

Historical Positions

Requires Portfolio Director version 8.0.19 or higher

This document describes two approaches to setting up initial positions (investments) in an account. When you setup an account in Portfolio Director, you must also setup the positions that exist in the account for the time you are initializing you account. If you plan to enter or import ALL transactions (Buys, Sells, Deposits, Interest Earnings, Dividend Earnings, etc.) in an account, then this section is not applicable since Portfolio Director will build the positions for you.

Setting up historical positions is only needed, for example, with an account that was established on 5/15/1999 and you would like to start entering (or importing) detailed transactions from 1/1/2006 onward. This approach will require you to build the historical positions as they were as of 1/1/2006.

Assume you have an account that was established on 5/15/1999 and you would like to start entering detailed transactions from 6/1/2006 onward.

On 6/1/2006 the client owned 1,000 shares of ABC Corporation in their account. These 1,000 shares are made up of the following "Buy" transactions:

- Buy 200@16.32 of ABC on 7/2/1999
- Buy 400@18.22 of ABC on 8/5/1999
- Buy 100@17.01 of ABC on 2/19/2000
- Buy 300@19.22 of ABC on 3/5/2001

Total Shares is 1,000, Total Cost: \$18,019, Average share price: \$18.019

Approach A (Average Lots):

You may enter a single transaction in Portfolio Director called a "Starting Balance" that will allow you to enter the total shares and average share price. The advantages to this approach are simplicity and one data entry regardless of the number of Buy transactions. The disadvantages to this approach are that you must calculate the average price manually and you will not be able to produce a detailed Schedule-D (Gain/Loss report) for the client.

Note: If you are using files from your broker to initialize your account as described in our setup procedure, this process is automatically setup for you!

To enter an average transaction:

1. Start-up Portfolio Director
2. Click on the "Actions" tab
3. Select "Client Management" option
4. Click on the account in the left panel.
5. Click on the "Starting Balances" tab.
6. Press the "Add Positions" button.

The screenshot shows the "Client Management" window with the "Starting Balances" tab selected. The window displays the account profile for "my cash balance was" as of 6/1/2006 with a balance of \$20,000.00. Below this, a table lists the following position:

Symbol	Description	Type	Qty	L/S
XYZ	XYZ Corporation	Stock	1,000	Long

An "Starting Balance (XYZ) Edit" dialog box is open, showing the following details for the position as of Jun 1, 2006:

- XYZ XYZ Corporation
- Type: Long
- Number of Shares: 1,000
- Cost Basis per Share: \$18.019
- Market Price Per Share: \$23.01

Note: Market Price is stored in the price history for this investment.

Buttons: OK, Cancel

Bottom navigation buttons: Delete Client, Move Account, Delete Account

Approach B (Detail Lots):

You may enter each opening transaction (in this case four Buy transactions) in Portfolio Director that will allow you to enter the buy date, total shares, and price per share. The advantages to this approach are you will not need to calculate the average price manually and you will be able to produce a detailed Schedule-D (Gain/Loss report) for the client. The disadvantage to this approach is more data entry on your part.

To enter a detailed transaction:

1. Start-up Portfolio Director
2. Click on the "Actions" tab
3. Select the "Buy/Sell Trade" option
4. Follow the wizard through the process



The screenshot shows a software window titled "test.psi_director Portfolio 'Buy' Trade". On the left is a decorative graphic of a globe, a telephone, and a document with a pencil. On the right is a form for entering trade details:

XYZ Corporation	
Buy	
Trade Date:	7/2/1999
Quantity:	200
Price:	16.32
Commission:	
Total:	\$3,264.00
Trade Reason:	

At the bottom are three buttons: "Back" (with a left arrow), "Cancel" (with a red X), and "Next" (with a right arrow).

Please Note: By default, when setting up Portfolio Director from imported broker files, Portfolio Director will setup the positions according to the "Approach A (Average Lots)" above. If you decide you would like to enter historical lots, you will need to delete the starting balances for the account first. Go to Client Management, select the account on left panel, select the "Starting Balances" tab on right panel, click on the position in display, then press the "Delete Position" button.