

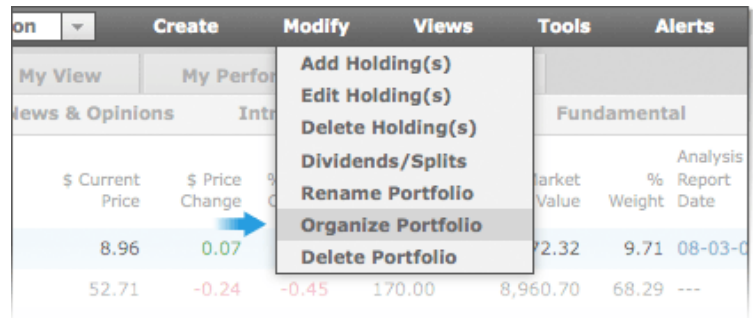
Morningstar Cash Management

Enhanced Portfolio Manager

Morningstar enables you to track cash flows when you sell or buy a security or receive a cash dividend. This functionality is available for Transaction Portfolios.

Enabling the Cash Management functionality

Go to "Modify", and then click on "Organize Portfolio". You will see a list of all portfolios you have created. Remember that cash management is available only for a Transaction Portfolio and not a Watch List.



The last column is titled "Track Cash Flows". Next to each portfolio you will see a default setting of "disabled". Click on it once and this setting will change to "enabled". Now you have enabled cash management feature.



Once you return to your portfolio, you will see "Default Cash". It will be negative as it will take into account all the previous transactions you have made, i.e., it will mirror the total amount of cash you spent when you purchased your holdings.

Technology					
Tracking		My View		My Performance	
Snapshot		News & Opinions		Intraday	
				Gain/Loss	
Name	\$ Current Price	\$ Price Change	% Price Change	Shares Held	\$ N
ViaSat, Inc.	25.12	0.12	0.48	33.00	83
Default Cash	1.00	0.00	0.00	-231.00	-23
Genpact Ltd.	12.77	0.09	0.71	33.00	43

Create Additional Cash Accounts

Go to "Modify" and click on "Add a holding".

on					
My View		My Performance		Fundamental	
News & Opinions		Intraday		Market Value	
\$ Current Price	\$ Price Change	% Price Change	Market Value	% Weight	Report Date
8.96	0.07		72.32	9.71	08-03-0
52.71	-0.24	-0.45	170.00	8,960.70	68.29 ---

Go to "Cash" tab and enter the name of the cash account you wish to create and the total amount of money you want to deposit in this particular account. Click "Save" at the bottom of the page and you will return to your portfolio.

Add Holdings | Technology

To Add/Delete/Modify transactions for a holding please return to the [Tracking](#) section, h

Stock/Fund Bond **Cash** Import

Required		
Name (25 chars. max)	Total Amount \$	Date mm/dd/yyyy
1. Default Cash	-231.000	
2. <input type="text"/>	<input type="text"/>	08/21/200
3. <input type="text"/>	<input type="text"/>	08/21/200

Deposit or Withdraw Cash from your Cash Account

Hover your mouse over an existing cash account and click "Edit".

Technology		Create	Modify	Views		
Tracking		My View	My Performance	X-Ray		
Snapshot		News & Opinions	Intraday	Gain/Loss		
Name		\$ Current Price	\$ Price Change	% Price Change	Shares Held	\$ M
Edit	Bank AG	68.74	2.37	3.57	33.00	2,24
	Default Cash	1.00	0.00	0.00	-74.97	-
	Genpact Ltd.	12.77	0.09	0.71	33.00	4

Choose "deposit" or "withdraw" from the "Transaction Type" drop down box and enter the amount. Press "Save" and you will return to your portfolio.

View/Edit Transaction | Technology

Holding: **Default Cash** Balance \$: -231.000

Deposit/Withdraw | Note | Important Instructions and

Check boxes to: Delete

Required

Delete	Transaction Type	Date mm/dd/yyyy	Total Value \$
<input type="checkbox"/>	1. Deposit		
<input type="checkbox"/>	2. Deposit		
<input type="checkbox"/>	3. Withdraw		
<input type="checkbox"/>	4. Interest Reinvest		
<input type="checkbox"/>	5. Deposit		

Add dividend cash distribution to any of your cash accounts

Hover your mouse over a stock or a fund that paid out a dividend and select "Edit".

Technology		Create	Modify	Views		
Tracking		My View	My Performance	X-Ray		
Snapshot		News & Opinions	Intraday	Gain/Loss		
		\$ Current Price	\$ Price Change	% Price Change	Shares Held	\$ M
Edit	Quote News					
	Seabridge Gold, Inc.	28.46	0.59	2.12	33.00	93
	Genpact Ltd.	12.96	0.28	2.21	33.00	43
	ViaSat, Inc.	25.07	0.07	0.28	33.00	87

Then go to "Dividends/Reinvest Div." tab. Under "Transaction type" column, select a cash account from the drop down menu in which you wish the dividend to be deposited. Enter the distribution date and total amount in the next two columns. Then click on "Save" and you will return to your portfolio.

View/Edit Transaction | Technology

Holding: **SA** | Update Ticker Current Price \$: **27.3800** Share Balance: **33.0000**

Summary Buy/Sell **Dividends/Reinvest Div.**

Check boxes to: Delete

Required					
Delete	Transaction Type	Date mm/dd/yyyy	Total Distribution \$	Share	
<input type="checkbox"/> 1.	Distribution Reinv				0.0000
<input type="checkbox"/> 2.	Distribution Reinvest				
<input type="checkbox"/> 3.	--Default Cash				
<input type="checkbox"/> 4.	--Standard				
<input type="checkbox"/> 5.	Distribution Reinv				

You can verify this transaction by hovering the mouse over the appropriate cash account and clicking "Edit". Since transactions are listed in reverse chronological order (most recent first), you will see a deposit of the exact amount of cash dividend you received.