# Populating the database upload template

## Column descriptions

‘**asset\_ric**’ is the Reuters Identification Code and will not be available for direct fund holdings if the asset is a fund

* *Optional input*

‘**asset\_name**’ is the direct fund holding name which can be a fund, stock, cash etc.

* *Required input*

‘**country**’ is not required if the asset is a fund, it is ideally needed for all other assets in order to best present the regional breakdown. Null will be shown in breakdown otherwise

* *Optional input*

‘**fund\_asset\_weight**’ is the percentage weight of the fund holding asset

* *Required input*

‘**date**’ is the fund holding asset date and should ideally be a quarter end date

* *Required input*

‘**fund\_name**’ is the name of the fund directly holding the asset

* *Required input*

‘**fund\_ric**’ is the fund Reuters Identification Code and will only be available for direct fund holdings if the asset is a fund

* *Optional input*

‘**fund\_isin**’

‘fund\_nav’

‘fund\_type’ can be either ‘Blended’ or ‘Direct’ and is used to describe the top level fund assets held

* *Required input*

## How to populate upload\_template

1. Obtain direct fund holdings data from Reuters Eikon via ‘Holdings’ 🡪 ‘Derived Holdings’
2. Prior to populating any data into the upload template ensure the weight of assets sums to 100%. If it does not, add an additional asset called ‘Cash & Other Derived Value’ with ‘Country’ as ‘UNITED KINGDOM’, weight = 1 – SUM(all other asset weights) and ‘Asset Type’ as ‘Other’. This is to ensure the total weights equate to 1
3. Populate the ‘asset\_ric’ , ‘asset\_name’, ‘country’ and ‘fund\_asset\_weight’ columns via copy paste from the ‘Derived Holdings’ data downloaded
4. Populate the ‘date’ column and copy down to all rows
5. Populate the ‘fund\_name’ column using the top level fund name and copy down to all rows
6. Populate the ‘fund\_ric’ column using the top level fund RIC and copy down to all rows
7. The ‘fund\_isin’ column can be populated using the Eikon excel function referencing ‘fund\_ric’:
   * =TR($A1,"TR.ISIN","NULL=BLANK")
8. The ‘fund\_nav’ column can be populated in two ways depending on whether you are dealing with the top level fund or the underlying fund components where the top fund holding is a fund.
   * When working with the top level fund, the Eikon excel function referencing ‘fund\_ric’ can be used:
     1. =TR($A1,"TR.FundTotalNetAssets","SDate=20210930 Curn=GBP NULL=BLANK")
   * Otherwise a calculated value must be used for underlying funds: (fund\_asset\_weight \* fund\_nav)
9. ‘fund\_type’ is specified manually and then copied down to relevant rows based on ‘fund\_name’
10. ‘asset\_type’ is specified manually and then copied down to relevant rows based on ‘asset\_name’. Previously populated data from the assets table in the database should be used to save time populating
11. ‘sector’, ‘asset\_isin’, ‘asset\_esg\_score’ and ‘asset\_esg\_contro\_score’ can be populated using the Eikon excel function referencing ‘asset\_ric’:

=TR($A6,"TR.GICSSector;TR.ISIN;TR.TRESGCScore;TR.EnvironmentPillarScore;TR.SocialPillarScore;TR.GovernancePillarScore;TR.CO2EmissionTotal;TR.CO2DirectScope1;TR.CO2IndirectScope2","NULL=BLANK")

1. Review all data, looking for errors such as “No universe defined.” where an Eikon excel function is used, and remove or update accordingly
2. It is likely easiest to populate the ‘Derived Holdings’ worksheet downloaded with all of the above and then simply copy paste to the ‘upload\_template’
3. All equity asset types should have sector data to prevent null values appearing in chart
4. All asset types should be populated to prevent null values appearing in chart
5. Only fund asset types should not have a county data point to prevent null values appearing in chart, using a default value of ‘UNITED KINGDOM’ where country cannot be determined
6. Where regional allocation shows ‘None’ the database region table will need updated to include a new country not previously classified by region