

# Model Portfolio & Rebalancing



# Contents

1. Model Portfolio Set up	4
2. Trade Model Portfolio	8
3. Rebalance Model Portfolio	10

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## Introduction

This user guide offers instructions on the use and functionality of the Model Portfolio & Rebalancing tool within James Hay Online.

The information in this document will take you through a step-by-step process to set up, trade and rebalance a model portfolio.

If you require any additional assistance, please contact your Account Executive.

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## Glossary of terms

**Current Valuation (£):** The current valuation of the fund in £.

**Current Valuation (%):** The current valuation of the fund in percentage terms relative to the other funds within the model portfolio.

**Deviation:** The total % movement beyond the percentages defined with the model portfolio.

**Exposure Inside:** The value of investments inside the model portfolio.

**Exposure Outside:** The value of investments outside the model portfolio.

**Model Deviation Indicator:** The RAG (Red, Amber, Green) percentages defined for the model portfolio.

**Model Trade:** The last trade placed was in accordance with the original model portfolio percentage splits set up.

**Last Rebalanced:** The date the model portfolio was last rebalanced.

**Pending Trade:** A trade that is pending receipt of the contract details for the corresponding sale.

**RAG:** A Red, Amber or Green status will indicate the portfolios movement beyond the deviation percentages defined in the model portfolio.

**Rebalance Reminder:** The next date a rebalance reminder is due to be issued.

**Regular Trade:** Confirms that a regular trade has been set up to invest or withdraw monies from the model portfolio at regular intervals.

**Status:** Confirms the position of the trade, which ranges from ready for market, complete to cancelled.

**Target %:** The percentage defined for the fund in the model portfolio.



# 1. Model Portfolio Set Up

## Step by Step

1. Log in to James Hay Online.
2. Navigate to the Tools tab.
3. Click the New Model Portfolio Icon (left).
4. Open the set up design wizard by clicking the New Model Portfolio icon.
5. Complete the required fields in the Preferences tab as detailed below.



**Create Model Portfolio**

Progress: **Preferences** | Fund Details | Confirmation | Finish

**A** Portfolio Name:

**B** Portfolio Objective/ Notes:

**C** Access Level:  Personal  Office

**D** Model Deviation Indicator:  ●  ●

**E** Investment Centre Fund Range:

**F** Rebalance reminder regardless of deviation:  (in months – max. 12)

**G** Notification method:

## Guidance

- A Portfolio Name:** A free text box permitting you to name the model portfolio.
- B Portfolio Objective / Notes:** A field to define the objective of the model being set up and any notes.
- C Access Level:** Option allowing you to set the access level to the model portfolio for personal use, or access can be set at the office level. Setting access level to Personal means the Model Portfolio can be accessed on this login alone. An office status will permit other users within your office to also use it.
- D Model Deviation Indicator:** Fields allowing the user to enter the percentage tolerances required (Amber & Green) that will drive a key to highlight asset movements beyond the %'s assigned to the model portfolio.
- E Investment Centre Fund Ranges:** Select the appropriate fund ranges – Collect, Select, Collect and Select or Wrap. If choosing Wrap, the tool will load an option for you to select the appropriate Wrap product, i.e. IP, ISA, OFB.
- F Rebalance Reminder:** A field for you to stipulate, in months, how often you want to receive rebalance reminders regardless of deviation.
- G Notification Method:** Opt to receive the rebalance reminder by secure message or secure message and email.

## 1. Model Portfolio Set Up cont.

6. Enter the required name for the model portfolio in the 'Portfolio Name' field.
7. Use the free text box to confirm the portfolio objective.
8. Select whether the model portfolio can be accessed at the Personal or Office level.
9. Enter the percentage tolerances required (Amber & Green) that will drive a key to highlight asset movements beyond the %'s assigned to the model portfolio.
10. Select the applicable fund range.
11. Complete how often, in months, regular rebalance reminders should be sent. These will be sent regardless of movement from the assigned percentages.
12. Confirm whether the rebalance reminders should be sent by secure message or secure message and email.
13. Click 'Next'.

**Create Model Portfolio**

Progress: Preferences **Fund Details** Confirmation Finish

You have selected to set up a Model Portfolio consisting of **Collect Investment Centre** funds.

Use the drop down menu to select the relevant fund provider and click 'Go' before using the second drop down menu to select the required fund and clicking 'Add'. The fund will display below and you should repeat that process until all the funds required for the Model Portfolio have been selected. To remove a fund, blank all editable fields in the relevant fund row.

Where initial adviser charges are payable they will be deducted from the investment amount prior to investment with the fund manager.

To gain access to fund documentation including Key Investor Information Document, Prospectus Information, Reports & Accounts, Provider Factsheets, please visit [Fund Document Research](#) page.

Fund Provider:

Fund:

Fund Range	Fund Name	Key Documents	Initial Adviser Charge (%)	% Split
Collect	BlackRock Global Equity A Acc		<input type="text"/>	<input type="text"/>
Collect	CF Miton Special Situations Portfolio B Acc		<input type="text"/>	<input type="text"/>
<b>Total</b>				<b>0.00</b>

14. Complete the Fund Details tab.
15. Use the first drop down to select the Fund Provider before clicking 'Go'.
16. Select the second drop down and select the fund required before clicking 'Add'.
17. Complete the adviser charge fields. All adviser charges will be subject to the maximum adviser charge permitted and agreed with each client.
18. Repeat stages 14 & 16 until all the required funds are selected and showing in the table.

## 1. Model Portfolio Set Up cont.

19. Complete the percentage (%) splits column confirming what percentage should be invested in each fund under the model portfolio. The total must be equal to 100%.

20. Click 'Next'.

21. Complete the Confirmation tab.

**Create Model Portfolio**

Progress: Preferences Fund Details **Confirmation** Finish

Please find an overview of the Model Portfolio you have created. Review the details before clicking save to confirm your Model Portfolio. Please use the back button if you need to revise any details.

Portfolio Name: abc  
Portfolio Objective/ Notes: test  
Access Level: Personal  
Model Deviation Indicator:  
● above 15.00%. Notify Me:   
● until 15.00%. Notify Me:   
● until 5.00%.  
Investment Centre Fund Range: Collect  
Rebalance reminder regardless of deviation: 3 months  
Notification method: Secure Message  
Status:  Active  For Approval

Fund Range	Fund Name	Key Documents	Initial Adviser Charge (%)	% Split
Collect	BlackRock Global Equity A Acc		0.00%	50.00%
Collect	CF Miton Special Situations Portfolio B Acc		0.00%	50.00%
Total				100.00%

Buttons: Cancel Back Save

### Guidance

The screen offers an overview of the model portfolio set up but two parts do require completion as detailed below.

If you would like to be notified when the model portfolio is out by the predefined percentages under Model Deviation Indicator, tick the 'Notify Me' boxes next to the tolerances set up in the preference tab.

Under 'Status', indicate if the model portfolio is 'Active' or 'Incomplete'.

**An active status will mean the model portfolio is active and ready to be traded. Inactive will mean the model portfolio is saved but will not appear in Active Model Portfolio list and cannot be traded until this is changed to Active.**

## 1. Model Portfolio Set Up cont.

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22. Click Save.

23. END.



### Create Model Portfolio

**Progress**

- Preferences
- Fund Details
- Confirmation
- Finish

Thank you. Your model portfolio is now set up. If you have any queries, please [contact us](#) quoting the Model Portfolio ID below.

<b>Portfolio ID:</b>	8
<b>Received:</b>	08/08/2011 11:11:03

Please select Finish to navigate back to model portfolio summary page.

**Finish**

### Guidance

Please now read onto page 8, the 'trade Model Portfolio' section for guidance on how to apply the model portfolio to a client.



## 2. Trade Model Portfolio

### Step by Step

1. Navigate to the Tools tab and click on the Model Portfolio icon.
2. Your active model portfolios will be listed in a table.
3. Click the 'Trade Model Portfolio' icon in the last column of the relevant model portfolio's row.

Show 10 model portfolio(s) Search: Status: All

Fund Range	Name	Access Level	Status	Associated Clients	Tradeable Funds	Last Modified	
Wrap SIPPs funds	100% Equity	Personal	Active	0	✓	(Adviser) 22/08/2012	

4. The screen will highlight clients already invested into the model and will provide an overview of its current status including last rebalance date, rebalance reminder date and current deviation from the model's defined percentages.

Clients using this Model

Name	Number	Regular Trade	RAG	Deviation	Exposure Inside £	Exposure Outside £	Last Rebalanced	Rebalance Reminder	Trade	Remove
			●	100.00%	0.00	0.00		07/10/2013	Trade	Remove
		✓	●	4.67%	1,876,677.25	0.00		26/09/2013	Trade	Remove
			●	1.57%	347,603.13	0.00		07/04/2014	Trade	Remove
			●	1.28%	48,773.29	0.00	04/10/2013	04/04/2014	Trade	Remove
		✓	●	1.17%	407,621.81	0.00		25/03/2014	Trade	Remove
			●	1.15%	330,520.36	8,006.71	24/10/2013	24/04/2014	Trade	Remove

5. To place a new client into the model portfolio, use the 'Filter By:' function under the Search heading to select 'All Clients Available for this Model' and click Select All.

Search

Client Number:  Go

Surname Begins:  Go

Filter By:  Select All

All Clients using this Model  
 All Clients available for this Model  
 All Clients using this Model

### Guidance

The fund range(s) selected for the chosen model will be the criteria against which applicable investors will be defined.

6. Once the clients available for the model are displayed, click the Trade link at the end of the desired client's row.
7. You will now enter the Trade Model Portfolio wizard.
8. Complete the Invest tab.

### Guidance

The fund range(s) selected for the chosen model will be the criteria against which applicable investors will be defined.

## 2. Trade Model Portfolio cont.



9. Adviser Charges will be set to those defined in the model portfolio. You can opt to change these.

### Investment Centre Funds within

Fund Range	Fund Name	Pending Trade	Current Valuation (£)	Current Valuation (%)	Target %	RAG	Initial Adviser Charge (%)
Wrap SIPP	Legal & General All Stks Index Linked Gilt Idx M Inc		0.00	0.00	6.00	●	0.00
Wrap SIPP	Legal & General All Stocks Gilt Index Trust M Inc		0.00	0.00	10.00	●	0.00
Wrap SIPP	Legal & General UK Index Trust I Inc		0.00	0.00	4.80	●	0.00
Wrap SIPP	Dimensional International Value Inc		0.00	0.00	2.40	●	0.00
Wrap SIPP	Dimensional Emerging Markets Core Eq Inc		0.00	0.00	6.00	●	0.00
Wrap SIPP	Dimensional International Core Equity Inc		0.00	0.00	17.40	●	0.00
Wrap SIPP	Dimensional UK Core Equity Inc		0.00	0.00	13.20	●	0.00
Wrap SIPP	Dimensional UK Value Inc		0.00	0.00	4.80	●	0.00
Wrap SIPP	Dimensional UK Small Companies Inc		0.00	0.00	7.20	●	0.00
Wrap SIPP	Dimensional Global Small Companies GBP Inc		0.00	0.00	4.20	●	0.00
Wrap SIPP	Dimensional Global Short Dated Bond Gross Inc		0.00	0.00	24.00	●	0.00
<b>Total</b>			<b>0.00</b>	<b>0.00</b>	<b>100.00</b>		



10. Complete the Investment Options.

### Investment Options

Cash Available to Invest: £ 11,008.05  
 Amount:   
 Value of Investment Centre holdings outside model: £ 259,756.86  
 Include fund(s) outside of Model Portfolio:

11. The tool will confirm the Cash Available to Invest (£).
12. Confirm the total amount of this cash sum to be invested in the 'Amount' field.
13. When trading a model portfolio, you can opt to switch out of existing Investment Centre funds (held outside the model portfolio) and invest the proceeds into the model.
14. Check the 'Include fund(s) outside of Model Portfolio:' box if current Investment Centre funds are to be included.
15. Click 'Next'.
16. If you have selected Investment Centre funds (in point 14), you will be taken to the Funds tab.
17. You can sell existing Investment Centre funds as a lump sum, the whole fund or as a % of the fund.
18. Once finished, click next.
19. Complete the Confirmation tab
20. The confirmation tab will provide an overview of the instructions provided. It will confirm the Switch Out of Trustee Cash and Investment Centre funds specified (if applicable).
21. Check the information before confirming the basis upon which advice has been provided and click 'Submit'.
22. Finish tab.
23. The transaction(s) will be submitted and the screen will provide a transaction ID.
24. Click Finish.
25. END.



### 3. Rebalance Model Portfolio

#### Step by Step

1. Navigate to the Tools tab and click on the Model Portfolio icon.
2. Click the 'Trade Model Portfolio' icon in the last column of the relevant model portfolio's row.



Show 10 model portfolio(s)		Search:					Status: All
Fund Range	Name	Access Level	Status	Associated Clients	Tradeable Funds	Last Modified	
Wrap SIPP funds	100% Equity	Personal	Active	0	✓	(Adviser) 22/08/2012	

3. The clients currently invested in the selected model portfolio will be listed in the 'Client Using this Model' table.
4. Click on the relevant client's name to enter the Rebalance screens.
5. Adviser Charges for each fund will be set to those defined in the model portfolio. You can opt to change these at this point.



#### Rebalancing Options

Cash Available to Invest: £ 865.79

**A** Add or withdraw cash to / from portfolio while rebalancing:  Invest into Model Portfolio  Sell Proportionally from Model Portfolio

Amount:

Value of Investment Centre holdings outside model: £ 17,119.23

**B** Include fund(s) outside of Model Portfolio:

#### Guidance

To simply rebalance the portfolio back to the percentage splits defined in the model portfolio click 'Next'

or

Under 'Rebalancing Options' you can opt to:

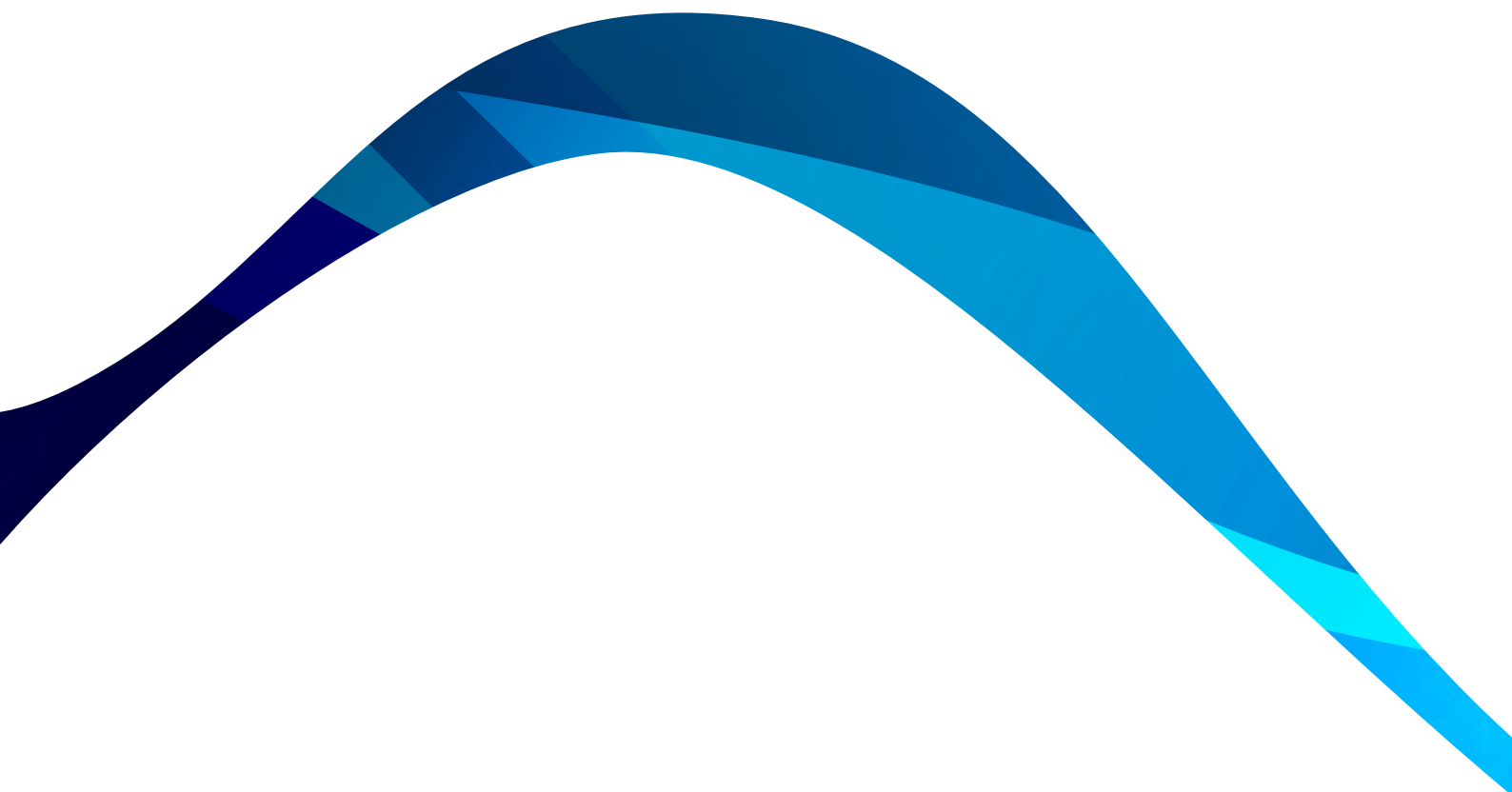
- A** Add (Invest) or withdraw (Sell) monies from the model portfolio whilst rebalancing.
- B** Include funds invested in Investment Centre funds held outside the Model Portfolio.

6. Select the appropriate button to add (Invest) or withdraw (Sell) monies from the model portfolio whilst rebalancing.
7. Enter the amount to add or withdraw in the 'amount' field.
8. When trading a model portfolio, you can opt to switch out of existing Investment Centre funds (held outside the model portfolio) and invest the proceeds into the model.

### 3. Rebalance Model Portfolio cont.

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- 9.** Check the 'Include fund(s) outside of Model Portfolio:' box if current Investment Centre funds are to be included.
- 10.** Click 'Next'.
- 11.** Conditional on point 9, complete the Funds tab.
- 12.** You can sell existing Investment Centre funds as a lump sum, the whole fund or as a % of the fund.
- 13.** Once finished, click next.
- 14.** The confirmation tab will provide an overview of the funds being switched in and out based on the details entered.
- 15.** Complete the Confirmation tab.
- 16.** Check the information before confirming the basis upon which advice has been provided and clicking 'Submit'.
- 17.** Submit tab.
- 18.** The transaction(s) will be submitted and the screen will provide a transaction ID.
- 19.** Click Finish.



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