Advisors Assistant 6
New Features

1. Driven by Microsoft SQL Server 2005	The next generation database engine you can't outgrow. Free SQL Express 2005 distributed with Advisors Assistant 6. Offices with more than 25 users can consider the full version of SQL Server designed to run in any size business (purchased separately.) Allows for easy, low cost remote access over the Internet (using a Virtual Private Network (VPN.). Web service access is also available for larger installations with the IT support to maintain Microsoft's Internet Information Server.
2. Selection Reports filter speed increased by a factor of 50 to 100 or more.	Search 75,000 names for combinations of demographics in from less than a second to just a few seconds depending on the configuration of your computer. (This was timed on a standard Windows XP computer. A server class computer would provide faster performance.)
3. Virtually all data size limitations removed through the use of SQL Server.	Previous FoxPro version had a limit of 2 GB per data table. This translated to about 5,000,000 investment transactions or 1,000,000 clients. SQL Server provides excellent scalability from single user to the full enterprise. (SQL Server is used by such companies as NASDAQ, Xerox, Hilton Hotels, and others.)
View Screen Enhancements	
4. Outlook-style Toolbar added to the left side of the Viewscreen	New Sidebar allows fast and easy access to the most frequently performed functions like Selection Reports.
5. Most Recent Names List always visible on the Sidebar	Single-click access to the most recently viewed names.
6. Most Recent Names List user configurable	You can make it the last 15 names if you want to!
7. Contact New Business View Added	Track New Business Action Items at the Contact Name level, and print lists of outstanding New Business Actions. Assign Tasks to staff based on New Business Actions.
8. Householding/Group View Added	Now you can create households for use in reports so that clients can be grouped together by household. If you're working with groups you can add employees as members of the Group.
9. Excel Action Button Added	Transfers the list in the lower half of the View Screen to Excel with just one mouse click. Automatically loads Excel with the data.
10. View Screen columns at the bottom of the screen are user-configurable	Each user can change the width of the columns shown on the View Screen. Advisors Assistant remembers the width and sort order last used.
11. View Screen Tabs across the bottom are	You don't have to click on the tab to see if you have notes, insurance

color-coded	or investments for the client if the tab is gray. Tab becomes blue when data is entered.
12. View Screen Lists can be expanded with one mouse click	If the list is long, like the client has 20 individual investments, you can expand the list so that you don’t have to scroll.
13. Special Current Client Selection Button added to Sidebar	Lets you run Selection Reports for the client being viewed with just one click.
14. View Client With Insurance right-click options added	View Coverages and Add, Modify, or Delete a Policy using a right-click.
15. View Client With New Biz right-click options added	Add, Modify, or Delete New Business action items using a right-click.
16. View Client With Notes right-click options added	View the notes for the topic highlighted; add a Topic to the contact’s notes; add an individual note to the Topic highlighted; delete the Topic highlighted; search all notes; or start the Personal Contacts Wizard using a right-click.
17. View Client With Markets right-click options added	Add, Modify, or Delete Markets using a right-click.
18. View Client With Links right-click options added	Add, Modify, or Delete Links; navigate directly to the linked name highlighted on the list using a right-click.
19. View Client With Households or Groups right-click options added	Add a name to the household\group; modify the household\group; remove a name from the household\group; or navigate to the highlighted name using a right-click.
20. View Client With Files right-click options added	Associate a new file with the contact; remove a file association; modify file information; open the highlighted file; or view the details (size, date, etc.) of the highlighted file using a right-click.
21. View Client With Flex Fields right-click options added	Takes you to the Modify Flex Field Labels Screen using a right-click.
22. View Client With Pages right-click options added	Add, Modify, or Delete Pages from the list using a right-click. View Client With Pages was called View Client With Attachments in the previous version.
23. View Client With Events Screen right-click options added	Add an Appointment, Call, or Task; modify the highlighted event; or delete the highlighted event using a right-click.
Contact Management Enhancements	
24. Instant Messaging Module rewritten	Access the Advisors Assistant Messenger from the Sidebar to quickly and easily send messages to other users of Advisors Assistant.
25. Messages pop up in front of any program	Message notices pop up similar to the Outlook email notification and then will fade away unless you click on it to display the message.
26. Messages automatically archive in a message received log for each user	A history of messages received is saved.

27. Selection Reports allow you to select from contact data, insurance data, and investment data in any combination	For example, print a report for clients who have life insurance and mutual funds.
28. Selection reports let you add to your selection creating an “OR” type of selection	Look for clients who have Life Insurance OR Mutual Funds using the Add To Search feature.
29. Selection Report Button added to Sidebar	Single click access to Selection Reports.
30. Report Comments Added	On the report list there are design comments to help users know how to use the report.
31. Reports can now be saved in many different formats	You can save reports to your local computer in any of the following formats. There is also flexibility based on which format you choose. The reports default to PDF. PDF (Adobe Acrobat) RTF (Rich Text Format supported by Word) XLS (Microsoft Excel) EMF (Extended Windows Metafile used by many graphics programs) TIFF (Tagged Image Format File) PNG (Portable Network Graphic) Expected to replace GIF files on the web someday JPG (Also known as JPEG. A compressed graphic file that can be put into emails.) GIF (Graphic Interchange Format) Compressed graphic file that is used for email enclosures and web files.) BMP (Windows Bitmap) Not compressed, but an old standard.
32. Selection Reports have a Favorites List	Put your reports on a Favorites List for fast access to your most frequently run reports.
33. The Report Viewer has additional new options	The ability to choose the Printer & Paper Source. The ability to search the entire report for a word or phrase. For long reports the search feature is a big time saver. The ability to scroll through the report and view partial pages.
34. Ability to control 2 different custom footnotes of any length added. Three footnote categories have been added to the footnotes.	You can create 2 custom footnotes for any of these types of reports: Contacts Investments Investment Performance Insurance New Business Other
35. Added the ability to control font size for each footnote of each category.	For example, Footnote #1 for Investments can be 8 pt. and Footnote #1 for Insurance can be 7 pt.
36. Ability to change footnotes protected by role based security model.	Not just anyone can change a footnote. You need the rights to create reports to be able to change or create a footnote provided protection against the “casual footnoter!”
37. Added the choice to place footnotes on	This capability is also protected by the security model. It allows you

every page, only the last page of the report, or no footnote at all.	to do a long footnote without taking room on each page of a report.
38. Client lookup by email address added	Look up any name using just the email address.
39. Client lookup by address added	Look up any name using just the address.
40. Ability to send emails to multiple recipients from Advisors Assistant added.	From the view screen, you can click on the email address displayed and send emails as always. You can also click on the list button and drop down the list of emails and highlight several addresses on the list and click on a new Send Button and those multiple addresses will be placed in the To section of the email.
41. Zip Code Database added	When you type in a zip code for a new address, the city, state and county are automatically filled in from a zip code database of all US Zip Codes.
42. Client lookup by web address added	Look up any name using just the web address.
43. Outlook Email Archiving added	If the contact's email address is in Advisors Assistant, emails sent or received with Outlook 2003 can be archived in a read only note. These archive records cannot be edited or deleted from the database.
44. Outlook Email Archiving has a preference that can be set to tell outlook how many days to look back at unachieved emails	This can be set from 1 to 365 days to archive old emails or check emails while you were on vacation.
45. Outlook Email Forwarding added	Emails sent or received with Outlook 2003 can be forwarded to a compliance email box.
46. An Advisors Assistant button is added to Outlook	Highlight an email and click on the button and Outlook will tell you if the email has been archived and/or forwarded.
47. Outlook Email Archiving check Junk Mail folder	Email archiving will check newly arrived mail in the inbox and the Outlook Junk (spam) folder. If an email in the Outlook Junk folder is from an address present in Advisors Assistant, the archiver will move it from the Junk folder to the Inbox and archive it.
48. Outlook real-time calendar synchronization added	You can now have Advisors Assistant automatically sync new calendar items with Outlook, adding the events to Outlook as they are added to Advisors Assistant.
49. Outlook synchronization filter has been streamlined and simplified and can be saved	Fewer, but more relevant fields to be synchronized rather than the same fields as on the selection reports menu. Saving the synchronization criteria allows for faster usage.
50. An Outlook synchronization import filter has been added	You can import based on the category assigned to the Outlook contact, such as only importing clients instead of all the Outlook names.
51. Outlook synchronization can import or export, or import *and* export during the same operation	By doing both importing and exporting at once, you don't have to do one, wait and then do the other. This adds a true synchronization to the process.
52. Calendar opens in its own Window	You can switch back and forth between Advisors Assistant and the calendar. If you have two monitors, the calendar can run on one and

	Advisors Assistant can run on another.
53. Calendar Schedule View expanded and new interface added	Now you can edit appointments from the Calendar Schedule View and also drag and drop events.
54. Schedule View ties into the calendar rights so that it will only display the calendars to which you have access	You will only be able to see and edit the calendars to which you have been given access.
55. Calendar notes are shared in Contact Notes	If you change a note in the calendar it will update the original note in the Contact Notes (only if the event originated from the Contact Notes.)
56. Calendar Setup let's you set the background color for the event designation on the monthly calendar	Days with a calendar event, such as an appointment or task, have a background color which is now user definable.
57. Calendar Events have Sub-type field added	Gives you more flexibility in defining events, such as an appointment with a sub-type of Annual Review.
58. Calendar Appointments have "All Day Event" check box added	Let's you define an "all day event" without having to set the times yourself.
59. Calendar Appointments have "Multiple Day Event" check box added	Let's you define a "multiple day event" that will span across many days, the dates to be defined by you.
60. Calendar Events can now have multiple people attend the Event	You can add an Appointment for 2 or more clients to attend.
61. Calendar Event Ownership concept added	The owner of the event is the person who set it up. Events such as appointments assigned to multiple users cannot be deleted by users other than the creator since they don't "own" the event. Only the owner can delete it or reassign it. (The user can send the owner a message asking for the change.)
62. Calendar Reminder on startup separates current tasks from those tasks that have been rolled over from previous days	Overdue items are also listed in red.
63. Calendar "Day At A Glance" and Week At A Glance" can be printed from the calendar just as they look on the screen	
64. Notes - Global Note Searches added	You can quickly search the text of one client's notes or all notes in the system.
65. When on the Notes Screen, you can change contacts without returning to the View Client Screen(s)	Alt-Q will bring up the client list from the Notes Screen to change to a new name and view their notes.
66. Notes Follow-up Tasks can be edited from the notes screen	You can access the Calendar Follow-up Task associated with the note and edit it right from the same screen where you edit the note.
67. Notes Display Order can be sorted by any column shown	Sort first note to last note, or last note to first note. Other columns are available to sort the notes. Advisors Assistant remembers the order

	each user selects.
68. Notes “Personal Contact” added	You can indicate in the note whether this was a personal contact with the client.
69. Personal Contact Wizard added	Search for clients of a particular type of name (such as “A” class clients) who have not had a personal contact in X number of days or since a particular date, and print a list of these clients. This tells you which clients you should be contacting based on your classification of clients.
70. Created and Changed Dates are tracked	Now you can see who first entered the data and who last changed the data.
71. Household\Group - Contacts can be added directly into the Household\Group screen	Spreadsheet-type grid for adding clients can speed up enrollment of groups, etc.
72. Household\Group - Users can select which name fields are displayed in the spreadsheet grid	Allows you to customize which fields are entered when adding names through the Household/Group View Screen.
73. Household\Group - Contacts can share head of household or group sponsor addresses	Change the address in one place and all of the members of the household or group have their address changed.
74. Household\Group - Contacts can share head of household or group sponsor phone numbers	Change the phone number in one place and all the members of the household or group have their phone number changed.
75. Household\Group - You can set the same Name Type for all members of a household or group	You can set all of the participants of a group as “Group Participants” or other name type designation for easy reporting.
76. “Copy To” function for copying phone numbers from one contact to another streamlined	You can copy any phone number in Advisors Assistant to any contact in the database more easily than before.
77. “Copy To” function for copying addresses from one contact to another streamlined	You can copy any address in Advisors Assistant to any contact in the database more easily than before.
78. Links are expanded so that when a contact is linked to another name, you can automatically add the contact to the person’s household	Allows faster householding and saves data input time.
79. Tax ID, drivers license, passport, and non-citizen ID numbers may be masked	Added security so identification information is only available to those who need it. Only users that have been given access to see ID info through the security roles will be able to view these numbers.
80. Tax ID, drivers license, passport, and non-citizen ID numbers are stored encrypted in the database	Additional security for your clients’ critical information.
81. Additional FlexFields added	Now you have 30 user-definable fields for contacts, insurance, and investments.

82. Overdue Events perspective added to View Client With Events	Advisors Assistant Calendar tracks when a task is overdue and how many days it is overdue from it's "due date."
83. Contacts can be assigned any number of Name Types	A single client can be designated as a client, business client, friend, etc. This removes the restriction of having just one name type and a subtype. Reporting becomes more flexible.
84. Send email Y/N added	You can now designate that a contact should not be sent emails and search databases based on this field. This allows you to send bulk emails and exclude those who do not want to receive them.
85. User configurable background highlight and font colors	Choose your own colors or use the Windows Default colors.
86. Strong Passwords available	Designed to meet FDIC Requirements. This new item has several user configurable features, such as forcing password changes and preventing the use of the same password for 10 iterations. It also is set up so that when the administrator assigns a password, the user is forced to change it on the first access so that no one but the user knows their password.
87. All passwords are encrypted with "one way hashing"	This means that the system will only validate a password. You must know the password in advance to access the system. It will not tell anyone what the password is.
88. Users can be given the right to change their own password	With strong passwords, you can choose to force the user to change passwords periodically. With normal passwords, you can give the user the ability to change their own password. These passwords are designed to meet FDIC requirements.
89. During the installation of SQL Server (where you are installing the free SQL Express) users are able to establish a strong SQL password to the database. If you are using your own version of SQL 2005, you will already have a SQL Password.	This allows each user to have access to their data through other means besides Advisors Assistant. It also allows them to grant access to the data for partner programs who write data integration routines for Advisors Assistant. This way, ONLY vendors who are granted access by the owner of the data (the registered user) can access Advisors Assistant's database. Client Marketing Systems, Inc. will never give a partner vendor any kind of a password to the Advisors Assistant data. This maintains your security of data and also assures that you have access to the data without having to get a password from a vendor. (After all, it is YOUR data!!)
90. Drop down lists provide for fast access based on either the abbreviation or the description of the list item	You can type the first few letters of an item to go right to that list item. You can also use the up and down arrow keys without ever even opening the list. Each user can choose their own preference.
91. Role Based Security added	Administrators can assign Users a "Role Name" such as Administrative Assistant, and rights can be configured for everyone with that role so that you don't have to configure rights individually each time you add a user. This provides a standardized security model throughout the system.
The following rights involving **Data** can be allocated to individual users using the Role Based Security: 92. Drop down lists can be edited or not edited	This is an individual security item that can be turned on or off for any individual or can be set based on a role assignment.

based on the security rights set up for each user 93. Users can be prevented from modifying AND/OR deleting Files based on security rights 94. Users can be prevented from modifying AND/OR deleting Attachments based on security rights 95. Users can be prevented from modifying AND/OR deleting Households\Groups based on security rights 96. Users can be given security rights to view all calendars or only certain calendars 97. Users can be prevented from adding AND/OR modifying General Data throughout the system based on security rights 98. Users can be prevented from deleting General Data based on security rights 99. Users can be prevented from adding AND/OR modifying Name data throughout the system based on security rights 100. Users can be prevented from deleting Name data based on security rights 101. Users can be prevented from adding AND/OR modifying Insurance data throughout the system based on security rights 102. Users can be prevented from deleting Insurance data based on security rights 103. Users can be prevented from adding AND/OR modifying Investment issues throughout the system based on security rights 104. Users can be prevented from deleting Investment issues based on security rights 105. Users can be prevented from adding AND/OR modifying Investment Security (symbol) level data throughout the system based on security rights 106. Users can be prevented from deleting Investment Security (symbol) level data based on security rights 107. Users can be given the right to add Notes 108. Users can be given the right to read Notes 109. Users can be given the right to modify Notes. (Except Archived Emails) 110. Users can be given the right to delete	

Notes. (except archived emails) 111. Users can be given the right to delete Calendar Events 112. Users can be given the right to delete Calendar Events	
The following rights involving **Reports** can be allocated to individual users: 113. Users can be given the right to run Selection Reports (reports with filters) 114. Users can be given the right to add or modify Reports with the Basic Report Designer 115. Users can be given the right to Merge Data with Word 116. Users can be given the right to Export Data. *The ability to export data is the ability to take a client list in digital form off site, so this is an important right.*	This is an individual security item that can be turned on or off for any individual or can be set based on a role assignment.
The following rights involving **Global Database Changes** can be allocated to individual users. These are items that affect more than one data record: 117. Users can be given the right to change a Producer on a product 118. Users can be given the right to change Area Codes 119. Users can be given the right to change many of the Abbreviations used in the drop down lists in the system 120. Users can be restricted from access to Insurance Information 121. Users can be restricted from access to Investment Information	These are of special importance because they can change data across the database and should be reserved for administrators. However, you may not want ALL administrators to have all of the capabilities, so we give you the flexibility.
The following rights involving **Administrative Functions** can be allocated to individual administrators or selectively to individual users. This provides for flexibility of database administration: 122. Add or modify user's rights and passwords 123. Delete Users 124. Add or modify Calendar Users 125. Delete Calendars and Calendar Users	This is an individual security item that can be turned on or off for any individual or can be set based on a role assignment. Administrative privileges can be assigned individually to users or administrators so that some admin functionality can be given to users.

126. Add or modify Producers 127. Delete Producers 128. Maintain Multi-producer Access and which users can see which producers' information. (Multi-Producer version only.) 129. Modify FlexField Labels 130. Combine Names 131. Combine Investments 132. Import and remove Mailing Lists 133. Synchronization with Outlook	
134. Basic Report Designer added	Subject to user rights, users can design basic reports with totals and sub totals. This gives you the ability to customize your own reports.
135. Advanced Report Designer optionally available	IT people who understand report design and data structures can use the same report tool we use to design reports. (Available as an optional module and not recommended for most users. Support only available on a pay basis.)
136. IT people can use the Advanced Report Designer without having to know the connection strings or structures of the database, or have the need to write SELECT statements	Data views for each type of data are provided with field names provided on drop down lists in the report designer, saving the IT person many hours.
The following new fields have been added to the fields available for **Microsoft Word MailMerge** in Contact Management. NONE of the previous fields have been removed. These are just the ones added: 137. Dependent Status 138. Industry 139. Name Status 140. Marital Status 141. Tobacco 142. Email Contact 143. Email Greeting 144. Spouse Date of Birth 145. Spouse Actual Age 146. Spouse Nearest Age 147. Primary Name Type Abbreviation 148. Primary Name Type Description 149. Date of Birth sorting field (so you can sort by DOB)	Even more data is available for merging and exporting. This gives great flexibility for those companies who want to use the full power of Word or Excel.

150. Producer Y/N (is the person a producer) 151. Organization Y/N 152. Head of Household Y/N 153. Can Call Y/N 154. Can Mail Y/N 155. Can Email Y/N 156. Household Name (the name of the household the person belongs to, if any) 157. Address Location (Business, Home, etc.) 158. Address Region 159. Phone Contact Name 160. Phone Country Code 161. Phone Area Code 162. Phone Number 163. Phone Extension (Full Phone number is also in the file, but not listed here as it was in the previous version) 164. Fax Phone Location 165. Fax Phone Contact 166. Fax Phone Country Code 167. Fax Phone Area Code 168. Fax Phone Extension (Full Fax number is also in the file, but not listed here as it was in the previous version) 169. Name FlexFields 25 through 30 (these are new flexFields)	
170. Added Google Maps	Just right click on the address on the view screen and you'll see a map or satellite photo of the address.
171. Spell Check Added	Notes now spell check while you type. Words not in the dictionary will underline in red and you can right click on the word to see suggestions or add to your custom dictionary.
Insurance Module Enhancements	
172. Coverage Model Adopted	Now a single policy can have more than one coverage. This provides extreme flexibility and also conforms with most international insurance models which are beginning to be adopted in the US.
173. A Policy Wizard has been added to make the addition of new policies easier	This covers all the bases of adding a new policy, but you can exit the wizard at any time after the first screen if you want to use the Add Policy Screen.
174. Advisors Assistant automatically allocates	Classify policies as Life, Disability, Health, Annuity, LTC, and

policies into one of 6 basic classes using the wizard	P&C/Other, adding more flexibility. However you can change the descriptions of the class so you can describe them differently if you like. Therefore, if you don't like the Annuity class to be called Annuity, you could change it to "Retirement" or something else.
175. Special Insurance Screen added for adding Life Insurance Policies	Fields are specialized for each class of insurance so they cover the primary benefits and features of the insurance class.
176. Special Insurance Screen added for adding Health Insurance Policies	Fields are specialized for each class of insurance so they cover the primary benefits and features of the insurance class.
177. Special Insurance Screen added for adding Disability Insurance Policies	Fields are specialized for each class of insurance so they cover the primary benefits and features of the insurance class.
178. Special Insurance Screen added for adding Annuity Policies	Fields are specialized for each class of insurance so they cover the primary benefits and features of the insurance class.
179. Special Insurance Screen added for adding LTC type policies	Fields are specialized for each class of insurance so they cover the primary benefits and features of the insurance class.
180. Special Insurance Screen added for adding P&C and Other types of policies	Fields are specialized for each class of insurance so they cover the primary benefits and features of the insurance class.
181. View Client with Insurance Screen gives you the ability to hide or show terminated policies	
182. View Client with Insurance Screen now totals the benefits and annual premium in the insurance list	
183. "Group With" Perspective added to View Policy With Insurance Screen	
184. View Policy with Relations Screen added	Let's you see all of the insureds, producers, underwriters, beneficiaries, etc. involved with a policy on one screen.
185. View Policy With Files Screen added	You can now associate scanned documents with, not only the client, but the exact policy involved.
186. Notes button added to View Policy screens so you can now associate notes with a particular policy	This feature also allows you to isolate insurance notes from those users who do not have rights to insurance.
187. View Policy With Coverages Screen added	Let's you see all of the insurance coverages associated with a particular policy with the ability to "drill down" on any one coverage.
188. Plan Benefits Grids Added	This lets you set up benefit descriptions in a format like a spreadsheet and associate them with a Plan of Coverage. Then when a client has that plan of coverage, the benefit descriptions are automatically added. Especially good for Group and various health coverages including health, disability and LTC.

189. Master Plan Level added	Certain fields such as Type of Coverage, Company, Funding, etc. can be entered just once and used by each policy entered. Saves data entry time because you don't have to enter this data more than once.
190. View Coverage With Benefits Screen added	Lets you see the list of benefits with just one click.
191. Support for premium mode of 26 times a year (every 2 weeks) added	This will be especially important in the Insurance Commissions Module (scheduled before end of 2007) for tracking 403(b) (TSA) commissions when premiums are paid every 2 weeks.
192. Support for premium mode of 52 times a year (every week) added.	This will be especially important in the Insurance Commissions Module (scheduled before end of 2007) for tracking 403(b) (TSA) commissions when premiums are paid every week.
193. Premium Due Calendar View Added	On the modify policy screen, there is a tab which displays the current year's month by month graphical calendar year and highlights the actual dates premiums are due each month.
194. Ability to enter custom premium due dates by just clicking the mouse on a yearly basis added.	On the yearly graphical calendar explained above, you can double click on a date to add a premium due and/or double click on a date to turn off a premium due date for the policy.
195. Rider Next Exercise Date added	
196. Policy list on view screen can be exported to Excel with one click	Using the Excel Action Button.
197. Policy Beneficiaries can either be linked to names in Advisors Assistant or they can be freeform	Freeform allows you to add a beneficiary designation of any length, while pointing to names in the database allows you to designate family members, etc.
198. Insureds can be chosen from lists of just household members	Allows faster data entry since you're choosing from a shorter list.
199. Primary and Secondary Beneficiaries supported	Beneficiaries can be designated as 1st, 2nd, etc. beneficiary when choosing named beneficiaries.
200. Conversion Date added	Also added to Policy Selection Criteria for reports.
201. Smokeless Tobacco added to list of types of tobacco	More flexibility for policy searches.
202. Insurance policies can be searched based on the Owner or the Primary Insured	Some types of insurance and sales situations lend themselves to reports based on owners while others are more understood if the report is listed by insured. You have the flexibility to choose either. The search includes Contact data, so, for example, you can search on policy OWNERS who are age 45 to 54 OR search for INSUREDS who are age 45 to 54. The current version looks only at the Insured when doing any insurance searching when it applies the contact data filter.
203. Households and Group Contacts can be used to copy policies to participants	A master policy can be copied to members of groups simply by highlighting the policy in a list and checking a box next to the

	group member.
204. A change in a master policy can be "smart copied" down to group participants who have the coverage.	When you change a master policy, any field changed can be extended to group policy holders with just a few mouse clicks. Advisors Assistant is smart and allows you to choose, on a field by field basis, the way you want to copy using drop down choices such as Copy All, Copy Only If Blank, or Copy None in the case of text fields; OR Copy All, Copy If Newer, Copy if Older, or Copy None in the case of date fields.
205. Individual policies can be added to group master policies.	If you entered a policy as an individual policy (includes conversions from Advisors Assistant 2.8) you can link them to group policies so they can be updated from the group master policy record.
206. Deleting a group master policy can be extended to deleting group participant's policies.	You have the option of deleting or keeping the participants' policies.
Investment Module Enhancements	***(Not ready for testing – subject to change)***
207. Investment New Business added	New business action items can now be attached to investment accounts.
208. Investment Account Level added	You can see a list of just the Investment Accounts on the View Client Screen, with Value and Portfolio totals.
209. View Account with Investments Screen added	See a list of the investments within one account.
210. View Account With Transactions Screen added	All transactions for the account can be displayed and sorted for easy access.
211. View Account With Transactions Summary Perspective added	Provides totals for each type of transaction. For example, total buys, total sells, total dividends received in cash.
212. View Account with Allocations Graphs added	You can view the account in a pie chart allocated by your choice of Security, Investment Type, Category, Sector, or Objective.
213. View Account with Relations added	You can instantly see all of the people involved with the account, including the investor, owner, beneficiaries, etc.
214. New View Investment With Cost Basis Screen added	Shows basis information for each investment transactions, and can show realized or unrealized gains for each transaction lot.
215. Sale transactions have the ability to track the basis of the sale by multiple lots even if the shares came into the system in one transaction.	Users can manually assign basis to any number of shares in a sale transactions through an easy to use interface. This is important if a number of shares was transferred from another system and it comes in as one transaction. It can be broken into it's actual basis on lot by lot accounting.
216. View Account With Files Screen added	Scanned documents can be associated with an investment account. This allows investment scans to be viewed only by those users having access to the client's investments.

217. View Investment With Positions added	Downloaded positions and their history are stored.
218. View Portfolio History graph added	The Investment History now shows a graph of the price values or market values with zoom in capabilities. Prices which are graphed are split adjusted.
219. Reconciles linked to positions	When a reconcile transaction is added to a client's transactions, you can see the position in the position history that produced the reconcile transaction.
220. There is no longer any need to batch process transactions and market values to re-value the investments in the system	Advisors Assistant 6 does "just in time valuation" by valuing a client's investments only when you want to view or print the information. This saves time because clients who are not viewed or reported do not take computer time to value.
221. Reconciling after downloads streamlined	New flexibility in reconciling with more information provided.
222. Reconciliation - choose which investments to reconcile	Use a spreadsheet-like screen to choose the investments to reconcile or automatically reconcile all investments which are out of balance.
223. Reconciliation - you can choose to use a reconcile transaction or have the system use a buy or sell, dividend reinvestment, long or short term capital gain reinvestment transaction	These transaction types can be chosen on an investment by investment basis if desired.
224. Reconciliation - out of balance list can be exported to Excel with one mouse click	If you have any accounts that were reconciled and want to export the list to Excel for further examination, you can do it.
225. Downloads from DST and Clearing Firms do not stop to add or match new investment accounts, updating all current accounts without interruption.	New accounts are added to the database as unassigned and they are fully maintained until users assign them to existing or new clients. A special wizard helps with the assignment process.
226. DST CUSIP files and CUSIP Changes are automatically maintained.	You no longer have to download the latest CUSIPS from the DST Web site. We maintain the latest file of CUSIPS and CUSIP changes on our web site and your system will check it before each download and automatically update it if your file is out of date.
227. Reconciliation - household added to the reconcile filter	You can examine which positions or accounts were reconciled based on a household.
Performance Report capabilities expanded considerably: 228. Three consolidation levels are calculated with the top level of performance calculations selectable by the user at the time of the data selection 229. The top calculation level, Portfolio, can be grouped by Household, the Group With field, or the Investor, producing rates of return at that consolidation level. The second level is the account level. (The	Previously, Advisors Assistant calculated rate of return on the Client Level, Account Level, and Investment Level with no flexibility to choose other levels. This gives new flexibility to users.

third level is the individual investment, which is the same as the current system.) 230. Household added to the Performance Report Filter 231. Objective added to the Performance Report Filter 232. Category added to the Performance Report Filter 233. Sector added to the Performance Report Filter 234. Investment Performance graphs added. 235. Percentage Gain calculations have been added (in addition to time and dollar rated returns.)	
236. Multiple Period Investment Performance Reports now give the user the ability to choose up to 4 periods.	You can enter From and Two dates for up to 4 periods to display performance for those periods. These date ranges can overlap.
237. Price listing screens for a security can be sorted by any column	
New data fields added to investment screens: 238. Type of ownership added 239. Custodian field added (Pershing, fund company, etc.) 240. Tax Status added 241. Default basis type added (LIFO, FIFO, Average, or Not Applicable.) 242. Account open date added 243. Account closed date added 244. Investor, Owner, Groupings, and Beneficiaries can all be associated with the account. Freeform or named beneficiaries can be used.	As downloading companies are sending more data, this makes room for more information carried in Advisors Assistant.
245. All investment values (total dividends, cap gains, deposits, etc.) are added up and stored at the Account Level for instant access on the View Account Screens	
246. Investment Transactions View color coded	Shows money going out in Red and money coming in in black.
247. LIFO, FIFO, and Average basis are all tracked by lot	Each purchase is assigned to a Lot and basis information is kept by Lot including units in the lot, basis per unit, disposal transaction and type of transaction, short term gain and long term gain by lot, unrealized gains on remaining units in each lot, and the valuation date of the lot.
248. Security transfers in can be broken into	When shares are transferred from another brokerage firm they

individual transactions and an basis per share assigned to each tax lot.	lose their basis history. You can now rebuild the history by splitting the transfer transaction into separate transactions and assigning a basis per share to each transaction regardless of the price that day.
249. Security sales can be split into custom lots.	When a security is sold, you can control which tax lots are part of the sale and even split lots.
250. Investment History can be exported to Excel	Price history or investment value history for the investment graphed above can be exported to Excel with just one mouse click.
251. Six new Investment FlexFields added	FlexFields increased form 24 to 30 for investments.
252. Money vector added to the transaction	Advisors Assistant will track the source (such as client, cash account, or internal to investment) and destination (such as client, cash account, direct to investment) of funds. More detail for reports.
253. Investments directly from client are tracked at the account level	
254. New Net Additions Field tracked at investment level	Net additions represent any money added or removed from an investment including reinvested dividends, purchases, withdrawals, etc.
255. Fees and Miscellaneous Expense tracking added	In addition to commissions, fees and miscellaneous expenses are tracked for each transaction.
256. Expense from account and Expense from investment transaction types added.	Easier to track management fees and to exclude them from rate of return reports.
257. Load and commissions included in transactions (such as mutual funds) can be tracked separately if available	
258. Cancelling transactions are linked to the transaction they cancel	This makes it easier to edit cancelling transactions.
259. Linked Cash Account and Sweep Account transactions	When a cash account or a sweep account transaction is associated with a transaction, the transactions are linked and displayed as a source or destination for the funds
260. Database owner can select to maintain a set of indexes from a list of over 250 indexes maintained by Sungard.	These indexes can be updated manually or through an optional electronic service provided at a nominal monthly cost.
261. Indexes can be updated electronically with just a few clicks.	Through a specially negotiated contract with Sungard, users can update all of their indexes in just seconds.
262. From among their indexes being maintained, users can choose to place up to 4 indexes on performance reports.	You can place different indexes on each report run so that the indexes can coincide with the type of portfolio you are reporting. You can also choose to exclude indexes from reports.
263. If you don't choose to place indexes on the performance report, the index section is	This gives each user running reports the flexibility of using the

automatically suppressed.	same reports with or without indexes.
264. System calculates returns for the indexes when you have price history for the index.	This is where the power of the Sungard Download of the indexes comes in. You can download up to 10 years of history on the indexes so that you can calculate percentage gain for last 30 days, last 90 days, Year to date, 1 year, 3 year, 5 year and 10 year index percentage gain. These are automatically calculated when you populate the index closing prices either manually or through Sungard.
265. Role Based Security ties into the index maintenance so that only those designated may populate these values.	This keeps only the more trained uses from entering data that affects the entire database.
266. The index service from Sungard also includes prices from all North American Exchanges, including Canadian prices and mutual funds.	Closing prices and price histories can be downloaded with just a few clicks for: • American Stock Exchange (AMEX) • New York Stock Exchange (NYSE) • NASDAQ Stock Exchange • OTC Bulletin Boards • Non-NASDAQ OTC (PinkSheets) • Toronto Stock Exchange (TSX) • Toronto Stock Exchange Ventures Exchange • North American Indexes that are applicable to the above listed exchanges, as well indices pertaining to Standard & Poors, Dow Jones, Russell, and Philadelphia Board of Trade.
267. Price service includes symbol lookup and CUSIP lookup so that you can validate the symbols and/or CUSIPS before attempting to retrieve the price.	This will automatically store the symbol and the exchange in Advisors Assistant so that there is no danger of duplicate symbols on different exchanges producing the same price. When the CUSIP and symbol are validated, Advisors Assistant will automatically fill them in for you.
268. Price and index download can automatically download all the prices for dates since your last Sungard download.	If you’ve missed a few days, you don’t have to figure out when your last price download was. Advisors Assistant will do it for you and automatically retrieve the prices.
269. Stock Splits and reverse splits are supported.	Splits can be entered for a security in one location and the split will be applied to all investments in the system. Cost basis is automatically adjusted for splits.
270. Household View Of Investments	When viewing a head of household, you can see a list of all the investments in that person’s household.
271. TBA ☺	