



Help - Wall \$treet The Bottom Line for Windows

Wall \$treet the Bottom Line for Windows, is a personal investment manager, that will allow you to easily keep track of your investments, your profit and loss history, and the current value of any investments you now own. You will be able to display and print reports as well as automatically generate graphs of your investments, and your investment history.

This help guide is organized to correspond with the menu system. To obtain help on any menu item that you desire, simply click on the appropriate item below:

[Display](#)

[Add Data](#)

[Edit Data](#)

[Graphs](#)

[Print Reports](#)

[Current](#)

[Utilities](#)

[Quit](#)

[About](#)

[General Notes](#)

[Operating Hints](#)

[Shortcut Keys](#)

[Windows Performance Hints](#)

General Notes: Wall \$treet TBL



[Program Overview](#)

[Files On Disk](#)

[Getting Started](#)

[Registration Agreement](#)

[Bugs or Problems](#)

[Restrictions](#)

Let us know if you have any suggestions, we want to hear from you!

IMAGE PLUS SOFTWARE
2522 Quail Glen
Carrollton, TX. 75006
All rights are reserved.

Thank You for Choosing Wall \$treet - The Bottom Line

Good Luck with your Investments !

Dan M. Schell

W\$TBL for Windows, Copyright 1992,93

[Main Wall \\$treet TBL Help Index](#)



File List and Description

The following files are used in the windows version of W\$TBL.

WWALLST.EXE	Main Windows Program (Run this file from within windows)
G\$W.EXE	Graphics Server
GRAPH.VBX	Runtime Library
MUSCLE.VBX	Runtime Library
VBHEN200.VBX	Runtime Library
VBHGR200.VBX	Runtime Library
VBHAD200.VBX	Runtime Library
COMMDLG.DLL	Runtime DLL
G\$WDLL.DLL	Runtime DLL
VBRUN100.DLL	Runtime DLL
SAMPLE.WAT	Sample data file (Can be Deleted)
W\$CPRI\$E.CPD	Sample Current Pricing File (Can be Deleted)
WWALLST.WTL	Control File (DO NOT DELETE)
W\$NOTES.TXT	Final release notes & summary notes on the latest version(s).
W\$Help.Hlp	Windows Help File
W\$Invest.NTE	File used to store user investment notes
<i>Setup.EXE</i>	<i>Windows Installation program file. (This file will not be copied to your target installation directory)</i>



W\$TBL Program Overview

This program was written to help you keep track of and analyze your investments. It was originally written for DOS, but with this version, now operates under the Microsoft Windows environment. The program was originally intended to handle stocks and bonds, but will handle most types of investments including coins and collectibles.

Operating Hints

Shortcut Keys

To Get Started Quickly

Program Overview: Each time you buy and sell an investment, you will be able to quickly and easily store the details of the transaction. This will provide a permanent record of the details of each transaction for future use. You will be able to edit and delete individual records, allowing you to keep your records current. You can easily sell part of an investment, or create a new record each time a dividend is paid as additional shares of your investment. You will be able to record Stock Splits as well.

With the current pricing functions, you will be able to evaluate your current investments based on their current price or value, and obtain a year to date performance evaluation, based on the current value and the investment trades completed in the current year. You can automatically import Current prices from Prodigy by using the Prodigy Quote Track Service to produce a Text File with the symbols for your current investments.

You will be able to use as many different data files as desired, as specified from the Utility menu. The data file last used, will be automatically loaded the next time you start the program.

The program will accommodate Short Sales as well as traditional investments. It will calculate and display various factors based on the buy and sell prices, fees and commissions paid, the date bought and sold, and the number of shares including:

- Total cost to purchase an investment
- Total received from sale of an investment
- Day of the week that a transaction occurred
- Number of days held to date, while still in your portfolio
- Number of days investment held when a trade is complete
- Profit or loss percentage, based on the investment and the time held
- Allow you to assign a record type to each of your investments
- Allow you to enter and maintain detail comments regarding each investment

The Analysis portion of the program will display various summaries for all trades occurring in the year you choose. One option will summarize a listing of all trades reportable to the IRS in the chosen year, which is very useful at tax time.

The Graph portion of the program will easily and automatically display several graph types to aid you in visualizing your investment performance over time.

Menu Interface: The selections from the menu are similar to other windows applications, and are made through the use of a mouse or by the use of the "Alt. Key" method. (See Shortcut Keys)



Get Started Quickly !

- 1: Run the Setup program to copy and decompress the windows files to the directory of your choice. The system files must be installed on a hard drive.
- 2: The program will be added to a new applications group, entitled W\$TBL.. Double click on the W\$TBL icon to begin Wall \$treet for Windows.
- 3: If you wish to explore the capabilities using the existing sample data file, (Sample.Wat) and experiment with as many menu choices as desired.
- 4: To select a new Active Data File:
 - Click on the "Active Data File Bar" visible on the main screen, or
 - Use the "Utilities" "Data File" "Select File" menu selections from the Main menu, or
 - Press the Shortcut Key "F5".
- 5: Begin adding your investment data (Add Investment Data). Use the mouse to select the menu "Add Data" option or press Alt. A. These records will contain the details of each of your investments!

GOOD LUCK !

[Main Wall \\$treet TBL Help Index](#)



Registration - W\$TBL

You are free to personally evaluate and distribute the evaluation copy. If you continue to use W\$TBL and it is not registered to you, you must register. To obtain a personalized copy of Wall \$treet The Bottom Line for Windows, (Or the DOS Version), with all limitations removed, please fill out and return the registration form.

This form is available from the Utility Menu, or by pressing "Ctrl R" from the main menu. All registered users will receive the latest version customized with their name on the system menus, and with all limitations removed. You will also be added to our mailing list and will be made aware of all future releases. You will receive any release or upgrade within 3 months of your registration absolutely free.

If you know of someone that would like to have an evaluation copy of Wall \$treet The Bottom Line for Windows or DOS, drop us a line, we will be glad to send one to them at no charge.



Software Bugs or Problems

Reasonable care was taken to ensure that you will not encounter any problems while using Wall \$treet The Bottom Line for Windows. These include range checking on the input fields and testing prior to release, however, due to the complexity of the Windows environment, and the diversity of systems currently in use, you may locate a *bug* or *problem* that you feel needs attention. If you should encounter any problems, please report these to:

IMAGE PLUS SOFTWARE

Wall \$treet The Bottom Line

2522 Quail Glen

Carrollton, TX 75006

Please include as much information as possible. In the case of a system error, please include: the error number, the conditions that produced the error, and a hardware description of your system. A printout of your AUTOEXEC.BAT and CONFIG.SYS files may helpful.

Where possible, we will identify and correct the problem and provide a corrected copy to you at no charge. If you find errors in this documentation, please let us know.



Restrictions - W\$TBL

If you use this Software, You are required to register.

You may not alter, modify, or adapt the software, including, but not limited to, translating, decompiling, disassembling, or creating derivative works.

Image Plus Software makes no warranty or representation either expressed or implied, with respect to this software or documentation, including their quality, performance, or fitness for a specific purpose.

Because software is inherently complex and may not be completely free of errors, you are advised to verify your work. In no event will Image Plus Software be liable for direct, indirect, special, incidental, or consequential damages arising out of the use or inability to use the software or documentation, even if advised of the possibility of such damages.



Hints - W\$TBL For Windows

NOTE #1: Shortcut Keys are available for use as noted in the menus. For example, in the menu below, Ctrl F2 is a shortcut for the "Print Reports" "Index of Investments".

<u>P</u> rint Rpts	<u>C</u> urrent	<u>U</u> tilities	<u>Q</u> uit	<u>H</u> e
	<u>I</u> ndex Of Investments			Ctrl+F2
	<u>A</u> nalyze History/Profit/Current			Ctrl+F3
	<u>I</u> nvestment <u>D</u> etails			Ctrl+F4
	<u>S</u> ingle Investment Details			Ctrl+F5

NOTE #2: The Data file structure has changed from the DOS version of the program. File structures created with DOS version 5.3 and after will convert automatically when selected from the file menu. Windows data files are stored with the ".WAT" suffix, while the DOS versions utilized the ".DAT" file suffix. W\$TBL data files created with the DOS version prior to 5.3 are not supported.

NOTE #3: Although W\$TBL data files can be stored on a floppy disk drive, we recommend that you store your data files on a hard drive. This will significantly increase the data access performance, as well as the overall reliability of the system.

NOTE #4: We recommend that you run W\$TBL on a 386 system. If you choose to run W\$TBL on a 286 system, please realize that we have not extensively tested the SW with this hardware. We will attempt to solve problems, but make no guarantees, if run on a 286 system, or on a version prior to 3.1.

NOTE #5: The number of window applications that you can run, and the performance of same will depend upon your processor speed, and available memory. We recommend that you use windows version 3.1 or later, a permanent swap file, and have a minimum of 4 Meg of memory configured as extended memory for optimum performance. (See Windows Performance Hints)

NOTE #6: The Suffix of "K" may be used in some locations throughout the program to indicate thousands. For example "45K" would indicate 45,000. The "M" Suffix is used to indicate millions.

Main Wall Street TBL Help Index



Shortcut and Access Keys

The menu system is very easy to use and is intended to be Mouse Driven. If you do not use a mouse or if you prefer to use shortcut access keys, these sequences are summarized separately. If you do not use a mouse, the menus may be accessed through the use of the "Alt. Key" method as indicated by the underlined letter in the menus (See [Short Cut and Access Key Listings](#))

<u>P</u> rint Rpts	<u>C</u> urrent	<u>U</u> tilities	<u>Q</u> uit	<u>H</u> e
<u>I</u> ndex Of Investments			Ctrl+F2	
<u>A</u> nalyze History/Profit/Current			Ctrl+F3	
<u>I</u> nvestment <u>D</u> etails			Ctrl+F4	
<u>S</u> ingle Investment Details			Ctrl+F5	

The underlined character in each menu item can be accessed by holding down the "Alt." key and pressing the underlined letter. For example, as illustrated above, "Alt. P" and then "Alt. I" would access the "Index Of Investments" item from the "Print Rpts" menu. "Control F2" would have produced the same result. Function or Control key combinations have been defined for all top level menu selections.



Access Key List - W\$TBL Main Menu

The Shortcut Access Keys which are available from the main menu, are listed below: You may want to print this page for future reference.

(Explanations of Key use):

<u>D</u> isplay		Alt. D	(Main Menu)
<u>I</u> ndex of Investments	F2	Alt. I	(Sub Menu L2)
<u>I</u> nvestment <u>D</u> etails	F3	Alt. D	(Sub Menu L2)
<u>A</u> nalyze Invest/Profit/Current	F4	Alt. A	(Sub Menu L2)
<u>A</u> dd Investment Data	F5	Alt. A	(Main Menu)
<u>E</u> dit Data	F6	Alt. E	(Main Menu)
<u>G</u> raphs		Alt. G	(Main Menu)
<u>P</u> rofit in \$	Shift F1	Alt. P	(Sub Menu L2)
<u>P</u> ercent Profit	Shift F2	Alt. E	(Sub Menu L2)
<u>C</u> urrent Investments	Shift F3	Alt. C	(Sub Menu L2)
<u>F</u> ees Paid (Buy and Sell)	Shift F4	Alt. F	(Sub Menu L2)
<u>S</u> ummary (Cumulative)	Shift F5	Alt. S	(Sub Menu L2)
<u>P</u> rint Reports		Alt. P	(Main Menu)
<u>I</u> ndex of Investments	Ctrl F2	Alt. I	(Sub Menu L2)
<u>A</u> nalyze History/Profit/Current	Ctrl F3	Alt. A	(Sub Menu L2)
<u>I</u> nvestment <u>D</u> etails	Ctrl F4	Alt. D	(Sub Menu L2)
<u>S</u> ingle Investment Details	Ctrl F5	Alt. S	(Sub Menu L2)
<u>C</u> urrent		Alt. C	(Main Menu)
<u>U</u> ppdate Current Price Data	Shift F6	Alt. U	(Sub Menu L2)
<u>D</u> efine Investment Symbols	Shift F7	Alt. D	(Sub Menu L2)
<u>S</u> ummary Current Values	Shift F8	Alt. S	(Sub Menu L2)
<u>I</u> mport Prices (External File)	Shift F9	Alt. I	(Sub Menu L2)
<u>U</u> tilities		Alt. U	(Main Menu)
<u>D</u> ata <u>F</u> ile		Alt. F	(Sub Menu L2)
<u>S</u> elect File	F7	Alt. S	(Sub Menu L3)
<u>D</u> elete File	Ctrl D	Alt. D	(Sub Menu L3)
<u>C</u> opy File	Ctrl C	Alt. C	(Sub Menu L3)
<u>S</u> ort Active File	Ctrl S	Alt. O	(Sub Menu L3)
<u>C</u> alculator		Alt. C	(Sub Menu L2)
<u>C</u> alculator	Ctrl L	Alt. C	(Sub Menu L3)
<u>R</u> eturn On <u>I</u> nvestment	Ctrl I	Alt. I	(Sub Menu L3)
<u>C</u> alendar	Ctrl A	Alt. L	(Sub Menu L2)
<u>I</u> nvestment <u>N</u> otepad	Ctrl N	Alt. N	(Sub Menu L2)
<u>O</u> ther <u>U</u> tilities		Alt. U	(Sub Menu L2)
<u>S</u> ystem <u>D</u> ate Set	Ctrl T	Alt. D	(Sub Menu L3)
<u>H</u> ardware / Drive <u>S</u> tatus	Ctrl H	Alt. S	(Sub Menu L3)
<u>F</u> ormat Floppy Disk	Ctrl F	Alt. F	(Sub Menu L3)
<u>G</u> raphic Demo	Ctrl G	Alt. G	(Sub Menu L3)
<u>V</u> iew Release Notes	Ctrl F1	Alt. V	(Sub Menu L3)
<u>M</u> ain Screen <u>C</u> olor	Shft-Ctrl F12	Alt. C	(Sub Menu L3)
<u>R</u> egister (Print Form)	Ctrl R	Alt. R	(Sub Menu L2)
<u>Q</u> uit (Exit W\$TBL)	Ctrl Q	Alt. Q	(Main Menu)
EXIT WINDOWS	Ctrl X		
<u>H</u> elp		Alt. H	(Main Menu)
<u>H</u> elp	F1	Alt. H	(Sub Menu L2)
<u>A</u> bout	Shift Ctrl F1	Alt. B	(Sub Menu L2)



Display Investment Data

(Alt D from the Main Menu)

These selections will allow you to view the active data file on screen. In the case of the Index display, you will be able to screen your data by Name, Investment Type, Investment Symbol or Year. Normally you will want to search the entire data file, but you may also choose the beginning investments Record Number.

The three primary display reports are:

Index Of Investments

Investment Details

Analyze Investments By Year / Profit / Current



Display Record Selection Criteria

(See the Menu Selection [Display](#))

The selection box allows you to select a portion of your active data file, based on a text search string or a beginning record number. The *command* options are described below: Please note the sub-commands are listed under the category, where they apply.

- Execute Data Search:** Qualify the active file search. Use the fields indicated to search for a particular character string. This is a not a case sensitive search.
For example: You could search all records for the letters "GEN", with the investment name box checked. All investments with the characters "gen" anywhere in their name, would be valid, such as *General Motors* or *General Foods*.
- Search String:** The search string must be a minimum of 2 and a maximum of 10 characters.
- Search Fields:**
 - Investment Name:** The string used to describe the investment.
 - Record Type:** This is the record type used to describe the investment.
 - Investment Symbol:** This is the symbol assigned to the investment from the current pricing assignment screen.
 - Year Bought:** The Year the investment was purchased.
 - Year Sold:** The Year the investment was sold.
- Cancel:** Abort the selection and return to the Main Menu.
- View All:** View the entire data file, or use the entire data file for the search.
- Begin At:** This allows you to begin the search at a particular record. For example, for large data files, you might choose to search beginning at record 100.



Investment Display List Box

(See the [Investment Details](#) menu selection.)

This box will display a summary of your investments, to allow you to quickly choose the investment record for further study. The Investment Record Number, Name, and the Buy and Sell Year will be displayed to assist you in quick and positive identification of the investment record of your choice.

This can also be used as a quick summary screen, to view a list of your investments. You make your selection by:

- Record number, as input in the upper right corner of the window, or
- Double Click on the investment of your choice (The scroll bars may be used to display additional investments not currently visible on your screen), or
- Click on **First** or **Last** (to display First or Last record) as indicated at the bottom of the screen.
- Click on **Cancel** to return to the main menu.



Display Index of Investments (F2)

After determining the search criteria (See [Display Record Selection Criteria](#)), your active file will be scanned and an investment index will be displayed in spreadsheet format, along with subtotals, and totals as indicated.

The percent completion bar, at the bottom of the screen, will provide an indicator of progress as your file is scanned. Once the scan is complete, the records that match your selection criteria will be displayed. If there is more data than will fit on a single display screen, you can click on the vertical scroll bar at the right of the screen to view the other investment records selected according to your search criteria. In addition to the general total information that is displayed at the bottom of the screen, other totals and averages will be included at the bottom of the worksheet, as appropriate.

See [Display Field Descriptions](#) for a description of the data displayed.

See [Data Display Menu Options](#) for a description of the general options available through the menu selection bar at the top of the display.

Index Display Options

(See the Menu Selection Display)

After the index display is complete, the following options will be available through the menu at the top of the screen:

Grid: (Turns on and off horizontal and vertical grid lines)

Grid Off

Horizontal

Vertical

Horizontal and Vertical

Color: (Black on White may be preferable in the case of a monochrome display, or Laptop)

Black On White

Colors On Black

Inv Details (Display Index) (Display #Days the investment was held or has been held to Date;
Buy and Sell Commissions)

Date Details (Current Pricing Summary) (Display Buy and Sell Date and # Days held to date)

On

Off



Display Field Descriptions

The fields displayed will be as noted below: (Fields shown in *Italics* are available through the Detail menu selection)

- Record Number**
- Record Type** (4 character abbreviation)
- Investment Name**
- Number of Shares or Items**
- Buy Date** (Purchase Date or "Not Bght" If not Bought, as in the case of a short sale)
- Sell date** (date Sold or "Not Sold"; if not Sold)
- #Days** (*Number of days the investment was held, or has been held to date if still in your portfolio.*)
- Buy Price** (The Purchase Price or "N/A" if not Bought, as in the case of a short sale)
- Buy Commission** (*The commission paid at purchase*)
- Sell Price** (The Selling Price or "N/A" if not yet sold)
- Sell Commission** (*The commission paid to Sell*)
- Profit/Loss** (The profit(green) or loss(red), unless the investment is still in your portfolio. In this case, the amount invested will be displayed, in white with an "*" prefix.)

If there are more investments than will fit on one screen, click on, or drag the scroll bar on the right edge of the screen to continue data display.

A general summary will always be displayed at the bottom of the screen:

- Total Amount invested.
- Total Amount Received from sales.
- Number of Current Investments.
- Total Amount Currently Invested.
- Total Number of Investments Displayed.

Other summary fields may be included at the bottom of the spreadsheet display, which may contain:

- Ave(Completed Investments):Average Number of Shares or Items per investment*Average Number of Days Investments were held*Average Buy Price*Average Buy Commission*Average Sell Price*Average Sell Commission*Average Profit/Loss per completed investment
- Ave(Current Investments):Average Number of Shares or Items per investment*Average Number of Days Investments have been held to date*
- Totals(Completed)Average Number of Shares or Items per investment*Average Number of Days Investments were held*Average Buy Price*Average Buy Commission*Average Sell Price*Average Sell Commission*Average Profit/Loss for all investments shown

General Use of Color:Red will be used to indicate a loss.Green to indicate a profit.Magenta to indicate a short Sell.White to indicate an investment still held.

Command Button Options:

Print Screen: This will print a copy of the screen currently being displayed to your printer. (Not recommended unless you have a laser printer. The form will be printed as Black on White).(See [Print Form](#)).

Main Menu: Return to Main W\$TBL Menu.

Select New Records: Return to the [Display Record Selection Criteria](#) to allow quick selection of any other group of investment records.



Display Investment Details (F3)

An Investment Display List box will be displayed allowing you to select the investment record of your choice for detail examination. You may use the scroll bar to view the investment details of the other records in the active file. A detail explanation of these fields follows: (Negative values will be shown in red in the "(xx.xx)" format)

The window header will indicate the record number of the investment currently displayed and the number of records in the active file.

Investment Item Description:	Text description of the investment
Number of Shares/Items this investment:	The number of shares in the case of securities, bonds etc. In the case of collectibles, this may be the number of items.
Date Investment Purchased:	The date this investment was purchased, along with the day of the week. (If this is an uncompleted short sale, this field will be filled with "Not Bought")
Price Per Share or Item (Bought):	The price paid to purchase per share or item.
Total Commissions and Fees (Bought):	The amount of commission and fees paid at purchase.
Total Investment Cost:	The calculated total cost: Number of shares x cost per share + commissions and fees paid.
Date Investment Sold:	The Date the investment was sold, along with the day of the week. (If currently being held, this field will be filled with the note "Not Sold")
Price Per Share or Item (Sold):	The price received at sale of this investment. If currently being held this field will be blank.
Total Commissions and Fees (Sold):	The amount of commission and fees paid at the sale of this investment.
If the Investment is Complete:	
Total Amount Received at Sale:	The calculated total received: Number of shares x received per share - commissions and fees paid.
Total Amount of Profit:	The amount of profit or loss realized from this investment. The total amount received - the total amount paid.
Profit as a Percent of Investment:	The amount of Profit expressed as a percentage: Total profit / Total Cost *100%.
Effective Annual Percentage Profit:	The amount of annualized Profit expressed as a percentage: Total profit / Total Cost *100%*365/Number of days held.
If the investment is Still Held:	
Number Days Since Investment:	The number of days held since purchased.
If the investment is a Short Sale:	
Number Days Since Short Sale:	The number of days held since short sale.
If the Investment is Complete:	
Number Days Investment Held:	The number of days the investment was held.
If the Investment is not Complete:	
Current Price:	The current price per share or item assigned to the symbol, that was last assigned to this investment. This price is assigned in the current pricing option.
As Of:	The last date the current price for this symbol was updated.
Record Type:	An arbitrary record type assigned to this investment. This is usually a generic classification such as OTC, or NYSE, but

could be used to designate account type or broker, etc.

Potential Profit / Loss:

The potential amount of profit or loss, if the investment was sold at the current price indicated.

Available Comment Block:

Can be used to store a comment for this investment, such as when dividends are paid or target sell price etc.

Command Button Options:

Print Form:

This will print a copy of the form currently being displayed to your printer. (See [Print Form](#)).

Return to Main Menu:

Return to Main W\$TBL Menu

Select New Record:

Return to the [Investment Display List box](#) to allow quick selection of any other investment record.

Scroll Bar (Right Margin):

Click in the scroll bar, drag the indicator button, or click on the up and down arrows, to scroll through the active file to view other investments.



Investment Display / Analysis (F4)

This selection will allow you to display your investments, or see a profit/loss analysis for a single year. You can also quickly view your current investments along with any trades completed YTD.

[Investments for a Single Year](#)

[Profit / Loss for a Single Year](#)

[Current Investments](#)



Display Investments for a Single Year

After entering the Year, all investments that were either bought or sold in the year selected, will be displayed, along with basic summary information.

See Display Field Descriptions for a description of the data displayed.

See Data Display Menu Options for a description of the general options available through the menu selection bar at the top of the display.

(Analyze Investments By Year / Profit / Current)



Profit / Loss For A Single Year

After entering the Year, all investments that were bought or sold in the year chosen will be displayed, along with summary information. In the case of Short Sales, the year purchased will be used.

See Display Field Descriptions for a description of the data displayed.

See Data Display Menu Options for a description of the general options available through the menu selection bar at the top of the display.

(Analyze Investments By Year / Profit / Current)



Display Current Investments

All investments currently held in the [Active Data File](#) will be displayed, along with trades completed in the current year, based on your computers system date.

(The [System Date](#) can be updated from the "Other Utilities" menu item, or from the "Utility" selection on the main menu.)

See [Display Field Descriptions](#) for a description of the data displayed.

See [Data Display Menu Options](#) for a description of the general options available through the menu selection bar at the top of the display.

([Analyze Investments By Year / Profit / Current](#))



Add Investment Data (F5)

This will allow you to add new investments to the active data file. You will be prompted to enter the appropriate buy and sell information to complete the addition of the investment to your active file. When you begin, you will be notified of the proposed record number if the add is completed. Negative values will be shown in Red in the format "(xx.xx)".

See [Add Field Descriptions](#) for a description of the investment fields and available controls and commands.



Add Investment Field Descriptions

Descriptions of the option and command buttons and the available data fields when adding an investment follow: (Values that you may add are shown in bold type):

Command Button Options:

- Std Investment:** This turns off the Sell Date, Sell Price, and Sell Commission fields since these values are not available for an investment that has been purchased but not sold.
- Short Sale:** If the investment is a Short Sale, click on this button, and the Buy Date, Buy Price, and Buy Commission fields will be turned off since these values are not available for a short sale that has not been re-purchased.
- Complete Investment:** If you are entering an investment that is complete, that is, has been bought and sold, click on this button and you will be allowed to enter Buy and Sell information.

If the investment is a Complete or a Standard Investment:

Investment Item Description: Text description of the investment, 20 characters maximum. The description must begin with a letter.

Number of Shares/Items this investment: The number of shares in the case of securities, bonds etc. In the case of collectibles, this may be the number of items. This is usually an integer value but partial shares may be entered also. Maximum 5,000,000 may be entered.

Date Investment Purchased: The date this investment was purchased, entered in the "dd-mm-yy" format. If an invalid date is entered, or if this field is left blank, today's date will be entered based on the System Date. The day of the week will be entered for you automatically based on the date entered in this field.

Price Per Share or Item (Bought): The price paid to purchase per share or item. You can enter fractional prices directly, such as "4 4/5" and the system will calculate the value of the fraction for you.

Total Commissions and Fees (Bought): The amount of commission and fees paid at purchase. Two fields are provided for you to enter two values, (usually commission and taxes) which will be added together to form the total fees and commissions paid.

Total Investment Cost: The calculated total cost: Number of shares x cost per share + commissions and fees paid.

If the investment is a Complete or a Short Sale:

Date Investment Sold: The date this investment was sold, entered in the "dd-mm-yy" format. If an invalid date is entered, or if this field is left blank, today's date will be entered based on the System Date. The day of the week will be entered for you automatically, based on the date entered in this field.

Price Per Share or Item (Sold): The price received when you sold this investment., per share or item. You can enter fractional prices directly, such as "4 4/5" and the system will calculate the value of the fraction for you.

Total Commissions and Fees (Sold): The amount of commission and fees paid when sold. Two fields are provided for you to enter two values, (usually commission and taxes) which will be added together to form the total fees and commissions paid.

Total Amount Received at Sale: The calculated total amount received: Number of shares x received per share - commissions and fees paid.

If the investment is Complete:
Total Amount of Profit: The amount of profit or loss realized from this investment.
The total amount received - the total amount paid.

Profit as a Percent of Investment: The amount of Profit expressed as a percentage: Total profit / Total Cost *100%.

Effective Annual Percentage Profit: The amount of annualized Profit expressed as a percentage: Total profit / Total Cost *100%*365/Number of days held.

Number Days Investment Held: The number of days the investment was held.

If the investment is not complete:
Days Held to Date: The number of days the investment has been held to the present date.

Record Type: An arbitrary record type assigned to this investment. This is usually a generic classification such as OTC, or NYSE, but could be used to designate account type or broker, etc.

Note: The following values should be maintained from the Update Current Prices function from the current pricing menu. Although these values can be input here if you prefer. Once a symbol is assigned, these values will take on the current pricing values assigned to that symbol.

Cur Price: The current price for the investment.

PE: This is calculated as the Current Price / Earnings per Share.

Div%: This is calculated as: Dividend Per Share / Current Price * 100%.

Available Comment Block: Can be used to enter a comment for this investment, such as when dividends are paid or target sell price etc. (Maximum comment length is 200 Characters).

Command Button Options:

Print Form: This will print a copy of the form currently being displayed to your printer. (See Print Form).

Main Menu: Return to Main W\$TBL Menu. NOTE: The record is not automatically stored, you must click on "Save it" if you want to add this investment record to your file.

Clear: Clear all fields and allow you to re-enter values.

Save It: Store the values entered as the record indicated at the top of the screen. If the required values are incomplete, the record will not be stored.

(See Add Data)



Edit Investment Data (F6)

This will allow you to edit the existing investment data in the active data file. You will be able to change existing data as well as add new data to complete the sale of an existing investment.

An Investment Display List box will be displayed allowing you to select the investment record of your choice to be edited. Once in the edit screen, you may use the scroll bar to view the investment details of the other records in the active file.

The window header will indicate the record number of the investment currently displayed and the number of records in the active file. Negative values will be shown in Red in the format "(xx.xx)".

See Edit Field Descriptions for a description of the edit fields used to edit your investment data. See Edit Commands for a description of the edit commands available.



Edit Field Descriptions

Descriptions of the available data fields when editing an investment follow: (values you may edit are show in **bold type**):

Investment Item Description:	Text description of the investment, 20 characters maximum, The description must begin with a letter.
Number of Shares/Items this investment:	The number of shares in the case of securities, bonds etc. In the case of collectibles this may be the number of items. This is usually an integer value but partial shares may be entered also. Maximum 5,000,000 may be entered.
Date Investment Purchased:	The date this investment was purchased, entered in the "dd-mm-yy" format. If an invalid date is entered, or if this field is left blank, today's date will be entered based on the <u>System Date</u> . The day of the week will be entered for you automatically based on the date entered in this field.
Price Per Share or Item (Bought):	The price paid to purchase per share or item. You can enter fractional prices directly, such as "4 4/5" and the system will calculate the value of the fraction for you.
Total Commissions and Fees (Bought):	The amount of commission and fees paid at purchase. Two fields are provided for you to enter two values, (usually commission and taxes) which will be added together to form the total fees and commissions paid.
Total Investment Cost:	The calculated total cost: Number of shares x cost per share + commissions and fees paid.
Date Investment Sold:	The date this investment was sold, entered in the "dd-mm-yy" format. If an invalid date is entered, or if this field is left blank, today's date will be entered based on the <u>System Date</u> . The day of the week will be entered for you automatically based on the date entered in this field.
Price Per Share or Item (Sold):	The price received when you sold this investment., per share or item. You can enter fractional prices directly, such as "4 4/5" and the system will calculate the value of the fraction for you.
Total Commissions and Fees (Sold):	The amount of commission and fees paid when sold. Two fields are provided for you to enter two values, (usually commission and taxes) which will be added together to form the total fees and commissions paid.
Total Amount Received at Sale:	The calculated total amount received: Number of shares x received per share - commissions and fees paid.
Total Amount of Profit:	The amount of profit or loss realized from this investment. The total amount received - the total amount paid.
Profit as a Percent of Investment:	The amount of Profit expressed as a percentage: Total profit / Total Cost *100%.
Effective Annual Percentage Profit:	The amount of annualized Profit expressed as a percentage: Total profit / Total Cost *100%*365/Number of days held.
Number of Days Investment Held:	The number of days the investment was held.
Record Type:	An arbitrary record type assigned to this investment. This is usually a generic classification such as OTC, or NYSE, but could be used to designate account type or broker, etc.

If the investment is not complete:

Days Held to Date:

The number of days the investment has been held to the present date.

Track Symbol:

The current pricing symbol (See Symbols) as defined in the define symbol option from the main menu. You can delete the symbol assignment for the particular record you are editing, by clicking on this field and responding appropriately to the message.

Note: The following values should be maintained from the Update Current Prices function from the current pricing menu. Although these values can be edited here, the changes will only effect the single investment being edited, not the symbol's current values. Changes to these values from the current pricing menu, will overwrite these values for each investment with that symbol

Current Price:

The price assigned to the symbol (See Current Prices) if one has been assigned. This is used to determine current investment value.

P. E. Ratio:

The price to earnings ratio.

Dividend %:

The percent dividend.

Available Comment Block:

Can be used to enter or update an existing comment for this investment, such as when dividends are paid or target sell price etc. (Maximum comment length is 200 Characters).

(See Edit Data or Edit Commands)



Edit Commands

Numerous command button options are available to handle special edit situations. A description of these options follow:

Option Button Options:

- Std Investment:** This Clears the Sell Date, Sell Price, and Sell Commission fields. You might use this option, to correct an investment that had been entered incorrectly as sold, and you wish to set the appropriate sell fields appropriately.
- Short Sale:** This clears the Buy Date, Buy Price, and Buy Commission fields.
- Complete Investment:** This is the default configuration when editing investments. All fields will be available for editing.

Secondary Command Button Options:

- Copy Record:** This will create an identical copy of the investment record currently displayed, placing the new investment at the end of the file. This is useful if you wish to add an investment that is similar to one already on file. In this case you may prefer to copy this record, and edit any fields that have changed, such as the investment date.
- Delete It:** This will allow you to delete the investment record currently being displayed. You will be asked to confirm this action.
- Partial Sale:** This will allow you to easily handle a partial sale. A new investment record will be created for the part of the investment that remains, placing this investment at the end of the file. The investment that you have sold will then be displayed ready for you to complete the sell date etc.
- Dividend:** This will create an investment at the end of your file, with 0 cost, and today's date, ready for you to edit any necessary values. This is usually used to record a dividend received in the form of shares. Dividends paid as cash are not entered here since this is an income source and not an investment.
- Split:** You will be prompted to enter the split values, such as 3 for 2. The net cost of the investment will not change. The split will only effect the cost per share. If you would like to undo a split, simply enter a reverse split such as 2 for 3.

Command Button Options:

- Print Form:** This will print a copy of the form currently being displayed to your printer. (See [Print Form](#)).
- Main Menu:** Return to Main W\$TBL Menu. NOTE: Any changes to the record are not automatically stored, you must click on "Save it" if you want to save the changes.
- Cancel:** Cancel all changes you have made, and restore the values to those as stored in the Active File.
- Save It:** Store the changes as displayed to the record indicated at the top of the screen.

(See [Edit Data](#) or [Edit Field Descriptions](#))



Display Investment Graphs

(Alt G from the Main Menu)

You can easily and quickly generate graphs to evaluate your investment status or performance over time. The basic graphs currently supported are listed below.

You will be able to select the data that will appear on a graph by the Investment Name, Investment Type, Investment Symbol or Year. You can choose to graph all your investments, begin at the first record, or graph investments beginning at a later Record Number.

\$ Profit or Loss

Percent Profit

Current Investments

Percent Commissions and Fees Paid

Cum - Sum

General Graph Options and Descriptions

For details on selecting records for graph generation, see Graph Record Selection Criterion.



Graph Record Selection Criteria

The selection box, allows you to graph a portion of your active data file, based on a text search string or a beginning record number. You may also select the entire file, which is the default.

The *command* options are described below: Please note the sub-commands are listed under the category, where they apply.

- Search and Graph:** Qualify the active file search. Use the fields indicated to search for a particular character string. This is a not a case sensitive search.
For example: You could search all records for the letters "GEN", with the investment name box checked. All investments with the characters "gen" anywhere in their name, would be valid, such as *General Motors* or *General Foods*.
- Search String:** The search string must be a minimum of 2 and a maximum of 10 characters.
- Search Fields:**
 - Investment Name:** The string used to describe the investment.
 - Record Type:** This is the record type used to describe the investment.
 - Investment Symbol:** This is the symbol assigned to the investment from the current pricing assignment screen.
 - Year Bought:** The Year the investment was purchased.
 - Year Sold:** The Year the investment was sold.
- Cancel:** Abort the selection and return to the Main Menu.
- Graph All:** Graph the entire data file, or use the entire data file for the search.
- Begin At:** This allows you to begin the search at a particular record. For example, for large data files, you might choose to search beginning at record 100.

(See [Graphs](#))



Graph Menu Options

Once a graph is displayed, the following menu options are available which may be used to modify the graph currently being displayed. Remember the graph can be re-sized by modifying the size of the window that is used to display the graph, using standard windows techniques.

Graph Type

Display in Color

Display in Monochrome

Graph Patterns

Print Graph

Save Graph

Investment Notepad

Exit - Return to the Main W\$TBL menu

General Comments: The label of each bar will only occur if room permits. Additional Graph selections will be considered for inclusion in future releases.

(See Graphs)



Modify Graph Type

Currently 4 graph types are supported; **Bar**; **Pie**; **Line**; and **Area**. Not all graph types will be available depending on the type of data you choose to graph.

Bar Graph - The following Options are available:

2D Bar - two dimensional graph.

3D Bar - three dimensional graph, with the following options:

Horizontal Cluster - bars are placed along the X axis

Vertical Cluster - bars are placed along the Z axis

Pie Graph - The following Options are available:

Values - pie graph with the sections labeled with values.

Percent - pie graph with the sections labeled as a percent of the whole.

Line Graph - The following Options are available:

Standard Line Graph

Standard Line Graph - with **Mean or Average trend line**.

Standard Line Graph - with **Average and Best fit trend line**.

Standard Line Graph - with **Average, Best fit trend line, & minimum / maximum lines**.

Area Graph - The following Options are available:

Stacked Values along the X axis.

Actual Values will be drawn. (Note: smaller values may be hidden)

Values will be translated into **Percentage**, by x axis value.

[Graph Selection Menu](#)



Display Graph in Color / Vary Background Color

Normally graphs will be shown in color on a white background. You may choose to modify the background color from the color list that appears when you select the Color option. This may be helpful if you choose to save the graph and import to a word processor such as Word for Windows, for a special effect or added emphasis.

Graph Selection Menu



Display Graph In Monochrome

This will reset the graph to Black on a White background. This may be helpful for displaying the graph on a laptop computer, or with a monochrome screen. After selecting monochrome, the graph patterns menu option, will be disabled, and the graph will be displayed using standard hatch patterns.

[Graph Selection Menu](#)



Modify Graph Patterns

If you select a color graph, you will be able to specify that the graph be re-drawn using patterns instead of solid colors. This may be helpful in printing or importing to a word processor such as Word for Windows. This menu option will be disabled for monochrome graphs, since patterns are used automatically in that case.

Graph Selection Menu



Print Graph to Printer

You will be asked to print the graph in Monochrome or in Color. The size of the printed graph can be modified by modifying the size of the graph window by the use of standard window technique, of dragging a window corner, as described in your Windows documentation.

NOTE: In order to successfully print graphs, your printer must be capable of printing graphics and must be configured through the Windows setup *command*.

Graph Selection Menu



Save Graph

You will be asked to choose to either save the graph to the clipboard or to a file.

If you save the graph to the clipboard, it will be stored on the windows clipboard. See your Windows manual on the use of the clipboard.

If you choose to save the graph to a file, it will be saved under the name: "W\$Graph.WMF". It will be placed in your W\$TBL, directory, in the standard windows metafile format. A previously saved W\$TBL graph file will be erased automatically. You can import this format directly to other windows products such as "Word for Windows".

The size of the printed graph can be modified by modifying the size of the graph window by the use of standard window sizing techniques. See your Windows documentation for more information.

Graph Selection Menu



Profit and Loss Graph (*Shift F1*)

Display a graph of Profit or Loss by record number. Only records that have been both bought and sold will be included in this graph. Investments where a loss was experienced will be displayed on the graph below the '0' line.

For details on selecting records for graph generation, see [Graph Record Selection](#).



Graph of Percent Profit and Loss (*Shift F2*)

Display percent profit or loss by record number. The percent profit is based on the amount invested and amount received when sold. Only records that have been both bought and sold will be included in this graph. Investments where a loss was experienced will be displayed on the graph below the '0' line.

For details on selecting records for graph generation, see [Graph Record Selection](#).



Graph of Current Investments (*Shift F3*)

Display a graph of the cost of all current investments. Only investments currently being held, are included.

Two values will be displayed for each investment. The first will indicate the cost or amount invested, and the second, the current value of the investment based on the current price.

Note: A current pricing symbol, and current price must have been established for each currently held investment, in order for the 2nd set of values to be meaningful.



Graph of Fees Paid By Investment (*Shift F4*)

Display a graph of the percent of the investment was due to fees paid, at purchase and sale. Only investments that have been bought and sold, will be included on this graph.

Two values will be displayed for each investment. The first will indicate the percent fees paid at purchase, and the second, the percent fees paid at the sale of the investment.

For details on selecting records for graph generation, see [Graph Record Selection](#).



Cum-Sum Profit/Loss Graph (*Shift F5*)

Display a CUM-SUM chart for profit or loss by record number. From left to right, each bar is the sum of the prior displayed bar. This could be used to determine the total amount of profit or loss over numerous records, or over an extended period of time.

The values are based on the profit or loss by record. Only records that have been both bought and sold will be included in this graph.

For details on selecting records for graph generation, see [Graph Record Selection](#).



Print Investment Reports

(Alt P from the Main Menu)

You can easily and quickly generate reports to evaluate your investment status or performance over time. The basic reports currently supported are listed below.

For the first two report types noted below, you will be able to select the data that will appear on a report by the Investment Name, Investment Type, Investment Symbol or Year. You can choose to print *All* your investments, or print investments beginning at a later Record Number.

For details on selecting records for printed report generation, see Print Record Selection Criteria. For details on the print options see General Print Options.

Print Investment Index

Print Investment Analysis Reports

Print Multiple Investment Details

Print Single Investment Detail



Print Record Selection Criteria

The selection box, allows you to select a portion of your active data file, based on a text search string or a beginning record number. You may simply press return to select the entire file (the default). The *command* options are described below:

Please note the sub-commands are listed under the category, where they apply.

- **Search and Print:** Qualify the active file search. Use the fields indicated to search for a particular character string. This is a not a case sensitive search.
For example: You could search all records for the letters "GEN", with the investment name box checked. All investments with the characters "gen" anywhere in their name, would be valid, such as *General Motors* or *General Foods*.
- **Search String:** The search string must be a minimum of 2 and a maximum of 10 characters.
- **Search Fields:**
 - **Investment Name:** The Investment Name used to describe the investment.
 - **Record Type:** This is the Investment Type used to describe the investment.
 - **Investment Symbol:** This is the Symbol assigned to the investment from the current pricing assignment screen.
 - **Year Bought:** The Year the investment was purchased.
 - **Year Sold:** The Year the investment was sold.
- **Cancel:** Abort the selection and return to the Main Menu.
- **Print All:** Print the entire data file.
- **Begin At:** This allows you to begin the search at a particular record. For example, for large data files, you might choose to search beginning at record 100.

(See Print Reports)



General Print Options

Once you have completed the data selection for your report, the print report status form will be displayed. This will not only display the status of your print request, as it is processed, but will also allow you to change various parameters of your report prior to printing. These print parameters will be saved, ready for your next print request.

Menu Choices:

- Printer Setup:**
 - Select Printer:** Select from the installed printer and set orientation. Please note: Selection of various form sizes have no effect.
 - Restore Defaults:** Restore the default Font size, spacing, and Bold and Italic settings. Font name selection are not changed by this selection.
- Spacing:** Single or Double, with an associated Check Mark to display the current choice.
- Title Font:** Select a font from the fonts installed on your system to use for the title of the reports.
- Body Font:** Select a mono-space font for use in the body of your report. Mono-space fonts are used to ensure that columns line up correctly on various printer types.

You will be able to modify the Font Characteristics such as Bold or Italic, as well as the font size from the font selection screens.

Note: You can also change the font characteristics by double clicking on the font name box. This has the same effect as the corresponding menu item.

Once your selections have been made, the name of the font, in that font typeface, will be displayed. If you have selected Italic or Bold, the font name will use these characteristics to remind you of these settings.

The Title Tab Spacing, (and in the case of the Detail report the body tab spacing) can be changed based on your font, and font size selection, to correctly center these fields on your report. Once you find settings that produce the desired effect, you will not have to modify these unless you change your font selection or font size.

The number of lines per page can be modified when producing index reports as desired. When selecting double space, the blank lines are included in the lines per page. In this way you do not have to modify the lines per page setting, if you choose to switch from single to double spacing. This is not an option on the detail reports.

(See [Print Reports](#))



Print Index Report (*Ctrl F2*)

Print a report of your investments in Index format to your printer. See Report [Data Field Descriptions](#) for descriptions of the individual data fields that will be printed in the report..

Totals as appropriate will be included at the bottom of the report, based on the data included in the report.

For details on selecting records for printed report generation, see [Print Record Selection Criteria](#). For details on the print options see [General Print Options](#).



Print Analysis Reports (Ctrl F3)

Four different analysis reports may be selected. Appropriate subtotals will be included at the bottom of these reports, based on the body of the report. The report types are described below.

Investments for a single year: Print a report in index format, of all data records either bought or sold in the selected year. Enter the year of interest in the format *yy* or *yyyy*.

Profit Analysis for a single year: Print a report in index format, of all records that were sold in the selected year. In the case of Short Sales, the records will be selected based on the year purchased. Enter the year of interest in the format *yy* or *yyyy*.

Current Investments now held: Print a report in index format, of all records that are currently being held. All trades that have been completed YTD will be included also. The System Date is used to determine the current year, in order to determine which completed transactions to include.

Current Investments with Current Prices: Print a report in index format, of all records that are currently being held, updated with the current prices as assigned according to the current pricing module. (See the Current Pricing Menu). Potential Profit or Loss will be calculated based on the current prices. Remember that commissions required to sell or re-purchase in the case of a short sale are not included.

See the [Index Printed Report Field Descriptions](#) for descriptions of the individual data fields.



Print Investment Details (*Ctrl F4*)

Print a detailed report of a group of individual investments to your printer. See [Print Field Definitions](#) for a detail descriptions of the report data.

For details on selecting records for printed report generation, see [Print Record Selection Criteria](#). For details on the print options see [General Print Options](#). The detail investment reports will be printed two on a page.



Print Single Investment Detail (*Ctrl F5*)

Print a detailed report of a single investment to your printer. An [Investment Display List Box](#) will be displayed to allow you to quickly select an individual investment from your active file.

See [Print Field Definitions](#) for a detail descriptions of the report data.

For details on the print options see [General Print Options](#).



Index Printed Report Field Descriptions

A detailed explanation of the fields printed on the index report as follows:

- **Rec:** Active File Data Record Number.
 - **Type:** The Investment Type.
 - **Investment Name:** The Investment Name as entered when the investment was stored
 - **Qty:** The quantity of shares or items in each investment.
 - **Buy Date:** The Date this investment was purchased, except in the case of a Short Sale where the note *Sld Short* will be printed.
 - **Buy\$/Shr:** The investment cost in \$ per share, unless not available, as in the case of a short sale.
 - The date the investment was sold, except in the case of an investment currently being held, where the note *Not Sold*, will be printed.
 - **Sell\$/Shr:** The \$ amount received per share or item, unless not available for those investments still being held.
 - **Buy Cost:** The total cost to purchase the investment, including commissions.
 - **Sell Recvd:** The total amount received less any commissions paid.
 - **Pft %:** The percent profit ($\text{Profit}/\text{Investment Cost} * 100\%$) or loss unless currently being held.
- (See Print Investment Index)



Detail Printed Report Field Descriptions

A detailed explanation of the fields printed on the detail report as follows:

Investment Description:	Text description of the investment
Number of Shares or Items:	The number of shares in the case of securities, bonds etc. In the case of collectibles, this may be the number of items.
Date Investment was Purchased:	The date this investment was purchased, along with the day of the week. (If a <u>short sale</u> , this will be noted)
Investment Price at Purchase:	The price paid to purchase per share or item.
Commissions Paid at Purchase:	The amount of commission and fees paid at purchase.
Total Investment Cost:	The calculated total cost: Number of shares x cost per share + commissions and fees paid.
Date Investment Sold:	The Date the investment was sold, along with the day of the week. (If currently being held, a note will be printed to that effect.)
Investment Price at Sale:	The price received at sale of this investment. If currently being held, this field will be blank.
Commission paid at Sale:	The amount of commission and fees paid at the sale of this investment.
Total Amount Received at Sale:	The calculated total received: Number of shares x received per share - commissions and fees paid.
If the investment is complete:	
Total Investment Profit:	The amount of profit or loss realized from this investment. The total amount received - the total amount paid.
Profit as a % of Investment:	The amount of Profit expressed as a percentage: Total profit / Total Cost *100%.
Effective Annual % Profit:	The amount of annualized Profit expressed as a percentage: Total profit / Total Cost *100%*365/Number of days held.
If the investment is Still Held:	
Current Investment Price:	The current price as last updated by the <u>Update Current Prices</u> function.
Current Price to Earnings Ratio:	The current PE ratio as last updated.
Current Dividend Percentage:	The current dividend percentage as last updated.
If the Investment is not Complete:	
Number of Days Since Purchase:	The number of days since the investment was purchased to the current date.
If the investment is a Short Sale:	
Number Days Since Short Sale:	The number of days held since the short sale occurred.
If the Investment is Complete:	
Number Days Investment Held:	The number of days the investment was held.

The **Record Number**, **Today's Date**, and **Record Type**, will be printed at the bottom of each investment.

(See [Print Single Investment Detail](#))



Current Investment Tracking

(Alt C from the Main Menu)

These functions allow you to assign a tracking symbol along with the current pricing information to each currently held investment in the active file. You will then be able to evaluate the value, as well as the potential Profit or Loss, as well as other common investment parameters, for each current investment you hold.

Update Current Prices

Define Investment Symbols

Display Current Pricing Summary

Import Prices (External File)



Update Current Prices (Shift F6)

Once a symbol has been assigned to each current investment, (You must do this first - See [Define Investment Symbol](#) descriptions) you will be able to input current investment pricing, earnings per share, dividend paid per share, as well as a detailed comment, if desired. You will also be able to enter a reference high and low prices, if desired.

Select from the list of symbols that are currently defined, and proceed to update the current pricing information for that symbol and any others as you desire. Once these updates are input, the value of the current investments will be available from the [Display Current Pricing Summary](#) selection.

Command Button Options:

- Display It:** This command button provided for those who prefer to use the keyboard, or do not have a mouse. A double click on the investment of your choice will automatically perform the display symbol function.
- Save Changes / Display Next:** This performs an automatic save of any symbol pricing updates, and displays the next symbol ready for you to modify it's current pricing parameters if desired.
- Print Form:** This will invoke a [Print Form](#) Command.
- Main Menu:** Return to the main menu.

FIELD DESCRIPTIONS (Input Fields in Bold Type):

- Current Investment Price:** The current price for the investment symbol displayed above.
- Reference High Price:** This value is calculated automatically each time an update is entered. It is the highest price that has been entered since this symbol was established. This is an optional input field, as the calculated value can be overridden.
- Percent of Current Price:** This is provided as a comparison of the current price to the reference high price. It is calculated as the Reference High Price / Current Price.
- Reference Low Price:** This value is calculated automatically each time an update is entered. It is the lowest price that has been entered since this symbol was established. This is an optional input field, as the calculated value can be overridden.
- Percent of Current Price:** This is provided as a comparison of the current price to the reference low price. This is calculated as: Reference Low Price / Current Price.
- \$ Earnings Per Share:** The reported or estimated Earnings Per Share.
- Price to Earnings Ratio:** This is calculated as the Current Price / Earnings per Share.
- Dividend Paid Per Share:** The reported Dividend Paid annually per share.
- % Dividend Yield:** This is calculated as: Dividend Per Share / Current Price * 100%.

Note: If you simply want to keep track of the current prices, you may choose not to update the Earnings and Dividend fields. The reference high prices will be updated for you automatically, providing a price history range since this symbol was established.



Define Investment Symbols (*Shift F7*)

Before you can Update the Current Prices, you must first define and assign investment symbols to your current investments. Each time a new investment is added to the active file, you will need to assign a symbol to that investment.

A list of investment symbols currently defined, is contained in the lower right section of the screen. You may select from any one of these symbols to assign to each of your current investments, or add new symbols as needed.

The Define Symbol Input screen will contain the following information for each current investment as you scan the active data file:

- The number of current symbols in the current pricing file.

- The Active data file and appropriate record number information.

- The Investment Name.

- The Investment Type.

- The investment Purchase date.

- The Investment Symbol currently assigned to this investment if one had been previously assigned.

See Define Symbol Commands for a description of the commands available used to define and assign symbols to your current investments.

NOTE: You can maintain as many data files as you wish, probably with some of the same investments, as well as numerous similar investments in a single data file. Tracking the current prices is simplified by assigning the same symbol to like investments. It is intended that the standard "Ticker Symbol" be used, but any symbol will work, as long as you are consistent. The length of the symbol may be from 1 to 6 characters. Please note, that numbers can not be used to define the symbols.



Define Symbol Commands

A description of the command buttons along with a brief summary of their function used to Define the Investment Symbols:

Command Buttons:

- Scan for New Investment:** Search the entire data file for current investments that do not currently have a valid symbol assigned. If symbols are found that are not in the current symbol list, they will be added. If current investments are located without symbols assigned, you will be prompted to add them. This is a useful function, after adding a new investment or investments, to quickly locate those that need to have valid symbols assigned.
- Next Investment:** Beginning at the current location in the active data file, scan for the next current investment. If a symbol is encountered that is not contained in the current symbol file, it will be added automatically. If a symbol has not been assigned, you may select from the available list or enter the symbol directly.
- Previous Investment:** Scan the active file for the prior Current Investment.
- Select Symbol:** Select the highlighted symbol for assignment to the currently displayed investment. You can also select a symbol by double clicking on the symbol of your choice.
- Delete Symbol:** Delete the currently highlighted symbol from the current pricing symbol list.
- Main Menu:** Return to the Main Menu
- Scan Existing Data file / Add Existing Symbols:** Used to scan an existing data file that contains previously assigned investment symbols. This is commonly used after initializing the current symbol file, to automatically pickup the assigned symbols.
- Initialize Current Pricing / Symbol Database:** Initialize the current pricing symbol database. The investment symbols will still be assigned in each data file, but the current pricing information will be lost. If you select this command, you will be asked to confirm this action.

(See [Define Investment Symbols](#))



Display Current Pricing Summary (Shift F8)

This will display to the screen in spreadsheet format, for each of your currently held investments, a summary of the symbol, initial investment price, current price, along with percent dividend and PE. The corresponding purchase date (sell date in the case of a short sale) information can be displayed by use of the Display Date Details menu selection.

The potential profit or loss is displayed, based on the current price and initial investment. One should note that any commission or fees that may be required to sell the investment are not included in this calculation. Trades completed in the current year are also included in this display to provide a Profit and Loss summary for the current year.

A general summary, as well as general summary information will be displayed at the bottom of the screen, and at the bottom of the worksheet display.

The percent completion bar, at the bottom of the screen, will provide an indicator of progress as your file is scanned. Once the scan is complete, your current investments, along with trades completed in the current year, will be displayed. If there is more data than will fit on a single display screen, you can click on the vertical scroll bar at the right of the screen to view the other investment records.

The fields displayed will be as noted below:

- Record Type:** The 4 character Record Type abbreviation.
- Record Number:** The Record Number as stored in the active file.
- Investment Name**
- Number of Shares or Items**
- Symbol:** The symbol assigned in the Define Investment Symbol command.
- Div %:** The annual percentage dividend as entered in the Update Current Price Command
- PE:** The PE Ratio as entered in the Update Current Price Command.
- Invest Pr:** The purchase price except in the case of a Short Sale where the Current price will be used.
- Cur Price:** The Current Price as entered in the Update Current Price Command, except in the case of a Short Sale where the Purchase Price will be used.
- Buy Date:** *The Date the investment was purchased, unless a short sale where "Short Sale" will be displayed.*
- Sell Date:** *The words Not Sold will be displayed unless a short sale, where the purchase date will be displayed.*
- Profit/Loss:** The potential profit if the investment was sold (Or bought back in the case of a short sale) at the current price as shown. Possible commissions and fees are not included in this calculation.

The summary will contain:

- The Number of Current Investments**
- Total \$ P/L at Current prices:** The total potential profit or loss.
- Total Invested at Purchase:** The amount invested to purchase the currently held investments.
- Total Received if Sold as Shown:** The potential amount that would be received if all sold (or bought back in the case of a short sale) at the current prices shown.
- Investments Sold in (Current Year):** The number of investment trades that you have completed in the current year.
- YTD P/L:** The Year to Date Profit or loss for the trades completed in the current year.
- Total + YTD P/L:** The Total Potential profit for the investments currently held plus the Year to

date P/L for the trades completed in the current year.

General Use of Color:Red will be used to indicate a loss.Green to indicate a profit.Magenta to indicate a short Sell.White to indicate an investment still held.

Command Button Options:

Print Form: This will print a copy of the screen currently being displayed to your printer (Prior to the print request, the colors will be set to black on white. After the print request is completed, the colors will be reset) (See Print Form).

Main Menu: Return to Main W\$TBL Menu.

Continue: Click on use the Alt. C key to continue data display if required.

See Data Display Menu Options for a description of the general options available through the menu selection bar at the top of the display.



Import Current Prices from External File (*Shift F9*)

If you subscribe to Prodigy, or a similar service that you use to track your investments, you can automatically update the current pricing information of the symbols that are currently assigned to your current investments.

From Prodigy, use the quote track feature and print the report to a file, in text format. This file must be column aligned and contain the investment symbols and current pricing information.

Once you have created your text file while in Prodigy or a similar service, You must then exit that program, enter W\$TBL, and select that .TXT File. That file must contain matching symbols as assigned by the Define Investment Symbols selection.

Once the file has been selected you can View the file to verify that you have chosen a file with the correct symbols and prices that you wish to use.

Click on the Import command bar to begin the import process. You can choose to monitor the progress of your import to aid in trouble shooting if necessary. Once this is working as desired, you may wish to turn off the status monitor to speed up the import process. The Import Monitor Status is turned off by Default.

During the import, the Left List box, will be updated to display valid symbols and their corresponding prices as found in the selected Prodigy text file. The center list box, will display any matching symbols found in your current symbol file. The right list box, will display all symbols found attached to your actual investments. As matches occur the current pricing information will be updated automatically.

NOTE: If you subscribe to a service that is not supported directly, this feature may still function, or we may be able to modify the program to support the service you use. Please contact us directly if this is your situation.



W\$TBL Utilities Options

(Alt U from the Main Menu)

Numerous system and data file utilities are provided for your convenience.

Data File Commands

Display Calculators

Calendar Display

Investment Notepad

Other Utilities (Date, HW Status, Format Floppy, Etc.)

Print Registration Form



Data File Commands

(Alt F from the Utilities Menu)

These options allow you to: Select, Delete, Copy or Sort the Wall \$treet The Bottom Line For Windows active Data file.



Select Active Data File (F7)

This is the data file that will contain all your individual investment data. You can use different data files for different accounts, or for different investment types etc.

You can choose from an existing W\$TBL DOS or Windows W\$TBL data file.

W\$TBL will assume that your data files are located in the same directory that your program is stored, however you can choose to locate your data files on any disk and in any directory. The number of data files is only limited by available disk space.

Valid W\$TBL DOS data files that were generated after version 5.3, will be automatically converted to the W\$TBL for windows format after selection. W\$TBL data files will be stored with a ".WAT" suffix.

NOTE: W\$TBL DOS data files generated with the prior to version 5.3 can not be used.



Delete Data File (*Ctrl D*)

You can delete W\$TBL ".DAT" and ".WAT" data files in any directory on your system from this *command*. You will be asked to confirm your selection before deletion.



Copy Data File (Ctrl C)

You can copy an existing W\$TBL for windows data file. The original or source file name will not be changed. This is useful if, at some time, you decide to divide your data files by category or time frame.

Note: You can not copy the active data file directly. To copy the active data file, simply choose another file temporarily as your active file, and then perform the copy.



Sort Active Data File (*Ctrl S*)

You can sort the Active Data File by Date, Name, or Type.

This will not effect the content of the data file, just the order that the records will be displayed. Normally your investments will be sorted by Date as a result of entering investments as they occur over time. This option allows you to enter your investments in any order and later sort them by Date.

The maximum number of records that can be sorted is 200. Should you attempt to exceed that limit, the last 200 records will be sorted.

This may take anywhere from a few seconds to hours depending on the number of records, the degree of disorder, the file storage media, and your computer speed. It will obviously take considerably longer if running W\$TBL from a floppy disk.



Sort By Name

The investment Name will be used to determine the sort order. In the case of Investments with the same name, the secondary sort will be by date.

(See Data File Sort)



Sort By Type

The investment Type will be used to determine the sort order. In the case of Investments with the same Investment type, the secondary sort will be by date.

(See Data File Sort)



Sort By Date

The investment purchase date will be used to determine the sort order. In the case of Short Sales, the sell date will be used.

We recommend that you sort your file by date, since this will correspond to the natural order as time progresses and additional investment data is entered. It may be helpful for analysis purposes, to view graphs such as the CUM-SUM graph, after sorting, based on another sort criteria.

(See Data File [Sort](#))



Calculator

(Alt C from the Utilities Menu)

Two calculator options are presented:

Standard Calculator (*Ctrl L*)

This is a standard 4 function Calculator with the optional tape display. You can modify the Mode to either a Dollar or Hex from the Mode Menu. You can display a running record of your calculations by using the Show Tape function.

Return On Investments (*Ctrl I*)

This is helpful to evaluate possible investments. You are asked for a beginning balance, Interest rate(in %), and duration in Years. After entering these values, a click on Compute Ending Balance will provide this information for you. Through the drop down menu selection, you can immediately see the effect of daily, monthly or yearly compounding.



Monthly Calendar (*Ctrl A*)

This is helpful to provide a quick access to a monthly calendar. Simply click on the appropriate scroll bar to display a calendar of any month you desire.



Investment Notepad (*Ctrl N*)

This is helpful to maintain notes relevant to your investments in general. Your notes can be saved for your next session through the "File Save / Return to Main Menu" option.

You can utilize the Cut Paste and Copy options, in a similar manner to other window applications. You will be asked to confirm a request to clear the notepad, since this action will erase the entire contents of the notepad.



Other Utilities

(Alt U from the Utilities Menu)

Several other utilities are available as noted below:

Set System Date

Hardware/Drive Status

Format Floppy Drive

Graphic Demo

View Release Notes

Main Screen Color



Set System Date (*Ctrl T*)

This is provided as a quick way to modify the system date. W\$TBL uses this information in various ways, and should be correct when running W\$TBL. The new date should be entered in a ***mm-dd-yy*** or ***mm-dd-yyyy*** format.



Display System Information and Drive Status (*Ctrl H*)

Display the hardware configuration of your system as reported by windows. This is useful for your information, but also as a debug / problem solving tool in the unlikely event that you should experience a system problem while using W\$TBL for Windows.

The display will include:

Hardware Status

Drive Status

Disk Search

Directory List

Directory Tree

Environment



Hardware Status

- CPU Type and speed (MHz).
- DOS Version.
- ROM BIOS Date.
- Math CO processor Status.
- Mouse Status.
- Hard Drive(s) Type.
- Floppy Drive(s) Type.
- Number of Serial Ports.
- Number of Parallel Ports.
- PS/2 MCA Bus Status.
- Base Memory (K Bytes).
- Extra Memory (K Bytes).
- Display Size (X by Y in Pixels).
- Display mode.
- KB Video Memory Reported.

(See Hardware/Drive Status)



Drive Status

This will display the status of a Drive consisting of the following:

- Actual drive name (Provided in the case of an Assign, Subst, or Network drive).
- Volume name of the specified drive.
- Total storage capacity on this drive in bytes.
- Total storage capacity in use in bytes, along with a percentage indicator.
- Total free storage capacity in bytes, along with a percentage indicator.
- Number of data sectors and clusters.
- Media ID byte.
- Sector and cluster size in bytes.
- Number of sectors per cluster.
- The default drive number and default drive letter.

(See Hardware/Drive Status)



Disk Search

The disk search feature allows you to quickly locate a file or a group of files, assuming you know the drive the file is located on.

For example: An input of **C:*.Wat** would list all files with a suffix of "WAT" on the C drive.

(See Hardware/Drive Status)



Directory List

Lists all files beginning at any valid DOS path you specify.

For example: An input of **C:\WWallst**, would list all files in this directory, if it exists. If the path input does not exist, you will be notified, and allowed, to try again.

(See Hardware/Drive Status)



Directory Tree

Lists a DOS Directory tree beginning at any path you specify.

For example: An input of **C:** would list all DOS Directories beginning at the C Drive Root Level.

(See Hardware/Drive Status)



Display DOS Environment

The environment display consists of the following:

- DOS Set Commands.
- DOS Path.
- DOS Prompt.
- System Time.
- System Date.
- MS Windows Version.
- MS Windows Directory.
- MS Windows System Directory.

(See Hardware/Drive Status)



Format Floppy Drive (*Ctrl F*)

This provides a quick way to format a floppy drive on either drive A or B in the format supported by your system.

You may choose to store your W\$TBL data files on floppy, but performance will be negatively impacted, due to disk access time.

(See Hardware/Drive Status)



Graphic Demo (*Ctrl G*)

This is a quick way to check the graphics capability of your system, or simply to act as a screen saver while you will be out for lunch!

Note: This is not a time or response activated screen saver. It is included primarily to aid in determining system capability and to allow a quick performance evaluation, should you be experiencing graphic difficulty while using W\$TBL.



View Release Notes (*Ctrl F1*)

Any last minute release notes will be included here.

Main Screen Color (*Ctrl Shift F12*)

You can modify the background screen color of the main W\$TBL menu. You can select a particular screen color, select random colors, or reset to the default Cyan color.

If you elect to choose a particular color, a standard windows color selection box will be displayed allowing you to select the color of your choice.

If you choose to use random screen colors, simply click on the random color selection button. In this case, a random color will be selected each time the program is started. If you do not like the color chosen, you can choose another random color, for the current session, by clicking on the W\$TBL command button just below the Skyline outline on the main screen, or choosing the Help/About selection from the main menu.

You can also reset the screen color to the default color of CYAN by choosing the appropriate color selection button.



Information / Wall \$treet The Bottom Line For Windows (*Shift Ctrl F1*)

This will display the version number, serial number, and the registered owner. If the copy you are using is unregistered, registration information will be displayed first.

Please register. This is the only way shareware of this nature can continue. Without registration, you will have no avenue to receive additional capabilities, as they are available. For those of you who have registered, ***WE THANK YOU!***



Quit / Exit Wall \$treet The Bottom Line For Windows (Ctrl Q)

This will exit the program, returning you to windows. Any changes you have made in your data files are saved automatically.

If you desire you can use the Ctrl X shortcut to EXIT WINDOWS. An attempt will be made to exit W\$TBL, and the entire Windows environment. Windows will attempt to close all applications currently running. The exit attempt may fail if any DOS applications are still running. If unsuccessful, you will be notified, and W\$TBL will remain active.

You will be able to print a Registration Form or **Restart** W\$TBL if desired.

Investment Record Number

This is the record number assigned to the record when it was entered. When the file is sorted, new investment numbers are assigned based on the sort criteria. Record 1 is the first record in the file.

Investment Buy or Sell Year

This is the Year that the investment was Bought or Sold. Of course, if the investment is still held, the buy or sell date will not be available.

Investment Symbol

This is the Symbol that ties the record to the current pricing module. It is based on this symbol that current prices are assigned. The Ticker symbol is often used for this symbol.

Investment Type

The investment type is assigned when you enter or edit an investment record. It's primary purpose is to allow you to group investments for viewing or printing reports for similar investments.

You may choose to maintain separate files for different investment types and not use this field. An alternative use of this field would be to assign investment companies to each investment.

Investment Name

This refers to the description used when the investment was entered in the program. You can screen your investments based on a part of this name.

Selected Year

This can be entered as either a 2 or 4 digit number. For example entering "92" will result in the year "1992" being selected.

Short Sales

A short sale occurs when an investment is first *Sold*, then later *Bought Back*, hopefully, at a lower price.

Print Form Option

A screen dump of the current form to your printer, in graphic format. If your printer is not capable of graphics, this is not recommended. This works best on a graphics capable laser printer, that can handle the colors shown as a gray scale.



Windows Performance Hints

Running MS windows applications can be much slower than the corresponding DOS applications. Short of buying a faster machine, with more computing horsepower, there are several things that you can do to improve or optimize windows performance. These comments apply primarily to 386SX and above. We do not recommend running windows on a 286 machine.

Three primary factors effect system performance when running windows:

- System CPU Speed: The raw horsepower of your system. (33 MHz is better than 20 MHz)
- Disk Performance: Disk Speed, access time etc. Install hardware and or SW cache.
- Video Performance: Speed of your video card and the mode and resolution you are using (256 Colors can be a lot slower than 16 colors).

RECOMMENDATIONS:

- O MEMORY:** Configure all memory above 1 Meg as extended memory. We recommend absolute minimum of 2 Meg, hopefully at least 4 Meg.
- O DISK DRIVE:** De-fragmenting your drive will improve disk access as well as reduce data storage and retrieval times. Installing SMART Drive, or other disk caching software, can really help. Reduce Buffers down to 4-10 if you use a disk cache. Typical SMART Drive assignments for various sizes of memory would be:

System	SMART Drive Size	
Memory	MAXIMUM	MINIMUM
2 Meg	512K	256K
4 Meg	1536K	768K
8 Meg	1792K	1024K
> 8 Meg	2048K	1024K

EX: For a 4 Meg system use the following statement in your CONFIG.SYS, or AUTOEXEC.BAT file:

DEVICE=SMARTDRIVE.SYS 1536 768 (Windows 3.0)

C:\WINDOWS\SMARTDRV.EXE (Windows 3.1)

- O TEMPORARY FILES:** Many MS windows applications use temporary files. These are usually placed in the directory identified by the TEMP environment variable. This directory should be placed on your fastest hard disk, or better yet on a RAM DISK if you have enough memory (>4 Meg) to set one up.

To Set TEMP Directory:

in AUTOEXEC.BAT: use "SET TEMP=C:\TEMPFILES"

Remember to create the directory:

in AUTOEXEC.BAT use "MD C:\TEMPFILES"

To Set 512K Ram Disk:(if RAMDRIVE.SYS is in a directory "DOS")

in CONFIG.SYS use "DEVICE=C:\DOS\RAMDRIVE.SYS 512"

Set the TEMP variable,

in AUTOEXEC.BAT use "MD D:\TEMPFILES"

and create the directory: (Assuming RAM DISK is on virtual drive "D")

in AUTOEXEC.BAT use "SET TEMP=D:\TEMPFILES"

- O SWAP FILE:** If you run in enhanced mode and require extra memory to run your applications, you

should set up a permanent swap file. See your MS windows manual. Usually 4 Meg is sufficient, if you can spare the disk space.

- **WINDOWS GENERAL:** Run in Standard Mode by typing WIN /R when you start windows, unless you need to run DOS Applications in background. Upgrade to the latest version of Windows (3.1 or later) if you haven't already done so.

