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Elevate help guide: Deconstruct a model portfolio

This guide shows you how to remove investments from the model portfolio structure, useful for when you need place transactions on the individual investments or release cash that may be held inside a model.

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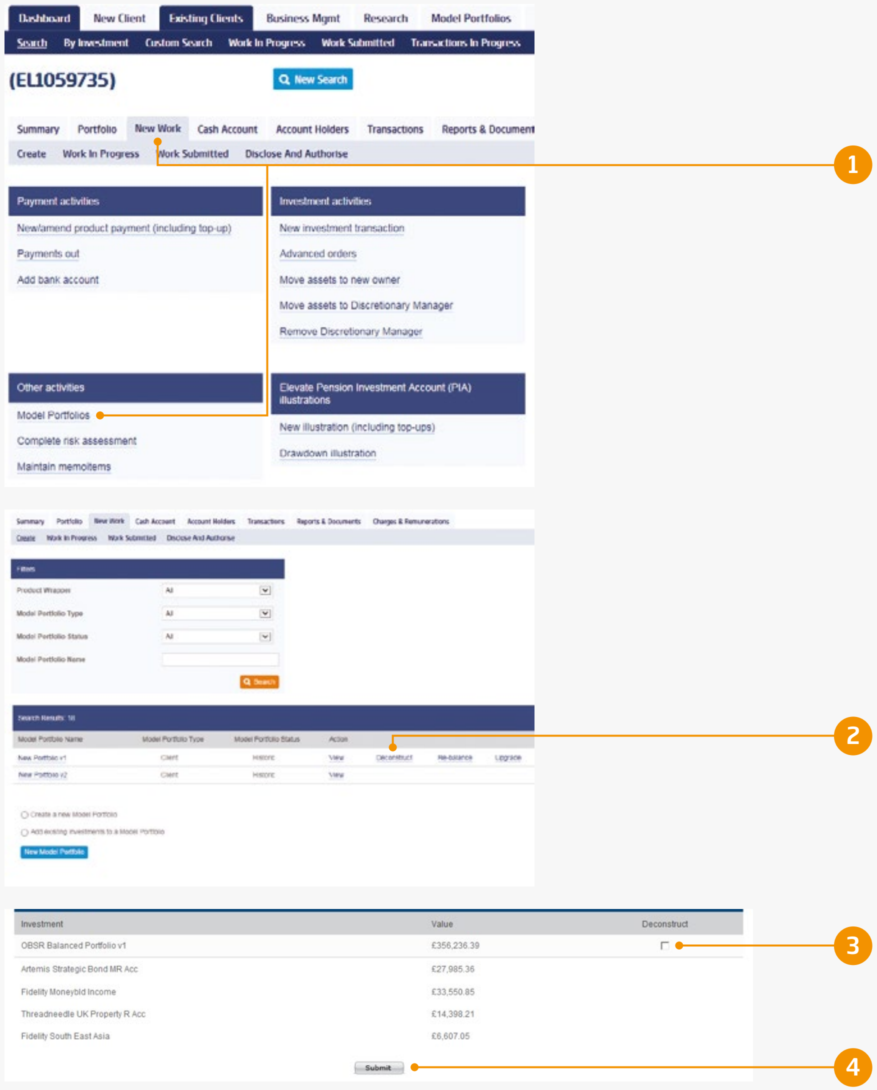
How to deconstruct model portfolios

What you will see



What you will need to do

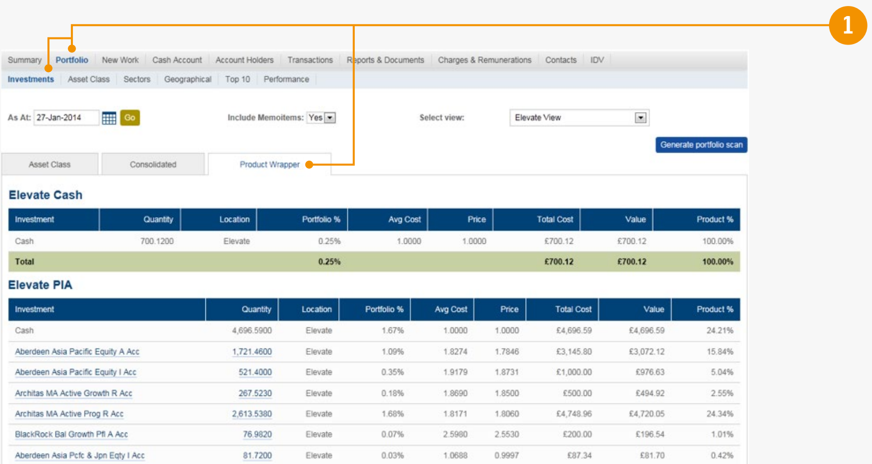
1. Go the client's account and select **New Work › Create** and select **Model Portfolios.**
2. Click **Deconstruct** next to the appropriate model portfolio.
3. Tick the box next to the model portfolio you are deconstructing for each product wrapper.
4. Click **Submit.**

Notes

4. You'll be asked to confirm that you wish to proceed.

Viewing individually held investments

What you will see



Investment	Quantity	Location	Portfolio %	Avg Cost	Price	Total Cost	Value	Product %
Cash	700.1200	Elevate	0.25%	1.0000	1.0000	£700.12	£700.12	100.00%
Total			**0.25%**			**£700.12**	**£700.12**	**100.00%**

Investment	Quantity	Location	Portfolio %	Avg Cost	Price	Total Cost	Value	Product %
Cash	4,696.5900	Elevate	1.67%	1.0000	1.0000	£4,696.59	£4,696.59	24.21%
Aberdeen Asia Pacific Equity A Acc	1,721.4600	Elevate	1.09%	1.8274	1.7846	£3,145.80	£3,072.12	15.84%
Aberdeen Asia Pacific Equity I Acc	521.4000	Elevate	0.35%	1.9179	1.8731	£1,000.00	£976.63	5.04%
Architas MA Active Growth R Acc	267.5230	Elevate	0.18%	1.8690	1.8500	£500.00	£494.92	2.55%
Architas MA Active Prog R Acc	2,613.5380	Elevate	1.68%	1.8171	1.8060	£4,748.96	£4,720.05	24.34%
BlackRock Bal Growth Pfl A Acc	76.9820	Elevate	0.07%	2.5980	2.5530	£200.00	£196.54	1.01%
Aberdeen Asia Pcfc & Jpn Eqty I Acc	81.7200	Elevate	0.03%	1.0688	0.9997	£87.34	£81.70	0.42%

What you will need to do

1. In the clients account, go to **Portfolio › Investments** and click on the **Product Wrapper** tab.

Notes

1. Once you've deconstructed a model portfolio, the model will no longer be displayed on your client's account. Only the individually held investments will be listed.

Hints and tips

- Investments will be removed from model portfolio – but no trades will take place.
- If you have regular withdrawals set up and the Income Payment Strategy (IPS) for those withdrawals includes the model, you may need to amend the regular withdrawal and the IPS so that enough cash is available to make the payment.
- Even if you later 'reconstruct' the model portfolio, the IPS must still be updated to include the model again. See **Add existing investments to a model portfolio** for details on how to move compatible investments back into a model portfolio structure.
- Any regular client contributions allocated to invest in the model portfolio will continue to do so unless you alter the investment allocation for the payment.

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