Users' Guide

# PortfolioAnalyst

**Interactive**Brokers

**PortfolioAnalyst Users' Guide**

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# 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.
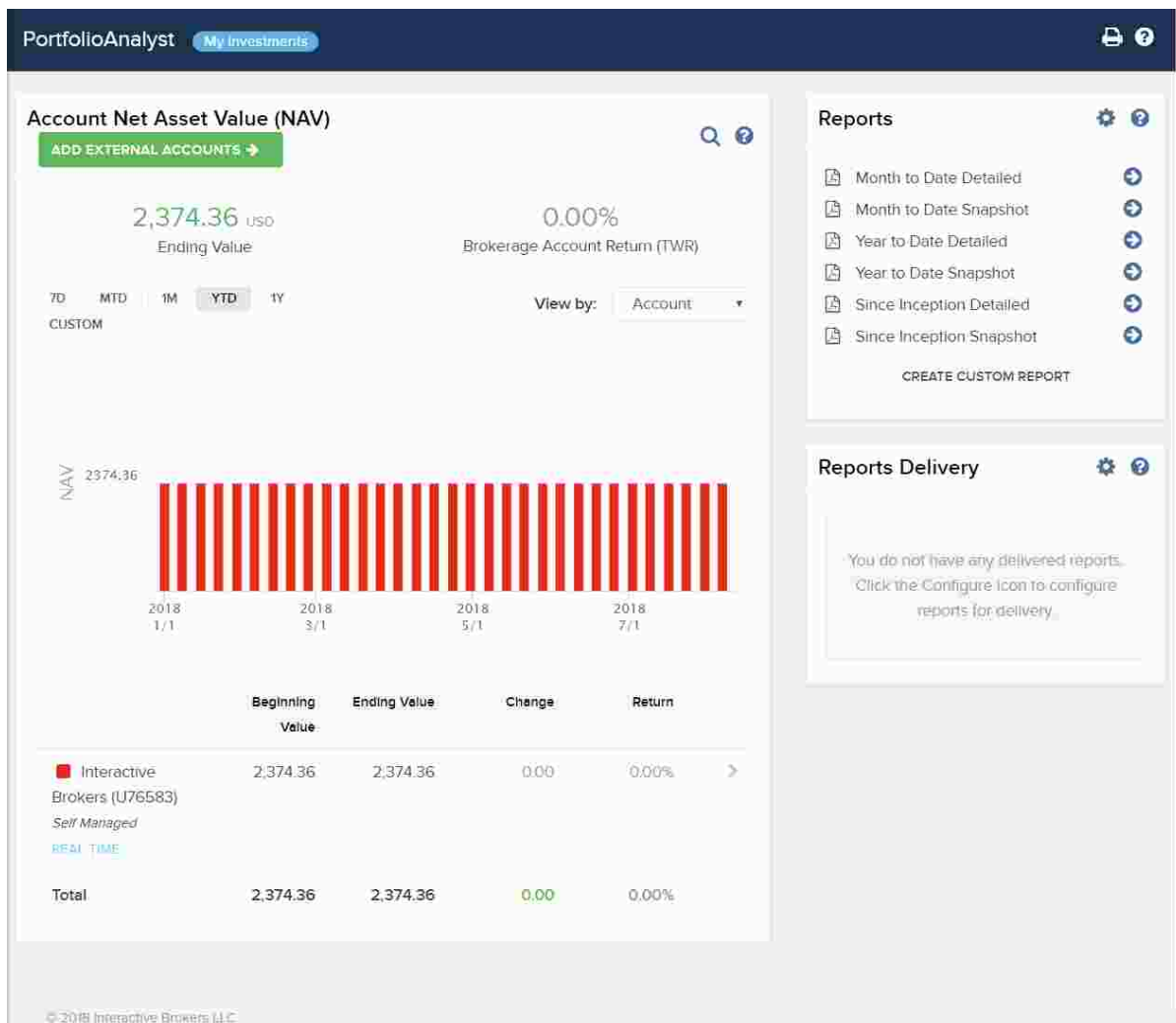


This section of the guide is designed to introduce you to Portfolio Analyst and includes the following topics:

» [Portfolio Analyst Summary Screen](#)

» [Using the Account Selector](#)

# Portfolio Analyst Summary Screen

Portfolio Analyst is our online performance analysis reporting tool. Use Portfolio Analyst to:

» Run detailed, presentation-ready reports that analyze different aspects of your IB account portfolio's performance;

» View your financial performance across the industry in a single view, including external (not held at IB) investment, checking, savings, annuity, incentive plan and credit card accounts.

> **Note:** Before you can see any Net Asset Value (NAV) data for your new IB account, you must activate Portfolio Analyst. You did this the first time you accessed Portfolio Analyst with your new 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.

This topic answers the following questions:

» [What the does the summary screen show?](#)

» [What do all the icons mean?](#)

» [How do I navigate between screens?](#)

» [What if I have or manage multiple accounts?](#)
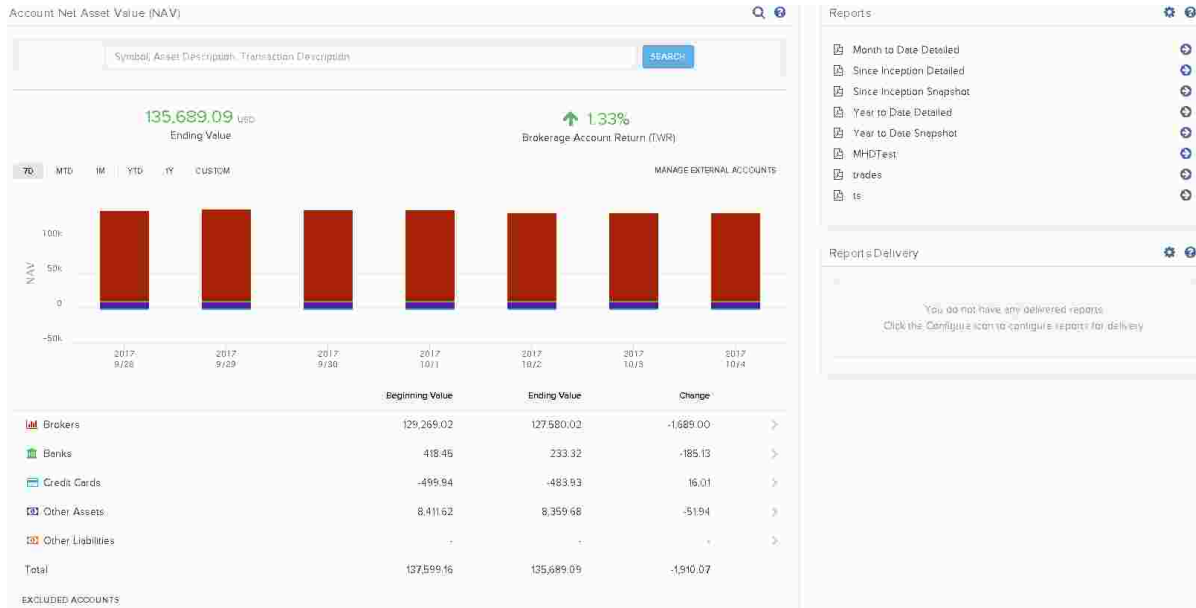
**What does the Summary screen show?**

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

» Language Menu: Change the display language of 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 Portfolio Analyst. You can also open the Account Selector at any time to select different IB accounts to use in Portfolio Analyst.

There are three main panels in Portfolio Analyst:

» **Account Net Asset Value (NAV):** 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, 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:** Shows 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.

**How do I navigate between screens?**

Each screen displays breadcrumbs just below the main title. Each breadcrumb represents a screen; they show you the screen you are viewing and how you got there. Click a breadcrumb link to go directly to a previously viewed screen.
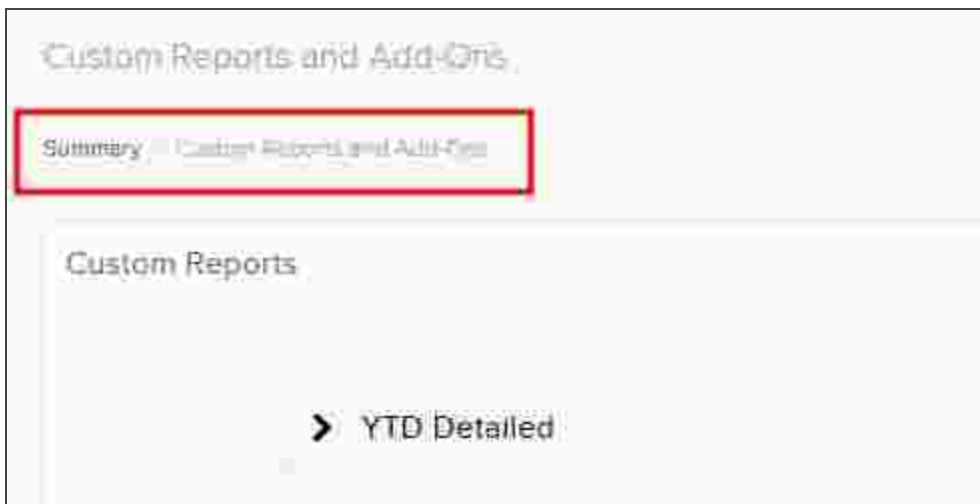


For example, *Portfolio Analyst / Custom Reports and Add-Ons* tells you that you are currently viewing the Custom Reports and Add-Ons screen and that you came from the Portfolio Analyst Summary screen. Click *Portfolio Analyst* in the breadcrumbs to jump immediately to the Portfolio Analyst Summary screen.

**What if I have or 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 Portfolio Analyst. 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).

## Using the Account Selector

If you have multiple linked accounts or account partitions, or you manage multiple accounts, you will be

prompted to select one or more accounts after you log in to Portfolio Analyst. You select accounts in the

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

If you want to view account balances and Net Asset Value for all of your IB accounts on one screen, you would select those accounts in the Account Selector.

This topic shows you how to use the Account Selector to:

» Select an account
» Select a different account
» Search for accounts
» Filter by Customer Type
» Display additional account information

**To select an account:**

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

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

    The Account Selector opens.

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

3. Click **CONTINUE**.

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

**To 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. If you want to choose a different account, clear your selections by clicking **Reset**
3. Click **CONTINUE**.
   The Portfolio Analyst Summary screen reloads and displays data for the selected account(s).

**To search for accounts:**

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. Click the **X** to clear the search field and the search results.

**To filter accounts by Customer Type:**

1. In the Account Selector, click the filter icon located above the list of accounts (this is the second icon from the right).
2. Select the desired customer type buttons (for example, INDIVIDUAL or JOINT) and then click **Apply**.



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

**To 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).

3. Click **Apply**.



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

## Navigating 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.
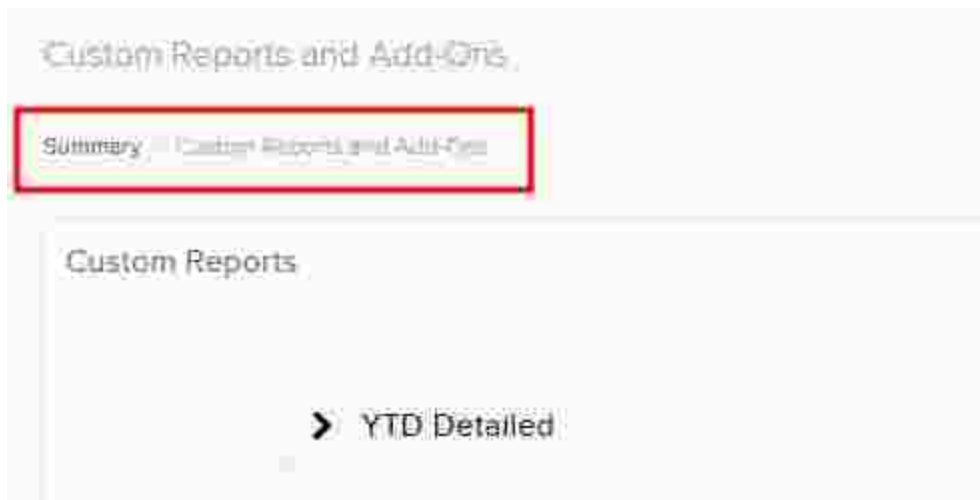
# Changing the Display Language

You can change the display language in PortfolioAnalyst using the Language Menu located at the top of the screen.

**To change the display language**

1. Log in to PortfolioAnalyst.
2. Click the language menu at the top of the screen. This is the menu with the current language next to a globe icon.

The language settings drop-down opens, showing all possible languages for Account Management.

3. Click the language you want to change.

The display language changes to your selected language.

# Icon Reference

| Icon | Description |
|---|---|
| Icons at the top of the screen | |
|  | Opens the User Menu, where you can log out of Portfolio Analyst. |
|  | Opens the Account Selector. |

| Icon | Description |
|------|-------------|
| **Icons in panel title bars** | |
| | Search (magnifying glass): Click this icon to search for a specific description, name, quantity, symbol or transaction type in your IB account(s) and external accounts. |
| | Click this icon to display help for the panel. |
| | Click this icon to configure custom reports.<br><br>In the Account Selector, click this to display additional information, such as Alias or Status. |
| | In the DEFAULT REPORTS and CUSTOM REPORTS AND ADD-ONS panels, click this to run a specific report. |
| **Other icons** | |
| | On the Custom Reports and Add-Ons screen, click this to create a new custom report, a new custom benchmark or a new synopsis. |
| | In any Positions table for brokerage accounts, click this to filter the positions by Ending Quantity, Ending Price or Change.<br><br>In the Account Selector, filter the list of accounts by account type. |
| | On the Custom Reports and Add-Ons screen, click this to edit a saved custom report. |
| | On the Custom Reports and Add-Ons screen, click this to delete a saved custom report, a saved custom benchmark or a saved synopsis.. |
| | On the Custom Reports and Add-Ons screen, click this to view the details of a saved custom benchmark or a saved synopsis. |

| Icon | Description |
|------|-------------|
|   | On the Reports screen, click this to restore all preconfigured reports, including those you have deleted. |

# Running Reports

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

This section of the guide shows you how to:

» Run a preconfigured report
» Create, save, edit and delete custom reports and add-ons
» Set the default method of delivery for preconfigured and custom reports

In this topic:

» Snapshot and Detailed Reports
» Report Layout Types

| Reports | ⚙ ❓ |
| --- | --- |
| 📄 Month to Date Snapshot | ⊙ |
| 📄 Month to Date Detailed | ⊙ |
| 📄 Year to Date Snapshot | ⊙ |
| 📄 Year to Date Detailed | ⊙ |
| 📄 Since Inception Snapshot | ⊙ |
| 📄 Since Inception Detailed | ⊙ |
| 📄 blah blah | ⊙ |
| 📄 Individual | ⊙ |
| 📄 MTD Custom Detailed | ⊙ |
| 📄 NotConsolidatedMultiple | ⊙ |
| 📄 testing123 | ⊙ |

## Snapshot and Detailed Reports

PortfolioAnalyst reports can be one of these report types:

» 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 combination 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:

» 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.

In this topic:

» What preconfigured reports are included?
» Limitations
» How do I run a preconfigured report?
» How do I delete a preconfigured report?

**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 <u>customized report</u>.

» You cannot run preconfigured reports for multiple accounts (selected in the Account Selector).

**How do I run a preconfigured report**

**To run a preconfigured report for the current account**

1. In the Reports panel, click the Run (arrow) icon for the report you want to run.
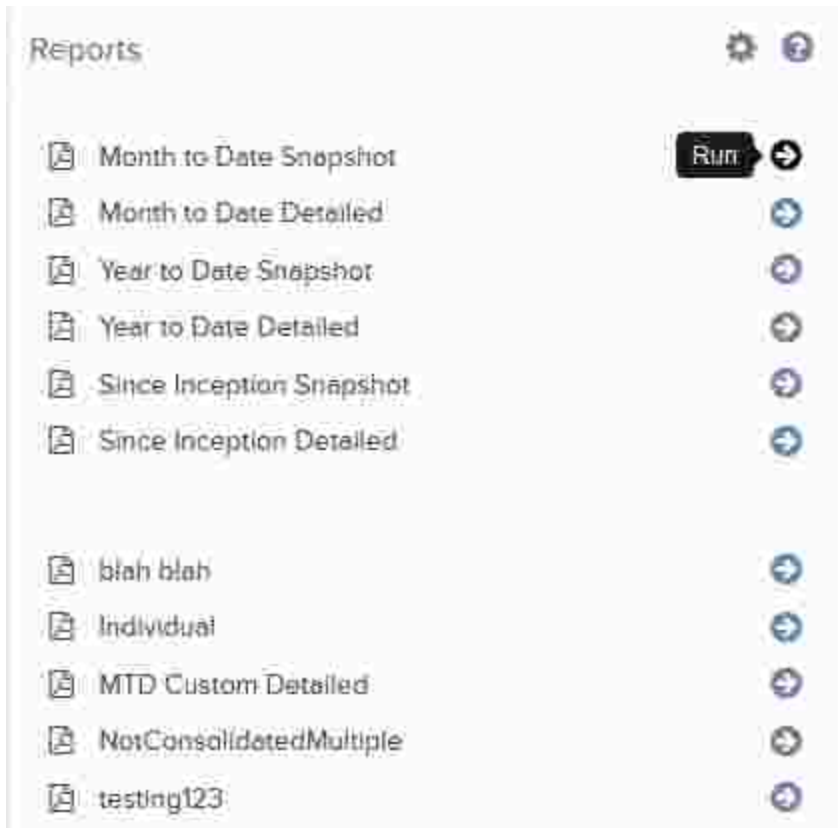
2.  Open the report or save it to your computer.

**How do I 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.

**To delete a preconfigured report**

1.  Click the Configure (gear) icon in the Reports panel title bar.
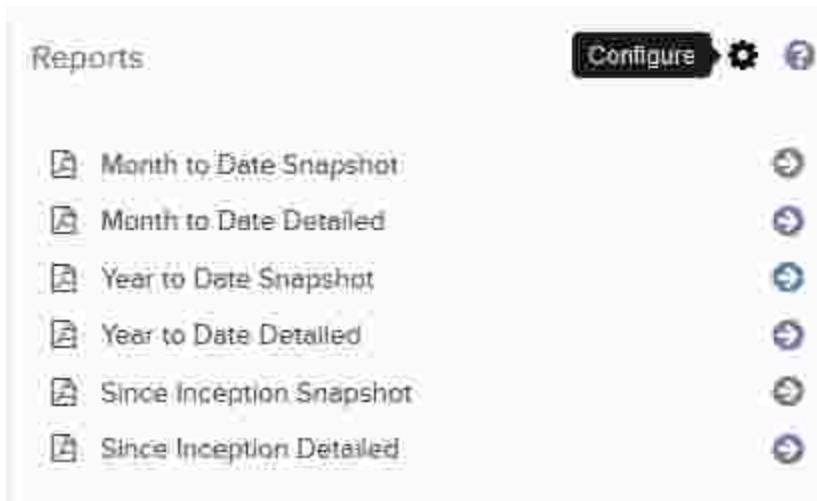
2.  The Reports screen lists all preconfigured reports in their own section. Click the **X** for the pre-configured report you want to delete.

    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

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.

This section of the guide includes these topics:

»  Report Pages in a Detailed Custom Report
»  Running a Performance Attribution Report

**To run a saved 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.
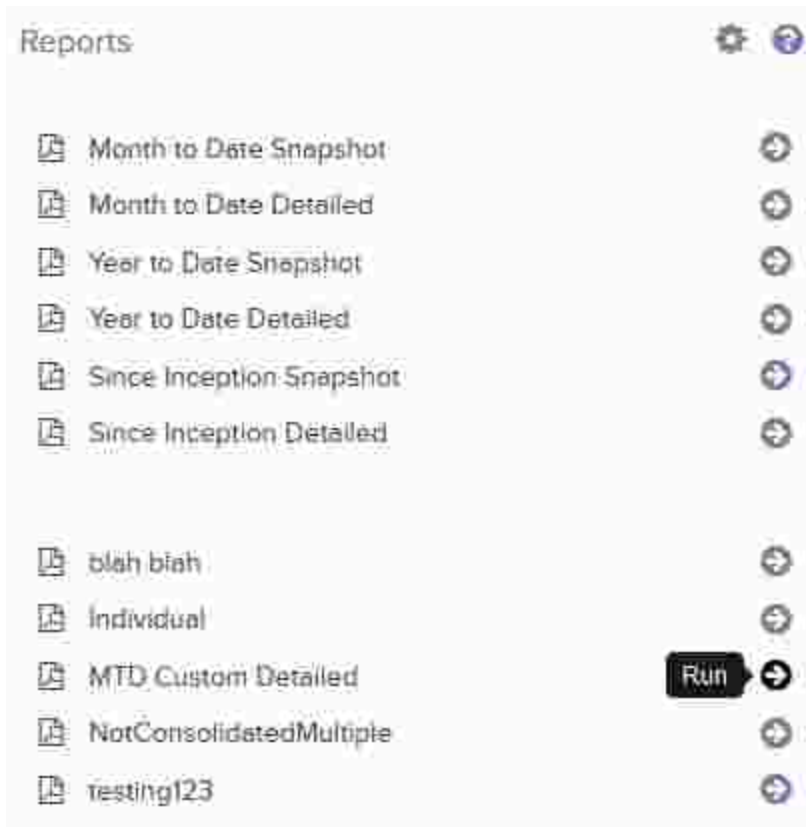


2.  Open the report or save it to your computer.

**To open the Custom Reports and Add-Ons screen**

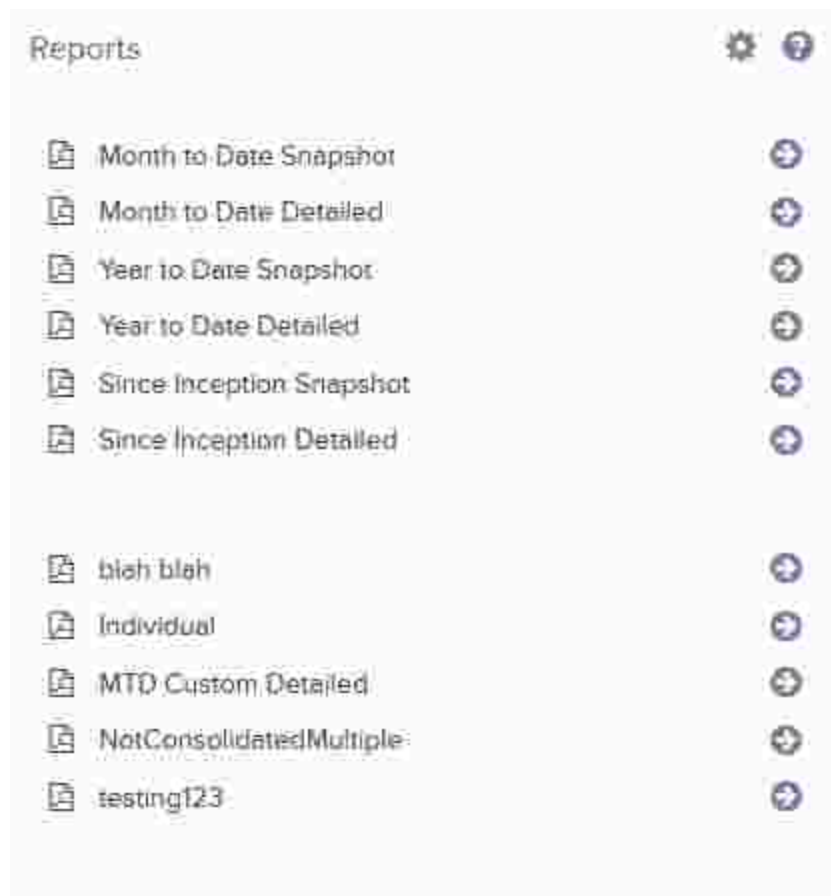1.  Click the Configure (gear) icon on the right side of the Reports panel title bar.
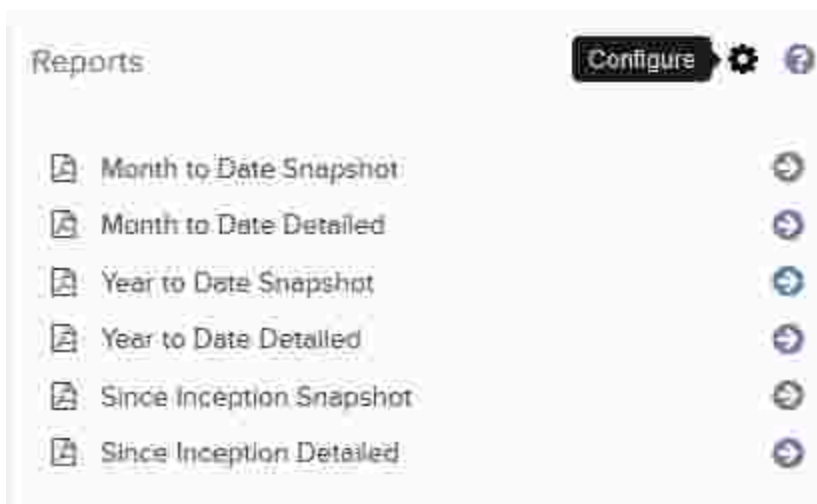
# Creating Custom Reports

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.

In this topic:

» View all saved custom reports
» Create and save custom reports
» Edit or delete saved custom reports
» Create custom benchmarks for use in custom reports
» Create synopses
» What if I select multiple accounts in the Account Selector?
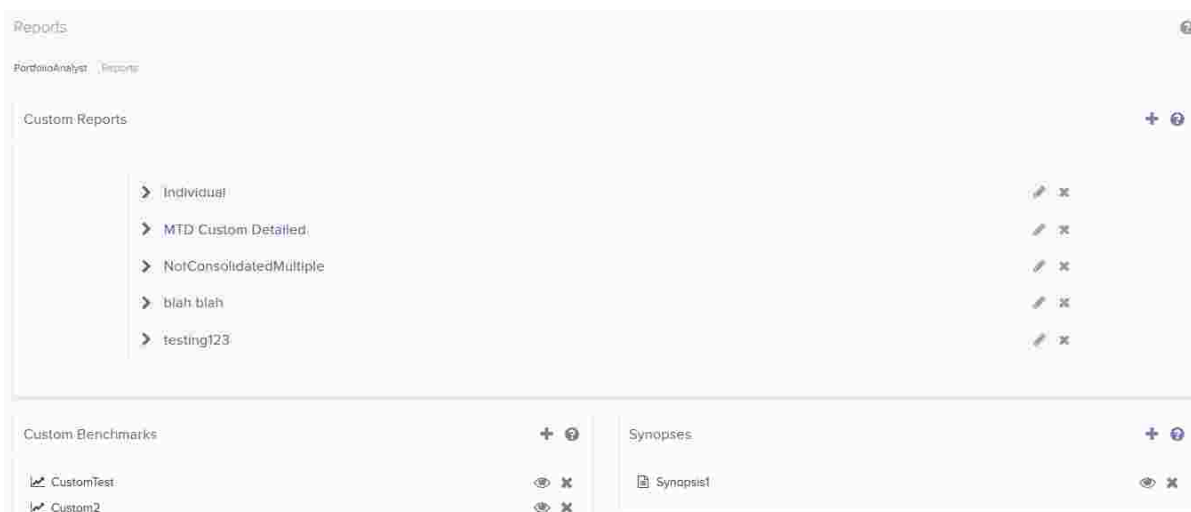


**To view all saved custom reports:**

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.
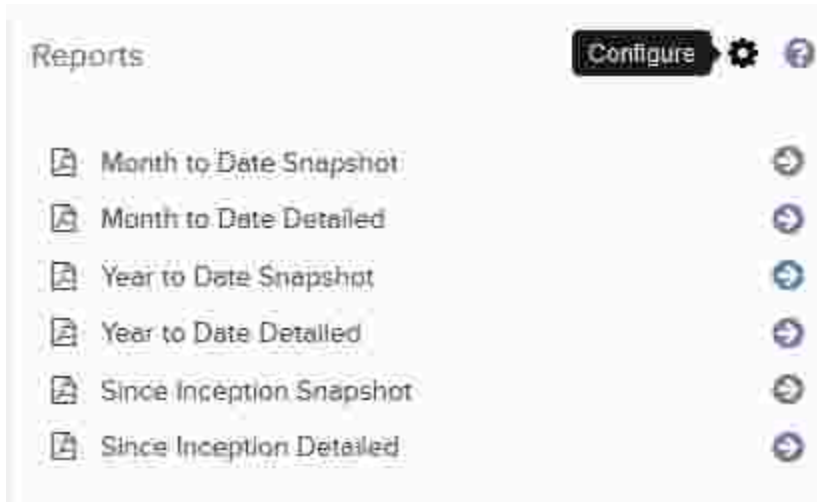
**To create a new custom report:**

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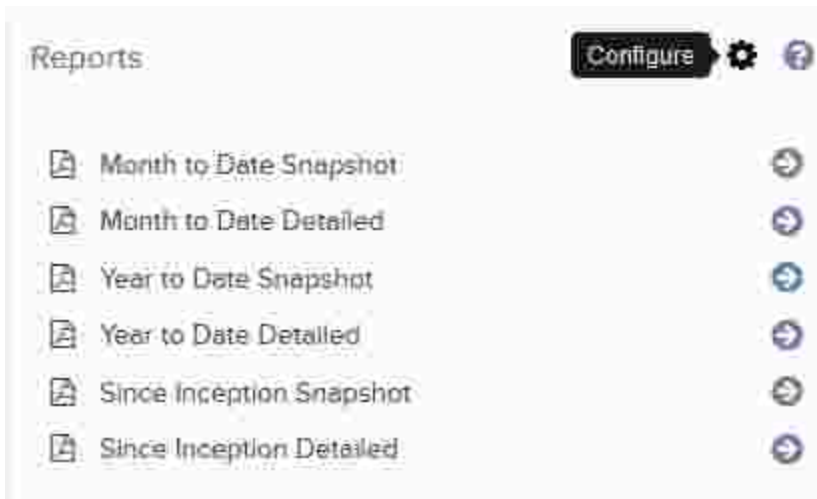


2. On the Reports screen, click the Create (+) icon on the Custom Reports panel title bar.

    The Create Custom Report screen opens.

3.  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 Date Start: The beginning of the desired time period.

    » Select a Date End: The end of the desired time period.

    » 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.



4.  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

5. 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 | Performance Attribution vs. S&P 500 |
| Account Overview | Performance by Sector |
| Open Position Summary | Performance by Asset Class |
| Allocation By Asset Class | Performance by Symbol |
| Allocation By Sector | Trade Summary |
| Allocation By Region | Deposits and Withdrawals |
| Time Period Performance Statistics | Fee Summary |
| Time Period Benchmark Comparison | Corporate Actions |
| Cumulative Performance Statistics | Dividends |
| Cumulative Benchmark Statistics | Interest Details |
| Risk Measures | Historical Performance |
| Risk Measures Benchmark Comparison | Historical Performance Benchmark Comparison |

6. 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.



6. Click **CONTINUE** and then review your report settings. If you need to make changes, click **BACK**, make your changes, and then click **CONTINUE** again.

7. Click **Create** to create your new custom report.

8. 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.

**To edit or delete a saved 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.
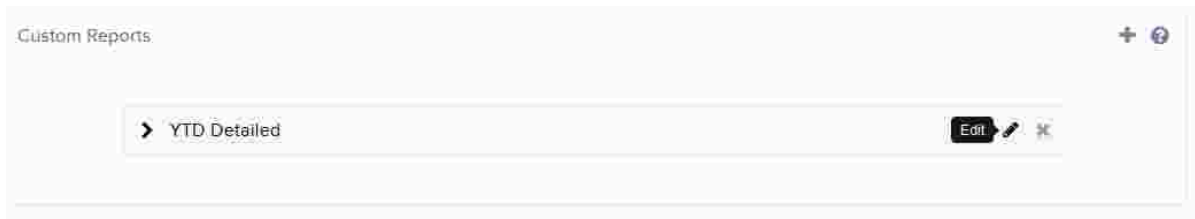


3. Modify the report settings as desired, and then click the **Save Changes** button.

   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.

**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.

## Creating 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.

This topic shows you how to:

» Create a custom benchmark

» View and edit a custom benchmark

» Delete a custom benchmark

**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:

$\Sigma$(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.

**To create 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.
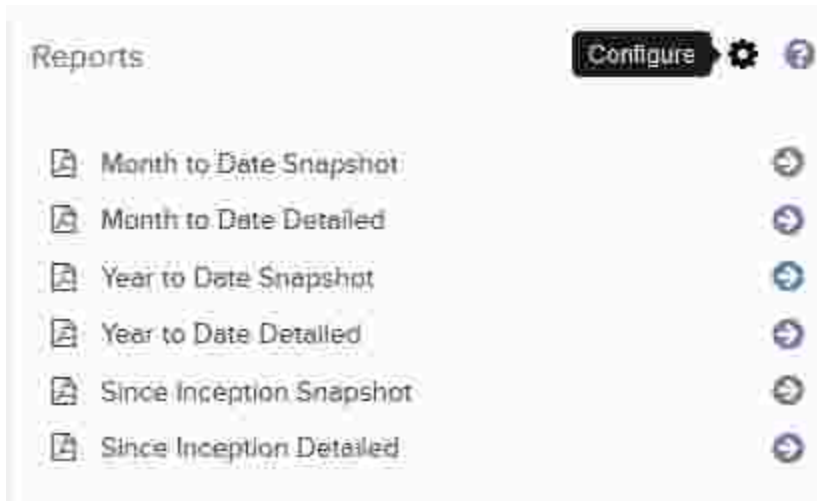


2. Click the Create (+) icon in the Custom Benchmarks panel.
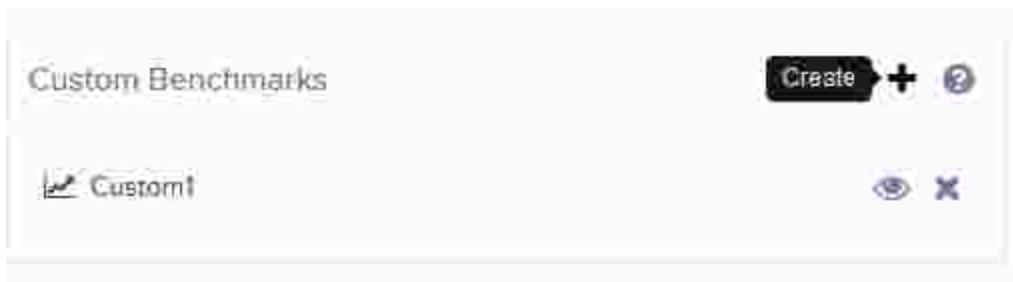


3. In the Create Custom Benchmark popup, enter the name of custom benchmark and an abbreviation. When you search for a benchmark to add to a custom report, use the abbreviation as a quick way to search for and find this custom benchmark.

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%.

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

**To view and edit 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 View (eye) icon for the custom benchmark you want to view or edit.
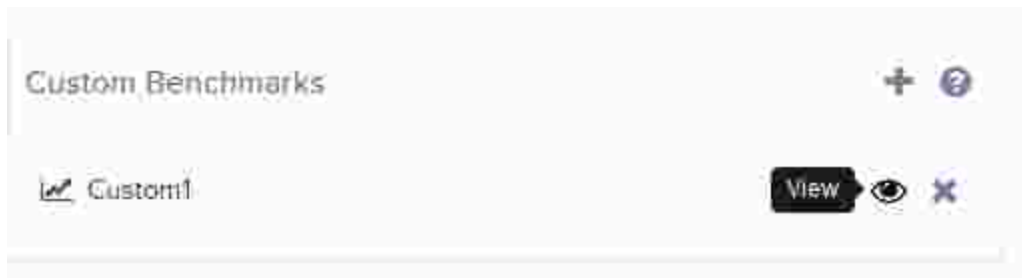


3.  The custom benchmark opens in a popup. Click the **Edit** button to edit the custom benchmark name, abbreviation or component benchmarks.
4.  Click **Save** when you are done editing.

**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.

This topic shows you how to:

» [Create and save a synopsis](#)

» [View and edit a synopsis](#)

» [Delete a synopsis](#)

» [Assign a synopsis to a Detailed custom report](#)

**To create and save a synopsis**

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.
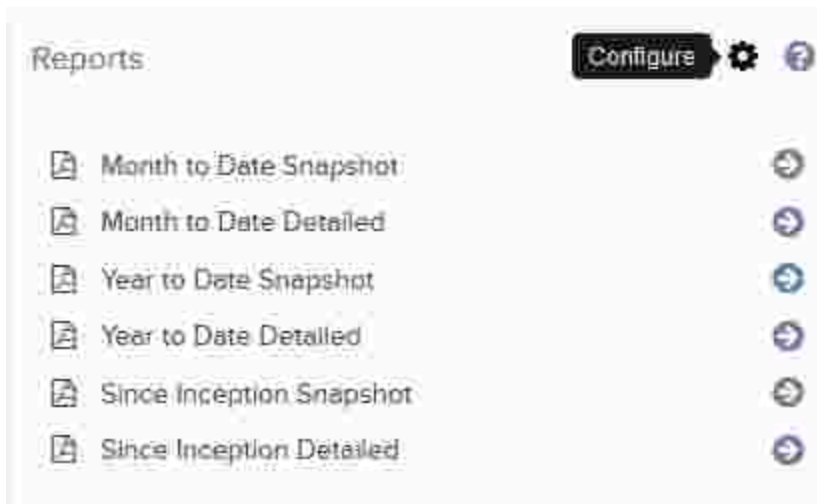


2. Click the Create (+) icon in the Synopses panel title bar.
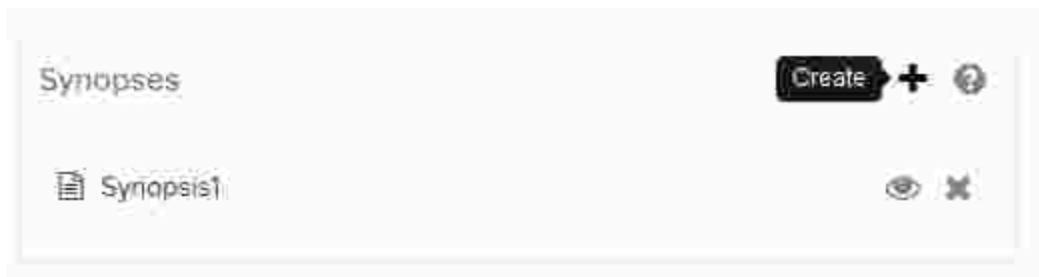


3. In the Create New Synopsis popup, enter the name of the synopsis and then enter the text that you want to appear.

   Synopsis text can be up to 3000 characters long.

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.

**To view and edit a synopsis:**

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.
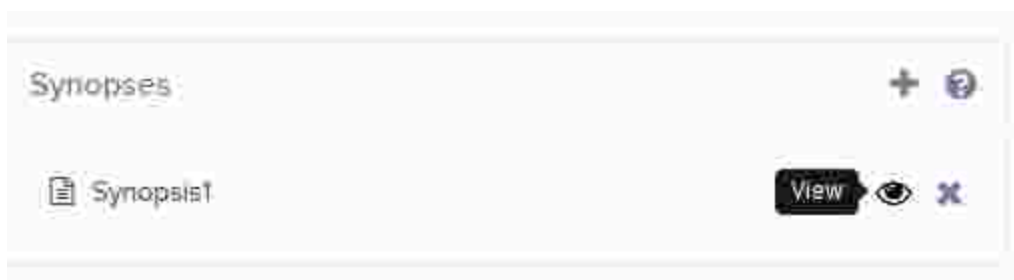


3. The synopsis opens in a popup. Click the **Edit** button to edit the synopsis name or text.

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

**To delete a synopsis:**

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.

**Assigning 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.

**To assign a synopsis to a Detailed custom 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 selected time period and performance measurement (TWR or MWR). A color-coded bar chart plots NAV over time, and a color-coded line |

| Report | Description |
|---|---|
| | 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.<br><br>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.<br><br>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.<br><br>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.<br><br>If you select this report but there are no open positions during 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 |

| Report | Description |
|---|---|
|  | %). 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 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 |

| Report | Description |
|---|---|
|  | 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.<br><br>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.<br><br>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 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.<br><br>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.<br><br>The text summary shows a variety of risk measures, including Max Drawdown, Peak-to-Valley Drawdown, Recovery, Sharpe Ratio, |

| Report | Description |
|---|---|
| | Sortino Ratio, Calmar Ratio, Standard Deviation, Downside Deviation, Mean Return, Positive Periods and Negative Periods.<br><br>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.<br><br>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.<br><br>The text summary shows a variety of risk measures for your portfolio and for your selected benchmarks, including Max Drawdown, Peak-to-Valley Drawdown, Recover, Sharpe Ratio, Sortino Ratio, Calmar Ratio, Standard Deviation, Downside Deviation, Mean Return, Positive Periods and Negative Periods.<br><br>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.<br><br>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.<br><br>This report includes a summary table that shows how you |

| Report | Description |
|---|---|
| | 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 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:<br><br>» Top Five Contributors - This chart displays the five symbols with the highest contribution to your portfolio's return.<br>» Bottom Five Contributors - This chart displays the five symbols with the lowest contribution to your portfolio's return.<br>» Contribution by Sector - This bar chart displays the contribution of each sector to your portfolio's return.<br>» Contribution by Asset Class - This bar chart displays each the contribution of each asset class to your portfolio's return.<br>» 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.<br>» 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 |

| Report | Description |
|---|---|
| | the contribution to return. <br> » 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 of charts and tables on three pages: <br><br> » The first page of the report 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. <br> » The second page of the report 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). <br> » The third page of the report 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. <br><br> 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 Bench-mark 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. <br><br> 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.<br><br>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 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. |

# Running a 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.

## Understanding the 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.

**Understanding the Performance Attribution 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).

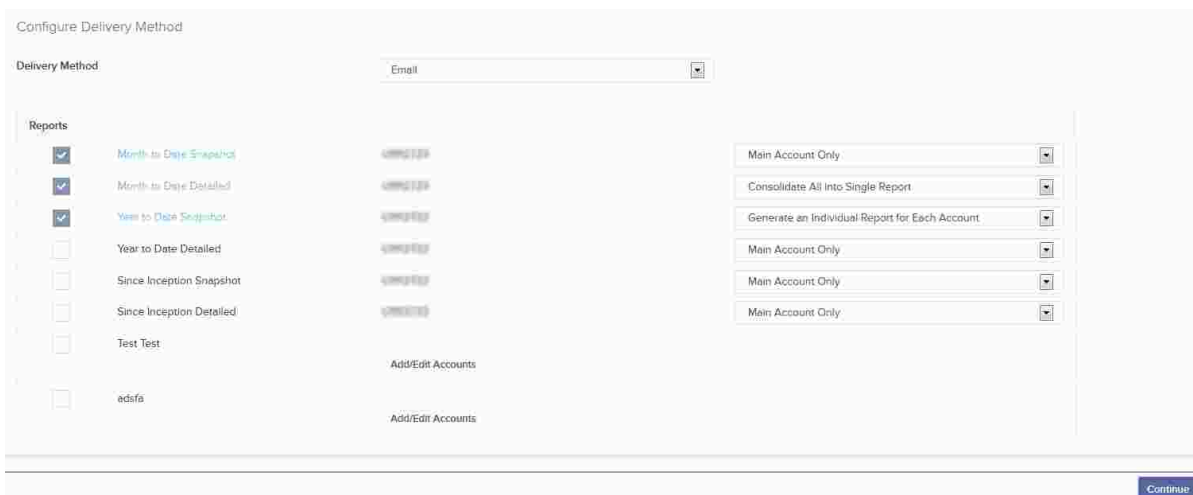**To configure reports for delivery**

1.  Open PortfolioAnalyst.

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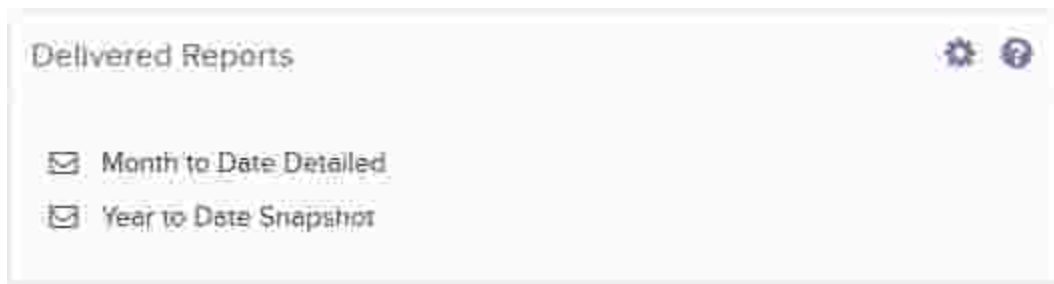
    

2.  Click the Configure (gear) icon in the Delivered Reports title bar.

    The Delivered Reports configure screen opens.

    

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 con-solidated report will be generated for all selected accounts.

○ Generate an Individual Report for Each Selected Account - If you have multiple accounts, a sep-arate 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**.

**3**

# Viewing Account Performance

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.

This section of the guide shows you how to:

» Add external accounts held at any financial institution.
» View Net Asset Value for all accounts on a single screen.
» View Net Asset Value for all accounts of a specific financial institution type - (all brokerage accounts, all bank accounts, etc.) on a single screen.
» View a single account.
» View asset classes in a single brokerage account or consolidated across all brokerage accounts.
» Drill down to view positions and transactions in brokerage accounts, or transactions in non-brokerage accounts.
» Filter positions in brokerage accounts.
» Search for account details.

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.
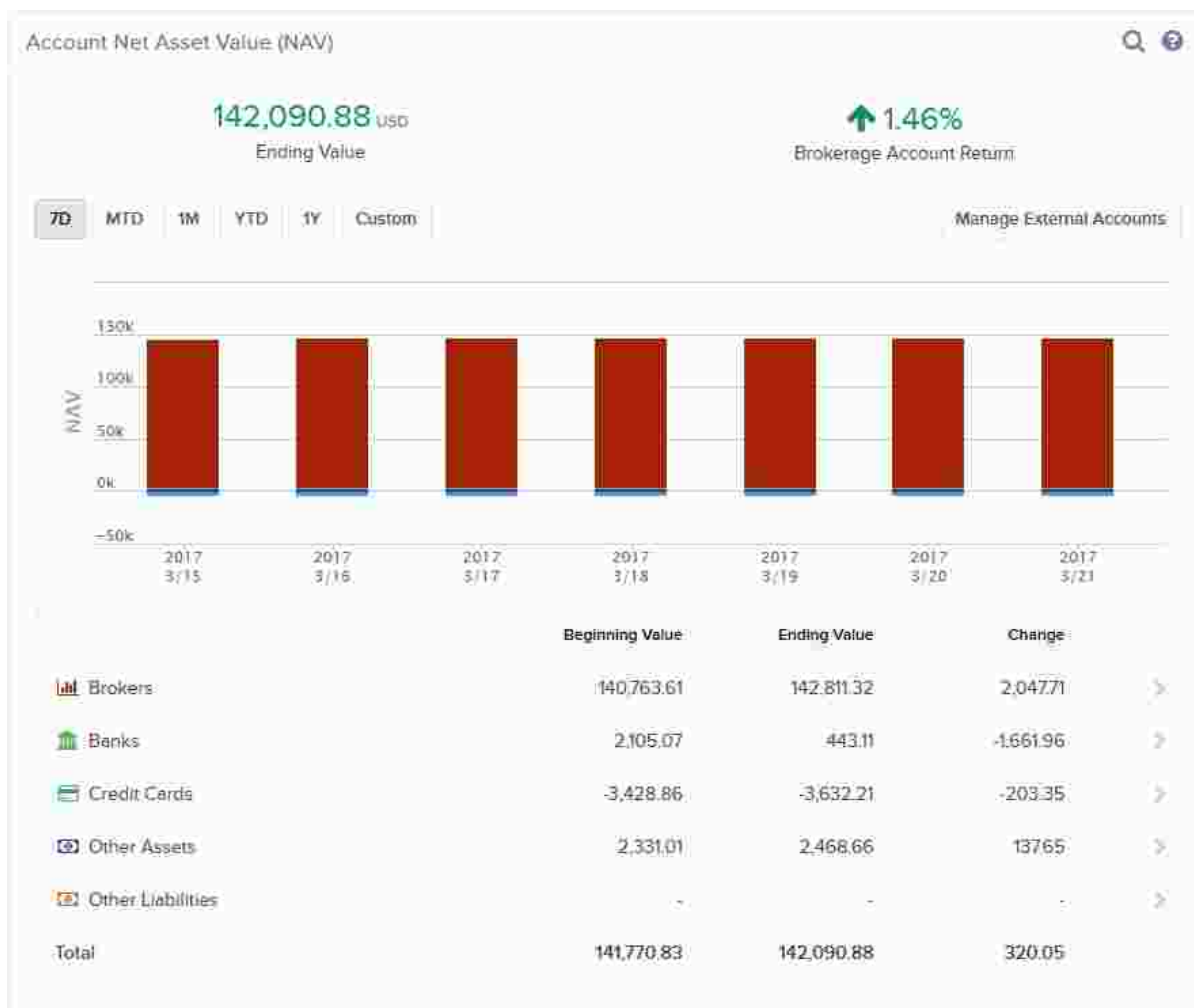
# External Accounts

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.

This section of the guide shows you how to:

» <u>Add</u> external accounts;

» <u>View and edit</u> external accounts that you have already added;

» <u>Delete</u> external accounts from PortfolioAnalyst;

» <u>Add/Upload</u> historical data.

# Adding 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.

This topic shows you how to:

» <u>Add an new external account;</u>

» <u>Add an account under an existing institution.</u>

**To add a new external account:**

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.

# Viewing and Editing 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.

**Edit an existing external 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.

**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.

# Deleting 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.

# Upload 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.

» Add historical data with CSV file

» Add historical data manually

» Transaction Type Codes (CSV Upload)

**To upload historical data using a CSV file**

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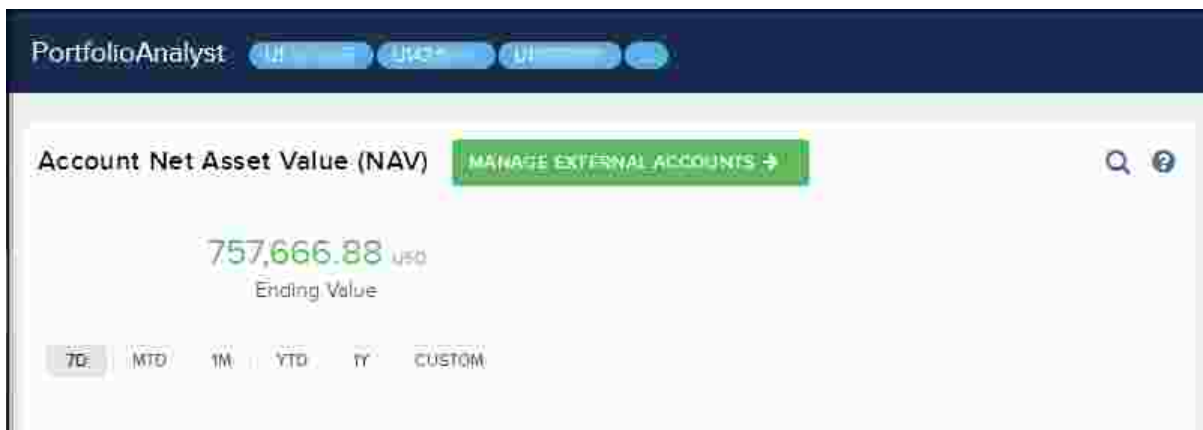


The External Accounts screen opens.

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



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

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**.



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

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

**To upload 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**.

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



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

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

**Transaction Type 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.



# Viewing 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.

This topic includes:

» [Account Net Asset Value (NAV) Chart](#)

» [Account Net Asset Value Table](#)

» [Excluded Accounts](#)

» [How to change the time period of the chart and table](#)
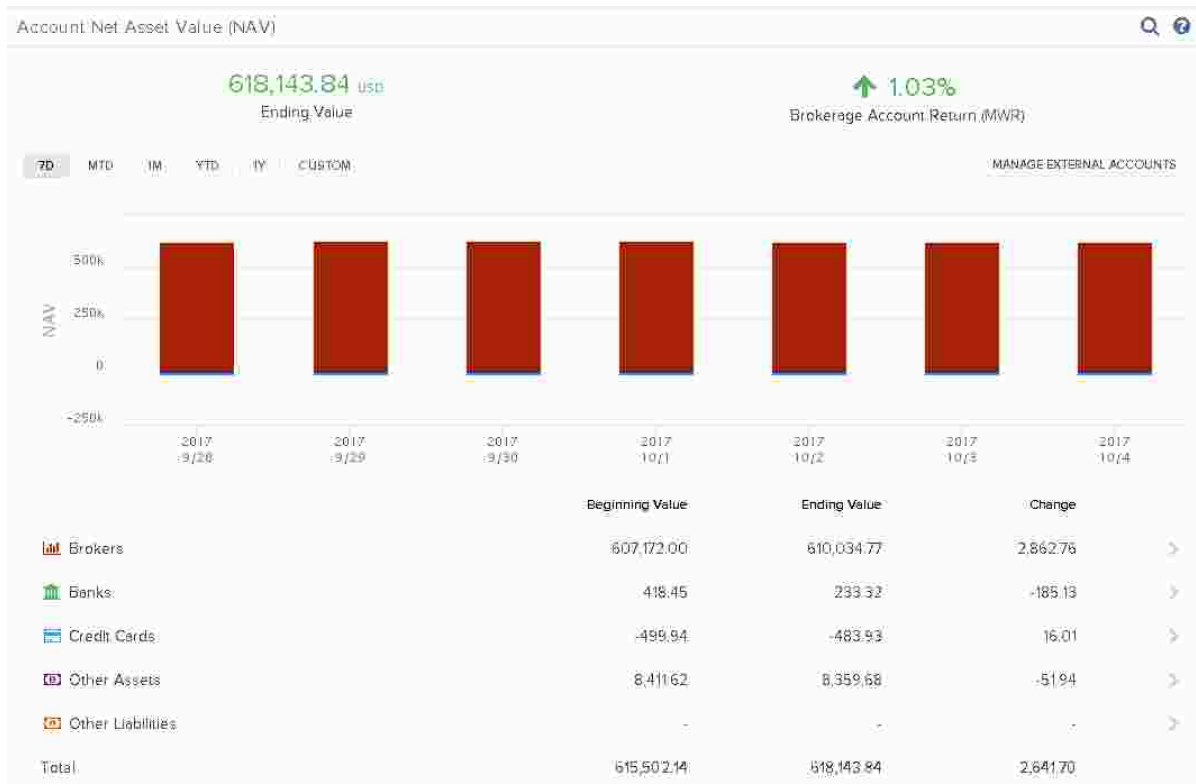


If you have not added any external accounts to PortfolioAnalyst, the Account Net Asset Value panel will show performance for your IB account only. There is no setup or configuration required to view your IB account performance. If you do not have an IB account AND you have not yet added any external accounts to PortfolioAnalyst, then the Account Net Asset Value will not contain any data.

## Account Net Asset Value (NAV) Chart



Above the bar chart, you see:

» The current total NAV of all accounts, including your IB account.

» The current one-day percent return of all of your brokerage accounts. You can toggle between Money Weighted Return (MWR) and Time Weighted Return (TWR).

The bar chart includes these features:

» When you first open Portfolio Analyst, the chart plots the consolidated Net Asset Value (NAV) of all account types for the last seven days (the default time period). The bars are color-coded to correspond to account types in the table below the chart.

» On a desktop, hover your mouse over any bar to see NAV totals for that date.

» Controls let you change the time period of both the bar chart and the table below the chart.

» A Search icon lets you search Portfolio Analyst for accounts, positions, transaction types and more.

» The Manage External Accounts button lets you add and manage your external accounts.

## Account Net Asset Value Table

| | 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 | |

The table shows the NAV for the prior and current periods (set by the buttons in the bar chart) and the amount change in value between the two periods for each account type. So for Brokers, you see consolidated values for all brokerage accounts that you have added; for Banks, you see consolidated values for all bank accounts that you have added, and so on. The account type labels in the table are color-coded to match the bars in the chart (red for brokers, etc).

External accounts are grouped by the type of account: Brokers (investment accounts), Banks (savings, checking, etc.), Credit Cards, Other Assets and Other Liabilities. Color coding appears in both the chart and the table below the chart.

## Excluded Accounts

This section shows external accounts that have been excluded from the bar chart and table. Usually this means that data is not currently available for the account, either because the username and password for that account have changed, or there is some other connectivity problem. Contact Client Services for more information about any excluded account.

## Changing the Time Period

By default, the Account Net Asset Value (NAV) chart and table show you account performance for the last seven days. You can change the time period instantly by clicking the appropriate button in the chart area:

» 7D - The past seven days. This is the default time period.

» MTD - Month-to-date for the current month.

» 1M - The past one month.

» YTD - Year-to-date for the current year.

» 1Y - The past year.

» Custom - Any range of dates.

**To enter a custom time period:**

1. In the chart area, click **Custom**.
2. Enter the starting and ending dates for the desired range of dates. Type dates in the format yyyy-mm-dd.
3. Click **Go**.



The chart and table will update immediately to reflect the range of dates you entered.

## Viewing 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.

**To 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.
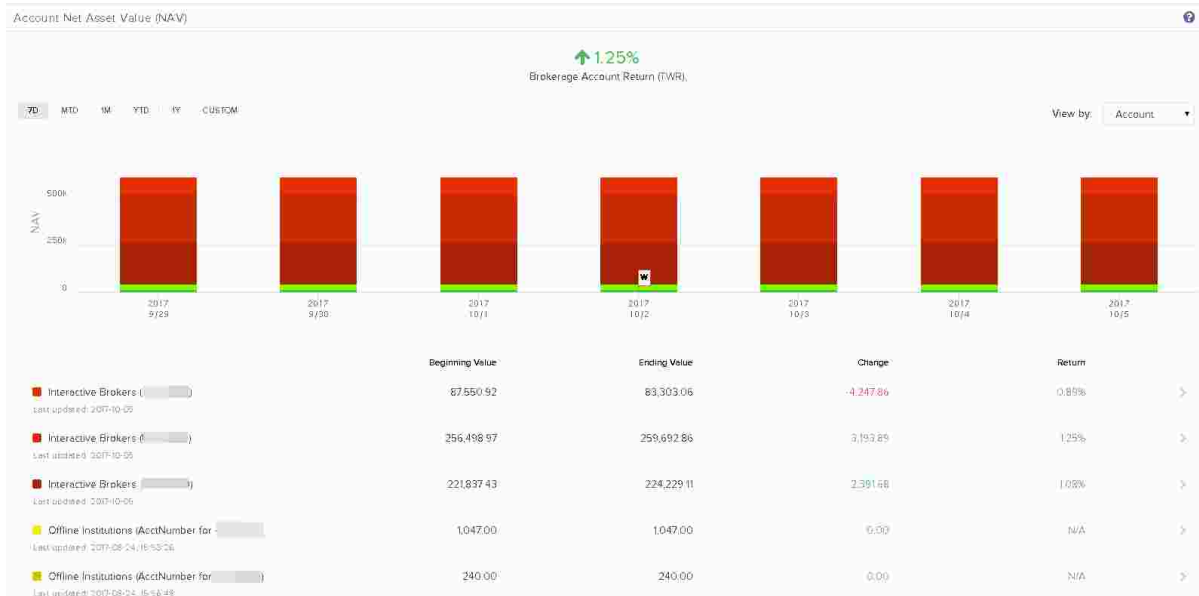


2. Change the view to display consolidated values for asset classes instead of consolidated values for accounts by selecting *Asset Class* in the View by menu. By default, PortfolioAnalyst displays consolidated values for accounts
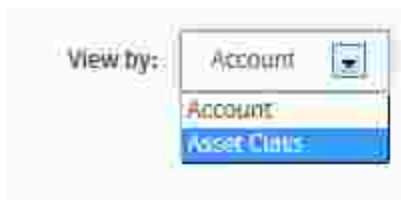
To change back to the Account view, select *Account* in the View by menu.

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 <u>drill down to view more details for an individual brokerage account</u> or <u>drill down to view all positions in a selected asset class</u>.

# Viewing 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.

**To 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.



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.

# Viewing a Single Account

You can drill down from any consolidated account to view a single brokerage or non-brokerage account.

**To view the 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.
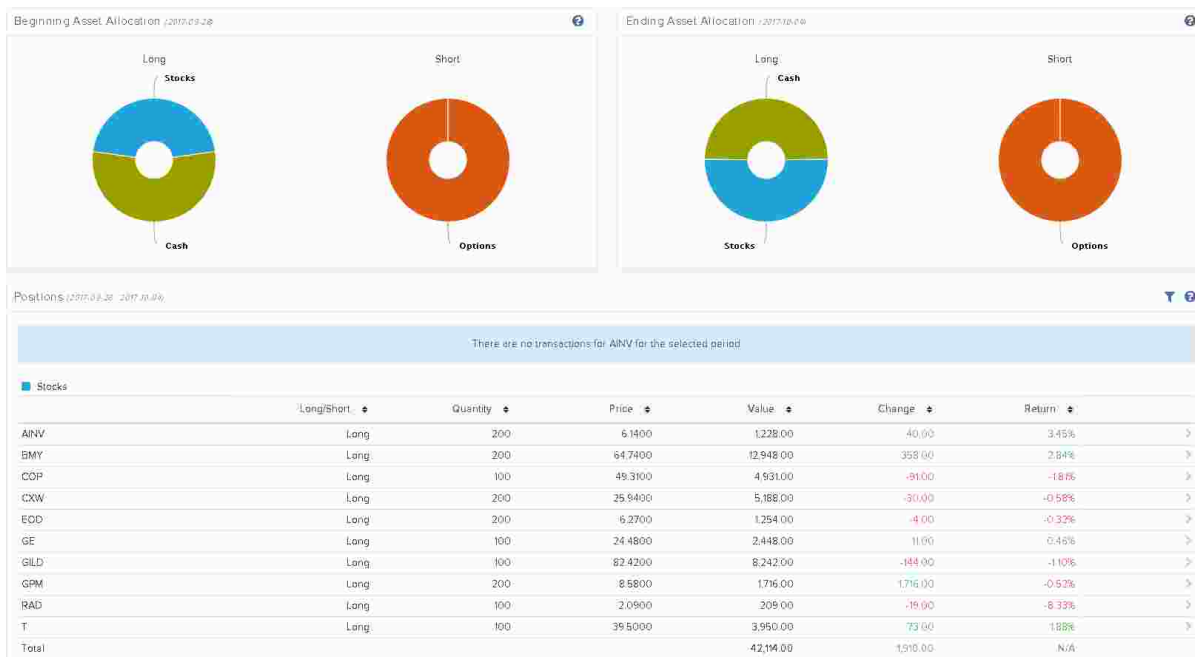


The table displays the quantity, price, value, and return of all positions at the beginning and end of the current time period as well as the change between the two. Positive changes are highlighted in green and negative changes are highlighted in red. An Asset Class Summary is displayed at the bottom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



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.

**To 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.



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

## Viewing 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.

This topic shows you how to:

» View consolidated asset classes of all brokerage accounts.

» View consolidated asset classes for a single brokerage account.

**To view consolidated 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.
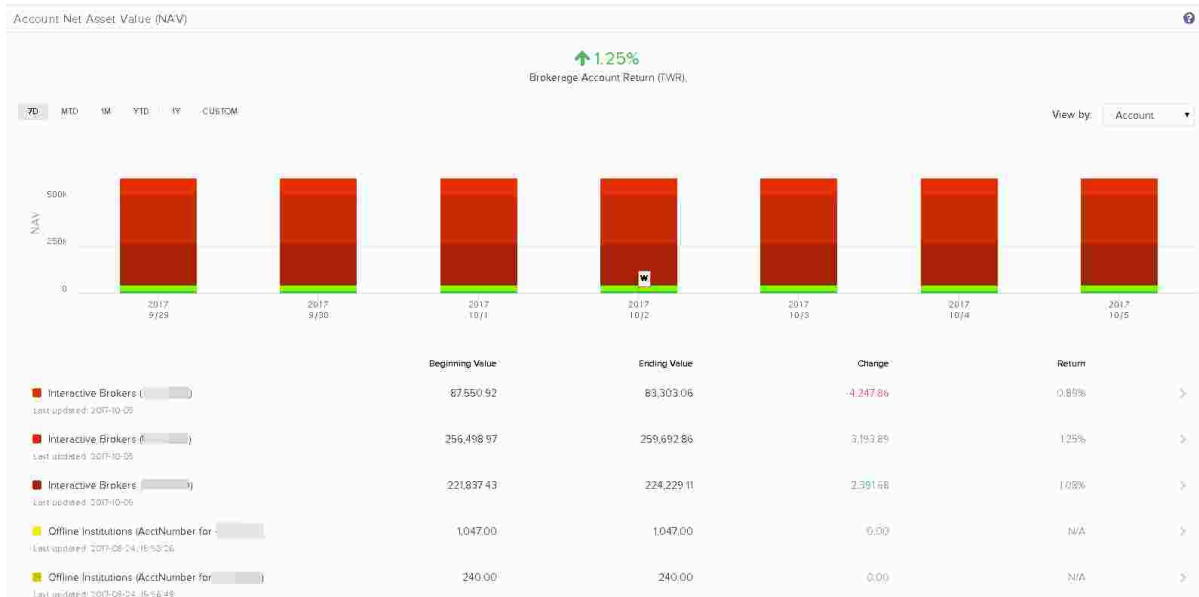


2. Change the view to display consolidated values for asset classes instead of consolidated values for accounts by selecting *Asset Class* in the View by menu.
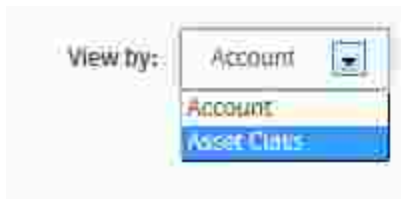


The screen updates to display performance by asset class. The table shows all securities and cash in the Net Asset Value section; futures are displayed in the Notional Value section.

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.
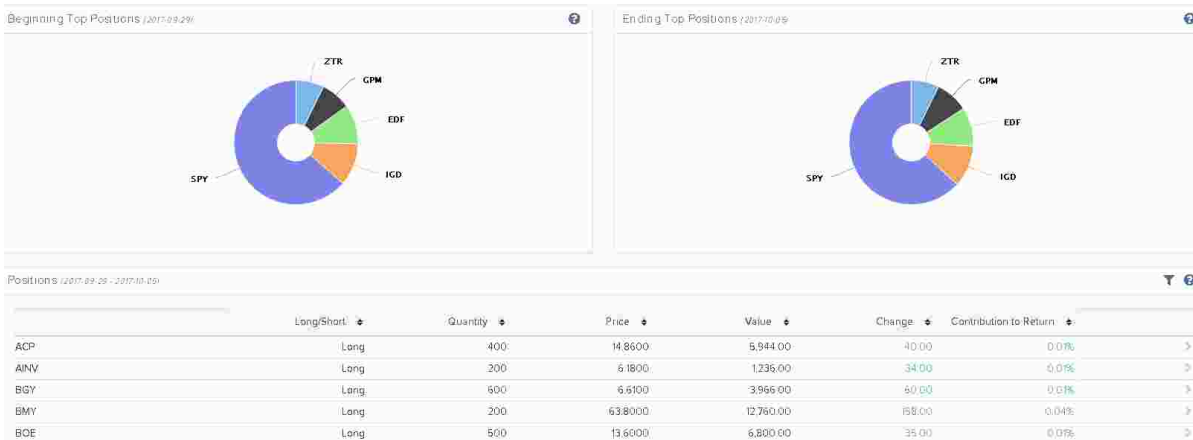


    The table displays if you are long or short, the quantity, price and value of all positions at the beginning and end of the current time period as well as the change between the two. Positive changes are highlighted in green and negative changes are highlighted in red.

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.

**To view 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.
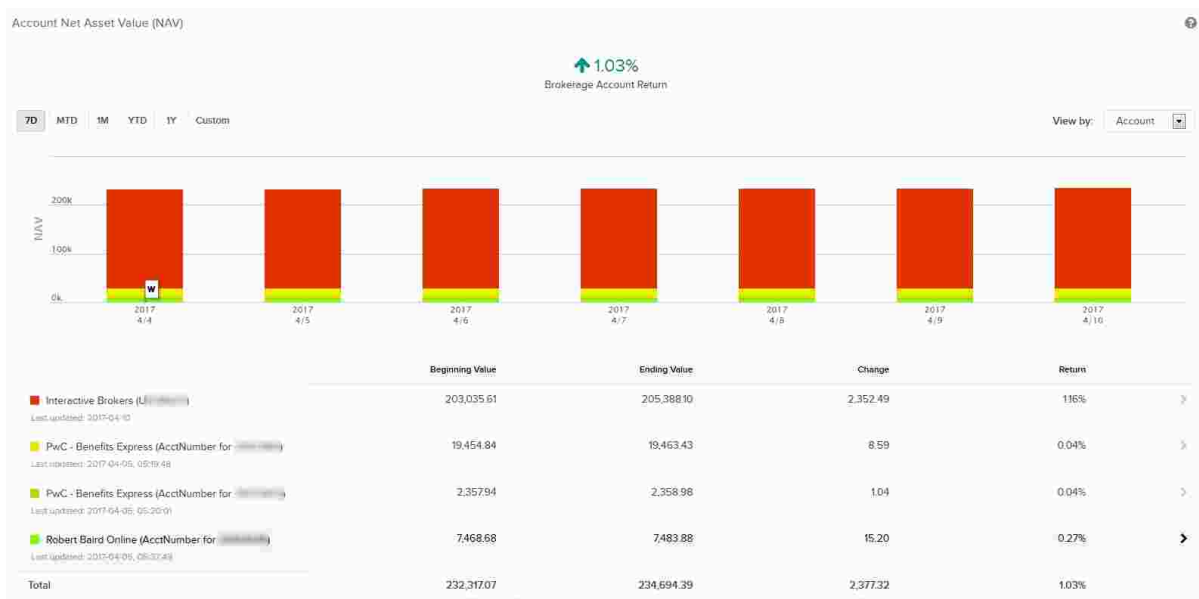


2. Click a single brokerage account in the table.

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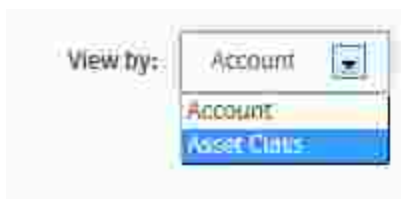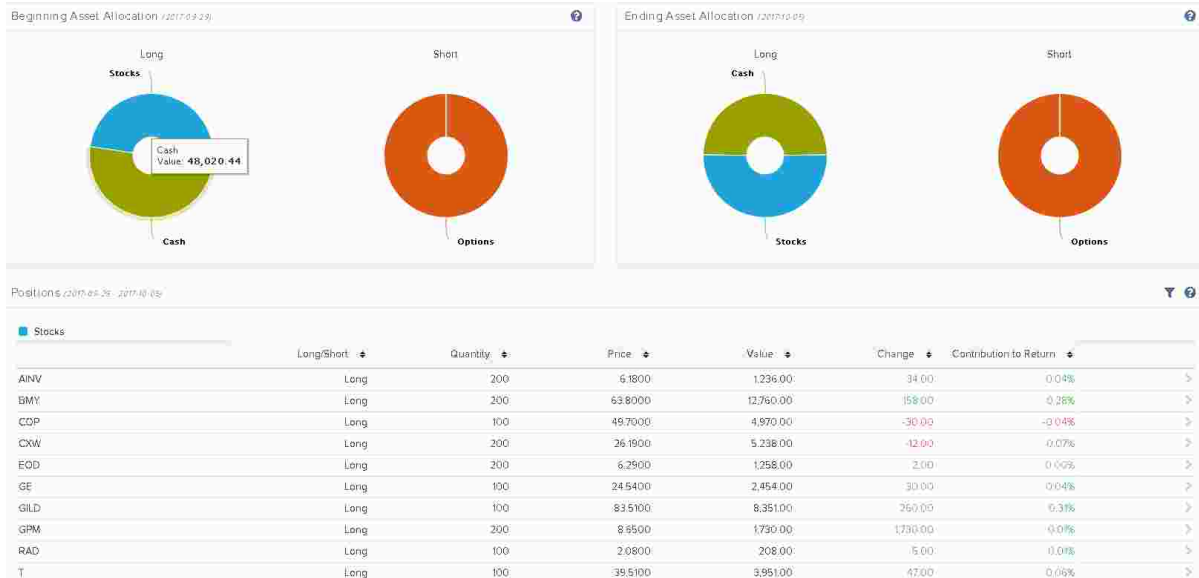
The table displays if you are long or short, quantity, price and value of all positions at the beginning and end of the current time period, the change between the two as well as the contribution to the return. Positive changes are highlighted in green and negative changes are highlighted in red.

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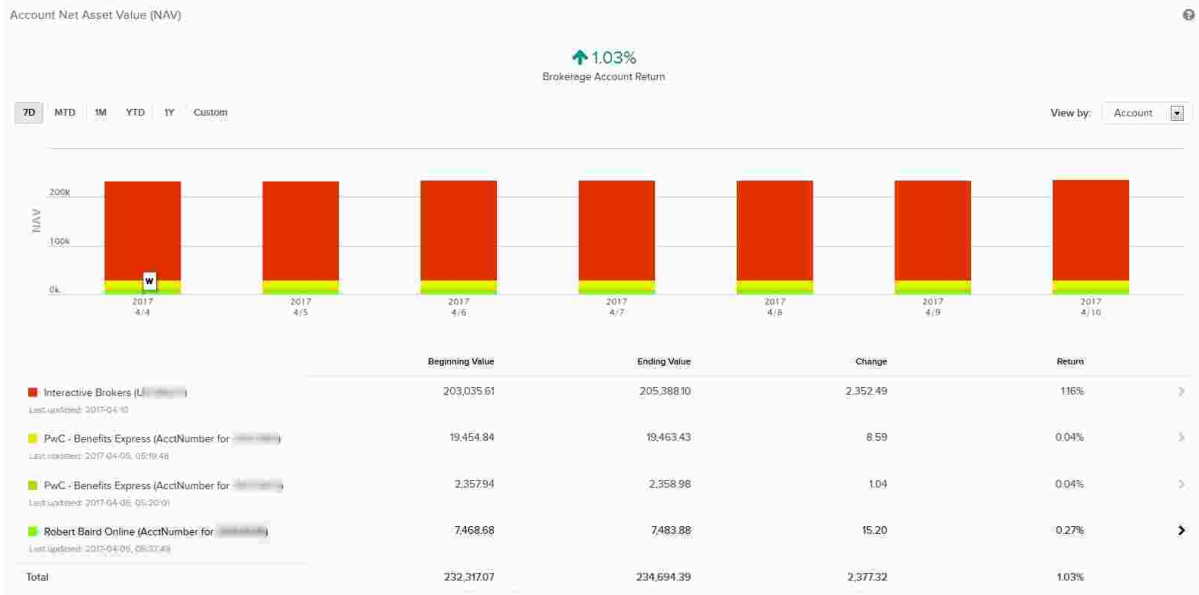
# Filtering Positions

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.

This topic shows you how to:

» [Filter positions for all brokerage accounts.](#)

» [Filter positions for a single brokerage account.](#)
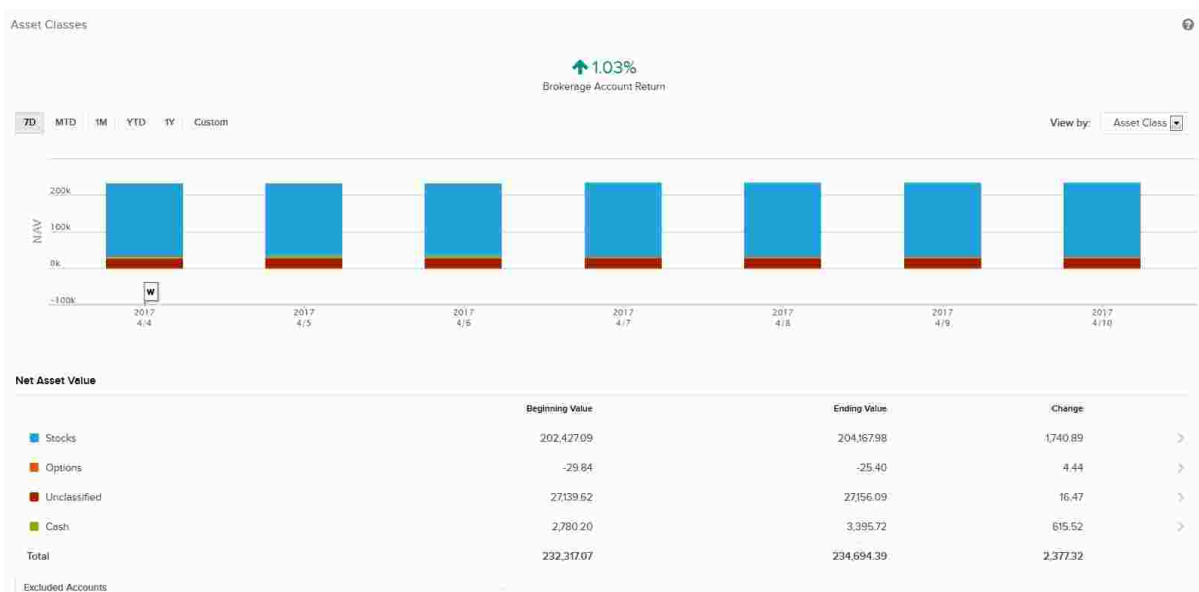
**To filter positions for all brokerage accounts:**

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

Account Net Asset Value (NAV)

↑ 1.03%
Brokerage Account Return

7D  MTD  1M  YTD  1Y  Custom                                                                    View by: Account ▾

| | Beginning Value | Ending Value | Change | Return | |
|---|---|---|---|---|---|
| ■ Interactive Brokers (U...)<br>Last updated: 2017-04-10 | 203,035.61 | 205,388.10 | 2,352.49 | 1.16% | › |
| ■ PwC - Benefits Express (AcctNumber for ...)<br>Last updated: 2017-04-05, 05:19:48 | 19,454.84 | 19,463.43 | 8.59 | 0.04% | › |
| ■ PwC - Benefits Express (AcctNumber for ...)<br>Last updated: 2017-04-05, 05:20:01 | 2,357.94 | 2,358.98 | 1.04 | 0.04% | › |
| ■ Robert Baird Online (AcctNumber for ...)<br>Last updated: 2017-04-05, 05:37:43 | 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.

Asset Classes

↑ 1.03%
Brokerage Account Return

7D  MTD  1M  YTD  1Y  Custom                                                                    View by: Asset Class ▾

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 | |

Excluded Accounts

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.
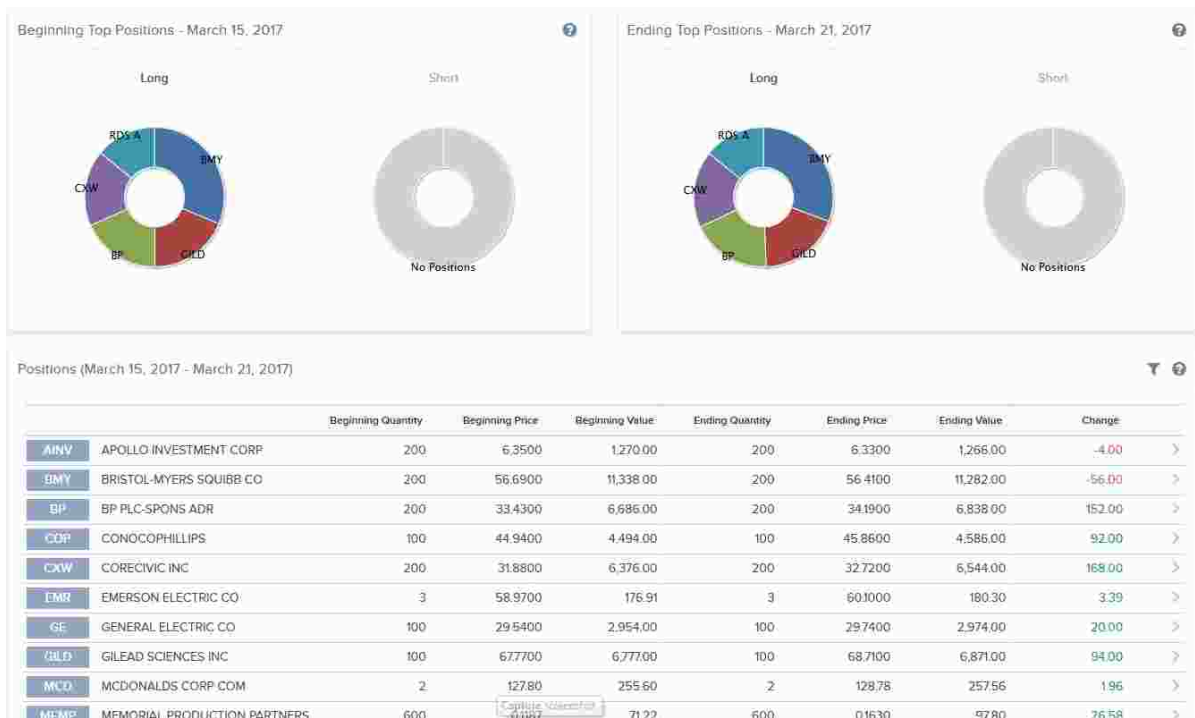


4.  Click the filter icon located on the right side of the POSITIONS panel title bar.
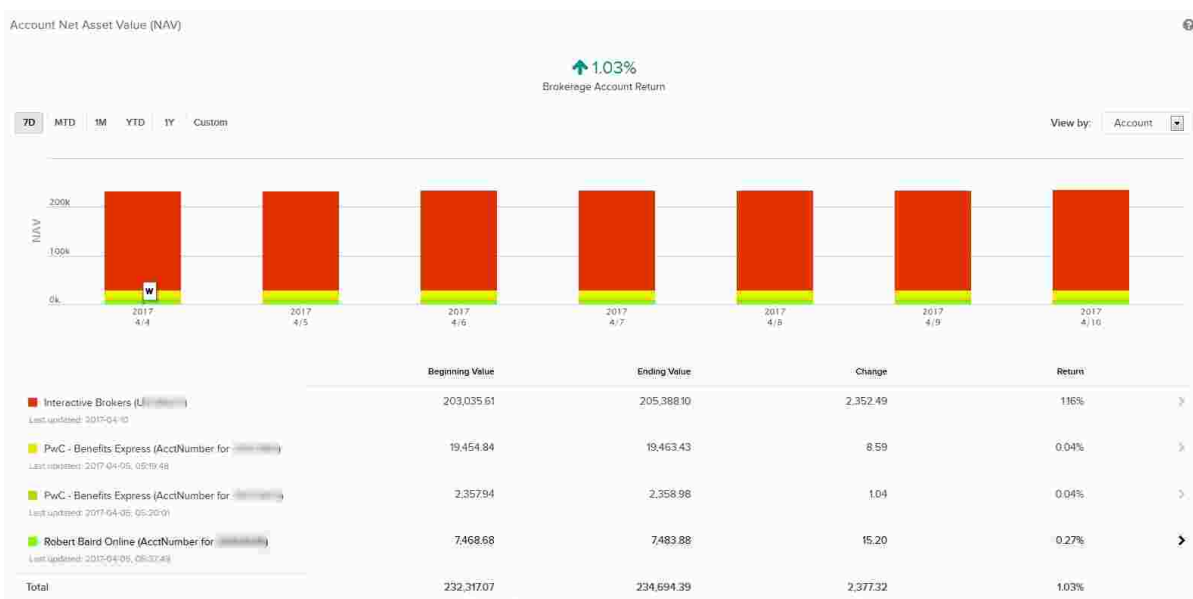
The Filter by fields open.



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.

**To 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.



**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.

# Viewing Transactions

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

This topic shows you how to:

» view transactions for a single brokerage account;
» view transactions for multiple brokerage accounts;
» view transactions for a single non-brokerage account.

**To view transactions for a position in 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.

**To 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.

**To 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 |
| Acoms 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 |
| AmznjOgigxsu 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 |

4.

# Searching 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.

**To search for account details**

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.



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

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

**To view the Portfolio Checkup tool:**

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

   The PortfolioAnalyst screen opens.
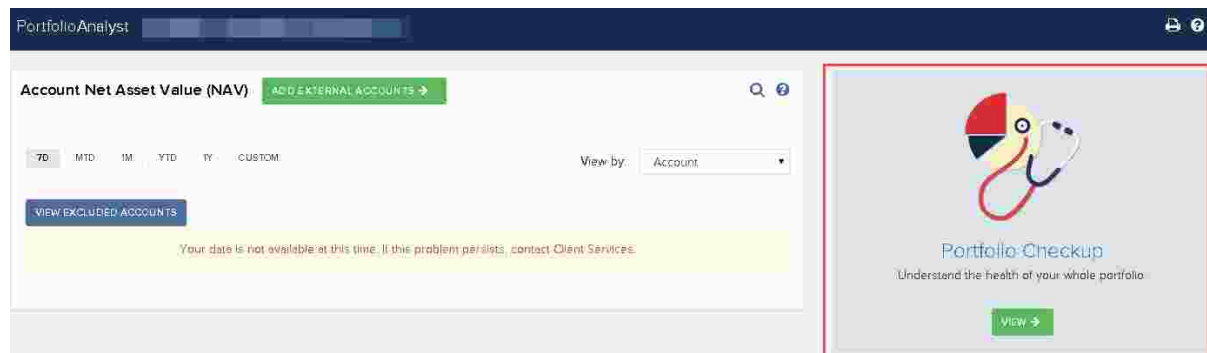


2. From the Portfolio Checkup panel on the right, click **View**.
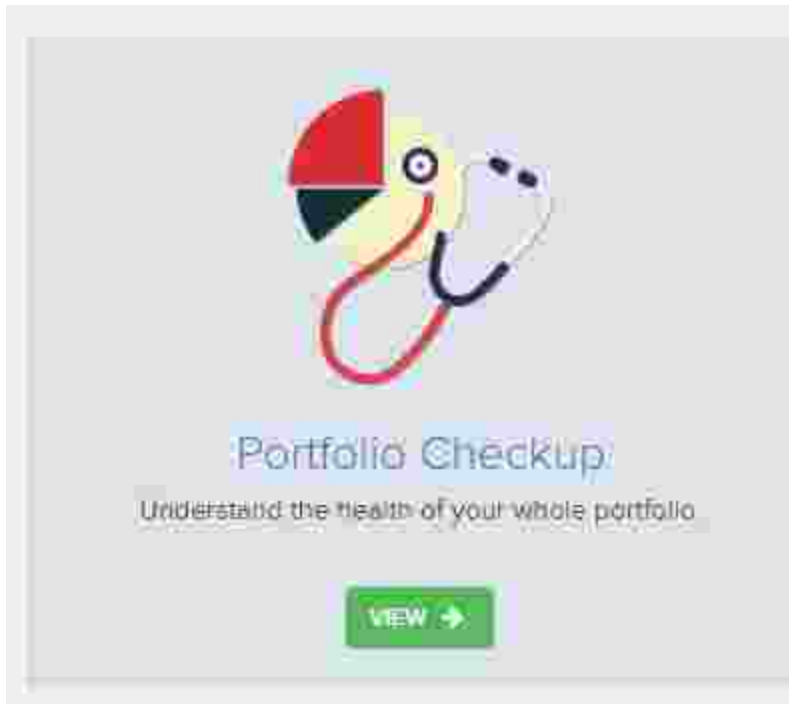
3. View the Return and Risk Measures of your account.

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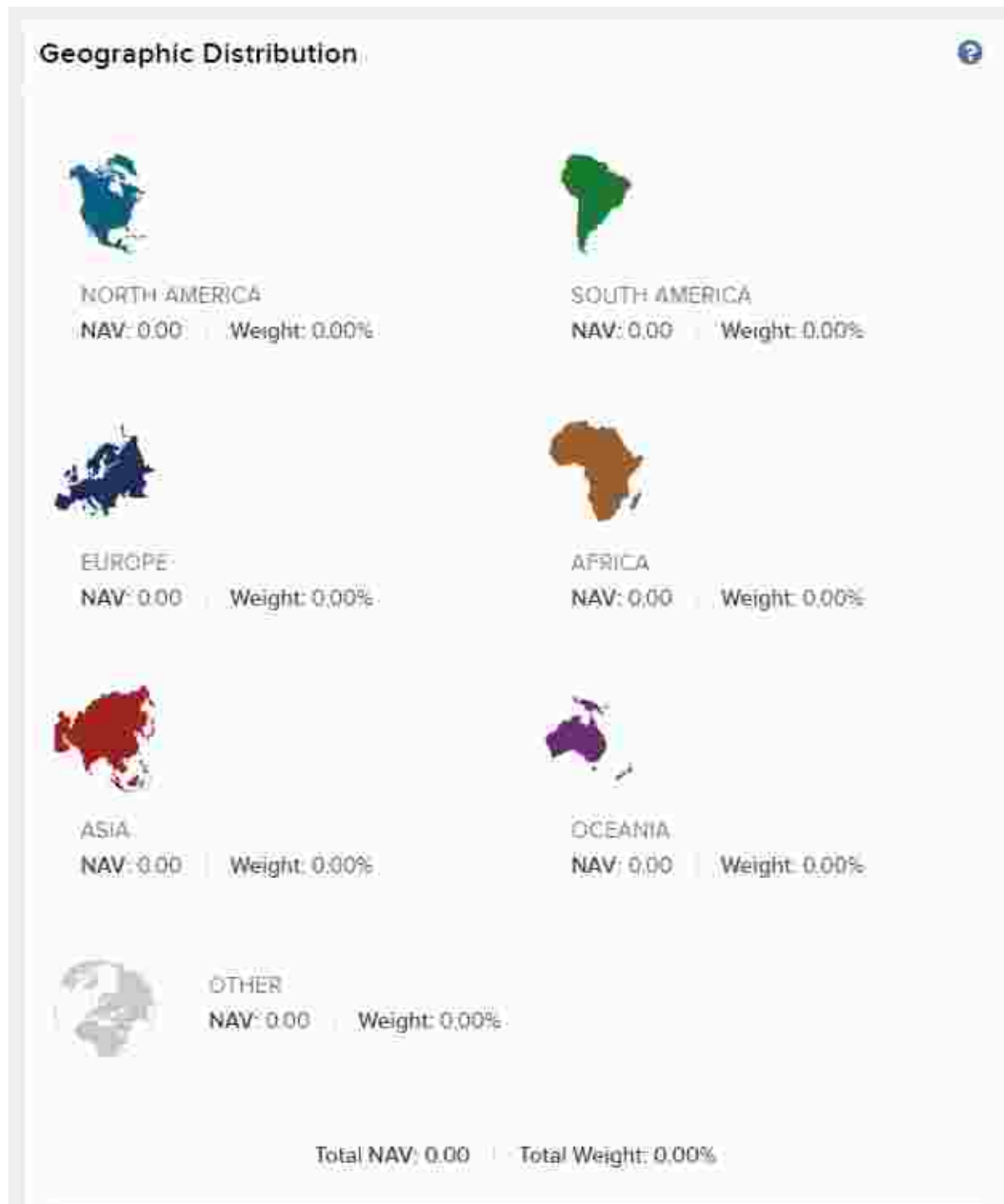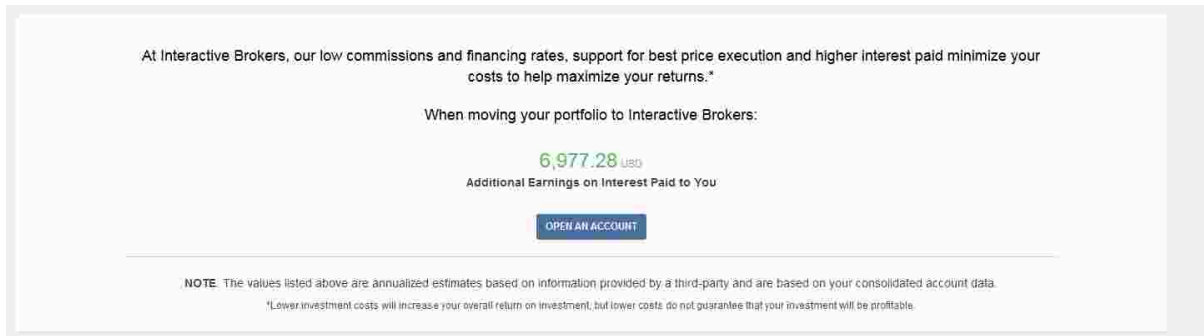
6.  View the sectors of your portfolio by NAV and Weight, broken out by long and short assets.

## 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.

# Standalone PortfolioAnalyst Client

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.

This topic shows you how to:

» Add an new external account;
» Add an account under an existing institution.
» Reports Available to Standalone Accounts

**To 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.

**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.

**Reports Available for Standalone 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 | Other | Other |
|---|---|---|---|---|---|

| | | | Card | Asset | 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 | | |

# 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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