

# INVESTMENT ACCOUNT MANAGER

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Microsoft® Money Import

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# Investment Account Manager and Importing Microsoft® Money Files

**I**nvestment Account Manager is able to import a Microsoft Money CSV or QIF format file. Importing a Money CSV (Excel) file is intended for users looking to import the current balances of their investments without investment transaction history. Importing a Money QIF file is intended for users looking to import investment transaction history as provided by the Money QIF, including buys, sales, income reinvestments, and other activity. These instructions (Page 9) are separated into two sections depending on the Money import function you plan to use.

Please contact Investment Account Manager technical support if you have specific questions or errors regarding the Microsoft® Money import function.

Email: [techsupport@quantixsoftware.com](mailto:techsupport@quantixsoftware.com).

## Importing a Microsoft® Money CSV (Excel) file

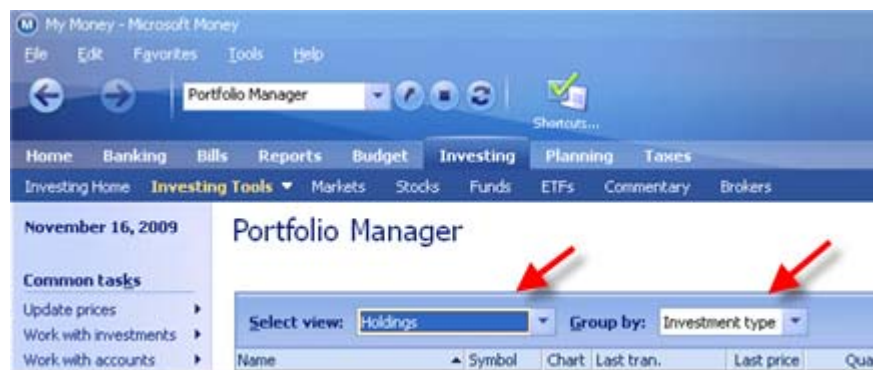
Importing a Money CSV (Excel) file is intended for users looking to import the current balances of their investments without all past investment transaction history. This method of importing Money data is ideal for those investors:

- Concerned with only record keeping and managing their portfolio investments starting with current balances only. Past sale activity, income activity, etc. is not available in this Money export method. Refer to importing Money QIF files discussed later for a more detailed transaction history import method.
- This method will group all lots of each security owned as single lump sum holding, although ***you can indicate specific individual lot details for acquisition dates and cost basis*** if you have this information available. Please refer to Money reports that list cost basis details for current holdings. Another useful reference is your brokerage statement that should list lot-by-lot cost basis details.
- This method is much easier to accomplish and provides insight immediately to what you currently own, ***and if lot cost basis details have been entered***, also provides the foundation for accurate reporting for future performance, tax filing and portfolio valuation and allocation tools.

Depending on the version of Microsoft® Money you are using, the steps to create the necessary reports and the matching CSV (Excel) export files may be located under different sets of commands. Check your Money help documentation as necessary for steps on creating the necessary report and files.

## Creating your Money® Reference Reports and Import Files

1. Start Money.
2. Under left pane, select **Investing Home Portfolio Manager**.
3. Your money investment accounts should now show in Portfolio Manager.
4. For **Select view**: use the drop down arrow to select **by Holdings**.
5. For **Group by**: use the drop down arrow to select **by Investment Type**.

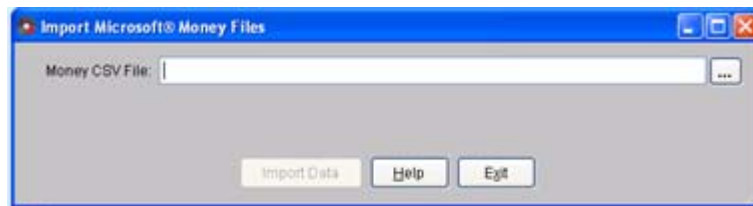


6. Select the **File Menu | Print** to print this report for reference during the import process. Set this report aside for later use.
7. Select Reports.
8. Under Investment, select '**Portfolio Value by Investment Account**'. If you do not see this option, in the left-hand margin pane, under **Other Tasks**, click on **Change report settings**. Select option to **Use Advanced Reports**.
9. At the bottom of this page, you'll notice a browse window labeled **Accounts**. Click the drop down arrow and select a Money investment account you wish to create an export file for importing to Investment Account Manager.
10. In the left hand margin pane, under **Common Tasks**, select **Print this report**. Set this report aside for later use.
11. In the left hand margin pane, under **Common Tasks**, select **Export to Microsoft Excel**.
12. Enter a file name for your exported portfolio file. The file will be saved as comma-delimited text with a file extension of .csv. Make note of this file name for import into Investment Account Manager.

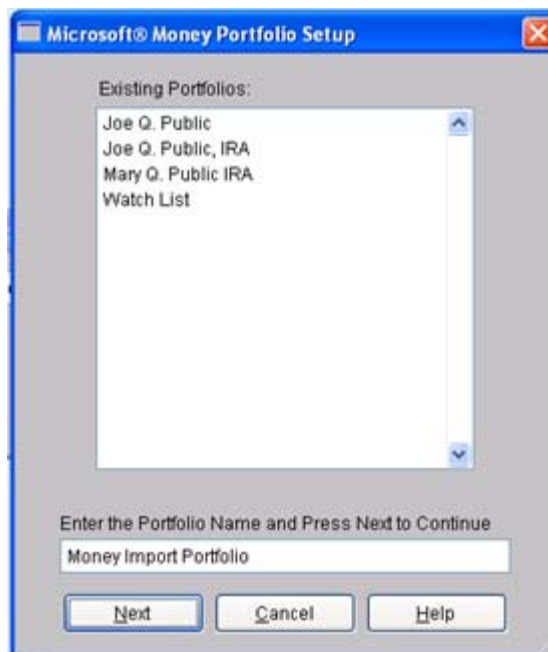
13. If Money opens Microsoft Excel, you can print this file for reference.  
Close Excel.
14. Repeat steps 9 through 12 for each Money investment account you intend to import into Investment Account Manager.
15. Once you have exported all Money accounts, close Money.

## Creating your IAM Portfolios using Money Import Files

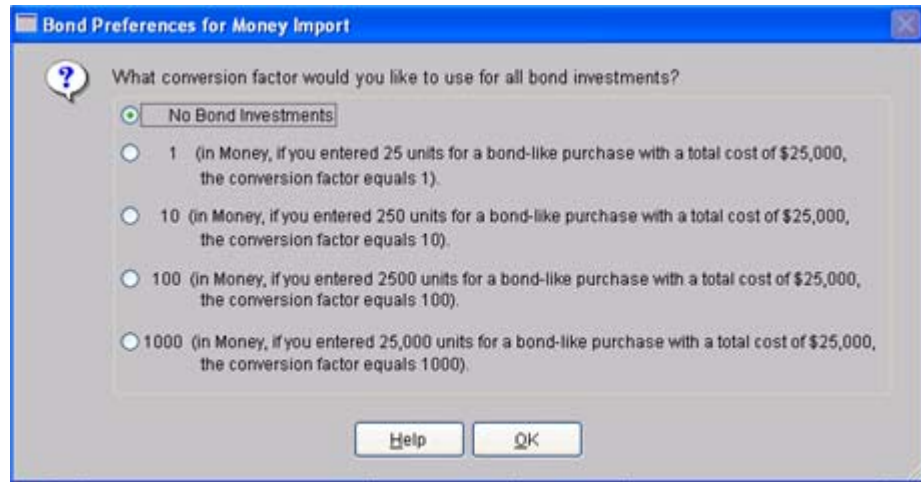
- Click on the **File Menu | Import | Microsoft® Money File | Import Microsoft® Money CSV File.**



- Select the Microsoft Money CSV file created above for import to Investment Account Manager.
- Click the **Import Data** button.



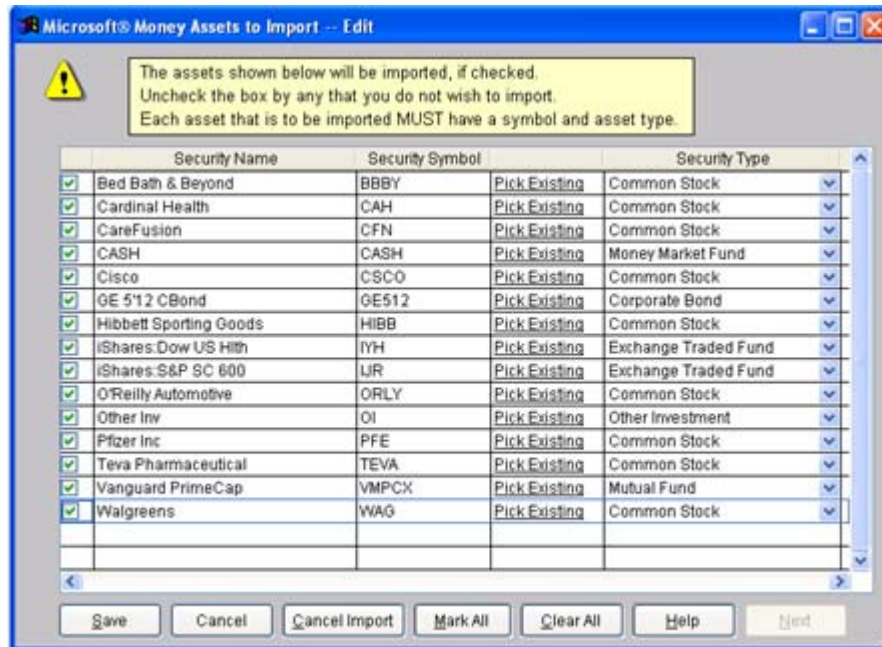
- Enter a new portfolio name for the Microsoft Money portfolio you are importing. Do not use an existing portfolio name.
- Click the **Next** button.



If you have entered bond-like investments into Microsoft Money (corporate bonds, municipal bonds, Government bonds, Government Agencies) you will need to indicate the method which you entered these securities. The conversion factor will be applied for all bond-like investments imported, so verify you have used a single consistent entry method in Money.

- Select the bond conversion factor for your Money import file, then click the **OK button** to continue.

Prior to the import of Money® transaction data to Investment Account Manager, a table is provided that lists the securities in your Money csv import file.



Notice the far left column includes a check box option. You can use this check box to selectively identify which Money assets to convert. For each Money asset you are importing, you must complete the required information:

- **Security Symbol:** referring to the Microsoft Money Holdings Report printed earlier enter the security symbol for each security listed. For example, you would enter 'INTC' for Intel. If the security does not have a standard symbol, you can create a symbol that is indicative of the security being entered. You can also use the '**Pick Existing**' link if this asset has been previously entered into the Investment Account Manager current asset library. Security symbols can also be found online.
- **Security Type:** using the drop down arrow available, select the asset type for the security being entered. If the asset has been previously entered into the Investment Account Manager, type will be automatically completed after the symbol has been entered. Listed below are the available asset types supported by Investment Account Manager.
  - Agencies
  - Corporate Bonds
  - U.S. Governments
  - Tax Exempt Bonds
  - Common Stocks
  - Cash Equivalents (for CD's, TBills)
  - Mutual Funds

- Preferred Stocks
- Money Market Funds (for cash accounts)
- Other Investments
- Exchange Traded Funds
- Index

Users of Money that have created other user defined asset types can select from the Investment Account Manager asset types available, or use the **'Other Investments' category**.

- Use the **Save** button to record your entries.
- Once all required information has been entered, use the **Next** button to continue with the import process.

Investment Account Manager will now import holdings from the Money CSV portfolio file and list positions that should match those listed on the Money Holdings report printed earlier.

The following accumulated balances have been imported from Microsoft Money. If you have access to the original acquisition date and cost basis amounts for your current balances, we suggest you select the **Edit Cost Basis** button and enter these details as part of your portfolio setup. This will allow IAM to create your portfolio with accurate cost basis information for your current holdings.

Uncheck the box by any security you do not wish to import. All positions shown are as of the following date: 11/16/2009

Security Name	Security Symbol	Security Type	Quantity	Cost Basis	Edit Cost Basis	Current Price	Current Value
<input checked="" type="checkbox"/> Bed Bath & Beyond	BBBY	Common Stock	200.00000	7339.20	Edit	37.6900	7538.00
<input checked="" type="checkbox"/> Cardinal Health	CAH	Common Stock	100.00000	2632.50	Edit	31.4000	3140.00
<input checked="" type="checkbox"/> CareFusion	CFN	Common Stock	50.00000	877.50	Edit	25.4600	1273.00
<input checked="" type="checkbox"/> CASH	CASH	Money Market Fund	5743.36000	5743.36	Edit	1.0000	5743.36
<input checked="" type="checkbox"/> Cisco	CSCO	Common Stock	300.00000	6479.60	Edit	23.9900	7197.00
<input checked="" type="checkbox"/> GE 512 CBond	GE512	Corporate Bond	4.00000	4020.00	Edit	95.0000	3800.00
<input checked="" type="checkbox"/> Hibbett Sporting Goods	HIBB	Common Stock	301.00000	7082.40	Edit	19.3000	5809.30
<input checked="" type="checkbox"/> iShares: Dow US Hlth	IYH	Exchange Traded F.	100.00000	6277.50	Edit	61.6800	6168.00
<input checked="" type="checkbox"/> iShares: S&P 500	IJR	Exchange Traded F.	100.00000	5812.50	Edit	52.8200	5282.00
<input checked="" type="checkbox"/> O'Reilly Automotive	ORLY	Common Stock	200.00000	3779.40	Edit	39.9700	7994.00
<input checked="" type="checkbox"/> Other Inv	XX	Other Investment	100.00000	1500.00	Edit	15.0000	1500.00
<input checked="" type="checkbox"/> Pfizer Inc	PFE	Common Stock	100.00000	2833.50	Edit	17.9310	1793.10
<input checked="" type="checkbox"/> Teva Pharmaceutical	TEVA	Common Stock	100.00000	2500.00	Edit	53.0500	5305.00
<input checked="" type="checkbox"/> Vanguard PrimeCap	VMPCX	Mutual Fund	57.00000	2850.00	Edit	57.2000	3260.40
<input checked="" type="checkbox"/> Walgreens	WAG	Common Stock	100.00000	3988.00	Edit	39.3600	3936.00

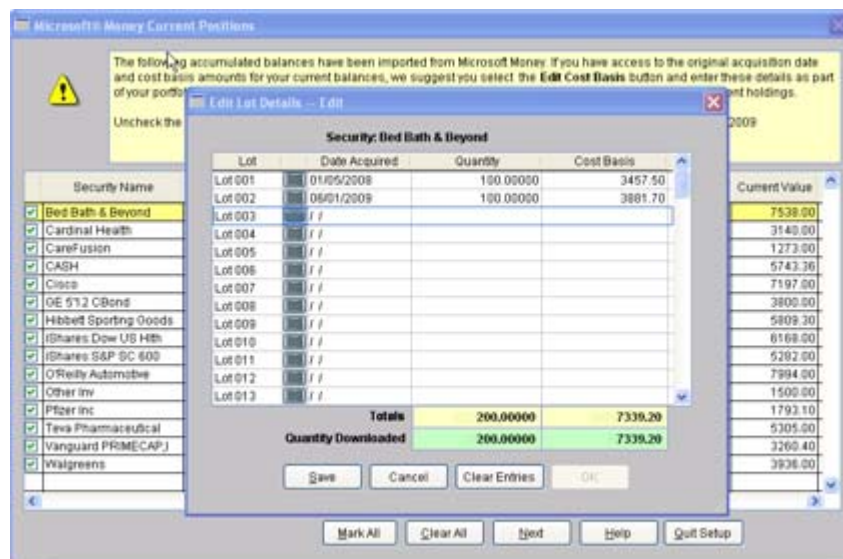
Buttons: Mark All, Clear All, Next, Help, Cancel Import

**Please note:** if you have access to the original acquisition date and cost basis amounts for your current balances shown, we suggest you **edit** these details as part of this import process. This will allow IAM to create your portfolio with accurate cost basis information for your current holdings. If you do not have access to this

information, or do not edit these details, IAM will be limited for deriving historical performance measurements and/or tax basis reports, because you will be starting with your current accumulated balances only. Since IAM allows for multiple portfolios, you can later create another historically accurate portfolio (file menu | portfolios | create new) to fully utilize IAM's features. As time permits, sequentially enter your historical activity to this separate portfolio until all transaction activity is up-to-date. When complete, you can delete the portfolio created using this Money import method, and rely on the historically accurate portfolio going forward.

### Edit Cost Basis

Use the **Edit Cost Basis** button to enter these details as part of your portfolio setup. This will allow IAM to create your portfolio with accurate cost basis information for your current holdings. Refer to Microsoft® Money or your brokerage statements for details on your cost basis for all current holdings.



- Enter **each unique lot** for the selected security, entering the date acquired and cost basis for accurate tax basis information. Use the **Save** button once you have entered all shares to match the imported balances from your Money file.
- Repeat this for each lot owned, for each security.
- Once you've entered all data, use the **Save** button, then the **Next** button to continue with the Money import feature.

Investment Account Manager will update all new portfolio securities using the *optional data subscriptions* (either provided with the trial version or accessing your paid subscriptions).

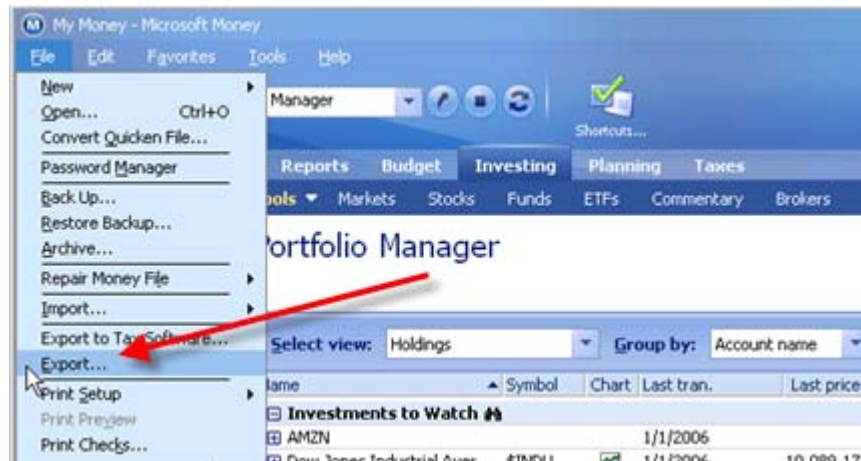


Select the OK button to close the Microsoft® Money import. The Investment Account Manager home page will now load showing a summary of your current holdings.

## Importing a Microsoft® Money QIF file

Importing a Money QIF file is intended for users looking to import investment transaction history as provided by the Money QIF, including buys, sales, income reinvestments, and other activity. In order to complete the import process, you should have the following portfolio information available for reference. Depending on the version of Microsoft Money you are using, the QIF export function and necessary reports may be located under different sets of commands. Check your Money help documentation for steps on creating the necessary files and reports.

- **A unique QIF export file:** in Money, open Portfolio Manager. Then select the **File Menu | Export** choice.



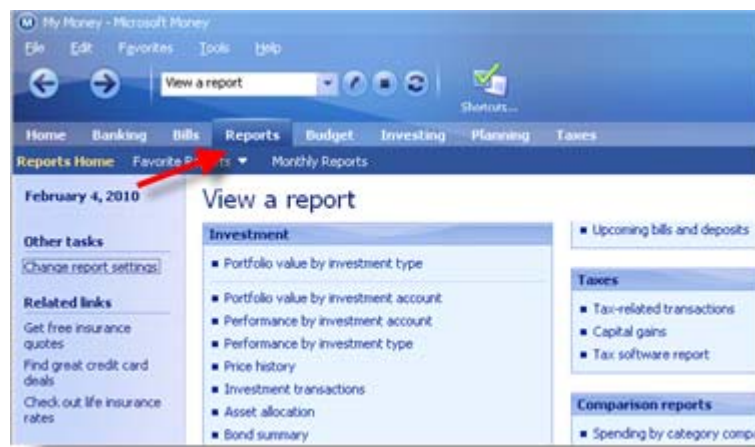
- Select the choice for **'Strict'** QIF.
- Provide a file name and location for the Money QIF file to be saved. Make note of this file information for import into IAM.
- When prompted for type of account to export, select **Investment**.
- Select an existing Money investment account for export.
- **Repeat these steps** as necessary for other Money investment accounts you intend to import into Investment Account Manager.

- **Money investment account reports:** for each investment account QIF file created above, you will need to create various reports for reviewing activity during the import process. Depending on the version of Microsoft Money you are using, the process of creating necessary reports may be located under different sets of commands. Check your Money help documentation for steps on creating the necessary files and reports.
  - Under left pane, select **Investing Home Portfolio Manager**.
  - Your money investment accounts should now show in Portfolio Manager.
  - For **Select view:** use the drop down arrow to select **by Holdings**.
  - For **Group by:** use the drop down arrow to select **by Investment Type**.



- Select the **File Menu | Print** to print this report for reference during the import process. This report should indicate the symbols for your current investment holdings.

Select the **Reports Menu** to print other Investment Reports.



- **Portfolio value by investment account:** this report will be used to verify at the end of the import process, the quantity held and cost basis of your current holdings.
- **Tax related transactions:** this report will be used to verify at the end of the import process the investment income and gain distributions received. When creating this report, for the date range of activity use **All Dates**.
- **Capital gains:** this report will be used to verify how previous sales activity has been applied for proper cost basis allocations. When creating this report, for the date range of activity use **All Dates**. Create this report to include 'symbol' if allowed in your version of Money. Symbols for previously owned assets will need to be entered during the import process.
- **Investment Transactions:** this report can be used for comparison purposes and reference during the import process.
- **Bond Summary:** for any bond-like investments owned, this report will be referenced to indicate at the beginning of the import process a conversion factor that Investment Account Manager requires for proper transfer.

## Money® Transaction Import Codes and Limitations

Investment Account Manager will convert the following Money transaction types:

- Buy - Buy Security
- BuyX - Buy & Transfer
- CGLong - Long-term Cap Gain Dist
- CGLongX - Long-term Cap Gain Dist & Transfer
- CGMid - Mid-term Cap Gain Dist
- CGMidX - Mid-term Cap Gain Dist & Transfer
- CGShort - Short-term Cap Gain Dist
- CGShortX - Short-term Cap Gain Dist & Transfer
- ContribX – Contribution & Transfer
- Div - Dividend
- DivX - Dividend & Transfer
- IntInc - Interest Income
- IntIncX - Interest Income & Transfer
- MargInt - Margin Interest Expense
- MargIntX - Margin Interest Expense & Transfer
- MiscExp - Miscellaneous Expense
- MiscExpX - Miscellaneous Expense & Transfer
- MiscInc - Miscellaneous Income
- MiscIncX - Miscellaneous Income & Transfer

- ReinvDiv - Reinvest Dividend
- ReinvInt - Reinvest Interest
- ReinvLg - Reinvest Long-term Cap Gain Dist
- ReinvMd - Reinvest Mid-term Cap Gain Dist
- ReinvSh - Reinvest Short-term Cap Gain Dist
- RtrnCap - Return of Capital
- RtrnCapX - Return of Capital & Transfer
- Sell - Sell Security
- SellX - Sell & Transfer
- ShrsIns - Add Shares to Account
- ShrsOut - Remove Shares from account

### Money QIF Import Limitations

The following Money transaction types ***are currently not converted***, and will be listed on the ***QIF import Exception Report***, if included in the QIF file.

- The Money QIF investment export file does not include activity for your offsetting cash account. You will enter a current balance to be used going forward in IAM at the end of the import process.
- The Money QIF file does not include stock split history. During the import process, IAM will retrieve stock split history as possible for imported securities. At the end of the import process, users should review the quantities shown for assets held, and enter manually any past stock splits that were not automatically entered.
- The Money QIF investment export file does not include activity for options. All prior option activity, as well as current option holdings, can be entered manually as necessary.
- Money ShrsIn will be treated as purchases during the import process. You can edit these record types in Investment Account Manager after you have completed the import process if necessary.
- Money transactions for mid-term capital gain distributions and reinvestments are converted and re-classified as long-term capital gain distributions and reinvestments due to the changes in the tax code.
- Money transactions prior to 1950 may need to be edited in Investment Account Manager for proper activity date. For example, if you have a purchase record dated 1943, the conversion procedure may treat this as 2053 depending on the Money export file. Verify activity date in Investment Account Manager after conversion by using the Transactions Menu | Portfolio Transactions | and then filter the ledger for the individual security to verify dates.

- The import function currently does not handle the following transactions at this time. These types of transactions, if unable to be processed, will be listed on the Exceptions Report.
  - Exercise - Exercise Employee Stock Option
  - ExercisX - Exercise Employee Stock Option & Transfer
  - Expire - Expire Employee Stock Option
  - Grant - Employee Stock Option Grant
  - Vest - Vest in an Employee Stock Option

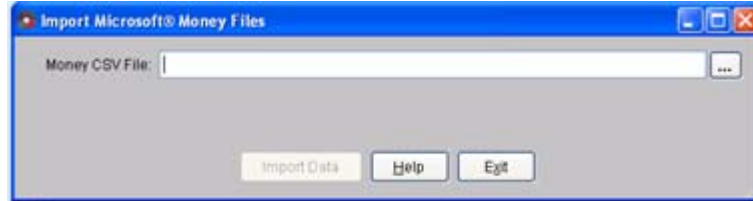
## Operational Notes

As part of the conversion process, you will be prompted to enter necessary security symbols and identify security types. Use the **Money Investment Reports** as a reference while entering these securities. As part of the import process you can uncheck those assets you do not wish to convert. All records for these issues will be omitted from the import process, and will be listed on the Exception Report. You can enter these directly into Investment Account Manager later as necessary.

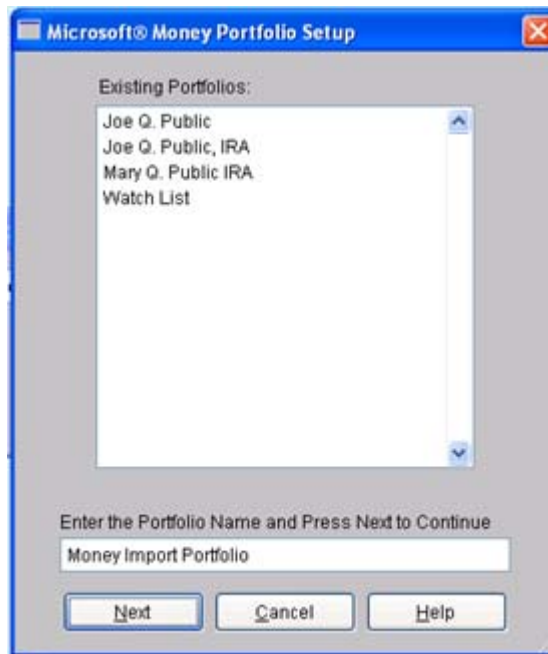
During the import process, you will also be prompted to enter security sales information for any sales recorded in Money in which only part of the security position was sold. Use the **Money Capital Gains** report as a reference while entering these sale applications into Investment Account Manager. If you have consistently applied all Money sale records using the First In – First Out method, you can set a conversion preference for past sale activity. If you have not used FIFO for all previous sale transactions or you are unsure, each Money sale transaction can be confirmed during the conversion process. You can **choose between Minimum Gain, Maximum Gain, First In – First Out, or Specific Identification**. Sale transactions recorded in Money in which the entire holding was sold will automatically be imported to Investment Account Manager.

## Getting Started: Importing Your Money® Files

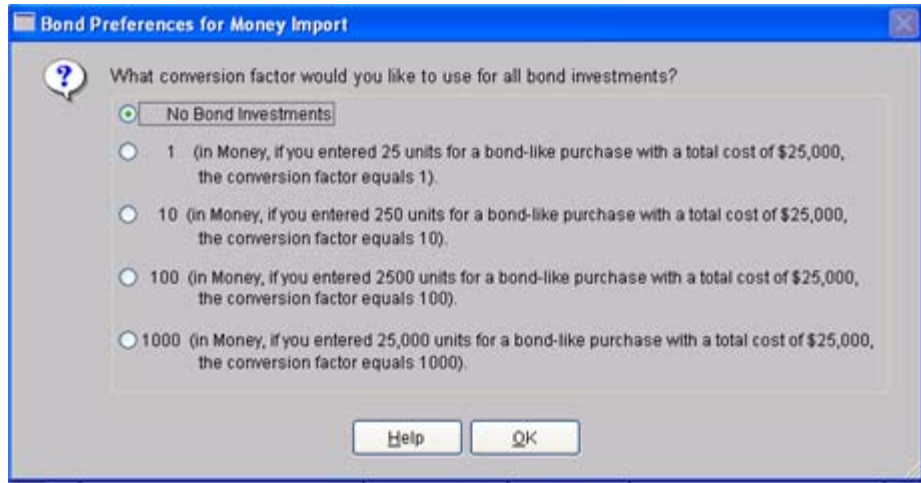
- Click on the **File Menu | Import | Microsoft Money® File | Import Microsoft Money (QIF) File.**
- Select the Money file for import to Investment Account Manager.



- Click the **Import Data** button.



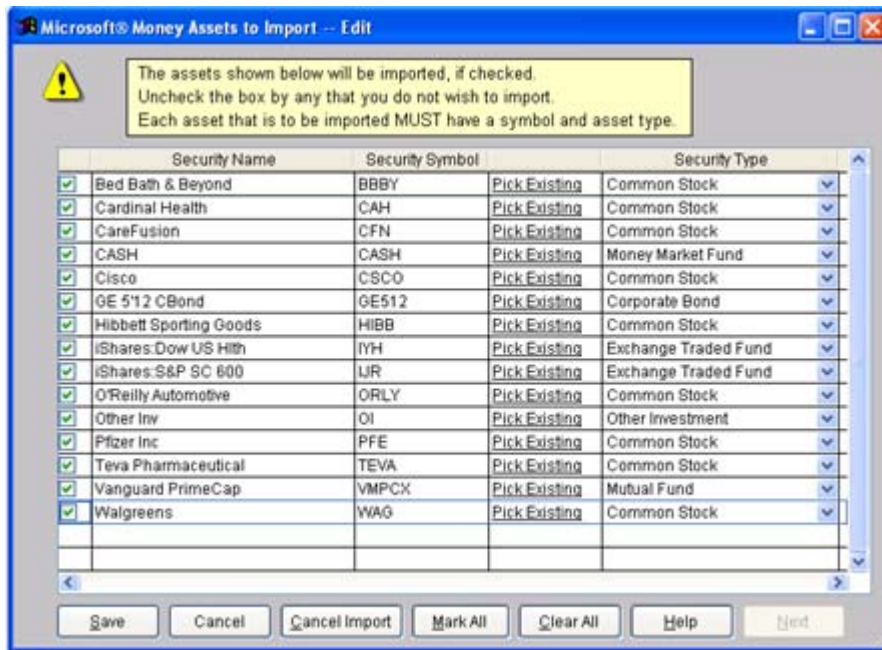
- Enter a new portfolio name for the Microsoft Money portfolio you are importing. Do not use an existing portfolio name.
- Click the **Next** button.



If you have entered bond-like investments into Microsoft Money (corporate bonds, municipal bonds, Government bonds, Government Agencies) you will need to indicate the method which you entered these securities. The conversion factor will be applied for all bond-like investments imported, so verify you have used a single consistent entry method in Money.

- Select the bond conversion factor for your Money import file, then click the **OK button** to continue.

Prior to the import of Money® transaction data to Investment Account Manager, a table is provided that lists the securities in your Money csv import file.



Notice the far left column includes a check box option. You can use this check box to selectively identify which Money assets to convert. For each Money asset you are importing, you must complete the required information:

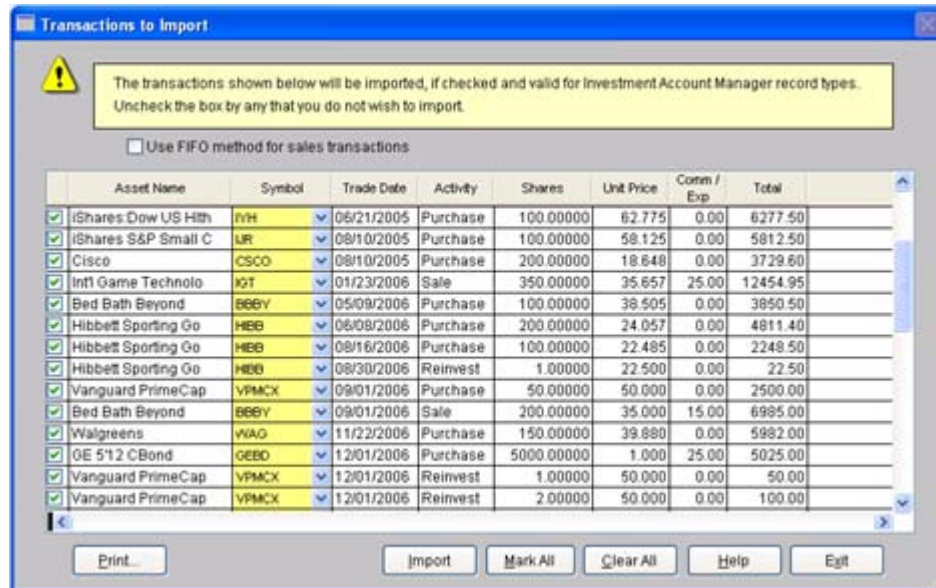
- **Security Symbol:** referring to the Microsoft Money Holdings Report printed earlier enter the security symbol for each security listed. For example, you would enter 'INTC' for Intel. If the security does not have a standard symbol, you can create a symbol that is indicative of the security being entered. You can also use the '**Pick Existing**' link if this asset has been previously entered into the Investment Account Manager current asset library. Security symbols can also be found online.
  
- **Security Type:** using the drop down arrow available, select the asset type for the security being entered. If the asset has been previously entered into the Investment Account Manager, type will be automatically completed after the symbol has been entered. Listed below are the available asset types supported by Investment Account Manager.
  - Agencies
  - Corporate Bonds
  - U.S. Governments
  - Tax Exempt Bonds
  - Common Stocks
  - Cash Equivalents (for CD's, TBills)
  - Mutual Funds
  - Preferred Stocks
  - Money Market Funds (for cash accounts)
  - Other Investments
  - Exchange Traded Funds
  - Index

Users of Money that have created other user defined asset types can select from the Investment Account Manager asset types available, or use the '**Other Investments**' category.

- Use the **Save** button to record your entries.
  
- Once all required information has been entered, use the **Next** button to continue with the import process.

## Money - Assets to Import

Prior to the import of Money® transaction data to Investment Account Manager, a table is provided that lists the securities in your Money import file.



Notice the far left column includes a check box option. You can use this check box to selectively identify which Money assets to import. If you have old Money assets you do not want to import (for example, an asset purchased and sold many years ago), you can uncheck this box. All records for issues omitted from the import process will be listed on the Money Exceptions Report. The conversion procedure defaults with all Money assets checked for conversion to Investment Account Manager.

- Use FIFO method for sales transactions:** if you have consistently applied all Money sale records using the **First In – First Out** method, check the box shown prior to importing your data. If you have not used FIFO for all previous sale transactions, or you are unsure, do not select this option. Each Money sale transaction can be confirmed during the conversion process. You can choose between Minimum Gain, Maximum Gain, First In – First Out, Specific Identification or Average Cost (mutual funds).
  
- Use the **Import** button to continue with the Money QIF import.

## Money® Importing Process and Transactions

Users will be prompted with transaction forms to indicate how to handle past Money entries. Depending on the Money transaction history imported, these forms include:

- Money – Specify Sale
- Money – Return of Capital
- Money – Transfer
- Money – Cover Short

### Money - Specify Sale

When importing prior **Money sale transactions of partial positions for multiple lots owned**, this screen is used to identify the security sales information. Use the Money Capital Gains Report as a reference while entering these sale applications. **Note:** it is important to match the sale methods used in Money so any remaining cost basis in the security is accurate after the conversion process.

Date Acquired	Holding Period	Unit Cost	Quantity Held	Quantity Applied	Realized Gain or Loss	Remaining Cost
04/27/2004	Long Term	36.398	0.00000	200.00000	-294.60	0.00
03/18/2005	Long Term	36.675	100.00000	0.00000	0.00	3,667.50
05/09/2006	Short Term	38.505	100.00000	0.00000	0.00	3,850.50
Total			200.00000	200.00000	-294.60	7,518.00

Here's how to use the **Money Capital Gains Report** to properly import your Money sales data:

- For each sale record that you need to apply, refer to the upper left hand corner of Investment Account Manager's sale transaction window to **identify the trade date for the sold security**. **Note:** Money sale transactions that were entered for all shares owned of a security are automatically imported into Investment Account Manager.
- Then, using the **Money Capital Gains Report**, locate this matching sale record by referring to the 'Date Sold' column.

- Notice that the **Money Capital Gains Report identifies the ‘Date Bought’** for the sold security. Using this information, you now can locate the corresponding record listed in the Investment Account Manager table showing owned shares by matching the Money ‘Bought’ date with the Investment Account Manager ‘Date Acquired’.
- Now apply the quantity sold by first **clicking the radial dial next to ‘Specific Identification’**. **Note:** if you have consistently applied sales using the minimum gain or maximum gain methods provided in Money, you can select these methods in Investment Account Manager for proper conversion.
- **Locate the lot to be used for the sale**, then point and left click your mouse in the Quantity Applied column and enter the quantity sold from this holding.
- **To sell all quantity held in a lot**, point and left-double click in the Quantity Applied column and Investment Account Manager will default to this field the total number of shares held in this lot, or the balance of the shares "Left to Apply". You can edit the number of shares to apply as necessary.
- Continue to specifically identify which current position lots to use in this sale transaction by referring to the Money Capital Gains Report until all quantity sold has been applied. As you apply the sale to specific lots, the "Quantity Left To Apply" amount is automatically reduced, **until you reach zero**. At that point the Save button becomes active. Use the **Save button** to record this sale transaction and continue with the import process.
- **Undo Applied:** use this choice (at anytime) to undo all sale lot applications. The value left to apply will reset to the total shares sold, and all lot sizes will be restored to their initial amounts. You can then begin the sale application again.

**Note:** in the case of mutual funds, you have the ability to apply sales using the Average Cost method. Follow the method reported by Money, or the method reported to you by the mutual fund company.

- **Average Cost Single-Category:** in the single-category method, the average cost of ALL shares owned at the time of each sale is derived, regardless of how long the shares have been held. This includes those shares acquired with reinvested dividends or capital gains distributions. The basis of the shares is the basis of ALL shares of that mutual fund in the portfolio at the time of each sale. Even though you use only one category to compute basis, you may have short-term or long-term gains or losses. To determine holding period, the IRS assumes the shares sold are considered to be those acquired first. Investment Account Manager applies the sale automatically as first in – first out.
- **Average Cost Double-Category:** in the double-category method, all shares in a portfolio at the time of sale are divided into two categories: short-term and long-term. The adjusted basis of each share in a category is the total adjusted

basis of all shares in that category at the time of sale divided by the total shares in the category. The specific identification method is then used to indicate from which category the shares are to be sold.

## Money - Specify Sale

This screen is used to identify the application of a Money return of capital (ROC) transaction when more than one security lot was owned at the time the return of capital was received.

Date Acquired	Quantity Held	Before ROC Cost	ROC Allocation	After ROC Cost
08/10/2005	200.00000	3,729.60	33.33	3,696.27
02/01/2007	100.00000	2,800.00	16.67	2,783.33
<b>Total</b>	<b>300.00000</b>	<b>6,529.60</b>	<b>50.00</b>	<b>6,479.60</b>

The top portion of this screen indicates the record date, security symbol and security description. The lower portion of this screen lists the existing lots held of the asset. If you owned more than one lot of the asset at the time the ROC was received, you can choose one of two methods to apply the distribution.

- **Apply proportionally to all lots:** this is the defaulted choice for the ROC application. This choice will reduce proportionally the cost basis of all existing lots of the asset based on shares held.
- **Apply to individual lot:** use this choice to select (point & double click) a single lot to apply the return of capital distribution.
- **Save:** use this selection to save the return of capital transaction.

**Note:** it is important to match the method used in Money so any remaining cost basis in the security is accurate after the conversion process. If the remaining cost basis shown after the ROC has been applied **does not match** that reported in Money after the import is complete, you can edit the adjusted cost basis by selecting IAM's

Transactions Menu | Add Edit Delete Transactions | select the individual asset's purchase record | select the Edit/Delete tab | select the Current Balance record | and then edit the net amount as necessary. If the remaining cost basis shown after the ROC has been applied does not match that reported in Money, and the security lot has been used in a subsequent sale application, the realized capital gains shown on the Investment Account Manager Sold Securities report will not precisely match that reported on the Money Capital Gains report. We suggest you apply the sale now, and when the import is completed, undo the sale, make the necessary cost basis adjustments to the sold shares, and then re-enter the sale directly in IAM.

## Money® – Transfer Shares

This screen is used to identify the application of a Money transfer (ShrsOut) transaction out of the portfolio when more than one security lot of the issue was owned at the time of the deliver activity.

Date Acquired	Holding Period	Unit Cost	Quantity Held	Quantity Transferred	Remaining Cost
09/01/2007	Long Term	35.00000	0.00000	100.00000	\$0.00
Total			0.00000	100.00000	0.00

Investment Account Manager's transfer feature allows you to assign what values to use for the cost basis of shares transferred. Verify the basis you assigned in Money, and then select the proper radial button to **assign original cost basis and basis date** for transferred shares, or to **assign current market values as cost basis and transfer date** for basis information (for inherited shares, gifts to charity, required distributions from non-taxable accounts). In most cases, the IRS requires the original cost basis and basis date be used for shares transferred. Check with a tax advisor or appropriate IRS publications as necessary.

You can then selectively apply the transfer to any of the specific lots you own. This enables you specifically identify which lots to use in the transfer (considering the

holding period and cost basis of the each lot and matching the transferred shares in Money).

**Note:** the Money ShrsOut transaction does not provide the required **Market Price** or **Market Value** for the quantity transferred. To convert this Money transaction, you will need to enter one of these two values.

- **Identify the lot** to be used in the transfer procedure, and then left-click in the quantity transferred column to enter the quantity for the transfer from this holding.
- **To transfer all quantity held** in a lot, point and left-double click in the quantity transferred column and Investment Account Manager will default to this field the total number of shares held in this lot, or the balance of the shares “Left to Apply.” You can edit the number of shares to apply as necessary.
- Continue to specifically identify which current position lots to use in this transfer transaction until all quantity transferred has been applied. As you apply the quantity transferred to specific lots, the “Left to Apply” amount is automatically reduced, until you reach zero “Left to Apply.”

Button Choices:

- Use the **Save** button to save the transfer.
- Use the **Undo** button to undo all transfer lot applications. The value left to apply will reset to the total transferred, and all lot sizes will be restored to their initial amounts. You can then begin the procedure again.
- Use the **Cancel** button to cancel this transfer activity.
- Use the **Skip this Transaction** button to skip this transfer (deliver) transaction. You will need to enter these later in Investment Account Manager. Any skipped transactions will be listed on the final transactions report summarizing all activity. **Note:** if you skip activity for an asset during the import process, shares and cost basis shown later in this import process for the same asset will be incorrect. .

## Money® - Cover Short

This screen is used to identify cover short (CvrShrt) transactions for any previous short sales recorded in Money in which only part of the short security position was covered. Use the **Money Capital Gains Report** as a reference while entering these 'buy to cover' applications. **Note:** create this report listing all past short activity by sale date, oldest to newest activity. This will make the process of matching methods used in Money accurate so any remaining short positions are correct after the conversion process.

Date Shorted	Holding Period	Unit Cost	Quantity Shorted	Quantity Applied	Realized Gain or Loss	Remaining Cost
03/09/2009	Short Term	33.175	200.00000	0.00000	0.00	6,635.00
03/04/2009	Short Term	36.900	150.00000	0.00000	0.00	5,535.00
02/26/2009	Short Term	40.850	100.00000	0.00000	0.00	4,085.00
Total			450.00000	0.00000	0.00	16,255.00

Here's how to use the **Money Capital Gains Report** to properly import your Money sales data:

- For each 'buy to cover' record that you need to apply, refer to the upper left hand corner of IAM's sale transaction window to **identify the trade date for the short security**. **Note:** Money 'cover short' transactions that were entered for all shares shorted of a security are automatically imported into Investment Account Manager.
- Then, using the Money Capital Gains Report, locate this matching security short/covered record by referring to the 'Date Bought' column.

- Using this information, you now can locate the corresponding record listed in the IAM table showing shorted shares by matching the Money 'Date Sold' with the IAM 'Date Shorted'.
- Now apply the quantity covered by first clicking the radial dial next to 'Specific Identification'. **Note:** if you have consistently applied 'cover short' using the minimum gain or maximum gain methods provided in Money, you can select these methods in Investment Account Manager for proper conversion.
- Locate the lot to be used for the 'cover', then point and left click your mouse in the Quantity Applied column and enter the quantity 'covered' from this short holding.
- To 'cover' all quantity held short in a lot, point and left-double click in the Quantity Applied column and IAM will default to this field the total number of shares held in this lot, or the balance of the shares "Left to Apply." You can edit the number of shares to apply as necessary.
- Continue to specifically identify which short position lots to use in this 'cover' transaction by referring to the Money Capital Gains Report until all quantity 'covered' has been applied. As you apply the buy to cover to specific lots, the "Quantity Left to Apply" amount is automatically reduced, until you reach zero. At that point the **Save** button becomes active. Use this selection to save the buy to cover transaction and continue with the import process.
- **Undo Applied:** use this choice (at anytime) to undo your entries. The value left to apply will reset to the total shares 'covered', and all lot sizes will be restored to their initial 'short' amounts. You can then begin the 'buy to cover' application again.

## Money® – Verifying Results

At the end of the Money® import process, IAM will create a Transactions Import Report. Use this report to reconcile your Money data in Investment Account Manager. You can as you complete the Money import, also create an offsetting money market fund for the imported portfolio:

The screenshot shows a dialog box titled "Portfolio Setup Money Market Fund". The text inside asks: "Would you like to create a money market fund for this portfolio for offsetting transactions once this portfolio has been created? If so, enter the following information from your most recent statement. Refer to the Help button for tips on these entries." Below this text are two radio buttons: "Yes" (selected) and "No". There are four input fields: "Statement Date" with a date picker showing 1/1/2018, "MMF Symbol" with an "End" button, "MMF Description" with a text box, and "Current Balance" with a text box containing "0.00". At the bottom are "Next" and "Help" buttons.

Once you've entered a money market, the import will be complete. You can now use the following tabs provided on the Investment Account Manager Home Page to verify imported results:

- Click on the tab labeled **Portfolio Values**, and then click on the 'report' button in the upper right corner of this tab. Use this report to compare holdings, quantities, and cost basis.
  - Click on the tab labeled **Income Received**, for Select Range select **'Include All Dates'**, then click on the 'report' button in the upper right corner of this tab. Use this report to compare investment income, interest, and capital gain distributions received. You should also compare results for other dates ranges, including for all activity.
  - Click on the tab labeled **Sold Securities**, for Select Range select **'Include All Dates'**, then click on the 'report' button in the upper right corner of this tab. Use this report to compare realized gains and losses for sold issues. You should also compare results for other dates ranges, including for all activity.
  - Refer to the Reports Menu | Portfolio for other reports you can print to compare transactions, performance, and other data as necessary.
- Be sure to use the **File Menu | Backup Data** choice to backup portfolios as you convert them from Money.

- If you find any discrepancies, please review your Money data or edit as necessary directly in Investment Account Manager by selecting the Transactions Menu | Add Edit Delete Transactions.

If you have questions with editing, please refer to the online help system or contact Investment Account Manager support by emailing [techsupport@quantixsoftware.com](mailto:techsupport@quantixsoftware.com).