

I. Getting Started

Open Excel as a new workbook, Book1

Rename Sheet1 to "Hist". Rename Sheet2 to "Transactions"

The Hist sheet will be a history of the Portfolio funds. Hist will be updated by transactions in the Transactions sheet.

At the end of each update, Hist will be sorted by Symbol / Date.

I.A. Populating Hist columns:

Initially, Hist has to be populated with at least one fund record.

Activate Hist and define column titles (row 1) as

A	B	C	D	E	F
Symbol	Date	Name	Value	Year	Mnth

A:D Starting in row 2, fill the columns with known funds data.

Hist must be populated with at least one fund record.

E(Year): Year formula derived from Col B (Date) . The formula is "= Year(B2)" as yyyy.

Creating the formula: Select cell **E2** → Type "=Year(" → Press cell **B2** → Type ")" → Press **Enter**

F(Month): Month formula derived from Cols B (Date) . The formula is = "Month(B2)" as mm (1, 12)

Creating the formula: Select cell **F2** → Type "=Month(" → Press cell **B2** → Type ")" → Press **Enter**

To apply the Cols **E:F** row 2 formulas to the rest of the funds data rows:

1. Select formula cells E2:F2
2. Hover the **left** mouse over the lower right corner of the selected formula cells . A + sign appears.
3. Press the + sign and drag down to the last fund cell to autofill the formulas in cols E:F → Release the mouse.

I.B Populating Transaction Columns

A	B	C	D
Symbol	Date	Name	Value

Copy Hist columns : A (Symbol) to Transaction column A

C (Name) to Transactions column C

Transactions are ready for the next update. Transactions can be added and deleted as needed.

- For the specified transaction date, a Value must entered for each fund.
- If the the date of a **new** fund's transaction is not the date of the month's first transaction, add a new fund transaction with the month's first transaction date and the Value equal zero.
- Transactions do not have to be sorted by Symbol / Date.

I.C Example

	A	B	C	D	E	F
	SYMBOL	DATE	NAME	VALUE	YEAR	MNTH
1	XYZ01	12/28/2012	AU TRUST	200.20	2012	12
2	XYZ02	12/28/2012	RIPOFF BND	250.30	2012	12
3	XYZ03	12/28/2012	GONIF INDUSTRY	300.40	2012	12

Exhibit 1H: Hist

	A	B	C	D
	SYMBOL	DATE	NAME	VALUE
1	XYZ01		AU TRUST	
2	XYZ02		RIPOFF BND	
3	XYZ03		GONIF INDUSTRY	

Exhibit 1T: Transactions

I.D Initial WorkBook Save

Save Book1 in an existing folder , say C:\XL_Appl\Funds\ as file MyFunds.xls

With Book1 open:

- Click **File → Save As** opens the “Save As” Window
- Drill down in the **Save In** menu to folder C:\XL_Appl\Funds .
- In the **File Name** box, enter “MyFunds” → **Save**

Funds portfolio is saved in C:\XL_Appl\Funds\MyFunds.xls

To access MyFunds.xls from the Desktop:

- In Windows Explorer, drill down to folder C:\XL_Appl\Funds\ → **Highlight** file MyFunds.xls
- **Right click →** In the context menu, Press **Send To →** Press **Desktop Shortcut (Shortcut)**

II.A Updating the Portfolio

- 1 Open the **Desktop** Portfolio workbook → Open **Transactions** sheet
- 2 Clear Cols B (Date) & D (Value) data cells to prevent previously updated records from being reupdated..
- 3 Enter new transactions Dates & Values

Obsolete and closed funds can be deleted by selecting the funds → **Right click → Delete**

- 4 Select all Transaction rows except row 1 (Title Row). **Copy** the selection
- 5 Append the transactions to the end of the Hist:

Open **Hist** sheet → **Select CurrentRegion** → Select the **first blank Col A** cell → **Paste**

If the Transaction title row was included in the Transaction Copy in step 4, it can be deleted from the appended Hist row using the **Delete** key. Other erroneous transactions can also be deleted and reentered as new transactions.

- 6 Apply Cols **E:F** formulas to the appended transactions
 - Select the concatenated formula cells in the last valued formula row , say row 4, as E4:F4
 - Hover the **left** mouse over the lower right corner of the selected formula cells . A + sign appears.
 - Press the + sign and drag down to the last fund cell to autofill the formulas in cols E:F, Release the mouse.
- 7 Sort the updated Hist by Symbol / Date

Select Hist **CurrentRegion**

Press **Data** button → **Sort** → Sort By **Symbol / Date**

8. Save the Updated Portfolio: With Hist open, Press the **Save** button in the Standard tool bar..

II.B Portfolio UpDate Example

	A	B	C	D
1	SYMBOL	DATE	NAME	VALUE
2	XYZ01	01/03/2013	AU TRUST	210.40
3	XYZ02	01/03/2013	RIPOFF BND	350.10
4	XYZ03	01/03/2013	GONIF INDUSTRY	275.60

Exhibit 2T: Transactions

	A	B	C	D	E	F
1	SYMBOL	DATE	NAME	VALUE	YEAR	MNTH
2	XYZ01	12/28/2012	AU TRUST	200.20	2012	12
3	XYZ01	01/03/2013	AUTRUST	210.40	2013	1
4	XTZ02	12/28/2012	RIPOFF BND	250.30	2012	12
5	XYZ02	01/03/2013	RIPOFF BND	350.10	2013	1
6	XYZ03	12/28/2012	GONIF INDUSTRY	300.40	2012	12
7	XYZ03	01/03/2013	GONIF INDUSTRY	275.60	2013	1

Exhibit 2H: Hist

III.A Portfolio Analysis

Portfolio analysis is performed using the Excel Filtering methodology. In this application, it involves filtering the Hist columns.

With **Hist** sheet open, Select **CurrentRegion** → Press **Data** button → **AutoFilter**

Arrow buttons are displayed in the Header row of each selected column.

Each button activates a pull-down menu that consists of a list of the column values (**AutoFilter**), a **Custom** button that will create a more detailed filtering option, and an **All** button.

. Choose Filter

- **AutoFilter** (Default)

Example: Find the average of the selected Values in Col D for Sept 2013

Filter: Col E Year = 2013 , Col F Mnth = 9 to display records satisfying this filter

In the bar near the bottom right, there is an arithmetic value (Average, Max, Min, Sum).

Right click in the bar to display all the expressions → Choose **Average** .

- **Custom**

Example: In a specified month, calculate each fund's Value variance over the entire month's dates. Choose Sept 2012.

1. Clear column H → In H1, type title "Variance"

2. Invoke columns A:F AutoFilter.

2.1 AutoFilter: Col E (Year) = 2012 ; Col F (Month) = 9

2.2 Col B (Date) → **Custom**

In CustomAutoFilter dialog box:

At **Top Left** pull-down menu, pick "**equals**"

At **Top Right** pull-down menu, pick first month date

Select **Or**

At Bottom pull-down menus, pick "**equals**" and last month date → **OK**

2.3 Hist displays the filtering result. Following the header row, there are two consecutive rows for each symbol, with the earlier date preceding the last date .

To create the month Value variance of the first symbol:

- In col H, select the cell in the symbol 2nd row, say row 6
- In cell H6, Type "=" → Press cell **D6** → Type "-" → Press cell **D5** → **Enter**. Formula is =D6 – D5

2.4 To calculate the variances of the other symbols, select cell H6 → Click **Copy** button

Hold down **Ctrl** key → In col H, select cells in alternate rows (every other row) → Click **Paste** button → Press **Esc** key

2.5 Remove the Filter: Press **Data** button → **AutoFilter**

IIIB Custom AutoFilter Result

A	B	C	D	E	F	G	H
SYMBOL	DATE	NAME	VALUE	YEAR	MNTH		Variance
XYZ01	09/02/2012	AU TRUST	300.50	2012	9		
XYZ01	0928/2012	AU TRUST	290.10	2012	9		-10.40
XYZ02	09/02/2012	RIPOFF BND	425.75	2012	9		
XYZ02	0928/2012	RIPOFF BND	475.20	2012	9		49.45
XYZ03	09/02/2012	GONIF INDUSTRY	900.60	2012	9		
XYZ03	0928/2012	GONIF INDUSTRY	1000.30	2012	9		999.70

- **All** Revert the filtered column to the unfiltered state

III.C End of Month

At month end, keep the month's records only for two dates – the earliest and latest dates. Delete all intermediate dates.

- Auto Filter cols E (Year) and F (Month) for the object month
- Custom Filter Col B (Date). In the dialog box, select
 “Does not equal” first month date
 And
 “Does not equal” last month date
- **Right click → Delete Row → Entire Row**

Perform the month's Variance as described in Section III.A, steps 2.3 to 2.5 .

IV Deleting Portfolio Records

With **Hist** open

1. **Delete Discrete Rows**

Select rows . **Right click** on a selected row → **Delete**

2. **Delete Grouped Rows**

Filter the rows to be deleted → Select filtered rows → **Right click** → **Delete Row** → **Undo Filter**

V. Save a Sheet

Example: **Hist**

1. **Right click** **sheet Name** → Choose **“Move or Copy”** → In the dialog box:
 Select **“Move to End”** → Check **“Create a Copy”** → **OK**
2. **Right click** created sheet **Hist(2)** → **Rename** → Choose a new Name

VI. Construct a Portfolio Monthly Value Summary File

A cumulative display of the month end Portfolio symbols Values.

VI.A. Setup

- Activate **Hist** sheet → Click **Insert** → **Worksheet** → creates an active blank sheet.
Rename to “**Hist Value Summary**”
- In row 1 (Header row):
Type : “Mnth” in A1
Type Symbol values in columns B, C, etc. The entered symbols **must** be in sorted order.

VI.B. Filter Month’s Symbols Values

- Activate **Hist** sheet
- For a specified month, Autofilter: **Year, Month**, and the month’s last **Date**.
- Select: the range of the continuous values in the **Value** column → **Right** click → **Copy**
- Activate **Hist Value Summary** sheet
- Right click the column **B** cell in the next blank **row** → **Paste Special**
In the dialog box, choose **Paste Values** → check **Transpose** → **OK**
- In Col **A**, enter the month as **yyyymm**

VI. C. Adding or Deleting Symbol Columns in Hist Value Summary

- **Adding a Symbol Column**

The Symbol columns must be in sorted order. **Right** click the appropriate column to insert a new column to its **Left** → **Insert** .

Type the new symbol name in row 1.

- **Deleting a Symbol Column**

Right click the Symbol column → **Delete**

VI. D Example

A	B	C	D
MNTH	XYZ01	XYZ02	XYZ03
201210	250.55	240.10	382.00
201211	226.80	255.74	322.73
201212	200.20	250.30	300.40

Exhibit VI: Hist Value Summary