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Elevate help guide: Re-balance a Model Portfolio

Over time, as market rise and fall, model portfolio investments drift from the original asset allocation. This guide shows you how to re-balance a model portfolio back to its original asset allocation.

Standard Life

There's a lot to look forward to

Step 1. Select - Single client re-balance

What you will see

The screenshot shows the 'New Work' menu with 'Model Portfolios' selected. Below it, a search results table lists two model portfolios: 'New Portfolio v1' and 'New Portfolio v2'. The 'Re-balance' button is highlighted for 'New Portfolio v1'. The 'Step 1 Select' screen shows a table with columns: Account Name, Account Number, Product Wrapper, Market Value of Model (£), and Include. The table contains one row for 'Mr J Smith' with account number 'EL1059735-022' and product wrapper 'Elevate ISA'. The 'Include' checkbox is checked. The 'Next' button is highlighted.

Model Portfolio Name	Model Portfolio Type	Model Portfolio Status	Action
New Portfolio v1	Client	Historic	View Deconstruct Re-balance Upgrade
New Portfolio v2	Client	Historic	View

Account Name	Account Number	Product Wrapper	Market Value of Model (£)	Include
Mr J Smith	EL1059735-022	Elevate ISA	602.71	<input checked="" type="checkbox"/>

What you will need to do

To re-balance your client's model portfolio:

1. Navigate to their account and select **New Work > Create > Model Portfolios**
2. Find the model portfolio and click **Re-balance** to open the model portfolio wizard.
3. For each applicable product wrapper select the products that you wish to re-balance.
4. Click **Next**.
5. **Proceed to Step 2 of this user guide on page 4.**

Notes

2. You can use the filters to help find the model portfolio you want to re-balance.
3. Click **View detail** to see the impact of the re-balance on the investments held inside the model.

Step 1. Select - Bulk client re-balance

What you will see

The screenshot shows the 'Model Portfolios' tab in the Elevate software. The interface includes a navigation menu at the top with options like 'Dashboard', 'New Client', 'Existing Clients', 'Business Mgmt', 'Research', 'Model Portfolios', 'Literature', 'Help', and 'Admin'. Below the navigation is a sub-menu with 'Model Portfolios', 'Work In Progress', 'Disclose And Authorise', and 'Work Submitted'. A 'Filters' panel on the left allows users to filter by Branch, Adviser, Product Wrapper, Charging Structure, Model Portfolio Type, Model Portfolio Status, and Model Portfolio Name. A search bar is located at the bottom of the filters. The search results section shows a table with columns for Model Portfolio Name, Model Portfolio Type, Model Portfolio Status, and Action. The 'Action' column includes 'View', 'Deconstruct', 'Re-balance', and 'Upgrade'. A 'New Model Portfolio' button is also visible. Below the search results is a table of client accounts with columns for Account Name, Account Number, Product Wrapper, Charging Structure, Adviser, Market Value of Model (\$), and an 'Include' checkbox. The 'Include' column has a 'View detail' link and a checkbox for each account. At the bottom, there are buttons for 'Exit without saving', 'Save and exit', and 'Next'.

1. Go to the **Model Portfolios** tab.

2. **Search** for the model portfolio you wish to edit in **Filters**.

3. Click **Re-balance** for the relevant model to open up the model portfolio wizard.

4. Tick to select the accounts you want to include in the re-balance.

5. Click **Next**.

What you will need to do

1. Go to the **Model Portfolios** tab.
2. **Search** for the model portfolio you wish to edit in **Filters**.
3. Click **Re-balance** for the relevant model to open up the model portfolio wizard.
4. Tick to select the accounts you want to include in the re-balance.
5. Click **Next**.

Notes

1. **Adviser firms set up on Elevate after 5 June 2017** are not able to re-balance multiple clients at once, please refer back to page 2 of this user guide.
3. You'll see a list of clients who hold the model portfolio.
4. Click **View detail** to see the impact of the re-balance on the investments held inside the model.

Step 2. Submit

What you will see

The screenshot shows the 'Step 2 Submit' interface. At the top, there are buttons for 'Exit without saving', 'Save and exit', and '<- Back'. Below this is the 'Upgrading Models Summary' section, which includes 'Upgrading From' (Demo FP - Balanced v1) and 'Upgrading To' (Demo FP - Balanced v2). A 'Submit' button is highlighted with a callout '1'. Below this is the 'Select next action' section, which states 'Your re-balance request number 2365895 has been successfully submitted.' and offers two options: 'Go to Disclose and Authorise to authorise your rebalance and access Charges Information document' and 'Go to my Home Dashboard and continue with other work - you will not be submitting your rebalance'. A 'Next ->' button is highlighted with a callout '2'. Below this is the 'Request selection' table, which lists two requests. The 'View' and 'Remove' buttons for the first request are highlighted with a callout '3'. Below this is the 'Request 2365195' section, which shows a table of accounts. The 'Client Authority' checkbox for the first account is highlighted with a callout '4'. Below this is the 'Make Declarations' section, which includes a confirmation statement and an 'Authorise' button highlighted with a callout '5'.

Step 2 Submit Exit without saving Save and exit <- Back

Upgrading Models Summary

Upgrading From
Demo FP - Balanced v1

Upgrading To
Demo FP - Balanced v2

Number of Clients Included : 1 Number of Product Wrappers Included : 1

Submit

Select next action

Your re-balance request number 2365895 has been successfully submitted.

Go to Disclose and Authorise to authorise your rebalance and access Charges Information document

Go to my Home Dashboard and continue with other work - you will not be submitting your rebalance

Next ->

Request selection

Request number	Description	Date submitted	Created by	Document status	View	Remove
2365195	Upgrade	04/10/2013 14:52:54	Mr N Pac	Complete	View	Remove
2365844	Upgrade	15/10/2013 16:51:31	Ms S N	Complete	View	Remove

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Request 2365195

Account Name	Advisor Name	Account Number	Charging Structure	Charges Information Document	Client Authority	Remove
Anon Client 61278	Anon Adviser 3981	EL1079992-012	Explicit	View	<input type="checkbox"/>	<input type="checkbox"/>
Anon Client 61278	Anon Adviser 3981	EL1079992-014	Explicit	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Make Declarations

I confirm I have client authority to make this switch and that any existing Ongoing Adviser Charge applied to this wrapper is for the provision of an ongoing service.

Authorise

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What you will need to do

1. Check the details are correct and click **Submit Model** to confirm your changes.
2. In **Select next action**, tick **Disclose and Authorise**.
3. Click **View** to show the re-balance. You can also **Remove** any that have been selected by mistake.
4. Tick to confirm **Client Authority**.
5. If everything is correct, click **Authorise**.

The model portfolio will be re-balanced at the next trading point.

Notes

1. Accounts will not be re-balanced until you complete the **Disclose and Authorise** process.
2. If you return to your **Home Dashboard**, the re-balance will not complete. You can resume this by navigating to the **Disclose and Authorise** tab.

HINTS AND TIPS

- A re-balance will place the required trades to bring the portfolio back to the original asset allocation. It will only sell and rebuy what is required to do this.
- If there are orders pending, you will have to wait until those trades settle before re-balancing.
- If the Disclose and Authorise step is not submitted within 30 calendar days, any pending deals associated with the rebalance will be cancelled automatically and you will need to re-submit the process.

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