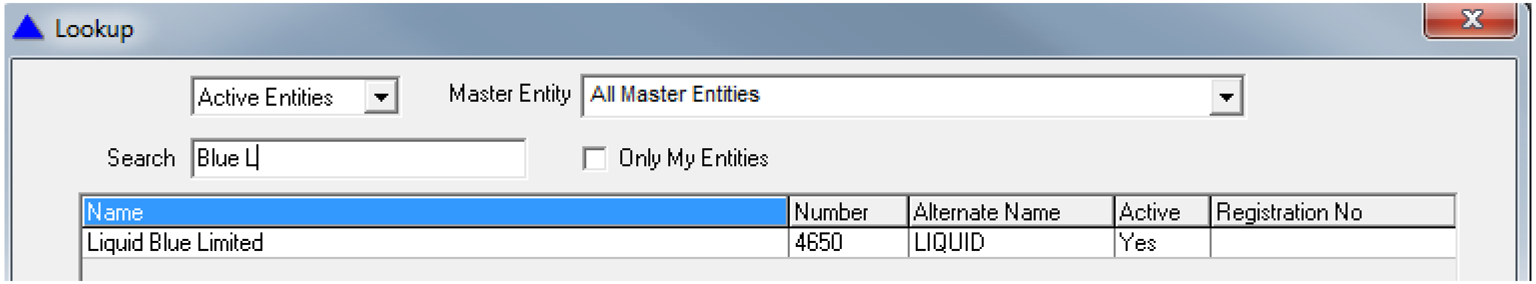
Dear Client

Changes

We have recently changed the lookups, adding a quick lookup text box which will automatically search all the relevant columns, for example the updated entity lookup looks like this:



By entering “Blue L” the filter searches the fields “Name”, ”Number”, ”Alternate Name” and “Registration Number” at the same time and auto filters the grid with all the matching records.

On the contacts the filtering will look through the Code, Surname, Post Code and the Address. Although the address cannot be seem on screen it will appear in the tooltip If you hover over the relevant record

Work in Progress

We have recently been asked to clear down a client’s Work in Progress table removing all data which was older then 1st January 2006. We are happy to run this on any site as this will make the Work in Progress run more efficiently and decrease the overall size of the database. Anyone wanting to do this please email us to discuss this further.

Funds

Rounding for the NAV is now set in the fund profile specifically for bid and offer not by pricing method. This is to give people more flexibility on fund pricing.

Front End Fee %	Rear End Fee %	Securities Pricing Method	Fund Bid Pricing Method	Fund Offer Pricing Method	Decimals For Fund Price	Decimals For Shares	Initial Launch Price
0	2	Calculated Mid	Natural Rounding	Natural Rounding	4	4	0

Options available for both bid/offer are:

Normal Rounding - Rounds up if the number after the last required decimal place is a 5

Round Down – Rounds down regardless of the value of the decimals after the last decimal place required.

Round Up – Rounds up if there is a decimal after the last decimal place required.

For reference, the system used to:

Mid Use natural rounding on bid/offer

Bid/Offer Round down on bid up on offer – however in certain circumstances where the price of the fund was the same it used natural rounding.

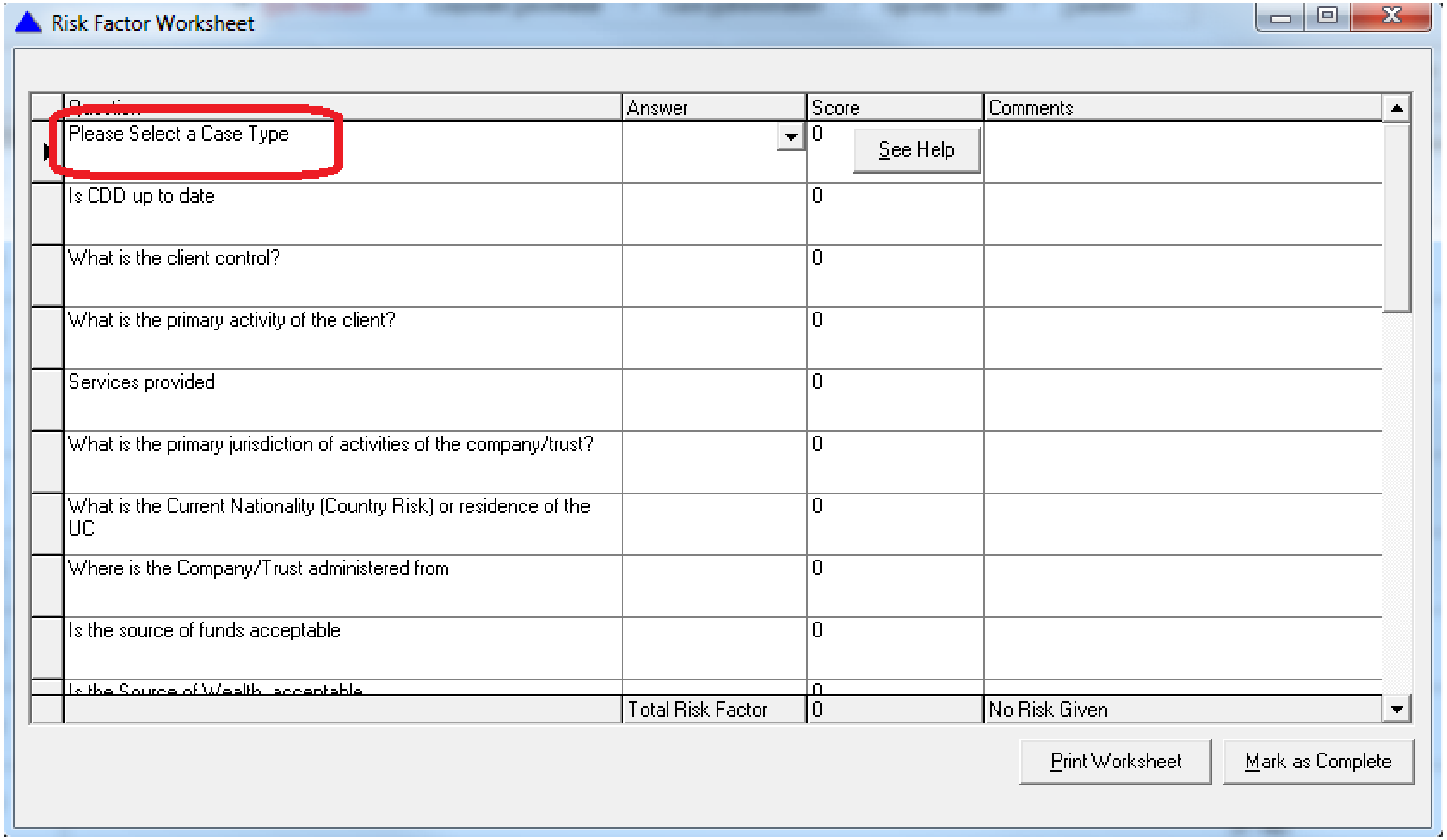
Pricing in the fund profile has also changed a little. Mid is now called “Calculated Mid”. This doesn’t change the functionality of the option.

To help in setting up a fund, the initial price is now set in the fund profile – this will be applied on the initial share dealing where there are no shares in issue to enable the net asset value per share to be calculated.

AcuReview

We are currently finishing the latest version of AcuReview, with one site currently running this version in test. There are several amendments included in this new version:

- We have added the ability to add notes to answers in the Risk Worksheet screen (see sample below)
- We have removed the dropdown and added this to the grid (Circled in Red). It was also something we wanted to do as it always seem strange to have a dropdown asking one question and the grid with the rest.



- We have also added the ability to restrict users from be able to perform adhoc reviews, by default users will no longer be able to perform adhoc reviews, this can be given back to users via Authorisation Levels, under the Miscellaneous section.
- As with Acumen, the lookups have also changed to reflect the update made to Acumen

I Didn’t Know That….

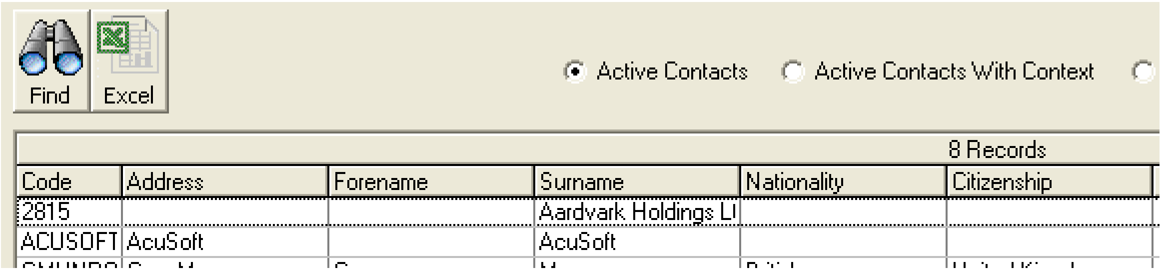
We highlight one feature that you may not know about but can improve your output.

Did you know that its easy to find out where all contacts are used and in what capacity? Go to Search Contacts (Modules – Contacts – Search Contacts)

Select either:

- Active Contacts – Contacts that have a connection with an active entity.
- Active Contacts with Context – Same as above, but also includes how they are linked.
- All Contacts

Click Search to bring up the list.



From there you can use the Find button to filter the results to show for example only High Profile individuals or PEPs or export the results to Excel.

Training

With time and staff turnover, sometimes the level of knowledge within your organization can fall until you find that staff are only using the basic functionality of the system. Why not schedule some training to help improve the output, quality and usage of the system? We train groups of up to 5 staff in sessions from 1 to 2 hours long depending on the section of Acumen/AcuFund/AcuPen/AcuReview.