

---

A Guide To The

# **Altria/Philip Morris/Kraft Basis Calculator**

**By Denver Tax Software**

Copyright © 2002-2008 Denver Tax Software, Inc.

Denver Tax Software, Inc.  
P.O. Box 632285  
Littleton, CO 80163-2285

Telephone (voice):

Toll-Free: 1(800)326-6686  
Denver Metro: (303)796-7780

email: [info@denvertax.com](mailto:info@denvertax.com)

**Web sites**

Information: <http://DenverTax.com>

Order Online: <http://DenverTax.com>

FAX:

Toll-Free: 1 (888)326-6686  
Denver Metro: (303)796-7768

DTS is a trademark of Denver Tax Software, Inc.  
Microsoft® is a trademark of Microsoft Corporation.  
Windows® is a trademark of Microsoft Corporation.

# Contents

<b>Overview</b>	<b>1</b>
Why Use This Program.....	1
Purpose.....	1
Getting The Most Out Of This Program.....	1
Quick Start.....	1
How To Get A Complete Understanding Of This Program .....	2
<b>Installing and Running</b>	<b>3</b>
System Requirements .....	3
Limitations.....	3
Installation .....	3
Installing To A Single Machine.....	4
Network Installation .....	4
Starting this program .....	4
<b>Altria Group Stock Basis</b>	<b>5</b>
Overview .....	5
Terminology .....	5
Spin-Offs .....	5
Mergers and Acquisitions.....	5
Stock Splits.....	6
<b>Using The Basis Calculator</b>	<b>7</b>
The Startup Options Screen .....	7
The Main Window.....	8
Basic Parts Of The Main Window.....	8
Menu.....	8
<b>Inputs</b>	<b>10</b>
Entering Information .....	10
Data Entry .....	10
How To Move Around The Input Screens .....	10
How To Exit The Input Screens .....	10
Input Screens .....	11
Initial Inputs Tab .....	11
Buys Sells Tab.....	12
<b>Tutorial - Examples</b>	<b>14</b>
A New Scenario Example.....	14
An Old Scenario Example .....	18

<b>Input Sheet</b>	<b>20</b>
Printed Copies Of The Input Sheets.....	20
Initial Inputs.....	21
Buys Sells .....	22
<b>License Agreement</b>	<b>23</b>
DENVER TAX SOFTWARE LICENSE AGREEMENT.....	23
<b>Index</b>	<b>25</b>

# Overview

---

## Why Use This Program

### Purpose

To determine the tax cost basis, number shares and average cost per share of the Altria Group and its family of securities. (Altria Group, Inc was previously named Philip Morris Companies, Inc.) This program is a great time saver! Since 1/1/1970 there have been numerous splits, spinoffs and mergers. This program computes all the splits, mergers and spin-offs for you.

---

## Getting The Most Out Of This Program

### Quick Start

Go to the section “[Installing and Running](#)” on page 3. We have tried to design the program so that you don't have to refer to this manual! When you are entering inputs, there will be a section of the input screen that discusses what you should be inputting. If you have any questions, please go first to the Tutorial – Example section. See “[Tutorial - Examples](#)” on page 14.

The help file is identical to this manual. The help file, accessed by clicking on the **Help** menu choice, has the same Table Of Contents (Contents) and index that this printed manual does. However, the help file has word search features which are not possible with the written manual.

When the program installs, it also installs a copy of this manual in Adobe's Acrobat (.pdf) format. If you want a hard copy of the manual, click on the manual icon in the Denver Tax Software Group (**Start - Programs - Denver Tax Software Group**). That will bring up the manual in the Acrobat Reader. The manual can be printed from the Acrobat program.

## **How To Get A Complete Understanding Of This Program**

Read the complete manual. The Computing The Stock Adjustments chapter discusses the law that made this computation mandatory. See: “[Altria Group Stock Basis](#)” on page 5.

# Installing and Running

---

## System Requirements

Operating System: Microsoft® Windows® versions 2000, XP or Vista.

---

## Limitations

This program is comprehensive, but it does have limitations as follows:

- The program's computations assume that splits, mergers, acquisitions, spin-offs and other capital transactions are to be computed based on the shares owned on the transaction date. In real life, the benefits of such transactions are usually associated with the shares owned before the transaction date. For a theoretical example, a stock split might occur on May 15, 2002 and the extra shares would go to the owners of record on April 15, 2002. In this example, the program would compute the extra shares based on number of shares owned on May 15 not April 15. This will not be a problem for the vast majority of investors that do not frequently buy or sell.
- The program uses the Average Cost (Single Category) method for allocating tax basis to sells. A taxpayer may choose from Average Cost (Single Category), FIFO, Specific Identification and Average Cost (Double Category). It is our experience that Average Cost (Single Category) is probably the most commonly used method.
- The program handles sales of fractional shares as a normal sale. Thus, the program would allocate some tax basis to that sale. The other way to deal with the sale of fractional shares, which is not supported by the program, would be to allocate no basis to the sale of a fractional share. What is a fractional share? Sometimes after spin-offs, acquisitions, etc. the shareholder receives fractional shares. For example, after a merger Jane Doe has 101.5 shares of security A. Jane may decide to sell the .5 shares to bring her security A holdings to an even 101 shares.

---

## Installation

All commands you need to enter will be typed in **bold** type.

## Installing To A Single Machine

For the purpose of these instructions, we are assuming that your CD drive is drive D, if it is not, please make the appropriate changes. To install the program to a single machine, use the following steps:

1. Click on the **Start** button.
2. Click on the **Run** menu item.
3. Type **D:SETUP** and press the **ENTER** key.
4. Follow the instructions in the installation program.

## Network Installation

Network installation instructions are provided in a separate document to customers who have purchased rights to use this program on additional desktops.

---

## Starting this program

The Installation program will create a "Denver Tax Software" Start Group, if it doesn't already exist. This basis calculator will be placed within this group.

To start this basis calculator, click on the **Start** button, click on the **Programs** button, click on the **Denver Tax Software** program group, then click on the program's icon.



# Altria Group Stock Basis

---

## Overview

The Altria “family” stock basis problem is the volume of transactions. No single transaction is complex. The problem is that with numerous splits and recent spinoffs and mergers, one mistake can result in incorrect taxable gains and losses for multiple securities.

To understand the computations, one needs to understand spin-offs, mergers, acquisitions and stock splits. The primary goal of this program is to compute the correct results in the most easy to understand way. For instance, there are transactions called “split-offs”. Rather than include a separate category for split-offs, we have included them in spin-offs.

---

## Terminology

### Spin-Offs

Divestitures are spin-offs. For the purpose of this program, a spin-off is where one corporation creates one or more corporations. The shareholders in the old corporation become shareholders in the new corporation. The shareholders’ basis in the resulting corporations is equal to the basis in the old corporation.

### Mergers and Acquisitions

For a merger or acquisition, the old company is acquired by another company.

In some instances a shareholder in the old corporation receives both cash and shares in the acquiring corporation for the shares of the old corporation. The following formulas reflect the tax consequences of such a transaction:

Value Received = Value of new shares at the date of acquisition + Cash received.

Gain Realized = Value received – Tax basis in old corporation.

Gain Recognized = Lesser of Cash received or Gain Realized.

Tax Basis in New Corporation = Tax basis in old corporation + Gain recognized –  
Cash received.

If applicable, the program does these computations for you.

Sometimes a merger includes a spinoff. The old company spinoff a temporary corporation. As soon as that spinoff happens, the temporary corporation is merged into the acquiring company. For all practical purposes, the temporary company and the spinoff can be ignored. Generally, only the merger matters.

## Stock Splits

A stock split leaves the shareholder with a different number of shares. The tax basis remains the same. Most of the splits result in more shares. In rare instances, there are reverse splits where the stockholder has fewer shares after the split. Splits do not affect total tax basis, but they do change cost per share (tax basis per share).

For example, on October 10, 1989 Altria had a 4 for 1 split. If a shareholder owned 100 shares with a cost basis of \$1,000 on October 1, 1989 that shareholder would have 400 shares with a cost basis of \$1,000 on October 11. The cost per share changes from \$10 per share to \$2.50 per share.

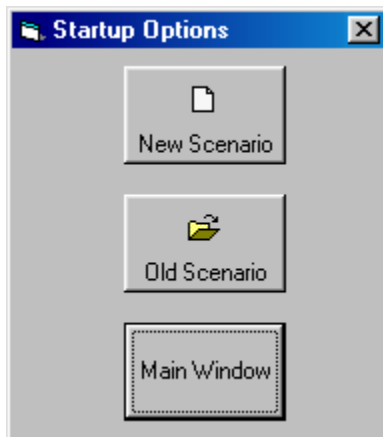
# Using The Basis Calculator

---

## The Startup Options Screen

The first screen to appear when starting the program is the About Screen. This is where you will find the program's version. It also has a button that will help you locate information about your system. That information might come in handy if technical support is needed, or if you are simply curious.

The next screen is the Startup Options Screen.

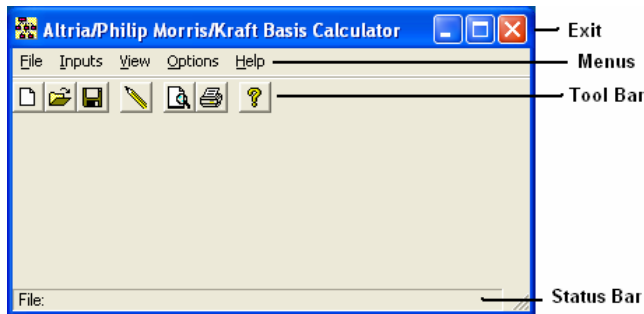


If this is going to be a new scenario, **click** on the **New Scenario** button. If you are going to use a previously saved file, **click** on the **Old Scenario** button.

The next screen that will appear is the Input Screen. The Input Screen is discussed in detail in a separate section. See "[Inputs](#)" on page 10.

---

## The Main Window



### Basic Parts Of The Main Window

#### **Minimize, Maximize – Restore Size, and Exit Buttons**

The upper right portion of the Main Window has the standard buttons to minimize, maximize – restore size and exit. If you have used any other programs designed for 32 bit Windows systems, you are already familiar with those buttons.

**Menu**

This is where you can pick menu choices. See "Menu", below.

**Tool Bar**

Using the Tool Bar is typically the fastest and easiest way to use the program. Tool Bar choices are described with the Menu selections. See "Menu", below.

**Status Bar**

This displays what file or scenario is active.

### Menu

#### **File**

**New** . This brings up a blank input screen.


**Open** . This brings up a screen where you can choose a previously saved file. Once the file has been selected, the input screen will appear with that file's information.


*When you **click** on the Input Screen's **OK** button, the scenario will be automatically saved.*

*This is the Menu choice where you can rename a file. Use this a lot if you are running a "what if" analysis.*

**Save** . This saves the current scenario to the file shown in the Status Bar.


**Save As....** This is where you can choose a filename.

**Print Preview...**  Use this to display the reports to the screen. You can display any combination of Input Report, Detailed Analysis Report or Summary Report.


**Print...**  Print the reports. You can print any combination of Input Report, Detailed Analysis Report or Summary Report.

**Exit.** Exit the program.

## **Inputs**

**Inputs**  Enter information into the program. This will bring up The Input Screen. See "[Inputs](#)" on page 10.


## **View**

**Reports...**  Display the reports on the screen. You can display any combination of Input Report, Detailed Analysis Report or Summary Report.

## **Options**

**Fonts...** You can change the fonts to make the reports appear differently. We recommend staying with Courier or Courier New.

## **Help**

**Contents**  Displays the table of contents for the help file.

**Search For Help On...** This gives you the choice to search the help file using either the index or a keyword search.

*This is identical to the very first screen that the program displays.*

**About.** This displays the information about this program. This is where you can find the program's version number and ways to contact DTS.

# Inputs

---

## Entering Information

### Data Entry

This basis calculator uses the normal input procedures that most Windows programs use. To move from one input to another you can either use the mouse to select the input item you want, or press the **TAB** key to move through them. To exit an input screen you can use the mouse to click on the appropriate button.

You may find it easier to enter numeric information using the numeric keypad. If so, make sure the **Num Lock** key is on.

### How To Move Around The Input Screens

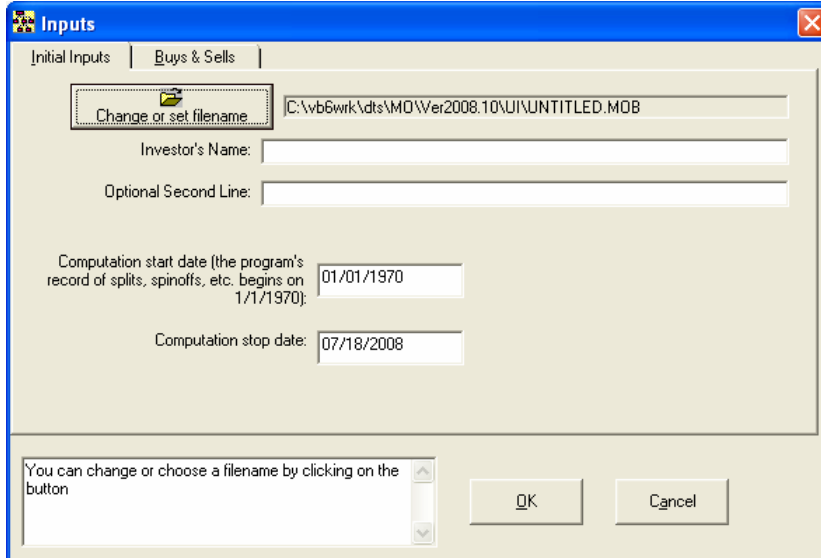
The input screen is broken down into tabbed dividers similar to a tabbed notebook. To move to a different tab simply click on the tab you want to move to. The input screen's tabs are *Initial Inputs* and *Buys & Sells*.

### How To Exit The Input Screens

When working with an input form, the **OK** button or **ENTER** key will exit the form and save the information you entered to a file. The **Cancel** button is used to exit the screen without saving the information you entered.

# Input Screens

## Initial Inputs Tab



Input Screen

### Change or set filename

*This is an improvement on the Windows interface. With most Windows programs, when you click on a form's OK button you just move to the next screen. When you click on the OK button in this program, it actually saves your data for you.*

Click on the  button to choose or change a filename.

### Investor's Name

Enter the investor's name.

### Optional Second Line

Enter information that you would want to appear as the second line on the reports.

### Computation start date

Enter the date when you want the computations to start. This basis calculator's record of capital transactions (splits, mergers, spinoffs, etc) goes back very far. The earliest date that this program can be relied on for capital transactions will be specified with the description for this input. The date should be entered in mm/dd/yyyy format. For example, May 9, 1984 should be entered as 05/09/1984. *Always enter the year as four digits!*

## Computation stop date

Enter the date when you want the computations to stop. Thus, if you would want the program to stop its computations as of April 5, 2004, enter 04/05/2004.

## Buys Sells Tab

The screenshot shows the 'Inputs' dialog box with the 'Buys & Sells' tab selected. The left pane lists securities: Altria, Kraft Foods, Philip Morris after 3/27/08, and Ralcorp. The right pane shows the 'Altria' security selected. A checkbox labeled 'Check for buy. Uncheck for sell.' is checked. Below it are input fields for 'Shares bought or sold:' (0), 'Cost (buys only):' (0), and 'Transaction date:' (format \_\_/\_\_/\_\_). There are buttons for 'Add', 'Change', 'Delete', and 'Save Information Entered'. At the bottom, there is a note: 'You can change or choose a filename by clicking on the button' and 'OK' and 'Cancel' buttons.

## Securities List

The screenshot shows the 'Inputs' dialog box with the 'Buys & Sells' tab selected. The left pane lists securities: Altria, Kraft Foods, Philip Morris after 3/27/08, and Ralcorp.

Click on the security that you want to enter buys and sells for. If there were no buys or sells after your initial purchase, you still need to enter a buy for the initial purchase of one of the securities.

## Buys – Sells List

The screenshot shows a list of transactions: 12/31/1983 Buy, 01/05/1997 Buy, 06/15/1997 Buy, and 09/21/1997 Sell.

This list shows the transaction date and whether it was a buy or a sell. If you are going to change or delete a transaction, click on the transaction that you want to change or delete.

## Buy Checkbox

The screenshot shows a checkbox labeled 'Check for buy. Uncheck for sell.' which is checked.

If this is a buy, check the box. If the transaction is a sell, leave it unchecked.



### ***Shares bought or Sold***

Enter the number of shares that were bought or sold.

### ***Cost (buys only)***

Enter the total cost of the shares that were bought. For example, if 10 shares were purchased at \$15 each, enter 150. This input is not available for sells.

### ***Transaction Date***

Enter the date of the buy or sell.

### ***Add button***

To add a new buy or sell:

1. **Click** on the **Check for buy** check box, this is a buy. If it is a sell, uncheck this box.
2. Change the **Shares bought or sold**, **Cost (buys only)** or the **Transaction date**, if appropriate.
3. **Click** on the **Add button**.

### ***Change button***

To change information for a buy or sell:

1. **Click** on the buy or sell in the **Buys – Sells List** that you want to change.
2. Change the **Shares bought or sold**, **Cost (buys only)** or the **Transaction date**, if appropriate.
3. **Click** on the **Change button**.

### ***Delete button***

To delete a buy or sell:

4. **Click** on the buy or sell in the **Buys – Sells List** that you want to delete.
5. **Click** on the **Delete button**. Confirm that you indeed want to delete this.

### ***Save Information Entered button***

Click on this to save your work. Do it after clicking on the Add, Change or Delete buttons.

# Tutorial - Examples

---

## A New Scenario Example

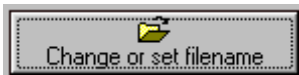
Most of the time it doesn't make much difference whether you use the **TAB** or **ENTER** key. This tutorial will use the **ENTER** key whenever possible. When the tutorial directs you to use the **TAB** key, that would be a situation where using the **TAB** and **ENTER** keys will make the program function differently.

Start the program. If you have any questions on how to do this, see "[Starting this program](#)" on page 4.

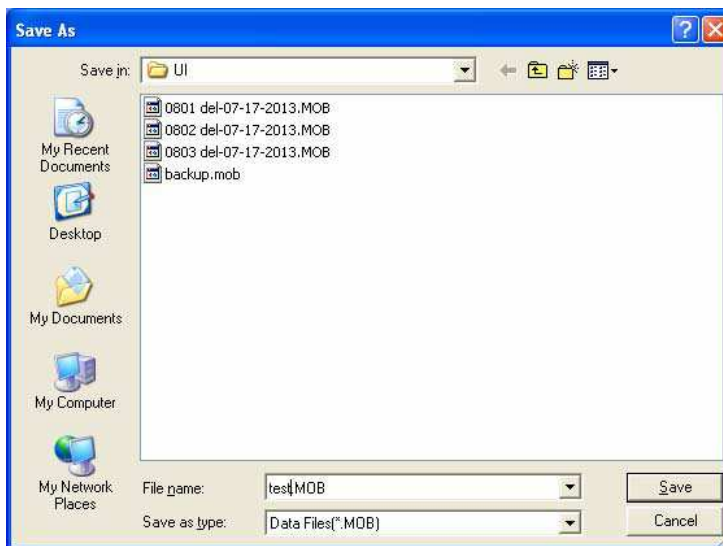
The first screen is the *About...* window. Click on the **OK** button.



At the *Startup Options* screen, click on the **New Scenario** button. This will immediately bring up the input screen.



Click on the *Change or set filename* button.



In the *Save As* screen, type **test** in the *File name* input. Click the **Save** button to return to the input screen. Press the **TAB** key.

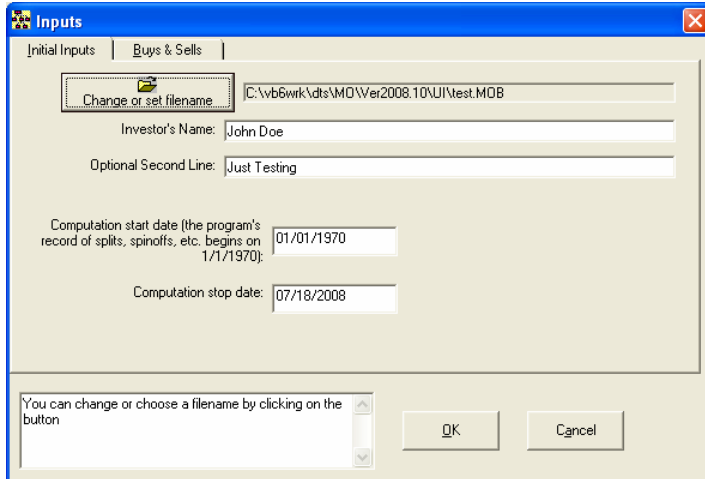
For the *Investor's Name* input enter **John Doe** and press the **ENTER** key.

For the **Optional Second Line** input enter **Just Testing** and press the **ENTER** key.

For the **Computation start date** input enter **01011970** and press the **ENTER** key. That date should then change to 01/01/1970. Always enter the year as four digits.

For the **Computation stop date** input enter **07182008** and press the **ENTER** key. That date should then change to 07/18/2008.

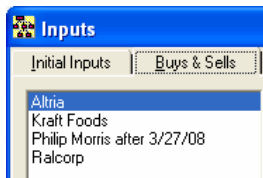
At this time, the screen should look like this:



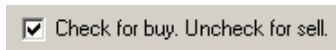
Click on the **Buys & Sells** tab.

Enter the investor's 1/1/1970 position in Altria. To do that, simply enter the 1/1/1970 position as one buy on 1/1/1970. This example buy is how one would do that.

In the **Securities List** make sure Altria is selected:



Make sure **Check for buy** is checked.



For the Shares bought or sold input enter 1000 and press the **ENTER** key. This should appear as 1,000.

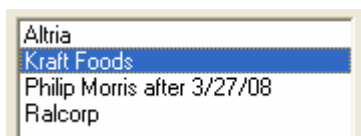
For the **Cost (buys only)** input enter 10000 and press the **ENTER** key. This should appear as 10,000.

For the **Transaction date** input enter 01011970 and press the **ENTER** key. This should appear as 01/01/1970.

**Click on the Add button.**

Lets now enter a 2/9/2008 buy for Kraft:

In the **Securities List** select Kraft:



Make sure **Check for buy** is checked.

Check for buy. Uncheck for sell.

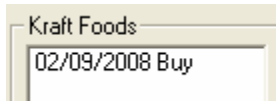
For the *Shares bought or sold* input enter 200 and press the **ENTER** key. This should appear as 200.

For the *Cost (buys only)* input enter 2000 and press the **ENTER** key. This should appear as 2,000.

For the *Transaction date* input enter 02092008 and press the **ENTER** key. This should appear as 02/09/2008.

**Click** on the **Add button**.

The date for that transaction should now appear in the Buys Sells list:



Lets now enter a 6/15/2008 buy for Kraft:

Make sure **Check for buy** is checked.

Check for buy. Uncheck for sell.

For the *Shares bought or sold* input enter 100 and press the **ENTER** key. This should appear as 100.

For the *Cost (buys only)* input enter 1700 and press the **ENTER** key. This should appear as 1,700.

For the *Transaction date* input enter 06152008 and press the **ENTER** key. This should appear as 06/15/2008.

**Click** on the **Add button**.

The date for that transaction should now appear in the Buys Sells list:



Add one more transaction. A Kraft sell for 7/15/2008:

**Uncheck** the **Check for buy** box.

Check for buy. Uncheck for sell.

For the *Shares bought or sold* input enter 100 and press the **ENTER** key. This should appear as 100.

The *Cost (buys only)* input is removed.

For the *Transaction date* input enter 07152008 and press the **ENTER** key. This should appear as 07/15/2008.

**Click** on the **Add button**.

The date for that transaction should now appear in the Buys Sells list:



**Click** on the **Save Information Entered** button. This saves your work.

Lets now delete the 6/15/2008 buy:

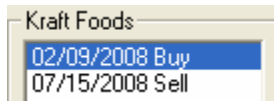
**Click** on the **Buys Sells list** row that says "06/15/2008 Buy".



Click on the **Delete** button. When asked, confirm that you want to delete the transaction.

Lets now change the 2/9/2008 buy:

Click on the **Buys Sells** list row that says "02/09/2008 Buy".

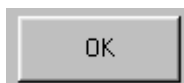
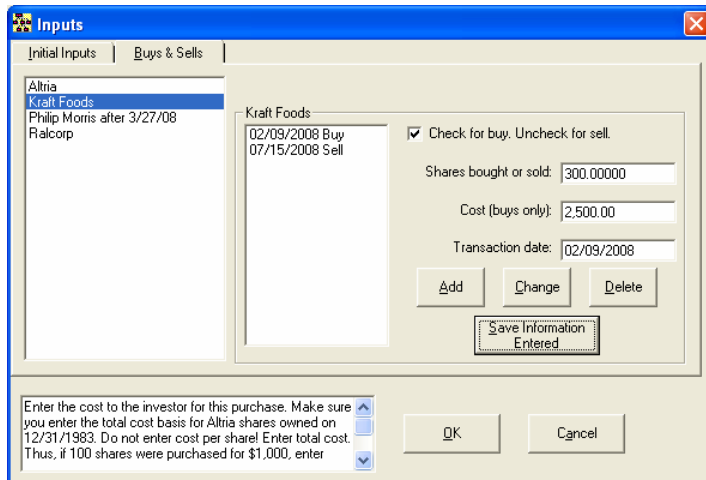


Change the Shares bought or sold to 300. Change the Cost (buys only) to 2500.

Click on the **Change** button.

Click on the **Save Information Entered** button. This saves your work.

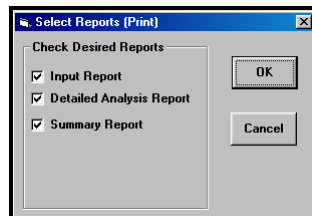
The screen should now look like this:



Click on the **OK** button. This automatically saves your information. There is no need to take further actions to save the data!



Lets get the results. Click on the **Print** button.



In the Select Reports screen you can select the reports that you want to run. If all three reports are not already checked, please check all three boxes now. Click on the **OK** button.

The next screen will be the standard Windows print dialog box. Click on the **OK** button, and the reports will now print.



You are done. Simply exit the program by **clicking** on the **X** button in the upper right corner.

---

## An Old Scenario Example

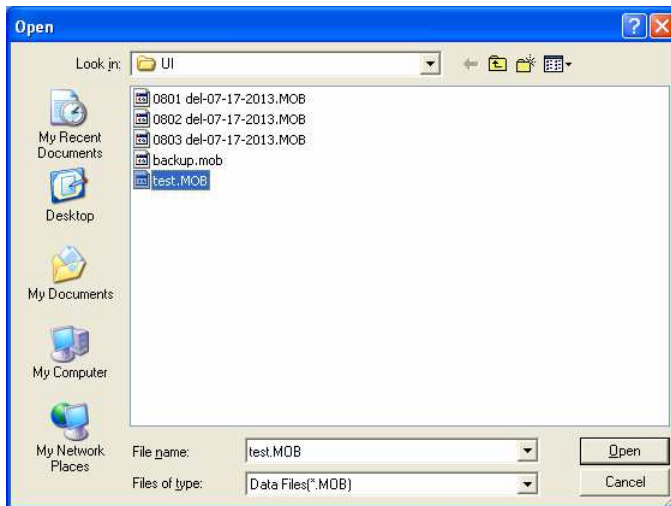
To modify a previously created scenario, we will use the example that we saved in the New Scenario Example. We will change the number of Altria (old Philip Morris) shares purchased on 2/9/84 to 400.

Start the program. If you have any questions on how to do this, see “[Starting this program](#)” on page 4.

The first screen is the *About...* window. **Click** on the **OK** button.



At the *Startup Options* screen, **click** on the **Old Scenario** button. This will immediately bring up the Open screen.

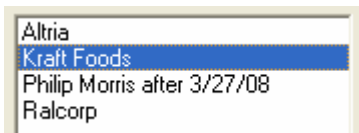


In the *Open* screen, **click** on **test.MOB** text. **Click** the **Open** button to return to the input screen.



**Click** on the **Buys & Sells** tab or press **Alt - B**. The Buys & Sells inputs will now appear.

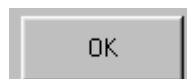
In the **Securities List** click on Kraft Foods.



In the **Buys Sells List** click on the 02/09/2008 line.



Change the Shares bought or sold to 400.

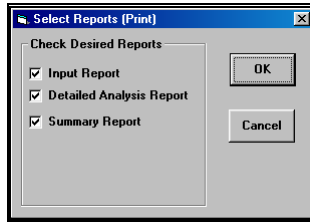


**Click** on the **OK** button. This automatically saves your

information. There is no need to take further actions to save the data!



Lets get the results. **Click** on the **Print** button.



In the Select Reports screen you can select the reports that you want to run. If all three reports are not already checked, please check all three boxes now. **Click** on the **OK** button.

The next screen will be the standard Windows print dialog box. **Click** on the **OK** button, and the reports will now print.




You are done. Simply exit the program by **clicking** on the **X** button in the upper right corner.

# Input Sheet

---

## Printed Copies Of The Input Sheets

The fastest way to get blank printed input sheets is to print them from the program's Help  routine. **Click the Contents tab. Click the on Input Sheet selection. Click on the input section that you are interested in. When you see the input sheet on the help screen, click on Help's Print button.**



---

## Initial Inputs

Investor's Name: \_\_\_\_\_

Optional Second Line: \_\_\_\_\_

Computation start date (mmddyyyy): \_\_\_\_\_

Computation stop date (mmddyyyy): \_\_\_\_\_

## Buys Sells

Security: Altria (The old Philip Morris)

*Please enter the total number of shares owned on or after 1/1/1970 and the corresponding tax basis as the first Buy.*

BUY(B) OR SELL(S)	NUMBER OF SHARES BOUGHT OR SOLD	COST (LEAVE BLANK FOR SELL)	DATE (mm/dd/yyyy)
B			01/01/1970
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /

*(repeat the following table for as many securities as needed.)*

Security: \_\_\_\_\_

BUY(B) OR SELL(S)	NUMBER OF SHARES BOUGHT OR SOLD	COST (LEAVE BLANK FOR SELL)	DATE (mm/dd/yyyy)
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /
B/S			/ /

# License Agreement

---

## DENVER TAX SOFTWARE LICENSE AGREEMENT

LICENSE AGREEMENT -- READ THIS BEFORE CONTINUING

ALTRIA/PHILIP MORRIS/KRAFT BASIS CALCULATOR

by  
Denver Tax Software, Inc.

DENVER TAX SOFTWARE LICENSE AGREEMENT

This is a legal and binding contract between you, the end user, and Denver Tax Software, Inc. By retaining this program on your computer you agree to be bound by the terms of this agreement. If you do not agree with the terms of this agreement, you should remove the program from your computer(s) and return the disk(s).

DENVER TAX SOFTWARE LICENSE

1. The enclosed Denver Tax Software, Inc. ALTRIA/PHILIP MORRIS/KRAFT BASIS CALCULATOR will be referred to as "the SOFTWARE."

2. Your rights –

You may install and use one copy of the SOFTWARE on a single computer.

You may also store or install a copy of the SOFTWARE on a storage device, such as a network server, used only to install or run the SOFTWARE on your other computers over an internal network; however, you must acquire and dedicate a license for each separate computer on which the SOFTWARE is installed or run from the storage device. A license for the SOFTWARE may not be shared or used concurrently on different computers.

3. Copyright. The SOFTWARE is owned by Denver Tax Software, Inc. and is protected by United States copyright laws and international treaty provisions.

4. Other restrictions. You may not rent or lease the SOFTWARE. You may not distribute the SOFTWARE on the Internet.

5. Your obligation. You must understand the calculation that the SOFTWARE is performing to be able to tell whether the calculations appear reasonable.

### 30 DAY MONEY-BACK GUARANTEE

Unless stated otherwise in writing, Denver Tax Software products have a 30 day unconditional money-back guarantee. If the product was purchased directly from Denver Tax Software, simply return the product and the documentation in resalable condition within 30 days of purchase for a full refund.

### LIMITED WARRANTY

The diskette(s) or CD, files and manual that make up this software product are warranted by Denver Tax Software, Inc. to be free from defects in materials or workmanship for a period of 30 days from the date you purchased this product. If you notify Denver Tax Software within the warranty period of such defects in materials or workmanship, Denver Tax Software will replace the defective diskette(s).

The sole remedy for breach of this warranty is limited to replacement of defective materials and/or refund of purchase price and does not include any other kind of damage.

Apart from the foregoing limited warranty, the software programs are provided "AS IS," without warranty of any kind, either expressed or implied. The entire risk as to the performance of the programs is with the purchaser. Denver Tax Software, Inc. does not warrant that the operation of the programs will be uninterrupted or error-free. Denver Tax Software, Inc. assumes no responsibility or liability of any kind for errors in the programs or documentation of/for the consequences of any such errors.

This Agreement is governed by the laws of the State of Colorado.

Should you have any questions concerning this Agreement, or if you wish to contact Denver Tax Software for any reason, please write: Denver Tax Software, Inc., Customer Service, PO Box 632285, Denver, Colorado 80163-2285.

# Index

## A

About dialog 9  
**Acquisitions** 5  
Acrobat 1  
**Add button** 13, 16  
Assumptions 3

## B

**Buy Checkbox** 12  
**Buys – Sells List** 12  
Buys & Sells 15  
**Buys Sells Tab** 12

## C

**Change button** 13, 17  
Change or set filename 11  
Check for buy 15  
**Checkbox - buy** 12  
**Computation start date** 11, 15  
**Computation stop date** 12, 15  
Contents  
    Help 9  
**Cost (buys only)** 13, 15

## D

**Data Entry** 10  
**Delete button** 13, 17

## E

Entering Information 10  
Example  
    New Scenario 14  
    Old scenario 18  
Exit 8, 9, 10

## **F**

*File* 8  
Fonts... 9

## **G**

Gain Realized 5  
Gain Recognized 5

## **H**

*Help* 9  
Contents 9

## **I**

### **Initial Inputs**

**Input sheet** 21  
**Initial Inputs Tab** 11  
Input Screens 11  
Input Sheet 20  
Input Sheets  
**Initial Inputs** 21  
Print copies of 20  
*Inputs* 9, 10  
Installation 3  
Installing To A Single Machine 4  
Network 4  
Investor's 14  
**Investor's Name** 11

## **L**

License Agreement 23  
Limitations 3

## **M**

Main Window 8  
Menu 8  
**Merger** 5  
**Move Around The Input Screens** 10

## **N**

Network Installation 4  
**New** 8  
New Scenario 7  
New Scenario Example 14

## **O**

Old Scenario 7  
Old Scenario Example 18  
Online manual 1  
Open 8

**Optional Second Line** 11, 15

Options 9

**P**

Print 17, 18

Print Preview... 9

Print... 9

**Q**

Quick Start 1

**R**

Reports... 9

**S**

Save 8

Save As 14

Save As... 8

Save Information Entered 16

**Save Information Entered button** 13

Search For Help On... 9

**Securities List** 12, 15

Shares bought or sold 15

**Shares bought or Sold** 13

**Spin-Off** 5

**Start Date** 11

Starting this program 4

Startup Options Screen 7

Status Bar 8

**Stock Split** 6

**stop date** 12

System Requirements 3

**T**

Tool Bar 8

Transaction date 15

**Transaction Date** 13

Tutorial 1, 14

**V**

*View* 9