

Advisor Workstation: Common Scenarios and Solutions

This document presents a number of client scenarios you will likely encounter on a regular basis, and offers quick solutions using Advisor Workstation.

Overview

You will learn how to do the following:

- Show clients a snapshot of their portfolio
- Quickly create a portfolio
- Edit an existing portfolio
- Merge together existing portfolios
- Run an aggregate report for a client's portfolios
- Compare two portfolios
- Compare two mutual funds, and
- Propose a recommended portfolio.

The solutions presented are at a very high level; only step-by-step instructions are provided. These solutions are explained more deeply in the Training Videos widget of the Virtual Training Center in Advisor Workstation.

Solution: Use the Portfolio X-Ray or Snapshot reports, or display one of the pre-built views in the Clients & Portfolios module.

How do I show clients a snapshot of their portfolio?


To create the Portfolio X-Ray or Snapshot Portfolio report, do the following:

1. Right-click on a **portfolio**.
2. From the right-click menu, move your mouse over **Portfolio Reports**.
3. Select **Portfolio X-Ray** or **Portfolio Snapshot**.

 Note: To run reports for multiple portfolios, use the Portfolio Report Builder window.

From the Portfolios page in the Clients & Portfolios module, do the following:

1. Click on a **portfolio's name**. The holdings are displayed on your screen.
2. From the toolbar above the grid area, click the **View** drop-down.
3. Select any of the available Views for a detailed breakdown of the holdings.


 You can create custom views displaying the data points you want to see in the grid area.

Solution: Open the Quick Portfolio window, and complete only the Investments and Allocation tabs.

How do I quickly create a portfolio?

To open the Quick Portfolio window, do the following:

1. At the top of the Advisor Workstation screen, click **File ... New ... Portfolio**. The Quick Portfolio window opens.
2. In the Investments tab, search for your **investments**.
3. Click the **Allocate** tab, and input the **allocation**.
4. Click **Save**. The Save dialog box appears.
5. Assign the portfolio as a **Model**, to a **Group**, or **Client**.
6. Type a **name** the portfolio.
7. Click **OK** to close the Save dialog box.

 Note: You do not need to complete all tabs in the Quick Portfolio window, since default values are entered for you on the Annual Fees, Attributes and Report Options tabs. You can create your own pre-populated values by clicking the Update Preferences icon in the upper-right corner of the Quick Portfolio window.

Solution: Open the Quick Portfolio window, make edits.

How do I edit an existing portfolio?

To launch the Quick Portfolio window, do the following:


1. Right-click on a **portfolio's row**.
2. From the right-click menu, select **Open/Edit**. The Quick Portfolio window opens.
3. Make whatever edits are needed to the portfolio.
4. Click **Save** to overwrite the existing portfolio. To save the edits as a brand-new portfolio, click **Save As**.

Solution: Highlight the portfolios to be merged, create a new portfolio.

How do I merge together existing portfolios?

To merge portfolios together, do the following:

1. Click once to select the **portfolios** to be merged.
2. Right-click on a selected **portfolio**.
3. From the right-click menu, select **New ... Portfolio**. The Quick Portfolio window opens.
4. Click **Add All** to move the investments to the Investments Selected area.
5. From the top of the Quick Portfolio window, click **Save** to create and name an entirely new portfolio.

 If the sole purpose of merging portfolios is to run aggregate reports, you do not need to create a new portfolio, but rather you can repeat steps 1-2 above, and instead select **Portfolio Report Builder** from the right-click menu.

Solution: Use the Portfolio Report Builder window

To open the Portfolio Report Builder window, do the following:

1. Click once to select all **portfolios** to be aggregated.
 - ☞ Use <CTRL>+click to select non-consecutive portfolios. Use <SHIFT>+click to select consecutively listed portfolios.
2. **Right-click** on a selected portfolio.
3. From the right-click menu, select **Portfolio Report Builder**. The Portfolio Report Builder window opens.
4. Click **Add All** to bring the portfolios to the Investments Selected field.
5. Click the **Report Options** tab.
6. In the Aggregation & Grouping section, choose **Include Client Aggregate Only**.
7. At the top of the window, click **Generate Report**.

☞ Note: It's not necessary to find the portfolios before you launch the Portfolio Report Builder window. You can launch the Portfolio Report Builder window from the menu bar by selecting **Reports...Portfolio Report Builder**, and then search for the existing portfolio(s) on the Portfolios tab.

How do I run an aggregate report for client portfolios?

Solution: Generate the Portfolio Comparison Report, located only in the Portfolio Report Builder window

To open the Portfolio Report Builder window, do the following:

1. Click once on each of the **two portfolios** to be compared.
 - ☞ Use <CTRL>+click to select non-consecutive portfolios. Use <SHIFT>+click to select consecutively listed portfolios.
2. **Right-click** on a selected portfolio.
3. From the right-click menu, select **Portfolio Report Builder**. The Portfolio Report Builder window opens.
4. Click **Add All** to bring the portfolios to the Investments Selected field.
5. Click the **Report Options** tab
6. Check the **Portfolio Comparison Report** box.
7. Click **Generate Report**.

☞ Note: It's not necessary to find the portfolios before you launch the Portfolio Report Builder window. You can launch the Portfolio Report Builder window from the menu bar by selecting **Reports...Portfolio Report Builder**, and then search for the existing portfolio(s) on the Portfolios tab.

How do I compare two portfolios?

Solution: Generate the Fund vs. Fund Report, located only in the Security Report Builder window

How do I compare two mutual funds?

To open the Security Report Builder window, do the following:

1. Click once to select the **two funds** to be compared.
 - ☞ Use <CTRL>+click to select non-consecutive portfolios. Use <SHIFT>+click to select consecutively listed portfolios.
2. **Right-click** on a highlighted fund.
3. From the right-click menu, select **Security Report Builder**. The Security Report Builder window opens.
4. Click **Add All** to bring the funds to the Investments Selected field.
5. Click the **Report Options** tab.
6. Check the **Fund vs. Fund Report** box.
7. Click **Generate Report**.

☞ Note: It's not necessary to find the funds before you launch the Security Report Builder window. You can launch the Security Report Builder window from the menu bar by selecting **Reports...Security Report Builder**, and then search for the funds on the Investments tab.

Solution: Find an existing Model Portfolio (or create one in the Quick Portfolio window), then run a Hypothetical Illustration

How do I propose a recommended portfolio?

Find an existing Model Portfolio (or create one in the Quick Portfolio window - see page 2), then do the following:

1. **Right-click** on the model portfolio.
2. From the right-click menu, select **Hypothetical**. The Hypothetical window opens.
3. On the Investments tab, click **Add All** to bring the investments to the Investments Selected field.
4. Use the Buy/Sell, Reinvest/Reb, Fees, Taxes and Report Options tabs to tailor the illustration and output reports as needed.
5. Click **Generate Report**.

☞ Note: You can save hypothetical illustrations in Advisor Workstation.