



Revised: 11/22/2011

# FundSuiteArc Version 1.5.0 Release Notes

ArcFiling 1.5.0

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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) Zero display options for tabular data, portfolio statements and financial statements

## Overview

FundSuiteArc allows the user to identify various zero display options for tables, portfolio statements and financial statements. The application was missing specific options which clients require for the preparation of shareholder reports and filings.

## What's New

FundSuiteArc now includes additional selections and functionality with regard to zero display options.

- Additional selections include *Blank, N/A, n/a, Dash, Em Dash, zero* and *zero coupon*.
- The comprehensive list of zero display options for output settings is as follows.

Zero Display Options		
o - Decimals based on rounding level	0.00	zero
o	0.000	Zero
.0	0.0000	ZERO
.00	0.00000	zero coupon
.000	0.000000	Zero coupon
.0000	Dash (-)	Zero Coupon
.00000	Em Dash (–)	ZERO COUPON
.000000	n/a	Blank (feature already exists; just updated the name)
o.o	N/A	

- Zero display options are assigned in various template output settings under the **FORMAT ITEMS** tab.
- The zero display default option is *o - Decimals based on rounding level*. This setting will read the rounding level from the **ROUNDING** setting for Fund Balance and Class Balance items and place a zero in front of the decimal.

Rounding Level Setting	Sample Output
No Decimal	o
2 Decimals	0.00
4 Decimals	0.0000

- The **ROUNDING** option for Financial Workbook and Calculation Sheet data points has been removed. The application will automatically look at the rounding level setting set on the Financial Workbook Template or individual Calculation Sheet item and apply it. If you wish to change the rounding level, you can do so on the Financial Statement Template.
- Default value for **FORMAT** is *n.nn* when adding numeric values.

- Default value for NEGATIVE DISPLAY is parenthesis ( ) when adding numeric values.
- Default rounding setting for Fund Balance and Class Balance items is *No Decimal*.

### **Process Changes**

No changes to current processes are required.

## 2) Ability to insert data points in the text editor

### Overview

The ability to add data points within a text snippet was added to FundSuiteArc. This functionality allows users to reference values, text or account periods within the text editor; actual evaluation of the data points can be seen as the text is previewed on the **Project** page.

### What's New

The integration of new text editor controls in FundSuiteArc provides the user the ability to insert specific data points into text snippets.

#### 1. Data Point

Clicking the DATA POINT button produces a pop-up dialogue which allows a specific type of data point to be selected and inserted into the snippet text at the cursor location.

#### 2. Available Data Points

A variety of different data point types are available for use in the text editor.

- a. Account Period
- b. Calculation Sheet\*
- c. Class Data Point
- d. Fund Data Point
- e. Supplemental Data\*
- f. Trial Balance Definition\*

*\*Available only in the ArcReporting product*

#### 3. Format Item

The data point type chosen will determine the formatting options available to the user. Options available may include the following (depending on TYPE selection); Format, Zero Display, Negative Display, Rounding, and Fund Selection Behavior.

#### 4. Data Point Evaluation

Evaluation of data points can be seen on the **Project** page for any snippet which includes a data point.

**Additional Information**

- Users can edit the properties of any data point by clicking anywhere inside the chevron symbols which enclose it (< >), and then clicking the DATA POINT button above the text editor.
- The evaluation of a data point within a given snippet is dependent on the BEHAVIOR setting for its containing chapter, as specified on the **Document Structure Template** page (i.e., *All Funds - Repeat*, *No Fund - Single* or *All Funds - Single*), and the FUND SELECTION BEHAVIOR (i.e., *Determine Fund Automatically* or *Specify Fund*) set for the data point. The table below identifies when a data point will be evaluated, based on the chapter behavior and the fund selection behavior of the data point.

Chapter Behavior	Determine Fund Automatically	Specify Fund
All Funds - Repeat	Data Point Evaluated	Data Point Evaluated
No Fund - Single	Data Point Undefined	Data Point Evaluated
All Funds - Single	Data Point Undefined	Data Point Evaluated

**Please Note:**

Snippets having the *Copy From Text Library* option specified via the CONTENTS tab of the **Project Templates** page will not receive any changes made via the text library once the project instance has been created. Only snippets set to *Link To Text Library* will be automatically updated.

- ACCOUNT PERIOD data points will always evaluate, regardless of the chapter setting in the document structure template and the fund selection behavior set for the data point.

**Please Note:**

Only the CURRENT ACCOUNT PERIOD data point should be used for ArcFiling snippets, as the other types of account periods are not pertinent to Form N-MFP. CURRENT ACCOUNT PERIOD will evaluate to the correct date; the other account periods will not evaluate to a value; instead, only the unevaluated data point token will display.

- Future functionality will include changing the state of data points in text snippets to "read-only". This will prevent users from inadvertently making changes to text within the data point chevrons (< >) (e.g., typing additional text, backspacing or deleting part/all of the text).

**Please Note:**

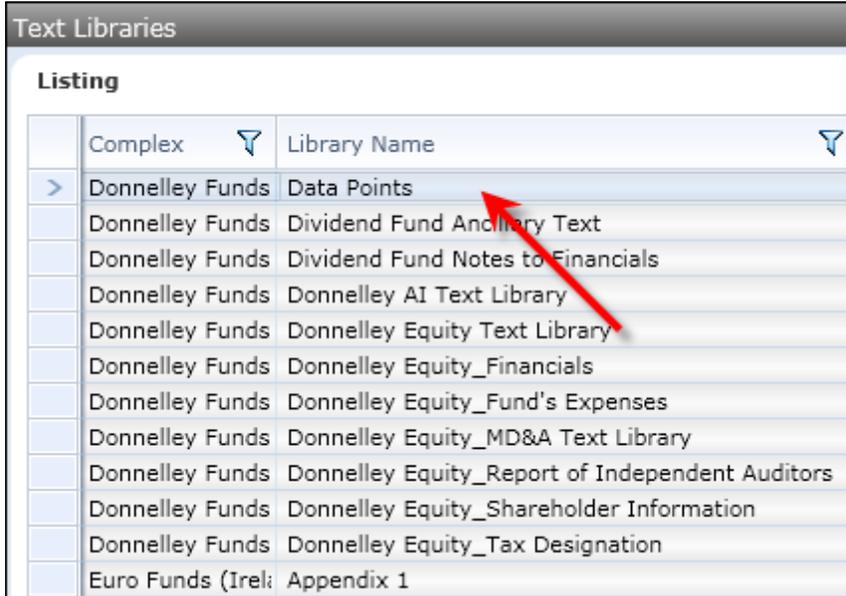
If a user edits data point text in any way, the data point may become corrupted and may not evaluate in the preview pane of the **Project** page, and project output. If data point text has been altered, the data point should be removed completely, and then re-added.

- If a snippet is set as *Link To Text Library* in the Project Template...
  - Data points are evaluated at time of preview and highlighted in **orange**.
- If a snippet is set as *Copy From Text Library* in the project template...
  - Data points are evaluated at the time the snippet is previewed or rendered during an output request.
  - Users cannot add data points via the **Project** page; all data points are added through the **Project Template** page.
- If a snippet is set as *AdHoc* in the project template...
  - Users cannot add data points via the **Project** page; all data points are added through the **Project Template** page.
- If a data point cannot be evaluated, the preview on the **Project** page will display the name of the data point followed by the text "undefined" (e.g., *<Current Account Period - undefined>*).

**Inserting a Data Point**

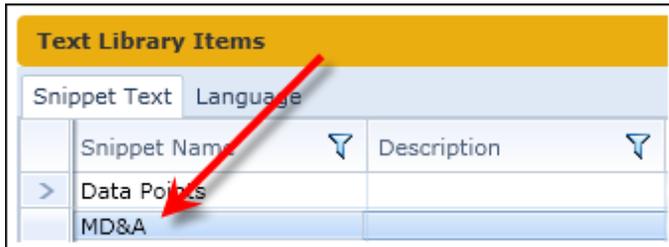
Prior to adding a data point, take note of the BEHAVIOR setting assigned to the chapter which contains the text snippet; this behavior will dictate if/how the data point evaluates on the **Project** page (see table above). If one or more data points are needed in the text snippet, follow the steps outlined below to insert them.

1. Open the **Text Libraries** page via the item under the **Libraries** menu section in the ADMINISTRATION area.
2. Select the text library that contains the desired snippet from the LISTING grid at left of the page.



Text Libraries		
Listing		
	Complex	Library Name
>	Donnelley Funds	Data Points
	Donnelley Funds	Dividend Fund Ancillary Text
	Donnelley Funds	Dividend Fund Notes to Financials
	Donnelley Funds	Donnelley AI Text Library
	Donnelley Funds	Donnelley Equity Text Library
	Donnelley Funds	Donnelley Equity_Financials
	Donnelley Funds	Donnelley Equity_Fund's Expenses
	Donnelley Funds	Donnelley Equity_MD&A Text Library
	Donnelley Funds	Donnelley Equity_Report of Independent Auditors
	Donnelley Funds	Donnelley Equity_Shareholder Information
	Donnelley Funds	Donnelley Equity_Tax Designation
	Euro Funds (Irel)	Appendix 1

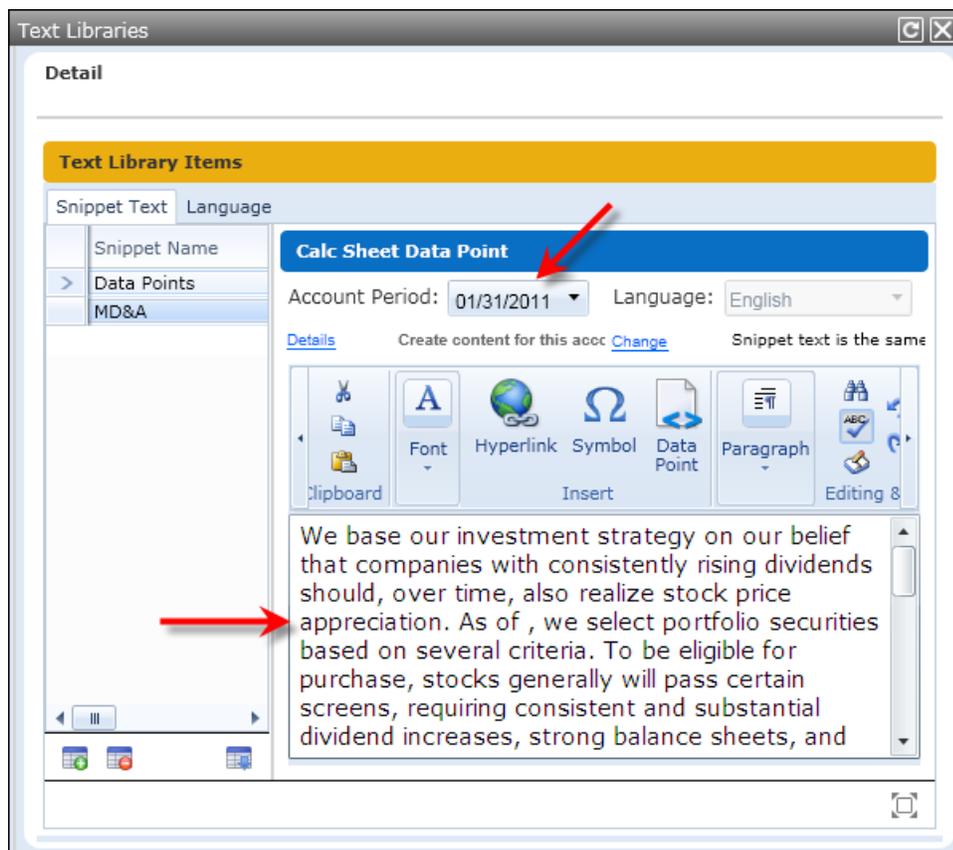
3. Select the snippet that requires the data point from the SNIPPET TEXT tab at right of the page.



Text Library Items		
Snippet Text	Language	
Snippet Name	Description	
> Data Points		
MD&A		

- To view and update the snippet text, verify that the selected ACCOUNT PERIOD is correct. If text does not exist for the desired account period, click the CREATE CONTENT FOR THIS ACCOUNT PERIOD link beneath the ACCOUNT PERIOD drop-down list.

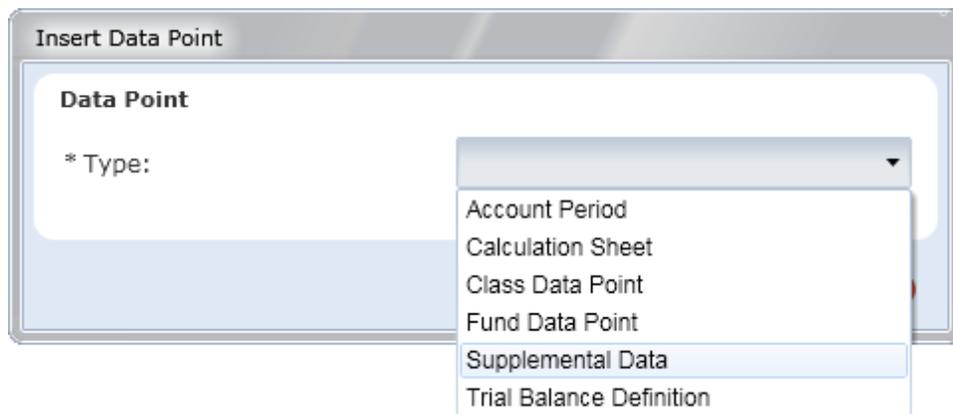
The snippet text will appear in the pane below the text editor buttons, at lower-right of the page.



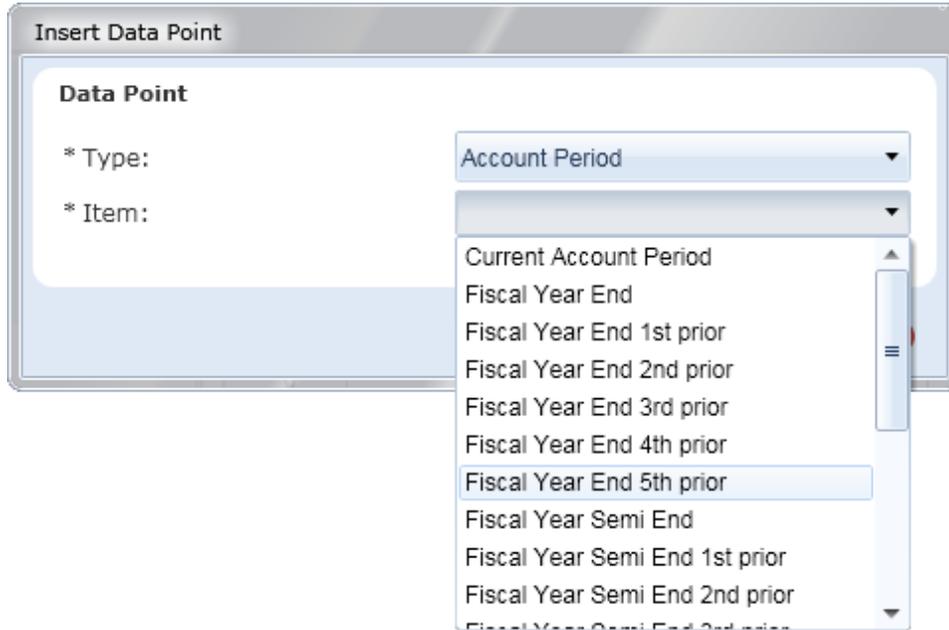
- Position your mouse cursor over the location in the snippet text where the data point is to be inserted, and then click the DATA POINT button above the text editor pane.

The **Insert Data Point** dialogue appears.

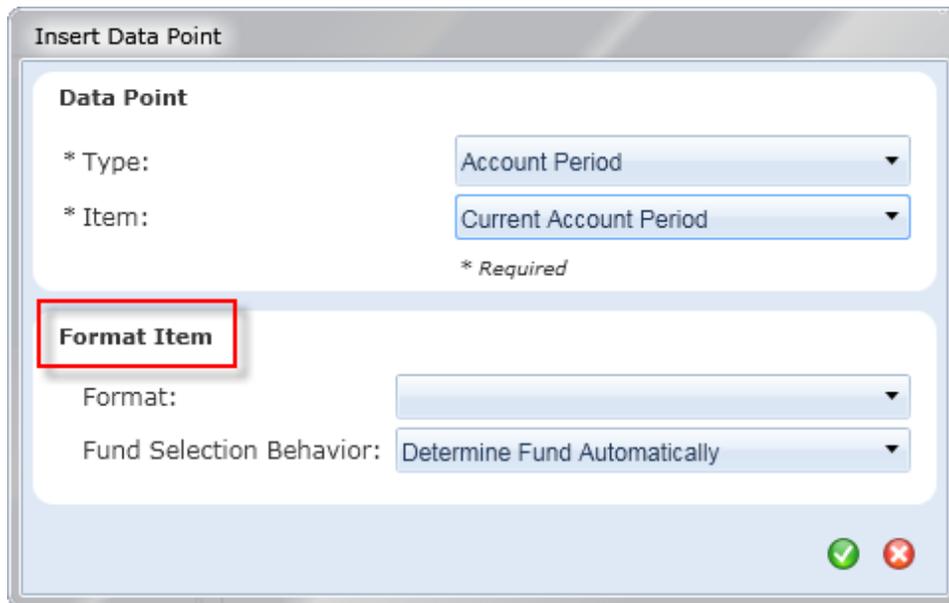
- Specify the TYPE of data point to insert.



- Based on the data point TYPE, choose an item.



Once an item is designated, A FORMAT ITEM section, with associated drop-down lists, will appear on the dialogue.



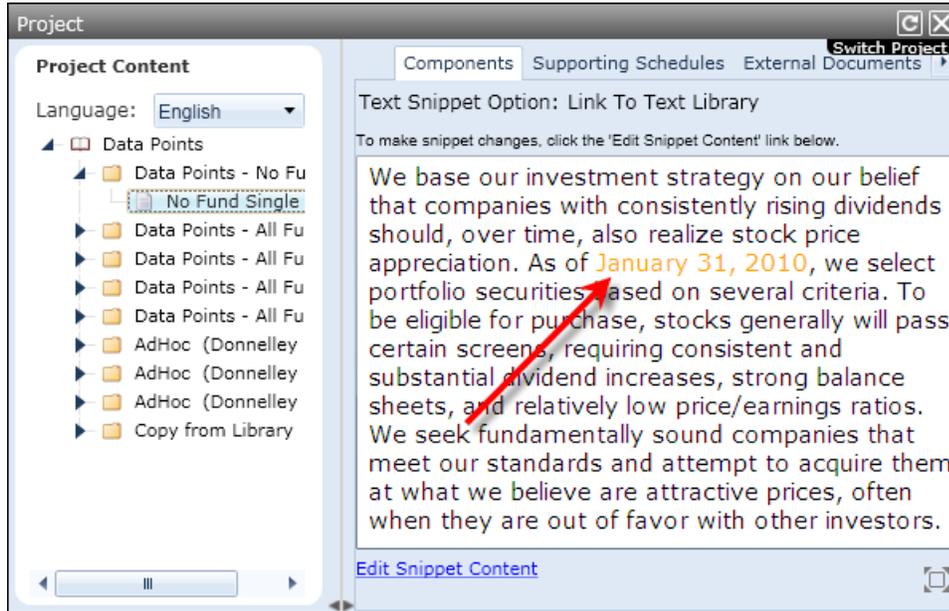
- Specify the desired FORMAT and FUND SELECTION BEHAVIOR for the data point.

**Tip:**

Remember, the fund selection behavior combined with the chapter behavior will dictate the evaluation of the data point in the project instance.

- Click the ACCEPT button  at lower-right of the dialogue.
- Click the SAVE button  at lower-right of the **Text Libraries** page to save changes.

- Open the **Project** page, expand the appropriate chapter, and click the snippet to see the data point evaluated therein.



### Process Changes

No changes to current processes are required. Following the steps above, data points can be added to any existing text library snippet.

## 3) Text editor enhancements, including spell check and find/replace

### Overview

The text editor in ArcFiling and ArcReporting was replaced with one that looks and functions more like Word. This change provides a more familiar editing environment for users working in the text library. All previous functionality provided in the FundSuiteArc text editor has been retained in addition to the new features.

### What's New

Integration of the new text editor has afforded FundSuiteArc the ability to provide spell check, find & replace, symbol insertion, and right-click functionality. These latest additions work much the same way as corresponding functionality in Word.

#### 1. Spell Check

Spell check is enabled by default when opening the text editor. With spell check enabled, a **red zig-zag** underline will appear for any misspelled words in the editor. Right-clicking words identified as such produces a context menu which can be used to change or ignore the word, etc. Clicking the FIND NEXT ERROR button  allows users to search the entire text snippet for misspelled words. Currently, spell check is only available for U.S. English.

#### 2. Find & Replace

Clicking the button produces a pop-up dialogue in which to enter the text string to find and replace. The dialogue box provides "Find Next" functionality if more than one instance of the text string exists in the snippet. Users can REPLACE or REPLACE ALL instances of the specified text string that appear in the snippet.

#### 3. Symbol Insertion

Clicking the button produces a pop-up dialogue which allows a selected symbol to be inserted into the snippet at the current cursor location.

**Please Note:**

The symbol insertion pop-up dialogue offers the ability to select a font for the symbol to be inserted. Only certain fonts are available for selection, and the choice does not affect the font used for project output; the font is set in the output style sheet.

#### 4. Right-click Functionality

Clicking the right mouse button at the current cursor location or while any portion of the snippet content is selected causes a context menu to appear, which offers options for CUT, COPY, PASTE and HYPERLINK. All functionality pertinent to each item is available through the menu selection.

### Process Changes

No changes to current processes are required.

## 4) Document Structure Template enhancements

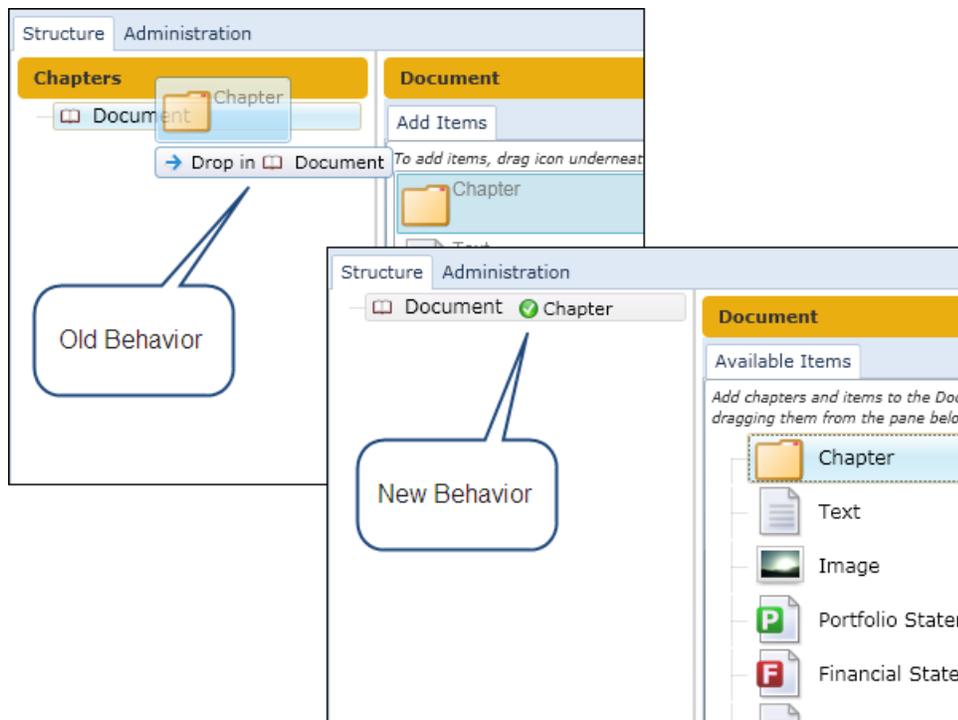
### Overview

The **Document Structure Templates** page was enhanced to mirror other pages with similar functionality. The original form was reworked to enable a user to create a template with ease and understanding of the items included in the template.

### What's New

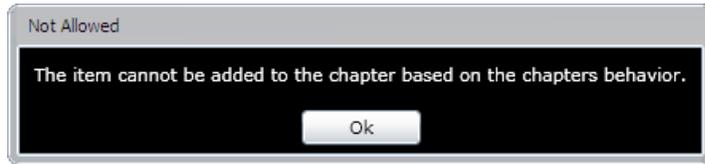
The existing functionality in the **Document Structure Templates** page was improved. The changes are centered around the document structure tree view and how it displays content, along with drag-and-drop behavior.

1. Removed the "Drop before...", "Drop in..." and "Drop after..." tool tips which appeared when dragging items from the pane on the right to the pane on the left, and replaced them with icons which denote whether or not an item may be placed in the location over which they are dragged (✔ and ✘, respectively).

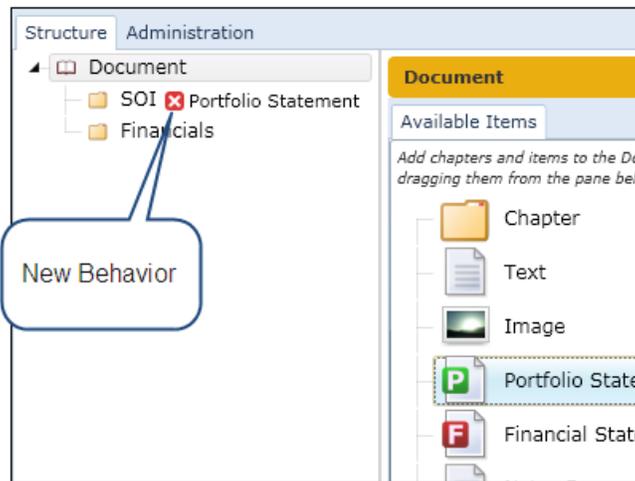


- In conjunction with adding the icons which denote whether or not an item may be placed in a given chapter (✔ and ✘, respectively), the "item cannot be added to the chapter based on the chapter's behavior" pop-up message was eliminated.

For example, portfolio statements are set with behavior of *All Funds - Repeat*. Users cannot, therefore, drag-and-drop such a statement into a chapter into which is set to either *All Funds - Single* or *No Fund - Single*. In previous product versions, the pop-up message indicating as much did not display until after the item was dropped in the structure tree view. Now, users are provided with a visual cue (✘) as they attempt to drop the item.

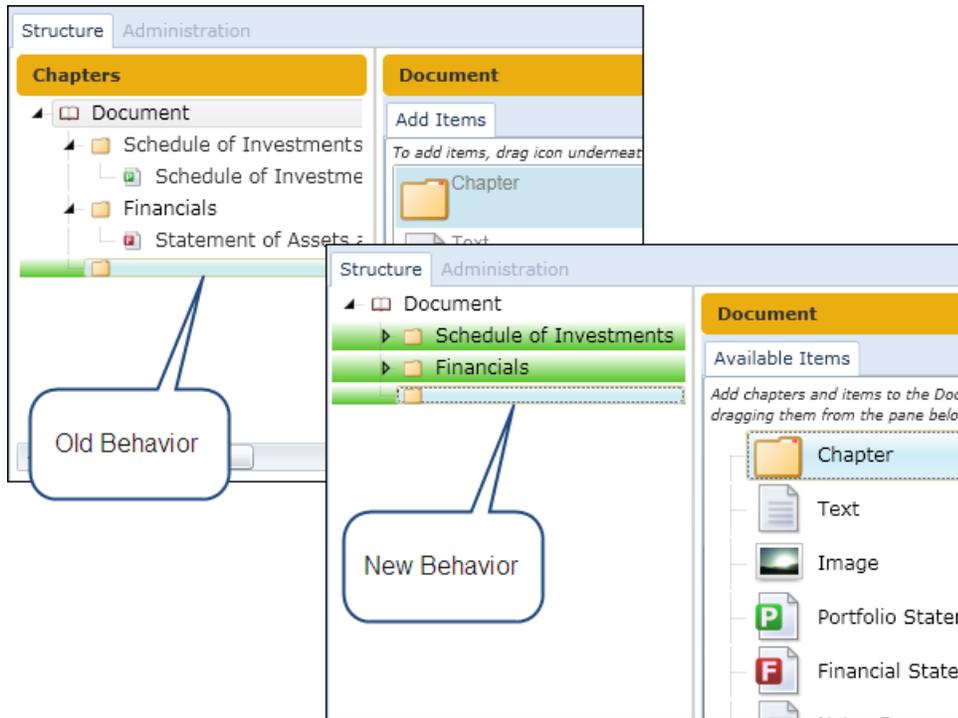


Old Behavior



New Behavior

- After adding a chapter to a document template structure, tree view nodes will remain in their current state, whether expanded or collapsed. In the example below, the tree view structure was collapsed prior to adding any new chapters. Behavior in previous product releases would cause the tree view nodes to expand after adding a new chapter. Behavior in this release causes the nodes to remain collapsed.



### Process Changes

No changes to current processes are required.

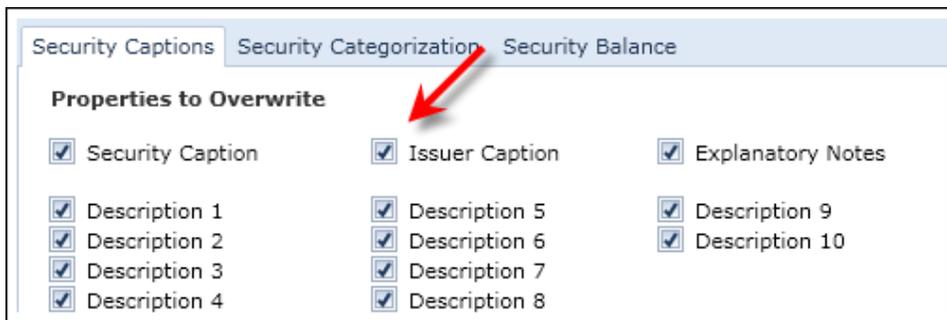
## 5) Holdings dataload / data import overwrite option for Issuer Caption

### Overview

An ISSUER CAPTION data overwrite option check box was added for the Holdings FTP dataload and push-button data import. This is the first of a two phase enhancement to augment behavior related to the overwrite and roll-forward options for ISSUER CAPTION. In version 1.5.0, no logic changes were made for the ISSUER CAPTION field, and all application behavior will be identical to previous versions.

### What's New

The new check box is located adjacent to the SECURITY CAPTION check box on the SECURITY CAPTIONS tab on both the **Holdings Load Options** page and **Holdings Import** pop-up dialogue.



The default setting for this new check box on the **Holdings Load Options** page will match the existing value for the SECURITY CAPTION check box at the time of the upgrade to version 1.5.0 of FundSuiteArc. No logic changes were made for either the SECURITY CAPTION or ISSUER CAPTION fields as part of this update.

### Process Changes

No changes to current processes are required.

## 6) Ability to submit multiple dataload source files via secure FTP

### Overview

Users now have the ability to submit multiple source data files of the same type via the secure FTP site for the following load types.

- Holdings
- Repo Collateral Information
- Fund Information
- Class Information
- N-MFP (XML)

### What's New

In previous versions of FundSuiteArc, users were required to submit data source files of the same type individually, and an additional file of that type could not be “dropped” on the FTP site until the previous file had completed processing. Beginning with the release of version 1.5.0, users can submit multiple data source files of the same type to the applicable folder on the secure FTP site simultaneously. These files will be swept from the secure FTP site and processed individually by FundSuiteArc, based on the order in which they were received. Users may also continue to submit multiple files of different types to their respective folders.

In environments where holdings dataloads are set to automatically accept or reject, each holdings source file will be processed and accepted/rejected in turn. In environments where dataloads must be manually accepted or rejected, users will be required to accept or reject each holdings load in order for the next load to be processed.

### Process Changes

No changes to current processes are required.

#### ***Please Note:***

This feature is compatible only with the latest version of the data pre-processor. Clients using the backward-compatible pre-processor should continue to submit files to the secure FTP site individually.

# Enhancements to ArcFiling

# 1) Import previously-filed SEC Form N-MFP XML

## Overview

A new FTP dataload function has been provided, which will allow users to import previously-submitted SEC Form N-MFP XML files. This functionality can be used to implement funds on ArcFiling that previously used another solution, as a method of seeding data libraries for a new complex, to migrate fund data to a separate environment for testing/training, and for the other similar needs.

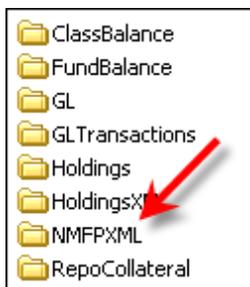
Details of the SEC's requirements for XML submission can be found at the following location on their website: <http://www.sec.gov/info/edgar/formn-mfp-xml-techspecs.htm>

## What's New

Prior to initiating an N-MFP (XML) load for a new fund and complex, users must complete the following initial setup steps.

1. Create a new complex and legal entity.
2. Add the new fund and provide the following details.
  - a. Fund Name, Fund Legal Name, Fund Code, Legal Entity, Fiscal Year End, Fiscal Year End Day, EDGAR Series ID, Inception Date.
  - b. Remove the CLOSE DATE and ensure that the ACTIVE check box is selected.
  - c. Other information may be added, but is not required.
3. Add classes, as needed, and provide the following details.
  - a. Class Name, Base Class, Inception Date, EDGAR Class Identifier, Minimum Investment.
  - b. Ensure that the ACTIVE check box is selected.
  - c. Other information may be added, but is not required.
4. Create the following libraries within ArcFiling and assign them to the fund. It is not necessary to populate the libraries.
  - a. Category Library
  - b. Issuer Library
  - c. Security Library
5. Create the following N-MFP items for the fund.
  - a. Document Structure Template
  - b. Project Template
  - c. XML Disclosure Profile

Once these steps have been completed, you are ready to load data. A new "NMFPXML" folder will appear in the FTP directory for each client's environment to facilitate the N-MFP (XML) load. Users can "drop" an N-MFP XML source file into this folder, in order to initiate the load into FundSuiteArc.



The N-MFP (XML) load leverages the current functionality associated with each of the applicable existing FundSuiteArc loads (i.e., Funds, Fund Information, Class Information, Holdings and Repo Collateral Information), as well as a new load (Fund Assignment). The dataload **Archive** page will provide the status of each component of the N-MFP (XML) load.

Search Results					
	Create Date	Load Type	Status	Status Change Date	View Details
	10/12/2011 10:51:0	Fund	Accepted	10/12/2011 10:51:1	<a href="#">View Details</a>
	10/12/2011 10:51:1	RepoCollateral	Accepted with Warning	10/12/2011 10:52:1	<a href="#">View Details</a>
	10/12/2011 10:51:1	FundInfo	Accepted	10/12/2011 10:52:0	<a href="#">View Details</a>
	10/12/2011 10:51:1	FundAssignment	Accepted	10/12/2011 10:51:2	<a href="#">View Details</a>
	10/12/2011 10:51:1	Holdings	Accepted with Warning	10/12/2011 10:51:5	<a href="#">View Details</a>
	10/12/2011 10:51:1	ClassInfo	Accepted	10/12/2011 10:52:0	<a href="#">View Details</a>

Once all six dataload operations have been completed (indicated by a status of *Accepted* or *Rejected*), users should review the details of any rejected loads, as well as any warnings or errors, and take appropriate steps to address them, if necessary.

Several items are not currently included as part of the current load process, and must be updated manually in the applicable N-MFP page following the dataload process.

1. Item 7 - Is this a feeder fund? (via the **Fund/Class Setup** page)
2. Item 8 - Is this a master fund? (via the **Fund/Class Setup** page)
3. Item 30 - CIK of the Issuer (via the **Fund Holdings** page) (this will be added in the 1.6.0 product release)
4. Item 31 - Category of Investment Description (via the **Fund Holdings** page) (this will be added in the 1.6.0 product release)
5. Item 43 - Explanatory Notes (via the **Fund Holdings** page) (this will be added in the 1.6.0 product release)

**Known issues with respect to the assignment of Guarantors, Enhancement Providers and Demand Feature Issuers**

1. A comma ( , ) is used as a delimiter within the GUARANTORS, ENHANCEMENT PROVIDERS and DEMAND FEATURE ISSUERS fields to indicate multiple entities. If the source N-MFP XML file contains these characters within the description of an entity (e.g., *ABC Financial, Inc.*), it will result in multiple assignments for that security.
2. The dataload logic for these fields has a limit of 32 characters per entity. If an entity description is longer than 32 characters, it will be truncated at 32 characters and added to the applicable library. Users can manually update these descriptions once the dataload process has been completed.

**Note regarding output**

Once all data has been loaded and validated, users should address their output needs — for both filing with the SEC, as well as web posting. For more information on these topics, please refer to the applicable sections of the FundSuiteArc online Help system or contact a member of the FundSuiteArc Product Services team.

**Process Changes**

No changes to current processes are required.

# Closed Defects

Product	Module / Location	Description
ArcFiling/ArcReporting	Dataload / Data import	Fixed defect in the Holdings load that caused the INVESTMENT TYPE previously assigned to the MASTER IDENTIFIER in the SECURITY/INVESTMENT MASTER field to reset to <i>Security/Bond</i> or <i>Other</i> if the field in the source data file was blank. This functionality was enhanced to only run the existing logic to update the INVESTMENT TYPE on new securities if the data source file is blank. If the data source file contains a value, the Holdings load will continue to update INVESTMENT TYPE.
ArcFiling/ArcReporting	Dataload / Data import	Fixed defect in the Holdings load that caused a security's CATEGORY OF INVESTMENT value to roll forward incorrectly if the CATEGORY TYPE LIST and CATEGORY CODE LIST fields in the source data file were blank.
ArcFiling/ArcReporting	Text libraries	Fixed bug whereby ordered and unordered lists were unable to be saved within snippet text.