Portfolio Analysis

Portfolio Analysis is a web-based workspace designed for Portfolio Managers to help monitor their portfolio and make better investment decisions. Use Portfolio Analysis real-time data, charts, and news to help make decisions on buying and selling securities in your portfolio. Current coverage is US Equities but for future release, we are planning on adding Fund of Funds, Multi-strategy, and other portfolios. You can also use Equity Attribution to evaluate the impact of these decisions relative to the benchmark – *see Equity Attribution chapter for more detail*.

To view video: [Click Here](#)

Outline
- Create a Portfolio (Account)
- Monitor your Portfolio
- Customize your Views
- Watchlist

Create a Portfolio (Account)

1. There are two locations to access Portfolio Analysis. One location is from the Portfolio Analysis folder which we will discuss shortly and the other is the Portfolio Management folder where all your accounts are stored. Once you create an account, you can easily apply Portfolio Analysis to monitor the securities in your portfolio. Let's proceed and first briefly discuss how to create an account – assuming you don't have any Account listed in Portfolio Management. If you have existing Account, skip to #5. For further detail on how to create Accounts, see the Portfolio Management chapter. Go to the *Portfolio Management* folder.
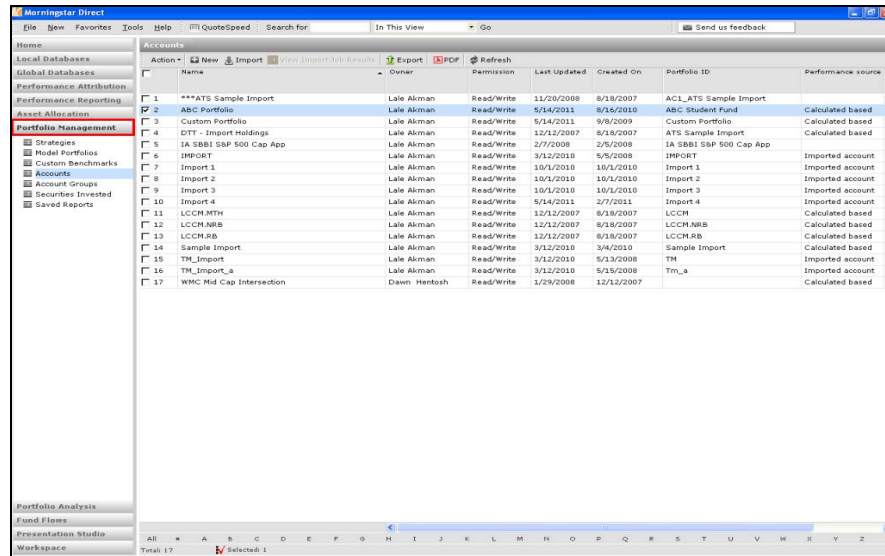
2. Click on *New*.
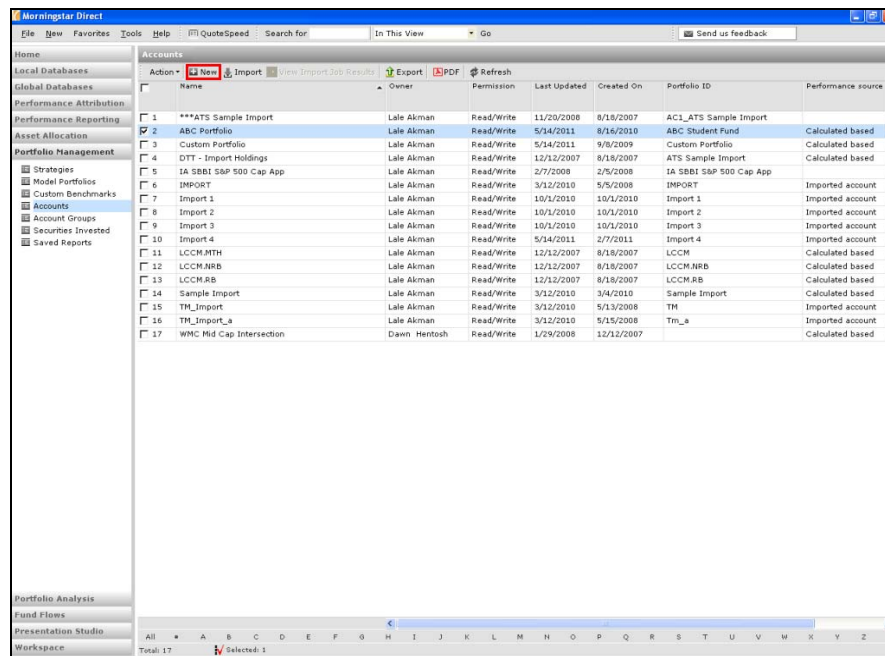
3. You will taken to the New Account dialog box to select from two choices. The first choice is *Account by Positions* using Morningstar and Custodian templates.
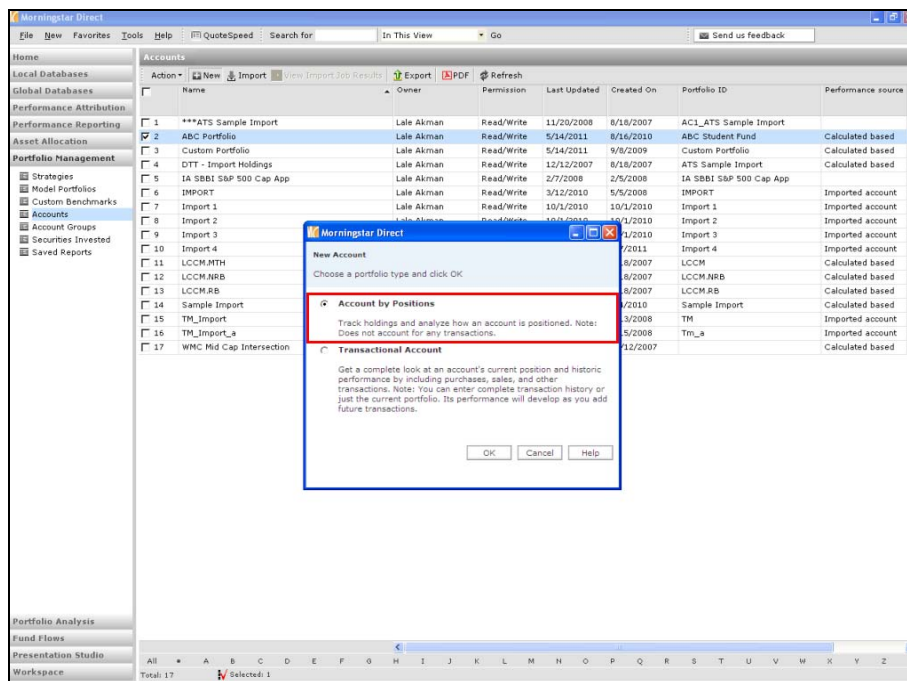
4. The second choice is *Transactional Account* where you can enter purchases, sales, and other transactions.
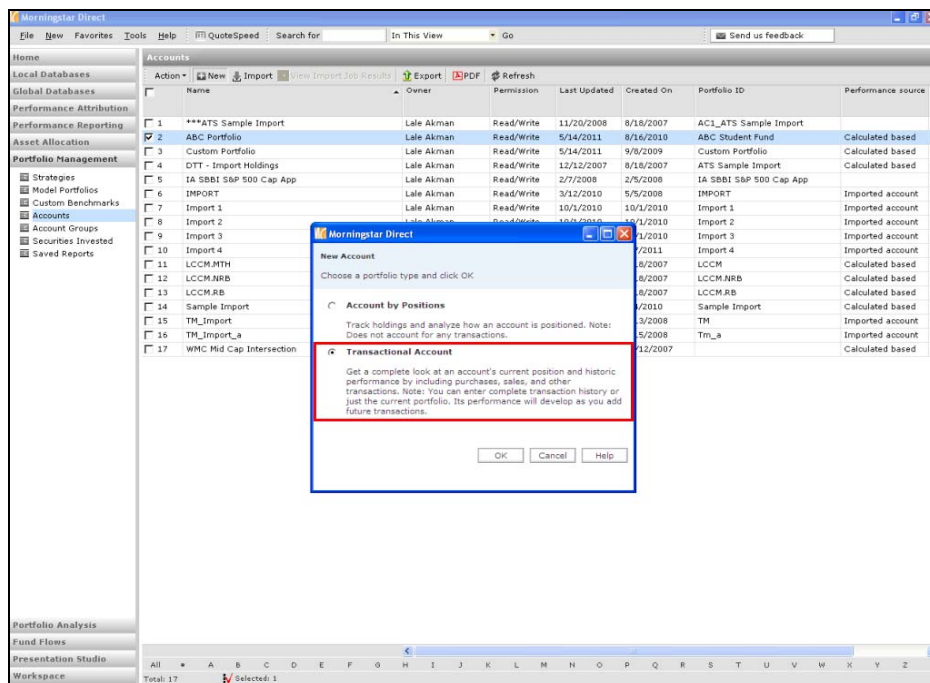
5. Once you've created an account, it will be listed in your grid view. Simply do a right click and select *Portfolio Analysis* to automatically be taken to the Portfolio Analysis folder to start monitoring your portfolio.
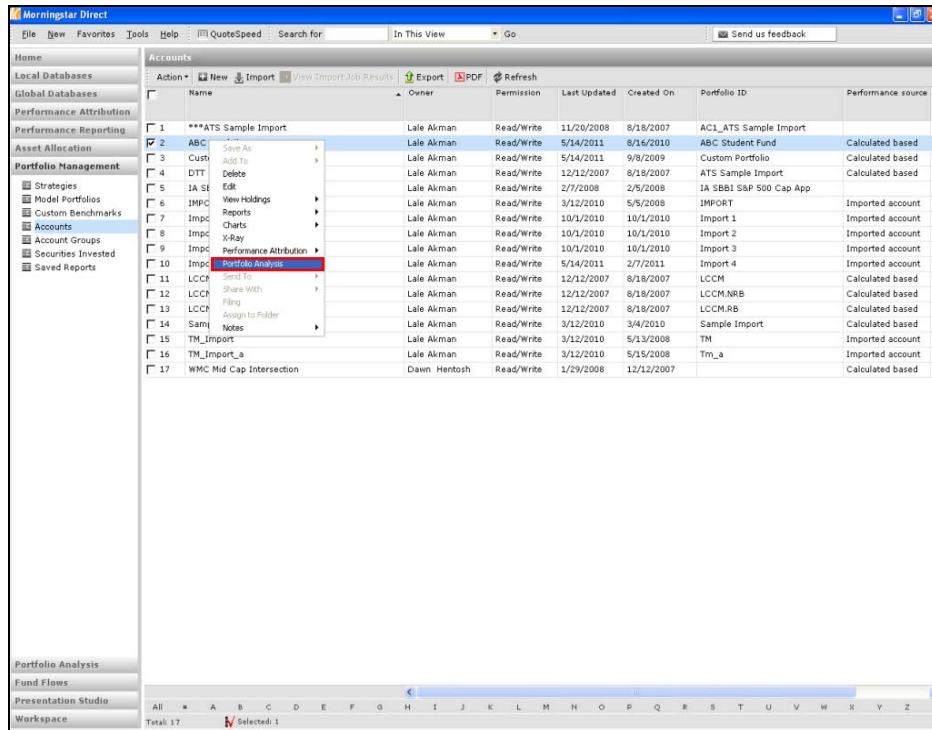
Monitor Your Portfolio

1. Go to the Portfolio Analysis folder where you have sample portfolios and your own portfolio(s) to view. You can view these files by Thumbnails or Detail List. Click on *Detail List*.
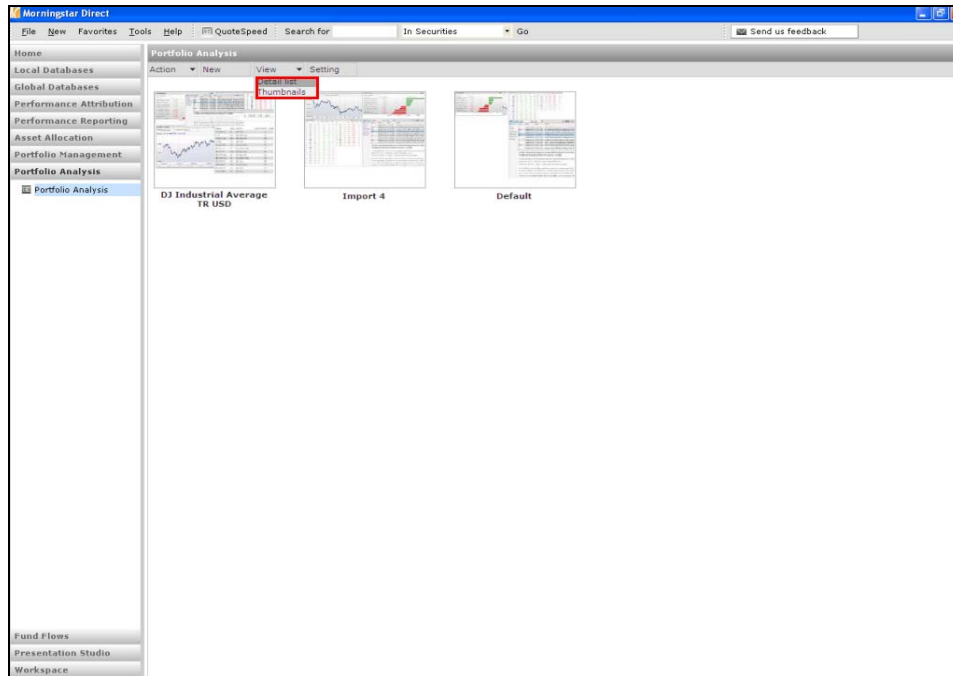
2. Go to *Setting*.
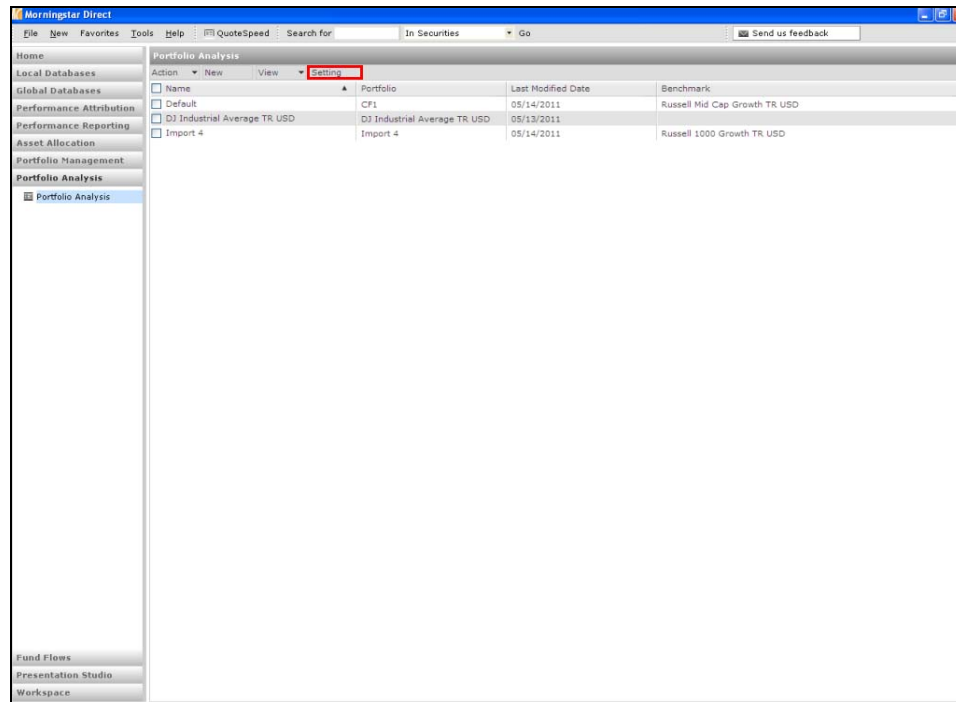
3. Customize your global settings such as the *Security Grouping* and color designation for Declines and Advances.
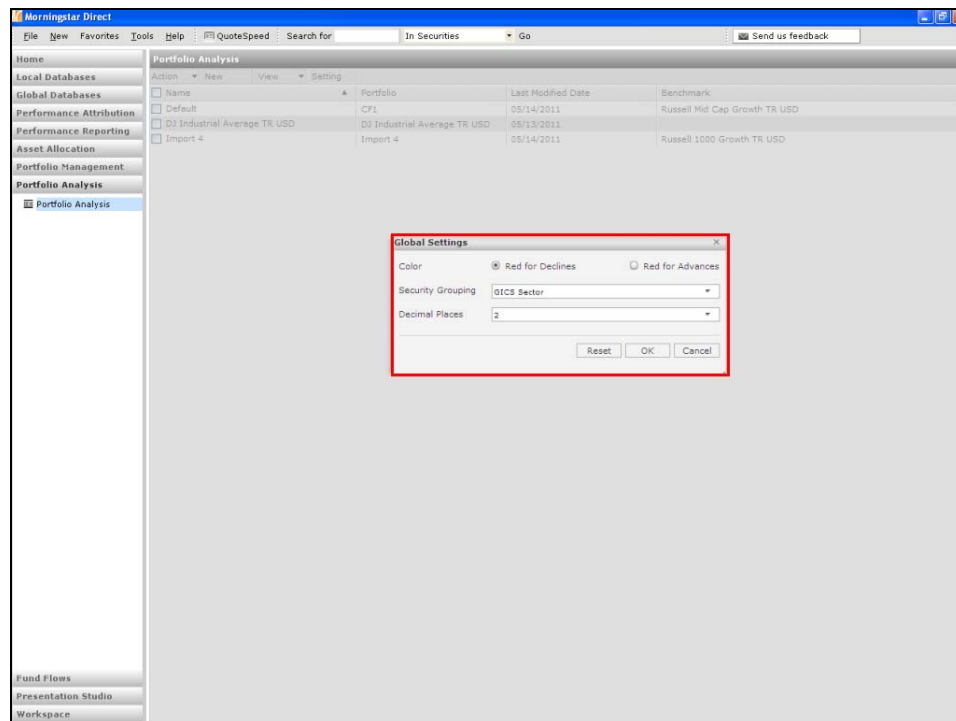
4. Click on the security grouping drop-down to view your various choices including custom groupings.
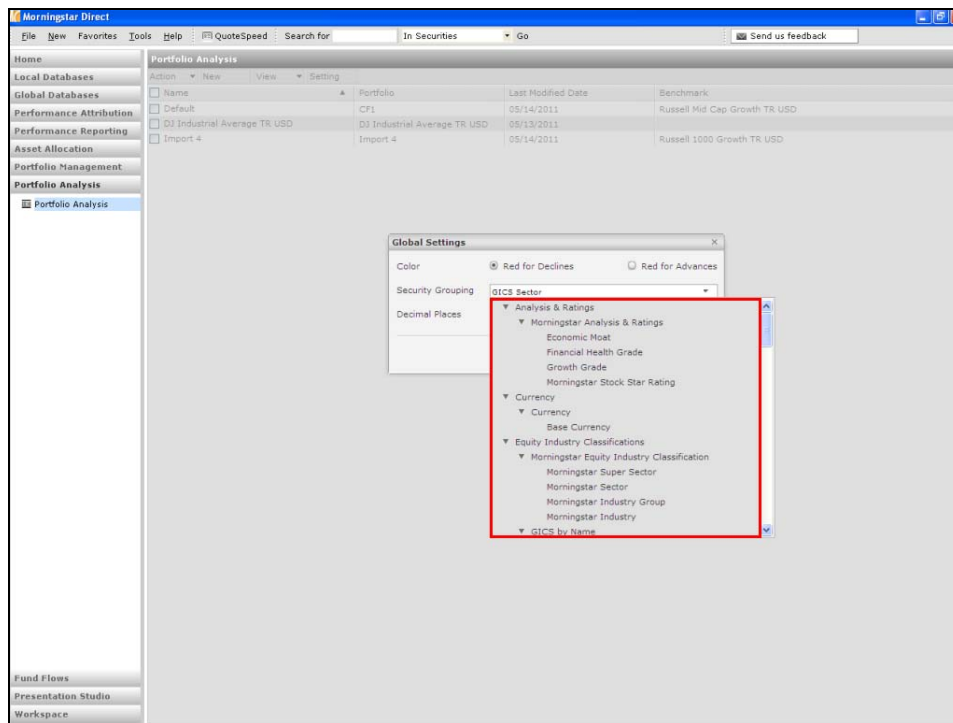
5. To add a new report, go to *New*.
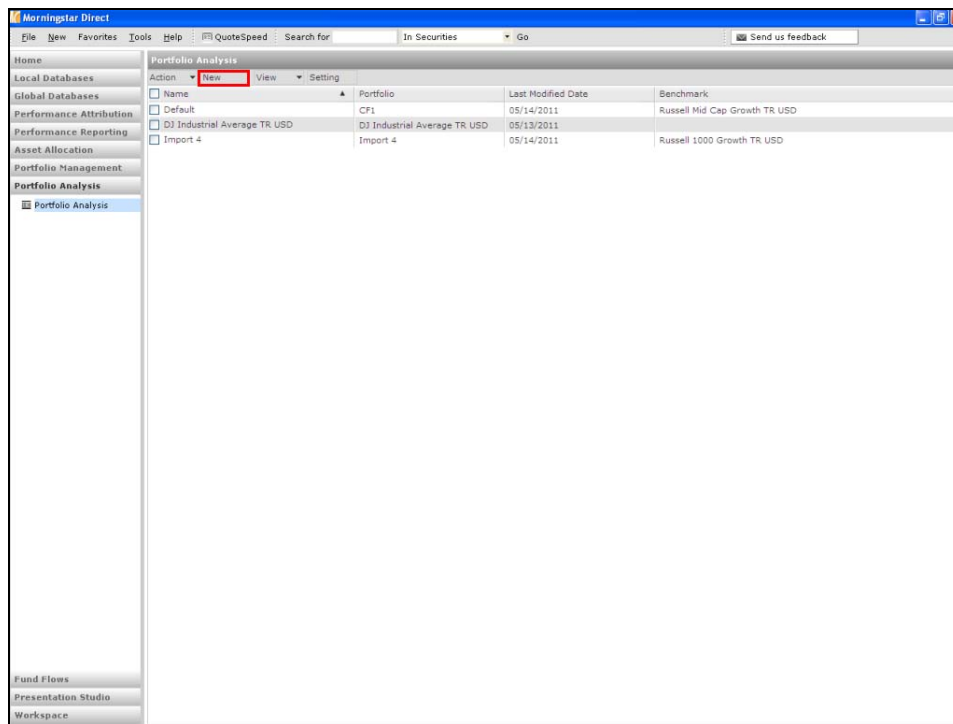
6. Once you locate your portfolio, click *OK*.
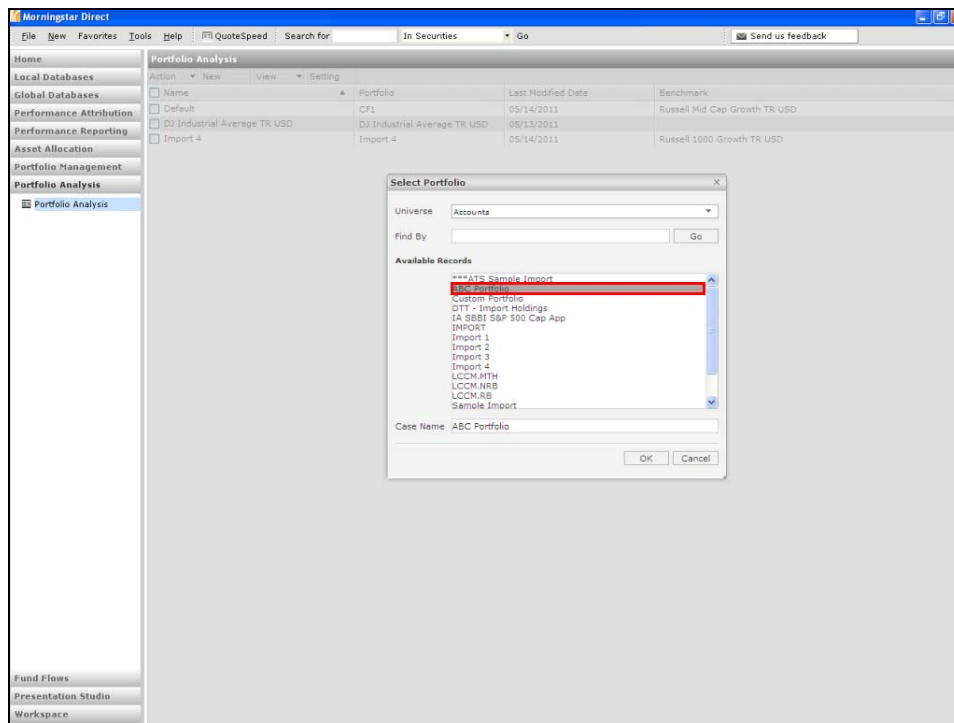
7. You will be taken to a landing page which now contains your portfolio. Keep in mind, if you were to start your process from the Portfolio Management folder, you will be taken to this same view displaying the various intra-day windows. These windows are a few samples to monitor your portfolio throughout the day. Shortly, we will discover additional window choices.
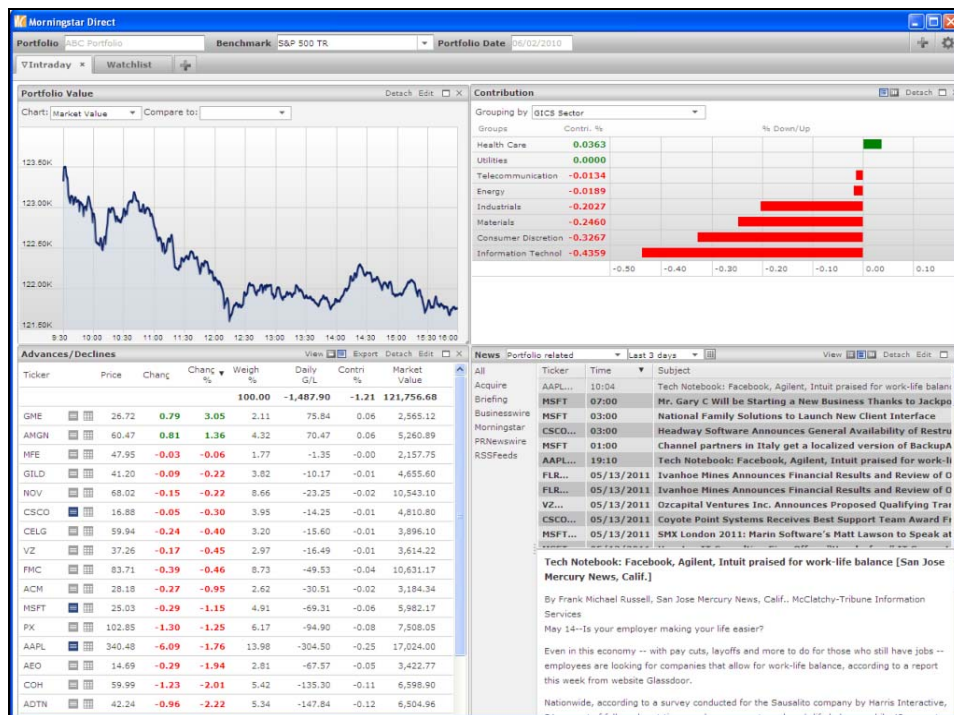
8. Starting from the top left and going clockwise, go to the *Portfolio Value* window to analyze the intra-day market value or growth using a 15 minute delayed data.
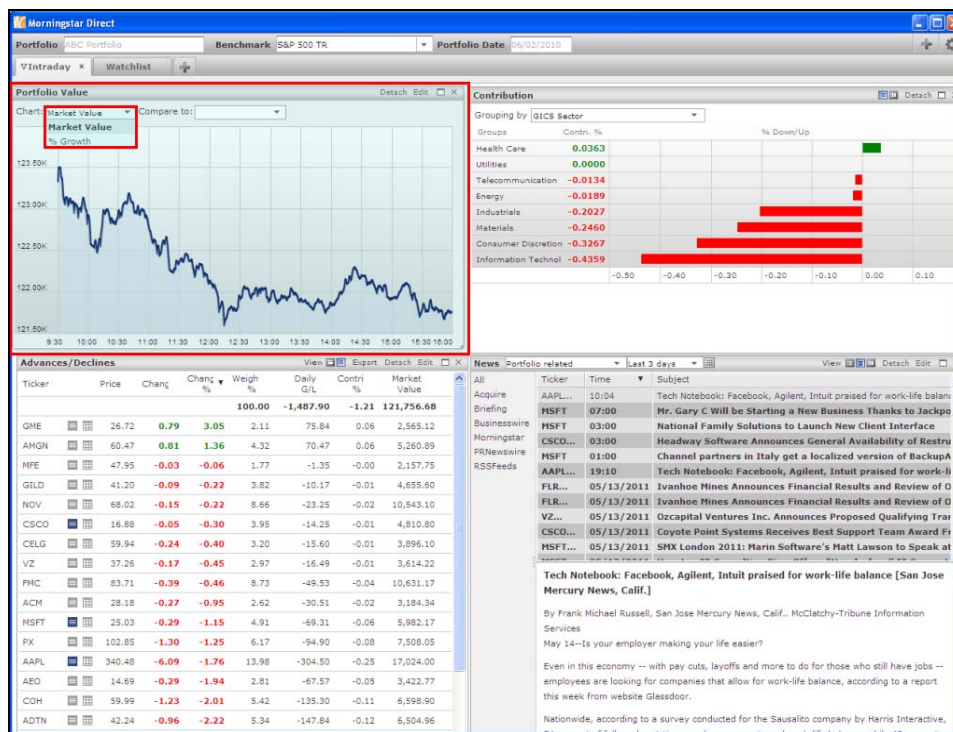
9. You can also compare your portfolio to a benchmark from the listed choices.
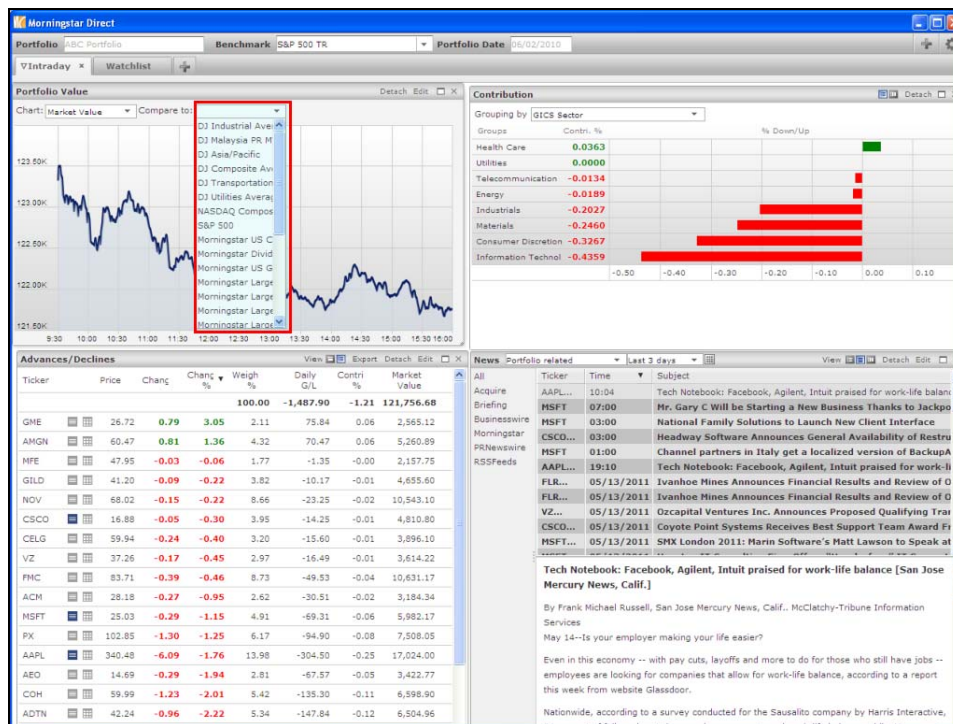
10. Next, go to the *Contribution* window to analyze the leading contributors and detractors. In this view, the grouping is by GIC Sector but if you click on the drop-down, you can alter the GICS Grouping to another grouping.
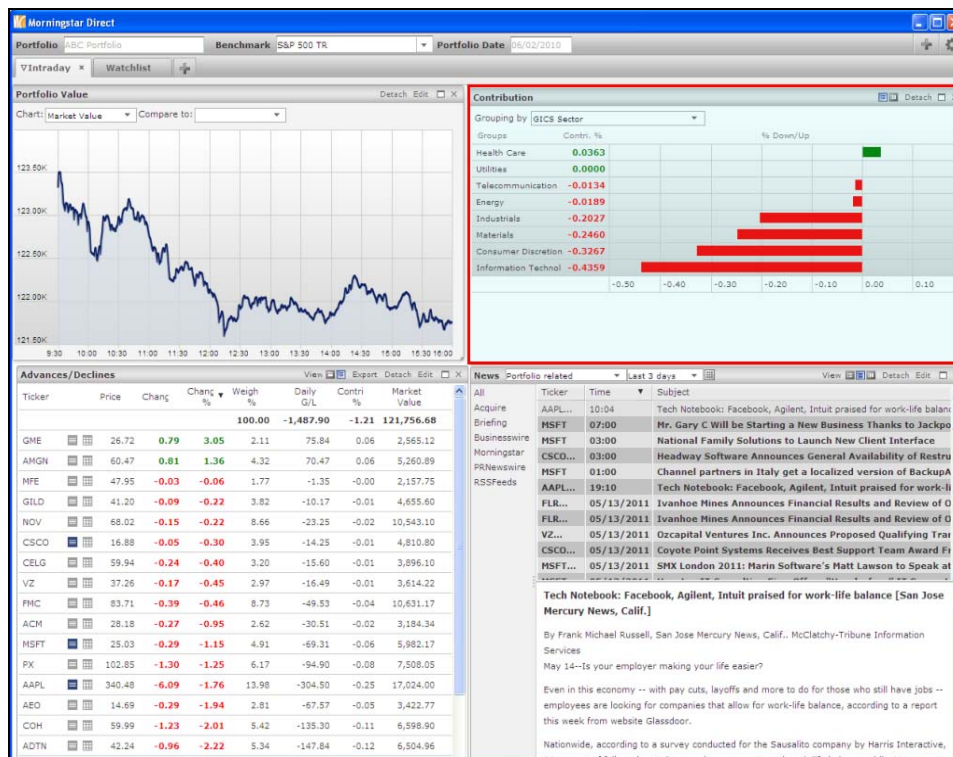
11. For example, click on the grouping drop-down to select from other grouping choices.
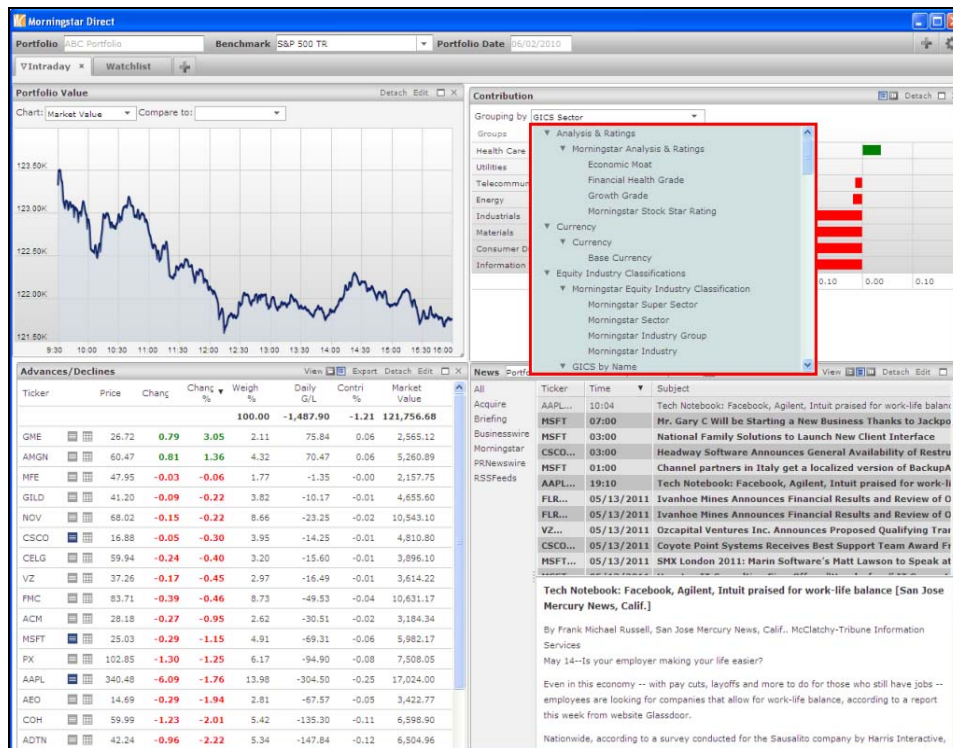
12. Let's continue to view the securities that have impacted the specific sector. Double click on a *Sector*.
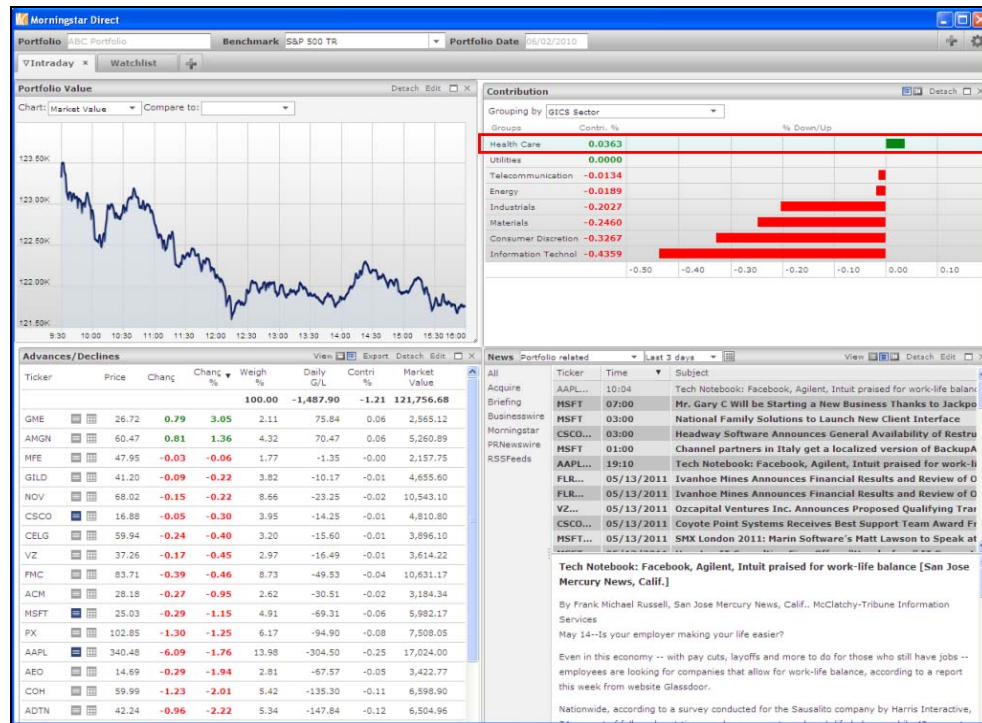
13. Identify the performance impact of those securities within the specific sector. In this example, the portfolio's weighting in *Amgen* had a significant positive impact.
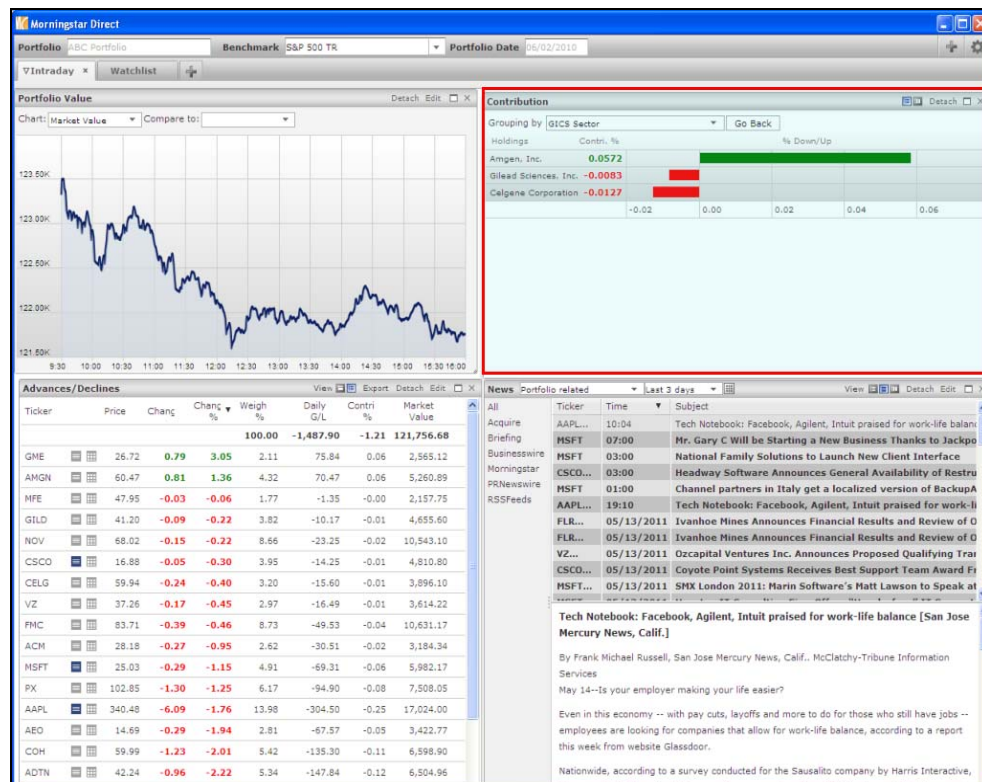
14. Click on the *View* icon to change your view.

15. Change your display to view the *Top and Bottom 5/10* holdings or select *All* holdings.

16. Next, go to the *News* window and click on the drop-down to select from which list you want to obtain the news from.

17. You can also decide on the how many days you want to go back to view the news.

18. To change the view, click on the *View* icon.

19. Select another view.

20. Go to *Edit*.

21. Make necessary changes, such as hiding the new source, filtering by language, type, and providers.
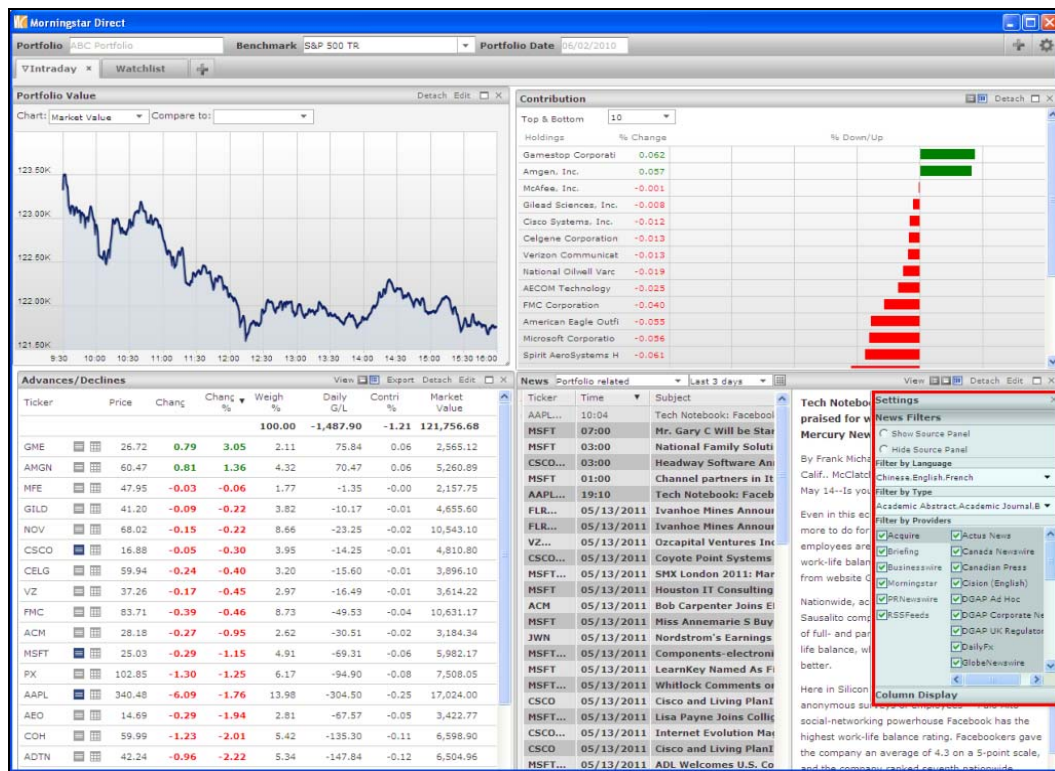
22. Go to column display to activate or deactivate specific column if you choose to do so.

23. Next, go to *Advances and Declines* window and click on the View drop down.

24. Change the display where the positive stocks are on the left and negative stocks on the right.
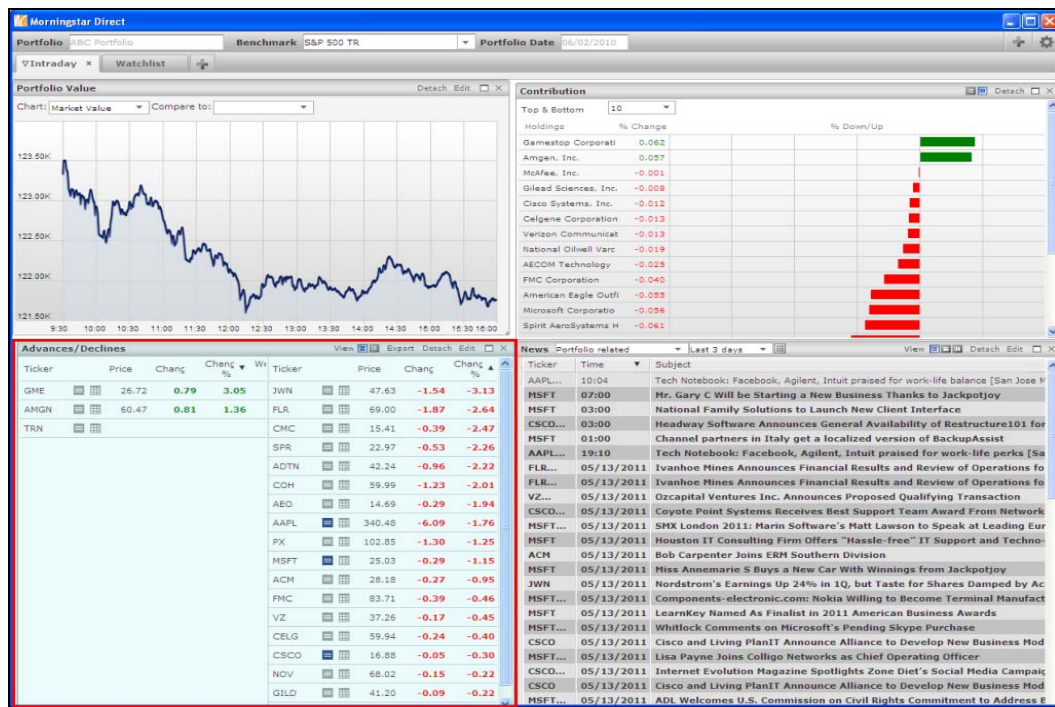
25. Click on *Edit* to customize any of the columns.
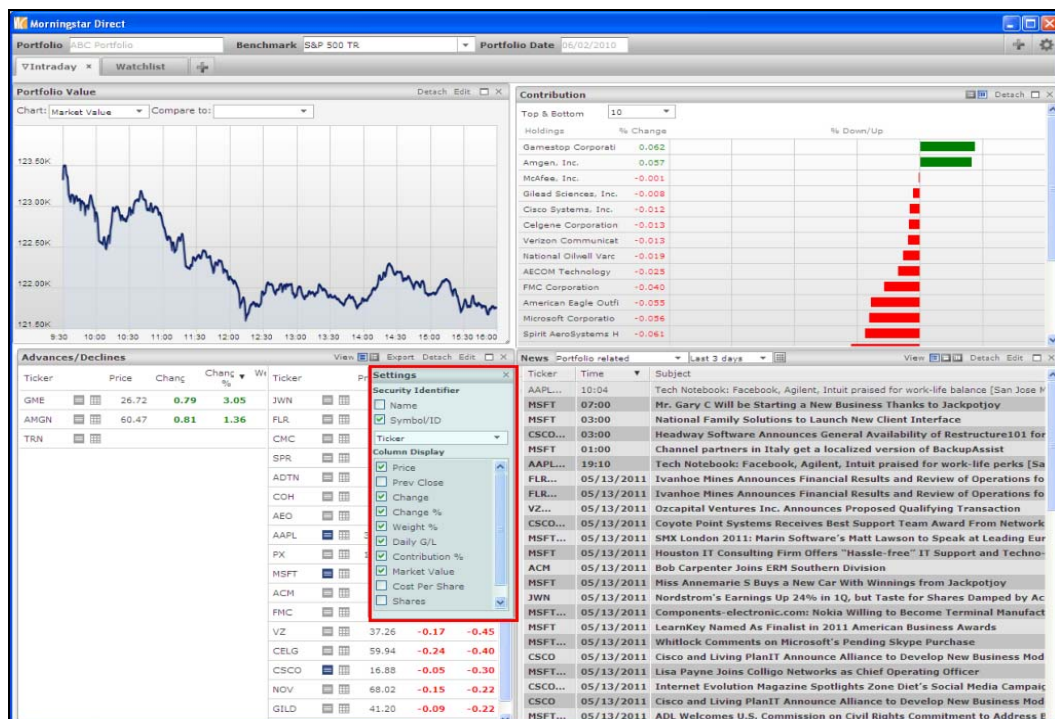
26. Next, let's activate more windows. Go to a specific stock.
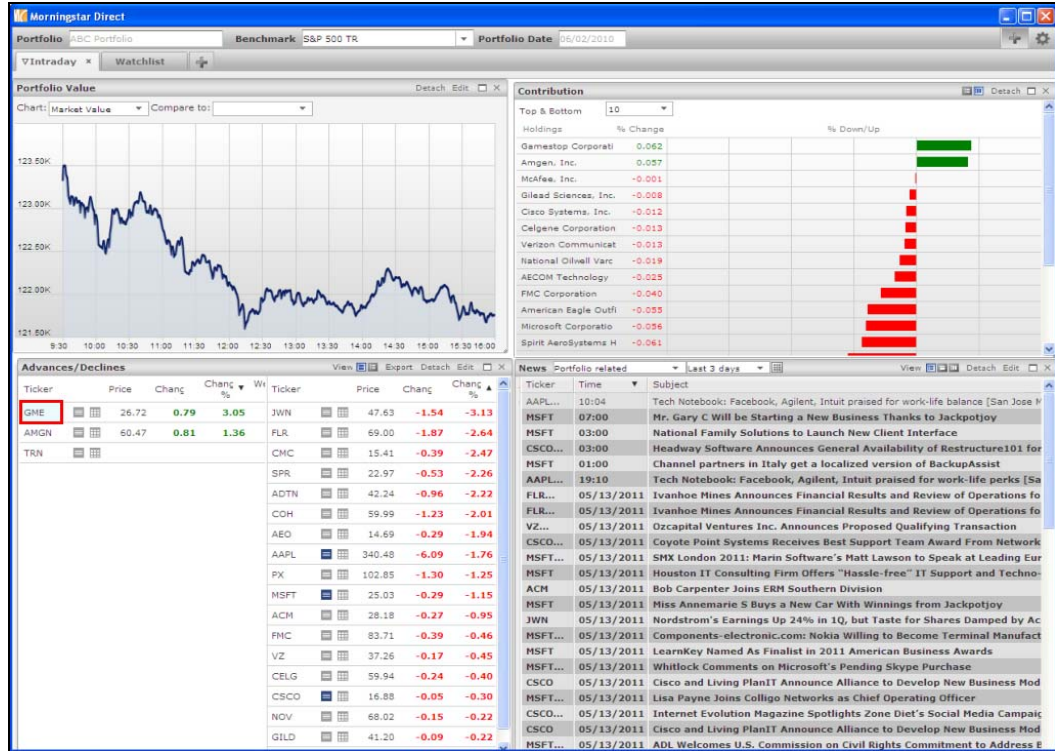
27. Do a right click to activate *Security Profile*.
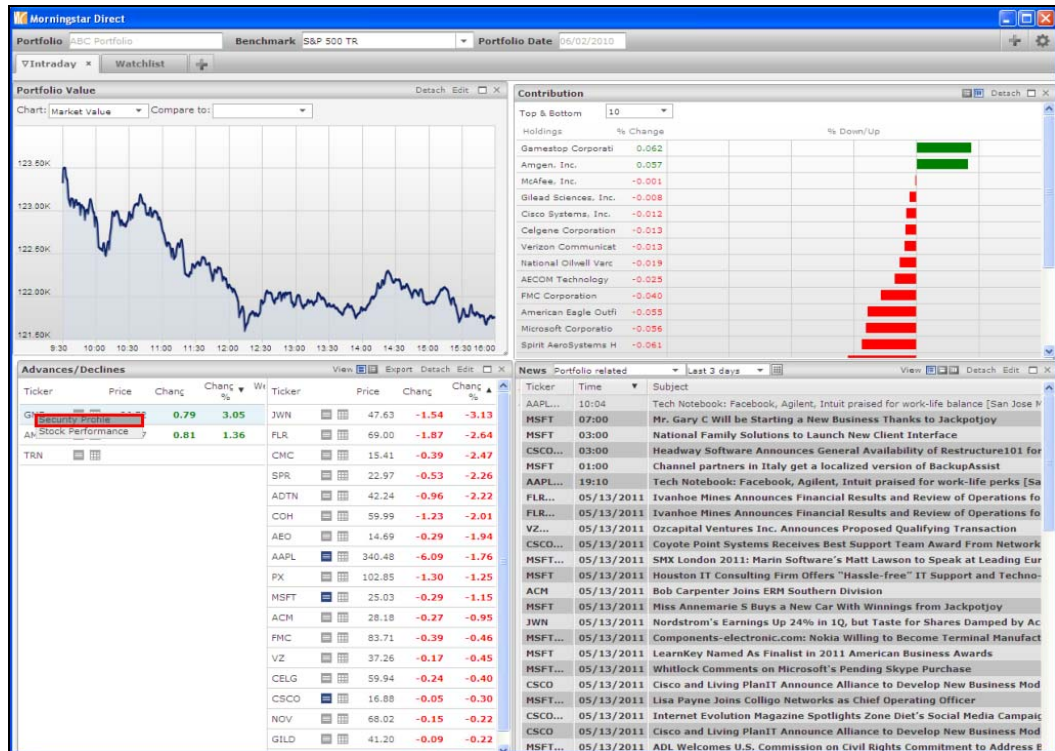
28. A separate window will pop-up where you have access to stock information such as *Profile,* listing business description, industry classification, and more.

29. Click on *Analysis* to access Analyst Note including Management Stewardship, Risk, Financial Health, Valuation, and more.

30. Click on *Financials* to access Annual and Quarterly Financial Statements.

31. Go to *Valuation* to view Current and Forward Valuation, History, and more.

32. Click on *Shareholder* to view Equity/Debt, Ownership Activity, Peer Comparison, and more.

33. Next, go back to a security and do a right click.

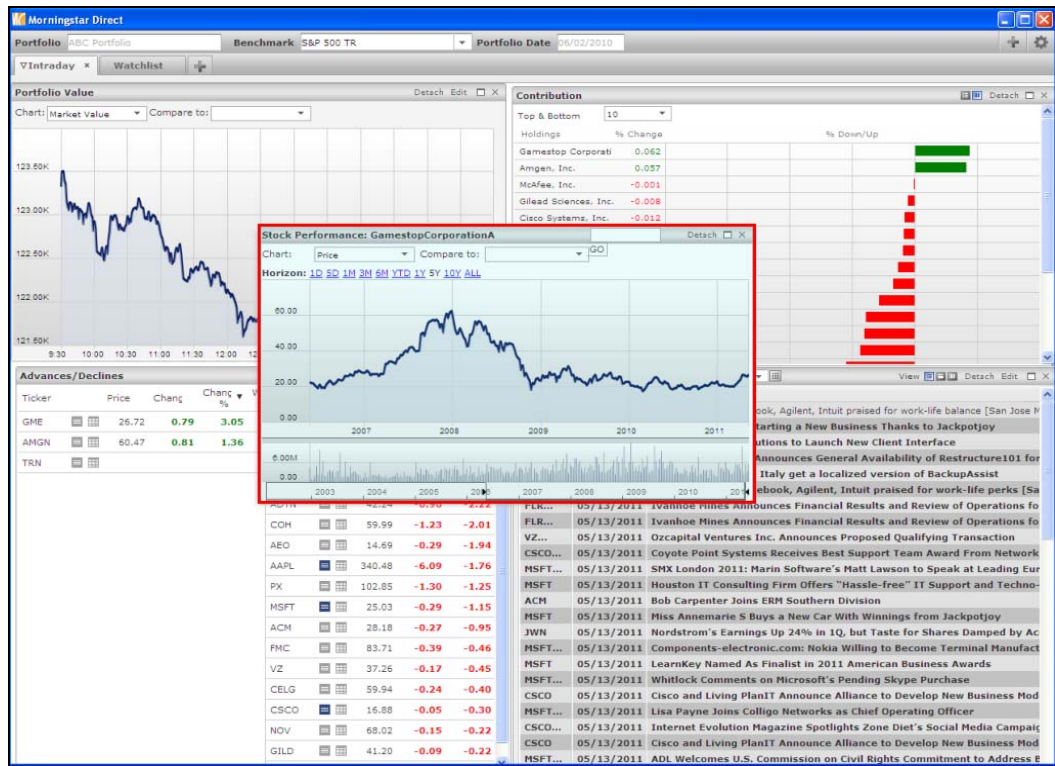**34.** This time, select *Stock Performance*.
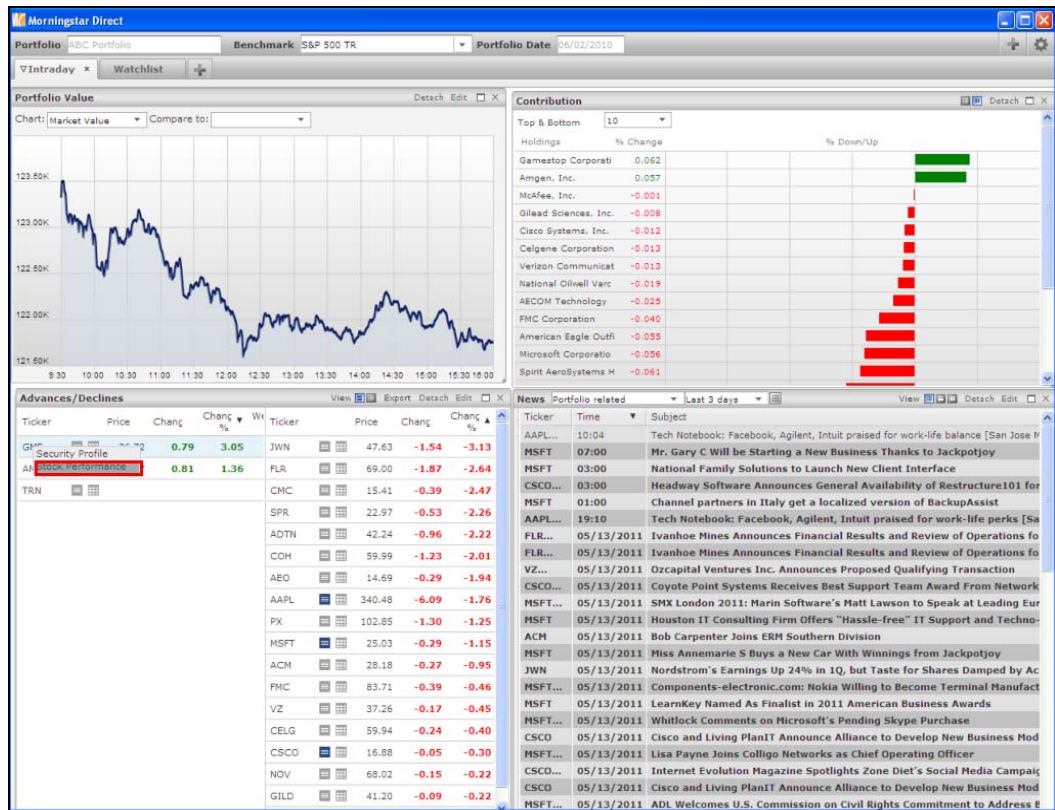
35. Here, you can activate the various historical time horizons to view stock performance.
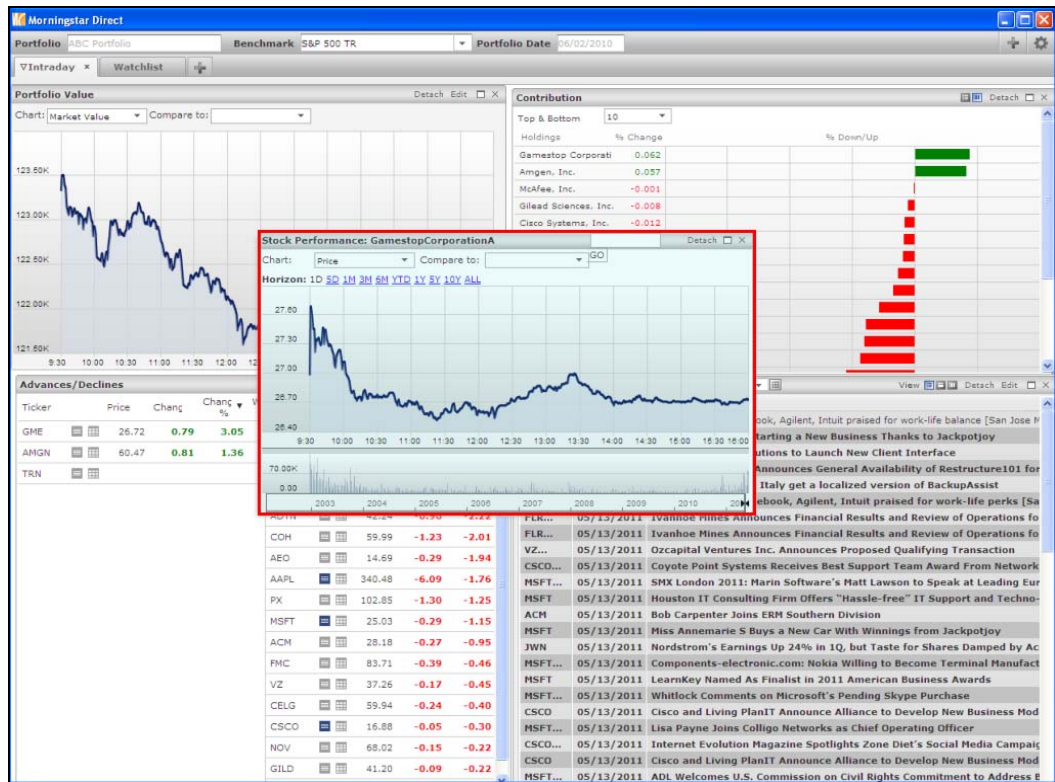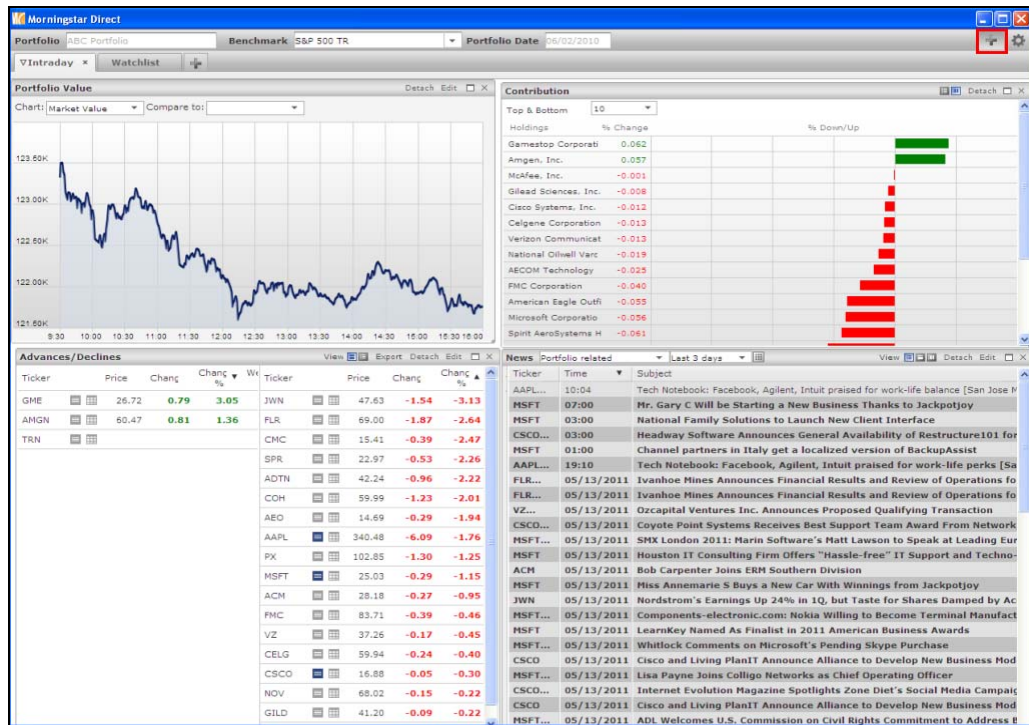

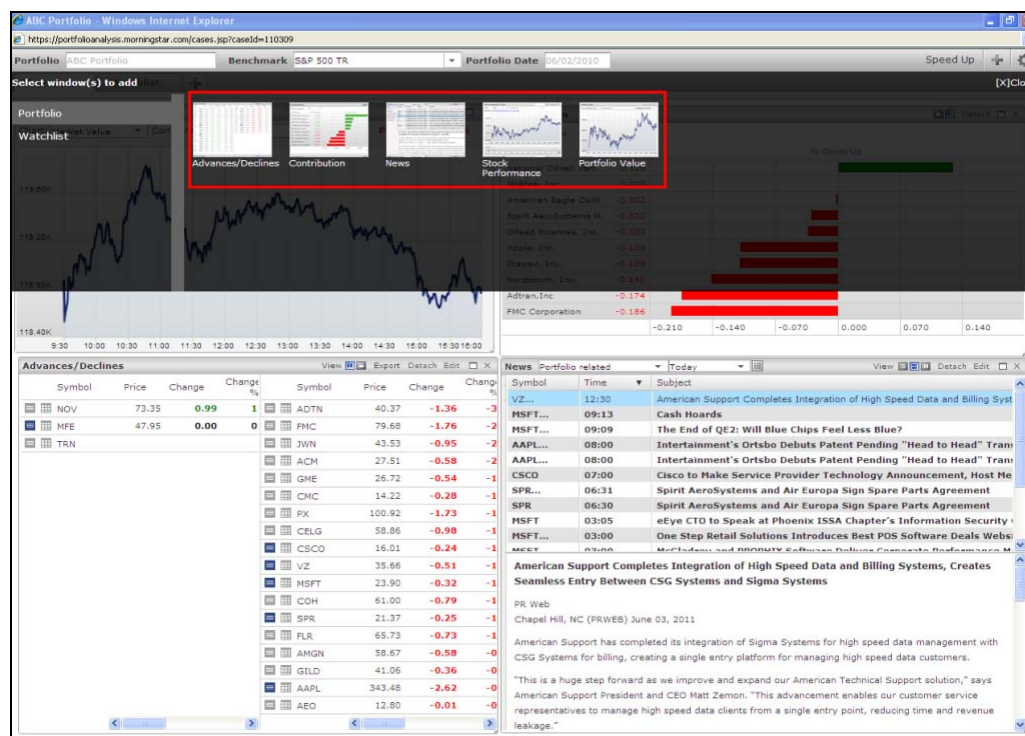**36.** For example, click on 5 year to view historical stock performance.

Customize your views

**1.** Let's now discuss how you can easily add windows to customize your view. Click on the *Plus* sign.

2. You will be taken to a view to select from the various chart and table choices. In the *Portfolio* tab, you can select from advances/declines, contribution, news, and more.
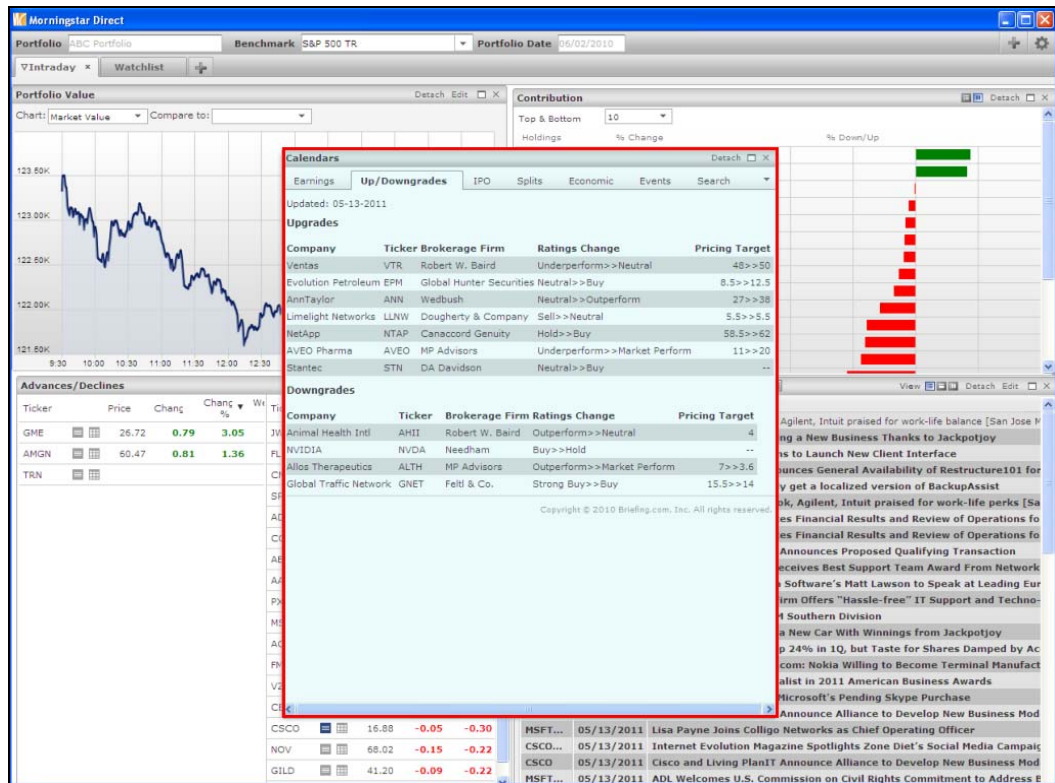

3. Go to the *Watchlist* tab to select from the many choices such as security profile, portfolio growth, or calendar. To demonstrate, click and drag *Calendar*.
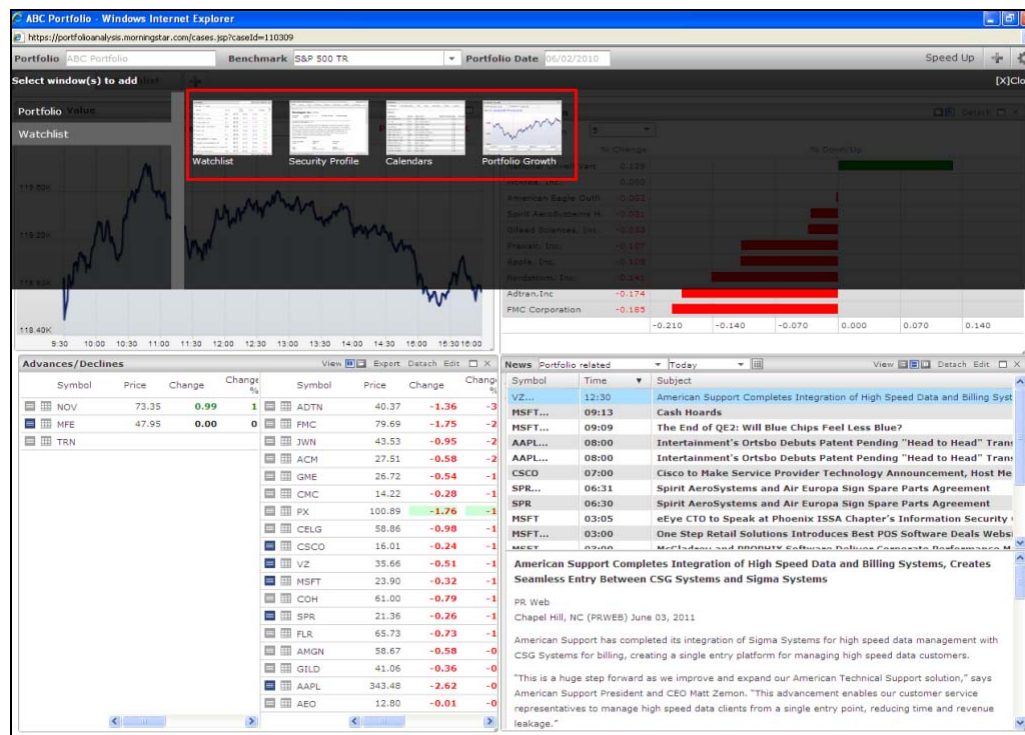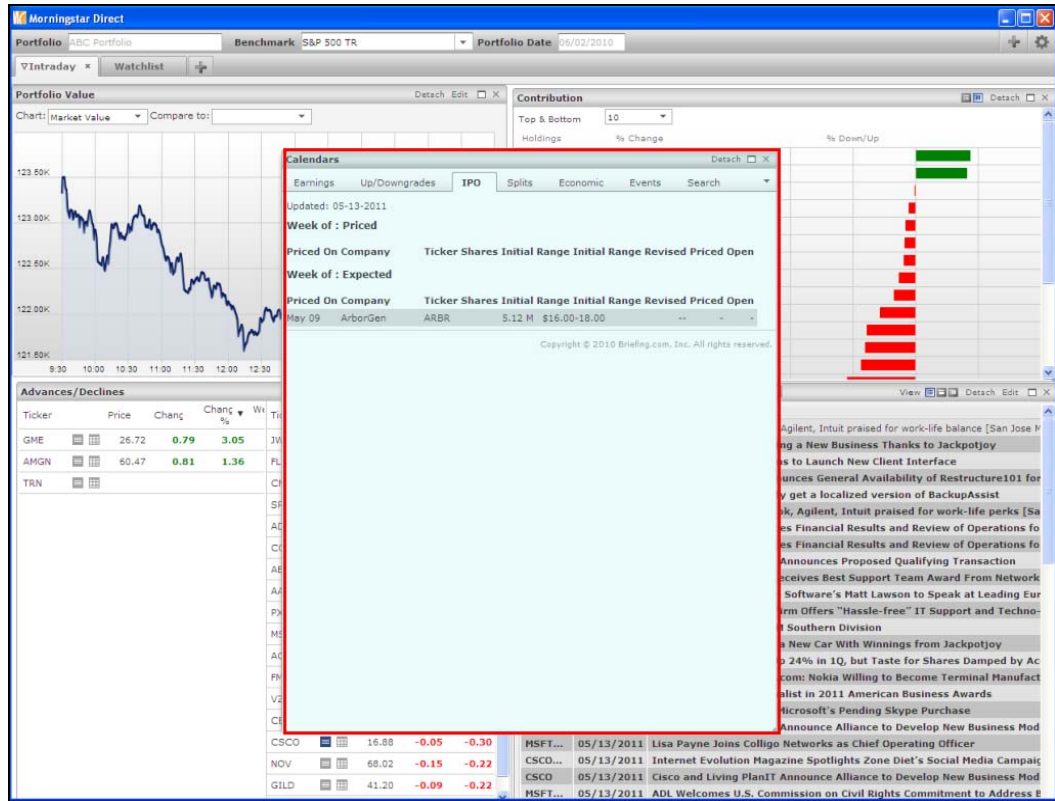
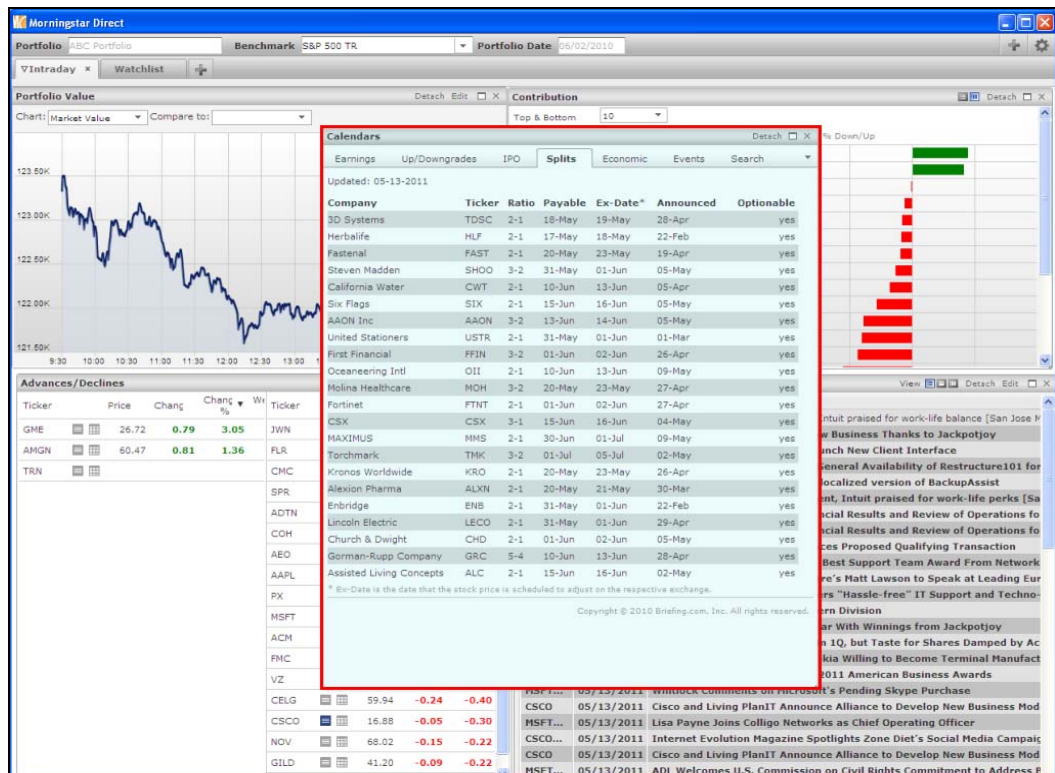**4.** Your *Calendar* view will get activated.
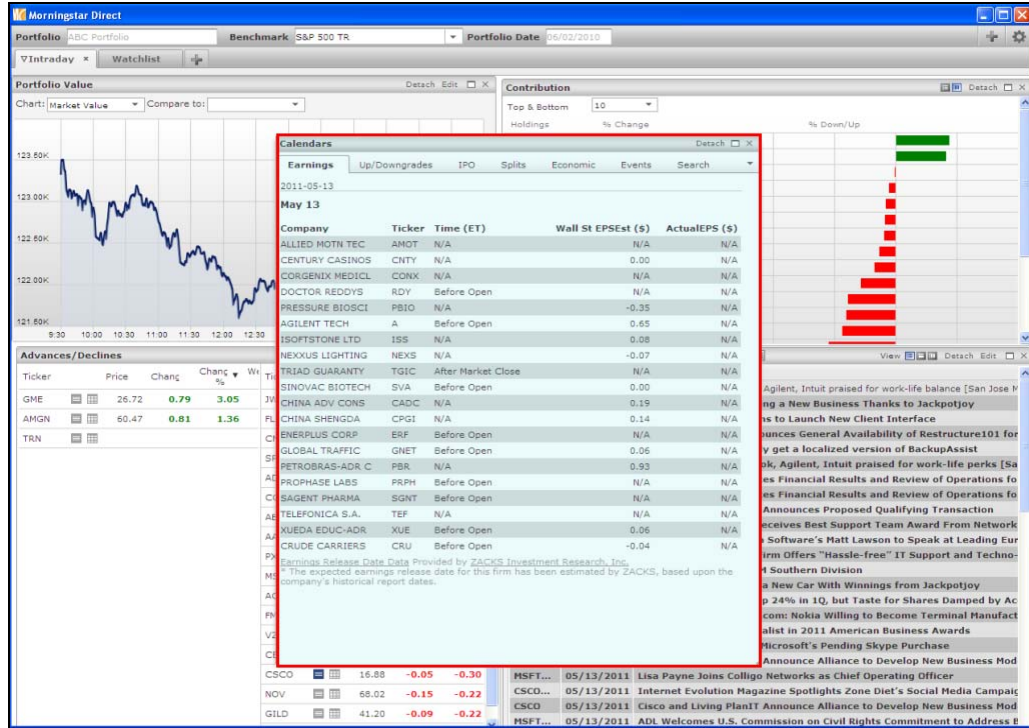
5. Click on *Up/Downgrades* to view Rating Changes.

6. Go to the *IPO* tab to view recent IPOs.

7. Go to the *Splits* tab to view recent splits.

8. Click on the *Economic* tab to view economic news.

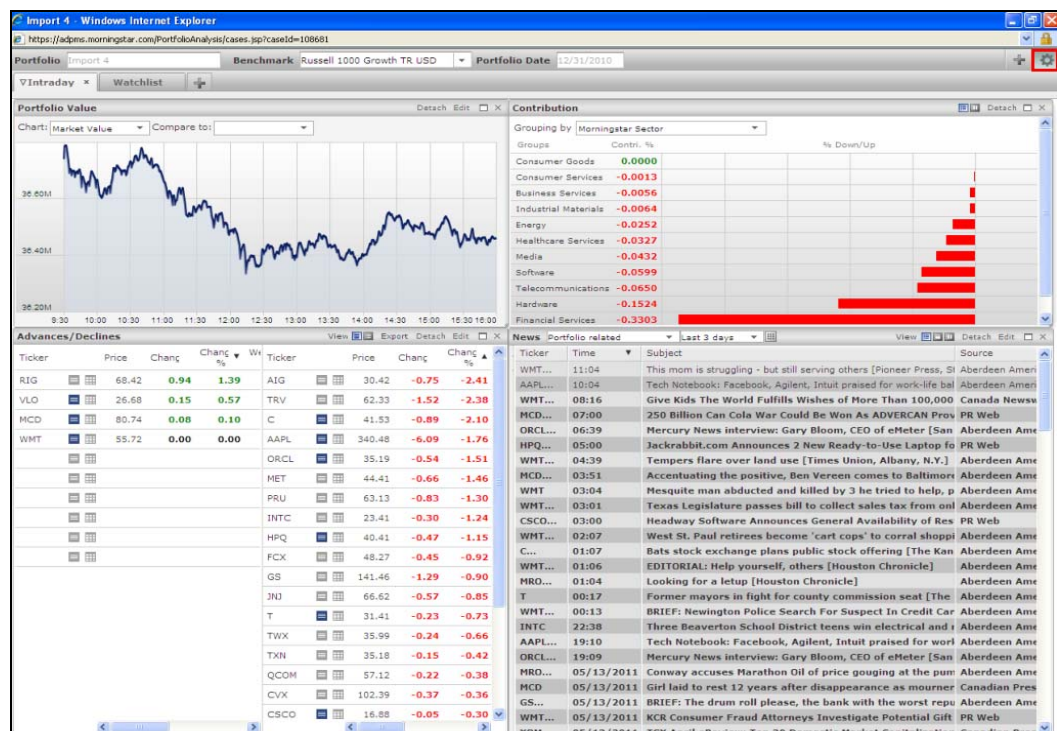**9.** Go to the *Events* tab to view upcoming events.

**10.** Click on *Search* to search for information on specific security.
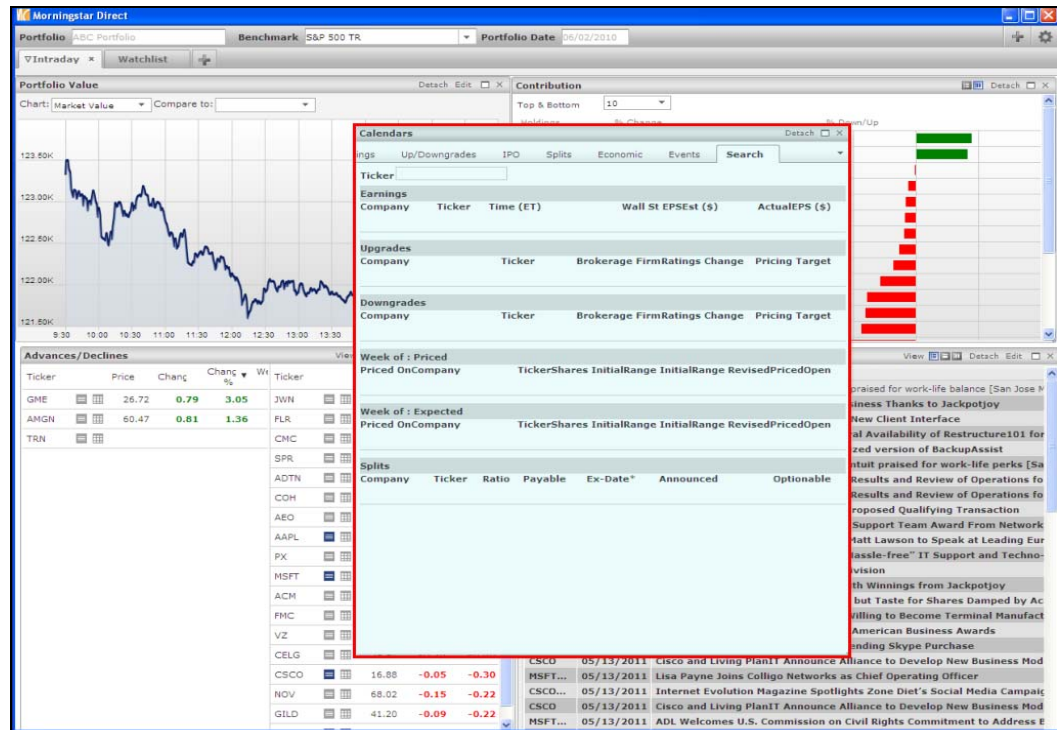
Additional Customization Features

1. Earlier, we discussed Global Settings for all your portfolios. You also have access to Portfolio Settings for a specific portfolio. Click on the *Star* icon located in the right-hand corner.

2. You will activate the *Portfolio Settings* window where you can customize your currency, security grouping, and decimal places.
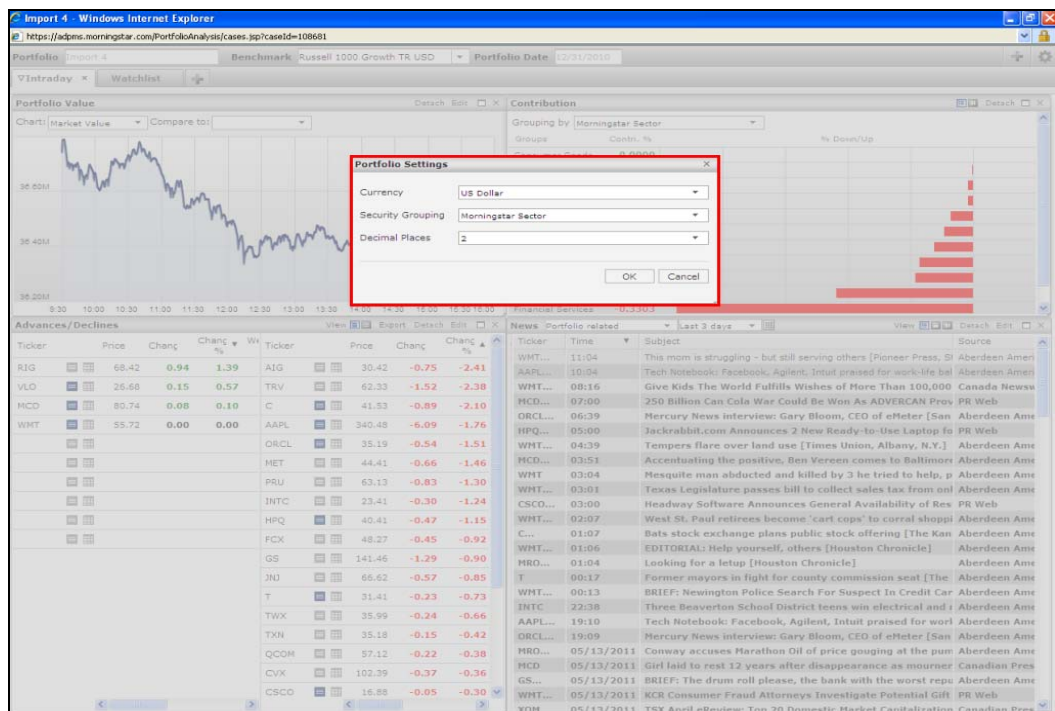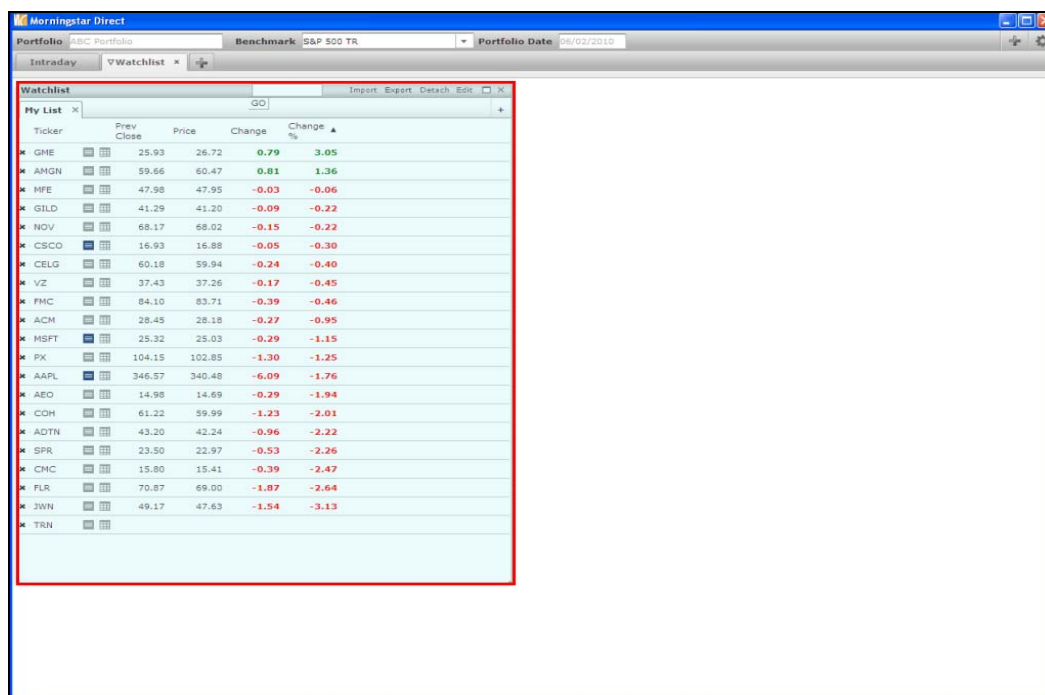

Watchlist

1. As we learned above, you can customize any of the windows to configure your workspace. This can be set up for specific portfolio or default for all of them. Let's now turn our attention to the *Watchlist* Tab where you can analyze separate stocks to potentially add or remove from your portfolio. Click on the *Watchlist* tab.
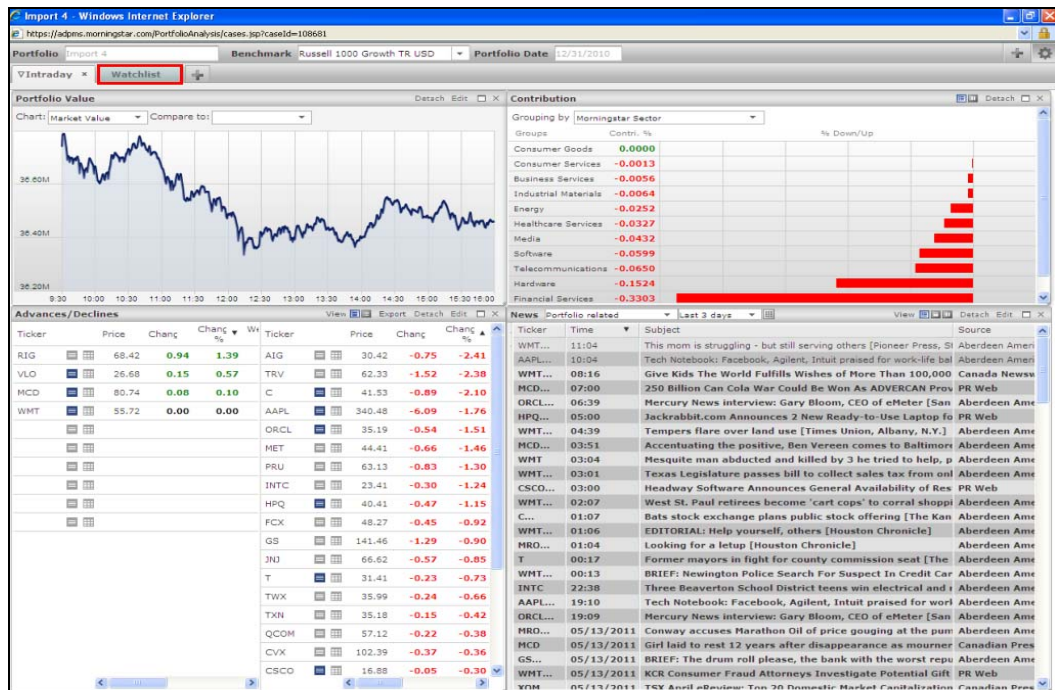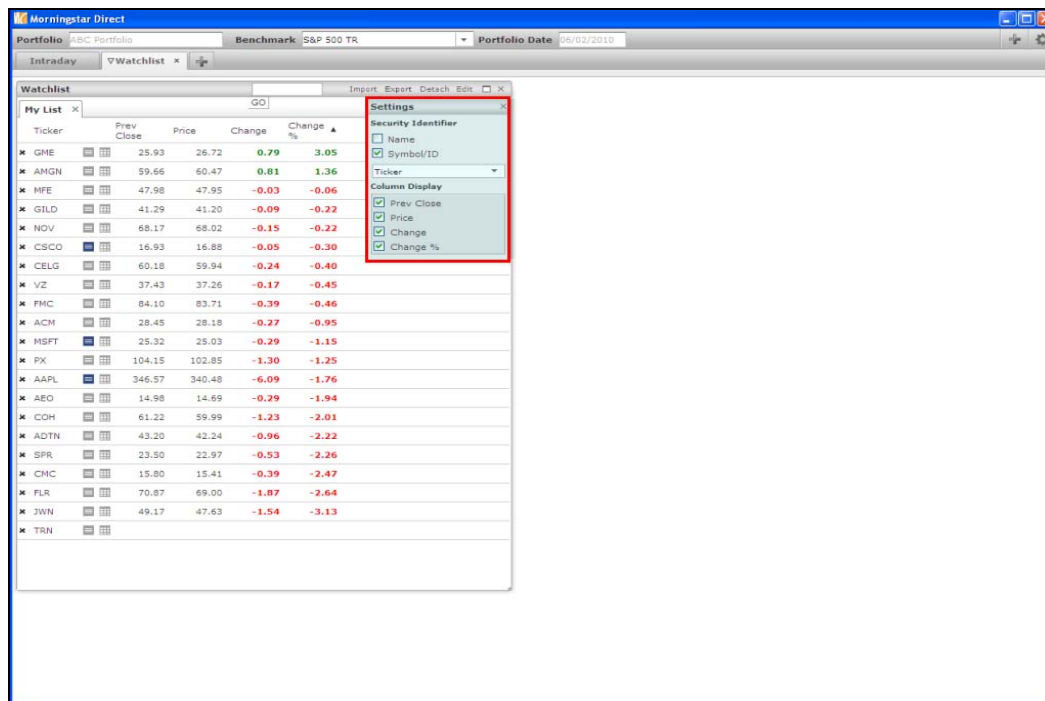
2. Under *My List*, you can look up stocks or import a list of stocks to monitor specific existing securities or those potential securities to add to your portfolio.

3. Go to *Edit* dropdown where you can customize your column view.
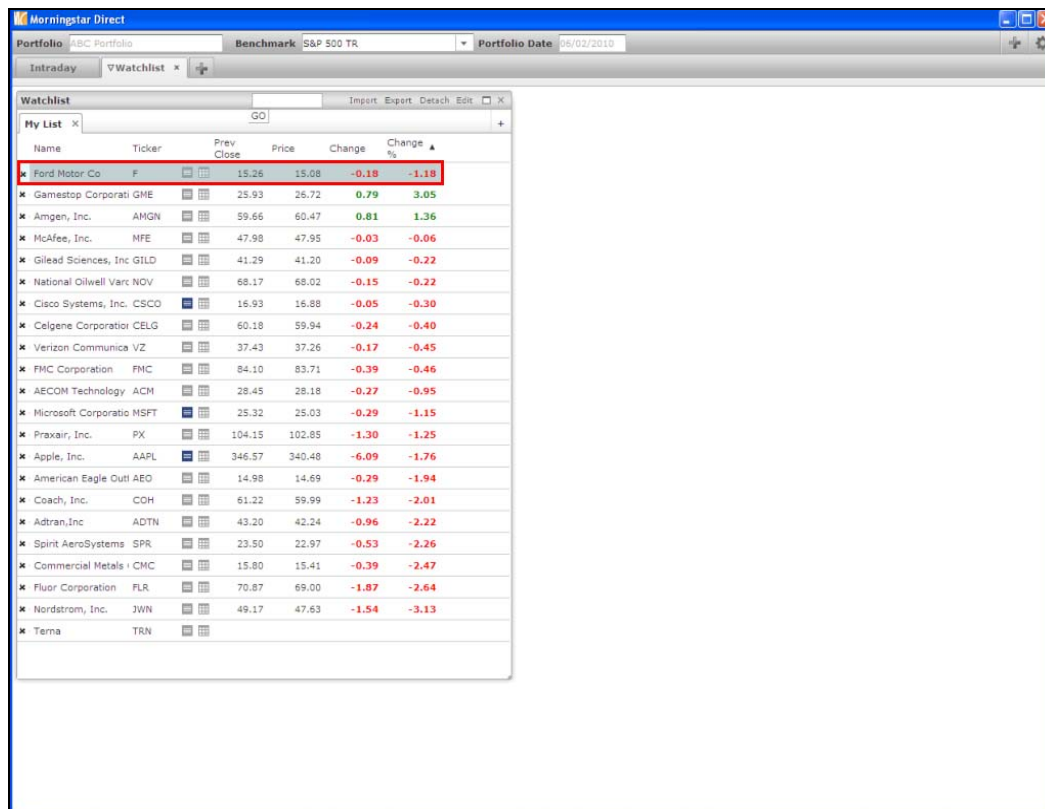
4. Type the ticker of a security to add to your portfolio.
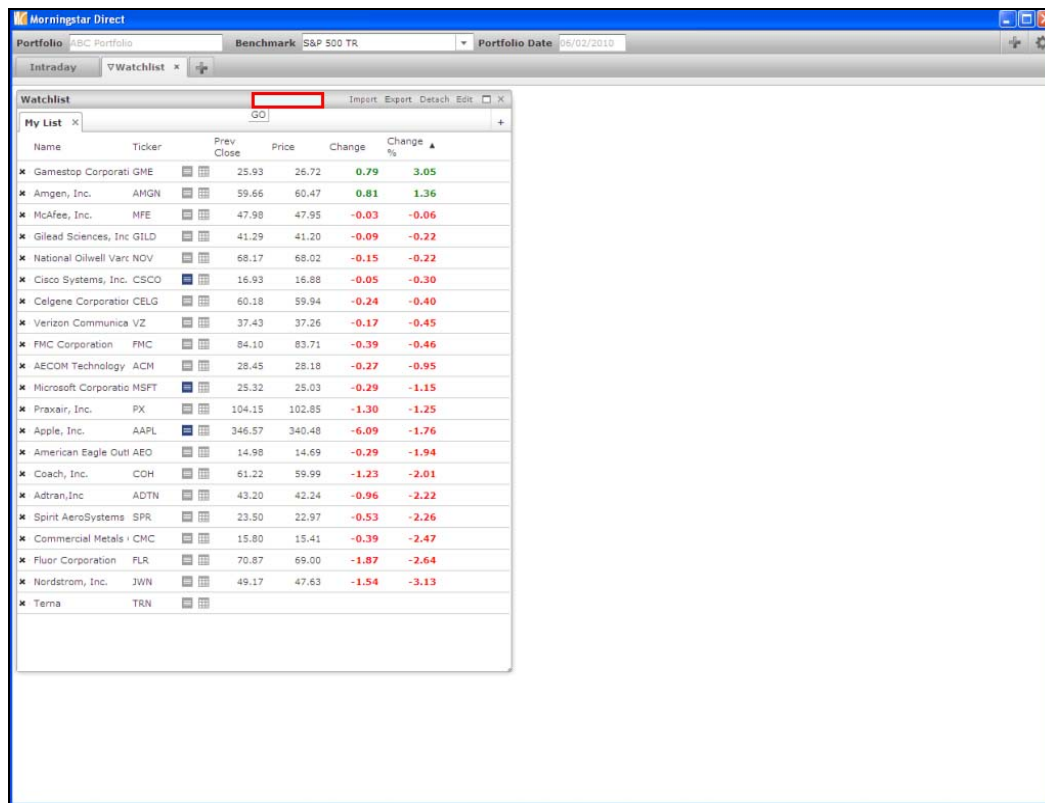
5. Select the security based on its exchange.
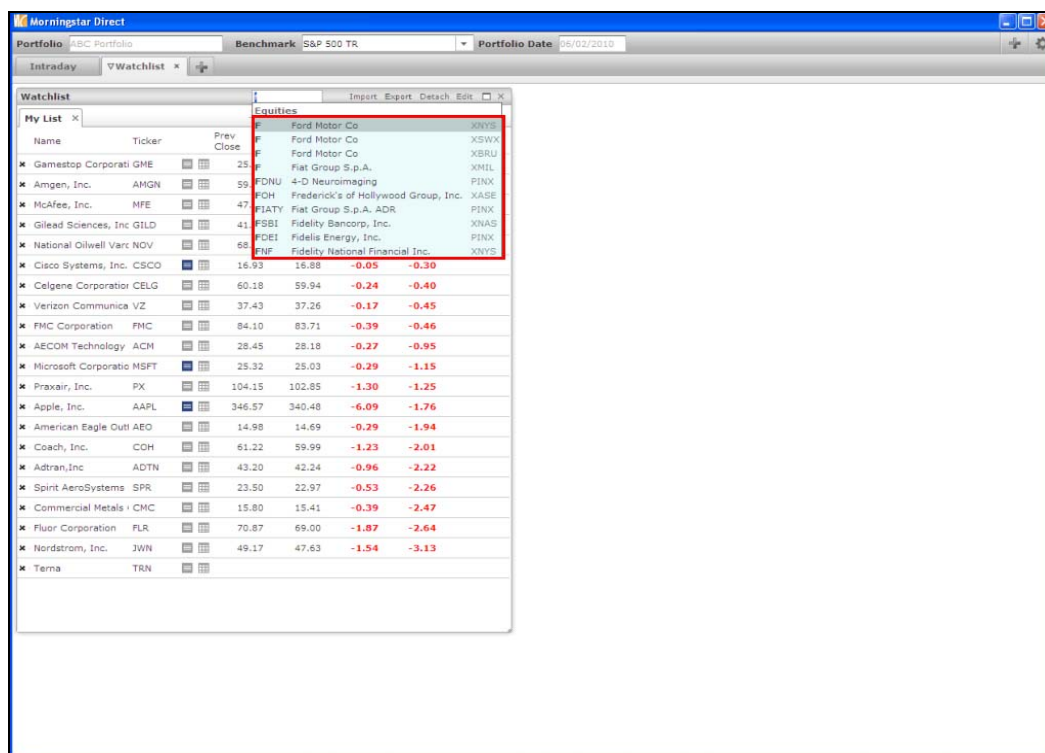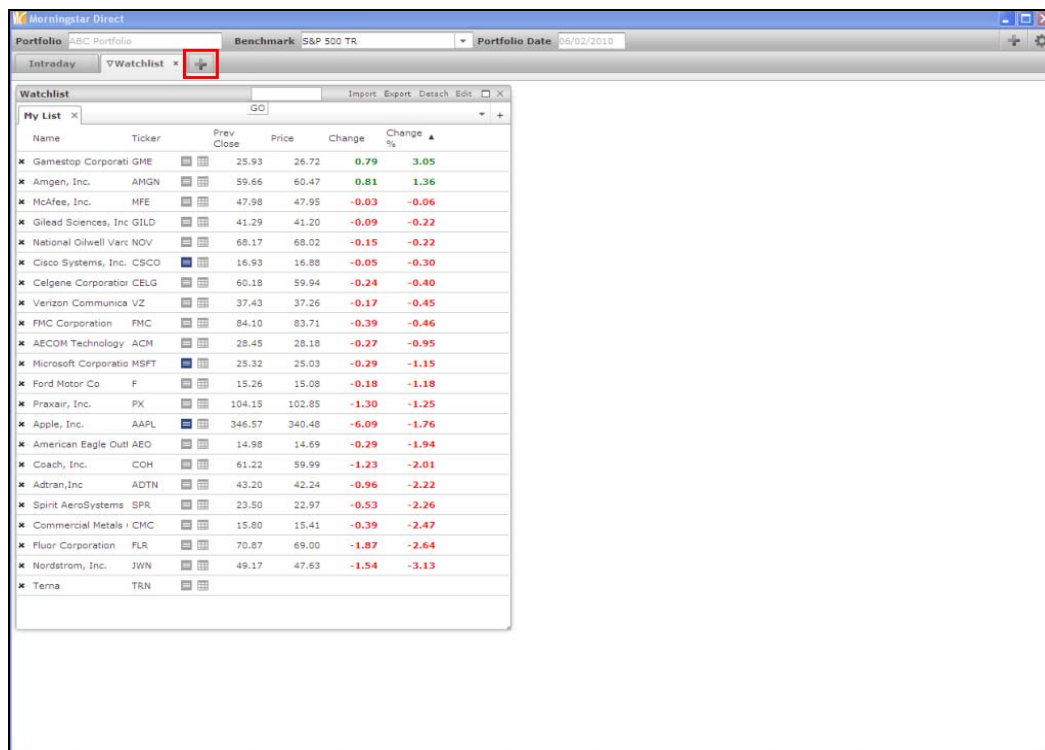
6. As you can see, it will automatically be added to your Watchlist.

7. At any point, you can also add your own workspace. Simply click on the *Plus* sign

8. Select from the template lists. Once complete, click *Ok*.
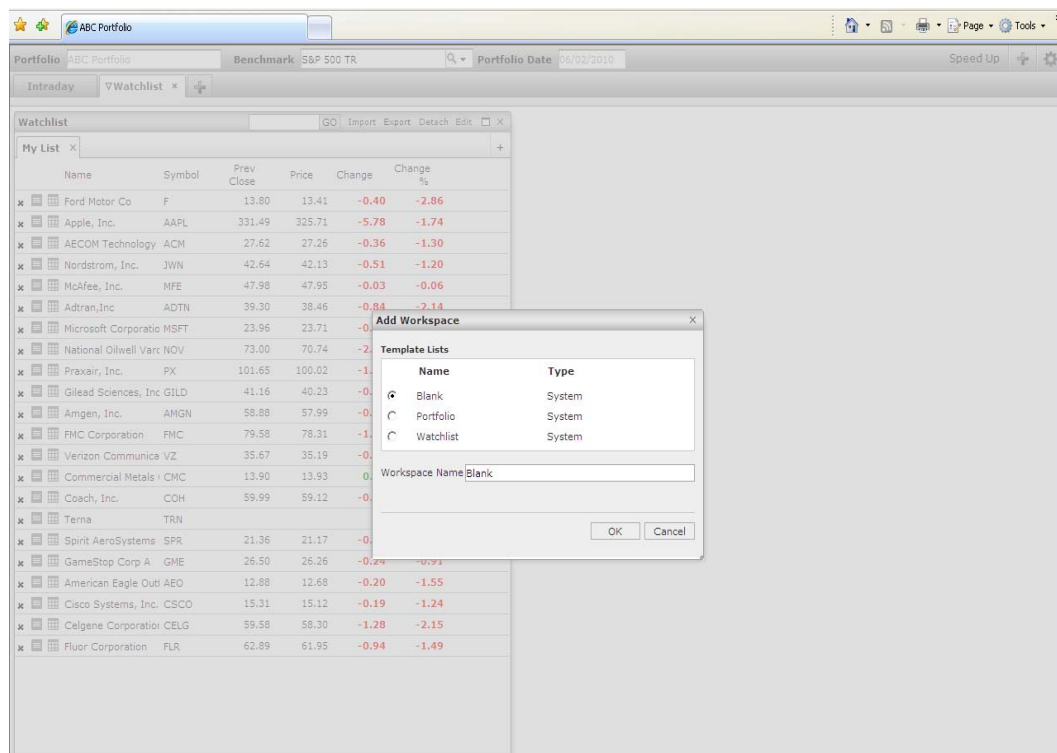
9. Continue to build your workspace with the necessary windows to monitor your portfolio.