

C R Y P T S H E E T

Easy tracking of your cryptocurrency portfolio.

U S E R G U I D E

www.cryptosheet.net/userguide

Before you Begin!

If you are using Excel 2010 or 2013, you will need to install Microsoft's free add-on called "Power Query", which enables spreadsheets to connect to external data sources. This allows Cryptosheet to gather the current price data for your assets. It can be installed in just a couple of minutes by following the instructions found at the link below (not required for Excel 2016).

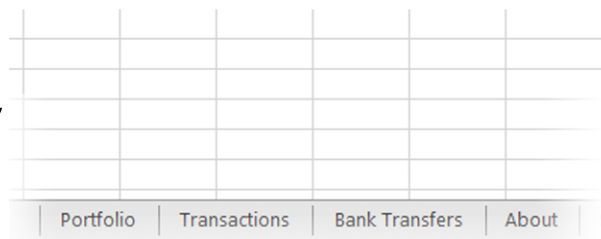
<https://www.excelcampus.com/install-power-query/>

Inputting your **existing** crypto assets

Cryptosheet provides portfolio figures based on all transactions entered into the 'Transactions' sheet. If you have existing crypto assets, you may not want to type in every previous transaction you've ever made, although you can if you choose to. There is a way, however, that allows for quicker input of your existing portfolio assets. This method is discussed on Page 4, after the 'Transactions' sheet is explained in full.

The Cryptosheet Excel file

The Cryptosheet Excel file contains 4 separate sheets (Portfolio, Transactions, Bank Transfers and About) accessible through their respective tabs in the lower-left of the Excel environment.



Asset
USD (cash)
BTC
ETH

On the 'Portfolio' sheet, the only column that requires user input is the 'Asset' column, where the symbols of your portfolio assets are input. All other columns on this sheet will auto-populate based on data from the other sheets, and are locked to ensure that the spreadsheet's functionality is not accidentally compromised. We'll discuss the 'Portfolio' sheet in more detail after first looking at the 'Bank Transfers' and 'Transactions' sheets.

Bank Transfers

The 'Bank Transfers' sheet accounts for all money invested into or withdrawn from the portfolio. Begin here before inputting transactions onto the 'Transactions' sheet.

Date

Type the date of the deposit or withdrawal in this column, in the mm/dd/yyyy format. (typing the 2-digit year is also acceptable and will auto-convert to 4-digits)

Action

Choose **deposit** or **withdraw** from the drop down arrow on the right of the cell (when cell is selected). A deposit represents money being invested into the portfolio and will be added to '(cash)' on the first line of the Portfolio block on the 'Portfolio' sheet. Deposits should be input on this sheet before any purchases of assets with USD or Euros (or other native currency) are input on the 'Transactions' sheet. A withdrawal represents money being transferred out of the portfolio back into the bank.

Initial purchases of cryptocurrencies are usually done using native currencies (USD or Euros) from a bank account. However, even if you used a different method to purchase your initial crypto assets (a credit card for example), it should still be input here as a deposit (before inputting a buy on the 'Transactions' sheet) for the purpose of accounting for all money invested into the portfolio.

Amount

Type the amount you are depositing into or withdrawing from your portfolio. (Currency symbol will automatically be affixed to the number entered).

**New Investment
OR Reinvestment**

Required for deposits only. Choose New Investment or Reinvestment from the drop down arrow on the right of the cell (when cell is selected). Choose New Investment if the deposit represents new money being invested into the portfolio. Choose Reinvestment if the money being deposited is a reinvestment of previously withdrawn funds.

Transactions

All buys, sells, coin deposits, and coin deductions will be input onto the 'Transactions' sheet. Each transaction should be typed horizontally across each row. The input required in each column is explained below.

Date

Type the date of the transaction in this column, in the mm/dd/yyyy format. (typing the 2-digit year is also acceptable and will auto-convert to 4-digits)

Action

Select either **buy**, **sell**, **coin deposit**, or **coin deduction** from the drop-down arrow displayed to the right of the cell. Coin deposits and deductions can be for mining rewards, interest, transfer fees, or any other adjustment to coin quantities in the portfolio.

Asset

Type the symbol of the asset you are buying, selling, depositing or deducting. For example: BTC, ETH, SC, UFR, XZG

Price

Type the price of the coin (in Dollars, or Euros). Currency label will automatically be affixed to the number you type in.

'Price' is optional for Coin Deposits (and not needed at all for Coin Deductions). This is because Asset Price is used in calculating the 'Average Cost' figure for each coin on the 'Portfolio' sheet, and in some circumstances a user may prefer that a coin deposit (from a mining reward, or from interest earned in a wallet for example) does not influence the average cost figure for that coin in their portfolio. Leaving the 'Price' cell blank for a Coin Deposit will deposit the coin into the Portfolio without influencing the Average Cost figure for that coin. Typing in "0", however, will indicate a cost of 0 for the coin being deposited, and *will* factor into the Average Cost figure. Or, the user may want to type in the current price of the asset into the cell. It is simply a matter of user preference, and how they want the deposit to influence (or not influence, if blank) the Average Cost figure for that coin.

Quantity

Type the quantity of the coin that you are buying, selling, depositing, or deducting.

Transactions (continued)

**Bought using OR
Sold into**

Click the cell then select from the choices in the drop-down arrow. Choices will differ depending on whether the action is a buy or a sell. For Deposits and Deductions, no input is required in this column.

For a Buy,
choices will be

BTC - If you are using Bitcoin for this purchase.
ETH - If you are using Ethereum for this purchase.
USD - If you are using your native currency for this purchase (For example: buying bitcoin from Coinbase). Buys using USD (or other native currency) will subtract from the amount of cash available in the portfolio that has been deposited through the 'Bank Transfer' sheet.

For a Sell,
choices will be

BTC - If you are selling an asset and gaining Bitcoin from the sale.
ETH - If you are selling an asset and gaining Ethereum from the sale.
USD - If you are selling an asset and gaining USD (or other native currency) from the sale. (For example: selling Bitcoin on Coinbase).

**Total Cost
or Gain**

Type the total cost (if a buy) or gain (if a sell) from the transaction. This amount must be in terms of the currency used to buy the asset or the currency the asset is being sold into, and **should include any commission or trading fee added or deducted.**

This 'total', including fees/commissions added or deducted, is usually clearly stated before a trade is initiated on an exchange. Do not include a unit label (BTC, ETH, or \$); one will automatically be affixed to the number after it is entered in the cell.

For deposits and deductions, this column does not require input.

Note: The total cost or gain will automatically be added to or subtracted from the respective asset quantities in the portfolio. For example, if a buy of an asset had a total cost of .3 BTC, then .3 BTC will automatically be subtracted from the BTC quantity in the portfolio.

Transactions (continued)

Inputting your **existing** crypto assets

The previous pages explained how to input transactions into Cryptosheet, but what if you are new to Cryptosheet and already have existing coins from transactions you've made in the past? You could, of course, type in all of your previous trades. If you choose this option, start with your earliest trades, which are usually buys of some amount of Bitcoin, Ethereum, or Litecoin.

If your previous trades are too numerous to type in, or you can't locate them, you could enter all of your current coin quantities as coin deposits. To do so, type today's date onto the first available line of the 'Transactions' sheet, choose "Coin Deposit" for the action, and type the coin symbol for one of the coins you own. If you know the average price you paid for the coin, or have an estimate of it, you can input that in the 'Price' cell. Note: If you prefer Cryptosheet to not use these coins in the 'Average Cost' calculation on the 'Portfolio' sheet, then leave the 'Price' cell blank for these deposits ('Average Cost' figure will then only begin calculating after future buys of the coin). In the quantity column, type in the quantity of the coin.

Repeat these steps for all the coins in your portfolio as shown in this example:

TRANSACTIONS						
Date	Action	Coin Symbol	Price (optional for deposits)	Quantity	Bought Using OR Sold Into	Total Cost or Proceed
1/7/2018	Coin Deposit	BTC		1.5		
1/7/2018	Coin Deposit	TSL		18742		
1/7/2018	Coin Deposit	XAS		593.58		
1/7/2018	Coin Deposit	SC		400000		
1/7/2018	Coin Deposit	VRM		475		
1/7/2018	Coin Deposit	UFR		11000.55		
1/7/2018	Buy				USD	\$18,000.00

Next, calculate (or estimate) the amount of money you've invested into your portfolio in total. Enter it as a deposit onto the 'Bank Transfers' sheet, AND enter it here on the next line of the 'Transactions' sheet as a Buy as shown above.

Anytime you do a 'Buy' and use 'USD' as the source (Bought Using), the 'Total Cost' for the transaction will be subtracted from the cash currently in the portfolio. So, the above steps are simply a method to get your portfolio to reflect current assets, quantities, and total investment. Moving forward, enter transactions as explained on the previous pages.

Finally, back on the 'Portfolio' sheet, type the symbol of each coin into the 'Asset' column. Figures for each coin in your portfolio will now display.

Portfolio

The 'Portfolio' sheet displays an overview of your portfolio including key figures and current prices of your holdings.



Use the *native currency selector* in the upper-left corner of the 'Portfolio' sheet to select your native fiat currency. All asset prices will then display in that currency.

Asset

This is the only column requiring input. All other columns will auto-populate and are locked to preserve the integrity of the formulas in the cells. The first row in the column displays cash, which is the amount deposited from the 'Bank Transfers' sheet (that has not yet been invested into crypto assets) plus any amount gained from sales of assets back into your native currency. Do not skip rows when entering coin symbols in the assets column. This will cause the pie chart to display incorrectly. To delete an asset, click the cell and press delete on your keyboard. **Do not use cut/paste to delete or change order of assets, as this will modify the cell's formatting!** You must delete and retype the assets if you want to change the order they are listed in. Note: The Excel cut tool should not be used here or anywhere else in Cryptosheet!

24 hr - The % change in the asset's price from its price 24 hrs ago.

Current Price

The 'Current Price' figure displays the current price of the asset as reported by CoinMarketCap.com. This figure will update automatically when Cryptosheet opens, and once every 5 minutes while it is open. You can force an update manually by clicking the 'Data' tab on the Excel ribbon, and then clicking 'Refresh All'. If you encounter a problem with the current prices not updating, it may be due to any of the following:

- Your internet connection is down.
- You did not enable external connections (on the yellow bar towards the top of the screen) when you first opened the spreadsheet.
- You are using Excel 2010 or 2013 and you have not installed "Power Query", a free Microsoft addon that enables connection to external data sources. (see pg 1).
- You are using Excel on a Mac (which does not yet support this feature).

Portfolio (continued)

Average Cost

The average cost figure gives you the average cost of the coins you have purchased (and deposited, if you input a cost for the deposited coins) which are remaining in your portfolio. It is calculated in adherence with the *First in, First Out* (FIFO) principal of financial accounting.

This means that if there are several buys of the same coin (at different times and prices) and then a sell occurs, the coins that are eliminated from the portfolio during that sell are the earliest coins purchased, and the Average Cost will recalculate to reflect the coins that are remaining in the portfolio.

As an example, assume an investor makes the following purchases of Zcoin:

DATE	ACTION	QUANTITY	PRICE
12/1/17	BUY	100	\$30.00
12/7/17	BUY	100	\$40.00
12/12/17	BUY	100	\$50.00

At this point, the Average cost is \$40.00. Then, the investor decides to sell:

12/16/17	SELL	50	\$50.00
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The 50 Zcoins that will be removed from the portfolio after this sell will be the coins from the 12/1/17 BUY transaction (the earliest coins to enter the portfolio.) So, only 50 coins from that transaction will remain in the portfolio, and the average cost figure will recalculate based on these amounts.

In this example, the new average cost figure after the sale is \$42.00.

Note: The *First in First Out* principal also applies to coin deposits and deductions. When a coin deduction occurs, it is the earliest acquired coins that are removed from the Portfolio, and if the earliest coins acquired in the portfolio came from a deposit, then those are the coins removed during a sell or deduction.

Portfolio (continued)

Difference

The *difference* column calculates the percentage difference between the average cost figure and the current price figure for each asset.

Remember to Make Backups

It is recommended that you make occasional backups of your Cryptosheet Excel file in the event that you make a mistake that compromises your data or the functionality of the spreadsheet (Afterall, you are in Excel and there are many tools in reach that can alter the way Cryptosheet works!). Having backups will let you revert back to a previous copy without losing all of your portfolio data. To make a backup, first save any changes you've made to the cryptosheet.xlsx file by clicking the save button (or File --> Save). Next, click File, then Save as. Change the file name so the date is attached (example: Cryptosheet3-15-18). Then click Save.

Downloading a New Cryptosheet

Users of Cryptosheet can always download the most recent release of the file, accessible through the following webpage:

<http://www.cryptosheet.net/fresh>

Step-by-step instructions for copying over your existing portfolio data into the new Cryptosheet are posted there as well. You will be required to copy over the activation code from your existing file into the new file in order to activate it. The activation code is found on the 'About' sheet tab.

Note: If a new version of Cryptosheet is released with significant upgrades to features and functionality, it may be designated as a major release and not available as a free download for existing users. In this event, a discount of 50% will be offered to existing users who would like to make the upgrade.

If you have any questions that were not addressed in this User Guide, feel free to send us an email at

support@cryptosheet.net