



FundSuiteArc Version 1.2.0 Release Notes

ArcFiling 1.2.0

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Release Notes Preface

Release notes provide functional and technical details. This document describes how each enhancement functions within the context of the greater business process. This added level of detail should enable project teams to answer the following questions:

- Why was the change made?
- What out-of-the-box functionality will change?
- How will these changes affect the organization?

Enhancements Requiring Immediate User Action

1. The updated Class Information Excel import template is required to be used going forward. Details are provided under the *Additional data points added to Class Information import and dataload* section of this document.
2. The updated Fund Holdings Excel import template is required to be used going forward. Details are provided under the *Support for loading fund security library exceptions* section of this document.
3. Holdings Data Extract format has been changed. Details are provided under the *Holdings Data Extract* section of this document.
4. Updated Repo Collateral Excel import template is required to be used going forward. Details are provided under the *Ability to import additional repo collateral fields* section of this document.

Enhancements Requiring User Decisions

1. Class Information TXT dataload format change. FundSuiteArc will support the new format or the existing version 1.1.0.6 format, but not both simultaneously. By default, FundSuiteArc will support the existing format during upgrades to version 1.2.0. Users should contact Product Service Center at bgg.productservicecenter@Bowne.com when they are ready to upgrade to the version 1.2.0 format. Details are provided under the *Additional data points added to Class Information import and dataload* section of this document.
2. Fund Holdings TXT dataload format change. FundSuiteArc will support the new format or the existing version 1.1.0.6 format, but not both simultaneously. By default, FundSuiteArc will support the existing format during upgrades to version 1.2.0. Users should contact Product Service Center at bgg.productservicecenter@Bowne.com when they are ready to upgrade to the version 1.2.0 format. Details are provided under the *Support for loading fund security library exceptions* section of this document.

Enhancements Common to Multiple Products

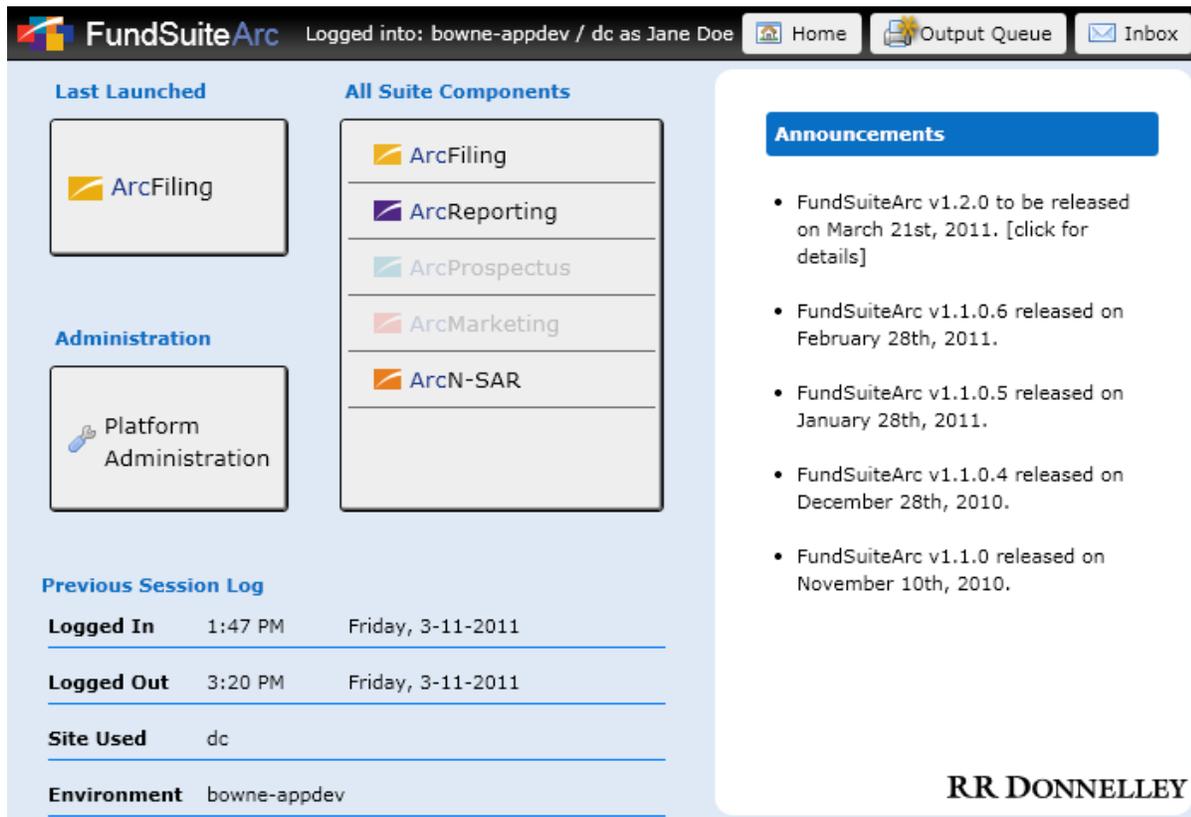
1) User Interface enhancements

Overview

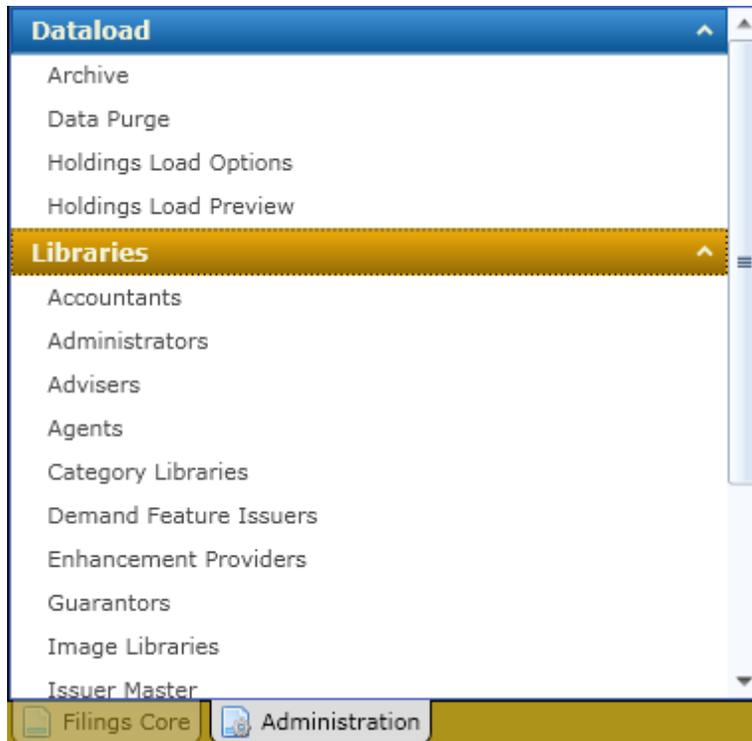
Enhancements have been made to the FundSuiteArc.com web site. A new landing page has been added when first logging in, and the user interface of the entire platform has been given a facelift. These updates have been designed to enhance the user experience, but the basic functionality remains the same.

What's New

1. Landing Page - When users first log into FundSuiteArc they will be directed to a new landing page. From here, users can launch any of the Suite components for which they are licensed. Users can also access the Platform Administration area from this location. Users can return to this screen from anywhere in the application by clicking the HOME button  located at upper-right of the screen.



2. Menu bar enhancements - In the lower left hand corner of the screen, the old menu buttons have been replaced. In addition, clicking on the new buttons will display the menu items, instead of minimizing the windows in use.



3. Other - Besides the change in overall look and feel of the application, below is a list of some of the other enhancements you'll notice.
 - a. Font sizes have been increased by default (you can change the zoom percentage in Internet Explorer if you wish to reduce this).
 - b. When moving from one product area to another (FILINGS CORE to ADMINISTRATION, for example), FundSuiteArc remembers the last page that was opened.
 - c. Menu items have been sorted in alphabetical order, except the items under the **N-MFP** menu in the FILINGS CORE area.

2) Additional data points added to Class Information import and dataload

Overview

Additional Class Information data points have been added to support enhancements for the FundSuiteArc platform.

What's New

The Class Information import template and documentation have been modified to support the new data field columns listed below.

- Shares Outstanding
- POP (Public Offering Price)
- Turnover %
- Net Investment Income Distributed Per Share
- Realized Gains Distributed Per Share
- Distributions in Excess of Net Investment Income
- Total Return - 1 Month
- Total Return - 3 Months
- Total Return - 6 Months
- Total Return - 9 Months
- Total Return - 1 Year
- Total Return - 2 Year Cumulative
- Total Return - 3 Year Cumulative
- Total Return - 4 Year Cumulative
- Total Return - 5 Year Cumulative
- Total Return - 6 Year Cumulative
- Total Return - 7 Year Cumulative
- Total Return - 8 Year Cumulative
- Total Return - 9 Year Cumulative
- Total Return - 10 Year Cumulative
- Total Return - Since Inception Cumulative
- Total Return - 2 Year Annualized
- Total Return - 3 Year Annualized
- Total Return - 4 Year Annualized
- Total Return - 5 Year Annualized
- Total Return - 6 Year Annualized
- Total Return - 7 Year Annualized
- Total Return - 8 Year Annualized
- Total Return - 9 Year Annualized
- Total Return - 10 Year Annualized
- Total Return - Since Inception Annualized
- Subscriptions
- Subscriptions - Exchanges
- Dividends Reinvested
- Redemptions
- Redemptions - Exchanges
- Subscriptions - Shares
- Subscriptions - Exchanges - Shares
- Dividends Reinvested - Shares
- Redemptions - Shares
- Redemptions - Exchanges - Shares
- 6 Month Expense Ratio
- 1 Year Expense Ratio
- Average Net Assets - 1 Year
- Average Net Assets - 6 Months

Process Changes

All new fields have been added to the end of the Class Information Data Import template file. To review the updated Class Information source file structure documentation, please click on the application HELP button , browse to the *Data Import File Structures* topic, and then click on the [Class Information](#) file structure link.

1. The Class Information manual Data Import template has been updated. **To import class data, users are now required to use the new template.** To acquire the new template follow the steps below.
 - a. On the **Class Information** page, click the GET TEMPLATE button  at lower-right of the pane where existing items are listed. The **File Download** dialogue appears.
 - i. Click the OPEN button to open the template within Microsoft Excel.
 - ii. Or, click the SAVE button, and then specify a local or network directory in which to store the template.

2. The Class Information automated dataload source file layout has been updated. FundSuiteArc will continue to support version 1.1.0 and version 1.2.0 formats for a short period of time. Please contact your client support representative when you're ready to upgrade to the new format. **FundSuiteArc will not support both formats simultaneously.**

3) Additional data points added to Portfolio Statement Template Output Settings

Overview

Additional data points have been added in order to support displaying these items on output.

What's New

The DATA POINTS list has been renamed to SECURITY. Two new lists have been added that contain FUND and ACCOUNT PERIOD data points. The LITERALS list has been moved to a new tab titled LITERALS. Below is a list of the fields that have been added to the **Portfolio Statement Template Output Settings** page.

Security

- Category Notes
- Percentage of Net Assets

Fund

- | | |
|--|--|
| <ul style="list-style-type: none"> • Fund Name • Fund Legal Name • Fund Display Name 1 • Fund Display Name 2 • Fund Code • N-MFP Category • Securities Act File Number • Currency Code • Abbreviation • Close Date • Inception Date • Dollar Weighted Average Maturity • Dollar Weighted Average Life | <ul style="list-style-type: none"> • Total value of portfolio securities at amortized cost • Net value of other assets • Net value of other liabilities • Net value of the series • 7-day gross yield (as of the month end) • NAV (including the value of any capital support agreements) • NAV (including the date shadow price was calculated) • NAV (excluding the value of any capital support agreements) • NAV (excluding the date shadow price was calculated) • Legal Entity – (shows same info that displays in the Fund screen) • CIK • EDGAR Series Identifier |
|--|--|

Period

- | | |
|--|--|
| <ul style="list-style-type: none"> • Account Period • Fiscal Year End • Fiscal Year End 1st prior • Fiscal Year End 2nd prior • Fiscal Year End 3rd prior • Fiscal Year End 4th prior • Fiscal Year End 5th prior • Fiscal Year Semi End • Fiscal Year Semi End 1st prior • Fiscal Year Semi End 2nd prior • Fiscal Year Semi End 3rd prior | <ul style="list-style-type: none"> • Fiscal Year Semi End 4th prior • Fiscal Year Semi End 5th prior • Fiscal Year Begin • Fiscal Year Begin 1st prior • Fiscal Year Begin 2nd prior • Fiscal Year Begin 3rd prior • Fiscal Year Begin 4th prior • Fiscal Year Begin 5th prior • Fiscal Year Q1 End • Fiscal Year Q3 End |
|--|--|

Process Changes

No changes to existing templates are required. Any client that wishes to add the above items to their output settings may do so. For ArcFiling Word, Excel and PDF output, the addition of any columns to the output template will require a custom template to be built or a modification to an existing custom template.

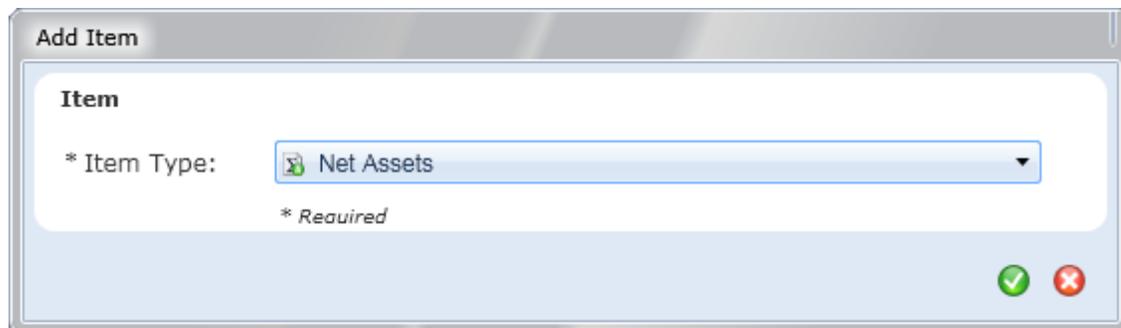
4) Ability to display Percent of Net Assets on output

Overview

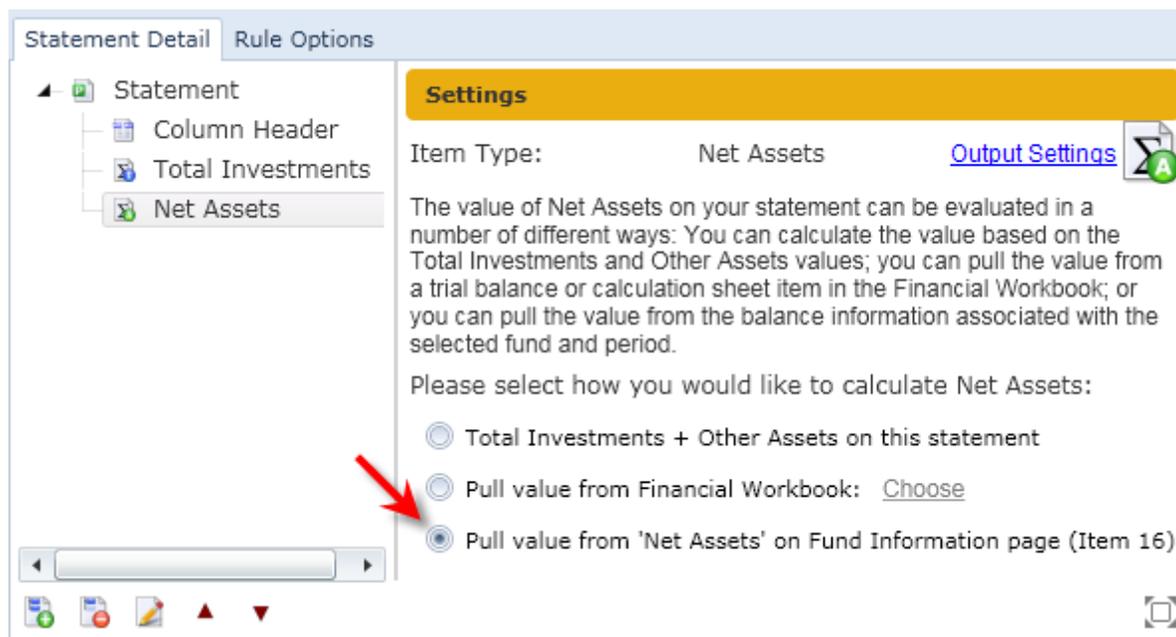
The ability to add Percent of Net Assets on Portfolio Statement Templates has been added. This enhancement was requested by several clients and will allow Percent of Net Assets to be displayed on Schedules of Investments and ArcFiling web site output.

What's New

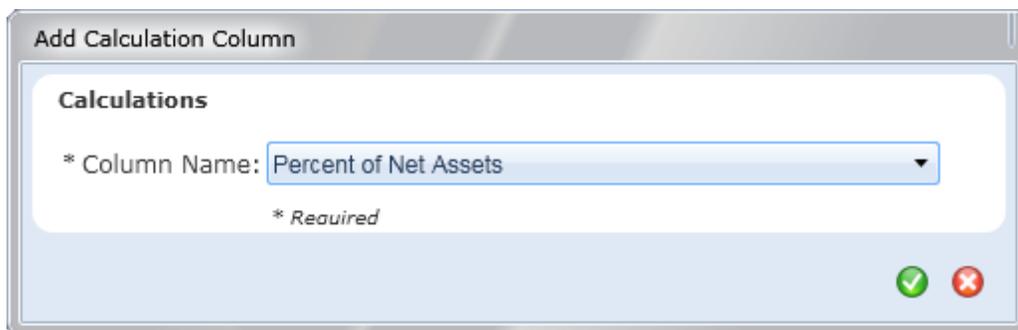
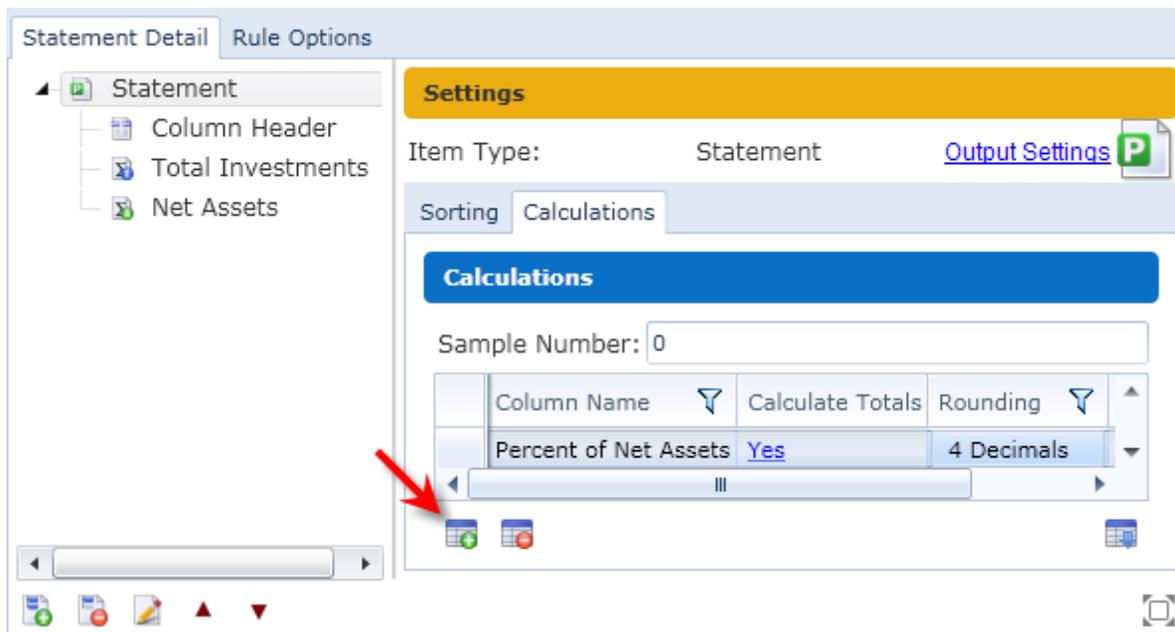
Users can add an ITEM TYPE of *Net Assets* to the tree structure on the **Portfolio Statement Template** page.



Once added, users will have the ability to choose where to evaluate Net Assets from. For ArcFiling users, Net Assets should be evaluated using Item 16 on the **Fund Information** page.



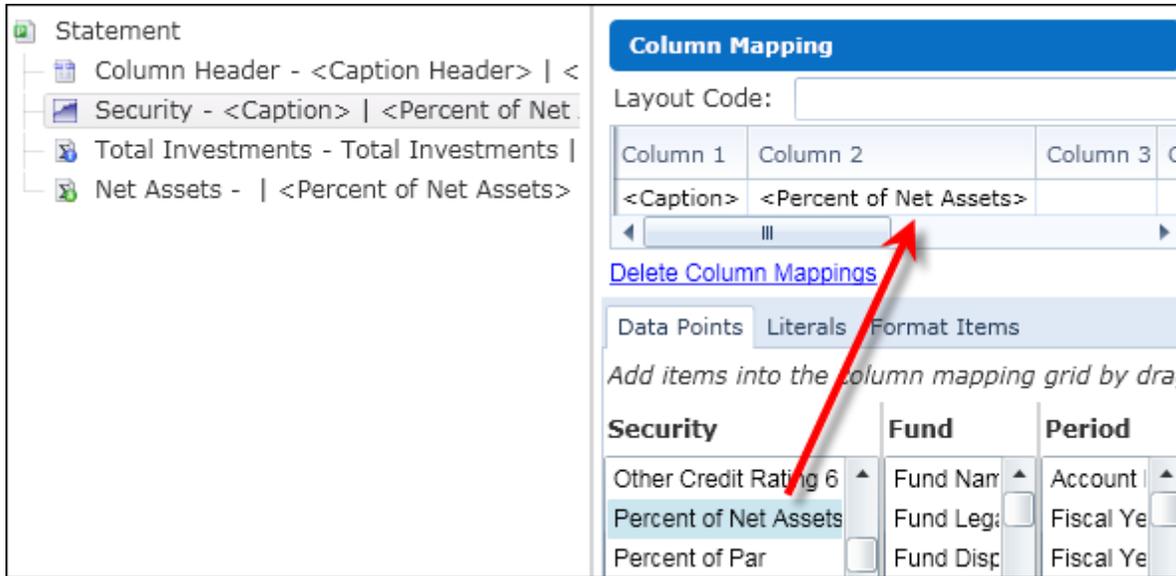
In order for the template to calculate Percent of Net Assets, users must add the PERCENT OF NET ASSETS and MARKET VALUE data points to the CALCULATIONS tab. To add calculations, click the STATEMENT node at the top of the tree in the STATEMENT DETAIL tab. In the right pane, select the CALCULATIONS tab. Calculations can be added to this tab by clicking the ADD button  below the table.



Make sure the CALCULATE TOTAL columns say *Yes* for both the MARKET VALUE and PERCENT OF NET ASSETS items after you add them.

Now that the template can calculate Percent of Net Assets, you must specify the Output Settings. To go to the Output Settings for the template, click on the corresponding link located at right of the page.

The Percent of Net Assets data point is located in the SECURITY list. Select *Percent of Net Assets*, and then drag-and-drop the data point into the cell in which you want it to display. If you would like to display the amounts per security, drop the data point in the security row. If you want to display the total, drop the data point in the Net Assets row. The example below shows both.



Column Mapping

Layout Code:

Column 1	Column 2	Column 3	Column 4
<Caption>	<Percent of Net Assets>		

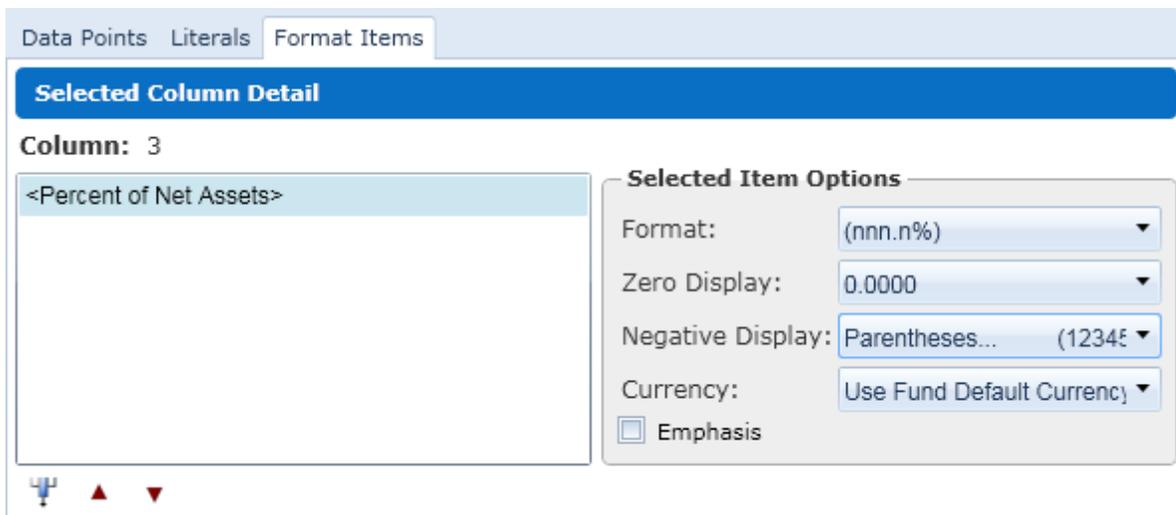
[Delete Column Mappings](#)

Data Points Literals Format Items

Add items into the column mapping grid by drag

Security	Fund	Period
Other Credit Rating 6	Fund Name	Account
Percent of Net Assets	Fund Leg:	Fiscal Year
Percent of Par	Fund Disp:	Fiscal Year

Once the Percent of Net Assets data point(s) have been dropped, you can format the number by selecting the column the data point is in, and then selecting the FORMAT ITEMS tab. From there, you can select the FORMAT, ZERO DISPLAY and NEGATIVE DISPLAY settings.



Data Points Literals Format Items

Selected Column Detail

Column: 3

<Percent of Net Assets>

Selected Item Options

Format: (nnn.n%)

Zero Display: 0.0000

Negative Display: Parentheses... (12345)

Currency: Use Fund Default Currency

Emphasis

After saving the changes, Percent of Net Assets can be viewed on the Portfolio Statement.

Process Changes

No changes to existing templates are required. Any client that wishes to add Percent of Net Assets to their Schedule of Investments may do so. For ArcFiling Word, Excel and PDF output, the addition of any columns to the output template will require a custom template to be built or a modification to an existing custom template.

5) Support for loading fund security library exceptions

Overview

The addition of this feature will allow users to indicate in an automated dataload or manual data import whether or not a given security represents an exception for the target fund and account period. The reason this feature was added is to allow the user to "break" the link between two securities mapped to the same security library in an automated way. Currently, FundSuiteArc allows the user to manually create a fund exception inside the **Fund Holdings** editor by highlighting the security and clicking the ADD FUND EXCEPTION button .

For example, Fund ABC would like to display the security caption for IBM as *IBM*. However, Fund XYZ would like to display the caption for the exact same security as *International Business Machines*. If the funds are assigned the same security library, a user can create a fund exception manually—or now via dataload or data import—to support this requirement.

Please Note:

Creating a Fund Exception breaks the link between the two securities for all security library fields, not just the field that is different (security caption in our example above). Therefore, changes made to any security library field for a security with a Fund Exception will not impact the other securities in the library and vice versa.

The text will appear **GREEN** on the **Fund Holdings** page for any security with a fund exception.

Item 27 - Title of Issue	Item 27 - Coupon
Bank of America Corp.	4.500000
Bank of Nova Scotia	0.756000

Please Note:

Only Security Library fields will appear with **GREEN** text. Security Balance and Category Library fields will remain the same.

What's New

The Fund Holdings Information import template and documentation have been modified to support the new ISFUNDSecurityException data field. This field has been added to the end of dataload and import templates.

Supported values for this field are as follows.

- 1 or 0
- TRUE or FALSE
- <blank> (default, meaning FALSE)

Process Changes

To review the updated Holdings source file structure documentation, please click on the application HELP button , browse to the *Data Import File Structures* topic, and then click on the *Holdings* file structure link.

1. The Holdings manual Data Import template has been updated. **To import holdings data, users are now required to use the new template.** To acquire the new template follow the steps below.
 - a. On the **Fund Holdings** page, click the GET TEMPLATE button  at lower-right of the pane where existing items are listed. The **File Download** dialogue appears.
 - i. Click the OPEN button to open the template within Microsoft Excel.
 - ii. Or, click the SAVE button, and then specify a local or network directory in which to store the template.

2. The Holdings automated dataload source file layout has been updated. FundSuiteArc will continue to support version 1.1.0 and version 1.2.0 formats for a short period of time. Please contact your client support representative when you're ready to upgrade to the new format.
FundSuiteArc will not support both formats simultaneously.

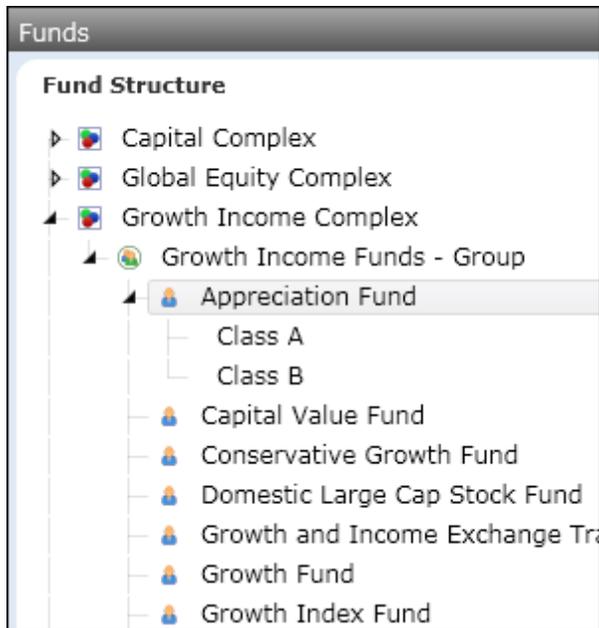
6) Enhancement to Fund Structure tree expanding

Overview

On the **Funds** and **Fund Report Settings** pages, the FUND STRUCTURE tree will automatically expand when the user selects a Complex, Group or Fund in displayed therein.

What's New

Selecting a Complex, Group or Fund will automatically expand the tree. This feature removes the need to double-click on an item to expand it.



Process Changes

No changes are required for clients to utilize this enhancement.

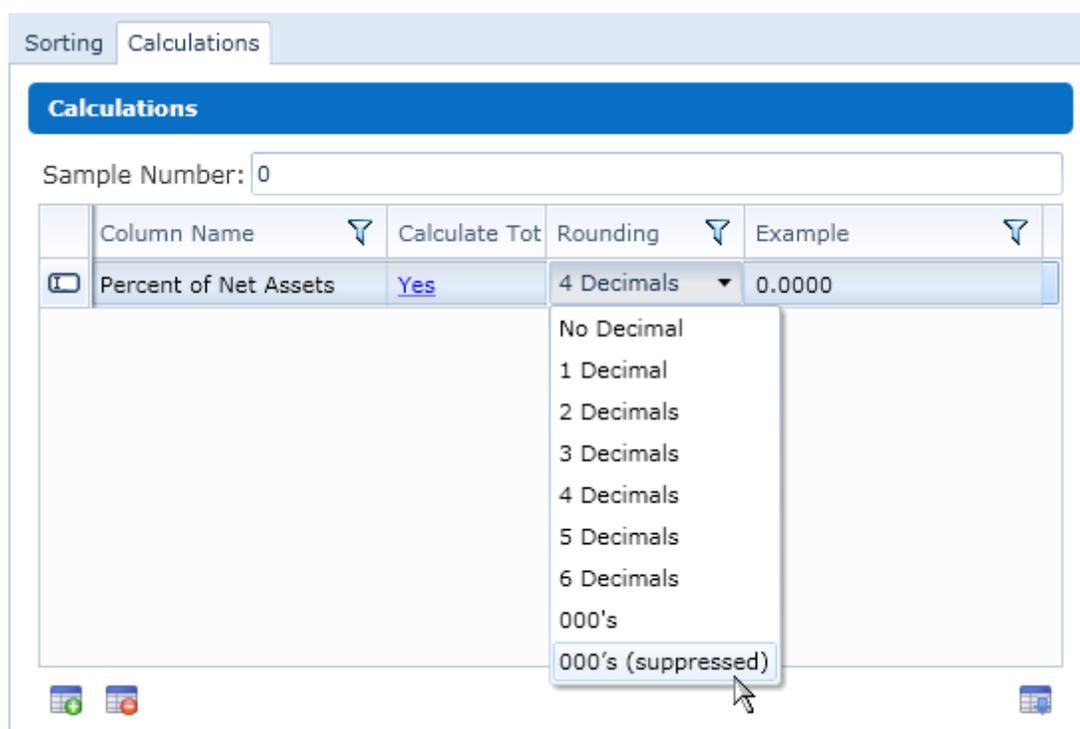
7) Additional number format added to Portfolio Statement Template page

Overview

An additional ROUNDING type of *000's (suppressed)* has been added to the CALCULATIONS tab of the **Portfolio Statement Template** page. This new type will hide the trailing zeros on numbers rounded to the thousands. For example, \$15,000 will be displayed as *\$15*.

What's New

As shown in the screen shot below, you can now choose this new ROUNDING level from the drop-down list. After selecting a ROUNDING level, make sure to save your changes. If the SAVE button is disabled after making your selection, click another cell in the calculations grid to confirm the change, then click SAVE.



Process Changes

No changes to existing templates are required. Any client that wishes to use this new rounding level may edit existing templates accordingly.

8) Tabular Data Template Output Settings enhancements

Overview

Enhancements to the **Tabular Data Template Output Settings** page have been made to make it easier to setup and edit a table. Additional functionality has been added to allow users to bring in, define and format variable data.

What's New

- Horizontal and vertical positioning controls have been added to allow users to move rows or columns around without the need to delete them first.

	Column 1	Column 2
Row 1	<Fund Name>	abc
Row 2	<Account Period>	
Row 3	Weighted Average Maturity	(
Row 4	Weighted Average Life<Dollar Weighted Average Life>	<Fiscal Year E

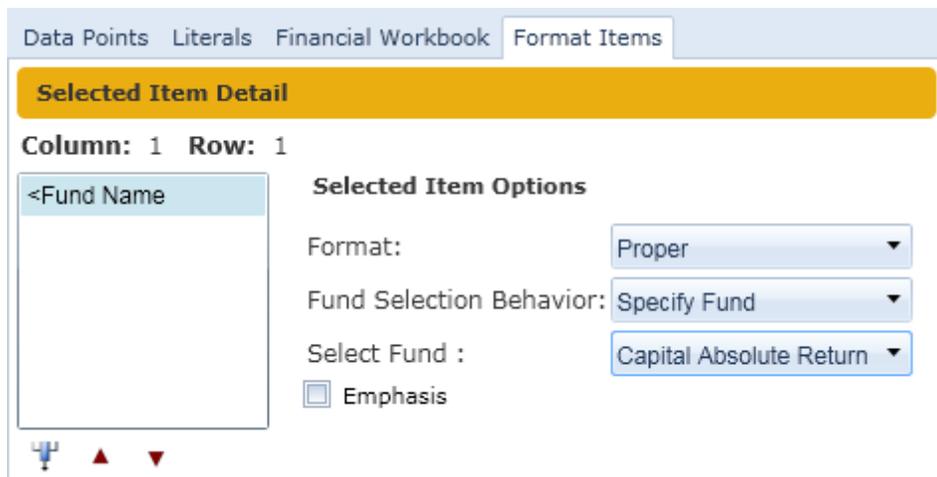
- The ADD ITEMS tab has been renamed to DATA POINTS. The FUND DATA POINTS list has been broken down into two new lists containing FUND and PERIOD data points. The LITERALS list has been moved to a new tab titled LITERALS. This list of FUND and PERIOD data points available are the same as those via the **Portfolio Statement Template Output Settings** page (as listed previously in this document).

Data Points		Literals	Financial Workbook	Format Items
Add items into the tabular data grid by dragging an item from the list boxes				
Fund	Period			
Fund Name	Account Period			
Fund Legal Name	Fiscal Year End			
Fund Display Name 1	Fiscal Year End 1st prior			
Fund Display Name 2	Fiscal Year End 2nd prior			
Fund Code	Fiscal Year End 3rd prior			

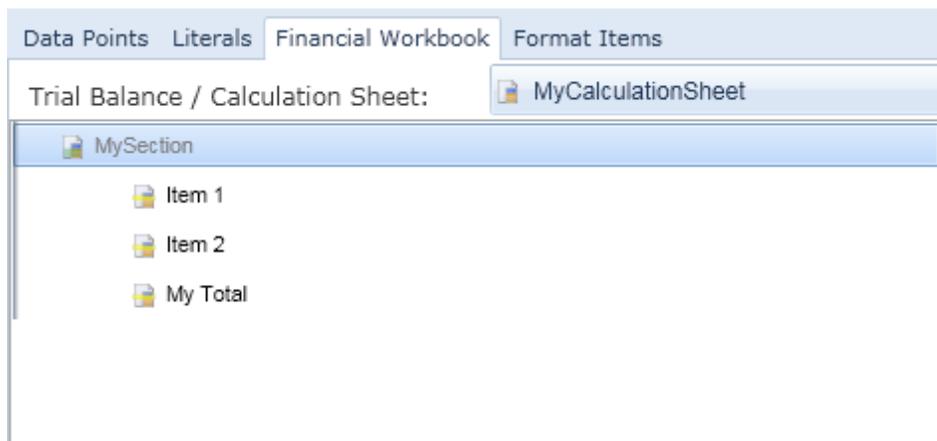
- A new number format, *Ordinal (First, Second, Third)*, has been added.
- An additional feature, FUND SELECTION BEHAVIOR, has been added. This feature will allow the user to define the fund data point to be used during output generation.

During the setup of a Document Structure Template, the user must select the BEHAVIOR of a chapter. There are three types: *No Fund - Single*, *All Funds - Single* and *All Funds - Repeat*. The default behavior of the application is to determine the fund based on the chapter in which the table is located, if the BEHAVIOR is set to *All Funds - Single* or *All Funds - Repeat*. This feature allows the user to override this default behavior. In addition, if the chapter BEHAVIOR is set to *No Fund - Single* (typical for Notes sections), then FundSuiteArc does not know the fund to use when creating a table. Again, this feature allows the user to set the fund in the table setup.

To learn more about these BEHAVIOR options, please refer to the *Creating Document Structure Templates* topic of the FundSuiteArc online Help system.



- Functionality was added to allow tables to bring in values from a trial balance definition or a calculation sheet. Even though ArcFiling users can see this feature, it is specific to the ArcReporting product only.



Process Changes

No changes to existing templates are required. Any client that wishes to use any of the new features above may edit existing templates accordingly.

9) Holdings Data Extract

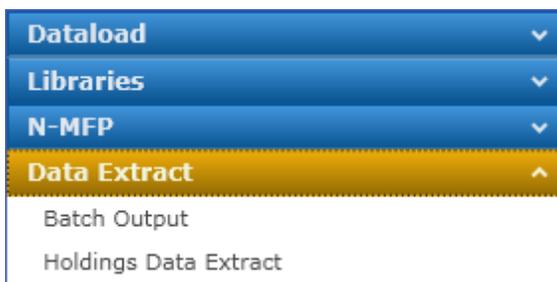
Overview

There are a couple of modifications made to this area.

1. The existing Holdings Data Extract format was modified to conform to the layout required by the FundSuite SX application.
2. An additional Holdings Data Extract format was added for use specifically with the FundSuiteArc platform. The format of this data extract conforms to the FundSuiteArc Excel (XLS) holdings import format. This feature will allow clients to export holdings to Excel, make changes to the holdings and then re-import the file into FundSuiteArc.

What's New

1. The name of the menu item and application page changed from *N-MFP Data* to *Holdings Data Extract*.



2. The format of the date fields in output were changed to match the *Holdings Data Extract File Structure (FundSuite SX)* documentation by removing the time from the format. Row 1 of the Excel file, which was previously blank, was removed and the header is now row number 1. The name of the fields in the header also had spaces added to them to conform to the SX import structure needs.
3. Output format options of *FundSuiteArc* and *FundSuite SX* have been added to the **Holdings Data Extract** page. These options allow the user to determine the format in which the holdings file will be created.



Process Changes

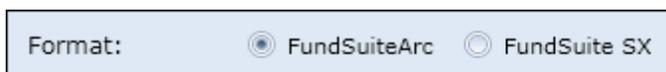
1. FundSuiteArc format
 - a. On the **Holdings Data Extract** page, select the COMPLEX(ES) and ACCOUNT PERIOD of holdings data you wish to export.



- b. Specify if you want a single file for the each complex or separate files by group, within each complex.



- c. Choose the *FundSuiteArc* format.



- d. Click, the EXTRACT DATA button .

Once complete, the extract file(s) will appear in the **Output Queue**.

- e. To import the file, the user must make a single change to the format. The name of the Excel worksheet must be changed from *NMFPMultiFundReport* to *Sheet1*. The need for this step will be removed in a future release of FundSuiteArc.
 - f. Once the worksheet has been renamed, the file can be imported via the Holdings Import functionality on the **Fund Holdings** page. For additional information on importing fund holdings, please refer to the *Importing ArcFiling Holdings Information* topic in the FundSuiteArc online Help system.

Please Note:

During the import of a holdings file, you may encounter Error or Warning messages. If a security record contains one or more Error messages, the entire record will not be imported into FundSuiteArc if the user accepts the load. If a security record contains a Warning message, the record will be imported, but FundSuiteArc will skip the individual field that contains the warning message.

Troubleshooting:

Making changes to the source file may corrupt the format FundSuiteArc requires. If you're having trouble importing the data into FundSuiteArc, download a new copy of the template from the application, and then copy and paste values into the template from the modified file. The date field columns (ACCOUNTPERIOD, MATURITYDATE, FINALLEGALMATURITYDATE) can be copied in separately in a date format. Following these steps typically eliminates issues with data formatting in Excel.

2. FundSuite SX format - Clients that are using the *FundSuite SX* format to import data into FundSuite SX or another application should review the new file format. The steps required to import this file into the FundSuite SX application can be found by searching the FundSuiteArc online Help system for the term "FundSuite SX".
 - a. Follow steps (a) to (d) above for creating the FundSuiteArc format; just remember to choose the *FundSuite SX* option button, instead, when performing step (c).

Format: FundSuiteArc FundSuite SX

Enhancements to ArcFiling

1) Ability to import additional repo collateral fields

Overview

Users can now import details for repo collateral items DISCLOSURECUSTOMCOUPONERATETEXT, CUSTOMCOUPONRATETEXT and BALANCEINSTANCE.

What's New

The Repo Collateral Information import template and documentation have been modified to support these 3 data fields.

Process Changes

To review the updated Repo Collateral Information source file structure documentation, please click on the application HELP button , browse to the *Data Import File Structures* topic, and then click on the *Repo Collateral Information* file structure link.

The Repo Collateral Information template has been updated to reflect the new data fields and is now **required** to be used as the standard template for repo collateral import. To acquire the new template, follow the steps below.

1. Click the HOME button  at the top of the application window.
2. Select *ArcFiling* from the components list.
3. Click the FILING CORE tab  at lower-left of the screen.
4. Click the **N-MFP** menu to view available items.
5. Click the *Repo Holdings Collateral* item.
The **Repo Holdings Collateral** page appears.
6. Click the GET TEMPLATE button  at lower-right of the pane where existing items are listed.
The **File Download** dialogue appears.
 - a. Click the OPEN button to open the template within Microsoft Excel.
 - b. Or, click the SAVE button, and then specify a local or network directory in which to store the template.

2) Improvement of Repo Collateral Information data import preview

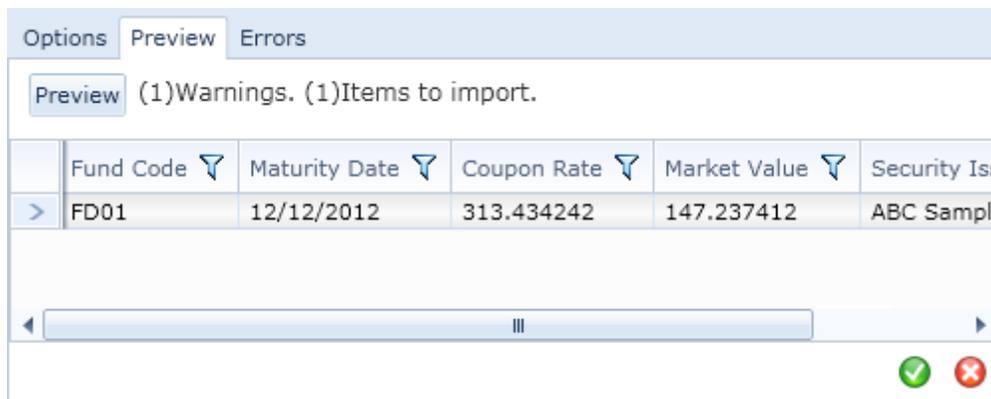
Overview

Allows for greater repo collateral data transparency and validation by offering the ability to preview all respective data elements and possible errors prior to accepting the file to be imported into the application.

What's New

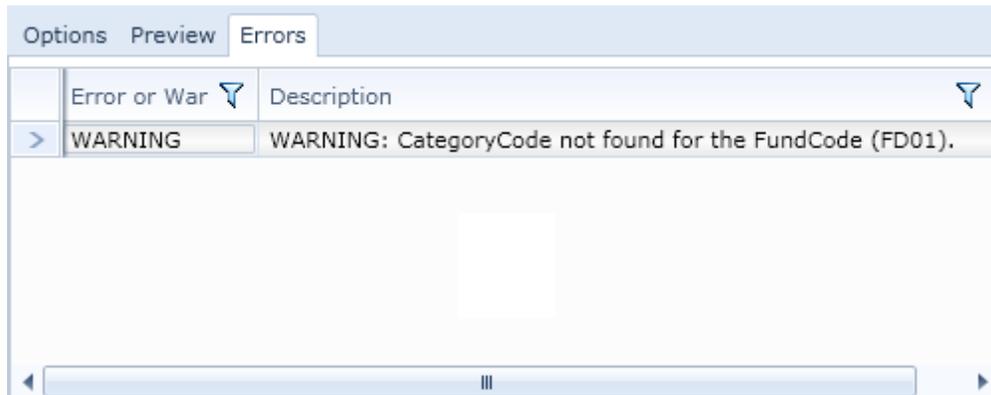
This feature allows users to identify if there are any errors within the original imported repo source file prior to accepting the load. When the Repo Collateral Information import is previewed, the dialogue is now divided into two tabs:

- Preview - To view original repo data file being loaded.



	Fund Code	Maturity Date	Coupon Rate	Market Value	Security Iss
>	FD01	12/12/2012	313.434242	147.237412	ABC Sample

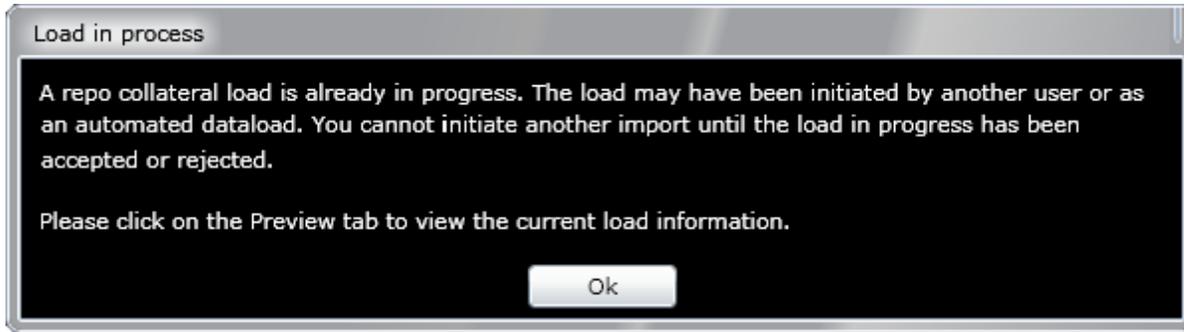
- Errors - Application validation identifying possible warnings/errors that were encountered within the data.



	Error or War	Description
>	WARNING	WARNING: CategoryCode not found for the FundCode (FD01).

Process Changes

Similar to the functionality for the Holdings Information import, the Repo Collateral Information import will now limit the number of simultaneous imports to 1. If a user attempts to import while another user is currently importing, they will receive the warning message shown below. Once the import in progress has been accepted or rejected, subsequent imports may be initiated.



3) Support for duplicate CUSIPs for security balances

Overview

Load Repo Holdings Collateral file with multiple repo records for the same CUSIP.

What's New

The Repo Collateral Information import template and documentation have been modified to support the following new data field.

- BalanceInstance

Process Changes

To review the updated Repo Collateral Information source file structure documentation, please click on the application HELP button , browse to the *Data Import File Structures* topic, and then click on the *Repo Collateral Information* file structure link.

1. Import template: The Repo Collateral Information template has been updated to reflect the new data field and is now **required** to be used as the standard template for repo collateral import. To acquire the new template, follow the steps below.
 - a. Click the HOME button  at the top of the application window.
 - b. Select *ArcFiling* from the components list.
 - c. Click the FILING CORE tab  at lower-left of the screen.
 - d. Click the **N-MFP** menu to view available items.
 - e. Click the *Repo Holdings Collateral* item.
The **Repo Holdings Collateral** page appears.
 - f. Click the GET TEMPLATE button  at lower-right of the pane where existing items are listed.
The **File Download** dialogue appears.
 - i. Click the OPEN button to open the template within Microsoft Excel.
 - ii. Or, click the SAVE button, and then specify a local or network directory in which to store the template.
2. Each record in the import source file will have a BALANCEINSTANCE value. This field can contain an actual value, or be left blank.
3. Records in the import source file will be identified as unique by the combination of their field values for:
 - AccountPeriodEnd
 - FundCode
 - MasterIdentifier
 - BalanceInstance
4. Using the above distinct Repo field identifiers, the new duplicate CUSIP logic behavior is as follows, for any given repo record within an import file:
 - a. Existing CUSIPs
 - i. If no matching repo record is found within the database, the record will be inserted.
 - ii. If a matching record is found within the database, the security information will be updated with the values found within the source file.

b. New CUSIPs

- i. On the initial import of a new security, if more than one record in a single import file has the same combination of the above fields, and there is currently no existing record(s) within the database, then all rows with this combination will be inserted within the database.

Please Note:

If subsequent attempts are made to update these records via the import file after the initial import, these records will NOT be updated/imported since there will be more than one matching record found within the database. These rows will now be flagged as having errors within the ERRORS tab of the **Repo Collateral Information Import** dialogue.

5. Successfully updating multiple duplicate CUSIP records once imported to the database: Upon initial import of multiple records with the same MASTERIDENTIFIER, users should create a unique BALANCEINSTANCE value for each of the records so that there is a unique association created for update purposes.

4) Ability to create output without an image or logo

Overview

Users now have the ability to create output, via the standard project template, which does not contain an image or logo.

What's New

Previously, all projects using the standard project template were required to contain an image or logo (stored in the Images library). This requirement has been removed. A user wishing to use the standard project template to create a project which does not contain an image or logo must still assign an IMAGE LIBRARY and IMAGE ITEM via the **Project Template** page, but that item does not require an uploaded image.

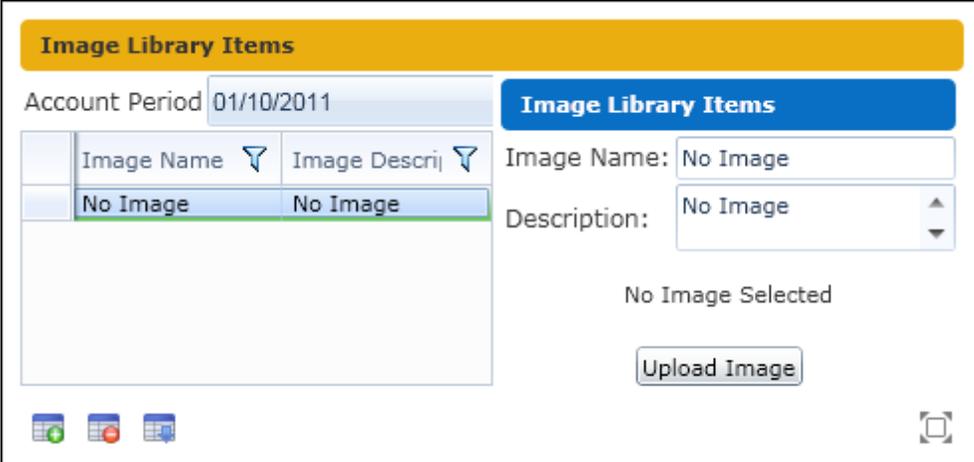


Image Library Items

Account Period: 01/10/2011

Image Name	Image Description
No Image	No Image

Image Name: No Image

Description: No Image

No Image Selected

Upload Image

Process Changes

No changes are required for clients successfully generating N-MFP output. Previous workarounds continue to function after this change. For instructions on how to create and edit image libraries, please refer to the *Creating ArcFiling Image Libraries* topic of the FundSuiteArc online Help system.

5) Submit Form N-MFP filings to the ICI

Overview

Users now have the ability to submit their Form N-MFP filing to the Investment Company Institute ("ICI") directly from ArcFiling.

What's New

Soon after the effective date of Form N-MFP, RR Donnelley was contacted by the ICI and several clients, inquiring about the possibility of submitting filing to the ICI via FundSuiteArc. ArcFiling has now been updated to provide clients with this ability.

A new option has been added to the **Filing Manager - Submit Filing** page which will allow users to select either *SEC* or *ICI* as the recipient of their filing.

Generally, users should only submit filings to the ICI after a successful LIVE filing to the SEC has occurred. If a user attempts to submit a filing to the ICI prior to a successful LIVE filing to the SEC, a warning message will appear. Clicking ACCEPT on this message will submit the filing to the ICI.

For ICI submissions, the CCC value will be stripped out of the XML prior to transmission (i.e., "<ccc>12345678</ccc>" will be replaced with "<ccc>XXXXXXXX</ccc>"). This will not have an effect on stored XML previously filed with the SEC.

The file(s) will be in the SEC-specified XML format, using a standard ICI naming convention, as outlined below:

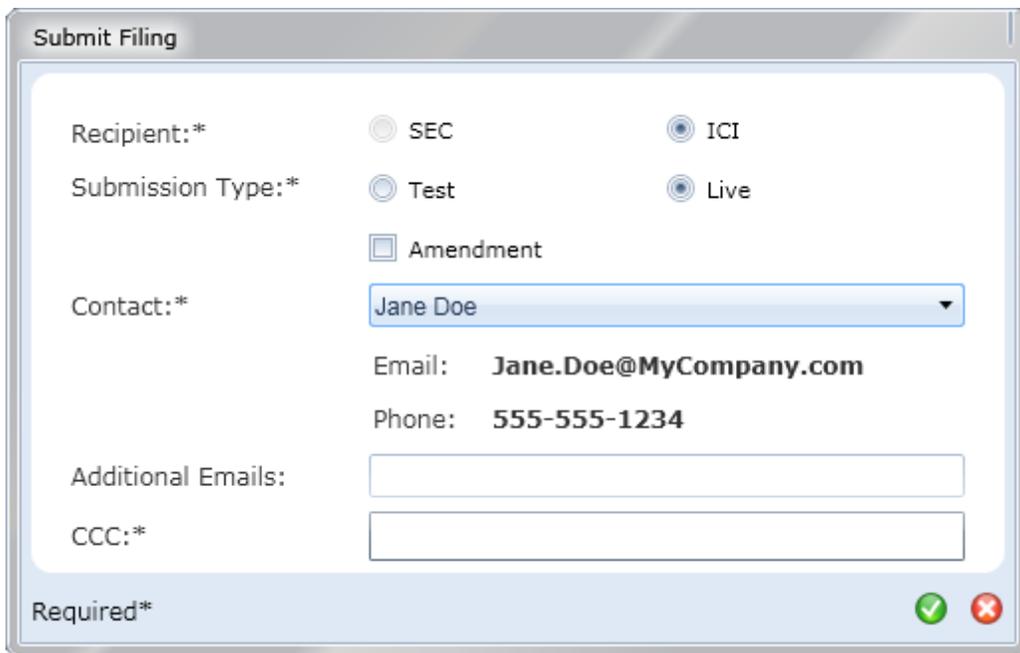
Initial Submission: *N_CIK_SeriesID_MM_YYYYI.xml*

Amended Submission: *N_CIK_SeriesID_MM_YYYYA.xml*

Where:

- *N* is always present as the leading character of every file name
- *CIK* is the SEC CIK.
- *SeriesID* is the SEC Series identifier.
- *MM* is the numeric expression of the month and year that defines the time period covered by the XML data contained in the file. It is not the month and year during which the file was submitted.
- *YYYY* is the four-digit year that defines, along with the month, the time period covered by the XML data contained in the file.
- *I* or *A* is a one-character tag that identifies the type of submitted data. The letter *I* is the default and stands for Initial submission, *A* indicates the submission is being Amended.

The file(s) will be transmitted to the ICI using SFTP, at sftp.ici.org. Log-in credentials for this location will be managed within ArcFiling by the FundSuiteArc team.



Process Changes

The *ICI* option is only available after a successful filing (Live or Test) with the SEC.

Selecting *ICI* as the RECIPIENT will result in all other items on the **Filing Manager - Submit Filing** dialogue (see above) to be **disabled**, except for the ACCEPT  and CANCEL  buttons at lower-right.

Clicking the ACCEPT button  will cause the filing to be submitted directly to the ICI, where it will be immediately processed by ICI internal applications. Users will not be able to access submissions made to the ICI.

During testing of this functionality, users may submit TEST filings to the ICI. Filings with a `<liveTestFlag>` value of *Test* will be ignored by ICI servers.

6) Batch project output

Overview

Users now have the ability to create output for multiple projects/funds at the same time.

What's New

The **Batch Output** page can be found in ArcFiling's ADMINISTRATION tab, under the **Data Extract** menu. This new feature allows users to generate output for multiple projects at the same time. Each project is rendered individually and can be found in the **Output Queue**. Once all projects have generated, a ZIP archive will be created containing each of the individual project output files. This file will also appear in the **Output Queue**.

Users can save this ZIP archive to a location on their local or network drive. The file name is automatically generated and follows the following naming convention:

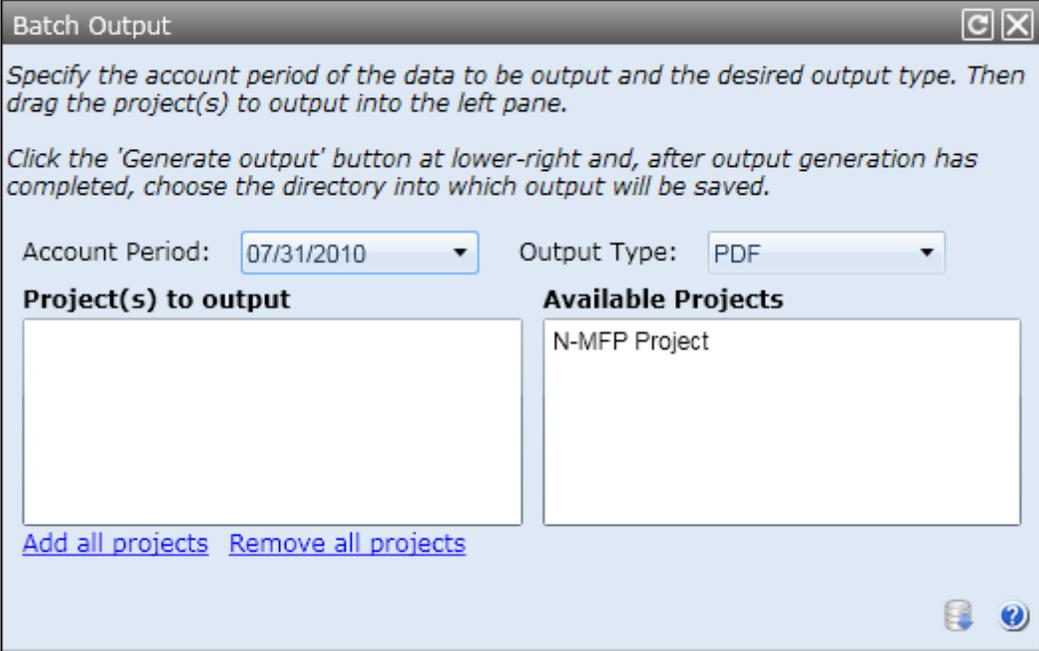
- `AccountPeriod(YYYY-MM-DD)_ProjectName.OutputType`

If the selected OUTPUT TYPE is *N-MFP (XML)*, the file naming conventions for the Form N-MFP XML file and the review report(s) which accompany the output are:

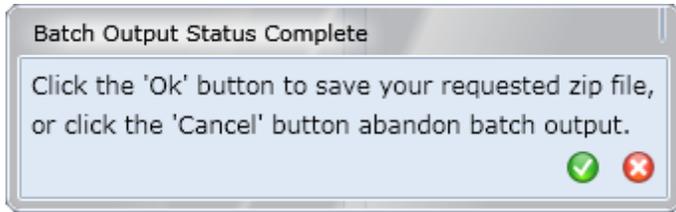
- Form N-MFP: `AccountPeriod(YYYY-MM-DD)_ProjectName_FundName.xml`
- Review report: `AccountPeriod(YYYY-MM-DD)_ProjectName_FundName(Review Report).xls`

Generating output for projects through this interface will update the output in the current draft cycle for each selected project, as though the output were generated for each project individually via the **Project** page.

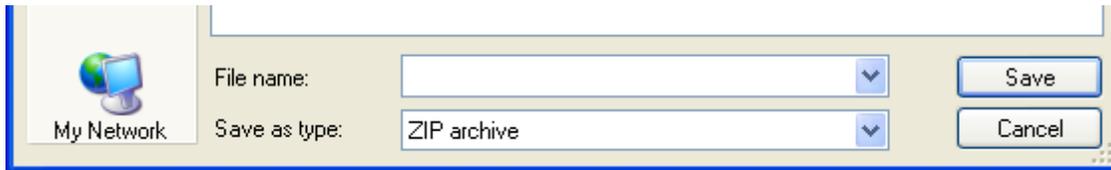
Users are able to specify the ACCOUNT PERIOD and OUTPUT TYPE, via drop-down lists on the page, then select which N-MFP projects to output by dragging them from the AVAILABLE PROJECTS pane to the **Project(s) to output** pane. All available projects can be added or selected projects removed by clicking on the ADD ALL PROJECTS or REMOVE ALL PROJECTS links. The GENERATE OUTPUT button  is used to initiate output processing.



The status message below will be displayed once all selected projects have completed. Select the green check box to launch the Windows **Save** dialogue.



Name the file and choose the location to which the file should be saved.



Please Note:

The resulting ZIP archive can also be opened or saved from the **Output Queue** at upper-right of the FundSuiteArc window.



Process Changes

No changes are required for clients to utilize this enhanced functionality.

7) Form N-MFP XML schema

Overview

Updated XML schema location tag, based on SEC feedback and technical specifications.

What's New

On December 13, 2010, the SEC changed their Form N-MFP technical specifications (<http://www.sec.gov/info/edgar/formn-mfp-xml-techspecs.htm>) to require a new XML schema location tag. This replaced the previous tag that was included in the initial specifications associated with Form N-MFP.

This change unexpectedly became mandatory on February 28, 2011, and was incorporated into FundSuiteArc via a Service Pack on the same day.

Process Changes

No changes are required for clients to utilize this enhancement.

8) Form N-MFP holdings sort order

Overview

The Form N-MFP XML and Review Report will now sort the holdings and repo collateral in a specific order.

What's New

Previously, the sorting of holdings and repo collateral followed the native order found in the FundSuiteArc's back-end data tables. Many clients requested that a standardized sort order be implemented which would facilitate review of output. In accordance with these requests, output will now sort as described below.

The holdings sort order is as follows.

1. Item 26 - Name of Issuer, ascending
2. Item 28 - CUSIP, ascending
3. Item 29 - Other Unique ID, ascending
4. Item 41 - Amortized Cost, descending

Repurchase agreement collateral will sort as follows.

1. Item 32(a) - Issuer Name, ascending
2. Item 32(b) - Maturity Date, ascending
3. Item 32(c) - Coupon Rate, ascending
4. Item 32(f) - Market Value, descending

Process Changes

No changes are required for clients to utilize this enhancement.

Please Note:

Once upgraded to ArcFiling version 1.2.0, any prior Form N-MFP XML filings that are re-created will sort in the above order. This sort order will differ from the original Form N-MFP XML but the underlying data will remain the same, with the exception of user-generated changes.

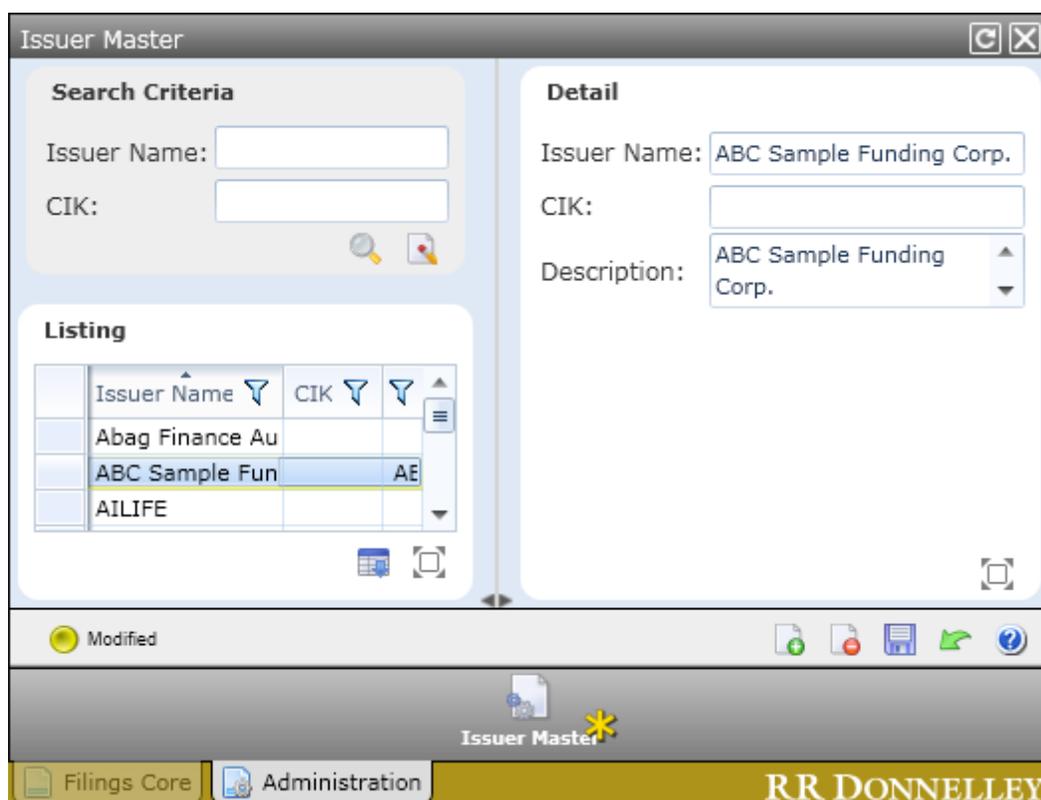
9) Issuer Master Library - Issuer search and the ability to save without a CIK

Overview

Two changes were made to the Issuer Master library in order to improve usability and function.

What's New

- As the sizes of their Issuer Master libraries have grown, several clients indicated decreased performance and difficulty in finding the specific issuer that they were trying to update. In order to provide better usability, a search feature was added to the form that will allow users to input specific criteria associated with an issuer—either the name or the CIK. Other changes within the form itself (and invisible to the user) should make the library faster when retuning search results.
- Users can now save an issuer within the library without providing a value in the CIK field. Previously, an issuer could be loaded without a CIK, but any change to that issuer through the application's user interface would require that one be provided.



Process Changes

To search for a specific issuer, provide the ISSUER NAME and/or CIK (or a portion of either) in the appropriate field(s), and then click the SEARCH button . You can clear previously entered search criteria by clicking the CLEAR ALL SEARCH CRITERIA button .

Closed Defects

Product	Module / Location	Description
ArcFiling	Holdings Data Extract	Resolved "System Out of Memory" error message when extracting a large number of records.
ArcFiling	Filing Manager	Limited return results in drop-down lists to only those projects that include <i>N-MFP</i> as an output type, and their associated legal entities.
ArcFiling	Fund Holdings / Item 31 – Category of Investment	Updated return results in drop-down list to correctly display categories when user selects <i>All Categories in Library</i> .
ArcFiling	Repo Holdings Collateral	Changed the text of Item 27 from SECURITY NAME to TITLE OF ISSUE to coincide with the field on the Fund Holdings page.
ArcFiling	Repo Holdings Collateral	CUSTOM IDENTIFIER field should only be used for informational purposes. Records that have unique MASTER IDENTIFIER values, but the same CUSTOM IDENTIFIER values, will now successfully import.