HEWLETT-PACKARD

Portfolio Management Pac

POCKET GUIDE

HP-85

HEWLETT PACKARD

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CLASSIFICATION OF INVESTMENTS

Individual investments are identified by investment symbol, and are classified by investment class and by subclass.

Investment Symbols

Each investment in your portfolio must be represented by a symbol of up to eight characters. There may be several investment positions for the same symbol; however, you cannot use the same symbol for two different investments. If you are using the Dow Jones News/Retrieval® service to update your investment prices, you will have to use the Dow Jones™ symbols that are listed in the *Dow Jones News/Retrieval Fact Finder*. You will have to create your own symbols for investments not listed by Dow Jones. Make sure that you use a symbol that is not used by Dow Jones for some other investment. One way to do this is to start your symbol with an asterisk (*).

Investment Classes

Eleven investment classes are used to classify your investments: Cash and Cash Equivalents, Common Stocks, Preferred Stocks, Warrants, Corporate Bonds, Municipal Bonds, Mutual Funds, Treasury Issues, Real Estate, Miscellaneous Assets, and Liabilities. You will be prompted for the class of each investment that you enter. The pac uses these investment classes to classify your investments in the reports and graphs that it generates.

Subclasses

The pac gives you the option of classifying your investments further by means of subclasses. You may establish one or both of two subclass files, the Subclass1 file and the Subclass2 file. Each subclass file can contain up to 50 subclasses. You may create Custom Subclass Files in either of these subclass files, or in both of them. A Standard Subclass File (listed on page 16) is provided, and may be used as the Subclass1 file.

RUNNING THE PAC

All of the main functions of the pac are accessible through the Main Menu, and are known as the Main Menu functions. The menu structure of the Main Menu functions is represented by the menu tree on pages 8 and 9. The following procedure is used to reach the Main Menu:

1. Insert your PM-1 tape in the tape drive or your PM-1 disc in drive 0 of your disc drive.
2. If you are using a disc drive, turn it on first. This will enable the computer to address the disc drive when the computer is turned on. If the computer is already on, turn on the disc drive, then press (SHIFT) (RESET).
3. Turn on the computer. If you are using the tape version of the pac, the autostart program ("Autost") will be loaded automatically, and you can go on to step 5.
4. Type LOAD "Autost" (END LINE), then press (RUN).
5. Enter today's date.
6. The Portfolio Name Screen will appear. Enter the name of an existing portfolio that you want to load, or a name for the portfolio that you want to create.
7. If you are loading an existing portfolio, the portfolio will be retrieved from your portfolio storage tape or disc (you may be prompted to insert this tape or disc). If you are creating a new portfolio, a portfolio file will be created, and the new name will be entered into the Portfolio Name File.
8. Once your portfolio has been retrieved or created, the Main Menu is displayed.

THE MAIN MENU FUNCTIONS

Once you reach the Main Menu, you may select any of the Main Menu functions. Use the menu tree on pages 8 and 9 as a guide when you are using these functions. Descriptions of each of the Main Menu functions follow:

The Transaction Functions

Press TRANS at the Main Menu to reach the Transaction Menu. The transaction functions are used to create records of your investment transactions, and are covered in section 3 of the owner's manual. The Transaction Menu provides the following selections:

CASH: Press CASH to enter a cash amount representing the total of all cash accounts in your portfolio. This amount can be updated manually at any time.

SECURITY: Press SECURITY to reach the Security Menu. The Security Menu offers four functions: BUY, SELL, SHORT, and COVER. You may buy and sell nine classes of securities: Cash Equivalents, Common Stocks, Preferred Stocks, Corporate Bonds, Municipal Bonds, Mutual Funds, Treasury Issues, Real Estate, and Miscellaneous Assets. You can also sell Common Stocks and Preferred Stocks short, and cover short positions. You are prompted to enter the necessary data to complete the transaction, starting with the symbol, when you press BUY, SELL, SHORT, or COVER.

WARRANTS: Press WARRANTS, to reach the Warrants Menu. The Warrants Menu offers three functions: BUY, SELL, and EXERCISE. Buying and selling warrants is similar to buying and selling securities. When you exercise a warrant, a position for the common stock is automatically created.

STK-SPLT: Press STK-SPLT to enter a stock split transaction. You will be prompted for the symbol, split ratio, and split date of the stock or warrant that has been split.

STK-DIV: Press STK-DIV to enter a stock dividend transaction. You will be prompted for the symbol, dividend percentage, and dividend date of the stock or warrant.

LIAB: Press LIAB to establish a liability position or to enter a new amount for an existing position. You can create several liability positions, each identified by a symbol.

The Edit Functions

Press EDIT at the Main Menu to reach the Edit Menu. The Edit Menu gives you a choice of files that you may edit: the Master File, Portfolio Name File, subclass files, and portfolio files. The edit functions that you may use depend on which file you are editing. The edit functions are covered in sections 2 and 4 of the owner's manual.

MASTER: Press MASTER to edit the Master File. The MODIFY, DELETE, and LIST functions are available. If you modify the Master File entry for an investment symbol, all positions of that symbol are affected. All positions of a symbol must be closed and deleted from all portfolio files before the Master File entry can be deleted. You can list the entire Master File.

P NAME: Press P NAME to edit the Portfolio Name File. The MODIFY and LIST functions are available. You can modify the description of a portfolio, and you can list the names and descriptions of all portfolios on a portfolio storage tape or disc.

SUBCL: Press SUBCL to edit the subclass files. The ADD, MODIFY, DELETE, and LIST functions can be used to create and edit the Subclass1 file and the Subclass2 file. The ADD function is used to create Custom Subclass Files and to establish the Standard Subclass File. You can modify and delete the subclasses of a Custom Subclass File. You can list the Subclass1 and Subclass2 files.

PORT: Press PORT to edit the current portfolio file (the one that you have loaded). The MODIFY, DELETE, and LIST functions are available. You can modify open investment positions, delete closed positions, and list the entire portfolio file.

Dow Jones™ Price Updating

Press DOW-JONES at the Main Menu to reach the Dow Jones Menu. You may log on to the Dow Jones News/Retrieval service with the direct-connection HP 82950A Modem, or with an external modem (acoustic coupler). Dow Jones price updating is covered in section 5 of the owner's manual. The Dow Jones Menu provides the following choices:

EXT-MOD: Press EXT-MOD if you are using an external modem. Press START, then dial your Dow Jones access telephone number and log on manually. The current logon procedures are covered in the Dow Jones fact finder.

DIR-MAN: Press DIR-MAN if you want to log on manually with the HP 82950A Modem. You will be prompted to enter your Dow Jones access telephone number. When you press DIAL, the telephone number will be dialed automatically. Once a connection is established, the logon procedure is the same as for an external modem.

DIR-AUTO: Press DIR-AUTO if you want to use the automatic logon feature of the HP 82950A Modem. You will be prompted to enter the name of a directory entry. If a directory entry exists, enter its name. You will be asked to verify the information in the directory entry. Once you have verified the information, press DIAL. The modem will dial the access telephone number and automatically log on to Dow Jones using the information in the directory. Refer to section 5 of the owner's manual for instructions on creating a directory entry.

Once you have logged on to Dow Jones, you will receive the prompt "ENTER QUERY." You can access any Dow Jones News/Retrieval data base by following the instructions in the Dow Jones fact finder. If you want to update your investment prices with Dow Jones, press (KEY LABEL) to display the labels of the special function keys, then press DJ-UPD ((K1)). Your investment prices will be updated automatically. Press dow-jones ((K8)) if you want to terminate an update.

Manual Price Updating

Press UPDATE at the Main Menu to reach the Manual Update Menu. Manual price updating is covered in section 5 of the owner's manual. You can use the UPDATE function to update all of your investment prices, or just those that are not listed by Dow Jones. Two modes of manual price updating are provided: SINGLE and MULTIPLE.

SINGLE: Press SINGLE if you want to call up individual investments by symbol and update them. When you enter a symbol, the current price will be displayed and you will be prompted to enter a new price. Press (END LINE) to retain the current price.

MULTIPLE: When you press MULTIPLE, all investment symbols in the Master File will be displayed one at a time (except CASH and liability positions). The current price of each will also be displayed, and you will be prompted to enter a new price. Press (END LINE) to retain the current price of an investment. Enter a Q to quit.

Generating Reports

Press REPORTS at the Main Menu to reach the Reports Menu. You are given the choice of five reports. Generating reports is covered in section 6 of the owner's manual.

NW-SUM: Press NW-SUM to generate a Net Worth Summary report. This report summarizes your portfolio by investment class.

NW-DET: Press NW-DET to generate a Net Worth Detail report. This report presents the investment positions in your portfolio subdivided by class.

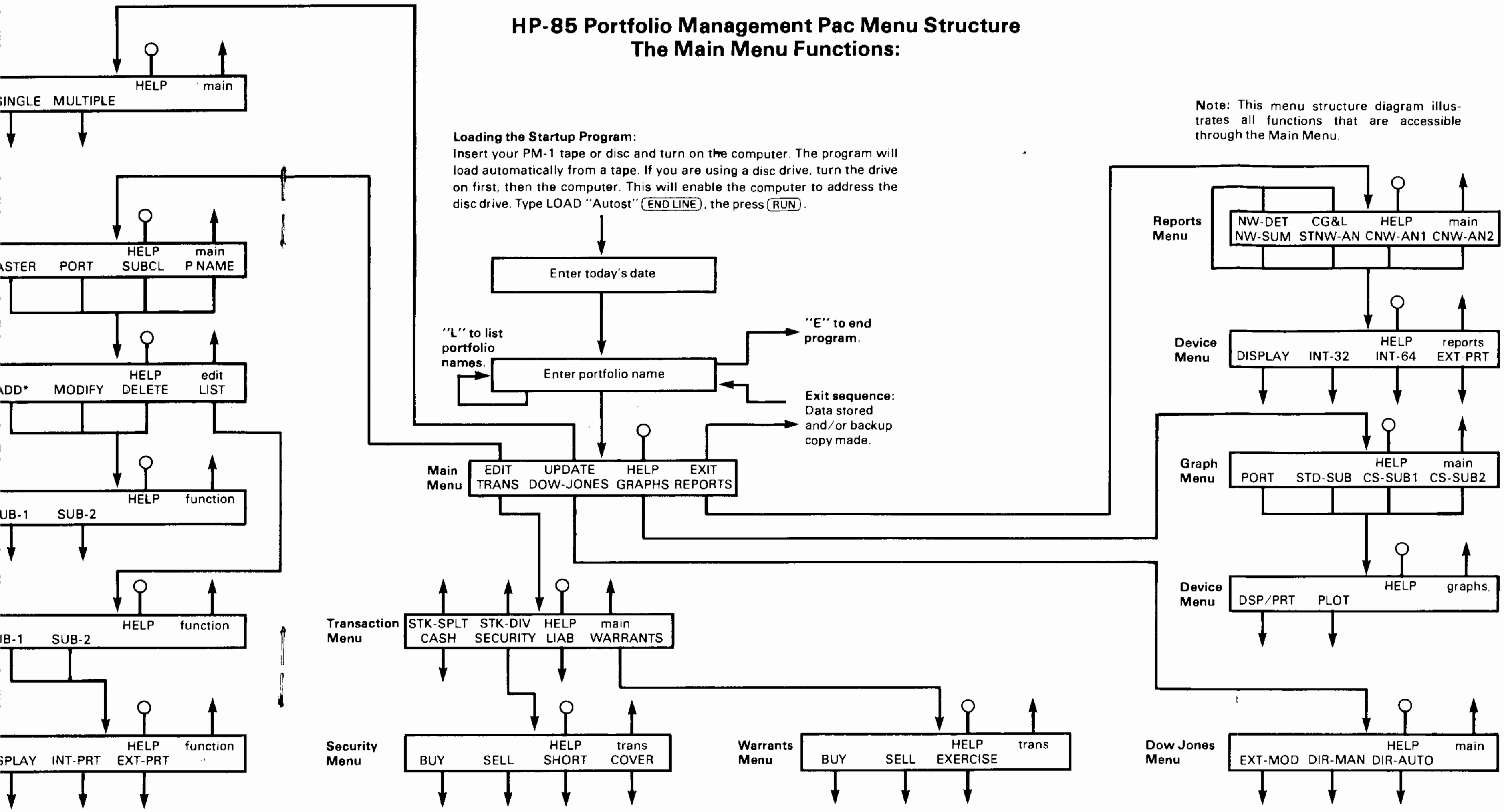
STNW-AN: Press STNW-AN to generate a Standard Net Worth Analysis report. This report presents the investment positions in your portfolio subdivided by class and by subclass using the Standard Subclass File.

CNW-AN1 and CNW-AN2: The Custom Net Worth Analysis report is the same as the Standard Net Worth Analysis report except that a Custom Subclass File is used. Press CNW-AN1 to use the Subclass1 file or CNW-AN2 to use the Subclass2 file.

HP-85 Portfolio Management Pac Menu Structure
The Main Menu Functions:

Note: This menu structure diagram illustrates all functions that are accessible through the Main Menu.

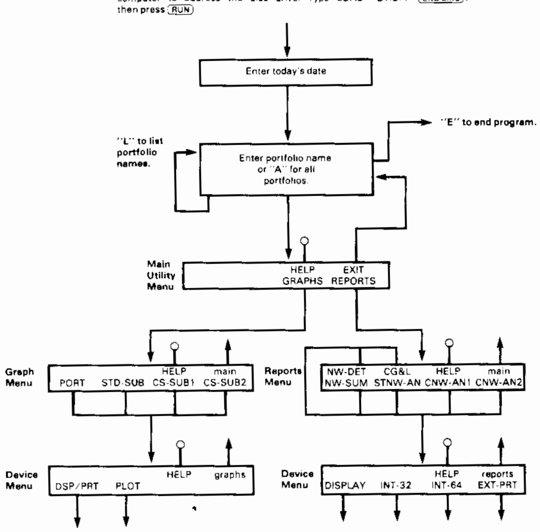
Loading the Startup Program:
Insert your PM-1 tape or disc and turn on the computer. The program will load automatically from a tape. If you are using a disc drive, turn the drive on first, then the computer. This will enable the computer to address the disc drive. Type LOAD "Autost" (END LINE), the press (RUN).



*The ADD function and Subclass Choice screen appear only when you are editing subclasses.

HP-85 Portfolio Management Pac Menu Structure The Utility Program:

Loading the Utility Program:
Insert your PM-2 tape or disc and turn on the computer. If you are using a disc drive, turn on the drive first, then the computer. This will enable the computer to address the disc drive. Type LOAD "UTILTY" (END LINE), then press (RUN)



CG&L: Press CG&L to generate a Capital Gains and Losses report. This report presents the closed investment positions in your portfolio along with the realized capital gains or losses.

Producing Graphs

Press GRAPHS at the Main Menu to reach the Graph Menu. You are given the choice of three graphs. Producing graphs is covered in section 7 of the owner's manual.

PORT: Press PORT to produce a Portfolio Summary graph. This graph subdivides your portfolio by investment class (excluding liabilities).

STD-SUB: Press STD-SUB to produce a Standard Subclass graph. This graph subdivides an investment class by subclass using the Standard Subclass File. You can select an individual class to graph at the Class Choice screen, or you can enter AC to graph all classes in your portfolio.

CS-SUB1 and CS-SUB2: The Custom Subclass graph is the same as the Standard Subclass graph except that a Custom Subclass File is used. Press CS-SUB1 to use the Subclass1 file or CS-SUB2 to use the Subclass2 file.

EXITING A PORTFOLIO AND BACKUP

Once you have finished a work session, and you have returned to the Main Menu, you are ready to exit the portfolio on which you have been working. It is recommended that you store your data on a backup tape or disc each time that you exit.

1. Press EXIT at the Main Menu.
2. You may be prompted to insert your original portfolio storage tape or disc if it is not now in one of the drives. If you are prompted, insert the tape or disc and press CONTINUE.

3. You will be given the option of making a backup copy of the data that you have entered into your portfolio during the work session. Enter a Y to make a backup copy.

4. Insert your backup tape or disc when prompted and press CONTINUE.

5. You may be prompted to enter a name for your backup tape or disc. If your backup tape or disc has not been initialized, the pac will prompt you to remove all other tapes and discs, and will initialize it for you.

6. When the Portfolio Name Screen reappears, you can load another portfolio, or you can enter an E to end the program.

THE UTILITY PROGRAM

The Utility program is provided to give you a faster loading and exit procedure when you only want to generate reports and graphs. The Utility program also enables you to generate a series of reports or graphs for all portfolios on a portfolio storage tape or disc. The menu structure of the Utility program is given in the menu tree on page 10. The Utility program is covered in section 8 of the owner's manual.

Running the Utility Program

1. Insert your PM-2 tape or disc.

2. Type LOAD "UTILTY" (END LINE), then press (RUN).

3. Enter today's date.

4. The Utility Portfolio Name Screen is displayed. Enter the name of the portfolio for which you want to generate reports or graphs. Enter an A if you want to generate reports or graphs for all portfolios.

5. When the Main Utility Menu appears, press REPORTS to reach the Reports Menu or GRAPHS to reach the Graph Menu.

6. Select the report or graph that you want to generate. The report or graph will be generated for the portfolio that you have selected, or for all portfolios if you have entered an A.

7. To exit, return to the Main Utility Menu and press EXIT. When you reach the Utility Portfolio Name Screen, enter the name of another portfolio, an A for all portfolios, or an E to end the program.

THE BACKUP PROGRAM

An auxiliary Backup program is provided so that you can back up an entire portfolio storage tape or disc. The program copies the Master File, Portfolio Name File, subclass files, and all portfolio files onto a backup tape or disc. The program is intended primarily for use when you must replace a portfolio storage tape or disc by copying your backup copy. The Backup program is covered in section 9 of the owner's manual.

Running the Backup Program

1. Insert your PM-2 tape or disc.

2. Type LOAD "BACKUP" (END LINE), then press (RUN).

3. Insert your original portfolio storage tape or disc and press CONTINUE.

4. Remove the original and insert your backup tape or disc, then press CONTINUE.

5. You may be prompted to enter a name for your backup tape or disc. If your backup tape or disc has not been initialized, the pac will prompt you to remove all other tapes and discs, and will initialize it for you.

6. The original and backup tapes or discs will be identified on the display. If the information is correct, press YES.

7. If you are making a disc to disc or tape to tape backup copy with a single drive, you will be prompted to continue exchanging tapes or discs until all files have been copied onto the backup copy. If you are backing up from disc to disc, from tape to disc, or from disc to tape with multiple drives, the entire process will be completed automatically once you press YES.

REFERENCE LISTS

The exchange codes and investment class codes that are used by the pac are listed here for your convenience. These codes are used when you are editing the Master File. The Standard Subclass File is also listed.

Exchange Codes

Code:	Stock Exchange:
1	New York Stock Exchange
2	American Stock Exchange
3	Pacific Stock Exchange
4	Midwest Stock Exchange
5	Over the Counter
6	Other

Class Codes

Code:	Investment Class:
1	Cash and Cash Equivalents
2	Common Stocks
3	Preferred Stocks
4	Warrants
5	Corporate Bonds
6	Municipal Bonds
7	Mutual Funds
8	Treasury Issues
9	Real Estate
10	Miscellaneous Assets
11	Liabilities

The Standard Subclass File

Code:	Description:	Code:	Description:
1	Aerospace,Aviation	26	Money Market Funds
2	Airlines	27	Mortgages
3	Banking, Finance	28	Motor Vehicles
4	Broadcasting	29	Office Equipment
5	Cert. of Deposit	30	Oil,Gas,Coal,Solar
6	Chemicals,Fertlzrs	31	Other Assets
7	Collectables	32	Other Liabilities
8	Commercial Proprty	33	Paper Prod,Contnrs
9	Commercial Paper	34	Personal Loans
10	Computer,Data Proc	35	Petroleum Refining
11	Construction,Engnr	36	Plastics, Rubber
12	Diversified Indust	37	Publishing, Film
13	Electronics, Instr	38	Rail Equipment
14	Food & Beverage	39	Real Inc. Property
15	Health Care, Hosp	40	Retailing, Whsle
16	Home Furnishings	41	Savings Account
17	Insurance	42	Savings Bonds
18	Land, Real Estate	43	Steel, Aluminum
19	Leisure,Recreation	44	Telecommunications
20	Life Insur. Loans	45	Textiles, Apparel
21	Machinery, Tools	46	Tobacco
22	Manufacturing	47	Transportation
23	Margin Acct Loans	48	Treasury Bills
24	Medical, Sci Equip	49	Treas Bonds, Notes
25	Metal Mining & Fab	50	Utilities