Investment Account Manager
Manually Enter Dividend Transaction

Gather Dividend Information:
- ✓ Security name
- ✓ Security ticker symbol
- ✓ Dividend payable date
- ✓ Amount paid

Open Correct Portfolio:
- ✓ Select from Home Page | Portfolio List

Enter Transaction:
- ✓ Transactions Menu | Add, Edit, Delete
- ✓ Enter New button
- ✓ Complete required fields
- ✓ If reinvesting income, select reinvest button
- ✓ If depositing proceeds into money market fund , check "deposit to" box
- ✓ Save

If dividend is reinvested, enter correct quantity for reinvestment shares. Amount of dividend is cost basis for reinvestment.

Verify Entry:
- ✓ Transaction Menu | Add, Edit, Delete
- ✓ Review data as shown in ledger
- ✓ If error, correct as needed or delete and re-enter

Dividend entry complete