

Create Portfolio Group and Assign Member

[See previous W5 version guide](#)

PURPOSE

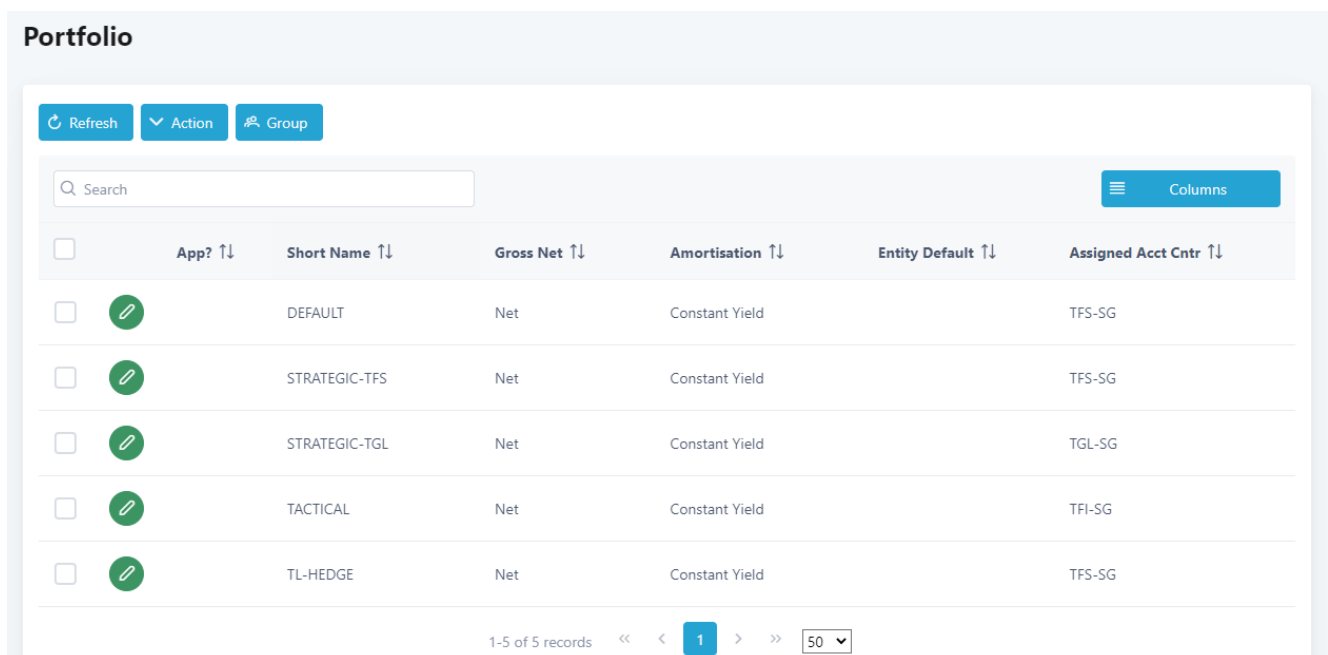
This document shows how to create portfolio group and how to assign members in that group.






WHY IS THIS IMPORTANT?

This allows grouping of portfolios for reporting purposes.

PROCEDURE

1. Select Set Up > Risk > Portfolio.



Portfolio						
<div><div>Refresh</div><div>Action</div><div>Group</div></div>						
<div><div>Search</div></div>						<div>Columns</div>
<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Gross Net ↑↓	Amortisation ↑↓	Entity Default ↑↓	Assigned Acct Cntr ↑↓
<input type="checkbox"/>		DEFAULT	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

1-5 of 5 records << < 1 > >> 50 ▾

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

Portfolio Group

✕ Cancel

↻ Refresh

⌵ Action

🔍 Search

☰ Columns



Short Name ↑↓

Description ↑↓



Hedges Port

Hedges Port

1-1 of 1 records



1



50 ▼

3. Click on Action and select New Group. The New Portfolio Group screen will be displayed.

New Portfolio Group

✕ Cancel

💾 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

✕ Cancel

💾 Save

Short Name*

Strategic 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 Edit button of the portfolio group.

Portfolio Group

✕ Cancel

↻ Refresh

⌵ Action

🔍 Search



Columns



Short Name ↑↓

Description ↑↓



Hedges Port

Hedges Port



Strategic Portfolio Group

Strategic Portfolio Group

1-2 of 2 records



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



 Cancel  Refresh  Save

Short Name		Selected Members
<input type="checkbox"/> DEFAULT	 	No records found.
<input type="checkbox"/> STRATEGIC-TFS		
<input type="checkbox"/> STRATEGIC-TGL		
<input type="checkbox"/> TACTICAL		
<input type="checkbox"/> TL-HEDGE		

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

Assign Portfolio Group Member



 Cancel  Refresh  Save

Short Name		Selected Members
<input type="checkbox"/> DEFAULT	 	No records found.
<input checked="" type="checkbox"/> STRATEGIC-TFS		
<input checked="" type="checkbox"/> STRATEGIC-TGL		
<input type="checkbox"/> TACTICAL		
<input type="checkbox"/> TL-HEDGE		

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

Assign Portfolio Group Member

 Cancel  Refresh  Save

Short Name		Selected Members
<input type="checkbox"/> DEFAULT	 	<input type="checkbox"/> STRATEGIC-TFS
<input type="checkbox"/> STRATEGIC-TFS		<input type="checkbox"/> STRATEGIC-TGL
<input type="checkbox"/> STRATEGIC-TGL		
<input type="checkbox"/> TACTICAL		
<input type="checkbox"/> TL-HEDGE		

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

12. Click Cancel 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.
13-Mar-2023	TS	Updated to W6 instructions and screenshots.