

# 12 WORKING WITH YOUR PORTFOLIO

**PORTFOLIO WINDOWS PROVIDE** an easy way to track the current value of your investment portfolio. You enter information about your holdings, and the application calculates the percentage and dollar gain or loss for each position and for the total value of your portfolio.

Figure 12-1 is an example of a Portfolio window.

Symbol	H	T	Last	Bid	Ask	Change	Entry/Avg	Shares	\$Value	Gain	\$Gain	\$Gain Today
IBM	56	c	102.87	102.87	103.15	+ 4.90	98.75	500.00	51,435	4.12	2,050	2,050
CRUS	10	c	16.18	16.18	17.10	+ 0.97	14.25	500.00	8,090	1.93	955	955
INTC	38	c	30.96	30.80	30.89	+ 2.43	28.00	300.00	9,294	2.98	894	894
CYQ APR15C		c	1.30	1.30	1.35	+ 0.30	1.55	5.00	650	0.25	125	125
YHOO	38	c	16.61	16.38	16.68	+ 2.15	17.00	200.00	3,322	-0.39	-78	-78
Totals									71,491		3,946	3,946

Figure 12-1. Portfolio Window Example

## Anatomy of a Portfolio Window

Portfolio windows look and feel much like Quote windows. They display information in a spreadsheet-like format. They contain headings, data rows, and comment lines. In addition, every Portfolio window includes a totals line as its last row.

Figure 12-2 identifies the basic elements of a Portfolio window.

The screenshot shows a window titled "SDL Portfolio2.por" with a table of data. The table has columns: Symbol, Last, Entry, Shares, Cost, Bid, \$Value, Gain, %Gain, Fees, and Date. The data is grouped into sections: Consumer, Computers, Consumer Electronics, and Financial. A "Totals" row is at the bottom. Labels on the left point to "Headings", "Comment rows", "Data rows", and "Totals line".

Symbol	Last	Entry	Shares	Cost	Bid	\$Value	Gain	%Gain	Fees	Date
<b>Consumer</b>										
SO	85.78					13178.80	53.10	2790.00	25.75	1.00
SO	87.33					20196.25	12.1199	1899.28	182.73	1.00
<b>Computers</b>										
IBM	121.13					3355.25	17.318	1715.75	183.38	1.00
IBM	121.55					17731.25	33.1576	3385.75	24.71	1.00
HPQ	175.15					11980.75	72.518	7231.25	87.39	1.00
<b>Consumer Electronics</b>										
DE	188.10					10950.80	48.10	4950.00	72.02	1.00
PCR	42.15					4293.75	-19.718	-1843.75	-21.98	1.00
<b>Financial</b>										
CAT	47.71					11855.30	3.778	855.30	7.81	1.00
DD	58.58					21823.44	4.316	1870.31	8.57	1.00
SPM	122.15					24425.80	23.34	990.00	22.21	1.00
<b>Totals</b>						182293.08		40935.94	30.69	

Figure 12-2. Portfolio Window Elements

## Headings

You can change the column headings in a Portfolio window. You can also change column widths and sort the data rows just as you do in a Quote window. When you print a Portfolio window, you can choose the headings and columns to print by changing settings in the printer setup.

## *Data and Comment Rows*

Data and comment rows look similar to and work exactly the same as their counterparts in a Quote window. For example, you can insert, replace, and delete rows using the same Edit menu commands. You can enter a comment in a row by typing # followed by your comment.

## *Totals & Sub-Totals Lines*

Each Portfolio window includes a totals line as the last line of the window. As its name suggests, the totals line shows the total dollar value of the holdings, as well as the total gain (or loss) in dollars and as a percentage. You can also add sub-total lines to the Portfolio window. To add a sub-total, click on the line above which you want to insert a sub-total, right-click, then select insert Sub-total from the menu.

## *Portfolio Window Basics*

The following section outlines the basic tasks you will need to master to set up, modify, and manage your portfolio(s) on an on-going basis.

## *Creating, Opening & Closing Portfolios*

Use the File menu commands to open, close, create, and save Portfolio windows. You can also create a new Portfolio window by clicking the Portfolio icon on the eSignal toolbar.

## Entering a New Position

Entering a new position in a Portfolio window is as simple as adding a symbol to a Quote window. You enter the symbol and then fill in the relevant areas of the Position dialog box. To enter a new position

- 1 Enter or copy and paste a symbol into a blank line. To replace an existing row, select it and type the new symbol into the Symbol cell.
- 2 Press Enter or the up or down arrow key. If you pasted a symbol in the Portfolio window, double-click in one of the fields to the right of the symbol.
- 3 The New Position dialog box appears. Enter the number of shares or contracts,

**New Position for ROST**

Shares:

Position  
 Long  Short

OK

Cancel

Help

Trade Entry  
Price:

Date:  Time:

Commission:

\$ value of a price change of 1.0 =

Account Name:   Remove this Symbol

Calculate using Bid/Ask  Update Cash Position  Add to Log

Note to Log

whether the position is long or short, the entry price per share or contract, and the commission paid.

- 4 If necessary, change the date and time.

- 5 If necessary, change the \$Value of a price change of 1.0 field. (This field is used to determine the value of the movement of one point in the price. A value is entered automatically, but you may occasionally have to change it manually.)
- 6 You can view and change the Account Name for the portfolio by entering a new name in the Account Name box.
- 7 Select Calculate Using Bid/Ask if you want to calculate the value of the position based upon the current bid price (if a long position) or the current ask price (if a short position).
- 8 Select Update Cash Position to update your portfolio cash position based upon this new position.
- 9 Select Add to Log if you want a record of this new position to be added to your portfolio log file.
- 10 Type a note in the Note to Log box if you want to record a note about this position.
- 11 Click OK to add the position to the Portfolio window.

## Entering Cash Holdings

You can also include cash holdings, such as money market fund accounts, in your portfolio. To designate cash holdings, enter \$CASH where you'd normally enter the symbol. Instead of entering shares in the Shares field of the Position dialog box, enter the dollar amount.

## Editing a Position

You can edit a portfolio position by right-clicking on the Portfolio window symbol and selecting Edit Position from the menu. The Edit Position dialog box appears.

**Edit Position for IBM**

Current Shares:  Long Position

Update Entry

Add to Position  Shares

Close from Position  Shares

Price:

Date:  Time:

Commission:

\$ value of a price change of 1.0 =

Account Name:   Remove this Symbol

Calculate using Bid/Ask  Update Cash Position  Add to Log

Note to Log

- 1 Modify the current number of shares or contracts, if desired.
- 2 In the Update Entry section, select either Add to Position or Close from Position and enter the number of shares or contracts.

- 3 Enter the Price and Commission data.
- 4 Modify the date and time, if necessary.
- 5 If necessary, change the \$Value of a price change of 1.0 field. (This field is used to determine the value of the movement of one point in the price. A value is entered automatically, but you may occasionally have to change it manually.)
- 6 You can view the Account Name for the portfolio and enter a new name in the Account Name box.
- 7 Select Calculate Using Bid/Ask if you want to calculate the value of the position based upon the current bid price (if a long position) or the current ask price (if a short position).
- 8 Select Update Cash Position to update your portfolio cash position based upon this new position.
- 9 Select Add to Log if you want to add a record of this new position to your portfolio log file.
- 10 Type a note in the Note to Log box if you want to record a note about this position.
- 11 click OK to apply your changes and close the Edit Position dialog box.

## *Closing a Position*

When you want to completely close out a position, select the Portfolio window position you want to close by clicking on the symbol, then select Close Position from the right-click menu. The Close Position dialog box appears. Enter the closing trade information in the Close Position dialog box then click OK.

## *Partially Closing a Position*

If you want to close out part of your position, select the symbol, then select Edit Position from the right-click menu and revise the original position to reflect only the shares or contracts you retain.

## *Correcting Position Information*

From time to time, you'll need to update a portfolio position to correct the number of shares or contracts or the price per share or contract.

Locate the symbol for the position you want to update. Right-click the symbol and select Correct Position from the right-click menu. The Correct Position dialog box appears.

You use the correct Position dialog box to modify the number of shares or contracts or the price per share or contract of an existing position. You can also record a comment regarding the correction that will be saved to your portfolio log file, if desired. Click OK to make your corrections and close the dialog box.

## *Making a Split Adjustment*

Periodically, you may need to make a split adjustment to a portfolio position. To make a split adjustment:

- 1 Right-click the symbol for the position you need to adjust. The Split Adjustment dialog box appears.

**Split Adjustment for DELL**

Enter Split Ratio

2 FOR 1

Current

Shares 200 Avg Price 45.25

After Adjustment

Shares 400 Avg Price 22.625

OK  
Cancel  
Help

- 2 Enter the split ratio (i.e. 2 for 1) in the \_\_\_FOR\_\_\_ boxes.
- 3 Click OK to apply the split adjustment to the portfolio position.

## *Calculate Using Bid/Ask*

If you want to calculate the value of a particular position based upon the bid (for long positions) or ask (for short positions) rather than the last price traded, right click on the position symbol, then select Calculate Using, the Bid/Ask.

## *Inserting Subtotals*

Select Insert Subtotal from the Portfolio window right-click menu to insert a subtotal above the line your cursor is on.

## *Auto-Sorting Portfolio Window Data*

You can select Auto-Sorting from the Quote, Summary, or Portfolio Options menus to automatically sort window data at a predetermined interval that you specify (1-60 minutes). Once Auto-Sorting is active in a Quote, Summary or Portfolio window, you must select a column heading (by clicking on it) to activate this feature.

For example, in a Portfolio window you can sort by any numerical field and can alphabetize the symbols by sorting on the symbol column. If you use sub-total lines to group various portfolio positions, the sorting will happen within the groups defined by your sub-totals.

Once auto-sorting is activated, it continues the sort you specified until you choose a different column for sorting. Auto-Sorting can be turned on and off from the options menu. An arrow appears next to the field name to indicate the column that is being sorted as well as the direction of the sort. When you save a window, your auto-sort-

ing preferences are saved too. If there are Quote window headings, each section can be auto-sorted independently based on different column headings.

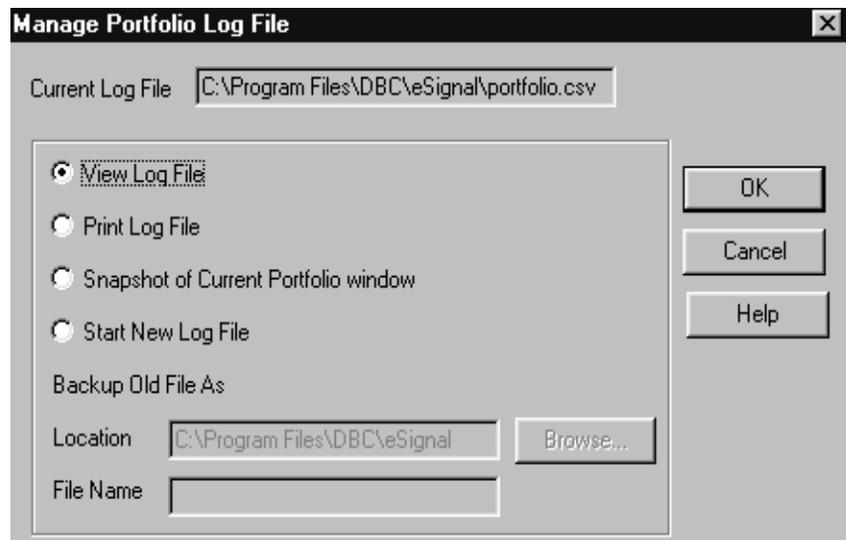
To enable auto-sorting in the Portfolio window, select Auto-Sorting from the Portfolio Options menu.

## *Managing the Portfolio Log*

eSignal creates a portfolio log to track portfolio activity. The Portfolio Log File can be saved to portfolio log file (that has a.csv file extension) that lists all positions and changes you have made to the portfolio. This includes the ability to increase or reduce a position in a stock without having to use multiple lines in the portfolio.

To Manage the Portfolio Log File, select Manage Portfolio Log from the Portfolio options menu or, right click in a Portfolio window and select Manage Portfolio Log.

The Manage Portfolio Log file dialog box appears.



Use this dialog box to specify the following settings for managing your portfolio log file:

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**Current Log File** – displays the name of the portfolio log file and its location.

**View Log file** – select if you want to view the current log file in an Excel spreadsheet.

**Print Log File** – select if you want to print the current log file.

**Snapshot of Current Portfolio window** – select if you want to take a snapshot of the current portfolio window.

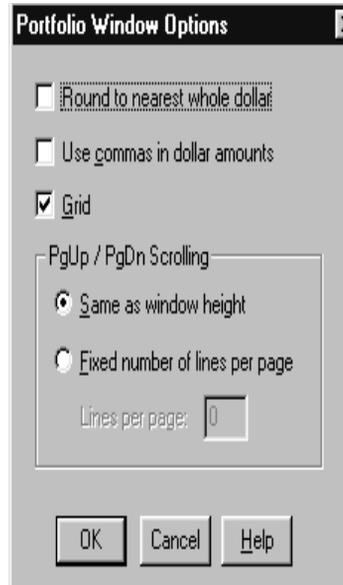
**Start New Log File** – select if you want to clear the current log file and start a new one.

**Backup Old File As** – If you have selected Start New Log File, you can elect to back up your old log file to a specific directory and file name.

**OK** – Click OK to apply your changes and close this dialog box.

## Setting Window Properties

The Portfolio Options dialog box lets you configure the way the Portfolio window will present information and scroll. To change Portfolio window settings Click inside a Portfolio window, and then choose Properties from the Portfolio Options menu



(Alt-O, P). The Portfolio Window Options dialog box appears. by checking the boxes, you can:

- Turn dollar rounding on or off
- Add or remove commas from dollar fields
- Add or remove grid lines
- Set page scrolling (for the Page Up and Page Down keys) to window height or a fixed number of lines

When you're finished making changes, click OK.

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