



# FundSuiteArc Version 1.3.0 Release Notes

ArcFiling 1.3.0

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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

No changes in this product release require any immediate action to be carried out by users.

# Enhancements Requiring User Decisions

1. Enhancements to Form N-MFP Excel Review Report (page 49)

***Please Note:***

Due to an enhancement for class sorting in XML output, the order of classes in the prior period XML may differ from the order in the current period. This difference will resolve itself when the report is generated for the second account period following the upgrade to FundSuiteArc version 1.3.0. Until that time, users should use caution when relying on the values in the DIFFERENCE column of the CLASS INFORMATION section. For full details on this enhancement, see page 49 of this document.

# Enhancements Common to Multiple Products

# 1) Renaming "Core" to "Workspace"

## Overview

Menu items in the main working areas of ArcFiling and ArcReporting were renamed to better reflect their intended use and view.

## What's New

The word "Core" has been replaced with "Workspace".



## Process Changes

No changes to current processes are required.

## 2) Enhancements to the Fund Selection Bar

### Overview

The FUND SELECTION bar was enhanced to simplify the selection of complexes, groups and funds. These enhancements allow users to switch account periods for the same fund without navigating the entire FUND SELECTION tree. The existing FUND SELECTION button continues to function, but it now automatically expands the account period currently selected.

### What's New

1. Step 1 - Select Date. Clicking on the [\[Select Date\]](#) text or » symbol displays a list of all available dates. The dates list exactly matches the available list when using the FUND SELECTION button at left.



2. Step 2 - Select Complex. Clicking on the [\[Select Complex\]](#) text or » symbol displays a list of available complexes for the selected date. The list of available complexes is filtered to those with project instances available for the selected date.



**Please Note:**

If only one complex is available based on the selected date, the complex is automatically chosen.

3. Step 3 - Select Group. Clicking on the [\[Select Group\]](#) text or » symbol displays a list of available fund groups for the selected date and complex. The list of available groups includes only those associated with the selected complex with active project instances for the specified date.



**Please Note:**

Alternatively, users can select [All Fund Groups](#), which automatically fills in [All Funds](#) in Step 4. On some pages in the application (**Fund Holdings**, for example), users can view information for more than one fund simultaneously. If the page does not support multiple fund display, (**Fund Information**, for example), then no information displays when [All Fund Groups](#) » [All Funds](#) is selected.



If only one fund group is available based on the selected complex, the group is automatically chosen.

4. Step 4 - Select Fund. Clicking on the [\[Select Fund\]](#) text or » symbol displays a list of available funds for the selected date, complex and fund group. The list of funds available only displays those setup for the selected group with active project instances for the date selected.



**Please Note:**

Alternatively, users can select [All Funds](#). On some pages in the application (**Fund Holdings**, for example), users can view information for more than one fund simultaneously. If the page does not support multiple fund display (**Fund Information**, for example), then no information displays when [All Funds](#) is selected.



If only one fund is available based on the selected group, the fund is automatically chosen.

See example below of the FUND SELECTION bar with a date, complex, group and fund selected.



From the completed FUND SELECTION bar, users have several options:

- Change the Selected Date. The list of dates is filtered for active project instances for the selected fund. Changing the date refreshes the data for all open pages.
- Change the Complex. Changing the complex resets the group. Users need to return to step 3 above.
- Change the Group. Changing the group resets the fund. Users need to return to step 4 above.
- Change the Fund. Changing the fund refreshes the data for all open pages.
- Reset the FUND SELECTION Bar. Click the RESET button  at any time to return to step 1 above.

**Please Note:**

The list under the EXISTING FUND SELECTION button does not refresh each time it is opened, as in previous versions. Instead, the list is only refreshed when a user launches the application or when the RESET button is clicked. This change was implemented in order to increase the performance of the existing FUND SELECTION button.

The list under the FUND SELECTION button has been enhanced to automatically expand for the date selected in the FUND SELECTION bar. See example below.



**Process Changes**

No changes to current processes are required.

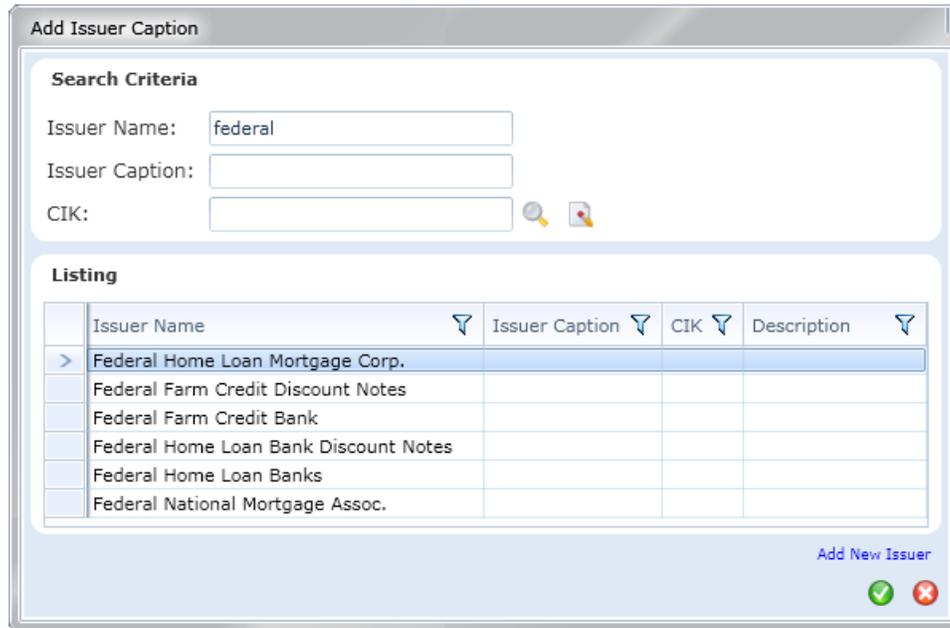
### 3) Issuer Library - Enhanced Issuer Master selection functionality

#### Overview

On the **Issuer Libraries** page, the ISSUER MASTER drop-down list was replaced with a search feature.

#### What's New

As the sizes of Issuer Master libraries have grown, several clients have reported decreased performance and increased difficulty in locating a specific issuer when adding to the Issuer library. In order to provide better usability, a search feature was added to the page, allowing users to input specific criteria associated with an issuer, such as ISSUER NAME, CAPTION or CIK.



**Add Issuer Caption**

**Search Criteria**

Issuer Name:

Issuer Caption:

CIK:   

**Listing**

	Issuer Name 	Issuer Caption 	CIK 	Description 
>	Federal Home Loan Mortgage Corp.			
	Federal Farm Credit Discount Notes			
	Federal Farm Credit Bank			
	Federal Home Loan Bank Discount Notes			
	Federal Home Loan Banks			
	Federal National Mortgage Assoc.			

[Add New Issuer](#)

#### Process Changes

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

## 4) Security Master Library - Additional investment types

### Overview

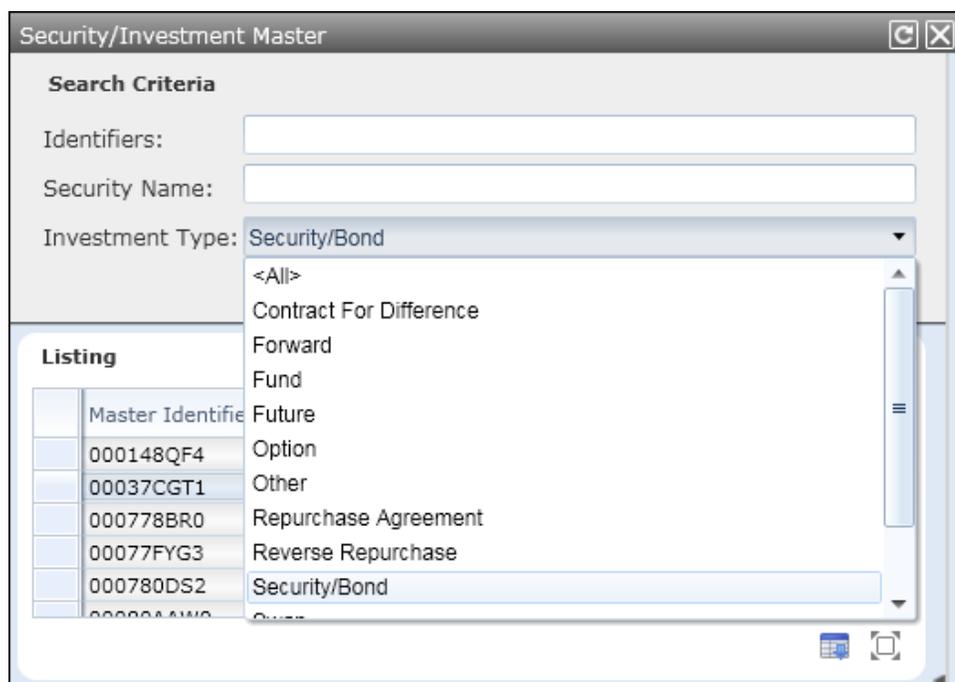
In order to support additional sorting and grouping for Schedules of Investments and other disclosures within FundSuiteArc, several new investment types were added to the system.

### What's New

The list below represents the added investment types.

- Contract for Difference
- Forward
- Future
- Option
- Reverse Repurchase
- Swap
- Swaption
- Warrant

In the Security/Investment Master library, the INVESTMENT TYPE options list is expanded to include the new types listed above.



The Fund Holdings automated dataload and push-button import were updated to support these new investment types. The *Data Import File Structures* documentation for Holdings was updated to reflect these changes.

### Process Changes

The additional investment types are not needed for Form N-MFP to continue to function normally. However, clients may update their source files to utilize the new types without impacting Form N-MFP functionality.

## 5) Fund Holdings page - Ability to create, edit and save custom views

### Overview

Historically, the **Fund Holdings** page remembered users settings upon exit. Settings were fund specific and could not be saved or re-used. As a solution, the **Fund Holdings** page was enhanced to allow users to create and save their own custom views.

### What's New

Two new items appear at lower-left of the **Fund Holdings** page:

1. The VIEW drop-down list.



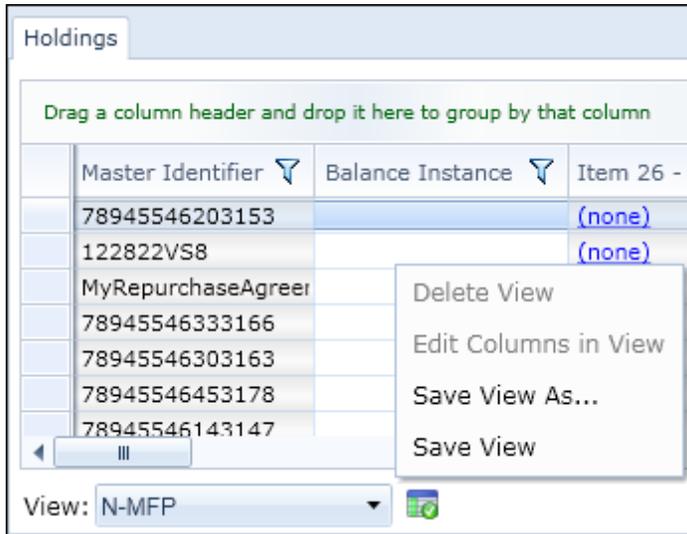
- a. This control allows users to select custom user-created views as well as built-in "standard" views.
2. The views ACTION button .
  - a. This button allows users to modify existing views (*Delete*, *Edit*, *Save As* and *Save* are supported).

**Please Note:**

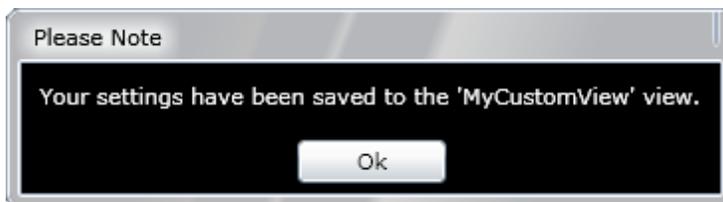
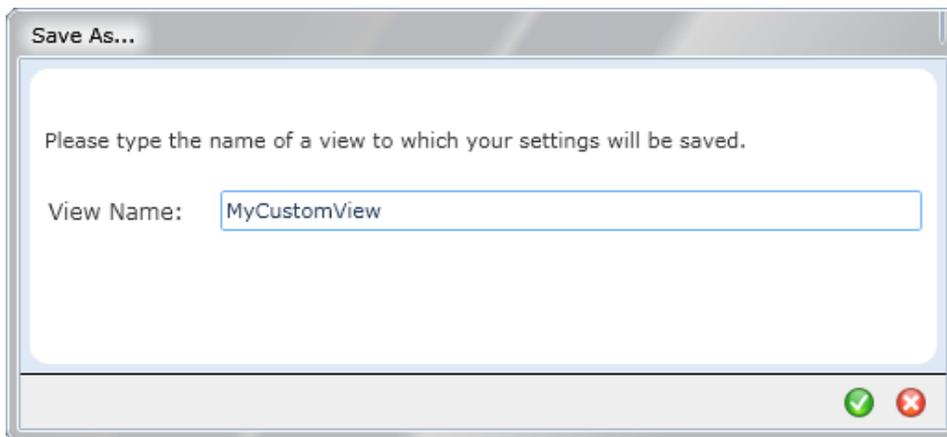
This button was previously at lower-right of the page and allowed users to select the grid columns they wanted to view. This button was moved, and its functionality was enhanced.

### Process Changes

1. Choosing a View. Using the VIEW selection drop-down list, users can switch between custom views and standard views.
2. Creating a Custom View. Users can leverage the standard views or existing custom views as starting points to create new custom views. Users cannot edit standard views.
  - a. Choose a standard view.
  - b. Select *Save View As...* from the ACTION button menu.



- c. Name the newly-created custom view.



The new view is automatically selected in the VIEW drop-down list.



**Please Note:**

Only the standard views are visible to all users. Custom views are only visible to the user who created them.

- d. The new custom view can now be edited. The view can be modified in the following ways, and these changes are retained when the view is saved.
  - i. Columns shown in view
    - A. Click *Edit Columns in View* to add or remove columns from the custom view.
  - ii. Column order
    - A. Columns can be arranged in any desired order by drag-and-drop functionality.
  - iii. Column widths
  - iv. Grid splitter position (*i.e.*, "frozen" columns)

**Please Note:**

Column sorting, column filters and grouping are not remembered as part of the custom view functionality. We anticipate adding this functionality in a future product release.

- e. Click *Save View* to save changes to the current custom view. Views can be continuously updated and saved.

**Please Note:**

This is the only time an existing view is saved. Users are NOT prompted to save view changes when exiting the **Fund Holdings** page. Changes not saved prior to exiting will be lost.

- f. Custom views can be used to create additional custom views. From an existing custom view, follow the foregoing steps to create additional views.
- 3. All Columns - The *All columns* selection allows users to quickly view all available columns for the current grid.



- 4. When the user opens/closes the **Fund Holdings** page the current view is retained. Therefore, anytime the user returns to the **Fund Holdings** page, the most recently used view is loaded.

**Please Note:**

The **Fund Holdings** page now works exclusively from the new views functionality. Any user views previously created will be lost when upgrading to version 1.3.0. Views will only be saved by clicking *Save View As...* or *Save View*. FundSuiteArc does NOT automatically track view changes.

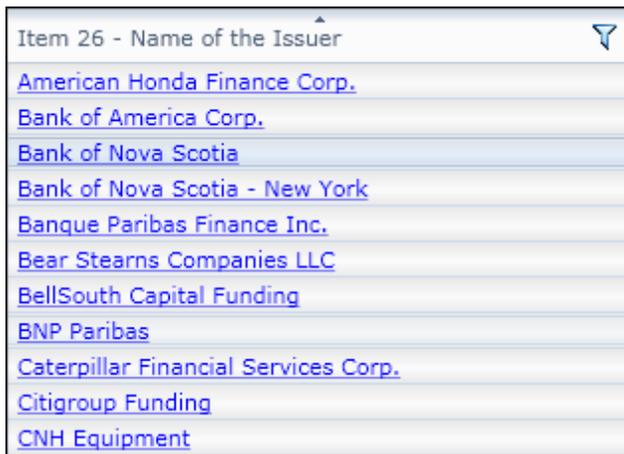
## 6) Fund Holdings page - Ability to change issuer assignment

### Overview

Users have indicated that it would be beneficial to have edit capability on the **Fund Holdings** page for both the issuer caption and the issuer assignment. They also noted difficulty in determining if an issuer had been assigned when a caption was null. On the **Fund Holdings** page, ITEM 26 - NAME OF THE ISSUER was changed from a read-only text field to a blue clickable link.

### What's New

ITEM 26 - NAME OF THE ISSUER now appears as a clickable link (indicated by blue, underlined text). By clicking this link, users can change the Issuer Master associated with a security or add a new issuer to the Issuer Master library.



## Process Changes

Clicking a NAME OF THE ISSUER link causes the **Select Issuer** pop-up dialogue to appear. This pop-up dialogue returns data from the Issuer Master library.

**Select Issuer**

**Search Criteria**

Issuer Name:

Issuer Caption:

CIK:   

**Listing**

	Issuer Name	Issuer Caption	CIK	Description
>	Federal Home Loan Mortgage Corp.			
	Federal Farm Credit Discount Notes			
	Federal Farm Credit Bank			
	Federal Home Loan Bank Discount Notes			
	Federal Home Loan Banks			
	Federal National Mortgage Assoc.			

[Add New Issuer](#)

To search for a specific issuer, provide the ISSUER NAME, ISSUER CAPTION and/or CIK (or a portion of any of these) in the appropriate field(s), and click the SEARCH button . Clear previously entered search criteria by clicking the CLEAR ALL SEARCH CRITERIA button .

**Please Note:**

The ISSUER CAPTION can no longer be edited from the **Fund Holdings** page due to this change in functionality. Changes to issuer captions must be completed via the **Issuer Libraries** page.

## 7) Added "Type" to Portfolio Statement Templates, Financial Statement Templates, Tabular Data Templates, Image Libraries, Text Libraries, Document Structure Templates, Notes Document Templates and Project Templates pages

### Overview

One FundSuiteArc goal is to develop ways to make fund implementations and set-ups easier and quicker. To that end, a new feature, known as "Type", was added to several areas of the platform. This new feature has two main functions:

1. Users are able to specify a type for each Text Snippet, Portfolio Template, Financial Template and Tabular Data Template. During the creation of the Document Structure Template, users define which type should be inserted into each location. When adding specific items to the Project Template, the list of Text Snippets, Portfolio, Financial and Tabular Data Templates are automatically filtered based upon the type expected (*Statement of Assets and Liabilities*, for example). The use of types simplifies the building of Project Templates and aids users in defining standards.
2. Type information is used to create output. FundSuiteArc recognizes each type and automatically applies an output style to the information. This feature ensures that information sharing a "type" receives the same output settings regardless of its location.

### What's New

1. Standard types were added. These types are standard and are not editable by users. However, different styles can be applied to the types, as needed.

#### Financial Statement Template Types

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>● Financial Highlights</li> <li>● Financial Highlights - Pivoted</li> <li>● Other 1</li> <li>● Other 2</li> <li>● Other 3</li> <li>● Other 4</li> <li>● Other 5</li> </ul> | <ul style="list-style-type: none"> <li>● Shareholder Transactions</li> <li>● Statement of Assets and Liabilities</li> <li>● Statement of Cash Flows</li> <li>● Statement of Changes in Net Assets</li> <li>● Statement of Changes in Units</li> <li>● Statement of Operations</li> <li>● Statistics</li> </ul> |
|---|--|

#### Portfolio Statement Template Types

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>● Closed forward foreign exchange contracts</li> <li>● Condensed</li> <li>● Contracts for difference</li> <li>● Credit default swaps</li> <li>● Diversification - Currency</li> <li>● Diversification - Economic</li> <li>● Diversification - Geographic</li> <li>● Diversification - Risk Exposure</li> <li>● Diversification - Weighted Risk Exposure</li> <li>● Fair Value</li> <li>● Futures</li> <li>● Interest rate swaps</li> <li>● Open forward foreign exchange contracts</li> </ul> | <ul style="list-style-type: none"> <li>● Options</li> <li>● Other 1</li> <li>● Other 2</li> <li>● Other 3</li> <li>● Other 4</li> <li>● Other 5</li> <li>● Schedule of Investments</li> <li>● Statement of Net Assets</li> <li>● Summary</li> <li>● Swaptions</li> <li>● Top 'N' - Holdings</li> <li>● Top 'N' - Purchases and Sales</li> </ul> |
|--|---|

## Tabular Data Template Types

- Bank Borrowing or Loans
- Capital Share or Unit Transactions
- Cash Balances
- CCLux Reporting
- Changes in Realized/Unrealized Inv
- Creditors
- Debtors
- Distribution Fees
- Distributions
- Diversification - Currency
- Diversification - Economic
- Diversification - Geographic
- Diversification - Risk Exposure
- Diversification - Weighted Risk Exposure
- Dividend Breakout
- Earnings Per Share
- Equalization
- Exchange Rates
- Expense Breakout
- Fair Value - Assets and Liabilities
- Fair Value - Gain/Loss
- Finance Costs
- Finance Costs
- Foreign Currency Contracts
- Forwards
- FRS 29 - Level 3 Reconciliation
- FRS 29 - Leveling table
- FRS 29 - Transfers In/Out
- Futures
- Gross Income
- Growth of \$10,000
- Held for Trading
- Interest Income
- Introduction
- Investment Advisory Fees
- Investment Transactions
- Investments - Available for Sale
- Investments - Fair Value
- Management Fees
- Movements in Capital
- NAV per capital price range
- NAV per share
- Net Assets for Prior Periods
- Net Gain/loss on investments
- Notes to Financial Statements
- Options Written
- Other 1
- Other 2
- Other 3
- Other 4
- Other 5
- Other Fees
- Other Gain/Loss
- Other Payables
- Other Receivables
- Performance
- Performance Fees
- Performance Figures
- Portfolio Turnover Ratio
- Related Party Transactions
- Risk - Counterparty
- Risk - Credit
- Risk - Currency
- Risk - Foreign Exchange Rate
- Risk - Interest Rate
- Risk - Liquidity
- Risk - Other
- Risk - Price
- Sales Charges
- Security Lending
- Shareholder Expenses
- Soft Commissions
- Tax
- Tax - Capital Loss Carryforward
- Tax - Components of Distributable Earnings
- Tax - Cost Basis
- Tax - Distributions Paid
- Tax - Post October Loss
- Total Earnings Ratio
- Waived Fees
- Weighted Average Interest Rate

## Text Snippet Types

- Actual Fund Expenses
- Admin and Custodian Fees
- Administrative Agent
- Administrator
- Advisor
- Advisory Fees
- Approval of Financial Statements
- Auditor
- Auditor Opinion/Report
- Available For Sale Reserve
- Bank Borrowing or Loans
- Basis of Accounting
- Basis of Consolidation
- Board Members, Officers and Trustees
- Board of Directors
- Capital Components
- Capital Share or Unit Transactions
- Capital Stock Information
- Cash and Equivalents
- Cash Flow Hedging Reserve
- Cash Flows
- Cashiers Office
- Chairman's Report/Letter
- Changes in Schedule of Investments
- Commission Recapture Agreements
- Commissions on Subscriptions and Redemptions
- Conducting Officers
- Contingent Liabilities
- Contracts for Difference
- Convertible Loan Notes
- Corporate Agent
- Cover - Address
- Cover - Disclaimer
- Cover - Fund Promoter
- Cover - Imprint
- Cover - Reference
- Cover - Regulatory Disclaimer
- Cover - Report Period End
- Cover - Report Type
- Cover - Umbrella Name
- Current Assets
- Current Liabilities
- Custodian
- Daily management
- Depository Bank
- Derivative Instruments
- Detail of Changes in Prospectus
- Disclaimer
- Distributions
- Listing Agent
- Management Committee
- Management Discussion
- Management Fees
- Market Overview
- Marketing Agents
- Movements in Capital
- Net Asset Value
- Net Assets for Prior Periods (aka Comparative Statistics)
- Net Gain/(Loss) on Financial Assets and Liabilities at FV
- Non-Current Liabilities
- Non-Trading Days
- Options Purchased
- Options Written
- Organization
- Organizational Costs
- Other 01
- Other 02
- Other 03
- Other 04
- Other 05
- Other 06
- Other 07
- Other 08
- Other 09
- Other 10
- Other Income
- Other Payables
- Other Receivables
- Own Shares Reserve
- Paying Agents
- Performance Fees
- Performance Overview
- Portfolio Turnover Ratio
- Post Balance Sheet Events
- Presentation of Income Statement
- Presidents Letter
- Principal Accounting Policies
- Profile of the Delegate Investment Managers
- Project adviser and listing sponsor
- Promoter
- Proxy Voting Policies
- Rebates
- Reconciliation of Net Asset Values
- Register of Commerce
- Registered office
- Registrar
- Regulator
- Regulatory Update

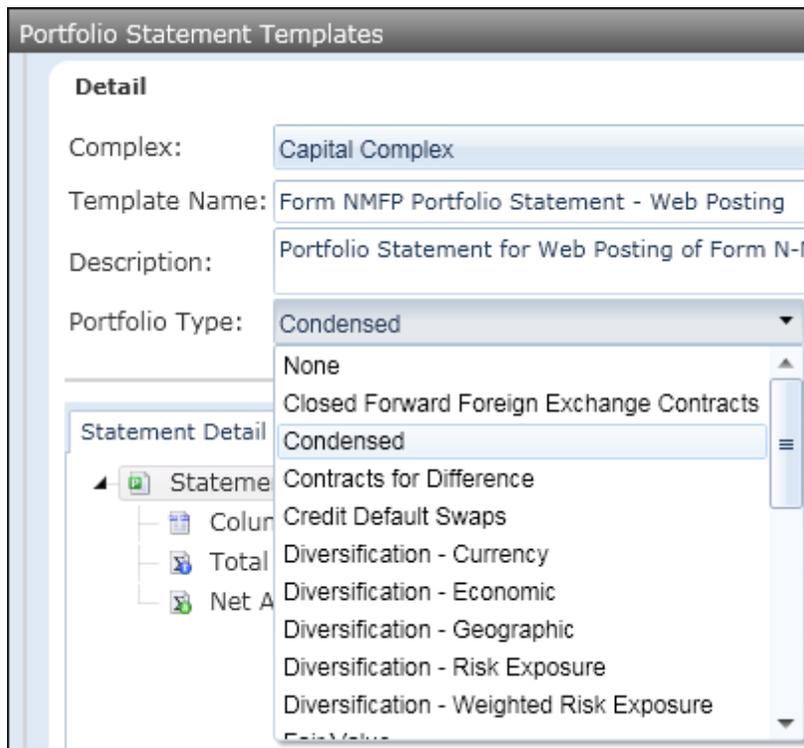
## Text Snippet Types

- Distributor Fees
- Dividends
- Domiciliary Agent
- Duplication of Fees
- Earnings Per Share
- Efficient Portfolio Management
- Equalization
- Equity Conversion Reserve
- Establishment and Organization
- Exchange Rates
- Expense Waiver Agreement
- Expenses
- Fair Value
- Finance Costs
- Financial Highlights
- Financial Instruments
- Financial Liabilities and Equity
- Foreign Currencies / Foreign Exchange Translation
- Foreign Currency Contracts
- Form N-MFP
- Form N-Q
- Forward Foreign Exchange Contracts
- Further Information
- Futures
- General Information
- Geographical Segments
- Head Office
- Hypothetical Fund Expenses
- Income
- Information Agents
- Information for Swiss Investors
- In-Kind Transactions
- Investment Advisor
- Investment Advisor Contract Approval
- Investment Manager
- Investment Managers Report
- Investment Objective
- Investment Sub-Advisor
- Investment Sub-Manager
- Investment Transactions
- Investments in Associates
- Legal Counsel
- Legal Fees
- Legal Update
- Related Party Transactions
- Report and Responsibilities of the Trustee
- Representative Agents
- Repurchase Agreements
- Restricted Securities
- Retained Earnings
- Risk Management
- Sales Office
- Schedule of Investments
- Secretary
- Securities Lending
- Share Capital
- Shareholder Expenses
- Shareholder information
- Shareholder Letter
- Short Sales
- Significant Accounting Policies
- Soft Commissions
- Standard - Continued
- Standard - Running Financial Footer
- Standard - Running Footer
- Standard - Running Header
- Statement of the Manager's Responsibilities
- Stock Lending
- Sub-Custodian
- Subsequent Event
- Subsidiaries
- Swaps
- Swaptions
- Table of Contents
- Tax d'abonnement
- Taxes
- Total Earnings Ratio
- Total Expense Ratios
- Trading Days
- Transfer Agent
- Transition to IFRS
- Trustees
- Unit Values
- Units
- Use of Estimates
- Valuation
- Warrants
- Zero Dividend Preference Shares

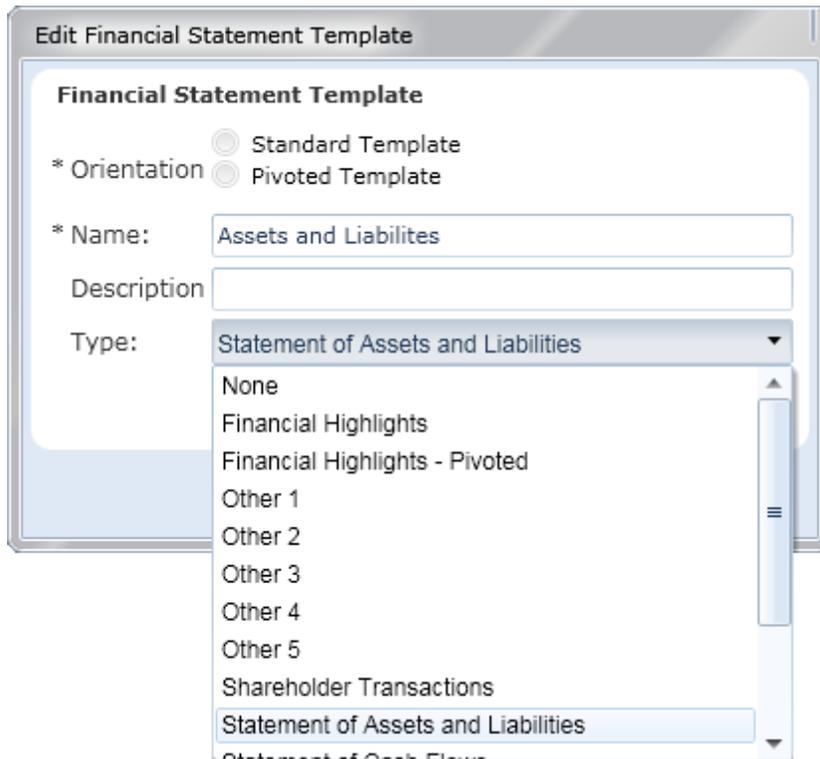
### Image Library Types

- Advisor Logo
- Back Cover
- Front Cover
- Fund Logo

- Portfolio Type - Users can now assign a type to a new or existing Portfolio Statement Template.



3. Financial Statement Type - Users can now assign a type to a new or existing Financial Statement Template.



**Edit Financial Statement Template**

**Financial Statement Template**

\* Orientation  Standard Template  Pivoted Template

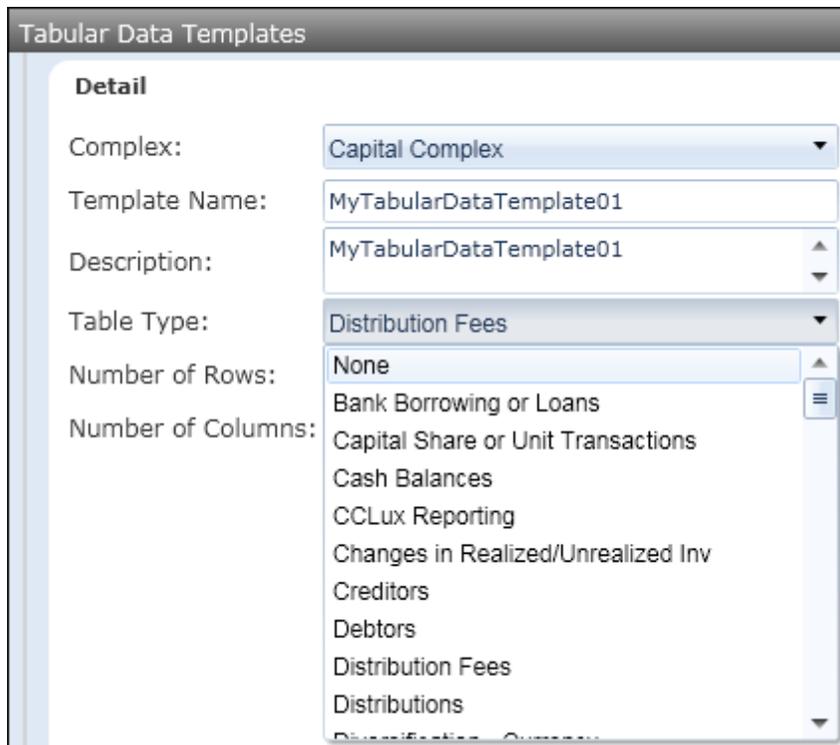
\* Name:

Description:

Type: 

- None
- Financial Highlights
- Financial Highlights - Pivoted
- Other 1
- Other 2
- Other 3
- Other 4
- Other 5
- Shareholder Transactions
- Statement of Assets and Liabilities
- Statement of Cash Flows

4. Tabular Data Table Type - Users can now assign a type to a new or existing Tabular Data Template.



**Tabular Data Templates**

**Detail**

Complex:

Template Name:

Description:

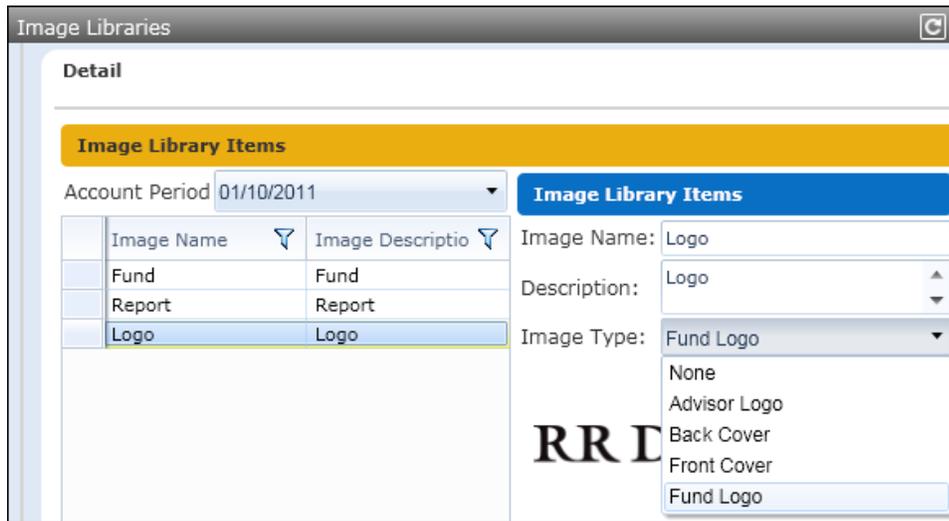
Table Type: 

- None
- Bank Borrowing or Loans
- Capital Share or Unit Transactions
- Cash Balances
- CCLux Reporting
- Changes in Realized/Unrealized Inv
- Creditors
- Debtors
- Distribution Fees
- Distributions
- Disbursement - Current

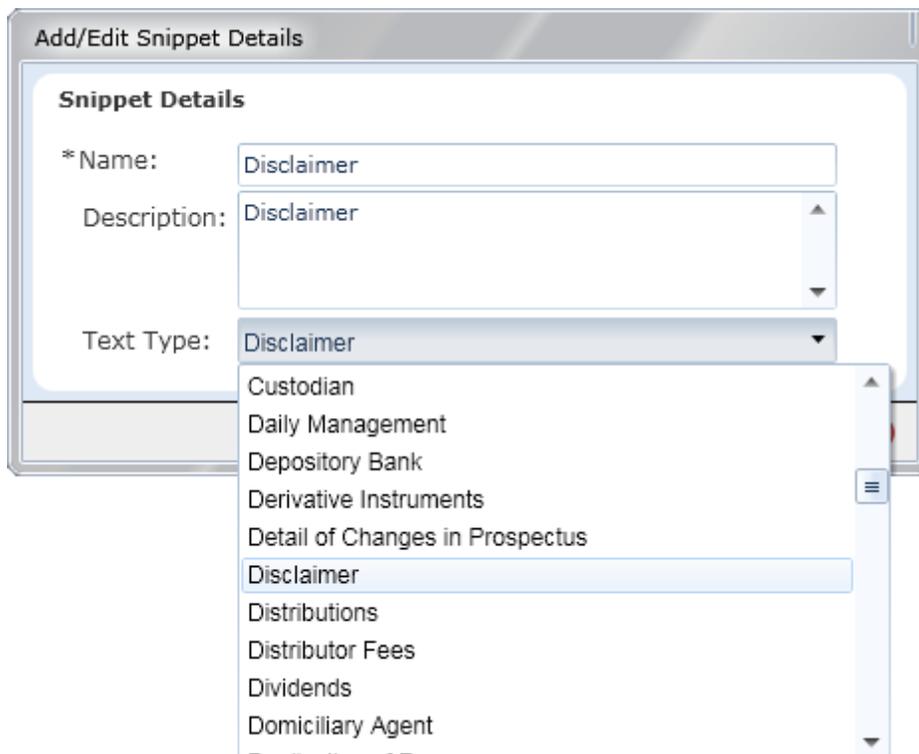
Number of Rows:

Number of Columns:

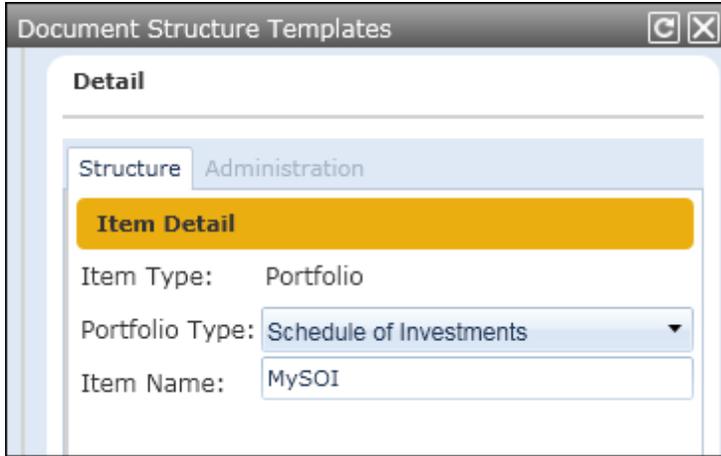
- Image Type - Users can now assign a type to a new or existing image in the Image Libraries.



- Snippet Type - Users can now assign a type to a new or existing snippet in the Text Libraries.



- Document Structure Templates and Notes Document Templates - Under the ITEM DETAIL section of the STRUCTURE tab, each item can be assigned a type. In the Project Template, users can assign a table, text, portfolio or financial statement type that is different than the type defined in the Document Structure Template. However, the type defined in the Document Structure Template directs the formatting during output.



Document Structure Templates

Detail

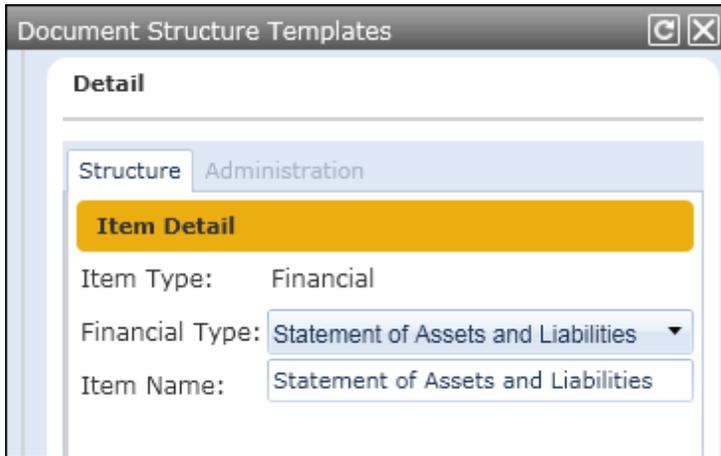
Structure Administration

**Item Detail**

Item Type: Portfolio

Portfolio Type: Schedule of Investments

Item Name: MySOI



Document Structure Templates

Detail

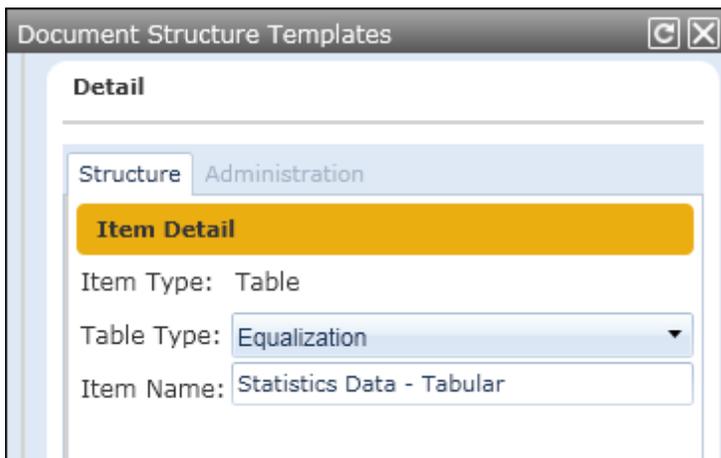
Structure Administration

**Item Detail**

Item Type: Financial

Financial Type: Statement of Assets and Liabilities

Item Name: Statement of Assets and Liabilities



Document Structure Templates

Detail

Structure Administration

**Item Detail**

Item Type: Table

Table Type: Equalization

Item Name: Statistics Data - Tabular

Document Structure Templates ⌂ ✕

**Detail**

Structure Administration

**Item Detail**

Item Type: Image

Image Type: Fund Logo

Item Name: Logo

Document Structure Templates ⌂ ✕

**Detail**

Structure Administration

**Item Detail**

Item Type: Text

Text Type: Cover - Disclaimer

Item Name: Cover

- Project Template - Within the CONTENTS tab of a Project Template, the list of images, text snippets, portfolio statements and financial statement templates is filtered based upon the type selected in the Document Structure Template. However, users can select *Show All*, which removes the filter and shows all types when searching for items.

**Item Detail**

Item Name: Disclaimer

Item Type: Text

Text Type: Disclaimer

Text Snippet Option: Link To Text Library ▼

Text Snippet Library: Capital Funds Text Library ▼

Show All   
  Filter by: Disclaimer

Text Snippet: Disclaimer ▼

**Item Detail**

Item Name: Logo

Item Type: Image

Image Type: Fund Logo

Image Library: Image Library ▼

Show All   
  Filter by: Fund Logo

Image Library Item: Logo ▼

### Process Changes

No changes to current processes are required. Form N-MFP website output will continue to work without making any changes to these areas.

## 8) Text Library enhancements

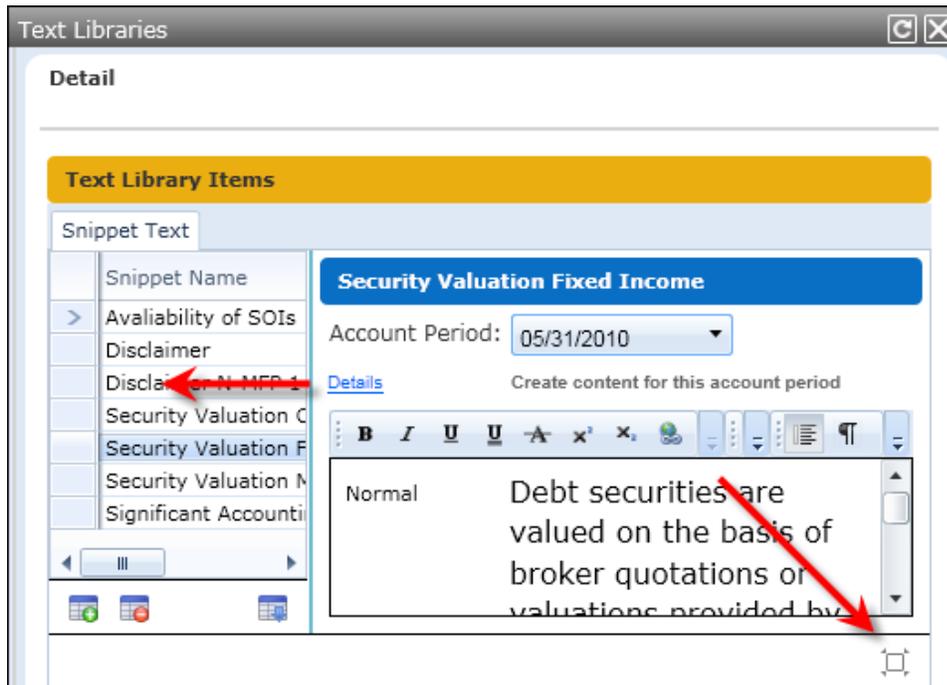
### Overview

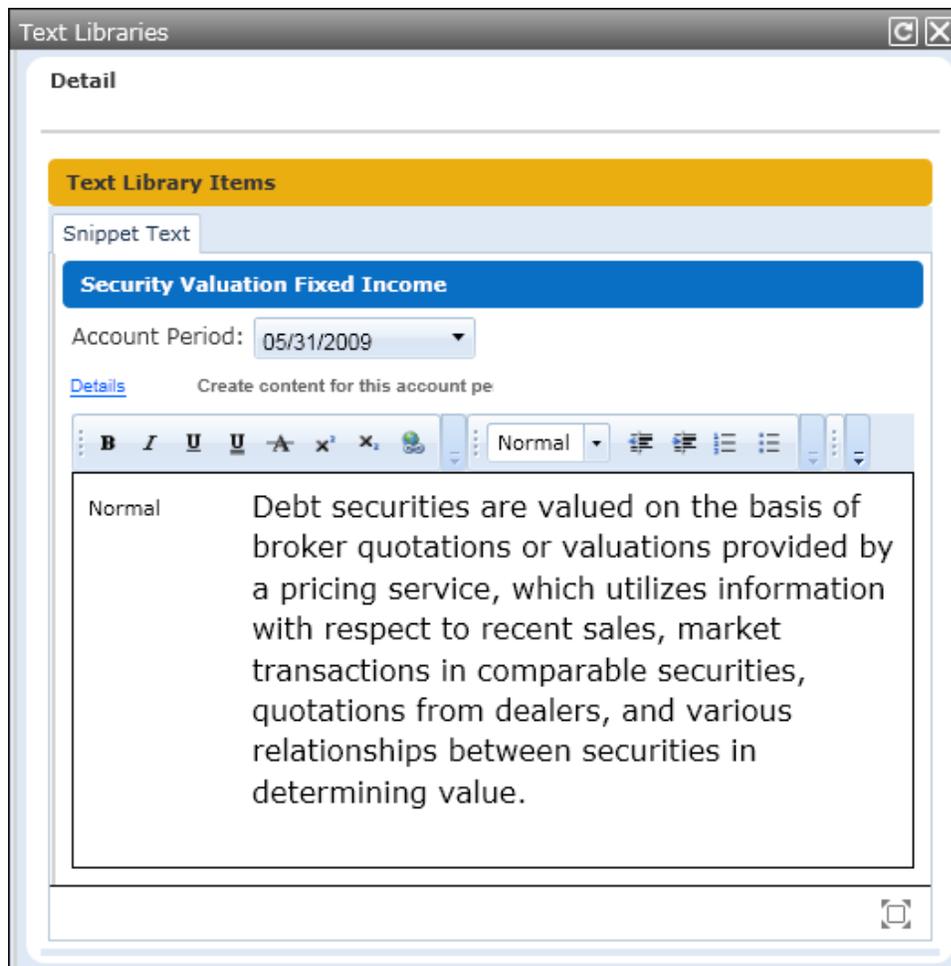
Several enhancements were made to the **Text Libraries** page text editor, providing users improved functionality with respect to usability.

### What's New

1. The text editor displays a full-screen preview instead of a pop-up dialogue.

Users can now create a snippet in full-screen view as well as view the created snippet in full view. By clicking the MAXIMIZE VIEW button  at the lower-right of the page and dragging the pane divider to the left border of the page, users can view any snippet in full-screen mode as shown below:

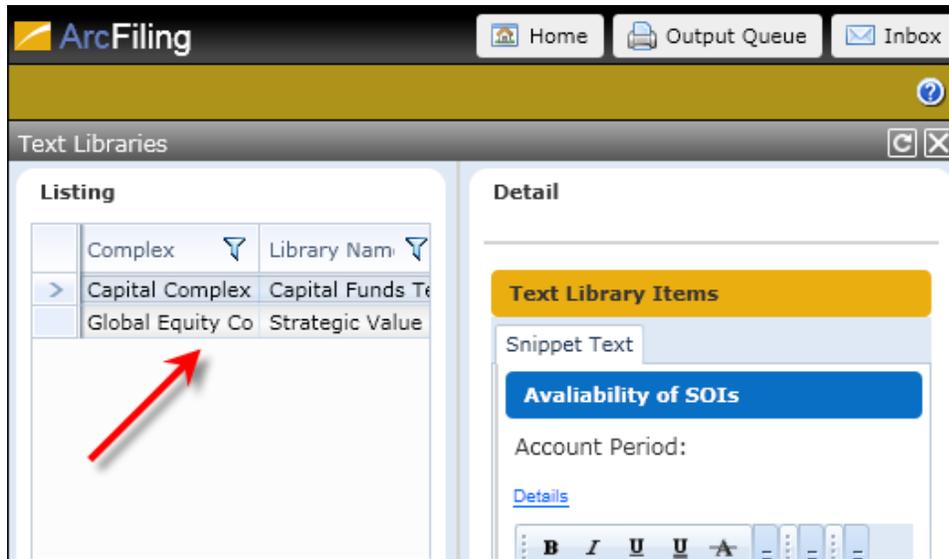




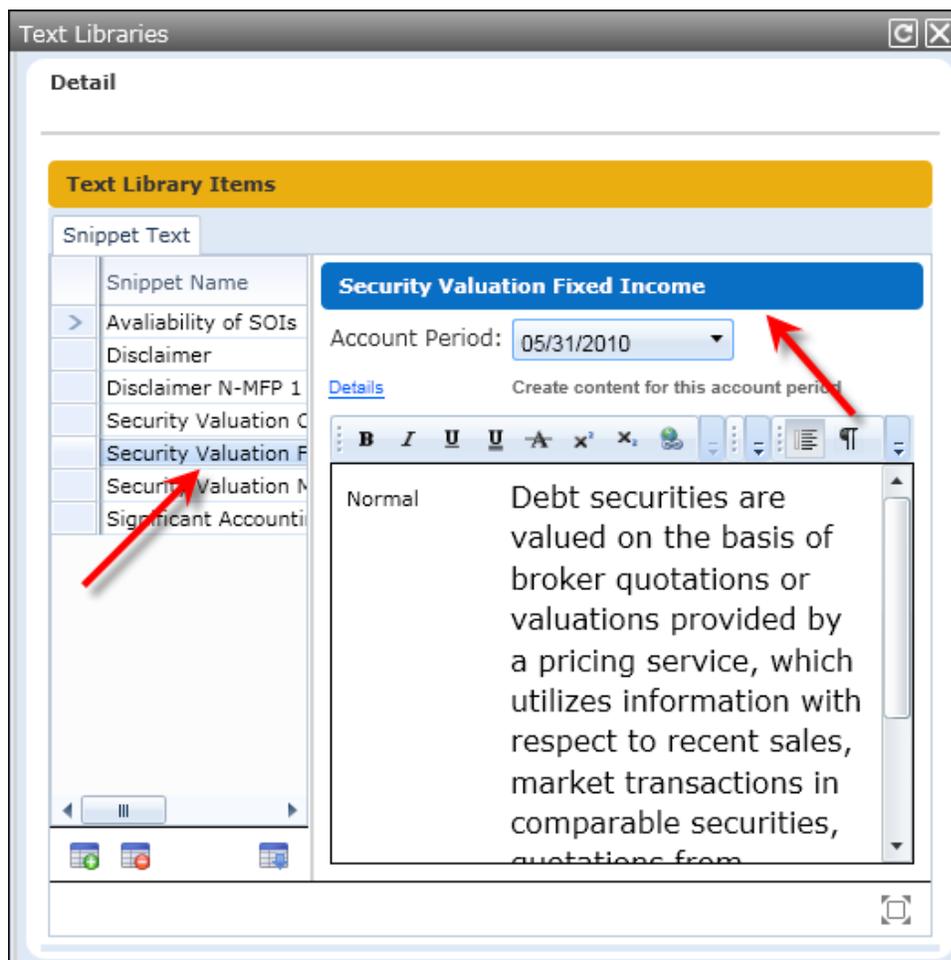
The text editor area is maximized

## 2. Listing Grid

Upon opening the text library, the grid recognizes the product accessed by users and displays only those libraries specific to the product. For example, if a user is accessing ArcFiling as shown below, only those text libraries specific to ArcFiling display in the LISTING grid.

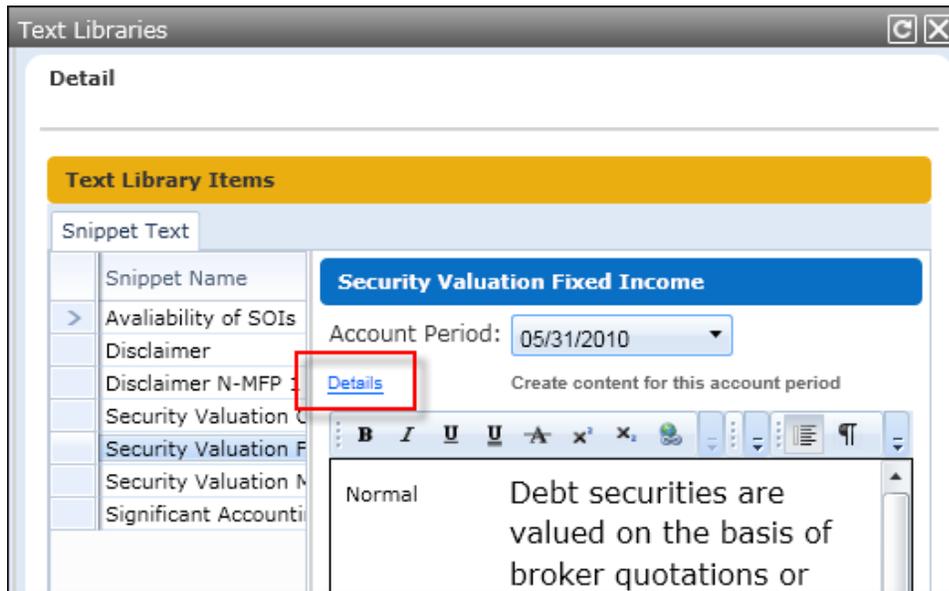


3. Snippet Name Read-Only Text Box

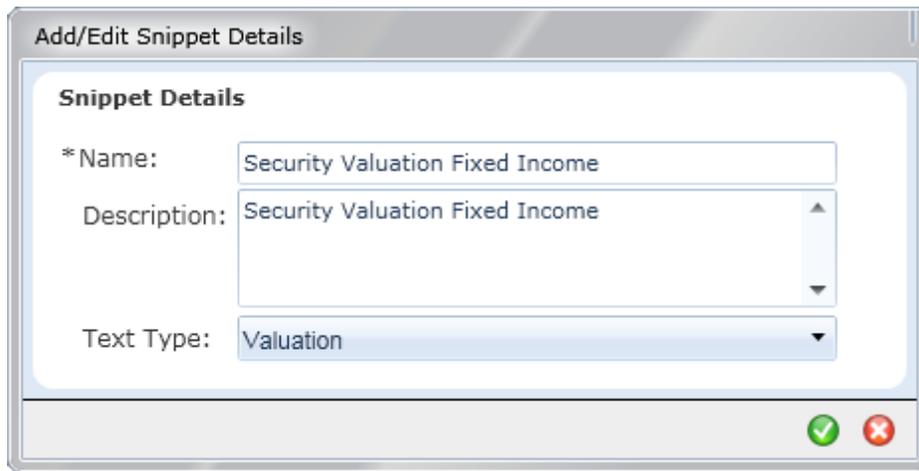


Clicking on a snippet in the grid displays a read-only text bar in the upper portion of the page (e.g., blue text bar) containing the snippet name.

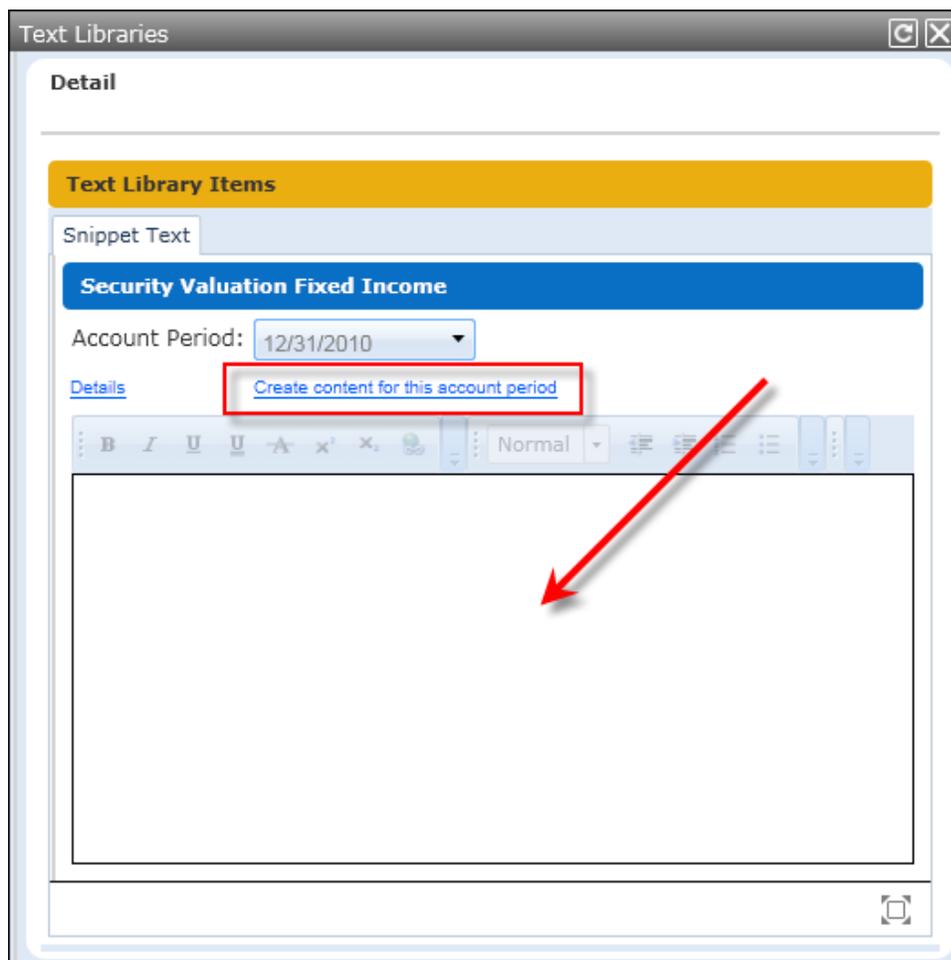
4. Details Link



Clicking the DETAILS link causes the **Add/Edit Snippet Details** pop-up dialogue to appear and allows users to view or edit the snippet NAME, DESCRIPTION and TEXT TYPE.



5. Create Content for this Account Period Link



The CREATE CONTENT FOR THIS ACCOUNT PERIOD link is only enabled when the chosen account period does not have any content. Comparing this screen shot to the previous page, users can see content for 5/31/2010 but not for 12/31/2010. The functionality for this link is as follows:

- Disabled link
  - Content for the specified account period displays in the text editor (*i.e.*, text box beneath tool bar).
  - Users can edit directly in the text editor.
- Enabled link
  - Content for the specified account period does not exist in the text library.
  - To add content to the text box click the CREATE CONTENT FOR THIS ACCOUNT PERIOD link.

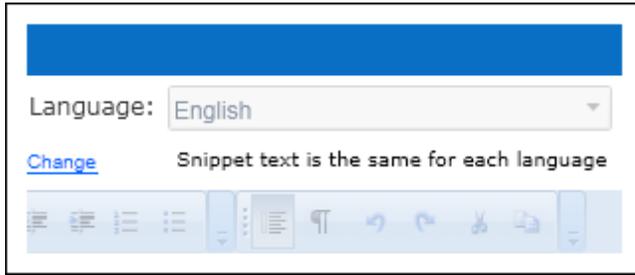
The link becomes disabled.

Text editor becomes enabled and the text from the most recent account period specific to that snippet rolls forward and populates in the text editor.

**Please Note:**

When a text snippet's content is rolled forward, all existing language-specific content also rolls forward.

6. Language Drop-Down, Change Link and Read-Only Text Regarding Snippet Text

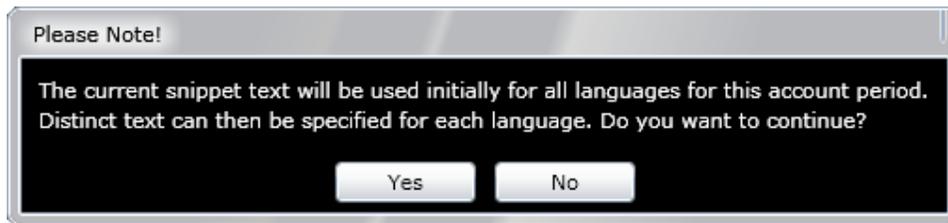


Users have the ability to decide if the textual content will be the same for all languages or if textual content will differ for each language at the snippet level.

The LANGUAGE drop-down list is disabled when the text beneath it reads '*Snippet text is the same for each language*', which is the default for all newly-created snippets. If users want language-specific text for any/all snippets, the functionality is as follows:

- a. Click the CHANGE link.

The following pop-up message appears.



- b. Click YES to have specific textual content for each language.

The LANGUAGE drop-down list on the main page becomes enabled.

A read-only label of '*Snippet text is different for each language*' appears, offering an indication that distinct text can be entered for each language.

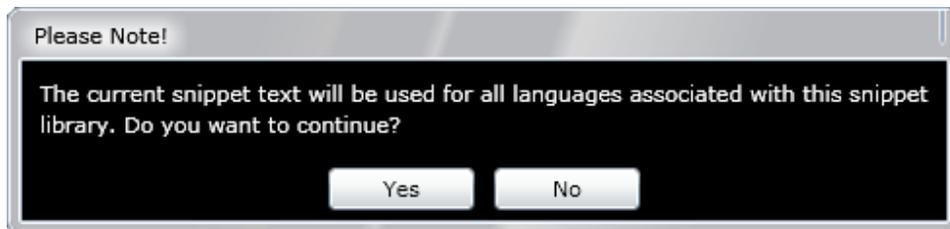
- i. Choose a specific language and provide the appropriate text/language in the text editor.

- c. Click NO to have the same textual content for every language or to exit the pop-up dialogue.

The LANGUAGE drop-down list is enabled when the text beneath it reads '*Snippet text is different for each language*'. If the user wants the same textual content for all languages, the functionality is as follows:

- a. Click the CHANGE link.

The following pop-up message appears.



- b. Click YES to have the same textual content for every language.

The LANGUAGE drop-down list on the main page becomes disabled.

A read-only label of '*Snippet text is the same for each language*' appears, offering an indication that the text entered applies to all languages.

- i. Type text into the text editor.

- c. Click NO to have different textual content for each language or to exit the pop-up dialogue.

**Please Note:**

ArcFiling text libraries do not contain these language options. All ArcFiling libraries are defaulted to English.

7. Additional Tool Bar functionality - The text editor now supports additional functionality which includes paragraph type labels, formatting symbols, undo/redo and cut/copy/paste. The buttons for these functions are found in the toolbar above the editing pane and replicate functionality users are familiar with outside of the FundSuiteArc platform.



- a. Paragraph Type Labels

 - Clicking the PARAGRAPH TYPE LABELS button toggles the display of paragraph types (e.g., *Normal*, *Introduction*, *Footnote*, etc.) for each paragraph in the snippet.

- b. Formatting Symbols

 - Clicking the FORMATTING SYMBOLS button displays hidden formatting symbols such as spaces, tabs and carriage returns.

- c. Undo/Redo

 - Clicking the UNDO button reverts the last action performed in the editor. Users can also use the keyboard stroke [CTRL + Z] to facilitate the undo functionality.

 - Clicking the REDO button causes the last "undone" action to be performed in the editor. Users can also use the keyboard stroke [CTRL + Y] to facilitate the redo functionality.

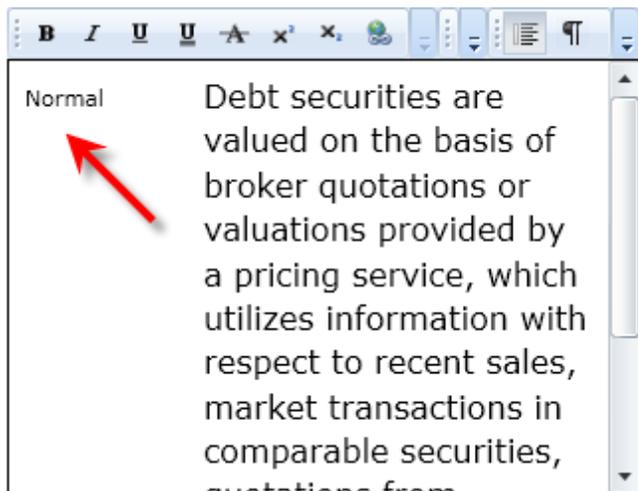
d. Cut/Copy/Paste

 - Highlighting any content in the editor enables the CUT button; clicking the button removes the selected content from the editor and places it on the Windows clipboard. Users can also use the keyboard stroke [CTRL + X] to facilitate the cut functionality.

 - Highlighting any content in the editor enables the COPY button; clicking the button places the selected content on the Windows clipboard. Users can also use the keyboard stroke [CTRL + C] to facilitate the copy functionality.

 - Clicking the PASTE button causes the content that was placed on the Windows clipboard (whether via the Cut or Copy feature within FundSuiteArc or any other application) to be inserted into the current snippet at the current cursor position. Users can also use the keyboard stroke [CTRL + V] to facilitate the paste functionality.

8. Paragraph Formatting - If a user chooses a *Normal* paragraph type for any given section of text, the text editor now displays this type; previously, this paragraph type did not display in the user interface.



**Please Note:**

This functionality is only relevant for the ArcReporting product.

## Process Changes

1. Text Editor Functionality
  - a. Users no longer receive a pop-up dialogue for the text editor. They can edit directly in the text box displayed on the **Text Libraries** page and have the ability to utilize all text editor functionality without having to click the EDIT button  which previously appeared on the page.
2. Listing Grid
  - a. Users do not have to sort through text libraries associated with all FundSuiteArc products. Each product now displays only its own specific text libraries.
3. Changing the Snippet Name or Description
  - a. Users can click the DETAILS link to edit the snippet name or snippet description. Users can also type directly into the grid on the SNIPPET TEXT tab.
4. Assigning a Text Type
  - a. When creating a snippet, users are prompted to provide a TEXT TYPE, which serves as an attribute for the output engine when rendering XML.

**Please Note:**

No change is needed for current ArcFiling text snippets. Leaving the TEXT TYPE blank or changing the type will not impact output.

5. Text Content Roll-Forward Functionality

- a. Users can now manually roll forward textual content from one account period to the next without having a project instance available for the automated roll-forward.
  - i. Users can choose a future account period by clicking the ACCOUNT PERIOD drop-down list.
  - ii. Users now have the CREATE CONTENT FOR THIS ACCOUNT PERIOD link, which, when clicked, rolls forward the text associated with the most recent account period and populates that information into the text box. All existing language-specific content for that snippet also rolls forward.

6. Changed User Interface Functionality with Respect to Textual Content for All Languages Options.

- a. Old UI - Text editor contained the following links.
  - i. Text for this snippet is the same for each language  
I WANT THIS SNIPPET TEXT TO BE DIFFERENT FOR EACH LANGUAGE
  - ii. Text for this snippet is different for each language  
I WANT TO USE THE SAME TEXT FOR EACH LANGUAGE
- b. New UI - Users must click the CHANGE link to change the current language option. Choices are to have the same textual content for all languages or to have different textual content for each language.

7. No changes in current processes are necessary to utilize the new toolbar functionality.

8. No changes in current processes are necessary to utilize the paragraph formatting functionality.

## 9) Project Templates - Ability to filter snippet list

### Overview

On the CONTENTS tab, the TEXT SNIPPET LIBRARY drop-down list for selected text items are now filtered based upon the product in which the snippet library was created.

### What's New

The TEXT SNIPPET LIBRARY drop-down list no longer displays snippet libraries created outside of the user's current product.

Item Detail	
Item Name:	Disclaimer
Item Type:	Text
Text Type:	Disclaimer
Text Snippet Option:	Link To Text Library ▼
Text Snippet Library:	Capital Funds Text Library (N-MFP) ▼
	(None)
	Capital Funds Text Library (N-MFP)
Text Snippet:	Alternate Text Library (N-MFP)

### Process Changes

No changes to current processes are required.

## 10) Holdings Load Preview - Only show "Processed" files

### Overview

The **Holdings Load Preview** page functionality was enhanced so that the ACCEPT and REJECT buttons are disabled until the load status has changed from *In Process* to *Processed* on the **Archive** page.

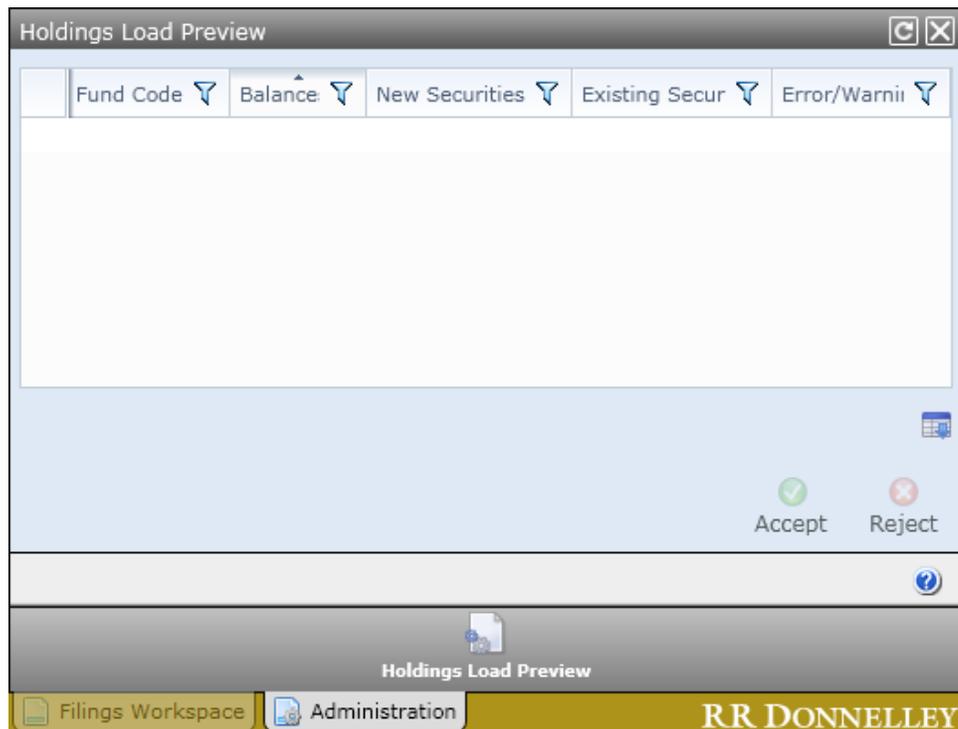
### What's New

In previous versions of the application, users could load data (via FTP) and accept the load prior to data processing completion by the application. Consequently, loaded data was missing from the **Holdings** page in some cases. By disabling the ACCEPT and REJECT buttons, users cannot accept/reject the load until all data processing is complete.

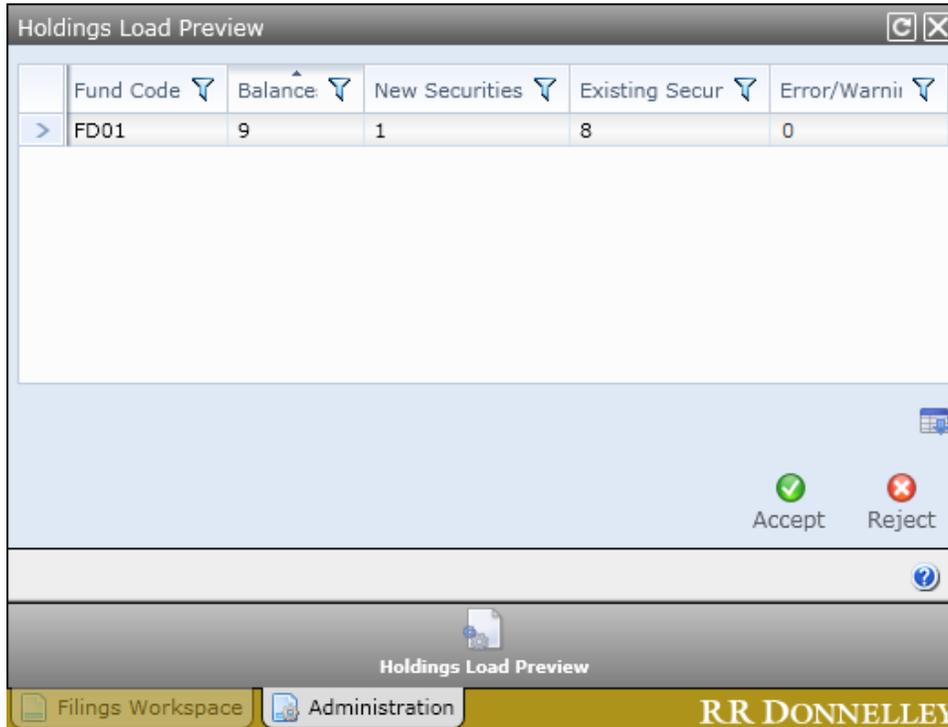
As data is loaded, users can preview the status of the load on the **Archive** page. Initially, users receive an *In Process* status. At this time, the **Holdings Load Preview** page disables the ACCEPT and REJECT buttons. As soon as the status changes to *Processed*, users can accept or reject the load.

Archive			
Search Criteria			
From Date:	10/1/2010	To Date:	4/28/2011
		Status:	<All>
Search Results			
	Create Date	Load Type	Status
	4/8/2011 10:18:05 AM	Holdings	Rejected
	4/8/2011 10:39:09 AM	Holdings	Rejected
	4/8/2011 10:44:05 AM	Holdings	Accepted
	4/8/2011 10:49:09 AM	Holdings	Rejected
	4/8/2011 10:54:05 AM	Holdings	Rejected
	4/8/2011 10:59:09 AM	Holdings	Accepted
	4/8/2011 3:54:04 PM	Holdings	Rejected
	4/8/2011 3:59:08 PM	Holdings	In Process

While the load's status is *In Process* on the **Archive** page, the ACCEPT and REJECT buttons on the **Holdings Load Preview** page are disabled, preventing users from accepting/rejecting the load.



As soon as the load's status changes to *Processed* on the **Archive** page, the ACCEPT and REJECT buttons on the **Holdings Preview** page are enabled, and users can accept/reject the load.



**Process Changes**

Users must now wait until the status changes to *Processed* before accepting or rejecting a holdings load from the **Holdings Preview** page.

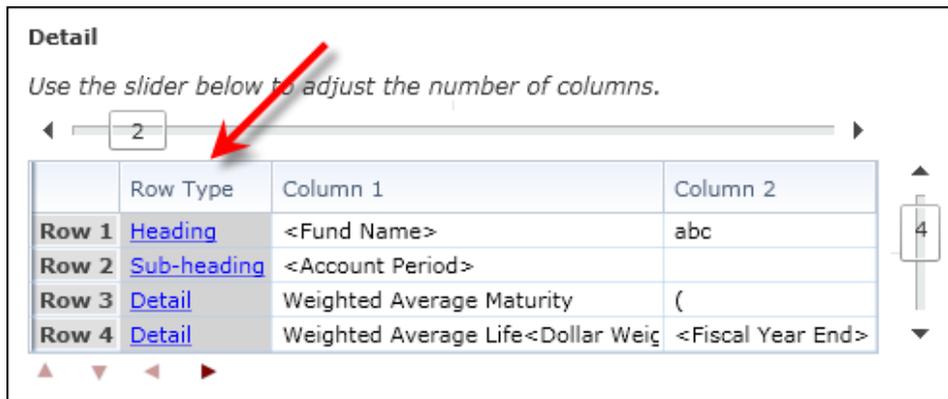
# 11) Tabular Data Template Output Settings - Ability to assign row type

## Overview

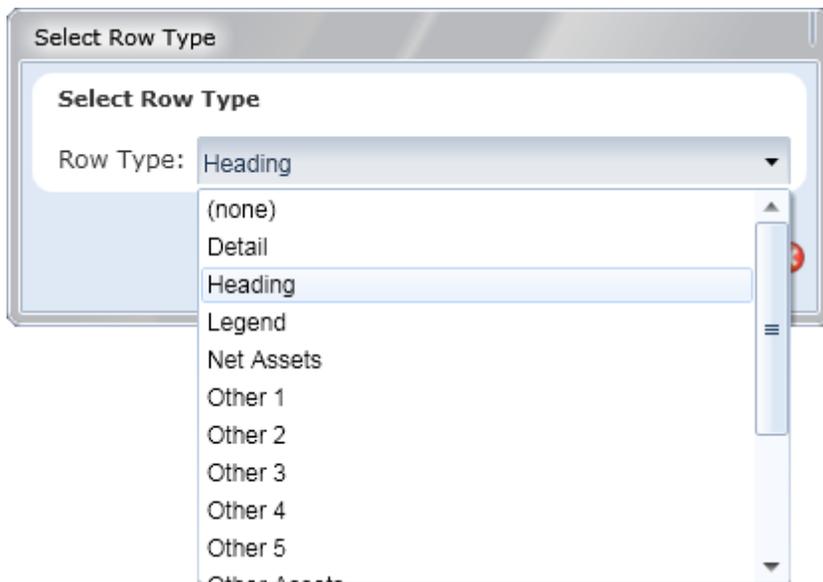
A new feature was added to the **Tabular Data Template Output Settings** page that allows users to set a row type for each row in a Tabular Data table. The purpose of this feature is to assist users with output formatting by defining each row. The row type is sent to the output engine during rendering.

## What's New

A new column, ROW TYPE, was added to the DETAILS tab. Users click the blue text in the column to assign or change the ROW TYPE.



When the blue text is clicked, the **Select Row Type** pop-up dialogue appears, through which users can select the appropriate row type.



## Process Changes

No changes to current processes are required.

For Form N-MFP users, it is not necessary to assign a ROW TYPE to any existing rows. The output will not change based on this information.

# Enhancements to ArcFiling

# 1) Changes to the ArcFiling Administration menu

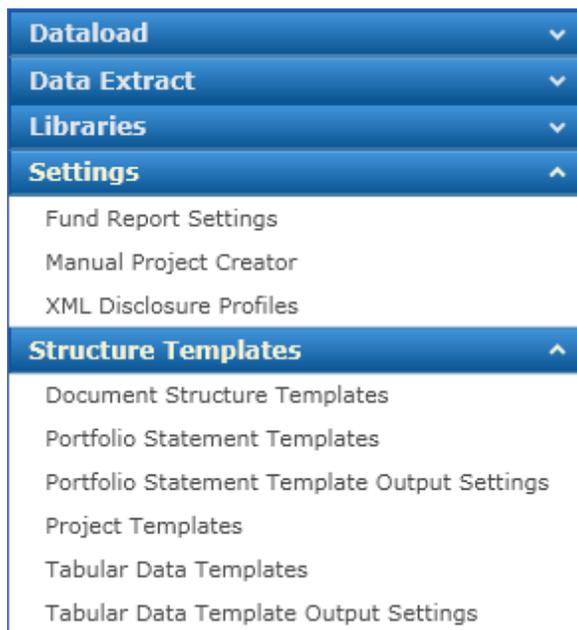
## Overview

Two changes were made to the ArcFiling ADMINISTRATION tab.

1. Several menu items were re-arranged so that they are grouped more logically.
2. Several new items were added under the **Libraries** menu section.

## What's New

1. The items previously listed under the **N-MFP** menu section are now listed under one of two new menu sections. The **N-MFP** menu section was removed.
  - a. Settings:
    - i. Fund Report Setting
    - ii. Manual Project Creator
    - iii. XML Disclosure Profiles
  - b. Structure Templates:
    - i. Document Structure Templates
    - ii. Portfolio Statement Templates
    - iii. Portfolio Statement Template Output Settings
    - iv. Project Templates
    - v. Tabular Data Templates
    - vi. Tabular Data Template Output Settings



2. Five new menu items were added under the **Libraries** menu section. These new items are unrelated to N-MFP.
  - a. Brokers/Dealers
  - b. Custodians
  - c. Participant Groups
  - d. Subsidiaries
  - e. Underwriters

### **Process Changes**

If a menu item has been moved, users must go to the new location to access it.

## 2) Display changes on N-MFP pages

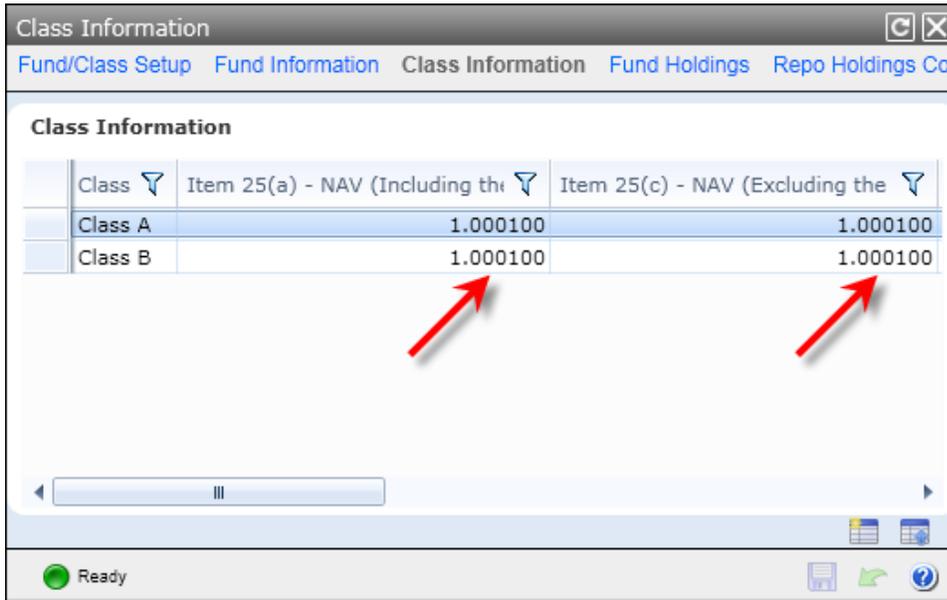
### Overview

Several pages were changed to provide enhanced readability, review and search operation.

### What's New

1. On the **Class Information** page, ITEM 25 (A) - NAV (INCLUDING THE VALUE OF ANY CAPITAL SUPPORT AGREEMENTS) and ITEM 25 (C) - NAV (EXCLUDING THE VALUE OF ANY CAPITAL SUPPORT AGREEMENTS) were updated to display six (6) places to the right of the decimal. In prior releases, these items displayed only two (2) places.

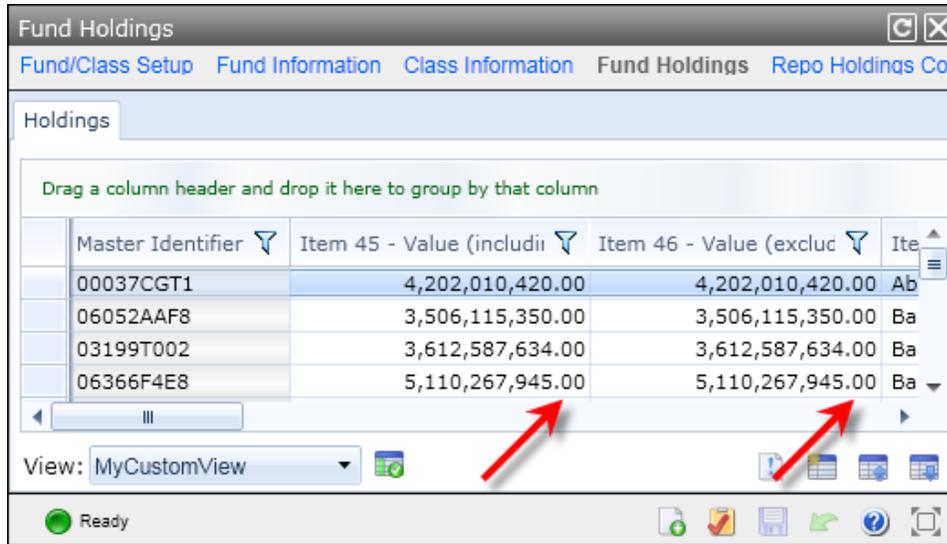
Item 25 (a) and Item 25 (c)



Class	Item 25(a) - NAV (Including the Value of Any Capital Support Agreements)	Item 25(c) - NAV (Excluding the Value of Any Capital Support Agreements)
Class A	1.000100	1.000100
Class B	1.000100	1.000100

- On the **Fund Holdings** page, ITEM 45 - VALUE (INCLUDING ANY CAPITAL SUPPORT AGREEMENTS) and ITEM 46 - VALUE (EXCLUDING ANY CAPITAL SUPPORT AGREEMENTS) were updated to display two (2) places to the right of the decimal. In prior releases, these items displayed six (6) places.

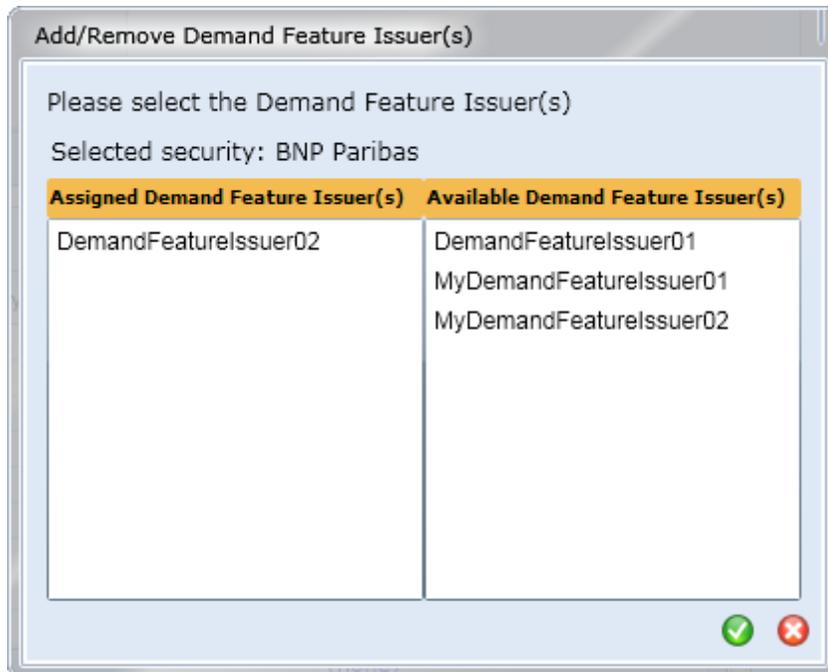
Item 45 and Item 46



Master Identifier	Item 45 - Value (including ANY CAPITAL SUPPORT AGREEMENTS)	Item 46 - Value (excluding ANY CAPITAL SUPPORT AGREEMENTS)	Item
00037CGT1	4,202,010,420.00	4,202,010,420.00	Ab
06052AAF8	3,506,115,350.00	3,506,115,350.00	Ba
03199T002	3,612,587,634.00	3,612,587,634.00	Ba
06366F4E8	5,110,267,945.00	5,110,267,945.00	Ba

- On the **Fund Holdings** page, an alphabetical sort was added to the pop-up dialogues which allows users to assign an issuer, guarantor or provider for ITEM 37 (A) - DEMAND FEATURE ISSUER, ITEM 38(A) - IDENTITY OF GUARANTOR and ITEM 39 (B) - IDENTITY OF ENHANCEMENT PROVIDER, respectively. In prior releases, no specific order was applied to the available items appearing in these pop-up dialogues.

Item 37 (a)



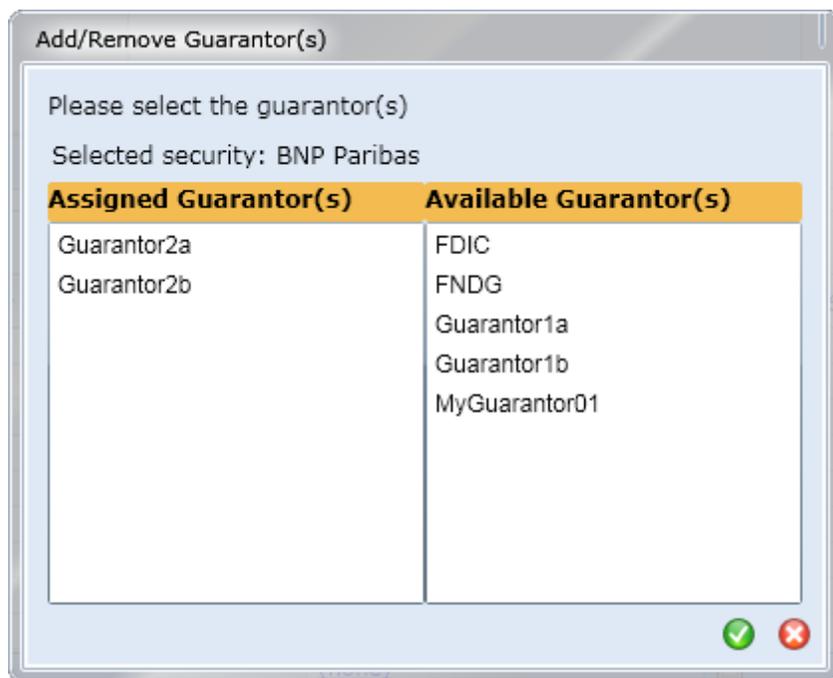
**Add/Remove Demand Feature Issuer(s)**

Please select the Demand Feature Issuer(s)

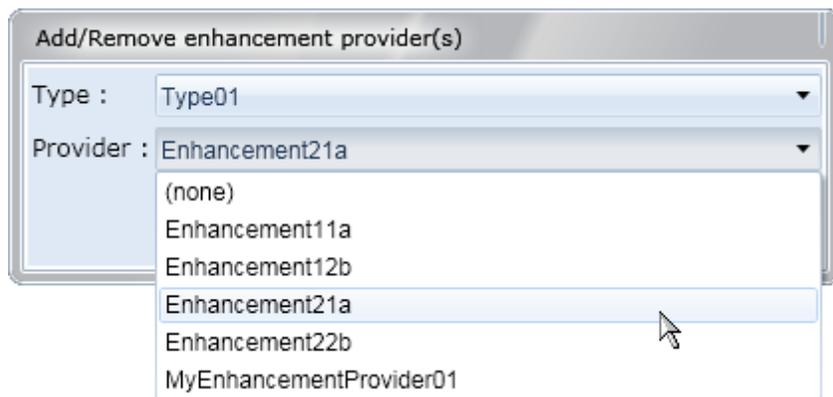
Selected security: BNP Paribas

Assigned Demand Feature Issuer(s)	Available Demand Feature Issuer(s)
DemandFeatureIssuer02	DemandFeatureIssuer01
	MyDemandFeatureIssuer01
	MyDemandFeatureIssuer02

Item 38 (a)



Item 39 (b)



**Process Changes**

No action is required for users to utilize these enhancements. No other changes have been made to these items — data load, database storage and output remain unaffected by these changes.

## 3) Roll forward Master-Feeder assignments

### Overview

Master-Feed relationships (Items 7 and 8, in the **Fund/Class Setup** page) now roll forward from one account period to the next.

### What's New

Previously, users were required to manually update Master-Feed relationships (Items 7 and 8, in the **Fund/Class Setup** page) in each account period. This requirement was removed, and these items now roll forward to new account periods based upon existing assignments from the prior account periods. The roll-forward and assignment occurs when the new account period is created.

### Process Changes

Dependent upon the timing of the upgrade to version 1.3.0 and the creation of the next new account period, users may be required to establish their Master-Feeder relationships in the account period following their upgrade to the new version. The roll-forward functionality should take effect in the subsequent account period.

## 4) Ability to make classes inactive, remove from Form N-MFP

### Overview

Users can now specify whether a specific share class of a fund is active or inactive. Inactive classes no longer appear in Form N-MFP pages and output.

### What's New

Previously, users could not easily prevent an inactive or closed class of shares from appearing on-screen or in the XML output filed with the SEC. In order to accomplish this task, the class had to be purged from the database by the FundSuiteArc team. This was problematic for several reasons, the most significant being the elimination of the class affected all prior periods in the system and made amendments to a prior period quite difficult.

Beginning in the current version, users can now, with a mouse click, prevent a closed share class from appearing on-screen and in output, including the XML files with the SEC.

### Process Changes

No action is necessary for current, active share classes. Follow the steps below to inactivate a class.

1. Go to **Platform Administration > Settings > Funds**.
2. Navigate to the fund containing the class to be inactivated.
3. Select the applicable class and remove the check mark from the ACTIVE check box.

Class	
Class Name:	Class A
Description:	Class A Class for the Au
Base Class:	A
Load Code(s): (code1, code2, ...)	A, B, C, D, E, F
Transfer Agent Code:	
Security Class:	
Ticker:	
CUSIP:	
SEDOL:	
Inception Date:	Enter date
EDGAR Class Identifier:	CA123-456-789
	<input type="checkbox"/> Active

4. Save the changes by clicking the SAVE button  at lower-right of the page.
5. If a page containing the inactive class is already open, refresh that page.

## 5) Enhancements to Form N-MFP Excel Review Report

### Overview

A new tab was added to the XML Review Report, providing users with comparison and validation data.

### What's New

Many users have requested a report that would allow them to review N-MFP responses period-over-period or a method by which they could validate specific pieces of data in their holdings. In order to accommodate these requests, RR Donnelley modified the XML Review Report to include a fourth worksheet tab, that will provide the information outlined below.

This new tab includes six sections, each of which provides an overview of a specific type of N-MFP data.

- **Fund/Class Setup** - This section provides a side-by-side comparison of the answers to N-MFP Items 1-10, and indicates if the text of each item has changed since the prior period. A change does not indicate an incorrect response, but could be indicative of something that warrants a careful review.
- **Fund Information** - This section provides a side-by-side comparison of the answers to N-MFP Items 11-18, and provides a calculation of the difference (in value and percentage terms) between the current and prior periods.
- **Class Information** - This section provides a side-by-side comparison of the answers to N-MFP Items 19-25, and provides a calculation of the difference (in value and percentage terms) between the current and prior periods. In this section, each class of shares is listed separately.

#### **Please Note:**

Due to an enhancement for class sorting in XML output (see **Sorting of classes in XML output** on page 52 of this document), the order of classes in the prior period XML may differ from the order in the current period. This difference will resolve itself when the report is generated for the second account period following the upgrade to FundSuiteArc version 1.3.0. Until that time, users should use caution when relying on the values in the DIFFERENCE column of the CLASS INFORMATION section.

- **Fund Holdings Information** - This section provides useful information, for both the current and prior period, about the holdings of a fund (as it pertains to N-MFP), including totals for Principal and Amortized Cost, the total number and value of fund holdings, the total number and value of repurchase agreements, as well as information about guarantors, enhancement providers, demand features and repurchase agreements.
- **Fund/Class Validation** - This section contains items that are useful as part of the N-MFP review process. Included in this section are an evaluation of Weighted Average Maturity, Weighted Average Life and a comparison of net assets at the fund and class level. A review of NAV's (for the Fund and for each Class) also appears, and is evaluated to ensure that each falls within a specified range. Data in this section is presented for the current period only.
- **Fund Holdings Validation** - This section contains items that are useful as part of the N-MFP review process. Included in this section are an evaluation of amortized cost, maturity dates, guarantors, enhancement providers, demand features and repurchase agreements. Data in this section is presented for the current period only.

As in previous releases, the XML Review Report automatically generates when users generate XML output. Functionality was added so that the last-filed XML is also retrieved for use in the new tab. In retrieving the prior XML, FundSuiteArc uses the search for the most recently generated XML as detailed below:

1. Project template that is the same as the current project template AND
2. Fund that is the same as the current fund AND
3. Status in Filing Manager/History of **SUCCEEDED** AND
4. Recipient in Filing Manager/History of **SEC** AND
5. `<liveTestFlag>` tag of **Live**

This logic returns the XML from the last successful filing with the SEC. If no XML is found which meets the above criteria, the new tab in the Review Report will be blank.

**Process Changes**

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

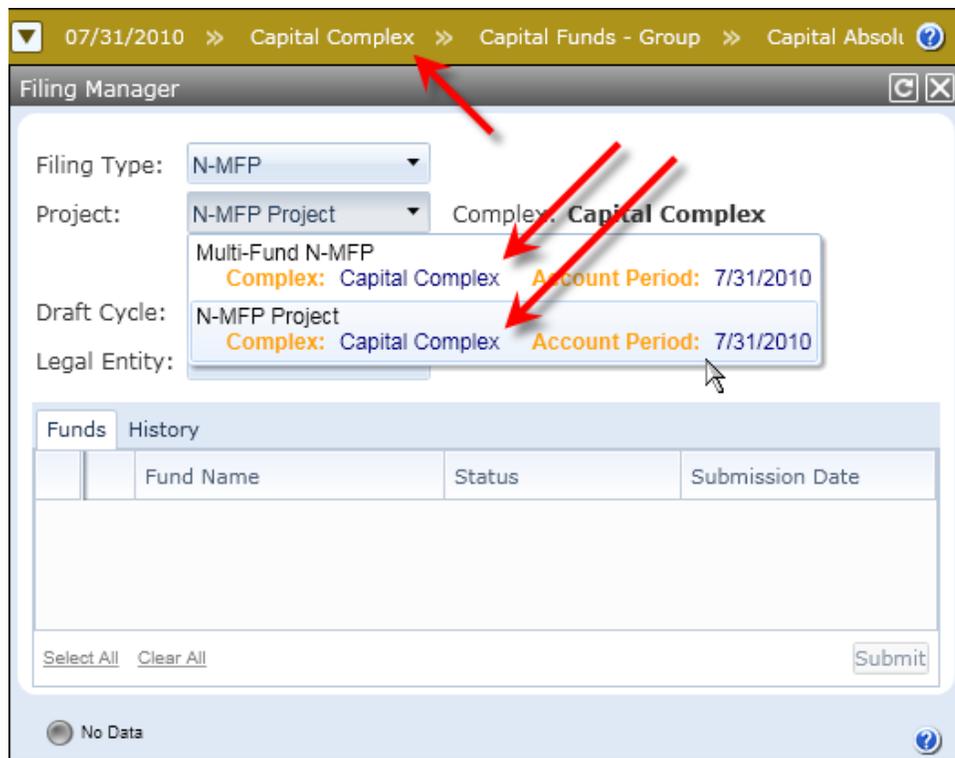
## 6) Added filter to Filing Manger project selection

### Overview

The PROJECT drop-down list on the **Filing Manager** page now respects the selections made in the Fund Selection Bar.

### What's New

On the **Filing Manager** page, the PROJECT drop-down list was enhanced so it filters the items in the drop-down based upon the selections specified in the Fund Selection Bar. In prior versions of the application, the PROJECT drop-down list did not filter funds or account periods.



### Process Changes

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

## 7) Sorting of classes in XML output

### Overview

The Form N-MFP XML and Review Report now sort the classes in a specific order.

### What's New

Previously, the sorting of classes followed the native order found in FundSuiteArc's back-end tables. Many clients requested that a standardized sort order be implemented which would facilitate review of output. In accordance with these requests, output now sorts by SEC CLASS IDENTIFIER (ascending).

### Process Changes

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

***Please Note:***

Once upgraded to FundSuiteArc version 1.3.0, any prior Form N-MFP XML filings that are re-created will sort in the above order. This sort order differs from the original Form N-MFP XML but the underlying data remains the same, with the exception of user-generated changes.

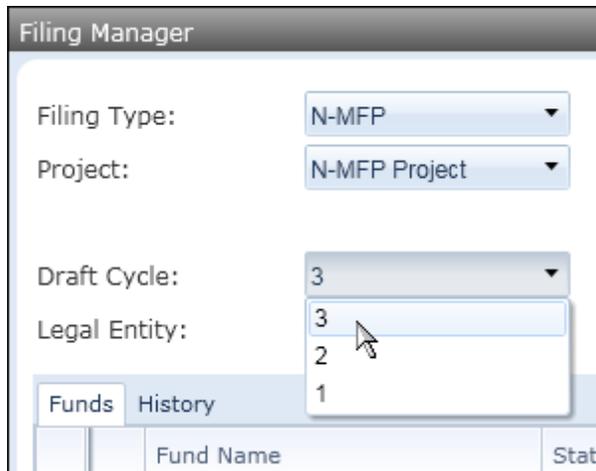
## 8) Sorting of items in Filing Manager

### Overview

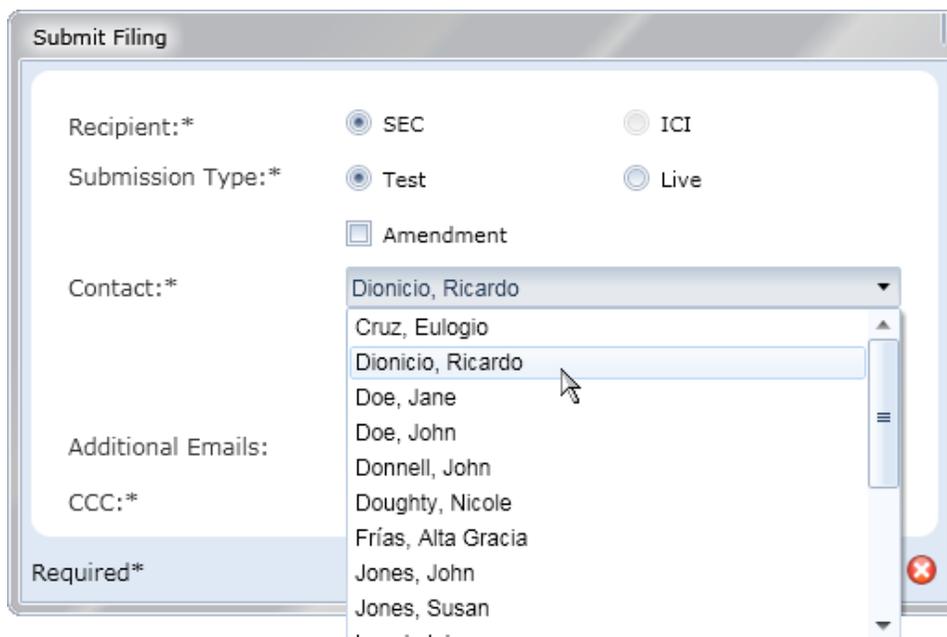
Two changes were made to sorting on the **Filing Manager** page.

### What's New

1. Based upon client feedback, we have changed the sort order of the DRAFT CYCLE field on the **Filing Manager** page. This change results in the DRAFT CYCLE field defaulting to the highest output draft number (instead of defaulting to 1).



2. On the **Submit Filing** pop-up dialogue, the CONTACT list now displays users in *Last Name, First Name* format and sorts by last name (ascending).



### Process Changes

No changes are required for clients to utilize these enhancements.

# Closed Defects

Product	Module / Location	Description
Platform Administration	Users page	Fixed defect on the ROLES tab when user roles were assigned, removed and saved.
ArcFiling	Project page - Ordered List	Fixed defect that caused the ordered list to increment without direction from the user. The defect only affected preview of the list. Output of the list was not impacted by the defect or the fix.
ArcFiling	Fund Information page	Fixed defect that showed the page in a modified state after data was imported.
ArcFiling	Project Templates page	Added a scroll bar to the AVAILABLE DOCUMENT STRUCTURE TEMPLATES section of the SETTINGS tab.