

PortMan

The affordable Schedule D software

Following are a list of changes, upgrades and year end procedures to finish your 2009 investment data using PortMan. You will need to download the newest version of the program from our web site to implement the changes and transfer your data to your annual statement software. Included at the back of this document is a new copy of the monthly procedures. We strongly encourage you to follow these procedures on a monthly basis. Years of experience has taught us that errors are greatly minimized by following the steps. Also included at the back are our new phone numbers, address and email addresses just in case you are still using the old.

Do Not run Month End or Year End until all data is in the statement software and it is verified and approved.

Please read the changes section carefully so you can comply with the new requirements. Not all changes will apply to everyone.

Changes affecting Filing Requirements

There is only one export file that will be created for all annual statement vendors. The export file is named Schd.txt and it will reside in the Export folder defined on the utility screen.

Any non agency Mortgage/Asset backed securities (Industrial and Miscellaneous class 33,34,35,36,37) will need to have a Collateral Type listed that will be reported in the electronic file, but will not be printed on the Schedule D Part 1 page. You are required by the NAIC to provide this information. A new field is listed on the Bond, MBS and CMO input screens that will provide a pick list of choices to facilitate this new requirement.

There is a new field on the input screens for securities that are denominated in foreign currency. If your security is denominated in a foreign currency you will have to designate as such. The field name is Currency Denomination and it is located on the top of Page 1 of the input screen.

There are two new fields on the input screens that will allow you to designate the pricing service if you use different pricing sources for individual securities. The first field is named Pricing Method. If you fill this field with a value then a field named Pricing Source will display to accept input. If you are using the NAIC SVO for all securities enter NAIC SVO in the Default Pricing Service field on the Utility screen. If you get your prices from your bank statement put in something like Custodial Statement in Default Pricing Service field on the Utility screen. If you enter one of these values on the utility screen you do not have to put anything in the individual security input screen.

2009 Year End Procedures

- **Utility Settings**
Open the Utility Screen, Main Menu; Utility and verify the following:
Default pricing method and Source: Setting these values on this screen will eliminate the need to set them on each and every security
 - **Pricing Method** – This will most likely be set to **c** or **e**. In any case, this value should reflect how your securities are priced. You can double click to select one of the 5 choices.
 - **Pricing Source** – If Pricing Method has been set to **a**, **b**, or **c**, then you will need enter a value into this field, Double-Click the field to get choices
 - **BackUp Directory & Export Directory** – Verify that these folders point to a valid path.
 - **Close the Utility screen**
- **Backup your database.** – From the Main Menu, Choose FILE, Backup-Compressed.
 - Select “ALL Files” and click Begin Backup.
- **Process December** as any other month, but **do not** run Month End or Year End.
- **Print the Pricing Report** on the print menu to get a source document for NAIC prices and designations.
- **Input the Prices** and designations into PortMan by clicking on MKT from PortMan’s main menu. Type 12/31/09 when asked for the pricing date. Please remember that all Bond, CMO, MBS and ST securities must have their NAIC Designation begin with a number between 1 & 6. Preferred Stock (PS) securities must have a number between 1 & 6 in either the second or third position of their NAIC designation.
- **Run the Book Value Adjustments** procedure on the Programs menu. This procedure will adjust the book value on any appropriate securities based on their NAIC designations.
- This would be a good time to print the **Write down report**. You can then decide if you are going to write any securities down. If you do decide to write down securities you achieve this by editing the security from the Change, Edit a security pick list, clicking edit, then choosing Write Down from the Page 1 menu.
- **PRINT REPORTS**
On the Print menu
 - Print the Working Schedule D parts 1 through 5 to get your final numbers. (Spreadsheets of Schedules Part 1 through 5, and a holdings spreadsheet will automatically be created for future use by the Year End program. These files are named **12312009P1.xls**, **12312009P2S1.xls** ... and **12312009Holdings.xls** and are stored in the PortMan data folder for each company.)
 - Print the Part 1A reports on the print menu. These reports will be used to input the Maturity and Quality and Maturity distributions.
 - Print the Summary Investment Schedule report. (These two reports ask if you also want to receive the data in spreadsheet format.)
 - Print Summary by Country report.
 - Print the Issuer report and the NAIC Desig Percent report. These are used in the supplemental section.
 - Print the Twelve Month Loss report to display any securities that have been in an unrealized loss position for all pricing points in the previous 12 months.

- After all data is approved and in the statement software run **Year-End**, then Month-End, in that order, to get ready for January 2010 processing. If, for any reason, the Year-End generates an error message **DO NOT** run it again. Please call us!

Talk to you soon,

Jerry

Program Enhancements of Note

The 2010 version of PortMan will allow you to make a compressed backup and send the data to us over the internet. This will be achieved by choosing Backup – Compressed from the File choice of the Main Menu. A pop-up will be displayed and gives you the ability to choose a normal backup (all the main data files) as well as others that you can specify. This will create a zipped file stored in your Backup folder. If you click on the Transfer to Support field the file will be sent to us behind the scenes.

You now have the ability to change default printers without leaving the system and changing the printer with the Windows default printer section.

The Data directory (folder), the export directory and the backup directory are displayed on the main menu.

The Export directory and the Backup directory can now be chosen on the Utility menu by clicking on the button with three dots next to the field. You can browse and choose the desired folder and the value flows through to the field.

The Income Screen and the Change, Edit a Security pick lists can now be filtered by Portfolio.

You can now post interest/dividends to securities that have been fully disposed. You click on the Show Fully Disposed field on the income screen to show fully disposed securities.

CUSIP number changes are now processed from the UTILITY MENU. The new process allows for more flexibility in changing CUSIP's.

Market Pricing screen now allows for the import of prices and NAIC Designations from a TAB-delimited spreadsheet. See the manual for more info (HELP; Portman Manual)

By using the Help menu you can now check to see if you have the most current version of PortMan.

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Monthly System Workflow

Processing the steps below in the order given will help ensure accurate and successful data entry.

1) VERIFY

- a) Prior to entering data for the month verify that Month-end processing has been completed for the prior month. You can do this by clicking Utilities, Utility Screen which will display the Utility Settings window. The transactions you intend to enter should be dated within the month displayed in the **CurrentMonth** field. If that is the case then proceed to step 2. Otherwise, If you find that the CurrentMonth is for the month prior to your intended transactions, you will need to skip to step 6 or step 7 as needed and complete the prior month before starting the new month.

2) PROCESS PURCHASES

- a) **Add** Purchases and Acquisitions
- b) **Pre-Post** acquisition transactions to verify accuracy. Check off Pre-Post report and statement.
- c) **Post** acquisition transactions

3) PROCESS INCOME

- a) **Enter** interest, dividend, and principal reduction transactions using Transactions, Income.
- b) **Pre-Post** income transactions to verify accuracy. Check off Pre-Post report and statement.
- c) **Post** Income Transactions

4) PROCESS DISPOSALS

- a) **Enter** Sales, Maturities and Calls using Transactions, Calls, Maturities, Sales.
- b) **Pre-Post** disposal transactions to verify accuracy. Check off Pre-Post report and statement.
- c) **Post** disposal transactions

5) VERIFY

- a) **Print** Portfolio Report
 - i) compare to Custodial Statements. Par and Shares need to match.
- b) **Run**
 - i) Accrual
 - ii) **Amortization**
 - (1) **Verify** Pre-Post report
 - iii) **Post Transactions**
- c) **Price Portfolio** – If Desired
 - i) If priced, **Run Book Value Adjustment**

6) Print Reports

- a) Reconciliation
- b) GL Summary
- c) GL Detail
- d) Working Schedule D
- e) Others as desired

7) Month-End

- a) **Run Month-End** before starting a new month

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Dear Customers,

We are pleased to announce that the offices of Accurate Business Systems will be relocating during the week of August 17th 2009. We expect the move to be short and painless with little or no interruption in support services. The move to the new office space will allow Accurate Business Systems to better serve and support our growing customer base.

What this means for you:

For Support:

Effective September 1, 2009

The primary **SUPPORT** telephone number will be changed to:

502-209-6034

The **FAX** telephone number will be changed to:

502-209-6039

For EMAIL Correspondence:

The correct email addresses for Accurate Business Systems are:

outsourcing@portman-win.com	For outsourcing documents and correspondence
support@portman-win.com	For general support questions
jerry@portman-win.com	Jerry's email
donnie@portman-win.com	Donnie's email
tom@portman-win.com	Tom's email
jeff@portman-win.com	Jeff's email

The following email accounts will no longer be used for business purposes

absjerry@cs.com
dbrownabs@aol.com
tbrownabs@aol.com

For Correspondence:

The mailing address is

*Accurate Business Systems
P O Box 5116
Frankfort, KY 40602-5116*

For Shipments/Packages:

The physical address will be

*Accurate Business Systems
1003 East Main Street
Frankfort, KY 40601*

Please be advised that the existing support number (502-226-2077) and FAX number (502-226-2079) will call forward to the new numbers for approximately 3 months. After which they will play a message indicating the new number.

Accurate Business Systems Inc.

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