Investment Account Manager
Manually Enter Sale Transaction

Gather Sale Information:
✓ Security name
✓ Security ticker symbol
✓ Trade date
✓ Quantity
✓ Net Amount

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

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

If partial sale, have you considered which purchase lots to use for effective capital gains management? Check prior sales, then apply using:

- Minimum Gain
- Maximum Gain
- First In First Out
- Specific Identification

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

Sale entry complete