

Getting started

Importing portfolios from excel setup

Nordea Analytics



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Portfolio export

To import a portfolio into the new setup, start by exporting it from the Asset Manager.

1. Select the "... " icon to open the Analytics Portfolio Browser

2. Select the portfolio you want to export, in this case CITA FRN

3. Select File and Export to File. This opens a new windows, choose where to save the exported portfolio. The file can be deleted when it has been imported and saved, see next slide.

4. Go back to the front page by selecting My workspace

The screenshot displays the Nordea Analytics Asset Manager interface. The main window shows a form for portfolio input with fields for Portfolio name, Trade date (08/01/2020), Horizon date (08/04/2020), Report currency, Reinvest (only bonds), Cash account rate, User defined yield curve, and Key rate shift (0 year, 2 year, 5 year, 10 year, 30 year). A red box highlights the "... " icon next to the Trade date field. An arrow points from this icon to the Analytics Portfolio Browser window. In the browser window, the 'CITA FRN' portfolio is selected, and a red box highlights it. Another arrow points from the 'File' menu in the browser window to the 'Export to File' option. A third arrow points from the 'Export to File' option to the 'Portfolio to Excel' button at the bottom of the browser window. The browser window also shows a tree view of portfolios and a table of instruments for the selected portfolio.

Instruments	Nominal amount	Traded price	Traded date
DK0002036458	100		
DK0009299133	100		

Portfolio import

Having exported the portfolio, it can now be imported into the new setup.

1. Create an empty Portfolio
2. Double-click the portfolio to open
3. Select the plus sign (+) to open the portfolio options menu
4. Select Import Portfolio

The screenshot displays the 'Manual portfolio' section of the Nordea system. At the top, there is a blue bar with the text 'Manual portfolio' and a search icon. Below this, a folder icon labeled 'Portfolio' is visible. To the right, a blue button labeled 'Add new portfolio' is present. The main content area shows a list of portfolio options under the heading 'Manual portfolio'. A red box highlights a plus sign (+) icon next to the 'Manual portfolio' label. A red arrow points from this icon to a dialog box titled 'PORTFOLIO'. The dialog box contains several sections: 'ADD PORTFOLIO' with a folder icon, 'ADD POSITION' with a list of financial instruments (FOREIGN EXCHANGE, RATES, FINANCING/LENDING), and 'IMPORT' with a red box around the 'Import Portfolio' option and a link to 'Download 'Import Portfolio' Template'.

Portfolio import cont.

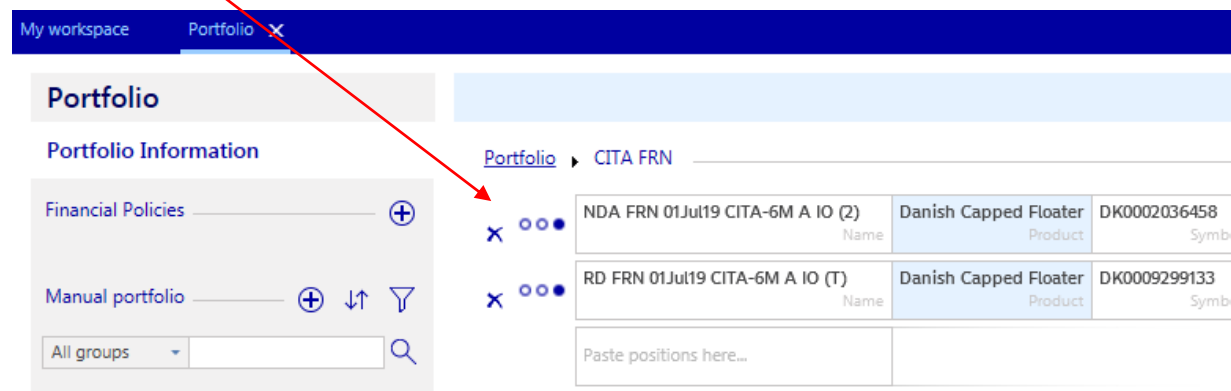
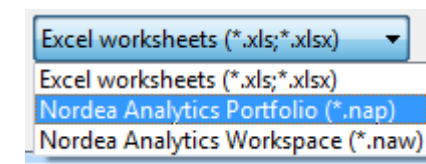
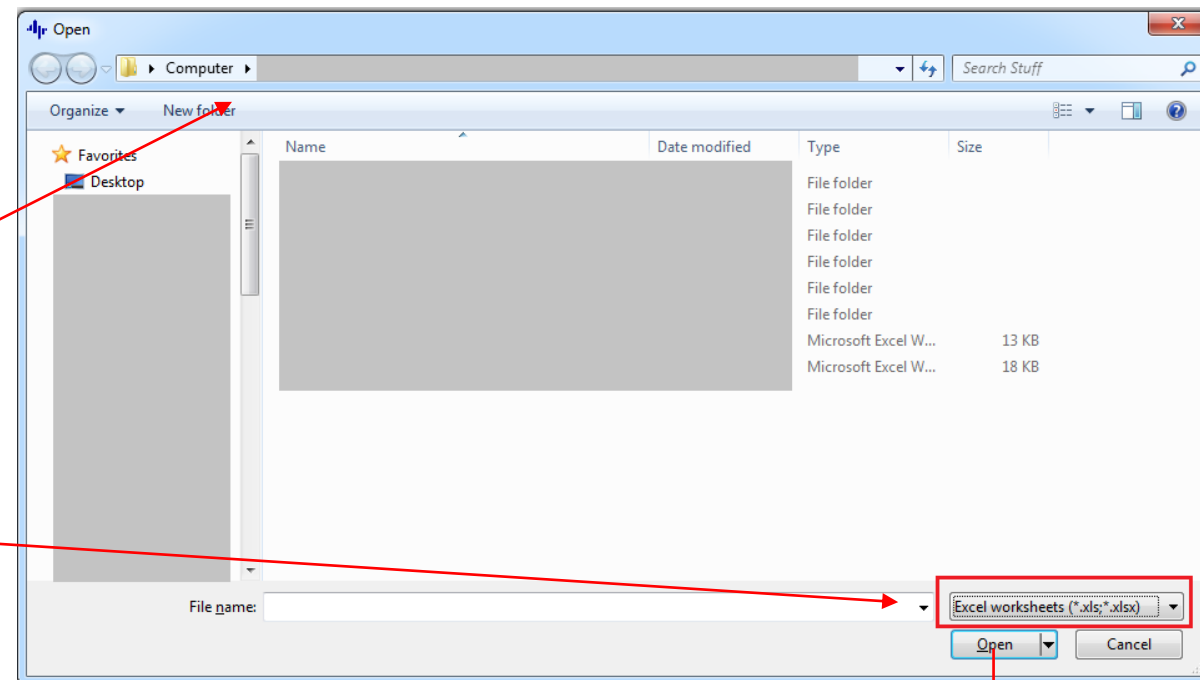
Selecting Import Portfolio opens a new window.

1. Find the location where the exported file was saved to earlier

2. Change the file extension from Excel worksheets to Nordea Analytics Portfolio

3. Select the file and press Open

4. The instruments will now be in the new portfolio



Save portfolios

After importing the portfolio, remember to save it. Portfolios are saved as a workspace, which is a file that is saved to your computer. This means it is easy to share portfolios with colleagues. A workspace can contain multiple portfolios.

1. In the top-left corner, select Start and Save As.
2. Save the workspace somewhere easy to find.
3. Recently used workspaces can quickly be opened again from the front page.

