February 22, 2008

Fast-Class File

Client Data System

Volume 130: Investment Report Disclaimers

To create a new Investment Report Disclaimer:

- Open a contact record.
- Select **Reports** in the **Main Menu**.
- Select Investment Reports.
- Select a report in the Investment Report Setup summary.
- Click the **Modify Record** button.
- Select the **Disclaimer** tab in the **Investment Report Setup** window.

Investment Report Setup - Asset Allocation - Asset Allocation										
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Disclaimer Print On Every P General Disclaimer	age									
TWR Disclaimer										
Add	Mod Delete									
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Figure 1: The Disclaimer tab of the Investment Report Setup window.

- Click the **Add** button.
- Type the new disclaimer in the **Editor** window.

Editor		
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		Cancel
		Spell
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Name		
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Figure 2: The Editor window for investment report disclaimers.

- Give the new disclaimer a name in the Name field.
- Use the **Spell** button to check spelling.
- Click **OK** to save the new disclaimer.

To modify an existing Investment Report Disclaimer:

- Open a contact record.
- Select **Reports** in the **Main Menu**.
- Select Investment Reports.
- Select a report in the Investment Report Setup summary window.
- Click the **Modify Record** button.
- Select the **Disclaimer** tab in the **Investment Report Setup** window.
- Select the disclaimer to be modified in the **Disclaimer** section with a left-click.
- Click the **Mod** button.
- Edit the disclaimer in the Editor window.

Editor 🛛 🔀										
This report has been prepared from data believed reliable, but no representation is made to its accuracy or completeness. Assets for which there is no readilyidentifiable markets or current values are based on the advisor's and/or client's valuation of the assets.] * The rate of return on this report is time-weighted and geometrically linked on a monthly basis using the Modified Dietz Method. Monthly valuations and returns are calculated based on the assumptions that all transactions and prices are accurate. Position/Asset Class with performance less than a year is not annualized. In lieu, cumulative returns are printed. For position/asset class with performance greater than a year but not held for the entire user-specified date, the return is annualized from inception of the position/asset class. Otherwise, returns	OK Cancel Spell Help									
Name TWR Disclaimer										

Figure 3: The Editor window opened with Mod button to edit existing disclaimer.



- Use the Spell button to check spelling.
- Click **OK** to save disclaimer modifications.

Note: Selected disclaimers will be added automatically to selected Investment reports. Disclaimers modified or added using the **Investment Report Setup** summary will also be available for Investment Transaction reports. To modify or add disclaimers using the **Investment Transaction Report Setup** summary, select **Investment Transaction Reports** in the reports menu and follow the same process as defined above.

To change disclaimer selection for an Investment or Investment Transaction report :

- Open a contact record.
- Select Reports in the Main Menu.
- Select Investment Reports or Investment Transaction Reports.
- Select a report in the Investment Report Setup summary or Investment
- Transaction Reports Setup summary.
- Click the Modify Record button.
- Select the **Disclaimer** tab in the **Investment Report Setup** window.
- Select a disclaimer in the **Disclaimer** section with a left-click and click **OK**.
- The selected disclaimer will be added automatically when running an Investment

or Investment Transaction report.

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Figure 4: Print preview of Asset Allocation report with TWR Disclaimer in view.