

# APL Windows

## Account Master Data

Make sure the proper account master fields are coded so that accounts are included in your Window universe. The most common fields used for identifying accounts to be included in specific universes are:

ADM	Administrator.
FDTYPE	Fund Type.
INVGRP	Investment Group.
MGR	Manager .
OBJECT	Investment Objective.
RR	Registered Representative.

Additional account master data can be found in the fields below. These particular fields cannot be edited as they are populated by the APL system.

WCASH	Cash equivalents balance.
WCOST	Total account cost.
WEQUY	Equity balance.
WFIXED	Fixed Income balance.
WINCME	Total account income.
WTIME	Windows update time.
WTOTAL	Total account balance.

W13321

Actual cash balance.

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# Individual Account Reporting

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## Portfolio Valuation

Asset Allocation.

Total Portfolio Summary.

Statement of Changes.

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## Portfolio Valuation with SIC Breakdown

Same as Portfolio Valuation, but assets are broken down according to Industry class.

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## Fixed Income

Fixed Income Sector Summary.

Asset Allocation by Maturity.

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## Cash Transactions

Summary of Cash Transactions.

Select Transaction Types.

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## Full Cash Ledger

Summary of all Transactions Effecting Income and Principal Cash.

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## Purchases and Sales

Security Transaction Summary.

Choice of INT, DIV, RCV or all TRDTYS.

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## Portfolio Summary

Asset Mix.

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Target Percentages.

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Performance Summary.

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Equity Bullet Points.

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Fixed Income Bullet Points.

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Realized /Unrealized Gain and Loss.

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### **Portfolio Securities Rankings**

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Asset Allocation.

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Report on Equity, Fixed Income or All Securities.

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Choice of Various Ranking Options.

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### **Performance Summary**

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Performance by Sector.

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Performance as a Percentage or Dollar Amount.

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Periodic or Cumulative Reporting.

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## **Multiple Account Reporting**

### **Security Cross Reference**

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Who Owns.

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Unrealized Gain / Loss.

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Percentage of Portfolio.

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Various Sort Options.

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### **Security Cross Reference by Tax lot**

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Same as Security Cross Reference but includes tax lot positions.

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### **Asset Mix by Account**

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Choice of Various Sort Options.

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### **Cash Balances by Account**

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Cash and Cash Equivalent Balances.

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Cash as a Percentage of Portfolio.

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### **Performance Summary by Account**

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MTD, QTD and YTD Performance.

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### **Position Summary (13D)**

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Asset Allocation.

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Percentage Owned and Total Capital Gain.

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Choice of Minimum Market Value to Report.

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Choice of Issue Types to Report.

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### **Target Difference**

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Target Percentages.

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Differences between Target and Actual.

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### **Gain and Loss**

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YTD Realized and Unrealized Gain and Loss.

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### **Account Distribution Valuation**

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Sector Holdings by Selected Account Master Fields.

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### **Trade Summary for Fixed Income**

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Yield and Duration Analysis.

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# Functions and Commands

WINDBUILDACTS Allows you to rebuild a window universe to include new accounts or changes made to existing accounts.

WINDBUILDMGR Allows you to rebuild a window universe for a particular manager.

## Options / Guidance Commands

F1	Help.
F3	Main Menu / Exit.
F7	List Accounts.
F8	Options.
F10	Go / Save.
Esc	Back One Screen / Exit.

## Keyboard Instructions

Up Arrow	Move Up One Screen.
Down Arrow	Move Down One Screen.
Right Arrow	Move Right One Screen.
Left Arrow	Move Left One Screen.

## Report Movement / Directional Commands

T	Move to the Top of the Report.
B	Move to the Bottom of the Report.
P	Print the Report.
D	Download the Report.
S	Search for a Pattern of Characters in the Report.

N Search for Next Occurrence of Pattern of Characters in the Report.

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F Fax the Report.

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E E-mail the Report.

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