

Top Share

**TopShare Portfolio
Manager**

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TopShare Portfolio Manager

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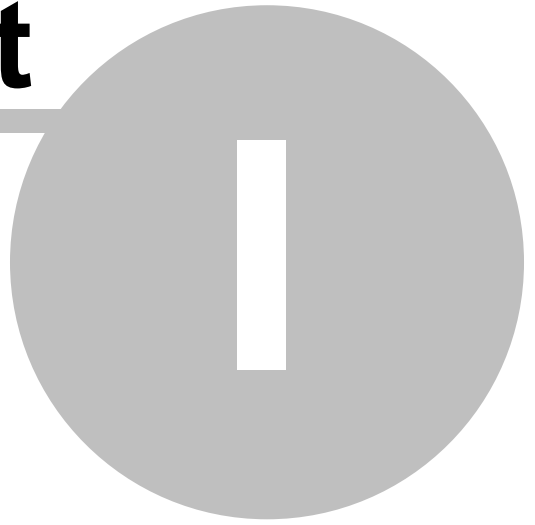
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Part



1 Introduction

1.1 About Topshare



Thank you for choosing Topshare

TopShare Portfolio Manager is a computer program that is specifically designed to help you manage one or more share portfolios.

It keeps track of share purchases and sales, helps you with tax calculations, and helps you understand how well your portfolio is performing in terms of dividends, taxation and capital growth.

TopShare Portfolio Manager is specifically designed for share investments in the Australian context and can handle instalment warrants, share splits and consolidations, dividend reinvestment plans (DRPs) and bonus issues. It provides guidance about taxation liabilities from dividends and sales - however, you should always consult a taxation accountant to be certain of your tax situation.

TopShare Portfolio Manager is primarily designed for two types of investors. Firstly, those whose focus is building and managing a long-term, income-producing portfolio, will value Topshare's ability to track portfolio performance, monitor income, simplify taxation reporting and record transactions. Secondly, active traders will find Topshare's ability to track purchases and sales, including the disposal of parcels by multiple sales on separate occasions, greatly simplifies their taxation record keeping.

TopShare Portfolio Manager can manage several individual portfolios for multiple owners.

In designing TopShare Portfolio Manager we have recognised that over time you will devote many hours to entering data for purchases, sales, dividends and prices, and it is critical that this investment in time is protected. Therefore we have provided an automatic Snapshot system which protects you from accidental data loss. This means you can easily recover from database corruption caused by unexpected power loss, or accidentally deleting critical information. In addition to this automated system, there is also a separate Backup/Restore function that operates under your full control. For full protection, you must use this (or an external Backup program) to save backups to removable media, and preferably store them off-site.

While there is a generous range of graphs and charts available in TopShare Portfolio Manager, these all have the focus of helping you understand and manage your portfolio. This software does **not** calculate any of the indicators used by technical traders, and does not generate buy or sell signals.

If you already have portfolio management information in a spreadsheet or another program, it may be possible to import data directly into TopShare Portfolio Manager, thus avoiding tedious re-keying of data.

Manual convention

Throughout this manual, the symbol  indicates an action chosen through the TopShare

Portfolio Manager menu system.

For example:

 Menu click **Edit | Prices**

means click the Edit menu, then the Prices item.

1.2 Legal statement

Copyright

TopShare Portfolio Manager ("the Software") is copyright © 2002 - 2010 Merenito Pty Ltd, ACN 101 296 888 ("Merenito"). Title, ownership rights, and intellectual property rights in and to the Software and any derived works shall remain in Merenito. The Software is protected by the copyright laws of Australia and international copyright treaties. The Software is licensed, not sold, to you for use only upon the terms of this license, and Merenito reserves any rights not expressly granted to you. Merenito retains ownership of the Software.

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The Software contains trade secrets, and in order to protect them you may not disassemble, reverse engineer, or decompile the Software.

License agreement

You are permitted to use the Software for a period of 60 days, in order to determine the suitability of the Software for your purposes, on the condition that you agree to all the terms of this Agreement. 60 days after you first install the Software you must either:

1. purchase a license from Merenito, which will give you the right to continue using the Software after 60 days have elapsed. Your use of the Software will continue to be subject to the terms of this Agreement; or
2. remove the software from your computer.

Warranty

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, UNDER NO CIRCUMSTANCES, AND UNDER NO LEGAL THEORY, TORT, CONTRACT OR OTHERWISE, WILL MERENITO BE LIABLE TO YOU FOR ANY DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOST DATA, LOSS OF GOODWILL, COMPUTER FAILURE OR MALFUNCTION, OR OTHER INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE OR ANY DATA SUPPLIED,

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Other

If any part of this Agreement is determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth above, then the invalid or unenforceable provision will be deemed superceded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of the Agreement shall continue in effect.

1.3 License types

Topshare Portfolio Manager is available under two alternative licenses: Standard and Professional.

Standard offers all the facilities required by normal private users. It does not include the extra facilities listed below for the Professional version. You can only run Topshare in Exclusive database mode (one user at a time). You are permitted to install the software on a maximum of 2 computers per license, provided both computers are used to work on the same portfolio data. For example, a home computer and a work computer; or a desktop and laptop within the home.

Professional includes extra facilities of value in an office, network or corporate situation:

- You can quickly switch between different TSD data files (each holding data for one or more portfolios), by Opening the file from Windows (using a double click, or right-click then "Open").
- You have the option of running Topshare in "Shared" database access mode.
- You can install Topshare on a maximum of 5 computers per license.

Part



2 Installation

2.1 Initial installation

To download and install TopShare Portfolio Manager from the internet

- Using your web browser, go to the TopShare Portfolio Manager web page www.topshare.com.au
- Navigate to the downloads page, and click the link Download Portfolio Manager
- When prompted to "Save or Open [Run]", select "Open"
- (Or - click Save, save the file (eg *SetupTopSharexxx.exe*) to a temporary area on your hard disk (eg, the Desktop), and execute it once the transfer is complete)

You will be prompted for several options, and should accept the defaults suggested unless you have a good reason to change them.

- To save space on your disk, once the Installation has finished you can delete *SetupTopSharexxx.exe*.

Once installation is complete you can run TopShare Portfolio Manager, either from the Windows Start menu, or by double clicking the desktop icon. You can run the Help system, and open the Manual (as a .pdf file) from the Windows Start menu.

If you have a CD Rom install disk

Although Topshare is not normally available on CD, occasionally a special-purpose disk may be created for limited distribution. If this applies to you, load the CD Rom and run the Setup program on it (this will be the only file on the CD, and will have a name like *SetupTopSharexxx.exe*. You will be prompted for several options, and should accept the defaults suggested unless you have a good reason to change them.

Once installation is complete you can run TopShare Portfolio Manager, either from the Windows Start menu, or by double clicking the desktop icon. You can run the Help system, and open the Manual (as a .pdf file) from the Windows Start menu.

Running TopShare Portfolio Manager for the first time

When you first install Topshare, it will be in Evaluation mode. Registration, once you have paid for your license, is a separate process - described in the [Registration](#) section.

The first time you run TopShare Portfolio Manager, you will be shown several screens as part of the initial set-up process. This only happens on the first run.


The first such screen is *Enter Evaluation Code*:

Enter evaluation code

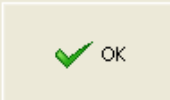
You must enter an Evaluation Code to begin your evaluation of Topshare.

The easiest way to enter the Code is to click the "Get Code" button, and Topshare will retrieve the code automatically, from the Topshare website, and enter it in the form for you.

If you prefer, you can use your browser to visit the Topshare website, to see the current Evaluation Code (it's on the Downloads page). Then, you should use Copy and Paste(Ctrl/C and Ctrl/V) to be sure you transfer the code to the space below, without errors.

 Get code

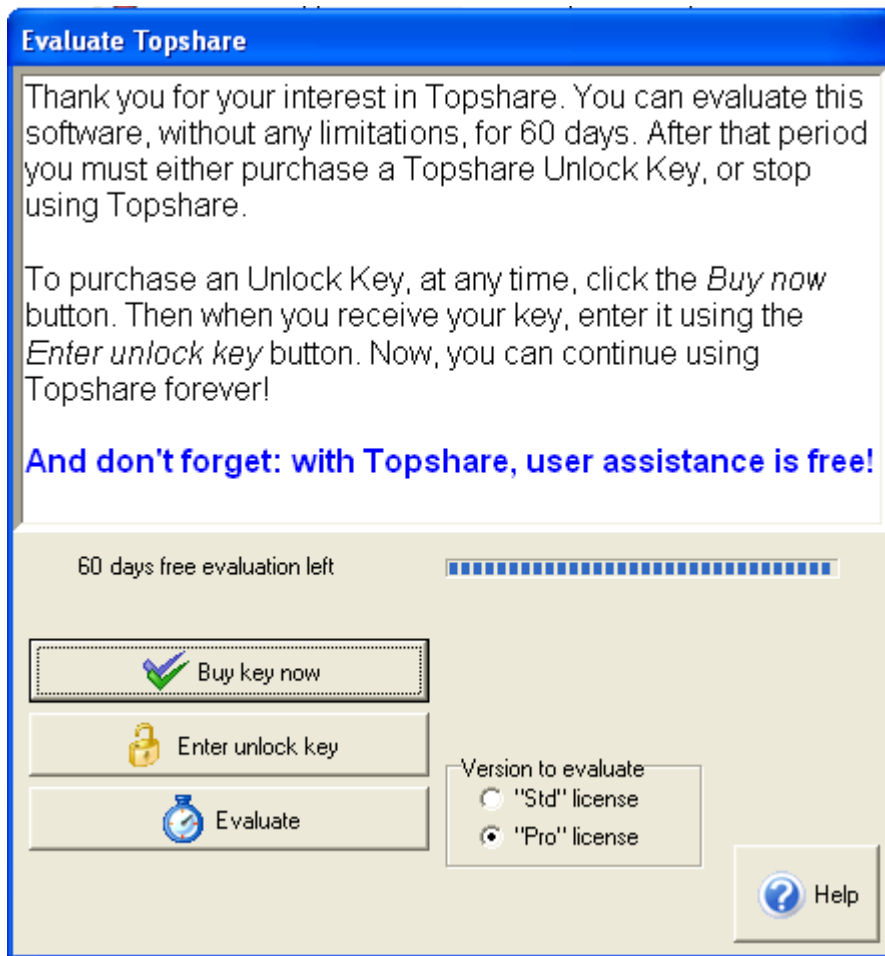
Enter or paste your Evaluation Code in the space below

 OK

You must enter a special code to begin your Evaluation. While you can retrieve this code from the Topshare website and copy it into the form, it is much easier (provided you have an active internet connection) to simply click the "Get code" button. This will place the Evaluation Code in the form, and you can click OK.

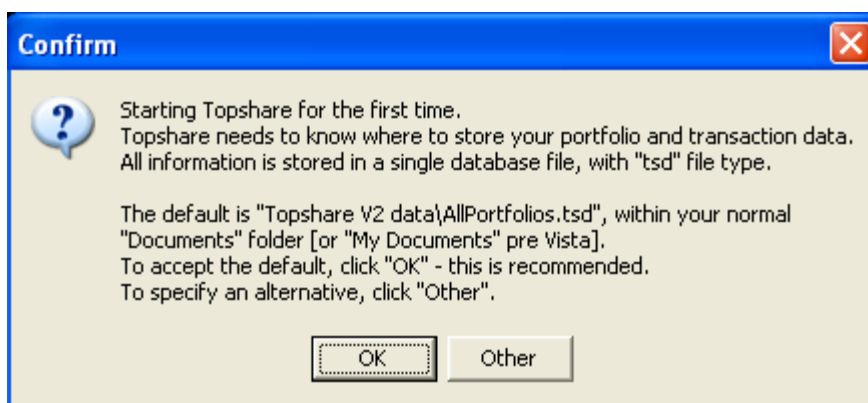
Note: always use the "current" code, either by retrieving it from the website on the day you complete this process, or using the "Get code" button. The code determines when your Evaluation begins. If you use an obsolete code, you might get a shortened Evaluation period, or the Evaluation may even expire before you start.

After completing the Evaluation Code form - and, every time you start Topshare in Evaluation mode from now on - you will see the Evaluation form:



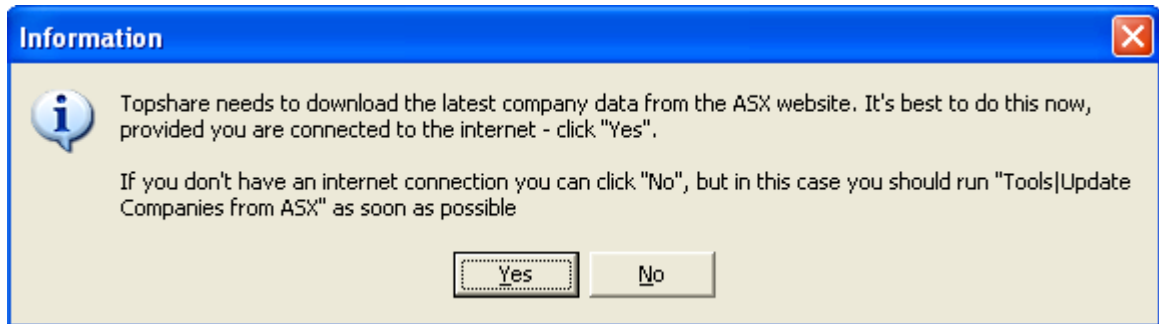
For more details on the how to use the various options on this form, please read [The Evaluation Form](#). But for now - assuming this is your first time running Topshare - simply click "Evaluate" to proceed.

The next question is about where you want to store your Topshare transaction data:



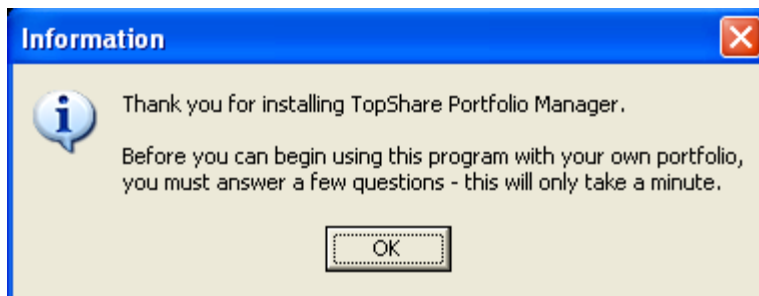
Read the prompt carefully, and click OK if you decide to accept the default location. This will be appropriate for most users. If you do click OK now, but decide later to use something different, don't worry - it is easy to move your data file or to rename it at any time.

Once Topshare has created your new database, the next thing you'll see is notification about downloading Company information from the ASX website:



You should select Yes if you have an active internet connection. This will load the latest information about ASX company codes and names, using the [Update Companies](#) form. You'll see the Update Companies form appear, and the list of Company codes and details will scroll as they are loaded. Just wait until this has finished, and the Update Companies form closes automatically.

Once this is completed, you'll be shown the following:



Click OK, and the Setup form will be displayed. Here's where you define your Accounts, Brokers and the Owners of your portfolios. There are full instructions on the form, or you can read more about it in [The Setup Form](#). This should only take you a few minutes, and once it's finished, Topshare is fully set up and ready to go!

2.2 Quick start

Getting started




Here's a summary of what you need to do if you've just purchased and installed TopShare Portfolio Manager and you're ready to begin using it with your own portfolio.

First: complete the Setup Form

The Setup form is used to enter basic information about your portfolios, essential for TopShare Portfolio Manager to operate correctly. You will normally complete this form the very first time you run Topshare, and it usually needs to be done only once. However, you can return to the Setup form at any time to change the Setup information. For more information about this process, see [The Setup Form](#).


Then: enter transaction data

Once the Setup Form is completed, you need to enter the data for each transaction. It is best to do this in the following order:

1. Use the *Buy* button  to enter details for each non-DRP purchase - for more details, see [The Buy Form](#). You should do this, for ALL STOCKS, before proceeding to step 2.
2. Use the *Sell* button  to enter details for each sale. **Important: make sure you enter the earliest sales first.** For more details, see [The Sell Form](#). Enter ALL SALES before proceeding to step 3.
3. Use the *Dividends* button  to enter details for each dividend - for more details, see the [New Dividend form](#).

Notes re Dividends:

- Even if a company is held by more than one Owner (portfolio), you enter a dividend only once. Topshare will display all holdings at the Ex-div date, and will attribute the appropriate dividend payment to each.
 - You need to use the Dividends form to record both dividends paid as cash, and those reinvested through a dividend reinvestment plan (DRP).
4. (Optional but highly recommended): Enter some historical prices for the period that you've held the stock. If you have a data subscription, you can easily get historical prices online.

Otherwise, you can enter prices manually using the *Prices* form or button: . Weekly or monthly prices would be typical, but in TopShare you can enter stock prices at any interval you choose.

Finally: check your entries

Some tools that you can use for this:

- The [Portfolio displays](#) on the main form give you a quick assessment of your current holdings
- The [Stock Summary](#) summarises all transactions and dividends for a holding (you can run this conveniently using a right-click from the "Portfolio details" display on the main form)
- The [Price chart](#) displays a chart showing prices, purchases, sales, and dividends for the period you've held the stock
- The [Holdings Report](#) displays stocks that were held at any date you specify
- The [Dividends Report](#) summarises all dividends paid over a period

Some stocks require an extra couple of steps. These include:

- stocks purchased via instalment receipts or otherwise having a change of ASX code - see the [Stock Conversion Form](#)
- stocks subject to share splits, consolidations or bonus issues - see the [Split / Consolidate Form](#) or Bonus Issue Form
- stocks subject to corporate activity such as mergers, demergers, takeovers, spinoffs etc - see the [Merge/Demerge/Takeover form](#)

Now, you're ready to start using the sophisticated reporting features of TopShare Portfolio Manager. Experiment with selections from the *Charts*, *View*, and *Reports* menus.

Backing up your data

TopShare Portfolio Manager has an [Automatic Snapshot System](#) which provides you with a high level of protection against data loss. However, this inbuilt system does not remove your own responsibility for independently performing data backups, because it does not provide protection against hard disk failure, or your computer being stolen or destroyed in a fire. Therefore you must ensure that all data on your computer is regularly backed up, onto some form of removable media such as a Zip drive or CD Rom. For maximum protection, you should store the backups in a different location (preferably a different building) from your computer.

There are two alternatives for backing up your data:

- If you already have a system in place for backing up the important documents on your computer (you do, don't you???), this can easily be extended to include the Topshare data. The location of TopShare Portfolio Manager's database can be displayed by clicking *Help | About*, or by pausing the mouse above the "Current database" label on the main form (see [here](#)). **Ensure that the database file is backed up regularly by your general backup system.**
- If you prefer, you can periodically use File|Backup/Restore to create a backup file containing all your Topshare data. The backup file is in ZIP format, and should be stored in a safe location on a CD or other removable media.

2.3 Registration

TopShare Portfolio Manager is unregistered, and in Evaluation mode, until you pay for it. After you first install the program, you have 60 days to evaluate it. During this evaluation period, at each startup Topshare will display the [Evaluation Form](#), informing you how many days of evaluation remain.

When you have decided to buy and register Topshare, you need to purchase an Unlock Key from us. When you receive your Key, click the *Enter Unlock Key* button on the Evaluation form, and enter the key - there will be full instructions with the key.

You can purchase your Unlock Key right now, from our website, here: [Topshare buy page](#)

2.4 System requirements

The following is the minimum requirement to successfully use TopShare Portfolio Manager:

- a Windows-based PC
- At least 512mb of memory
- 250mb of available hard disk space
- Colour video monitor with screen resolution of 800 x 600 or greater
- Windows 98, NT, 2000, ME, XP, Vista or Windows7
- Preferably, a reliable internet connection (but not essential)

Macintosh users can run Topshare using one of the above Windows operating systems in a Virtual Memory environment such as the free VirtualBox(TM) from Sun.

2.5 Topshare and internet firewalls

Unless you configure your Firewall properly, you may have problems using Topshare. By default, firewall software generally suggests you prohibit applications from accessing the internet. However, accepting this recommendation will severely limit Topshare's functionality.

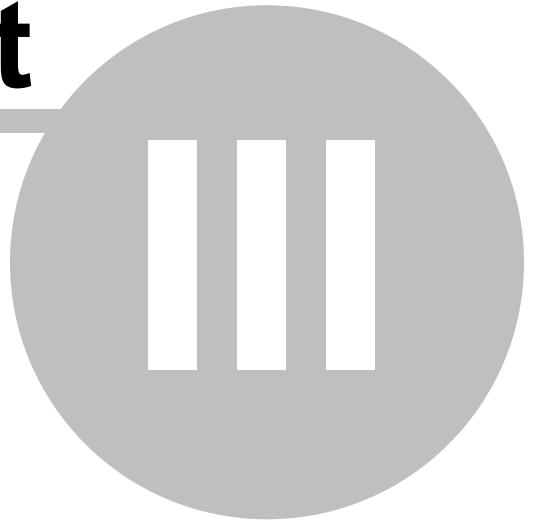
To get the maximum benefit from your use of Topshare, you need to make sure that your firewall allows proper access to the internet when necessary. Here are the details for Topshare's internet accesses:

Internet address	Topshare activity
http://www.topshare.com.au	The auto-update feature. This is activated on program startup (when enabled in <i>Edit Preferences</i>); any time you use <i>File Check for Topshare Update</i> ; and whenever you click <i>Yes</i> to Topshare's prompt about downloading a new update)
http://www.topshare.com.au	Topshare's Subscription Data service. This keeps your prices database up-to-date automatically, and also provides historical EOD prices. For more details, see here .
http://au.finance.yahoo.com	Online update of prices (<i>Prices form EOD Online</i>)
http://www.asx.com.au	Update of the Companies database (<i>Tools Update Companies from ASX</i>)

Normally, all that is necessary is to click 'Allow' if your firewall asks whether to permit Topshare to access the internet.

Note that if you update Topshare to a more recent version, your firewall will consider this to be a new program and will ask, again, whether to permit Topshare to access the internet. You should always permit this access.

Part



3 Things you should know

3.1 The Evaluation form

This form is displayed whenever Topshare starts up in Evaluation mode (Topshare is in Evaluation mode if it hasn't yet been registered with an Unlock Key).

Evaluate Topshare

Thank you for your interest in Topshare. You can evaluate this software, without any limitations, for 60 days. After that period you must either purchase a Topshare Unlock Key, or stop using Topshare.

To purchase an Unlock Key, at any time, click the *Buy now* button. Then when you receive your key, enter it using the *Enter unlock key* button. Now, you can continue using Topshare forever!

And don't forget: with Topshare, user assistance is free!

60 days free evaluation left

Buy key now

Enter unlock key

Evaluate

Version to evaluate

"Std" license

"Pro" license

Help

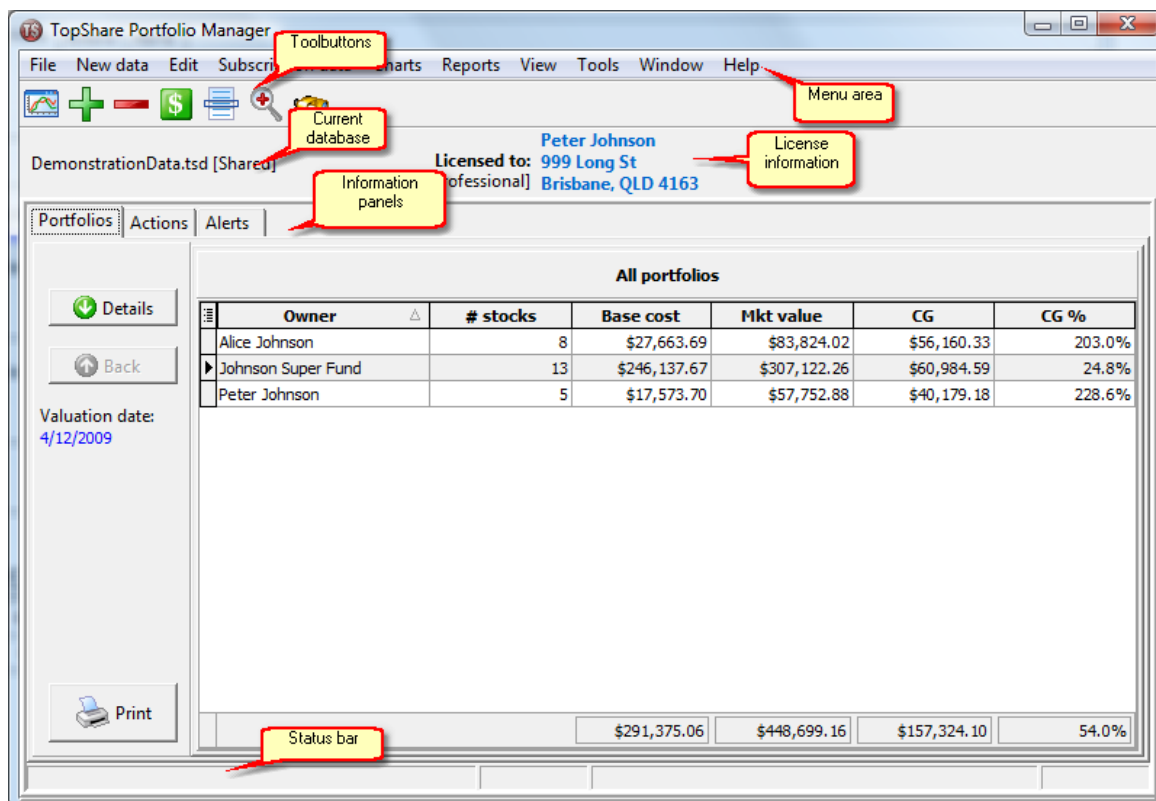
To buy your Unlock Key and register your copy of Topshare, click *Buy Key Now*. Your browser will open on the *Buy* page of our website.

If you have received your Unlock Key, click *Enter Unlock Key* to register Topshare. You will receive detailed instructions with the Key. Once completed, Topshare will be registered and you'll no longer see this form every time you start the program.

To continue evaluating Topshare, click *Evaluate*. Note that you can choose which license mode to evaluate, each time you do this. The difference between the Standard and Professional licenses is explained in [License types](#).

3.2 The main Topshare form

A typical appearance for the main Topshare form is displayed below:



Menu area

The menus are the primary means of navigating around Topshare. Everything you need to do in Topshare will be found in one of the menu items.

Toolbuttons

Toolbuttons are a short-cut way to access frequently-used items. Each toolbutton invokes a specific menu item. Pause the mouse over a toolbutton, and you'll see which menu item will be invoked.

When Topshare is first installed, there are five default toolbuttons. These invoke the Prices form (to enter new share prices); the Buy form (to register a new share purchase); the Sell form (to register a new share sale); the Dividends form (to register a new Dividend); and the View/Edit Transactions form (to display transactions in a graphical format).

The default toolbuttons can be modified to suit your own usage patterns. You can add, remove or rearrange toolbuttons using [Tools|Customise Toolbuttons](#).

License Information

This always contains information about your Topshare license.

Current database

This shows the name of the current database, and its connection mode (Shared or Exclusive). If you pause the mouse over the database name, you will be shown the full name and path of the database file.

Information panels


There are three information panels: *Portfolios*, *Actions*, and *Alerts*. Click on the named tab, and the appropriate information panel will be displayed.

Portfolios

Hint: For more information about arranging the data shown in the *Portfolios* panel (eg by sorting, filtering and rearranging columns), please read [Using Reports](#) - *Portfolios* uses the same display system used by Topshare reports.

The *Portfolios* panel allows a quick, convenient examination of your current portfolio holdings. You can "drill down" to provide increasing levels of detail. When you start Topshare, the "All portfolios" view will be displayed (see figure, above). This provides a 1-line summary of each Owner's holdings.

Select a portfolio, then "drill down" by double-clicking or by clicking the "Details" button. You'll now see the "Portfolio details" view:

Portfolio details: Alice Johnson										
	Company 	# parce	# shares	Av cost e:	Latest	Base cost	Mkt value	CG	CG %	Portf
▶	Agl Energy Limite	2	334	\$2.745	\$13.85	\$916.96	\$4,625.90	\$3,708.94	404.5%	5.5%
	Australia And Nei	1	230	\$26.28	\$21.98	\$6,044.45	\$5,055.40	-\$989.05	-16.4%	6.0%
	Ceramic Fuel Cell:	1	50,000	\$0.10	\$0.235	\$5,000.00	\$11,750.00	\$6,750.00	135.0%	14.0%
	Csl Ltd	1	954	\$5.23	\$31.06	\$4,992.60	\$29,631.24	\$24,638.64	493.5%	35.3%
	Fantastic Furnitui	1	2,396	\$1.216	\$3.88	\$2,913.95	\$9,296.48	\$6,382.53	219.0%	11.1%
	Leighton Holdings	1	200	\$7.79	\$36.96	\$1,558.63	\$7,392.00	\$5,833.37	374.3%	8.8%
	Sims Group Ltd	1	400	\$7.70	\$21.77	\$3,078.65	\$8,708.00	\$5,629.35	182.8%	10.4%
	Woodside Petrole	1	150	\$21.06	\$49.10	\$3,158.45	\$7,365.00	\$4,206.55	133.2%	8.8%
							\$27,663.69	\$83,824.02	\$56,160.33	

Select one stock in the "Portfolio details" view, and "drill down" further to see the details of that one holding:

Details for Alice Johnson holdings of AGK								
☰	PurchCN	Buy ASX	Buy date Δ	Buy #	Buy @	Buy brok	Buy GST	Now #
▶	TX_1_3C9328	AGK	25/10/2006	322	\$5.76	\$0.00	\$0.00	322
	TX_1_3C9338	AGK	25/10/2006	12	\$5.32	\$0.00	\$0.00	12
				334		\$0.00	\$0.00	334

You can return to higher levels by clicking "Back", or by shift/click with the mouse pointing to one of the grid cells.

Special right-click menu in Portfolio Details

In the *Portfolio Details* display, you can right-click on any of the listed holdings to display a drop-down menu:

Portfolio details: Alice Johns						
☰	Company Δ	# parce	# shares	Av cost e	Latest	Base cos
	Agl Energy Limite	2	334	\$2.745	\$13.85	\$916
	Australia And Nev	1	230	\$26.28	\$21.98	\$6,044
	Ceramic Fuel Cell:	1	50,000	\$0.10	\$0.235	\$5,000
▶	Csl Ltd				\$31.06	\$4,992
	Fantastic Fu				\$3.88	\$2,913
	Leighton Hol				\$36.96	\$1,558
	Sims Group L				\$21.77	\$3,078
	Woodside Pe				\$49.10	\$3,158

Sell CSL

Buy more CSL

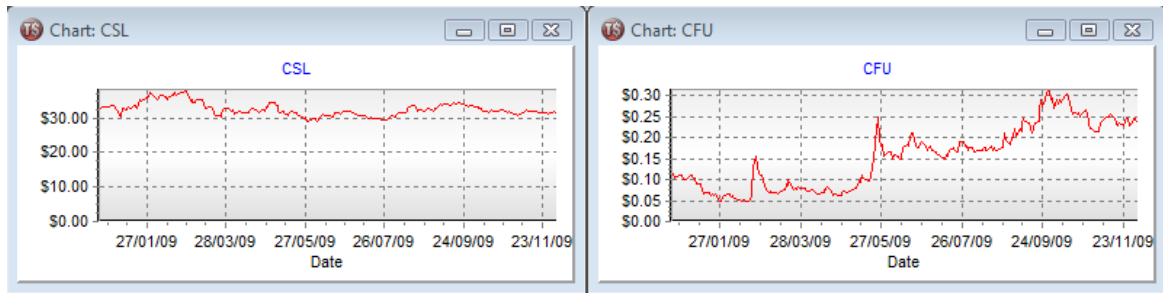
Enter CSL dividend

Show CSL chart

Show CSL summary

The first three options provide a convenient entry into the normal forms to Sell, Buy or enter a Dividend for the selected stock.

The "Show chart" option displays a small chart - you can do this repeatedly for different stocks, and the charts will arrange themselves on the desktop (example below):



Delete charts that are currently displayed using selections from the main Window menu.

The "Show summary" option runs the [Stock Summary](#) report for the stock selected.

Actions

The *Actions* panel displays a 1-line summary of all recent actions that might affect the portfolio database. Not sure whether you entered those dividends that you received last week? This is the way to check:

Date/time	Action
3/12/2007 1:34:23 PM	Edit Buy: PurchCN=CNB2E3BB000E, bought 27/06/2001, deleted from additions, (also possibly from disposals, conversions, ca)
3/12/2007 1:32:40 PM	New split/consolidation for CSL, date=18/10/2007, ratio=3.0000
3/12/2007 1:30:08 PM	Import: 2736 records loaded to table prices
3/12/2007 1:25:40 PM	Sell: New sale recorded for HVN, owner=JOHNSM, date=15/01/2007, SellCN=CN0018D0227
3/12/2007 1:23:57 PM	Sell: New sale recorded for FAN, owner=JXM5MI, date=1/01/2007, SellCN=CN0018B2C3E
3/12/2007 1:22:03 PM	Import: 6 records loaded to table additions
3/12/2007 12:28:17 PM	Import: 14 records loaded to table additions
3/12/2007 12:19:27 PM	Changes made with Edit Database
3/12/2007 12:16:09 PM	T5 auto price download: saved 5457 price records
3/12/2007 12:11:23 PM	Import: 11 records loaded to table additions
3/12/2007 9:29:57 AM	Changes made with Edit Database
3/12/2007 9:28:05 AM	Changes made with Edit Database
3/12/2007 7:08:52 AM	Added new Merge/Demerger/TO, dated 1/01/2007. Inputs: ; Outputs: ABC,ABG,ABS
3/12/2007 6:52:02 AM	T5 auto price download: saved 4 price records

Alerts

When you start Topshare, it proceeds to examine the database contents, by running three groups of tests. If any of these tests indicates a problem, or something that needs to be brought to your attention, the details will be listed in the Alerts panel. In each case, if you select the Alert listed on the left, further details will be provided.

The three test groups are:

- Tests on the basic integrity of the database. **Any problems identified are serious and must be rectified immediately. Topshare may be unusable until the problems are fixed.**
- Comparison of the latest information in the Prices database with Price Alerts (see [Price Alerts and Trendlines](#))
- Comparison of the latest information in the Prices database with Valuations (see [Valuations](#))

Status bar

Brief messages appear in the Status Bar to indicate when Topshare is performing background actions. This mainly occurs at program startup time. Some of the most common are:

- *Topshare is up-to-date* - your version of Topshare is the most current available.
- *Update check disabled* - the automatic check has been disabled in Edit|Preferences

- *Internet update check failed* - Topshare's check on version status failed, probably due to difficulties with your internet connection.
- *Checking database* - checking the basic integrity of the database. Any problems detected will be detailed in the *Alerts* panel. See "Alerts" above.
- *Checking prices (trendlines)* - see "Alerts" above.
- *Checking prices (valuations)* - see "Alerts" above.
- *Downloading prices* - Topshare is downloading EOD prices from the Subscription Data database.

3.3 Using Reports in TopShare

In TopShare Portfolio Manager, all reports have the same format. The Report Setup Area, at the top of the form, contains setup information for the specific report. Typically this will contain controls to set up the date reported on, portfolio owners, and other specific report options. There will always be at least one button for generating the report data - in this example, labelled "Generate report". Until you click this button to generate some report data, the Report Data Area, on the lower part of the report form will be empty or inactive.

See the documentation on specific reports for information about their Report Setup Areas.

The screenshot shows the 'Holdings Report' window. On the left, there is a yellow box with instructions: 'This report displays portfolio holdings at the specified date. 1. Set the date you want holdings displayed for. 2. Select the owners of the portfolios you want reported. 3. If you want holdings from all selected owners aggregated in a single table, tick the box marked 'Combine separate portfolios'. Leave it unticked if you want each portfolio listed separately. 4. If you want each parcel of a stock identified, tick 'Show separate parcels' (parcels are identified by their purchase Contract Number). When you're ready, click Generate Report'. The main area is divided into two sections. The top section, labeled 'Report setup area', contains a date field 'Report holdings at date: 14/12/2009', a 'Generate report' button with a green checkmark, and a 'Show holdings' section with a list of owners: Peter Johnson (checked), Johnson Super Fund (checked), and Alice Johnson (unchecked). Below this are checkboxes for 'Combine separate portfolios' and 'Show separate parcels'. The bottom section, labeled 'Report data area', is currently empty. On the left side of the window, there is a sidebar with options for 'This page only' (Portrait selected, Landscape, Fit to 1 page wide), 'Print/prev', 'Copy' (Copy data to clipboard), 'Delete current page', 'General...' (Print all, Direct print, all pages, to current default printer), and 'Column settings' (Save, Clear). At the bottom right of the window are 'Close' and 'Help' buttons.

Figure 1: General report form layout

Once the report data are generated, the Report Data area, on the lower part of the report form, will look like this:

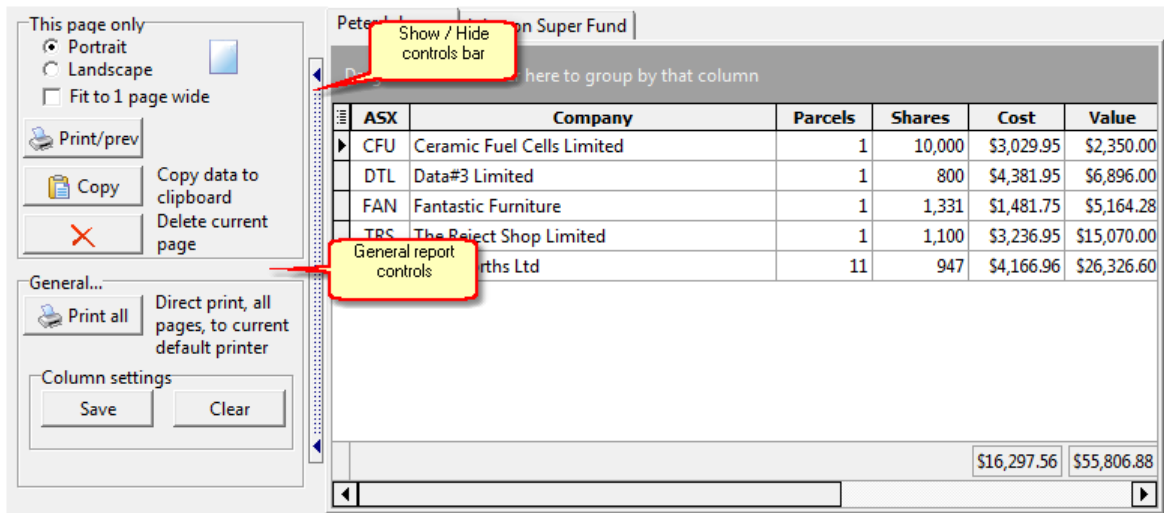


Figure 2: report form appearance after generating report data

Show / Hide Controls bar

Clicking this bar will temporarily make the Report Data area fill the whole form, allowing you to see more of the data. This will, of course, hide the controls (both the General Report controls, and the Report Setup area):

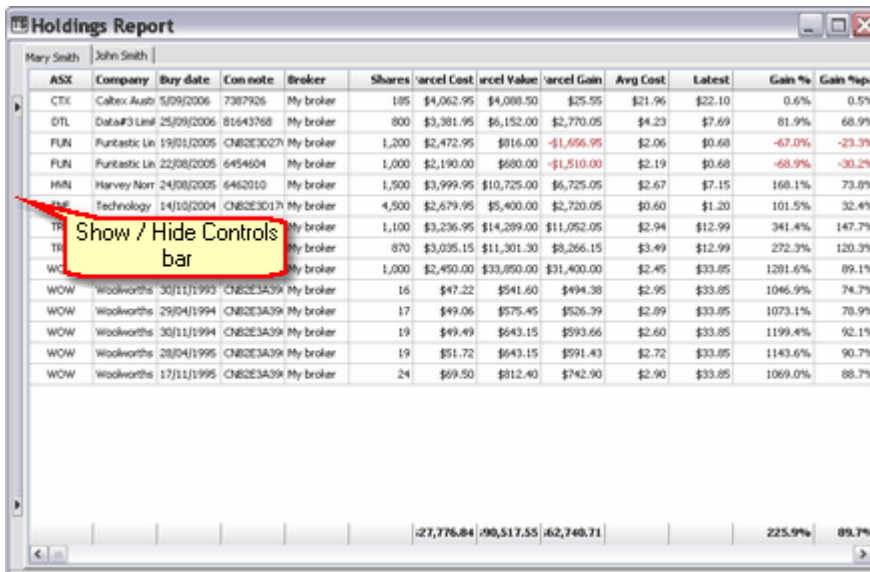


Figure 3a: after hiding controls

You can revert to displaying both sets of controls by clicking the Show / Hide Controls bar again:

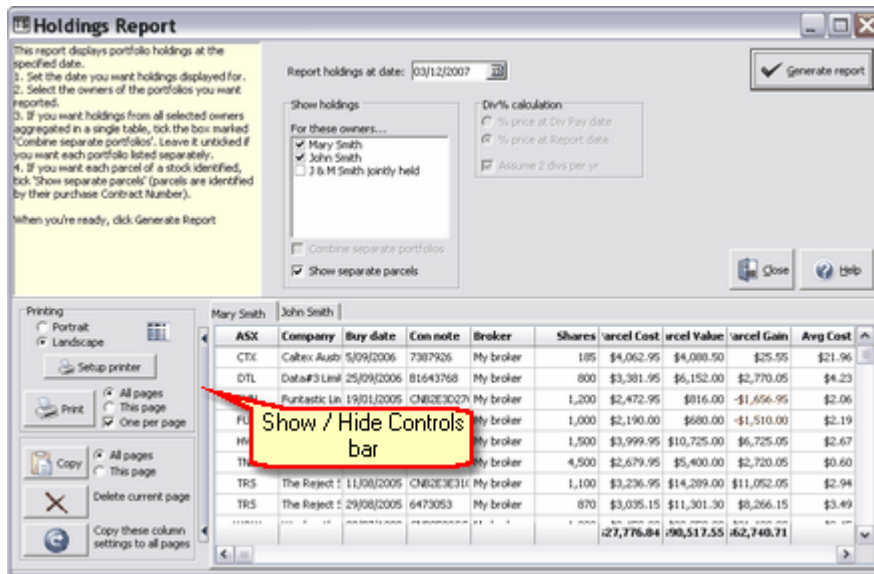


Figure 3b: controls not hidden

Report data area

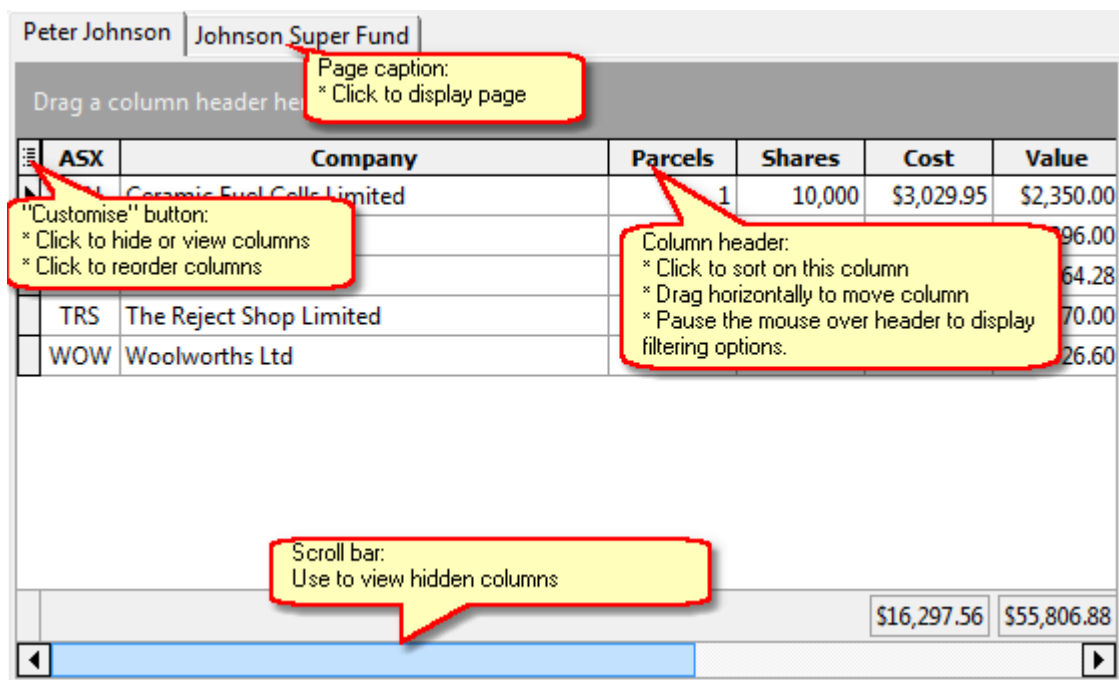


Figure 4: Report data area, overall view

The Report Data Area will contain one or more Report Pages, depending on the particular report you've viewing. In the example shown, there are two pages: one showing holdings for Peter Johnson, and the other showing holdings for Johnson Super Fund. You can only view one page at a time.

- Click on the Page Caption to view the associated data.

- Use the scroll bars, if necessary, to view all the data in the report page.
- To see more of the report page at one time, use Show/Hide Controls (see above).

Within the Report Data Area, you can prepare the final printed appearance of the report. This may involve deciding which columns to print, re-ordering columns, sorting the data, and modifying column widths. These actions are described further in "Customising reports", below.

General report controls

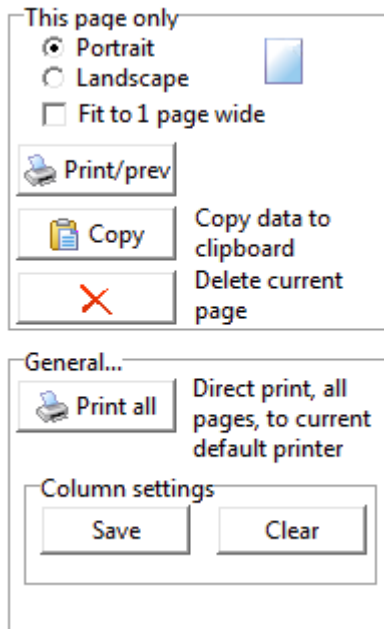


Figure 5: General report controls

These controls are exactly the same for all reports in Topshare.

This page only

Controls in this area act only on the currently-selected page (see Figure 4). You can set preferences here for the current page, then select another page, and repeat if necessary.

- Select preferred printer orientation for the current page, from Portrait or Landscape.
- Tick "Fit to 1 page wide" to scale the current page when printed, so that it fits on a single page width. Otherwise, extra pages will be printed if necessary.
- Click Print/Preview to preview the current page, and optionally print it.
- Click *Copy* to copy the report data into the Windows clipboard. You can then *Paste* the data into another document (eg, a spreadsheet).
- Click *Delete* to delete the current page from the report.

General

Controls in this area will act on all pages of the report

- *Print all* directly prints all pages to the current default Windows printer, without any previews or setup.
- *Column settings/Save* remembers all the current print and column settings, for each page of the report. Next time the report is generated, it will automatically use these settings.
- *Column settings/Clear* clears any print and column settings for the report.

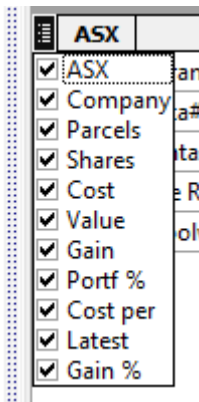
Customising reports

Topshare Version 2 offers extensive facilities for customising your reports before they are printed. Remember that if you click *Column Settings/Save* after customising a report, the customisation settings will be re-used next time you run the report. They can be cleared by *Column Settings/Clear*.

- **To show or hide report columns:** Use the *Customise* button, described below.
- **To sort the report by a particular column:** click in the column heading. To sort by multiple columns, shift/click each column in order.
- **To change the width of a column:** drag the column heading border left or right.
- **To reposition a column:** drag the column heading left or right. A pair of green arrows shows the potential new column position when you drop it. Or, use the *Customise* button as described above.
- **To show only certain rows:** use the Filtering facility, described below
- **To display summary information for row groups:** use the Group-by facility, described below

The Customise button

The *Customise* button is located on the top left corner of the report data area (see Figure 4). Clicking on it brings up a list of the column headers:



- Un-tick a column name to hide it. The column won't show in the form, and won't be printed.
- Drag a column name up or down to re-order it in the report.

Filtering

If you pause the mouse over a column header, you'll see a downward-facing triangle. This is the *Apply Filter* button:



Click the *Apply filter* button, and you will see a list of all values in that column. Ticking one or more

of the values will restrict the columns displayed accordingly:

Before filtering:

Peter Johnson		Johnson Super Fund				
Drag a column header here to group by that column						
	Company	Parcels	Shares	Cost	Value	Gain
	Australia And New Zealand Banking Group	3	965	\$26,446.88	\$21,210.70	-\$5,236.18
▶	Austal Limited	2	5,800	\$11,311.90	\$13,514.00	\$2,202.10
	Bhp Billiton Limited	2	650	\$17,929.91	\$26,910.00	\$8,980.09
	Cochlear Limited	1	170	\$9,631.55	\$10,910.60	\$1,279.05
	Data#3 Limited	2	3,500	\$18,384.90	\$30,170.00	\$11,785.10
	NAB FR Debt/Pref	1	200	\$20,401.95	\$15,896.00	-\$4,505.95
	Qbe Insurance Group Limited	2	800	\$20,219.90	\$17,856.00	-\$2,363.90
	Seek Limited	3	5,194	\$24,089.30	\$32,929.96	\$8,840.66
	Washington H Soul Pattinson & Company Li	2	1,400	\$12,245.90	\$18,732.00	\$6,486.10
	Telstra Corporation Limited.	2	6,100	\$19,819.90	\$20,862.00	\$1,042.10
	The Reject Shop Limited	5	4,150	\$30,305.79	\$56,855.00	\$26,549.21
	Westpac Banking Corporation	2	900	\$20,524.90	\$21,636.00	\$1,111.10
	Woodside Petroleum Limited	2	400	\$14,824.90	\$19,640.00	\$4,815.10
				\$246,137.6	\$307,122.2	\$60,984.58

After filtering to display only rows with 1 or 2 parcels:

Peter Johnson Johnson Super Fund

Drag a column header here to group by that column

	Company	Parcels	Shares	Cost	Value	Gain
	Austral Limited	2	5,800	\$11,311.90	\$13,514.00	\$2,202.10
	Bhp Billiton Limited	2	650	\$17,929.91	\$26,910.00	\$8,980.09
▶	Cochlear Limited	1	170	\$9,631.55	\$10,910.60	\$1,279.05
	Data#3 Limited	2	3,500	\$18,384.90	\$30,170.00	\$11,785.10
	NAB FR Debt/Pref	1	200	\$20,401.95	\$15,896.00	-\$4,505.95
	Qbe Insurance Group Limited	2	800	\$20,219.90	\$17,856.00	-\$2,363.90
	Washington H Soul Pattinson & Company Li	2	1,400	\$12,245.90	\$18,732.00	\$6,486.10
	Telstra Corporation Limited.	2	6,100	\$19,819.90	\$20,862.00	\$1,042.10
	Westpac Banking Corporation	2	900	\$20,524.90	\$21,636.00	\$1,111.10
	Woodside Petroleum Limited	2	400	\$14,824.90	\$19,640.00	\$4,815.10

\$165,295.7 \$196,126.6 \$30,830.89

((Parcels = 1) or (Parcels = 2))
 Filter information
Click to modify filter
Customize...

Once a filter is active, it is described in the Filter Information area (see above).

- Click the Customise Filter button (see above) to further modify the filter. This lets you build filters that act on several columns.
- Click the 'X' to remove the filter

"Group-by" display

Some reports enable you to Group the display by certain columns. Grouping-enabled reports contain the Grouping instructions in the grey panel above the report data. The example below uses the Holdings Report, with the "Show separate parcels" option.

Before Grouping:

Drag a column header here to group by that column

Indicates this report is grouping-enabled

	Company	Buy date	Con note	Broker	Shares	Parcel
▶	Australia And New Zealand Banking Group	5/12/2006	7632142	Westpac Br	265	\$7,34
	Australia And New Zealand Banking Group	27/06/2007	8290004	Westpac Br	300	\$8,77
	Australia And New Zealand Banking Group	16/01/2008	9073916	Westpac Br	400	\$10,32
	Austal Limited	22/01/2008	9100339	Westpac Br	2,700	\$4,74
	Austal Limited	26/02/2008	9238827	Westpac Br	3,100	\$6,56
	Bhp Billiton Limited	7/02/2007	7805865	Westpac Br	250	\$6,97
	Bhp Billiton Limited	1/03/2007	7888150	Westpac Br	400	\$10,94
	Cochlear Limited	13/11/2006	7566425	Westpac Br	170	\$9,63
	Data#3 Limited	26/02/2007	7870608	Westpac Br	1,500	\$8,17
	Data#3 Limited	6/03/2007	7907462	Westpac Br	2,000	\$10,20
	NAB FR Debt/Pref	21/06/2007	8270044	Westpac Br	200	\$20,40
	Qbe Insurance Group Limited	22/01/2008	9107101	Westpac Br	400	\$10,67
	Qbe Insurance Group Limited	2/04/2008	9360381	Westpac Br	400	\$9,54
	Seek Limited	8/04/2008	9381335	Westpac Br	1,700	\$10,31
						\$246,1

To display the report grouped by Company, drag the Company column header onto the Group-by panel. You can expand one or more of the resulting rows by clicking the "+" next to the company name (see the entries for ANZ and BHP, below):

Company

	Buy date	Con note	Broker	Shares	Parcel Cos	Parcel Val	Parcel Gai	Avg Cost
+	Company : Austal Limited							
▶	Company : Australia And New Zealand Banking Group							
	5/12/2006	7632142	Westpac Br	265	\$7,341.98	\$5,824.70	-\$1,517.28	\$27.706
	27/06/2007	8290004	Westpac Br	300	\$8,774.95	\$6,594.00	-\$2,180.95	\$29.25
	16/01/2008	9073916	Westpac Br	400	\$10,329.95	\$8,792.00	-\$1,537.95	\$25.825
[-]	Company : Bhp Billiton Limited							
	7/02/2007	7805865	Westpac Br	250	\$6,979.96	\$10,350.00	\$3,370.04	\$27.92
	1/03/2007	7888150	Westpac Br	400	\$10,949.95	\$16,560.00	\$5,610.05	\$27.375
+	Company : Cochlear Limited							
+	Company : Data#3 Limited							
+	Company : NAB FR Debt/Pref							
+	Company : Qbe Insurance Group Limited							
+	Company : Seek Limited							
+	Company : Telstra Corporation Limited.							
+	Company : The Project Shop Limited							
					\$246,137.6	\$307,122.2	\$60,984.58	

3.4 Stock prices in Topshare

Topshare uses a local database of EOD prices. Price data from this database are used in Topshare's various reports and charts, for things like:

- To generate a chart of stock prices over a given time interval
- To value your portfolio on a given date
- To calculate investment returns

Typically, your Prices database should contain EOD prices entered on a regular basis (eg, daily, weekly or monthly) for all the stocks in your portfolio. You can also maintain EOD price records for watchlist stocks.

You have many options for populating and maintaining the Prices database.

Subscription data

By far the easiest way to maintain your Prices database is to purchase a Topshare Data Subscription. You will then automatically receive daily EOD prices for all stocks in the portfolio, plus your watchlist. You will also be able to simply download historical prices for any stock. If you go on holidays for 3 months, the first time you start Topshare on your return, it will ensure your Prices database is completely up-to-date.

The Subscription Data Service is very economically priced. It's fully described [here](#), and you can purchase a subscription now, using this [www link](#).

If you're in Evaluation mode, you will have access to a limited trial of the Subscription Data Service, at no charge. This currently allows you a total of 2,000 individual stock prices. Historical downloads are limited in Evaluation mode. Click *Subscription Data|Check Status* to see the current status of your data trial.

See also:

- [Subscription Data|Check status](#) - to check your current status, and enable/disable automatic price downloads
- [Subscription Data|Download](#) - to perform manual downloads - either a historic data series for a single ASX code, or whole-portfolio valuation on a single date.

The Prices form

The Prices form provides a number of options for manipulating the Prices database. These include:

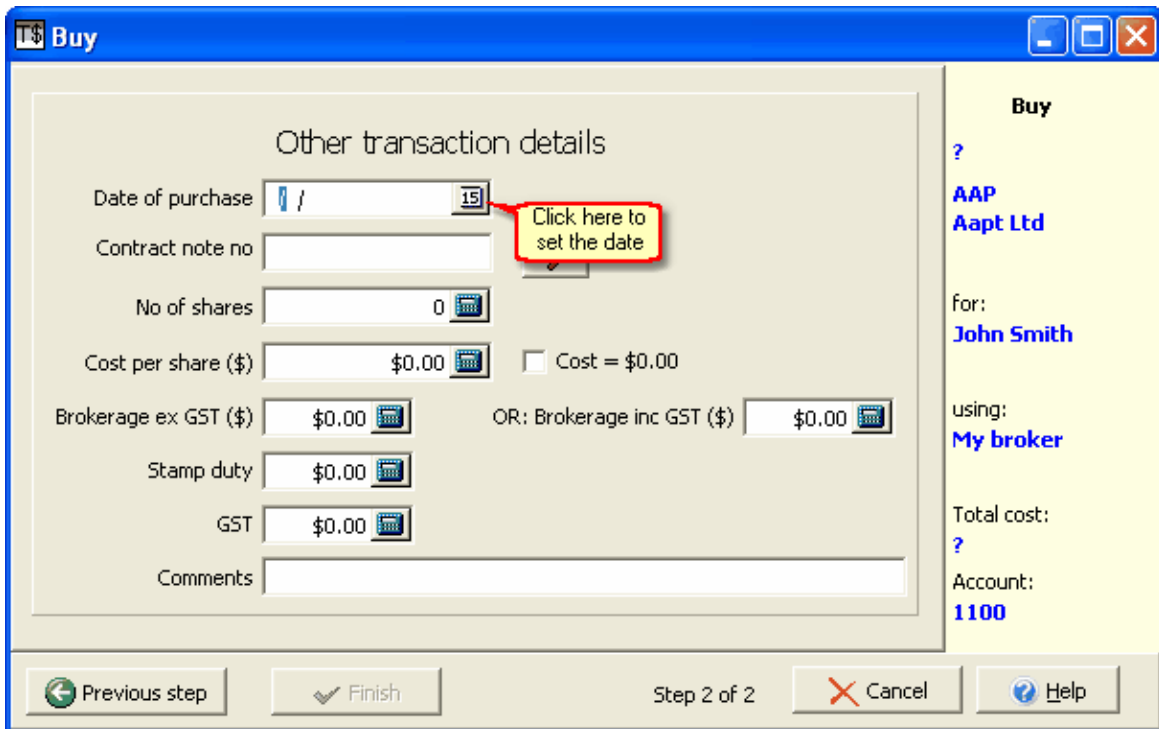
- Import of historical or one-date prices from a CSV file
- Import from the clipboard
- Manual input
- Current prices, automatically downloaded from the Yahoo website

See [the prices form](#) for more information.

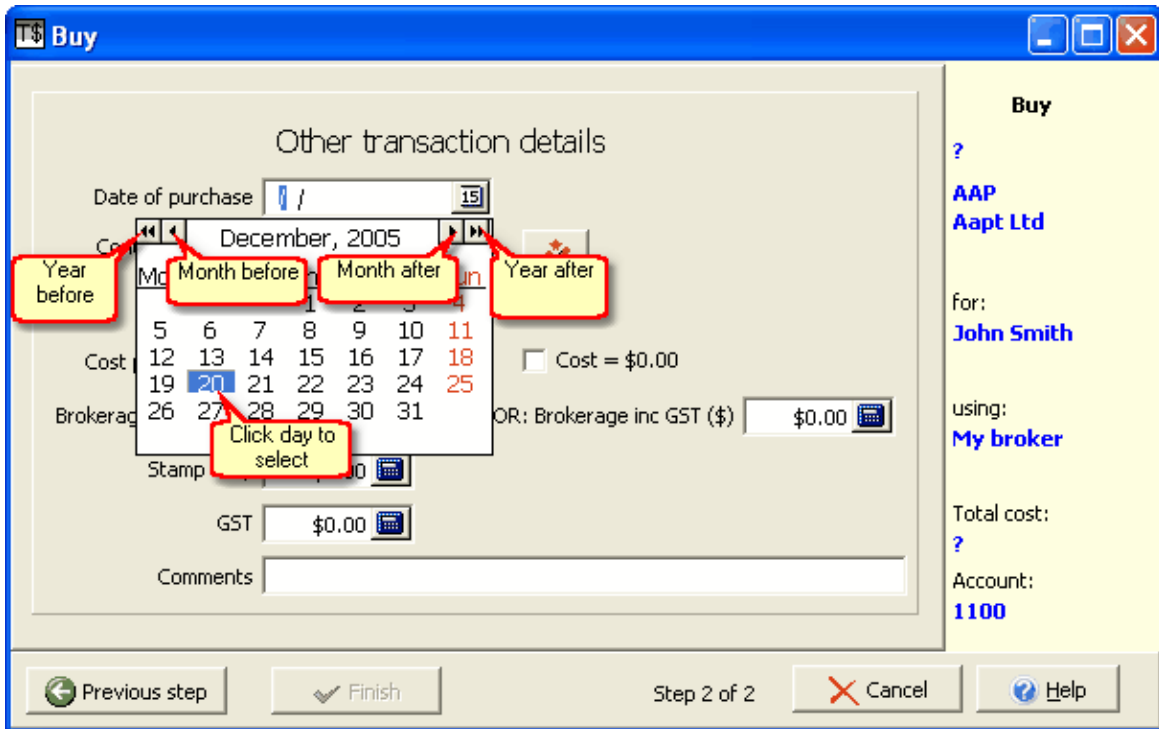
3.5 Using dates in Topshare

Setting a date

A date control is shown in the form below:



To set or change the date, click on the calendar icon (see above); this will display a one-month calendar (see below). First select the correct month by clicking on the navigation buttons on the top left and right of the calendar; then click on the correct day to select it.



Direct date entry

If you'd prefer, you can type the date directly into the control, without using the pop-up calendar. To

do this, you must first enable direct-date-entry in [Edit|Preferences](#). Then, to enter a date, simply enter it, following these guidelines:

1. Don't include the day-month-year separator ("/")
2. Do include leading zeros if necessary - "day" and "month" should always be 2 digits, "year" can be 2 or 4 digits.
3. Use the same day-month-year order as your Windows setting.

Examples (assuming Windows is set to English(Australia), ie dd/mm/yyyy):

For 12 November, 2007, type: 121107 or 12112007

For 1 November, 2007, type: 011107 or 01112007

For 3 May, 2007, type: 030507 or 03052007

Date formats

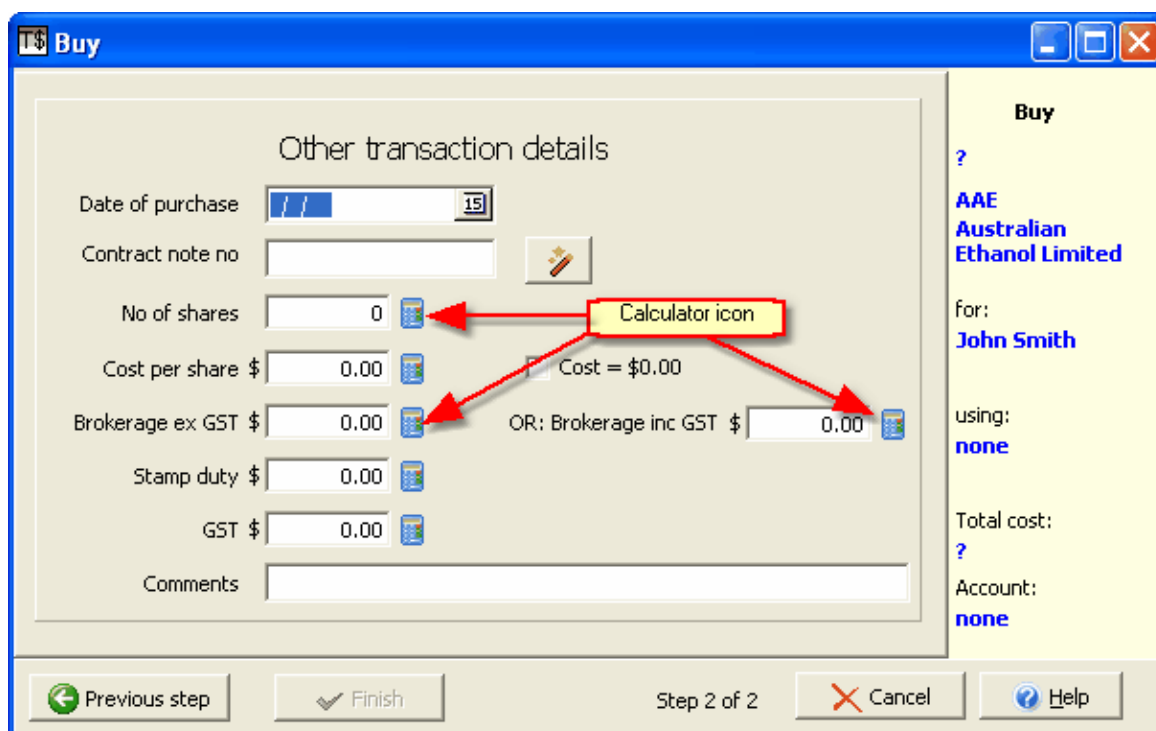
Topshare uses the date format that is specified in *Control Panel|Regional and Language Settings*. This format is used throughout - in the various on-screen displays, and in reports.

We recommend you specify English(Australia).

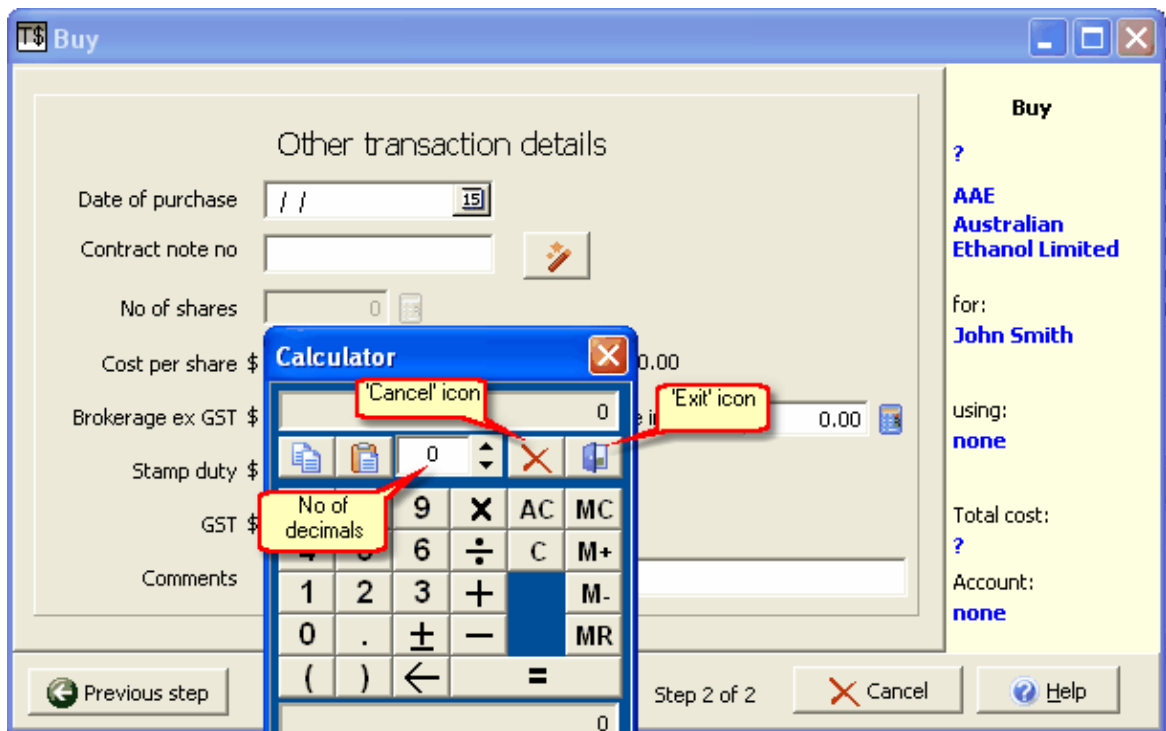
3.6 Dealing with numbers

Using the calculator

Many numeric entry fields have an adjacent calculator icon (for example, see below).



In most cases, it will be most convenient to simply enter data into the field directly. However, when the calculator is displayed, you also have the option of calculating data to be used in the field. Click on the calculator icon, and a calculator keypad will be displayed:



- Now, you can use the numeric keypad (on your keyboard) - including the mathematical operators *, /, + and -.
- To finalise the calculation and enter the result on the form, either use Alt/F4 from the keyboard or click on the calculator's 'Exit' icon.
- To cancel your calculations, use 'Esc' from the keyboard or click on the calculator's 'Cancel' icon.
- Instead of the keyboard, you can use the mouse to click on the digits or operators shown in the on-screen calculator keypad.

Changing decimal places

All fields with the calculator icon display a fixed number of decimal places that, under most circumstances, will be appropriate for the data being entered. However, if you need to enter data with a higher level of precision (for example, a share purchase price of \$1.3522; or entering fractional units for the no of shares purchased), the default decimals can be altered in one of two ways:

Firstly, with the cursor placed in the field:

- hit Shift/→ to increase the no of decimals displayed
- hit Shift/← to decrease the no of decimals displayed

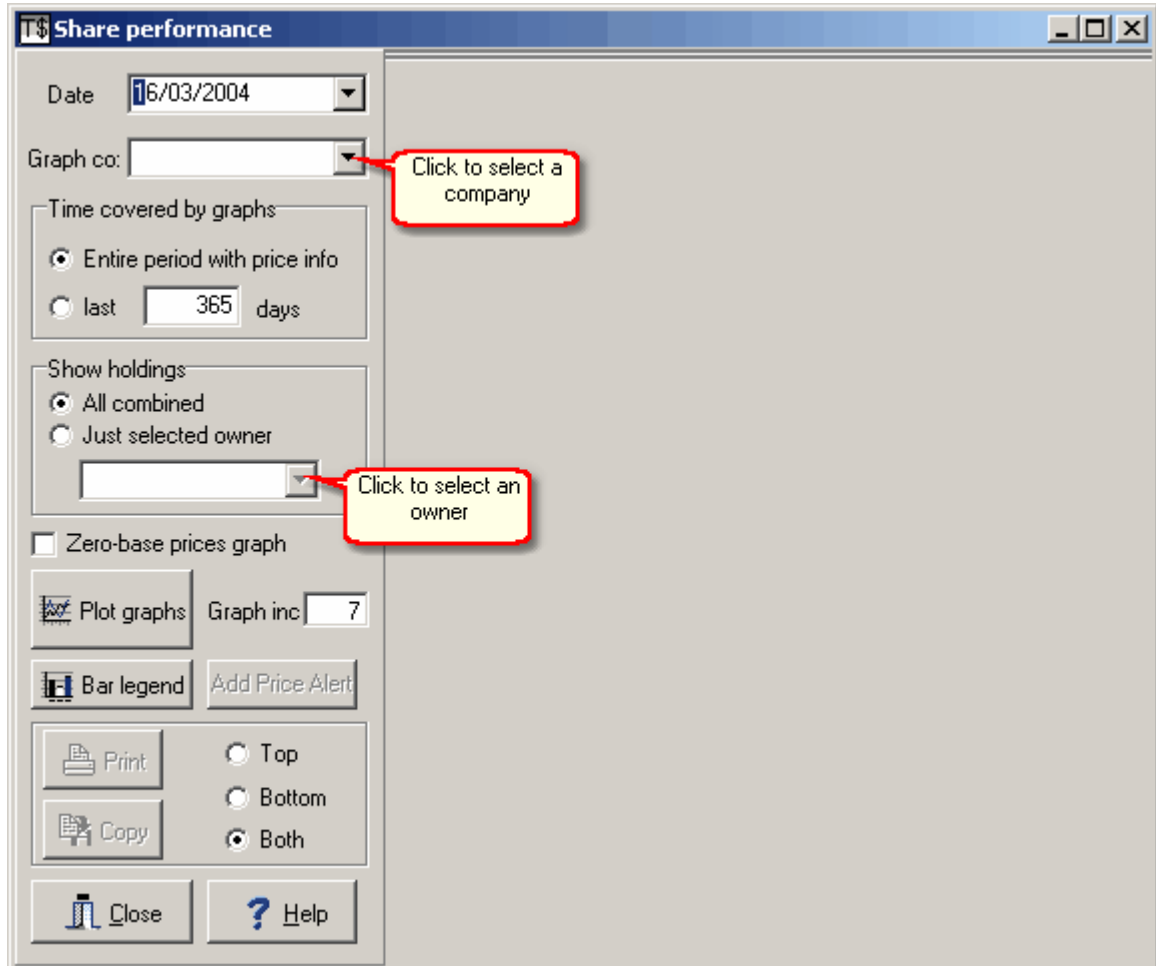
Alternatively, if you display the calculator, you can change the "No of decimals" value (see previous figure).

Any changes made to decimal places will persist each time that form is used.

3.7 Selecting Company or Owner

Choosing a company or owner

The form below contains drop-down lists to select a company and, optionally, an owner, for a chart. Click the downward pointing triangle to display the list, then select one.



The screenshot shows the 'Share performance' window with the following controls:

- Date: 16/03/2004
- Graph co: [] (with a red callout: "Click to select a company")
- Time covered by graphs:
 - Entire period with price info
 - last [365] days
- Show holdings:
 - All combined
 - Just selected owner
 - [] (with a red callout: "Click to select an owner")
- Zero-base prices graph
- Plot graphs: [] Graph inc: [7]
- Bar legend: [] Add Price Alert: []
- Print: [] Top: Bottom: Both:
- Copy: []
- Close: [] Help: []

Clicking on the indicated triangle displays a list of (in this case) companies. You may need to scroll down the list to find the one you want; then click on it to choose it.

Date: 16/12/01

Graph co: ARB Corporation

Time co:

- AAPT LTD
- AGL Ltd
- ARB Corporation**
- Commonwealth Bank
- CSL Ltd
- Fosters Ltd
- Incitec LTD
- Mentec LTD

Entire
 last

Show holdings

All combined
 Just selected owner

Graph inc: 7

Part

IV

4 Special features

4.1 Subscription data service

Topshare includes an optional subscription data service. You can purchase a 12-month subscription using the "Buy now" option on the main Topshare website - click [here](#).

The subscription data service has two modes of operation: automatic, and manual. For information about using manual downloads, see [here](#). You can use manual, automatic, or both - that is, you can do a manual download at any time, regardless of whether the automatic option is currently enabled.

Automatic operation

In Automatic mode, Topshare maintains your local Prices database without any direct effort from you. Prices downloaded include stocks currently held in the portfolios, and those in the Watchlist.

To enable Automatic operation, display [Subscription/Check Status](#), and select the "Auto price download" option.

- On startup, Topshare automatically downloads any prices that are outstanding.
- Each weekday, at the "Data available" time set on the *Check Status* form, Topshare (if it is running) will download the current day's closing prices.

This means that, for example, if you omit running Topshare for a month (say because you've gone on holidays), the first time you start Topshare on return, all intervening Price data will be downloaded.

Things to note:

- Prices requested are based on the "most recent price" in the Prices table. For example: most recent price is dated 1/10/07; when invoked when you start Topshare at midday on 10/10/07, prices for all stocks between 2/10/07 and 9/10/07 will be retrieved.
- The automatic system will not necessarily fill in price gaps for individual stocks; in the example above, if BHP data were missing between 1/9/07 and 1/10/07, it would not be retrieved. Instead, this can be done using the Manual download - see below.
- The Automatic download occurs in the background, regardless of what you're currently doing within Topshare. All that is required is that Topshare is running at the time.
- The results of each Automatic download are logged in the "Actions" tab on Topshare's main form.
- While the download is in progress, you'll see a message in the Status bar, on the bottom left of the main Topshare form.
- Use of the free (Yahoo-based) download will interfere with proper operation of the Subscription service.

See also:

- [Subscription Data | Check status](#) - to check your current status, enable/disable automatic price downloads, and set the data download time.
- [Subscription Data | Download](#) - to perform manual downloads - either a historic data series for a single ASX code, or whole-portfolio valuation on a single date.
- [Edit | Watchlist](#) - to edit your watch list

Note

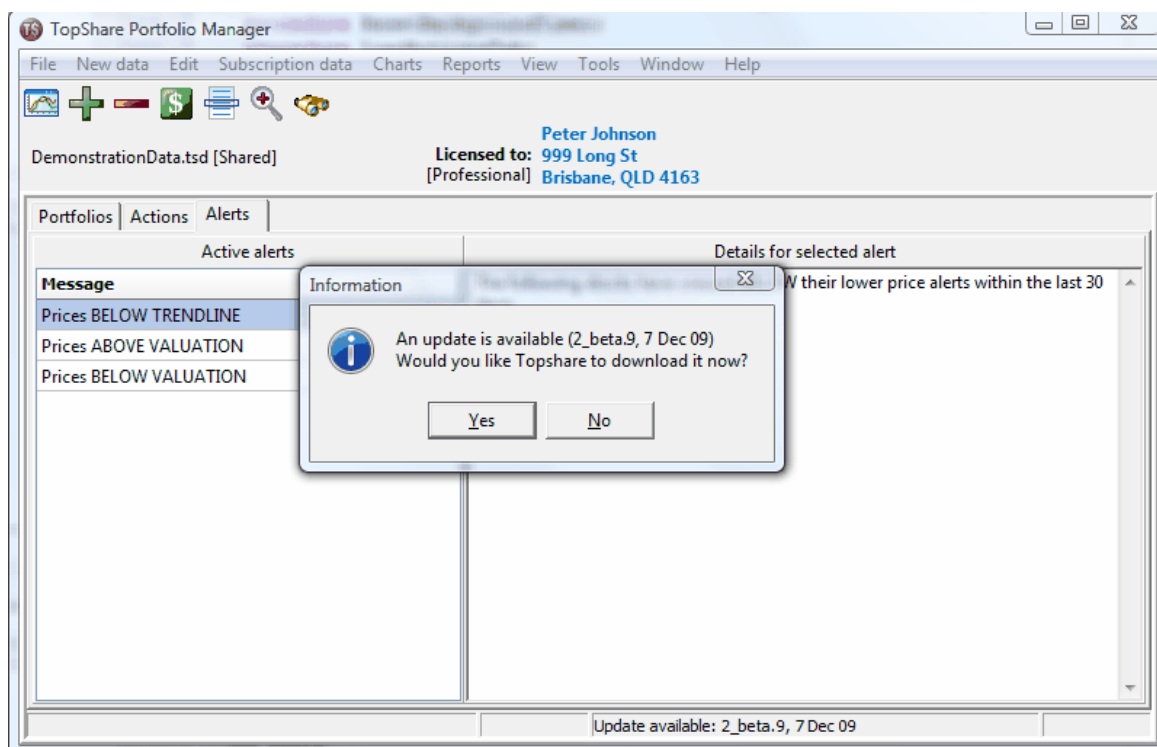
The Subscription Data Service is provided through arrangement with ASX Ltd. The data are for your private use only. You must not copy the data or distribute them to any other person.

4.2 Automatic updates

Topshare's *Auto Update* feature ensures your version of the program is always completely up to date.

Note: if you have trouble with this option, check that your firewall is not stopping Topshare from accessing the internet (see [Internet Firewalls](#)).

When enabled (in Edit | Preferences), Topshare contacts the Topshare website on each startup, to see if a new version is available. If so, you are prompted to download the update:



If you answer Yes, the download proceeds in the background, so you can carry on with other Topshare activities while this goes on. Once the update has been downloaded, a new button appears on the main form, in the area that normally shows the Current Database, labelled 'Install update'. Clicking this will close Topshare and complete the installation.

For this system to work correctly, your internet connection must be active at the time you start Topshare.

Alternative update system

An alternative system, for those without a continually active internet connection, is to periodically use *File | Check for Topshare Updates*. This way, you decide when the check is to be made and you can ensure your internet connection is functional before making the check.

Menu items related to Topshare Updates

- *Edit | Preferences* - to configure automatic checking for updates
- *File | Check for Topshare Updates* - to check whether an update is available. Can be run at any time, regardless of whether the automatic system is enabled in Preferences
- *Tools | Maintenance | Delete last auto-update download* - when an auto-update has been

downloaded but not installed, and you want to delete it before installation. This will force a new download. This action may be necessary if a download file becomes corrupted.

4.3 Automatic Snapshot System

Periodically, TopShare Portfolio Manager makes a copy of the entire database (prices, purchases, sales, dividends, etc) - this is a Snapshot.

In addition to the automatic snapshot, you can save a snapshot at any time using *File | Data Snapshots | Save Snapshot Now*.

If you accidentally delete critical data, or if your database becomes damaged, you can restore from the most recent good snapshot of your database, using *File | View/Restore from Snapshot*. Causes of database damage include your computer suddenly shutting down (eg, if there has been a power failure) while you are using TopShare Portfolio Manager; or making inappropriate changes using *Edit|Advanced|Edit Database*.

You can fine-tune the behaviour of the Automatic Snapshot System by changing the settings for two entries in the [Preferences Form](#) (display the Preferences Form by clicking *Edit | Preferences*):

- Change the number of Snapshots kept by TopShare. Having a large number gives you the maximum protection because it means you will have plenty of versions of your data to choose from if you need to restore. However, if your database is large this may use a lot of disk space. The default value, 5, will normally give an adequate level of protection.
- There are two options for determining when TopShare Portfolio Manager saves the database snapshot: either each time the program shuts down, or the first time the program shuts down on any given day. The default setting is once per day.

However - you still need to perform your own backups

While TopShare's Automatic Snapshot System provides you with a high degree of protection against data loss, it does not remove your own responsibility for performing data backups. The Snapshot system does not provide protection against hard disk failure, or your computer being stolen or destroyed in a fire. Therefore you must ensure that all data on your computer is regularly backed up, onto some form of removable media such as a Zip drive, CD Rom or Flash disk. Use Topshare's [File|Backup/Restore](#) for this purpose. For maximum protection, you should store the backups in a different location (preferably a different building) from your computer.

See also

- *File | Snapshots | View/Restore from Snapshot*
- *Edit | Preferences*

4.4 Price Alerts and Trendlines

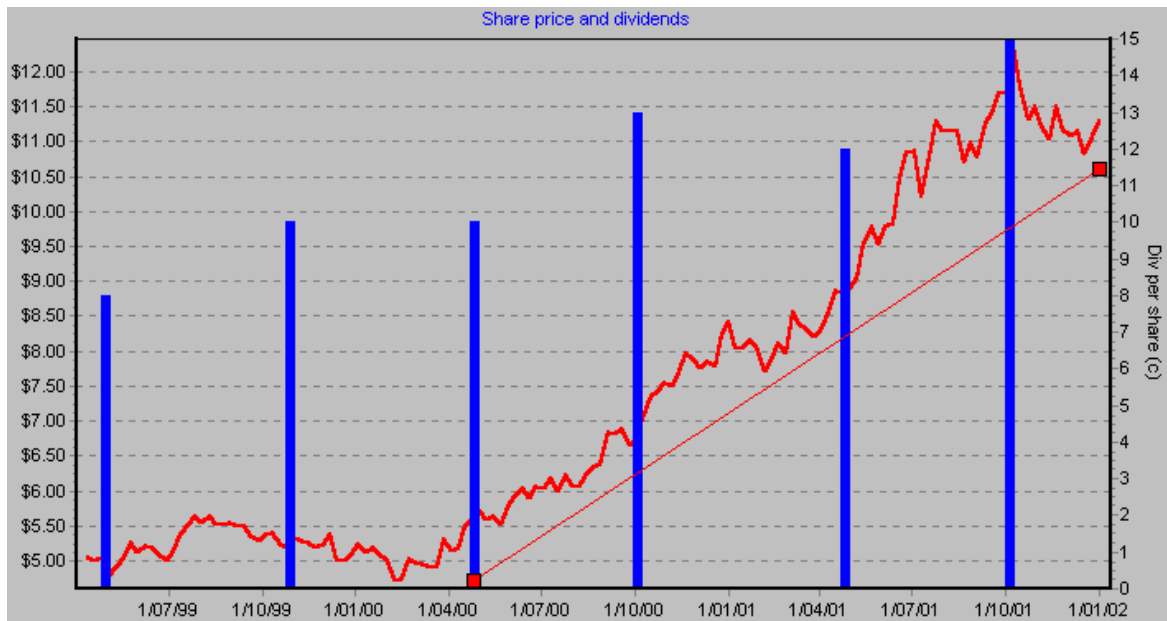
TopShare's Alert/Trendline feature performs two functions: it enables TopShare to alert you whenever the share price moves above or below a predefined price, or price trend; and it allows you to draw trend lines on share price graphs, as an aid to understanding share price movements.

See [Price Chart](#) for instructions on defining, altering and removing Alerts and Trend Lines.

Alerts Example

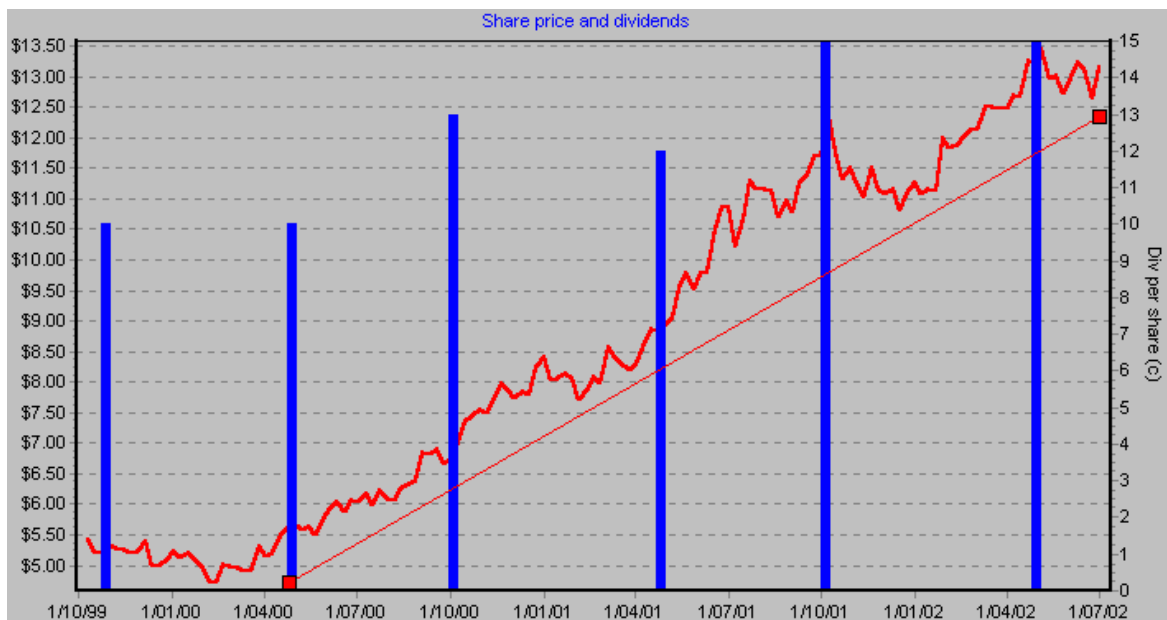
Note: the pictures in this example are from an older version of Topshare - the charts have a different look in the current version. But the functionality is the same.

Jeff purchased WOW shares some years previously, and they have been in a consistent uptrend for some time. Jeff decides that he wants to sell these shares when/if the uptrend is significantly breached. So Jeff defines a "Lower" Alert and drags the Line Handles so that the red line lies beneath, but parallel to, the price graph.



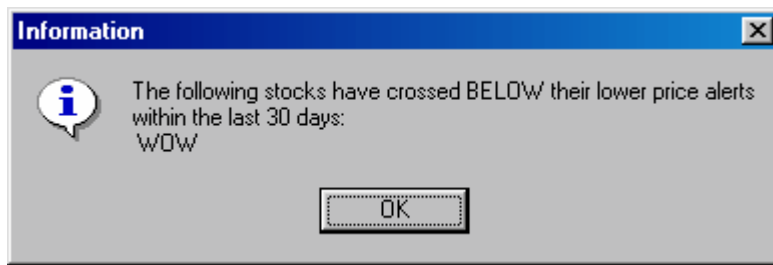
That's all he needs to do. Now, every time a new price for WOW is entered into the TopShare database, the share price is compared with the red line.

For the next few months, Jeff enters the share prices every week. The WOW share price keeps rising irregularly. When Jeff looks at the WOW graph six months later, the price is still above the Lower Alert Line:

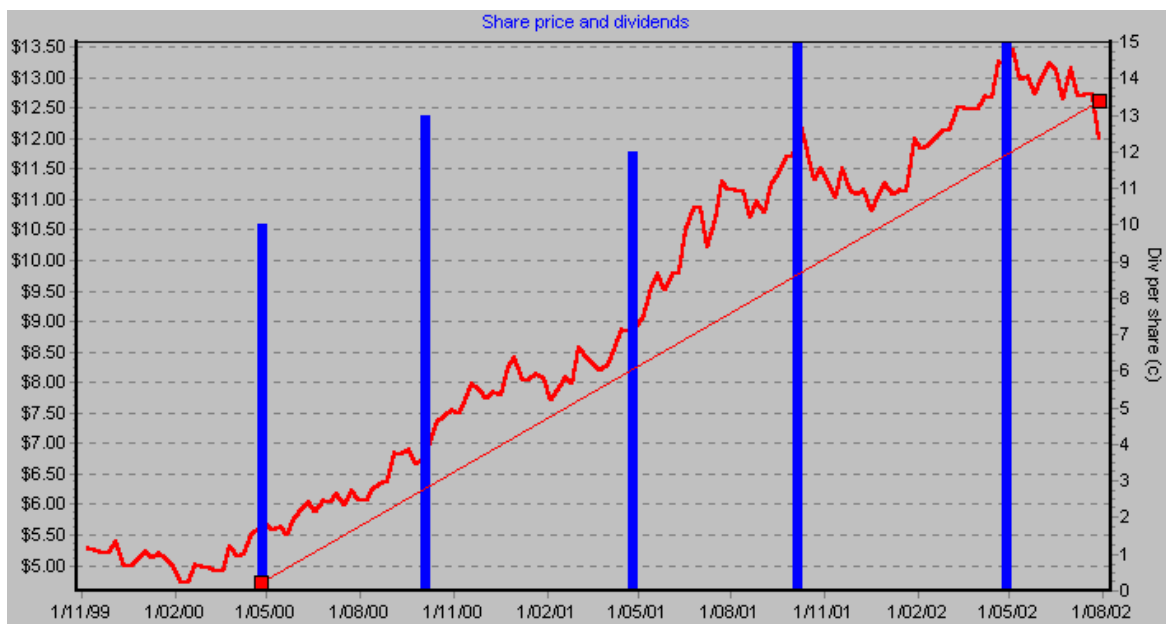


However a short time after that, after entering the share price, Jeff is shown the following

message:



He displays the WOW graph. Sure enough, the share price has dropped below the Lower Alert Line.



Jeff decides to lock in a profit and sell the shares.

Alert Window

The Alert Window is defined in **Edit / Preferences**. It determines the length of time that's included when share prices are compared with Alert Lines. The default value is 30 days. This means that you will be notified if a share price has crossed its Alert Line on any occasion within the last 30 days. You can change this value to suit your own needs.

4.5 Valuations

Valuations are a new feature in Topshare, but are not yet fully implemented.

You can define an intrinsic value for any stock, on any date - this is a Valuation. How you arrive at a valuation is up to you - you may use your own fundamental or technical analysis, or be advised by a broker or analyst. Over time, the valuation can be updated - although Topshare will retain earlier-dated valuations. Together with the valuation, you can define a valuation band or range - for example, plus or minus 10%.

Topshare will display the valuation on Price Charts, as a green line; the valuation band is

represented by a pale green shading.

On startup, Topshare checks all share prices against any defined valuation. If the price is above or below the valuation band, you'll be notified via an Alert.

In Topshare version 2.0, valuations can only be input using *Edit|Advanced|Edit Database*.

Part



5 Reference (menus and forms)

The forms described in this section can all be accessed through the menus on the main Topshare form. The menu sequence for invoking a particular function is indicated as follows:

 *Edit | Prices*

This means click the *Edit* menu, then the *Prices* item.

In addition, many forms can be invoked by clicking one of the tool buttons on the main form. When installed, Topshare will display a default set of toolbuttons, for accessing the most commonly-used functions. However you can modify the toolbutton selection to suit your own preferences - see [Customise Toolbuttons](#) for more information.

In the manual, where a particular function is represented by one of the default toolbuttons, this will be indicated as follows:

"Or, just click the *Prices* tool button: "

5.1 The File menu

5.1.1 The data snapshot form

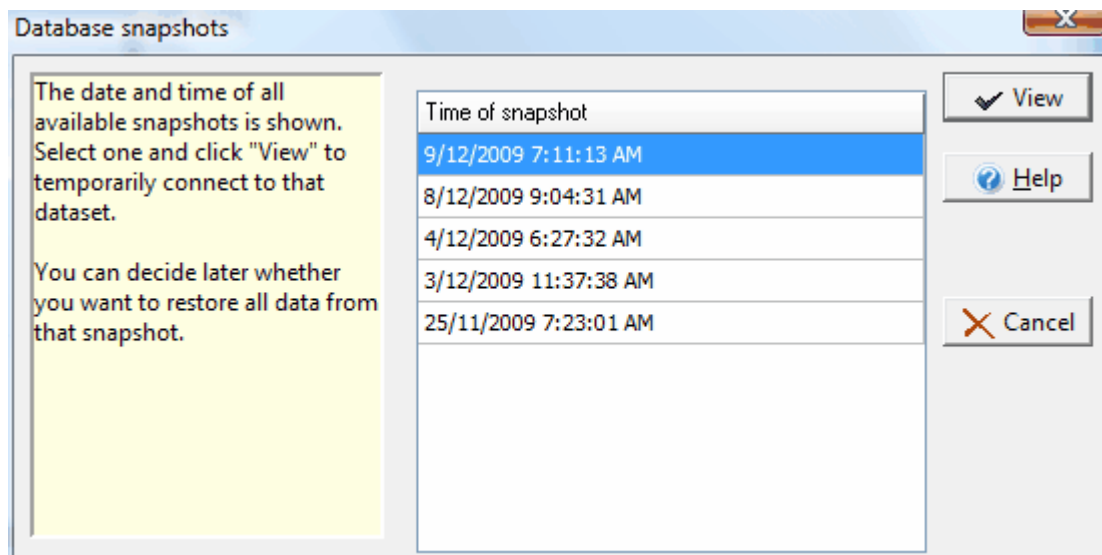
Menu click

File / Snapshots / View/Restore from Snapshot

See also: Preferences form; Automatic Snapshot System

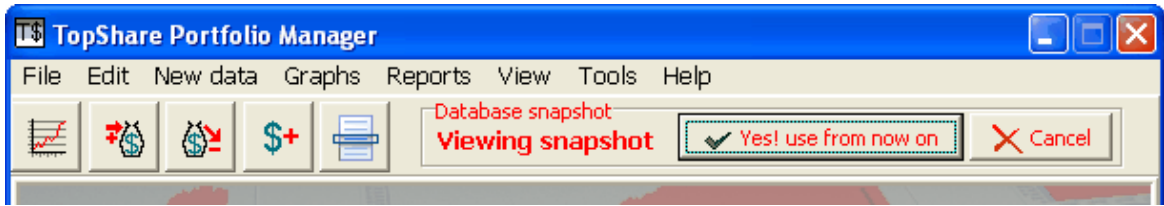
Use this form when you want to restore data from one of the automatic snapshots. The operation of TopShare Portfolio Manager's snapshot system is described in the chapter [Automatic Snapshot System](#).

The *Database Snapshots* form is used to recover data that has been previously saved in a snapshot. This may be useful if, for example, you make a mistake in editing data that you cannot easily recover from. Another possibility is after your computer has not been shut down properly, perhaps because mains power is interrupted while you are using TopShare Portfolio Manager. On rare occasions this can cause corruption of your database (in this event, you will subsequently see a variety of error messages about database errors, or database corruption, either when you start TopShare Portfolio Manager or at various times when using the program).



Using this form shows you a list of the database snapshots that are available, with the date and time they were created. It allows you to choose one, and view the data (by using the normal TopShare Portfolio Manager facilities like graphs and reports). **While you are doing this, you should not perform any operation that results in a change to the data (eg add or alter stock prices, or enter sale, purchase or dividend information). If you do, the changes won't be saved.**

While viewing a snapshot, messages on the main TopShare Portfolio Manager window offer you two choices: to permanently replace the existing database with the snapshot being viewed (click *Use from now on*); or revert to normal operation with the existing database (click *Cancel*):



5.1.2 The Import form

Menu click

File | Import

Use this form to import data from a disk text (ASCII) file into a table in the TopShare Portfolio Manager database. The most common application for this form is to transfer data from another portfolio management program or spreadsheet into TopShare Portfolio Manager. You can also use the form to re-import data which was previously exported using the Export form.

Topshare can deal with two different types of CSV file:

1. The column headings are in the first row. The names of the column headings in the CSV file must exactly match those in the Topshare table, although the order can be different.
2. No column headings are included. In this case, you use the information in the box labelled 'File column -> Table column' to specify how the file data should be interpreted for the import.

Importing data from another program is not a trivial operation, and may require some advanced spreadsheet skills.

You should first read [Database Tables](#) and determine which TopShare Portfolio Manager table is appropriate for the data to be imported.

Then, before you import the data, you will probably need to manipulate it using a spreadsheet program to get it into a format suitable for TopShare Portfolio Manager. You'll need to produce the same spreadsheet structure as the corresponding TopShare Portfolio Manager table. Pay particular attention to the Key Fields (see [Glossary](#)) and ensure your import data has entries for each, and no duplicates. From the spreadsheet, save the data to disk in CSV format.

To use the Import form:

1. Select the table to be imported,
2. Click 'Select file' to open the CSV file.

In the grid labelled 'Load to database', the current interpretation of the data is shown.

The screenshot shows the 'Import data' window. At the top, 'Table to import' is set to 'additions'. Below this, there are buttons for 'Open import file' and 'File type' options: 'CSV with headings in first row' (selected) and 'CSV with no headings'. A 'Skip the first' field is set to '0' data records. The main area is split into two panes: 'Import file contents' on the left and 'Load to database table' on the right. The 'Load to database table' pane contains a table with the following data:

dte	owner	asx	acctcode	broker	n_shares	costpershare	brokerage	sd	gst	drp	special	comments
20/07/1993	JOH1	W0	9999-99	STD	800	3				FAL		
30/11/1993	JOH1	W0	9999-99	STD	16	3				TRI		
29/04/1994	JOH1	W0	9999-99	STD	17	3				TRI		
30/11/1994	JOH1	W0	9999-99	STD	19	3				TRI		
28/04/1995	JOH1	W0	9999-99	STD	19	3				TRI		
17/11/1995	JOH1	W0	9999-99	STD	24	3				TRI		
17/11/1996	JOH1	W0	9999-99	STD	800	3				FAL		
26/04/1996	JOH1	W0	9999-99	STD	22	3				TRI		
10/05/1996	JOH1	W0	9999-99	STD	400	3				FAL		
12/11/1996	JOH1	W0	9999-99	STD	28	3				TRI		
29/01/1997	JOH1	W0	9999-99	STD	1400	3				FAL		
24/04/1997	JOH1	W0	9999-99	STD	20	3				TRI		
13/10/1997	JOH1	W0	9999-99	STD	1000	3				FAL		
15/10/1997	JOH1	W0	9999-99	STD	22	3				TRI		
12/1/1997	JOH1	W0	9999-99	STD	28	3				TRI		

At the bottom of the form, there are options for 'Before loading': 'Delete all existing data' (unselected) and 'Don't delete' (selected). A 'Load data' button is present, along with 'Failed: 0' and 'Loaded: 0' status indicators, and 'Help' and 'Close' buttons.

3. Select the appropriate File Type. If 'CSV with no headings', use 'File column -> Table column' to specify how the columns in the CSV file relate to the database table columns:

Table to import: additions

File type:
 CSV with headings in first row
 CSV with no headings

Skip the first: 1 data records

File column -> table column

File col no	Table column #
1	1
2	2
3	3
4	4
5	5

Import file contents

date	owner	asx	acctcode	broker	n_shares	costpershare	brokerage	sd	gst	dip	special	comments
20/07/1993	JOH1	WOW	9999-99	STD	800	3					FAL	
30/11/1993	JOH1	WOW	9999-99	STD	16	3					TRI	
29/04/1994	JOH1	WOW	9999-99	STD	17	3					TRI	
30/11/1994	JOH1	WOW	9999-99	STD	19	3					TRI	
28/04/1995	JOH1	WOW	9999-99	STD	24	3					TRI	
17/11/1995	JOH1	WOW	9999-99	STD	800	3					FAL	
17/11/1996	JOH1	WOW	9999-99	STD	22	3					TRI	
26/04/1996	JOH1	WOW	9999-99	STD	400	3					FAL	
10/05/1996	JOH1	WOW	9999-99	STD	28	3					TRI	
12/11/1996	JOH1	WOW	9999-99	STD	800	3					FAL	
29/01/1997	JOH1	WOW	9999-99	STD	1400	3					TRI	
24/04/1997	JOH1	WOW	9999-99	STD	20	3					FAL	
13/10/1997	JOH1	WOW	9999-99	STD	1000	3					FAL	
15/10/1997	JOH1	WOW	9999-99	STD	22	3					TRI	

Load to database table

date	owner	asx	acctcode	broker	n_shares	costpershare	brokerage	sd	gst	dip	special	comments
20/	JOH1	WOW	9999-99	STD	800	3					FAL	
30/	JOH1	WOW	9999-99	STD	16	3					TRI	
29/	JOH1	WOW	9999-99	STD	17	3					TRI	
30/	JOH1	WOW	9999-99	STD	19	3					TRI	
28/	JOH1	WOW	9999-99	STD	19	3					TRI	
17/	JOH1	WOW	9999-99	STD	24	3					TRI	
17/	JOH1	WOW	9999-99	STD	800	3					FAL	
26/	JOH1	WOW	9999-99	STD	22	3					TRI	
10/	JOH1	WOW	9999-99	STD	400	3					FAL	
12/	JOH1	WOW	9999-99	STD	28	3					TRI	

Before loading:
 Delete all existing data
 Don't delete

Load data

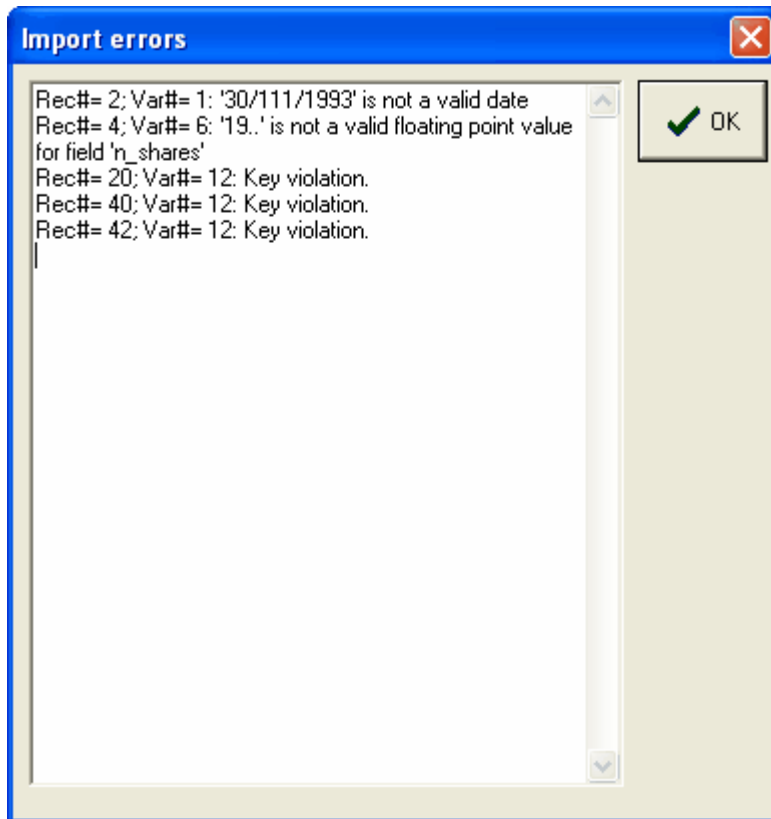
Failed: 0
Loaded: 0

Help
Close

You can edit the data in the 'Import file contents' area, if necessary, before loading.

When the data in 'Load to database' appears correct, click 'Load data'.

The number of records loaded, or that failed to load, are shown. If any errors were encountered a separate form is displayed with the details:



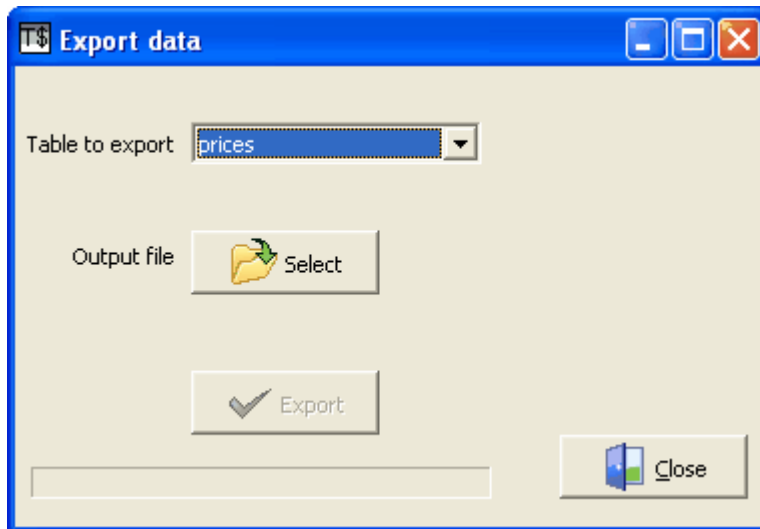
For each error encountered, this shows the record number and the variable which caused the error. For *Key Violation* errors, the variable number is meaningless.

5.1.3 The Export form

Menu click

File | Export

This form is very straightforward. Simply choose the table to be exported, and click *Select* to name the output file. Then click *Export* and the table data will be exported in CSV format.

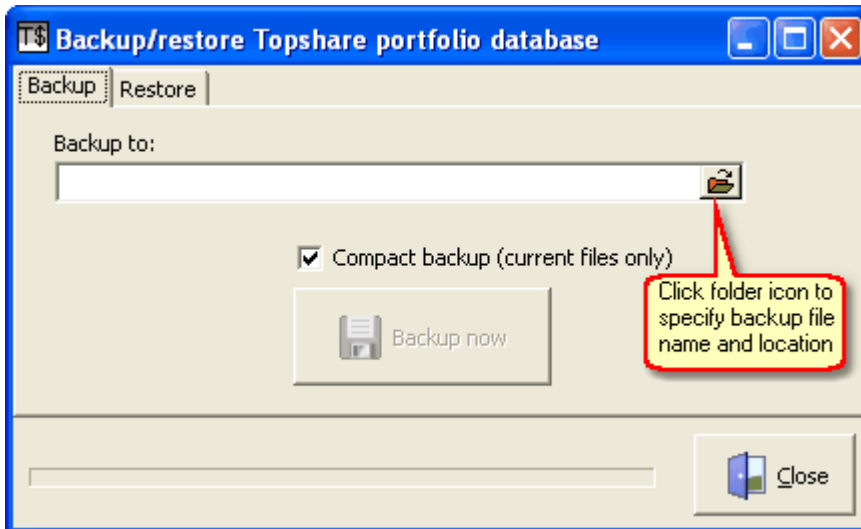


5.1.4 Backup/restore

Menu click

File | Backup/Restore

Use this form to backup or restore your Topshare database.



Click the *Backup* tab to create a backup; or click the *Restore* tab to restore your database from a previously-created backup.

In each case, click the folder icon (shown) to specify the name and location of the backup file.

Compact backup, when checked, saves only the current database. If unchecked, all existing snapshots will also be saved.

Notes

- Backups are industry-standard compressed "Zip" files

5.1.5 Download current prices

A small rectangular button with a blue gradient and the text "Menu click" in a sans-serif font.

File | Download current prices

This is an alternative entry to the Prices form, that always opens the EOD (online) tab. See [New data|Prices|EOD data \(online\)](#) for details.

5.1.6 Database options (advanced) - New

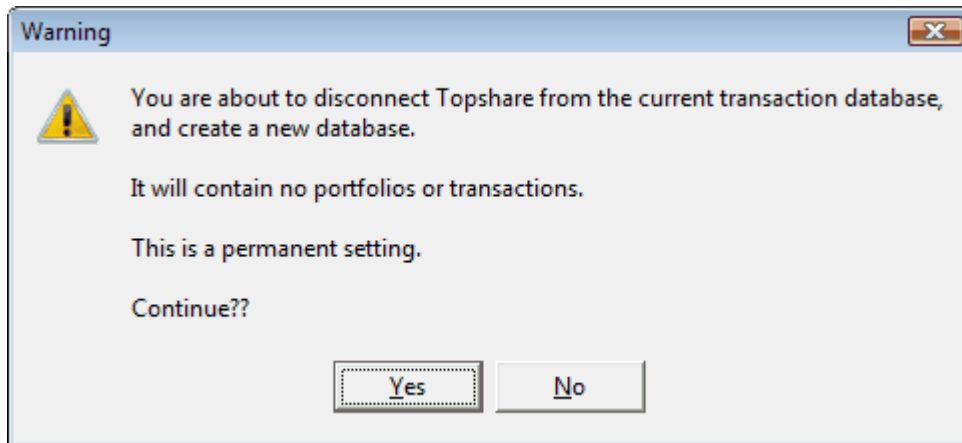
Menu click

File / Database options (advanced) / New

Use this option to create a new, empty database file. This closes your current database, creates a new one and opens it.

The new database will not contain any portfolios, accounts, brokers or transactions.

A warning is first shown when you click this menu option:



If you click Yes, you'll be shown a standard new-file dialog. Navigate to the location for the new database file, and give it a name. It will be created with a "TSD" (Topshare Data) file type.

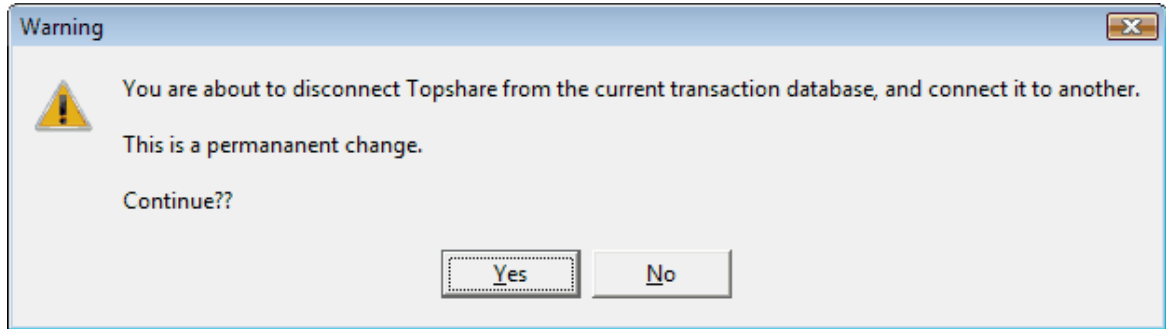
5.1.7 Database options (advanced) - Open

Menu click

File / Database options (advanced) / Open

Use this option to close your current database and open a different one.

A warning is first shown when you click this menu option:



If you click Yes, you'll be shown a standard open-file dialog. Navigate to the location of the database file, select it, and click Open.

Notes:

- The "Actions" are part of the database. When you switch databases, the contents of the "Actions" tab will be revised to reflect Actions that have affected the new database.
- The name of the current database is always shown on the main form (the "Current database label"). See [The main Topshare form](#).

5.1.8 Check for Topshare update

Menu click

File | Check for Topshare update

This contacts the Topshare website to check whether a Topshare program update is available. If available, you will be prompted to allow Topshare to download and install the update.

For more information, see *Special Features* | [Automatic Updates](#).

5.1.9 Exit

A small rectangular button with a blue gradient and the text "Menu click" in white.

File / Exit


Closes your TopShare Portfolio Manager session.

5.2 The New Data menu

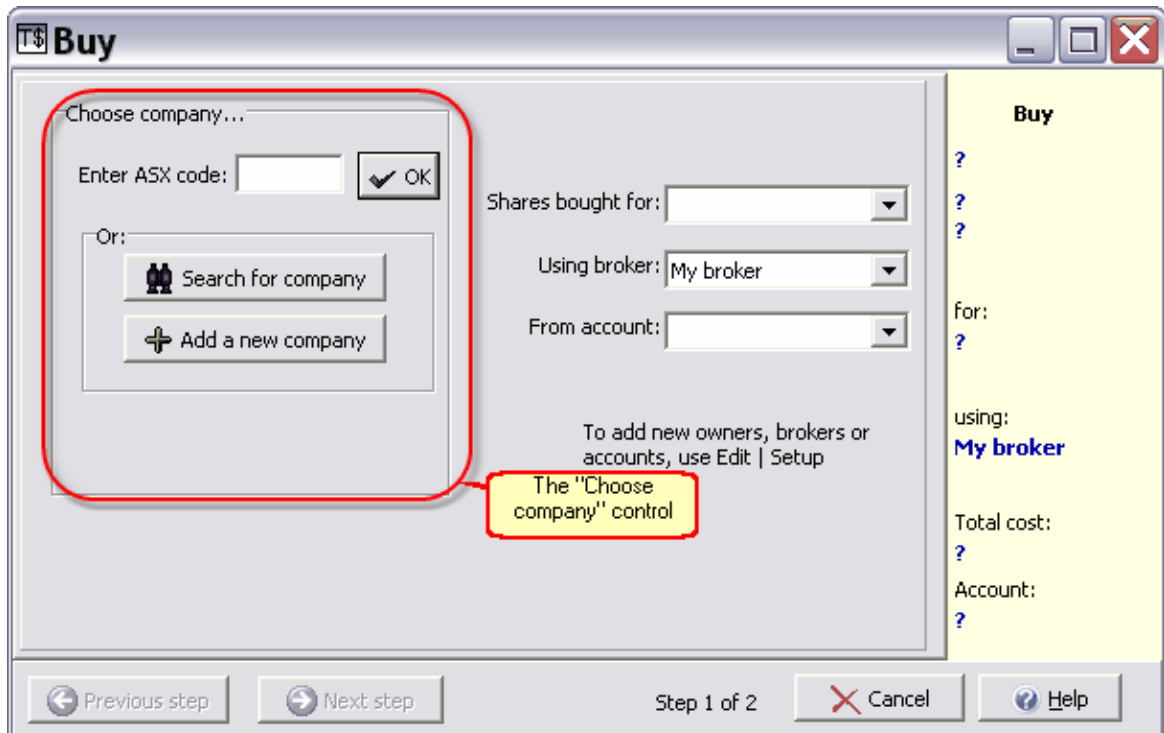
5.2.1 The Buy form

Menu click

New Data | Buy order

or: click the Buy tool button: 

Use this form for recording normal purchases through a broker, a float, or taking up rights issues. Do not use this form to enter DRP share purchases (see the [Dividends](#) form) or bonus issues (see the [Adjust Share Holdings](#) form).



Using "Choose company..."

Use "Choose company" to select a company from Topshare's database. As well as here in the Buy form, this control is used in many other parts of Topshare. Here's how to use it:

- If you know the ASX code, simply type it in and click *OK*.
- If you don't know the ASX code, click *Search for company*. Type in part of the company name. You'll be shown a list of matching entries - pick one and click *OK*.
- If neither of the first two methods is successful, it's possible that the company you're after isn't in the Topshare database. This may be because it's a recent addition, or it may have changed its name. If this is the case, click *Add a new company*, and add the new ASX code and company name.
- Whichever way the company is selected, once this is complete, its details will be shown in the lower part of the control. When this is complete, you've finished with *Choose company* and can move on to the next step.

Choose company...

Enter ASX code:

Or:

BHP
Bhp Billiton Limited

See also: *Tools/Update companies from ASX*. This will update your local database with recent listings from the ASX website.

The remainder of the Buy form

Once you've selected the company to be purchased, fill in the remaining details on the first page by selecting the owner, the broker used, and the bank account used; then click Next. Page 2 will be displayed:

Buy

Other transaction details

Date of purchase

Contract note no

No of shares

Cost per share \$ Cost = \$0.00

Brokerage ex GST \$ OR: Brokerage inc GST \$

Stamp duty \$

GST \$

Comments

Buy

500

BHP
Bhp Billiton
Limited

for:
John Smith

using:
My broker

Total cost:
\$22,555.00

Account:
9999-99

Buy another... Step 2 of 2

On the second page, you must fill in the remaining details.

- In most cases, the Contract Note No will be listed on your purchase contract note. The Contract Note must be unique within Topshare. If you don't care to record the actual contract number, or if one doesn't apply to this purchase, you can simply click the "magic wand" button next to this field, and a new, unique identifier will be created.
- Brokerage can be entered either including or excluding GST; in either case, the GST amount is

calculated and recorded separately.

- If the date of the transaction is before stamp duty was abolished on share transactions, the stamp duty is also calculated.

You can also enter any comment about the transaction.

Finally, click *Finish* and you're done. If you have another purchase to enter, check "Buy another..." first, and the form will revert to page 1 instead of closing.

5.2.2 The Sell form

Menu click

New data / Sell order

or: click the Sell tool button:



On the first page (not shown) you must specify the date of the sale transaction, the owner of the shares sold, and the account to receive the proceeds. Then click *Next*.

Sale details (cont'd)

Stock sold: Krypton Containers Lb

Contract note no: CN000EB812F

Amount per share: \$2.90

Amount = \$0.00

Brokerage ex GST (\$): 31

OR: Brokerage inc GST (\$): \$34.10

GST: \$3.10

Comments

NOTE: Stamp duty (if any) is allocated on next page

Previous step Next step Cancel Help

- Select the stock sold from the drop-down list. Only stocks that are currently held will be available
- In most cases the Contract Note No will be listed on your Sell contract note. **The Contract Note must be unique within Topshare.** If you don't want to record the actual contract number, or if one doesn't apply to this sale, you can simply click the "magic wand" button next to this field, and a new, unique identifier will be created.
- Brokerage can be entered either including or excluding GST; in either case, the GST amount is calculated and recorded separately.

You can also enter any comment about the transaction. When you're ready, click *Next step*.

Sell shares

Current holdings for Krypton Containers Ltd

Total shares sold: (circled in red)

Stamp duty:

Select parcels sold

- Minimise CG liability
- Maximise CG liability
- Manual selection...

Allocation of selling costs

- Evenly between parcels
- Pro-rata between parcels
- To one parcel...

Bought	# held	# sold
01/07/2005	9,000	1,000
08/12/2005	5,000	5,000

Copy to clipboard

Selected parcel details

Purchase.....

Date:

shares:

Sale.....

Cost (inc):

sold:

Amount:

Less costs:

Net rec'd:

CG Assessment.....

Net CG:

Rule:

Ass. CG:

Overall summary

Tot received: **\$17,366**

Gross profit: **\$4,233**

Tot assessable: **\$4,233**

Tot losses: **\$0**

Previous step Finish Sell another... Cancel Help

The final page of the Sell form (above) displays a list of all the parcels of this stock which are currently held by the owner specified.

First, first fill in the number of shares to be sold (circled in red, above).

Nominating which parcels are sold

Topshare automatically suggests which shares should be sold, based on the option selected in the 'Select parcels sold' box.

If you choose 'Minimise CG liability', Topshare will calculate which shares should be sold to minimise your liability for Capital Gains tax. On the other hand, if you choose 'Maximise CG liability', Topshare will calculate which shares should be sold to maximise your CG liability.

If you prefer, choosing 'Manual selection' will allow you to nominate how many shares are sold from each parcel displayed.

Whichever choice you make, the estimated Total Gross Profit, and Total Assessable Gain are shown in the box labelled 'Overall summary'. If you select an individual parcel, the detailed calculations for profit and assessable capital gains will be displayed in the 'Selected parcel details' panel (below).

Sell shares

Current holdings for Krypton Containers Ltd

Total shares sold: 6,000
Stamp duty: \$0.00

Select parcels sold:
 Minimise CG liability
 Maximise CG liability
 Manual selection...

Allocation of selling costs:
 Evenly between parcels
 Pro-rata between parcels
 To one parcel...

Bought	# held	# sold
01/07/2005	9,000	1,000
08/12/2005	5,000	5,000

Click on a parcel to select it

Full details for profit and Capital Gains calculations for the selected parcel

Summary of overall sale results

Copy to clipboard

Selected parcel details

Purchase.....
Date: 01/07/2005
shares: 9,000

Sale.....
Cost (inc): \$2,101.47
sold: 1,000
Amount: \$2,900.00
Less costs: \$17.05
Net rec'd: \$2,882.95

CG Assessment.....
Net CG: \$781.48
Rule: held <12m
Ass. CG: \$781.48

Overall summary
Tot received: \$17,366
Gross profit: \$4,233
Tot assessable: \$4,233
Tot losses: \$0

Previous step Finish Sell another... Cancel Help

Nominating allocation of selling costs

There are three options available for nominating how the selling costs are attributed between the parcels. Normally, the default (divided evenly between the parcels) is most appropriate; however you also have the options of pro-rata allocation, or manually selecting a single parcel.

When you are happy with the way the sale is to be recorded, click Finish and you are done.

5.2.3 The Prices form

Menu click

New data | Stock prices

or: click the Prices tool button:



Important Note

The Prices Form facilitates a range of manual methods for inputting stock prices into Topshare. However, the easiest way of all to manage this task is to use a *Topshare Data Subscription*. With a Data Subscription, prices are maintained automatically and you don't need to use this form at all. For more details about this, see [Subscription Data Service](#).

Overview

In TopShare Portfolio Manager, share prices are required to generate a graph of historical prices for individual stocks (see Graphs | Share Performance), and to value individual stock holdings, or the entire portfolio, for various reports. The time interval between successive records of share prices is completely up to you: if you do not monitor your portfolio actively, it may be sufficient to only record prices every two or three months; but if you are an active trader you may prefer to record prices for your stocks every week, or every day.

Important warning: never use 'adjusted' price data in Topshare. While many charting programs perform best using data that has been adjusted for various events over time, such as splits and consolidations, this type of data will cause Topshare to produce errors in stock and portfolio valuation.

The entry of share price data into TopShare Portfolio Manager can be classified into two categories:

Historical data

When you first set up your portfolio, you will probably need to enter historical data for each stock in the portfolio. Or, when you buy the first parcel of a new stock, you may wish to enter some historical price data for a few months before the purchase - so that the stock price graph can show trends that existed before your purchase date.

The Prices form offers you two methods for entering historical share prices. Which is most appropriate for you will be determined by your source of data:

1. Using the clipboard - most useful if you already have historical data on your computer, stored in a spreadsheet program. You will need to set the spreadsheet columns up and format the dates in the correct way, and then use the Windows clipboard to transfer the data into the Prices form. See [here](#) for more details.
2. Using a data file - you may have access to historical data for individual stocks, either from your broker or from an internet site. Typically, these data files are in a format recognised by charting software such as Ezychart or Metastock. See [here](#) for more details.

There are two further alternatives for entering historical data, which don't involve the Prices Form. You can use the [Import Form](#), which can be used to import data into any of TopShare Portfolio Manager's databases, and is more adaptable to variable input formats; or, if you can't access the data in computerised form at all, you can enter it manually using [Edit | Edit Database](#).

End of Day (EOD) price update

At some regular interval you need to enter prices for every stock in the portfolio, to make sure graphs and valuations are up to date. As explained above, how often this is done is up to you; TopShare Portfolio Manager will work no matter whether you update prices every day or every six

months. However, the more frequently you update prices, the more accurate your results will be and the more detailed your charts. Most users find that weekly or monthly prices are a good compromise if doing manual entries, while daily prices give the best results and are not difficult if you use the Online option.

As was the case for Historical data, the Prices form offers you several methods for entering price updates:

1. Via the internet. Provided your internet connection is active, you can use this option to connect to Yahoo and access the latest prices directly. This is dependent on the Yahoo site being active. For more details, click [here](#).
2. Manual input - here, you first nominate the date for the prices, and then manually enter the price for each stock in the portfolio. Although it sounds tedious, for a typical portfolio of 10 to 20 stocks this will take less than 10 minutes. For more details, see [here](#).
3. Input using an End Of Day (EOD) file. Such files contain the closing price for each stock on the market, and are similar to the historical data files described above: they may also be accessible from your broker or from an internet site. TopShare Portfolio Manager can scan an EOD file and import the prices of all stocks currently in the portfolio (and, optionally, selected extra stocks). See [here](#) for further details.
4. Input from the Windows clipboard. This option is appropriate, for example, if you receive regular 'portfolio update' emails from your broker or other internet service. You use the Windows clipboard to transfer the price information from the email (or other document) into TopShare. See [here](#) for further details.

5.2.3.1 EOD data (online)

Use this option to directly access the Yahoo website and import current (delayed) prices for your portfolio stocks. Your internet connection must be active before you attempt this (ie, you must have previously dialed your internet provider or you must have an active broadband connection).

Note: if you have trouble with this option, check that your firewall is not stopping Topshare from accessing the internet (see [Internet Firewalls](#)).

First select an option in 'Stocks to import'. If you click 'Portfolio stocks plus these', you can enter a list of stocks in the window below that will be imported even though they aren't currently held in the portfolio. Use this option to track prices in a watchlist. Otherwise, prices will only be imported for stocks that are currently held.

Input stock prices

EOD (online) | EOD (file) | EOD (manual) | EOD (clipboard) | Historical (clipboard) | Historical (file)

Online price data are accessed from Yahoo Australia.
Click, right, for more information and conditions of use

To use this option:

1. Click 'Download' to retrieve prices from Yahoo
2. Click 'Import' to copy prices into Topshare
3. Click 'Finish'

Stocks to import

Only stocks in the portfolio now

Portfolio stocks plus these...

MBL
BHP
CML

Diagnose

ASX	Closing	Last trade

Date: _____

Download

Import

Help (this option)

General help

Finish

Cancel

Most recent prices:
Fri 26 Mar 2004

Now click the 'Download' button (ensure your internet connection is open first). TopShare will connect to the Yahoo site and transfer last closing prices of each stock into the panel on the right:

Input stock prices

EOD (online) | EOD (file) | EOD (manual) | EOD (clipboard) | Historical (clipboard) | Historical (file)

Online price data are accessed from Yahoo Australia.
Click, right, for more information and conditions of use

To use this option:

1. Click 'Download' to retrieve prices from Yahoo
2. Click 'Import' to copy prices into Topshare
3. Click 'Finish'

Stocks to import

Only stocks in the portfolio now

Portfolio stocks plus these...

MBL
BHP
CML

Diagnose

ASX	Closing	Last trade
AGL	14	15/02/05
ARP	3.71	15/02/05
BHP	17.12	15/02/05
CBA	35.62	15/02/05
CML	9.16	15/02/05
CSL	30.53	15/02/05
FGL	5.3	15/02/05
MBL	46.71	15/02/05
SGN	2.96	15/02/05
SMS	17.74	15/02/05

Date: **Tue 15/2/2005**

Download

Import

Help (this option)

General help

Finish

Cancel

Most recent prices:
Fri 26 Mar 2004

Now, click the 'Import' button to import the new prices into the TopShare database.

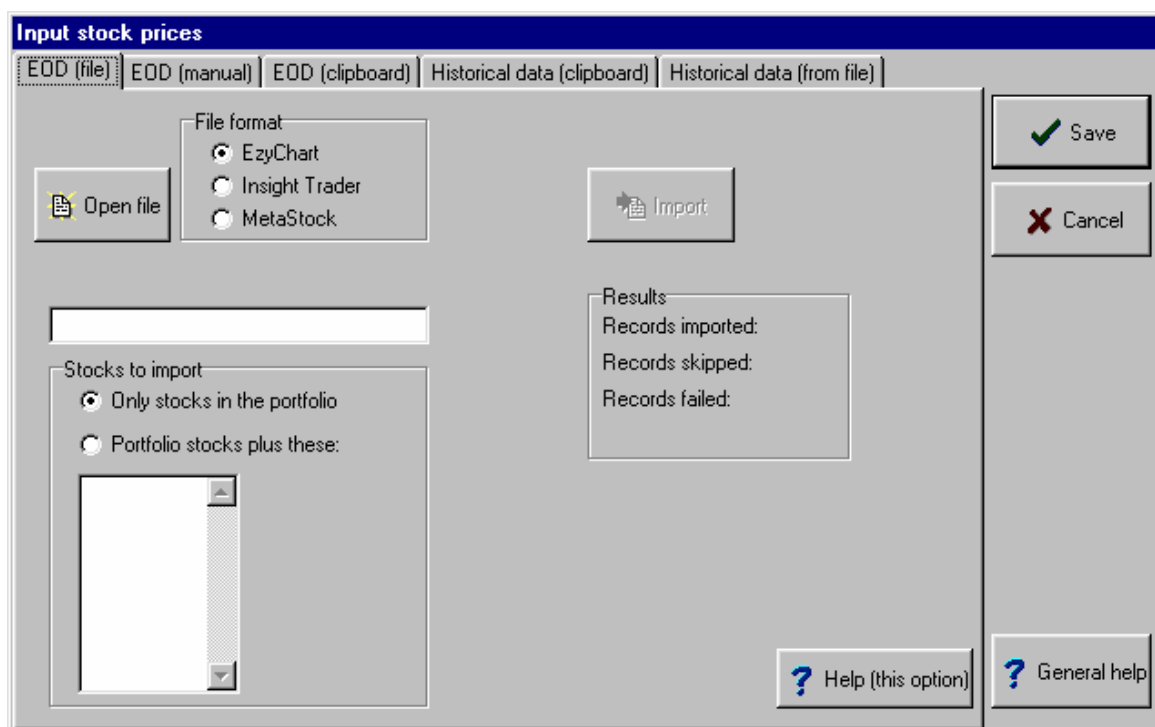
Finally, clicking *Finish* saves your new data permanently in the database and exits; or *Cancel* will exit without actually saving the data.

The 'Diagnose' button copies (to the clipboard) information about the exchange of information between Topshare and the Yahoo site.

5.2.3.2 EOD data (from file)

This option is for use when you can regularly get access to an End Of Day (EOD) data file, which has closing prices for all stocks in the market (or, at least, for those you're interested in) for a single day. You may be able to download such a file from your broker, or you may find an internet site that makes such data available.

Such files are available in formats recognised by popular charting packages, and TopShare Portfolio Manager can utilise those formatted for Ezychart, Metastock or Insight Trader.



To use this option, first click *Open File*, navigate to the location on your computer where the file is located, and open it. Then make sure the correct file format is chosen (Ezychart, Insight Trader or Metastock).

If, in addition to the portfolio stocks, you wish to import prices for other stocks not currently held, you should check 'Portfolio stocks plus these:', and list the ASX codes of the extra stocks in the space available.

Next, click *Import*. The box labelled *Results* indicates the outcome; 'Records imported' should reflect the number of stocks currently in the database, while 'Records skipped' will probably be a large number reflecting the data in the file for stocks that weren't imported. *Records failed* should be zero; if not, this is probably because you have attempted to overwrite price data already existing in the database. Usually, this is because you have repeated the procedure with a data file already imported on a previous occasion.

Finally, clicking *Save* saves your new data permanently in the database and exits; or *Cancel* will exit without actually saving the data.

5.2.3.3 EOD data (manual)

Use this option to manually enter updated prices of all stocks in your portfolio. First enter the date for the prices you intend entering. In the box labelled 'Fill grid with...', you then specify which stocks are to be listed. Choose one of these options:

- Only those stocks for which a valid price was entered last time you used this part of the form
- All stocks currently in the portfolio
- All those named in the 'Companies' database (probably several thousand companies). Use this option to begin recording data for a new stock, not currently held. Although many codes will be listed, it is quite easy to scroll down to the one(s) of interest.

Stock	Price
AAC	
AAI	\$2.23
AAP	\$4.45
AAR	
AAT	
AAU	
ABC	6.13
ABG	
ABI	

Now fill in the price for each relevant stock in the grid, and click *Import* when done. Leave empty any that you don't want to record prices for, and they won't show next time you use the 'Stocks used last time' option.

Finally, clicking *Save* saves your new data permanently in the database; or *Cancel* will exit without actually saving the data.

5.2.3.4 EOD data (from clipboard)

Use this option, for example, if you receive a regular emailed portfolio update from your broker. First open the email (or other document) and select the part that represents a prices table. Don't include any headings. Your screen will look something like this:

```

From: <money_web@ninemsn.com.au>
To: <info@topshare.com.au>
Subject: Daily Email
Date: Friday, April 18, 2003 2:42 AM

*****
Get more from your investments with the latest news, monitorin
research. It's all at ninemsn/investor. Click here:
http://investor.ninemsn.com.au/investor/
*****
Money website - http://ninemsn.com.au/money

Hello,

Please find below the stock quotes you have chosen to receive
daily email service:

Asx      Last      Change      Prev      High      Low
        $        $           %         Close     $

AGL      11.00     -0.20       -1.79     11.20     11.10
CML      6.48      0.04        0.62      6.44      6.51
CBA      26.62     -0.31       -1.15     26.93     26.85
NAB      32.09     -0.16       -0.50     32.25     32.15
PRK      12.45     0.20        1.63      12.25     12.52
QAN      3.14      0.00        0.00      3.14      3.15
STO      5.71     -0.13       -2.23     5.84      5.80
TLS      4.12     -0.05       -1.20     4.17      4.15
WOW      12.58     -0.25       -1.95     12.83     12.75

As of 17/04/03 02:05:21 PM

```

Click CTRL/C or Edit|Copy to copy the selected text to the Windows clipboard, then open the EOD (Clipboard) tab on the Prices form.

1. Click the *Paste Data* button. The clipboard contents will be displayed in the panel on the form.
2. Specify the date for these prices
3. Specify which columns contain the ASX code and the closing price. The results will be displayed in the grid on the form:

Input stock prices

EOD (file) | EOD (manual) | EOD (clipboard) | Historical data (clipboard) | Historical data (from file)

Use this form to enter EOD prices from the clipboard. An example would be if you receive closing prices of your portfolio as an email from your broker.

1. Open the email or other document containing the stocks and prices. Select the text in the document that represents a prices table, and click CONTROL/C or Edit/Copy

2. Open this form and click the 'Paste Data' button. The contents of your email will be transferred to the panel below

AGL	11.00	-0.20	-1.79
CML	6.48	0.04	0.62
CBA	26.62	-0.31	-1.15
NAB	32.09	-0.16	-0.50
PRK	12.45	0.20	1.63
QAN	3.14	0.00	0.00
STO	5.71	-0.13	-2.23
TLS	4.12	-0.05	-1.20
WOW	12.58	-0.25	-1.95

Paste data

Date for these prices
17/04/2003

Column containing ASX 1

Column containing price 2

ASX	Price
AGL	11.00
CML	6.48
CBA	26.62
NAB	32.09
PRK	12.45
QAN	3.14
STO	5.71
TLS	4.12

Import

Help (this option) | General help

Save

Cancel

1. Click *Import* once all options are selected correctly.

Finally, clicking *Save* saves your new data permanently in the database; or *Cancel* will exit without actually saving the data.

5.2.3.5 Historical prices (from clipboard)

You may find it convenient to use this method when you are first setting up TopShare Portfolio Manager, particularly if you have previously kept records in a spreadsheet program. You must first open the spreadsheet and, if necessary, modify it to set up two adjacent columns: one with the date, in the format dd/mm/yyyy; and the second, with the price.

Using the spreadsheet software, select the data in the two columns (without any headings) and copy them (either use Edit | Copy, or just hit control/C), like this:

M	N	O
	Date	SGN
	15/01/1999	\$ 4.50
	29/01/1999	\$ 4.59
	19/02/1999	\$ 4.80
	26/02/1999	\$ 4.71
	12/03/1999	\$ 5.11
	26/03/1999	\$ 5.10
	16/04/1999	\$ 5.70
	30/04/1999	\$ 5.50
	14/05/1999	\$ 5.59
	28/05/1999	\$ 5.30
	11/06/1999	\$ 5.35
	18/06/1999	\$ 5.35
	25/06/1999	\$ 5.35
	30/07/1999	\$ 5.40
	27/08/1999	\$ 5.95
	10/09/1999	\$ 5.90

Now, switch to TopShare Portfolio Manager (start the program if necessary) and open the *Historical data (clipboard)* tab on the Prices form. Click the Paste data button: you will see the data you've copied from the spreadsheet appear. Now specify which stock these prices apply to, and click Load data.

Stock prices

Update all (manual) | Update all (EOD file) | **Historical data (from clipboard)** | Historical data (from file)

Use this form to import prices using the Windows clipboard.

- Using Excel or other spreadsheet containing your price data, select two adjacent columns. The first must be dates (in the format dd/mm/yyyy), and the second must be prices in dollars.
- 'Copy' the selection - either press CTRL/C or choose 'Copy' from the 'Edit' menu.
- Open this form (if not already open), and click 'Paste data'.
- Choose the company these prices represent.
- Click 'Load data'

Paste data

These prices are for: Singleton Group LTD

15/01/1999	\$4.50
29/01/1999	\$4.59
19/02/1999	\$4.80
26/02/1999	\$4.71
12/03/1999	\$5.11
26/03/1999	\$5.10
16/04/1999	\$5.70
30/04/1999	\$5.50
14/05/1999	\$5.59
28/05/1999	\$5.30
11/06/1999	\$5.35
18/06/1999	\$5.35
25/06/1999	\$5.35
30/07/1999	\$5.40

Load data

Save

Cancel

Edit prices

Help

Finally, clicking *Save* saves your new data permanently in the database; or *Cancel* will exit without actually saving the data.

5.2.3.6 Historical prices (from file)

This option is for use when you can access a historical data file for a single stock. You may be able to download such a file from your broker, or you may find an internet site which makes such data available.

Such files are available in formats recognised by popular charting packages, and TopShare Portfolio Manager can utilise those formatted for Ezychart, Metastock or Insight Trader.

Warning: be very careful in selecting the source of this data file. While many charting programs perform best using price data which has been adjusted for various events over time (such as splits and consolidations), TopShare Portfolio Manager is just the opposite: **only unadjusted historical data should be used**. If you import adjusted prices, all historical valuations produced in TopShare Portfolio Manager's reports and graphs will be incorrect.

To use this option, first click the *Open file* button to specify the data file; then nominate which format it is in; then specify whether you want to retain daily, weekly or monthly prices (weekly is recommended).

Next, click *Import*. The box labelled *Results* indicates the outcome; 'Records imported' reflects the number of stocks imported into the database, while 'Records skipped' indicates records omitted, for example, because they are mid-week prices and you've specified only one record per week. If *Records failed* is not zero, this is probably because you have attempted to overwrite price data already existing in the database.

Finally, clicking *Save* exits with your new data permanently saved in the database. The *Cancel* button is not available using this option.

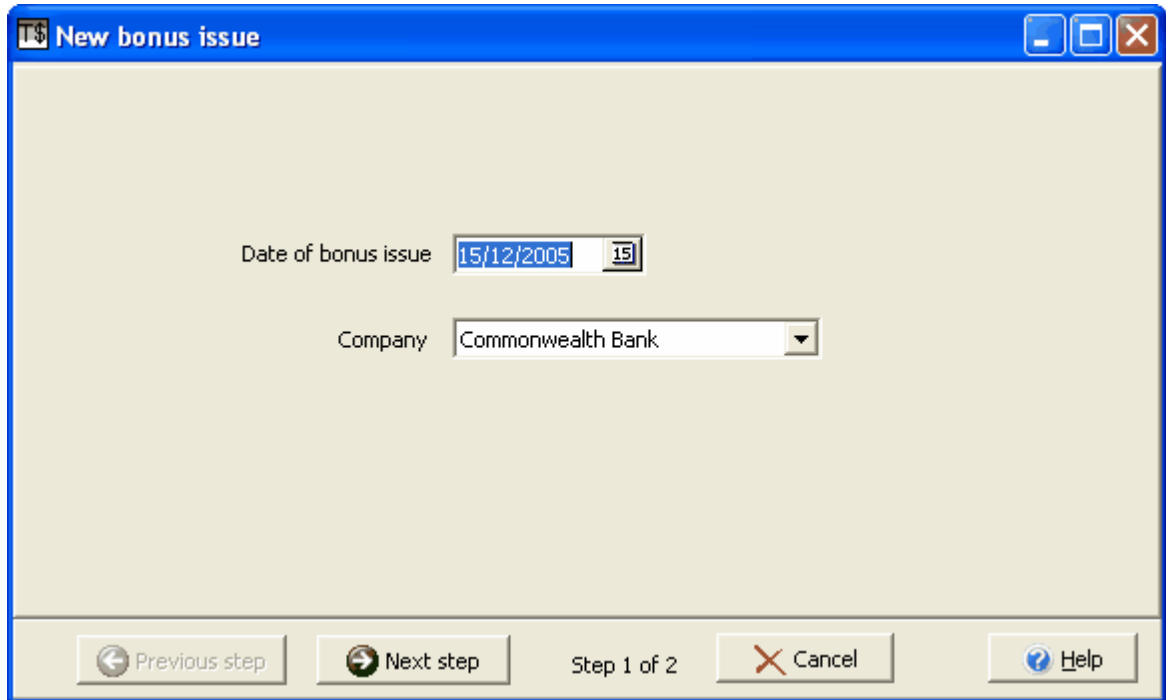
5.2.4 The Bonus Issue form

Menu click

New data / Bonus Issue

This form is used to record the acquisition of bonus shares - that is, you are allocated extra shares based on your current holding. The new shares have the same ASX code as the existing holding, and are issued at no cost.

On the first page of the form, select the date of the bonus issue, and the company involved:



The screenshot shows a window titled "New bonus issue" with a blue title bar and standard Windows window controls. The main area is a light beige color. It contains two input fields: "Date of bonus issue" with a date picker showing "15/12/2005" and a small calendar icon, and "Company" with a dropdown menu showing "Commonwealth Bank". At the bottom, there is a navigation bar with buttons for "Previous step", "Next step", "Step 1 of 2", "Cancel", and "Help".

On the second page, fill in the details about the number of shares issued.

New bonus issue

Holdings for Commonwealth Bank

Adjust by ratio

You have been issued an extra

For every shares held

Fractional shares

Nearest whole no Round down


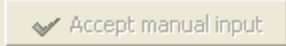
No rounding Round up


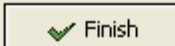
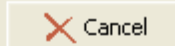
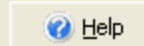
OR:

Manual input

Alternatively, you can directly enter the number of shares in the 'Issued' column, right:

Parcel Owner	Previous	Issued	New total
John Smith	1,023	102	1,125
Mary Smith	1,249	125	1,374
Total	2,272	227	2,499

 Restore to ratio  Accept manual input

 Previous step  Finish Step 2 of 2  Cancel  Help

If the issue was on a simple ratio basis, like '1 for 10' or '3 for 100', fill in the numbers appropriately in the 'Adjust by ratio' box (see above).

Your current holdings, before and after the adjustment takes effect, are displayed. If all the 'new total' values are incorrect by one share, experiment with different settings in the 'Fractional shares' box until the correct totals are displayed.

Alternatively, you can enter the number of shares issued to each owner directly, by typing into the 'Issued' column (click 'Accept manual input' to accept the data and calculate the totals). Clicking 'Restore to ratio' undoes this and reverts to the calculated data.

When you are satisfied the details are correct, click *Finish*.

5.2.5 The Merge/Demerge/Takeover form

[Menu click](#)

New data | Merge/Demerge/TO

Topshare's Merge/Demerge/TO (M/D/TO) facility is specifically designed for two situations:

1. To record changes in your holdings that are due to corporate activity such as mergers, demergers, takeovers, spinoffs etc. In such situations, your previous holdings in one or more companies are terminated, and replaced with new holdings in one or more new companies. There may also be a cash payment involved. There will usually be an ATO determination that specifies the Cost Base, and effective acquisition date, of the new share holdings. You must be eligible for scrip-for-scrip rollover to use M/D/TO.
2. If you inherit shares, you can use this form to set the effective date of acquisition (for CGT purposes), and the Cost Base, of the inherited shares.

The Merge/demerge/TO (M/D/TO) facility uses the following terms:

Input holdings: these are the initial holdings involved in the event. Topshare will "cancel" all *Input Holdings*, effective on the date of the M/D/TO transaction. If you are using M/D/TO to record the acquisition of inherited shares, there are no *Input holdings*.

Output holdings: these are the new holdings created as a result of the event. The *Output Holdings* will replace your *Input Holdings*.

ATO rulings

Most rulings can be found on the ATO website www.ato.gov.au. You'll need to consult here to find information about Cost Base and Acquisition Date. Go to *Home > Individuals > Capital gains tax essentials > Key events for Australian shareholders (Special circumstances)*.

Note about this example

The example in the following instructions uses the AGL / Alinta merger in October 2006. In this situation, Australian Gas Light Company (AGL) and Alinta Ltd (ALN) merged into two new listed entities, AGL Ltd (AGK) and New Alinta (AAN). For each ALN share you held, you received one AAN. For each AGL share you held, you received 0.5775 AAN plus one AGK.

The ATO has worksheets available for this event (see reference above), and filling these out will give you all the information you need to complete the transaction in Topshare. **We strongly recommend you do this, as a first step, whenever you need to enter a M/D/TO transaction.** In summary, for this example:

AAN shares received due to previous ALN holdings: the cost base of the new AAN shares is the same as the original ALN. The date of acquisition is 25/10/06 (the date of the merger).

AAN shares received due to previous AGL holdings: the cost base of the new AAN shares is 27.97% of the original AGL cost base. The acquisition date is the same as the acquisition date of the original AGL shares.

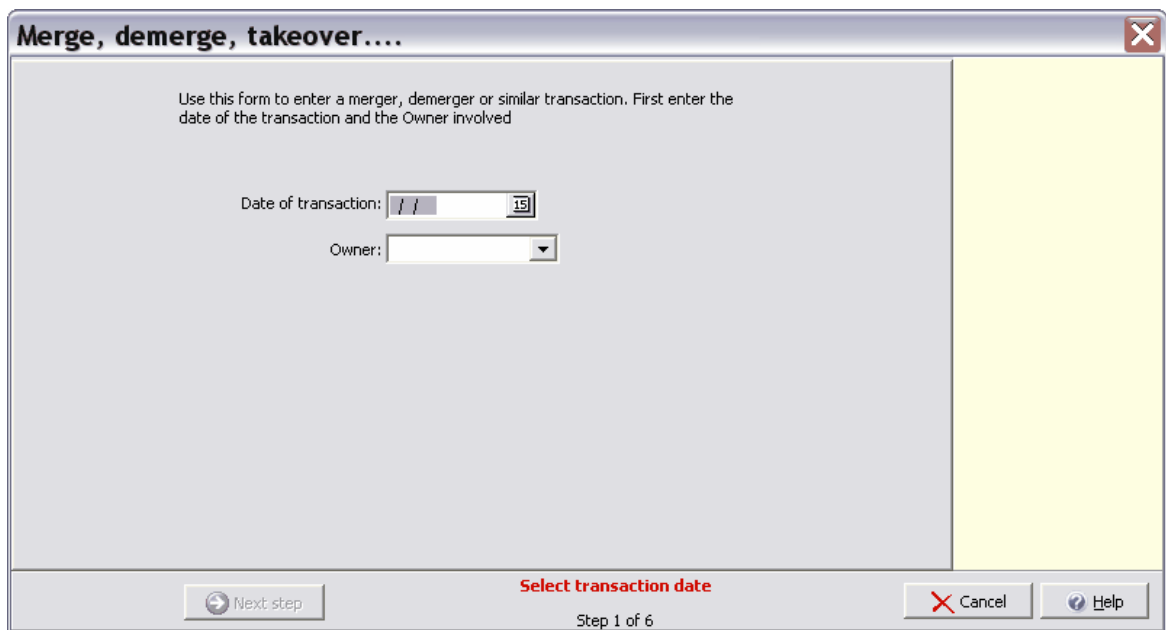
AGK shares received due to previous AGL holdings: the cost base of the new AGK shares is 72.03% of the original AGL cost base. The acquisition date is 25/10/06 (the date of the merger).

To record the event, AGL and ALN will be the *Input holdings*, and AGK and AAN will be the *Output holdings*. If you had held either/both input stocks, you'd need to use this form; in this example, we'll assume you held both.

Important: the details used in completing M/D/TO can be complex, but they're important in correctly assessing your taxation liability. We strongly suggest you get your tax accountant to verify your inputs. If you actually held shares in AGL or ALN, don't simply copy this

example - get your tax accountant to help. You must be eligible for scrip-for-scrip rollover to use M/D/TO.

The first page of the M/D/TO form looks like this:



The screenshot shows a software window titled "Merge, demerge, takeover...". The window contains the following elements:

- Instructional text: "Use this form to enter a merger, demerger or similar transaction. First enter the date of the transaction and the Owner involved"
- "Date of transaction:" label followed by a date input field with a calendar icon.
- "Owner:" label followed by a dropdown menu.
- Navigation buttons at the bottom: "Next step" (with a circular arrow icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).
- Text at the bottom center: "Select transaction date" in red, and "Step 1 of 6" below it.

Enter the date of the transaction, then the Owner involved. Note: if you're recording the acquisition of inherited shares, enter the date the shares came under your control.

When the information is complete, click *Next* and Step 2 will be displayed.

In this step, you will nominate your *Input Holdings*. One by one, select a company from the drop-down list labelled "Pick Next Company", then click *Add*. Details for each selected holding will be added to the table "Nominated Holdings". Often there will only be one company involved, but you can add any number.

When you've finished, Step 2 will look like this:

Merge, demerge, takeover....

"Input" holdings

Nominate all holdings that participate as INPUTS. Choose a stock, then click ADD; repeat as necessary. Stocks chosen so far are listed. Click Next when all input holdings have been nominated.

Pick next company: Agl Ltd Click to add selected company to list.

Nominated holdings

ASX	Company	Parcels	Shares	Cost base
ALN	Alinta Limited	1	500	\$4,450.00
AGL	Agl Ltd	1	500	\$5,015.00

Click to remove selected holding from list

No "Input" holdings involved

Previous step Next step Cancel Help

Step 2 of 6

- If you make a mistake, you can remove a company from the list by selecting it and clicking *Delete*.
- If you're recording the acquisition of inherited shares, simply check "No Input Holdings involved", and click *Next*

Click *Next* to display Step 3.

In Step 3, you're asked to enter the Output Holdings. Select each company in turn, and click "Add co to list".

Note: for more help in using "Choose company", see the [Buy Form](#).

When you're finished entering Step 3, it will look like this:

Merge, demerge, takeover....

"Output" holdings

Now, tell Topshare about the stocks you finally hold as a result of the transaction - the Output stocks. Choose each in turn from the "Select Output Company" list, then click "Add co to list".

On subsequent pages, you'll be asked to input details about your final holding in each of the companies selected here.

Choose company...

Enter ASX code: AAN

Select company

AAN
New Alinta

Output companies
2 selected

AAN
AGK

Merge/demerge/T-O for John Smith on 25/10/2006

Input stocks: ALN, AGL.
Total Cost Base = \$9,465.00

Previous step Next step Cancel Help

Step 3 of 6

- If you make a mistake, you can remove a company from the list by selecting it and clicking "Delete selected ASX".

Click *Next* to display Step 4.

In Step 4, you must specify how many parcels will be created for each Output Holding. Modify the "# parcels" data if necessary (your situation may call for multiple output parcels). In this example, 2 parcels of AAN were created (one from the AGL holding, and one from the ALN holding). Only one parcel of AGK was created.

Here's what Step 4 looks like when complete:

Merge, demerge, takeover....

Output parcels

For each Output Stock, you need to nominate how many parcels have been created.

The default is one parcel per stock, however you can specify any number of parcels.

On the next page, you'll be asked how many shares were created in each parcel.

ASX	# parcels
AAN	2
AGK	1

Merge/demerge/T-O for John Smith on 25/10/2006

Input stocks: ALN, AGL.
Total Cost Base = \$9,465.00

Output stocks: AAN, AAN

Give # shares allocated

Step 4 of 6

Previous step Next step Cancel Help

Click *Next* to display Step 5.

In Step 5, you need to enter the *No of shares*, *Cost Base*, and *Effective Date of Acquisition*, for each of the Output parcels created. If available, use the ATO instructions and worksheet to complete this step (see above, for the current example).

Note that the Cost Base is per parcel, not per share.

When finished, Step 5 in our example looks like this:

Merge, demerge, takeover....

New holdings details

Important: what you enter here will affect Capital Gains calculations. We recommend that you refer to relevant documentation from the company(s) and/or the ATD.

Calc...

Use a calculator....

ASX	No of shares	Cost base	Eff Acq date
AAN	500	\$4,450.00	25/10/2006
AAN	289	\$1,402.70	26/09/2003
AGK	500	\$3,612.30	25/10/2006

Total Cost Base of output holdings: **\$9,465.00**

Merge/demerge/T-O for John Smith on 25/10/2006

Input stocks: AGL, ALN.
Total Cost Base = \$9,465.00

Output stocks: AAN, AAN

Previous step Next step Cancel Help

Step 5 of 6

If convenient, you can click "Calc.." to display an on-screen calculator. However, we recommend that any calculations be done on paper, well before you reach this step!

Click *Next* to display the final step.

In Step 6, you can record any cash received, in the appropriate category, plus a comment for the overall transaction:

Merge, demerge, takeover....

Cash payments or costs

Record any payment you received as part of this transaction, in the appropriate category.

Enter any costs as negative amounts.

Select the account used.

Finally, record any comment.

Category	Amount
Tax credit	
Tax def.	
Tax free	
Tax whld	
F income	
F tax cr	
CG (disc)	
CG (ind)	

Account:

Comment:
Alinta / AGL scrip-for-scrip rollover

Merge/demerge/T-O for John Smith on 25/10/2006

Input stocks: AGL, ALN.
Total Cost Base = \$9,465.00

Output stocks: AAN, AAN

Previous step Finish Cancel Help

Step 6 of 6

Click *Finish* to save the transaction.

5.2.6 The Convert form

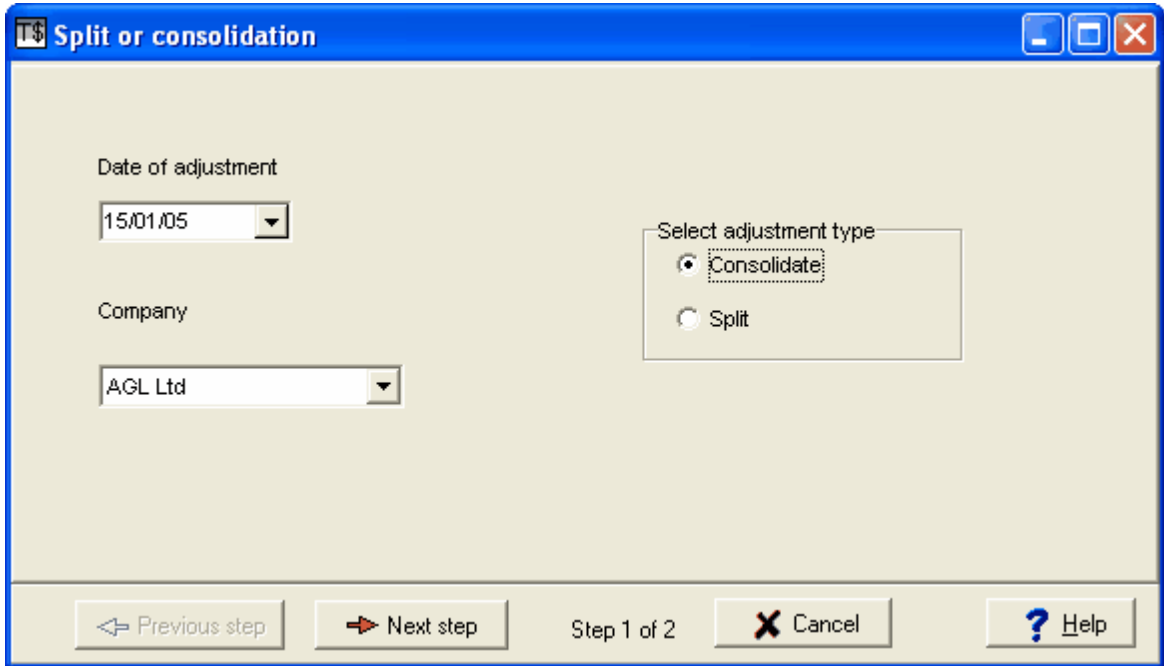
See entry for *Edit|Change ASX*, [here](#)

5.2.7 The Split / Consolidate form

Menu click

New data | Split/Consolidate

This form is used to record splits and consolidations. These are events that cause the number of shares in your holding to change, without any money changing hands. In share splits or consolidations, the company's share capital is reorganised so as to leave you with a greater or lesser number of shares (of equal overall value) respectively.



The screenshot shows a window titled "Split or consolidation" with a blue title bar. The window contains the following fields and controls:

- Date of adjustment:** A dropdown menu showing "15/01/05".
- Company:** A dropdown menu showing "AGL Ltd".
- Select adjustment type:** A group box containing two radio buttons: "Consolidate" (which is selected) and "Split".
- Navigation buttons:** "Previous step" (disabled), "Next step" (active), "Step 1 of 2", "Cancel" (with an X icon), and "Help" (with a question mark icon).

On the first page of this form, specify the date on which the adjustment takes affect, the name of the company, and nominate whether it is a consolidation or a share split. Then click *Next*.

Split or consolidation

Consolidation

Enter details using either Method 1 OR Method 2

Method 1

For every shares held previously

you now have

Method 2

Cons. ratio

Fractional shares

Nearest whole no

Round down

Round up

Parcel Owner	Previous #	New #
Mary Smith	725	362
Total	725	362

Previous step Finish Step 2 of 2 Cancel Help

There are two methods for specifying the consolidation ratio - you can use either.

In Method 1 (above) you simply specify the no of shares before and after the consolidation. The example shown above records a '2 to 1' consolidation. You can change the number in either of the 'Method 1' boxes, so you could also, for example, record a '3 to 2' consolidation this way.

In Method 2 (below), you simply enter the consolidation ratio directly, in the box provided. Using this method, any consolidation ratio can be easily recorded.

Split or consolidation

Consolidation

Enter details using either Method 1 OR Method 2

Method 1

For every shares held previously

you now have

Method 2

Cons. ratio

Fractional shares

Nearest whole no

Round down

Round up

Parcel Owner	Previous #	New #
Mary Smith	725	522
Total	725	522

Previous step Finish Step 2 of 2 Cancel Help

With either method, check in the 'New #' column of the summary table to ensure the correct

number of shares is displayed. If incorrect by one share, experiment with different settings in the 'Fractional shares' box until the correct total is displayed.

When you are satisfied the details are correct, click *Finish*.

A **share split** is recorded the same way as a consolidation - except that Adjustment Type 'Split' is chosen on the first page.

5.2.8 The New Dividend form

Menu click

New data / Dividend



or: click the Dividend button:

Use this form to record all dividend or trust distribution payments, and DRP share issues. Because there are many different circumstances where this form can be used, most of this chapter's content is divided into three subsections.

No matter what type of dividend/distribution you're recording, it all starts the same way: entering the dates on Page 1.

On the first page, first enter the Record date, then the Payment date. The ex-dividend date will be calculated and displayed. These dates are defined as follows:

Record date: the date on which the company closes its register to determine which shareholders are registered to receive the dividend.

Ex-div date: is the fourth business day before the company's Record Date. To be entitled to a dividend a shareholder must have purchased shares before the ex dividend date.

Payment date: is the date the cheque was sent to you.

Record date and *Payment date* will usually be specified on the dividend notification form. Often the *Payment Date* is a week or so after the *Record Date*, but sometimes companies delay payment by many months. **Payment Date must be after Record Date.**

For instructions on completing the remainder of the form, please read the following section or sections that applies to your circumstances:

[Normal company dividend](#)

[Trust distribution or multiple income categories](#)

[Dividend Reinvestment Plan \(DRP\)](#)

5.2.8.1 Normal company dividend

This applies to a normal company dividend, with or without franking, and with Normal and/or Special dividend components. If the dividend includes full or partial DRP participation, you need to read the [Dividend Reinvestment](#) section too.


On Step 1, choose the dates as described in the previous section. Then, in Dividend Amount, choose one of the first two options (Dollars per share, or Cents per share) and then input the appropriate per-share amount for both the Normal dividend and (if applicable) any Special dividend:


Dividend amount

Dollars per share

Cents per share

N/A
(full div amounts to be entered on next page)

Normal c 

Special c 

The last thing you need to do on Step 1 is to check the franking details. These will usually be OK, but if the dividend is unfranked or only partially franked you'll need to make an adjustment for "Pct franked".

When you're ready, click "Next step" to display Step 2.

New dividend: Australia And New Zealand Banking Group ✕

Select a stock

DRP applies

Show all income categories

Owner	Holding	Franked	UnFranked	Fra. Cred.	Tax Whld	Tax def.	Franked	Total	Account
Johnson Super Fund	1665	\$915.75		\$392.46				\$915.75	Macquarie CMT
Alice Johnson	230	\$126.50		\$54.21				\$126.50	Trading accou ▼
		1,895	\$1,042.25	\$0.00	\$446.67	\$0.00	\$0.00	\$1,042.25	

Click here to scroll to the top of this page:
Income Categories scrollbar
? Show hints

Comments

Enter another

Step 2 of 2

First, select the stock from the drop-down list at the top of the form. Topshare will show only those stocks that are held on the calculated ex-date. When you select a stock, your holdings and the calculated dividend amounts will be displayed - as shown in the figure above.

This is usually all you need to do. Carefully review the amounts shown, and compare them with your dividend statement(s). When you are happy that all details are correct, click Finish.

Notes:

- If you have Tax-withheld amounts, enter them in the appropriate column.
- Depending on your screen, you may not see all the Income Categories available. Slide the Income Categories Scrollbar horizontally to see them all.
- Amounts shown in italics are non-cash, will be recorded for tax purposes, but don't contribute to the total distribution.
- The Account shown is the one identified as default for the Owner. However if required, you can choose a different Account to receive this dividend payment (select one from the drop-down list).
- If the correct Company is not available, go back to Page 1 and check the dates entered - only companies that are held on the div's Ex-date are listed. This can also be caused by incorrect dates for related Buy or Sell transactions.
- If you still can't select the correct Company, go back to Page 1 and choose the "N/A" option, to enable more alternatives.
- Any minor discrepancies - eg, a few cents due to rounding errors - can be corrected before clicking Finish. However, such instances are rare: in most situations the amounts will be correct
- More substantial discrepancies in the Amounts shown may be due an error in the Record Date selected in Step 1, or to inaccuracies in your database. For example, compare the "Holding" value with what's shown on your Dividend statement. If there is a difference, there may be an omission or error in recording of prior transactions. Cancel this form and fix the error before trying again.

5.2.8.2 Trust distribution or multiple income category

This applies to all income distributions other than straightforward Company dividends. Use this option particularly if you have extended taxation categories to record, such as often applies to Trusts and Stapled Securities. If the distribution includes full or partial DRP participation, you need to read the [Dividend Reinvestment](#) section too.

In Step 1, choose the dates as described in the previous section. Then, in Dividend Amount, choose the third option ("N/A"), and leave the Normal and Special fields as zero:

The screenshot shows a form titled "Dividend amount" with three radio button options: "Dollars per share", "Cents per share", and "N/A". The "N/A" option is selected and has a dashed box around it. Below the options is the text "(full div amounts to be entered on next page)". At the bottom, there are two input fields: "Normal c" with the value "0.0000" and "Special c" with the value "0.0000".

The Franking information is not relevant to this option, so you can click Next.

In Step 2, select the stock from the drop-down list at the top of the form. Topshare will show only those stocks that are held on the calculated ex-date. Topshare will then display the holdings:

New dividend: Westfield Group

Select a stock Westfield Group Show extended options (rarely necessary)

DRP applies
 Show all income categories

Owner	Holding	Franked	UnFranked	Fra. Cred.	Tax Whld	Tax def.	Franked	Total	Account
Johnson Super Fund	950							\$0.00	Macquarie CMT

950 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

Click for help Income Categories scrollbar *this page:*

Comments

Enter the distribution details

Step 2 of 2

Now, enter the appropriate amounts into each income category. Leave all non-applicable fields empty or zero. When you're happy with all components, click Finish.

Notes:

- If you have Tax-withheld amounts, enter them in the appropriate column.
- Depending on your screen, you may not see all the Income Categories available. Slide the Income Categories Scrollbar horizontally to see them all.
- Amounts shown in italics are non-cash, will be recorded for tax purposes, but don't contribute to the total distribution.
- The Account shown is the one identified as default for the Owner. However if required, you can choose a different Account to receive this dividend payment (select one from the drop-down list).
- If you need an Income Category that isn't available, tick the box Show All Income Categories.
- All aspects of Income categories can be customised - including adding new categories, and defining the abbreviated list that is shown in this form initially. See [Tools|Customise Income Categories](#).
- If the correct Company is not available, go back to Page 1 and check the dates entered - only companies that are held on the div's Ex-date are listed. This can also be caused by incorrect dates for related Buy or Sell transactions.
- If you're sure there's no error, and still can't select the correct Company, tick "Show extended options", then "Show all stocks".
- If you need to add details for an owner (portfolio) that isn't listed automatically, tick "Show extended options", select the owner from the drop-down box, then click "Add Owner".

5.2.8.3 Dividend Reinvestment

To enter DRP details, with either a Normal Company dividend or a Trust Distribution, tick the box "DRP Applies" when Step 2 first displays. This changes the display, and adds two extra steps to the Dividends form:

New dividend: Australia And New Zealand Banking Group

Select a stock: Australia And New Zealand Banking Group

DRP applies Tick this box for
DRP

Show all income categories

Owner	Holding	Franked	UnFranked	Fra. Cred.	Tax Whld	Tax def.	Franked(sp)	UnFr (sp)	Total
Johnson Super Fund	1665	\$915.75		\$392.46					\$915.75
Alice Johnson	230	\$126.50		\$54.21					\$126.50
		1,895	\$1,042.25	\$0.00	\$446.67	\$0.00	\$0.00	\$0.00	\$1,042.25

Now 4 steps

Previous step Next step Cancel Help

Step 2 of 4

Complete Step 2 as described in [Normal Company Dividend](#) or [Trust Distribution](#), then click Next Step.

New dividend: Australia And New Zealand Banking Group

Type of DRP plan

An even number of DRP shares is always allocated by rounding the calculated number up or down

Co maintains a DRP account to carry-forward fractional amounts left over after share allocation

DRP shares

For each owner, enter the number of shares which participate in the DRP

All None

Owner	Holding	DRP
Johnson Super Fund	1665	1665
Alice Johnson	230	100

Previous step Next step Cancel Help

Step 3 of 4

First, select the type of DRP plan operating. The two alternatives are:

An even number of DRP shares... is probably the most common situation: the company establishes a nominal price, calculates the number of shares you would be allocated at that price, and then rounds it to a whole number according to some formula (nearest whole number, always rounded up, or always rounded down all may be used). For example: \$240 is allocated in dividends; the company determines the price of new DRP shares as \$2.2344 each; this means a theoretical allocation of 107.41138 shares. The company will allocate 107 or 108 shares, depending on their rounding policy.

Co maintains a DRP account... In this situation the company maintains a notional account for unused dividend amounts, so these amounts are carried between dividend payments. For

example, in the above example 107 shares would be allocated, and the balance of \$0.9192 is carried forward, to be added to the next dividend payment before shares are allocated.

Second, complete the number of shares participating in the plan, by entering numbers in the blue "DRP" column on the right of the form. Each owners holdings are displayed. You can nominate "All" if all owners have full participation; or else, if there is partial participation, you can specify any proportion of the holding. If one or more of the Owners don't participate at all, enter "0" against that name.

In this example, we have selected full DRP participation for the first owner (Johnson Super Fund), while only 100 of Alice Johnson's 230 shares participate in the DRP.

When you're ready, click Next to display Step 4:

New dividend: Australia And New Zealand Banking Group

Complete the details in the shaded columns. If there is a Cash component, be sure to set the appropriate account.

Owner	DRP component			Cash component	
	Total amt	Amt per share	Shares alloc.	Amount	Account
Johnson Super Fund	\$915.75			\$0.00	Macquarie CMT
Alice Johnson	\$55.00			\$71.50	Trading account 2

Comments

Enter the no of DRP shares allocated for each owner

Step 4 of 4

The contents of Step 4 depend on your choices in Step 3.

If the "**An even number of shares...**" DRP plan option is chosen in Step 3, we only need to fill in the number of shares allocated to each owner under the plan. Topshare automatically calculates the price per share:

New dividend: Australia And New Zealand Banking Group

Complete the details in the shaded columns. If there is a Cash component, be sure to set the appropriate account.

Owner	DRP component			Cash component	
	Total amt	Amt per share	Shares alloc.	Amount	Account
Johnson Super Fund	\$915.75	\$26.16428571	35	\$0.00	Macquarie CMT
Alice Johnson	\$55.00	\$27.50	2	\$71.50	Trading account 2

Enter no of shares allocated

Comments

Enter another

Step 4 of 4

Notes:

- Because we chose full DRP participation for Johnson Super Fund, but only partial participation for Alice Johnson, there is a Cash Component (\$71.50) for the Alice Johnson portfolio. This is pre-allocated to the default account (Trading Account 2). The account can be changed, if necessary, by selecting a different one from the drop-down list.
- Although an account option is shown for Johnson Super Fund, this has no effect because the cash component is \$0.00.

However, if the **"Co maintains a DRP account..."** DRP plan option is chosen in Step 3, we now need to fill in the number of shares AND the Amount per share:

New dividend: Australia And New Zealand Banking Group

Complete the details in the shaded columns. If there is a Cash component, be sure to set the appropriate account.

Owner	DRP component			Cash component	
	Total amt	Amt per share	Shares alloc.	Amount	Account
Johnson Super Fund	\$915.75	\$25.00	36	\$0.00	Macquarie CMT
Alice Johnson	\$55.00	\$25.00	2	\$71.50	Trading account 2

Enter both Amount per share, and No of shares allocated

Comments

Enter another

Step 4 of 4

Finally, as always, you can record any appropriate comment before clicking Finish.

5.2.9 Capital return

[Menu click](#)

New data / Capital return

Use this form to record Capital Returns. Such payments have the effect of reducing your cost base in a holding. So they should be tax free when received, but they will increase your capital gains liability when the parcel is eventually sold.

On the first page of the form (not shown), record the date the payment was received.

On the second page, fill in the remaining details: the owner, the stock, the account to receive the payment, the amount per share, and any comments.

Capital Return

Owned by: John Smith

Company: Csl Ltd

Proceeds to acct: none

Amount per share: \$2.0000000

Comments:

Select participating holdings

Pur date	# shares
<input checked="" type="checkbox"/> 05/02/2001	20
<input checked="" type="checkbox"/> 07/05/2002	4

Total shares: 24

Total amount: \$48.00

Navigation: Previous step, Finish, Cancel, Help

Under 'Select participating holdings', nominate which share parcels paid the Capital Return (the form defaults to including all parcels). Ensure that the 'Total amount' reflects the amount you received, then click 'Finish' to save the data.

5.3 The Edit menu

5.3.1 The Change ASX form ("Convert shares")

Menu click

Edit / ASX Change (code conversion)

This form has two different uses:

1. To record payments made to convert instalment receipts or options into fully-paid shares
2. To record when a stock changes its ASX code.

Menu click

This form is also accessible via **New data / Convert instalments/Options**

Note: don't use this form unless the ASX code has changed. To record a simple change of company name when the ASX code remains the same, change the details in the *Companies* database using *Edit/Advanced/Edit Database*.

To use, first enter the date of the conversion event and click *Next*.

Convert instalments / options

Current company name
Choose a company...
FBG : Fosters Ltd

Shares to be converted...

Bought	Owner	# held	# conv.
17/05/200	Peter Johnso	212	212
7/08/2001	Peter Johnso	200	200
28/09/200	Peter Johnso	7	7

become

New company name
Enter ASX code: FGL OK

Or:

FGL
Foster's Group Limited

Convert 419 FBG to FGL
Cost per \$0.00
Total cost \$0.00
Account: ?

Previous step Next step Step 2 of 3 Cancel Help

On page 2, first select both the existing company name (on the left of the form, in the box "Choose a company"); and the new name (on the right of the form, in the box "New company name". If the new name for the company is not yet in the *companies* database, you can add it now by clicking *Add a new company to database*. The new entry must have a different ASX code from the Current company.

Note: the box "New company name" is a standard "Select company" control - see [here](#) for how to use it.

Next, you need to specify which shares are to be converted. In many cases, this will be all shares held - so just click the 'All' button in the 'Quick change' box. However, there will be occasions when only some shares are to be converted. For example, you may hold 1,000 options but only wish to convert 300 to fully-paid shares. In this case, you'd type the value "300" in the "# conv" column

where appropriate.

On page 3, record the amount per share (this will be zero when you're recording a simple ASX name change), the account details, and any comment. Then click Finish.

5.3.2 Edit Dividend or DRP

This menu option has two sub-sections: [Edit One Distribution/DRP](#), and [Edit Multiple Distributions](#).

5.3.2.1 Edit one distribution / DRP

Menu click

Edit | Dividend or DRP | Edit one distribution / DRP

Use this form to modify existing Dividend or DRP data.

Note: Do not use this form to enter original information about DRP dividends; this should be done using the New Dividend form, [here](#).

On the first page, select the Owner and Company of the dividend or DRP you intend to modify. Then, select an editing option:

Edit Distribution/DRP: Woolworths Ltd (Portfolio: Peter Johnson)

Owner: Peter Johnson

Only show currently-held stocks

Company: Woolworths Ltd

Editing option

Change the dividend amount or delete the dividend record

Change the no of DRP shares issued or other DRP details

Next step

Step 1 of 3

Cancel

Help

There are two Editing Options available:

- *Change the dividend amount or delete the dividend record:* choose this option if you want to alter the details of the dividend itself: the amount, income category, date, account etc. You should also choose this option to delete the dividend from Topshare's database.
- *Change the no of DRP shares issued or other DRP details:* choose this option to modify DRP details.

Click *Next Step*.

On the second page, all recorded dividends for the company will be displayed:

Edit Distribution/DRP: Woolworths Ltd (Portfolio: Peter Johnson)

Select a distribution for editing

PayDte	RecDte	AcctCode	Total	Comments
30/11/1993	5/11/1993	none	\$48.00	
29/04/1994	5/04/1994	none	\$48.96	
30/11/1994	5/11/1994	none	\$49.98	
28/04/1995	5/04/1995	none	\$51.12	
17/11/1995	1/11/1995	none	\$69.68	
26/04/1996	5/04/1996	none	\$62.65	
12/11/1996	1/11/1996	none	\$73.36	
24/04/1997	5/04/1997	none	\$66.15	
15/10/1997	1/10/1997	none	\$86.85	

DRP details for selected distribution

Shares issued: **17**
Cost each: **\$2.89**

Previous step Next step Cancel Help

Step 2 of 3

Select the dividend that you'd like to modify, by clicking on it; then, click Next.

The contents of Step 3 depend on which editing option you chose in Step 1. If you chose the first option (Change the dividend amount or delete the dividend record), here's what it looks like:

Edit Distribution/DRP: Woolworths Ltd (Portfolio: Peter Johnson)

Edit distribution paid 29/04/1994

Edit existing data

Category	Amount
Franked	\$48.96
UnFranked	
Fra. Cred.	\$31.30
Tax Whld	
Tax def.	
Franked(sp)	
	\$48.96

Record Date: 05/04/1994
Pay Date: 29/04/1994
Account: [none]

Comment:

Restore original data

OR:

Full delete
 Delete this distribution completely (DRP shares not affected)

Make data revisions, or select "Full delete" option

Previous step Finish Cancel Help

Step 3 of 3

Make any changes required; OR, tick the box "Delete this distribution completely" to delete the dividend. When you're ready to save the changes, click "Finish".

If you chose the second Step 1 editing option, "Change the no of DRP shares issued, or other DRP details", here is the Step 3 display:

Here you can change the number of DRP shares issued, and their recorded cost. You can automatically calculate the cost per share (from the total dividend paid divided by the no of shares issued), but this is only appropriate if the company does **not** maintain a notional DRP account for fractional dividend amounts. If the company **does** maintain a DRP account, enter the cost-per-share shown on the dividend statement.

Restore undoes any changes you've made, reverting to the currently-stored data.

Make any changes required, then click Finish.

5.3.2.2 Edit multiple distributions (redistribute)

Menu click

Edit | Dividend or DRP | Revise multiple (eg, received annual tax statement)

Use this form to make simultaneous changes to several recorded distributions. The most common application is when you receive an annual tax statement for a company, and need to revise the distribution of income between the various tax categories.

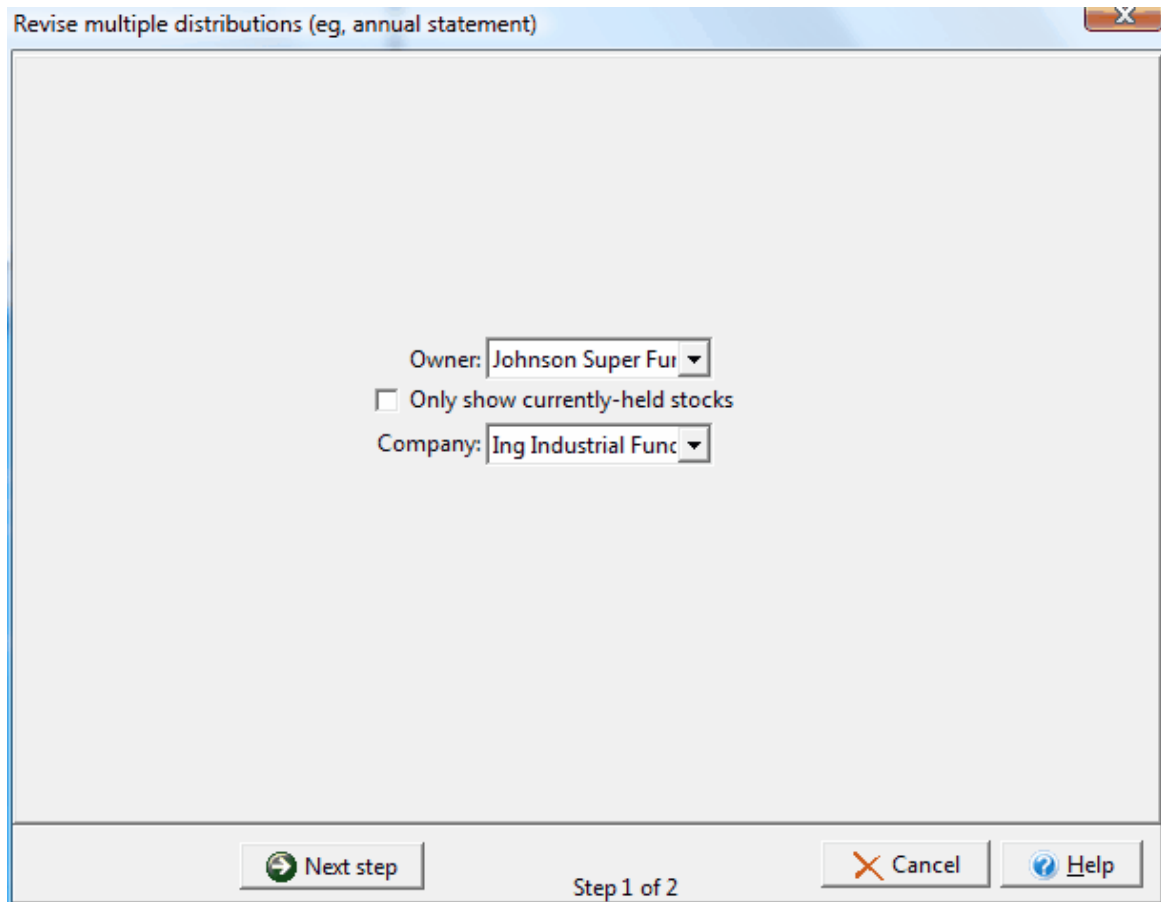
Many trusts will make several payments during the year, but will only provide approximate breakdowns into various taxation categories. Only at the end of the year will the true category breakdown be revealed. This editing option lets you revise the tax categories of several payments that have already been entered. It can do this without changing the totals for each payment date - so that calculated balances in your trading accounts won't be affected.

In the following example, two distributions were received from IIF during the 06/07 FY. These were recorded as they were received (see first figure, below).

Then, at the end of the FY, a FY Tax Statement was received from IIF that slightly revised the taxation category amounts for the year's payment: the Tax Deferred total was \$170, the Foreign Income was \$44, and the Unfranked amount was \$163. These total amounts differ from the totals

already recorded. The example below shows how this should be treated.

On the first page, select the Owner and Company required:



Revise multiple distributions (eg, annual statement)

Owner: Johnson Super Fur ▼

Only show currently-held stocks

Company: Ing Industrial Func ▼

Next step Step 1 of 2 Cancel Help

Step 2 then displays all recorded distributions for the selected Owner / Company:

Edit Other Income entries ✕

OI Payments: Ing Industrial Fund (Portfolio: J_M Smith jointly held)

Date	Tax def.	F income	Unfranked	Total
19/10/2006	\$64.00	\$18.00	\$63.00	\$145.00
28/02/2007	\$110.00	\$22.00	\$100.00	\$232.00
31/08/2007		\$22.00	\$120.00	\$142.00
				\$0.00

1. Select 2 or more records from "OI Payments", above, to be revised. (Click and drag down the rows to select them)

2. Enter the revised total amounts for the selected records, in "Revised totals", right.

3. Click "Redistribute" - the revised amounts for each payment will be shown.

4. Click "Finish" to save - or click "Restart" to redisplay original data

Revised totals

Tax credit	
Tax def.	
Tax free	
Tax whld	
F income	
F tax cr	
Total	

Select payments to adjust

Step 2 of 2

Previous step ✓ Finish ✕ Cancel ? Help

You must now select two or more distributions to be revised.

- To select the records to be revised, click and "Drag" the mouse across them.

In the example, we'll revise the data already entered for the 06/07 FY. After selecting the two records, the display will now look like this:

Edit Other Income entries

OI Payments: Ing Industrial Fund (Portfolio: J_M Smith jointly held)

Date	Tax def.	F income	Unfranked	Total
19/10/2006	\$64.00	\$18.00	\$63.00	\$145.00
28/02/2007	\$110.00	\$22.00	\$100.00	\$232.00
31/08/2007		\$22.00	\$120.00	\$142.00
Sel. Total	\$174.00	\$40.00	\$163.00	\$377.00

1. Select 2 or more records from "OI Payments", above, to be revised. (Click and drag down the rows to select them)

2. Enter the revised total amounts for the selected records, in "Revised totals", right.

3. Click "Redistribute" - the revised amount payment will be shown.

4. Click "Finish" to save - or click "Restart" to redisplay original data

Revised totals

Tax credit	
Tax def.	\$174.00
Tax free	
Tax whld	
F income	\$40.00
F tax cr	
Total	\$377.00

Category total amounts

Enter revised totals/click "Redistribute"
Step 2 of 2

Previous step Finish Cancel Help

Note that the category totals are now displayed both at the bottom of the grid, and in the "Revised totals" panel.

In this example, the final Taxation Statement indicates that the Tax Deferred total was \$170 (\$4 less than the \$174 total previously recorded for the two payments), while the Foreign Income total was \$44 (\$4 more than previously recorded). The Unfranked amount was unchanged at \$163.

- Enter the new totals into the appropriate categories in "Revised totals", then click "Redistribute". The revised results are shown below:

Edit Other Income entries ✕

OI Payments: Ing Industrial Fund (Portfolio: J_M Smith jointly held)


Date	Tax def.	F income	Unfranked	Total
19/10/2006	\$65.39	\$16.92	\$62.69	\$145.00
28/02/2007	\$104.61	\$27.08	\$100.31	\$232.00
31/08/2007		\$22.00	\$120.00	\$142.00

Sel. Total	\$170.00	\$44.00	\$163.00	\$377.00
-------------------	-----------------	----------------	-----------------	-----------------

1. Select 2 or more records from "OI Payments", above, to be revised. (Click and drag down the rows to select them)
2. Enter the revised total amounts for the selected records, in "Revised totals", right.
3. Click "Redistribute" - the revised amounts for each payment will be shown.
4. Click "Finish" to save - or click "Restart" to redisplay original data

Revised totals

Tax credit	
Tax def.	\$170.00
Tax free	
Tax whld	
F income	\$44.00
F tax cr	
Total	\$377.00



Step 2 of 2

Note that the individual payments in the top grid have now been revised, in the correct proportion, so as to generate the new total amounts for each category. Also, note that the row totals have not been changed - so your Trading Account balances will not be affected.

Click "Finish" to save the revised data.

5.3.3 Edit Buy order

[Menu click](#)

Edit / Buy order

Use this form to modify existing share purchase details. First select an Owner and Company, then select one of the listed purchases for editing.

Edit purchase transaction ✕

First choose an Owner and Company, then choose one of the Buy transactions for editing.

You can't edit a DRP purchase here - use Edit|Dividend Or DRP instead.

Select a purchase transaction for editing

Owner:

Only show currently-held stocks

Company:

Date	Con Note	# shares	Comments
01/12/2004	CN00097F202	1,000	

Next step

Step 1 of 2

Cancel

Help

Click *Next step*. All details of this purchase will be displayed:

Edit purchase transaction ✕

CBA purchased for John Smith on 01/12/2004

Edit existing data

Date: Brokerage: Owner:

Contract note: GST: Broker:

No of shares: SD: Account:

Cost per share: Bonus issue

Comments:

OR:

Full delete

Delete this purchase completely

Previous step

Finish

Step 2 of 2

Cancel

Help

Make any changes required; or, check the 'Full delete' box to delete this purchase record completely.

Restore undoes any changes you've made, reverting to the currently-stored data.

Click *Finish* to save the changes.

5.3.4 Edit Sell order

Menu click

Edit / Sale

Use this form to modify existing share sale details. First select an Owner and Company, then select one of the listed sales for editing.

Edit sale transaction ✕

First choose an Owner and Company, then choose one of the Sell transactions for editing.

Select a sale transaction for editing

Owner:

Company:

Show separate parcels sold

Date	Sell CN	# parcels	# shares	Comments (1st)
01/12/2005	CN00232FC63	1	23	
01/12/2005	CN00236786B	1	11	

Next step

Step 1 of 2

Cancel

Help

Click *Next step*. All details of this purchase will be displayed:

Edit sale transaction ✕

CBA sold by John Smith on 01/12/2005

Edit existing data

Sale CN: <input type="text" value="CN00236786B"/>	Brokerage: <input type="text" value="\$35.00"/>	Broker: <input type="text" value="My broker"/>
Amt per share: <input type="text" value="\$41.00"/>	GST: <input type="text" value="\$3.50"/>	Account: <input type="text" value="none"/>
No of shares: <input type="text" value="11"/>	SD: <input type="text" value="\$0.00"/>	

Comments:

Restore original data

OR:

Full delete

Delete this sale completely

Previous step

Finish

Step 2 of 2

Cancel

Help

Make any changes required; or, check the 'Full delete' box to delete this purchase record completely.

Restore undoes any changes you've made, reverting to the currently-stored data.

Click *Finish* to save the changes.

5.3.5 Edit Conversions

Use this form to edit a previously-entered Conversion or ASX Code change.

On the first page, select the Owner and click Next. All conversions recorded for that Owner will be displayed:

Edit ASX Conversion

Conversions recorded for Mary Smith

Date	OldASX	NewASX	# parcels	Cost per	Comment
30/10/1998	TLSCA	TLS	1	\$1.35	

Previous step Next step **Select a Conversion for editing** Cancel Help

Step 2 of 3

Select the Conversion to be edited (by clicking anywhere in it), and click Next to display Step 3:

Edit ASX Conversion

Conversions recorded for Mary Smith. TLSCA -> TLS conversion on 30/10/1998

Edit recorded data

Bought	PurchCN	# held	# conv.
13/10/1998	CN0017F2EAA	1000	1000

Cost per share \$ 1.3500

From account: 9999.99

Comments:

Restore original data

OR:

Full delete

Delete this Conversion completely (for all parcels)

Previous step Finish Cancel Help

Step 3 of 3

- To change the no of shares converted, type the new number directly in the "# conv." column.

This must be no greater than "# held".

- To change the cost per share, account no, or comment, edit the data where indicated.
- If you make a mistake, you can restore the current data to the form by clicking "Restore"
- To delete the Conversion completely, select the "Full delete" option.

Click *Finish* to save your changes.

5.3.6 Edit Split/Consolidation

Use this form to edit previously-entered split or consolidation data.

On the first page, select the Company involved, then click Next to display Step 2.

Step 2 displays the recorded Split/Consolidation transactions for the selected company. Select the one to be edited, and click Next to display Step 3:

Edit split/consolidation

Edit existing data

Split ratio

Fractional shares

Nearest whole no Round down

No rounding Round up

Parcel Owner	Previous #	New #
J & M Smith jointly	50.00	150.00
Total	50.00	150.00

Restore original data

OR:

Full delete

Delete this split/consolidation completely (for all parcels)

Previous step

Finish

Make the editing changes now

Cancel

Help

Step 3 of 3

- Change the "Split ratio" if required
- Change the handling of fractional shares if required
- If you make a mistake, use "Restore" to restore the currently-recorded information
- Or, choose the "Full delete" option to delete the transaction completely. This will apply to all parcels, held by all Owners.

5.3.7 Edit Merge/Demerge/TO

Use this form to edit previously-entered Merge/Demerge/TO transactions.

On Page 1, choose the Owner and click Next.

On Page 2, choose the transaction to be edited, and click Next.

On Page 3, choose your editing option.

Note: in the current version, detailed editing of Merge/Demerge/TO is not available. You will need to delete the transaction, and re-enter it.

5.3.8 Watchlist

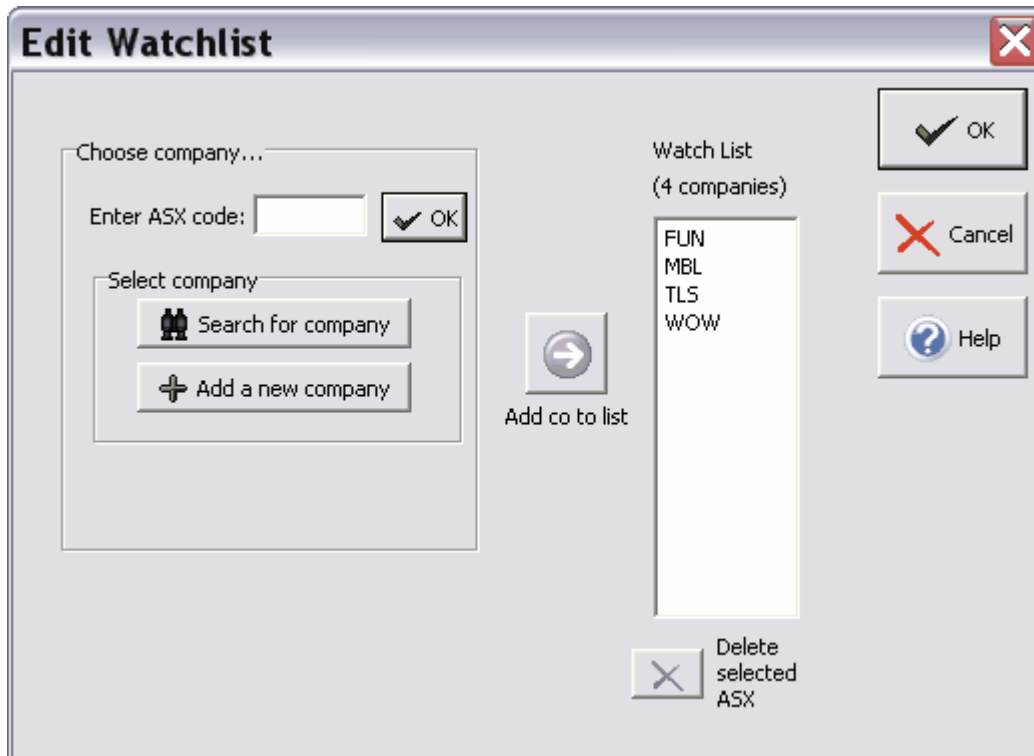
Menu click

Edit / Watchlist

Use this command to set up and maintain your watchlist.

In Topshare, the *watchlist* is a list of stocks you're interested in, while not necessarily being currently owned as part of a portfolio. When share prices are retrieved online (either through the Subscription Data Service or through the free Yahoo-based system), the Watchlist contents and the current portfolio holdings are combined to determine the stocks retrieved.

The Edit Watchlist form is shown below:



- To add a company to the watchlist, first select it in "Choose company", then click "Add co to list". (For more information about using "Choose company", see the [Buy Form](#)).
- To remove a company from the watchlist, select it then click "Delete selected ASX".

See also:

[Charts|Price chart](#)

[Prices form](#)

[Subscription data service](#)

5.3.9 The Setup form

Menu click

Edit | Setup

The Setup form is used to enter basic information essential for TopShare Portfolio Manager to operate correctly. You will see this form the first time you run Topshare after initial installation. You can also run the Setup form at any time by clicking Edit | Setup from the main menu.

The Setup form ensures you have information in three simple but important databases: *accounts*, *owners*, and *brokers*. **TopShare Portfolio Manager cannot run without at least one record in each of these databases.** The Setup form will not exit until you have satisfied this requirement.

Accounts

Each time you buy and sell shares, or record a dividend or other information, you can nominate a bank account to be used for the transaction. In Step 1, you must enter each of the Accounts that you use for investment purposes.

To enter a new Account, give the details in the "New account" box, and click Add.

To edit details for Accounts that have already been entered, you can make the required changes in the box labelled "Already in database". Note that you can't alter an existing Account Number, and you can't alter the account entry labelled "none".

Notes:

- If you don't want to track account balances, or cross-check your account statements against your Topshare transactions, you can skip this section (just click Next) - the "none" entry will suit you.

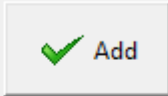
Trading Accounts

New account

Account no:

Account name:

Institution:



Add new account

Already in database (4)

Account no	Account name	Institution
121805923	Macquarie CMT	Macquarie bank
815706	Trading account 1	ANZ
822195	Trading account 2	ANZ
none	[none]	

◀ ▶ – ✓

Brokers

The next screen of the Setup form records Brokers. We recommend you add at least one broker,

even if it's a generic one like "My Broker". If you use more than one Broker, add each in turn.

Just like Accounts, you can make any changes to existing data in the "Already in database" panel. Don't try to modify or delete "[none]".

Brokers

New broker

Broker name:

Add new broker

Already in database (5)

Broker
Sanford Securities
Westpac Broking
Wilson HTM
[none]

Owners

The final step is to record information about *Owners*. You must record the basic information about each portfolio owner - remember, TopShare Portfolio Manager can maintain records for several portfolio owners independently.

Owners (portfolios)

New owner

Full name: eg: John Smith

Default account:

Default broker:

Capital Gains tax rate:

Add new owner

Already in database (3)

Owner/Portfolio	Default account	Default broker	CG Tax rate %
Alice Johnson	Trading account	Westpac Broking	50
Johnson Super Fund	Macquarie CMT	Westpac Broking	15
Peter Johnson	Trading account	Westpac Broking	50

For each Owner, you must enter:

- The default account (choose it from the drop-down list)
- The default broker (choose from the drop-down list)
- The Capital Gains tax rate to apply after assets have been held for at least 12 months. This is a percentage, eg 50% or 15%.

When would you nominate more than one owner?

'Owner' refers to the beneficial owner of the shares, from a taxation viewpoint. Some examples are:

- If you have some shares held in your own name, and others held in your spouse's name, you should enter both names in the Owners database - for example, John Smith and Mary Smith. TopShare Portfolio Manager will then be able to provide correct taxation reporting for each owner.
- If you hold some shares in your own name, but also run a private super fund, you should make two separate entries.
- If all your shares are jointly held, you should enter one owner - for example "John and Mary Smith".
- If your portfolio consists entirely of shares held in your own name, you only need to enter your name here.

5.3.10 The Preferences form

Menu click

Edit | Preferences

This form is used to set or change various Topshare parameters. Each entry is described below:

Snapshot settings

These settings control the operation of Topshare's Automatic Snapshot System - see [here](#) for more detailed information.

Never: The snapshot system is disabled. Use this on all computers except one if you are sharing a Topshare database.

Once per day: (default) - take a snapshot only on the first occasion Topshare is shut down on any day.

Every time Topshare exits: take a snapshot **every** time TopShare Portfolio Manager is closed, no matter how many times a day this happens. If you open and close the application many times a day, this may mean that all your older snapshots get overwritten with the one day's data, reducing your level of protection.

Maximum snapshots: maintain this number of separate snapshots of the database. Each time a snapshot is taken, the oldest one is overwritten.

Auto Update

Enable Auto Update: check this to ensure that Topshare regularly checks to see if a program update is available. See *Special Features* | [Automatic Updates](#) for more information about the Automatic Update system.

Other preferences

Min warning age for data: The graphs and reports will not be accurate unless your *prices* database is up to date. You will be warned if the most recent stock price data is more than this many days old.

You will see the warning in either of the following cases:

1. You have not entered any price data for more than this number of days;
2. You have a gap in historical price data which is bigger than this number of days.

The default value is 30. This would be appropriate if you routinely update your prices every week or so. But if you routinely only enter prices once a month, you should increase this to at least 60.

Normal franking rate: The default franking rate for dividends. This should be set at the current company tax rate (30% from June 2001)

Alert price-check window: When you use the Alerts / Trendlines feature, Topshare automatically alerts you if the price of a company has moved above or below the alert price within this many days. See ['Price Alerts and Trendlines'](#) for more information.

Enable direct date entry: when checked, you can type date values directly instead of choosing from the pop-up calendar. See [Using Dates in Topshare](#) for details.

Tax deferred reduces cost base: With this option selected, "Tax deferred" income entries reduce the cost base of their share holding. This should normally be enabled.

Auto-hide report controls on Generate: with this option selected, whenever you generate a report, the report form will behave as if the Show/Hide control bar is clicked at the same time. This will hide all the report controls, displaying the report data in the whole form area. See [Using Reports](#) for more information.

Actions logging: controls which identifying labels are logged with each entry in the Actions panel.

Database access mode: *Exclusive* gives better performance, and is necessary to use Edit|Advanced|Edit database. *Shared* is necessary if other users need to access the data at the same time. Note that *Shared* mode is only available if you have the Professional license for Topshare.

5.3.11 Advanced...

5.3.11.1 The Edit Database form



Edit | Advanced | Edit database

You can only use Edit Database when you have Exclusive access to the database. Use the [Edit|Preferences form](#) to set Exclusive access mode.

Important: the primary use of this form is to examine the database, or fix existing database problems.

- Don't use this form for primary entry of transaction or other data - instead, use the special-purpose forms under the *New Data* menu
- This form should not be your first choice for modifying existing dividends, purchases, sales or other transactions - instead, use the special-purpose editing forms found under the *Edit* menu

This form can be to examine or modify *any* of TopShare Portfolio Manager's database information. Some of the data visible in this form is for internal use by TopShare Portfolio Manager, and should not be modified.

WARNING: Because this form allows you to change virtually any record in the entire database, indiscriminate use can make the database unusable. For this reason:

- TopShare Portfolio Manager warns you if you attempt to modify Owner or ASX in any database. These are 'key fields'. Any change would prevent TopShare Portfolio Manager from properly combining information from different databases in its graphs and reports. If you do make an error like this, it will normally be indicated in the Alerts panel next time Topshare starts).
- TopShare Portfolio Manager will not allow you to delete a record from either the Companies or Owners database, unless the relevant Company or Owner is not referred to elsewhere in the database. For example it would only be OK to delete the record for BHP from the Companies table provided there were no BHP purchases, sales, dividends etc also recorded.
- Make sure that you have a recent backup before using this form.
- It may also be advisable to increase the number of Snapshots in use, so that you have a better chance of recovery in case of error. See [Automatic Snapshot System](#).

Select the table to be edited or inspected from the "Table to edit" drop-down list:

Warning

This is an advanced option!! Don't use it unless you know what you are doing.

Don't use this form for initial data entry.

Click Help for more information.

Table to edit

(choose one)
 Additions
 Adjustments
 Brokers
 CapitalReturn
 Companies
 Conversions
 CPI
 DiskTableStatus
 Disposals
 Dividends
 DivPayments
 HoldingsStatus
 IncomeCodes
 KeyInfo
 Owners

Drag a column header here to group by that column

dte	owner	asx	PurchCN	srt	acctcode
20/07/1993	CJ	WOW	CNB2E39CC000	1	none
30/11/1993	CJ	WOW	CNB2E3A39000	1	none
29/04/1994	CJ	WOW	CNB2E3A39007	1	none
30/11/1994	CJ	WOW	CNB2E3A39002	1	none
28/04/1995	CJ	WOW	CNB2E3A39004	1	none
27/07/1995	MJ	MET	CNB2E3A39005	1	none
17/11/1995	CJ	WOW	CNB2E3A39003	1	none
27/11/1995	MJ	LMC	CNB2E3A39006	1	none
12/02/1996	CJ	SMS	CNB2E3A39009	1	none
27/03/1996	CJ	PNI	CNB2E3A3900C	1	none
28/03/1996	MJ	LMC	CNB2E3A39001	1	none
26/04/1996	CJ	WOW	CNB2E3A39008	1	none
10/05/1996	CJ	ICT	CNB2E3A68000	1	none
23/08/1996	CJ	AIS	CNB2E3A68006	1	none
12/11/1996	CJ	WOW	CNB2E3A68001	1	none
29/01/1997	CJ	UCR	CNB2E3A68003	1	none
24/04/1997	CJ	WOW	CNB2E3A68007	1	none
20/06/1997	CJ	ICT	CNB2E3A68009	1	none

5.4 The Subscription Data menu

5.4.1 Download

Menu click

Subscription Data/Download

This will display the Manual Download form:

To download historical data for a single company:

- Select the "Get historical data" tab (see figure above).
- In "Choose company", select the ASX of interest (for more information about using the "Choose company" control, see [The Buy Form](#)).
- In "Choose date range" specify the dates of interest.
- Select "Replace existing data" if you want any existing prices to be overwritten. Leaving this option unselected will cause any existing prices to remain.
- Click "Download".

To download EOD prices for a specific date:

This option retrieves prices for the whole portfolio, plus the watchlist, on a date that you specify.

- Select the "Get one date's prices" tab
- Specify the date
- Select "Replace existing data" if you want any existing prices to be overwritten. Leaving this option unselected will cause any existing prices to remain.
- Click "Download"

See also:

- [Subscription Data | Check status](#) - to check your current status, and enable/disable automatic price downloads
- [Edit/Watchlist](#) - to edit your watch list

5.4.2 Check status

Menu click

Subscription data / Check status

This form displays the current status of your data subscription.

Status of your Topshare data subscription

Your subscription to the Topshare data service expires on 30/10/2008.

Auto price download (Download all outstanding prices on startup and after market close. Only available when Topshare data subscription is current.)

Local time for EOD data availability: 5:15 PM

OK

Cancel

- Tick "Auto price download" to ensure your Prices database is always up-to-date.
- "Local time for EOD data availability" should be set to around 7:30 pm EST (or EDT in summer), according to your computer's time zone. If you're finding that the day's prices aren't available when Topshare checks at the set time, try setting the time a little later.

See also:

- [Special features / Subscription Data Service](#) - for information about the automatic download system
- [Subscription Data / Download](#) - to perform manual downloads - either a historic data series for a single ASX code, or whole-portfolio valuation on a single date.
- [Edit/Watchlist](#) - to edit your watch list

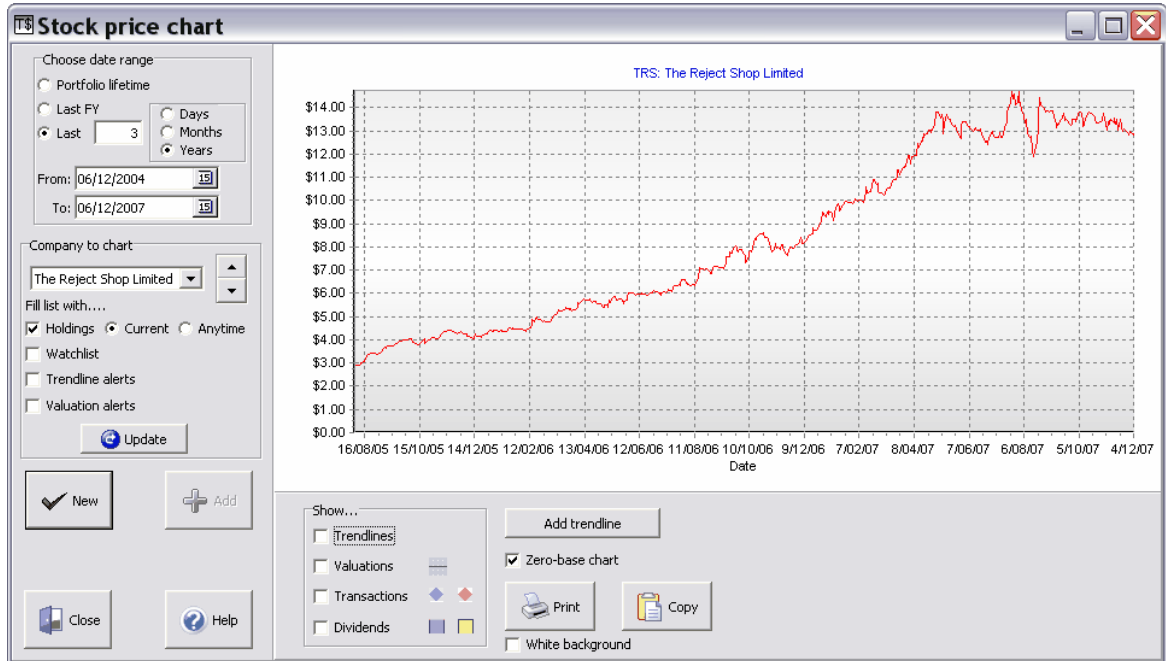
5.5 The Charts menu

5.5.1 Price chart

Menu click

Charts | Price chart

This chart shows price movements for a stock. It also can optionally display other items, as described further below.



First, select the date range for the chart. Note that if insufficient data are available, the display will not cover the full date range requested.

Then, select the company to chart. The list available for selection can be any one of the options shown. If you change the list-fill method, click Update to update the list before searching through it.

Finally, click "New" to display a new chart of the selected company.

Once the chart is displayed, you can:

- Select or clear "Zero-base chart" to vary the Y-axis scale
- Print the chart with the "Print" button. To save ink, check the "White background" option
- Copy the chart to the clipboard with the "Copy" button
- Other options are described below

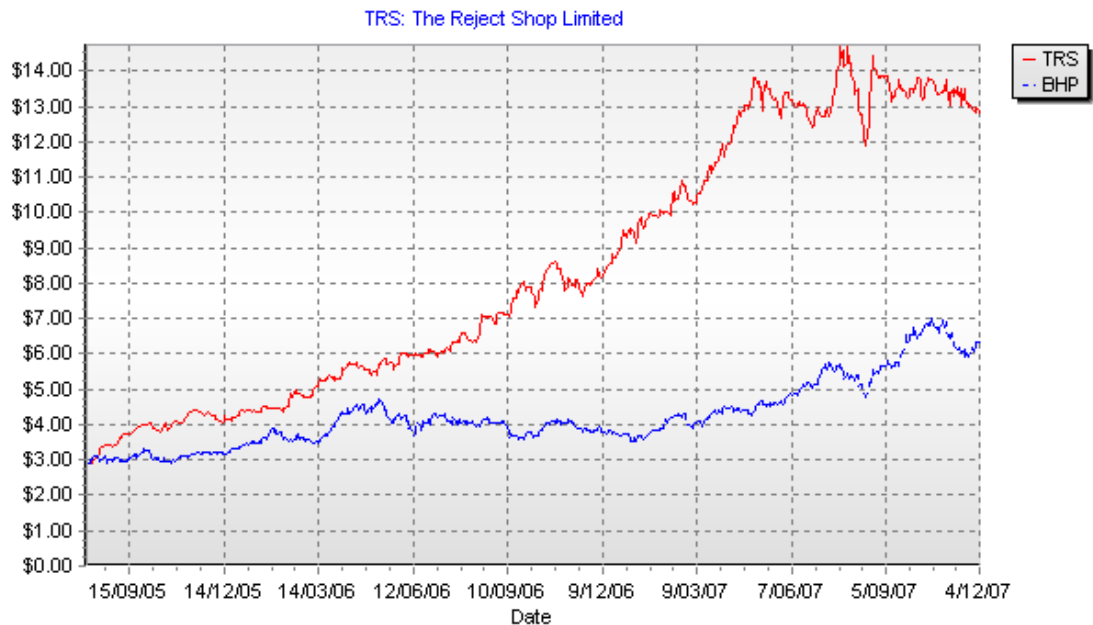
Quick chart scan

To quickly scan through the available charts:

- Select the first company of interest using the mouse
- Hit the Enter key to display the chart
- Use the up/down keyboard arrows, or click on the up/down arrows adjacent to the "Company to chart" selection box, to choose the next company
- Hit the Enter key again
- (repeat the last two steps as required)

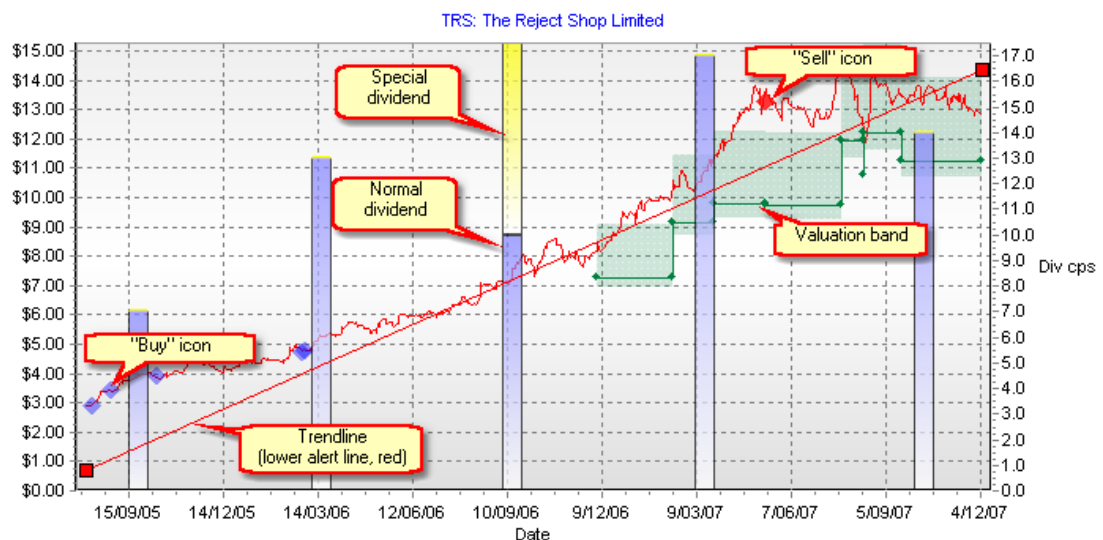
Overlay charts

To display a second chart overlaid on the first, select the second company and click "Add". You must create a base chart, using "New", before you can add an overlay chart. Prices for the second company will be rescaled so the two charts are directly comparable:



Displaying other chart components

In addition to price data, other events and items can be displayed:



Each of the following can be display-enabled or disabled through the box labelled "Show...":

Trendlines: displays any trendlines defined for the company charted. See below for more

information on Trendlines and price alerts.

Valuations: displays valuation bands for the company charted. Valuations will be more fully developed in a future version of Topshare.

Transactions: displays Buy transactions (a blue diamond) and Sell transactions (a red diamond). The price, and date of the transaction are indicated by its chart position. Pause the mouse over the transaction icon (blue or red diamond) for more information about the transaction.

Dividends: displays dividends, in cents per share, read against the right axis. Normal dividends are shown in blue, while Special dividends are shown in yellow.

Trendlines and price alerts

Trendlines are displayed on the Price Chart, and can also generate Alerts that are displayed on Topshare's main form "Alerts" panel, on startup. Trendline Alerts are also checked, and displayed if necessary, whenever new price data are added.

Trendlines are created, modified and deleted using controls on the Price Chart, as described below.

There are three possible trendline types:

Upper: an alert will be generated whenever the share price crosses above the line. You can only define one Upper Alert Line per stock. Displayed as a blue line.

Lower: an alert will be generated whenever the share price crosses below the Alert Line. You can only define one Lower Alert Line per stock. Displayed as a red line.

Trend guidance only: this line is only used to help interpret share price movements. No alerts are posted for this line, regardless of share price movements. There is no limit to the number of Trend Guidance lines per stock. Displayed as a black line.

To add a new trendline: click the 'Add trendline' button. In the "New Alert/Trendline" dialog, select the type of trendline, then click *Add*. The line will initially be placed horizontally in the centre of the chart.

Modifying a trendline: drag the Line Handles, any time the line is visible on the Price Chart.

Deleting a trendline: right-click the mouse on any part of the line. Click 'Yes' to confirm the deletion.

See also

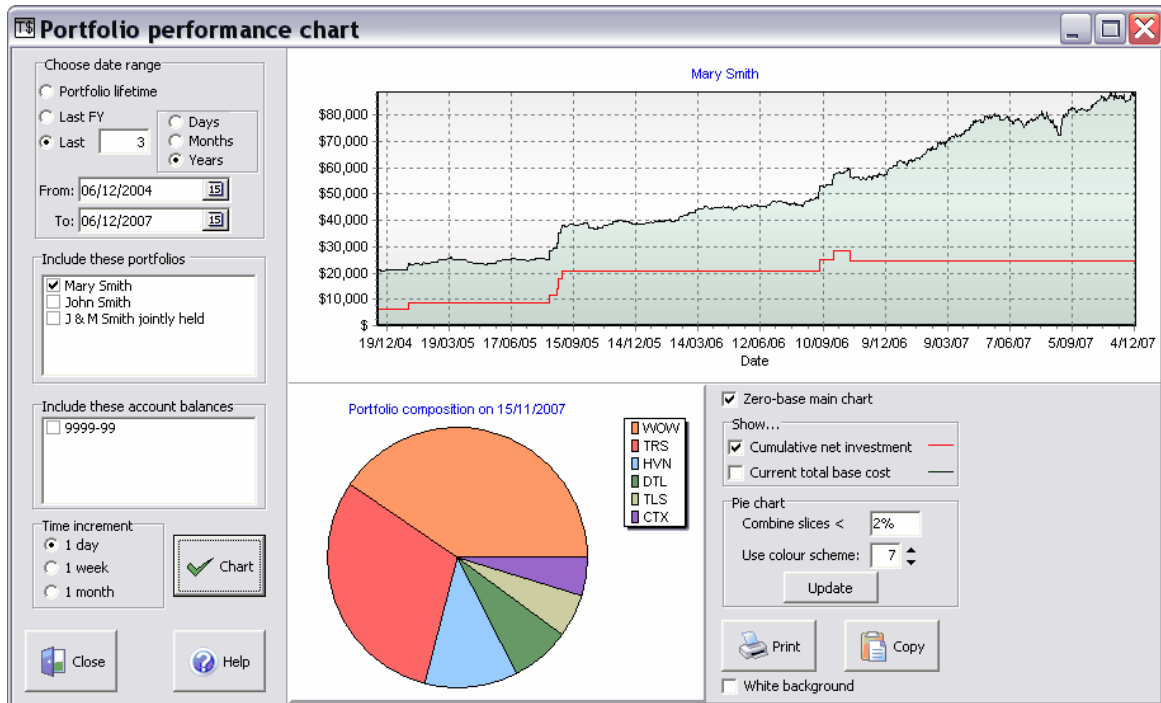
- *Edit|Preferences|Alert Window*

5.5.2 Portfolio chart

Menu click

Charts | Portfolio chart

This chart displays the value of your portfolio over time.



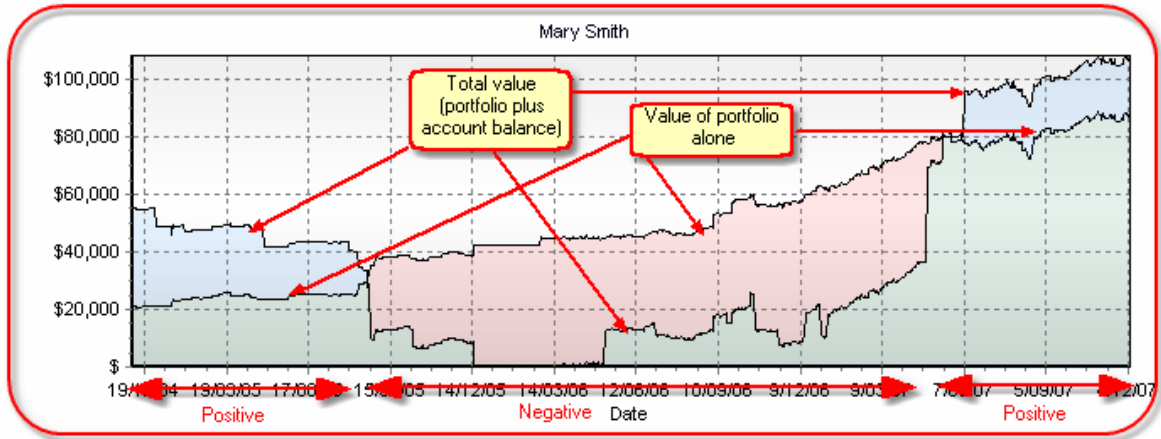
- Choose a date range to be charted
- Nominate at least one Owner in "Include these portfolios"
- If desired, nominate one or more Accounts - the account balance will then be included on the chart (see example below)
- Choose a time increment. If the chart spans many years, choosing "1 week" or "1 month" will improve performance
- Click "Chart" when ready.

Once the main chart is displayed, you can:

- Click anywhere in the green area of the chart to display a pie-chart of the portfolio composition on that date
- Use the controls in the "Pie chart" box to modify the appearance of the pie chart
- Select or clear "Zero-base chart" to vary the Y-axis scale
- Show or hide the "Cumulative Net Investment" and "Current total base cost" (see below for more information)
- Print the main chart with the "Print" button. To save ink, check the "White background" option before printing
- Copy the main chart to the clipboard with the "Copy" button

Including account balances

If one or more account balances are selected, these are shown as blue or red areas, above the green that represents the portfolio balance:



If the account balance is positive, it's shown as a blue area. The total value of the portfolio plus the account balance is represented by the upper border of the blue.

If the account balance is negative, it's shown as a red area. The value of the portfolio by itself is represented by the upper border of the red, while the net value (portfolio less negative account balance) is represented by the boundary between the red and the green. **Note: negative net values are clipped at zero.**

"Show..." options

Cumulative net investment: the running net value of purchases less sales, starting from the first portfolio transaction. Each time a parcel of shares is purchased, this value is increased; and each time a parcel is sold, this value is decreased.

"Current total base cost": the total base cost of all share parcels held at the time.

5.6 The Reports menu

5.6.1 Holdings report

Menu click

Reports / Holdings report

This report displays portfolio holdings at the specified date.

See [Using Reports](#) for general information about creating and viewing reports.

First set the date you want holdings displayed for, and select the portfolio owners to be included in the report.

If you tick '**Combine separate portfolios**', the holdings of all selected owners will be aggregated in a single table (page); if you leave this option unselected, each selected owner will have a separate table in the report.

If you tick '**Show separate parcels**', each parcel of stock will be shown separately; otherwise all parcels will be combined.

The box marked '**Div % calculation**' contains options for the Dividend column of the report. If you select '% price at Div Pay date', the Dividend Percent is related to the share price immediately before the dividend(s) were paid. On the other hand if you select '% price at Report date', the Dividend Percent is related to the share price at the selected Report Date. The final option in this box is 'Assume 2 divs per year'. If this is ticked, the Dividend Percent is calculated assuming there are always 2 dividends paid in a year - so if only one dividend is recorded in the previous 12 months, the Dividend Percent shown would be based on two payments of the same amount; while if three dividends are recorded the Dividend Percent shown would be calculated by $2x(\text{Div}1 + \text{Div}2 + \text{Div}3)/3$. On the other hand, if this option is unchecked, the Dividend Percent is simply based on all recorded dividends during the previous 12 months.

When you're ready, click *Generate Report*. By default, the report is displayed in the Preview form. Some examples using the different options are shown below:

1. '**Combine separate portfolios**' selected, '**Show separate parcels**' unselected:

Portfolio holdings at 5 Dec 07

Combined holdings report

Company	Parcels	Shares	Cost	Value	Gain	Portf %	Costper	Latest	Gain %	Div %	Spec
Australia & New Zealand B	2	615	\$14,633.40	\$17,121.60	\$2,488.20	10.7%	\$23.794	\$27.84	17.0%	4.7%	
Bhp Billiton Limited	2	550	\$12,796.00	\$23,705.00	\$10,909.00	14.9%	\$23.265	\$43.10	85.3%	0.0%	
Caltex Australia Limited	1	185	\$4,062.95	\$4,107.00	\$44.05	2.6%	\$21.962	\$22.20	1.1%	0.0%	
Data#3 Limited	1	800	\$3,381.95	\$5,936.00	\$2,554.05	3.7%	\$4.227	\$7.42	75.5%	4.9%	
Fkp Limited	1	1,800	\$6,036.95	\$13,086.00	\$7,049.05	8.2%	\$3.354	\$7.27	116.8%	0.0%	
Harvey Norman Holdings Li	2	2,700	\$7,201.31	\$18,468.00	\$11,266.69	11.6%	\$2.667	\$6.84	156.5%	1.2%	
Telstra Ltd	1	1,000	\$3,332.93	\$4,640.00	\$1,307.08	2.9%	\$3.333	\$4.64	39.2%	0.0%	
The Reject Shop Limited	3	2,420	\$8,414.10	\$31,097.00	\$22,682.90	19.5%	\$3.477	\$12.85	269.6%	2.4%	
Woolworths Ltd	6	1,095	\$2,716.99	\$36,956.25	\$34,239.26	23.2%	\$2.481	\$33.75	1260.2%	2.2%	
Woodside Petroleum Limite	1	50	\$1,784.98	\$2,385.00	\$600.02	1.5%	\$35.70	\$47.70	33.6%	2.6%	
Xtek Limited.	1	2,000	\$667.33	\$2,000.00	\$1,332.67	1.3%	\$0.334	\$1.00	199.7%	0.0%	
			\$65,028.88	\$159,501.85	\$94,472.97	100.0%					1.8%

2. 'Show separate parcels' selected:

Portfolio holdings at 5 Dec 07

Mary Smith

Company	Buydate	Connote	Shares	ParcelCost	ParcelValue	ParcelGain	AvgCost	Latest	Gain %	Gain%pa	Ass. CG	CG Cat
Caltex Australia Limited	5/09/2006	7387926	185	\$4,062.95	\$4,107.00	\$44.05	\$21.96	\$22.20	1.1%	0.9%	\$22.03	50% disc
Data#3 Limited	25/09/2006	B1643768	800	\$3,381.95	\$5,936.00	\$2,554.05	\$4.23	\$7.42	75.5%	63.2%	\$1,277.03	50% disc
Harvey Norman Holdings	24/08/2005	6462010	1,500	\$3,999.95	\$10,260.00	\$6,260.05	\$2.67	\$6.84	156.5%	68.6%	\$3,130.03	50% disc
Telstra Ltd	13/10/1997	CN0017F2EA	1,000	\$3,332.93	\$4,640.00	\$1,307.08	\$3.33	\$4.64	39.2%	3.9%	\$653.54	50% disc
The Reject Shop Limited	11/08/2005	CNB2E3E310	1,100	\$3,236.95	\$14,135.00	\$10,898.05	\$2.94	\$12.85	336.7%	145.3%	\$5,449.03	50% disc
The Reject Shop Limited	29/08/2005	6473053	870	\$3,035.15	\$11,179.50	\$8,144.35	\$3.49	\$12.85	268.3%	118.3%	\$4,072.18	50% disc
Woolworths Ltd	20/07/1993	CNB2E39CC0	1,000	\$2,450.00	\$33,750.00	\$31,300.00	\$2.45	\$33.75	1277.6%	88.8%	\$15,650.00	50% disc
Woolworths Ltd	30/11/1993	CNB2E3A390	16	\$47.22	\$540.00	\$492.78	\$2.95	\$33.75	1043.5%	74.4%	\$246.39	50% disc
Woolworths Ltd	29/04/1994	CNB2E3A390	17	\$49.06	\$573.75	\$524.69	\$2.89	\$33.75	1069.6%	76.6%	\$262.35	50% disc
Woolworths Ltd	30/11/1994	CNB2E3A390	19	\$49.49	\$641.25	\$591.76	\$2.60	\$33.75	1195.6%	91.8%	\$295.88	50% disc
Woolworths Ltd	28/04/1995	CNB2E3A390	19	\$51.72	\$641.25	\$589.53	\$2.72	\$33.75	1139.9%	90.4%	\$294.77	50% disc
Woolworths Ltd	17/11/1995	CNB2E3A390	24	\$69.50	\$810.00	\$740.50	\$2.90	\$33.75	1065.5%	88.4%	\$370.25	50% disc
				\$23,766.86	\$87,213.75	\$63,446.89			267.0%	88.8%	\$31,723.44	

In this case the approximate capital gains liability is displayed for each parcel currently worth more than its purchase cost, together with the most favourable Capital Gains Tax category that the parcel would be assessed under.

5.6.2 Buy/Sell transaction report

Menu click

Reports / Buy/Sell transactions

This report displays portfolio Buy and Sell transactions for a given period. Only those transactions that result in a change of holdings are displayed. For a more comprehensive report that details all events for a single stock, see the *Full transactions (single stock)* report.

See [Using Reports](#) for general information about creating and viewing reports.

- Specify a time interval for the report, in "Choose date range"
- Select one or more Owners to be reported on
- If you'd like, use "Restrict report to this stock" to report transactions for a single stock

When you're ready, click *Generate Report*.

Buy/Sell Transaction Report

This report provides details of purchases and sales. "Purchases" includes DRP allocations and bonus issues.

Set the start and finish dates, and the owner(s) to include in the report. If required, you can restrict the transactions to a particular stock.

When you're ready, click "Generate Report".

Note: For a full transaction history that includes dividends, other income, splits, consolidations, capital returns etc - use the 'Full transactions (single stock)' report.

Choose date range

Portfolio lifetime

Last FY

Last 15

Days
Months
Years

From: 07/09/2006 To: 07/12/2007

Transactions for these owners

Mary Smith

John Smith

J & M Smith jointly held

Combine into one report

Restrict report to this stock

Generate report Close Help

Printing

Portrait

Landscape

Setup printer

Print

All pages

This page

One per page

Copy

All pages

This page

Delete current page

Copy these column settings to all pages

John Smith

Trans	ASX	Company	Date	Con note	Owner	Shares	Price	Brok	SD	
Buy	WPL	Woodside Pt	15/11/2006	7573508	John Smith	250	\$37.76	\$27.23	\$0.00	\$
Buy	WPL	Woodside Pt	17/11/2006	7580250	John Smith	150	\$35.50	\$27.23	\$0.00	\$
Sell	XTE	Xtek Limited	1/01/2007	CN0011EDA	John Smith	10,000	\$0.40	\$4.55	\$0.00	\$
Buy	BHP	Bhp Billiton L	8/01/2007	CN0024382f	John Smith	450	\$23.90	\$27.27	\$0.00	\$
Sell	HVN	Harvey Norr	15/01/2007	CN0018D02	John Smith	2,000	\$4.10	\$27.27	\$0.00	\$
Sell	TRS	The Reject S	15/05/2007	CN0019539x	John Smith	1,500	\$13.30	\$9.09	\$0.00	\$
Sell	TRS	The Reject S	15/05/2007	CN0019539x	John Smith	900	\$13.30	\$9.09	\$0.00	\$
Sell	TRS	The Reject S	15/05/2007	CN0019539x	John Smith	100	\$13.30	\$9.09	\$0.00	\$
Sell	BHP	Bhp Billiton L	7/06/2007	CN00199CD	John Smith	300	\$33.00	\$27.27	\$0.00	\$
Sell	WPL	Woodside Pt	20/06/2007	CN0021678x	John Smith	250	\$46.00	\$13.63	\$0.00	\$
Sell	WPL	Woodside Pt	20/06/2007	CN0021678x	John Smith	100	\$46.00	\$13.64	\$0.00	\$
								\$195.36	\$0.00	\$19

5.6.3 Full transaction report (single stock)

[Menu click](#)

Reports | Full transactions (single stock)

This report displays portfolio transactions for a given period, for an owner and stock that you select. All transactions are displayed, with summary information about the overall holding of the stock. For a more concise report covering a number of stocks in less detail, see the *Brief transactions (multi stock)* report.

See [Using Reports](#) for general information about creating and viewing reports.

On the report form, define the report by completing information in the *Define report parameters* box:

- First set the beginning and end date of the period you want transactions displayed for. Click *Last FY* if you're interested in the previous Financial Year; or *Portfolio lifetime* if you want to cover the entire portfolio history.
- Then select the Owner and the Company from the drop-down boxes. If you check the box marked *only show currently-owned stocks*, the drop-down box will only hold stocks that are owned on the date you're running the report. Otherwise you'll be able to choose from all stocks ever held.

When you're ready, click the *Go* button in the *Generate report data* box. Topshare will produce a table containing all the data that you've requested:

Full transactions report

WPL from 19/07/1993 to 5/12/2007 ("John Smith" portfolio)

Date	Event	Purch	Sale	Brok	GST	Franked	Imp.cred.	Parcels	Shares	CostBase
15/11/2006	Buy 250 WPL @ \$37.76 ea CN=7573508	\$9,469.95		\$27.23	\$2.72			1	250	\$9,469.95
17/11/2006	Buy 150 WPL @ \$35.50 ea CN=7580250	\$5,354.95		\$27.23	\$2.72			2	400	\$14,824.90
28/03/2007	WPL Dividend @ \$0.7700 ea					\$308.00	\$132.00			
20/06/2007	Sell 250 WPL @ \$46.00 ea; BuyCN= 7573508, SellCN= CN002167886		\$11,485.01	\$13.63	\$1.36			1	150	\$5,354.95
20/06/2007	Sell 100 WPL @ \$46.00 ea; BuyCN= 7580250, SellCN= CN002167886		\$4,584.99	\$13.64	\$1.37			1	50	\$1,784.98
26/09/2007	WPL Dividend @ \$0.4900 ea					\$24.50	\$10.50			
		\$14,824.90	\$16,070.00	\$81.73	\$8.17	\$332.50	\$142.50			

The information includes all dividends, other income, purchases and sales. The last three columns show the number of parcels, total number of shares held, and the overall cost base of the total holding.

Conversions and ASX code changes

When the ASX code has changed and/or options or instalments have been paid, the results will show parcels, shares and cost base of each entity:

Full transactions report

TLSCA / TLS from 19/07/1993 to 5/12/2000 ("Mary Smith" portfolio)

Date	Event	Purch	Brok	SD	Franked	Imp.cred.	Unfranked	TLSCA: np	TLSCA: nsh	TLSCA: cb	TLS: np	TLS: nsh	TLS: cb
13/10/1997	Buy 1,000 TLSCA @ \$1.95 ea CN=CN0017F	\$1,982.93	\$30.00	\$2.93				1	1,000	\$1,982.93	0	0	\$0.00
3/04/1998	TLSCA Dividend @ \$0.0700 ea				\$70.00	\$39.38							
16/10/1998	TLSCA Dividend @ \$0.0700 ea				\$70.00	\$39.38							
30/10/1998	Convert TLSCA to TLS, cost=\$1.35 per shar							0	0	\$0.00	1	1,000	\$3,332.93
14/05/1999	TLS Dividend @ \$0.0700 ea				\$70.00	\$39.38							
29/10/1999	TLS Dividend @ \$0.2600 ea				\$100.00	\$56.25	\$160.00						
28/04/2000	TLS Dividend @ \$0.0800 ea				\$39.34	\$22.13	\$40.66						
27/10/2000	TLS Dividend @ \$0.1000 ea				\$100.00	\$51.52							
		\$1,982.93	\$30.00	\$2.93	\$449.33	\$248.01	\$200.67						

5.6.4 Taxation report

Menu click

Reports / Taxation

This report displays information to help you submit a taxation return.

See [Using Reports](#) for general information about creating and viewing reports.

- Set up a time period for the report
- Select an Owner to be reported on
- Choose a sub-report, specify any options required, and click "Generate report". Each sub-report option is described below.

Normal report

The *Normal* report provides all the information you'll normally need to fill in your tax return. It produces at least two different report pages - a *Dividends Received* summary, and a *Share Sales* summary. If "Capital returns" is requested as an option, a third page listing these will also be produced.

Here is an example of the printed Normal Report dividend summary:

Dividends received

ASX	Company	# Divs	Unfranked	Franked	Imp.Credit
ANZ	Australia & New Zealand Banking Grou	2	\$0.00	\$768.75	\$329.46
HVN	Harvey Norman Holdings Limited	1	\$0.00	\$128.00	\$54.86
TRS	The Reject Shop Limited	2	\$0.00	\$1,017.75	\$436.18
WPL	Woodside Petroleum Limited	1	\$0.00	\$308.00	\$132.00
		6	\$0.00	\$2,222.50	\$952.50

Here is an example of the printed Normal Report Share Sales summary:

Share sales - summary table

ASX	Purch CN	Purchased	Costbase	Sold	Sell CN	#shares	Netreceived	Profit	Ass. CG	CG Rule	Comments
XTE	CN0011DE6E	1/01/2005	\$3,336.67	1/01/2007	CN0011EDA63	10,000	\$3,995.00	\$658.33	\$329.17	50% disc	
HVN	CNR2E3E310	16/08/2005	\$5,335.59	15/01/2007	CN0018D0227	2,000	\$8,170.00	\$2,834.41	\$1,417.20	50% disc	
TRS	6583474	11/10/2005	\$5,874.95	15/05/2007	CN0019539CB	1,500	\$19,940.00	\$14,065.05	\$7,032.53	50% disc	
TRS	6901139	27/02/2006	\$4,304.95	15/05/2007	CN0019539CB	900	\$11,960.00	\$7,655.05	\$3,827.53	50% disc	Sold with parcel 65
TRS	6906748	1/03/2006	\$476.00	15/05/2007	CN0019539CB	100	\$1,320.00	\$844.00	\$422.00	50% disc	Sold with parcel 65
BHP	6465471	25/08/2005	\$6,039.95	7/06/2007	CN00199C0F9	300	\$9,870.00	\$3,830.05	\$1,915.03	50% disc	
WPL	7573508	15/11/2006	\$9,469.95	20/06/2007	CN002167886	250	\$11,485.01	\$2,015.06	\$2,015.06	held <12m	
WPL	7580250	17/11/2006	\$3,569.97	20/06/2007	CN002167886	100	\$4,584.99	\$1,015.02	\$1,015.02	held <12m	Sold with parcel 75
							\$71,325.00	\$32,916.97	\$17,973.53		

Total positive CG: \$32,916.97

Total negative CG: \$0.00

CG Details report

This report provides complete, step-by-step details of how Capital Gains information was calculated:

CG Details Report (2 of 2)

Event	TRS3	WPL1	WPL2	XTE1
Original purchase:				
1. ASX	TRS	WPL	WPL	XTE
2. Buy date	1/03/2006	15/11/2006	17/11/2006	1/01/2005
3. Purchase CN	6906748	7573508	7580250	CN0011DE6EB
4. # shares bought	550	250	150	5,000
5. Buy price ea	\$4.76	\$37.76	\$35.50	\$1.00
6. Brokerage	\$0.00	\$27.23	\$27.23	\$4.55
7. GST	\$0.00	\$2.72	\$2.72	\$0.45
8. SD	\$0.00	\$0.00	\$0.00	\$0.00
9. Total cost = Cost Base (4x5 + 6+7+8)	\$2,618.00	\$9,469.95	\$5,354.95	\$5,005.00
Pre sale (see "History" report if different):				
10. ASX	TRS	WPL	WPL	XTE
11. No of shares held	550	250	150	12,000
12. Cost base	\$2,618.00	\$9,469.95	\$5,354.95	\$4,004.00
Sale details:				
13. Sell date	15/05/2007	20/06/2007	20/06/2007	1/01/2007
14. Sale CN	CN0019539CB	CN002167886	CN002167886	CN0011EDA63
15. No of shares sold	100	250	100	10,000
16. Cost base of sold shares (15/11 x 12)	\$476.00	\$9,469.95	\$3,569.97	\$3,336.67
17. Sell price ea	\$13.30	\$46.00	\$46.00	\$0.40
18. Brokerage	\$9.09	\$13.63	\$13.64	\$4.55
19. GST	\$0.91	\$1.36	\$1.37	\$0.45
20. SD	\$0.00	\$0.00	\$0.00	\$0.00
21. Amt received (15x17 - 18-19-20)	\$1,320.00	\$11,485.01	\$4,584.99	\$3,995.00
22. Profit on sale (21-16)	\$844.00	\$2,015.06	\$1,015.02	\$658.33
Assessable capital gains:				
23. CG Rule	50% disc	held <12m	held <12m	50% disc
24. Assessable CG	\$422.00	\$2,015.06	\$1,015.02	\$329.17

Full History report

Note that, in the CG Details example above, 5,000 XTE were purchased on 1/1/05, but, as shown in "Pre-sale", there were 12,000 available to be sold on 1/1/07. As suggested in the "Pre sale", running a Full History report will explain how this has come about:

Transaction History: XTE1

Date	#Shares	Costbase	Event
1/01/2005	5,000	\$5,005.00	Original buy, 5000 XTE, @\$1.00 ea; Brok=\$4.55, GST=\$0.45, SD=\$0.00, PurchCN=CN0011DE6EB.
1/02/2005	4,000	\$4,004.00	Sell 1000, @\$0.80 ea; Brok=\$4.55, GST=\$0.45, SD=\$0.00, SellCN=CN0014EDB82.
1/01/2006	12,000	\$4,004.00	Split, 3 for 1.
1/01/2007	2,000	\$667.33	Sell 10000 XTE, @\$0.40 ea; Brok=\$4.55, GST=\$0.45, SD=\$0.00, SellCN=CN0011EDA63.

Special note: Bonus Shares

Bonus shares are treated as if they were ordinary shares acquired on the date of the bonus issue, at zero cost. Therefore their full sale value (less costs) is potentially assessable. Under certain circumstances bonus shares may receive more favourable capital gains assessment, but the proper calculation is complex and requires detailed information about the specific circumstances of the bonus issue. You should consult your taxation accountant to be certain of your liability for any bonus shares.

5.6.5 Cash flow report

Menu click

Reports / Cash flow

This report displays all transactions resulting in cash flows.

- Select one or more accounts. Choosing "none" will display transactions that weren't recorded against a specific account.
- Choose a time period for the report
- Specify a sort order, by selecting a category, then clicking the Up or Down arrow to change the category sort order. As shown, the report will be sorted first by date, then by broker, then by owner, etc.

When you're ready, click *Generate report*. An example report is shown below:

Cash flow report, 1/07/2006 - 30/06/2007

Account(s): 9999-99

Date	Event	ASX	Owner	Account	Broker	Debit	Credit
3/07/2006	Div: 615 ANZ @\$0.5600	ANZ		9999-99			\$344.40
5/09/2006	Buy: 185 CTX PurchCN=73879	CTX	Mary Smith	9999-99	My broker	\$4,062.95	
15/09/2006	Div: 4920 TRS @\$0.1750	TRS		9999-99			\$861.00
20/09/2006	Div: 300 WPL @\$0.4900	WPL		9999-99			\$147.00
25/09/2006	Buy: 800 DTL PurchCN=B1643	DTL	Mary Smith	9999-99	My broker	\$3,381.95	
29/09/2006	Div: 700 LEI @\$0.4100	LEI		9999-99			\$287.00
6/10/2006	Div: 1095 WOW @\$0.3100	WOW		9999-99			\$339.45
10/10/2006	Div: 1800 FAN @\$0.0551	FAN		9999-99			\$99.18
13/10/2006	Div: 50 CSL @\$0.4000	CSL		9999-99			\$20.00
16/10/2006	Div: 2200 FUN @\$0.0400	FUN		9999-99			\$88.00
19/10/2006	OI: F income (IIF)	IIF	J & M Smith	9999-99			\$16.92
19/10/2006	OI: Tax def. (IIF)	IIF	J & M Smith	9999-99			\$65.39
19/10/2006	OI: Unfranked (IIF)	IIF	J & M Smith	9999-99			\$62.69
20/10/2006	Sell: 1200 FUN SellCN=CN001	FUN	Mary Smith	9999-99	My broker		\$1,965.00
20/10/2006	Sell: 1000 FUN SellCN=CN001	FUN	Mary Smith	9999-99	My broker		\$1,635.00
15/11/2006	Buy: 250 WPL PurchCN=7573	WPL	John Smith	9999-99		\$9,469.95	
17/11/2006	Buy: 150 WPL PurchCN=7580	WPL	John Smith	9999-99		\$5,354.95	
11/12/2006	Div: 4700 HVN @\$0.0400	HVN		9999-99			\$188.00

5.6.6 Trading Summary report

[Menu click](#)

Reports / Trading Summary

This report shows trading results over a user-specified period.

In the Report Specification section, set up the time period, the Owner(s) to be included, and any other options required.

This report shows trading returns over a selected period.

First, set the date range of the report, the Owners to be included, and any other options required.

Then, click Generate Report.

The results are always displayed in 5 pages. The first ("Summary") is an overall summary, while the remaining four pages display details of each component.

Setup

Only this ASX...

Choose date range

Portfolio lifetime

Last FY Days

Last Months

Years

From:

To:

Valuation method

Cost Market value Least (Cost, Market)

Choose an owner

Peter Johnson

Johnson Super Fund

Alice Johnson

Include GST/SD in costs

Show separate parcels

Generate report

Notes:

- To report on a single company rather than all holdings, click the "Only this ASX..." tab and choose the company.
- The three options for Valuation Method determine how holdings are valued in the report. The third option used either Cost or Market value, whichever is the least.

When the report has been properly set up, click Generate Report. The results are always displayed in 5 pages. The first, "Summary", is an overall summary:

	Summary	Sales during the period	Opening Holdings	Purchases during the period	Closing Holdings
line					Amount
▶ 1.	Sales:				\$20,000.00
2.	Opening holdings				\$318,027.55
3.	Purchases				\$49,947.94
4.	Closing holdings				\$305,658.03
5.	Cost of sales [2+3-4]:				\$62,317.46
6.	Gross profit [1-5]:				-\$42,317.46

The remaining four pages (not illustrated here) comprise details for each of the first four rows of the Summary: Sales, Opening Holdings, Purchases, and Closing Holdings. The

5.6.7 Dividends report

[Menu click](#)

Reports / Dividends

This report provides details of dividend payments over time.

In the Report Specification section, select the appropriate reporting period, and number of intervals; then, choose the Owner(s) to be included. Complete any remaining options as appropriate. When you're ready, click *Generate Report*.

This report displays dividend amounts, by company, over various time intervals.

First, select the appropriate reporting interval, and the number of intervals requested. Then choose the Owners to be included, plus any of the other options.

When you're ready, click "Generate Report".

Setup report time frame

Reporting interval

Week Half yr

Month Cal yr

Quarter FY

Total of intervals

End date includes:

Actual date range:

Choose one or more owners

Peter Johnson

Johnson Super Fund

Alice Johnson

Report grossed-up amounts

An example of the results is displayed below:

Portfolio(s): Johnson Super Fund

Drag a column header here to group by that column

ASX	Company	# Paymen	Q3 08	Q4 08	Q1 09	Q2 09	Q3 09	Q4 09	Total	Div %
ANZ	Australia And New Zealand Banking Gr	3	\$1,474.71	\$1,760.14	\$0.00	\$0.00	\$1,094.14	\$0.00	\$4,328.99	11.5%
WBC	Westpac Banking Corporation	3	\$400.00	\$925.71	\$0.00	\$0.00	\$720.00	\$0.00	\$2,045.71	10.6%
MBLHI	Macquarie FR Notes	6	\$478.19	\$480.42	\$391.69	\$277.15	\$243.83	\$246.51	\$2,117.79	9.6%
QBE	Qbe Insurance Group Limited	3	\$920.23	\$0.00	\$980.57	\$0.00	\$538.51	\$0.00	\$2,439.31	9.1%
WDC	Westfield Group	3	\$505.87	\$0.00	\$530.30	\$0.00	\$446.50	\$0.00	\$1,482.67	9.0%
TRS	The Reject Shop Limited	3	\$0.00	\$1,126.43	\$0.00	\$1,897.14	\$0.00	\$1,692.14	\$4,715.71	8.8%
BHP	Bhp Billiton Limited	3	\$770.53	\$0.00	\$1,067.04	\$0.00	\$799.83	\$0.00	\$2,637.40	8.4%
NABH	NAB FR Debt/Pref	5	\$456.21	\$430.42	\$295.07	\$211.32	\$222.14	\$0.00	\$1,615.16	8.0%
FAN	Fantastic Furniture	2	\$0.00	\$221.43	\$0.00	\$142.86	\$0.00	\$0.00	\$364.29	6.4%
TLS	Telstra Corporation Limited.	1	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	6.2%
SOL	Washington H Soul Pattinson & Comp	2	\$0.00	\$360.00	\$0.00	\$260.00	\$0.00	\$0.00	\$620.00	4.9%
COH	Cochlear Limited	3	\$194.29	\$0.00	\$194.29	\$0.00	\$230.71	\$0.00	\$619.29	4.3%
CFV	Cross Network Limited	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$607.14	\$607.14	3.8%
			\$8,729.85	\$9,271.77	\$5,873.25	\$7,013.96	\$7,068.26	\$4,284.53	\$42,241.62	

Notes:

- "# Payments" reports the total number of individual payments over the total time interval reported
- "Total" is the sum amount over the total time interval reported.
- "Div %" is calculated as follows: All dividends paid during the most recent four quarters are included. For each payment, a percent value is calculated based on the amount received, and the market value of that holding on the payment date. The figure reported is the sum of the individual percent values over the four quarters. Note that, regardless of the choices made in "Setup report time frame", the *Div%* value is always calculated on the basis of the four quarters prior to and including the last payment received. Thus, different stocks may have *Div%* assessed over different time periods. For example, TRS in the above example would use the divs from Q1 09 to Q4 09, while FAN would use the divs from Q3 08 to Q2 09.

5.7 The View menu

5.7.1 Assessable CG details

Menu click

View / Assessable CG details

Use this form to see full details of CGT liability calculations, for any share parcel in the portfolio.

The date for the assessment defaults to the current day, but you can change it if necessary. Then nominate a share owner. Once an owner is selected, all holdings at the specified date are listed:

Assessable CG details

Set up calculation

Date for CG calculation: Set date of calculation and owner for share parcels Owner:

Include these selling:

Brokerage: SD: GST:

Select share parcel

Company	Purch date	# shares	# sold
Fosters Ltd	3/23/01	9	2,200
Powerlan Ltd	5/30/01	2895	
Singleton Group L	1/14/99	2200	
Simsmetal LTD	4/23/98	400	
Telstra LTD	10/13/97	1000	
United Group LTD	11/20/97	1000	
United Group LTD	9/4/98	424	

Select one of the holdings in the list (the first one is selected by default, but you can click on any in the list. Scroll down the list if necessary). The detailed capital gains calculations are displayed in the panel on the right:

Capital Gains details for Singleton Group LTD [SGN]
2200 shares, purchased 1/14/99

Un-indexed cost base =	\$2,002.77
Current sale value =	\$8,470.00



Selling Costs...
Brokerage = \$0.00, Stamp Duty = \$0.00, GST = \$0.00

Net Capital Gain =	\$6,467.23
--------------------	------------

Most favourable result is using 50% CG discount:
Assessable CG: \$3,233.61

Result using CPI Indexation...

CPI at purchase:	121.8
CPI at sale:	123.4
Indexed cost base:	\$2,029.08
Assessable CG:	\$6,440.92

 Copy to clipboard  Close

For a more accurate assessment you can nominate selling costs for brokerage, stamp duty and GST.

Click *Copy to clipboard* if you want to paste this assessment into another Windows application.

Note: Bonus Shares

Bonus shares are treated as if they were ordinary shares acquired on the date of the bonus issue, at zero cost. Therefore their full sale value (less costs) is potentially assessable. Under certain circumstances bonus shares may receive more favourable capital gains assessment, but the proper calculation is complex and requires detailed information about the specific circumstances of the bonus issue. You should consult your taxation accountant to be certain of your liability for any bonus shares.

5.7.2 Trading accounts

Menu click

View / Trading accounts

This form displays all transactions that have been allocated to a trading account, with a running account balance.

Summary

- Use *Insert* to insert a non-share-related transaction such as a deposit, withdrawal, interest or transfer between accounts - this enables you to reconcile Topshare with your bank statement
- Click *Copy* to copy the statement to the Windows clipboard

Instructions

Select an account, set a time period, then click 'Show' to show the transactions:

Date	Transaction	Credit	Debit	Balance
30/11/2000	Opening balance			\$0.00
08/12/2003	Buy: 500 TLS PurchCN=CN0004BF6E6		\$3,600.00	(\$3,600.00)
01/12/2004	Buy: 1000 CBA PurchCN=CN00097F202		\$35,049.50	(\$38,649.50)
01/07/2005	Buy: 9000 KCX PurchCN=CN000F2DDA5		\$18,913.20	(\$57,562.70)
02/11/2005	Div: 2295 CBA @\$0.6300 (0.45 to this acct)	\$657.20		(\$56,905.50)
22/11/2005	Div: 1300 TLSB @\$0.0500	\$65.00		(\$56,840.50)
01/12/2005	Sell: 23 CBA SellCN=CN00232FC63	\$884.80		(\$55,955.70)
08/12/2005	Buy: 5000 KCX PurchCN=CN000E26391		\$11,031.90	(\$66,987.60)
15/12/2005	Closing balance			(\$66,987.60)

To insert a non-share-related transaction (such as a deposit, withdrawal, interest or transfer between accounts): click 'Insert'. This displays the *New Transaction* form:

When you've filled in the transaction details, click Save and the new results will be displayed:

Date	Transaction	Credit	Debit	Balance
30/11/2000	Opening balance			\$0.00
01/12/2000	Deposit; Initial deposit	\$100,000.00		\$100,000.00
08/12/2003	Buy: 500 TLS PurchCN=CN0004BF6E6		\$3,600.00	\$96,400.00
01/12/2004	Buy: 1000 CBA PurchCN=CN00097F202		\$35,049.50	\$61,350.50
01/07/2005	Buy: 9000 KCX PurchCN=CN000F2DDA5		\$18,913.20	\$42,437.30
02/11/2005	Div: 2295 CBA @\$0.6300 (0.45 to this acct)	\$657.20		\$43,094.50
22/11/2005	Div: 1300 TLSB @\$0.0500	\$65.00		\$43,159.50
01/12/2005	Sell: 23 CBA SellCN=CN00232FC63	\$884.80		\$44,044.30
08/12/2005	Buy: 5000 KCX PurchCN=CN000E26391		\$11,031.90	\$33,012.40
15/12/2005	Closing balance			\$33,012.40

5.7.3 Transactions

Menu click

View / Transactions

Summary

- Displays transaction history and holdings at each transaction
- Particularly useful when multiple ASX codes have undergone complex conversions
- Click on a '+' to expand and view details
- Click on a '-' to hide details
- Click on a transaction to edit it
- Drag an ASX code to reposition it (and dependent transactions) on the screen

First select an owner and stock, then click *Go* to display the transactions:

The screenshot shows a window titled "View/edit transactions" with a blue title bar. The window contains the following elements:

- Owner:** A dropdown menu set to "John Smith".
- Company:** A dropdown menu set to "Commonwealth Bank".
- Only show currently-held stocks:** A checked checkbox.
- Show transactions:** A button with a green checkmark and the text "Go".
- Transaction List:** A list of transactions for "CBA" (Commonwealth Bank of Australia). Each entry has a '+' icon to its left, indicating it can be expanded. The transactions are:
 - 01/12/2004: Buy 1000
 - 12/04/2005: Buy 23
 - 22/09/2005: Buy 23
 - 22/11/2005: Buy 11
 - 01/12/2005: S,S
 - 16/12/2005: Closing...
- Display Panel:** A panel at the bottom left containing:
 - Zoom:** A dropdown menu set to "100%".
 - Font size:** A dropdown menu set to "10".
 - Show:** A button with a green checkmark.
- Buttons:** Three buttons at the bottom right: "Print" (with a printer icon), "Help" (with a question mark icon), and "Close" (with a window icon).

This example displays the transactions that John Smith has had for Commonwealth Bank. You can click on the '+' of any entry to expand it one level, displaying the holdings after the transaction:



This shows, for example, that after the Buy of 11 shares on 22/11/05 there were 1,057 shares held in 4 parcels. It also shows which parcels were sold on 1/12/05.

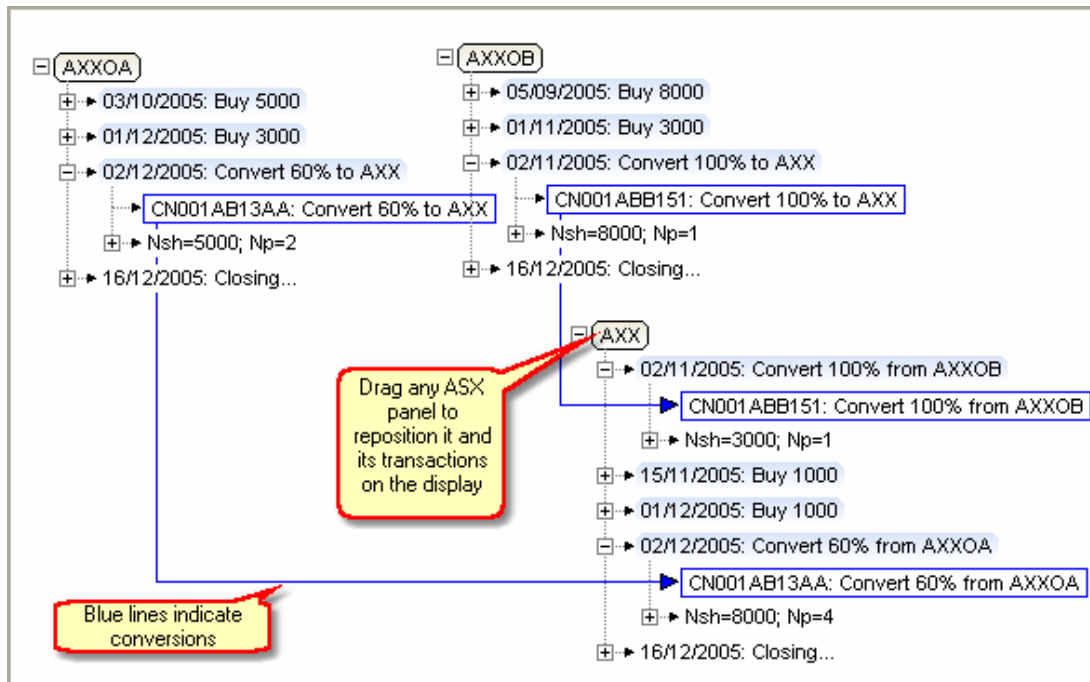
Each of the holding summaries can be further expanded by clicking their '+' symbols:



This shows the date of purchase, purchase Contract Note number, and no of shares in each of the 4 parcels held on 22/11/05.

Displaying conversions

To display conversions between related ASX codes, simply choose one of the stocks within the conversion "family". For example, consider a fictitious stock AXX, with options AXXOA and AXXOB. Running *View/Transactions* displays the following:



This illustrates that both AXXOA and AXXOB were purchased at varying times, and that some of each have been converted to AXX: AXXOA on 2/12/05, and AXXOB on 2/11/05.

Note: you will probably need to reposition one or more of the stock "trees" to produce a clear display. This is easily done by dragging the relevant ASX code panel as shown above.

5.7.4 Portfolio returns

[Menu click](#)

View / Portfolio returns

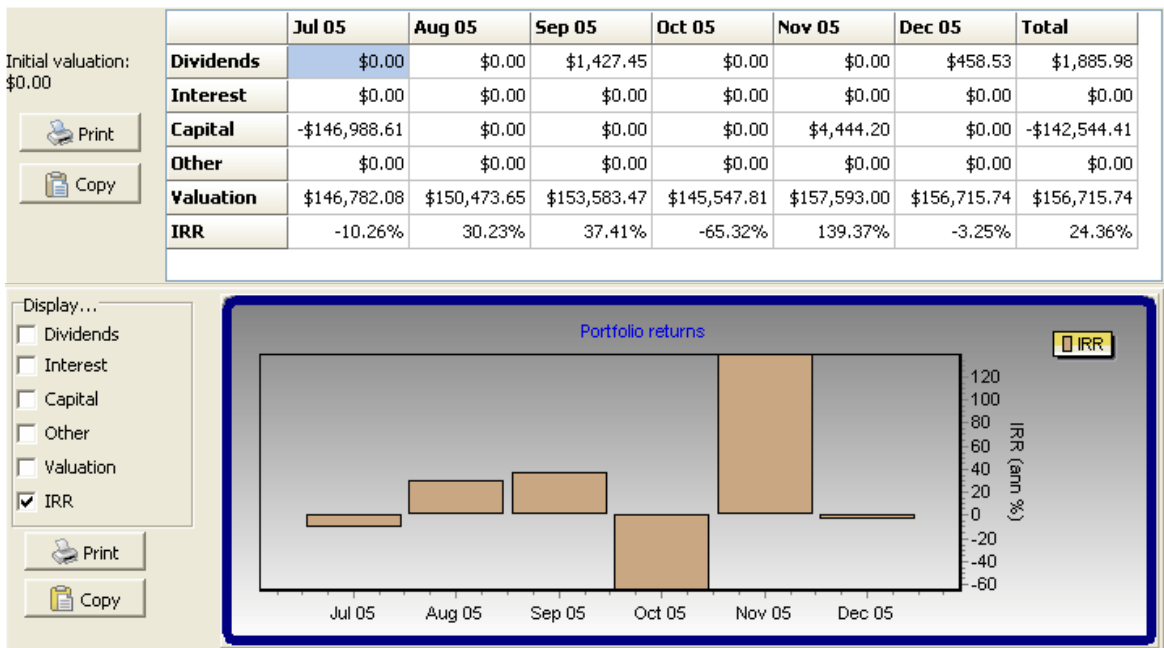
Use this form to analyse the profitability of your portfolio.

The form is divided horizontally into three parts.

The top part of the form contains options for setting up the Returns analysis. Choose a time period, a time unit, one or more owners, and specify which components are to be included in the analysis.

- If more than one owner is selected, the portfolios will be combined for analysis
- Dividends "grossed up" adds the imputation credit as if it was income

Click 'Generate' when you're ready. The results are displayed in the two bottom panels: in table form in the centre panel, and as a chart in the bottom panel:



In the table, 'Dividends' and 'Interest' show amounts that were received in each time interval; 'Capital' is the net amount resulting from all purchases (negative amounts) and sales (positive amounts); and 'Other' is the requested categories from 'Other Income/expenses'.

IRR is the Internal Rate of Return.

By default, only IRR is shown in the chart; however the other parameters shown will be included when selected.

On either panel, click Print to print the data, or Copy to copy it to the Windows clipboard.

Note: the Valuation data, and the IRR calculations, depend on accurate information in Topshare's prices table. There is no point in requesting a weekly time interval if, for example, you only update prices every 6 months.

5.7.5 Stock summary

Menu click

View / Stock Summary

OR: Right-click menu from Portfolio Details

This provides a concise summary of your transactions and current position in a stock:

TS Stock holding summary

Owner: Johnson Super Fur

Company: Australia And New

Holding Summary: 21/12/2009

Australia And New Zealand Banking Group
Portfolio: Johnson Super Fund

Transactions
 (Note: costs not for taxation purposes)

Date	Transaction	Debit	Credit	Net
24/08/2005	Buy 300 @ \$21.82 ea	\$6,570.95		-\$6,570.95
27/02/2006	Buy 315 @ \$25.50 ea	\$8,062.45		-\$14,633.40
5/12/2006	Buy 350 @ \$27.62 ea	\$9,696.95		-\$24,330.35
27/06/2007	Buy 300 @ \$29.15 ea	\$8,774.95		-\$33,105.30
16/01/2008	Buy 400 @ \$25.75 ea	\$10,329.95		-\$43,435.25
1/12/2009	Sell 300 @ \$30.00 ea		\$9,000.00	-\$34,435.25
1/12/2009	Sell 315 @ \$30.00 ea		\$9,450.00	-\$24,985.25
1/12/2009	Sell 85 @ \$30.00 ea		\$2,550.00	-\$22,435.25

Current holding: 965.00 shares, \$21,210.70 value
 Effective cost: \$22,435.25, \$23.25 ea

Income

Date	Cash div	Imp. cred
16/12/2005	\$177.00	\$75.86
3/07/2006	\$344.40	\$147.60
15/12/2006	\$424.35	\$181.86
2/07/2007	\$598.30	\$256.41
21/12/2007	\$936.10	\$401.19
1/07/2008	\$1,032.30	\$442.41
18/12/2008	\$1,232.10	\$528.04
1/07/2009	\$765.90	\$328.24

Income summary

Year	# payments	Amount	% (value)	% (cost)
05/06	1	\$177.00	2.5%	2.7%
06/07	2	\$768.75	3.7%	4.1%
07/08	2	\$1,534.40	4.3%	4.6%
08/09	2	\$2,264.40	8.7%	5.2%
09/10	1	\$765.90	2.8%	1.8%

First, select the Owner and Stock; then, click Go.

Note:

- This report can also be generated from the right-click menu of the Portfolio Details tab on the [Main Topshare Form](#).
- The data shown are a summary, do not necessarily take into account all transactions, and are not accurate for taxation purposes. Please run a Taxation report for accurate information.
- Click Print to print the report

5.8 The Tools menu

5.8.1 Change/Set Password

Menu click

Tools | Change/Set Password

This form is used to activate password checking for the first time, or to change the password subsequently.

The TopShare password

You can protect your portfolio information from viewing or alteration by a casual user by setting an access password. However, be warned: this is not strong security. We have deliberately provided the information you need to clear the password, in case you forget it; and also, this system does not encrypt the database. Therefore it would not be too difficult for a determined unauthorised user to get access to your data.

When you first install TopShare, no password is present. You will not be asked to enter a password when the program is started. If you do not want password protection, there is no need to do anything special - the program will continue to act this way.

To enable password protection, open the Set/Change Password form using the Tools menu. The first time you do this, leave the 'Old Password' box empty and type your desired new password into each of the 'New Password' boxes. Then click OK. From now on, you will need to enter this password each time you start TopShare.

To change the password, open the Set/Change Password form using the Tools menu. Type the existing password into the 'Old Password' box, type the new password into each of the 'New Password' boxes, then click OK.

To clear the password, follow these instructions carefully:

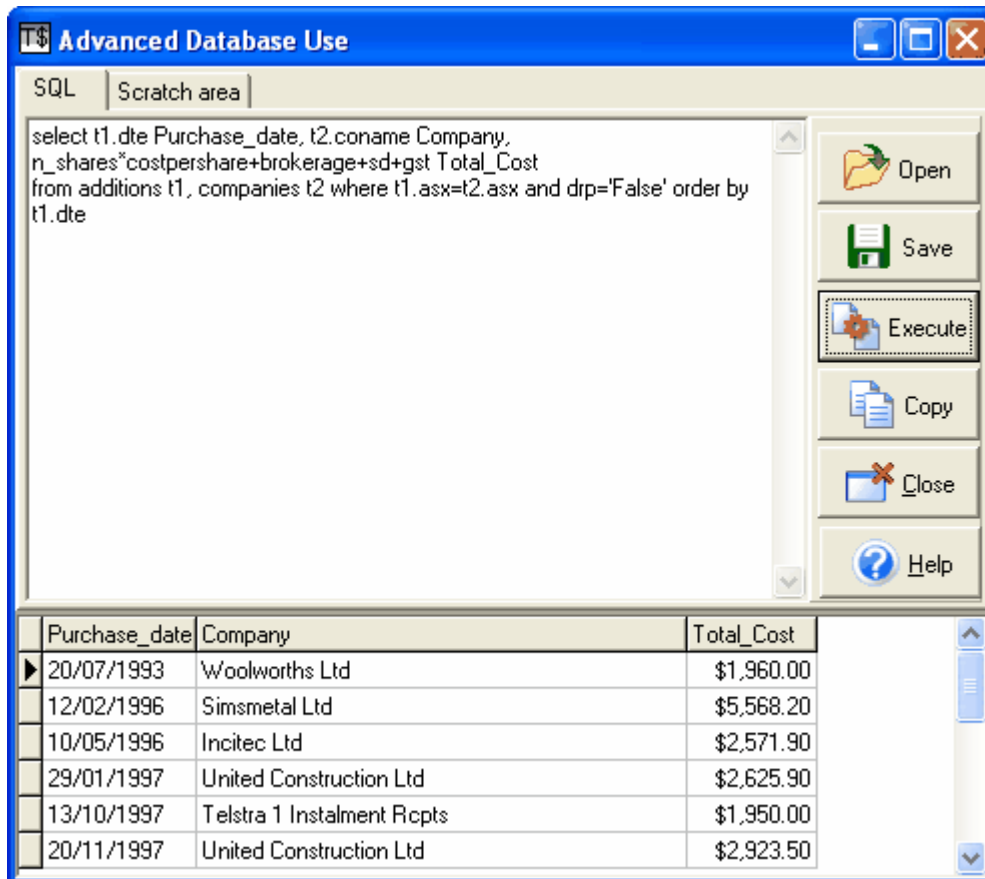
- Exit TopShare if it is currently running
- Locate the file *Topshare.ini* on your hard disk. It may be located in the same directory as your TopShare executable - by default, "C:\Program Files\TopShare Portfolio Manager". Alternatively, it may be in a folder like "C:\Documents and Settings\All Users\Application data\Topshare Portfolio Manager\Settings".
- Open this file using Notepad.
- Locate the line containing the word "[assorted]". Just below it will be a line beginning "password=".
- Delete the line beginning "password="
- Save the modified *Topshare.ini* file

5.8.2 Advanced database use

Menu click

Tools / Advanced database use

This form allows direct access to the Topshare database, using the SQL language. You type any legal SQL statement into the top panel.



Click 'Execute' to run the SQL command.

Click 'Copy' to copy grid data to the clipboard - you can use this to transfer results to a spreadsheet.

'Open' and 'Save' are used to read/save SQL commands from disk.

The tab labelled 'Scratch area' can be used to copy/paste command fragments, when developing a complex command.

Two types of SQL statement can be used:

Queries

Queries are used to display data from the database. For example

```
select * from companies
```


or

```
select t1.dte Purchase_date, t2.coname Company, n_shares*costpershare+brokerage+sd+gst  
Total_Cost  
from additions t1, companies t2 where t1.asx=t2.asx and drp='False' order by t1.dte
```

When the query is entered, click the *Execute* button. The results will be displayed in the bottom panel.

Database manipulation

These statements can alter the database. **Warning: it is very easy to do major damage using these commands. Do not use them at all unless you are sure you know what you are doing.**

For example:

```
delete from prices where asx='BHP' and price<2.0
```

or

```
update disposals set comments='Why would I do this?' where asx='WOW' and owner='JS'
```

For more information, consult any standard SQL reference.

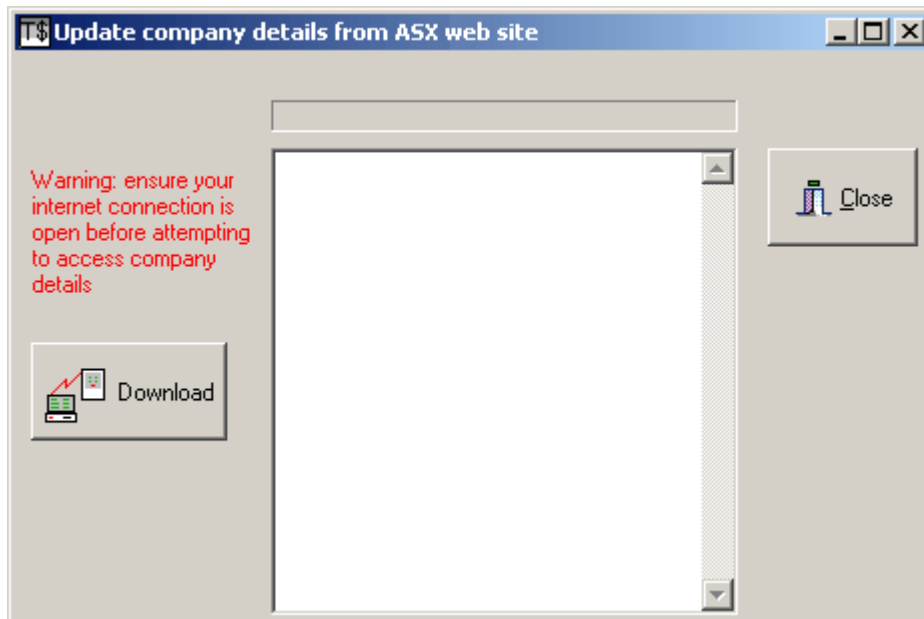
5.8.3 Update Companies from ASX

Menu click

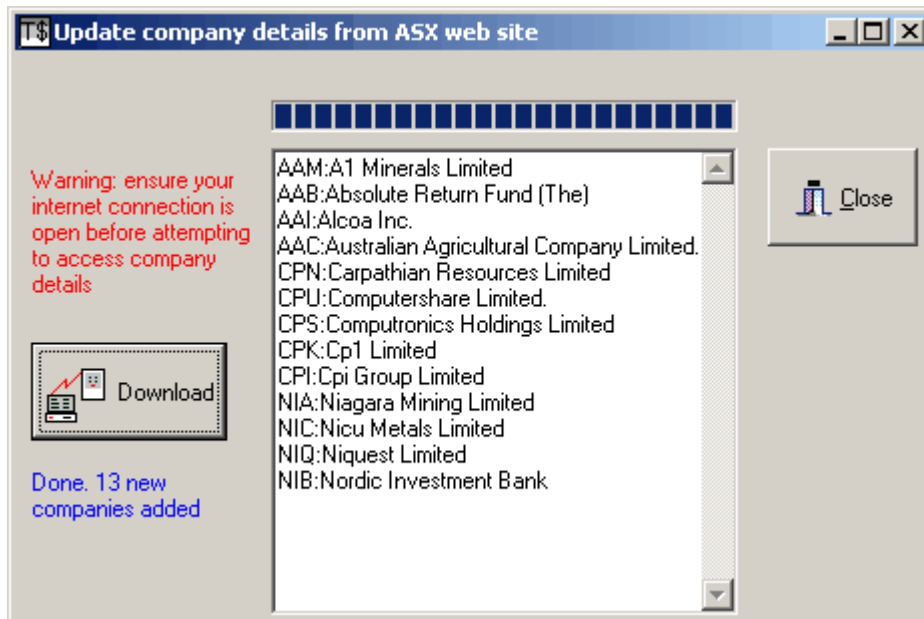
Tools | Update Companies from ASX...

When you first install TopShare, it includes (in the *companies* table) a list of all regular companies on the ASX. However over time, new company names and codes are added through floats and name changes. This option is used to update your *companies* table by downloading all current company definitions from the ASX website.

Note: if you have trouble with this option, check that your firewall is not stopping Topshare from accessing the internet (see [Internet Firewalls](#)).



Click the Download button. First, the full list of companies will be retrieved (this should only take a few seconds). Then, the existing companies database is searched for each in turn, and any new ones are inserted. At the end of the process the form will look something like this:

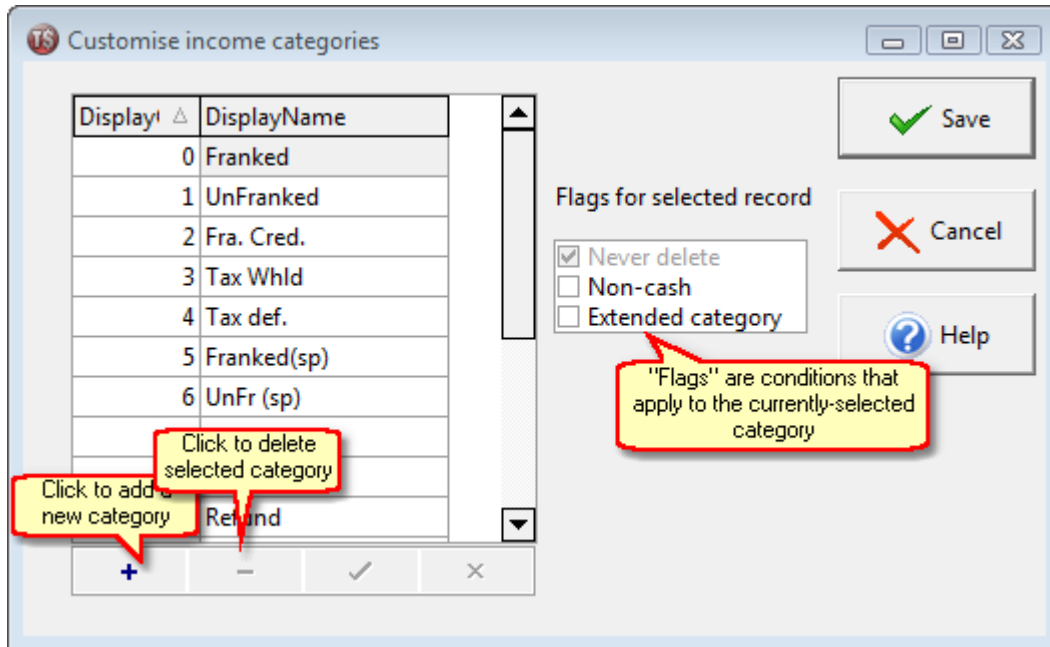


5.8.4 Customise Income Categories

Menu click

Tools | Customise Other Income/Expenses...

Use this form to customise the list of *Other Income/Expenses* categories used by Topshare.



To reorder a category, simply change its "DisplayOrder" value. Note that although these are initially whole numbers, decimal fractions can also be entered. So if you want to change a category so that it appears between one with DisplayOrder=1, and the next with DisplayOrder=2, you can make the new category's DisplayOrder=1.5.

To delete a category, click in it and then click the Delete button (but, some categories can't be deleted - see Flags, below).

To add a new category, click the "+" button and enter both the DisplayOrder and the description.

To change a category's description, simply make the change in-place.

Flags

Flags are conditions that can apply to income categories. The possible flags are: *Never Delete*, *Non-cash*, and *Extended Category*.

Click on an income category, and you'll see the current combination of Flags that apply. For example: if you select "Imp. Credit" you'll see that *Never Delete* is ticked, and so is *Non-cash*. Select "Unfranked", and you'll see that *Non-cash* is now unticked.

These flags have the following meanings:

Never delete: income categories with this box checked are essential to the normal running of Topshare, and are protected against deletion. You can't change delete the income category, and you can't change this status. This includes Franked, Unfranked, Imputation Credits, Tax deferred, and Tax Withheld.

Non-cash: this is a non-cash income category - these amounts are recorded, are summarised in

Taxation reports, but don't contribute to a cash total for purposes like account credits or DRP calculations. For example, Imputation Credits.

Extended category: this category won't be displayed in the Dividends entry form until you tick "Show all categories". The purpose of this is to simplify the Dividends entry for the majority of cases.

Notes:

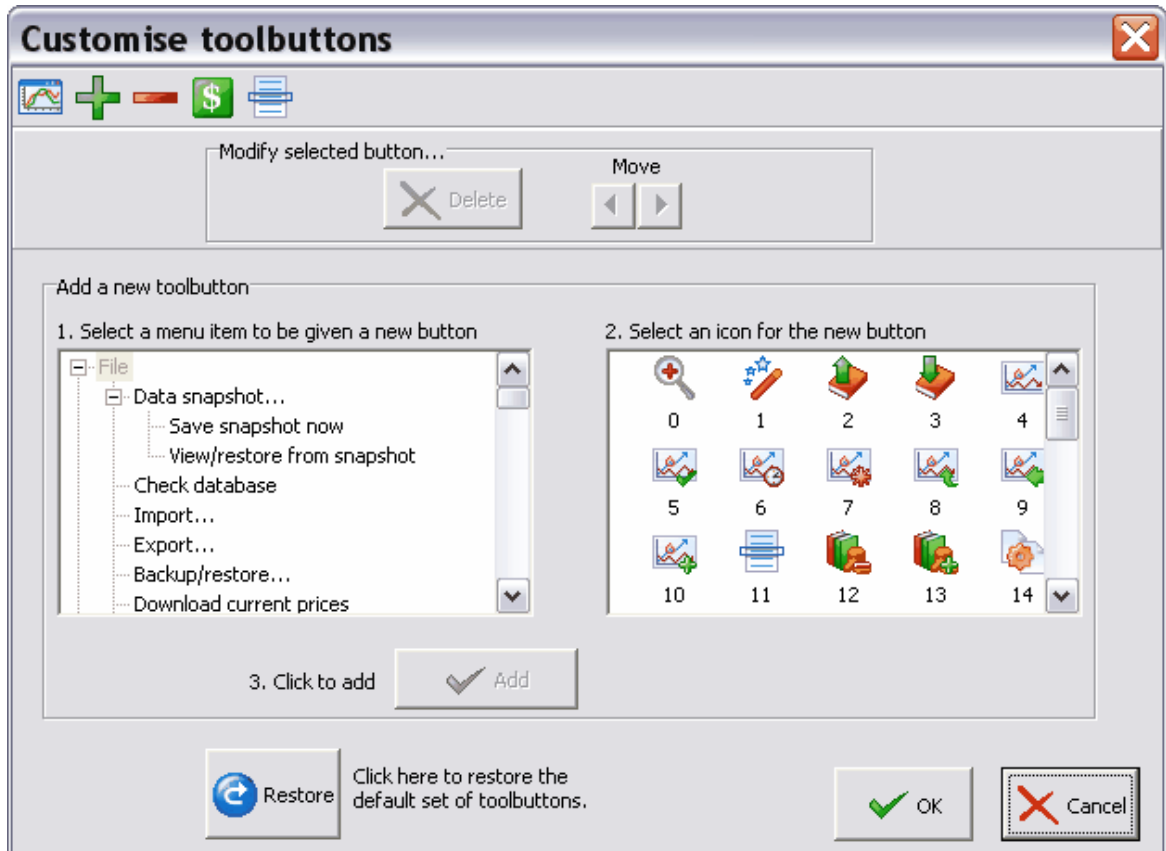
- Make sure you don't delete any category that is already in use
- Click *Save* to save your changes, or *Cancel* to abandon them

5.8.5 Customise toolbuttons

[Menu click](#)

Tools / Customise toolbuttons

This form enables you to customise the toolbuttons displayed on the main form. Toolbuttons allow you quick and convenient access to frequently-used functions. The Customise Toolbuttons form looks like this:



At the top of the form, the current Toolbar is displayed.

To add a new toolbutton

1. In "1...", select a menu item to be invoked when the button is clicked. Note that the whole Topshare menu system is available for selection here, although you can't choose menu headings or subheadings (for example, you can't allocate "File" or "Data snapshot" to a toolbutton).
2. In "2...", select an icon to be used on the button. Scroll through the list to find the most appropriate.
3. Click "Add". The new button will be added to the Toolbar.

To remove a toolbutton

First, select the button. Then, click "Delete".

To change the order of toolbuttons

First, select the button to be repositioned. Then, use the "Move" arrows to change its location on the Toolbar.

When you've finished making changes, click *OK* to save the new Toolbar. Or click *Cancel* to revert to the existing toolbar; or *Restore* to revert to the installation defaults.

5.8.6 Maintain portfolios / holdings

Menu click

Tools | Maintain portfolios / owners holdings

This form is used to maintain entire owner holdings (portfolios).

Note: before you proceed with any options in this form, it is strongly recommended that you create a database backup. Click the "Backup first" button to do this.

The three options available are:

- **Delete/archive:** This option can completely remove all transactions for a selected owner, and remove that owner's details from the database; or alternatively, it can remove all transactions that were "closed out" before a given date. That is, all transactions relating to holdings that were completely sold before the given date will be removed entirely.

Archiving is an option, but is strongly recommended. This saves an *Archive file*, which can be used at a later date to re-import the transactions that were removed.

- **Restore:** This option restores owners or transactions from an *Archive file* previously created using Step 1.
- **Combine:** Use this option to combine several existing Owners into a single entity. This is not reversible (other than by restoring from an earlier backup). This option is rarely used. It would only be suitable when the original classification of owners was determined to be inappropriate. **This option is not appropriate for the situation where stocks are transferred off-market - such a transaction should be entered by a series of Sale and Purchase transactions.**

On the first page, choose an option, then click *Next*. Each option is described in detail below.

Delete / Archive

Step 2 looks like this:

The screenshot shows a dialog box titled "Maintain portfolios/owners" with a close button (X) in the top right corner. The main content area is titled "Delete/archive Owners" and contains three sections:

- 1. Select Owner(s) to delete:** A list box containing three items: "Mary Smith", "John Smith", and "J & M Smith jointly held". Each item has an unchecked checkbox to its left.
- 2. Effective Date:** Two radio button options:
 - Delete selected Owner(s) and all their transactions
 - Delete only transactions closed-out before...
 Below the second option is a date input field showing "11" in the month and "15" in the year.
- 3. Archive before deleting:** A checked checkbox.

At the bottom of the dialog, there are four buttons: "Previous step" (with a left arrow), "Finish" (with a checkmark), "Choose one or more owners to delete/archive" (in red text), "Cancel" (with a red X), and "Help" (with a question mark). The text "Step 2 of 2" is centered at the bottom.

1. Choose one or more Owners, for their transactions to be deleted
2. Choose an option for "Effective Date". If you choose the first option, **ALL** transactions for the selected owner(s) will be deleted, and the Owner information will also be removed. If you choose the second option, Owner information will be retained; and only transactions that were completely closed-out on the date specified will be deleted. An example is shown below.
3. We recommend you retain the "Archive before deleting" option.

When you click Finish after completing these selections, if Archiving was selected, you'll be asked to specify a name for the Archive file; then, the requested action will be completed. The archive file, if specified, will be saved with a ".TSA" file extension.

Example of close-out date

1. 1/1/00, buy 1,000 ABC, PCN=0001
2. 1/2/00, buy 2,000 XYZ, PCN=0002
3. 1/3/00, sell 600 ABC from PCN 0001, leaving 400 still held
4. 1/4/00, sell all 2,000 XYZ from PCN 0002 - none remain

If this owner was specified for deletion, with a "closed-out" date of 1/5/00, transactions 2 and 4 would be deleted, because on 1/5/00 there were no remaining shares in the PCN 0002 parcel. On the other hand, transactions 1 and 3 would remain, because some of the PCN 0001 parcel still remained on 1/5/00.

If the "Delete selected owner and all transactions" option were chosen, *all* the transactions would be deleted - and so would the Owner information.

Restore

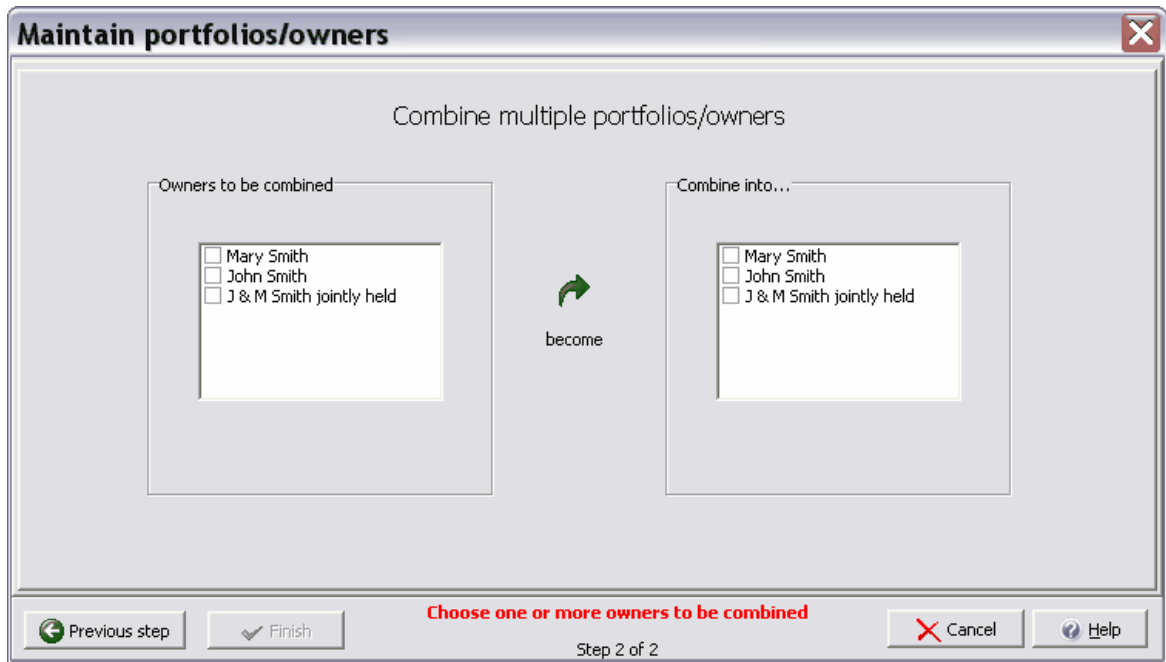
The restore option is very simple. On Page 2 you're asked to nominate an existing Archive file (archive files must end in .TSA). Then click *Next* and the archive will be restored into your database.

Combine

Notes:

- This option is rarely used.
- Used only when the original classification of owners was determined to be inappropriate.
- **This option is not appropriate for the situation where stocks are transferred off-market - this should be entered by a series of Sale and Purchase transactions.**

Step 2 for the Combine option looks like this:



Here you need to make two selections:

From *Owners to be combined*, you must select one or more owners to be combined into a single one.

From *Combine into...*, select a single owner to receive the holdings.

Please note:

- Holdings nominated in *Owners to be combined* will be transferred to the new owners; the original "Owners" will no longer be present at all.
- Any holdings already present for the owner selected in *Combine into...* will remain with that owner.
- If you need to create a new owner to receive the combined holdings of several existing owners, use Edit|Setup first to create the new Owner. Then select that owner from "Combine into..".

Examples

1. You have holdings recorded for 3 owners: *John*, *Jane* and "*John and Jane*". You decide that this was a mistake - in fact all holdings are joint, and the owner "*John and Jane*" should have been used for all of them.

- In "Owners to be combined" select both *John* and *Jane*
- In "Combine into.." select *John and Jane*

On completion, *all* transactions and holdings will be recorded under the name *John and Jane*, and the other two Owner names will be removed.

2. You have holdings recorded for 4 owners: *John*, *Peter*, *Sam*, and *Julie*. You decide that this was a mistake - in fact the holdings recorded separately for *John* and *Peter* were all jointly held. *Sam's* and *Julie's* holdings are correct.

- First, run Edit|Preferences and create a new Owner: "*John and Peter Joint holdings*"
- Run Maintain portfolios/owners, do a backup first, then select the *Combine* option
- In *Owners to be combined* select *John* and *Peter*
- In *Combine into...* select *John and Peter Joint holdings*

On completion, all transactions originally attributed to *John* or *Peter* will now belong to *John and Peter Joint holdings*. The original *John* and *Peter* owners will be removed. *Sam* and *Julie* holdings will be unaffected.

5.8.7 Maintenance | Synchronise Tables

[Menu click](#)

Tools | Maintenance | Synchronise tables

TopShare makes extensive use of an internal database "holdings", that specifies the changes in holdings of each portfolio over time. This database is built by working through all transactions, from beginning to end, and keeping track of resulting changes in the portfolios. You will briefly see a message 'Synchronising Tables', with a progress bar, when this is occurring.

Normally, the Synchronise Tables process occurs automatically whenever it is required, and there is no need for you to be concerned about it. However there are some circumstances where it is desirable to manually initiate the process, using this command. One example would be if the Topshare database is manipulated externally, such as through use of the Topshare Importer program.

5.8.8 Maintenance | Delete last auto-update download

Menu click

Tools | Maintenance | Delete last auto-update download

When an auto-update has been downloaded but not installed, this command will delete the downloaded file. This will force a new download. This action may be necessary if a download file becomes corrupted.

For more information, see [Automatic Update System](#).

5.8.9 License manager

Menu click

Tools / License manager

Register TopShare

This form should be used to register all license changes, including:

- * Upgrading from Evaluation to a licensed version
- * Upgrading from Standard to Professional
- * Upgrading to a later Topshare version
- * Changing name or address details

To complete this form, you must first purchase an appropriate Registration Key. To purchase the Key, please click "Buy key now", or visit the "Buy" page at the TopShare web site, www.topshare.com.au

When you have your Key (it will be emailed to you), copy it to the space below. Please follow the instructions in the email carefully, to avoid errors.

Current license details

Licensed for the current release of Topshare (version 2_beta)
Professional version

Enter registration key here

Buy key now

Paste

Register

Close

Use this form to display your current license conditions, or to enter a registration key that will register a new license. To get your registration key, visit the "Buy" section of the Topshare website, or click "Buy key now".

Topshare Registration Keys look like this:

```
=====  
ArNV+CcAMeT2vgT6xHbQadhCkNzsl5235kmNI2M6BJyRfb80gOriZBMQZZolfz  
34WWT0VoJysG+O18vbAZG+JHeV8lba/kfQltrC6dAG5kQFvt2DM8HCKxk0  
nnP1FtlKJn++FkArGDRT+wfqjYUfod9ksG09hg4VnwNCr820GoICE6y0qTvCK  
sveAJc+hXj9FXV3ozWRCXvxboP7b0JtCz3eDufdqEii9F+N0aO23oMW/8Wk  
tFej8+LMolJtOYQuQK4WusxyqmEWIBGp1PuJPDMEw==  
=====
```

You will always receive your Key in an email, and you must use the Windows Copy/Paste facility to transfer the Key into this form.

- First, Copy the Key, or the full email, to the Clipboard. Eg, use the Edit menu in your email client to Select All, then Copy; or open the email and type Ctrl/A, then Ctrl/C.
- Click "Paste" to transfer the Key information into the form.
- Finally, click Register to decode the Key and apply the new license.

Note: the Register process will ignore any information before or after the Key, so it is not critical how much of the surrounding email text is included in the Copy.

Part

VI

6 Additional information

6.1 Glossary

Parcel: A number of shares acquired through a single transaction. Examples are: shares acquired through a single dividend payment when participating in a DRP; or shares acquired through a Buy order to your broker (see Split Transaction). A total holding of any one share may consist of several parcels. For example your holding of WOW may consist of: 2,000 shares purchased at original float; 1,000 purchased on the market one year later; and 5 small parcels acquired through DRP participation, eg 35, 42, 33, 50, and 28 shares, each acquired on a different dividend payment date.

A parcel can be completely identified by the owner, the ASX code at purchase, and the purchase date. The ASX code of a parcel may change over time because of a Conversion (see [Stock Conversion](#) form).

The number of shares in a parcel may change, because of either a partial sale, a bonus issue, or a capital reconstruction (share split or consolidation).

Table: The basic unit of data storage in TopShare Portfolio Manager's database. The entire database is composed of about 10 tables - for example: additions, disposals, dividends, prices. See [Database Tables](#) for a complete list. Each table stores information of a particular type, and consists of *fields* (also referred to as *columns*) and *rows* (also referred to as *records*). For example, part of the Prices table may look like:

dte	asx	price
1/1/90	NAB	\$25.00
1/1/90	WOW	\$8.55
8/1/90	NAB	\$25.14
8/1/90	WOW	\$8.51

In this example the field names are *dte*, *asx* and *price*.

Most tables can be viewed through the [Edit Database form](#).

Key Fields: A critical, pre-defined aspect of each table. The Key fields are those fields which are necessary to identify a single record in the table. In the Prices example above, *dte* and *asx* are the key fields - both must be specified to identify a single record. It is not possible to have more than one record in a table with the same key fields (for example, the *prices* example above could not contain an additional record with *dte*=1/1/90, *asx*=NAB, and *price*=\$20.00. An attempt to create such a duplicate record will result in a Key Violation error.

6.2 Database Tables

Main data tables

These tables hold the main data defining your portfolio and transactions.

prices: historical share prices for all companies

Field Name	Comment
dte	Key field. The date of this price
asx	Key field. The company code (must already exist in companies). Up to 6 characters.
price	The share price (dollars)

dividends: all dividends paid, recorded on a per-share basis

Field Name	Comment
rec_dte	Key field. The <i>Record Date</i> of the dividend.
asx	Key field. The company code (must already exist in companies). Up to 6 characters.
pay_dte	The date the dividend was actually paid.
norm	The amount nominated as 'normal dividend' (dollars per share)
spec	Any extra amount nominated as 'special dividend' (dollars per share)
frackpct	The proportion of the dividend which is franked (percent)
frankrate	The franking rate, normally the current company tax rate (percent)
acctcodes	The account(s) used to receive the dividend. In the format code=prop; code=prop "prop" denotes the proportion of the total dividend payment that goes to this account Eg: 1001=0.5;1002=0.3;1003=0.2 - Account 1001 gets 50% of the total Account 1002 gets 30% of the total Account 1003 gets 20% of the total
comments	Any additional comments (up to 80 characters)

adjustments: capital adjustments, eg share splits or consolidations

Field Name	Comment
dte	Key field. The date this adjustment was applied.
asx	Key field. The company code (must already exist in companies). Up to 6 characters.
tcode	Indicates the type of adjustment. Either 'cons' for consolidation, 'bonus' for bonus issue, or 'split' for share split.
ratio	= ('new number of shares' / 'old number of shares')
rounding	Indicates the type of rounding applied after the 'ratio' calculation is done. 'rnd' means round to nearest whole number; 'up' means round up to the next whole number; 'trnc' means round down.

conversions: change of ASX code, or conversion from instalment receipt/option

Field Name	Comment
dte	Key field. The date this conversion was applied.
old_asx	Key field. The existing company code (must already exist in companies). Up to 6 characters.
PurchCN	Key field. The purchase contract note no of the parcel being converted.
new_asx	The new company code (must already exist in companies). Up to 6 characters.
CnvProp	Conversion proportion: the proportion of shares in the parcel that were converted. For example, if the parcel contained 1,000 shares but only 250 were converted, the Conversion Proportion would be 0.25
costpershare	Additional payment required to complete the conversion (can be zero if recording a simple change of ASX code)
AcctCode	Account used to supply the payment

comments	Any additional comments (up to 80 characters)
----------	---

additions: share purchases and DRP additions

Field Name	Comment
dte	Key field. The date of purchase
owner	Key field. The owner code (must already exist in owners). Up to 6 characters.
asx	Key field. The company code (must already exist in companies). Up to 6 characters.
PurchCN	Key field. The Contract Note No of the purchase contract.
srt	The within-day transaction number.
acctcode	The code of the account supplying funds for the purchase (must already exist in accounts), or 'none'.
broker	The broker code (must already exist in brokers)
n_shares	Number of shares purchased
costpershare	Amount per share (dollars)
brokerage	Brokerage (dollars)
sd	Stamp duty (dollars)
gst	GST (dollars)
drp	'true' if this is a DRP purchase, 'false' otherwise
special	'bonus' if this records a bonus issue
comments	Any additional comments (up to 80 characters)

disposals: share sales. This records sale of shares within an individual parcel. If a single sale includes multiple parcels, it will result in multiple records in this table (with different dte_buy values).

Field Name	Comment
dte	Key field. The date of sale
owner	Key field. The owner code (must already exist in owners). Up to 6 characters.
asx	Key field. The company code (must already exist in companies). Up to 6 characters.
PurchCN	Key field. The Purchase Contract Note Number for this parcel
SellCN	Key field. The Sale Contract Note Number
srt	The within-day transaction number
acct_code	The code of the account supplying funds for the purchase (must already exist in accounts), or 'none'.
broker	The broker code (must already exist in brokers)
n_shares	Number of shares sold
amtpershare	Amount per share (dollars)
brokerage	Brokerage (dollars)
sd	Stamp duty (dollars)
gst	GST (dollars)
comments	Any additional comments (up to 80 characters)

Trendlines: details for trendlines (price alerts) displayed on Share Performance charts. These records are not normally manipulated directly; instead, they're created using the 'Add Price Alert'

button on the form, and the contents are altered whenever the alert line is changed.

Field Name	Comment
asx	Key field. The company's ASX code. Up to 6 characters.
linetype	Either 'uppr' (alert when price goes above the line), 'lowr' (alert when price drops below the line), or 'none' (no alert - used only for trend guidance).
a	slope coefficient
b	price offset at t=0.

Otherincome: details for investment income other than normal dividends

Field Name	Comment
dte	Key field. Date income received
owner	Key field. Who received income.
asx	Company paying income - can be empty
oicode	Income category - must be present in OICodes
amount	Amount of income received
comments	Any comments

Capitalreturn: details for capital returns paid. Capital returns are keyed to a particular share parcel (by owner and purchase date). So if several parcels of a company are held, there may be several matching records in CapitalReturn.

Field Name	Comment
dte	Key field. Date received
owner	Key field. Who received payment
asx	Company paying capital return
PurchCN	The Purchase Contract Note Number of the parcel paying the Capital Return
amtpershare	Amount of CR
acctcode	The account receiving the capital return
comments	Any comments

Code tables

These tables are set up, either automatically or using the Setup form, when TopShare Portfolio Manager is installed. Subsequently they rarely need modification. Generally they are 'lookup tables' - that is, they are used to provide detailed information about an entity which is identified and 'looked up' based on a shorthand code (which is always the key field).

Accounts: details of accounts used when purchasing or selling shares.

Field Name	Comment
acct_code	Key field. Usually the account number or account code. Up to 12 characters
acct_name	The name of the account. Up to 20 characters.
institution	The name of the bank, credit union etc

Owners: details for each portfolio owner. There may be only one entry in this table (you); however if you need to keep separate records for a number of portfolios, each portfolio owner must be detailed here.

Field Name	Comment
owner	Key field. By default, the first 4 characters of "full name" plus a digit.
full name	Owner's full name. Up to 30 characters.
tfn	Owner's Tax File Number (optional). Up to 15 characters.

Cgt: historical CPI values, used to calculate CGT liability with the indexation rules. Loaded automatically at installation time, and should not be altered.

Field Name	Comment
dte	Key field. Date of CPI index value
indexval	CPI index value

Companies: company details. Loaded automatically at installation time. New companies can be added if necessary with the Buy or Convert forms. This table is updated using Tools | Update Companies from ASX.

Field Name	Comment
asx	Key field. The company's ASX code. Up to 6 characters.
coname	The company's full name. Up to 40 characters.

Brokers: details for each broker you have used for buying and selling shares.

Field Name	Comment
broker_code	Key field. A short code to identify this broker, eg 'COMSEC'. Up to 6 characters.
broker_name	The broker's full name, eg 'Commonwealth Securities'. Up to 40 characters.

OICodes: categories used for "Other Income". If required, you can add new categories to this table using Tools|Customise Other income/Expenses.

Field Name	Comment
displayorder	Key field. Determines the order of display in New Data Other Income and reports.
oicode	A descriptive title for this category of income. You can add new codes if necessary. Up to 10 characters.

Internal tables

These tables are used internally by TopShare Portfolio Manager, but should never be manipulated directly. They are stored in the *Scratch* database folder:

- holdings
- holdingstmp
- divpayments

6.3 Error messages

6.3.1 Startup errors

Startup error 01: no database found in "xxx" after successful installation

Explanation: In the initial installation process TopShare Portfolio Manager is installed without its database files. When the application is started for the very first time after being installed, it will detect the absence of a database, and will create it. It then makes an entry in the file portfolio.ini to indicate that installation has been completed.

The absence of a database (after a normal installation has been completed and a database created) is an error condition, possibly caused by changing the location of the program's files after installation. All the database files (approximately 30 files, with file types .db and .px) should be present in the directory named in the error message.

Solution: If your database files are in the wrong location, move them back to the directory nominated in the error message. Alternatively, **if you do not have an existing portfolio database**, delete the file portfolio.ini (from the same directory as portfolio.exe). Next time you start TopShare Portfolio Manager it will create a new, empty database.

Startup error 02: nn tables missing from "directory"

Explanation: The complete database for TopShare Portfolio Manager consists of about 14 tables, normally located in the directory named in the error message. On startup, TopShare Portfolio Manager ensures that all tables are present. This error indicates that one or more tables are missing - perhaps because you have accidentally moved or deleted them.

Solution: Recover the complete database from a recent backup.

Startup error 03: tables.ini missing from "directory"

Explanation: Essential information about the names of all tables in the database is kept in the file *tables.ini*, which should be located in the directory named in the error message. This error indicates that TopShare Portfolio Manager has been unable to find this file.

Solution: Recover the file tables.ini from a recent backup.

6.3.2 Synchronise Tables errors

"Synchronise Tables" errors occur when Topshare encounters a transaction record that 'doesn't make sense' in the context of the holdings at the time. Common reasons for these errors are:

- Entering transactions out of historical order. For example, suppose you enter a purchase for a particular stock in 2000, then enter a sale of some of the shares in 2004. It would then be dangerous to enter details of another sale in 2003 - because you might end up selling the same shares twice.
- Mistaken actions while using the Edit | Edit Database form - for example, deleting a purchase record for a stock parcel, while a sale record referring to that parcel still exists.

Error 101: Cant match for disposal on xx/xx/xx. ASX=ABC, owner=XY, buy date=yy/yy/yy

Explanation: In the Disposals table, at date xx/xx/xx, you have a record specifying disposal of the share parcel indicated by ABC, XY and yy/yy/yy. However TopShare cannot find that share parcel in the holdings at the date of disposal.

Solution: Use Edit | Edit Database to repair the error. Delete the Disposals record referred to - this should clear the Error 101 condition. Then use the Detailed Transaction Report to confirm the transaction sequence is correct.

Error 102: ASX=ABC, owner=XY, buy date=yy/yy/yy. Have nn shares but selling nnn on xx/xx/xx

Explanation: This error is due to a record in the Disposals table specifying the sale of more shares than are owned at the time:

1. In the Additions table, you have a record specifying the purchase of a parcel indicated by ABC, XY and yy/yy/yy. On the date xx/xx/xx there are still nn shares remaining in this parcel (see *Parcel* in [Glossary](#) for valid reasons why the number of shares in a parcel might change).
2. In the Disposals table, at date yy/yy/yy, there is a record specifying the disposal of nnn shares from the parcel described in 1. However although the parcel exists, there are less shares in it than are being sold.

Solution: Use Edit | Edit Database to repair the error. Delete the Disposals record referred to - this should clear the Error 102 condition. Then use the Detailed Transaction Report to confirm the transaction sequence is correct.

Error 103: nn recs in holdings pre CNV transaction dated xx/xx/xx, asx='ABC', PurchCN='xxxx'. Should be 1 record.

Explanation: This error can occur while processing a Conversion record (that is, a change of ASX code, for example due to a capital reconstruction, ASX name change, or conversion of Options or Instalments). Topshare has encountered a Conversion record that refers to an existing parcel, identified by its ASX code and PurchCN (Purchase Contract Note no). At the time of the Conversion, there must be exactly *one* parcel held with this ASX and PurchCN.

This error will occur if there are no such parcels (ie, $nn = 0$). The most likely reason for this is if a valid Conversion has been entered, and then later, the relevant Purchase record has been deleted, leaving the Conversion record referring to a now-non-existing parcel.

Note: this can be avoided by using 'Edit|Buy order' to remove purchases, instead of directly using Edit Database.

It is also possible for the error to indicate $nn > 1$. This is rare, caused by duplicated PurchCN in the Additions database.

Solution:

1) If $nn = 0$, delete the relevant Conversion record:

- Click Edit|Advanced|Edit Database
- In 'Data to edit', select 'Choose one' then select 'Conversions' from the drop down list
- Delete the record with 'dte' = *xx/xx/xx*, 'old_asx'=*ABC*, and PurchCN=*xxxx* (these values are reported in the error message)

2) If $nn > 1$ delete one of the duplicated PurchCN records from 'additions':

- Click Edit|Advanced|Edit Database
- In 'Data to edit', select 'Stock Purchases (Additions)'
- In 'Show only' type the ASX code (eg '*ABC*') in the box labelled 'This ASX'
- Delete all except one of the visible records with the PurchCN indicated by the error message (*xxxx*)

6.3.3 Other errors

Key violation

Explanation: This error occurs when you have tried to insert a record with key values that already exist in a table (it is not possible to have more than one record in a table with the same set of key values). This error may occur, for example, if you forget having entered a particular purchase and attempt to enter it again. See *Key Fields* in [Glossary](#).

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