

SHAREMAN

ABOUT SHAREMAN

SHAREMAN is an Investment Register/Portfolio management program that is used to monitor and control a wide range of investment portfolios. SHAREMAN caters for Dividend Imputation and records franking amounts and franking credits. Capital gains is catered for, since SHAREMAN remembers all transactions and can match them with a user updated CPI table, to produce a report of capital gains and losses. SHAREMAN has been installed in over 1000 organisations including Accounting firms, Stock Brokers, Investment advisers and individuals who use the program to monitor their own investment portfolios. As well as monitoring portfolios of shares, SHAREMAN can be used to manage diversified portfolios containing property, interest bearing deposits etc. By using a "Search" capability built into SHAREMAN, reports can be produced by any user defined grouping category or categories that you nominate.

WHY DO YOU NEED SHAREMAN

The recording requirements for Investments under the capital gains tax legislation is exacting and it is particularly important to keep an accurate record of the full details of all investments. This record must clearly show the transactions that will be subject to capital gains tax when sold. The cost base of an investment that will be subject to capital gains tax often comprises many transactions over a wide date range, including multiple purchases, bonus issues, dividend re-investments etc. The CGT and cost base calculations are made more complex where a share portfolio has been acquired pre and post CGT and/or where only a part of a parcel of shares is sold. It is often too late to think about systematically recording investment transactions subsequent to their sale.

The requirements of Dividend Imputation are also handled by SHAREMAN. For each income transaction, the unfranked, franked and franking credit figures are recorded. A schedule of income is obtainable at any time with the press of a button.

SHAREMAN is used by firms and individuals who wish to eliminate the extremely time consuming work involved in keeping accurate investment records on behalf of themselves or their clients. These records include:

- Complying with the relevant recording requirements for the CGT legislation.
- When shares are sold, being able to easily identify if part, or all of the share parcel sold is subject to CGT
- When shares are sold subject to CGT, being able to easily calculate and schedule the cost base which is subject to indexation. Also complies with Ralph Report requirements for Profit.
- Calculating the "indexed cost base" and "taxable gain". These calculations are time consuming and complicated because the different components of the cost base are adjusted for the CPI (where applicable) depending on acquisition date.
- The recording of Dividends received, differentiating between the franked, unfranked components and other types of income categories
- Producing the dividend and CGT schedules in an acceptable format, for inclusion in the tax return.
- Being up to date with your portfolio status and knowing its current performance.
- Ability to record brokerage for GST purposes

SHAREMAN systematises the maintenance of the investment records, eliminates the potential for calculation and recording errors and eliminates the manual typing of schedules and other reports.

SHAREMAN also has many other extensive facilities to assist in portfolio management including:

- The ability to "down load" market values using a modem and telephone connection to an appropriate Database organisation. – eg internet suppliers like Comsec, Yahoo etc
- Handling multiple portfolios and maintaining portfolio data individually or collectively. You can list the holdings in a particular portfolio or list a particular security or range of securities dissected by portfolio.
- The ability to break your portfolio into industry categories
- SHAREMAN can export data as a comma delimited text file for inclusion in spreadsheets etc.

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SHAREMAN REPORTING

SHAREMAN enables you to produce a wide variety of reports, some of which are shown on the following pages. All reports can be run to either your computer screen or to your printer. Users also have the option of running any report to a disk file, which can in turn be transferred to other programs. eg Word Processing, Spreadsheets etc.

The data shown below is for example only and is not necessarily based on reality.

LIST ENTRIES REPORT

This Report is an audit trail of all entries and can be printed at any time. The report can be run for all entry types or selected entry types, for all dates or for a nominated range of dates. SHAREMAN stores all entries in an historically correct mode, for the life of the portfolio. Entries that have been sold can be suppressed in this report. Even though randomly entered, entries can be sorted into date order.

Robert John Brown												
List Entries (All Entries) for the Year Ended 30/06/2003												
Code	Date	Type	Quantity	Cost Price	Sale Price	Net Cost	Net Sale	Unfranked Income	Franked\ Tax Free	Profit (Loss)	Fraction (+/-)	Description
BHP	03/04/80	Purchase	1000	4.29	-	4292.45	-	-	-	-	-	
BHP	06/07/88	Purchase	1000	6.00	-	6000.00	-	-	-	-	-	
BHP	15/06/89	Bonus	2000	-	-	-	-	-	-	-	-	one for one
CSR	24/11/91	Purchase	1000	3.50	-	3500.00	-	-	-	-	-	
BHP	21/11/92	Purchase	2000	11.00	-	22000.00	-	-	-	-	-	
MIM	01/04/01	Purchase	500	2.40	-	1200.00	-	-	-	-	-	
MIM	01/07/02	Purchase	1000	2.80	-	2800.00	-	-	-	-	-	
CSR	07/08/02	Income	-	-	-	-	-	500.00	100.00	-	-	
								Credit:	56.25			
BHP	12/08/02	Re-Invest	100	3.16	-	316.25	-	16.25	300.00	-	-	
								Credit:	168.75			
BHP	14/08/02	Sale	-1000	6.00	8.50	-6000.00	8500.00	-	-	2500.00	-	
BHP	28/08/02	Sale	-1000	11.00	14.00	-11000.00	14000.00	-	-	3000.00	-	
CSR	02/10/02	Purchase	200	1.75	-	350.00	-	-	-	-	-	
TOTAL			6800			23458.70	22500.00	516.25	400.00	5500.00	-	
								TOTAL CREDITS:	225.00			

SECURITY HISTORY REPORT

This report is the Investment Ledger which can be printed at any time for selected investments or for the complete portfolio. This report enables a security history to be generated at any time. This is particularly useful when selling a security. To eliminate unnecessary entries, a from date can be nominated and entries prior to that date will be shown as an opening balance figure. Items that have been sold, can also be excluded from this report. Entries can be sorted into date order.

Robert John Brown												
Security History for the Year Ended 30/06/2003												
Code	Date	Type	Quantity	Cost Price	Sale Price	Net Cost	Net Sale	Unfranked Income	Franked\ Tax Free	Profit (Loss)	Fraction (+/-)	Description
BHP	- BHP Billiton Limited											
BHP	03/04/80	Purchase	1000	4.29	-	4292.45	-	-	-	-	-	
BHP	06/07/88	Purchase	1000	6.00	-	6000.00	-	-	-	-	-	
BHP	15/06/89	Bonus	2000	-	-	-	-	-	-	-	-	one for one
BHP	21/11/92	Purchase	2000	11.00	-	22000.00	-	-	-	-	-	
BHP	12/08/02	Re-Invest	100	3.16	-	316.25	-	16.25	300.00	-	-	
								Credit:	168.75			
BHP	14/08/02	Sale	-1000	6.00	8.50	-6000.00	8500.00	-	-	2500.00	-	
BHP	28/08/02	Sale	-1000	11.00	14.00	-11000.00	14000.00	-	-	3000.00	-	
CURRENT POSITION			4100			15608.70	22500.00	16.25	300.00	5500.00	-	
								TOTAL CREDITS:	168.75			

SECURITY HISTORY REPORT (Continued)

This report is as previous, but the option to remove sold items has been selected and hence the only items shown are those that are currently held. (Note the purchase on 21/11/02 has been reduced by 1000 shares)

Robert John Brown

Security History for the Year Ended 30/06/2003

Code	Date	Type	Quantity	Cost Price	Sale Price	Net Cost	Net Sale	Unfranked Income	Franked\ Tax Free	Profit (Loss)	Fraction (+/-)	Description
BHP	- BHP Billiton Limited											
BHP	03/04/80	Purchase	1000	4.29	-	4292.45	-	-	-	-	-	
BHP	15/06/89	Bonus	2000	-	-	-	-	-	-	-	-	one for one
BHP	21/11/92	Purchase	1000	11.00	-	11000.00	-	-	-	-	-	
BHP	12/08/02	Re-Invest	100	3.16	-	316.25	-	16.25	300.00	-	-	
								Credit:	168.75			
CURRENT POSITION			4100			15608.70	-	16.25	300.00	-	-	
								TOTAL CREDITS:	168.75			

INVESTMENT SCHEDULE REPORT

This report is a summary of the status of investments held at a specific date, including the opening balances, additions, disposals, closing balances, profits and market position. This report can be used as a Schedule to the Financial Accounts and the totals should agree with the relevant Balance Sheet items. A yield column can optionally be added to the report.

Robert John Brown

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INVESTMENT SCHEDULE for the Year Ended 30/06/2003

	Opening Balance		Additions		Disposals			Profit	Closing Balance	Market		
Investment	Qty	Cost	Qty	Cost	Qty	Proceeds	Cost	/(Loss)	Qty	Cost	Quote	Value
=====												
Mining Shares												
Mount Isa Mines Ltd	500	1200.00	1000	2800.00	-	-	-	-	1500	4000.00	3.30	4950.00
Industrial Shares												
BHP Billiton Limited	6000	32292.45	100	316.25	2000	22500.00	17000.00	5500.00	4100	15608.70	20.60	84460.00
CSR Limited	1000	3500.00	200	350.00	-	-	-	-	1200	3850.00	6.39	7668.00
		=====		=====		=====	=====	=====		=====		=====
SUB TOTAL		35792.45		666.25		22500.00	17000.00	5500.00		19458.70		92128.00
		=====		=====		=====	=====	=====		=====		=====
TOTAL		36992.45		3466.25		22500.00	17000.00	5500.00		23458.70		97078.00
		=====		=====		=====	=====	=====		=====		=====

TRADING STATEMENT

SHAREMAN can produces reports for Investors or Traders at any time. This report, which is normally used in a share trading situation, presents each security based on the rules of "Share Trading". In this case, the figures are shown at the lower of cost or market value.

The Trading Statement is only used where unrealised profits and losses are required as distinct from actual profits and losses which is normally the case with Investors

Robert John Brown

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TRADING SCHEDULE for the Year Ended 30/06/2003

Investment	Opening Balance		Additions		Disposals		Closing Balance		Lower of	Profit
	Qty	Value	Qty	Cost	Qty	Proceeds	Qty	Cost	Cost/Market	(Loss)
Mining Shares										
Mount Isa Mines Ltd	500	1200.00	1000	2800.00	-	-	1500	4000.00	4000.00	-
Industrial Shares										
BHP Billiton Limited	6000	32292.45	100	316.25	2000	22500.00	4100	15608.70	15608.70	5500.00
CSR Limited	1000	3500.00	200	350.00	-	-	1200	3850.00	3850.00	-
SUB TOTAL		35792.45		666.25		22500.00		19458.70	19458.70	5500.00
TOTAL		36992.45		3466.25		22500.00		23458.70	23458.70	5500.00

CAPITAL PROFITS SCHEDULE

There are two types of Capital Profits reports that are produced fully automatically. Both allocate bonuses across previous purchase parcels and also index cost figures from a user updatable CPI table. They also compare the indexed profits with the Ralph based profits and show the best result. The reports take into account the 50% capital gains reduction for individuals and the 33.33% reduction for Superannuation Funds (where appropriate). In this example, the client is an individual and so Ralph dictates a 50% reduction in capital gain for shares held in excess of 1 year

One report is a projected Capital profits report where the sale price of the securities is assumed to be current market value and the other is an actual Capital Profits report. Both reports can be transferred to the CGT calculator routine where additions and modifications can be easily made if required.

PROJECTED CAPITAL PROFITS

Capital profits have been estimated based on current market value and estimated CPI at nominated date

Robert John Brown

Projected Capital Gains [Individual - Factor .5] as at 30/06/2003

Purch Date	Trans Type	Alloc Qty	Alloc Cost	Indexed Cost	Market Value	Book Profit	Tax Free Profit	Indexed Profit	Ralph Profit	Best Result
BHP Billiton Limited										
03/04/80	Purch	1000	2146.23	2146.23	20600.00	18453.77	18453.77			
15/06/89*	Bonus	1000	2146.23	2146.23	20600.00	18453.77	18453.77			
15/06/89*	Bonus	1000	3000.00	4104.00	20600.00	17600.00		16496.00	8800.00	8800.00
21/11/92	Purch	1000	11000.00	12584.00	20600.00	9600.00		8016.00	4800.00	4800.00
12/08/02	Re-In	100	316.25	316.25	2060.00	1743.75		1743.75	1743.75	1743.75
Total		4100	18608.71	21296.71	84460.00	65851.29	36907.54	26255.75	15343.75	15343.75
CSR Limited										
24/11/91	Purch	1000	3500.00	4014.50	6390.00	2890.00		2375.50	1445.00	1445.00
02/10/02	Purch	200	350.00	350.00	1278.00	928.00		928.00	928.00	928.00
Total		1200	3850.00	4364.50	7668.00	3818.00	-	3303.50	2373.00	2373.00
Mount Isa Mining Ltd										
01/04/01	Purch	500	1200.00	1200.00	1650.00	450.00		450.00	225.00	225.00
01/07/02	Purch	1000	2800.00	2800.00	3300.00	500.00		500.00	500.00	500.00
Total		1500	4000.00	4000.00	4950.00	950.00	-	950.00	725.00	725.00
GRAND TOTAL		6800	26458.71	29661.21	97078.00	70619.29	36907.54	30509.25	18441.75	18441.75

ACTUAL CAPITAL PROFITS

For items sold during the period, the following report shows the capital profits and losses indexed from date of purchase to date of sale.

Robert John Brown

Actual Capital Gains [Individual - Factor .5] for the Year Ended 30/06/2003

Purch Date	Trans Type	Qty	Alloc Cost	Date of Sale	Indexed Cost	Sales Price	Book Profit	Tax Free Profit	Indexed Profit	Ralph Profit	Best Result
BHP Billiton Limited											
06/07/88	Purch	1000	3000.00	14/08/02	4104.00	8500.00	5500.00		4396.00	2750.00	2750.00
21/11/92	Purch	1000	11000.00	28/08/02	12584.00	14000.00	3000.00		1416.00	1500.00	1416.00
Total		2000	14000.00		16688.00	22500.00	8500.00	-	5812.00	4250.00	4166.00

INCOME SUMMARY REPORT

This report is normally included as a schedule in the Tax Return and Financial Statements. The report shows for the year, the franked and unfranked income as well as the franking credits applicable to each security. Other types of income can also be reported including tax free, tax deferred, foreign income and tax credits

Robert John Brown

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Income Summary for the Year Ended 30/06/2003

Investment	Foreign Income	Unfranked Income	Franked Income	Tax Free Income	Deferred Income	Capital Gains	TOTAL INCOME	Franking Credits	Withholding Tax
Industrial Shares									
BHP Billiton Limited	-	16.25	300.00	-	-	-	316.25	168.75	-
CSR Limited	-	500.00	100.00	-	-	-	600.00	56.25	-
TOTAL	-	516.25	400.00	-	-	-	916.25	225.00	-

DIVIDEND CASH FLOW FORECAST

With each security, SHAREMAN can store projected dividend income as cents per share for each quarter. This projected data can then be accessed in the following report and when extrapolated, gives a projected income analysis. The projected dividend data is easily updated when and if it changes. NOTE: This report is projected data based on projected holdings in the various periods.

Robert John Brown

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DIVIDEND CASH FLOW for the Year Ended 30/06/2003

Investment	MONTHLY TOTALS											YTD	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
BHP Billiton Limited	-	-	697.00	-	-	492.00	-	-	615.00	-	-	656.00	2460.00
CSR Limited	100.00	-	-	48.00	-	-	48.00	-	-	96.00	-	-	292.00
TOTAL	100.00	-	697.00	48.00	-	492.00	48.00	-	615.00	96.00	-	656.00	2752.00

PORTFOLIO SUMMARY REPORT

This report shows the average cost per unit, the market value per unit, the numbers and the associated cost and market value of each security. The percentage gain or loss based on market value together with an un-realised profit is also shown. As well, the percentage by market value, that each security represents within the portfolio, is shown.

Robert John Brown

Portfolio Summary for the Year Ended 30/06/2003

Investment	Qty Held	Av Cost Price	Market Price	Stock Cost	Market Value	Un-realised Profit	Gain (%)	% of Total
Mining Shares								
Mount Isa Mining Ltd	1500	2.67	3.30	4000.00	4950.00	950.00	23.75	5.10
Industrial Shares								
BHP Billiton Limited	4100	3.81	20.60	15608.70	84460.00	68851.30	441.11	87.00
CSR Limited	1200	3.21	6.39	3850.00	7668.00	3818.00	99.17	7.90
SUB TOTAL				19458.70	92128.00	72669.30	373.45	94.90
TOTAL				23458.70	97078.00	73619.30	313.83	100.00

MASTER FILE OPERATIONS

SHAREMAN features a Master File option. This option, amongst other things, lets you create a master list of securities. To update market values, it is only necessary to update this master list and then individual portfolios can be updated with no extra data entry being required. Also within the Master File Operations, the following features also exist

- Update of Master Values using remote service providers
- The formats of a wide variety of service providers can be recognised and converted to enable SHAREMAN to automatically update market values. To use this option, you must firstly download or receive on diskette, a data file from your nominated provider. SHAREMAN will then read and convert this file.
- User maintenance of CPI table
- Creation and maintenance of Industry codes
- You can create your own industry codes which can be optionally used to sub-total and head reports. This feature has been used in some of the reports in this brochure.
- The ability to maintain upto 52 current market values plus a previous year end market value
- Each time the market value is updated, it is possible to keep the previous market value for history purposes.
- The ability to look at the consolidation of all portfolios on line (see report opposite)
- Consolidating portfolios enables you to see at a glance how individual securities are distributed over several portfolios. This is handy if a management decision is required and needs to be relayed to the holders of a particular security.
- Basic graphing of market values for a single security or group of securities
- The historical market value information can be graphed and displayed or printed. This graphing can consolidate securities, so that an overall trend can be visualised.

This option is not recommended for "Chartists" who may require detailed and accurate graphing. The option is for quick visual reference only. (see report opposite)

MASTER FILE REPORTS - LISTING OF MARKET VALUES

This report shows a sample of the securities that can be held in the master file by code and name. Also shown are the current market value, the date of last market update and the market value at previous year end (used for re-valuations of portfolios to previous year market values. In the listing below, no values have been recorded).

MASTER FILE OPERATIONS		PAGE 1		
Today's Date - 29/11/02		LIST MASTER SECURITIES		
CODE	SECURITY DESCRIPTION	Market Quote	Last Update	Y/E Value
BHP	BHP BILLITON PTY LTD	20.60	28/04/02	-
BII	BIOTECH	0.37	28/04/02	-
BIL	BRAMBLES IND	13.50	28/04/02	-
BLM	BLACK HILL MINERALS	0.01	28/04/02	-
BLMO	BLACK HILL 12/97 OPTS	-	28/04/02	-
BML	BANK OF MELBOURNE	5.40	28/04/02	-
BMLPA	BANK OF MELB 6% CONV PREF	12.84	28/04/02	-
BMP	BELLARA MEDICAL	0.14	28/04/02	-
BMC	BOUGAINVILLE	0.65	03/05/02	-
BOR	BORAL	3.45	28/04/02	-

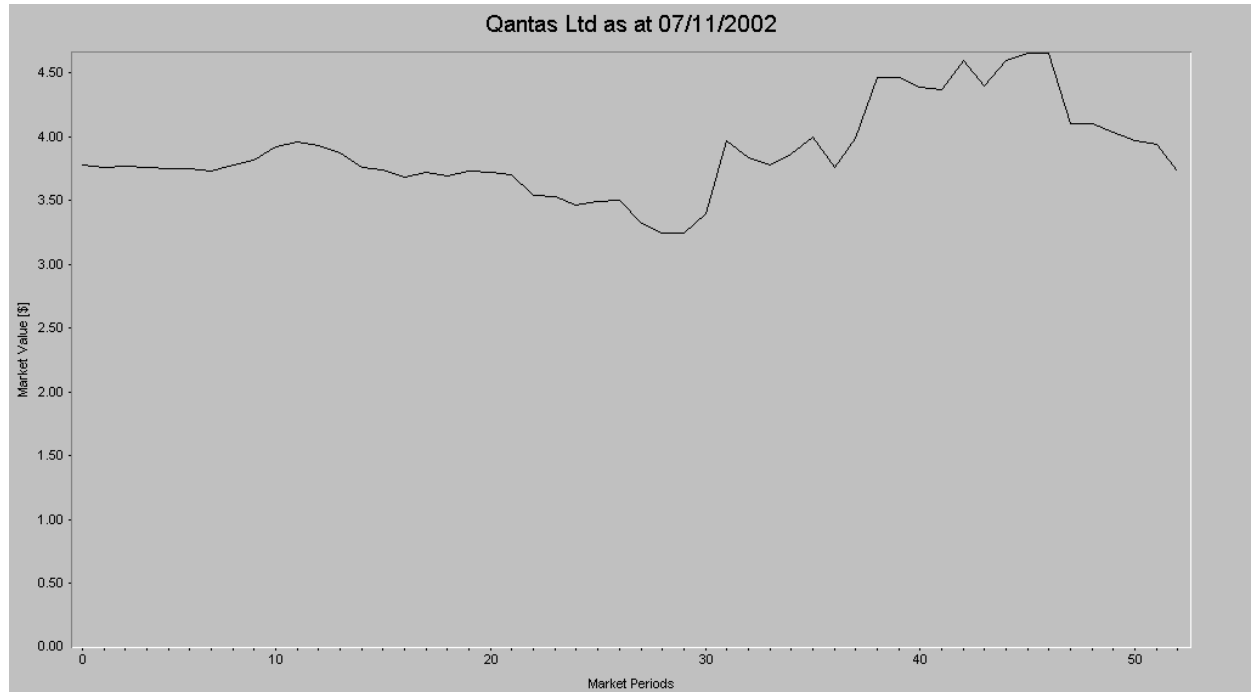
PORTFOLIO CONSOLIDATION REPORT

This report shows the holdings of each portfolio that is on-line and which has an investment in the nominated security or securities. In this case, BHP is held in two portfolios, 997 (Get Rich Investments) and 999 (Robert John Brown).

CONSOLIDATION REPORT as at 30/11/2002					
CODE	Security/Portfolio Name	Shares Held	Cost	Market Value	Rights Held
BHP	Broken Hill Proprietary Limited				
997	- Get Rich Investments Pty Ltd	1800	15023	35604	-
999	- Robert John Brown	4100	15609	84460	-
		-----	-----	-----	-----
		5900	30632	120064	-
		=====	=====	=====	=====

GRAPHS

The following is an example of a Graph produced by SHAREMAN. The data is entirely fictitious and has been constructed for demonstration purposes only. The graph shows the movement for Qantas. Graphs can also be used to show movement in groupings of shares, income etc. Pie charts and other formats are available.



SHAREMAN BY TRIMAR - A CLIENT'S PERSPECTIVE

The following item is an extract from an article contributed to our Newsletter, by Phillip Rowe, a Partner with the Sydney Accounting Firm, Young Barnsdall & Co. Phillip is a long term user of SHAREMAN and his ideas have contributed greatly to SHAREMAN's evolution over the years.

Young Barnsdall & Co. has been using SHAREMAN since 1984 when it was first conceived. Our earliest applications were on the RT86 version and now we run the Windows version on a network which enables access from 50 workstations. Currently, we run over 100 SHAREMAN files and personally, I run three files at home.

A key feature of the Program is that the record of original transaction data is not altered or updated by taxation judgements or indexation. This is an excellent feature since it is possible now to view every transaction on a stock record back to the beginning. In my own case, that means looking at records extending back more than 10 years. This is the complete record needed for CGT purposes.

On the other hand, reports have been designed specifically to meet the needs of accounting and tax and provide a complete trail for auditing. The Investment Report and Income Report generated each year is incorporated by us direct into client accounting and tax return packages without further amendment.

One of the most important features of the package is the Capital Gains Calculator. This enables the system to automatically calculate the taxable capital gain on sales made during the year or prospective taxable capital gain that would arise if a portfolio is sold at assumed values with a nominated CPI index. The market value update feature is very quick and a calculation of prospective taxable capital gain which would otherwise take days to perform clerically is carried out automatically by the system in minutes. This is very topical for superannuation funds which are required to reflect investments at market value and where a deferred tax liability should also be recognised.

Personally, I find the software easy to use and I obtain satisfaction from being able to simplify enormously the task of bookkeeping on large portfolios. Record-keeping becomes easy instead of being a constant headache. Although its use for shares, debentures, trust units and bonds is obvious, it would also be a good tool for recording investment in real estate and keeping track of rental income.