For advisers

Our new platform

nucleus platform

How to complete a bulk switch

4 minute read

How to complete a bulk switch

How to use this document

!

Important information will look like this.

Key messages

Key messages will look like this.

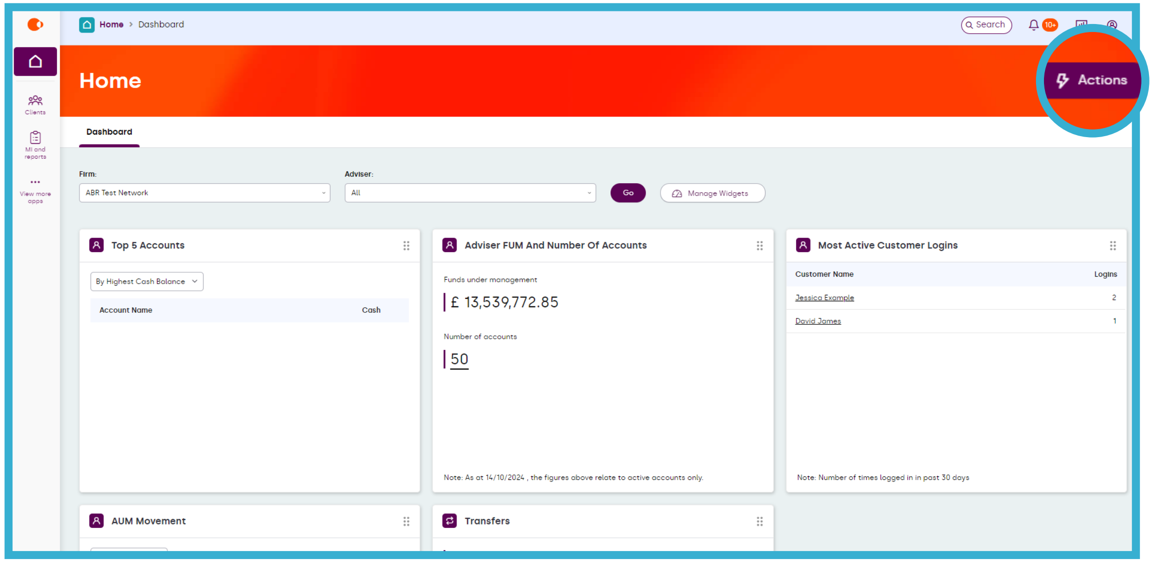
Useful info will look like this.

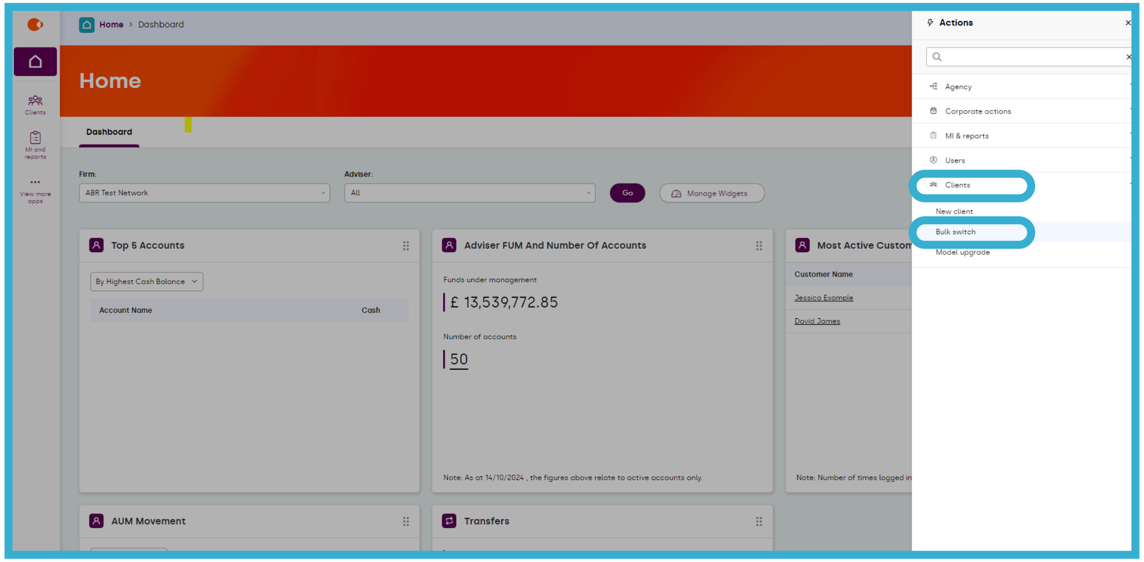
i We recommend using the zoom function to view the details on the platform screens in this guide.

How to complete a bulk switch

To start the bulk switch process, from the Advisor dashboard select ‘**Actions**’.

Select ‘**Clients**’, and then ‘**Bulk switch**’.





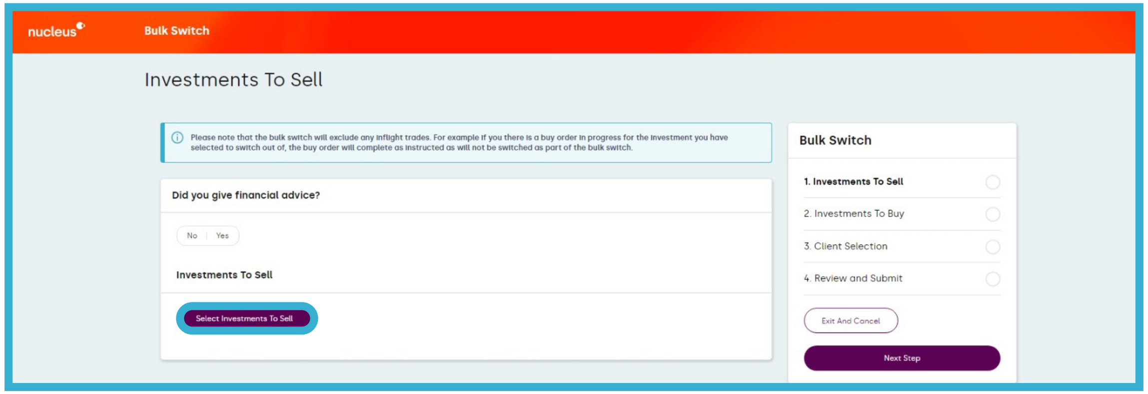
Investments to sell

The bulk switch will exclude any inflight trades.

You're only able to bulk switch one investment at a time.

Confirm if financial advice has been provided to your client.

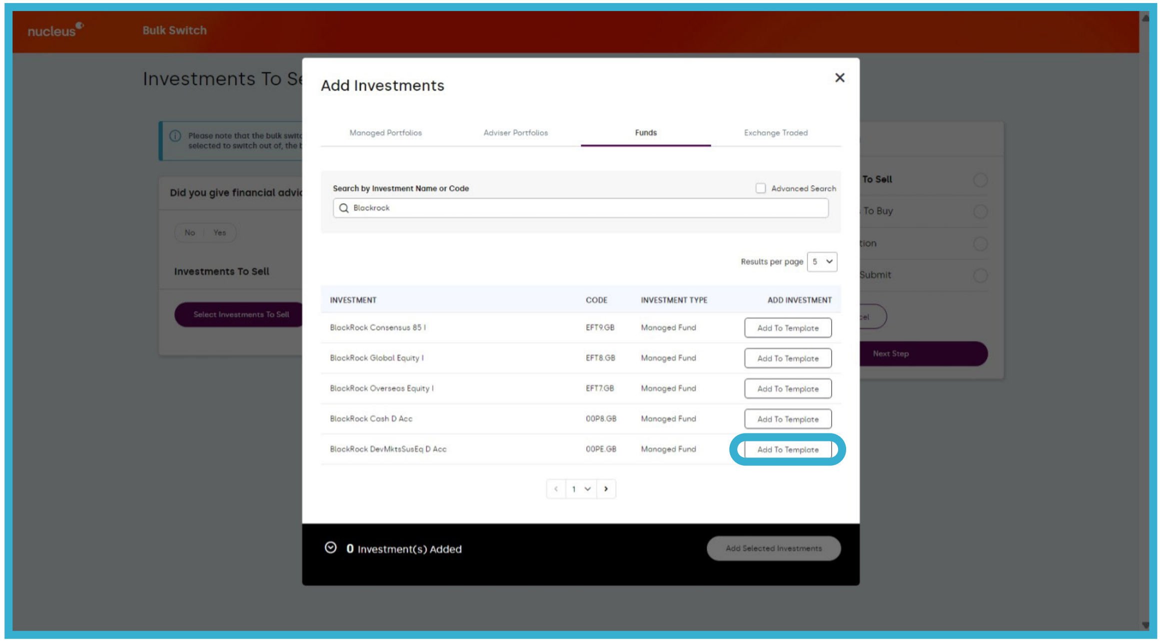
Click '**Select investments to sell**'.



Select the investment type across the headings.

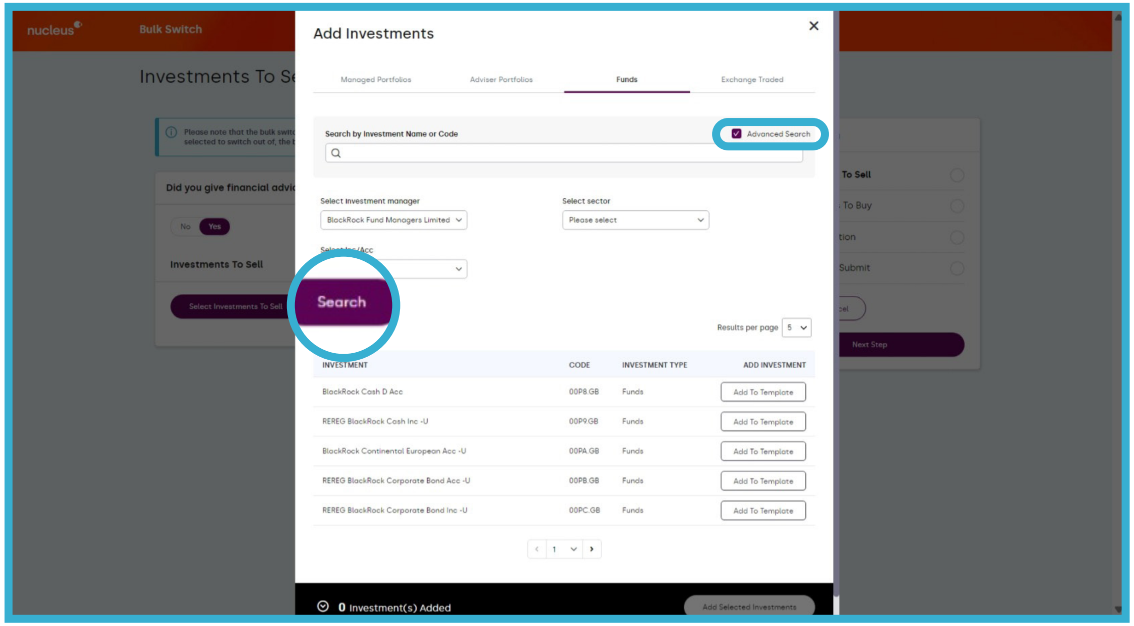
Enter the investment details into the search bar.

Locate the investment and select '**Add to template**'.



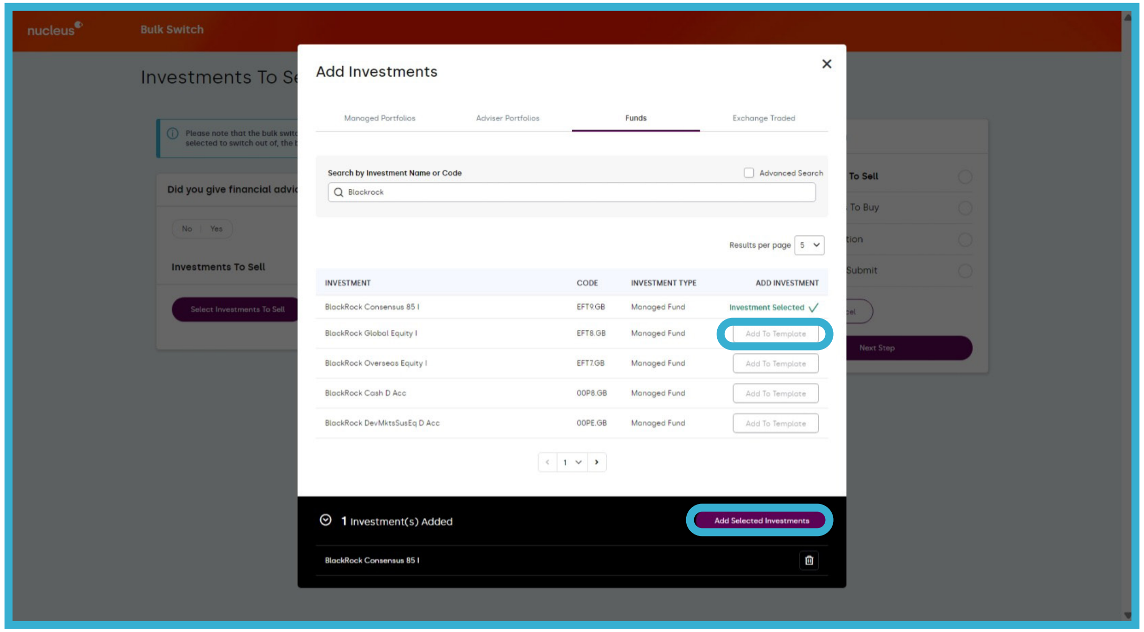
To refine the search select '**Advanced search**'.

You can filter by investment manager, sector, or by share class by using the drop-down list. Then select '**Search**'.



Locate the investment from the search results and select ‘**Add to template**’.

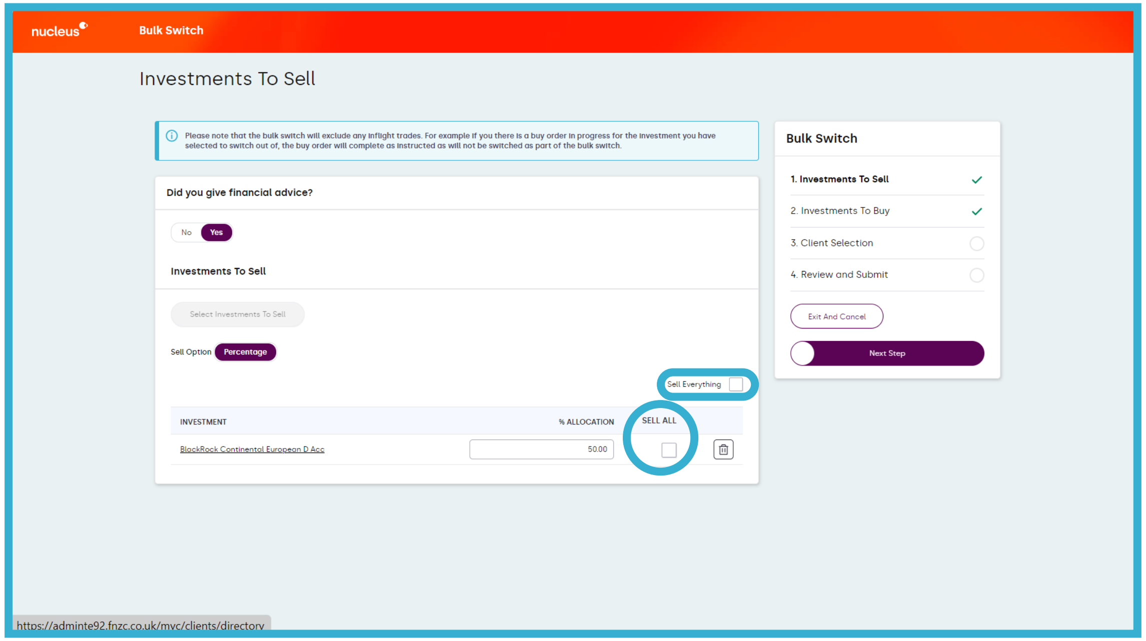
Once the investment has been added, select ‘**Add selected investments**’.



Enter a percentage allocation to sell or select '**Sell all**' or '**Sell everything**'.

'**Sell all**' will be automatically selected if the order values equal to or greater than 95% of the value of the chosen investment.

Select '**Next Step**' to move on to the investments to buy page.

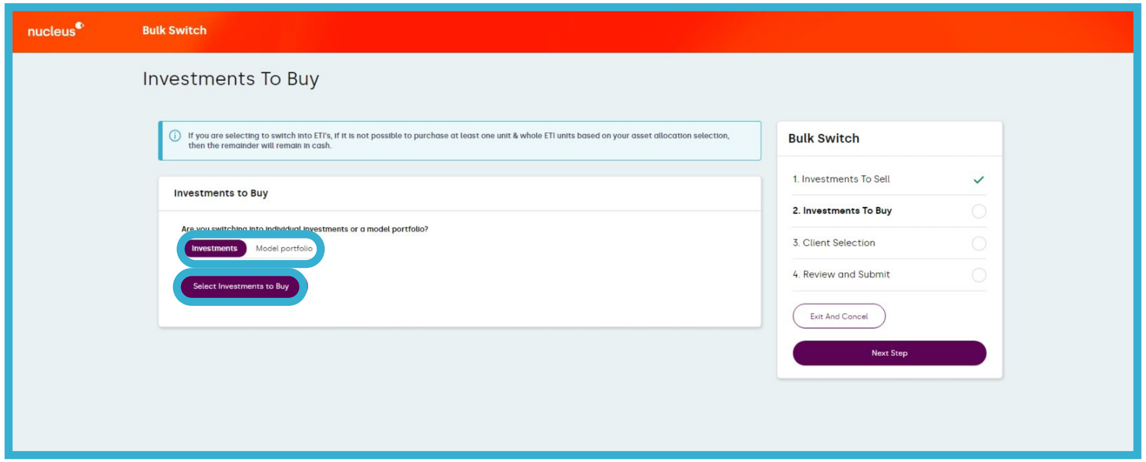


Investments to buy

Select ‘**Investments**’ or ‘**Model portfolios**’.

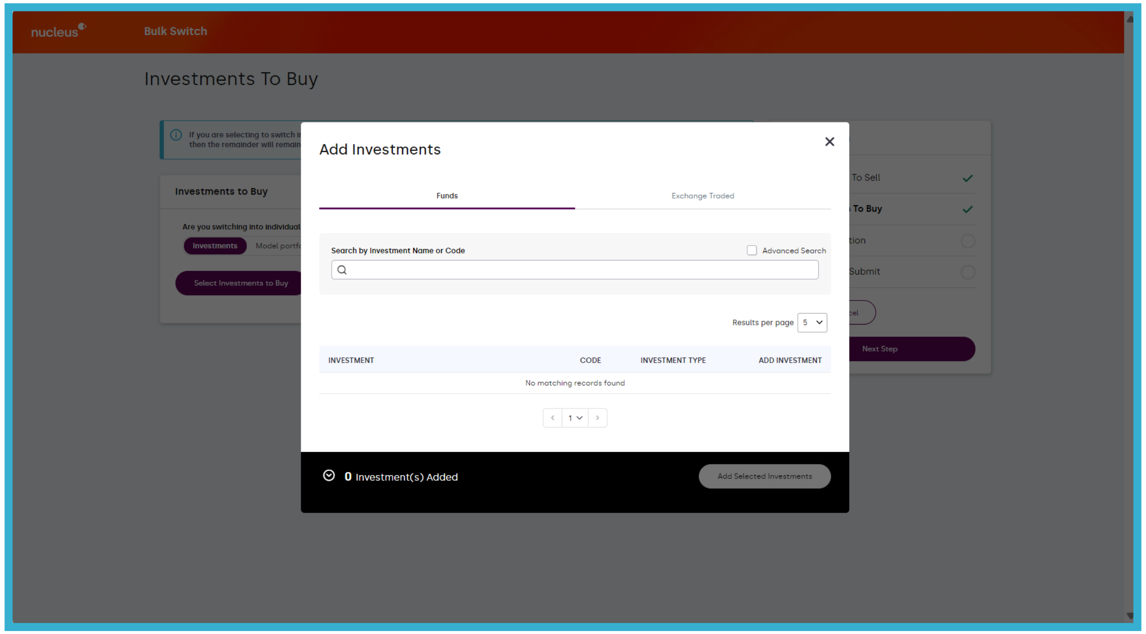
Key message

Select ‘**Investments**’ to choose funds, or Exchange Traded Funds (ETI). Select ‘**Model portfolio**’ to choose a managed portfolio or an adviser portfolio.



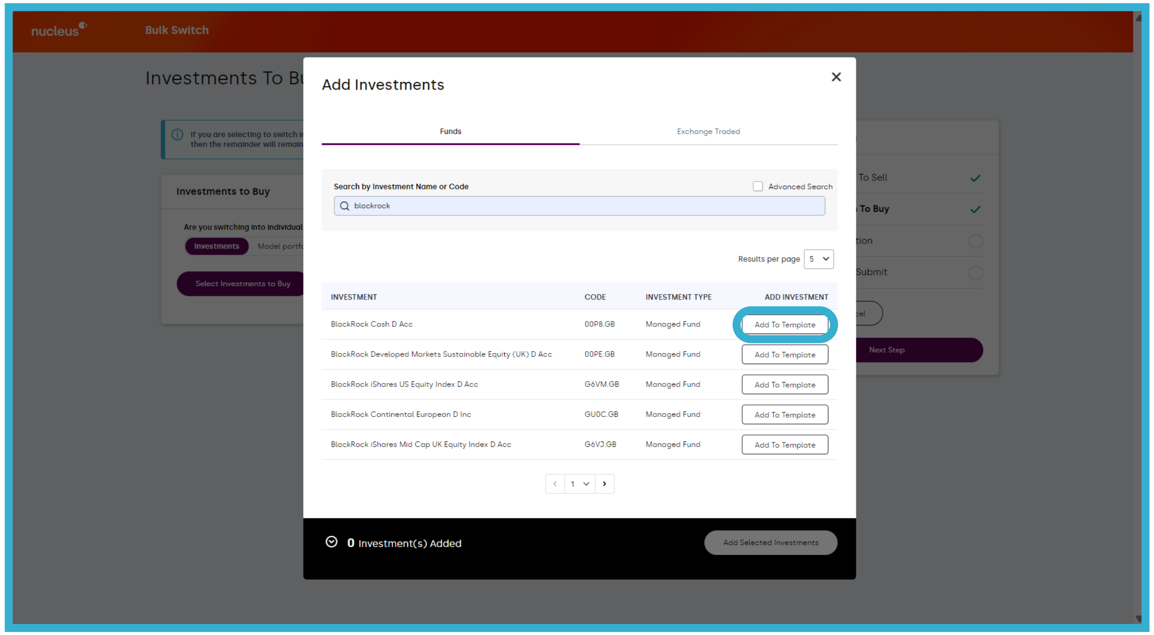
Click ‘**Select investments to buy**’.

Select the investment type across the headings shown.



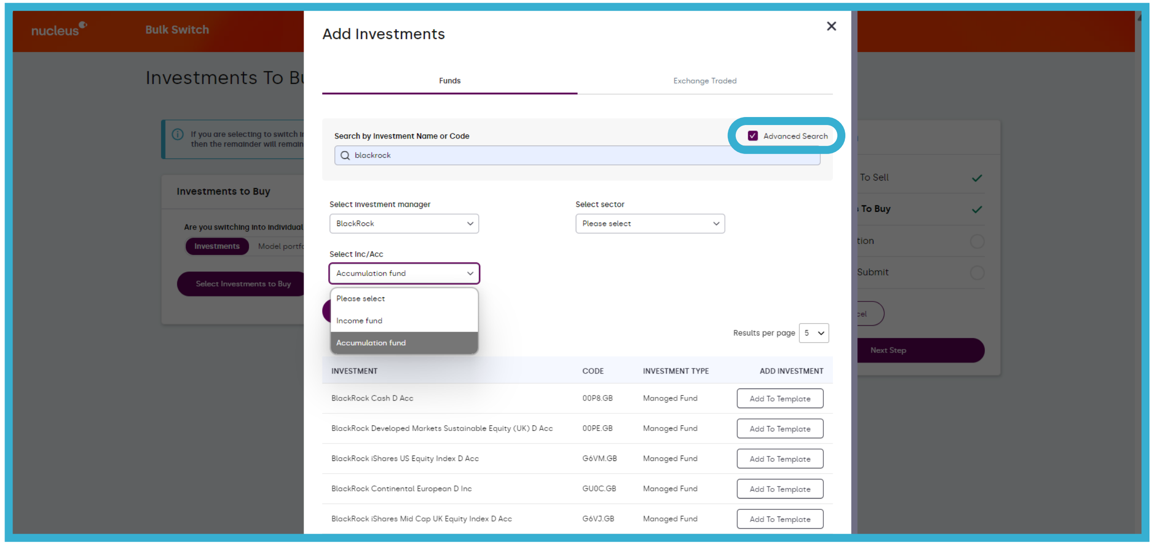
Enter the investment details into the search bar.

Locate the investment and select '**Add to template**'.



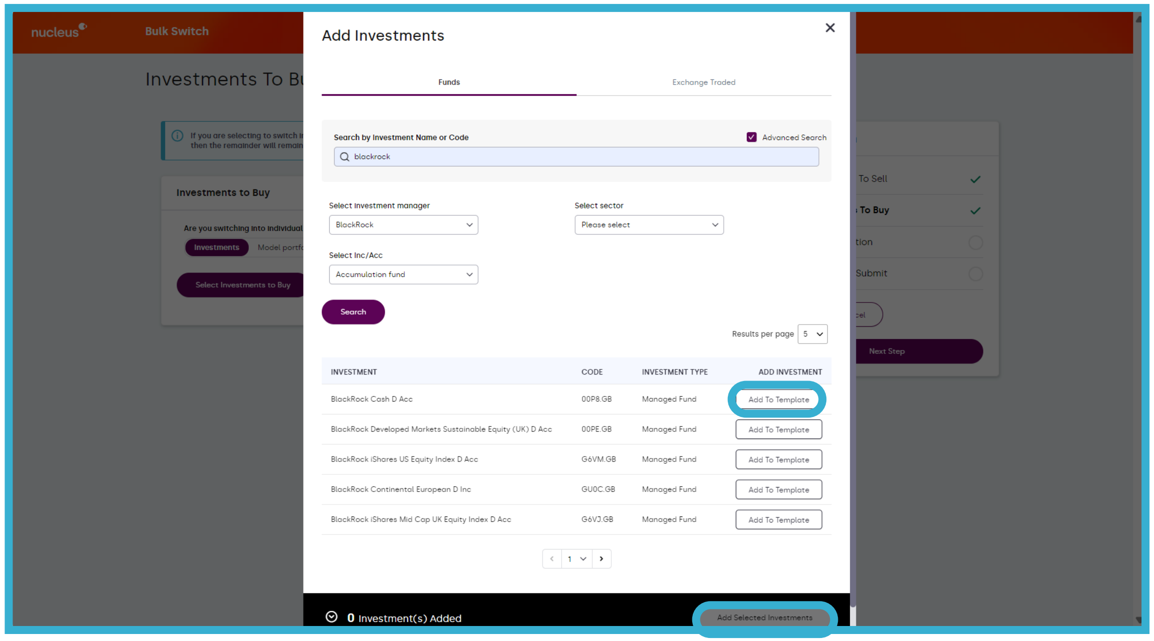
To refine the search select ‘**Advanced search**’.

You can filter by investment manager, sector, or by share class by using the drop-down list. Then select ‘**Search**’.



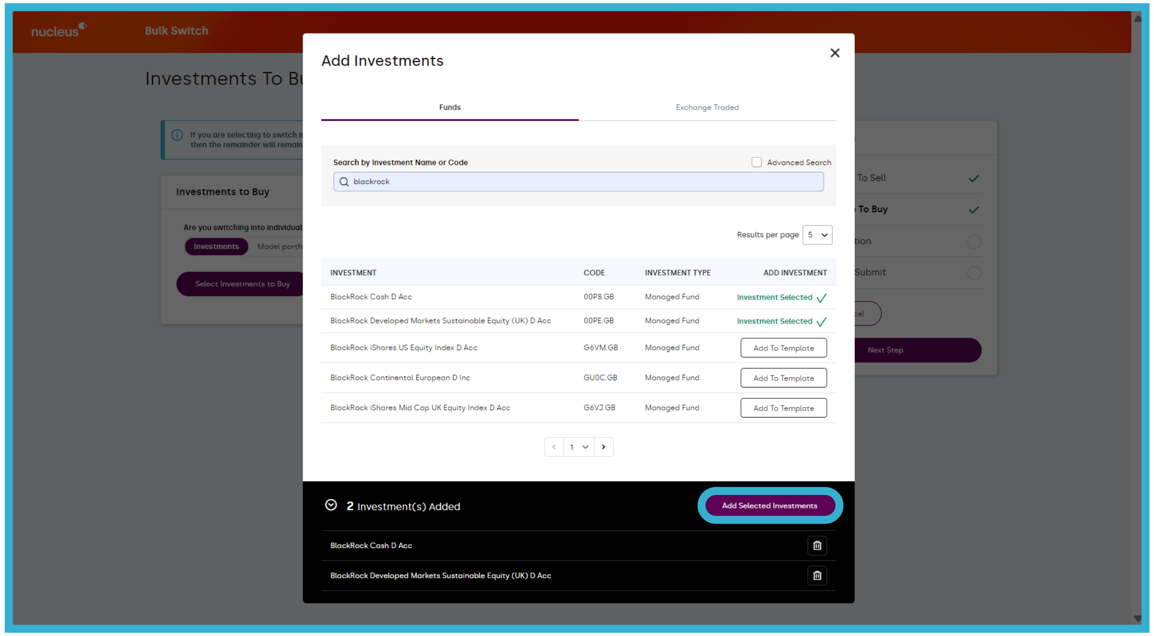
Locate the investment from the search results and select ‘**Add to template**’.

Once the investment has been added, select ‘**Add selected investments**’.



You can add multiple investments in one bulk switch.

Once you've added all the required investments select '**Add selected investments**'.



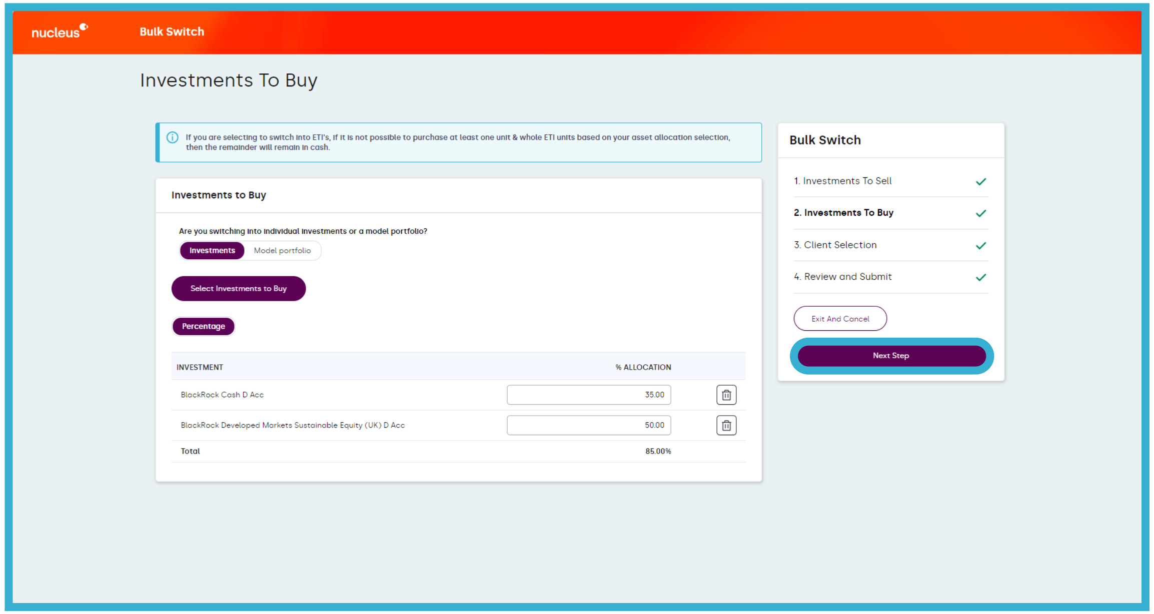
Enter a percentage allocation for each investment. Any value left unallocated will remain as cash on the portfolio.

If you're selecting to switch into ETIs, if it's not possible to purchase at least one unit and whole ETI units based on your asset allocation selection, then the remainder will remain in cash.

You can review a fund's performance over 1–10 years, and review the fund's aims and charges by selecting the fund's name.

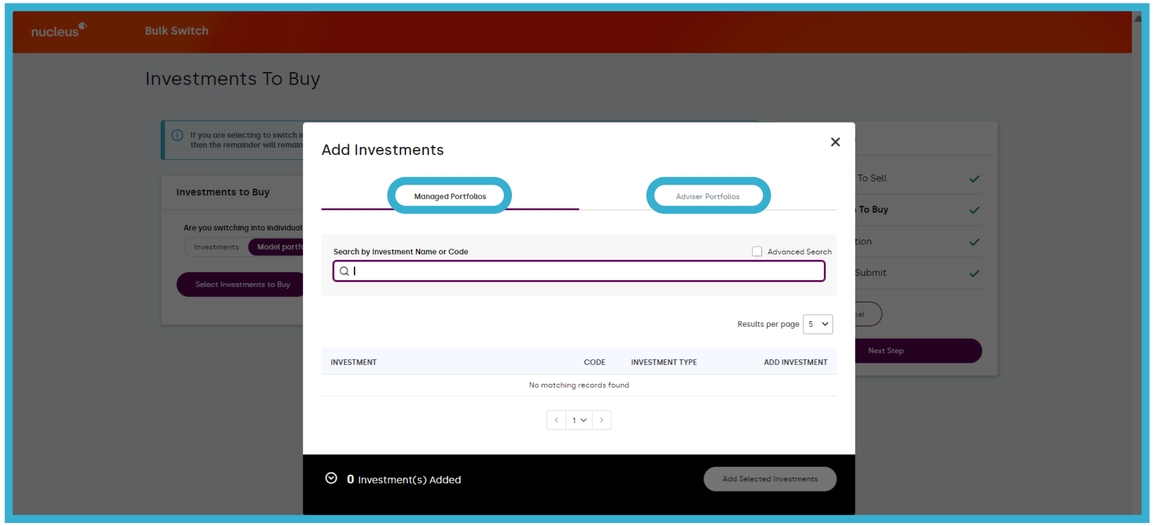
If a fund is to be removed select the bin icon to delete it.

Select '**Next Step**'.

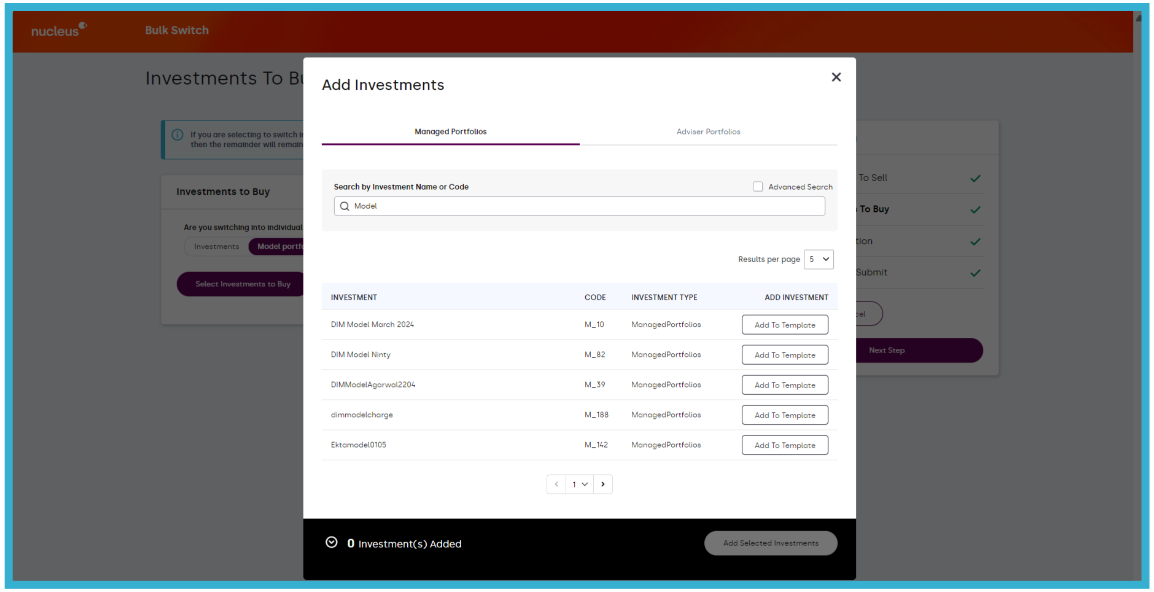


Model portfolios

Select '**Managed portfolios**' or '**Adviser portfolios**'.



You can find portfolios by searching either the portfolio name or portfolio code.

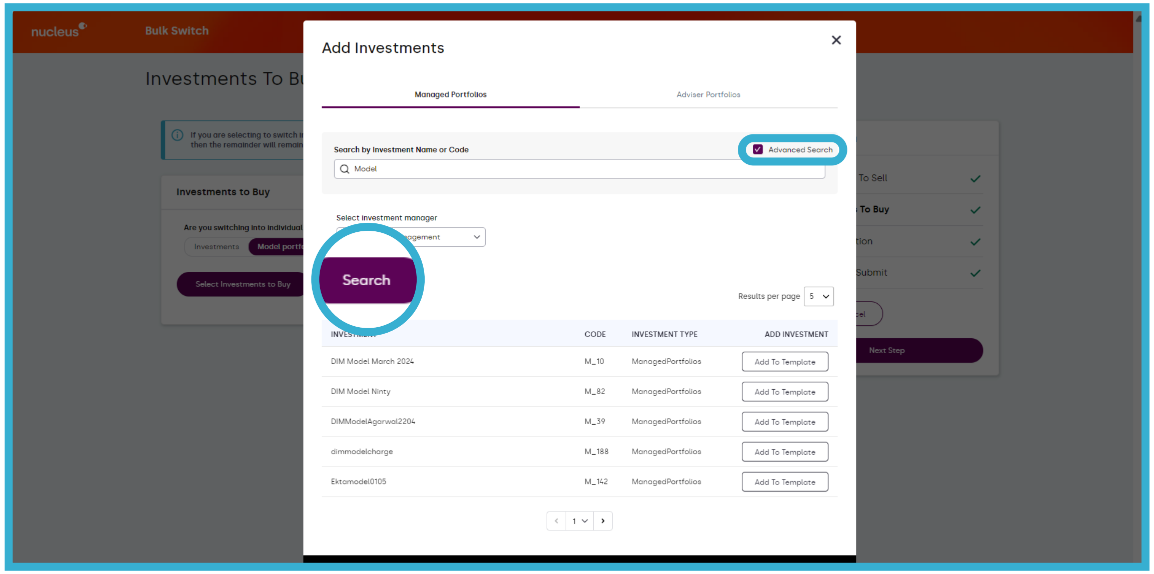


Smart Switch prevents common assets being sold and re-bought when switching between models. Smart Switch will only work when selling 100% of one model and buying 100% of another model. If the trade includes loose assets or additional models, this will be carried out as a standard switch instead.

You can refine the search by selecting ‘**Advanced search**’.

You can then filter by name, but also the investment manager for managed funds, or fund status (open, or closed to new business) on adviser portfolios using the drop-down menu.

Then select ‘**Search**’.

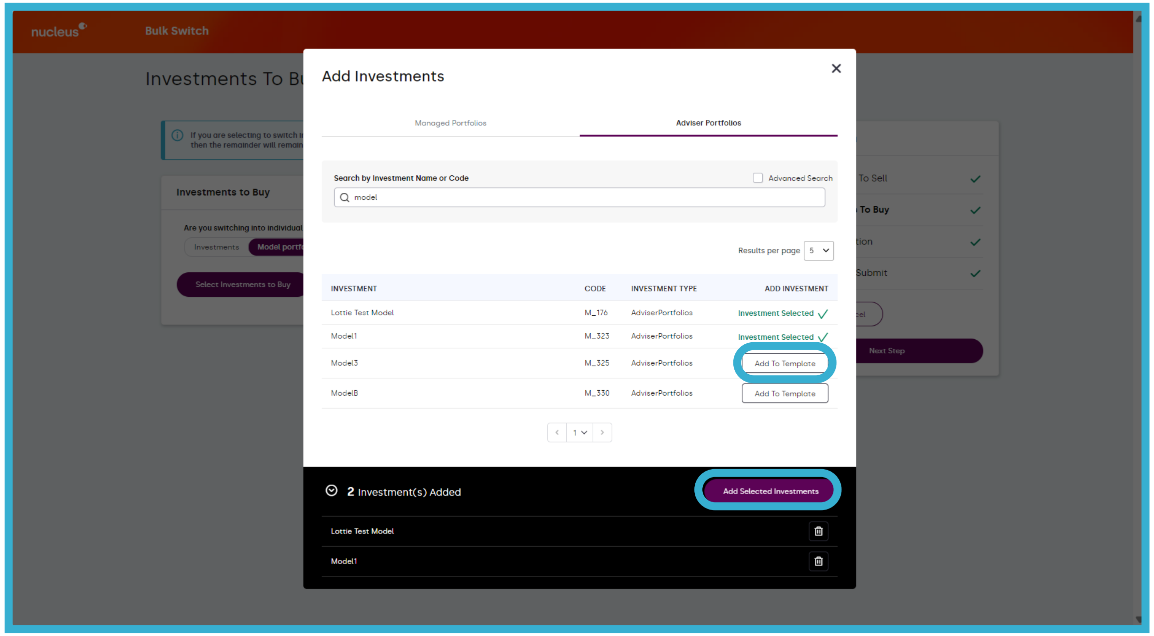


Results are then displayed. You can add a portfolio by selecting '**Add to template**'.

Key message

Selecting more than one portfolio will allow you to review the portfolio's investments in more detail, prior to selection on the allocation page.

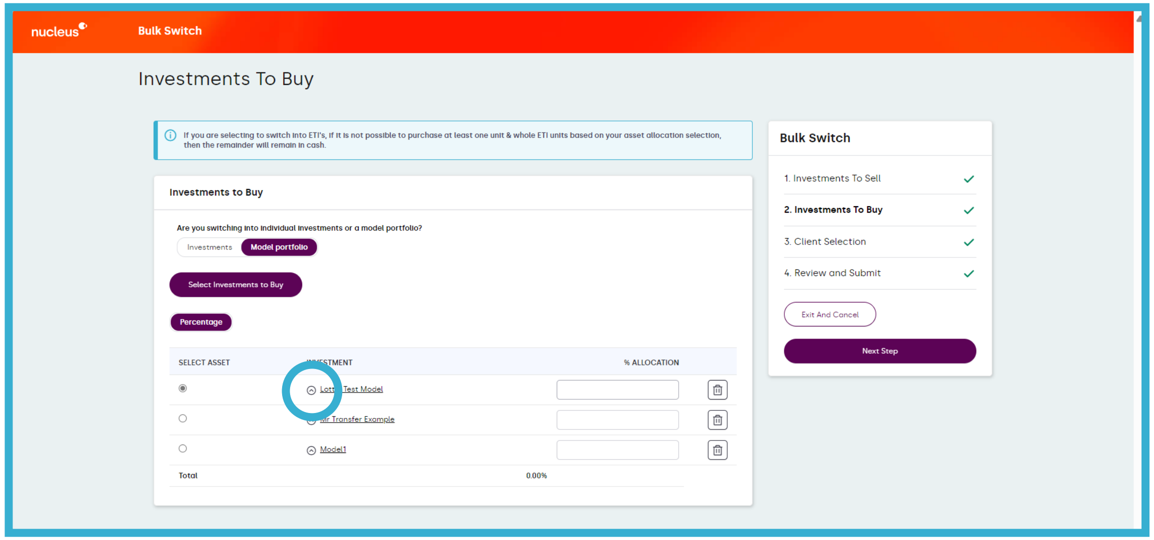
Once all choices have been added select '**Add selected investments**'.

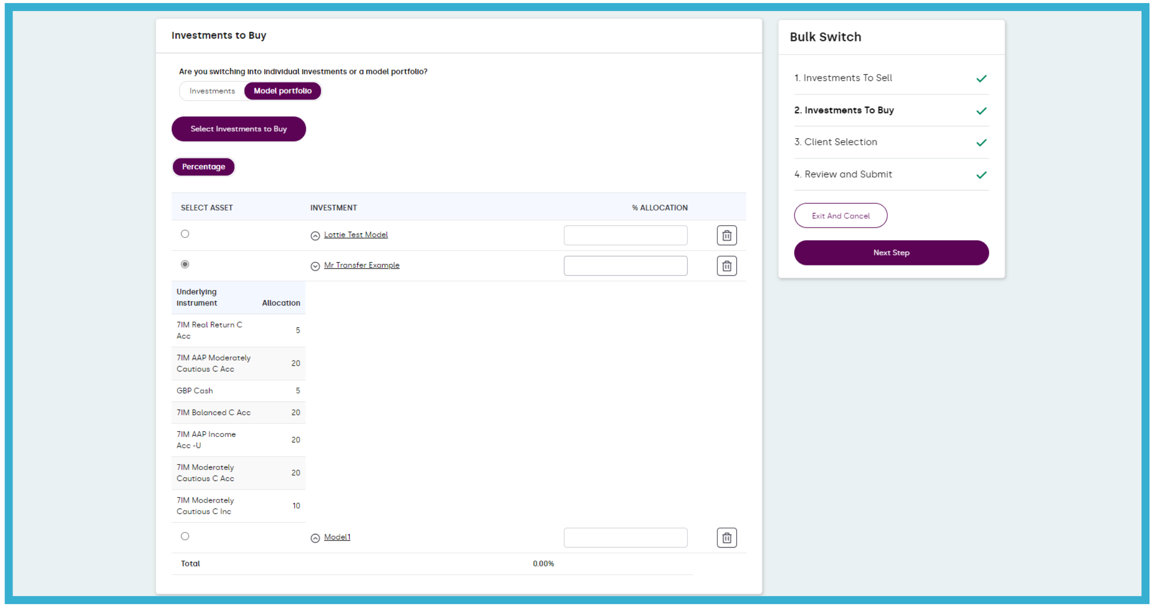


You now have the option to review the chosen portfolios.

Select the investment name to view the fund performance, aim and charges. You can also view additional documents related to the fund under the ‘**Aim**’ header on this page.

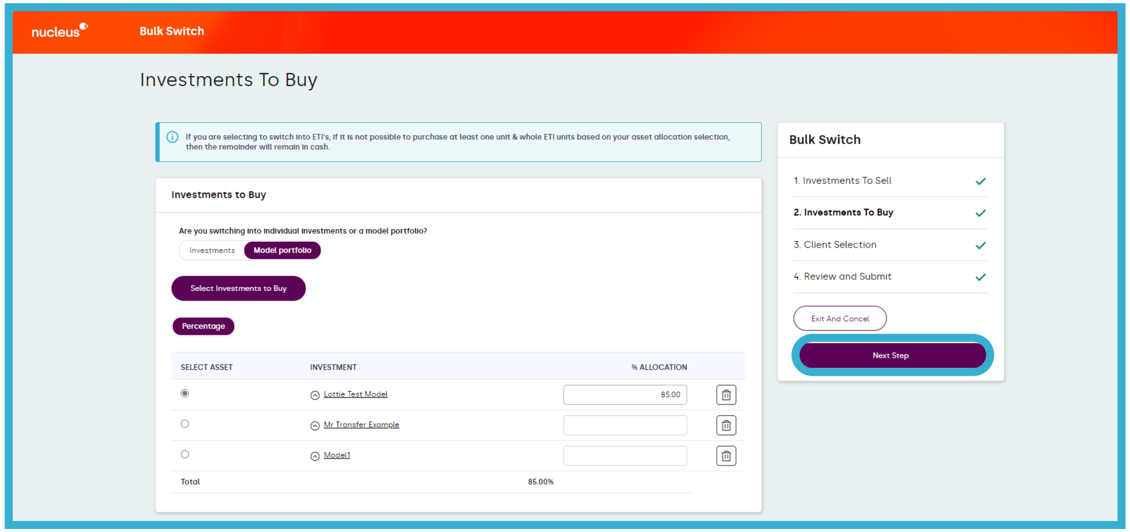
You can also see a detailed breakdown of how the fund is split by selecting the small arrow to the left of the fund name.





Select the small dot on the left on the fund under select asset and state how much of the sale value should be allocated to the new investment.

Select '**Next step**'.

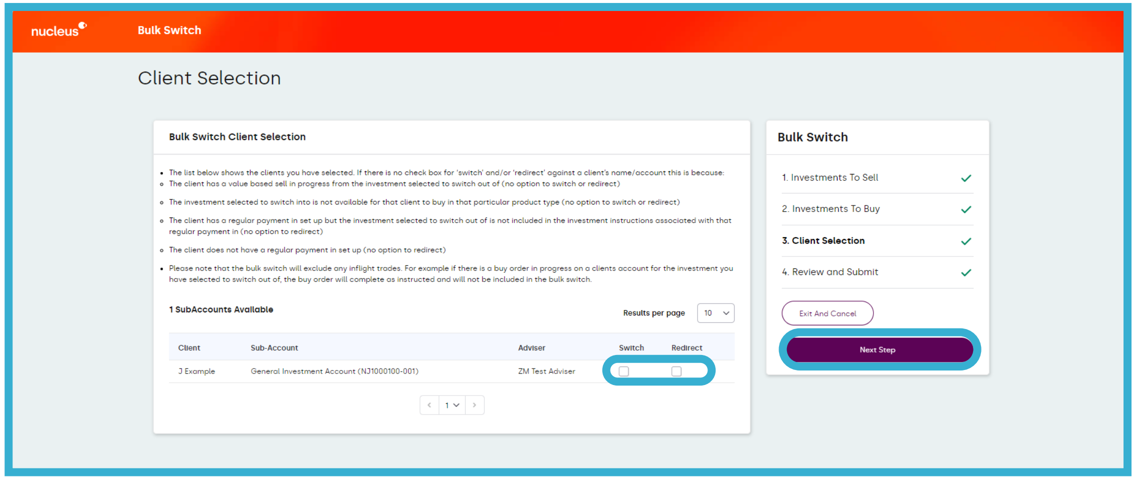


All eligible clients will be displayed. Review each client and select as appropriate

Select the '**Switch**' box to switch the client.

Select the '**Redirect**' box to redirect future investments into this fund selection.

Select '**Next step**'.



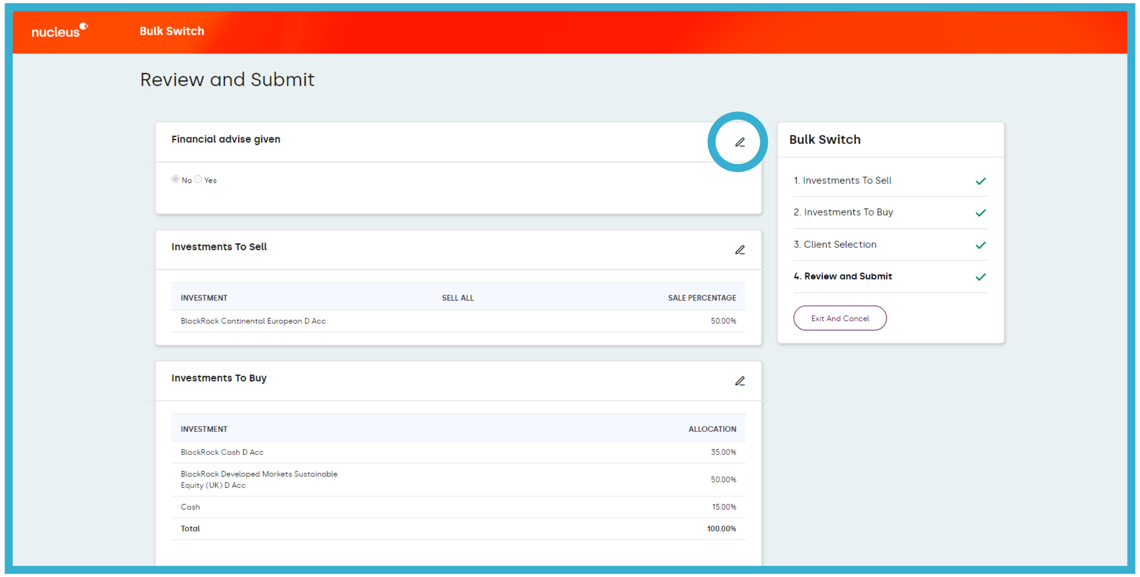
Review

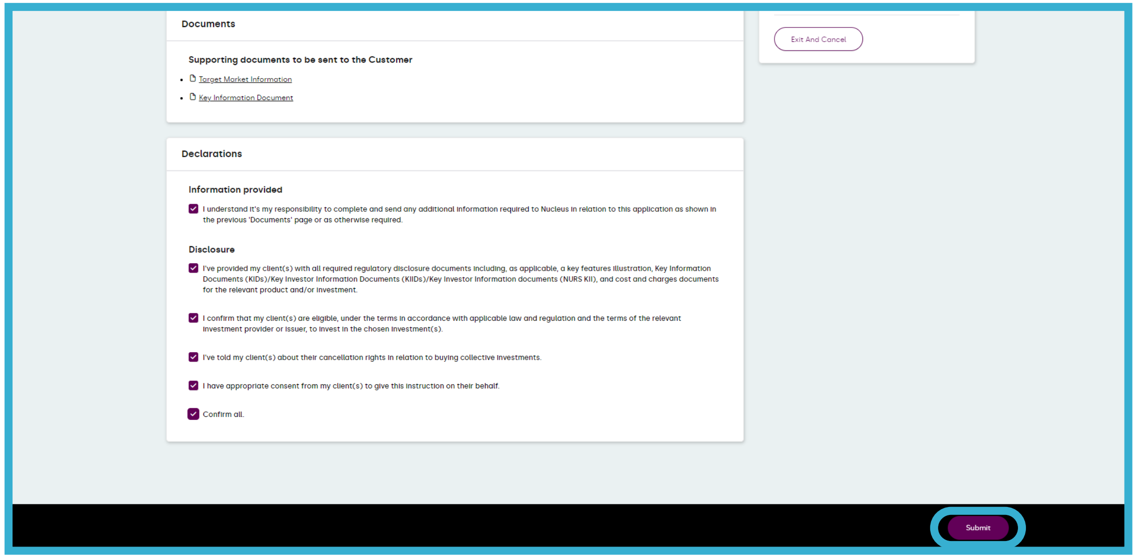
All eligible clients will now be displayed on the client selection. Review each client and select as appropriate.

To download the supporting documents select the document.

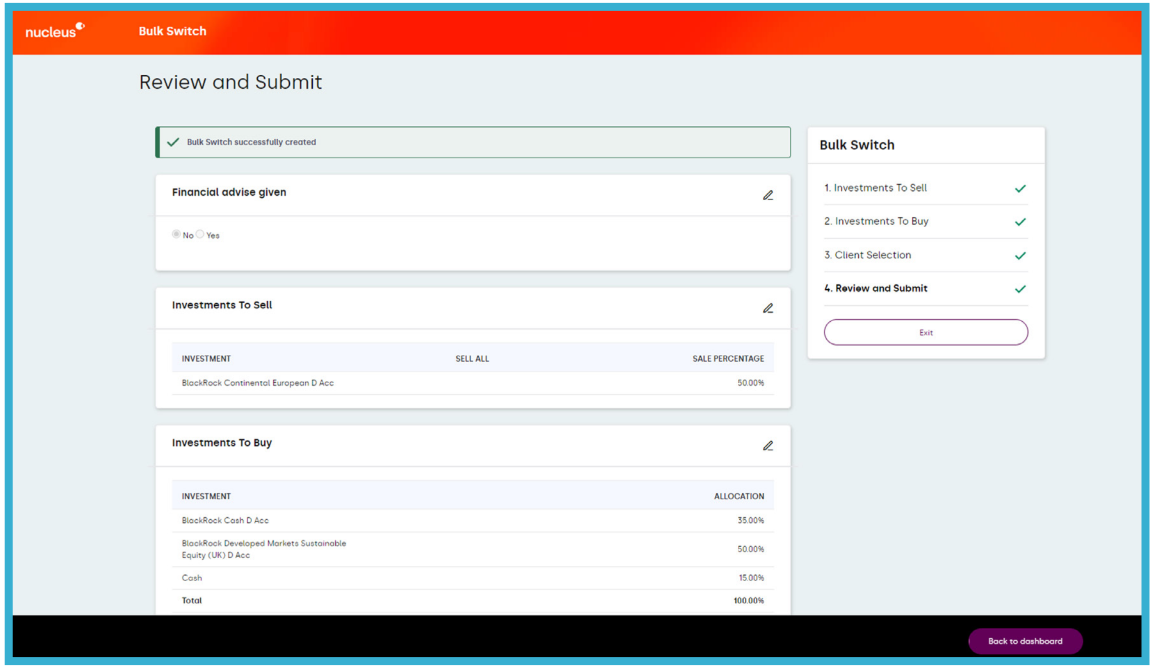
Read through the declarations and tick to confirm completion.

Select '**Submit**' to complete the bulk switch.





The bulk switch has been successfully submitted.



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