USING PORTFOLIO EXPORTS TO FIND DATA

You may have used Global PortfolioCenter reports to find data you need to prepare for entering data into transaction wizards, reconciliation or other functions. Have you considered using the PortfolioCenter Export Wizard and the various exports it provides to find the data quickly? This document discusses some of the benefits of using the PortfolioCenter Export wizard for data mining and error checking and how leveraging some of the spreadsheet features can save you time when you have to find or validate PortfolioCenter data.

☑ **Note**

This document is not intended to be a training guide on the applications used to open the data. Most of the spreadsheet application features discussed in this document should be available in most spreadsheet applications. For specific details on these or similar features, review the help content for the application you commonly use.

MORE COLUMNS OF DATA

Because they are intended to be printed, global reports are limited space on the page to display data.

Although the settings allow you to select as many columns as you'd like, the size of the page – 8.5" by 11" page (in portrait orientation) means there is only so much space available to display the data. Columns selected that do not have enough space are omitted entirely from the page, similar to the example on the right.

You can use techniques like changing page orientation, reducing column width and changing font size, but the report just becomes harder to read.
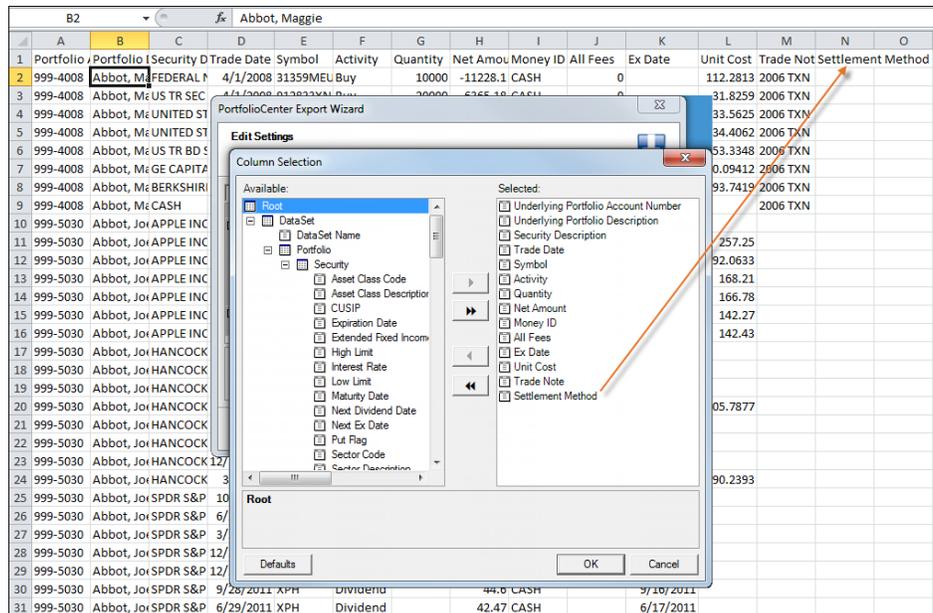
Using an export to a spreadsheet, you can include as many columns of data you want or need and are not limited to the size of a printed page.

In this example, all the columns appear on the export spreadsheet and, where there is data, it appears on the spreadsheet.
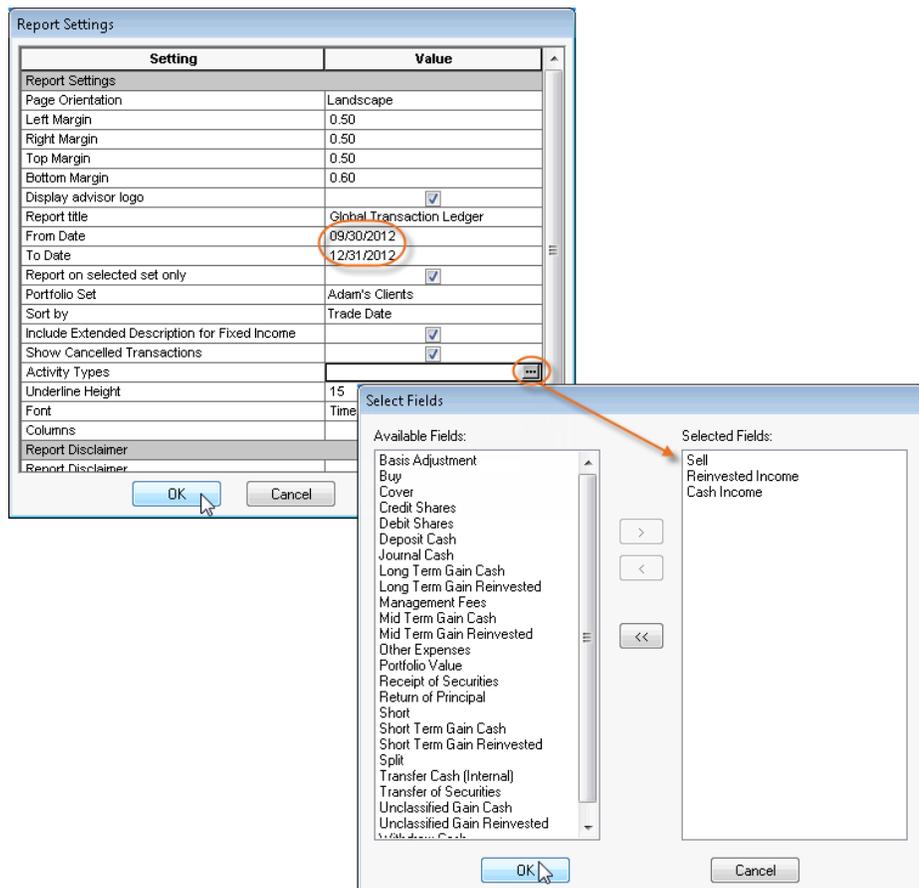

FILTERING AND SORTING

Using the PortfolioCenter Global report provides no filtering after the report is complete.

For example, if you want to find sell and dividend income transactions occurring between two dates for certain accounts, you have to use the settings of the report to find these transactions. What if, however, you decide you want to see only income from one security type and only for accounts with a certain objective?

Using a global report, you can only filter by the account type by creating a set and there are no settings to filter by security type. Also, once the report is complete, to change the filtering, you have to close the report, update the settings and run it again.

On the other hand, using an export to a spreadsheet, you can use the spreadsheet sort and filter capabilities to find more detailed information – and, if you export more data than you need, you can always change the sort and filters without running the export again.

In this example, the spreadsheet shows only the buy and dividend transactions from the month of April for the last five years. The filtered data is then sorted by symbol in ascending order.

	A	B	C	D	E	F	G	H
1	Underl	Underl	Securit	Trade Date	Symbol	Activity	Quanti	Net Am
2	999-4008	Abbot, Ma	BERKSHIRI	4/1/2008	084664AD3	Buy	10000	-9374.19
3	999-4008	Abbot, Ma	FEDERAL N	4/1/2008	31359MEU3	Buy	10000	-11228.1
4	999-4008	Abbot, Ma	GE CAPITA	4/1/2008	36966RFR2	Buy	25000	-22523.5
5	999-4008	Abbot, Ma	US TR BD S	4/1/2008	912803AN3	Buy	10000	-5333.48
6	999-4008	Abbot, Ma	UNITED ST	4/1/2008	912810EB0	Buy	10000	-13440.6
7	999-4008	Abbot, Ma	UNITED ST	4/1/2008	912810EC8	Buy	10000	-13356.3
8	999-4008	Abbot, Ma	US TR SEC	4/1/2008	912833XN5	Buy	20000	-6365.18
9	999-1037	Wong, Joh	APPLE INC	4/30/2008	AAPL	Buy	195	-24862.7
41	999-5015	Van De W	Amazon C	4/1/2008	AMZN	Buy	50	-3223.5
59	999-5030	Abbot, Joe	American	4/1/2011	AYBFX	Buy	108.578	-1000
64	999-5030	Abbot, Joe	American	4/1/2008	AYBFX	Buy	645.856	-6000
74	999-5300	Daniels, P	American	4/1/2011	AYBFX	Buy	108.578	-1000
81	999-5300	Daniels, P	American	4/1/2008	AYBFX	Buy	645.856	-6000
157	999-5311	Daniels, R	American	4/1/2011	AYBFX	Buy	108.578	-1000
170	999-5311	Daniels, R	American	4/1/2008	AYBFX	Buy	645.856	-6000
183	999-5322	Daniels, R	American	4/1/2011	AYBFX	Buy	108.578	-1000
188	999-5322	Daniels, R	American	4/1/2008	AYBFX	Buy	645.856	-6000
199	999-3106	Franklin, N	American	4/30/2010	AYBFX	Buy	100	-689
213	999-5533	Masters, J	American	4/1/2011	AYBFX	Buy	108.578	-1000

ADDITIONAL DATA ANALYSIS TOOLS

Finally, one of the larger benefits of using the exported data instead of reports for data mining are the functions, formulas, graphs and pivot tables to analyze data more quickly than by using a standard report:

- grouping and pivot tables arrange similar data and look at it a different way
- conditional formatting highlights meeting specified conditions and helps you find data anomalies quickly
- formulas perform logical, reference, mathematical and financial formulas to assist with analysis
- use the graphing capabilities to present data from multiple exports into a single report

Review the help and user reference content for the spreadsheet application you use to get more information about these functions.