How to Create a Portfolio Entity

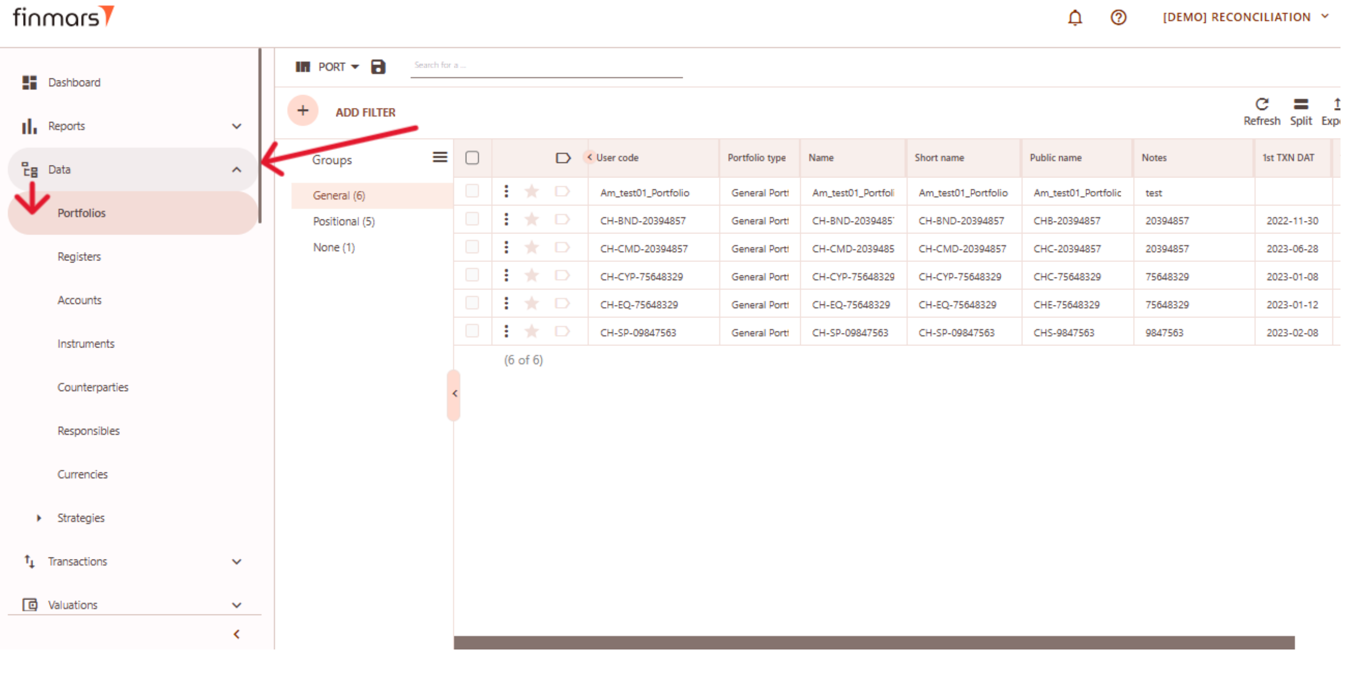
Prerequisites

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

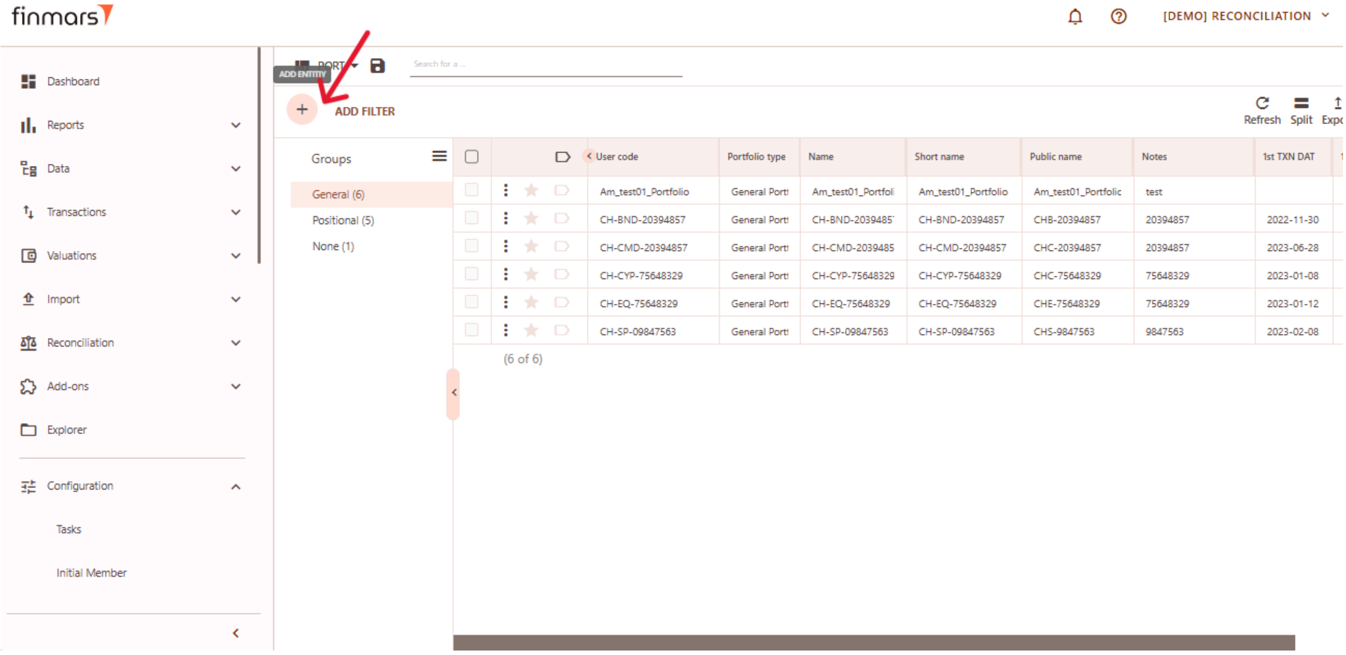
1. If needed: the VPN is configured to access the Finmars resources
2. If needed: access to the Virtual Machine to work with the sensitive information
3. Must have: registered in Finmars in the needed region environment (self-registered or registered by Finmars)
4. Must have: having permissions set to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

Creation of Portfolio Entity

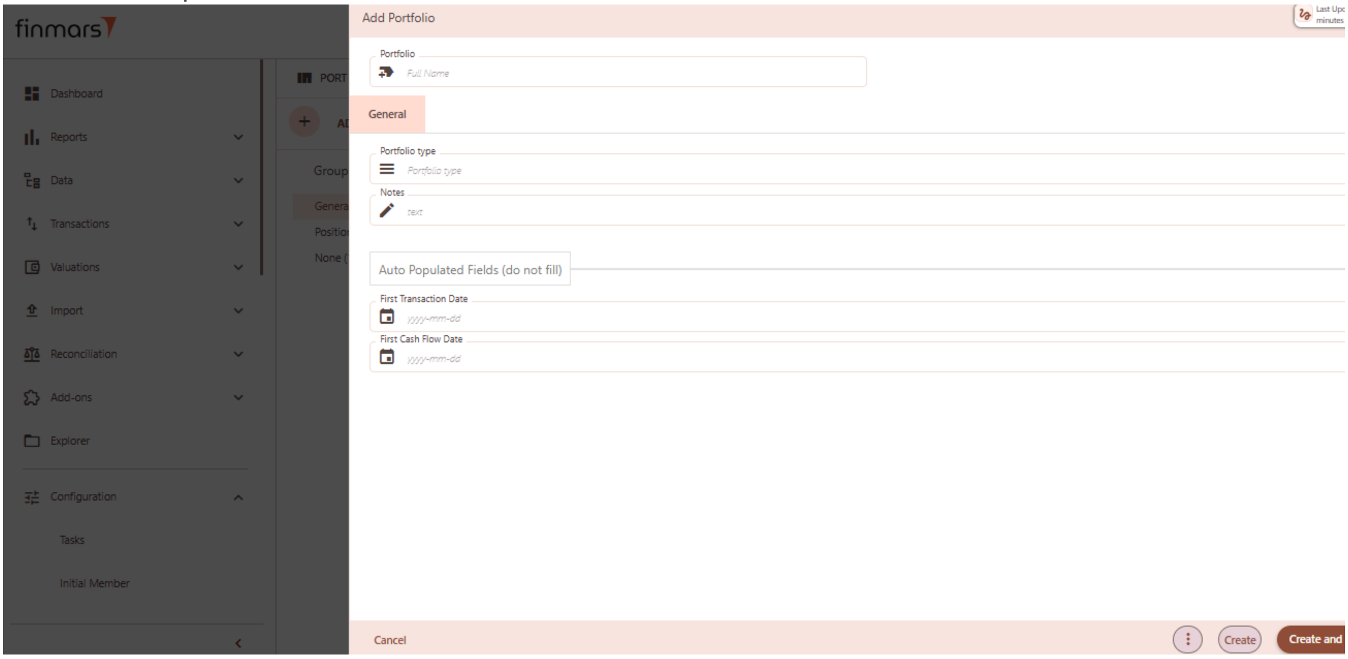
1. Open the **“Data”** section in the left-hand side menu. Select the **“Portfolios”** entity from the list under **Data**.



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

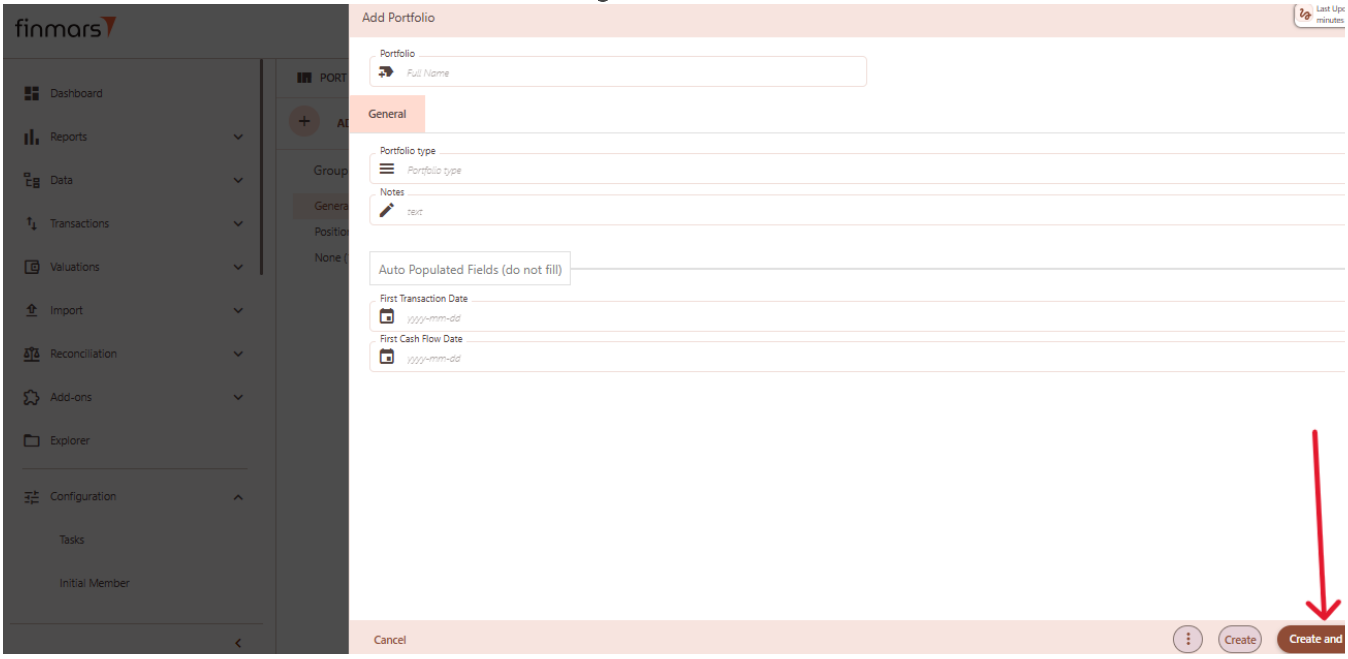


3. This action opens the **Add Portfolio** form.



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.



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