



# **User Guide**

## **Version 2.0**

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## Introduction

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Thank you for purchasing *Trader's Edge*, the Investment Portfolio Manager designed for tracking and reporting on your investments. We believe you will find this program to be an indispensable tool for the management of your investments. You will find this program very easy to use due to its unique menu selection buttons. In addition, the powerful reports and graphs are valuable tools for your investment decision-making.

Please find included in this package the following items:

1. The program diskette (3.5" HD) is contained in the sealed envelope. Please read the License Agreement and Limited Warranty in Appendix I of the User Guide before opening it.
2. A Registration card is provided. Please take a moment to complete the details and mail it back to us so that we may keep you aware of any program updates and other news. If you require a different diskette format, please notify us by indicating the format required on the card.

We at Trader's Edge hope you enjoy using the program.

Thank you,

S. J. Goel C.A.  
President

Gerald Roddau  
V.P., Product Development

“GOOD LUCK TRADING !”

## **How the User Guide is organized**

Use this guide to familiarize yourself with all of the features of the program. The chapters are logically listed in order of each selection on the drop-down menu bar (and each button on the button bars). Each chapter contains detailed instructions for the specific items of the menu bar selection. This will allow you to find your topic quickly and in the same order as found in the program. Where applicable, a screen capture of a particular form or report is provided for your convenience. The on-line text of this User Guide can also be found under the menu selection *Help + User Guide*.

## **Some More Important Information You Must Read**

1. We strongly recommend that you practice on the program before actually entering your real portfolio. To do so, start the program, set up a Trader and an Account, and then enter your practice data. Review all the features of the program and make sure you understand how to set up accounts and record trades. Once you are comfortable with the program, go into the subdirectory where the program is set-up (the default is c:\Trader) and **MAKE SURE** you erase **ALL** the files with the “.dat” extension only. This will delete the practice data you have just created. Note that the two program files (“trader.exe” and “trades.hlp”) should still remain in this subdirectory. The program is ready to use again and you can now enter your actual portfolio information.

2. Network installations: Trader’s Edge is designed as a single-user program. Trader’s Edge Inc. makes no claims or guarantees for use of the program on a Local Area Network (LAN). If you are using a LAN, please ensure that Microsoft Windows is on your local hard drive and then perform the installation using that local copy of Windows. If you wish to place the program on a file server, you would have to create a “Trader” directory on the file server and manually copy the “trader.exe” and “trades.hlp” into that directory from the installation disk. Then you would also have to set up the program icon and group window from the Windows Program Manager. Technical support for LAN installations is not provided.

3. Short sales: The program has a special method of recording short sales. Please read the section on short sales in the manual. Also note that if you have a short position, then you cover it and then buy more, you must record a separate trade to cover the short completely first and then record a buy for the additional long position. Also, note that if you do so on the same day, record the subsequent long position on the next day. This is because the program calculates adjusted cost base numbers for all buys and sells for a particular day and you need to segregate costs for covering a short position and a subsequent purchase.

4. Along the same lines as note 3, all purchases on a particular day will be aggregated for ACB calculation purposes. Therefore, if you want a sale on a day to reflect only the costs of purchases prior to the sale, and then have additional purchases later in the day, record those later purchases on the next day. This will be especially applicable if you are recording the February 22, 1994 capital gains election. Record the sale on Feb. 22 and the subsequent purchase on Feb. 23 for the applicable securities. Please read the section in the User Guide on recording this election.

5. Backing up data files: We strongly recommend that after each session you backup your data onto a floppy disk using the program facility for all traders. To restore lost data, simply copy the files from the backup disk back into your "Trader" directory.

6. Deleting Trade entries: Entries made in error cannot be deleted from the program. However, all trades are fully editable as long as the Account is labelled active. Select the trade you want to delete from the appropriate trade screen with the edit button. Substitute all information as a buy with any account on any date, then enter 0 shares of any security at \$0 per share and then press Accept. Now you have a "blank" trade that can be re-edited for the next trade of that type of security. Make sure to keep track of the reference number.

7. Referencing transactions: When you record a trade, the program generates a transaction number which is in the bottom left-hand corner of each input screen. We recommend you write this number on the confirmation ticket or broker statement next to the particular item. Now, if you have to look up or edit a trade, you will find it more easily by referring to it from the original document.

8. Editing Security Names: Security names can only be edited through the *Updates + Security Info* screen. If you edit a security name in a trade input screen, the program will create a new security name. Although the maximum length for a security name is 39 characters, you will find the program's reports easier to read if you keep your security names to a maximum of 20-22 characters.

9. Options and Warrants: There a special feature in the program that "turns off" warrant and option names that have passed expiry date or have no current position. If by chance you must edit one of these items, you may find the name is not in the appropriate trade screen. To reactivate it, go to *Updates + Security Info*, select the appropriate security name from the list and change the maturity date to a date after the current date you are working on. Now the program is "tricked" into thinking the option or warrant is still active.

## **QuickStart**

### **Key instructions for setting up and using the program:**

**Installation:** Insert the diskette into the a: (or b:) drive. Start Microsoft Windows if you have not already done so. From the Windows Program Manager, select File and then select Run. In the Command Line box, type a:\install (or b:\install) and select OK. Follow the procedures indicated until the installation of the program is complete. Upon completion of the installation, a Program Group named Trader's Edge will be created with the Trader's Edge program icon inside.

**Start the program:** Start Microsoft Windows if you haven't done so already, locate the Trader's Edge program icon and double-click on it with the mouse to start the program.

**Set up a TRADER:** The first step is to set up the details for a specific individual ( the Trader) for whom trades will be recorded and reports generated. Select *Portfolio + Trader*. As a minimum, record the Trader's full name and record the rest of the information as desired. Select *Accept* to save the information.

## **Introduction**

**Set up an ACCOUNT:** The Trader requires at least one Account in which to record Trades. Select *Portfolio + Accounts*. Enter the name of the Company that you have the Account with, then enter a description to identify the account: i.e. Current, etc. Select the Currency of the Account from the dropdown box. Select the tax status of the Account from the dropdown box. Enter the remaining Account details at your option. Select *Accept* to save the information.

**Set up a CURRENCY:** If you are trading Securities in other Currencies, you must set up the currency first. Select *Updates + Currency Prices*. If the Currency you require is not included on the list, type in the new Currency and select *Accept* to save the information. This is necessary in order to set up the Securities correctly. To record Currency prices in this screen, select a Currency from the dropdown box, enter a date and exchange rate and select *Accept*. There are two procedures to follow when recording foreign Security trades. If the Trade is a Canadian Security in a Canadian currency or a foreign Security in a foreign currency Account, the Exchange rate remains at the default of 1.00. This will result in the Trade being recorded exactly as it appeared on the original confirmation receipt. However, if you record a foreign Security Trade in a Canadian Account, you must enter the exchange rate exactly as reported on the confirmation receipt to convert it to Canadian funds. Note that if you are trading in foreign securities, you must enter exchange rates in the *Updates + Currency Prices* in order for reports to be accurate. This could be done on a periodic spot rate basis or as an average rate for a calendar year.

**Set up a SECURITY:** Select *Updates + Security Info* to set up a Security for which you want to record a Trade. Enter the name of the Security with a unique description to identify it, e.g. ABC Corp. Pref. SII. This will distinguish it from ABC Corp. Common. At your option, select the exchange of the Security from the dropdown box (or enter a new one) and then enter the ticker symbol. Then select the Currency in which the particular Security trades. This is necessary in order to convert foreign priced Securities to Canadian currency. Select the type of Security from the dropdown box. At your option, and if applicable, complete the remaining information. Select *Accept* to save the information.

**Record TRADES:** Now you are ready to start recording Trades. Select *Trades* from the main menu. The menu buttons displayed will

enable you to rapidly select the type of Security you want to Trade, including Common stocks, Preferred stocks, Bonds, Mutual funds, Options and Warrants. In addition, use ***Income*** for dividends and interest, and ***Other*** for fees, margin interest etc. Each screen is self-explanatory and easy to use. If you need assistance for any particular Trade, refer to the ***Trades*** section in the User Guide for further instructions and examples. Select ***Accept*** after recording the Trade to save the information. If you have to edit a Trade, select ***Edit*** in a particular Trade screen. A dropdown box will appear listing all the Trades which have been recorded for that security type. You can then select one to edit.

**Record SECURITY PRICES:** To record the market price for the Securities you are trading, select ***Updates + Security Prices***. From the dropdown box, select the Security for which you want to record a market price. Enter the date and the closing price for the day. Select ***Accept*** to save the information.

**Review REPORTS:** Select ***Reports*** from the main menu to access the Reports available. Select ***Portfolio*** to display your investments for a specific date and/or Accounts. Select ***Transactions*** to display specific transaction history by date, Account and Security or asset class. Select ***Capital Gains*** to display realized capital gains or losses by Security for a selected time period. This report will assist you to prepare a capital gains summary for a income tax purposes. Select ***Account Info*** to display income, other expenses and cash balances by Account. Select ***Graph*** to view Security value information. If you wish to start using the program as soon as possible, you need only learn a few basic procedures and features.

## **Menu Map:**

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### **PORTFOLIO**

<b>Open</b>	Access the list of Trader portfolios already set up
<b>Trader</b>	Set up or modify the details of a particular Trader
<b>Accounts</b>	Set up or modify one or more Accounts of a Trader
<b>Backup</b>	Automatically backup data to a diskette
<b>Printer</b>	Access the Windows printer configuration options

### **TRADES**

<b>Common</b>	Record common stock transactions
<b>Preferred</b>	Record preferred shares and convertible preferred shares
<b>Mutual Fund</b>	Record mutual funds
<b>Bonds</b>	Record bonds, strip bonds, convertible bonds and CSBs
<b>Options</b>	Record options, rights
<b>Warrants</b>	Record warrants
<b>GIC/TBill</b>	Record GIC, T-bills, term deposits & commercial paper
<b>Cash</b>	Record the deposit or withdrawal of funds into accounts
<b>Income</b>	Record dividends, interest, capital gains
<b>Other</b>	Record various expenses and adjustments
<b>Stock Split</b>	Record stock splits

### **REPORTS**

<b>Portfolio</b>	View the Trader's portfolio at a selected point in time
<b>Transactions</b>	View the transactions by date, account and security
<b>Capital Gains</b>	View capital gains by security for a selected time period
<b>Account Info</b>	View income items, other expenses and cash balances
<b>Graph</b>	View a security's cost versus market value
<b>Stats</b>	View performance of a security

### **UPDATES**

<b>Security Info</b>	Set up the details for particular Security
<b>Currency Prices</b>	Set up the Currencies and record Currency price data
<b>Security Prices</b>	Record Security price data
<b>Data Import</b>	Allows importation of data files

### **HELP**

<b>User Guide</b>	Complete on-line text of User Guide
<b>Support</b>	Information for Technical Support
<b>About</b>	Information about Trader's Edge

## Hardware requirements

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In order to run the program, the *minimum* hardware requirements listed below must be met. However, to achieve reasonable performance from the program, the *recommended* hardware configuration is more desirable:

Hardware Item	Minimum	Recommended
Micro-processor	386	486 DX or above
RAM	4 MB	8 MB
Operating system	Windows 3.0	Windows 3.1
Mouse	Recommended	Recommended
Video	VGA	VGA
Hard disk space	2 MB	4 MB
Printer	Windows compatible printer	Windows compatible printer

## **Installation procedures**

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Please note that you should make a copy of the installation disk and store it in a safe place before installing the program. To install *Trader's Edge* on your computer, do the following:

1. Turn on the computer and start Windows. You must have Microsoft Windows installed in order to run the program. Note that Windows95 will have a different installation procedure and all the following steps will not be necessary.
2. Insert the *Trader's Edge* installation disk in the appropriate drive: A: or B: .
3. From the Windows Program Manager, choose *File* and then *Run*. The RUN dialog box will be displayed.
4. Type A:INSTALL (or B:INSTALL).
5. Choose the OK button or press enter.
6. Follow the instructions on the screen until the installation is completed.

*Trader's Edge* will make a subdirectory within the Windows directory called "RLZRUN20". Do not delete this directory or the files contained within it as these are support files required for the program. Another subdirectory called "TRADER" will be created which will contain the program files and the data files created for the portfolios created.

## **Starting the program**

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To start the program:

1. Go to the Windows Program Manager.
2. Open the program group that contains the *Trader's Edge* icon.
3. Double-click the *Trader's Edge* icon and the program will start.

In order to begin recording your Security trades, you must first set up an individual Trader, at least one Account and at least one Security:

### Step 1: Setting up a Trader

#### Part A:

The Trader set up screen is found by selecting Portfolio then Trader from the dropdown menu. However, upon starting the program for the first time, the welcoming screen will advise you to set up a Trader to create a Portfolio. Choose OK and the **Trader** screen will appear. As a minimum, enter the name( first then last) for the individual (or Trader) that the Portfolio represents. This could be an individual such as yourself, your spouse or even a corporation. The rest of the information is optional. Select the **Accept** button to save.

#### Part B:

You will then be asked to record and confirm a password, which will be applicable to that Trader. If you do not wish to use the program's password feature, simply press the OK button without entering any password; then whenever a Trader Portfolio is opened and a password is requested, just press OK and the Portfolio will open. If a password has been entered, it will be required each time this Portfolio is opened. Note that every Trader can have their own unique password. Also, the password can be changed by entering the Trader set up screen, selecting the appropriate Trader and pressing **Accept**.

### Step 2: Setting up an Account

From the main menu bar, select *Portfolio* and then *Accounts*. As a minimum, you must record the details for the following:

- Company** This is the brokerage, bank or mutual fund company or institution where the investments are made.
- Account Name** This should be a unique descriptor of the account for that particular broker or company, for example, Cash, Margin, Cash-US, Current, RRIF, RRSP, Current-US etc. Note that the Account will be created from the combination of the Company and the associated Account name. Each Company set up can have a multiple of Account Names attached to it. To create a new account at the same company, select the Company from the first input box. An account name already set up for this company will displayed in the second input box. Tab to the Account Name box, but then select the <new> prompt from this second input box. Type in the name of this new account and it will be added to the Account Name list for the particular Company displayed. **Please be careful with this procedure.**

<b>Currency</b>	Select the Account's Currency from the dropdown box. If the Currency is not listed here, you must first go to <i>Update + Currency Prices</i> to record the name of the new Currency (Canadian and United States dollars are defaults). Please refer to the section on Currency further on in this chapter or go to the Update chapter of this Guide for complete instructions.
<b>Tax Status</b>	Select between Taxable or Non-Taxable to identify those Accounts which are to subject to income tax and those which may be sheltered such as RRSP or RRIF accounts.
<b>Additional Information</b>	The remaining information can be entered as you require.

### Step 3: Setting up a Security

From the main menu, select *Updates*, then *Security Info*. Record a unique name for the Security, select the Currency it is denominated in and then the Security Type. The remaining information is optional. Upon completion, select the *Accept* button. Repeat this for each Security you intend to trade in.

Note Securities can also be entered "on the fly" when entering a trade. However, the Currency will default to Canadian dollars and the Security Type will default to that of the Trade input screen. You must use the *Security Info* screen to record other Security details.

### Step 4: Updating Security Prices

If you want to make full use of the reports and graph features of the program, you must enter the Security price data for the Securities that you trade in. Select **Updates + Security Prices**. From the dropdown list, select the Security that you want to enter prices for. A Security must have already been set up for it to appear on this list. Enter the date, then the day's closing price for the Security and select **Accept** when completed. Note that a price will be saved for each date entered so that a series of prices will be accumulated for the particular Security. This can be done on a daily or weekly basis (or any other schedule you find convenient). The more frequently price data is entered, the more accurate the reports will become. It is necessary to enter Security prices to update your portfolio report for market values of your securities held and the equity of your portfolio.

*Note* When entering the Security price data for a foreign Currency Security, enter the price in the foreign Currency denomination. For example, record a US stock price in US dollars. The program will automatically calculate the conversion to Canadian dollars for your reports assuming you maintain the **Currency Prices** file.

### Step 5: Updating Foreign Currencies

*Trader's Edge* has been designed to record both domestic and foreign Currency denominated securities. In addition, broker accounts can be maintained for foreign Currency denominations. The program will generate reports in Canadian dollars assuming you have recorded the foreign exchange rates. This way, you will be able to enter trades as they occur in the different currencies, yet you will obtain meaningful information in the domestic Currency. The following discussion outlines the simple Currency procedures to follow:

### Updating Foreign Currencies (continued)

- A. If you are recording foreign Currency denominated Securities, you must first set up the Currency for that Security. Select **Update**, then **Currency** to go to the **Currency Prices** screen. If the Currency you require is not included on the list (defaults are Canadian and United States dollars), it may be added to the list by typing it in the Currency box, and then selecting **Accept** to save the information. Then set up the Security by selecting **Updates + Security Info** and ensure that your chosen Currency for that Security is selected.
- B. To record Currency prices, select **Update + Currency Prices** and choose the Currency to update from the dropdown box. Enter a date and exchange rate, then select **Accept** to save. This can be done on periodic spot rate basis or an average rate for a calendar year. You must enter exchange rates in order for reports to be accurate if the securities are recorded in a foreign Currency. Remember to enter the exchange rate in terms of the foreign Currency relative to the domestic Currency. For example, enter 1.35 to express recent Canadian dollars in terms of US dollars.

Note Some Trader's may wish to leave their foreign Account information in foreign currency. This can be accomplished by setting up the applicable Account and Security with the applicable foreign currency denomination identifier. However, do not update the Currency prices for this currency and the default of 1.00 will be in effect. This way, all the trades and reports for these foreign Account and Securities will remain in foreign currency values. Please note that when you view the reports, however, if you have Accounts in a Canadian currency as well that the reports will have to be viewed by selecting same currency denominated Accounts or the information may be misleading.

You are now ready to use **Trader's Edge** and enter trades. Note that for a complete description on the Trader, Accounts, Security Info and Currency screens, please go to the relevant sections of this Guide.

### Recording Trades:

From the main menu, use the **Trades** menu button to access the menu for all the specific trades that may be made. Note that you can also use the dropdown menu item **Trades** to access the different trade screens in the program. Select that class of trade you want to record from those available as follows:

<b>Common stock:</b>	Record common stocks, installment receipts, partnerships
<b>Preferred Stock:</b>	Record preferred and convertible preferred shares
<b>Mutual Fund:</b>	Record mutual funds
<b>Bonds:</b>	Record bonds, strip bonds, convertible bonds, CSB's and mortgages
<b>Options:</b>	Record options and rights
<b>Warrants:</b>	Record warrants
<b>GIC/TBill:</b>	Record GICs, T-bills, term deposits, commercial paper
<b>Cash:</b>	Record deposits to and withdrawals from accounts
<b>Income:</b>	Record dividends, interest and capital gains
<b>Other:</b>	Record margin interest, fees, withholding tax, ACB adjustments, etc.
<b>Stock Split:</b>	Record the split for a Security

Once you are in a Trade screen, input the information in the boxes as required. When entering data, do not enter commas, just decimal points. Enter stock prices, for example, as 3.875; numbers as 10000; and dates as mm/dd/yy. A new Security name can be entered "on the fly", however, it will default to Canadian currency. This can be changed to a foreign currency in **Security Info**. Do not at any time delete a Security name listed in a Trade screen as this can only be done in **Security Info**. Select **Accept** after you have confirmed the accuracy of the data. Note the cash value of the trade will adjust the cash in the applicable account automatically (except for certain **Income** and **Other** trades). If you need to edit a trade already recorded, select **Edit** in the trade screen and a dropdown list will appear from which you can select previously recorded trades for editing. Complete step by step instructions for all Trades will be found in the Trades chapter of this Guide.

### Special Rules for Foreign Security Trades

Use the following simple rules for recording foreign Security trades:

- i) When recording a Trade that is a Canadian Security transacted in a Canadian Currency account, the exchange rate box in the trade screen remains at the default of 1.00.
- ii) When recording a Trade that is a foreign Currency Security transacted in a foreign Currency account, the exchange rate box in the trade screen remains at the default of 1.00.
- iii) When recording a Trade that is a Security transacted in an account denominated in a different Currency, you must enter the exchange rate exactly as reported on the confirmation receipt to convert the trade to the account Currency. This will result in the Trade being recorded exactly as it appeared on the confirmation receipt which will provide a complete audit trail.

*Note:* See the note above regarding foreign currency denominated Accounts.

### Viewing Reports

From the main menu, use the **Reports** menu button to access the five main reports that you can view. Select **Display** to view and then **Print** if a hardcopy is required. A Report must be displayed before it can be printed. *Note:* You must select **Exit** in all Reports, except **Account Info** and **Graphs**, after displaying them in order to generate another Report.

- Portfolio** This report displays the status of your investment Portfolio (with key information). Select any date in the format mm/dd/yy( the default is today's date). Select a particular account(s) is required using the radio button.
- Transactions:** This report displays your transaction history. Select any date range (the default is two months ended today). Select a particular account(s) is required using the radio button. Select a class of Securities or a particular Security from the dropdown list.
- Capital Gains:** This report displays realized capital gains and losses and the summary of capital gains for tax filing purposes. Select any date range (the default is beginning of the year to today's date). Select the particular account(s) required using the radio button.
- Account Info:** This report displays the summary of all income, cash balances and other amounts. Select any date range (the default is beginning of the year to today's date). Select a particular account from the dropdown list.
- Graphs:** Display a two level graph showing the ACB and market price on a per share and a total value basis. Select any date range (the default is six months ended today). Select a Security from the dropdown list.

### Recording and Converting Historical Trades to Trader's Edge:

You may have already made a substantial number of trades or have used a similar program before purchasing *Trader's Edge*. You have a couple of options for the transition process of bringing your data into *Trader's Edge*.

- Option 1.** You can enter all the trades you have made since the inception of your Portfolio. This would be useful for reviewing your trading history in complete detail for all of the reports. You may find that this option may not take too long to complete since the data entry screens are quick and easy to use. In addition, you may also want to record the historical Security and Currency Prices where applicable.
- Option 2.** You can summarize all the important information for your Portfolio and record a trade for each security at some logical conversion date, for example, January 1, 199X( the start of a calendar or fiscal year). The key information would be a list of all Securities owned, number of shares, their Adjusted Cost Base per share, the market price and Currency price and so on. Note that is the account is fully paid for, a Cash trade for a deposit would be required to balance the Account since the trades on the set up would deduct cash from the Account. This method would be very quick, however, the detail of your historical trades would not be set up and would therefore not be available.

*Note:* If you are setting up Securities by entering trades, the cash balance in the Account will be reduced for these purchases. However, if the Securities have been paid for or are partially margined, the cash balance of the Account will have to be adjusted using the *Cash* trade screen. This is because you would have originally bought these Securities buy depositing cash to your Account to fund the purchases and may have realized cash upon any sales. A single entry for each Account would be all that's necessary to reconcile the Account balances.

### **Adjusted Cost Base**

The program will calculate the adjusted cost base for capital gain calculations using the **weighted average cost method** which is appropriate for Canadian income tax purposes. Under this method, the purchase cost of similar shares are pooled as acquired and the average cost per share is determined. Sales of a similar Security reduce the cost pool at the most recent average cost. This amount for the shares sold will become the adjusted cost base for the calculation of the capital gain.

**Foreign Security adjusted cost base** will be calculated in accordance with Canadian tax law. Trades in foreign currencies will be converted to Canadian dollars at the exchange rate in effect at the time of the trade. For more accurate reporting, ensure that you are entering the exchange rates in ***Currency Prices*** on a basis consistent with the frequency of trading in foreign denominated Securities.

### **February 22, 1994 Capital Gains Election**

The program is designed to allow you to reflect the capital gains election for your securities. Once you have determined the adjusted cost base adjustment required for the Security, enter the appropriate Security trade screen and record a sale at the elected value. This will create a sale for that Security which will be reported on the Capital Gains report. Immediately after this trade, record a purchase of the Security at the same value as the sale. This will result in the Security having an adjusted cost base of the elected amount. This method cannot be used for flow-through shares which must have their capital gains election calculated manually.

### **Selling short and writing options**

If you are selling securities short or writing option premiums, record the transaction as a negative Buy. When you are recording the trade, select Buy for the trade type but use a negative number of shares (or contracts) to establish the short position. When the Security is bought back or the option position is closed, record a negative sale using a negative number of shares (or contracts) to close the trade.

### **Income and Other**

This section of the Trades menu will allow you to record almost any type of income, expense or other type of transaction that may occur in your portfolio. Read the chapter on this section carefully if you intend to use these advanced capabilities of the program. In particular, there are accrued gains, capital gains, cash receipts & ACB adjustments that can be associated with a Security. Some of these items will not affect cash balances in accounts (Accrued income, Accrued gain, ACB adjustment). Note that by using one or more of the trade types in combination, you will be able to record almost any type of income or security.

### **Dividend Reinvestment Plans**

If you own shares or mutual fund for which the dividends or distributions are automatically reinvested into more shares or units, record them as follows:

**Step 1:** Select *Trades + Income* from the menu buttons. Record the gross amount of the dividend for the particular Security. Note that sometimes the distribution may be part dividend, interest and/or capital gain. Simply record the appropriate amounts for each type if you know the allocation.

**Step 2:** Select *Trades* + the type of Security from the menu buttons. Record a purchase of shares or units in the amount of the dividend or distribution.

Now the income amounts will be reflected in the reports correctly and the number of shares/units and adjusted cost base of the shares/fund will adjusted for the reinvestment.

## Q & A with the Trader

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**I just set up my portfolio by recording purchases as of January 1, 1997 at the average cost base for each security. What else do I have to do?**

First, you should make sure that you have reflected the accumulated equity in your account at the time of set up by recording a cash deposit in *Trades+Cash*. This is because upon these purchases at set up, the program automatically reduces the cash in the account for the value of the trade. However, you will have paid partly (on margin) or fully for them and this must be adjusted for by the cash deposit. Finally, reconcile the account cash balance, security position and values to your broker statement at that point time. If you now record all trades correctly into *Trader's Edge*, you will always be able to reconcile to your broker account, know your true equity and produce meaningful & accurate reports.

**How often should I enter security prices in *Updates+Security Prices* ?**

If you trade frequently and need to know your portfolio equity daily, then enter the security closing prices once a day. If you would only be interested in your equity once a week, then enter, for example, Friday's close price. If you are a longer term investor, then monthly may be right for you.

**When I need information to file my tax return, can *Trader's Edge* help me to minimize my accountant's bill ?**

*Trader's Edge* is a unique in its ability to generate a Capital Gain report that is accurate enough to be printed and included in your personal tax return. If you enter all trades properly, use the ACB adjustment, accrued gain and capital gain items, the Capital Gain report will eliminate your accountant's work on your security trades. Also, if you have mutual funds or dividend reinvestment programs, by recording the income and subsequent purchase of new shares/units, you will be able to track the adjusted cost base of those shares/units correctly. Record all your trades, print the Capital Gain report and add it to your T1.

### How can I use Trader's Edge to make me better investor ?

Record all your Trades correctly, including cash, income and other items. Reconcile your accounts to your broker statement every month. Then follow the *process* of **Trader's Edge** reports. Use the **Portfolio** report to see where you are today: what is the asset allocation of your portfolio?; how has your net equity changed?; how much are your unrealized gains?. Review your transaction activity for the last couple of months (or more) with the **Transaction** report. Analyze your **Capital Gains** report to see what kind of profitability you are achieving: if you have large capital gains consider the tax consequences upon selling. Review your **Account Info** summary: see if income is coming in; how much margin interest has been incurred or commissions been paid?; will you have enough dividend income to offset interest expense?; how much monies have you deposited or withdrawn?. Finally, display a **Graph** to see if you are in a profitable position, especially over time. These reports are designed to make you more informed about your performance as an investor. Use them diligently and your performance will be improved.

## Portfolio - Overview

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The *Portfolio* menu selection is to be used for the creation and management of the various Trader Portfolios in the system. A Portfolio represents all the brokerage Accounts and Security trades for one individual or corporation. For example, you would set-up one Portfolio for yourself and a different one for your spouse, etc. This way, reports for tax purposes can be prepared reflecting the investing activities of one taxable entity.

The main selections of this *Portfolio* menu are as follows:

- |                       |   |
|-----------------------|---|
| <b>Open</b>           | Access the list of Trader Portfolios already set up |
| <b>Trader</b>         | Set up or modify the name and details for a Trader  |
| <b>Accounts</b>       | Set up or modify Accounts for a particular Trader   |
| <b>Backup</b>         | Automatically backup files to a diskette            |
| <b>Printer set up</b> | Access the Windows printer configuration options    |
| <b>Exit</b>           | Exit the program                                    |



When the program is started, the most recently active Portfolio is displayed in a pop-up form which will list all the Portfolios currently available. If you have more than one Portfolio recorded in the system and you wish to access another one, select it from this list. Enter the password if required to open the chosen Portfolio. To select another Portfolio while in an existing open one, select **Portfolio + Open** and select the desired Portfolio. The currently open one will automatically close and be replaced by the one newly opened. If you want to set up a new Account for a particular Trader, ensure that you have that particular Trader's Portfolio open. The name of the currently open Portfolio will appear in the **Trader's Edge title bar** at the top of the screen.

Trader Name John Trader		Home: Phone 905-123-4567	Home: Fax 905-765-4321
Street Address 123 Street		Birthday March 1, 1958	Spouse's Name Anne
City Toronto	Province / State Ontario	Memo: kids, hobbies, ideas Girls: Tara, Shannon Enjoys playing the market Works for Trader's Edge Inc.	
Postal / Zip M1M 1M1	SIN Number 123 456 789		
Work: Phone 416-123-4567	Work: Fax 416-765-4321	Exit	Accept

**TRADER PROFILE**

This screen is used to enter the details for a Trader if a new Portfolio is to be set up. For each individual, partnership, corporation or tax reporting entity, a separate Trader should be set up. This will accumulate the transactions and reflect all reports, tax schedules and graphs for the activities of the one entity. For example, you would set up one Trader for your personal investments and then, another new Trader would be entered for your spouse. This will create different Trader Portfolios and sets of data which will provide their own individual reports and graphs.

If you manage a large number of Portfolios or deal with many clients, detailed personal data can be recorded to assist you in their management.

## Procedures for entering Trader information:

1. Select **Portfolio** and then **Trader** from the dropdown menu. Enter the Trader's full name, first then last, for the new Portfolio. This name should represent the taxable entity for all the Accounts to be set up and Trades to be recorded. Note that at least this first box, the Trader's name, must be entered.
2. At your option: enter the address, phone and fax numbers of the Trader. Enter any pertinent personal details in the remaining input boxes. (In the Memo box use **CTRL+Enter** to move text to the next line).
3. Select **Accept** if all the input information is correct. You will then be asked to record and confirm a password, which will be applicable to that Trader. If you do not wish to use the program's password feature, simply press the OK button without entering any password; then whenever a Trader Portfolio is opened and a password is requested, just press OK and the Portfolio will open. If a password has been entered, it will be required each time this Portfolio is opened. Note that every Trader can have their own unique password.

## To Edit or Modify previously recorded Trader information:

1. While in the Trader input screen, select the Trader you want to edit from the dropdown box. If the Trader's Portfolio you are choosing is not the one you are currently in, you will be asked for the password for that Portfolio. This prevents unauthorized entry into other Portfolios. Tab to the input box for modification and enter the new information. Select **Accept** if all the input information is correct.
2. A dialog box appears asking if you wish to change your password. If you select **Yes**, the **Change Password** screen appears using the above guidelines.

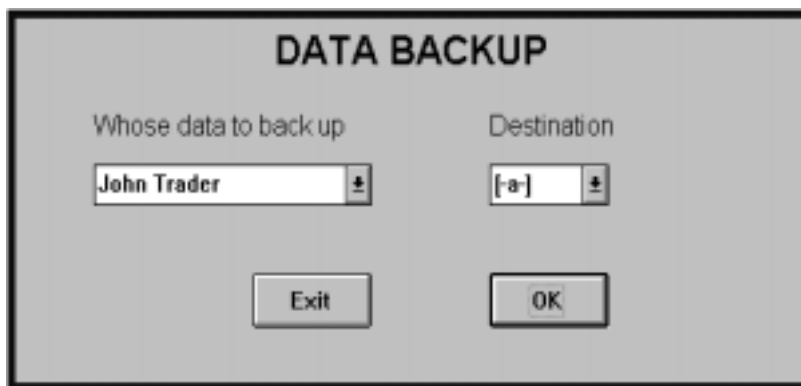
Company	Account Name	Currency	Tax Status
ABC Brokers	Current	Cdn \$	Taxable
Date Opened	Contact	Phone Number	Fax Number
01/01/95	Mr. Broker	123-7654	567-4321
<b>ACCOUNT INFORMATION</b>			Account Status
Street	City	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	
Bay Street	Toronto	Exit	
Province / State	Country	Postal / Zip	Accept
Ontario	Canada	Y1Y 1Y1	

This screen is used to enter the details for a particular broker or other trading Account where the securities are traded. Before a Trader can start to input trades, an Account must be set up for the particular Trader. Note that all the reports and graphs will reflect only those activities for the Accounts of a particular Trader. Normally an account will be desired for each brokerage statement or mutual fund statement. If all information is recorded in the system, it will be possible to reconcile the account detail the statement. If you haven't already set up an Account, the program will automatically prompt you to do so when you first attempt to enter a Trade.

You may have an unlimited number of Accounts for each Trader and for each brokerage, each of which can be uniquely identified. For example, you may set up an Account for your Canadian dollar current account at ABC brokerage firm. In addition, you might set up a Canadian dollar RRSP at the same ABC brokerage firm. This will create two sets of Accounts for that particular Trader. However, reports can be created based on the activities of both Accounts or individually by a simple selection process when generating the reports. The key is to combine the Company name and the Account name to create a unique identifier for the Account.

### Procedures for recording Account information (steps 1 - 5 are mandatory):

1. Select *Accounts* from the *Portfolio* drop-down menu.
2. At the Company <*new*> prompt, enter the name of the Company (or Brokerage, Bank, Trust, Mutual Fund Co. etc.) where the Account is held. This name will be unique to the institution and can be used again in association with another Account Name at the same institution..
3. Tab to Account Name. At the <*new*> prompt, enter the name you want to assign to the Account. For example, you may have a Canadian current trading Account at a particular brokerage with a several digit number. Instead of using the number, maybe you could use the term '*Cash*' or '*Margin*'. When trading screens or reports are displayed, the Company and the Account Name are combined. You will then be able to easily identify the accounts. Note that you can enter multiple Account Names for a particular Company. Use the same Company name in the first input box and then tab to the Account Name box, but then select the <*new*> prompt from this second input box. Type in the name of this new account and it will be added to the Account Name list for the particular Company displayed. Don't type over the existing Account name or it will be modified. **Please be careful with this procedure.**
4. Select the Currency denomination for the Account from the dropdown box. If the Currency you require is not listed, see the section on setting up a new Currency.
5. Select the tax status of the Account from the dropdown box; taxable and non-taxable (RRSP, RRIF etc.).
6. Optional information: record the date the Account was opened in mm/dd/yy format; record the name and phone number complete mailing address of the Company contact. Select whether the account is active or inactive.
7. Select *Accept* to save. To edit an existing Account, select the Company and Account Name dropdown boxes, retype and save.



Since you will be recording valuable information for your investment Portfolio, it is important to backup the data files periodically. The easiest way to do this is to place a blank, formatted diskette in drive A: (or drive B:). Then select **Portfolio + Backup** from the dropdown menu. The program will prompt you for the particular Trader files you wish to backup. Select as desired from the *dropdown list*. Then select the disk drive containing the backup diskette from the choices available. Select **OK** and the program will copy the files selected to the backup diskette, which you can then store in a safe place.

Printer set up will allow you to access the Windows printer selection features. You can select the type of printer you wish to use if you have more than one to choose from. Please refer to your Microsoft Windows User's Guide for more information on printers and printer set up.

## **Exit**

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Once you have completed your session with Trader's Edge, select *Exit* and you will close the program.

Note that wherever else this *Exit* function is found in the program, it is to be used to return to the parent (previous) screen.

This section of the program is to be used to record all types of Security Trades as well as income items and stock splits. The following Trade screens are available:

<b>Common:</b>	Record common stocks, ADRs, partnerships, trusts
<b>Preferred:</b>	Record preferred shares and convertible preferred shares
<b>Mutual Funds:</b>	Record mutual funds
<b>Bonds:</b>	Record bonds, strip bonds, convertible bonds, CSBs and mortgages
<b>Options:</b>	Record options, rights
<b>Warrants:</b>	Record warrants
<b>GIC/TBill:</b>	Record GICs, T-bills, term deposits, commercial paper and notes
<b>Cash:</b>	Record deposits and withdrawals of funds into your accounts
<b>Income:</b>	Record dividends, interest, capital gains
<b>Other:</b>	Record margin interest, fees, withholding tax, ACB adjustments, etc.
<b>Stock Split:</b>	Record stock splits

Transaction <input checked="" type="radio"/> Buy <input type="radio"/> Sell		Account ABC Brokers - Current	Date 06/08/95 mm/dd/yy
# of Shares 1000	Company Name XYZ Corp		Price / share 10.00
COMMON STOCK TRADE	Exit	COST 10000.00	
	Edit	OSC/SEC Fee .50	
Reference # *****	Accept	Commission 100.00	
		Exch. Rate 1.000	
		NET AMOUNT 10100.50	

The Common Stock screen is used to enter trades for the purchase and sale of common stocks, ADRs, partnership units and trust units. Security names can be entered on the “fly”. However, you can not delete a Security name in this section of the program; it must be done in *Update + Security Info*. When entering data, do not enter commas, just decimal points. Enter stock prices, for example, as 3.875; numbers as 10000; and dates as mm/dd/yy.

### Procedure for entering a Common Stock trade:

1. Select the trade type, a buy or sell.
2. Select the brokerage Account applicable from the *drop-down box*. If the required Account has not been set up, go to ***Portfolio + Accounts***.
3. Record the settlement date for the trade in mm/dd/yy format.
4. Enter the number of shares for the trade.
5. Select the Company name for the Security traded from the *dropdown box*. If the Security has not been set up, you may enter a new Security “on the fly”, but the default Currency will be Canadian. You must still go to ***Updates + Security Info*** to complete other details for that Security or to change the Currency.
6. Enter the price per share for the Security traded. A subtotal cost before fees and commissions is automatically calculated.
7. Enter the amount of any OSC or SEC fees, then any commissions paid.
8. Enter the exchange rate to convert the trade into the Currency of the Account if it is different from the Currency of the Security. For example, if you purchased a \$US Security in your \$Canadian account, the trade should be converted to \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian.
9. The net amount of the trade is calculated. A reference number is automatically generated.
10. Select ***Accept*** to save or ***Exit*** to abort the trade. Select ***Edit*** to view and/or modify an existing trade.

## Preferred Stock

Transaction <input checked="" type="radio"/> Buy <input type="radio"/> Sell		Account ABC Brokers - Current	Date 06/08/95 mm/dd/yy
# of Shares 1000	Company Name XYZ Pref 7.5%	Price per share 25.00	
PREFERRED STOCK TRADE	Exit	COST	25000.00
	Edit	OSC/SEC Fee	.50
Reference # *****1	Accept	Commission	100.00
		Exch. Rate	1.000
		NET AMOUNT	25100.50

The Preferred Stock screen is used to enter trades for the purchase and sale of preferred stock and convertible preferred stocks. Security names can be entered on the “fly”. However, you can not delete a Security name in this section of the program; it must be done in *Update + Security Info*. When entering data, do not enter commas, just decimal points. Enter stock prices, for example, as 3.875; numbers as 10000; and dates as mm/dd/yy.

When you are converting a preferred share, record a sale of the preferred at its adjusted cost base (ACB) which will be the original purchase. Then, if you are converting to common shares, select *Trades + Common* and record a purchase of the equivalent value of common shares. By doing this, the cash balance in the account will not be altered, there will be no capital gain reported for tax purposes and the new shares will have a cost base of the original preferred share. The subsequent sale of those common shares will result in a capital gain being reported at that time.

### Procedure for entering a Preferred Stock trade:

1. Select the trade type, a buy or a sell.
2. Select the brokerage Account from the *drop-down box*. If the required Account has not been set up, go to ***Portfolio + Accounts***.
3. Record the settlement date for the trade in mm/dd/yy format.
4. Enter the number of shares for the trade.
5. Select the Company name for the Security traded from the *dropdown box*. If the Security is not set up, you may enter the new Security “on the fly”, but the default Currency will be Canadian. You must still go to ***Updates + Security Info*** to complete other details for that Security or to change the Currency.
6. Enter the price per share for the Security traded. A subtotal cost before fees and commissions is automatically calculated.
7. Enter the amount of any OSC or SEC fees, and any commissions paid.
8. Enter the exchange rate to convert the trade into the Currency of the Account if it is different from the Currency of the Security. For example, if you purchased a \$US Security in your \$Canadian account, the trade should be converted to \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian.
9. The net amount of the trade is calculated and a reference number is automatically generated for this trade.
10. Select ***Accept*** to save or select ***Exit*** to abort the trade. Select ***Edit*** to view and/or modify an existing trade.

Transaction <input checked="" type="radio"/> Buy <input type="radio"/> Sell		Account ABC Brokers - Current	Date 06/08/95
# of Units 1000	Fund XYZ Equity Fund	Price / Unit 10.00	
MUTUAL FUND TRADE	Exit	COST	10000.00
	Edit	Load/Fee	250.00
Reference # *****1	Accept	Exch. Rate	1.000
		NET AMOUNT	10250.00

The Mutual Fund screen is used to enter trades for the purchase and sale of mutual funds of all kinds. Security names can be entered on the “fly”. However, you can not delete a Security name in this section of the program; it must be done in *Update + Security Info*. When entering data, do not enter commas, just decimal points. Enter stock prices, for example, as 3.875; numbers as 10000; and dates as mm/dd/yy.

Dividend Reinvestment Plans: If you own shares or mutual fund for which the dividends or distributions are automatically reinvested into more shares or units, record them as follows:

**Step 1:** Select *Trades + Income* from the menu buttons. Record the gross amount of the dividend for the particular Security. Note that sometimes the distribution may be part dividend, interest and/or capital gain. Simply record the appropriate amounts for each type if you know the allocation.

**Step 2:** Select *Trades* + the type of Security from the menu buttons. Record a purchase of shares or units in the amount of the dividend or distribution.

Now the income amounts will be reflected in the reports correctly and the number of shares/units and adjusted cost base of the shares/fund will adjusted for the reinvestment.

### Procedure for entering a Mutual Fund trade:

1. Select the trade type, a buy or sell.
2. Select the brokerage account from the *drop-down box*. If the required Account is not set up, go to **Portfolio + Accounts**.
3. Record the settlement date for the trade in mm/dd/yy format.
4. Enter the number of units for the trade.
5. Select the name of the Fund traded from the *dropdown box*. If the Security is not set up, you may enter the new Security “on the fly”, but the default Currency will be Canadian. You must still go to **Updates + Security Info** to complete other details for that Security or to change the Currency denomination.
6. Enter the price per unit for the Mutual fund. A subtotal cost before fees is automatically calculated for your information.
7. Enter the amount of any load costs or fees paid for the trade.
8. Enter an exchange rate to convert the mutual fund trade into the Currency of the Account if it is different from the Currency of the Fund. For example, if you purchased a \$US Security in your \$Canadian Account, the trade should be converted to \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian.
9. The net amount of the trade is calculated and a reference number is automatically generated for this trade.
10. Select **Accept** to save or select **Exit** to abort the trade. Select **Edit** to view and/or modify an existing trade.

Transaction <input checked="" type="radio"/> Buy <input type="radio"/> Sell		Account ABC Brokers - Current	Date 06/08/95 mm/dd/yy
Maturity value 10000	Bond Series XYZ Bond 7.5%	Price 95.00	
BOND	Exit	COST	9500.00
TRADE	Edit	Accrued interest	125.00
Reference # *****1	Accept	Commission	0.00
		Exchange Rate	1.000
		NET AMOUNT	9625.00

The Bond screen is used to enter trades for the purchase and sale of bonds and convertible bonds. Bond names can be entered on the “fly”. However, you can not delete a Bond name in this section of the program; it must be done in *Update + Security Info*. When entering data, do not enter commas, just decimal points. Enter stock prices, for example, as 3.875; numbers as 10000; and dates as mm/dd/yy. When you are converting a bond, record a sale of the bond at its adjusted cost base (ACB), which will be the original purchase. Then, if you are converting to common shares, select *Trades + Common* and record a purchase of the equivalent value of common shares. By doing this, the cash balance in the account will not be altered, there will be no capital gain reported for tax purposes and the new shares will have a cost base of the original bond. The subsequent sale of those common shares will result in a capital gain being reported at that time.

### Procedure for entering an Bond trade:

1. Select the trade type, a buy or sell.
2. Select the brokerage Account from the *drop-down box*. If the required Account is not set up, go to **Portfolio + Accounts**.
3. Record the settlement date for the trade in mm/dd/yy format.
4. Enter the face value or maturity value of the Bond.
5. Select the Bond series from the *dropdown box*. If the Bond is not set up, you may enter a new one “on the fly”, but the default Currency will be Canadian. You must still go to **Updates + Security Info** to complete other details for that Security or to change the Currency denomination.
6. Enter the price per unit for the bond trade as indicated on the broker confirmation. This unit amount is measured in one-hundredths.
7. Enter the accrued interest paid for the Bond at the time of the trade. A subtotal cost before fees is automatically calculated.
8. Enter the amount of any commissions paid.
9. Enter an exchange rate to convert the bond trade into the Currency of the Account if it is different from the Currency of the Bond. For example, if you purchased a \$US bond in your \$Canadian Account, the trade should be converted to \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian.
10. The net amount of the trade is calculated and a reference number is automatically generated for this trade.
11. Select **Accept** to save or select **Exit** to abort the trade. Select **Edit** to view and/or modify an existing trade.

Transaction	Account	Date
Buy	ABC Brokers - Current	06/08/95 mm/dd/yy
# of Contracts	Option Series	Premium
100	XYZ Jun 50 C	2.50
Expiry Date	Exit	COST
06/25/95		25000.00
OPTION TRADE	Edit	OSC/SEC Fee
Reference #	Accept	Commission
*****		100.00
		Exch. Rate
		1.000
		NET AMOUNT
		25100.50

The Option screen is used to enter trades for the purchase and sale of options and rights. Option names can be entered on the “fly”. However, you can not delete a Option name in this section of the program; it must be done in *Update + Security Info*. When entering data, do not enter commas, just decimal points. Enter stock prices, for example, as 3.875; numbers as 10000; and dates as mm/dd/yy.

If you are exercising an option, select Exercise from the Transaction type dropdown box. Record an exercise of the option at its adjusted cost base (ACB) per contract which will be the original purchase cost. Then, if you are purchasing common shares, select *Trades + Common*. Record the purchase of the common shares and add the ACB per share of the option to the strike price per share of the common shares. The new ACB of the shares acquired will then become the exercise value plus the premium (and fees) paid for the options. Also, the cash balance in the account will not be altered and there will be no capital gain reported for tax purposes. The subsequent sale of those common shares will result in a capital gain being reported at that time.

You must enter a **maturity date** for the option in order for it to display correctly. This is because the program will alert you to expired options for further action. Once closed from the account for all Trader’s in the system, that option series will not be displayed on the option list (but can be found in *Updates + Security Info*).

### Procedure for entering a Option trade:

1. Select the trade type, a buy, exercise, expire or sell.
2. Select the brokerage Account from the *drop-down box*. If the required Account is not set up, go to **Portfolio + Accounts**.
3. Record the settlement date for the trade in mm/dd/yy format.
4. Enter the number of contracts traded. This number usually represents the number of underlying shares when multiplied by 100.
5. Select the Option series from the *dropdown box*. If the Option is not set up, you may enter a new one “on the fly”, but the default Currency will be Canadian. You must still go to **Updates + Security Info** to complete other details for that option or to change the Currency. Use a unique name for the Option, e.g. *XYZ Corp Jul50C*.
6. Enter the premium per contract for the option traded.
7. You must enter the expiry date of the option series and in mm/dd/yy format. If the expiry date is later than the current date, you will be warned to close the position when you access that option.
8. Enter the amount of any OSC or SEC fee, then commissions paid.
9. Enter an exchange rate to convert the option trade into the Currency of the Account if it is different from the Currency of the Option. For example, if you purchased a \$US Security in your \$Canadian account, the trade should be converted to \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian
10. The net amount of the trade is automatically calculated and reference number is generated for this trade.
11. Select **Accept** to save or select **Exit** to abort the trade. Select **Edit** to view and/or modify an existing trade.

Transaction	Account	Date
Buy	ABC Brokers - Current	06/08/95 mm/dd/yy
# of Warrants	Warrant description	
1000	XYZ Warrants Jun98	6.00
Expiry Date	Exit	COST
06/30/98		6000.00
WARRANT TRADE	Edit	OSC/SEC Fee
		.50
Reference #	Accept	Commission
*****		100.00
		Exch. Rate
		1.000
		NET AMOUNT
		6100.50

The Warrant screen is used to enter trades for the purchase and sale of warrants. Warrant names can be entered on the “fly”. However, you can not delete a Warrant name in this section of the program; it must be done in *Update + Security Info*. When entering data, do not enter commas, just decimal points. Enter stock prices, for example, as 3.875; numbers as 10000; and dates as mm/dd/yy.

If you are exercising a warrant, select Exercise from the Transaction type *dropdown box*. Record an exercise of the warrant at its adjusted cost base (ACB) per unit which will be the original purchase. Then, if you are purchasing common shares, select *Trades + Common*. Record the purchase of the common shares and add the ACB per unit of the warrant to the strike price per share of the common shares. The new ACB of the shares acquired will then become the exercise value plus the cost (and fees) paid for the warrants. Also, the cash balance in the account will not be altered and there will be no capital gain reported for tax purposes. The subsequent sale of those common shares will result in a capital gain being reported at that time.

You must enter a **maturity date** for the warrant in order for it to display correctly. This is because the program will alert you to the expired warrant for further action. Once closed from the account for all Trader's in the system, that warrant will not be displayed on the warrant list (but can be found in *Updates + Security Info*).

### Procedure for entering a Warrant trade:

1. Select the trade type, a buy, exercise, expire or sell.
2. Select the brokerage Account from the *drop-down box*. If the required Account is not set up, go to **Portfolio + Accounts**.
3. Record the settlement date for the trade in mm/dd/yy format.
4. Enter the number of Warrants traded.
5. Select the Warrant from the *dropdown box*. If the Warrant is not set up, you may enter a new one “on the fly”, but the default Currency will be Canadian. You must still go to **Updates + Security Info** to complete other details for that Security or to change the Currency denomination. Use a unique name for the Warrant, e.g. *XYZ Corp Wt. Jul98*.
6. Enter the price per warrant traded.
7. You must enter the expiry date of the warrant and in mm/dd/yy format. If the expiry date is later than the current date, you will be warned to close the position when you access that warrant.
8. Enter the amount of any OSC or SEC fee, and any commission paid.
9. Enter an exchange rate to convert the Warrant trade into the Currency of the Account if it is different from the Currency of the Warrant. For example, if you purchased a \$US Warrant in your \$Canadian account, the trade should be converted to \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian.
10. The net amount of the trade is calculated and a reference number is automatically generated for this trade.
11. Select **Accept** to save or select **Exit** to abort the trade. Select **Edit** to view and/or modify an existing trade.

Transaction <input checked="" type="radio"/> Buy <input type="radio"/> Sell		Account ABC Brokers - Current	Date 06/08/95 mm/dd/yy
Maturity Value 10750	Fixed Income Security GIC	Maturity Date 06/30/96	
FIXED INCOME TRADE	Exit	Cost	10000
	Edit	Exch. Rate	1.000
Reference # *****1	Accept	NET AMOUNT	10000.00

This screen is to be used to enter trades for the purchase and sale of fixed income-bearing securities. Note that the GIC/TBill does not require any securities to be set up in the *Security Info* screen. The following types of interest-bearing securities are available: GIC, T-Bill, Term deposit, Commercial paper and Notes. When entering data, do not enter commas, just decimal points. Enter prices, for example, as 3.875; numbers as 10000; and dates as mm/dd/yy.

The interest income from the trade of a fixed income asset is calculated automatically by the program and displayed in the Account Info report. The interest income will be calculated as the difference between the proceeds at maturity and the original cost of the Security. This will be calculated at the time of the sale or maturity of the fixed income asset.

If you have a GIC or TBill etc. that you mature in partial amounts, you must set them up as individual GIC or Tbills. This is because the program tracks each GIC/Tbill purchase as one unit, so partial sales will have to be set up as two or more purchases.

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**Procedure for entering a GIC, T-bill, Term Deposit, Commercial paper or Note**

1. Select the trade type, a buy or sell. If you select buy, continue to step 2. If you select sell, a *pop-up form* will appear listing all the fixed income securities (with maturity date) you currently own. Select the exact Security being sold from this list and press **OK**. The trade screen will then display the key information already entered for that trade. If that information is correct for the sale, proceed to step 7.
2. Select the brokerage Account from the *drop-down box*. If the required Account is not set up, go to **Portfolio + Accounts**.
3. Record the settlement date for the trade in mm/dd/yy format .
4. Enter the value of the Security at maturity which includes the original principal plus the interest expected to be earned.
5. From the Fixed Income Security *dropdown box*, select either GIC, Treasury bill, Term deposit, Commercial paper or Note.
6. Enter the maturity date of the Fixed Income Security.
7. If it is a purchase (buy), enter the cost for the Security. If it is a sale (sell), enter the gross proceeds (principal plus interest) for the Security (an amount is already defaulted based on purchase info).
8. Enter an exchange rate to convert the Fixed Income trade into the Currency of the Account if it is different from the Currency of the Security. For example, if you purchased a \$US Security in your \$Canadian account, the trade will be converted at an exchange rate to reflect \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian.
9. The net amount of the trade is calculated and a reference number is automatically generated for this trade.
10. Select **Accept** to save or select **Exit** to abort the trade. Select **Edit** to view and/or modify an existing trade.

Account	CASH	Date
ABC Brokers - Current	TRANSACTION	06/08/95
Cash Transaction Type	Amount	10000
<input checked="" type="radio"/> Deposit <input type="radio"/> Withdrawal	Exchange Rate	1.000
Reference #	Net Amount	10000.00
*****1	Edit	Exit
		Accept

This trade screen is to be used strictly to record the deposit into or withdrawal from any Accounts by the Trader. When entering data, do not enter commas, just decimal points. Enter prices, for example, as 3.875; numbers as 10000; and dates as mm/dd/yy. When setting up your portfolio for the first time in the program, you will have to record a deposit to the Accounts representing your equity in the portfolio. This will allow the reconciliation to the Account cash balances.

## Procedures for entering a Cash deposit or withdrawal:

1. Select the brokerage Account from the *drop-down box*. If the required Account is not set up, go to **Portfolio + Accounts**.
2. Record the date of the actual transaction using mm/dd/yy format.
3. Select the Cash transaction type, either a deposit or a withdrawal.
4. Enter the total amount of the cash transaction.
5. Enter an exchange rate to convert the Cash into the Currency of the Account if it is different from the Currency of the Cash. For example, if you made a deposit of \$US Cash to your \$Canadian Account, the monies should be converted to \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian.
6. The net amount of the Cash is calculated and a reference number is automatically generated for this transaction.
7. Select **Accept** to save or select **Exit** to abort the trade. Select **Edit** to view and/or modify an existing trade.

# Income

Account	Type of Income	Date	
ABC Brokers - Current	Canadian Dividend	06/08/95	
Source	Gross Amt.	Exch. Rate	Net Amount
XYZ Corp	100.00	1.000	100.00
INCOME TRANSACTION			
Reference #	Edit		Accept
*****			

This trade screen is used to record the receipt of Income as detailed in the following table. Note that the **Yes** or **No** indicates the effect the Income item will have on account cash balances, income summary and capital gains report.

INCOME	CASH	INCOME	CAPITAL GAINS
Canadian dividend	Y	Y	N
Canadian interest	Y	Y	N
Foreign dividend	Y	Y	N
Foreign interest	Y	Y	N
Capital Gain	Y	N	Y
Accrued Income	N	Y	N
Accrued Gain	N	N	Y
Other Income	Y	Y	N

### Procedures for entering an Income item:

1. Select the brokerage account from the *drop-down box*. If the required Account is not set up, go to **Portfolio + Accounts**.
2. Select the type of Income from the dropdown list: Canadian dividend, Canadian interest, Foreign dividend, Foreign interest, Capital gain, Accrued income, Accrued gain and Other income. Use the chart on the preceding page to guide you in your selection.
3. Record the date of the actual transaction in mm/dd/yy format.
4. Select the source of the Income, either a specific company name or brokerage Account.
5. Enter the total actual amount of the income earned.
6. Enter an exchange rate to convert the Income item into the Currency of the Account if it is different from the Currency of the Income item.. For example, if you received a \$US dividend into your \$Canadian account, the dividend should be converted at to \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian.
7. The net amount of the Income item is calculated and a reference number is automatically generated for this trade.
8. Select **Accept** to save or select **Exit** to abort the trade. Select **Edit** to view and/or modify an existing trade.

Broker Account	Type	Date
ABC Brokers - Current	Interest Expense	06/08/95
Source of Expense	Gross Amt.	Exch. Rate
>Account<	125.00	1.000
		Net Amount
		125.00
Reference #	OTHER TRANSACTION	
*****	Edit	Exit
		Accept

This trade screen is used to record Other types of expenses and adjustments as detailed in the following table. Note that the Yes or No indicates the effect the Other item will have on account cash balances, income summary and Security ACB.

OTHER	CASH	INCOME	SECURITY ACB
Fees	Y	Y	N
Interest expense	Y	Y	N
Product & Services	Y	Y	N
RRSP fee	Y	Y	N
Withholding tax	Y	Y	N
ACB Adjustment	N	N	Y
Cash	Y	N	N
Other Expense	Y	Y	N

**Notes:**

**Cash** can be used to record the receipt of taxfree monies but you must enter the amount as a negative. this would be applicable in the case of a principal repayment or taxfree distribution. **ACB adjustment** will increase the cost base of a particular Security without affecting account cash balances. This could be applicable on some tax elections. **Margin interest** on debit account balances can be recorded using the interest expense category associated with the source <account>.

Be creative and you can replicate any type of transaction.

### Procedures for entering an Other item:

1. Select the brokerage account from the *drop-down box*. If the required Account is not set up, go to **Portfolio + Accounts**.
2. Select the type of Other item from the dropdown list: Fees, Interest expense, Product & services, RRSP fee, Withholding tax, ACB adjustment, Cash or Other expense. Use the chart on the preceding page to guide you in your selection.
3. Record the date of the actual transaction in mm/dd/yy format.
4. Select the source of the Other item, either a specific company name or brokerage Account.
5. Enter the actual amount of the Other item.
6. Enter an exchange rate to convert the Other item into the Currency of the Account if it is different from the Currency of the Other item. For example, if you incurred a \$US Fee in your \$Canadian account, the item should be converted to \$Canadian. The exchange rate box defaults to 1.00, but it can be changed to the rate on your confirmation ticket to convert the trade to \$Canadian.
7. The net amount of the trade is calculated and a reference number is automatically generated.
8. Select **Accept** to save or select **Exit** to abort the trade. Select **Edit** to view and/or modify an existing Other trade.

## Stock Split

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Effective Date	Security Name	New	Old
06/08/95	XYZ Corp	2	1
		FOR	
		RATIO	
STOCK SPLIT TRANSACTION			
Split #			
*****	Edit	Exit	Accept

Use this screen to adjust a Security price for a stock split. You only have to enter the split transaction once in any open Trader Portfolio. The program will automatically do a global update for all Traders for that particular stock split. **Please ensure that the split date recorded is the first day for the new split price for the Security.**

### Procedure to record a split:

1. Enter the date that the stock split occurred.
2. Select the Security subject to the split from the dropdown list.
3. Enter the number of new shares received relative to the number of old shares. For example, if it is a 3 for 2 split, enter 3 in the new shares box and 2 in the old shares box.
4. Select ***Accept*** to record the split. If editing a split is required, select the ***Edit*** button, modify the information as required and select ***Accept*** to resave.

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This section of the program is to be used for viewing the various reports and graphs as follows:

- Portfolio:** View the Trader's Portfolio at a selected point in time.
- Transactions:** View the transactions by date, account and Security.
- Capital Gains:** View capital gains by Security for a selected time and account.
- Account Info:** View income items, other expenses and cash balances.
- Graph:** View Security investment cost, market value, ACB and market price.
- Stats:** Analyse a securityies investment performance.
- Exit:** Return to the main menu.

# Portfolio

*Investment Portfolio Report for John Trader*

Investments	Cash	Equity
\$12,000.00	\$-10,100.50	\$1,899.50

As of Date: 06/08/95      Accounts:  All    Select

Display      Print      Exit

Security Name Listed by Security Type	Quantity	ACB share	Market Price	ACB	Market Value	Gain (Loss)	% of Assets
<b>Common Stock</b>							
XYZ Corp	1,000	10.10	12.00	10,100.50	12,000.00	1,899.50	100.0 %
			<b>Sub Totals</b>	<b>10,100.50</b>	<b>12,000.00</b>	<b>1,899.50</b>	<b>100.0 %</b>
			<b>Totals</b>	<b>\$10,100.50</b>	<b>\$12,000.00</b>	<b>\$1,899.50</b>	<b>100.0 %</b>

**Account Balances**

AEC Brokers - Current	-10,100.50
Cash Balance	\$-10,100.50

To view your current Portfolio, select *Reports*, then *Portfolio* from the menu. This report is useful if you want to view and prepare a summary of your Portfolio holdings as of a specific date or for a selected Account.

### Procedures for Viewing Portfolio Report:

1. Select a specific date for which you want the Report to be displayed. The default date is the current date. All transactions up to and including that date will be used in the creation of the report.
2. The second item to determine is the Account. The default is All Accounts. Use Select to choose a particular Account or group of accounts (e.g. taxable or non-taxable) as per the list. Use **Ctrl + Mouse Button** to select multiple accounts from the list.
3. Select **Display** to produce the Report. The Portfolio Report will list your Portfolio sorted by class of Security along with several key items of information.
4. To print the Report, select **Print**. You must display the report before it can be printed.
5. To view another Portfolio Report, you must select **Exit** and then re-select Portfolio from the menu.

*Transaction Report  
for John Trader*

Display    Print    Exit

Date From: 04/09/95    Date To: 06/08/95    Accounts:  All     Select    Securities: All

Date	Account	Description	Type	Quantity	Price/Unit	Value
06/08/95	ABC Brokers - Current	XYZ Corp	Buy	1,000	10.00	10,100.50

To view your transactions for the current Portfolio, select **Reports** and then **Transactions** from the menu. Use this report if you want to view a summary of account activity for a period of time or wish to review the activity within a specific account or for a particular Security.

### Procedures for Viewing Transactions Report:

1. Select a specific time period for which you want to view the Report. The default start date is two months prior to the current date while the default end date is the current date. Select any period you want using the date format mm/dd/yy.
2. Determine the Accounts to be viewed. The default is All accounts. Use **Select** to access a list from which you may choose a particular Account or group of accounts as per the list. Use **Ctrl + Mouse Button** to select multiple accounts from the list.
3. Select the class of Security or a specific Security. From the dropdown box, select the Security or class of securities/items you want to review. You can press the first letter of the security name to quickly select the name.
4. Select **Display** to produce the Report. The Transaction Report will list relevant details of your transactions sorted in order from the most recent trade to the earliest trade.
5. To view another Transaction Report, you must select **Exit** and then re-select **Transactions** from the menu.
6. To print the Report, select **Print**. You must display the Report before it can be printed.

## Capital Gains

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*Capital Gains Report  
for John Trader*

Display    Print    Exit

Date From:     Date To:

Accounts:  All     Select

Date	Company	# shares	Proceeds on sale	ACB	Outlays	Gain / (Loss)
<i>Common Stock</i>						
09/06/95	XYZ Corp	500	6,000.00	5,050.25	100.00	849.75

To view your gains or losses, select **Reports** and then **Capital Gains** from the menu. Use this Report if you want to view a summary of gains for a taxation year or want to review the profitability of your trades. The Capital Gains Report will display the gains by class of assets, i.e., common stock, preferred stock, mutual funds, bonds, options and warrants. Within each class, the particular Security will be listed alphabetically with details for the date of sale, number of shares, sale proceeds, adjusted cost base, expenses and the net gain or loss.

### Procedures for Viewing Capital Gains Report:

1. Select the specific time period you want to view. The default start date is January 1 of the current year while the default end date is the current date. Select any period you want using the date format mm/dd/yy.
2. Determine the Accounts to be viewed. The default is All accounts. Use **Select** to access a list from which you may choose a particular Account or group of accounts. For example, select **Taxable Accounts** to report the capital gains for all the Accounts in the Trader Portfolio which have been marked taxable. Use **Ctrl + Mouse Button** to select multiple accounts from the list.
3. Select **Display** to produce the Report. The Capital Gains Report will display the gains by class of assets, i.e., common stock, preferred stock, mutual funds, bonds, options and warrants. Within each class, the particular Security will be listed alphabetically with details for the date of sale, number of shares, sale proceeds, adjusted cost base, expenses and the net gain or loss.
4. To view another Capital Gains Report, you must select **Exit** and then re-select **Capital Gains** from the menu.
5. To print the Report, select **Print**. You must display the Report before it can be printed.

## Account Info

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*Account Information*             

Date From:     Date To:     Account:  ±    Status: Active  
Currency: Cdn \$

*Summary of Account*

Foreign currency balance	--	Withdrawals	0.00
Domestic currency balance	-4,200.50	Commissions Paid	200.00
Deposits	0.00	OGC/SEC Fees	0.50

To view the summary of activity for a particular Account, select **Reports** and then **Account Info** from the menu. This Report is useful if you want to review a summary of income, expense and other item activity for a selected account within a specific period of time.

### Procedures for Viewing Account Info Report:

1. Select a specific time period you want to view. The default start date is January 1 of the current year while the end date is the current date. Select any period you want using the date format mm/dd/yy.
2. Determine the Accounts to be viewed. The default is All Accounts. Use Select to access a list from which to choose a particular account or group of accounts as per the list. Use **Ctrl** + **Mouse Button** to select multiple accounts from the list.
3. Select **Display** to produce the Report. The Account Info Report will list relevant details of your Account.
4. To view another Account Info report, select a different account or date period and then press **Display**. You do not have to exit this report screen to view another Account.
5. To print the Report, select **Print**. You must display the Report before it can be printed.

The screenshot shows a software interface titled "Security Value Graph". At the top right, there are three buttons: "Display", "Print", and "Exit". Below the title, there are three input fields: "Date From:" with the value "12/10/94", "Date To:" with the value "06/08/95", and "Security" with the value "XYZ Corp". To the right of these fields is a "TimeScale" section with three radio buttons: "Days" (which is selected), "Weeks", and "Months".

To view a graph for a particular Security, select **Reports** and then **Graph** from the menu. This Security Value Graph displays the market value and adjusted cost base for a Security, in total and on a per share basis. Time frames of daily, weekly and monthly and are useful to co-ordinate with frequency of entering stock price data.

### Procedures for Viewing Graph Report:

1. Select a specific time period you want to view. The default start date is six months prior to the current date while the end date is the current date. Select any period you want using the date format mm/dd/yy.
2. Determine is the Security you want to view by selecting from the *dropdown list*.
3. Select the time scale of days (default), weeks or months by selecting the appropriate *radio button*.
4. Select **Display** to produce the Report. The Graph will display total market value, total adjusted cost base (ACB), market price per share and ACB per share.
5. To view another Graph, you can just select the criteria as required in steps 1,2 and 3 and select **Display**. You do not have to exit this report screen to view another Graph.
6. To print the Graph, select **Print**. You must display the Report before it can be printed.

This new screen is located under *Reports+Stats* and appears as follows:

**Security Performance** Display Print Reset Exit

Date From:  Date To:  Accounts:  All  Select Securities:

Performance			Security Summary	
Applicable Dates:	Jan-1-95	to Dec-31-96	Number of Units	2200.0000
	IRR*	CAR*	ACB per share	15.8190
Security Investment	128.4 %	51.0 %	Total Cost	34,801.85
Security Price	142.4 %	55.5 %	Market Value	66,000.00
			Unrealized Gain	31,198.15
			Dividends	0.00
			Interest	0.00
			Other Income	0.00
			Other Expenses	0.00

Statistics			
	Buys	Sells	Total
Number	10	14	24
Value	147,000.00	143,875.00	-3,125.00
Commission	300.00	1,200.00	1,500.00

Market Prices				
	Start	High	Low	Current
	12.375	30.000	11.000	30.000
	01/01/95	09/15/96	05/01/95	12/31/96

\*Internal Rate of Return and Compound Annual Return

This *Security Performance* report allows you to analyse the performance of a selected security . The internal rate of return is the yield of the investment based on the cash flow of the security over the date range. It uses the discounted cash flow model. The compound rate of return is the IRR based on an annual calculation.

**Procedure for using the Stats (Security Performance) Report**

1. It is important for the functioning of this screen that there is a market price for the security you wish to analyze. Ideally the price should be on the date this security was first purchased and an additional market price at the latest time of ownership. The reason is that the program calculates IRR and CAR based on starting and ending market values of the security selected. Select the date from and to for the analyzing period, the defaults are 1 year ending the current date. Ideally select a date range for the period of ownership for this security or select a very wide date range and the program will determine the period of ownership for you.
2. Using the account selector, select a particular account or multiple accounts to be analyzed, the default is all accounts.
3. Select a security name from the securities list from the *Security* drop down list. If you press the first letter of the security name the program will go to the first name with that letter. Keep pressing that letter until you come to the name you want.
4. Click *Display* for the program to calculate. 26 items of information will be displayed for your analysis.
5. Press Reset and you may repeat the process again for a new security.

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This section of the program is used to create the master list of securities and to record prices for both currencies and securities. A powerful feature of this program is that you can create this customized list and it will be globally shared by all Portfolios used by this program. This way, you will only have to enter prices once and yet they will be available for all Traders to generate complete reports and graphs.

The main selections of the Update menu are as follows:

- Security Info:** Set up the details for a Security.
- Currency Prices:** Set up the Currencies and record Currency price data.
- Security Prices:** Record Security price data.
- Data Import:** Import security data files

SECURITY INFO			
Security Name	Exchange	Stock Symbol	
XYZ Corp	T	XYZ	
Currency	Security Type	Delete	
Cdn \$	Common	Exit	
Fiscal Year	E.P.S.	Dividend	Accept
June 1995	2.35	.40	

Use this screen to set up a specific Security. This is necessary in order for the program to identify the name, the type and the Currency denomination of the Security. It is possible to enter a trade for a new Security that has not been set up in *Security Info* first, but it will defaulted to Canadian Currency. You must still go to *Update + Security Info* to complete the details of that newly entered Security or to record a different Currency denomination for it.

Securities can be entered for any market exchange or Currency but in order for the Reports to be useful, all foreign Currency trades will be converted to your local Currency, e.g. Canadian dollars. The purpose of indicating the Securities Currency denomination is to identify those security data which must be converted to the local Currency.

In this screen you can also enter, at your option, basic financial information for the particular Security.

## Procedures for Updating Security Information:

1. When entering a new Security, type the name over the *<new>* prompt. Note this name will be a unique identifier for that Security. Therefore, ensure it is descriptive, i.e. you may buy a XYZ Corp. common share; name the Security "XYZ Corp." . You may also buy a XYZ Corp. bond; name the Security "XYZ Corp. Series II 9%". Even though both securities are XYZ Corp, they can be distinguished.
2. Select the exchange on which the Security is traded from the *dropdown box* or enter a new one if not already listed. Record the appropriate trading symbol.
3. From the *dropdown box*, select the Currency for the Security. If the required Currency is not listed, set one up in the Currency Prices section of the program. Please refer to the Currency section of this Guide.
4. From the *dropdown box*, select the type of Security: Common, Preferred, Mutual fund, Bond, Option or Warrant. Note that GIC/TBill Securities are not required to be set up.
5. Select **Accept** to save or **Exit** to abort. If you need to modify an existing Security, select the Security to modify from the *dropdown box*. Simply type over any previous information and then select **Accept** to resave. You can **Delete** a Security, providing there are no trades already recorded for it.

For tracking additional financial information (optional), please record as follows (will vary with the type of Security):

Common	Fiscal Year	E.P.S	Dividend
Preferred	Maturity Date	Maturity Value	Dividend
Mutual Fund	Fund Type	Fee Type	
Bonds	Maturity Date	Coupon	Rating
Options	Expiry Date	Exercise Price	Status
Warrants	Expiry Date	Exercise Price	Status

CURRENCY PRICES		
Currency	Date	Price
US \$	06/08/95	1.375
Delete	Exit	Accept

Use this screen to record the prices for a Currency on a given date. It is necessary for the program to convert trades in foreign Currency to the domestic Currency, since all reports and graphs are calculated in terms of the domestic Currency.

Enter the exchange rates in terms the foreign Currency relative to the domestic Currency. For example, the US\$ exchange rate may be expressed as 1.35 relative to Canadian\$. The program has both Canadian and US dollars already available for entering prices. If you live in Canada and want to report in Canadian dollars, do not enter exchange rates for the Canadian Currency selection as the program defaults them to 1.00. If you need to record trades in a new Currency, simply type the new name in the Currency box and select *Accept*.

### Procedures for entering Currency Prices:

1. Select the Currency from the *dropdown box* for which you want to add data. If you are setting up a new Currency, type in the new name and it will be added to the list.
2. Enter the date of the Currency price in mm/dd/yy format. If you want to modify an existing price, select that date from the *dropdown list*.
3. For the date entered, record the exchange rate. Enter it in terms of the foreign Currency relative to the domestic Currency. For example, the recent exchange rate for United States dollars to Canadian dollars would be 1.35 (at time of printing).
4. Select **Accept** to save or **Exit** to abort the entry. If you are finished entering Currency prices, select **Exit** to exit the Currency screen.

### Modifying or deleting Currency Prices:

If needed, you can access and modify a recorded Currency price. Simply enter the Currency price screen and select a Currency name from the dropdown list. Select the applicable date and then, if modifying, type over the data. Once the changes are made, select **Accept**. To delete, select the applicable Currency and date, select **Delete** and the entry will be deleted.

**SECURITY PRICES**

Company Name  
 ▾

Date  
 ▾  
mm/dd/yy

Price

Use this screen to record the price data for a Security for a given date. This is necessary for the reports and graphs to display market values and profits for the Security. The price data can be entered daily or, if more convenient, weekly and even monthly. The more frequently the data is entered, the more meaningful the information generated by the program will be.

Price data can be entered only for those securities which have been set up in the *Security Info* section of the program. These are the securities which will be displayed in the *dropdown box*.

### Procedures for entering Security Prices:

1. Select a Security from the *dropdown list*.
2. Enter the date of the Security price in mm/dd/yy format. If you want to modify existing price data, select that date from the dropdown list.
3. Enter the price for the Security for that date.
4. Select **Accept** to save or **Exit** to abort the entry. If you are finished entering Security prices, select **Exit** to exit the Security screen.

### Modifying or deleting Security Prices:

If needed, you can edit Security prices. Simply enter the Security price form and select a Security name from the *dropdown list*. Select the applicable date and then, if modifying, type over the previous data. Once the changes are made, select **Accept** or **Delete** and the entry will be modified or deleted respectively.

## Data Import

This screen is located under *Updates+Import Prices* as follows:



Stock Name	Symbol	EX	Update ?	Delete ?	Earliest	Latest	Date From	Date To
MacKenzie	MKF	T	N	N	12/31/94	06/04/97	06/05/97	06/23/97
Hummingbird	HUM	T	N	N	01/01/95	02/28/96	03/01/96	06/23/97
Cinram		T	N	N	01/01/95	12/31/96	01/01/97	06/23/97
Caldwell		T	N	N	01/01/95	10/01/96	10/02/96	06/23/97
Western Star		T	N	N	01/01/95	03/31/97	04/01/97	06/23/97
Skyjack		T	N	N	01/01/95	02/28/97	03/01/97	06/23/97
Microsoft		T	N	N	01/01/95	01/01/95	06/16/97	06/23/97
CHUM B		T	N	N	01/01/95	01/01/95	06/16/97	06/23/97
Geographics		T	N	N	08/14/95	12/31/95	01/01/96	06/23/97
Gaming Lottery		T	N	N	01/01/95	01/01/95	06/16/97	06/23/97
Corel		T	N	N	01/01/95	05/31/97	06/01/97	06/23/97
Netmanage		T	N	N	01/01/95	01/01/95	06/16/97	06/23/97

Please note that you must press enter or an arrow key after changing a value in a cell  
To import stock prices, you must have both the stock symbol and the exchange defined in the Security info screen

This screen allows you to import stock prices from any source data file as long as the data is in the following format by individual security with the file name: *Symbol-Exchange.TXT* where the symbol is up to 6 characters and exchange is a single letter. In the file, each column must be separated by 4(four) spaces and in the order and format as follows:

YYMMDD HIGH LOW CLOSE VOLUME

For your convenience, we are constantly arranging with various vendors for the supply of inexpensive or free data. Vendors to date:

1. Exchange Market Systems E.M.S. Inc. 514-982-6687
2. Green Line Investors Services Inc., Micro Max service
3. [www.Canada-Stockwatch.com](http://www.Canada-Stockwatch.com)

You must determine the procedures and costs, if any, for the accessing the data from these sources.

### Procedures for using the Import Screen

1. Select *Portfolio* from the dropdown menu, select *Import setup* and follow the prompts to select a file in the sub-directory where the import data is stored. Once this procedure has been completed you will not have to do it again, unless you switch data sources.
2. To import data, go *Updates* and *Data Import* and a list of securities will be detailed in a grid. Remember that you require a stock exchange and symbol for this function to work which are setup under *Securities Info*. Select the stocks you wish to update by typing “Y” under the column *Update?*. The *Earliest* and *Latest* columns tell you the date range for that security for which you have data. Note that if you have no security prices for a given security, the default date range is 01/01/51. Select the date period you wish to update under the applicable column, *Date From* and *Date To*. Click *Import* to start the import process. Using the same logic, you can selectively delete prices for certain securities if you no longer desire them using the *Delete* button. You could also use the *Purge* button to delete all security prices. **WARNING:** The *Purge* will permanently delete ALL securities you have in the system. Deleting and purging is useful if your price data file becomes too large which may slow down the system.
3. **Green Line MicroMax:** For your convenience, we have designed this import feature to work with the popular Green Line Micromax service. Run the MicroMax Program and connect to MicroMax on-line. From MicroMax on-line select #5 Historical quotes. Enter the stocks and symbol and dates you wish to obtain data for. Select F4- to Download and select “Y” to proceed. Select file format ASCII, select Overwrite, and select multiple files, and finally select “Y” to confirm. Your data will now be downloaded to your sub-directory MicroMax\Quotes.

The help features of the program can be accessed by selecting *Help* and then *User Guide* from the dropdown menu. If you are in a Trade screen or Report, press **ALT + H** to access the context-sensitive help for that section of the program. The purpose of the on-line help is to provide a readily available source of the information needed to properly operate and navigate the program.

### **User Guide**

This is the complete on-line text of the User Guide. Use it as a reference source for complete instructions on how to use the program.

## Support

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Upon purchasing your copy of *Trader's Edge*, please take a few moments to fill out the registration card and answer the few questions. You will also be placed on our database in order to receive timely information regarding program updates or new products, as well as service and support.

Once you have registered, you are eligible for 30 days of *FREE* technical support from the date of your first phone call.

Technical support is available on business days between 9:00 am and 5:00 p.m. Eastern Standard Time.

If you have questions or problems with your Trader's Edge product, first look in the User Guide for a solution. If you can't find the answer or solve the problem, do one of the following:

1. Call Technical Support at: (905) 889-5195.
2. Fax the problem to: (905) 889-1090.
3. Write to:  
Trader's Edge Inc.  
Suite 104  
27 West Beaver Creek Road  
Richmond Hill, Ontario  
Canada, L4B 1M8

In all cases, provide details on the type of problem encountered, as well as the hardware configuration of the computer the program is installed on.



This screen displays:

- The program version of Trader's Edge;
- Copyright information;
- Trader's Edge Inc. Head Office information.

## **Appendix I License Agreement and Limited Warranty**

This is a legal agreement between you, the end user, and Trader's Edge Inc., an Ontario corporation. By opening the sealed disk package, you are agreeing to be bound by the terms of this agreement. If you do not agree to the terms of this agreement, promptly return the unopened disk package and the accompanying items (including written materials and binders and other containers) to the place you obtained them for a full refund.

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**LIMITED WARRANTY:** Trader's Edge Inc. warrants that the software will perform substantially in accordance with the accompanying User Guide for a period of 30 days from the purchase date. The magnetic diskettes on which the program and data is recorded will be free of defects under normal use and service for a period of 30 days from the date of your original purchase.

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**NO OTHER WARRANTIES:** Trader's Edge Inc. disclaims all other warranties, either express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software, the accompanying User Guide and written materials. The proper use of the software program and User Guide and related written material requires the specific knowledge and understanding of investments and consequently Trader's Edge Inc. does not warrant the performance or result that may be obtained by using the program.

**NO LIABILITY FOR CONSEQUENTIAL DAMAGES:** In no event shall Trader's Edge Inc. be liable for any other damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or other pecuniary loss) arising out of the use of or inability to use this product, even if Trader's Edge Inc. has been advised of the possibility of such damages. In any case, Trader's Edge Inc. entire liability under any provision of this agreement shall be limited to the amount actually paid by you for the software.

**DATA:** Trader's Edge Inc. does not guarantee the completeness or accuracy of any data provided with the software program and shall have no liability for damages resulting or alleged to have resulted from any error or omission in the data.

**TERM:** This license and warranty is effective until terminated by either the purchaser or Trader's Edge Inc. Termination will result from the non-compliance with any terms or conditions of this agreement and requires the immediate destruction of the software and related written materials..

This agreement is governed by the laws of the Province of Ontario, Canada.