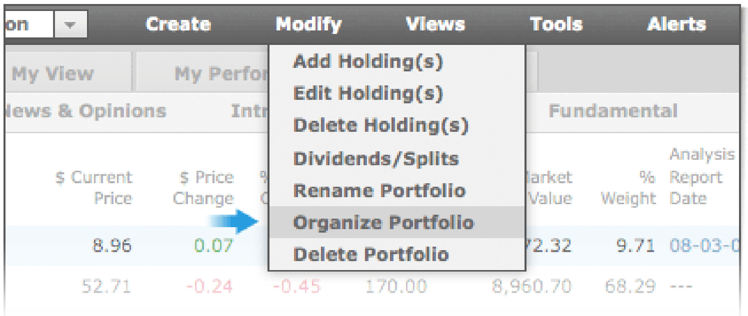
Morningstar Cash Management

Enhanced Portfolio Manager

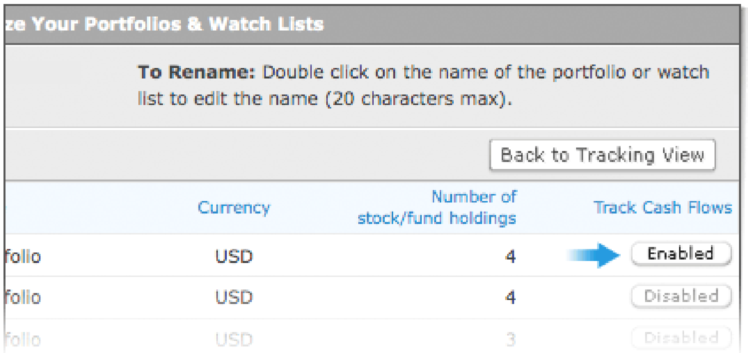
Morningstar enables you to track cash flows when you sell or buy a security or receive a cash dividend. This functionality is available for Transaction Portfolios.

Enabling the Cash Management functionality

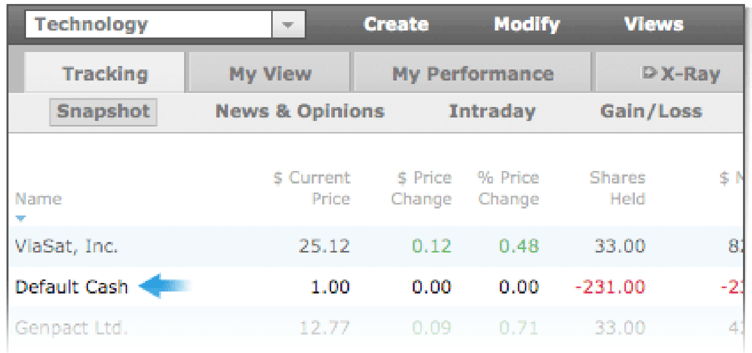
Go to “Modify”, and then click on “Organize Portfolio”. You will see a list of all portfolios you have created. Remember that cash management is available only for a Transaction Portfolio and not a Watch List.



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.

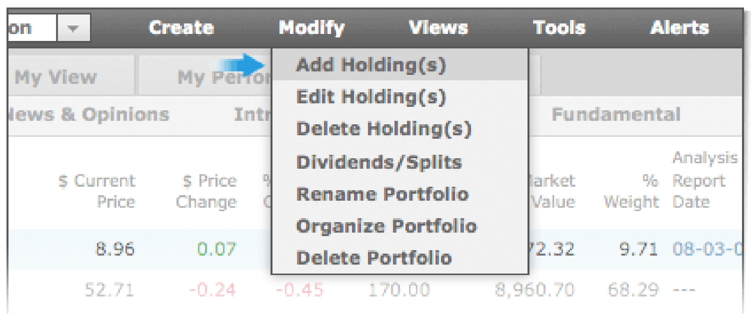


Once you return to your portfolio, you will see “Default Cash”. It will be negative as it will take into account all the previous transactions you have made, i.e., it will mirror the total amount of cash you spent when you purchased your holdings.

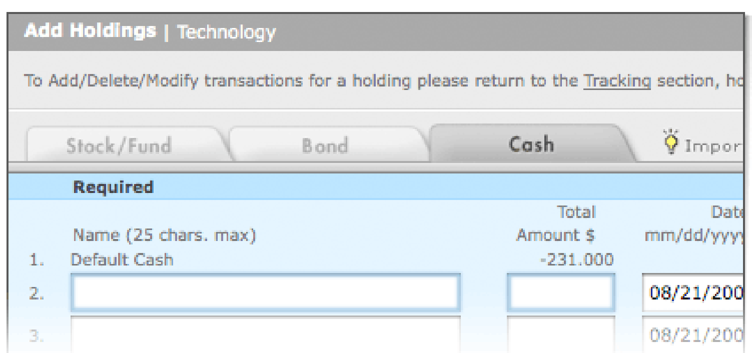


Create Additional Cash Accounts

Go to “Modify” and click on “Add a holding”.

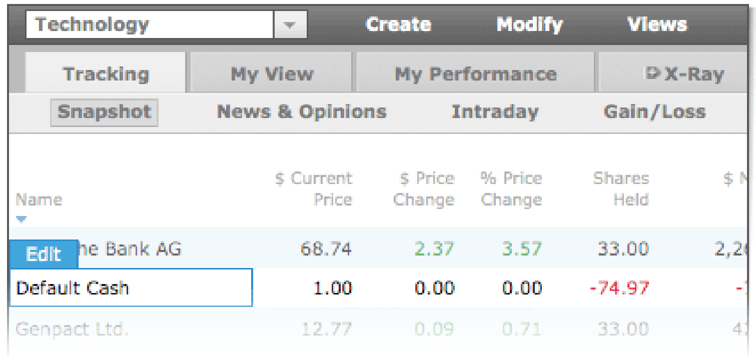


Go to “Cash” tab and enter the name of the cash account you wish to create and the total amount of money you want to deposit in this particular account. Click “Save” at the bottom of the page and you will return to your portfolio.

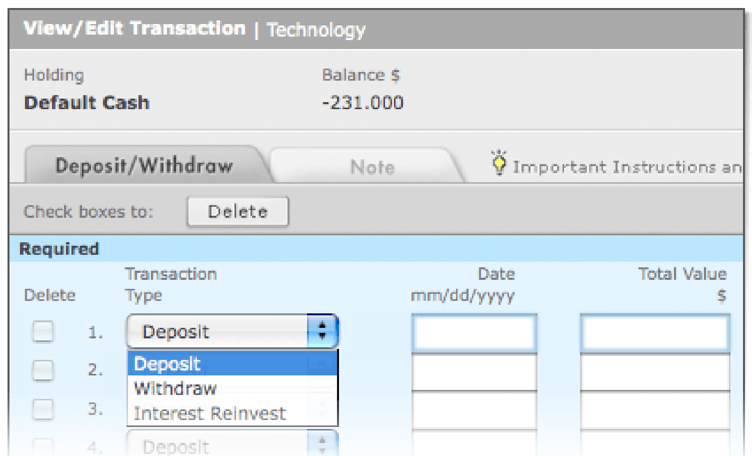


Deposit or Withdraw Cash from your Cash Account

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

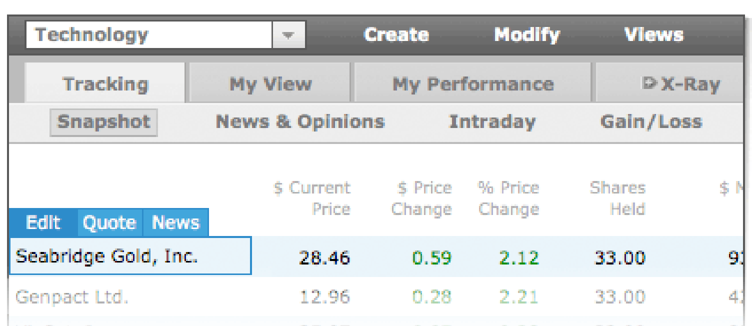


Choose "deposit" or "withdraw" from the "Transaction Type" drop down box and enter the amount. Press "Save" and you will return to your portfolio.

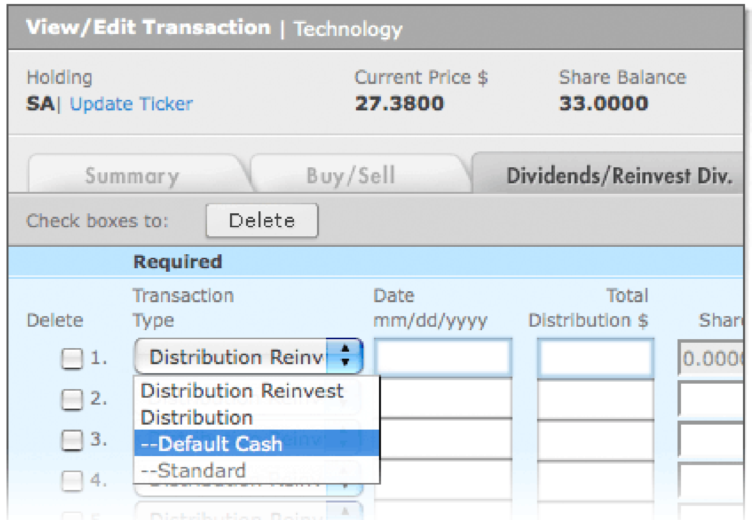


Add dividend cash distribution to any of your cash accounts

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



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.



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.