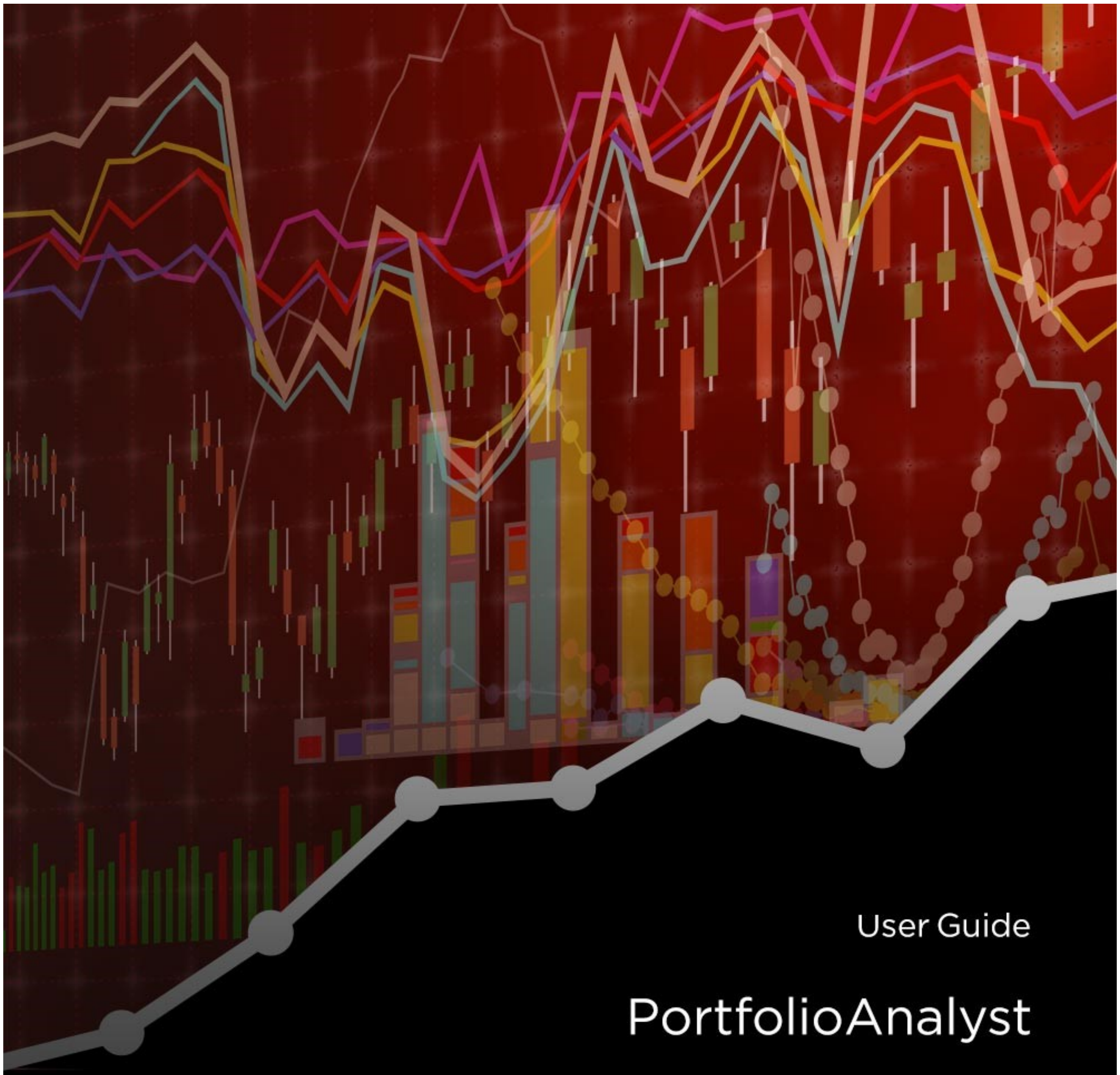

User Guide

PortfolioAnalyst

InteractiveBrokers

PortfolioAnalyst User Guide

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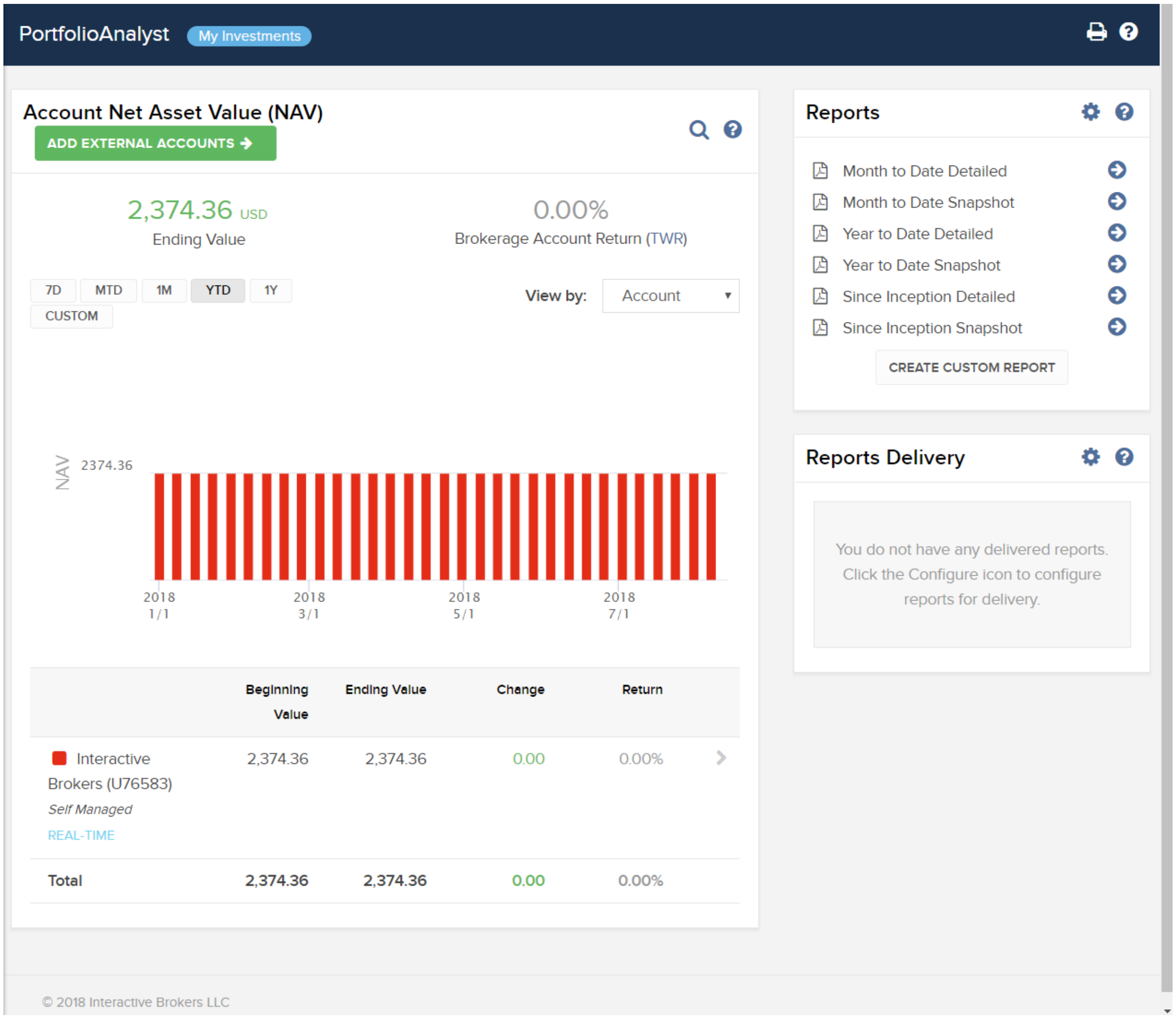
2

Getting Started

Welcome to PortfolioAnalyst, our online performance analysis and reporting tool. Use PortfolioAnalyst to evaluate the performance of your portfolio by creating and saving reports based on a set of measurement criteria and optionally comparing their data to selected industry benchmarks. You can also view the performance of your accounts held at any financial institution, including Interactive Brokers (if you have an IBKR account), and investment and non-investment accounts. Then drill down to see accounts, asset classes, positions and transactions.



PortfolioAnalyst
My Investments
ADD EXTERNAL ACCOUNTS
7D
MTD
1M
YTD
1Y
CUSTOM
NAV
2374.36
2018 1/1
2018 3/1
2018 5/1
2018 7/1
CREATE CUSTOM REPORT

Account Net Asset Value (NAV)

2,374.36 USD
Ending Value

0.00%
Brokerage Account Return (TWR)

View by: Account

	Beginning Value	Ending Value	Change	Return
🟥 Interactive Brokers (U76583) *Self Managed* REAL-TIME	2,374.36	2,374.36	0.00	0.00%
Total	**2,374.36**	**2,374.36**	**0.00**	0.00%

Reports

- Month to Date Detailed
- Month to Date Snapshot
- Year to Date Detailed
- Year to Date Snapshot
- Since Inception Detailed
- Since Inception Snapshot

Reports Delivery

You do not have any delivered reports. Click the Configure icon to configure reports for delivery.

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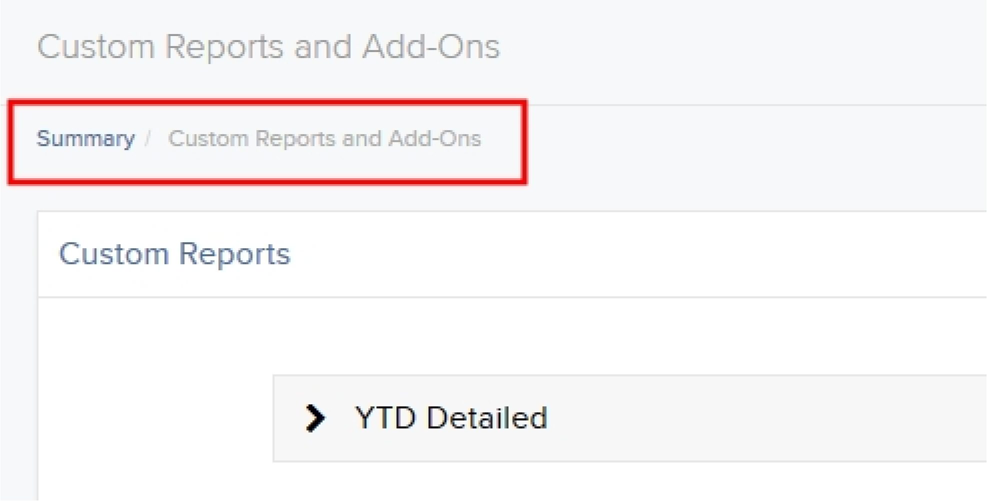
Navigate Between Screens

PortfolioAnalyst provides breadcrumb links above the account performance chart to help you navigate between screens.

You can return to the previous screen at any time by clicking the screen name displayed in the breadcrumbs.

For example, the following screen shows transactions for a specific options contract. The circled portion of the screen below shows the breadcrumbs, which depicts the path taken to get to this screen. In this example, we started at the PortfolioAnalyst Summary screen (Summary), then viewed Brokers (by Account), which showed consolidated performance of all brokerage accounts, then viewed performance of a single IB account, and then drilled down to view the transactions for a specific options contract.


Custom Reports and Add-Ons
Summary / Custom Reports and Add-Ons
Custom Reports
YTD Detailed

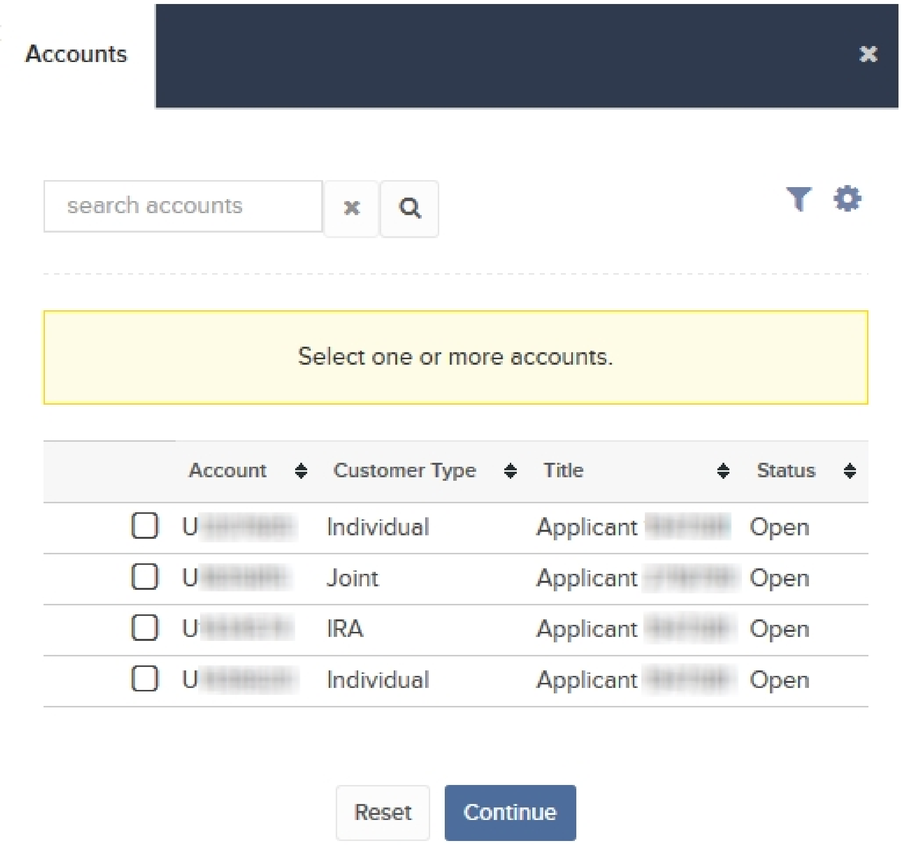
Account Selector

After you log in to PortfolioAnalyst, you will be prompted to select one or more accounts if you have one of the following:

- Multiple linked accounts
- Account partitions
- Multiple, managed accounts

Select accounts in the Account Selector, which displays the account ID and customer type of all of your IBKR accounts. On a desktop, the Account Selector slides in from the right side of the screen.

To view account balances and Net Asset Value for all of your IBKR accounts on one screen, select those accounts in the Account Selector.



Select one or more accounts.

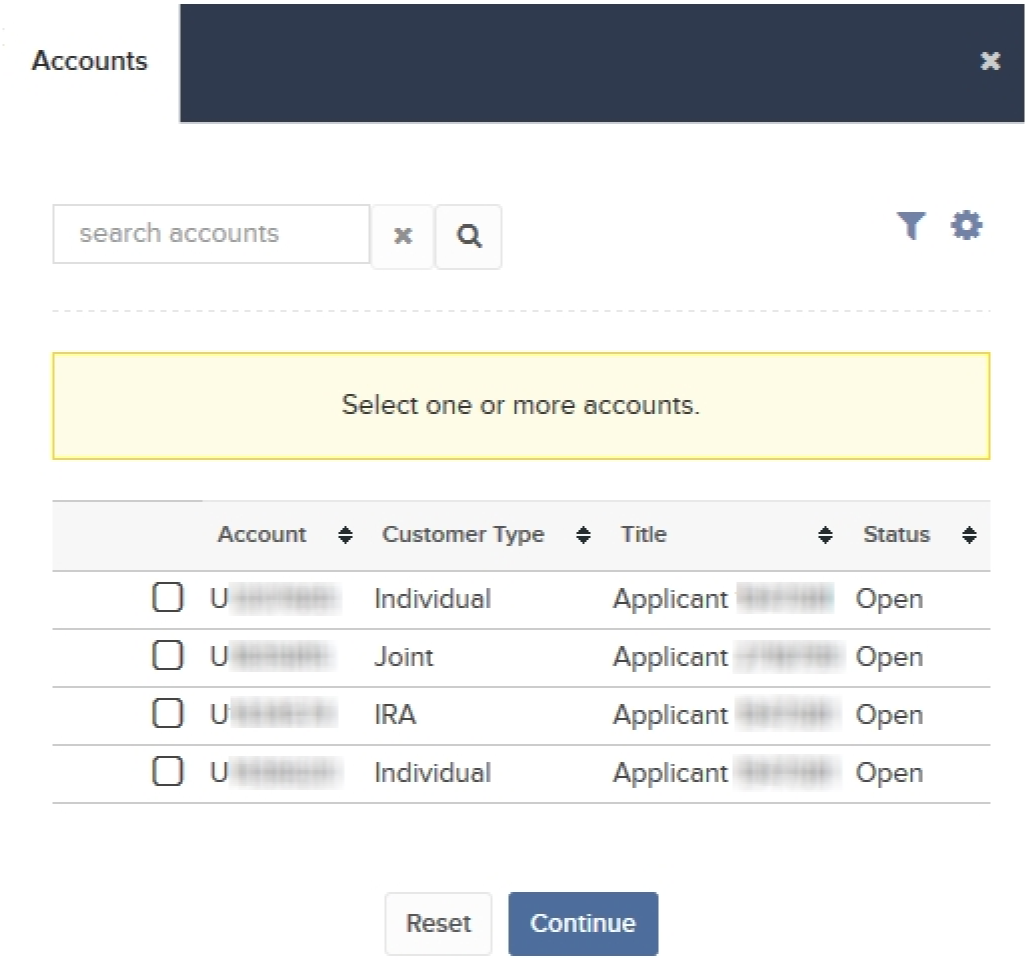
	Account	Customer Type	Title	Status
☐	U[redacted]	Individual	Applicant [redacted]	Open
☐	U[redacted]	Joint	Applicant [redacted]	Open
☐	U[redacted]	IRA	Applicant [redacted]	Open
☐	U[redacted]	Individual	Applicant [redacted]	Open

Select an Account

1. Click the **Account Selector** icon located in the top right corner of PortfolioAnalyst.

   Note: If you do not see the Account Selector icon, then you do not have multiple accounts or partitions.

   The Account Selector opens.



Select one or more accounts.

	Account	Customer Type	Title	Status
☐	U[redacted]	Individual	Applicant [redacted]	Open
☐	U[redacted]	Joint	Applicant [redacted]	Open
☐	U[redacted]	IRA	Applicant [redacted]	Open
☐	U[redacted]	Individual	Applicant [redacted]	Open

2. Click the check box that corresponds to the account(s) you want to use in Portfolio Analyst. To choose a different account, click **RESET** to clear your selections.
3. Click **CONTINUE**.

   The Portfolio Analyst Summary screen opens and displays data for the selected account(s).

Select a Different Account

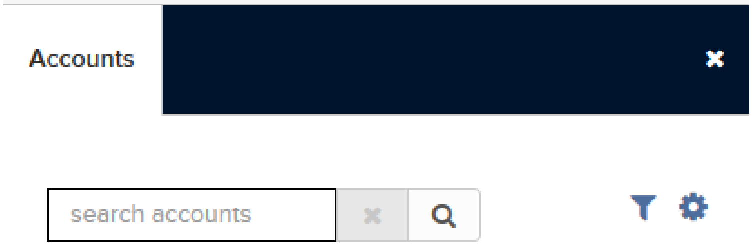
If you have multiple accounts and have already logged in with one account, you can switch accounts easily using the Account Selector.

1. Click the Account Selector icon on the top right of the screen.
2. Click the check box that corresponds to the account(s) you want to use in Portfolio Analyst. To choose a different account, click **Reset** to clear your selections.
3. Click **CONTINUE**.

   The Portfolio Analyst Summary screen reloads and displays data for the selected account(s).

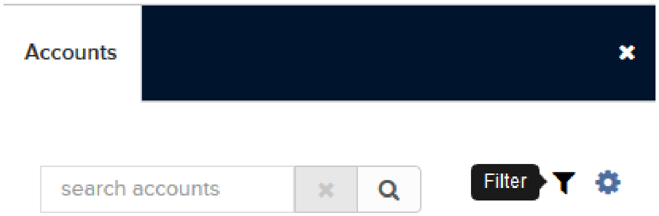
Search for Accounts

1. In the Account Selector, type part of the account title or customer type in the *search accounts* field, and then click the magnifying glass icon.
2. Click the **X** to clear the search field and the search results.



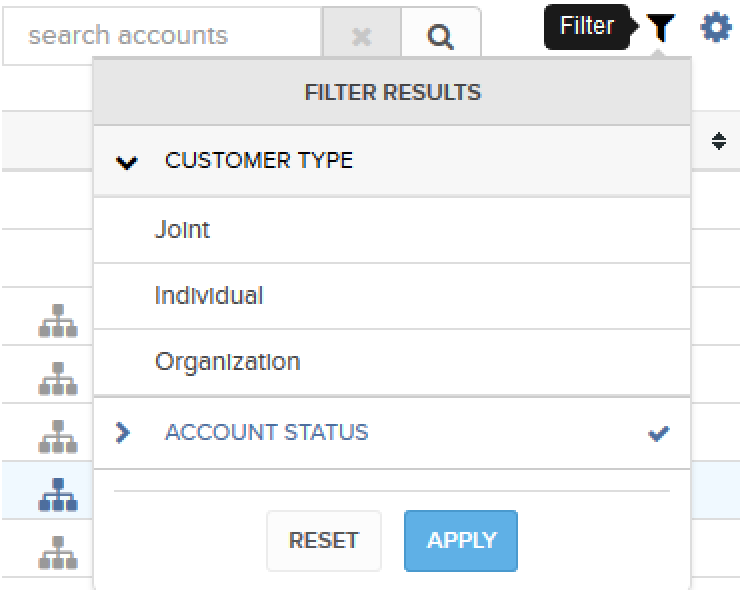
Filter Accounts

1. In the Account Selector, click the filter icon located above the list of accounts.

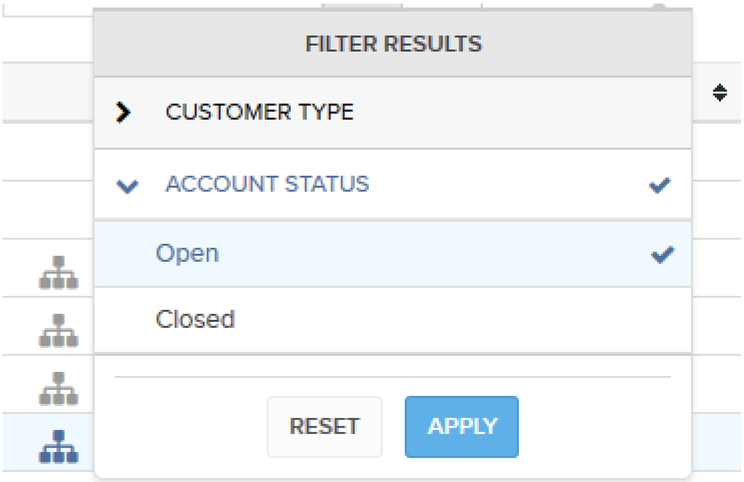


2. Select one of the the options to filter by:

a. Customer Type


search accounts
Filter
FILTER RESULTS
CUSTOMER TYPE
Joint
Individual
Organization
ACCOUNT STATUS
RESET
APPLY

b. Account status


FILTER RESULTS
CUSTOMER TYPE
ACCOUNT STATUS
Open
Closed
RESET
APPLY

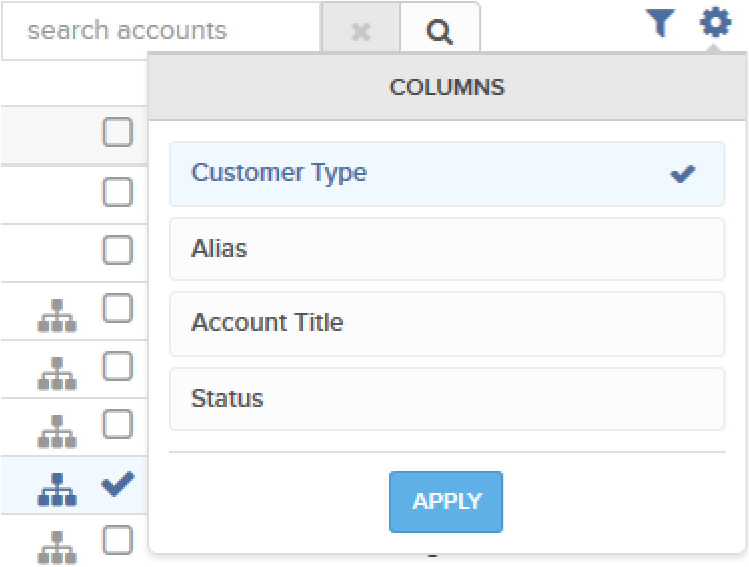
3. Click **Apply**.

The list of accounts updates to display your accounts that match the selected filter type.

Display Additional Account Information

By default, the Account Selector displays the account ID and customer type of all of your IB accounts, but you can display additional information such as account alias or account status.

1. In the Account Selector, click the gear icon located above the list of accounts (this is the last icon on the right).
2. Select the desired information you want to add to the list of accounts. For example, you might want to display your account title and account alias (if you have one).


search accounts
COLUMNS
Customer Type
Alias
Account Title
Status
APPLY

3. Click **Apply**.

The list of accounts updates and resizes to display the additional information that you selected.

Summary Screen Functions

Access the following functions from the top bar of any screen in Portfolio Analyst:

- **User Menu:** Identify the user by your account name and the person icon. This menu gives you access to the Log Out function.
- **Account Selector:** If you have multiple linked accounts of account partitions, use this panel to select one or more IB accounts when you first log in to PortfolioAnalyst. You can also open the Account Selector at any time to select different IB accounts to use in PortfolioAnalyst.

PortfolioAnalyst Main Panels

Account Net Asset Value (NAV)

An interactive bar graph of the current total value of all of your accounts, including your IB account and any external accounts you have added, and your current brokerage account return percentage (by Time Weighted Return or Money Weighted Return). The beginning and ending values for the current period and amount change between the two periods of all of your accounts sorted by account type (Brokers, Banks, Credit Cards, Other Assets and Other Liabilities) appear below the chart. You can drill down to see more details for any account type, and then drill down to see more details for any individual account.

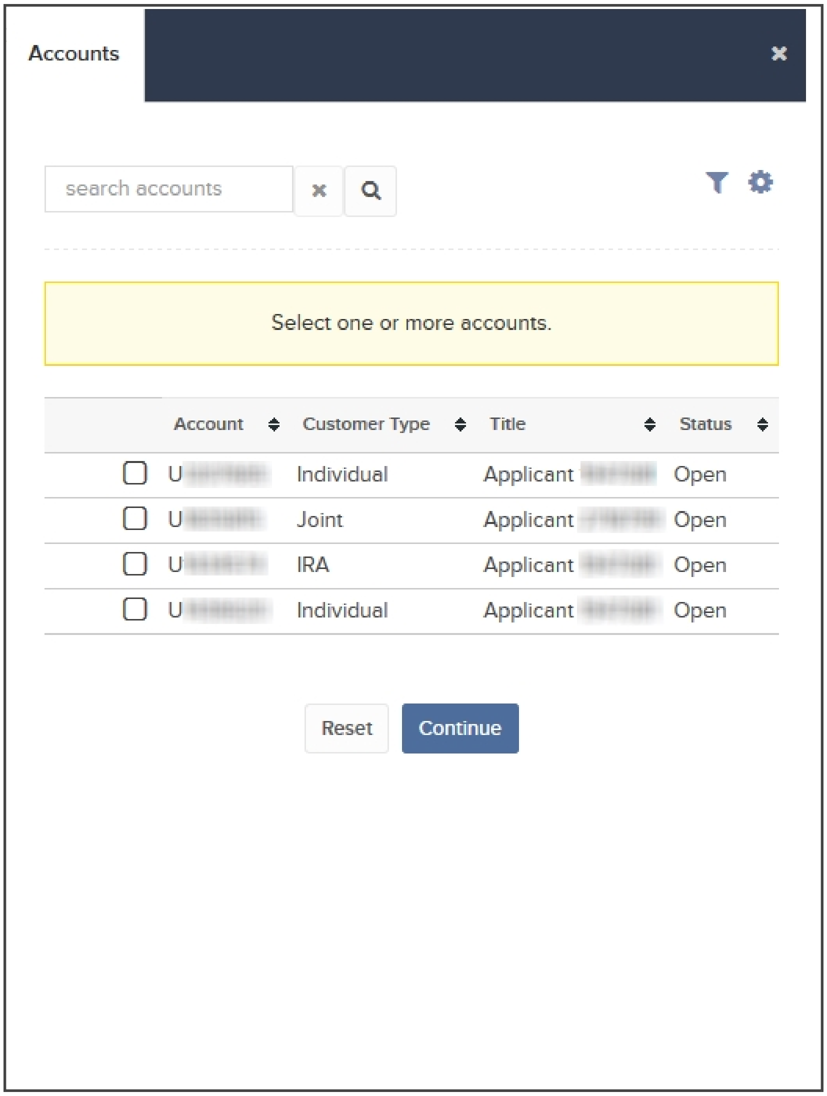
Reports

Several preconfigured PDF reports that you can run with a single click, and all custom reports that you have created and saved. Run and download any preconfigured or custom reports from this panel. Select the gear icon in the title bar of the panel to create and edit custom reports, custom benchmarks and synopses.

For additional help, select the question mark icon in the title bar of any panel.

Manage Multiple Accounts

If you have or manage multiple accounts, you must first select one or more accounts in the Account Selector, which opens automatically when you first access PortfolioAnalyst. Open the Account Selector at any time to change your account selection by selecting the List icon in the upper right corner of the screen (next to your user name).



Select one or more accounts.

	Account	Customer Type	Title	Status
☐	U[redacted]	Individual	Applicant [redacted]	Open
☐	U[redacted]	Joint	Applicant [redacted]	Open
☐	U[redacted]	IRA	Applicant [redacted]	Open
☐	U[redacted]	Individual	Applicant [redacted]	Open

4

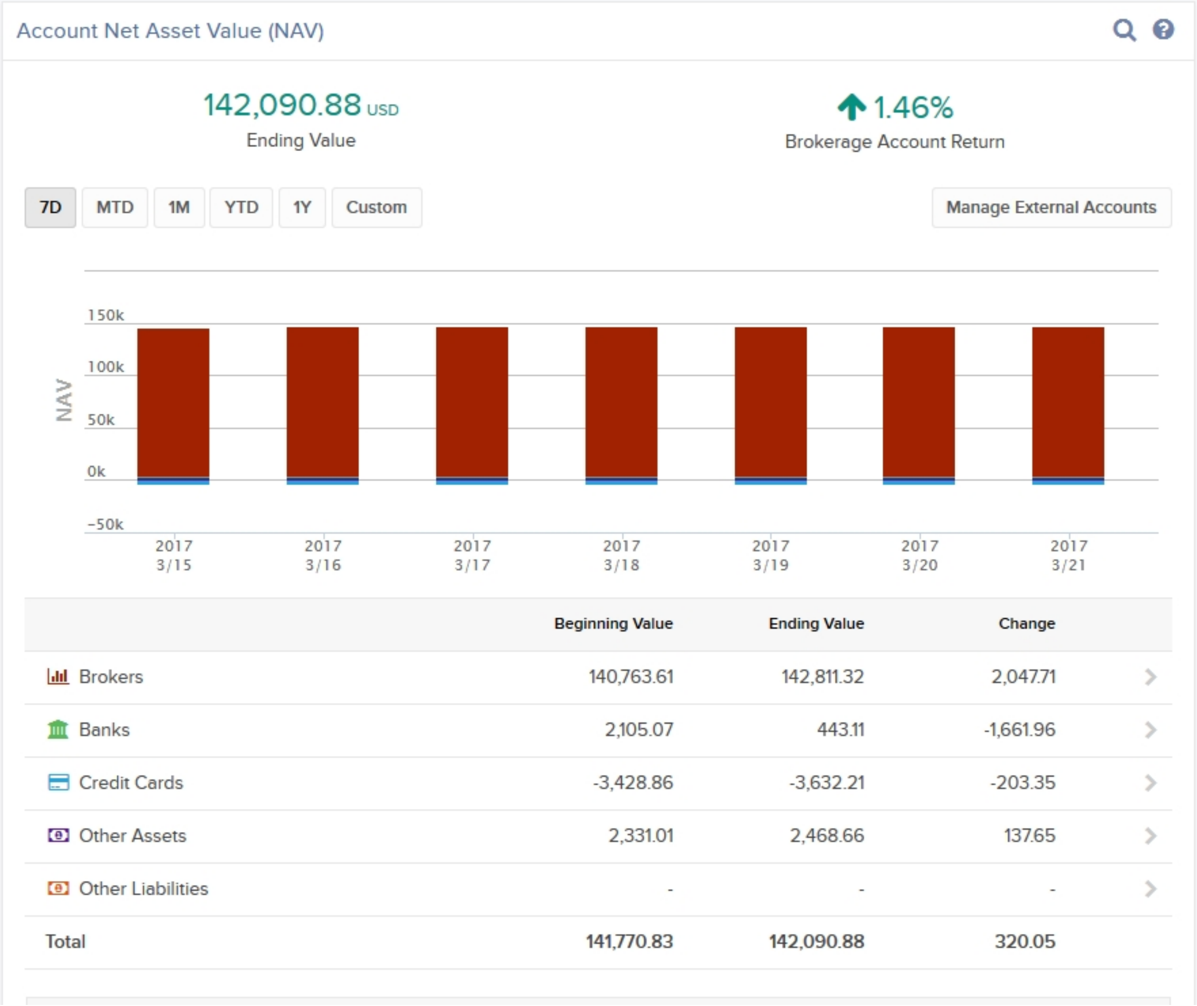
Online Interface

PortfolioAnalyst lets you view the performance of your accounts across the industry in a single view, including any investment (including your IB account if you have one), checking, savings, annuity, incentive plan and credit card accounts.

The Account Net Asset Value panel on the PortfolioAnalyst Summary screen shows you an interactive bar graph of the current total value of all of your accounts, including your IB account if you have one and any external accounts you have added, and your current brokerage account return percentage. The beginning, current and amount change of all of your accounts sorted by account type (Brokers, Banks, Credit Cards, Other Assets and Other Liabilities) appears below the chart. You can drill down to see more details for any account type, and then drill down to see more details for any individual account.

Note: Before you can see any Net Asset Value (NAV) data for your IB account, you must activate Portfolio Analyst. You do this the first time you access Portfolio Analyst with your IB account. This usually takes one business day.

Before you can view data in any external accounts, you must first add them to Portfolio Analyst. Select the **Manage External Accounts** button to add and manage your external accounts.


Account Net Asset Value (NAV)
7D
MTD
1M
YTD
1Y
Custom
Manage External Accounts
NAV
150k
100k
50k
0k
−50k
2017 3/15
2017 3/16
2017 3/17
2017 3/18
2017 3/19
2017 3/20
2017 3/21

142,090.88 USD
Ending Value

1.46%
Brokerage Account Return

	Beginning Value	Ending Value	Change
Brokers	140,763.61	142,811.32	2,047.71
Banks	2,105.07	443.11	-1,661.96
Credit Cards	-3,428.86	-3,632.21	-203.35
Other Assets	2,331.01	2,468.66	137.65
Other Liabilities	-	-	-
Total	141,770.83	142,090.88	320.05

Net Asset Value for All Accounts

The Account Net Asset Value (NAV) panel on the PortfolioAnalyst Summary screen shows you an interactive bar graph of the current total value of all of your accounts, including your IB account and any external accounts you have added from other financial institutions, and your current brokerage account return percentage. The beginning, current and amount change of all of your accounts sorted by account type (Brokers, Banks, Credit Cards, Other Assets and Other Liabilities) appears below the chart. You can drill down to view details for any single account or account type, and then drill down further to see asset classes, positions, and transactions.

Net Asset Value for All Brokerage Accounts

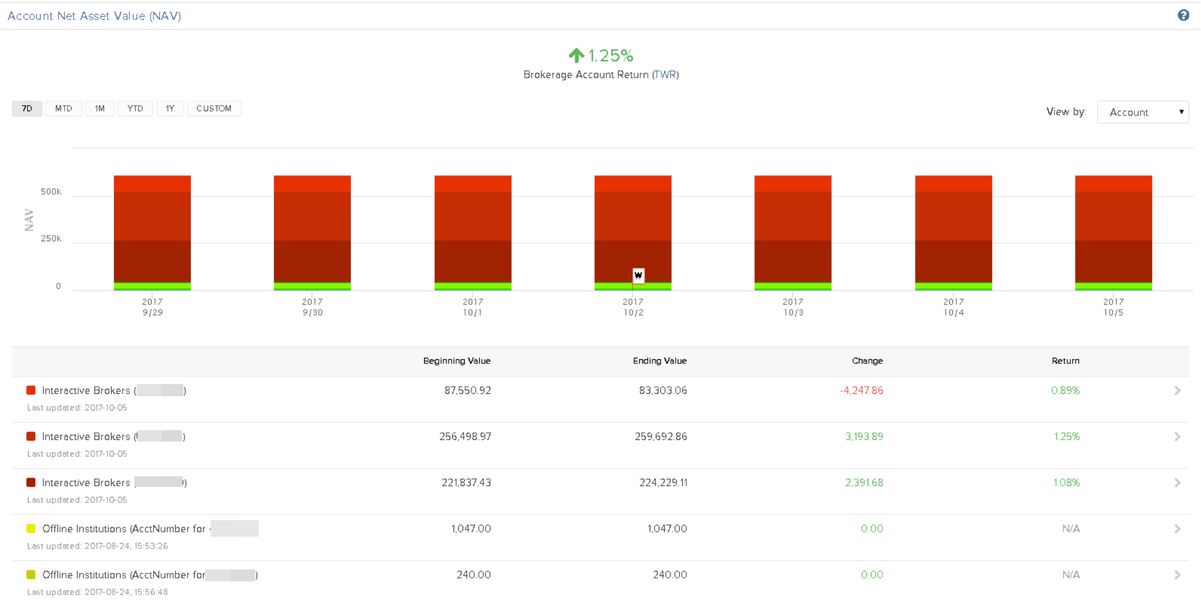
In addition to showing performance of all of your accounts on the Summary screen, PortfolioAnalyst lets you view consolidated performance of all brokerage accounts, including your IB account and any brokerage accounts that you have added as external accounts.

View Consolidated Performance of All Brokerage Accounts

1. On the Summary screen, click **Brokers** in the Account Net Asset Value table.

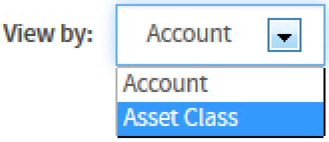
   The Brokers (By Account) view opens, showing consolidated performance of all of the brokerage accounts you have added to PortfolioAnalyst.

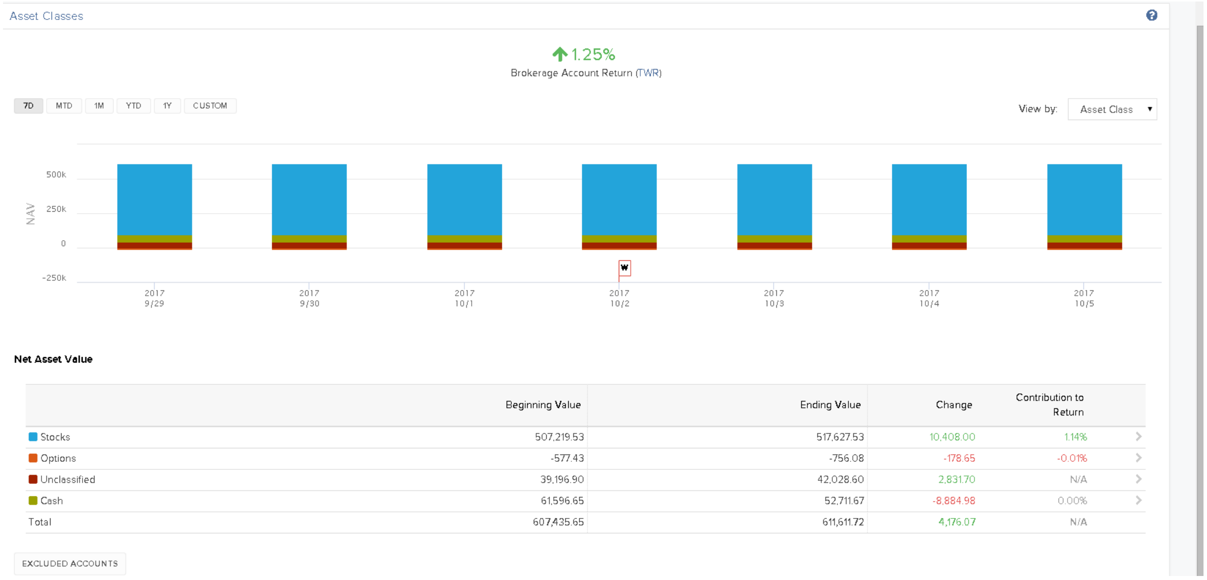
   For each brokerage account, the Account Net Asset Value (NAV) table shows NAV for the beginning and end of the current time period, the change in NAV from beginning to the end of the current time period and the return percentage for the current time period.



	Beginning Value	Ending Value	Change	Return
🟥 Interactive Brokers ([redacted]) Last updated: 2017-10-05	87,550.92	83,303.06	-4,247.86	0.89%
🟥 Interactive Brokers ([redacted]) Last updated: 2017-10-05	256,498.97	259,692.86	3,193.89	1.25%
🟥 Interactive Brokers [redacted]) Last updated: 2017-10-05	221,837.43	224,229.11	2,391.68	1.08%
🟨 Offline Institutions (AcctNumber for [redacted] Last updated: 2017-08-24, 15:53:26	1,047.00	1,047.00	0.00	N/A
🟨 Offline Institutions (AcctNumber for [redacted]) Last updated: 2017-08-24, 15:56:48	240.00	240.00	0.00	N/A

2. Change the view to display consolidated values for asset classes instead of consolidated values for accounts by selecting *Asset Class* in the View by menu. By default, PortfolioAnalyst displays consolidated values for accounts


View by:
Account
Account
Asset Class


Asset Classes
1.25%
Brokerage Account Return (TWR)
7D
MTD
1M
YTD
1Y
CUSTOM
View by:
Asset Class
NAV
500k
250k
0
-250k
W
2017 9/29
2017 9/30
2017 10/1
2017 10/2
2017 10/3
2017 10/4
2017 10/5
EXCLUDED ACCOUNTS

Net Asset Value

	Beginning Value	Ending Value	Change	Contribution to Return
🟦 Stocks	507,219.53	517,627.53	10,408.00	1.14%
🟧 Options	-577.43	-756.08	-178.65	-0.01%
🟥 Unclassified	39,196.90	42,028.60	2,831.70	N/A
🟩 Cash	61,596.65	52,711.67	-8,884.98	0.00%
Total	607,435.65	611,611.72	4,176.07	N/A

To change back to the Account view, select *Account* in the View by menu.

3. On this screen, you can also change the time period and hover your mouse over any bar in the chart to display the NAV represented.

From this screen, you can drill down to view more details for an individual brokerage account or drill down to view all positions in a selected asset class.

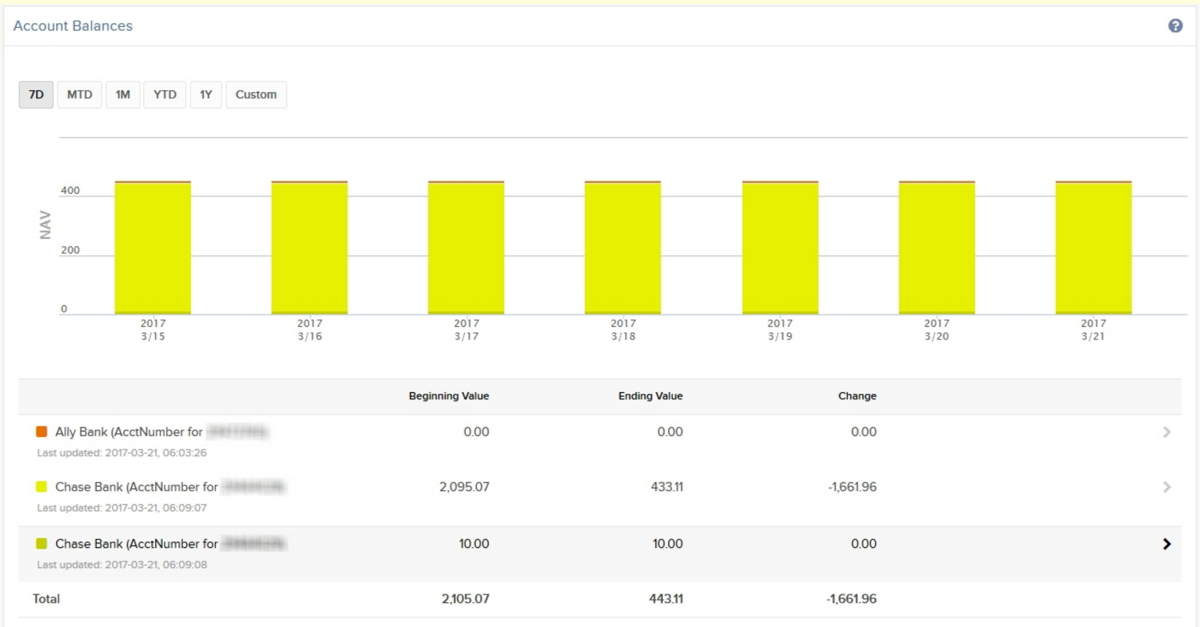
Net Asset Value for All Non-Brokerage Accounts

In addition to showing performance of all of your accounts on the Summary screen, PortfolioAnalyst lets you view consolidated performance of all accounts of a single type of financial institution, including any bank and credit card accounts and other assets and other liabilities that you have added as external accounts. For example, you may want to view the consolidated values of all of your bank (checking and savings) accounts.

View Consolidated Performance of All Non-Brokerage Accounts

1. On the Summary screen, click **Banks**, **Credit Cards**, **Other Assets** or **Other Liabilities** in the Account Net Asset Value table, depending on which type of financial institution you want to view.
   The Banks (By Account), Credit Cards (By Account), Other Assets (By Account) or Other Liabilities (By Account) view opens, showing consolidated performance of all of the accounts of the financial institution type you selected.
   The Account Balances bar chart shows consolidated balances for the current time period. The Account Balances table shows the account balance for each account listed at the beginning and end of the current period, as well as the difference between the two.

For example, the following screen shows the consolidated performance for all bank accounts added to PortfolioAnalyst.



	Beginning Value	Ending Value	Change
🟧 Ally Bank (AcctNumber for [redacted] Last updated: 2017-03-21, 06:03:26	0.00	0.00	0.00
🟨 Chase Bank (AcctNumber for [redacted] Last updated: 2017-03-21, 06:09:07	2,095.07	433.11	-1,661.96
🟨 Chase Bank (AcctNumber for [redacted] Last updated: 2017-03-21, 06:09:08	10.00	10.00	0.00
Total	2,105.07	443.11	-1,661.96

2. On this screen, you can change the time period and hover your mouse over any bar in the chart to display the value represented.

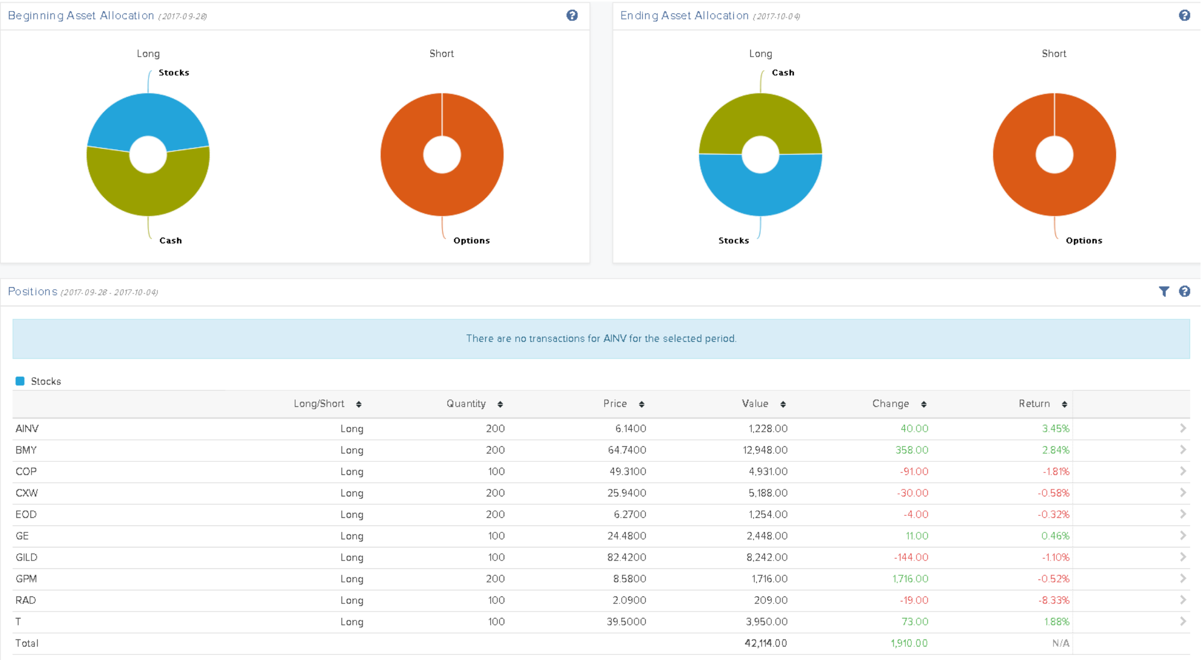
From this screen, you can drill down to view more details for an individual non-brokerage account.

View Positions in a Single Account

1. From the Summary screen, click any account type in the Account Net Asset Value table. For example, click **Brokers**.
2. From the consolidated accounts view, click a single account in the table.

   For example, if you have an Interactive Brokers account, click that.

For a brokerage account, the screen displays the beginning and ending asset allocation of long and short positions in a series of pie charts, and a Positions panel, which displays a table showing all positions held at the selected brokerage account sorted by asset class.


Beginning Asset Allocation (2017-09-28)
Long
Stocks
Cash
Short
Options
Ending Asset Allocation (2017-10-04)
Long
Cash
Stocks
Short
Options

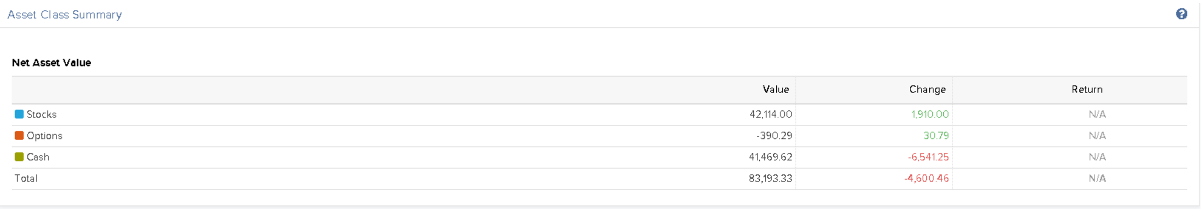
Positions (2017-09-28 - 2017-10-04)

There are no transactions for AINV for the selected period.

🟦 Stocks

	Long/Short	Quantity	Price	Value	Change	Return
AINV	Long	200	6.1400	1,228.00	40.00	3.45%
BMY	Long	200	64.7400	12,948.00	358.00	2.84%
COP	Long	100	49.3100	4,931.00	-91.00	-1.81%
CXW	Long	200	25.9400	5,188.00	-30.00	-0.58%
EOD	Long	200	6.2700	1,254.00	-4.00	-0.32%
GE	Long	100	24.4800	2,448.00	11.00	0.46%
GILD	Long	100	82.4200	8,242.00	-144.00	-1.10%
GPM	Long	200	8.5800	1,716.00	1,716.00	-0.52%
RAD	Long	100	2.0900	209.00	-19.00	-8.33%
T	Long	100	39.5000	3,950.00	73.00	1.88%
Total				42,114.00	1,910.00	N/A

The table displays the quantity, price, value, and return of all positions at the beginning and end of the current time period as well as the change between the two. Positive changes are highlighted in green and negative changes are highlighted in red. An Asset Class Summary is displayed at the bottom of the table (scroll down to see this if you have a lot of positions).



Asset Class Summary

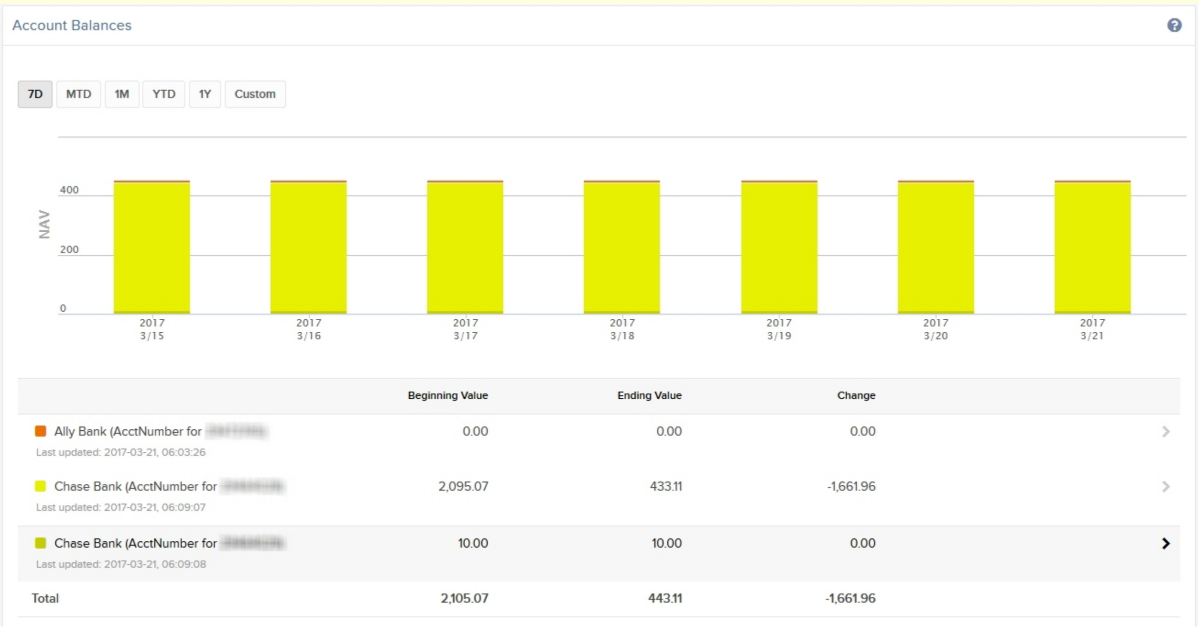
Net Asset Value

	Value	Change	Return
🟦 Stocks	42,114.00	1,910.00	N/A
🟧 Options	-390.29	30.79	N/A
🟩 Cash	41,469.62	-6,541.25	N/A
Total	83,193.33	-4,600.46	N/A

3. On a desktop computer, you can hover your mouse over one of the pie charts to display the value of a specific asset class.
4. You can also drill down to view transactions for a specific position in the current time period.
5. You can filter the positions in the table by Ending Quantity, Ending Value or Change by clicking the filter icon in the POSITIONS panel.

View a Single Non-Brokerage Account

1. From the Summary screen, click any non-brokerage financial institution in the Account Net Asset Value table (Banks, Credit Cards, Other Assets or Other Liabilities). For example, click Banks to view the consolidated performance of all bank accounts.



	Beginning Value	Ending Value	Change
🟧 Ally Bank (AcctNumber for [redacted] Last updated: 2017-03-21, 06:03:26	0.00	0.00	0.00
🟨 Chase Bank (AcctNumber for [redacted] Last updated: 2017-03-21, 06:09:07	2,095.07	433.11	-1,661.96
🟨 Chase Bank (AcctNumber for [redacted] Last updated: 2017-03-21, 06:09:08	10.00	10.00	0.00
Total	2,105.07	443.11	-1,661.96

2. From the consolidated accounts view, you can click a single account in the table to view all transactions in the account in the current time period.

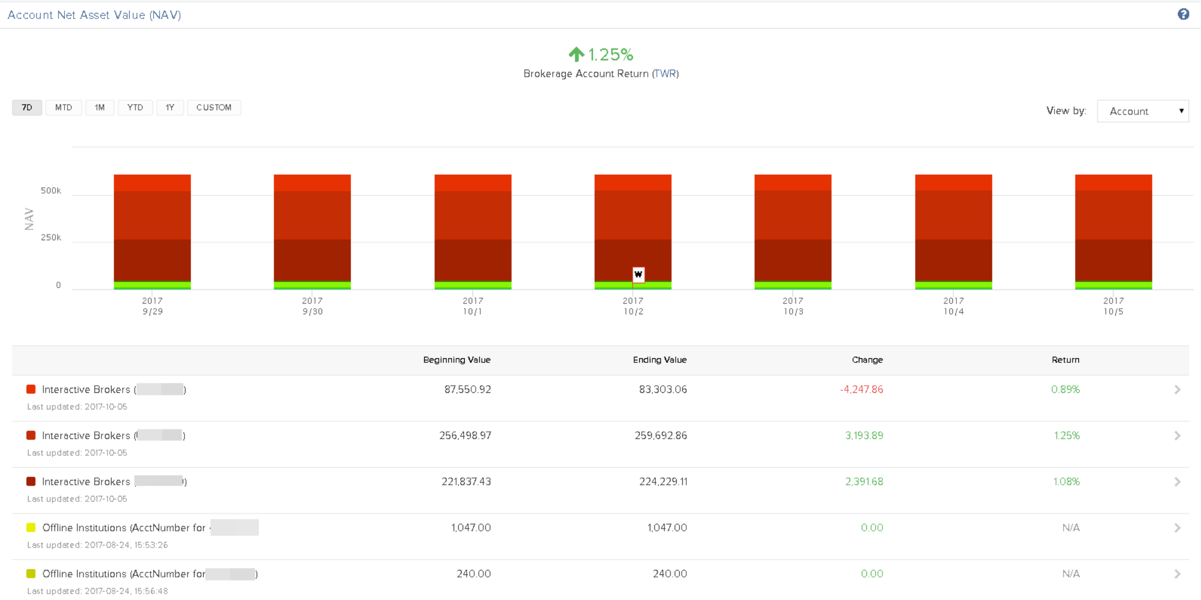
Asset Classes

In addition to providing views of performance of all accounts, all accounts of a specific financial institution type and any single account, PortfolioAnalyst also lets you view consolidated asset classes and positions for all brokerage accounts and asset classes and positions for a single brokerage account.

Vew Asset Classes for all Brokerage Accounts

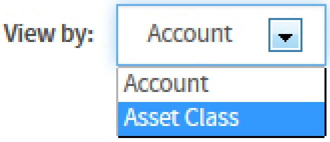
1. On the Summary screen, click **Brokers** in the Account Net Asset Value table.

   The Brokers (By Account) view opens, showing consolidated performance of all of the brokerage accounts you have added to PortfolioAnalyst.

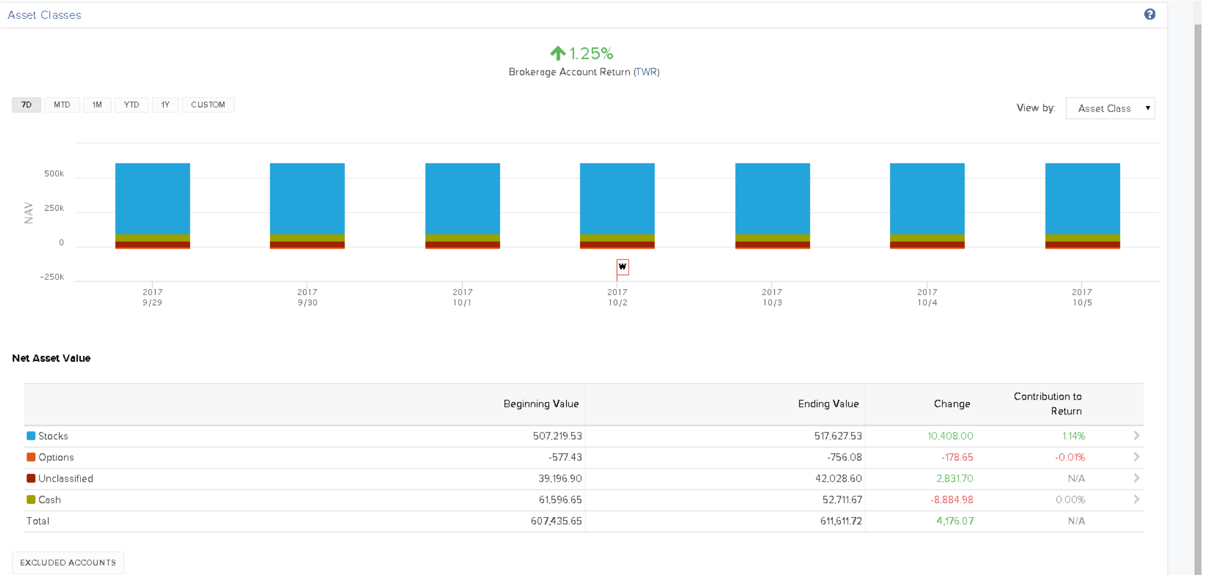

Account Net Asset Value (NAV)
1.25%
Brokerage Account Return (TWR)
7D
MTD
1M
YTD
1Y
CUSTOM
View by:
Account
NAV
500k
250k
0
W
2017 9/29
2017 9/30
2017 10/1
2017 10/2
2017 10/3
2017 10/4
2017 10/5

	Beginning Value	Ending Value	Change	Return
🟥 Interactive Brokers ([redacted]) Last updated: 2017-10-05	87,550.92	83,303.06	-4,247.86	0.89%
🟥 Interactive Brokers ([redacted]) Last updated: 2017-10-05	256,498.97	259,692.86	3,193.89	1.25%
🟥 Interactive Brokers [redacted]) Last updated: 2017-10-05	221,837.43	224,229.11	2,391.68	1.08%
🟨 Offline Institutions (AcctNumber for [redacted] Last updated: 2017-08-24, 15:53:26	1,047.00	1,047.00	0.00	N/A
🟨 Offline Institutions (AcctNumber for [redacted]) Last updated: 2017-08-24, 15:56:48	240.00	240.00	0.00	N/A

2. Change the view to display consolidated values for asset classes instead of consolidated values for accounts by selecting *Asset Class* in the View by menu.


View by:
Account
Account
Asset Class

The screen updates to display performance by asset class. The table shows all securities and cash in the Net Asset Value section; futures are displayed in the Notional Value section.

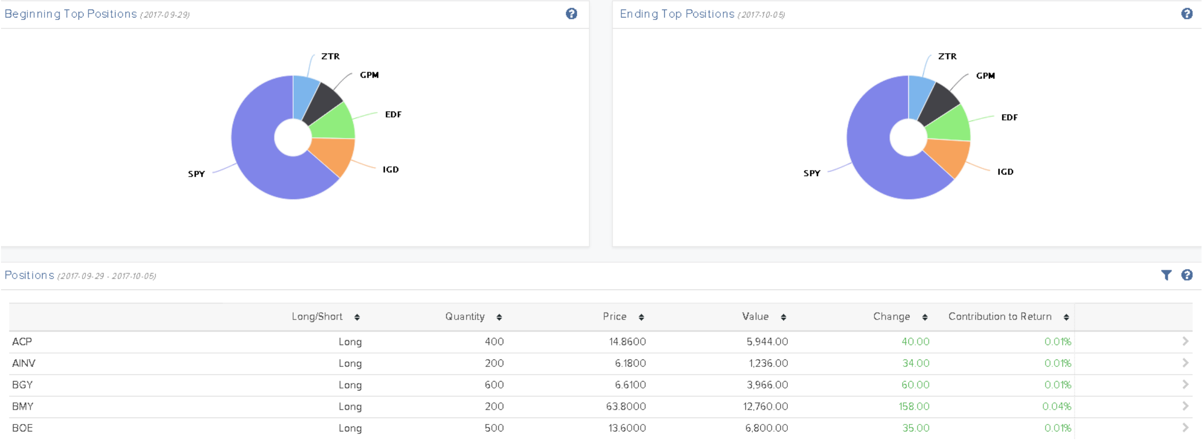

Asset Classes
1.25%
Brokerage Account Return (TWR)
7D
MTD
1M
YTD
1Y
CUSTOM
View by:
Asset Class
NAV
500k
250k
0
-250k
2017 9/29
2017 9/30
2017 10/1
2017 10/2
2017 10/3
2017 10/4
2017 10/5
W
EXCLUDED ACCOUNTS

Net Asset Value

	Beginning Value	Ending Value	Change	Contribution to Return
🟦 Stocks	507,219.53	517,627.53	10,408.00	1.14%
🟧 Options	-577.43	-756.08	-178.65	-0.01%
🟥 Unclassified	39,196.90	42,028.60	2,831.70	N/A
🟩 Cash	61,596.65	52,711.67	-8,884.98	0.00%
Total	607,435.65	611,611.72	4,176.07	N/A

3. Click any asset class in the table to view all positions in all brokerage accounts in that asset class.

   For example, if you click Stocks, the screen displays pie charts that show the beginning and ending top stock positions held in all brokerage accounts, and displays all positions for all brokerage accounts sorted by asset class in the Positions table.


Beginning Top Positions (2017-09-29)
ZTR
GPM
EDF
IGD
SPY
Ending Top Positions (2017-10-05)
ZTR
GPM
EDF
IGD
SPY

Positions (2017-09-29 - 2017-10-05)

	Long/Short	Quantity	Price	Value	Change	Contribution to Return
ACP	Long	400	14.8600	5,944.00	40.00	0.01%
AINV	Long	200	6.1800	1,236.00	34.00	0.01%
BGY	Long	600	6.6100	3,966.00	60.00	0.01%
BMY	Long	200	63.8000	12,760.00	158.00	0.04%
BOE	Long	500	13.6000	6,800.00	35.00	0.01%

The table displays if you are long or short, the quantity, price and value of all positions at the beginning and end of the current time period as well as the change between the two. Positive changes are highlighted in green and negative changes are highlighted in red.

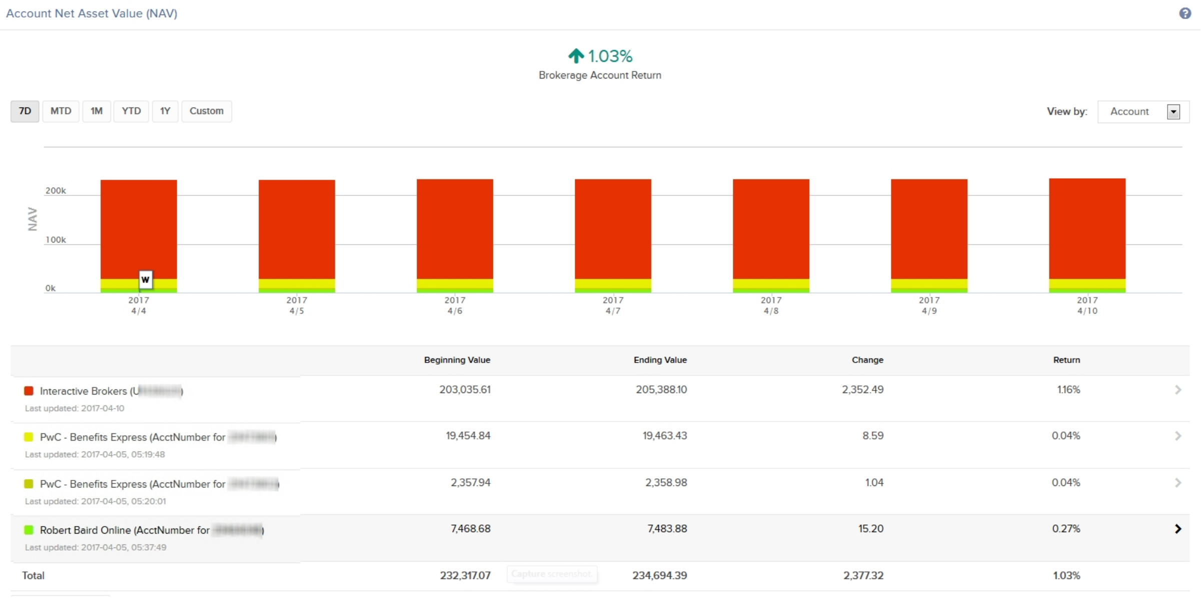
4. On a desktop computer, you can hover your mouse over one of the pie charts to display the value of a specific position.
5. You can also drill down to view transactions for a specific position in the current time period.

6. You can filter the positions in the table by Current Quantity, Current Value or Change by clicking the filter icon in the POSITIONS panel.

Vew Asset Classes for a Single Brokerage Account

1. On the Summary screen, click **Brokers** in the Account Net Asset Value table.

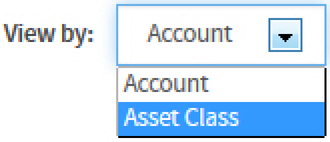
   The Brokers (By Account) view opens, showing consolidated performance of all of the brokerage accounts you have added to PortfolioAnalyst.

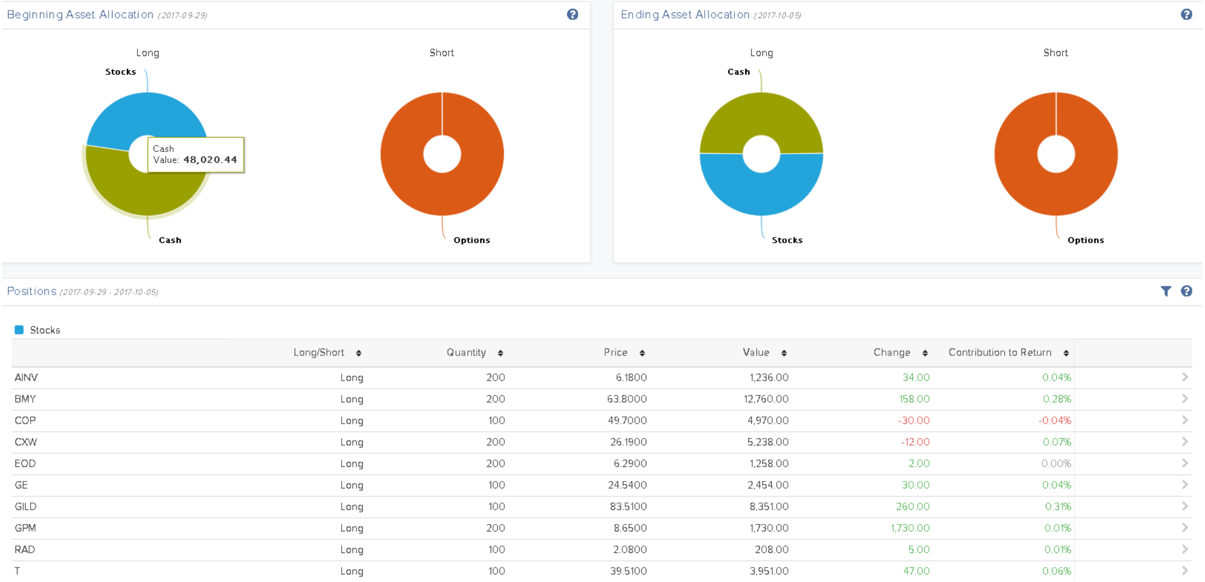

Account Net Asset Value (NAV)
1.03%
Brokerage Account Return
7D
MTD
1M
YTD
1Y
Custom
View by:
Account
NAV
200k
100k
0k
W
2017 4/4
2017 4/5
2017 4/6
2017 4/7
2017 4/8
2017 4/9
2017 4/10

	Beginning Value	Ending Value	Change	Return
🟥 Interactive Brokers (U[redacted]) Last updated: 2017-04-10	203,035.61	205,388.10	2,352.49	1.16%
🟨 PwC - Benefits Express (AcctNumber for [redacted]) Last updated: 2017-04-05, 05:19:48	19,454.84	19,463.43	8.59	0.04%
🟨 PwC - Benefits Express (AcctNumber for [redacted]) Last updated: 2017-04-05, 05:20:01	2,357.94	2,358.98	1.04	0.04%
🟩 Robert Baird Online (AcctNumber for [redacted]) Last updated: 2017-04-05, 05:37:49	7,468.68	7,483.88	15.20	0.27%
Total	232,317.07	234,694.39	2,377.32	1.03%

2. Click a single brokerage account in the table.

3. Change the view to display consolidated values for asset classes instead of consolidated values for accounts by selecting *Asset Class* in the View by menu.


View by:
Account
Account
Asset Class


Beginning Asset Allocation (2017-09-29)
Long
Stocks
Cash
Value: 48,020.44
Cash
Short
Options
Ending Asset Allocation (2017-10-05)
Long
Cash
Stocks
Short
Options

Positions (2017-09-29 - 2017-10-05)

🟦 Stocks

	Long/Short	Quantity	Price	Value	Change	Contribution to Return
AINV	Long	200	6.1800	1,236.00	34.00	0.04%
BMY	Long	200	63.8000	12,760.00	158.00	0.28%
COP	Long	100	49.7000	4,970.00	-30.00	-0.04%
CXW	Long	200	26.1900	5,238.00	-12.00	0.07%
EOD	Long	200	6.2900	1,258.00	2.00	0.00%
GE	Long	100	24.5400	2,454.00	30.00	0.04%
GILD	Long	100	83.5100	8,351.00	260.00	0.31%
GPM	Long	200	8.6500	1,730.00	1,730.00	0.01%
RAD	Long	100	2.0800	208.00	5.00	0.01%
T	Long	100	39.5100	3,951.00	47.00	0.06%

The table displays if you are long or short, quantity, price and value of all positions at the beginning and end of the current time period, the change between the two as well as the contribution to the return. Positive changes are highlighted in green and negative changes are highlighted in red.

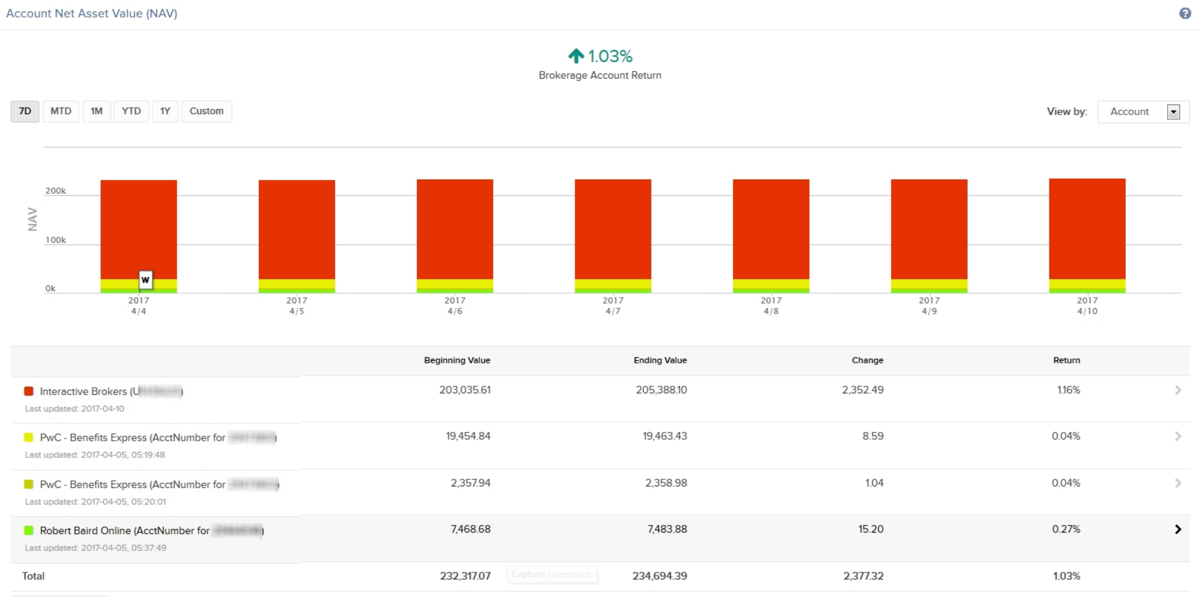
From this screen, you can drill down to view transactions for any contract by clicking the symbol in the table.

Filtering Positions

When you drill down to view positions for all brokerage accounts (the consolidated view), for a single brokerage account or by asset class, you can filter the positions by Ending Quantity, Ending Value or Change.

Filter Positions for All Brokerage Accounts

1. From the Summary screen, click **Brokers** in the Account Net Asset Value table to view the consolidated performance all brokerage accounts.

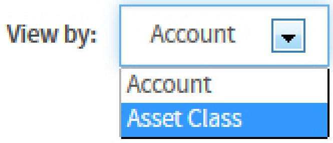

7D
MTD
1M
YTD
1Y
Custom
View by:
Account
NAV
200k
100k
0k
W
2017 4/4
2017 4/5
2017 4/6
2017 4/7
2017 4/8
2017 4/9
2017 4/10

Account Net Asset Value (NAV)

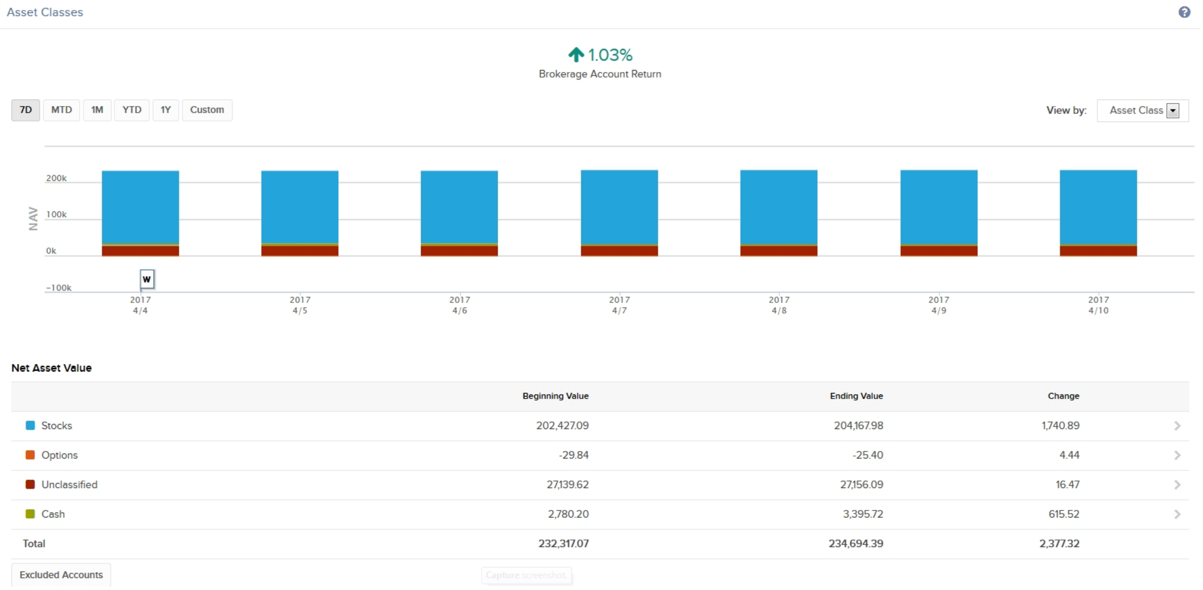
1.03%
Brokerage Account Return

	Beginning Value	Ending Value	Change	Return
🟥 Interactive Brokers (U[redacted]) Last updated: 2017-04-10	203,035.61	205,388.10	2,352.49	1.16%
🟨 PwC - Benefits Express (AcctNumber for [redacted]) Last updated: 2017-04-05, 05:19:48	19,454.84	19,463.43	8.59	0.04%
🟨 PwC - Benefits Express (AcctNumber for [redacted]) Last updated: 2017-04-05, 05:20:01	2,357.94	2,358.98	1.04	0.04%
🟩 Robert Baird Online (AcctNumber for [redacted]) Last updated: 2017-04-05, 05:37:49	7,468.68	7,483.88	15.20	0.27%
Total	232,317.07	234,694.39	2,377.32	1.03%

2. Change the view to display consolidated values for asset classes instead of consolidated values for accounts by selecting *Asset Class* in the View by menu.


View by:
Account
Account
Asset Class

The screen updates to display performance by asset class.


7D
MTD
1M
YTD
1Y
Custom
View by:
Asset Class
NAV
200k
100k
0k
−100k
W
2017 4/4
2017 4/5
2017 4/6
2017 4/7
2017 4/8
2017 4/9
2017 4/10
Excluded Accounts

Asset Classes

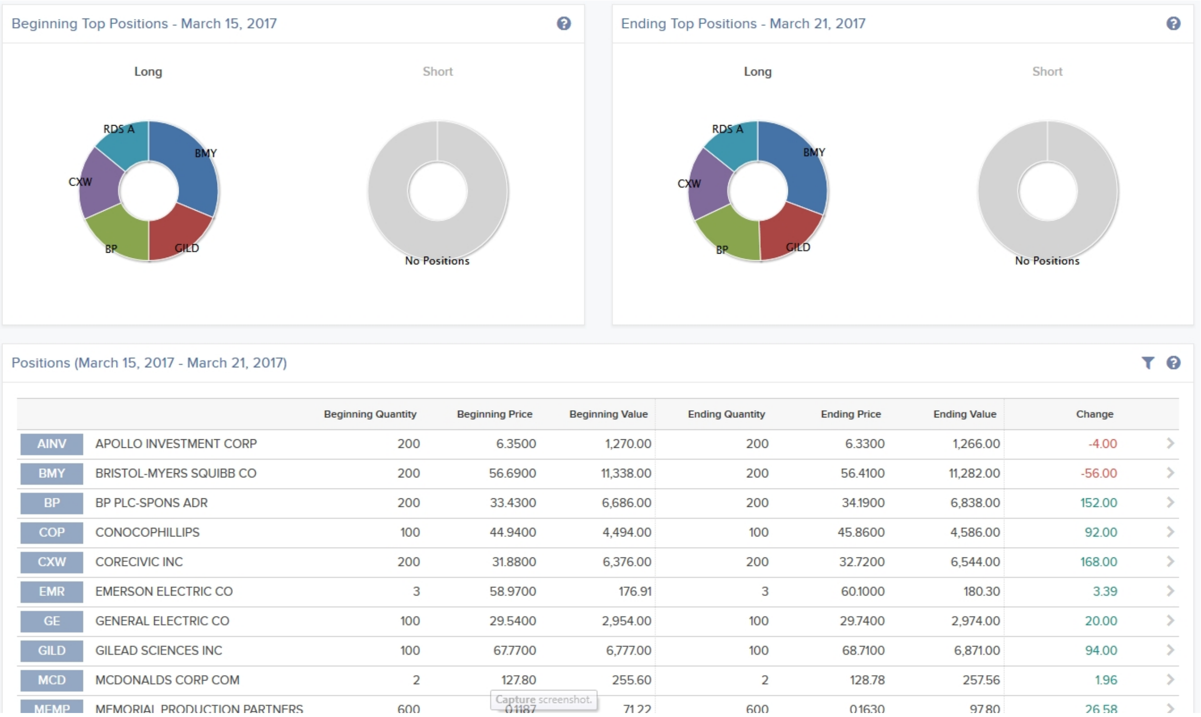
1.03%
Brokerage Account Return

Net Asset Value

	Beginning Value	Ending Value	Change
🟦 Stocks	202,427.09	204,167.98	1,740.89
🟧 Options	-29.84	-25.40	4.44
🟥 Unclassified	27,139.62	27,156.09	16.47
🟩 Cash	2,780.20	3,395.72	615.52
Total	232,317.07	234,694.39	2,377.32

3. Click an asset class in the table. For example, click Stocks.

   The view changes to display all positions in the selected asset class held at all brokerage accounts.

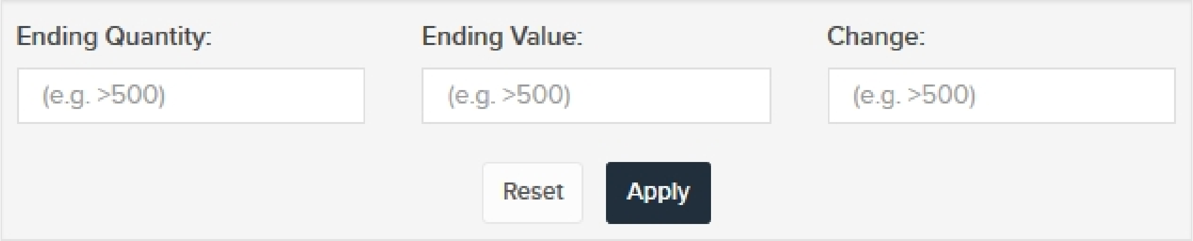

Beginning Top Positions - March 15, 2017
Long
Short
RDS A
BMY
CXW
BP
GILD
No Positions
Ending Top Positions - March 21, 2017
Long
Short
RDS A
BMY
CXW
BP
GILD
No Positions
Capture screenshot.

Positions (March 15, 2017 - March 21, 2017)

		Beginning Quantity	Beginning Price	Beginning Value	Ending Quantity	Ending Price	Ending Value	Change
AINV	APOLLO INVESTMENT CORP	200	6.3500	1,270.00	200	6.3300	1,266.00	-4.00
BMY	BRISTOL-MYERS SQUIBB CO	200	56.6900	11,338.00	200	56.4100	11,282.00	-56.00
BP	BP PLC-SPONS ADR	200	33.4300	6,686.00	200	34.1900	6,838.00	152.00
COP	CONOCOPHILLIPS	100	44.9400	4,494.00	100	45.8600	4,586.00	92.00
CXW	CORECIVIC INC	200	31.8800	6,376.00	200	32.7200	6,544.00	168.00
EMR	EMERSON ELECTRIC CO	3	58.9700	176.91	3	60.1000	180.30	3.39
GE	GENERAL ELECTRIC CO	100	29.5400	2,954.00	100	29.7400	2,974.00	20.00
GILD	GILEAD SCIENCES INC	100	67.7700	6,777.00	100	68.7100	6,871.00	94.00
MCD	MCDONALDS CORP COM	2	127.80	255.60	2	128.78	257.56	1.96
MEMP	MEMORIAL PRODUCTION PARTNERS	600	0.1187	71.22	600	0.1630	97.80	26.58

4. Click the filter icon located on the right side of the POSITIONS panel title bar.

   The Filter by fields open.


Ending Quantity:
(e.g. >500)
Ending Value:
(e.g. >500)
Change:
(e.g. >500)
Reset
Apply

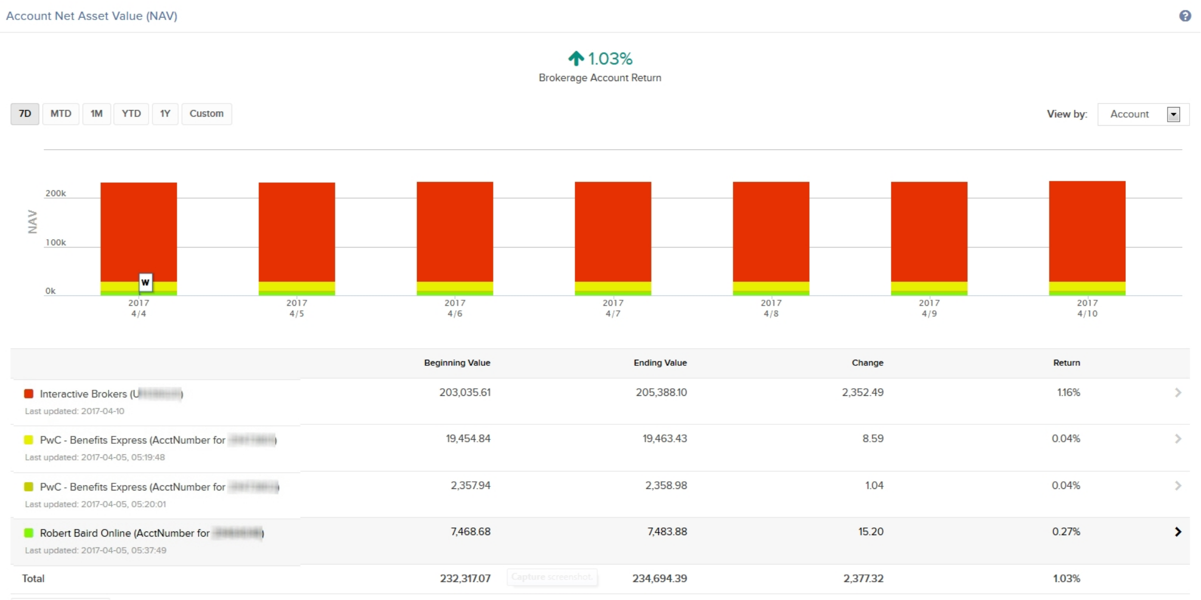
5. Filter the position display by Ending Quantity, Ending Value or Change. Enter filter criteria in any of the three filter fields using greater than or less than symbols and the desired number. The first character must be >, < or =. For example, if you only want to view positions whose value changed more than zero from the beginning to the end of the current period, enter >0 in the Change filter field. The positions table updates immediately.

   - To remove a filter and restore the positions table to its original display, click the **Reset** button.

Filter Positions for a Single Brokerage Account

1. From the Summary screen, click **Brokers** in the Account Net Asset Value table to view the consolidated performance for all brokerage accounts.
2. From the consolidated accounts view, click a single account in the table.

   For example, if you have an Interactive Brokers account, click that.



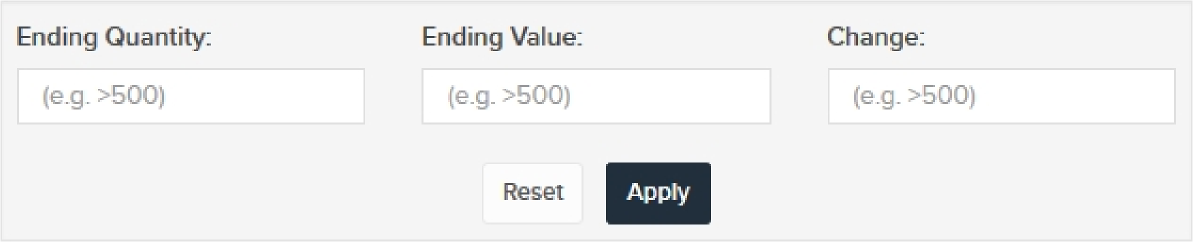
	Beginning Value	Ending Value	Change	Return
🟥 Interactive Brokers (U[redacted]) Last updated: 2017-04-10	203,035.61	205,388.10	2,352.49	1.16%
🟨 PwC - Benefits Express (AcctNumber for [redacted]) Last updated: 2017-04-05, 05:19:48	19,454.84	19,463.43	8.59	0.04%
🟨 PwC - Benefits Express (AcctNumber for [redacted]) Last updated: 2017-04-05, 05:20:01	2,357.94	2,358.98	1.04	0.04%
🟩 Robert Baird Online (AcctNumber for [redacted]) Last updated: 2017-04-05, 05:37:49	7,468.68	7,483.88	15.20	0.27%
Total	232,317.07	234,694.39	2,377.32	1.03%

Note: You can also change the view from Account to Asset Class in the chart using the View by drop-down. In this case, you will then select a single asset class from the table, and then use the Filter by fields to filter the positions in that asset class (for example, Stocks).

The screen updates to display the beginning and ending asset allocation of long and short positions in a series of pie charts, and a POSITIONS panel, which displays a table showing all positions held at the selected brokerage account sorted by asset class.

3. Click the filter icon located on the right side of the Positions panel title bar.

   The Filter by fields open.



4. Filter the positions by Ending Quantity, Ending Value or Change. Enter filter criteria in any of the three filter fields using greater than or less than symbols and the desired number. For example, if you only want to view positions whose value changed more than zero from the beginning to the end of the current period, enter >0 in the Change filter field. The positions table updates immediately.
    - To remove a filter and restore the positions table to its original display, click the **Reset** button.

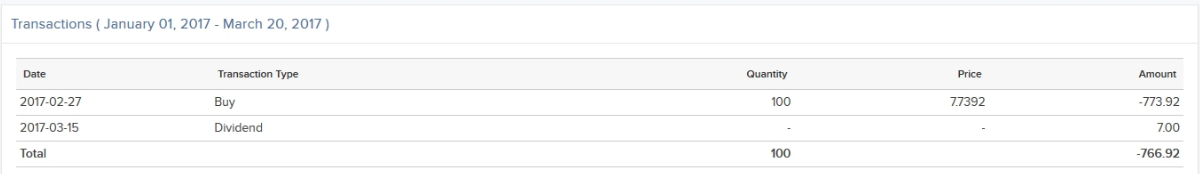
Transactions

From any asset class view, either for a single account or for multiple accounts, you can drill down to view transactions.

View Transactions for a Single Brokerage Account

1. From the Summary screen, click **Brokers** in the Account Net Asset Value table to view the consolidated performance for all brokerage accounts.
2. From the consolidated accounts view, click a single account in the table.
3. Click a contract symbol in the Positions table. (Positions are grouped by asset class.)

    If there are transactions for the selected symbol in the current time period, the screen updates to display them.



Transactions (January 01, 2017 - March 20, 2017)

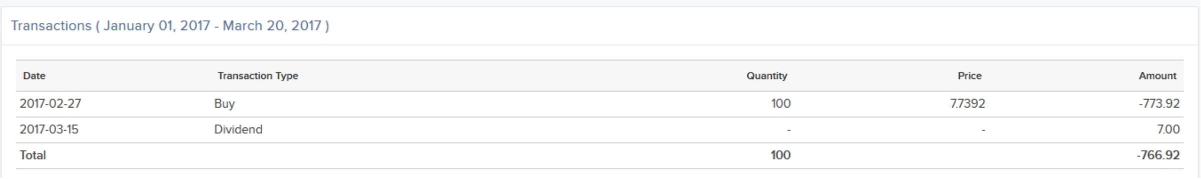
Date	Transaction Type	Quantity	Price	Amount
2017-02-27	Buy	100	7.7392	-773.92
2017-03-15	Dividend	-	-	7.00
Total		100		-766.92

    If there are no transactions for the selected symbol in the current time period, a message is displayed.

View Transactions for Multiple Brokerage Accounts

1. From the Summary screen, click **Brokers** in the Account Net Asset Value table to view the consolidated performance for all brokerage accounts.
2. Change the view to display consolidated values for asset classes instead of consolidated values for accounts by selecting *Asset Class* in the View by menu.
3. Click any asset class in the table to view all positions in all brokerage accounts in that asset class.
4. Click a contract symbol in the Positions table. (Positions are grouped by asset class.)

   If there are transactions for the selected symbol in the current time period, the screen updates to display them.

   Transactions (January 01, 2017 - March 20, 2017)

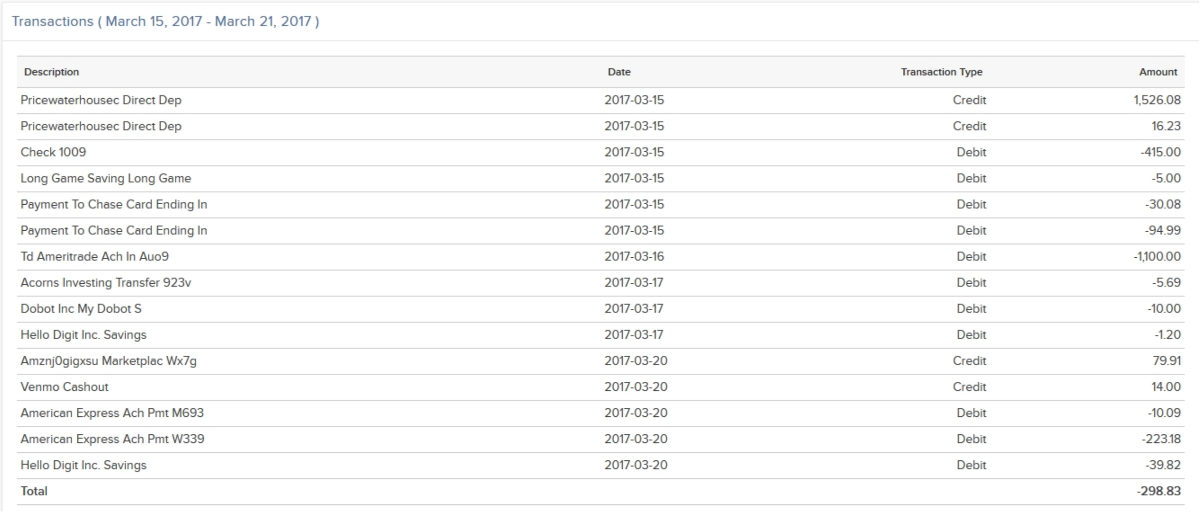
Date	Transaction Type	Quantity	Price	Amount
2017-02-27	Buy	100	7.7392	-773.92
2017-03-15	Dividend	-	-	7.00
Total		100		-766.92

   If there are no transactions for the selected symbol in the current time period, a message is displayed.

View Transactions for a Single Non-Brokerage Account

1. From the Summary screen, click any non-brokerage financial institution in the Account Net Asset Value table (Banks, Credit Cards, Other Assets or Other Liabilities). For example, click Banks to view the consolidated performance of all bank accounts.
2. Click a single account in the table.

3. The screen displays all transactions in the account in the current time period.



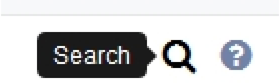
Transactions (March 15, 2017 - March 21, 2017)

Description	Date	Transaction Type	Amount
Pricewaterhousec Direct Dep	2017-03-15	Credit	1,526.08
Pricewaterhousec Direct Dep	2017-03-15	Credit	16.23
Check 1009	2017-03-15	Debit	-415.00
Long Game Saving Long Game	2017-03-15	Debit	-5.00
Payment To Chase Card Ending In	2017-03-15	Debit	-30.08
Payment To Chase Card Ending In	2017-03-15	Debit	-94.99
Td Ameritrade Ach In Auo9	2017-03-16	Debit	-1,100.00
Acorns Investing Transfer 923v	2017-03-17	Debit	-5.69
Dobot Inc My Dobot S	2017-03-17	Debit	-10.00
Hello Digit Inc. Savings	2017-03-17	Debit	-1.20
Amznj0gigxsu Marketplac Wx7g	2017-03-20	Credit	79.91
Venmo Cashout	2017-03-20	Credit	14.00
American Express Ach Pmt M693	2017-03-20	Debit	-10.09
American Express Ach Pmt W339	2017-03-20	Debit	-223.18
Hello Digit Inc. Savings	2017-03-20	Debit	-39.82
Total			-298.83

Search for Account Details

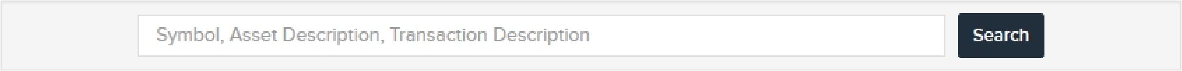
You can search for specific positions and transactions across all of your brokerage accounts, including your IB account and any external brokerage accounts that you have added to PortfolioAnalyst.

1. Modify the view of your account performance as desired. For example, you may want to change the time period of the chart.
2. Click the Search icon in the Account Net Asset Value (NAV) panel title bar.

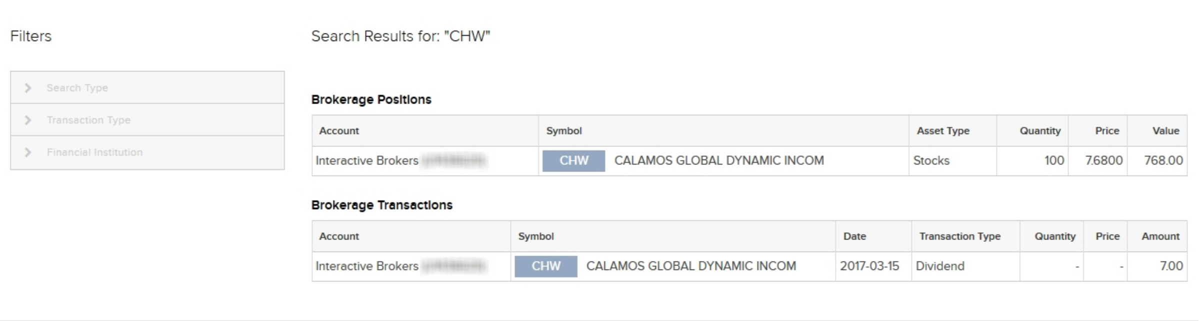


3. Type a symbol, asset description or transaction description and then click **SEARCH**.

   - To search for a symbol, type the exact symbol, case-insensitive.
   - To search for an asset description, type the description, case insensitive. You may use wildcard characters.
   - To search for an asset description, type the description, case insensitive.



The Search Results screen opens, displaying matching positions for the last day of the current period and matching transactions for the entire current period. For example, if you selected Symbol and then typed CHW, the Search Results screen would display all brokerage positions and transactions for the symbol CHW.



Search Results for: "CHW"

Brokerage Positions

Account	Symbol	Asset Type	Quantity	Price	Value
Interactive Brokers [redacted]	CHW CALAMOS GLOBAL DYNAMIC INCOM	Stocks	100	7.6800	768.00

Brokerage Transactions

Account	Symbol	Date	Transaction Type	Quantity	Price	Amount
Interactive Brokers [redacted]	CHW CALAMOS GLOBAL DYNAMIC INCOM	2017-03-15	Dividend	-	-	7.00

4. Refine your search results by Transaction Type or Financial Institution:
   - Under Filters, click Transaction Type, click the desired filter criteria - Buy, Dividend, Sell - and then click **Apply** to update the search results to display only those transactions that match your selected search criteria (for example, all Buy orders).
   - Under Filters, click Financial Institution, click the desired filter criteria, and then click **Apply** to update the search results to show only those results for the selected institution.

Portfolio Checkup

Get the health of your whole portfolio with a deep dive analysis of your holdings. Once populated with data about your brokers and financial institutions, the Portfolio Checkup tool will automatically break down positive and negative assets by the following sub categories:

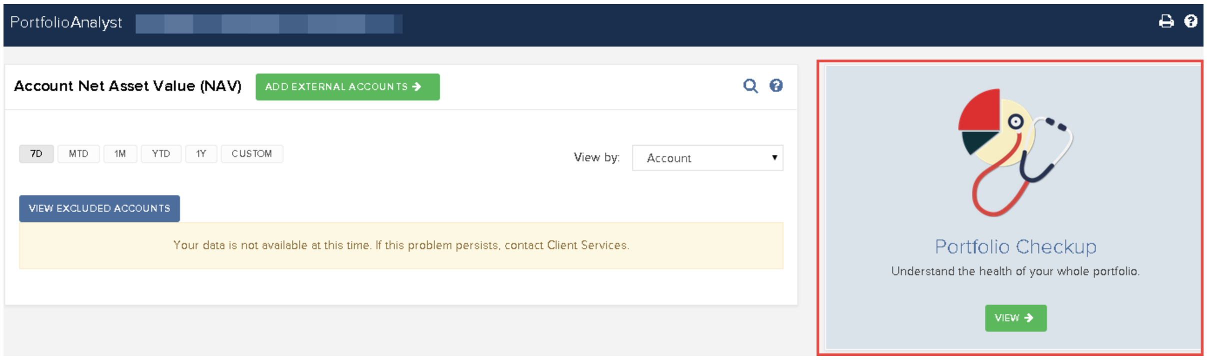
- Return
- Risk
- Asset Class Distribution
- Geographic Distribution
- Sector Distribution
- Cost

Note: Newly linked external accounts will populate with data immediately.

View the Portfolio Checkup Tool

1. From the home screen, go to **Reports > PortfolioAnalyst**.

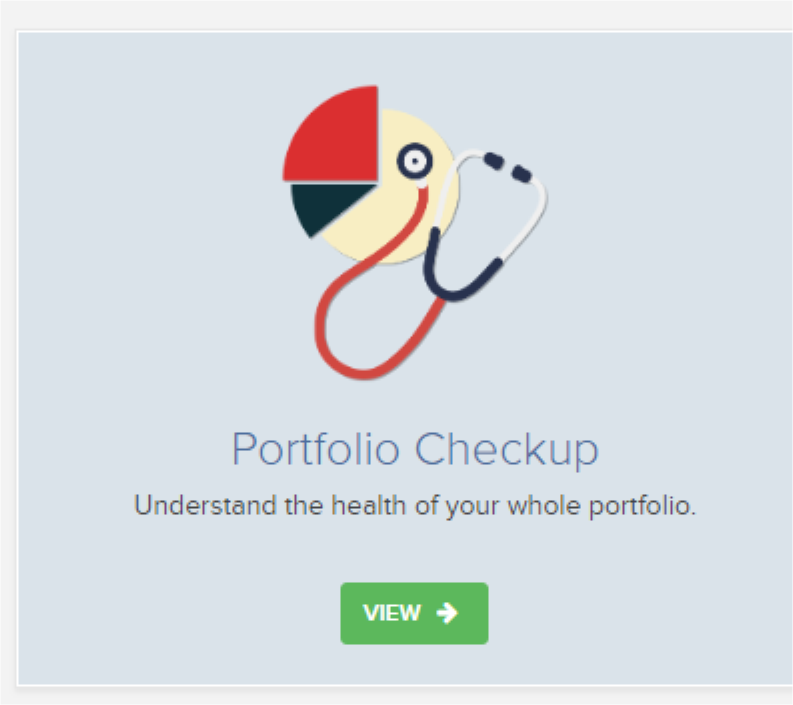
   The PortfolioAnalyst screen opens.


PortfolioAnalyst
Account Net Asset Value (NAV)
ADD EXTERNAL ACCOUNTS
7D
MTD
1M
YTD
1Y
CUSTOM
View by:
Account
VIEW EXCLUDED ACCOUNTS
Portfolio Checkup
VIEW

Your data is not available at this time. If this problem persists, contact Client Services.

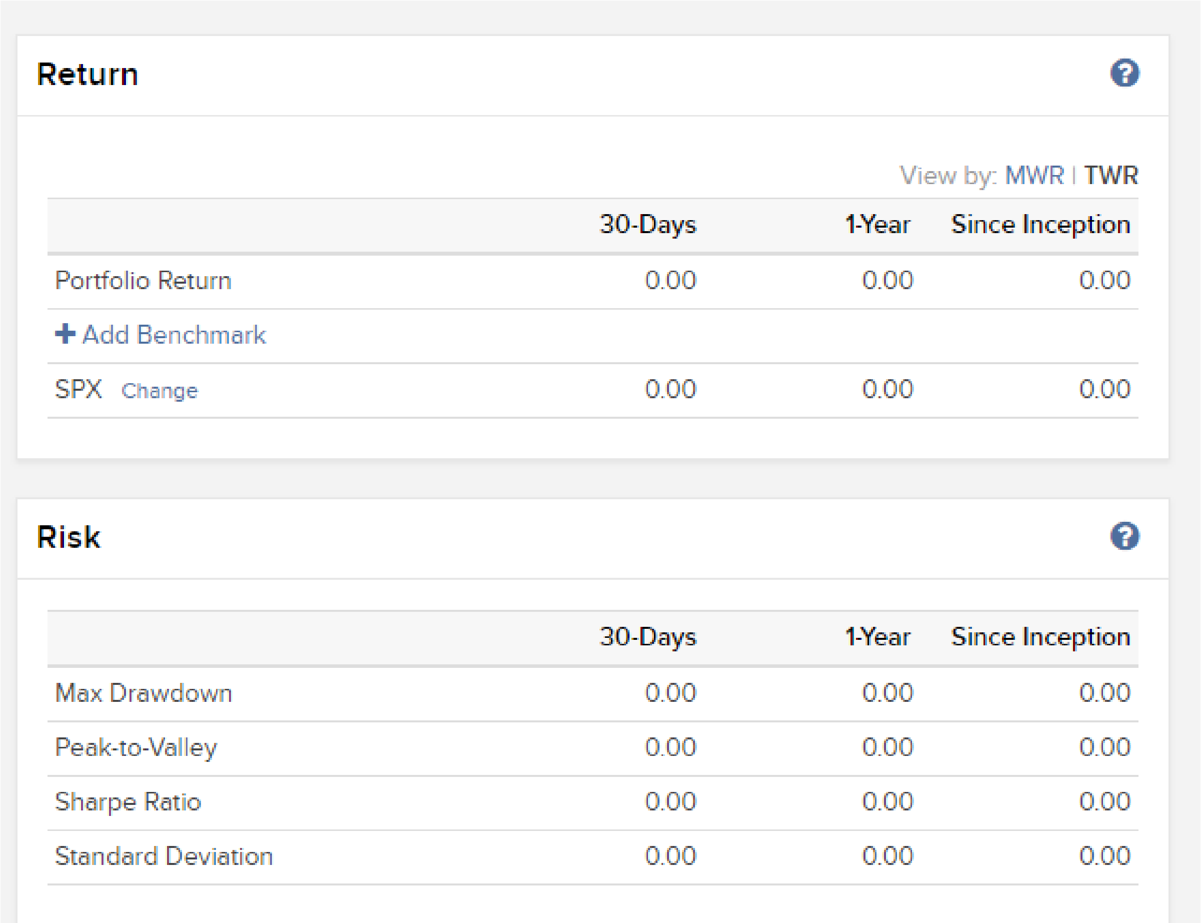
Understand the health of your whole portfolio.

2. From the Portfolio Checkup panel on the right, click **View**.


Portfolio Checkup
VIEW

Understand the health of your whole portfolio.

3. View the Return and Risk Measures of your account.



Return

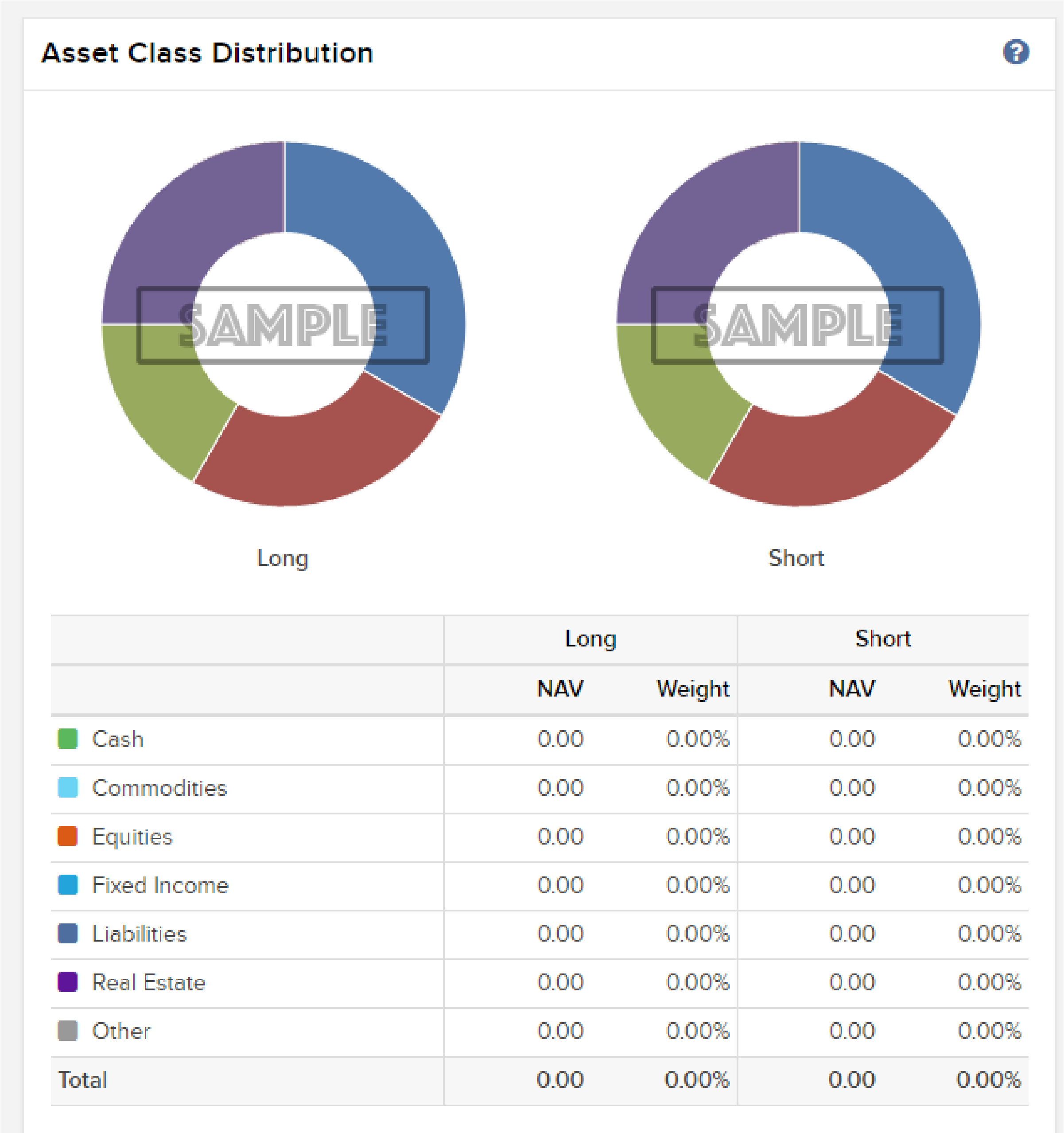
View by: MWR | TWR

	30-Days	1-Year	Since Inception
Portfolio Return	0.00	0.00	0.00
+ Add Benchmark			
SPX Change	0.00	0.00	0.00

Risk

	30-Days	1-Year	Since Inception
Max Drawdown	0.00	0.00	0.00
Peak-to-Valley	0.00	0.00	0.00
Sharpe Ratio	0.00	0.00	0.00
Standard Deviation	0.00	0.00	0.00

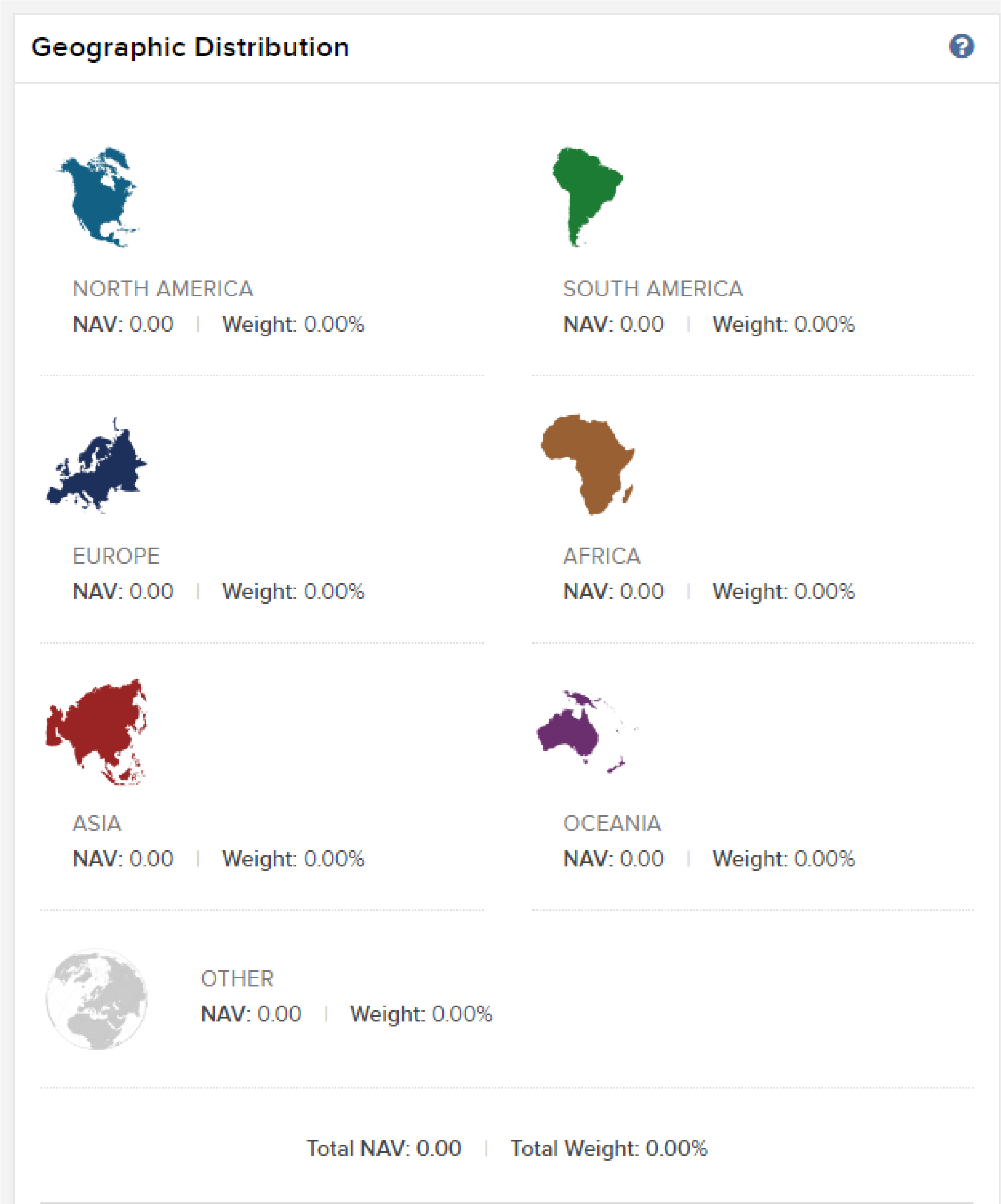
4. View the performance of your portfolio's asset classes listed NAV and Weight, and broken out by long and short holdings.



Asset Class Distribution

	Long		Short	
	NAV	Weight	NAV	Weight
🟩 Cash	0.00	0.00%	0.00	0.00%
🟦 Commodities	0.00	0.00%	0.00	0.00%
🟧 Equities	0.00	0.00%	0.00	0.00%
🟦 Fixed Income	0.00	0.00%	0.00	0.00%
🟦 Liabilities	0.00	0.00%	0.00	0.00%
🟪 Real Estate	0.00	0.00%	0.00	0.00%
⬛ Other	0.00	0.00%	0.00	0.00%
Total	**0.00**	**0.00%**	**0.00**	**0.00%**

5. View the geographic location of your portfolio's holdings listed by NAV and weight.



Geographic Distribution

NORTH AMERICA
NAV: 0.00 | Weight: 0.00%

SOUTH AMERICA
NAV: 0.00 | Weight: 0.00%

EUROPE
NAV: 0.00 | Weight: 0.00%

AFRICA
NAV: 0.00 | Weight: 0.00%

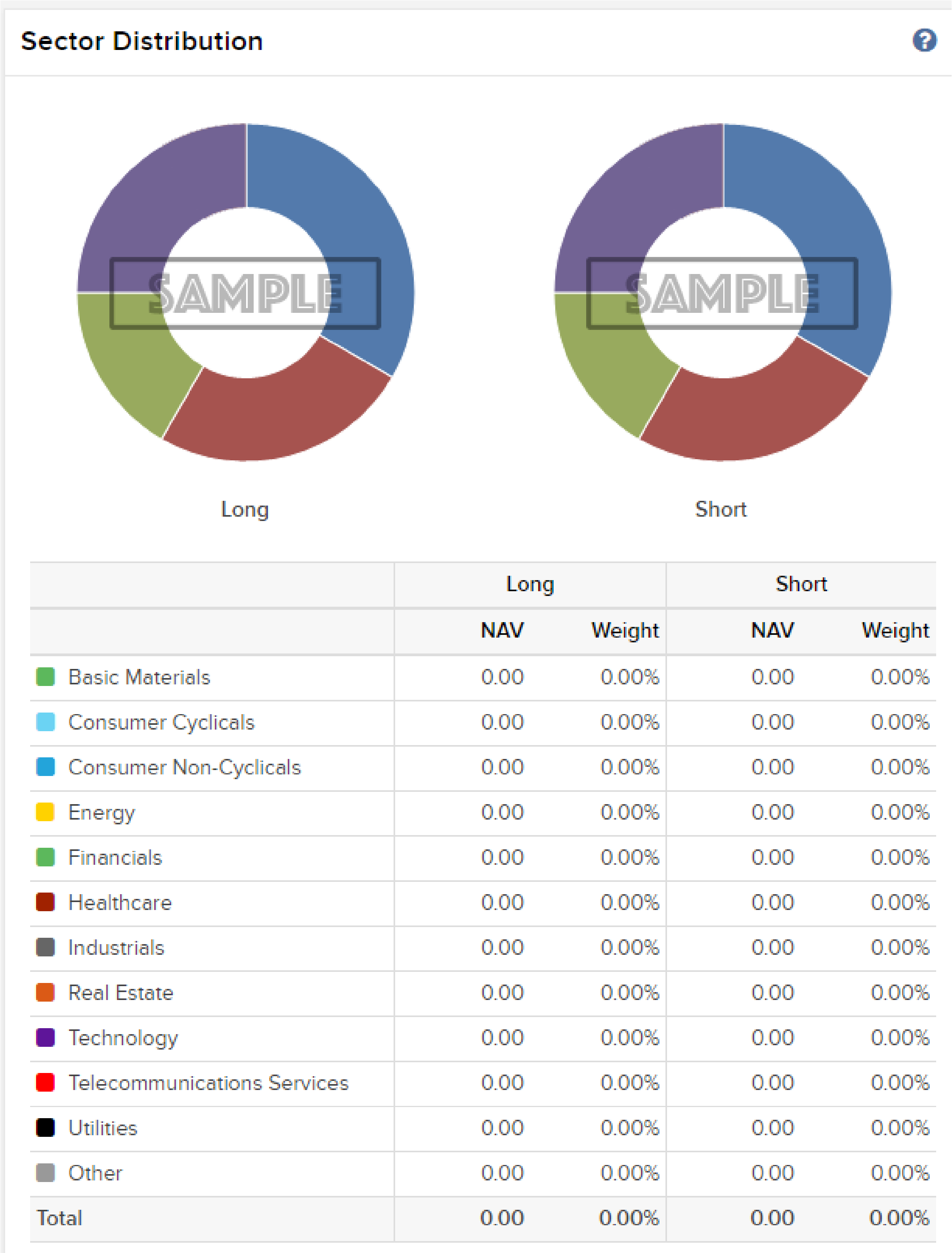
ASIA
NAV: 0.00 | Weight: 0.00%

OCEANIA
NAV: 0.00 | Weight: 0.00%

OTHER
NAV: 0.00 | Weight: 0.00%

Total NAV: 0.00 | Total Weight: 0.00%

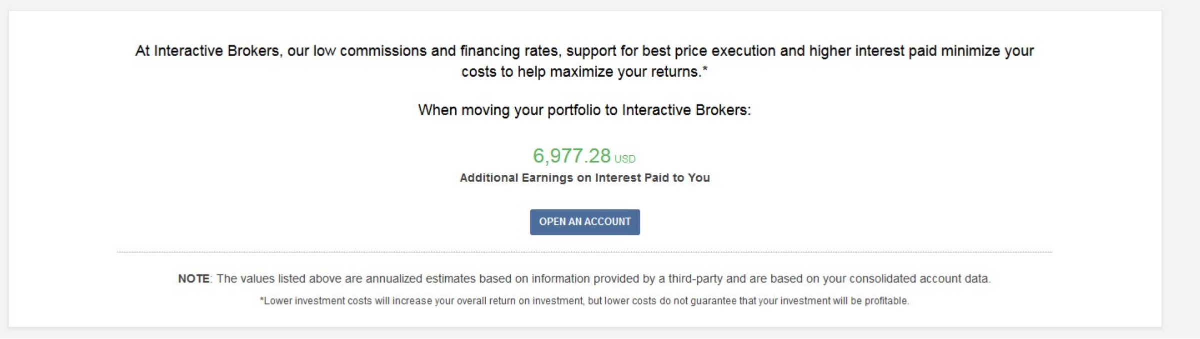
6. View the sectors of your portfolio by NAV and Weight, broken out by long and short assets.



Sector Distribution

	Long		Short	
	NAV	Weight	NAV	Weight
🟩 Basic Materials	0.00	0.00%	0.00	0.00%
🟦 Consumer Cyclicals	0.00	0.00%	0.00	0.00%
🟦 Consumer Non-Cyclicals	0.00	0.00%	0.00	0.00%
🟨 Energy	0.00	0.00%	0.00	0.00%
🟩 Financials	0.00	0.00%	0.00	0.00%
🟥 Healthcare	0.00	0.00%	0.00	0.00%
⬛ Industrials	0.00	0.00%	0.00	0.00%
🟧 Real Estate	0.00	0.00%	0.00	0.00%
🟪 Technology	0.00	0.00%	0.00	0.00%
🟥 Telecommunications Services	0.00	0.00%	0.00	0.00%
⬛ Utilities	0.00	0.00%	0.00	0.00%
⬜ Other	0.00	0.00%	0.00	0.00%
Total	0.00	0.00%	0.00	0.00%

7. Depending on your account configuration, we provide one of the following calculations: additional earnings on paid interest, savings on interest charged, or net interest benefit.



At Interactive Brokers, our low commissions and financing rates, support for best price execution and higher interest paid minimize your costs to help maximize your returns.*

When moving your portfolio to Interactive Brokers:

6,977.28 USD
Additional Earnings on Interest Paid to You

OPEN AN ACCOUNT

NOTE: The values listed above are annualized estimates based on information provided by a third-party and are based on your consolidated account data.

*Lower investment costs will increase your overall return on investment, but lower costs do not guarantee that your investment will be profitable.

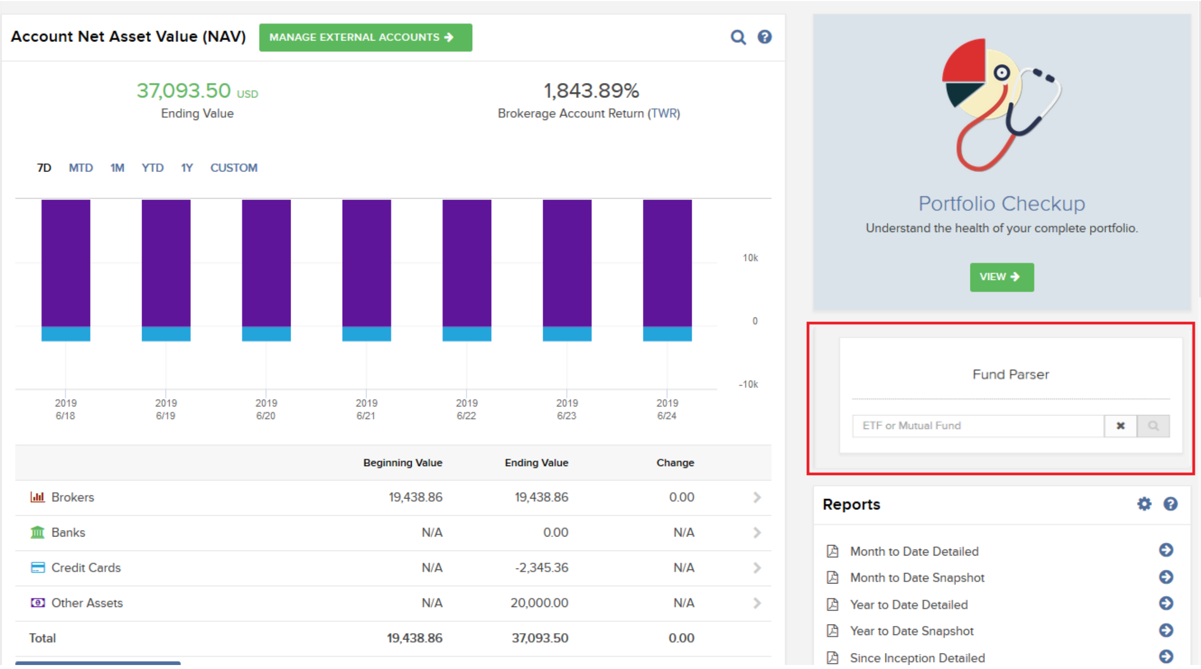
Fund Parser

Analyze your ETF and mutual fund holdings with the Fund Parser.

1. From the home screen, go to **Reports > PortfolioAnalyst**.

   The PortfolioAnalyst screen opens.

2. In the Fund Parser text box, enter an ETF or Mutual Fund and then click the Search icon.



Account Net Asset Value (NAV)
MANAGE EXTERNAL ACCOUNTS
7D
MTD
1M
YTD
1Y
CUSTOM
10k
0
-10k
2019 6/18
2019 6/19
2019 6/20
2019 6/21
2019 6/22
2019 6/23
2019 6/24
Portfolio Checkup
VIEW
Fund Parser
ETF or Mutual Fund
Reports

37,093.50 USD
Ending Value

1,843.89%
Brokerage Account Return (TWR)

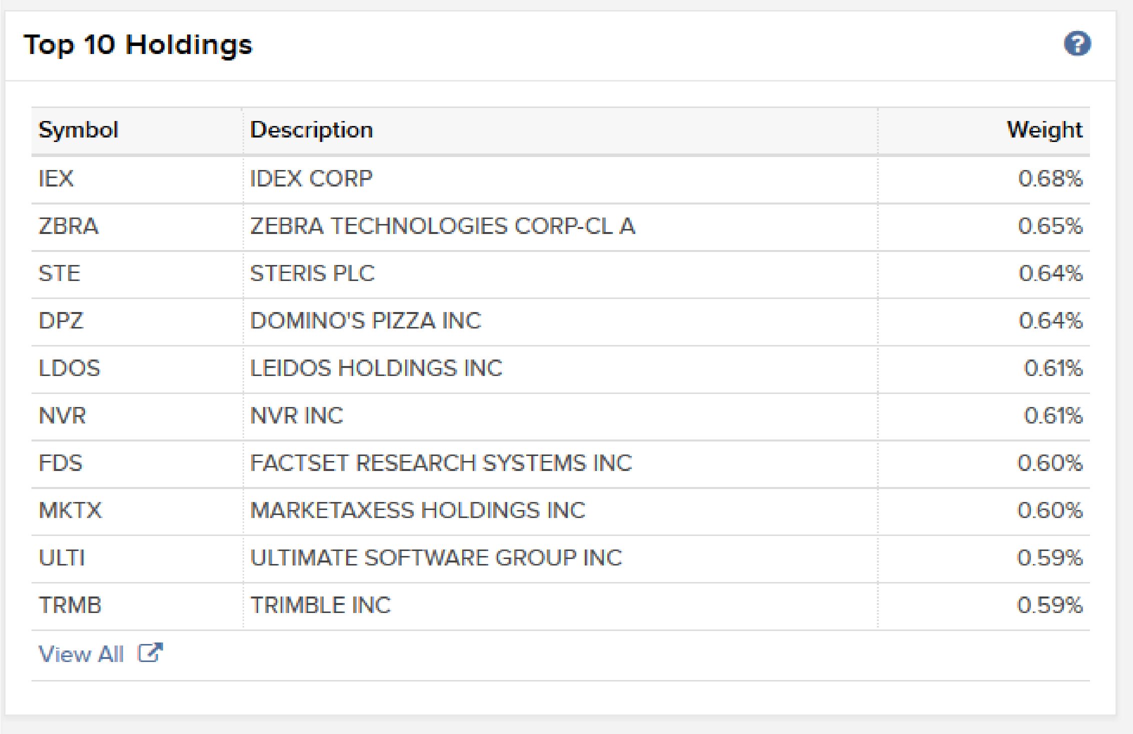
	Beginning Value	Ending Value	Change
Brokers	19,438.86	19,438.86	0.00
Banks	N/A	0.00	N/A
Credit Cards	N/A	-2,345.36	N/A
Other Assets	N/A	20,000.00	N/A
Total	19,438.86	37,093.50	0.00

Understand the health of your complete portfolio.

- Month to Date Detailed
- Month to Date Snapshot
- Year to Date Detailed
- Year to Date Snapshot
- Since Inception Detailed

The ETF and Mutual Fund page opens.

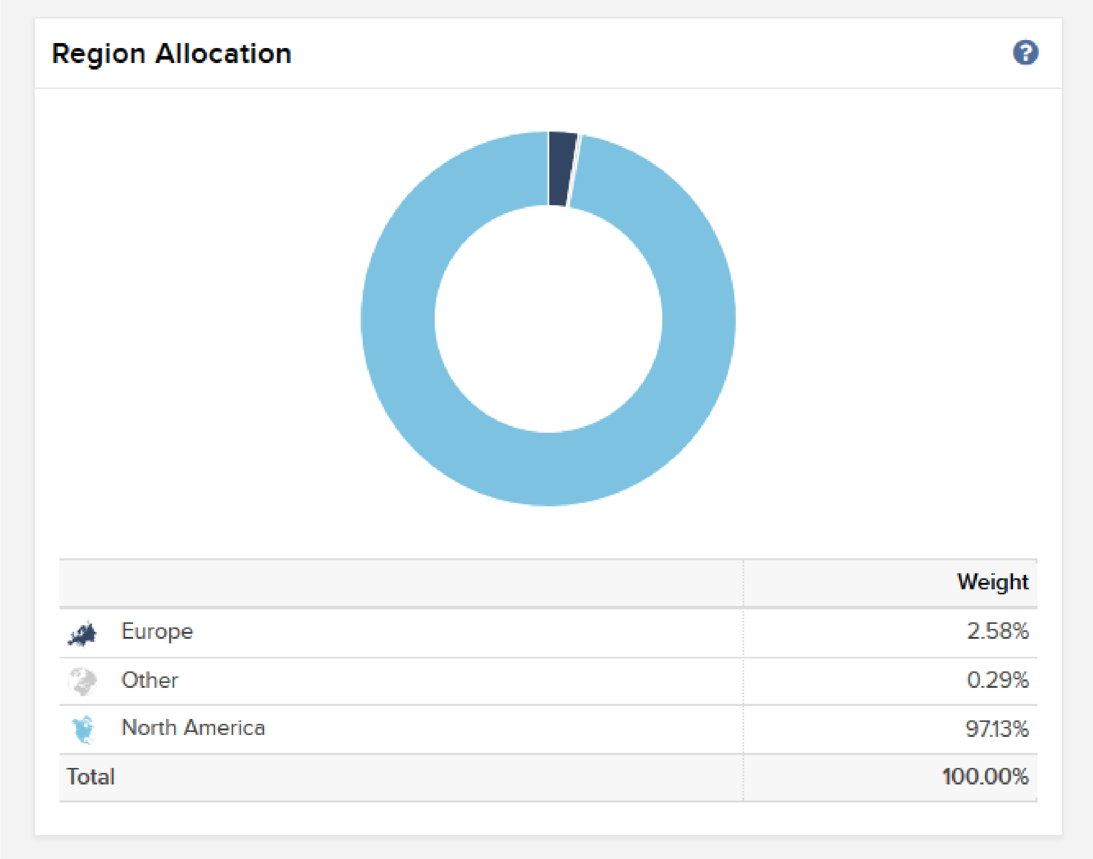
3. View the Top 10 Holdings in your account (sorted by weight) or click **View All** to view all holdings in your account (displayed by weight in descending order).



Top 10 Holdings

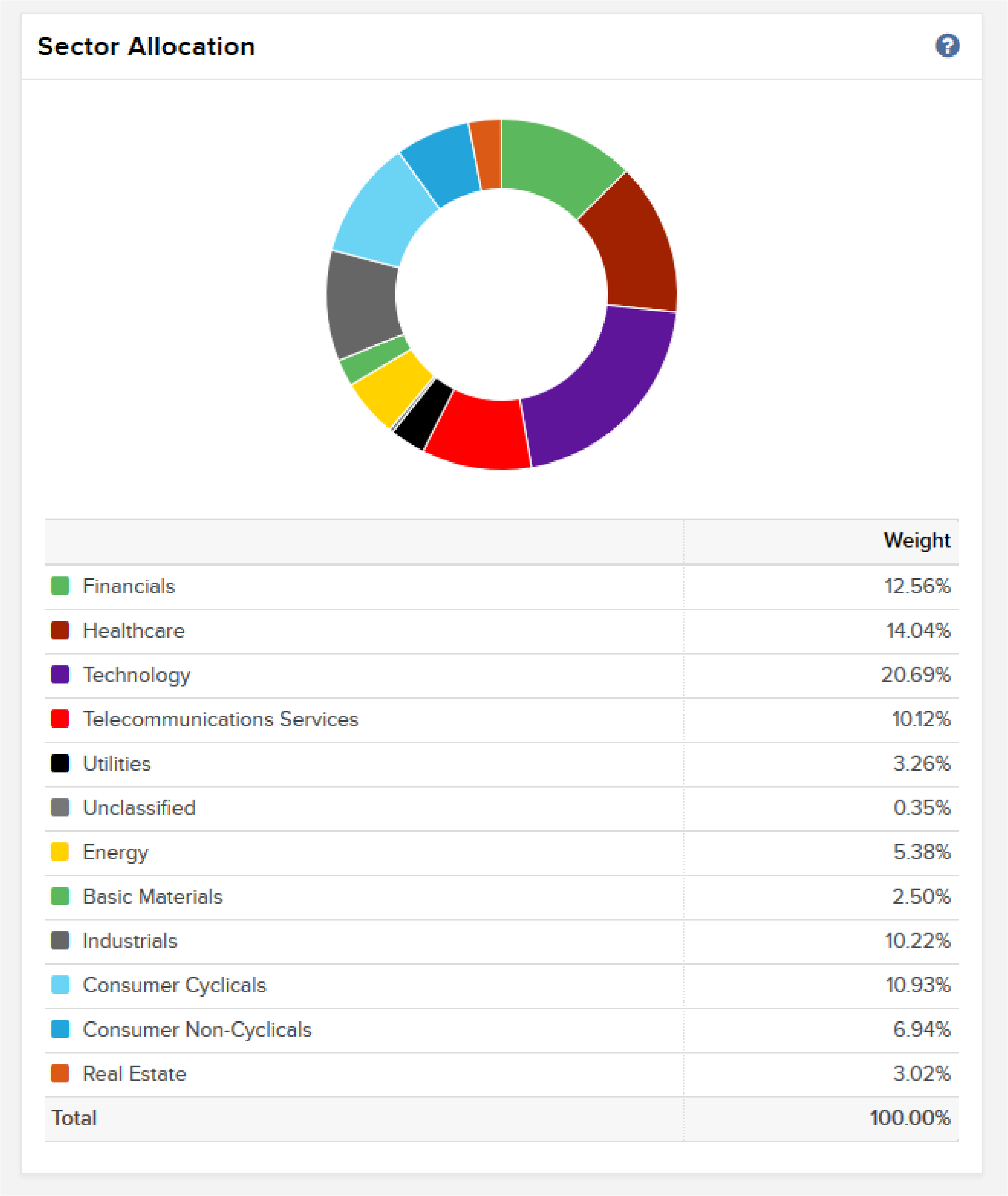
Symbol	Description	Weight
IEX	IDEX CORP	0.68%
ZBRA	ZEBRA TECHNOLOGIES CORP-CL A	0.65%
STE	STERIS PLC	0.64%
DPZ	DOMINO'S PIZZA INC	0.64%
LDOS	LEIDOS HOLDINGS INC	0.61%
NVR	NVR INC	0.61%
FDS	FACTSET RESEARCH SYSTEMS INC	0.60%
MKTX	MARKETAXESS HOLDINGS INC	0.60%
ULTI	ULTIMATE SOFTWARE GROUP INC	0.59%
TRMB	TRIMBLE INC	0.59%

4. View Region Allocation, which is based on percentage weight of your ETF and mutual funds.



	Weight
Europe	2.58%
Other	0.29%
North America	97.13%
Total	100.00%

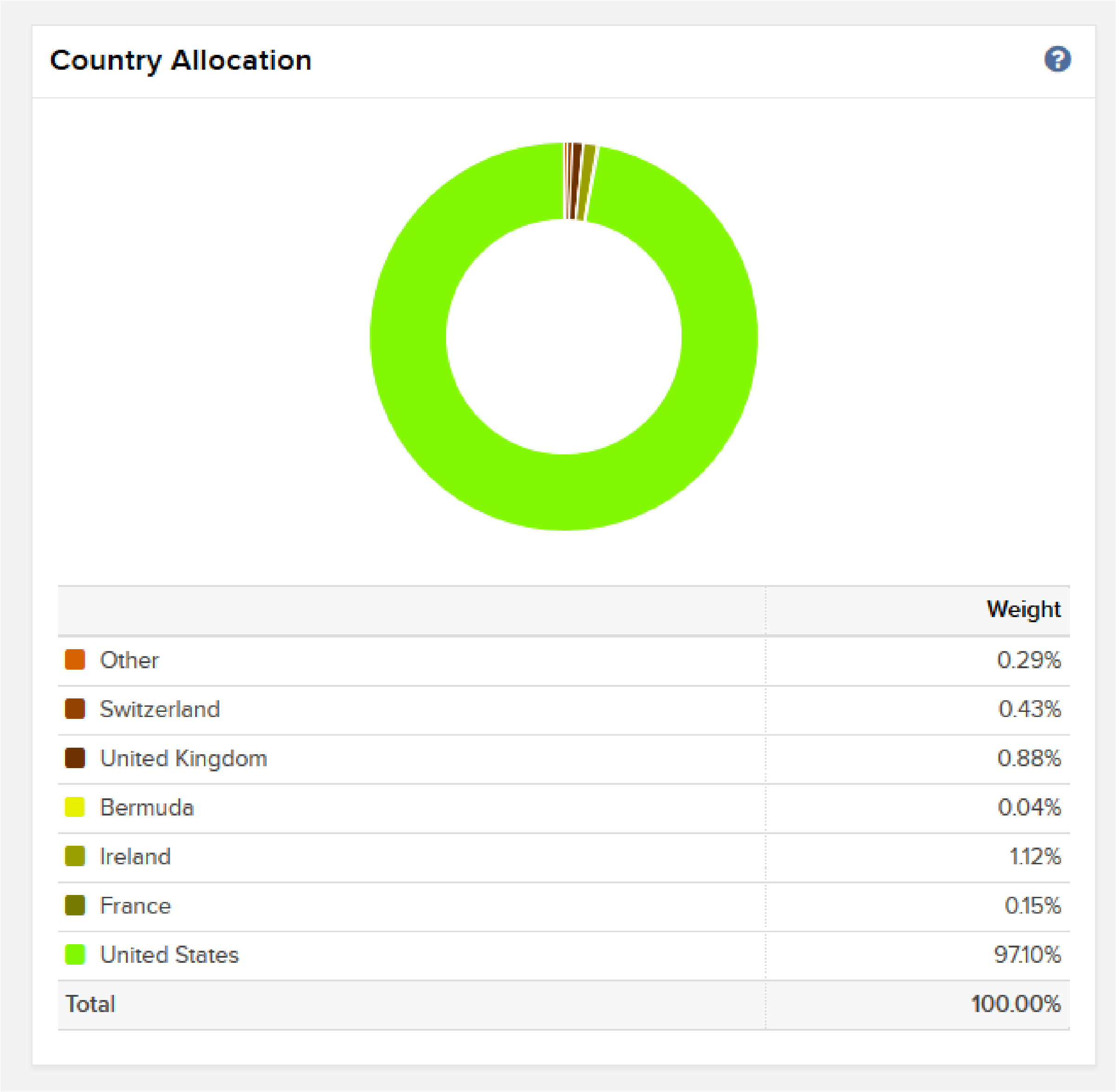
5. View sector allocation, which shows the sector breakdown of your ETF and mutual fund holdings. There are 13 available sectors.



Sector Allocation

	Weight
🟩 Financials	12.56%
🟥 Healthcare	14.04%
🟪 Technology	20.69%
🟥 Telecommunications Services	10.12%
⬛ Utilities	3.26%
⬛ Unclassified	0.35%
🟨 Energy	5.38%
🟩 Basic Materials	2.50%
⬛ Industrials	10.22%
🟦 Consumer Cyclicals	10.93%
🟦 Consumer Non-Cyclicals	6.94%
🟧 Real Estate	3.02%
Total	100.00%

6. View country allocation, the country breakout by percentage weight of your ETF and mutual funds. This is based on the position's currency.



Country Allocation

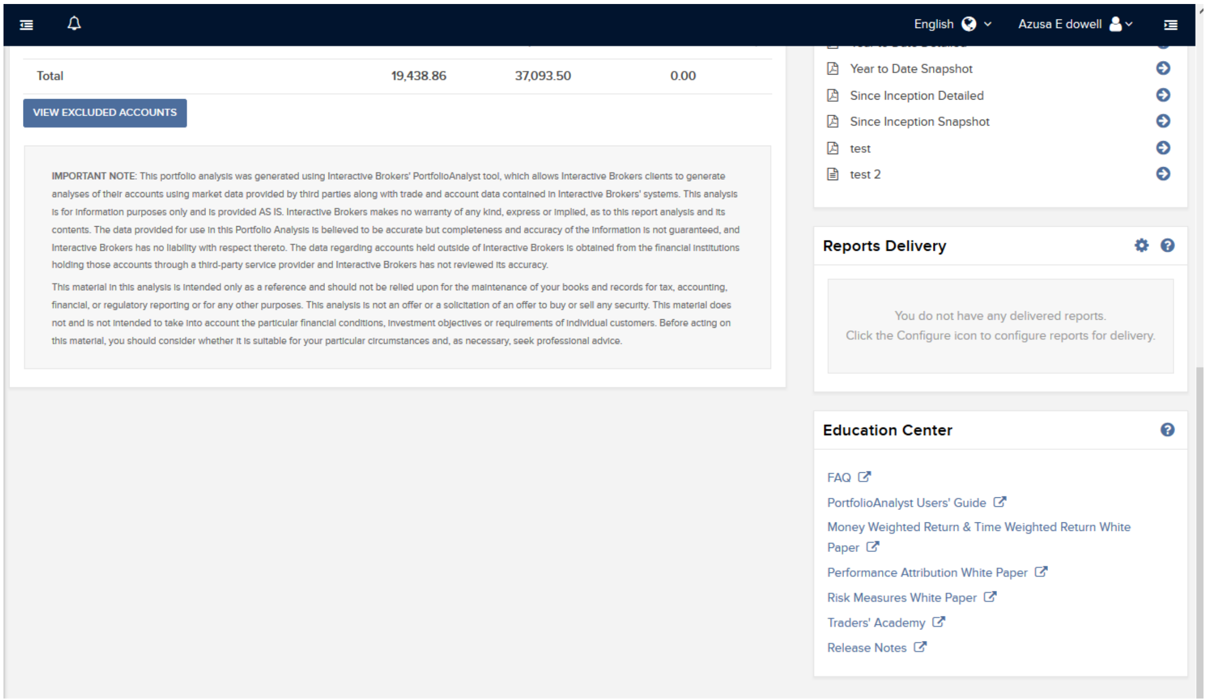
	Weight
🟧 Other	0.29%
🟫 Switzerland	0.43%
🟫 United Kingdom	0.88%
🟨 Bermuda	0.04%
🟩 Ireland	1.12%
🟩 France	0.15%
🟩 United States	97.10%
Total	100.00%

Education Center

The PortfolioAnalyst home page provides quick links and access to help and documentation resources. The resources include the FAQ, Users' Guide, White Papers, Traders' Academy and Release Notes.

1. From the home screen, go to **Reports > PortfolioAnalyst**. The PortfolioAnalyst screen opens.
2. Scroll to the Education Center panel.

3. Click any of the documentation links to open documentation resources pertaining to PortfolioAnalyst.



English
Azusa E dowell
Year to Date Snapshot
Since Inception Detailed
Since Inception Snapshot
test
test 2
VIEW EXCLUDED ACCOUNTS
Reports Delivery
Education Center
FAQ
PortfolioAnalyst Users' Guide
Money Weighted Return & Time Weighted Return White Paper
Performance Attribution White Paper
Risk Measures White Paper
Traders' Academy
Release Notes

Total	19,438.86	37,093.50	0.00

IMPORTANT NOTE: This portfolio analysis was generated using Interactive Brokers' PortfolioAnalyst tool, which allows Interactive Brokers clients to generate analyses of their accounts using market data provided by third parties along with trade and account data contained in Interactive Brokers' systems. This analysis is for information purposes only and is provided AS IS. Interactive Brokers makes no warranty of any kind, express or implied, as to this report analysis and its contents. The data provided for use in this Portfolio Analysis is believed to be accurate but completeness and accuracy of the information is not guaranteed, and Interactive Brokers has no liability with respect thereto. The data regarding accounts held outside of Interactive Brokers is obtained from the financial institutions holding those accounts through a third-party service provider and Interactive Brokers has not reviewed its accuracy.

This material in this analysis is intended only as a reference and should not be relied upon for the maintenance of your books and records for tax, accounting, financial, or regulatory reporting or for any other purposes. This analysis is not an offer or a solicitation of an offer to buy or sell any security. This material does not and is not intended to take into account the particular financial conditions, investment objectives or requirements of individual customers. Before acting on this material, you should consider whether it is suitable for your particular circumstances and, as necessary, seek professional advice.

You do not have any delivered reports.
Click the Configure icon to configure reports for delivery.

5

External Accounts

External accounts are accounts held at any financial institution. If you have an Interactive Brokers account, these are accounts held at institutions outside of IB. You can add any investment or non-investment accounts, including brokerage, bank and credit card accounts as well as other accounts representing assets and liabilities. The PortfolioAnalyst Home screen shows the Net Asset Value (NAV) of all of your external accounts in a chart and a table. If you have an Interactive Brokers account, the current NAV of your account will appear by default.

Add External Accounts

The External Accounts screen lets you add accounts held at any financial institution to Portfolio Analyst. You can add brokerage, bank and credit card accounts as well as other assets and liabilities. Once you have added an account to Portfolio Analyst, you can view the beginning and ending value of the account and drill down to see positions (in brokerage firms) and transactions. If you have added multiple brokerage accounts, you can drill down to a consolidated view of assets held at all of the accounts.

1. In the Account Net Asset Value panel, click the **Manage External Accounts** button.

   The External Accounts screen opens.
2. Click the plus sign (+) on the right side of the External Accounts title bar.
3. Read the disclosure and click **CONTINUE**.

   The Add Accounts panel opens.
4. You can type the name of the institution in the search field. Once you start typing the name, matching institutions appear in the list below the field.
5. Type the username and password for the account at the selected financial institution. Type your password a second time, and then click **Next**.
6. Click the check box next to each account that you want to add.

   For example, you may have several different accounts at another financial institution but you only want to add one of them to PortfolioAnalyst.
7. For each account that you want to add, select the type of account.

8. Click the down arrow to view the drop-down menu, and then make your selections. Each type has several additional types associated with it.

   For example, you can select *Retirement* and then select *IRA* as the type of Retirement.
9. If the account is successfully added, a confirmation screen opens that lists the account(s) you just added, including the account ID and current balance.
10. Click **Close** to stop adding accounts or **Add More Accounts** to add more external accounts.

You can see your external account data on the Portfolio Analyst Summary screen. Once you add an external account, it takes one business day for the data to be updated in PortfolioAnalyst. All of your external accounts are updated by the next business day.

To add an account under an existing institution:

1. In the Account Net Asset Value panel, click the **Manage External Accounts** button.

   The External Accounts screen opens.
2. Click the plus sign (+) on the financial institution row, then follow the instructions on the screen to add another account under that institution.

Note: You can add assets or liabilities that do not have online access, such as real estate, auto or other assets and liabilities by clicking the link on the first Add Account screen, and then following the instructions on the screen.

View and Edit External Accounts

The External Accounts screen shows all of the external accounts that you have added to PortfolioAnalyst. In addition to using this screen to add new external accounts, you can also edit an existing external account and log in to the financial institution website for an existing account.

1. In the Account Net Asset Value panel, click the **Manage External Accounts** button.

   The External Accounts screen opens.
2. To change the account type of an external account, click the down arrow on the left side of the account number whose type you want to change.
3. Log in to the selected account.
4. Use the drop-down menus to change the account type.
5. Click **Save** when you have made all of your changes.

To log in to the financial institution website for an existing account:

1. In the Account Net Asset Value panel, click the **Manage External Accounts** button.

   The External Accounts screen opens.
2. Click the window icon on the financial institution row (the last icon on the right).

   The login page for that account will open in a new browser page.

Delete External Accounts

You can easily delete external accounts from PortfolioAnalyst. For example, you may no longer maintain an external account that you previously added.

To delete an individual account under an existing institution:

1. In the Account Net Asset Value panel, click the **Manage External Accounts** button.

   The External Accounts screen opens.
2. Click the minus sign (–) on the row for the specific account you want to delete (not the financial institution row). This does not delete all accounts under that financial institution, only the one account.

To delete all accounts under an existing institution:

1. In the Account Net Asset Value panel, click the **Manage External Accounts** button.

   The External Accounts screen opens.
2. Click the minus sign (–) on the financial institution row. ALL accounts under that institution will be removed from Portfolio Analyst.

To delete all external accounts:

1. In the Account Net Asset Value panel, click the **Manage External Accounts** button.

   The External Accounts screen opens.
2. Click the **Delete Accounts** button.
3. Click **Yes** in the confirmation popup.

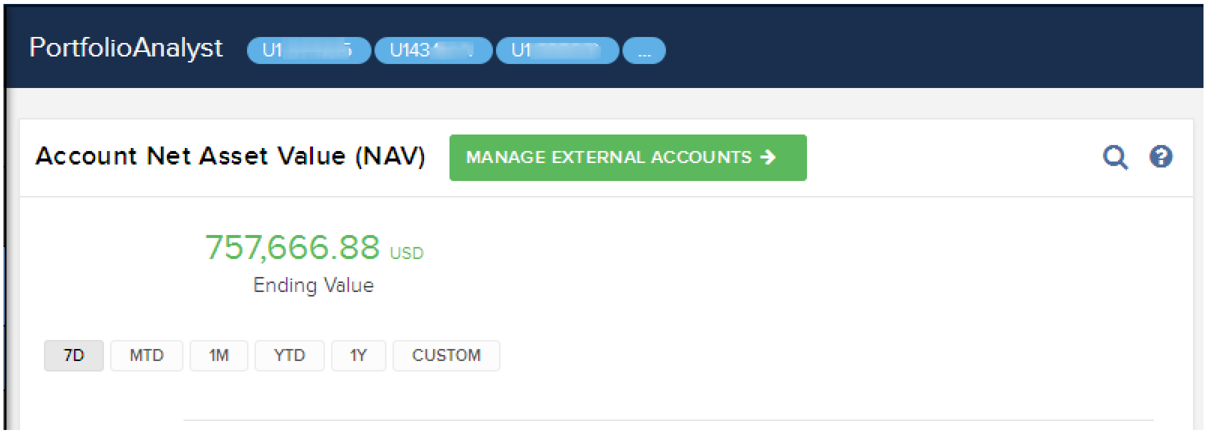
   Click **Cancel** if you change your mind.

Historical Data

The External Accounts screen lets you add accounts held at any financial institution to PortfolioAnalyst. You can also add historical data for those accounts by manually entering past data for information pertaining to balances and transactions or by uploading data using a CSV file.

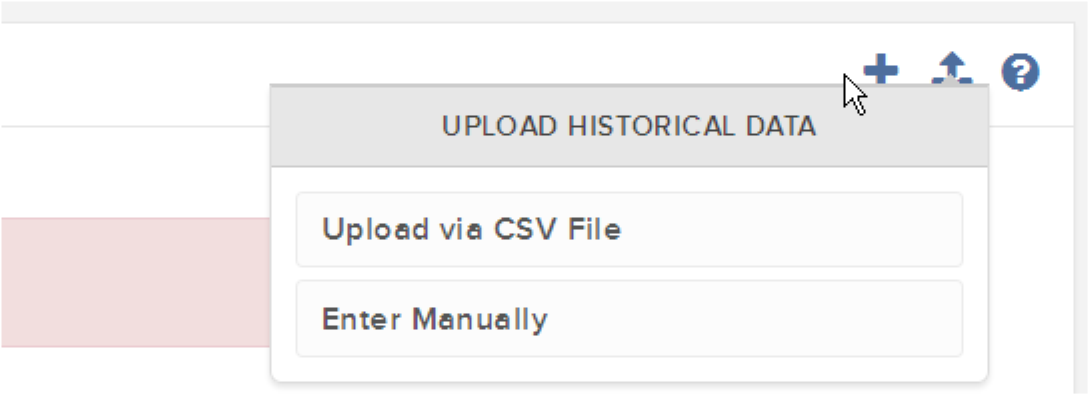
Upload Historical Data using CSV

1. In the Account Net Asset Value panel, click **Manage External Accounts**.

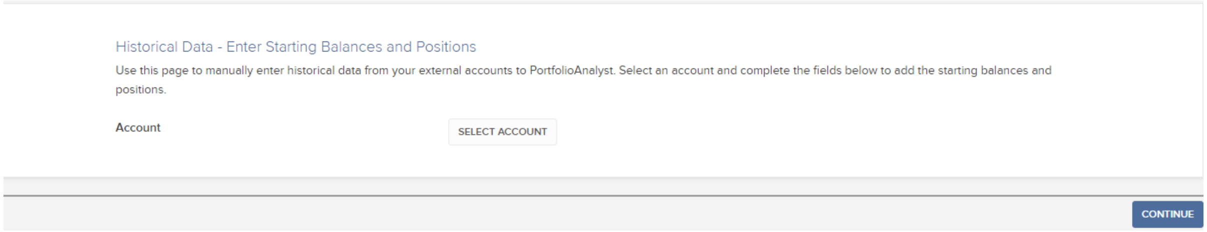

PortfolioAnalyst
U1[redacted]
U143[redacted]
U1[redacted]
...
Account Net Asset Value (NAV)
MANAGE EXTERNAL ACCOUNTS →
757,666.88 USD
Ending Value
7D
MTD
1M
YTD
1Y
CUSTOM

   The External Accounts screen opens.

2. Click the upload icon (+) on the right side of the External Accounts title bar and select *Upload via CSV File*.


UPLOAD HISTORICAL DATA
Upload via CSV File
Enter Manually

3. Click Select Account and choose the account to which you want to add data, then click **Continue**.

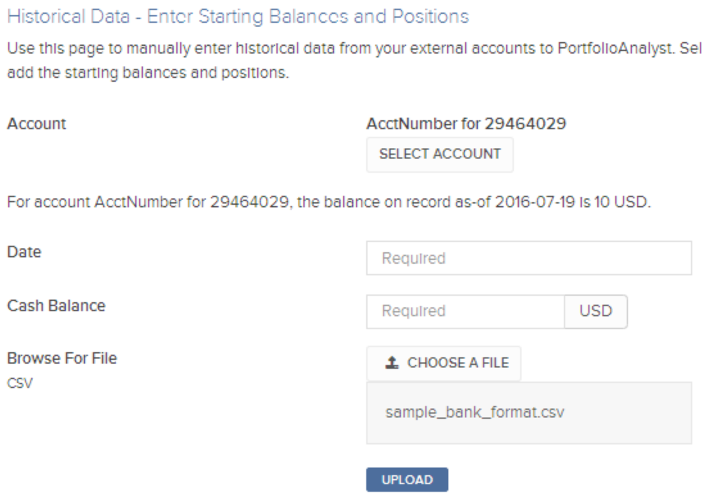


Historical Data - Enter Starting Balances and Positions

Use this page to manually enter historical data from your external accounts to PortfolioAnalyst. Select an account and complete the fields below to add the starting balances and positions.

Account

4. Add information about the historical date and starting balance, then click **Choose a File**.
   - The date is the date of the oldest line of historical data included in the CSV file.
   - The Cash Balance is the account balance as of the date you entered.
5. From the File Manager, navigate to the .csv file that contains historical data for the selected account and click *Open*.
6. Confirm that the correct file appears in the Choose a File box, then click **Upload**.



Historical Data - Enter Starting Balances and Positions

Use this page to manually enter historical data from your external accounts to PortfolioAnalyst. Select an account and complete the fields below to add the starting balances and positions.

Account: AcctNumber for 29464029

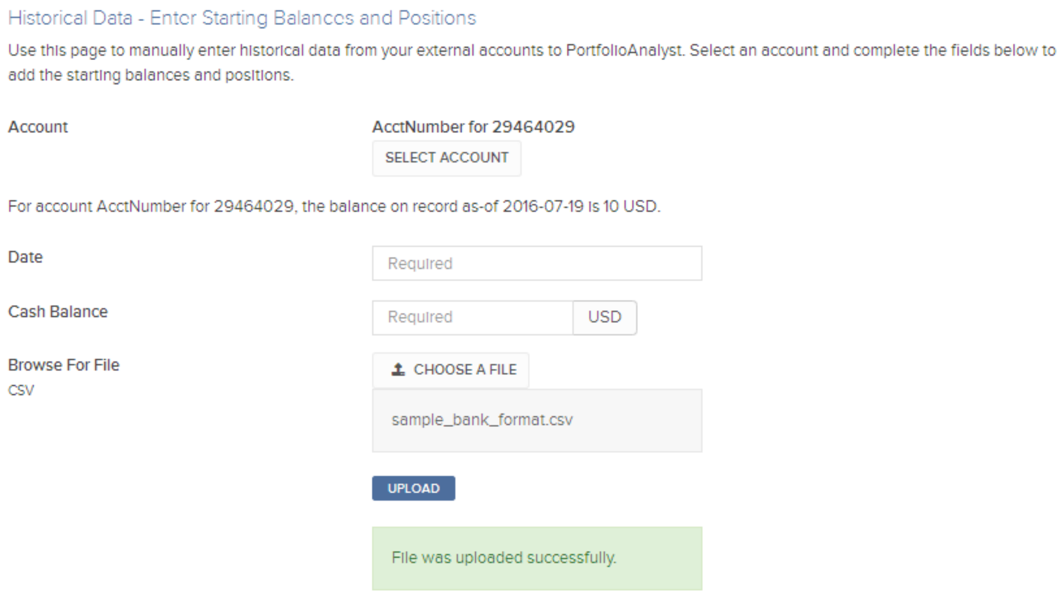
For account AcctNumber for 29464029, the balance on record as-of 2016-07-19 is 10 USD.

Date: Required

Cash Balance: Required USD

Browse For File CSV: sample_bank_format.csv

7. If the uploaded file is valid you will receive a "File was uploaded successfully" message.



Historical Data - Enter Starting Balances and Positions

Use this page to manually enter historical data from your external accounts to PortfolioAnalyst. Select an account and complete the fields below to add the starting balances and positions.

Account: AcctNumber for 29464029

SELECT ACCOUNT

For account AcctNumber for 29464029, the balance on record as-of 2016-07-19 is 10 USD.

Date: Required

Cash Balance: Required USD

Browse For File CSV: CHOOSE A FILE

sample_bank_format.csv

UPLOAD

File was uploaded successfully.

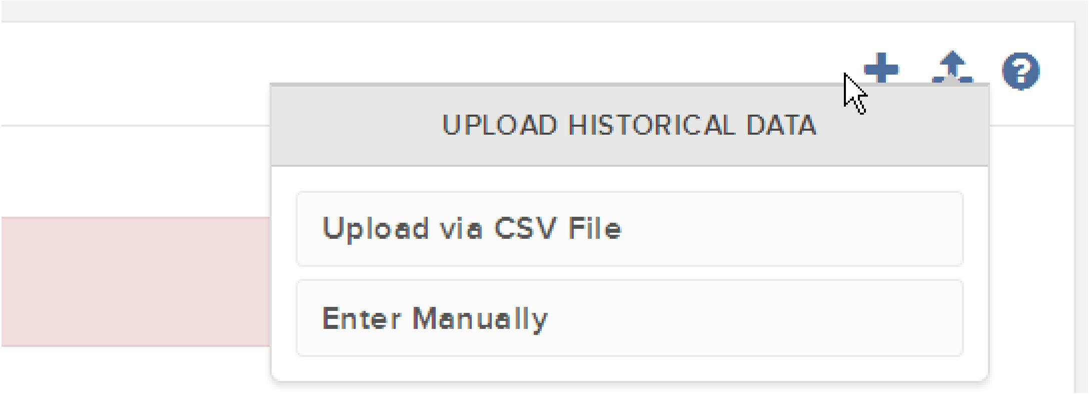
8. Click **Continue** to upload data for another account or complete a new task.

Add Historical Data Manually

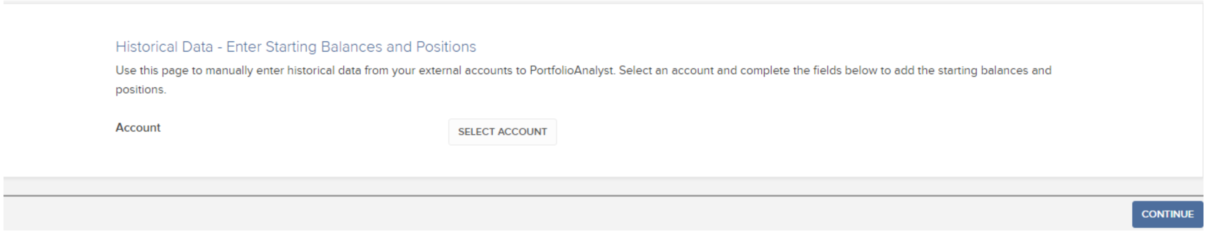
1. In the Account Net Asset Value panel, click the **Manage External Accounts** button.

   The External Accounts screen opens.

2. Click the upload icon on the right side of the External Accounts title bar.



3. Select the account to add data, then click **Continue**.

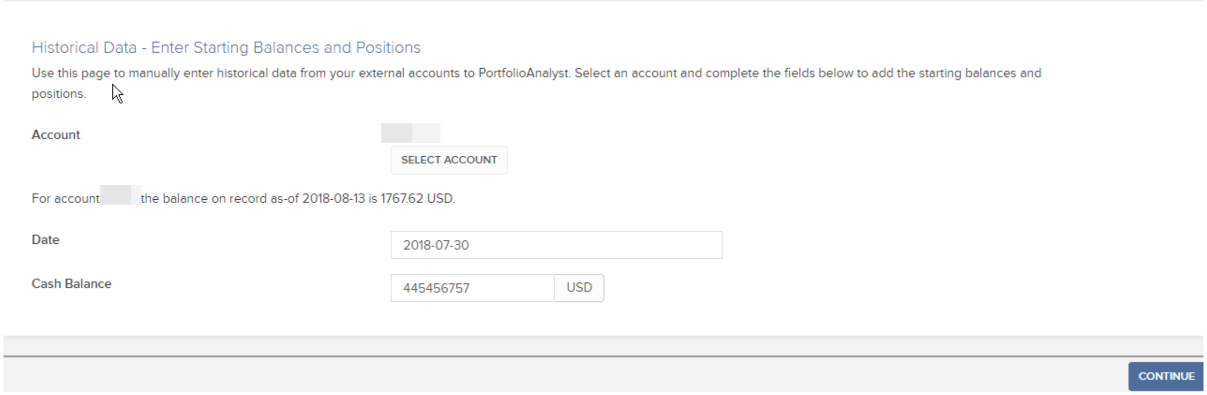


Historical Data - Enter Starting Balances and Positions

Use this page to manually enter historical data from your external accounts to PortfolioAnalyst. Select an account and complete the fields below to add the starting balances and positions.

Account

4. Add information about historical starting balances and positions, then click **Continue**.



Historical Data - Enter Starting Balances and Positions

Use this page to manually enter historical data from your external accounts to PortfolioAnalyst. Select an account and complete the fields below to add the starting balances and positions.

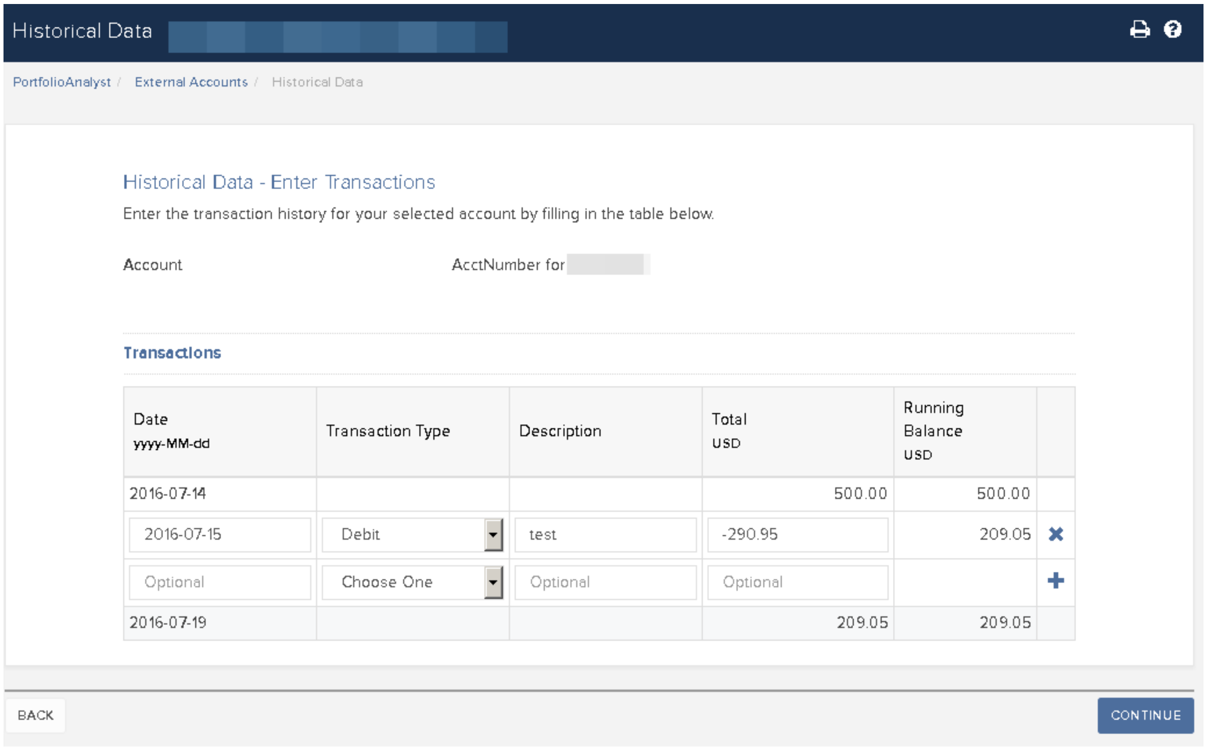
Account [redacted]

For account [redacted] the balance on record as-of 2018-08-13 is 1767.62 USD.

Date: 2018-07-30

Cash Balance: 445456757 USD

5. Add information about the historical transaction history, then click **Continue**.



Historical Data [redacted]

PortfolioAnalyst / External Accounts / Historical Data

Historical Data - Enter Transactions

Enter the transaction history for your selected account by filling in the table below.

Account: AcctNumber for [redacted]

Transactions

Date yyyy-MM-dd	Transaction Type	Description	Total USD	Running Balance USD	
2016-07-14			500.00	500.00	
2016-07-15	Debit	test	-290.95	209.05	✖
Optional	Choose One	Optional	Optional		✚
2016-07-19			209.05	209.05	

6. Review and verify your information, then click **Submit**.

Transaction Codes

Use this table as a syntax reference when creating CSV files to upload historical data for transactions.

Brokerage (Asset)	
Transaction Type	**Code**
Adjustment	ADJUSTMENT
Buy	BUY
Buy to Cover	BUYTOCOVER
Assignment	CLOSUREOPT_ASSIGN
Expired	CLOSUREOPT_EXPIRE
Fee	FEE
Income	INCOME
Dividend	INCOME_DIV
Interest Paid	INTEREST_EXPENSE
Interest Received	INCOME_INTEREST
Reinvestment	REINVEST
Dividend Reinvestment	REINVEST_DIV
Sell	SELL
Bond Call	SELLDEBT_CALL
Bond Maturity	SELLDEBT_MATURITY
Sell Short	SELLSHORT
Split	SPLIT
Tax	TAX
Transfer In	TRANSFER_IN
Transfer Out	TRANSFER_OUT
Brokerage (Cash)	

Transaction Type	Code
Adjustment	ADJUSTMENT
Credit	CREDIT
Debit	DEBIT
Deposit	DEPOSIT
Fee	FEE
Interest Paid	INTEREST_EXPENSE
Interest Received	INCOME_INTEREST
Margin Interest	MARGIN_INTEREST
Withdrawal	WITHDRAWAL

Bank

Transaction Type	Code
Credit	CREDIT
Debit	DEBIT
Fee	FEE
Interest Paid	INTEREST_EXPENSE
Interest Received	INCOME_INTEREST

Historical Data Upload File Formats

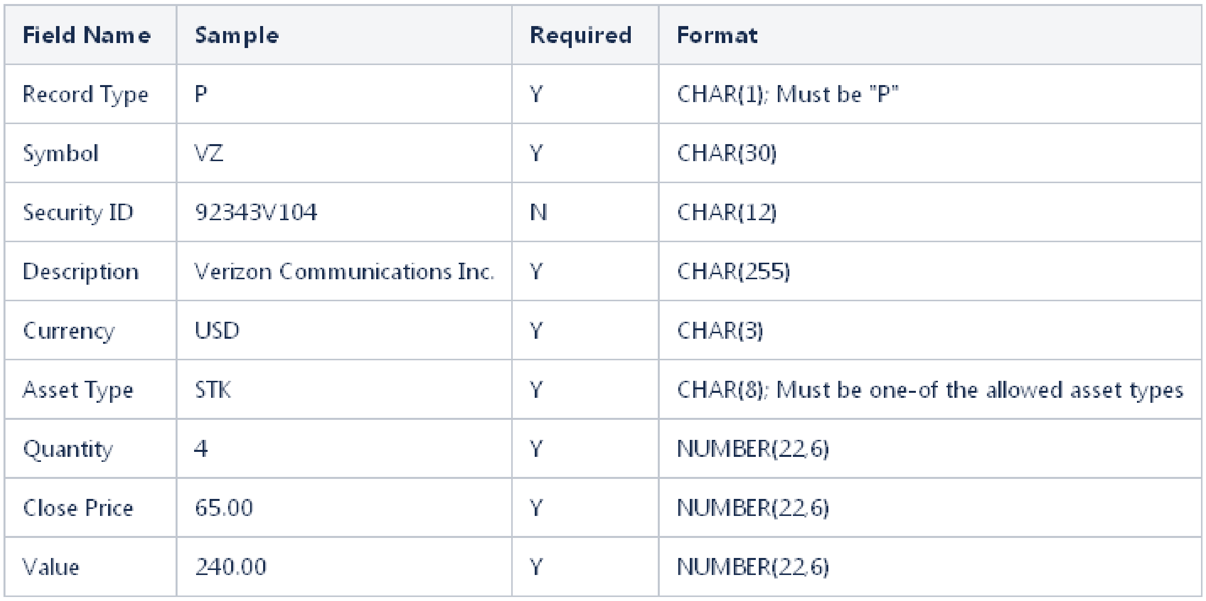
File formats for Brokerage and Bank account historical data are different. Please be sure to use the correct format for the selected account type upload.

Upload File Format for Brokerage Data

The brokerage upload file can contain three types of records: Position, Asset Transaction and Cash Transaction. You can include multiple record types in the same upload file.

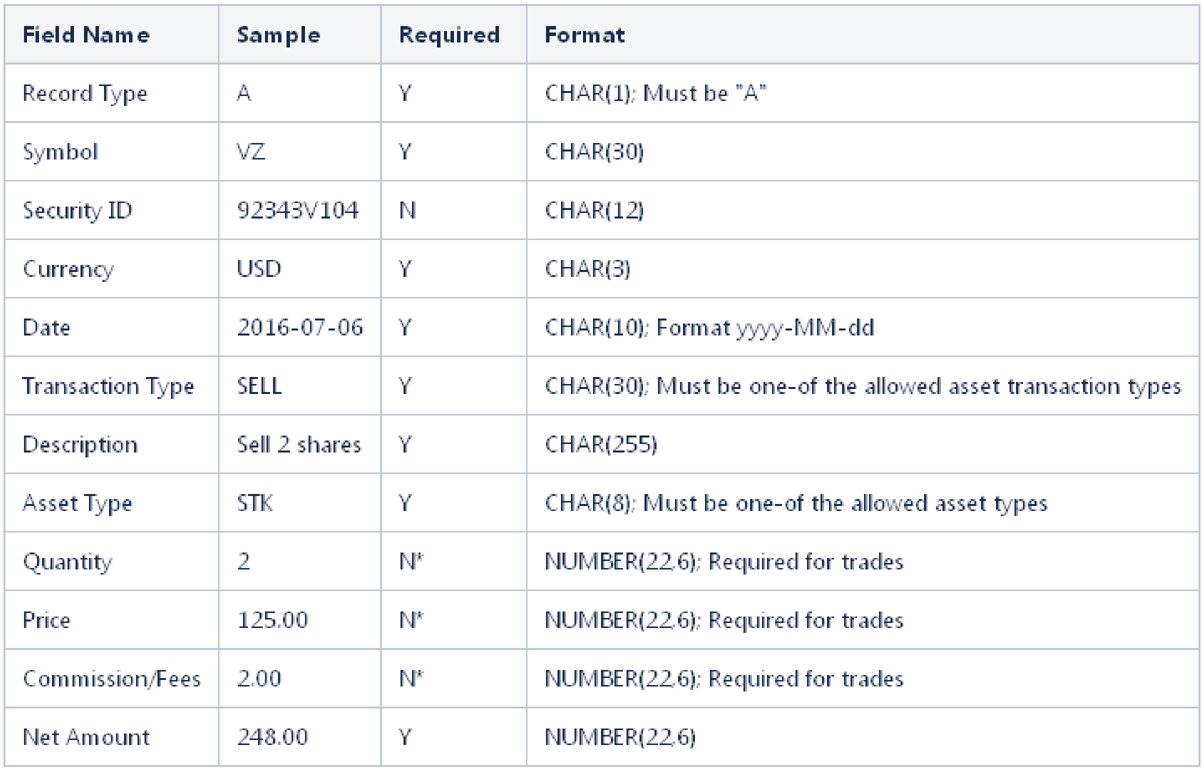
Open the sample file for brokerage upload data.

Brokerage - Position Record Layout



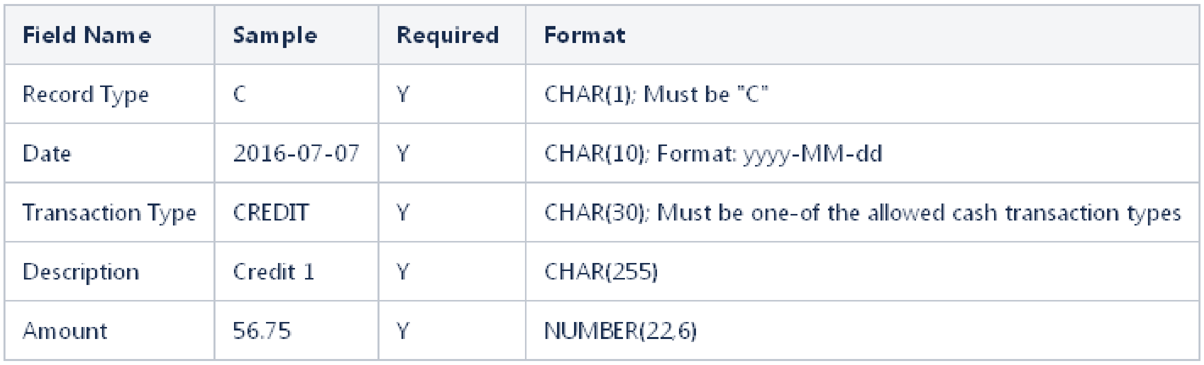
Field Name	Sample	Required	Format
Record Type	P	Y	CHAR(1); Must be "P"
Symbol	VZ	Y	CHAR(30)
Security ID	92343V104	N	CHAR(12)
Description	Verizon Communications Inc.	Y	CHAR(255)
Currency	USD	Y	CHAR(3)
Asset Type	STK	Y	CHAR(8); Must be one-of the allowed asset types
Quantity	4	Y	NUMBER(22,6)
Close Price	65.00	Y	NUMBER(22,6)
Value	240.00	Y	NUMBER(22,6)

Brokerage - Asset Transaction Record Layout



Field Name	Sample	Required	Format
Record Type	A	Y	CHAR(1); Must be "A"
Symbol	VZ	Y	CHAR(30)
Security ID	92343V104	N	CHAR(12)
Currency	USD	Y	CHAR(3)
Date	2016-07-06	Y	CHAR(10); Format yyyy-MM-dd
Transaction Type	SELL	Y	CHAR(30); Must be one-of the allowed asset transaction types
Description	Sell 2 shares	Y	CHAR(255)
Asset Type	STK	Y	CHAR(8); Must be one-of the allowed asset types
Quantity	2	N*	NUMBER(22,6); Required for trades
Price	125.00	N*	NUMBER(22,6); Required for trades
Commission/Fees	2.00	N*	NUMBER(22,6); Required for trades
Net Amount	248.00	Y	NUMBER(22,6)

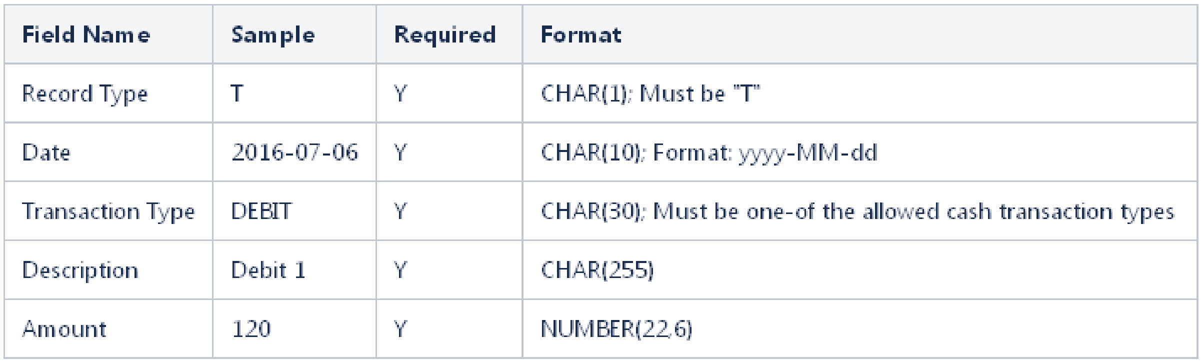
Brokerage - Cash Transaction Record Layout



Field Name	Sample	Required	Format
Record Type	C	Y	CHAR(1); Must be "C"
Date	2016-07-07	Y	CHAR(10); Format: yyyy-MM-dd
Transaction Type	CREDIT	Y	CHAR(30); Must be one-of the allowed cash transaction types
Description	Credit 1	Y	CHAR(255)
Amount	56.75	Y	NUMBER(22,6)

Upload File Format for Bank Data

The bank upload file has only one record type called Transaction. Open the sample file for bank transaction upload data.

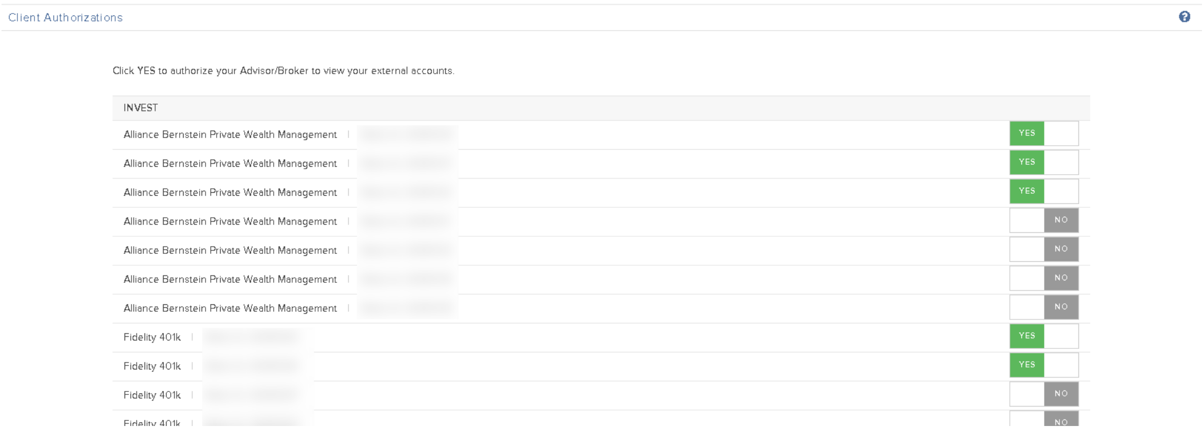


Field Name	Sample	Required	Format
Record Type	T	Y	CHAR(1); Must be "T"
Date	2016-07-06	Y	CHAR(10); Format: yyyy-MM-dd
Transaction Type	DEBIT	Y	CHAR(30); Must be one-of the allowed cash transaction types
Description	Debit 1	Y	CHAR(255)
Amount	120	Y	NUMBER(22,6)

Client Authorization

The Client Authorizations panel lets you authorize your Advisor or Broker to view your external accounts.

For each external account listed, click YES if you want your Advisor or Broker to view that account.



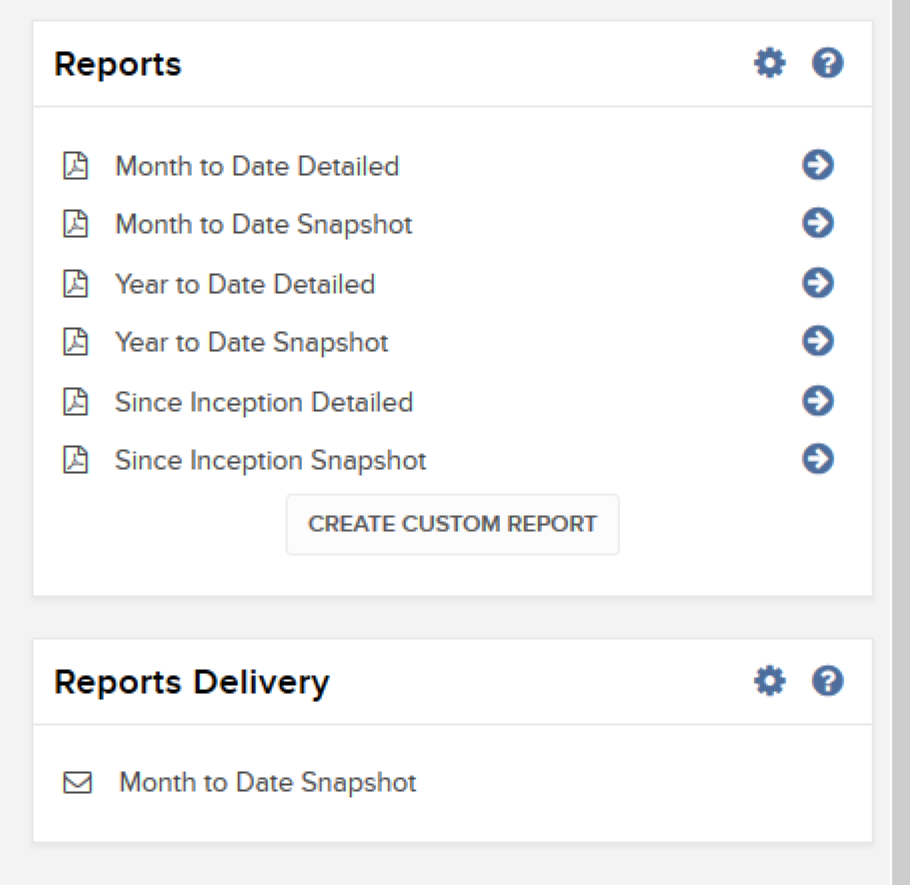
Client Authorizations

Click YES to authorize your Advisor/Broker to view your external accounts.

INVEST	
Alliance Bernstein Private Wealth Management | [redacted]	YES
Alliance Bernstein Private Wealth Management | [redacted]	YES
Alliance Bernstein Private Wealth Management | [redacted]	YES
Alliance Bernstein Private Wealth Management | [redacted]	NO
Alliance Bernstein Private Wealth Management | [redacted]	NO
Alliance Bernstein Private Wealth Management | [redacted]	NO
Alliance Bernstein Private Wealth Management | [redacted]	NO
Fidelity 401k | [redacted]	YES
Fidelity 401k | [redacted]	YES
Fidelity 401k | [redacted]	NO
Fidelity 401k | [redacted]	NO

Reports

In Portfolio Analyst, you create reports that evaluate the performance of your portfolio based on a set of measurement criteria and optionally compare their data to selected industry benchmarks.


Reports
Month to Date Detailed
Month to Date Snapshot
Year to Date Detailed
Year to Date Snapshot
Since Inception Detailed
Since Inception Snapshot
CREATE CUSTOM REPORT
Reports Delivery
Month to Date Snapshot

Snapshot and Detailed Reports

PortfolioAnalyst reports can be one of these report types:

Report Type	Output Type	Description
Snapshot	PDF	A one-page summary of your account's return, NAV, asset allocation and distribution of returns.
Detailed	PDF	A multiple-page report that includes any com-

Report Type	Output Type	Description
		bination of specialized individual report pages, including comparisons to industry benchmarks, for a variety of performance analyses.
Detailed	CSV	A Detailed report in a comma-separated values (.CSV) file suitable for export into Microsoft Excel or a similar program.

Report Layout Types

PortfolioAnalyst custom reports can be one of these layout types:

Layout Type	Description
Non-consolidated	A separate set of data for each account that you have selected in the Account Selector.
Consolidate Selected	A single set of data from all of the accounts that you have selected in the Account Selector.
Consolidate All	A consolidated report which includes a single set of data from all accounts.

Preconfigured Reports

PortfolioAnalyst includes several preconfigured, or default, reports that you can easily run from the Reports panel on the Portfolio Analyst Summary screen.

What preconfigured reports are included?

- Month to Date Snapshot
- Month to Date Detailed

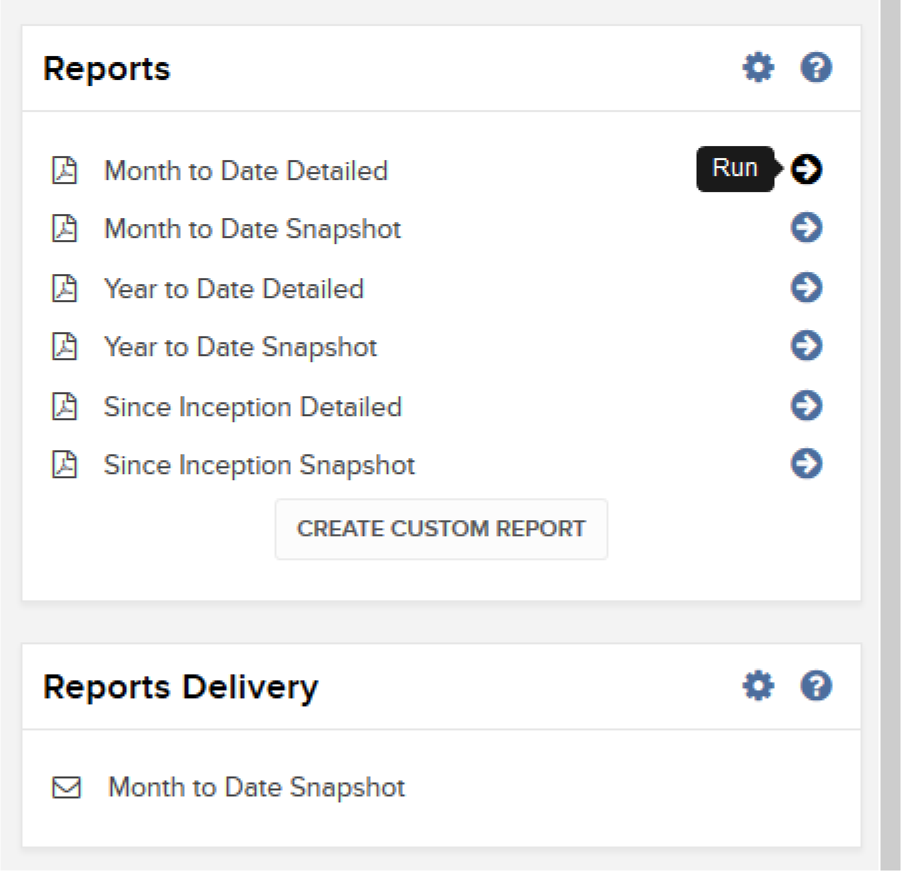
- Year to Date Snapshot
- Year to Date Detailed
- Since Inception Snapshot
- Since Inception Detailed

Limitations

- You cannot edit preconfigured reports. If you want a report that you can edit or delete, create a customized report.
- You cannot run preconfigured reports for multiple accounts (selected in the Account Selector).

Run a Preconfigured Report

1. In the Reports panel, click the Run (arrow) icon for the report you want to run.

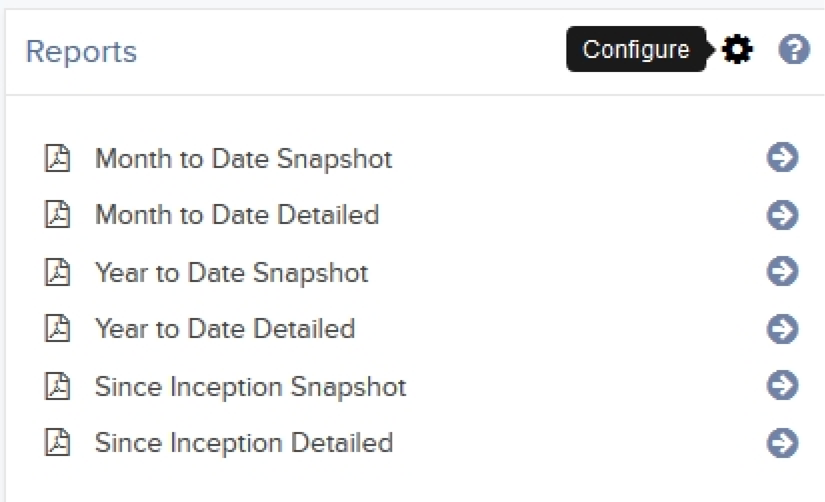

Reports
Month to Date Detailed
Run
Month to Date Snapshot
Year to Date Detailed
Year to Date Snapshot
Since Inception Detailed
Since Inception Snapshot
CREATE CUSTOM REPORT
Reports Delivery
Month to Date Snapshot

2. Open the report or save it to your computer.

Delete a Preconfigured Report

You can delete preconfigured reports if you no longer want them to appear in the Reports panel on the PortfolioAnalyst Summary screen.

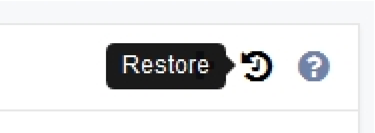
1. Click the Configure (gear) icon in the Reports panel title bar.


Reports
Configure
Month to Date Snapshot
Month to Date Detailed
Year to Date Snapshot
Year to Date Detailed
Since Inception Snapshot
Since Inception Detailed

2. The Reports screen lists all preconfigured reports in their own section. Click the **X** for the preconfigured report you want to delete.

   The preconfigured report will no longer appear in the Reports panel on the Summary screen.

3. If at some time in the future you decide that you want to access the preconfigured report(s) that you previously deleted, you can restore them by clicking the **Restore** icon on the Reports screen.



Custom Reports

Custom reports let you evaluate the performance of your portfolio based on a set of measurement criteria and optionally compare the data to selected industry benchmarks.

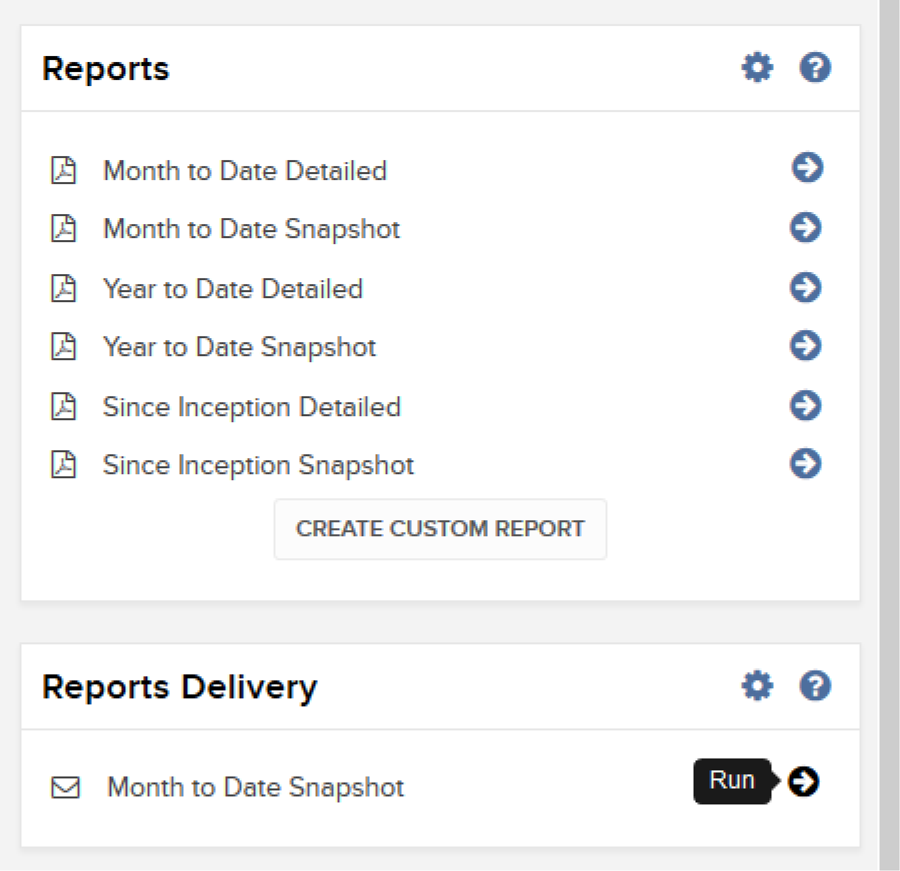
The Reports panel shows all custom reports that you have created and saved. From this panel, you can run and download any of your saved custom reports.

What if I select multiple accounts in the Account Selector?

If you have selected multiple accounts in the Account Selector, you can choose one of the following options when you run a saved custom report:

- **Consolidate Selected** - Provides a single report consolidating the selected accounts.
- **Zip Selected** - Provides a single zip file containing a separate report for each selected account.

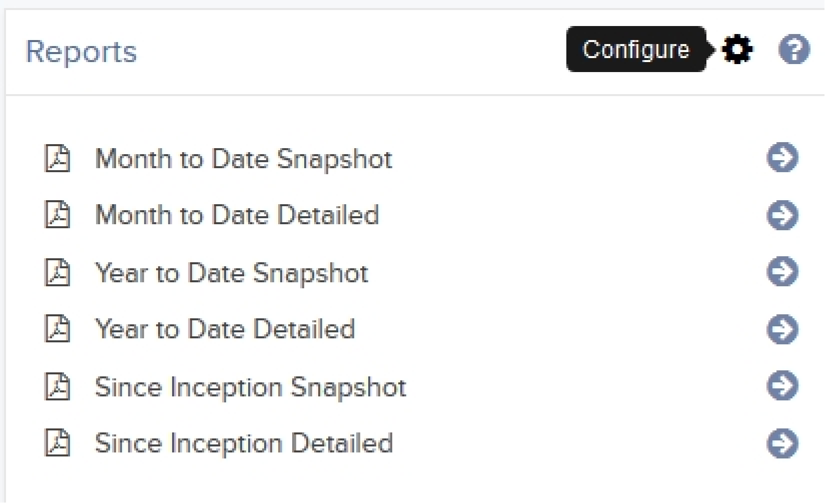
Run a Custom Report

1. In the Reports panel, click the Run (arrow) icon for the saved custom report that you want to run. If you have not created and saved any custom reports, this panel will show only preconfigured reports.
2. 
Reports
Month to Date Detailed
Month to Date Snapshot
Year to Date Detailed
Year to Date Snapshot
Since Inception Detailed
Since Inception Snapshot
CREATE CUSTOM REPORT
Reports Delivery
Month to Date Snapshot
Run

3. Open the report or save it to your computer.

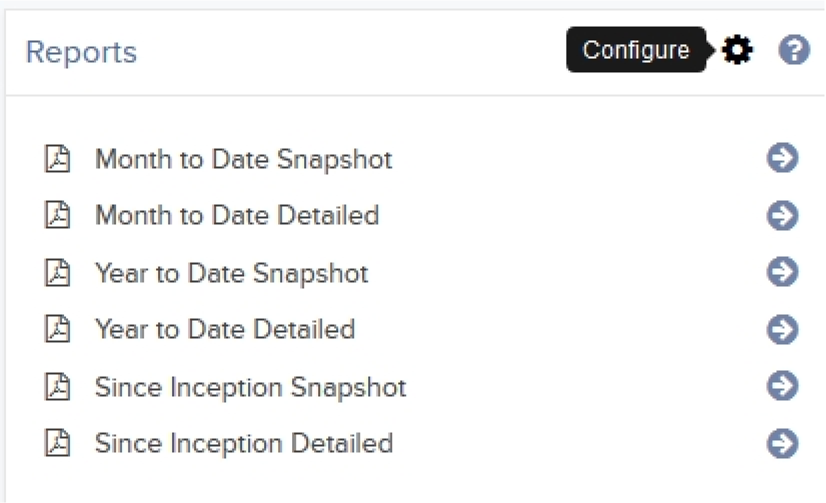
To open the Custom Reports and Add-Ons screen

1. Click the Configure (gear) icon on the right side of the Reports panel title bar.


Reports
Configure
Month to Date Snapshot
Month to Date Detailed
Year to Date Snapshot
Year to Date Detailed
Since Inception Snapshot
Since Inception Detailed

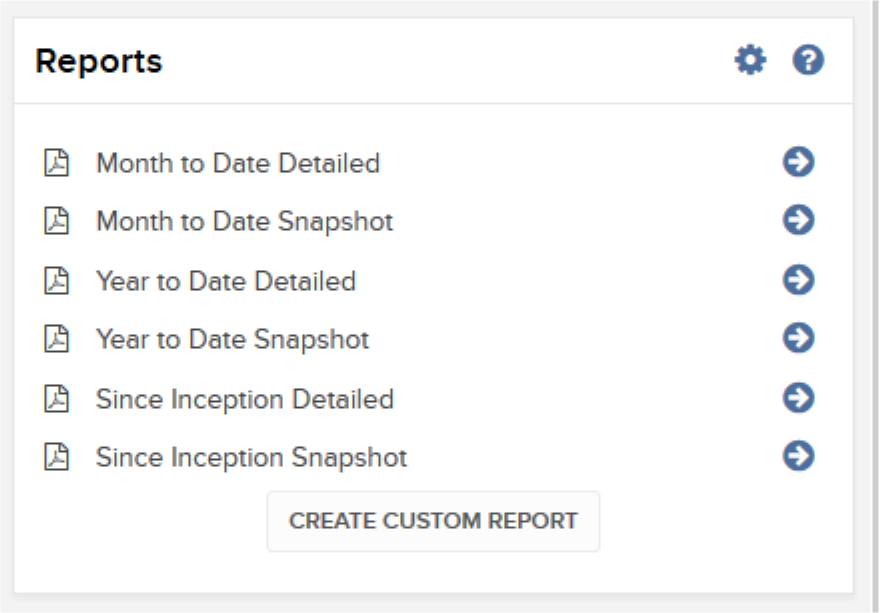
View Saved Custom Reports

1. On the PortfolioAnalyst Summary screen, do one of the following:
   - Look at all of your saved custom reports displayed in the Custom Reports and Add-Ons panel.
   - Click the Configure (gear) icon on the right side of the Custom Reports and Add-Ons panel title bar to open the Custom Reports and Add-Ons screen, which also displays all of your saved custom reports.


Reports
Configure
Month to Date Snapshot
Month to Date Detailed
Year to Date Snapshot
Year to Date Detailed
Since Inception Snapshot
Since Inception Detailed

Create a New Custom Report

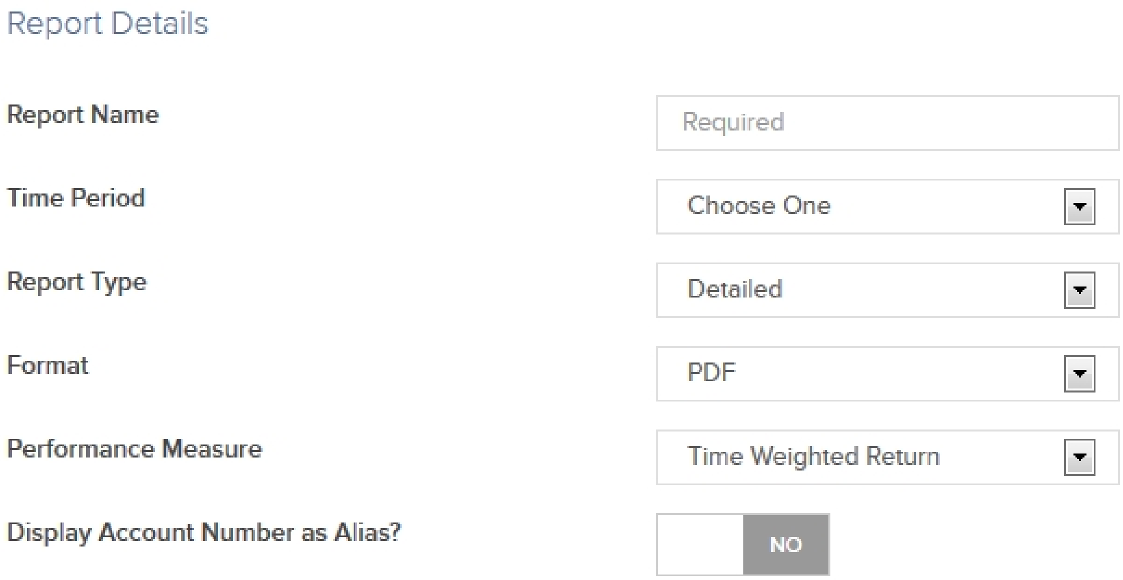
1. On the PortfolioAnalyst Summary screen, in the Reports panel, click **Create Custom Report**.


Reports
Month to Date Detailed
Month to Date Snapshot
Year to Date Detailed
Year to Date Snapshot
Since Inception Detailed
Since Inception Snapshot
CREATE CUSTOM REPORT

The Create Custom Report screen opens.

2. Define settings in the Report Details section:
   - Enter the Report Name.
   - Select a Time Period: Daily, Monthly, Quarterly, Previous Month, Previous Quarter, Month to Date, Year to Date or Since Inception (this is the inception of your account).

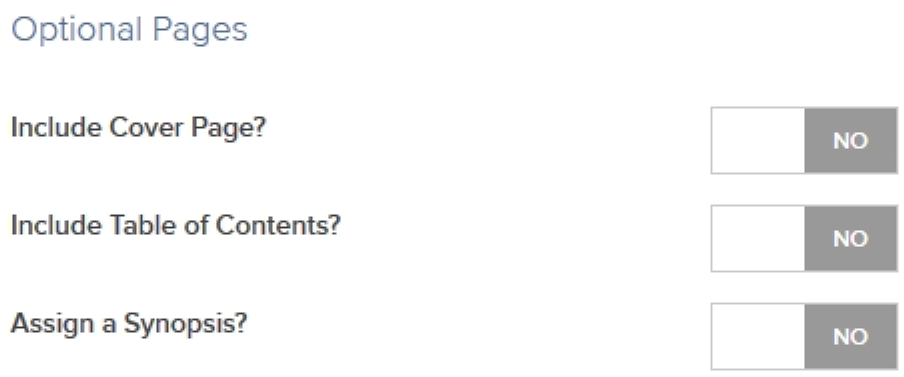
- Select a Report Type: Detailed (report with multiple report pages) or Snapshot (one-page summary).
- Select a Format: PDF or CSV (comma-separated values file).
- Select a Performance Measure: Time-Weighted Return or Money-Weighted Return. Time-Weighted Return lets you view the percent return produced over time independent of contributions or withdrawals. Money-Weighted Return DOES include contributions and withdrawals.
- Decide whether or not to display the account number as an Account Alias, if you have configured one.



Report Details

Report Name	Required
Time Period	Choose One
Report Type	Detailed
Format	PDF
Performance Measure	Time Weighted Return
Display Account Number as Alias?	NO

3. If you selected Detailed as the report type, add Optional Pages:
    - Cover Page
    - Table of Contents
    - Synopsis: A synopsis is a text-based cover letter. You must create a synopsis before you can select one here.



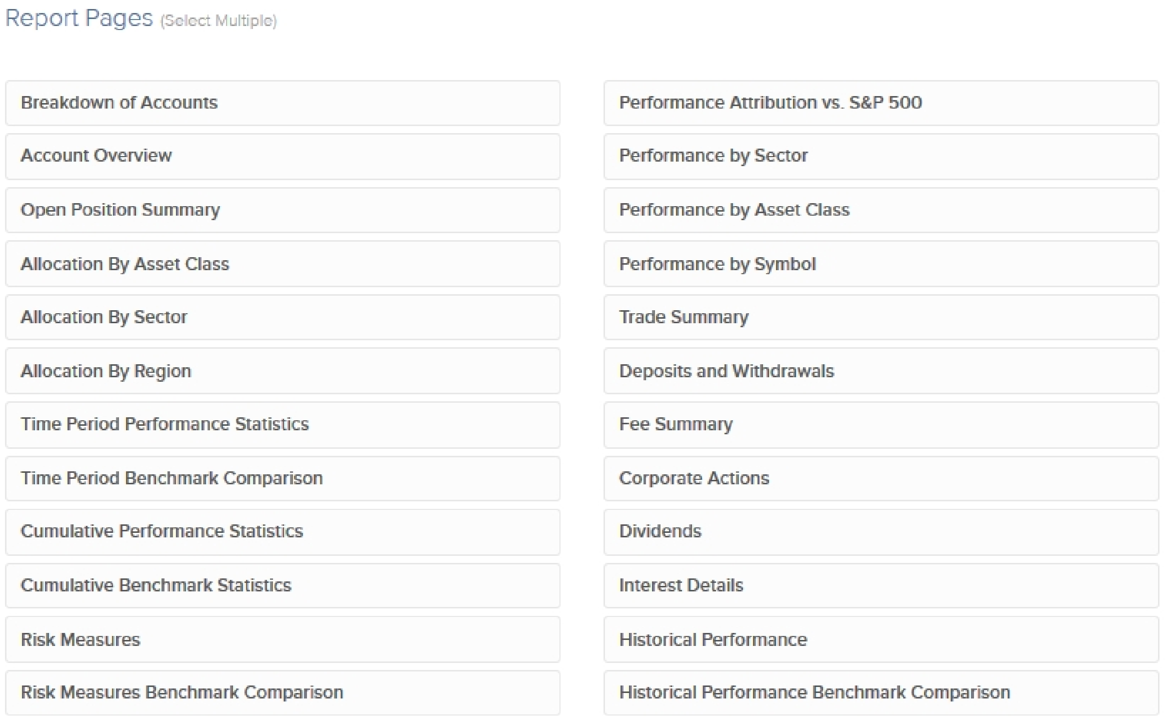
Optional Pages

Include Cover Page? NO

Include Table of Contents? NO

Assign a Synopsis? NO

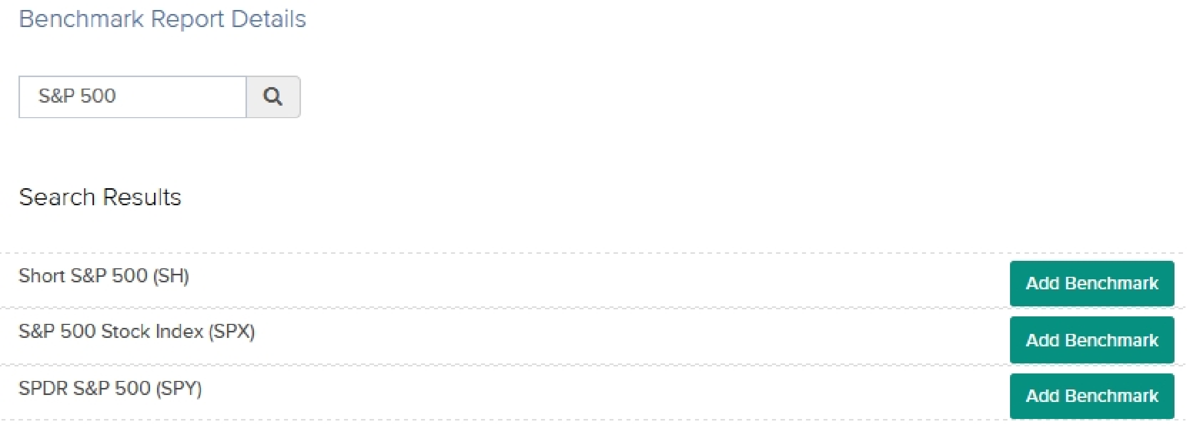
4. If you selected Detailed as the report type, select report pages to include in the Report Pages section. These are individual reports that provide different performance analyses of your portfolio.
   - » Click each report page that you want to include.


Report Pages (Select Multiple)
Breakdown of Accounts
Account Overview
Open Position Summary
Allocation By Asset Class
Allocation By Sector
Allocation By Region
Time Period Performance Statistics
Time Period Benchmark Comparison
Cumulative Performance Statistics
Cumulative Benchmark Statistics
Risk Measures
Risk Measures Benchmark Comparison
Performance Attribution vs. S&P 500
Performance by Sector
Performance by Asset Class
Performance by Symbol
Trade Summary
Deposits and Withdrawals
Fee Summary
Corporate Actions
Dividends
Interest Details
Historical Performance
Historical Performance Benchmark Comparison

5. For Detailed reports, if you selected any Benchmark Comparison report pages, search for and select up to three industry benchmarks in the Benchmark Report Details section:

- Select up to three benchmarks from the list of Available benchmarks (including your own custom benchmarks) then click the right arrow button to move them into the Selected list. Select one or more benchmarks using the Ctrl+click keyboard combination. Move benchmarks out of the Selected list by selecting them then clicking the left arrow button.
- For example, if you want to compare your account performance against the S&P 500 index, type **S&P 5** in the Search field and click the Search icon. A list of matching benchmarks appears. Click **Add Benchmark** next to the benchmark you want to include.
- If you did not select any Benchmark report pages, you will not be able to add any benchmarks.

The same set of benchmarks will apply to all the benchmark reports that you select.



Benchmark Report Details

S&P 500

Search Results

Short S&P 500 (SH)

S&P 500 Stock Index (SPX)

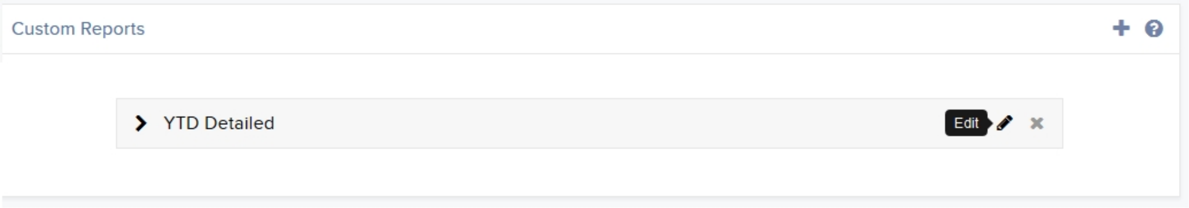
SPDR S&P 500 (SPY)

7. Click **CONTINUE** and then review your report settings. If you need to make changes, click **BACK**, make your changes, and then click **CONTINUE** again.
8. Click **Create** to create your new custom report.
9. Click **Ok** to return to the Portfolio Analyst Summary screen. You can run your new custom report from the CUSTOM REPORTS AND ADD-ONS panel

Note: If there is a negative Net Asset Value during the time period you select for your Detailed report, the report will not be generated.

Edit or Delete a Custom Report

1. On the PortfolioAnalyst Summary screen, click the Configure (gear) icon on the right side of the Custom Reports and Add-Ons panel title bar.
2. The Custom Reports panel shows all of your saved reports. Click the Edit (pen) icon to open the custom report for editing.



3. Modify the report settings as desired, and then click the **Save Changes** button.

   Click the **Cancel** button to discard your edits or if you change your mind and decide not to edit the report.
4. To delete a saved custom report, click the Delete (X) icon for the report you want to delete.

Custom Benchmarks

Portfolio Analyst provides a large number of standard industry benchmarks for you to choose in a Snapshot or Detailed custom report against which your portfolio's performance can be compared. However, there may be situations when a standard benchmark does not provide an adequate basis for comparison. In these situations, you can create and use your own custom benchmarks.

What is a Custom Benchmark?

Custom benchmarks allow you to combine existing benchmarks already available in PortfolioAnalyst, the combined weight of which must equal 100%. When you select benchmarks for a specific benchmark comparison report, you can choose up to three existing benchmarks including any of your own custom benchmarks.

The return formula for a custom benchmark is calculated as:

$$\Sigma(\text{Benchmark Weight X Benchmark Return})$$

Here is an example of a custom benchmark. In this example, a custom benchmark has been created by combining three existing standard benchmarks:

Index	Weight	Return
Russell 2000	40%	20.00%
S&P 500	40%	10.00%
S&P US High Yield Corporate Bond	20%	6.00%

Based on the weights and returns of each component benchmark, the return for this custom benchmark is 13.20%, calculated as:

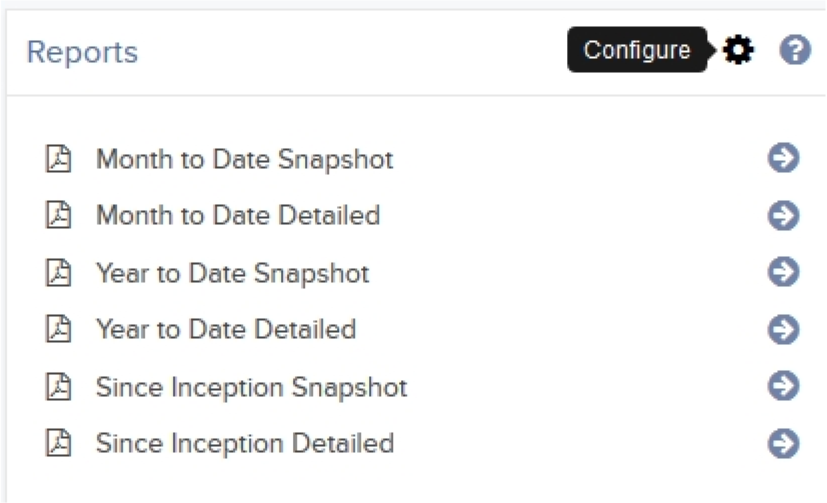
(.40 x .20) + (.40 x .10) + (.20 x .06) = 13.20%

Observe the following guidelines when creating custom benchmarks:

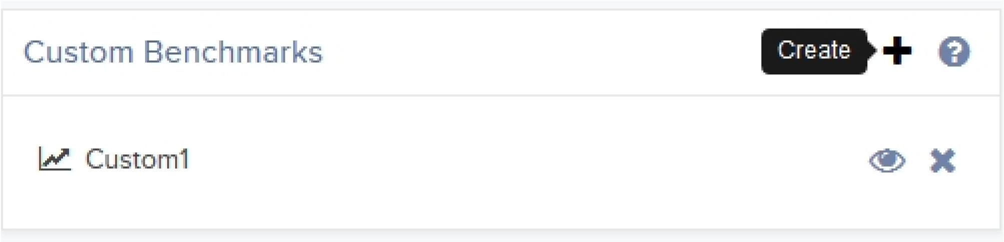
- You cannot use an existing custom benchmark as part of a new custom benchmark. Only the standard benchmarks can be used when creating a custom benchmark.
- You must include at least two standard benchmarks when creating a custom benchmark.
- You can add any number of standard benchmarks to a custom benchmarks, as long as the total weight equals 100%.
- Each standard benchmark included in a custom benchmark must have a weight between 0 and 100. No standard benchmark in a custom benchmark can have a weight of either 0 or 100.
- You can add multiple standard benchmarks at a time to a custom benchmark.

Create Custom Benchmarks

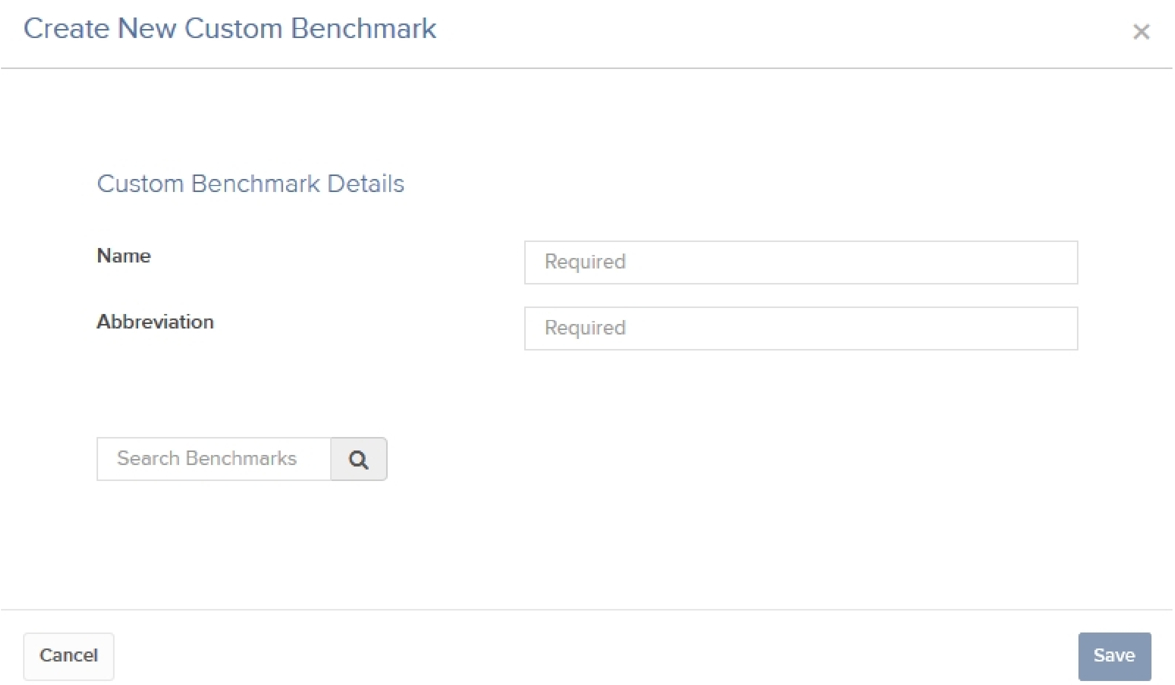
1. On the PortfolioAnalyst Summary screen, click the Configure (gear) icon on the right side of the Custom Reports and Add-Ons panel title bar.


Reports
Configure
Month to Date Snapshot
Month to Date Detailed
Year to Date Snapshot
Year to Date Detailed
Since Inception Snapshot
Since Inception Detailed

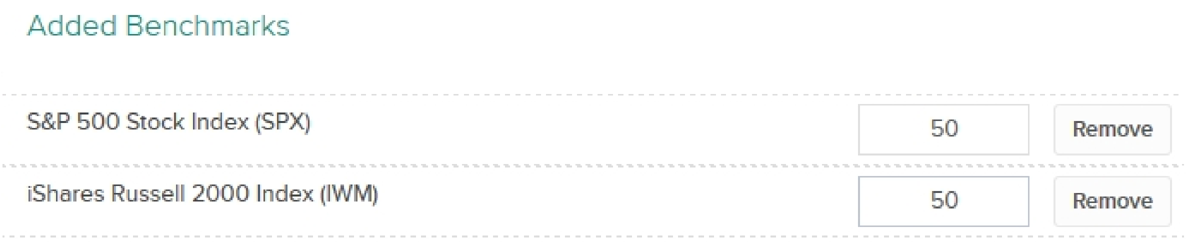
2. Click the Create (+) icon in the Custom Benchmarks panel.


Custom Benchmarks
Create
Custom1

3. In the Create Custom Benchmark popup, enter the name of the custom benchmark and an abbreviation. When you search for a benchmark to add to a custom report, use the abbreviation as a quick way to search for and find this custom benchmark.


Create New Custom Benchmark
×
Custom Benchmark Details
Name
Required
Abbreviation
Required
Search Benchmarks
Cancel
Save

4. Type the first few characters of the benchmark you want to include in your custom benchmark. A list of matching benchmarks appears. For example, to add the S&P 500 index, you can type **S&P 5** and a list of benchmarks that contain those characters appears.
5. Click **Add Benchmark** to add the benchmark to your custom benchmark.
6. CONTINUE searching for and adding benchmarks until all of the desired benchmarks have been added.
7. In the list of Added Benchmarks, enter the weights of each benchmark. For example, if you added the Russell 2000 Index and the S&P 500 Stock Index and wanted both to be of equal weight, you would type 50 for each benchmark to make sure the total adds up to 100%.


Added Benchmarks
Remove
Remove

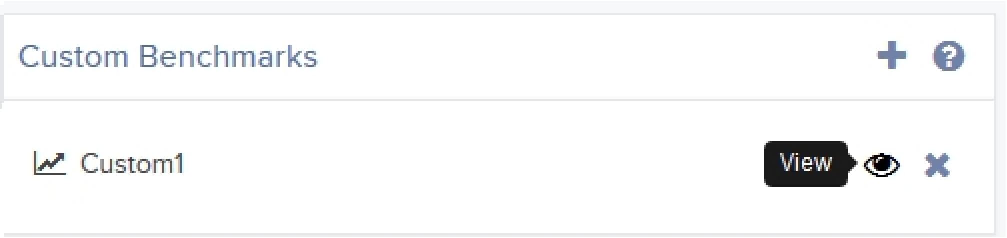
S&P 500 Stock Index (SPX) 50

iShares Russell 2000 Index (IWM) 50

8. Click **Save**. Your new custom benchmark is now available for you to select when creating or editing a custom report.

View and Edit Custom Benchmarks

1. On the PortfolioAnalyst Summary screen, click the Configure (gear) icon on the right side of the Custom Reports and Add-Ons panel title bar.
2. In the Custom Benchmarks panel, click the View (eye) icon for the custom benchmark you want to view or edit.



3. The custom benchmark opens in a popup. Click the **Edit** button to edit the custom benchmark name, abbreviation or component benchmarks.
4. Click **Save** when you are done editing.

To delete a custom benchmark:

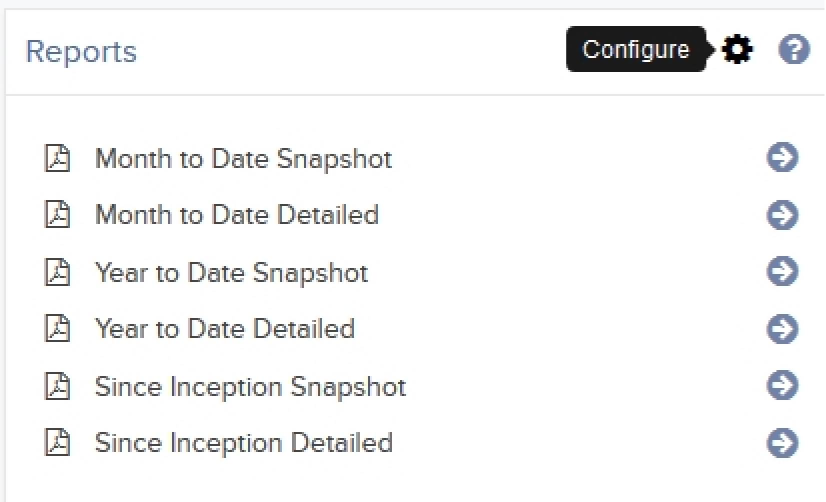
1. On the PortfolioAnalyst Summary screen, click the Configure (gear) icon on the right side of the Custom Reports and Add-Ons panel title bar.
2. In the Custom Benchmarks panel, click the Delete (X) icon for the custom benchmark you want to delete.

Synopses

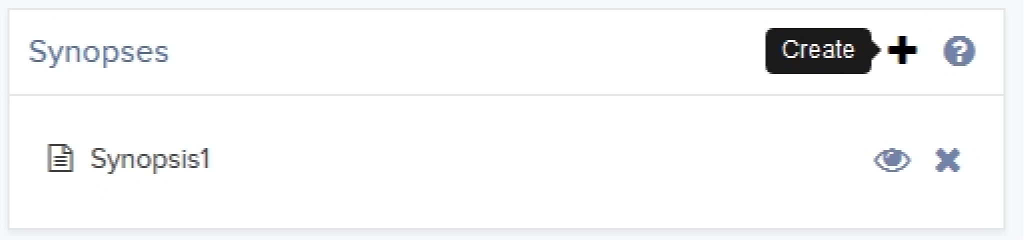
Multiple account holders and institutional account master users (Advisor Masters, Broker Masters, Fund Investment Managers and Proprietary Trading Group Masters) can create and save text-based cover letters called synopses, and then assign them to custom reports.

Create and Save Synopses

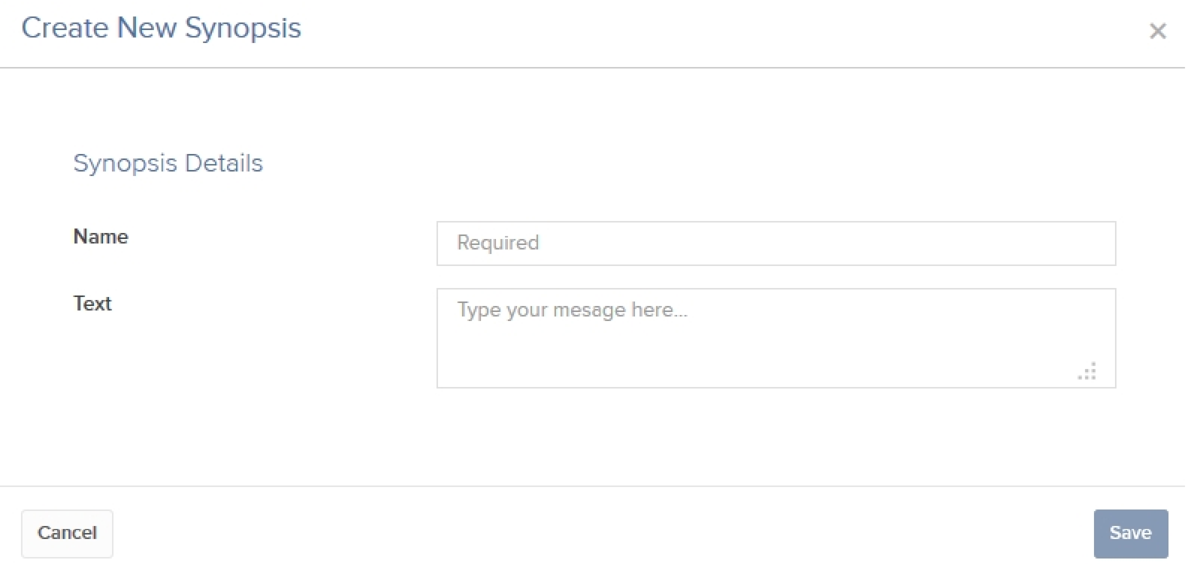
1. On the PortfolioAnalyst Summary screen, click the Configure (gear) icon on the right side of the Custom Reports and Add-Ons panel title bar.


Reports
Configure
Month to Date Snapshot
Month to Date Detailed
Year to Date Snapshot
Year to Date Detailed
Since Inception Snapshot
Since Inception Detailed

2. Click the Create (+) icon in the Synopses panel title bar.


Synopses
Create
Synopsis1

3. In the Create New Synopsis popup, enter the name of the synopsis and then enter the text that you want to appear.

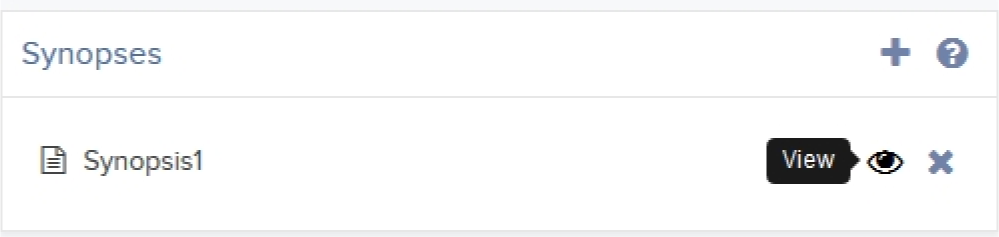

Create New Synopsis
×
Synopsis Details
Name
Required
Text
Type your mesage here...
Cancel
Save

4. Click **Save**.

Your new synopsis is added to list in the Synopses panel and you can now select it when creating a custom Detailed report.

View and Edit Synopses

1. On the PortfolioAnalyst Summary screen, click the Configure (gear) icon on the right side of the Custom Reports and Add-Ons panel title bar.
2. The Synopses panel shows all of your saved synopses. Click the View (eye) icon for the synopsis you want to view or edit.


Synopses
Synopsis1
View

3. The synopsis opens in a popup. Click the **Edit** button to edit the synopsis name or text.

4. Click **Save** when you are done editing.

Delete Synopses

1. On the PortfolioAnalyst Summary screen, click the gear icon on the right side of the Custom Reports and Add-Ons panel title bar.
2. In the Synopses panel, click the Delete (X) icon for the synopsis you want to delete.

Assign a Synopsis to a Custom Report

When you are creating a new Detailed custom report or editing an existing Detailed custom report AND you have selected multiple client, sub or linked accounts in the Account Selector, you can attach a synopsis (cover letter) to the report.

1. Create a new custom report or edit an existing custom report.
2. If you selected Detailed as the report type, select a saved synopsis in the Optional Pages section.
3. CONTINUE creating or editing the custom report as required.

Report Pages in a Detailed Custom Report

When you create a Detailed custom report, you can select any of the following report pages to include in the final report:

Report	Description
Breakdown of Accounts	Available only to institution accounts and multiple linked accounts who have selected multiple accounts and the **Consolidate** option, this report shows the Beginning and Ending NAV, Return, and the total amounts of Deposits, Withdrawals, Dividends, Interest and Fees for each selected account.
Account Overview	Displays general settings, including account name and number, account alias, base currency and the specified time period. It also displays the performance of your portfolio for the specified time period, including beginning and ending Net Asset Value (NAV) and return percentage based on your

Report	Description
	selected time period and performance measurement (TWR or MWR). A color-coded bar chart plots NAV over time, and a color-coded line chart shows the return percentage (TWR or MWR) over the same time scale. Additional performance statistics are also included in the Overview section.
Open Position Summary	Shows all current open positions in the selected account(s). The report output shows two pie charts: the five long open positions that have the highest market value, and the five short positions with the highest market value. The output also displays a table of all open positions sorted by product, then currency, then symbol. The table includes the quantity, closing price, current market value and the percent of your total Net Asset Value for that position. If you select this report but there are no open positions during the specified time period, the report will be omitted from your results.
Allocation by Asset Class	Displays a color-coded bar chart and table that illustrates the NAV of all assets in your portfolio for each day, month or quarter in the specified time period. If you select this report but there are no open positions during the specified time period, the report will be omitted from your results.
Allocation by Sector	Displays a color-coded bar chart and table that illustrates the NAV of stocks and options in your portfolio by sector for each day, month or quarter in the specified time period. If you select this report but there are no open positions during

Report	Description
	the specified period, the report will be omitted from your results.
Allocation by Region	Displays color-coded pie charts and accompanying tables. One pair of pie charts shows the percentage and amount of the portfolio's long and short positions allocated to assets in those regions. The second pair of pie charts shows the countries with the highest percentage and amount of long and short position allocation to assets (Weight %). The tables display the same data. If there are more than five countries to which positions are allocated, the additional countries appear in the Other category.
Time Period Performance Statistics	Shows the performance of your portfolio for a specified time period as a line chart and a text summary. The line chart plots the return percentage for the selected performance measure (TWR or MWR) over time. The text summary includes the beginning and ending NAV, the return percentage (TWR or MWR) for the time period, the one- and three-month return percentage (the three-month return only appears if the time period is at least six months), and the best and worst return percentage of the period. Reports with a monthly time period display one- and three-month returns. Reports with a daily time period display five- and ten-day returns. Reports with a quarterly time period display one- and two-quarter returns. The line chart and text summary are identical to those in the Account Overview report.
Time Period Benchmark Comparison	Select up to three global industry benchmarks against which you want to compare your performance results over a specified time period. The report output displays a color-coded

Report	Description
	line chart comparing the return percentage (TWR or MWR) of your portfolio over time with that of the selected benchmarks. The line chart plots the return percentage for each day, month or quarter over the specified time period, and also displays the average return percentage for the entire time period. Returns for ETFs and indices selected as benchmarks include dividends.
Cumulative Performance Statistics	Shows the cumulative performance of your portfolio over a specified time period as a line chart and a text summary. The line chart plots the return percentage for the selected performance measure (TWR or MWR) over time. The text summary includes the beginning and ending NAV, the return percentage (TWR or MWR) for the time period, the one- and three-month return percentage (the three-month return only appears if the time period is at least six months), and the best and worst return percentage of the period. Reports with a monthly time period display one- and three-month returns. Reports with a daily time period display five- and ten-day returns. Reports with a quarterly time period display one- and two-quarter returns. The line chart and text summary are identical to those in the Account Overview report.
Cumulative Benchmark Comparison	Select up to three global industry benchmarks against which you want to compare cumulative performance results over a specified time period. The report output displays a color-coded line chart comparing the cumulative return percentage (TWR or MWR) of your portfolio over time with that of the selected benchmarks. The

Report	Description
	line chart plots the cumulative return percentage over the specified time period, aggregating the return percentage for each successive day, month or quarter in the time period. Returns for ETFs and indices selected as benchmarks include dividends.
Risk Measures	Shows the current risk of your portfolio in a line chart and text summary. The line chart plots Value-Added Monthly Index (VAMI) over the specified time period. VAMI is an index that tracks the monthly performance of your portfolio based on a hypothetical initial $1000 investment. The text summary shows a variety of risk measures, including Max Drawdown, Peak-to-Valley Drawdown, Recovery, Sharpe Ratio, Sortino Ratio, Calmar Ratio, Standard Deviation, Downside Deviation, Tracking Error, Information Ratio, Mean Return, Positive Periods and Negative Periods. In addition, this report includes a Distribution of Returns bar chart showing the range of return percentage for each day, month or quarter in the specified time period and the number of times the return performance fell within that range for the entire period.
Risk Measures Benchmark Comparison	Select up to three global industry benchmarks against which you want to compare the current risk of your portfolio in a line chart and text summary. The line chart plots Value-Added Monthly Index (VAMI) over the specified time period for your portfolio and for your selected benchmarks. VAMI is an index that tracks the monthly performance of your portfolio based on a hypothetical initial $1000 investment.

Report	Description
	The text summary shows a variety of risk measures for your portfolio and for your selected benchmarks, including Max Drawdown, Peak-to-Valley Drawdown, Recovery, Sharpe Ratio, Sortino Ratio, Calmar Ratio, Standard Deviation, Downside Deviation, Correlation, Beta, Alpha, Tracking Error, Information Ratio, Turnover, Mean Return, Positive Periods and Negative Periods. In addition, this report includes a Distribution of Returns bar chart showing the range of return percentage for each day, month or quarter in the specified time period and the number of times the return performance fell within that range for the entire period. Returns for ETFs and indices selected as benchmarks include dividends.
Performance Attribution	Shows how your asset allocation and selection of securities affects your portfolio's performance when compared to the performance of the S&P 500 Index over a specified time period. This report includes a summary table that shows how you outperformed or underperformed the S&P 500, as well as two charts and a scatter plot. For more information about this report, see Running a Performance Attribution Report.
Performance by Asset Class	Displays a color-coded bar chart that illustrates the cumulative contribution to your portfolio's return by asset class for each day, month or quarter in the specified time period. Each color-coded bar in the chart represents the contribution of all asset classes to each day/month/quarter in the specified time period .The

Report	Description
	table shows the return for each asset class for each day/month/quarter in the specified time period.
Performance by Sector	Displays a color-coded bar chart and table that illustrate the contribution to your portfolio's return by sector for each day, month or quarter in the specified time period. The bars in the bar chart are color-coded by sector. The table shows the values depicted in the chart.
Performance by Symbol	Displays four charts, a table and two heat maps representing the performance of the symbols in your portfolio: » **Top Five Contributors** - This chart displays the five symbols with the highest contribution to your portfolio's return. » **Bottom Five Contributors** - This chart displays the five symbols with the lowest contribution to your portfolio's return. » **Contribution by Sector** - This bar chart displays the contribution of each sector to your portfolio's return. » **Contribution by Asset Class** - This bar chart displays each the contribution of each asset class to your portfolio's return. » **Table** - Shows data for all open or closed symbols grouped by asset class, including sector, Average Weight, Return, Contribution to Return, and Unrealized and Realized P&L in dollar amounts. » **Sector Composition Heat Map** - This is a visual representation of each sector's contribution to return. Each sector block shows the contribution to return of each symbol in that sector. The larger the block, the larger the contribution to return. » **Portfolio Heat Map** - This is a visual representation of the contribution to return of each symbol in your portfolio. Green indicates a positive return while red indicates a negative return.
Historical Performance	Shows the history of your portfolio's performance in a variety

Report	Description
	of charts and tables on three pages: » **Report Page 1**: Includes two charts, a History bar chart that shows the cumulative return percentage at different points in time in the history of your account (MTD, QTD, YTD, 1 year, 3 year, 5 year and since inception), a table that displays the same data as the History chart, and a line chart that shows the cumulative return percentages since the inception of your account. » **Report Page 2**: Includes two tables. One table displays the monthly returns of your account for the past five years (or since the inception of your account if it is less than five years old). The second table shows the quarterly returns of your account for the last five years (or since the inception of your account if it is less than five years old). » **Report Page 3**: Includes a bar chart and a table. The bar chart displays the return percentage of your portfolio for the year-to-date and for each of the last five years, or fewer years if your account has been open for less than five years. The table displays the data from the chart. This report will only include 1 Year, 3 Year, 5 Year, Yearly, Quarterly and Monthly returns if there is data available for the account for the full period.
Historical Performance Benchmark Comparison	Select up to three global industry benchmarks against which you want to compare the history of your portfolio's performance. This report includes the same charts and tables as the Historical Performance Report described above. Returns for ETFs and indices selected as benchmarks include dividends.

Report	Description
	This report will only include 1 Year, 3 Year, 5 Year, Yearly, Quarterly and Monthly returns if there is data available for the account/benchmark for the full period.
Deposits and Withdrawals	Shows the inbound and outbound cash and position transfers (including cash deposit and withdrawals) in your account for a specified time period. This report displays a table that includes the date, type, description and amount of each inbound and outbound cash and position transfer in the time period of the report.
Dividends	The Dividends report shows all dividends that occurred in your account during a specified time period, including dividend payments, dividend cancellations, payments in lieu, short term and long term capital gains. The report includes a table and a bar chart. Each line item in the table includes the pay date, ex-date, symbol, note, quantity, dividend per share, estimated forward dividend yield %, estimated annual dividend and amount during the specified time period. The report also includes a color coded stacked bar chart illustrating the distributions of dividends during the time period.
Interest Details	Lists all interest that occurred in your account during the specified time period. Each line item in the table includes the date, description and amount.
Corporate Actions	Lists all corporate actions that occurred in your account during the specified time period. Each line item includes the date, type, description and quantity. If you select this report and you have no corporate actions in the specified time period, this report will not appear in

Report	Description
	your Detailed Report.
Fee Summary	Lists all fees that were charged to your account in the specified time period. Each line item includes the date, description and amount of the fee. The amounts are totaled at the bottom of the list.

Performance Attribution Report

The Performance Attribution Report helps you determine how your asset allocation and selection of securities affects your portfolio's performance when compared to the performance of the S&P 500 Index.

To run a Detailed PDF Report with the Performance Attribution Report, set up your Detailed PDF Report as you normally would, and select Performance Attribution in the Select Report(s) section of the page.

Performance Attribution Report Table

The first part of the Performance Attribution Report contains two tables:

- Weighting by Sector
- Returns and Attribution Effects by Sector

Weighting by Sector

This table shows how your portfolio is allocated among ten different sectors, cash and unclassified (anything not included in one of the other sectors), and how that allocation compares to the S&P 500 Index. The table has three parts: Beginning Weight, Ending Weight and Average Weight.

These tables show the beginning, ending and average weight for each sector in your portfolio and the S&P 500, and the difference (positive or negative) between the two, represented by a percentage. You can use this table to see how under or overweighted your portfolio is in each sector compared to the S&P 500.

Returns and Attribution Effects by Sector

This table lets you compare your returns in each of the ten sectors, plus cash and unclassified, to those of the S&P 500, and view the attribution effects of your sector allocation and stock selection within each sector. Attribution effects let you see why your returns in a particular sector were better or worse than those of the S&P 500.

The Period Return part of the table shows the absolute return percentage for each sector in your portfolio and for the S&P 500, and the difference (positive or negative) between the two.

The Contribution to Return part of the table measures the contribution of each sector to the overall return. The table also illustrates the contribution of return for the account of each sector versus the S&P 500. The standard calculation used to derive the Contribution to Return is:

Period Return x Beginning Weight = Contribution to Return

The attribution effect part of the table shows the attribution effects of sector allocation (Allocation column), the attribution effects of security selection within each sector (Selection column), and the total attribution effects for the period of the report. The attribution effect dissects the return and illustrates the reason for your outperformance or underperformance.

The allocation effect determines whether the overweighting or underweighting of sectors relative to a benchmark contributes positively or negatively to the account’s return. Positive allocation occurs when the portfolio is overweighted in a sector that outperforms the benchmark, and underweighted occurs in a sector that underperforms the benchmark.

The selection effect measures the account’s ability to select securities within a sector relative to the benchmark. A positive selection will occur if the account made better stock selections within the sector compared to the benchmark.

Performance Attribution Report Charts

The second page of the Performance Attribution Report shows two charts:

- Cumulative Attribution Effect - This line chart plots return percentage over time and covers the entire time period of the report.
- Attribution Effect - This chart shows the allocation, selection and total attribution effect percentages for each period in the report.

Delivered Reports

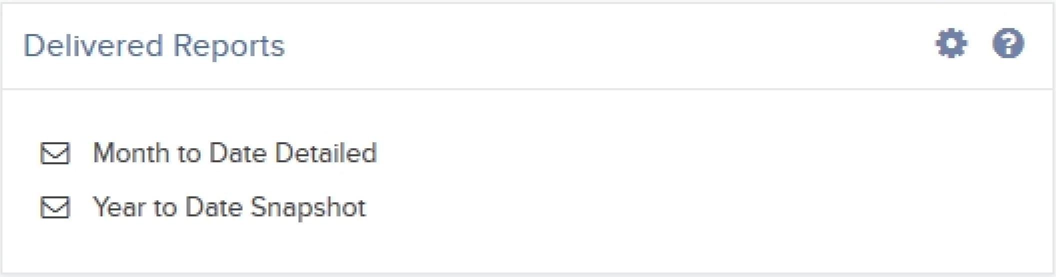
You can set your preferred method of delivery for preconfigured (default) PortfolioAnalyst reports and your saved PortfolioAnalyst reports that have a time period of MTD, YTD, or since inception.

- If you manage or maintain multiple accounts, you can also select accounts and additional report generation options.
- You can configure these reports to be delivered via email or FTP (by request only). You can also encrypt your reports for delivery (again, by request only).

Configure Reports for Delivery

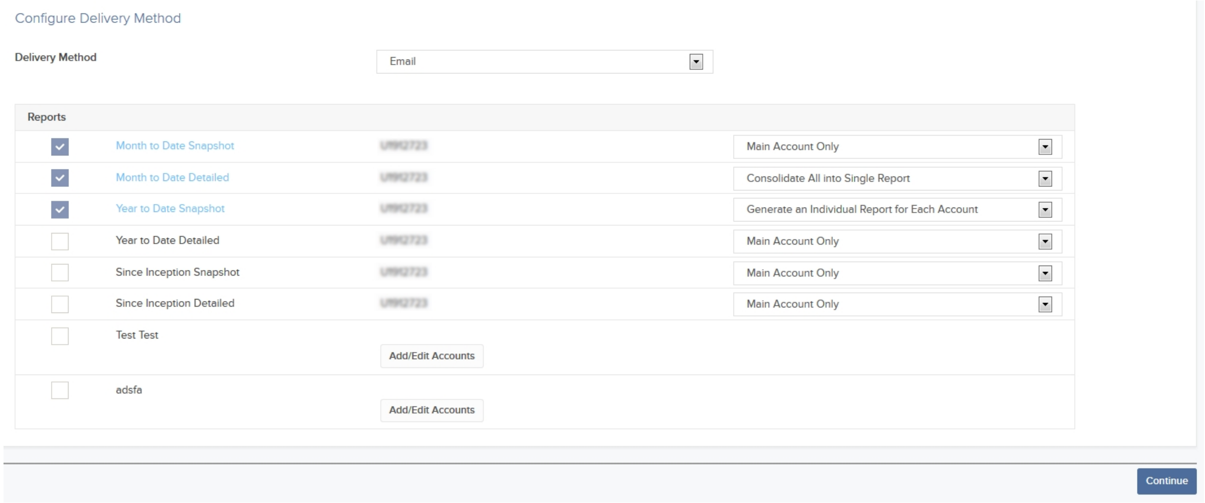
1. Open PortfolioAnalyst.

   The Delivered Reports panel on the PortfolioAnalyst Summary screen displays all of the reports that you have configured for delivery.



2. Click the Configure (gear) icon in the Delivered Reports title bar.

   The Delivered Reports configure screen opens.



Configure Delivery Method

Delivery Method: Email

	Reports		
☑	Month to Date Snapshot	[redacted]	Main Account Only
☑	Month to Date Detailed	[redacted]	Consolidate All into Single Report
☑	Year to Date Snapshot	[redacted]	Generate an Individual Report for Each Account
☐	Year to Date Detailed	[redacted]	Main Account Only
☐	Since Inception Snapshot	[redacted]	Main Account Only
☐	Since Inception Detailed	[redacted]	Main Account Only
☐	Test Test	Add/Edit Accounts	
☐	adsfa	Add/Edit Accounts	

3. Click the check box next to each preconfigured report and saved custom report that you want to configure for delivery.
4. In the Delivery Method drop-down, select your preferred delivery method for each selected report.
   - Select **Email** or **FTP** as the Delivery Method.
   - Click the **Encryption** check box to encrypt your statements.

   You must request FTP delivery and Encryption to enable those options. Contact your Sales Representative or Client Services to make these requests.
5. For each preconfigured report to be delivered, select one of these report generation options:
   - Default Account Only - The report will be generated and delivered for the primary account holder's account only. This is the default selection.
   - Consolidate All into Single Report - If you have multiple accounts, a single consolidated report will be generated for all accounts.
   - Generate an Individual Report for Each Account - If you have multiple accounts, a separate report will be generated and delivered for each account.
6. If you have multiple accounts, you can select which account or accounts will receive each custom report. For each custom report, click **Add/Edit Accounts**, then choose accounts in the Account Selector. This option is unavailable for preconfigured reports.
7. For each custom report to be delivered, select one of these report generation options:

- Master Account Only - A single report will only be generated for the master account.
- Consolidate Selected Accounts into Single Report - If you have multiple accounts, a single consolidated report will be generated for all selected accounts.
- Generate an Individual Report for Each Selected Account - If you have multiple accounts, a separate report will be generated and delivered for each selected account.

8. Click **CONTINUE**.
9. Review your delivery configuration, and then click **CONTINUE**.
10. Click **Ok**.

7

PortfolioAnalyst for non-IBKR Clients

PortfolioAnalyst can now be used by itself as a standalone tool. To try the PortfolioAnalyst client, navigate to **www.interactivebrokers.com/pa** and sign up for an account. This tool is designed for those that are not yet clients of Interactive Brokers but would still like to take advantage of the tool to consolidate their accounts and use the performance reporting features.

When you log in for the first time, you will be directed to the External Accounts screen.

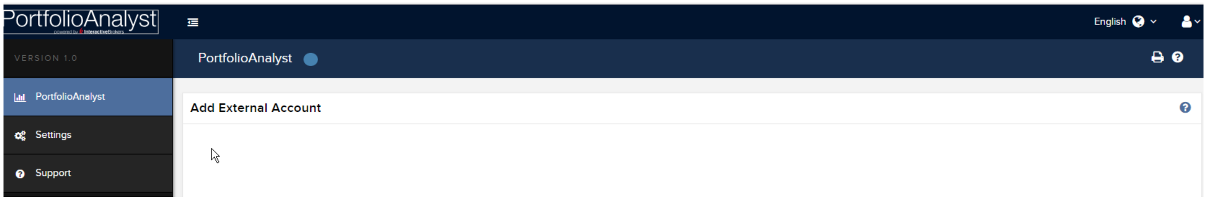
The External Accounts screen lets you add accounts held at any financial institution to Portfolio Analyst. You can add brokerage, bank and credit card accounts as well as other assets and liabilities. Once you have added an account to PortfolioAnalyst, you can view the beginning and ending value of the account and drill down to see positions (in brokerage firms) and transactions. If you have added multiple brokerage accounts, you can drill down to a consolidated view of assets held at all of the accounts.

Note: Newly linked external accounts will populate with data immediately.

Add a New External Account

1. From the home screen, click the **Manage External Accounts** button.

   The External Accounts screen opens.



2. Click the **plus sign (+)** on the right side of the External Accounts title bar.
3. Read the disclosure and click **CONTINUE**.

   The Add Accounts panel opens.

4. You can type the name of the institution in the search field. Once you start typing the name, matching institutions appear in the list below the field.
5. Type the username and password for the account at the selected financial institution. Type your password a second time, and then click **Next**.
6. Click the check box next to each account that you want to add.

   For example, you may have several different accounts at another financial institution but you only want to add one of them to PortfolioAnalyst.
7. For each account that you want to add, select the type of account.
8. Click the down arrow to view the drop-down menu, and then make your selections. Each type has several additional types associated with it.

   For example, you can select *Retirement* and then select *IRA* as the type of Retirement.
9. If the account is successfully added, a confirmation screen opens that lists the account(s) you just added, including the account ID and current balance.
10. Click **Close** to stop adding accounts or **Add More Accounts** to add more external accounts.

You can see your external account data on the Portfolio Analyst Summary screen. Once you add an external account, it takes one business day for the data to be updated in PortfolioAnalyst. All of your external accounts are updated by the next business day.

Add an Account Under an Institution

1. In the Account Net Asset Value panel, click the **Manage External Accounts** button.

   The External Accounts screen opens.
2. Click the plus sign (+) on the financial institution row, then follow the instructions on the screen to add another account under that institution.

Note: You can add assets or liabilities that do not have online access, such as real estate, auto or other assets and liabilities by clicking the link on the first Add Account screen, and then following the instructions on the screen.

Reports for non-IBKR Client Accounts

The table below shows the types of reports available. For full reporting features, **upgrade** to an IBKR account.

For more information about reporting sections, see the reference guide.

PDF Report	Brokerage	Bank	Credit Card	Other Asset	Other Liability
Breakdown of Accounts	X	X	X	X	X
Account Overview	X	X	X	X	X
Open Position Summary	X	X			
Allocation by Asset Class	X	X	X	X	X
Allocation by Sector	X	X	X	X	X
Allocation by Region	X				
Time Period Performance Statistics (Benchmark)	X	X		X	X
Cumulative Performance Statistics (Benchmark)	X	X		X	X
Risk Measures (Benchmark)	X				
Performance Attribution vs. S&P 500					
Performance by Asset Class					
Performance by Sector					
Performance by Long & Short					
Historical Performance (Benchmark)	X	X		X	X
Projected Income					
Trade Summary	X				
Deposits and Withdrawals	X	X			
Dividends	X				
Interest Details	X	X	X		

Notes

1. The Net Asset Value (NAV) consists of all positions by financial instrument (stock, securities options, warrants, bonds, cash, etc.). All non-base currency amounts are converted to the base currency at the close of period rate.
2. The deposit/withdrawal amount displayed in the Account Overview report includes internal transfers along with cash and position transfers.
3. The gain or loss for future contracts settle into cash each night. The notional value is used when computing the contribution to return.
4. Dividend accruals, interest accruals and insured deposits are included in cash amounts throughout the report.
5. Price valuations are obtained from outside parties. Interactive Brokers shall have no responsibility for the accuracy or timeliness of any such price valuation.
6. The Allocation by Sector report includes only the following financial instruments; stocks (except ETFs) and options. All other financial instruments are included in Unclassified sector.
7. Amounts are formatted to two decimal places. If amounts are greater than two decimal places, Interactive Brokers uses "half-even" rounding. This means that Interactive Brokers rounds such amounts up to the nearest even number.
8. As of December 31, 2018 the averagel historical annual return including dividends since inception of the S&P 500 was 7.51%. This rate is used to calculate the downside deviation and the Sortino ratio.
9. As of December 31, 2018 the US 3 Month Treasury Bill was 2.40%. This was the risk free rate used to calculate the Sharpe ratio.
10. The mean return is the average TWR for the period.
11. Historical SPX dividend data in the Performance Attribution report may be modeled from sector compositions that are subject to change.
12. Frongello is the method used for mathematical smoothing in the Performance Attribution report. It has been developed by Andrew Scott Bay Frongello.
13. The Performance Attribution vs. S&P 500 report is available from 2019 on.
14. For accounts opened and funded before 2009, reports with a time period of Since Inception will include data going back to January 1, 2009. This includes some default reports and both Historical Performance reports.

15. The Modified Dietz method is used to calculate MWR. This method only values the portfolio at the start and end of the period and weights the cash flows. When large flows occur, its accuracy can diminish.
16. The Estimated Annual Dividend in the Dividends report and Estimated Annual Income in the Projected Income report assume dividend and bond payments remain constant throughout the year. These positions and interest rates are based on the previous business day.
17. We use Thomson Reuters Business Classifications for our sector data.

9

Frequently Asked Questions

What are Snapshot and Detailed reports?

Snapshot reports are one-page summaries that display graphs and charts representing an account's return, Net Asset Value (NAV), asset allocation and distribution of returns. Detailed reports let you select any combination of individual reports, including benchmark comparisons, for a variety of performance analyses. Detailed reports are available to download as PDF or CVS files.

Sample Snapshot Report

Sample Detailed Report

Can I modify a default report?

No, you can only run a default report. If you want to create a report with specific details, specific individual reports for different performance analyses or benchmark comparisons, create and save a custom report.

What if I don't see any reports listed in the Custom Reports and Add-Ons panel?

The Custom Reports and Add-Ons panel displays a list of all of your saved custom reports. If the list is empty, which it will be the first time you use PortfolioAnalyst, then you have not yet created and saved any custom reports.

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