

## How to create a new portfolio account

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Before you can begin entering transactions, you must first create the account or accounts in which you want your transactions to be filed. Once an account is created in the Account List, you can then use the *New Transactions* function to enter transactions into that account.

↑ *Follow the steps below to create a new account:*

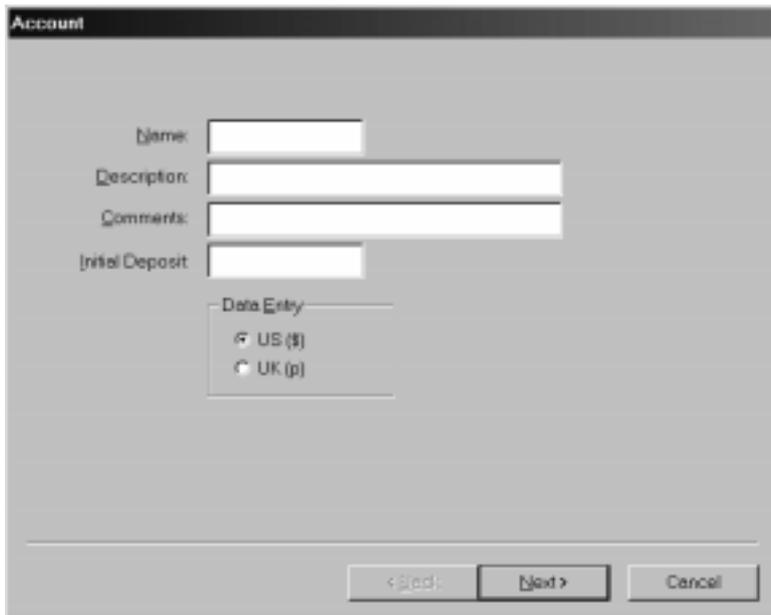
1. Open the **Portfolio Manager** application to display the **Portfolio Manager** window. If you have not yet created or imported any accounts, the Account List at left side of the window will be empty.
2. Click the **New Account** button on the toolbar. Or, click **Account** on the menu bar, choose **New** from the drop-down menu, then **Accounts**. If not already selected, the view will automatically change to the **Accounts** view.
3. The *Account* screen that appears is the first of a series of five data entry screens that must be completed in order to create a new account. The four other screens are *Client*, *Default Strategy*, *Broker Profile*, and *Statistics*. When you complete each screen (data entry instructions are on following pages), click **Next** to move to the next screen. When the last screen is completed, click **Finish** to create the account.
4. The new account will now appear in the Account List.

## Data fields for portfolio account screens

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### Account screen

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The screenshot shows a window titled "Account" with the following fields and controls:

- Name: [Text input field]
- Description: [Text input field]
- Comments: [Text input field]
- Initial Deposit: [Text input field]
- Data Entry: [Radio button group with options US (\$) and UK (p)]
- Navigation buttons: < Prev, Next >, Cancel

*Accountscreen*

Data entry fields for the *Account* screen include:

**Name** - Enter a code of up to seven characters to identify the account.

**Description** - Entering a description for the account is optional. The broker can enter the name of a client here. Individuals may choose to identify types of accounts, such as short-term, conservative, speculative, etc.

**Comments** - This field is also optional. Enter reference information such as the name of the broker who handles the account. The broker can enter a client's telephone number for easy reference, or some other information such as the type of account.

**Initial Deposit** - The amount of investment capital that was deposited in this account.

**Country** - From the *Data Entry* section, select the country in which this account will reside:

US (\$)

UK (p)

## Client screen

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If you are creating this account for a client, use this screen to enter identifying information. A Tax ID,

Name, Address, and Phone number can be stored for two individuals per account.

The screenshot shows a window titled "Client" with the following fields:

TaxID	First	Last	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address:   
Address:   
City:  State:   
Zip:  Country:   
Phone:

Navigation buttons: < Back, Next >, Cancel

*Clientscreen*

The data entered on this screen is mainly for the user's information but is also used for the 1099, End of Month, and End of Year reports. All fields are self explanatory.

## Default Strategy screen

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The strategy selected here will appear as the default exit strategy when a transaction that involves traded securities is posted to this account. You can also use this screen to modify an existing strategy or to create a new strategy. For those who prefer not to specify a default exit strategy, a buy and hold option is provided.



*Default Strategy screen*

↑ *To choose no strategy:*

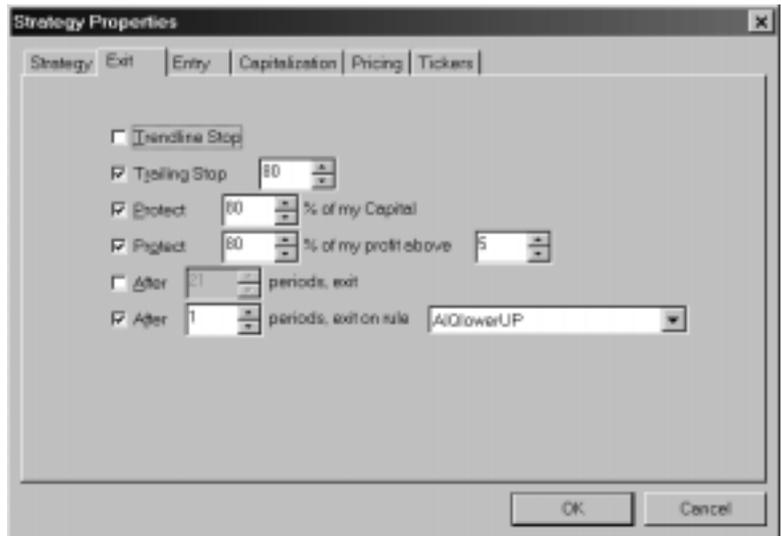
On the *Default Strategy* screen, select the **Buy and Hold** option.

↑ *To select an existing strategy:*

1. On the *Default Strategy* screen, select **Use Strategy** and then click the arrow on the list box to display available strategies.
2. Select the strategy you want to use by clicking on it.
3. Click **Next** to continue to the next screen.

↑ *To modify an existing strategy:*

1. On the *Default Strategy* screen, select **Use Strategy** and then click the arrow on the list box to display available strategies.
2. Click on the strategy you want to edit and then click the **Edit** button. The *Strategy Properties* screen will appear with the *Exit* tab displayed.

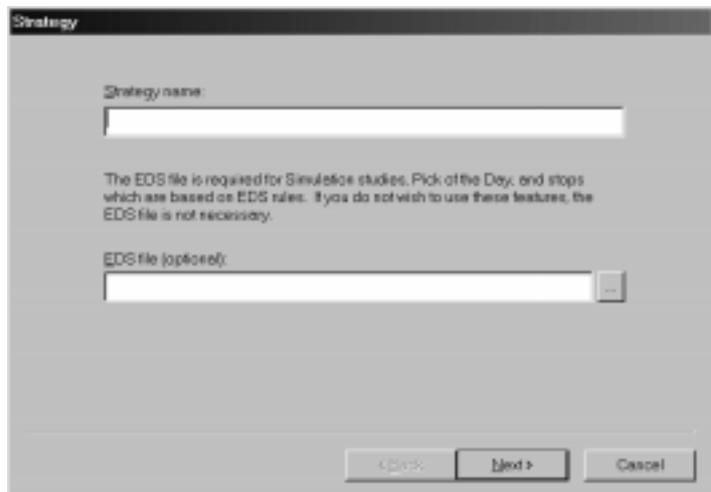


*Strategy Properties screen*

3. Use this tab to modify the Exit strategy. See *Creating or editing an exit strategy* in Section 3 of this chapter for detailed information on exit strategy parameters.
4. When you have completed your changes, click **OK** to close the *Strategy Properties* screen and return to the *Default Strategy* screen.

↑ *To create a new exit strategy:*

1. On the *Default Strategy* screen, select the **Use Strategy** option and then click the **New** button. The *Strategy* screen will appear.

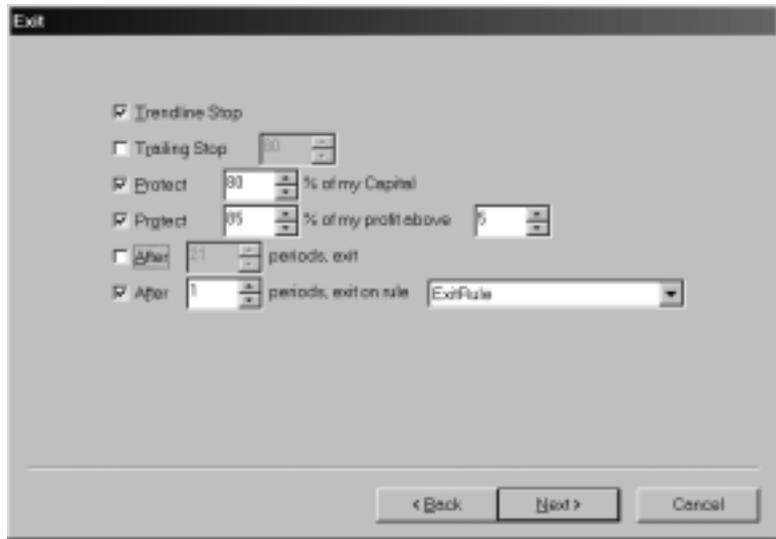


*Strategy screen*

2. In the *Strategy Name* box, enter a name for the new exit strategy.
3. If you plan to include an EDS rule as part of this exit strategy:
  - Click the button at the end of the box labeled *EDS File*. The *Open* dialog box will appear.
  - Use the *Open* box to find and select the EDS file that contains the exit rule you plan to use.
  - Click **Open**. When the *Strategy* screen reappears, the *EDS File* box will display the name of the EDS file you selected.
  - Click **Next** to move to the *Exit* screen.
4. Use the *Exit* screen to choose the options for stops that you wish to include in this exit strategy. For all options other than the Trendline Stop, stop parameters must also be specified. See *Creating or editing an exit strategy* in Section 3 on following pages for detailed information on exit strategy parameters.

**Note**

Only one EDS file may be linked to an account. This file must, therefore, include all EDS rules and UDF's that you plan to use for that account.



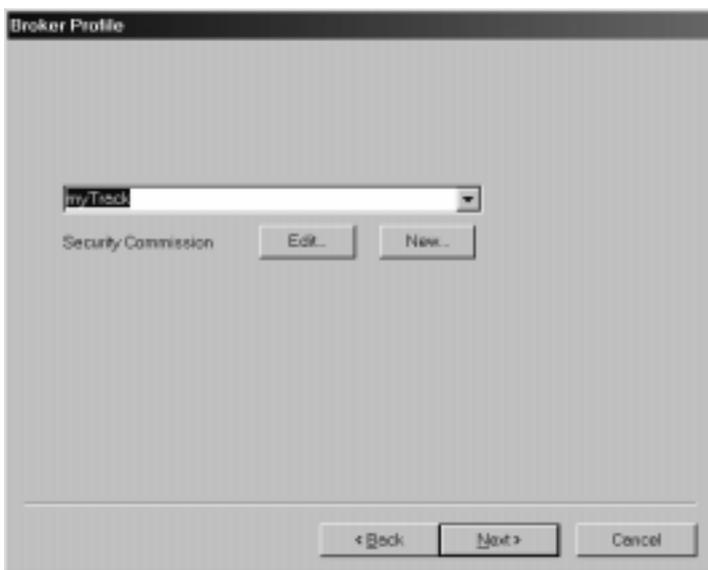
*Exit screen*

5. When you have completed your selections/entries, click **Finish** to return to the *Default Strategy* screen. The name of the new strategy will now appear in the *Use Strategy* list box.

## Broker Profile screen

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For transactions that involve commissions, the broker profile selected on this screen determines the automatic calculation of fees. You can also use this screen to modify an existing commission schedule or to create a new schedule.



*Broker Profile screen*

### ↑ *To select an existing Broker Profile:*

1. Click the arrow on the list box to display a list of all available broker profiles.
2. Select the profile you want to use by clicking on it.
3. Click **Next** to continue to the next screen.

### ↑ *To edit an existing Broker Profile:*

1. Click the arrow on the list box to display a list of available profiles.
2. Click to select the profile you want to edit and then choose the **Edit** button. The *Security Commission Schedule* screen will appear with the information for the selected broker displayed.

Security Commission Schedule

Profile

Overriding minimum

+  per share but at least

for first  shares +  thereafter

Overriding maximum

for first  shares +  thereafter

Discount

Table

From	To	Rate	+ Min

*Security Commission Schedule screen*

3. Use this screen to change the commission schedule parameters that you want to modify. See step 3 of *To create a new Broker Profile* below for detailed information on commission schedule parameters.
4. When you have completed your changes, click **OK** to return to the *Broker Profile* screen.

↑ *To create a new Broker Profile:*

1. Click the **New** button on the *Broker Profile* screen. The *Security Commission Schedule* screen will appear with the information for the currently selected broker displayed.
2. In the *Profile* box, enter a name for the new broker profile.
3. After obtaining a detailed commission schedule from the broker, use the balance of the *Security Commission Schedule* screen to duplicate this schedule. Transfer to the screen the rate schedule, any minimum or maximum levels, and a discount rate if applicable by selecting one or more of the following options:

- **Overriding minimum** - Select this option and enter per share and/or dollar amount minimums in the boxes provided.
- **Overriding maximum** - Select this option and enter per share and/or dollar amount maximums in the boxes provided.
- **Discount** - Select this option and enter your discount percentage in the box provided.
- **Table** - Select this option to create a new table. The table is used to determine the applicable commission rate and minimum dollar amount for a given number of shares. Click **Edit Table Values** and continue below.
  - The *Edit Security Commission Schedule* screen that appears provides the following four entry boxes:
    - From** - Beginning share value for rate
    - To** - Ending share value for rate (for last table entry, use 0)
    - Rate** - Rate (\$ per share)
    - +Min** - Dollar minimum for this level of shares

The screenshot shows a dialog box titled "Edit Security Commission Schedule". At the top, there is a "Profile:" label followed by a text input field. Below this is a table with four columns: "From", "To", "Rate", and "+ Min". The table body is currently empty. Below the table, there are four input fields corresponding to the columns, with labels "From", "To", "Rate", and "+ Min" above them. To the right of these input fields are three buttons: "Add", "Apply", and "Delete". At the bottom of the dialog are two buttons: "OK" and "Cancel".

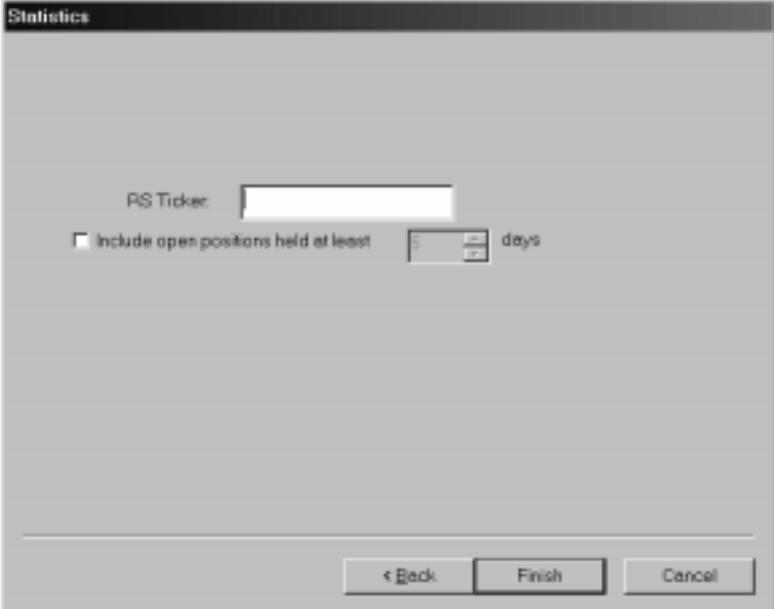
*Edit Security Commission Schedule screen*

- To create a new table, complete entries for the four data values and click **Add**. Using the data values entered, a new line is added to the table. Repeat this procedure for each line of the table.
  - To edit a line after it has been added, select the line in the table. The line values will appear in the text boxes below. Make all changes in these boxes and click **Apply**. Click **Delete** to remove the selected line from the table.
  - When you have completed the new table, click **OK** to return to the first *Security Commission Schedule* screen. The newly created table will now appear in the large box at the bottom of the screen.
4. When you have completed the schedule, click **OK** to return to the *Broker Profile* screen. The name of the new profile will now appear in the list box.

## Statistics screen

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The two entries on this screen pertain to the Account Statistics/Analysis report.



The screenshot shows a window titled "Statistics". It contains the following elements:

- A text input field labeled "RS Ticker" with a white background and a black border.
- A checkbox labeled "Include open positions held at least" followed by a spinner box containing the number "5" and the word "days".
- At the bottom, there are three buttons: "< Back", "Finish", and "Cancel".

*Statistics screen*

***RS Ticker***

Ticker symbol of the index whose buy-and-hold performance is shown on the report for comparison with account results.

***Include Open positions...***

Click this option to include results of currently open positions in the calculation of the account statistics that are listed on report. Use the *days* box to specify the minimum period of time that a position must be held to be included in the statistics.

## Portfolio Group Index

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TradingExpert Pro creates a Portfolio Group Index for each *Portfolio Manager* account. This index can then be viewed and explored in *Charts*. Ticker symbols for Portfolio Group Indexes are comprised of the account name preceded by a \$ sign (i.e., \$Paul).

Portfolio Group Indexes are automatically computed when you update your data. This index, which represents the value of the positions in the account, is weighted according to the number of shares of each equity held in the account. For example, a 1000-share transaction is given ten times the weight of a 100-share transaction. The index, therefore, represents the total value of the open positions in the account.

## Choosing an existing account

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† *To choose an account for viewing or editing:*

1. Open the *Portfolio Manager* application.
2. In the Account List section of the window, select the account that you want to open by simply clicking on its name in the list.

## Editing information on an existing account

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† *Follow the steps below to edit account information:*

1. Open the *Portfolio Manager* application.
2. In the Account List, double click the account that you want to edit. Or, choose the **Account Properties** toolbar button.
3. The *Account Properties* screen will appear. At the top of this screen are five tabs that are used to select the five different pages of account information. These pages correspond to the five data entry screens that the user fills out when creating a new account.
4. Select the page that contains the information you need to edit by clicking on its tab.
5. The account name (on *Account* page) is the only item that cannot be changed. To change an entry in any text box, click an insertion point in the text box and type in new information (see explanations of data items on the preceding pages).
6. When you have completed all your edits, choose **OK**.

## Deleting an account

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† *Follow the steps below to delete an existing account:*

1. Open the *Portfolio Manager* application.
2. In the Account List, right click on the account that you want to remove, then click the right mouse button to display a menu.
3. Choose **Remove Account** from this menu.
4. A dialog box will appear which asks you if you are sure you want to remove this account? Choose **Yes** to continue with the deletion.
5. The account and all underlying transactions/positions will be deleted.