How to review and fix your migrated data

With the release of the new asset allocation features:

- the **Maintenance** > **Asset Class Targets** menu has been removed
- your previous asset class target data has been migrated to the new **Portfolio Details** > **Asset Allocation** screen, and
- you can no longer set the asset allocation strategy for a portfolio from the **Maintenance** > **Portfolio Details** menu. You can still see a description of the current strategy that applies to a portfolio; however, it is displayed as a link to redirect you to the new screen, which is where portfolio strategies are now set. For example:

What you need to do next

If you have not used the old targets functionality for some time, your best approach may be to delete the migrated data and start again.

You will need to Contact us to remove all of your existing old data.

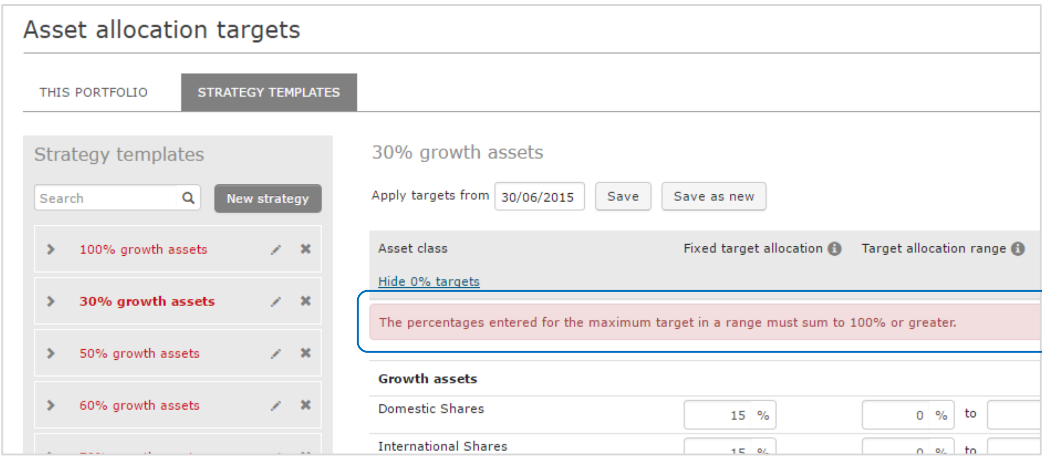
Otherwise, you will need to review and edit the target data that has been migrated in the new **Portfolio Details** > **Asset Allocation** screen.

During the migration, old targets that were linked to more than one portfolio were treated differently to targets that were linked to only one portfolio, as explained below.

Targets that were linked to more than one portfolio

Any existing asset class targets that were linked to **more than one portfolio** have been migrated as strategy templates and will be listed in alphabetical order on the **STRATEGY TEMPLATES** tab.

If any of your old targets were invalid for some reason, the strategy will display in red. You can click on a strategy to see the reason why, as shown here:



You can decide whether you want to delete the strategy template, or review it and correct any errors.

Deleting the new strategy template

You can delete a strategy template and its targets using the delete icon to the right of the strategy header name. However, the system will not allow you to do this if the strategy template is linked to any portfolios.

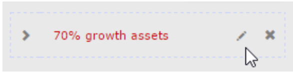
! Note that in the next release you will have the option to delete a strategy template and any links to portfolios. We will also provide the ability to export a list of all of the portfolios linked to a strategy template to Excel.

Reviewing the settings of the strategy template

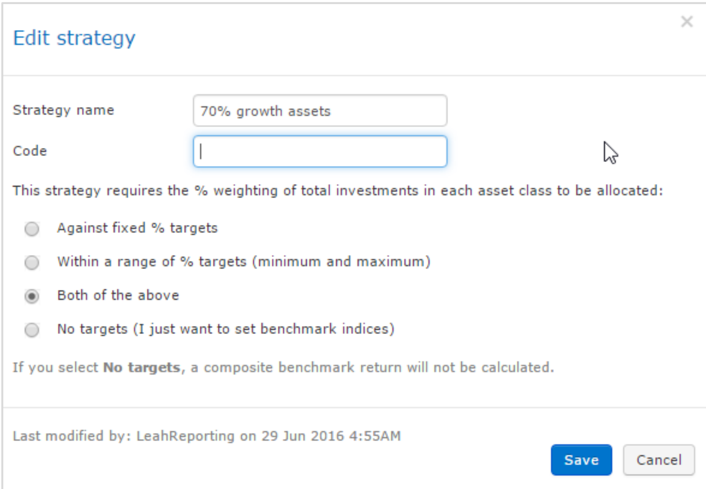
If you want to keep a strategy template, you will need to review the data migrated to make sure that the template is set up properly for the new **Asset allocation** report.

To review a strategy template:

Click on the pencil icon to the right of the strategy template name.



A popup displays with the settings of the strategy template.



You may need to:

- Edit the **Strategy name**, which has been retained from your old targets.
- Enter a **Code** for the strategy template. You will need this code to do a bulk update of strategy template links for multiple portfolios using the **Upload Centre**.
- Change the 'target types' required. If your old minimum and maximum % targets were:
  - equal to each other, then **Against fixed % targets** will have been selected as the new target type
  - not equal to each other, the **Within a range of % targets** target type will be selected.

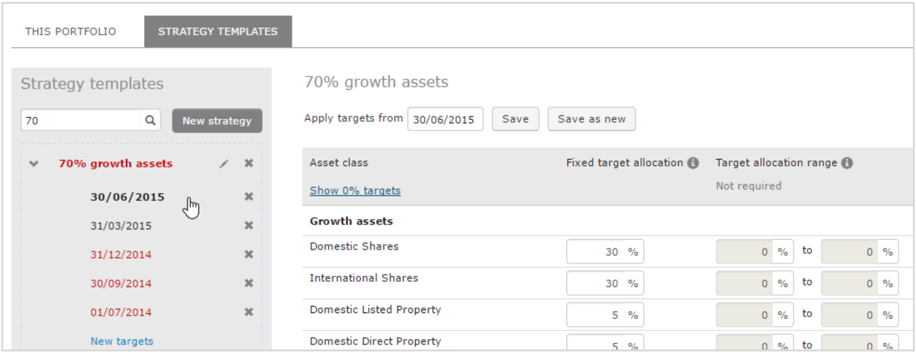
  The **Both of the above** type will be selected if your old asset class target has a mixture of **fixed and range** targets.

Check the % target allocations required for each asset class

After you click **Save** you will be returned to the STRATEGY TEMPLATES tab. The most recent targets will be displayed.

Click on each date to review your old target data.

In this example, the strategy template was changed to require only a **Fixed target allocation** in each asset class, so the **Target allocation range** boxes are now greyed out.



You can:

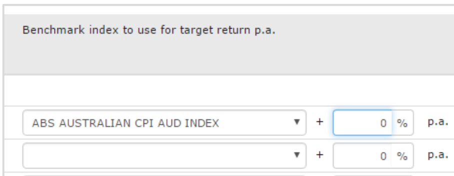
- Delete targets for a specific date using the delete icon ( ).
- Modify the date to **Apply targets from**
- Edit the % target allocations in line with the strategy template requirements.
- Click the **New targets** link to enter new targets.

Setting a benchmark index

To benchmark a portfolio's return in each asset class against a percentage target allocation, you need to select an appropriate benchmark index.

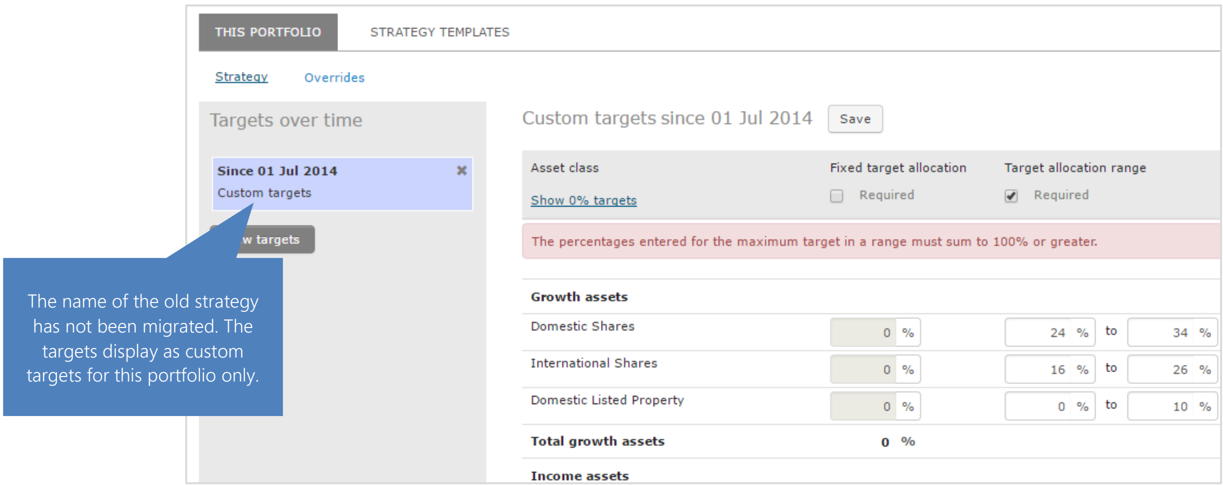
You can also enter a percentage per annum (p.a.) amount to add to the calculated index returns.

Note also that there is now a facility to upload custom indices and custom index values in the ASSETS & INDICES tab of the **Upload centre**.



Targets that were linked to only one portfolio

Old targets that were linked to **a single portfolio** were not migrated as a strategy template. These will instead display in the **THIS PORTFOLIOS** tab as custom targets.



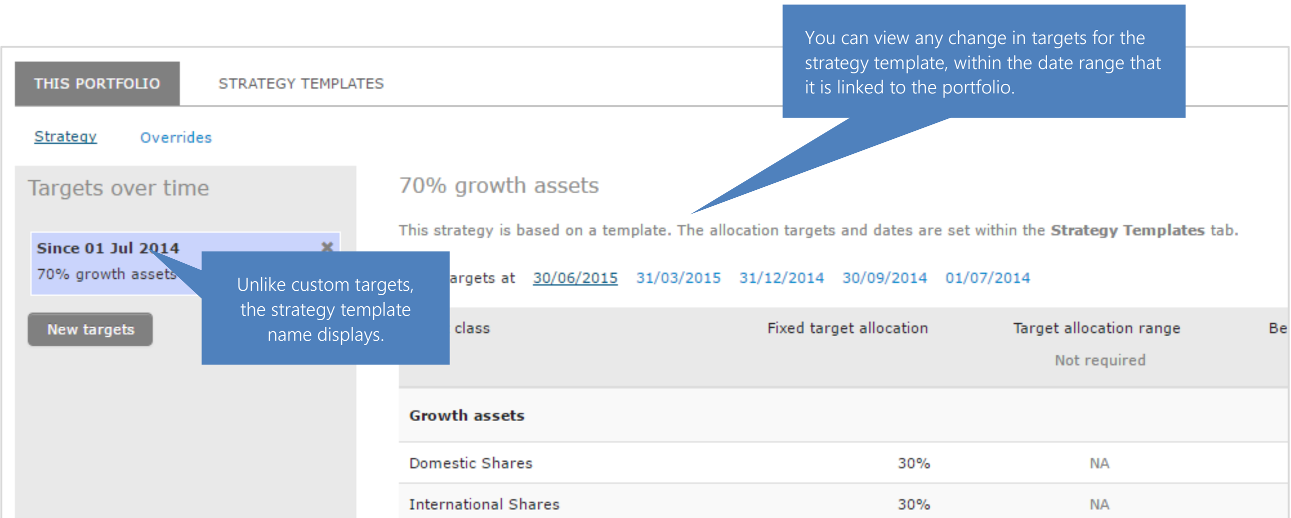
You will need to review the custom targets in the same way as described above for strategy templates; that is:

- use the delete icon to delete the custom targets
- use the check boxes to modify the target types and/or modify the percentage targets entered to remove any errors
- select benchmark indices for each asset class
- click **Save** to apply your changes to this portfolio.

Linking a portfolio to a strategy template

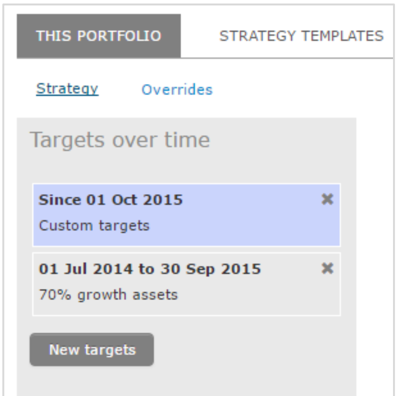
If a portfolio was previously linked to an asset class target that has now been migrated as a strategy template, then a link will display in the THIS PORTFOLIO tab.

An example is shown below.



Updating a portfolio's strategy

A benefit of the new screen is that you can update a portfolio's targets over time, without losing the history.



To update a target:

- Click the **New targets** button on the THIS PORTFOLIO tab.
- A popup will display to set custom targets or link the portfolio to a strategy template from a more recent date. In this example, custom targets were set with the client at their last review on 1 October 2015.

Your feedback

If you have any feedback about this process or the new features please email us at feedback@praemium.com.