

Contents for Investment Tracker

[Alpha Menu Bar](#)

[Icon Menu Bar](#)

[Fund Input/Summary Screen](#)

[Enter/View Fund Transactions Screen](#)

[Special Note about Reports](#)

Click on an underlined green topic above for additional information.

NOTE: To Start Investment Tracker from the Main Menu:
Click on "FILE" and then on "OPEN" from the Alpha Menu Bar. This will take you to the FUND INPUT/SUMMARY Screen. A new Fund can be established on this Screen. Click on the ENTER/VIEW button to establish transactions for that fund.

Alpha Menu Bar

You have reached help for the Alpha Menu Bar Functions.

The following choices are part of this menu bar:
(Click on a topic for more information)

[File](#)

[Edit](#)

[Record](#)

[Tools](#)

[View](#)

[Reports](#)

[Windows](#)

[Help](#)

File

FILE is a choice on the alpha menu bar which allows you to start Investment Tracker. When you select "FILE" a sub-menu with choices that are self-explanatory will appear. OPEN is one of the sub-menu choices. When you select OPEN, the Fund Input/Summary Screen will be displayed. You can now enter information into to the Fund Summary File. If funds already exist you can page through the records by using the Icon Menu Bar. The order in which records will be displayed is set forth by the indexed order option. This option is explained under "VIEW" on the Alpha Menu Bar.

Other related topics for the Alpha Menu Bar:

Edit

Record

Tools

View

Reports

Windows

Help

Edit

EDIT is a choice on the Alpha Menu Bar which allows usage of the Windows Clipboard. Sub-menu choices like cut, copy, paste, etc., are self explanatory. This function is not really used except to import characters or numbers from another Windows application or file.

Other related topics for Alpha Menu Bar:

File

Record

Tools

View

Reports

Windows

Help

Record

RECORD is a choice on the Alpha Menu Bar which allows certain records to be displayed on the Fund Input/Summary Screen, or the Fund Transaction View Screen. The user can select from several sub-menu choices like First, Last, Previous, Search, Query, etc. The same choices are offered on the Icon Menu Bar and are explained in that section of this documentation. As an example, if "LAST" is selected while on the Fund Input/Summary Screen then the last database record for the Fund Database File will be shown.

Other related topics for the Alpha Menu Bar:

[File](#)

[Edit](#)

[Tools](#)

[View](#)

[Reports](#)

[Windows](#)

[Help](#)

Tools

TOOLS is a choice on the Alpha Menu Bar that provides repair and maintenance for the database records created with Investment Tracker. Several sub-menu choices are offered ie., Re-index, Pack File, Import/Export, and Table Settings. Import/Export and Table Settings are for future expansion and should not be used with this application at the present time. Re-index is used to recreate indexes for all database records with Investment Tracker. Be sure to run this once for each file presented. Re-index is not normally needed except when power failures and lockups occur with your system. Please realize this option does not negate the necessity for proper and regular backup of the database records in Investment Tracker. Those containing a DBF, ABF, or KBF extension should be backed up. Pack File must be done after records are selected for deletion, or they still occupy space in your database file. This option should also be performed when you are trying to repair damaged or corrupted database files. If you want to delete all your database records and re-enter information, or start from scratch, then do the following:

1. Quit Investment Tracker.
2. Copy the files with a KBF extension to the files with a DBF extension.
3. Rebuild the indexes under the Tools Menu the first thing when you restart Investment Tracker.

Other related topics for Alpha Menu Bar:

File
Edit
Record
View
Reports
Windows
Help

View

VIEW is a choice on the Alpha Menu Bar that allows you to change the order in which records in the database are displayed. Indexed order for the Fund Database is by fund name, or by fund ID Number. Natural Order is the way records were entered into the database. Query is an order that was previously established by the QUERY option with either the Alpha Menu Bar, or the Icon Menu Bar. Deleted record order shows only records that were deleted before the "Pack File" option was used with TOOLS on the Alpha Menu Bar. Use "View" to reset the order for database record display after doing QUERY. Once you change your "View" then when First, Next, Previous, Last, etc., are selected from the Icon Menu Bar the way records are displayed on the screen will change.

Other related topics for Alpha Menu Bar:

File

Edit

Record

Tools

Reports

Windows

Help

Reports

REPORTS is a choice on the Alpha Menu Bar that allows printing, or viewing information with separate selectable reports. Two report choices are shown on a sub-menu as Fund and History. The fund report gives the total current value of all funds. Other investment analysis information is also included. The history report shows all transactions for each investment fund.

IMPORTANT NOTE ABOUT REPORTS:

Since indexes to your database records are kept open after a new investment fund is established, you can experience "GP-General Protection Fault" errors from Windows if you try to run a new report. Serious data corruption can occur if you get this error while trying to run a report. To prevent this occurrence, please exit investment tracker before running a new report when you have added new investment funds. This will insure indexes will be properly closed. This is only necessary if you have added new funds. Otherwise this procedure can be ignored.

Other related topics for Alpha Menu Bar:

File

Edit

Record

Tools

View

Windows

Help

Windows

WINDOWS is a choice on the Alpha Menu Bar that allows you to change the appearance of all active Windows, or to change which Investment Tracker Screen is displayed. The sub-menu choices which are available are really self-explanatory.

Other related topics for Alpha Menu Bar:

File

Edit

Record

Tools

View

Reports

Help

Help

HELP is a choice on the Alpha Menu Bar that allows you to view the on-line help which you are now using with Investment Tracker.

Other related topics for Alpha Menu Bar:

File

Edit

Record

Tools

View

Reports

Windows

Icon Menu Bar

You have reached help for the Icon Menu Bar.

The following functions are part of this menu:
(Click on a topic for more information)

[Exit](#)
[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Find](#)
[Query](#)
[Reset](#)
[Add](#)
[Copy](#)
[Save](#)
[Delete](#)
[Undelete](#)

Exit

EXIT is a choice on the Icon Menu Bar that allows immediate exit from Investment Tracker.

Other related topics for the Icon Menu Bar:

First

Prev

Next

Last

Find

Query

Reset

Add

Copy

Save

Delete

Undelete

First

FIRST is a choice on the Icon Menu Bar that allows you to see the first record in the database of the file that is accessed by the current screen you are using. The indexed order selection, or Query will affect what is displayed with this choice.

Other related topics for Icon Menu Bar:

Exit

Prev

Next

Last

Find

Query

Reset

Add

Copy

Save

Delete

Undelete

Previous

PREV is a choice on the Icon Menu Bar that allows you to see the previous record in the database of the file that is accessed by the current screen you are using. The indexed order selection, or Query will affect what is displayed with this choice.

Other related topics for Icon Menu Bar:

Exit

First

Next

Last

Find

Query

Reset

Add

Copy

Save

Delete

Undelete

Next

NEXT is a choice on the Icon Menu Bar that allows you to see the next record in the database of the file that is accessed by the current screen you are using. The indexed order selection, or Query will affect what is displayed with this choice.

Other related topics for Icon Menu Bar:

Exit

First

Prev

Last

Find

Query

Reset

Add

Copy

Save

Delete

Undelete

Last

LAST is a choice on the Icon Menu Bar that allows you to see the last record in the database of the file that is accessed by the current screen you are using. The indexed order selection, or Query will affect what is displayed with this choice.

Other related topics for Icon Menu Bar:

Exit

First

Prev

Next

Find

Query

Reset

Add

Copy

Save

Delete

Undelete

Find

FIND is a choice on the Icon Menu Bar that allows you to locate a desired record in the file that is accessed by the current screen you are using. The sub-menu offers a text box for data entry which should match a selectable search field. The Fund Summary Screen will activate Fund Name, or fund ID Number as possible search fields.

Other related topics for Icon Menu Bar:

Exit

First

Prev

Next

Last

Query

Reset

Add

Copy

Save

Delete

Undelete

Query

QUERY is a choice on the Icon Menu Bar that allows you to locate a desired subset of records in the database of the file that is accessed by the current screen you are using.

A sub-menu offers a selectable field, operator, and user definable constant. After specifying the desired values click on the "ADD" button and then on the "APPLY" button. You can then page through the subset of records by using the FIRST, NEXT, LAST, etc., choices on the Icon Menu Bar. As an example, if you wanted to see all Fund Summary Records which had a an average cost less than \$5.00 you would do the following:

Select FIELD as "AV_COST" (for average cost field)

Select OPERATOR as " < " (for less than)

Input CONSTANT as "5.00" (for \$5.00)

Click on ADD button

Click on APPLY button

Go to Icon Bar to page through records with NEXT, etc.

Other related topics for Icon Menu Bar:

Exit

First

Prev

Next

Last

Find

Reset

Add

Copy

Save

Delete

Undelete

Reset

RESET is a choice on the Icon Menu Bar that allows you to reset the displayed order established by a Query. You can also accomplish the same thing with the VIEW option on the Alpha Menu Bar. It is recommended for best results to go to the first record in the present set of displayed records and then select RESET. Then try paging through your database with the other Icon Menu Bar choices like NEXT, LAST, etc. If the displayed order of records does not meet with your satisfaction, please try the the VIEW option on the Alpha Menu Bar. Reset will reset the datafile to the full database after a FIND or a QUERY.

Other related topics for Icon Menu Bar:

Exit

First

Prev

Next

Last

Find

Query

Add

Copy

Save

Delete

Undelete

Add

ADD is a choice on the Icon Menu Bar that allows you to add additional records to the database which is referenced by the screen that you are currently using.

Add puts you in the Add Record mode and allows you to enter new records.

Other related topics for Icon Menu Bar:

Exit

First

Prev

Next

Last

Find

Query

Reset

Copy

Save

Delete

Undelete

Copy

COPY is a choice on the Icon Menu Bar that is helpful in data entry with records that are very similar. Bring up the contents of some desired record and click on COPY and SAVE.

SAVE will copy the contents from the displayed record into a buffer. Click on COPY to establish a new record with the contents from the buffer.

Other related topics for Icon Menu Bar:

Exit

First

Prev

Next

Last

Find

Query

Reset

Add

Save

Delete

Undelete

Save

SAVE is a choice on the Icon Menu Bar that writes the current displayed record into the database file. The system also performs this function automatically when you change from one screen to the other.

Other related topics for Icon Menu Bar:

Exit

First

Prev

Next

Last

Find

Query

Reset

Add

Copy

Delete

Undelete

Delete

DELETE is a choice on the Icon Menu Bar that marks the current displayed record as a candidate for deletion. The system does not physically delete the record until a PACK choice is selected under the TOOLS Option on the Alpha Menu Bar. Deleted records can be displayed by using the ORDER option and selecting "deleted records".

Other related topics for Icon Menu Bar:

Exit

First

Prev

Next

Last

Find

Query

Reset

Add

Copy

Save

Undelete

Undelete

UNDELETE is a choice on the Icon Menu Bar that removes the deletion marker on any displayed record. In order to display a deleted record you must use the VIEW and SHOW DELETED RECORDS choices. If a PACK operation has already been performed on other deleted records then the option will not work for undeleting records.

Other related topics for Icon Menu Bar:

Exit

First

Prev

Next

Last

Find

Query

Reset

Add

Copy

Save

Delete

Fund Input/Summary Screen

You have reached help for the Fund Input/Summary Screen.

This screen is used to setup or view all desired investment funds. To enter a new fund, fill in the FUND NAME and tab to the ENTER/VIEW button at the bottom of the screen. ENTER/VIEW will allow you to establish new transactions for the fund. Once you click on the ENTER/VIEW button a new screen will be presented. See help for Enter/View Fund Transactions. ([Enter/View Fund Transactions](#))

Fund Name--

enter the name of the Investment Fund. (MAX 20 characters)

Fund ID--

a system assigned number to identify each fund. (MAX 999999)

Revalue Price--

enter the the price to revalue the current fund. This is not used on a new fund setup. It is used when the last transaction does not reflect the current price that shares are traded for. The system automatically will calculate all yeild analysis figures based on the last transaction that occurred, unless the cursor was not on the last transaction when you left the Enter/View Fund Transactions Screen. If the last transaction was done several months ago a newer price might need to be entered to revalue the the fund. This is where this field can can be appropriately used. It can also be used to do a "what if" type analysis on the fund profitability. (MAX 99,999.XX)

Total Shares--

system computed total based on all shares traded as seen on the Enter View Fund Transactions Screen. (MAX 999.XXX)

Book Value--

system computed total based on all

shares traded as seen on the Enter View Fund Transactions Screen.

(MAX 9,999,999.XX)

Total Current Value--

system computed value based on all shares traded and the current price.

The price can be established in the Revalue Price field above, or will be based on the last transaction price as seen in the Enter/View Fund Transactions Screen. (MAX 99,999.XX)

Gain or Loss Percent--

system computed value based on all fund activity as seen on the Enter View Fund Transactions Screen. (MAX 999.XXX)

Average Cost--

system computed value based on all shares traded as seen on the Enter View Fund Transactions Screen. (MAX 99,999.XX)

Gain or Loss Dollars--

system computed amount based on the current value and the book cost of all transactions seen on the Enter View Fund Transactions Screen. (MAX 9,999,999.XX)

ADD BUTTON--

Add puts you in the Add Record mode and allows you to enter new records for additional investment funds.

CANCEL BUTTON--

Cancel closes the current screen without saving any of the data entered there.

ENTER/VIEW BUTTON--

Enter/View takes you to the Screen where transactions can be entered or viewed for this particular investment fund in the current window.

Once into this screen, the last transaction saved will be used when you return to the FUND INPUT/SUMMARY Screen for the yield analysis. This price can be over-ridden if a "Revalue Price" was already established. If the Revalue Price on the FUND INPUT/SUMMARY Screen is not the desired price, then re-enter the desired price in the Revalue Price field to get the correct yield analysis. Anything entered into the Revalue Price field will always be used as the price for the yield analysis. If you zero out this field then the last entered price on the ENTER/VIEW TRANSACTIONS

Screen will be used for the yield analysis. You can also move the cursor to the last line with a price in the ENTER/VIEW FUND TRANSACTIONS Screen and return to the FUND INPUT/SUMMARY Screen to get the correct yield analysis. This is because when you change screens it should save what was last entered.

Enter/View Fund Transactions Screen

You have reached help for the Enter/View Fund Transactions Screen.

This screen is used to establish all transactions for a given fund so that a proper yield analysis and audit trail of all activity can be accomplished. The system will guide the user with each type of transaction that is performed by moving you to the proper place in the columnar spreadsheet screen. The system will calculate the book value automatically based on required input. Shares used for sold amounts must be entered with a minus sign. Commissions and fees entered on any transaction will increase the book cost. Cash Dividends will decrease book cost. A unit fee should be entered with a negative amount of shares and affects the total number of shares. A fee in cash will increase the book cost.

Tran Type--

enter the one digit alpha code to identify this transaction. A field choice box can be used by clicking on the down arrow.

Allowed values are as follows:

B=Bought Shares

S=Sold Shares

C=Cash Dividend, or dividend paid in cash

D=Dividend in Shares

F=Fee charged in Cash to this fund

U=Unit/Share Fee, or a fee charged by selling a certain quantity of shares to pay for it.

(MAX 1 character)

Trade Date--

enter the date this transaction occurred.

The date should be entered with slashes as MM/DD/YY. (MAX MM/DD/YY or 8 characters)

Price--

enter the the price at the time shares where traded when this transaction occurred. (MAX 99,999.XX)

Shares Traded--

enter the number of shares traded when this transaction occurred. Sold shares should be entered with a minus sign as

well as those involved with a Unit Fee.
(MAX 999.XXX)

Comm/Fee--

enter the commission or fee involved with this transaction. A commission will increase the book cost and so will a fee. (MAX 99,999.XX)

Cash Dividend--

enter the amount of the cash dividend that was received on this investment fund. This is used with only the "C" cash dividend transaction.(MAX 99,999.XX)

Book Value--

system computed value based on the type of fund activity. (MAX 9,999,999.XX)

CANCEL BUTTON--

Cancel closes the current screen without saving any of the data entered there.

RETURN BUTTON--

Return takes you back to the FUND INPUT/SUMMARY Screen where the yield analysis can be computed and observed. If you enter this screen and save the last transaction, then when you return to the FUND INPUT/SUMMARY Screen the yield analysis will be computed based on the price seen on this last line. This price can be over-ridden if a "Revalue Price" was already established on the FUND INPUT/SUMMARY Screen. If the Revalue Price is not the desired price then re-enter the desired price in the Revalue Price field to get the correct yield analysis. If any value exists in the revalue price field other than zero, it will over-ride the last transaction price when computing the yield analysis. If you want the system to use the last transaction price then enter a zero in the revalue price field, or leave it blank. You can also move the cursor to the last line with a price in the ENTER/VIEW FUND TRANSACTIONS Screen and return to the FUND INPUT /SUMMARY Screen to get the correct yield analysis. This should in effect save the last transaction and calculate the yield based on this last transaction price.

Important information about Reports

You have reached help for needed information about reports.

Since indexes to your database records are kept open after a new investment fund is established, you can experience "GP-General Protection Fault" errors from Windows if you try to run a new report. Serious data corruption can occur if you get this error while trying to run a report. To prevent this occurrence, please exit investment tracker before running a new report when you have added new investment funds. This will insure indexes will be properly closed. This is only necessary if you have added new funds. Otherwise this procedure can be ignored.

Windows Keys

Choose from the following list to review the keys used in Windows:

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

Cursor Movement Keys

Key(s)	Function
DIRECTION key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or CTRL+Left Arrow	Moves to the beginning of a field.
PAGE UP or PAGE DOWN	Moves up or down in a field, one screen at a time.


Dialog Box Keys

Key(s)	Function
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a dialog box without completing the command. (Same as Cancel)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancels all selections except the current selection.
SHIFT+ DIRECTION key	Extends selection in a text box.
SHIFT+ HOME	Extends selection to first character in a text box.
SHIFT+ END	Extends selection to last character in a text box

Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

Help Keys

Key(s)	Function
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
SHIFT+F1	<p>Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p>

Menu Keys

Key(s)	Function
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys)

Text Selection Keys

Key(s)	Function
SHIFT+LEFT or RIGHT ARROW	Selects text one character at a time to the left or right.
SHIFT+DOWN or UP	Selects one line of text up or down.
SHIFT+END	Selects text to the end of the line.
SHIFT+HOME	Selects text to the beginning of the line.
SHIFT+PAGE DOWN	Selects text down one window. Or, cancels the selection if the next window is already selected.
SHIFT+PAGE UP	Selects text up one window. Or, cancels the selection if the previous window is already selected.
CTRL+SHIFT+LEFT or RIGHT ARROW	Selects text to the next or previous word.
CTRL+SHIFT+UP or DOWN ARROW	Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph.
CTRL+SHIFT+END	Selects text to the end of the document.
CTRL+SHIFT+HOME	Selects text to the beginning of the document.

Window Keys

Key(s)	Function
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

