

CONTROL YOUR PORTFOLIO

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CONTROL YOUR PORTFOLIO

Introduction Control Your Portfolio

CYP is designed to save you money by making it easy for you to prepare statements of investment activity to hand to your accountant at the end of the financial year.

This program does not replace your broker, accountant, or financial advisor.

It will save you money because you will log your various financial transactions not your accountant. At the end of the financial year various reports financial will summarise all of your investing for the year. This is an administration program.

This program has been designed to allow you to take control and manage your investment portfolio.

The program features 5 modules:

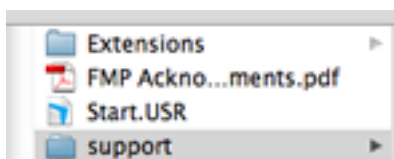
- Calendar which is the home page.
- Investing where your transactions are recorded
- Calculator to study what-if situations.
- Contacts
- Personal Data to store passwords, serial numbers etc
- Preferences

Module Description

Calendar (Home)	Features a full calendar program which also displays reminder dates of things like maturity dates for investments.
Investment	Controls and organises your transactions for share trading, managed funds, term deposits, unit trusts and bonds.
Contacts	Password protected, permits storing of your contact information
Personal Data	Password protected, is handy for storing all of your passwords, serial numbers, user names etc.
Preferences	Stores your information that will print on reports etc

The program includes the financial pages necessary to help you, as well as a very extensive Calendar module, a Contacts module, and a Personal data module where you can store passwords, serial numbers etc.

You commence the program by clicking twice on "Start.USR".



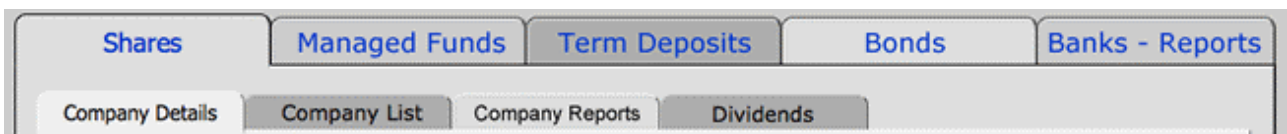
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The navigation between modules is via buttons located at the top of the screen. Navigation buttons and “tabs” only require a single click to operate.

Simply click once to move to a different module. Here the “Calculate” module has been selected. This a module that permits you to perform “what-if” situations.



The Investment module has “tabs” to permit you to navigate between the various investment types, such as shares and term deposits etc. Note also the smaller “tabs” that allow you to choose a Company List, also Company Reports and Dividends.



“Tabs” are also provided for transaction control for each investment type on the applicable control screen. Here the Share transaction control “tabs” are shown.



The main screen for each tab is a control screen that allows you to manipulate an investment on one screen. Buy, Sell, Update etc, all on one screen.

The page control buttons for finding, editing, deleting , or creating new records, are located at the bottom of the page. When you create a new record (that is a new entry), you use the “New” button. To change an existing record, you click on the ‘Edit’ button.



When you apply either of these buttons, you will be presented with a “Cancel” and a “Save” button. Save has an “OK” label. These buttons are waiting for you to complete your entry. Click “OK” to save your entry.



You cannot navigate away from a page whilst a “Cancel” and an “OK” buttons are showing. If you are in doubt about your entry, click “Cancel” which will return you to the original screen without affecting anything.

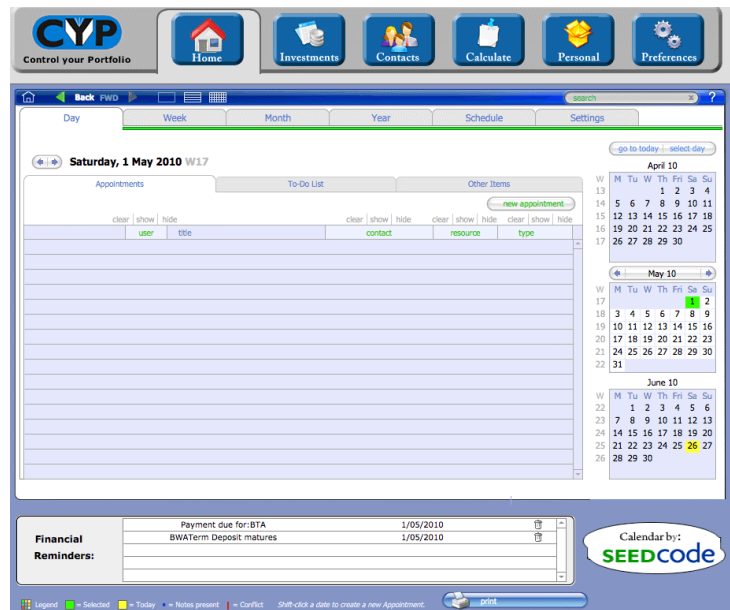
Remember: you only click once on buttons and tabs to make your selection.
Every data entry page works the same way.

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On the initial start screen, click on the “Click to Start” button, and the **Home Page/Calendar** screen appears, similar to this:

Under the “Settings” tab, you are able to alter the appearance of this page. Note the lower section marked “Financial Reminders”.

This is where investments maturing or dividends due on this date would be shown. There are example two examples shown: Payments from BTA and a term deposit maturing for BWA..



Important Details

1. Auto Calculations and decimal places.

The auto calculations within this program round to two decimal places, because that is what every day currency is. Some trading houses use six decimal places and some dividends can be in cents with six decimal places as well. That means effectively eight decimal places. This program does its best but every now and then they might be a slight difference between this program’s calculation and your supplied data. You can over-ride the calculated data by typing over the top.

2. Too many fields.

This program is a “one size fits all” administration program. That means there are fields to cope with all data required to be stored. In some countries there are fields within this program that do not require an entry. For example, not every country has a GST or VAT. If indeed there is a country tax on trades enter the percentage on the preference page instead of a GST.

You do not have to fill information into every field. There are some that you must enter; but they are obvious, such as Company Name etc.

3. All investments in this program have a number or a quantity held and some have a “sale” price. Please note that some investments such as Term Deposits have a “hidden” cost price of \$1 to make calculations correct for reports. So when a report shows a latest price of \$1 it is only used for reports and does not affect your valuations in any way.

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How a database works

This program is in effect a database. A database program stores information, permits manipulation of data, and allows reports to be generated.

Consider a simple database that stores information on contacts.

For example, you might have a contact: John Smith, who lives at 21 West St, Bondi, NSW, 2020, and has a telephone number: 9833 4567

This is a record, and every contact is a different record. The information within each record is stored in a *field* of information. Fields can be defined (designed) to store text, numbers, pictures etc. A database consists of records and their data stored in fields.

This Contact database would have the following fields:

- First Name
- Last Name
- Address
- Suburb
- PostCode
- State
- Telephone Number

Here is an example showing how three different records (contacts) would be stored:

First Name	John	Mary	Michael
Last Name	Smith	Adams	Moore
Address	21 West St	10, 42 Ocean St	21, 189 Main St
Suburb	Bondi	Frankston	Kew
PostCode	2020		3101
State	NSW	Vic	Vic
Telephone Number	9833 4567		

Note that data does not have to be entered into every field.

On a data entry screen, these fields are shown as boxes. See below for a section of a new Share Company entry screen:

The screenshot shows a software interface for entering share company details. At the top, there is a tab labeled 'Shares' and a sub-tab labeled 'Company Details'. Below this, there are several input fields and dropdown menus:

- Company :** Northern Coal Ltd
- ASX Code :** NCL
- Sector :** Mining
- Activity :** active
- Category :** Shares
- Choice :** Purchase

On the left side, there are several fields for share-related data, each with a text input box:

- Number of Shares Held :
- Average purchase price :
- Total Cost :
- Last Sale Price :
- Date Updated :
- Stock Held value :
- Financial Situation :

On the right side, there is a 'Notes:' section with a large yellow text area. Below it are several more input fields:

- Debt/Equity : [] %
- Dividend Date 1 : []
- Dividend Date 2 : []
- Datum Price : []

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First you enter data into a field, then press the tab key to move to the next field (box). Click the OK (or Cancel...to not save your entry) button when you have entered all of your data to save your entry.



Button Activity Description



New button permits a new record to be created. Some programs call this button “Enter” or “Create”

Allows changes to a record.

Allows a record to be deleted permanently

Will stop what ever you are doing, not save your actions, and return you to a main screen.

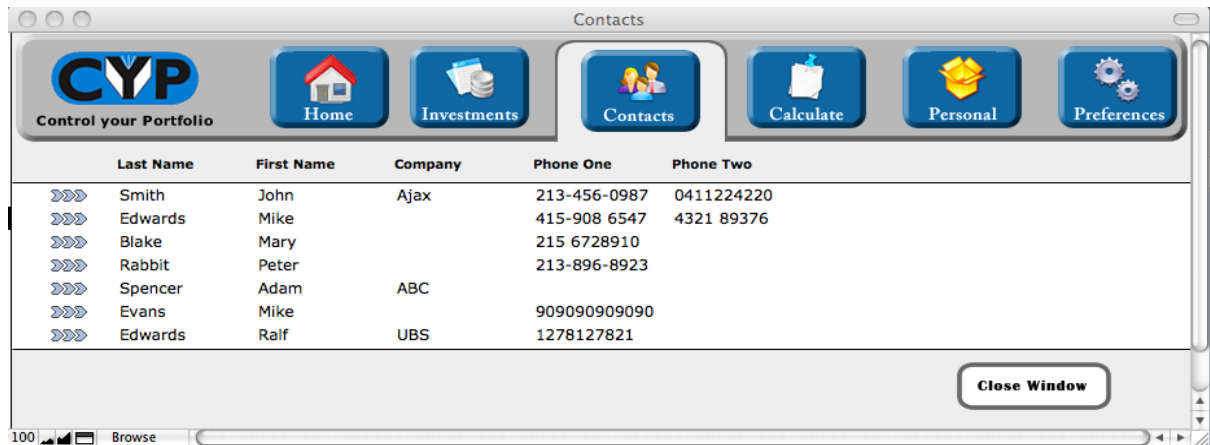
This will save what ever you are doing and return to a main screen. You should only click this when your data entry is correct and complete.

You will save yourself time and no doubt frustration if you do not rush your data entries. When people rush they invariably make mistakes, which then need to be corrected by using the Edit function. Slow and steady wins the day.

Selecting from a list

Various lists are provided as easy way to see data and allow a quick *Find* to be performed. Here is a typical list. Note the three arrow icon(s) to the left of each record. Click once on this icon

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to go the full record screen for the record horizontal line you chose.

Clicking on a 3 arrow icon to select a record from a list is standard throughout this program.

Data Entry

Most data entry screens have boxes that will store your data. These are called fields of information and each record you create is made up of fields.

For example, with Contacts, you would have a field named "Title" where you would enter : Mr or Mrs etc., then a field named 'First Name' where you would enter : John or Mary etc., and so on.

To move between these fields you should use the *Tab* key. It will automatically position the insert bar into the next field for you. *Shift Tab* combination will go backwards. This saves you having to click into each field when entering data. **Tab through all the fields to complete your data entry.**

Starting

You should go to the Preferences module and enter your personal data and various financial preferences listed.

You can enter data into the calendar, contacts, and personal data whenever you wish.

The Investment module takes a bit of consideration before you rush into it.

If you are using a demonstration version, there is data there to play with straight away. Go ahead.

If you wish to enter your own data into: shares, term deposits etc., you need to go to the main or control screen for each option. The logic behind the operation of this program, is that you enter a company name that you wish to purchase shares or invest, and save this entry.

Click on the New button and enter the company details for the shares or other investments you have made. The New button permits a new record to be entered.

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We recommend entering all your investment company information before entering transactions as a time saver.

Remember, if in doubt, click cancel and start again. You cannot leave a screen showing a *Cancel* and *OK* button; you must click one or the other. Clicking *OK* saves or actions your choice, *Cancel* will stop whatever you have been doing and return to a main screen as if nothing happened.

Then enter your purchase shares or investment as a transaction, via a Tab on the main screen such as:



This is the Tabs available on the share control screen. To enter a new share purchase transaction in the applicable company, click the “New Share Purchase” tab once.

Note that the four tabs shown are in the exact same order on the control screens for: Managed Funds, Term Deposits, and Bonds. The terminology just changes between the different forms of investment.

When you click on a “New Purchase” tab (shown above as “New Share Purchase”), a new window will appear where you will create a new record (transaction) for this company.

If you click on the “New Share Sale” tab, (or the equivalent in the other investment modules), a list of investments held in that company will appear, and you can choose from which transaction to sell. At times, you might have to do several “Sale” transactions to cover one actual, in this case share sale. The reason being, you may buy shares several times over the years but decide to sell them all in one lot. You need to assign the purchased transaction to the new sale transaction to keep track of capital gains. You can overwrite the automatic brokerage etc costs. As a suggestion, it is easy to assign the total brokerage etc costs to just one sale and make the rest a zero cost for multiple sales. This way the numbers will be correct and avoid rounding errors that can occur



The screenshot shows the "Share Company Control" window for "Broken Hill Pty Ltd". The interface includes a top navigation bar with icons for Home, Investments, Contacts, Calculate, Personal, and Preferences. Below this is a tabbed interface with "Shares" selected. The main area is divided into "Company Details", "Company List", "Company Reports", and "Dividends". The "Company Details" section includes fields for Company Name, Code, Sector, Activity, Number of Shares Held, Average cost price, Total Cost, Last Sale Price, Date Updated, Stock Held value, Financial Situation, Category, and Purchase. A "Notes" section is also present. At the bottom, there is a table of transactions and a navigation bar with buttons for New, Find, Prev, Next, Edit, Delete, Update, and Import Prices.

Reference #	Date	Qty Purch	Qty Still Held	Price	Total Cost
300 BHP 695	1/4/10	1,000	0	\$35.75	\$36,732.13
300 BHP 696	4/5/10	6,000	1,500	\$38.75	\$238,893.75
300 BHP 697	1/6/10	3,000	3,000	\$37.89	\$116,795.93

The main control screen for each investment type displays a list of purchase or investments made in that company at the bottom of the page, with the first tab showing, in the case of share, “Share Purchase Transactions”. You may go to the entry screen for a purchase or investment by clicking

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once on the three arrow icon to the left of the applicable line. As long as you haven't made a sale or reduced your investment in that transaction, you can edit or even delete it in case you have made an error.

The remaining tab, when clicked once, will display a list of sale or investment reduction transactions.

Once more, you can go to the entry screen for the investment by clicking once on the three arrow icon to the left of the applicable line. This allows you to edit or delete as you can for purchases.

The screenshot displays the 'Control Your Portfolio' software interface. At the top, there is a navigation bar with icons for Home, Investments, Contacts, Calculate, Personal, and Preferences. Below this, the 'Shares' tab is selected, showing details for 'Broken Hill Pty Ltd'. The interface includes fields for Company Name, Code, Sector, Activity, and Category. It also displays key metrics such as Number of Shares Held (4,500), Average purchase price (\$39.23), Total Cost (\$176,519.3625), Last Sale Price (\$44), Date Updated (29/06/2010), and Stock Held value (\$198,000.00). A table at the bottom shows 'Share Purchase Transactions' with columns for Reference #, Date, Code, Qty Purchased, Qty Still Held, Buy Price, and Total Cost. The table contains three rows of transaction data.

Reference #	Date	Code	Qty Purchased	Qty Still Held	Buy Price	Total Cost
300-695	1/4/10	BHP	1,000	0	\$35.75	\$36,733.13
300-696	4/5/10	BHP	6,000	1,500	\$38.75	\$238,893.75
300-697	1/6/10	BHP	3,000	3,000	\$37.89	\$116,795.93

When you are comfortable with the operation of this program, and remember every page works the same way, and each investment type works the same way, you will find entering transactions a breeze, taking no time at all.

If, for some reason your computer shuts down, say due to a power failure, and you are mid way between entering a transaction, you will need to check what was entered next time you start your computer. You should be able to delete nearly every transaction in this program. There are a few situations where you cannot delete due to double entry standards. Should that occur simply enter another transaction to counter the one in error, and make a comment for your accountant to register what you have done, and why. This way the numbers will be correct.

Problems

Any problems please email us at: admin@controlyourportfolio.com for assistance.

It may take a day or so to respond.

Shares Investments Module

The Investment Module is the heart of this program and the reason why this program was developed in the first place.

Control Your Portfolio was written to permit an investor to keep track of his or her investments in: Shares, Managed Funds, Term Deposits, and Bonds. It keeps track of all investment purchases, sales, dividends etc., so at the end of the financial year, financial statements can be produced for your accountant to process for the “tax man”. You use your labour instead of paying an accountant’s data entry person, while having the ability to watch your portfolio worth at any time.

The Investment Module has five sections: Shares, Managed Funds, Term Deposits, Bonds, and a Basic Bank Account balance to enable complete financial status reports to be generated. The Shares, Managed Funds, Term Deposits, and Bonds sections all behave in the same manner. In fact, investing in any investment vehicle involves buying and selling and sometimes waiting for dividends. The separate tab items were chosen to make it easy for the user to identify which area their money was being invested in.

Each section has a “control or main screen” where a company’s details are recorded. In the *Share* section, a company is one in which shares are bought and sold. In the *Managed Funds* section, a company is one in which managed fund products are held. In the *Term Deposits* section, a company is one where money is deposited to receive a definite income. Similarly, a Bond company is one in which a bond has been purchased.

On the **control screen**, everything to do with a particular investment can be actioned: Buying, selling, dividends, and price updating.

You need to identify which section your investment needs to be entered into for you to control. For example: *Shares* entered into the *Bonds* area will not allow correct financial reports to be generated. You cannot change a company’s investment section by clicking something. You would need to delete and re-enter in the correct section. So don’t rush.

The screen on the right shows a typical share investment. This is the control screen for shares. Note the use of tabs to perform various actions. For example: *New Share Sale*. You only click once in this program to perform any action. Clicking once on the *New Share Sale* tab will take you to the screen where you would choose from a list of purchases in this company to sell.

The buttons at the bottom of the screen enable the functions : *New*, *Find*, *Edit*, *Delete*, and price *Update* to be performed. They work the same way as every other screen in this program.

The screenshot displays the 'Control Your Portfolio' software interface. At the top, there are navigation icons for Home, Investments, Contacts, Calculate, Personal, and Preferences. Below these are tabs for Shares, Managed Funds, Term Deposits, Bonds, and Banks - Reports. The main window is titled 'Company Details' and shows information for 'Sydney Manufacturing Co'. The company details include ASX Code (SMC), Sector (Multi-sector), and Activity (active). The 'Number of Shares Held' is 7,000, with an 'Average purchase price' of \$3.45, resulting in a 'Total Cost' of \$22,497.875 and an 'Averaged Cost' of \$24150.00. The 'Last Sale Price' is \$3.45, 'Date Updated' is 4/02/2010, and 'Stock Held value' is \$24,150.00. The 'Financial Situation' is \$0.00. There are also fields for 'Debt/Equity', 'Dividend Date 1' (1/04/2010), 'Dividend Date 2' (1/10/2010), and 'Fair Value'. Below the company details are tabs for 'Share Purchase Transactions', 'Share Sale Transactions', 'New Share Purchase', and 'New Share Sale'. The 'Share Purchase Transactions' tab is active, showing a table of transactions:

Reference #	Date	Qty Purch	Qty Still Held	Price	Total Cost
SMC 404	4/2/10	1000	1000	\$2.20	\$2,321.00
SMC 406	4/2/10	4500	4500	\$3.10	\$14,717.25
SMC 407	4/2/10	1500	1500	\$3.45	\$5,459.63

At the bottom of the screen, there are buttons for 'New', 'Find', 'Prev', 'Next', 'Edit', 'Delete', and 'Update'.

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To begin and invest in a new company in which to purchase shares, click once on the *New* button.

The *OK* and *Cancel* buttons are not shown in this picture. Remember, every screen in which you enter data, you will get an *OK* and *Cancel* button. Data is entered into the fields as above; then press the Tab key to move to the next field. Click the *OK* button to save your entry.

Company Details

Company : Northern Coal Ltd Category : Shares

ASX Code : NCL Sector : Mining Activity : active Choice : Purchase

Number of Shares Held :

Average purchase price :

Total Cost :

Last Sale Price :

Date Updated :

Stock Held value :

Financial Situation :

Notes:

Debt/Equity : %

Dividend Date 1 : 3/04/2010

Dividend Date 2 : 3/10/2010

Datum Price :

Control your Portfolio

Home Investments Contacts Calculate Personal Preferences

Shares Managed Funds Term Deposits Bonds Banks - Reports

Company Details Company List Company Reports Dividends

Company : Northern Coal Ltd Category : Shares

ASX Code : NCL Sector : Mining Activity : active Choice : Purchase

Number of Shares Held :

Average purchase price :

Total Cost :

Averaged Cost :

Last Sale Price :

Date Updated :

Stock Held value :

Financial Situation :

Notes:

Debt/Equity : %

Dividend Date 1 : 3/04/2010

Dividend Date 2 : 3/10/2010

Fair Value :

Share Purchase Transactions Share Sale Transactions New Share Purchase New Share Sale

Reference #	Date	Qty Purch	Qty Still Held	Price	Total Cost

Now Find Prev Next Edit Delete Update

The screen now shows the record called Northern Coal Ltd. There have been no purchases or sales. However, you decided to enter in the dividend due dates.

These appear at the bottom of the Home Page Calendar screen thus: (this appears on the April 3 screen)

Financial Reminders:	Date
Dividend due for: ncl	3/04/2010

To **purchase shares** in this company, click the *New Share Purchase* tab once.

Share Company Control

Control your Portfolio Home Investments Contacts Calculate Personal Preferences

Shares

Share Purchase Screen

Stock Code: Date: Reference Number:

Quantity Purchased:

Price:

Purchase Sub Total:

Brokerage:

GST:

Costs Sub Total:

Total Buy Price:

Now Go Back

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At this stage, nothing has happened except prepare the program to accept a new purchase.

Click the *New* button again to go to the actual entry screen:

The screen has had data entered and is ready to be saved by clicking the *OK* button. Note that the date entry has a calendar box to make date entry easier.

The *Brokerage* and *GST* will automatically enter using numbers you chose as defaults in the *Preferences Module*.

Share Company Name	Stock Code	Qty	Price	Purch Cost	Latest Price	Latest Value	Profit/loss
1 >>> Auckland Taxis	ATN	4500	\$2.50	\$11,250.	\$3.00	\$13,500.0	\$2,250.00
2 >>> Watch Makers	WMC	1,000.0	\$3.30	\$3,300.0	\$4.10	\$4,100.00	\$800.00

Note the ability to have a **Watch List portfolio** of shares. The numbers used for a *Watch List* share company do not appear on any report. You may add or edit any *Watch List* share by clicking on the *New Share Purchase* tab. This is an example.

To convert a Watch List share to a Purchase share, delete the company and re-entry as Purchase.

After clicking the *OK* button, the program will return you to the *Share Control Screen*:

You can see the purchase transaction in the list at the bottom of the screen. Note that the Financial Position shows \$0 because the *Average Purchase Price* and the *Last Sale Price* are the same.

Reference #	Date	Qty Purch	Qty Still Held	Price	Total Cost
>>> NCL 418	6/2/10	2500	2500	\$3.15	\$8,004.94

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To Edit or Delete a purchase transaction, click on the three arrow icon on the left hand side for the applicable row to go to the Edit Screen, shown here on the left.

The Edit button permits a change to be made and the Delete button will rid of the entry altogether.

To Update the latest Share price, click on the Update button on the Control Screen and enter your data as shown on the right.

Then click OK to save your entry. Note that the Financial Situation will now change as shown below:

Number of Shares Held :	2,500	Notes:	
Average purchase price :	\$3.15		
Total Cost :	\$8,004.9375		
Averaged Cost :	\$7875.00		
Last Sale Price :	\$3.55	Debt/Equity :	
Date Updated :	6/02/2010	Dividend Date 1 :	3/04/2010
Stock Held value :	\$8,875.00	Dividend Date 2 :	3/10/2010
Financial Situation :	\$1000.00	Fair Value :	

Share Sale

To sell shares, click once on the *New Share Sale* tab and a screen like that on the right will appear:

Capital Gains tax applies to the profit made on a share sale. Therefore you need to apply a sale to a purchase transaction. Sometimes you may need to have multiple “*New Share Sale*” transactions where you have made many purchases over time, but chose to sell “in bulk”.

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Selling an allotment of shares that have been purchased over a period of time.

Take this example here of Broken Hill Pty Ltd.

Suppose that you wish to sell 1,000 shares. You will want to assign the sale to the oldest held stock, shown here on the right from References 668 and 669.

Reference #	Date	Qty Purch	Qty Still Held	Price	Total Cost
BHP 668	22/6/05	600	600	\$25.00	\$15,412.50
BHP 669	22/6/06	400	400	\$31.00	\$12,741.00
BHP 644	16/6/10	1,500	1,500	\$30.00	\$46,237.50
BHP 647	17/6/10	1,000	1,000	\$43.00	\$44,182.50

To sell 1,00 shares:

First, here we will sell an initial 600 shares and enter the full brokerage and GST charges against this sale.

Note the red text shown on this screen example:

This program will auto calculate the Brokerage from your preference selection. However, you can over-write this as shown on the left.

Note the program calculates the brokerage on a sale of 600 shares.
Over type this with \$837.00 which is what the total brokerage amount on a sale of 1,000 shares would be

This screen picture shows the completed transaction before it is saved.

Note, if you now use the tab key to move around the screen and pass through the Sales Sub Total again the program will auto calculate the original Brokerage and GST. So be careful.

You can always edit any transaction in the program.

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So far we have shown how to sell the first 600 shares of a sale of 1,000.

Now, we will show how to add another 400 shares to complete the sale.

Here we will assign a sale of 400 against a purchase Reference 669.

Note the red text....it says to over-write the auto calculated Brokerage to indicate a zero amount.

Here is the completed entry ready to be saved by clicking once on the OK button.

Note as before: if you now tab through the fields again and pass through the Sale Sub Total field that the program will auto calculate the original brokerage amount. So be careful your entry looks correct before saving. You can always edit a transaction in this program.

My Company

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Sale-by-date Summary Report

Between: 22/6/10 And: 22/6/10

Code	Sale Date	Ref #	QTY Sell	Buy Price	Purch date	Sell Price	Purch Ref	Sell Costs	Nett Amount	Profit/Loss
BHP	22/6/10	473	600	\$25.00	22/6/05	\$41.85	668	\$920.70	\$24,189.30	\$10,110.00
	22/6/10	474	400	\$31.00	22/6/06	\$41.85	669	\$0.00	\$16,740.00	\$4,340.00
Total Sales for: BHP									\$40,929.30	\$14,450.00
Grand Total Sales:									\$40,929.30	\$14,450.00

On the Share Sale Summary report your accountant will be able to see how you have completed a complex sale correctly as show above.

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To edit a sale transaction, click on the *Share Sale Transactions* tab once.

Click on the transaction line you wish to change or delete. For example, suppose we entered the sale price incorrectly in our last sale. Instead of being at \$4.10, it should have been \$4.21. Click once on the three arrow icon opposite Ref# 242.

The screenshot shows the CYP Control your Portfolio interface. The top navigation bar includes Home, Investments, Contacts, Calculate, Personal, and Preferences. The main menu has Shares, Managed Funds, Term Deposits, Bonds, and Banks - Reports. The Shares section is active, showing Company Details for Northern Coal Ltd. The Share Sale Transactions tab is selected, displaying a table with the following data:

Reference #	Date	Original Ref #	QTY Sold	Sell Price	Total Recvd
240	14/2/10	NCL 421	1000	\$5.00	\$5000.00
241	14/2/10	NCL 421	500	\$5.11	\$2555.00
242	14/2/10	NCL 421	1500	\$4.10	\$6150.00

The bottom navigation bar includes New, Find, Prev, Next, Edit, Delete, and Update buttons.

The screenshot shows the Share Sale Edit Screen. The top navigation bar is the same as the previous screenshot. The main content area is titled "Share Sale Edit Screen" and includes a warning: "Please check carefully that you have the correct Sale Reference # and the Original Purchase #". The form contains the following fields:

- Sale: Reference Number: 242, Original Purchase Ref # Number: 421
- Stock Code: NCL
- Date: 14/2/10
- Quantity Sold: 1500
- Price: \$4.10
- Sale Sub Total: \$6,150.00
- Brokerage: \$92.25
- GST: \$9.23
- Costs Sub Total: \$101.48
- Total Sale Amount: \$6,048.53
- Comment: Share Sales

The bottom navigation bar includes Edit, Delete, and Close Window buttons.

The *Delete* button will reset the system and cancel the sale.

To edit, click once on the *Edit* button and enter the correct data, and click the *OK* button once to save.

The screenshot shows the Share Sale Edit Screen with the following fields:

- Original Purchase: ASX Reference # 421, Date 14/2/10, Quantity 3000, Qty Still Held 0, Price \$3.45, Total Cost \$10,520.78
- Original Sale: Reference Number: 242, Original Purchase Ref # Number: 421
- Stock Code: NCL
- Date: 14/02/2010
- Quantity Sold: 1500
- Price: \$4.21
- Sale Sub Total: \$6,315.00
- Brokerage: \$94.73
- GST: \$9.47
- Costs Sub Total: \$104.20
- Total Sale Amount: \$6,210.80
- Comment: Share Sales

The bottom navigation bar includes Cancel and OK buttons.

The screenshot shows the CYP Control your Portfolio interface. The top navigation bar includes Home, Investments, Contacts, Calculate, Personal, and Preferences. The main menu has Shares, Managed Funds, Term Deposits, Bonds, and Banks - Reports. The Shares section is active, showing Company Details for Northern Coal Ltd. The Share Sale Transactions tab is selected, displaying a table with the following data:

Reference #	Date	Original Ref #	QTY Sold	Sell Price	Total Recvd
240	14/2/10	NCL 421	1000	\$5.00	\$5000.00
241	14/2/10	NCL 421	500	\$5.11	\$2555.00
242	14/2/10	NCL 421	1500	\$4.21	\$6315.00

The bottom navigation bar includes New, Find, Prev, Next, Edit, Delete, and Update buttons.

After you click the *OK* button once, the Share Control screen will appear.

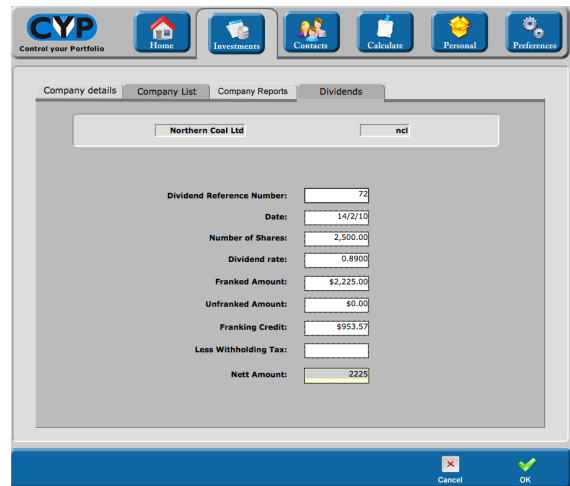
Click once on the *Share Sales Transaction* tab to see the new result shown on the left hand side.

CONTROL YOUR PORTFOLIO

Share Dividends



Click on the *New* button once and go to the dividend entry screen shown below.

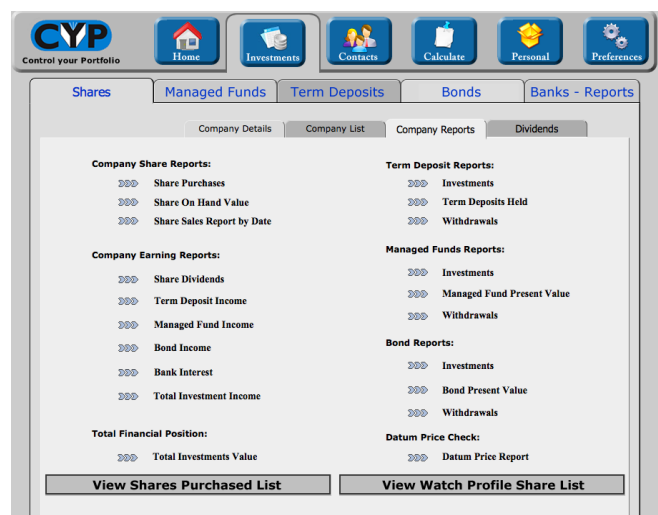


Enter your data from the company dividend statement, and then click the *OK* button once to save your entry.

Company Reports

These will be covered in detail in a separate chapter.

The Company Reports are duplicated under the Bank-Reports tab, except for the bottom two highlighted buttons show above: *View Shares Purchased List* and *View Watch Profile Share List*.



CONTROL YOUR PORTFOLIO

To see the *View Shares Purchased List*, click the button once to see this (shown compressed) view:

	Share Company Name	Stock Code	Qty Held	Purch Cost	Latest Value	Profit/loss
1	Ajax Tyres Ltd	ATL	5500.00	\$24,421.41	\$27500.00	\$3078.59
2	Burton Shoes td	BSL	3000.00	\$3,882.00	\$3000.00	-\$882.00
3	Northern Coal	NCL	2500.00	\$18,525.71	\$10525.00	-\$8000.71

There are **3** items in this list. You may need to use the scroll bars to see further down the page. Close Window

To see the *View Watch Profile Share List*, click the button once to see this (shown compressed) view:

	Share Company Name	Stock Code	Qty	Price	Purch Cost	Latest Price	Latest Value	Profit/loss
1	Auckland Taxis	ATN	4,500.0	\$2.50	\$11,250.	\$3.00	\$13,500.0	\$2,250.00
2	Watch Makers	WMC	1,000.0	\$3.30	\$3,300.0	\$4.10	\$4,100.00	\$800.00

There are **2** items in this list. You may need to use the scroll bars to see further down the page. Close Window

Note : If you have no data entered, you cannot expect a program to find data for you that doesn't exist.

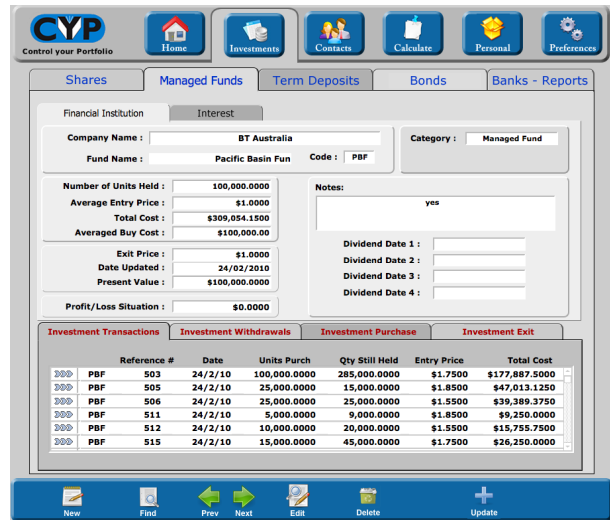
If you have entered Watch Profile shares, you can enter data directly into the fields and tab across to allow the program to re calculate for you. For example, suppose you wanted to see what profit you might have made had you held Watch Makers if they sold at \$5.00....just enter 5.00 into the Latest Price field for Watch makers and press Tab. You can change any data here to see "what ifs".

Managed Funds Module

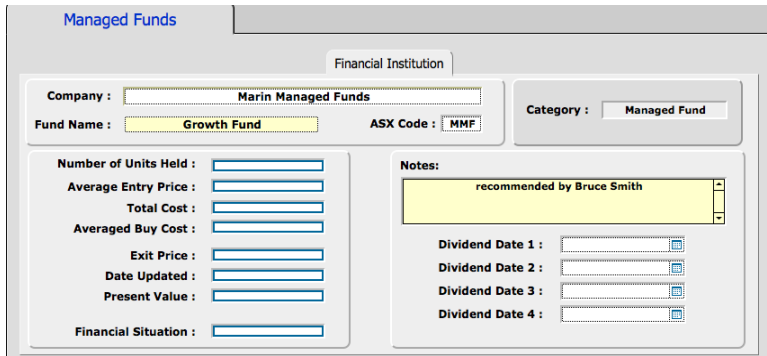
This module will control Managed Funds, Unit Trusts and Property Trusts. There are Entry and Exit screens for 4 digit decimal places. Summary screens, such as the list below, will round these to two decimal places, that is, usual currency.

This screen shows a typical Managed Fund investment. This is the control screen for Managed Funds. Note the use of tabs to perform various actions. For example: *Investment Exit*. You only click once in this program to perform any action. Click once on the *Investment Exit* tab. That will take you to the screen where you would choose from a list of investments in this company to exit.

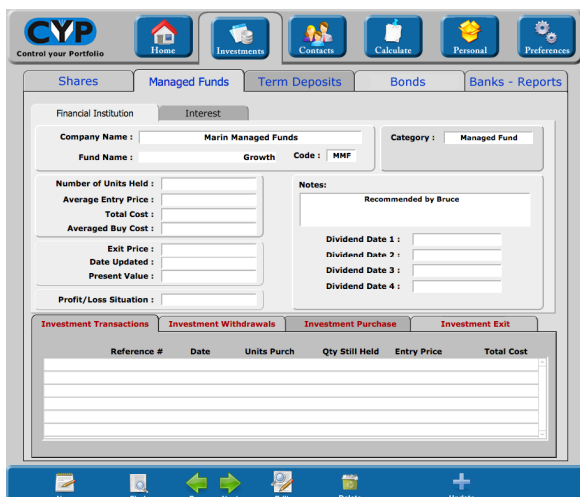
The buttons at the bottom of the screen allow the functions : *New*, *Find*, *Edit*, *Delete*, and *Price Update* to be performed. They work the same way as every other screen in this program.



To begin and invest in a new Managed Fund, click once on the *New* button.



The *OK* and *Cancel* buttons are not shown in this picture. Remember, every screen in which you enter data, you will get an *OK* and *Cancel* button. Data is entered into the fields, as above; then press the Tab key to move to the next field. It is normal to enter the dividend dates when you actually enter the amount invested, via the *Investment Purchase* tab. Click the *OK* button to save your entry.



The screen now shows the record called Marin Managed Funds. There have been no purchases or sales. To invest in this Managed Fund, click the ***Investment Purchase*** tab once.

CONTROL YOUR PORTFOLIO

At this stage, nothing has happened except to prepare the program to accept a new purchase. Click the *New* button again to go to the actual entry screen:

The screen on the left has had data entered and is ready to be saved by clicking the *OK* button. Note that the date entry has a calendar box to make date entry easier. The *Brokerage* and *GST* will automatically enter using numbers you chose as defaults in the *Preferences* Module.

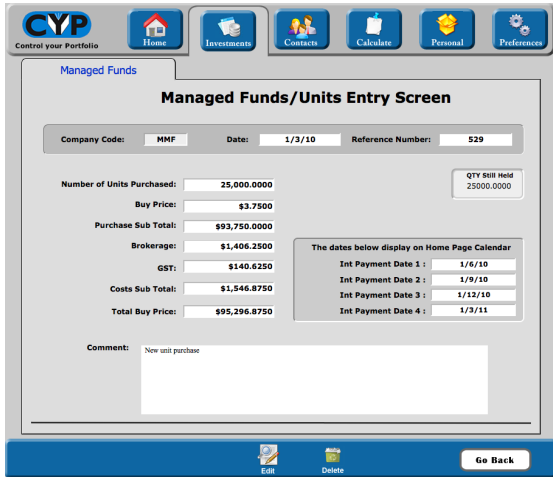
After clicking the *OK* button, the program will return you to the *Share Control Screen* shown below.

You can see the investment transaction in the list at the bottom of the screen. Note that the Profit/Loss Situation shows \$0 because the *Average Entry Price* and the *Exit Price* are the same.

To Edit or Delete an investment transaction, click on the three arrow icon on the left hand side for the applicable row to go to the Edit Screen shown below.

Reference #	Date	Units Purch	Qty Still Held	Entry Price	Total Cost
300 MMF 529	1/3/10	25,000.0000	25,000.0000	\$3.7500	\$95,296.8750

CONTROL YOUR PORTFOLIO



The Edit button permits a change to be made and the Delete button will rid of the entry altogether.

To Update the latest Exit price, click on the Update button on the Control Screen and enter your data. Then click the "OK" button to save your entry.

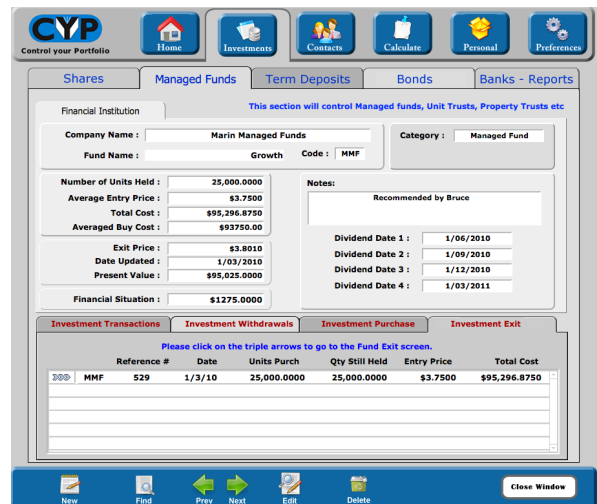
Note that the Profit/Loss Situation will now change:

Number of Units Held :	25,000.0000	Notes: Recommended by Bruce
Average Entry Price :	\$3.7500	
Total Cost :	\$95,296.8750	
Averaged Buy Cost :	\$93,750.00	
Exit Price :	\$3.8010	
Date Updated :	1/03/2010	Dividend Date 1 : 1/06/2010
Present Value :	\$95,025.0000	Dividend Date 2 : 1/09/2010
Profit/Loss Situation :	\$1,275.0000	Dividend Date 3 : 1/12/2010
		Dividend Date 4 : 1/03/2011

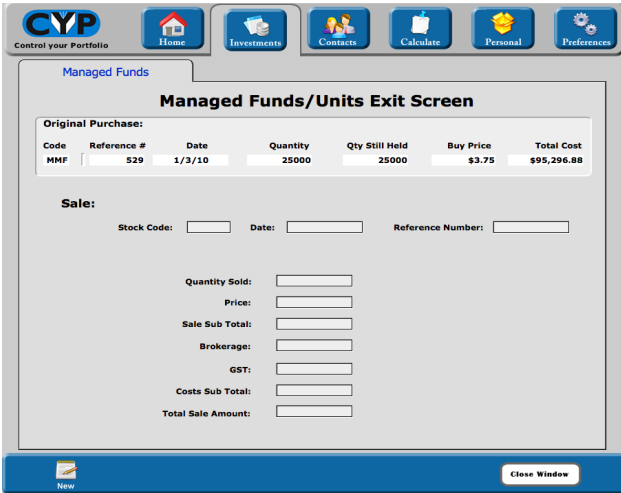


Investment Exit

To exit a managed fund, click once on the *Investment Exit* tab and a screen like shown on the right hand side will appear.



CONTROL YOUR PORTFOLIO



Capital Gains tax applies to the profit made on a Managed Fund Exit.

Click once on the triple arrow icon next to MMF and 529 reference and the screen shown on the left would appear.

Click *New* button to go to the transaction screen where you can enter your data. Then click the *OK* button to save.



The program will then return you to the Managed Fund Control screen where you can see the result shown on the left hand side.



CONTROL YOUR PORTFOLIO

Note how you can see when a partial withdrawal or edit has taken place in the screen above.

Reference # 529 Invested 25,000 units initially, but only has 15,000 remaining after the Exit.

To edit an Exit transaction, click on the *Investment Withdrawals* tab once.

The screenshot shows the 'Investment Withdrawals' tab selected. The fund name is 'Marin Managed Funds' with code 'MMF'. The 'Investment Transactions' table shows a single entry:

Reference #	Date	Original Ref #	QTY Sold	Sell Price	Total Recvd
332	14/3/10	MMF 529	10000	\$4.96	49555

The 'Exit' section contains the following data:

- Stock Code: MMF
- Date: 14/3/10
- Reference Number: 332
- Quantity Sold: 10000
- Price: \$4.9555
- Sale Sub Total: \$49,555.00
- Brokerage: \$6,593.33
- GST: \$659.33
- Costs Sub Total: \$7,252.66
- Total Sale Amount: \$42,302.34

Click on the transaction line you wish to change or delete. There is only one shown here, so it is obvious.

For example, suppose we entered the sale price incorrectly in our last exit. Instead of being at \$4.9555, it should have been \$4.5955.

Click once on the three arrow icon opposite Ref# 332 above and the screen on the left appears.

The *Delete* button will reset the system and cancel the sale.

To edit, click once on the *Edit* button and enter the correct data. Then click the *OK* button once to save.

The 'Exit' section now shows the updated price:

- Price: \$4.5955
- Sale Sub Total: \$45,955.00
- Brokerage: \$659.325
- GST: \$659.33
- Costs Sub Total: \$7,252.66
- Total Sale Amount: \$38,702.34

CONTROL YOUR PORTFOLIO

After you click the *OK* button once, the Managed Fund Control screen will appear.

Click once on the *Investment Withdrawals* tab to see the new result:

Managed Funds Interest Payments

Click on the *New* button on the right hand side once and go to the interest entry screen below:

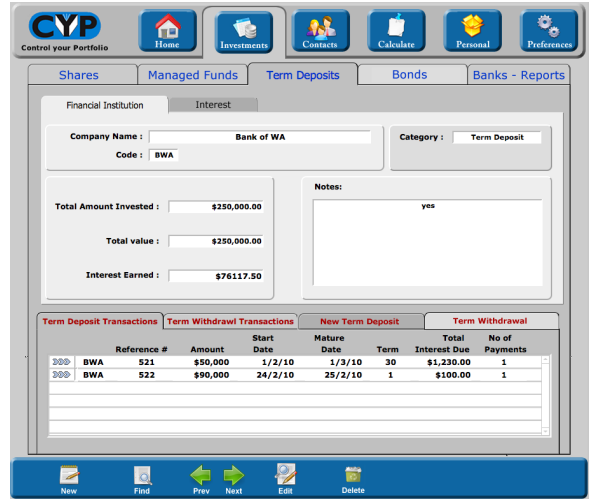
Enter your data from the company dividend statement, and then click the *OK* button once to save your entry.

Note: you can edit and delete the interest transactions just like you can every other transaction in this program.

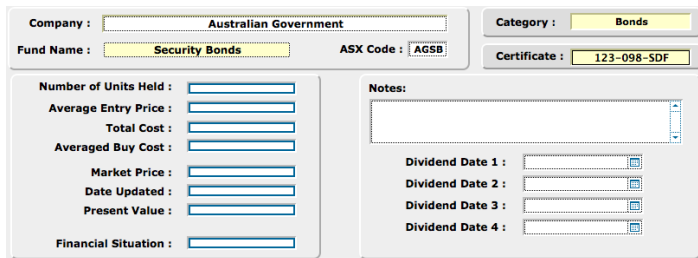
Term Deposit Module

The screen on the right shows a typical Term Deposit investment. This is the control screen for Term Deposits.

Note the use of tabs to perform various actions. For example: *Term Withdrawal*. You only click once in this program to perform any action. Clicking once on the *Term Withdrawal* tab will take you to the screen where you would choose from a list of term Deposits with this company to withdraw funds.



The buttons at the bottom of the screen allow the following functions : *New*, *Find*, *Edit*, *Delete*, and price *Update* to be performed. They work the same way as every other screen in this program.



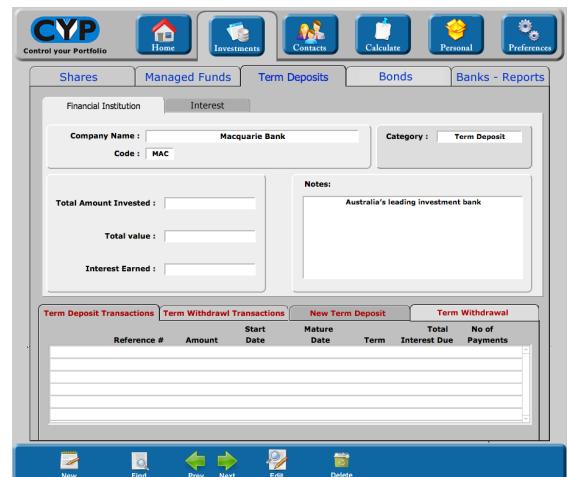
To begin and invest a new Term Deposit Company, click once on the *New* button.

The *OK* and *Cancel* buttons are not shown in this picture. Remember, every screen in which you enter data, you will get an *OK* and *Cancel* button.

Data is entered into the fields as shown; then press the Tab key to move to the next field. Click the *OK* button to save your entry.

The screen now shows the record called Macquarie Bank. There have been no investments or withdrawals.

To invest a Term Deposit with this company, click the ***New Term Deposit*** tab once.



CONTROL YOUR PORTFOLIO

At this stage, nothing has happened except prepare the program to accept a new investment.

Click the *New* button again to go to the actual entry screen shown below.

The screenshot shows the 'Term Deposits' entry screen. At the top, there is a navigation bar with icons for Home, Investments, Contacts, Calculate, Personal, and Preferences. Below this, the 'Term Deposits' section contains several input fields: Stock Code, Date, Reference Number, New Investment Amount, Term, Starting Date, and Maturity Date. There are also sections for 'New Interest Details' (Interest rate pa, Interest frequency, Gross Interest, Nett Interest) and 'The dates below display on Home Page Calendar' (Int Payment Date 1-4). A 'Comment' field is at the bottom. A 'New' button is in the bottom left, and a 'Return to main Window' button is in the bottom right.

This screenshot shows the same 'Term Deposits' entry screen but with data entered. The Stock Code is 'MAC', Date is '1/3/10', and Reference Number is '531'. The Investment Details section shows a New Investment Amount of '\$250000.00', Term of '180 days', Starting Date of '1/3/10', and Maturity Date of '1/9/10'. The Interest Details section shows an Interest rate pa of '7.2500 %', Interest frequency of '3 months', Gross Interest of '\$9062.50', and Nett Interest of '\$9062.50'. The Interest Payment Dates are '1/6/10', '1/9/10', and two empty fields. The Comment field contains 'New Term Deposit'. The 'OK' button is highlighted with a green checkmark.

The screen above already has had data entered and is ready to be saved by clicking the *OK* button. Note that the date entry has a calendar box to make date entry easier.

After clicking the *OK* button, the program will return you to the *Term Deposit Control Screen* shown below.

You can see the investment transaction in the list at the bottom of the screen. Note no interest has been paid yet..

To Edit or Delete an investment transaction, click on the three arrow icon on the left hand side for the applicable row to go to the Edit Screen shown below.

The screenshot shows the 'Term Deposit Control Screen'. At the top, there is a navigation bar with icons for Home, Investments, Contacts, Calculate, Personal, and Preferences. Below this, there are tabs for Shares, Managed Funds, Term Deposits, Bonds, and Banks - Reports. The 'Term Deposits' tab is selected. The screen displays a detailed view of a term deposit with the following information: Financial Institution: Interest; Company Name: Macquarie Bank; Code: MAC; Category: Term Deposit; Total Amount Invested: \$250,000.00; Total value: \$250,000.00; Interest Earned: (empty); Notes: Australia's leading investment bank. Below this, there is a table of 'Term Deposit Transactions' with columns for Reference #, Amount, Start Date, Maturity Date, Term, Interest Due, and No of Payments. The table contains one row with the following data: Reference # 531, Amount \$250,000, Start Date 1/3/10, Maturity Date 1/9/10, Term 180, Interest Due \$9,062.50, and No of Payments 3 months. At the bottom, there is a navigation bar with icons for New, Find, Prev, Next, Edit, and Delete.

Reference #	Amount	Start Date	Maturity Date	Term	Interest Due	No of Payments
531	\$250,000	1/3/10	1/9/10	180	\$9,062.50	3 months

CONTROL YOUR PORTFOLIO

The Edit button permits a change to be made and the Delete button will rid of the entry altogether.

Note, if you change a Payment date the original date record will still display on the applicable calendar date page.

The payment for June 1, 2010 would be displayed thus on the Home page:

Financial Reminders:			
	BW Term Deposit matures	1/06/2010	
	Payment due for: BWA	1/06/2010	
	Payment due for: MMF	1/06/2010	
	Payment due for: MAC	1/06/2010	

The interest due from MAC is shown on the last line.

Term Withdrawal

This program handles a full withdrawal, a partial withdrawal and a total rollover.

To exit a Managed Fund click once on the *Term Withdrawal* tab and a screen like the one on the right hand side will appear.

Click once on the triple arrow icon next to MAC and 531 reference and the screen on the right would appear.

CONTROL YOUR PORTFOLIO

The screenshot shows the 'Control your Portfolio' interface. At the top, there are navigation icons for Home, Investments, Contacts, Calculate, Personal, and Preferences. Below these, the 'Company' is set to 'Macquarie Bank' and the 'Reference Number' is '535'. The 'Stock Code' is 'MAC 225'. The 'Investment Amount' is '\$150000.00', the 'Term' is '120 days', the 'Interest rate pa' is '7.25', the 'Starting Date' is '1/2/10', the 'Maturity Date' is '1/5/10', and the 'Gross Interest Payable' is '\$2718.75'. Below this information, there are two large blue buttons: 'Please click here to withdraw the entire amount' and 'Please click here for a Partial withdrawal and Re-Invest OR a Total Rollover'. A 'Return to main Window' button is at the bottom right.

Term Deposits offer different ways of exiting and investing.

You can either withdraw the lot or do a partial withdrawal, which then incorporates a re-investment situation, or roll the entire investment over, with or without the interest due.

On the screen on the left, you can see the initial investment details. You must decide if you will withdraw all the money, or withdraw some and re-invest the rest, or roll the investment over.

The two large buttons offer you those two choices.

We will take you through a partial withdrawal and re-invest. This is a two stage process. Please note that an investment total rollover with or without the interest is exactly the same process as a partial withdrawal. Later, a total withdrawal will be covered.

The Investment Rollover OR Partial Withdrawal and Re-Investment

First you withdraw an amount, and save that transaction.

Then you re-invest the remainder. You can choose to include any interest as a roll over if you wish.

In the case of a total rollover, you must withdraw a zero amount, and re-invest the principle with or without the interest due.

To make a **partial withdrawal**, click the bottom large button: “Please click here for a Partial Withdrawal and Re-Invest OR Total Rollover”

The screen shown on the right will appear. Please note the 4 sections clearly marked.

The First section (1) shows the total amount you can withdraw. The Second section (2) is where you enter the date of the transaction and the amount to withdraw as you tab down through the various fields (boxes). Note that the program will auto calculate to add the interest to roll over.

If you don't wish to do that, just type over the correct amount. Above we typed “150,000” over the default “\$159062.50 in Section (3). If you tab through the fields again, the program will recalculate again. Therefore please check your entry for correctness before clicking the “OK” button in Section (4). You can *EDIT* later, but it is best to get it correct the first time.

The screenshot shows the 'Control your Portfolio' interface with a 2-stage process. Section 1 shows 'Total Amount Maturing on: 1/9/10 is: \$250000.00'. Section 2, 'Stage 1: withdraw desired amount', shows 'Company: Macquarie Bank', 'Code: MAC', 'This Reference Number: 225', 'Date: 17/03/2010', 'Investment Reference Number: 531', 'Enter the Amount you wish to withdraw: \$100,000.00', and 'Gross Interest Payable: \$9,062.50'. Section 3, 'Stage 2: Re-Invest an amount', shows 'Enter the Amount you wish to Re-Invest: \$150,000.00' and 'Gross Interest Payable: \$159062.50'. Section 4 shows 'Cancel' and 'OK' buttons.

To make a **total rollover**, enter zero (0.00) in the “Enter the amount you wish to withdraw” field shown above, (instead of the \$100,000 displayed) then continue as for the partial withdrawal.

CONTROL YOUR PORTFOLIO

When you have checked your entry, here we want to withdraw \$100,000 and re-invest \$150,000, click the OK button, which will complete Stage 1, and the following screen on the right will appear.

This is now Stage 2 for the partial reinvestment. The program has automatically created a new entry, less some details such as term, dates, and interest etc. You now need to *EDIT* this record to complete the transaction.

Note that you cannot alter the investment amount on this screen.

If you wish to change the amount, you will have to complete the rest of this entry, dates, interest etc and save it. Then on the Term Deposit Control Screen you can line select this transaction and edit it. Remember the program only saves what you type in.

Continuing:

Click the *EDIT* button in the screen above and use the tab key to move around the screen and complete the entry. An example of this is shown on the right hand side.

Click the OK button, on the screen above when your entry is correct.

The program will then return you to the Term Deposit Control screen where you can see the result on the left.

Reference #	Amount	Start Date	Maturity Date	Term	Interest Due	Total	No of Payments
532	\$150,000	17/3/10	17/6/10	90 days	\$2,700.00		once

CONTROL YOUR PORTFOLIO

If you wish to EDIT the last transaction, click once on the three arrow icon opposite MAC and Ref# 532, and the screen on the right hand side will appear.

Reference #	Amount	Start Date	Mature Date	Term	Interest Due	No of Payments
MAC 532	\$150,000	17/3/10	17/6/10	90 days	\$2,700.00	once

The *Delete* button, on the screen above, will reset the system and cancel the investment.

To edit, click once on the *Edit* button and enter the correct data. Click the *OK* button once to save and return to the Term Deposit Control Screen shown on the left hand side.

Total Withdrawal: We now return to the withdrawal process. So far, we have discussed the partial withdrawal. Click once on the Term Withdrawal tab to see Deposits available to withdraw:

Term Deposit Transactions	Term Withdraw Transactions	New Term Deposit	Term Withdrawal			
Please click on the triple arrows to go to the Term Deposit Withdrawal screen.						
Reference #	Amount	Start	Mature	Term	Interest Due	Payments
MAC 532	\$150,000	17/3/10	17/6/10	90 days	\$2700.00	once

CONTROL YOUR PORTFOLIO

Click on the *triple arrow icon* next to the record line you wish to withdraw, here MAC and 532.

Click once on the button: “Please click here to withdraw the entire amount”. The screen below will appear.

You can only change the date of the transaction and the Gross Interest payable before selecting “OK” to save, or “Cancel” to stop. Both will return to the *Term Deposit Control* screen.

An example is shown here on the right hand side after clicking “OK”.

Reference #	Amount	Start Date	Maturity Date	Term	Total Interest Due	No of Payments

CONTROL YOUR PORTFOLIO

Click on the “Term Withdraw Transaction” tab and the screen on the right appears.

Reference #	Code	Date	Original Ref #	Mature Date	Withdraw	Total Recvd
333	MAC	17/3/10	531	1/9/10	\$100000.00	\$100000.00
336	MAC	18/3/10	532	17/6/10	\$150000.00	\$150000.00

Term Withdrawal Transaction ...Editing

Click once on the *triple arrow icon* next to the Reference # line you wish to edit for record “336”, and a screen like this will appear.

You can only Edit the Gross Interest Payable on this screen. If you choose to Delete this transaction, you will have to re-invest the amount of money in another transaction. This is a double entry system. You cannot make money disappear. If there is a problem with the re-investment, you can edit that transaction.

Company: Macquarie Bank Code: MAC

This Reference Number: 336 Date: 18/3/10

Investment Reference Number: 532

Investment Amount: \$150000.00

Term: 90 days

Interest rate pa: 7.20

Starting Date: 17/3/10

Maturity Date: 17/6/10

Gross Interest Payable: \$2700.00

Note: you cannot edit the amount as stated above. If you have made an error; delete your entry. Follow the instructions above to re insert the amount. Then action another withdrawal.

Term Deposit Interest Payments

Click on the *New* button once and go to the interest entry screen shown below.

Company Name: Macquarie Bank Category: Term Deposit

Code: MAC

Amount Invested: 150,000

Please click on the triple arrows to go to the Interest Entry screen.

Reference #	Date	ASX Code	Rate %	Nett Amount

CONTROL YOUR PORTFOLIO

Enter your data from the Term Deposit statement, and then click the *OK* button once to save your entry.

Company Name: Category:
 Code:
 Amount Invested:

Please click on the triple arrows to go to the Interest Entry screen.

Reference #	Date	ASX Code	Rate %	Nett Amount
138	1/5/10	MAC	7.25	\$2,718.75

Close Window

Term Deposit Interest Payments

Company Name: Code:

Interest Payment Reference Number:
 Date:
 Amount Invested:
 Interest Rate:
 Interest Paid:
 Less Withholding Tax:
 Net Amount:

Cancel OK

Note: you can edit and delete the interest transactions just like you can every other transaction in this program.

The total interest earned from this investment is shown on the control screen. An example is shown below:

Financial Institution: Interest
 Company Name: Category:
 Code:

Total Amount Invested:
 Interest Earned:

Notes:

Reference #	Amount	Start Date	Mature Date	Term	Total Interest Due	No of Payments
MAC 663	\$100,000			15 days		

New Find Prev Next Edit Delete

CONTROL YOUR PORTFOLIO

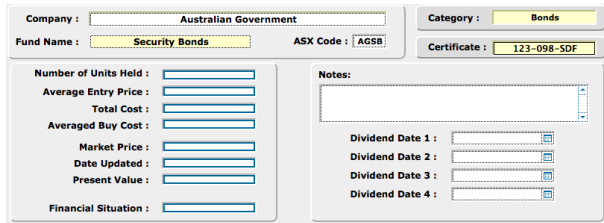
Bonds Module

The screen on the right shows a typical Bonds investment. This is the control screen for Bonds.

Note the use of tabs to perform various actions. For example: *Investment Exit*. You only click once in this program to perform any action. Click once on the *Investment Exit* tab will take you to the screen where you would choose from a list of Bonds with this company to withdraw funds.



The buttons at the bottom of the screen allow the following functions : *New*, *Find*, *Edit*, *Delete*, and price *Update* to be performed. They work the same way as every other screen in this program.



To begin and invest in a new Bond, click once on the *New* button to enter a new company.

The *OK* and *Cancel* buttons are not shown in this picture. Remember, every screen in which you enter data, you will get both an *OK* and *Cancel* buttons.

Data is entered into the fields as shown then press the Tab key to move to the next field. Click the *OK* button to save your entry.

The Bond control screen for “Westpac Corporate Bonds” shows one investment of 25,000 units.

To invest another Bond with this company, click the ***Investment Purchase*** tab once.



CONTROL YOUR PORTFOLIO

At this stage, nothing has happened except prepare the program to accept a new investment.

Click the *New* button again to go to the actual entry screen shown below.

The screen above already had data entered and is ready to be saved by clicking the *OK* button. Note that the date entry has a calendar box to make date entry easier.

After clicking the *OK* button, the program will return you to the *Bonds Control Screen* shown below.

You can see the new investment transaction in the list at the bottom of the screen

To Edit or Delete an investment transaction, click on the three arrow icon on the left hand side for the applicable row to go to the Edit Screen shown below.

Reference #	Date	Units Purch	Qty Still Held	Entry Price	Total Cost
WCB 545	19/3/10	25,000.0000	25,000.0000	\$200.0000	\$5,082,500.00
WCB 546	6/4/10	10,000.0000	10,000.0000	\$185.0000	\$1,880,525.00

CONTROL YOUR PORTFOLIO

The Edit button permits a change to be made and the Delete button will rid of the entry altogether.

Note: If you change a Payment date, the original date record will still display on the applicable calendar date page.

The payment for April 6, 2011 would be displayed on the Home page in the same way as the other modules within this program.

Investment Exit

Suppose you wish to exit from the 25,000 unit bond purchased on March 19, 2010.

Clicking once on the three arrow icon to the left of the horizontal line (record), in this case Reference 545, the screen below would appear.

At this stage, nothing has happened. The program is preparing for a sale or an exit.

Click the “New” button to enter the Exit data.

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In this case, we are only withdrawing 10,000 units at \$215.00.

Tab through all of the fields, entering data where necessary. The brokerage and GST will be automatically calculated for you. You can over write these.

Click once on the “OK” button to save your entry.

Reference #	Date	Units Purch	Qty Still Held	Entry Price	Total Cost
WCB 545	19/3/10	25,000.0000	15,000.0000	\$200.0000	\$5,082,500.00
WCB 546	6/4/10	10,000.0000	10,000.0000	\$185.0000	\$1,880,525.00

Shown here is the Bond Control screen after the partial withdrawal.

You can edit and / or delete transactions as for other modules, except you cannot delete a transaction that has had a transaction against it, such as a partial sale.

You can edit the partial sale itself and or delete the actual transaction, but you cannot delete the original transaction.

Bonds Interest Payments

Click on the *New* button once and to go to the interest entry screen shown below.

Reference #	Date	ASX Code	Rate %	Nett Amount

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Enter your data from the Bonds statement, and then click the *OK* button once to save your entry.

Company Name : Westpac Corporate Bonds Category : Bonds
Code : WCB

Amount Invested : 25,000

Please click on the triple arrows to go to the Interest Entry screen.

Reference #	Date	ASX Code	Rate %	Nett Amount
144	6/4/10	WCB	5	\$1,250.00

Close Window

Company Name : Westpac Corporate Code : WCB

Income / Interest Payment Reference Number: 144
Date: 6/4/10
Number of Units Held: 25,000.00
Interest Rate: 5.0000
Interest Paid: \$1,250.00
Less Withholding Tax: \$0.00
Nett Amount: 1250

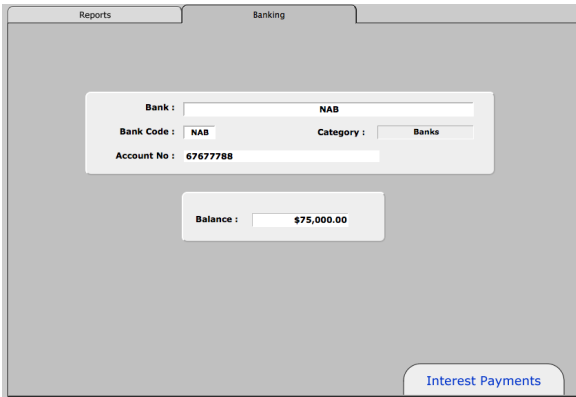
Cancel OK

Note: you can edit and delete the interest transactions just like you can every other transaction in this program.

Banking and Reports Module

The Banking and Reports module opens with the Reports tab being offered initially.

Click once on the Banking tab to go to the Banking section, shown below.

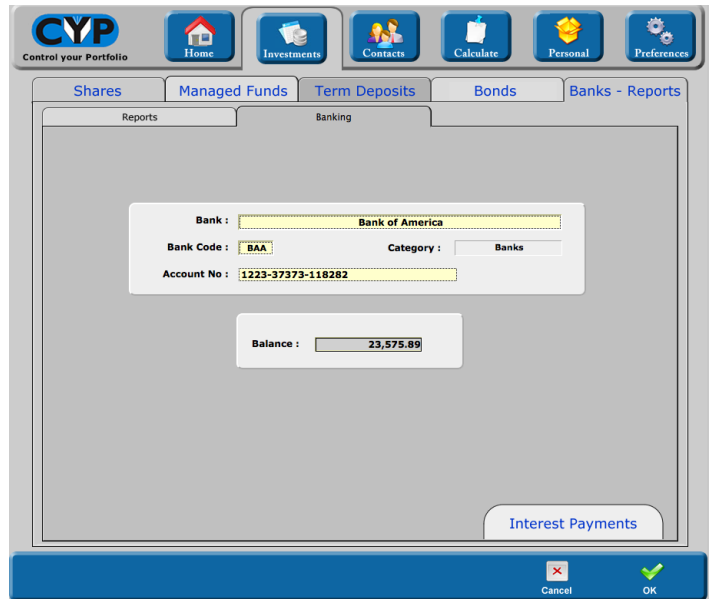


This section is provided as a means for you to enter the bank balances of any and all accounts you wish to display on a total asset report. It is not a cash book program.

To create a **new bank account**, click the “New” button at the bottom of the screen, enter the required information, and click once on the “OK” button to save your entry.

If you click “Cancel”, your entry will not be saved.

Use “Edit” to alter the bank balance.



To Find an existing bank account, click once on the “Find” button and a list of all your bank accounts will appear.

Click once on the three arrowed icon on the left hand side if the list to choose the record you wish to see on a control screen.

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Interest payments from a bank can be entered by clicking once on the “Interest Payments” button at the bottom of the bank control screen.

An interest control screen then appears.

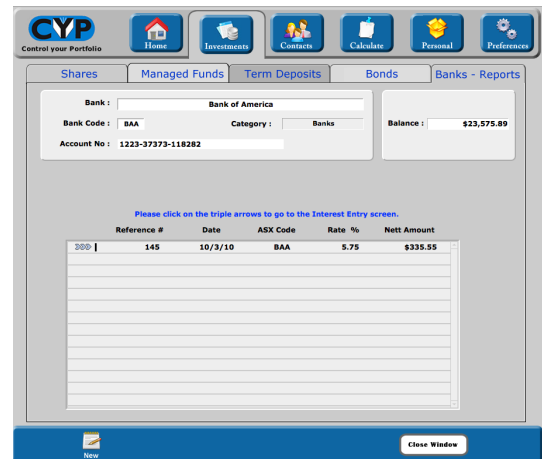
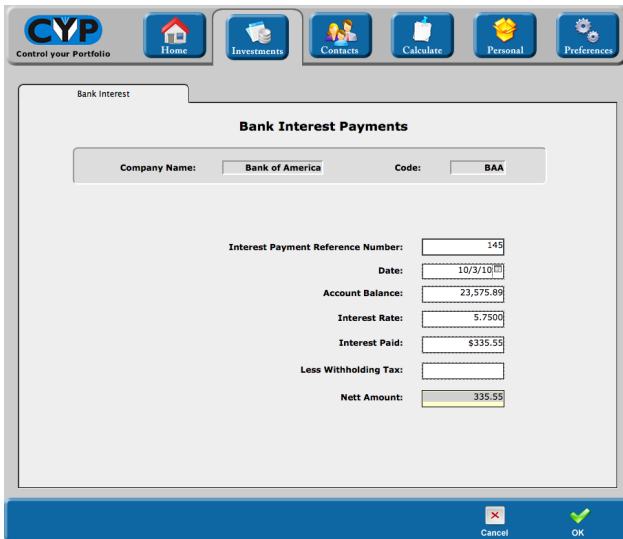
Click once on the ‘New’ button to go to the actual interest entry screen.

This is shown below:



Enter your details, using the Tab key to move between the entry fields, and when correct, click the “OK” button once.

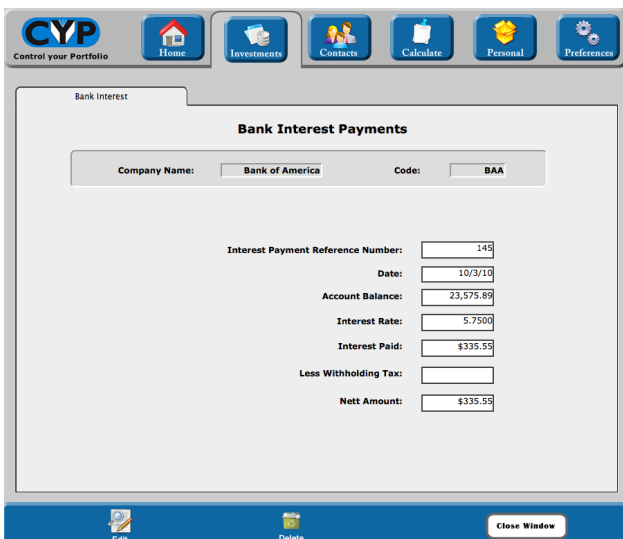
The “Cancel” button is provided to reset the program and not save your entry.



Any interest payment entry may be edited by clicking once on the three arrow icon to the left, on the row containing the applicable record that you wish to edit.

The screen on the left will redraw with your record. Click once on the “Edit” button to alter your entry. Then click “OK” to save your entry or “Cancel” to revert back to how it was.

The “Delete” button will allow you to delete an entry all together.



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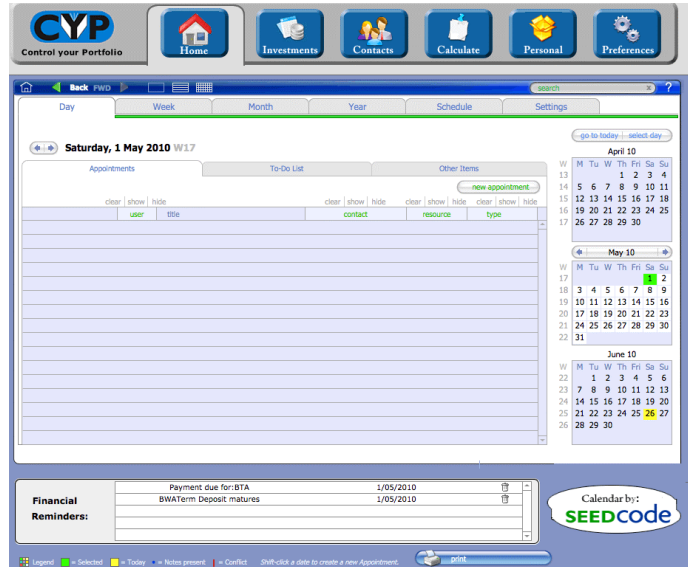
Home

The calendar base of this program is supplied by *Seedcode*.

Under the Settings tab, there is a full explanation of how this wonderful feature of this program works. Please read it carefully. A screen picture follows.

The Financial Reminders at the bottom of this screen are fed from information you enter in the various financial modules.

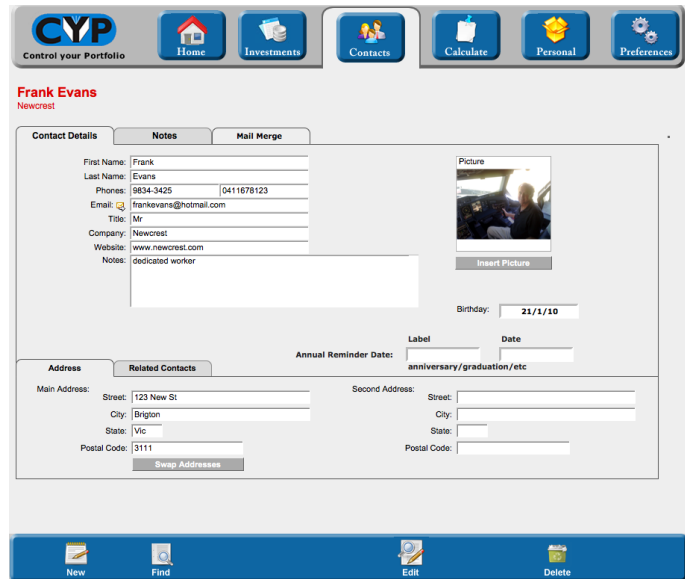
The Print button at the very bottom allows you to print a list of financial dividends etc., due by a date search.



CONTROL YOUR PORTFOLIO

Contacts Module

This module permits the storing of your contacts and their photos. There is also the ability to create a send a mail merge letter to those you select from your contact list.



When you have contacts entered, a list will appear first.



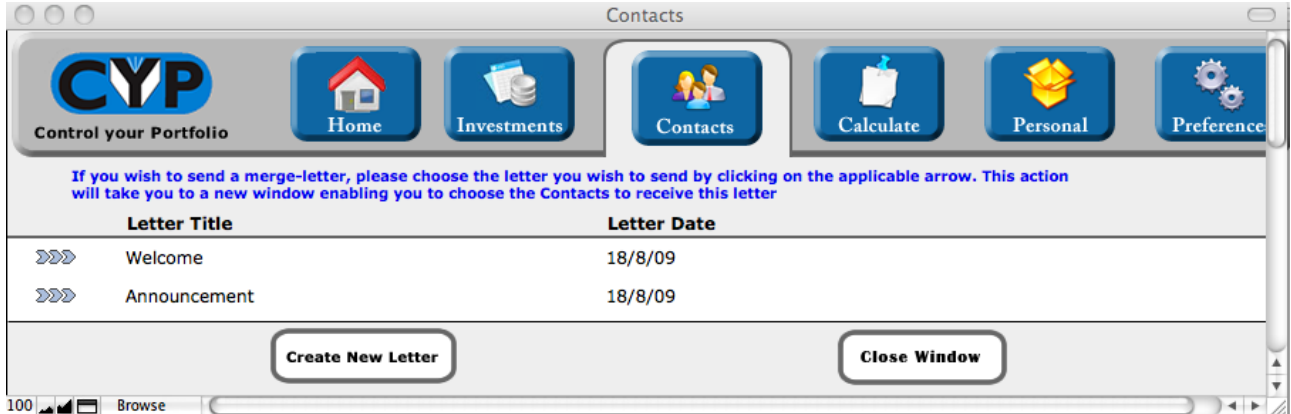
Click once on the 3 arrow icon, to the left of the name, whose record you wish to see. Clicking on a 3 arrow icon to select a record from a list, is standard throughout this program.

The buttons at the bottom of the page allow you to enter a *NEW* contact, or to *EDIT* an existing contact, or to *Delete* a contact.

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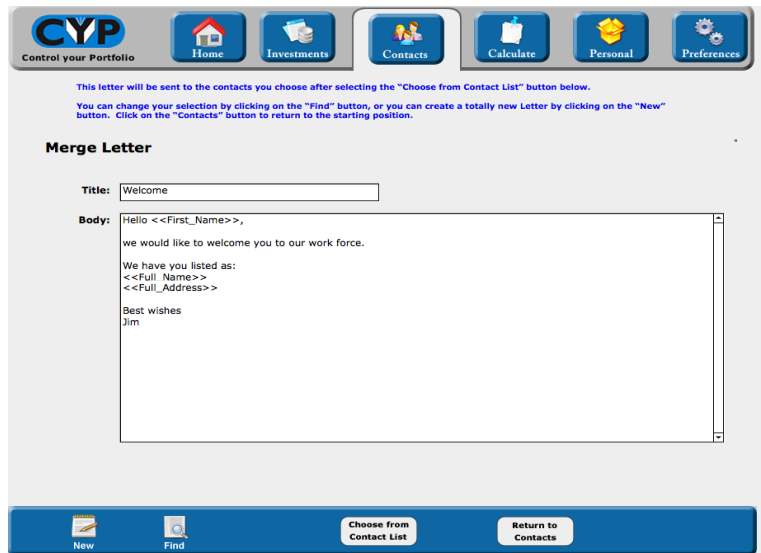
Mail Merge Tab

After you have created a Mail Merge template, the following screen will appear:



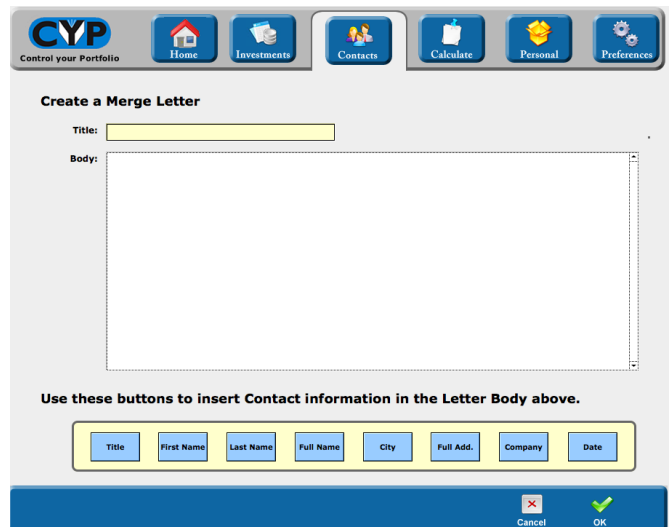
If you have no templates and wish to create a mail merge letter, just click the “*Create Merge Letter*” button at the bottom of the screen.

This is a completed letter. First, we will show you how to create a create merge letter , by clicking on the *New* button.



Note the *Cancel* and *OK* buttons at the bottom right hand side. You may not leave this screen until you have chosen to click once on either of those buttons. One will save your entry, the other will disregard what you have done without saving.

Give your letter a name; then press the *Tab* key to move around the screen. The buttons in light blue will insert the fields to be populated when you choose to print. To populate means to fill-in data from your records.



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Print your mail merge letter

From the screen two above, click once on the button “*Choose From Contact List*” and a new window will open showing all of your contacts.

Last Name	First Name	Company	Phone 1	Phone 2	Choose to print
Smith	John	Ajax	213-456-0987	0411224220	<input checked="" type="checkbox"/>
Edwards	Mike		415-908 6547	4321 89376	<input checked="" type="checkbox"/>
Blake	Mary		215 6728910		<input type="checkbox"/>
Rabbit	Peter		213-896-8923		<input type="checkbox"/>
Spencer	Adam	ABC			<input type="checkbox"/>
Evans	Mike		909090909090		<input type="checkbox"/>
Edwards	Ralf	UBS	1278127821		<input type="checkbox"/>
O'Connor	Danny		7787867		<input type="checkbox"/>

Click the “Choose to print” box on the right hand side to identify whom you wish to send the applicable letter. Next, click once on the *Print Letter* button.

The following screen displays, and you choose where to print from the button on the bottom left; then click the *Print* button once. It is a good idea to go to the *File menu* and select “*Page Setup*”, and choose portrait or vertical.

Return	Last Name	First Name	Company	Phone 1	Phone 2	Choose to print
	Smith	John	Ajax	213-456-0987	0411224220	<input checked="" type="checkbox"/>
	Edwards	Mike		415-908 6547	4321 89376	<input checked="" type="checkbox"/>

The Calculator Module

This is provided to permit you to calculate values for a purchase or a sale. As well, there is the Potential Sale Calculator that will calculate potential profit/loss on selling shares you own. No data entered here affects your real data. These calculations are not stored or saved.

Screen 1: A general buy/sell calculator, shown on the right hand side.

The “Clear Data” button is used to clear old calculations. The “Enter Data” button will allow you to enter data. There is no “Cancel” or “OK” button displayed because data entered on these screens is not saved or stored as useful data.

Use the *Tab* key to move between the fields of data.

Potential Sale Calculator

There are three steps to this calculator.

Step One: Select from your list of Investments that you wish to achieve a theoretical sale. There is a demonstration list shown below.

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	Company	ASX Code	Category	Stock Held	Average Buy Price
22	BT Australia	BTAP	Shares	98,500	\$2.50
23	City Mutual	CML	Manage	50,000	\$1.35
24	Cascade Brewery	CSB	Shares	7,500	\$6.35
25	AGC	agcb	Manage	7,000	\$1.15
26	St George bank	SGBK	Banks	35,000	\$1.00
27	WestpacBurwood	WBCB	Banks	23,500.75	\$1.00
28	Customers	CUS	Shares	13,500	\$3.10

There are items in this list. Show All Close Window

Step Two: To choose the applicable line, just click once on the “*three arrow icon*” on the left hand side. In this example, we choose AGC, which has a code of agcb:

Share buy/sell Calculator | **Potential Sale Calculator**

First: Choose stock which you wish to consider selling:
Click button to choose from a list. Load Data

Second: These are the shares you have chosen to experiment with. No data used on this screen is saved or altered.

Company: Quantity of shares held: Average purchase price:

Third: Click the “Enter Data” button below to enter the quantity and proposed sell price to calculate profit/loss:


Quantity to Sell	Sell Price	Sub Total	Brokerage	GST	Total Costs
<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Receive from sale:					<input type="text" value="\$0.00"/>
Profit/Loss on Sale :					<input type="text" value="\$0.00"/>

Clear Data Enter Data

Step Three: Click once on the “*Enter Data*” button and then enter your data as you use the tab key to move between the fields (boxes). Below, 5,000 shares were entered to sell at \$1.45 with brokerage, (auto calculates, you can override) and in this case, a profit of \$1368.00 would result. A green number is positive; red indicates a negative amount.

CONTROL YOUR PORTFOLIO

Share buy/sell Calculator **Potential Sale Calculator**

First: Choose stock which you wish to consider selling:
Click button to choose from a list. 

Second: These are the shares you have chosen to experiment with. No data used on this screen is saved or altered.

Company: Quantity of shares held: Average purchase price:

Third: Click the "Enter Data" button below to enter the quantity and proposed sell price to calculate profit/loss:

Quantity to Sell	Sell Price	Sub Total	Brokerage	GST	Total Costs
<input type="text" value="5000"/>	<input type="text" value="\$1.45"/>	<input type="text" value="\$7250.00"/>	<input type="text" value="\$120.00"/>	<input type="text" value="\$12.00"/>	<input type="text" value="\$132.00"/>
Receive from sale:					<input type="text" value="\$7118.00"/>
Profit/Loss on Sale :					<input type="text" value="\$1368.00"/>

These two calculators are provided to allow quick calculations to be performed.

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Personal Data

The Personal Data Module is provided to allow you to store: serial numbers, passwords, usernames, etc.,

The command buttons at the bottom control the data entry as they do for all the screens in this program. “New” creates a new data entry. Use the “Cancel” and “OK” buttons to either save or not save the entry. Use the *Tab key* to move between the fields (boxes).

The “Find” button presents a list, shown below, of your entries from which to choose.

The screenshot shows the 'Personal Data Module' interface. At the top, there is a navigation bar with icons for Home, Investments, Contacts, Calculate, Personal, and Preferences. Below this, the 'Product Information' tab is active, displaying a form with the following fields: Company (Macromedia), Product (Dreamweaver), User Name (peterRabbit), Password (flash), and Serial Number (ewiuewo2382381239). A Notes field contains the text 'CS3 set'. At the bottom of the form, there is a blue bar with navigation buttons: New, Find, Prev, Next, Edit, and Delete.

The screenshot shows the 'Product List' table. The table has two columns: 'Product' and 'Company'. There are three rows of data. Each row has a 'three arrow icon' on the left. Below the table, there is a blue bar with the text: 'There are 22 items in this list. You may need to use the scroll bars to see further down the page.' and a 'Close Window' button.

	Product	Company
1	Word	Microsoft
2	Dreamweaver	Macromedia
3	Acrobat	Adobe

This compressed view shows a typical view. To choose a product, click once on the “*three arrow icon*” on the left hand side. This action will produce a screen showing all the relevant data concerning this product.

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The screenshot displays the 'CONTROL YOUR PORTFOLIO' application interface. At the top, there is a navigation bar with icons for Home, Investments, Contacts, Calculate, Personal, and Preferences. Below this, the main window is divided into two tabs: 'Product Information' and 'Product List'. The 'Product Information' tab is active, showing a form with the following fields:

Company :	Microsoft
Product :	Word
User Name :	tallships Word
Password :	nil
Serial Number :	37237823782
Notes :	

At the bottom of the window, there is a blue toolbar with icons for New, Find, Prev, Next, Edit, and Delete.

This compressed view shows a typical view. To choose a product, click once on the “*three arrow icon*” on the left hand side.

This action will produce a screen showing all the relevant data concerning this product, like the initial screen at the top of this page.

Preferences Module

The Preferences Module stores items such as your Company name, or any other name you wish to appear at the top of reports. Use your own Name if you wish.

You will also enter on this page various tax items and various charges, such as brokerage. These are necessary to complete Investment purchases and sales.

There is only one screen for *Preferences*. When you select either “New” or “Edit”, a “Cancel” and an “OK” button appear like every other data entry screen. “OK” saves your entry. “Cancel” disregards what you entered.

The screenshot shows the 'Preferences' module in the 'Control your Portfolio' software. At the top, there is a navigation bar with icons for Home, Investments, Contacts, Calculate, Personal, and Preferences. Below this, the 'Company Name' is set to 'My Company'. The address is '42 Ocean Ave, Melbourne, 30101'. Contact information includes Telephone: 03-8899-1234, Fax: 03-8899-1233, and ACN: 123-456-980. The password is 'agreed77'. Tax settings include Capital Gains Tax Amount: 30.00%, GST: 10.00%, Company or Fund Tax Rate: 30.00%, and State or Province Tax Rate. Brokerage settings show 'Variable Fee' selected with a rate of 2.5%, and a Brokerage Flat Fee of \$0. Dividend Franking Credit is set to 0.4286. Share Price Alert settings are also visible, with % less than Average Cost at 10% and % more than Average Cost at 10%. At the bottom, there are 'New' and 'Edit' buttons.

Many countries use the term VAT instead of GST. In this program it doesn't matter what the official term is. The GST field should store all the various country and state/province taxes combined. They are a “cost”. Your accountant is only interested in purchase prices and sell prices less any costs. In the case of many combined “taxes” you will need to calculate a “combined” percentage. Our suggestion is to contact your accountant and ask his or her advice.

If your country does not have a GST or VAT, be very grateful, enter a zero in the GST field. At least you have the knowledge the ability is built in for you in this program.

Many countries allow taxation credits on dividends. In Australia this is called a “franking credit”. At the time of writing this manual, June 26, 2010, the franking credit in Australia is 30/70. In the field above for Dividend Franking Credit you need to enter this as a decimal. If it ever changes just use a calculator to compute a decimal amount. The current 30/70 computes to “.4286” corrected to 4 decimal places.

If your country does not offer this benefit just enter a zero in this field.

The State or Province Tax is not used at this time. It is included in case a state in a country ever imposes such a tax.

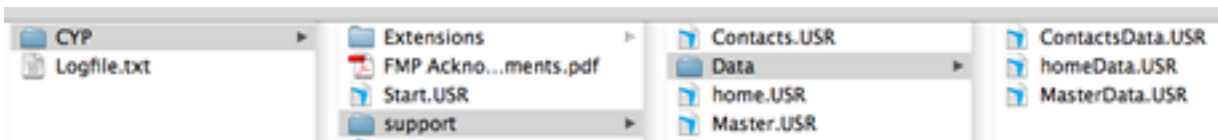
Installation

The CYP folder containing your program should be installed:

- 1) for Windows into C:\MyApplications
- 2) for OSX in the Applications Folder

Program Layout

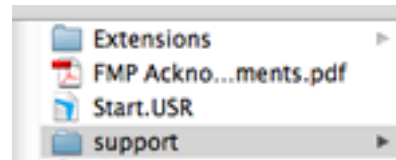
Your CYP program will be loaded into several folders looking like this screen picture below:



The program is laid out like this to make it easier to install program upgrades.

The only time you should ever open the “support” folder is to install an upgrade. Never move any of the files shown above from their locality. Doing so will render your program inoperative.

Keep your folder looking like this shown on the right hand side and use the “Start.USR” file to commence using this program.



Minimum Equipment and Software requirements:

Windows:

- Windows Vista, Business, or Ultimate:
Pentium III 800 MHZ or faster with 512MB RAM
- Windows XP SP2:
Pentium III 700 MHZ or faster with 256MB RAM
- SVGA (1024 x 768) or higher resolution video adapter and display.

Mac OS:

- Macintosh computer with an Intel-based Macintosh computer
- Mac OS X version 10.5 or higher with 512 MB RAM
- Max OS X version 10.4.11 with 256 MB RAM