

Create Portfolio Group and Assign Member (W5)

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PURPOSE

This document shows how to create portfolio group and how to assign members in that group.

WHY IS THIS IMPORTANT?

This allows grouping of portfolios for reporting purposes.

PROCEDURE



1. Select Set Up > Risk > Portfolio.

Portfolio

	App? ▾	Short Name ▾	Gross Net ▾	Amortisation ▾	Entity Default ▾	Assigned Acct Cntr ▾
<input type="checkbox"/>		<u>DEFAULT</u>	Net	Constant Yield		TFS-SG
<input type="checkbox"/>		<u>HEDGING</u>	Net	Constant Yield		
<input type="checkbox"/>		<u>INVEST</u>	Net	Constant Yield		TFS-SG
<input type="checkbox"/>		<u>STRATEGIC-TFS</u>	Net	Constant Yield		TFS-SG
<input type="checkbox"/>		<u>STRATEGIC-TGL</u>	Net	Constant Yield		TGL-SG
<input type="checkbox"/>		<u>TACTICAL</u>	Net	Constant Yield		TFI-SG
<input type="checkbox"/>		<u>TL-HEDGE</u>	Net	Constant Yield		TFS-SG

2. Click Group. The Portfolio Group screen will be displayed.

Portfolio Group

	Short Name ▾	Description ▾
<input type="checkbox"/>	<u>Hedges Port</u>	Hedges Port

3. Click New Group. The New Portfolio Group screen will be displayed.

New Portfolio Group

Short Name*

Long Name

Description

4. Type the Short name of the group being created. You may also input a Long Name and Description. If these fields are left blank, system will default to the same as Short Name. In this example, we will just fill out the Short Name.

New Portfolio Group

Short Name*

Long Name

Description

5. Click Save.

6. In the Portfolio Group main screen, you will see the newly created portfolio group displayed in the list.

7. To assign members to the group, click on the Short Name.

Portfolio Group

	Short Name ↕	Description ↕
<input type="checkbox"/>	<u>Hedges Port</u>	Hedges Port
<input type="checkbox"/>	<u>TFS Portfolio Group</u>	TFS Portfolio Group

8. At the Amend Portfolio Group screen, click Assign Member. The Assign Portfolio Group Member screen will be displayed.

Assign Portfolio Group Member

	Short Name
<input type="checkbox"/>	DEBT
<input type="checkbox"/>	DEFAULT
<input type="checkbox"/>	HEDGING
<input type="checkbox"/>	INVEST
<input type="checkbox"/>	STRATEGIC-TFS
<input type="checkbox"/>	STRATEGIC-TGL
<input type="checkbox"/>	TACTICAL
<input type="checkbox"/>	TL-HEDGE

Selected Members
No records found.

9. Click the checkbox beside the short name of the members to be added.

Assign Portfolio Group Member

	Short Name
<input checked="" type="checkbox"/>	DEBT
<input type="checkbox"/>	DEFAULT
<input type="checkbox"/>	HEDGING
<input checked="" type="checkbox"/>	INVEST
<input type="checkbox"/>	STRATEGIC-TFS
<input type="checkbox"/>	STRATEGIC-TGL
<input type="checkbox"/>	TACTICAL
<input type="checkbox"/>	TL-HEDGE

Selected Members
No records found.

10. Click Add. The short names added will be moved to the right or the Selected Members' column.

Assign Portfolio Group Member

←

Refresh

Save

	Short Name
<input type="checkbox"/>	DEBT
<input type="checkbox"/>	DEFAULT
<input type="checkbox"/>	HEDGING
<input type="checkbox"/>	INVEST
<input type="checkbox"/>	STRATEGIC-TFS
<input type="checkbox"/>	STRATEGIC-TGL
<input type="checkbox"/>	TACTICAL
<input type="checkbox"/>	TL-HEDGE

Add

Remove

	Selected Members
<input type="checkbox"/>	DEBT
<input type="checkbox"/>	INVEST

11. Click Save. You will be returned to Amend Portfolio Group screen.

12. Click Back Button to return to Portfolio Group screen.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Amend Portfolio Group](#)

[Duplicate Portfolio Group](#)

[Delete Portfolio Group](#)

[Set Up Risk Portfolio](#)

CHANGE HISTORY

Date	By	Changes
21-Jul-2017	Clarissa	Created.
15-Nov-2019	Lyra	Updated Screenshots.