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# FundSuiteArc Version 1.6.0 Release Notes

ArcReporting 1.6.0

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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) FundSuiteArc home page enhancements

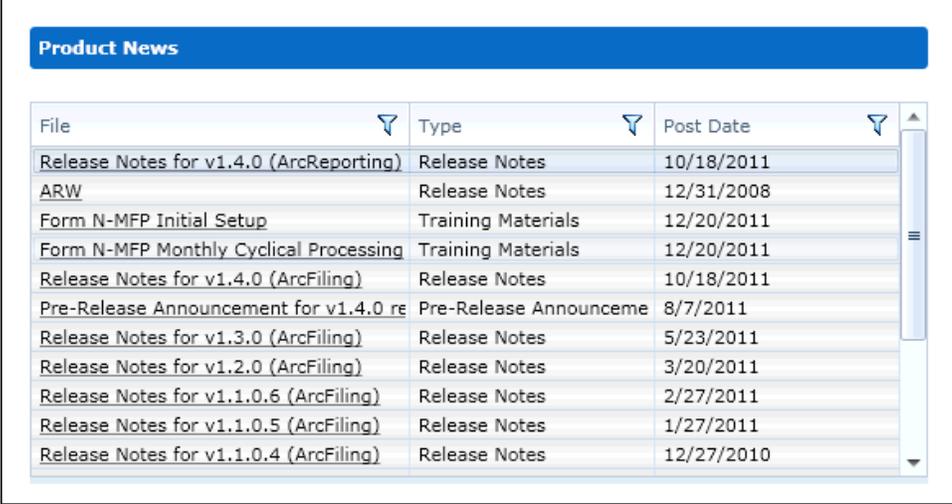
## Overview

FundSuiteArc has incorporated the concept of versioning the Release Notes and other documents, giving users access to materials that correspond to the products purchased. Clients now have access to the Release Notes that correspond to the specific product(s) purchased from within the application.

## What's New

As users log into FundSuiteArc, they are brought to a page identified as the "landing page". This page was modified by moving Release Notes from the ANNOUNCEMENTS section to a new PRODUCT NEWS section, located at lower-right of the screen. This section displays Release Notes and other materials, according to product licensing.

The PRODUCT NEWS section is displayed as a grid on the landing page, with columns offering the description of each file, the type of each (*Release Notes*, *Training Materials*, etc.), and the date of the file's posting.



File	Type	Post Date
<a href="#">Release Notes for v1.4.0 (ArcReporting)</a>	Release Notes	10/18/2011
<a href="#">ARW</a>	Release Notes	12/31/2008
<a href="#">Form N-MFP Initial Setup</a>	Training Materials	12/20/2011
<a href="#">Form N-MFP Monthly Cyclical Processing</a>	Training Materials	12/20/2011
<a href="#">Release Notes for v1.4.0 (ArcFiling)</a>	Release Notes	10/18/2011
<a href="#">Pre-Release Announcement for v1.4.0 re</a>	Pre-Release Announceme	8/7/2011
<a href="#">Release Notes for v1.3.0 (ArcFiling)</a>	Release Notes	5/23/2011
<a href="#">Release Notes for v1.2.0 (ArcFiling)</a>	Release Notes	3/20/2011
<a href="#">Release Notes for v1.1.0.6 (ArcFiling)</a>	Release Notes	2/27/2011
<a href="#">Release Notes for v1.1.0.5 (ArcFiling)</a>	Release Notes	1/27/2011
<a href="#">Release Notes for v1.1.0.4 (ArcFiling)</a>	Release Notes	12/27/2010

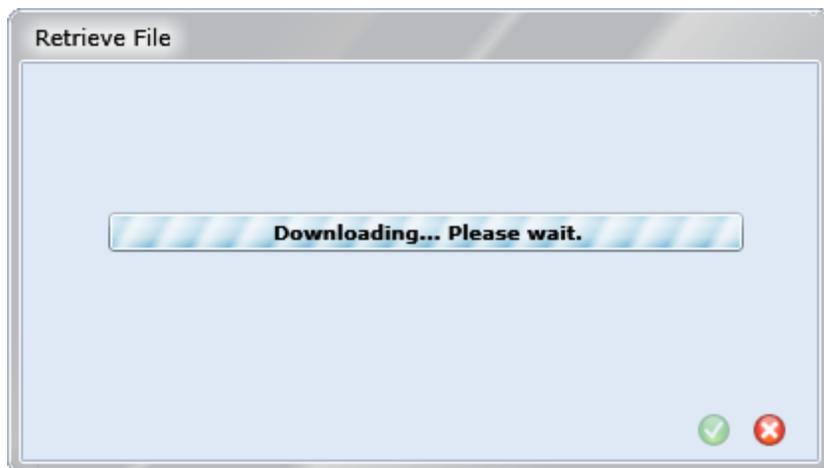
The grid is sorted by POST DATE (descending), TYPE (ascending) and then by FILE (ascending). Users have the ability to sort the grid by clicking on any column header. Users may also filter the items displayed by clicking the filter icon at upper-right of each column and providing the appropriate criteria; this is the standard filter functionality available on other grids within FundSuiteArc.

**Please Note:**

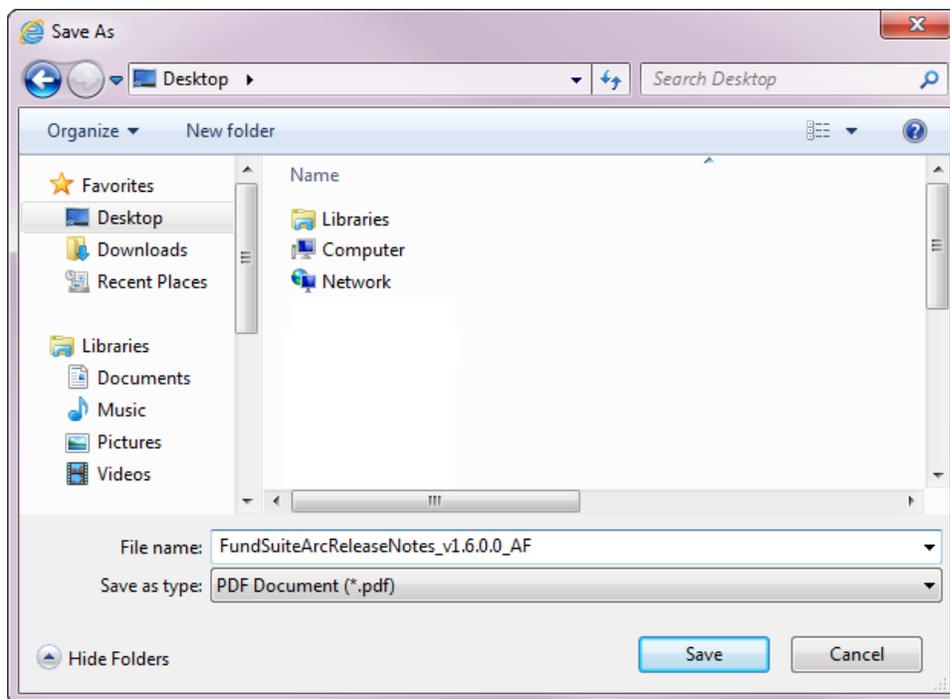
Grid sorting and filtering is not retained once a user logs out of FundSuiteArc, but is retained while the user navigates to other pages/products during the same login session.

**Accessing materials from the PRODUCT NEWS grid**

1. Clicking the link in the FILE column of the grid for the desired item causes the **Retrieve File** dialogue to appear.



2. Once the file is downloaded, the user may click the OK button  to save the file, or the CANCEL button  to cancel saving.
3. Clicking the OK button  causes the Windows **Save As** dialogue to appear.



4. Users may save the file to a local or network drive by providing a file name, and then clicking the SAVE button.

**Please Note:**  
 The SAVE AS TYPE drop-down list will default to the type of file which corresponds to the selected file (e.g., .doc, .htm, .pdf, .txt, .xls, etc.). Release Notes documents are provided in PDF format.

**Process Changes**

No changes to current processes are required.

## 2) Excel export of previewed portfolio and financial statements

### Overview

The requirement to export portfolio statements and financial statements in Excel is a preference supported by many of our clients. Reviewing documents in Excel format enables our users to utilize Excel features common to current review practices.

### What's New

FundSuiteArc now provides users functionality to export both portfolio statements and financial statements from the preview pane of the **Project** page.

Upon opening the **Project** page and clicking on the respective portfolio or financial statement, FundSuiteArc will render a preview of the statement on the COMPONENTS tab. To export the statement, users can follow the steps outlined below.

1. Click the EXPORT PORTFOLIO PREVIEW button  at lower-right of the tab.
2. Click the YES button on the confirmation message which appears to proceed with the export.
3. Click the OK button on the message which indicates that the output request was submitted successfully.
4. Click the OUTPUT QUEUE button  at upper-right of the screen to either view the output or save it to a local or network drive.
  - a. To view the statement export...
    - i. Click the VIEW link in the VIEW OUTPUT column of the grid.
    - ii. Choose an option in from the pop-up dialogue which appears.
      - A. Click the OPEN button to view the file now.
      - B. Click the SAVE button to save the file to a local or network drive and view later.
      - C. Click the CANCEL button to close the pop-up dialogue and do neither view nor save the file.
  - b. To save the statement export...
    - i. Click the VIEW link in the SAVE OUTPUT column of the grid.
    - ii. Click the OK button  to save file to a local or network drive.

### Process Changes

No changes to current processes are required.

### 3) Fund Holdings dataload/data import enhancements

#### Overview

Several enhancements to the Holdings dataload/data import were developed in this release. These new features were added to FundSuiteArc either to add clarification or to enhance existing functionality.

#### What's New

1. A SECURITY ATTRIBUTES tab was added to the **Holdings Import** and **Holdings Load Options** pages, on which users can specify load options pertaining to Demand Feature Issuers, Enhancement Providers and Guarantors.
2. Options were added to the lower portion of each tab on the **Holdings Import** and **Holdings Load Options** pages, which allow users to set load options with a single click. This new feature is available for both push-button data imports and automated FTP dataloads, in conjunction with options for security captions, categorization, balances and other attributes.
3. Informational text was added to each tab of the **Holdings Import** and **Holdings Load Options** pages to provide users guidance as to the behavior/impact of selecting particular options.

The specifics for each tab are as follows.

- SECURITY CAPTIONS tab

<input type="checkbox"/> Coupon	<input type="checkbox"/> Repo Used For Diversification
<input type="checkbox"/> Maturity Date	<input type="checkbox"/> Security Has Demand Feature Enhancements
<input type="checkbox"/> Final Legal Maturity Date	<input type="checkbox"/> Security Has A Guarantee
<input type="checkbox"/> Illiquid Security	<input type="checkbox"/> Security Has Enhancements

[Select all](#) [Clear all](#)

Selected check box:  Data from the source file will be loaded, even if the source file contains a zero or blank value.

Cleared check box:  Data in the source file will be ignored. Values from the most recent account period end will be rolled forward.

*Note: For new securities, the overwrite option will be ignored and data from the source file will be loaded.*

- SELECT ALL link
  - Clicking the link causes all check boxes on the tab to be selected.
  - When any given check box is selected data from the source file for the corresponding field will be loaded, even if the source file value is zero (0) or blank.
- CLEAR ALL link
  - Clicking the link causes all check boxes on the tab to be cleared.
  - When any given check box is cleared, data in the source file for the corresponding field will be ignored, and data from the most recent account period end will be rolled forward.
- It is important to note that for new securities, the overwrite option specified for any given field will be ignored and data from the source file will be loaded.

• SECURITY CATEGORIZATION tab

Industry Minor	Always Overwrite
NMFP	Always Overwrite
Scroll bar Category 1	Always Overwrite

[Never Overwrite \(all\)](#) Data in the source file will be ignored. Values from the most recent account period end will be rolled forward.

[Always Overwrite \(all\)](#) Data in the source file will be loaded, unless the source file contains a zero or blank value. If the source file contains a zero or blank value, values from the most recent account period end will be rolled forward.

[Overwrite if Previously Uncategorized \(all\)](#) Data in the source file will be loaded only if the security is new to the category library. If the security exists in the category library, values from the most recent account period end will be rolled forward.

- NEVER OVERWRITE (ALL) link
  - Clicking the link causes the Load Option for all category types listed on the tab to be set to *Never Overwrite*.
  - When the Load Option for any given category type is set to *Never Overwrite*, data in the source file for that category type will be ignored, and values from the most recent account period end will be rolled forward.
- ALWAYS OVERWRITE (ALL) link
  - Clicking the link causes the Load Option for all category types listed on the tab to be set to *Always Overwrite*.
  - When the Load Option for any given category type is set to *Always Overwrite*, data in the source file for that category type will be loaded, unless the source file value is zero (0) or blank. In that case, values from the most recent account period end will be rolled forward.
- OVERWRITE IF PREVIOUSLY UNCATEGORIZED (ALL) link
  - Clicking the link causes the Load Option for all category types listed on the tab to be set to *Overwrite if Previously Uncategorized*.
  - When the Load Option for any given category type is set to *Overwrite if Previously Uncategorized*, data in the source file for that category type will be loaded only if the security is new to the category library. If the security already exists in the library, values from the most recent account period end will be rolled forward.

• SECURITY BALANCE tab

<input type="checkbox"/> Exclude Capital Support Value	<input type="checkbox"/> Option Premium	<input type="checkbox"/> Yield
<input type="checkbox"/> Expiration Date	<input type="checkbox"/> Proceeds	<input type="checkbox"/> Yield Date
<input type="checkbox"/> Fully Col Repo	<input type="checkbox"/> Purchase Cost	
<input type="checkbox"/> Include Capital Support Value	<input type="checkbox"/> Reset Date	

[Select all](#) [Clear all](#)

Selected check box:  Data from the source file will be loaded, even if the source file contains a zero or blank value.

Cleared check box:  Data in the source file will be ignored, unless values for the field do not currently exist in the database. Data for previous account periods will not be rolled forward.

*Note: For new securities, the overwrite option will be ignored and data from the source file will be loaded.*

- SELECT ALL link
  - Clicking the link causes all check boxes on the tab to be selected.
  - When any given check box is selected data from the source file for the corresponding field will be loaded, even if the source file value is zero (0) or blank.

- CLEAR ALL link
  - Clicking the link causes all check boxes on the tab to be cleared.
  - When any given check box is cleared, data in the source file for the corresponding field will be ignored, unless values for the field do not currently exist in the database. Data for previous account periods will not be rolled forward.
  - It is important to note that for new securities, the overwrite option specified for any given field will be ignored and data from the source file will be loaded.

- SECURITY ATTRIBUTES tab

Demand Feature Issuers:	Never Overwrite
Enhancement Providers:	Never Overwrite
Guarantors:	Never Overwrite
<a href="#">Never Overwrite (all)</a>	Data in the source file will be ignored. Values from the most recent account period end will be rolled forward.
<a href="#">Always Overwrite (all)</a>	Data in the source file will be loaded. Values from the most recent account period end will be ignored.
<a href="#">Append to Existing Values if Different (all)</a>	Data in the source file will be loaded only if different from the values from the most recent account period end. Existing values from the most recent account period end will remain intact.

- DEMAND FEATURE ISSUERS drop-down list
  - Affects the DEMANDFEATUREISSUERNRSROLIST, DEMANDFEATUREISSUERNRSRORATINGLIST and DEMANDFEATURELIST field values.
- ENHANCEMENT PROVIDERS drop-down list
  - Affects the ENHANCEMENTPROVIDERLIST, ENHANCEMENTPROVIDERNRSROLIST, ENHANCEMENTPROVIDERNRSRORATINGLIST and ENHANCEMENTTYPELIST field values.
- GUARANTORS drop-down list
  - Affects the GUARANTORLIST, GUARANTORNRSROLIST and GUARANTORNRSRORATINGLIST field values.
- NEVER OVERWRITE (ALL) link
  - Clicking the link causes the load option for all attributes listed on the tab to be set to *Never Overwrite*.
  - When the load option for any given attribute is set to *Never Overwrite*, ALL previous assignments in the fields affected by the attribute will roll forward, and data in the source file will be ignored.
- ALWAYS OVERWRITE (ALL) link
  - Clicking the link causes the load option for all attributes listed on the tab to be set to *Always Overwrite*.
  - When the load option for any given attribute is set to *Always Overwrite*, ALL previous assignments in the fields affected by the attribute will be cleared out, and will be replaced with data in the source file.
- APPEND TO EXISTING VALUES IF DIFFERENT (ALL) link
  - Clicking the link causes the load option for all attributes listed on the tab to be set to *Append to Existing Values if Different*.
  - When the load option for any given attribute is set to *Append to Existing Values if Different*, ALL previous assignments in the fields affected by the attribute will be rolled forward, and any data in the source file that differs from the previous assignments will be added (appended) to them.

### **Process Changes**

No changes to current processes are required.

## 4) Export/Import portfolio statement templates - Phase 1 of 2

### Overview

Different complexes may share the same portfolio template structure. FundSuiteArc allows users to create portfolio templates at the Complex level but not between complexes. Having the ability to share portfolio templates is a benefit for clients.

*Phase 2 of this functionality will be completed in version 1.7.0. At that time most settings found in the Portfolio Statement Templates will be retained when templates are exported/imported or copied.*

### What's New

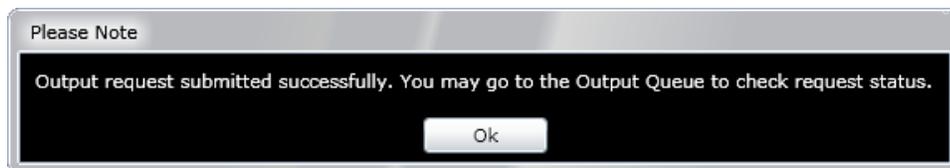
The portfolio statement template functionality has been enhanced to include the ability to export a template from one database or complex and re-import that same template to another database or complex. The new functionality added to FundSuiteArc includes the ability to import/export a portfolio template. In general, users will utilize the export functionality prior to the import functionality. The export functionality will create an XML file that FundSuiteArc can make use of during import.

### Exporting a Portfolio Statement Template

1. Identify the database and respective portfolio statement template needed.
2. Open the **Portfolio Statement Templates** page.
3. Select the portfolio template in the listing grid.
4. Click the EXPORT PORTFOLIO STATEMENT TEMPLATE button .
5. Click the YES button on the pop-up message which indicates that an XML file will be produced.



6. Click the OK button on the pop-up message which indicates that your request for output was submitted.



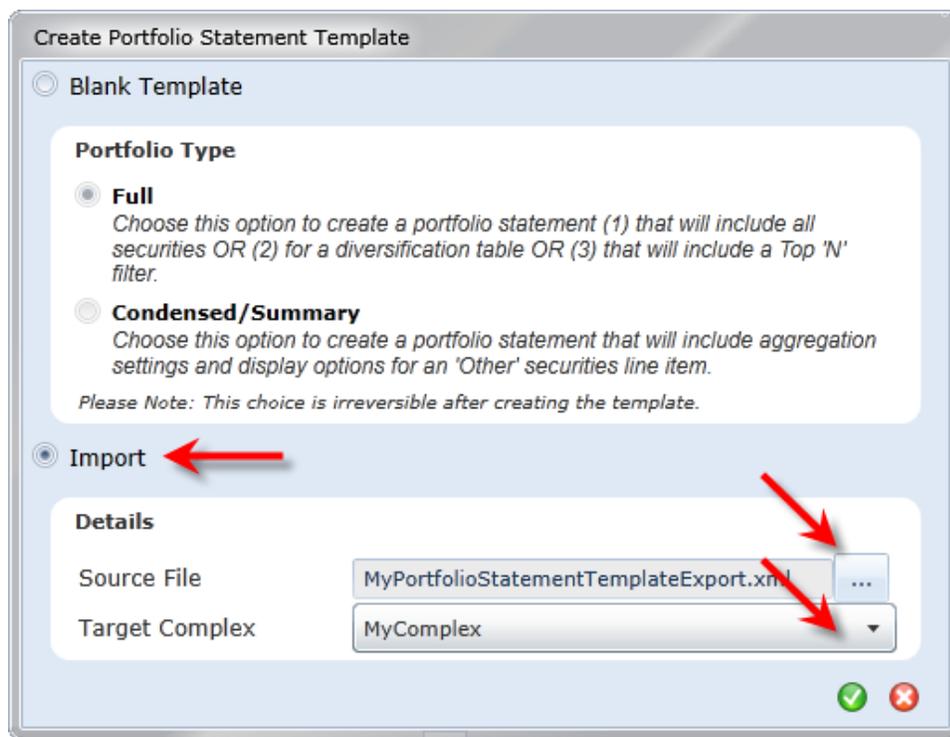
7. Click the OUTPUT QUEUE button  at upper-right of the screen.
  - a. Select the *Portfolio Template Export (XML)* row in the grid which represents your export.
  - b. To view the statement export...
    - i. Click the VIEW link in the VIEW OUTPUT column of the grid.
    - ii. Choose an option in from the pop-up dialogue which appears.
      - A. Click the OPEN button to view the file now.
      - B. Click the SAVE button to save the file to a local or network drive and view later.
      - C. Click the CANCEL button to close the pop-up dialogue and do neither view nor save the file.

- c. To save the statement export...
  - i. Click the VIEW link in the SAVE OUTPUT column of the grid.
  - ii. Click the OK button  to save file to a local or network drive.

### Importing a Portfolio Statement Template

1. Identify the database which requires the (exported) portfolio statement template.
2. Open the **Portfolio Statement Templates** page.
3. Click the ADD button at lower-right of the page.

The **Create Portfolio Statement Template** pop-up dialogue appears.



- a. Select the IMPORT option button.
- b. Click the BROWSE button  at right of the SOURCE FILE field to locate the exported portfolio template which you saved previously.
- c. Use the TARGET COMPLEX drop-down list to identify the complex with which the imported portfolio statement template will be associated.
- d. Click the ACCEPT button  at lower-right of the dialogue.

### Additional Information

- During portfolio statement template import, data from the source file will be used to create a new statement template. By default, the name of the new template will be prepended with the term *Import of*, and appended with a series of numbers representing the date/time at which the new template was created. The name of the new template may be edited at any time after its creation.

**Example:** The import of a portfolio statement template named *Equity Funds* from one database to another on February 17, 2012, at 9:38:57 AM would produce a new template in the target database named *Import of Equity Funds 2172012 93857*, by default.

- IMPORT option scenarios, with associated error messages
  - If the IMPORT option was selected and an issue is encountered with regard to the XML content of the specified source file, FundSuiteArc will return the following message.
 

*"The selected source file does not contain valid XML. Please review the file contents prior to importing, or create a new file for import, and retry."*
  - If the IMPORT option was selected, but the specified source file selected was created using another FundSuiteArc product (i.e., ArcReporting is in use and the file was created by exporting a ArcFiling template), FundSuiteArc will return the following message.
 

*"The selected source file was produced using a different FundSuiteArc product than the one into which you are attempting to import. Please select a compatible file for import, and retry."*
- During portfolio statement template import, FundSuiteArc will carry out validation logic against certain information found in the source template and respond as indicated below.
  - Category Type Code
    - If a category type code used in the source template does not exist in the destination database, it will be added to the Category Types library.
      - The CATEGORY TYPE name and *Code* of the new record in the library will be the code of the category type being imported.
      - The category type DESCRIPTION will be populated with the text *Auto-generated during import* in order to alert users as to how the record was created.

**Example:** Category type code of *ST2* was imported, which did not exist in the destination database.

Category Types		
Listing		
Category Type	Code	Description
CO	CO	Auto-generated during import
CS	CS	Auto-generated during import
GI	GI	Auto-generated during import
IT	IT	Auto-generated during import
Security Type	ST	ST
ST2	ST2	Auto-generated during import

- Category Library Code
  - If a category exception exists in the source template, a corresponding record will be added to the Category Libraries library.
    - The LIBRARY NAME of the new record in the library will be the code of the category library being imported.
    - The category library DESCRIPTION will be populated with the text *Auto-generated during import* in order to alert users as to how the record was created.

**Example:** The category exception *Sec Type 2*, with a category library code of *STL2*, was imported.

Category Libraries				
Listing				
Complex	Category Type	Library Name	Description	
MyComplex	CS	CSL	Auto-generated during import	
MyComplex	GI	GI-2-2	Auto-generated during import	
MyComplex	IT	IT-2-2	Auto-generated during import	
MyComplex	Security Type	ST	Auto-generated during import	
MyComplex	ST2	ST2L	Auto-generated during import	

- Category Code
  - If a category exception exists in the source template, a corresponding category will be added to the Category Libraries library.
    - The CATEGORY NAME and *Code* of the new category in the library will be the code of the category being imported.

**Example:** The category exception *Sec Type 2 - Cash*, with a category code of *CASH*, was imported.

Category Libraries													
<b>Detail</b>													
Complex:	MyComplex												
Library Name:	ST2L												
Code:	ST2L												
Description:	Auto-generated during import												
<table border="1"> <thead> <tr> <th>Categories</th> <th>Languages</th> <th>Total Caption</th> </tr> </thead> <tbody> <tr> <td colspan="2">Account Period: 2/29/2012</td> <td>Lang</td> </tr> <tr> <th>Category Name</th> <th>Codes(separated with comma)</th> <th></th> </tr> <tr> <td>CASH</td> <td>CASH</td> <td></td> </tr> </tbody> </table>		Categories	Languages	Total Caption	Account Period: 2/29/2012		Lang	Category Name	Codes(separated with comma)		CASH	CASH	
Categories	Languages	Total Caption											
Account Period: 2/29/2012		Lang											
Category Name	Codes(separated with comma)												
CASH	CASH												

- Languages
  - If a language code used in the source template does not exist in the destination database, it will be added to the Languages library and to the LANGUAGES tab of the new template in the destination database.
    - The NAME and CODE of the new language in the library will be the code of the language being imported.
- Column Header
  - Column header values specified in the source template for the default category type, and for each category exception in the template structure (applicable only for ArcReporting templates), will be specified for the new template in the destination database.
- Total Investments
  - All options specified on the SETTINGS tab for the source template will be specified for the new template in the destination database.

- Other Assets
  - Options specified on the SETTINGS tab for the source template will be specified for the new template in the destination database, but if the PULL VALUE FROM FINANCIAL WORKBOOK option is selected, the workbook and associated item from which to pull will not carry over; the workbook will need to be specified manually.
- Net Assets
  - Options specified on the SETTINGS tab for the source template will be specified for the new template in the destination database, but if the PULL VALUE FROM FINANCIAL WORKBOOK option is selected, the workbook and associated item from which to pull will not carry over; the workbook will need to be specified manually.

### **Process Changes**

No changes to current processes are required.

# Enhancements to ArcReporting

# 1) Import class balance information from the Financial Workbook page

## Overview

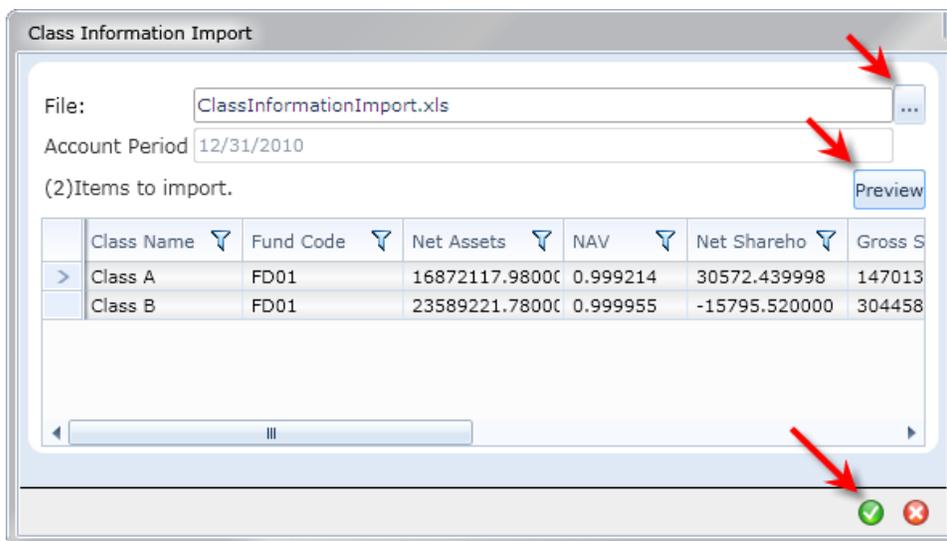
Previous to this product release, users did not have the ability within ArcReporting to import class-specific data via a push-button data import. Instead, the only available option was to import the data via a secure FTP automated dataload operation. A push-button import mechanism was added to ArcReporting in the interest of providing consistency in data load options for users.

## What's New

1. Users can now access a **Class Information Import** dialogue via buttons which were added to the CLASS BALANCES tab of the **Financial Workbook** page.
2. The **Class Information Import** interface was enhanced to cause the following fields' values to be displayed out to 6 decimals.
  - Net Assets of the Class
  - Net Shareholder Activity
  - Gross Subscriptions
  - Gross Redemptions
  - 7 Day Net Yield
  - NAV including the Value of Any Capital Support Agreements
  - NAV excluding the Value of Any Capital Support Agreements

The functionality of each new button on the CLASS BALANCES tab mirrors that of other data imports; this functionality is detailed below.

- GET IMPORT TEMPLATE 
  - Clicking the button causes the **File Download** dialogue to appear, through which the user can open or save the *ClassBalanceImport.xls* import template.
- IMPORT DATA FROM SOURCE FILE 
  - Clicking the button causes the **Class Information Import** pop-up dialogue to appear.



- Once an import source file has been created from the import template, the user selects it using the BROWSE button  at right of the FILE field.

- By clicking the PREVIEW button, the user can preview data for accuracy prior to accepting the data import.

**Please Note:**

Preview currently only shows certain fields; the remaining fields will be incorporated in a future product release.

- After previewing data, the user can accept  or reject  the import.
- After a data import has been accepted, the calculation status for financial workbooks which contain the data will be *Not Calculated*. To change the status and calculate the workbook, users can click the CALCULATE WORKBOOK button  at the top of the **Financial Workbook** page, after which the status will change to *Calculated*.

### Process Changes

No changes to current processes are required.

## 2) Horizontal totaling - Phase 1 of 2

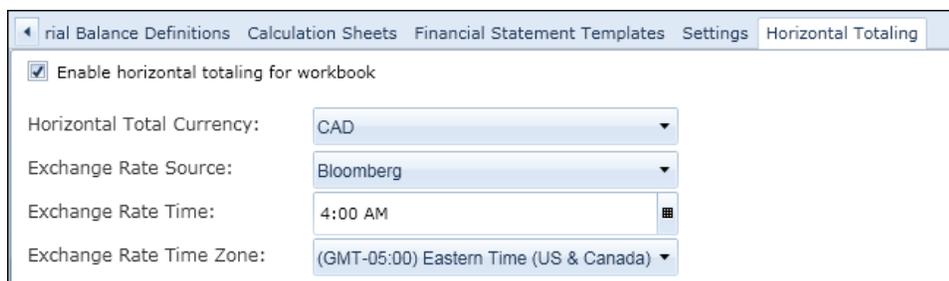
### Overview

This item describes the first of two phases to add horizontal totaling functionality to ArcReporting. Horizontal totaling functionality will sum the values of financial statement line items for one or more funds and report the aggregate value on the financial statements in a specified currency. These values can be shown for the current and up to 4 prior periods, and will be converted to the target currency from any other currency the fund(s) may use.

Phase 2 functionality will include the ability to choose an exchange rate other than period end (average or beginning of period), the ability to display the exchange rates in a table, the ability to re-use calculated totals to ensure numbers are consistent across statements and enhancements to the exchange rates functionality.

### What's New

1. A new HORIZONTAL TOTALING tab was added to the **Financial Workbook Templates** page.



- a. The ENABLE HORIZONTAL TOTALING FOR WORKBOOK check box allows the specified horizontal totaling settings to be functional for the current workbook, or to be disabled.
  - i. Horizontal totals will not calculate (all values will evaluate to 0) if this option is not selected.
  - ii. The check box is cleared for any given workbook, by default.
- b. A HORIZONTAL TOTAL CURRENCY drop-down list enables the specification of the currency to which all components making up the horizontal total will be converted, and in which the total will be displayed.
  - i. The list includes all currencies added to the database via the **Currencies** page in the Platform Administration area.
  - ii. When calculating/displaying horizontal totals, if a given fund's currency (specified on the FUND INFORMATION tab of the **Funds** page) is not the same as the HORIZONTAL TOTAL CURRENCY, the fund's values will be converted using the exchange rate defined for the reporting period.
- c. The EXCHANGE RATE SOURCE drop-down list selection determines the currency source to be used when converting currencies during the calculation of horizontal totals.
  - i. The list includes all exchange rate sources added to the database via the **Exchange Rate Sources** page in the Platform Administration area.
- d. The EXCHANGE RATE TIME field is used to designate the time for which an exchange rate value will be pulled for use in performing currency conversion for the horizontal totals.
- e. An EXCHANGE RATE TIME ZONE drop-down list enables the specification of the exchange rate time zone associated with the selected EXCHANGE RATE TIME.
  - i. The default selection is *(GMT) Dublin, Edinburgh, Lisbon, London*.

2. A CURRENCY TRANSLATION ADJUSTMENT FORMULA section was provided on the HORIZONTAL TOTALING tab of the **Financial Workbook Templates** page.

Currency Translation Adjustment Formula	
<i>(Total Net Assets (A-L) - sum(Beginning Net Assets + Change in Net Assets from Operations + Change in Capital Share Transactions))</i> Click the "Edit formula element" button to choose a Trial Balance or Calculation Sheet item for each component of the formula.	
Total Net Assets (A-L)	Total Net Assets (A-L):MMIF annual 2009
Beginning Net Assets	NA Beg of Year:Statement of Changes
Change in Net Assets from Operations	Changes in Net Assets as a Result of operations:Statement of Changes
Change in Capital Share Transactions	Movements in Capital (Note 4):Statement of Changes

- a. The purpose of this calculation is to adjust the Net Asset horizontal total for currency translations made using different currency rate dates. If setup correctly, this calculation will ensure that the Net Assets on the Balance Sheet and the Net Assets on the Statement of Changes are equal. The currency translation adjustment formula will account for the different currency exchange rates used to calculate the horizontal totals.
  - i. This calculation is not needed if no currency translation is being done on horizontal totals.
  - ii. This calculation will only adjust the horizontal totals. Values for each fund are reported in their base currency and no currency translation takes place. This line item will return 0 in the Fund columns of the financial statement preview (via the **Project** page) and in statement output.
  - iii. The ability to use more than the exchange rate at period end is part of development for version 1.7.0. Therefore, this calculation should return 0 (or possibly 1, due to rounding) if Net Assets correctly calculate for each fund in a horizontal total.
- b. Users can place any trial balance or calculation sheet item into each element of the currency translation adjustment formula via the EDIT FORMULA ELEMENT button
  - i. A pop-up dialogue will appear, through which the user specifies the trial balance or calculation sheet item to insert into the formula.

**Edit Formula Element**

**Financial Workbook**

\* Type: Trial Balance Definition

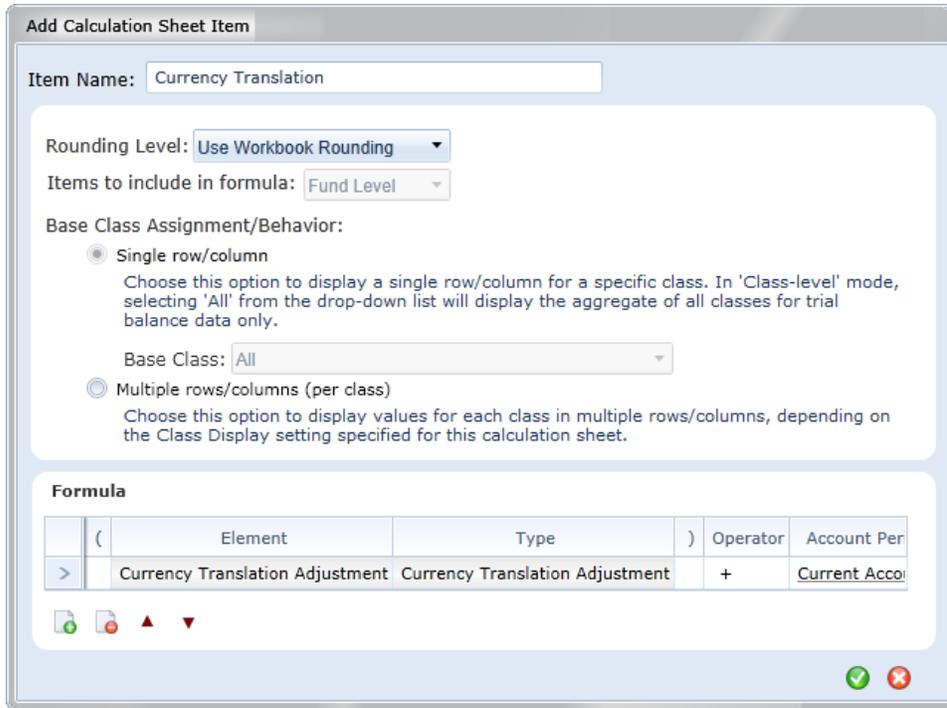
\* Trial Balance: MMIF annual 2009

\* Element: Total Net Assets (A-L)

\* Required

✔ ✘

- ii. For the formula to work properly, be certain to choose the appropriate item from the financial workbook for each element.
3. A *Currency Translation Adjustment* formula element type for calculation sheet items was added.
- a. To implement the defined currency translation adjustment formula in a financial statement, it must be added as part of a calculation sheet item which appears on the statement template.



**Add Calculation Sheet Item**

Item Name:

Rounding Level:

Items to include in formula:

Base Class Assignment/Behavior:

Single row/column  
 Choose this option to display a single row/column for a specific class. In 'Class-level' mode, selecting 'All' from the drop-down list will display the aggregate of all classes for trial balance data only.

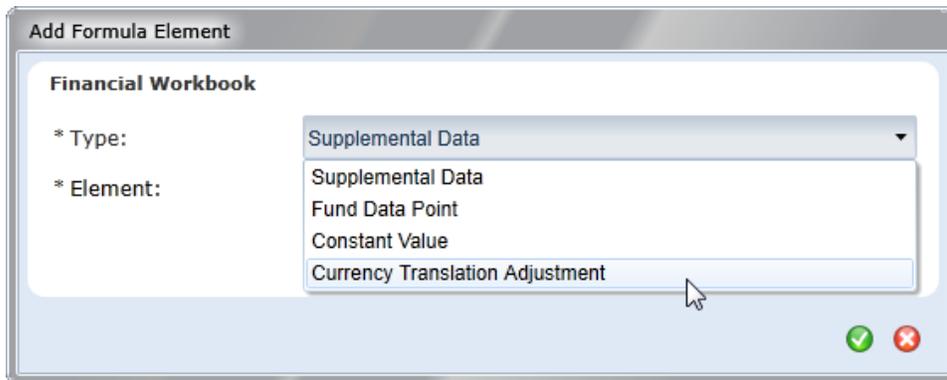
Base Class:

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**

	(	Element	Type	)	Operator	Account Per
>		Currency Translation Adjustment	Currency Translation Adjustment		+	Current Acco

**Please Note:**  
 The calculation sheet item must be set to *Fund Level* in order to add a *Currency Translation Adjustment* element to its formula.



**Add Formula Element**

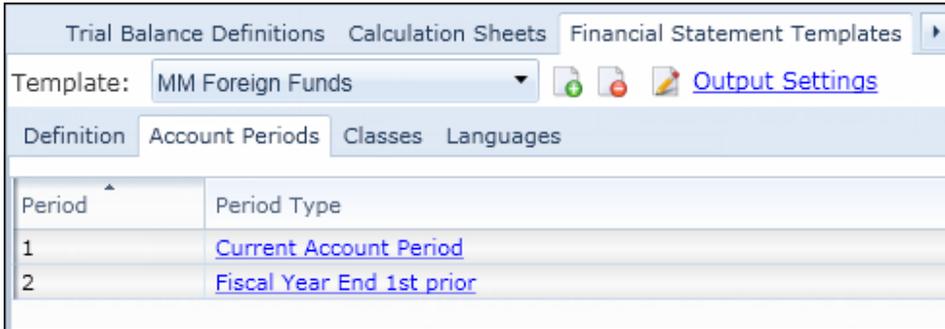
**Financial Workbook**

\* Type:

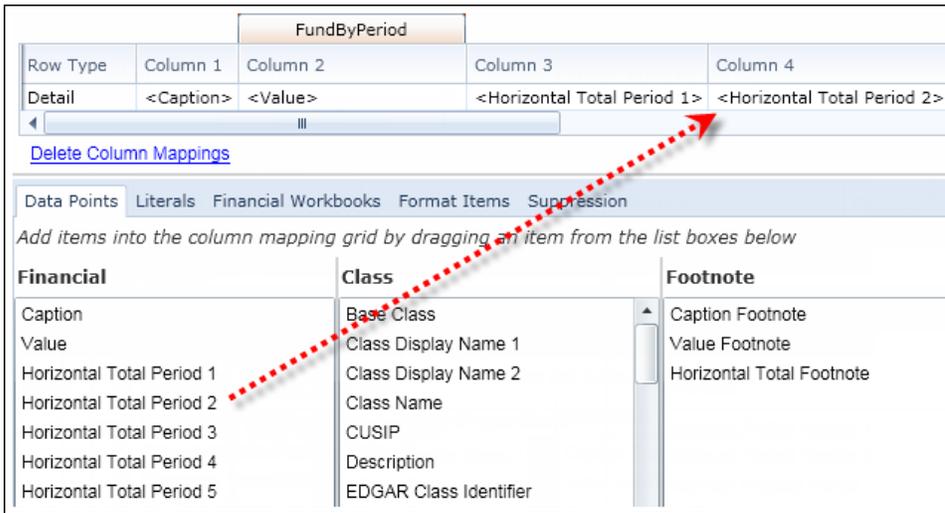
\* Element:

- b. This line item will calculate and appear in the financial statement preview (via the **Project** page) and in project output, once appropriate HORIZONTAL TOTAL data points are mapped to horizontal total columns via the **Financial Statement Template Output Settings** page (see below).
- 4. New fields were added to the DATA POINTS tab of the **Financial Statement Template Output Settings** page.
  - a. Data points representing HORIZONTAL TOTAL PERIOD 1 through HORIZONTAL TOTAL PERIOD 5 were added to the FINANCIAL pane to support the display of horizontal totals for up to five account periods defined for the financial statement template. These data points are available for mapping to statement detail rows.

**Example:** HORIZONTAL TOTAL PERIOD 2 will display the horizontal total for the FISCAL YEAR END 1ST PRIOR account period.



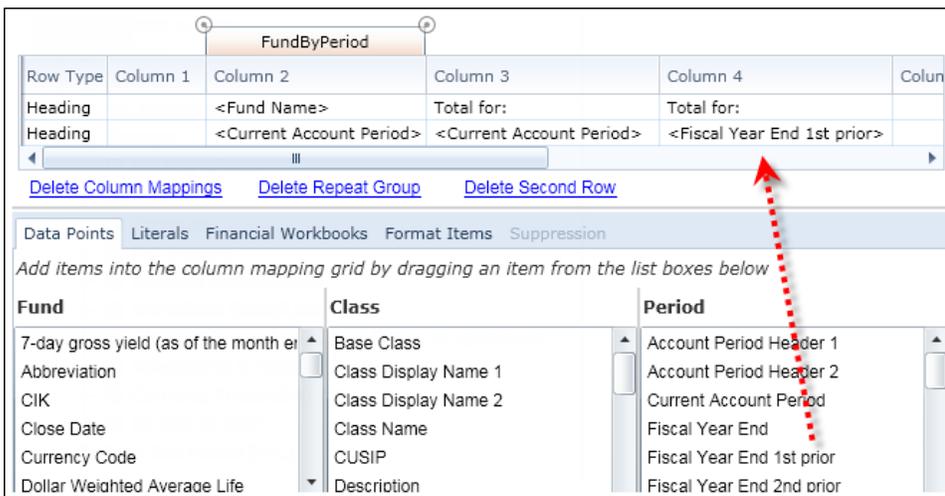
Period	Period Type
1	Current Account Period
2	Fiscal Year End 1st prior



Row Type	Column 1	Column 2	Column 3	Column 4
Detail	<Caption>	<Value>	<Horizontal Total Period 1>	<Horizontal Total Period 2>

Financial	Class	Footnote
Caption	Base Class	Caption Footnote
Value	Class Display Name 1	Value Footnote
Horizontal Total Period 1	Class Display Name 2	Horizontal Total Footnote
Horizontal Total Period 2	Class Name	
Horizontal Total Period 3	CUSIP	
Horizontal Total Period 4	Description	
Horizontal Total Period 5	EDGAR Class Identifier	

- i. A value other than zero will only appear when the data points are mapped to the horizontal total column(s); no value is calculated for individual funds displayed on the statement.
- b. A PERIOD pane was added for use on the statement Column Header. These data points can be used to set the header for each of the account periods to be displayed on the statement.



Row Type	Column 1	Column 2	Column 3	Column 4	Column 5
Heading	<Fund Name>	Total for:	Total for:		
Heading	<Current Account Period>	<Current Account Period>	<Fiscal Year End 1st prior>		

Fund	Class	Period
7-day gross yield (as of the month end)	Base Class	Account Period Header 1
Abbreviation	Class Display Name 1	Account Period Header 2
CIK	Class Display Name 2	Current Account Period
Close Date	Class Name	Fiscal Year End
Currency Code	CUSIP	Fiscal Year End 1st prior
Dollar Weighted Average Life	Description	Fiscal Year End 2nd prior

### **Process Changes**

No changes to current processes are required.

## 3) Portfolio security aggregation

### Overview

Portfolio statements require functionality which allows users to group securities with similar data points together and display as one line item; this is known as aggregation. Users now have the ability to aggregate securities by any number of columns defined on the SORTING tab of the **Portfolio Statement Templates** page.

**Please Note:**

Aggregation functionality is not available for "Condensed" SOIs.

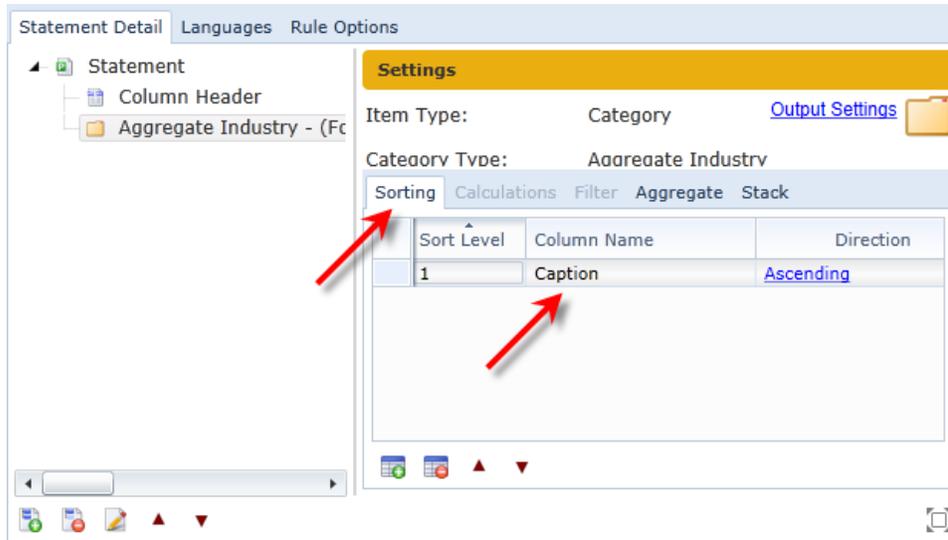
### What's New

1. A new AGGREGATION tab was added to the SETTINGS area of the **Portfolio Statement Templates** page. This tab can be used to set aggregation for the entire statement or any individual category on the statement.

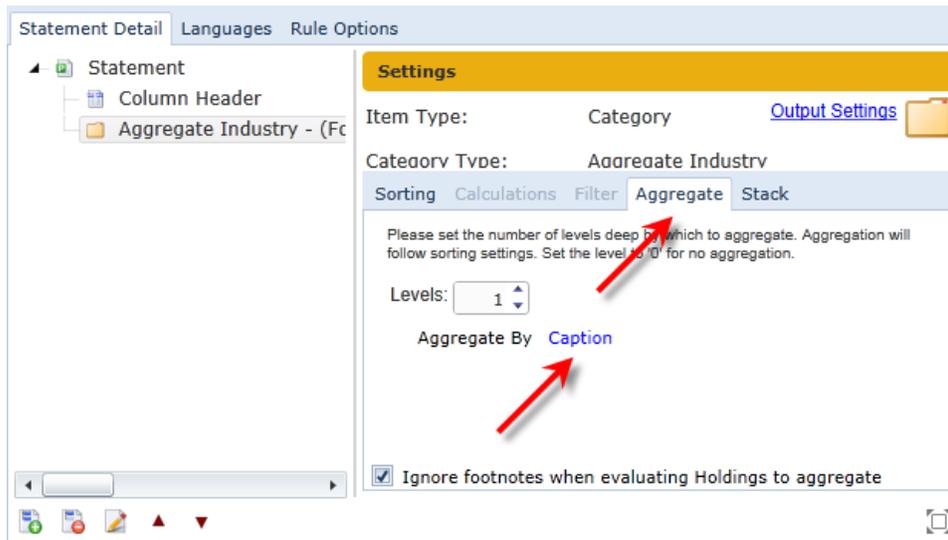
- a. Aggregation logic is tied to the sorting logic, which means the aggregation order will follow the same order of the sort settings.

**Example:** Sort Securities by Caption

SORTING tab



AGGREGATE tab



- i. The aggregation LEVELS default value will be 0, meaning that none of the columns defined on the SORTING tab will be aggregated.
- ii. As the levels are increased (or decreased), the user will see the AGGREGATE BY settings displayed in the same order defined on the SORTING tab.
- iii. The levels of aggregation can only be increased up to and including the number of levels being sorted.
  - A. If a user attempts to increase the levels beyond the number of sort levels, the following message will appear.

*"The number of aggregation levels cannot exceed the number of columns currently specified on the 'Sorting' tab."*

- B. If the aggregation level equals the sorting level and a user attempts to remove any rows from the SORTING tab, the following message will appear.

*"The specified number of levels by which to aggregate is currently equal to the number of sorting levels. Removing one or more sorting levels will cause the number of aggregation levels to decrease accordingly."*

- iv. The user may determine whether or not to include footnotes when evaluating holdings to aggregate. A check box labeled IGNORE FOOTNOTES WHEN EVALUATING HOLDINGS TO AGGREGATE is provided for this purpose, which is not selected by default. When the check box is not selected, the logic will aggregate securities where all footnotes attached to the securities are the same and attached to the same fields. When the check box is selected, the logic will ignore footnotes when aggregating securities then apply the footnote after the aggregation for output.

**Example:** Sort and Aggregate by Caption, consider footnotes (i.e., check box is not selected)

Caption	Caption Footnote	Coupon	Coupon Footnote	Maturity Date	Market Value
GE	(a)	1.00%	(b)	12/31/2011	\$10,000
GE	(a)	1.00%		12/31/2011	\$15,000
GE	(a)	1.00%		12/31/2012	\$20,000
GE	(a)	2.00%		12/31/2011	\$25,000
IBM	(a)	5.00%		12/31/2014	\$30,000

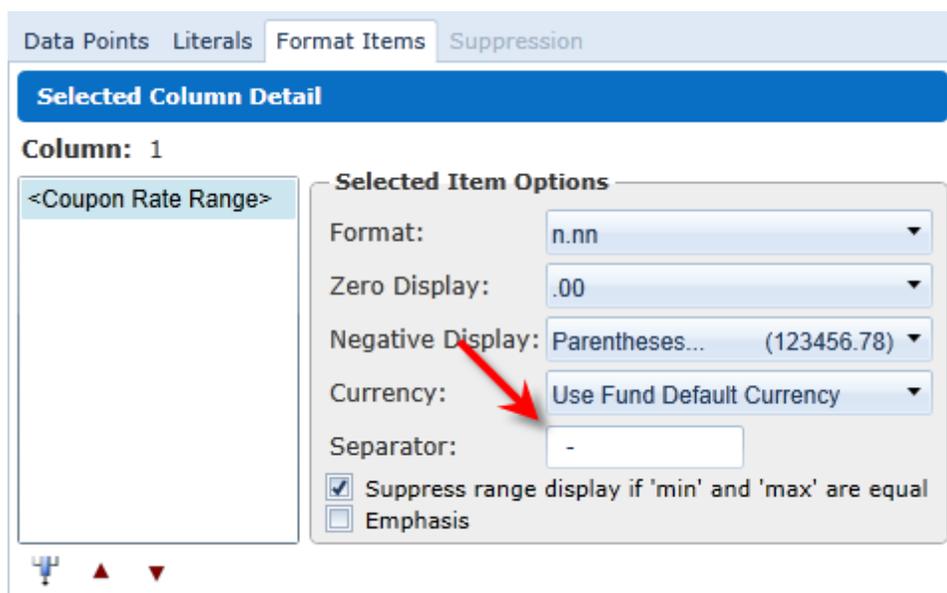
**Example:** Sort and Aggregate by Caption, ignore footnotes (i.e., check box is selected)

Caption	Coupon	Maturity Date	Market Value
GE(a)	1.00% -2.00%	12/31/2011-12/31/2012	\$60,000
GE(a)	1.00%(b)	12/31/2011	\$10,000
IBM(a)	5.00%	12/31/2014	\$30,000

- 2. Additional features were added to the **Portfolio Statement Template Output Settings** page for aggregated securities.
  - a. New *Aggregated Securities* nodes were added to the tree view, to which output settings may be specified in the same way settings are applied to the existing *Security* nodes (these existing nodes represent securities that will not be aggregated).

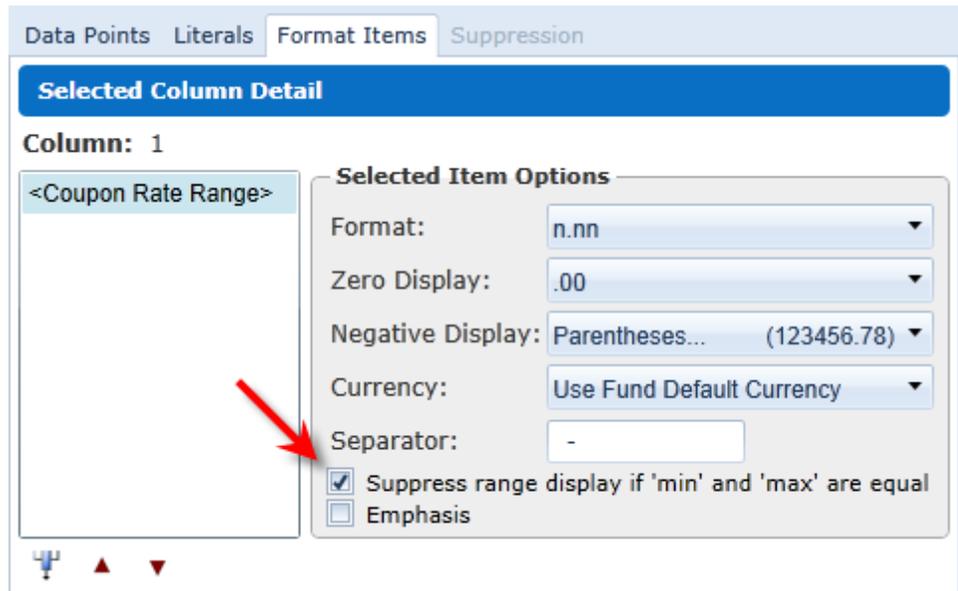


- b. Additional fields were added to the SECURITY pane of the DATA POINTS tab, when an *Aggregated Securities* node is selected in the tree view.
  - i. Users may choose to map a min/max for certain fields, or a range.
    - A. The fields for which min/max or a range are available include the following.
      1. Coupon Rate
      2. Days to Maturity
      3. Final Legal Maturity Date
      4. Maturity Date
      5. Yield
      6. Yield Date
    - B. Both the min/max and ranged options yield the same result in statement preview and in output; essentially, FundSuiteArc calculates the minimum value of the selected item and maximum value of the selected item for the group of securities that has been aggregated into a single line item.
      1. Evaluating and displaying separate min/max values for a given field normally requires the user to map a separator between the two values (*e.g.*, space, hyphen, en dash, etc). This option might be used when showing the min/max values in separate columns.
      2. The use of range-type data points allow the user to map just one data point, and provides a separator option on the FORMAT ITEMS tab; this essentially is a shortcut for the user and eliminates the need to map min/max along with a literal hyphen (or other separator).



1. The SEPARATOR option defines the symbol that will separate the ranged numbers/dates.
2. The default value for the field is *<space><hyphen><space>* (see screen shot above).

- Ranges also provide additional functionality to suppress the range if the "min" and "max" values are equal.



The screenshot shows a software interface with tabs for 'Data Points', 'Literals', 'Format Items', and 'Suppression'. The 'Format Items' tab is active, displaying 'Selected Column Detail' for 'Column: 1'. The column name is '<Coupon Rate Range>'. The 'Selected Item Options' section includes:
 

- Format: n.nn
- Zero Display: .00
- Negative Display: Parentheses... (123456.78)
- Currency: Use Fund Default Currency
- Separator: -
- Suppress range display if 'min' and 'max' are equal
- Emphasis

 A red arrow points to the checked checkbox option.

**Example:** If a user maps min/max for coupon rate and both fields yield 5.50%, FundSuiteArc will display 5.50% rather than 5.50%-5.50%.

### Process Changes

No changes to current processes are required.

## 4) Blacklining

### Overview

During a production cycle, it is imperative for users to have the ability to render a "blackline" version of the document that compares versions thereof and identifies any revisions, thereby decreasing time for proofing and validating revisions to a document. In a manual typeset environment, typesetters typically provide clients two types of documents; one includes the blackline and the other is often referred to as a "clean" PDF. Both documents incorporate all the changes but the blackline version actually identifies the changes with some type of indicator such as an underline, strikethrough or caret. FundSuiteArc's functionality has been enhanced to provide users a clean PDF along with the blackline version.

### What's New

The new functionality is dependent on users understanding the new types of output available to the client. It is important to note that "Financial" and "Strikethrough" represent different types of blackline. Available output types include the following.

- *PDF*
  - Renders output in PDF format, with no blackline.
- *PDF Blackline (Financial)*
  - Renders a PDF blackline version utilizing rules (underlines) and carets ( ^ ) to indicate additions and deletions, respectively.
  - Output also includes a solid vertical line on left side of page to indicate revisions.
- *PDF Blackline (Strikethrough)*
  - Renders a PDF blackline version utilizing rules (underlines) and strikethrough rules to indicate additions and deletions, respectively.
  - Output also includes a solid vertical line on left side of page to indicate revisions.
- *PDF Change Pages Clean*
  - Renders only the changed pages but does not provide any type of indicator identifying the change; thus, it is a "clean" copy.
- *PDF Change Pages Blackline (Financial)*
  - Renders a PDF showing only the changed pages utilizing rules (underlines) and carets ( ^ ) to indicate additions and deletions, respectively.
  - Output also includes a solid vertical line on left side of page to indicate revisions.

The ability to render output that contains blacklining requires users to make some changes to the project template.

**Prerequisite:** *Style sheets must be created with the help of RR Donnelley staff, which must be added to the OUTPUT MANAGEMENT tab of the Project Templates page.*

1. Open the **Project Templates** page.
2. Select the OUTPUT MANAGEMENT tab.

- Verify that the PDF check box is selected in the OUTPUT MEDIA AND STYLE SHEETS section.

**Output Media and Style Sheets**

*Choose the output format(s) that this template should support, and then specify the style sheet each type of output will use by dragging it from the 'Available Style Sheets' list at right to the appropriate box on the left.*

PDF

Annual:

Semi-Annual:

Other:

Word

EDGAR(HTML)

XBRL

Excel

**Available Style Sheets**

Donnelley Equity Project

XPP - Donnelley Dividend Fund

XPP template

**Please Note:**

Blacklining is only available for PDF output. By selecting the *PDF* media type via the **Project Templates** page, the OUTPUT MANAGEMENT tab of the **Project** page will display the above-listed *Output Document Type* and *Output Blackline Type* selections.

Current Proof Version: 7 

Output Document Type 

PDF

Output Blackline Type 

PDF Blackline (Financial)

PDF Blackline (Strikethrough)

PDF Change Pages Clean

PDF Change Pages Blackline (Financial)

From draft:

To draft:

Output Options

Include Bannerline (PDF only)

**Additional Usage Information**

- **Requesting Output**

- CURRENT PROOF VERSION on the **Project** page
  - Represents the current version of the project or proof in the production cycle.
  - Can be incremented by clicking the INCREMENT VERSION button .

○ **Produce only a PDF**

Current Proof Version: 7 

Output Document Type

PDF

Output Blackline Type

PDF Blackline (Financial)      From draft: 7 ▼

PDF Blackline (Strikethrough)      To draft: 6 ▼

PDF Change Pages Clean

PDF Change Pages Blackline (Financial)

Output Options

Include Bannerline (PDF only)

- Select the PDF check box in the OUTPUT DOCUMENT TYPE section of the **Project** page.
- FundSuiteArc will only produce a PDF document for the current proof version (in this example, version 7).

○ **Produce a PDF for the current version and a corresponding blackline version, comparing the current version to a previous version**

Current Proof Version: 7 

Output Document Type

PDF

Output Blackline Type

PDF Blackline (Financial)      From draft: 7 ▼

PDF Blackline (Strikethrough)      To draft: 6 ▼

PDF Change Pages Clean

PDF Change Pages Blackline (Financial)

Output Options

Include Bannerline (PDF only)

OR ...

Current Proof Version: 7 

Output Document Type

PDF

Output Blackline Type

PDF Blackline (Financial) From draft: 7 ▼

PDF Blackline (Strikethrough) To draft: 6 ▼

PDF Change Pages Clean

PDF Change Pages Blackline (Financial)

Output Options

Include Bannerline (PDF only)

- Select the PDF check box in the OUTPUT DOCUMENT TYPE section of the **Project** page and/or a corresponding selection from the OUTPUT BLACKLINE TYPE section.
- For both options, the current proof version (in this example, version 7) and the corresponding blackline version is comparing the current version to a previous version.
- FundSuiteArc will produce two documents: 1) A PDF document for the current proof version (in this example, version 7), whether or not it already exists, and 2) a PDF blackline version, comparing it to the previous version (in this example, version 6).

○ **Produce only a blackline proof**

Current Proof Version: 8 

Output Document Type

PDF

Output Blackline Type

PDF Blackline (Financial) From draft: 7 ▼

PDF Blackline (Strikethrough) To draft: 6 ▼

PDF Change Pages Clean

PDF Change Pages Blackline (Financial)

Output Options

Include Bannerline (PDF only)

- Verify that the CURRENT PROOF VERSION is not the same as the versions being compared for the blackline; increment, if necessary. In this example, only a blackline copy comparing draft 7 to draft 6 is being requested.
- Select the desired OUTPUT BLACKLINE TYPE check box.
- FundSuiteArc will not produce a PDF document for the current version (in this example, version 8). Instead, the application will use existing drafts (version 7 and version 6) to create the blackline proof.

● **Accessing Output**

- Users can access output either by means of the Output Queue or the DRAFT/PROOFS tab of the **Project** page.
  - Output Queue
    - PDF document and corresponding blackline documents are available.
    - Users have the option to view the document(s) or save to a local or network drive.
  - DRAFTS/PROOFS tab

	Draft Cycle ▼	Output Format ▼	Last Generated Date ▼	For ▼		
	8 - 7	PDF Blackline (Final)		Project	<a href="#">View Output</a>	<a href="#">Save Output</a>
	8	PDF	2/3/2012 3:41:14 PM	Project	<a href="#">View Output</a>	<a href="#">Save Output</a>
	7	PDF	1/12/2012 3:01:53 PM	Project	<a href="#">View Output</a>	<a href="#">Save Output</a>
	6	PDF	8/9/2011 11:24:13 AM	Project	<a href="#">View Output</a>	<a href="#">Save Output</a>
	5	PDF	1/4/2012 3:12:57 PM	Project	<a href="#">View Output</a>	<a href="#">Save Output</a>
	4	PDF	7/22/2011 8:55:07 AM	Project	<a href="#">View Output</a>	<a href="#">Save Output</a>
	3	PDF	6/14/2011 12:34:33 PM	Project	<a href="#">View Output</a>	<a href="#">Save Output</a>
	2	PDF	6/13/2011 10:17:37 AM	Project	<a href="#">View Output</a>	<a href="#">Save Output</a>
	1	PDF	6/7/2011 2:19:57 PM	Project	<a href="#">View Output</a>	<a href="#">Save Output</a>

- DRAFT CYCLE column
  - Displays the versions being compared for blackline.
    - The first row in the sample grid above indicates a blackline version comparing version 8 to version 7.
    - Version comparison information is displayed in the resulting PDF document.
- OUTPUT FORMAT column
  - Identifies type of output generated.
- LAST GENERATED DATE column
  - Identifies date/time output was generated.
- FOR column
  - Identifies whether the draft was printed for a project or a fund.
- VIEW OUTPUT column
  - Provides a button with which users may open/view or save the document.
- SAVE OUTPUT column
  - Provides a button with which users may save the document to a local or network drive.

**Process Changes**

No changes to current processes are required.

## 5) Embed financial workbook items in financial statement template output settings

### Overview

Financial statement disclosure preferences can vary from client to client. In some cases, clients have a need to disclose specific data points from the financial workbook, such as associated cost numbers, on individual line items of financial statements.

### Example:

Statement of Assets and Liabilities

Assets:

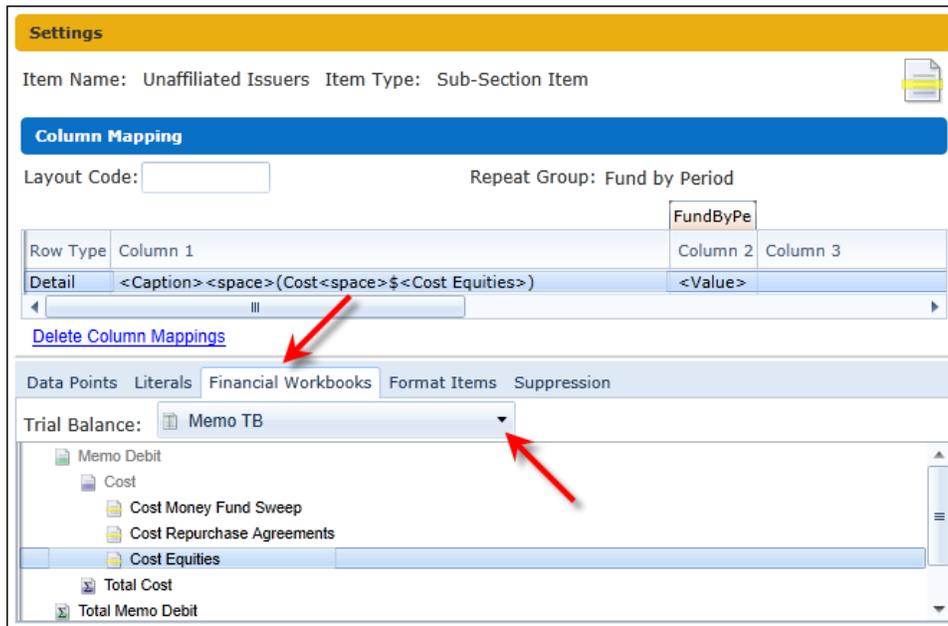
Investments at value:

Unaffiliated Companies (Cost \$XX,XXX,XXX)

Affiliated Companies (Cost \$XXX,XXX)

### What's New

A new FINANCIAL WORKBOOKS tab was added to the **Financial Statement Template Output Settings** page. This tab enables users to map items from a specified trial balance or calculation sheet to any column in the column mapping grid. Items from all trial balance definitions and calculation sheets defined in the financial workbook template to which the statement template belongs are available for use.



**Settings**

Item Name: Unaffiliated Issuers Item Type: Sub-Section Item

**Column Mapping**

Layout Code:  Repeat Group: Fund by Period

Row Type	Column 1	FundByPe	Column 2	Column 3
Detail	<Caption> <space> (Cost <space> \$ <Cost Equities>)		<Value>	

[Delete Column Mappings](#)

Data Points Literals **Financial Workbooks** Format Items Suppression

Trial Balance: Memo TB

- Memo Debit
  - Cost
  - Cost Money Fund Sweep
  - Cost Repurchase Agreements
  - Cost Equities
- Total Cost
- Total Memo Debit

The items which may be selected and mapped from the FINANCIAL WORKBOOKS tab are as follows.

- Trial Balances
  - Items
  - Section totals
  - Sub-section totals

- Calculation Sheets
  - Items

***Please Note:***

If an item is placed within a repeat group, the data point uses the repeat group account period; otherwise, it's as of the account period.

After mapping trial balance and/or calculation sheet items, each item may be formatted (numeric or date format, zero display, negative display, etc.) through use of existing functionality on the `FORMAT ITEMS` tab.

**Process Changes**

No changes to current processes are required.

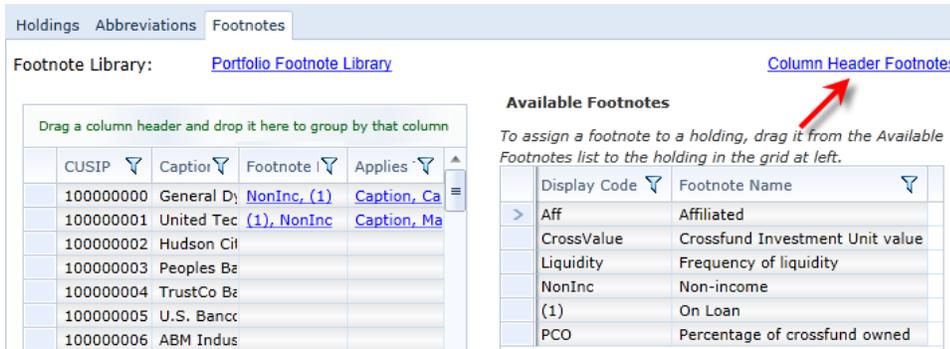
## 6) Add footnotes to portfolio statement column headers

### Overview

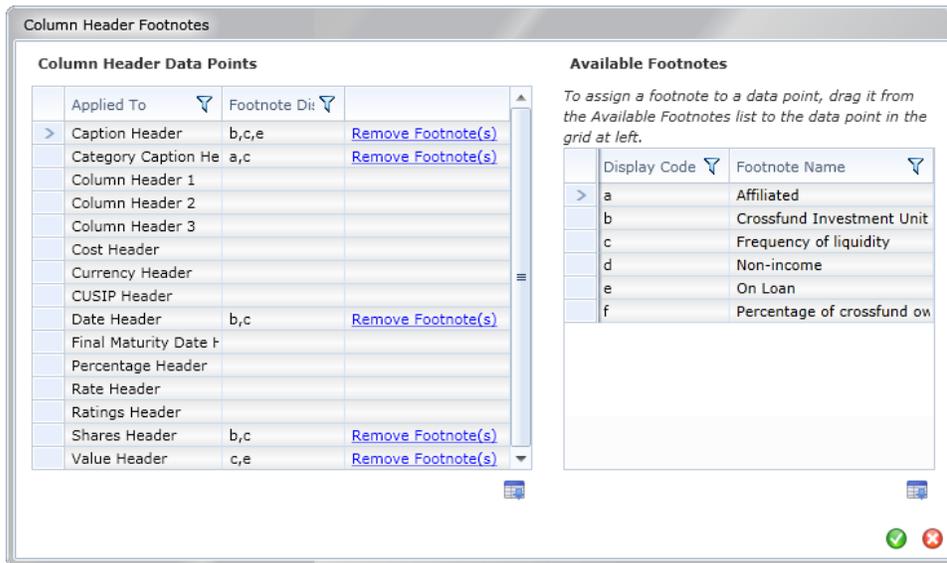
Many portfolio statements include footnotes that are contained within the various column headers thereof. FundSuiteArc now provides functionality to allow for footnotes to be attached to column headers, and for these to be displayed in both preview and output of the statement.

### What's New

1. The FOOTNOTES tab of the **Fund Holdings** page now displays a COLUMN HEADER FOOTNOTES link at upper-right of the page.



- a. Clicking the link causes the **Column Header Footnotes** pop-up dialogue to appear.



The grid on the left displays all the available column header data points; the grid on the right displays all the available footnotes.

- i. Users can drag-and-drop any footnote from the AVAILABLE FOOTNOTES grid to the desired data point in the COLUMN HEADER DATA POINTS grid. Any number of footnotes can be attached to any given column header data point. The display code associated with each footnote will appear in a comma-delimited list within the FOOTNOTE DISPLAY CODE(S) column as the footnotes are attached.

**Please Note:**

A footnote must exist in the footnote library in order to appear in the AVAILABLE FOOTNOTES grid. Users may click the

FOOTNOTE LIBRARY link at upper-left of the FOOTNOTES tab of the **Fund Holdings** page if they need to add one or more footnotes to the library. Footnote libraries are complex- and account period-specific, and will roll forward at the time the project is created.

- ii. Footnotes can be removed from any given column header data point by clicking the the corresponding REMOVE FOOTNOTE(S) link in the grid.
- iii. Footnotes assignments are saved by clicking the ACCEPT button  at lower right of the dialogue.

**Please Note:**

Column header footnotes are assigned at the fund level, not the portfolio statement level.

- 2. The DATA POINTS tab of the **Portfolio Statement Templates Output Settings** page now includes a COLUMN HEADER FOOTNOTE pane, which is displayed when the column header node is selected in the statement tree view at left of the DETAIL section.

Any column header that can be added to a portfolio statement template has an associated footnote that can be attached, as well. The new column header footnotes are as follows.

Column Header Footnotes	
Caption Header Footnote	Date Header Footnote
Category Caption Header Footnote	Final Maturity Date Header Footnote
Column Header 1 Footnote	Percentage Header Footnote
Column Header 2 Footnote	Rate Header Footnote
Column Header 3 Footnote	Ratings Header Footnote
Cost Header Footnote	Shares Header Footnote
Currency Header Footnote	Value Header Footnote
CUSIP Header Footnote	

Mapping a footnote data point to a column header is as simple as selecting the data point and dragging/dropping it to the appropriate column in the mapping grid. Once footnote data points are mapped, the column mapping grid might appear as follows.

Column 1	Column 2	Column 3
<Shares Header> <Shares Header Footnote>	<Caption Header> <Caption Header Footnote>	<Value Header> <Value Header Footnote>

*This example reflects a 3-column portfolio statement with footnotes attached to SHARES, CAPTION and VALUE.*

In order to view column header footnotes in the **Project** page preview pane and in project output, a footnote legend must be added to the statement via the **Portfolio Statement Templates** page. Adding a legend includes the following steps.

1. Open the **Portfolio Statement Templates** page and select the appropriate template in the LISTING grid.
2. Select the *Statement* node in the tree view of the STATEMENT DETAIL tab.
3. Click the ADD ITEM TO TREE STRUCTURE button  at lower-left of the tree view.
4. Choose *Legend* from the drop-down list on the **Add Item** pop-up dialogue which appears.
5. Click the ACCEPT button  at lower-right of the dialogue.
6. Select the newly-added *Legend* node in the tree view.

7. Specify legend settings.
  - a. Select the FOOTNOTE check box to identify type of legend.
  - b. Designate the preferred placement of footnotes which will not participate in auto-symbol generation.

**Please Note:**

Auto-symbol generation functionality is not available for column header footnotes in this release of FundSuiteArc, but will be included in a future release.

8. Specify footnote legend output settings.
  - a. Click the OUTPUT SETTINGS link at upper-right of the SETTINGS section to open the **Portfolio Statement Template Output Settings** page.
  - b. Select the *Legend* node  in the tree view at left of the DETAIL section.
    - i. Map one or more items from the LITERALS tab for text to display on the legend in the **Project** page preview pane and in project output.
    - ii. Select the FORMAT ITEMS tab to apply appropriate formatting to the mapped item(s).
  - c. Select the *Footnote* node  in the tree view.
    - i. Map one or more items from the DATA POINTS and/OR LITERALS tab to appropriate columns in the mapping grid.
    - ii. Select the FORMAT ITEMS tab to apply appropriate formatting to the mapped item(s).
9. Click the SAVE button  at lower-right of the page to save settings.

### Process Changes

No changes to current processes are required.

## 7) Excel export of financial workbook

### Overview

The ability to export the Financial Workbook and all accompanying tabs (*i.e.*, CLASS BALANCES, FUND DATA POINTS, SUPPLEMENTAL DATA, CALCULATION SHEETS and GENERAL LEDGER TRANSACTIONS) to Excel (XLS) format is a preference supported by many of our clients. Reviewing data in this format enables users to utilize features available within Excel that are common to current review practices. In addition, the ability to produce Excel output will satisfy auditing expectations.

### What's New

FundSuiteArc now provides users with functionality to export the entire Financial Workbook to Excel (XLS) format, including the accompanying tabs and the supporting general ledger transactions. The XLS file will contain values only (no underlying formulas). The file will show each section of the workbook as though "expanded" in order to offer as much detail as possible; it will not mirror the current display of the application interface.

The extracted financial workbook will be available to users in the Output Queue. As with other types of documents which appear in the Output Queue, users may view the extracted workbook documents on screen or choose to save them to a local or network drive for viewing at a later time.

Upon opening the financial workbook extract file, all components of the workbook will be rendered, including a HEADER tab (which summarizes pertinent information to the financial workbook), TRIAL BALANCES (for each class), CLASS BALANCES, FUND DATA POINTS, SUPPLEMENTAL DATA and related CALCULATION SHEETS. The export will also include a tab containing all general ledger transactions. To export the financial workbook, users can follow the steps outlined below.

1. Click the EXPORT FINANCIAL WORKBOOK button  at lower-right of the **Financial Workbook** page.
2. Click the YES button on the confirmation message which appears to proceed with the export.
3. Click the OK button on the message which indicates that the output request was submitted successfully.
4. Click the OUTPUT QUEUE button  at upper-right of the screen to either view the output or save it to a local or network drive.
  - a. To view the workbook export...
    - i. Click the VIEW link in the VIEW OUTPUT column of the grid.
    - ii. Choose an option in from the pop-up dialogue which appears.
      - A. Click the OPEN button to view the file now.
      - B. Click the SAVE button to save the file to a local or network drive and view later.
      - C. Click the CANCEL button to close the pop-up dialogue and do neither view nor save the file.
  - b. To save the workbook export...
    - i. Click the VIEW link in the SAVE OUTPUT column of the grid.
    - ii. Click the OK button  to save file to a local or network drive.

### Process Changes

No changes to current processes are required.

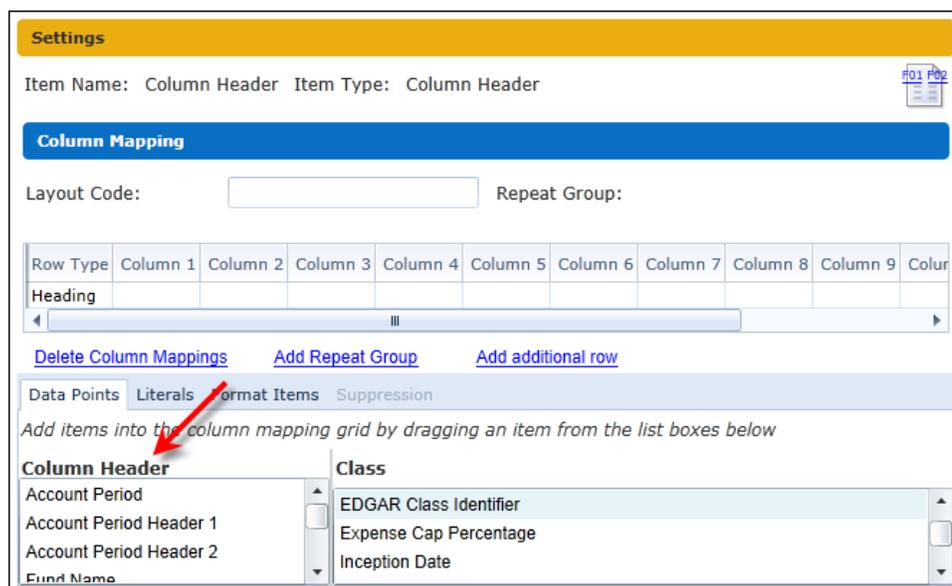
## 8) Fund data points for column headers via Financial Statement Template Output Settings page

### Overview

The **Financial Statement Template Output Settings** page was updated to allow for mapping of FUND and PERIOD data points to column headers.

### What's New

In previous versions of FundSuiteArc, the DATA POINTS tab of the **Financial Statement Template Output Settings** page allowed for the mapping of a few COLUMN HEADER and CLASS data points.



**Settings**

Item Name: Column Header Item Type: Column Header 

**Column Mapping**

Layout Code:  Repeat Group:

Row Type	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Heading										

[Delete Column Mappings](#) [Add Repeat Group](#) [Add additional row](#)

Data Points **Literals** Format Items Suppression

Add items into the column mapping grid by dragging an item from the list boxes below

Column Header	Class
Account Period	EDGAR Class Identifier
Account Period Header 1	Expense Cap Percentage
Account Period Header 2	Inception Date
Fund Name	

The COLUMN HEADER data points list was augmented and subdivided into FUND and PERIOD data points panes. The CLASS data points list was also expanded to be comprehensive of all CLASS data points found on other **Output Settings** pages.

**Settings**

Item Name: Column Header Item Type: Column Header #01 Pop

**Column Mapping**

Layout Code:  Repeat Group: Fund by Period

FundByPeriod

Row Type	Column 1	Column 2	Column 3	Column 4	Column 5
Heading	<Current Account Period>				

[Delete Column Mappings](#)  
 [Delete Repeat Group](#)  
 [Add Second Row](#)

[Data Points](#)  
 [Literals](#)  
 [Financial Workbooks](#)  
 [Format Items](#)  
 [Suppression](#)

Add items into the column mapping grid by dragging an item from the list boxes below

Fund	Class	Period
7-day gross yield (as of the month e	Base Class	Account Period Header 1
Abbreviation	Class Display Name 1	Account Period Header 2
CIK	Class Display Name 2	Current Account Period
Close Date	Class Name	Fiscal Year End
Currency Code	CUSIP	Fiscal Year End 1st prior
	Description	Fiscal Year End 2nd prior

Fund data points that existed under the COLUMN HEADER pane were retained and moved to the FUND pane. The following are the FUND data points which were added in this version of FundSuiteArc.

Fund Data Points		
7-day gross yield	Fund Code	NAV (Including the value of any capital support agreements)
Abbreviation	Fund Legal Name	Net value of other assets
CIK	Inception Date	Net value of other liabilities
Close Date	Legal Entity	Net value of the series
Currency Code	NAV (Excluding the date shadow price was calculated)	N-MFP Category
Dollar Weighted Average Life	NAV (Excluding the value of any capital support agreements)	Securities Act File Number
Dollar Weighted Average Maturity	NAV (Including the date shadow price was calculated)	Total value of portfolio securities at amortized cost
EDGAR Series Identifier		

Account period-type data points that existed under the COLUMN HEADER pane were retained and moved to the PERIOD pane. The following are the PERIOD data points which were added in this version of FundSuiteArc.

Period Data Points		
Current Account Period	Fiscal Year Semi End	Fiscal Year Begin 1st prior
Fiscal Year End	Fiscal Year Semi End 1st prior	Fiscal Year Begin 2nd prior
Fiscal Year End 1st Prior	Fiscal Year Semi End 2nd prior	Fiscal Year Begin 3rd prior
Fiscal Year End 2nd Prior	Fiscal Year Semi End 3rd prior	Fiscal Year Begin 4th prior
Fiscal Year End 3rd Prior	Fiscal Year Semi End 4th prior	Fiscal Year Begin 5th prior
Fiscal Year End 4th Prior	Fiscal Year Semi End 5th prior	Fiscal Year Q1 End
Fiscal Year End 5th Prior	Fiscal Year Begin	Fiscal Year Q3 End

### Process Changes

During upgrade to from FundSuiteArc version 1.5.0 to version 1.6.0, any existing fund or account period data points which were mapped to the financial statement template column header will need re-mapped. They will display as and empty data point (< >) on the **Financial Statement Template Output Settings** page. Users who see the empty data point tag will know the data point needs to be re-mapped.

No changes to current processes to edit or build new templates are required.

## 9) Horizontal spanning on financial statement repeat groups

### Overview

Financial statement requirements vary from one statement to the next. Some statements, like the Statement of Changes, require users to display more than one account period for each fund in the book. Typically, the fund name will span the width of the columns that make up the account periods, as is the case in the sample below.

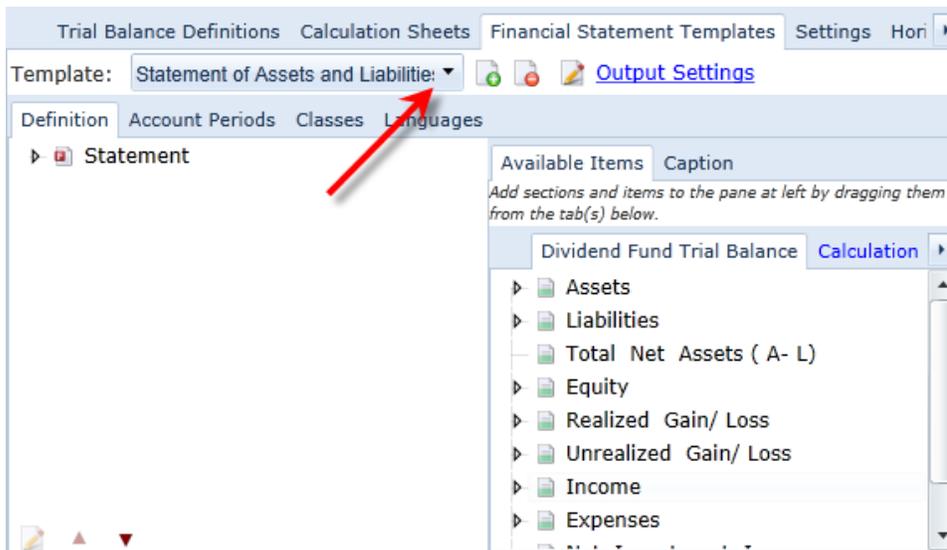
Statement of Changes	Balanced Fund		Core Equity Fund		Value Fund	
For the years ended January 31 (unless otherwise indicated)	2012	2011	2012	2011	2012	2011

This functionality has been incorporated into the FundSuiteArc financial statement template column header.

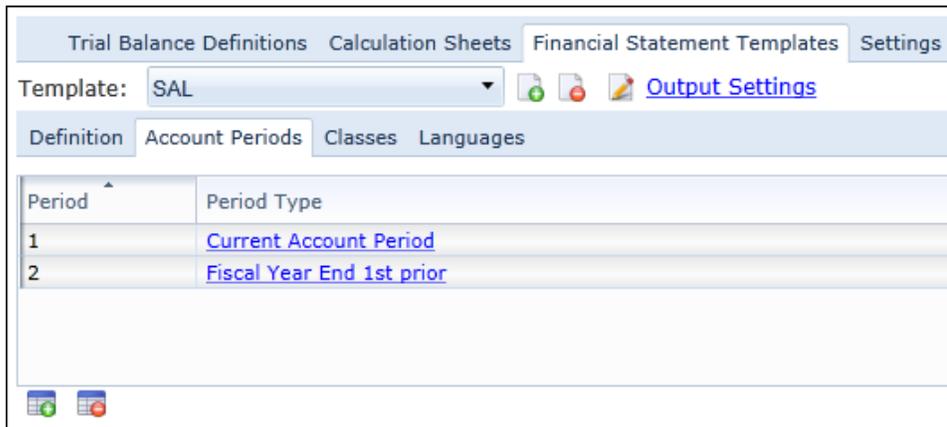
### What's New

Column spanning functionality was added to the **Financial Statement Template Output Settings** page. There are certain conditions the financial statement must meet in order to utilize this functionality.

1. The financial statement must contain a prior period
  - a. Open the **Financial Workbook Templates** page.
  - b. Select the FINANCIAL STATEMENT TEMPLATES tab.
  - c. Choose appropriate financial statement template from the TEMPLATE drop-down list.



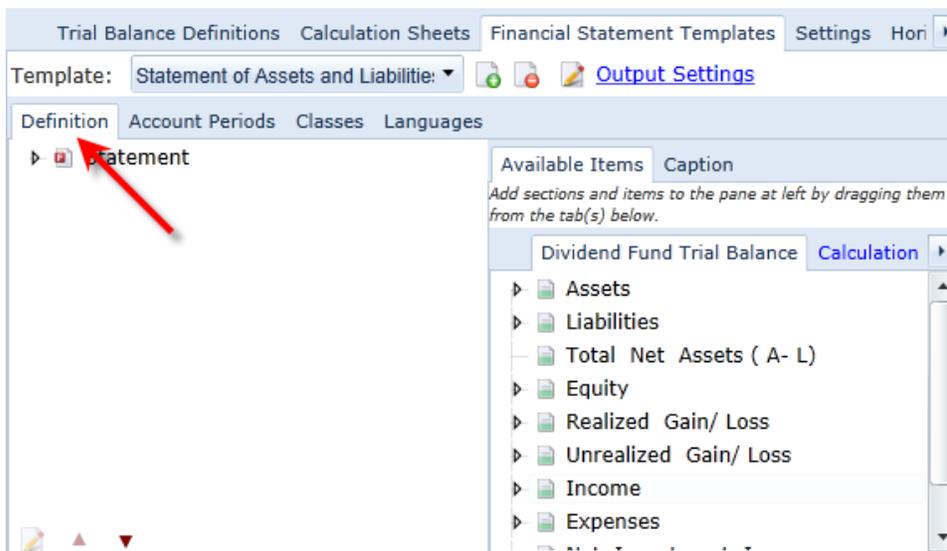
- d. Select the ACCOUNT PERIODS tab.



- i. Add prior year account period(s) by clicking the ADD ITEM button  at lower-left of the grid.

- 2. The financial statement must contain a column header

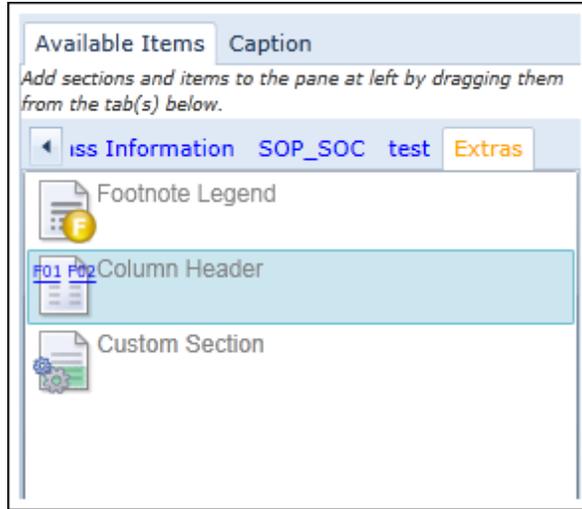
- a. Select the DEFINITION tab.



- b. Expand the *Statement* node of the tree view by clicking the expansion arrow  at its left.

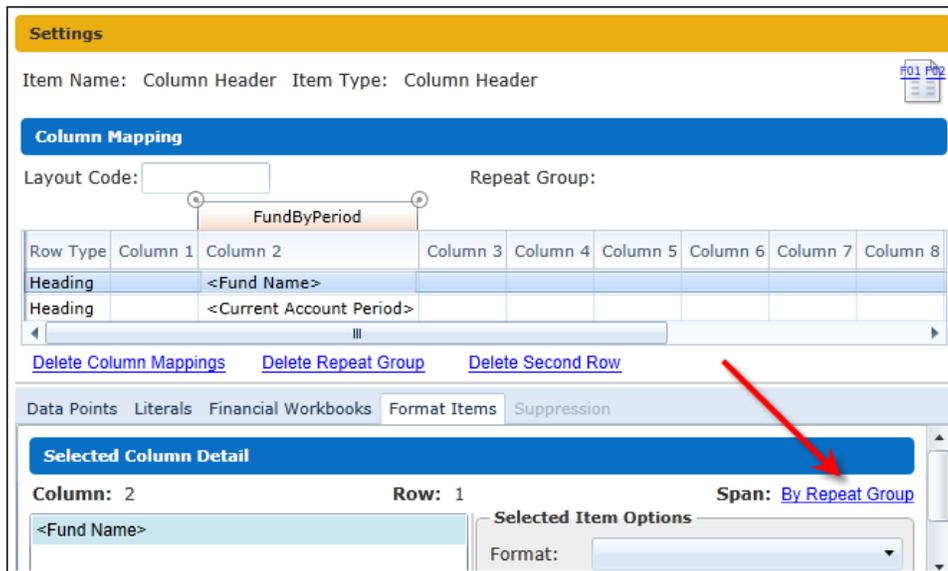
- c. Validate that a *Column Header* node exists.

- i. If it does not, select the EXTRAS tab within the AVAILABLE ITEMS tab at right and drag the *Column Header* item to the *Statement* node.



- ii. Assign a caption to the column header by clicking on the CAPTION tab and clicking the EDIT link.
- 3. The column header has output settings applied, including a repeat group
  - a. Open the **Financial Statement Template Output Settings** page for the financial template.
  - b. Select the *Column Header* node in the statement structure tree view.
  - c. Map items to appropriate columns in the mapping grid and apply formatting options via the **FORMAT ITEMS** tab, as necessary.
  - d. Click the **ADD REPEAT GROUP** link beneath the mapping grid and associate the group with the column that contains column header data points.

Once the above items are in place for the financial statement, spanning functionality may be implemented by means of a new **SPAN** setting on the **FORMAT ITEMS** tab of the **Financial Statement Template Output Settings** page. This setting is available when a column header data point contained within a repeat group is selected in the mapping grid.



**Spanning options**

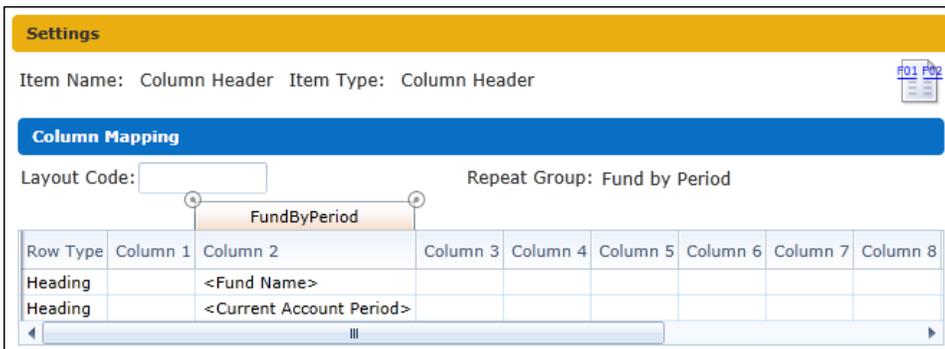
- (none)
  - This is the default setting, and represents existing behavior. With this option selected, whatever is mapped to the column header will display in the **Project** page preview pane and in project output.
- All Columns
  - This option causes the mapped data point to span all the columns.

**Please Note:**  
If the data point specified does not return the same value across all funds, FundSuiteArc will return an *undefined data point*.

- By Repeat Group
  - With this option selected, the mapped data point will span columns of the repeat group.

**Example:** A Project contains two funds, *Balanced Fund* and *Core Equity Fund*. The Statement of Changes requires the display of both funds on one statement, depicting both the current year and prior year. In addition, the client preference is to span (or merge) the fund name over the account periods.

**Setup**



- The *Column Header* node on the **Financial Statement Template Output Settings** page has two rows; one in which the fund name will be displayed, and another in which the account periods will be displayed.
- A *FundByPeriod* repeat group is defined for the appropriate column in the column mapping grid.

**Results**

Depending on the SPAN setting selection, the mapped data points will appear as follows in the **Project** page preview pane and in project output.

- (none)

Balanced Fund	Balanced Fund	Core Equity Fund	Core Equity Fund
January 31, 2012	January 31, 2011	January 31, 2012	January 31, 2011

- *All Columns*

<Fund Name - undefined>			
January 31, 2012	January 31, 2011	January 31, 2012	January 31, 2011

**Please Note:**

Because the <Fund Name> data point is different across both funds (i.e., the *Balanced Fund* fund name is different from the *Core Equity Fund* fund name), FundSuiteArc returns an *undefined* fund name in the header.

In order for this option work, a data point that evaluates to the same value across all funds must be mapped, as shown below.

For the Years Ended January 31,			
January 31, 2012	January 31, 2011	January 31, 2012	January 31, 2011

- *By Repeat Group*

Balanced Fund		Core Equity Fund	
January 31, 2012	January 31, 2011	January 31, 2012	January 31, 2011

**Additional Information**

- If a repeat group includes multiple columns, the SPAN option is not available.
- If an existing single-column repeat group is expanded to include more than one column, any previously-specified span settings will be cleared and the SPAN option will become unavailable for columns within the repeat group.

**Process Changes**

No changes to current processes are required.

## 10) Common Content functionality

### Overview

Previous to this release of FundSuiteArc, document structure templates did not provide a means to facilitate content that was common to various, if not all, chapters contained in a book. With this release, ArcReporting chapter behavior options were enhanced to support items which appear on most pages of the book, such as footers, the book name, the fund logo, tables, etc. The inclusion of this chapter behavior mitigates the need to include such items within every chapter of the document.

### What's New

A new *Common Content* selection was added to the chapter content BEHAVIOR drop-down list on the **Document Structure Templates** page of the ArcReporting product.

- This behavior option is similar to the existing NO FUND - SINGLE option, in that only items that do not require a fund can be placed in the chapter (*i.e.*, text, images and tables).

**Please Note:**

If a user attempts to drag-and-drop any other item type to the chapter, a visual cue (✘) will appear at left of the item name to indicate that it may not be placed in the *Common Content* chapter.

- Only one chapter in the document structure template may be set with a behavior type of *Common Content*. If a user specifies more than one chapter with this behavior type, the following error message will be displayed upon an attempt to save.



- The contents of the designated *Common Content* chapter will be available for output on every page of the document. The style sheet associated with the project's template determines when and where the content will appear.

### Process Changes

No changes to current processes are required.

# 11) Condensed SOI percent functionality identifies absolute value

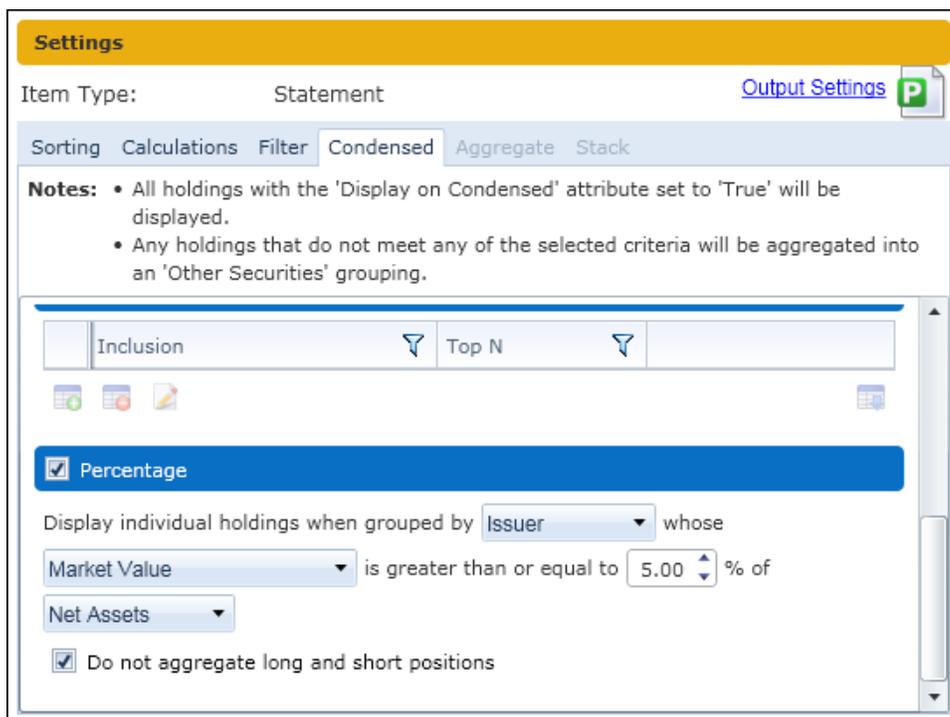
## Overview

Condensed SOI logic requires a portfolio statement to display items whose value is identified as equal to or greater than a specific percentage of Net Assets or Total Investments and break them out from OTHER SECURITIES. This requirement is applicable for holdings whose value is either positive or negative.

## What's New

In previous versions, FundSuiteArc did not display individual holdings whose value exceeded the specified numerical percentage, but whose value was negative. This version of FundSuiteArc calculates the absolute value of the numerical percentage to determine if the holding should be broken out from OTHER SECURITIES, thus accounting for holdings with both positive and negative values which exceed the specified numerical percentage.

**Example:** 5.25% and (5.25%) both are greater than 5.00% of Net Assets. Therefore, both of these securities should be broken out from OTHER SECURITIES and displayed appropriately. To set this up in FundSuiteArc, the user would specify the percentage threshold (e.g., 5.00%) via the CONDENSED tab of the **Portfolio Statement Templates** page, as shown below.



FundSuiteArc will then calculate all percentages, both positive and negative, and apply the absolute value to the negative values to determine if it meets the criteria specified. If the absolute value of any given holding's percentage is greater than or equal to the specified 5.00%, the portfolio statement will display the holding(s) individually.

## Process Changes

No changes to current processes are required.

## 12) Link trial balance sections/sub-sections to financial statements

### Overview

Prior to this release of FundSuiteArc, any edits by users to a trial balance section linked to an existing financial statement template definition were not reflected in the financial statement structure. This condition made it necessary for users un-assign, and then re-assign the trial balance section via the FINANCIAL STATEMENT TEMPLATES tab of the **Financial Workbook Templates** page in order to see the section's updates. As such, all previously-defined captions and output settings associated with the section's line items needed to be re-specified.

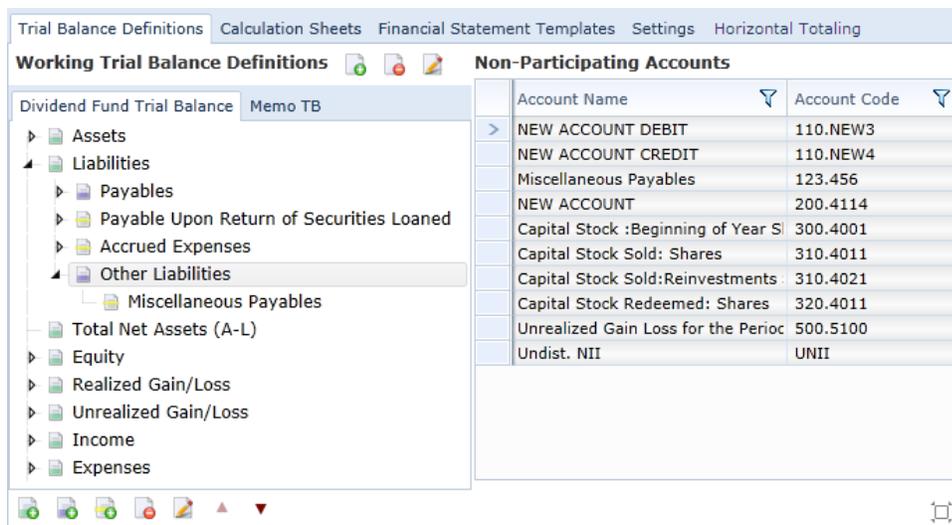
Users can now add and/or delete trial balance sub-sections or items without impacting the existing line item settings on the financial statement, since these updates will now be reflected therein automatically.

### What's New

Adding one or more sub-sections or items to a trial balance section which is linked to a financial statement template will require only that users to define captions and output settings for those additions; the settings for any pre-existing sections of the financial statement will not be altered. The deletion of any sub-sections or items from a linked trial balance section will not require any action by users, since settings associated with other sections of the financial statement will remain intact.

**Example:** A Statement of Assets and Liabilities ("SAL") statement template was created from a given trial balance which is defined within the financial workbook template. After submitting the statement for review, it was determined that a new OTHER LIABILITIES sub-section should be added to the SAL. To accomplish this task, users would follow the steps outlined below.

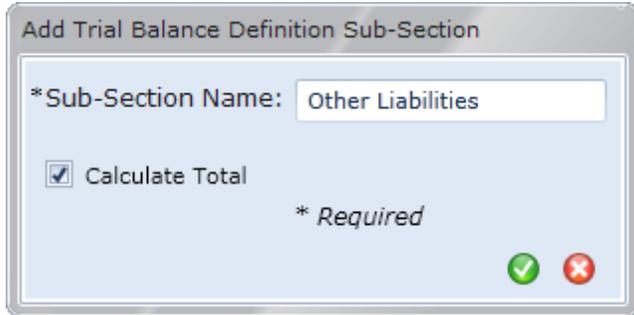
1. Open the **Financial Workbook Templates** page and locate trial balance within the TRIAL BALANCE DEFINITIONS tab.
2. Select the section in the tree view under which the new sub-section and associated item will reside.



- a. In this example, the new OTHER LIABILITIES sub-section will reside under the existing LIABILITIES section, and a new *Miscellaneous Payables* item will reside under the OTHER LIABILITIES sub-section.

3. Add the OTHER LIABILITIES sub-section.

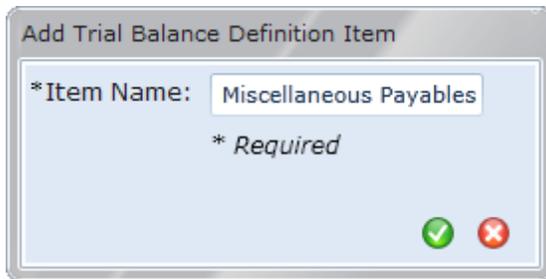
- a. With the LIABILITIES section selected in the trial balance tree view, click the ADD SUB-SECTION button  at lower-left of the tab.
- b. Enter *Other Liabilities* as the sub-section name.



- c. Click the ACCEPT button  at lower-right of the dialogue.

4. Add the *Miscellaneous Payables* item.

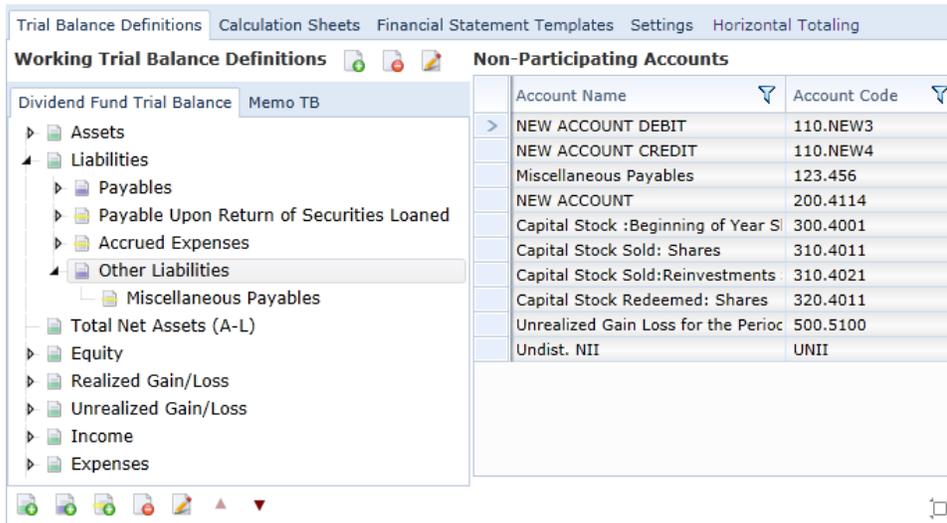
- a. With the newly-added OTHER LIABILITIES sub-section selected in the tree view, click the ADD ITEM button  at lower-left of the tab.
- b. Enter *Miscellaneous Payables* as the item name.



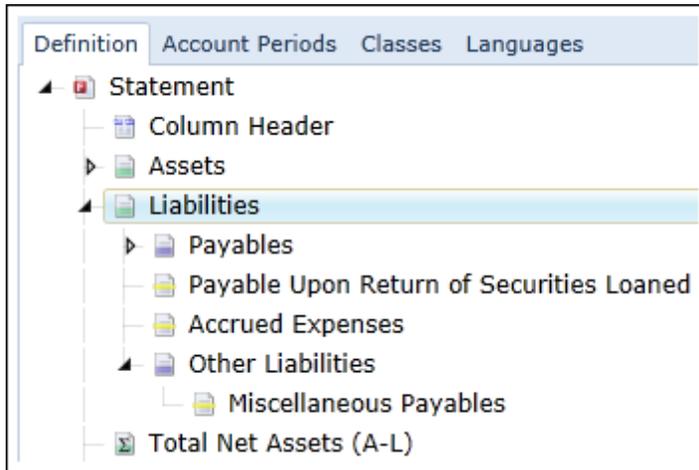
- c. Click the ACCEPT button  at lower-right of the dialogue.

5. Map the appropriate account(s) to the *Miscellaneous Payables* item.

- a. Locate the account(s) in the NON-PARTICIPATING ACCOUNTS list at right of the tab and drag them to the *Miscellaneous Payables* item in the trial balance tree view at left (for this example, we will add just the *Miscellaneous Payables* account).



6. Click the SAVE button  at lower-right of the page to save changes to the trial balance.
7. Edit captions for the newly-added sub-section and item in association with the SAL template, if necessary.
  - a. Select the FINANCIAL STATEMENT TEMPLATES tab.
  - b. Click the TEMPLATE drop-down list to locate the statement template.
    - i. Select the *Statement of Assets and Liabilities* item.
  - c. Expand the LIABILITIES section of the tree view at left by clicking the expansion arrow  to its left.

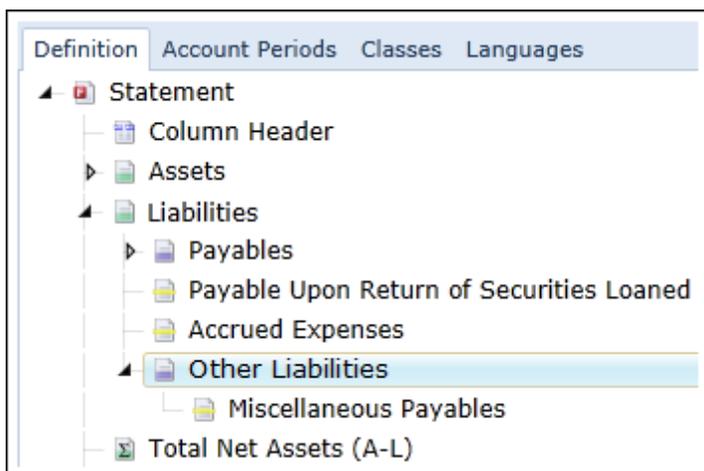


- i. Select the OTHER LIABILITIES sub-section.
- ii. Select the CAPTION tab at right.

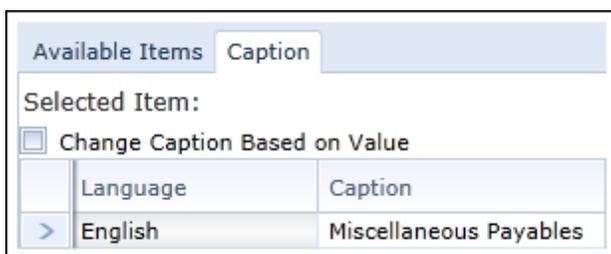


- iii. Edit the CAPTION and/or TOTAL CAPTION values, as required.

- d. Expand the OTHER LIABILITIES sub-section of the tree view by clicking its corresponding expansion arrow ▶.



- i. Select the *Miscellaneous Payables* item.
- ii. Select the CAPTION tab at right.



- iii. Edit the CAPTION value, as required.

### Process Changes

No changes to current processes are required.