The Menu

Each of these options contains further options within its theme.
We shall return to these later in the user documentation.
In the File menu option there is a submenu that shows you all the registration windows that you can open.

File:
One click on File displays a menu showing which selections/options you can carry out under this.
The first option is Open, which will then give you a submenu with different options:

Open Has the submenus:

- *Maintain Funds* – Fixed data fund
- *Transactions* – Subscriptions and redemptions
- *County* – Municipality register
- *Dealer* – Subscription points
- *Fund Transactions* – Fund transactions
- *Fund Type* – Fund type register (stock etc.)
- *Payments* – Sets transactions as paid
- *Calculate Performance* – Fee calculation
- *Calculate Fund Value* – Value calculation
- *Payment agreements* – Savings agreements
- *Generate Deals from Agreements* – Generate transactions based on savings agreements
- *Write deals to auto giro file* – Generate file
- *Prepare yield report* – Special report to file.
- *Tax* – Tax report
- *Estimate Performance/Dividend/Interest* – Generates transactions from performance/dividend/interest
- *Tools* – Manual database links etc.
- *History* – History update

Close	Closes windows
Print Setup	Allows you to select printer, how many copies you want to print etc.
Print	Goes directly to printer
Repair/Update Database	Adds new fields in the database

Exit Tazett Fund Management Closes the program

Edit

Cut	Allows you to copy the screen window over to other programs such as Power Point, Excel, Word, Paint etc.
Copy	Allows you to copy the screen window over to other programs such as. Power Point, Excel, Word, Paint etc.
Paste	Pastes data from the clipboard (e.g. after you have selected copy)

Maintenance

The menu options under Maintenance correspond to the row of buttons.

New Record	Registers a new item in the database.
Edit Record	Edits a registered item.
Delete Record	Deletes item.
Save Record	Saves item.
First Record	Scrolls to first item.

Next Record	Scrolls to next item.
Previous Record	Scrolls to previous item.
Last Record	Scrolls to last item
Find Record	Searches for a particular item.

Reports

When you click on the selected report the report will automatically be generated. To stop a report you click on the ESC button on the keyboard.
You can choose between the following reports:

Fund Information
Balances
Transaction List
Transaction List per Fund
Bought Transactions
Sold Transactions
Fund Transactions
Dealer List
Total Report Fund
Dividend per Investor
Interest per Investor
Fee per Investor
Daily Fee
Realized Profit
Mirror Booking
Report to file…

Examples of the various reports can be found as an appendix to the manual.

Options

General Setup System options. Language, Company logo, name etc.

Select File format Options for bringing up rate information.

Window

Tile vertically

Tile horizontally

Cascade

✔*1*……… Displays which windows you have opened. Click to change active window.

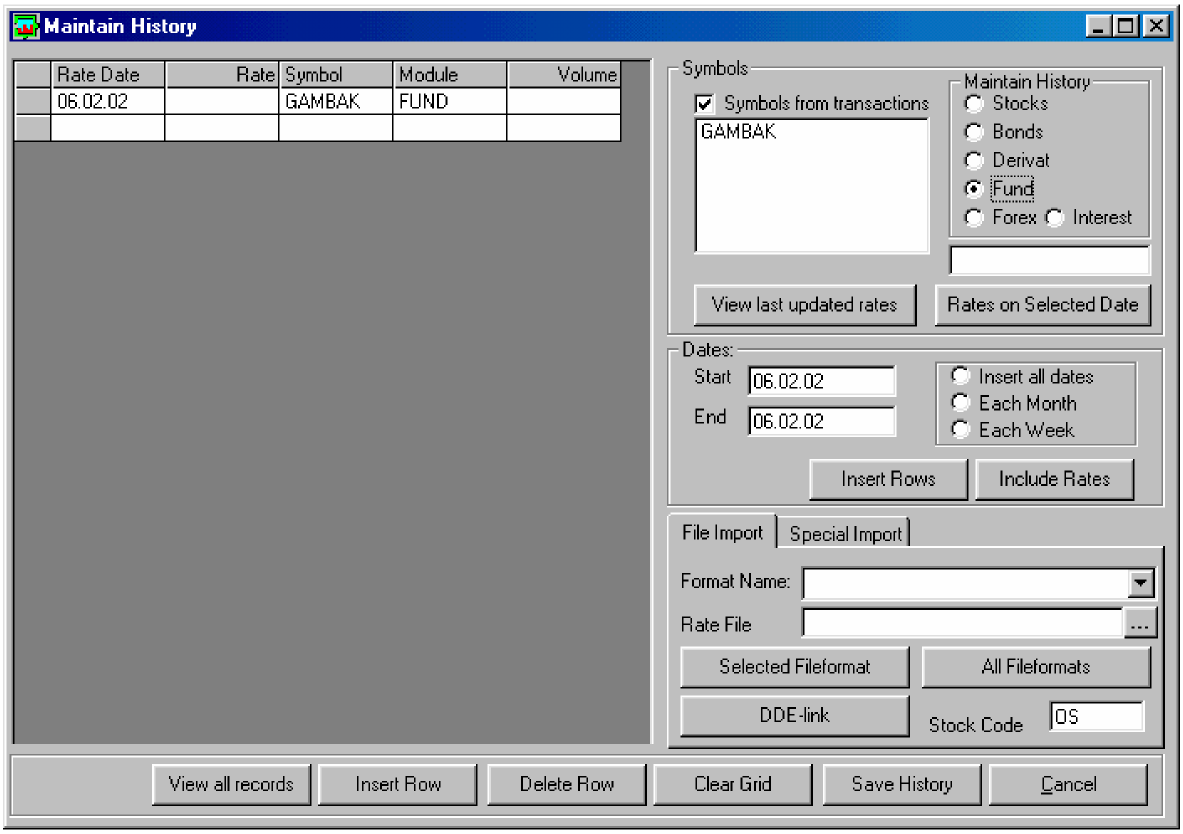
Help

About Tazett Financial Tools

Registration and Maintenance of data

When the Maintain Fund, Transactions, Fund Transactions and Dealer windows are opened then the buttons for registration will always be displayed at the top of the main window.
These windows are so-called registration windows.
Each of the registration windows will be described in more detail below.

Rate updating



It is in this window that the updating of rates takes place. Old rates will also be available in this system so that it will be possible to run reports from the past.
When opening this window you will bring up a record as at today's date so that you can enter the day's rate in the table. When you have updated it you click on the Save History button to save the rates.

Select symbols from transactions
If you put a cross here the list will only display symbols that have a balance as at today's date.

Module
Select the Tazett system for which you want to update the rates.

View last updated rates
When you click on this button the most recently updated rate for each individual symbol will be displayed in the table.

Start Date
Before you click on *Insert Rows* you must select the start dates from when the rows in the table are to start.

End Date
Before you click on *Insert Rows* you must select the end date up to when the rows in table are to be set.

Insert Rows
Click on this button to add rows in the table. A row will be inserted for each selected date between the *Start* and *End Date.* You can enter relevant rates in the table and then click on the *Save History* button to update the rate database.

Import from file
If you have text file with rates, you enter the folder and file name in the field above the button and then click on the *Import from file* button.
You select how the file is to appear by using the set up in Select File format under Options in the menu. If you update stock rates the system chooses to read the file according to how you have set it up in the STOCKS module, bonds are selected from BONDS etc. This applies irrespective of which system you are in at the time when you update the rates.

Import history from BC View
If you have installed the program BC View (supplied by Tazett) you can enter history by clicking on this button.

Import from DDE Link
Fetches up rates from Falcon, Reuter, Ecovision and others that supply rate information. The code for fetching this information is supplied in each individual Tazett module.

View all records
Displays all registered items in the table. If you want to cancel this process you click on the ESC button on the keyboard.

Insert Row
Enters a blank row in the table. Click on the *Save History* button in order to save the item after you have entered the data.

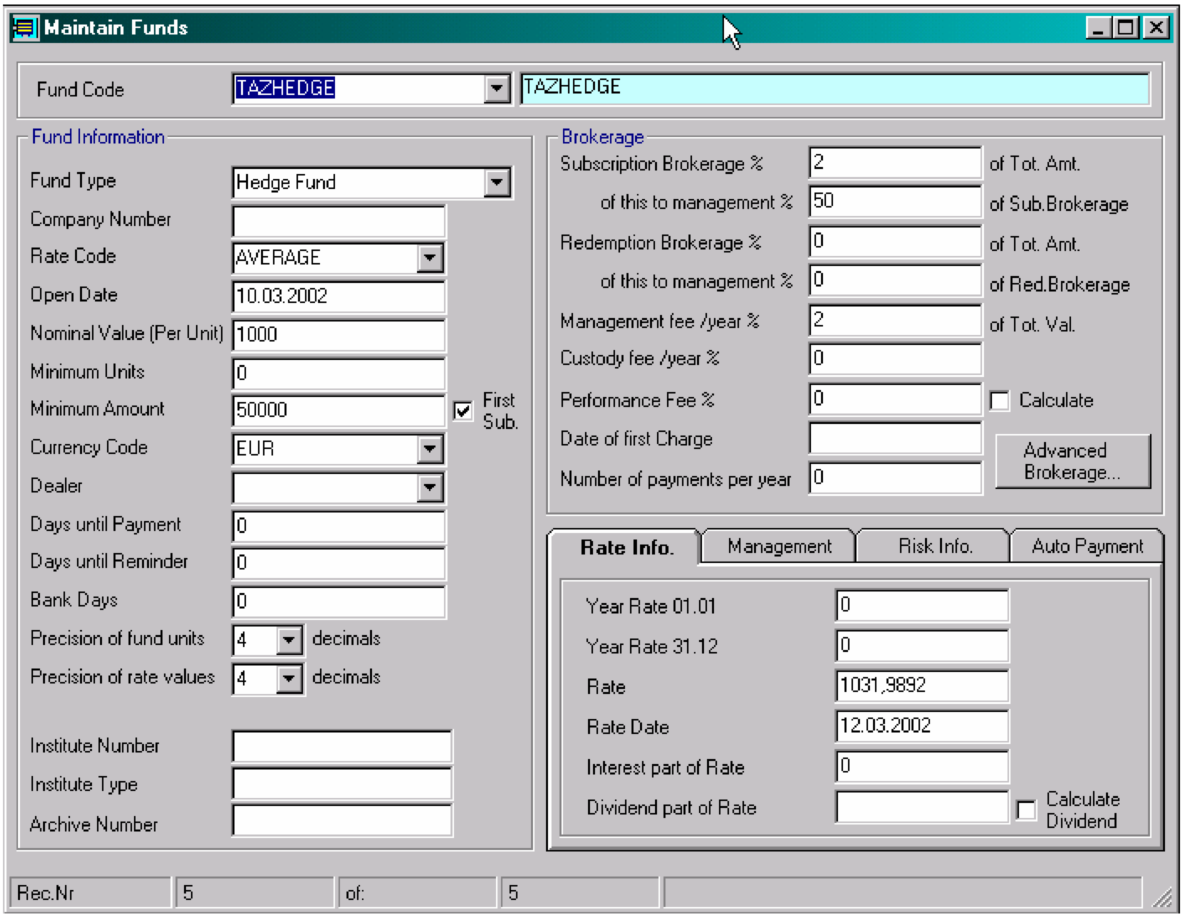
Delete Row
Click on the row in the table that you want to delete. The item you have selected will be deleted from the table.

Clear Grid
Clears all rows in the table. (NB. Not deleted if they have already been saved).

Save History
Saves the items you have registered in the table.

Cancel
Closes the history window.

Maintain Fund



Fund Code

The short code for the fund – should agree with the corresponding code in the Service Module.

Fund Type

Fund type, i.e. stock fund, bonds fund etc. Is registered in the Fund Type register

Company Number

The organization number for the fund.

Rate Code

FIFO or AVERAGE method for sale

Nominal Value

Nominal value per unit.

Minimum Units
Minimum number of units that can be lawfully purchased. Left blank if this is not relevant.

Minimum Amount
Minimum amount allowed when subscribing to units. Put a cross against First Sub if this only applies to the first subscription.

Currency Code
The currency code for the fund. Usually it is the same as the base currency in the Tazett Modules.

Dealer
Standard point of subscription. Can be overridden for the individual transaction.

Days until Payment
Number of days from the subscription to the payment. Can be used by the user in such things as a report.

Days until Reminder
Number of days from payment to reminder. Can be used to send reports.

Precision of fund units
The number of decimals with which the number of units is to be calculated. Must be filled out. If this doesn't exactly agree with the amount the remainder is added to the correction field.

Precision of rate values
The number of decimals with which the rate is to be calculated. Must be filled out. If this doesn't exactly agree with the amount the remainder is added to the correction field.

Institute Number
Is used in reports for the financial inspection in Sweden.

Archive Number
Is used in reports for the finance inspection in Sweden.

Subscription Brokerage%
Total fee upon subscription in percent. This is automatically allocated to the fund, the management company and the subscription point.

Of this to management%
The part of the total subscription fee that is credited to the management company. This is registered as a percentage of the total fee (e.g. 2% in Subscription Brokerage, gives 50% in the ”of this to management” field if the management company is to receive half of the subscription fee)

Redemption Brokerage%
Total fee on redemption in percent. This is automatically allocated on the fund, the management company and the subscription point.

Of this to management%
The part of the total redemption fee that is credited to the management company. This is registered as a percentage of the total fee (e.g. 2% in Subscription Brokerage, gives 50% in the ”of this to management” field if the management company is to receive half of the subscription fee).

Management fee/year%
Annual fee to the management company in percent.

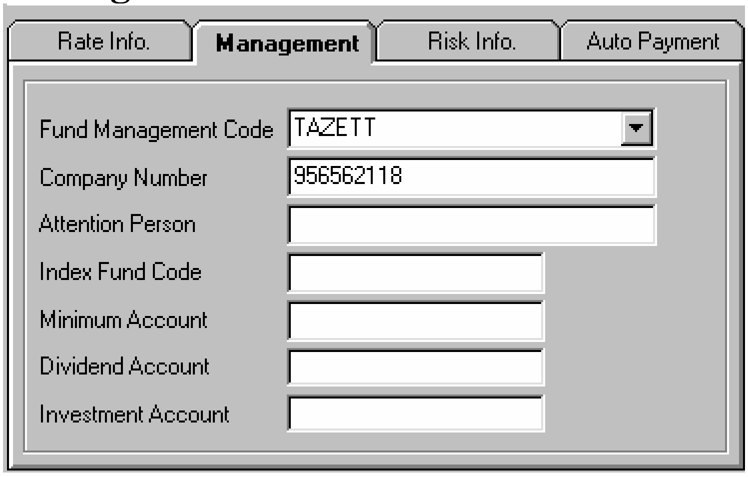
Performance Fee%
Performance fee in percent.

Date of first Charge
Date for calculation and payment of the fee.

Number of payments per year

The number of fee payments per year.

Management Information



Fund Management Code
Management code must correspond to the code utilized in Tazett Service. It is important to register the management code in order to be given the correct address etc. When making reports to the authorities.

Company Number
Management company number.

Attention Person
The contact person at the management for the fund.

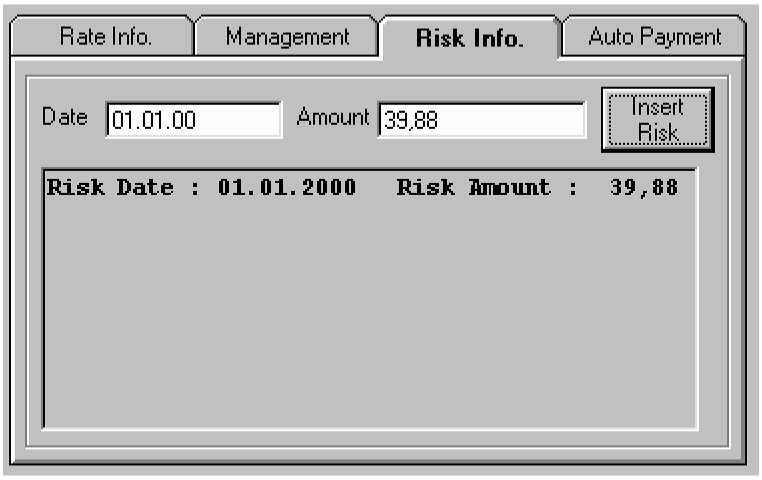
Index Fund Code
If the fund is to measure performance against a particular index. The code for the index is registered here.

Minimum Account
If the fund has several accounts, an account for a minimum amount can be registered in this field.

Dividend Account
If the fund has a dividend on its own account and it requires the dividend part of the rate to be fetched directly from the balance on the account, then the dividend account is registered here. It must be the same as the account number that is registered in Tazett Money.

Investment Account
The fund's investment account.

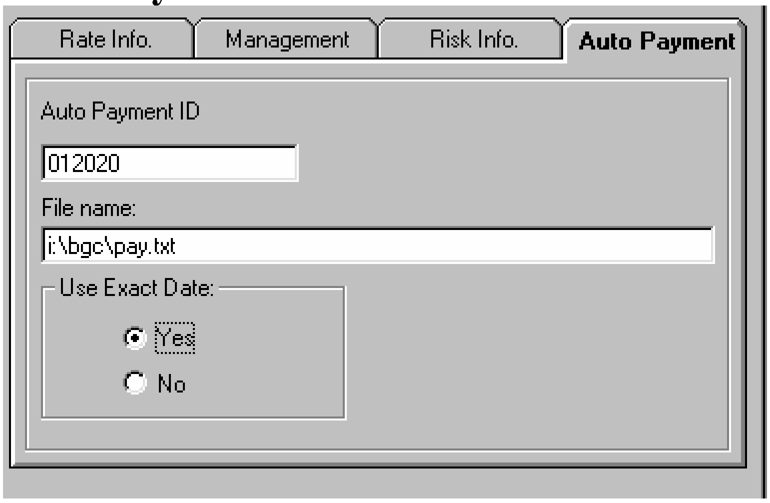
Risk Information



RISK either reduces or adds to the cost price in the case of redemptions by Norwegian unit owners. To enter the RISK you carry out the following:

1) Click on the View button in the row of buttons, scroll forward to the fund you want.
2) Click on the Edit button in the row of buttons.
3) Set inn RISK date and RISK amount in the Date and Amount field.
4) Click on the Insert Risk button. Make sure that the amount is included in the list below.
5) Click on the Save button in the row of buttons.

Auto Payment



Auto Payment ID

Identification that BBS in Norway or BGC in Sweden can use to find the identification for the fund.

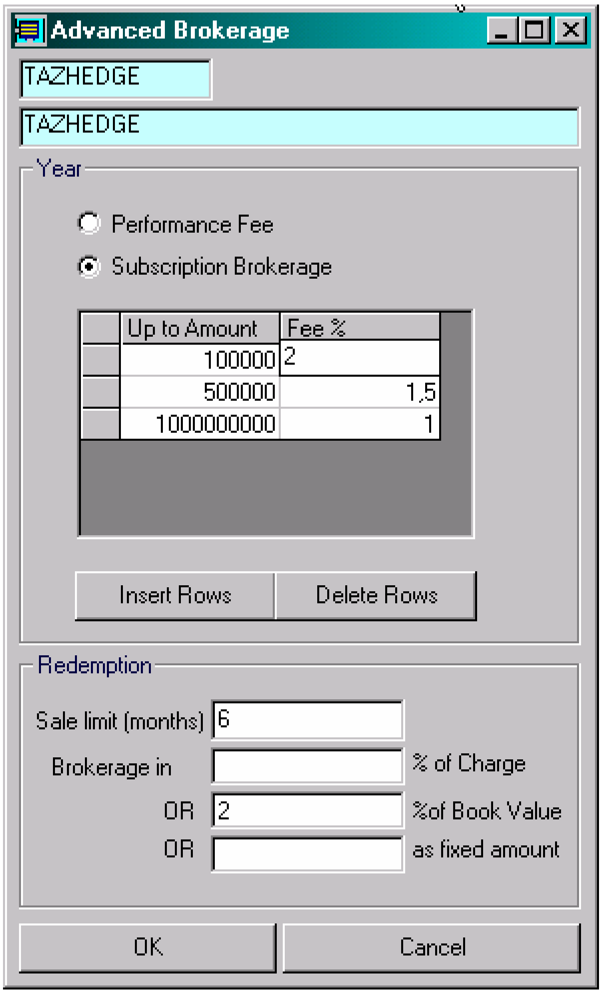
File name

The name the file is to have when it is created from Tazett (File, Open, Write deals to file).

Use Exact Date

When checking to see whether the money has been deducted from the account for units that have been set for payment, this option decides whether the date must agree with the payment date on the transaction. If this has not been selected, a check will only be made of the amount and unit ownership in the whole period that has not been generated before.

Advanced Brokerage



To have a graded fee dependent on the deposit, do the following:

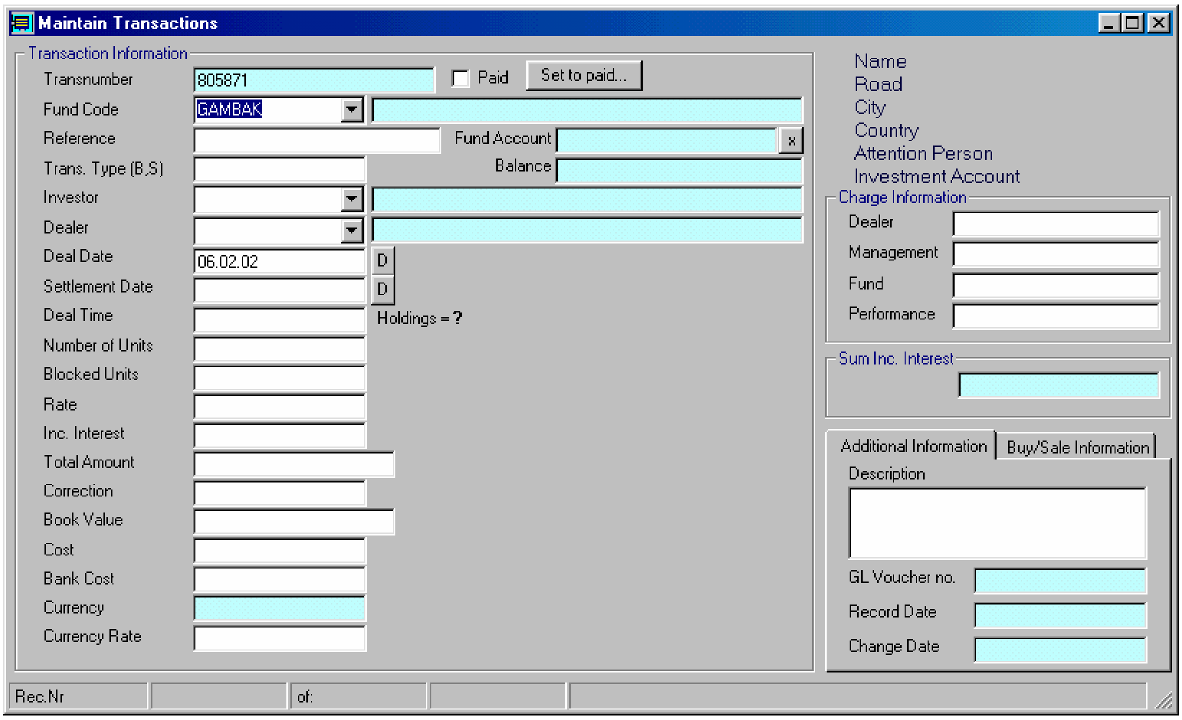
1) Click on Subscription Brokerage.
2) Click on Insert Rows and enter the figures directly into the table.
3) Repeat for every grading you want.

To set a fee for sale of units within the desired period after a purchase you enter the number of months in the **Sale limits (months)** field**.**

The fee is entered either as a percentage of the fee, percentage of the total amount or a fixed amount.

Click on OK to save the setup.

The Window for Buying and Selling Units.



Trans number
Automatic allocation of transaction number. User selects number series.

Fund Code
The code for the fund. This must agree with what is registered in the funds register.

Fund Account
Automatically appears with what has been set up in Tazett Service. Can be overridden for the individual transaction.

Trans. Type
B/S – buy or sell.

Investor
The code for investor. Must agree with what has been registered in Tazett Service.

Dealer
The subscription point for the deal.

Reference
Free field. In Tazett Stocks this will often be used for contract note number.
For conversions we will use this field for the transaction number from the old system.

Deal Date
The deal date. You can only register days, then the system will insert the current month and the current year.

Settlement Date
The settlement date. You can only register the date, and then the system will insert the current month and current year.

Number of Units
Number of units on the transaction. It is automatically calculated when registering the amount and rate.

Blocked Units
The number of blocked units, e.g. in the case of AMS.

Rate
The rate for the fund. This is fetched up from the rate register automatically.

Inc. Interest/Dividend
The part of the rate that is interest/dividend. How much of the rate is interest or dividend in kroner.

Total Amount
Rate *Number +/- Costs.

Correction
If the rate * Number +/-Costs does not divide into the amount exactly, the remainder will be added to the correction field.

Book Value

Rate*Number

Cost
Total fee on the transaction. Automatically allocated over fund, management company and subscription point.
This field can be overridden by the user.

In the case of overriding the following can take place:

1) The system has registered that the **Total Amount** was the last user-input to the system.
If the user decides to override, the system will calculate a new number of units the investor will receive for the deposited amount.

2) The system has registered that the **Number of Units** was the last user input to the system. If the user decides to override, the system will calculate the new amount the investor must pay in order to obtain the number of units that were ordered.

Bank Cost
Bank costs.

Currency
Currency. Filled out with the currency that is registered in the fixed data for the fund.

Currency Rate
Currency rate. This is fetched for the relevant currency from the currency register in Tazett Service.

Dealer Charge
The part of the total cost that is to be apportioned to the subscription point.
Is registered in the Dealer register and is automatically calculated.

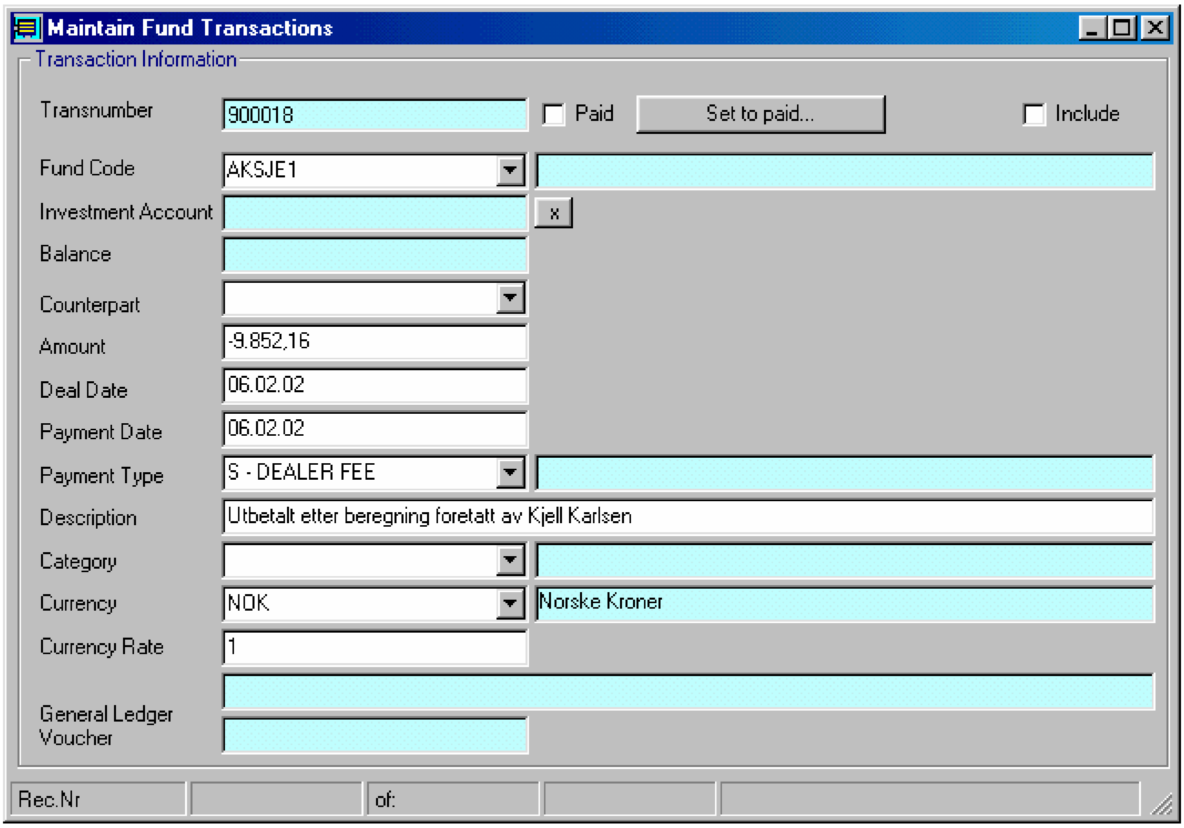
Management Charge
The part of the total cost that is to fall to the management company.
Is registered in the Fund register and is calculated automatically.

Fund Charge
The part of the total cost that is to fall to the fund.
Is registered in the Fund register and is calculated automatically.

Description
Free field for user. Can register relevant information.

Fund Transactions

All deposits and withdrawals to and from the fund are registered here. Typical examples are interest, dividends and payment of fees to the subscription point.
It is possible to setup the system to carry out the automatic generation of fee transactions when registering unit subscriptions / redemptions.



Trans number
Automatic allocation of transaction number. The user selects the number series.

Fund Code
The code for the fund. This must agree with what is registered in the fund’s register.

Investment Account
Appears automatically with whatever has been set up in Tazett Service. Can be overridden for the individual transaction.

Counterpart
Counterpart for the payment. Usually remains blank.

Amount
Amount. It is to be registered as a negative figure if there is an amount that is to be withdrawn from the fund account. (E.g. payment of fee to the subscription point)

Payment Date
Date for payment. You can only register the date, and then the system will insert the current month and year.

Payment Type
Select from the combo box showing different pre-defined types of payment.

Description
Description of transaction.

Category
Brings up pre-defined categories from the category register in Tazett Service.

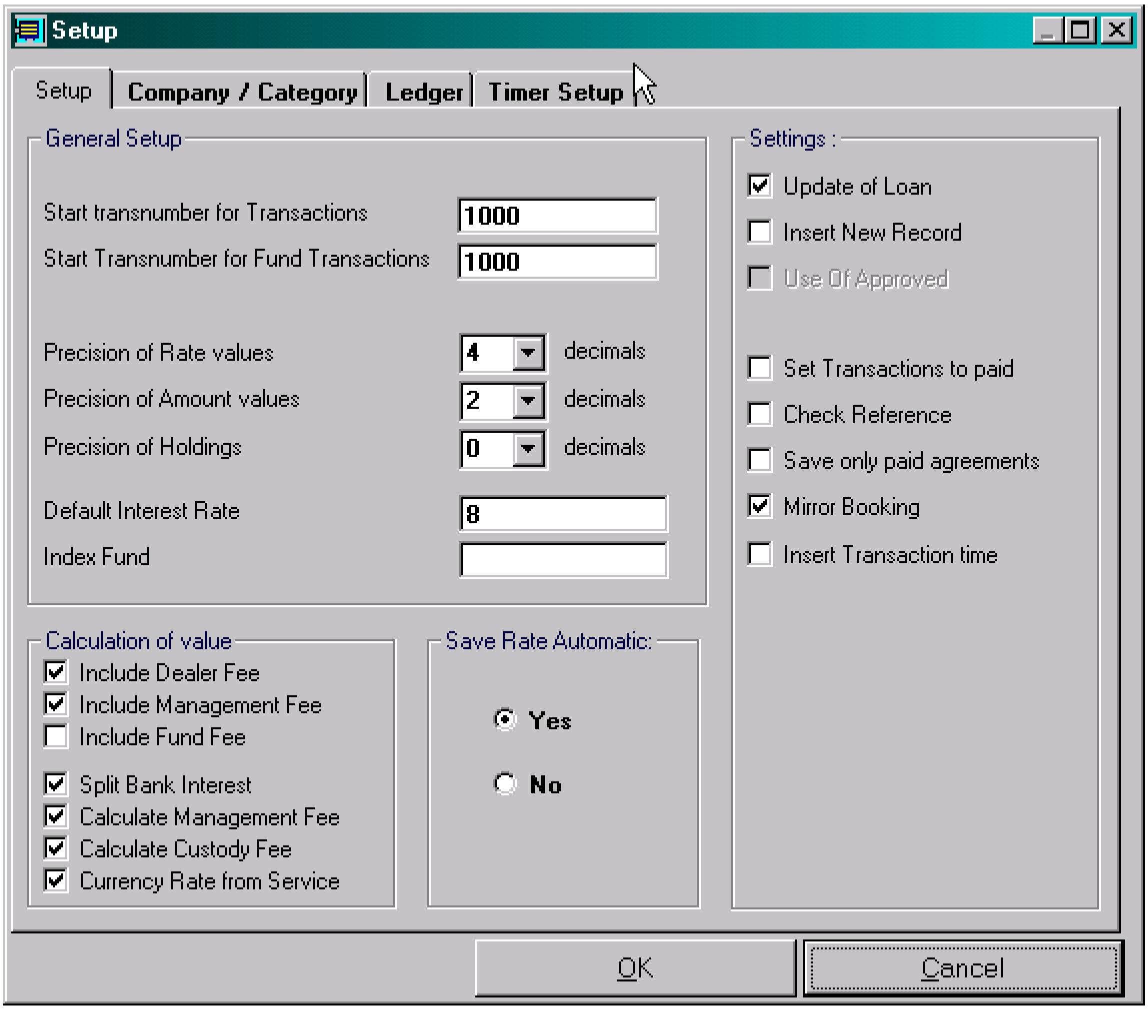
Currency
Currency. Is filled out showing the currency that is registered in the fixed data for the fund.

Currency Rate
Currency rate. Is brought up for the relevant currency from the currency register in Tazett Service.

User Setup

All settings for the system are made in the User Setup. This is done immediately the system begins to be used together with the person from Tazett who installs the system.

General Setup



Start trans number for Transactions

This number specifies the transaction number series for buying and selling units.

Start trans number for Fund Transactions

This number specifies the transaction number series for fund transactions.

Precision of Rate values
Default value in the system for number of decimals on rates. This applies both to screen windows and to reports. NB! The number of decimals on fund units is determined by the fixed data fund. Report columns can be overridden by the user.

Precision of Amount values
Default value in the system for number of decimals on amounts. This applies both to screen windows and to reports. Report columns can be overridden by the user.

Precision of Holdings
Number of decimals on the number. This value is only used in Detailed Information and Main Report in the calculation of the fund's value. (File, Open, Calculate Fund Value).

Default Interest Rate
Interest used when calculating rate on non-standard options. This interest should always agree with what has been selected from User Setup in the Derivatives system, if you have entered non-standard options for calculation.

Index Fund
This fund is used if you want to charge unit fund owners for a success fee dependent on beating a particular index. If you want such a calculation you can contact Tazett for individual modification.

Include Dealer Fee
If you select this the system will total the part of the subscription / redemption fee that is to be credited to the subscription point as a part of the rate for the fund in the value evaluation. This is the

recommended choice, since it saves the user from having to enter fund transactions.

Include Management Fee
If this is selected the system will total the part of the subscription / redemption fee that is to be credited to the management company as a part of the rate of the fund in the value evaluation.
This saves the user from having to enter fund transactions.
Recommended option: ON.

Include Fund Fee
If this is selected the system will total that part of the subscription / redemption fee that is to be credited to the management company as a part of the rate of the fund in the value evaluation.
This is only a remainder field. Transactions from fund to fund will not influence the value of the fund.
Recommended option: OFF.

Split Bank Interest
If you make this selection the system will total interest calculated up to the present time from the Daily Interest table. This will save time in the value evaluation.
If Split Bank Interest has not been selected the system will calculate interest for every single day from and including 1st January, and this is a very time consuming process.
Recommended option: ON.

Calculate Management Fee
Automatic calculation of Management Fee in the value evaluation. The percentage rate is entered into the fixed data fund. Refer to the chapter about value evaluation for a more detailed description of the formula.
Recommended option: ON.

Calculate Custody Fee
Automatic calculation of Custody Fee in the value evaluation. The percentage rate is set in the fixed data fund. Refer to the chapter

about value calculation for a more detailed description of the formula.

Currency Rate from Service
If you make this selection the system will fetch historic currency rate for calculation of claims / debt for the fund. This is the recommended choice in order to calculate as exactly as possible. Recommended option: ON.

Save Rate Automatic
If the option is set as YES the rate will automatically be saved when you click on Get Information in the Calculate Fund Value window. The alternative is to click on the Save button yourself. If you carry out several calculations on the same day and corrections have been made that will influence the rate, you will be asked whether you want to overwrite the previously saved rate.

Update of Loan
Transfer to Tazett Money. This should be selected in Tazett Fund. Recommended selection: ON.

Set Transactions to paid
If you always have payment day the same as transaction day and do not want transactions as claims / debt in the system, you can put this option to ON. This applies to both funds transactions and for subscriptions / redemptions. Unless you have very good reasons to do this, this option ought to be turned off, i.e. you put transaction to Paid manually.
Recommended selection: OFF.

Check Reference
If you use this reference field as for example contract note from the broker, and you want to guard against double registration, you can get the system to check that it is a unique number.

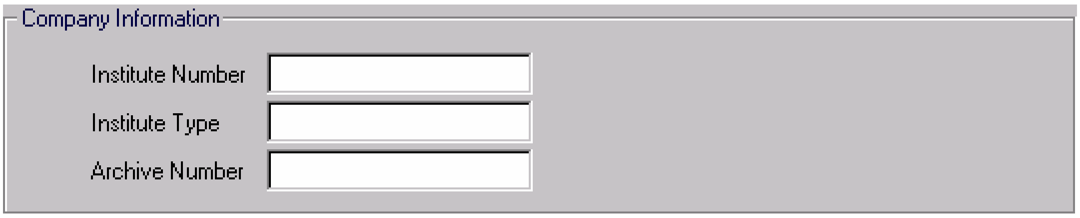
Save only paid agreements

If you want to check savings deals against files from BBS or BGC and only want to make transactions of those that are paid you should cross off here for this option.

Mirror Booking
If Mirror Booking has been selected, the system will generate transactions before and after alterations in the Mirror Booking table. In the case of deletions a transaction will also be generated in Mirror Booking.
Recommended selection: ON.

Insert Transaction time
If you have many transactions on the same day, then there must be a distribution over time. This is to ensure that the FIFO / AVERAGE calculations are correct.

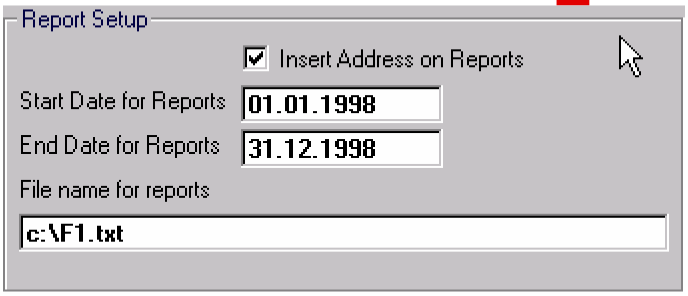
<u>Company / Category</u>



Institute Number
Allocated number from Swedish tax authorities for reports.

Institute Type
Allocated number from Swedish tax authorities for reports.

Archive Number
Allocated number from Swedish tax authorities for reports.



Insert Address on Reports

A selection that determines whether investor's address is to appear as a header on reports. Can be overridden in setup in the report generator.

Start Date for Reports

Selection that determines default start date for reports. Can be overridden at report level.

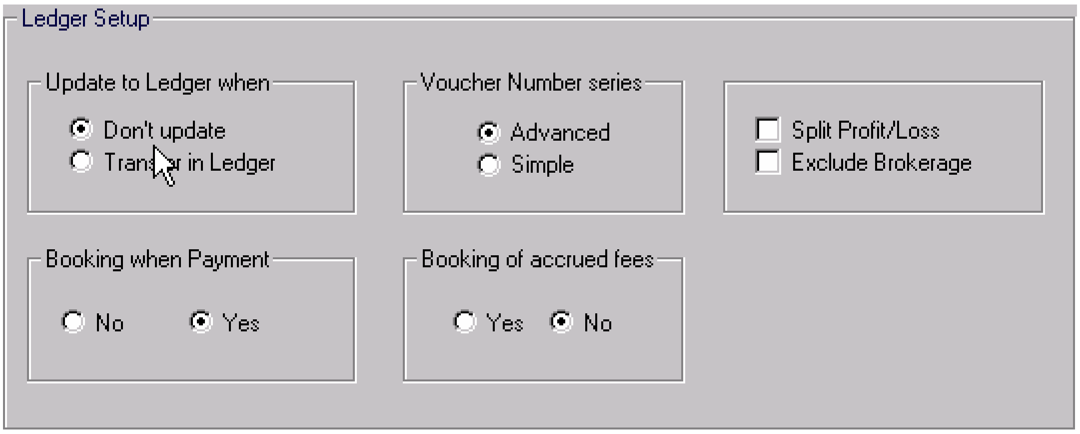
End Date for Reports

Selection that determines default end date for reports. Can be overridden at report level.

File name for reports

Selection that determines file name for reports to file. Can be overridden at report level.

Ledger



Update to Ledger when

Select **Transfer in Ledger** if you want to employ bookkeeping from Tazett General Ledger.

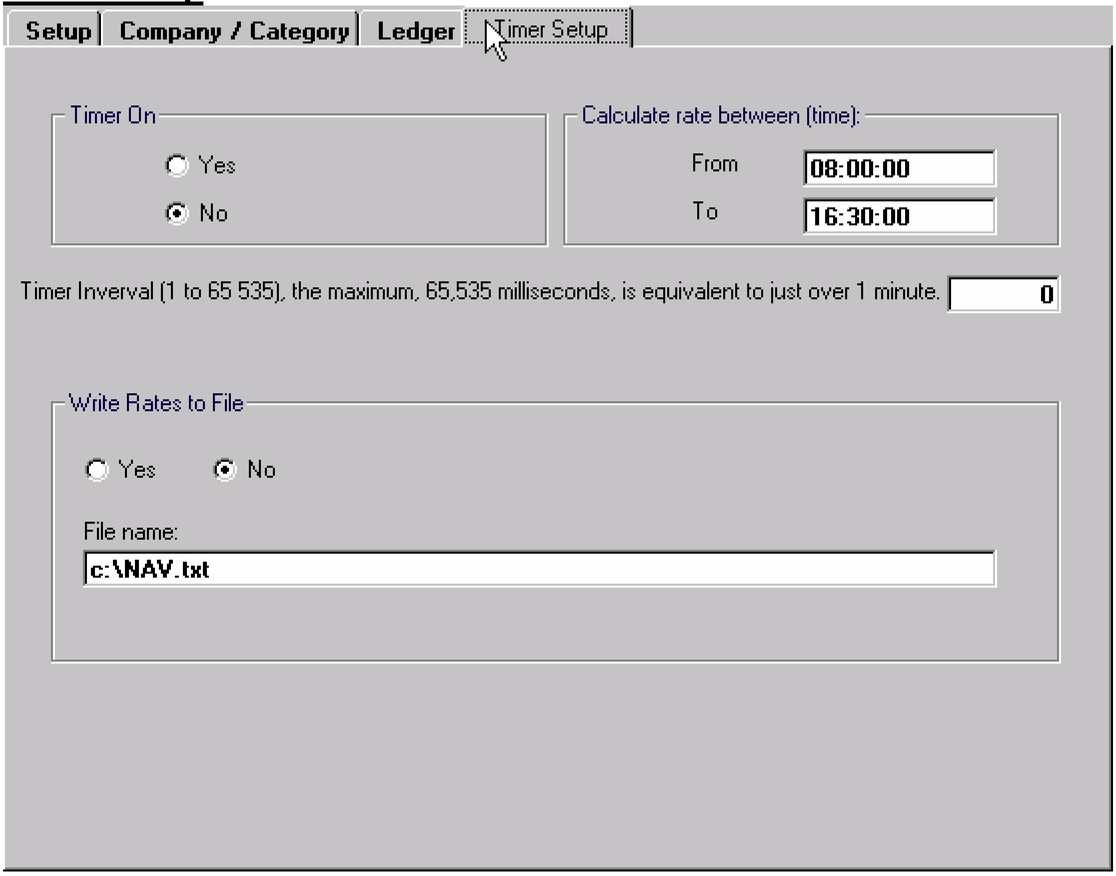
Booking when Payment
If you want booking via the claims / debt account up until payment then set Booking when payment to yes.

Voucher Number series
Advanced gives you a voucher series per investor per portfolio. Simple gives you a consecutive series.

Booking of accrued fees
If you want to book accrued fees you set Booking and accrued fees to yes. The Accrued account will increase with the hitherto accumulated value evaluation and it will be reduced by transactions in Fund Transactions of type A, C and B.

Split Profit/Loss
If you want to have different accounts for profit and loss the split profit/loss must be set to on.

Timer Setup



Timer On

If you want calculations throughout the day you set timer on to yes. This allows other applications to fetch the rate to the fund via the DDE link. The rates obtained by this type of calculation are fetched via the DDE link so that the rate changes with the stock rates throughout the day.

Calculate rate between time

If you have set the Timer on then the period that is to be calculated is set here.

Time Interval

Interval for how often the rate is to be calculated.

Write Rates to File

Writes the basis for calculation to file. This only takes place at the end of the day when the rate is saved.

How to Get Going with Tazett Fund Manager?

1) Register the fund as investor in the address register in Tazett Service.
Select the Address Type Investor on the Additional Info page. If all transactions for the fund are to be booked to the same account you can also set up the account in the Investment Account field.

2) Register the account for the fund in Tazett Money.
The fund is to be Creditor on the account. If you are going to have several accounts for the fund, for example in several different currencies, you should build up logic for selecting an account. You can read more about this in the general module.

3) Register Fund Type for the fund. This Fund Type decides where the fund is to fetch information from when calculating the fund's value. E.g. Tazett Stocks for a stock fund.

4) Register fixed data fund in Tazett Fund – maintain Funds

5) Register unit fund owners in the address register in Tazett Service.
Put a cross against Fund Customer on the Additional Info page.

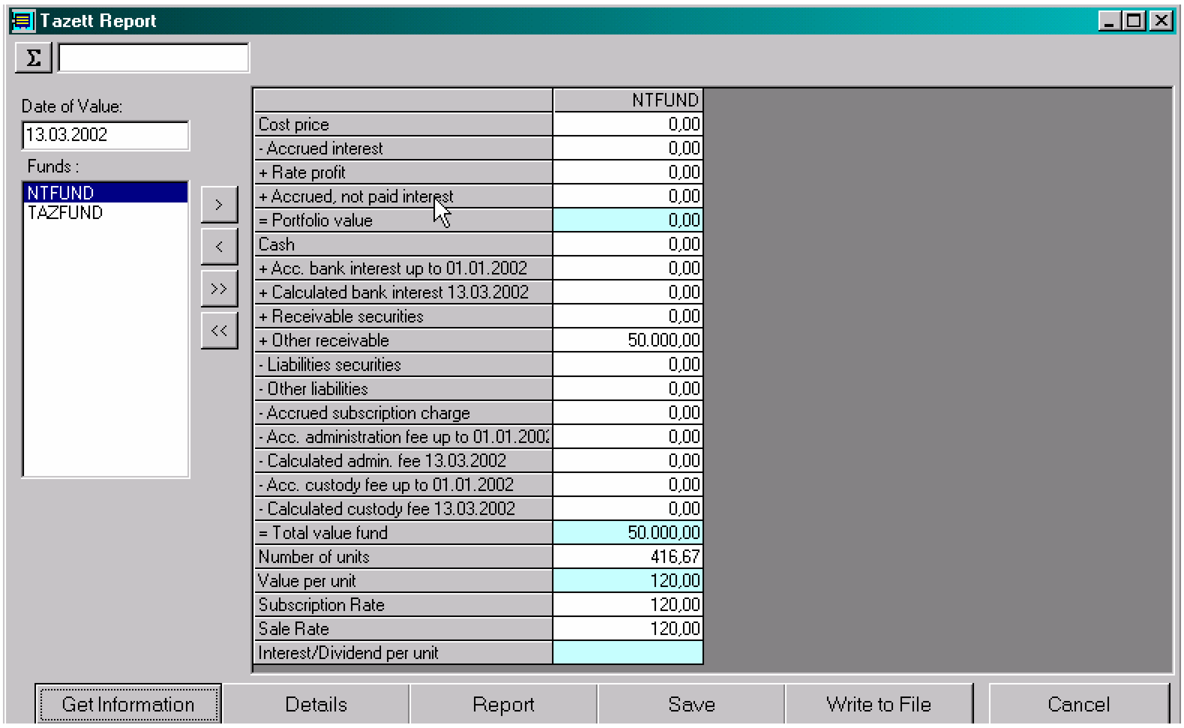
6) Now every thing should be ready to register the purchase and redemption of units in Tazett Fund.

When purchase of units in Tazett Fund have been registered, money will automatically be credited to the Investment Account for the fund, and correspondingly money will be withdrawn from the account if anyone redeems units.

At the end of the day the value of the fund is calculated and is saved in the history database.

Calculate Day’s Value of the Fund

1st January all accumulated values are reset to zero.
I.e. interest on account, subscription fee, administration fee and management fee.
If you do not want to capitalize these fees you must record them as a Fund Transaction with Deal Date before the end of the year and Settlement Date after the New Year.



In this window the value of the fund is calculated on the selected day. Click on the fund you want to calculate and then click on the Get Information button.
If you don’t want to calculate for the present day’s date, enter a new date in the Date of Value field.

The values of the various fields are as follows:

Cost Price

Cost price of all securities that are owned by the fund at the value date for calculation.
Included accrued interest for bonds.

-Accrued interest
Deduct accrued interest for bonds.

+Rate profit
Rate profit on securities that are owned by the fund at the value date for calculation

+Accrued, not paid interest
Accrued interest on bonds

=Portfolio value
Sum total of the above.

Cash
Balance on all accounts that are owned by the fund on the value date for calculation.
Accounts for currency that vary from the one set as the system's main currency will be converted to the main currency rate fetched from history for the end date for calculation.

+Acc.Bank interest up to
Total interest on all accounts the fund own as at the previous calculation of the fund's value. Previously calculated interest will be saved in a table in the relevant account's currency.

Example
Main currency for the fund is NOK.

Date	Currency	Amount
15th Jan. 2002	EUR	15,00

If I make a calculation on 16th January with a rate of EUR 8,0 I will obtain interest hitherto of 120,00 from this transaction.

If I make a calculation on 17th January with a rate of EUR 7,8 I will obtain interest hitherto of 117,00 from this transaction.

In order to reduce interest hitherto calculated, a Fund Transaction type B (Bank Interest) must be recorded.

+Calculated bank interest dd
Interest on all accounts owned by the fund from the previous calculation to value date for calculation. The relevant calculation days from the last calculation will be recorded as a transaction per day in the Daily Interest table. Refer to the point above.

+Receivable securities
Settlement for sold, not paid for securities.
When calculating back in time transactions with the Deal Date before the calculation date and Settlement Date after the calculation date will also be included here even though they are recorded as paid.

+Other receivable
Amount registered as not paid assets in Tazett Fund, Fund Transactions window.
When calculating back in time transactions with the Deal Date before the calculation date and Settlement Date after the calculation date will also be included here even though they are recorded as paid.

-Liabilities securities
Settlement for bought, not paid securities.
When calculating back in time transactions with the Deal Date before the calculation date and Settlement Date after the calculation date will also be included here even though they are recorded as paid.

-Other receivable
Amount registered as not paid liabilities in Tazett Fund, Fund Transactions window.
When calculating back in time transactions with the Deal Date before the calculation date and Settlement Date after the calculation date will also be included here even though they are recorded as paid.

-Accrued subscription charge

The sum of fees upon subscription to fund units, not paid.
Here Fund Transactions of type S (Dealer Fee) and M (Management Fee) will reduce the fee.

-Acc. administration fee up to
Calculated administration fee as at the previous calculation of the fund's value. The values are fetched from the Daily Fee table where there is one transaction per day. To reduce the hitherto calculated you must record a Fund Transaction type A (Administration Fee).

-Calculated admin. fee dd
Calculated administration fee from the previous calculation to the value date for calculation. Every day since the last calculation a transaction will be recorded as a transaction in the Daily Fee table.

-Acc. custody fee up to
Calculated custody fee as at the previous calculation of the fund's value. The values are fetched from the Daily Fee table where a transaction is recorded per day. To reduce the hitherto calculated you must record a Fund Transaction type C (Custody Fee).

-Calculated Custody. fee dd
Calculated custody fee from the previous calculation to the value date for calculation. Each day from the last calculation will be added in as a transaction in the Daily Fee table.

= Total value fund
Total sum of the above.

Number of units
Number of units in the fund on the calculation date.

Value per unit
Total value fund / Number of units.

Subscription Rate
Value per unit + fee %

Sale Rate
Value per unit – fee %

Interest/Dividend per unit
Dividend = Sum of dividends from Stocks+Sum of which dividend at subscription - Sum of which dividend at redemption + fund trans for transfer of dividend – Distributed dividend fund trans
Interest = Net interest income + Interest from bank deposit + Of which interest at subscription – Of which interest at redemptions – Distributed interest for the year (31.12) – Management fee - Other costs + Realized profits – Realized losses
Interest/Number of Units or any Dividend/Number of Units

Get Information
Brings up all information from the various modules into the table and calculates fees, etc. This is the basis for the rate.

Details
Displays the collected portfolio value on the selected date.

Report
Shows the details behind the figures as well as the day's subscriptions and redemptions.

Save
Saves the new rate as well as the values in the table for hitherto accumulated administration fees, custody fees and bank interest.

Write to file
Writes the values to a file. The new calculation day will be added to the file. If you first make a calculation written to file, and then make a correction, which you also write to file, then both calculation bases can be read from the file.
The file is added to the...\Tazett\Fund\ folder and has the name report.txt.

Formulae for Calculating Fees.

The fee is calculated in a loop from the previous calculation day to this calculation day.

Total value of fund is calculated based on all other known figures.

Day's fee = (Total Value fund * Fee percent / 100) / 365 * 1(day)
Total Value fund = Total Value fund – Day's fees
...Next day
....
All the daily calculations will be saved in the Daily Fee table.
Administration fee with Fee Code = 'A' and custody fee with Fee Code = 'CU', a record for each day and every Fee Code.

This method is 100% correct if you choose to calculate the value of the fund every day. If you have intervals between the calculations you can produce a deviation if you choose to calculate one of the days in-between at a later date.

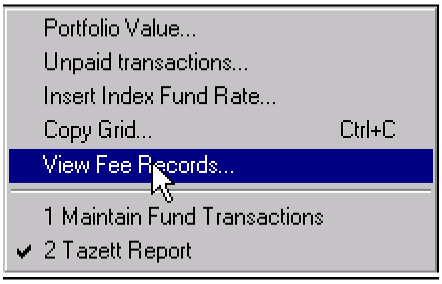
E.g.
Administration fee = 1%
Calculation day = 1st February
Previous calculation day = 15th January
Total value for the fund 1st February = 1.000.000,-. All fees from 15th January to 1st February will be calculated based on the value 1st February which is 1.000.000,-.
16th January will then give me a fee of:
27,40 = (1.000.000 * 1/ 100) / 365 * 1(day)

I return and calculate the value on 16th January.
Total value for the fund 16th January was 1.200.000,-
This gives me a fee of:
32,88 = (1.200.000 * 1/ 100) / 365 * 1(day)

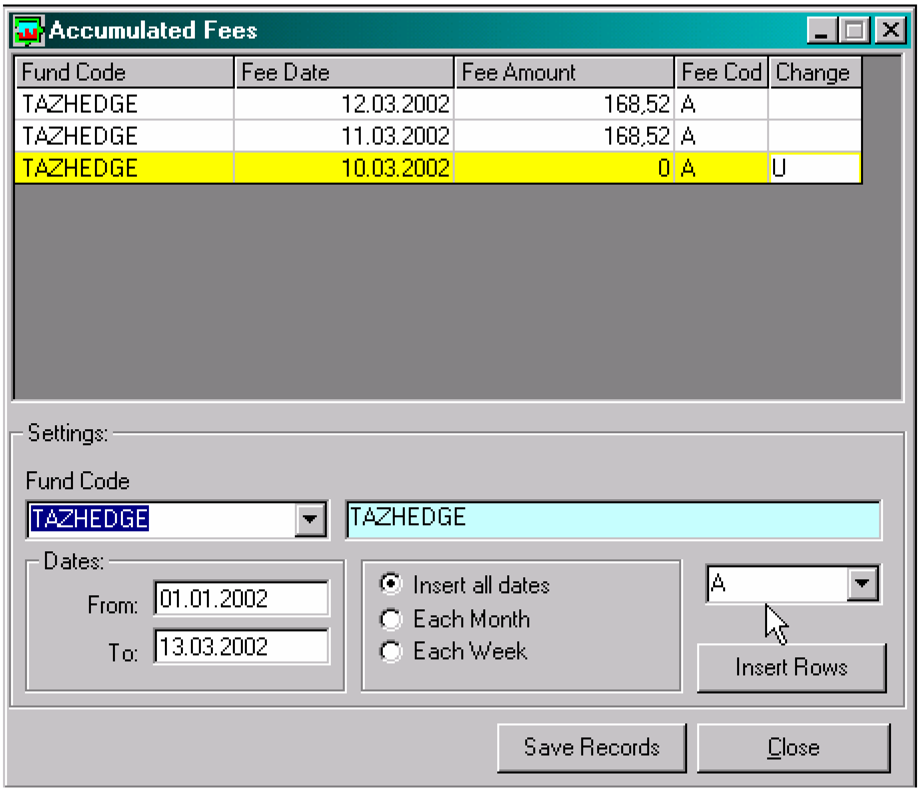
This shows that when calculating with an interval between I can obtain a deviation in relation to when I calculate the value each day.

Click with the right hand button on the table and select View Fee Records.

Correcting Accumulated Fees.



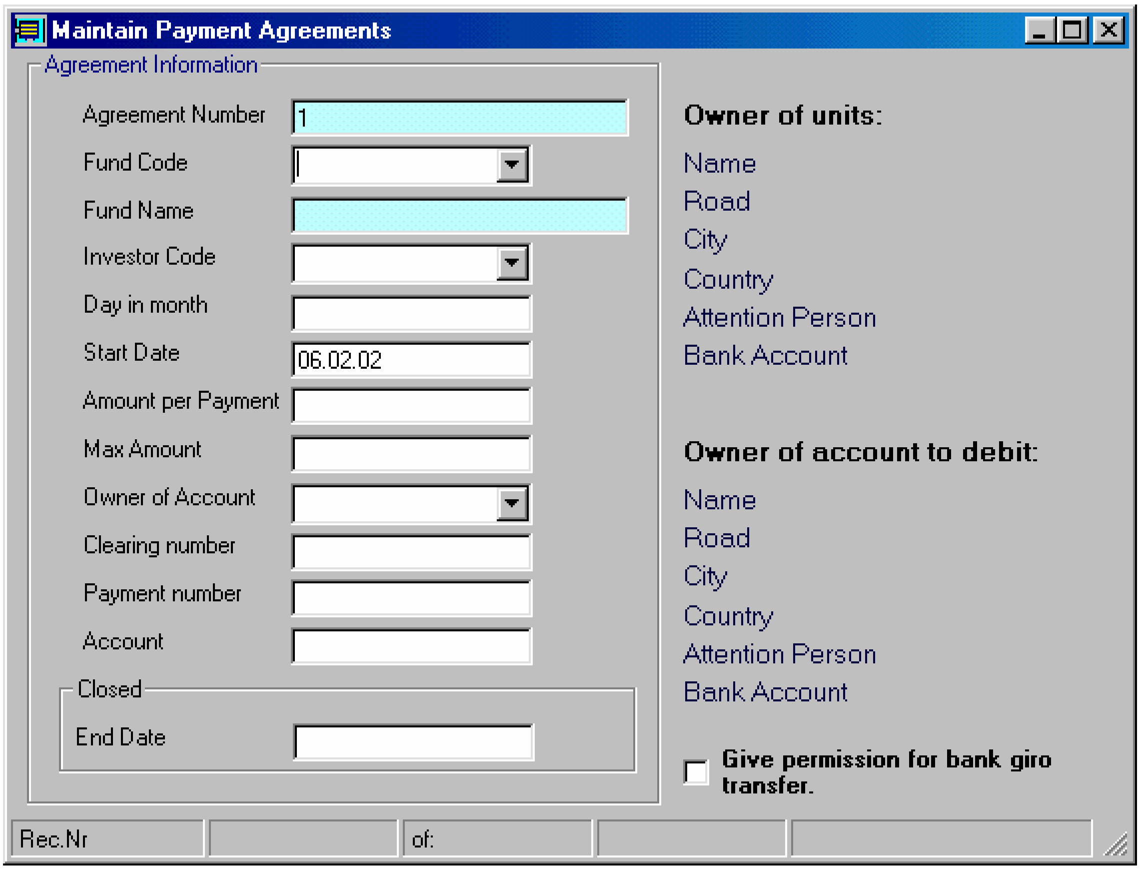
You will then enter this window:



Here it is possible to add records by selecting a particular period and then click on the Insert Rows button.
In the list box to the left you can choose between A – administration Fee, C – Custody Fee and I – Bank Interest.
If you want to edit any of the records you can alter these directly in the table, the row will then turn yellow and be marked with a U for User Input. To save the changes you must click on the Save Records button.

Make Savings Agreements

Select file, open, Payment Agreements and you enter this window:



If you want to add an agreement, which will only be a one-time payment, but you want to generate a payment file and check the transaction against the payment file, then you do not enter a value in Day in the month field.

Agreement Number

Automatic allocation of transaction number. The user chooses the number series.

Fund Code

The short code for the fund into which you want to put the savings.

Fund Name
The name of the fund that has been selected in the Fund Code field is fetched automatically from Service.

Investor Code
The short code for the investor who is going to save in the fund.

Day in month
The day of the month when the amount is to be withdrawn from the account and the units allocated.

Start Date
The first date from when the savings agreement applies.

Amount per Payment
Fixed savings amount.

Max Amount
Maximum amount the fund is allowed to withdraw from the account.

Owner of Account
Here you register the person who is to pay for the units, usually the same person as the investor entered further up. If for example the parents want to save for their children then the Investor and Owner of Account can be two different people.

Clearing number
Number allocated by BGC in Sweden, when direct debiting from the account.

Payment number
Number allocated by BGC in Sweden, when direct debiting from the account.

Account
The account from which the amount is to be withdrawn.

Closed
Date if there is a closed agreement.

Give permission for bank giro transfer
In the case of first time saving, the account must be opened for direct debit if it goes via BGC in Sweden. If you put a cross here a file will be created which is sent to open an account for direct debit.

Generate Transactions Based on Savings Agreements.

Select File, Open, Generate Deals from Agreements… in the menu. You then enter this window:

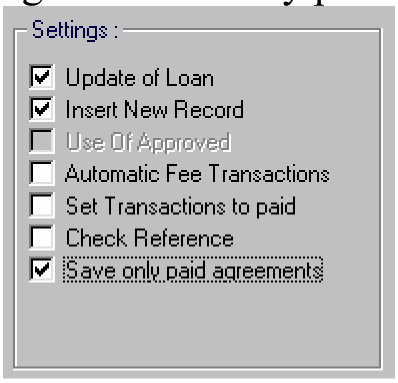
Fund	Investor	Dealer	Deal Date	Units	cked Units	Rate	Amount	Cost	Curr.Rate	ler Charge	nt Charge	d Charge	Paid
AKSJE1	ABU		01.01.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.02.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.03.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.04.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.05.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.06.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.07.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.08.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.09.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.10.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	
AKSJE1	ABU		01.11.00	0,3037	0	4842,97	1500	29,19	1	0	0	29,19	

Click on the Update Table button then all savings agreements that are to be entered into since the last updated date will appear in the table.

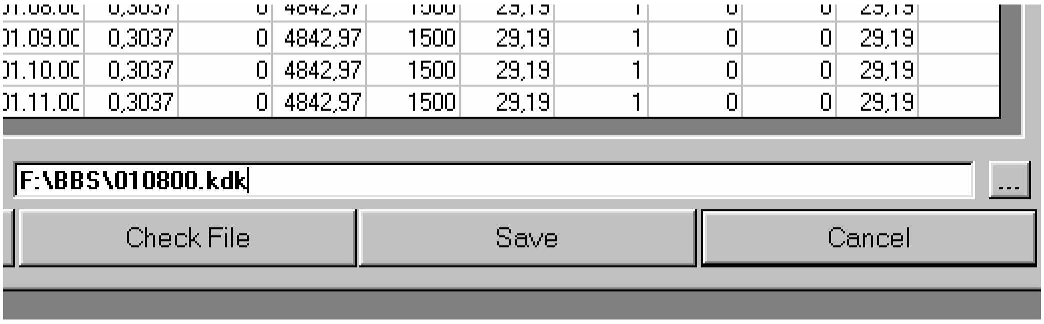
If the agreements are as you want them with regard to fees, etc. Then you just need to click on the Save button.

Check Agreements against File from The Payment Center

You open the window as above, but in order to activate the Check File button you must go into Options, General Setup and put a tick against Save only paid agreements.



Select the file that contains the payment information in the field below the table.



Click on the Check File button. Then agreements that are paid will be shown with a cross in the column farthest to the right. Click on the Save button. Only agreements that are marked with a cross to paid will be generated by the system.

You yourself also have the possibility to cross off in the column by clicking on the paid column in the right row.

Create File to the Payment Center

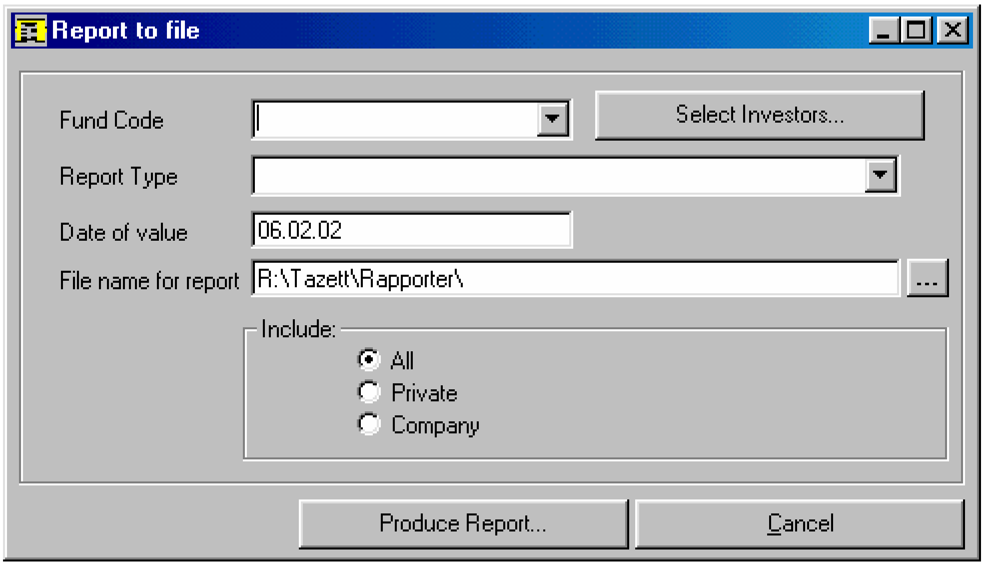
Select File, Open, Generate Deals from Agreements… in the menu. You will then come into this window:

Select to and from date as well as the fund for which you want to make deals.

Specify what you want the file to be called and where it is to be saved. Then click on the Write transactions to file button. You will now have a file that can be sent to the payment center.

Report to File

Select Reports, Report to file… from the menu. You will come into this window.



Here you first select the fund for which the report is to apply, the date that is the end date for the report (as a rule 31.12 or the end of a quarter) in the Date of value field. To finish off you select what you want to call the file.

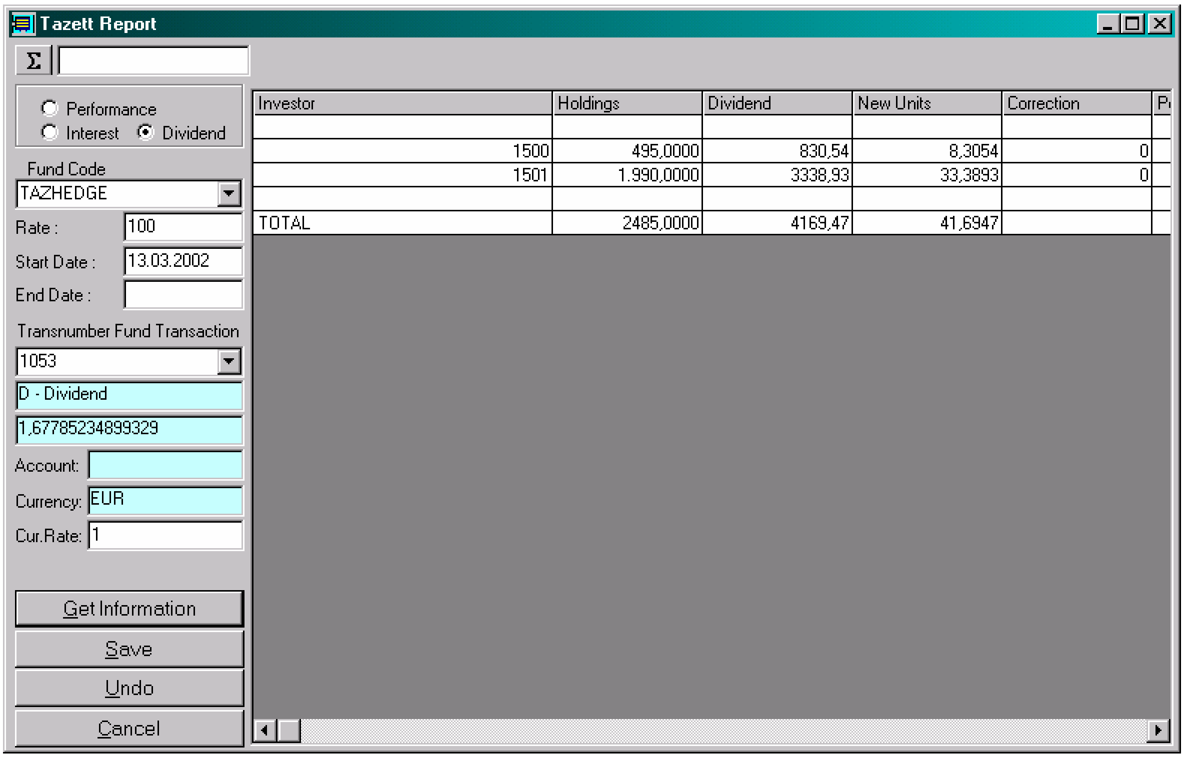
The reports you can write to file are pre-defined and are selected in the Report Type field.

Correction of Deposited Returns in Norway.

During the generating process a correction file is also created.
This file contains exactly the same information but with the opposite sign.
When correcting carry out the following:
1) Make a copy of the file that was created after the last run. It is located in the ...\Tazett\Fund\ folder and is called [the fund's Short Code].cor for balance returns and for [the fund's Short Code].co2 for realization returns.
2) Generates a new file and sends it together with the correction file.

Reinvesting Dividends / Interest Payments

Select File, Open, Estimate Performance/Dividend/Interest. You then come into this window:



Enter first the deposit in Fund Transactions with type I or D. The payment is to be entered as a negative figure.

Then go into the window above to reinvest.

First select the type of payment and the fund.
Then select the Trans number Fund Transaction from the option box. Select the trans number from the transaction that is to be reinvested.
When you have selected the trans number the blue fields will be given a value.

In this window you can override the rate that the system suggests. You can also override the date. However the date should be the same as the payment date because it is the number of units that each unit owner owned at the point in time when payment was made that needs to be the basis for the reinvestment.

In the %Reinvest field there will be 100% that will be reinvested if you have not put in a value. If you want to keep back parts of the dividend for tax, then you enter the amount of the dividend that you want to reinvest in the field e.g. 70.

Click on the Get Information button to get the system to generate the number of transactions that are to be reinvested. If there are certain unit owners who want the money paid out you enter this in maintain Addresses in Tazett Service.

Check the list that is generated. If the way the units are allocated are as you want them, then click on the Save button.

How Can I Find the Individual Client's Balance Quickest?

Select client in the Investor field and click on the Investor name to the right.
Hold the mouse button down and an information field will appear to the right.

Report Description

Fund Information
List of all fixed data funds.

Balances
List of what each individual unit owner has in terms of value in the individual fund. The sum line for each investor is default.

Transaction List
List of all purchases and sales for each individual unit owner in the selected period. The sum line for each investor is default.

Transaction List per Fund
List of all purchases and sales for each individual fund in the selected period. The sum line for each fund is default.

Bought Transactions
List of all purchases for each individual unit owner in the selected period. The sum line for each investor is default.

Sold Transactions
List of all sales for each individual unit owner in the selected period. The sum line for each investor is default.

Dealer List
List of all subscription points and accompanying fixed data.

Dividend per Investor
List of how much of the dividend is to be paid for each unit owner.
NB! Includes only Fund Transactions that are set to Include.

Interest per Investor
List of how much is to be paid out to each unit owner in interest.
NB! Includes only Fund Transactions that are set to Include.

Fee per Investor

Shows all calculated fees as a line per day per investor.
This is a report that requires a lot of time.
In order to bring in fees from other modules, you select File, Open, Tools and go the IFA page. There it is possible to generate transactions to the Daily Fee table from other modules.

Daily Fee

Shows calculated fees day by day.

Realized Profit

Realized profit at sale. List per investor. Sum line per investor.
Shows a line per purchase from which sales have been made.

Mirror Booking

In the case of changes being made a transaction is generated prior to the alteration and a transaction is generated after the alteration in the Mirror Booking table.
In the case of deletions a transaction is generated.
This report shows all changes and deletions that have been generated.
NB! Assumes that Mirror Booking has been selected in User Setup.

Report to file…

Generates files to the authorities according to specifications. This is described in more detail in a separate chapter.