

## Importing eMoneyAdvisor Data into ICE

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - AdvisoryWorldData\_Joint Taxable Brokerage.csv". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Ticker Sym	CUSIP	Value												
2	SHY	4.64E+08	161940												
3	IWM	4.64E+08	96870												
4	EPP	4.64E+08	137745												
5	IWB	4.64E+08	194820												
6															
7															
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32															

First you will export a CSV file similar to this one from eMoneyAdvisor onto your PC.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Ticker Sym	CUSIP	Value	Income Ta	Capital Ga	Turnover %	Trans. Fee	Mng Fees	Taxable (T	Yield %					
2															
3															
4															
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You will then need to configure that downloaded data into an acceptable format for importing into ICE. You can download a template by clicking here: <http://ice.advisoryworld.com/ICE/portfolio/portfolio.csv>

Microsoft Excel - Blank\_CSV.csv

File Edit View Insert Format Tools Data Window Help Acrobat

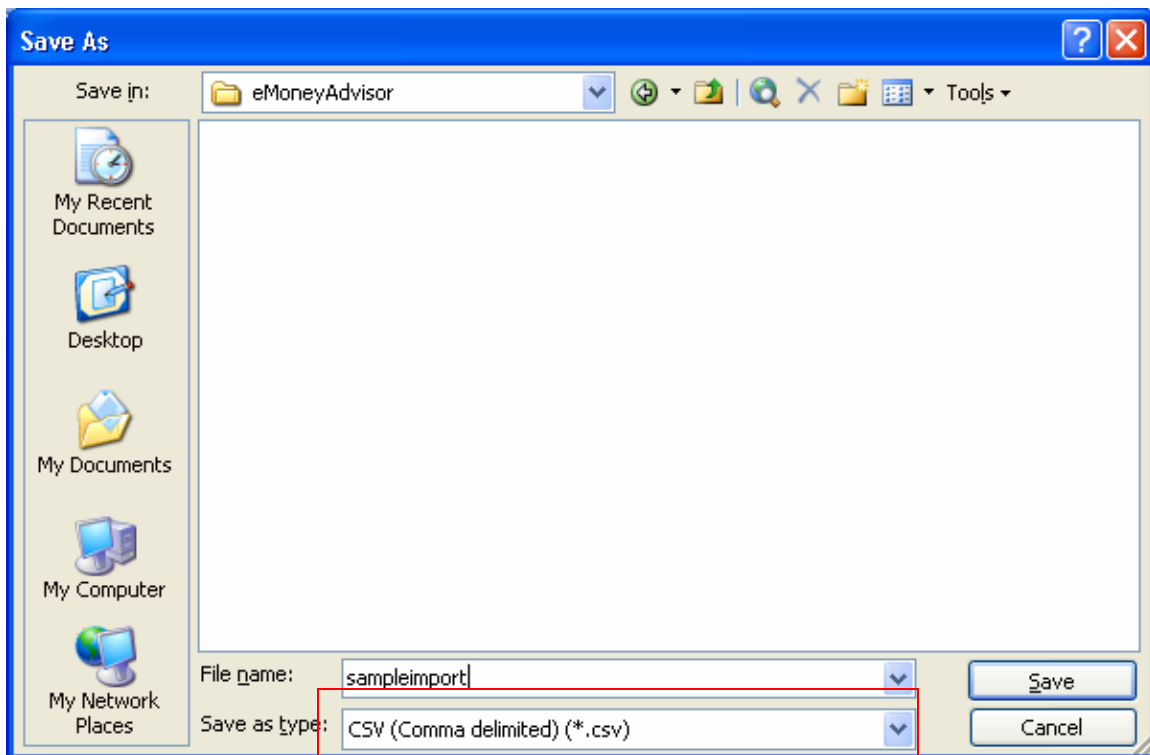
100% Arial 10 B U

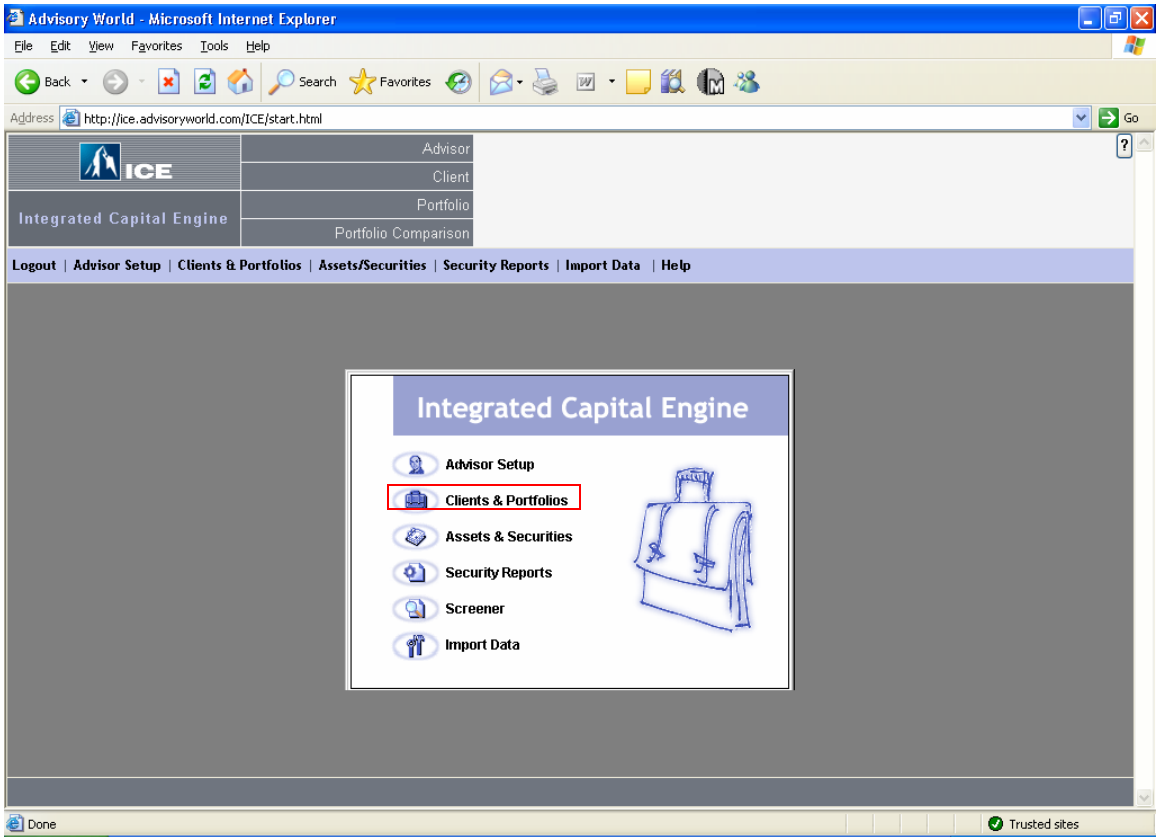
Security... Insert Stock Quotes Cancel Update Update Quotes Help

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Ticker Symbol	CUSIP	Value	Income Ta	Capital Ga	Turnover %	Trans. Fee	Mng Fees	Taxable (T	Yield %					
2	SHY	464287457	161940												
3	IWM	464287655	96870												
4	EPP	464286665	137745												
5	IWB	464287622	194820												
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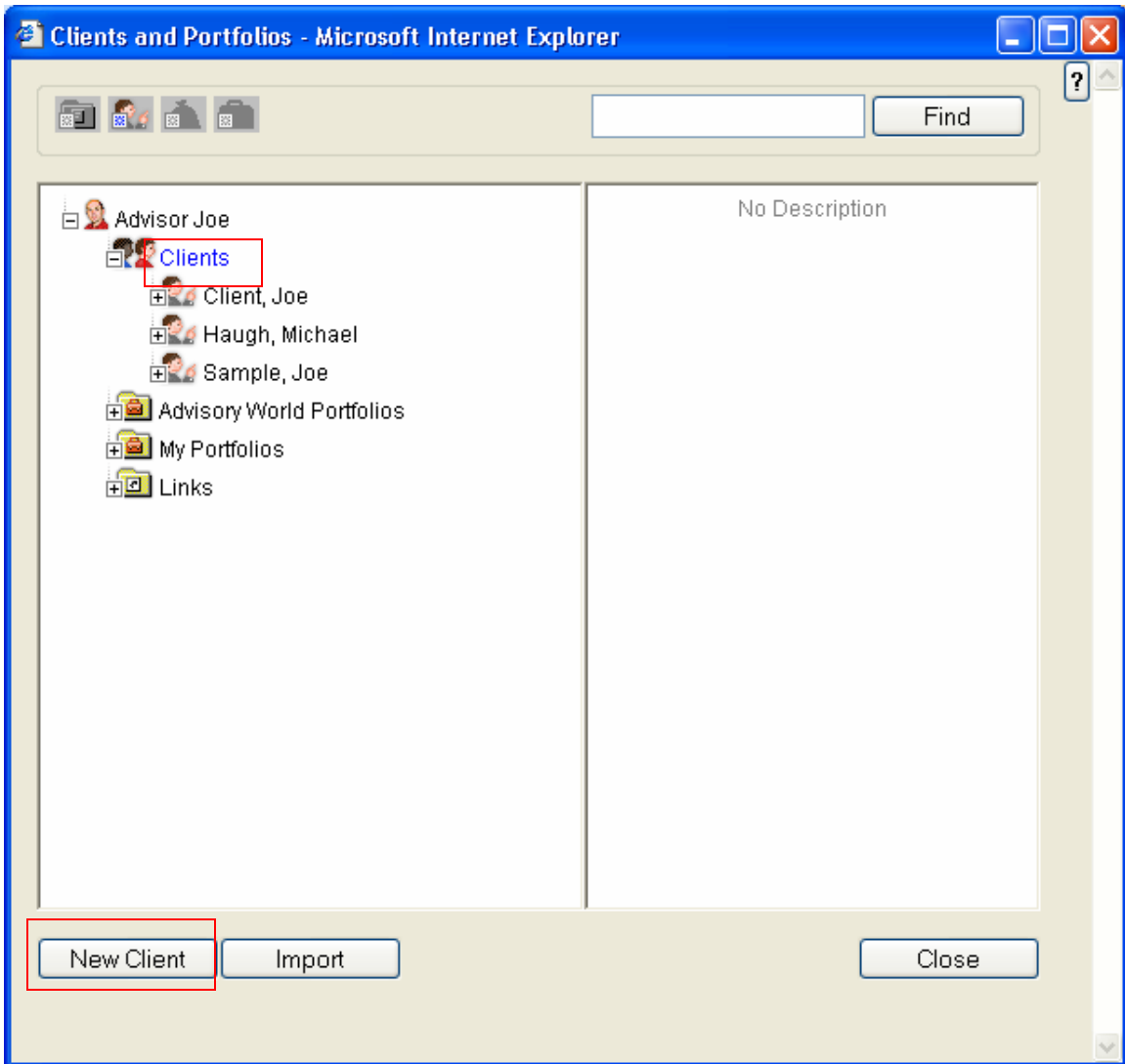
Ready

After entering these fields (taxes, fees and yields can be entered if you'd like) save the new file to your PC in CSV format.





After logging into ICE, click Clients & Portfolios.



Click on the word Clients and then press New Client

Client Setup - Microsoft Internet Explorer

**Personal Info** | Contacts | Default Fees | Client Income | Net Worth | ERISA | Reports & Plugins | Permissions

Select the type of client, enter first/last names. You should enter a birth date and Social Security number and e-mail address if you will be e-mailing reports to this client. When finished entering information in these tabs, you can go directly to creating a new Account by clicking on the "Save and Create an Account" below

Client Type: Individual

**Personal Info**

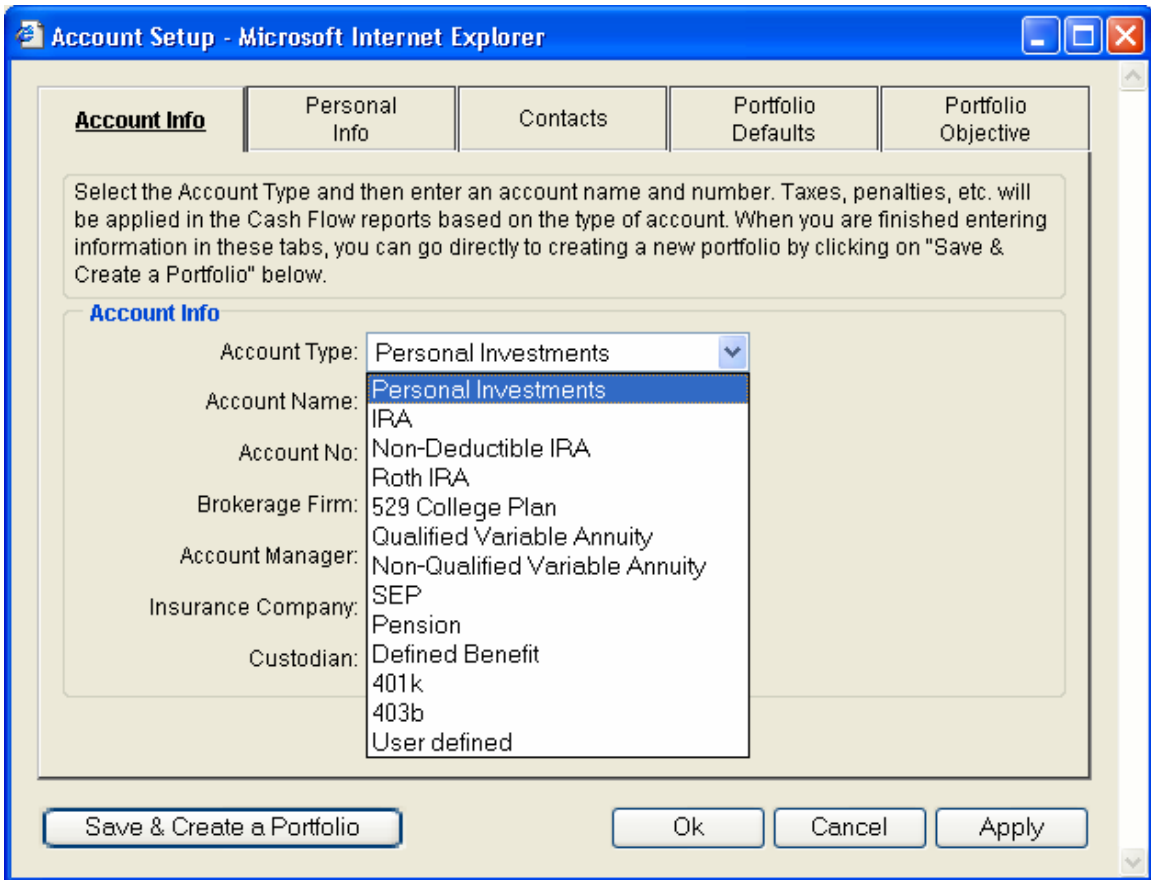
First Name: Joe  
Last Name: Money  
Mi:  Salutation:   
Birth Date: 07/12/1955  
Company Name:   
Occupation:   
SSN or Fed ID#: 987654321  
Bank:   
E-mail:

**Spouse**

Name:   
Birth Date: 07/12/2005

Save & Create an Account | Ok | Cancel | Apply

Enter the required fields of first and last name, birth date and social along with any other contact information you'd like to see in reports and then press Save & Create an Account.



First select the type of account you are working with.

Account Setup - Microsoft Internet Explorer

**Account Info** | Personal Info | Contacts | Portfolio Defaults | Portfolio Objective

Select the Account Type and then enter an account name and number. Taxes, penalties, etc. will be applied in the Cash Flow reports based on the type of account. When you are finished entering information in these tabs, you can go directly to creating a new portfolio by clicking on "Save & Create a Portfolio" below.

**Account Info**

Account Type: Personal Investments

Account Name: Joint Taxable

Account No: ABC-101

Brokerage Firm:

Account Manager:

Insurance Company:

Custodian:

Save & Create a Portfolio | Ok | Cancel | Apply

Then enter an Account Name and Number.



Account Setup - Microsoft Internet Explorer

Account Info    Personal Info    Contacts    **Portfolio Defaults**    Portfolio Objective

If taxes will be applied at any time, including after retirement, enter appropriate Federal and State taxes. These and any other entries will be applied at the account level for all portfolios created in this account. However, all of these values may be modified at the portfolio level and can be applied to individual assets/securities. "Turnover" refers to the percentage of the portfolio that will be sold and repurchased during the calendar year and may be further set for individual assets/securities at the portfolio level (i.e. stocks @80% and bonds @ 20%).

	Federal	State	Total
Income Tax:	0.00%	0.00%	0.00%
Capital Gain Tax:	0.00%	0.00%	0.00%

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Transaction Fees: 0.00%

Management Fees: 0.00%

Taxable:

Dividends/Interest: 0.00%

Turnover: 100.00%

Portfolio Value: \$0.00

Set Values Globally

Save & Create a Portfolio    Ok    Cancel    Apply

You can portfolio defaults from this screen if you have not already set them via the CSV import file. Disregard the Portfolio Value entry on this page.

Account Setup - Microsoft Internet Explorer

Account Info   Personal Info   Contacts   Portfolio Defaults   **Portfolio Objective**

The account objective is generic in nature, however, each objective corresponds to a degree of "downside risk" associated with the objective. "Downside risk" is the theoretically worst case percentage of portfolio loss of principal that is acceptable to the client. The "downside risk" may be modified as desired based on an understanding between you and the client. If you are unsure which objective to use, completing the Questionnaire will set an objective and "downside risk" guideline for this account

Please indicate what you consider to be your over-all investment objective for this portfolio.

Capital Preservation      Preservation of capital with returns exceeding risk-free investments. The risk level should be low with minimal price volatility.

Income      Modest growth of capital with the primary objective being the generation of income.

**Growth & Income**      Primarily oriented toward growth of principal with a minor emphasis on portfolio income. Could include equities, debt instruments, cash.

Growth      Growth of capital. Portfolio will exhibit increased volatility while expecting to outperform equity indices over a market cycle.

Aggressive      The portfolio may accept volatility associated with aggressive growth while expecting to outperform equity indices over a market cycle.

Downside Risk ROR:       Not Sure?     

Finally, select the Portfolio Objective either manually or by filling out the Questionnaire with your client. Press Save & Create a Portfolio.

Portfolio Setup - Microsoft Internet Explorer

**Portfolio Basic** | Portfolio Defaults

Each portfolio should have a unique name. Select the Objective for this portfolio. There should only be one portfolio with a "Status" of "Current" and one portfolio that is "Proposed". All other hypothetical portfolios can be given a Status of "Testing". You may link this portfolio to any of your model portfolios (My Portfolios) or to any of AdvisoryWorld's model portfolios. Changes to the model linked portfolio will automatically be made to a linked client portfolio. You may then print out reports indicating what changes have been made and what assets/securities should be sold or bought.

Portfolio Name:

Value:

Objective:

Status:

Model Portfolio:

**Comments**

Enter a Portfolio Name, disregard Value and set the Status as Current. Press Save & Go to Portfolio Builder.

Advisory World | Portfolio Builder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://ice.advisoryworld.com/ICE/portfolio/portbuilder.html

ICE  
Integrated Capital Engine

Advisor: [Joe Advisor](#) | [Log Out](#)  
 Client: [Joe Money](#) | [Select Portfolio](#)  
 Portfolio: [Account #ABC-101](#) | [Joint Taxable 7-1-05](#)  
 Portfolio Comparison: [Select](#)

Home | Clients & Portfolios | Add/Edit Assets | Cash Flow & Plan Analysis | Optimize Portfolio | Reports | Help

Portfolio: Portfolio Value: \$100 History/Estimates Probability Range: 30% 55% 99% Years Hold: 1 3 5 Apply: TRD INF FEE Portfolio Status

Asset	Hold % <sup>†</sup>	Dollar Amount	Weighted ROR %	STD %	Begin Date	End Date	Income Tax %	Capital Gains Tax %	Turnover %	Trans. Fees %	Mng Fees %	Yield % (Dividends & Interest)
PORTFOLIO TOTALS	0.00	0	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00

Empty asset list.  
[Click here to add assets into portfolio.](#)  
[Click here to load securities from CSV file.](#)

<sup>†</sup> Allocations to an Asset Classes and Securities are expressed as a percentage of the Portfolio Value

Done Trusted sites

Click "Click here to load securities from CSV file."

Import Asset List from CSV file - Microsoft Internet Explorer

## Import Asset List from CSV file

- Download editable sample Excel File (XLS): [click here](#)  
OR Download Blank Excel Import Template (CSV): [click here](#)
- Fill it using your data and save as a .CSV file
- Select your CSV file:    
  
What does the Value column refer to?  
 Dollar amount  
 % of portfolio  
 #Shares

---

How will these securities be classified?  
 AW Classification  
 Firm Classification  
 My Classification  
 Style

*If the security doesn't have the classification specified, AW classification will be used.*

---

Use security history in calculations?  
 Yes  
 No

Use asset class history if security history is less than:  months

- Click "Continue"

Browse to the location of your formatted CSV file and select it. Leave Dollar Amount selected as the Value column reference. Determine how you'd like the securities to be classified and whether or not you'd like to use the security returns or their benchmark (classification) returns to be used in the analysis. Press Continue when done.

Import Asset List from CSV file -- Step 2 - Microsoft Internet Explorer

## The Securities

		Ticker	CUSIP	Name	Classification
<b>The following securities have been imported sucessfully. You can replace them or change classification</b>					
<a href="#">del</a>	<a href="#">change</a>	SHY	464287457	iShares Lehman 1-3Yr Treasury Bond	Govt Secs/CE
<a href="#">del</a>	<a href="#">change</a>	IWM	464287655	iShares Russell 2000	Russell 2000 Index
<a href="#">del</a>	<a href="#">change</a>	EPP	464286665	iShares MSCI Pacific ex-J	Non US Equity/Mkt
<a href="#">del</a>	<a href="#">change</a>	IWB	464287622	iShares Russell 1000	Russell 1000 Index

\*These securities did not have the specified classification and the Advisory World class was used as an alternate. You can change it by clicking the "change" link or after importing by clicking on Add/Edit Assets and Classify

After a final review and any required editing, press Import.

Advisory World | Portfolio Builder - Microsoft Internet Explorer

Address: http://ice.advisoryworld.com/ICE/portfolio/portbuilder.html

ICE  
Integrated Capital Engine

Advisor: Joe Advisor | Log Out  
Client: Joe Money | Select Portfolio  
Portfolio: Account #ABC-101 : Joint Taxable 7-1-05  
Portfolio Comparison: Select

Home | Clients & Portfolios | Add/Edit Assets | Cash Flow & Plan Analysis | Optimize Portfolio | Reports | Help

Portfolio Value: \$591,375

Asset	Hold % <sup>*</sup>	Dollar Amount	Weighted ROR %	STD %	Begin Date	End Date	Income Tax %	Capital Gains Tax %	Turnover %	Trans. Fees %	Mng Fees %	Yield % (Dividends & Interest)
<b>PORTFOLIO TOTALS</b>	100.00	591,375	11.67	12.29	08/1987	05/2005	0.00	0.00	0.00	0.00	0.00	0.00
<b>Closed-end Fund Indices</b>	50.68	299,685										
<input type="checkbox"/> <b>3055 Govt Secs/CE</b> (Add security)	27.38	161,940	8.57	9.21	08/1987	05/2005	0.00	0.00	100.00	0.00	0.00	0.00
SHY iShares Lehman 1-3Yr Treasury Bond												
# Shares		161,940										
(\$81.19 per share as of 05/31/2005)												
<input type="checkbox"/> <b>3081 Non US Equity/Mkt</b> (Add security)	23.29	137,745	13.00	25.29	02/1983	05/2005	0.00	0.00	100.00	0.00	0.00	0.00
EPP iShares MSCI Pacific ex-J												
# Shares		137,745										
(\$89.97 per share as of 05/31/2005)												
<b>Domestic Equities: Indices.</b>	49.32	291,690										
<input type="checkbox"/> <b>RTT Russell 2000 Index</b> (Add security)	16.38	96,870	12.24	18.07	12/1978	05/2005	0.00	0.00	100.00	0.00	0.00	0.00
IWM iShares Russell 2000												
# Shares		96,870										
(\$122.78 per share as of 05/31/2005)												
<input type="checkbox"/> <b>ROT Russell 1000 Index</b> (Add security)	32.94	194,820	13.01	16.42	12/1978	05/2005	0.00	0.00	100.00	0.00	0.00	0.00
IWR iShares Russell 1000												

Done Trusted sites

Now your portfolio is loaded into Portfolio Builder and any of ICE's many reports and functionality is operable.

If you have any questions regarding this or any feature in ICE please contact AdvisoryWorld at 800-480-3888 or [support@advisoryworld.com](mailto:support@advisoryworld.com)