

## Portfolio Upload Function

The user will have to import the portfolio via an excel spreadsheet (as an Excel file) with the format being the ISIN/SEDOL in column A and the percentage split in column B. A downloadable example is available on the site.

Select Choose file and select the Excel spreadsheet containing the funds from your PC. Once selected the portfolio can be uploaded.

Portfolio Upload

Select a portfolio of funds by uploading an Excel file. The format is ISIN / SEDOL, % Split.

Where the system is unable to locate a fund, you will see the 'Fund not found' message, you will still be able to complete the import and manually add additional funds. [Download Example](#)

File [Choose file](#) No file chosen [Upload](#)

Fund Name	ISIN	Percentage	Message
	GB00B2PBFF68	10	Fund not found
Schroder MM Diversity Income Z Acc(GB00B4K1MN77)	GB00B4K1MN77	7	
Architas MA Active Growth A Acc(GB00B88MN829)	GB00B88MN829	8	
AXA Framlington UK Smlr Coms Z GBP Acc(GB00B7MMLM18)	GB00B7MMLM18	9	
Threadneedle Asia(GB00B0WGVL36)	GB0001441137	17	
Barings Korea I GBP Acc(GB00B9M3RQ49)	GB0000840719	6	
BGF World Mining D2(LU0252968341)	LU0827889725	12	
Threadneedle European Select(GB00B8BC5H23)	GB0001445229	8	
M&G Smaller Companies GBP I Acc(GB00B75DFL82)	GB00B75DFL82	9	
Threadneedle UK Select(GB0002771615)	GB0001447936	12	
Cash	Cash	2	

[Close](#) [Import](#)

Once the portfolio has been uploaded the user is presented with a window showing the portfolio including any messages against funds not found. At this point the portfolio can either be imported in which case it will overwrite any funds previously loaded or the window can be closed, leaving any previously loaded funds in place.

If the portfolio has been imported via the New Investment screen, it can be saved as a New Template or just used in a case as per existing functionality.

If imported via Fund/Sector Templates or Plan Templates, the template(s) can be saved in the normal way as either individual or group templates.