

Mobius Portfolio Reporter

Setup Guide

Version 5.1



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1 Overview

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

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 standardized portfolio report format
4. Integrates live Bloomberg pricing data
5. Saves the completed report for review

1.2 Prerequisites

Before beginning setup, ensure you have:

- Bloomberg Terminal installed and logged in
- Microsoft Outlook (desktop application)
- Microsoft Excel with macro support
- Administrator access to your computer (for initial setup only)

2 Installation

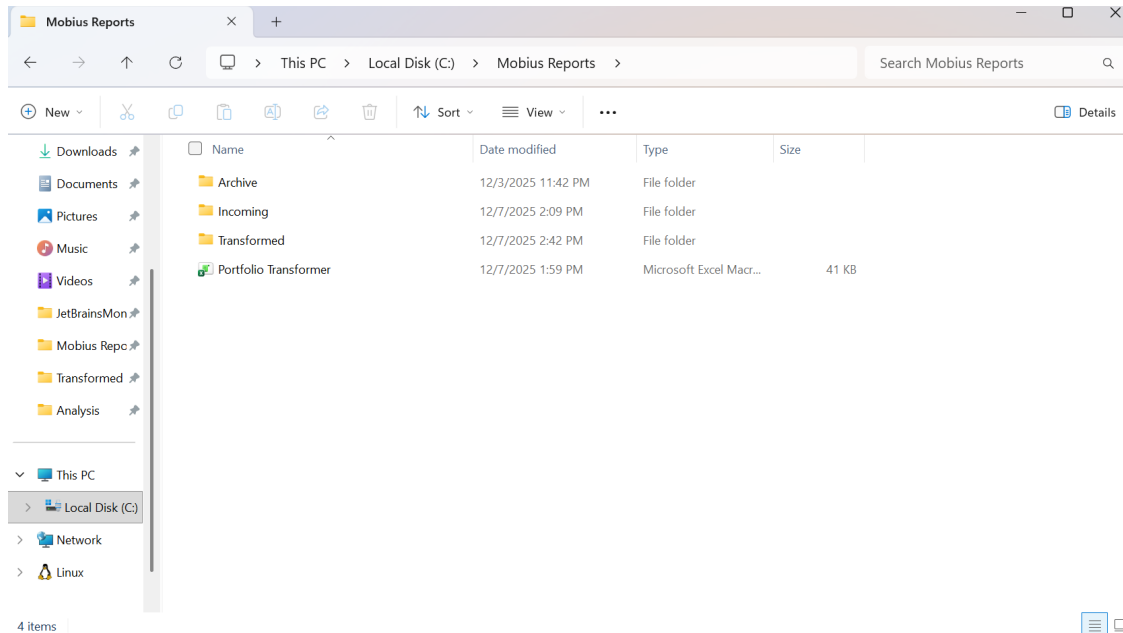
2.1 Step 1: Run the Installer

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

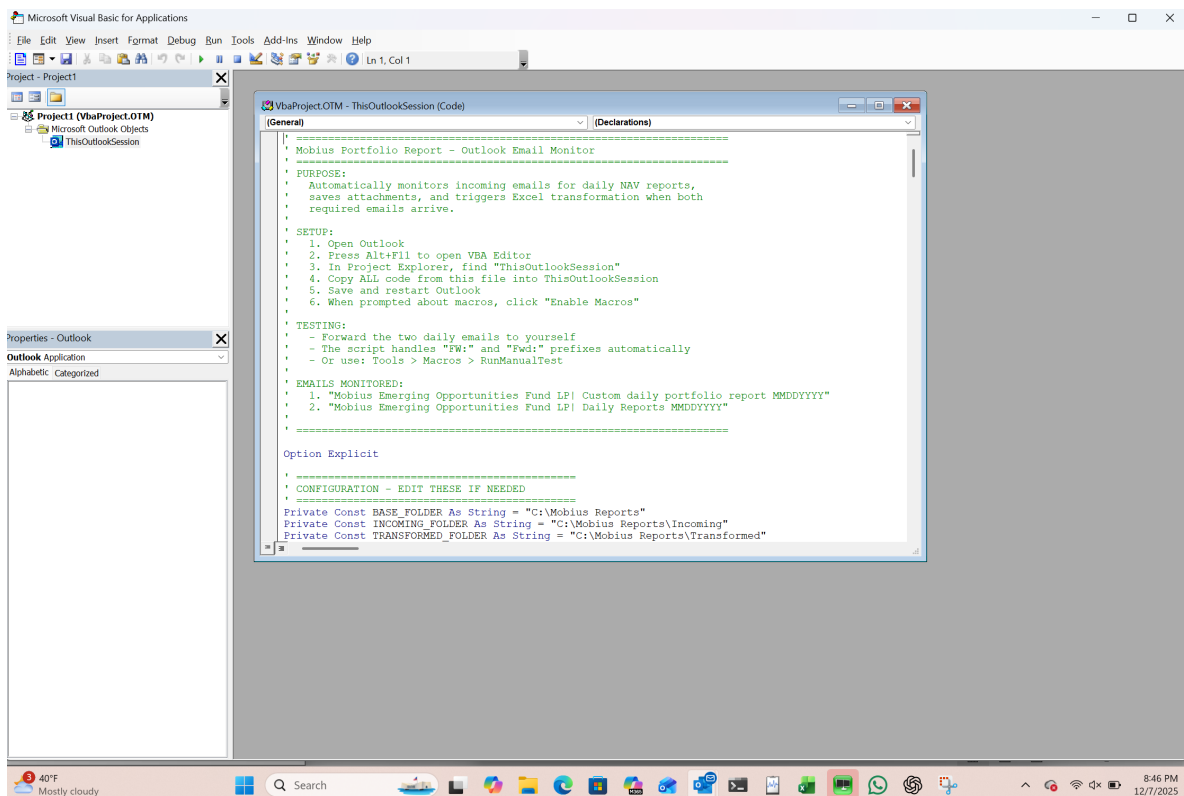


3 Outlook Configuration

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**)

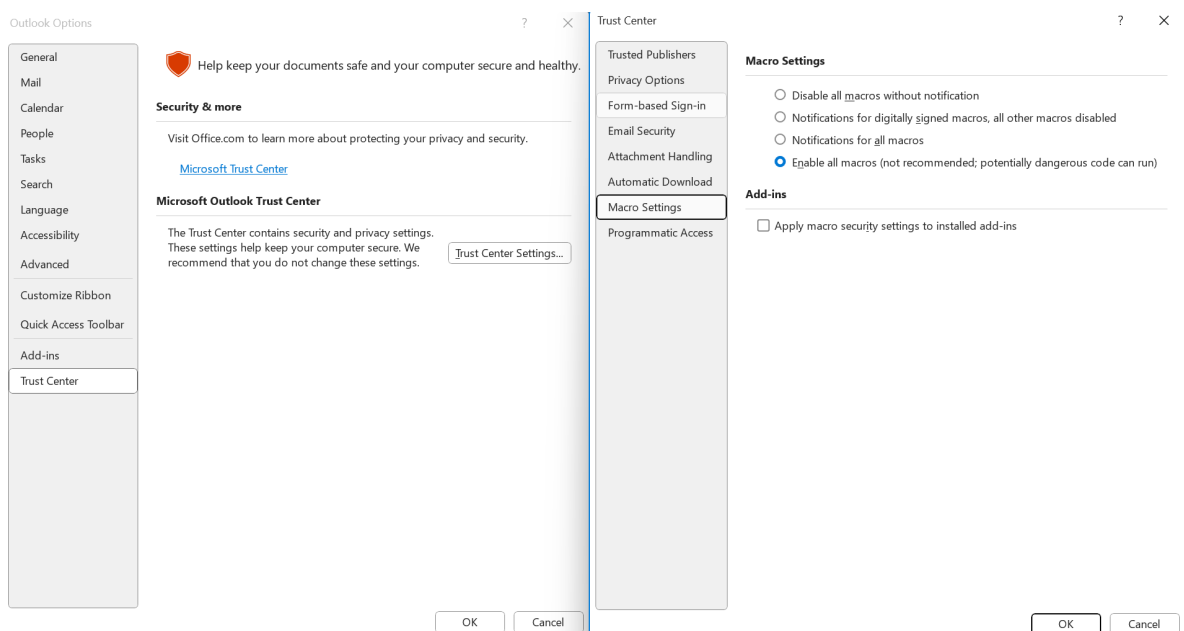
3. Copy the code (**Ctrl + C**)
4. Click inside the ThisOutlookSession window in Outlook
5. Paste the code (**Ctrl + V**)
6. Save (**Ctrl + S**)
7. Close the VBA Editor

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 Bloomberg Configuration

The Portfolio Transformer uses Bloomberg formulas to pull live pricing data. This requires the Bloomberg Excel Add-in.

4.1 Step 6: Verify Bloomberg Add-in

1. Open Microsoft Excel
2. Look at the ribbon (toolbar) at the top
3. Check if you see a **Bloomberg** tab

If you see the Bloomberg tab, skip to Section 5 (Testing).

4.2 Step 7: Enable the Add-in (if needed)

If you do not see the Bloomberg tab:

1. In Excel, click **File**
2. Click **Options**
3. Click **Add-ins**
4. At the bottom, find **Manage:** dropdown
5. Select **COM Add-ins** and click **Go...**
6. Check the box for **Bloomberg Excel Tools**
7. Click **OK**

4.3 Troubleshooting: Bloomberg Add-in Errors

If the Bloomberg add-in shows an error when loading:

1. Open Bloomberg Terminal
2. Type DAPI and press **GO** (or Enter)
3. Click **Install Office Add-ins**
4. Select your Excel version (check if you have 32-bit or 64-bit Excel)
5. Complete the installation
6. Restart Excel

Note

To check your Excel version: File → Account → About Excel. Look for “32-bit” or “64-bit” in the top line.

5 Testing the System

5.1 Step 8: 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.xlsm` is present in C:\Mobius Reports\

5.2 Step 9: 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

6 Daily Workflow

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

1. **Receive Email** – NAV report emails arrive in your inbox as usual
2. **Automatic Processing** – Outlook detects the attachment and triggers Excel
3. **Review Output** – Check C:\Mobius Reports\Transformed for results
4. **Bloomberg Data** – When you open the output file, Bloomberg formulas refresh automatically

Note

Bloomberg Terminal must be running for the pricing formulas to update. If you see #NAME? errors, ensure Bloomberg Terminal is open and you are logged in.

Sample Output – Stocks Tab:

K35															
A Q															
	Name	Ticker	Quantity	Unit Cost	Current Pk	Total Cost	Mkt Value	% Diff (Cost)	Daily Chg %	P&L	Portfolio Wgt	Attribution			
				USD	USD	USD	USD			YTD	%	%			
2	SPDR S&P 500 ETF Trust	SPY US	10,809	\$643.00	\$685.69	\$6,652,517.00	\$7,274,485.21	6.64%	0.70%	\$84,966	13.30%	1.10%			
3	iShares MSCI Emerging Markets ETF	EEM US	110,395	\$50.00	\$54.74	\$5,511,575.00	\$6,043,022.30	9.48%	0.70%	476,250	11.00%	0.90%			
4	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%			
5	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%	226,936	6.90%	0.40%			
6	ALPHABET INC CLASS A	GOOGL US	11,368	\$176.00	\$321.27	\$2,000,280.00	\$3,652,197.36	82.54%	-1.10%	1,639,299	6.70%	3.10%			
7	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%	-3.50%			
8	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%			
9	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%			
10	Globalx Japan Semiconductor Etf	2644 JP	160,650	\$16.00	\$2,549.00	\$2,499,034.00	\$409,496,850.00	15831.25%	1.40%	-102,322	4.40%	-0.20%			
11	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%			
12	Apple Inc	AAPL US	7,442	\$208.00	\$278.79	\$1,502,598.00	\$2,074,680.76	34.03%	0.20%	566,222	3.80%	1.10%			
13	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%			
14	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%			
15	Global X Defense Tech Etf	SHLD US	28,213	\$63.00	\$62.83	\$1,648,761.00	\$1,772,622.79	-0.27%	0.60%	110,304	3.20%	0.20%			
16	Ferrari Nv	RACE US	3,641	\$412.00	\$393.21	\$1,499,307.00	\$1,431,677.61	-4.56%	-0.60%	-105,532	2.60%	-0.20%			
17	Johnson & Johnson	JNJ US	5,117	\$195.00	\$201.93	\$999,756.00	\$1,033,275.81	3.55%	0.40%	66,981	2.00%	0.10%			
18	Global X Japan Tech Top 20 Etf	2854 JP	81,409	\$12.00	\$2,008.00	\$1,002,824.00	\$163,469,272.00	16633.33%	1.40%	27,663	1.90%	0.10%			
19	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%			
20	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%			
21	Accrued Dividend Long		2,828,501	\$1.00	\$1.00	\$2,828,501.00	\$2,828,501.00	0.00%		0	0.00%	0.00%			
22	Accrued Dividend Long		6,652	\$1.00	\$1.00	\$6,652.00	\$6,652.00	0.00%		0	0.00%	0.00%			
23	Accrued Tax Withheld Short		-433,185	\$1.00	\$1.00	-\$433,185.00	-\$433,185.00	0.00%		0	0.00%	0.00%			
24	Administration Expenses Payable		-9,562	\$1.00	\$1.00	-\$9,562.00	-\$9,562.00	0.00%		0	0.00%	0.00%			
25	Due from Affiliates		350	\$1.00	\$1.00	\$350.00	\$350.00	0.00%		0	0.00%	0.00%			
26	NRA Tax Withheld Redemption Payable		-567	\$1.00	\$1.00	-\$567.00	-\$567.00	0.00%		0	0.00%	0.00%			
27	Operating Expenses Prepaid		1,818	\$1.00	\$1.00	\$1,818.00	\$1,818.00	0.00%		0	0.00%	0.00%			
28	Organization Cost Payable		-6,511	\$1.00	\$1.00	-\$6,511.00	-\$6,511.00	0.00%		0	0.00%	0.00%			
29	MAD		7,546	\$0.00	\$0.00	\$817.00	\$0.00	#NAME?		0	0.00%	0.00%			
30	CAD		2,577	\$1.00	\$1.00	\$1,835.00	\$2,577.00	0.00%		0	0.00%	0.00%			
31	Management Fee Payable		-400,293	\$1.00	\$1.00	-\$400,293.00	-\$400,293.00	0.00%		0	-0.70%	0.00%			
32															
33															
34															
35															
36	USD		2392899												
37	USD		14111												
38	CAD		2577												
39	FUND PERFORMANCE SUMMARY		-135421												
40															

Sample Output – Options Tab:

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7 Troubleshooting

7.1 “Macros have been disabled”

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

7.2 Bloomberg formulas show #NAME?

- Ensure Bloomberg Terminal is running and you are logged in
- Check that the Bloomberg tab appears in Excel
- Run `DAPI <GO>` in Terminal to reinstall Office Tools

7.3 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

7.4 Prices appear in wrong currency

- Version 5.1 includes automatic FX conversion for foreign tickers
- Japanese, European, and other foreign prices convert to USD automatically

For additional support, contact Jacob.