FundSuiteArc Version 1.4.0 Release Notes

ArcFiling 1.4.0

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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. An updated Repo Collateral Information Excel import template is required for import going forward. Details with respect to this requirement were initially communicated to all clients in an e-mail memo dated July 12, 2011. For full details on this enhancement, see ***Load and output ranged repurchase agreement collateral*** on page 18 of this document.

Enhancements Requiring User Decisions

No changes in this product release require any decisions to be made by users.

Enhancements Common to Multiple Products

1) Color-coding of Fund Holdings columns

Overview

The **Fund Holdings** page in ArcFiling and ArcReporting was modified to assist users in understanding data changes being made. The column headers of the results grid are now color coded, based on their data type.

The **Fund Holdings** page currently displays information from multiple data sources. Each one of these data types performs differently when modified. Below is a list of the data types and their behavior.

1. **Security/Investment Master** - These items are common across the database. Changes can only be made on the Security/Investment Master page or updated during data load. Changes to these fields impact all funds across the database.

    a. **Examples:** CUSIP, SEDOL, ISIN, etc.

2. **Security Library** - These items are common across the library. Changes can be made to these fields from the **Fund Holdings** or **Security Libraries** pages. Changes to these fields will impact all funds assigned to the same security library.

    a. **Examples:** CAPTION, DESCRIPTION 1, MATURITY DATE, etc.

3. **Issuer Library** - The ISSUER CAPTION is common across all funds using the same issuer caption library. The ISSUER CAPTION can only be changed on the **Issuer Library** page. The **Fund Holdings** page allows users to update the ISSUER assignment only.

    > **Please Note:**
    > The ISSUER assignment syncing is based on the SECURITY LIBRARY assignment, not the ISSUER LIBRARY.

    a. **Example:** ISSUER CAPTION

4. **Issuer Master** - The only field currently used from this data type is the ISSUER CIK. Any changes made to the ISSUER CIK will impact all funds in the database, similar to Security Master.

    a. **Example:** ISSUER CIK

5. **Category Library** - These items are common across the library. Changes to CATEGORY assignment can be made on the **Fund Holdings** page. Changes to the CATEGORY assignment will impact all funds assigned to that particular category library. Changes to the category captions can be made on the **Category Libraries** page only. Changes made to captions will impact all funds assigned to that library.

    a. **Examples:** CATEGORY OF INVESTMENT, COUNTRY, SECTOR, etc.

6. **Security Balance** - These items are unique to the fund, account period and balance instance. Changes made to these fields never impact or synchronize with any other instance of the security.

    a. **Examples:** SHARES, MARKET VALUE, COST, etc.

7. **System Calculations** - This includes % OF NET ASSETS or % OF PAR. These numbers are not editable by users.

What's New

The **Fund Holdings** page was modified to assist users in identifying the different types of fields outlined above. The column headers of the results grid are now color coded by type, as described below. These colors have also been added next to each data type on the top of the page to act as a legend for users.

- **No shading** - Security Balance

- **Gray shading** - Security Master, Issuer Master or system calculations

- **Blue shading** - Security Library

- **Red shading** - Issuer Library

- **Amber shading** - Category Library

Process Changes

No changes to current processes are required.

2) Fund Holdings page - Grid filtering settings saved in custom views

Overview

In continuing to make grid "View" functionality more useful, FundSuiteArc will now save grid filtering settings as part of a custom view for the **Fund Holdings** page.

What's New

Users now have the ability to create a filter on one or more grid columns and have the filter settings retained for future reference. Previously, changes made to filtering on the **Fund Holdings** results grid within a custom view were not retained by FundSuiteArc.

Please Note:

In order to retain settings after creating one or more column filters, users must save the current view before changing to another view or exiting the **Fund Holdings** page.

- Save filter(s) to the view by clicking the action button and choosing the *Save View* option.

- Additional noteworthy information:

    - Filters set on custom views are not retained on any default/system view (*i.e.*, ArcReporting: *Reporting - All*, *Reporting - Default*, *Reporting - Derivatives*; ArcFiling: *N-MFP*).

    - Switching funds while the newly-created view is selected will return results using the filtering saved for the view.

    - If a newly-selected fund does not contain any data which matches the filter criteria, no data will appear in the grid.

    - If any given column has filter conditions set, the filter icon in the column header will change from unshaded ▽ to shaded ▼ in appearance.

Process Changes

Existing views will continue to function as before. Users must follow the steps above to utilize this new functionality.

3) Text Snippet Usage Report

Overview

A Text Snippet Usage Report was added to assist users in determining the impact to changing snippet text. The report allows users to identify all the funds and projects that are currently using any given text snippet. The report will be particularly useful with respect to text snippets that are used in multiple projects and/or for multiple funds. The report will assist users in determining the impact of a change by identifying output that may need regenerated after a change is made.

What's New

There are two ways to access the Text Snippet Usage Report.

1. Via the new **Reports** menu section on the ADMINISTRATION tab of both the ArcFiling and ArcReporting products.
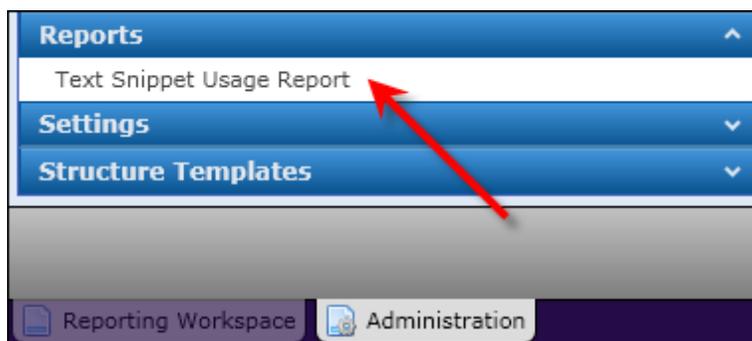
2. Via a link for each library in the Listing pane of the Text Libraries page.
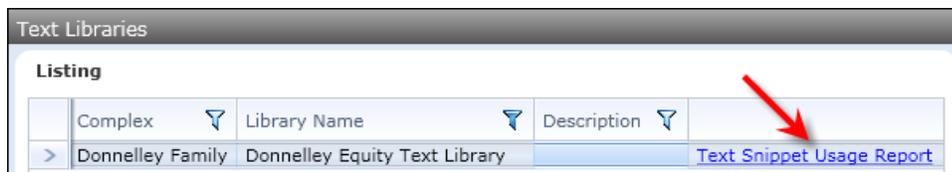
When launching the Text Snippet Usage Report from the **Text Libraries** page, all of the required search criteria are automatically populated based on the text library settings, as seen in the example below.
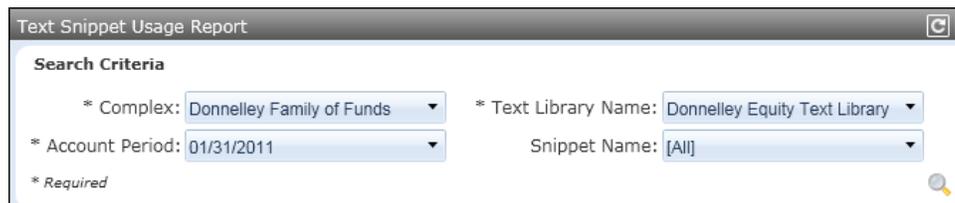
The search will return results pertaining to all snippets in the library if the SNIPPET NAME drop-down list is populated with *[All]*, but users may also filter by SNIPPET NAME.

When launching the report from the menu item on the ADMINISTRATION tab, all the search criteria must be manually populated by the user.

To search for text snippet usage based on specified criteria, click the SEARCH button 🔍 at right of the SEARCH CRITERIA section.

The grid will return a row for each fund that is using the snippet for the specified ACCOUNT PERIOD. The grid is grouped and sorted by SNIPPET NAME by default, but users may change the grouping, filtering, sorting and order of the columns in the grid. These changes will not be saved when exiting the report.

Users can export the report results to .XML (Excel), .CSV, .TXT, .DOC (Word), or .HTM formats by clicking on the EXPORT DATA button 🖼 at lower-right of the grid.

> **Please Note:**
>
> Report results are dependent on the BEHAVIOR settings for the chapters in which each text snippet is contained, as specified via the **Document Structure Templates** page. For each of the 3 different behavior types, the report will produce results as follows.
>
> - **No Fund - Single:** The report will return a row for every fund in the project. This means that even though the snippet may only be used a single time in the book, there may be multiple rows in the report (one row for each fund in the project).
>
> - **All Funds - Single:** Same functionality as *No Fund – Single*.
>
> - **All Funds - Repeat:** Since different text snippets can by assigned to each fund, the report only returns a row for each individual fund using the snippet. A single project may contain 10 funds, but only 5 may be using the snippet. In such a case, only 5 rows will return in the report.

Process Changes

No changes to current processes are required.

4) Updates to holdings data extracts

Overview

Enhancements were made to the Holdings Data Extract which allow it to be more fully utilized during production cycles. The following two issues, which existed in previous product versions, were addressed.

1. Data in the extract file was not sorted, resulting in an apparently random listing of funds and securities. While the extract data could be manually sorted in Excel, this was not a viable long-term solution.

2. The fields identified below displayed *(none)* in the extract file, while the corresponding field in FundSuiteArc was empty.

    - Demand Feature List
    - Enhancement Provider List
    - Enhancement Type List
    - Guarantor List
    - Demand Feature Issuer NRSRO List
    - Demand Feature Issuer NRSRO Rating List
    - Enhancement Provider NRSRO List
    - Enhancement Provider NRSRO Rating List
    - Guarantor NRSRO List
    - Guarantor NRSRO Rating List

    While this issue was only a minor inconvenience from a review perspective, it resulted in complications when the file was subsequently imported back into FundSuiteArc. During the import process, a value of *(none)* was added to the Demand Feature Issuers, Enhancement Providers and Guarantors libraries, and assigned to securities where these fields were previously empty.

What's New

1. Data presented in the Holdings Data Extract will be sorted by FUND CODE (ascending), then by MASTER IDENTIFIER (ascending), then by MARKET VALUE (descending).

2. The Holdings Data Extract logic was enhanced so that the fields identified above will be blank in the extracted file when the corresponding fields in FundSuiteArc are empty.

Process Changes

No changes to current processes are required.

5) Portfolio Statement Template Output Settings page - Zero suppression logic

Overview

In the event that a security or category should be suppressed in portfolio statement output, FundSuiteArc offers the ability to suppress any category header, category total or security when the value of a specified data point is zero (*0*).

What's New

A new SUPPRESSION tab was added to the **Portfolio Statement Template Output Settings** page, through which users may choose to suppress statement items from the holdings preview and in project output, based on the value of any numeric-type portfolio field. This tab is only enabled when a security, category header or category total has been selected in the DETAIL section at left of the **Portfolio Statement Template Output Settings** page.

> *Please Note:*
> These items will still appear in the XML output for Form N-MFP. Any item suppressed via the settings on the **Portfolio Statement Template Output Settings** page will <u>not</u> appear in statement preview or Word, PDF or Excel output only.

Components of the SUPPRESSION tab:
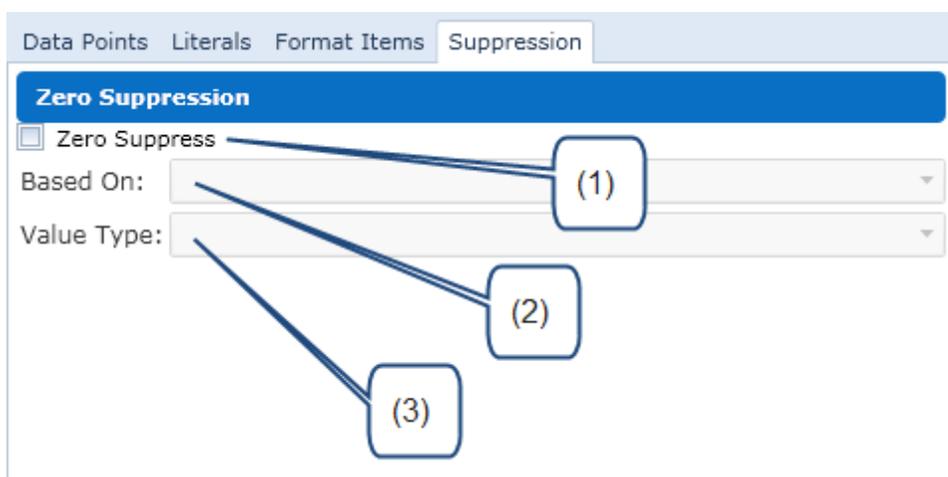
- ZERO SUPPRESS check box (1)

  - Upon opening the SUPPRESSION tab for the first time for any security, category header or category total, this check box is cleared by default, meaning that the zero suppression logic is turned off.

- BASED ON drop-down list (2)

  - Upon opening the SUPPRESSION tab for the first time for any security, category header or category total, the default selection for this drop-down list is empty.

  - The drop-down list is disabled if the ZERO SUPPRESS check box is not selected.

  - Selecting the ZERO SUPPRESS check box defaults the selection of the drop-down list to *Market Value*, but any other numeric-type portfolio field may be selected by the user.

  - FundSuiteArc will retain the BASED ON field selection if the ZERO SUPPRESS check box is cleared and then re-selected in the future.

- VALUE TYPE drop-down list (3)

  - Upon opening the SUPPRESSION tab for the first time for any security, category header or category total, the default selection for this drop-down list is empty.

  - The drop-down list is disabled if the ZERO SUPPRESS check box is not selected.

  - Selecting the ZERO SUPPRESS check box defaults the selection of the drop-down list to *Footed*, but also provides the user the following additional selections.

    - Raw
    - Rounded

  - FundSuiteArc will retain the VALUE TYPE field selection if the ZERO SUPPRESS check box is cleared and then re-selected in the future.

To suppress securities with a zero balance, carry out the following steps.

1. Open the **Portfolio Statement Templates** page.

2. Choose the appropriate template from the LISTING section at left of the page.

3. Select the statement node ▣ from the DETAIL section at right of the page.

4. Click the CALCULATIONS tab and verify that the data point upon which you want to base security suppression is calculating a total.

   For example, if you want to suppress securities if the MARKET VALUE value is zero, verify that you have a calculation for MARKET VALUE defined in this tab.
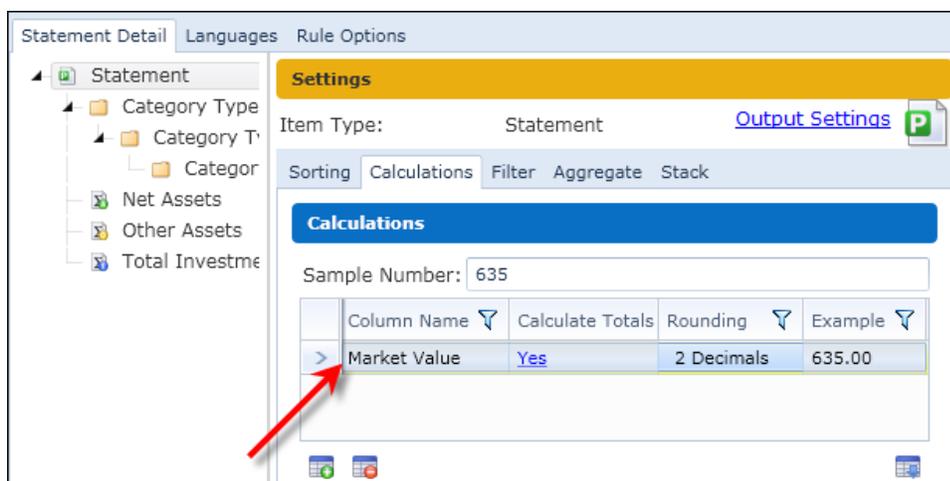
> **Please Note:**
> If you do not specify that the data point be calculated, the raw, rounded and footed numbers will all be the same.

5. Click the OUTPUT SETTINGS link in order to open the **Portfolio Statement Template Output Settings** page.

6. Select the security node ▦ that represents the securities you want to suppress from the DETAIL section at right of the page.

7. Click the SUPPRESSION tab in the SETTINGS area at right of the DETAIL section.

8. Specify suppression settings.

    a. Select the ZERO SUPPRESS check box.

    b. Use the BASED ON drop-down list to specify the data point whose value should be considered when the zero suppression logic is run for the selected security node.

        i. If the value of the selected data point is greater than or less than zero, the security(ies) will not be suppressed.

        ii. If the value of the data point is zero, the security(ies) will be suppressed.

9. Identify which VALUE TYPE to analyze (*Footed*, *Raw* or *Rounded*) when the zero suppression logic is run.

10. Click the SAVE button 💾 at lower-right of the page.

To suppress a category header with a zero balance, do the following (ArcReporting only).

1. Open the **Portfolio Statement Templates** page.

2. Choose the appropriate template from the LISTING section at left of the page.

3. Select the statement node from the DETAIL section at right of the page.

4. Click the CALCULATIONS tab and verify that the data point upon which you want to base security suppression is calculating a total.

   For example, if you want to suppress a category if the SHARES value is zero, verify that you have a calculation for SHARES defined in this tab.

   > ***Please Note:***
   > If you do not specify that the data point be calculated, FundSuiteArc will interpret the total as zero (*0*) and suppress all category headers, regardless of the underlying values.

5. Click the OUTPUT SETTINGS link in order to open the **Portfolio Statement Template Output Settings** page.

6. Select the category header node that represents the category header you want to suppress from the DETAIL section at right of the page.

7. Click the SUPPRESSION tab in the SETTINGS area at right of the DETAIL section.

8. Specify suppression settings.

   a. Select the ZERO SUPPRESS check box.

   b. Use the BASED ON drop-down list to specify the data point whose value should be considered when the zero suppression logic is run for the selected category header.

      i. If the value of the selected data point is greater than or less than zero, the category header will not be suppressed.

      ii. If the value of the data point is zero, the category header will be suppressed.

9. Identify which VALUE TYPE to analyze (*Footed*, *Raw* or *Rounded*) when the zero suppression logic is run.

10. Click the SAVE button at lower-right of the page.

To suppress a category total with a zero balance, do the following (ArcReporting only).

1. Open the **Portfolio Statement Templates** page.

2. Choose the appropriate template from the LISTING section at left of the page.

3. Select the statement node from the DETAIL section at right of the page.

4. Click the CALCULATIONS tab and verify that the data point upon which you want to base security suppression is calculating a total.

   For example, if you want to suppress a category total if the SHARES value is zero, verify that you have a calculation for SHARES defined in this tab.

   > ***Please Note:***
   > If you do not specify that the data point be calculated, FundSuiteArc will interpret the total as zero (*0*) and suppress all category totals, regardless of the underlying values.

5. Click the OUTPUT SETTINGS link in order to open the **Portfolio Statement Template Output Settings** page.

6. Select the category total node that represents the category total you want to suppress from the DETAIL section at right of the page.

7. Click the SUPPRESSION tab in the SETTINGS area at right of the DETAIL section.

8. Specify suppression settings.

    a. Select the ZERO SUPPRESS check box.

    b. Use the BASED ON drop-down list to specify the data point whose value should be considered when the zero suppression logic is run for the selected category total.

        i.   If the value of the selected data point is greater than or less than zero, the category total will not be suppressed.

        ii. If the value of the data point is zero, the category total will be suppressed.

9. Identify which VALUE TYPE to analyze (*Footed*, *Raw* or *Rounded*) when the zero suppression logic is run.

10. Click the SAVE button at lower-right of the page.

Process Changes

No changes to current processes are required, unless a previously-created portfolio template requires zero suppression logic.

Enhancements to ArcFiling

1) Load repurchase agreement collateral via secure FTP

Overview

Users now have the ability to load repo collateral information via the FundSuiteArc secure FTP site (https://ebftp.bowne.com). This enhancement allows you to create and utilize a tab-delimited dataload template.

What's New

On the FTP site, a new **RepoCollateral** dataload folder was added to each environment to support the loading of repo collateral information.

As with other dataload types, users wishing to load repurchase collateral information via the secure FTP site may drop a file into this new folder, where it will be swept and processed.

Process Changes

A process change is not required for this enhancement. Users may still import repo collateral via the push-button Excel template (subject to the changes outlined in the next section). To review the corresponding updated documentation, please click the Help button ⓘ on any page of FundSuiteArc, and then click the DATA IMPORT FILE STRUCTURES link within the **Help Topics > Loading Data** sub-folder.

2) Load and output ranged repurchase agreement collateral

Overview

Additional data points were added to the Repo Collateral Dataload and Data Import templates, to the **Repo Holdings Collateral** page and to XML output that will allow for support of ranged repurchase agreement collateral. This new functionality assumes that the client's incoming repo collateral source data is already in a ranged format. FundSuiteArc will not perform the ranging.

What's New

The Repo Collateral source file template (for both push-button Excel and FTP tab-delimited) and documentation was modified to support the following new data fields.

- AccountPeriodEnd
- MaturityDateFrom
- MaturityDateTo
- CouponRateFrom
- CouponRateTo

The **Repo Holdings Collateral** page was updated to display these new fields.

XML output was updated to display these fields in accordance with SEC technical specifications.

Process Changes

An ACCOUNT PERIOD END field has been added at the front of the Repo Collateral source file template. All other new fields have been added to the end of the Repo Collateral source file template. To review the corresponding updated documentation, please click the Help button 🌐 on any page of FundSuiteArc, and then click the DATA IMPORT FILE STRUCTURES link within the **Help Topics > Loading Data** sub-folder.
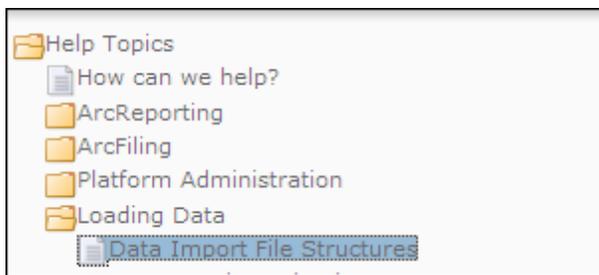
1. Repo Collateral Data Import source file template has been updated. **To import repo collateral data, users are now required to use the new template.** To acquire the new template follow the steps below.

    a. On the **Repo Holdings Collateral** page, click the GET TEMPLATE button 📊 at lower-right of the pane where existing items are listed.

The **File Download** dialogue appears.
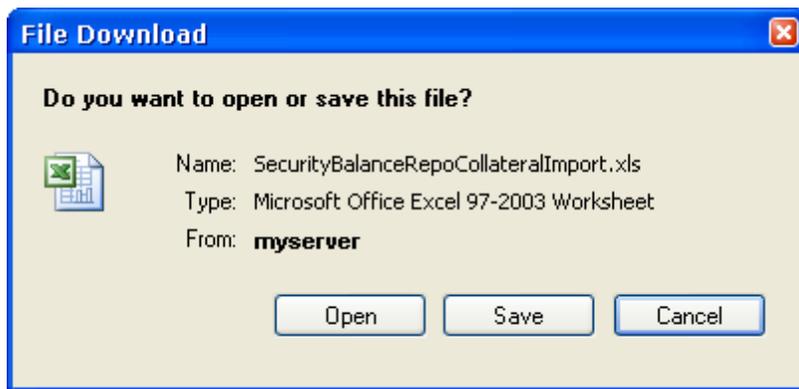
b.   Click the OPEN button to open the template within Microsoft Excel; or click the SAVE button and then specify a local or network directory in which to store the template.

2.   Repo Collateral Dataload source file layout has been updated. FundSuiteArc will not support any prior versions of the dataload file layout at this time.

The **Repo Holdings Collateral** page will reflect the data as it appears in the source data file. For output purposes, users should provide data for either 1) MATURITY DATE OR 2) MATURITY DATE FROM and MATURITY DATE TO, but not both. If a value is provided for the ITEM 32 (B) – MATURITY DATE field, any values provided in the fields for MATURITY DATE FROM and/or MATURITY DATE TO will be ignored on output.

The **Repo Holdings Collateral** page will reflect the data as it appears in the source data file. For output purposes, users should provide data for either 1) COUPON RATE OR 2) COUPON RATE FROM and COUPON RATE TO, but not both. If a value is provided for the ITEM 32 (C) – COUPON RATE field, any values provided in the fields for COUPON RATE FROM and/or COUPON RATE TO will be ignored on output.

3) Purge repurchase agreement collateral

Overview

The ability to (permanently) remove data specific to repurchase agreement collateral is available through the data purge functionality.

What's New

Previously, users only had the ability to purge data specific to holdings within ArcFiling. Functionality to remove repurchase agreement collateral data was added to the **Data Purge** page in this release.

Follow the steps below to remove repo collateral data from the database.

1. Click the ADMINISTRATION tab ▣ at lower-left of the screen.

2. Click the **Dataload** menu to view available items.

3. Click the *Data Purge* item.
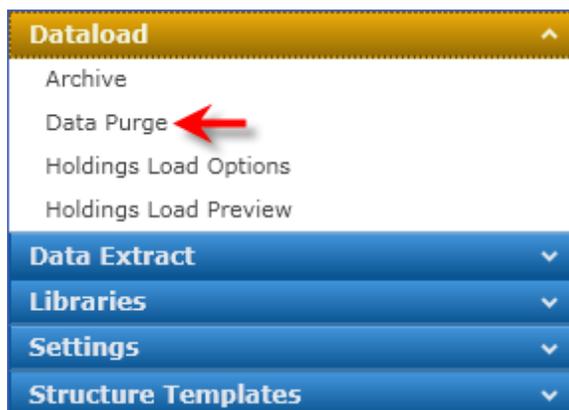
The **Data Purge** page appears.
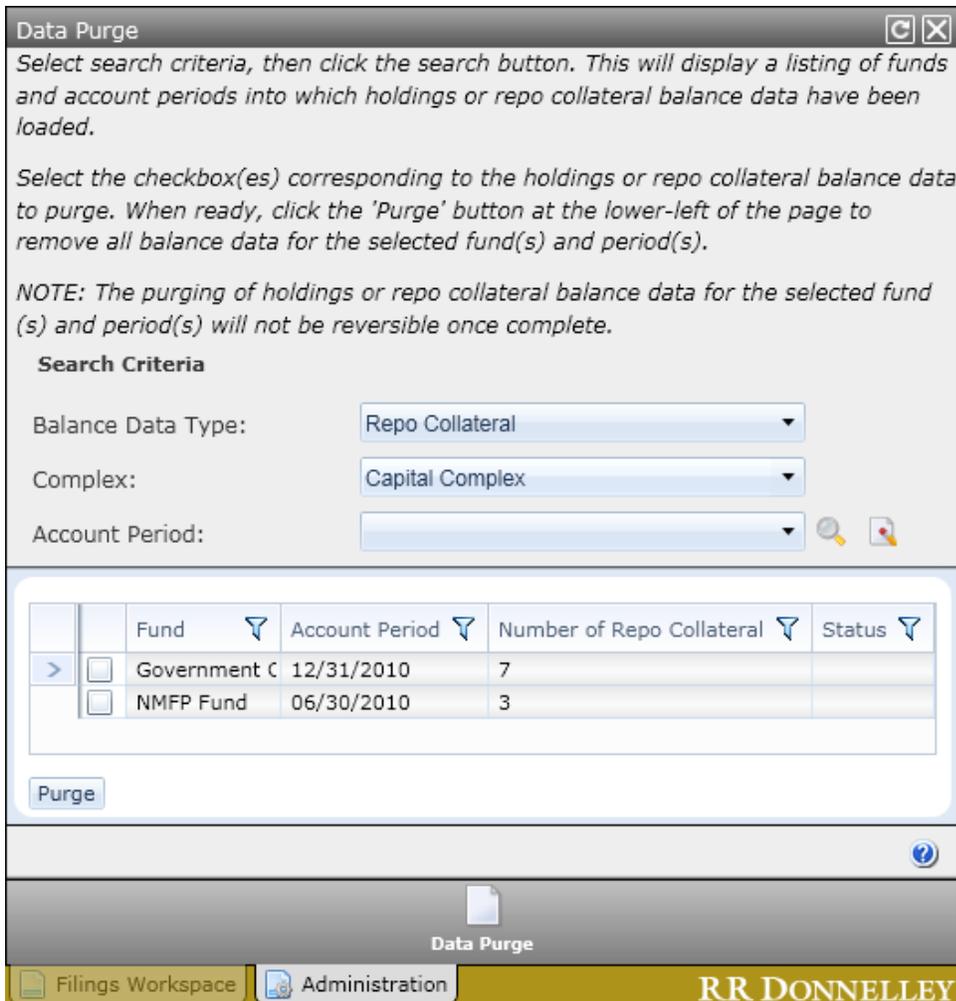
4. Select criteria for the data to be purged.

   a. Set the BALANCE DATA TYPE to *Repo Collateral* via the corresponding drop-down list.

   b. Use the COMPLEX drop-down list to select the complex with which the fund(s) containing the data are associated.

   Complexes available for selection in the drop-down list are limited to those to which you have access, per settings on the COMPLEXES tab of the **Users** page.

   c. Specify an account period, or leave the default selection of *[None]*, via the ACCOUNT PERIOD drop-down list.

5. Click the SEARCH button 🔍 at right of the SEARCH CRITERIA section.

   A listing of records is displayed in the grid on the lower portion of the page, which reflects the fund(s) and account period(s) into which data has been loaded that match the specified search criteria.

6. Select the check box to the left of the data record(s) you wish to purge.

7. Click the PURGE button at lower-right of the page.

   The **Confirm Data Purge** dialogue appears.

   a. Click the ACCEPT button ✅ at lower-right of the dialogue to carry out the data purge operation.

   > ### Please Note:
   > This action is irreversible once complete!
   >
   > Balance data which is associated with the fund(s) and account periods(s) represented by the selected rows in the results grid will be purged entirely from the database.

   Once data represented by selected rows has been purged from the database, a status of *Purged* appears in the STATUS column of the results grid, the entire row is disabled, and the check box cannot be selected.

   b. Click the CANCEL button ❌ at lower-right of the dialogue to cancel the data purge action.

   The **Data Purge** page remains open, in the same state as before the PURGE button was clicked (with all selections intact).

> ### Please Note:
> Future development will track this action in the event log found via the **Audit Reports** menu section of the Platform Administration area.

Process Changes

No changes to current processes are required.

Closed Defects

Product	Module / Location	Description
ArcFiling	Portfolio Statement Output Settings page	Eliminated error during output generation when no items are mapped to a row.
ArcFiling	Holdings Data Extract page	Fixed defect that prevented FINAL LEGAL MATURITY DATE from being populated in the Excel file.
ArcFiling	Holdings Load Preview page	Added a scroll bar to the page. Previously, data loads with a large number of funds would cause the table to run off the page.
ArcFiling	Fund/Class Setup page	Fixed defects that (a) required a Master to be assigned to a feeder first and (b) removed all funds from a Master-Feeder structure when a single feeder was removed.
ArcFiling	Fund Holdings page	Fixed defect that displayed incorrect securities on the **Fund Holdings** page when viewing multiple funds at once AND using the new securities since filter (displaying individually was not an issue). This defect would display securities with the same MASTER IDENTIFIER but which were held in an entirely different fund group or complex.
ArcFiling/ArcReporting	(cross-product)	Removed the VIEW CHANGE HISTORY button from several pages: • Financial Workbook Templates • Financial Workbook Template Output Settings • Users • Roles • Fund Holdings • Project Templates • Notes Document Templates • Portfolio Statement Templates • Portfolio Statement Template Output Settings