Funds

User Guide

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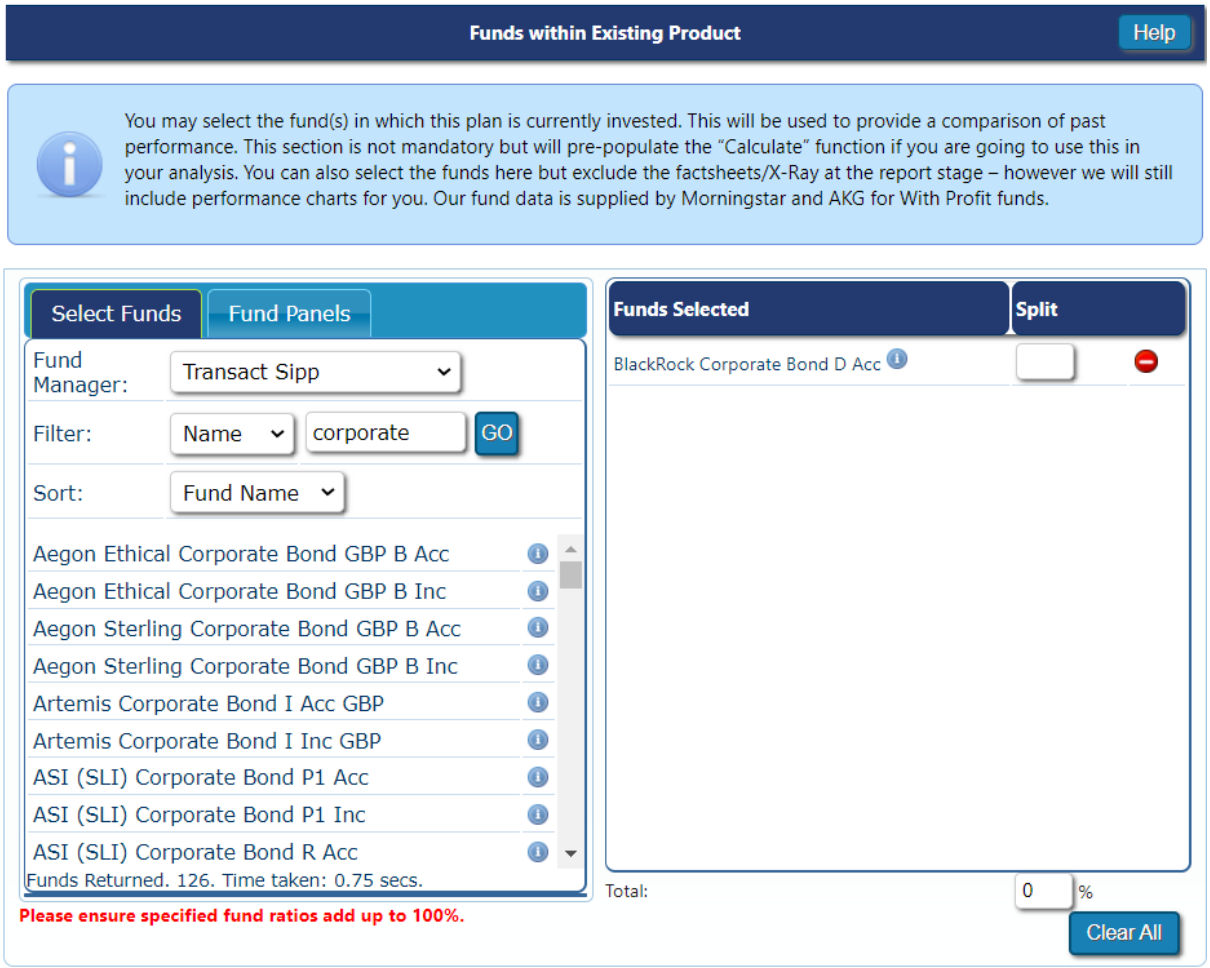
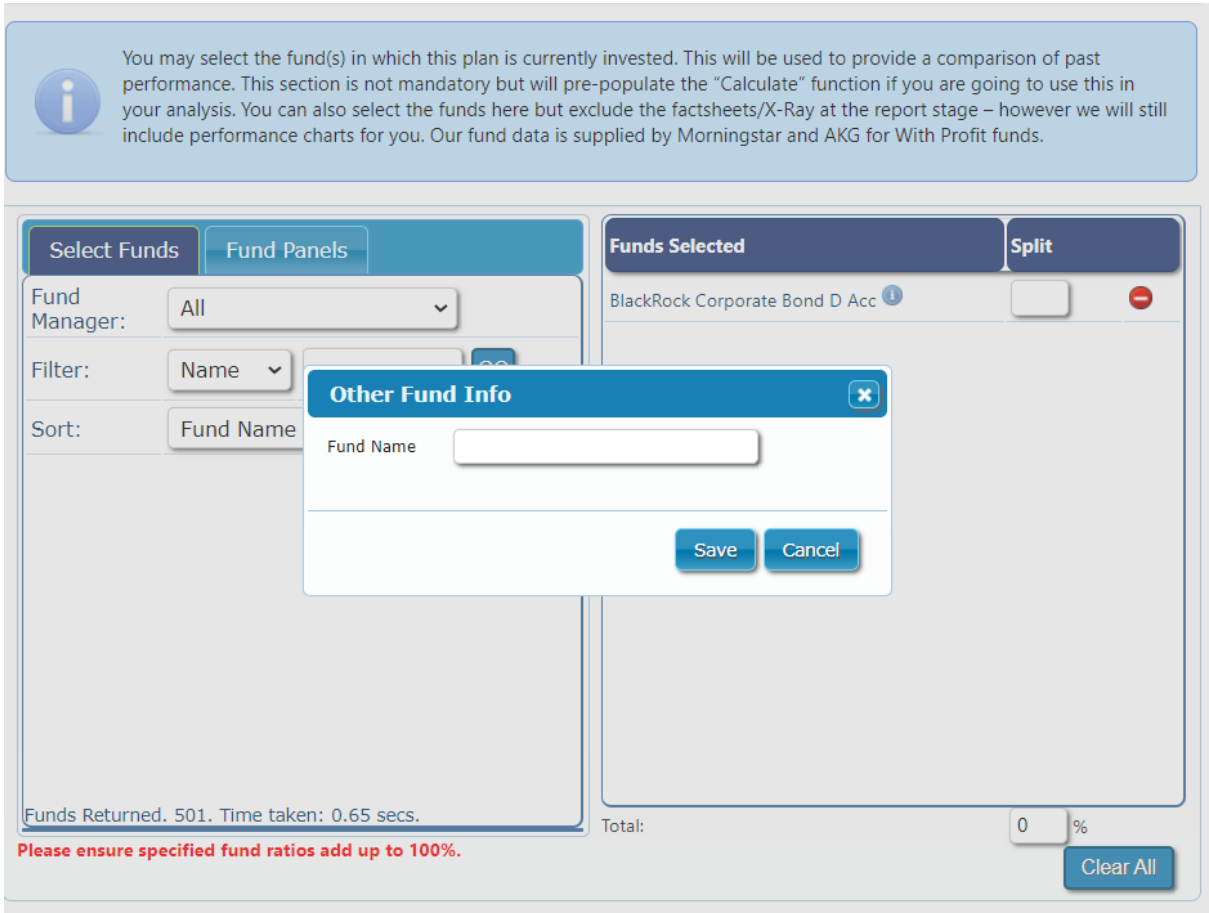
Existing Scheme Details - Funds

The funds in which the plan is currently invested in can be detailed on this page. Selecting the existing scheme funds is used purely for showing past performance and listing the names and % splits of the funds in the report- the system does not use the charge of the funds to "project forward" the existing scheme.

Funds can be selected by choosing the provider from the drop down list. The filter also allows a user to search by fund name or ISIN/SEDOL number.
Once the search criteria have been entered, a list of funds will appear in the left hand box.
Once funds have been selected the appropriate split will need to be entered. Funds must total 100% before moving forward using the system.



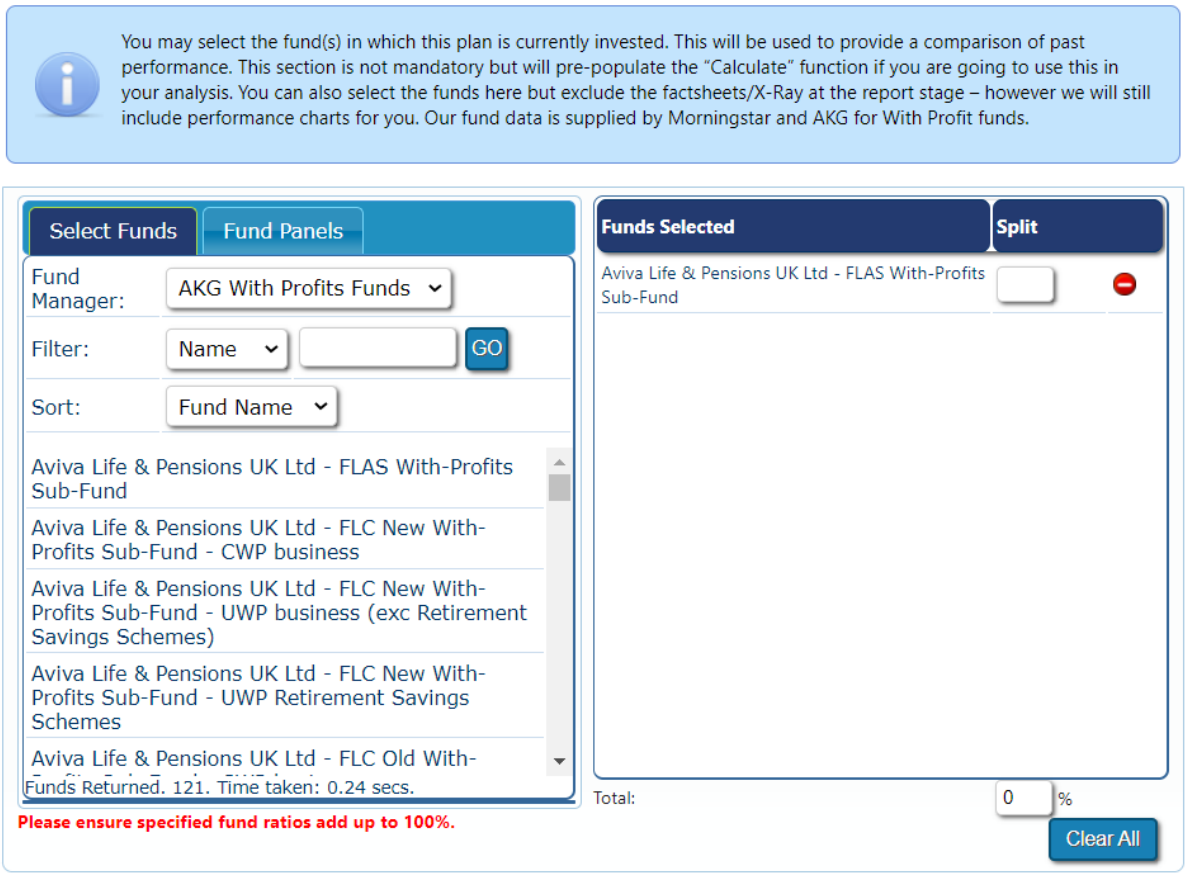
If the fund required is not held on the system, Other Fund can be selected from the top of the Provider drop
down list, allowing the name of the fund to be entered.



Note: By selecting Other fund, you will not be able to look at past performance data.

With Profits Funds

For With Profits Funds, use the Provider drop down and select With Profits Funds at the top of the drop down.



New Investment

This screen allows the user to choose the analysis method for the New Investment. There are four choices:

Specify Investments, Defined Templates, DFM Strategies and Plan Default Settings.

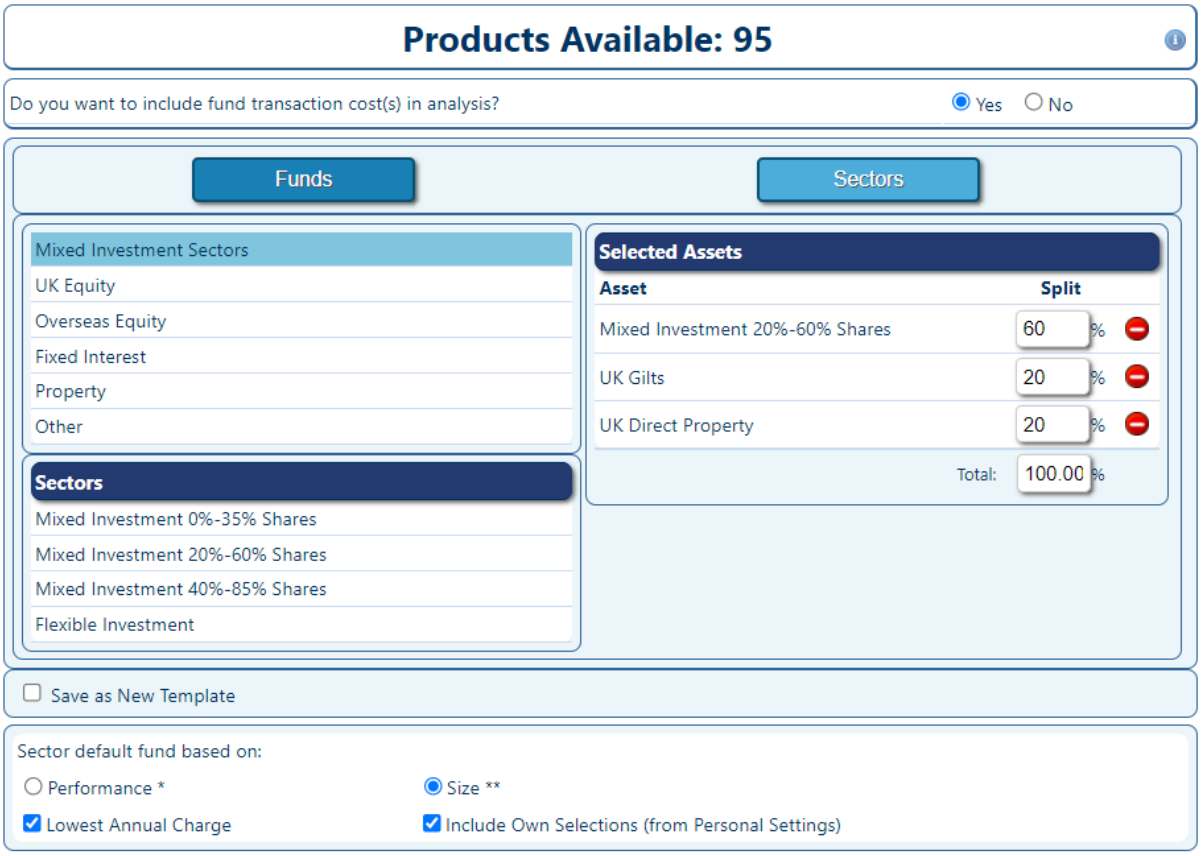
Specify Investments

Funds and/or sectors can be selected by clicking on the Specify Investments button. The system will then filter

out products which do not support the funds/sectors selected.

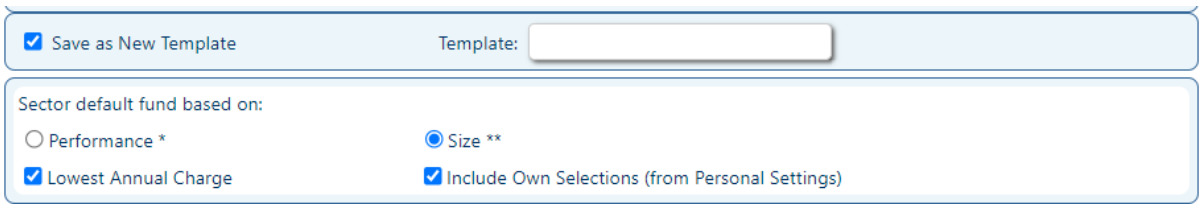
Sectors

To select sectors, click on the Sectors button and click on one of the Sector Groups. This will bring up a list of sectors within that group in the box below. Click on the sector required and it will appear in the opposite box under the heading Selected Assets. Funds can be added as well as sectors by clicking on the Funds button. The total must add up to 100% before the user can move forward.



The sector selection can be saved as a Fund Sector Template for repeated use with other cases/clients by clicking the **Save as New Template** tick box below and entering a template name. Clicking Product Comparison to go to the next screen will save the template for future use.

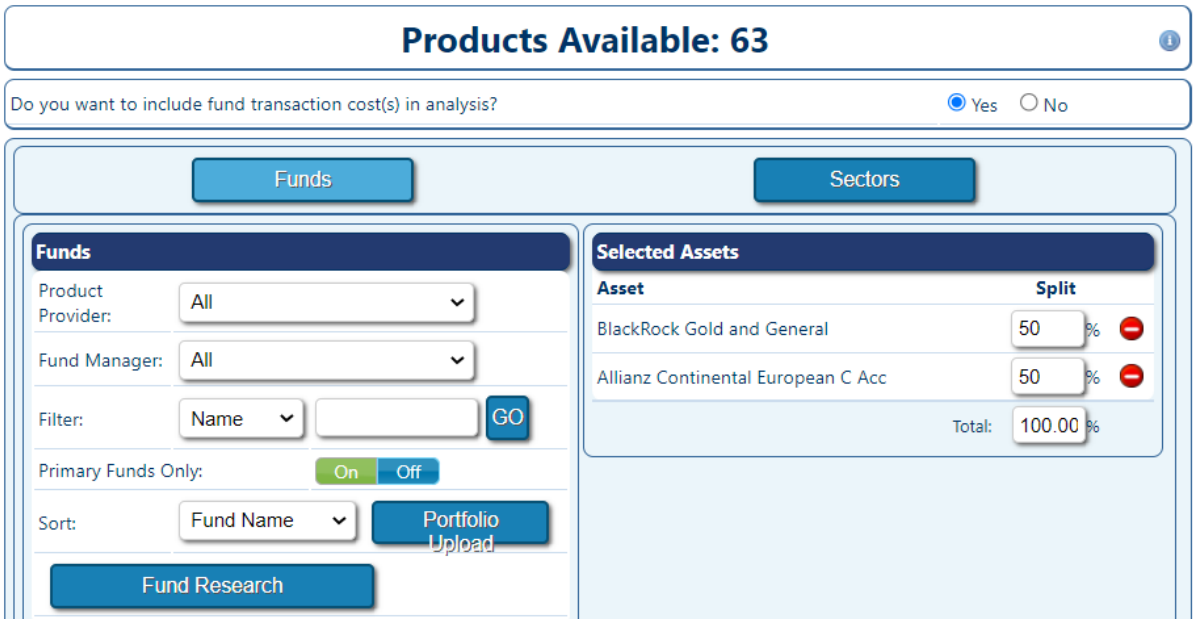
The actual fund used for a given sector can be based on a selected criteria**: Past Performance** (Previous 12 Months), **Fund Size** (Total Net Assets) or **Lowest Annual Charge** (when two or more funds have the same charge, the second level filter of either Performance or Size will be used). The **Lowest Annual Charge** option is ticked as default but can be deselected if the cheapest fund is not desired.



Include Own Selections (from Personal Settings) can also be selected- within Personal Settings, sector defaults can be set. This allows the user to choose the specific fund to be used within a certain plan when that sector is chosen. To set these up, go into **Personal Settings** then click **Funds**. Within funds, select **Sector Defaults**. Once the Pension Provider, Pension Plan and Sector have been selected the available funds will be listed. Simply select the fund(s) required and click save. Ticking **Include Own Selections (from Personal Settings)** on this page pulls through these settings.

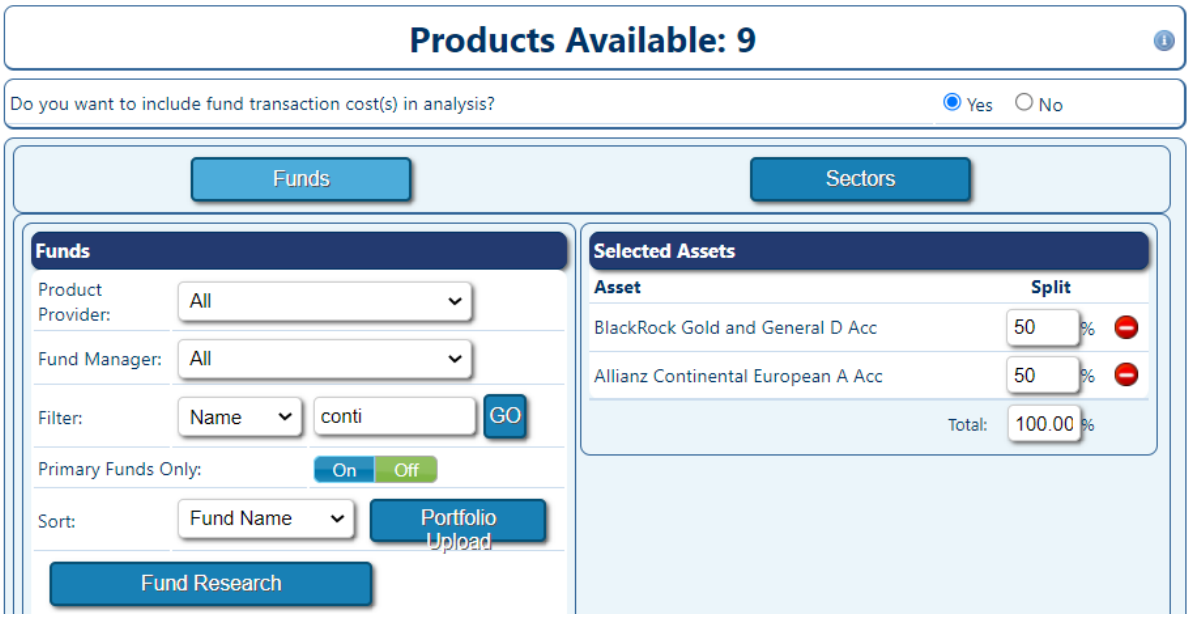
Funds

To choose specific **funds**, click the Funds button. The underlying fund provider can be selected from the drop down list. Funds can also be filtered by Fund Name and ISIN numbers. The resulting list of funds returned can also be sorted by fund name; performance; fund size and ISIN. Funds can be shown on **Primary Funds Only**, which shows just the primary fund for each share class available.



If a product offers more than one share class for a particular fund, the system will choose the cheapest share class. If there are two share classes with the same charge, it will choose the first share class alphabetically. The share class chosen with a particular product can be changed on the Alternative Products page by clicking on the **pencil** next to the plan name.

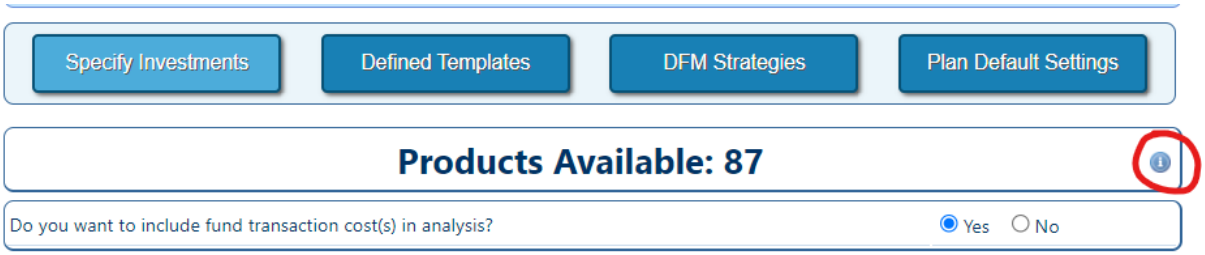
Alternatively, by switching the Primary Funds option to Off, all share classes will be shown.



The user can then select the fund required, which will appear in the opposite box under the heading **Selected Assets** and build up the fund splits required. As with the sector option, the

total must add up to 100% before the user can continue. The user may move to the **Sector** option if a mixture of funds & sectors are required.

The availability of underlying funds which can be selected is limited by the information received from Morningstar and other fund information received via direct feeds.



After adding a fund/sector, a reactive counter headed **Products Available** will show the number of products available with the funds/sectors selected. The button will bring up a list of the products available as well as those unavailable with a reason for their availability.

Products Available: 9

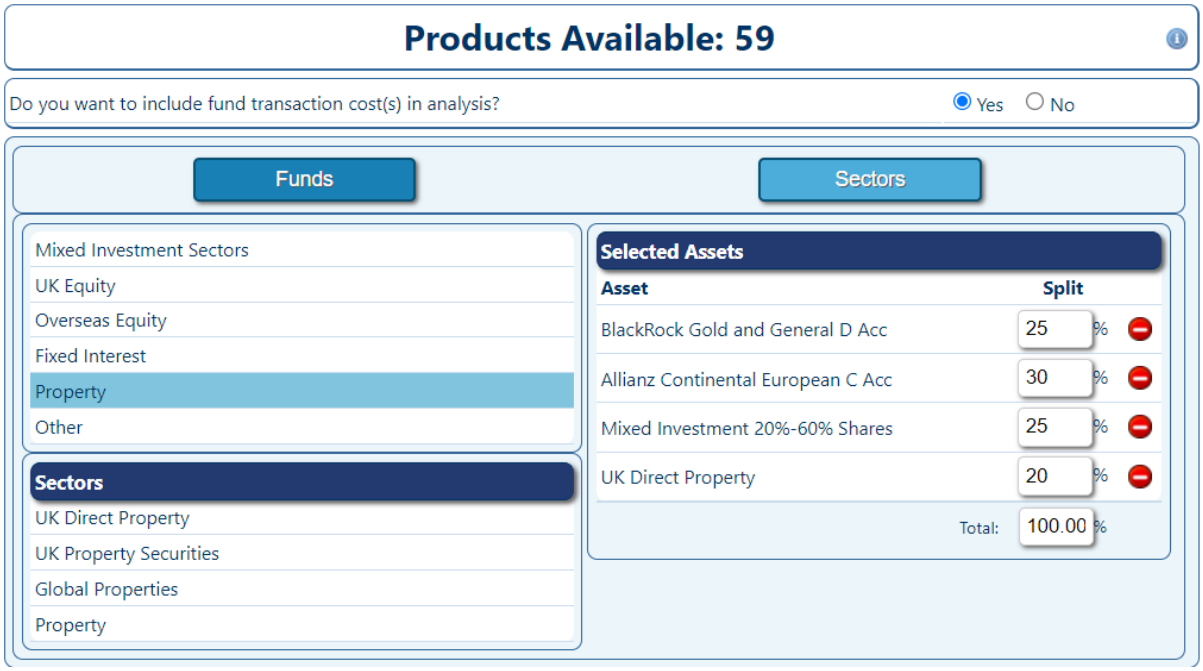
Available Plans

Provider	Plan
abrdn Wrap	abrdn Wrap SIPP for Wrap
abrdn Wrap	abrdn Wrap SIPP for Wrap (Strategic)
AJ Bell Investcentre	AJ Bell Investcentre SIPP-MPS Service (investing in Funds and Shares Service)
AJ Bell Investcentre	AJ Bell Investcentre SIPP-MPS Service (investing in Funds and Shares Service)- Retirement Portfolio Service
Quilter	Quilter Collective Retirement Account (Self Select) - Unbundled
Quilter	Quilter Collective Retirement Account (Self Select) - Unbundled
Quilter	Quilter Collective Retirement Account (Self Select) - Unbundled
SJB Global	SJB Global Sovereign International SIPP
Standard Life Assurance Ltd	Standard Life Assurance Ltd SIPP for Wrap

Unavailable Plans

Provider	Plan	Reason
AJ Bell Investcentre	AJ Bell Investcentre Junior SIPP-MPS Service (investing in Funds and Shares Service)	Client age above plan's maximum age limit (max: 18)

In the example below, the new investment has been run using a mix of both Sectors and Funds.

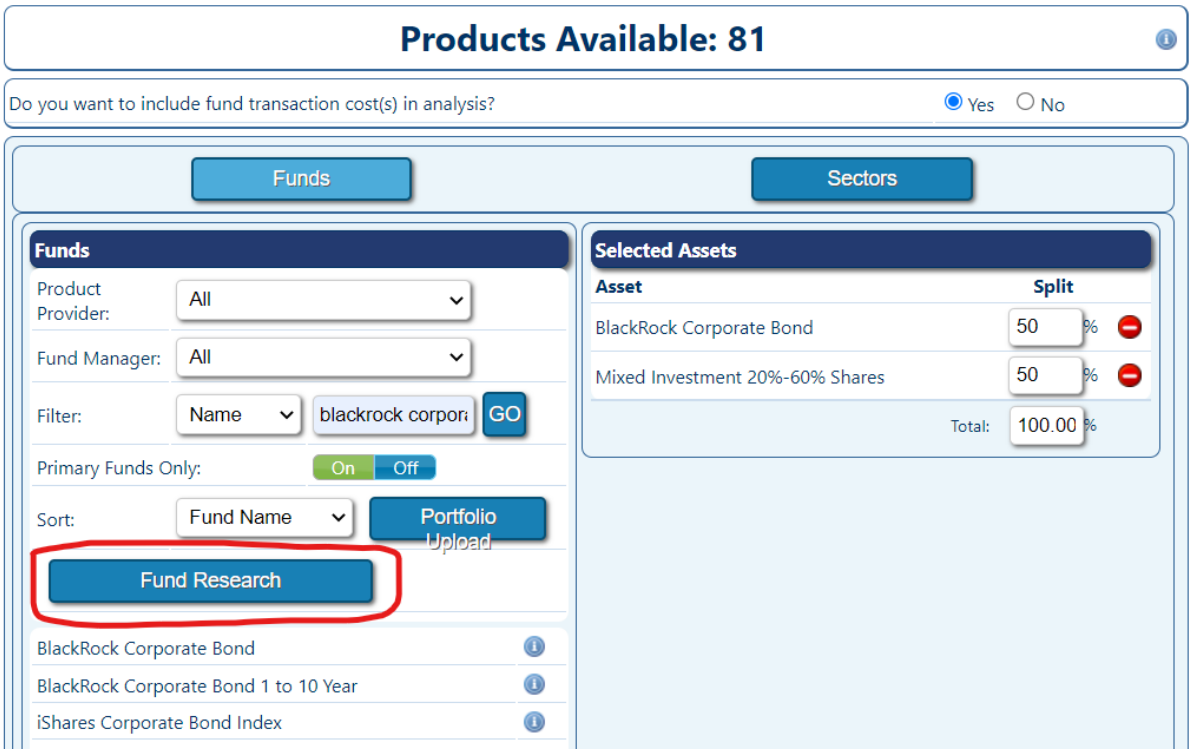


The user could save the fund portfolio as a Fund/Sector Template by clicking **Save as New Template** at the bottom of the screen, which will save the funds as a template for future use. **Fund/Sector Templates** can be maintained within the **Personal Settings** section or when selecting the template again through the **Defined Templates** option on the New Investment screen. An example is shown below:

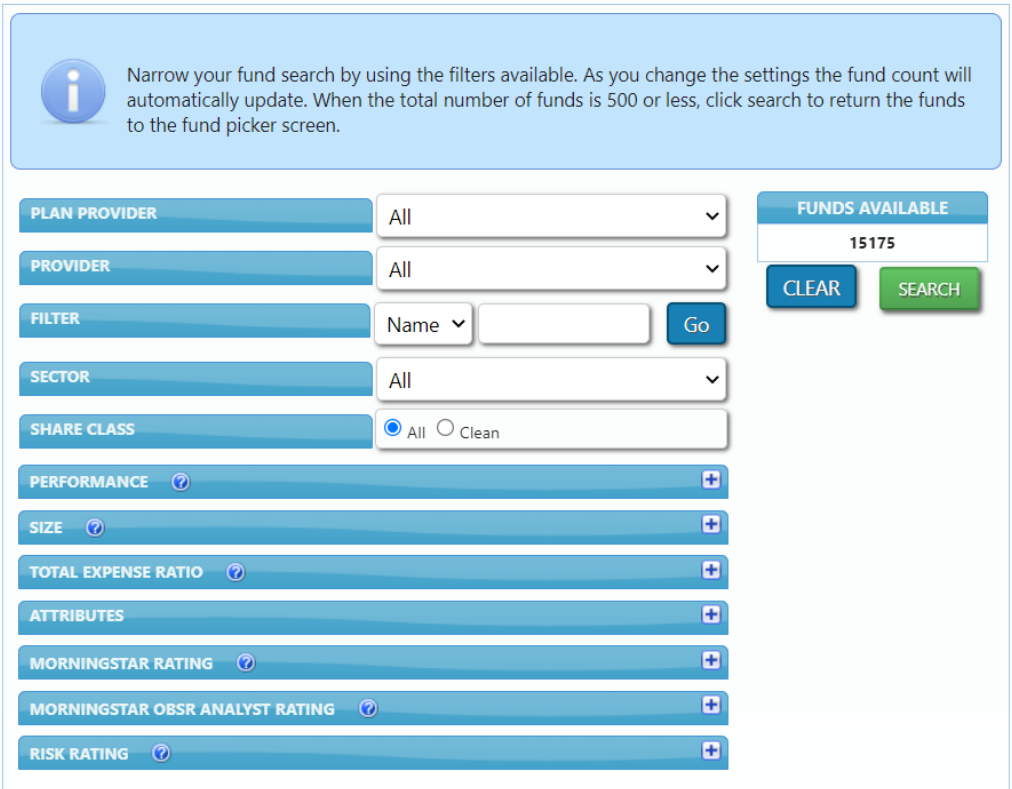
Click on the **Show X-Ray** button to bring through the Morning Star X-Ray for the portfolio of funds chosen.

Fund Research

The research of funds is possible within a case by clicking on the Fund Research button.

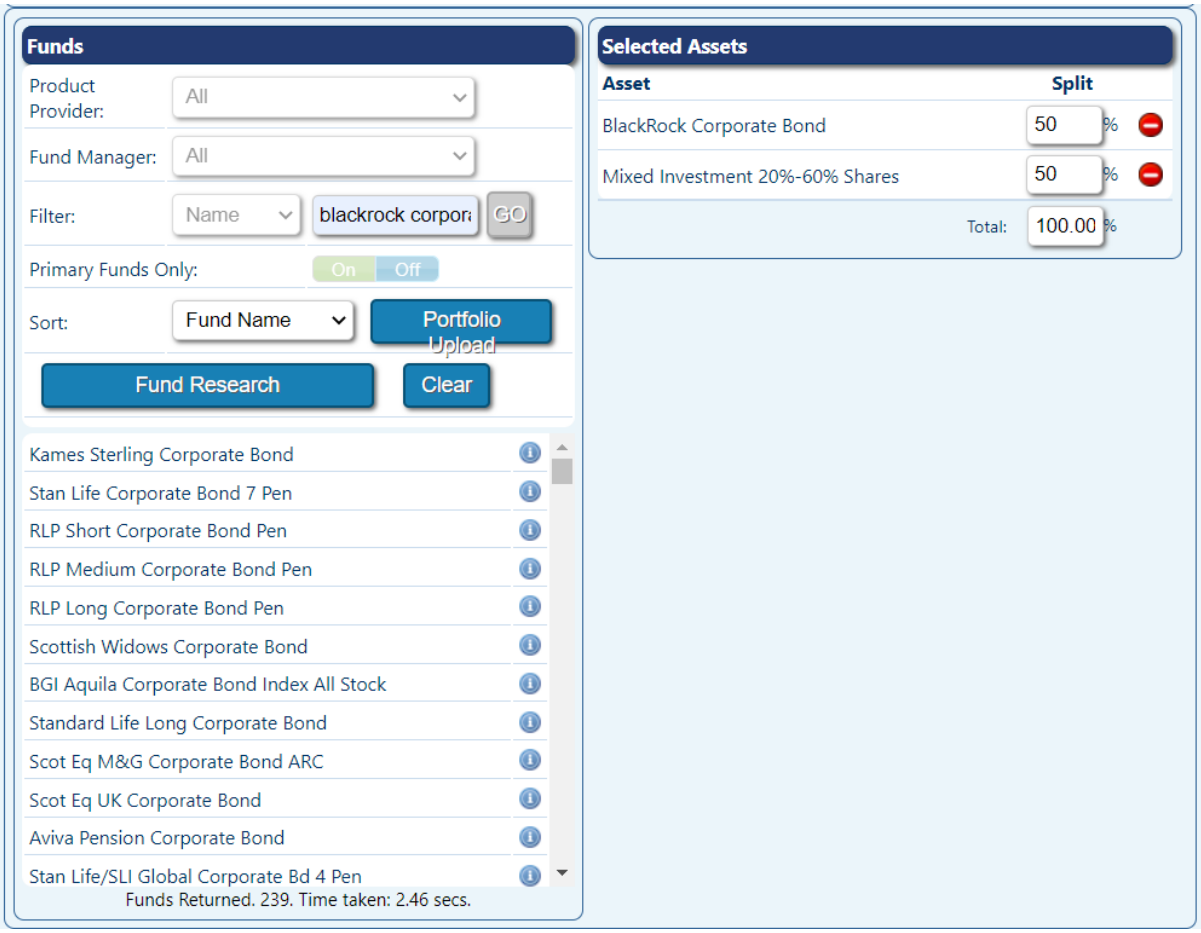


Fund choice can be narrowed down by using the filters available. The option to filter and search can be performed with Primary Funds 'On' or 'Off' as with the basic tool.



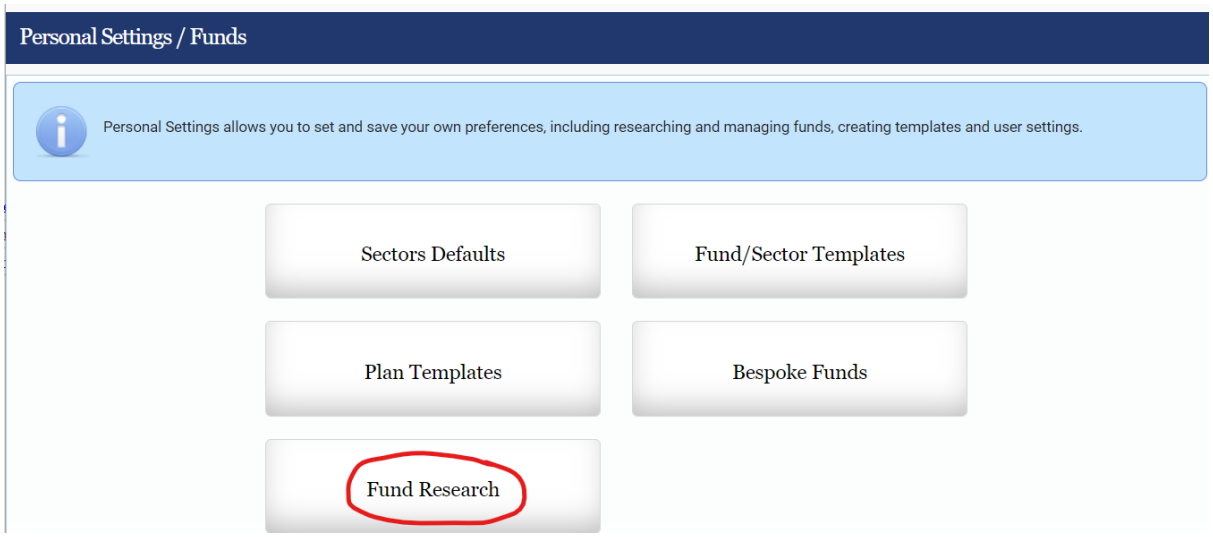
Field	Description
Provider:	Select a provider from the dropdown list. Alternatively set to 'All' for a whole of market search.
Filter:	Select Name or ISIN to search for a specific fund.
Sector:	Select a specific Sector from the dropdown list.
Share Class:	Select Clean to search for clean share classes only. Alternatively, select All to search all share classes.
Performance:	Selecting a performance option will return funds with the corresponding performance available. For example, selecting 5 years will show all funds with at least 5 years performance available, (therefore includes all funds with 5 years or more). When you return to the fund picker screen, funds will automatically rank by the best performing.
Size:	Multiple selections can be chosen to select total assets under management globally. If assets of up to £1billion are required then the first three options should be selected.
Total Expense Ratio:	Defined from the Key Investor Information Documents (KIID). This includes AMC and any other management charges but will not reflect any Provider Specific Rebates and Discounts. Use the sliding scale to filter by range.
Attributes:	Select Attributes to base the search on a particular fund characteristic i.e. Ethical Funds, Tracker Funds.
Morning Star Rating:	The Morningstar Rating is a backward-looking, quantitative, risk-adjusted measure of a fund's performance versus its peer group.
Morningstar OBSR Analyst Rating:	A Morningstar Analyst Rating for funds is the summary expression of Morningstar's forward-looking analysis of a fund i.e. a gold rating indicates that Morningstar analysts have a high expectation of the fund beating the relevant performance benchmark.
Risk Rating:	Search criteria can be based on Morningstar's 3 year standard deviation. This measures how much the total returns of a fund have fluctuated in the past.

When the total number of funds has been narrowed to 500 or less, click **Search**. This will return the funds to the fund picker screen within your case.

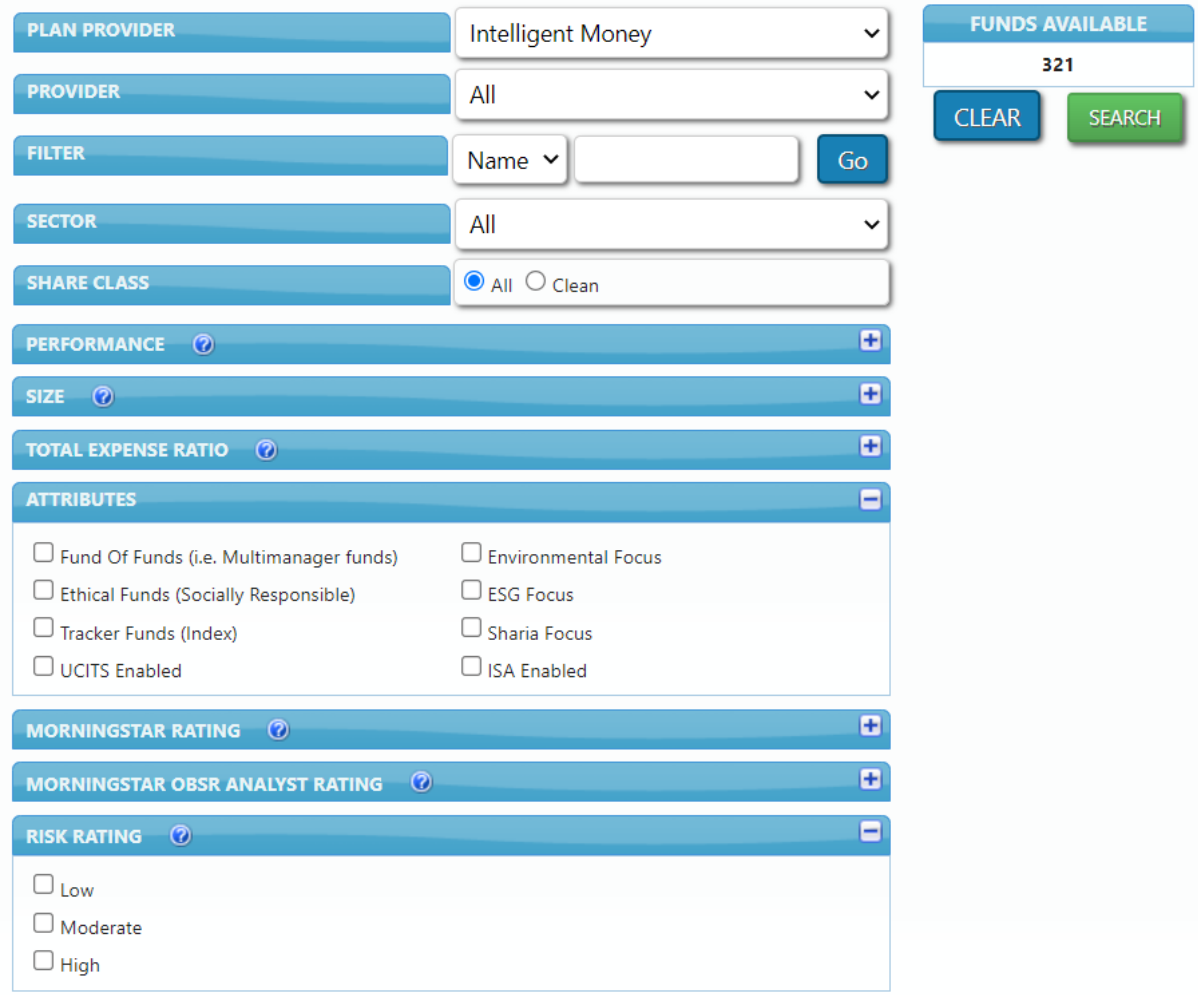


A list of funds matching the selected criteria will now be listed within the case. These can be selected as previously described.
Funds can be sorted by **Name**, **Performance**, **Size** or **ISIN**.
Click on the **Clear** button to clear the exiting search.

Funds research can also be carried out within **Personal Settings** by clicking on the **Funds** button then **funds research**.



Funds can be researched in the same way as they are within a case. The fund choice can be narrowed down by using the filters shown below. Once the funds available have dropped below 500, click on the **Search** button.



Clicking on the search button will return a list of funds matching the criteria selected. The funds returned can be ordered by Name, Sector, Morningstar Rating, Morningstar OBSR Rating or the Last 12 Months Return.

Funds which match your chosen search criteria will be displayed, funds can be sorted by clicking on the column headers. To create a Fund Panel (for our investment tool, Asset Reviewer), click on the name of the fund to be included, the fund will show under the "Selected Funds" box below. To build as a Fund/Sector Template, enter the % split to add up to 100% and click Save Fund Template.

FUND NAME	SECTOR	MORNINGSTAR RATING	MORNINGSTAR OBSR ANALYST RATING	LAST 12 MONTHS RETURN
7IM AAP Adventurous C Acc	Flexible Investment	★★		13.38%
7IM AAP Adventurous C Inc	Flexible Investment	★★		13.27%
7IM AAP Balanced C Acc	Mixed Investment 20%-60% Shares	★★★		7.16%
7IM AAP Balanced C Inc	Mixed Investment 20%-60% Shares	★★★		7.11%
7IM AAP Income C Acc	Mixed Investment 0%-35% Shares	★★		2.89%
7IM AAP Income C Inc	Mixed Investment 0%-35% Shares	★★		2.88%
7IM AAP Moderately Adventurous C Acc	Mixed Investment 40%-85% Shares	★★★		10.46%
7IM AAP Moderately Adventurous C Inc	Mixed Investment 40%-85% Shares	★★★		10.42%
7IM AAP Moderately Cautious C Acc	Mixed Investment 0%-35% Shares	★★★		2.82%
7IM AAP Moderately Cautious C Inc	Mixed Investment 0%-35% Shares	★★★		2.69%
7IM Personal Injury C Acc	Mixed Investment 0%-35% Shares	★★★		0.87%
7IM Personal Injury C Inc	Mixed Investment 0%-35% Shares	★★★		0.88%
BMO MM Lifestyle 3 B Acc	Volatility Managed	★★★		4%

A Fund Template (or Fund Panel for Asset Reviewer) can be created by selecting funds from the list. Once the fund selection has a 100% split it may be saved as a template by clicking **Save Fund Template**. The selection may also be saved as a **Fund Panel,** but the fund splits entered will be lost. In both instances the option to save using Primary Funds will be available. To edit the search criteria or change the fund selection click on **Return to Search**.

Selected Funds (Products Available: 6) Help

Fund	Split
PIM Strategic Conviction 9	50 %
Vanguard Focus LifeStrategy Portfolios 7	50 %

Total: 100.00 %

Return to Search | Show X-Ray | Save Fund Panel | Save Fund Template

Click on the **Show X-Ray** button to bring through the MorningStar X-Ray for the portfolio of funds chosen.

Defined Templates

The Defined Templates button allows the user to retrieve, create and edit Fund/Sector and Plan Templates.

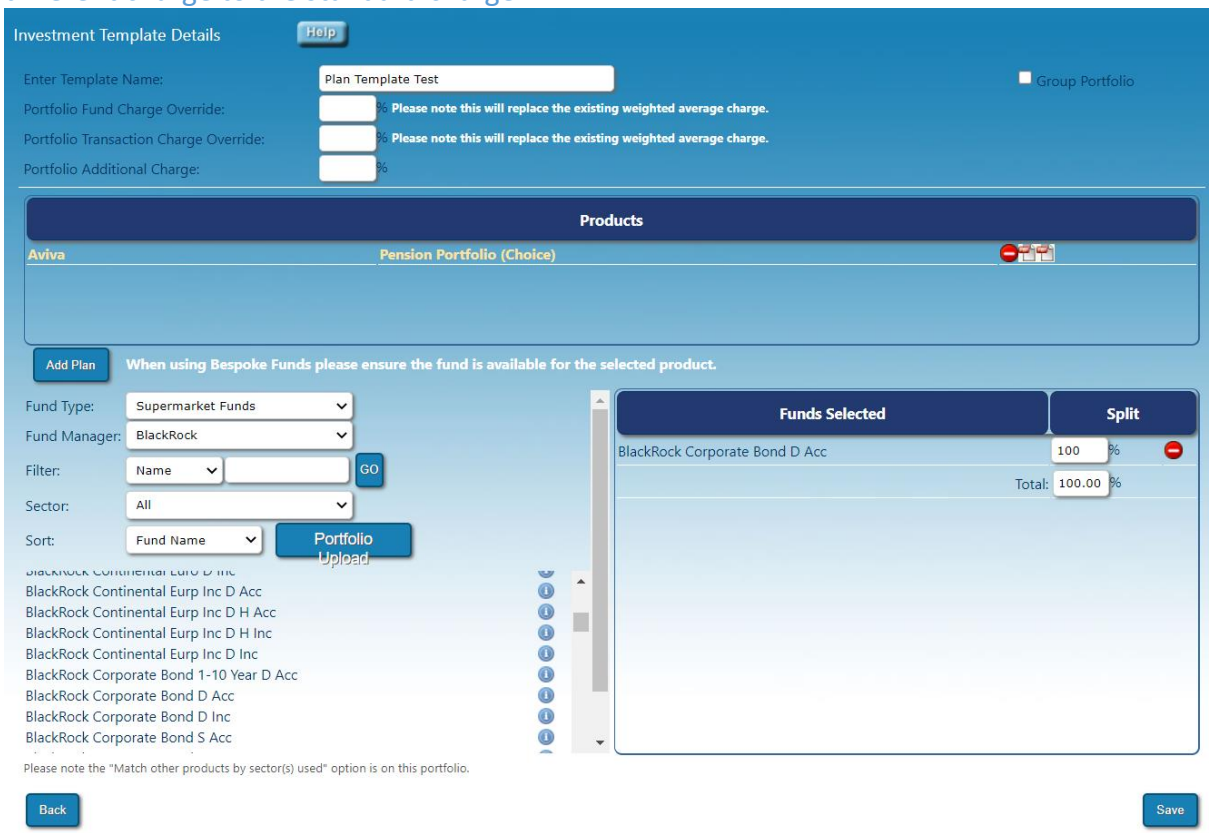
Plan Templates

A plan template can be created within the **Personal Settings** section, or by clicking on the button at the top of the plan templates list.

The template can contain one or more plans with funds allocated against these plans. If a fund which the user knows to be available for a given plan is not shown in the list of funds available, a bespoke fund can be created to complete the portfolio. To create a plan template within personal settings, click the **Personal Settings** button along the top menu of the website.

Once in the Personal Settings menu click **Funds**
Click on **Plan Templates** to create your template.

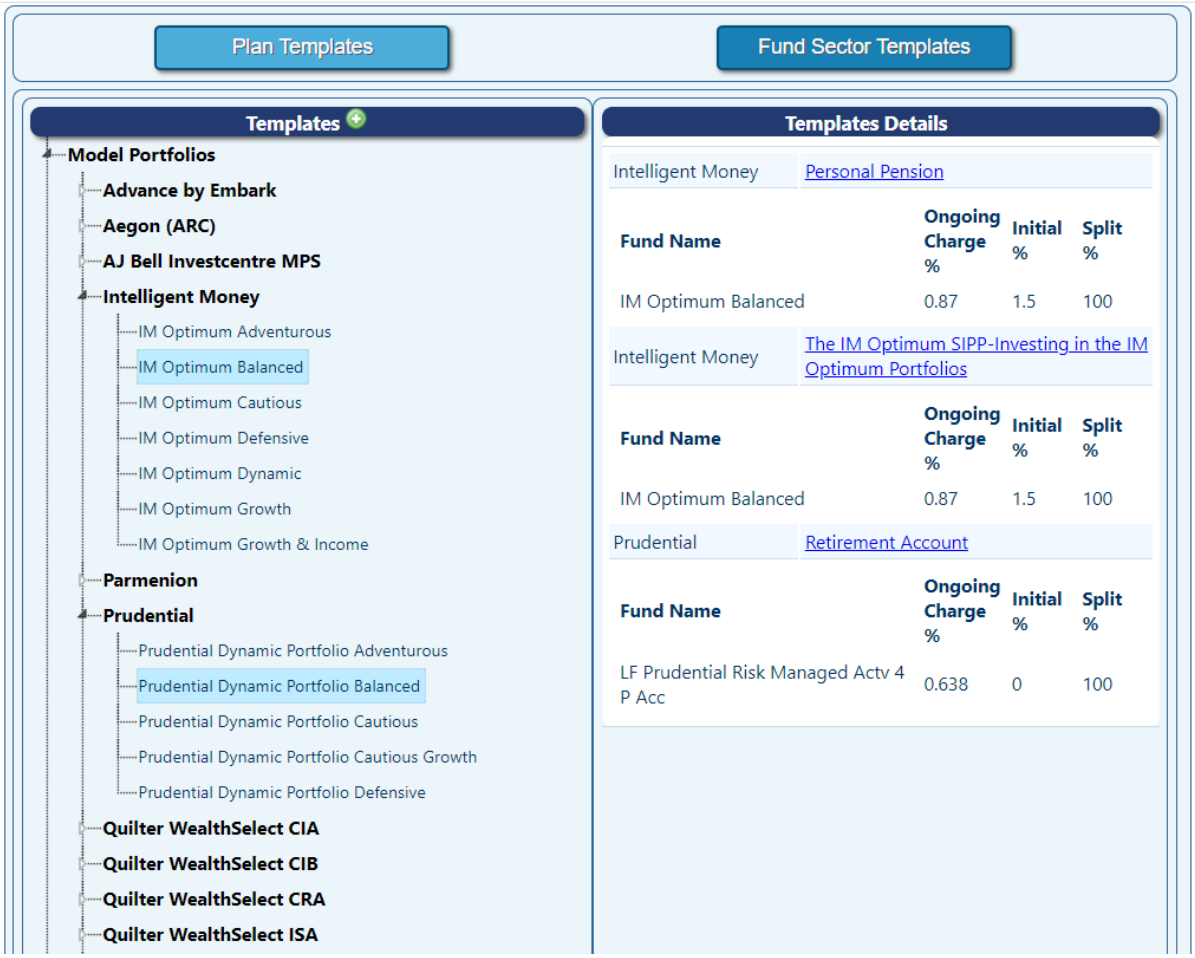
Enter the template name and click **OK**. The **Portfolio Charge Override** box overrides the charge for the specified funds with the charge entered, if the user wishes to specify a different charge to the standard charge.



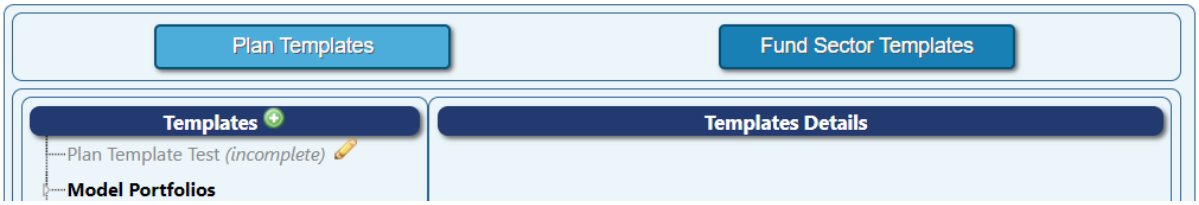
By clicking on the plan name the user can select the funds required and apply the appropriate splits. If bespoke funds are required, these should be created by clicking the **Bespoke Funds** button on the **Personal Settings** menu. They can then be selected by choosing the **Fund Type** drop down titled **Bespoke Funds**.

The user must select funds equalling 100% of the total investment otherwise the Template will read as (Incomplete).
If your system access is part of a multiple user subscription and you have control over the system for the other users, you may see a button called **group portfolio** in the top right – ticking this allows other users to see the templates.

All Plan Templates will be detailed on the left hand side and can be selected by clicking on the chosen one. Multiple templates can be selected for comparison. A template can be deselected in the same way. Selected templates will appear highlighted in blue.



A template showing **Incomplete** can be amended by clicking on the **pencil button**. Reasons a plan template could be incomplete include funds in every plan selected not totalling 100%, funds being deleted from the system or plans being deleted from the system.



Editing a template can either be done by going into Personal Settings, or by clicking on the template on the New Investment page and clicking on the **pencil icon**. The user can then edit the template on the new investment page.

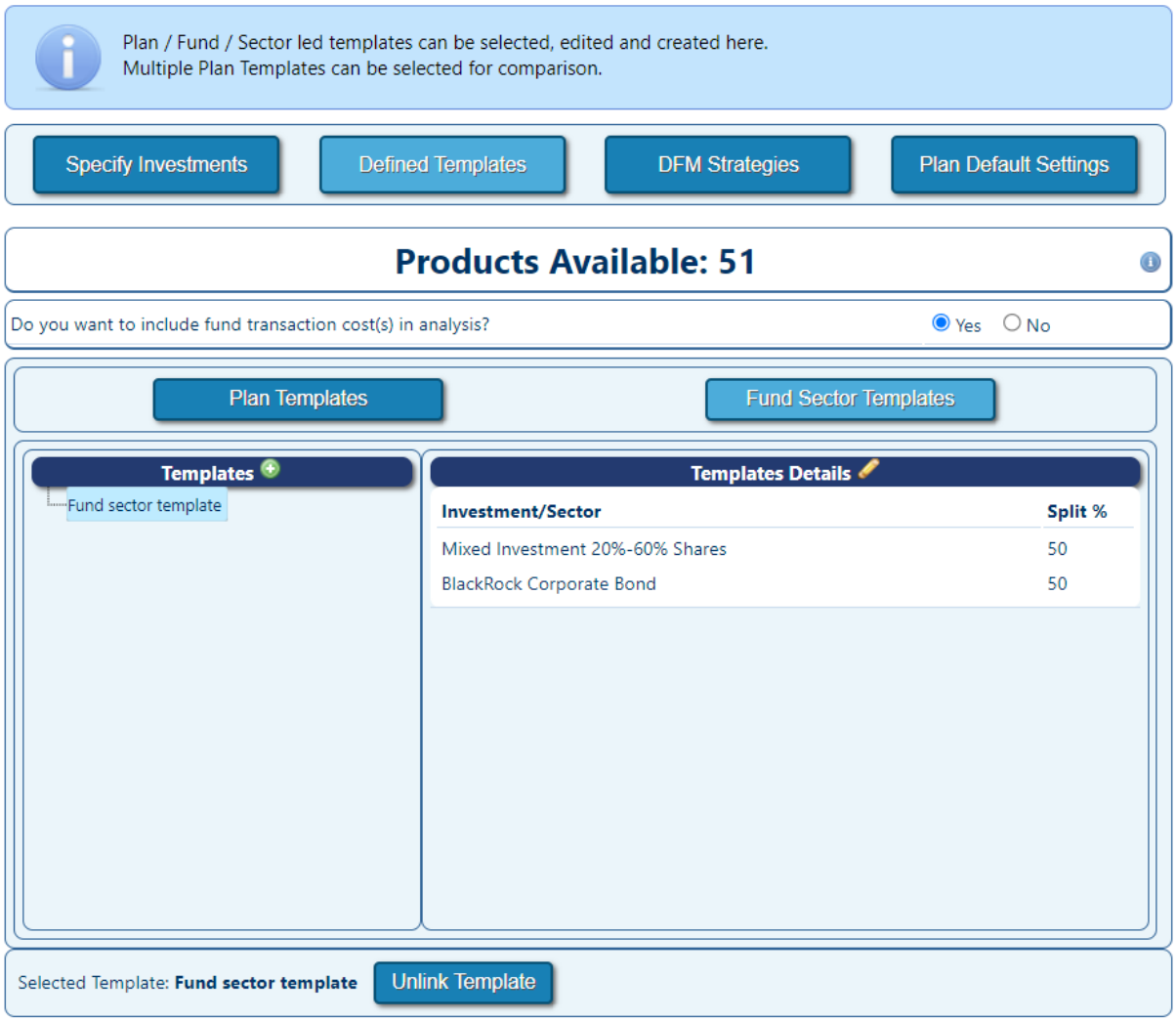
When editing a Plan Template, The user also has the option to copy the template by clicking on the **clone** button next to the template name. This is a particularly useful feature if the user has several Plan Templates to build which have very minor differences between them.

The user can then enter a new template name, and edit and save the cloned template as desired. The original template will be left unaffected.

When running the analysis using a Plan Template, the user has the option to include plans in the results list which have not been included in the Plan Template – these plans will be based on their respective default funds. Alternatively, plans not in the plan template can be based on the same sectors represented within the plan template. This is done by ticking **Match other products by sector(s) used above** when the plan template has been selected.

Fund Sector Templates

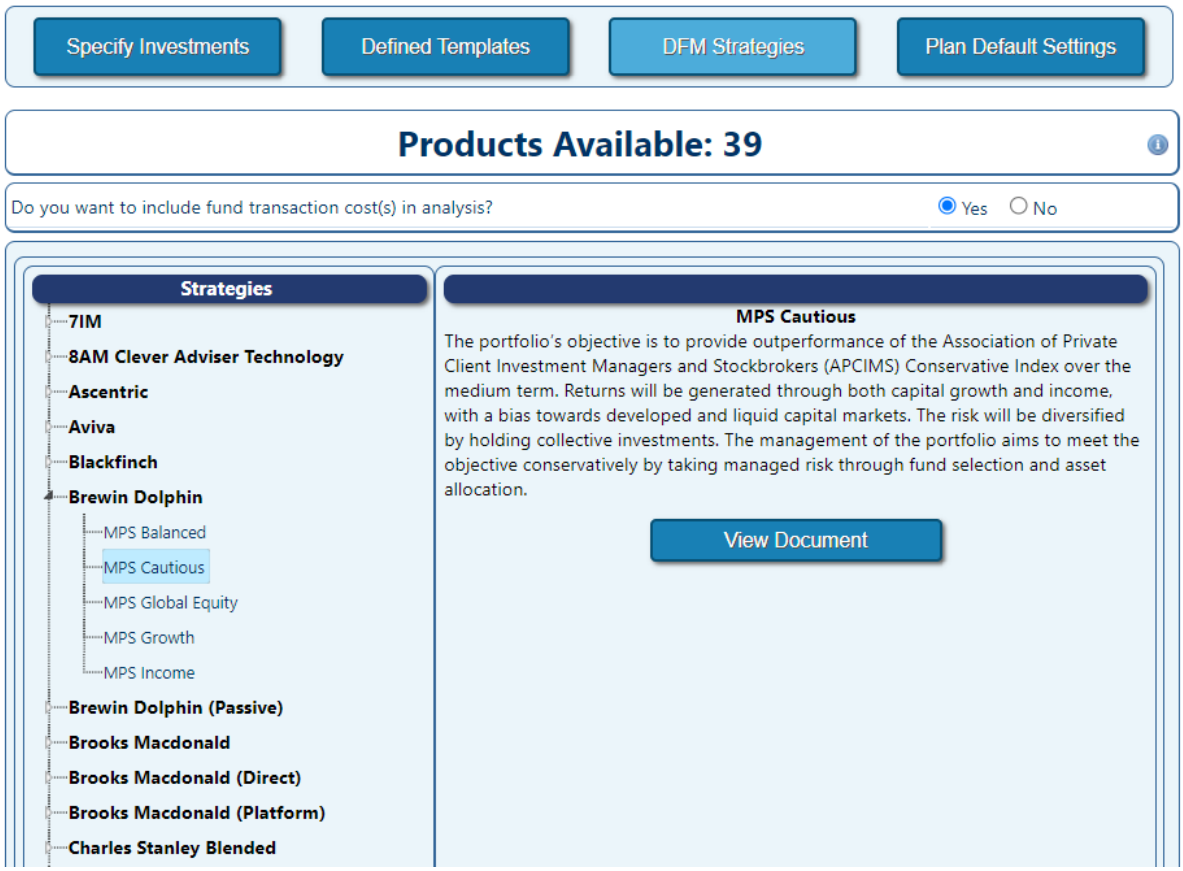
Alternatively, Fund Sector Templates which have been created previously can be used.



Fund/Sector templates can be adjusted on a case by case basis by clicking **Unlink Template**. This will enable the user to make temporary changes. Any changes can be saved as a new template, for use in future cases. This means that the old template will remain. To permanently edit a Fund Sector Template, click on the **pencil** next to Template Details.

DFM Strategies

DFM Strategies can either be selected from the list of available DFMs by expanding the relevant company and clicking on the DFM, alternatively if a DFM is required which is not already on our system, please email support@selectapension with details of the DFM required.

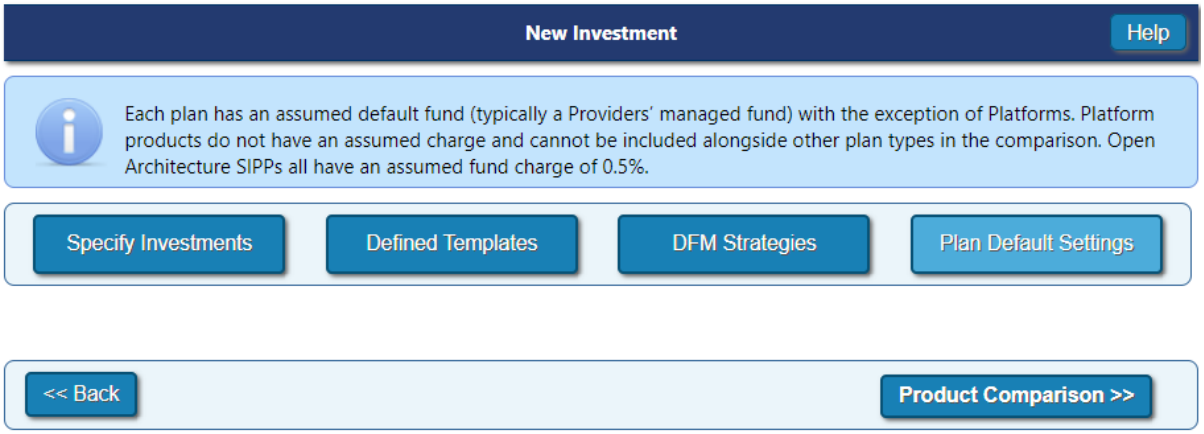


Clicking on **View Document** allows the user to view a PDF factsheet about the selected DFM strategy.

Selecting a DFM will use the relevant charge against all plans available with that DFM, which can be seen when clicking on the plan name on the results summary screen as well as in the full report.

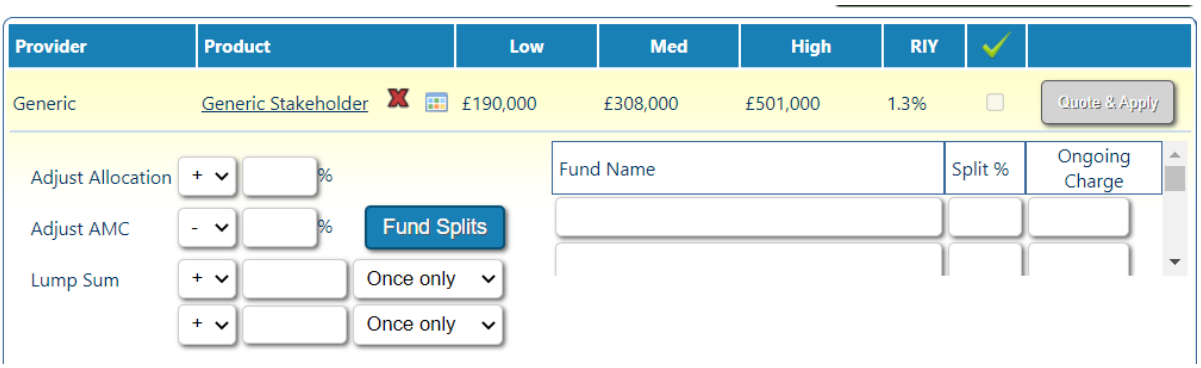
Plan Default Settings

Each plan shown under this option will default to a specified fund, typically the provider's default managed fund. To proceed, simply click on Product Comparison.



Bespoking: – Fund Splits

If leaving the analysis on Plan Default Settings, the default fund charge can be overwritten by using the **Fund Splits** function on the **results summary page** by clicking on the green bespoking button next to the plan name. Here the fund name, split and AMC can be entered to override the default fund.

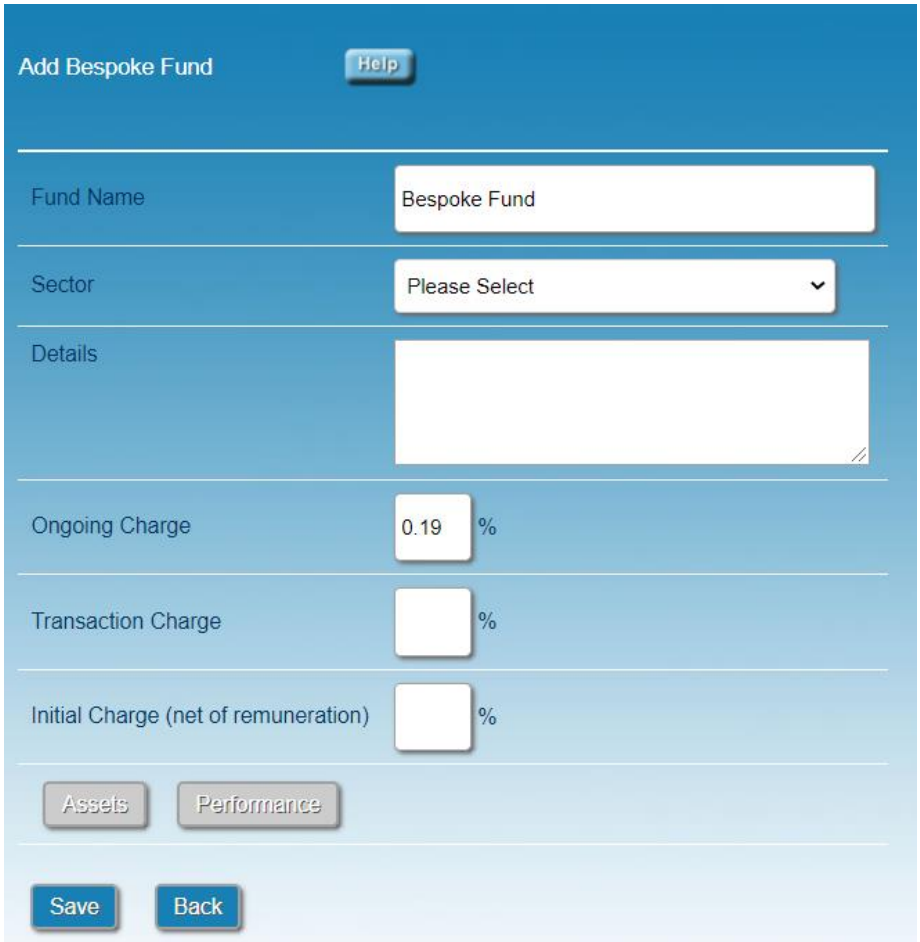


Once this exercise has been completed the user should go to the bottom of the page and click Recalculate. The revised results will be shown and highlighted accordingly.

Bespoke Funds

Bespoke Funds can be created when the fund required is not available on the system. For example, if a cash account is required.

To create a bespoke fund, go into Personal Settings and click Funds, then select Bespoke Funds. A new bespoke fund can be created by clicking on Add Fund enter the name, sector (optional) and any details (optional) applicable to the fund.



The Ongoing Charge and Initial Charge should represent the total fund charges excluding any remuneration charges. To include your fund within a Portfolio X-ray fact sheet you need to set the Assets applicable. Click on Assets and select as appropriate to total 100%. The save button must be clicked to avoid losing the information. The back button takes the user back to a summary of the funds created; from there the Back button returns the user to the Personal Settings menu.

If your system access is part of a multiple user subscription and you have control over the system for the other users, you may see a tick box labelled Agency Fund- if this option is selected the fund will be available to all users in your subscription, if not it will apply to your access only.