PERTRAC P-Card P-Card Generator User Manual Version 1.6



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Introduction to P-Card Generator

Overview

The core function of P-Card Generator is to provide the user with a generic publishing framework for both qualitative and quantitative data. P-Card Generator has been created to give users maximum flexibility in both what they choose to publish as well as who should receive the data. In terms of the data itself, PerTrac has consulted with many leading hedge funds and investors in hedge funds to define an appropriate data structure and set of data fields. These fields encapsulate portfolio attributes, risk data, performance data, and various aspects of a fund and the fund management company. The data template is dynamic and will evolve in line with customer feedback. All of the data that is delivered via P-Card Generator is produced as encrypted xml.

Download and Installation

The P-Card Generator installer file can be downloaded for free from the PerTrac P-Card website, <u>www.pertrac-pcard.com</u>. The steps for downloading the software are:

- 1. Log into the PerTrac P-Card website using an existing user name and password. If a user does not have a user name and password, they will need to create one after submitting a fund for registration and creating an online account.
- 2. Click on either **Software** in the left menu or the **Software** tab on the selection box in the middle of the screen.
- 3. Another way to download the software is through the link on the "Welcome to PerTrac P-Card" email which is received after registering for the service. Click on the **Click here to Download** link inside the email.
- 4. The P-Card Generator.exe file can be run directly from the website or saved to the user's computer. It is recommended that users download the *.exe file to their computer and launch the installer from there.
- 5. Locate the P-CardGeneratorSetup.exe file and double-click it to start the installation process.

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			User Name: asmith	Password:	Forgot Password?
P-Card & Register Fund About P-Card FAQs Administration & Compliance & Support &	Welcome to the PerTrac P-Card PerTrac P-Card is a free fund d Card, managers can send selec process the information without The first step to using P-Card is Certificate, and all P-Cards gen PerTrac Analytical Platform and P-Card Generator software, wh If you have any questions about Thank you for using PerTrac P-	d Fund Registration website. lata distribution tool from PerTrac, the leading provider of an cted qualitative and quantitative fund data privately, securely it the need for manual data entry. s for you to register your fund to obtain a P-Card Certificate. rerated for your fund, will contain a unique fund-specific PerT d is associated with the correct record in the recipient's data lich can be found by clicking on the Software link. t how to set up, create or send P-Cards, please visit the <u>P-Ca</u> Card.	alytic and workflow tools to the and directly via email to investo This Certificate enables you to racID which ensures that the fu ase. Once you have registered and Support Website or contact	e alternative investment indus ors and prospect, who can the produce valid P-Cards for you und information in a P-Card fi your funds, be sure to downi P-Card Support at <u>support-u</u>	try. With PerTrac P- en automatically ur fund. The P-Card ows properly into the load and install the free s@pertrac.com.
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	Fund Name Management Company		Add Share Cli	Class Currency O	n/Off Shore Delete
© 2008 PerTrac Financial Solu	tions, All Rights Reserved.				Next

Figure 1.1.1: Getting Started with P-Card – Login / Create an Account

Figure 1.2.1: Getting Started with P-Card – Download the P-Card Generator

PERTRAC P-Card	About Us Contact Us
	Logout
P-Card Register Fund About P-Card Account P-Card Account Info P-Card Account Info Administration Account Info Instructions Funds Account Info Compliance Cog Support *	
© 2000 PerTrac Financial Solutions. All Rights Reserved.	

Installing P-Card Generator is a simple step-by-step process guided by a standard installation wizard. The simplest install process is to leave all of the configuration elements at their default settings. In following this approach, the application itself as well as associated database and directory files will be installed on the user's local hard drive.

The database and directory files can both be customized during the installation process, and a user may prefer to install the application on a shared or network drive. The advantage of this configuration approach is that multiple users in an organization will be able to access a single networked installation of the P-Card Generator application or access a single centralized database from several instances of the P-Card Generator installed on various desktops. Security controls can also be configured around this process. *For more information on setting up the P-Card*

Generator database on a network, please see the section on "Setting P-Card Preferences / Database".

The installation process, once completed, will create a desktop shortcut to the application that the user can double-click to launch P-Card Generator.



Launching P-Card Generator

When the P-Card Generator is launched for the first time, the user is greeted by the P-Card Setup Wizard utility. Following the Setup Wizard's step-by-step approach is the easiest way to configure P-Card Generator and start creating P-Cards for one or more funds.

Using the P-Card Generator Setup Wizard

The five-step P-Card Setup Wizard allows the user to set defaults for Getting Funds, Fund Settings, P-Card Layout, Distribution Setup and Login Security. The components of the Setup Wizard are each individually labeled and users can choose to skip from one step to another, via the on-screen tabs, as opposed to going through the wizard in tab order. Users can return to skipped sections at any time. All the functionality within the Setup Wizard is also accessible in other areas of P-Card Generator without going through the Wizard.

The Setup Wizard allows the user to apply the content of a data field to one or more funds at the point of setup. This is helpful when users set up a large number of funds that are going to share a number of similar characteristics, for example, address, service provider, personnel, fund structure. This workflow is a unique aspect of the setup process.

The Setup Wizard process is most useful to a fund manager who is going to maintain several P-Cards with a large number of overlapping common fields and identical layouts. This situation would be expected to be true for funds that follow the same type of strategy but differ by class and currency, as well as for situations in which a fund has a number of feeder products that invest in the same underlying funds but with differing allocations.

Getting Started with the P-Card Setup Wizard

- Launch the P-Card Generator application that was downloaded from the Registration website. (The P-Card Generator can be launched from the directory Program Files / PerTrac Financial Solutions / P-Card Generator or from the shortcut icon on the desktop).
- 2. After launching P-Card Generator, click on **Setup Wizard** in the top ribbon. *First time users will automatically be taken to the Setup Wizard.*
- 3. Read the Welcome to P-Card page and click Next.
- 4. Users will be directed to the Get My Funds section, where they can either download P-Card Certificates for their registered funds from the Internet directly into P-Card Generator or open previously obtained P-Card Certificates currently stored on their computer. To skip the Get My Funds section, click Fund Settings at the top of the window or Skip Step at the bottom. For information on registering funds, see the *PerTrac P-Card Fund Registration User Guide*.



Figure 2.1.1: P-Card Generator Setup Wizard – Welcome

Get My Funds - From the Internet (requires user to be connected to the internet)

- 1. Select the Download Funds from the Internet option. This is the default setting.
- 2. Click Next.
- 3. Login using the registered user name and password. <u>All</u> verified funds for the user will be automatically imported.

Figure 2.2.1: P-Card Generator Setup Wizard – Get My Funds



4. The imported funds will be displayed in the Funds section on the left side of the window in the order they were imported. The certificates will be resorted alphabetically the next time the P-Card Generator is launched.

Note: This process assumes that participating firm's Internet firewalls will permit downloading. If the user is working remotely, away from the office environment, the user will need to assign the correct IP address for the proxy server to acquire one or more funds via the internet.

Get My Funds – From the User's Computer

- 1. Select the Open a P-Card Certificate from a file stored on my computer option.
- 2. Traverse to the location where the user saved the verified P-Card Certificate(s) downloaded from the P-Card registration website.
- 3. Select the appropriate P-Card Certificate(s).
- 4. Click Import.

The imported funds will be displayed in the Funds section on the left side of the window in the order they were imported. The certificates will be resorted alphabetically the next time the P-Card Generator is launched.

Note: P-Card Certificates have been created with a unique description equivalent to the fund name and class as well as their own extension (*.pcc).

Note: Since the P-Card Generator can be configured to support different users, the list of funds menu could consist of funds that will be updated by different individuals.

Fund Settings

These settings determine the performance reporting interval of P-Card fund returns and how an email is automatically populated when the P-Card is generated.

Returns/Performance

Users must first indicate if the information pertains to all funds currently in the Generator or to future funds. If the information pertains to all funds, click the check box above the "Returns/Performance" grid.

For each performance reporting frequency, the user can include:

- 1. <u>Performance Reporting:</u> This is a required field located in the farthest left column of the "Returns/Performance" box. Select the reporting frequency by clicking on the appropriate check box. More than one frequency can be checked. The default setting is to include only monthly.
- <u>Calculate NAV's Automatically</u>: A user has the option of providing their own Net Asset Value figures as part of their performance tables, or having the system auto-calculate these values. If the user chooses the auto-calculation option, a starting NAV will need to be provided.

Note: Month to Date Estimates cannot have its NAV calculated automatically.

- 3. <u>Starting NAV:</u> This value needs to be entered in a specific form to be accepted. The NAV will be expressed in whichever currency was selected for the fund at registration.
- 4. <u>Use Rate of Return Threshold:</u> The user can check this box to turn on an alert for any rate of return (i.e. percent change in NAV) that exceeds a desired threshold (+/-). This user-defined threshold is entered in the next step.
- 5. <u>ROR Warning Threshold +/-:</u> The user enters a number, in percent format, that indicates a rate of return warning threshold. The system will recognize this value and will highlight any returns in the performance table that are higher (if positive) or lower (if negative) than this value. For example, if the user enters a value of .05, it will display as 5% and all returns in the performance table over 5% or below -5% will be highlighted to alert the user that they have exceeded the user's threshold.

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Figure 2.3.1: P-Card Generator Setup Wizard – Default Fund Settings – Returns/Performance

P-Card Email Options

The user can choose to configure their system so that every time a P-Card is generated, a default email is created.

- 1. Check the box beside **Automatic Email Generation**. This will cause an email to be automatically populated when a P-Card is generated. The P-Card will be attached to the email.
- 2. Add a default subject.
- 3. Add a default email message.

After entering the above settings, click **Next** at the bottom of the window.

Figure 2.3.2: P-Card Generator Setup Wizard – Default Fund Settings – P-Card Email Options

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	Default Fu These settings will be Update all existin Performance data (Ra on the frequency of y You can also select to will recalculate your N	nd Settings given to all new funds added to you g Funds with these options ite of Return, NAV, AUM) can be rejour reporting (Daily, Weekly, Month o calculate NAVs automatically given (AVs when this option is caved and	ir software. ported in one of fiv ily, Month to Date I a Staring NAV. N Jeach time perform	e worksheets, depend Estimates, or Quarteri ote: Selecting this op	ding y). tion	~
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Note: If this option is not used, an email will have to be created and the P-Card attached manually in the users email system.

Note: This functionality can also be added without a P-Card certificate being opened by clicking the "Preferences" button on the top ribbon and selecting the "Default Fund Settings" tab. Additionally, with a P-Card Certificate open by 1) by clicking on the "Edit" button on the top ribbon and selecting the "Fund Settings" option, or 2) by clicking the "Settings" link in the upper right corner of the P-Card Generator fund main page.

P-Card Layout

Selecting the Layout

Users can set up default layouts in one of six formats: AIMA P-Card, MFA-P-Card, Basic, Advanced, Custom, and Copy. The data in each layout encompasses various levels of risk and due diligence information. The default layout is "Basic".

Figure 2.4.1: P-Card Generator Setup Wizard – P-Card Layout – Select a Layout



- 1. <u>AIMA P-Card</u>: Uses reporting requirements for submitting information to the Alternative Investment Management Association
 - A. To select the AIMA option, click on the radio button beside **AIMA P-Card** and click **Next** at the bottom of the window.
 - B. Select the field groups in the left column to add to the template. These groups contain information which is required by the AIMA. For a complete list of required fields, see Appendix 2: AIMA Requirements.
 - C. For each field in the right column, add as much detail as desired.
 - D. To move to the next group, click on the group's name in the left column.
 - E. Click **Next** at the bottom of the window.
 - F. Select the funds that the template should be applied to. All funds are selected (checked) by default. Uncheck any funds to which the template should not be applied.
 - G. After all sections are complete, click **Distribution Setup** button at the top of the window or **Next** at the bottom.

- 2. <u>MFA P-Card</u>: Uses reporting requirements for submitting information to the Managed Funds Association
 - A. To select the MFA option, click on the radio button beside **MFA P-Card** and click **Next** at the bottom of the window.
 - B. Select the field groups in the left column to add to the template. These groups contain information which is required by the MFA. For a complete list of required fields, see Appendix 1: MFA Requirements.
 - C. For each field in the right column, add as much detail as desired.
 - D. To move to the next group, click on the group's name in the left column.
 - E. Click **Next** at the bottom of the window.
 - F. Select the funds that the template should be applied to. All funds are selected (checked) by default. Uncheck any funds to which the template should not be applied.
 - G. After all sections are complete, click **Distribution Setup** button at the top of the window or **Next** at the bottom.
- 3. <u>Basic</u>: To add just the basic information to a P-Card template.
 - A. To select the Basic option, click on the radio button beside **Basic P-Card** and click **Next** at the bottom of the window.
 - B. Select the field groups in the left column to add to the template. To remove a group, uncheck the box beside it.
 - C. For each field in the right column, add as much detail as desired.
 - D. To move to the next group, click on the group's name in the left column.
 - E. Click **Next** at the bottom of the window.
 - F. Select the funds that the template should be applied to. All funds are selected (checked) by default. Uncheck any funds to which the template should not be applied.
 - G. After all sections are complete, click **Distribution Setup** button at the top of the window or **Next** at the bottom.
- 4. <u>Advanced</u>: The Advanced layout template follows the same procedures as the Basic template but includes more portfolio attribution data.
 - A. To select the Advanced option, click on the radio button beside **Advanced P-Card** and click **Next** at the bottom of the window.
 - B. Select the field groups in the left column to add to the template. To remove a group, uncheck the box beside it.
 - C. For each field in the right column, add as much detail as desired.
 - D. To move to the next group, click on the group's name in the left column.
 - E. After all sections are complete, click **Distribution Setup** at the top of the window or **Next** at the bottom.
- 5. <u>Custom</u>: To have more flexibility in designing a P-Card, users can design their own custom layout template.
 - A. To select the Custom option, click on the radio button beside **Custom P-Card** and click **Next** at the bottom of the window.
 - B. This option contains five steps, each presented on its own tab. Each step contains a different set of P-Card fields. Within the first step, select the field groups in the left column to add to the template. To remove a group, uncheck the box beside it.
 - C. For each field in the right column, add as much detail as desired.
 - D. To move to the next group, click on the group's name in the left column.
 - E. Click **Next** at the bottom of the window to continue to the next step. Repeat the process until all five steps are complete.

- F. After all steps are complete, click **Distribution Setup** at the top of the window or **Next** at the bottom.
- 6. <u>Copy</u>: A layout template can be created by copying an existing template from another fund.
 - A. To select the Copy option, click on the radio button beside **Copy from Fund** and click **Next** at the bottom of the window.
 - B. Select the fund template to be copied from the pull-down menu at the right of the "Copy From Fund" label and click **Next** at the bottom of the window.
 - C. Select the field groups in the left column to add to the template. To remove a group, uncheck the box beside it.
 - D. For each field in the right column, add as much detail as desired.
 - E. To move to the next group, click on the group's name in the left column.
 - F. Click **Next** at the bottom of the window to continue to the next step. Select which funds you wish to apply the template to. Uncheck any funds to which the template should not be applied.
 - G. After all sections are complete, click **Distribution Setup** at the top of the window or **Next** at the bottom.

Note: P-Card templates can be also be set by clicking the "Edit" button and selecting "P-Card Layout".

After the desired template has been selected or created, fund information can be populated within the Setup Wizard. Once a field is populated, the information can be set as defaults for all of the funds in P-Card Generator or only to selected funds. If users select the default setting, then the data that is populated in that field will be represented in exactly the same way for all of the funds that are registered in P-Card Generator at the time when the default setting is applied.

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Figure 2.4.2: P-Card Generator Setup Wizard – P-Card Layout – Populating Data

The layout and data can be applied to a single fund, a sub set of the funds or all of the funds in the P-Card Generator. This is accomplished by using the check boxes for those funds that a user wishes to share in common field structures and data to that fund being updated. The user will want to use this routine when he has different types of registered funds within P-Card Generator, some of which share common features and some of which do not.

Figure 2.4.3: P-Card Generator Setup Wizard – P-Card Layout – Applying the Data



Distribution Setup

Distribution groups can be set up to create even greater workflow efficiencies by enabling managers to send multiple versions of P-Cards to different recipients. To skip the "Distribution Setup" section, click **Login Security** at the top of the window or **Skip Over** at the bottom.

- There are six default distribution group profiles included in the setup: AIMA P-Card, MFA P-Card, Limited Partners, Prospective Investors, Trusted 3rd Parties, and Watch List Investors. Additional group profiles can be added by the user by clicking **Add Profile** at the top of the window.
 - A. Enter the Distribution Profile Name.
 - B. Enter the P-Card File Name Suffix.
 - C. Click OK.
- 2. For each profile, determine which funds should utilize distribution groups by clicking the appropriate check box.
- 3. For each Group / Fund combination determine which information groups of data are to be sent. Check the box beside a group to include it.
- 4. To see additional details on the group, click + at the left of the name.
- 5. When all desired groups are selected, click **Next** at the bottom of the window.

PerTrac P-Card Generator 3 . 1 Generate P-Card Get My Funds Edit Preferences Setup Wizard Register New Fund Windows Exit Help Funds P-Card Setup Wizard
P-Card Setup Wizard Start Page 🗄 🍏 Abster Derivatives Fund (Class 🗄 🎁 Abster Long / Short Equity Fun Get My Funds > 💭 Fund Settings > 🧾 P-Card Layout > Distribution Setup > Welcome > 22 Login Security > Finis... Distribution Setup Add Profile 💥 Delete Profile Distribution Setup allows you to define multiple versions of your P-Card for the individual data requirements of different customer types. If you check the Fund/Customer Type in the table below an additional P-Card will be generated for this fund; and it will only contain those specific information-groups checked below AIMA P-Card MFA P-Card Limited Partners Prospective Investors Trusted (. Funds to be applied to: 1 Default Fund (applied to ne... T 同 P 1 門 🃁 Abster Long / Short Equity Fund... Abster Derivatives Fund (Class... 4 V V **P-Card File Name Suffix** AIMA MFA LimtPtners Prospects **3rdPartie** Information to include in P-Ca... V Basic Information about the M... Fund Registered Address V V FFI. V V ΕŦ. Fund Management Company + D Fund Key Personnel V Firm Locations V Fund Service Providers V V V Ŧ 🔝 Firm Details 4 0 G Prev Skip Step 😜 Next

Figure 2.5.1: P-Card Generator Setup Wizard – Distribution Setup

Note: Each cluster of information groups has a "Select All" box at the top of the section to make it easier to include information groups.

Note: The MFA and AIMA P-Card profiles cannot be altered due to the specific requirements of the MFA and AIMA.

Note: Distribution groups can be also be set by clicking the "Edit" button and selecting "Distribution Setup".

Login Security

This feature can be added to restrict access to P-Card Generator.

- 1. Add a New User
 - A. Click Add New User.
 - B. Complete the form by providing the requested information and answering the security question.
 - C. Click OK.
- 2. Edit A User
 - A. Select the appropriate user from the list on the right.
 - B. Click Edit User on the left of the user list.
 - C. Update the appropriate information.
 - D. Click OK.
- 3. Delete A User
 - A. Select the user to be deleted from the list on the right.
 - B. A dialog box will appear asking to confirm that the user should be deleted. Click **Yes**, if appropriate. If the user should not be deleted, click **No**.
 - C. A dialog box will appear confirming that the user has been deleted.

After login security has been added or changed, click **Next** at the bottom of the window.

Figure 2.6.1: P-Card Generator Setup Wizard – Login Security

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	Setup a login for
	If you want to use a login/password every time you start the P-Card software you can add user accounts here by clicking on 'Add New User'. Also you can edit/delete the user.
	Login/Password screen will be shown only if there is one or more users available here.
	Users:
	Add New User
_	Edit User
_	Delete User
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Note: Login settings can also be set by clicking **Preferences** in the ribbon at the top of the window and clicking on the **Login Security** tab.

Note: This login security is only provided only to launch the P-Card Generator application and is not related to the username and password used to create the online account setup.

Note: Login security is currently not associated with specific funds but rather with the entire application, so that any user logging in correctly will have access to all funds that are loaded in *P*-Card Generator.

A confirmation window will be displayed indicating that all the information has been updated and saved. Read everything displayed and click **Close**.

Figure 2.7.1: P-Card Generator Setup Wizard – Finished



Setting P-Card Preferences

Users can change the way that various aspects of P-Card Generator work to match their individual preferences. Preferences can be set up for the Database, Login Security, Default Fund Settings and Other Preferences. Each of these sets of preferences appears on its own tab in the Preferences window.

Database

The Database tab has two functions, 1) indicate the location of the database that stores the fund information, and 2) indicate the location of the directory to store the P-Card archives.

P-Card Generator Database

When a user enters data into the P-Card Generator it is stored in a small Microsoft Access database. This database can be changed by the user and multiple databases can be created. The following steps illustrate how to change the P-Card Generator database from the default location to a user-specified location.

- 1. Click on **Preferences** in the ribbon at the top of the window.
- 2. Select the **Database** tab.
- 3. Select a database to store the P-Card data by clicking on the browse icon at the far right of the "P-Card Generator Database" text box and navigating to the appropriate database location.
- 4. A new database can be created by clicking on **Create New Blank Database**.
- 5. Click **OK**.
- 6. Click **OK** again to save the changes.

Figure 3.1.1: Setting Preferences – Database – Select a Database Location

🛃 PerTrac P-Card Generator		Preferençes X
📑 📸 🏹	N N	DataBase A Login Security Default Fund Settings Other Preferences
Generate P-Card Get My Funds Edit	Preferences Se	Select the P-Card generator database to use for storing P-Card data. You can also choose to create a new database.
Funds	Start Page	P-Card Generator Database C:\Documents and Settings\All Users\Documents\P-Card Generator\Data\PCar Data\PCar
Abster Derivatives Fund (Class Abster Long / Short Equity Fun		Create New Blank Database
	Welco	Select the default P-Card Folder. When funds are added a subdirectory will be added to this folder with the fund name. These subdirectories will contain all archived P-Cards for a fund. Note: Changing this directory does not change the P-Card path for a given fund. Changing this will not move or copy your archived P-Cards. It will only have one offset when every finds are added to the D Card for the card the work of the proceeding of the
	This applicati and distributi	Archived D.Cavde Folder CUDocuments and Settings/P.Cavd Demo
	able to forma such as hedg	Alchived Preards Folder Criptocamerics and Socialization and Delino
	👋 P-Card**	
	P-Card [®]	
	P-Card™	
	From the P your P-card	
	iso Edit da P-Card™ inc also import r	
	🗴 Config	
	Dpen a view the P-C	
✓		OK Gancel Apply
		A

Note: P-Card Generator will need to be shut down and re-launched for the database changes to take effect.

Archived P-Cards Folder

When P-Cards are generated two instances of the P-Cared are saved to the user's computer. The first instance saved to the default PerTrac P-Card directory to be used by the P-Card Generator for archiving. The second instance saved to a directory of the user's choosing. The following steps illustrate how to change the Archived P-Cards Folder from the default location to a user-specified location.

- 1. Click on **Preferences** in the ribbon at the top of the window.
- 2. Select the **Database** tab.
- 3. Select a directory to store the P-Cards in by clicking on the browse icon at the right of the "Archived P-Cards Folder" text box and navigating to the appropriate local/network directory location.
- 4. Select a folder location to store the P-Card files by clicking on the browse icon at the far right of the "Archived P-Card Folder" text box and navigating to the appropriate location.
- 5. Click **OK**.
- 6. Click **OK** again to save the changes.

Figure 3.1.2: Setting Preferences – Database – Select an Archive Location

🛃 PerTrac P-Card Genera	tor	_ = ×
	Preferences _ = ×	
Generate P-Card Get My FU	DataBase & Login Security Contact Fund Settings Other Preferences	
Funds	Select the P-Card generator database to use for storing P-Card data. You can also choose to create a new database.	→ X
Short Fu Abster Long / Short Fu	P-Card Generator Database C:\Documents and Settings\All Users\Documents\P-Card Generator\Data\PCar 🝺 😡	n: 1.6 📰 📕
	Create New Blank Database	
	Select the default P-Card folder. When funds are added a subdirectory will be added to this folder with the fund name. These subdirectories will contain all archived P-Cards for a fund. Note: Changing this directory does not change the P-Card path for a given fund. Changing this will not move or copy your archived P-Cards. It will only have an effect when new funds are added; their P-Card folders will be created here.	gers to create (s, you will be
	Archived P-Cards Folder C:\Documents and Settings\P-Card Demo	rd parties
		to edit data on
		contained on the
		window you can
		email options,
		Double Click to
	OK Gancel Apply	

Note: PerTrac recommends keeping the default settings for both the database and P-Card folder locations.

Login Security

This feature can be used to restrict access to P-Card Generator.

- 1. Add New User
 - A. Click Add New User.
 - B. Complete the form by providing the requested information and answering the security question.
 - C. Click OK.
- 2. Edit User
 - A. Select the appropriate user from the list on the right.
 - B. Click Edit User on the left of the user list.
 - C. Update the appropriate information.
 - D. Click OK.
- 3. Delete User
 - A. Select the user to be deleted from the list on the right.
 - B. A dialog box will appear asking to confirm that the user should be deleted. Click **Yes**, if appropriate. If the user should not be deleted, click **No**.
 - C. A dialog box will appear confirming that the user has been deleted.

Figure 3.2.1: Setting Preferences – Login Security



Note: Login settings can also be set by clicking **Setup Wizard** in the ribbon at the top of the window and then clicking **Login Security**.

Note: This login security is only provided only to launch the P-Card Generator application and is not related to the username and password used to create the online fund registration account.

Note: Login security is currently not associated with specific funds but rather with the entire application, so that any user logging in correctly will have access to all funds that are loaded in *P*-Card Generator.

Default Fund Settings

These settings determine the returns interval a P-Card displays and whether the P-Card is automatically attached to an email message when generated.

Users must first indicate if the information pertains to all funds currently in the Generator or to future funds. If the information pertains to all funds, click the check box above the "Returns/Performance" Grid.

Returns/Performance

For each performance period type, the user must include:

- 1. <u>Performance Reporting</u>: This is a required field located in the farthest left column of the "Returns/Performance" box. Select the reporting frequency by clicking on the appropriate check box. More than one frequency can be checked. The default setting is to include only monthly.
- 2. <u>Calculate NAV's Automatically:</u> A user has the option of providing their own Net Asset Value figures as part of their performance tables, or having the system auto-calculate these values. If the user chooses the auto-calculation option, a starting NAV will need to be provided.
- 3. <u>Starting NAV</u>: This value needs to be entered in a specific form to be accepted. The NAV will be expressed in whichever currency was selected for the fund at registration.
- 4. <u>Use Rate of Return Threshold:</u> The user can check this box to turn on an alert for any rate of return (i.e. percent change in NAV) that exceeds a desired threshold (+/-). This user-defined threshold is entered in the next step.
- 5. <u>ROR Warning Threshold +/-:</u> The user enters a number, in percent format, that indicates a rate of return warning threshold. The system will recognize this value and will highlight any returns in the performance table that are higher (if positive) or lower (if negative) than this value. For example, if the user enters a value of .05, it will display as 5% and all returns in the performance table over 5% or below -5% will be highlighted to alert the user that they have exceeded the user's threshold.

P-Card Email Options

If the user wishes to setup a default email template, they can do so at the bottom of the Default Fund Settings tab.

- Check the box beside Automatic Email Generation. This will cause an email to be automatically created when a P-Card is generated. The P-Card will be attached to the email.
- 2. Add a default subject.
- 3. Add a default email message.

After entering the above settings, click **OK** at the bottom of the window.

Note: Default fund settings can also be set by clicking **Setup Wizard** in the ribbon at the top of the window and then clicking **Fund Settings**.

Note: If this option is not used, an email will have to be created and the P-Card will need to be attached manually in the users email system.

Note: This functionality can also be completed by clicking the "Preferences" button on the top ribbon and selecting the "Default Fund Settings" tab or by clicking the "Settings" link in the upper right corner of the P-Card Generator fund main page.

Figure 3.3.1: Setting Preferences – Default Fund Settings

📴 PerTrac P-Card Gen	S Preferences			- = ×	_ = ×	×
	🗿 DataBase 🛛 🚇 Login Security 🍯	Default Fund Settings Other Pref	erences			
Generate P-Card Get My I Funds Total Abster Derivatives Abster Long / Short	Default Fund Sett These settings will be given to all r Update all existing Funds with Performance data (Rate of Return on the frequency of your reportin You can also select to calculate N will recalculate your NAVs when th	ings hew funds added to your software. these options h, NAV, AUM) can be reported in one g (Daily, Weekly, Monthly, Month to I AVs automatically given a Staring NA his option is saved, and each time pe	Default P-Card Layout of five worksheets, depending Date Estimates, or Quarterly). V. Note: Selecting this option rformance data is modified.		: 1.6	×
	Performance Reporting	Calculate NAVs Starting Automatically NAV	Use Rate of ROR Warr Return Warning Threshold	ing	ers to create	1
	Daily			=	d parties	
	Weekly		100			
	Month to Date Estimates					
	Monthly					
	Quarterly			*		
	P-Card Email Options Automatic Email Generation (II ev	f you want to attach your P-Card to a rerytime your P-Card is generated, ch	new email message eck this option.)			
	Derault Email Subject Abster Ca	pital P-Card			edit data on	
	Default Email Body Attached i	is Abster Capital's latest P-Card.				
	Best Rega Abigal Smi	rds, th			ontained on the window you can	
					mail options.	
					Double Click to	
					 Image: A start of the start of	
			OK <u>C</u> ancel	Apply		:

Other Preferences

Users can alter the display of fund names to automatically include share class and currency designations.

- 1. Check the box to display the share class and currency in the fund name.
- 2. Click OK.

Figure 3.4.1: Setting Preferences – Other Preferences

🛃 PerTrac P-Card Gen	Preferences _ = >	x	- 1	×
Generate P-Card Get My Funds	DataBase Login Security Default Fund Settings Other Preferences			• ×
. ⊕ 🍯 Abster Derivatives ⊕ 🎁 Abster Long / Short	Display Share Class and Currency in Fund Name If you choose this option your fund's name will display along with share class and currency designations. For example if your fund name is "PerTrac Bull Fund" and this option is checked your fund will display as "PerTrac Bull Fund" (Class A – GBP)". This may help if you have multiple share classes for the same fund name.			-
	(Note: This option is used throughout the application anywhere your fund name is displayed)	eal II t	te be	~
				Ĵ.
		a (or	n the u can	
		ns	s. irkto	
<				~
	OK <u>Cancel</u> Apply			.:

Getting Verified Funds into P-Card Generator

Before qualitative and quantitative information can be added to a fund's P-Card, the verified P-Card Certificates must be brought into P-Card Generator. A fund's P-Card Certificate can be brought into P-Card Generator by downloading it from the Internet or opening it from a file stored on the user's computer. This follows the same steps as in the **Setup Wizard**.



Figure 4.1.1: Get My Funds – From the Internet or Computer

Get My Funds - From the Internet (requires user to be connected to the internet)

- 1. Launch the P-Card Generator application that was downloaded from the registration website.
- 2. Click on Get My Funds in the ribbon at the top of the window.
- 3. Select the Download Funds from the Internet option. This is the default setting.
- 4. Click Next.
- 5. Login using the registered user name and password. <u>All</u> verified funds for the user will be automatically imported.
- The imported funds will be displayed in the **Funds** section on the left side of the window in the order they were imported The certificates will be resorted alphabetically the next time the P-Card Generator is launched.

Get My Funds – From the User's Computer

- 1. Launch the P-Card Generator application that was downloaded from the registration website.
- 2. Click on the **Get My Funds** in the ribbon at the top of the window.
- 3. Select the Open a P-Card Certificate from a file stored on my computer option.
- 4. Traverse to the location where the user saved the verified P-Card Certificate(s) downloaded from the P-Card registration website.
- 5. Select the appropriate P-Card Certificate(s).
- 6. Click Import.
- The imported funds will be displayed in the **Funds** section on the left side of the window in the order they were imported. The certificates will be resorted alphabetically the next time the P-Card Generator is launched.

Figure 4.1.2: Get My Funds – Imported Funds

🔡 PerTrac P-Card Generator	- = X
Generate P-Card Get My Funds Edit Preferences Setup Wizard Register New Fund Windows Exit Help	
Sunds 👷 Start Page	- X
Image: State Bond Fund (Class A - USD - On Image: State Commodities Fund (Class A - US) Image: State Commodities Fund (Class A -	
Welcome to PerTrac's P-Card™ Generator!	
This application allows hedge funds, funds of funds, commodity trading advisors and other investment managers to create and distri P-Cards™ once they have completed the P-Card™ registration process. With a few mouse clicks, you will be able to format and send updated P-Cards™ to limited partners, prospective investors, and to trusted third parties such as hedge fund database providers.	ute your
P-Card™ Set-Up Wizard	
S P-Card™ Menu Options	
P-Card™ Funds Panel	
From the P-Cards TM Funds Panel, in the left hand of the application, you can quickly open your fund to edit data on your P-car configure Fund Settings, or view archived P-Cards TM :	d™,
Edit data included in your P-Card ⁿ : Double Click the Fund Icon to view what information will be contained on the P-Card ⁿ including any qualitative fields as well as rate of return, and net asset value data streams. From this window you can also import return streams data from excel worksheets.	M 1
Configure Fund Settings: Set the frequency of return streams, set warning indicators, and P-Card™ email options.	
Open archived P-cards ¹¹ : Expand the Fund, and P-Cards ¹¹ folder to view a list of archived P-Cards ¹¹ . Double Click to view the P-Card ¹¹ , or right click to email the P-Card.	9

Creating a Custom Layout

After a P-Card Certificate has been imported into P-Card Generator, qualitative information can be added to provide recipients with additional details about the fund. Once a P-Card layout template has been setup, a user can assign this layout to any other funds that are loaded in P-Card Generator. All that is required is to select the fund which is to serve as the master layout and then apply it to all of the funds that will share the same layout.

When assigning the layout from one fund to another using this approach the structure and the data, is shared between the funds if the "Copy from Fund" function is used. *This is different from using the* **Setup Wizard**, where default data that applies across *P*-Cards can be included as part of the template.

Select the fund from the list in the "Funds" column at the left of the window by double-clicking on the fund name.

Determine which info groups to add information to and remove the rest. Each info group contains a set of related fields. For example, the "Key Fund Personnel" group contains fields such as Fund Manager 1, Fund Manager 2, Compliance Officer, etc. Unwanted info groups can be removed quickly by clicking **Pick Info Group** or removed directly from the P-Card by clicking **Edit**.

Using the Starting Template

To create a starting point for the P-Card template, users can select one of the six pre-configured templates. After a template has been selected and populated, the template can be further customized by following the instructions below.

- 1. Select a fund from the **Funds** list on the left side of the screen. If a layout was selected in the **Setup Wizard** this will be applied to this fund. If no layout was selected in the **Setup Wizard** the "Basic" template will automatically be applied.
- 2. Select the Edit button on the top ribbon and choose P-Card Layout

Generate P-Card Get My Funds	Edit Pre P-Card Distribu P-Card Pick P- Y Fund S	Ferences Setup Wiz Layout (or Copy/Edit ution Setup PDF Card Info Groups iettings	ard Register New Fund Fund Info) Fun	Windows Exit	(C	Class A [®]	Setting Last P-C	is 💽 Pick Info Groups Lard: None	×
		Fund Managem	ient Company	📝 Edit		Fund Registered Address		📝 Edit	
			Abster Capital, LLC			Fund Service Providers		Edit	
		Fund Key Perso	onnel	📝 Edit		Fund Canital Status		REda	2
		Fund Registrat	ion	📝 Edit		Tuna capital status		N Luic	
		Onshore/Offshore Share Class	Onshore A			Fund Size		📝 Edit	k.
		Currency	USD (\$ - United States Do	llar)		Firm Details		📝 Edit	
		Fund Strategy		📝 Edit					
Region Exposure		re	📝 Edit						
		Monthly Performance	Date 5/31/2010	Return	Est?	NAV	Est?	Edit Assets Managed	

Figure 5.1.1: Customize a Layout – Select a Starting Template

- 3. Select the new layout to use as a starting point for the fund.
 - A. Copy from another fund in the P-Card Generator.

 - Select the "Copy from Fund" option
 Select the source fund from the pull-down menu

Figure 5.1.2: Customize a Layout – Select a Starting Template – Copy from Fund

PerTrac P-Card Generator	- 7	х
Generate P-Card Get My Funds Edit Pr	references Setup Wizard Register New Fund Windows Exit Help	
Funds	👷 Start Page 🌍 Abster Derivatives Fun 🔳 P-Card Layout and Fun	• X
Abster Bond Fund (Class A - USD Abster Commodities Fund (Class A Abster Commodities Fund (Class A Abster Derivatives Fund (Class A - Abster Long / Short Equity Fund (P-Card Layout and Fund Information Select a P-Card layout template to choose which information to populate on a P-Card. You can also choose to copy information from one	
	rund to another.	
	P-Card Layout Templates	
	MFA P-Card (Fund information required by MFA) Show Preview	
	AIMA P-Card (Fund information required by AIMA) Show Preview	
	Basic P-Card (Basic information for a fund) Show Preview	
	Advanced P-Card (Basic P-Card + extra fields) Show Preview	
	Custom P-Card (1 of 5 Steps to pick any fields)	
-	🔶 💿 Copy From Fund: 🇊 Abster Long / Short Equity Fund (Class 🔀	
	Next O Cancel	
141		

- 3) Select the information groups (along with the data) to copy into the new fund(s).
- 4) Click Next.

Figure 5.1.3: Customize a Layout – Select a Starting Template – Copy from Fund

🛃 PerTrac P-Card Generator		_ = X
Generate P-Card Get My Funds Edit I Funds	Image: Setup Wizard Register New Fund Image: Start Page Image: Setup Wizard Image: Start Page Image: Setup Wizard Image: Start Page Image: Setup Wizard Image: Setup Wizard Image: Setup Wizard Image: Setup Wizard Register New Fund Image: Setup	• x
Abster Commodities Fund (Class A Abster Derivatives Fund (Class A Abster Long / Short Equity Fund (P-Card Layout and Fund Information Instructions: Please check the items you wish to copy. Copy From: Abster Long / Short Equity Fund (Class A - USD - Onshore)	
	Check/Uncheck All Address 1 1010 Third Avenue Address 2 Address 3 Chy Check/Uncheck All Address 3 Chy New York Check/Uncheck All Address 3 Chy New York Check/Uncheck All Address 3 Chy New York State/Province NV Postal Code 10021 Country USA General Phone Number +1 (212) 555-1212 Check/Uncheck All Address Check/Uncheck All Address Check/Uncheck All Address Check/Uncheck All Address 2 Address 3 Chy New York State/Province NV Postal Code 10021 Country USA General Phone Number +1 (212) 555-1212	
	C Prev Next O	<u>C</u> ancel

- 5) Select the funds in the P-Card Generator to apply this layout and data to, if any.
- 6) Click Save.

Figure 5.1.3: Customize a Layout – Select a Starting Template – Copy from Fund



- B. Create a new template
 - 1) Select the new starting template for the fund.
 - 2) Click Next

Figure 5.2.1: Customize a Layout – Select a Starting Template – Pre-Configured Templates



- 3) Populate the data for the relevant information groups.
- 4) Click Next.

Figure 5.2.2: Customize a Layout – Select a Starting Template – Pre-Configured Templates

🛃 PerTrac P-Card Generator		_ = ×
PerTrac P-Card Generator Generate P-Card Get My Funds Edit Pr Funds Performant Abster Bond Fund (Class A - USD Performant Abster Commodities Fund (Class A - USD) Performant Abster	Image: Setup Wizard Register New Fund Image: Setup Wizard Register New Fund Image: Start Page Abster Derivatives Fun P-Card Layout and Fun P-Card Layout and Fund Image: P-Card Layout and Fun P-Card Layout and Fund Information Instructions: Please select the items that you wish to populate by using the checkboxes below Basic P-Card: Basic information for a fund Image: Check/Uncheck All Image: Prund Registered Address Image: Fund Key Personnel Image: Show On P-Card Image: Fund Service Providers Show On P-Card Image: Fund Service Providers Address 1 Image: Fund Service Providers 1010 Third Avenue	x
	Image: Fund Registration Address 1 1010 Third Avenue Image: Fund Size Address 2 Image: Fund Size Image: Fund Size Address 3 Image: Fund Size Image: Fund Size Address 3 Image: Fund Size Image: Fund Size Fund Size Address 3 Image: Fund Size Fund Size Address 3 Image: Fund Size Fund Size State/Province Image: Fund Size Fund Size NY Image: Fund Size State/Province NY Postal Code 10021 Image: Fund Size Image: General Phone Number +1 (212) 555-1211	
< >	C Prev Next	t O <u>C</u> ancel

- 5) Select the funds in the P-Card Generator to apply this layout and data to, if any.
- 6) Click Save.

Figure 5.2.3: Customize a Layout – Select a Starting Template – Pre-Configured Templates


Add / Remove Info Groups via "Pick Info Groups"

To further customize the P-Card template for a fund, follow these steps.

- 1. Click **Pick Info Groups** in the upper right corner of the application. A separate pop-up window will appear with all potential information groups.
- 2. Check / Uncheck the groups you wish to add / remove from the P-Card (details on the group can be seen by clicking on the + next to the group).
- 3. Click the "Select All" check box to include all of the information groups.
- 4. After all groups have been selected or deselected, click **OK**.



PerTrac P-Card Generator		_ = ×
Generate P-Card Get My Funds Edit Prefer	ences Setup Wizard Register New Fund Windows Exit Help	
Funds	😪 Start Page 🍏 Abster Derivatives Fun	- x
🖭 👮 Abster Bond Fund (Class A - USD - On		Settings Rick Info Groups
Abster Commodities Fund (Class A - U	Abster Derivatives Fund (Class	Sectings a remains aroups
Abster Long / Short Equity F and (class	🖬 Pick P-Card Information Groups 🛛 💶 🗶	Last P-Card: None
	P-Card Information Groups	
		ed Address
	your P-Card view by checking the boxes below.	Providers
	This icon will be displayed if the fund has data for this group.	
		tatus 📝 Edit
		Style ZEdit
	Address 1	
	Address 2	cture Zedit
	Address 3	ent Parameters
	City State/Province	2 con
	Postal Code	Edit
	Country	Dean
	General Phone Number	Z Edic
	Eurod Key Personnel	Edit
	V Firm Locations	
	Vigitary Fund Registration	Edit
	Fund Service Providers	lass Exposure Zedit
	Fund Capital Status Fund Size	
	Fund Fee Structure	ype: Equities Zedit
	🛨 💟 Fund Investment Parameters 👻	ype: Debt 📝 Edit
	OK Carcel	unau Commodition
		ype: commodities

Remove Info Groups Directly from the Layout Template

- 1. Select the group to be removed from the P-Card layout template by clicking Edit to the right of the group name. 2. Uncheck the box beside the label **Show on P-Card**.
- 3. Click **Confirm**.

Figure 5.4.1: Customize a Layout – Remove Information Groups – Select the Groups

🔝 PerTrac P-Card Generator				_ = ×
Generate P-Card Get My Funds Edit Prefer	Setup Wizard Register New Fund Wind	ows Exit Help		
Funds	😪 Start Page 🍏 Abster Derivatives Fun			- ×
Abster Bond Fund (Class A - USD - On Abster Connectivies Fund (Class A - USD - On	Abster Derivatives	s Fund	(Class	Pick Info Groups
🕀 👹 Abster Derivatives Fund (Class A - US			Last P-Card:	None
B V Abster cong y Short Equity Fund (Class	Attachments			
	Fund Management Company	📝 Edit	Fund Registered Address	Edit
	Abster Capital, LLC		Fund Service Providers	Edit
	Fund Key Personnel	Edit		
	Firm Locations	Edit	Fund Capital Status	Edit
	Fund Degistration	Reda	Primary Fund Style	Edit
	Onshore/Offshore Onshore	N con	Fund Fee Structure	Edit
	Share Class A Currency USD (\$ - United States Dollar)		Fund Toyestment Parameters	Rate
	Fund Strategy	REdit	Taild Investment Parameters	Zeuc
			Fund Details	📝 Edit
	Fund Concentration	Edit	Fund Size	Edit
	Trading Style	Edit	Investor Type	Z Edit
	Use of Leverage	Edit	Firm Details	Reda
	Fund Risk	Edit	Thin becaus	Zuit
			Broad Asset Class Exposure	Edit
	Region Exposure	Edit	Investment Type: Equities	Edit
	Country Exposure - Western Europe	Edit	Investment Type: Debt	Edit
•	Country Exposure - Eastern Europe / Rus	Edit	Investment Type: Commodities	Edit

PerTrac P-Card Generator				_ = X
Generate P-Card Get My Funds Edit Prefer	ences Setup Wizard Register New Fund V	Vindows Exit Help		
Funds	😪 Start Page 🏾 🧊 Abster Derivatives Fun			- ×
Abster Bond Fund (Class A - USD - On Abster Commodities Fund (Class A - U	Abster Derivativ	es Fund	(Class Settings	🗾 Pick Info Groups
🕀 👹 Abster Derivatives Fund (Class A - US	Abster Derivativ	co rund	Last P-Card:	None
Abster Long / Short Equity Pund (Clas	Attachments			
	Fund Management Company	Edit	Fund Registered Address	Edit
	Abster Capital, LLC		Fund Service Providers	Edit
	Fund Key Personnel	Edit	Fund Capital Statur	Drah
	Firm Locations	Edit		COIC
	Fund Registration	Edit	Primary Fund Style	2 Edit
	Onshore/Offshore Onshore		Fund Fee Structure	Edit
	Share Class A Currency USD (\$ - United States Doll	ar)	Fund Investment Parameters	Dicita
	Fund Strategy		Tuno investment Parameters	2 cur
	Show On P-Card V Use Allocation	<u>6</u>	Fund Details	Z Edit
	As Of Date		Fund Size	🔀 Edit
	Primary Strategy		Investor Type	Fdit
	E Long/Short	0.00 %		
	Market Neutral	0.00 %	Firm Details	Edit
	Equity Hedge	0.00 %	Broad Asset Class Exposure	📝 Edit
		0.00 %	Investment Type: Equities	Edit
	Short Sales	0.00 %		
		0.00 %	Investment Type: Debt	Edit
	CDO/CLO Manager	0.00 %	Investment Type: Commodities	📝 Edit 🗸 🗸

Figure 5.4.2: Customize a Layout – Remove Information Groups – Change the Setting

Add Info Groups Back into the Layout Template

- 1. Click the "Pick Info Groups" button at the top right of the page.
- 2. Click the check box next to the label of the group to be added to the P-Card
- 3. Click the "OK" button.

Entering Qualitative Data

Among the qualitative info groups available in the P-Card layout (see previous section), there are several that allow users to present attribution data for their portfolio / investment methodology. These groups contain fields in which the user can specify a particular exposure, for example, to a geographical area or an asset class, and the percent allocation to that particular exposure.

The text entered into the qualitative data fields can be presented in any language. Users are advised when they populate qualitative fields to do so in a consistent manner. Tool tip guides appear above certain fields (by moving the cursor over the field) to provide some helpful hints on how to populate these fields. Exact legal entity names of funds and fund management groups, full addresses without short forms, and full names along with titles for key personnel are recommended whenever possible.

For a complete list of available fields see Appendix III, The P-Card Field Master

Entering Data

Most qualitative data is added via a combination of free text fields, numeric fields, drop-down menus and check boxes. A few examples are provided below. Apply the techniques described below to the different information groups to be populated.

Fund Key Personnel (Free-Text Fields)

- 1. Click Edit to the right of a group name.
- 2. Enter the appropriate data into as many fields in the group as desired.
- 3. Click **Confirm** to the right of the group name.

Figure 6.1.1: Entering Qualitative Data – Text Only

🔛 PerTrac P-Card Generator				_ = X
Generate P-Card Get My Funds Edit Prefe	erences Setup Wizard Register New Fund	<u>Windows</u> Exit Help)	• x
Abster Bond Fund (Class A - USD - On Abster Commodities Fund (Class A - U Abster Commodities Fund (Class A - U Abster Derivatives Fund (Class A - U Abster Long / Short Equity Fund (Clas	Abster Derivati	ves Fund	(Class Settings I Last P-Card:	Pick Info Groups
	Fund Management Company	Edit	Fund Registered Address	Edit
	Abster Capital, LLC		Fund Service Providers	Edit
	Fund Key Personnel	✓ Confirm	Fund Capital Status	Edit =
	Fund Manager 1 Abigail Smith		Primary Fund Style	Z Edit
	Fund Manager 3		Fund Fee Structure	Edit
	Compliance Officer Joseph Blogs		Fund Investment Parameters	Edit
	Marketing/Investor Relations Name Jane Doe		Fund Details	Edit
	Title		Fund Size	Edit
	Telephone 1-212-555-1212	com	Investor Type	Edit
	Firm Locations	Com	Firm Details	Edit
	Fund Registration	⊘ rdat	Broad Asset Class Exposure	Edit
	Onshore/Offshore Onshore	Cur.	Investment Type: Equities	Edit
	Currency USD (\$ - United States	Dollar)	Investment Type: Debt	Edit
	Fund Strategy	Edit	Investment Type: Commodities	Edit
	Fund Concentration	Dista		

Note: Each time **Confirm** is clicked, the information for that section of the P-Card is saved. To change the information, click on **Edit** and repeat the steps above.

Firm Locations (combination of check boxes and alpha-numeric fields)

This information group is used to provide information about where the firm operates. This allows the user to populate the country, state/province (if applicable), and city of the firm's offices, indicate which office is the head quarter and how many employees are in each office.

- 1. Click Edit to the right of the Firm Location information group.
- 2. Enter the appropriate data into the country, state (if applicable), and city fields.
- 3. Indicate if the location is the head quarter by clicking on the check box to the left of the country.
- 4. Indicate the number of employees at the location in the far right column.
- 5. Hit the enter key to add an additional row of data (there is no limit on the number of locations which can be entered).
- 6. After all locations have been entered, click **Confirm** to the right of the group name.

Figure 6.2.1: Entering Qualitative Data – Text and Check Boxes

🛃 PerTrac P-Card Generator		_ = ×
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	*	Fund Capital Status
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	GBR London 10	Primary Fund Style
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	Fund Concentration	180 Redemption Notification Period (in days)
•	As Of Date 1/1/2010 Top Holding #1 Warrants % Long 20.00 %	60 Advanced Notice (in days) 90

Fund Concentration (Text and Percent Format)

- 1. Select the desired fund from the list in the "Funds" column at the left of the window by double-clicking on the fund name.
- 2. Click **Edit** beside of the name of the info group in which you want to add or change attribution data.
- 3. Populate the "As Of Date" where and when appropriate.
- 4. Enter text in the top text box that describes to designated attribute.
- 5. Add the percent value(s) of that attribute in the following text box(es).
- 6. Click **Confirm** beside the name of the info group to save the data.

Figure 6.3.1: Entering Qualitative Data – Text and Percents

Generate P-Card Get My Fund Edt Peternors Setur Ward Register Heav Fund Windows Edt Help Funds State Rage Abster Derivatives Fund. X X X Abster Bond Fund (Class A-US) State Rage Abster Derivatives Fund. X X Abster Derivatives Fund Class A-US Settings Pick Info Groups Last P-Card: None- Abster Derivatives Fund Class A-US Image: Settings Pick Info Groups Last P-Card: None- Abster Derivatives Fund Class A-US Image: Settings Pick Info Groups Last P-Card: None- Abster Completion Class A-US Image: Settings Pick Info Groups Last P-Card: None- Fund Strategy Cremery USD (§- United States Dolley) Imvestor Type Fold It Fund Strategy Cremery USD (§- United States Dolley) Investment Type: Faulties Fold It Top Holding #1 Warards Investment Type: Faulties Fold It Short S.00 % Top Holding #3 Found States Fold It We short S.00 % Top Holding #4 Ecchange-traded derivatives </th <th>🛃 PerTrac P-Card Generator</th> <th></th> <th></th> <th></th> <th>_ = X</th>	🛃 PerTrac P-Card Generator				_ = X
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Iop Holding #3 Equity Futures, options and swaps % Long 12.00 % % Short 8.00 % Top Holding #4 Exchange-traded derivatives % Long 10.00 % % Short 5.00 %		% Short 5.00 %		Investment Type: Forex	Edit
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* Short 5.00 %		% Long 10.00 %	e-traueu derivatives		
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		70 Short 5.00 78			~

Exposure Data (Checkbox and Optional Percentages)

- 1. Select the fund from the list in the "Funds" column at the left of the window by doubleclicking on the fund name.
- 2. Click **Edit** beside of the name of the info group in which you want to add or change attribution data.
- 3. Populate the "As Of Date" where and when appropriate.
- 4. Select the attribute(s) that applies to the fund or strategy by checking the appropriate boxes.
- 5. If you wish to include the allocation percentage(s) along with the selected attribute(s), check the **Use Allocation %** checkbox.

Note: If no allocation value is entered the system will default to 0.00%. If the user does not intend to add an allocation, uncheck the **Use Allocation %** box.

- 6. Add the percent values for each selected attribute in the text box at right.
- 7. Click **Confirm** beside the name of the info group to save the data.

Figure 6.4.1: Entering Qualitative Data – Check Boxes and Percents

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	Primary Strategy		Broad Asset Class Exposure	Edit	
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	Equity Hedge	0.00 %	Investment Type: Debt	Edit	
——————————————————————————————————————	V Sector Specific	25.00 %	Investment Type: Commodities	📝 Edit	
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	CDO/CLO Manager	0.00 %	Investment Type: Fixed Income	Edit	
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	Statistical Arbitrage	0.00 %			
	Merger Arbitrage	0.00 %			
	Volatility Arbitrage	0.00 %			
	Commodity Arbitrage	0.00 %			
• • • • • • • • • • • • • • • • • • •	Multi Arbitrage	0.00 %			~
					.::

Copying Data from One Fund to Another

To ease the data entry process, information can be copied from one fund to another.

- 1) Open the fund to have the information copied into
- 2) From the Edit menu select the P-Card Layout option

PerTrac P-Card Generator	Edit Dis	Pref Card I stribut	Setup Wiz	Fund Info)	New Fund	Windows Exit	2 Help			-	= x
Abster Commodities Fund Abster Derivatives Fund Abster Long / Short Equity	P-i Pic	Card F ck P-C und Se	PDF ard Info Groups ttings	,	ative	s Fund	((Class A ®	Last P-	gs 📑 Pick Info Gro	nups
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			Save As Final	- 5/31	/2010						a
			Performance	Data Import							
	•										.:

Figure 6.5.1: Entering Qualitative Data – Copy from Fund

- 3) Select the "Copy from Fund" option and select the source fund from the pull-down menu.
- 4) Click Next.

Figure 6.5.2: Entering Qualitative Data – Copy from Fund



- 5) Select the information groups and data to be copied to the new fund6) Click Next.

<i>Figure 6.5.3</i> :	Entering	Oualitative	Data –	Copy	from	Fund
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Abster Bond Fund (Class A - USD Abster Commodities Fund (Class A Abster Derivatives Fund (Class A Abster Long / Short Equity Fund (

- 7) Confirm the fund(s) to copy the data to. The open fund will automatically be selected.
- 8) Click Save.

Figure 6.5.4: Entering Qualitative Data – Copy from Fund



Entering Quantitative Data

Performance data is one of the most important kinds of data transported via P-Cards. Users can enter returns for different frequencies if they wish, including daily, weekly, month to date estimates, monthly, and quarterly returns as both estimates or finals for the period. Data can be delivered for a single point in time or as full time series.

Quantitative Data Settings

Before adding performance data, a fund's P-Card template must be set up to receive the data. This may have been created in the **Setup Wizard**.

- 1. Select the fund from the list in the "Funds" column at the left of the window by doubleclicking on the fund name.
- 2. Set the performance reporting frequency by clicking **Settings** in the upper right corner.

Figure 7.1.1: Entering Quantitative Data – Setting up to Receive Data – Settings

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Generate P-Card Get My Funds Edit Preferences Set	y Wizard Register New Fund W	indows Exit Help		
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Fund Mar Complian	nager 1 Abigail Smith	- Conc	Fund Capital Status	📝 Edit
Marketing	g/Investor Relations Name Jane Doe		Primary Fund Style	Z Edit
Telephon Business	e 1-212-555-1212 Email asmith@abstercapital.com		Fund Fee Structure	📝 Edit
Firm L	ocations	Edit	Fund Investment Parameters	Edit
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Onshore; Share Cla Currency	/Offshore Onshore ass A USD (\$ - United States Dolla	ır)	Fund Size	Edit
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As Of Da Long/Sho	te ort	1/1/2010 75.00 %	Firm Details	Edit
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As Of Da Top Hold	re 1/1/2010 ing #1 Warrants			
% Lor	ng 20.00 %		Investment Type: Debt	📝 Edit
Weight Since W	ing #2 Convertible Bonds		Investment Type: Commodities	₽ Edit

- 3. <u>Performance Reporting:</u> This is a required field located in the farthest left column of the "Returns/Performance" box. Select the performance reporting frequency by checking the appropriate box(es). More than one frequency can be selected. The default setting is to include only monthly.
- 4. <u>Calculate NAV's Automatically</u>: Indicate if NAVs should be calculated automatically: A user has the option of providing their own Net Asset Value figures as part of their performance tables, or having the system auto-calculate these values. If the user chooses the auto-calculation option, a starting NAV will need to be provided.

- 5. <u>Starting NAV:</u> This value needs to be entered in a specific form to be accepted. The NAV will be expressed in whichever currency was selected for the fund at registration.
- 6. <u>Use Rate of Return Threshold:</u> The user can check this box to turn on an alert for any rate of return (i.e. percent change in NAV) that exceeds a desired threshold (+/-). This user-defined threshold is entered in the next step.
- 7. <u>ROR Warning Threshold +/-:</u> The user enters a number, in percent format, that indicates a rate of return warning threshold. The system will recognize this value and will highlight any returns in the performance table that are higher (if positive) or lower (if negative) than this value. For example, if the user enters a value of .05, it will display as 5% and all returns in the performance table over 5% or below -5% will be highlighted to alert the user that they have exceeded the user's threshold.

Figure 7.1.2: Entering Quantitative Data – Setting up to Receive Data – Select the Reporting Interval

🔐 PerTrac P-Card Generator					- 1	= x
Generate P-Card Get My Funds Edit Prefe	rences Setup Wizard Register New Fund	Windows Exit Help				
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< >						

Note: Performance reporting settings can be also be set by clicking **Edit** in the ribbon at the top of the window and selecting **Fund Settings** or by clicking **Preferences** and selecting the **Default Fund Settings** tab.

Entering the Data

After the quantitative data template is set up, the returns/performance information can be added. There are three methods to enter the quantitative data: manual data entry, copying and pasting the data from a spreadsheet and importing the data from a spreadsheet.

Adding Data Manually

Performance data must be entered in a specific format to be confirmed by the P-Card Generator. For example, the Assets Managed figure must be entered as a full number, e.g. 1,000,000,000 for 1 billion. The manner in which quantitative data needs to be filled is always displayed via a pop-up box for that particular field.

There are two methods of entering the performance data manually: into the P-Card Generator main screen and into the performance data worksheet.

- 1. Entering Data into the Main Screen
 - A. Month to Date Estimates
 - After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.

Figure 7.2.1.1: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Month to Date Data

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	Month to Date Est	mates Date	Return	Delta	NAV	Edit Assets Managed	
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- 2) In the "Month to Date Estimates" area enter the performance data on the line for "Current Period".
- 3) Change the date if necessary.
- 4) Enter the return information either as a decimal or percent (0.012 or 1.25%).
- 5) The "Delta" will be automatically calculated. If this is the first row or data (or the first row of a month) the "Delta" will equal the "Return".
- 6) The "NAV" and "Assets Managed" can be populated; however, this information is not required.
- 7) Click on the disk icon at the far right. The data will move up to the "Last Period" row and be entered into the performance data worksheet.

Figure 7.2.1.2: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Month to Date Data

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Abster Long / Short Equity Pun	Attachments						
	Country Exposure	- Americas	Edit 15.00 %	Equity Derivatives Exchange Traded Futures & Opl	tions	60.00 % 40.00 %	^
	Canada Chile		15.00 % 10.00 %	Investment Type: Deriva	tives	🛃 Edit	
	United States		25.00 %	As Of Date Exchange Traded Futures Exchange Traded Options OTC Derivatives (Plain/Vanilla) OTC Derivatives (Exotics)		1/31/2010 40.00 % 20.00 % 30.00 % 10.00 %	
	Month to Date Es	timates				🔀 Edit	
		Date	Return	Delta	NAV	Assets Managed	
	Last Period						
	Current Period	2/3/2010	1.25%	1.25%		\$121,275,001	
	S Performance Data	a Import					
	Monthly Perform	ance				🔀 Edit	
		Date	Return Est?	NAV	Est?	Assets Managed	
	Last Period	2/28/2010				11	
4	Save As Final	a Import					-
	-						~

Figure 7.2.1.3: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Month to Date Data

Generate P-Card Generator	Preferences Setup Wizard	Register New Fun Derivatives Fun	d Windows Exit	2) Help		_ = ×
 Boster Bond Fund (Class A - U Boster Commodities Fund (Class Boster Derivatives Fund (Class Boster Derivatives Fund (Class Boster Long / Short Equity Fund 	Abster De	erivative	es Fund(Class A	Setti	ngs 🗐 Pick Info Groups
	Country Exposure - Americas Brazil		∠ Edit 15.00 %	Equity Derivatives Exchange Traded Fu	itures & Options	60.00 % 40.00 %
	Chile		10.00 %	Investment Typ	pe: Derivatives	📝 Edit
	United States		25.00 %	As Of Date Exchange Traded FL Exchange Traded Of OTC Derivatives (Pla OTC Derivatives (Ex	itures otions in/Vanilla) otics)	1/31/2010 40.00 % 20.00 % 30.00 % 10.00 %
	Month to Date Estin	nates				📝 Edit
		Date	Return	Delta	NAV	Accets Managed
	Last Period	2/3/2010	1.25%	1,25%		\$121,275,000
	Current Period	2/12/2010				6
	Serformance Data In	mport				
	Monthly Performan	ice				🔀 Edit
		Date	Return Est	?	NAV Est?	Assets Managed
	Last Period					
	Save As Final 💌	2/28/2010				
	S Performance Data In	mport				

- B. Monthly Performance Estimates (also applies to daily, weekly and quarterly)
 - 1) After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.

Figure 7.2.1.4: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Estimates

🔡 PerTrac P-Card Generator						-	ΞX
Generate P-Card Get My Funds Edit	Preferences Setup Wiz	ard Register New Fun	d Windows Exit He) Ip			
Abster Bond Fund (Class A - U	Start Page WAD	ster Derivatives Fun			27		• *
Abster Commodities Fund (Clas	Abster I	Derivative	es Fund (Class A	Last P-	gs 📑 Pick Into Gro Card: 5/10/2010 5:08 AM	oups M
Abster Long / Short Equity Fun	Attachments						
	Country Exposure	Country Exposure - Americas		Equity Derivatives Exchange Traded Future:	s & Options	60.00 40.00	0%
	Canada		15.00 % 10.00 %	Investment Type: I	Derivatives	Redit	
	United States		25.00 %	As Of Date Exchange Traded Future Exchange Traded Option OTC Derivatives (Plain/Va OTC Derivatives (Exotics)	s s anilla))	1/31/2 40.00 20.01 30.00 10.00	010 0 % 0 % 0 %
	Month to Date E	stimates				R Edit	ř.
		Date	Return	Delta	NAV	Assets Managed	i.
	Last Period	2/3/2010	1.25%	1.25%		\$121,275,000	
	Current Period	2/12/2010				6	
	S Performance Da	ta Import					
	Monthly Perform	nance				Z Edit	
	Last Period	Date	Return Est?		NAV Est?	Assets Managed	
	Save As Final	2/20/2010				U	=
(S Performance Da	ta Import					
							~

2) Change the "Estimates/Final" menu on the far left to the "Interim Estimates" option.



PerTrac P-Card Generator							_ = >
Generate P-Card Get My Funds	Preferences Setup Wiza	rd Register New Fund	Windows Exit	Help			
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster D)erivative	s Fund	(Class A	= Š Se La	ttings 🗐 Pick Ini st P-Card: 5/10/2010 5	fo Groups :08 AM
	Country Exposure	- Americas	Z Edit	Equity Derivatives			60.00 %
	Brazil		15.00 %	Exchange Traded F	utures & Options		40.00 %
	Canada Chile		15.00 % 10.00 %	Investment T	pe: Derivatives	🛃 Ed	lit
	United States		25.00 %	As Of Date Exchange Traded f Exchange Traded (OTC Derivatives (F OTC Derivatives (F	Futures Options Iain/Vanilla) xotics)	1	/31/2010 40.00 % 20.00 % 30.00 % 10.00 %
	Month to Date Es	timates				C Edit	
	riolicii co bucc Es	Date	Return	Delta	NA	Assets Managed	
	Last Period	2/3/2010	1.25%	1,25%		\$121,275,000	
	Current Period	2/12/2010					H
	S Performance Data	a Import					
	Monthly Perform	ance				📝 Edit	
		Date	Return Es	st?	NAV Est?	Assets Managed	
	Save As Final	2/28/2010					
	Save As Final Interim Estimate	a I nport					

- 3) Change the date if necessary.
- 4) Enter the return information either as a decimal or percent (0.012 or 1.25%).
- 5) The "NAV" and "Assets Managed" can be populated; however, this information is not required.
- 6) Check boxes will be automatically placed in the "Est?" column for the "Return" and "NAV" columns, where applicable.
- 7) Click on the disk icon at the far right. The data will **not** move up to the "Last Period" of the performance data worksheet until the data has been converted to a final.

Figure 7.2.1.6: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Estimates

PerTrac P-Card Generator						-	= x
Generate P-Card Get My Funds Edit	Preferences Setup Wiza	ard Register New Fund	d Windows Exit	2) Help			
Funds	😪 Start Page 🏼 🧊 Abs	ter Derivatives Fun					• X
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster D	Derivative	s Fund(Class A	Settin	gs 🗾 Pick Info Group Card: 5/10/2010 5:08 AM	ps
	Attachments						
	Country Exposure Brazil	- Americas	✓ Edit 15.00 %	Equity Derivative Exchange Trade	es d Futures & Options	60.00 % 40.00 %	6
	Chile		15.00 %	Investment	Type: Derivatives	📝 Edit	
	United States		25.00 %	As Of Date Exchange Trade Exchange Trade OTC Derivatives OTC Derivatives	d Futures d Options (Plain/Vanilla) (Exotics)	1/31/2010 40.00 % 20.00 % 30.00 % 10.00 %	0 6 6 6 6
	Month to Date E	stimates				Z Edit	
		Date	Return	Delta	NAV	Assets Managed	
	Last Period	2/3/2010	1.25%	1.25%		\$121,275,000	
	Current Period	2/12/2010				•	
	S Performance Dat	a Import					
	Monthly Perform	ance				🔀 Edit	
		Date	Return Est	?	NAV Est?	Assets Managed	
	Last Period	2/28/2010	1.00%		\$111.42	\$120.974.00	-
< >	S Performance Dat	a Import	$\uparrow \uparrow$				*

- C. Convert the Estimate to a Final (also applies to daily, weekly and quarterly)
 - 1) Enter the data as an estimate as described above.
 - 2) Change the "Estimates/Final" menu on the far right to the "Save as final Option" option.
 - 3) Click on the disk icon at the far right. The data will move up to the "Last Period" row and be entered into the performance data worksheet.

Figure 7.2.1.7: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Convert Estimates into Finals

PerTrac P-Card Generator				_ = X
Generate P-Card Get My Funds	Preferences Setup Wizard Register f	Jew Fund Windows Exit	2) Help	
Funds	👷 Start Page 🎏 Abster Derivatives F	iun		- x
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster Derivat	tives Fund(Class A Setti Last F	ngs 🗐 Pick Info Groups Card: 5/10/2010 5:08 AM
	Accounteries			
	Country Exposure - Americas Brazil	✓ Edit 15.00 %	Equity Derivatives Exchange Traded Futures & Options	60.00 % 40.00 %
	Chile	15.00 %	Investment Type: Derivatives	📝 Edit
	United States	25.00 %	As Of Date Exchange Traded Futures Exchange Traded Options OTC Derivatives (Plain/Vanilla) OTC Derivatives (Exotics)	1/31/2010 40.00 % 20.00 % 30.00 % 10.00 %
	Month to Date Estimates			C Edit
	Dat	e Return	Delta NAV	Assets Managed
	Last Period 2/3/201	0 1.25%	1.25%	\$121,275,000
	Current Period 2/12/201	0		6
	Performance Data Import			
	Monthly Performance			🛃 Edit
	Last Pariod 2/28/201	e Return Esti	2 NAV Fst2	Assets Managed
	Save As Singl 2/21/201	1150.10		(#164)6/U
	Save As Final V S/S1/201	0		
	Save As minai Signature Data Import			
4 <u> </u>	Save As Filla Southern Southern			

- D. Monthly Performance Finals (also applies to daily, weekly and quarterly)
 - 1) After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.

Figure 7.2.1.8: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Finals

🔡 PerTrac P-Card Generator				- 0	x
Generate P-Card Get My Funds	Preferences Setup Wizard Register New Fund	Windows Exit Help			• x
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster Derivative	s Fund (Class A	Setting Last P-C	is 🗾 Pick Info Groups ard: 5/10/2010 5:08 AM	
	Country Exposure - Americas Brazil	Edit Equity Derivatives 15.00 % Exchange Traded Fit	utures & Options	60.00 % 40.00 %	^
	Canada Chile	15.00 % 10.00 % Investment Ty	pe: Derivatives	📝 Edit	
	United States	25.00 % As Of Date Exchange Traded Ft Exchange Traded Of OTC Derivatives (Ex	utures biny bin/Vanilla) otics)	1/31/2010 40.00 % 20.00 % 30.00 % 10.00 %	
	Month to Date Estimates			Z Edit	
	Date	Return Delta	NAV	Assets Managed	
	Last Period 2/3/2010	1.25% 1.25%		\$121,275,000	
	Current Period 2/12/2010				
	Serformance Data Import				
	Monthly Performance			🔀 Edit	
			MAU Eah?	Assolution Managed	
	Date Last Period	Return Est?	NAV ESU	Assets Managed	
	Date Last Period Save As Final 2/20/2010	Return Est?	NAV ESU	Assets Managed	m
4	Date Last Period Save As Final Performance Data Import	Return Est?	INAV ESU		11
4	Date Last Period Save As Final 2/20/2010 Seve As Final Performance Data Import	Return Est?	WAY EST.		11

- 2) In the "Monthly Performance" section, change the "Estimates/Final" menu on the far right to the "Save as Final" option.
- 3) In the line for "Save as Final", change the date if necessary.
- 4) Enter the return information either as a decimal or percent (0.012 or 1.25%).
- 5) The "NAV" and "Assets Managed" can be populated; however, this information is not required.
- 6) Click on the disk icon at the far right. The data will move up to the "Last Period" row and be entered into the performance data worksheet.

Figure 7.2.1.9: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Finals

🔡 PerTrac P-Card Generator						-	= x
Generate P-Card Get My Funds Edit	Preferences Setup Wizard	d Register New Fund	Windows Exit H	2) Help			
Funds	👷 Start Page 🍏 Abste	r Derivatives Fun					• X
Abster Bond Fund (Class A - U Abster Commodities Fund (Clas Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster D	erivative	s Fund (Class A	Settin	os 📑 Pick Info Gro Card: 5/10/2010 5:08 AM	ups
	Brazil		15.00 %	Exchange Traded	Futures & Options	40.00	%
	Canada		15.00 %	Investment	Tupe: Derivatives	D c.da	
	United States		25.00 %	As Of Date Exchange Traded Exchange Traded OTC Derivatives OTC Derivatives	l Futures I Options (Plain/Vanilla) (Exotics)	1/31/20 40.00 20.00 30.00 10.00	10 % % %
	Month to Date Est	imates				🔀 Edit	
		Date	Return	Delta	NAV	Assets Managed	
	Last Period	2/3/2010	1.25%	1.25%		\$121,275,000	
	Current Period	2/12/2010				6	
	Serformance Data	Import					
	Monthly Performa	nce				📝 Edit	
		Date	Return Est	?	NAV Est?	Assets Managed	
	Last Period						
	Save As Final	2/28/2010	1.25%		\$111.70	\$121,275,000	=
< >	S Performance Data	Import	Î				~
	<			1			>

Figure 7.2.1.10: Entering Quantitative Data – Adding Data Manually – Into the Front Screen – Monthly Finals

Generate P-Card Get My Funds Edit Funds	Preferences Setup Wizar	rd Register New Fund er Derivatives Fun	Windows Exit H	Class A -	Settin Last P-	gs 💽 Pick Info Card: 5/10/2010 5:0	Groups	×
	Brazil		15.00 %	Exchange Traded Fut	tures & Options	4	0.00 %	
	Canada		15.00 %	Investment Typ	e: Derivatives	- Edit		
	United States		25.00 %	As Of Date Exchange Traded Fut Exchange Traded Opl OTC Derivatives (Plai OTC Derivatives (Exo	tures tions n/Vanilla) ttics)	1/3 4 2 3 1	31/2010 40.00 % 20.00 % 30.00 % 40.00 %	
	Month to Date Es	timates				📝 Edit		
		Date	Return	Delta	NAV	Assets Managed		
			1.000/	1.25%		\$121,275,000		
	Last Period	2/0/2010	1,2970	11600.10		\$121,275,000	-	
	Last Period Current Period	2/12/2010	1,2370			\$121,275,000	8	
	Last Period Current Period	2/12/2010	1,2376			\$121,275,000		
	Last Period Current Period	2/12/2010 a Import	1,2078		1011 542	£dit		
	Last Period Current Period	2/12/2010 Import ance Date 2/28/2010	Return Est	2	NAV Est?	Edit Assets Managed	U	
	Last Period Current Period	2/12/2010 a Import ance Date 2/28/2010 3/31/2010	Return Esti	,	NAV Est? \$111.70	Edit Assets Managed		
	Last Period Current Period	2/12/2010 ance Date 2/28/2010 3/31/2010 amport	Return Est		NAV Est?	Edit Assets Managed		

- 2. Entering Data into the Performance Data Worksheet
 - A. Manual Data Entry
 - 1) Month to Date Estimates
 - a) After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.

Figure 7.2.2.1: Entering Quantitative Data – Adding Data Manually – Performance Worksheet – Month to Date Data

🔛 PerTrac P-Card Generator						_ = X
Generate P-Card Get My Funds	Preferences Setup Wizard	Register New Fund	d Windows Exit	(2) Help		
Abster Bond Fund (Class A - U Abster Commodities Fund (Clas Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster De	erivative	s Fund	(Class A	= Settin	ngs 💽 Pick Info Groups
	Country Exposure - A Brazil	mericas	<mark>⊮ Edit</mark> 15.00 %	Equity Derivatives Exchange Traded	Futures & Options	60.00 % 40.00 %
	Canada		15.00 %	Investment T	ype: Derivatives	Edit
	United States	nator	25.00 %	As Of Date Exchange Traded I Exchange Traded I OTC Derivatives (F OTC Derivatives (F	Futures Options Main(Vanilla) Exotics)	1/31/2010 40.00 % 20.00 % 30.00 % 10.00 %
	Month to bate Estin	Date	Return	Delta	NAV	Assets Managed
	Last Period	Date	Keturri	Deita	10PT	Historia Hanagou
	Current Period	2/3/2010				
	Performance Data In	nport				
	Monthly Performan	ce				🔀 Edit
		Date	Return E	st?	NAV Est?	Assets Managed
	Last Period					
	Save As Final	2/28/2010				•
4 >	Serformance Data In	nport				×

- b) Click on **Edit** in the upper right corner of the performance table.
- c) In the "Date" column, enter the date of the period for which the return is reported in the local format of the user. This can also be accomplished by clicking the down arrow button at the right edge of the cell and selecting the end date from the pop-up calendar.
- d) In the next cell in the same row, enter the estimated monthly return in the "Return" column. It can be entered either as a decimal or percent (0 .0125 or 1.28%) but will display in percent format after entry (1.25%).
- e) Check the next cell, the delta can be calculated automatically by right clicking the mouse and select "Calculate Deltas". This can only be done after two or more rows of performance data have been entered.
- f) Enter the net asset value in the "NAV" column. NAV's in the Month to Date section cannot be calculated automatically, they must be entered manually.

- g) In the "Assets Managed" column, enter the total amount of assets managed by the fund as of the date entered in the "Date" column.
- h) If the user has data to enter for additional return periods, repeat steps 2 7 above, entering the data for each period on a separate row in ascending date order going down the table (e.g. 1/6/2010 on row 2, 1/14/2010 on row 3, etc.).Dates can be entered either in a consistent fashion (e.g., every Wednesday) or in an inconsistent fashion (e.g., semi monthly).
- i) Click **Confirm** in the upper right corner of the window to save the entered data.

Figure 7.2.2.2: Entering Quantitative Data – Adding Data Manually – Performance Worksheet – Month to Date Data

PerTrac P-Card Generator							_ = ×
Generate P-Card Get My Funds Edit Prefe	rences Set	witzard Regis	ter New Fund Wir	dows Exit Help			
Funds	Start I	Page 🍏 Abster D	erivatives Fun				- x
🕑 👹 Abster Bond Fund (Class A - USD - On			-			9	D Cooling
🕀 🍯 Abster Commodities Fund (Class A - U	Ab	ster De	rivative	s Fund (Class	A - USD	
Abster Derivatives Fund (Class A - US	(Month	to Date Estimates)					Concer
Abstar Long / Short Equity Fund (Class		Date	Return	Delta		NAV	Assets Managed
	1	10/7/2009	0.40%				\$115,967,207
	2	10/14/2009	0.50%				\$116,082,712
	3	10/22/2009	0.60%				\$116,198,217
	4	10/28/2009	0.55%				\$116,140,465
	5 🕨	10/31/2009	0.50%				\$116,082,712
	6	11/4/2009	0.60%		4	Cut Ctrl+X	\$116,779,209
	7	11/12/2009	0.75%		B	Copy Chrl+C	\$116,953,333
	8	11/18/2009	0.90%			copy curre	\$117,127,457
	9	11/24/2009	0.85%			Paste Ctrl+V	\$117,069,415
	10	11/30/2009	0.90%			Insert Row(s)	\$117,127,457
	11	12/2/2009	0.85%			Delete Row(s)	\$118,123,040
	12	12/10/2009	0.90%				\$118,181,604
	13	12/16/2009	0.95%			Clear Contents	\$118,240,167
	14	12/23/2009	1.00%			Arrange Columns	\$118,298,731
	15	12/21/2009	0.95%			Calculate Deltas	\$118,240,167
	16	12/31/2009	1.00%		~ =		\$118,298,731
	17	1/6/2010	1.10%				\$119,600,017
	18	1/13/2010	1.15%				\$119,659,167
	19	1/21/2010	1.20%				\$119,718,316
	20	1/27/2010	1.25%				\$119,777,465
	21	1/31/2010	1.25%				\$119,777,465
	*						
•							
							.:

- 2) Monthly Returns (also applies to daily, weekly and quarterly)
 - a) After the fund has been opened and the performance data settings have been established, scroll to the bottom of the screen to where the performance data groups are held.
 - b) Click on **Edit** in the upper right corner of the performance table.

Figure 7.2.2.3: Entering Quantitative Data – Adding Data Manually – Performance Worksheet – Monthly Data

PerTrac P-Card Generator						- 0
Generate P-Card Get My Funds Edit	Preferences Setup Wizard	Register New Fund	Windows Exit	2) Help		
Funds	😪 Start Page 🍏 Abster	Derivatives Fun				*
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Commodities Fund (Class Abster Derivatives Fund (Class	Abster De	erivative	s Fund (Class A	Settin	gs 🗾 Pick Info Groups
🟵 🍏 Abster Long / Short Equity Fun	Attachments					
	Country Exposure - A	mericas	🛃 Edit	Equity Derivatives		60.00 %
	Brazil Capada		15.00 %	Exchange Traded Fu	utures & Options	40.00 %
	Chile		10.00 %	Investment Ty	pe: Derivatives	📝 Edit
	United States		25.00 %	As Of Date Exchange Traded Fu Exchange Traded O OTC Derivatives (Pla	utures iptions ain/Vanilla)	1/31/2010 40.00 % 20.00 % 30.00 %
				OTC Derivatives (Ex	(otics)	10.00 %
	Month to Date Estin	nates		OTC Derivatives (Ex	(otics)	10.00 %
	Month to Date Estin	nates Date	Return	OTC Derivatives (Ex Delta	(otics)	10.00 %
	Month to Date Estin	nates Date	Return	OTC Derivatives (Ex Delta	ootics)	10.00 %
	Month to Date Estin Last Period Current Period	nates Date 2/3/2010	Return	OTC Derivatives (Ex Delta	NAV	Edit Assets Managed
	Month to Date Estin Last Period Current Period	nates Date 2/3/2010	Return	OTC Derivatives (Ex Delta	NAV	Edit Assets Managed
	Month to Date Estin Last Period Current Period	nates Date 2/3/2010	Return	OTC Derivatives (Ex	NAV	10.00 %
	Month to Date Estin Last Period Current Period	nates Date 2/3/2010 nport cce Date	Return Return Est	OTC Derivatives (Ex Delta	NAV NAV Est?	Edit Assets Managed
	Month to Date Estin Last Period Current Period	nates Date 2/3/2010 nport cce Date	Return Return Est	OTC Derivatives (Ex Delta	NAV NAV Est?	I0.00 %
	Month to Date Estin Last Period Current Period Performance Data In Monthly Performance Last Period Save As Final	nates Date 2/3/2010 nport ce 2/28/2010	Return Return Est	OTC Derivatives (Ex Delta	NAV NAV NAV Est?	10.00 %
	Month to Date Estin Last Period Current Period Performance Data Im Monthly Performance Last Period Save As Final	nates Date 2/3/2010 nport ce 2/28/2010	Return Return Est	OTC Derivatives (Ex Delta	NAV NAV Est?	I0.00 %
	Month to Date Estin Last Period Current Period Performance Data In Monthly Performance Last Period Save As Final	nates Date 2/3/2010 nport ce 2/28/2010 nport	Return Return Est	OTC Derivatives (Ex Delta	NAV Est?	I0.00 %

- c) In the "Date" column, enter the date of the period for which the return is reported in the local format of the user. This can also be accomplished by clicking the down arrow button at the right edge of the cell and selecting the end date from the pop-up calendar.
- d) In the next cell in the same row, enter the fund performance in the "Return" column. It can be entered either as a decimal or percent (0.125 or 1.25%) but will display in percent format after entry (1.25%).
- e) If the return is an estimate check the next cell, in the "Est?" column.
- f) Enter the net asset value in the "NAV" column. If the user indicated under the quantitative data settings that the NAV should be automatically calculated, this column should be left blank.
- g) After all of the data has been entered and the **Confirm** button has been clicked, the NAVs will be calculated. NAV's can also be calculated by right-clicking the mouse and select "Calculate NAVs".

- h) Check the next cell, in the "Est?" column, if the NAV is an estimate. (If the return is an estimate, the NAV should be as well.)
- i) Enter the funds assets under management in the "Assets Managed" column
- j) If the user has data to enter for additional return periods, repeat steps 2 7 above, entering the data for each period on a separate row in ascending date order going down the table (e.g. 1/31/2010 on row 2, 2/28/2010 on row 3, etc.).
- k) Weekly dates can be entered for any day of the week. However, it must be entered in seven day increments. Monthly and quarterly dates should be entered using the final day of the period.
- I) Click **Confirm** in the upper right corner of the window to save the entered data.

Figure 7.2.2.4: Entering Quantitative Data – Adding Data Manually – Performance Worksheet – Monthly Data– Monthly Data

PerTrac P-Card Generator								_ = ×
Generate P-Card Get My Funds Edit Prefer	rences Setup	Wizard Register	New Fund Wind	lows Exit	t Help			
Funds	👷 Start Pa	ge 🏾 🇊 Abster Deri	vatives Fun					- x
Abster Bond Fund (Class A - USD - On Abster Commodities Fund (Class A - U Abster Commodities Fund (Class A - U Abster Derivatives Fund (Class A - US Abster Long / Short Equity Fund (Clas	Abs (Monthly F	ter Der	ivatives	s Fu	nd (C	Class A -	USD	Confirm
		Date	Return	Est?		NAV	Est?	Assets Managed
	1	4/29/2009	1.50%					\$100,000,000
	2	5/31/2009	1.25%					\$112,676,000
	3	6/1/2009	1.10%					\$112,800,000
	4	7/30/2009	0.98%					\$113,900,000
	5	8/31/2009	0.80%					\$114,815,000
	6	9/30/2009	0.60%					\$115,500,000
	7	10/31/2009	0.50%					\$116,000,000
	8	11/30/2009	0.90%					\$117,127,000
	9	12/31/2009	1.00%					\$118,300,000
	10	1/31/2010	1.25%	× (Out Otday	}	\$119,777,000
	*					cut cutta		
						Copy Ctri+C		
						Paste Ctrl+V		
						Insert Row(s)		
						Delete Row(s)	-	
					•••	store in the store is a store in the store in the store is a store in the store in the store is a store in the store		
						Clear Contents		
						Arrange Columns		
				_	$\rightarrow \square$	Calculate NAVs		
	-						2	
				1				

- B. Copy Data from Excel (applies to all performance reporting intervals)
 - 1) Select the columns in the source spreadsheet to be copied into the P-Card template.
 - 2) Put the cursor in the cell at the top of the P-Card quantitative data.
 - 3) Paste in the data.

Note: To paste multiple columns of data at a single time, the source columns must be in the same order as the P-Card quantitative data table.

Importing Data from a Spreadsheet

The alternative to the manual entry of performance and other quantitative data is to automatically populate the performance table by importing data from a spreadsheet (e.g., MS Excel) or a comma separate value (.csv) file. This requires the user to create an import map in the P-Card Generator. The import map directs the data from the spreadsheet to the appropriate places in the P-Card. After completing the one-time set up of an import map once the user can easily import data into the P-Card each time the spreadsheet is updated.

The import map can read an existing spreadsheet or the user may create a new one. The steps below can be applied to both scenarios.

Create a Spreadsheet

The P-Card Generator is designed to be conformed to an existing spreadsheet. However, if a spreadsheet does not exist, use this guide to create one.

- 1. Populate the appropriate data in a spreadsheet in Excel or another third-party application that can create a *.csv file. The file should contain some or all of the following data fields for each return period:
 - A. Record Date (in the users local format)
 - B. Rate of Return (either as a decimal or percent, 0.0125 or 1.25%).
 - C. Is the rate of return is an Estimate?
 - D. NAV (If the NAV is set to auto-calculate, values do not need to be entered. If autocalculate has been selected and users wish to override the values, turn off the autocalculate feature in P-Card Generator and include the appropriate values in the import file.)
 - E. Is the NAV is an Estimate?
 - F. Assets Managed

Note: The user is not required to include all six of these fields in the import file. The only required data is the date and the return.

2. Save the import spreadsheet as a .xls or .csv file.

Create an Import Map

- 1. In P-Card Generator, double-click on the fund to be updated in the "Funds" column at the left of the window.
- 2. Click Performance Data Import next to the "Performance Data Import" heading at the bottom of the window.
- 3. Click on **Browse** to locate the appropriate spreadsheet file.
- 4. Locate and select the spreadsheet file to import, then click **Open**.
- 5. Create an import map by clicking in the "Import Mapping" pull-down menu. Follow the instructions of each proceeding dialog box.

Figure 7.3.1.1: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map

🛃 PerTrac P-Card Generator							_ = ×
Generate P-Card Get My Funds	references Setup Wizard	Register New Fund	Windows Exit	Help			• 3
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster De	erivative	s Fund	(Class	A [®]	Settings 1	Pick Info Groups /10/2010 5:08 AM
				Exchange Tra Exchange Tra OTC Derivativ OTC Derivativ	ded Futures ded Options es (Plain/Vanilla) es (Exotics)		40.00 % 20.00 % 30.00 % 10.00 %
	Month to Date Estin	nates				1	Edit
		Date	Return	Delta		NAV Asse	ts Managed
	Last Period Current Period	2/3/2010					H
	👋 Performance Data In	mport					
	Monthly Performan	ice					Edit
	Last Period	Date	Return	Est?	NAV	Est? Asse	ts Managed
	Save As Final	2/28/2010					
	Performance Data In	nport					
	Data File:					1	Browse
	Import Mapping:				- 🗗 🛛	A 10 10 10 10 10 10 10 10 10 10 10 10 10	Import!
< >	C.						,

- 6. Enter a name for the import map to be created. To help to easily identify the spreadsheet file that this import map will be designed for, you may wish to give the import map the same name as the file you will use it to import. Click **Next**.
- Indicate the number of the worksheet where the data is located within the spreadsheet file. If your file only contains one sheet, choose "1". (Worksheets are signified in Excel by tabs arranged from left to right across the bottom.) Click Next.
- 8. Indicate if the data for each return period is stored in rows or columns. Click Next.
- Indicate which row or column has the first set of data. If the spreadsheet does not have column headings, the row number will be "1". If the spreadsheet does have column headings, the row number will be "2". Click Next.

- 10. For each of the six P-Card fields, indicate which column or row it is located in on the spreadsheet. Only the **Date** and **Return** are required.
 - A. Record Date (in the users local format)
 - B. Rate of Return (as a decimal or percent, 0.0125 or 1.25%).
 - C. Is the rate of return is an Estimate?
 - D. NAV (If the NAV is set to auto-calculate, values do not need to be entered. If autocalculate has been selected and users wish to override the values, turn off the autocalculate feature in P-Card Generator and include the appropriate values in the import file.)
 - E. Is the NAV is an Estimate?
 - F. Assets Managed
- 11. Click Finish!
- 12. Click Import!
- 13. A pop-up box will indicate the information was imported successfully. Click OK.
- 14. The imported information will be displayed. If the information is correct click **Confirm**. If there are problems, either correct the data in the spreadsheet and re-import it or edit it manually in P-Card Generator. Once the data is correct click **Confirm**.
- 15. Repeat this process for each performance reporting frequency that pertains to the fund (e.g. monthly, weekly, daily).

Figure 7.3.1.2: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Name the Map

Generate P-Card -	×
Funds Please type the name of the spread sheet mapping. If you have multiple mappings this will help to identify one from an other. Image: Spread Sheet Mapping Name Abster Derivatives Fund Performance	
Spread Sheet Mapping Name Abster Derivatives Fund Performance	- ×
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Figure 7.3.1.3: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Select the Tab

PerTrac P-Card Generator	_ = ×
Generate P-Card Add Import Mapping _ = = >	٢
Funds Select the worksheet number within your data file that you wish to import from. Data can only be imported from one worksheet at a time.	▼ X Info Groups
For comma delimited files (.csv), select worksheet number 1.	
Worksheet Number: 1	~
	ed 65
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Cancel	ti
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Figure 7.3.1.4: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Spreadsheet Orientation

		ld Import I	Manning	<u> </u>		- x
Generate P-Card Funds The states Funds Funds States States Funds States	Sele row ther	ct the orienta by row then s a select "Span	tion you wish select "Span I Columns".	the data to be listed b Rows". If you want ea	- y. If you want each date period to be lis ch date period to be listed across columr	sted Is Info Groups
	Data	Orientation	⊙Span Row ○Span Colu	s mns		
	EXa	A	P	C	D	
	1	Date	Peturo	Assets Managed	0	ed
	2	Jan-00	1.00%	\$ 100,000,000		65
	3	Feb-00	2.00%	\$ 104,000,000		
	4	Mar-00	-0.20%	\$ 104,000,000		
	5	Apr-00	0.50%	\$ 104,000,000		
	6					
	E	N				ed 00
	4				C Prev	ancel ti
4	4)				

Figure 7.3.1.5: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Starting Row

PerTrac P-I	Card Genera	ator									- 1	- ×
Generate P-Card	No 🔗	I Import M	apping					3		x		
Funds	Select last ro	the row of the with data.	ne initial repo	rting per	riod. Import of	data will	begin on this ro	w and end o	on the		Info Group	▼ X
	Data :	starts on row:	컴		•							
	Examp	ole: Here data	a starts on ro	w 2.	6	D						
		A	в		C	D						
	1	Date 00	Return	Assets	Managed	_					ed	
	2	Sab-00	2.00%	\$ ¢	100,000,000	_						
	4	Mar-00	-0.20%	s c	104,000,000							
	5	Apr-00	0.50%	s	104,000,000							
	6		0.5070		10 1,000,000							
		1				1					ed	
											00	
		RA									6	
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2 m												

Figure 7.3.1.6: Entering Quantitative Data – Importing Quantitative Data – Create an Import Map – Field Mapping

PerTrac P-C	ard Generator		_ = ×
Generate P-Card	Add Import Mapping	- = >	ĸ
Funds	You can define a mapping between the P-Car selecting the P-Card field then select or type respective data.	d performance fields and your spreadsheet by first the column in your spreadsheet that contains the	✓ X Info Groups
	Data Mapping:		
	P-Card Field	Sheet column	
	Record Date	A	
	Rate of Return	В	
	Is Rate of Return an Estimate?		ed
	NAV	c	65
	Is NAV an Estimate?		
	Assets Managed	0	
			ed
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		Prev Einish! Cancel	ti
			~

Note: After an import map has been created for a particular spreadsheet, users can simply select it from the **Import Mapping** drop-down menu and click **Import** to bring in new data from the spreadsheet.

Edit an Import Map

If a spreadsheet changes format it may become necessary to edit the import map to accommodate the change.

- 1. In the P-Card Generator, double-click on the fund to be updated in the "Funds" column at the left of the window.
- 2. Click Performance Data Import on the interval to be edited (daily, weekly, month to date estimates, monthly, quarterly).
- 3. Select the import map to be edited.
- 4. Click the Edit icon

Figure 7.3.2.1: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map

🔝 PerTrac P-Card Generator							_ = X
Generate P-Card Get My Funds Edit	Preferences Setup Wizar	d Register New Fund	Windows Exit	l 🕐			
Funds	😪 Start Page 🏾 🎏 Abst	er Derivatives Fun					• ×
Source Source Fund (Class A - U Source Sou	Abster D	erivative	s Fund	(Class	A Set	tings 🗾 Pick In	fo Groups
🗈 🎁 Abster Long / Short Equity Fun	Attachments						
			20100	Exchange Trad Exchange Trad OTC Derivative	ed Futures ed Options s (Plain/Vanilla)		40.00 % 20.00 % 30.00 %
				OTC Derivative	s (Exotics)		10.00 %
	Month to Date Es	timates				📝 Edit	
		Date	Return	Delta	NA ¹	/ Assets Managed	\$
	Last Period	2/3/2010					H
	S Performance Data	Import					
	Monthly Perform	ance				Z Edit	
		Date	Return	Est?	NAV Est?	Assets Managed	i
	Last Period Save As Final	2/28/2010					H
	Performance Data	Import					
	Data File:				-	😡 Browse	
	Import Mapping:	Abster Derivatives Fund	Performance		- 4 2 3	🔀 🗐 Import!	
•							
	11						

- 5. Click on the tab that contains the information to be changed
- 6. Change the relevant information.
- 7. Click OK

Figure 7.3.2.2: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Name

PerTrac P-Card Generator			x
Edit Import Mapping - =	×		
Generate P-0 Name Worksheet Number Data Orientation Start Position Field Mapping			
Funds Please type the name of the spread sheet mapping. If you have multiple mappings this will help to			• x
 Ab identify one from an other. Ab 		Groups	
🖻 🗊 Ab	_	:10 AM	
Spread Sheet Mapping Name Abster Derivatives Fund Performance]
		-	^
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Figure 7.3.2.3: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Worksheet

PerTrac P-Card Generator	- = ×
Edit Import Vapping – = ×	
Generate P-C Name Worksheet Number Data Orientation Start Position Field Mapping	
Funds Select the worksheet number within your data file that you wish to import from. Data can only be imported from one worksheet at a time.	← X) Groups
For comma delimited files (.csv), select worksheet number 1.	10 AM
Worksheet Number: 1	
	_
	~

Figure 7.3.2.4: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Orientation

Edit Import Mapping	
Generate P. d. Name Worksheet Number Data Orientation Start Position Field Mapping	
Funds Select the orientation you wish the data to be listed by. If you want each date period to be listed row by row then select "Span Rows". If you want each date period to be listed across columns Image: Ima	→ X ups M
Data Orientation	
Span Columns	
Span Columns	^
Example	-
A B C D	_
1 Date Return Assets Managed	-
2 Jan-00 1.00% \$ 100,000,000	
3 Feb-00 2.00% \$ 104,000,000	
4 Mar-00 -0.20% \$ 104,000,000	3
5 Apr-00 0.50% \$ 104,000,000	
6	
CCK Cancel	
Figure 7.3.2.5: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Starting Position

PerTrac P-Card Generator	=	x
💼 💽 🔁 Edit Import Mapping 🛛 🗸 🗖	×	
Generate P-C Name Worksheet Number Data Orientation Start Position Field Mapping		
Funds Select the row of the initial reporting period. Import of data will begin on this row and end on the		• x
Ab last row with data.) Group	5
	:10 AM	-
Data starts on row: 2		
		^
Example: Here data starts on row 2.		
A B C D		
1 Date Return Assets Managed		
2 Jan-00 1.00% S 100,000,000	***	
3 Feb-00 2.00% 5 104,000,000		
5 Apr-00 0.50% \$ 104,000,000		
6		
		=
QK <u>Cancel</u>		
		~
		>

Figure 7.3.2.6: Entering Quantitative Data – Importing Quantitative Data – Edit an Import Map – Change the Field Mapping

PerTrac P-	Card Generator		- = ×
E .	Sedit Import Mapping	×	
Generate P-C	Name Worksheet Number Data Orientation S	itart Position Field Mapping	
Funds	You can define a manning between the P-Card perfo	rmance fields and your spreadsheet by first	• x
🕀 🍏 Ab	selecting the P-Card field then select or type the col	umn in your spreadsheet that contains the	Groups
🗄 🍎 Ab	respective data.		10 AM
\rightarrow	Data Mapping:		
	P-Card Field	Sheet column	
	Record Date	Α 🗸	
	Rate of Return	В	
	Is Rate of Return an Estimate?		
	NAV	C	
	Is NA¥ an Estimate?		
	Assets Managed	D	•
4		<u>QK</u> <u>Cancel</u>	

Copying an Import Map

When creating multiple import maps, it may be easier to make one and copy it for other performance periods. However, some report interval-specific information will need to be updated in each map.

- 1. Click Performance Data Import on the interval to be edited (daily, weekly, month to date estimates, monthly, quarterly).
- 2. Select the import map to be edited.
- 3. Click the icon

Figure 7.3.3.1: Entering Quantitative Data – Importing Quantitative Data – Copy an Import Map

🔛 PerTrac P-Card Generator								- = >
Generate P-Card Get My Funds	Preferences Setup Wizar	d Register New Fun	d Windows Exit	l 🗿 Help				•
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster D	erivative	es Fund	(Clas	ss A	Settin Last P-	gs 📑 Pick Inf Card: 5/10/2010 5:	o Groups 08 AM
	Crinos statos		L U.UU	Exchan Exchan OTC De OTC De	ge Traded Futures ge Traded Options rivatives (Plain/Vanilla) rivatives (Exotics)			40.00 % 20.00 % 30.00 % 10.00 %
	Month to Date Est	imates					Z Edit	_
		Date	Return		Delta	NAV	Assets Managed	
	Last Period Current Period	2/3/2010						
	Serformance Data	Import						
	Monthly Performa	ince					Z Edit	
		Date	Return	Est?	NAV	Est?	Assets Managed	
	Last Period Save As Final	2/28/2010						
	Performance Data	Import						
	Data File:	Abster Derivatives Fun	d Performance				Browse	
· · · ·							- Import	

- 4. Type the **name** of the new import map.
- 5. Click OK.
- 6. Follow the steps in the Edit an Import Mapping to set up the new import map.
- 7. Click **OK** at the end to save the new import map.

Figure 7.3.3.2: Entering Quantitative Data – Importing Quantitative Data – Copy an Import Map – Rename the Source Map

🔝 PerTrac P-Card Generator	- = ×
Generate P-Card Get My Funds Edit Preferences Setup Wizard Register New Fund Windows Exit Help	- X
Abster Bond Fund (Class A - USD - On Abster Commodilies Fund (Class A - UI) Abster Commodilies Fund (Class A - UI)	Pick Info Groups
Abste Copy Import Map Abster Derivatives Fund Performance _ = X	e
Please type the name of the new import map you are about to copy.	
New Spread Sheet Map Name Abster Commodites Fund Performance	
	t naged 7,465
Save As Final - 2/28/2010	7,000
R Performance Data Import	
Data File:	Browse
Import Mapping: Abster Derivatives Fund Performance 💌 🚭 📝 🎒 💥 🥥	Import
	~

Deleting an Import Map

If an import map is never going to be used again, it can be deleted.

- 1. Click Performance Data Import link on the interval to be edited (daily, weekly, month to date estimates, monthly, quarterly).
- 2. Select the import map to be edited.

```
3. Click
```

4. Click **OK** on the confirmation dialogue box.

Figure 7.3.4.1: Entering Quantitative Data – Importing Quantitative Data – Copy an Import Map – Delete an Import Map

PerTrac P-Card Generator							- = x
Generate P-Card Get My Funds Edit Prefer	ences Setup Wizard	Register New Fund	Windows Exit				• x
 B abster Bond Fund (Class A - USD - On B abster Commodities Fund (Class A - U B abster Derivatives Fund (Class A - US B abster Long / Short Equity Fund (Clas 	Abster I	Derivativ	es Fund	d (Class	Setti	ngs 🗐 Pick Info G P-Card: None	iroups
	Country Exposure	e - Americas	🔀 Edit				^
	Country Exposure	e - Africa	🔀 Edit				
	Month to Date F Last Period Current Period	Estimates Date 1/31/2010 2/12/2010 ata Import	Return 1.25%	Deta 0.00%	NA	Edit Assets Managed \$119,777,465	3
	Monthly Perfor	mance				Z Edit	
		Date	Return	Est?	NAV Est?	Assets Managed	
	Last Period	1/31/2010	1.25%	4	\$110.32	\$119,777,000	
	Save As Final	2/28/2010				6	3
	Performance Da	ta Import					
	Data File:				_	Browse	1
	Import Mapping:	Abster Commodites F	und Performance		• • 2 8	Mag Import!	
							~

Adding Attachments

Process: Users can browse for files on their system (such as client letters, due diligence questionnaires, marketing presentations, etc.) and attach the files inside a P-Card. This makes P-Cards an easy and secure way to distribute documents in addition to the standard data stored directly in the P-Card.

Add an Attachment

- 1. Select the fund from the list in the "Funds" column at the left of the window by doubleclicking on the fund name.
- 2. Click Attachments just below the fund name on the right side of the window.
- 3. Use the file selection pop-up window to find and select the appropriate files to attach to the P-Card.
- 4. Click **Open** at the bottom right of the file selection window.
- 5. The file name(s) will display in the box just to the right of the "Attachments" button, indicating it is now attached to the P-Card.

PerTrac P-Card Generator ~ 2 Generate P-Card Preferences Setup Wizard Exit Get My Funds Edit Register New Fund Windows Help Funds 😪 Start Page 🏾 🍯 Abster Derivatives Fun. + Y 🗉 🍏 Abster Bond Fund (Class A - U Settings | 🗾 Pick Info Groups 🗄 🍯 Abster Commodities Fund (Clas Abster Derivatives Fund (Class A -... 🕀 🍘 Abster Derivatives Fund (Class t P-Card: 5/10/2010 5:08 AM 🗄 🏐 Abster Long / Short Equity Fun Attachments Abster Capital Performance Data.xls (600.58 KB) Edit Fund Registered Address Edit Fund Management Company Abster Capital, LLC 1010 Third Avenue New York **Fund Key Personnel** 2 Edit NY 10021 Fund Manager 1 Abigail Smith USA Compliance Officer Joseph Blogs Marketing/Investor Relations Name Fund Service Providers Redit 2 Jane Doe Telephone 212-555-1212 Prime Broker 1 Apex Prime Brokerage, Inc. Fund Administrator Sublime Fund Administration, LLC **Edit** Firm Locations Legal Counsel Top Partners, LP Auditor Magnificant Accounting Sevices, LP State City # Of Emps HQ Country 🛃 Edit HKG Hong Kong 5 **Fund Capital Status** Open to existing investors USA CA San Francisco 5 Open to new investors GBR London 10 🔽 USA NY 25 New York Primary Fund Style 📝 Edit Fundamental Fund Registration Edit Edit Onshore/Offshore Onshore Fund Fee Structure Share Class Management Fee 2.00 % USD (\$ - United States Dollar) Currency Incentive Fee 20.00 % High Watermark No Edit **Fund Strategy** Expense Ratio 5.00 % As Of Date 1/31/2010 Fund Investment Parameters 📝 Edit Sector Specific 60.00 % Event Driven 40.00 % Minimum Individual Investment 1.500.000 Fund Concentration Edit Lock Up Period (in days) ¥

Figure 8.1.1: Attachments – Adding to a P-Card

Creating and Managing Distribution Groups

Process: As described in the Setup Wizard section, distribution group profiles can be set up to ease the process of distributing fun information. By creating distribution group profiles, users have complete control over what content they decide to send to any receiving party. There are six default distribution group profiles included in the setup: AIMA P-Card, MFA P-Card, Limited Partners, Prospective Investors, Trusted 3rd Parties, and Watch List Investors. The user can add additional profiles.

Setting Up Default Distribution Group Profiles

- 1. Click **Edit** in the ribbon at the top of the window.
- 2. Click **Distribution Setup** in the drop-down menu.



Figure 9.1.1: Distribution Groups – Setting Up

- 3. At the top of the table, locate the fund or funds to be configured for distribution. Select which distribution group(s) to distribute the fund's P-Cards to by checking the box in that group's column.
- 4. Within each distribution group's column, determine which information groups will be included in the P-Cards that are sent to that group. (If you do not wish to send P-Cards to a particular distribution group, you do not need to select any information groups in that column.) Check the box for the info group to be included.
- 5. To see the list of fields included in an info group, click on + beside the name of the info group.

6. When all desired groups are selected, click **Save** or **Save and Close** at the bottom of the window.

PerTrac P-Card Generator						_ = X
Generate P-Card Get My Funds Edit Prefer	nces Setup Wizard Register New Fund	Vindows Exit	l 🕜 _{Help}			
Funds	👷 Start Page 🏾 🃁 Abster Derivatives Fun	Distributio	n Setup			÷)
Abster Bond Fund (Class A - USD - On Abster Commodities Fund (Class A - U Abster Derivatives Fund (Class A - U Abster Derivatives Fund (Class A - US Abster Long / Short Equity Fund (Clas	Distribution Setup Distribution Setup allows you to define requirements of different customer typ If you check the Fund/Customer Type for this fund; and it will only contain t	e multiple versio bes. i in the table be hose specific in	ns of your P-(Card for the individ nal P-Card will be on sps checked below.	Add Profi	le 🛛 🗶 Delete Profile
		AIMA P-Card	MFA P-Card	Limited Partners	Prospective Investors	Trusted 3rd Parties
	Funds to be applied to:				E	
	📁 Default Fund (applied to ne		(T)			
	🍏 Abster Bond Fund (Class A - US		[]		17	
	Abster Commodities Fund (Clas					
	Abster Derivatives Fund (Class					
	Abster Long / Short Equity Fund					
	P-Card File Name Suffix	AIMA	MFA	LimtPtners	Prospects	3rdParties
	Information to include in P-Ca					
	Basic Information about the M			V		
	Eund Registered Address			V	V	
	🗉 🔝 Fund Management Company	1		V		
	Image: Fund Key Personnel			V		
	Firm Locations		1			
	Fund Service Providers				2	
<>		- 111			Save 🛃 Save an	d Close

Figure 9.1.2: Distribution Groups – Setting Up

Note: Each cluster of information groups has a "Select All" box at the top of the section to make it easier to include information groups.

Setting up a Customized Distribution Group Profile

In addition to the four default distribution group profiles, users can also create and manage customized distribution group profiles. The customized distribution group can be set up for any number of additional distribution points and will adhere to the same rules as the other distribution groups applied to an individual fund. Users will need to assign the particular fields to be included in the P-Card in the same way as for the default distribution groups as described above. The email assignee method will work in the same manner for a customized group as for the default groups, in that the e-mail message will be the same as in the configuration file.

- 1. Click Edit in the ribbon at the top of the window
- 2. Select **Distribution Setup** from the drop-down menu. A grid of funds and options will be displayed.
- 3. Click **Add Profile** at the top of the window.
- 4. Enter a name for the new distribution group profile.
- 5. Enter a P-Card file name suffix. This should be a few letters that serve as an abbreviated form of the distribution group profile name. The suffix will appear at the end of the file name of P-Cards created using this profile.
- 6. Click **OK**.

Figure 9.2.1: Distribution Groups – Adding a Profile

PerTrac P-Card Generator			_ = X
Generate P-Card Get My Funds Edit Preferen	es Setup Wizard Register New Fund Windows Exit	(2) Help	
Boster Bond Fund (Class A - USD - On Abster Commodities Fund (Class A - U Abster Commodities Fund (Class A - U Abster Derivatives Fund (Class A - U Abster Long / Short Equity Fund (Class	Distribution Setup Distribution Setup Distribution Setur allows you to define multiple version Add Distribution Profile	setup <u>c.of. wour: PsCard for the individual d</u>	Add Profile Delete Profile
	Distribution Profiles allow you to defir individual data requirements of different Distribution Profile Name: High Net Worth Individuals	e multiple versions of yo int customer types.	our P-Card for the
	P-Card File Name Suffix: (short to P-Card v	ext that is prepended to when P-Cards for this pro	the file name of the ofile are created)
		Cancel	
	Fund Key Personnel Grim Locations Grim Locations		
· · · ·		Save	Save and Close Cancel

- 7. Determine which information groups should be included in the P-Cards sent to the newly created distribution group. Within the column for the new group profile, check the boxes of the info groups to be included.
- 8. To see the list of fields included in an info group, click on + beside the name of the info group.
- 9. When all desired groups are selected, click **Save** or **Save and Close** at the bottom of the window.

erate P-Card Get My Funds Edit Preference	es Setup Wizard Register New Fund	<u>Windows</u> E <u>xit</u>				
nds Moster Bond Fund (Class A - USD - On Abster Commodities Fund (Class A - U Abster Derivatives Fund (Class A - U Abster Long / Short Equity Fund (Class Abster Long / Short Equity Fund (Class	Start Page Start Derivatives Fun Distribution Setup Distribution Setup allows you to defin requirements of different customer by If you check the Fund/Customer Type	e multiple versio pes.	n Setup	Card for the individual data	Add Profile	🕌 Delete Pro
	for this fund; and it will only contain	those specific in	formation-gro	ups checked below.		
		AIMA P-Card	MFA P-Card	High Net Worth Individuals	Limited Partners	Prospective In
	Funds to be applied to:					
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	🎏 Abster Derivatives Fund (Class				(m)	
	🃁 Abster Long / Short Equity Fund					
						Deservate
	P-Card File Name Suffix	AIMA	MFA	HNWI	LimtPtners	Prospects
	P-Card File Name Suffix Information to include in P-Ca	AIMA	MFA	HNWI		
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	P-Card File Name Suffix Information to include in P-Ca Basic Information about the M Basic Information about the M Low Grant Company		MFA			

Figure 9.2.2: Distribution Groups – Adding a Profile

Note: When creating customized distribution groups for a single named investor or other party, the distribution group profile should have the same as the recipient (e.g. Ed Jones) to make the management process as simple as possible.

Removing a Distribution Group Profile

- 1. Click **Edit** in the ribbon at the top of the window.
- 2. Select **Distribution Setup** from the drop-down menu. A grid of funds and options will be displayed.
- 3. Click the **Delete Profile** at the top of the window.
- 4. A pop-up box will appear. Select the profile to be deleted.
- 4. Click OK.
- 5. When all desired distribution group profiles have been removed, click **Save** or **Save and Close** at the bottom of the window.

Figure 9.3.1: Distribution Groups – Deleting a Profile

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Abster Commodities Fund (Class A - U Abster Derivatives Fund (Class A - US Abster Long / Short Equity Fund (Class	Distribution Setup Distribution Setup allows you to define requirements of different customer typ	multiple versions of your P es.	-Card for the individual data	Add Profile	Lelete Profile
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	Information to include in P-Ca				
	Basic Information about the M			V	
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	Fund Service Providers			V	V . *
			Save	Save and Close	<u>C</u> ancel

Using Distribution Groups in the Main Screen

Information can be managed for each distribution group within the main screen of the P-Card Generator. Each field that is populated within a profile is also populated in other profiles where that field is displayed.

1. In the Edit / Distribution Setup screen select the groups to receive customized P-Cards.



PerTrac P-Card Generator						-	= x
Generate P-Card Get My Funds Edit Preferences	Setup Wizard Register New Fund art Page 💝 Abster Derivatives Fun	Windows Exit	Help N Setup				• x
Abster Commodities Fund (Class A - U Abster Derivatives Fund (Class A - U Abster Derivatives Fund (Class Abster Long / Short Equity Fund (Clas	Distribution Setup Distribution Setup allows you to defin requirements of different customer typ If you check the Fund/Customer Type for this fund; and it will only contain to	e multiple versio bes. In the table be hose specific in	ns of your P-(low an additio formation-grou	Card for the individ nal P-Card will be ups checked below.	Add Profil lual data generated	e 🛛 🎽 Delete Pro	ofile
		AIMA P-Card	MFA P-Card	Limited Partners	Prospective Investors	Trusted 3rd Parties	Â
	Funds to be applied to:						+
	Default Fund (applied to ne						-
	Abster Bond Fund (Class A - US						
	Abster Commodiles Fund I Class						
	Abster Long / Short Equity Fund						
	P-Card File Name Suffix	AIMA	MFA	LimtPtners	Prospects	3rdParties	
	Information to include in P-Ca						
	Basic Information about the M			V			
	I Fund Registered Address						
	E Fund Management Company	1		7			
æ	I Fund Key Personnel			V			
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	Fund Service Providers		V	V	V		-
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· · · ·					Save 🛃 Save an	d Close Cance	el .

- 2. Click Save or Save and Close
- 3. Select the distribution group to be edited at the bottom of the screen.

Figure 9.5.1: Distribution Groups – Using on the Main Screen

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Source Sour	Abster Deriv	atives Fur	Id (Cl Settings 1 Last P-Card: 5/:	Pick Info Groups
	Fund Management Company	Edit	Fund Registered Address	Edit
	Abster Capital,	uc	1010 Third Avenue	
	Fund Key Personnel	Edit	New York	=
	Fund Manager 1 Abigail Smith Compliance Officer Joseph Blogs		10021 USA	
	Marketing/Investor Relations Name Jane Doe Telephone 212-555-1212		Fund Service Providers	Z Edit
		_	Fund Capital Status	Edit
	Firm Locations	Edit	Open to existing investors	
	HQ Country State	City # Of Emp	Open to new investors	
	HKG	Hong Kong 5	Primary Fund Style	Edit
	USA CA	San Francisc 5	Fundamental	
		London 10 New York 25	Fund Fee Structure	Z Edit
		NOW TORK 20	Management Fee 2.00 %	
	Fund Registration	📝 Edit	Incentive Fee 20.00 % High Watermark No	
	Onshore/Offshore Onshore Share Class A		Expense Ratio 5.00 %	
	Currency USD (\$ - United	States Dollar)	Fund Investment Parameters	Edit
4 — — — —	FIRM SIFSTONS	C.L.O.	Minimum Individual Investment	×
	Primary MFA P-Card Limit	ed Partners Prospective	Investors	

- 4. Click **Edit** to the right of a group name.
- 5. Enter the appropriate data into as many fields in the group as desired.
- 6. Click **Confirm** to the right of the group name.
- 7. Repeat for each of the info groups that are to be included in the P-Card.

Note: Information only needs to be populated in one profile. The information will be replicated in other profiles that leverage the information group.

Customizing the P-Card PDF

In addition to the P-Card data file, users can also create a PDF version of the P-Card. This PDF acts as an easy to read fact sheet that can be read by all recipients, regardless if they are a PerTrac Analytical Platform user or not. This allows managers to send their P-Card information to their entire investor or prospect base without needing to know the recipients association with PerTrac.

To make the P-Card PDF useful as a marketing tool, the P-Card Generator allows users to customize the document with colors and fonts as well as the addition of adding logos to the header of the document.

The P-Card PDF can be customized on two levels: "Default Settings" and "Fund Specific Default Settings": The P-Card PDF Default Settings are applied to all funds in the P-Card Generator. The Default Settings can be overwritten by the Fund Specific Settings. These settings can be created either with a fund opened in the P-Card Generator or not.

Opening the P-Card PDF Customizer

With or without a fund open click on the **Edit** button, then select **P-Card PDF**. If no funds are open in the P-Card Generator only the Default Settings option will be presented. If one or more funds are open the Default Settings and the Fund Specific Settings will be available. Regardless of what the user wishes to do, the functionality below remains the same. The only difference is that the Default Settings are applied to all funds in the P-Card Generator while the Fund Specific Settings are applied to only one fund in the P-Card Generator and override the Default Settings.



Figure 10.1.1: PDF Customization – Entering the Module – No Funds Open



Figure 10.1.2: PDF Customization – Entering the Module – Funds Open

Common Functions

There are functions that can take place at any time during the P-Card PDF customization process. The buttons for these functions can be found at the bottom of the screen

- 1. <u>Cancel</u>: If the user wishes to stop the customization process and not save the work performed, click **Cancel**, then confirm that the work is not to be saved.
- 2. <u>Save</u>: If the user wishes to stop the customization process and does want to save the work performed, click **Save**, then confirm that the work is be saved.
- 3. <u>Preview</u>: The P-Card PDF can be previewed at any time during the customization process by clicking the **Preview** button at the bottom of the screen. If no funds are open in the P-Card Generator the user will be asked to indicate which fund is to be previewed. If one or more funds are open in the P-Card Generator the active fund will be previewed.

Figure 10.2.1: PDF Customization – Common Functions

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Generate P-Card Get My Funds Edit Prefer	ences Setup Wizard Register New Fund Windows Exit Help	
Funds	👷 Start Page 🛛 🗊 Abster Derivatives Fun 🔡 PDF Template Setup	- x
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	🗸 Cancel 🛃 Save	Preview G Previous Next 😌

PDF Customization

- A. <u>PDF Header Template</u>: Customization of the text and graphics that will go into the header section of the P-Card PDF
 - Initial Default vs. New Default: The initial default setting is a black and white document. This can be used instead of customizing the document. At the conclusion of this section a new default setting will be created which will contain the customization. To start this process, select the Custom radio button.
 - 2) Text Setup: Customize the text that will be in the header of the P-Card PDF Typically this would entail the company name, fund name, company address and other textual information. To customize the text, select the text by holding down the left mouse button and dragging the mouse over the text to highlight what is to be changed. Select the appropriate setting below
 - 1) <u>Font Style</u>: Select the desired font style from the first pull-down menu. *Default setting is Arial*
 - 2) <u>Font Size:</u> Select the desired font size from the second pull down-menu. *Default setting is 8*
 - 3) <u>Font Color:</u> Select the desired font color from the third pull down-menu. *Default setting is black*
 - 4) <u>Font Settings:</u> Select the desired font settings from **b**, *I* and <u>u</u> buttons. Default setting is normal text (no bold, italics or underlines)
 - 5) <u>Text Alignment:</u> Select the desired text alignment from the last three buttons. Options are left, right and center. *Default setting is left alignment*
 - 3) **Image Setup**: Select and size a graphic image to be entered into the header of the P-Card PDF
 - 1) <u>Image Selection:</u> Select the image to add by clicking on the first button. Then browse to locate the desired image or graphic. The location of the image will be displayed in the location box. The P-Card PDF supports *.jpeg, *.gif, *.png, *.bmp, *.tif formats
 - Image Alignment Relative to Text: Select where the image is to be aligned relative to text in the second pull-down menu. Options are left of text, right of text, above text or below text.

Default is no selection

- <u>Image Alignment:</u> Select the desired text alignment from the last three buttons. Options are left, right and center. *Default setting is left alignment*
- Image Size: Update the size of the image to better fit into the P-Card PDF header with the pull-down menu. Options are to resize by height and width or by percentage.

Default is original size

5) <u>Image Order Relative to Text:</u> Update the visual order of the image relative to the text with the **Order** pull-down menu. This is useful when the text and image use the same alignment (i.e., both are right justified). The image can be place behind or in front of the text.

Default is no selection.

- 6) <u>Delete the Image:</u> If the select image is to be removed or changed, click on the red **X** button to remove it.
- 4) After all options have been set, click Next



Figure 10.3.1: PDF Customization – Setup – PDF Header Template

- B. <u>PDF Info Group Template</u>: Customization of the fonts, background colors and borders or the P-Card PDF information groups. Settings are applied to all information groups.
 - A. Border Color: Chose the appropriate color for information group borders. *Default is black*
 - B. Header Band: Select the color of the header of the information group (also known as the information group name). *Default is dark gray*
 - 1) <u>Font Style:</u> Select the desired font style from the first pull-down menu. *Default setting is Arial*
 - 2) <u>Font Size:</u> Select the desired font size from the second pull down-menu. *Default setting is 8*
 - 3) <u>Font Color:</u> Select the desired font color from the third pull down-menu. *Default setting is black*
 - 4) <u>Background Color:</u> Select the desired color of the field names section. *Default is white*
 - 5) <u>Font Settings:</u> Select the desired font settings from **b**, *I* and <u>u</u> buttons. *Default setting is normal text (no bold, italics or underlines)*
 - C. Field Names: Customize the names of the fields within the information groups
 - 1) <u>Font Style:</u> Select the desired font style from the first pull-down menu. *Default setting is Arial*
 - 2) <u>Font Size:</u> Select the desired font size from the second pull down-menu. *Default setting is 8*
 - 3) <u>Font Color:</u> Select the desired font color from the third pull down-menu. *Default setting is black*

- 4) <u>Background Color:</u> Select the desired color of the field names section. *Default is white*
- 5) <u>Font Settings:</u> Select the desired font settings from **b**, *I* and <u>u</u> buttons. *Default setting is normal text (no bold, italics or underlines)*
- D. Populated Data: Customize the data that has been entered into the P-Card
 - 1) <u>Font Style:</u> Select the desired font style from the first pull-down menu. *Default setting is Arial*
 - 2) <u>Font Size:</u> Select the desired font size from the second pull down-menu. *Default setting is 8*
 - 3) <u>Font Color:</u> Select the desired font color from the third pull down-menu. *Default setting is black*
 - 4) <u>Background Color:</u> Select the desired color of the field names section. *Default is white*
 - 5) <u>Font Settings:</u> Select the desired font settings from **b**, *I* and <u>u</u> buttons. *Default setting is normal text (no bold, italics or underlines)*
- E. After all options have been set, click Next

Figure 10.3.2: PDF Customization – Setup – PDF Info Group Template

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🖲 🎁 Abster Long / Short Equity Fund	PDF Info Group Te	mplate		
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	Font Preview San	nple Text		
	Field Names Arial	▼ 8	▼ Font Color ▼	Background Color 🔹 🕒 📝 🖳
	Sar	ple Text		
	Populated Data Arial	▼ 8	▼ Font Color ▼	Background Color 🔹 🕨 🚺 🖳
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	Save		Prey	ew C Previous Next O

F. <u>PDF Performance Data Template</u>: Customization of the fonts, shading and borders of the different performance data sections of the P-Card PDF.

Note: The options in this section are limited due to space constraints on the PDF page.

- 1) Border Color: Chose the appropriate color for information group borders. *Default is black*
- 2) Section Headers: Customize the title of the headers for the performance sections (i.e., "Daily Performance" or "Monthly Performance")
 - a) <u>Font Style:</u> Select the desired font style from the first pull-down menu. *Default setting is Arial*
 - b) <u>Font Size:</u> Select the desired font size from the second pull down-menu. *Default setting is 10*
 - c) <u>Font Color:</u> Select the desired font color from the third pull down-menu. *Default setting is black*
 - d) <u>Background Color:</u> Select the desired color of the field names section. Default is white
 - e) <u>Font Settings:</u> Select the desired font settings from **b**, *I* and <u>u</u> buttons. *Default* setting is normal text (no bold, italics or underlines)
- 3) Table Headers: Customize the column heading within the performance tables.
 - a) <u>Font Color:</u> Select the desired font color from the third pull down-menu. Default setting is black
 - b) <u>Background Color:</u> Select the desired color of the field names section. Default is dark gray
- 4) Date Column: Customize the date values in the performance data tables
 - a) <u>Font Color:</u> Select the desired font color from the third pull down-menu. Default setting is black
- 5) Return Column: Customize the performance return values
 - a) <u>Font Color:</u> Select the desired font color from the third pull down-menu. *Default setting is black*
- 6) Foot Note: Customize the foot note text at the bottom of the performance data tables.
 - a) <u>Font Style:</u> Select the desired font style from the first pull-down menu. *Default setting is Arial*
 - b) <u>Font Size:</u> Select the desired font size from the second pull down-menu. Default setting is 7
 - c) <u>Font Color:</u> Select the desired font color from the third pull down-menu. *Default setting is black*
 - d) <u>Font Settings:</u> Select the desired font settings from **b**, *I* and <u>u</u> buttons. *Default* setting is normal text (no bold, italics or underlines)
- Include Yearly Performance: To include a yearly / year-end / year-to-date performance figure click the check box. The applicable formats selected above will be assigned to this column.
- 8) After all options have been set, click **Next**

PerTrac P-Card Generator			×
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Abster Bond Fund (Class A - US Signal Abster Commodities Fund (Class Abster Commodities Fund (Class A Abster Derivatives Fund (Class A	Abster Derivatives F	Fund (PDF Header Template > Info Group > Performance Data > Notes	Page
🗄 🏐 Abster Long / Short Equity Fund	PDF Performance Data	Template	
	Border Color		
	Section Headers e.g. "Daily Performance",	Arial • 10 • Font Color • b 7 U	
	"Monthly Performance"	Sample Text	
	Table Headers	Font Color Background Color Sample Text	
	Date Column	Font Color Sample Text	
	Return Column	Font Color	
	Foot Note	Arial 7 Font Color Image: Color Sample Text	
	Include Yearly Performance		
	Cancel Save	C Preyjew C Previous	0

Figure 10.3.3: PDF Customization – Setup – PDF Performance Data Template

- G. <u>PDF Notes Page Template</u>: Customization of the notes page of the P-Card PDF. This is where the user will put foot notes, disclaimers and any verbal commentary about the report
 - 1) <u>Font Style:</u> Select the desired font style from the first pull-down menu. *Default setting is Arial*
 - 2) <u>Font Size:</u> Select the desired font size from the second pull down-menu. *Default setting is 8*
 - 3) <u>Font Color:</u> Select the desired font color from the third pull down-menu. *Default setting is black*
 - 4) <u>Font Settings:</u> Select the desired font settings from **b**, *I* and <u>u</u> buttons. Default setting is normal text (no bold, italics or underlines)
 - 5) <u>Text Alignment:</u> Select the desired text alignment from the last three buttons. Options are left, right and center. *Default setting is left alignment*
 - 6) After all options have been set, click Next

Figure 10.3.4: PDF Customization – Setup – PDF Notes Page Template

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ienerate P-Card Get My Funds Edit Preferences Setup Wizard Register New Fund Windows Exit Help
Funds 😪 Start Page 🍏 Abster Derivatives Fun 🔝 PDF Template Setup
 # Abster Bond Fund (Class A - U5 # Abster Commodities Fund (Class # Abster Derivative # Abster Derivatives Fund (Class A
Abster Long / Short Equity Fund PDF Notes Page Template
Cancel Save Cereview Cereview Finish

- H. Template Fund Select (applies only to the Default Settings): Determine which of the current funds in the P-Card Generator will have the above settings applied to. The settings will be automatically be applied to all new funds brought into the P-Card Generator
 - 1) Click on the check box to the left of each fund to indicate which funds to have the PDF settings applied to.
 - 2) To apply the settings to all existing funds, click the "Select all Funds" box.
 - 3) After all of the funds have been selected, click Finish
 - 4) Confirm that the settings are to be saved as the new default

Figure 10.3.5: PDF Customization – Setup – Template Fund Selection



Generating P-Cards

Generating a P-Card is the process of taking the information about a fund stored in the P-Card Generator and turning it (along with any designated attachments) into an encrypted file that can be emailed to recipients and then imported by them into the PerTrac Analytical Platform. The generation process can be undertaken at any time but should be used only when all of the data that a user intends to transport to a recipient has been entered into P-Card Generator.

An "Expiration Date" can be added to a P-Card, which ensures that only the most recent data can be imported into the users PerTrac Analytical Platform. This date only prevents an expired P-Card from being imported and does not remove information from the PerTrac Analytical Platform after the expiration date has passed.

Users may choose to generate a PDF file to be sent along with their P-Cards. These PDF files contain the same information as a P-Card; however, they are not encrypted and are designed to be read by all recipients. For more information on the P-Card PDF, please see the *Customizing the P-Card PDF* section.

If the user has set up distribution group profiles, they will need to specify not only which fund(s) they wish to generate a P-Card for but also which distribution group(s), in order to generate the correct version of the P-Card(s). For any individual fund, a user could have multiple P-Cards based on the various distribution group profiles, and each of these would need to be specified individually to be generated during this stage of the process.

Note: If the user <u>has not</u> set up distribution group profiles (the default scenario), a single P-Card will be generated for a given fund.

Note: If the user <u>has not</u> set the function to automatically generate an email, one will need to be created manually to distribute the P-Card.

Generate P-Cards without Distribution Groups

- 1. Generating a Single P-Card
 - A. Click **Generate P-Card** in the ribbon at the top of the window.

Figure 11.1.1: Generating the P-Card – Without Distribution Groups – Single P-Card



- B. In the pop-up window, select the P-Card to be generated by clicking on the appropriate check box. The default will be for the fund currently being viewed. If no fund is currently being viewed, manually select the fund to be generated.
- C. Expiration Options for the P-Card by clicking on Card Expiration Options" label. *The default value is for no expiration*
- D. Click the check box to select to create a PDF version of the P-Card, if desired. See Section **Customizing the P-Card PDF** to learn more about customizing the P-Card PDF.
- E. Click Generate P-Card.

Figure 11.1.2: Generating the P-Card – Without Distribution Groups – Single P-Card

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Generate P-Card Get My Funds	Generate P-Card - X	
Funds Abster Bond Fund (Class A B S Abster Commodities Fund (C B Abster Derivatives Fund (Cl B Abster Long / Short Equity F	Please select the fund(s) you would like to create a P-Card for. Select all Funds Select Bond Fund (Class A - USD - Onshore) Solve Abster Commodities Fund (Class A - USD - Onshore) Abster Derivatives Fund (Class A - USD - Onshore) Solve Abster Long / Short Equity Fund (Class A - USD - Onshore)	
	P-Card Expiration Options Would you like to set an expiration date for your P-Card?	Edit
	◯ This P-Card will expire in 30 🗸 days.	2 Edit
	O This P-Card will expire on	Edit
	No Expiration Date	☑ Edit
4	Generate PDF	Zedit
		· ·

- F. Select a location to save the P-Card and P-Card PDF. The P-Card file follows a specific naming convention of fund name, class, currency, on/offshore and the date the P-Card was generated.
- G. If the "Automatic Email Generation" option is selected in the Settings section an email will be created. Add the users email address or the appropriate email list and click send. The P-Card will be sent directly to the intended recipient.

If the "Automatic Email Generation" option is not selected the P-Card and PDF will be saved to the desired location and the process will end.

- 2. Generating Multiple P-Cards
 - A. Click Generate P-Card in the ribbon at the top of the window.

Figure 11.2.1: Generating the P-Card – Without Distribution Groups – Multiple P-Cards

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Funds	👷 Start Page 🧃	Abster Derivatives	Fun				~ X
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster	r Deriva	tives F	und (Class A	Settings E	Pick Info Groups
	Fund Manage	ment Company	5	Edit	Fund Registere	d Address	Edit
		Abster Capital, LLC				1010 Third Avenue	
	Fund Key Pers	sonnel		Edit		NY NY	=
	Fund Manager 1 Compliance Office	Abigail Smith r Joseph Blogs				10021 USA	
	Marketing/Investo	r Relations Name Jane Doe			Fund Service P	roviders	Edit
	Telephone	212-555-1212			Prime Broker 1	Apex Prime Brokerage, Inc.	
	Firm Location	s	a la	Z Edit	Legal Counsel	Top Partners, LP	
	HQ Country	State	City	# Of Emps	Auditor	Magnificant Accounting Sevices,	LP
	HKG		Hong Kong	5	Fund Capital St	atus	🛃 Edit
	USA	CA	San Francisco	5	Open to existing inv Open to new invest	vestors ors	
	USA	NY	New York	25	Primary Fund S	ityle	Fdit
	Fund Registra	tion	1	a cas	Fundamental		[se] core
	Onshore/Offshore	Onshore	فا	Edit	Fund Fee Struc	ture	Edit
	Share Class Currency	A USD (\$ - United Sta	tes Dollar)		Management Fee Incentive Fee	2.00 % 20.00 %	
	Fund Strateg	7		Edit	High Watermark Expense Ratio	No 5.00 %	
	As Of Date Sector Specific			1/31/2010	Fund Investme	ent Parameters	Redit
	Event Driven			40.00 %	Minimum Individual I	Investment	(a) cont
	Fund Concent	ration	i	Edit	Lock Up Period (in d	1,500,000 lays)	v

- B. In the pop-up window, select the funds to be generated by clicking on the appropriate check boxes. Any open fund will automatically be selected for generation. If no fund is currently being viewed, manually select the funds to be generated.
- C. Expiration Options for the P-Card by clicking on Expiration Options next to the "P-Card Expiration Options" label. The default value is for no expiration. Default is for no expiration date
- D. Click the check box to select to create a PDF version of the P-Card, if desired. See Section *Customizing the P-Card PDF* to learn more about customizing the P-Card PDF.
- E. Click Generate P-Card.

Figure 11.2.2: Generating the P-Card – Without Distribution Groups – Multiple P-Cards

PerTrac P-Card Generator	_ = X
Generate P-Card -	×
Funds • • • • • • • • • • • • • • •	✓ × ick Info Groups 2010 5:08 AM ZOID 5:08 AM
P-Card Expiration Options Would you like to set an expiration date for your P-Card?	Edit
○ This P-Card will expire in 30	Edit
This P-Card will expire on	Edit
No Expiration Date	Edit
Generate PDF Generate P-Card Gancel	Edit

- F. Select a location to save the P-Card and P-Card PDF. The P-Card file follows a specific naming convention of fund name, class, currency, on/offshore and the date the P-Card was generated.
- G. Click OK.
- H. If the "Automatic Email Generation" option is selected for each P-Card in the Settings section an email will be created with P-Cards for all selected funds attached. Funds that do not have the "Automatic Email Generation" option selected will be created but not added to the email. Add the users email address or the appropriate email list and click Send. The P-Card will be sent directly to the intended recipient.

If the "Automatic Email Generation" option is not selected for any funds the P-Card and PDF will be saved to the desired location and the process will end. The user can then create an

email manually, add the appropriate recipient(s) or email group, attach the P-Card and PDF (if appropriate), enter the desired subject line and body, and send. The P-Card and PDF file are stored in the place they were saved in step e above.

Generate P-Cards *with* Distribution Groups

- 1. Generating a Single P-Card
 - A. Click Generate P-Card in the ribbon at the top of the window.

Figure 11.3.1: Generating the P-Card – With Distribution Groups – Single P-Card

🔝 PerTrac P-Card Generator					_ = X
Generate P-Card Get My Funds Funds	Preferences Setup Wi	zard Register New Fi	und Windows Exit	Clace A - Settings I	▼ X
Abster Derivatives Fund (Class Sort Equity Fun Short Equity Fun	Abster		es runu (Last P-Card: 5/	10/2010 5:08 AM
	Fund Manageme	nt Compan y	📝 Edit	Fund Registered Address	📝 Edit
	4	Abster Capital, LLC		1010 Third Avenue	
	Fund Key Person	nel	Edit	New York NY	
	Fund Manager 1 A	bigail Smith		10021	11
	Compliance Officer J Marketing/Investor Re	loseph Blogs elations Name		USA	
	J	ane Doe		Fund Service Providers	📝 Edit
	Telephone 2	12-555-1212		Prime Broker 1 Apex Prime Brokerage, Inc. Fund Administrator Sublime Fund Administration, LL	c
	Firm Locations		📝 Edit	Legal Counsel Top Partners, LP	
	HQ Country	State	City # Of Emps	Auditor Magnificant Accounting Sevices,	LP
	HKG	Hor	ig Kong 5	Fund Capital Status	Edit
	USA 📃	CA San	Francisco 5	Open to existing investors	
	GBR	Lon	don 10	Open to new investors	
	USA	NY Nev	v York 25	Primary Fund Style	🛃 Edit
	Fund Registratio	n	📝 Edit	Fundamental	
	Onshore/Offshore O	Onshore		Fund Fee Structure	Edit
	Share Class A) ISD (\$ - I loited States Do	llar)	Management Fee 2.00 %	
	Carrency	() - Oniced States Do	iidi y	Incentive Fee 20.00 % High Watermark No	
	Fund Strategy		Edit	Expense Ratio 5.00 %	
	As Of Date Sector Specific		1/31/2010 60.00 %	Fund Investment Parameters	Edit
	Event Driven		40.00 %	Minimum Individual Investment	
< >	Fund Concentrat	ion	Edit	1,500,000	
				Lock op Feriod (in days)	

- B. In the pop-up window, use the drop-down menu to select the fund to generate a P-Card for Set. The default will be the fund currently being viewed.
- C. Expiration Options for the P-Card by clicking on Card Expiration Options next to the "P-Card Expiration Options" label.
- D. Click the check box to select to create a PDF version of the P-Card, if desired.
- E. Click Generate P-Card.

Figure 11.3.2: Generating the P-Card – With Distribution Groups – Single P-Card

🔛 PerTrac P-Card Generator	_ = X
Generate P-Card - X	
Funds • • • • • • • • • • • • • • •	Vick Info Groups 2010 5:08 AM
P-Card Expiration Options Would you like to set an expiration date for your P-Card?	Edit
◯ This P-Card will expire in days.	Edit
This P-Card will expire on	Edit
	Edit
Generate PDF	Edit

- F. Indicate the desired action for each distribution group by clicking on the appropriate check box column. The P-Card Generator will always create the P-Card; therefore there is no check box column for this. Definitions for each column are:
 - 1) <u>PDF</u>: Create a PDF to go along with the P-Card. A P-Card must be generated to enable a PDF to be generated.
 - 2) <u>Email</u>: Include the P-Card in an email.
 - Save: a version of the P-Card and PDF to a local/network directory. The P-Card file follows a specific naming convention of fund name, class, currency domicile and the date the P-Card was generated
- G. Click OK
- H. If the Email check box column is selected an email will be created for each distribution group. Add the users email address or the appropriate email list and click send. The P-Card will be sent directly to the intended recipient.

For the distribution groups that are not selected in the Email check box column the P-Card and PDF, if applicable, will be saved to the desired location and the process will end.

Figure 11.3.3: Generating the P-Card – With Distribution Groups – Single P-Card

erTrac P-Card Generat	or							-	
	2	2	S		-				
ands Save P-0	Cards to						-	= x	
Ab Ab Ab Ab									ıps
Your (5) P-Ca P-Cards has t put a check in • PDF: Se • Email:	rds have been been archived fo the "Save" colu electing the "PDF You can choose	generated; one r future use. I mn. For more " checkboxes v to create a nev	e P-Card for ea f you would lik options, see th will create P-Ca w email for eac	ach Distributi e to save an he checkbox ard PDF repo h P-Card or I	on Group fo y of these f columns be rt(s) for you PDF report.	r each fund. P-Cards to a s low: ur P-Cards.	Each of the: pecific folde	se r,	
• Save: S	iaves the P-Caro	d file and PDF r	eport (if check	ed).	V	↓			
• 5ave: 5	iaves the P-Caro Distri	d file and PDF r	eport (if check	ed).	PDF	Email	Save		
• Save: S	iaves the P-Caro Distri	d file and PDF re	eport (if check	ed).	PDF	Email	Save	^	
• Save: Select A	Saves the P-Card Distri	d file and PDF re	eport (if check	ed).	PDF	Email	Save		
• Save: Select A	Distri Distri	d file and PDF re	eport (if check	ed).	PDF	Email	Save		
Save: 5 Select A Primary AIMA P-C Limited Pa	Distri Distri ard artners	d file and PDF re	eport (if check	ed).	PDF V V V V	Email	Save		
Save: 5 Select A Primary AIMA P-Ce MFA P-Ce	Saves the P-Card Distr and artners ard	d file and PDF re	eport (if check	ed).	PDF V V V V	Email	Save		
Save: 5 Select A Primary AIMA P-C Imited Pa MFA P-Ca	Saves the P-Card Distri ard artners ard	d file and PDF re	eport (if check	ed).	PDF V V V V	Email	Save		
Save: 5 Select A Primary AIMA P-C Limited Pa MFA P-Ca	Saves the P-Card Distri- II ard artners ard Share C Currenc	libution Groups	eport (if check	ed).	PDF V V V Expense Rac Fund Inv	Email Email C C C C C C C C C C C C C	Save	el Edit	
• Save: 5 Select A Primary AIMA P-C Itimited Pa MFA P-Ca	Saves the P-Card Distribution art ners ard Share C Currenc Primot	lass A y USD (\$	- United States Dol	ar)	PDF PDF P P P P P P P P P P P P P	Email Email C C C C C C C C C C C C C C C C C C C	Save	el Edit	

Generating Multiple P-Cards
 A. Click Generate P-Card in the ribbon at the top of the window.

Figure 11.4.1: Generating the P-Card – With Distribution Groups – Multiple P-Cards

PerTrac P-Card Generator				- = X
Generate P-Card Get My Funds Edit	Preferences Setup Wizard Register	New Fund Windows Exit H	2) telp	- *
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster Derivatives	tives Fund (Class A Settings I ELast P-Card: 5/11	Pick Info Groups 0/2010 5:08 AM
	Fund Management Company	Pedit	Fund Registered Address	Edit
	Abster Capital, LL	C	1010 Third Avenue	
	Fund Key Personnel Fund Manager 1 Abigail Smith Compliance Officer Joseph Blogs	Edit	New York NY 10021 USA	
	Marketing/Investor Relations Name		Fund Service Providers	Edit
	Telephone 212-555-1212		Prime Broker 1 Apex Prime Brokerage, Inc.	
	Firm Locations	📝 Edit	Legal Counsel Top Partners, LP	
	HQ Country State	City # Of Emps	Auditor Magnificant Accounting Sevices, L	p
	HKG	Hong Kong 5	Fund Capital Status	Edit
	USA CA	San Francisco 5	Open to existing investors	
	GBR	London 10		
	USA NY	New York 25	Primary Fund Style	Edit
	Fund Registration	Edit	Fundamental	
	Onshore/Offshore Onshore		Fund Fee Structure	Edit
	Currency USD (\$ - United St	ates Dollar)	Management Fee 2.00 % Incentive Fee 20.00 %	
	Fund Strategy	Edit	High Watermark No Expense Ratio 5.00 %	
	As Of Date Sector Specific	1/31/2010 60.00 %	Fund Investment Parameters	Edit
	Event Driven	40.00 %	Minimum Individual Investment	
	Fund Concentration	Z Edit	1,500,000 Lock Up Period (in days)	~
			contrals i energia antas	.:

- B. In the pop-up window, select the P-Cards to be generated by clicking on the appropriate check boxes. The default will be for the fund currently being viewed. If no fund is currently being viewed, manually select the funds to be generated.
- C. Expiration Options for the P-Card by clicking on Card Expiration Options next to the "P-Card Expiration Options" label. The default value is for no expiration.
- D. Click the check box to select to create a PDF version of the P-Card, if desired. See Section Customizing the P-Card PDF to learn more about customizing the P-Card PDF.
- E. Click Generate P-Card.

Figure 11.4.2: Generating the P-Card – With Distribution Groups – Multiple P-Cards



- F. Indicate the desired action for each distribution group by clicking on the appropriate check box column. The P-Card Generator will always create the P-Card; therefore there is no check box column for this. Definitions for each column are:
 - 1) <u>PDF</u>: Create a PDF to go along with the P-Card. A P-Card must be generated to enable a PDF to be generated.
 - 2) Email: Include the P-Card in an email.
 - 3) <u>Save</u>: a version of the P-Card and PDF to a local/network directory. The P-Card file follows a specific naming convention of fund name, class, currency domicile and the date the P-Card was generated
- G. Click OK

Figure 11.4.3: Generating the P-Card – With Distribution Groups – Multiple P-Cards

🛃 PerTrac P-Card Generator						_ = X
Generate P-Cerd Get My Funds Edit Dreferences Se	People Register New Fund	Mindows Exit A	2) telo			_
Funds					- 0	× • ×
B 😏 Abst B 😏 Abst						1
Your (10) P-Cards have been P-Cards has been archived for put a check in the "Save" colur • PDF: Selecting the "PDF • Email: You can choose t • Save: Saves the P-Card	generated; one P-Card fo future use. If you would nn. For more options, see "checkboxes will create P- o create a new email for e file and PDF report (if che	r each Distrib like to save a the checkbo: Card PDF rep ach P-Card or cked).	ution Group f ny of these F < columns bel ort(s) for you r PDF report.	or each fund. 6 P-Cards to a spe ow: ur P-Cards.	Each of these ecific folder,	
Distri	oution Groups		PDF	Email	Save	•
Select All			→ 🔽	V	V	=
Primary				 Image: A set of the set of the		
AIMA P-Card				 Image: A set of the set of the		
Limited Partners			V	 Image: A set of the set of the		
MFA P-Card			V	~		
				QK	<u>C</u> ancel	
As Of Date Sector Specific		1/31/2010 60.00 %	Fund Investi	ment Parameters	2	Edit
Fund Conce	ntration	Edit	Minimum Individu Lock Up Period (ii	al Investment 1,500,000 n days)		~

- H. If the Email check box column is selected an email will be created for each P-Card / distribution group combination. For example, for the figure above, four emails will be created
 - 1) Primary: Bond Fund and Derivatives Fund
 - 2) AIMA P-Card: Bond Fund and Derivatives Fund
 - 3) Limited Partners: Bond Fund and Derivatives Fund
 - 4) MFA P-Card: Bond Fund and Derivatives Fund

Add the users email address or the appropriate email list and click send. The P-Card will be sent directly to the intended recipient.

For the distribution groups that are not selected in the Email check box column the P-Card and PDF, if applicable, will be saved to the desired location and the process will end.

Get Additional Help

Additional information can be obtained from the P-Card section of the PerTrac Financial Solutions website (www.pertrac.com). To get access to written documents as well as video tutorials, click on the **Help** button located in the top ribbon.

🔡 PerTrac P-Card Generator				_ = ×
Generate P-Card Get My Funds Edit	Preferences Setup Wizard Registr	er New Fund Windows Exit	2) Help	• X
Abster Bond Fund (Class A - U Abster Commodities Fund (Class Abster Derivatives Fund (Class Abster Long / Short Equity Fun	Abster Deriva	atives Fund(Class A Settings 1 Last P-Card: 5/) Pick Info Groups 10/2010 5:08 AM
	Fund Management Company	Edit	Fund Registered Address	Edit
	Abster Capital, L	rc	1010 Third Avenue	
	Fund Key Personnel	📝 Edit	New York NY	
	Fund Manager 1 Abigail Smith		10021	=
	Marketing/Investor Relations Name		Fund Service Providers	Deda
	Jane Doe Telephone 212-555-1212		Prime Broker 1 Apex Prime Brokerage, Inc.	
	Firm Locations	Fdit	Fund Administrator Sublime Fund Administration, LLC	:
	HQ Country State	City # Of Emps	Auditor Magnificant Accounting Sevices,	LP
	HKG	Hong Kong 5	Fund Capital Status	Edit
	🔄 USA CA	San Francisco 5	Open to existing investors	
	GBR	London 10	Open to new investors	
	USA NY	New York 25	Primary Fund Style	Edit
	Fund Registration	Edit	Fundamental	
	Onshore/Offshore Onshore		Fund Fee Structure	Edit
	Currency USD (\$ - United S	States Dollar)	Management Fee 2.00 % Incentive Fee 20.00 %	
	Fund Strategy	Pedit	High Watermark No	
	As Of Date	1/31/2010	Expense Ratio 5.00 %	
	Sector Specific Event Driven	60.00 % 40.00 %	Fund Investment Parameters	Edit
· · · · · · · · · · · · · · · · · · ·	Fund Concentration	Z Edit	Minimum Individual Investment 1,500,000 Lock Up Period (in days)	×

Figure 12.1.1: Get Additional Help

Appendix

1. Managed Funds Association (MFA) Requirements

	This table	contains a	list of MFA	required fields:
--	------------	------------	-------------	------------------

Information Group	Field
Firm Locations	City, state, country of offices Number of employees in each office Indication of headquarters site
Fund Registration	Is Registered (Yes / No) Registered With Onshore / Offshore (completed during P- Card sign up)
Fund Strategy	Check the appropriate strategy
Use of Leverage	Uses Leverage (Yes / No) Current Leverage
Service Providers	Administrator
Fund Investment Parameters	Redemption Notification Period
Fund Details	Fund Total Assets Under Management As of When
Investor Type	Indicate the funds assets from each investor type.
Firm Details	Number of Funds Managed Firm Total Assets Under Management

2. Alternative Investment Management Association (AIMA) Requirements

This table contains a list of AIMA required fields:

Information Group	Field
Firm Locations	City, state, country of offices Number of employees in each office Indication of headquarters site
Fund Registration	Domicile
Fund Details	Fund Total Assets Under Management As of When
Investor Type	Indicate the funds assets from each investor type.
Firm Details	Firm Total Assets Under Management
3. P-Card Field Master

PerTrac P-Card Generator v1.6 Field Master								
Investment Master Name			Fund Registered Address					
Fund Name			Address 1					
i did fidilio			Address 2					
Fund Management Company			Address 3					
Company Name			City					
Website			State/Province					
Is it Password Protected?			Postal Code					
			Country					
Fund Key Personnel			General Phone Number					
Fund Manager 1								
Fund Manager 2			Fund Service Providers					
Fund Manager 3			Prime Broker 1					
Compliance Officer			Prime Broker 2					
Marketing/Investor Relations Name			Prime Broker 3					
Title			Prime Broker 4					
Telephone			Prime Broker 5					
Business Email			Custodian					
			Fund Administrator					
Firm Locations			Legal Counsel					
HQ Country State	City	# of Emps	Auditor					
			Technology Service Provider					
Fund Registration			Fund Capital Status					
Registered?			Closed					
Registered With			Open to existing investors					
Onshore/Offshore			Open to new investors					
Domicle								
Share Class			Primary Fund Style					
Currency			Technical					
			Quantitiavive					
Fund Strategy (% Allocation Option)			Fundamental					
As Of Date								
Primary Strategy			Fund Fee Structure					
Long/Short		%	Management Fee					
Market Neutral		%	Incentrive Fee					
Equity hedge		%	High Watermark					
Sector Specific		%	Expense Ratio					
Long Only Value		%						
Short Sales		%	Fund Investment Parameters					
Credit		%	Minimum Individual Investment					
CLO / CDO Manager		%	Lockup Period					
Fixed Income		%	Redemption Notification Period					
Distressed		%	Advanced Notice					
Convertible Bond Arbitrage		%	Fixed Redemption Structure					
Statistical Arbitrage			Open to US investors					
		%						
		-70						
Multi Arbitrage		/0						
Event Driven								
Macro								
Emerging Markets								
Emerging Markets Debt Only								
Emerging Markets Equity Only								
Managed Futures / CTA								
Fund of Funds								
Multi Strategy								

PerTrac P-Card Generator v1.6 Field Master								
Fund Concentration (Top 10 Holdings)		Fund Details						
As Of Date Top Holding #1 % Long % Short		Number of Open Positions (min) Number of Open Positions (max) % Launch Date %						
70 ONOR		Return Type						
Trading Style		Gross						
As Of Date		Net						
Buy and Hold		Gross of Fees Filed						
Normal		Net of Fees Filed						
Active (> 100% turnover / month)		Returns - Net of Fees Filed						
Highly Active (> 100% turnover / week)		Gross % Long						
		Gross % Short						
Use of Leverage		Eurod Circo						
		Fund Tatal Accests Under Management						
Maximum Allowable Amount								
Current Leverage (Long & Short: Gross)		Total Anticipated capacity of Fund						
Net Leverage		Total Assets in Strategy						
		Total Anticipated capacity of the Strategy						
Fund Risk								
As Of Date		Investor Type						
Value At Risk (Per Day)		Fund of Hedge Funds						
Estimated? Yes / No		US Pensions						
VAR Source		Endowments						
Conditional VAR (Mean Excess Loss)		Foundations						
Estimated? Yes / No		High Net-Worth Individuals						
Confidence Level		Other						
Region Exposure (% Allocation Option)		Firm Details						
As Of Date		Number of Eurods Managed						
North America		% Firm Assets Under Management						
Central America		%						
South America		Broad Asset Class Exposure (% Allocation Option)						
Northern Europe		% As Of Date						
Southern Europe		% Cash Equity %						
Western Europe (inc. UK)		% Equity Derivatives %						
Central Europe		% Exchange Traded Futures and Options %						
Eastern Europe (inc. Russia)		% Bonds %						
Asia ex-Japan		% Interest Rate Derivatives %						
Asian with Japan		% Foreign Exchange %						
Indian Sub Continent		% Structured Products % % Dratical Commodifies %						
Australasia Middle East		70 Physical Commodities % 0/ Funde 0/						
Ivildale East		70 Fullus %						
Southern Africa								
Global 0		% Investment Type: Equities (% Allocation Ontion)						
Middle Africa		% As of Date						
Other		% Micro / Small Cap						
54101		Mid Cap						
		Large Cap						

PerTrac P-Card Generator v1.6 Field Master							
Country Exposure - Western Europe (% Allocation Option)	Investment Type: Debt (% Allocation Option)						
As Of Date		As Of Date					
Austria	%	Distressed	%				
Belaium	%	High Yield	%				
Denmark	%	Investment Grade	%				
Finland	%	Sovereign / Agency	%				
France	%	Structured Credit	%				
Germany	%	Interest Rate Swap	%				
Ireland	%						
Italy	%	Investment Type: Commodities (% Allocation Option)					
Luxembourg	%	As of Date					
Netherlands	%	Agricultural Products	%				
Norway	%	Energy Products	%				
Portugal	%	Industrial Metals	%				
Spain	%	Livestock	%				
Sweden	%	Precious Metals	%				
Switzerland	%	Other	%				
UK	%						
Other	%	Investment Type: Derivatives (% Allocation Option)					
		As Of Date					
Country Exposure - Eastern Europe / Russia (% Allocation (Ontion)	Exchange Traded Futures	%				
As Of Date		Exchange Traded Options	70 0/				
As of Date	0/	OTC Derivetives (Plain / Vanilla)	/0				
Creek Benuklie	-76	OTC Derivatives (Frame / Varina)	70				
Estopio	- 70	OTC Derivatives (Exolics)	70				
Crosse	- 70	Investment Type: Forey (9/ Allocation Option)					
Gleece	-76	Investment Type: Forex (% Allocation Option)					
Hungary	%	As Of Date	0/				
Israel	%	Spot	%				
Poland	%	Forwards	%				
Russia		Currency Swaps	% 0/				
Siovaria		Structured Notes	% 0/				
	-76	Non Deliverables	70				
Okraine		Investment Type: Fixed Income (9/ Allocation Option)					
Other	70	Investment Type: Fixed income (% Allocation Option)					
		As of Date	0/				
Country Exposure - Asia (% Allocation Option)		Bond	%				
As Of Date		Convertible Bond	%				
Australia	%	CD	%				
China	%	FRN	%				
Hong Kong	%	Interest Rate	%				
	%	RS	%				
Indonesia	%	Loans	%				
Japan	%	ABS	%				
Nolea	<u>%</u>		%				
Ivididysia New Zeeland			<u>%</u>				
	<u>%</u>		%				
Cingoporo	<u>%</u>		%				
Тајмар			70 0/				
Thailand		Other	70 0/				
Othor	-/0		70				
	70						

PerTrac P-Card Generator v1.6 Field Master							
Country Exposure - Americas	(% Allocation Option)						
As Of Date							
Argentina		%					
Brazil		%					
Canada		%					
Chile		%					
Columbia		%					
Mexico		%					
Peru		%					
United States		%					
Venezuela		%					
Other		%					
Country Exposure - Africa (% Allocation Option)							
As Of Date							
Algeria		%					
Congo		%					
Egypt		%					
Ghana		%					
Nigeria		%					
Saudi Arabia		%					
South Africa		%					
Zimbabwe		%					
Other		%					
Daily Perfomance							
Date	Return	Est?	NAV	Est?	Assets Managed		
Weekly Derfemence							
Dete	Boturo	Eat2	ΝΑΥ	Eat2	Assets Managed		
Date	Return	ESt?	NA V	ESt?	Assets Managed		
Month To Date Estimates							
Date	Return	Delta	NAV	1	Assets Managed		
Date	Return	Dolla		1	A soorte managed		
Monthly Perfomance							
Date	Return	Est?	NAV	Est?	Assets Managed		
	·	•		<u> </u>	· · · · · · · · · · · · · · · · · · ·		
Quarterly Perfomance							
Date	Return	Est?	NAV	Est?	Assets Managed		

Conclusion

After the P-Card is generated and sent, the recipient will be able to use the P-Card Reader software to easily import the data in the P-Card into the PerTrac Analytical Platform and/or other internal systems for review and analysis.

Thank you for using PerTrac P-Card.