

Mobius Portfolio Reporter

Setup Guide

Version 5.7.1



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1 Overview

The Mobius Portfolio Reporter automates the transformation of daily NAV report emails into formatted portfolio reports.

Note

Already set up? If you have previously installed the Portfolio Reporter, you only need to replace the `Portfolio Transformer.xlsxm` file in `C:\Mobius Reports\`. Skip to Section 5 (Daily Workflow) for usage instructions.

1.1 What This System Does

1. Monitors your Outlook inbox for incoming NAV report emails
2. Automatically saves Excel attachments to a designated folder
3. Transforms the data into a formatted portfolio report with Dashboard
4. Saves the completed report for review

1.2 Prerequisites

Before beginning setup, ensure you have:

- Microsoft Outlook (desktop application, not "New Outlook")
- Microsoft Excel with macro support
- Administrator access to your computer (for initial setup only)

2 Installation

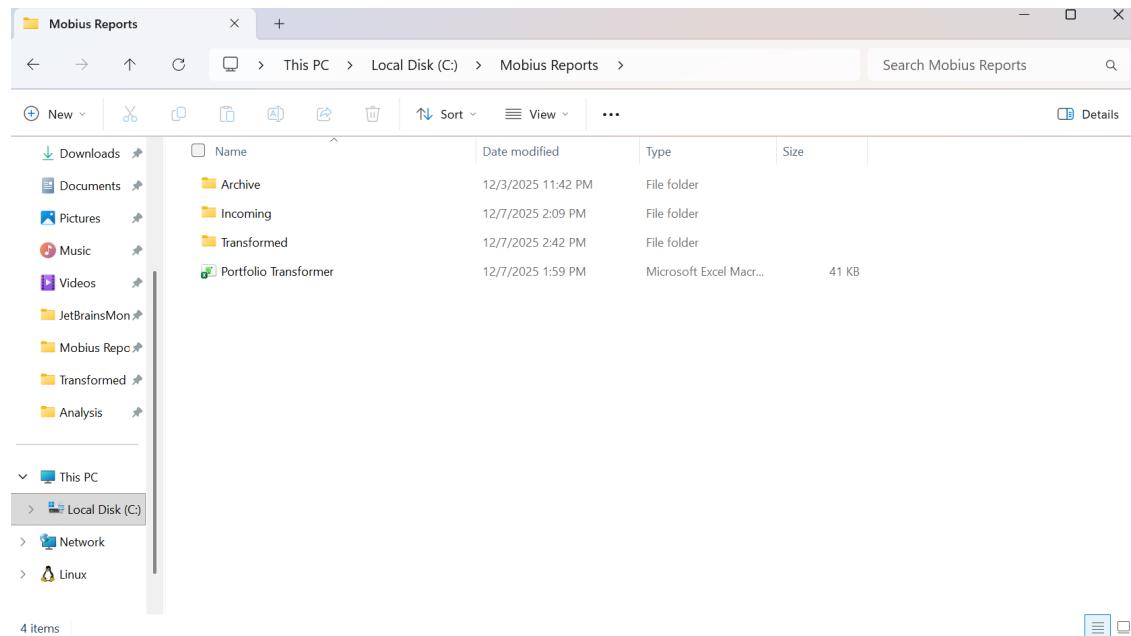
2.1 Step 1: Run the Installer

1. Locate the file INSTALL.bat in this package
2. Double-click to run
3. If prompted by Windows Security, click **Run anyway**

Note

The installer creates the following folder structure on your C: drive:

- C:\Mobius Reports\Incoming – where email attachments are saved
- C:\Mobius Reports\Transformed – where completed reports appear
- C:\Mobius Reports\Archive – processed files are moved here

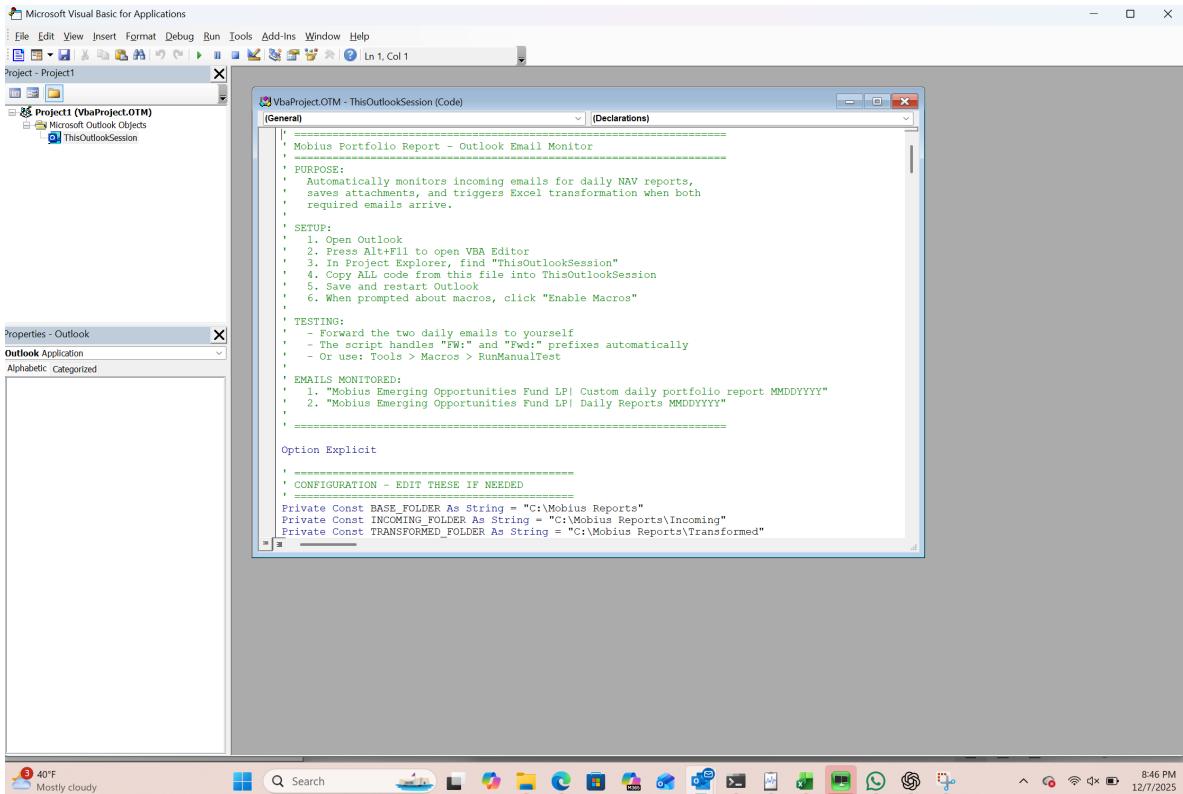


3 Outlook Configuration

This section configures Outlook to automatically detect and process incoming NAV report emails.

3.1 Step 2: Open the VBA Editor

1. Open Microsoft Outlook
2. Press **Alt + F11** on your keyboard
3. The Visual Basic for Applications editor will open



3.2 Step 3: Locate ThisOutlookSession

1. In the left panel, find **Microsoft Outlook Objects**
2. Click the arrow to expand it
3. Double-click **ThisOutlookSession**
4. A blank code window will open on the right

3.3 Step 4: Paste the Monitor Code

1. Open the file `files\OutlookMonitor.txt` from this package
2. Select all the code (**Ctrl + A**)

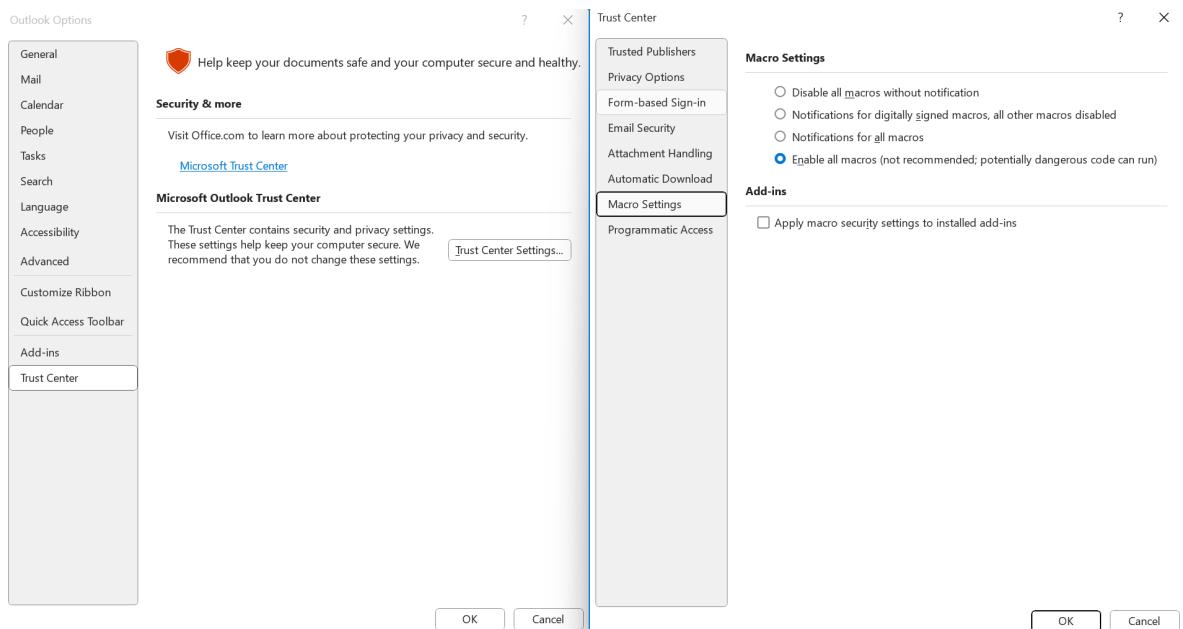
3. Copy the code (**Ctrl + C**)
4. Click inside the ThisOutlookSession window in Outlook
5. Paste the code (**Ctrl + V**)
6. Save (**Ctrl + S**)
7. Close the VBA Editor

Important

Make sure you copy ALL of the code from OutlookMonitor.txt. Partial code will cause errors.

3.4 Step 5: Enable Macros in Outlook

1. In Outlook, click **File** in the top menu
2. Click **Options** (bottom of the left panel)
3. Click **Trust Center** (bottom of the list)
4. Click **Trust Center Settings...**
5. Click **Macro Settings**
6. Select **Enable all macros**
7. Click **OK** twice to close
8. **Restart Outlook completely** (close and reopen)



4 Testing the System

4.1 Step 6: Verify Installation

Open File Explorer and confirm these folders exist:

- C:\Mobius Reports\Incoming
- C:\Mobius Reports\Transformed
- C:\Mobius Reports\Archive

Also verify that Portfolio Transformer.xlsx is present in C:\Mobius Reports\

4.2 Step 7: Test with a Sample Email

1. Ask a colleague to forward you a recent NAV report email
2. When the email arrives, Outlook should display a popup:
"Mobius Report Monitor is now active"
3. The system will automatically:
 - Save the Excel attachment to the Incoming folder
 - Open the Portfolio Transformer
 - Process the data
 - Save the result to the Transformed folder
4. Check C:\Mobius Reports\Transformed for your output file

5 Daily Workflow

Once configured, the system runs automatically. Your daily workflow is:

1. **Receive Email** – The Custom daily portfolio report email arrives in your inbox
2. **Automatic Processing** – Outlook detects the email and triggers Excel
3. **Review Output** – The transformed report opens automatically

The output includes a Dashboard tab with charts and KPIs, plus detailed Stocks and Options tabs.

Sample Output – Stocks Tab:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Name	Ticker	Quantity	Unit Cost	Current Px	Total Cost	Mkt Value	% Diff (Cost)	Daily Chg %	P&L	Portfolio Wgt	Attribution	YTD	%	%		
4	SPDR S&P 500 ETF Trust	SPY US	10,609	\$643.00	\$685.69	\$6,652,517.00	\$7,244,485.21	6.64%	0.70%	\$84,966	13.30%	1.10%					
5	iShares MSCI Emerging Markets ETF	EEM US	11,395	\$50.00	\$54.74	\$5,511,575.00	\$6,043,022.30	9.48%	0.70%	476,250	11.00%	0.90%					
6	Invesco QQQ Trust Series 1	QQQ US	9,285	\$556.00	\$625.48	\$5,051,607.00	\$5,807,581.80	12.50%	0.90%	661,122	10.50%	1.30%					
7	WisdomTree Japan Hedged Equity ETF	DXJ US	26,509	\$132.00	\$140.77	\$3,501,378.00	\$3,731,671.93	6.64%	1.70%	226,336	6.90%	0.40%					
8	ALPHABET INC CLASS A	GOOGL US	11,368	\$176.00	\$221.27	\$2,000,280.00	\$3,652,197.36	82.54%	-1.10%	1,639,299	6.70%	3.10%					
9	Meta Platforms Inc	META US	5,158	\$675.00	\$673.42	\$3,493,599.00	\$3,473,500.36	-0.23%	-0.40%	-245,011	6.00%	-0.50%					
10	Taiwan Semiconductor Manufacturing Co Ltd	TSM US	8,656	\$289.00	\$294.72	\$2,500,526.00	\$2,551,096.32	1.98%	1.90%	9,368	4.60%	0.00%					
11	KraneShares CSI China Internet ETF	KWEB US	63,887	\$39.00	\$37.59	\$2,463,530.00	\$2,401,512.33	-3.62%	-0.60%	-67,768	4.40%	-0.10%					
12	GlobalX Japan Semiconductor ETF	264A JP	160,650	\$16.00	\$25.49	\$2,499,034.00	\$4,094,986.00	15831.25%	1.40%	-102,322	4.40%	-0.20%					
13	Goldman Sachs Physical Gold ETF	AAAU US	57,143	\$36.00	\$41.48	\$2,055,015.00	\$2,370,005.93	15.21%	0.80%	548,422	4.30%	1.10%					
14	Apple Inc	AAPL US	7,442	\$208.00	\$278.78	\$1,502,598.00	\$2,074,680.76	34.03%	0.20%	566,222	3.80%	1.10%					
15	Ark Innovation ETF	ARKK US	26,380	\$76.00	\$81.91	\$2,000,319.00	\$2,160,785.80	7.78%	1.50%	69,720	3.80%	0.10%					
16	iShares MSCI China ETF	MCHI US	30,821	\$59.00	\$62.66	\$1,810,407.00	\$1,931,243.86	6.20%	-0.50%	-104,608	3.50%	-0.60%					
17	Global X Defense Tech ETF	SHLD US	28,213	\$63.00	\$62.83	\$1,648,761.00	\$1,772,822.79	-0.27%	0.60%	110,304	3.20%	0.20%					
18	Proshares Ultra Pro Short S&P 500	RACE US	3,641	\$412.00	\$391.21	\$1,499,500.00	\$1,477,651.65	-4.56%	-0.60%	-105,532	2.60%	-0.20%					
19	Johnson & Johnson	JNJ US	5,117	\$195.00	\$201.89	\$1,995,756.00	\$1,982,291.81	3.55%	0.40%	68,981	2.00%	0.10%					
20	Global X Japan Tech Top 20 Etf	2854 JP	81,409	\$12.00	\$2,008.00	\$1,002,624.00	\$1,163,469,272.00	16833.33%	1.40%	27,663	1.90%	0.10%					
21	LVMH Moet Hennessy Louis Vuitton SE	LVMUY US	6,754	\$149.00	\$146.11	\$1,003,841.00	\$986,826.94	-1.94%	1.10%	-40,700	1.80%	-0.10%					
22	First Trust Nasdaq Clean Edge Smart Grid Infra Idx Etf	GRID US	6,575	\$152.00	\$153.55	\$999,739.00	\$1,009,591.25	1.02%	1.70%	-3,337	1.80%	0.00%					
23	Accrued Dividend Long		2,828,501	\$1.00	\$1.00	\$2,828,501.00	\$2,828,501.00	0.00%	0	0	0.00%	0.00%					
24	Accrued Dividend Long		6,652	\$1.00	\$1.00	\$6,652.00	\$6,652.00	0.00%	0	0	0.00%	0.00%					
25	Accrued Tax Withheld Short		-433,185	\$1.00	\$1.00	-\$433,185.00	-\$433,185.00	0.00%	0	0	0.00%	0.00%					
26	Administration Expenses Payable		-9,562	\$1.00	\$1.00	-\$9,562.00	-\$9,562.00	0.00%	0	0	0.00%	0.00%					
27	Due from Affiliates		350	\$1.00	\$1.00	\$350.00	\$350.00	0.00%	0	0	0.00%	0.00%					
28	NRA Tax WithHeld Redemption Payable		-567	\$1.00	\$1.00	-\$567.00	-\$567.00	0.00%	0	0	0.00%	0.00%					
29	Operating Expenses Prepaid		1,818	\$1.00	\$1.00	\$1,818.00	\$1,818.00	0.00%	0	0	0.00%	0.00%					
30	Organization Cost Payable		-6,511	\$1.00	\$1.00	-\$6,511.00	-\$6,511.00	0.00%	0	0	0.00%	0.00%					
31	MAD		7,546	\$0.00	\$0.00	\$817.00	\$0.00	#NAME?	0	0	0.00%	0.00%					
32	CAD		2,577	\$1.00	\$1.00	\$1,835.00	\$2,577.00	0.00%	0	0	0.00%	0.00%					
33	Management Fee Payable		-400,293	\$1.00	\$1.00	-\$400,293.00	-\$400,293.00	0.00%	0	-0.70%	0.00%						
34																	
35																	
36	USD					2392899											
37	USD					14111											
38	CAD					2577											
39	FUND PERFORMANCE SUMMARY					-135421											

Sample Output – Options Tab:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Name	Quantity	Underlying Qty	% Hedged	Strike Px	Underlying Px	% Moneyness	Expiry	Unit Cost	Total Cost	Current Px	Mkt Value	P&L	YTD		
PUTS																
4	Name	Quantity	Underlying Qty	% Hedged	Strike Px	Underlying Px	% Moneyness	Expiry	Unit Cost	Total Cost	Current Px	Mkt Value	P&L	YTD		
5	ARKK 01/16/2026 PUT 76	124	26,380	47.01%	\$76.00	\$81.91	7.78%	1/16/2026	\$5.00	\$60,515	\$4	\$47,740	-12,775			
6	AAPL 01/16/2026 PUT 235	74	7,442	99.44%	\$235.00	\$278.78	18.63%	1/16/2026	\$6.00	\$244,254	\$1	\$4,810	-39,444			
7	SHLD 12/19/2025 PUT 59	260	28,213	92.16%	\$59.00	\$62.83	6.49%	12/19/2025	\$2.00	\$1,318,666	\$0	\$11,050	-32,636			
8	ARKK 1/16/2026 PUT 73	65	26,380	24.64%	\$73.00	\$81.91	12.21%	1/16/2026	\$6.00	\$7.33%	\$38,216	\$3	\$17,128	-21,089		
9									Unit Cost	Total Cost	Current Px	Mkt Value	P&L	YTD		
10	CALLS															
11	Name	Quantity	Underlying Qty	% Hedged	Strike Px	Underlying Px	% Moneyness	Expiry	Unit Cost	Total Cost	Current Px	Mkt Value	P&L	YTD		
12	GOOG 3/20/2026 CALL 275	113	0	N/A	\$275.00	\$322.09	17.12%	3/20/2026	\$58.00	\$18,01%	\$655,741	\$58	\$655,741	0		
13	META 4/17/2026 CALL 570	7	5,158	-13.57%	\$570.00	\$673.42	18.14%	4/17/2026	\$100.00	14.85%	\$70,231	\$100	\$70,231	0		
14	SPY 01/16/2026 CALL 700	-5	10,609	4.71%	\$700.00	\$685.69	-2.04%	1/16/2026	\$5.00	0.73%	\$2,485	\$6	-\$3,223	-738		
15	SPY 01/16/2026 CALL 635	5	10,609	-4.71%	\$635.00	\$685.69	7.98%	1/16/2026	\$44.00	6.42%	\$2,815	\$52	\$25,765	3,950		
16	AAPL 01/16/2026 CALL 270	-74	7,442	99.44%	\$270.00	\$278.78	3.25%	1/16/2026	\$8.00	2.87%	-\$58,976	\$15	-\$108,410	-49,434		
17	GOOGL 03/20/2026 CALL 275	-113	11,368	99.40%	\$275.00	\$321.27	16.83%	3/20/2026	\$47.00	14.63%	-\$529,629	\$58	-\$655,683	-126,054		
18																
19																
20																

6 Troubleshooting

6.1 “Macros have been disabled”

- In Excel: File → Options → Trust Center → Macro Settings → Enable all macros
- In Outlook: Same path, then restart Outlook

6.2 Emails are not being processed

- Verify the code is pasted in ThisOutlookSession (not a different module)
- Confirm macros are enabled in Outlook
- Restart Outlook after making any changes
- Ensure you’re using Classic Outlook (not “New Outlook”)

6.3 Report not generating

- Check C:\Mobius Reports\Incoming for the attachment file
- Ensure Portfolio Transformer.xlsx exists in C:\Mobius Reports
- Only the Custom daily portfolio report email is required (as of v5.7.0)

For additional support, contact Jacob.