

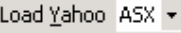


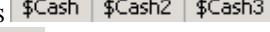

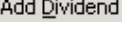












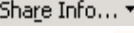
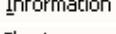

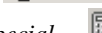





















Portfolio Manager User Guide

By

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Table of Contents

TABLE OF CONTENTS.....	2
1 INTRODUCTION.....	4
1.1 DOCUMENT CONVENTIONS USED:	4
1.2 SYSTEM REQUIREMENTS	4
1.3 PORTFOLIO MANAGER OVERVIEW.....	4
1.4 START UP AND APPLYING A REGISTRATION KEY	4
1.5 GENERAL ADVICE	5
1.6 GETTING STARTED:	5
2 PORTFOLIO MANAGER WORKSHEETS	7
2.1 WORKSHEETS CASH (AND CASH2 AND CASH3)	7
2.2 WORKSHEET AUTOCASH (FROM VERSION 8/MAY/2006 ONLY)	7
2.3 WORKSHEET PORTFOLIO.....	8
2.4 WORKSHEET SOLDTOT	8
2.5 WORKSHEETS SOLD-YYYY.....	9
2.6 WORKSHEET DIVIDENDS.....	9
2.7 WORKSHEET STOCKS	10
2.8 WORKSHEET EXCHANGES.....	10
2.9 WORKSHEET TRANS[ACTIONS]	11
2.10 WORKSHEET ACTIONS	11
2.11 WORKSHEET CPI.....	11
2.12 WORKSHEET BROKERS	11
2.13 WORKSHEET BYSHARE.....	11
2.14 WORKSHEET BYSECTOR	11
2.15 WORKSHEET BYTIME AND BYTIMEDATA.....	11
2.16 WORKSHEET LOG.....	11
2.17 WORKSHEET CHART-CLOSE AND CHART-VOHLC.....	12
2.18 WORKSHEET ORDERFORM.....	12
2.19 WORKSHEET SETTINGS	12
2.19.1 Settlement Days	12
2.19.2 Current GST Rate for Brokerage.....	12
2.19.3 Stamp Duty - Cents per \$100	12
2.19.4 Company Tax Rate	12
2.19.5 I normally buy shares in lots of.....	12
2.19.6 Initial Starting Tax Loss.....	12
2.19.7 I will be using the cash account(s).....	12
2.19.8 Full breakdown on Cash for buy/sell.....	12
2.19.9 Clear PriceData when closing.....	13
2.19.10 Automatic sheet recalculation.....	13
2.19.11 Auto Price Load every # minutes	13
2.19.12 Include Quarter in all FinYr Columns.....	13
2.19.13 My Default Broker for Buy is.....	13
2.19.14 Internal Settings	13
2.19.15 License Number and Registration Key	13
3 PORTFOLIO MANAGER CUSTOM MENU	14
3.1 MENU INTRODUCTION.....	14
3.2 MENU BUTTON 	14
3.3 MENU BUTTON 	14
3.4 MENU BUTTON 	14
3.5 MENU BUTTON 	15
3.6 MENU BUTTON 	16
3.7 MENU BUTTONS 	17
3.8 MENU BUTTON 	17
3.9 MENU BUTTON 	17

3.10	MENU		18
3.10.1	Add ...		Capital Gain/Loss	18
3.10.2	Add ...		Cash Transfer	18
3.10.3	Add ...		Cash #1 and  Cash #2 and  Cash #3	18
3.10.4	Add ...		Broker Code	18
3.10.5	Add ...		Buy Action Code	19
3.10.6	Add ...		Cash Transaction Code	19
3.10.7	Add ...		Manual Log Entry	19
3.11	MENU		19
3.11.1	Share Info ...		Information ▶ and Announcement ▶	19
3.11.2	Share Info ...		Chart ▶	19
3.12	MENU		19
3.12.1	Special ...		Calculate	19
3.12.2	Special ...		Automatic Price Load	19
3.12.3	Special ...		Toggle Recalculate	20
3.12.4	Special ...		Sort Ascending and  Sort Descending	20
3.12.5	Special ...		Protection On and  Protection Off	20
3.12.6	Special ...		Save Backup Copy	20
3.12.7	Special ...		Share Conversion	20
3.12.8	Special ...		Capital Return	21
3.12.9	Special ...		Pay by Direct Credit	21
3.12.10	Special ...		Pay by Credit Card	21
3.12.11	Special ...		Upgrade Version	21
3.12.12	Special ...		New Registration Key	22
3.12.13	Special ...		Daily Broadcast	22
3.12.14	Special ...		Delete Selected Row	22
3.13	MENU		22
3.14	AUTO FILTER ON/OFF		22
3.15	HIDE/SHOW COLUMNS		23
3.16	AUTO FIT COLUMNS		23
3.17	HELP		24
4	SAMPLE PORTFOLIO MANAGER TRANSACTIONS			25
4.1	BUYING A SHARE			25
4.2	SELLING A SHARE			28
4.3	ADDING A DIVIDEND			30

1 Introduction

1.1 Document Conventions Used:

- This Excel system is called *Portfolio Manager*.
- Items in **Red** are worksheet names within *Portfolio Manager*.
- Items in **Purple** are system settings that the user can change on the **Settings** Sheet.
- Items in **Blue** are column names used within a worksheet.
- Items in **Brown** are column letters within a worksheet.
- Items in **Green** are *Portfolio Manager* menu selections or button names.
- Menu operations are annotated using the “->” notation eg “**File -> Save As** [ALT+F+S]” means from the menu select the “**File**” menu then select the “**Save As**”, or you can use the keyboard short cut keys holding down **Alt** key and pressing **F** and the **S** keys
- Programmable Function keys 1 to 12 are denoted as **F1** to **F12**.

1.2 System Requirements

You must have Micro\$oft Excel97 or later installed to use *Portfolio Manager*. If you are using any of the web enabled features you must be logged on the internet and allow Excel to access the internet if you have a firewall installed.

You will also have to enable macros within Excel. To enable macros in Excel use “**Tools -> Options**” select the “**Security**” tab and click on **Macro Security** and select **Medium** or **Low**.

1.3 Portfolio Manager Overview

This web enabled spreadsheet was designed to record all details for a share portfolio. It has been written as a MS Excel spreadsheet that uses VBA code. It will leave no “footprints” (ie registry entries) on your system and everything is completely recorded within the spreadsheet.

The system also is web enabled in that it is capable of downloading stock prices from any exchange in the world, however it has been designed for the Australian Stock Exchange and the Australian Taxation System.

The system will allow you to record:

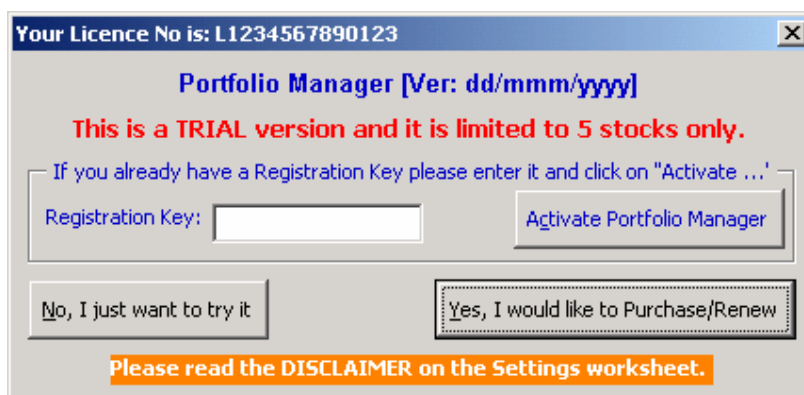
- Your current share portfolio
- All sold shares and their capital gains
- All Dividends
- Up to three separate cash bank accounts

In addition the system will also:

- Provide limited charting
- Provide limited share information
- Act as a “watch list” for selected stocks
- Alert users when shares are at or near “BuyAt” and “SellAt” points.

1.4 Start up and Applying a Registration Key

When you initially start *Portfolio Manager* you will receive the following splash screen:



This window will only appear when there is no Registration Key found for the Licence Number, or when your current Registration Key has expired. If you don't enter a Registration key then **Portfolio Manager** will work in Trial Mode only, which will limit the system to five stocks.

The Licence Number generated will be unique and if you wish to purchase a Licence then your Licence Number (*L1234567890123 in the above example*) will have to be emailed to me where upon a Registration Key will be emailed back to you. The Registration key will unlock the software from trial mode.

If you click on the **Yes, I would ...** button then you will be taken to the **OrderForm** worksheet. Your generated Licence Number will be filled in for you, and all you have to do is fill in your details, copy the order to the clip board (*via the Copy button*) and email it.

When your order is received, a Registration key will be emailed back and once this Registration Key is entered and **Activate Portfolio Manager** is clicked, then your Licence Number and Registration Key are saved in your **Settings** and your software will be activated.

When you re-open **Portfolio Manager** it will advise you of the expiry date for the Registration Key. In the event of the expiry of a Registration Key, you will need a new Registration key to reactive **Portfolio Manager**.

1.5 General Advice

It is recommended that you do not attempt to delete or move the position of columns as this will most likely cause the software to fail, there are a number special menu buttons that will allow you to customise the columns and rows displayed.

You may rename most worksheets tabs and you should only manually delete rows via the menu option "**Special -> Delete Selected Rows [ALT+P+D]**". You may also add your own worksheets and add any extra columns to the end of the existing worksheets.

Automatic calculation has been turned off (*for performance reasons*) when you open a fresh version, so to force a recalculate you must use **F9** key. You may turn this feature on (*via [ALT+P+R]*) and via Automatic sheet recalculation option on the **Settings** sheet.

All operations for **Portfolio Manager** should be performed via the custom menu bar and most worksheets are protected to stop accidental modification and/or deletion for formulas. This protection can be turned on and off via **[ALT+P+F]** or **[ALT+P+O]**.

If you do manage to corrupt any of the formulas then doing an Upgrade (*even to the same version*) should repair any damage.

1.6 Getting Started:

If you are a new user to **Portfolio Manager**, here is a check list of what you should do:

1. You will need to send me your Licence Number via "**Special -> Order Form**" or by clicking on Yes, I would like to Purchase/Renew. This will take you to an Order Form where you can fill in your details and click Email Order. When you have received your Registration Key enter it in the initial start up window and click the **Activate ...** button.
2. Before you start entering your data, have a play around with the software to familiarise yourself with how you do things, after all you can have as many copies as you wish to play with.

3. Make sure the **Stocks** worksheet contains all the stocks you are going to deal with. If not add your stocks on the end of Column **A**, then click **Load ASX** or **Load Yahoo** to load current share prices. If you want to load non Australia stocks then select the exchange from the drop down on the **Load Yahoo** button and enter the exchange code in column **B**.
4. Make sure you have your broker(s) defined (*if it is not already there*) in **Brokers**, and the correct brokerage fees (*GST inclusive*) have been defined.
5. Check, review and change **User Settings** in the **Settings** worksheet to suit your needs. Some of the default values may not suit your needs, for example if the portfolio is for a Super fund then set **Tax Rate after 12mths** to **66.666667%**.
6. Go to the **Portfolio** worksheet and do **Buys** and **Sells** to setup your Portfolio. In the **Buy & Sell** screens always use the dropdown arrows to select the value you want, once selected you can scroll up and down via your keyboard up and down arrow keys. You can enter any dates in any of the buy and sell screens.
7. Resave your Portfolio using a different name other than "Portfolio.xls". If you leave it with this name it will prevent future upgrades.

The key aspects to remember with this software are:

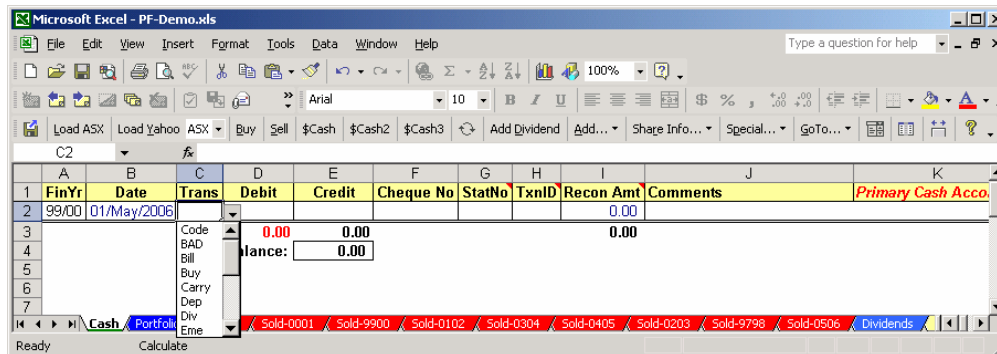
- It is all table driven, in that it is up to you to have appropriate values (**in sorted order**) in the lookup tables **Stocks**, **Brokers**, **Trans**, **Actions** and **Settings**.
- It is only a fancy spreadsheet so you can overtype any values (*but not the formulas*) on any of the sheets and use **F9** to recalculate. If you make a mistake in the popup screen entry, then you can still overtype any of the data values, just don't change any of the formula cells.
- The **Portfolio** and **Sold-yyyy** entries are automatically generated for you via the **Buy**, **Sell** and **Add Dividend** Screens, however there is nothing stopping you from altering any of the cells or deleting rows to undo an action.
- If you do stuff up some of your data, just don't do a save, close it without saving and reopen it and the changes will have gone.
- When you have your Portfolio all in and up to date then please follow the maxim **BACKUP EARLY AND BACKUP OFTEN**. Use the **Backup...** option on the **Special ...** menu every so often. Given the often complex nature of the data it is easy to stuff something up, in which case you can still revert to your backup copy.
- It does not write to the Registry and can be safely deleted just like any other Excel spreadsheet. In other words, it does not leave any *foot prints* and ALL information is held within the one spreadsheet.

That's the whole system, simple to use, cheap, web enabled, doesn't require specialised software and runs as a standard Excel spreadsheet.

2 Portfolio Manager Worksheets

2.1 Worksheets Cash (and Cash2 and Cash3)


*NOTE: If you have changed the setting **I will be using the cash account(s)** to **No** then these buttons will not appear and if you have renamed the worksheet tab then the names of these buttons will also change to match the tab name.*



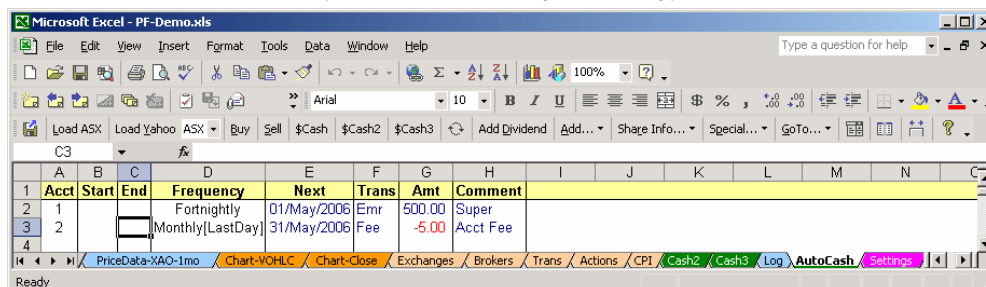
These worksheets allow you to record all the debits and credits from your cash account(s). Clicking on the **\$Cash/\$Cash2/\$Cash3** buttons (or “Add... -> Cash2/Cash3”) will create a new cash entry. The dropdown list for in the **Trans** column is linked to the **Trans** worksheet where all your possible cash transactions types are recorded. You may modify the transactions types or add new transactions codes as required.

Column **StatNo** is used to record the statement page number and the column **TxnID** is used to record a sequence number within each statement. The **TxnID** is a number that you assign and it is recommended that for each statement you write a sequence number against each transaction.

To aid the reconciliation process, when both the **StatNo** and **TxnID** are entered the total amount will appear in the **Recon Amt** column. The Total in column **I** can be used to balance against your bank statement.

You can use the auto filter button  to get Individual statement subtotals for statement reconciliation.

2.2 Worksheet AutoCash (From Version 8/May/2006 only)



This worksheet allows you to define any automatic cash transactions that can occur on any of the 3 cash accounts. These transactions will automatically be created for you each time you open portfolio manager or when you do a menu refresh. You will be alerted when any transactions are automatically created.

2.3 Worksheet Portfolio

FinYr	Date	Action	Bkr	Share	#Shares	Price	BuyValue	Brokerage	GST	SDuty	CapRet	\$Buy	5%	StLoss	SellAt	Last P
05/06	01/Dec/2005	Buy	OTD	AGL	309	16.150	4,990.35	10.00	1.00	0.00		5,001.35	17.09	12.110	24.230	16
05/06	31/Oct/2005	Buy	ETD	STO	2,200	11.350	24,970.00	10.00	1.00	0.00		24,981.00	11.94	8.510	17.030	11
05/06	25/Oct/2005	Buy	ETD	TOL	1,600	12.200	19,520.00	29.95	3.00	0.00		19,552.95	12.85	9.150	18.300	13
05/06	25/Oct/2005	Buy	ETD	TLS	5,000	4.110	20,550.00	29.95	3.00	0.00		20,582.95	4.33	3.080	6.170	3
							70,030.35	79.90	8.00	0.00		70,118.25				

This worksheet will record all the details about your current share portfolio and will allow you to see its value (*with 20 minute delay*). You should not attempt to add or delete (*except via “Special - > Delete Selected Rows [ALT+P+DJ]”*) any rows yourself, instead use the **Buy** and **Sell** buttons.

Columns **Share**, **Name**, **Sector** and **Last Price** are linked to the **Stocks** worksheet and so any change in the **Stocks** worksheet will be reflected in these columns.

Cell **P1** (in brown) may also be changed to any Percentage, and when **F9** (*recalculate*) is used it will display the share price required to make the % return (*allowing for brokerage, GST and stamp duty defined in Brokerage and Settings worksheets*). Setting it to 0% would give you the “break-even” price.

Columns **Q** & **R** display the Stop Loss and a Sell At price of your share. These columns are calculated based on the percentages specified in the **Settings** worksheet. You may change these generated values if they do not suit your needs. When the price of a stock is within 5% of the Stop Loss or Sell At the price is highlighted in orange. When the share price reaches the Stop Loss it is displayed in red and when the price reaches the Sell At it is displayed in green.

The blue columns give you all the information about what the portfolio shares are worth if they were to be sold today, at the current time. Your brokerage and GST (*column V and W*) are all worked out using the broker you have in **Bkr** (*column D*).

The broker code is looked up in the **Brokers** worksheet and it is the broker that is currently holding your shares in CHESS, not the broker that you bought the shares in, this can be found out from the **Log** worksheet. If you move your shares from one broker to another then you should overtype/change this code so that the system correctly works out the brokerage if you were to sell today.

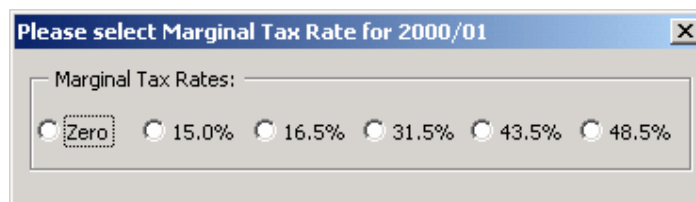
At the bottom of your portfolio the totals in columns **Y**, **Z** and **AA** will give your total profit/loss position of the entire portfolio.

2.4 Worksheet SoldTot

FinYear	Net Profit	Tot Gain	Loss Prev Yr	Net Gain	Loss Next Yr	Tax Gain	Tax Rate	Tax Payable
1997/98	11.10	11.10	\$0.00	11.10		11.10	31.5%	3.50
1999/00	1,840.45	1,840.45		1,840.45		1,840.45	31.5%	579.74
2000/01	-5,027.50	-5,027.50		-5,027.50		-5,027.50	31.5%	
2001/02	1,964.05	1,964.05	-\$5,027.50	-3,063.45		-3,063.45	31.5%	
2002/03	25.34	25.34	-\$3,063.45	-3,038.11		-3,038.11	31.5%	
2003/04	8,923.65	8,923.65	-\$3,038.11	5,885.54		1,436.37	31.5%	452.45
2004/05	524.05	524.05		524.05		524.05	31.5%	165.08
2005/06	-1,290.52	-1,290.52		-1,290.52		-1,290.52	31.5%	
	6,970.62	6,970.62						1,200.77

This worksheet is automatically created and maintained by the system to calculate appropriate totals for each financial year. You should **not** attempt to add or delete any rows and the only column that you can change on this worksheet is column **H** (*Tax Rate*).

You will be prompted via the following popup:



to select the Marginal Tax Rate when a new row is created in **SoldTot**. If you ever want to alter this rate, then just overwrite the value in column **H**.

2.5 Worksheets Sold-yyyy

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Sell Date	Bkr	Share	Name	#Shares	Price	Value	Brokerage	GST	SDuty	\$Sell	Buy Date	BuyPrice	BuyB
1	01/Dec/2005	QTD	AGL	FPO	309	16.150	4,990.35	10.00	1.00	0.00	4,979.35	01/Dec/2005	16.150	10.00
3	11/Aug/2005	QTD	BEN	BEN BANK FPO	500	10.060	5,030.00	25.41	2.54	0.00	5,002.05	11/Aug/2005	10.000	25.41
4	09/Aug/2005	QTD	TLS	TELSTRA CORPORAT	500	4.960	2,480.00	25.41	2.54	0.00	2,452.05	18/Oct/1999	7.400	25.41
5	09/Aug/2005	QTD	CML	COLES MYER FPO	3	9.830	29.49	5.45	0.54	0.00	23.50	10/May/1999	7.060	5.45
6	09/Aug/2005	QTD	CML	COLES MYER FPO	11	9.830	108.13	19.96	2.00	0.00	86.17	10/May/2004	7.560	19.96
7							12,637.97	86.23	8.62	0.00	12,543.12			

All the details in these worksheets are automatically generated when a **Sell** is performed on the **Portfolio** worksheet. A new **Sold-yyyy** worksheet will automatically be created for each financial year.

Your total trading profit/loss is recorded along with the Tax due (using the old *indexed* or new *discount* system). Columns **W** to **AA** relate to the old CGT (*Capital Gains Tax*) system before 22/Sep/1999 and the **CPI** worksheet is used to derive the CPI (*Consumer price Index*) adjusted Profit in column **AA**. The blue fields can be altered manually if required.

If you have non Australian shares then you should ignore columns **W** to **AB** as they only relate to the Australian Taxation system, if however your shares are Australian then the system will automatically select the best tax system in column **AB** when you do a sell.

The examples given in the ATO Guide to Capital Gains Tax book have been tried to verify that the CGT calculation figures are correct. It is recommended that you examine this ATO publication if you are unsure about CGT calculation. It is your responsibility to ensure that the derived amounts are in fact correct.

At some point you may want to delete older **Sold-yyyy** worksheets (ie older than 7 years etc), and you can do this but if there was a loss being carried then you should include this loss in **Initial Starting Tax Loss** to maintain the same totals.

If you do delete an older **Sold-yyyy** worksheet the system will regenerate the **SoldTot** worksheet when you next reopen your Portfolio.

2.6 Worksheet Dividends

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	FinYr	Date	Stock	Name	Cents Per Share	DRI Shares	DRI Div	Div Amt	Imp Credit	WhTax	Franked	UnFranked	CapRet	Fees	Net Tot	Gross Tot
2	05/05	11/Aug/2005	WOOLWORTHS FPO		50			555.50	238.07	269.41	555.50				286.09	793.57
3	04/05	30/Apr/2005	TLS	TELSTRA CORP FPO	13			221.00	94.71		221.00				221.00	315.71
4	04/05	10/May/2005	CML	COLES MYER	14	11	83.16	35.64			83.16				83.16	118.80
5	03/04	31/May/2004	CMLPA	COLES MYER-PREF	3.26			290.04	124.30		290.04				290.04	414.34
6	03/04	24/Jun/2004	APA	AUST PIPELINE	5			210.00			210.00				210.00	210.00

This sheet records all Dividends and Capital Returns for your shares. You can create a new entry by clicking on a share row in **Portfolio** (or **Sold-yyyy**) and click on the **Add Dividend** Button.

You also have the ability to enter dividend reinvestments (DRI) by entering the number of DRI Shares and their cash value, the system will then also create an entry in the **Portfolio** worksheet to represent the DRI buy. Entries in the **Cash**, **Cash2** or **Cash3** worksheets will also be created if you have nominated a cash account to credit.

When a Capital return amount is entered it will be automatically applied; to column **N** in **Portfolio**; across all holdings for the selected stock across your portfolio.

If your dividends have any withholding tax or management fees deducted, then you can also enter these details and they will also be recorded the **Dividends** sheet.

2.7 Worksheet Stocks

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Code	Mkt	Company Name	Sector	BuyAt	SellAt	Last	\$ +/-	Daily Gain	Bid	Offer	Open	High	Low	Volume	%Change
1	AGL	ASX	AGL FPO	Australian SE			16.150	-0.150	-278.10			16.150	16.240	16.070	1,177,659	3.18%
2	APA	ASX	AU PIPELIN UNITS	Utilities			3.870	-0.030				3.910	3.920	3.870	243,558	0.66%
3	BEN	ASX	BEN BANK FPO	Banks			11.920	-0.080				11.900	12.000	11.860	123,864	-0.03%
4	CBA	ASX	CWALTH BANK FPO	Banks			41.140	-0.560				41.550	41.670	41.130	4,215,331	1.85%

This is where the power of this system comes into play because all the stock details are obtained directly from the Australian Stock Exchange web site via **Load ASX** or Yahoo Finance (*based on what is selected in the dropdown box*) via **Load Yahoo**. The Stock codes Names, Sector and Prices (*columns A, C, D and G*) are all linked back into your **Portfolio** worksheet.

Column **I** (*Daily Gain*) is based on the total number of stocks you hold multiplied by the change in price in column **H**. A total gain (*or loss*) is also generated at the end of column **I**.

Column **D** (*Sector*) is derived separately from the ASX and you will be asked if you want to load the sector if any are blank. You can of course enter the sector yourself. The sector is used in the **Portfolio** and **BySector** worksheets. To load any sectors requires about 80k of downloaded data to be processed.

If you want to just reload the sector names then just clear out all the values in the Sector column and then use **Load ASX**.

Add any additional ASX codes at the end of column **A** (*Code*) and then click on **Load ASX** or **Load Yahoo** and the latest price details for all stocks will sorted and be returned (*with a 20 minute delay*) from the ASX/Yahoo web sites (*you will of course, have to be logged on the internet for this function to work*).

Column **P** (*%Change*) is highlighted in **Green** and **Red** to indicate rises and falls. If this column is bold then it has had more that 5% change, and if the column is a larger font then is has changed by 10% or more.

Cell **R1** contains the last date and time you loaded prices (*or last time market was open*), and column **S1** is a hyperlink to the ASX prices.

NOTE: If you are getting errors via a message box while trying to load prices, it normally means the ASX/Yahoo site is either down or too busy. Firstly try the other price load button but if these errors persist then it is recommended that you use your browser to try and display stock prices, this will establish if the problem lies with the ASX/Yahoo or Portfolio Manager. From time to time the web sites accessed can change their URL's and/or behaviour. So a change to the Settings may be required, in such a case you will be advised how to fix the problem by entering a new URL in your Settings.

2.8 Worksheet Exchanges

This worksheet defines all the stock exchanges around the world and **you should not attempt to change any values in columns A to E unless directed**. You can however enter an exchange rate in column **F**. Any non zero exchange rate is then applied in the prices in the Stocks sheet when you do a Yahoo price load.

2.9 Worksheet Trans[actions]

This worksheet defines all the valid cash transaction codes used in the **Cash** worksheet (*see 2.1 above*). You may add/delete or modify these codes to suit. To add a new Cash Transaction code click on “Add... -> **Cash Transaction Code**”.

2.10 Worksheet Actions

This worksheet defines all the valid Buy action codes. It also defines if the action will generate a Cash debit transaction and if the action is subject to stamp duty and/or brokerage. To add a new Action click on the “Add... -> **Buy Action Code**”.

For example an Off Market transfer is subject to stamp duty (*prior to 1/Jul/2001*) but is not subject to brokerage so the flags have been set accordingly for the **OffMT** code.

2.11 Worksheet CPI

This worksheet defines all the CPI rates for every quarter. This information is only used if you sold a stock that had been purchased before **22/Sep/1999** and you held the stock for a least 12 months. The **Sold-yyyy** worksheet uses this worksheet to calculate the Indexed taxable values.

You should not need to alter this worksheet since it only relates to the older indexed Tax system.

2.12 Worksheet Brokers

This worksheet defines all the stock brokers available in the system. Each broker is assigned a code and if your broker is not there then all you have to do is click on “Add... -> **Broker Code**” and enter a broker code (your choice) and its details.

Column **Min1** defines the lowest brokerage up to **UpTo1**.

Column **Min2** define the next minimum level of brokerage up to **UpTo2**. This is left blank if the broker has no 2nd level of minimum brokerage.

Column **Rate** defines the brokerage rate if the amount of the trade is greater than the minimums.

NOTE: All details entered in Brokers are GST inclusive.

2.13 Worksheet ByShare

This is a pivot table showing your portfolio broken down by share.

You will not need to change this worksheet; all details are automatically generated when you click on the ByShare tab.

2.14 Worksheet BySector

This is a pivot table showing your portfolio broken down by sector.

You will not need to change this worksheet; all details are automatically generated when you click on the BySector tab.

2.15 Worksheet ByTime and ByTimeData

This is an automatically generated graph (*and data sheet*) over time of your Portfolio, Cash, Profit and Total.

You will not need to change this worksheet; all details are automatically generated when you click on the ByTime tab or when you close Portfolio.

2.16 Worksheet Log

This is a record of all buys, sells, takeover and conversions performed, the details are automatically generated. You can however manually add or correct entries if required.

2.17 Worksheet Chart-Close and Chart-VOHLC

These two worksheets contain Charts that are generated from the **PriceData...** worksheet data when you use the “**ShareInfo -> Chart ...**” options. The stock code is derived from the selected row, if it cannot be derived then you will be prompted.

2.18 Worksheet OrderForm

If you want to purchase *Portfolio Manager* this worksheet will allow you to create an order, which can then be sent via email or other means. Once you have filled in your details click on the Copy button and send the order via email using windows Paste.

2.19 Worksheet Settings

This worksheet is used to define all system wide settings. There are three blocks of settings in Blue, Brown and yellow.

All “User Settings” in blue can be changed to customize *Portfolio Manager* to suit your needs. These settings are:

2.19.1 Settlement Days

Used when generating a cash transaction. The Settlement Days value is added to the dates for Buys and Sells. This is a working days (Mon - Fri) calculation.

2.19.2 Current GST Rate for Brokerage

This is the current rate of GST (10%), and will be applied to the total brokerage for Buys and Sells.

2.19.3 Stamp Duty - Cents per \$100

This is the Stamp Duty rate for all trades. **With the abolition of Stamp Duty from 1/Jul/2001 then this should be set to 0** after this date, otherwise it is \$0.15 cents per \$100.00 or part thereof.

2.19.4 Company Tax Rate

This is current Company Tax rate and it is used when deriving the franking credits on the Dividend screen when you enter the cents per share.

2.19.5 I normally buy shares in lots of

This allows you to set a default \$ amount for a buy. The numbers of shares generated as a default will be approximately this amount.

2.19.6 Initial Starting Tax Loss

If you have a tax loss that you want to carry from previous years, that will is not recorded in *Portfolio Manager* then you can specify the amount in this field. It is used when displaying your net position on the **Portfolio** and **Sold-yyyy** worksheets.

2.19.7 I will be using the cash account(s)

Setting this option to **No** will default Cash account options to *None* in the **Buy**, **Sell** and **Dividend** popup screens, it will also suppress the **\$Cash** buttons on the menu bar. You can also nominate **One** or **Two** if you are only using one or two of the cash accounts.

2.19.8 Full breakdown on Cash for buy/sell

If this option is set to **Yes**, then when a buy or sell and a Cash transaction is generated it will also create separate entries for brokerage, Stamp Duty and GST in addition to the actual buy or sell, if this option in **No** then a total net amount is generated in the relevant Cash worksheet.

2.19.9 Clear PriceData when closing

If the option is set to **Yes**, then the worksheet **PriceData-...** will be cleared, this will help reduce the size of *Portfolio Manager* when you save it.

2.19.10 Automatic sheet recalculation

If the option is set to **Yes**, then the whole workbook will do a recalculate each time any value in any sheet is changed. In some cases you will find that this may cause there system to slow down.

2.19.11 Auto Price Load every # minutes

This will be set for you when you turn **On** or **Off** Automatic price loading, ie “**Special -> Automatic Price Load**”. It has been made a setting so that it will be remembered when you reopen *Portfolio Manager* again.

2.19.12 Include Quarter in all FinYr Columns

If the option is set to **Yes**, then the **Fin Yr** columns on **Portfolio**, **Dividends**, **Cash**, **Cash2**, **Cash3** and **Log** will also display a quarter suffix.

2.19.13 My Default Broker for Buy is

When you do a Buy in **Portfolio** this is the default broker code that will be initially set in the Broker input box.

2.19.14 Internal Settings

These settings are for internal use only, do not attempt to change them unless directed. In cases where a web site URL changes then you may be provided with the new URL(s) to enter.

2.19.15 License Number and Registration Key

Your current License Number and corresponding Registration Key are recorded in this yellow area.

When you enter your Registration Key in the initial start up window (*see 1.4 above*) it will be recorded and saved in this area.

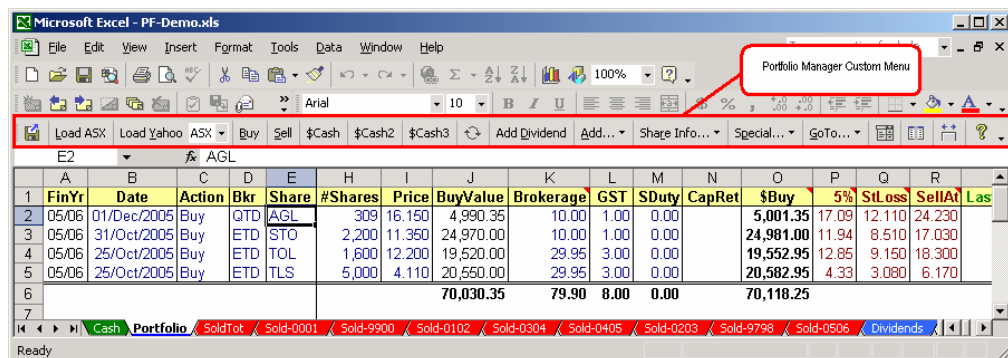
If you want to start a new Portfolio then you can just copy a previous License Number and Registration Key into these field and providing that are valid then everything will continue to work.

*NOTE: If you have been issued a **trial** Registration Key then that key will only work for that PC, otherwise the standard Registration Key will work on any PC.*

3 Portfolio Manager Custom Menu

3.1 Menu Introduction

All operations in *Portfolio Manager* have be designed to operate via its own custom Menu Bar:



If this menu bar is lost at any time then [Ctrl+Shift+M] will rebuild it. The menus item are:-

3.2 Menu Button

This button will save and close *Portfolio Manager*. In addition if you hold the **Shift** down it will close without a save.

3.3 Menu Button

This will load share prices from <http://www.asx.com.au> with a 20 minute delay. If you have any missing sectors in **Stocks** it will also ask if you want to reload the sector names. It should be noted that this price load will be slower that the **Load Yahoo**.

3.4 Menu Button

This will load share prices from <http://yahoo.com.au> (with a 20 minute delay for ASX), depending of the exchange selected it also enable you to load share prices from any stock exchange in the world.

If for example you want to load Micro\$oft share price then you would set the stock code to **MSFT**, the **Mkt** (column **B**) to **NAS** and select **NAS** in the button drop down. The **Load Yahoo** button will now only load stocks with a **Mkt** of **NAS**. You would have to change it back to **ASX** reload Australian share prices.

3.5 Menu Button **Buy**

This will allow you to **Buy** more shares. When you click on this button you will get the following popup screen:

The screenshot shows a Windows-style dialog box titled "[Ver: 08/May/2006] Buy/Add stock to your Portfolio". The dialog contains the following fields and controls:

- Date:** A text box containing "06/May/2006" with a calendar icon to its right.
- Contract Note No:** An empty text box.
- Broker:** A dropdown menu showing "QTD" with "QuickTrade (St George)" listed next to it.
- Action:** A dropdown menu showing "Buy" with "Buy Shares - Initial Buy" listed next to it.
- Stock Code:** An empty dropdown menu with a note "(if not in list, add code into 'Stocks' and redo buy)".
- No of Shares:** A numeric input field with up/down arrows.
- At Price:** A numeric input field with up/down arrows.
- No Brokerage:** An unchecked checkbox.
- Brokerage:** A text box containing "\$27.95 up to \$21,500 or %0.13 [+]" with a note "(\$27.95 up to \$21,500 or %0.13 [+])".
- GST:** An empty text box.
- Stamp Duty:** An empty text box.
- Total Cost:** A text box containing "\$0.00".
- Cash Account to Debit:** A section with four radio buttons: "None", "Cash" (selected), "Cash2", and "Cash3".
- Buttons:** "Ok" and "Cancel" buttons at the bottom.

You then select the date of Purchase, the stock broker, the type of buy action, the stock code, the number of shares and price. The system will calculate the brokerage & GST. If you are using the Cash accounts then you also should nominate the account where the transaction will occur.

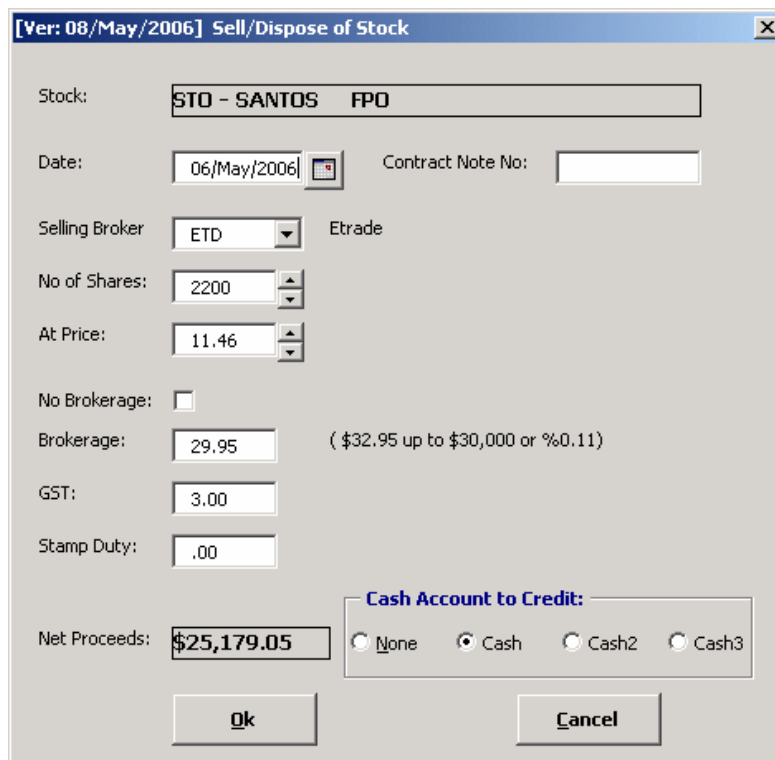
The **Buy** and **Sell** screens use the worksheets **Action**, **Stocks** and **Brokers** to validate all details entered. If applicable your brokerage, GST and stamp duty are automatically worked out (according to the **Brokerage** and **Settings** worksheets) for any **Buy** or **Sell** order. In some cases the calculated brokerage may not be correct, so just overwrite the values to suit.

If the share you want to buy does not appear in the drop down list on Stock Code then you will have to Cancel this function, go and add the new Stock code on the end of **Stocks**, load its price with either **Load ...** button. Once you have done this then you can retry the Buy.

Once all the details are entered and you have press **Ok**, the system will then proceed to create new entries in your **Portfolio**, **Log** and optionally **Cash**.


3.6 Menu Button

This button will enable you to sell all or part of any holding recorded in your **Portfolio**. Before you can do a Sell you must firstly select the row of your Portfolio that you want to sell, when you have select your row and clicked on **Sell** then you will receive a popup screen like:



[Ver: 08/May/2006] Sell/Dispose of Stock

Stock:

Date:  Contract Note No:

Selling Broker: Etrade

No of Shares:

At Price:

No Brokerage: ☐

Brokerage: (\$32.95 up to \$30,000 or %0.11)

GST:

Stamp Duty:

Net Proceeds:

Cash Account to Credit:

☐ None ☒ Cash ☐ Cash2 ☐ Cash3

All the details from the selected share will be displayed together with the calculated brokerage and GST. If you want to sell all the shares then you would just click on Ok, where upon the selected row in your Portfolio is removed and added to the relevant **Sold-yyyy** sheet (*in this case **Sold-0506***).

If you have changed the numbers of shares to less than the holding then only a proportion of shares are removed and the initial buy Brokerage and GST will be proportioned accordingly.

In the above example if the user had changed the number of shares to 100 then there would be 50 shares still remaining in the portfolio and the original buy brokerage and GST would have be reduced to 1/3, but in the **Sold-0506** worksheet the buy brokerage and GST would be 2/3 of the original buy costs. This means you can always sell part of a holding and the system should correctly proportion all buy costs between what is left and what has been sold.

You may also enter a sell price of **\$0.00** if you want to do a complete write-off of your shares, in this event you will be asked to confirm this. You would only do this when a stock goes bust, i.e. like good old **HHH**.

If you sell a number of rows for the same stock on the same day, the software assumes that this is really a single sell transaction for many rows of the same stock (*this would normally occur when you have purchased the same stock at different times in the past and you are now selling all or part as one transaction*).

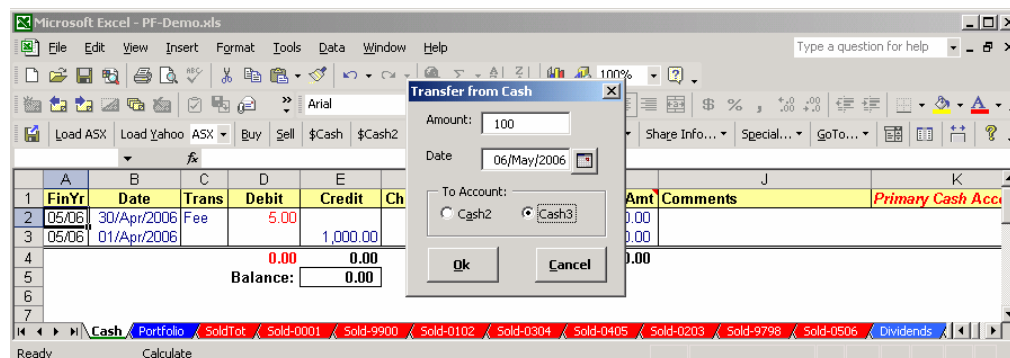
As a result the software will proportion (*based on the % of the total shares sold*) the total selling Brokerage, GST and Stamp duty across all the sold rows. If this event ever occurs you will be informed of the number of rows (*the comment **Brokerage/GST proportioned** is added to these rows*) effected by this special process.

3.7 Menu Buttons

These buttons will create a new row on the corresponding Cash account and leave your cursor on the **Date** column in the relevant **Cash** worksheet. See 2.1 above on the **Cash** worksheets for example. These buttons will only appear when you have elected to use the cash worksheets via **I will be using the cash account(s) in Settings**.

3.8 Menu Button

This button will perform a cash transfer from the current active **Cash** worksheet to another nominated **Cash** worksheet. If for example you were in **Cash** and you clicked on this button and entered 100 in the **Amount** field, and clicked on **Cash3**, ie:



When you press **Ok** the system would then create a \$100 debit in **Cash** and a \$100 Credit in **Cash3**.

3.9 Menu Button

This button works like the **Sell** button in that you have to select a row on your **Portfolio** or select a row on any of the **Sold-yyyy** sheets to nominate the share that you want to add a dividend for. When you do select a share and click on the button you will get the following popup screen:

[Ver: 08/May/2006] Add Dividend and/or Dividend Reinvestment

Share:

Dividend Date:

Cents Per Share:

Dividend Amt:

Cash Account to Credit:
☐ None ☒ Cash ☐ Cash2 ☐ Cash3

Dividend Reinvestment:
 Dividend Amt: New Shares:

Imputation Credit:

Unfranked:

Capital Return:

Franked: Withholding Tax:

Gross Value: Management Fees: *(Will also be deducted from Cash Account)*

Net Value: Cheque No:

Comments:

Ok **Cancel**

The system will work out the number of shares from the selected row. The first thing to do is enter the **Dividend Date** and the **Cents Per Share**.

When you enter the **Cents Per share** the system will (*as you type*) dynamically derive the **Dividend Amt**, **Imputation Credit** and **Franked** amounts assuming the share is fully franked. If any of these amounts are incorrect then you can still overwrite the values to match your actual dividend.

You can also nominate a Cash account to credit, and if the shares are from Dividend Reinvestment then just enter the **DRI Dividend Amt** and the number of **New Shares**. The system will effectively do a Buy for the additional shares from your DRI.

Any dividends that have withholding tax, fees or Capital Return can also be entered on this screen and these additional details will be recorded. Any Capital Return amounts will also be recorded in column **N** on in **Portfolio** worksheet.

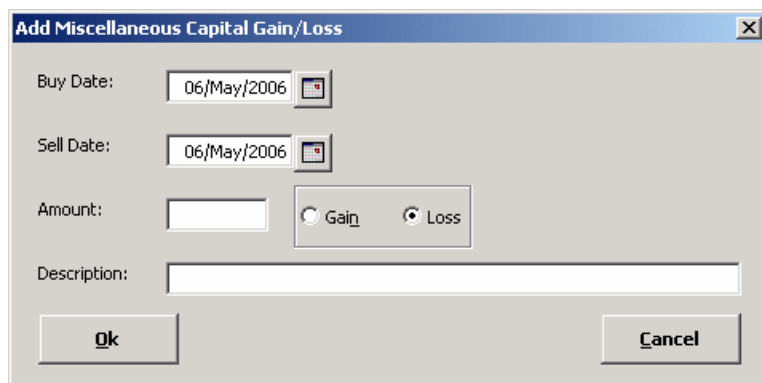
When you click on Ok a new entry will be created in the **Dividends** Sheet and optionally on **Cash** and if you entered any Dividend Reinvestment then the system will also create a new entry in your **Portfolio** to account for you new shares.

3.10 Menu

This menu has a number of sub menu options all related to adding other miscellaneous items, these sub items are:

3.10.1 Add ... Capital Gain/Loss

This will allow you add a one off Capital Gain or Loss on to your **Sold-yyyy** worksheet. When you select this option you will see the following popup:




The dialog box titled "Add Miscellaneous Capital Gain/Loss" contains the following fields and controls:

- Buy Date:** A date picker showing "06/May/2006".
- Sell Date:** A date picker showing "06/May/2006".
- Amount:** A text input field.
- Gain/Loss:** Two radio buttons, "Gain" and "Loss", with "Loss" selected.
- Description:** A text input field.
- Buttons:** "Ok" and "Cancel" buttons at the bottom.

You can then enter the date the item was obtained and the date it was sold together with the amount and if it was a gain or loss and a description.

The system will then add this row into the relevant **Sold-yyyy** worksheet so all calculations will now reflect the capital gains/loss event.

3.10.2 Add ... Cash Transfer

This option is the same as  and will invoke the Cash Transfer popup.

3.10.3 Add ... Cash #1 and Cash #2 and Cash #3

This option works the same as the **Add Cash** buttons.

3.10.4 Add ... Broker Code

Use this option to add a new Broker row in **Brokers**.

3.10.5 Add ... Buy Action Code

Use this option to add a new **Buy Action** code, as used are used in the Buy screen.

3.10.6 Add ... Cash Transaction Code

Use this option to add a new a Cash Transaction code, as used on the **Cash** worksheets.

3.10.7 Add ... Manual Log Entry

All entries on the **Log** sheet are automatically created, if however you ever need to add your own manual Log entry then this option will allow you to.

3.11 Menu

All options with this menu apply for the selected stock code, so if you put your cursor on a stock code it will use that stock code, otherwise an input box will prompt the stock code. In addition you **MUST** be logged on the internet for any of these options to work.

3.11.1 Share Info ... and

Any selection within these submenus will open up your browser into the relevant ASX webpage for the selected share. You can then use the Browser to obtain all the required details.

3.11.2 Share Info ...

This option will create two charts (*using High, Low & Close, Close and Volume*) for the selected time period for the selected stock code. The price data for the charts is automatically downloaded from the web and saved in the **PriceData...** worksheet.

3.12 Menu

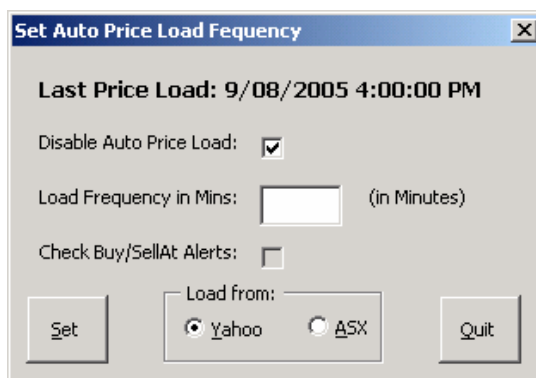
This menu is the “everything else” items that are not commonly used, the option available are:

3.12.1 Special ... Calculate

This will perform a workbook **F9** re-calculate

3.12.2 Special ... Automatic Price Load

This will allow turning **on** or **off** automatic web price loads. You will be presented with the following popup screen:



To activate automatic price loads, un tick the “**Disable Auto Price Load**” and then select the update frequency in minutes and nominate **Yahoo** or **ASX** load. When you have made your selections and clicked on **Set**, then every “**Load Frequency in Mins**” minutes the price will automatically update. To turn off again just use “**Special -> Automatic Price Load**” and tick “**Disable Auto Price Load**”

3.12.3 Special ... Toggle Recalculate

This will toggle workbook calculation from Manual to Automatic or Vis versa. Automatic calculation is normally turned off in **Portfolio Manager** for performance reasons

3.12.4 Special ... Sort Accending and Sort Decending

If you want to re-sort any worksheets by a particular column (*for example Date in Portfolio*) then just select the whole column and then use these options to sort the worksheet ascending or descending.

3.12.5 Special ... Protection On and Protection Off

Most of the worksheets in **Portfolio Manager** have “*worksheet protection*” turned on to prevent accidental overtyping of formulas, however, in some rare cases you may wish to view, alter even correct a formula. If you are trying to type into a field that protected you will get the following message:



As a general rule you should never have **any** need to change a formula with your data, if you are then you are **not** using the system correctly, and you should seek assistance about what you are try to do.

If you do turn **Protection Off** then it is possible to corrupt the worksheet structure and/or formulas, so great care should be taken in this situation.

Note: Using Upgrade will regenerate any “broken” formulas.

3.12.6 Special ... Save Backup Copy

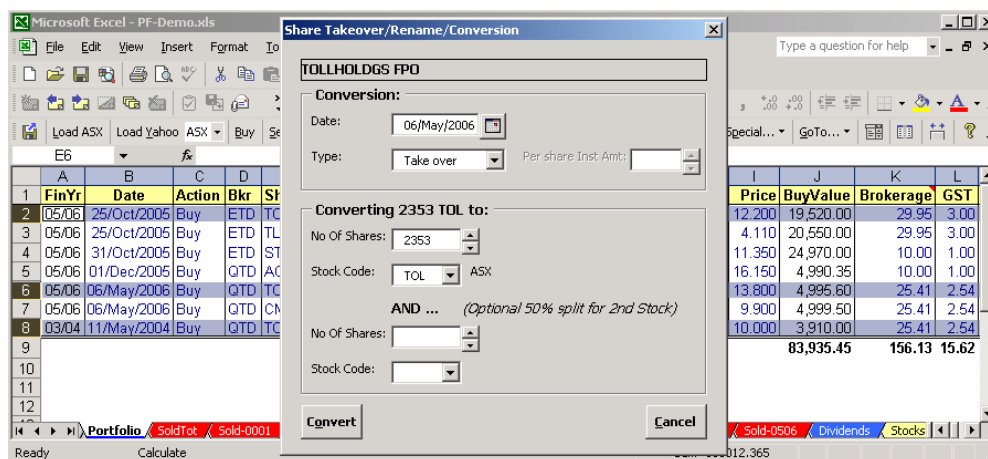
This menu item is used to create a backup copy in a **\Backup** subdirectory. The backup copy has a “**Bkup-yyyymmdd**” added on the end of the file name (*where yyyymmdd is the current date*).

3.12.7 Special ... Share Conversion

This function will enable you to perform any of the following conversions on the selected Portfolio stock:

- Share Takeovers,
- 50% Share Splits, i.e. when you have 1000 ABC and they exchange it for 500 XYZ and 500 DEF.
- Share Restructures, i.e. 10 for 1 consolidation.
- ASX Code change,
- Pay Instalment Receipt,
- Other similar Share conversions.

When selected the popup screen will appear as:



All of the above conversions will be applied to all holdings for the nominated stock (*in the above example all the **TOL** rows have been selected*) and the original \$ outlay will be preserved (*except for a Instalment Receipt where the initial buy price will be increased*) by adjusting the initial buy price and the number of new shares to equal the original \$ outlay. All conversion operations will be logged in the **Log** sheet and a comment will also be added to the **Portfolio** sheet.

In some rare cases the conversion calculations may result in fractions of shares for some or all of your holdings, if this is the case you will be warned and you will have to correct the number of shares manually.

If the conversion also included a capital return then you should use the **Add Dividend** function to record the capital return component before applying the conversion.

3.12.8 Special ... Capital Return

This is just a place holder that will prompt you to use the Capital Return option in **Add Dividends**.

3.12.9 Special ... Pay by Direct Credit

This function takes you to the **OrderForm** worksheet where you can enter your details and create an Order. The bank account details are also displayed for Bank to Bank payments.

3.12.10 Special ... Pay by Credit Card

This function opens up your web browser at <http://www.paymate.com.au>. Please note that if you pay by Credit Card there are some additional fees and charges.

3.12.11 Special ... Upgrade Version

Every now and again a new version of **Portfolio Manager** will be released and if you retrieve the Broadcast it will notify you that a new version is available for download. Before you use this function you must do the following:

- Download from this website the latest copy of Portfolio (*and Upgrade, if requested*).
- Unzip Portfolio (*and Upgrade*) to your windows desktop. That is make sure that the latest **unzipped** copies of Portfolio (*and Upgrade*) are on your desktop.
- Re open your current copy of Portfolio and use “**Special -> Upgrade Version**” menu function.
- Confirm the details when prompted.
- Close Excel down and reopen your upgraded copy portfolio (*the filename will remain unchanged*).

The upgrade process will not delete your old copy, but will rename it with a “**-Old-yymmdd**” suffix, so if there are any problems you can still go back to the original version.

If you get stuck, then please contact **Portfolio Manager** support and we can perform the upgrade for you and assist you in the process.

3.12.12 Special ... New Registration Key

If you have been issued with a new Registration key because the current one is about to expire then you can use this option to enter the new Registration number to replace the older one.

3.12.13 Special ... Daily Broadcast

Once a week when you open **Portfolio Manager** it will display a general Broadcast message (*if it exists and you are logged on to the net and you are not holding the SHIFT key down*). This message will advise of any bugs, new versions, and any important information to users of **Portfolio Manager**. This option will also allow you to redisplay this message.

3.12.14 Special ... Delete Selected Row


This option will delete the selected row on the active worksheet. You may wish to use it if you want to manually undo previous operation. For example if you did a Buy then you could undo it by deleting the rows created in **Portfolio**, **Cash** and **Log**.

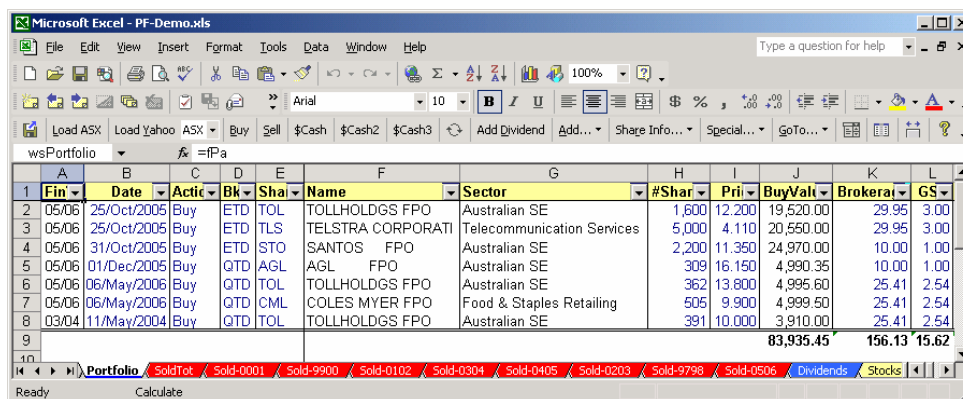
3.13 Menu

This menu gives you a fast alternative (*rather than the worksheet tabs*) way to go to any worksheet in **Portfolio Manager**. The last option in this menu (*Refresh Menus*) will rebuild the menu bar and apply any auto cash operations. Use this option if you have renamed an existing worksheet, or added your own worksheet or want to apply an auto cash without reopening **Portfolio Manager**.

3.14 Auto Filter On/Off

This button will toggle Excel's "auto filter" feature on or off. This function will allow you to only display selected rows based on the filter criteria you choose. You can choose as many criteria as required.

For example while in your Portfolio if you clicked on "Auto Filter" button then little drop down selections  will appear on each column heading, eg:



	A	B	C	D	E	F	G	H	I	J	K	L
1	Fin	Date	Actic	Bk	Shai	Name	Sector	#Shar	Pri	BuyVal	Brokerat	GS
2	05/06	25/Oct/2005	Buy	ETD	TOL	TOLLHOLDGS FPO	Australian SE	1,600	12.200	19,520.00	29.95	3.00
3	05/06	25/Oct/2005	Buy	ETD	TLS	TELSTRA CORPORATI	Telecommunication Services	5,000	4.110	20,550.00	29.95	3.00
4	05/06	31/Oct/2005	Buy	ETD	STO	SANTOS FPO	Australian SE	2,200	11.350	24,970.00	10.00	1.00
5	05/06	01/Dec/2005	Buy	QTD	AGL	AGL FPO	Australian SE	309	16.150	4,990.35	10.00	1.00
6	05/06	06/May/2006	Buy	QTD	TOL	TOLLHOLDGS FPO	Australian SE	362	13.800	4,995.60	25.41	2.54
7	05/06	06/May/2006	Buy	QTD	CML	COLES MYER FPO	Food & Staples Retailing	505	9.900	4,999.50	25.41	2.54
8	03/04	11/May/2004	Buy	QTD	TOL	TOLLHOLDGS FPO	Australian SE	391	10.000	3,910.00	25.41	2.54
9										83,935.45	156.13	15.62

You can then click on any of these dropdown selections and choose a value for that column. For example in the sample below, **TOL** has been chosen:

Fin	Date	Actic	Bk	Shai	Name	Sector	#Shar	Pri	BuyVal	Brokerag	GS
05/06	25/Oct/2005	Buy	(All)		TOLLHOLDGS FPO	Australian SE	1,600	12.200	19,520.00	29.95	3.00
05/06	25/Oct/2005	Buy	(Top 10...)		TELSTRA CORPORATI	Telecommunication Services	5,000	4.110	20,550.00	29.95	3.00
05/06	31/Oct/2005	Buy	AGL		SANTOS FPO	Australian SE	2,200	11.350	24,970.00	10.00	1.00
05/06	01/Dec/2005	Buy	CML		AGL FPO	Australian SE	309	16.150	4,990.35	10.00	1.00
05/06	06/May/2006	Buy	STO		TOLLHOLDGS FPO	Australian SE	362	13.800	4,995.60	25.41	2.54
05/06	06/May/2006	Buy	TLS		COLES MYER FPO	Food & Staples Retailing	505	9.900	4,999.50	25.41	2.54
03/04	11/May/2004	Buy	TOL		TOLLHOLDGS FPO	Australian SE	391	10.000	3,910.00	25.41	2.54
			(Blanks)								
			(NonBlanks)								
									83,935.45	156.13	15.62

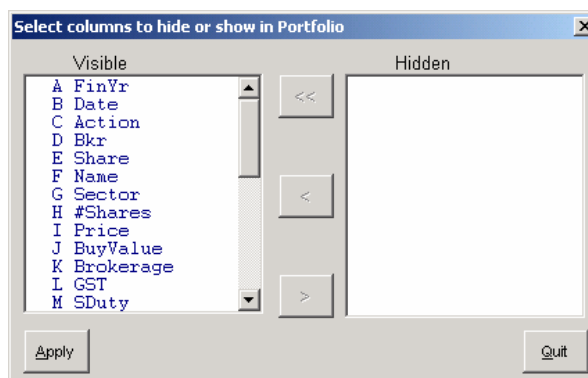
The resulting display will only show rows with **TOL** in Share column (**E**)

Fin	Date	Actic	Bk	Shai	Name	Sector	#Shar	Pri	BuyVal	Brokerag	GS
05/06	25/Oct/2005	Buy	ETD	TOL	TOLLHOLDGS FPO	Australian SE	1,600	12.200	19,520.00	29.95	3.00
05/06	06/May/2006	Buy	QTD	TOL	TOLLHOLDGS FPO	Australian SE	362	13.800	4,995.60	25.41	2.54
03/04	11/May/2004	Buy	QTD	TOL	TOLLHOLDGS FPO	Australian SE	391	10.000	3,910.00	25.41	2.54

Just click on to turn “Auto Filter” Off.

3.15 Hide/Show Columns

This button will allow you to hide (or re-show) particular columns of the display. For example on the **Portfolio** worksheet you would get the following screen:



You can then click on column names in the left hand (or visible) pane and use the **>** button to move them to the right hand (or hidden) pane. When you have all the required columns nominated then just click on **Apply** and all the nominated columns will now be hidden. The process can be reversed by reusing the same function to move Hidden columns back to Visible.

3.16 Auto fit Columns

Sometimes columns can become too narrow to display their data in which case lots of “#” characters are displayed in their place, for example:

1	A	B	C	D	E	F	G	H	I	J	K	L	M
	FinYr	Date	Action	Bkr	Share	Name	Sector	#Shares	Price	BuyValue	Brokerage	GST	SD
2	05/06	25/Oct/2005	Buy	ETD	TOL	TOLLHOLDGS FPO	Australian SE	1,800	#####	#####	29.95	3.00	0
3	05/06	25/Oct/2005	Buy	ETD	TLS	TELSTRA CORPORATI	Telecommunication Services	5,000	4.110	#####	29.95	3.00	0
4	05/06	31/Oct/2005	Buy	ETD	STO	SANTOS FPO	Australian SE	2,200	#####	20,550.00	10.00	1.00	0
5	05/06	01/Dec/2005	Buy	QTD	AGL	AGL FPO	Australian SE	309	#####	4,990.35	10.00	1.00	0
6	05/06	06/May/2006	Buy	QTD	TOL	TOLLHOLDGS FPO	Australian SE	362	#####	4,995.60	25.41	2.54	0

Columns **I** and **J** in the above are displayed as “#####”, if you now click on the “Auto fit Columns” button then all the columns widths are adjusted so that their data can be displayed, ie:

1	A	B	C	D	E	F	G	H	I	J	K	L	M
	FinYr	Date	Action	Bkr	Share	Name	Sector	#Shares	Price	BuyValue	Brokerage	GST	SD
2	05/06	25/Oct/2005	Buy	ETD	TOL	TOLLHOLDGS FPO	Australian SE	1,800	12.200	19,520.00	29.95	3.00	0
3	05/06	25/Oct/2005	Buy	ETD	TLS	TELSTRA CORPORATI	Telecommunication Services	5,000	4.110	20,550.00	29.95	3.00	0
4	05/06	31/Oct/2005	Buy	ETD	STO	SANTOS FPO	Australian SE	2,200	11.350	24,970.00	10.00	1.00	0
5	05/06	01/Dec/2005	Buy	QTD	AGL	AGL FPO	Australian SE	309	16.150	4,990.35	10.00	1.00	0
6	05/06	06/May/2006	Buy	QTD	TOL	TOLLHOLDGS FPO	Australian SE	362	13.800	4,995.60	25.41	2.54	0

3.17 Help ?

Currently this button will display contact information and take you to the web site where you can download this help document.

4 Sample Portfolio Manager Transactions

4.1 Buying a Share

Firstly make sure you have the share (*NAB in this case*) listed in Stocks worksheet, if not add it to the end of your Stocks:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Code	Mkt	Company Name	Sector	BuyAt	SellAt	Last	\$ +/-	Daily Gain	Bid	Offer	Open	High	Low	Volume	%Chg
2	AGL	ASX	AGL FPO	Australian SE			16.150	-0.150	-278.10			16.150	16.240	16.070	1,177,659	3.1
3	APA	ASX	AU PIPELIN UNITS	Utilities			3.870	-0.030				3.910	3.920	3.870	243,558	0.1
4	BEN	ASX	BEN BANK FPO	Banks			11.920	-0.080				11.900	12.000	11.860	123,864	-0.1
5	CBA	ASX	CMLTH BANK FPO	Banks			41.140	-0.660				41.550	41.670	41.130	4,215,331	1.1
6	CBAPA	ASX	CMLTH BANK PREF	Banks			204.600	0.730				N/A	N/A	N/A	0	1.1
7	CML	ASX	COLES MYER FPO	Food & Staples Retailing			9.900	-0.090				9.960	10.020	9.840	3,333,922	
8	CMLPA	ASX	COLES MYER 6.5% P	Food & Staples Retailing			103.900	0.000				N/A	N/A	N/A	0	
9	MSFT	NAS	MICROSOFT CP	Nasdaq SE			42.077	0.338		43.631	40.538	41.877	42.323	41.554	65,455,976	
10	SCBPE	ASX	ST.GEORGE 6.36%P	Banks			104.120	0.000				N/A	N/A	N/A	0	
11	STO	ASX	SANTOS FPO	Australian SE			11.460	0.050	110.00			11.490	11.550	11.320	2,025,747	
12	TLS	ASX	TELSTRA CORPORATI	Telecommunication Services			3.840	-0.010	-50.00			3.840	3.880	3.820	42,144,252	
13	TOL	ASX	TOLLHOLDGS FPO	Australian SE			13.800	-0.080	-128.00			13.700	13.890	13.700	900,920	
14	WOW	ASX	WOOLWORTHS FPO	Food & Staples Retailing			17.030	0.020				16.860	17.210	16.860	8,569,231	
15			nab						-346.10							

Enter **return** and next click on **Load Yahoo**:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Code	Mkt	Company Name	Sector	BuyAt	SellAt	Last	\$ +/-	Daily Gain	Bid	Offer	Open	High	Low	Volume	%Chg
2	AGL	ASX	AGL FPO	Australian SE			19.150	0.220	67.98			19.130	19.200	18.990	503,938	
3	APA	ASX	AU PIPELIN UNITS	Utilities			4.410	-0.040				4.440	4.450	4.400	133,336	
4	BEN	ASX	BEN BANK FPO	Banks			13.520	0.360				13.400	13.650	13.400	45,880	
5	CBA	ASX	CMLTH BANK FPO	Banks			46.100	0.300				46.100	46.170	45.840	3,183,802	
6	CBAPA	ASX	CMLTH BANK PREF	Banks			199.310	0.000				N/A	199.550	199.280	11,512	
7	CML	ASX	COLES MYER FPO	Food & Staples Retailing			10.800	0.250	126.25			10.680	10.900	10.600	5,859,937	
8	CMLPA	ASX	COLES MYER 6.5% P	Food & Staples Retailing			103.900	0.000				N/A	N/A	N/A	0	
9	MSFT	NAS	MICROSOFT CP	Nasdaq SE			42.077	0.338		43.631	40.538	41.877	42.323	41.554	65,455,976	
10	NAB	ASX	NAT. BANK FPO	Australian SE			36.570	-0.010				36.680	36.680	36.160	4,767,853	
11	SCBPE	ASX	ST.GEORGE 6.36%P	Banks			102.700	0.000				N/A	102.700	102.700	0	
12	STO	ASX	SANTOS FPO	Australian SE			11.860	0.380	836.00			11.500	11.870	11.500	1,589,450	
13	TLS	ASX	TELSTRA CORPORATI	Telecommunication Services			3.850	0.070	350.00			3.790	3.850	3.760	33,595,208	
14	TOL	ASX	TOLLHOLDGS FPO	Australian SE			13.100	-0.670	-1,576.51			12.990	13.290	12.910	4,785,352	
15	WOW	ASX	WOOLWORTHS FPO	Food & Staples Retailing			18.860	0.310				18.750	18.910	18.690	3,078,044	

Note that while *NAB* has loaded (at row 10), the sector it has given is "Australian SE". If you want the correct sector you should overtype it or clear it out sector and use Load ASX to get automatically load the correct sector description.

The next step is to click on **Buy**, and you will see the Buy screen:

[Ver: 08/May/2006] Buy/Add stock to your Portfolio

Date: 06/May/2006 Contract Note No:

Broker: QTD QuickTrade (St George)

Action: Buy Buy Shares - Initial Buy

Stock Code: (if not in list, add code into 'Stocks' and redo buy)

No of Shares

At Price:

No Brokerage ☐

Brokerage: (\$27.95 up to \$21,500 or %0.13 [+])

GST:

Stamp Duty:

Total Cost: \$0.00

Cash Account to Debit: ☐ None ☒ Cash ☐ Cash2 ☐ Cash3

Ok Cancel

and enter you share details by selecting your stock code in the drop down box on **Stock Code**

[Ver: 08/May/2006] Buy/Add stock to your Portfolio

Date: 06/May/2006 Contract Note No:

Broker: QTD QuickTrade (St George)

Action: Buy Buy Shares - Initial Buy

Stock Code: (if not in list, add code into 'Stocks' and redo buy)

No of Shares

At Price:

No Brokerage ☐

Brokerage: (\$27.95 up to \$21,500 or %0.13 [+])

GST:

Stamp Duty:

Total Cost: \$0.00

Cash Account to Debit: ☐ None ☒ Cash ☐ Cash2 ☐ Cash3

Ok Cancel

and then entering the number of shares, 500 in this case:

[Ver: 08/May/2006] Buy/Add stock to your Portfolio

Date: 06/May/2006 Contract Note No:

Broker: QTD QuickTrade (St George)

Action: Buy Buy Shares - Initial Buy

Stock Code: NAB NAT, BANK FPO

No of Shares: 500

At Price: 36.57

No Brokerage ☐

Brokerage: 25.41 (\$27.95 up to \$21,500 or %0.13 [+])

GST: 2.54

Stamp Duty:

Total Cost: \$18,312.95

Cash Account to Debit: ☐ None ☒ Cash ☐ Cash2 ☐ Cash3

Ok Cancel

You will notice that the brokage is automatically calculated based of the selected broker.

When you click on **Ok** a new entry for NAB in your **Portfolio** will be created:

Microsoft Excel - PF-Demo.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Load ASX Load Yahoo ASX Buy Sell \$Cash \$Cash2 \$Cash3 Add Dividend Add... Share Info... Special... GoTo...

12.2

FinYr	Date	Action	Bkr	Share	Name	Sector	#Shares	Price	BuyValue	Brokerage	GST
05/06	06/May/2006	Buy	QTD	NAB	NAT. BANK FPO	Australian SE	500	36.570	18,285.00	25.41	2.54
05/06	25/Oct/2005	Buy	ETD	TOL	TOLLHOLDGS FPO	Australian SE	1,600	12.200	19,520.00	29.95	3.00
05/06	25/Oct/2005	Buy	ETD	TLS	TELSTRA CORPORATI	Telecommunication Services	5,000	4.110	20,550.00	29.95	3.00
05/06	31/Oct/2005	Buy	ETD	STO	SANTOS FPO	Australian SE	2,200	11.350	24,970.00	10.00	1.00
05/06	01/Dec/2005	Buy	QTD	AGL	AGL FPO	Australian SE	309	16.150	4,990.35	10.00	1.00
05/06	06/May/2006	Buy	QTD	TOL	TOLLHOLDG	Telecommunication Services	362	13.800	4,995.60	25.41	2.54
05/06	06/May/2006	Buy	QTD	CML	COLES MYE	Retailing	505	9.900	4,999.50	25.41	2.54
03/04	11/May/2004	Buy	QTD	TOL	TOLLHOLDG	Telecommunication Services	391	10.000	3,910.00	25.41	2.54
										181.54	18.16

Portfolio SoldTot Sold-0001 Sold-9900 Sold-0102 Sold-0304 Sold-0405 Sold-0203 Sold-9798 Sold-0506 Dividends Stocks

In addition a new entry in **Log** will be also be created:

Microsoft Excel - PF-Demo.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Load ASX Load Yahoo ASX Buy Sell \$Cash \$Cash2 \$Cash3 Add Dividend Add... Share Info... Special... GoTo...

A2

FinYr	Date	Action	Broker	Share	#Shares	Price	Value	Brok	GST	Sduty	Total	CNoteNo	Comments
03/04	06/May/2006	Buy	QTD	NAB	500	36.5700	3,910.00	25.41	2.54		-3,937.95		
03/04	11/May/2004	Buy	QTD	TOL	391	10.0000	3,910.00	25.41	2.54		-3,937.95		

Ready Calculate

ByTimeData PriceData-XAO-1mo Chart-VOLHC Chart-Close Exchanges Brokers Trans Actions CPI Cash2 Cash3 Log

Your Buy is now completed ...

4.2 Selling A Share

Select the share you want to sell from **Portfolio**, **BEN** in this case:

FinYr	Date	Action	Bkr	Share	Name	Sector	#Shares	Price	BuyValue	Brokerage	GS
03/04	11/May/2004	Buy	QTD	TOL	TOLLHOLDGS FPO	Australian SE	391	10.000	3,910.00	25.41	2.5
05/06	06/May/2006	Buy	QTD	NAB	NAT. BANK FPO	Australian SE	500	36.570	18,285.00	25.41	2.5
05/06	06/May/2006	Buy	QTD	TOL	TOLLHOLDGS FPO	Australian SE	362	13.800	4,995.60	25.41	2.5
05/06	06/May/2006	Buy	QTD	CML	COLES MYER FPO	Food & Staples Retailing	505	9.900	4,999.50	25.41	2.5
05/06	01/Dec/2005	Buy	QTD	AGL	AGL FPO	Australian SE	309	16.150	4,990.35	10.00	1.0
05/06	31/Oct/2005	Buy	ETD	STO	SANTOS FPO	Australian SE	2,200	11.350	24,970.00	10.00	1.0
05/06	25/Oct/2005	Buy	ETD	TOL	TOLLHOLDGS FPO	Australian SE	1,600	12.200	19,520.00	29.95	3.0
05/06	25/Oct/2005	Buy	ETD	TLS	TELSTRA CORPORATI	Telecommunication Services	5,000	4.110	20,550.00	29.95	3.0
05/06	10/Jan/2005	Buy	QTD	BEN	BEN BANK FPO	Banks	369	13.520	4,988.88	25.41	2.5
									107,209.33	206.95	20.7

Click on **Sell** button and you will see the following screen:

[Ver: 08/May/2006] Sell/Dispose of Stock

Stock: **BEN - BEN BANK FPO**

Date: **06/May/2006** Contract Note No:

Selling Broker: **QTD** QuickTrade (St George)

No of Shares: **369**

At Price: **13.52**

No Brokerage: ☐

Brokerage: **25.41** (\$27.95 up to \$21,500 or %0.13 [+])

GST: **2.54**

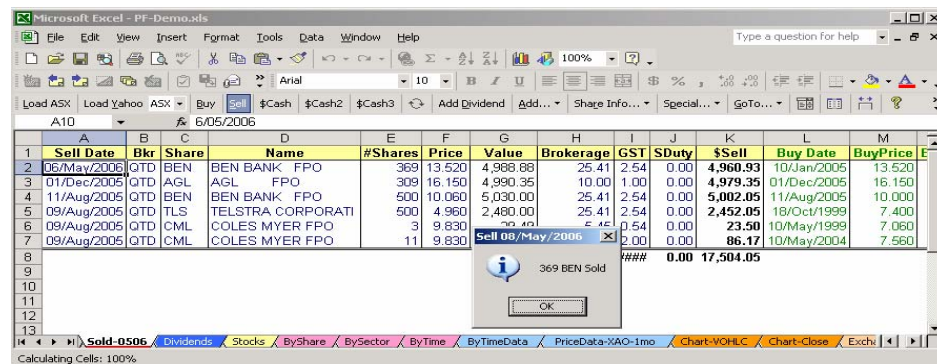
Stamp Duty: **.00**

Cash Account to Credit: ☐ None ☒ Cash ☐ Cash2 ☐ Cash3

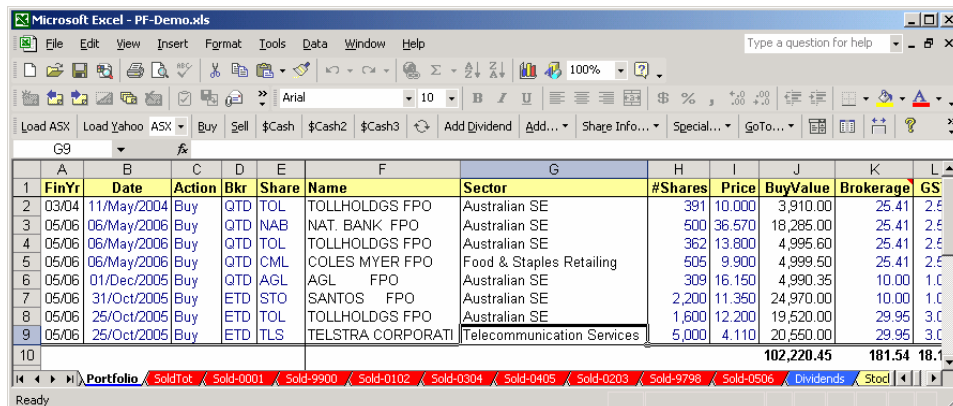
Net Proceeds: **\$4,960.93**

Ok **Cancel**

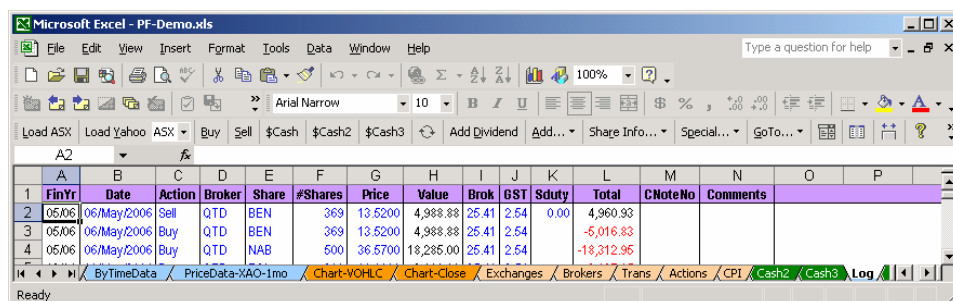
Review details and click on **Ok**, and a new Entry will be added to **Sold_0506**



The original **BEN** row in **Portfolio** has been removed:



And a new entry will be added to **Log**:



Your Sell is now completed ...

4.3 Adding a Dividend

Select the row you want to add a dividend for, **WOW** in this case:

FinYr	Date	Action	Bkr	Share	Name	Sector	#Shares	Price	BuyValue	Brokerage	G
4	05/06	31/Oct/2005	Buy	ETD	STO SANTOS FPO	Australian SE	2,200	11.350	24,970.00	10.00	1
5	05/06	01/Dec/2005	Buy	QTD	AGL AGL FPO	Australian SE	309	16.150	4,990.35	10.00	1
6	05/06	06/May/2006	Buy	QTD	NAB NAT. BANK FPO	Australian SE	500	36.570	18,285.00	25.41	2
7	05/06	06/May/2006	Buy	QTD	TOL TOLLHOLDGS FPO	Australian SE	362	13.800	4,995.60	25.41	2
8	05/06	06/May/2006	Buy	QTD	CML COLES MYER FPO	Food & Staples Retailing	505	9.900	4,999.50	25.41	2
9	03/04	11/May/2004	Buy	QTD	TOL TOLLHOLDGS FPO	Australian SE	391	10.000	3,910.00	25.41	2
10	04/05	30/Aug/2004	Buy	QTD	WOW WOOLWORTHS FPO	Food & Staples Retailing	1,111	11.520	12,798.72	25.41	2
11									115,019.17	206.95	20
12											

Click on **Add Dividend** and you will get:

[Ver: 08/May/2006] Add Dividend and/or Dividend Reinvestment

Share:

Dividend Date:

Cents Per Share:

Dividend Amt:

Cash Account to Credit:
☐ None ☒ Cash ☐ Cash2 ☐ Cash3

Dividend Reinvestment:
 Dividend Amt: New Shares:

Imputation Credit:

Unfranked:

Capital Return:

Franked: WithHolding Tax:

Gross Value: Managment Fees: *(Will also be deducted from Cash Account)*

Net Value: Cheque No:

Comments:

Enter **Dividend Date** and **Cents Per Share**, in this case **1/Aug/05** and **50** cents per share

[Ver: 08/May/2006] Add Dividend and/or Dividend Reinvestment

Share: 1111 WOW - WOOLWORTHS FPO

Dividend Date: 01/Aug/2005

Cents Per Share: 50

Dividend Amt: 555.50

Cash Account to Credit: ☐ None ☒ Cash ☐ Cash2 ☐ Cash3

Dividend Reinvestment:

Dividend Amt: New Shares:

Imputation Credit: 238.07

UnFranked:

Capital Return:

Franked: 555.50 WithHolding Tax:

Gross Value: 793.57 Management Fees: (Will also be deducted from Cash Account)

Net Value: 555.50 Cheque No:

Comments:

Ok Cancel

The system will automatically generate **Dividend Amt** (\$555.50), **Imputation Credit** (\$238.07) and **Franked** (\$555.50), these automatically generated amounts using **Cents Per Share** will be based on a 100% fully franked dividend. If your dividend was not fully franked then these amounts will be incorrect, in which case you can overtype them with the correct values.

The dividend in this case also had 48.5% withholding tax of \$269.42, so the user enters this amount in **WithHolding Tax**

[Ver: 08/May/2006] Add Dividend and/or Dividend Reinvestment

Share: 1111 WOW - WOOLWORTHS FPO

Dividend Date: 01/Aug/2005

Cents Per Share: 50

Dividend Amt: 555.50

Cash Account to Credit: ☐ None ☒ Cash ☐ Cash2 ☐ Cash3

Dividend Reinvestment:

Dividend Amt: New Shares:

Imputation Credit: 238.07

UnFranked:

Capital Return:

Franked: 555.50 WithHolding Tax: 269.42

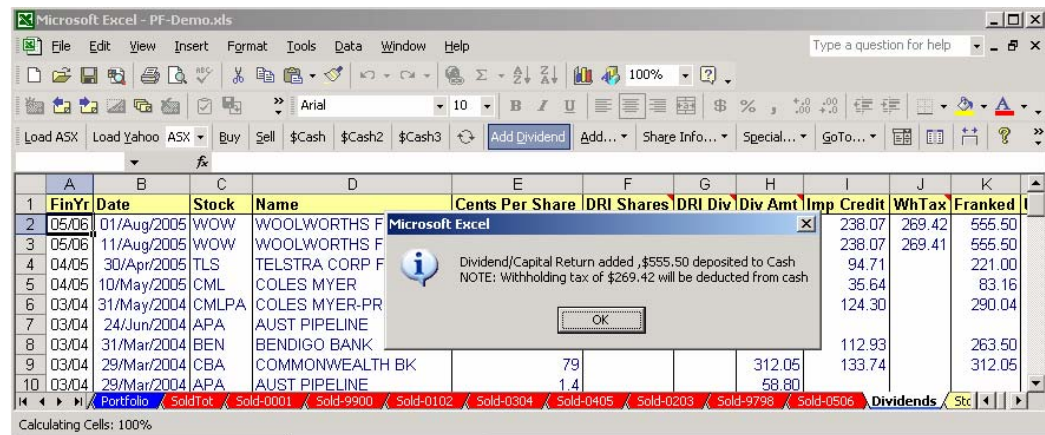
Gross Value: 793.57 Management Fees: (Will also be deducted from Cash Account)

Net Value: 286.08 Cheque No:

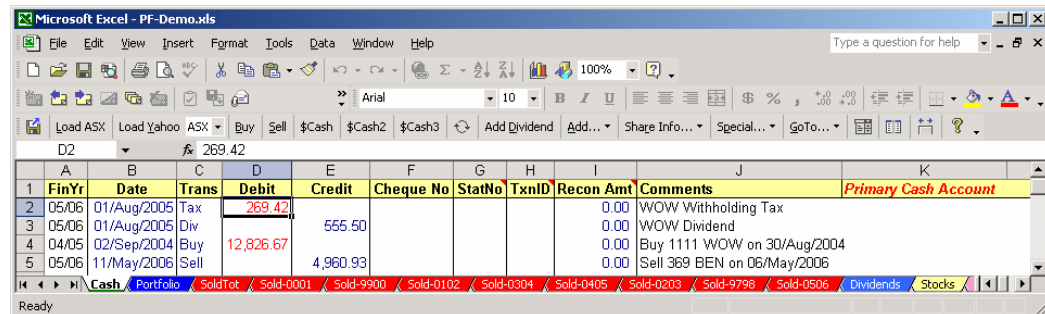
Comments:

Ok Cancel

Click **Ok** and the dividend will be added to **Dividends**



Your Dividend is now added ... and in this case the system has also added an extra entry in your cash for the withholding tax eg:



*** END OF DOCUMENT ***