Investment Account Manager
Enter a Stock Split Transaction

Gather Stock Split Information:
- ✓ Security name
- ✓ Security ticker symbol
- ✓ Ex-date (effective date)
- ✓ Stock split ratio

Stock split information is available on your account statement, on the company web site, or on the Internet (i.e. http:// finance.yahoo.com)

Enter Transaction:
- ✓ Transactions Menu | Global Transactions | Stock Split
- ✓ Backup Data
- ✓ Complete all required entries for stock split application.

It is important to make backups of your data before applying global transactions. Use this backup as necessary to correct errors when applying global transactions.

Verify Entries:
- ✓ Review table showing effect of the stock split on all portfolios holding the security.
- ✓ Note: if cash received in lieu of fractional shares, apply split, then use the Transactions Menu | Add, Edit, Delete | Enter New to 'Sell' fractional shares for cash in lieu amount.
- ✓ If table OK, select portfolios, then apply stock split.

As part of a stock dividend, stock split, spin-off, or merger, you may receive a cash-in-lieu payment. Cash-in-lieu represents the cash you receive from a transaction in-lieu of fractional shares. In most cases, cash-in-lieu is treated as capital gain or loss.

Stock split entry complete