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# FundSuiteArc Version 1.4.0 Release Notes

ArcReporting 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

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

# 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

**Libraries in use**

 Security Library:

 Issuer Library:

 Category Libraries:

|       |   |         |   |                |   |              |  |               |
|-------|---|---------|---|----------------|---|--------------|--|---------------|
| CUSIP |  | Caption |  | Issuer Caption |  | Market Value |  | GICS Industry |
|-------|---|---------|---|----------------|---|--------------|--|---------------|

## 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

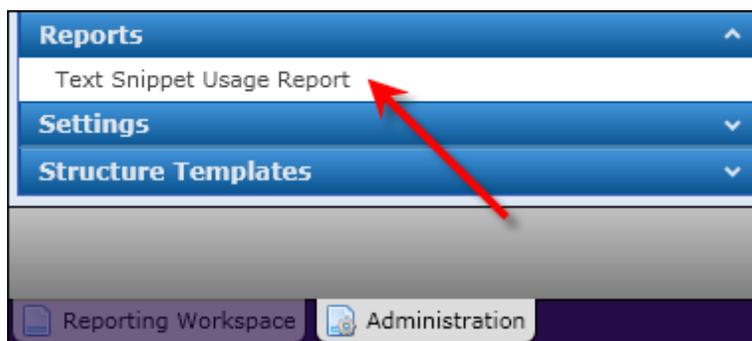
#### Overview

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.

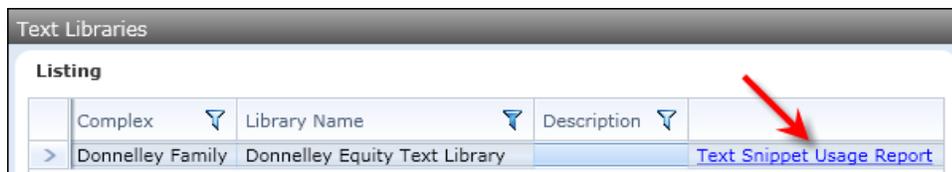
#### What's New

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

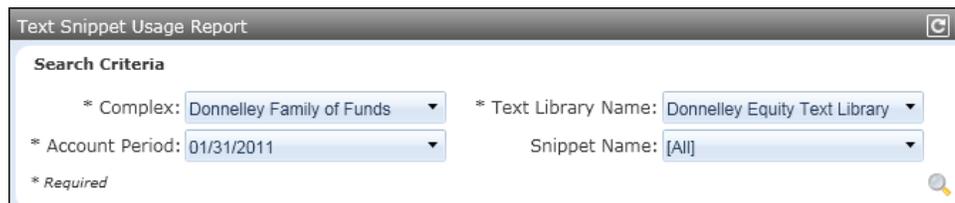
1. Via the new **Reports** menu section on the ADMINISTRATION tab of both the ArcFiling and ArcReporting products.



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.

| Grouped by: Snippet Name  |                           |                        |                         |              |  |
|---------------------------|---------------------------|------------------------|-------------------------|--------------|--|
| Account Period            | Complex                   | Fund Group             | Fund                    | Text Snippet |  |
| ^ Address                 |                           |                        |                         |              |  |
| 1/31/2011                 | Donnelley Family of Funds | Donnelley Equity Funds | Donnelley Dividend Fund | Do           |  |
| ^ Back Cover Copyright    |                           |                        |                         |              |  |
| 1/31/2011                 | Donnelley Family of Funds | Donnelley Equity Funds | Donnelley Dividend Fund | Do           |  |
| ^ Back Cover Distribution |                           |                        |                         |              |  |
| 1/31/2011                 | Donnelley Family of Funds | Donnelley Equity Funds | Donnelley Dividend Fund | Do           |  |

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 be 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).

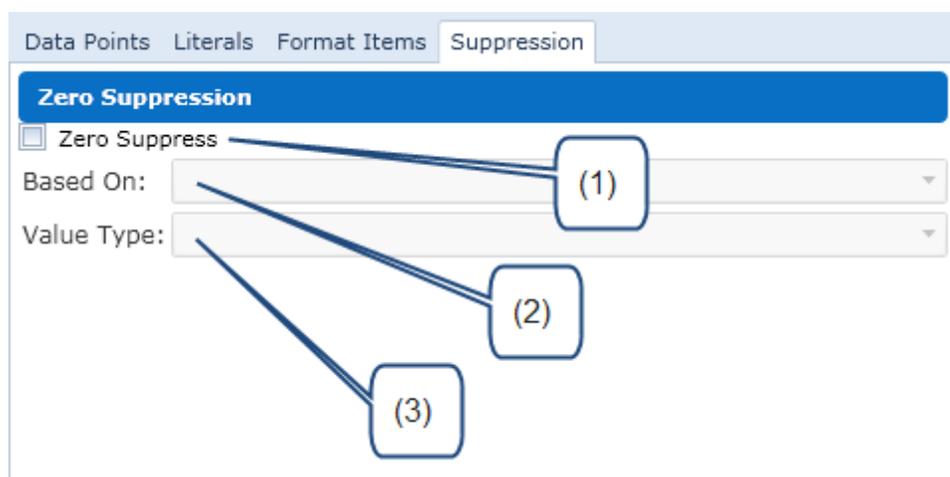
### What's New

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 not appear in statement preview or Word, PDF or Excel output only.

Components of the SUPPRESSION tab:



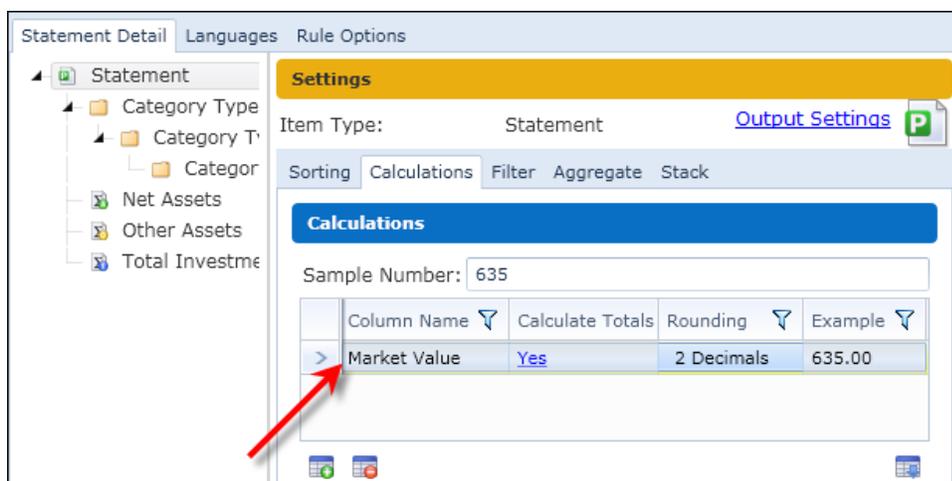
- ZERO SUPPRESS check box (1)
  - Upon opening the SUPPRESSION tab for the first time for any security, category header or category total, this check box is cleared by default, meaning that the zero suppression logic is turned off.
- BASED ON drop-down list (2)
  - Upon opening the SUPPRESSION tab for 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 (o) 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 (o) 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 ArcReporting

# 1) Ability to add calculation sheet sections to financial statement templates

## Overview

Users can create calculation sheets with various sections and add those sections directly to a financial statement with a single drag-and-drop operation. Previously, each calculation item had to be mapped into a Custom Section. This enhancement has been added to assist users in setting up financial statement templates quickly, and with the ability to mirror a calculation sheet section.

## What's New

On the FINANCIAL STATEMENT TEMPLATES tab of the **Financial Workbook Templates** page, each calculation sheet is displayed as a tab in the AVAILABLE ITEMS section at right. Using drag-and-drop functionality users are able to select a calculation sheet header and drag the entire section over to a financial statement definition at left. Performing this action will bring over the header, all items inside the section and the section total, if applicable.

Once the items have been added to the financial statement template definition they can be edited as normal.

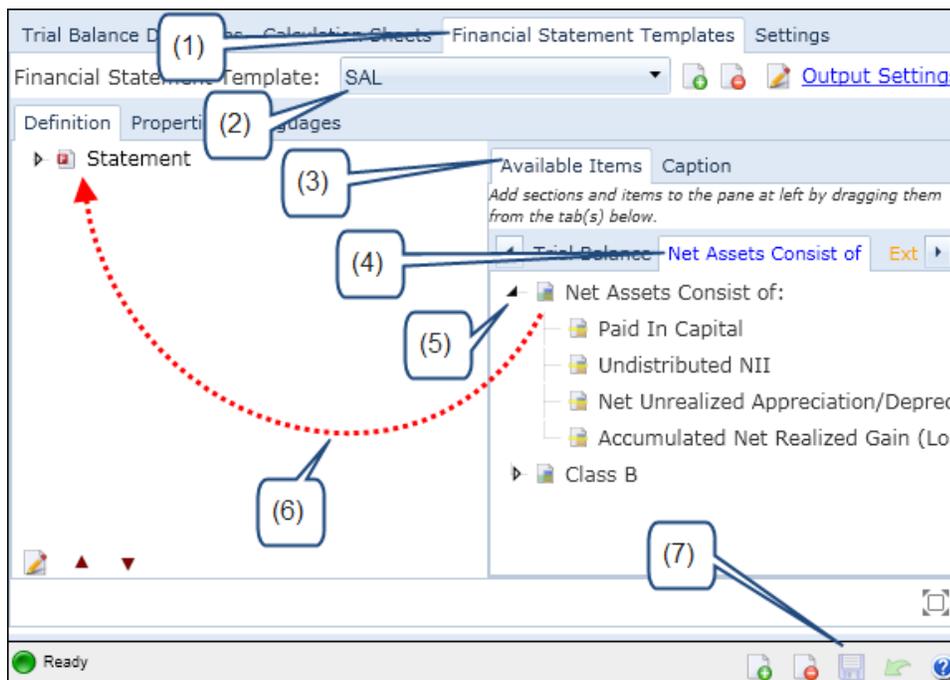
### Please Note:

FundSuiteArc does not yet support automatic updating of calculation sheet sections. If any edits are made to the calculation sheet (e.g., adding an item) users will need to manually update or remove and re-add the calculation sheet section to the financial statement template to receive the updates.

For any newly-created financial statement sections, users can follow the steps outlined in the example below.

**Example:** A calculation sheet was created titled "Net Assets Consist of", which represents the Analysis of Net Assets. This calculation sheet needs to be displayed on page 2 of the Statement of Assets and Liabilities.

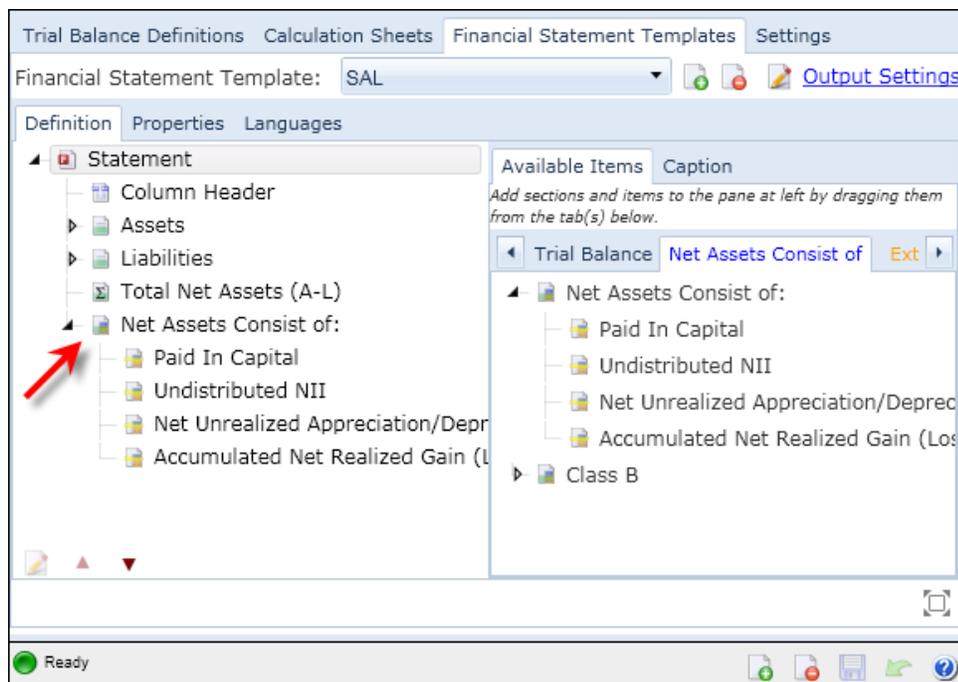
1. Select the FINANCIAL STATEMENT TEMPLATES tab on the **Financial Workbook Templates** page.



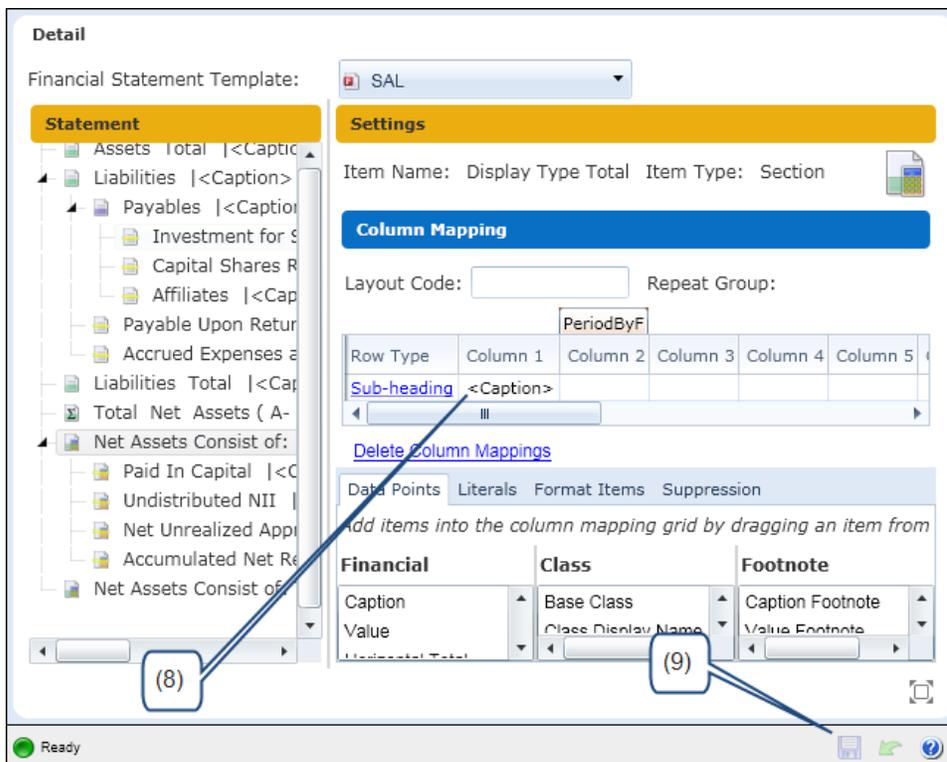
2. Choose a template (e.g., *SAL*) from the FINANCIAL STATEMENT TEMPLATE drop-down list.

3. Click on the AVAILABLE ITEMS tab to show which items are available to use on the financial statement (i.e., trial balance definitions and other calculation sheets).
4. Click on the NET ASSETS CONSIST OF tab at right of the page.
5. Click the arrow at left of the NET ASSETS CONSIST OF: section in order to expand the tree view.
6. Click and drag the  NET ASSETS CONSIST OF: section over to the  STATEMENT node at left of the page.
7. Click the Save button  at lower-right of the page.

The NET ASSETS CONSIST OF: section from the calculation sheet is now part of the SAL financial statement.

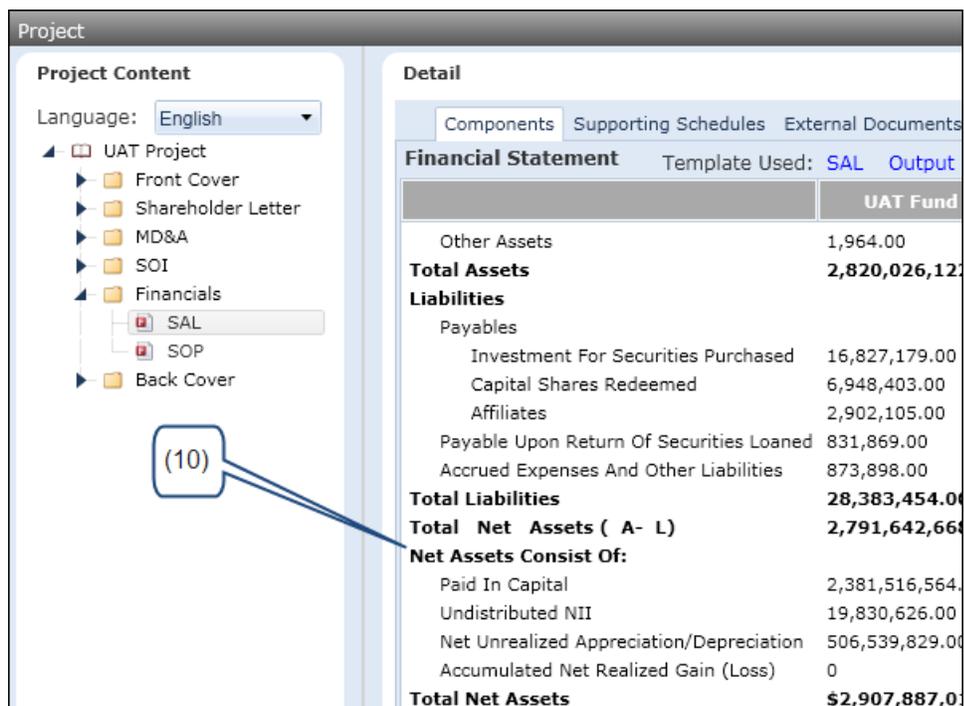


8. Map output settings.
  - a. Click the OUTPUT SETTINGS link at upper-right of the tab.
  - b. Map and format captions, values and any literals.



9. Click the Save button  at lower-right of the page.

- Return to **Project** page to preview the statement and validate that the section is part of statement.



**Project**

**Project Content**

Language: English

- UAT Project
  - Front Cover
  - Shareholder Letter
  - MD&A
  - SOI
  - Financials
    - SAL
    - SOP
  - Back Cover

**Detail**

Components Supporting Schedules External Documents

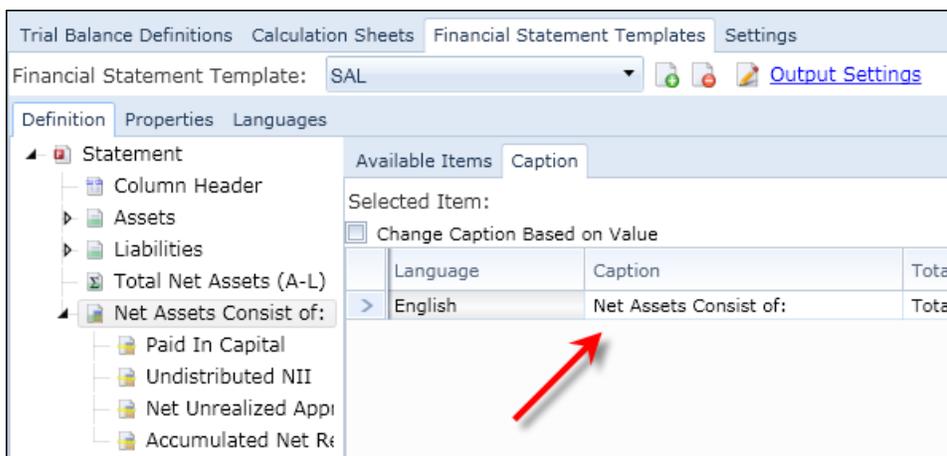
**Financial Statement** Template Used: SAL Output

|  | UAT Fund               |
|--|------------------------|
| Other Assets                             | 1,964.00               |
| <b>Total Assets</b>                      | <b>2,820,026,122</b>   |
| <b>Liabilities</b>                       |                        |
| Payables                                 |                        |
| Investment For Securities Purchased      | 16,827,179.00          |
| Capital Shares Redeemed                  | 6,948,403.00           |
| Affiliates                               | 2,902,105.00           |
| Payable Upon Return Of Securities Loaned | 831,869.00             |
| Accrued Expenses And Other Liabilities   | 873,898.00             |
| <b>Total Liabilities</b>                 | <b>28,383,454.00</b>   |
| <b>Total Net Assets ( A- L)</b>          | <b>2,791,642,668</b>   |
| <b>Net Assets Consist Of:</b>            |                        |
| Paid In Capital                          | 2,381,516,564.00       |
| Undistributed NII                        | 19,830,626.00          |
| Net Unrealized Appreciation/Depreciation | 506,539,829.00         |
| Accumulated Net Realized Gain (Loss)     | 0                      |
| <b>Total Net Assets</b>                  | <b>\$2,907,887,019</b> |

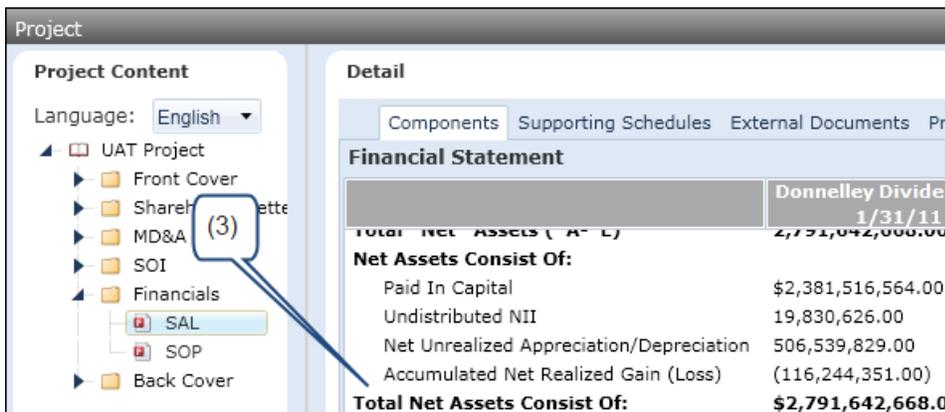
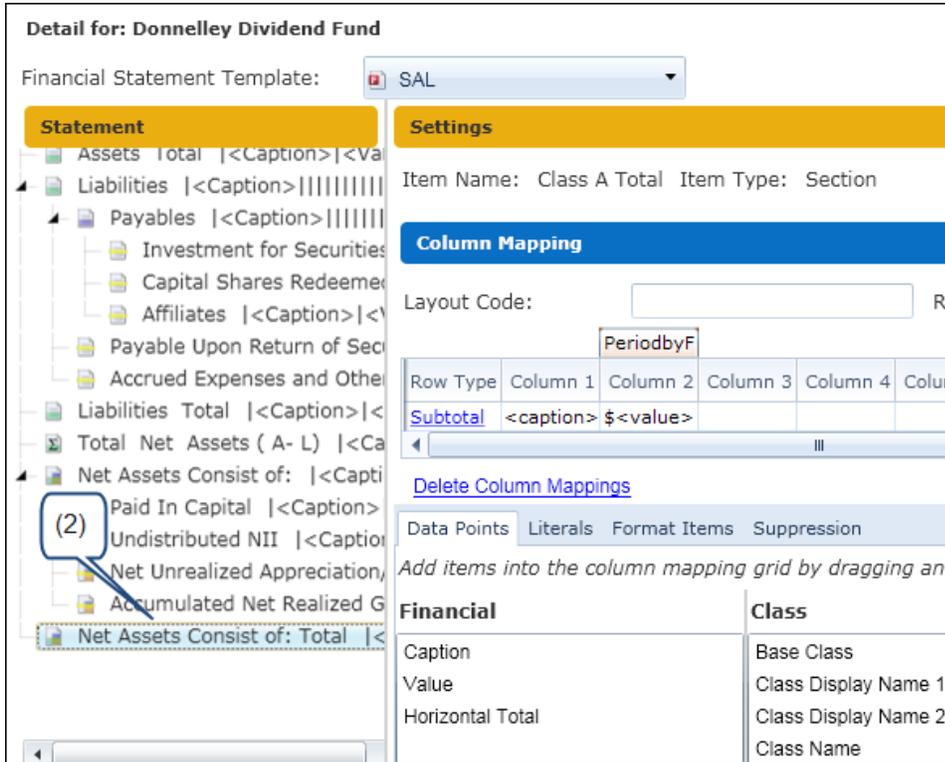
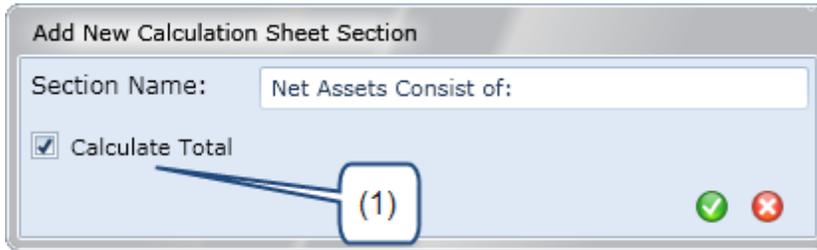
**Additional Information**

This newly-created section on the financial statement will contain the same functionality as any other line item.

- Clicking on the CAPTION tab for the statement template will allow users to edit captions.
  - Default captions will auto-populate the caption filed with the title of the section, items and totals.



- If the calculation sheet had the CALCULATE TOTAL option selected (1), the output settings for the template will display the total for mapping and formatting (2) and the project instance will display the section total (3).



**Process Changes**

No changes to current processes are required.

## 2) Calculation sheets - Restrict users from adding duplicate item names

### Overview

A change in logic was made to prevent users from specifying the same name for multiple calculation sheet items within a single calculation sheet. Users may use the same calculation sheet item name across different calculation sheets.

### What's New

When a user attempts to save a calculation sheet by clicking the SAVE button  on the **Financial Workbook Templates** page after adding one or more calculation sheet items, the following message will appear if a duplicate name has been specified for one of the items.

`Duplicate item names are not allowed per calculation sheet.`

This message alerts the user that they have provided an item name that already exists on the current calculation sheet.

To correct the issue, the user can either click the REVERT button  at lower-right of the **Financial Workbook Templates** page to revert and start the process over, or just change the name of the calculation sheet item in question.

Carry out the following steps to edit the name of a calculation sheet item.

1. Select the item within the CALCULATION SHEET pane.
2. Click the EDIT button  at the bottom of the pane.
3. Provide a unique name for the item via the pop-up dialogue which appears.
4. Click the ACCEPT button  at lower-right of the dialogue.
5. Click the SAVE button  at lower-right of the **Financial Workbook Templates** page to save the new calculation sheet item name.

#### **Please Note:**

The calculation sheet item name is not case sensitive, meaning that the same name in uppercase and in lowercase cannot be specified for two separate items in the calculation sheet.

### Process Changes

Any existing financial workbook template will continue to function "as is" following upgrade to the new product version. If duplicate calculation sheet item names exist in existing templates, the names will be made unique during the database upgrade process by adding the SQL table number to the name. Users can manually edit these items, if desired, to provide some other unique name.

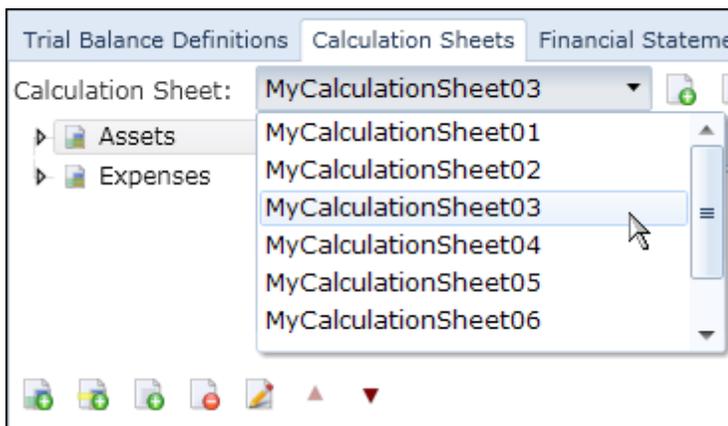
### 3) Financial Workbook Templates page - Calculation sheet selection via drop-down list

#### Overview

The user control for choosing a calculation sheet was changed from a series of tabs to a drop-down menu listing. Because users can create an unlimited number of calculation sheets, accessing a specific sheet among many tabs was deemed too cumbersome.

#### What's New

The drop-down list mirrors the functionality available to map items to a calculation sheet, which is found on the same page. Choosing a menu item displayed alphabetically makes for easier navigation and therefore reduces time spent searching for a specific calculation sheet.



#### Process Changes

No changes to current processes are required.

## 4) Fund Data Points tab on the Financial Workbook page

### Overview

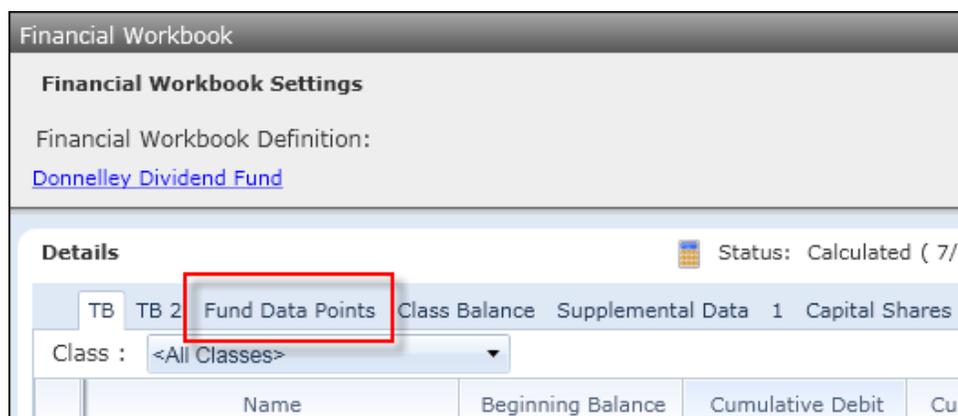
A new FUND DATA POINTS tab was added to the **Financial Workbook** page. The available data points include the following.

- 7-day gross yield
- Dollar Weighted Average Life
- Dollar Weighted Average Maturity
- Net Assets
- Value of Other Assets
- Value of Other Liabilities
- Value of Total Investments

Prior to this enhancement this data could only be updated using dataload functionality.

### What's New

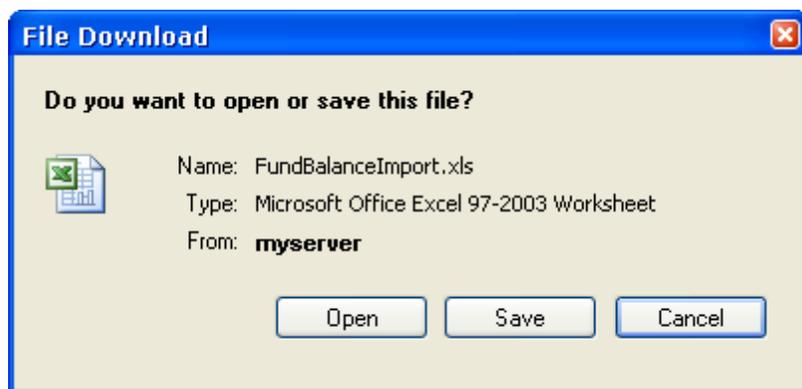
The functionality of this new tab mirrors that of the CLASS BALANCE and SUPPLEMENTAL DATA tabs. Users can manually enter the required data or import the data by using the available template and clicking the IMPORT DATA FROM SOURCE FILE button . In addition, these data points are now available to users when creating formulas on calculation sheets via the **Financial Workbook Templates** page.



To acquire the new template follow the steps below.

1. On the FUND DATA POINTS tab of the **Financial Workbook** page, click the GET TEMPLATE button  at lower-right of the pane where existing items are listed.

The **File Download** dialogue appears.



2. 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.

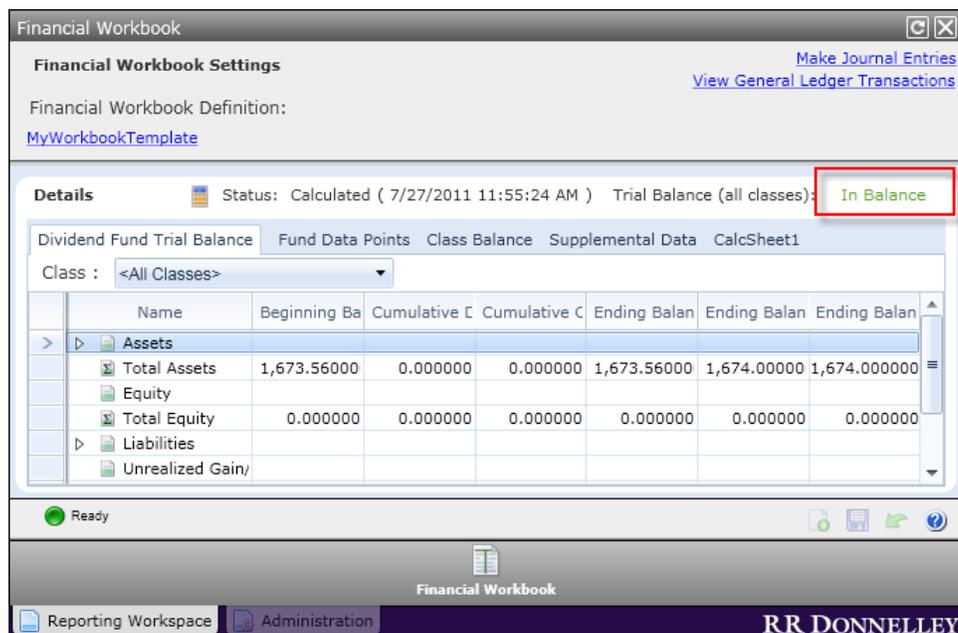
### **Process Changes**

No changes to current processes are required.

## 5) Trial balance status displayed on the Financial Workbook page

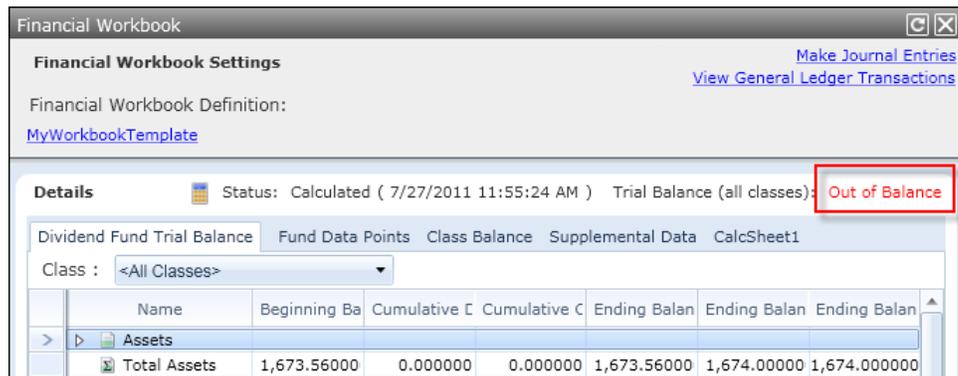
### Overview

The **Financial Workbook** (Instance) page will display a message in the upper right corner to alert the user if the trial balance is *In Balance* or *Out of Balance*.



The screenshot shows the 'Financial Workbook' application window. At the top right, there are links for 'Make Journal Entries' and 'View General Ledger Transactions'. Below this, the 'Financial Workbook Definition' is set to 'MyWorkbookTemplate'. The 'Details' section shows the status as 'Calculated ( 7/27/2011 11:55:24 AM )' and 'Trial Balance (all classes): In Balance', with 'In Balance' highlighted in a red box. Below the status is a table with columns: Name, Beginning Ba, Cumulative C, Cumulative C, Ending Balan, Ending Balan, and Ending Balan. The table lists 'Assets' and 'Equity' categories with their respective values.

| Name             | Beginning Ba | Cumulative C | Cumulative C | Ending Balan | Ending Balan | Ending Balan |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Assets           |              |              |              |              |              |              |
| Total Assets     | 1,673.56000  | 0.000000     | 0.000000     | 1,673.56000  | 1,674.00000  | 1,674.000000 |
| Equity           |              |              |              |              |              |              |
| Total Equity     | 0.000000     | 0.000000     | 0.000000     | 0.000000     | 0.000000     | 0.000000     |
| Liabilities      |              |              |              |              |              |              |
| Unrealized Gain/ |              |              |              |              |              |              |



The screenshot shows the 'Financial Workbook' application window. At the top right, there are links for 'Make Journal Entries' and 'View General Ledger Transactions'. Below this, the 'Financial Workbook Definition' is set to 'MyWorkbookTemplate'. The 'Details' section shows the status as 'Calculated ( 7/27/2011 11:55:24 AM )' and 'Trial Balance (all classes): Out of Balance', with 'Out of Balance' highlighted in a red box. Below the status is a table with columns: Name, Beginning Ba, Cumulative C, Cumulative C, Ending Balan, Ending Balan, and Ending Balan. The table lists 'Assets' and 'Equity' categories with their respective values.

| Name             | Beginning Ba | Cumulative C | Cumulative C | Ending Balan | Ending Balan | Ending Balan |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Assets           |              |              |              |              |              |              |
| Total Assets     | 1,673.56000  | 0.000000     | 0.000000     | 1,673.56000  | 1,674.00000  | 1,674.000000 |
| Equity           |              |              |              |              |              |              |
| Total Equity     | 0.000000     | 0.000000     | 0.000000     | 0.000000     | 0.000000     | 0.000000     |
| Liabilities      |              |              |              |              |              |              |
| Unrealized Gain/ |              |              |              |              |              |              |

### What's New

FundSuiteArc looks across all trial balance tabs to determine if the TOTAL NET ASSETS (A - L) equals TOTAL NET ASSETS (CAPITAL). The TOTAL NET ASSETS balances for each individual class and ALL CLASSES are calculated. If the TOTAL NET ASSETS are in balance for ALL CLASSES only, the application will return a message of *In Balance*; if the TOTAL NET ASSETS are not in balance for ALL CLASSES, the application will return a message of *Out of Balance*.

This functionality will not return an *Out of Balance* message if any of the individual classes' TOTAL NET ASSETS do not balance. The *Out of Balance* message indicates that a review is necessary to identify discrepancies before proceeding to the creation of financial statement(s).

### **Process Changes**

No changes to current processes are required.

## 6) Trial balance footing engine

### Overview

Trial balance functionality was enhanced to automatically calculate correct footed values. The footing logic uses a bottom-up approach to calculate the correct TOTAL NET ASSETS (A-L) and TOTAL NET ASSETS (CAPITAL) values. Footed values for TOTAL NET ASSETS will always equal the rounded values; these numbers are never adjusted for footing. From this point, the footing logic begins adjusting footed numbers as needed to ensure that TOTAL NET ASSETS foots correctly. The logic begins by footing section totals (e.g., TOTAL ASSETS, TOTAL LIABILITIES, TOTAL INCOME, TOTAL EXPENSES, etc.) to ensure that the values foot to TOTAL NET ASSETS. From there, the footing logic adjusts custom sub-section totals, then individual items to ensure that section totals foot correctly. The footing logic will not adjust individual general ledger account values; only items, sub-section totals and section totals. The footing logic will always adjust the value with the least impact up or down (i.e., the value closest to \$0.50 for dollars, or \$500 for thousands).

Total Net Asset formulas:

1. **Total Net Assets (A-L)** = Total Assets – Total Liabilities
2. **Total Net Assets (Capital)** = Total Equity + Total Realized Gain/Loss + Total Unrealized Gain/Loss + Total Income – Total Expenses
3. **Net Investment Income** = Total Income – Total Expenses

Items of note:

1. NET INVESTMENT INCOME uses the calculation indicated above and is never adjusted for footing.
2. MEMO DEBIT and MEMO CREDIT sections do not participate in the footing logic.
3. The footing logic will work if entire sections are missing from the trial balance setup.
4. If TOTAL NET ASSETS (A-L) or TOTAL NET ASSETS (CAPITAL) are missing from the trial balance setup, the footing logic is disabled.
5. The footing logic will work across multiple trial balances. For example, if ASSETS and LIABILITIES are not on the same trial balance, TOTAL NET ASSETS (A-L) will still look to those values and foot them accordingly.

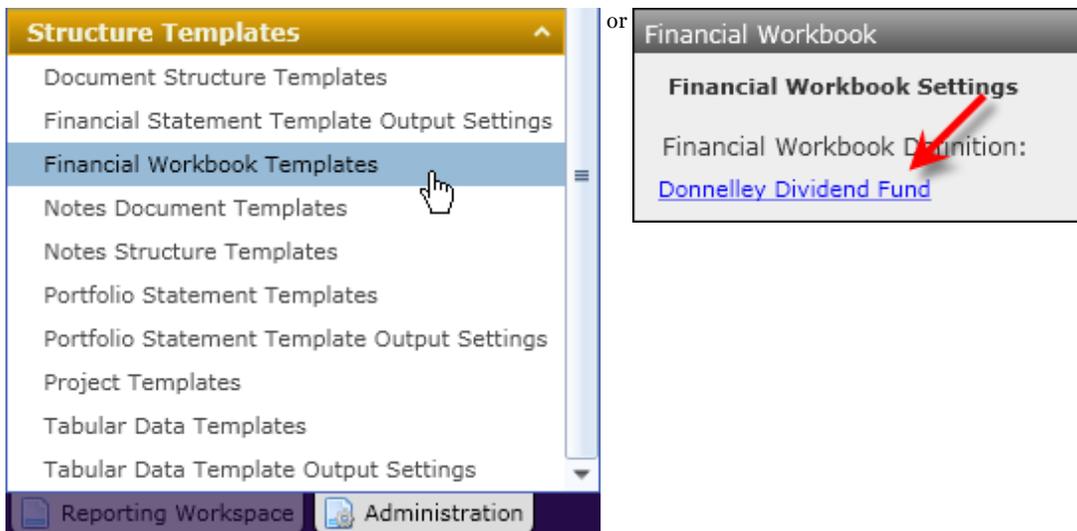
### What's New

When viewing a trial balance via the **Financial Workbook** page, users may notice ENDING BALANCE (FOOTED) values with blue background shading. This background shading is an indication that the value has been adjusted for footing by the footing logic.

In the example below, the footing logic has adjusted the ENDING BALANCE (FOOTED) value for REPURCHASE AGREEMENTS in order to create a valid footing situation, since its ENDING BALANCE (RAW) value (\$3.34) was closest to \$0.50 among the other items in the sub-section.

|   | Name                         | Ending Balance (Raw) | Ending Balance (Rounded) | Ending Balance (Footed) |
|---|------------------------------|----------------------|--------------------------|-------------------------|
| > | Assets                       |                      |                          |                         |
|   | Investments in Securities    |                      |                          |                         |
|   | Unaffiliated issuers         | 3.320000             | 3.000000                 | 3.000000                |
|   | Sweep Account                | 3.330000             | 3.000000                 | 3.000000                |
|   | Repurchase Agreements        | 3.340000             | 3.000000                 | 4.000000                |
|   | Total Investments in Securit | 9.990000             | 10.000000                | 10.000000               |

In the example above, the ROUNDING LEVEL setting for the financial workbook was set to *No Decimal* through its associated template. The **Financial Workbook Templates** page can be accessed via the corresponding item in the STRUCTURE TEMPLATES menu section on the ADMINISTRATION tab, or by clicking the link on the **Financial Workbook** page.



If the rounding for a workbook is set to another level, the footing logic will respect the setting. For example, if the rounding level is changed to *2 Decimals* for the workbook shown above...



... there is no need for the footing logic to adjust the REPURCHASE AGREEMENTS item as before.

|   | Name                         | Ending Balance (Raw) | Ending Balance (Rounded) | Ending Balance (Footed) |
|---|------------------------------|----------------------|--------------------------|-------------------------|
| > | Assets                       |                      |                          |                         |
|   | Investments in Securities    |                      |                          |                         |
|   | Unaffiliated issuers         | 3.320000             | 3.320000                 | 3.320000                |
|   | Sweep Account                | 3.330000             | 3.330000                 | 3.330000                |
|   | Repurchase Agreements        | 3.340000             | 3.340000                 | 3.340000                |
|   | Total Investments in Securit | 9.990000             | 9.990000                 | 9.990000                |

### Process Changes

No changes to current processes are required. The footing logic will automatically read the ROUNDING LEVEL setting and adjust ENDING BALANCE (FOOTED) values accordingly when calculating trial balances.

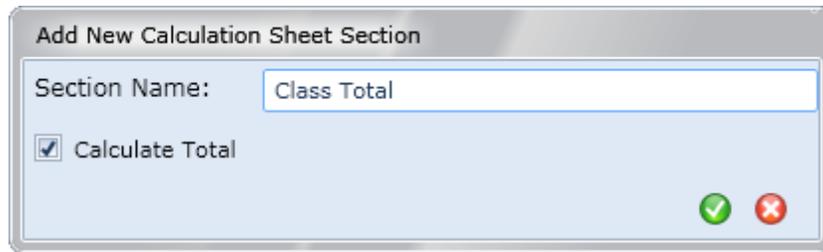
## 7) Ability to total sections on calculation sheets

### Overview

When creating a calculation sheet, users may have the need to calculate the total of sections. Functionality was added to FundSuiteArc which provides users the option to calculate the total on the calculation sheet template, and will provide the total on the calculation sheet instance.

### What's New

Users can specify that FundSuiteArc calculate the total of a section by selecting the **CALCULATE TOTAL** check box on the **Add New Calculation Sheet Section** pop-up dialogue.



When the check box is selected, the section total will be calculated and displayed on the calculation sheet instance and in project output. Conversely, if the check box is not selected, totals will not be displayed in either the calculation sheet instance or in project output.

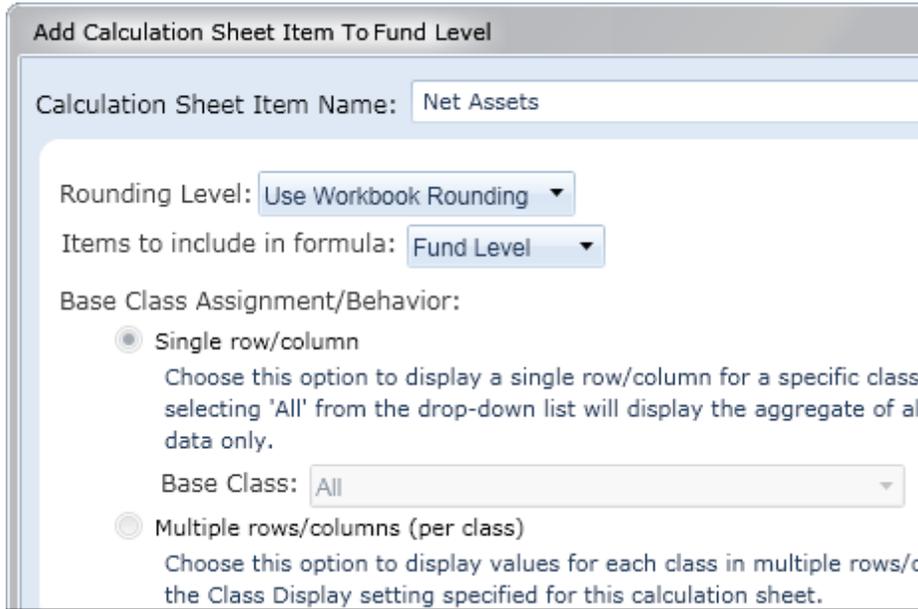
There are several possible scenarios that can be created within FundSuiteArc, and all are contingent on users' preferences with respect to how calculation sheets are set up. Calculation sheets can be set up to preview data across or down when previewing in the calculation sheet instance. In addition, each calculation sheet item can be set at the fund level or class level.

Depending on the criteria selected for a given calculation sheet, users can expect to view results in a specific manner. Some examples are shown below.

**1. Multiple Items - All Fund Level - All Single row/column - Class Across or Down**

Assumptions:

- a. All items are set to *Fund Level*.
- b. BASE CLASS ASSIGNMENT/BEHAVIOR: All items are set to *Single row/column*, with a BASE CLASS of *All*.



Expected Outcome:

- a. Calculation sheet instance should only display a single column: *None/All* for all items and the section total.
- b. The section total will display the sum of all items in the section.

**Classes displayed "down"**

|   | Name             | Class    | Value          |
|---|------------------|----------|----------------|
| > | ▲ Fund Level     | None/All |                |
|   | Net Assets       | None/All | 1600.000000000 |
|   | Fund Level Total | None/All | 1600.000000000 |

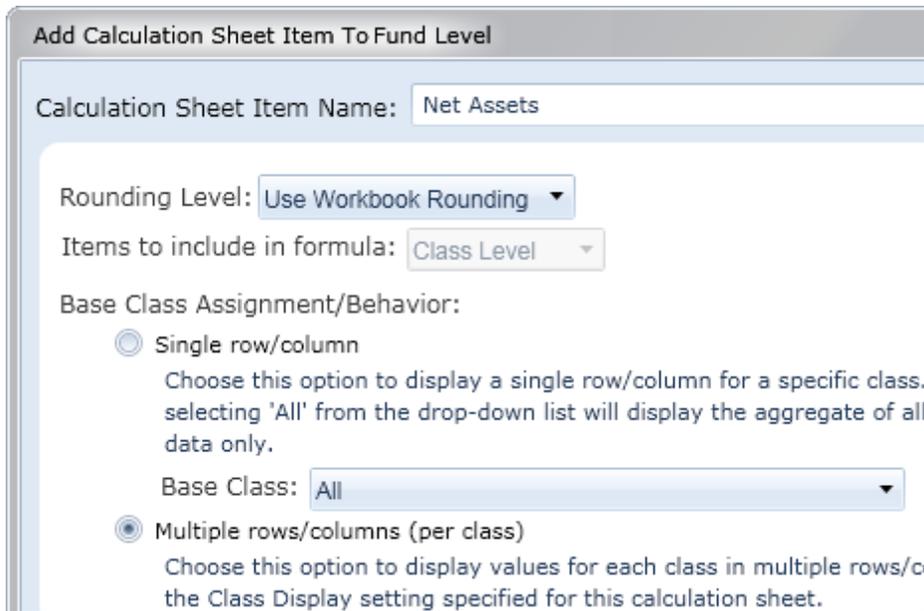
**Classes displayed "across"**

|   | Name             | None/All       |
|---|------------------|----------------|
| > | ▲ Fund Level     |                |
|   | Net Assets       | 1600.000000000 |
|   | Fund Level Total | 1600.000000000 |

2. **Multiple Items - All Class Level - All Multiple rows/column (per class) - Class Across**

Assumptions:

- a. All items are set to *Class Level*.
- b. BASE CLASS ASSIGNMENT/BEHAVIOR: All items are set to *Multiple rows/columns (per class)*.



The screenshot shows a dialog box titled "Add Calculation Sheet Item To Fund Level". It contains the following fields and options:

- Calculation Sheet Item Name:** A text box containing "Net Assets".
- Rounding Level:** A dropdown menu set to "Use Workbook Rounding".
- Items to include in formula:** A dropdown menu set to "Class Level".
- Base Class Assignment/Behavior:**
  - Single row/column**  
Choose this option to display a single row/column for a specific class. selecting 'All' from the drop-down list will display the aggregate of all data only.
  - Base Class:** A dropdown menu set to "All".
  - Multiple rows/columns (per class)**  
Choose this option to display values for each class in multiple rows/columns. the Class Display setting specified for this calculation sheet.

Expected Outcome:

- a. Calculation sheet instance should display a column for each class assigned to the fund.
- b. The NONE/ALL column should not be displayed unless it's for the section total.
- c. If section totaling has been specified, the sum of all items, for all classes, will appear in the NONE/ALL column on the section total row. The totals in the class columns will be zero (0).

**Classes displayed "down"**

|   | Name           | Class         | Value        |
|---|----------------|---------------|--------------|
| > | ▲ Class Level  | None/All      |              |
|   | NAV, Beginning | Advisor Class | 26.680000000 |
|   | NAV, Beginning | Class A       | 26.720000000 |
|   | NAV, Beginning | Class B       | 26.510000000 |
|   | NAV, Beginning | Class C       | 26.410000000 |
|   | NAV, Beginning | Class R       | 26.640000000 |
|   | Income         | Advisor Class | 0.450000000  |
|   | Income         | Class A       | 0.380000000  |
|   | Income         | Class B       | 0.160000000  |
|   | Income         | Class C       | 0.160000000  |

|  |                   |               |               |
|--|-------------------|---------------|---------------|
|  | Distributions     | Advisor Class | -0.180000000  |
|  | Distributions     | Class A       | -0.120000000  |
|  | Distributions     | Class B       | 0.000000000   |
|  | Distributions     | Class C       | 0.000000000   |
|  | Distributions     | Class R       | -0.070000000  |
|  | NAV, End          | Advisor Class | 30.890000000  |
|  | NAV, End          | Class A       | 30.920000000  |
|  | NAV, End          | Class B       | 30.580000000  |
|  | NAV, End          | Class C       | 30.460000000  |
|  | NAV, End          | Class R       | 30.820000000  |
|  | Class Level Total | None/All      | 307.340000000 |

**Classes displayed "across"**

| Name | Advisor Class     | Class A      | Class B      | Class C      | Class R      | None/All      |
|------|-------------------|--------------|--------------|--------------|--------------|---------------|
| >    | ▲ Class Level     |              |              |              |              |               |
|      | NAV, Beginning    | 26.680000000 | 26.720000000 | 26.510000000 | 26.410000000 | 26.640000000  |
|      | Income            | 0.450000000  | 0.380000000  | 0.160000000  | 0.160000000  | 0.310000000   |
|      | Realized Gains    | 3.940000000  | 3.940000000  | 3.910000000  | 3.890000000  | 3.940000000   |
|      | Distributions     | -0.180000000 | -0.120000000 | 0.000000000  | 0.000000000  | -0.070000000  |
|      | NAV, End          | 30.890000000 | 30.920000000 | 30.580000000 | 30.460000000 | 30.820000000  |
|      | Class Level Total |              |              |              |              | 307.340000000 |

**Process Changes**

No changes to current processes are required.

## 8) Ability to add constant values to calculation sheet formulas

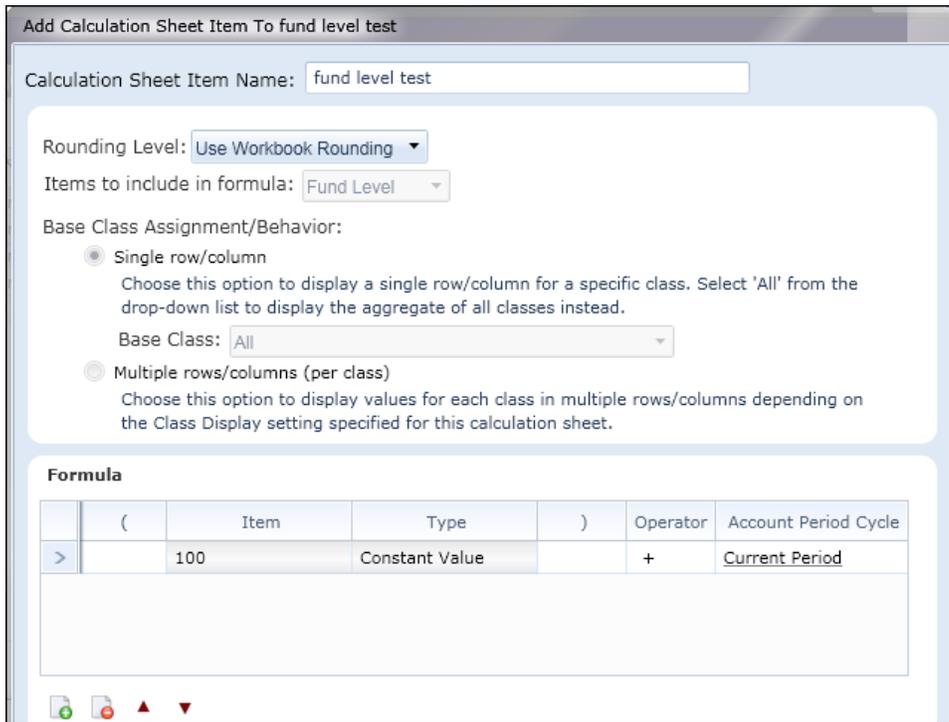
### Overview

Functionality was added to the calculation sheets allowing users to add a constant to a formula. All functionality available in the formula is available when using constants; this includes mathematical operators, parenthesis, and identification of the item, type and account period cycle.

For more information on calculation sheets, see the *Creating Financial Workbook Templates* topic within the online Help system.

### What's New

Constant values can be added to calculation sheet items by clicking on the item and then clicking the EDIT SELECTED ITEM button . If items have been added to an existing calculation sheet item, users can also click the link to the right of the item in the tree view structure. Both actions will cause the **Calculation Sheet Item** dialogue to appear.



Add Calculation Sheet Item To fund level test

Calculation Sheet Item Name: fund level test

Rounding Level: Use Workbook Rounding

Items to include in formula: Fund Level

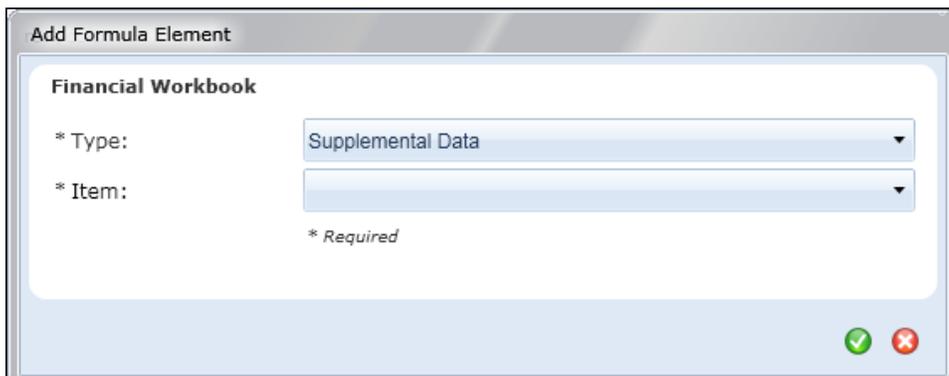
Base Class Assignment/Behavior:

- Single row/column  
Choose this option to display a single row/column for a specific class. Select 'All' from the drop-down list to display the aggregate of all classes instead.  
Base Class: All
- Multiple rows/columns (per class)  
Choose this option to display values for each class in multiple rows/columns depending on the Class Display setting specified for this calculation sheet.

**Formula**

|   | ( | Item | Type           | ) | Operator | Account Period Cycle |
|---|---|------|----------------|---|----------|----------------------|
| > |   | 100  | Constant Value |   | +        | Current Period       |

Clicking the ADD ITEM button  at lower-left of the dialogue allows users to add an item to the formula via the **Add Formula Element** pop-up dialogue.



Add Formula Element

**Financial Workbook**

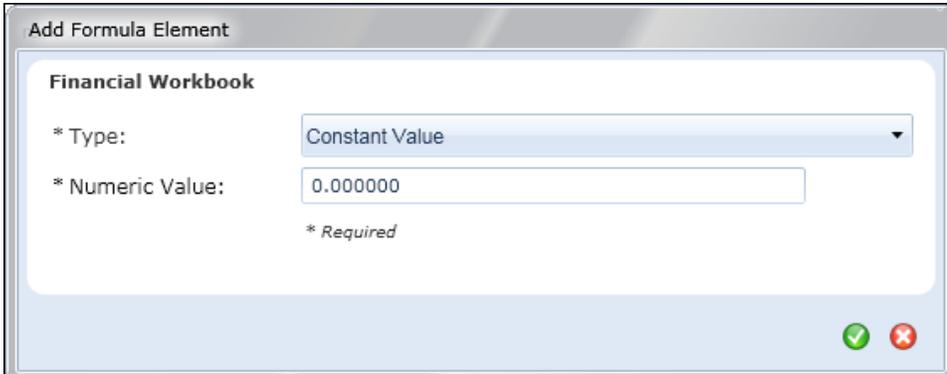
\* Type: Supplemental Data

\* Item:

\* Required

If the items to include in the formula are at the fund level (see **Calculation Sheet Item** dialogue above), the default TYPE selection will be *Supplemental Data*. If the items are at the class level, the default selection will be *Trial Balance Definition*.

Users can choose CONSTANT VALUE from drop-down list, which causes a NUMERIC VALUE field to appear on the dialogue. The desired numeric value can then be typed into the text box.



**Please Note:**

If the user neglects to provide a numeric value, an error message will appear alerting the user that a numeric value is required.

After clicking the ACCEPT button  at lower-right of the dialogue, the newly-added element will be added to the formula in the grid, displaying the numeric value in the ITEM column, as well as the element type, operator and account period cycle in their corresponding columns.



| ( | Item | Type           | ) | Operator | Account Period Cycle |
|---|------|----------------|---|----------|----------------------|
|   | 100  | Constant Value |   | +        | Current Period       |

Returning to the **Financial Workbook** page will provide the user with the expected results of each formula created.

**Process Changes**

No changes to current processes are required.

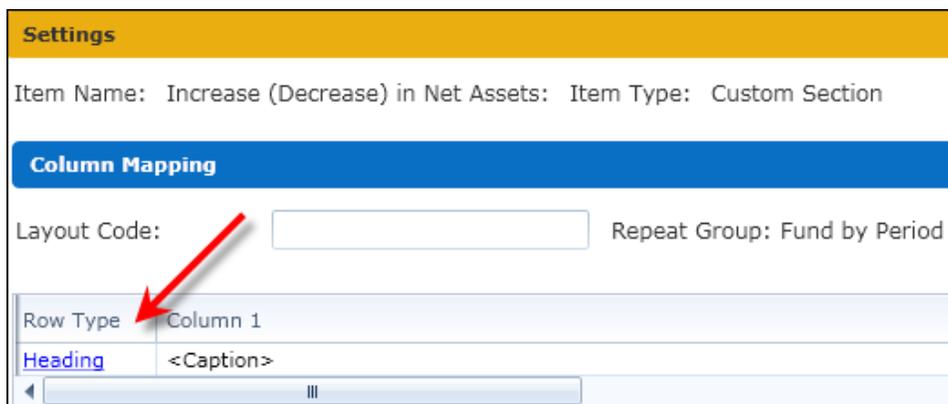
## 9) Financial Statement Template Output Settings page - Ability to view/change row types

### Overview

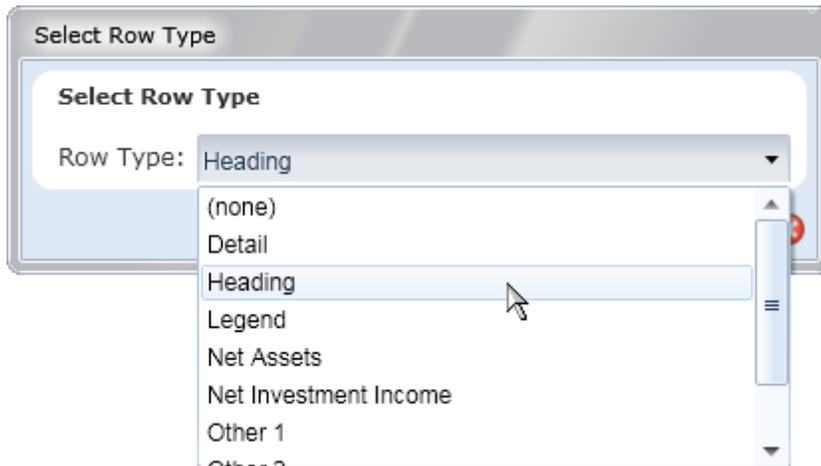
A new feature was added to the **Financial Statement Template Output Settings** page that allows users to set a row type for each row in a financial statement. The purpose of this feature is to assist users with output formatting by defining each row. The row type is sent to the output engine during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

### What's New

A new ROW TYPE column was added to the SETTINGS section of the **Financial Statement Template Output Settings** page. Users click the blue text link in the column to assign or change the ROW TYPE.



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



#### **Please Note:**

The ROW TYPE value for trial balance sections, section totals, sub-sections, sub-section totals and items are pre-defined and therefore not editable by users.

### Process Changes

No changes to current processes are required.

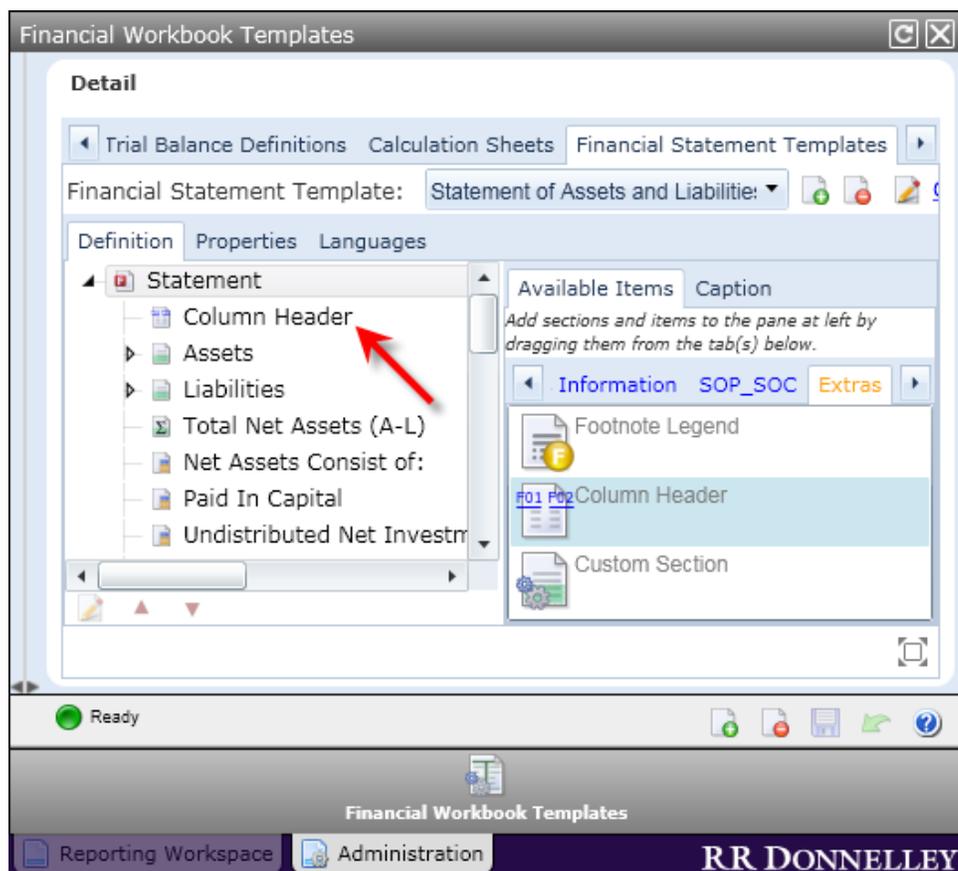
## 10) Financial Statement Template Output Settings page - Column repeat group setting applied to column header

### Overview

In previous product versions, column repeat settings for financial statement items had to be specified on each row of the statement, and each row had to have identical settings in order for output to be produced. In order to streamline the setup process and remove an area for possible mistakes, the column repeat functionality has been changed.

### What's New

To set up a column repeat group the financial statement template definition must include a Column Header item (see example below).

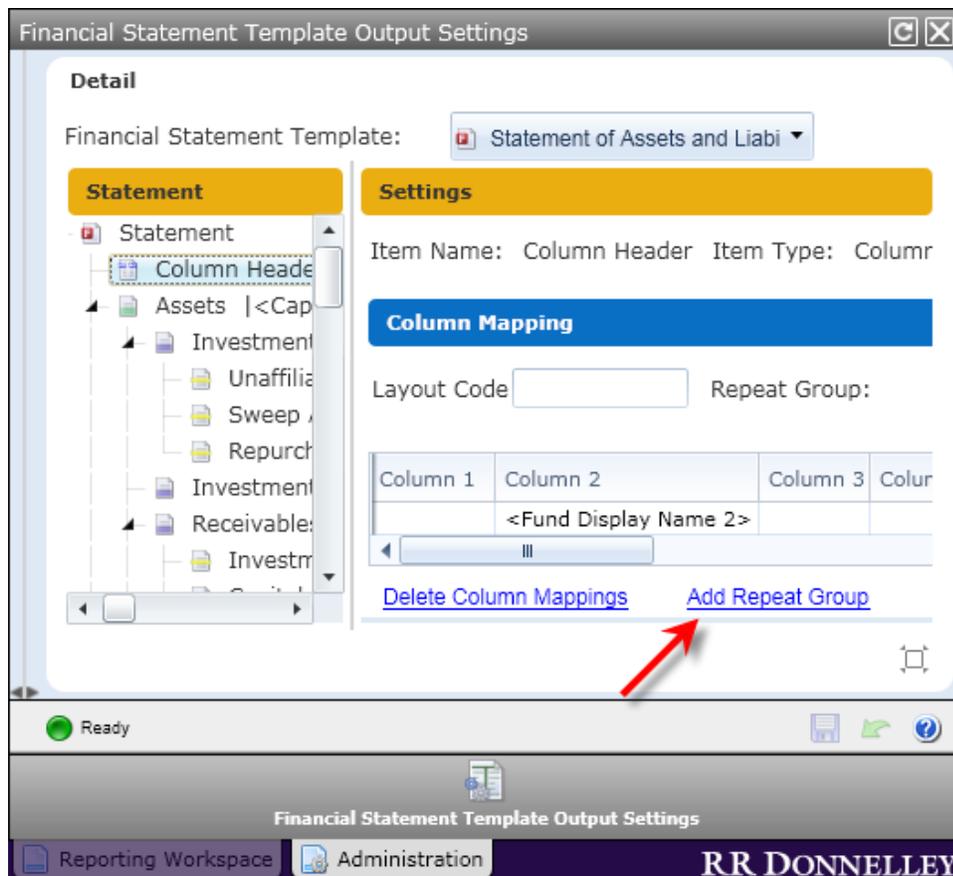


If the template definition does not include a column header, one can be added from the EXTRAS tab within the AVAILABLE ITEMS section at right of the **Financial Statement Templates** tab.

Repeat group settings can be added, removed or edited via the Column Header item, when selected on the **Financial Statement Template Output Settings** page.

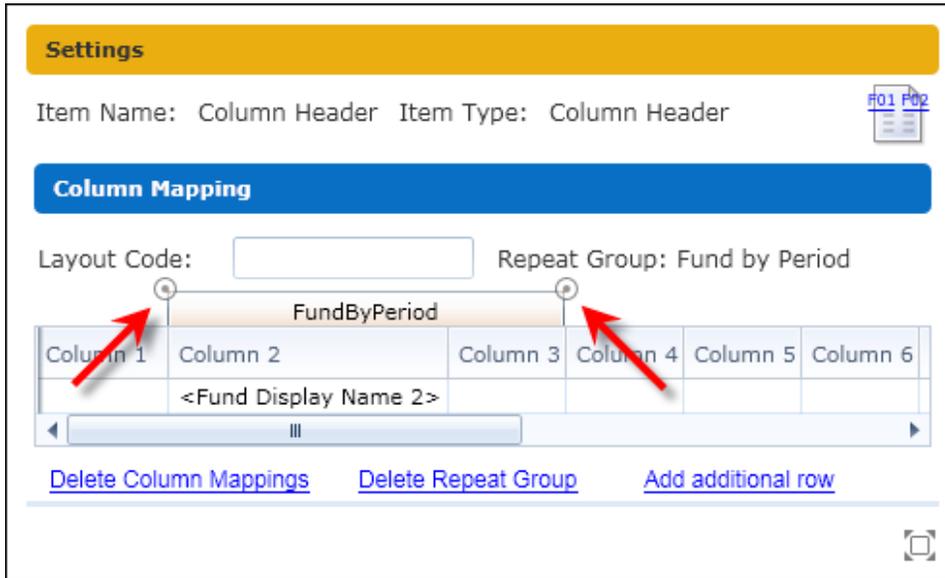
Follow the steps below to add a repeat group to a Column Header item.

1. Select the *Column Header* item in the statement tree view.
2. Click the ADD REPEAT GROUP link at the bottom of the COLUMN MAPPING section on the right.



The repeat group will automatically be added to COLUMN 1.

3. You can set the column(s) to be repeated by dragging the arrows at upper-left and upper-right of the repeat group so they span the desired column(s).



4. You can also change the repeat order by clicking on the text on the repeat group box (*FundByPeriod* by default). The following repeat order options appear one-by-one as the text is clicked.
  - a. **FundByPeriod** – Groups by fund. Shows each period in descending order, from left-to-right (most recent to least recent).
  - b. **FundByClass** – Groups by fund. Shows each class in order, as specified on the PROPERTIES tab for the financial statement template on the **Financial Workbook Template** page.
  - c. **ClassByFund** – Groups by class. Shows each fund in order, as specified on the FUNDS tab on the **Project Templates** page.
  - d. **ClassByPeriod** – Groups by class. Shows each period in descending order, from left-to-right (most recent to least recent).
  - e. **PeriodByClass** – Groups by period (descending order, from left-to-right). Shows each class in order, as specified on the PROPERTIES tab for the financial statement template on the **Financial Workbook Template** page.
  - f. **PeriodByFund** – Groups by period. Shows each fund in order, as specified on the FUNDS tab on the **Project Templates** page.

A repeat group can be removed by clicking the DELETE REPEAT GROUP link at the bottom of the COLUMN MAPPING section on the right. Clicking this link will remove the repeat group from all items in the financial statement template.

**Please Note:**

The column repeat group settings are visible on each item of the statement as it is selected in the statement tree view, but settings can only be adjusted on the Column Header item.

**Process Changes**

Any existing templates utilizing column repeat group functionality will need to be re-visited to ensure that the upgrade process has not changed the desired behavior of the template.

## 11) Financial Statement Template Output Settings page - Zero suppression logic

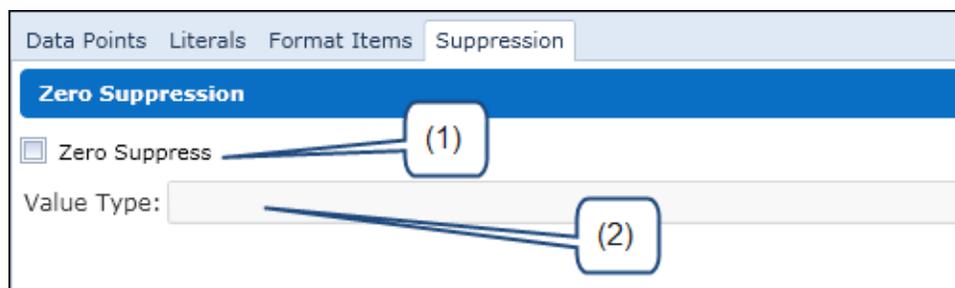
### Overview

In the event that a financial statement line (or row) equates to zero, FundSuiteArc offers the client the ability to suppress that line/row.

### What's New

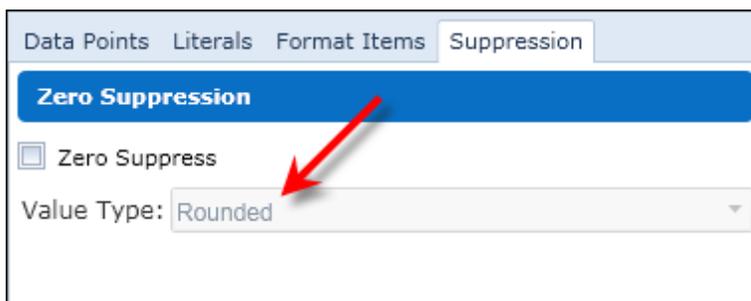
A new SUPPRESSION tab was added to the **Financial Statement Template Output Settings** page, through which users may choose to suppress statement line items if their raw, rounded or footed value evaluates to zero (0). Any item suppressed by means of these settings will not appear in the financial statement preview on the **Project** page or in project output to Word, PDF or Excel format.

Components of the "Suppression" tab:



- ZERO SUPPRESS check box (1)
  - Upon opening the SUPPRESSION tab for the first time for any section, section total, sub-section, sub-section total, or item, this check box is cleared by default, meaning that the zero suppression logic is turned off.
- VALUE TYPE drop-down list (2)
  - Upon opening the SUPPRESSION tab for the first time for any section, section total, sub-section, sub-section total, or item, 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.



**Please Note:**

The value type can be found in the trial balance on the financial workbook instance. If any of value types equate to zero (0), the number will be suppressed in output.

Process:

To zero suppress a section, section total, sub-section, sub-section total, or item with a zero balance, carry out the following steps.

1. Open the **Financial Statement Template Output Settings** page.
2. Choose the appropriate template from the LISTING section at left of the page.
3. Click on the section, section total, sub-section, sub-section total, or item that requires a suppression setting.
4. Click the SUPPRESSION tab.
5. Apply the desired setting.
6. Click the SAVE button  at lower-right of the page.
7. Return to the **Project** page to preview results.

Example:

Suppress "Unaffiliated Issuers" and "Sweep Account" lines when their value = 0.

| <b>Assets</b>                   |                   |
|---------------------------------|-------------------|
| Investments in Securities       |                   |
| Unaffiliated Issuers            | 0                 |
| Sweep Account                   | 0                 |
| Repurchase Agreements           | 785,000           |
| Total Investments in Securities | 785,000           |
| Receivables                     |                   |
| Investment securities sold      | 1,882,201         |
| Capital Shares Sold             | 23,499,092        |
| Dividends                       | 2,300,948         |
| Other Assets                    | 1,964             |
| <b>Total Assets</b>             | <b>28,469,205</b> |

- Suppression Settings

|   |          |              |             |
|---|----------|--------------|-------------|
| Data Points                                       | Literals | Format Items | Suppression |
| <b>Zero Suppression</b>                           |          |              |             |
| <input checked="" type="checkbox"/> Zero Suppress |          |              |             |
| Value Type: <span>Rounded</span>                  |          |              |             |

- Project Preview

| <b>Assets</b>                   |                   |
|---------------------------------|-------------------|
| Investments in Securities       |                   |
| Repurchase Agreements           | 785,000           |
| Total Investments in Securities | 785,000           |
| Receivables                     |                   |
| Investment securities sold      | 1,882,201         |
| Capital Shares Sold             | 23,499,092        |
| Dividends                       | 2,300,948         |
| Other Assets                    | 1,964             |
| <b>Total Assets</b>             | <b>28,469,205</b> |

**Process Changes**

No changes to current processes are required.

## 12) Financial Statement Template Output Settings page - Total line suppression logic

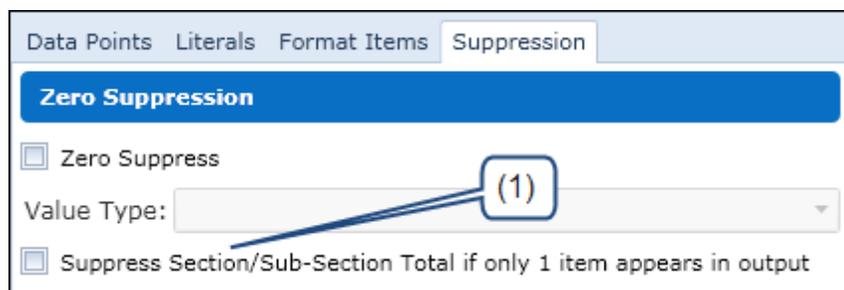
### Overview

FundSuiteArc provides functionality to suppress a section or sub-section total if it contains only one item.

### What's New

A new SUPPRESSION tab was added to the **Financial Statement Template Output Settings** page, through which users may choose to suppress statement section or sub-section total lines if the section/sub-section contains only one item. Any section or sub-section total line suppressed by means of these settings will not appear in the financial statement preview on the **Project** page or in project output to Word, PDF or Excel format.

Components of the "Suppression" tab:



- SUPPRESS/SUB-SECTION TOTAL IF ONLY 1 ITEM APPEARS IN OUTPUT check box (1)
  - Selecting this check box causes the suppression of a section total line (e.g., "Total Assets") or a sub-section total line (e.g., "Receivables") if the section only contains one item. For example, if the "Receivables" section only contains "Dividend Receivable", the user may not want to see a "Total Receivables" line.
    - If a section or sub-section contains more than one item and all but one item equals zero, FundSuiteArc will suppress the zero-value items and recognize that only one item with a value remains in the section/sub-section. As a result, the total line will **not** be displayed.
  - This option only appears when a user clicks on a section total or sub-section total, with the exception of "Total Net Assets (A-L)", "Total Net Assets (Capital)" or "Net Investment Income"; suppression functionality is not available on these line items.

### Process:

To zero suppress a section, section total, sub-section, sub-section total, or item with a zero balance, carry out the following steps.

1. Open the **Financial Statement Template Output Settings** page.
2. Choose the appropriate template from the LISTING section at left of the page.
3. Click on the section total or sub-section total that requires a suppression setting.
4. Click the SUPPRESSION tab.
5. Apply the desired setting.
6. Click the SAVE button  at lower-right of the page.
7. Return to the **Project** page to preview results.

Examples:

- The "Total Investments in Securities" section total has the line suppression option cleared for a section containing one item, which dictates that the "Total Investments in Securities" section total line should be displayed.

| <b>Assets</b>                          |                   |
|--|-------------------|
| Investments in Securities              |                   |
| Repurchase Agreements                  | 785,001           |
| <b>Total Investments in Securities</b> | <b>785,001</b>    |
| Receivables                            |                   |
| Investment securities sold             | 1,882,201         |
| Capital Shares Sold                    | 23,499,092        |
| Dividends                              | 2,300,948         |
| Other Assets                           | 1,964             |
| <b>Total Assets</b>                    | <b>28,469,206</b> |

- The "Total Investments in Securities" section total has the line suppression option selected for a section containing one item, which dictates that the "Total Investments in Securities" section total line should not be displayed.

| <b>Assets</b>              |                   |
|----------------------------|-------------------|
| Investments in Securities  |                   |
| Repurchase Agreements      | 785,001           |
| Receivables                |                   |
| Investment securities sold | 1,882,201         |
| Capital Shares Sold        | 23,499,092        |
| Dividends                  | 2,300,948         |
| Other Assets               | 1,964             |
| <b>Total Assets</b>        | <b>28,469,206</b> |

- In the "Investments in Securities" section, the "Unaffiliated Issuers" and "Sweep Account" lines have a zero (0) balances, and the "Repurchase Agreements" line has a balance of 785,001.

| <b>Assets</b>                   |                   |
|---------------------------------|-------------------|
| Investments in Securities       |                   |
| Unaffiliated Issuers            | 0                 |
| Sweep Account                   | 0                 |
| Repurchase Agreements           | 785,001           |
| Total Investments in Securities | 785,001           |
| Receivables                     |                   |
| Investment securities sold      | 1,882,201         |
| Capital Shares Sold             | 23,499,092        |
| Dividends                       | 2,300,948         |
| Other Assets                    | 1,964             |
| <b>Total Assets</b>             | <b>28,469,206</b> |

- Suppression Settings (section items)

Data Points   Literals   Format Items   **Suppression**

**Zero Suppression**

Zero Suppress

Value Type: Rounded

- Suppression Settings (sub-section total)

Data Points   Literals   Format Items   **Suppression**

**Zero Suppression**

Zero Suppress

Value Type: Raw

Suppress Section/Sub-Section Total if only 1 item appears in output

- Project Preview

The "Unaffiliated Issuers" and "Sweep Account" lines will be suppressed because their value = 0. The "Total Investments in Securities" sub-section total line will also be suppressed because now only one item exists in the sub-section ("Repurchase Agreements").

| <b>Assets</b>              |                   |
|----------------------------|-------------------|
| Investments in Securities  |                   |
| Repurchase Agreements      | 785,001           |
| Receivables                |                   |
| Investment securities sold | 1,882,201         |
| Capital Shares Sold        | 23,499,092        |
| Dividends                  | 2,300,948         |
| Other Assets               | 1,964             |
| <b>Total Assets</b>        | <b>28,469,206</b> |

### Process Changes

No changes to current processes are required.

## 13) Ability to reverse journal entries

### Overview

Users have the ability to reverse journal entries found on the **General Ledger Transactions** page by batch number.

### What's New

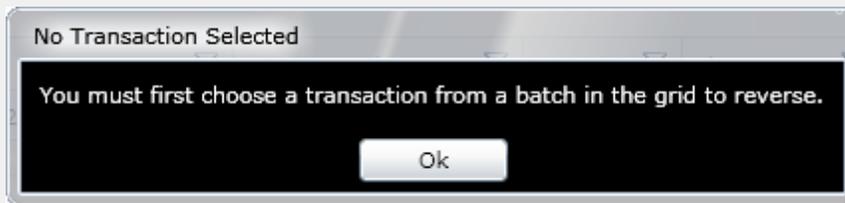
FundSuiteArc now contains functionality to reverse journal entries based on batch number with the push of a button. Previously, any reversal was completed in a manual manner.

To reverse a journal entry, the user will follow the steps below.

1. Open the **General Ledger Transactions** page and expand journal entries (click the arrow  at left of each grouping to expand the journal entry by batch number).
2. Identify, by batch number, which journal entry needs to be reversed and click on any journal entry within that batch number.
3. Click the REVERSE BATCH link to reverse the batch set of journal entries.

#### **Please Note:**

- This feature deletes the entire batch; not an individual journal entry contained in the batch.
- If a user clicks on the summary line and then clicks the REVERSE BATCH link, the following message appears, which reminds them to expand the summary line in order to select a transaction that is part of the batch.



4. Expected Results:
  - a. Receive following message (batch number displayed will vary).



- b. Clicking the OK button creates a journal entry with the following attributes.
      - i. An opposite journal entry for each adjustment in the batch is created.
      - ii. Adjustment made is of the opposite type (*i.e.*, debits become credits and credits become debits).
      - iii. The MEMO column states *Reversed Batch* for the description of this entry.
      - iv. The EDITING USER column is populated with the name of the user that effected the reversal.
      - v. A new batch number is created and associated with each new journal entry created.
    - c. Clicking the CANCEL button returns the user to the **General Ledger Transaction** page and cancels the creation of the reversed journal entry.

### **Process Changes**

No changes to current processes are required.

## 14) Journal entry batch numbers

### Overview

The results grid on the **General Ledger Transactions** page contains a new BATCH NUMBER column. This feature encourages users to group similar transactions in batches and enter them in FundSuiteArc as one journal entry.

### What's New

Previously, the **General Ledger Transactions** results grid did not contain a BATCH NUMBER column. This new field will increment starting at 1 for each fund/account period and will be automatically created by FundSuiteArc. The new field exhibits the same behavior as other columns in the grid, meaning it can be used to group, filter and sort data. Currently, any filtering applied to this column will be "remembered" each time a user returns to the **General Ledger Transactions** page. The addition of this field will help users to identify similar transactions that were posted together via the **Journal Entry** dialogue.

### Process Changes

No changes to current processes are required.

# 15) Ability to make journal entries across multiple trial balances

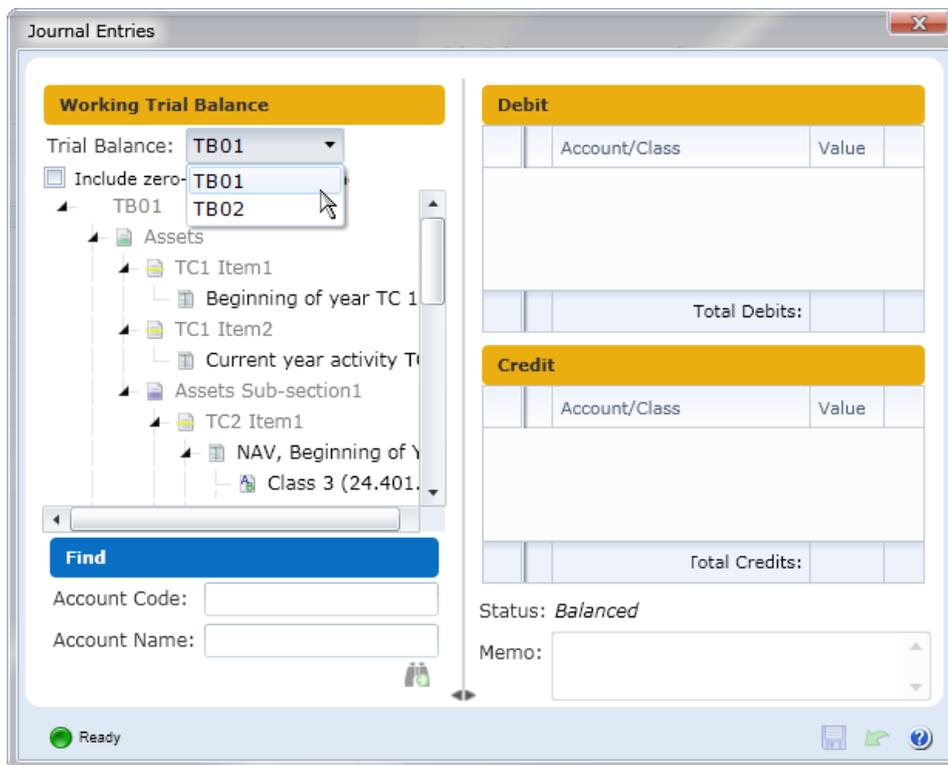
## Overview

The **Journal Entry** dialogue was enhanced to increase functionality and usability for users. Users may now make journal entries across trial balances without having to exit the **Journal Entry** dialogue.

## What's New

New functionality on the **Journal Entry** dialogue includes the following.

1. Users may access the **Journal Entry** dialogue via the MAKE JOURNAL ENTRIES link, regardless of which tab is currently selected on the **Financial Workbook** page.
2. Users can switch trial balances within the **Journal Entry** dialogue to make journal entries for the selected trial balance.
  - a. Upon opening the **Journal Entry** dialogue, the default view is of the trial balance currently being viewed. If a tab other than a trial balance had been selected at the time the MAKE JOURNAL ENTRIES link was clicked, the **Journal Entry** dialogue will display the contents of the first (leftmost) trial balance tab contained in the financial workbook instance and list the remaining trial balances in the order they appear in the workbook from left-to-right.



**Example:** Two trial balances exist for the financial workbook instance (e.g., *TB01* and *TB02*). A user is viewing the SUPPLEMENTAL DATA tab and decides to make a journal entry for *TB02*.

- i. Click the MAKE JOURNAL ENTRIES link.
- ii. The **Journal Entry** dialogue opens and defaults to the first trial balance tab for the workbook instance (*TB01*).

- iii. To change to *TBo2*, the user can select it via the TRIAL BALANCE drop-down list at upper-left of the dialogue.
- b. When switching between trial balances within the **Journal Entry** dialogue, the INCLUDE ZERO-BALANCE ACCOUNTS check box setting remains fixed (*i.e.*, selected or cleared).
- c. Switching from one trial balance to the next causes the tree view display on the left of the **Journal Entry** dialogue to refresh, and for any accounts that were displayed in the DEBIT/CREDIT sections on the right to remain.

### **Process Changes**

No changes to current processes are required.

## 16) Ability to specify Diversification and Top 'N' statement type

### Overview

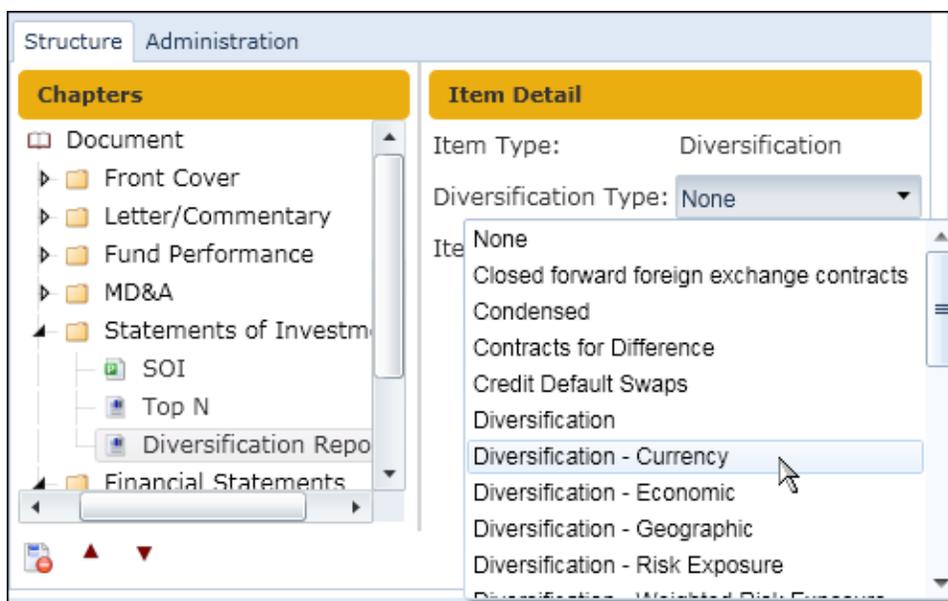
Diversification and Top 'N' reports can be created via the DISCLOSURE BUILDER section of FundSuiteArc, and in certain instances the resulting documents may need multiple output format types for these two types of tables within the same book. Users can distinguish these two table types in the document structure template so that the document processing service can more easily identify them.

### What's New

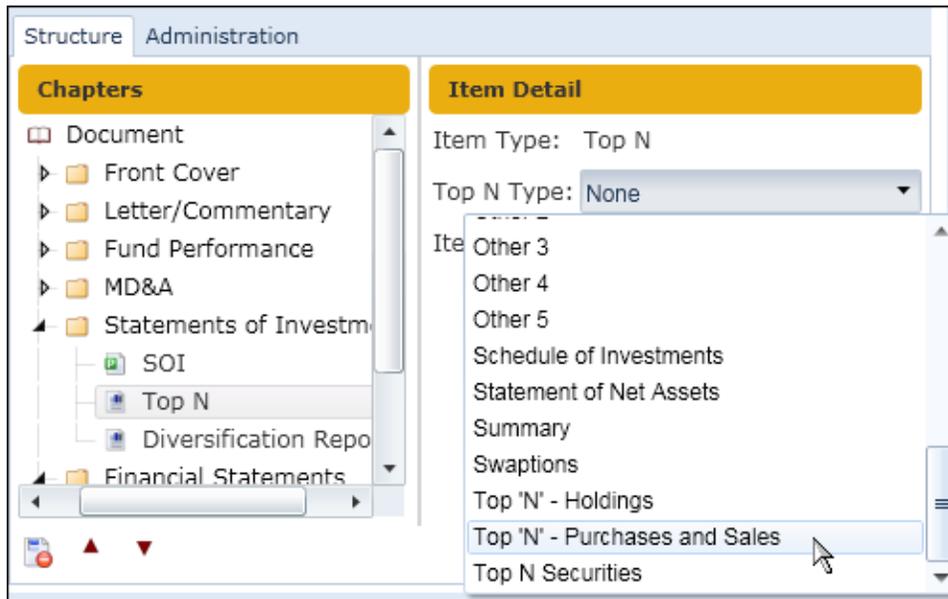
When adding a Diversification or Top 'N' report to a document structure template, users can now specify the DIVERSIFICATION TYPE or TOP N TYPE, respectively. Previously, the type was defaulted to *Diversification* or *TopN*, based on the ITEM TYPE.

To set the DIVERSIFICATION TYPE or TOP N TYPE for new or existing reports, follow the steps below.

1. Add a Diversification or Top 'N' placeholder to a chapter via the STRUCTURE tab of the **Document Structure Templates** page.
2. Select the report in the CHAPTERS tree view on the left of the tab, and then choose the desired type from the drop-down list in the ITEM DETAIL section on the right.
  - a. **Diversification**



b. **Top 'N'**



**Process Changes**

No changes to existing document structure templates are required.

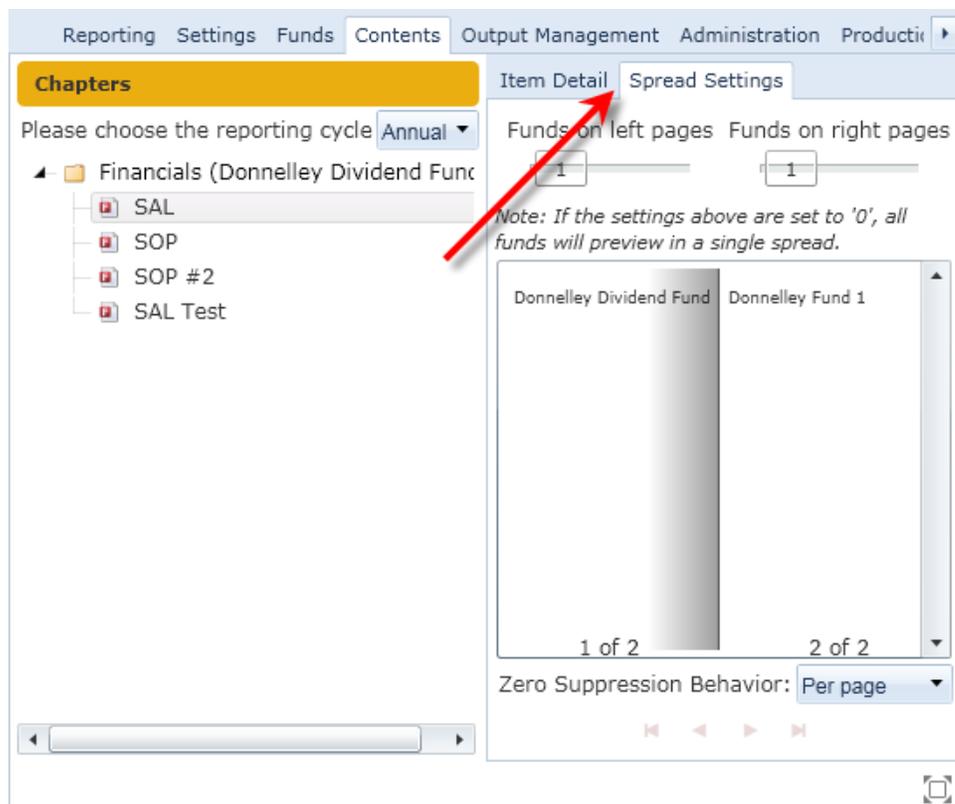
## 17) Project Templates page - Financial statement spread settings

### Overview

As part of the enhancements to support spreads, each financial statement can be assigned different spread settings via the template for the project in which it is contained. This allows the financial statement templates to be developed once, but be used in association with multiple, different spread settings.

### What's New

On the CONTENTS tab of the **Project Templates** page, any financial statement (existing or new) will have a SPREAD SETTINGS tab. The tab is only enabled when the behavior of the chapter in the document structure template is set to *All Funds - Single*. There are two settings on this tab for users to designate.



#### **Please Note:**

This tab will only be displayed when a Financial Statement item is selected via the CONTENTS tab.

1. Number of funds per page (i.e., funds on left pages/funds on right pages) - This setting allows the user to determine how many funds (not how many columns) should be sent to the rendering engine by left/right page. During output generation, ArcReporting will apply this setting and create as many pages as needed to output all columns of data.

2. Zero suppression behavior - These options will determine how ArcReporting should suppress rows which have a value of zero (0), as determined on the **Financial Statement Template Output Settings** page. There are 3 options.
  - a. *Left/Right* - ArcReporting will look at each left/right set (assuming there is more than one) and apply zero suppression settings to each individual set. For example, if a row (e.g., *Cash*) has a balance on the first page, but not on the third or fourth page, this setting would suppress the row on the second spread.
  - b. *Page* - ArcReporting will look at each individual page and apply zero suppression settings to each individual page. When utilizing this option, the output should display the row descriptions on every page. Otherwise, the numbers on the right page may not align with the descriptions on the left page.
  - c. *All* - ArcReporting will look at all the columns across all spreads and apply zero suppression settings across them all. For example, if a row (e.g., *Cash*) has a balance on the first page, but not on the third or fourth page, this setting would NOT suppress the row on the second spread.

### Process Changes

No changes to current processes are required.

## 18) General Ledger Transactions page - Grid filtering settings saved

### Overview

Users have the ability to filter one or more columns in the **General Ledger Transactions** results grid, and FundSuiteArc will "remember" the filter settings each user sets as they re-open the page at a later time.

### What's New

Changes made to filtering on any column in the results grid of the **General Ledger Transactions** page are retained by FundSuiteArc.

**Please Note:**

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

Users may opt to create a specific filter on any column of the results grid and have it retained for future reference.

**Please Note:**

Switching funds using the controls either at the top or upper-left of the ArcReporting interface will clear any FROM DATE or TO DATE selections set in the SEARCH CRITERIA section of the **General Ledger Transactions** page. However, filter settings for columns in the results grid will be retained for any subsequent searches.

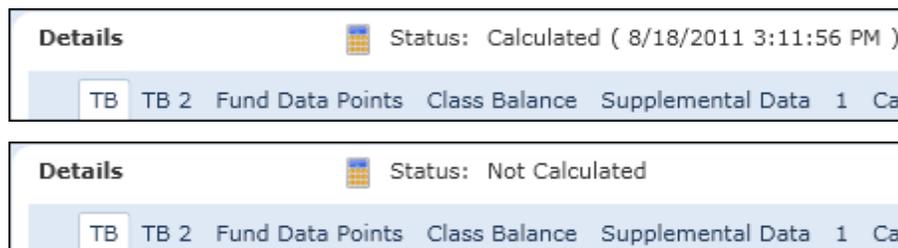
## 19) Financial Workbook calculation status enhancement

### Overview

The **Financial Workbook** page has been enhanced to include a calculation status. The goals of the calculation status are to (1) calculate the entire financial workbook at once, (2) identify the last time the financial workbook was calculated, (3) identify triggers that require values to be recalculated, (4) automatically calculate financial workbooks, (5) provide the user the option to manually initiate calculations and (6) improve the performance of the **Financial Workbook** page.

### What's New

The **Financial Workbook** page displays a calculation status above the tabs in the DETAILS section, which includes the date and time the workbook was last calculated, if applicable.



The financial workbook for each fund and account period has one of three calculation statuses.

- **Not Calculated:** Indicates that underlying values or templates have been updated and the financial workbook needs to be calculated.
- **Calculated:** Indicates that all the tabs within the workbook have been calculated and the underlying values have not been changed since the date/time stamp shown.
- **Calculating:** Indicates that the financial workbook is in the process of calculating values.

A financial workbook in a *Not Calculated* state will be calculated one of three ways.

1. An automated process continually scans and automatically calculates any financial workbooks with a *Not Calculated* status.
2. Automatically, when the user opens the **Financial Workbook** page.

**Please Note:**

If the financial workbook is already in a calculated state, it will not calculate again when opening the page.

3. Manually, by clicking the CALCULATE WORKBOOK button  on the **Financial Workbook** page.

Once a financial workbook has been calculated, there are several actions users can perform that will change the status to *Not Calculated*. When any of the following actions is performed, the calculation status is changed for the fund(s) and account period(s) impacted.

1. General Ledger automated data load.
2. Journal entries.
  - a. The financial workbook will automatically calculate when exiting the **Journal Entries** pop-up dialogue.
3. Class Information automated data load, push-button data import or manual adjustment.
  - a. When importing or manually adjusting these values on the **Financial Workbook** page, the user must manually trigger the calculation after saving the changes or close and reopen the page.

4. Fund Information automated dataload, push-button data import or manual adjustment.
  - a. When importing or manually adjusting these values on the **Financial Workbook** page, the user must manually trigger the calculation after saving the changes or close and reopen the page.
5. Supplemental data changes.
  - a. When manually adjusting these values on the **Financial Workbook** page, the user must manually trigger the calculation after saving the changes or close and reopen the page.

In addition, certain user actions will change the status to *Not Calculated* for every fund and other account period using the template when performed. Following these actions, the user must manually trigger calculation after saving changes, or close and reopen the page.

1. Changes on the **Financial Statement Template** page for the workbook's template (any time the template is saved).
2. Changes on the **Financial Statement Template Output Settings** page with respect to the workbook's template (any time the settings are saved).

**Please Note:**

The calculation status on the **Financial Workbook** page does not continually refresh. Users can create situations where the fund is in a *Not Calculated* state, even though the page display indicates that it has been *Calculated*, and vice-versa. This may happen if any of the above actions are performed after the **Financial Workbook** page was opened or if the actions are performed by other users.

The calculation status of a workbook is also displayed in the **DETAIL** section of the **Project** page. The status will be displayed for all the funds in the project.

| Components               |                           |                         | Supporting Schedules               | External Documents | Production Procedures | Output Man |
|--------------------------|---------------------------|-------------------------|------------------------------------|--------------------|-----------------------|------------|
| Project Name:            | Financials Previews       |                         |                                    |                    |                       |            |
| Project Description:     |                           |                         |                                    |                    |                       |            |
| Project Code:            |                           |                         |                                    |                    |                       |            |
| Account Period End:      | 01/31/2011                |                         |                                    |                    |                       |            |
| Complex:                 | Donnelley Family of Funds |                         |                                    |                    |                       |            |
| Output Media:            | PDF                       |                         |                                    |                    |                       |            |
| Current Proof Version:   | 1                         |                         |                                    |                    |                       |            |
| Multi-Language Behavior: | Single                    |                         |                                    |                    |                       |            |
| Funds:                   |                           |                         |                                    |                    |                       |            |
|                          | Fund                      | Workbook Name           | Calculation Status                 |                    |                       |            |
|                          | Donnelley Dividend Fund   | Donnelley Dividend Fund | Calculated (8/18/2011 3:11:56 PM)  |                    |                       |            |
|                          | Donnelley Fund 1          | Donnelley Dividend Fund | Calculated (8/18/2011 11:56:14 AM) |                    |                       |            |

**Process Changes**

No changes to current processes are required.

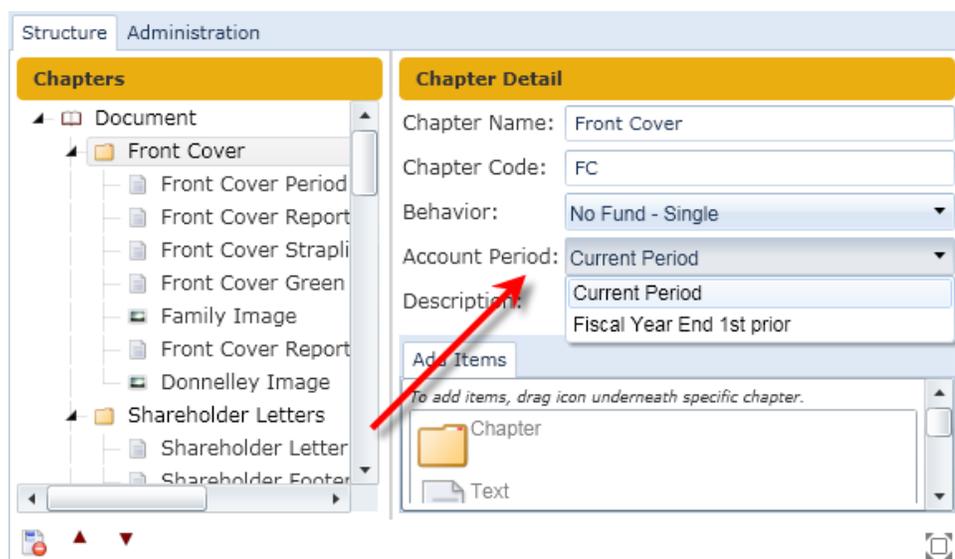
## 20) Ability to specify a prior period chapter in document structure templates

### Overview

Shareholder reports sometimes need to disclose prior period tables and Schedules of Investments in a current period document. A new setting was added to the **Document Structure Templates** page that allows users to specify the chapter information for a prior period.

### What's New

On the **Document Structure Templates** page, a new ACCOUNT PERIOD drop-down list was added in the CHAPTER DETAIL section. By default, the account period is set to the current account period. To change the account period for the selected chapter, choose *Fiscal Year End 1st prior* from the drop-down list.



### Process Changes

No changes to current processes are required.

# Closed Defects

| Product                | Module / Location                                 | Description   |
|------------------------|---|---|
| ArcReporting           | Financial Workbook Templates page                 | Eliminated refresh defect when user makes changes to calculation sheets, but is not able to see those changes without changing the calculation sheet in view.   |
| ArcReporting           | Financial Workbook Templates page                 | Eliminated defect that failed to display data on the first calculation sheet when first opening the <b>Financial Workbook Templates</b> page.   |
| ArcReporting           | Financial Workbook Templates page                 | Removed defect that returned the user to the TRIAL BALANCE DEFINITIONS tab any time changes were reverted.  |
| ArcReporting           | Financial Statement Template Output Settings page | Added <i>Sub-section</i> header to the output settings. In certain situations, it did not appear.   |
| ArcFiling/ArcReporting | (cross-product)                                   | Removed the VIEW CHANGE HISTORY button from several pages: <ul style="list-style-type: none"> <li>• Financial Workbook Templates</li> <li>• Financial Workbook Template Output Settings</li> <li>• Users</li> <li>• Roles</li> <li>• Fund Holdings</li> <li>• Project Templates</li> <li>• Notes Document Templates</li> <li>• Portfolio Statement Templates</li> <li>• Portfolio Statement Template Output Settings</li> </ul> |