2. Setting up portfolio accounts

The Account List, found on the left side of the ***Portfolio Manager*** window, is a list of your accounts. The information that appears in the two larger sections of the ***Portfolio Manager*** window pertains to the selected account.

Portfolio accounts and simulation accounts

Portfolio Manager separates accounts into two types: portfolio accounts and simulation accounts. The type of account that appears in the Account List depends on the view that is selected from the *View* command on the menu bar. To avoid confusion, icons are shown to the left of each account name in the Account List to identify the type. A dollar sign ($) icon identifies portfolio accounts and simulation accounts are identified by a pick icon.

In *Account View,* the list is confined to portfolio accounts. In this view, you can create new portfolio accounts, import accounts from older versions of TradingExpert, or you can view, modify, or delete any of your existing portfolio accounts. When a portfolio account is selected in the Account List, you can enter transactions into that account, view positions, check stops, or close positions. An individual investor may want to set up more than one account to increase control over his portfolio. The broker can set up one or more accounts for each client. An unlimited number of accounts can be created. The number of accounts you actually create is, of course, limited to the amount of hard disk space you have available.

In *Simulation View*, the list is confined to simulation accounts. These are special accounts used exclusively for back testing mechanical trading strategies based on ***EDS (Expert Design Studio)*** analysis. Simulation accounts are created when a simulation run is initiated. Simulations are covered in section 7 of this chapter.

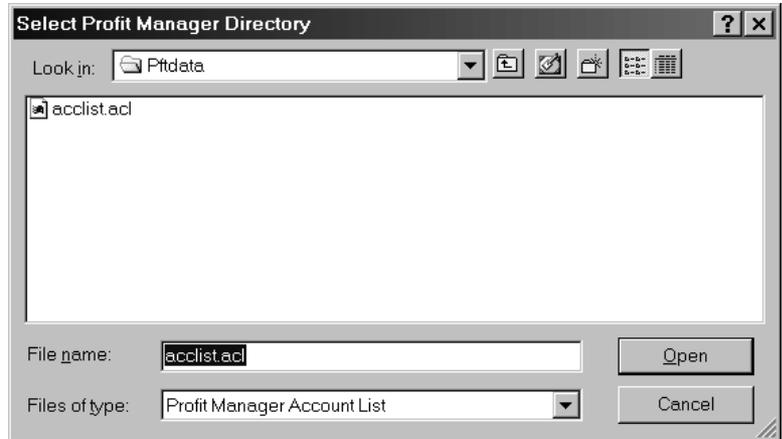## How to import Profit Manager files from older versions

If you have been using an older version of AIQ TradingExpert or TradingExpert Pro, a special ***Portfolio Manager*** function enables you to import these portfolio account files and avoid the job of recreating them in the new application. The import function does not remove your original ***Profit Manager*** files.

> **Note**
> You can switch between Account and Simulation Views by clicking the toolbar buttons. The two views are also accessible from the *View* menu bar command.

To import Profit Manager accounts from older TradingExpert versions:

1. Open the ***Portfolio Manager*** application and from the *View* command on the menu bar verify that the **Accounts** view is selected.

2. Click the **Account** command on the menu bar and choose **Import Profit Manager Files**. The *Select Profit Manager Directory* dialog box will appear.

Select Profit Manager Directory dialog box

Select Profit Manager Directory	? X
Look in: 📁 Pftdata ▼ 🔼 🧭 📑 📋 📊	
📄 acclist.acl	
File name: acclist.acl	Open
Files of type: Profit Manager Account List ▼	Cancel

3. In this dialog box, the folder name **Pftdata** (winTes32/ Pftdata) will appear in the upper box. This is the folder in which ***Profit Manager*** data files were stored by previous versions of AIQ TradingExpert. In the two lower boxes, the following will be displayed:

   • *File name:* **acclist.acl**

   • *Files of Type*: **Profit Manager Account List**

4. In the large window, click on the file **acclist.acl** to select it.

5. Click **Open** to import your ***Profit Manager*** files into the ***Portfolio Manager***. A new entry will be created for each account file contained in the ***Profit Manager*** Account List. The original files will not be destroyed in the process.
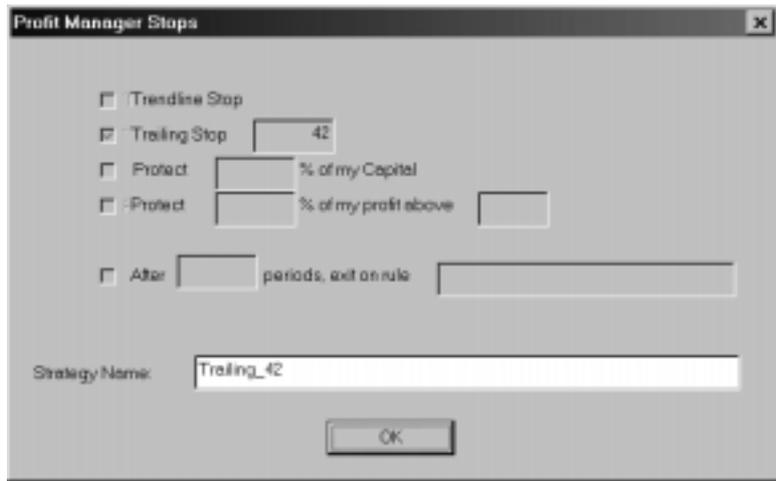
Profit Manager Stops screen

6. The next screen that appears is the *Profit Manager Stops* screen. This screen displays the stops that were in effect for your **Profit Manager** positions. These stops will become the *Default Exit Strategy* for the imported accounts and the name of the strategy will be shown in the lower text box. Click **OK** to complete the creation of the imported accounts. The imported accounts will now appear in the **Portfolio Manager** Account List.

Note

In simulation view, the accounts appearing in the Account List are called simulation accounts and are used for saving the results of simulation runs. These accounts are created automatically by the *Portfolio Simulation* function. See section 7 of this chapter.

How to create a new portfolio account

Before you can begin entering transactions, you must first create the account or accounts in which you want your transactions to be filed. Once an account is created in the Account List, you can then use the *New Transactions* function to enter transactions into that account.

□ *Follow the steps below to create a new account:*

1. Open the **Portfolio Manager** application to display the **Portfolio Manager** window. If you have not yet created or imported any accounts, the Account List at left side of the window will be empty.

2. Click the **New Account** button on the toolbar. Or, click **Account** on the menu bar, choose **New** from the drop-down menu, then **Accounts**. If not already selected, the view will automatically change to the **Accounts** view.

3. The *Account* screen that appears is the first of a series of five data entry screens that must be completed in order to create a new account. The four other screens are *Client*, *Default Strategy*, *Broker Profile*, and *Statistics*. When you complete each screen (data entry instructions are on following pages), click **Next** to move to the next screen. When the last screen is completed, click **Finish** to create the account.

4. The new account will now appear in the Account List.

Data fields for portfolio account screens

Account screen

Account

Name:

Description:

Comments:

Initial Deposit:

Data Entry

⊙ US ($)

○ UK (p)

< Back   Next >   Cancel

Account screen

Data entry fields for the *Account* screen include:

Name - Enter a code of up to seven characters to identify the account.

Description - Entering a description for the account is optional. The broker can enter the name of a client here. Individuals may choose to identify types of accounts, such as short-term, conservative, speculative, etc.

Comments - This field is also optional. Enter reference information such as the name of the broker who handles the account. The broker can enter a client's telephone number for easy reference, or some other information such as the type of account.

Initial Deposit - The amount of investment capital that was deposited in this account.

Country - From the *Data Entry* section, select the country in which this account will reside:

US ($)

UK (p)

Client screen

If you are creating this account for a client, use this screen to enter identifying information. A Tax ID,

Name, Address, and Phone number can be stored for two individuals per account.


Client screen

The data entered on this screen is mainly for the user's information but is also used for the 1099, End of Month, and End of Year reports. All fields are self explanatory.

Default Strategy screen

The strategy selected here will appear as the default exit strategy when a transaction that involves traded securities is posted to this account. You can also use this screen to modify an existing strategy or to create a new strategy. For those who prefer not to specify a default exit strategy, a buy and hold option is provided.
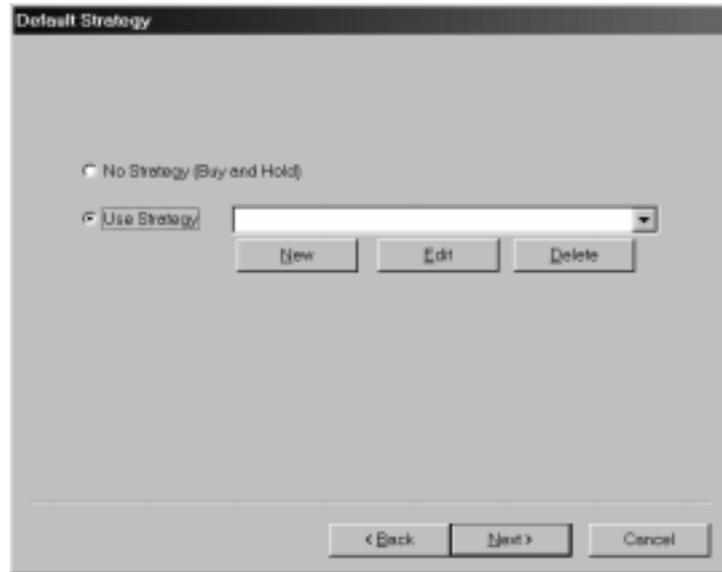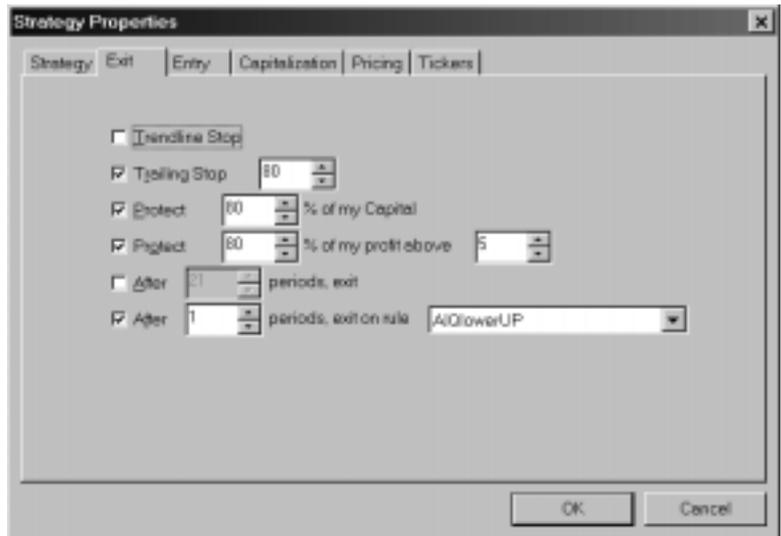
☐ *To choose no strategy:*

On the *Default Strategy* screen, select the **Buy and Hold** option.

☐ *To select an existing strategy*:

1. On the *Default Strategy* screen, select **Use Strategy** and then click the arrow on the list box to display available strategies.

2. Select the strategy you want to use by clicking on it.

3. Click **Next** to continue to the next screen.

☐ *To modify an existing strategy*:

1. On the *Default Strategy* screen, select **Use Strategy** and then click the arrow on the list box to display available strategies.

2. Click on the strategy you want to edit and then click the **Edit** button. The *Strategy Properties* screen will appear with the *Exit* tab displayed.

Strategy Properties screen

3. Use this tab to modify the Exit strategy. See *Creating or editing an exit strategy* in Section 3 of this chapter for detailed information on exit strategy parameters.

4. When you have completed your changes, click **OK** to close the *Strategy Properties* screen and return to the *Default Strategy* screen.

 To create a new exit strategy:

1. On the *Default Strategy* screen, select the **Use Strategy** option and then click the **New** button. The *Strategy* screen will appear.
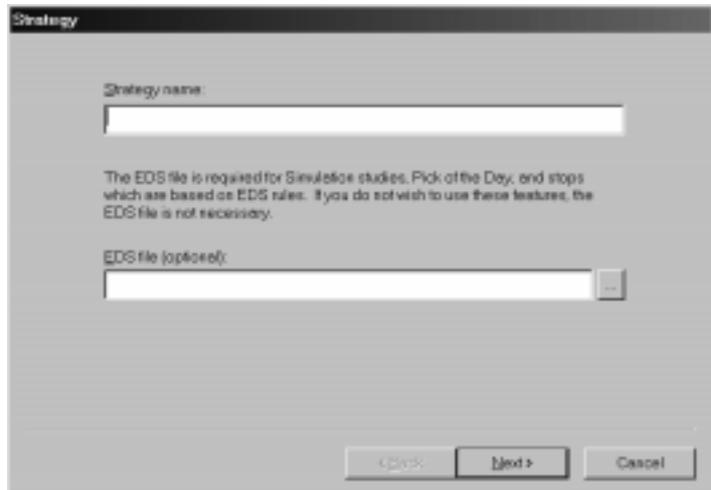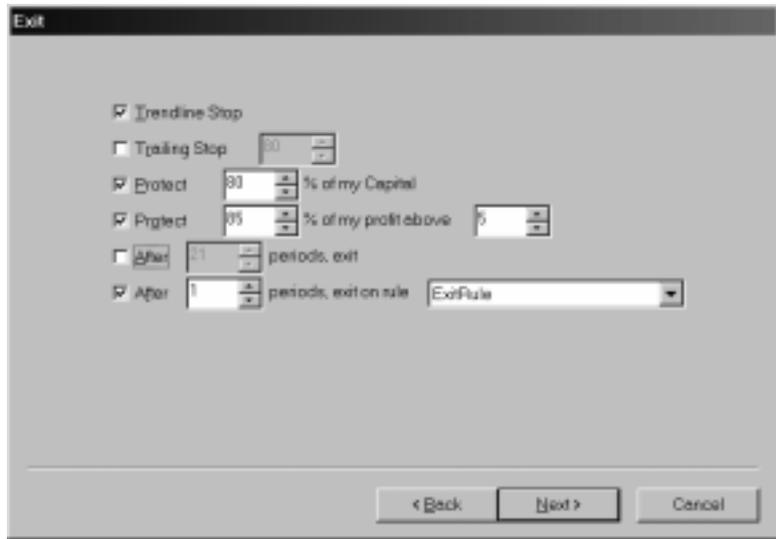

Strategy screen

2. In the *Strategy Name* box, enter a name for the new exit strategy.

3. If you plan to include an EDS rule as part of this exit strategy:

   • Click the button at the end of the box labeled *EDS File*. The *Open* dialog box will appear.

   • Use the *Open* box to find and select the EDS file that contains the exit rule you plan to use.

   • Click **Open**. When the *Strategy* screen reappears, the *EDS File* box will display the name of the EDS file you selected.

   • Click **Next** to move to the *Exit* screen.

4. Use the *Exit* screen to choose the options for stops that you wish to include in this exit strategy. For all options other than the Trendline Stop, stop parameters must also be specified. See *Creating or editing an exit strategy* in Section 3 on following pages for detailed information on exit strategy parameters.

Note

Only one EDS file may be linked to an account. This file must, therefore, include all EDS rules and UDF's that you plan to use for that account.


Exit screen

5. When you have completed your selections/entries , click **Finish** to return to the *Default Strategy* screen. The name of the new strategy will now appear in the *Use Strategy* list box.

Broker Profile screen

For transactions that involve commissions, the broker profile selected on this screen determines the automatic calculation of fees. You can also use this screen to modify an existing commission schedule or to create a new schedule.
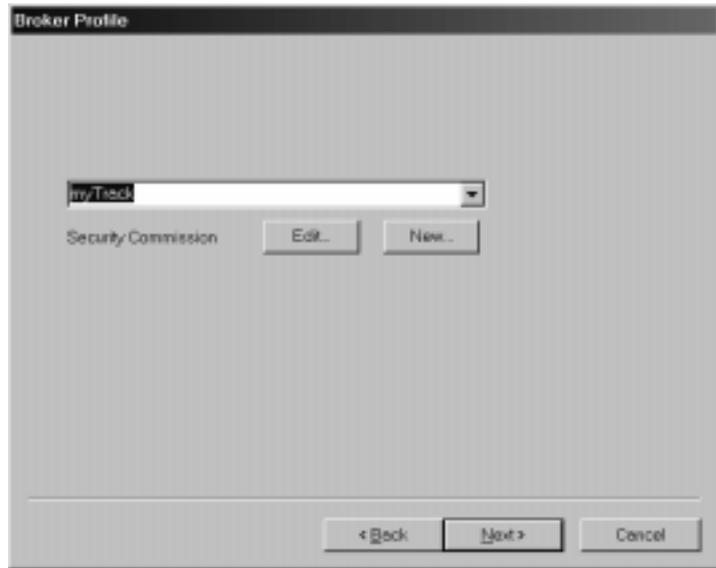
Broker Profile screen

☐ *To select an existing Broker Profile*:

1. Click the arrow on the list box to display a list of all available broker profiles.

2. Select the profile you want to use by clicking on it.

3. Click **Next** to continue to the next screen.

☐ *To edit an existing Broker Profile*:

1. Click the arrow on the list box to display a list of available profiles.

2. Click to select the profile you want to edit and then choose the **Edit** button. The *Security Commission Schedule* screen will appear with the information for the selected broker displayed.

Security Commission Schedule screen

3. Use this screen to change the commission schedule parameters that you want to modify. See step 3 of *To create a new Broker Profile* below for detailed information on commission schedule parameters.

4. When you have completed your changes, click **OK** to return to the *Broker Profile* screen.

□ *To create a new Broker Profile*:

1. Click the **New** button on the *Broker Profile* screen. The *Security Commission Schedule* screen will appear with the information for the currently selected broker displayed.

2. In the *Profile* box, enter a name for the new broker profile.

3. After obtaining a detailed commission schedule from the broker, use the balance of the *Security Commission Schedule* screen to duplicate this schedule. Transfer to the screen the rate schedule, any minimum or maximum levels, and a discount rate if applicable by selecting one or more of the following options:

- **Overriding minimum -** Select this option and enter per share and/or dollar amount minimums in the boxes provided.

- **Overriding maximum -** Select this option and enter per share and/or dollar amount maximums in the boxes provided.

- **Discount -** Select this option and enter your discount percentage in the box provided.

- **Table -** Select this option to create a new table. The table is used to determine the applicable commission rate and minimum dollar amount for a given number of shares. Click **Edit Table Values** and continue below.

    - The *Edit Security Commission Schedule* screen that appears provides the following four entry boxes:

        From - Beginning share value for rate

        To - Ending share value for rate (for last table entry, use 0)

        Rate - Rate ($ per share)

   **+Min -** Dollar minimum for this level of shares

Edit Security Commission Schedule screen

- To create a new table, complete entries for the four data values and click **Add**. Using the data values entered, a new line is added to the table. Repeat this procedure for each line of the table.

- To edit a line after it has been added, select the line in the table. The line values will appear in the text boxes below. Make all changes in these boxes and click **Apply**. Click **Delete** to remove the selected line from the table.

- When you have completed the new table, click **OK** to return to the first *Security Commission Schedule* screen. The newly created table will now appear in the large box at the bottom of the screen.

4. When you have completed the schedule, click **OK** to return to the *Broker Profile* screen. The name of the new profile will now appear in the list box.

Statistics screen

The two entries on this screen pertain to the Account Statistics/ Analysis report.
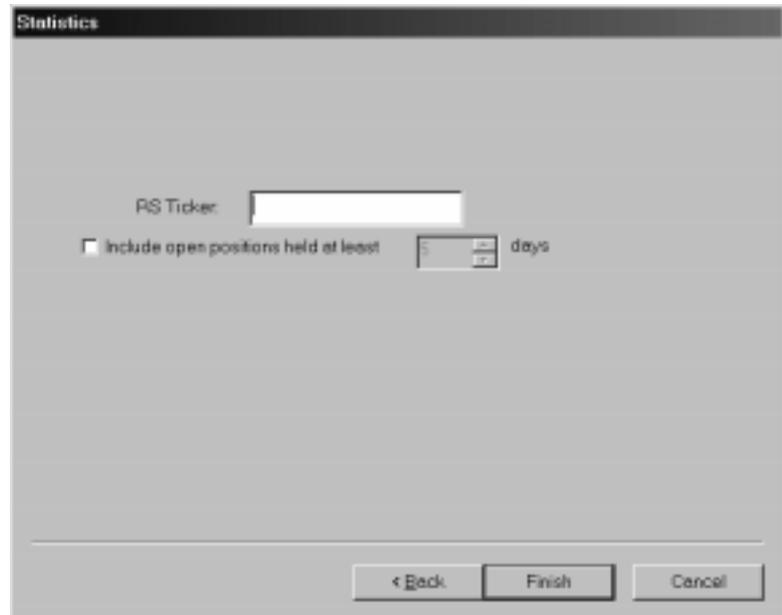
Statistics screen

RS Ticker

Ticker symbol of the index whose buy-and-hold performance is shown on the report for comparison with account results.

Include Open positions...

Click this option to include results of currently open positions in the calculation of the account statistics that are listed on report. Use the *days* box to specify the minimum period of time that a position must be held to be included in the statistics.

Portfolio Group Index

TradingExpert Pro creates a Portfolio Group Index for each *Portfolio Manager* account. This index can then be viewed and explored in *Charts*. Ticker symbols for Portfolio Group Indexes are comprised of the account name preceded by a $ sign (i.e., $Paul).

Portfolio Group Indexes are automatically computed when you update your data. This index, which represents the value of the positions in the account, is weighted according to the number of shares of each equity held in the account. For example, a 1000-share transaction is given ten times the weight of a 100-share transaction. The index, therefore, represents the total value of the open positions in the account.

Choosing an existing account

 To choose an account for viewing or editing:

1. Open the *Portfolio Manager* application.

2. In the Account List section of the window, select the account that you want to open by simply clicking on its name in the list.

Editing information on an existing account

 Follow the steps below to edit account information:

1. Open the *Portfolio Manager* application.

2. In the Account List, double click the account that you want to edit. Or, choose the **Account Properties** toolbar button.

3. The *Account Properties* screen will appear. At the top of this screen are five tabs that are used to select the five different pages of account information. These pages correspond to the five data entry screens that the user fills out when creating a new account.

4. Select the page that contains the information you need to edit by clicking on its tab.

5. The account name (on *Account* page) is the only item that cannot be changed. To change an entry in any text box, click an insertion point in the text box and type in new information (see explanations of data items on the preceding pages).

6. When you have completed all your edits, choose **OK**.

Deleting an account

□ *Follow the steps below to delete an existing account:*

1. Open the ***Portfolio Manager*** application.

2. In the Account List, right click on the account that you want to remove, then click the right mouse button to display a menu.

3. Choose **Remove Account** from this menu.

4. A dialog box will appear which asks you if you are sure you want to remove this account? Choose **Yes** to continue with the deletion.

5. The account and all underlying transactions/positions will be deleted.

Maintaining your Portfolio Manager database

Archiving and/or Purging your database

The *Account* sub-menu provides two special functions, *Archive* and *Purge Database*. The two functions can be run independently or together.
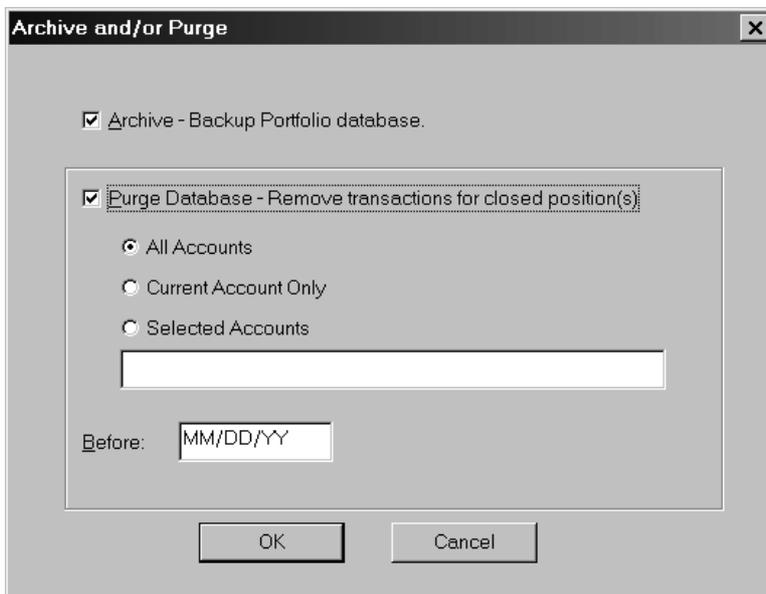
Archive and/or Purge dialog box

Archive - Backup Portfolio database

This function is used to backup your ***Portfolio Manager*** database. When this backup function is executed, a special archive folder is created (sub-folder under *winTes32\Pftdata*) and a file named *pmdb.mdb* is saved to this folder. In the event your data should become corrupted, it can be restored by copying the archived file to your *winTes32\Pftdata* folder.

☐ *Follow the steps below to backup your Portfolio Manager database:*

1. Open the ***Portfolio Manager*** application.

2. From the *Account* sub-menu, choose **Archive/Purge**. The *Archive and/or Purge* dialog box will appear.

3. From the dialog box, click the option button for **Archive - Backup Portfolio database.**

4. Click **OK** to execute the archiving function.

   - A special archive folder is created as a sub folder of winTes32\Pftdata. The folder is assigned the name **Archiveddmmyy** where the last six digits are the current date.

   - A file named **pmdb.mdb** is created and saved to the archive folder.

   - In the event your data should become corrupted, it can be restored by copying the archived file to your winTes32\Pftdata folder.

Purge Database

This function is used to remove transactions for positions that have been closed from your *Portfolio Manager* database. You specify a date and all transactions prior to that date will be removed. When transactions for a closed position are purged from an account, transactions are removed from Transactions, Journal, and Closed tab pages.

 To remove transactions for closed positions from your Portfolio Manager database:

1. Open the *Portfolio Manager* application.

2. From the Account sub-menu, choose **Archive/Purge**. The *Archive and/or Purge* dialog box will appear.

3. From the dialog box, click the option button for **Purge Database - Remove transactions for closed position(s).**

4. To designate the account(s) that will be purged, select one of the following options:

   All Accounts - Purges all accounts.

   Current Account Only - Purges the currently selected account only.

   Selected Accounts - For this option, you must enter the name(s) of the account(s) to be purged in the adjacent text box.

5. Specify **Before** date. This is the date of the earliest data that will not be purged. Enter this date using the MM/DD/YY format

6. Click **OK** to execute the *Purge Database* function.

Compacting your database

To maintain retrieval speed, etc., the ***Portfolio Manager*** database requires periodic defragmenting. For this reason, you should occasionally execute *Compact Database*, a command found on the *Account* sub-menu.

 Follow the steps below to compact your Portfolio Manager database:

1. Open the ***Portfolio Manager*** application.

2. From the *Account* sub-menu, choose **Compact Database**.

3. From the next menu, choose **Account** or **Simulation**. The selected portion of your database will be compacted (i.e., defragmented).