Frequently Asked Questions in ICE

Question: How Do I Save a Portfolio?

Answer: While in the Portfolio Builder page go to the top left where there is a row of brief cases. Click on the second one from the left, the one with the disc on it. Whenever you are prompted to save changes to the portfolio do so.

Question: How Do I Combine Portfolios?

Answer: Open an empty portfolio, go into the portfolio builder page, on the top left there is a row of brief cases, the fourth one from the left has a little tool box on it. Click on it, then select the portfolios you want to combine from the left and press add. Once they are on the right you can then click update portfolio and close.

-Incorporate cash flows into multiple portfolios by consolidating them. From the clients and portfolios screen, click on the client's name and then choose new consolidation. After naming the consolidation click and drag the portfolios(brief cases) over the new consolidated name.

Question: How do I change the Time Horizon of the portfolio?

Answer: Go into the Portfolio Builder Page, click on Add/Edit Assets, on the top right you can see it says time horizon. Change the time horizon to your specifications then press Update Portfolio and Close. To reset it to original time horizon simply click on the 100%.

-Returns are based on rolling 1, 3 or 5 year periods since the inception (begin date) of the portfolio. If a portfolio only goes back 35 months, no 3 year return is available and if a portfolio only goes back 59 months no 5 year return is available.

Question: Can I print a single page from the ICE program?

Answer: There really isn't, but the best way to do it is by cutting and pasting. Go to the page that you want to print, right click on the area, click select all. The page should highlight, hold control and push c, then open an empty word document, then click control v in the empty word document. Then print that page. This is the best way to do it, though it will not look perfect.

Question: How Do I Get the Returns From the Security instead of the Index (Asset Class)?

Answer: Go into the Portfolio Builder page, click on Add/Edit Assets, click classify (in the middle of the page), then check in the boxes that say use security for the assets that you want to use the security returns for.

Question: I press the button(s) to apply taxes, inflation and/or fees and nothing happens?

Answer: User probably hasn't set the defaults at the account level(money bag). Go to portfolio builder for the given portfolio and press the icon that looks like a brief case with a fountain pen on it. Next set the various rates, press apply and then ok or close. If this is a taxable portfolio make sure they check off Taxable in this screen.

Question: I get a "script is causing Internet Explorer to run slowly…" message?

Answer: Typically this is due to incorrect client age. Check the account setup/default page by clicking the account number at the top of the portfolio builder page or by clicking on the account name and then edit from clients and portfolios.

Question: When I try to save a portfolio I see a page that says your portfolio totals do not equal your portfolio value?

Answer: More often than not values are off by a penny or so and users should choose to change portfolio value to actual dollar allocations(default) and press OK. Other options are self-explanatory.

Question: The optimizer allocates to only 1 or 2 assets, this isn't feasible?

Answer: User probably needs to introduce additional, negatively correlated assets. User might also want to look at a longer time horizon(see above) and/or set constraints(min & max). A good explanation of how to optimize with constraints can be found on the ICE page of our website under Instructional Series.

Question: I can't edit a portfolio in Portfolio Builder. The buttons are grayed out?

Answer: User selected a model in Portfolio Setup. By "linking" the model, this portfolio can only be edited under my portfolios. To remove these controls simply click on the portfolio name in Portfolio Builder(top of page) then press reset next to model followed by pressing OK.

Question: What reports should I use for presentation?
Answer:
Investment Policy Statement
Portfolio Comparison
Portfolio Overview w/Overlap (single portfolio only)
Cash Flow w/Monte Carlo (single portfolio only)
Some people like the Correlation Table
Risk vs. Return Matrix
Range of Values Bar
Dollar Growth Graph
Security Performance Report (beta, alpha, correlation etc.)
Security Scatter Graph.

**Any question having to do with something not looking right, printing, or pages not being able to come up has to do with a pop-up blocker or something the Tech Log can help them with. So just email them the Tech Log and tell them to take the necessary steps, if they're still having the problem just call back.

**Anything having to do with how to use something like the screener, setting optimization constraints, or basic functionality of the program can be answered in the PDFs on the ICE homepage. Just direct them there.

Question: How are Returns calculated?
Answer:
The system calculates two returns: Arithmetic Mean and Annualized
1) Arithmetic Mean Returns
   a. 1 year: calculates rolling 12 month returns for the entire holding period and the average of these returns
2) Annualized Returns
   a. Calculates the holding period return and annualizes this value for 1 yr, 3 yr and 5 yrs

Question: What are the AdvisoryWorld Estimates?
Answer: These are estimated total rates of return for the next twelve months, and may not be edited. However, they may be incorporated into the expected returns for portfolio asset classes in evaluating existing client portfolios, constructing efficient frontiers, and in simulating portfolio performance (see Portfolio Profiles/Optimization).

These economic estimates are reviewed and modified periodically, and are updated along with regular monthly updates

Computation Of Total Return Estimates For Asset Classes:

Total return estimates are derived by computing the historical relationships between the yield on 90 day Treasuries and each index based on rolling one year mean rates of return for the period from approximately 12/1968 to 12/2004. The actual time period may vary depending on the actual historical data available for some asset classes. These relationships are correlated to current rates and the expected 12 month rate on 90 day T- Bills, plus or minus an amount which may be expected based on the relationship between the change in rates for 90 day T-Bills and each index plus or minus an amount which might be expected based on the performance of each index independent of the change in 90 Day T-Bill rates. For example, an increase in the expected yield on 90 day T-Bills will (for some indices) increase the expected yield and decrease the expected equity value, thereby reducing the expected total return in relation to T-Bills. The High and Low estimates are within one standard deviation of the historical mean returns.

It should be emphasized that these estimates are based on **historical** relationships and a broad **consensus** opinion as to the future rate of return for 90 day Treasury Bills. While these estimates may represent an average annual return based on historical relationships, they may not reflect AdvisoryWorld's opinion as to the most likely rates of return over the next twelve months for each asset class.