

Top Share

Topshare Version 3

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www.topshare.com.au

ACN: 101 296 888

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1 Introduction

Thank you for choosing Topshare Version 3!



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, sales and dividends, 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, and dividend reinvestment plans (DRPs). 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 multiple 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.

All data that you enter into Topshare remains on your own computer, within a single file within your Documents area. You remain in control. Unlike a cloud-based system, you needn't be concerned about security of your private information.

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 (with the exception of Notifications based on Valuations or Trendlines), it 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.

Online resources

- The Topshare website, www.topshare.com.au. Go here for downloads to install or update Topshare or associated programs, Help files, and to purchase Topshare upgrades or subscriptions.
- The Topshare Youtube channel (address: bit.ly/TopshareYoutube). Our Channel has a series of short videos that illustrate various aspects of this manual. Interactive versions of this manual contain direct links to appropriate videos, however if you are reading a paper version of the manual, go to youtube.com and search for "Topshare australia portfolio channel" - or just follow the link from our website. From the channel home page you can select individual videos to watch.

License types

Topshare V3 has a single license variant. It includes all the features that were previously in the Standard, Lite and Professional options of V2.

Evaluation

Topshare V3 is available by download for free evaluation. When you first download and install Topshare, you will see all the functionality of the fully licensed program. So you can try it out without limitation, to confirm that it suits your requirements.

After the 60 day Evaluation period, Topshare will cease to function until you purchase a license from us. Once you enter the license information, full functionality will be restored, and all data that you entered during the evaluation period will remain available.

During Evaluation, the computer running Topshare must be online at all times.

Once licensed, it is possible to run Topshare on a computer that lacks a functional Internet connection; however, some functions will then be unavailable.

System requirements

Topshare will run on all desktop versions of Windows from Win98 to (as at the date of publication) Win10.

1.1 Legal statement

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2. remove the software from your computer.

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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.

2 The Administration Manager

The Administration Manager is a companion application for Topshare V3. It is able to run under circumstances that prohibit the main Topshare application itself from starting - for example, if no valid license information is found, or the database file is missing.

It has the following sections:

Database options

- To connect Topshare to a different database file
- To move the current database file to a different location
- To create a new, empty database file
- To recover a database Backup or Snapshot, in the event that the currently-connected database has become corrupted and is preventing Topshare itself from running.

License manager

- To enter a new or updated Topshare license

The Administration Manager can be started either directly from the Windows Start Menu, or from within the normal Topshare V3 application:

- **From Windows:**

- Click on the Windows Icon, bottom left of your screen
- Scroll down the alphabetic list of applications till you see Topshare Portfolio Manager V3, and click on it (or before Win10, click on "All Programs" then Topshare Portfolio Manager V3)



- Click on Topshare V3 Administrator. It has an icon like this:

- **From within Topshare itself:**

- Run File | Administration Manager.

For more information, see the last part this video: 06 Disaster recovery

3 The main Topshare form

Watch video: 01 Main Program Overview

There are three main variants for the appearance of the main Topshare screen. The first applies when you have a single portfolio recorded:

The screenshot shows the Topshare Portfolio manager V3 interface. The title bar indicates the version is 3beta.11, dated 21 Nov 2016. The menu bar includes File, Settings, View, Charts, Minicharts, Reports, Tools, and Advanced. A callout box labeled "Menu bar and custom toolbuttons" points to this menu. Below the menu bar, the total valuation is \$58,250, and the valuation date is 18/11/2016. A button labeled "Download stock prices (Yahoo)" is visible. The "Your license details" section shows the user is a Topshare V3 trial user. A callout box labeled "Navigation buttons" points to a row of icons: a home icon (highlighted with a callout "Home screen" button), a plus sign, a minus sign, a dollar sign, a refresh icon, a download icon, a line graph, and an information icon. Below this is the "Portfolio details: Peter Johnson" section, which contains a table of holdings and a sidebar with action buttons.

Comp	base co	# sh	Ave c	Latest	CG	CG%	I	Div %	IRR	Actions
Woolworths Limit	\$28,000.0	\$28,038.5	1,000	\$28.00	-\$38.50	-0.1%	48.1	0.0%	-0.2%	Buy, Sell, Refresh, Info
Data#3 Limited	\$18,200.0	\$18,238.5	10,000	\$1.82	-\$38.50	-0.2%	31.2	0.0%	0.0%	Buy, Sell, Refresh, Info
Bhp Billiton Limit	\$12,050.0	\$12,538.5	500	\$24.10	-\$488.50	-3.9%	20.7	0.0%	16.2%	Buy, Sell, Refresh, Info

The sidebar on the right contains buttons for Buy, Old holdings, Update Div%, IRR, Print, and Copy. A note states: "Right-click on a holding for further options."

The large Navigation Buttons are the key to operating Topshare. This figure shows the display when the Home Screen button is selected. Other buttons show different information in Topshare's lower panel - see the remaining sections of this chapter for more information about these.

If you have multiple portfolios, they will be listed in a Portfolio Summary table below the Menu Bar, and the holdings of the selected portfolio will be shown in the lower part of the form:

Portfolio summary

Portfolio	# Stoc	Mkt Value	Base cost	CG	CG%
Alice & Peter Johnson (joint)	11	\$262,534.16	\$208,378.90	\$54,155.26	26.0%
Alice Johnson	9	\$128,684.14	\$28,187.69	\$100,496.45	356.5%
Peter Johnson	6	\$36,197.20	\$63,034.39	-\$26,837.19	-42.6%

Total valuation: \$427,416
Valuation date: 18/11/2016
Download stock prices (Yahoo)

Your license details
Topshare V3 trial user
99 Demo St
Barton, ACT 2600

Portfolio details: Alice Johnson

Company	# part	Mkt value	Base cost	# sha	Ave ct	Latest	CG	CG%	P	Div %	IRR	Actions
Csl Ltd	1	\$95,638.50	\$4,992.60	954	\$5.233	\$100.25	\$90,645.9	1,815.6	74.3%	0.0%	2.0%	
Fantastic Furniture	1	\$8,314.12	\$2,913.95	2,396	\$1.216	\$3.47	\$5,400.17	185.3%	6.5%	0.0%	37.3%	
Australia And New Ze	1	\$6,435.40	\$6,044.45	230	\$26.280	\$27.98	\$390.95	6.5%	5.0%	0.0%	0.9%	
Sims Group Ltd	1	\$4,912.00	\$3,078.65	400	\$7.697	\$12.28	\$1,833.35	59.6%	3.8%	0.0%	51.8%	
Woodside Petroleum	1	\$4,410.00	\$3,158.45	150	\$21.050	\$29.40	\$1,251.55	39.6%	3.4%	0.0%	-2.0%	
Agl Energy Limited	2	\$4,402.12	\$861.96	334	\$2.581	\$13.18	\$3,540.16	410.7%	3.4%	0.0%	0.0%	
Leighton Holdings Lir	1	\$4,142.00	\$1,558.63	200	\$7.793	\$20.71	\$2,583.37	165.7%	3.2%	0.0%	0.0%	
Carnegie Wave Energy	1	\$230.00	\$579.00	5,000	\$0.116	\$0.046	-\$349.00	-60.3%	0.2%	0.0%	6.7%	
Ceramic Fuel Cells Lir	1	\$200.00	\$5,000.00	50,000	\$0.100	\$0.004	-\$4,800.00	-96.0%	0.2%	0.0%	0.0%	

This page shows your current holdings.
Click "Buy" to add new holdings.

Buy
Old holdings
Update Div%, IRR
Print
Copy

Right-click on a holding for further options.

You can also display the current balance of selected Accounts (set this up in Settings | Preferences). In this mode, the selected Accounts are displayed adjacent to the Portfolios.

See the video link for more information.

3.1 The Home screen

Watch video: 02 Home Screen

The Home Screen is displayed when you click the "Home" transaction button:

The screenshot shows the Topshare Portfolio manager V3 interface. At the top, there's a menu bar with options like File, Settings, View, Charts, Minicharts, Reports, Tools, and Advanced. Below the menu is a toolbar with icons for Home, Add, Subtract, Refresh, Download, and Information. The main area displays a table of portfolio holdings for 'Alice & Peter Johnson (joint)'. The table has columns for ASX, Mkt valu, Base cost, # shares, Ave cost, Latest, CG, IRR, and Actions. A right-click context menu is open over the 'SOL' holding, showing options like 'Show SOL chart', 'Show SOL announcements', 'Show/edit SOL notes', 'Show SOL transactions', 'Show SOL summary', 'Sell SOL', 'Show SOL parcel details', 'Enter new SOL dividend', and 'Buy SOL'. Callouts provide instructions: 'Click the Home button to display the Home Screen', 'These buttons act on the selected Portfolio', 'Right-click on a holding to display a menu with a range of options', and 'You can configure the "Actions" column to get instant access to the most used options in the right-click menu. Do this in Settings|Preference|Main Form Options.' The bottom right of the interface has buttons for 'Buy', 'Old holdings', 'Update Div%, IRR', 'Print', and 'Copy'.

Portfolio	# Stc	Mkt Value	Base cost	CG	CG%
Alice & Peter Johnson	11	\$271,010.90	\$199,708.95	\$71,301.96	35.7%
Alice Johnson		\$199,297.10	\$28,187.69	\$100,109.41	355.2%
Peter Johnson		\$8,695.38	\$63,034.39	-\$24,339.01	-38.6%
		\$438,003.38	\$290,931.02	\$147,072.36	50.6%

ASX	Mkt valu	Base cost	# shares	Ave cost	Latest	CG	IRR	Actions
SEK	\$77,910.00	\$24,080.20	5,104	\$4,630	\$15.00	\$53,820.70		
TRS	\$34,237.50	\$30,300.00	1,000	\$30.30	\$8.25	\$3,931.71		
TLS	\$30,683.00	\$19,800.00	1,000	\$19.80	\$5.03	\$10,863.10		
WBC	\$28,377.00	\$20,500.00	1,000	\$20.50	\$31.53	\$7,852.10		
SOL	\$20,986.00	\$14,000.00	1,400	\$9.71	\$14.99	\$8,740.10		
COH	\$20,165.00	\$11,000.00	1,000	\$11.00	\$118.62	\$10,533.85		
BHP	\$17,225.00	\$17,225.00	1,000	\$17.23	\$26.50	-\$704.91		
NABHA	\$13,560.00	\$13,560.00	1,000	\$13.56				
WPL	\$12,440.00	\$12,440.00	1,000	\$12.44				
QBE	\$9,152.00	\$9,152.00	1,000	\$9.15				
SUN	\$6,275.00	\$6,275.00	1,000	\$6.28				

See the video link above for more information.

3.2 Transactions (purchases, sales, dividends etc)

Watch video: 03 Managing Transactions

There are several ways of managing most transactions.

1. You can record a new purchase, sale or dividend via the Home Screen: click "Buy" to record a new purchase, or right-click on a holding to record a new Sale or Dividend.
2. You can display all transactions in a holding, using the View/Edit Transactions form. Access this from a right-click on an existing holding on the Home Screen; or, if the stock is no longer part of the current holdings, use the "Old Holdings" button. Once View/Edit Transactions is active, you can click on any transaction to either edit or delete it.

3. You can show all transactions in a portfolio by using the appropriate "Transactions" Navigation Button. From this screen, you can use "New" to enter a new transaction of the displayed type; and "Edit" or "Delete" to act on the currently-selected transaction. The relevant Navigation Buttons are:



....for purchases



.... for sales



.... for dividends



.... for all Other Transactions

The Other Transactions button is used for:

- Change of ASX, or convert Options/Instalments. Use this when a company changes its ASX code without changing the number of shares in the holding. You can also use it when converting Options or Instalment Receipts to the primary ASX code (eg, TLSCA to TLS).
- Split, Consolidation, Capital Return
- Merge / demerge: this is an extremely flexible way of recording most mergers, demergers, spin-offs or other corporate actions. You have complete flexibility in recording the outcomes of such transactions.
- Transfer HIN/SRN: use this to record transfer of holdings from one Chess sponsoring broker to another; or when you move holdings from Issuer-sponsored to Chess, or from Chess to Issuer-sponsored.
- Bonus issue: although not commonly used now, bonus issues can also be recorded here.

3.3 Importing Transactions

Watch video: 04 Imports

Topshare can easily import historical transactions. There are two alternative formats:

- A series of PDF Contract Notes, in the form that you receive from your broker each time a trading order is completed
- A CSV file, one record per transaction, and listing transaction date, Buy or Sell indication, ASX, no of shares etc. Such files can typically be downloaded from a broker's website. You might also be able to generate data in such a format from another portfolio management software, and use it to import transactions into Topshare. You might also have kept spreadsheet-based records that could be massaged into a form like this.

Please watch the video for instructions on how to import transactions.

Note: if Topshare doesn't recognise the PDF layout from your broker, please send one or two examples to our Support team, and we will incorporate their format in the next release.

3.4 The Prices screen

The Prices screen, entered by clicking the Prices navigation button, is the place to investigate and manage everything to do with share prices in Topshare. It has five sub-screens:

- Price movement: a quick overview of stock price movements over the last day, week, month and year
- Subscription prices: view the status of your data subscription, and access historical prices
- Free online prices: information about the free price service sourced from Yahoo Australia
- Manual prices: enter manual prices (eg, for entities whose prices aren't available online)
- Valuations: enter stock Valuations. Once a Valuation is entered, Topshare can be configured to automatically alert you if the price moves above or below the valuation band. This is described more fully in Alerts and Stop-losses.

4 Key concepts

4.1 Owner / portfolio / Account

Owners and Accounts are terms that have specific meanings in Topshare.

An OWNER is equivalent to a PORTFOLIO, and in Topshare, these terms are used interchangeably. Within Topshare, each Owner can be linked to a group of holdings, and also to income received. The best indication of what constitutes an Owner is the Tax File Number (TFN). Normally, each Owner would have a different TFN. The Owner is the relevant entity for taxation purposes when considering income and capital gains. Examples of valid Owners might be:

Peter Johnson

Alice Johnson

Peter and Alice Johnson (when the shares are held in joint names)

Peter Johnson Super Fund

The Johnsons Pty Ltd

On the other hand, an ACCOUNT is used to represent a bank account or trading account. Every transaction you enter into Topshare can be linked to an Account, mainly for the purpose of keeping a list of transactions against the account, with a running total, so that you can reconcile it against your actual bank statement.

Valid Accounts might be called:

Commsec Trading Account
ANZ Transaction Account

Owners are managed via Settings | Add or Edit Portfolio / Owner.

Accounts are managed via Settings | Customise Key Items. You can view the transactions in an account, and manage non-share related transactions (like deposits, withdrawals and transfers) using Accounts | View account/Manage Transactions.

Note: although it is possible to have both an Owner and Account with the same name, this will lead to confusion and is not recommended!

4.2 HINs / SRNs / Brokers

Chess is a system whereby a sponsoring broker keeps a register of your share holdings, identified by your HIN. When your share holdings are maintained within Chess, your HIN is the key to locating them. The HIN is unique to you - that's all you need to tell your broker in order to identify your holdings. Your HIN should be kept secure. A HIN is composed of the letter "X" followed by 9 to 14 digits, for example: "X1029348571".

The alternative to Chess is Issuer Sponsorship. In this situation each of your shareholdings are registered directly with the relevant company. In this case your holding is identified by your SRN, and you'll have a different SRN with each company that you hold shares in. Your SRNs will be different from anyone else's, and the SRN is the only information required to identify holdings. A SRN is composed of the letter "I" followed by 9 to 14 digits, for example: "I1029348571".

For more information on CHESS and Issuer Sponsorship, see this document.

At any time, you can transfer shares between different Chess sponsors (for example, if you decide to change brokers: you'll need to move shares from your old broker's Chess register to the new broker's Chess register, with a different HIN, before you can get your new broker to sell them). Or, alternatively, you can move from Chess to Issuer-held, or from Issuer-held to Chess.

It's important that you keep track of any such transfers between HINs or between HIN and SRN. Topshare facilitates this, and implements it in the following ways:

- Each registered Broker has an associated HIN for each Owner in the system. If you've never recorded a HIN for a particular Owner/Broker, you can do this via Advanced | Customise HINs /SRNs (choose New). You can also use this form to change any HINs that are already in the system (Choose Edit).
- When you make a purchase, you record the Broker/HIN used.

- At any subsequent time, you can record a transfer of holdings from one Broker/HIN to another, or to Issuer-Held. This is implemented by Other Transactions | Transfer HIN/SRN.

How Topshare manages HINs and SRNs - and how to edit them

Watch video: 08 HINs and SRNs

It is important to understand the difference between the HIN *record* in Topshare, and a HIN *number* (for example, "X012123234"). A HIN *record* associates the Owner, the Broker, and the HIN *number*. This important difference is best illustrated by the following examples:

- A Holdings report shows that, although the recorded Owner and Broker are correct in every case, the holdings for a particular Owner and Broker all have an incorrect HIN. In this case, the problem is with the HIN *record*. You would fix this by editing the HIN *record* in Advanced | Customise HIN/SRN, and correcting the HIN *number* for the Owner/Broker in question. You'll only need to do this once, and all the parcels for this Owner and Broker will now have the correct HIN *number*.
- A Holdings report shows a parcel that has an incorrect Broker (and, of course, an incorrect HIN *number*). In this case, the original purchase of that parcel was linked to the wrong HIN record. You would fix this by editing the purchase, and correcting the associated HIN.

If you have many parcels that need to be corrected, instead of using Edit | Purchase over and over, you can use the *Change multiple purchase HIN/SRN* facility in Advanced | Customise HIN/SRN.

The situation with SRNs is similar, with the exception that a SRN *record* associates an Owner, an ASX and an SRN *number*.

Upgrading from V2

See Converting from V2 for hints about handling these concepts in a database that has been converted from V2 format.

4.3 Assets and Classifications

Types of assets

Topshare can record several different types of assets:

- Normal ASX-listed securities. These have a 3-character ASX code, and Topshare already knows about every company on the ASX. So, when recording a purchase, you just need to input the ASX code, and Topshare will recognise it. Prices should also be updated automatically, via both the Subscription and Yahoo online services.
- ASX-listed rights, warrant, notes etc. These generally have a 4-character ASX code. It won't already be in Topshare's database, so the first time you record a purchase, you will need to

click "Add Company" and input the details. Prices for most of these will be available in the Subscription service, and some will also be available in the Yahoo service.

- Other entities: for example, unlisted companies, or managed funds. For these, you need to create an "ASX Code" in order to complete the purchase. We recommend using a 6-character code to be sure it doesn't clash with any real codes. Enter the code and asset name using Add Company. You'll need to manually enter prices for these assets.

Classifications

There are a number of optional classifications that Topshare can apply to assets, and that you can subsequently use to break down various reports. These are:

- Strategy. Strategies are user-defined, and every purchase can be allocated a Strategy. So, you might create strategies like "Speculative purchase", or "Recommended by XYZ", or "Trading System A". Create a new strategy using Settings | Customise Key Items | Strategies.
- Category. Categories are user-defined, but apply to an ASX as a whole, not to individual purchases. So, you might use strategies like "High dividend", "Growth stock", or "Commercial real estate". Create these categories, and associate them with particular ASXs, using Settings | Edit Company Details.
- GICS. The ASX pre-defines GICS codes like *Banks*, *Diversified Financials*, *Pharmaceuticals*, *Retailing* etc. These cannot be changed.
- Registry. There are several companies that look after registration services for ASX companies, including *Link Market Services* and *Computershare*. You can define which of these is used for an ASX via Settings | Edit Company Details.

4.4 Dividends / Income / Interest

Topshare recognises income as either:

- Dividends - this includes normal or special dividends, whether franked or not; and other distributions, for example from trusts. Topshare comes preconfigured with a range of income categories (for example *Franked*, *Unfranked*, *Imputation Credit*, *Interest*) and you can further customise these yourself, via Settings | Customise Key Items. Dividends are entered via a right-click on a holding on the Home Screen, or clicking "New" on the Dividends Transaction screen. Normally, Dividends will be linked to a particular holding (that is, a parcel of shares); however, it's also possible to record "Dividends" that aren't associated with a particular ASX.
- Interest - if you get Interest paid to Trading Accounts, these payments can be recorded in Accounts | View Accounts (click on Insert, then select Interest).

Both these income sources are reported in the Income section of the Taxation Report. In addition, Dividends are shown in the Dividends Reports.

Watch video: 07 Dividends

4.5 Share prices

For the purposes of this chapter, "Share price" refers to the market price of a particular asset on a particular date.

Use of share prices

Topshare uses its database of share prices in numerous ways, and the accuracy of many reports and displays will depend on accurate price data being available. For example:

- "Market value" of portfolios and share holdings on the main form - these are all based on the most recent share prices, as displayed at "Valuation date".
- Stock charts use historical share prices over a specified time frame. This includes Chart| Stock Chart, and Minicharts shown from a right-click on a portfolio holding.
- The Portfolio Chart (Chart|Portfolio chart) displays whole-portfolio valuation over a specified time frame.
- Performance measures such as Div% and IRR (Internal rate of return).
- The Holdings Report: you can specify any historical date to display your holdings, and their valuation, on that date.
- Topshare can track your daily share prices and alert you when prices move beyond specified bounds (see Set up alerts and stop-losses).

Entering share prices

There are many ways of getting share prices into Topshare:

- **Using your Data Subscription.** The main operation of your subscription is essentially hands-free and completely automatic: whenever you start Topshare, it automatically downloads any outstanding daily share prices (for all holdings, plus your Watchlist) from our server. These prices are the official ASX "End of day" data, and are normally available about 7:30pm EST (or 6:30 EDT). You'll see an entry in the Transaction Log whenever this happens.

There are also less commonly-used options (on the main-form Prices screen) for downloading time-series for an individual ASX, for the portfolio on a particular date, or for filling in historical price "gaps".

The Topshare Data Subscription is a paid service (separate from your Topshare License) and must be renewed every year. See the main-form Prices screen, "Subscription data", for your current subscription status.

- **Using the free service from Yahoo Finance.** This is a real-time download of, approximately, 20-minute-delayed prices from the website au.finance.yahoo.com. Access this by the "Download stock prices (Yahoo)" button on the main form. For more information, see the main-form Prices screen.

- **Manual prices.** For holdings that are not standard ASX companies (eg, managed funds), you can input prices manually. See the main-form Prices screen.
- **Import of CSV data.** Use File|Import, into the Prices table.

4.6 Watchlist

You can maintain a Watchlist in Topshare: this is simply a list of stocks that you want to keep an eye on, without having purchased.

- Manage your watchlist via Settings | Watchlist.
- Prices are automatically downloaded for Watchlist stocks via your data subscription. For Yahoo downloads, you need to enable this in Prices | Free Online Prices (Yahoo)
- Watchlist stocks are included in the Price Movements screen.
- Watchlist stocks can be charted in Charts | Prices, and can therefore have Trendline and Valuation Alerts set up (see Set up alerts and stop-losses)

4.7 Data security: backups and snapshots

Watch video: 06 Disaster recovery

The Topshare database file

All your transaction data, prices, dividends etc - everything that you record in Topshare - is stored in a single database file on your computer. The database file has a "TSD3" file type ("TopShare V3 Data").

When Topshare is first installed, the name and location of the database file is determined. Never delete, move or rename the database file or Topshare will not be able to run. In these circumstances, you can run the Topshare Administration Manager and reconnect Topshare to a valid database.

By default, your database file is called *AllPortfoliosV3.tsd3*, and it is located in the folder *My Documents\Topshare V3 data*. The database file, and its directory, are initially created the very first time that you run Topshare.

The name and location of your current database is displayed by the "System Information" Navigation Button.

The Administration Manager contains options for connecting to a different database file, creating a new one, and moving the existing file to a different location. Use File|Administration Manager, or start this program independantly from the Windows Start menu.

Backups

Please note: backing up your data is your responsibility, and is vitally important. By far the most convenient way of backing up Topshare is to use its own facility in File|Backup/Restore. This saves the backup as a ZIP file, or restores from a Topshare-created ZIP backup. For the best protection, save your backups to a removable device such as a USB drive, and keep it in a separate location from your computer. Alternatively, save your backups to a folder that is automatically backed up to the cloud (for example, the Dropbox folder).

Restoring data from a backup created by Topshare is straightforward: run Topshare, run File|Backup/restore, click the Restore tab, and find/select the backup file. Then click Restore Now.

Using another backup system

It is quite acceptable to use an external backup system, for example if you already have a commercial backup solution that periodically saves all your data to a network or cloud location. Just make sure that the database file (see above) is included within the backup set.

If you need to restore your database from a backup that was created outside Topshare please follow these steps:

1. If Topshare is not currently installed and running (eg, if you are rebuilding a complete system), install it first.
2. Run Topshare. If this is the first run on a new computer, it will create a new, empty database file. Click the "System Information" Navigation Button, and note the current name and location of the database file.
3. Close Topshare
4. Using Windows tools, replace the existing database file with the one you have recovered from your backup. They must have the same name.
5. Run Topshare, then immediately run Tools|Synchronise Tables - until you complete this step, you may not see the correct data in Topshare.
6. Confirm that you are connected to the expected database (for example: see the recent transactions logged in System Information).

Snapshots

Topshare's Snapshots are a short-term error-recovery system. Once a day, Topshare saves a copy of the database - this is a Snapshot. Topshare keeps a limited number of Snapshots available (you can fine tune this in Settings|Preferences|General(2)).

If you make a data error, it is possible to replace the main database with one of the snapshots. This is managed through File|Snapshots.

Technically, Snapshots are simply copies of the database file, normally stored in a "Snapshots" folder next to your main database file. They are renamed to indicate the date and time of the snapshot, eg "TopshareV3Snapshot_20161113_063231.tsn".

Please use the video link above for more details about these operations.

5 How do I ...

5.1 Record a Dividend, Trust distribution, or Trust End-of-year Statement

Watch video: 07 Dividends

Topshare uses the term "Dividend" to represent all income that is derived from assets that Topshare knows about. This can include:

- Normal dividends from shares
- Trust distributions
- Interest payments from bonds

You record dividends in the New Dividend form. This is normally accessed by doing a right-click on the relevant holding in the Home Screen, and then recording the details in the Dividends form.



You can also display the "Dividends" transaction screen (click ) , then click New. The "Dividends" transaction screen also allows you to record an End Of Year statement from a trust, using the "Multi" button. This is for the situation where you may receive multiple payments during a financial year, but the Income Category is not known until you receive an End Of Year statement with category details.

Please watch the video link above for details.

Other videos related to Dividends:

02 Home Screen

03 Managing Transactions

5.2 See the current value of my portfolio

First, make sure that Topshare has up-to-date share prices. If you have a valid data subscription, this will always be the case, but otherwise you can click the "Download Stock

Prices (Yahoo)" button on the main form.

Now the "Market Value" shown on the Main Form, Home Screen will represent current valuation.

5.3 Record corporate actions (Merge/demerge/split/rename etc)

Topshare's Merge/Demerge/TO (M/D/TO) facility is accessed via the "Other Transactions" Navigation Button. It 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).

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.

Entering details

Step 1. On the first page of the M/D/TO form, you need to input the date of the transaction.

Step 2. On the second page, 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 any of your Input Holdings are to be retained after the M/D/TO takes effect, tick the box "Retain" for that stock, and input the new total Cost Base for these shares. Doing this automatically adds these holdings to your "Output Stocks", on the next page.

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.

Step 3. You're asked to enter the Output Holdings. Select each company in turn, and click "Add co to list". Note that any Input Stocks that you indicated will be Retained, will already be included.

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). Those parcels that are Retained from input will automatically have the original number of parcels.

Step 5. You now 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.

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

The data input in this step determine Topshare's future estimates of Capital Gain from the sale of these shares, so you must take care that all are correct.

Output parcels that are a result of Retain will already have values for Cost Base (based on the information you input in Step 2), and No of shares and Acquisition Date (based on the original parcels). These can be altered if appropriate.

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

5.4 Remove a stock / asset / company

The correct action depends on the situation:

- If the original purchase record was a mistake, and you've never held the stock, then you



should delete the original purchase. Display the Home Screen (click ). Now right-click on the stock in question, and select "Show transactions". At the top of the display will be the original purchase - click on it, then choose "Delete".

- If the original purchase record was correct, but you have sold the stock, then you should record a normal sale. Display the stock in the Home screen (as above), right-click, then choose "Sell".
- If the original purchase was correct, but the stock is now worthless, or has been delisted, then you should eventually record a normal sale as above, for \$0.00 per share. However, be aware that there are limitations on when the ATO allows you to do this (and hence claim the capital loss). If in doubt, consult your taxation advisor.

5.5 Record rights or entitlements

If a company issues renounceable rights, there are normally two possible outcomes: either you convert the rights into the parent stock (perhaps after paying an additional amount), or you sell the rights prior to conversion and receive a cash payment.

Either way, you first need to record the acquisition of the rights. Do this as if it were a share purchase: click "Buy" on the Home screen. You'll need to first use "Add Company", remembering that the rights will have their own, often 4-letter ASX code. Then record the "Purchase" at \$0.00 per share, no brokerage, the same Brokerer/HIN that holds the parent shares, and no account.

- If you convert the rights to the parent share, use Other Transactions | Change ASX/Options

- If you sell the rights on-market, record a normal sale.

5.6 View history for a holding

There are a number of ways to visualise the history of your holding in a particular stock.

1. View Transactions: right-click on the parcel in the Home Screen and choose "View Transactions"; or, if the stock is no longer held, use "Old holdings". See this video, from around 3:00, for more: **02 Home Screen**. This method has the advantage that you can also conveniently edit transactions, and it is also the best way to visualise complex histories involving multiple ASXs (ASX Code Change or Merge/Demerge).
2. Summary: right-click on the parcel in the Home Screen and choose "View Summary". This shows purchases, sales, and dividends. However it's inappropriate for histories involving multiple ASXs, and can give misleading cost information in these circumstances.
3. A Full Transactions report. This gives details of purchases, sales and other Cost Base changes (eg due to Capital Returns), but can be difficult to interpret if multiple ASXs are involved.
4. A Dividends by ASX report. This shows all dividends, including a breakdown into their various income categories.
5. If the stock has been sold, run a Taxation Report covering the date of sale, and choose the "Full history" option.

5.7 Set up alerts and stop-losses

Watch video: 05 Alerts and Stop-losses

Topshare has two different systems for alerting you to important changes in stock prices.

1. Valuation Alerts are set up in the Stock Prices | Valuations screen, where you can define a Valuation Band. Whenever the stock price moves outside the Valuation Band, you will be notified. Valuations can be updated at any time, and can be displayed on stock price charts.
2. Trendline Alerts are set up in the Stock Chart form. You can define either an Upper Trendline - you'll be notified if the stock price moves above this line; or a Lower Trendline, where you'll be notified if the share price moves below the line.

In either case, if a stock triggers an Alert, you will be notified when the share prices are downloaded, and can find out more by viewing the Price Movement screen. Furthermore, both systems use the "Notification Window" parameter in Settings | Preferences | General to define how recent the price movements must be to trigger a notification. See the video for detailed information.

5.8 Move Topshare to a new computer

Moving your Topshare license and data to a new computer is easy. Just two steps:

1. On the old computer, run Topshare, and run File|Transfer Topshare to another computer. You now need to insert a removable drive (eg, a USB or flash drive), and indicate to Topshare which drive you are using. When it's selected, click Transfer Out.

Your Topshare license, and the database, will be transferred to the removable drive, and Topshare will no longer be functional on that computer.

2. On the new computer, install Topshare. The first time it runs, it will ask you whether this is a transfer from another computer, and will then read all the information from the flash drive.

5.9 Clear a password

In the Settings menu, there is a function for setting or changing a password, that will restrict access to the Topshare program on startup. This is intended only as low-level security, to discourage casual use by an unauthorised user.

If you forget your password, here is what you need to do to clear it:

Note: be very careful. Mistakes in editing the registry could cause your entire Windows installation to become unusable, or could damage the Install of other programs. If uncertain, contact User Assistance instead.

1. Run Regedit. The method for finding this function depends on your version of Windows. If uncertain, use google, eg "regedit Win10" or "regedit WinXP"
2. Successively expand the HKEY_CURRENT_USER section until you can see the entries in HKEY_CURRENT_USER\SOFTWARE\Merenito\Topshare Portfolio Manager\Database
3. Select the entry "Password", and hit the Delete key. Acknowledge the warning.
4. Close Regedit.

6 Converting from Topshare V2

6.1 Converting your database to V3 format

Topshare V3 has a new database format, necessary to accommodate the new program features. You can identify a Topshare V3 database from its "TSD3" file type, and its icon.



Topshare V3 database icon

To convert your existing V2 database into the new format, you need to install and run the Topshare V2-V3 Converter program. You can download the installer for this program from our website. After installation, the icon to start the Converter will be on your desktop.



Topshare V2-V3 Converter icon

Issues with HIN/SRN

Please see video 08 HINs and SRNs for key information.

Please read HINs / SRNs / Brokers for more information.

HINs and SRNs are a new concept in V3, and there are a number of concerns that might arise from the conversion process:

1. Auto-generated HINs and SRNs

Some HINs or SRNs are automatically-generated by the V1-V2 converter. They'll look like X0000000001, X0000000002, or I000000001, I000000002, etc. These are generated for the following circumstances:

- All purchases by non-default brokers (will be given an auto-generated HIN).
- All purchases with Broker="none" (will be given an auto-generated SRN).

If these parcels are still held, you may wish to correct the displayed information. To do this, use the Edit option in Advanced|Customise HINs /SRNs to correct the HIN or SRN. You can also use this to edit the default-broker HINs that are requested at the beginning of the Converter, if these were given incorrectly.

2. "Broker=none" purchases given SRNs

V2 parcels may have been recorded with Broker="none" if, for example, they came from a Share Purchase Plan or were bought from a prospectus. If so, they will have been given an SRN by the Converter. If these parcels are now part of your Chess holdings, you should edit the Purchase parcel and change the Broker/HIN at purchase time. To do this, click the "Purchases" navigation button, find and select the purchase record, and click Edit.

If you have multiple parcels where the HIN/SRN needs to be changed, instead of using Edit|Purchase over and over, you can use the *Change multiple purchase HIN/SRN* facility in Advanced|Customise HIN/SRN.

HIN/SRN option in V2-3 Converter

Before converting your database from V2 to V3, you must choose one of two options, based on whether most of your holdings are in Chess or are Issuer-Held.

If you choose the Chess option, you will be prompted for the HIN for each Owner, with their default broker. Other brokers (if used) will be given an auto-generated HIN that you can correct later, if required, using Advanced|Customise HIN. An SRN will be generated for holdings that don't have a Broker assigned in V2. Choose this option if you are uncertain which is most appropriate.

Choose the second option if you have only (or mainly) Issuer-Sponsored holdings and don't use Chess. All holdings will be given an auto-generated SRN, that can be corrected later if required, again using Advanced|Customise HIN.

If in doubt, choose the first option.

You may need to do some editing of the HINs and SRNs after running the Converter. See the video link above for more about how to do this.

Completing the database conversion

Once you've selected the appropriate HIN/SRN option, simply click "Start update". The process may take several minutes. Please review the log on completion, and contact User Support if any problems were encountered. If the last message is "No Errors", you can simply start Topshare V3, and use it from now on.