two editors are added to each model created and we would also suggest reviewing your model portfolios and permissions when you are aware staff members are due to leave your company.

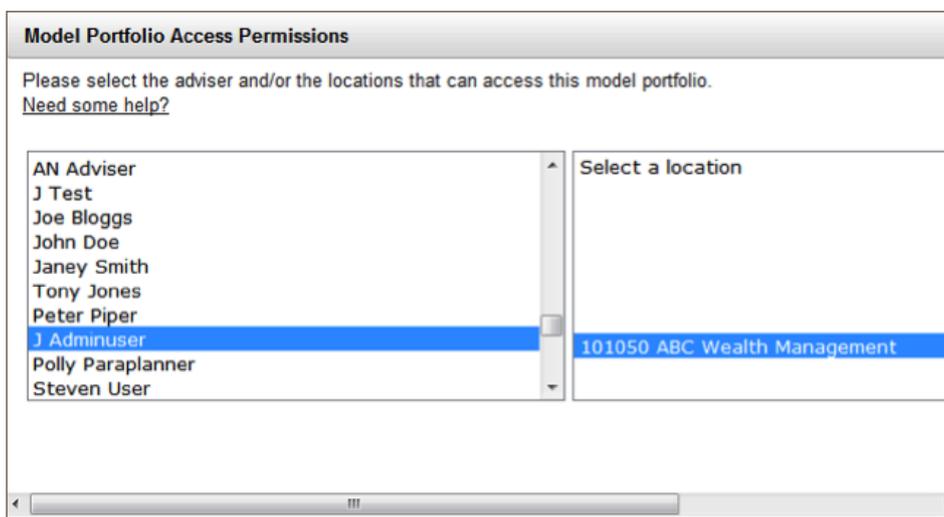
1.2.2 Select an adviser

Your name will automatically be selected as the creator but you can select multiple names which will allow each to be 'editors' of the model portfolio. See section 1.2.4

1.2.3 Select a location

The firm name (location) must be selected to make the model available to other firm users. If you do not update 'select a location' the creator will be the only user able to view and update the model and it cannot be linked to a client account. No location set also means that the model is not viewable by Nucleus client relations which precludes your client relations manager from helping you with any issue regarding the model and linked clients.

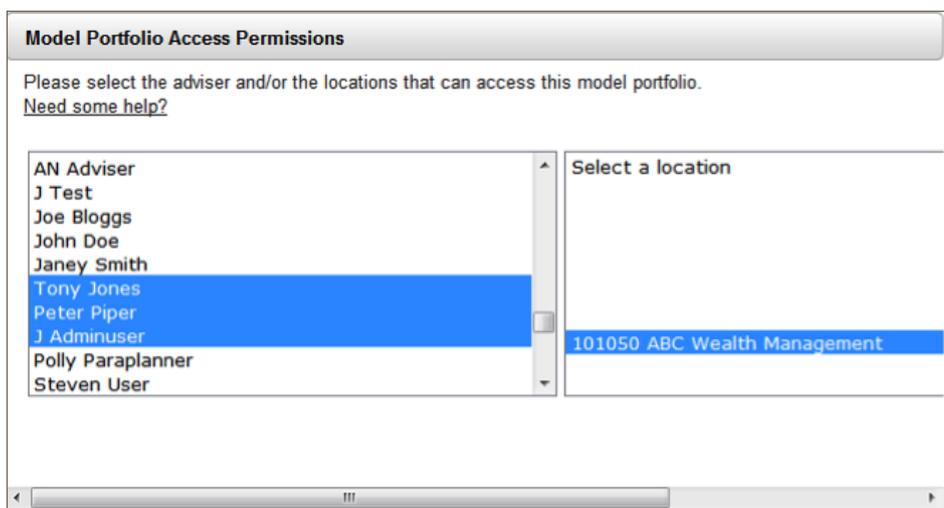
The example below allows only J Adminuser to edit the model portfolio however everyone at ABC Asset Management Ltd can view the model details.



1.2.4 Multiple editing access

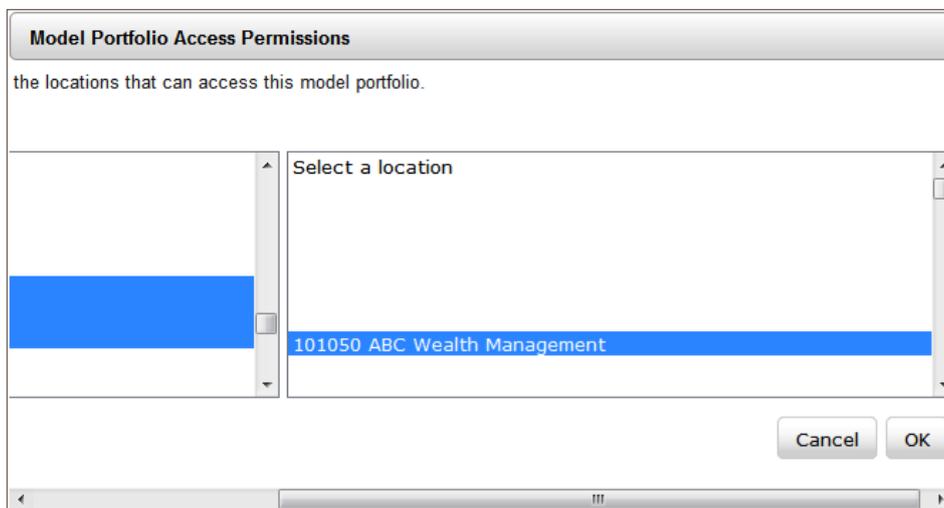
You may wish to set up an additional editing user. This can be done by highlighting the name of the additional user(s) from the menu (CTRL, click) Please note that the name allocated to 'adviser-based restriction' is the only person who has permission to make changes to the model portfolio.

The example below allows Tony Jones, Peter Piper and J Adminuser to edit the portfolio and all users at ABC Wealth Management to access the portfolio.



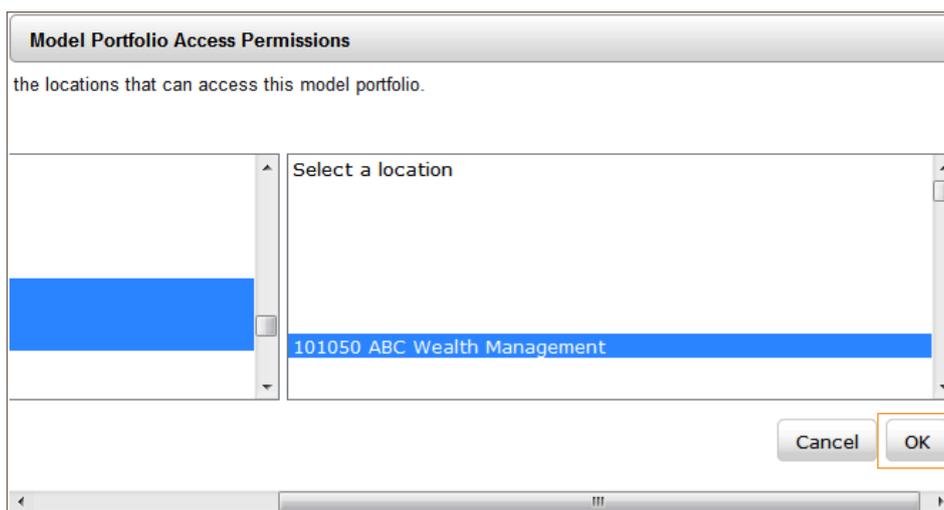
1.2.5 Open permission

If you select the location only leaving this allows every platform user at the firm full access to the model portfolio.



1.2.6 Save permissions

When you're happy with your permission choice, please click 'OK' (you may need to scroll to the end of the window to reach the 'OK' button).



1.3 Account types

Indicate which wrappers your new portfolio should be made available for by ticking the relevant box.

 Remember that not all funds are available across all wrappers so selecting all wrappers may restrict the fund selection available.

Account types

<input checked="" type="checkbox"/> General <input type="checkbox"/> APP & Unsecured APP <input type="checkbox"/> Onshore Bond (SFA) <input type="checkbox"/> Offshore Bond <input checked="" type="checkbox"/> General (gross)	<input checked="" type="checkbox"/> Pension & Drawdown <input checked="" type="checkbox"/> Isa <input type="checkbox"/> Pension & Drawdown (former PR) <input type="checkbox"/> PEP (Isa) <input type="checkbox"/> Onshore Bond (Sanlam)
---	--

1.4 Asset selection

Search for the assets you wish to add to the model portfolio by entering the name or ISIN of the asset(s) you require.

The search results will indicate whether the asset is available for the required wrapper types by displaying .

 You will only be able to select an asset if it is available for all wrapper types you have selected.

You can add the asset to the model portfolio by clicking the  button in the 'action' column.

Once this is selected it will pop up in the asset allocation box in the top right of the page. If you wish to remove the asset before you save the model portfolio you can click on the  button.

Asset allocation

Asset Name	Split %	Action
Cash	2.00	
AXA Distribution Z Acc 	0.00	
Fidelity Asia Focus W Acc 	0.00	
SLI UK Real Estate PF 1 Acc Feeder 	0.00	
Total	2	





1.4.1 Searching by name

Asset selection

Search for asset: only listed securities

(1 of 1) 1 15

Asset Name	General	Pension & Drawdown	Isa	General (gross)	Action
Fidelity Asia Focus W Acc (GB00B6Y7NF43)	✓	✓	✓	✓	+
Fidelity Asia Pacific Opportunities W Acc (GB00BQ1SWL90)	✓	✓	✓	✗	
Fidelity Asian Dividend W Acc (GB00B8W5LX86)	✓	✓	✓	✗	

(1 of 1) 1 15

1.4.2 Searching by ISIN

Asset selection

Search for asset: only listed securities

(1 of 1) 1 15

Asset Name	General	Pension & Drawdown	Isa	General (gross)	Action
AXA Distribution Z Acc (GB0006160104)	✓	✓	✓	✓	+

(1 of 1) 1 15

Asset selection

Search for asset: only listed securities

(1 of 1) 1 15

Asset Name	General	Pension & Drawdown	Isa	General (gross)	Action
SLI UK Real Estate PF 1 Acc Feeder (GB00BYPHPD12)	✓	✓	✓	✓	+

(1 of 1) 1 15

1.4.3 Fund availability

If the fund you require is not available please raise a Jira with fund details (name, fund manager, ISIN, fund fact sheet if available) and we shall review if this can be added to the platform.



You can also review fund availability by running the 'funds' report available on the platform.

1.4.4 Additional assets

It is possible to hold additional assets within a client account outside the model portfolio however these should be set to exclude from any rebalancing instruction to ensure they do not get swept up and sold. (See chapter 2 for more detail on rebalancing).

1.4.5 Suspended assets

It is possible to hold suspended assets within a model portfolio however as the asset cannot be traded this would preclude the account from rebalancing. Should you wish to rebalance during the suspension the asset should be removed from the model (see section 1.18 on how to edit a model) then excluded from the rebalance (see section 2.5 excluding assets).



It is not sufficient to change the asset allocation to 0% within the model, it must be removed to allow rebalancing on the account.

1.4.6 Setting the asset allocation

When you have selected the relevant assets, confirm the percentage split for each one. You will note that cash defaults to 2%, however this can be amended to suit your portfolio.

When the percentage split totals 100%, click 'save'.

Asset allocation

Asset Name	Split %	Action
Cash	<input type="text" value="2.00"/>	
AXA Distribution Z Acc	<input type="text" value="25"/>	
Fidelity Asia Focus W Acc	<input type="text" value="35"/>	
SLI UK Real Estate PF 1 Acc Feeder	<input type="text" value="38"/>	
Total	<input type="text" value="100"/>	

See section 1.16 for details on viewing charges and analyse model portfolio.

1.5 Newly created model portfolio

The newly created model portfolio will appear as follows.

Home > Tools > Model portfolio self-service > Create model portfolio 05 Sep 2016 17:32:38

Q3 2016 Balanced has now been saved

General information

Name: Q3 2016 Balanced

Status: Open

Effective Date: 05/09/2016

Description: Updated 5 September 2016 Balanced investors

Last Updated: 05/09/2016

Permissions: View

Suitable for: All Clients

Asset allocation

Asset Name	Split %
Cash	2.00
AXA Distribution Z Acc	25.00
Fidelity Asia Focus W Acc	35.00
SLI UK Real Estate PF 1 Acc Feeder	38.00

Account types

<input checked="" type="checkbox"/> General	<input checked="" type="checkbox"/> Pension & Drawdown
<input type="checkbox"/> APP & Unsecured APP	<input checked="" type="checkbox"/> Isa
<input type="checkbox"/> Onshore Bond (SFA)	<input type="checkbox"/> Pension & Drawdown (former PR)
<input type="checkbox"/> Offshore Bond	<input type="checkbox"/> PEP (Isa)
<input checked="" type="checkbox"/> General (gross)	<input type="checkbox"/> Onshore Bond (Sanlam)

Print KIIDs View charges Analyse Model Portfolio

Bulk re-assign

1.5.1 Print KIIDs

Facility to print all KIID documents relevant to the assets included in the model portfolio.

1.5.2 Bulk reassign

Please see section 10 for details on how to bulk reassign the model portfolio at this stage.

1.6 Creating a model portfolio by copying an existing model

If you wish to create a model portfolio which is similar to an existing model (for example creating a new version for a new quarter) you can also choose to 'copy' an existing portfolio rather than go through the whole create model portfolio process.

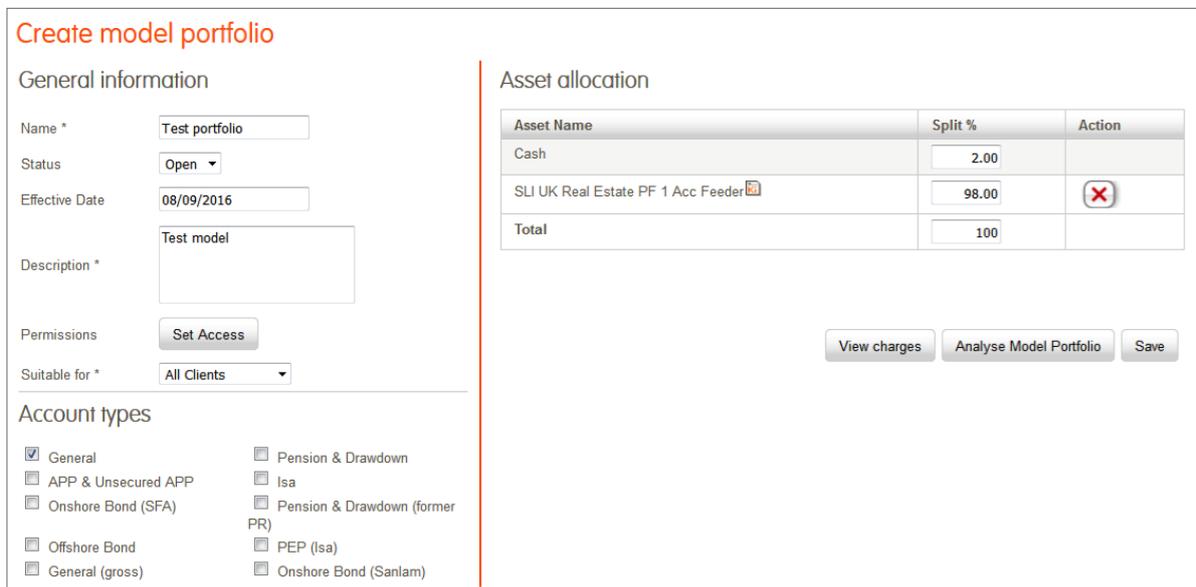
1.6.1 Access the model to be copied

Find the model to be copied in the model portfolio self-service list (see section 1.8 for more detail on searching)

1.6.2 Copy



Click 'copy' to obtain an editable model portfolio details screen, equivalent to the model portfolio you are copying.



1.6.3 Change

Each field can be changed to reflect the new model you are creating. You can add and remove assets to suit the new model portfolio.

1.6.4 Save

Once you've changed all required fields click 'save' and you will have a new portfolio. The copied model will remain intact.

1.7 Aligning a model portfolio to a client account

1.7.1 Multiple model portfolios

Only one model portfolio can be aligned to a client account at wrapper level. You can hold additional assets in the wrapper outside the model.

If the client requires more than one model portfolio you may be able to set up an additional wrapper and align your second model portfolio here. For example the client will be invested in 'Q2 Balanced' in Isa account N123456 and 'Q2 Adventurous' in Isa account N654321.

1.7.2 Restrictions on setting up multiple wrappers

Nucleus Offshore and Onshore Bond accounts have a minimum investment, which should be considered before setting up a second account. Each account must be at least the minimum investment i.e. this cannot be split across multiple accounts.



If your client is in an existing drawdown account it is not possible to add a second drawdown to add a further model portfolio.

1.7.3 When can I align a model portfolio to an account?

A client account can be aligned to a model portfolio during a new business application or at any point during the account lifetime by editing the account.

1.7.4 New business application

If you type in the model portfolio name (or part of) in the model portfolio search field on the asset selection page, any matching model portfolios will appear, enabling you to pick the appropriate model portfolio to associate with the account.

General - General

Asset search only listed securities Model portfolio search Show allocation in % ▾

Model portfolio Cash Only (GEN) selected.

Asset name	Lumpsum	Regular	Transfer	Nat. income	Action
Cash Account General (Cash General)	100.00				<input type="checkbox"/>
Total	100.00				<input type="button" value="View Charges"/> <input type="button" value="Reset fund list"/>

1.7.5 Adding a model to an existing account

When the account has been established, you can check it has a model portfolio aligned by reviewing the client account summary page. The model portfolio will be shown in the model portfolio details section.

Isa - N23XXXX

Account details

Account number	N23XXXX	Owner(s)	Smith, Bryan	<input type="button" value="✎"/>
Adviser	C Smith - 19XX	Valuation @07/09/2016	£85,146.39	
Account name				

Money in/Money out

Date range

Payments £0.00

Model portfolio details

Click on the modify icon (top right) to add a model portfolio.

1.7.6 Edit

By clicking on the  icon you can:

- Add a model for the first time
- Change to a new model
- Remove a model
- Search for your model by clicking 'can't see your model portfolio?'

1.7.7 Permissions / available models

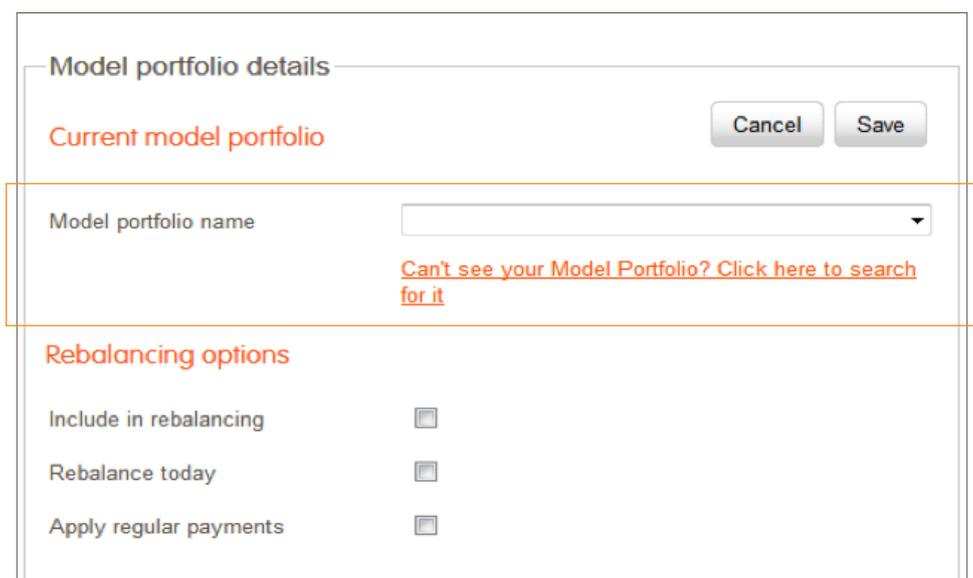
Only model portfolios that you have been given permission to view will be reflected in the dropdown menu. If the required model isn't in the list please check the permissions with the model creator. Permissions can be updated by model creator if appropriate.

1.7.8 Rebalance after alignment / realignment

If you add or change the model aligned to the account this does not automatically rebalance the account. To schedule a rebalance you should either tick the 'rebalance today' box or select 'include in rebalancing' and select the date the rebalance should take place and the frequency of future rebalances. (see section 10 for more detail on rebalancing).

1.7.9 Removing a model portfolio

If you wish to remove the model completely please scroll to the top of the drop down menu until you reach the blank field. Click on this to remove the existing model then click 'save'.



Model portfolio details Cancel Save

Current model portfolio

Model portfolio name

[Can't see your Model Portfolio? Click here to search for it](#)

Rebalancing options

Include in rebalancing

Rebalance today

Apply regular payments

1.8 Finding a model portfolio

1.8.1 Custom search

This allows you to search for a particular model portfolio, by clicking on 'custom search' and entering your search criteria in 'model portfolio name'.

Please note that only the criteria entered will be searched for and that the more specific your search criteria is, the narrower the search returns will be.

! Using '%' as a wildcard will search for all model portfolio names including your specified search criteria.

The screenshot shows the 'Model portfolio self-service' search interface. At the top, there is a dropdown menu for 'Your current portfolios' set to 'last 3 months', an 'Include Closed' checkbox, and a 'Custom Search' button. Below this, there are several input fields: 'Model portfolio name' (containing 'test portfolio'), 'Status' (set to 'Open'), 'Live date from', and 'Live date to'. A 'Created for me' checkbox is also present. A 'Search' button is located at the bottom right of the search criteria area.

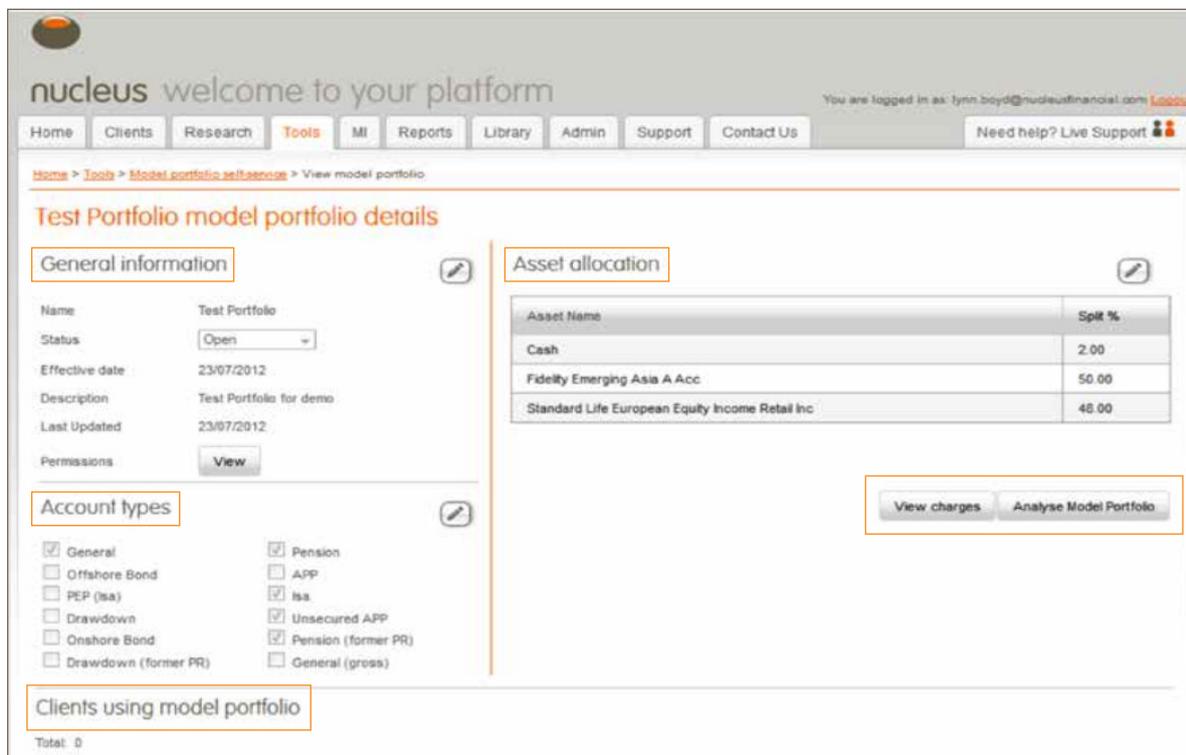
To view the model details click on the 'model portfolio name' in the search results.

The screenshot shows the search results page. The search criteria are the same as in the previous screenshot. The search results table has one row with 'Test Portfolio' highlighted by an orange box. The table has columns for 'Model portfolio name', 'Date Effective', 'Last Updated', 'Status', and 'Copy | Archive'.

Model portfolio name	Date Effective	Last Updated	Status	Copy Archive
Test Portfolio	23/07/2012	23/07/2012	Open	Copy Archive

1.8.2 Model portfolio details

The model portfolio details will then be displayed.



The Investment analysis tool can also be used for more detailed analysis and to compare models to other models or individual assets. Please see our Investment analysis tool user guide (0408) on the platform library.

1.8.3 General information

Name	Name as set out at creation or later edit update
Status	Open – available to align to a client account Trial – allows you to create a model portfolio and monitor its performance before making ‘open’ and aligning to client accounts Closed – archived, no longer available to align to an account (a model cannot be archived if still aligned to any client accounts)
Date model was opened or last updated	Date model was opened
Description	Free text field to allow you to add any further narrative description you require
Last updated	Date of last change
Permissions	Who has access to view and edit the model portfolio (see section 5.2 for more detail on setting permissions)
Account types	A tick in the account type indicates the model portfolio has been made available for that account
Clients using model portfolios	The number of clients using the model will be displayed here, individual name, account number, type of account and next rebalance date are displayed
Asset allocation	Breakdown of assets and % split across the model portfolio.
View charges	Allows you to view the charges for each asset and the entire model portfolio which can be downloaded in PDF format

View fund charges ✕

Asset Name	Split %	Standard Initial Charge	Nucleus Initial Charge	Standard AMC	Nucleus AMC	Additional Expenses
Cash	2.00					
AXA Distribution Z Acc	25.00	0	0	0.75	0.75	0.01
Fidelity Asia Focus W Acc	35.00	0	0	0.75	0.75	0.24
SLI UK Real Estate PF 1 Acc Feeder	38.00	0	0	0.75	0.75	0.15
Totals	100.00	0	0	0.7350	0.7350	0.1435

Download PDF Close

1.8.4 Analyse model portfolio

This allows you to compare the model portfolio performance against a benchmark – index, sector average or composite. The following screenshots provide more detail on the analysis results.

Model portfolio analysis

Q3 2016 Balanced

This tool provides an aggregate view of the portfolio of funds selected. Usually, a portfolio made up of unit trust or OEIC funds is presented as a collection of funds, rather than as a single entity. However, a portfolio of funds has its own characteristics - the whole is greater than the sum of its parts.

Step 1 - Select benchmark (against which the portfolio will be benchmarked)

Index or Sector Average or Composite Benchmark

Select Index Select Sector Average Composite benchmark

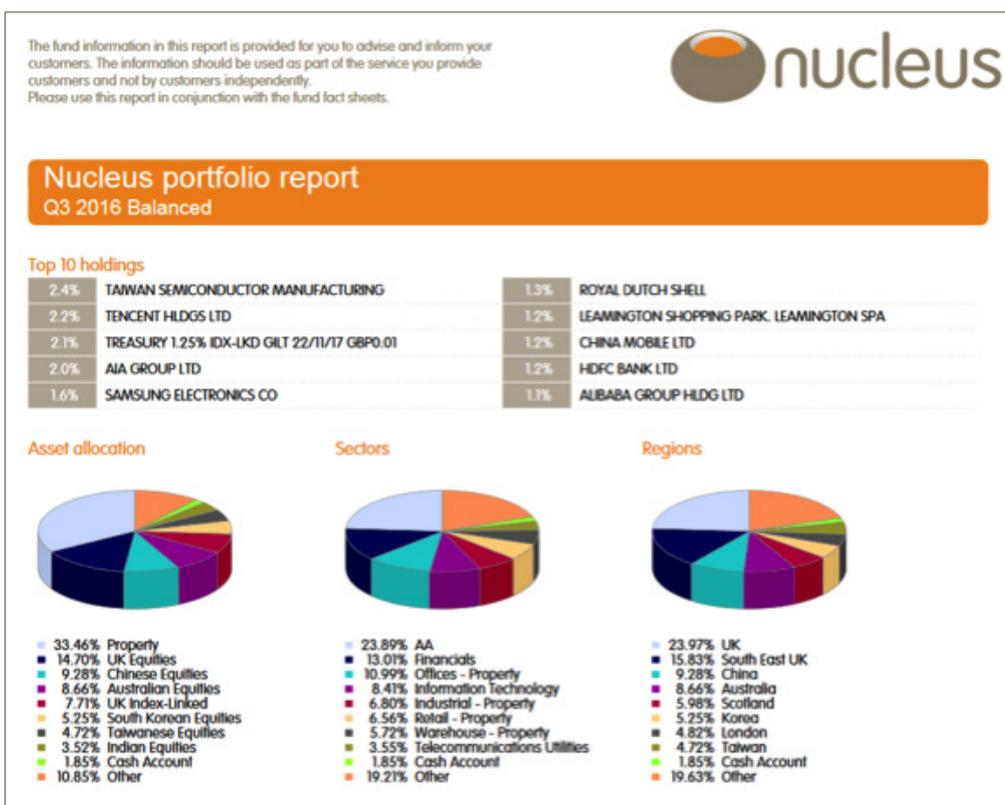
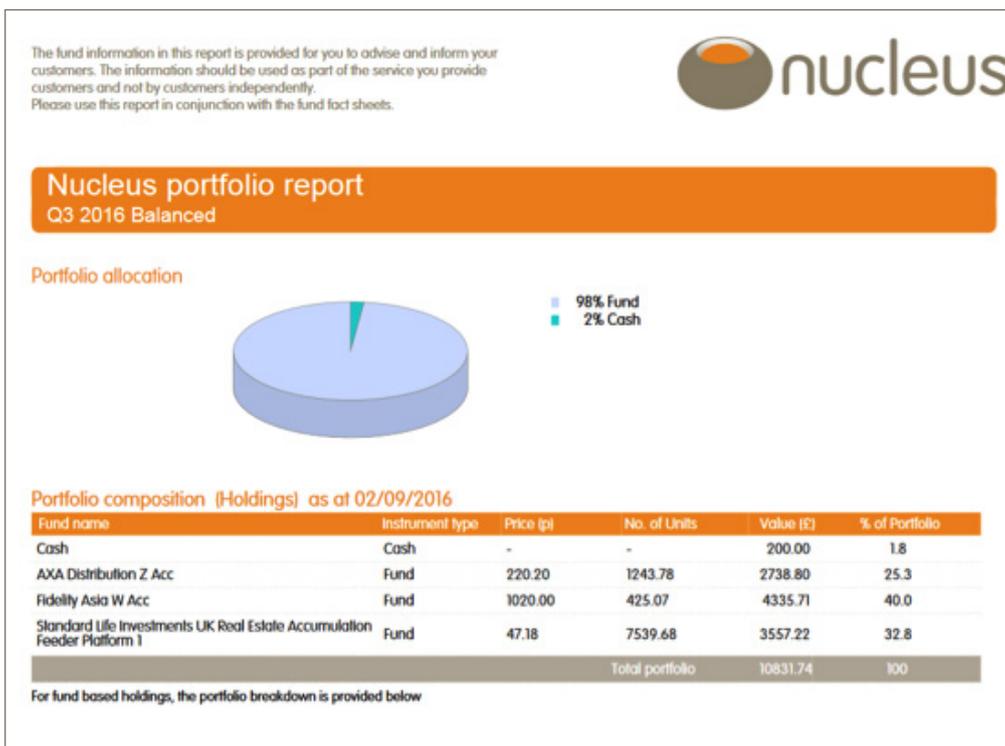
Step 2 - Select time period (date range for analysis)

Date Range 1 year

Portfolio items

Name	Instrument type	%
Cash	Cash	1.85
AXA Distribution Z Acc	Fund	25.28
Fidelity Asia W Acc	Fund	40.03
Standard Life Investments UK Real Estate Accumulation Feeder Platform 1	Fund	32.84
		100

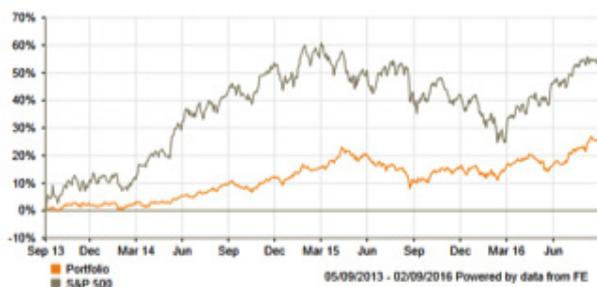
View portfolio icon



Nucleus portfolio Report

The fund information in this report is provided for you to advise and inform your customers. The information should be used as part of the service you provide customers and not by customers independently. Please use this report in conjunction with the fund fact sheets.

Portfolio vs. Benchmark



Performance is based on current fund holdings

Discrete performance

	02/09/15 to 02/09/16	02/09/14 to 02/09/15	02/09/13 to 02/09/14	02/09/12 to 02/09/13	02/09/11 to 02/09/12
Portfolio	14.0%	0.6%	9.6%	7.1%	1.9%
Benchmark - S&P 500	14.2%	-4.5%	45.6%	5.6%	4.3%

Cumulative performance

	3m	6m	1y	3y	5y
Portfolio	7.6%	7.8%	14.0%	25.7%	37.2%
Benchmark - S&P 500	7.2%	19.6%	14.2%	58.7%	74.8%

Nucleus portfolio Report

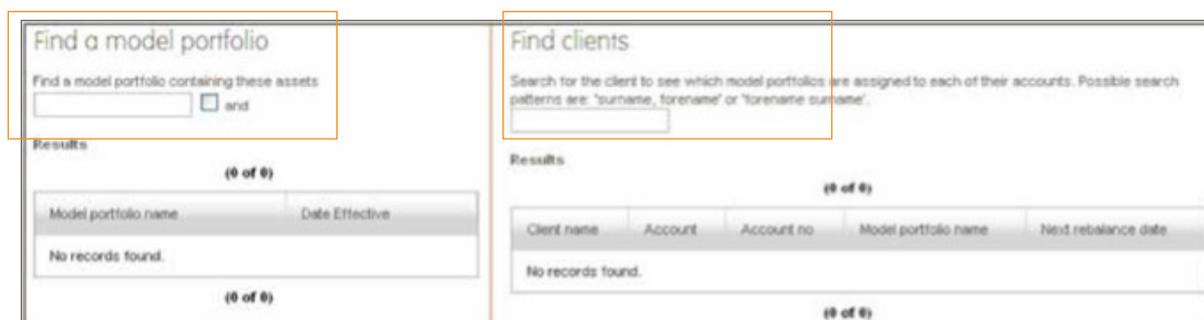
The fund information in this report is provided for you to advise and inform your customers. The information should be used as part of the service you provide customers and not by customers independently. Please use this report in conjunction with the fund fact sheets. This table displays the stock overlap for your selected portfolio composition as shown on page 1.

Top stock overlap

TAWAN SEMICONDUCTOR MANUFACTURING	% of portfolio 2.4%
Fidelity Asia W Acc	2.4
TENCENT HLDGS LTD	% of portfolio 2.2%
Fidelity Asia W Acc	2.2
TREASURY 1.25% IDX-LKD GILT 22/11/17 GBP0.01	% of portfolio 2.1%
AXA Distribution Z Acc	2.1
AIA GROUP LTD	% of portfolio 2.0%
Fidelity Asia W Acc	2.0
SAMSUNG ELECTRONICS CO	% of portfolio 1.8%
Fidelity Asia W Acc	1.6
ROYAL DUTCH SHELL	% of portfolio 1.3%
AXA Distribution Z Acc	1.3
LEAMINGTON SHOPPING PARK, LEAMINGTON SPA	% of portfolio 1.2%
Standard Life Investments UK Real Estate Accumulation Feeder Platform 1	1.2
CHINA MOBILE LTD	% of portfolio 1.2%
Fidelity Asia W Acc	1.2
HDFC BANK LTD	% of portfolio 1.2%
Fidelity Asia W Acc	1.2
ALIBABA GROUP HLDG LTD	% of portfolio 1.1%
Fidelity Asia W Acc	1.1

1.8.5 Other search options

You can search for a model portfolio containing certain assets (find a model portfolio) or individual clients to establish which portfolios are linked to their account(s) (find clients).



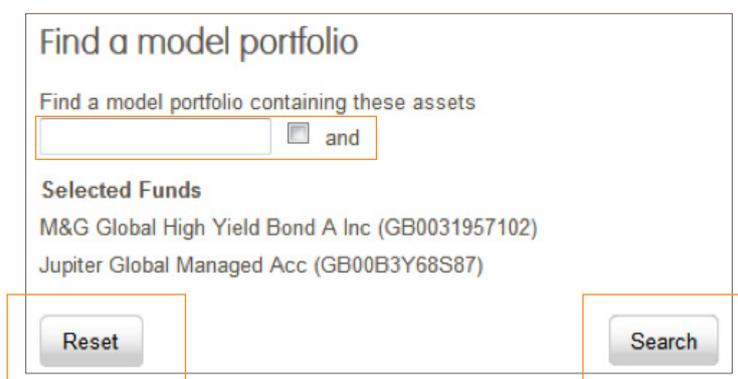
1.8.6 Find a model portfolio

Enter your search criteria in 'find a model portfolio containing these assets'.

You can search by fund manager, fund name or ISIN then select by clicking on the required fund from the results.



You can select more than one asset per search.



When you have selected all funds you wish to search for click on 'search' and your results will be displayed in 'results' section below.

Clicking 'reset' allows you to start another search.

Results

(1 of 15) 1 2 3 4 5 6 7 8 9 10

Model portfolio name	Date Effective
Test Model 1	26/05/2011
Test Model 2 Balanced	23/08/2012
Balanced Model 5	10/12/2009
Q2 Balanced Executive	15/09/2009
Q2 Adventurous	24/09/2009

(1 of 15) 1 2 3 4 5 6 7 8 9 10

Click on the 'model portfolio name' to take you into the model portfolio details screen.

1.8.7 Find clients

Enter your search criteria in 'search for the client'.

Your client's name must be entered in the format 'surname, first name' OR 'first name, surname' OR 'surname,' (always include the comma or nil results will be returned).

Find clients

Search for the client to see which model portfolios are assigned to each of their accounts. Possible search patterns are: 'surname, forename' or 'forename surname'.

Peter Martin | 1001XXXXX

Peter Martin | 1000XXXXX

Peter Martin | 1001XXXXX

(0 of 0)

When you have found the specific client click on the client name and the search results will be displayed in the 'results' section.

Results

(1 of 1) 1

Client name	Account	Account no	Model portfolio name	Next rebalance date
Peter Martin	ISA	N2XXXXX	Test Model 1	

(1 of 1) 1

Click on the client name which will takes you into the client's account. If you'd like to view the model portfolio details, click on model portfolio name (see section 1.8.2).

By clicking on 'view all', as shown below, you can view details of all clients using the model portfolio and the next rebalance date set on the account(s).

Clients using model portfolio

Total: 13 [View All](#)

(2 of 2) 1 2

Client name	Account	Account no	Next rebalance date
Mark Smith	Pension	N2XXXXX	
Nicholas Smith	General	N2XXXXX	
Roger Jones	Pension	N2XXXXX	

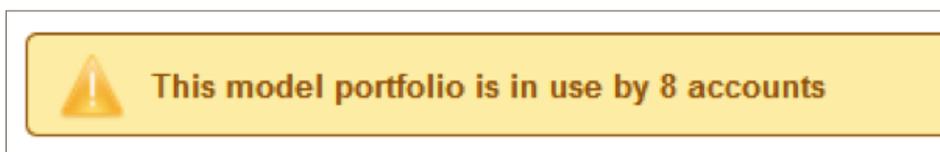
(2 of 2) 1 2

1.9 Editing an existing model portfolio

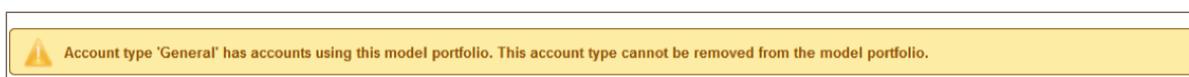
1.9.1 Make changes

You can edit a model portfolio by clicking on  in the model portfolio details screen (see section 1.8.2).

The number of clients currently aligned to that model will be highlighted.



Name	Change name as required, this will now be reflected on all aligned accounts
Status	Open, can now be aligned to client accounts Trial, cannot be aligned to any client account Closed to new, will remain aligned to existing aligned accounts, cannot be aligned to further accounts Closed, can no longer be used, will not appear in searches unless include closed status, cannot be closed if aligned to an active client account
Effective date	Cannot be changed to a date in the past, can be today's date, if future date it cannot be aligned to any client account until that date and will not appear in your list of available models until that date
Description	Update as required, immediate change
Permissions	Update as required, immediate change
Suitable for	Update as required, cannot be changed if any client aligned does not fit the suitable criteria
Account types	Account type cannot be removed if clients of that type are using the model



Asset allocation	Change % split as required
Remove assets	Remove assets by clicking 
Add assets	Add new assets by searching in the 'asset selection' section

1.9.2 Save details

When you are happy with the new details click 'save'.

1.9.3 Instruct rebalance

The assets in the client's account will remain as per the previous version of the model portfolio until a rebalance is undertaken. (See chapter 2 for more details on rebalancing)

1.10 Archiving a model portfolio

Copy | Archive Selecting archive will permanently close a model portfolio. You are unable to archive where client accounts are aligned to that model. Once archived the model will have a 'closed' status and will not appear in searches unless you select 'include closed'.

 Only the model portfolio creator can archive that model.

Chapter 2.0 Rebalancing

2.1 What is a rebalance

Over time, market movements will change the asset allocation across the client's investment. Rebalancing realigns the weightings of the asset portfolio into the original allocation.

The rebalance will buy and sell assets from the current portfolio weightings to bring the portfolio back in line with the original investment direction specified.

2.1.1 Tolerance

There is no tolerance level set, assets will be bought and sold assuming there is sufficient to purchase at least one unit.

2.2 When can a rebalance be instructed?

You may instruct a rebalance to be performed on a specific date and frequency. This can be a one-off rebalance or a rebalance at regular frequencies. Please refer to section 2.5.2 for more detail.

2.3 Additional assets

The rebalance will include all assets (including available cash) within the client account. If the account includes assets that sit outside the model portfolio that you wish to retain you can exclude these from rebalancing (see section 9.5).

2.4 When will a rebalance take place

The rebalance 'batch job' is an overnight run after the rebalance has been set up on the account, or on the night before the due date if set to a regular frequency, for example:

Adhoc rebalance applied to account	Monday 3 October
Overnight run	Overnight 3 / 4 October
Trades pick up	Tuesday 4 October
Quarterly rebalance due	Tuesday 4 October
Overnight run	Overnight 3 / 4 October
Trades pick up	Tuesday 4 October

The rebalance will not pick up if there are any pending transactions on the account (see section 2.8.2 for more details). The instruction will be included in each overnight run until the account is clear of pending transactions and the rebalance can take place. This is automated and can only be stopped by manually removing the rebalance instruction from the account (see section 2.6.3).

2.5 How to set up a rebalance

You can update the account rebalancing options from the account summary screen. This can't be carried out at wrap summary level.

Rebalancing options

Include in rebalancing

Rebalancing frequency

Next rebalance due date

Rebalance today

Apply regular payments

2.5.1 Include in rebalancing

Ticking this will bring up the rebalancing frequency and next rebalance due date fields allowing you to set up an automated regular rebalance.

2.5.2 Frequency

Annual, half yearly, quarterly, monthly, weekly options are available.

Please consider the trading criteria of each of your funds before selecting the regular frequency. For example a monthly rebalance will not work with a portfolio containing monthly trade funds as the account will be stuck with pending transactions disallowing any other trading on the account during this time.

2.5.3 Next rebalance due date

Trades will pick up for investment on that day. If the rebalance date is on a non-business day (weekend, bank holiday) it will pick up on the next business day.

2.5.4 Rebalance today

This is an ad hoc rebalance. The instruction will pick up overnight after the option has been selected and trades placed at the next dealing point (i.e. rebalance today ticked Friday 16 September, trades pick up Monday 19 September; rebalance today ticked Monday 5 September, trades pick up Tuesday 6 September).



You may wish to set up an ad hoc rebalance after you have changed the model aligned to the client account to ensure the assets are switched at the first opportunity rather than wait for the next regular rebalance date.

2.5.5 Apply regular payments

Future regular contributions will be invested as per the model portfolio asset split.

Please remember that the contribution will be split across all assets. If an asset has a minimum trade level, this may not be reached with a small contribution and the trade will remain awaiting order until this is reached. This may prevent you from placing other trades and also delay a rebalance.

2.6 Excluding assets from the rebalance

2.6.1 Model assets

You cannot exclude assets that are held within the model portfolio.

If you did wish a rebalance to progress without one or more of the assets in the portfolio you should create a new model or copy the existing model and make appropriate changes, align this to the client account, exclude the required assets and set up the rebalance. This may be useful if there is a suspended fund held within a model.

2.6.2 Assets held outside the model

If you wish to exclude the non-model portfolio assets from the rebalance, this can be done from the account summary page, investments section. This functionality is intended to enable you to hold additional assets in the client account that are not appropriate for a rebalance (for example, holding additional equities in a General account).

Click  to select the assets you wish to exclude from rebalancing from the 'Excl rebal' column then click 'save'.

The tick will now appear greyed out. Please remember to check this is the case for all required assets before setting the rebalance.

Investments						
Asset (Expand all)	Total cost £	Quantity	Last price £	Value £	% of holding	Excl rebal
Cash account 				1,425.64	1.08	<input type="checkbox"/>
Aberdeen Emerging Markets A (GB0033228197)	4,009.22	1,017.62	5.19	5,284.81	4.02	<input type="checkbox"/>
AEGON Strategic Bond A Acc (GB0033988543)	8,422.99	5,912.88	1.52	8,989.95	6.84	<input type="checkbox"/>
Aviva Inv Property Trust Acc (GB0033606483)	6,350.57	4,660.07	1.41	6,569.77	5.00	<input type="checkbox"/>
Baring Europe Select (GB0000796242)	5,085.05	376.67	17.47	6,580.42	5.01	<input type="checkbox"/>
BlackRock Gold & General A Acc (GB0005852396)	2,794.12	249.70	14.77	3,688.04	2.81	<input type="checkbox"/>
First State Asia Pacific Leaders A Acc (GB0033874214)	4,171.40	1,534.11	3.53	5,410.96	4.12	<input type="checkbox"/>
GLG Japan Core Alpha Ret Acc (GB00B0119933)	6,847.48	8,730.69	0.81	7,098.92	5.40	<input type="checkbox"/>
Henderson Preference & Bond A Inc (GB0007535866)	6,959.20	13,518.29	0.53	7,152.53	5.44	<input type="checkbox"/>
Invesco Perp Corporate Bond Acc (GB0033028779)	6,984.22	5,153.54	1.46	7,546.84	5.74	<input type="checkbox"/>
Invesco Perp High Income Acc (GB0033031484)	7,479.75	1,768.65	4.94	8,737.14	6.65	<input type="checkbox"/>
Invesco Perp Monthly Income Plus Acc (GB0033028886)	7,713.02	3,834.27	2.28	8,729.48	6.64	<input type="checkbox"/>

2.6.3 Removing the exclusion

The asset will remain excluded until you deselect this by the same edit, select, save process.

2.7 Cash management

The client's cash balance is included in a rebalance. Therefore, if the available cash at rebalance due date is in excess of the model portfolio asset split the excess will be included in the rebalance to buy into the model portfolio assets.

2.7.1 Reserving cash for a monetary event

Should the client have an upcoming monetary event (PCLS payment, regular or one off withdrawal for example) you have two options to preserve the cash for this event:

- Exclude cash from rebalance
- Remove the rebalance from the account

2.7.2 Exclude cash from rebalance

You can exclude cash from a rebalance by ring-fencing the required cash amount into 'cash deposit'.

On the buy page, select 'cash deposit' and buy the amount of cash to be excluded.

This is not an asset so should transfer to cash deposit immediately.

Buy asset

Asset selection

Asset	Price	Amount	Delete
Cash Deposit (CashDeposit)	£1.00	<input type="text" value="0"/>	
Schroder Asian Alpha Plus Z Inc (GB00B5V2VR34)	£0.59	<input type="text" value="0"/>	
Schroder Tokyo Z Inc (GB00B58VQH84)	£0.73	<input type="text" value="0"/>	
SLLUK Real Estate I Inc Feeder (GB00BYPHPK88)	£1.11	<input type="text" value="0"/>	
Total		£0	

Print KIDs

Buy asset

Asset selection

Asset	Price	Amount
Cash Deposit (CashDeposit)	£1.00	<input type="text" value="£2,000.00"/>
Total		£2000

2.7.3 Excluding cash deposit from rebalancing

Cash deposit is automatically excluded from rebalances so there is no need to select this on the exclude page however there is no ill effect if you do this.



Remember to sell from cash deposit once the rebalance has picked up to move the cash back to 'available' and ready to use for any future monetary event.

2.7.4 Remove the rebalance from the account

If you have sold assets to create available cash and there is a rebalance due around the settlement date there will be a limited window between settlement (cash now available) and the automatic rebalance being initiated. This may not leave sufficient time for processing of the monetary event.

To ensure that the available cash is not swept up in the rebalance you may wish to remove the rebalance instruction completely to ensure that cash is preserved for the client's monetary event.

As an example, If the rebalance picks up before the withdrawal payment is processed, the account will be tied up for another trading cycle (sells and buys) and the client will not receive their money for some time. For example:

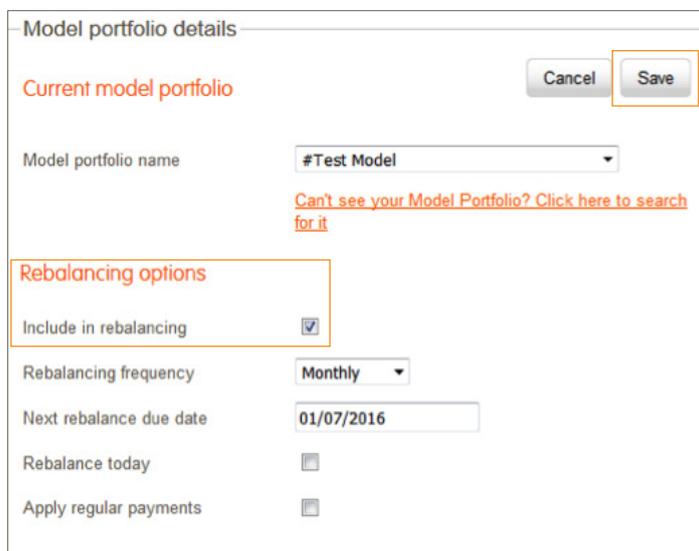
- Rebalance due 4 October
- Settlement of sell trades complete 3 October
- PCLS processing due by close on 5 October

When the administrator picked up the PCLS request on 4 October the rebalance had picked overnight (the previous night) and switch outs ordered that morning which included the settled available cash.

In this example the PCLS could not be paid out until the rebalance had fully settled and further trades placed to release cash which could take a further 12 business days, 5 days for trade and settlement, 2 days for PCLS processing, and 3 to 5 days for BACS clearance.

Edit the client's rebalancing options from the account summary screen.

Click on  in model portfolio details and remove the tick from 'include in rebalancing' then click 'save'.



2.7.5 Resetting the rebalance

Remember to reset the rebalance instruction once the event has taken place to ensure that future rebalances take place as expected.

2.8 Why would a rebalance not take place?

2.8.1 No rebalance instruction set

There may be a number of reasons for this, such as:

- Was there a valid rebalance instruction on the client account?
- Was 'rebalance today' ticked?
- Is there a regular rebalance instruction on the account?
- Was the rebalance reset after removing it temporarily to preserve cash?

2.8.2 Pending transactions

Nucleus does not offer trade on trade therefore if there is even one unpriced transaction on an asset in the account this will affect the rebalance.

1. If an account has no outstanding trades then the whole account will be rebalanced as per the model portfolio weightings
2. If an account has an unpriced transaction the rebalance will not pick up and instead keep trying each day until the trades are priced
3. If an account has priced transactions but they have not fully settled the rebalance will pick up but will use only the fully settled units in the rebalance trades (i.e. exclude priced but unsettled assets)

For example an account has a value of £100,000, but there is a sell trade at a 'confirmed' status for £20,000 (this has not yet settled). The fully settled portion of the client account will be included in the rebalance (£80,000). If the cash allocation is 2%, the cash value in the account will be £1,600 after the rebalance. When the pending sell of £20,000 settles this will increase the cash value to £21,600 which is in excess of the 2% weighting. A further rebalance would be required to return the account to the correct weightings.

To avoid scenario 3 ensure that the rebalance due date is considered before placing any trades. As above the rebalance instruction can be removed or the asset excluded (if outside the model) to allow the rebalance to pick up on the due date (see section 2.5).

2.8.3 Suspended assets

If one or more assets in the model portfolio are suspended trading activity cannot take place on those assets, therefore a rebalance cannot take place until the asset is unsuspended or removed from the model portfolio.

2.9 Monitoring rebalance instructions

2.9.1 Reports

In addition to the search options within model portfolio self-service we have a number of reports allowing you to manage model portfolios within your firm.

Each report can be run at adviser and firm (location) level and is downloaded into excel allowing you to filter the report as required.

Available reports and their contents

Model portfolio asset allocation – provides the allocation of assets held within existing model portfolios

Model portfolio name	Status
Fund name	ISIN
Fund split percentage	Fund status

Model portfolio valuations – provides the current valuation for each asset held within a model portfolio for your clients' accounts

DFM (if applicable) name	DFM (if applicable) company
Model portfolio name	Status
Account number	Account type
Client reference	Client name
Asset name	ISIN
Asset value	Excluded from rebalance Y/N

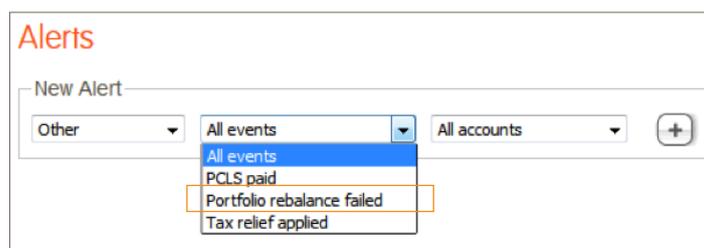
Model portfolios and accounts – a list of your clients' accounts that are using a model portfolio including details of the model portfolio linked to the account

Client reference	Client name
Account number	Account type
Account value	Account status
Model portfolio name	Status
Included in rebalance Y/N	Rebalance frequency
Next rebalance date	Date of first investment into model portfolio
Rebalance immediately Y/N	Date opened

There is also a 'trades outstanding' report to monitor the status of pending trades.

2.9.2 Alerts

You can set up alerts (from the tools menu) for progress of trades and/or an alert to notify you the day following a failed rebalance.



For full details on how to use the alerts tool please refer to hints and tips 0138 Alerts in the platform library.

Chapter 3.0 – Bulk model portfolio re-assign and rebalance

3.1 Introduction

This tool enables you to change the model portfolio associated with multiple accounts, and / or rebalance multiple accounts. It is possible to:

- Reassign a model portfolio and rebalance across multiple accounts as a single instruction
- Reassign a model portfolio across multiple accounts as a single transaction
- Rebalance across multiple advisers and multiple accounts as a single instruction

This guide demonstrates how to reassign and rebalance as a single transaction. Should you wish to carry out either a reassign or a rebalance on its own it is simple to omit the relevant step

3.2 Getting started

In order to use this functionality, select the 'Bulk model portfolio re-assign and rebalance' from the Tools section.

Tools

<p>Illustrations</p> <p>Create an illustration of projected investment returns for any of the accounts within a portfolio.</p> <p>Create a quick quote</p>	<p>Management information</p> <p>View management information such as AUA, Top 10 assets, Top 10 clients, Top 10 model portfolios and AUA for each account type.</p> <p>Management information</p>
<p>Bulk asset switch</p> <p>Switch all clients from one investment to another investment.</p> <p>Bulk asset switch</p>	<p>Re-registration helper tool</p> <p>Use this spreadsheet to help complete re-registration authority forms. This tool will inform you for which companies re-registrations are allowed and the nominee names for assets.</p> <p>Re-registration helper tool</p>
<p>Bulk cash switch</p> <p>Switch multiple clients from cash to another investment</p> <p>Bulk cash switch</p>	<p>Bulk model portfolio re-assign and rebalance</p> <p>Re-assign and/or rebalance multiple clients who are using a particular model portfolio.</p> <p>Bulk model portfolio re-assign and rebalance</p>

3.2.1 Selecting the adviser and model portfolio

You can select 'all advisers' or a named individual from the drop down menu. Input the model portfolio name in the search field and click 'search'.

Bulk model portfolio re-assign and rebalance

Create your re-assignment and/or rebalance requests

Please search for a model portfolio and optionally filter by adviser.

Model Portfolio Adviser All Advisers

Model Portfolio	Accounts to exclude	New model portfolio	Rebalance	Accounts excluded from re-assignment	Accounts excluded from rebalance	Action
No records found.						

Re-assignment and rebalance requests created

Model Portfolio	No. of accounts in model portfolio	New model portfolio	Rebalance	Accounts excluded from re-assignment	Accounts excluded from rebalance
No records found.					

 The search field is very sensitive and only responds when the correct model portfolio name is used.

Using the example below, 'Test Model Portfolio' has brought up a list of portfolios, whereas 'Model Portfolio Test' would not. The more precise the portfolio name the narrower the search results will be.

Bulk model portfolio re-assign and rebalance

Create your re-assignment and/or rebalance requests

Please search for a model portfolio and optionally filter by adviser.

Model Portfolio
Adviser

Model Portfolio	Accounts to exclude	New model portfolio	Rebalance	Accounts excluded from re-assignment	Accounts excluded from rebalance	Action
Test Model Portfolio - Active			<input type="checkbox"/>			+
Test Model Portfolio - Aggressive			<input type="checkbox"/>			+
Test Model Portfolio - Balanced			<input type="checkbox"/>			+
Test Model Portfolio - Cautious			<input type="checkbox"/>			+
Test Model Portfolio - Income			<input type="checkbox"/>			+
Test Model Portfolio - Active Isa			<input type="checkbox"/>			+
Test Model Portfolio - Income Isa			<input type="checkbox"/>			+

Re-assignment and rebalance requests created

Model Portfolio	No. of accounts in model portfolio	New model portfolio	Rebalance	Accounts excluded from re-assignment	Accounts excluded from rebalance
No records found.					

3.2.2 Accounts to exclude

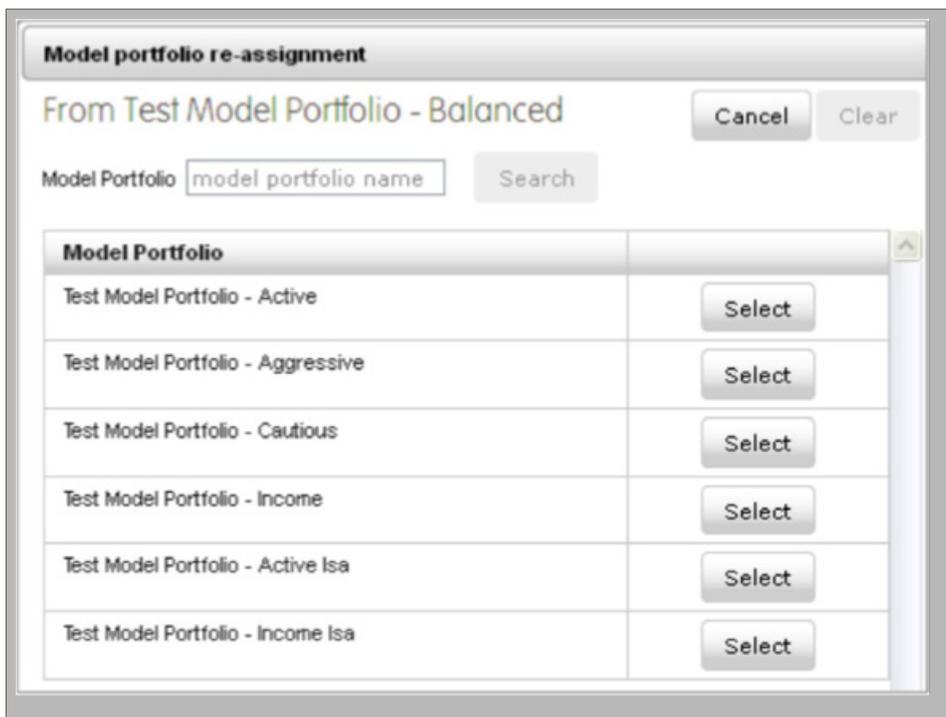
Click on the magnifying glass and all clients aligned to that model will be listed. You can exclude any client from the reassign and/or rebalance as required.

Account list					
For Test Model Portfolio					
Account number	Client name	Account type	Adviser name	Exclude from re-assignment	Exclude from rebalance
N15XXXX	- Test, Johnny	General	Paul Trainer	<input type="checkbox"/>	<input type="checkbox"/>
N23XXXX	- Test, James	General	Paul Trainer	<input type="checkbox"/>	<input type="checkbox"/>

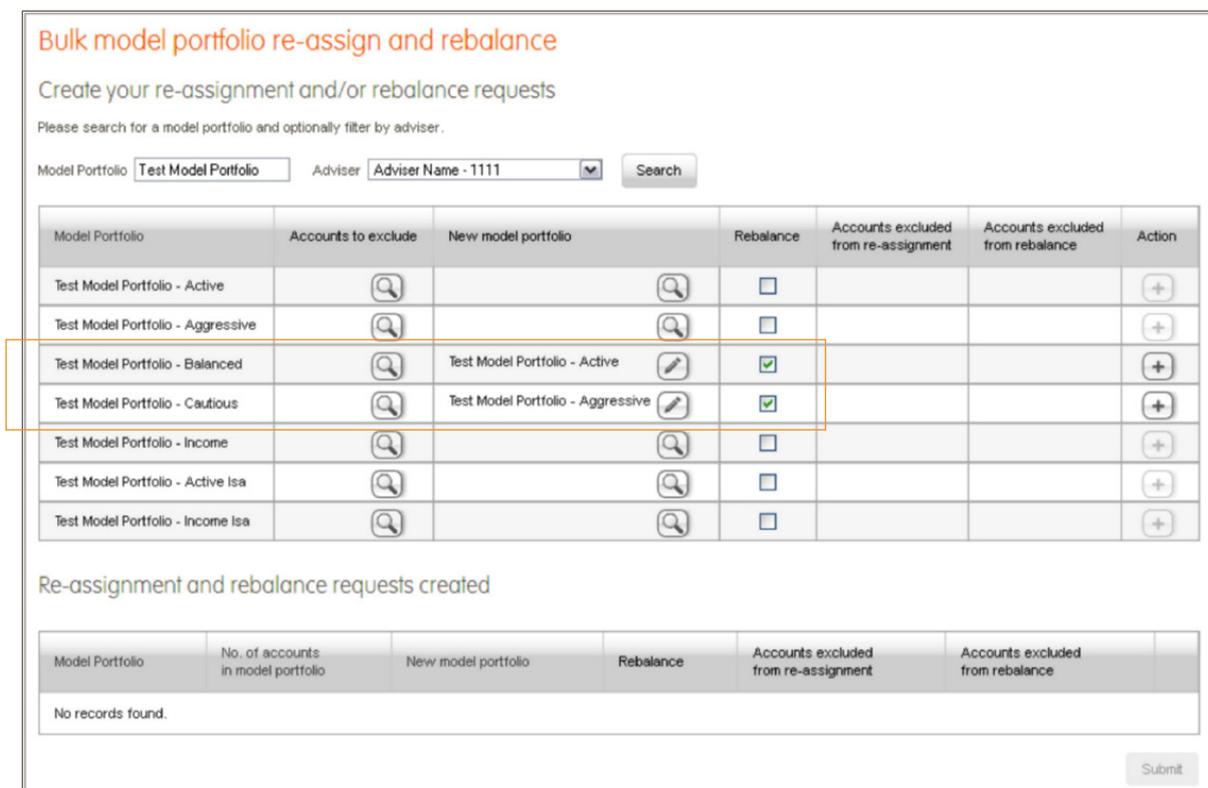
3.2.3 Selecting the new model portfolio

Click on the magnifying glass to select the new model portfolio to which you wish to reassign. The results will be a list of all model portfolios available to you with the exception of the model portfolio you are switching from.

Click 'select' next to the appropriate model portfolio which will lock the model portfolio into 'new model portfolio' section.



3.2.4 Confirming the old and new model portfolio



As you can see from the above, the tool now shows the portfolios you wish to move the clients out of and the new portfolios you're moving the clients into.

3.3 Rebalance

3.3.1 Setting the rebalance

Associating new model portfolios with clients' accounts in this way does not automatically set a rebalance in motion. If you also want the assets to rebalance into the new model portfolios, select the 'rebalance' checkbox. This will instruct the rebalance switches for the next business day. If you choose not to select the 'rebalance' checkboxes, no trading activity will take place, however the new model portfolio will be associated with the account.

3.3.2 Excluding clients from reassign and rebalance

The system assumes that all client accounts will be included in the bulk reassign and rebalance (if you selected to rebalance). If you wish to exclude any clients you would need to click on the button under 'accounts to exclude' to bring up the following menu:

On this menu, you can tick the relevant boxes to exclude any of the clients for the re-assignment and/or rebalance. Once you have ticked the appropriate boxes, click on 'update' to save the details to the instruction.

Account list						
For Test Model Portfolio - Balanced						
Account number	Client name	Account type	Adviser name	Exclude from re-assignment	Exclude from rebalance	
N000001	Test Client 1	General	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000002	Test Client 2	Pension	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000003	Test Client 3	Isa	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000004	Test Client 4	Pension	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000005	Test Client 5	Pension	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000006	Test Client 6	Pension	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000007	Test Client 7	General	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000008	Test Client 8	Isa	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000009	Test Client 9	Isa	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000010	Test Client 10	General	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	
N000011	Test Client	Drawdown	Adviser Name	<input type="checkbox"/>	<input type="checkbox"/>	

3.3.3 Reviewing and confirming the reassign and rebalance instruction

Your screen should now look like this:

Bulk model portfolio re-assign and rebalance

Create your re-assignment and/or rebalance requests

Please search for a model portfolio and optionally filter by adviser.

Model Portfolio: Adviser:

Model Portfolio	Accounts to exclude	New model portfolio	Rebalance	Accounts excluded from re-assignment	Accounts excluded from rebalance	Action
Test Model Portfolio - Active	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="checkbox"/>			<input type="button" value="+"/>
Test Model Portfolio - Aggressive	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="checkbox"/>			<input type="button" value="+"/>
Test Model Portfolio - Balanced	<input type="button" value="Q"/>	Test Model Portfolio - Active <input type="button" value="P"/>	<input checked="" type="checkbox"/>	Isa - N000003 General - N000007 Isa - N000009	Isa - N000003 General - N000007 Isa - N000009	<input type="button" value="+"/>
Test Model Portfolio - Cautious	<input type="button" value="Q"/>	Test Model Portfolio - Aggressive <input type="button" value="P"/>	<input checked="" type="checkbox"/>	General - N000012 General - N000015	General - N000012 General - N000015	<input type="button" value="+"/>
Test Model Portfolio - Income	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="checkbox"/>			<input type="button" value="+"/>
Test Model Portfolio - Active Isa	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="checkbox"/>			<input type="button" value="+"/>
Test Model Portfolio - Income Isa	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="checkbox"/>			<input type="button" value="+"/>

Re-assignment and rebalance requests created

Model Portfolio	No. of accounts in model portfolio	New model portfolio	Rebalance	Accounts excluded from re-assignment	Accounts excluded from rebalance
No records found.					

You will be able to review:

- model portfolio the clients are moving from
- the model portfolio they are moving to
- that a rebalance has been instructed
- details of any clients who have been excluded from the instruction.

Once you are happy with the details click the  button for each request.

Bulk model portfolio re-assign and rebalance

 The permissions on model portfolios 'Q2 11 OBSR Cautious' and 'Q2 11 OBSR Aggressive' are different, please check that all advisers whose clients' accounts are affected have access to the model portfolio you are assigning them to.

Create your re-assignment and/or rebalance requests

Please search for a model portfolio and optionally filter by adviser.

Model Portfolio
Adviser

Model Portfolio	Accounts to exclude	New model portfolio	Rebalance	Accounts excluded from re-assignment	Accounts excluded from rebalance	Action
Test Model Portfolio - Active			<input type="checkbox"/>			<input type="button" value="+"/>
Test Model Portfolio - Aggressive			<input type="checkbox"/>			<input type="button" value="+"/>
Test Model Portfolio - Income			<input type="checkbox"/>			<input type="button" value="+"/>
Test Model Portfolio - Active Isa			<input type="checkbox"/>			<input type="button" value="+"/>
Test Model Portfolio - Income Isa			<input type="checkbox"/>			<input type="button" value="+"/>

Re-assignment and rebalance requests created

Model Portfolio	No. of accounts in model portfolio	New model portfolio	Rebalance	Accounts excluded from re-assignment	Accounts excluded from rebalance	
Test Model Portfolio - Balanced	11	Test Model Portfolio - Active	<input checked="" type="checkbox"/>	Isa - N000003 General - N000007 Isa - N000009	Isa - N000003 General - N000007 Isa - N000009	<input type="button" value="Remove"/>
Test Model Portfolio - Cautious	5	Test Model Portfolio - Aggressive	<input checked="" type="checkbox"/>	General - N000012 General - N000015	General - N000012 General - N000015	<input type="button" value="Remove"/>

3.3.4 Submitting the reassign and rebalance instruction

Warning banner

The warning message at the top of the page is for information only and will not stop you from processing the instruction. If you're processing this instruction for a specific adviser, please ensure they have permission to view the model portfolios being used, otherwise they may not be able to view the model portfolio details going forward.

Requests created/remove

The instructions will now move to the 'requests created' section allowing you to remove the instruction if you no longer require or need to change it.

Print

You can print a PDF of the instruction screen for your records, if required.

Submit

If you are happy with the instruction as set out click 'submit' and you will see the following confirmation screen:

Bulk model portfolio re-assign and rebalance

The following accounts were re-assigned and/or rebalanced

Current/previous model portfolio	New model portfolio	Account number	Account type	Client name	Adviser name	Firm name	Rebalance
Test Model Portfolio - Balanced	Test Model Portfolio - Active	N000001	General	Test Client 1	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Balanced	Test Model Portfolio - Active	N000002	Pension	Test Client 2	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Balanced	Test Model Portfolio - Active	N000004	Pension	Test Client 4	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Balanced	Test Model Portfolio - Active	N000005	Pension	Test Client 5	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Balanced	Test Model Portfolio - Active	N000006	Pension	Test Client 6	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Balanced	Test Model Portfolio - Active	N000008	Isa	Test Client 8	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Balanced	Test Model Portfolio - Active	N000010	General	Test Client 10	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Balanced	Test Model Portfolio - Active	N000011	Drawdown	Test Client 11	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Cautious	Test Model Portfolio - Aggressive	N000013	Isa	Test Client 13	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Cautious	Test Model Portfolio - Aggressive	N000014	General	Test Client 14	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>
Test Model Portfolio - Cautious	Test Model Portfolio - Aggressive	N000016	Isa	Test Client 15	Adviser Name	1001 Adviser Firm Name	<input checked="" type="checkbox"/>

From here, you can print a PDF summary of this information for your records, or you can click the 'new request' button to begin a new re-assign and rebalance instruction.

3.3.5 Timescales

The reassigned model portfolio name will be reflected on the client account as soon as you submit the instruction.

The rebalance will be applied to the account overnight and trades will order at the next dealing point (assuming all trade criteria is met and there are no pending transactions on the account).

Chapter 4 – Frequently asked questions

How many model portfolios can I set up per account?

Only one. However it may be possible to create a second wrapper type for the client – Isa, General, General (gross), Pension only (see section 1.7.1).

Can I hold assets outside of the model portfolio?

Yes this is possible but remember to make sure the assets are excluded from the rebalance (see section 1.4.4).

How does a rebalance work?

A rebalance is a switch instruction that sells and buys assets to return the account to the prescribed model weightings (see section 2.1).

What if I want to exclude assets within a model portfolio from a rebalance?

Only assets outside a model can be excluded from a rebalance. Create another model removing the asset(s) you wish to exclude then realign and rebalance (see section 2.5).

How do I rebalance immediately?

On the account summary page you have the 'rebalance today' option. This will get picked up overnight and be included in the next available dealing point assuming there are no pending transactions on the client account (see section 2.4).

When will a rebalance happen if I set it up to occur on a scheduled date?

The rebalance will pick up on the morning of the scheduled date unless that is a weekend or a public holiday. This will pick up in the next available dealing point assuming there are no pending transactions on the client account (see section 2.4).

Why would a rebalance fail?

If there are any pending transactions on the account this will delay the rebalance (see section 2.7).

I sold assets to release cash for my client's PCLS but the cash has been included in a rebalance?

The settlement of assets may have clashed with the due date of the rebalance and the switch out trades being ordered before the PCLS had been processed (see section 2.6).

There is a suspended asset in the model portfolio – how does this affect rebalancing?

Rebalancing will not take place while an asset is suspended. Should you wish to rebalance you can remove the suspended asset from the model, exclude this asset now it sits outside the model and proceed with rebalance. The asset can be returned to the model once the suspension is lifted. Please note that the asset must be removed from the model, it is not sufficient to change the allocation to 0% (see sections 1 and 2).

Support

Should you have any questions on model portfolios self-service, rebalancing or bulk reassign and rebalance please contact your client relations manager who will be delighted to help.



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