Adding a Fund and Fund Manager

Procedures to 'Add' a Fund to VTXml:
These procedures show how to add a Fund to VTXml. If you are a WIN client, it is very important to always follow the WIN Best Practices Guide. Refer to that document if you have any questions.

For this document, there are 3 steps. The first only needs to be completed if there is a new Fund Manager to be added with the Fund. If there is not, you can skip to step 2. The 3 steps are:

- Add the Fund Manager
- Add the Fund
- Associate the Fund

Add a fund manager:
1. Product Profiles/Carrier main page, select Fund Managers from the Left Navigation.

2. Click on the Add button

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3. Input the fund manager information
   a) enter Fund Manager Code
   b) enter Full Name
   c) enter Short Name

4. Click Save and Return

Add a fund:
5. Click on Product Profiles to get to Carrier main page, select Investment Options in the left navigation path.

6. Click [Add]

7. Input the Fund information:
   - a) Add Fund Product Code (this should be a maximum of 5 alpha-numeric characters)
   - b) Add Fund Full Name
   - c) Add Fund Short Name
   - d) Add Carrier Facing Description
   - e) If applicable, select the Fund Manager
   - f) If applicable, select the Market Value Adjustment Indicator

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g) Select the Type of Investment (Variable Annuity for example) from the drop down list
h) Select the Type of Fund (Fixed or Variable)
i) Select the Asset Class (Model, Fixed, or Equity)
j) If available, add the CUSIP
k) If applicable, select the Jurisdictions
l) If applicable, input the Fees pop up information
m) If a model or category fund, input Investment Product Info pop up information

Annuity Investment Option Detail (* - required field)

Investment Option Detail

Cancel   Save & Return

Field Definitions

Investment Options

Field	
Fund Product Code/Identifier	[_____] *
Fund Full Name	[_____] *
Fund Short Name	[_____] *
Carrier Facing Description	[_____] *
Fund Manager	[_____] ▾ *
Market Value Adjustment Indicator (BF Extension to 2.16 and above)	[___] ▾

Attachment

Carrier Facing Description	**Modified On**
	[Add]

Field	
Type of Investment	[_____] ▾ *
Type of Fund	[_____] ▾ *
Fund Objective	[_____] ▾
Asset Class	[_____] ▾ *
Currency Type	[_____] ▾
Version Date	[_____] (yyyy-mm-dd) 🗓
Fund Start Date	[_____] (yyyy-mm-dd) 🗓
Fund Close Date: New Applications	[_____] (yyyy-mm-dd) 🗓

8. Click 'Save & Return'.
9. Repeat as necessary.

Procedures to 'Clone' a fund in VTXml:
These procedures show how to clone an existing fund in VTXml. This method of creating a new fund is recommended because of the reduction in potential errors due to many of the fields are already completed.

10. From the Investment Options page, select a fund closest to the new fund, click [Clone]

List of Investment Products

[Add]

	Name (31)	Code	Carrier Facing Description	Modified On	
[Def] [Clone]	1 Best Fundgep1 (FFM)	001gep1	1 Best Fundgep1	8/31/2010 12:58:41 PM	[View]
[Def] [Clone]	12 Month Dollar Cost Averaging1 (FFM)	012t	12 Month Dollar Cost Averaging CFD1	8/30/2010 12:49:37 PM	[View]
[Def] [Clone]	6 Month DCA Fund1 (PCFM)	0061	6 Month DCA Fund1	5/19/2010 10:59:55 AM	[View]
[Def] [Clone]	6 Month DCA Fund1 (PCFM)	0061	6 Month DCA Fund1	6/25/2010 9:03:18 AM	[View]
[Def] [Clone]	AA/Balanced Funds for Large Cap Cat (FFM)	C2	AA/Balanced Funds for Large Cap Cat	2/27/2010 11:11:54 AM	[View]
[Def] [Clone]	Balanced Fund (FFM)	109	Balanced Fund	7/31/2009 3:02:08 PM	[View]
[Def] [Clone]	Balanced Model (FFM)	M2	Balanced Model	7/31/2009 3:02:08 PM	[View]
[Def] [Clone]	Bond Fund (FFM)	103	Bond Fund	7/31/2009 3:02:08 PM	[View]
[Def] [Clone]	Complex Model (23456)	M1	Complex Model	7/31/2009 3:02:08 PM	[View]

[Add]

11. Update the Fund information:
   a) Update Fund Product Code (this should be a maximum of 5 alpha-numeric characters)
   b) Update Fund Full Name
   c) Update Fund Short Name
   d) Update Carrier Facing Description
   e) If available, update the CUSIP
   f) If applicable, update the Jurisdictions
   g) If a model or category fund, update Investment Product Info pop up information

12. Click 'Save & Return'.
13. Repeat as necessary.

Add a fund to Initial Premium and other Features:

14. Once complete, the fund needs to be added to the Initial Premium feature at a minimum.
15. From the Carrier screen, select Feature Options.
16. Select the Initial Premium Feature that is associated to the appropriate product/products.
17. Select the Feature Option that is appropriate, for example Self-Directed Initial Allocation.
18. Add the fund information to the Source, Destination and/or Fund Exclusion pop ups.

Once these steps are complete, you are ready to add the fund to the Products.

Add a fund to a product's list of funds:
19. Click on Product Profiles to get to Carrier main page.
20. Scroll the list of products to find the product that needs the fund.
21. Click on the product.
22. Click on 'Investments' from the left navigation.
23. Click on [Add].
24. Select the Fund Number and name from the dropdown list
25. The process can end here. Or if additional information is needed, such as dates or Minimum and Maximum percentages, this information can be input here.