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1. **Introduction to My Portfolios**

Suppose you have a portfolio of company stocks, which can either be from your retirement account or just a hypothetical portfolio you created from the All-in-One Guru Screener. You could compare your portfolio’s performance with that of the Standard & Poor’s 500 index exchange-traded fund through backtesting, but that would only give you annual performances. If you want to track the gains for each of your stock positions from a specific date, you will need to access a feature called My Portfolios.

As the name suggests, the “My Portfolios” feature allows you to track your portfolios on a prestigious Web site known as GuruFocus. This user manual will discuss how to create portfolios and track the performance of the portfolio throughout time.

**Accessing My Portfolios**

To access the My Portfolios feature, click on the “My Portfolios” icon located underneath the GuruFocus blue ribbon. From the home page, the “My Portfolios” icon is located underneath the “Conference” tab as Figure 1 illustrates.

![Figure 1](image.png)

**Figure 1**

If you directly click on the “My Portfolios” icon, you will see the “Portfolios Overview” page. Figure 2 displays the header of “Portfolios Overview.”

![My Portfolios](image.png)

**Figure 2**

Note the small “down triangle” next to “My Portfolios.” You can hover your mouse over the “My Portfolios” icon to view the drop-down menu similar to the one shown in Figure 3.
The drop-down menu shown in Figure 3 contains the following items:

- **Portfolios Overview**: Click on this item to access the “Portfolios Overview Screen.” The header of this page is displayed in Figure 2 above.
- **Create New Portfolio**: Click on this item to generate a new portfolio. We will discuss this later in the user manual.
- **Portfolio Contest**: Click on this item to view the portfolio contest entries as of a specific date.
- **Below the black line**, you will see a list of the portfolios you created. To view a specific portfolio, click on the desired portfolio from the list.
2. The “My Portfolios” Header

As illustrated in Figure 2 above, the “My Portfolios” header contains three items at the top and several window icons at the bottom. This section of the user manual will discuss these items further.

Creating portfolios

To create a new portfolio, click on the “+ Create New Portfolio” button. You should see a pop-up window similar to the one in Figure 4.

![Create new portfolio](image)

**Figure 4**

Please type in the desired name in the “Portfolio Name” box. For Type, you can select from the following:

- **Open to everyone**: Select this option to display your portfolio in the “Public Portfolios’ Updates” section on our home page.
- **Private**: Select this option if you do not want your portfolio to show up on our home page.
- **Friends only**: Select this option if you only want your GuruFocus friends to view your portfolio.
- **Contest**: Want to win $1000? GuruFocus stages an annual “Best Ideas” Contest where you can create a portfolio of company stocks that you think will outperform the Standard & Poor’s 500 index. The deadline to participate in the Contest is January 31 of the current year, and the contest runs until January 28 of the next year. We will announce Contest winners from the prior year at the end of January of the current year.

In the “Symbols” box, type in the ticker symbols for the companies you want in the portfolio. Please separate the ticker symbols with commas. For example:

```
AAPL, GOOGL, IBM, WFC, MSFT
```
Finally, in the “Portfolio Description” box, type in a brief description of the portfolio. The description can be anything desired, but if the portfolio is for a contest, please say “Contest to win up to $1000 in cash” or something similar in the portfolio description box.

Click on the “Create portfolio” button to create the portfolio. On the “My Portfolios” header, you should see a “screen button” displaying the portfolio name, the number of stocks in parenthesis and an icon showing the portfolio type upon creating the portfolio.

Importing portfolios from Excel

While the approach discussed above (the “+ Create New Portfolio” approach) is the “most direct” way to create a portfolio, there are several other ways to create portfolios through GuruFocus. For example, you can also import the portfolio transaction data from Excel by clicking the “Import from Microsoft Excel” option from the header. You should see a pop-up screen similar to the one shown in Figure 5.

![Figure 5](image)

Select the Excel file containing your portfolio transactions data, and then click “Continue” to access the “Import Portfolio” page. Figure 6 shows the header of the “Import Portfolio” page.

![Import Portfolio](image)

Review the Data

Please review the data and make your corrections. Use the drop-down to select the proper column heading.

![Figure 6](image)

Once you finish reviewing your portfolio transactions data, you can then save the portfolio as illustrated in Figure 7.
Select Portfolio

Please select an existing portfolio or create a new portfolio.

- New Portfolio

**Figure 7**

To create the portfolio, click on the blue “Import” button at the bottom of the page as Figure 8 illustrates.

---

**Figure 8**

**Daily Update Report**

You can receive a “Daily Update Report” on your portfolios by clicking the “Daily Update Report” icon. Please choose the portfolios to receive daily update reports in the pop-up window similar to the one shown in Figure 9, and then click on the “Save Setting” button to finish the setup.

---

**Figure 9**

**Deleting portfolios**

To delete a portfolio, hover the mouse over the desired portfolio to delete. You should see a red “x” at the top-right corner of the window icon. Click the X to pop-up a dialog box confirming the portfolio deletion.
3. The “Portfolios Overview” page

As discussed in Section 1 above, you can access the default “Portfolios Overview” page by clicking on the My Portfolios icon as illustrated in Figure 1. Figure 10 shows a sample Portfolios Overview page that includes the default heading columns.

![Figure 10](Image)

**Page layout**

The “Portfolios Overview” page lists your portfolios in alphabetical (ABC) order, with a dark gray bar separating the portfolios. For each stock symbol, the page lists the overall percentage gain, date added, cost per share, quantity, value, gain, day’s gain, fair value, notes, one-week price change, four-week price change and 10-year price-earnings range. The bottom of the page lists the overall percentage gain, value, gain, day’s gain and the median P/E ratio for all stocks in your portfolios.

**Customizing portfolio views**

You can customize the views by clicking the “Customize this View” icon located above the “Symbol” header column. Upon clicking this button, you will see a large gray box with all available column headings. Figure 11 shows a portion of the “Column Headings Box.”

![Figure 11](Image)
Once you finish selecting the desired column headings, scroll down to the bottom of the “Column Headings Box,” where you should see a blue “Save View” button as Figure 12.1 illustrates. Click on “Save View” to finish setting up the customized view.

![Figure 12.1](image)

To delete a view, click on “Customize this View” and then the “X Delete this View” link in the top-right corner as Figure 12.2 illustrates. Click on “Yes” to confirm delete.

![Figure 12.2](image)
4. Other “My Portfolios” Tabs and Features

If you click on one of your portfolios, you will notice at least five more tabs to the right of the “Overview” tab, including “+ Add View.” Figure 13 shows a sample screen shot.

![Figure 13](Image)

As illustrated in Figure 13, the page lists the portfolio name and the portfolio type at the top. The “pencil” icon allows you to edit the portfolio name and / or change the portfolio type. Make sure to click the “Save” button to finish the setting.

**+ Add View**

Click the “+ Add View” tab to add a customized view for “My Portfolios.” As illustrated in Figures 11 and 12, select the desired column headings by activating the check boxes next to them. Click on “Save View” to add the custom view to the “My Portfolios” ribbon.

**Guru/Insider**

This tab displays charts illustrating the guru and insider trades for each of the companies in your portfolio. Figure 14 shows a sample “Guru Trades” chart and “Insider Trades” graph. Click on the “Details” button to go to that company’s summary page on gurus or insiders.

![Figure 14](Image)
If you hover your mouse over one of the colored bars (as shown on the left side of Figure 14), you will see a pop-up window detailing all gurus that made trades in the company during that quarter.

**Charts**

Click on the “Charts” tab to view the Peter Lynch charts for the stocks listed in your portfolio. You can also view the charts for median price-earnings, median price-sales, median price-book, median price-EBITDA, dividend yield, P/E ratio, P/S ratio and P/B ratio. The available charts are summarized in the gray ribbon shown in Figure 15.

![Figure 15](image)

**Related Updates**

Click on the “Related Updates” tab to view related updates about the stocks in your portfolio. These updates can either be articles or financials.

**Removed Stocks**

Click on this tab to view the stocks you removed from your portfolio. Note that in order to permanently remove a stock from the portfolio, you must “remove the stock” twice: first from the Portfolio and then in the “Removed Stocks” section. (Note that this is similar to deleting a file from Windows: when you first delete a file from your computer, the file first goes into your Recycle Bin. You must delete the file from the Recycle Bin to permanently delete the file.)

To remove a stock from your portfolio, hover your mouse over the cell containing the desired stock symbol. Click on the red “X” in the top-right corner to remove the stock from the portfolio and transfer the stock to the “Removed Stocks” tab. To completely remove the stock, click on the red “X” in the cell containing the desired stock. The page will ask you to confirm the stock deletion twice: one to place the stock in “Removed Stocks” and again to permanently remove the stock.

**Settings**

Click on this tab to modify the settings for the portfolio. You will see a screen similar to the one shown in Figure 4 above. You may change the portfolio name, portfolio type and portfolio description here. (You may not change the portfolio type to “Contest.”)

**Adding transactions**

One of the most important features of My Portfolios is the “Add Transactions” feature. To add transactions to a stock in your portfolio, hover the mouse over one of the following three cells in the
desired row: date added, quantity and cost per share. You should see a pop-up similar to the one shown in Figure 16.

Figure 16

As illustrated in Figure 16, you should see three “pencil” icons in the upper-left corner of the date added, quantity and cost per share cells in the selected row. Click on one of the pencils to open a window like the one in Figure 17.

Figure 17

To add transactions, type in the desired values in the boxes shown:

- **Type**: Please choose “buy” or “sell” from the drop-down menu.
- **Date**: Select the date of the transaction. You may use the drop-down calendar to select the desired date.
- **Price ($)**: Please enter the cost per share for the transaction. NOTE: If you set the date parameter, a pop-up box will show you the price of the stock at the selected date. You can click on “Yes” to accept that price, or “No” to enter your own price.
- **Shares**: Please enter a positive number of shares. To enter a negative number of shares, i.e., sell shares short, first set Type = “Sell” and then enter the respective number of shares as a positive number.
- **Commission**: Leave this cell blank if there is no commission. Otherwise, please type in the commission for the transaction.
You may add additional transactions by clicking the “+ Add Transaction” button. Clicking the button gives you a row to enter the second transaction’s details. Please click on the blue “Save” button when you finish entering the transactions.

**The “Portfolio Constructor”**

Click on the blue “Portfolio Constructor” button to generate a portfolio based on the company stocks’ current prices. As illustrated in Figure 18, you first set the total investment in the portfolio and then allocate the investment into the stocks.

![Portfolio Constructor](image)

**Figure 18**

Click on the blue “Equal Weighting” to reset the allocations to equal weight. You can allow fractional shares by placing a check mark in the “Allow Fractional Shares” check box. Click on the orange “Save” button to finish constructing the portfolio. Note the red warning message below the “Save” button: when you save “Portfolio Constructor” settings, the “Date Added” and “Cost per share” will change to the updated settings.

**Other “My Portfolios” features**

Click on “View Statistical Charts” to view two pie charts and a “Flash Chart” above your portfolio weightings. Figure 19 shows sample pie charts for a particular portfolio, and Figure 20 shows the “Flash Chart.”
Figure 19

The pie charts in Figure 19 display the sector breakdown of the company stocks in your portfolio. You can hover your mouse over a particular region to view the weight (value and percentage) for the sector listed.

Figure 20

The “Flash Chart” in Figure 20 displays your portfolio holdings based on their market cap. Each of the spheres represents one of your holdings. Green spheres indicate holdings that realized gains while red spheres indicate holdings that realized losses. You can hover your mouse over a sphere to view the company name, date added, gain and percentage of portfolio for that holding.
5. Tracking Portfolio Performance

Like the “Backtesting” feature of the All-in-One Guru Screener, the Performance tab displays two charts and one table summarizing your portfolio’s performance compared to three index exchange-traded funds: the Standard & Poor’s 500 index, the Dow Jones industrial average and the Nasdaq. The top chart graphs the portfolio performance relative to the three ETFs while the bottom chart graphs the portfolio value. Both charts and the table depend on the earliest date added from the portfolio. Figure 21 shows sample charts while Figure 22 shows a sample performance table.

![Sample charts](image1)

![Sample performance table](image2)

**Figure 21**

**Gain**

The end date of gain calculation is today. For example, for calculation of 3 months gain, the start date is 10-27-2016. The end date is 01-27-2017.

<table>
<thead>
<tr>
<th></th>
<th>1 Month</th>
<th>3 Months</th>
<th>6 Months</th>
<th>YTD</th>
<th>1 Year</th>
<th>3 Years</th>
<th>5 Years</th>
<th>10 Years</th>
<th>All Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>9.11%</td>
<td>12.09%</td>
<td>21.67%</td>
<td>9.11%</td>
<td>15.29%</td>
<td>43.80%</td>
<td>114.84%</td>
<td>474.44%</td>
<td>392.38%</td>
</tr>
<tr>
<td>S&amp;P 500 ETF</td>
<td>2.20%</td>
<td>7.90%</td>
<td>5.79%</td>
<td>2.59%</td>
<td>21.27%</td>
<td>28.07%</td>
<td>73.97%</td>
<td>81.35%</td>
<td>81.93%</td>
</tr>
<tr>
<td>DJIA ETF</td>
<td>1.33%</td>
<td>10.07%</td>
<td>8.86%</td>
<td>1.63%</td>
<td>25.05%</td>
<td>20.29%</td>
<td>58.73%</td>
<td>60.87%</td>
<td>61.34%</td>
</tr>
<tr>
<td>Nasdaq ETF</td>
<td>4.74%</td>
<td>7.22%</td>
<td>9.20%</td>
<td>5.98%</td>
<td>23.10%</td>
<td>46.26%</td>
<td>107.88%</td>
<td>188.18%</td>
<td>190.92%</td>
</tr>
</tbody>
</table>

**Figure 22**
“Equal Weighting” versus “Real Transaction”

Underneath the Performance tab, you will see two tabs: “Equal Weighting” and “Real Transaction.” Like the names suggest, the former assumes that the portfolio weights for each of the stock positions are equal. The latter only considers the transactions as if they occurred at the date entered. Figure 23 shows a screen shot summarizing how GuruFocus calculates portfolio returns.

How do we calculate the performance?

For the calculation of portfolio performance, we use “True Time-Weighted Rate of Return” (Daily Valuation Method).

$$TWR = \left[ (1 + r_{t_1}) \times (1 + r_{t_2}) \times \ldots \times (1 + r_{t_n}) \right] - 1,$$

where:

$$r_{t} = \frac{M_{t} - M_{t-1}}{M_{t-1}}$$

Source: CFA Institute adapted by PWM Capital Inc.

We will calculate the daily balance of the portfolio. There are two situations: adding stocks and removing stocks from the portfolio.

In the calculation of daily performance we assume that the stocks have same initial weighting. Equin this way, the performance of the portfolio is only dependent on the stocks that are in the portfolio. Cash in the portfolio is not counted for the calculation of the performance.

Figure 23
6. Setting up Email Alerts in My Portfolios

As discussed in the following tutorial article, one key feature of My Portfolios is “Email Alerts.” This feature can remind you when a particular stock in your portfolio reaches a specific price or financial metric target. For example, suppose you have stocks in your portfolio and you want to know when is a good time to sell that stock, i.e., remove the stock from your portfolio.

To set up email alerts for a particular portfolio, click on the desired portfolio from the header (See Figure 2) and then choose the “Email Alerts” tab. Figure 24 shows a sample “Email Alerts” screen shot.

You can click on the check boxes to receive email alerts for the stocks in the selected portfolio when a change occurs.

- Daily Update Report: Check this box to receive a daily update report for the selected portfolio. You can also control which portfolios to receive daily update reports as illustrated in Figure 9 above.
- Price up/down more than: Check this box to receive an email alert if a stock in your portfolio sharply increases or decreases. You can edit the magnitude of the change by selecting the desired value from the drop-down menu.
- Price up/down 5% or more on high volume
- Volume more than twice 30 day average
- New 52-week high
- New 52-week low
- Guru trades
- Insider trades
- 10-K/10Q filings with the Securities and Exchange Commission

Figure 24
- Other SEC filings, like 8-K filings, 425 filings etc.
- P/E reached in (drop-down menu) to (drop-down menu): Check this box to receive an email alert if a stock in your portfolio reaches a user-defined price-earnings ratio range. Please set the desired range using the two drop-down menus given.

**Setting alerts for individual stocks**

You can also set up email alerts for the individual stocks in the selected portfolio. Figure 25 shows a sample “Individual Stock Email Alerts” table.

![Alerts for individual stocks](image)

*Figure 25*

The table contains three columns: Symbol, Target Price and Customized Alerts. For a specific company stock, you can set up an email alert when a company reaches a target price. For example, you can get an email alert when the stock price of Apple Inc. (AAPL) drops below $100 per share or when the stock price of Hawaiian Holdings Inc. (HA) rises above $85 per share, as illustrated in Figure 26.

![Alerts for individual stocks](image)

*Figure 26*
You can also set up email alerts when a company stock reaches a target financial metric, e.g., an EV/EBITDA multiple of at least 12. Click on the “+ Add Alert” button inside the “Customized Alerts” cell for the desired company stock to display the following three drop-down menus:

(Financial Metric) (↑ Rises Above / ↓ Drops Below) (insert value here)

- Financial metric: Select the desired financial metric to receive an email alert.
- Rises Above / Drops Below: Select the desired trigger direction.
- Finally, type in the desired value in the final box.

Once you finish setting up the email alerts, click on the blue “Save Settings” button below the alert table as illustrated in Figure 27.

<table>
<thead>
<tr>
<th>OTEX</th>
<th>(No Alert)</th>
<th>➵</th>
<th>Current: 34.06</th>
</tr>
</thead>
<tbody>
<tr>
<td>UHS</td>
<td>(No Alert)</td>
<td>➵</td>
<td>Current: 111.48</td>
</tr>
<tr>
<td>WMT</td>
<td>(No Alert)</td>
<td>➵</td>
<td>Current: 55.3</td>
</tr>
</tbody>
</table>

Save Settings

Figure 27
7. My Portfolios FAQs

- Do I need a Premium membership to access My Portfolios?
  - All registered members can save My Portfolios, but only Premium members can view the Charts and Performance tabs.

- Can I export my user portfolios to Excel?
  - As long as you are a Premium member, you can export your portfolios to Excel.
    - Note the five items between the gray ribbon and the “Add to portfolio” feature in Figure 13 above. Figure 28 repeats the five items for reference.
    
    - Figure 28
      - The middle item allows you to export your portfolio to Excel.
        - Premium Plus members can also download the Manual of Stocks for the companies inside a portfolio.
          - Please see Figure 28 above and consider the first two items from the right.
          - Note the “P+” icon next to these two items. This indicates that only Premium Plus members can access these buttons.

- What does the number after “Related Updates” mean?
  - The number represents the number of updates (articles, financials, gurus etc.) for the companies listed in your portfolio.

- What securities can I track in a portfolio?
  - You can track stocks and exchange-traded funds from all global stock exchanges.
  - Click on the stock symbol to go to that company’s summary page. You can access the summary pages for all company stocks that you are subscribed to.
  - IMPORTANT: We do not support adding mutual funds, like the FPA Crescent Fund (FPACX). If you attempt to add a mutual fund or any invalid stock ticker symbol, you will see a warning message like the one shown in Figure 29.

  www.gurufocus.com says:

  No stock added. If you want to add different transactions of an existing stock, click in the “Quantity” column of the stock.

  OK

  - Figure 29
    - Note: According to Figure 29, you cannot have duplicate stock ticker symbols in the portfolio. To add multiple transactions for a stock, please refer to Figure 17 above and use the “+ Add Transaction” feature.
      - We only support adding stocks and ETF’s trading on the NYSE ARCA exchange.

- How can I add short positions into a portfolio?
The best way to add short positions is to add transactions to a company stock so that the quantity column for that stock shows a negative number.

Please set the transaction type to “Sell” and follow the steps outlined on Page 12. You may use Figure 17 as a reference.

A negative number in the quantity column indicates you have a net short position in the company stock.

- How many stock positions can I have in a portfolio?
  - You can have up to 500 stocks per portfolio.
  - To add stocks into a portfolio, type in the desired tickers in the white box (the one containing gray “WMT,AAPL”) and click on the “Add to portfolio” button.
  - Note: As mentioned in Figure 29, you can only have 500 unique stock and ETF ticker symbols in a portfolio. This means no mutual funds and duplicate stock positions.

- Can I add cash positions to the portfolio?
  - Yes. To add a cash position to the portfolio, click on the blue “Add Cash Position” link located immediately to the right of the “Add to portfolio” button above the portfolio.
  - Figure 30 shows a sample portfolio that includes a cash position.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Gain (%)</th>
<th>Date Added</th>
<th>Cost per share</th>
<th>Quantity</th>
<th>Current Price</th>
<th>Change (%)</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>^CASH</td>
<td>0%</td>
<td>02/08/2017</td>
<td>1.00</td>
<td>10000.00</td>
<td>$1.00</td>
<td>-</td>
<td>$10000.00</td>
</tr>
<tr>
<td>NAS:AAPL</td>
<td>42.65%</td>
<td>06/08/2014</td>
<td>92.22</td>
<td>0</td>
<td>USD 131.55</td>
<td>0.02 (0.01%)</td>
<td>USD 0</td>
</tr>
<tr>
<td>Summary</td>
<td>42.65%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.02 (0.01%)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Figure 30**

Note: As illustrated in Figure 31, the “Add to portfolio” button appears twice: above the portfolio and below the portfolio. You can add company stocks to the portfolio by typing the ticker symbols into the white box above or the white box below and clicking the respective “Add to portfolio” button.
Figure 31

The up arrow in Figure 31 points to the white box above the portfolio while the down arrow points to the one below the portfolio. Above the portfolio, you will see a blue “Add Cash Position” link and a reminder that your portfolio can have up to 500 stocks. Likewise, you can empty the portfolio by clicking the “Empty Portfolio” button located below the portfolio. You will see a dialog box confirming the portfolio wipeout.
More My Portfolios FAQs

- Are the portfolio performance values annualized?
  - The portfolio performance values are not annualized. Please see Figure 23 above for a screen shot illustrating how we compute the portfolio performance. Note the disclaimer in Figure 22: we compute the portfolio performance gains based on the time periods given, i.e., the three-year portfolio gain represents the total portfolio return during the recent three years.
  - Please see Figure 32 for an example.

<table>
<thead>
<tr>
<th></th>
<th>IBM</th>
<th></th>
<th>AAPL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-1.95%</td>
<td>02/20/2014</td>
<td>78.86%</td>
<td>02/20/2014</td>
</tr>
<tr>
<td>Summary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>1 Month</th>
<th>3 Months</th>
<th>6 Months</th>
<th>YTD</th>
<th>1 Year</th>
<th>3 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>6.69%</td>
<td>15.26%</td>
<td>17.83%</td>
<td>11.66%</td>
<td>37.17%</td>
<td>21.62%</td>
</tr>
<tr>
<td>SP 500 ETF</td>
<td>3.68%</td>
<td>6.79%</td>
<td>7.57%</td>
<td>5.17%</td>
<td>22.44%</td>
<td>27.64%</td>
</tr>
<tr>
<td>DJIA ETF</td>
<td>4.00%</td>
<td>8.74%</td>
<td>11.09%</td>
<td>4.24%</td>
<td>25.77%</td>
<td>28.03%</td>
</tr>
<tr>
<td>Nasdaq ETF</td>
<td>5.32%</td>
<td>9.51%</td>
<td>10.70%</td>
<td>9.56%</td>
<td>27.73%</td>
<td>44.35%</td>
</tr>
</tbody>
</table>

**Figure 32:** The portfolio returns are based on the three-year period from Feb. 20, 2014 to Feb. 20, 2017. The values above represent the total return for the three-year period.

- What is the difference between “equal weighting” and “real transaction”?
  - As discussed on Page 15 of this user manual, “equal weighting” assumes that the stocks in the portfolio have equal weight, i.e., in Figure 32 above, the portfolio weights for IBM and AAPL are both 50%.
  - On the other hand, “real transaction” assumes that the stocks in the portfolio have the weights based on the number of shares and the weighted average cost per share. The summary gain shown in Figure 32 assumes “real transaction” portfolio performance.
  - Figure 33 shows the “equal weight” portfolio gains for the portfolio shown in Figure 32.

<table>
<thead>
<tr>
<th></th>
<th>1 Month</th>
<th>3 Months</th>
<th>6 Months</th>
<th>YTD</th>
<th>1 Year</th>
<th>3 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>10.45%</td>
<td>17.54%</td>
<td>20.48%</td>
<td>13.58%</td>
<td>38.27%</td>
<td>38.46%</td>
</tr>
<tr>
<td>SP 500 ETF</td>
<td>3.68%</td>
<td>6.79%</td>
<td>7.57%</td>
<td>5.17%</td>
<td>22.44%</td>
<td>27.84%</td>
</tr>
<tr>
<td>DJIA ETF</td>
<td>4.00%</td>
<td>8.74%</td>
<td>11.09%</td>
<td>4.24%</td>
<td>25.77%</td>
<td>28.03%</td>
</tr>
<tr>
<td>Nasdaq ETF</td>
<td>5.32%</td>
<td>9.51%</td>
<td>10.70%</td>
<td>9.56%</td>
<td>27.73%</td>
<td>44.35%</td>
</tr>
</tbody>
</table>

**Figure 33:** Equal Weight
• Why are the “5 Years” and “10 Years” columns missing from the Portfolio Gains table?
  o In order to show a five-year portfolio gain, you will need to have at least one stock whose “Date Added” is on or before the “five-year ago” date.
  o For example: If the current date is Feb. 20, 2017, the five-year portfolio gain calculation will have a Feb. 20, 2012 start date. If none of your stock positions have a “Date Added” on or before Feb. 20, 2012, the five-year portfolio gain calculation will contain some “Divide by zero” errors as the MV_0 will equal zero for days prior to the earliest “Date Added.” As the time-weighted portfolio returns are computed on a daily basis, the “Divide by zero” errors prevent the gain calculation from displaying a valid output.

• What will the portfolio gain values include?
  o The portfolio gain values will include all gains and losses from active positions in your portfolio.
  o Note the words “active positions” above. Your portfolio gain values will not show any gains or losses from stock positions you have sold out.

• What value do you put for the Cost per share column?
  o We put the weighted average cost per share for your “Buy” transactions of the stock.
  o For example, if you purchased 50 shares of a stock at an average price of $100 per share and then 200 shares of the same stock at an average price of $60 per share, your weighted average cost per share is (50 shares * $100 + 200 shares * $60)/(250 shares) = $68 per share.

• Can I switch the order of the columns?
  o You can change the ordering of the columns within a specific portfolio as follows:
    ▪ First, make sure you are in one of your individual portfolios.
    ▪ Click and hold the gray header for the desired column. You can then drag the column within the portfolio to change the location.
    ▪ Please use the blue arrow that appears to guide the selected column to the desired location.
  o We do not support changing the column order or individual stock positions in the Portfolios Overview page.

• How can I consolidate multiple portfolios together without having to change the transactions or creating a new portfolio?
  o We unfortunately do not support combining multiple portfolios together as of the writing of this user manual.
  o You will need to manually add the stock transactions from one portfolio to the other. I suggest you add the stock transactions from the portfolios with the lowest number of stocks to the portfolio with the highest number of stocks. For each of the portfolios, you should see “(# stocks)” below the portfolio name where n is the number of stocks inside the respective portfolio.
    ▪ If you are a Premium member, you can use our Excel Add-in feature to import the portfolios to Excel. Please consult the Excel user manual for instructions.
• I noticed that you have values for the 12-Month Total Return (%) and 12-Month relative to S&P Total Return (%). Where are you getting these numbers? Isn’t Total Return supposed to be the dividend yield plus the capital gain on the stock?
  o Investopedia defines total return as the “actual rate of return of an investment” over a specific time period. The total return “includes interest, capital gains, dividends and distributions realized over a given period of time.”
  o We do not compute the total returns of companies on our end. Instead, we get total returns from our data vendor, who also supplies us with the raw financial data, stock betas, ownership details and analyst estimates.

• For some of my stock positions, why does the “Gain %” column give me a different value than the percentage showing in parenthesis underneath the “Gain” column?
  o Thank you for bringing this up. We have changed our calculation for these two columns.
  o For the “Gain %” column, we simply take the difference between the current price and the first transaction price and divide it by the first transaction price.
  o For the “Gain” column, we show two values:
    ▪ The dollar gain, which equals the current price * current shares plus the sum of all sell transactions minus the sum of all buy transactions
    ▪ The percent gain, which equals the dollar gain divided by the total investment. Your total investment in a stock equals the sum of all buys you made plus all commissions paid for that stock.
  o In the Summary, the “Gain %” is simply the arithmetic average of all “Gain %” values in your portfolio. For the “Gain” column, it is more involved:
    ▪ The summary dollar gain equals the sum of all dollar gains in the portfolio. This should be straightforward.
    ▪ The summary percent gain takes your summary dollar gain and divides it by your total portfolio investment: the sum of the total investment in each stock plus all commissions paid.
  o Please read the following article for a detailed example: https://www.gurufocus.com/news/604866