

How to Create a Portfolio Entity

Prerequisites

We assume you have all prerequisites you may need, including:

1. If needed: the VPN is configured to access the Finmars resources
2. If needed: access to the Virtual Machine to work with the sensitive information
3. Must have: registered in Finmars in the needed region environment (self-registered or registered by Finmars)
4. Must have: having permissions set to allow continue with the Action in the Guide

Creation of Portfolio Entity

1. Open the **“Data”** section in the left-hand side menu. Select the **“Portfolios”** entity from the list under **Data**.

The screenshot shows the Finmars application interface. The left-hand side menu is visible with the following items: Dashboard, Reports, Data, Portfolios, Registers, Accounts, Instruments, Counterparties, Responsibles, Currencies, Strategies, Transactions, and Valuations. The 'Data' section is selected, and the 'Portfolios' entity is highlighted. The main area displays a table of portfolios with the following columns: User code, Portfolio type, Name, Short name, Public name, Notes, and 1st TXN DAT. A red arrow points to the 'Portfolios' entity in the left-hand side menu.

User code	Portfolio type	Name	Short name	Public name	Notes	1st TXN DAT
Am_test01_Portfolio	General Portf	Am_test01_Portfoli	Am_test01_Portfolio	Am_test01_Portfolic	test	
CH-BND-20394857	General Portf	CH-BND-20394857	CH-BND-20394857	CHB-20394857	20394857	2022-11-30
CH-CMD-20394857	General Portf	CH-CMD-20394857	CH-CMD-20394857	CHC-20394857	20394857	2023-06-28
CH-CYP-75648329	General Portf	CH-CYP-75648329	CH-CYP-75648329	CHC-75648329	75648329	2023-01-08
CH-EQ-75648329	General Portf	CH-EQ-75648329	CH-EQ-75648329	CHC-75648329	75648329	2023-01-12
CH-SP-09847563	General Portf	CH-SP-09847563	CH-SP-09847563	CHS-9847563	9847563	2023-02-08

2. Click the “+ Add” button located in the top-left corner of the portfolio list view.

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ADD ENTITY

Search for a

+ ADD FILTER

Refresh Split Exp

Groups	User code	Portfolio type	Name	Short name	Public name	Notes	1st TXN DAT
General (6)	Am_test01_Portfolio	General Porti	Am_test01_Portfoli	Am_test01_Portfolio	Am_test01_Portfoli	test	
Positional (5)	CH-BND-20394857	General Porti	CH-BND-20394857	CH-BND-20394857	CHB-20394857	20394857	2022-11-30
None (1)	CH-CMD-20394857	General Porti	CH-CMD-20394857	CH-CMD-20394857	CHC-20394857	20394857	2023-06-28
	CH-CYP-75648329	General Porti	CH-CYP-75648329	CH-CYP-75648329	CHC-75648329	75648329	2023-01-08
	CH-EQ-75648329	General Porti	CH-EQ-75648329	CH-EQ-75648329	CHC-75648329	75648329	2023-01-12
	CH-SP-09847563	General Porti	CH-SP-09847563	CH-SP-09847563	CHS-9847563	9847563	2023-02-08

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3. This action opens the **Add Portfolio** form.

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Add Portfolio

Portfolio

Full Name

General

Portfolio type

Notes

Auto Populated Fields (do not fill)

First Transaction Date

First Cash Flow Date

Cancel Create Create and

4. Fill in the required fields in the creation panel:

1. **Portfolio** (Full Name) – the unique name of the portfolio. This will be used to identify it across the platform.
2. **Portfolio Type** – select from predefined types (e.g., General, Positional). Determines portfolio behavior and classification.
3. **Notes** – optional field to add internal comments or details about the portfolio’s purpose or structure.
4. **First Transaction Date** (auto populated, do not fill) – this field will automatically reflect the earliest transaction date once transactions are associated.
5. **First Cash Flow Date** (auto populated, do not fill) – similar to the above, it will auto-fill based on actual cash flow activity.

5. Click **“Create and Exit”** to save the portfolio and return to the list view. Alternatively, use **“Create”** to save and continue editing.

The screenshot shows the 'Add Portfolio' form in the finmars application. The form is titled 'Add Portfolio' and has a 'Last Upd' indicator in the top right corner. The form is divided into sections: 'General' (selected), 'Portfolio type', 'Notes', 'Auto Populated Fields (do not fill)', 'First Transaction Date', and 'First Cash Flow Date'. The 'General' section contains a 'Portfolio' field with a 'Full Name' label. The 'Portfolio type' section has a 'Portfolio type' field. The 'Notes' section has a 'Notes' field. The 'Auto Populated Fields (do not fill)' section has a field. The 'First Transaction Date' section has a 'First Transaction Date' field with a date picker icon. The 'First Cash Flow Date' section has a 'First Cash Flow Date' field with a date picker icon. At the bottom of the form, there are three buttons: 'Cancel', 'Create', and 'Create and Exit'. A red arrow points to the 'Create and Exit' button.

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