

How to Create a Register 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 Register Entity

1. Open the **"Data"** section in the left-hand side menu. Select the **"Registers"** entity from the list under **Data**.

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Dashboard

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REG

Search for a ...

ADD FILTER

Refresh Split Exp

Groups		User code	Valuation CCY	Pricing policy	Portfolio	Linked Instrument	Notes
☐	☐	Am_test01_Portfolio	USD	Standard	Am_test01_Portfolio	Am_test01_Portfolio	
☐	☐	CH-BND-20394857	USD	Standard	CH-BND-20394857	CH-BND-20394857	
☐	☐	CH-BND-20394857_POS	USD	Standard	CH-BND-20394857_POS	CH-BND-20394857_POS	
☐	☐	CH-CMD-20394857	USD	Standard	CH-CMD-20394857	CH-CMD-20394857	
☐	☐	CH-CMD-20394857_POS	USD	Standard	CH-CMD-20394857_POS	CH-CMD-20394857_POS	
☐	☐	CH-CYP-75648329	USD	Standard	CH-CYP-75648329	CH-CYP-75648329	
☐	☐	CH-CYP-75648329_POS	USD	Standard	CH-CYP-75648329_POS	CH-CYP-75648329_POS	
☐	☐	CH-EQ-75648329	USD	Standard	CH-EQ-75648329	CH-EQ-75648329	
☐	☐	CH-EQ-75648329_POS	USD	Standard	CH-EQ-75648329_POS	CH-EQ-75648329_POS	
☐	☐	CH-SP-09847563	USD	Standard	CH-SP-09847563	CH-SP-09847563	
☐	☐	CH-SP-09847563_POS	USD	Standard	CH-SP-09847563_POS	CH-SP-09847563_POS	

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Drag a column here to group by

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

Groups

Drag a column here to group by

		User code	Valuation CCY	Pricing policy	Portfolio	Linked Instrument	Notes
☐	☐	Am_test01_Portfolio	USD	Standard	Am_test01_Portfolio	Am_test01_Portfolio	
☐	☐	CH-BND-20394857	USD	Standard	CH-BND-20394857	CH-BND-20394857	
☐	☐	CH-BND-20394857_POS	USD	Standard	CH-BND-20394857_POS	CH-BND-20394857_POS	
☐	☐	CH-CMD-20394857	USD	Standard	CH-CMD-20394857	CH-CMD-20394857	
☐	☐	CH-CMD-20394857_POS	USD	Standard	CH-CMD-20394857_POS	CH-CMD-20394857_POS	
☐	☐	CH-CYP-75648329	USD	Standard	CH-CYP-75648329	CH-CYP-75648329	
☐	☐	CH-CYP-75648329_POS	USD	Standard	CH-CYP-75648329_POS	CH-CYP-75648329_POS	
☐	☐	CH-EQ-75648329	USD	Standard	CH-EQ-75648329	CH-EQ-75648329	
☐	☐	CH-EQ-75648329_POS	USD	Standard	CH-EQ-75648329_POS	CH-EQ-75648329_POS	
☐	☐	CH-SP-09847563	USD	Standard	CH-SP-09847563	CH-SP-09847563	
☐	☐	CH-SP-09847563_POS	USD	Standard	CH-SP-09847563_POS	CH-SP-09847563_POS	

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Refresh Split Exp

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

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Add Portfolio register

General

User code

Name

Short name

Public name

Portfolio

Linked Instrument

Pricing policy

Valuation currency

Default Price

Cancel Create Create and add

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

1. **User code** – unique identifier for the register record. Often reflects the instrument or portfolio logic (e.g., CH-XYZ-Portfolio_POS).
2. **Name** – descriptive name of the register, used in views and reports.
3. **Short name** – abbreviated version of the name, useful in condensed views or exports.
4. **Public name** – optional field for external-facing labels, if different from internal naming.
5. **Portfolio** – select the portfolio to which this register belongs. This links the register to a specific investment structure.
6. **Linked Instrument** – associate a financial instrument (e.g., bond, equity) to track valuation and performance. **Pricing Policy** – define how prices and FX rates will be sourced for this register (e.g., Standard, Rolled Master).

7. **Valuation Currency** - the currency in which the register will be valued. Used in NAV calculations and reporting.
8. **Default Price** - optional value to preload a fallback price when no market price is available.

The screenshot shows the 'Add Portfolio register' form in the finmars application. The form is titled 'Add Portfolio register' and has a 'General' tab. It contains several input fields: 'User code', 'Name', 'Short name', 'Public name', 'Portfolio', 'Linked instrument', 'Pricing policy', 'Valuation currency', and 'Default Price'. The 'Portfolio' field has a dropdown menu with 'Portfolio' selected. The 'Linked instrument' field has a dropdown menu with 'Linked instrument' selected. The 'Pricing policy' field has a dropdown menu with 'Pricing policy' selected. The 'Valuation currency' field has a dropdown menu with 'Valuation currency' selected. The 'Default Price' field has a text input with 'e.g., 0' as a placeholder. At the bottom of the form, there are 'Cancel', 'Create', and 'Create and Exit' buttons.

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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