8. Printing and exporting portfolio information

Portfolio Manager provides a variety of options for customizing and printing reports of portfolio account information. For batch printing, you can specify both the accounts and the reports that you want printed. The list of 11 different printable reports includes the seven tabs plus a stopped positions report, month end and year end reports, and a Form 1099 report.

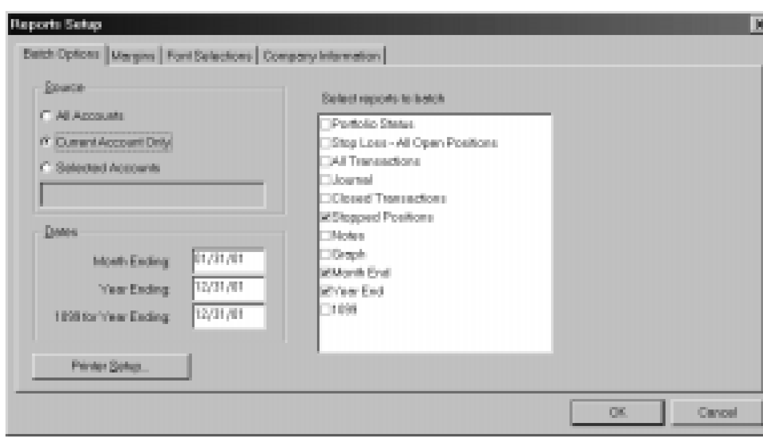
Individual reports can also be printed from the ***Portfolio Manager*** tab pages, including a graph of portfolio value from the *Graph* tab screen.

The *Export* function allows you to create an exportable CSV file of the information listed on a tab page.

How to set up Portfolio Manager to print reports

To prepare to print reports do the following:

1. Open the ***Portfolio Manager*** application and from the menu bar choose **Reports.**
2. Select **Setup** from the drop-down menu. The *Reports Setup* dialog box will appear.

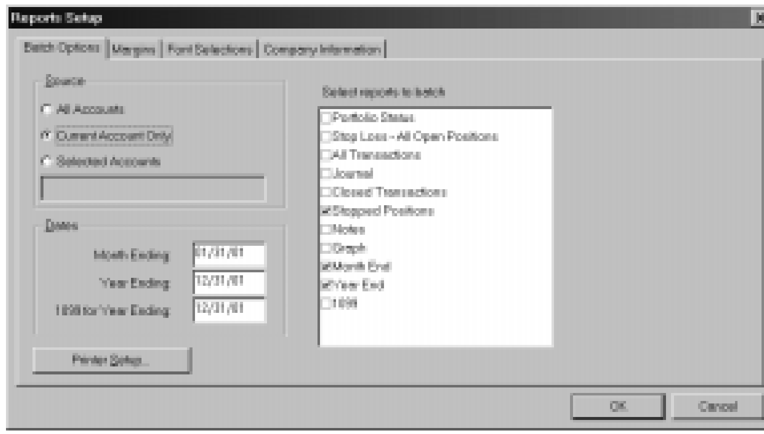


Reports Setup dialog box

3. If you have not previously done so, check that your printer is set up correctly. On the *Reports Setup* dialog box, click the **Printer Setup** button, make any necessary changes, and click **OK**.

4. The *Reports Setup* dialog box has four tabs. Directions for completing the entries on each tab are found below.
5. When you have completed your changes/selections on all tabs, click **OK**.

Batch Options tab



Batch Options tab page

Use this tab to specify the following:

Source - The accounts from which reports will be printed. Select one of the following:

- *All Accounts* - Prints reports from all accounts
- *Current Account Only* - Prints only the account currently selected in Account List
- *Selected Accounts* - Prints the accounts shown in the adjacent text box. When you choose this option, enter the names of the accounts you want printed, separated by semicolons.

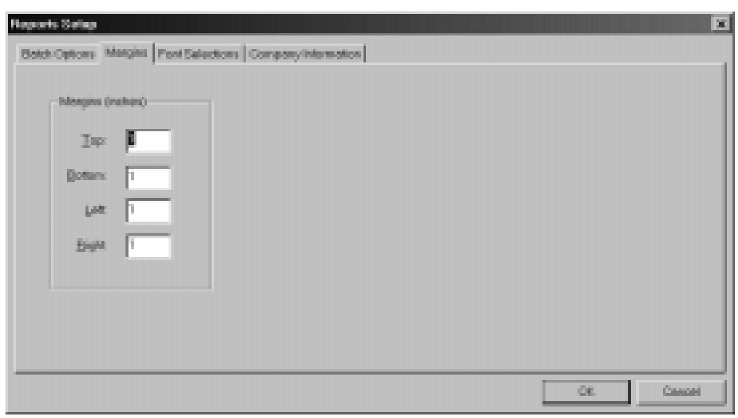
Dates - These dates are used for three special reports: Month End, Year End, and 1099. Select any of the following and enter a date for the report:

- *Month Ending* - Date is the ending date for the report.
- *Year Ending* - Date is the ending date for the report.
- *1099 for Year Ending* - Date specifies the year for the report.

Select Reports to Batch - Any report selected in this window will be printed for all accounts selected in the *Source* section. Check the option boxes for the reports that you want to print.

- *Portfolio Status* - Portfolio tab
- *Stop Loss - All Open Positions* - Stop Loss tab
- *All Transactions* - Transactions tab
- *Journal* - Journal tab
- *Closed Transactions* - Closed tab
- *Stopped Positions* - List of open positions with activated stops
- *Notes* - Notes tab
- *Graph* - Graph tab
- *Month End* - For specified month, the report lists the following four types of information: Account Status, Account Transaction Summary, Portfolio Position Detail, and Account Transaction Detail
- *Year End* - For specified year, the report lists the following four types of information: Account Status, Account Transaction Summary, Portfolio Position Detail, and Account Transaction Detail
- *1099* - IRS Form 1099 for year specified

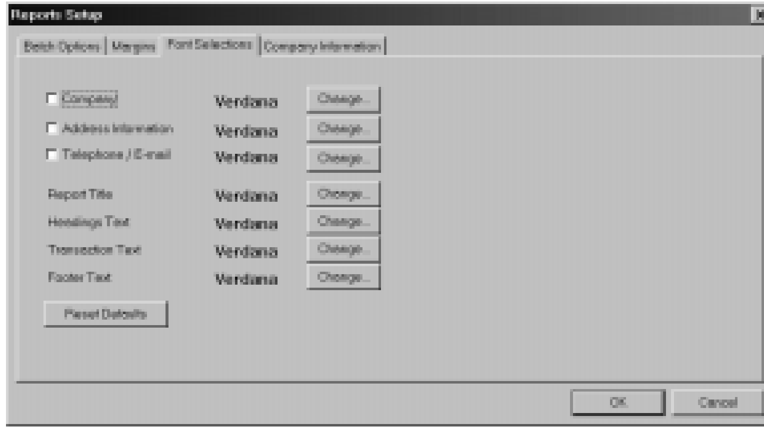
Margins tab



Margins tab page

Use this tab page to specify the report margins in inches.

Font Selections tab



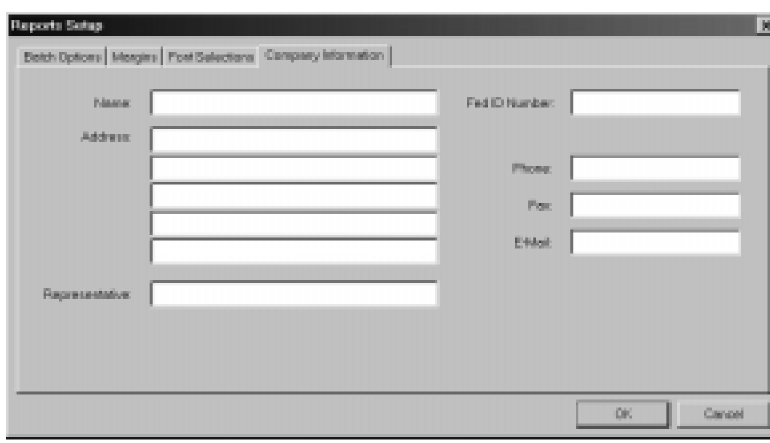
Font Selections tab page

On this tab page, you can change the fonts used for printing different report features. The screen lists the current font for each feature.

To change the font, do as follows:

1. Click the **Change** button to the right of the feature you want to change. The *Font* dialog box will appear.
2. Use this dialog box to specify *Font*, *Font Style*, *Size*, and *Script*.
3. Click **OK** to return to the *Font Selections* tab page.

Company Information tab



Company Information tab page

Use this tab page to specify the information on a 1099 report.

How to print batch reports

When you have completed Reports Setup, you are ready to print reports.

To print reports do the following:

1. Open the ***Portfolio Manager*** application.
2. Choose **Reports** from the menu bar and then select **Print** from the sub-menu. Or, click the **Print Reports** toolbar button.
3. The report(s) selected through the *Setup* function will be immediately printed. A dialog box shows you what is being printed. You can stop the printing by clicking the **Cancel** button in this dialog box.

How to print an individual tab report

To print a report of the information on a particular tab do as follows:

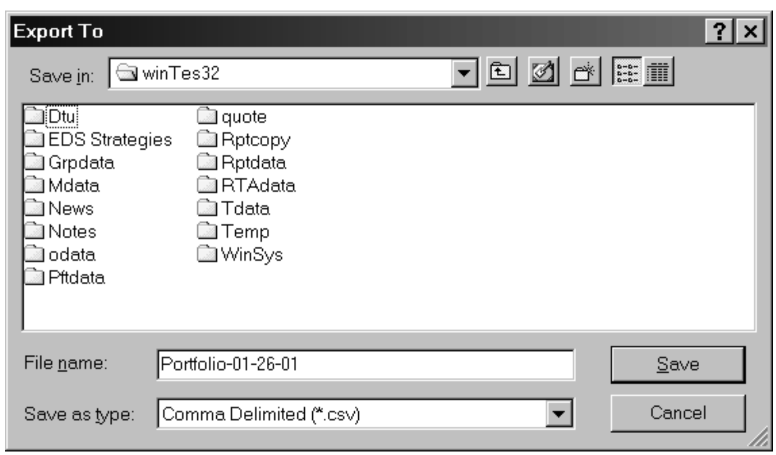
1. Open the ***Portfolio Manager*** application and, from the Account List, select the account you want to print. Information from the selected account will appear in the Account Information window.
2. Select the tab you want to print. All tabs can be printed.
3. To view a preview of the report before printing:
   - Right-click anywhere on the tab page except the column headings, and then choose **Print Preview** from the menu that appears. The screen that appears displays the first two pages of the report.
   - When you have finished viewing the report, you can either choose **Close** to return to the selected tab or **Print** to print the report.
4. To print without viewing a preview, right-click anywhere on the tab page except column headings, and choose **Print** from the menu that appears. The tab report will be immediately printed.

How to export tab information

The information listed on any of the tab pages, except *Notes* and *Graph*, can be exported to a file. You can choose the format of the exported file from three different file types: comma delimited (.csv), space delimited (.prn), or tab delimited (.txt).

To export the information on a particular tab page do as follows:

1. Open the ***Portfolio Manager*** application and, from the Account List, select the account from which you want to export. Information from the selected account will appear in the Account Information section.
2. Select the tab page you want to export. (*Notes* and *Graph* cannot be exported.)
3. To export a file, right-click anywhere on the tab page except the column headings, and choose **Export** from the menu that appears.
4. Use the *Export To* dialog box to enter the following information:
   - Use the upper box, *Save in*, to choose or create the folder where you want to store the exported file.
   - The *File name* box contains the name assigned to the file. You can accept this name or change it to another name.
   - From the *Save as type* list box, choose a type for the exported file.



Export To dialog box

5. When you have completed your entries, click **Save**. A file containing the information on the tab will be written to the specified folder.