



Full Automation Between Your Administration and TA Department

IKAS User Guide

Release 10.1



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Chapter 1

IKAS

IKAS, short for Integrated Knowledge-based Accounting System, is NTAS's new accounting system plug-in. With IKAS, you can import journal entries from your existing accounting systems into NTAS and use them to generate reports and determine the values of your fund. You can also enter your own journal entries or use NTAS to automatically enter them.

Overview:

1. Define a portfolio.
2. Define a chart of accounts.
3. Enter Journal Entries.
4. Define automatic journal entries.
5. Perform Profit Loss.


Note:

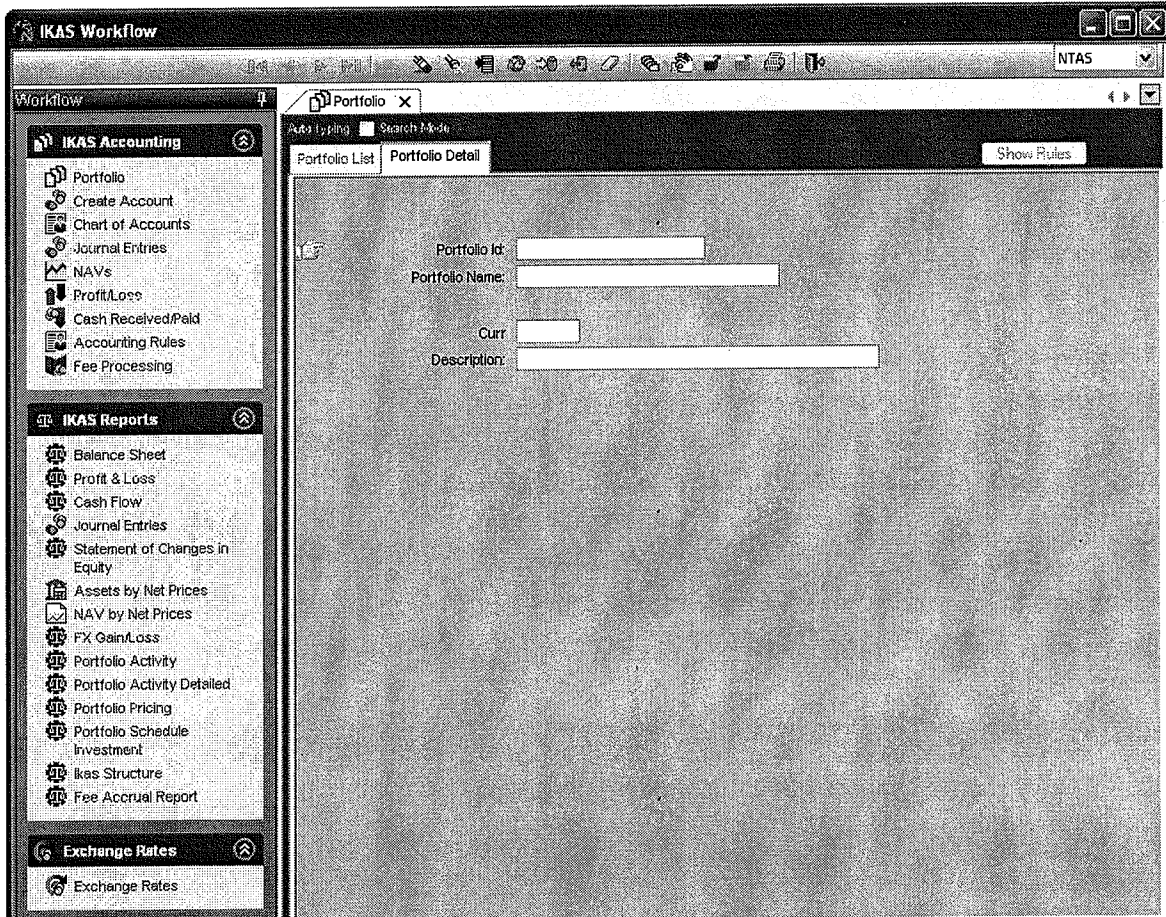
*You must be licensed for IKAS in order to use this functionality. The registration code provided by Koger determines whether you are licensed or not. You must use this license code both to install NTAS and in the **Utilities > Environment > NTAS Registration** screen.*

For information on the IKAS reports, see Section 1.10, *IKAS Reports*, on page 18.

While you can use IKAS with any fund, it has been optimized to work with our new fund of funds functionality, described in the *NTAS 10.1 Fund Structures Guide*.

1.1 IKAS Workflow Screen

The *IKAS Workflow* screen contains most of the IKAS functionality. You open this screen by clicking the *IKAS* icon  or selecting *Workflow > Workflow > IKAS Workflow*.



1.2 Defining the Portfolio

Your first step is to define a portfolio. You cannot define portfolios directly in the *IKAS Workflow* screen. Instead, use the *IKAS > Portfolio* command.

To define a portfolio:

1. Open the *IKAS > Portfolio* screen.
2. Click the **New** icon.
3. Enter the following:
 - **Portfolio Id** - is a unique identifier for the portfolio.

- **Portfolio Name** - is the name of the portfolio.
- **Currency** - is the portfolio currency.
- **Description** - is a longer description of the portfolio.
- **Authorised Shares** - is the number of authorised shares in the portfolio (optional).
- **Use FX Hedging** - determines whether a Foreign Exchange (FX) Hedging adjustment is applied during Profit/Loss Allocation. This adjustment is due to the difference in the exchange rate between the previous NAV Date and current NAV Date.
- **Deminimis Percentage** - specifies the percentage for Deminimis Allocation. In most cases this is 10%, but you can enter a different value if required.

4. Click the **Save** icon.

Portfolio

Auto typing Retrieved: 1

Portfolio List | Portfolio Detail

Portfolio Id: KAS DEMO 02

Portfolio Name: KAS DEMO

Fund Group Id:

Currency: USD

Description: KAS DEMO MAIN FUND PORTFOLIO

Authorised Shares:

Use FX Hedging: No

Deminimis Percentage: 10.00

Inv. Strategy Id: FOF01

Inv. Region Id: GL

Once you define a portfolio, select it in the *IKAS Workflow* screen, **Portfolio** tab.

IKAS Workflow

Workflow

IKAS Accounting

- Portfolio
- Create Account
- Chart of Accounts
- Journal Entries
- NAVs
- Profit/Loss
- Cash Received/Paid
- Accounting Rules
- Fee Processing

Portfolio x

Auto typing Retrieved: 1

Portfolio List | Portfolio Detail

Portfolio Id: KAS DEMO 02

Portfolio Name: KAS DEMO

Curr: USD

Description: KAS DEMO MAIN FUND PORTFOLIO

1.3 Creating the Chart of Accounts

The second step is to define your Chart of Accounts. The Chart of Accounts represents the financial elements that make up your portfolio.

GL Chart Id	Portfolio Id	Account Id	Account Description	Currency	Local Currency	Active	Category Id	Income De
351101	IKAS DEMO 02	10000000	Assets	USD	USD	Y	Assets	
31202	IKAS DEMO 02	11000000	Bank / Cash	USD	USD	Y	Assets	
31302	IKAS DEMO 02	11100000	Bank of New York	USD	USD	Y	Assets	
31502	IKAS DEMO 02	11110000	Account 159753	USD	USD	Y	Assets	
31402	IKAS DEMO 02	11200000	Bank of America	USD	USD	Y	Assets	
31602	IKAS DEMO 02	11210000	Account 147852	USD	USD	Y	Assets	
31702	IKAS DEMO 02	11220000	Account 369852	USD	USD	Y	Assets	
31802	IKAS DEMO 02	12000000	Due from Broker	USD	USD	Y	Assets	
31902	IKAS DEMO 02	13000000	Investment Portfolio	USD	USD	Y	Assets	
32002	IKAS DEMO 02	13100000	Investment Portfolio - Cost	USD	USD	Y	Assets	
32102	IKAS DEMO 02	13200000	Investment Portfolio - Unrealised	USD	USD	Y	Assets	
32202	IKAS DEMO 02	14000000	Dividends Receivable	USD	USD	Y	Assets	
32302	IKAS DEMO 02	15000000	Interest Receivables	USD	USD	Y	Assets	
32402	IKAS DEMO 02	15100000	Interest Receivable - Bank	USD	USD	Y	Assets	
32502	IKAS DEMO 02	15200000	Interest Receivable - Bonds	USD	USD	Y	Assets	
32602	IKAS DEMO 02	15300000	Interest Receivable - Misc	USD	USD	Y	Assets	
32702	IKAS DEMO 02	16000000	Prepaid	USD	USD	Y	Assets	
32802	IKAS DEMO 02	16100000	Prepaid - Organisation Cost w/o	USD	USD	Y	Assets	
32902	IKAS DEMO 02	16200000	Prepaid - Government Fees	USD	USD	Y	Assets	
33002	IKAS DEMO 02	16300000	Prepaid - Annual Listing Fee	USD	USD	Y	Assets	
33102	IKAS DEMO 02	16400000	Prepaid - Legal Fees	USD	USD	Y	Assets	
33202	IKAS DEMO 02	17000000	Redemption Paid in Advance	USD	USD	Y	Assets	
351201	IKAS DEMO 02	20000000	Liabilities	USD	USD	Y	Liability	
33302	IKAS DEMO 02	21000000	Accruals	USD	USD	Y	Liability	
33402	IKAS DEMO 02	21100000	Accruals - Management Fee	USD	USD	Y	Liability	

You can use this screen to define your Chart of Accounts, or you can import your Chart of Accounts from another system. For more information, see the *GRID User Guide*.

An account can have one of five types:

- **AS** - Assets are the resources owned by the portfolio, such as cash, stocks, and other investments.
- **LI** - Liabilities are the obligations of the portfolio: such as loans, or fees and taxes that have yet to be paid.
- **EQ** - Equity is the portion of the balance sheet that represents the capital received from investors in exchange for stock (paid-in capital), donated capital, and retained earnings. Stockholders' equity represents the equity stake currently held on the books by a firm's equity investors.

- **IN** - Income is the money earned by the portfolio, such as interest and capital gains.
- **EX** - Expenses are the costs that must be paid by the portfolio, such as management fees, performance fees, and taxes.

Each account is uniquely identified by an Account Id. The Account Id must be a number (eight digits or less), and this number determines the structure of the Chart of Accounts. An account is a sub-account if you remove the zeroes from the end of both Account Ids, and the sub-account Account Id minus the last digit is the same as the parent Account Id.

So, for example, Account Id 1100 is a sub-account of Account Id 1000. Account Id 1110 is a sub-account of 1100.

To create an account:

1. On the **IKAS Workflow** screen, select **Create Account**.
2. Click the **New** icon.
3. Enter the following information:
 - **Portfolio** - is the name of the portfolio you created in the previous step.
 - **Account Id** - is a unique number that defines the structure of your chart of accounts.
 - **Account Description** - Is a unique description of the account.
 - **Local Currency** - is the currency of the account.
 - **Active** - indicates whether the account is active or not. Inactive accounts do not appear in reports. (Generally, new accounts would be active.)
 - **Category Id** - Select **AS**(sets), **LI**(ability), **EQ**(uity), **IN**(come), or **EX**(pense).
 - **P/L Id** - if you selected **IN**(come) or **EX**(pense), select an optional **P/L Id**. (The **P/L Ids** are the taxlines from the **Fee Types** screen where **Fee Group Id = 701** and **Sign = -1**.) The **P/L Descr** column is populated automatically.
 - **Note** - is an optional description.
4. Click the **Save** icon.

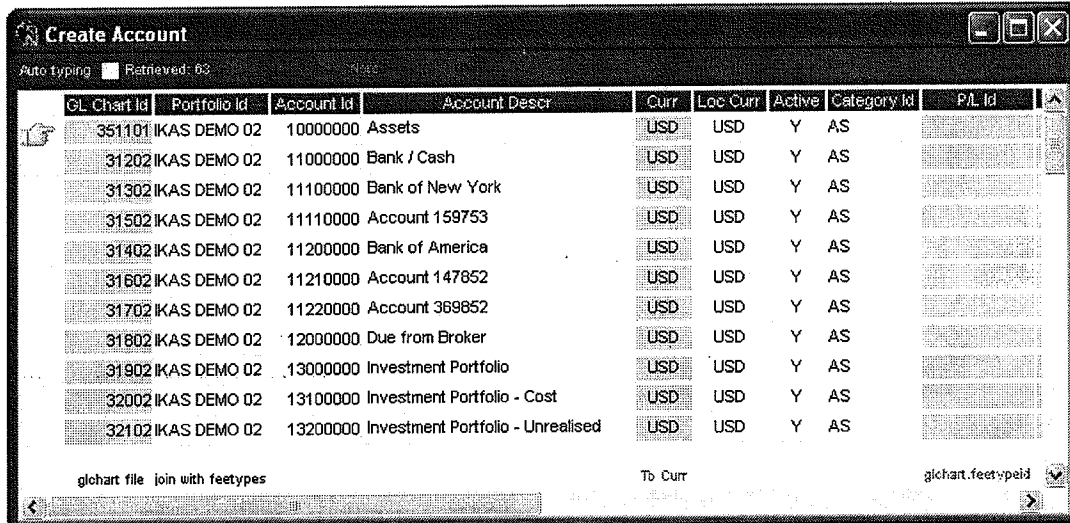
Important!

*You do not have to create the top-level header accounts (Assets, Liability, Equity, Income, Expenses). These accounts are created automatically when you create your first sub-account. For example, if you create an account with **Account Id = 1100**, **Account Descr = Cash** and **Category Id = AS**, NTAS automatically creates a second account with **Account Id = 1000**, **Account Descr = Assets**, and **Category Id = AS**.*

You can also see a list of accounts:

1. Click the **Clear** icon.
2. Enter information to restrict your search (for example, **Portfolio** or **Category Id**).
3. Click the **Search** icon.

You can also create accounts on the **IKAS > Create Account** screen.



The screenshot shows a window titled "Create Account" with a table of account data. The table has the following columns: GL Chart Id, Portfolio Id, Account Id, Account Descr, Curr, Loc Curr, Active, Category Id, and P/L Id. The data rows are as follows:

GL Chart Id	Portfolio Id	Account Id	Account Descr	Curr	Loc Curr	Active	Category Id	P/L Id
351101	IKAS DEMO 02	1000000	Assets	USD	USD	Y	AS	
31202	IKAS DEMO 02	1100000	Bank / Cash	USD	USD	Y	AS	
31302	IKAS DEMO 02	1110000	Bank of New York	USD	USD	Y	AS	
31502	IKAS DEMO 02	1111000	Account 159753	USD	USD	Y	AS	
31402	IKAS DEMO 02	1120000	Bank of America	USD	USD	Y	AS	
31602	IKAS DEMO 02	1121000	Account 147852	USD	USD	Y	AS	
31702	IKAS DEMO 02	1122000	Account 369852	USD	USD	Y	AS	
31602	IKAS DEMO 02	1200000	Due from Broker	USD	USD	Y	AS	
31902	IKAS DEMO 02	1300000	Investment Portfolio	USD	USD	Y	AS	
32002	IKAS DEMO 02	1310000	Investment Portfolio - Cost	USD	USD	Y	AS	
32102	IKAS DEMO 02	1320000	Investment Portfolio - Unrealised	USD	USD	Y	AS	

At the bottom of the window, there are search filters: "glochart file join with feetypes" and "To Curr" with a dropdown menu showing "glochart.feetypeid".

1.4 Entering Manual Journal Entries

The journal entries contain the detailed information that determines how your portfolio is performing.

GL Trialbl Id	Portfolio Id	Fund Id	NAV Date	Journal Id	Account Id	Account Descr
613401	IKAS DEMO 02	IKAS DEMO 02	05-31-2009	6302	11210000	Account 147852
613501		IKAS DEMO 02		6302	31000000	Contribution / Subscription
612002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	9502	52000000	Management Fees
613002		IKAS DEMO 02		9502	21100000	Accruals - Management Fee
610002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	9402	13200000	Investment Portfolio - Unrealised
61102		IKAS DEMO 02		9402	41200000	Trading Income - Unrealised
598002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	9002	22200000	Margin Loan - Interest
59902		IKAS DEMO 02		9002	51900000	Loan Interest
596002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	8902	53000000	Administration & Transfer Agent
59502		IKAS DEMO 02		8902	21300000	Accrual - Custody Fee
59702		IKAS DEMO 02		8902	54000000	Custodian Fees
59402		IKAS DEMO 02		8902	21200000	Accruals - Admin & Transfer Ag
588002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	8702	16100000	Prepaid - Organisation Cost w/o
58902		IKAS DEMO 02		8702	51300000	Organisation Cost w/o
583002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	8402	51700000	Trading Expenses
58202		IKAS DEMO 02		8402	11210000	Account 147852
576002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	8102	41200000	Trading Income - Unrealised
57502		IKAS DEMO 02		8102	13200000	Investment Portfolio - Unrealised
574002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	8002	41200000	Trading Income - Unrealised
57302		IKAS DEMO 02		8002	13200000	Investment Portfolio - Unrealised
572002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	7902	41200000	Trading Income - Unrealised
57102		IKAS DEMO 02		7902	13200000	Investment Portfolio - Unrealised
570002	IKAS DEMO 02	IKAS DEMO 02	04-30-2009	7802	41200000	Trading Income - Unrealised

To enter a manual journal entry:

1. Open the **Journal Entries** screen (either by clicking **Journal Entries** in **IKAS Accounting** or by selecting **IKAS > Journal Entries**.)
2. Click the **New** icon.
3. Select a **Portfolio Id**. If you are in **IKAS Workflow** and you already selected a portfolio in the **Portfolio** tab, it should already be selected.
4. Select an optional **Fund Id**.
5. Enter a **NAV Date**. The **NAV Date** should be after the most recent NAV you entered (otherwise, NTAS will not allow you to delete this record).
6. Enter the following information:
 - **Account Id** - is the account Id from the chart of accounts that this amount will be posted to.
 - **Journal Date** - is the date that this journal entry took place.

- **Amount** - is the amount of the journal entry. You can enter an amount in either the **Debit** or **Credit** column, but not both.
- **Description** - is an optional description.

The **Journal Type** is automatically set to **M**(annual). The **Account Description**, **Currency**, **Exrate**, and **Local Currency** are automatically retrieved when you select the **Account Id**.

7. Click the **Account Id**, and a second row automatically appears.
8. Repeat Step 6.
9. Repeat the previous two steps until the total **Debits** equal the total **Credits**. (NTAS will not let you save until this condition is satisfied.)
10. Click the **Save** icon.

1.5 Entering Automatic Journal Entries

You can automatically create journal entries when you perform standard NTAS tasks, such as entering transactions, running Equalization Period End Processing, and so on.

You set up the automatic journal entries using the **IKAS Accounting Rules** screen, available by clicking the **Accounting Rules** in the **IKAS Folder** of the **IKAS Workflow** screen, or by selecting **IKAS > IKAS Accounting Rules**. You can also use the **Maintain Rules** screen with **Rule Type 6401 - IKAS Accounting Rules**.

The screenshot shows the 'Accounting Rules' screen in NTAS. The left pane shows a tree view with 'IKAS Accounting Rules' expanded to 'IKAS DEMO 02' and 'IKAS Fees'. The main pane shows the 'Accounting Rule Detail' for 'IKAS DEMO 02'. Below the description, there is a 'Rule Data' section with an 'Auto typing' checkbox and several icons. A table lists various business events and their corresponding debit and credit account IDs.

Rule Data Id	Business Event	Db Account ID	Cr Account ID	Note
249802	Subscription - Investment Amount	11210000	31000000	
249902	Subscription - Loads Amount - Front End Fee	11210000	23000000	
250002	MF Investment Portfolio - Buy (Subscription)	13100000	11110000	
250102	MF Investment Portfolio - Sell (Redemption)	11110000	13100000	
250202	MF Investment Portfolio - Realised (Redemption)	11110000	41100000	
250302	Redemption - Payable Amount	32000000	11210000	
250402	Redemption - Loads Amount - Back End Fee	32000000	23000000	
250502	Profit/Loss - Managment Fee Portfolio	52000000	21100000	
259202	MF Investment Portfolio - Unrealised (NAV)	13200000	41200000	
261602	NAV - Incentive Fee Accrual	55000000	21500000	
280202	Profit/Loss - Incentive Fee Accrual	55000000	21500000	
280302	Redemption - Incentive Fee Payable	21500000	11210000	

1. Add the portfolio:
 - Either select a **Portfolio Id** at the top, click the **New** icon, and click the **Save** icon.
 - OR
 - Click the **New** icon, select a **Portfolio Id** to the right, and click the **Save** icon. Please note that if a Portfolio Id has already been added to the GL Chart of Accounts, it will not appear in the list.
2. Click the **New** icon in the **Accounting Rules** tab (not the toolbar).
3. Select a **Business Event**. The events represent common NTAS tasks that you will perform on your fund and that IKAS can create journal entries for.
4. Select a **Debit Account Id**.
5. Select a **Credit Account Id**.
6. Click the **Save** icon.

For example, we have created an automatic entry for subscriptions. When you enter a subscription, NTAS will automatically create journal entries for the subscription:

- The **11210000** bank account will be debited by the amount of the subscription.
- The **31000000 Contribution/Subscription** account will be credited by the amount of the subscription.

Suppose you enter a subscription for \$10,000,000 into a fund that is part of this portfolio.

The screenshot shows the 'Subscription' form in NTAS. The 'Transaction Type' is set to 'Subscription'. The 'Fund Group Id' is 'IKAS DEMO 02', 'Fund Id' is 'IKAS DEMO 02', 'Holder Id' is '00037002', and 'Acct Id' is 'INVESTOR X'. The 'Transaction Id' is '454702'. The 'Cash Committed' amount is \$10,000,000.00. The 'Shares' are 85,294,117.647. The 'Orig Shares' are 100,000,000,000. The 'Ask' price is 100.000000. The 'Orig Gross' is \$10,000,000.00, and the 'Orig Net' is \$10,000,000.00. The 'Cash Received' is \$0.00, and the 'Receivable' is \$10,000,000.00. The 'Trade Date' is 01-01-2008, 'NAV Date' is 01-01-2008, 'Cash Date' is 01-01-2008, 'Settle Date' is 01-01-2008, and 'Appl. Date' is 12-01-2009. The 'Trans type' is 'SU' and the 'Sign' is '1'. The 'Confirm Sent?' and 'Docs OK?' checkboxes are unchecked.

When you save the subscription, NTAS creates an automatic journal entry debiting Account Id 11210000 for \$10,000,000 and crediting Account Id 31000000 for \$10,000,000. You can click the **Journal Entries** button to view this record (both before and after saving).

Journal Entries										
GL Trialbal Id	Portfolio Id	Fund Id	NAV Date	Journal Id	Account Id	Account Descr	PL Descr	Journal Date	Loc	Amount
									Debit	Credit
33602	IKAS DEMO 02	IKAS DEMO 02	01-31-2008	102	31000000	Contribution / Subscription		01-01-2008	0.00	10,000,000.00
33502		IKAS DEMO 02		102	11210000	Account 147852			10,000,000.00	0.00

If you reverse or cancel an NTAS process that created automatic journal entries, these journal entries are reversed or canceled as well, as long as they were not included in an already generated NAV.

1.5.1 Business Events

IKAS has several categories of business events.

- **EPEP** - for events that occur during Equalization Period End Processing. This category has only one event: **Incentive Fee Paid**. The funds in your portfolio must all use T+EE.
- **MF Investment Portfolio** - for use with the Fund of Funds functionality.
- **NAV** - for events that occur when you enter a NAV. If you use **All Other Portfolio Income**, **Fund FX Hedge**, **Fund Management Fee**, **New Issue Portfolio Income**, or **Other Fund Expenses**, you will need to enter an amount (per share) in the **NAVs** screen at the bottom in the appropriate fields. If you use **Incentive Fee Accrual**, the fund must use T+EE.
- **Profit/Loss** - for events that occur when you use Profit/Loss Allocation. If you use **Incentive Fee Accrual**, the fund must use T+EE.
- **Redemption, Subscription, Switch In, Switch Out** - for events that occur during these redemptions, subscriptions, and switches. Currently, there are no business events for transfers.

1.6 IKAS Fee Processing

You can create fees within IKAS and apply the fee accruals automatically to your selected portfolio(s). Fees can be set up to accrue on a periodic basis (i.e. monthly) or on a percentage basis, such as for management fees in a fund prospectus.

To set up fees within IKAS:

1. Create a fee and assign to a portfolio via the **Maintain Rules** screen.

2. Process fee accruals when needed via the **IKAS Fee Accrual Processing** screen. If necessary, you can reverse fee accruals.

1.6.1 IKAS Fee Setup

The IKAS fees are set up on the **Workflow > NTAS Rules Engine > Maintain Rules** screen. To set up fees:

1. Create the initial structure for the portfolio under the IKAS Fees rule. This step only needs to be performed once for each portfolio.
2. If you want to set up fees at the fund level, add the fund into the structure under the portfolio. This step only needs to be performed once for each fund, and is not necessary if the fee applies to all funds in the portfolio.
3. Define the parameters for each fee.

To create the initial structure for the portfolio:

1. Open the **Maintain Rules** screen.
2. Select **IKAS Fees** in the **List of Rule Type Ids**.
3. Click the **Show** icon.
4. Click the **New** icon and select a portfolio in the **PortfolioId** field.
or
Select a portfolio in the **Portfolio Id** field and click the **New** icon.
5. Click the **Save** icon.

The screenshot displays the 'IKAS Fees' configuration screen. At the top, there are tabs for 'Str Detail', 'Ext Rule Col', 'Linked file: Portfolio', and 'Reports'. The main area is titled 'IKAS Fees' and contains the following fields:

- NtasTree Idst: 224203
- NtasTree Id: 224303
- Level Id: 0
- Description: p Id TK 100319 IKAS03 p Id: 46903

You only need to perform the preceding steps once for each portfolio.

To add a fund into the structure under the portfolio:

(The fees can be set up at either the portfolio or fund level. If you want to set the fees up at fund level, you can skip these steps.)

1. Make sure your portfolio is selected in the left pane.
2. Click the **New** icon and select a fund in the **FundId** field.
or
Select a fund in the **Fund Id** field and click the **New** icon.

3. Click the **Save** icon.

For each fee that you want to set up, perform the following steps (these steps use the icons in the **Maintain Rules** window, rather than the icons on the toolbar):

1. Make sure your portfolio or fund is selected in the left pane.
2. Click the **New** icon.
3. Select the following:
 - **Fee Type** - select from a list of taxlines. These taxlines are defined on the **Fee Types** screen, and have **Fee Group Id = 701** and **Sign = -1**.
 - **Calc Method** - select either **Cash**, **BPS**, or **Amortization**.
 - **Amount** - if you selected **Cash**, enter the fee amount in this field. Otherwise this field is unavailable.
 - **Fee Rate [%]** - if you selected **BPS** or **Amortization**, enter a percentage amount.
 - **Frequency** - select the frequency for the fee (e.g., monthly, weekly, etc.)
 - **Db Account ID** - select the account that will be debited by the fee amount.
 - **CR Account ID** - select the account that will be credited by the fee amount.
 - **Paid Account ID** - select the account that the fee will be paid out of.
 - **Start Date** - enter the date when the fee accrual is to begin.
 - **End Date** - enter the date when the fee accrual is to end.
 - **Note** - is an optional description.
4. Click the **Save** icon.

Rule Data Id	Fee Type	Calc Method	Amount	Fee Rate [%]	Frequency	Db Account ID	Cr Account ID	Paid Account ID	Start Date	End Date	Note
817503	Legal Fee	Cash	2,000.00		MonthLast	5100	2110		110001-01-2010	02-28-2010	
817603	Amortization	Amortization		10.00	FridayAndM	5200	2120		110001-01-2010	03-31-2010	
817703	Admin Fees	BPS		1.00	MonthLast	5300	2130		110001-01-2010	12-31-2010	

Please see Section 1.6.1.2, *Further Steps to Set Up Amortized Fees*, on page 14, for further steps required for **Calc Method = Amortization**.

1.6.1.1 New Taxlines

We have added the following commonly charged fees to the NTAS database as taxlines:

- 740 - Audit Fee