

# **INVESTMENT ACCOUNT MANAGER**

---

Captools® Investment Software Import

© QUANT IX SOFTWARE, Inc  
11518 N. Port Washington Road, Suite 102  
Mequon, WI 53092  
Phone 262-241-3990 • Fax 262-241-4797

# Table of Contents

Investment Account Manager and Importing Capttools® Investment Software .....	1
What you will need from Capttools .....	1
Capttools Transaction Import Codes and Limitations .....	3
Creating and Exporting the Capttools Security List .....	5
Creating and Exporting a Capttools Portfolio Transactions List .....	5
Operational Notes .....	6
Getting Started: Importing your Capttools Files .....	7
Capttools - Import Preferences .....	8
Capttools - Assets to Import .....	10
Capttools Importing Process and Transactions .....	12
Capttools - Specify Sale .....	12
Capttools - Return of Capital .....	14
Capttools - Transfer .....	16
Capttools – Buy to Cover .....	18
Capttools – Suspend Import.....	20
Capttools – Verifying Results .....	20
Appendix – Conversion Factors for Capttools Bond-Like Investments .....	22

---

# Investment Account Manager and Importing Captools® Investment Software

**W**ith the decision by Captools® Investment Software to no longer support their programs for the individual investor, the developers of Investment Account Manager have included in IAM an import feature for Captools investment data. This import feature allows the conversion of the most common investment transactions from Captools Investment Software into Investment Account Manager.

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

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

## What you will need from Captools

In order to complete the import process, you should have the following portfolio information available for reference. Depending on which version of Captools you are using, the necessary reports may be located under different sets of commands. Check your Captools help documentation for steps on creating the necessary files and reports.

- A **Captools Security List** export file containing security descriptive information for each security you will be converting. See steps below for creating this security list file.
- A unique **Captools transactions list** export file for each portfolio you will be converting. See steps below for creating the transactions list file.
- A **list of all your currently held securities**: their standard security symbols, quantity held, cost basis and recent market value for each portfolio. In Captools use the Reports Menu | Position Reports: Positions by lot.
- A **list of all your transaction activity**. In Captools use the Reports Menu | Transactions Reports: All Transactions.

- A **listing of all sale transactions** for each portfolio. In Captools use the Reports Menu | Income Reports: Realized Capital Gains report, for all activity dates. Note: if possible, create this report listing all past sale activity by sale date, sorting by oldest to newest activity. During the Captools import, you will be prompted to select a sale application method (i.e., First In First Out, Specific Lot Identification, Average Cost) **for any sale in which only part of the security position has been sold**. Note: if you have consistently applied all Captools sale records using the First In – First Out method, you can select this sale method for automatic conversion of past sale activity at the beginning of the conversion process. You can also skip sale activity during the conversion process, but you will need to later enter those sales directly in Investment Account Manager. Captools sale transactions that were entered for all shares owned of a security are automatically converted during the import process.
- A **listing of bond-like investments** (corporate bonds, Government bonds, etc.) and how they have been tracked in Captools. For these bond-like investments, you will need to indicate, at the beginning of the import process, a conversion factor that Investment Account Manager requires for proper transfer.
- **Other reports** showing investment income, investment performance, and investment transactions for all activity to verify your imported Captools data.
- If you have been tracking your daily money market fund (MMF) balances in Captools, you can create the matching money market fund in the import process. This money market fund will be used as the offset for transaction amounts, as well as other cash transferred in or out of the account. If you would rather ignore the individual MMF transactions, you can enter a single net balance of the MMF as of the date of the conversion at the end of the import process. If you choose this method, please be certain to have the net balance figure available.

## Capttools Transaction Import Codes and Limitations

Investment Account Manager will convert the following Capttools transaction types:

- DPF: Deposit Funds (to cash)
- RCV: Receive Shares (non-cash transaction)
- DLV: Deliver Shares (non-cash transaction). Use to indicate shares delivered out of the portfolio.
- BUY: Buy (payment from cash)
- BYD: Buy and Deposit (zero net cash change)
- CBA: Cost Basis Adjustment (non-cash transaction). This code is used to adjust the cost basis of a security.
- IN+: Interest Income (to cash)
- IN-: Interest Payment (from cash)
- IRI: Interest Income Reinvested (zero net cash change)
- IOB: Interest Income on Cash Balance
- DV+: Dividend Income (to cash)
- DRI: Dividend Reinvested (zero net cash change)
- DVW: Dividend Income Withdrawn (zero net cash change)
- SGD: Short Term Gains Distribution (zero net cash change)
- SGR: Short Term Gains Distribution Reinvested (zero net cash change)
- SGW: Short Term Gains Distribution Withdrawn (zero net cash change)
- CGD: Long Term Gains Distribution (zero net cash change)
- CGR: Long Term Gains Distribution Reinvested (zero net cash change)
- CGW: Long Term Gains Distribution Withdrawn (zero net cash change)
- WDF: Withdraw Funds (from cash)
- SLL: Sell (Proceeds to Cash)
- SLW: Sell & Withdraw (zero net cash change)
- CIL: Cash in Lieu (of fractional shares, proceeds to cash)
- ROC: Return of Capital (to cash)
- RCR: Return of Capital Reinvested (zero net cash change)
- RCW: Return of Capital Withdrawn (zero net cash change)
- EXP: Expenses (paid from cash)
- MFE: Management Fee (paid from cash)
- FEE: Administrative Fee (paid from cash)
- OFE: Other Fee ((paid from cash)
- MFS: Management Fee (paid from shares sold, zero net cash change)
- FES: Administrative Fee (paid from shares sold, zero net cash change)
- MFD: Management Fee (paid from deposited funds, zero net cash change)
- FED: Administrative Fee (paid from deposited funds, zero net cash change)
- OFS: Other Fee (paid from shares sold, zero net cash change)

- OFD: Other Fee (paid from deposited funds, zero net cash change)
- SLS: Sell Short (proceeds to cash).
- BYC: Buy to Cover Short Position (payment from cash).
- XOP: Exercised Option (non-cash transaction). If an XOP is for a Put exercised, it will be followed by a SLL transaction for underlying security
- XOP: Exercised Option (non-cash transaction). If an XOP is for a Call exercised, it will be followed by a BUY transaction for the underlying security.
- SP+: Split Shares Received (non-cash transaction). If negative number shares in SP+ transaction, represents a reverse split.
- TXW: Tax Withheld (from cash).
- TXD: Tax Withheld (zero net cash change).

The Captools import function **currently does not handle** the following transactions at this time. These types of transactions, if any, will be ***listed on the IAM Import Exceptions Report*** at the end of the import process.

- DV-: Dividend payment (on short position)
- SP-: Split shares delivered (on short position)
- Capital Gain Distributions: CLD (Capital Loss Distribution), SLD (Short Term Capital Loss Distribution), Undistributed Capital Gains
- Bond Discounts / Premiums: ACR (Accretion on Purchase Discount), AMT (Amortization on Purchase Premium),
- Partnerships / Direct Investments: DST (Partnership Distribution), DSR (Partnership Distribution Reinvested), DSW (Partnership Distribution Withdrawn).
- Real Estate / Depreciation: BRW (Borrow of Funds), RPY (Repay Funds), RNT (Rent Received), DPR (Depreciation)
- Tax Related: ETX (Estimated Tax Adjustment), SCO (Short Term Carryover), LCO (Long Term Carryover), TDG (Tax Deductible Gift).
- Other Transaction Codes: MMO (Memo Transaction), ERR (Error Transaction), SAX (Sub-account Transfer), CMX (Cash / Margin Transfer), ROP (Receive Options), NCI (Non-Cash Income).

## Creating and Exporting the Captools Security List

**Note:** a sample Captools Security List **CSL\_IAM.EXP** template file with the required items has been provided and is located in your Investment Account Manager installation directory if you prefer to use this rather than creating your own. Copy this file to your Captools directory and select this as the format for the export procedure.

1. Start Captools
2. Select File Menu | Open....
3. Select your Security List from the drop-down menu and Press OK
4. Select View Menu | Standard View
5. Select the File Menu | Export choice
6. Select under the heading Preferences the option to 'Select'
7. In the 'Select Format' window, select the option for 'New'
8. For File Name, use 'csl\_iam.exp' and then click OK.
9. Click on the new format file created in step 6, and then click on the 'Select' button.
10. Under Preferences, select 'Edit' to create a new export format
  - a. Field 1: select 'Symbol'
  - b. Field 2: select 'Description'
  - c. Field 3: select 'Type'
  - d. Field 4: select 'Cusip'
  - e. Field 5: select 'Latest Price'
  - f. Field 6: select 'Latest Prc Date'
  - g. Field 7: select 'Div./Share'
  - h. Select 'OK'
  - i. Select 'Yes' to save changes to new format.
  - j. Select 'Export' to create your Captools Security List to file for use in importing to Investment Account Manager using for file name and type 'csl\_iam.csv'

## Creating and Exporting a Captools Portfolio Transactions List

**Note:** a sample Captools Transactions List **TRANSLST.EXP** template file with the required items has been provided and is located in your Investment Account Manager installation directory if you prefer to use this rather than creating your own. Copy this file to your Captools directory as select this as the format for the export procedure.

1. If not yet running, Start Captools
2. Select the File Menu | Open | and select your portfolio

3. Select the View Menu | Standard View
4. Select the File Menu | Export choice
5. Select under the heading Preferences the option to 'Select'
6. In the 'Select Format' window, select the option for 'New'
7. For File Name, use 'translst.exp' and then click OK.
8. Click on the new format file created in step 6, and then click on the 'Select' button.
9. Under Preferences, select 'Edit' to create a new export format using these fields with these data items:
  - a. Field 1: select 'Symbol'
  - b. Field 2: select 'Description'
  - c. Field 3: select 'TAC'
  - d. Field 4: select 'Date'
  - e. Field 5: select 'Quantity'
  - f. Field 6: select '\$ Amount'
  - g. Field 7: select 'Commission'
  - h. Field 8: select 'Trade Fees'
  - i. Field 9: select 'Accrued Int.'
  - j. Field 10: select 'Aux. Date'
  - k. Field 11: select 'Aux. Amount'
  - l. Select 'OK'
10. Select 'Yes' to save changes to new format.
11. Select the 'Export' button to save your Captools Portfolio file using .csv as file type extension (comma separated values, example joe1port.csv).
12. Using this new export file format, repeat step 11 for each portfolio you wish to export using a unique file name for each portfolio. Use names that you can easily recognize for the import process.

## Operational Notes

If during the Captool import process you need to suspend the import process, you can click on the **Suspend** button found on any of the import screens. This allows you to stop the import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions.

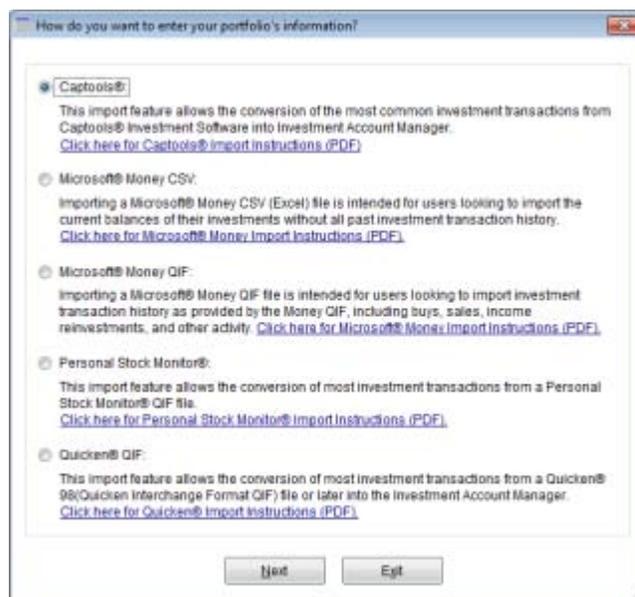
**Important:** you should also use the Suspend button to **abort the Captool import process** for a portfolio if you want to start over after correcting errors in your Captool data. After suspending the conversion, select the File Menu | Add, Edit, Delete Portfolios. Locate and select the Captool portfolio from the Investment Account Manager portfolio list. Use the **Delete button** to delete the partially imported portfolio from Investment Account Manager. You can then begin the import of the portfolio data again.

As part of the conversion process, you may be prompted to enter necessary security symbols and identify security types. Use the **Captools Security List report** as a reference while entering these securities.

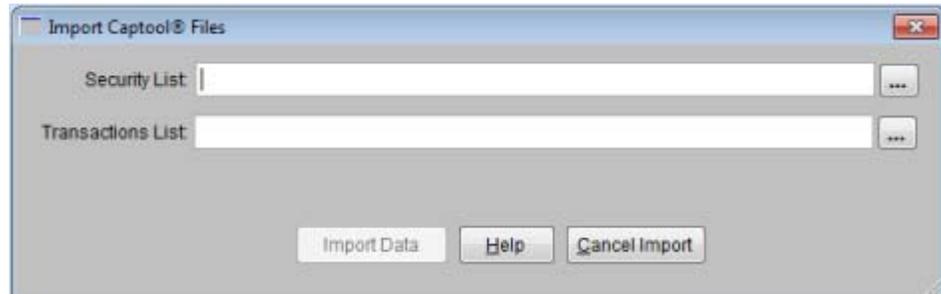
During the import process, you will also be prompted to enter security sales information for any sales recorded in Captools in which only part of the security position was sold. Use the **Captools Realized Capital Gains report** as a reference while entering these sale applications into Investment Account Manager. If you have consistently applied all Captools 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 Captools sale transaction can be confirmed during the conversion process. You can choose between **Minimum Gain, Maximum Gain, First In – First Out, or Specific Identification**. When applying sales activity in the conversion process, make certain you properly identify those lots sold to match the sales method used previously in Captools. Sale transactions recorded in Captools in which the entire holding was sold will automatically be converted during the import process.

## Getting Started: Importing Your Captool Files

- Click on the **File Menu | Add Edit Delete Portfolios**.
- Select **Create New**.
- Enter a **Portfolio Name** and other descriptive information.
- Select **Save**, and then **Open**.
- Select **Import a portfolio from third party applications**.
- Select the radio button choice **Captools**.

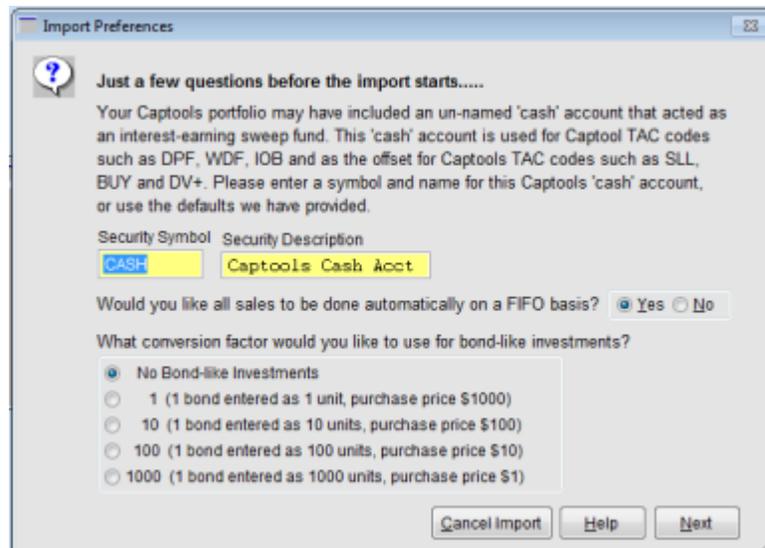


- Select the Captool security list and transactions list file created earlier for import to Investment Account Manager.
- Click the **Import Data** button.



## Captools - Import Preferences

Prior to importing your existing Captools data to Investment Account Manager, you will need to answer several questions for your Captools security and transaction files. Once you have made your selections, use the **Next** button to continue; or use the **Cancel Import** button if you decide to quit the Captools import in order to print the necessary reports as described earlier in this document.



- Would you like to create a money market fund for offsetting transactions?
  - **Yes:** select yes if you have used in Captools a cash account for offsetting transactions, such as buys, sales, dividends, etc. As your Captools transactions are imported, this money market fund in Investment Account Manager will account for the cash offsets

(deposits/withdrawals) automatically. Create a **Security Symbol** and **Security Description** for the money market fund.

- **No:** if you prefer to simply enter a balance at the end of the Captools import process, leave this choice as 'No.' Investment Account Manager will ignore all cash offsets during the import process.
- Would you like all sales to be done automatically on a FIFO basis?
- **Yes:** if you have consistently applied all Captools sale records using the First In – First Out method, you can select the 'Yes' option for automatic conversion of past sale activity.
  - **No:** if you have not used FIFO for all previous sale transactions, or you are unsure, select the option for 'No'. Each Captools 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). To accurately import past sale activity, be sure you have created the necessary reports as outlined earlier in this document.
- What conversion factor would you like to use for bond-like investments?
- If you have entered bond-like investments into Captools (corporate bonds, Government bonds, etc.), you need to indicate the method which you entered these securities. Please select from the available options. To accurately define Captools bond-like investments, be sure you have created the necessary reports as outlined as earlier in this document. **Refer to the appendix at the end of this document** for details on bond conversion.

## Capttools - Assets to Import

Prior to the import of Capttools® transaction data to Investment Account Manager, a table is provided that lists the securities in your Capttools Security List file that have matching transaction data.

Asset Name	Symbol	FIND	Asset Type
Caterpillar Inc	CAT	FIND	Common Stock
CHINA MOBILE HK LTD	CHL	FIND	Common Stock
Citizens Bk Flint Mich 12 Month CD 4.25	173702BE0	FIND	Cash Equivalent
Clorox Co	CLX	FIND	Common Stock
CMF Money Market Portfolio	CMFMZ\$	FIND	Money Market Fund
CMF US Government	CMFUZ\$	FIND	Money Market Fund
Consolidated Edison 7.35 Pfd	EPI	FIND	Preferred Stock
CornerstoneBank Alanta 3 Month CD 3	21923UBK8	FIND	Cash Equivalent
Corning Glassworks	GLW	FIND	Common Stock
CORTS TR - FORD DEBS 7.4%	KSK	FIND	Preferred Stock
CVS Corporation	CVS	FIND	Common Stock
Deluxe Corp	DLX	FIND	Common Stock
Discover Bank 3 Month CD 4.6%	25467J3H2	FIND	Cash Equivalent
DUKE EN CAP TR 7.2	DUK-V	FIND	Preferred Stock

Assets **highlighted in yellow** require you to identify either the security symbol or the security asset type prior to import. In most cases, the security symbol and asset type will be provided in the Capttools security file. You may add a new symbol, or overwrite an existing symbol, by clicking your mouse in the symbol column. If the Capttools security has previously been entered into the Investment Account Manager asset library, but is not indicated in this form, use the 'Find' button to select the proper matching symbol from the Investment Account Manager asset library.

Capttools security types will be translated to the matching asset type in Investment Account Manager (**see below**). For those assets highlighted in yellow, click your mouse in the missing required field(s) to complete for the following:

- **Security Symbol:** enter the standard security symbol. For example, you would enter 'INTC' for Intel. If the security does not have a standard symbol, create a symbol that is indicative of the security being entered. You can also use the '**Find Symbol**' button if this asset has been previously entered into the Investment Account Manager current asset library, but is not being recognized by your Capttools import file. You

might find it helpful to use the Captools Security List report as a reference while entering these securities.

- **Asset Type:** using the drop down arrow available, select the asset type for the security being entered. Captools security types will be translated to the matching asset type in Investment Account Manager if the Captools file has identified type. Listed below are the Captools security types and matching Investment Account Manager types.

<b>Captools Security Types</b>	<b>Matching IAM Types</b>
• Cash/Cash Equivalents	Money Market Funds
• Cash Equivalents	Cash Equivalents
• Annuities	Other Investments
• Bond Mutual Funds	Mutual Funds
• Money Market Funds	Money Market Funds
• Corporate Bonds	Corporate Bonds
• Certificate of Deposits	Cash Equivalents
• Common Stocks	Common Stocks
• Municipal Bonds	Tax Exempt Bonds
• Treasury Mutual Funds	Mutual Funds
• Fixed Income (CD's)	Cash Equivalents
• Guaranteed Investment Contracts	Other Investments
• Government Backed Bonds	U.S. Governments
• Ginnie Mae's	Agencies
• Indices	Index
• Limited Partnerships	Other Investments
• Stock Mutual Funds	Mutual Funds
• Preferred Stocks	Preferred Stocks
• U.S. Treasuries	U.S. Governments
• Zero Coupon Bonds	Corporate Bonds or U.S.
Government	

Users of Captools 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.
- After all the required information has been entered, use the **Next** button to continue with the import process.
- Use the **Cancel Import** button to quit and cancel the Captools import.

## Capttools Importing Process and Transactions

At the outset of importing Capttools securities and past investment transactions, Investment Account Manager will automatically download and update common stocks, exchange traded funds, and mutual funds using the available data sources, as selected by the user. Once the descriptive data has been updated into IAM's asset library, users will be prompted with transaction forms to indicate how to handle past Capttools entries. Depending on the Capttools transaction history imported, these forms include:

- Capttools – Specify Sale
- Capttools – Return of Capital
- Capttools – Transfer
- Capttools – Buy to Cover

### Capttools - Specify Sale

When importing prior Capttools sale transactions of partial positions for multiple lots owned, this screen is used to identify the security sales information. Use the **Capttools Realized Capital Gains Report** as a reference while entering these sale applications. **Note:** if possible, create this report listing all past sale activity by sale date, oldest to newest activity. This will make the process of matching sale methods used in Capttool accurate so any remaining cost basis in the security is correct after the conversion process. In Capttools use the Reports Menu | Income Reports: Realized Capital Gains report, for all activity dates.

Date Acquired	Holding Period	Unit Cost	Quantity Held	Quantity Applied	Realized Gain or Loss	Remaining Cost
12/17/2006	Short Term	17.000	0.00000	15.00000	210.00	0.00
12/18/2006	Short Term	16.500	20.00000	0.00000	0.00	330.00
12/16/2006	Short Term	15.000	10.00000	0.00000	0.00	150.00
Total			30.00000	15.00000	210.00	480.00

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

Suspend   Undo   Save   Help   Skip this sale

Here's how to use the Captools Realized Capital Gains Report to properly import your Captool 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:** Captools sale transactions that were entered for all shares owned of a security are automatically imported into Investment Account Manager.
- Then, using the Captools Realized Capital Gains Report, locate this matching security sale record by referring to the 'Sell Date' column.
- Notice that the Captools Realized Capital Gains Report identifies the 'Buy Date' 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 Captools 'Buy 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 Captools, 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 Captools Realized 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 this selection to save the sale transaction and continue with the import process.
- **Suspend:** if during the import process you need to suspend the program, you can click on the 'Suspend' button. This allows you to stop the Captool import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions.
- **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.

- **Skip This Sale:** use this button to skip any sale applications during the import process. 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 sale activity for an asset during the import process, share balances shown prior to subsequent sale activity for the same asset will be incorrect. This is likely caused by stock split activity that occurred between the skip sale, and the subsequent sale. By skipping the sale activity, the import program is using Captool data to adjust shares not owned. **To prevent this problem, we suggest you suspend the procedure, obtain the necessary information to complete the sale application, and then resume the Captool import process, entering the sale activity as it occurred.**

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

## Captools - Return of Capital

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

Return of Capital Transaction

Record Date: 01/07/2007  
 Security Symbol: VFINDX  
 Security Description: Vanguard Index 500

Return of Capital Amount: 140.00

Apply Proportionally to All Lots  Apply to Single Lot (Choose lot by clicking in table)

Date Acquired	Quantity Held	Before ROC Cost	ROC Allocation	After ROC Cost
09/01/2006	50.00000	6,765.00	135.03	6,629.97
09/10/2006	0.74100	102.00	2.00	100.00
11/10/2006	1.10000	150.00	2.97	147.03
Total	51.84100	7,017.00	140.00	6,877.00

Suspend Save Help Skip this Transaction

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 and continue with the Captools import.
- Use the **Suspend** button to stop the Captools import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions.
- Use the **Skip this Transaction** button to skip this return of capital 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, cost basis shown later in this import process for the same asset will be incorrect. **To prevent this problem, we suggest you suspend the procedure, obtain the necessary information to complete the ROC application, and then resume the Captool import process, entering the ROC activity as it occurred.**

**Note:** it is important to match the method used in Captools 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 Captools 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 Captools, 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 Captools Realized 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.

## Captools - Transfer

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

**Transfer selected lots out of BIPM**

Transfer Date: 10/10/2007  
 Security Symbol: DELL  
 Security Description: Dell Inc.

Use original cost basis and original basis date  
 Use transfer market value as new cost basis, use transfer date as the new cost basis date

Quantity Transferred: 50.00000  
 Market Price: 30.0000  
 Quantity Left to Apply: 0.00000  
 Market Value: 1,500.00

Date Acquired	Holding Period	Unit Cost	Quantity Held	Quantity Transferred	Remaining Cost
07/01/2006	Long Term	12.23000	50.00000	50.00000	\$611.50
02/01/2007	Short Term	13.50000	2.00000	0.00000	\$27.00
10/01/2007	Short Term	27.00000	98.00000	0.00000	\$2,646.00
Total			150.00000	50.00000	3,284.50

Transaction Notes

Suspend Default Settings Save Undo Help Skip this transfer

The Captools deliver transaction indicates:

- Transfer Date: the date of the transfer you are recording.
- Quantity Transferred: the quantity of the transfer.
- Market Price: the market price on the date of the transfer.
- Market Value: the market value of the quantity transferred on the date of the transfer.

**Note:** 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 Captools, 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 delivered shares in Captools).

- **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 **Suspend** button to stop the Captools import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions.
- 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. **To prevent this**

*problem, we suggest you suspend the procedure, obtain the necessary information to complete the transfer application, and then resume the Captools import process, entering the transfer activity as it occurred.*

## Captools - Buy to Cover (short sales)

If during the Captools import process you have previous **Buy to Cover** transactions, this screen is used to identify 'buy to cover' transactions for any previous short sales recorded in Captools in which only part of the short security position was covered. Use the **Captools Realized 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 Captools accurate so any remaining short positions are correct after the conversion process. In Captools use the Reports Menu | Income Reports: Realized Capital Gains report, for all activity dates.

Date Shorted	Holding Period	Unit Cost	Quantity Shorted	Quantity Applied	Realized Gain or Loss	Remaining Cost
01/31/2008	Short Term	206.750	2.00000	0.00000	0.00	413.50
01/30/2008	Short Term	212.000	3.00000	0.00000	0.00	636.00
Total			5.00000	0.00000	0.00	1,049.50

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

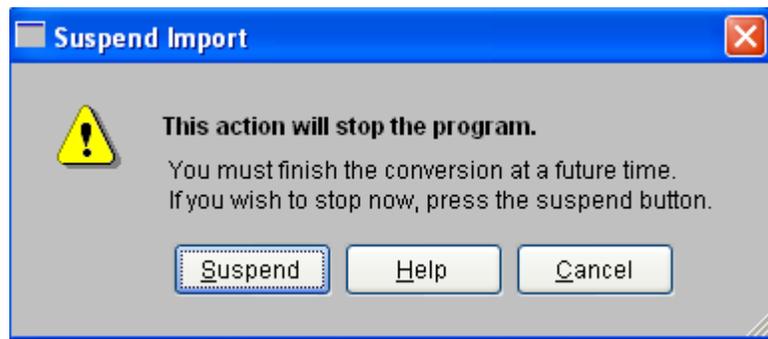
- For each 'buy to cover' record that you need to apply, refer to the upper left hand corner of IAM's sale transaction window to **identify the trade date for the short security**. **Note:** Captools 'buy to cover' transactions that were entered for all shares shorted of a security are automatically imported into Investment Account Manager.

- Then, using the Capttools Realized Capital Gains Report, locate this matching security short/covered record by referring to the ‘Sell Date’ / ‘Buy Date’ column.
- Notice that the Capttools Realized Capital Gains Report identifies the ‘Sell Date’ for the covered lot of the security. Using this information, you now can locate the corresponding record listed in the IAM table showing shorted shares by matching the Capttools ‘Sell Date’ 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 sales using the minimum gain or maximum gain methods provided in Capttools, 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 Capttool Realized 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.
- **Suspend:** If during the import process you need to suspend the program, you can click on the ‘Suspend’ button. This allows you to stop the Capttool import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions.
- **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.
- **Skip This Buy:** use this button to skip any ‘buy to cover’ applications during the import process. 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 Buy to cover activity for an asset during the import process, share balances shown prior to subsequent buy to cover activity for the same asset will be incorrect. ***To prevent this problem, we suggest you***

*suspend the procedure, obtain the necessary information to complete the buy to cover application, and then resume the Captool import process, entering the activity as it occurred.*

## Captools - Suspend Import

If during the conversion process you need to suspend the Captools import program, you can click on the **Suspend** button.



This allows you to stop the conversion, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions. To resume the Captools import, select the File Menu | Import | Captools File.

- You should also use the Suspend button to abort the conversion process for a Captools portfolio (for example, if you want to start over after correcting errors in your Captools data).
- After suspending the conversion, select the Captools portfolio from the Investment Account Manager portfolio list (File Menu | Add, Edit, Delete Portfolios).
- Use the **Delete** button to delete the partially imported portfolio from Captools. You can then begin the Captools import of the portfolio data again.

## Captools – Verifying Results

At the completion of the Captool import process, you should verify converted data by printing several of the Investment Account Manager reports. Use these reports to compare with those created from Captools and referenced for the import process.

- If your Investment Account Manager money market fund balance does not match your Captools ending cash balance, you can manually edit the

balance derived at the end of the import process. An **adjusting entry** will be recorded into the Investment Account Manager transaction activity ledger. Be certain to review all transactions listed as ‘not imported’ on the Investment Account Manager / Captools Transaction Import report for the missing offset transactions.

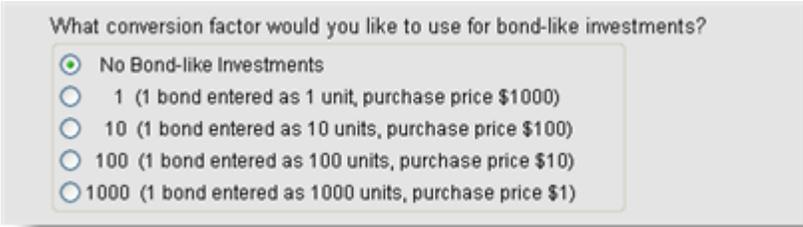
- At the end of the Captools import, you’ll be prompted to review an audit report listing all activity that was properly imported into the newly created portfolio. Please carefully review this report to verify accuracy with the transaction activity report created in Captools.
- When complete with the import, Investment Account Manager will recalculate the IAM home page, reflecting imported Captool data.
- Using the tabs provided on the Investment Account Manager Home Page
  - 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 Captools.
- If you find any discrepancies, please review your Captools 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).

## Appendix

### Conversion Factors for Captools Bond-Like Investments

If you have entered bond-like investments into Captools (corporate bonds, Government bonds, etc.) 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 Captools. To accurately define Captools bond-like investments, be sure you have created the necessary reports as outlined on pages 1 and 2 of this document.



What conversion factor would you like to use for bond-like investments?

- No Bond-like Investments
- 1 (1 bond entered as 1 unit, purchase price \$1000)
- 10 (1 bond entered as 10 units, purchase price \$100)
- 100 (1 bond entered as 100 units, purchase price \$10)
- 1000 (1 bond entered as 1000 units, purchase price \$1)

#### *Captools Examples:*

- If in Captools you entered 25 units for a bond-like purchase with a total cost of \$25,000, select the option for conversion factor equals 1. This equates to 1 bond entered as 1 unit, purchase price of \$1000.
- If in Captools you entered 250 units for a bond-like purchase with a total cost of \$25,000, select the option for conversion factor equals 10. This equates to 1 bond entered as 10 units, purchase price of \$100.
- If in Captools you entered 2500 units for a bond-like purchase with a total cost of \$25,000, select the option for conversion factor equals 100. This equates to 1 bond entered as 100 units, purchase price of \$10.
- If in Captools you entered 25,000 units for a bond-like purchase with a total cost of \$25,000, select the option for conversion factor equals 1000. This equates to 1 bond entered as 1000 units, purchase price of \$1.