Capital Gainz Demo/Tutorial

This demo/tutorial introduces you to Capital Gainz's concepts and functionality. The discussions and displays assume you've installed Capital Gainz and the Example Data, but you can still learn about the program by browsing the demo/tutorial without actually performing the exercises. After selecting a topic, use the **<<** and **>>** browse buttons in the Help toolbar to step through the topic's contents.

Tutorial Topics:

- Basic Concepts: Add portfolios and securities, record activity.
- Buys and Distr: Record activity for a fund with a front-end load.
- Sales: Execute sales, learn about selling methods.
- Prices: Update prices from a form or an Internet source, and examine price history.
- Analysis: Generate reports, change report settings, look at calculations.
- Misc: Copy and convert securities, change user settings, back up data.
- Graphics: generate price and activity graphs, change graphics settings.

Note: To reduce storage space, screens shown in this tutorial have been resized smaller and reduced to 16-bit color.

Removing the Tutorial
What is Capital Gainz?
Order Form
Contact Information

In the Basic Concepts section of the demo/tutorial you will:

- Be introduced to concepts such as the relationship between Global and Local Securities.
- Define global data items such as Portfolios and Global Securities.
- Add a Local Security to a portfolio.
- Record purchases and distributions, including dividend reinvestments.
- Correct data entry mistakes.

At start up, Capital Gainz automatically opens the current portfolio and displays the holdings in the Local Security Table. If you've chosen to install the Example Data (which is used later in this tutorial), then that data is displayed. If, however, you did not install the Example Data, then an empty portfolio is created and opened.

At the top of each table in Capital Gainz is a menu bar with available options, as well as a toolbar with the most common activities. The exact options in the menu and toolbar depend on which table is displayed, although all top-level tables contain a set of common options. To add, change, or delete items in the tables, you select a menu or toolbar option to bring up the appropriate form.

The Capital Gainz program interface adheres to the common user access (CUA) standard employed by Windows and other graphical user interfaces. Common keys include:

Complete Form: Ok button or Enter key.
Complete Field: Tab key.
Backup Field: Shift-Tab key
Abort Form: Escape key or Cancel button.
Leave Table: Escape key, Exit button, or Done button.
Choose Table Entry: Enter key, Select button, or mouse double-click.
Tag Table Entry: Spacebar or mouse-click.
Help: F1 key or Help button.

Tables and forms are contained in windows, which can be moved or resized with the mouse. **Tables display a scrollable list of data items and provide menus and/or toolbars to operate on the displayed data.** There are three variations of tables:

1) **Maintenance Tables** show a lot of data for each item, and provide a number of operations including add, change, and delete. You can also add an item with the Ins key, change an item with the Enter key, and delete an item with the Del key.
2) **Lookup Tables** pop up so you can select a valid value for an entry field. To select an item, double-click on it with the mouse or highlight it and press the Enter key or Select button.
3) **Tag Tables** let you select a set of records for an operation. To tag an item, click on it with the mouse or highlight it and press the Spacebar.

If you aren't sure what a particular icon in a toolbar does, simply move the mouse over it and the icon's function is displayed in a small box below the icon.

Forms allow data entry. Many fields require a specific type of information, and may restrict entry to numbers or dates, or provide pulldown or popup lists to choose valid items from.

In Capital Gainz, certain items are referred to as 'global', and others as 'local'. **Global items are independent of any portfolio:**

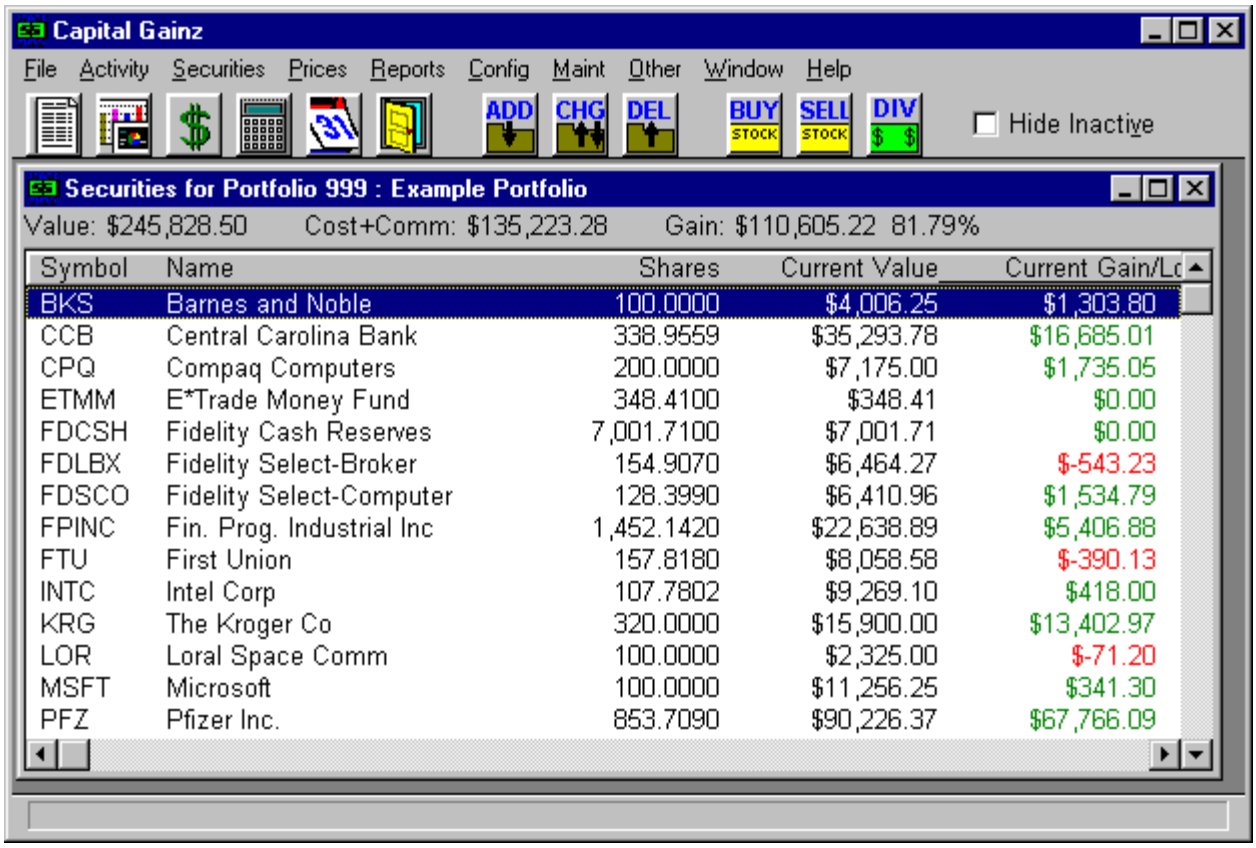
- **Global Securities** define stocks, bonds, and mutual funds.
- **Price History** defines date/price data for global securities.
- **Broker/Investment Companies** define name, address, and other information for brokers and mutual fund companies.
- **Security Types** define different types of securities, such as a small company mutual fund, within a predefined set of categories, such as stock mutual funds.
- **Portfolios** group together holdings for a particular person or entity.

For instance, Invesco's Industrial Income Fund is a Global Security. The Broker/Investment Company is Invesco, a mutual fund company. The Security Type is a Stock Mutual Fund. The Industrial Income Fund has a Price History that includes dated prices and distributions per share.

Local items are contained wholly within a single portfolio:

- **Local Securities** are held by individuals and grouped within that individual's Portfolio.
- **Buy Shares** records are created when you record purchases of a Local Security.
- **Sell Shares** records are created when you record sales of a Local Security.
- **Distribution** records are created when you record distributions, such as dividends, of a Local Security.

Say you record a purchase of 100 shares of Invesco's Industrial Income Fund in your portfolio, Portfolio 1. There are now Global and Local Securities for the Industrial Income Fund, a single Buy Shares entry, and a Price History entry that uses the date and price of your purchase. As time goes on, you'll record more purchases, creating more Buy Shares records; record sales, creating Sell Shares records; and record distributions, creating Distribution records. Data from these activities propagate to the Price History.

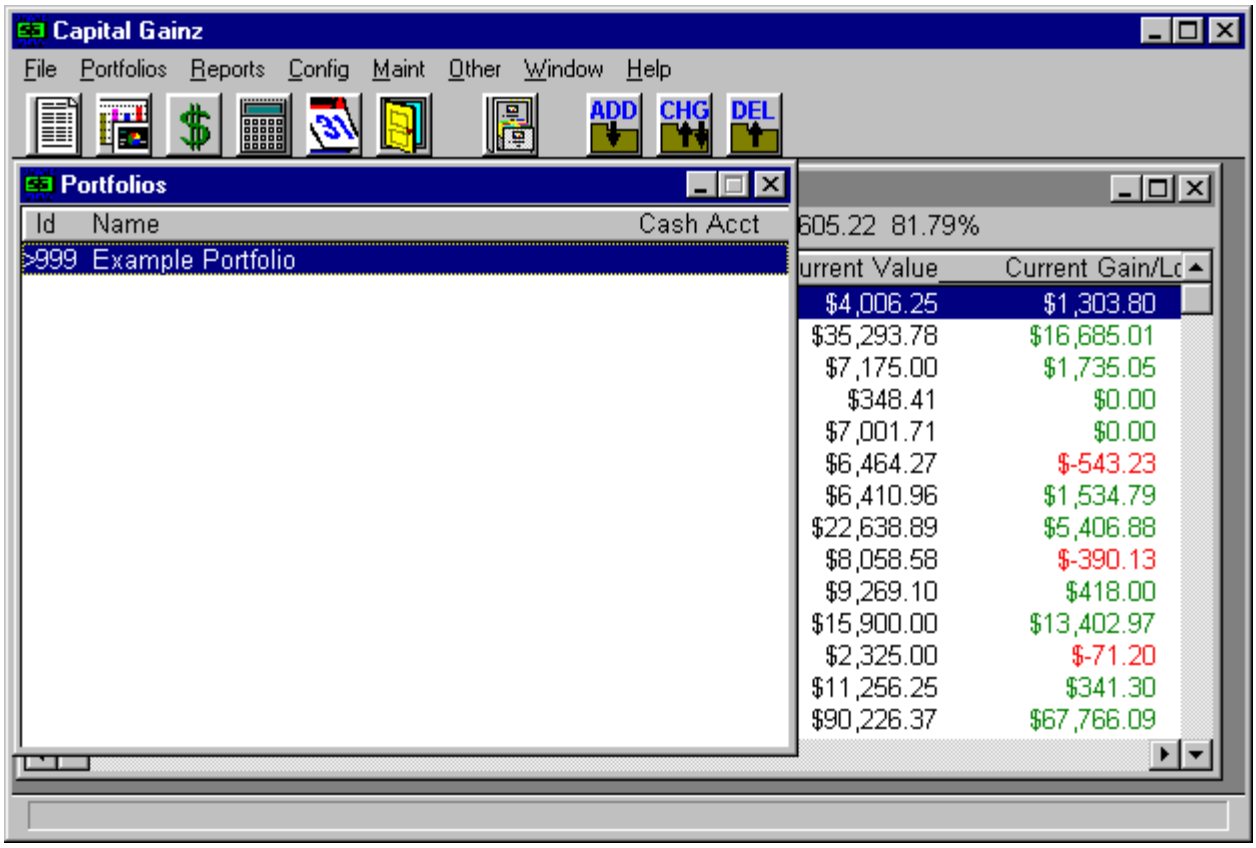


When you start Capital Gainz using the icon in the Windows Program Group, Capital Gainz displays the Local Security Table, showing current holdings in the last portfolio accessed. Since this is the first time you've run Capital Gainz, it opens the only Portfolio defined, the Portfolio containing the Example Data.

The menu and toolbar at the top of the application frame are specific to the currently active window, which, in this case, is the Local Security Table. However, several of the menu items are consistent for all top level tables. The toolbar contains icons for triggering common actions for the displayed data - if you aren't sure what an icon represents, just move the mouse over it and an explanatory message is displayed in a small box below the window.

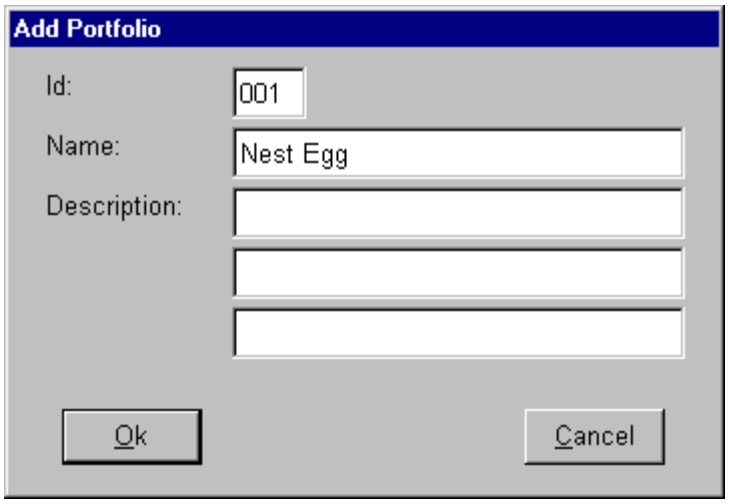
There's a lot of information displayed for each security in the Local Security Table, including: symbol, security name, number of shares owned, current value of owned shares, current gain/loss, current price, and yield. You'll need to use the horizontal scroll bar to scroll the table left and right to display additional data. However, if there are specific items you'd prefer to always see with scrolling, you can select the Set Table Order item on the Securities pulldown menu and define your own ordering of items in the table.

To begin this tutorial, you'll create a new Portfolio and enter some data. Click on the Files pulldown menu and choose the Portfolios item to go to the Portfolio Table.



The Portfolio Table shows all defined portfolios, and flags the one currently open. Notice that the menu bar and toolbar items changed, and are now specific to the current window.

To add a new Portfolio to work on, click on the ADD icon in the toolbar, or use the Add Portfolio item in the Portfolios pulldown menu.



The Portfolio Form pops up for you to define the new Portfolio. The Portfolio Id is a number from 001-999, and is initially set to the next unused number. Since the Example Data used 999, the new Portfolio uses 001. Set the Name field to Nest Egg, then click on the Ok button (or press the Enter key) to complete the add operation.

The Portfolio is added to the Portfolio Table, and the arrow indicates that it's the current portfolio. To illustrate switching Portfolios, highlight Portfolio 999 and click on the OPEN icon in the toolbar, or just double click on the Portfolio in the table. Portfolio 999 is opened, and the Local Security Table shows the holdings in Portfolio 999. Note the Portfolio name in the title bar.

However, you want to work with Next Egg. From the Files pulldown menu select the Portfolios item. At the Portfolio Table, highlight the Portfolio you want to open - Portfolio 001 - and again click on the OPEN icon in the toolbar or just double-click on the desired Portfolio. The empty Local Security Table for Portfolio 001 is now displayed.

That's how you change what Portfolio you're working on - using the File/Portfolios menu choice and selecting from the Portfolio Table. However, there's a handy shortcut for switching between Portfolios 1-9 from the Local Security Table: use the Alt-n key, where 'n' is the number of the Portfolio you want to open.

Now it's time to define a Global Security. Use the Files pulldown menu and select Global Securities. The Global Security Table is displayed. Choose the ADD icon on the toolbar to define a new Global Security.

Before looking at the Global Security Form, let's discuss the **Global/Local Security concept:**

- **A Global Security defines a particular stock, bond, or mutual fund.** It has a price history and a security type. It is independent of all portfolios, and thus not directly related to any buy, sell, or distribution activity. A Global Security's symbol cannot be duplicated. Global securities are usually linked to local securities held in portfolios, but may exist independently for tracking prices.
- **A Local Security is an instance of a Global Security within a portfolio**, and has buy, sell, and distribution activity. The price history and security type are determined through a link to a Global Security. A Local Security's symbol is unique within a single portfolio, but may be duplicated across portfolios.

The distinction between the Local and Global parts of a security serves two purposes:

1) **You can track prices for a security without adding the security to any portfolio.** For instance, say you don't own any AT&T stock, but want to track its prices. To do this, you would define a Global Security for AT&T, then periodically update its price. You do not need to add it to any portfolio. This is also useful for tracking market indexes, such as the Dow Jones Industrials.
2) **If a given security is held in multiple portfolios, or there are separate holdings of it within a single portfolio, then these Local Securities can all be linked to the same Global Security. Updating the price of the Global Security adjusts the value of all the Local Securities linked to it.** A potential source of considerable data duplication is eliminated by keeping a single set of price data. For instance, a husband and wife both have IRAs with Invesco's Industrial Income mutual fund. There are two Local Securities, either within one portfolio or in separate portfolios, and both are linked to a single Global Security. When you update the price of the Global Security, the value of both Local Securities' holdings are updated.

For the most part, individual users can simply think of the Global and Local Securities as two parts of one security. Capital Gainz masks the actual division:

- If you update prices from the Local Security Table, the Global Security link is traced from each Local Security in the portfolio to do the update. Although it looks like you are updating the price of a Local Security, you are actually updating the related Global Security's price.
- If you update prices from the Global Security Table, all Global Securities' prices are updated. Given that each Local Security is linked to a Global Security, this indirectly updates the prices for all associated Local Securities.

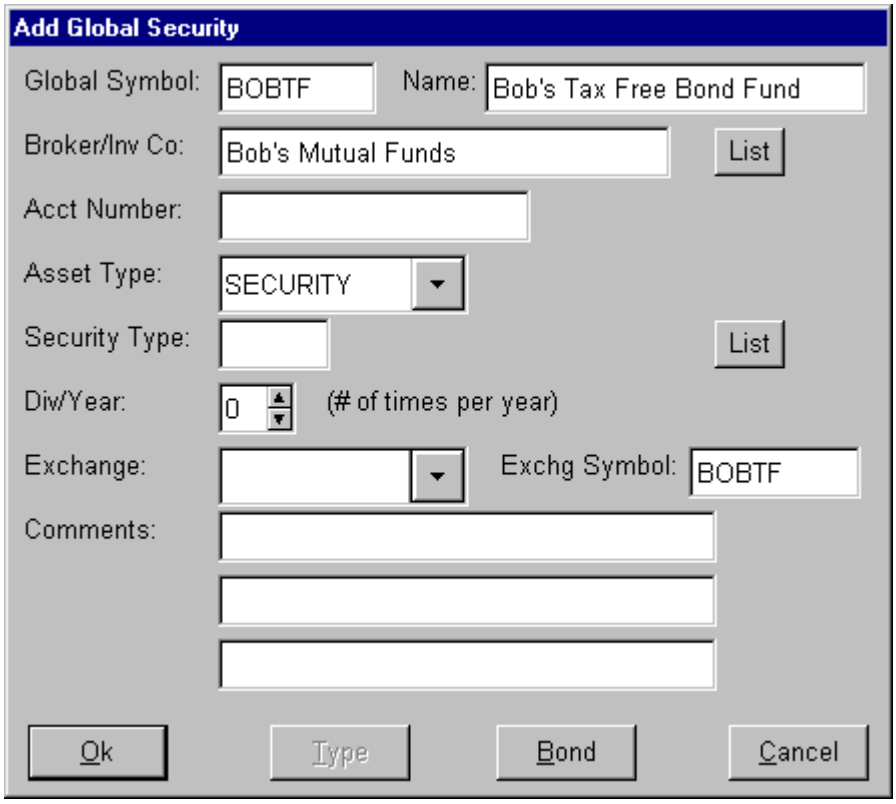
Now let's turn to security symbols, and what they're used for:

- The **Global Security Symbol** is an abbreviation for a Global Security. It may be the symbol listed in the newspaper listings, the ticker symbol, or any short-hand desired. Global Security Symbols must be unique.
- The **Local Security Symbol** is an abbreviation for a Local Security. It may be the symbol listed in the newspaper listings, the Exchange Symbol, or any short-hand desired. Local Security Symbols must be unique within a portfolio.

How are the symbols related? **In most cases: Local Symbol = Global Symbol**. But this does not have to be true. For instance, if a husband and wife have IRAs with Invesco's Industrial Income mutual fund, they can be kept in the same portfolio by defining different Local Security Symbols. Here, the Global Security Symbol may be ININD, and the Local Security Symbols in Portfolio 1 can be ININDH (Husband) and ININDW (Wife). Both Local Security Symbols are linked to the Global Security Symbol ININD.

Alternatively, the two IRAs can be in separate portfolios. This allows the Local Security Symbols to be the same. Again, a single Global Security with Global Security Symbol ININD is defined. Portfolio 1 is for the husband, and contains his Local Security with Symbol ININD. Portfolio 2 is for the wife, and contains her Local Security with Symbol ININD. The Local Security Symbols are the same, but unique within each portfolio, and both are linked to the Global Security ININD.

You also specify an Exchange and Exchange Symbol for a Global Security. The Exchange is any consistent set of groupings you want to use, such as MUTUAL, NYSE, AMEX, and NASDAQ. The Exchange Symbol is the unique ticker symbol assigned to a security.



Back at the Global Security Form, enter the Symbol, Name, and Broker/Inv Co fields as shown. However, since the investment company, Bob's Mutual Funds, hasn't been defined yet, a list of valid Broker/Investment Companies pops up after hitting the Tab key to advance to the next field.

The Broker/Investment Company Lookup Table shows defined Broker/Investment Companies to choose from. To add a Broker/Investment Company, click on the ADD button on the toolbar.

Before looking at the Broker/Investment Company Form, let's examine what a Broker/Investment Company is, and what it's used for.

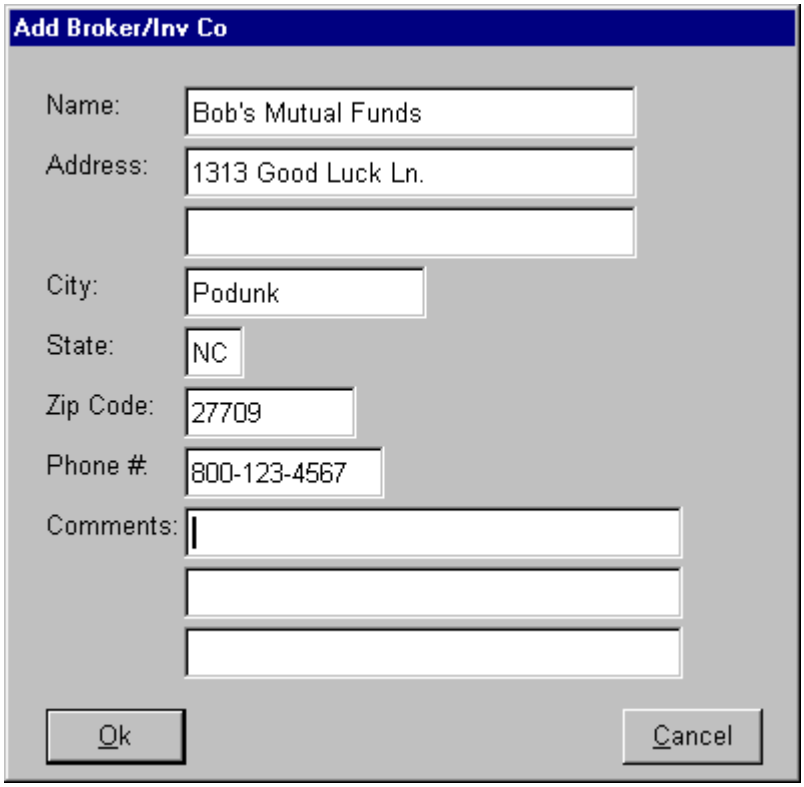
Capital Gainz provides Broker/Investment Company entities so you can record broker or mutual fund company information for later reference. If you're not interested in keeping this data, just use a single, default Broker/Investment Company with all Global and Local Securities.

If you do maintain Broker/Investment Company data, you'll notice that **both Global and Local Securities include Broker/Investment Company fields** in their definitions. This allows you to define information about the company that issued the stock or mutual fund as well as the broker that you purchased the shares from.

For instance, say you buy AT&T stock through Quick and Reilly, a discount broker. You can define AT&T company information as one Broker/Investment Company, and use it with the Global Security. You would also define Quick and Reilly as a Broker/Investment Company, and use it with the Local Security. Or, you can define just AT&T or just Quick and Reilly as a Broker/Investment Company, and use it for both the Global and Local Securities.

Or, say you bought shares of the Ultra mutual fund directly from Twentieth Century Investors. This time, define a single Broker/Investment Company for Twentieth Century Investors, and use it for both the Global and Local Securities.

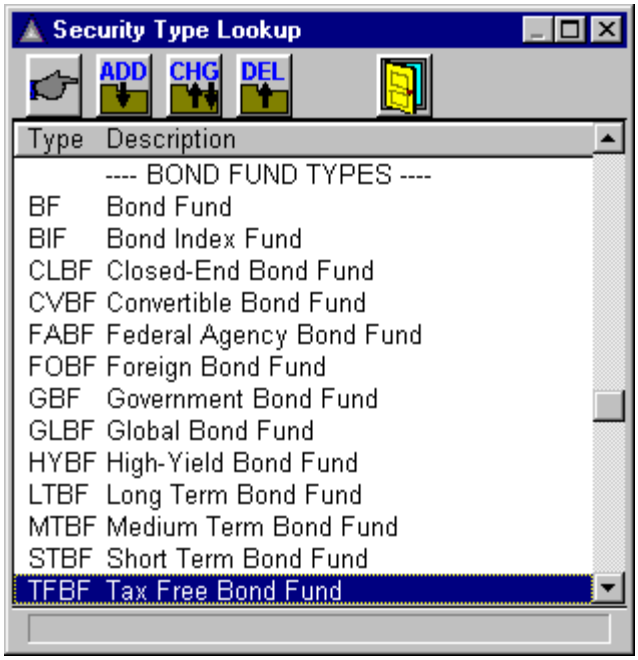
Finally, let's look at the case where you bought the Ultra mutual fund through Quick and Reilly. You can define Broker/Investment Companies for both Twentieth Century Investors and Quick and Reilly, using them for the Global and Local Securities respectively. Or, you can define just Twentieth Century Investors or just Quick and Reilly as a Broker/Investment Company, and use it for both the Global and Local Securities.



The Broker/Investment Company Form is used to define the Broker/Investment Company. The Name field is filled in with Bob's Mutual Funds, which was specified back in the Global Security Form. You can use this name as is, or change it if you'd like. After completing the form, click on the Ok button to add the Broker/Investment Company and return to the Broker/Investment Company Lookup Table.

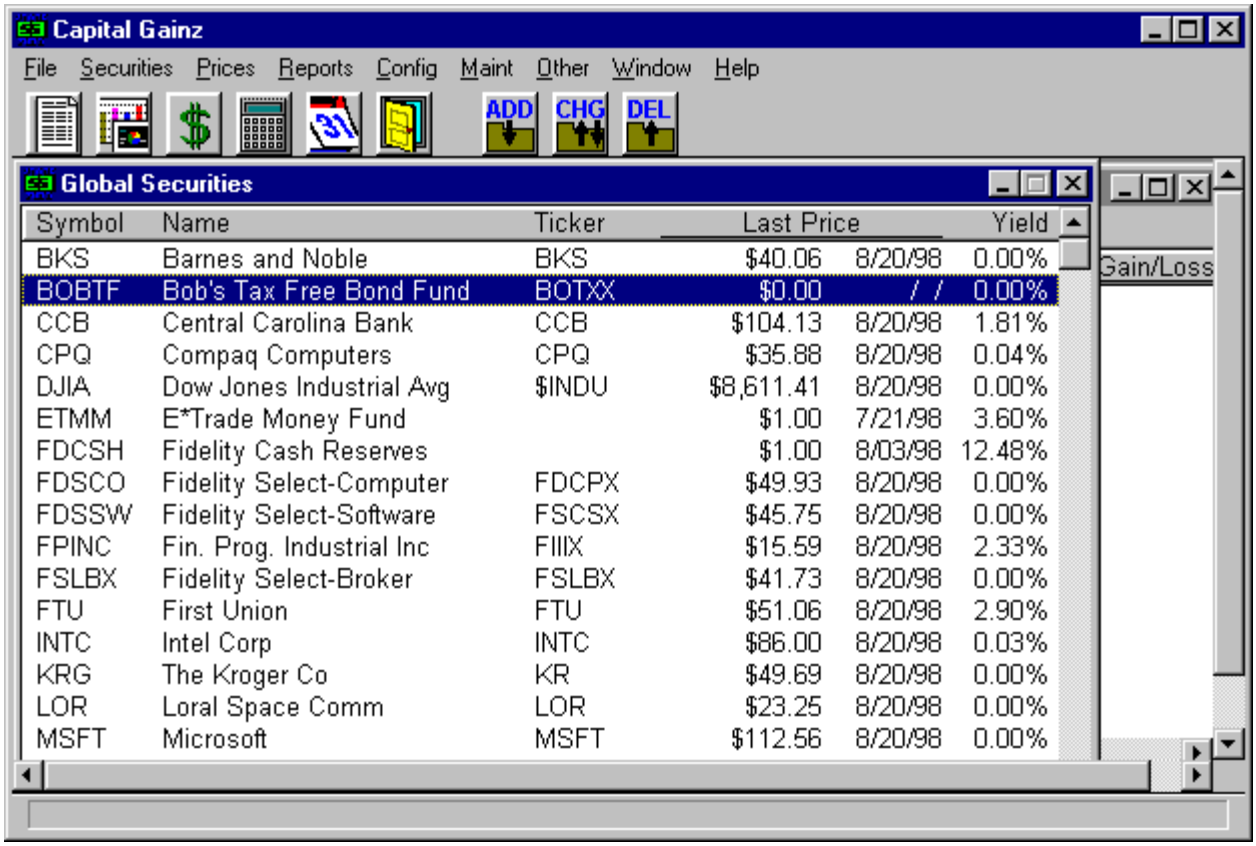
Bob's Mutual Funds now appears in the table of defined Broker/Investment Companies. Click on the SELECT button in the toolbar (or double click on the desired entry) to select the Broker/Investment Company just defined.

After selecting the just-defined entry on the Broker/Investment Company Lookup Table, you return to the Global Security Form. Leave the Account Number blank. Leave the Asset Type set to the default SECURITY - Capital Gainz supports two types of assets, securities and cash. Then, click on the List button next to the Security Type field to select a Security Type for this Global Security.



Capital Gainz comes with a number of predefined Security Types, organized into classes. Scroll down through the Security Type Lookup Table until you highlight the Tax Free Bond Fund type (TFBF), then click on the SELECT button on the toolbar.

Back at the Global Security Form, the Security Type field is now set to the selected Security Type, TFBF. Since this fund pays monthly dividends, set the Div/Year field to 12 - this is how many times dividends are paid per year, not the amount. Set the optional Exchange and Exchange Symbol fields to MUTUAL and BOTXX. Notice that while BOBTF was used for the Global and Local Security Symbols, the fund's actual ticker symbol is BOTXX. BOTXX could have been used for the Global and Local Security Symbols instead. Finally, click on the Ok button to add the Global Security and return to the Global Security Table.



Symbol	Name	Ticker	Last Price		Yield
BKS	Barnes and Noble	BKS	$40.06	8/20/98	0.00%
BOBTF	Bob's Tax Free Bond Fund	BOTXX	$0.00	/ /	0.00%
CCB	Central Carolina Bank	CCB	$104.13	8/20/98	1.81%
CPQ	Compaq Computers	CPQ	$35.88	8/20/98	0.04%
DJIA	Dow Jones Industrial Avg	$INDU	$8,611.41	8/20/98	0.00%
ETMM	E*Trade Money Fund		$1.00	7/21/98	3.60%
FDCSH	Fidelity Cash Reserves		$1.00	8/03/98	12.48%
FDSCO	Fidelity Select-Computer	FDCPX	$49.93	8/20/98	0.00%
FDSSW	Fidelity Select-Software	FSCSX	$45.75	8/20/98	0.00%
FPINC	Fin. Prog. Industrial Inc	FIIIX	$15.59	8/20/98	2.33%
FSLBX	Fidelity Select-Broker	FSLBX	$41.73	8/20/98	0.00%
FTU	First Union	FTU	$51.06	8/20/98	2.90%
INTC	Intel Corp	INTC	$86.00	8/20/98	0.03%
KRG	The Kroger Co	KR	$49.69	8/20/98	0.00%
LOR	Loral Space Comm	LOR	$23.25	8/20/98	0.00%
MSFT	Microsoft	MSFT	$112.56	8/20/98	0.00%

Now that you have a Global Security and a Broker/Investment Company defined, let's add a security to our portfolio. Remember: the Global Security is the actual security's definition, while the Local Security is an instance of the Global Security within a Portfolio. All activity is linked to a Local Security. To return to the Local Security Table, either click on the exposed part of the window or choose Local Securities from the Files pulldown menu.

At the Local Security Table, click on the ADD icon on the toolbar to bring up the Local Security Form and define a Local Security. Use the same symbol, BOBTF, for the Local Security as you did for the Global Security.

The Linked To field in the Local Security Form associates the Local Security with a Global Security, which in turn associates it with a Security Type and Price History. Capital Gainz automatically sets the linked Global Security Symbol to the same value as that entered for the Local Security Symbol, since these two are often the same. Alternatively, the List button next to the Linked To field brings up the Global Security Lookup table, listing all defined Global Securities. Click on this List button, then highlight the BOBTF Global Security in the table and click on the SELECT button. Notice that you could have used the Add button on the Global Security Lookup Table to define the Global Security, rather than adding it via the Global Security Table as you did.

Add Local Security (Port 001:The Nest Egg)

Local Symbol: BOBTF

Linked To: BOBTF Bob'sTax Free Bond Fund List

Broker/Inv Co: Bob's Mutual Funds List

Acct Number: 123456789

Sell Method: FIFO

☐ Tax Exempt (IRA)

Price Precision: 4 Share Precision: 2

Front-End Load: 0.00 Back-End Load: 0.00

Comments:

Ok Global Cancel

The Broker/Inv Co field is automatically set to the linked Global Security's Broker/Investment Company, but this can be changed. Set the Account Number field to the fund's account number as shown. While this fund is defined as a tax-free type (via the link to the Global Security and the Security Type), it is NOT exempt from all taxes like an IRA, so leave the Tax-Exempt check box blank. From your statements, you see that Bob's Mutual Funds reports prices to 4 digits and shares to 2 digits, so set the Precision fields accordingly. Since this is a no-load fund, leave the Load fields set to 0.

For this fund, use the FIFO (first-in/first-out) selling method, which is by far the most commonly used one. Average cost (SCAT) is also frequently used, but requires more care, as activity MUST be entered in the order it occurs. You can use the arrow next to the Sell Method field to pulldown a list of valid selling methods. **If you are not sure which selling method to use, we strongly recommend using FIFO.**

Capital Gainz supports a number of selling methods. Although you assign a method when defining a Local Security, you can change it when you actually record a sale. The available selling methods are:

FIFO (first-in/first-out) - Sell shares from the oldest to the most recent purchases.
LIFO (last-in/first-out) - Sell shares from the most recent to the oldest purchases.
MAX (max gain/min loss) - Sell shares from the lowest priced to the highest priced purchases.
MIN (min gain/max loss) - Sell shares from the highest priced to the lowest priced purchases.
ID (specific identity) - Manually select which shares to sell.
SCAT (single category) - Sell shares using the average price of all shares purchased.
SHRT (short) - Sell shares that you have not yet purchased.

The SCAT selling method should only be used for mutual funds. When SCAT is used, you must record activity in the order that it occurred. Other methods are superior with regards to taxes, so **only use SCAT if absolutely necessary**. The IRS and mutual fund companies are doing a disservice to investors by favoring this method, since it does cause investors to exercise more care in recording activity, and, in fact, is not optimal in any instance.

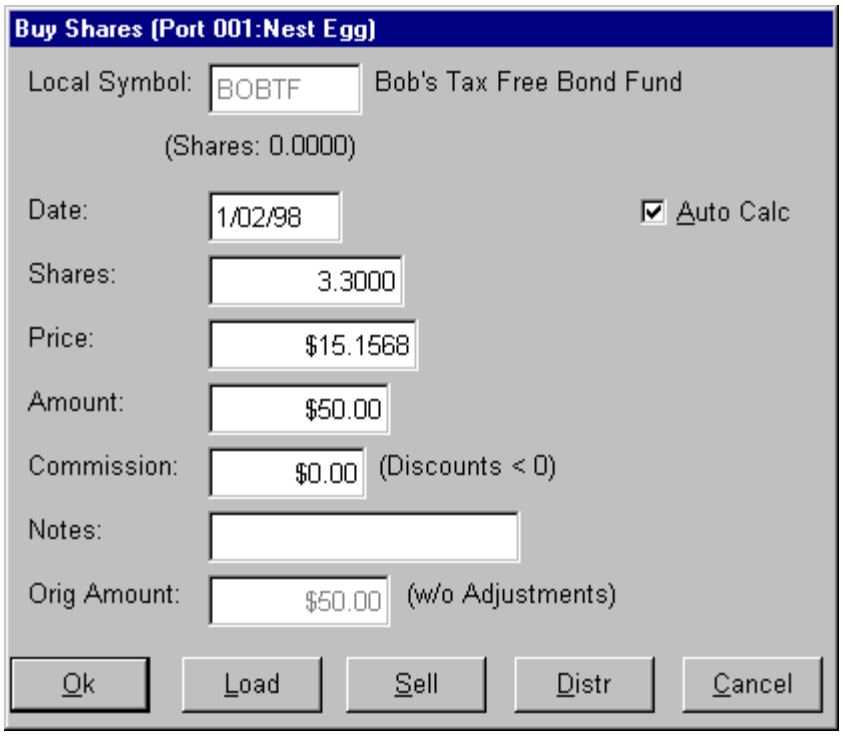
If you use the LIFO, ID, MAX, or MIN selling methods, the IRS requires you to tell your broker or mutual fund company exactly which shares to sell. When you record a sale in Capital Gainz, a report listing shares that would be sold if you confirmed the action is automatically generated.

With the Local Security Form complete, click on the Ok button to add BOBTF and return to the Local Security Table. You'll see the new security added to the table.

You're now ready to start recording activity for Bob's Tax Free Bond Fund. Here's what you'll be entering (notice that distributions are reinvested):

Date	Transaction	Amount	Price	Shares
1/02/98	Purchase	50.00	15.1568	3.30
1/31/98	DIV Reinvest (0.0815/sh)	0.26	15.1841	0.02
2/01/98	Purchase	200.00	15.1704	13.18
2/28/98	DIV Reinvest (0.0896/sh)	1.36	15.1636	0.09
3/01/98	Purchase	200.00	15.0909	13.25
3/31/98	DIV Reinvest (0.0804/sh)	2.40	15.1162	0.16
4/03/98	Purchase	100.00	15.2458	6.56
4/28/98	DIV Reinvest (0.0824/sh)	2.92	15.2735	0.19
5/01/98	Purchase	100.00	15.3519	6.51
5/31/98	DIV Reinvest (0.0832/sh)	3.60	15.3506	0.23
6/01/98	Purchase	200.00	15.1087	13.24
6/30/98	DIV Reinvest (0.0744/sh)	4.19	15.0495	0.28
6/30/98	LTCG Reinvest (0.1276/sh)	7.18	15.0495	0.48
Total		871.91	15.1163	57.49

You may want to print this list out so you can enter the data.



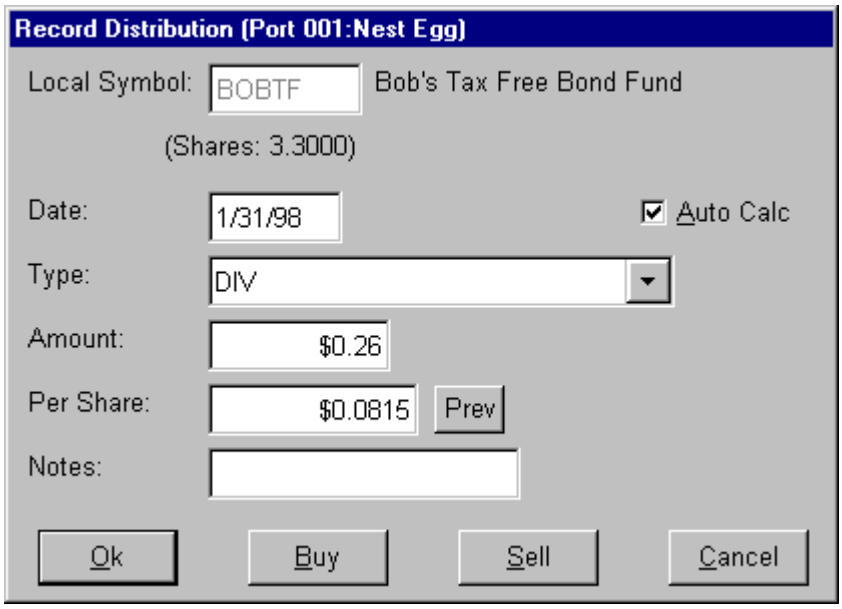
The BUY button on the Local Security Table's toolbar brings up the Buy Shares Form to record a purchase for the highlighted security. You can also get to this point by selecting the Buy Shares item on the Activity pulldown menu. Enter the Date, the Price, and Amount fields as shown, letting Capital Gainz automatically calculate the number of shares when you Tab past the Amount field.

On the Buy Shares Form (and the Sell Shares Form), you can enter any two of the Shares, Price, and Amount fields. Capital Gainz will calculate the third value for you. However, since the missing figure is calculated, you should verify it against the statement from your mutual fund company or broker. If the figures vary, make sure the Share and Price Precision fields are set correctly in the Local Security. Rounding may also cause differences.

For instance, in this example, $50.00 / $15.1568 = 3.2988 shares, which the fund company rounded to 3.30 shares. If you multiply shares by price, you get 3.30 * $15.1568 = $50.02. In fact, since the current price is $15.1568, and the current number of shares is 3.30, the current value (not cost!) of this holding is $50.02 - a $0.02 gain. If the fund company instead rounded the number of shares down, you'd have 3.29 shares, with a $0.13 loss. Capital Gainz always uses the entered cost to calculate gain/loss on sales, but value must be determined by multiplying shares by price. The point is to understand the difference between cost and value, and the effects that broker/investment company rounding has on your activity data.

Click on the Ok button to complete recording the purchase, Capital Gainz cycles back to the top of the form, assuming that you will be entering more purchases. The current number of open shares and last purchase date are displayed below the symbol field to remind you what's been entered so far. The date of the last recorded purchase is also shown.

The next item to record is a dividend, so click on the Distr button on the Buy Shares Form to bring up the Record Distribution Form. You could have returned to the Local Security Table by pressing the Escape key or clicking on the Cancel button, then clicked on the DIV button on the toolbar.



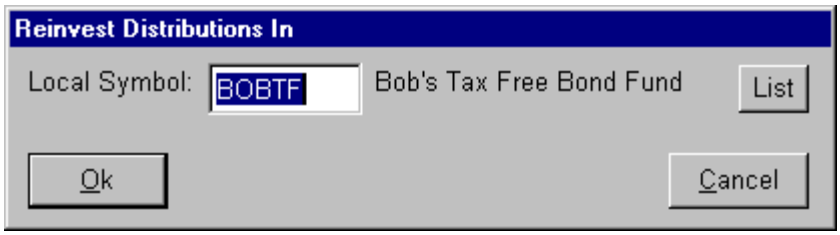
Enter the Date and Type fields as shown. You can pulldown a list of distribution types to select from at the Type field - DIV is displayed as the default only because it's the most common type of distribution. Then enter the Amount field, and Tab through the Per Share field so Capital Gainz automatically calculates it. The Prev button can be used to bring up the per share value for the last distribution of this type - of course, at this point there are no previous distributions.

On the Record Distribution Form, you can enter the Per Share or Amount fields, and Capital Gainz will calculate the other value. Since the missing figure is calculated, you should verify it against the statement from your mutual fund company or broker. Rounding may cause discrepancies.

The distribution per share is not the same as the price!

Mutual fund companies pay out distributions on a per share basis, just like stock dividends. Your fund statement should include a per share value, but it's often only shown on the first statement after the distribution, if at all. The per share figure calculated by Capital Gainz should be a close enough approximation if the value is not available. Per share figures are essential for accurate yield and total return calculations.

Click on the Ok button to complete the distribution.



After completing the distribution by clicking on the Ok button, you are asked if you want to reinvest the amount, and which local security to invest it in. There are several possible approaches:

1) Reinvest the amount in the same fund. This is by far the most common approach. In this case, click on the Ok button to reinvest the distribution in the current local security.

2) Reinvest the amount in a different fund. For instance, in brokerage accounts dividends from stock holdings may be swept into a base money market account. In this case, specify the local security to reinvest the distribution in. You can click on the List button to select from the Local Security Lookup Table. Then, click on the Ok button

3) Have the amount mailed to you. For instance, you may be augmenting your regular income with dividends. In this case, click on the Cancel button, since you are not reinvesting the distribution.

In this example the first approach is used. Leave the Local Symbol field set to the same symbol as received the distribution, and click on the Ok button to go to the Buy Shares Form to record the reinvestment purchase. Notice that, although mutual fund companies frequently combine the distribution and purchase, **reinvestment of a distribution is composed of two distinct parts: the distribution (Record Distribution Form) and the subsequent purchase (Buy Shares Form)**. While Capital Gainz guides you through the reinvestment process, the result is identical to recording the distribution and purchase independently. The distribution and purchase are only associated via the common date.

Reinvest Distribution (Port 001:Nest Egg)

Local Symbol: BOBTF Bob's Tax Free Bond Fund

(Shares: 3.3000 Last Buy: 1/02/98)

Date: 1/31/98 ☑ Auto Calc

Shares: 0.0200

Price: $15.1841

Amount: $0.26

Commission: $0.00 (Discounts < 0)

Notes: REINVEST DIV

Orig Amount: $0.26 (w/o Adjustments)

Ok Load Sell Distr Cancel

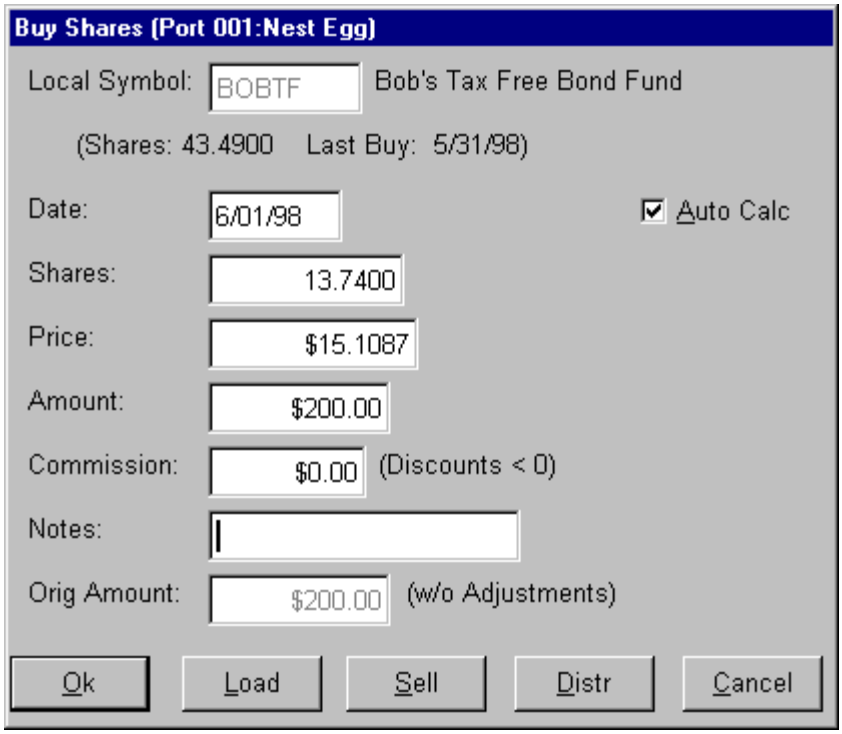
On the Reinvest Distribution Form (which is really just the Buy Shares Form), the Date and Amount fields are set based on the distribution you just recorded. Set the Price field as shown, and Tab through to the Commission field so Capital Gainz calculates the number of shares. Click on the Ok button to complete the reinvestment. Capital Gainz cycles back to the top of the Record Distribution Form, and the number of open shares and date of the last recorded distribution are displayed under the Symbol field.

Now, enter the remaining purchases and distributions, up to but not including the purchase on 6/1. Switch between the Buy Shares and Record Distribution Forms using the buttons on the forms. After recording distributions, be sure to reinvest. As you enter data, watch:

1) Under the Symbol field, the number of open shares and last recorded purchase/distribution date are updated every time you complete a form.

2) Even though the dividend amount increases, the increase in the number of shares keeps the dividend per share steady. This fund maintains a stable dividend rate.

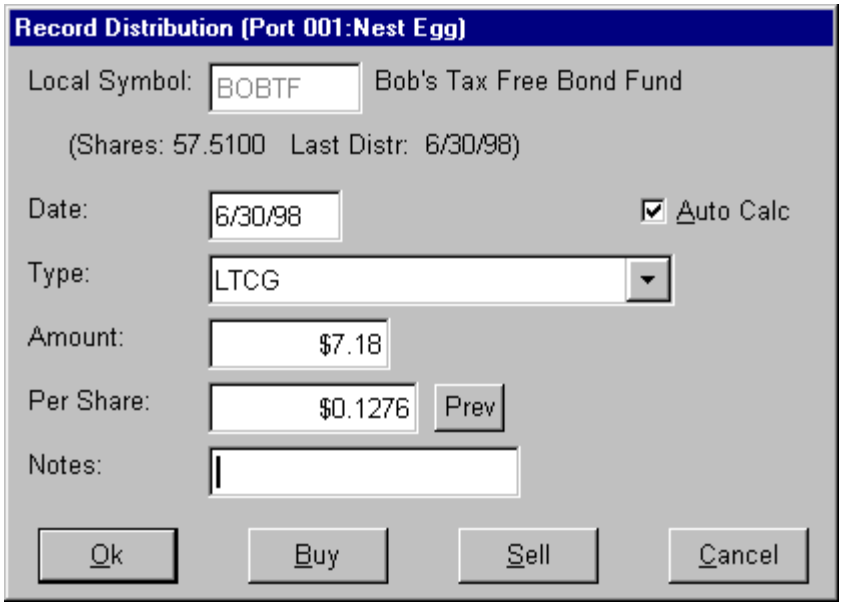
At this point you should have recorded purchases for 43.49 shares of BOBTF. You can verify this by checking the line below the Symbol field on the Buy Shares Form. To illustrate how to fix mistakes, record the 6/1/95 purchase with 13.74, rather than 13.24, shares. You'll have to type over the calculated Amount field after entering the Price field, as shown:



Click on Ok to record the purchase.

Record the $4.19 Dividend on 6/30 - you'll have to override the calculated Per Share field based on your statement, 0.0744, since the error introduced in the 6/1 purchase leads to an incorrect figure. Then, record the reinvestment as usual: .0.28 Shares at $15.0495 Price for $4.19 Amount.

For the final distribution, be sure to use the Type field's pulldown list and select LTCG (long term capital gain) as the distribution type. As before, the erroneous share count forces you to set the Per Share field based on your statement, 0.1276.



As usual, record the final reinvestment: 0.48 Shares at $15.0495 Price for $7.18 Amount. This completes entry of the example data.

Click on the Cancel button after recording the last activity, returning to the Local Security Table. The number of shares, 57.99, doesn't match up with what the fund company's statement shows, 57.49, thanks to the intentionally introduced error.

You can check the recorded purchases by selecting Buy Shares Table from the Activity pulldown menu on the Local Security Table:

Buy Shares for Security : BOBTF Bob's Tax Free Bond Fund

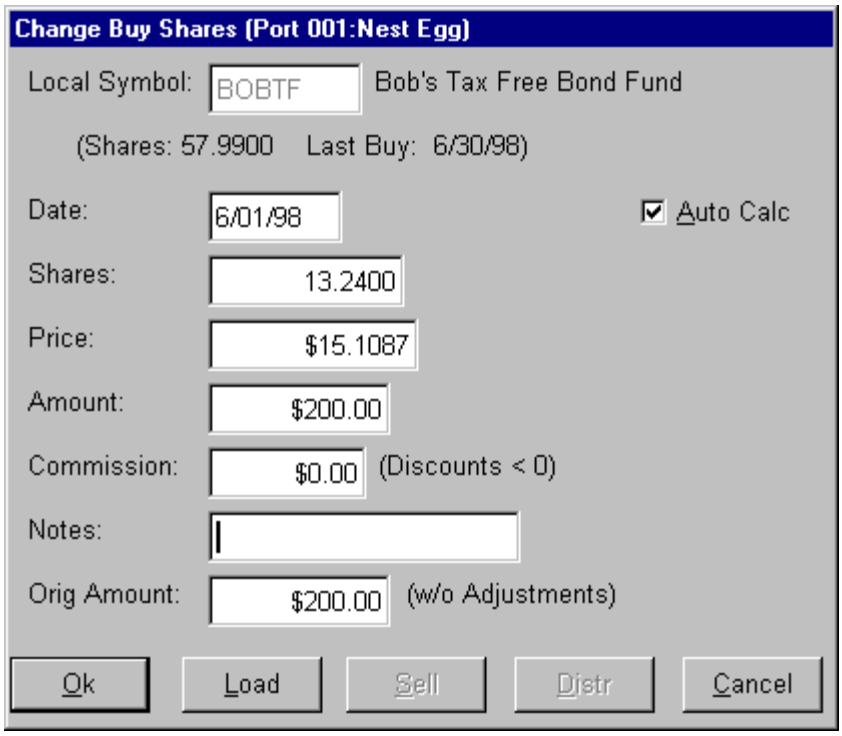
ADD CHG DEL

9/11/98 Last Price: $15.05 on 6/30/98

Date	Shares	Price	Amount	Commission	Gain/Loss
6/30/98	0.2800	$15.0495	$4.19	$0.00	$0.02
6/30/98	0.4800	$15.0495	$7.18	$0.00	$0.04
6/01/98	13.7400	$15.1087	$200.00	$0.00	$6.78
5/31/98	0.2300	$15.3506	$3.60	$0.00	$-0.14
5/01/98	6.5100	$15.3519	$100.00	$0.00	$-2.03
4/28/98	0.1900	$15.2735	$2.92	$0.00	$-0.06
4/03/98	6.5600	$15.2458	$100.00	$0.00	$-1.28
3/31/98	0.1600	$15.1162	$2.40	$0.00	$0.01
3/01/98	13.2500	$15.0909	$200.00	$0.00	$-0.59
2/28/98	0.0900	$15.1636	$1.36	$0.00	$-0.01
2/01/98	13.1800	$15.1704	$200.00	$0.00	$-1.65
1/31/98	0.0200	$15.1841	$0.26	$0.00	$0.04
1/02/98	3.3000	$15.1568	$50.00	$0.00	$-0.34
Total	57.9900	$15.0355	$871.91	$0.00	$0.79

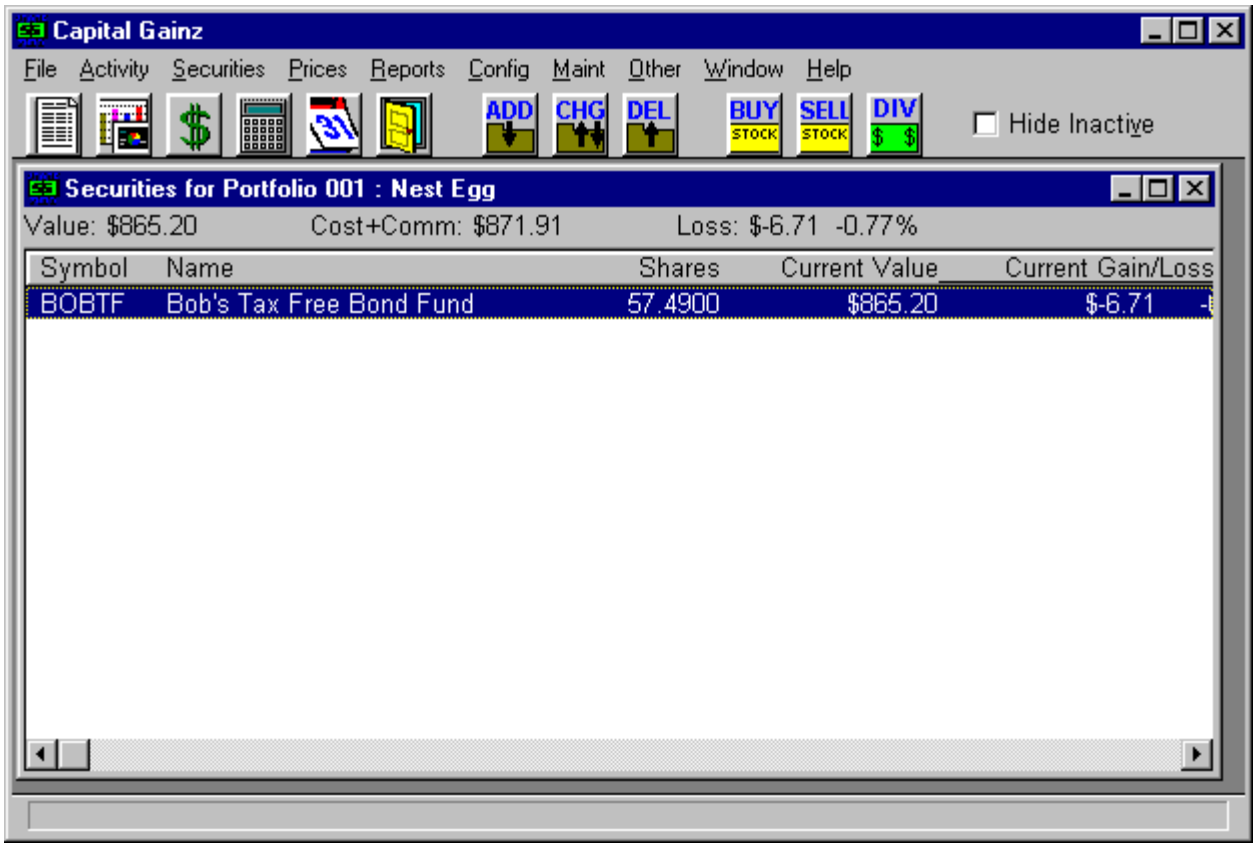
Totals at End of Table

The Buy Shares Table shows all the current holdings for a security. All purchases and reinvestments are included. To change the incorrect entry on 6/1, highlight it and click on the CHG button on the toolbar.



Change the Shares field from 13.74 to 13.24, verify the rest of the entries as shown above, and commit the change by clicking on the Ok button. Upon return to the Buy Shares Table, you can see that the number of shares has been corrected.

You may have noticed that Capital Gainz returned to the Buy Shares Table, rather than cycling back to the top of the Buy Shares Form. When adding or changing records from the Buy Shares Table, the Buy Shares Form is only accepted once. While you certainly can add records directly from the activity tables, such as the Buy Shares Table, we recommend going through the buttons or menu items on the Local Security Table, as it's much faster to add a lot of data using the repeating forms reached via these buttons.



Clicking on the EXIT icon on the Buy Shares Table returns you to the Local Security Table, where you can see that the totals now match the statement from Bob's Mutual Fund Company.

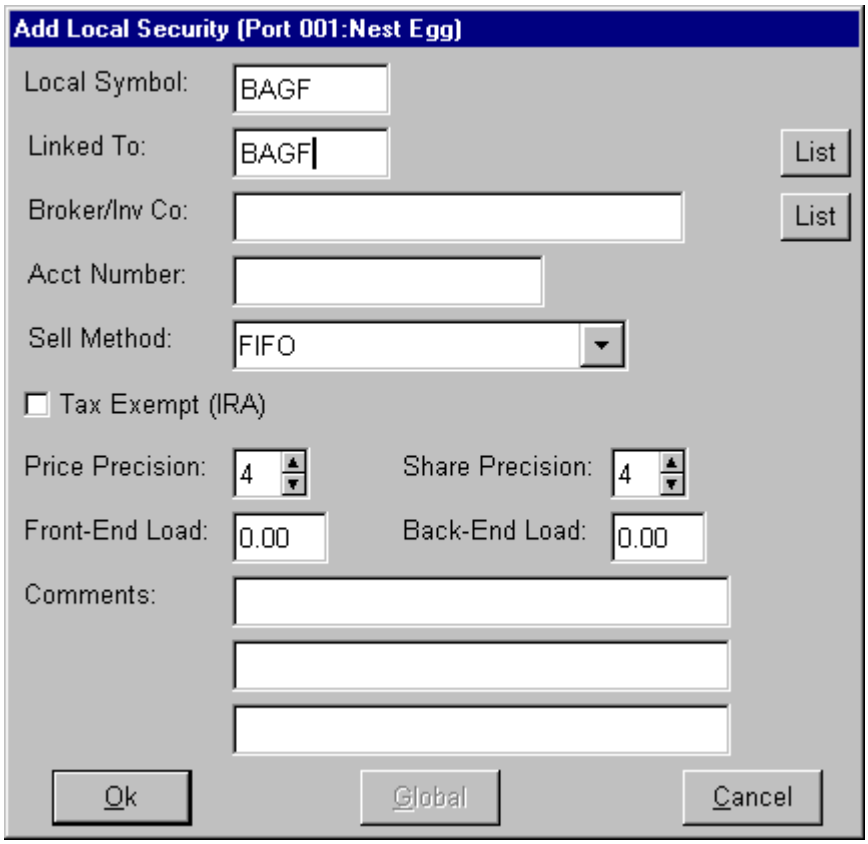
This is the end of the Basic Concepts section of the demo/tutorial.

Click here to return to the menu.

In the Buys and Distr section of the demo/tutorial you will:

- Define another security and broker.
- Add a new security to the portfolio you are working with.
- Record purchases with front-end loads.
- Examine the security table, spotting and correcting data entry mistakes.

For this next section, you need to define another security. This time, start at the Local Security Table for Portfolio 001, use the Securities pulldown menu, and select Add Security.



Set the Local Symbol and the Linked To Global Symbol fields to BAGF.

After completing the Linked To field by pressing the Tab key, the Global Security Lookup Table pops up since you haven't defined the specified Global Security yet. Click on the ADD icon on the Global Security Lookup Table's toolbar to define it.

The Global Security Form pops up. The Global Symbol field is set to the value you specified in the Local Security Form's Linked To field, BAGF. Fill in the Name field with Big Al's Growth Fund, and set the Broker/Inv Co field to Big Al's Investment Company. The specified Broker/Inv Company is not defined, so the Broker/Inv Company Lookup Table pops up when you press the Tab key. Click on the ADD icon in the Broker/Inv Company Lookup Table's toolbar to define it.

Add Broker/Inv Co

Name: Big Al's Investment Company

Address: 100 Uptick Dr.

City: Churning

State: NC

Zip Code: 27111

Phone #: 800-234-5678

Comments:

Ok Cancel

The Name field is set to the name specified in the Global Security Form's Broker/Inv Co field. Fill in the rest of the fields as shown, and click on the Ok button to add the Broker/Inv Company. Back at the Broker/Inv Company Lookup Table, click on the SELECT icon to select the just defined Broker/Inv Company and return to the Global Security Form.

Add Global Security

Global Symbol: BAGF Name: Big Al's Growth Fund

Broker/Inv Co: Big Al's Investment Company List

Acct Number:

Asset Type: SECURITY

Security Type: GRSF Growth Stock Fund List

Div/Year: 12 (# of times per year)

Exchange: MUTUAL Exchg Symbol: BAGXX

Comments:

Ok Type Bond Cancel

Complete the form as shown above, filling in the Asset Type, Security Type, Div/Year, Exchange, and Exchange Symbol fields. For the Security Type field, you can use the List button to pull up the scrolling list of Security Types. When done, click on the Ok button to add the Global Security. This returns you to the Global Security Lookup Table. From there, choose the SELECT icon to select the just defined Global Security and return to the Local Security Form.

Add Local Security (Port 001:Nest Egg)

Local Symbol: BAGF

Linked To: BAGF Big Al's Growth Fund List

Broker/Inv Co: Big Al's Investment Company List

Acct Number: 987654321

Sell Method: FIFO

☐ Tax Exempt (IRA)

Price Precision: 3 Share Precision: 4

Front-End Load: 3.00 Back-End Load: 0.00

Comments:

Ok Global Cancel

Finally, complete the Account Number, Sell Method, Precision, and Load fields on the Local Security Form as shown. Again, we'll use the common FIFO selling method. Notice that this fund charges a 3% front-end load. Click on Ok to add the Local Security, and return to the Local Security Table.

To review what you did:

Add Local Security

Global Security not defined, added it.

Broker/Inv Co not defined, added it.

Alternatively, you could have:

From the menu, chosen File, then Broker/Inv Cos, then added Broker/Inv Co.

From the menu, chosen File, then Global Securities, then added Global Security.

From the menu, chosen File, then Local Securities, then added Local Security.

You'll be adding the following activity:

Date	Transaction	Amount	Price	Shares
1/02/98	Purchase	100.00	48.095	2.0792
2/01/98	DIV Reinvest (0.19/sh)	0.40	45.292	0.0088
2/01/98	Purchase	100.00	46.693	2.1416
3/01/98	Purchase	100.00	48.703	2.0533
4/03/98	Purchase	100.00	49.286	2.0290
5/01/98	DIV Reinvest (0.19/sh)	1.58	48.058	0.0329
5/01/98	Purchase	100.00	49.544	2.0184
6/01/98	Purchase	100.00	54.753	1.8264
Total		601.98	49.3847	12.1896

However, Big Al's Investment Company charges a 3% front-end load on new purchases of their hot new Growth Fund. So, you should break out the loads and treat them as commissions (although you don't have to):

Date	Transaction	Amount	Comm	Price	Shares
1/02/98	Purchase	97.00	3.00	46.652	2.0792
2/01/98	DIV Reinvest (0.19/sh)	0.40	0.00	45.292	0.0088
2/01/98	Purchase	97.00	3.00	45.292	2.1416
3/01/98	Purchase	97.00	3.00	47.242	2.0533
4/03/98	Purchase	97.00	3.00	47.807	2.0290
5/01/98	DIV Reinvest (0.19/sh)	1.58	0.00	48.058	0.0329
5/01/98	Purchase	97.00	3.00	48.058	2.0184
6/01/98	Purchase	97.00	3.00	53.110	1.8264
Total		583.98	18.00	47.9081	12.1896

You may want to print this list out so you can enter the data.

Although loads and commissions are treated similarly for tax purposes, there are some distinct differences.

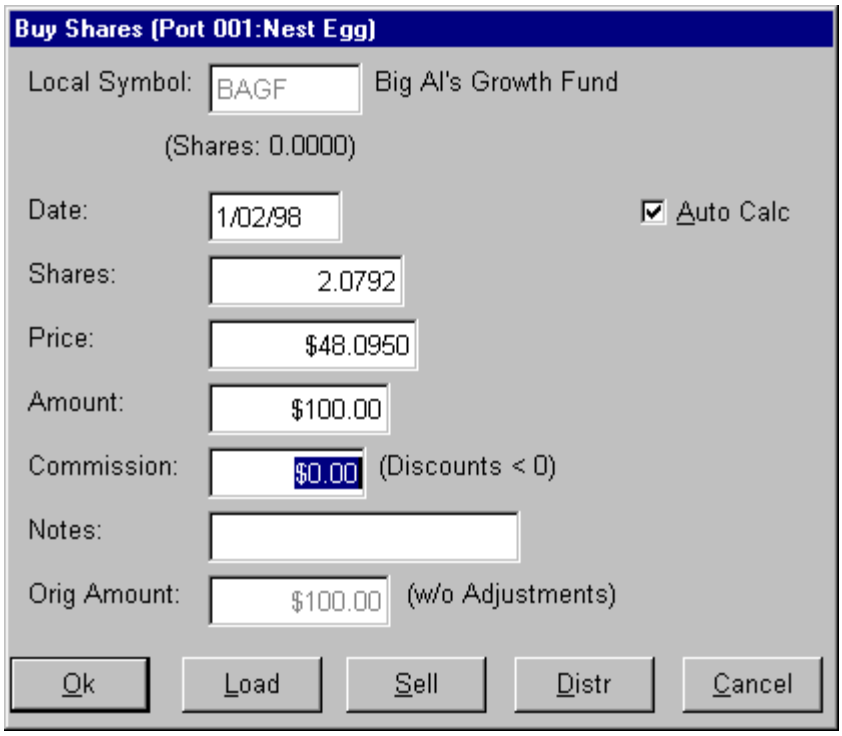
A Load:

- Is applicable to mutual funds.
- Is expressed as a percentage of the total purchase.
- Understates the expense ratio. Capital Gainz refers to the actual ratio as the 'effective ratio'.
- Is applied by differentiating between a loaded price and the net asset value of the fund.

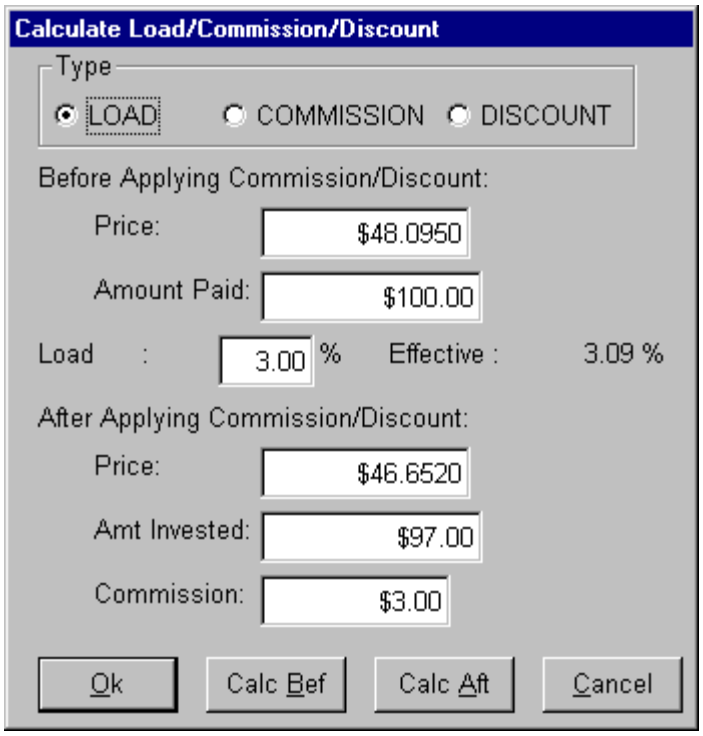
A Commission:

- Is applicable to stocks and bonds.
- Is expressed as a dollar value.
- Is applied by charging an amount greater than the actual cost of the security.

You can calculate both Loads and Commissions using Capital Gainz' Load/Commission Calculator, as you'll see shortly.



With Big Al's Growth Fund highlighted on the Local Security Table, click on the BUY icon in the toolbar to record the first purchase. Enter the Date, Shares, Price, and Amount fields using the data from your statement - which does not separate out the load. From the Commission field, click on the Load button to pop up the Load/Commission Calculator.

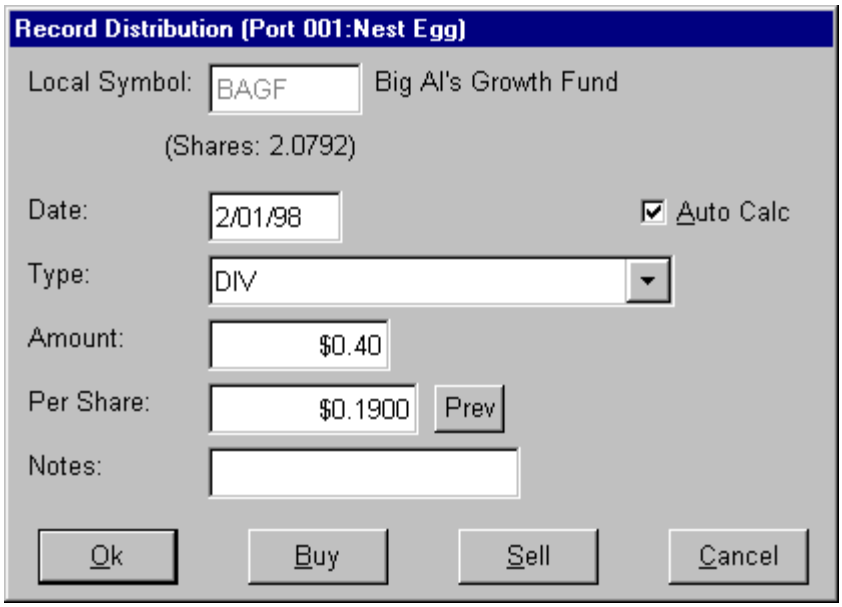


In the Load/Commission Calculator, select the Load type. The Load percentage is retrieved from the Local Security - remember that you specified a 3% Front-End Load. The Price, Amount, and Commission values before and after applying the load are calculated and displayed. You can change the Load field in the Load/Commission Calculator if you want, altering the calculated values.

Note that the Effective Load is higher - this is because the actual expense is $3.00 divided by $97.00, not $3.00 divided by $100.00.

Click on the Ok button to transfer the calculated Price, Amount, and Commission values back to the Buy Shares Form.

Back at the Buy Shares Form, the Price shows $46.652, the Amount shows $97.00, and the Commission shows $3.00. Click on the Ok button to complete recording the purchase.



Next, click on the Distr button on the Buy Shares Form to bring up the Record Distribution Form and record the distribution on 2/1. This time, leave the Amount field set to 0 and enter the 0.19 Per Share value. You could have also entered the 0.40 Amount and let Capital Gainz calculate the Per Share value. Click on Ok to add the distribution.

You are then asked if you want to reinvest the distribution, and what local security to reinvest in. Click on the Ok button to bring up the Buy Shares Form to reinvest the distribution in the BAGF local security.

Reinvest Distribution (Port 001:The Nest Egg)

Local Symbol: BAGF Big Al's Growth Fund List

(Open Shares: 2.0792 Last Buy: 1/01/95)

Date: 2/01/95 ☑ Auto Calc

Shares: 0.0088

Price: $45.2920

Amount: $0.40

Commission: $0.00 (Discounts < 0)

Notes: REINVEST DIV

Orig Amount: $0.40 (w/o Adjustments)

Ok Load Sell Distr Cancel

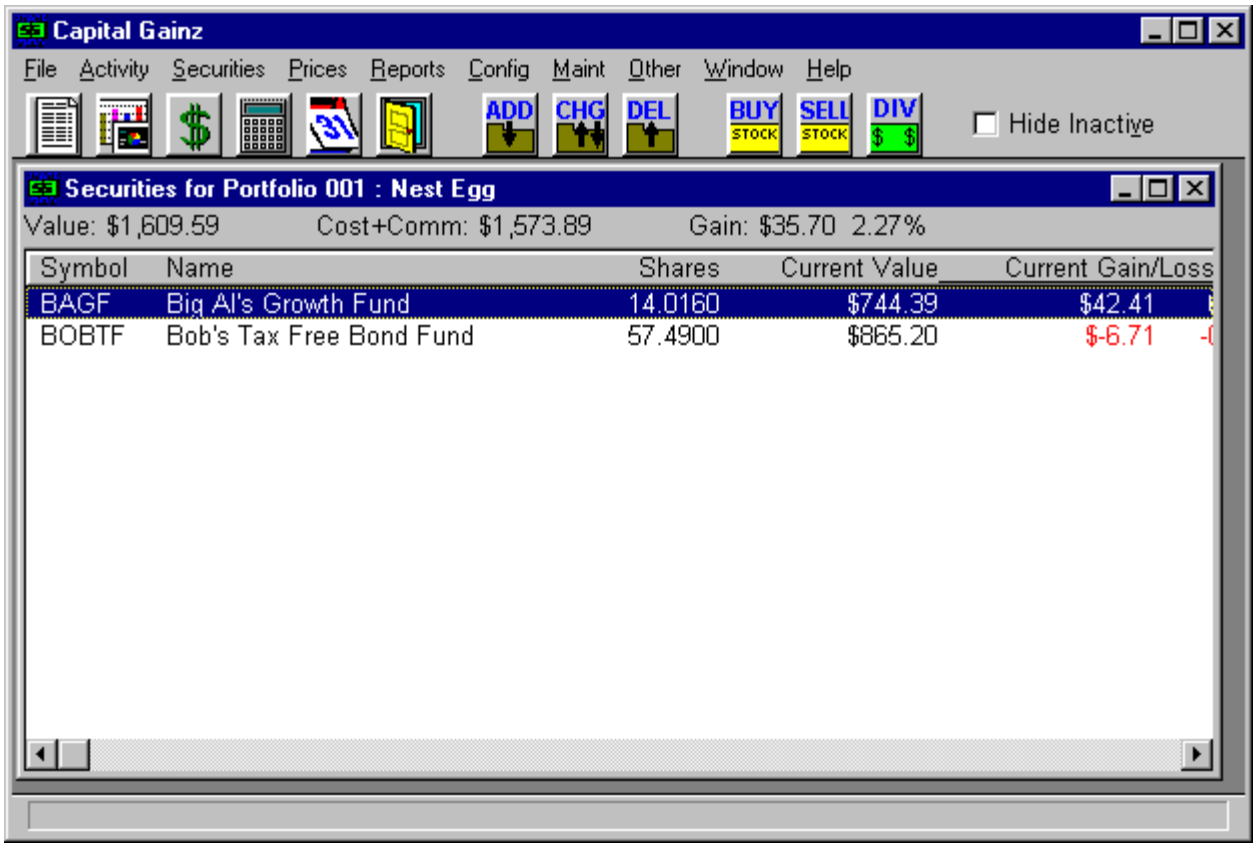
To complete the reinvestment, fill in the Buy Shares Form (now labeled Reinvest Distribution) as shown. Like most mutual funds, Big Al's Growth Fund does not apply the load to reinvested distributions. When done, click on the Ok button to add the reinvestment purchase.

Go ahead and record the purchases and distributions listed earlier for Big Al's Growth Fund:

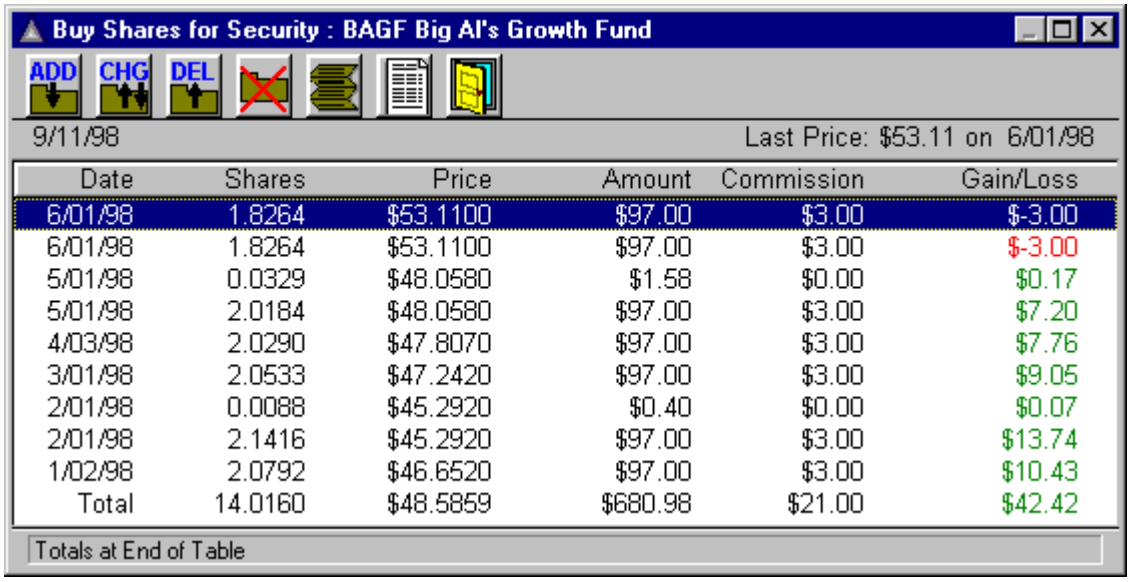
- Be sure to reinvest distributions.
- Calculate loads on new purchases, but not on reinvestment purchases, using the Load/Commission Calculator as you did earlier.
- While you're entering data, watch the total shares value displayed below the Symbol field on the Buy Shares and Record Distribution Forms.

To illustrate potential problems and how to fix them, record the last purchase on 6/1 twice.

When done, click on the Cancel button to return to the Local Security Table.

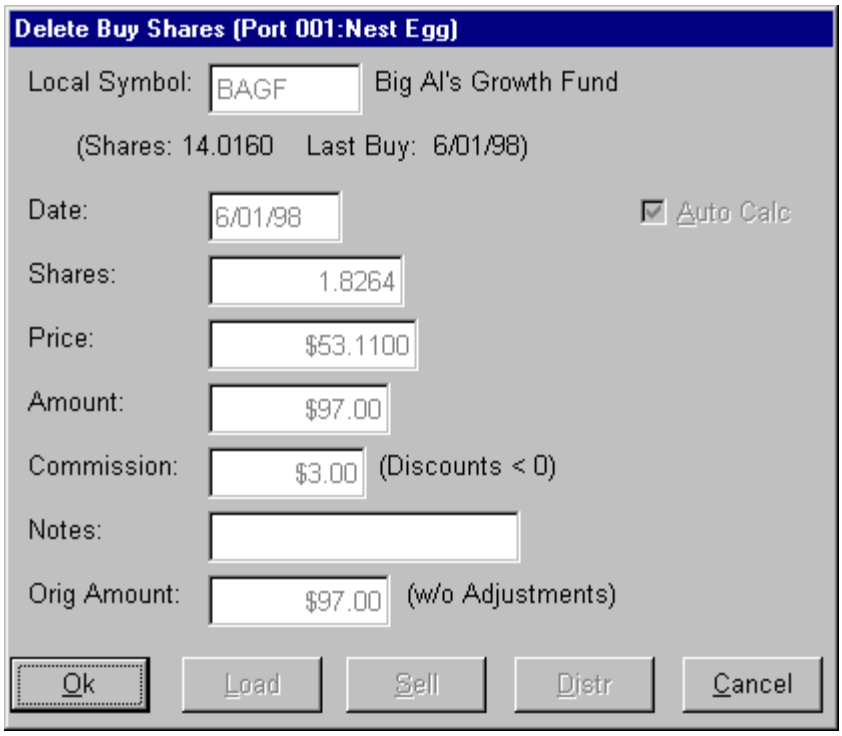


Because of the duplicate purchase, the number of shares for BAGF does not match your statement. To delete the erroneous purchase, choose the Buy Shares Table from the Activity pulldown menu.



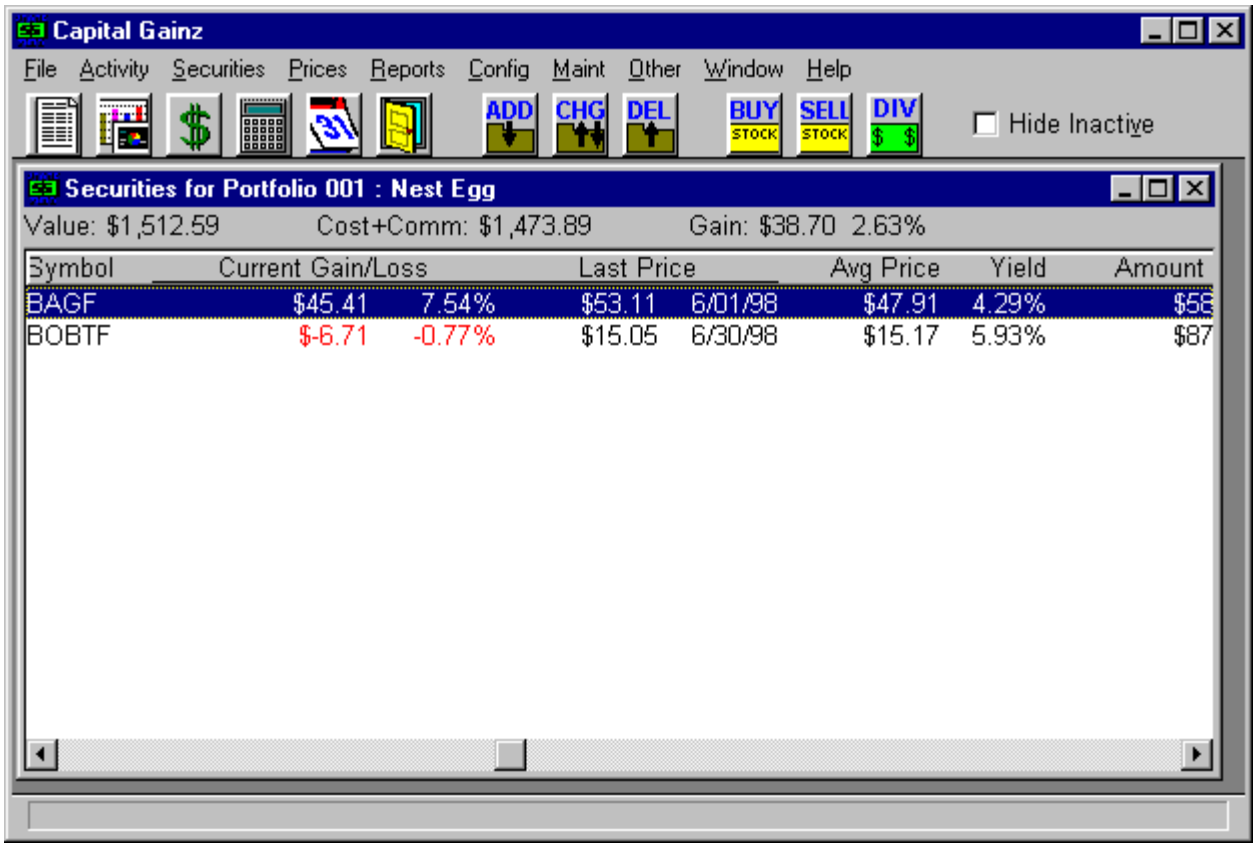
Date	Shares	Price	Amount	Commission	Gain/Loss
6/01/98	1.8264	$53.1100	$97.00	$3.00	$-3.00
6/01/98	1.8264	$53.1100	$97.00	$3.00	$-3.00
5/01/98	0.0329	$48.0580	$1.58	$0.00	$0.17
5/01/98	2.0184	$48.0580	$97.00	$3.00	$7.20
4/03/98	2.0290	$47.8070	$97.00	$3.00	$7.76
3/01/98	2.0533	$47.2420	$97.00	$3.00	$9.05
2/01/98	0.0088	$45.2920	$0.40	$0.00	$0.07
2/01/98	2.1416	$45.2920	$97.00	$3.00	$13.74
1/02/98	2.0792	$46.6520	$97.00	$3.00	$10.43
Total	14.0160	$48.5859	$680.98	$21.00	$42.42

To delete the duplicate purchase, highlight it and click on the DEL icon in the toolbar.



The record to be deleted is displayed for confirmation. Click on the Ok button to complete the deletion and return to the Buy Shares Table.

At the Buy Shares Table, you'll see that the share total now matches your statement. Select the EXIT icon on the toolbar to return to the Local Security Table.



At the Local Security Table, use the horizontal scroll bar to scroll the values to the right until you see the Yield. The yield for Big Al's Growth Fund looks somewhat high for a growth fund. Click on the CHG icon to bring up the local Security Form and modify the Local Security.

The yield-related information is actually tied to the Global Security - the per share value is stored in the Global Security's price history. So, from the Local Security Form, click on the Global button to bring up the Global Security Form for the Global Security that this Local Security is linked to.

The Div/Year field was set to 12, but Big Al's Growth Fund only pays quarterly dividends. This made the yield 3 times what it should have been. To fix it, change the Div/Year field to 4. Click on the Ok button to complete the change. At the Local Security Form, click on the Cancel button (since no Local Security information was changed) to return to the Local Security Table.The yield is now more reasonable, 1.43%, for this type of fund.

This is the end of the Buys & Distr section of the demo/tutorial.

Click here to return to the menu.

In the Sales section of the demo/tutorial you will:

- See what Capital Gainz does in the selling process.
- Execute sales.
- Unsell shares, reversing a sale.
- Learn the pros and cons of the available selling methods.

When you sell shares, Buy Shares records are converted into Sell Shares records. A single sale may create multiple Sell Shares records from multiple Buy Shares records.

For instance, say you had purchases of 10, 11, and 12 shares, and sold 25 shares First-In/First-Out (FIFO). Three Sell Shares records would be created: one for 10 shares, one for 11 shares and one for 4 shares. One Buy Shares record would remain, for 8 shares. The first and second Buy Shares records are converted to Sell Shares records, and the third one is split into one Buy Shares and one Sell Shares record.

Before Sale	Buy Shares Records	Sell Shares Records
	10 shares	
	11 shares	
	12 shares	
Total	33 shares	0 shares
After Sale	Buy Shares Records	Sell Shares Records
		10 shares
		11 shares
	8 shares	4 shares
Total	8 shares	25 shares

A nifty feature of Capital Gainz is the ability to 'unsell' shares. If you made an error in recording a sale and delete the Sell Shares records, you are asked if you want to unsell the shares. This means that the Sell Shares records are converted back into Buy Shares records, as if the sale was never recorded. You can choose to unsell shares after deleting a single Sell Shares record, or after deleting a range of Sell Shares records.

After Sale	Buy Shares Records	Sell Shares Records
		10 shares
		11 shares
	8 shares	4 shares
Total	8 shares	25 shares
After Unsell	Buy Shares Records	Sell Shares Records
	10 shares	
	11 shares	
	12 shares	
Total	33 shares	0 shares

Highlight the BOBTF security in the Local Security Table and click on the SELL icon in the toolbar to begin recording a sale.

You sold $100 worth of this fund at a price of $15.25 on 7/3/95. Fill in the Sell Shares Form as shown, leaving the Shares field set to 0 so Capital Gainz calculates it after you enter the Price and Amount fields. Use the FIFO - First-In/First-Out - selling method. Click on the Ok button when you're done.

Report Preview: Page 1 of 1

9/11/98 Shares Sold on 7/03/98 1

Portfolio: 001 Nest Egg Sell Method: FIFO First-In/First-Out

Security: BOBTF Bob's Tax Free Bond Fund Selling Price: $15.2500

Date	Shares	Opn Amt	Cls Amt	Opn Comm	Cls Comm	Sell Gain/Loss	
2/01/98	3.2400	$49.17	$49.40	$0.00	$0.00	$0.23	0.47%
1/31/98	0.0200	$0.26	$0.30	$0.00	$0.00	$0.04	15.38%
1/02/98	3.3000	$50.00	$50.30	$0.00	$0.00	$0.30	0.60%
Total	6.5600	$99.43	$100.00	$0.00	$0.00	$0.57	0.57%

Bob's Mutual Funds

1313 Good Luck Ln.

Podunk, NC 27709

Account Number: 123456789

Please sell the shares listed above. The Date/Price uniquely identifies the shares, as per IRS guidlines.

I understand that the actual values may differ from those calculated here.

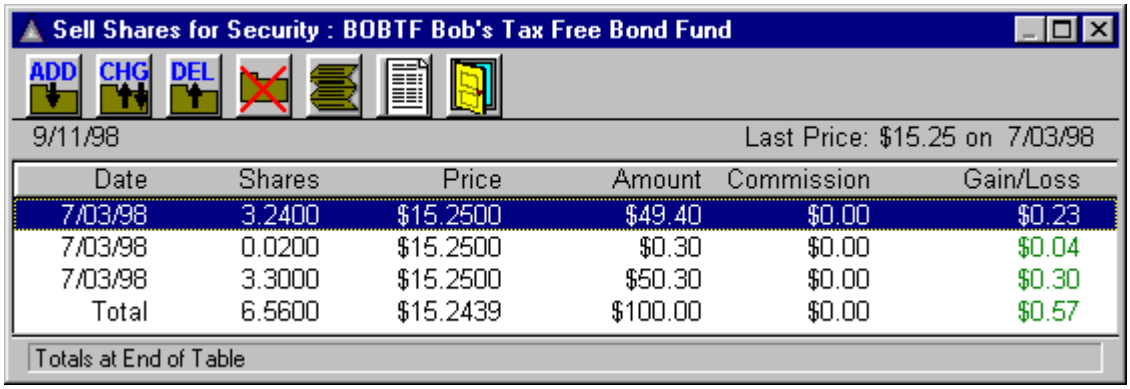
After clicking on the Ok button on the Sell Shares Form, Capital Gainz selects shares to sell based on the specified selling method and generates a report for confirmation. You can print this report if you wish. When done viewing the report, click on the EXIT icon in the toolbar to proceed with the sale.

At this point, the shares to be sold have been selected, but the sale hasn't been recorded yet. If you are using either the MAX, MIN, LIFO, or ID selling methods, you should print this report and use it to specify the shares you want sold. In fact, a note is tacked on to the end of the report instructing the Broker/Investment Company to sell the indicated shares.

Remember: If you sell shares and don't explicitly specify which shares to sell to your broker or mutual fund company, you must use the FIFO method for stocks, and FIFO or SCAT for mutual funds. For maintenance reasons, FIFO is the preferred method.

After exiting from the report, you are asked for confirmation of the sale. If you don't confirm the sale, then no Buy Shares records are affected and no Sell Shares records are created. However, you do want to record this sale, so answer Yes when asked for confirmation.

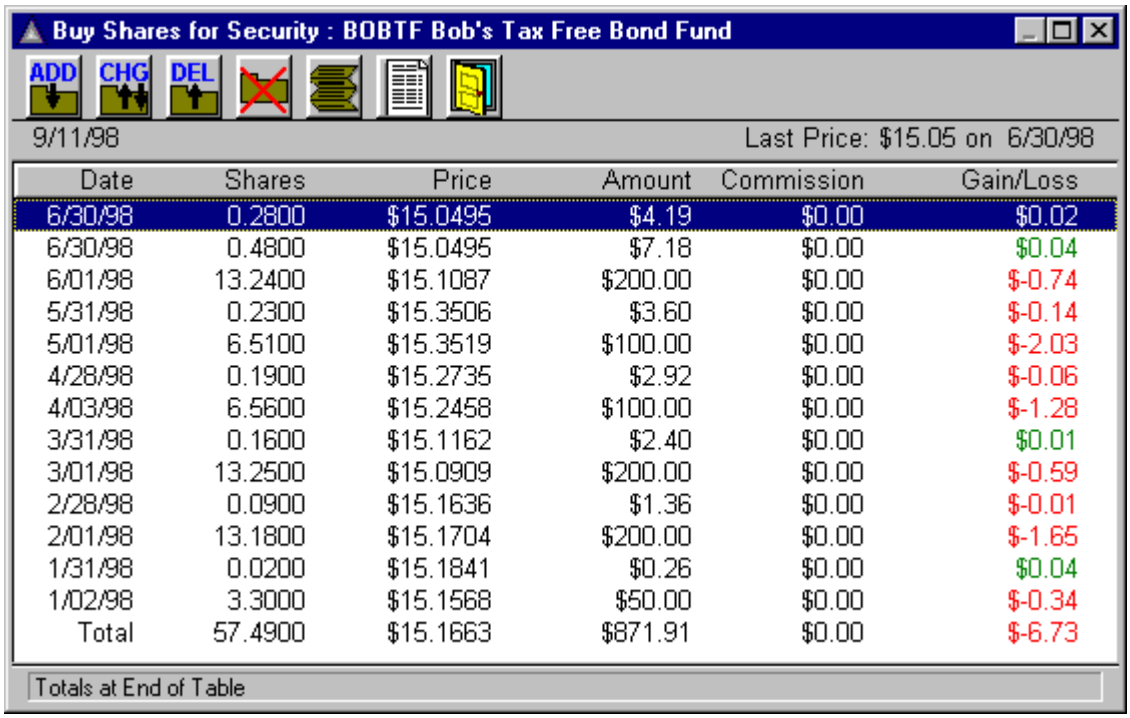
When the sale is recorded, you return to the Sell Shares Form. Click on the Cancel button to return to the Local Security Table - you should now see that the BOBTF security has 50.93 shares. To look at the sell Shares records created, choose Sell Shares Table from the Activity pulldown menu.



Date	Shares	Price	Amount	Commission	Gain/Loss
7/03/98	3.2400	$15.2500	$49.40	$0.00	$0.23
7/03/98	0.0200	$15.2500	$0.30	$0.00	$0.04
7/03/98	3.3000	$15.2500	$50.30	$0.00	$0.30
Total	6.5600	$15.2439	$100.00	$0.00	$0.57

As you can see in the Sell Shares Table, multiple Sell Shares Records were created for this sale.

Now, let's examine what happened when the sale was recorded. Here's the Buy Shares Table **before** recording the sale:



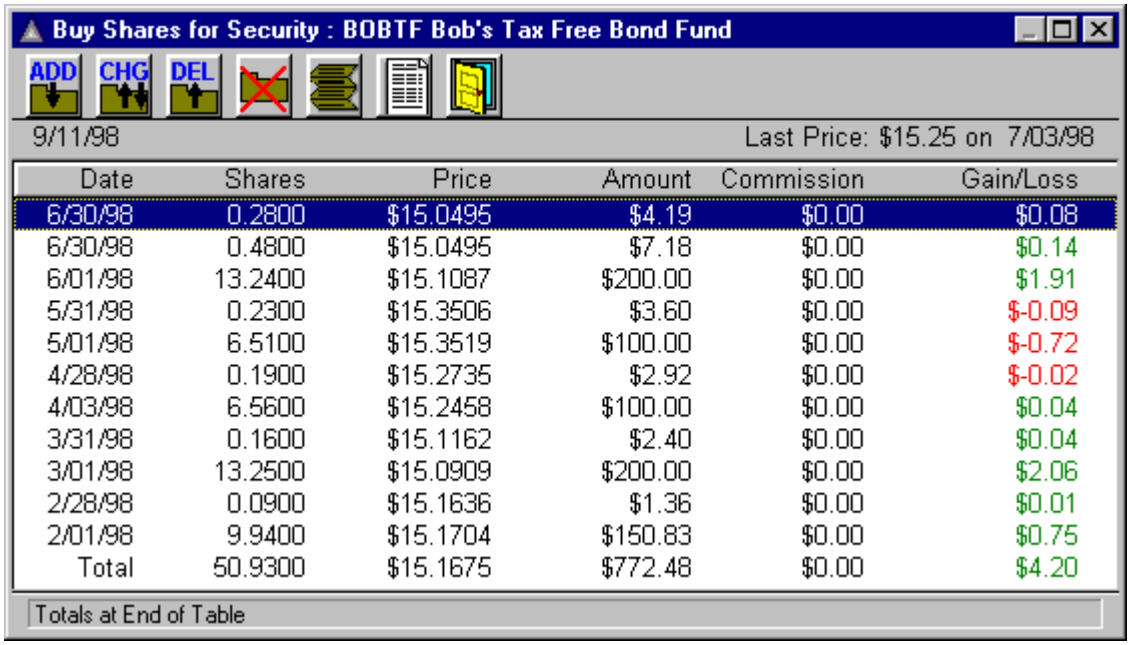
Buy Shares for Security : BOBTF Bob's Tax Free Bond Fund

9/11/98 Last Price: $15.05 on 6/30/98

Date	Shares	Price	Amount	Commission	Gain/Loss
6/30/98	0.2800	$15.0495	$4.19	$0.00	$0.02
6/30/98	0.4800	$15.0495	$7.18	$0.00	$0.04
6/01/98	13.2400	$15.1087	$200.00	$0.00	$-0.74
5/31/98	0.2300	$15.3506	$3.60	$0.00	$-0.14
5/01/98	6.5100	$15.3519	$100.00	$0.00	$-2.03
4/28/98	0.1900	$15.2735	$2.92	$0.00	$-0.06
4/03/98	6.5600	$15.2458	$100.00	$0.00	$-1.28
3/31/98	0.1600	$15.1162	$2.40	$0.00	$0.01
3/01/98	13.2500	$15.0909	$200.00	$0.00	$-0.59
2/28/98	0.0900	$15.1636	$1.36	$0.00	$-0.01
2/01/98	13.1800	$15.1704	$200.00	$0.00	$-1.65
1/31/98	0.0200	$15.1841	$0.26	$0.00	$0.04
1/02/98	3.3000	$15.1568	$50.00	$0.00	$-0.34
Total	57.4900	$15.1663	$871.91	$0.00	$-6.73

Totals at End of Table

And here's the Buy Shares Table **after** recording the sale:



Buy Shares for Security : BOBTF Bob's Tax Free Bond Fund

9/11/98 Last Price: $15.25 on 7/03/98

Date	Shares	Price	Amount	Commission	Gain/Loss
6/30/98	0.2800	$15.0495	$4.19	$0.00	$0.08
6/30/98	0.4800	$15.0495	$7.18	$0.00	$0.14
6/01/98	13.2400	$15.1087	$200.00	$0.00	$1.91
5/31/98	0.2300	$15.3506	$3.60	$0.00	$-0.09
5/01/98	6.5100	$15.3519	$100.00	$0.00	$-0.72
4/28/98	0.1900	$15.2735	$2.92	$0.00	$-0.02
4/03/98	6.5600	$15.2458	$100.00	$0.00	$0.04
3/31/98	0.1600	$15.1162	$2.40	$0.00	$0.04
3/01/98	13.2500	$15.0909	$200.00	$0.00	$2.06
2/28/98	0.0900	$15.1636	$1.36	$0.00	$0.01
2/01/98	9.9400	$15.1704	$150.83	$0.00	$0.75
Total	50.9300	$15.1675	$772.48	$0.00	$4.20

Totals at End of Table

As you can see, the sale of 6.56 shares using the FIFO selling method used all shares in the Buy Shares records on 1/2 and 1/31, and some of the shares from the 2/1 record.

You should enter activity in chronological order, as it's easier to verify, but you don't have to. However, you are strongly advised not to enter a sale until all prior purchases have been recorded. For example:

1/02/95	Buy 10 shares at $11
2/01/95	Buy 10 shares at $12
3/01/95	Buy 10 shares at $13

If you recorded a sale of 10 shares using the LIFO selling method on 4/03/95 prior to recording the 3/01/95 purchase, the shares bought on 2/01/95 would be incorrectly used in the sale.

Or, say you use the SCAT (average cost) selling method to record a sale of 10 shares on 3/02/95, then a sale of 10 more shares on 2/02/95. The 2/02/95 sale should close 10 shares at an average price of $11.50:

((10 * $11) + (10 * $12)) / (10 + 10) = $11.50

And the 3/02/95 sale should close 10 shares at an average price of $12.25:

((10 * $11) + (10 * $12) + (10 * $13) - (10 * $11.50)) / (10 + 10 + 10 - 10) = $12.25

However, by recording the 3/02/95 sale before the 2/02/95 sale, the 2/02/95 sale uses the correct $11.50 basis price, but the 3/02/95 sale uses an incorrect $12. This example illustrates why you should be even more careful recording activity when using the average cost selling method.

If you try to record a sale prior to another sale, Capital Gainz displays a warning. The best approach is to first 'unsell' the shares, then record the sales in order.

Capital Gainz allows the following selling methods:

First-In/First-Out (FIFO)

Shares are sold from the oldest to the most recent purchases. If you sell some individual purchases of stock and don't explicitly specify which shares to sell, then, according to the IRS, you must use the FIFO selling method. Mutual funds are similar, except you can also use the single category average cost (SCAT) selling method without prior notice. If a security has steadily increased in price, then the FIFO method will result in a relatively large realized gain. Depending on your projected income, you may want to postpone the gain by using a different method.

Last-In/First-Out (LIFO)

Shares are sold from the most recent to the oldest purchases. If a security has steadily increased in price, then the LIFO method will result in a relatively small realized gain. This may be desirable, depending on your projected income.

Maximum Gain/Minimum Loss (MAX)

Purchases are sorted by cost, and sold from lowest to highest cost. Using this method results in the largest realized gain, or smallest realized loss. If your income is currently low, but projected to increase, you may want to take as much gain as possible now.

Minimum Gain/Maximum Loss (MIN)

Purchases are sorted by cost, and sold from highest to lowest cost. Using this method results in the smallest realized gain, or largest realized loss. If your income is currently high, you may want to take as little gain as possible now.

Single Category Average (SCAT)

This method uses the average cost of your purchases. The realized gain/loss will fall between that realized by the MAX and MIN methods. You don't need to provide written notice before using it with a mutual fund, but you must be careful when subsequently modifying recorded sales. Capital Gainz always calculates the average price as of the entered sell date. When using this selling method, include any load or commission as part of the amount, so it gets averaged in as well.

Specific Id (ID)

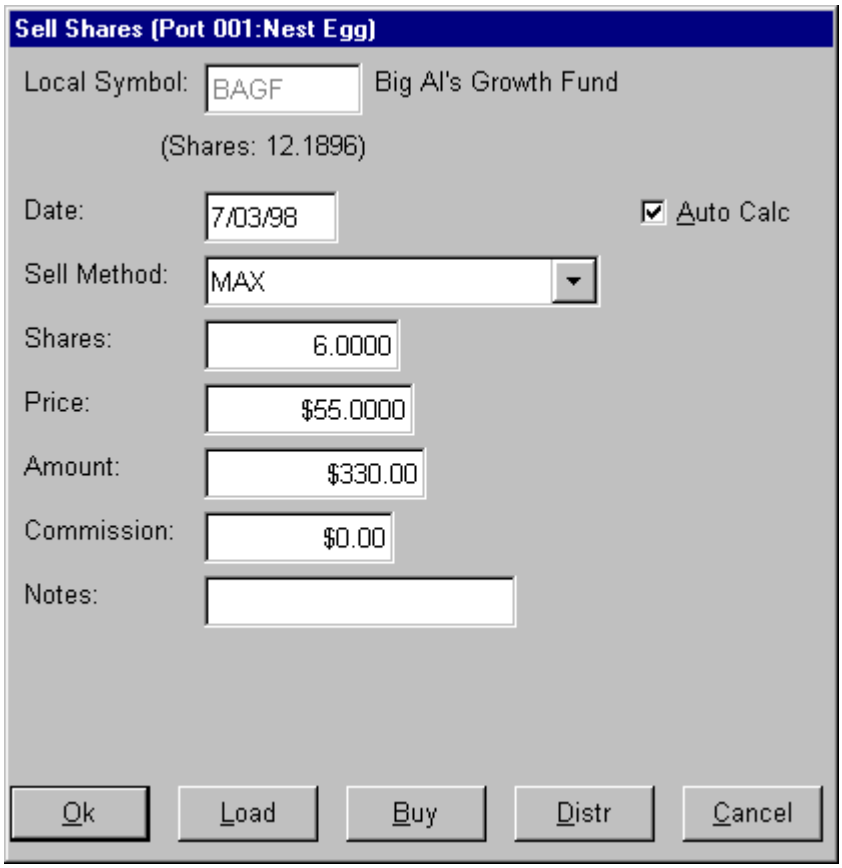
You manually select how many shares in each purchase to sell. There is little need to specifically identify shares, however, since Capital Gainz' MAX and MIN methods will optimize selections for you.

Short Sale (SHRT)

This method lets you sell shares of a security that you don't own. Be sure to use the Cover Short Sale choice on the Activity pulldown menu to record subsequent purchases that cover short sales.

Let's look at the results of selling 6 shares of the BAGF security at $55, using the MAX and MIN methods. You won't be confirming the sales, just examining what would happen.

On the Local Security Table, highlight the BAGF security and click on the SELL icon in the toolbar. Fill in the Sell Shares Form, choosing MAX from the pulldown list on the Sell Method field and specifying to sell 6 shares at a price of $55.00 for $330.00:



When complete, click on the Ok button to see what would happen if the sale were confirmed.

Report Preview: Page 1 of 1

9/11/98 Shares Sold on 7/03/98 1

Portfolio: 001 Nest Egg Sell Method: MAX Max Gain/Min Loss

Security: BAGF Big Al's Growth Fund Selling Price: $55.0000

Date	Shares	Opn Amt	Cls Amt	Opn Comm	Cls Comm	Sell Gain/Loss	
5/01/98	0.0329	$1.58	$1.81	$0.00	$0.00	$0.23	14.56%
3/01/98	1.7375	$82.08	$95.56	$2.54	$0.00	$10.94	12.93%
2/01/98	0.0088	$0.40	$0.48	$0.00	$0.00	$0.08	20.00%
2/01/98	2.1416	$97.00	$117.79	$3.00	$0.00	$17.79	17.79%
1/02/98	2.0792	$97.00	$114.36	$3.00	$0.00	$14.36	14.36%
Total	6.0000	$278.06	$330.00	$8.54	$0.00	$43.40	15.14%

Using the MAX selling method, you'd realize more than a $43 gain on the sale. Click on the EXIT icon, and answer No when asked to confirm the sale. Then, fill in the same information on the Sell Shares Form - 6 shares at $55 on 7/3- and select the MIN selling method. Click on the Ok button to see the result.

From the report, you see that using the MIN selling method results in a bit more than half as much gain. Click on the EXIT icon, and answer No when asked to confirm the sale.

This is the end of the Sales section of the demo/tutorial.

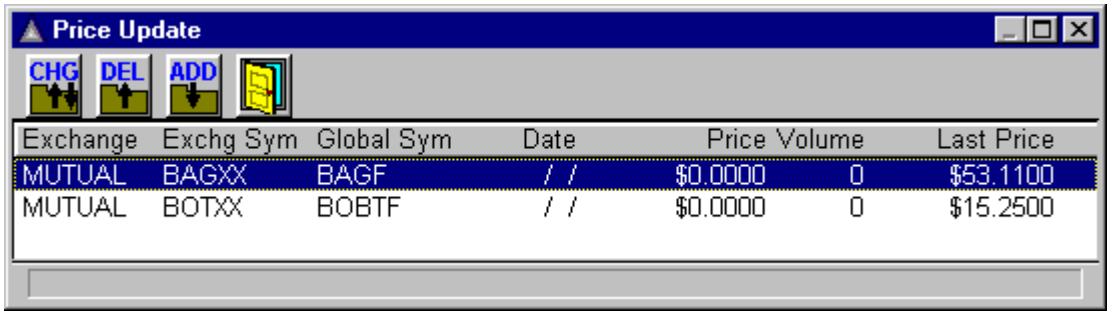
Click here to return to the menu.

In the Prices section of the demo/tutorial you will:

- Update the prices of all securities in the Local/Global Security Table.
- Update a single security's price.
- Learn how to update prices from an Internet source.
- Examine the Price History Table.
- See how to maintain values for 401K plans with no available prices.

Scroll to the right a bit on the Local Security Table until the complete gain/loss column can be read. This is the **unrealized gain/loss**, calculated by subtracting the cost of the shares from the current value, which is based on the latest recorded price. The price for BAGF is $53.11 (the last purchase you recorded) and the price for BOBTF is $15.25 (the sale you recorded).

While prices are updated by recording purchases and sales, you can also update prices with the Update Prices from Screen option on the Prices pulldown menu. This brings up a table of securities, and with newspaper stock tables in hand you enter the price and date for each.

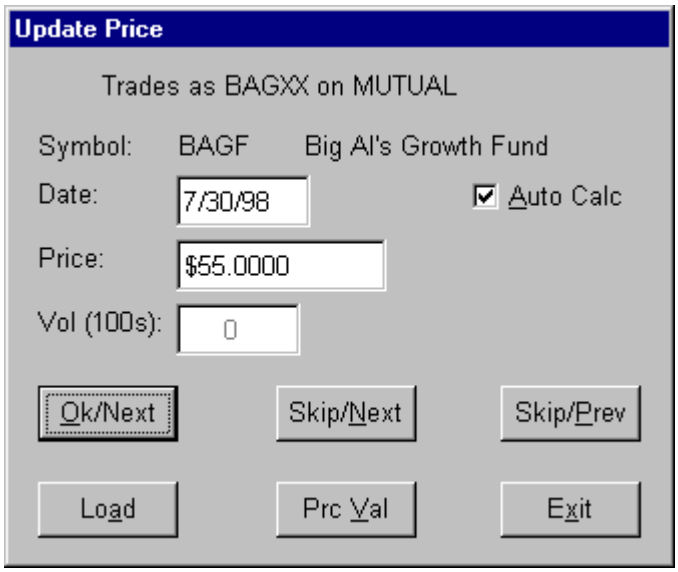


Exchange	Exchg Sym	Global Sym	Date	Price	Volume	Last Price
MUTUAL	BAGXX	BAGF	/ /	$0.0000	0	$53.1100
MUTUAL	BOTXX	BOBTF	/ /	$0.0000	0	$15.2500

In the Price Update Table, securities are sorted by Exchange (field in Global Security) and then by Global Security. Grouping by exchange eliminates flipping around the newspaper listings. Also, newspaper listings usually don't use the security's assigned Exchange Symbol - for AT&T, they usually show ATT instead of the assigned symbol, T.

To set the price for a security, you would highlight it and click on the CHG icon. As you'll see, there's also a short cut to cycle through each security without returning to the Price Update Table between each one. To clear a set price for a security, you would highlight it and click on the DEL icon. To add all of the prices that have been set, you would click on the ADD icon.

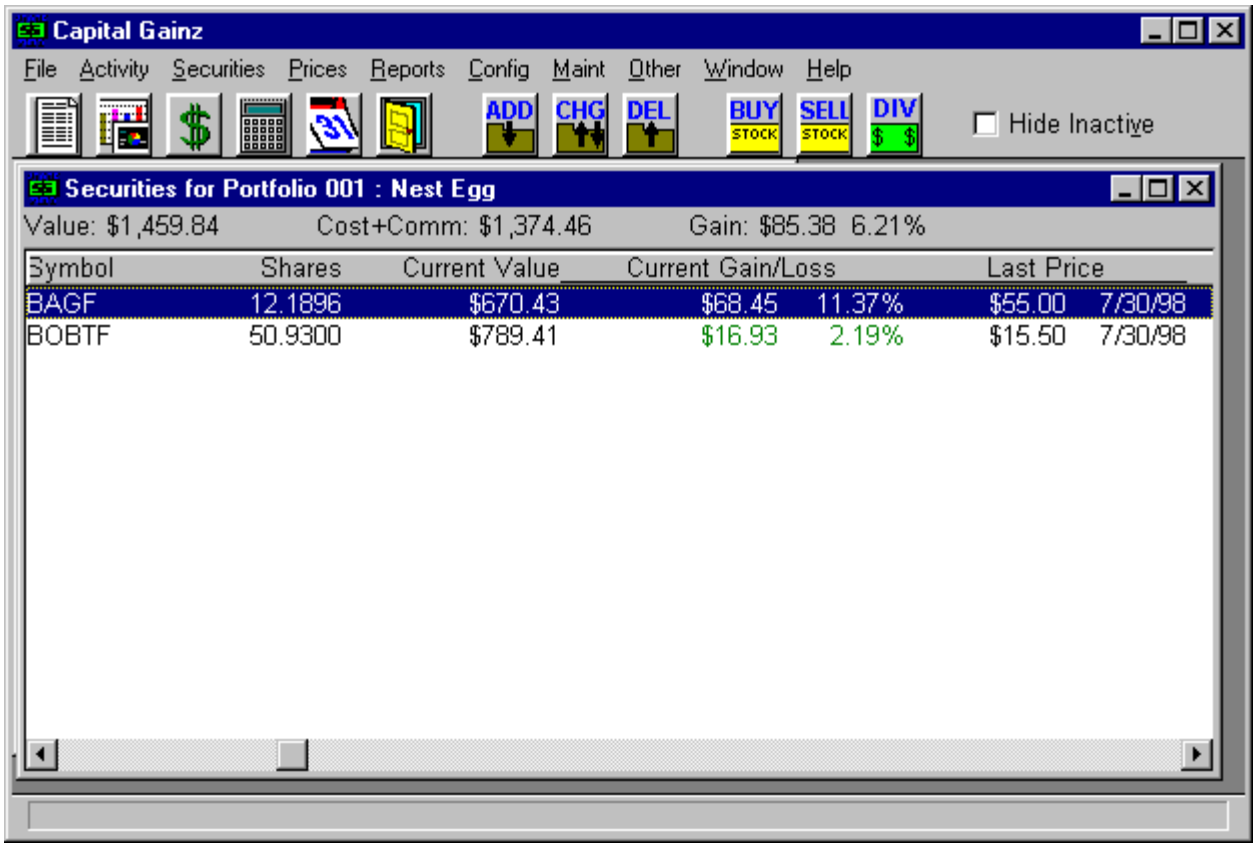
Highlight BAGF and click on the CHG icon to set a price for BAGF.



The Date is set to the current system date, and the Price shows the latest price. If you are recording prices for a different date, change the Date field. Then, set the Price field to the current price. For BAGF, set a price of $55.00 on 7/30/98. Click on the Ok/Next button to record the price and advance to the next security. Notice the buttons on the Update Price Form - you can skip back and forth in the list, or exit back to the Price Update Table. For BOBTF, record a price of $15.50 on 7/30/95, and click on Ok/Next. Since this is the last security, you return to the Price Update Table.

The Price Update Table shows all of the prices that will be recorded if you choose to confirm. Click on the ADD icon to confirm all of the prices and return to the Local Security Table. If you choose the CLOSE icon instead, Capital Gainz will ask if you want to record the prices first.

You probably noticed that the Volume field was grayed out, or disabled, while you were entering prices. If you want to enter trading volume with prices, you need to set the Use Volume option on the User Settings Form.



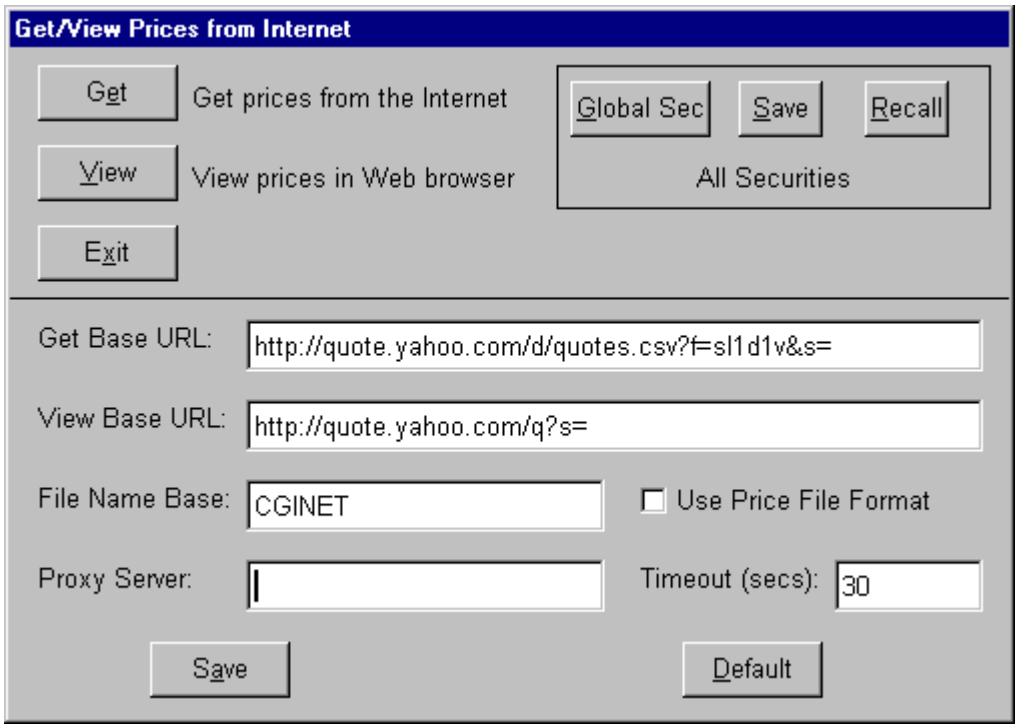
After updating the prices, the values in the Local Security Table are recalculated. Since the prices went up, the unrealized gains increased. The Local Security Table always reflects the latest dated prices, which are not necessarily the prices just entered. For instance, if you recorded prices for 8/1, then went back and added a purchase on 7/30, then the Local Security Table's gain/loss figure for that security is based on the 8/1 price.

When you update prices from the Local Security Table, you are actually updating the prices of the associated Global Securities. The Prices pulldown menu is also available on the Global Security Table. When using Update Prices from Screen:

- From the Global Security Table, you cycle through all Global Securities, and thus all Local Securities in all Portfolios.
- From the Local Security Table, you cycle through only those Global Securities linked to Local Securities in the current Portfolio.

Besides updating all securities' prices using Update Prices from Screen, you can use Update 1 Price from the Prices pulldown menu to update just the highlighted security's price.

While updating prices from the screen is fine for a relatively small number of securities, it can get tedious if you have a large number of holdings or are tracking many securities. In this case, you'll want to automate the price update process. The easiest way to do this is to use Capital Gainz' Get Prices from Internet feature. This feature, available from the Prices pulldown menu, uses an existing Internet connection to automatically retrieve prices from an Internet site, then read those prices into Capital Gainz.



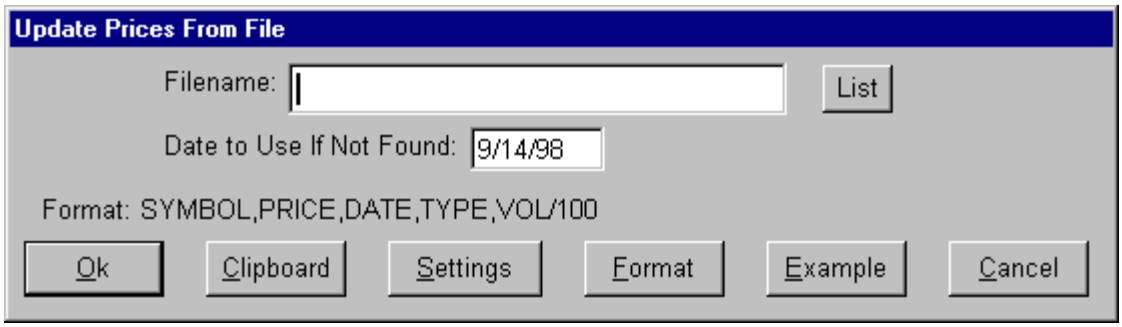
There are several settings below the buttons to initiate the price retrieval process, but these should rarely change - they are mainly there to provide for flexibility in the future.The only ones you may want to change are the Proxy Server, if you access the Internet through a proxy, or the Timeout value. You must already be connected to the Internet for this feature to work - Capital Gainz does not provide any dialing or connection facilities. The key features of this form are:

- The **Get** button will retrieve the prices for the securities selected from the Internet. You will have the opportunity to view the prices retrieved before they are read into Capital Gainz.
- The **View** button will display prices for the selected securities in your Internet Web browser. From there, you can view charts or news for each security.
- The **Global Sec, Save, and Recall** buttons allow you to construct a set of symbols to retrieve prices for, and Save this list so it can be Recalled the next time you want to retrieve prices.

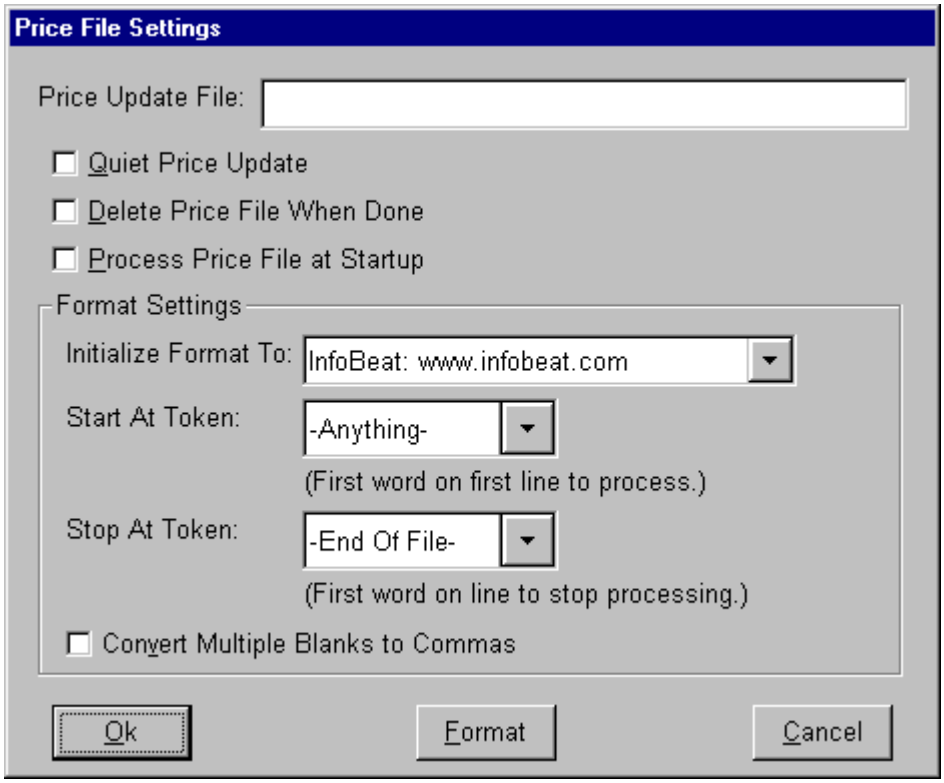
Click on the Exit button to return to the Local Security Table.

Another way to update prices automatically is to combine Capital Gainz' Update Prices from File function with an Internet site that provides price data. The Update Prices from File function reads in prices from comma-delimited files. Some common Internet sources of price data are: InfoBeat, IRNet, Yahoo, Quicken, and Quote.com. Capital Gainz can also read in price data from America On Line, CompuServe, and Prodigy. Plus, Capital Gainz' Download/Import feature allows you to import price data from MetaStock or Telechart 2000 databases.

Capital Gainz' Help describes the actual process for setting up price retrieval and updating from each supported source. InfoBeat (www.infobeat.com) is a popular source of price data since it can be configured to automatically email you prices at the end of the day. After setting up your account on InfoBeat to email prices in Quicken file format, in Capital Gainz choose the Update Prices from File function from the Prices menu on the Local or Global Security Table.



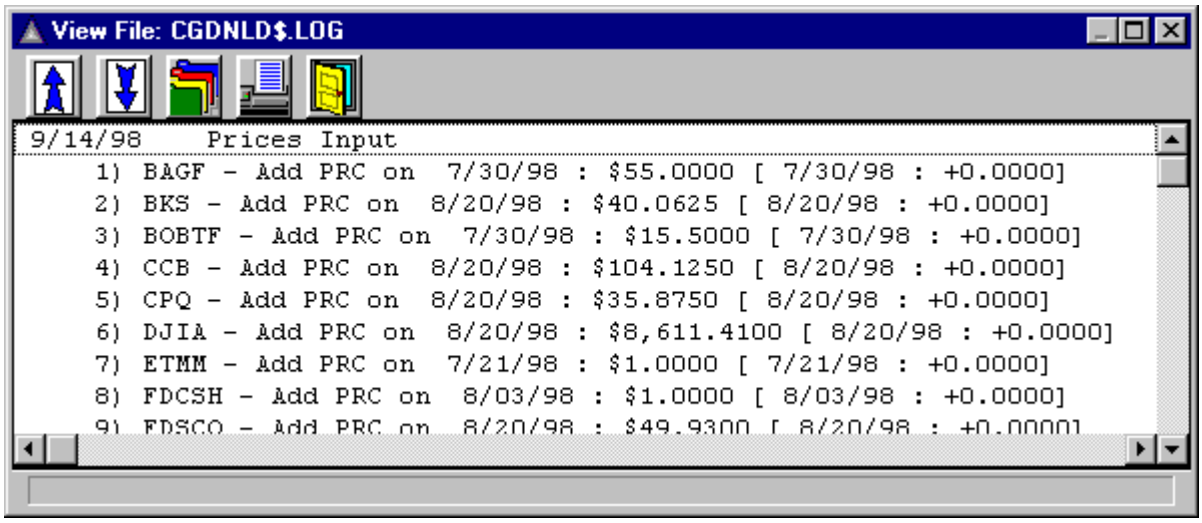
The Update Prices from File form accepts the name of a file to read in, a default date to use if the date is not in the price data, and includes a number of buttons to configure the price update procedure. To set up Capital Gainz for InfoBeat data, click on the Settings button on the Update Prices from File form. On the Price File Settings Form, select InfoBeat for the Initialize Format To field. The remaining settings will be initialized as necessary.



Click on the Ok button to save the settings and return to the Update Prices from File form. At the end of the day, InfoBeat will send you email containing a file attachment of price data. You would then specify that file name as the File field in the Update Prices from File form.

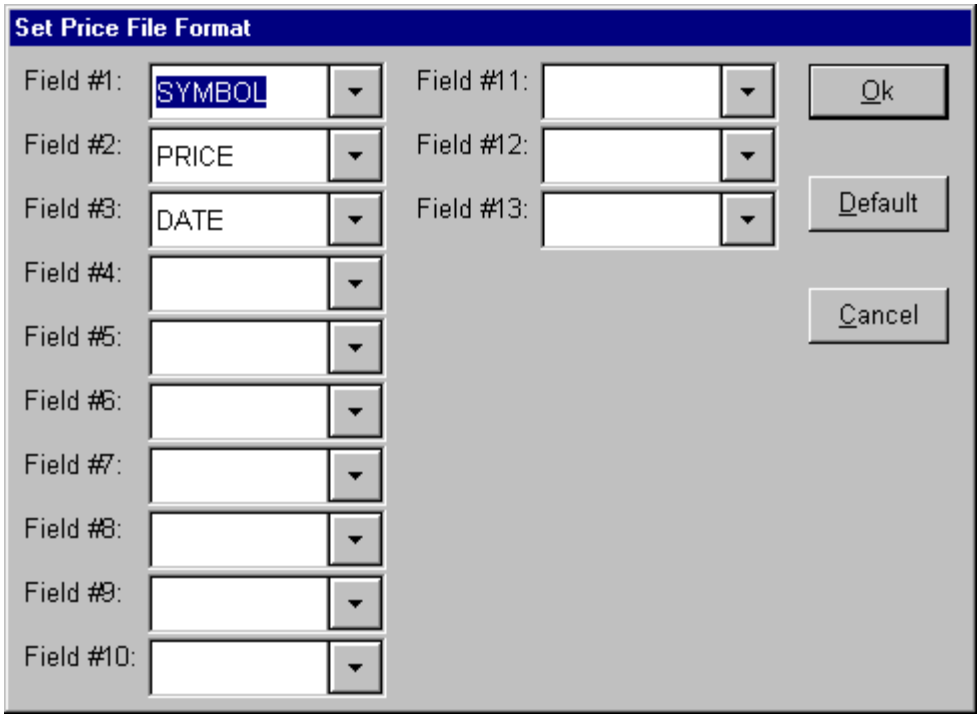
We can actually simulate updating prices from a file right now. Click on the Example button on the Update Prices From File Form to generate an example price update file using the current file format (InfoBeat). The output includes the most recent price information for all Global Securities. Click on the FILE icon to save the displayed data to a file, named C:\CAPGNZ\PRICES.UPD. Click on the EXIT icon to exit from the file viewer.

Now, assume that you received your email from InfoBeat, and the file attachment is C:\CAPGNZ\PRICES.UPD. In Capital Gainz, you would specify that file name for the File field in the Update Prices from File form.Click on the Ok button. After the price file is read in, you can choose Ok to record the prices read, View to display the prices read, or Cancel to exit without recording the prices. Until you're sure that all is working well, it's best to use the View button to be sure you won't be adding a lot of incorrect data:



The log of prices read in also shows the previous date and price increase/decrease for each security. Notice the $55.00 price for BAGF and the $15.25 price for BOBTF. Click on the EXIT icon to leave the file viewer, then click on the Cancel button (since there's no reason to record these prices).to return to the Update Prices from File Form.

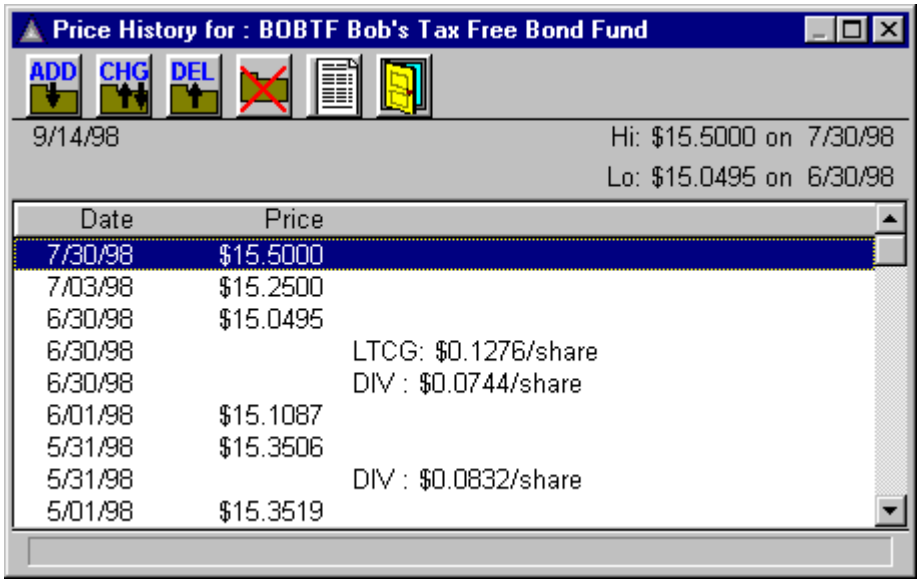
Capital Gainz can actually read in price data from almost any data source. The Format button on the Update Prices from File Form brings up a form that lets you specify the exact ordering of fields in the data that you want to read in:



All of the fields aren't required, but you do need to have at least SYMBOL, DATE, and PRICE. To alter the expected format of the price file to be read in, just select the item type from field's pulldown list. For instance, if you want to read in a file containing historical data listed by Date, Symbol, and Price, you would select DATE for Field 1, SYMBOL for Field 2, and PRICE for Field 3. The remaining fields would be set to all blanks.

Also, as we saw earlier, there are further configurations that can be set on the Price File Settings Form. Click on the Cancel button from the Set Price File Format Form, then click on Cancel on the Update Prices from File Form to return to the Local Security Table.

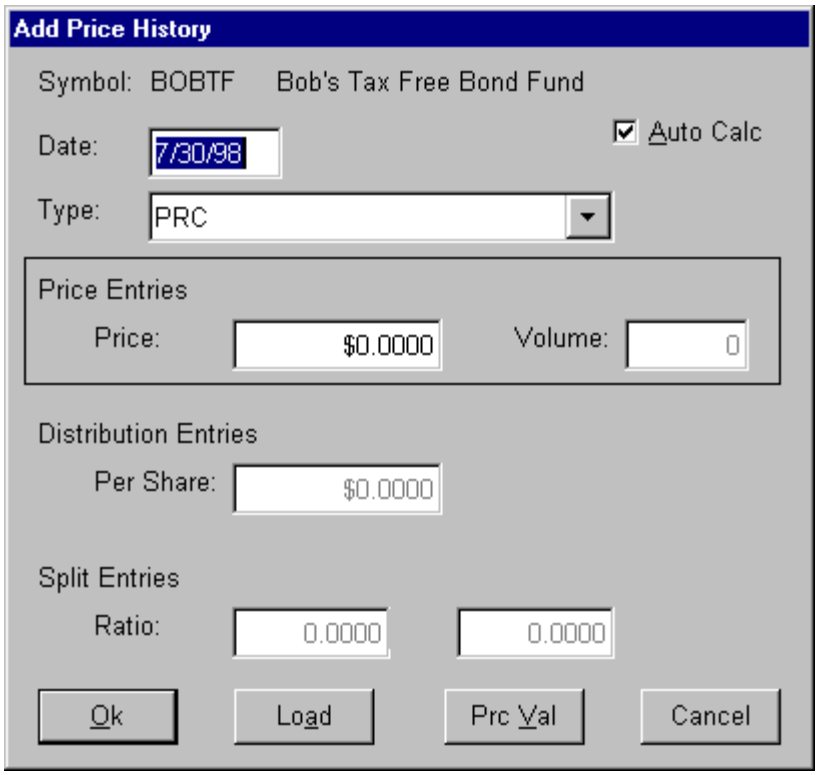
Capital Gainz saves all the historical price data recorded for securities. At the Local Security Table, highlight BOBTF and choose Price History from the Prices pulldown menu.



The Price History Table shows all recorded prices and distributions for the security, along with the high and low prices. You can Add, Change, or Delete prices for the security here. Notice that all the purchase, sale, and distribution entries you've made have corresponding entries for the specific dates and prices here.

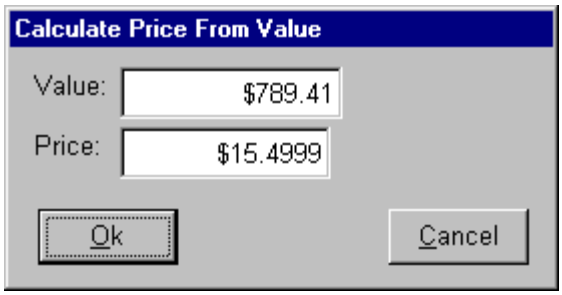
If you incorrectly specify a date during a price update, such as using 2000 for the year instead of 1999, you need to delete the erroneous price/date using the Price History Table in order for the Local Security Table to show correct gain/loss figures - remember, the Local Security Table uses the latest dated prices.

Click on the Add button to bring up the Price History Form.



The Price History Form is a little more complex than the form used earlier to update prices. That's because the Price History for a security includes prices, distributions, and splits. Thus, on the Price History Form, a pulldown list for the Type field lets you pick a specific Price History type After selecting a type, the appropriate fields are enabled for entry.

Click on the Prc Val button to explore a unique Capital Gainz feature, Price From Value.



The Price From Value Form that pops up will calculate a security's price given the value of your current holdings. For instance, the value of the shares of BOBTF that you currently own is 789.41. Enter this in the Value field, and the Price field is calculated as 15.4999, which essentially is the same as the actual current price, $15.50.

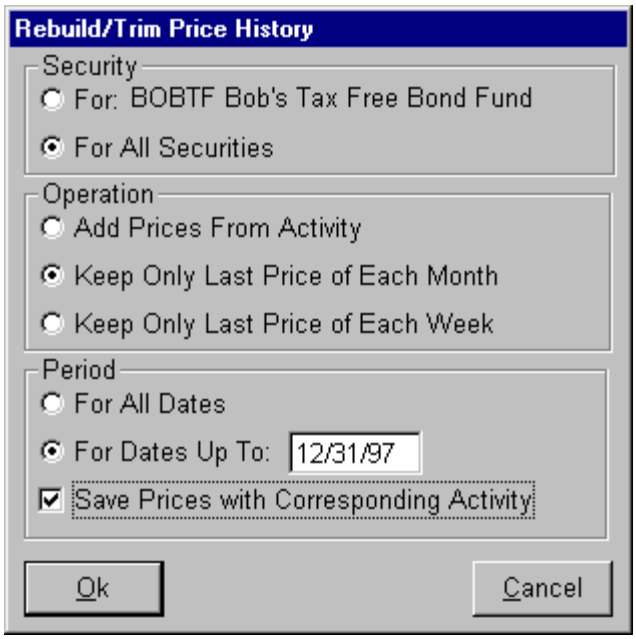
Now, why would you need to use this? Obviously, you knew the current price for BOBTF and could use that. However, most 401K plans let you invest in mutual funds, yet many don't provide the number of shares or price on their statements. To manage these investments, you would use the Price From Value feature in Capital Gainz like this:

1) Record the initial purchase at a price of $100.00.
2) Upon receiving a statement showing the investment's current value, update the security's price using the Price From Value feature. Enter the value from the statement, and the share price is calculated to reflect the unrealized gain/loss.
3) For subsequent purchases, use the last calculated price.

This lets you accurately track unrealized gains and losses, albeit at contrived price and share figures.

Click on the Cancel button twice then the EXIT icon to get back to the Local Security Table.

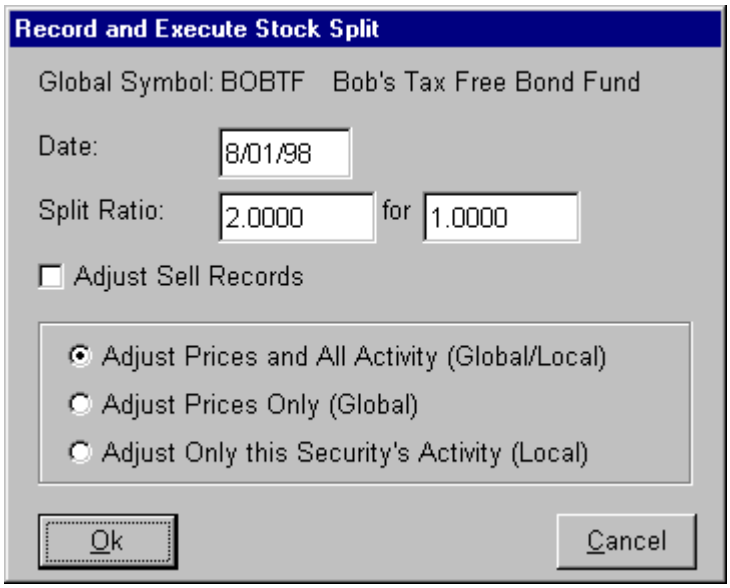
If you update prices frequently, you can accumulate a lot of data over the years. If you don't need to save old historical prices, the Rebuild Price History function on the Prices menu can return valuable disk space.



One common use is to trim the price history for all securities, saving only the last price of each month up to 12/31 of the prior year. You may also want to save prices associated with recorded buy and sell activity.

Click on the Cancel button to return to the Local Security Table.

When stocks reach a certain level, many companies like to split the shares to make them more affordable. This process increases the number of shares you hold while decreasing the share price - the result is that you have more shares at a lower price, but the total cost and value remain the same. To record a stock split in Capital Gainz, use the Price Split function under the Prices menu on the Local or Global Security Table.

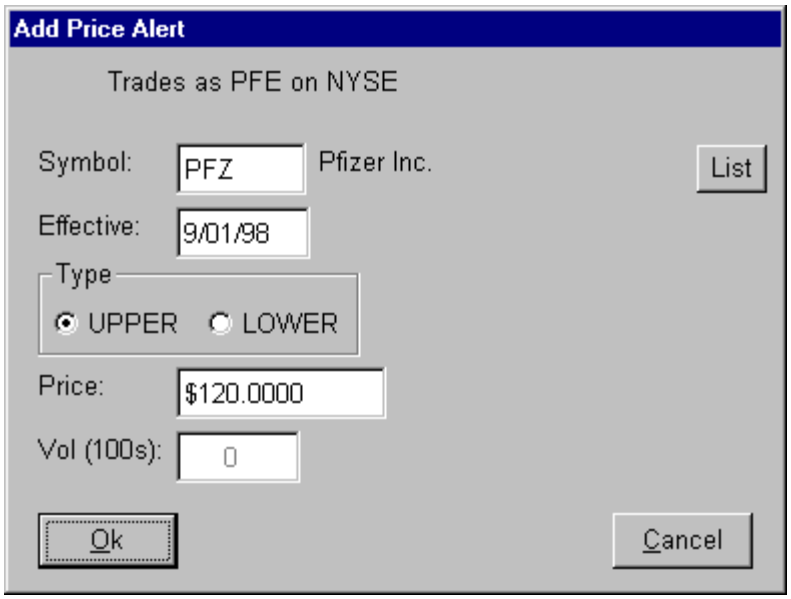


For instance, if BOBTF decided to split 2-for-1, after recording the split you'd have twice as many shares at one half the price as before. When recording a split in Capital Gainz, you will **almost always use the Adjust Prices and All Activity option,** as this will adjust all price data and all activity data associated with the global security.

The Price Split function is also used for stock dividends, where a company may give shareholders some fraction of a share for every share owned. For instance, a 10% stock dividend would be recorded as a 1.10 for 1.00 stock split.

Click on the Cancel button to return to the Local Security Table.

The Prices menu on the Local or Global Security Table also includes functions that let you specify upper and lower price (or volume) thresholds to be automatically checked when you update prices.

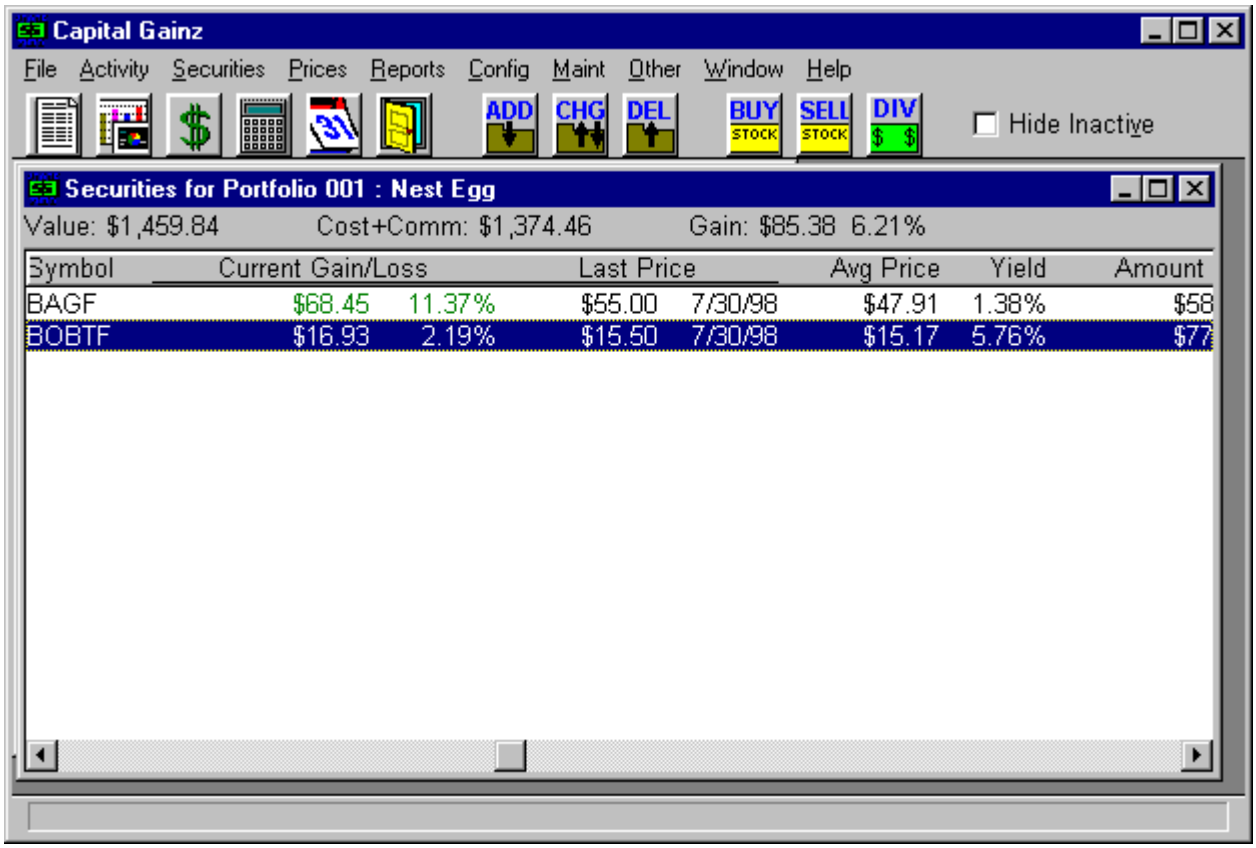


This is the end of the Prices section of the demo/tutorial.

Click here to return to the menu.

In the Analysis section of the demo/tutorial you will:

- Learn what the current yield figure is based on.
- Explore important reports on the Reports pulldown menu.
- Compare performance and total return figures.
- Use the Report Menu.
- Get tips for generating the tax schedule reports.
- Examine ways to customize reports.



Scroll the Local Security Table right until you see the Yield column. The Yield is based on the last price and last distribution per share recorded for the security, and how often the security pays dividends. This emphasizes the importance of the Dividends/Year value in the Global Security Form and the Per Share value in the Record Distribution Form. Here's the calculation:

yield = (div_per_share * div_per_year) / current_price

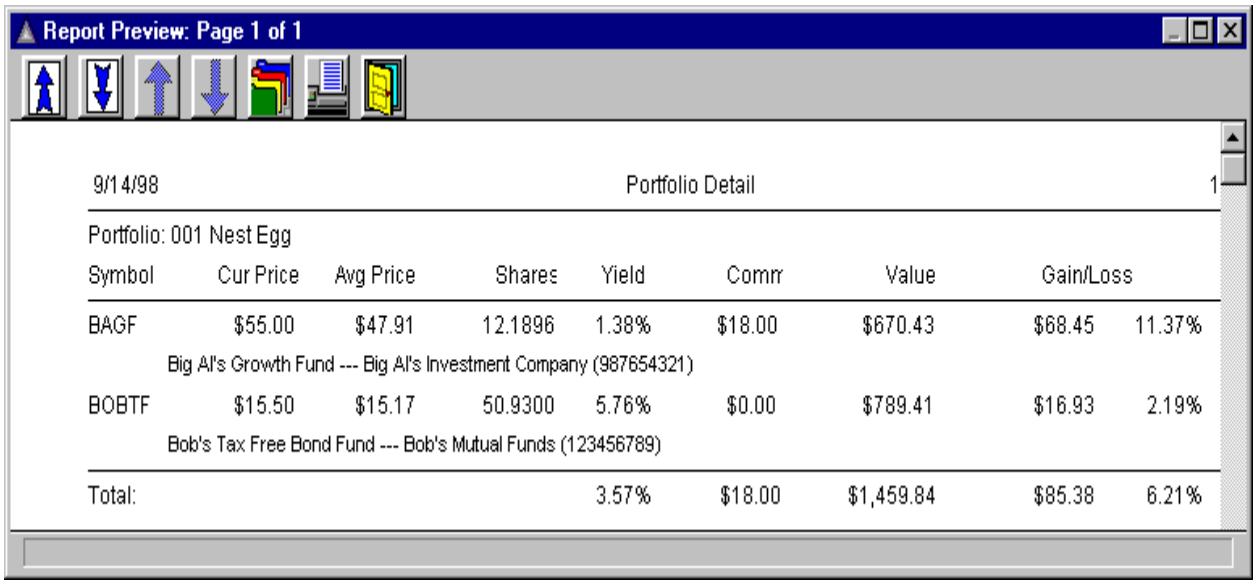
Thus, for BOBTF, the last price was $15.50, the last dividend per share was 0.0744, and dividends are paid monthly:

yield = (0.0744 * 12) / 15.50 = 5.76%

The Price and Per Share values are retrieved from the Price History Table. Thus, yield can be calculated even for Global Securities that have no associated Local Securities, and therefore no actual activity.

Each of the top-level tables in Capital Gainz - the Local Security Table, the Global Security Table, the Portfolio Table, the Broker/Inv Company Table, and the Security Type Table - have a Reports pulldown menu that offers a number of specific reports.Let's look at some of these reports.

Probably the most important report is the Portfolio Detail Report, available directly from the Reports pulldown menu:



Report Preview: Page 1 of 1

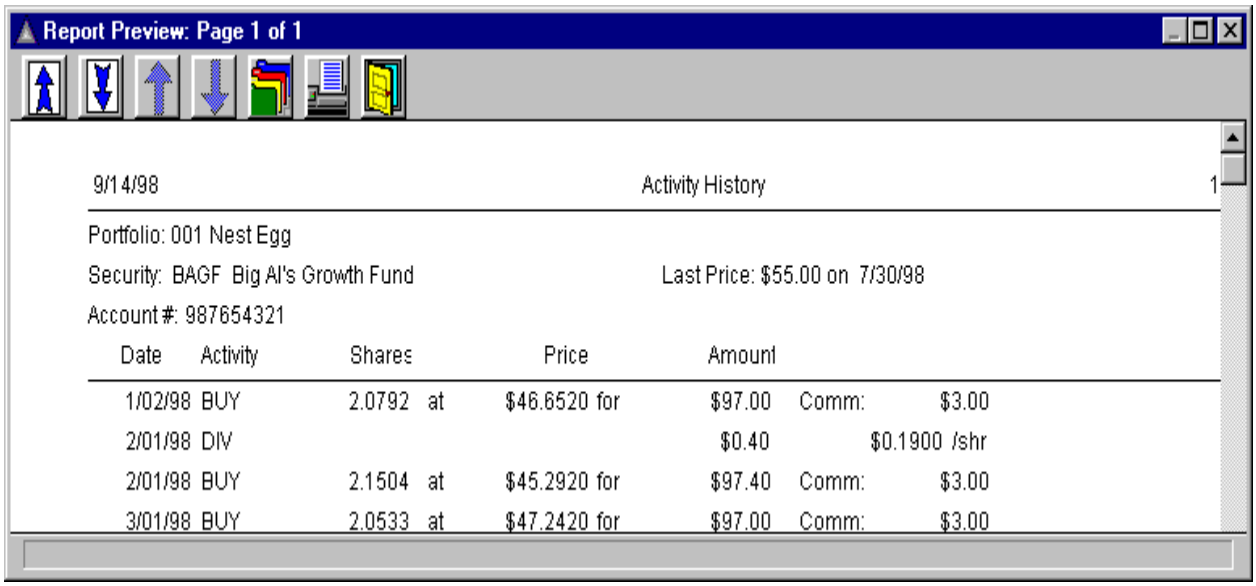
9/14/98 Portfolio Detail 1

Portfolio: 001 Nest Egg

Symbol	Cur Price	Avg Price	Shares	Yield	Comm	Value	Gain/Loss	
BAGF	$55.00	$47.91	12.1896	1.38%	$18.00	$670.43	$68.45	11.37%
Big Al's Growth Fund --- Big Al's Investment Company (987654321)								
BOBTF	$15.50	$15.17	50.9300	5.76%	$0.00	$789.41	$16.93	2.19%
Bob's Tax Free Bond Fund --- Bob's Mutual Funds (123456789)								
Total:				3.57%	$18.00	$1,459.84	$85.38	6.21%

The Portfolio Detail Report shows much of the same information that is displayed on the Local Security Table. Click on the EXIT icon to return to the Local Security Table.

Another important report, also available directly from the Reports pulldown menu on the Local Security Table, is the Activity History Report. Since this report is specific to a security, highlight the BAGF security before making the menu selection:



Report Preview: Page 1 of 1

9/14/98 Activity History 1

Portfolio: 001 Nest Egg

Security: BAGF Big Al's Growth Fund Last Price: $55.00 on 7/30/98

Account #: 987654321

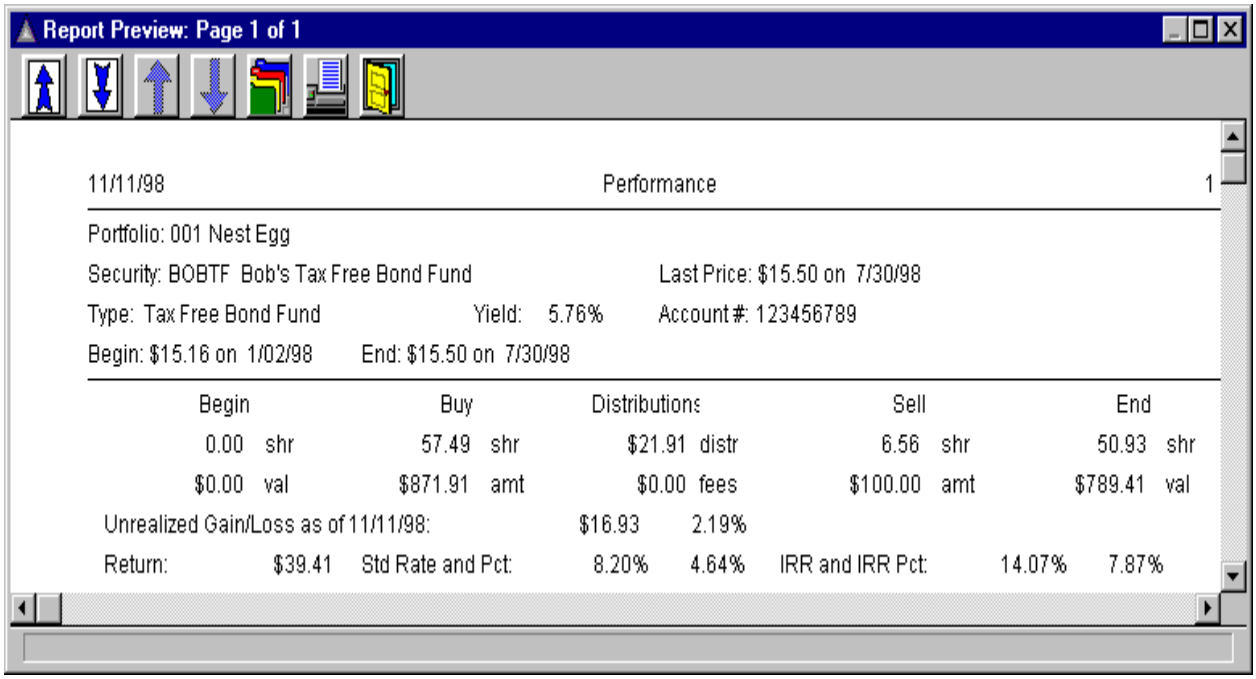
Date	Activity	Shares		Price		Amount		
1/02/98	BUY	2.0792	at	$46.6520	for	$97.00	Comm:	$3.00
2/01/98	DIV					$0.40	$0.1900	/shr
2/01/98	BUY	2.1504	at	$45.2920	for	$97.40	Comm:	$3.00
3/01/98	BUY	2.0533	at	$47.2420	for	$97.00	Comm:	$3.00

The Activity History Report shows a chronological history of all activity recorded for a security. If the entire page is not displayed, you can scroll through it using the window's scroll bar. Again, click on the EXIT icon to return to the Local Security Table.

Another view of total activity for a security is provided by the Activity Summary Report. This report is also specific to a security, so highlight BOBTF this time before selecting Activity Summary from the Reports pulldown menu. The Activity Summary Report shows summary information for all purchases, sales, and distributions of the security.

Click on the EXIT icon to return to the Local Security Table.

Next, with BOBTF highlighted, select the Performance Report from the Reports pulldown menu:



Report Preview: Page 1 of 1

11/11/98 Performance 1

Portfolio: 001 Nest Egg

Security: BOBTF Bob's Tax Free Bond Fund Last Price: $15.50 on 7/30/98

Type: Tax Free Bond Fund Yield: 5.76% Account #: 123456789

Begin: $15.16 on 1/02/98 End: $15.50 on 7/30/98

Begin		Buy		Distributions		Sell		End	
0.00	shr	57.49	shr	$21.91	distr	6.56	shr	50.93	shr
$0.00	val	$871.91	amt	$0.00	fees	$100.00	amt	$789.41	val

Unrealized Gain/Loss as of 11/11/98: $16.93 2.19%

Return: $39.41 Std Rate and Pct: 8.20% 4.64% IRR and IRR Pct: 14.07% 7.87%

The Performance Report shows your unrealized gain or loss, and your performance, based on purchases, sales, and distributions. To calculate performance, the flow of cash is traced for the period. Consider your BOBTF security:

End Value:	50.93 shares at 15.50	= 789.41
Sell Amount:	6.56 shares at 15.25	= 100.00
Distributions:	14.73 DIV + 7.18 LTCG	= 21.91
Initial Value:		= 0.00
Buy Amount:	57.49 shares	= 871.91

End Value + Sell Amount + Distr - Initial Value - Buy Amount = Return = 39.41

There are two percentages and annual rates shown. The Standard Rate and Percentage is the annual and total period percentage regardless of time considerations. The IRR and IRR Pct is the internal rate of return and derived total percentage over the period. The internal rate of return uses an iterative process to arrive at the overall rate with consideration for the specific holding periods.

Which values you prefer is up to you. The IRR is valuable in that it factors in time. For instance, in the BOBTF example above the period from 1/2/98 through 7/30/98 is covered, since no specific report date range was specified. This period is based on the first activity and last price recorded for the security. Since not all of the purchases occurred at the beginning of the period (or all sales at the end of the period), the IRR, factoring in the time of holding, is higher than the Standard Rate.

For reference, the Standard Pct is determined using:

Return / (Initial Value + Buy Amount - Reinvestments)

An annual Rate is determined from this number.

For BOBTF, the numbers are:

Using IRR:	IRR: 14.07%	Return Percentage: 7.87%
Not Using IRR:	Rate: 8.20%	Return Percentage: 4.64%

Click on the EXIT icon to return to the Local Security Table.

Next, generate the Total Return Report from the Reports pulldown menu. The Total Return Report shows how the highlighted security fared considering only prices and distributions, not actual activity. The total return percentage shown is the same as that provided by mutual fund companies, and the rate percentage is an annual rate derived from the total return and the time period covered.

In fact, the total return mirrors a buy-and-hold strategy, with distributions reinvested. For the BOBTF security, here's the history of prices and reinvestments:

Date	Type	Amount	Price	Shares	Total Shares
1/01/95	Buy	15.1568	15.1568	1.0000	1.0000
1/31/95	Div 0.0815/sh	0.0815	15.1841	0.0054	1.0054
2/28/95	Div 0.0896/sh	0.0901	15.1636	0.0059	1.0113
3/31/95	Div 0.0804/sh	0.0813	15.1162	0.0054	1.0167
4/28/95	Div 0.0824/sh	0.0838	15.2735	0.0055	1.0222
5/31/95	Div 0.0832/sh	0.0850	15.3506	0.0055	1.0277
6/30/95	Div 0.0744/sh	0.0765	15.0495	0.0051	1.0328
6/30/95	LTCG 0.1276/sh	0.1318	15.0495	0.0088	1.0416
7/30/95	End	16.1448	15.5000	1.0416	0.00

As you can see, the distribution reinvestments added 0.0416 shares. The total return is:

(End Value - Begin Value) / Begin Value = (16.1448 - 15.1568) / 15.1568 = 6.51%

The annual rate, 11.58%, is derived from the value, based on the period covered.

For BOBTF, your performance was slightly better than the total return. This is often the case when the price fluctuates and shares are purchased regularly throughout the period. If the price steadily increases, then the buy-and-hold strategy reflected by the total return is higher.

As far as the security's performance, total return is a better yardstick than your performance. This is because you can make a poor performing security look decent with good market timing, or make a good performing security look bad with poor timing.

Now, click on the EXIT icon to return to the Local Security.

One more report to look at here is the Allocation Report, again available from the Reports pulldown menu:

Report Preview: Page 1 of 1

9/14/98 Portfolio Allocation 1

Portfolio: 001 Nest Egg

Local Security		Value	Pct
BOBTF	Bob's Tax Free Bond Fund	$789.41	54.08%
BAGF	Big Al's Growth Fund	$670.43	45.92%
Total		$1,459.84	100.00%

Portfolio: 001 Nest Egg

Security Type		Value	Pct
TFBF	Tax Free Bond Fund	$789.41	54.08%
GRSF	Growth Stock Fund	$670.43	45.92%
Total		$1,459.84	100.00%

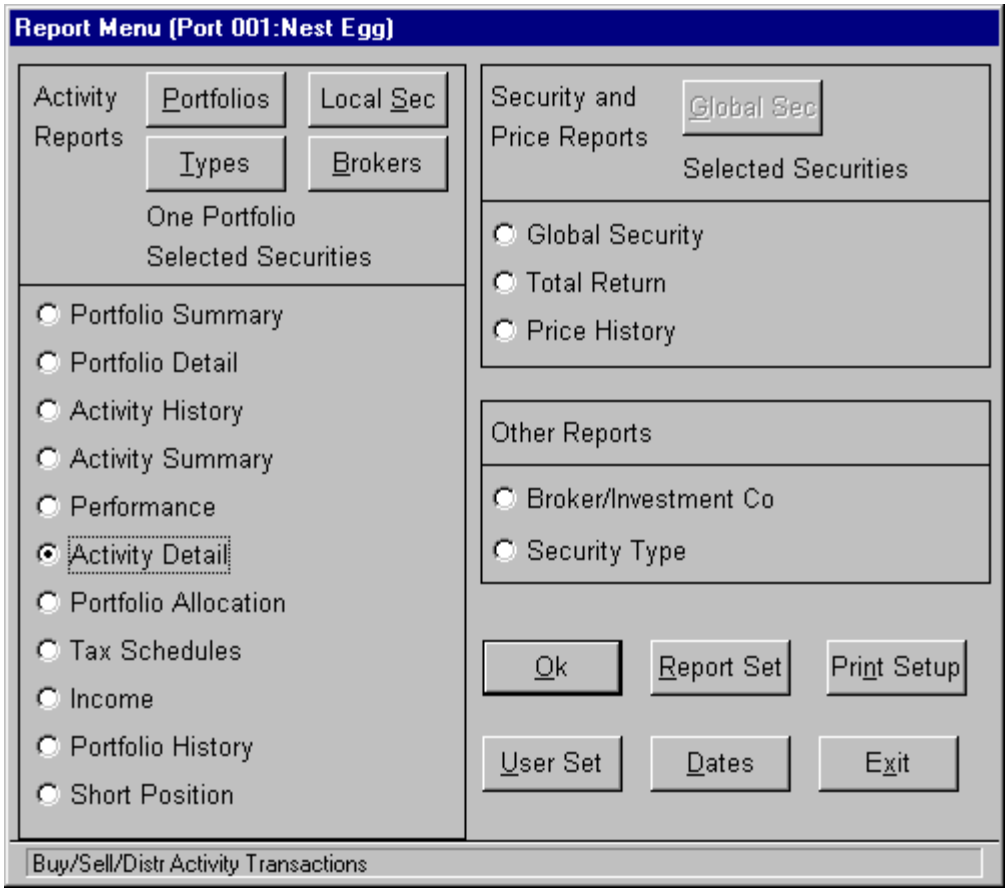
Portfolio: 001 Nest Egg

Security Class		Value	Pct
BND F	Bond Fund	$789.41	54.08%
STK F	Stock Fund	$670.43	45.92%
Total		$1,459.84	100.00%

The Allocation Report shows a breakdown of your holdings by security, security type, and security class, indicating how aggressive or conservative your investments are. With just two securities in the Nest Egg portfolio, it's not really that interesting. You may want to see what it looks like with the Example data portfolio.

Click on the EXIT icon to return to the Local Security Table.

You've been looking at reports available directly from the Local Security Table. However, the Report Menu lists all available reports, and also **lets you generate reports that span more than one security or portfolio**. From the Reports pulldown menu, select the Report Menu item:



The reports are divided into Activity Reports, Security and Price Reports, and Other Reports. For Activity Reports, you can select one or more Portfolios, and, if only the current Portfolio is chosen, you can select specific Local Securities.

Notice that when you select a report, a description of the report appears in the window's status bar. Click on the Activity Detail Report. This is an Activity Report, and is currently set to use One Portfolio and All Securities, as displayed. To restrict the securities included, click on the Local Sec button.

The Local Security Tag table pops up, and you choose securities to be included in the report. To just generate reports for the BAGF security, click on it with the mouse. By clicking with the mouse, you toggle whether or not the security is included. Icons at the top let you tag all securities or clear all tags. When done, click on the EXIT icon to return to the Report Menu. The Activity Reports now displays One Portfolio and Selected Securities. Click on the Ok button to generate the selected report, the Activity Detail Report.

Some reports require more information. For the dialog box that pops up for the Activity Detail Report, choose to print All Activity Detail and group by Activity Type. Click on the Ok button to continue.

The Buy Shares Detail Report appears first, followed by the Sell Shares Detail Report and then the Distribution Detail Report. These reports show purchases, sales, and distributions for each security.

This is the first report we've generated that's more than one page. The following icons in the toolbar let you scroll through the report:

FIRST: Go to the first page.

LAST: Go to the last page.

PREV: Go to the previous page.

NEXT: Go to the next page.

The window's scroll bar is used to scroll through the currently displayed page. Remember - if you don't know what an icon does, just move the mouse over it and read the description in the small box below the icon.

Click on the EXIT icon to return to the Report Menu.

The next report to examine is the Tax Schedule Report. While you could use the Local Security Tag Table to include/exclude securities in IRAs from the report, it's better to omit securities by setting the Tax Exempt field on the Local Security Form. Click on the Local Sec button on the Report Menu, then click on the TAG ALL and EXIT icons on the Local Security Tag Table to select all securities and return to the Report Menu.

Click on the Tax Schedules Report on the Report Menu, then click on the Ok button. Capital Gainz will pop up a dialog box requesting more information from you before generating the tax schedules:

Tax Year: Period for distributions and sales. While this is usually for a calendar year, from Jan 1 to Dec 31, you can specify a different fiscal year. Set this field to 1998.

Round to Dollars: Whether to round to even dollar amounts. Turn this option on.

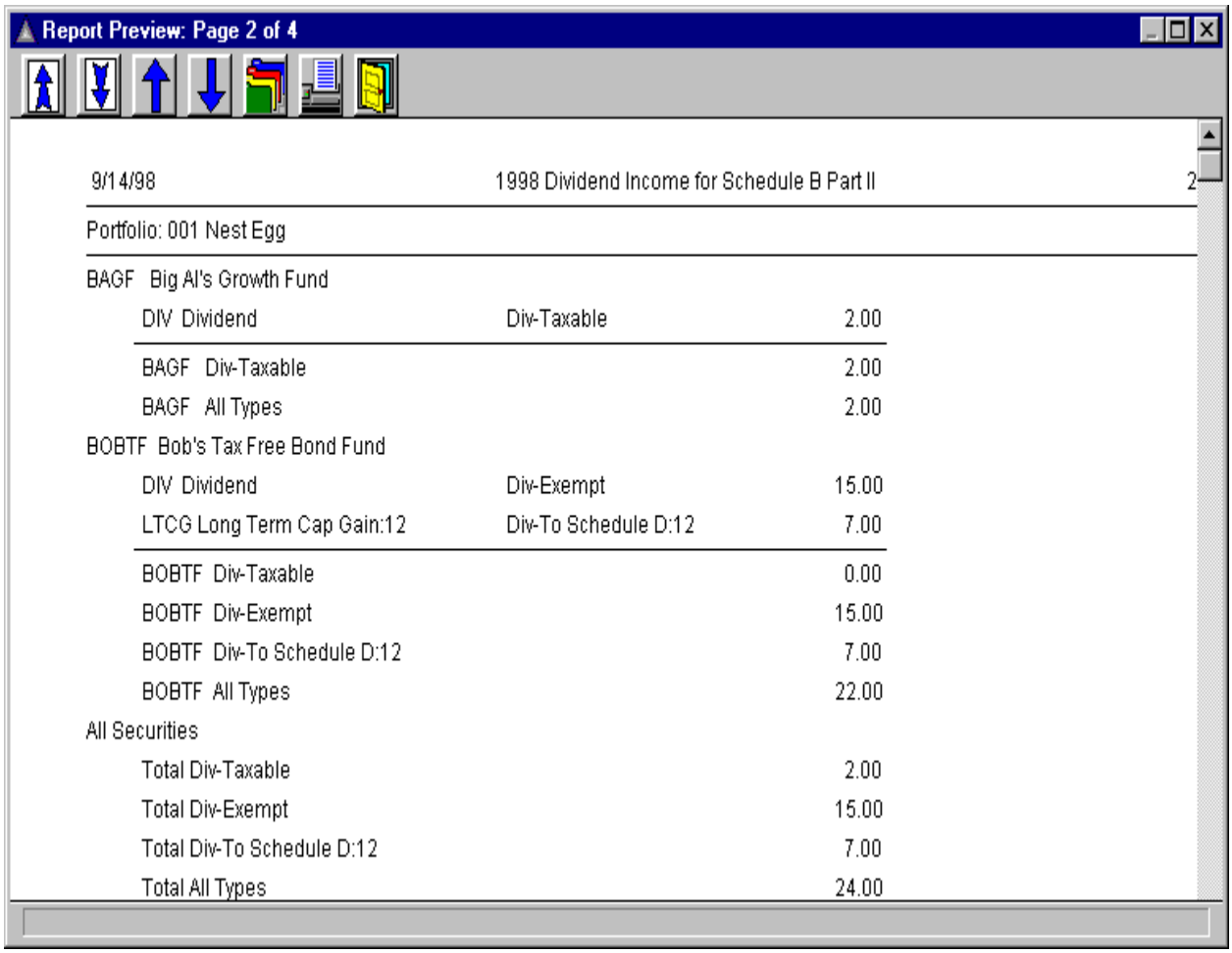
Group Sales: Whether to group purchases for each sale into single long and short term entries. Turn this option off.

Check for Wash Sales: Whether to check for wash sales. Turn this option off.

Export to Tax Exchange Format: Whether to generate a TXF file for import into tax software. You can choose to just export information on sales, since you usually transfer distribution information from 1099 forms. Turn this option off.

After completing the dialog box, click on the Ok button to generate the Tax Schedule Report.

The first page of the Tax Schedule Report shows information for Schedule B of the federal tax form. Click on the NEXT icon to see the Dividend section, reporting distributions. The total for each type of distribution is shown, as well as subtotals that are used on Schedule B.



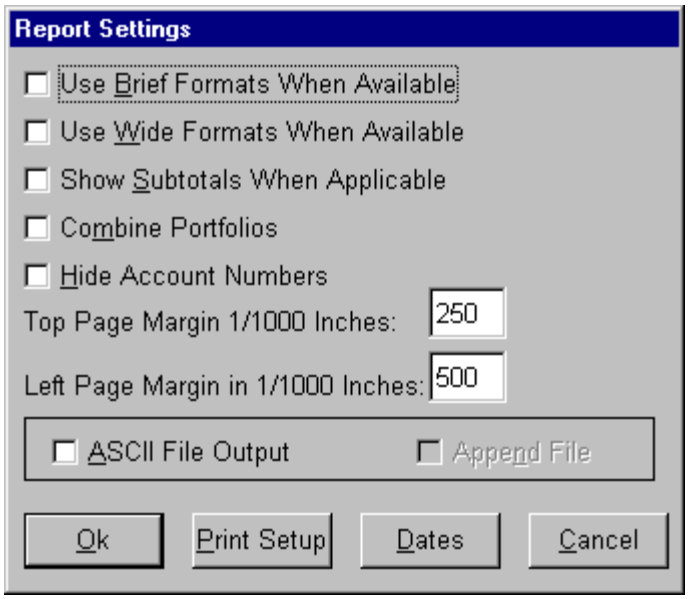
Report Preview: Page 2 of 4

9/14/98 1998 Dividend Income for Schedule B Part II 2

Portfolio: 001 Nest Egg

BAGF Big Al's Growth Fund		
DIV Dividend	Div-Taxable	2.00
BAGF Div-Taxable		2.00
BAGF All Types		2.00
BOBTF Bob's Tax Free Bond Fund		
DIV Dividend	Div-Exempt	15.00
LTCG Long Term Cap Gain:12	Div-To Schedule D:12	7.00
BOBTF Div-Taxable		0.00
BOBTF Div-Exempt		15.00
BOBTF Div-To Schedule D:12		7.00
BOBTF All Types		22.00
All Securities		
Total Div-Taxable		2.00
Total Div-Exempt		15.00
Total Div-To Schedule D:12		7.00
Total All Types		24.00

There are several report settings that let you alter the format of many reports. Click on the Report Set button on the Report Menu to bring up the Report Settings Form:



Use Brief Reports: Some reports, such as the Portfolio Detail and Performance Reports, can omit some details and comments, allowing for shorter output.

Use Wide Formats: You can choose to print out the Portfolio Detail Report in landscape mode, showing more information than possible in other formats.

Show Subtotals: Some reports, such as the Activity History Report, can include a running subtotal.

Combine Portfolios: For reports that span multiple portfolios, you can choose to treat all securities as part of a single portfolio.

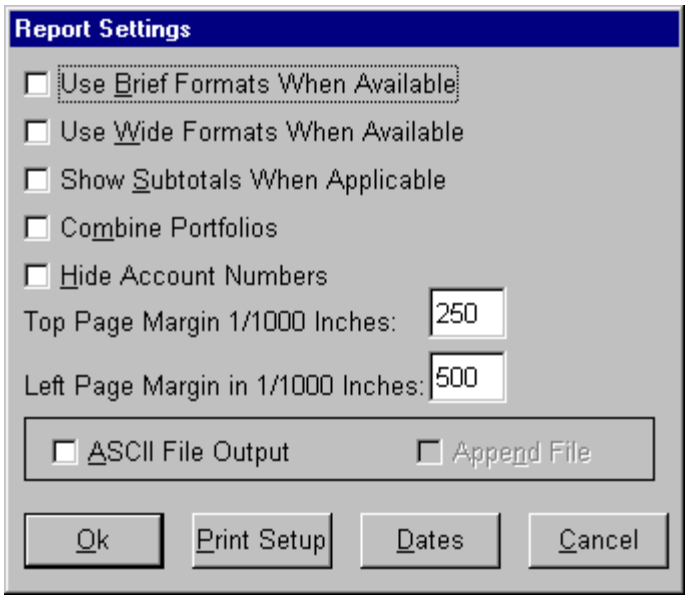
Hide Account Numbers: You may want to provide reports to a tax preparer, but hide any account numbers you've recorded.

Page Margin: The page margin settings let you alter the paper margin for your printed output.

ASCII File Output: Reports are sent to a plain text file. You want to use this option if you have a dot matrix printer, since many such printers can't handle the proportional report fonts, or, if they can, are very slow. Capital Gainz interacts with the specific printer driver you have set up, so if you have problems generating a report, you can either try to update your printer driver or use this Report Setting option to bypass the driver.

Click on the Cancel button to return to the Report Menu.

There are several report settings that let you alter the format of many reports. Click on the Report Set button on the Report Menu to bring up the Report Settings Form:



Use Brief Reports: Some reports, such as the Portfolio Detail and Performance Reports, can omit some details and comments, allowing for shorter output.

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Hide Account Numbers: You may want to provide reports to a tax preparer, but hide any account numbers you've recorded.

Page Margin: The page margin settings let you alter the paper margin for your printed output.

ASCII File Output: Reports are sent to a plain text file. You want to use this option if you have a dot matrix printer, since many such printers can't handle the proportional report fonts, or, if they can, are very slow. Capital Gainz interacts with the specific printer driver you have set up, so if you have problems generating a report, you can either try to update your printer driver or use this Report Setting option to bypass the driver.

Click on the Cancel button to return to the Report Menu.

Next, click on the User Set button on the Report Menu to bring up the User Settings Form. You'll explore this in more detail later, but a couple of the options directly impact reports. In particular:

Use Internal Rate of Return: Determines whether to calculate and include IRR figures on the Performance Report.

Subtract Reinvested Distr: Determines whether the Portfolio Detail Report (and Local Security Table) subtract out reinvested distributions in determining the unrealized gain/loss.

Turn the Subtract Reinvested Distr option on, and click on Ok to save the change and return to the Report Menu. From the Report Menu, select the Portfolio Detail Report, then click on the Ok button.

Report Preview: Page 1 of 1

9/14/98 Portfolio Detail - Subtract Reinvested 1

Portfolio: 001 Nest Egg

Symbol	Cur Price	Avg Price	Shares	Yield	Comm	Value	Gain/Loss	
BAGF	$55.00	$47.91	12.1896	1.38%	$18.00	$670.43	$70.43	11.74%
Big Al's Growth Fund --- Big Al's Investment Company (987654321)								
BOBTF	$15.50	$15.17	50.9300	5.76%	$0.00	$789.41	$38.84	5.17%
Bob's Tax Free Bond Fund --- Bob's Mutual Funds (123456789)								
Total:				3.57%	$18.00	$1,459.84	$109.27	8.09%

The resulting report shows a partial combination of unrealized and realized gains and losses, as purchases and reinvestments are included but sales aren't. Specifically, any reinvested distributions are subtracted from the cost, increasing the displayed gain (or reducing the loss) - cost depends only on direct contributions.

Earlier in this section, we generated the Portfolio Detail Report without subtracting reinvested distributions. The corresponding gain/loss figures on that report were:

Security	Gain/Loss	Gain/Loss%
BAGF	$68.45	11.37%
BOBTF	$16.93	2.19%
Total	$85.38	6.21%

The difference, $109.27 - $85.38 = $23.89, is the total distributions reinvested in shares still held.

While we're on this topic, it's important to point out that a common mistake by individual investors is to not include reinvestment amounts when calculating the basis for a sale on their tax forms. Thus, they graciously pay Uncle Sam double taxes - once for the actual distribution on Schedule B, and once for the sale on Schedule D. Capital Gainz avoids this problem, as reinvested distributions are recorded as a distribution then a purchase, so the reinvestment amount becomes part of the basis and is factored in for subsequent sales. For instance, if an investor has the following activity:

Buy $1000 of Fund XYZ in 1997
Reinvest $20 dividend for Fund XYZ in 1997
Sell all of Fund XYZ for $1100 in 1998

Many investors correctly list the $20 dividend on their 1998 Schedule B. However, when they record the sale, they erroneously omit the $20 reinvestment, and report a $100 gain on their 1998 Schedule D. Since Capital Gainz makes you record the distribution and reinvestment, this $20 is recorded as part of the basis, and the 1998 gain is correctly reported as $80.

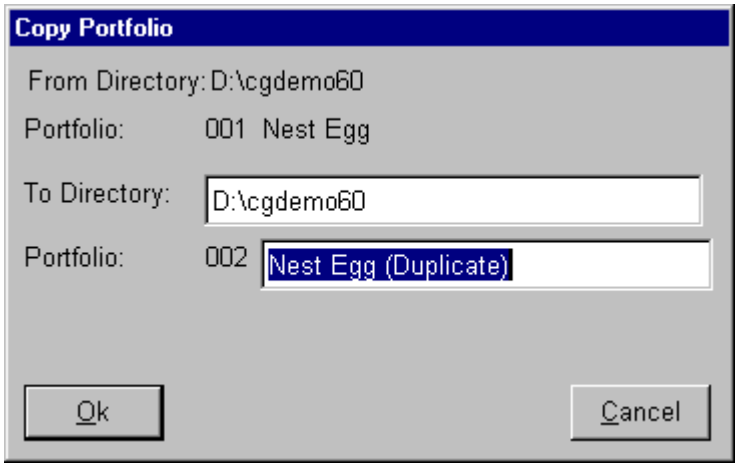
This is the end of the Analysis section of the demo/tutorial.

Click here to return to the menu.

In the Misc section of the demo/tutorial you will:

- See how to copy Portfolios and Local Securities.
- Learn what to do if a security spins off another company.
- Examine Security Types, and how they affect tax reporting.
- Explore program customization options.
- Be nagged about backing up your data.
- Find out methods to check and fix erroneous data.
- Be introduced to the Calculator and Calendar mini-applications.

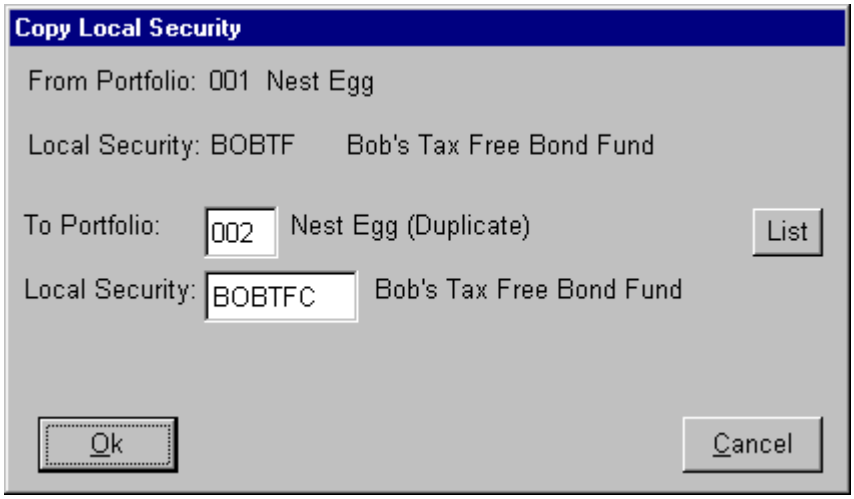
Use the Files pulldown menu to go to the Portfolio Table. At the Portfolio Table, make sure Portfolio 001 is highlighted, pull down the Portfolios menu, and choose Copy Portfolio. Copy Portfolio lets you quickly make a complete copy of the highlighted Portfolio, including all Local Securities and associated Buy Shares, Sell Shares, and Distributions.



In the form above, the Nest Egg portfolio will be copied to Portfolio 002, with a name of Nest Egg (Duplicate), when you click on the Ok button. The portfolio number is automatically set to the next available number when you Tab from the To Directory field. Copying an entire Portfolio is a quick way to make a 'mini-backup', so you can perform some operations on your data which you're a little uneasy about. If you make a big mistake, simply delete the Portfolio you messed up, copy the saved data back to it, and try again.

Interestingly, copying a Portfolio is often faster than copying several Local Securities, which we'll look at in a minute. That's because copying a Portfolio involves duplication of an entire file on disk, rather than looping through record-by-record.

You can also copy a Local Security either within a Portfolio or between Portfolios. For instance, say you want to move the BOBTF Local Security from Portfolio 001 to Portfolio 002. With the Nest Egg portfolio open, use the Files pulldown menu and select Local Securities. At the Local Security Table, highlight BOBTF, pull down the Securities menu, and choose Copy Security. Then, fill in the form as shown:



Since Portfolio 002 is the copy of Portfolio 001 you made earlier, you need to specify a new symbol for the copy as BOBTF already exists in Portfolio 002. After clicking on the Ok button, BOBTF and all associated Buy Shares, Sell Shares, and Distribution records are copied from Portfolio 001 to BOBTFC in Portfolio 002.

To complete the move, you need to now remove BOBTF from Portfolio 001. With BOBTF highlighted on the Local Security Table, click on the DEL button on the toolbar. Then, click on the Ok button on the displayed Local Security Form, and confirm the deletion. BOBTF and all associated Buy Shares, Sell Shares, and Distribution records are removed from Portfolio 001. Of course, duplicates of these activity records are now stored under BOBTFC in Portfolio 002.

Go into Portfolio 999 now, with the preloaded example data. Use the Files menu, select Portfolios, and double-click on Example Portfolio 999 on the Portfolio Table. The Local Security Table for Portfolio 999 is displayed.

Assume Intel decided to spinoff its non-CPU chip business to current shareholders - of which you are one. The official company information you received indicated:

- The spinoff created a new company, Intel Junior, with a symbol of INTJ.
- The spinoff was non-taxable. If it were taxable, you would instead record a sale then a purchase of a new security.
- The spinoff was comprised of 8% of the basis in your Intel shares.
- You receive 55 shares of the new company for every 100 shares of Intel stock you owned.

Finally, your brokerage statement indicates that as of 9/1/98, INTJ's price was $12.75.

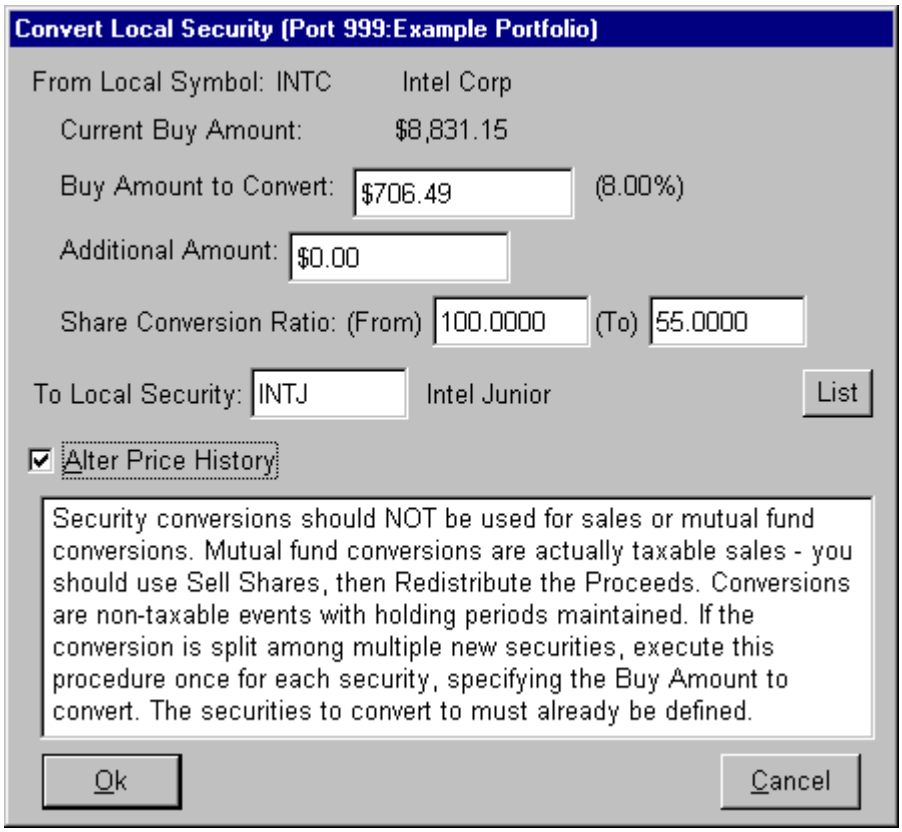
First, click on the ADD icon to add the INTJ Local Security. While defining it, you'll also need to define an INTJ Global Security. The Global Security will include the following:

Global Symbol:	INTJ
Name:	Intel Junior
Broker/Inv Company:	E*Trade
Type:	S (Stock)
Div/Year:	0
Exchange:	NYSE
Exchange Symbol:	INTJ

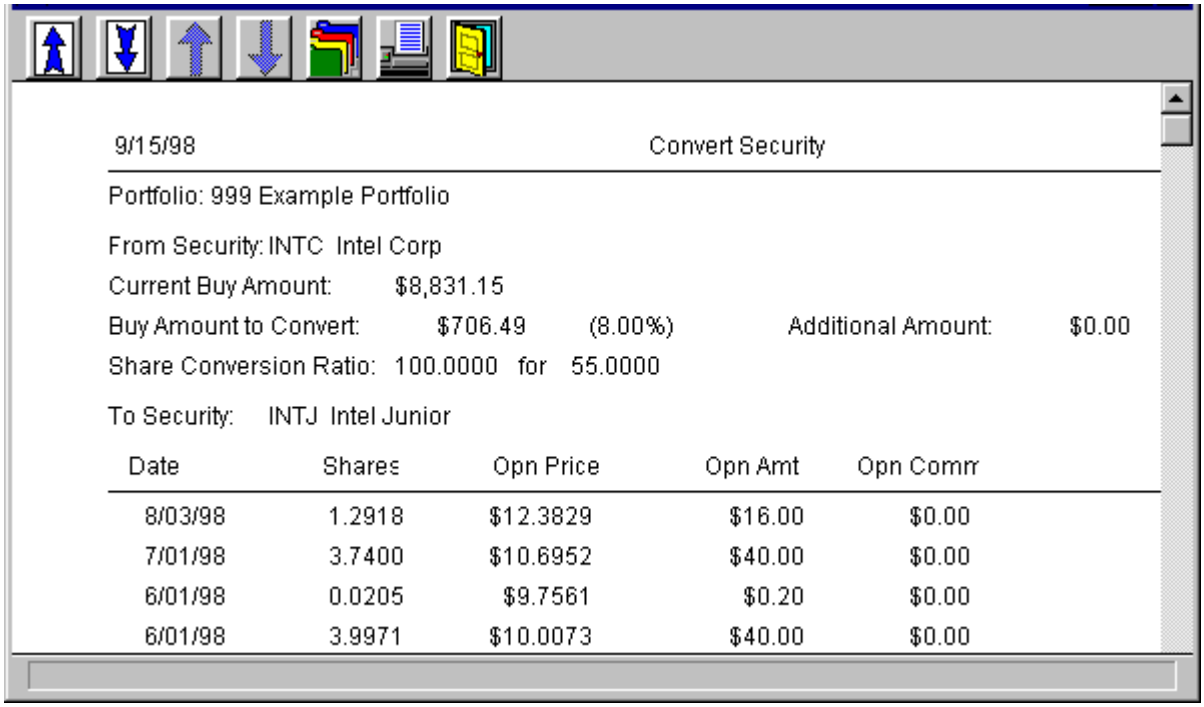
For the Local Security, set the symbol to INTJ, link it to Global Security INTJ, and accept all the default values filled in. Now, you're ready to record the spinoff.

Highlight INTC, pull down the Securities menu and select Convert Security. As the warnings on the screen imply, this 'conversion' has nothing to do with a 'mutual fund conversion', which is simply mutual fund lingo for a sale of one fund with the proceeds going into another fund. Rather, Convert Security is for handling security spinoffs and mergers.

Fill in the Convert Security Form with the following:



You determined the Buy Amount to Convert field by multiplying the Current Open Amount by 0.08 - remember, Intel told you that 8% of the basis was spunoff. You did not contribute any Additional Amount to the spinoff, so that field is left set to 0. The Share Conversion Ratio was provided by Intel - 100 to 55. Leave the Alter Price History option checked, so the price history of Intel will be changed to reflect the spinoff. Click on the Ok button to execute the security conversion.



9/15/98 Convert Security

Portfolio: 999 Example Portfolio

From Security: INTC Intel Corp

Current Buy Amount: $8,831.15

Buy Amount to Convert: $706.49 (8.00%) Additional Amount: $0.00

Share Conversion Ratio: 100.0000 for 55.0000

To Security: INTJ Intel Junior

Date	Shares	Opn Price	Opn Amt	Opn Comm
8/03/98	1.2918	$12.3829	$16.00	$0.00
7/01/98	3.7400	$10.6952	$40.00	$0.00
6/01/98	0.0205	$9.7561	$0.20	$0.00
6/01/98	3.9971	$10.0073	$40.00	$0.00

A report is generated indicating Buy Shares records for the new security created from Buy Shares records for the existing security. Use the EXIT icon to close the report, then confirm the security conversion.

When the conversion process completes, you are asked if you want to record a price for the new security, INTJ. Since your broker reported that the price was $12.75 on 9/1/98, you can go ahead and update the price of the new security. When you're done, the price of Intel will be altered automatically to reflect the spinoff.

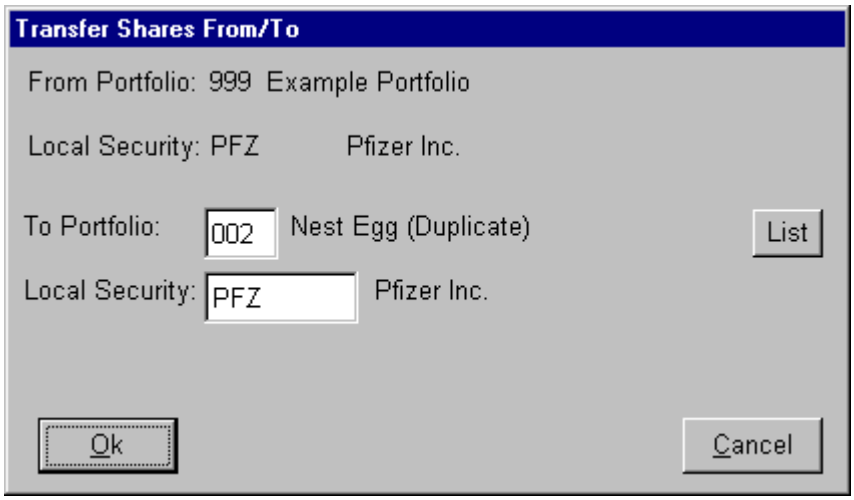
Some important points to note about this conversion are:

- No gain/loss is recognized.
- The combined basis of INTC and INTJ is identical: $8831.15. All that happened was that some basis was allocated from INTC to INTJ.
- 8% of the amount of each Buy Shares record of INTC was removed and used to record a Buy Shares record for INTJ.
- The new Buy Shares records for INTJ use the same dates as the corresponding Buy Shares records for INTJ. Thus, holding periods are maintained.
- 8% of any purchase commission for INTC Buy Shares records is allocated to INTJ Buy Shares records.

You can use the Activity pulldown menu and select Buy Shares Table to review the resulting Buy Shares records for INTC and INTJ.

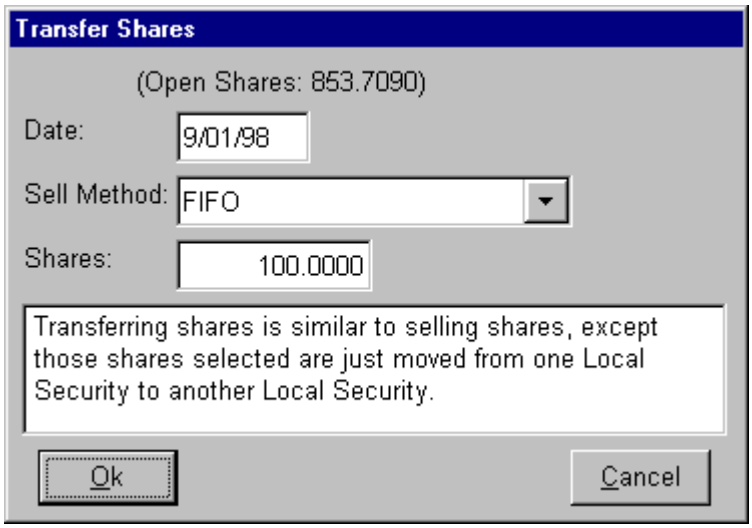
If you make a tax-free donation of shares to a child, there are two ways to record the transaction in Capital Gainz. First. if you donate all holdings of a particular security, you could simply use the Copy Security function examined earlier to copy the security to the child's portfolio, then delete the security from your portfolio. Or, you can use the Transfer Shares function on the Local Security Table's Activity pulldown menu. The Transfer Shares function only affects Buy Shares records - Sell Shares and Distribution records are not transferred.

For instance, say you transfer 100 shares of your Pfizer stock to your son. For now, assume that Portfolio 002, which we created earlier, is your son's portfolio. First, add the Pfizer local security to Portfolio 002 - link it to the existing Pfizer global security. Then, open Portfolio 999, highlight PFZ, then select Transfer Shares from the Activity pulldown menu. Set the To Portfolio field to 002, and leave the To Local Security set to PFZ:



Click on the Ok button.

Next, you need to specify the transfer date, how many shares to transfer, and what selling method to use:



Click on the Ok button, and a report showing the shares that will be transferred is displayed. Click on the EXIT button to exit from the report, then confirm the transfer. The 100 shares are subtracted from Portfolio 999's PFZ account to Portfolio 002's PFZ account, maintaining the holding period and basis. You can examine the Buy Shares Tables for the source and destination Local Securities to verify this.

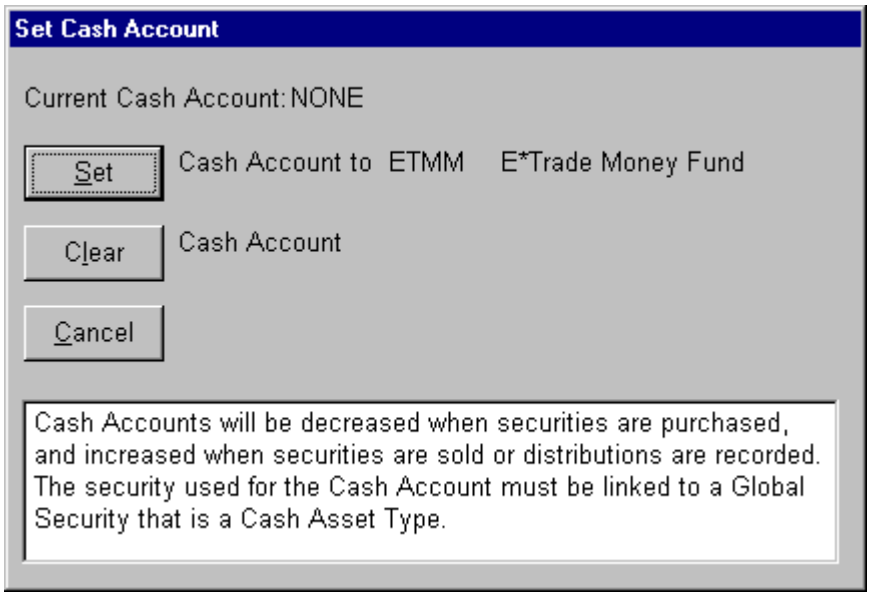
You should have noticed the strong similarity between transferring and selling shares:

- When transferring shares, shares are removed from the source's Buy Shares Table and added to the destination's Buy Shares Table. A selling method is specified for selecting shares to transfer, and a report listing the shares to be transferred is generated for confirmation.
- When selling shares, shares are removed from the source's Buy Shares Table and added to the source's Sell Shares Table. A selling method is specified for selecting shares to sell, and a report listing the shares to be sold is generated for confirmation.

There is also a similarity between transferring shares and copying securities:

- When transferring shares, you select a source Portfolio and Local Security, and a destination Portfolio and Local Security. The destination Local Security must exist.
- When copying securities, you select a source Portfolio and Local Security, and a destination Portfolio and Local Security. The destination Local Security must not exist.

You can specify a cash security in a Portfolio that will automatically be increased and decreased by activity, providing for margined portfolios. The cash account must be defined with a Cash asset type in the Global Security. For instance, say all of the holdings in Portfolio 999 are with E*Trade. Thus, you want to set the cash account for Portfolio 999 to the E*Trade Money Fund. At the Local Security Table for Portfolio 999, highlight ETMM, pull down the Securities menu, and select Set Cash Account:



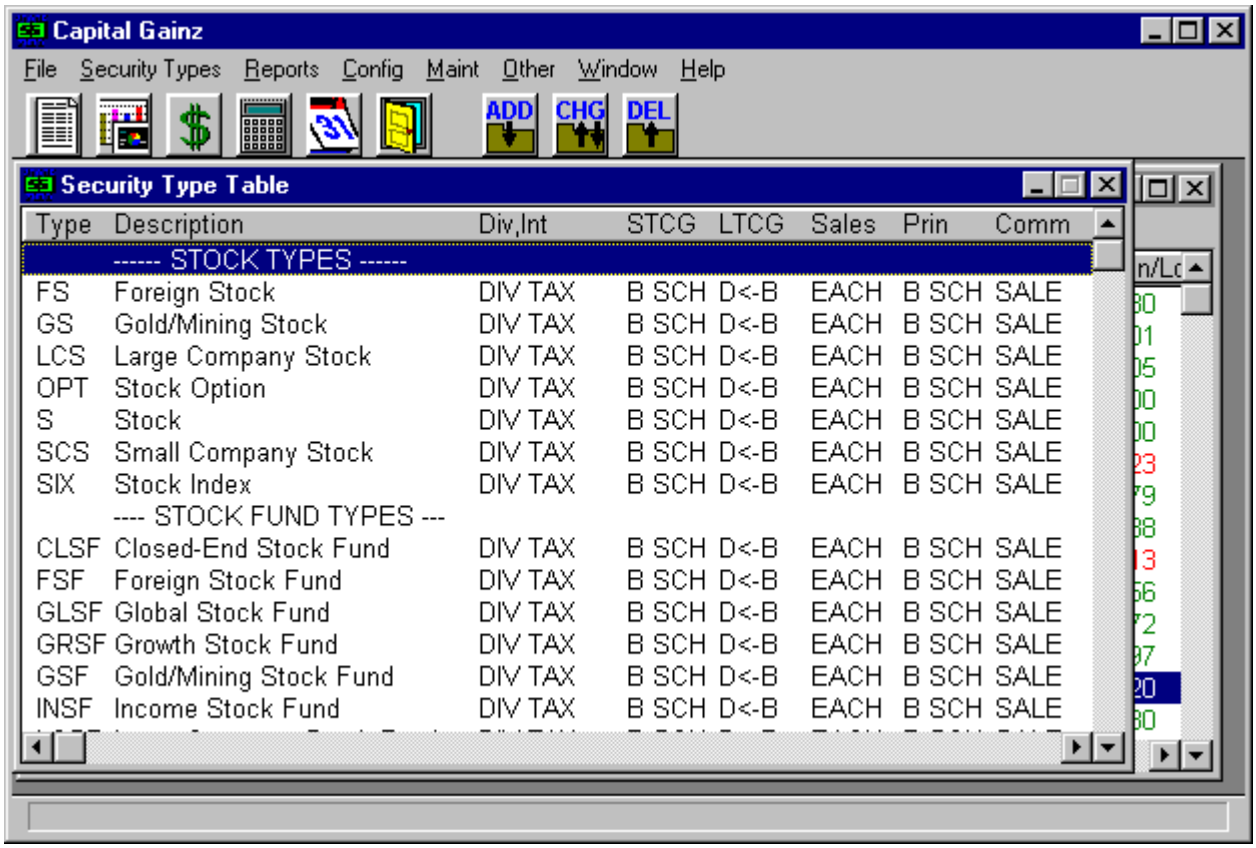
The current cash account, if any, is displayed, and you can Set the cash account to ETMM or Clear the current cash account. If a cash account is set:

- Purchases of other securities automatically decrease the cash account.
- Sales of other securities automatically increase the cash account.
- Distributions automatically increase the cash account.

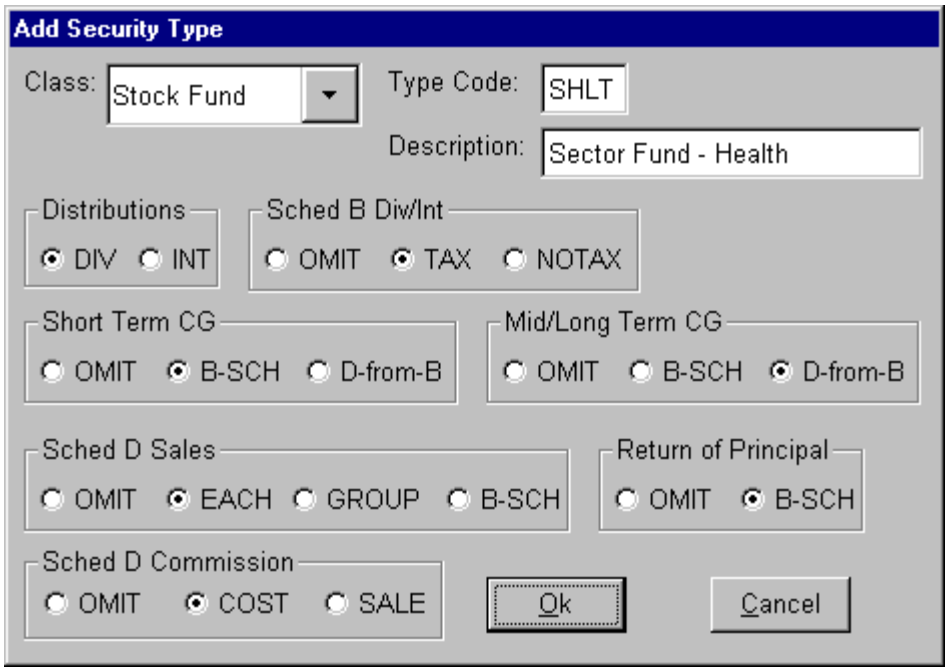
If you allocate more cash than you own, the cash account will go negative. This is known as margin.

For now, click on the Cancel button to return to the Local Security Table.

You've already been introduced to Security Types, as each Global Security is defined as a specific type. Let's look at Security Types in more detail. From the Files pulldown menu, select Security Types to bring up the Security Type Table:



The fixed security classes are: Stock, Stock Fund, Bond, Bond Fund, Cash, Other, and Other Fund. Under each class, Capital Gainz includes a number of predefined Security Types. You can add, change, or delete Security Types as you see fit. Click on the ADD icon to add a Security Type.



Fill in the Security Type Form as shown above to add a new Security Type, SHLT. Notice that the Security Type fields control a number of items for the tax reports:

Distributions: Whether you receive dividends or interest.

Sched B Div/Int: Whether dividends/interest are taxable on Schedule B.

Short/Long Term CG: Where to include capital gains distributions.

Sched D Sales: Whether to group sales on Schedule D.

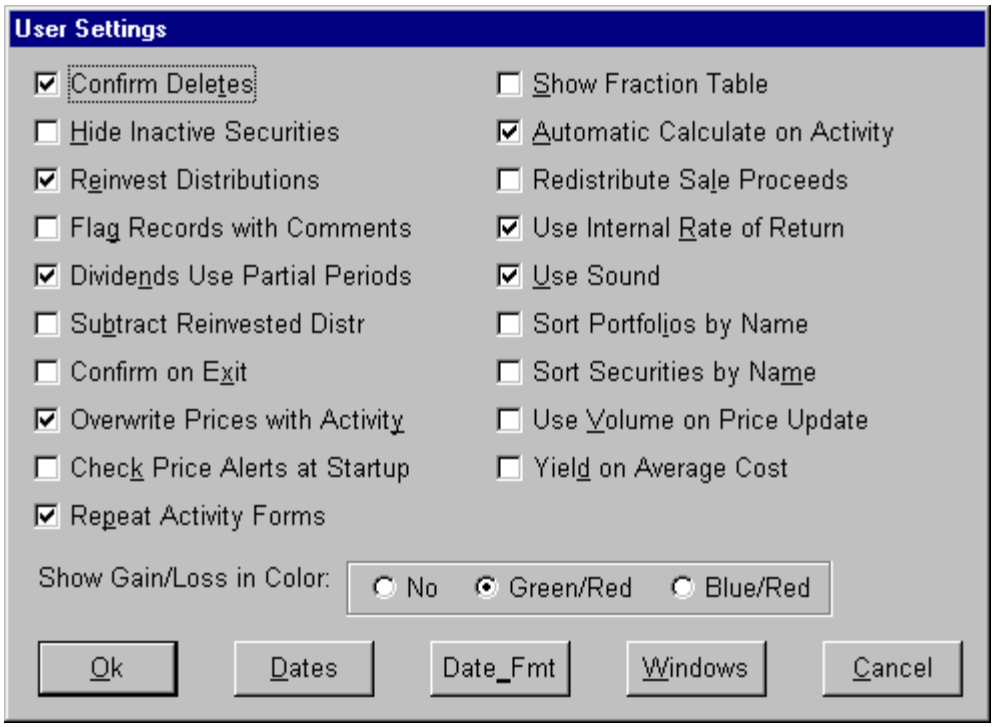
Return of Principal: Whether to show return of principal on Schedule B.

Sched D Commission: Whether to include sales commission in the cost or selling amount.

Click on the Ok button to add this Security Type and return to the Security Type Table.

If you'd prefer to classify your holdings according to Morningstar categories, use the Add Morningstar Types function on the Security Types pulldown menu. All Morningstar Types begin with an asterisk ('*'). Finally, you can use the Type Percentages function under the Securities menu on the Global Security Table to specify the percentage breakdowns for specific funds if you want.

Next, let's look at how you can customize Capital Gainz through Configuration options. From the menu bar, select Config, then User Settings:



In the Analysis section, you looked at the Use Internal Rate of Return and Subtract Reinvested Distr settings. Some of the other important settings are:

Confirm Deletes: Whether a record is displayed before it is deleted.

Show Fraction Table: Whether a fraction-to-decimal table displays as you enter activity.

Hide Inactive Securities: Whether securities with 0 shares are shown on the Local Security Table.

Automatic Calculate on Activity: Whether shares*price=amount is calculated when you record buys and sells. If turned off, you can enter 0 values for shares, price, and/or amount.

Reinvest Distributions: Whether you are asked to reinvest after recording a distribution.

Redistribute Sale Proceeds: Whether you are asked to redistribute proceeds after recording a sale.

Flag Record with Comments: Whether to note records that have non-blank Comment fields with an '*' in the table.

Sort Portfolios by Name: Whether to sort the Portfolio Table by name or number.

Confirm on Exit: Whether or not Capital Gainz will ask for confirmation after you click on the program EXIT icon.

Use Volume on Price Update: Whether to accept the Volume field when updating prices.

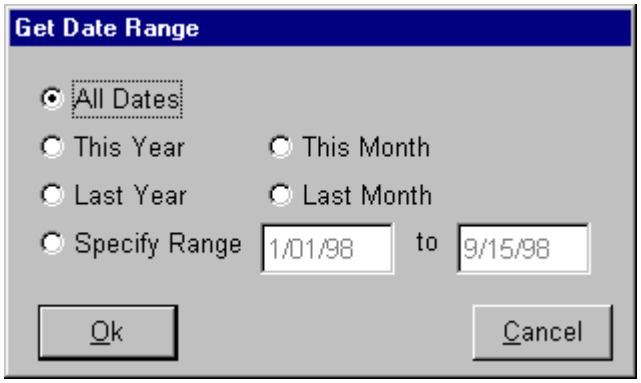
Check Alerts at Startup: Whether to check price alters when you start Capital Gainz.

Show Gain/Loss in Color: Whether or not to color code gain and loss values in Local Security and Buy/Sell Shares Tables.

You can try out any of these and, if they are not to your liking, just switch back. For now, click on the Cancel button to exit.

A couple more options on the Config pulldown menu that you'll probably end up using are:

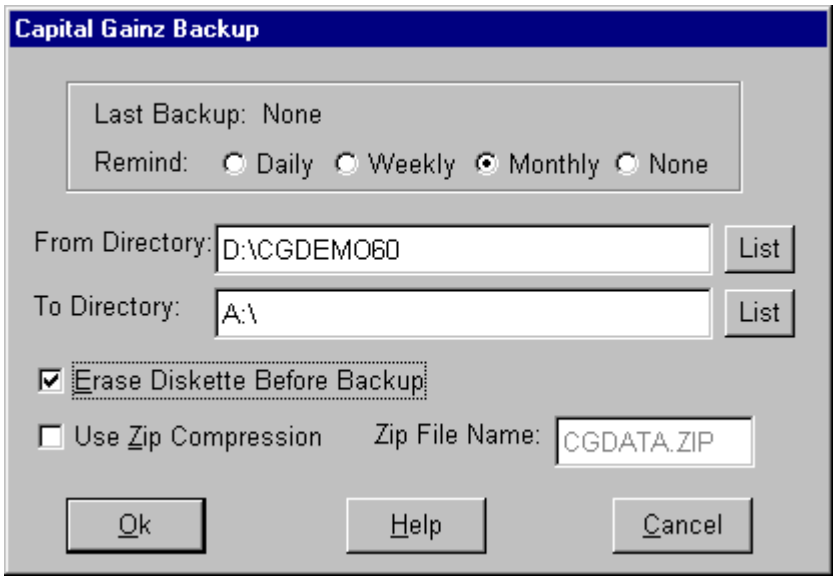
You can set a system-wide password, protecting your Capital Gainz data from prying eyes. The password you enter is not displayed, but you are asked to retype it for confirmation. After setting a password, you are prompted to enter it every time you run Capital Gainz. You can skip password entry by setting a blank password. If you forget your password, the only way to regain program access is to reinstall Capital Gainz.



You can restrict data displayed on tables, reports, and graphs to a specific range of dates. In fact, the date range can be set in many places within Capital Gainz: the Price Date Range choice on the Prices pulldown menu, the Report Date Range choice on the Reports pulldown menu, the Dates button on the User Settings Form, the Activity Date Range on the Activity pulldown menu, and so on. These all apply to a single, program-wide date range. In most cases, you'll simply check the All Dates box on the Get Date Range form to include all recorded data in tables, reports, and graphs.

Now, a very important topic: Backing up your data. Over time, you'll spend many hours recording data in Capital Gainz. Yet, it's very easy to wipe out all this work through a user error, program bug, or hardware failure. If spending a long time painstakingly reentering data is not your idea of a good time, then **you absolutely need to get into the habit of backing up your work.**

To back up your Capital Gainz data, choose Backup from the Maint pulldown menu. This runs the Capital Gainz Backup Program, which can also be run directly from an icon in the Capital Gainz Program Group:



Scrounge up an unused diskette and try backing up. Insert the diskette in drive A, turn on the Erase Diskette option, and then click on the Ok button. **The Capital Gainz data files, identified by *.DAT and *.K01,** are copied to the diskette.

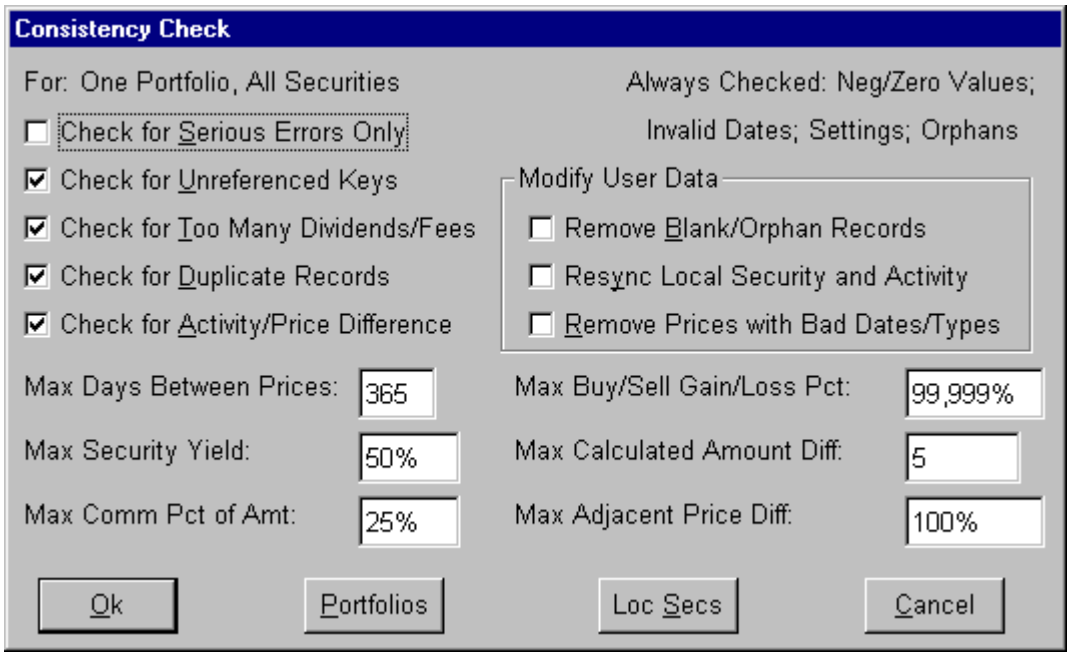
Unless you have an enormous amount of data, you should be able to backup all of your work to one diskette. I suggest a method where you rotate through 3 diskettes: use Disk #1 on Day 1, Disk #2 on Day 2, Disk #3 on Day 3, Disk #1 on Day 4, Disk #2 on Day 5, etc. This gives you added protection at little cost - remember that diskettes are fragile storage devices.

If you do have a lot of data, you may want to take advantage of the Use Zip Compression option in the Capital Gainz Backup Program. This will compress all the data files, using PKZIP technology, into a single Zip File that you specify. Or, if you'd prefer to use PKZIP for DOS or Windows, or a different compression utility, simply tell that program to include the *.DAT and *.K01 in the archive it creates.

When the backup completes, acknowledge the completion message and return from the Backup Form. Notice on the Backup Form that you tell Capital Gainz to periodically remind you to backup.

To restore data from a prior backup, use the Restore option on the Maint pulldown menu.

Another valuable tool on the Maint menu is Consistency Check:



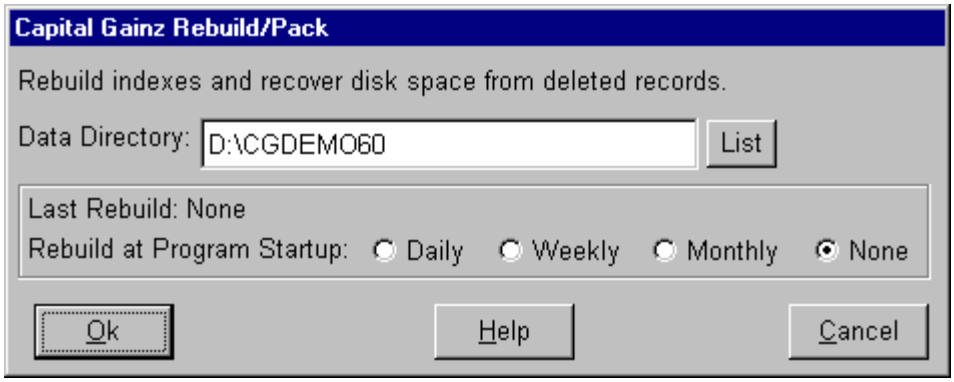
This function checks for inconsistent or incorrectly entered data. There are even options that tell Capital Gainz to automatically fix certain items, such as:

Remove Blank/Orphan Records - Remove data items that aren't reachable in the program. For instance, if you deleted a Global Security and a software or hardware failure occurred after the security was deleted but before the Price History for it was deleted, this option will remove the 'orphaned' prices.

Resync Local Security and Activity - If a software or hardware failure caused a discrepancy between the total number of shares maintained in the Local Security Record and the actual number of shares in the Buy Shares Table, this option will resynchronize the two.

After setting the parameters to check, the consistency check procedure scans your data and generates a log containing a list of messages. At the bottom of this list are long explanations, including suggested actions. It's important to realize that not all reported messages are really problems - a lot depends on the sensitivity of the settings you specify. The **Check for Serious Errors Only** checkbox on the Consistency Check Form adjusts the sensitivities so that only likely problems are reported.

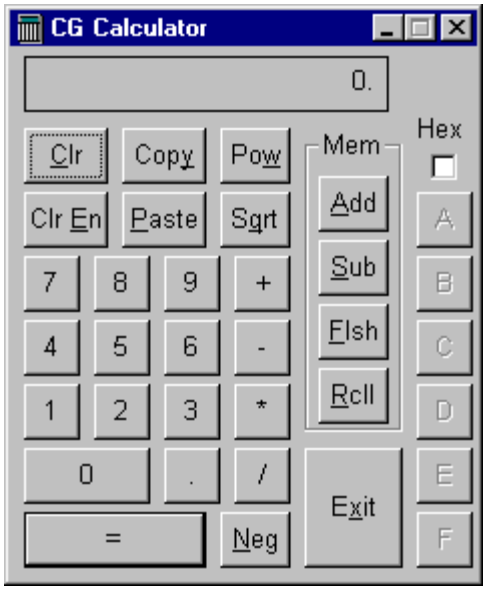
Capital Gainz does not automatically reclaim space from deleted records. Thus, even if you delete a lot of activity in the program, the data files will still consume the same amount of space on your hard drive. However, this deleted space will be reused as you record more activity. If you do need to immediately reclaim the space, the Rebuild/Pack Files option on the Maint menu will do the trick.



This function also rebuilds file indexes (*.K01 files). **If you experience strange program behavior, such as data listed out of order, the index files may have become corrupted, and you need to run Rebuild/Pack Files to rebuild them.**

You can tell Capital Gainz to automatically run the Rebuild/Pack Files periodically at program startup.

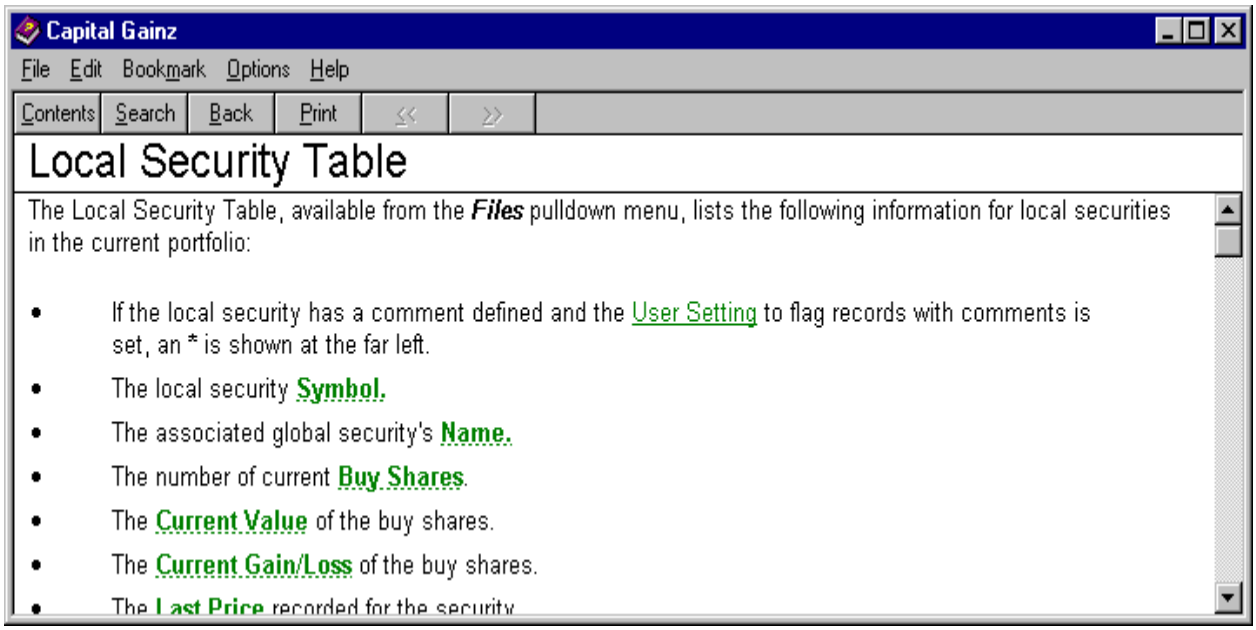
You may have noticed the Calculator and Calendar icons in the Capital Gainz Program Group, or on the Capital Gainz program's toolbar. Rather than simply functions within Capital Gainz, these are actually stand-alone mini-applications that you can use at any time. To run the Calculator, click on the CALCULATOR icon on the toolbar.



You can move data between the Calculator and fields in other programs using Copy and Paste with the Windows Clipboard. For now, click on the Exit button to terminate the Calculator.

The CALENDAR icon on the Capital Gainz toolbar gives you a month-by-month calendar, as well as a clock showing the current system time.

You can press the F1 key to get context-sensitive help on any Capital Gainz table or form. The help text includes hypertext links: phrases with solid underlines jump to related topics when clicked on, and phrases with dotted underlines pop up related topics when clicked on.



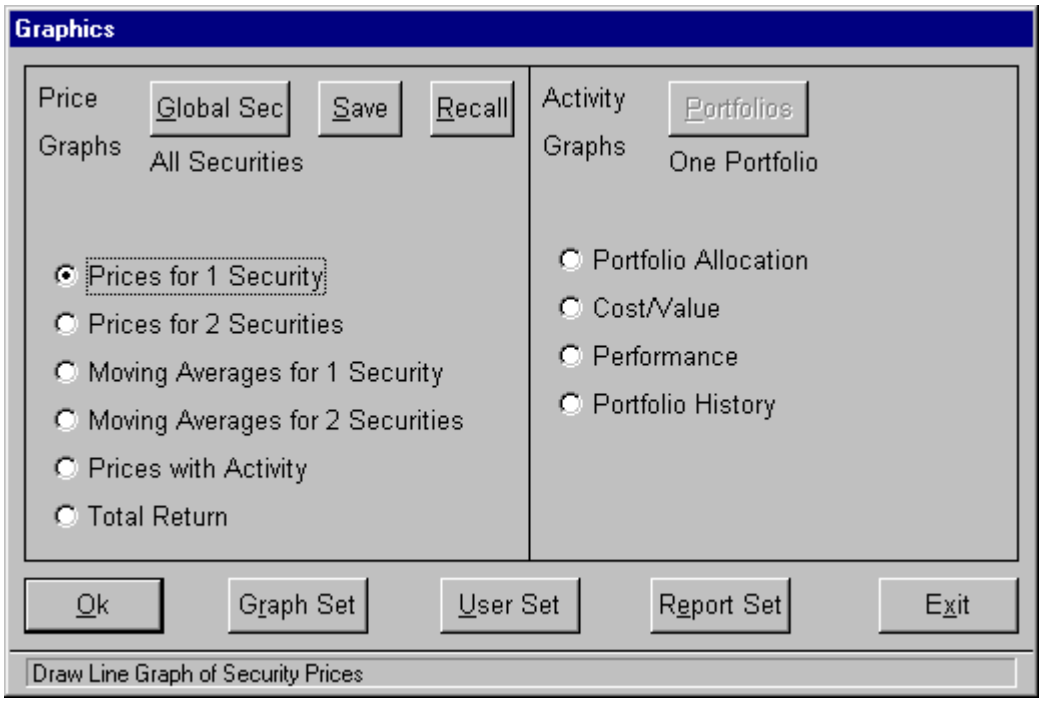
This is the end of the Misc section of the demo/tutorial.

Click here to return to the menu.

In the Graphics section of the demo/tutorial you will:

- Look at the various price graph variations.
- Explore the meaning of the total return graph.
- Generate activity graphs.
- Learn how to alter graphs.

To look at interesting graphs, you'll be using the Example Data, Portfolio 999. To open this Portfolio, pull down the Files menu, click on Portfolios, and double-click on Portfolio 999 on the Portfolio Table. Then, click on the GRAPH icon in the toolbar to bring up the Graphics Menu:



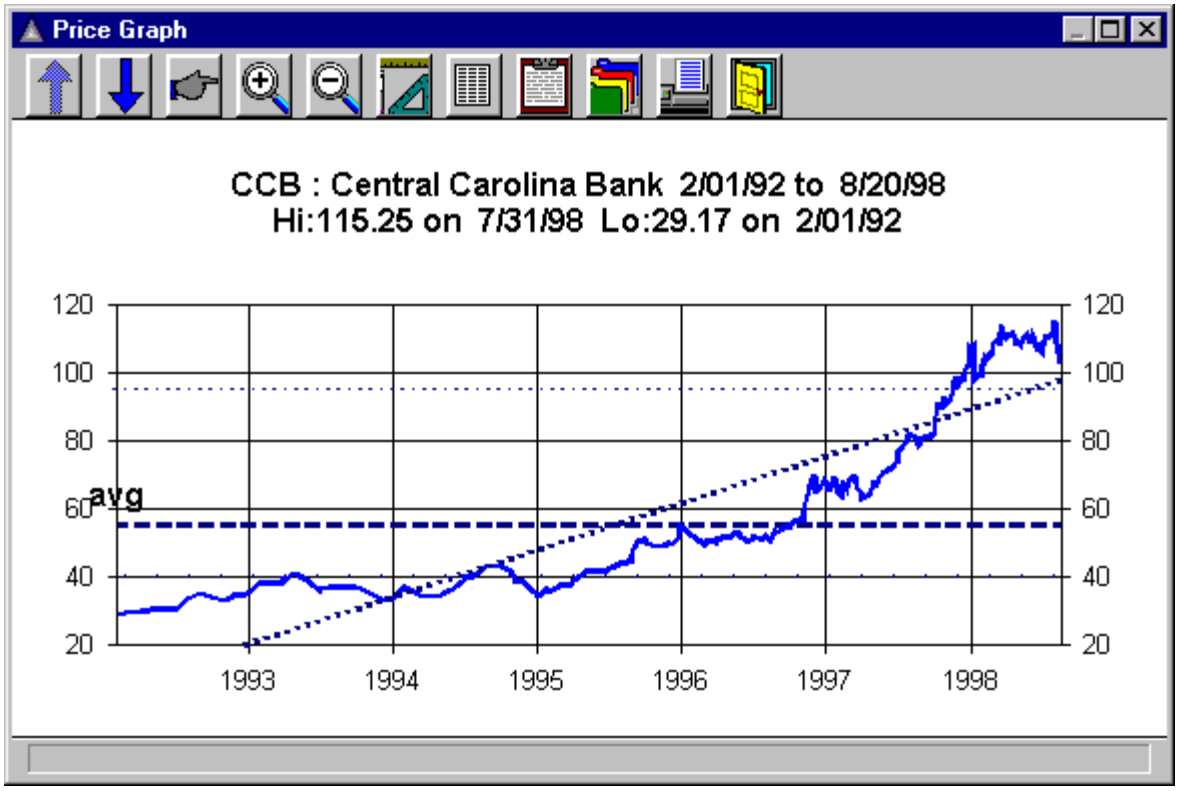
Graphs are grouped into two sets:

> **Price Graphs:** Based on securities' price histories. You select Global Securities for these graphs.
>
> **Activity Graphs:** Based on recorded purchases, sales, and distributions. You select Portfolios for these graphs.

An important feature of the graphs is that Capital Gainz automatically determines the optimal scaling and label values based on the data being graphed. This is a welcome change if you're used to managing the tedious details associated with generating graphs from spreadsheets.

Let's start with the price graphs. First, you want to select some Global Securities to graph. As you can see at the top of the Graphics Menu, by default All Securities are selected. The buttons available let you select Global Securities to graph, Save the selected set for later use, or Recall the saved set. Click on the Global Sec button, and tag the CCB and PFZ securities to graph. When done, click on the EXIT icon to return to the Graphics Menu.

Now, at the top of the Graphics Menu, you should see that Selected Securities will be graphed. Click on the Prices for 1 Security option, then click on the Ok button to generate the graph.



For the price graphs, the x-axis labels show the smallest increments possible. Since this graph covers so many years, only the years are labeled here. Besides the price line, if the Show Statistical Line option is set on the Graphics Settings Form, there are also dotted lines for: average, regression/best-fit, and standard deviation. If you have the Show Volume option set on the Graphics Settings Form, there are also volume bars, and the right axis is labeled for volume.

When displaying a graph, the window's toolbar contains a number of icons:

PREV: Show graph for previous security in the tagged list.

NEXT: Show graph for next security in the tagged list.

SELECT: Bring up the tag list to select securities to graph.

ZOOM IN: Zoom in to the last month or year.

ZOOM OUT: Zoom out to the last month or year.

FORMAT: Pop up a menu to alter graph items.

TABLE: Pop up a table showing the data used in the graph.

CLIPBOARD: Copy the graph to the Windows Clipboard.

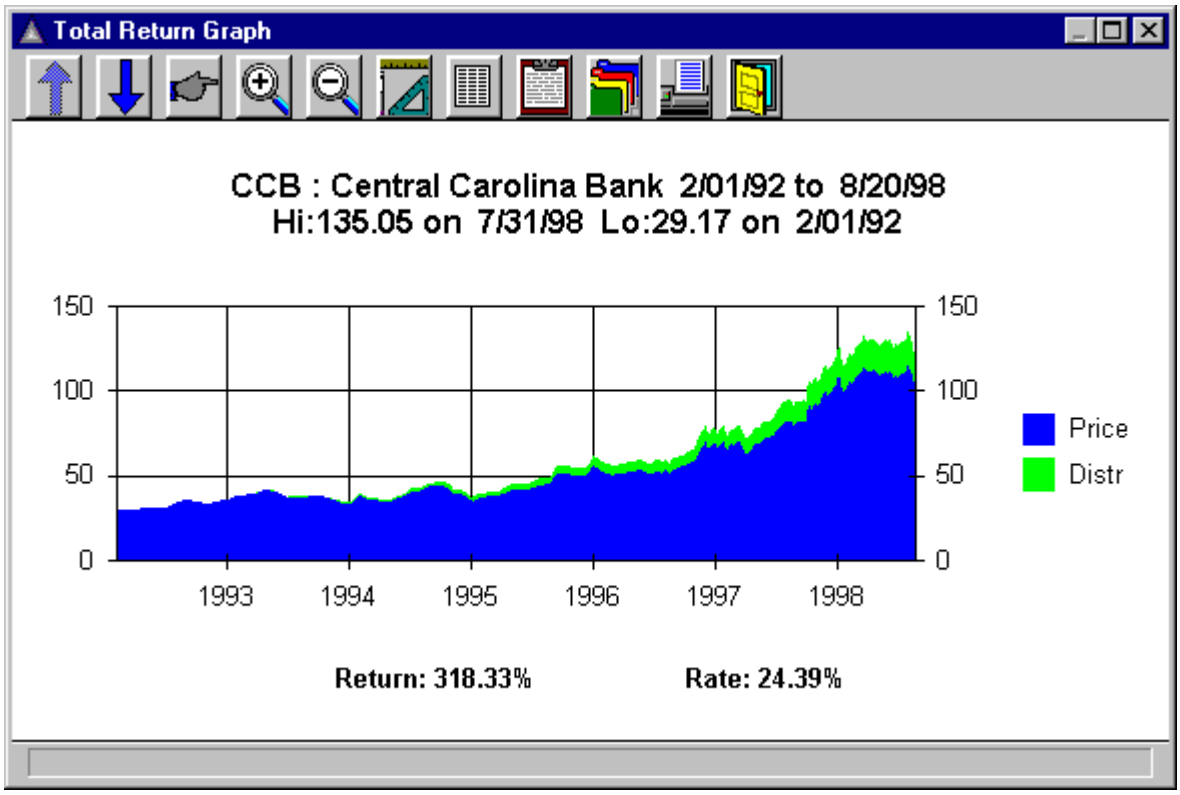
FILE: Write the graph to a file on disk.

PRINT: Output the graph on you printer.

EXIT: Return to the Graphics Menu.

Click on the ZOOM IN icon, and the graph is redrawn, showing only the last year. Notice that the x-axis is now labeled with month names. Click on the ZOOM OUT icon to return to showing the entire date range. Click on the NEXT icon to generate the graph for the next security, PFZ. When done, click on the EXIT icon in the toolbar to return to the Graphics Menu.

The Total Return Graph is particularly interesting. Select that graph on the Graphics Menu, then click on the Ok button:



This graph illustrates the price and distribution components of a security over time, assuming reinvestment of distributions. It shows the same total return figure that mutual funds commonly advertise. Click on the EXIT icon to return to the Graphics Menu.

Other price graphs that you can generate are:

Prices for 2 Securities: Graphs two securities at one time, with prices normalized to equate relative movement. When selecting this type of graph, you will be asked to select a base security, which is the security that is held constant as you step through the list using the PREV and NEXT icons.

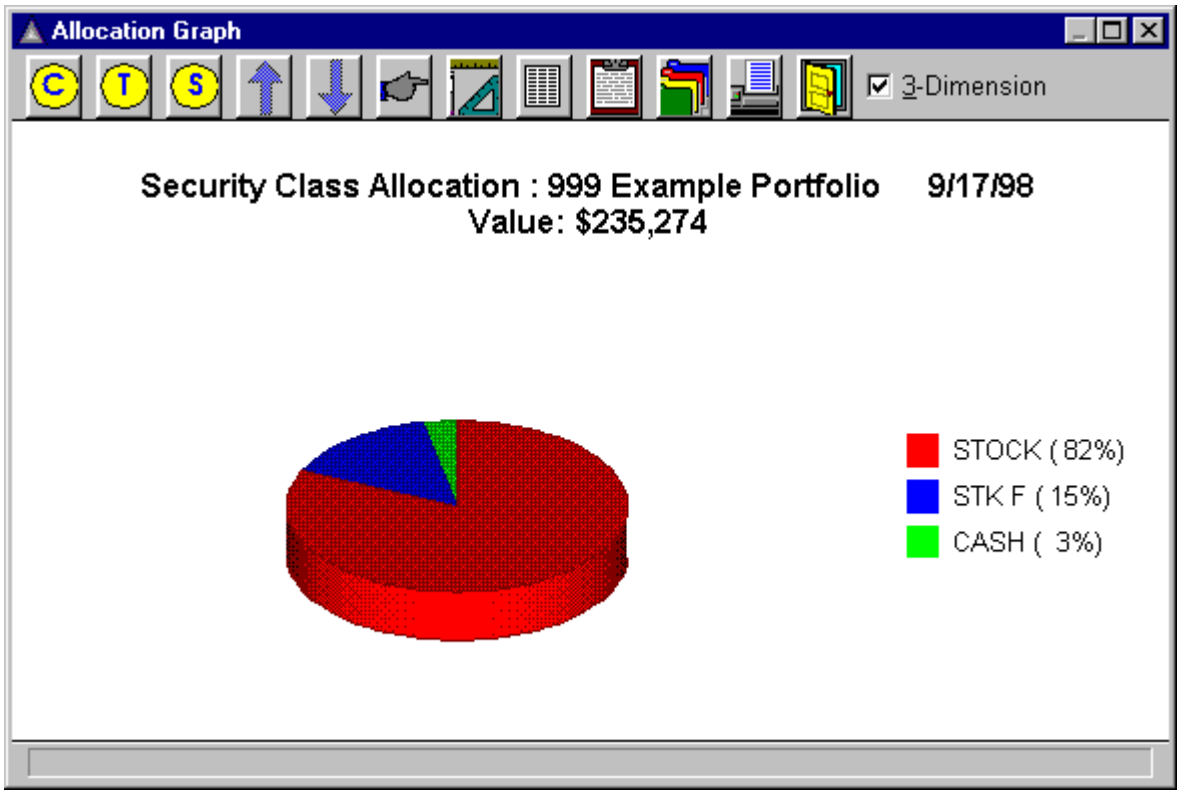
Moving Averages for 1 Security: Graphs one or two moving averages for selected securities. The type of moving average and number of days to calculate over are user-configurable.

Moving Averages for 2 Securities: Graphs one moving average for two securities. When selecting this type of graph, you will be asked to select a base security, which is the security that is held constant as you step through the list using the PREV and NEXT icons.

Price/Activity: Graphs prices, flagging purchases, sales, and distributions for associated Local Securities.

The Activity Graphs provide views of your recorded purchases, sales, and distributions. Using the Portfolios button, you can select one or more Portfolios to graph. By default, only the current Portfolio, which is set to Portfolio 999 now, is selected.

Click on the Portfolio Allocation option, then the Ok button to generate a graph showing a breakdown of your holdings:



You can click on an item in the legend, and the corresponding pie slice is highlighted, or you can click on a pie slice, and the corresponding item in the legend is highlighted.

Additional icons at the beginning of the toolbar provide 3 different views of your holdings:

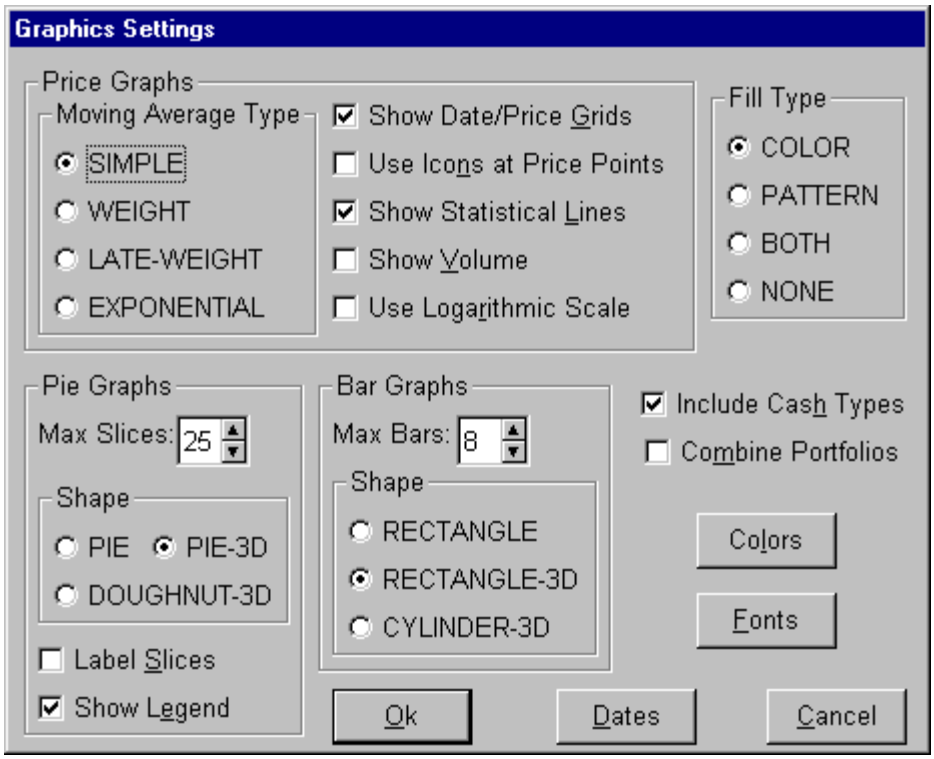
Security Class ('C' in circle): Break down by class, such as Stock, Bond, etc.

Security Type ('T' in circle): Break down by type, such as Small Company Stock or Large Company Stock Fund.

Security ('S' in circle): Break down by individual security.

Click on the EXIT icon to return to the Graphics Menu.

Before proceeding with more graphs, let's take a detour and look at configuration options. Click on the Graph Set button on the Graphics Menu:



The options are segregated by the type of graph that they apply to. Some of the more interesting ones are:

Price Graph Moving Average Type - Select the moving average calculation.

Price Graph Show Date/Price Grids - Whether to show horizontal/vertical axes.

Price Graph Show Volume - Whether to add a line showing volume.

Price Graph Use Logarithmic Scale - Use logarithmic scale on price graphs, so move from $10 to $11 (10%) is larger gap than from $100 to $101 (1%).

Pie Graph Max Slices - Maximum number of slices. Excess slices are combined into an 'other' slice.

Pie Graph Shape - Use 2-D or 3-D pie, or show a doughnut.

Pie Graph Label Slices - Whether to label individual slices. Overlap of labels can result with too many slices.

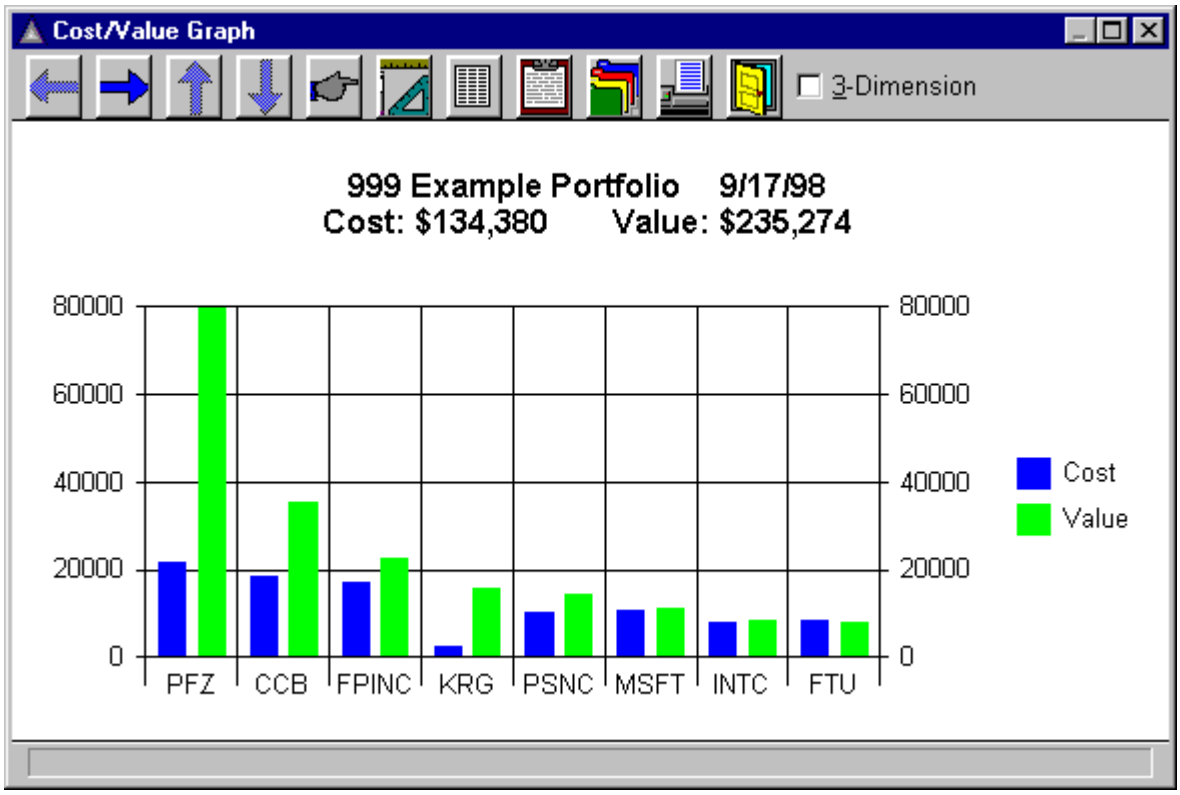
Bar Graph Max Bars - The maximum number of bars to show per screen.

Bar Graph Shape - Use 2-D or 3-D bars, or cylinders.

Include Cash Types - Whether to include cash securities in graphs.

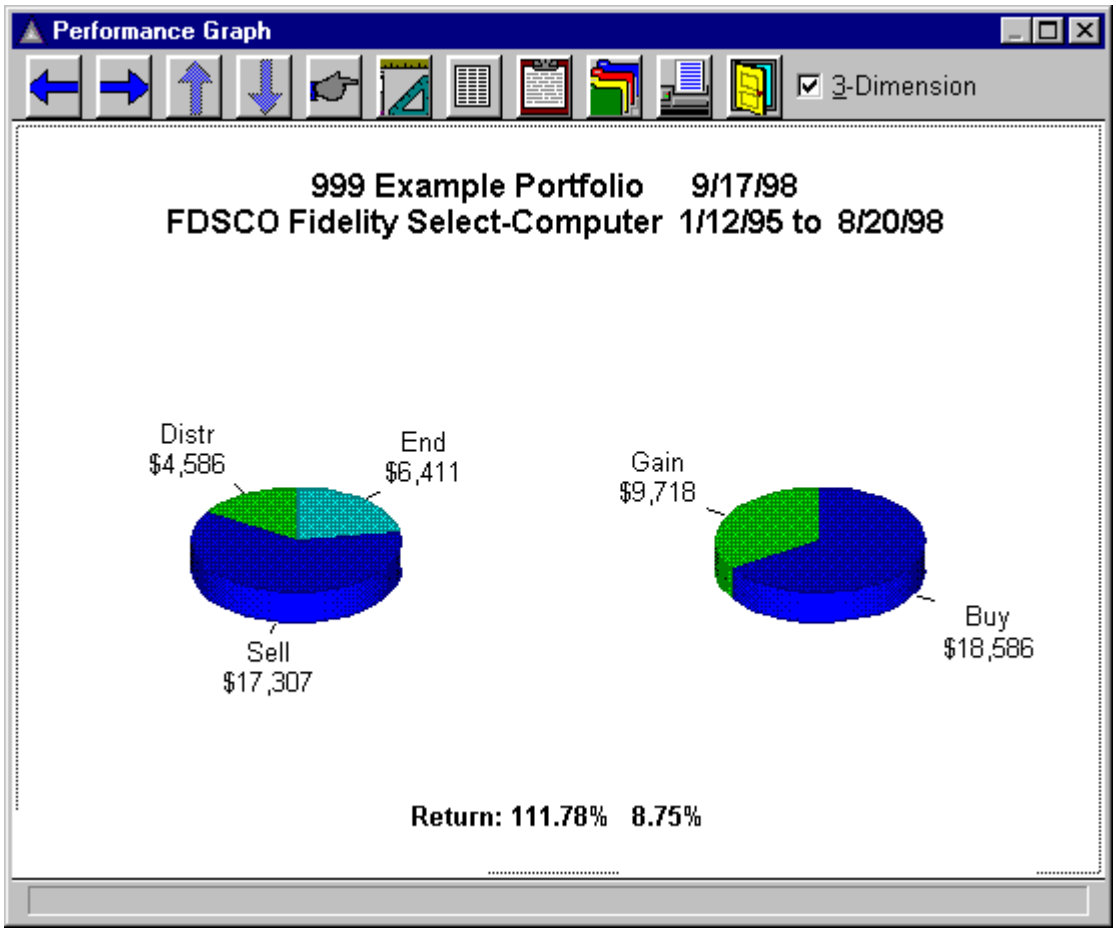
Be sure that the Bar Graph Shape is set to RECTANGLE-3D, then click on the Ok button to save the settings and return to the Graphics Menu.

Click on the Cost/Value selection on the Graphics Menu, then click on the Ok button to generate a graph showing Local Securities' costs and current values. The 3-D bars on the graph are probably hard to read on your monitor, but they are stunning on printouts. The 3-Dimension option on the toolbar lets you dynamically switch between 2-D and 3-D displays. To make the graph easier to read on the screen, clear the 3-Dimension option.



The securities are shown in order from the highest to the lowest values. The Bar Charts Max Bars setting determines how many securities display on a screen - to scroll, just click on the LEFT and RIGHT icons in the toolbar. Click on the EXIT icon to return to the Graphics Menu.

The Performance Graph graphically illustrates the values from the Performance Report. For each security, two pie charts are generated. The first pie chart shows: End Value, Distributions, and Sell Amount; the second pie chart shows: Begin Value, Buy Amount, and Return. Select the Performance Graph, then click on the Ok button. Scroll through the securities in the Example portfolio using the LEFT and RIGHT arrow icons on the toolbar.



A couple of final notes on graphs:

- The settings in the Graphics Settings Form are persistent - they apply to all subsequent graphs. If, however, you use the FORMAT icon to alter something while viewing a graph, then that only applies to the currently displayed graph.
- After clicking on the PRINT icon when viewing a graph, be sure the Layout for Printer option is chosen on the displayed dialog box if you want the graph to be sized to fit the paper.
- You can use the FILE icon to save the graph to a disk file in BMP (Bitmap) format.

This is the end of the Graphics section of the demo/tutorial.

Click here to return to the menu.

Removing the Tutorial

When you're done with the tutorial, you probably want to wipe out the tutorial data you've entered, along the Example portfolio data, so you can start fresh with your own data. To do so, **choose Maint from the Capital Gainz menu, then select Erase All Data** from the pulldown menu. Confirm the deletion, and you're ready to start entering your own data!

This Tutorial itself consumes a large amount of disk space. When you no longer need it, you can delete it using Windows Explorer. The file to delete (assuming you installed Capital Gainz in C:\CAPGNZ) is:

C:\CAPGNZ\DOC\CGTUTOR.HLP

You should also remove the Demo/Tutorial icon from the Capital Gainz Program Group: highlight the icon and press the Del key on your keyboard.

What is Capital Gainz?

Capital Gainz is an investment portfolio manager that balances the modest needs of the small investor with the complex requirements of the professional investment manager. It's ideal for investors following a 'dollar-cost averaging' strategy with mutual funds or dividend reinvestment plans:

- You record purchases, sales, and distributions with easy to understand forms.
- You view and select records from scrolling tables.
- To record a sale, you specify how many shares to sell and the selling method: FIFO, LIFO, max gain, max loss, specific ID, average cost.
- You can view the shares selected for a sale before confirming the sale, providing a 'what-if' scenario.
- You can calculate and compare a security's total return with your actual realized performance.
- You can calculate the internal rate of return for any number of securities.
- You can reinvest dividends.
- You can record splits.
- You can record mergers and spinoffs.
- You and enter bond discount/amortization.
- You can update prices from a table.
- You can update prices from almost any online or Internet-based source.
- When you update a security's price, the price will adjust the value of all portfolios holding that security
- You can generate a variety of detail and summary reports.
- You can restrict report information by date range, security, or portfolio.
- You can view portfolio allocation by security and type.
- You can calculate expected income.
- You can generate Schedules B and D of the tax forms.
- You can generate price graphs, allocation charts, and more from your recorded data.
- You can define cash accounts for automatic debit/credit on activity.

Unlike popular retail software that inappropriately forces the checkbook paradigm on users, Capital Gainz is designed solely to manage investments. Thus, investors find it to be more intuitive and 'cleaner' to use.