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Understanding Portfolios

Enter a Trade

The Trade Menu

Navigation Menu provides access to various areas in a team's portfolio. It is available on all the pages of a team's online portfolio. Please note clicking Home will take you back to the SMG homepage and may require you to login again.

The screenshot shows the SIFMA Stock Market Game interface. At the top left is the logo for 'THE STOCK MARKET GAME'. Below it is a navigation menu with options: HOME, PORTFOLIO, TRADE, RESOURCES, and LOGOUT. A search bar is located to the right of the navigation menu. The 'TRADE' menu is expanded, showing options: ENTER A TRADE, PENDING ORDERS, and TRANSACTION NOTES. Below the navigation menu is the 'Account Info' section, which includes the team name 'SIFMA Stock Market Game', the team ID '2009-09-01 / 2079-05-01', and the team name 'John Smith'. The 'Team Rankings' section shows the team's performance: Region: 2 out of 13, Coordinator: 2 out of 31, and State: 2 out of 31. The 'Account Summary' section shows the team's financial status: Cash Balance: \$45,909.31, Value of Long Stocks: \$129,197.50, Value of Mutual Funds: \$10,648.00, Value of Treasury Bonds: \$0.00, Value of Municipal Bonds: \$3,413.80, Value of Corporate Bonds: \$1,160.00, TOTAL Value of Longs: \$144,419.30, and TOTAL EQUITY: \$104,808.61. The 'News Feed' section shows a list of news items with dates and times.

The Trade Menu provides access to The Stock Market Game's trading and portfolio management functions.



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Enter A Trade

Enter a Trade provides teams with the choice of three types of securities. Teams in the SMG program may buy or sell stocks, mutual funds, or bonds.

Enter a Trade

Stock Trade

Mutual Fund Trade

Bond Trade

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Enter A Stock Trade

Enter the company's name then click Search by Company Name to get its ticker symbol.

Validate Ticker for the company's current price and to confirm that it is the company you wish to trade.

Click Back to trade to return to the Enter a Trade page.

Enter a Stock Trade

Blocked Symbols Blocked Symbols are stocks that are not traded on the SMG system.

Select the type of transaction you would like to make: Buy, Sell, Short Sell, or Short Cover.

Buy Sell Short Sell Short Cover

Search for Ticker Symbol Type in the first and second character of your company's ticker symbol and click Search for Ticker Symbol to confirm whether it is the company you are looking for.

Search by Company Name

Validate Ticker/Get Details

Select your Order Type. Market means you will get the day's (or current) closing price. Limit means you will not proceed with the transaction unless your price (Limit Price) is met.

Order Type: Market

The minimum Number of Shares in a Buy order is 10. You can sell as few shares of stock as you wish.

Number of Shares

In a Buy or Short Cover, the Limit Price is how much you are willing to pay. In a Sell or Short Sell transaction, it is the lowest price you will accept.

Limit Price

Clear Values to re-enter your transaction. Preview Trade to proceed with your transaction.

Clear Values Preview Trade

Back to trade



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Trade Order Preview

Trade Order Preview

Action Buy
Ticker IBM
Company Name INTERNATIONAL BUSINESSMACHINES CORP
of Shares 100
Order Type Market Order
Limit Price -----

Re-enter your password to place this trade.

Edit Trade to change your transaction.

Confirm Trade to proceed with your transaction.

Enter A Mutual Fund Trade

Click [Back to trade](#) to return to the Enter a Trade page.

Enter a Mutual Fund Trade

[Blocked Symbols](#) | [Back to trade](#)

Buy Sell | Do you want to [Buy](#) or [Sell](#) mutual funds?

[Search for Mutual Fund](#) | Type in the first and second character of your mutual fund's ticker symbol and click [Search for Mutual](#) to confirm whether it is the company you are looking for.

[Search By Mutual Fund Description](#) | Enter the mutual fund's name then click [Search by Mutual Fund Description](#) to get its ticker symbol.

[Validate Mutual Fund](#) | [Validate Mutual Fund](#) for the fund's current price and to confirm that it is the company you wish to trade.

Number of Shares | The minimum [Number of Shares](#) in a Buy order is 10. You can sell as few shares of stock as you wish.

[Clear Values](#) [Preview Trade](#)

[Clear Values](#) to re-enter your transaction. [Preview Trade](#) to proceed with your transaction. Mutual Fund trades follow the same Trade Preview process as stocks.

Enter a Bond Trade

Enter a Bond Trade [Back to trade](#)

Blocked Symbols

Bond Symbol } Click Bond Symbol to begin the bond buying process.

Validate Bond

Dollar Amt

Buy Sell

Bond Symbol

In the pop up box, select the type of bond you wish to trade: Corporate, Municipal, or Government. In this example, Municipal is used.

Enter a Bond Trade

Blocked Symbols

Bond Symbol
Validate Bond

Dollar Amt

Buy Sell

Clear Values Preview Bond Trade

To determine the desired Bond ticker choose one of the following options:

Search Corporate Bonds (select first character) Select the first initial of the company issuing the bond and click Search Corporate Bonds to find bonds that company has issued.

Search Municipal Bonds (select state) Select a state from the drop down menu and click Search Municipal Bonds to find bonds that states have issued.

Search Governments Bonds Click Search Government Bonds to find Treasury Bonds to invest in.

Search Bonds

Enter a Bond Trade

Blocked Symbols

Bond Symbol
Validate Bond

Dollar Amt

Buy Sell

To determine the desired Bond ticker choose one of the following options:

Search Corporate Bonds
(select first character)

Search Municipal Bonds
NY

Search Governments Bonds

| symbol | cusipid | secdesc | couponrate | sp rating | moodyrating |
|--------------|---------|--|------------|----------------|-------------------|
| | Trade | Search Limited to first 300 returns | NaN | SP Rating: | Moody Rating: |
| MU_009896CT6 | Trade | AKRON N Y PUB IMPT BDS 2013 GO BK QLFD | 3.50 | SP Rating: AA | Moody Rating: A2 |
| MU_009896CR0 | Trade | AKRON N Y PUB IMPT BDS 2013 GO BK QLFD | 3.50 | SP Rating: AA | Moody Rating: A2 |
| MU_009896CS8 | Trade | AKRON N Y PUB IMPT BDS 2013 GO BK QLFD | 3.50 | SP Rating: AA | Moody Rating: A2 |
| MU_009896CQ2 | Trade | AKRON N Y PUB IMPT BDS 2013 GO BK QLFD | 3.50 | SP Rating: AA | Moody Rating: A2 |
| MU_034664DT6 | Trade | ANGELICA N Y PUB IMPT BDS 2010-A GO BK Q | 3.25 | SP Rating: A | Moody Rating: N/A |
| MU_054195EH1 | Trade | AVON N Y GO PUB IMPT BDS 2009 GO BK QLFD | 4.25 | SP Rating: AA- | Moody Rating: N/A |
| MU_054195EG3 | Trade | AVON N Y GO PUB IMPT BDS 2009 GO BK QLFD | 4.25 | SP Rating: AA- | Moody Rating: N/A |
| MU_083286AQ7 | Trade | BENTON N Y GO REF BDS 2013 GO BK QLFD | 2.00 | SP Rating: AA | Moody Rating: A2 |
| MU_094104ER3 | Trade | BLOOMFIELD N Y REF BDS 2013 GO BK QLFD | 2.00 | SP Rating: AA | Moody Rating: A2 |

Click the bond's symbol for a bond quote.

Click Trade to buy the bond.

Scroll down to display the bonds table scroll bar



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Bond Quote

To determine the desired Bond ticker choose one of the following options:

Click Trade to buy the bond.

Click the bond's symbol for a bond quote.

Scroll down to display the entire quote if needed

Enter a Bond Trade

Blocked Symbols

Bond Symbol
Validate Bond

Dollar Amt

Buy Sell

Clear Values Preview Bond Trade

| symbol | Trade |
|---------------------|-------|
| <u>MU_009896CT6</u> | Tr |
| <u>MU_009896CR0</u> | Tr |
| <u>MU_009896CS8</u> | Tr |
| <u>MU_009896CQ2</u> | Tr |

Information for : MU_009896CT6

Trade

| | |
|---------------------------|---------------------------------------|
| CUSIP | 009896CT6 |
| ADPNUMBER | 3BLJSP0 |
| DESCRIPTION | AKRON N Y PUB IMPT BDS 2013GO BK QLFD |
| SEC TYPE | MUN |
| STATE | NY |
| DATED(ISSUE) DATE | 2013-06-13 |
| MATURITY DATE | |
| FIRST COUPON DATE | 2013-12-01 |
| PREVIOUS PAYMENT DATE | 2013-06-01 |
| NEXT PAYMENT DATE | 2013-12-01 |
| INTEREST RATE (%) | 3.50 |
| PRICE | |
| INTEREST PAY FREQ | SA |
| SP RATING | AA- |
| MOODY RATING | A2 |
| LAST CLOSE PRICE/100 (\$) | |
| | CURRENT YIELD (%) |

Trade

The screenshot shows a web form titled "Enter a Bond Trade" with a "Back to trade" button in the top right. The form includes a "Blocked Symbols" button, a "Bond Symbol" field with the value "MU_009896CT6", a "Dollar Amt" field with the value "1000", and radio buttons for "Buy" (selected) and "Sell". At the bottom are "Clear Values" and "Preview Bond Trade" buttons. Annotations with red lines point to these elements:

- A vertical line on the left asks: "Do you want to Buy or Sell bonds?"
- A line points to the "Validate Bond" label above the Bond Symbol field, with text: "Validate Bond for the bond's current price and to confirm that it is the bond you wish to trade."
- A line points to the "Dollar Amt" field, with text: "Unlike stocks and mutual funds, bonds trade in Dollar Amounts not shares."
- A line points to the "Clear Values" and "Preview Bond Trade" buttons, with text: "Clear Values to re-enter your transaction. Preview Trade to proceed with your transaction. Mutual Fund trades follow the same Trade Preview process as stocks."

Pending Orders

Pending Orders lists all of the trades you have made. Teams using End of Day Pricing have the option of cancelling their trades before the end of the trading day (4PM ET). Real-Time or teams using intraday pricing do not have this option.

| Pending Orders | | | | | | |
|--|-------------------|--------|-------------|---------------------|--------------|----------------|
| Pending Transactions for Team ID : SIA_99_A26 As Of : 08/16/2013 | | | | | | |
| Transaction Type | Shares or \$Value | Ticker | Limit Price | Trade Entered | Confirmation | Description |
| Buy | 100 | AAPL | ----- | 2013-07-20 14:08:32 | SFL-8504 | Cancel Pending |

Note : All Pending Transactions are subject to approval.

Transaction Notes

Transaction Notes lists all of the trades you have made. Check it the day after you have entered trades to make sure they went through without errors.

Confirmation displays the same ID you saw your Trade Order Confirmation page.

Transaction Notes

Transaction Notes for Team I

| Trade Type | TICKER | Shares or \$Value | Limit Price | Trade Entered | Confirmation | Description |
|------------|--------------|-------------------|-------------|------------------------|--------------|---------------------------|
| Buy | IBM | \$100.00 | \$MKT | 2013-08-15 14:32:35 | | ERROR:INSUFF BUYING POWER |
| Buy | IBM | \$100.00 | \$MKT | 2013-08-15 14:32:15 | | ERROR:INSUFF BUYING POWER |
| Buy | IBM | \$100.00 | \$MKT | 2013-08-15 14:32:15 | | ERROR:INSUFF BUYING POWER |
| Buy | IBM | \$100.00 | \$MKT | 2013-08-15 14:32:15 | | ERROR:INSUFF BUYING POWER |
| Sell | COST | \$100.00 | \$MKT | 2013-08-15 14:32:15 | ST18504 | Order Executed |
| Buy | CO_459200AM3 | \$1,000.00 | \$MKT | 2013-08-09 15:14:52 | | ERROR:INSUFF BUYING POWER |
| Buy | TR_912810QT8 | \$1,000.00 | \$ | 2013-08-09 10:42:39 | | ERROR:QTY INV |
| Buy | TR_912810QK7 | \$100.00 | \$ | 2013-08-08 10:01:22 | | ERROR:QTY INV |
| Buy | TR_912810QK7 | \$100.00 | \$ | 2013-08-08 10:01:11 | | ERROR:QTY INV |
| Buy | TR_912810QF8 | \$1,000.00 | \$MKT | 2013-08-07 10:30:34 | | ERROR:QTY INV |

Limit Price will display the limit price set on a trade. If no limit price is set **\$Market** will appear.

If your Description says "Executed" it means your trade went through. If it displays Order Rejected or another message, it means there was a problem with your trade.



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Sample Descriptions

This is a list of possible error descriptions that teams may encounter on their [Transaction Notes](#) page.

- **Account Margin Exceeded by: \$** - You did not have enough money for the trade, even if you borrowed the maximum.
- **Failed: Could not talk to portfolio system** - System was unavailable for trading. Try again later.
- **Invalid Symbol or Price Feed System Down** - If you get this message, you may have entered the ticker symbol incorrectly or part of the system may be down. Check the ticker symbol and re-enter the trade.
- **Not enough position for transaction** - You are trying to enter a transaction to sell or short cover more of a security than you currently hold in your portfolio.
- **OMS control file error-INVREQ** - The SMG system is down and could not process your order. Please try again later.
- **Order Price is Away From Market** - You entered a limit price that was not met.
- **Order Rejected** - You attempted to sell a stock that you did not own.
- **Order Canceled** - You canceled the trade before the close of market, while it was still in *Pending Transactions*.
- **Possible duplicate order** - You have just entered a duplicate order that would put your portfolio in an over sold long or over bought short position. The trade has been rejected.
- **Portfolio system unavailable, please try again later** - The SMG system is unavailable for trading. Please try again later
- **Symbol is not defined in portfolio system** - You have attempted to place a trade with a ticker symbol that is not in the portfolio database. Ask your teacher to contact your SMG Coordinator about it.
- **Security Not Found on Sec Mast Xref File and OSS Sec Mast** - You attempted to trade a stock that was not in the system. Usually this means the stock is not listed on either the NASDAQ or the NYSE Euronext. If you receive this message and are sure the stock is traded, please have your teacher contact your local SMG Coordinator.
- **Symbol price is zero** - You have either entered an incorrect ticker symbol or the system price data feed is not pricing the security.
- **This is a Possible Error** - You will get this message if a system error occurred during processing. If you get this message, check *Account Holdings* the day after you entered the trade to see if it has been processed. If not, re-enter the trade.
- **Trade exceeds maximum percentage for equity** - Your SMG Coordinator has implemented a *Maximum Percent Equity* rule. Please ask your teacher for the maximum amount of equity you are allowed to invest in a single company or fund.



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Need more help? Contact
your local SMG Coordinator.

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