

# Create Portfolio Group and Assign Member (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

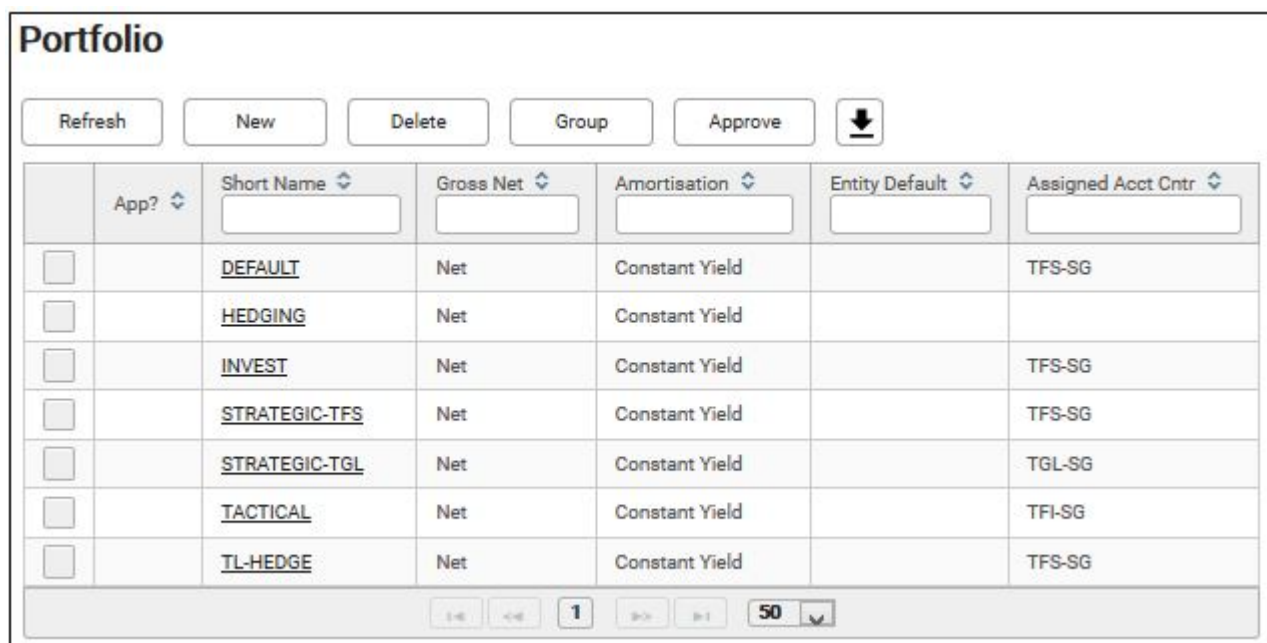
This document shows how to create portfolio group and how to assign members in that group.

## **WHY IS THIS IMPORTANT?**

This allows grouping of portfolios for reporting purposes.

## **PROCEDURE**

1. Select Set Up > Risk > Portfolio.



The screenshot shows the 'Portfolio' screen with a table of portfolio members. The table has columns for App?, Short Name, Gross Net, Amortisation, Entity Default, and Assigned Acct Cntr. The table lists several portfolios, including DEFAULT, HEDGING, INVEST, STRATEGIC-TFS, STRATEGIC-TGL, TACTICAL, and TL-HEDGE. The bottom of the screen shows a pagination bar with the number 1 and a total of 50 items.

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

1 50 ▾

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

**Portfolio Group**

← Refresh New Group Delete Group ↓

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

1 50

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

**New Portfolio Group**

← Save

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**

← Save

Short Name\* TFS Portfolio Group

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

←
Refresh
New Group
Delete Group
↓

	Short Name <span>⬆</span>	Description <span>⬆</span>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Hedges Port	Hedges Port
<input type="checkbox"/>	TFS Portfolio Group	TFS Portfolio Group

1
50

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

### Assign Portfolio Group Member

←
Refresh
Save

☐ DEBT
 ☐ DEFAULT
 ☐ HEDGING
 ☐ INVEST
 ☐ STRATEGIC-TFS
 ☐ STRATEGIC-TGL
 ☐ TACTICAL
 ☐ TL-HEDGE

Add
Remove

Selected Members
No records found.

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

### Assign Portfolio Group Member

←
Refresh
Save

	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

Add  
Remove

	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.