

Fund Manager 8.6 for Windows

Fund Manager is a tool to help the individual investor monitor, with both graphical and numerical information, how well their 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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Please visit the *Fund Manager Home Page* at: <http://members.aol.com/Beiley/fundman.html>

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. The 'Share price plus accumulated distributions' graph types are especially useful to visually see the true performance of your investments, since these graphs take into account the lowering of share price when distributions are paid. 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. One quick way to modify any previously entered transaction is to double-right click on the associated marker.

Fund Manager will calculate and display Return On Investment, Fund Performance with Distributed Distributions, and Fund Performance with Re-invested Distributions 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 or report types.

Fund Manager makes tax time a breeze. The Capital Gain - FIFO and Capital Gain - AVG reports have the same format and information required on the IRS Schedule D.

Fund Manager also allows the user to set up different portfolios to monitor. For example, you may have one portfolio named 'stocks', another named 'mutuals', and one called 'all'. 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 also import transaction data from Quicken.

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

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 Investment...** 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 (all)** data type 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. You may also double right click on any graph marker to quickly edit the associated transaction.

When you are done entering all of the buy and sell transactions for this investment you may select the **Distributions (all)** data type and then repeat the above process to record all of your [distribution](#) transactions for this investment file. When finished entering your distributions, select the **Prices** data type 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 Price** 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 any number of portfolios, including none. 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](#)

Report Types

View Yields

Importing Prices

Mouse Commands

How to Create or Modify a Portfolio

WHAT IS A PORTFOLIO?:

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. Portfolios do not contain any price or transaction information. All price and transaction information is stored in the investment file.

CREATING A NEW 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 **Investments** 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.

MODIFYING AN EXISTING 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.

AN EXAMPLE - REMOVING AN INVESTMENT FROM A PORTFOLIO:

Here is an example of how to remove an investment from a portfolio. 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:

1. If it isn't already open, open the 'stocks.mm4' portfolio using the **Open Portfolio...** command from the **File** menu.
2. If it isn't already there, move GM to the top of the investment stack and then choose the **Close Top** command from the **File** menu. There are several ways to move GM to the top of the investment stack. You could double left click on its graph, select its name from the **Investments** menu, or use the arrow or page up/down keys to scroll it to the top of the stack.
3. You would then choose **Save Portfolio** from the **File** menu to memorize this change to your 'stocks.mm4' portfolio.

Report Types

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

<u>Portfolio Value Report</u>	Value of each investment and total portfolio
<u>Portfolio Performance Report</u>	Performance data for your invested dollars
<u>Investment Performance Report</u>	Performance data for investments and total portfolio
<u>ROI Yield Report</u>	<u>Return On Investment yields</u> for each investment and for total portfolio.
<u>Fund Performance Yield Report</u>	<u>Fund Performance yields</u> for each investment and averages for total portfolio
<u>Distribution Summary Report</u>	Sum of each distribution type as well as dividend yield for each investment
<u>Capital Gain - FIFO Report</u>	Capital gains for all sell transactions based upon the <u>first in first out</u> accounting method.
<u>Capital Gain - AVG Report</u>	Capital gains for all sell transactions based upon the <u>average</u> accounting method.
<u>Investment Transactions Report</u>	All transactions for a chosen investment

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

ROI Yield Report

This report displays the ROI yields for a variety of time periods for each investment in the current portfolio as well as for the entire portfolio. Calculating a yield requires the use of prices for the beginning and end of the yield term. If a price has not been recorded for the beginning of the yield term FM will try to interpolate one, up to the user-specified interpolation range. If there are insufficient price points to interpolate a beginning price the yield will be reported as "NA". FM will always interpolate a price for the ending date. This is done in an effort to report a yield as often as possible. If a yield is calculated using an interpolated price the associated yield will have an asterisk (*) next to the value. All yields are average annualized percentages for the term specified:

Investment Name	The name of the investment for the data on this line.
3m	3 months
6m	6 months
1y	1 year
3y	3 years
5y	5 years
10y	10 years

Along the bottom of the report the yields for the entire portfolio are displayed. The interpolation range is ignored (set to infinity) when calculating yields for the portfolio.

Fund Performance Yield Report

This report displays the Fund Performance yields for a variety of time periods for each investment in the current portfolio. Averages for the entire portfolio are also displayed. Calculating a yield requires the use of prices for the beginning and end of the yield term. If a price has not been recorded for the beginning of the yield term FM will try to interpolate one, up to the user-specified interpolation range. If there are insufficient price points to interpolate a beginning price the yield will be reported as "NA". FM will always interpolate a price for the ending date. This is done in an effort to report a yield as often as possible. If a yield is calculated using an interpolated price the associated yield will have an asterisk (*) next to the value. All yields are average annualized percentages for the term specified. This report is intended to provide the same information often provided by mutual fund companies when advertising the past performance of their funds.

Investment Name	The name of the investment for the data on this line.
3m	3 months
6m	6 months
1y	1 year
3y	3 years
5y	5 years
10y	10 years

Along the bottom of the report the averages for the entire portfolio are displayed.

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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Distribution Summary Report

This report displays the sum of each type of distribution for the specified time period. It also calculates the dividend yield for each investment. A description of each column is given:

Investment Name	The name of the investment for the data on this line.
Div	The total dividends paid by this investment for the specified time period. The value is in dollars/share.
STCapGn	The total short term capital gains paid by this investment for the specified time period. The value is in dollars/share.
LTCapGn	The total long term capital gains paid by this investment for the specified time period. The value is in dollars/share.
Int Inc	The total interest income paid by this investment for the specified time period. The value is in dollars/share.
Fees	The total account fees incurred by this investment for the specified time period. The value is in dollars/share.
Total	The sum of Div , STCapGn , LTCapGn , Int Inc , and Fees for this investment.
Div Yld	The <u>annualized dividend yield</u> earned by this investment for the specified time period. The value is a percentage.

Along the bottom of the report the **Div**, **STCapGn**, **LTCapGn**, **Int Inc**, **Fees**, and **Total** columns are summed.

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 Purchase of shares Sell Redemption of shares RnvDiv Reinvested Dividend Div Dividend RnvSTCpGn Reinvested Short Term Capital Gain STCpGn Short Term Capital Gain RnvLTCpGn Reinvested Long Term Capital Gain LTCpGn Long Term Capital Gain RnvInt Reinvested Interest Int Interest RnvFee Account fee paid with redeemed shares Fee Account fee
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 range. This report is designed to give the investor an insight into how well their invested dollars performed. A description of each column is given:

Investment Name	The name of the investment for the data on this line.
Init Value	The market value of this investment on the beginning date.
Invested	Out of pocket contributions made by the investor. The sum of all purchases minus all redemptions within the specified date range. (Does not include reinvested distributions.)
Distrib.	Sum of any received distributions during date range.
End Value	The market value of this investment on the ending date.
Gain	The dollar value gained by this investment for the specified time period. (Gain = End Value + Distrib. - Invested - Init Value)
%Gain-I	The <u>percent gain on investment</u> for each investment for the specified date range. If there are no transactions this performance figure is not applicable and is reported as "N.A.".
Yield	The annualized <u>ROI yield</u> for the specified date range. The <u>interpolation range</u> specified under the Main menu command " Yields/Change Interpolated Days... " determines if a yield should be reported. Otherwise "NA" will be reported.

Along the bottom of the report the columns for 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 the portfolio for the specified date range.
Yield	The annualized <u>ROI yield</u> for the portfolio for the specified date range. The <u>interpolation range</u> is ignored (set to infinity) when calculating yields for the portfolio.

Investment 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 range. This report is designed to give the investor an insight into how well the investments themselves performed. A description of each column is given:

Investment Name	The name of the investment for the data on this line.
Init NAV	The share price of this investment on the beginning date.
Distrib.	Sum of any distributions during the date range in dollars/share.
End NAV	The share price of this investment on the ending date.
Gain	The dollar value gained by this investment for the specified time period. (Gain = End NAV + Distrib. - Init NAV)
%Gain-F	The <u>percent gain on the investment's NAV</u> for each investment for the specified date range.
Yield	The annualized <u>Fund Performance yield</u> for the specified date range. The <u>interpolation range</u> specified under the Main menu command " Yields/Change Interpolated Days... " determines if a yield should be reported. Otherwise "NA" will be reported.

Along the bottom of the report the averages for the entire portfolio are displayed. The average **%Gain-F** and **Yield** are calculated.

There will be an asterisks next to any price if it is interpolated.

Capital Gain - FIFO Report

This report is designed to aid investors filing a capital gains (schedule D) tax form. The report format is intended to be similar to the format of the schedule D tax form. Each line in the report represents a single sell transaction. A description of each column is given:

Investment Name	The name of the investment for the data on this line.
Shares	The number of shares redeemed.
Bought	The date range over which redeemed shares were acquired.
Sold	The date of the sell transaction.
Sell Value	The dollar value received for shares redeemed minus sell commission/load.
Cost Basis	The amount initially spent to obtain redeemed shares, including purchase commission/load. The <u>first in first out</u> accounting method is used to calculate the cost basis. (See the <u>Capital Gains - AVG Report</u> for the average cost basis.)
Gain/Loss	The capital gain incurred for this sell transaction. (Gain = Sell Value - Cost Basis)

Sum totals for the Sell Value, Cost Basis, and Gain/Loss are shown along the bottom of the report.

Capital Gain - AVG Report

This report is designed to aid investors filing a capital gains (schedule D) tax form. The report format is intended to be similar to the format of the schedule D tax form. Each line in the report represents a single sell transaction. A description of each column is given:

Investment Name	The name of the investment for the data on this line.
Shares	The number of shares redeemed.
Bought	The date range over which redeemed shares were acquired. For the average cost accounting method this will be from the date of the first purchase to the date of the purchase immediately prior to the date of the specific sell transaction.
Sold	The date of the sell transaction.
Sell Value	The dollar value received for shares redeemed minus sell commission/load.
Cost Basis	The amount initially spent to obtain redeemed shares, including purchase commission/load. The <u>average</u> accounting method is used to calculate the cost basis. (See the <u>Capital Gains - FIFO Report</u> for the first in first out cost basis.)
Gain/Loss	The capital gain incurred for this sell transaction. (Gain = Sell Value - Cost Basis)

Sum totals for the Sell Value, Cost Basis, and Gain/Loss are shown along the bottom of the report.

Report Settings

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

<u>Portfolio Value Report</u>	Set the date to evaluate portfolio value
<u>Portfolio Performance Report</u>	Set the starting and ending dates of the report.
<u>Investment Performance Report</u>	Set the starting and ending dates of the report.
<u>ROI Yield Report</u>	Set the ending date of the yield terms.
<u>Fund Performance Yield Report</u>	Set the ending date of the yield terms.
<u>Distribution Summary Report</u>	Set the starting and ending dates of the report. All distributions for each investment will be summed for the specified period.
<u>Capital Gain - FIFO Report</u>	Set the starting and ending dates of the report. All sell transactions within the specified date range will be reported.
<u>Capital Gain - AVG Report</u>	Set the starting and ending dates of the report. All sell transactions within the specified date range will be reported.
<u>Investment Transactions Report</u>	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. You will also choose the investment when this is the report type.

After choosing the type of report you desire, its date range, and possibly the investment select the '**Done**' button. To cancel any changes choose the '**Cancel**' button.

Report Options

This dialog box allows you to specify how numbers in reports will be formatted. The following options are available:

Display cents for dollar values

Toggle on/off cents when displaying dollar values. (All per share based values will always display cents.)

Use commas in dollar values

Toggle on/off the use of commas in values greater than or equal to 1000. (ex: 1000 versus 1,000)

After choosing desired options select the '**OK**' button. To cancel any changes choose the '**Cancel**' button.

Graphing Options

Fund Manager can display many different types of graphs. All graphs can be displayed for any specified time period. The graph types are:

<u>Portfolio Value - Line</u>	Sum value of all opened investments versus time
<u>Portfolio Value - Pie</u>	Pie chart showing contribution of each investment to the total portfolio value
<u>Portfolio Cost - Value</u>	Overlay portfolio value and out of pocket invested 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>Cost - Value</u>	Overlay investment value and out of pocket invested versus time
<u>Cost - Price</u>	Overlay share price and out of pocket cost per share 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
<u>Bar - Yields</u>	Bar chart of the yields

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.

See View/Scale. to specify vertical axis range.

If the yields are turned on yields will be displayed above the graphs. See Yield Calculations for information on the reported yields.

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. If auto scaling is on 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. The legend displays the price and value of the investment on the ending date of the graph. The legend will not be displayed when the number of displays is 9.

If the yields are turned on (View/Yields) they will be displayed above the graphs. See [Yield Calculations](#) for information on the reported yields.

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

Cost - Price Graph

This graph overlays the Net Asset Value (NAV) with the out of pocket cost for each share. The out of pocket cost is calculated by adding all purchases, subtracting all redemptions, and subtracting all received distributions. This sum is then divided by the total number of shares owned to obtain the out of pocket cost for each share. The purchases only include out of pocket purchases, not reinvested distributions. The received distributions only include distributions paid to the investor in cash, not reinvested distributions. This cost is not the same as the tax basis cost, but is intended to show the break even point on your investment. The out of pocket cost is calculated with the formula:



The vertical axis is in units of dollars. The horizontal axis displays the date. If auto scaling is on the vertical axis automatically scales to cover from the minimum to the maximum achieved during the displayed period. The top vertical axis label will specify the maximum, and the bottom vertical axis label will specify the minimum achieved during the displayed period.

The graph will be labeled with **CST-NAV** to stand for Cost - NAV. The ending share price displayed on the legend will be labeled with **N:** (NAV). The ending out of pocket cost will be labeled with **C:** (Cost).

Comments: This graph is intended to allow the user to see graphically the current price with the break even point. The out of pocket share cost only changes after a purchase, redemption, or any distribution. (A reinvested distribution increases the number of shares owned and a received distribution decreases the amount invested.) The cost may actually go negative if the investor has redemptions plus received distributions totaling more than the sum of all purchases.

If the yields are turned on ([View/Yields](#)) they will be displayed above the graphs. See [Yield Calculations](#) for information on the reported yields.

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

Cost - Value Graph

This graph overlays the investment value with the out of pocket investment. The out of pocket investment is calculated by adding all purchases, subtracting all redemptions, and subtracting all received distributions. The purchases only include out of pocket purchases, not reinvested distributions. The received distributions only include distributions paid to the investor in cash, not reinvested distributions. This calculation is intended to show the break even point on your invested dollars. The out of pocket investment is calculated with the formula:

$$C = P - R - D$$

The vertical axis is in units of dollars. The horizontal axis displays the date. If auto scaling is on the vertical axis automatically scales to cover from the minimum to the maximum achieved during the displayed period. The top vertical axis label will specify the maximum, and the bottom vertical axis label will specify the minimum achieved during the displayed period.

The graph will be labeled with **CST-VAL** to stand for Cost - Value. The ending value displayed on the legend will be labeled with **V:** (Value). The ending out of pocket investment will be labeled with **C:** (Cost).

Comments: This graph is intended to allow the user to see graphically the current value with the break even point. The out of pocket investment only changes after a purchase, redemption, or received distribution. The out of pocket investment may actually go negative if the investor has redemptions plus received distributions totaling more than the sum of all purchases.

If the yields are turned on (View/Yields) they will be displayed above the graphs. See [Yield Calculations](#) for information on the reported yields.

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 investment changed with time. The vertical axis represents this value and is in units of dollars. The horizontal axis displays the date. If auto scaling is on 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 legend displays the value of the investment on the ending date of the graph. The legend will not be displayed when the number of displays is 9.

If the yields are turned on (View/Yields) they will be displayed above the graphs. See [Yield Calculations](#) for information on the reported yields.

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

Portfolio Value - Line 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. If auto scaling is on 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.

If the yields are turned on (View/Yields) they will be displayed above the graph. See Yield Calculations for information on the reported yields. The yields reported with the portfolio value graph are Return On Investment yields for the entire portfolio. The interpolation range is set to infinity when calculating the ROI of the portfolio.

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

Portfolio Value - Pie Graph

With this graphing option selected a pie chart will be displayed. The pie chart will show the relative size of each investment contained within the portfolio. The legend displays each investment's percentage of the total portfolio value. The pie chart will be displayed for the ending date range of the portfolio value graph. This date can be adjusted with the menu command View/Dates. The yields are turned off for this graph type since this graph is generated for a particular date, not a date range. When this graph type is selected, the number of displays will automatically be set to one, since there is only one unique graph of this type.

Portfolio Cost - Value Graph

This graph overlays the portfolio value with the out of pocket investment. The out of pocket investment is calculated by adding all purchases, subtracting all redemptions, and subtracting all received distributions. The purchases only include out of pocket purchases, not reinvested distributions. The received distributions only include distributions paid to the investor in cash, not reinvested distributions. This calculation is intended to show the break even point on your invested dollars. The out of pocket investment is calculated with the formula:

$$C = P - R - D$$

The vertical axis is in units of dollars. The horizontal axis displays the date. If auto scaling is on the vertical axis automatically scales to cover from the minimum to the maximum achieved during the displayed period. The top vertical axis label will specify the maximum, and the bottom vertical axis label will specify the minimum achieved during the displayed period.

The ending value displayed on the legend will be labeled with **V:** (Value). The ending out of pocket investment will be labeled with **C:** (Cost).

Comments: This graph is intended to allow the user to see graphically the current value with the break even point. The out of pocket investment only changes after a purchase, redemption, or received distribution. The out of pocket investment may actually go negative if the investor has redemptions plus received distributions totaling more than the sum of all purchases.

If the yields are turned on (View/Yields) they will be displayed above the graphs. See [Yield Calculations](#) for information on the reported yields.

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

Share Price plus Accumulated Distributions 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. If auto scaling is on 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 additional 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). The legend displays the price plus distributions and value of the investment on the ending date of the graph. The legend will not be displayed when the number of displays is 9.

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.

If the yields are turned on (View/Yields) they will be displayed above the graphs. See [Yield Calculations](#) for information on the reported yields.

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 100 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 100 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.

The graph will be labeled with **MA-NAV** to stand for Moving Average - Net Asset Value. The ending moving average displayed on the legend will be labeled with **MA:** (Moving Average). The legend is not displayed when the number of displays is set to 9.

If the yields are turned on (View/Yields) they will be displayed above the graphs. See Yield Calculations for information on the reported yields.

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.

The graph will be labeled with **MA-NAV + DIV** to stand for Moving Average - Net Asset Value plus Distributions. The ending moving average displayed on the legend will be labeled with **MA:** (Moving Average). The legend is not displayed when the number of displays is set to 9.

If the yields are turned on (View/Yields) they will be displayed above the graphs. See Yield Calculations for information on the reported yields.

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.

The graph will be labeled with **O-NAV** to stand for Overlaid - Net Asset Value. The ending moving average displayed on the legend will be labeled with **MA:** (Moving Average). The ending NAV will be labeled with the **\$**. The legend is not displayed when the number of displays is set to 9.

If the yields are turned on (View/Yields) they will be displayed above the graphs. See Yield Calculations for information on the reported yields.

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.

The graph will be labeled with **O-NAV + DIV** to stand for Overlaid - Net Asset Value plus Distributions. The ending moving average displayed on the legend will be labeled with **MA:** (Moving Average). The ending NAV+DIV will be labeled with the **\$**. The legend is not displayed when the number of displays is set to 9.

If the yields are turned on (View/Yields) they will be displayed above the graphs. See Yield Calculations for information on the reported yields.

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

Bar Chart of the Yields Graph

This graph plots one bar for each time period: 3 month (3m), 6 month (6m), 1 year (1y), 2 years (2y), 3 years (3y), 5 years (5y), 10 years (10y), and for the date range of the graph (gph).

If a bar is not drawn for any of the time periods the yield for that time period was not applicable (NA). See [Yield Calculations](#) for more information on the different types of yields, and how they are calculated.

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 '**Select**' 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. When calculating yields 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.

To turn off the interpolation range remove the check from the "**Enforce interpolation range**" checkbox. Fund Manager will always interpolate a price point in this case.

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 be reported if the interpolation range is set to 6 or greater, or if the interpolation range is not being enforced.

Also see [Yield Calculations](#)

Menu Commands

File:

- New Investment . . .
 - Creates a new mutual fund, stock, or bond investment. See [Creating a New Investment](#) for more information.
- Open Investment . . .
 - Opens an [investment](#) file
- Close Top
 - Closes the top 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
- Import from Quicken...
 - [Imports transaction data from a Quicken](#) exported QIF file.
- Printer Setup . . .
 - Allows the user to customize the printer settings
- Print
 - Window** Prints the currently displayed screen to the printer
 - Prices...** Prints price information (See [Printing Data](#))
 - Investments...** Prints investment information
 - Distributions...** Prints distribution information
- Backup . . .
 - Create a [backup](#) copy of currently opened investments.
- Restore . . .
 - Open and [restore](#) a previously backed up copy of investments.
- 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 - Single Fund...](#)
 - Repeatedly updates the price of the top fund for any date

Multiple - Multiple Funds . . .

Repeatedly updates the price of as many of the first 9 funds as you choose

Import - Prodigy . . .

Imports prices from downloaded Prodigy file and updates all open files

Import - America Online . . .

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

Import - CompuServe . . .

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

Import - CIS-Hist . . .

Imports historical prices downloaded from CompuServe

Import - Dow Jones . . .

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

Import - Fund Manager . . .

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

Import - Quicken . . .

Imports prices from a Quicken printed '1-2-3' *.prn file and updates all open files

Import - Generic . . .

Imports prices from an ASCII text file (format input by user) and updates all open files

Export - Fund Manager . . .

Exports prices to a Fund Manager *.prc file

Delete Price

Single Fund . . .

Deletes a price from top investment

All Funds . . .

Deletes a price from all open investments

Buy/Sell . . .

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

Delete Buy/Sell . . .

Deletes an investment or sale for the top investment

Distribution . . .

Records either a distributed or reinvested distribution transaction.

Delete Distribution . . .

Deletes a distribution transaction

Split . . .

Records a share split or recombination

Account Fee . . .

Records an account fee (negative distribution)

Notes . . .

View and edit investment notes

Fund Name/Symbol . . .

Changes the name or symbol of the top investment

Investment Type . . .

Changes the investment type of the top investment

Password . . .

Record and enable or disable the password for the top investment or all open investments

All Data . . .

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

View:

Dates . . .

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

Scale . . .

Change the vertical scale of the graph type being displayed.

Zoom

Max - Top

Revert top investment to full date history and turn on auto scale

Max Dates - Top

Revert top investment to full date history

Max Scale - Top

Turn on auto scale for top investment

Max - All

Revert all investments to full date history and turn on auto scale

Max Dates - All

Revert all investments to full date history

Max Scale - All

Turn on auto scale for all investments

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...). Disabled when the number of displays is 9.

Number of Displays

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

Calculator

Starts/shows the windows calculator "calc.exe"

Graphs:

Portfolio Value - Line

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

Portfolio Value - Pie

Pie chart showing each investment's contribution to portfolio value.

Portfolio Cost - Value

Overlay portfolio value and out of pocket invested 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 + Distributions

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.

Cost - Value

Overlays the dollar value of your investment with amount invested versus time.

Cost - Price

Overlays the share price of each investment with the out of pocket share cost versus time.

Moving Average

Share Price

moving average of price versus time

Price + Dist.

moving average of price plus distributions versus time

MA Overlay

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

Bar - Yields

Bar chart of the investment yields

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

Reports:

Portfolio Value Report

Portfolio Performance Report

Investment Performance Report

ROI Yield Report

Fund Performance Yield Report

Distribution Summary Report

Capital Gain - FIFO Report

Capital Gain - AVG Report

Investment Transactions Report

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 Distributions:

Calculates the fund's performance when distributions distributed

Re-invested Distributions:

Calculates the fund's performance when distributions 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 for the current number of displays.

Screen Pens . . .

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

Printer Pens . . .

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 investments

Sell

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

Distribution

Turn on/off distribution markers (crosses) for all open investments

All

Turn on all marker types for all open investments

None

Turn off all marker types for all open investments

Grid

Horizontal

Turn on/off horizontal grid on graphs

Vertical

Turn on/off vertical grid on graphs

Both

Turn on both horizontal and vertical grids on graphs

Neither

Turn off both horizontal and vertical grids on graphs

Status Bar

Toggles the status bar on/off. The status bar contains helpful information on the highlighted menu command, the current date and time, and the current position of the cursor when it is over a graph. The x axis position of the cursor may have a '+' (plus) or '-' (minus) appended to the date. This will be the case when one day spans multiple pixels of the plot, and the cursor is not exactly on a particular date.

Investments:

Order . . .

Rearrange the investment stack.

Select . . .

Select which funds are to be displayed.

Invert Stack

Flips the order of the investment stack.

Sort By

- Value
 - Sorts investment stack by decreasing current investment value.
- % Yield (gph)
 - Sorts investment stack by decreasing yields. The current yield type for the term of each displayed graph is used.
- % Gain-I (gph)
 - Sorts investment stack by decreasing %Gain-I. The % Gain-I for the term of each displayed graph is used.
- % Gain-F (gph)
 - Sorts investment stack by decreasing %Gain-F. The % Gain-F for the term of each displayed graph is used.
- Inception Date
 - Sorts investment stack from oldest to newest investment.
- Alphabetical
 - Sorts investment stack alphabetically.
- Fund names
 - Select any open fund to bring it to the top of the investment stack. The fund names are listed in their order in the stack. See Keyboard Shortcuts for more investment rearranging shortcuts.

Window:

- Cascade
 - Cascades any open child windows
- Tile
 - Tiles any open child windows
- Arrange Icons
 - Neatly arranges any icons
- Close All Reports
 - Closes any currently open report windows
- Repaint Main
 - Updates the main screen, used when Auto Screen-Redraw is off

Help:

- Contents . . .
 - Displays this help file
- Help on Graph . . .
 - Displays the help topic for the current graph type
- Order Historical Prices . . .
 - Displays the historical price help topic allowing you to order historical prices from the author from a list of available price histories.
- 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: 10.00)
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: 9.50)
% 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.

Importing Transactions from Quicken

Fund Manager can import historical transaction data from a Quicken exported QIF file. This allows users of Quicken to quickly and easily transfer all transaction data previously entered into Quicken into Fund Manager. Note that historical transaction data is separate from historical price information. Fund Manager can also import historical price information from Quicken. See the menu command Edit/Update prices/Import - Quicken... for instructions on importing historical prices.

To import historical transactions follow these steps: (items in red are to be performed from within Quicken; items in black are to be performed from within Fund Manager)

1. Start Quicken
2. Choose the menu command **File/Export...**
3. Pick an investment account to export to a QIF file
4. Assign a filename to the QIF file
5. Select only the check box "**Transactions**", and select OK
6. Quit Quicken
7. Start Fund Manager
8. Open the investment to receive historical transaction data or create a new investment using **File/Open Investment...** or **File/New Investment...** (import of transaction data operates on topmost investment in the investment stack)
9. Choose the menu command **File/Import from Quicken...**
10. Enter the full path and filename of the QIF file saved during step 4 (use the **Browse...** button to easily ensure the correct path and filename are entered)
11. If the QIF file was generated from an investment account that only contained a single security or mutual fund then check the "File contains single security" check box. If the QIF file was generated from an investment that held multiple securities or mutual funds then uncheck this box, and enter the security name as it is known in Quicken that you would like to import.
12. Choose the **Import** button to import the transaction data

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 investment.

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

Backup Data

This command backs up all currently opened investments (*.dat files). The user is prompted for a filename (*.bck) to assign to this backup. All currently opened investments will be copied to the same directory where the FM backup file is located. The **File/Restore...** menu command can be used at a later time to copy back these investments to their original location.

Hint: Create a portfolio (all.mm4) containing all your investments. Open this portfolio to perform a backup of all your investment files.

Restore Data

This command restores a previously backed up set of investments. The user specifies which FM backup file (*.bck) to restore. The investment files backed up with this backup file will be copied back to their original location and opened to the desktop.

Any investments that are open at the time this command is issued will be saved and closed prior to the restore. The **File/Backup...** menu command can be used to create a new backup.

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
<u>Quicken</u>	<u>1-2-3 PRN file</u>	YES
<u>generic</u>	any ASCII	EITHER

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. There are a variety of places where historical prices may be obtained.

Sources for Historical Data

There are a variety of places historical prices may be obtained. Places known to the author, as well as instructions for importing into Fund Manager, are listed here.

1. **From the author of Fund Manager.** This source provides historical prices on a wide variety of stocks, funds, and indexes. Fund Manager can import prices from this source using the "**Edit/Update price/Import - Fund Manager...**" menu command, or the data files may be viewed directly with Fund Manager. See [Order Historical Prices](#) for a complete list of available prices and the order form.

2. **America Online: (keyword: Company Research).** This source provides historical prices on a wide variety of stocks. Fund Manager can import prices from this source using the "**Edit/Update price/Import - generic...**" menu command. There are 3 different download formats available. The download format option is set under "preferences" in America Online when viewing the historical prices window. Any download format will work with Fund Manager.

When importing from this source use the following information for the generic import:

Quicken format (*.qik):

sample line: "IBM",109.375,"05/23/96"
format string: "SYMB",NAV,"MM/DD/YY"
specify date: not checked
specify symbol: not checked

Comma-delimited format (*.csv):

sample line: "IBM","05/23/96",110.5,109.25,109.375,2601200
format string: "SYMB","MM/DD/YY",XX,XX,NAV,XX
specify date: not checked
specify symbol: not checked

MetaStock format (*.ams):

sample line: IBM,D,960523,109.875,110.5,109.25,109.375,2601200,0
format string: SYMB,D,UD,XX,XX,XX,NAV,XX
specify date: not checked
specify symbol: not checked

3. **CompuServe:** See [CompuServe Historical Prices](#) for detailed instructions.

Importing Prices from Prodigy

Fund Manager can import prices from a Quote Track file in the Quicken *.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. Choose the "Add Item" button to add any investments to your current list.
3. Specify how to save the Quote Track to your hard drive. Specify the following:

Quicken CSV format

No Column Headings

Closing prices

You do this in Quote Track, by choosing the "Customize" button. Then specify "Download" to customize your download options. Under the "Include" list you should specify that you would like **Closing Prices**. Under the "Format" list you should specify **Quicken CSV** and **No Column Headings**. Once back to the "Customize" dialog box save your changes.

4. Choose the "Download" button. This will save the Quote Track to your hard drive with the filename you specified in step 3. This file will be in the Quicken *.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 100 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 - Prodigy . . ." (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.

Comment: Prodigy has recently added the capability to download historical prices. Fund Manager can import historical prices downloaded from Prodigy. The "Quicken" data format should be specified when downloading historical prices. The steps above describe how to download and update daily prices from Quote Track, but very similar steps would be taken to download and import historical prices. The same Fund Manager import command "Edit/Update price/Import - Prodigy" is used when importing historical prices.

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 select the "**Add to Portfolio**" button. You will be prompted to specify which portfolio you would like this symbol to be added in, the number of shares you own, and the purchase price. (Fund Manager does not require or use the shares or purchase price information from your AOL portfolio.) 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 "**Portfolios**" button. Specify which portfolio to display, and then choose 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 "**Print**" on the bottom of the displayed portfolio's window. A new window will be displayed with your prices. Select "File/Save As..." from the menu bar. 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 100 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 - America Online . . .**" (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:\aol25, with the filename prices.txt, then you would enter: c:\aol25\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 100 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 - 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 100 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 100 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 - 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 investment files. 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 100 funds automatically). The funds must have the correct symbols assigned to them if they are to be updated. 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 - 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: 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.

Importing Prices from Quicken

Fund Manager can import prices from a file in the 1-2-3 *.prn format printed from Quicken. You need to provide Fund Manager with the complete path and filename where the file has been saved.

To import prices from Quicken into Fund Manager follow these steps:

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

1. Start Quicken, select the menu command "**Portfolio View**" from the "**Activities**" menu. (In earlier versions of Quicken choose the menu command "**Update Prices**" from the "**Activities**" menu.)
2. Choose the investment that you would like to print the prices for, and then select the "**Prices**" button.
3. Select the "**Print**" button.
4. Choose the "**123 (.PRN) Disk File**" radio button, and then the "**Print**" button. You will be prompted for a path and filename to store the *.PRN file. An example may be: **c:\finance\prices.prn**.
5. Exit Quicken.
6. Start Fund Manager
7. Open all investments that you would like to update the prices for (use a portfolio to open up to 100 funds automatically). The investments must have the correct symbols assigned to them. The symbol was assigned when the investment was created, and can be edited using the "**Edit/Fund name/symbol . . .**" menu command. The symbols in Fund Manager must be the same symbol specified during the next step for any price updates to occur. This is how Fund Manager determines which investments to update.
8. Choose the menu command "**Edit/Update price/Import - Quicken . . .**". This will pop up a dialog box where you can enter the stock symbol and the complete path and filename of your printed *.PRN file from Quicken. You may also use the "**Browse...**" button to search for the *.PRN file. Select the 'Import' button to update the prices.

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

Importing Prices from a Generic Text File

Fund Manager can import prices from a very wide variety of text files, with differing formats. The format of the file is specified by the user at the time of importing. The user also provides Fund Manager with the complete path and filename of the file to be imported.

The "Import - generic..." command works on one line of the input file at a time. In order to update a price each line must contain at least 5 pieces of information:

month
day
year
share price
ticker symbol

If each line does not contain all 5 pieces of information the user can "specify" the date or the ticker symbol or both to apply to all lines in the input file. If no date is specified, each line must contain the **month**, **day**, and **year**. If no **ticker symbol** is specified, each line must contain the **ticker symbol**. There may be more than the 5 key pieces of information on each line, but only these 5 are required or used.

INPUT FORMAT DIRECTIONS:

The user specifies the input format (called "format string") of the file to be imported. Any character may be part of the format string. Fund Manager recognizes certain character combinations (called "keys") in the format string to represent each of the 5 required variables:

<u>KEY</u>	<u>VARIABLE</u>
MM	month
DD	day
YY	year
UD	year, month, and day
NAV	share price
SYMB	ticker symbol

The **UD** key represents the presence of a 6 character string containing the year, month, and day. The string has the format: *yymmdd*, where *yy* = year, *mm* = month, and *dd* = day. The string must be the full 6 characters long.

A seventh key can be used in the format string to identify fields in the imported line that do not get used. This key is often necessary to act as a placeholder for unused fields such as high, low, or volume numbers. This key is analogous to the wildcard character '*' in DOS. The seventh key is:

<u>KEY</u>	<u>VARIABLE</u>
XX	unused

All keys must be upper case when specified in the format string. Each of the 6 key variables can only be specified once. If the date is specified, then none of the **MM**, **DD**, **YY**, or **UD** keys can be present in the format string. Similarly, if the ticker symbol is specified, the key **SYMB** can't be present in the format string. If the **UD** key is present, then none of the **MM**, **DD**, or **YY** keys can be present, and vice versa. Also, if nothing is specified, enough keys to obtain all 5 required pieces of information must be present in the format string.

Each key in the format string must be separated by at least one character, space, comma, or any other delimiter. For example the following format string is illegal:

MMDDYY SYMB NAV

It is illegal because there is nothing separating **MM** from **DD** or **DD** from **YY**. The following table lists several examples of acceptable format strings, what would need to be specified for each case, and what the import line would actually look like in each case.

<u>FORMAT STRING</u>	<u>SPECIFIED</u>	<u>IMPORTED LINE</u>
MM/DD/YY NAV	(ticker symbol)	6/28/94 75.125
"SYMB",NAV,"MM/DD/YY"XX	(nothing)	"IBM",75.125,"06/28/94"," "
SYMB XX XX XX NAV XX	(date) IBM 0	74.125 75.875 75.125 +0.500 5:45
UD NAV	(ticker symbol)	940628 75.125

A single space in the format string will match any amount of white space (a single space, multiple spaces, or tabs) in the imported line. The **NAV** key requires the price to be in a decimal format (75.125, not 75 1/8). The **XX** key will match everything up to the delimiter immediately following this key. If no delimiter is specified after the last **XX** in the format string it will match the rest of the line.

To import prices from a generic text file do the following:

Open all the investments that you would like to update the prices for (use a FM portfolio to open up to 100 investments automatically). The investments must have the correct symbols assigned to them. The symbol was assigned when the investment was created, and can be edited using the "**Edit/Fund name/symbol . . .**" menu command. The symbols in Fund Manager are used to match prices when importing.

Choose the menu command "**Edit/Update price/Import - generic . . .**". This will pop up a dialog box where you can specify the date and/or symbol, the format string, and the complete path and filename of your text file. 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 investments.

Exporting Prices from Fund Manager

Fund Manager can export ASCII text data files for any investment. There will be a *.prc, *.inv, *.div, and *.msc file created with the same base filename, and in the same directory, as the investment *.dat file. The format of each file is described:

The *.prc file:

The first line of the *.prc 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. Prior to version 7.0 the *.prc file was labelled the *.dat file. If you would like to use an older version of Fund Manager to view your data this file needs to be renamed with the dat file extension.

Click here to see a [sample exported Fund Manager *.prc file](#).

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.

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)
- Share Price:** The share price of the fund on this date for your purchase or sale. (Example: 11.21)
- Shares:** The number of shares purchased or sold. (Example: 89.2061)
- Dollar amount:** 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: 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 9.476 for a sell)
Shares:	The number of shares purchased or sold. (Example: 10.00)
Dollar amount:	The dollar value of your purchase or sale. Purchase/Sell price times the number of shares. (Example: 105.00 for a purchase, 94.76 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: 9.975 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: 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: 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 Distribution Transaction

A distribution transaction may be recorded for each of the three investment types:

No-Load Mutuals

Loaded Mutuals

Stock or Bond

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

Recording a Distribution Transaction No-Load Mutual Fund

This dialog box records any distribution transaction. Check the '**Reinvested**' check box if the distribution was reinvested into the fund. When the distribution is reinvested, there are four edit boxes which must all be filled in. If the distribution was not reinvested only the '**Date**' and '**Distribution value**' edit boxes are required.

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

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

See [Recording an Account Fee Transaction](#) if you are recording an '**Account Fee**' distribution.

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

Comments: 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 Distribution Transaction Loaded Mutual Fund

This dialog box records any distribution transaction. Check the '**Reinvested**' check box if the distribution was reinvested into the fund. When the distribution is reinvested, there are six edit boxes which must all be filled in. If the distribution was not reinvested only the '**Date**' and '**Distribution value**' edit boxes are required.

- Date:** The date of the distribution. (Example: 12/20/1992)
- Purchase Price:** The price at which shares were re-purchased with the distribution. (Example: 11.00)
- 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: 10.45)
- Shares:** The number of shares purchased with the distribution. (Example: 3.6364)
- Distribution value:** The dollar value of the distribution. (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.

See [Recording an Account Fee Transaction](#) if you are recording an '**Account Fee**' distribution.

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

Comments: 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 Distribution Transaction Stock or Bond

This dialog box records any distribution transaction. Check the '**Reinvested**' check box if the distribution was reinvested into the investment. When the distribution is reinvested, there are six edit boxes which must all be filled in. If the distribution was not reinvested only the '**Date**' and '**Distribution value**' edit boxes are required.

- Date:** The date of the distribution. (Example: 12/20/1992)
- Purchase Price:** The price at which shares were re-purchased with the distribution. (Example: 11.00)
- Shares:** The number of shares purchased with the distribution. (Example: 3.6364)
- Distribution value:** The dollar value of the distribution. (Example: 40.00)
- Commission:** The commission fee charged for the re-purchased shares. (Example: 10.00)

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

See [Recording an Account Fee Transaction](#) if you are recording an '**Account Fee**' distribution.

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

Comments: 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.

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. 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. The **Split Ratio** does not have to be an integer. For example, for a 3 for 2 split the **Split Ratio** would be 1.5.

Split Date: The date the investment split.

Split Ratio: The ratio of the split. Most commonly this would be 2.

Comments: When recording a split Fund Manager modifies all historical prices prior to the date of the split to be consistent with prices after the split date. For example, if an investment split 2 for 1 all historical prices prior to the split date would be divided by 2. All transactions prior to the split date will also have the number of shares adjusted accordingly. Once you have recorded a split transaction if you 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.

Recording an Account Fee Transaction

Account fees are treated like a negative distribution. If the fee was paid out of pocket, this would be a negative distributed distribution. If the fee was paid with redeemed shares, this would be a negative reinvested distribution. When recording an account fee transaction the "**Dollar value**" edit box should be filled in with a negative value. If the account fee was paid with redeemed shares the "**Reinvested**" check box should be checked and the "**Shares**" edit box should contain a negative value. The "**Price**" edit box will be a positive value.

Example of '*out of pocket fee*':

Date:	7/27/95
Reinvested	(un-checked)
Dist value: (neg)	-10.00
Distribution type:	Account Fee

Example of '*fee paid with redeemed shares*':

Date:	7/27/95
Reinvested	(checked)
Purchase price:	25.0000
Shares: (neg)	-0.4000
Dist value: (neg)	-10.00
Distribution type:	Account Fee

Recording Investment Notes

This dialog box allows the user to enter any notes or comments associated with each investment. Each note is associated with a particular date.

Date: The date of the note. Select "**New**" to create a new note. You can have multiple notes for the same date.

Investment: Investment's notes to view or edit.

Notes: The note associated with the chosen date and investment. Each note is limited to a maximum of 255 characters.

Comments: Any changes are automatically stored whenever you switch to a new date, select another investment, or choose the "Done" button.

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

Editing the Password

This dialog box allows the user to edit the password for the specified investment or all investments. If the "Enable" box is checked, the password will be required to open this investment in the future. If the "Apply to all open investments" box is checked the specified password and enable/disable will be applied to all currently opened investments.

It is most convenient to apply the same password to all investments. When opening a portfolio or multiple investments that are password protected any successfully entered password will continue to be used as the default password. If all the passwords are the same, the user will only be prompted for the password once.

Password Request

This investment is password protected. The correct password must be supplied before it can be opened.

A correctly entered password will be used as the default for the any subsequently required passwords. If the next required password is the same, no further prompting will occur.

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
overlaid line	line color used for drawing the overlay line in overlaid style graphs (moving averages, cost)

For the price (NAV) and price plus distribution (NAV + DIST.) style graphs there is an additional line style:

overlaid fund (1-7)	line color used for drawing the fund overlay graph types. For more than 7 overlaid funds line color 7 will be used.
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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. The font being set depends upon the current number of displays set. There is a different font memorized by Fund Manager for each one, four, or nine 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.

Fonts are memorized in portfolios. If portfolios are not being used the most recently set font for each display is used upon startup.

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.
Distribution 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 an investment in the bottom right list box, you can view or edit data for each open investment. The following data types may be select from the "**Data type**" combo box:

Prices	All historical prices (NAV)
Distributions (all)	All distributions
Investments (all)	All purchases, reinvestments, and redemptions
Splits	Splits
Dividends	Only dividend distributions
ST Cap Gains	Only short term capital gain distributions
LT Cap Gains	Only long term capital gain distributions
Interest Income	Only interest income distributions
Account Fees	Only account fee distributions (negative)
Purchases	Only purchases
Reinvestments	Only reinvestments
Redemptions	Only redemptions

When viewing **Price** data the following fields are displayed for each date that price information is available:

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

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

Date:	Date of associated distribution
Total:	The dollar amount of each distribution
Dist/share:	The per share distribution. This is the total dollar amount divided by the number of shares owned when this distribution was paid.
Sh re-invested:	The number of shares repurchased with this distribution

When viewing **Investment** data types 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

When viewing **Split** data the following fields are displayed for each recorded split transaction:

Date:	Date of associated split
Ratio to 1:	The number of shares owned after the split for every 1 share owned prior to the split

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
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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**'.

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.

The shortcut key 'x' will revert the topmost investment to full history.

The shortcut key 'X' will revert all investments to full history.

The shortcut key 'r' will revert the topmost investment to full history and autoscale.

The shortcut key 'R' will revert all investments to full history and autoscale.

By using the mouse any graph can be adjusted without using this dialog box. See [Mouse Commands](#).

Changing Minimum and Maximum for Graphs

This dialog box allows the user to specify the minimum and maximum y-axis values of the graph. There are three categories of graphs:

VALUE
SHARE PRICE
PERCENT

The current changes affect all graph types within the current category. The changes can be applied to all open investments or just the current investment by selecting the appropriate radio button. Autoscaling can be re-invoked by selecting the appropriate radio button.

The shortcut key 'y' will revert the topmost investment to autoscale.

The shortcut key 'Y' will revert all investments to autoscale.

The shortcut key 'r' will revert the topmost investment to autoscale and full history.

The shortcut key 'R' will revert all investments to autoscale and full history.

By using the mouse any graph can be adjusted without using this dialog box. See [Mouse Commands](#).

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
Distribution:	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 investment 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. Also see Keyboard Shortcuts for other stack manipulation options.

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. Also see [Keyboard Shortcuts](#) for other stack manipulation options.

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 <u>investment stack</u> downward by the number of displays (1, 4, or 9).
Page Up	Scrolls investment stack upward by the number of displays.
←	Scrolls investment stack downward by 1 investment.
	Scrolls investment stack downward by 1 row (1, 2, or 3). Shifts funds up one row.
→	Scrolls investment stack upward by 1 investment.
↓	Scrolls investment stack upward by 1 row. Shifts funds down one row.
x	Revert the topmost investment to full history.
X	Revert all investments to full history.
y	Revert the topmost investment to autoscale.
Y	Revert all investments to autoscale.
r	Revert the topmost investment to autoscale and full history.
R	Revert all investments to autoscale and full history.

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 shortcut commands:

Double right:	Double right clicking on any marker (buy, sell, or distribution) you can quickly view and edit the marker's associated transaction.
Double left:	Double left clicking on any graph scrolls the chosen fund to the top of the <u>investment stack</u> and sets the number of displays to 1.
Drag left	Zooms in on selected area. Scrolls selected investment to the top of the investment stack, and changes the number of displays to 1.
Shift - Drag left	Zooms in on selected date range. Scrolls selected investment to the top of the investment stack, and sets the number of displays to 1.
Ctrl - Drag left	Zooms in on selected scale. Scrolls selected investment to the top of the investment stack, and sets the number of displays to 1.
Shift - Double right:	Rotates the number of displayed investments upward. (1 - 4 - 9 - 1 displays)
Shift - Double left:	Rotates the number of displayed investments downward. (1 - 9 - 4 - 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.

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 Distributions

Fund Performance - Re-invested Distributions

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 annualized yield for the term 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 8.6 is backward compatible with all previous versions of Fund Manager. You may use data from previous versions with Fund Manager 8.6. The investment data format was changed for version 8.0. After saving investment data with version 8.0 or later, versions of Fund Manager prior to 8.0 will not be able to directly read the investment data. Fund Manager 8.6 has an Edit/Update prices/Export - Fund Manager... command that will generate the older data format.

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 all 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 any investments in this portfolio and will report an error message. If any of your investments were missing FM automatically updates your portfolio and gives you notice of such. 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.

Q: Is there an OS/2 version available?

A: No, but I hope to develop one someday.

Q: Is there a Macintosh version available?

A: Sorry, no. If anyone at Apple reads this and would like to provide a compiler AND a Macintosh computer (can't hurt to ask :)) I would happily write a Macintosh version.

Q: Where can I get the most recent version of Fund Manager?

A: The latest version of Fund Manager (along with other relevant information) will always be available first from Fund Manager's Home Page on the World Wide Web (<http://members.aol.com/Beiley/fundman.html>).

Order Historical Prices

Registered users of Fund Manager may order historical prices from the author. The following three tables list the indexes, stocks, and mutual funds for all available historical prices. The date next to each investment indicates the earliest available historical price for that investment. All investments have historical prices available up to the current date. The historical prices will be sent in the latest Fund Manager data format, which can be imported directly into your existing investments, or viewed separately. All available prices will be sent for each investment set ordered. This date range will be from the earliest price point to the date the order is received. The historical prices are actual closing prices for each weekday, and do NOT contain distribution or split adjustments. If you would like to see any particular mutual funds or stocks added to the list in the future please write your suggestions, name and symbol, on the bottom of your order form. Please use the Price Order Form to submit your order. If you need prices that aren't available here you might try other sources of historical prices.

Indexes:

Index Name	Symbol	Earliest Price
Dow Jones - 15 Utilities	DJ 15	3/17/94
Dow Jones - 20 Transports	DJ 20	3/17/94
Dow Jones - 30 Industrials	DJ 30	3/17/94
Dow Jones - 65 STK Composite	DJ 65	3/17/94
NASDAQ - Composite Index	COMP	3/17/94
S & P 500	SP 500	3/17/94
S & P Retail Index - Retail Sector	RLX	3/17/94
S & P Transn Index - Trans Sector	TRX	3/17/94

Stocks:

Issue Name	Symbol	Earliest Price
Abbott Laboratories	ABT	3/18/94
Advanced Micro Devices	AMD	3/18/94
Aetna Life & Casualty	AET	3/18/94
Alberto-Culver Class B	ACV	3/6/95
Albertson's	ABS	3/18/94
Alcan Aluminum	AL	3/6/95
Alco Standard	ASN	3/28/94
Alcoa	AA	3/18/94
Allied-Signal	ALD	3/18/94
Amdahl	AMH	3/6/95
America Online	AMER	4/22/94
American Brands	AMB	3/18/94
American Express	AXP	3/18/94
American International Group	AIG	7/26/95
American Stores	ASC	3/18/94
Ameritech	AIT	3/28/94
Amgen	AMGN	3/6/95
Amoco	AN	3/18/94
AMR	AMR	3/6/95
Andrew	ANDW	3/6/95
Anheuser-Busch	BUD	3/18/94
Apple Computer	AAPL	3/18/94
Archer-Daniels-Midland	ADM	3/6/95
Asarco	AR	3/6/95
Ashland Oil	ASH	3/18/94
AT&T	T	3/18/94
Automatic Data Processing	AUD	3/6/95

Avery Dennison	AVY	3/6/95
Banc One	ONE	3/18/94
Bank of Boston	BKB	3/6/95
BankAmerica	BAC	3/18/94
Bard, C.R.	BCR	3/6/95
Baxter International	BAX	3/6/95
Bell Atlantic	BEL	3/18/94
BellSouth	BLS	3/28/94
Bemis	BMS	3/6/95
Beneficial	BNL	3/6/95
Bethlehem Steel	BS	3/18/94
Beverly Enterprises	BEV	3/28/94
Biomet	BMET	3/6/95
Black & Decker	BDK	3/28/94
Boeing	BA	3/18/94
Bristol-Myers Squibb	BMY	3/18/94
Browning-Ferris Industries	BFI	3/28/94
Campbell Soup	CPB	3/18/94
Capital Cities/ABC	CCB	3/18/94
Caterpillar	CAT	3/18/94
Ceridian	CEN	3/28/94
Chase Manhattan	CMB	3/18/94
Chevron	CHV	3/18/94
Chrysler	C	3/18/94
CIGNA	CI	3/18/94
Cincinnati Milacron	CMZ	3/6/95
Circuit City Stores	CC	3/6/95
Citicorp	CCI	3/18/94
Coca-Cola	KO	3/18/94
Colgate-Palmolive	CL	3/18/94
Compaq Computer	CPQ	3/18/94
CompUSA	CPU	4/22/94
Computer Associates Intl	CA	3/6/95
Computer Sciences	CSC	3/6/95
ConAgra	CAG	3/18/94
Consolidated Freightways	CNF	3/6/95
Cooper Tire & Rubber	CTB	3/6/95
CSX	CSX	3/18/94
Cyrix	CYRX	4/22/94
Dayton Hudson	DH	3/18/94
Dean Witter Discover	DWD	3/28/94
Deere	DE	3/18/94
Delta Air Lines	DAL	3/18/94
Dial	DL	3/28/94
Digital Equipment	DEC	3/18/94
Dillard Department Stores A	DDS	3/28/94
Dow Chemical	DOW	3/18/94
Drypers	DYPR	3/6/95
DSC Communications	DIGI	3/6/95
E.I. duPont de Nemours	DD	3/18/94
Eastman Kodak	EK	3/18/94
Eli Lilly	LLY	3/18/94
Enron	ENE	3/6/95
Exxon	XON	3/18/94
Federal Express	FDX	3/18/94

Federal Home Loan	FRE	3/28/94
Federal National Mortgage	FNM	3/28/94
First Fidelity Bancorp	FFB	3/6/95
First Interstate Bancorp	I	3/6/95
First Mississippi	FRM	3/6/95
First Union	FTU	3/6/95
Fleetwood Enterprises	FLE	3/6/95
Fluor	FLR	3/6/95
Ford Motor	F	3/18/94
Foster Wheeler	FWC	3/6/95
General Electric	GE	3/18/94
General Mills	GIS	3/18/94
General Motors	GM	3/18/94
Genesco	GCO	3/28/94
Georgia-Pacific	GP	3/18/94
Gillette	G	3/18/94
Goodrich, B.F.	GR	3/6/95
Goodyear Tire & Rubber	GT	3/18/94
GTE	GTE	3/18/94
Halliburton	HAL	3/6/95
Hewlett-Packard	HWP	3/18/94
Home Depot	HD	3/18/94
Honeywell	HON	3/18/94
Household International	HI	3/6/95
IBM	IBM	3/18/94
Inland Steel Industries	IAD	3/6/95
Intel	INTC	3/18/94
International Paper	IP	3/18/94
Interpublic Group	IPG	3/6/95
Intl. Flavors & Fragrance	IFF	3/6/95
Irvine Sensors	IRSN	3/31/94
ITT	ITT	3/18/94
J.C. Penney	JCP	3/18/94
J.P. Morgan	JPM	3/18/94
Jefferson-Pilot	JP	3/6/95
Johnson & Johnson	JNJ	3/18/94
K Mart	KM	3/18/94
Kellogg	K	3/18/94
Kimberly-Clark	KMB	3/28/94
Kroger	KR	3/18/94
Loral	LOR	3/6/95
Lowe's	LOW	3/6/95
Manor Care	MNR	3/6/95
Mattel	MAT	3/28/94
May Department Stores	MA	3/18/94
MBNA	KRB	3/6/95
McDonalds's	MCD	3/18/94
McDonnell Douglas	MD	3/18/94
MCI Communications	MCIC	3/18/94
McKesson	MCK	3/18/94
Medtronic	MDT	3/6/95
Merck	MRK	3/18/94
Meredith	MDP	3/6/95
Micron Technology	MU	3/6/95
Microsoft	MSFT	3/18/94

Minnesota Mining & Mfg.	MMM	3/18/94
Mobil	MOB	3/18/94
Moore	MCL	3/6/95
Motorola	MOT	3/18/94
National Semiconductor	NSM	3/18/94
NationsBank	NB	3/18/94
Newell	NWL	3/6/95
Nordstrom	NOBE	3/6/95
Northern Telecom	NT	3/18/94
Norwest	NOB	3/6/95
Novell	NOVL	3/28/94
Nucor	NUE	3/6/95
Nynex	NYN	3/18/94
Occidental Petroleum	OXY	3/18/94
Oracle Systems	ORCL	3/6/95
Outboard Marine	OM	3/6/95
Pacific Gas & Electric	PCG	3/18/94
Pacific Telesis	PAC	3/18/94
Panhandle Eastern	PEL	3/6/95
Pep Boys	PBY	3/6/95
PepsiCo	PEP	3/18/94
Pfizer	PFE	3/18/94
Philip Morris	MO	3/18/94
Phillips Petroleum	P	3/18/94
PPG Industries	PPG	3/18/94
Praxair	PX	3/28/94
Premark International	PMI	3/6/95
Procter & Gamble	PG	3/18/94
Pulte	PHM	3/28/94
Ralston Purina	RAL	3/28/94
Raytheon	RTN	3/18/94
Reebok International	RBK	3/6/95
Rite Aid	RAD	3/6/95
Rockwell International	ROK	3/18/94
Royal Dutch Petroleum	RD	3/18/94
Santa Fe Pacific	SFX	3/28/94
Sara Lee	SLE	3/18/94
Schering-Plough	SGP	3/6/95
Scientific-Atlanta	SFA	3/6/95
Scott Paper	SPP	3/6/95
Seagram	VO	3/18/94
Sears Roebuck	S	3/18/94
Shawmut National	SNC	3/6/95
Sherwin-Williams	SHW	3/6/95
Sonat	SNT	3/6/95
Southwestern Bell	SBC	3/18/94
Springs Industries A	SMI	3/6/95
Sprint	FON	3/18/94
SPX	SPW	3/6/95
Sun Microsystems	SUNW	3/18/94
SunTrust Banks	STI	3/6/95
Supervalu	SVU	3/18/94
Sysco	SYI	3/6/95
Tandem Computers	TDM	3/28/94
Tektronix	TEK	3/6/95

Tenneco	TEN	3/18/94
Texaco	TX	3/18/94
Texas Instruments	TXN	3/18/94
The Limited	LTD	3/18/94
Time Warner	TWX	3/18/94
Timken	TKR	3/6/95
Toys R Us	TOY	3/18/94
TRW	TRW	3/18/94
U S West	USW	3/18/94
UAL	UAL	3/18/94
Unilever N.V.	UN	3/18/94
Union Carbide	UK	7/26/95
Union Pacific	UNP	3/18/94
Unisys	UIS	3/18/94
Unisys	UIS	3/28/94
United Healthcare	UNH	3/6/95
United Technologies	UTX	3/18/94
Unocal	UCL	3/18/94
US Healthcare	USHC	3/6/95
USF&G	FG	3/6/95
UST	UST	3/6/95
USX-US Steel Group	X	3/6/95
Wal-Mart Stores	WMT	3/18/94
Walgreen	WAG	3/18/94
Walt Disney	DIS	3/18/94
Warner-Lambert	WLA	3/6/95
Wendy's International	WEN	3/28/94
Whirlpool	WHR	3/18/94
Whitman	WH	3/6/95
Williams	WMB	3/6/95
Woolworth	Z	3/18/94
Worthington Industries	WTHG	3/6/95
Xerox	XRX	3/18/94
Zenith Electronics	ZE	3/6/95

Mutual Funds:

Issuer Name/Issue Description	Symbol	Earliest Price
AIM EQUITY FDS INC/CHARTER FD	CHTRX	3/17/94
AIM EQUITY FDS INC/CONSTELLATION	CSTGX	3/17/94
AIM EQUITY FDS INC/WEINGARTEN FD	WEINX	3/17/94
ALLIANCE NORTH AMER GOV INCM/CL B	ANABX	3/17/94
BERGER ONE HUNDRED & ONE FD/COM	BEOOX	3/17/94
BERGER ONE HUNDRED FD INC/COM	BEONX	3/17/94
BRANDYWINE FD INC/COM	BRWIX	7/26/95
COLONIAL TR III/FED SECS FD A	CFSAX	3/17/94
COLONIAL TR IV/TAX EXEMPT FD A	COLTX	3/17/94
DREYFUS FD INC/COM	DREVX	3/17/94
DREYFUS GNMA FD INC/COM	DRGMX	3/17/94
DREYFUS GROWTH & INCOME FD/COM	DGRIX	3/17/94
DREYFUS INTER MUN BD FD INC/COM	DITEX	3/17/94
DREYFUS MUN BD FD INC/COM	DRTAX	3/17/94
EVERGREEN TOTAL RETURN FD/COM	EVTRX	3/17/94
FIDELITY ADVISOR SER II/GRW OPPORT FD	FAGOX	3/17/94
FIDELITY ADVISOR SER III/EQTY INCM INSTL	EQPIX	3/17/94
FIDELITY CHARLES STR TR/ASSET MGR	FASMX	3/17/94

FIDELITY CHARLES STR TR/ASSET MGR GRWTH	FASGX	3/17/94
FIDELITY CONTRAFUND INC/COM	FCNTX	3/17/94
FIDELITY DESTINY FD INC/COM	FDESX	3/17/94
FIDELITY DEVONSHIRE TR/UTILS INCOME FD	FIUIX	3/17/94
FIDELITY FINL TR/EQUITY INCM II	FEQTX	3/17/94
FIDELITY FINL TR/RETIRE GRWTH FD	FDFFX	3/17/94
FIDELITY FIXED INCOME TR/SHORT TRM BD PT	FSHBX	3/17/94
FIDELITY LTD TERM MUN/SH BEN INT	FLTMX	3/17/94
FIDELITY MAGELLAN FD INC/COM	FMAGX	3/17/94
FIDELITY MT VERNON STR TR/GROWTH CO FD	FDGRX	3/17/94
FIDELITY MUN BD FD/COM	FMBDX	3/17/94
FIDELITY OVERSEAS FD/EUROPE FD	FIEUX	3/17/94
FIDELITY OVERSEAS FD/PAC BASIN FD	FPBFX	3/17/94
FIDELITY OVERSEAS FD/SH BEN INT	FOSFX	3/17/94
FIDELITY PURITAN TR/BALANCED FD	FBALX	3/17/94
FIDELITY PURITAN TR/GLOBAL BALANCED	FGBLX	3/17/94
FIDELITY PURITAN TR/LOW PRICED STK	FLPSX	3/17/94
FIDELITY PURITAN TR/SH BEN INT	FPURX	3/17/94
FIDELITY SECS FD/BLUE CHIP GWTFD	FBGRX	3/17/94
FIDELITY SECS FD/DIV GROWTH FD	FDGFX	3/17/94
FIDELITY SECS FD/GRWTH & INC FD	FGRIX	3/17/94
FIDELITY SECS FD/OTC PORTFOLIO	FOCPX	3/17/94
FIDELITY SELECT PORTFOLIOS/COMPUTERS PORT	FDCPX	3/17/94
FIDELITY SELECT PORTFOLIOS/SFTWRE & COMP	FSCSX	3/17/94
FINANCIAL INDL INCOME FD/COM	FIIIX	3/17/94
FRANKLIN CUSTODIAN FDS INC/UTIL SER	FKUTX	3/17/94
FRANKLIN EQUITY FD/COM	FKREX	3/17/94
FRANKLIN FEDL TAX FREE INCOM/COM	FKTIX	3/17/94
FRANKLIN INVS SECS TR/ADJ US GOVT SEC	FISAX	3/17/94
FRANKLIN TAX FREE TR/HI YLD INC FD	FRHIX	3/17/94
FRANKLIN TAX FREE TR/INSD INC FD	FTFIX	3/17/94
HANCOCK JOHN SOVEREIGN BD FD/SH BEN INT CL A	JHNBX	3/17/94
HARRIS ASSOC INVT TR/OAKMARK FD	OAKMX	12/22/93
HARRIS ASSOC INVT TR/OAKMARK INTL FD	OAKIX	2/7/94
IDS BD FD INC/COM	INBNX	3/17/94
IDS EXTRA INCOME FD INC/COM	INEAX	3/17/94
IDS GROWTH FD INC/COM	INIDX	3/17/94
IDS HIGH YIELD TAX EXEMPT FD/COM	INHYY	3/17/94
IDS MANAGED RETIREMENT FD/COM	IMRFX	3/17/94
IDS SELECTIVE FUND INC/COM	INSEX	3/17/94
IDS STOCK FUND/COM	INSTX	3/17/94
IDS STRATEGY FD INC/EQUITY PORTFOL	INEGX	3/17/94
IDS TAX EXEMPT BD FD INC/COM	INTAX	3/17/94
INVESCO DIVERSIFIED FDS INC/SML CO VAL FD	IDSCX	7/26/95
INVESCO DYNAMICS FD INC/COM	FIDYX	7/26/95
INVESCO EMRG OPPTY FDS INC/COM	FIEGX	7/26/95
INVESCO GROWTH FD INC/COM	FLRFX	7/26/95
INVESCO INCOME FDS INC/HIGH YIELD FD	FHYPX	7/26/95
INVESCO INCOME FDS INC/SELECT INCM FD	FBDSX	7/26/95
INVESCO INCOME FDS INC/SHORT-TERM BD	INIBX	7/26/95
INVESCO INCOME FDS INC/U S GVT SECS FD	FBDGX	7/26/95
INVESCO INTL FDS INC/EUROPEAN FD	FEURX	7/26/95
INVESCO INTL FDS INC/INTL GROWTH FD	FSIGX	7/26/95
INVESCO INTL FDS INC/PAC BASIN FD	FPBSX	7/26/95
INVESCO MONEY MKT FDS INC/CASH RESVS FD	FDSXX	7/26/95

INVESCO MONEY MKT FDS INC/TAX-FREE MNY FD	FFRXX	7/26/95
INVESCO MONEY MKT FDS INC/U S GOVT MONEY	FUGXX	7/26/95
INVESCO MULTIPLE ASSET FDS I/BALANCED FD	IMABX	7/26/95
INVESCO MULTIPLE ASSET FDS I/MULT AST ALLOC	IMAAZ	7/26/95
INVESCO SPECIALTY FDS INC/LATIN AMERN FD	IVSLX	7/26/95
INVESCO SPECIALTY FDS INC/WLDWD CAP GOODS	ISWGZ	7/26/95
INVESCO SPECIALTY FDS INC/WLDWD COMMCTNS	ISWCX	7/26/95
INVESCO STRATEGIC PTFL INC/ENERGY PTFL	FSTEX	7/26/95
INVESCO STRATEGIC PTFL INC/ENVIRO SVCS PTF	FSEVX	7/26/95
INVESCO STRATEGIC PTFL INC/FINL SVCS PTFL	FSFSX	7/26/95
INVESCO STRATEGIC PTFL INC/GOLD PORTFOLIO	FGLDX	7/26/95
INVESCO STRATEGIC PTFL INC/HEALTH SCI PTFL	FHLSX	7/26/95
INVESCO STRATEGIC PTFL INC/LEISURE PTFL	FLISX	7/26/95
INVESCO STRATEGIC PTFL INC/TECHNOLOGY PTFL	FTCHX	7/26/95
INVESCO STRATEGIC PTFL INC/UTILS PTFL	FSTUX	7/26/95
INVESCO TREASURERS SER TR/MNY MKT RESV FD	IMRXX	7/26/95
INVESCO TREASURERS SER TR/TAX-EX RESV FD	ITTXZ	7/26/95
INVESCO VALUE TR/INTER GOVT BD	FIGBX	7/26/95
INVESCO VALUE TR/TORAL RETURN FD	FSFLX	7/26/95
INVESCO VALUE TR/VALUE EQUITY FD	FSEQX	7/26/95
JANUS INVT FD/BALANCED FD	JABAX	3/17/94
JANUS INVT FD/COM	JANSX	3/17/94
JANUS INVT FD/ENTERPRISE FD	JAENX	3/17/94
JANUS INVT FD/FLEXIBLE INCOME	JAFIX	3/17/94
JANUS INVT FD/GROWTH & INCOME	JAGIX	3/17/94
JANUS INVT FD/TWENTY FD	JAVLX	3/17/94
JANUS INVT FD/VENTURE FD	JAVTX	3/17/94
JANUS INVT FD/WORLDWIDE FD	JAWWX	3/17/94
KAUFMANN FD INC/COM	KAUFZ	3/17/94
Kemper Adjustable Rate U.S. Govt Fund-A	KADAX	1/2/90
Kemper Blue Chip Fund-A	KBCAX	1/2/90
Kemper Blue Chip Fund-B	KBCBX	5/31/94
Kemper CA Tax-Free Income Fund-A	KCTAX	1/2/90
Kemper Diversified Income Fund-A	KDIAX	1/2/90
Kemper Diversified Income Fund-B	KDIBX	5/31/94
Kemper FL Tax-Free Income Fund-A	KFLAX	4/25/91
Kemper Global Income Fund-A	KGIAX	1/2/90
Kemper Global Income Fund-B	KGIBX	5/31/94
Kemper Growth Fund-A	KGRAX	1/2/90
Kemper Growth Fund-B	KGRBX	5/31/94
Kemper Growth Fund-C	KGRCX	5/31/94
Kemper High Yield Fund-A	KHYAX	1/2/90
Kemper High Yield Fund-B	KHYBX	5/31/94
Kemper High Yield Fund-C	KHYCX	5/31/94
Kemper Income & Capital Preservation-A	KICAX	1/2/90
Kemper Income & Capital Preservation-B	KICBX	5/31/94
Kemper International Fund-A	KITAX	1/2/90
Kemper International Fund-C	KITCX	5/31/94
Kemper Municipal Bond Fund-A	KMBAX	1/2/90
Kemper Municipal Bond Fund-B	KMBBX	5/31/94
Kemper NY Tax-Free Income Fund-A	KNTAX	1/2/90
Kemper OH Tax-Free Income Fund-A	KOHAX	3/22/93
Kemper Retirement Fund - Series I	KRFAX	2/5/90
Kemper Retirement Fund - Series II	KRFBX	9/10/90
Kemper Retirement Fund - Series III	KRFCX	3/10/92

Kemper Retirement Fund - Series IV	KRFDX	1/15/93
Kemper Retirement Fund - Series V	KRFEX	11/15/93
Kemper Short-Intermediate Govt Fund-A	KSIAX	5/9/94
Kemper Short-Intermediate Govt Fund-B	KSIBX	5/9/94
Kemper Small Capitalization Equity-A	KSCAX	1/2/90
Kemper Small Capitalization Equity-B	KSCBX	5/31/94
Kemper Small Capitalization Equity-C	KSCCX	5/31/94
Kemper Technology Fund-A	KTCAX	1/2/90
Kemper Technology Fund-B	KTCBX	5/31/94
Kemper Total Return Fund-A	KTRAX	1/2/90
Kemper Total Return Fund-B	KTRBX	5/31/94
Kemper Total Return Fund-C	KTRCX	5/31/94
Kemper TX Tax-Free Income Fund-A	KTXAX	11/1/91
Kemper U S Government Securities Fund-A	KUSAX	1/2/90
Kemper U S Government Securities Fund-B	KUSBX	5/31/94
Kemper U S Mortgage Fund-A	KUMAX	5/9/94
Kemper U S Mortgage Fund-B	KUMBX	5/9/94
Kemper U S Mortgage Fund-C	KUMCX	5/31/94
Kemper Worldwide 2004 Fund	KWIVX	5/3/94
KEYSTONE CUSTODIAN FDS/SER K 1	KKONX	3/17/94
KEYSTONE CUSTODIAN FDS/SER S 4	KSFOX	3/17/94
KEYSTONE TAX FREE FD/SH BEN INT	KSTFX	3/17/94
LORD ABBETT SECS TR/U S GOVT SECS	LAUSX	3/17/94
MFS SER TR V/TOTAL RETURN A	MSFRX	3/17/94
OPPENHEIMER EQUITY INC FD/SH BEN INT CL A	OPPEX	3/17/94
OPPENHEIMER EQUITY INCOME FD/CL B	OPEBX	3/17/94
OPPENHEIMER GLOBAL FD/CL A	OPPAX	3/17/94
OPPENHEIMER GLOBAL FD/CL B	OGLBX	3/17/94
OPPENHEIMER HIGH YIELD FD/CL A	OPPHX	3/17/94
OPPENHEIMER STRATEGIC INC FD/SH BEN INT CL A	OPSIX	3/17/94
OPPENHEIMER TOTAL RETURN FD/CL A	OPTRX	3/17/94
OPPENHEIMER TOTAL RETURN FD/CL B	OTRBX	3/17/94
PBHG GROWTH FD INC/COM	PBHGX	7/26/95
PHOENIX MULT-PORTFOLIO FD/INTL PORTFOLIO	PHITX	3/17/94
PHOENIX SER FD/SBI HIGH YIELD	PHCHX	3/17/94
PHOENIX SER FD/SH BEN INT GWTH	PHGRX	3/17/94
PHOENIX TOTAL RETURN FD INC/COM	PTRFX	3/17/94
ROWE PRICE NEW HORIZONS FD I/COM	PRNHX	3/17/94
ROWE T PRICE ADJ RATE US GOV/COM	PRARX	7/26/95
ROWE T PRICE BALANCED FD INC/COM	RPBAX	7/26/95
ROWE T PRICE BLUE CHIP GWTH/COM	TRBCX	3/17/94
ROWE T PRICE CA TX FREE TR/TX FREE BD FD	PRXCX	7/26/95
ROWE T PRICE CAP APPREC FD/SH BEN INT	PRWCX	7/26/95
ROWE T PRICE CAP OPTY FD INC/COM	PRCOX	7/26/95
ROWE T PRICE DIVID GROWTH FD/COM	PRDGX	3/17/94
ROWE T PRICE EQUITY INC FD/COM	PRFDX	3/17/94
ROWE T PRICE EQUITY SER INC/EQTY INC PORT	RTPEX	7/26/95
ROWE T PRICE GNMA FD/SH BEN INT	PRGMX	7/26/95
ROWE T PRICE GROWTH & INCOME/COM	PRGIX	3/17/94
ROWE T PRICE INDEX TR INC/EQUITY INDEX FD	PREIX	7/26/95
ROWE T PRICE INTL FDS INC/EMRG MKT STK FD	PRMSX	7/26/95
ROWE T PRICE INTL FDS INC/EUROPEAN STK FD	PRESX	7/26/95
ROWE T PRICE INTL FDS INC/GLOBAL GOVT BD	RPGGX	7/26/95
ROWE T PRICE INTL FDS INC/INTL BD FD	RPIBX	7/26/95
ROWE T PRICE INTL FDS INC/INTL DISCOVERY	PRIDX	7/26/95

ROWE T PRICE INTL FDS INC/INTL STK FD	PRITX	3/17/94
ROWE T PRICE INTL FDS INC/JAPAN FD	PRJPX	3/17/94
ROWE T PRICE INTL FDS INC/LATIN AMER FD	PRLAX	7/26/95
ROWE T PRICE INTL FDS INC/NEW ASIA FD	PRASX	3/17/94
ROWE T PRICE INTL FDS INC/SH TM GLBL INCM	RPSGX	7/26/95
ROWE T PRICE MID-CAP GRW FD/COM	RPMGX	7/26/95
ROWE T PRICE NEW AMER GRWTH/SH BEN INT	PRWAX	7/26/95
ROWE T PRICE NEW INCOME FD/COM	PRCIX	3/17/94
ROWE T PRICE NY TX FREE INC/TX FREE BD FD	PRNYX	7/26/95
ROWE T PRICE OTC FD INC/COM	OTCFX	7/26/95
ROWE T PRICE PERS STRATEGY F/STRATEGY INCM	PRSIX	7/26/95
ROWE T PRICE PRIME RESV FD/COM	PRRXX	7/26/95
ROWE T PRICE SCIENCE & TECH/CAP STK	PRSCX	7/26/95
ROWE T PRICE SHORT TRM BD FD/COM	PRWBX	7/26/95
ROWE T PRICE SM CAP CAL FD/CAP STK	PRSVX	7/26/95
ROWE T PRICE SPECTRUM FD INC/GROWTH FD	PRSGX	7/26/95
ROWE T PRICE SPECTRUM FD INC/INCOME FD	RPSIX	7/26/95
ROWE T PRICE ST TX FREE INCM/FL INSD INTR TX	FLTFX	7/26/95
ROWE T PRICE ST TX FREE INCM/GA TAX FR BD FD	GTFBX	7/26/95
ROWE T PRICE ST TX FREE INCM/MD SHTRM BD FD	PRMDX	7/26/95
ROWE T PRICE ST TX FREE INCM/MD TX FR BD FD	MDXBX	7/26/95
ROWE T PRICE ST TX FREE INCM/N J TX FR BD FD	NJTFX	7/26/95
ROWE T PRICE ST TX FREE INCM/VA TX FR BD FD	PRVAX	7/26/95
ROWE T PRICE SUMMIT FDS INC/CASH RESVS FD	TSCXX	7/26/95
ROWE T PRICE SUMMIT FDS INC/LTD TERM BD FD	PRSBX	7/26/95
ROWE T PRICE SUMMIT MUN FDS/MUN MONEY MKT	TRSXX	7/26/95
ROWE T PRICE TAX EXEMPT MONE/COM	PTEXX	7/26/95
ROWE T PRICE TAX FREE INCOME/COM	PRTAX	7/26/95
ROWE T PRICE TAX FREE SHT/COM	PRFSX	7/26/95
ROWE T PRICE TAX-FREE INSD/COM	PTIBX	7/26/95
ROWE T PRICE U S TREAS FDS/INTER FD	PRTIX	7/26/95
ROWE T PRICE U S TREAS FDS/LONG TERM FD	PRULX	7/26/95
ROWE T PRICE US TREAS FD INC/COM	PRTXX	7/26/95
ROWE T PRICE VALUE FD INC/COM	TRVLX	7/26/95
SCUDDER DEV FD/COM	SCDVX	3/17/94
SCUDDER FDS TR/SHORT TRM BD FD	SCSTX	3/17/94
SCUDDER GLOBAL FD INC/INTL BD FD	SCIBX	3/17/94
SCUDDER INTL FD INC/COM	SCINX	3/17/94
SCUDDER INVT TR/GRWTH & INCM FD	SCDGX	3/17/94
TEMPLETON DEVELOPING MKTS TR/COM	TEDMX	3/17/94
TEMPLETON FDS INC/FOREIGN FD	TEMFY	3/17/94
TEMPLETON FDS INC/WORLD FD	TEMWX	3/17/94
TEMPLETON GROWTH FD INC/COM	TEPLX	3/17/94
TEMPLETON SMALLER COS GROWTH/COM	TEMGX	3/17/94
TWENTIETH CENTY CAP PTFL INC/20TH CENTY VALU	TWVLX	3/17/94
TWENTIETH CENTY INVS INC/BAL INVS SHS	TWBIX	7/26/95
TWENTIETH CENTY INVS INC/CASH REVS	TWCXX	7/26/95
TWENTIETH CENTY INVS INC/GIFTRUST INVS	TWGTX	7/26/95
TWENTIETH CENTY INVS INC/GROWTH INVS SHS	TWCGX	3/17/94
TWENTIETH CENTY INVS INC/HERITAGE INV SH	TWHIX	7/26/95
TWENTIETH CENTY INVS INC/LONG TERM BD FD	TWLBX	7/26/95
TWENTIETH CENTY INVS INC/SELECT INVS SH	TWCIX	3/17/94
TWENTIETH CENTY INVS INC/TAX EX SHT TM	TWTSX	7/26/95
TWENTIETH CENTY INVS INC/TX EXMPT INT FD	TWTIX	7/26/95
TWENTIETH CENTY INVS INC/TX EXMPT LNG FD	TWTLX	7/26/95

TWENTIETH CENTY INVS INC/ULTRA INVS SH	TWCUX	3/17/94
TWENTIETH CENTY INVS INC/US GOVT SHT TM	TWUSX	7/26/95
TWENTIETH CENTY INVS INC/VISTA INVS SH	TWCVX	7/26/95
VANGUARD / WELLESLEY INCM FD/COM	VWINX	3/17/94
VANGUARD / WELLINGTON FD INC/COM	VWELX	3/17/94
VANGUARD / WINDSOR FD INC/COM	VWNDX	3/17/94
VANGUARD / WINDSOR FD INC/VANG / WIND II	VWNFX	3/17/94
VANGUARD ASSET ALLOCATION FD/COM	VAAPX	3/17/94
VANGUARD BD INDEX FD INC/INTER TRM PTF	VBIX	3/17/94
VANGUARD BD INDEX FD INC/SHT TRM PTF	VBISX	3/17/94
VANGUARD EQUITY INC FD INC/COM	VEIPX	3/17/94
VANGUARD FIXED INCOME SEC FD/GNMA PORTFOLIO	VFIIX	3/17/94
VANGUARD FIXED INCOME SEC FD/HI YLD CORP PTF	VWEHX	3/17/94
VANGUARD FIXED INCOME SEC FD/SHT TRM FED PTL	VSGBX	3/17/94
VANGUARD FIXED INCOME SEC FD/SHTM CORP PTF	VFSTX	3/17/94
VANGUARD INDEX TR/EXTD MKT PTF	VEXMX	3/17/94
VANGUARD INDEX TR/GROWTH PTF	VIGRX	3/17/94
VANGUARD INDEX TR/SH BEN INT	VFINX	3/17/94
VANGUARD INDEX TR/SML CAP STK FD	NAESX	3/17/94
VANGUARD INDEX TR/TOT STK MKT PTL	VTSMX	3/17/94
VANGUARD INDEX TR/VALUE PORTFOLIO	VIVAX	3/17/94
VANGUARD MORGAN GRWTH FD INC/COM	VMRGX	3/17/94
VANGUARD STAR FD/SH BEN INT	VGSTX	3/17/94
VANGUARD WORLD FD/INTL GRWTH PORT	VWIGX	3/17/94
VANGUARD WORLD FD/U S GROWTH PORT	VWUSX	3/17/94

Price Order Form (use File/Print Topic)

Fund Manager 8.6

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____ Country _____

Telephone: (optional) _____

Ordering Instructions: Circle the symbols of the investments you would like to order in the lists below. Please see Order Historical Prices for the name associated with each symbol and for other information on the historical prices. The cost of each investment depends upon how many investment sets are ordered. The shipping and handling fee is lower if either a CompuServe or America Online address is provided. This form may be printed by selecting the **Print Topic** command from the **File** menu. Fill out this entire form and mail it along with a check to:

Mark Beiley
P.O. Box 51641
Phoenix, AZ 85076-1641

1. **Total number of investment price sets ordered:** _____
2. **Number of free sets:** (This is 3 if you have attached a new Fund Manager registration, otherwise it is 0) _____
3. **Number of sets to pay for:** (line 1 - line 2): _____

4. **Cost per set:** (use line 1 in Table 1): \$ _____
 5. **Costs of all sets:** (line 3 * line 4): \$ _____
 6. **Shipping/Handling:** (use Table 2): \$ _____
 7. **Total Cost:** (line 5 + line 6): \$ _____

TABLE 1

Total Number of Investment Sets Ordered	Cost per Investment Set
1 - 5	\$ 1.00
6 - 15	\$ 0.60
16 - 40	\$ 0.50
41 - (ALL - 1)	\$ 0.40
ALL	Total Cost (line 5): \$25

TABLE 2

Shipping Method	Shipping/Handling
US mail on diskette (3.5" ___ or 5.25" ___?)	\$ 5.00
America Online (Screen name? _____)	\$ 2.00
CompuServe (User ID? _____)	\$ 2.00

INDEXES:

COMP DJ 15 DJ 20 DJ 30 DJ 65 RLX SP 500 TRX

STOCKS:

AA	AAPL	ABS	ABT	ACV	ADM	AET	AIG	AIT	AL	ALD	AMB	AMD	
	AMER	AMGN	AMH	AMR	AN	ANDW	AR	ASC	ASH	ASN	AUD	AVY	AXP
BA	BAC	BAX	BCR	BDK	BEL	BEV	BFI	BKB	BLS	BMET	BMS	BMY	
BNL	BS	BUD	C	CA	CAG	CAT	CC	CCB	CCI	CEN	CHV	CI	
CL	CMB	CMZ	CNF	CPB	CPQ	CPU	CSC	CSX	CTB	CYRX	DAL	DD	
DDS	DE	DEC	DH	DIGI	DIS	DL	DOW	DWD	DYPR	EK	ENE	F	
FDX	FFB	FG	FLE	FLR	FNM	FON	FRE	FRM	FTU	FWC	G	GCO	
GE	GIS	GM	GP	GR	GT	GTE	HAL	HD	HI	HON	HWP	I	
IAD	IBM	IFF	INTC	IP	IPG	IRSN	ITT	JCP	JNJ	JP	JPM	K	
KM	KMB	KO	KR	KRB	LLY	LOR	LOW	LTD	MA	MAT	MCD	MCIC	
MCK	MCL	MD	MDP	MDT	MMM	MNR	MO	MOB	MOT	MRK	MSFT	MU	
NB	NOB	NOBE	NOVL	NSM	NT	NUE	NWL	NYN	OM	ONE	ORCL	OXY	
P	PAC	PBY	PCG	PEL	PEP	PFE	PG	PHM	PMI	PPG	PX	RAD	
RAL	RBK	RD	ROK	RTN	S	SBC	SFA	SFX	SGP	SHW	SLE	SMI	
SNC	SNT	SPP	SPW	STI	SUNW	SVU	SYU	T	TDM	TEK	TEN	TKR	
TOY	TRW	TWX	TX	TXN	UAL	UCL	UIS	UIS	UK	UN	UNH	UNP	
USHC	UST	USW	UTX	VO	WAG	WEN	WH	WHR	WLA	WMB	WMT	WTHG	
X	XON	XRX	Z	ZE									

MUTUAL FUNDS:

ANABX	BEONX	BEOOX	BRWIX	CFSAX	CHTRX	COLTX	CSTGX	DGRIX	DITEX	DREVX	DRGMX	DRTAX
EQPIX	EVTRX	FAGOX	FASGX	FASMX	FBALX	FBDGX	FBDSX	FBGRX	FCNTX	FDCPX	FDESX	FDFFX
FDGFX	FDGRX	FDSXX	FEQTX	FEURX	FFRXX	FGBLX	FGLDX	FGRIX	FHLSX	FHYPX	FIDYX	FIEGX
FIEUX	FIGBX	FIIIX	FISAX	FIUIX	FKREX	FKTIX	FKUTX	FLISX	FLPSX	FLRFX	FLTFX	FLTMX
FMAXX	FMBDX	FOCPX	FOSFX	FPBFX	FPBSX	FPURX	FRHIX	FSCSX	FSEQX	FSEVX	FSFLX	
FSFSX	FSHBX	FSIGX	FSTEX	FSTUX	FTCHX	FTFIX	FUGXX	GTFBX	IDSCX	IMAXX	IMABX	IMRFX
IMRXX	INBNX	INEAX	INEGX	INHXX	INIBX	INIDX	INSEX	INSTX	INTAX	ISWCX	ISWGX	ITTXX
IVSLX	JABAX	JAENX	JAFIX	JAGIX	JANSX	JAVLX	JAVTX	JAWWX	JHNBX	KADAX	KAUFX	KBCAX
KBCBX	KCTAX	KDIAX	KDIBX	KFLAX	KGIAX	KGIBX	KGRAX	KGRBX	KGRCX	KHYAX	KHYBX	KHYCX
KICAX	KICBX	KITAX	KITCX	KKONX	KMBAX	KMBBX	KNTAX	KOHAX	KRFAX	KRFBX	KRFCX	KRFDX
KRFEX	KSCAX	KSCBX	KSCCX	KSFOX	KSIAX	KSIBX	KSTFX	KTCAX	KTCBX	KTRAX	KTRBX	KTRCX
KTXAX	KUMAX	KUMBX	KUMCX	KUSAX	KUSBX	KWIVX	LAUSX	MDXBX	MSFRX	NAESX	NJTFX	OAKIX
OAKMX		OGLBX	OPEBX	OPPAX	OPPEX	OPPHX	OPSIX	OPTRX	OTCFX	OTRFX	PBHGX	PHCHX
PHGRX		PHITX	PRARX	PRASX	PRCIX	PRCOX	PRDGX	PREIX	PRESX	PRFDX	PRFSX	PRGIX
PRGMX		PRIDX	PRITX	PRJTX	PRLAX	PRMDX	PRMSX	PRNHX	PRNYX	PRRXX	PRSBX	PRSCX
PRSGX		PRSIX	PRSVX	PRTAX	PRTIX	PRTXX	PRULX	PRVAX	PRWAX	PRWBX	PRWCX	PRXCX
PTEXX	PTIBX	PTRFX	RPBAX	RPGGX	RPIBX	RPMGX	RPSGX	RPSIX	RTPEX	SCDGX	SCDVX	SCIBX
SCINX	SCSTX	TEDMX	TEMFX	TEMGX	TEMWX	TEPLX	TRBCX	TRSXX	TRVLX	TSCXX	TWBIX	TWCGX
TWCIX	TWCUX	TWCVX	TWCXX	TWGTX	TWHIX	TWLBX	TWTIX	TWTLX	TWTSX	TWSUX	TWVLX	VAAPX
VBIIX	VBISX	VEIPX	VEXMX	VFIIX	VFINX	VFSTX	VGSTX	VIGRX	VIVAX	VMRGX	VSGBX	VTSMX
VWEHX		VWELX	VWIGX	VWINX	VWNDX	VWNFX	VWUSX	WEINX				

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. You may also [register electronically via CompuServe](#).

WHAT YOU GET WHEN YOU REGISTER:

You will be sent a registration letter, which includes a name, serial number, and password combination to be entered into Fund Manager. This information will enable the registered version of Fund Manager. If you have provided an electronic mail address the letter will be sent to the specified address. Otherwise, a letter will be sent through the US mail.

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.

Three free sets of historical prices (excluding S/H). Registered users also have the option to purchase additional price data sets. See the [Price Order Form](#).

The option to purchase a "printable" copy of the manual. The manual is identical to the on-line help, but you may order the manual in either a Microsoft Word or plain ascii text file format. This will allow you to print out the entire manual for easier reading. The manual may either be mailed on diskette through the mail, or sent electronically. The cost to receive the manual on diskette is \$5.00. The cost to receive the manual electronically is \$2.00, but is only available if you have provided either a CompuServe or America Online user ID on your registration form. If you choose to order the manual please specify which data format you prefer: Microsoft Word 2.0 for Windows or plain text.

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

The author may be reached at:

Mark Beiley
P.O. Box 51641
Phoenix, AZ 85076-1641
USA

(602) 705-0129 (Weekends or evenings before 10:00 p.m. PST 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 8.6

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

Any electronic mail addresses where you may be reached?
(Internet, Prodigy, AOL, CompuServe, etc.)

How did you obtain Fund Manager?

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

Registration fee: _____

New users: \$20
Upgrade price: \$5

Manual: (Optional) + _____

3.5" diskette: \$5
America Online or CompuServe: \$2
MS Word 2.0 _____ or ASCII _____

Historical Prices (line 7): (Optional) + _____

Total payment enclosed: = _____

Please support the shareware concept by sending payment to:

Mark Beiley
P.O. Box 51641
Phoenix, AZ 85076-1641

Please see Registration Information for more details on registration.
Thanks for supporting the shareware concept!

Upgrade price

If you have already registered or upgraded to any other 8.x version, there is no upgrade fee required to use version 8.6. Please contact Mark if you have any questions.

beiley@aol.com
72643,3041
(602) 705-0129
P.O. Box 51641
Phoenix, AZ 85076-1641

Manual

The manual is identical to the on-line help, but you may order the manual in either a Microsoft Word or plain ascii text file format. This will allow you to print out the entire manual for easier reading. The manual may either be mailed on diskette through the mail, or sent electronically. The cost to receive the manual on diskette is \$5.00. The cost to receive the manual electronically is \$2.00, but is only available if you have provided either a CompuServe or America Online user ID on your registration form. If you choose to order the manual please specify which data format you prefer: Microsoft Word 2.0 for Windows or plain text.

Methods of Payment

1. A personal check drawn on any US or Canadian financial institution.
(If drawn from a Canadian institution please specify "**US dollars**" next to the amount.)
2. Money orders, cashiers checks, or anything similar.
3. Cash in US currency is accepted, but discouraged due to the risk of sending cash through the mail.

Please make checks payable to "Mark Beiley".
Unfortunately I am not able to accept any credit cards.

Registration

After mailing in your registration form and check, you will receive a registration letter, 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 letter. The name and password are both case sensitive. Please see Registration Information for more details on registration.

Electronic Registration through CompuServe

CompuServe members may take advantage of a service offered by CompuServe called Shareware Registration. This service will allow users of shareware to register the software online. Upon registering, your regular CompuServe account will be billed for the registration fee, and an electronic notice of registration will immediately be sent to the author. This is a fast and convenient way to register Fund Manager, especially for customers outside of North America. CompuServe charges shareware authors who utilize this service a 15% fee. For this reason, online registration of Fund Manager through this service costs \$23 instead of the \$20 if the registration is sent directly to the author.

The keyword on CompuServe to get to this service is **SWREG**. The registration ID number for Fund Manager is **2292**.

Please see [Registration Information](#) for more details on registration.

Win95 Version of Fund Manager

A 32 bit version of Fund Manager for Win95 is also available. The basic functionality is identical to this 16 bit version. The Win95 version makes use of the new features offered by Win95, such as:

- long filenames
- pre-emptive multitasking
- flat, 32 bit memory model

The Win95 version may be obtained at any of the following locations:

World Wide Web: <http://members.aol.com/Beiley/fundman.html>
America Online: Personal Finance / Software Center / Best Picks
CompuServe: Financial forum / Investor's forum / Mutual fund library
FTP from internet: <ftp://members.aol.com/Beiley/programs/afmw9513.zip>
<ftp://ftp.coast.net/SimTel/win95/finance/afmw9513.zip>

The Windows 3.1 version may be obtained at any of the following locations:

World Wide Web: <http://members.aol.com/Beiley/fundman.html>
America Online: Personal Finance / Software Center / Best Picks
CompuServe: Financial forum / Investor's forum / Mutual fund library
FTP from internet: <ftp://members.aol.com/Beiley/programs/fundmn86.zip>
<ftp://ftp.coast.net/SimTel/win3/finance/fundmn86.zip>

The program may also be obtained from the author: (\$2.50 Shipping and Handling (\$5 outside US))

Mark Beiley
P.O. Box 51641
Phoenix, AZ 85076-1641
USA

The best place to get a copy of the program will always be the Fund Manager home page (<http://members.aol.com/Beiley/fundman.html>). This is the only source I have control over. The other locations may change. When new versions are released some sites may take several days to weeks to process the upload and make it available. It will always be available first from the home page.

If you are obtaining Fund Manager via FTP from the internet keep in mind the last two digits of the filename will change when new versions are released.

Contacting the Author

The author of Fund Manager is Mark Beiley. I appreciate feedback from users. Please feel free to contact me with any questions, comments, or suggestions for improvements. The best way to contact me is through e-mail. Here are my e-mail addresses (in order of preference):

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

You may also call me at: **(602) 705-0129**. Please call before 10:00 PST. The best time to call is in the evenings or on the weekends. To keep costs and registration fees low long distance calls can not be returned.

My mailing address is:

Mark Beiley
P.O. Box 51641
Phoenix, AZ 85076-1641
USA

Fund Manager's home page on the world wide web:
<http://members.aol.com/Beiley/fundman.html>

Return On Investment (ROI)

The yield that your investment has earned. This yield depends on the performance of the fund and when you made your investments. The formula for ROI yield, where the yield is ' t ' 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 $inv1$ and $dist1$ represent investments and distributions, respectively. A redemption is a negative investment.

Fund Performance - Distributed Distributions

The yield that the **fund** has achieved if all distributions 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 Distributions

The yield that the **fund** has achieved if all distributions 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:

Latest share price * (1 + number of shares purchased with re-invested distributions)

= Original share price(1+i)^term

% Gain - Fund

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

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

% Gain - Portfolio

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



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

% Gain - Investment

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

The **end value** already includes reinvested distributions, so **end value + distributed distributions + 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 Prodigy 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:

Portfolio: Portfolio #1

Symbol	Shares	Last/NAV	Change	%Change	Gain/Loss	Value
\$INDU	---	5,518.14	+43	----		
EKGOF	---	8 1/2	+1/8	0.00%		
FHLSX	---	57.60	+1.04	0.00%		
FIIIX	---	13.17	+0.09	0.00%		
IBM	---	106 3/8	-5/8	0.00%		
S	---	51 1/8	+3/8	0.00%		
TWCUX	---	28.13	+0.43	0.00%		
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 Last/NAV 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.

Exported Fund Manager *.prc File

Fund Manager can export prices to an ascii text file. Here is what a sample *.prc file looks like:

Financial Industrial Income

FIIIX

2	28	1994	12.1700	0.0000
3	1	1994	12.1000	0.0000

The first line is the investment name. The second line is the stock symbol. Every line afterwards has 5 columns representing, in order, **month**, **day**, **year**, **price**, and **shares owned**.

Updating Prices from a Quicken printed 1-2-3 *.PRN File

Quicken can print historical prices to a text file. Fund Manager can import prices from this file. The format of this file is shown below and is called a "1-2-3 *.prn file".

" 2/28/94",12.170

" 3/ 1/94",12.100

" 3/ 2/94",12.210

The format is "**month/day/year**",**price**.

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 100 investment files. Portfolio filenames have the extension of "mm4".

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 and weeks for moving average graphs
- Whether auto redraw, auto save, confirmation notices, and the status bar are on/off
- Whether each type of marker is 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).

Investment Stack

The investment stack is the ordering of all currently opened investments. The investment stack determines which investment graphs will be displayed and their order. When the number of displays is set to 1, the investment on the top of the investment stack will be displayed. When the number of displays is set to 4 or 9 the top left graph will display the top of the investment stack. The subsequent investments on the stack will be displayed first from left to right, and then top to bottom, just as the writing on a page.

The investment stack can be manipulated in a variety of ways. The arrow and page up/down keys allow quick manipulation (see "Keyboard Shortcuts"). The "Investments" menu allows you to see the order of the top 25 investments in the stack, as well as manipulate the stack with the "Order", "Select", and "Sort By" commands. Choosing an investment's name from the "Investments" menu scrolls that investment to the top of the stack, and sets the number of displays to 1. When an investment is opened or created it is placed on top of the investment stack.

Annualized Dividend Yield

The annualized dividend yield is calculated by summing the total dividends per share for a given time period, scaling this sum to a one year value, and dividing by the ending share price:

First In First Out

The first in first out (FIFO) accounting method is one way to calculate cost basis. FIFO is the simplest and more common accounting method used. Once you choose any accounting method you must continue to use the same method for the life of the associated investment.

When selling shares using the FIFO method the earliest purchased shares are those which get sold first. Your cost basis is the amount spent acquiring the sold shares. Fund Manager includes any commission fees or loads associated with the purchases in your cost basis. Fund Manager subtracts off any commission fees or loads associated with the sell to obtain the sell value. The capital gains incurred equals the sell value minus the cost basis.

Average Cost

The average cost accounting method is one way to calculate cost basis. Once you choose any accounting method you must continue to use the same method for the life of the associated investment.

When selling shares using the average method the cost basis is determined by multiplying the number of shares sold times the average price paid for all shares prior to the date of the sell transaction. (All purchases are included in this average, even if there have been previous sell transactions) Fund Manager includes any commission fees or loads associated with the purchases in your average price paid per share. Fund Manager subtracts off any commission fees or loads associated with the sell to obtain the sell value. The capital gains incurred equals the sell value minus the cost basis.

Investments

The term "Investment" is used when describing a transaction data type that changes the number of shares owned. There are three types of investments:

purchases

redemptions

reinvestments

Distributions

The term "Distribution" is used to represent a payout, by the fund company, to the shareholders. There are five types of distributions:

dividends

short term capital gains

long term capital gains

interest income

account fees

Account fees are recorded as negative distributions. Stocks normally only pay dividends. Mutual funds often pay both dividends and capital gains.

