

FUND MANAGER 6.2

Please see [Registration Information](#)

Fund Manager is a tool to help you monitor, with both graphical and numerical information, how well your investments are performing. If you are just starting to use Fund Manager please first read the [Overview](#) and then see [Getting Started](#).

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Overview

Fund Manager will provide you with a wide variety of both graphical and numerical information to help you monitor your investments. The program can display many different types of graphs and reports over any time period specified. Fund Manager can also overlay markers on the graphs showing when you invested and received distributions. These markers are useful to help you see at what relative price you made your investments. The 'Share price plus accumulated distributions' graph types are especially useful to visually see the true performance of your investments, since these graphs takes into account the lowering of share price when distributions are made.

Fund Manager will calculate and display Return On Investment, Fund Performance with Distributed Dividends, and Fund Performance with Re-invested Dividends for each investment or for your entire portfolio, over any specified period of time. **All reported yields are average annualized.** The two 'Fund Performance' yields show how well the mutual fund performed, independent of when you invested. The 'Return On Investment' (ROI) yield shows how well your investments performed, depending upon when you invested. ROI yield gives you information for your specific investment, and lets you see numerically how well you timed the market, by seeing whether or not you outperformed the fund yields.

Fund Manager also provides a user-friendly interface to allow the user to update the information for each investment. Fund Manager requires that the user enter investments, sales, dividends, capital gains, and share price updates. Fund Manager will report numerical yields when it has enough share price information to report an accurate value. The desired degree of accuracy may be adjusted with the interpolation range. The more often share prices are updated, the more often accurate yields will be reported. If a numerical yield is reported to be "N.A." this means that there is not sufficient information for this yield to be calculated. See Yield Calculations for more information on how Fund Manager calculates yields.

Fund Manager will calculate % gain or loss for your investments or the % gain or loss for your fund's NAV. It will also calculate the % gain for your entire portfolio. See View Yields.

Fund Manager also allows the user to set up different portfolios to monitor. For example, you may have one portfolio named 'stocks', and another named 'mutuals'. Within Fund Manager (or from the command line) you can either open individual investments one at a time or open a portfolio. Portfolios allow the user to save a **user-defined work-space**. Upon opening a portfolio you will automatically have all the investments opened and all your desired options set, just like they were when you last saved that portfolio. See How to Set Up a Portfolio for more information on portfolios.

Fund Manager can optionally import prices from a wide variety of sources. This makes updating all of your fund prices painless and is one of the most popular features of Fund Manager.

Fund Manager can display 1, 4, or 9 investments simultaneously, side by side, to allow the user to easily compare performance between investments.

The maximum number of investments that can be simultaneously open under one instance of Fund Manager is 25.

If this is your first time trying Fund Manager and you would like some help getting started, please read Getting Started.

Getting Started

To get started you might first want to look at some of the samples set up with the installation process. Simply double click on any of the sample icons to get a feel for the capabilities of Fund Manager.

CREATING A NEW INVESTMENT:

Next you can start by creating a new investment file for each investment that you would like to track with Fund Manager. Select the **New...** command from the **File** menu. The user will be presented with a dialog box asking for certain information. For help on entering this information you can select the **Help** button in the dialog box or see [Creating a New Investment](#).

ENTERING PRICE/TRANSACTION INFORMATION FOR EACH INVESTMENT:

After creating a new investment file you can now add all of your transaction information to this investment. Select the **All Data...** command from the **Edit** menu to enter your transaction information. To enter your investments, first highlight the fund name that you wish to update. Then select the **Investments** radio button to start recording any buy and sell transactions for this investment. Select the **New...** button to enter the information for a particular buy or sell transaction. You will be presented with a dialog box allowing you to enter the appropriate information. For help with entering any of this information select the **Help** button. Continue to use the **New...** button until you have recorded all of the buy and sell transactions for this investment file. As you enter your transactions the list box will be updated showing you all of your currently entered buy and sell transactions. If you make a mistake and would like to correct it simply highlight the entry you would like to modify and click on the **Edit...** button. From this dialog box you can modify a previously entered buy or sell transaction.

When you are done entering all of the buy and sell transactions for this investment you may click the **Dividend** radio button and then repeat the above process to record all of your dividend transactions for this investment file. When finished entering your dividends, select the **Prices** radio button to update any price information that you may have. This is optional. When you recorded your other transactions the price information will have automatically been updated with any price information that Fund Manager was provided with. There are quicker and more powerful ways to update prices than from within this dialog box. Experiment with any of the options under the **Update Prices** command from the **Edit** menu. One of the most popular features of Fund Manager is the ability to import prices.

CREATING PORTFOLIOS:

Once you have created all of your investment files and entered all of your prices and transactions you may want to organize your investment files into different portfolios. Portfolios are simply user-defined workspaces. They do not contain any price or transaction information. All price and transaction information is stored in the investment files. Portfolios simply contain which investment files to open and all other settings as they were when the portfolio was last saved. You may create as many portfolios as you desire and each investment file may be included in more than one or no portfolios. Please see [How to Create or Modify a Portfolio](#) for information on how to create and modify portfolios.

UNDERSTANDING REPORTED YIELDS:

If you have the yields option turned on (**Yields** command is checked from the **View** menu) there will be a set of yields reported along the top of each graph being displayed. The type of yields being reported may be adjusted by selecting one of the available yield types from the **Yield** menu. The date range the yields are calculated for is the same as the date range of the graph. This date range can be adjusted by using the **Dates...** command from the **View** menu. The interpolation range may be adjusted with the **Change interpolated days...** command from the **Yield** menu. This allows the user to adjust how flexible Fund Manager will be with interpolating price points when calculating yields. Please see [Yield Calculations](#) for more detailed information on how Fund Manager calculates yields.

TO READ ABOUT MORE CAPABILITIES OF FUND MANAGER SEE:

[Graphing Options](#)

[View Yields](#)

[Importing Prices](#)

[Investment Summary . . .](#)

[Tax Basis . . .](#)

[Report Types](#)

How to Create or Modify a Portfolio

To create a new portfolio you should first open all of the individual investment files that you want to be a part of this portfolio using the **Open Investment...** command from the **File** menu. As you open each individual investment file its name will be added to the list of open investments under the **Fund** menu. You can then also set any options that you want to be memorized with this portfolio, such as the date ranges, graph type, yield type... (Click portfolio to see all the options memorized within a portfolio.) Once you have everything set the way you like it choose **New Portfolio...** from the **File** menu. You can give this portfolio a filename and it will be saved. The next time you start Fund Manager you can simply open this portfolio which will open all of the investment files in this portfolio and set all of your options as they were when you last saved this portfolio.

To make modifications to an existing portfolio you should first open that portfolio using the **Open Portfolio...** command from the **File** menu. You can then make any modifications you desire, such as opening new investments to add them to this portfolio or closing other investments to remove them from this portfolio. Once you have made all the changes you desire to be memorized in this portfolio select **Save Portfolio** from the **File** menu to save your changes. As an example, if you have a portfolio named 'stocks.mm4' that has three stocks in it, IBM, GM, and FORD, and you wanted to remove GM from the portfolio you would move GM to the top of the investment stack and then choose the **Close top** command from the **File** menu. (Two of the several ways you can move GM to the top of the investment stack are to either double click on it with your left mouse button or select its name from the **Fund** menu.) You would then choose **Save Portfolio** from the **File** menu to memorize this change to your 'stocks.mm4' portfolio.

Portfolios do not contain any price or transaction information. All price and transaction information is stored in the investment file. Portfolios simply remember which investment files should be opened and all of your options that were set the last time you saved the portfolio. Portfolios are intended to be a quick and convenient way to open multiple investment files and set your desired options. The user can create as many portfolios as desired, and an investment can be in more than one portfolio or none.

Report Types

Fund Manager can generate 3 different types of reports. A new child window is created for each requested report. Each report type is described:

Portfolio Value Report

Value of each investment and total portfolio

Portfolio Performance Report

Performance data for each investment and total portfolio

Investment Transactions Report

All transactions for a chosen investment

The settings for any open report can be modified from the report's menu.

Portfolio Value Report

This report displays value information for each of your investments currently opened as well as a total for all the currently opened investments for a chosen date. A description of each column is given:

Investment Name	The name of the investment for the data on this line.
%	What percentage this investment is of the entire portfolio based upon value.
Price	The share price on the given date. There will be an asterisks next to the price if it is <u>interpolated</u> .
Shares	The number of shares owned for each investment on the given date.
Value (\$)	The market value of each investment on the given date in dollars.

Along the bottom of the report the value of all investments is summed:

Total Portfolio Value	The total market value of all currently opened investments for the given date in dollars.
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Investment Transactions Report

This report displays a list of all the transactions for a chosen investment between selected dates. A description of each column is given:

Date	Date of transaction
Transaction	Type of transaction (Buy, Sell, RnvDist, or Dist)
Price	The share price on the date of the transaction.
Shares	The number of shares acquired or sold for this transaction.
Fee	The fee or commission in dollars paid for this transaction.
Amount (\$)	The dollar amount of this transaction.
Shr Blnc	The total number of shares owned after this transaction.
Balance (\$)	The market value of the investment after this transaction in dollars.

Portfolio Performance Report

This report displays a variety of performance measurements for each investment in the current portfolio as well as for the entire portfolio for the chosen date. A description of each column is given:

Investment Name	The name of the investment for the data on this line.
Price	The share price on the given date. There will be an asterisks next to the price if it is <u>interpolated</u> .
Prc+Dist	The share price plus the sum of all distributions, both distributed and reinvested, in dollars/share. The distributions are summed from the date of the first purchase to the chosen date. If there are no purchases recorded for this investment the distributions will be summed from the date of the first price point.
Avg Cost	The average share price paid for the number of shares owned on the chosen date. The first in first out accounting method is used when accounting for redemptions.
Value	The market value of this investment on the chosen date.
Val+RDist	The market value on the chosen date plus the sum of all distributed dividends and capital gains in dollars. The distributions are summed from the investment's inception to the chosen date. Only distributed dividends and capital gains are summed since the value of reinvested dividends and capital gains are already reflected in the market value of the investment.
Cost	The total out of pocket cost of acquiring the Val+RDist value. This is the sum of all money put into the investment minus the sum of all redemptions.
Gain	Val+RDist - Cost. The gain of your sum investments, in dollars.
%Gain-I	The <u>percent gain on investment</u> for each investment from the date of the first transaction to the chosen date. If there are no transactions the performance figure is calculated from the date of the first price point for this investment.
%Gain-F	The <u>percent gain on the investment's NAV</u> for each investment from the date of the first transaction to the chosen date. If there are no transactions the performance figure is calculated from the date of the first price point for this investment.

Along the bottom of the report the columns relevant to the entire portfolio are displayed. The columns are the sum total of each investment line, except as noted below:

Total Portfolio:	
%Gain-I	The <u>percent gain on investment</u> for all investments from the date of the earliest price point of any investment to the chosen date.
%Gain-F	The average, non-weighted, <u>percent gain or loss of the portfolio's NAV</u> for all investments from the date of the earliest price point of any investment to the chosen date.

Report Dates

This dialog box allows you to set the date information for the current report.

Portfolio Value Report

Set the date to evaluate portfolio value

Portfolio Performance Report

Set the date to evaluate portfolio performance to

Investment Transactions Report

Set the starting and ending dates of the report. All transactions within this date range will be displayed. The default is the investment's full history.

Fill all edit boxes with the date(s) of your choice and then hit the '**Done**' button.

To change the report settings select the '**Settings**' button.

Report Settings

This dialog box allows you to set the type of report, and if appropriate, which investment the report is for. Choose one of the following report types:

Portfolio Value Report

Portfolio Performance Report

Investment Transactions Report

You will also choose the investment when this is the report type.

After choosing the type of report you desire and possibly the investment select the '**Done**' button.

To change the report dates select the '**Dates**' button.

Graphing Options

Fund Manager can display 10 different types of graphs. All graphs can be displayed over an specified time period. The graph types are:

<u>Portfolio Value Graph</u>	Sum value of all opened investments versus time
<u>Fund Value Graph</u>	Investment value versus time
<u>Share Price Graph</u>	Share price versus time
<u>Price + Dist. Graph</u>	Sum of distributions and price versus time
<u>Fund Overlay-Share Price</u>	Overlay multiple investment's normalized share price versus time
<u>Fund Overlay-Price + Dist</u>	Overlay multiple investment's normalized sum of distributions and price versus time
<u>Moving Average Share Price</u>	A moving average of the share price versus time
<u>Moving Average Price + Dist</u>	A moving average of the sum of distributions and price versus time
<u>Overlaid Share Price</u>	Both the share price and the moving average of the same versus time, overlaid on the same graph
<u>Overlaid Price + Dist</u>	Both the sum of distributions and share price with the moving average of the same versus time, overlaid on the same graph

The number of weeks to average is adjustable by selecting Change weeks.

To change the range of dates being graphed see the menu command View/Dates.

Share Price Graph

With this graphing option selected the graphs will show how the Net Asset Value (NAV) of the mutual fund changed with time. The vertical axis represents the share price and is in units of dollars. The horizontal axis displays the date. The vertical axis automatically scales to cover from the minimum to the maximum share price achieved during the displayed period. The top vertical axis label will specify the maximum share price, and the bottom vertical axis label will specify the minimum share price achieved during the displayed period.

To change the range of dates being graphed see the menu command View/Dates.

Investment Value Graph

With this graphing option selected the graphs will show how the value of the mutual fund changed with time. The vertical axis represents this value and is in units of dollars. The horizontal axis displays the date. The vertical axis automatically scales to cover from the minimum to the maximum value achieved during the displayed period. The top vertical axis label will specify the maximum value, and the bottom vertical axis label will specify the minimum value achieved during the displayed period.

To change the range of dates being graphed see the menu command View/Dates.

Portfolio Value Graph

With this graphing option selected the graph will show how the sum value of all currently opened funds changed with time. When this menu command is selected, the number of displays will automatically be set to one, since there is only one unique graph of this type. The vertical axis represents this value and is in units of dollars. The horizontal axis displays the date. The vertical axis automatically scales to cover from the minimum to the maximum value achieved during the displayed period. The top vertical axis label will specify the maximum value, and the bottom vertical axis label will specify the minimum value achieved during the displayed period. The yields reported with the portfolio value graph are Return On Investment yields for the entire portfolio.

To change the range of dates being graphed see the menu command View/Dates.

Share Price plus Accumulated Dividend/Capital Gains Graph

With this graphing option selected the graphs will show how the Net Asset Value **summed with** the fund's distributions since inception (NAV + DIV) changed with time. The vertical axis represents this sum and is in units of dollars. The horizontal axis displays the date. The vertical axis automatically scales to cover from the minimum to the maximum sum achieved during the displayed period. The top vertical axis label will specify the maximum sum, and the bottom vertical axis label will specify the minimum sum achieved during the displayed period. This graph also has addition vertical axis labels on the right vertical axis. These values are percent gain or loss since the beginning of the displayed period (the left-most side of the graph).

This graph attempts to display the true performance of the fund. By adding the distributions to the share price, this graph eliminates fluctuations seen in the share price graph due to distributions.

To change the range of dates being graphed see the menu command [View/Dates](#).

Fund Overlay-Price Graph

This graph overlays multiple investments on the same graph. It graphs the normalized price for each fund selected to overlay. To choose which funds to overlay use the **Overlaid funds...** command from the **Graphs** menu. A legend is shown above the graph, indicating which fund corresponds to which line. Up to seven independent colors may be assigned to draw the different investment's normalized price. Up to 25 investments may be overlaid simultaneously, but since only seven colors can be defined it is most practical to limit the number of overlaid investments to seven.

The normalized price is simply the price for the given date divided by the price at the beginning of the graph.

Yields are not shown when this graph type is being displayed.

Fund Overlay-Price plus Distributions Graph

This graph overlays multiple investments on the same graph. It graphs the normalized price plus distributions for each fund selected to overlay. To choose which funds to overlay use the **Overlaid funds...** command from the **Graphs** menu. A legend is shown above the graph, indicating which fund corresponds to which line. Up to seven independent colors may be assigned to draw the different investment's normalized price. Up to 25 investments may be overlaid simultaneously, but since only seven colors can be defined it is most practical to limit the number of overlaid investments to seven.

The normalized price plus distributions is simply the price plus distributions for the given date divided by the price plus distributions at the beginning of the graph.

Yields are not shown when this graph type is being displayed.

Moving Average-Price Graph

This graph shows the moving average of the Share Price Graph.

The number of weeks to average is adjustable by selecting Change weeks. The higher the number of weeks the graph is averaged for, the longer it will take to calculate the averages, and draw the graph.

To change the range of dates being graphed see the menu command View/Dates.

Moving Average-Price plus Distributions Graph

This graph shows the moving average of the Price plus acc. dist. graph.

The number of weeks to average is adjustable by selecting Change weeks. The higher the number of weeks the graph is averaged for, the longer it will take to calculate the averages, and draw the graph.

To change the range of dates being graphed see the menu command View/Dates.

Overlaid-Price Graph

This graph plots both the moving average of the share price and the share price itself on the same graph.

The number of weeks to average is adjustable by selecting Change weeks. The higher the number of weeks the graph is averaged for, the longer it will take to calculate the averages, and draw the graph.

To change the range of dates being graphed see the menu command View/Dates.

Overlaid-Price Plus Distributions Graph

This graph plots both the share price plus the accumulated distributions and the moving average of the same on one graph.

The number of weeks to average is adjustable by selecting Change weeks. The higher the number of weeks the graph is averaged for, the longer it will take to calculate the averages, and draw the graph.

To change the range of dates being graphed see the menu command View/Dates.

Selecting Funds to Overlay

This dialog box allows the user to select the investments that will be overlaid for the graph type "**Fund Overlay**". Highlight the investments to overlay and then click on the '**Show**' button. To cancel any changes click on the '**Cancel**' button.

Changing Weeks

This dialog box allows you to change the number of weeks the moving average graphs will be averaged over. Only positive values for weeks are acceptable. For large values of weeks to average, the time to refresh the screen will increase, due to the longer calculation times.

Changing Interpolation Range

This dialog box allows you to change how Fund Manager interprets your entered price data. Fund Manager will fill in prices for up to this many consecutive days without a recorded price. The price for the intermediate days is assumed to be the same as the previous recorded price point. The units for interpolation range is days and the default value is 2 to cover weekends. Interpolation values from between 0 days and 1 year are accepted. The purpose of changing the interpolation range is to allow Fund Manager to calculate and report yields when there are not enough data points to always report a strictly accurate yield. As the interpolation range is increased the accuracy of the reported yields may suffer, depending upon the dates of your recorded data points and the date range of the calculated yield.

An example will help clarify the interpolation range. Assume the user has recorded a price of \$10/share for 1/1/93 and then \$11/share on 1/8/93, one week later. If the interpolation range is set below 6 (the number of days in between 1/1/93 and 1/8/93 without a recorded price) Fund Manager will not assume a price for any of these intermediate dates (1/2/93 through 1/7/93). If the interpolation range is set to 6 or greater Fund Manager will assume the previous recorded price of \$10/share on 1/1/93 for all of the intermediate dates. If a one year yield is then being calculated from 1/4/93 to 1/4/94 a yield will only be reported if the interpolation range is set to 6 or greater.

Also see [Yield Calculations](#)

Menu Commands

File:

- New . . .
Creates a new mutual fund, stock, or bond investment. See [Creating a New Investment](#) for more information.
- Open . . .
Opens an investment file
- Close top
Closes the top investment file
- Close bottom
Closes the bottom investment file
- Close all
Closes all open investment files
- Save Data
Saves any changes to investment files to disk
- New Portfolio . . .
Creates a new portfolio or saves the current portfolio under a new name. See [How to Set Up a Portfolio](#) for more information on portfolios.
- Open portfolio . . .
Opens an existing portfolio
- Close portfolio
Closes currently opened portfolio
- Save portfolio
Saves the portfolio
- Printer Setup . . .
Allows the user to customize the printer settings
- Print
 - Screen** Prints the currently displayed screen to the printer
 - Prices...** Prints price information (See [Printing Data](#))
 - Investments...** Prints investment information
 - Dividends...** Prints dividend information
- Exit
Quits Fund Manager

Edit:

- Update price
 - [Single fund . . .](#)
Updates the price of the top fund for any date
 - [Multiple funds . . .](#)
Updates the price of as many of the first 9 funds as you choose
 - [Multiple prices - Single fund . . .](#)
Repeatedly updates the price of the top fund for any date
 - [Multiple prices - Multiple funds . . .](#)
Repeatedly updates the price of as many of the first 9 funds as you choose
 - [Import - Prodigy file \(*.csv\) . . .](#)
Imports prices from downloaded [Prodigy file](#) and updates all open files
 - [Import - America Online portfolio . . .](#)

Imports prices from a downloaded America Online portfolio and updates all open files

Import - CompuServe . . .

Imports prices from a downloaded CompuServe file and updates all open files

Import - Dow Jones . . .

Imports prices from a downloaded Dow Jones file and updates all open files

Import - Fund Manager . . .

Imports prices from another Fund Manager *.dat file and updates all open files

Delete price

Single fund . . .

Deletes a price from top fund

All funds . . .

Deletes a price from all open funds

Buy/Sell . . .

Records an investment or the sale of shares for the top fund

Delete buy/sell . . .

Deletes an investment or sale for the top fund

Dividend/Cap. Gains . . .

Records either a distributed or reinvested dividend and/or capital gain transaction. (Capital gains and dividends are treated the same, so they are both recorded with this command. Capital gains may either be put together in one entry with dividends, or entered as a separate entry.)

Delete dividend/C.G. . . .

Deletes a dividend and/or capital gain transaction

Split . . .

Records a share split or recombination

Fund name/symbol . . .

Changes the name or symbol of the top fund

Investment Type . . .

Changes the investment type of the top fund

All Data . . .

Allows entry/editing/deletion of any price or transaction for any fund

View:

Data

Price/Transactions . . .

Investment Summary . . .

Tax Basis . . .

Dates . . .

Change the range of dates for both the graphs and numerical yields.

Graphs

Displays graphs.

Yields

Displays yields and other numerical information if graphs are off.

Legend

Displays latest y-axis value being displayed on graph (NAV, VALUE...)

Number of displays

Choose to display 1, 4, or 9 funds simultaneously.

Calculator

Starts/shows the windows calculator "calc.exe"

Graphs:

Portfolio value

Graphs the cumulative dollar value of all open funds versus time.

Fund value

Graphs the dollar value of your funds versus time.

Share price

Plots the share value of each fund versus time.

Price + Dist.

Plots the share value plus all accumulated dividends since the beginning of the graph. The right axis displays this value as a percentage of the value at the beginning of the graph.

Fund Overlay

Share price

Price + Dist.

Moving average

Share price

moving average of price versus time

Price + Dist.

moving average of price plus distributions versus time

Overlaid

Share price

both share price and moving average of the same versus time

Price + Dist.

both price plus distributions and moving average of the same versus time

Overlaid funds . . .

choose which funds will be overlaid for the 'fund overlay' graph type

Change weeks . . .

change the number of weeks used for calculating the moving average plots

Yields:

3 and 6 month, 1, 2, 3, 5, and 10 year, and yield over graph range are all calculated up TO the latest date, or to any date specified under the "View/Dates" menu item. See Yield Calculations.

Return On Investment

Calculates the user's return on investment

Fund Performance

Distributed dividends:

Calculates the fund's performance when dividends distributed

Re-invested dividends:

Calculates the fund's performance when dividends re-invested.

Change interpolated days

Change the price interpolation range

Options:

Colors . . .

Changes the color scheme used on the display for each graph style.

Fonts . . .

Changes the fonts used on the display and printer.

Screen options . . .

Allows the user to customize pen widths and marker sizes used for the screen.

Printer options . . .

Allows the user to customize pen widths and marker sizes used for the printer.

Auto Screen Redraw

When turned on the screen redraws whenever the users makes any changes. If you turn this option off, "Repaint Screen" can be used when the user would like the screen to be updated. This is a useful feature if several changes are desired and the screen updates are slow on the user's computer.

Save Data on Exit

When turned on, any changes made to the opened funds will be automatically saved when the funds are closed or the program is exited. The user will be prompted to save when exiting if changes were made and this option is off.

Confirmation notices

When turned on the user will receive confirmation notices, or message boxes after each recorded entry. To speed up data entry the user may turn off this feature, thus bypassing the message boxes.

Markers

settings are recorded in the portfolio

Buy

Turn on/off buy markers (circles) for all open funds

Sell

Turn on/off sell markers (triangles) for all open funds

Dividend

Turn on/off dividend(cap. gain) markers (crosses) for all open funds

All

Turn on all marker types for all open funds

None

Turn off all marker types for all open funds

Funds:

Many edit commands operate on the top fund.

Order . . .

Rearrange the displayed order of the funds.

Select . . .

Select which funds are to be displayed.

Fund names

Select any open fund to bring it to the top of the stack. The fund names are listed in their order in the stack. See Keyboard Shortcuts for more fund rearranging shortcuts.

Repaint screen:

Updates the screen, used when Auto Screen-Redraw is off

Help:

Contents . . .

Displays this help file

Registration form . . .

Displays the registration form, which can be printed out for registration. This menu item does not appear after registration.

Register . . .

Displays a dialog box which allows the user to register. This menu item does not appear after registration.

About . . .

Gives author and version information for Fund Manager

Creating a New Investment

Fund Manager will create three different types of investments. Select the type of investment you would like to create from the drop down combo box:

No-Load Mutual Fund:	Shares are purchased at the price they are worth
Loaded Mutual Fund	Shares are purchased at a higher price than they are worth
Stock/Bond	Any stock or bond investment

For any particular investment the dialog box will be modified to allow the appropriate information to be entered. To create a new investment, fill in all fields of this dialog box:

New fund name:	Enter the name of the new investment in this box. (Example: Financial Industrial Income)
New fund symbol:	Enter the new investment's symbol in this box. (Example: FIIX)
Opening date:	Enter the date of your initial investment in this fund. (Example: 11/25/1991)
Opening shares:	Enter the number of shares purchased on this date. (Example: 93.023)

For the No-Load Mutual Fund investment type you will additionally be prompted for:

Opening price:	Enter the price of each share on this date of your initial investment. (Example: 10.75)
Note on No-Load Funds:	When recording both the purchase and share price of the fund's shares on this opening date Fund Manager will use the entered 'Opening price'.

For the Loaded Mutual Fund investment type you will additionally be prompted for:

Purchase price:	Enter the price PAID for each share on this date of your initial investment. (Example: 11.29)
Actual price:	Enter the actual price each share is worth on this date of your initial investment. For loaded mutual funds this is lower than the purchase price. (Example: 10.75)
% Load:	Enter the percent load for this initial investment. (Example: 5.0)
Note on Loaded Funds:	When recording the share price of the fund on this opening date Fund Manager will use the entered 'Actual price'. When recording the purchase price of these shares Fund Manager will use the entered 'Purchase price'.

For the Stock/Bond investment type you will additionally be prompted for:

Share price:	Enter the investment's share price on the date of the initial investment. (Example: 10 3/4)
Commission:	Enter the dollar value of any commission fees incurred in obtaining these shares. (Example: 55.00)
Note on Stocks/Bonds:	When recording the share price of the stock/bond on this opening date Fund Manager will use the entered 'Share price'. When recording the purchase price of these shares Fund Manager adds any commission fees into the price of the shares.

When you have filled in all of the fields click on the 'OK' button. You will be given the chance to assign a filename to this investment.

Printing Data

This dialog box is presented when printing price, investment, or dividend data. The user is given the choice to print data for the date range of the graph, or full historical data for the fund.

To print the data for the specified date range select the '**Print**' button.

Updating a Single Price for One Fund

This dialog box allows price information to be updated for the topmost fund currently being displayed. Both edit boxes must be filled in:

Date: The date for which the price information is to be updated. (Example: 12/20/1992)

Price: The price of the fund on this date. (Example: 11.21)

Select the '**OK**' button to complete the update process.

Prices may also be updated from the Price/Transactions dialog box.

Comment: You may use the shortcut keys of + or - to increment and decrement the date.

Updating a Single Price for Multiple Funds

This dialog box allows price information to be updated for multiple opened funds simultaneously. Enter the date the price information is to be updated for in the date edit box. Uncheck the check boxes associated with the funds you do not wish to update. Fill in the price information for the funds you do wish to update.

Select the '**OK**' button to complete the update process for all funds whose checkbox is checked.

Comment: You may use the shortcut keys of + or - to increment and decrement the date.

Updating Multiple Prices for One Fund

This dialog box allows rapid entry of multiple prices for a particular fund. Both edit boxes must be filled in:

Date: The date for which the price information is to be updated. (Example: 12/20/1992)

Price: The price of the fund on this date. (Example: 11.21)

Select the '**Update**' push button to update the current price information. After selecting this push button, the date will automatically be incremented by one day, and you may continue entering price information.

Select the '**Stop**' push button to quit updating prices.

Comment: You may use the shortcut keys of + or - to increment and decrement the date.

Updating Multiple Prices for Multiple Funds

This dialog box allows rapid entry of multiple prices for as many open funds as you choose. Enter the date the price information is to be updated for in the date edit box. Uncheck the check boxes associated with the funds you do not wish to update. Fill in the price information for the funds you do wish to update.

Select the **'Update'** push button to update the current price information for all funds whose checkbox is checked. After selecting this push button, the date will automatically be incremented by one day, and you may continue entering price information.

Select the **'Stop'** push button to quit updating prices.

Comment: You may use the shortcut keys of + or - to increment and decrement the date.

Price Importing

Fund Manager can update price information by importing from a wide variety of formats. File formats that contain date information can be used to import historical prices. File formats that only contain price information can only import prices for a user-specified date. The following file formats are supported by Fund Manager:

<u>Source</u>	<u>Format</u>	<u>Contain date information?</u>
<u>Prodigy</u>	<u>CSV format</u>	YES
<u>America Online</u>	<u>AOL portfolio</u>	NO
<u>CompuServe</u>	<u>Basic Quotes</u>	NO
<u>CompuServe</u>	<u>Pricing History</u>	YES
<u>Dow Jones</u>	<u>DowJ file</u>	NO
<u>Fund Manager</u>	<u>DAT file</u>	YES

When importing prices Fund Manager compares the symbol in the importing file to the recorded symbol in Fund Manager. Fund Manager will only update prices for currently opened investments.

Importing Prices from Prodigy

Fund Manager can import prices from a Quote Track file in the *.csv format downloaded from Prodigy. You need to provide Fund Manager with the complete path and filename where the Quote Track has been saved.

To import prices from Prodigy into Fund Manager follow these steps (steps 2 and 3 only need to be done once if you haven't already done so):

(Red items are performed inside Prodigy, black items are performed from within Fund Manager.)

1. Sign on to Prodigy. Jump to "**Quote Track**".
2. If you don't already have a quote track set up, you will be put into Quote Track Maintenance, where you can add funds/stocks to your Quote Track using the "**Edit/Add Item . . .**" menu command.
3. Once you have a Quote Track set up, and you have jumped to "Quote Track", you need to specify how to save the Quote Track to your hard drive. You do this in Quote Track, by choosing the "**File/Report Setup . . .**" menu command. You will be presented with a dialog box where you should choose the following items:

Range: **Entire List**

Report Type: **Closing Prices**

Destination: **File**

Once you have chosen 'File' as your destination, you will also be prompted for additional options. You should choose:

Delimited (*.csv)

No Column Headings

You will then be asked for a filename for the Quote Track to be saved as. You may give it any name you wish (example: qtrack01.csv). The Quote Track will be saved under this filename in your prodigy directory in the next step when you tell it to save this Quote Track to your hard drive.

Once you have filled in all of the options, choose "**Save settings for All Prodigy Sessions**". This procedure only needs to be done once. Once it is set up, Prodigy will remember your settings for later sessions.

4. Choose the "**File/Print**" menu command from the Quote Track session. This will save the Quote Track to your hard drive with the filename you specified in step 3. This file will be in the *.csv file format.
5. Sign off of Prodigy.
6. Start Fund Manager
7. Open all funds that you would like to update the prices for (use a portfolio to open up to 25 funds automatically). The funds must have the correct symbols assigned to them. The symbol was assigned when the fund was created, and can be edited using the "**Edit/Fund name/symbol . . .**" menu command. The symbols in Fund Manager must be the same symbols in Prodigy. This is how Fund Manager determines which funds to update.
8. Choose the menu command "**Edit/Update price/Import from Prodigy file (*.csv) . . .**" (or use the keyboard accelerator CTRL + P). This will pop up a dialog box where you can enter the complete path and filename of your downloaded Quote Track from Prodigy. For example, if your prodigy directory is c:\prodigy, and you saved your Quote Track to the file qtrack01.csv, then you would enter: c:\prodigy\qtrack01.csv. Select the 'Import' button to update the prices.

If you have the "confirmation notices" option turned on you will be informed how many funds had their prices updated successfully.

Importing Prices from America Online

Fund Manager can import prices from a portfolio file that has been downloaded from America Online. This is an AOL portfolio, not to be mistaken with a FM portfolio, they're completely different. Click here to see an AOL [sample portfolio file](#). You need to provide Fund Manager with the complete path and filename where the portfolio file has been saved. Since the portfolio, as downloaded from America Online, contains no date information, you will also need to enter the appropriate date, that being the date to apply these prices to.

To import prices from America Online into Fund Manager follow these steps (step 2 only needs to be done once if you haven't already done so):

(Red items are performed inside America Online, black items are performed from within Fund Manager.)

1. Sign on to America Online. Go to the keyword "**stocklink**" (use the keyboard accelerator CTRL + K or the menu item Go To/keyword).
2. If you don't already have a portfolio set up, you may do so from here. Simply enter the symbols of the funds/stocks that you are interested in tracking, and then once you have displayed the information for that fund/stock, select the "**Add to portfolio**" button. Repeat this procedure until you have added all the funds/stocks that you are interested in.
3. When you are ready, display your portfolio by selecting the "**Display Portfolio**" push button.
4. Next, save your portfolio to your hard disk. If you are not already displaying your portfolio, do so. You can use the keyword "**portfolio**" to display your portfolio from anywhere in America Online. Select the push button "**Save Portfolio**". This will present you with a dialog box allowing you to specify any path and filename for your portfolio that you choose.
5. Sign off of America Online.
6. If Fund Manager isn't already running, start it.
7. Open all the funds that you would like to update the prices for (use a FM [portfolio](#) to open up to 25 funds automatically). The funds must have the correct symbols assigned to them. The symbol was assigned when the fund was created, and can be edited using the "**Edit/Fund name/symbol . . .**" menu command. The symbols in Fund Manager must be the same symbols in your America Online portfolio. This is how Fund Manager determines which funds to update.
8. Choose the menu command "**Edit/Update price/Import from America Online portfolio . . .**" (or use the keyboard accelerator CTRL + R). This will pop up a dialog box where you can enter the date and complete path and filename of your downloaded America Online portfolio. For example, if you saved your portfolio in the path c:\waol, with the filename prices.txt, then you would enter: c:\waol\prices.txt. Enter the date to update the prices on. Select the 'Import' button to update the prices.

If you have the "confirmation notices" option turned on you will be informed how many funds had their prices updated successfully.

Importing Prices from CompuServe

Fund Manager can import prices from a file that has been downloaded from CompuServe. Click here to see a [sample CompuServe file](#). You need to provide Fund Manager with the complete path and filename where the file has been saved. Since the file, as downloaded from CompuServe, contains no date information, you will also need to enter the appropriate date, that being the date to apply these prices to.

To import prices from CompuServe into Fund Manager follow these steps (step 2 only needs to be done once if you haven't already done so):

(Red items are performed inside CompuServe, black items are performed from within Fund Manager.)

1. **Start CompuServe.** From the **Services** menu, choose "**Quotes**" or select the "**Stock Quotes**" icon.
2. If you don't already have your portfolio set up, you may do so from here. Simply enter the symbols of the funds/stocks that you are interested in tracking, selecting the push button "**Add**" after each symbol.
3. Display the current prices for your portfolio by selecting the "**Get All**" push button.
4. Next, save your portfolio to your hard disk. Select the **File/Save As** menu command. This will present you with a dialog box allowing you to specify any path and filename for your portfolio that you choose.
5. **Quit CompuServe.**
6. If Fund Manager isn't already running, start it.
7. Open all the funds that you would like to update the prices for (use a FM [portfolio](#) to open up to 25 funds automatically). The funds must have the correct symbols assigned to them. The symbol was assigned when the fund was created, and can be edited using the "**Edit/Fund name/symbol . . .**" menu command. The symbols in Fund Manager must be the same symbols in your CompuServe file. This is how Fund Manager determines which funds to update.
8. Choose the menu command "**Edit/Update price/Import from CompuServe . . .**" (or use the keyboard accelerator CTRL + C). This will pop up a dialog box where you can enter the date and complete path and filename of your downloaded CompuServe file. For example, if you saved your file in the path c:\cserve, with the filename prices.txt, then you would enter: c:\cserve\prices.txt. Enter the date to update the prices on. Select the 'Import' button to update the prices.

If you have the "confirmation notices" option turned on you will be informed how many funds had their prices updated successfully.

Importing Historical Prices from CompuServe

Fund Manager can import prices from a file that has been downloaded from CompuServe. Click here to see a [sample CompuServe historical price file](#). You need to provide Fund Manager with the complete path and filename where the file has been saved.

To import historical prices from CompuServe into Fund Manager follow these steps:

(Red items are performed inside CompuServe, black items are performed from within Fund Manager.)

1. Start CompuServe. From the **Services** menu, choose "**Go...**" or select the "**Go**" icon. Enter "**Securities**" (without quotes) in the **Go** dialog and press enter.
2. Select **Pricing History - 1 issue(\$)**
3. At the **Issue:** prompt enter the symbol of the investment you wish to obtain prices for. (Example: IBM) At the next prompt enter D, W, or M for Daily, Weekly, or Monthly prices.
4. Next, save the output to your hard disk. Select the **File/Save As** menu command. This will present you with a dialog box allowing you to specify any path and filename for your prices that you choose. (Example: c:\cserve\wincim\prices.txt)
5. Quit CompuServe.
6. If Fund Manager isn't already running, start it.
7. Open all the funds that you would like to update the prices for (use a FM [portfolio](#) to open up to 25 funds automatically). The funds must have the correct symbols assigned to them. The symbol was assigned when the fund was created, and can be edited using the "**Edit/Fund name/symbol . . .**" menu command. The symbols in Fund Manager must be the same symbols in your CompuServe historical prices file. This is how Fund Manager determines which investments to update.
8. Choose the menu command "**Edit/Update price/Import - CIS Hist . . .**". This will pop up a dialog box where you can enter the complete path and filename of your downloaded CompuServe file. For example, if you saved your file in the path c:\cserve\wincim, with the filename prices.txt, then you would enter: c:\cserve\wincim\prices.txt. Select the 'Import' button to update the prices.

If you have the "confirmation notices" option turned on you will be informed how many prices updated successfully.

Importing Prices from Dow Jones

Fund Manager can import prices from a file that has been downloaded from Dow Jones. Click here to see a [sample Dow Jones file](#). You need to provide Fund Manager with the date to update the prices with and complete path and filename where the file has been saved.

To import prices from a Dow Jones file do the following:

Open all the funds that you would like to update the prices for (use a FM [portfolio](#) to open up to 25 funds automatically). The funds must have the correct symbols assigned to them. The symbol was assigned when the fund was created, and can be edited using the "**Edit/Fund name/symbol . . .**" menu command. The symbols in Fund Manager must be the same symbols in your Dow Jones file. This is how Fund Manager determines which funds to update.

Choose the menu command "**Edit/Update price/Import from Dow Jones . . .**" (or use the keyboard accelerator CTRL + J). This will pop up a dialog box where you can enter the date and complete path and filename of your downloaded Dow Jones file. For example, if you saved your file in the path c:\djones, with the filename prices.txt, then you would enter: c:\djones\prices.txt. Select the 'OK' button to update the prices.

If you have the "confirmation notices" option turned on you will be informed how many funds had their prices updated successfully.

Importing Prices from Fund Manager

Fund Manager can import prices from its own *.dat files. Click here to see a [sample Fund Manager file](#). This function allows the user to update accounts holding the same fund with price information from another account. You need to provide Fund Manager with the complete path and filename where the file has been saved.

To import prices from a Fund Manager file do the following:

Open all the funds that you would like to update the prices for (use a FM portfolio to open up to 25 funds automatically). The funds must have the correct symbols assigned to them. The symbol was assigned when the fund was created, and can be edited using the "**Edit/Fund name/symbol . . .**" menu command. The symbols in Fund Manager must be the same symbols in your Fund Manager file. This is how Fund Manager determines which funds to update.

Choose the menu command "**Edit/Update price/Import from Fund Manager . . .**" (or use the keyboard accelerator CTRL + F). This will pop up a dialog box where you can enter the complete path and filename of your Fund Manager file. For example, if you saved your file in the path c:\finance\my_data, with the filename janus.dat, then you would enter: c:\finance\my_data\janus.dat. Select the 'OK' button to update the prices.

If you have the "confirmation notices" option turned on you will be informed how many prices were successfully updated for all opened funds.

Deleting a Single Price

This dialog box allows price information to be deleted for the topmost fund currently being displayed. There is only one edit box that needs to be filled in:

Date: The date for which the price information is to be deleted. (Example: 12/20/1992)

Select the 'OK' button to complete the deletion process.

Prices may also be deleted or modified from the Price/Transactions dialog box.

Comment: You may use the shortcut keys of + or - to increment and decrement the date.

Deleting Prices from All Open Funds

This dialog box allows price information to be deleted for all currently opened funds for any date. There is only one edit box that needs to be filled in:

Date: The date for which the price information is to be deleted. (Example: 12/20/1992)

Select the 'OK' button to complete the deletion process.

Comment: You may use the shortcut keys of + or - to increment and decrement the date.

Recording a Buy or Sell Transaction

A purchase or sale may be recorded for each of the investment types:

No-Load Mutuals

Loaded Mutuals

Stock or Bond

Buy or Sell transactions may also be recorded or modified from the Price/Transactions dialog box.

Buy/Sell Transaction for No Load Mutuals

This dialog box records buy or sell transactions for **no load mutual funds**. There are four edit boxes which must all be filled in:

- Date:** The date of the purchase or sale. (Example: 12/20/1992)
Price: The share price of the fund on this date for your purchase or sale. (Example: 11.21)
Number of shares: The number of shares purchased or sold. (Example: 89.2061)
Dollars: The dollar value of your purchase or sale. (Example: 1000.00)

Select the appropriate radio button to choose either a **buy** or a **sell** transaction.

Note: All entries should be entered as positive value for both buy and sell transactions.

Select the '**OK**' button to record the transaction.

Buy or Sell transactions may also be recorded or modified from the Price/Transactions dialog box.

Comments: Fund Manager records the share price and number of shares to four significant digits. When recording a buy or sell transaction, Fund Manager updates the price information on that date. When one of the edit boxes has not been filled in, and Fund Manager has enough information to fill it in for you, it will do so as you tab to different controls in the dialog box. You may use the shortcut keys of + or - to increment and decrement the date.

Buy/Sell Transaction for Loaded Mutuals

This dialog box records buy or sell transactions for **loaded mutual funds**. The following edit boxes are contained in the dialog box:

Date:	The date of the purchase or sale. (Example: 12/20/1992)
Purchase/Sell Price:	The share price that you paid/received for your purchase/sale. (Example: 10.50 for a purchase or 9.50 for a sell)
Number of shares:	The number of shares purchased or sold. (Example: 10.00)
Dollars:	The dollar value of your purchase or sale. Purchase/Sell price times the number of shares. (Example: 105.00 for a purchase, 95 for a sell)
Actual Price:	The actual share value of the fund's shares on this date. This will be lower/higher than the purchase/sell price for a loaded fund. (Example: 10.00 for both purchase and sell examples)
% Load:	The percent of a load for the transaction. (Example: 5.00 for both purchase and sell examples)

Select the appropriate radio button to choose either a **buy** or a **sell** transaction.

Note: All entries should be entered as positive value for both buy and sell transactions.

Select the '**OK**' button to record the transaction.

Buy or Sell transactions may also be recorded or modified from the Price/Transactions dialog box.

Comments: Fund Manager records the share price and number of shares to four significant digits. When recording a buy or sell transaction, Fund Manager updates the price information on that date to the actual share price. Fund Manager updates the investment information using the purchase or sell price. When one of the edit boxes has not been filled in, and Fund Manager has enough information to fill it in for you, it will do so as you tab to different controls in the dialog box. You may use the shortcut keys of + or - to increment and decrement the date.

Buy/Sell Transaction for Stocks or Bonds

This dialog box records buy or sell transactions for **stocks or bonds**. The following edit boxes are contained in the dialog box:

Date:	The date of the purchase or sale. (Example: 12/20/1992)
Share Price:	The share price of your security on this date. (Example: 10.50)
Shares:	The number of shares purchased or sold. (Example: 100)
Investment value:	The dollar value of your purchase or sale. Share price times the number of shares. (Example: 1050.00)
Commission:	Any fees incurred for this transaction. (Example: 35.00)

Select the appropriate radio button to choose either a **buy** or a **sell** transaction.

Note: All entries should be entered as positive value for both buy and sell transactions.

Select the '**OK**' button to record the transaction.

Buy or Sell transactions may also be recorded or modified from the Price/Transactions dialog box.

Comments: Fund Manager records the share price and number of shares to four significant digits. When recording a buy or sell transaction, Fund Manager updates the price information on that date to the share price of the stock as entered. Fund Manager updates the investment information at a purchase or sell price to include any commission fee (it will increase the purchase price or decrease the sell price from the share price). If you choose to not include the commission fee as part of the expense of your investment simply enter \$0 for the commission fee. When one of the edit boxes has not been filled in, and Fund Manager has enough information to fill it in for you, it will do so as you tab to different controls in the dialog box. You may use the shortcut keys of + or - to increment and decrement the date.

Deleting a Buy or Sell Transaction

This dialog box allows a buy or sell transaction previously entered to be deleted. This dialog box affects the topmost fund currently being displayed. There is only one edit box that needs to be filled in:

Date: The date for which the transaction is to be deleted. (Example: 12/20/1992)

Select the 'OK' button to complete the deletion process.

Buy or Sell transactions may also be deleted or modified from the Price/Transactions dialog box.

Comments: When deleting a buy or sell transaction, Fund Manager does not delete the **price** information on this date, only the buy or sell information is deleted. Since Fund Manager updates the price information when you **record** a buy or sell transaction, you may need to edit or delete the price information on this date. Fund Manager purposely does not delete the price information since deleting a buy or sell transaction does not automatically dictate that the price information is incorrect. You will be notified of this situation after the transaction has been deleted if you have price information recorded for this date. If you have multiple buy or sell transactions recorded on the same date, Fund Manager will delete the first listed transaction. You may use the shortcut keys of + or - to increment and decrement the date. If the investment is a reinvestment from dividends the associated dividend entry will also be deleted.

Recording a Dividend or Capital Gains Transaction

A dividend or capital gain transaction may be recorded for each of the three investment types:

No-Load Mutuals

Loaded Mutuals

Stock or Bond

Dividend and capital gains transactions may also be recorded or modified from the Price/Transactions dialog box.

Recording a Dividend or Capital Gains Transaction No-Load Mutual Fund

This dialog box records any dividend or capital gain transaction. Fund Manager does not differentiate between dividends and capital gains, it treats them identically. Check the '**Reinvested**' check box if the distributions were reinvested into the fund. When the distributions are reinvested, there are four edit boxes which must all be filled in. If the distributions were not reinvested only the '**date**' and '**dollar**' edit boxes are required.

- Date:** The date of the distributions. (Example: 12/20/1992)
- Price:** The share price of the fund on this date, the price at which shares were purchased with the distributions. (Example: 11.21)
- Number of shares:** The number of shares purchased with the distributions. (Example: 3.5682)
- Dollars:** The dollar value of the distributions.. (Example: 40.00)

Select the '**OK**' button to record the transaction.

Dividends or Capital Gains may also be recorded or modified from the Price/Transactions dialog box.

Comments: Fund Manager records the share price and number of shares to four significant digits. When recording a reinvested distribution, Fund Manager updates the price information on that date. When one of the edit boxes has not been filled in, and Fund Manager has enough information to fill it in for you, it will do so as you tab to different controls in the dialog box. You may use the shortcut keys of + or - to increment and decrement the date.

Recording a Dividend or Capital Gains Transaction Loaded Mutual Fund

This dialog box records any dividend or capital gain transaction. Fund Manager does not differentiate between dividends and capital gains, it treats them identically. Check the '**Reinvested**' check box if the distributions were reinvested into the fund. When the distributions are reinvested, there are six edit boxes which must all be filled in. If the distributions were not reinvested only the '**date**' and '**dollar**' edit boxes are required.

- Date:** The date of the distributions. (Example: 12/20/1992)
- Purchase price:** The price at which shares were re-purchased with the distributions. (Example: 11.21)
- Actual Price:** The actual share value of the fund's shares on this date. This will be lower than the re-purchase price for a loaded fund. (Example: 10.68)
- Number of shares:** The number of shares purchased with the distributions. (Example: 3.5682)
- Dollars:** The dollar value of the distributions. (Example: 40.00)
- % Load:** The percent of a load for the re-purchased shares. (Example: 5.00)

Select the '**OK**' button to record the transaction.

Dividends or Capital Gains may also be recorded or modified from the [Price/Transactions](#) dialog box.

Comments: Fund Manager records the share price and number of shares to four significant digits. When recording a reinvested distribution, Fund Manager updates the price information on that date. When one of the edit boxes has not been filled in, and Fund Manager has enough information to fill it in for you, it will do so as you tab to different controls in the dialog box. You may use the [shortcut keys](#) of + or - to increment and decrement the date.

Recording a Dividend or Capital Gains Transaction Stock or Bond

This dialog box records any dividend or capital gain transaction. Fund Manager does not differentiate between dividends and capital gains, it treats them identically. There are only two edit boxes to be filled in:

Date: The date of the distributions. (Example: 12/20/1992)
Dollars: The dollar value of the distributions.. (Example: 40.00)

Select the '**OK**' button to record the transaction.

Dividends or Capital Gains may also be recorded or modified from the Price/Transactions dialog box.

Deleting a Dividend or Capital Gains Transaction

This dialog box allows a dividend/capital gain transaction previously entered to be deleted. This dialog box affects the topmost fund currently being displayed. There is only one edit box that needs to be filled in:

Date: The date for which the transaction is to be deleted. (Example: 12/20/1992)

Select the '**OK**' button to complete the deletion process.

Dividends or Capital Gains may also be deleted or modified from the Price/Transactions dialog box.

Comments: When deleting a **reinvested** distribution, Fund Manager does not delete the **price** information on this date, only the distribution and associated re-investment. Since Fund Manager updates the price information when you **record** a reinvested distribution, you may need to edit or delete the price information on this date. Fund Manager purposely does not delete the price information since deleting a reinvested distribution does not automatically dictate that the price information is incorrect. You will be notified of this situation after the transaction has been deleted if you have price information recorded for this date. If you have multiple distribution transactions recorded on the same date, Fund Manager will delete the first listed transaction. If you are deleting a reinvested distribution, Fund Manager will delete both the distribution and the associated investment. You may use the shortcut keys of + or - to increment and decrement the date.

Recording a Split Transaction

This dialog box allows the user to enter a stock split or recombination. Split transactions modify all relevant data from the beginning of the investment's history to the day prior to the split. The **Split Ratio** should be a positive number. The **Split Ratio** is greater than 1 for splits, and can be less than 1 for recombinations. To delete a previously entered split transaction record another split transaction on the same date as the one you would like to delete, but use the inverse of the previous split ratio.

Split Date: The date the investment split. All data up to, but not including, this date will be modified.

Split Ratio: The ratio of the split. Most commonly this would be 2. To delete a split transaction that split 2 for 1, record another split with a ratio of 0.5.

Comments: Once you have recorded a split transaction if you have to enter any prices or transactions for dates prior to the date of the split, the share price and number of shares should be adjusted accordingly. For a 2 for 1 split you would need to double the number of shares and half the share price in your transactions. This only applies if you already recorded the split and you are now recording prices or transactions that are for a date prior to the date of the split. This is because all transactions and prices were modified when the split was recorded, but if you later decide to enter other transactions that are dated before the split, FM assumes they are being entered consistent with the split and doesn't modify them.

Changing a Fund Name or Symbol

This dialog box allows the user to edit the fund name and symbol for the topmost fund currently being displayed. The contents of both edit boxes will be updated:

Fund name: Enter the desired name of the fund in this box. (Example: Financial Industrial Income)

Fund symbol: Enter the fund's symbol in this box. (Example: FIIIX)

Comments: It is important for the correct symbol to be entered when importing prices. Fund Manager compares the symbols recorded in Fund Manager with the symbols in the import file to match the correct fund with the correct price information.

Editing the Investment Type

This dialog box allows the user to edit the investment type for the specified investment. Each investment must fit into one of the three available categories:

No-Load Mutual Fund:	Shares are purchased at the price they are worth
Loaded Mutual Fund	Shares may be purchased at a higher price and sold at a lower price than they are worth
Stock/Bond	Any stock or bond investment

Selecting Colors for the Display

This dialog box allows you to customize the look of each different graph type. These color selections will be saved in your portfolio. Choose the item you would like to edit the color for from the drop-down combination box. The sample graph shows your current settings, and is changed to reflect any changes you make. For each graph type you can edit the following items:

background	background color for graph
frame	line color used for drawing the border of the graph
line	color used for drawing data line, tic marks, and on-graph text
buy marker	line color used for drawing buy markers
sell marker	line color used for drawing sell markers
dividend marker	line color used for drawing dividend markers

For the price (NAV) and price plus distribution (NAV + DIST.) style graphs you can also edit the color of the moving average line used in the overlaid style graphs:

overlaid line	line color used for drawing the moving average line in the overlaid style graphs
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To make the changes take effect for the currently selected item, select the '**Change**' push button. To restore any particular item to its default value, select the '**Default**' push button. To restore all items to their default values, select the '**All defaults**' push button. When finished making changes, select the '**Done**' push button. Select the '**Help**' push button to get this help topic.

Selecting a Font for the Display and Printer

This dialog box allows the user to customize the fonts used for displaying text. Fund Manager can remember up to 6 different fonts. There are 3 fonts for each the screen and printer, one for each different number of displays. This will allow the user to make smaller fonts when the number of displays is higher, and larger fonts for easier viewing, when the number of displays is smaller. The currently selected font for the particular device (screen or printer) and number of displays (1, 4, or 9) is displayed in the top left corner. All operations in this dialog box are applied to the font for the currently selected device and number of displays.

To change the font for any number of displays or device, select the appropriate radio buttons. For the currently selected device and number of displays the available font faces are shown in the list box on the left in the "Available fonts" group. The list box in the center of the same group will be filled with the available font sizes for the highlighted face. If the highlighted face is scalable you may enter any desired point size in the edit box located in the same group. These sizes are in units of points (1/72 of an inch). A sample of the currently highlighted font face and size is displayed below the list boxes in this same group. When a new face is highlighted, or when you change the size this sample will be updated to reflect the change. If entering a new size in the edit box, to update the sample, the input focus must be moved to any other control before the sample will be updated.

The following push buttons are available on this dialog box:

- | | |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Done: | When finished making changes, select this button to end the dialog box |
| Change: | To apply any changes made to the font for the currently selected number of displays and device |
| Default: | To revert the font for the currently selected number of displays and device to its default. This only changes the current selection to its default, not all fonts. |
| Help: | To get this help topic |

Selecting Screen and Printer Options

This dialog box allows the user to change the following display options for the screen or printer:

Pen thickness (graphs):	The line thickness to be used for plotting data and tic marks.
Pen thickness (markers):	The line thickness to be used for drawing markers.
Div./C.G. marker size:	The size of the dividend and capital gains markers.
Buy/Sell marker size:	The size of the buy and sell markers.

All sizes are specified in units per logical inch. The number of units per logical inch for the given device (screen or printer) is displayed.

To accept any changes, click on the '**OK**' button.

To retrieve the default values, click on the '**Defaults**' button.

To quit this dialog box without making any changes click on the '**Cancel**' button.

All of these settings are stored in the portfolio.

Price/Transaction Data

This is a modeless dialog box which can remain open while performing other operations inside Fund Manager. This dialog box provides information on the share price, fund value, buy and sell transactions, and the distribution of dividends or capital gains. By choosing a fund in the bottom right list box, you can view or edit data for each open fund. When viewing **Price** data the following fields are displayed for each date that price information is available:

Date:	Date of associated price
Share price (nav):	The share price for this date
Shares owned:	The number of shares owned on this date
Value:	The value of the fund on this date

When viewing **Dividend** data the following fields are displayed for each recorded distribution:

Date:	Date of associated distribution
Dividend value:	The dollar amount of distribution
Dividend/share:	The per share distribution
Shares re-purchased:	The number of shares repurchased with this distribution

When viewing **Investment** data the following fields are displayed for each recorded buy or sell transaction:

Date:	Date of associated transaction
Price:	The purchase/sell price for this transaction
Shares:	The number of shares bought or sold (negative indicates a sell)
Value:	The dollar value of this transaction

The **Edit** and **Delete** push buttons allow any highlighted line in the data list box to be modified. The **New** push button will create a new entry.

You may use a mouse shortcut to quickly view data of interest for any displayed fund with this dialog box. By holding down the CTRL key and double clicking on any graph, the dialog box will open with the associated fund selected.

View Yields

When this display option is set, numerical data is displayed. When graphs are turned off, for each opened fund the following information will be displayed

Yields:	Pre-defined ranges of average annualized <u>yields</u>
Fund name:	Name of the fund
Yields:	Date range for yield calculations
% Gain Inv.:	Percent gain on purchases for yields date range, see <u>% Gain - Investments</u> for description
% Gain Fund:	Percent gain of the fund's NAV for yields date range, see <u>% Gain - Fund</u> for description
History:	Date range of historical price information
% Gain Inv.:	Percent gain on purchases for historical date range
% Gain Fund:	Percent gain of the fund's NAV for historical date range
Latest price:	Most recent share price
Latest value:	Most recent value

If the graph type is set to Portfolio Value the **% Gain Fund** field will be replaced by:

% Gain Portfolio:	Percent gain of the portfolio's NAV for yield date range, see <u>% Gain - Portfolio</u> for description
--------------------------	---------------------------------------------------------------------------------------------------------

When graphs are off, displayed across the bottom of the screen will be sum of the latest values for all opened funds. This is labeled as the '**Latest Portfolio value**'.

Displaying Investment Statistics/Summary

This dialog box will display the following for any highlighted fund:

Date (mm/dd/yy):	Date of buy or sell for currently highlighted fund
invested:	dollar amount of current purchase or sale, positive for purchases, negative for sales
cum. in:	sum of all purchases to this date
cum. out:	sum of all sales to this date
value:	current value of the fund on this date
% gain - inv.:	<u>% gain on investments</u>
% gain - fund.	<u>% gain of fund's NAV</u>

Displaying Tax Basis

This dialog box will display your cost basis for all sell transactions. Fund Manager will calculate your cost basis with either of two methods, **first in first out (FIFO)** or the **average cost** method. By selecting a fund in the bottom right list box you can display the following for each sell transaction for that fund:

Date:	Date of sell transaction
Sold:	Dollar amount of sell transaction
Basis:	Cost basis calculated with selected method
Gain:	Dollar gain

Changing Date Range for Graphs and Yields

This dialog box allows the user to change the range of dates being graphed. The displayed yields will also be updated to reflect the changed dates. With this dialog box you can adjust the date range and examine the 'graph' yield to calculate the yield for any desired time period. (The graph yield is the yield from the left axis to the right axis currently being displayed.) To change the dates being displayed enter the desired dates for the beginning of the graph (left axis) in the 'START' edit control and the end of the graph (right axis) in the 'END' edit control. The 'START' date cannot be before the starting date of the investment. The 'END' date can be any time after the 'START' date, including dates after the last data point you have entered. If the 'END' date is later than the last data point Fund Manager will extrapolate the latest price information to the new 'END' date. The first and last price data point are shown for reference.

The changes in the 'START' and 'END' dates can be applied to all open funds by selecting the appropriate radio button.

Either the topmost fund, or all funds may be set back to their full history by checking the appropriate radio button. Reverting to full history changes the date range from the fund inception to the most recent price data point.

Markers

Markers are optional symbols that can be overlaid on any graph to display where you bought, sold, or received distributions. Each marker type is represented by a different color and shape. Marker size, color, and the pen widths used to draw them are all user definable. Markers preferences are also recorded in the portfolio.

Buy:	circles
Sell:	triangles
Dividend/Capital Gain:	cross

Rearranging Order of Displayed Funds

This dialog box allows the user to rearrange the order of the investments currently opened. The top fund will be displayed in the upper left corner when four or nine displays are being shown, and it will be the only fund displayed when one display is being shown. To move an investment to a different position in the stack, highlight the desired fund, and then click on one of the following buttons:

Top:	Moves the highlighted fund to the top of the stack
Bottom:	Moves the highlighted fund to the bottom of the stack
Move Up:	Moves the highlighted fund up one position in the stack
Move Down:	Moves the highlighted fund down one position in the stack

To accept any changes click on the '**OK**' button.
To cancel any changes click on the '**Cancel**' button.

Shortcut: By double left clicking on any graph you can move that graph to the top of the stack without using this dialog box.

Selecting Funds to Display

This dialog box allows the user to select the funds that will be displayed. The number of graphs will automatically be adjusted to the minimum that will display all highlighted funds.

To show the highlighted funds click on the **Show** button.

To cancel any changes click on the **Cancel** button.

Shortcut: By double left clicking on any graph you can move that graph to the top of the stack without using this dialog box.

Keyboard Shortcuts

Many menu commands are available by using keyboard accelerators. These accelerators are shown next to each menu item that has an accelerator available.

Other keyboard accelerators not shown on the main menu are:

1 (The one key)	Changes the number of displays to 1
4	Changes the number of displays to 4
9	Changes the number of displays to 9
+ (The plus key)	In a date edit box that has the input focus the date will be incremented by one day. In the main window the number of displays will rotate up (1 - 4 - 9 - 1)
- (The minus key)	In a date edit box that has the input focus the date will be decremented by one day. In the main window the number of displays will rotate down (1 - 9 - 4 - 1)
Page Down	Scrolls downward through opened funds by the number of displays (1, 4, or 9).
Page Up	Scrolls upward through opened funds by the number of displays.
←	Scrolls downward through opened funds by one.
	Scrolls downward through opened funds by 1 row (1, 2, or 3). Shifts funds up one row.
→	Scrolls upward through opened funds by one.
↓	Scrolls upward through opened funds by 1 row. Shifts funds down one row.

Mouse Commands

By double clicking and certain key combinations you can manipulate through Fund Manager more quickly. All functions can also be accomplished through menu commands. Here is a summary of the mouse commands:

- Double left:** Moves the chosen fund to the top of the order and sets the number of displays to 1.
- Shift - Double left:** Rotates the number of displayed investments downward. (1 - 9 - 4 - 1 displays)
- Shift - Double right:** Rotates the number of displayed investments upward. (1 - 4 - 9 - 1 displays)
- Ctrl - Double left:** Displays price/transaction dialog box with chosen fund highlighted.

Command Line Arguments

Fund Manager stores portfolios in files with the extension of 'mm4'. Fund Manager stores investments in files with the extension 'dat'. When starting Fund Manager you may provide a command line argument specifying either a portfolio (*.mm4) filename or investment (*.dat) filename to load with Fund Manager.

For example, to start Fund Manager with the portfolio "stocks.mm4" you would enter the run command:

```
c:\finance\fm.exe c:\finance\my_data\stocks.mm4
```

To start Fund Manager and have it open the investment "vent.dat" you would enter the run command:

```
c:\finance\fm.exe c:\finance\my_data\vent.dat
```

Fund Manager does not require any command line arguments. Any command line arguments are optional, and all operations can be performed from within Fund Manager.

Fund Manager supports drag and drop operations with *.dat or *.mm4 files. Also, Fund Manager supports associations with either *.dat or *.mm4 files.

Other Details

Fund Manager creates four ASCII text data files for each investment. There will be a *.dat, *.inv, *.div, and *.msc file for each investment. These files may be manually edited, but it is safest to let Fund Manager do this for you to prevent any incorrect entries. There are also inter-dependencies between the files that can make manual editing dangerous. The format of each file will be described:

The *.dat file:

The first line of the *.dat file is the fund's name. The second line is the fund's symbol. Every line after the second line has five fields in it. The fields are **month**, **day**, **year**, **share price**, and **total shares owned**, respectively. The share price is the actual value of an individual share, and the total shares owned are the number of shares owned on this date.

The *.inv file:

Every line in the *.inv file should also have five fields: **month**, **day**, **year**, **share price**, **shares bought or sold**, respectively. If the transaction was an investment the shares bought will be a positive number, if there were shares sold, this will be a negative number. The share price is the purchase/redemption price of the shares adjusted to incorporate any commission or fees.

The *.div file:

Every line in the *.div file will also have five fields: **month**, **day**, **year**, **dividend per share**, and **shares re-invested**. The dividends per share is the dollar value of dividends paid for each share owned, whether they were reinvested or distributed. The shares re-invested in the fifth field is the number of shares purchased on this date with these dividends, and may be zero if these dividends were distributed instead of re-invested.

The *.msc file:

This file was established as of version 6.0. It is not necessary when running an earlier version of Fund Manager. There is only one line in this file, which specifies the type of investment these files represent. Possible values are 1 for a no-load mutual fund, 2 for a loaded mutual fund, or 3 for a stock or bond.

File inter-dependencies

Fund Manager will automatically take care of all inter-dependencies in the different files if you use Fund Manager to update your files. If you choose for some reason to manually edit your data files, you may wish to understand the inter-dependencies. Any time an investment is made, the *.dat file, as well as the *.inv file, is always updated, including the new price and share information. Also, in the *.dat file every entry past the date of the investment is updated to correctly represent the new number of shares owned. For example, if an investment of 25 shares at \$10/share was made on 2/1/1993 an entry would be added to the *.inv file for this date, share price, and shares purchased. The *.dat file would also get an additional entry for this date to indicate the share price and new number of shares owned on this date. All subsequent lines in the *.dat file would be updated to indicate the new number of shares owned after this date.

When a dividend is reinvested there will be three transactions recorded. It is recorded in the *.div file to represent the dividend, it is also recorded in the *.inv file to represent the re-investment of the dividend, and it is also recorded in the *.dat file to reflect the new price and number of shares owned.

When any entry is made that affects the number of shares owned at a later date, Fund Manager automatically updates all these fields for you. For example, if you delete a re-invested dividend, Fund Manager will delete the dividend from the *.div file, delete the corresponding investment from the *.inv file, and update the *.dat file to show the new number of shares owned on all dates. Fund Manager would also update all entries in the *.div file to correctly show the dividend/share value, since the number of shares owned when that transaction was originally recorded has changed. As you can see, there are many inter-dependencies between these three files, and it is highly recommended that you use Fund Manager to update these files unless you feel confident that you may do so correctly.

Yield Calculations

Fund Manager can calculate three different types of yields over any specified time period. The types of yields are:

Return On Investment

Fund Performance - Distributed Dividends

Fund Performance - Re-invested Dividends

All yields calculated by Fund Manager are **average annualized yields**. The reported yields are calculated **BACK** from the rightmost date being displayed on the graph. For example, if the graph is displaying data from 12/22/1992 to 6/3/1993, the reported 3 month yield is the average annualized yield from 3/3/1993 to 6/3/1993.

When Fund Manager calculates yields it looks for the exact dates to find the appropriate share prices. For example, when Fund Manager calculates the 1 year yield to 3/25/1993, it requires that there be a share price recorded on both 3/25/1993, and on 3/25/1992. By default, Fund Manager automatically fills in all gaps between prices of 2 days or less, to cover weekends. Therefore, if you have a price recorded on 3/25/1993 and 3/23/1992 and 3/26/1992, Fund Manager will interpolate that the value of the fund on 3/25/1992 was the same as the value on 3/23/1992 and report a yield. The range of dates that will automatically be filled in can be changed through a menu command. See Changing Interpolation Range. If Fund Manager is not provided with sufficient information for a beginning price it will report "N.A." for a yield.

Fund Manager calculates a default set of yields (3 month, 6 month, 1 year . . .) for each number of displays. If a user wishes to calculate a yield for a range not in the default, the 'graph' (gph) range may be used. This yield displays the yield from the beginning (left most) date of the graph to the ending (right most) date of the graph. The date range may be changed using the menu command View/Dates.

Fund Manager uses a bisection algorithm to iteratively solve for all yields.

Compatibility With Previous Versions

Fund Manager 6.2 is completely compatible with all previous versions. Fund Manager 6.0 created one more file (fundname.msc) for each investment. This file will automatically be created for each fund when it is opened for the first time with version 6.0 or later. This file is only for use by version 6.0 and later. You may use data from previous versions with FM 6.2. After using FM 6.2 you may still use an older version of FM on the data also.

Common Questions and Answers

Q: How do I track an investment that I don't own, but want to watch?

A: To track an investment that you don't own create a new investment with the File/New Investment... menu command. When entering the number of opening shares enter 0. You will be able to create an investment file that contains no shares. You can update the price for this investment, and FM will report all fund performance figures of merit to allow you to monitor its performance.

If you are also tracking dividends of an investment you don't own you will need to own shares. FM calculates dividend/share when you record dividends, so it requires that you own greater than 0 shares before it will allow you to record a dividend. A temporary buy transaction of 1 share is a convenient number of shares to purchase for tracking purposes. If you do eventually buy this investment you can record your new buy transaction and then delete the temporary buy transaction of 1 share.

Q: How do I track my cash account or money market?

A: Savings account, money markets, or any other cash account can be treated just like any other investment, but with a constant share price of \$1. Usually, the easiest type of investment to use for a cash account is the No Load Mutual Fund type. When you receive an interest payment into your account you would record a reinvested dividend. When you add to your account, record a buy, and when you take money out, record a sell, all with share prices of \$1. The NAV graphs will be pretty boring (flat line), but the NAV+DIST graph types or VALUE graph types will still be useful. Also, all of the calculated figures of merit will still be appropriate. This also lets you keep track of your total portfolio value, when you include a cash account in your portfolio.

Q: How do I create a portfolio? How do I change the investments included in my portfolio?

A: See the help topic [How to Create or Modify a Portfolio](#).

Q: When I try to open my portfolio Fund Manager tells me that it couldn't open my portfolio.

A: Fund Manager [portfolios](#) contain the full path and filenames of all the investments they contain. If any of these files no longer exist, or have been moved since the last time this portfolio was saved FM will not be able to open all the investments in this portfolio and will report an error message. Fund Manager portfolios have the default file extension of MM4 and are ascii text files. You can edit these portfolios with a text editor to update their investment information, or you can create a new portfolio within Fund Manager. If you wish to create a new portfolio with the same filename as your old portfolio that no longer works, just give it the same filename when saving.

Q: The online help doesn't come up when I select Help from the menu.

A: If your help file has been moved from the original directory where it was installed Fund Manager may not be able to find the help file, "fm.hlp". You can tell Fund Manager where to look for this help file by editing the file "fm.ini" located in your windows directory. The following lines should be in your "fm.ini" file if you installed Fund Manager to c:\finance:

```
[directory location]
base=c:\finance
help=c:\finance
my_data=c:\finance\my_data
```

If you moved your "fm.hlp" file to another directory for any reason you can modify the help section in this file to let Fund Manager know where to find the file.

Q: What language was Fund Manager written in?

A: Fund Manager was written in the C language. Versions up to and including 6.0 were compiled with Microsoft's Quick C for Windows. Versions 6.1 and later were compiled with Microsoft's Visual C++ version 1.5.

Registration Information

Fund Manager is a "Shareware" program. You are encouraged to try it for free. You are also encouraged to pass it along, unaltered, to anyone else you feel may be interested. If, after a reasonable time, you decide to continue using it, please register by filling out the [registration form](#) and sending your registration payment to the author at the address listed below.

WHAT YOU GET WHEN YOU REGISTER:

You will be sent a registration packet, which includes a password. This password will enable the registered version of Fund Manager.

Registered users are guaranteed \$3 upgrades for life! As a registered user you will always be able to upgrade from any version to the latest version for only \$3. This has the added benefit of shielding registered users from any potential increases in registration fees for new users.

All registered users are entitled to 3 years of free technical support from the author. Mark Beiley may be reached by either US mail, telephone, or electronic mail at the addresses and number listed below.

You will have the author's gratitude and have contributed to the continuing development of Fund Manager.

The author may be reached at:

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Burlington, VT 05401
USA

(802)864-7463 (Weekends or evenings before 10:00 p.m. EST only please)

Internet: beiley@aol.com
America Online: Beiley
CompuServe: 72643,3041

The most efficient way to contact the author is through electronic mail. Questions are normally addressed within 1 or 2 days. To keep costs and registration fees down, long distance phone calls can not be returned.

Registration Form (use File/Print Topic)

Fund Manager 6.2

Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____ Country _____

Any electronic mail addresses where you may be reached?
(Internet, Prodigy, AOL, CompuServe, MCI, etc.)
Important: please help me keep you informed!

Telephone: (optional) _____ Disk size: (3.5") __ or (5.25") __

How did you obtain Fund Manager?

Any new features, or things you'd like to see improved in Fund Manager?

Registration fee: (US funds please)

New users:	\$20
Upgrade prices:	
From version 6.1	\$ 0
From version 6.0	\$ 3
From versions 5.X	\$ 8
From versions 4.X or earlier	\$13

If you are upgrading, please select the upgrade price based upon the version you paid for and enter your serial number here: _____

Please support the shareware concept by sending a check to:

Mark Beiley
P.O. Box 3311
Burlington, VT 05401
USA

Please see [Registration Information](#) for more details on registration.
Thanks for supporting the shareware concept!

Registration

After mailing in your registration form and check, you will receive a registration package, which includes a serial number and password allowing you to enable the registered version of Fund Manager. This dialog box allows the user to enter a name, serial number, and password. These items must be entered EXACTLY as specified in the registration package. Please see Registration Information for more details on registration.

Return On Investment (ROI)

The yield that your investment has earned. This yield depends on when you made your investments. The formula for ROI yield, where the yield is ' r ' is shown:

.....

where each term is between the current date (or the date the yield is being calculated 'to') and the date of the particular transaction. The variables inv_t and div_t represent investments and dividends, respectively. A redemption is simply a negative investment. A reinvested dividend is both a dividend and an investment.

Fund Performance - Distributed Dividends

The yield that the **fund** has achieved if all dividends and capital gains were taken in cash, and not re-invested back into the fund. This yield is independent of when you invested. The formula for calculating the distributed fund yield, where the yield is ' i ' is shown:

Fund Performance - Re-invested Dividends

The yield that the **fund** has achieved if all dividends and distributed capital gains were re-invested. This yield is independent of when you invested. This is the yield that fund companies most often report in their annual reports and advertisements. The formula for calculating the re-invested fund yield, where the yield is 'i' is:

$$\begin{aligned} \text{Latest share price} * (1 + \text{number of shares purchased with re-invested dividends}) \\ = \text{Original share price}(1+i)^{\text{term}} \end{aligned}$$

% Gain - Fund

The percent gain or loss of the fund's NAV:

The **dividends/share** includes both reinvested and distributed dividends. All variables are in units of dollars/share.

% Gain - Portfolio

The average, non-weighted, percent gain or loss of the portfolio's NAV:

The **dividends/share** includes both reinvested and distributed dividends.

% Gain - Investment

The percent gain or loss of the investments into a fund:

The **end value** already includes reinvested dividends, so **end value + distributed dividends + redemptions** gives the value generated by any **purchases**. **Purchases** includes any purchases made during the period plus the starting value for the date range.

Updating Prices from a *.CSV File

Prodigy can download a quote track to an ASCII text file on your hard drive. This file has the filename extension of ".csv". Fund Manager can read the information in this file and automatically update the price of all your open funds. When downloading the *.csv file you should specify that you do not want headings and you would like closing prices. Here is what a sample *.csv file looks like:

```
"JANSX",19.2,"05/19/93"," "  
"JAVLX",24.11,"05/19/93"," "  
"JAVTX",51.18,"05/19/93"," "  
"JAWWX",20.95,"05/19/93"," "
```

The first field of each line is the stock symbol, which must match the symbol you have in Fund Manager. The second field of each line is the price. The third field is the date, and the fourth field is for footnotes, which Fund Manager does not use.

Updating Prices from an America Online Portfolio

America Online can download a portfolio to an ASCII text file on your hard drive. Fund Manager can read the information in this file and automatically update the price of all your open funds. Here is what a sample America Online downloaded portfolio file looks like:

Symbol	Qty.	Curr. Price	Change	Purch. Price	Gain/ Loss	Value
ADI	---	20 3/4	+1/2			
CY	---	13 5/8	+3/8			
FHLSX	---	31.51	-0.22			
FIIIX	---	11.93	-0.0			
FRAM	---	7	+1/4			
IBM	---	53 1/4	+1/2			
ISP	---	7 1/8	-1/8			
JANSX	---	19.48	----			
JAVLX	---	24.55	-0.0			
JAVTX	---	51.94	+0.0			
JAWWX	---	21.24	+0.0			
SCSTX	---	12.0	+0.0			
TWCUX	---	19.64	-0.10			
Total					----	0.00

In this example not all of the fields are filled in, and are not required by Fund Manager. The other fields may be filled in if you wish, but Fund Manager only requires the symbol and current price fields. The symbol must match the symbol for your investments in Fund Manager. Since there is no date information in this file you are also prompted for the date to apply these prices to when importing.

Updating Prices from a CompuServe File

CompuServe can download quotes to an ASCII text file on your hard drive. Fund Manager can read the information in this file and automatically update the price of all your open funds. Here is what a sample downloaded file, using WinCim and Basic Quotes, looks like:

Ticker	Volume	High	Low	Last	Change	Update
JANSX	0	20.820	20.820	20.820	+ 0.050	5:45
JAVLX	0	26.510	26.510	26.510	+ 0.150	5:45
JAVTX	0	53.220	53.220	53.220	+ 0.070	5:45
JAWWX	0	23.920	23.920	23.920	+ 0.200	5:45

The first field of each line is the stock symbol, which must match the symbol you have in Fund Manager.

Updating Historical Prices from a CompuServe File

CompuServe can download quotes to an ASCII text file on your hard drive. Fund Manager can read the information in this file and automatically update the price of all your open funds. Here is what a sample downloaded file, using WinCim and '**Pricing History - 1 issue(\$)**', looks like:

Cusip: 45920010

Exchange: N

Ticker: IBM

Date	Volume	High/Ask	Low/Bid	Close/Avg
5/30/94	0	HOL	HOL	HOL
5/31/94	1,505,000	63 3/4	62 3/4	63
6/01/94	1,690,000	63 5/8	62 1/2	63 1/2
6/02/94	2,476,000	63 1/2	61 7/8	62
6/03/94	2,381,000	61 7/8	60 3/4	61

Prices Available: 9/21/81 through 6/03/94

The "Ticker:" symbol must match the symbol you have recorded in Fund Manager.

Updating Prices from a Dow Jones File

Dow Jones can download quotes to an ASCII text file on your hard drive. Fund Manager can read the information in this file and automatically update the price of all your open funds. Here is what a sample downloaded file looks like:

```
Date: 02/15/94      Time: 01:17 ET
Issue      Close   Open   High  Low   Last   Volume  Change
JANSX     19.550  19.550
JAVLX     24.940  24.940
JAWWX     26.040  26.040
```

The first field of each line is the stock symbol, which must match the symbol you have in Fund Manager. The Date field in this file is the date the file is downloaded, so is not used for price updating.

Updating Prices from a Fund Manager File

Fund Manager can also import prices from Fund Manager's *.dat file format. Here is what a sample *.dat file looks like:

Financial Industrial Income

FIIIX

2	28	1994	12.1700	0.0000
3	1	1994	12.1000	0.0000

The second line is the stock symbol, which must match the symbol in the investment you importing into. The columns represent, in order, **month**, **day**, **year**, **price**, and **shares owned**. The shares owned field is not used, but must exist.

Portfolio

Fund Manager lets you view the performance of a number of investments at the same time with or without a portfolio. Each individual investment file contains all the raw data associated with that investment (e.g. prices and transactions). You can look at multiple investment files by opening them one at a time; however, if there is a specific set of investments you would like to view on a regular basis, it may be more convenient to set up a portfolio. Instead of having to open each individual investment file one at a time you can save multiple investment filenames in a portfolio so that by only opening one portfolio it will open up to 25 investment files.

A portfolio saves the following information:

- Names of included investment files, and their order in the investment stack
- Date range to be displayed for each investment
- Type and number of graphs to show at one time
- Type of yield to calculate
- Whether graphs and/or yields are to be displayed
- Price interpolation range
- Whether auto redraw is on/off
- Whether auto save is on/off
- Whether each type of marker is on/off
- Whether confirmation notices are on/off
- Fonts for the screen and printer
- Pen thicknesses and marker sizes for the screen and printer
- All user definable colors

Moving Average

A moving average is calculated by adding up the value for the previous ($weeks * 7$) days, starting from and including the current day, and dividing by ($weeks * 7$) where *weeks* is the number of weeks being averaged. If there is no price information available on a particular day, Fund Manager will extrapolate from the most recent data point **before** the date of interest, or the first data point if there is no price information before the date of interest.

Investment

An investment is an individual stock (e.g. IBM) or an individual mutual fund (e.g. Janus Fund). Each investment is assigned its own unique filename (*.dat) to store its associated data (e.g. price and transaction information).

