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1. Welcome

1.1. Before You Begin

What you may want to know about private i may depend on your role in your organization.

- If you are new to private equity, we recommend that you first read the brief background we present in the Private Equity Investment Life Cycle.
- If you have been tracking your private equity portfolio using spreadsheets, we recommend you read How private i organizes investments.
- If you are investing in companies directly, you'll want to also read Tracking direct investments with private i.
- If you are primarily interested in how private i can help monitor your investments through its analytic and reporting capabilities, see Reports.

This manual and help file was written assuming that you are somewhat familiar with Microsoft Windows and its conventions. You should know how to launch run programs, open files, navigate windows, and use dialog boxes. If necessary, we suggest you familiarize yourself with Windows before working with **private i**. For help with Windows, consult the Microsoft documentation and on-line help for Windows.

Help File & Manual Conventions

We make a few assumptions and have adopted a few conventions in this manual you should know:

- We refer to many database terms, such as Database, Table, Record and Field. If you are not familiar with these terms see database intro (Chapter 4).
- The term *Window* is synonymous with *Form*.
- Menu sequences are represented by separating menu items with a vertical bar. For example, to open the LP Commitments form, we represent it:

File | Open | Investments | LP Commitments

- Keystrokes are represented by placing them in square brackets. For example when you see [Ctrl+F3], it means that you should press the "Ctrl" key and the "F3" key at the same time. In this case you will invoke the locate record command.
- A field in a database, or a button on a form is also represented in square brackets: [OK] or [Cash Distribution].
- The *Context Menu* is the menu that appears when you right-click the mouse or press [Shift+F10].

1.2. What is private i?

private i is a Microsoft Windows-hosted database application created to help investors manage private equity portfolios that may include:

Venture Capital
Buyout Partnerships
Special Situations
Direct Investments in Private Companies
Real Estate Partnerships

private i tracks investments in a dynamic relational database that gives investors the capability to track transactions, measure performance, perform analysis, create reports and in general, better manage the day-to-day tasks of private equity. **private i** has a four-part framework:

Commitments & Transactions
Portfolio Holdings
Analysis & Reporting
Administrative Tasks

Tracking investments also means tracking the organizations and people involved in the deals.

- the contact manager lets you file an unlimited number of organizations, contacts, addresses, telephone numbers, e-mail addresses and notes. You can also link organizations with their parent organization to create meaningful organization hierarchies.
- an offerings log lets you track potential investments and organize them by your level of interest.
- report and amendment logs, account and payee information, and wiring functionality helps you in the administrative details of partnership investment.

The Client Databases

Portfolios of investments can be classified many ways. Within private i, the *client database* is the highest level of separating investments. If you are part of an institutional investment group or endowment, you will probably only have only one client (your own organization). If your company is as a consulting group or gatekeeper, you will likely track each of your clients in its own client database. Either way, private i's multi-client capability can be used to separate portfolio investments (subsidiaries, funds, divisions, and so on), to create benchmark groups, to create cash flow projections, and assist in budgeting.

Beginning with version 3.5, all clients are stored in one database. The active client is shown in the middle panel of the desktop form. Although you work with the cash flows and holdings of one client at a time, you can report on any combination of clients from within the Reports | Main Reports menu. Unlike other characteristics, a client is implicit--choose a client and all investments for the client show. Add a new investments and the client is identified behind the scenes. This lessens the probability that you can associate an investment with the wrong client.

Investments are Commitments

At the heart of the investment is the Commitment, a record of an investment with an amount, a closing date, and so on. The commitment is usually known by a partnership name, although in the case of a direct investment, this name is usually a name identifying the company and the type of securities held. The main Commitments form tracks all investments and the cash flows associated with these investments that belong to a group known as a *client*. Tied to each commitment are separate transaction ledgers for capital calls, fees, cash distributions and associated cash splits, stock, and valuations.

If you make Direct Investments in companies, you will have a special set of commitments that track the Direct Deal and all of its holdings. This functionality is a separately licensed feature of

private i. If your organization needs to track direct investments, contact the Burgiss Group for licensing.

Portfolio Investments

With private i, you can track partnership portfolio investments (the underlying assets of the investment vehicle), from cradle to grave. Separate ledgers let you track cost, period-to-period market value, and proceeds. You can also track portfolio company name changes to assure historical accuracy. Finally, you can associate each investment with one or more individuals at the sponsoring organization.

Reporting and Analysis

On-screen forms and reports allow quick summary views of data. For more detailed analysis and reporting, private i provides over 70 predefined reports that range widely in complexity and focus:

- simple and more complex listings of cash flows for reconciliation
- complex return analysis reports measuring IRR from period to period
- geographic and industry summaries of portfolio investment cross holdings ("Look-Thru" Reports),
- dollar value added calculations
- time-weighted returns.

The private i reports are in six broad categories:

- Cash Flows
- Exposure
- Key Indicators
- Companies
- Composites
- Lists

Investments can be grouped into named Report Sets, so that routine reporting selection is made simpler. For even more detailed analysis, every database table and report within private i can be exported to popular PC data formats such as Microsoft Excel, Lotus 1-2-3, Microsoft Access, dBASE, Paradox, and ASCII text.

Reports can be printed one at a time or in Report Books. Reports can also be customized with the use of our end-user Reporting Tool, ReportBuilder.

private i is Evolving

Finally, in response to your feedback, private i is continually being enhanced to provide greater functionality. Contact us at www.burgiss.com to get a listing of planned features.

2. Private equity and private i

2.1. Private Equity Investment Life Cycle

In this section, we discuss the general characteristics of private equity investing as a prelude to a more specific discussion on how these investments are tracked within private i.

Private Equity Investments Are Private

An investment in private equity is a substantial, long term commitment between an investor or group of investors (the "Limited Partners") and a fund manager (the "General Partner"). Long term in this case usually means 5 or 10 years or more. As simple as it sounds, one of the most important things to keep in mind when thinking about the tracking and analysis of a private equity investment is that *most of the information about the investment is private*. Unlike an investment in a public market, such as a holding of public stock where timely information is published freely, the lack of public information means that a private equity investment is much harder to buy, sell or value. This illiquidity and uncertainty creates a different set of expectations about how and when information will change hands -- and how relevant that information is.

A Fictitious Fund: BTP III

Let's take as an example an investment in a fictitious fund named Boston Tea Partners III (BTP III). Originally, you heard about BTP III through an offering memorandum you received through an agent specializing in private equity placement. The people behind BTP III, a fund manager named the BTP Group, were building upon the success of their first two funds with a third fund (\$100 million USD). Since you do all of your investing (you "originate" your deals rather leave it to an outside manager) they contacted you because they heard you were expanding your private equity investment program. BTP III, they told you, plans to focus on communications startups in the northeastern United States. You were sufficiently interested to start the investment process. After six months of contacting investors in their first two funds, staring at financial statements, checking their references and getting a sense of how they plan to spend this money, you complete your due diligence and sign up for a \$10 million stake--or commitment. To keep this example simple, the fund raising was successful and you joined nine other investors, each with a \$10 million commitment.

The Fund Begins

Each of the three BTP funds is a separate legal entity run by the BTP Group, the Fund Manager. Prior to the agreement signing (the closing date of the fund), they let you know that they require \$2 million of your \$10 million commitment wired to their bank upon closing. All Limited Partners provide their proportional share at the same time. This \$2 million is known as the first Capital Call. In some instances, the fund begins with a fee. In either case, the date of the first payment is critical, for it begins the measure of your return on investment.

Quarterly Reports Begin

As part of their contract with you, BTP III reports on your investment quarterly, with externally audited financial statements provided once a year. At the first quarter end, they report to you that your \$2 million contribution has a reported market value of \$1.95 million. No need to worry yet. However it is calculated, this valuation is an approximation and it is typical that the value of your investment at first declines, with the overhead and startup costs associated with a new fund.

Partnership Name:	Boston Tea Partners III
Fund Manager:	BTP Group
Originator:	In-House

Closing Date:	5 January 1999	
1st Capital Call:	2,000,000	5 Jan 1999
Reported Valuation	1,950,000	31 Mar 1999

BTP does all of the investing without any further consent from you--that is, after all--what you pay them for. BTP III is responsible to report to you on a periodic basis (usually quarterly) the underlying details of how they have invested the pool of money they collected. These Portfolio Company Investments are reported for the total fund -- the details of your pro-rata share are rarely provided. After the close of each quarter, BTP III reports total cost, total market value and total proceeds for each investment they make. At first, this information is interesting but not particularly useful. Over time, this stream of information creates a history of their pattern of investing. For the most diligent investors such as yourselves, this data will help you gauge the timing and manner of investing and help you make judgments about where BTP III went right or wrong, and whether you should invest with them again.

Over the next two to three years, you continue to supply capital upon request. On occasion, you'll get some of it back as a Temporary Return of Capital when the partnership's cash position is better than anticipated, or its rate of capital deployment is slower than expected. During this time, you also notice that your valuation begins to outstrip your paid-in capital as the value of BTP III's investment starts to accumulate. And as promised, the General Partners focus their efforts on helping the Portfolio Companies grow and create value for all concerned. During this time, the market value should keep pace with the paid in capital.

Distributions Begin

At some point, a few of the partnership's investments will start to kick out some cash or stock. This may occur even as you continue to pay in to the fund to complete your commitment. Although the classic expectation is that this may not happen until the fourth year or later, BTP III's made some great investments that quickly went public or were sold. As the Partnership's investments in these portfolio companies mature, you see both the valuation and the distributions increase dramatically. Along the way, the General Partners cut their losses with a few of the under performing companies-- some will be liquidated, others will be written down or the investment written off (triggering a recapture of cost basis). On occasion, the partnership, if allowed by your initial agreement, may mark some or all of a distribution as returnable capital.

...The Fund Peaks...

As the value in BTP III peaks, you'll achieve your highest rates of return. Cash and stock distributions are frequent. Because of the nature of some of their investments, some stock is distributed to you that has restrictions on its sale (Rule 144 or others). You'll have no choice but to hold it for a period of time.

...And Heads Toward Liquidation...

Over time, as these distributions are made, the fund valuation falls, and the overall effect will be to bring the investment valuations to zero as the General Partners gradually liquidate their holdings. Timing of complete fund liquidation is uncertain -- it's not unusual for the 10 year term of the contract to be extended because of the portfolio's residual value.

2.2. Monitoring Private Equity Investments

Problem: Information Fragmentation

Information about an investment in private equity comes to you in bits and pieces. There are administrative details involved in the transfer of funds. There are partnership reports and audited and unaudited financial statements. There are amendments and tax filings. If you are invested in only a few funds, this process may appear simple, coordinated, and rational. The more funds you invest in, the greater the variety in the quantity and quality of data and the greater the chance for confusion.

One of the problems you will face is that there are few standards in private equity. How information comes to you will vary with the fund manager. If you are invested in many private equity funds, you will get requests for capital calls via fax, via registered mail, via overnight letters (You might expect to see it via secure internet connection soon from some of your more technologically savvy fund managers.). Cash distributions may be wired to you, if you custody your own assets, or to your custodian. Stock certificates that are supposed to come to your custodian may end up in your hands. Quarterly reports will never arrive at your desk at the same time. Valuations and cash flows will be revised. Coordination with the accounting group, whether your own group, or your custodian's, involves other details. Few investment accounting systems are equipped for the special demands of this asset class. Dummy CUSIPS may need to be assigned to handle transactional flow. These CUSIPs may be later reassigned. Fund managers will send you offerings for new funds, and then call you in the middle of your day to check on their review status.

private i is first and foremost a data repository, and like many of today's systems, it can be viewed as a data warehouse for all of the information connected with a private equity portfolio. To handle what is potentially data overload, we suggest you use private i to enter transactions as they come to you.

Reporting lags are another matter. Despite the bottlenecks that occur upstream of you, you will always have a need to view, analyze and report to others on the current state of your investments. See *Handling Private Equity Bottlenecks*. for ways private i helps with this problem.

2.3. private i and Private Equity Information Bottlenecks

Within private equity, information bottlenecks can compromise your ability to measure and report on *all* of your investments and so constrain your decision making. **private i** provides several ways to measure your investments when *you need to measure them*.

Info Lag: Portfolio Company to General Partner to Limited Partner

The long-term nature of private equity investments slows information delivery. Although you can track cash flows and other daily operations as they come, some of the most critical reporting and analysis data, such as partnership and portfolio company valuations, is the slowest in reaching you. When you close the books on your investments, private equity measurements often lag one or two quarters behind. There is no easy solution to this problem, which stems from the inefficiencies of this market, the current means used to deliver information, and so on, but there are remedies within private i.

The Adjusted Valuation

You could opt to report only on the latest and wholly complete information you have. Unfortunately, doing so may mean reporting on data four to six months out of date. Alternately, the adjusted valuation is a widely accepted measure of reporting what you know as soon as you know it. It works this way:

If the valuation for the quarter end you are interested in exists, use it.

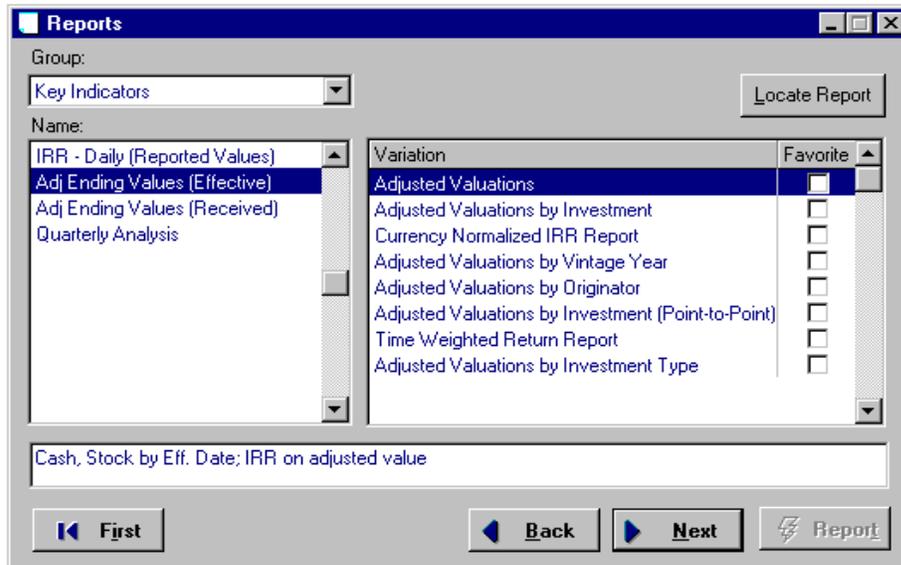
If the valuation hasn't yet arrived, adjust this valuation with all of the cash flows that occurred

after the date of the valuation. Add capital calls and subtract out distributed cash and stock. Then treat this adjusted valuation as the terminal value for all Internal Rate of Return calculations.

One of private i's key reports does just this. You'll find it under:

Reports | Key Indicators | Adjusted Valuation

This general report has a number of variations that allow you to group the report by Partnership, Vintage Year, or Originator. Each of these groups also creates an IRR for the group based on an adjusted valuation for the group.



These reports are available by both effective date and received date.

Lagging the Gain

Instead of having a mix of valuations, some representing the actual reported value, and the previous value adjusted for cash flows, a technique known as *lagging the gain* allows you to treat all quarters equally--using adjusted valuations uniformly. For any period, substitute the valuation for the previous quarter's valuation adjusted for cash flows. private i offers this option, which leads to a pre-period lag of the unrealized gain, but has the benefit of avoiding the continual restatement of results as valuations are received.

2.4. Analysis Preferences

No two investors are exactly alike and so, from the outset, private i has been designed to allow a measure of control on how you track investments.

Over the past four years, we have found a great deal of consensus in the private equity investment community on accounting methodologies, on what basis to report valuations, what to total and where, and what to include in analyses. We have also learned that there are greater variations in applying this methodology than we could accommodate by simple means. The result is that we have opened up the architecture of private i to allow you to set up private i to

work the way you work.

Preferences has a new page, the Analysis Matrix, that defines the workings of private i calculation engine. These preferences are data based -- that is, these preferences look at the contents of your data fields when determining what to calculate and how. These preferences can only be set by the private i administrator, in consultation with the finance and accounting staff.

These preferences are further explained in the section entitled Accounting Aspects.

2.5. How private i Organizes Investments

Within private i, there are three distinct databases of information about your investments:

- Commitments -- your Limited Partnerships & Other Holdings
- Portfolio Investments -- the assets underlying your investments
- Administrative -- names, dates, addresses, notes and so on.

Each of these related sets of data plays a role in allowing you to track your investments. Your investments are called *Commitments*. The investments that underly your investments are in *Portfolio Investments*. The Administration database is a framework to hold the two together and provide additional functionality. Each distinct set of commitments is tracked in a client database. If you have only one set of commitments, you'll only work with one private i client.

Investments are Commitments

Your private equity portfolio is a list of investments. Within private i, these investments can be of two broad types with one subtype:

- *LP Commitments* are investments in Limited Partnerships. (File | Open | Investments | LP Commitments). See also Adding a new LP Commitment.
- *Other Holdings* are investments that fall outside the realm of Limited Partnerships, and may include Direct Investments or any investment tracked on a security-by-security basis. (File | Open | Investments | Other Holdings). See Adding a New Holding.
- *Holdings Detail* are the security-level investments.(File | Open | Investments | Holdings Detail). See also Adding a Holding Detail.

This database contains up-to-date information about each investment in summary form to enable you to easily answer larger portfolio-wide questions:

How much capital have we committed to date?
How much have we funded?
What have these commitments returned?
What is our current exposure?

as well as questions about relative performance such as

What is our overall IRR for this Commitment to date?

Underlying this summary information are separate transactional ledgers. Every time a cash flow occurs, you enter the amount and its date in the appropriate Capital Call, Fees, Cash, Stock or Valuation ledger. By recording all the transactions for an investment, private i allows you to report both individual and aggregate rates of return for any time period.

General Partners Investments are Portfolio Investments

With LP Commitments, your investments of capital are used by the General Partners to invest in Portfolio Companies or other Entities, such as Real Estate or Oil & Gas holdings. These underlying partnership investments are recorded in a separate set of ledgers (File | Open | Portfolio | Investments). When an investment is made by the partnership, you record that new investment here, and follow its relative cost, value and proceeds from quarter to quarter. These cash flows related to portfolio investments are recorded in aggregate. This is, in effect, the partnership's overall balance sheet. Your pro rata share of these investments is calculated from your ownership percent, which is based on your commitment amount and the fund size. From an accounting perspective, the Portfolio Investments ledgers are a separate set of numbers that do not directly tie to your Commitment cash flows.

We recognize that this Portfolio Investment model may, at times, produce imperfect results as a result of carve outs, capital call imbalances and other special considerations. But given the relative imprecision of comparative valuations and the added time and complexity associated with maintaining a more perfect model, we believe that the current data model should serve most needs. As a reminder, the analytical results of your investment rely on the cash-on-cash model in the Commitments database and its transactional ledgers, *not* on this Portfolio Investment model.

2.6. Tracking Direct Investments & Other Holdings

How Direct Investments Differ from LP Investments

A direct investment is an investment you make in a company. You negotiate and track the details of the investment. Although direct investments may involve only one security instrument, quite often they evolve into more complex arrangements, with debt turning into equity or equity converting from one type to another (such as preferred converting to common stock). Thus tracking a direct investment can be more complex than tracking an interest in a Limited Partnership.

Two Levels: Direct Holdings & Securities

Here's a representation of a deal and its holdings:

```
The Transcontinental Deal
  + Holding 1: Transcontinental Common Stock
  + Holding 2: Transcontinental Preferred Stock
  + Holding 3: Transcontinental Warrants
```

private i tracks direct investments through two database *levels*. The Deal Level describes the deal as a whole. Each security interest is tracked as a separate investment. When a new security interest is purchased, sold, or valued, the transaction is recorded once and automatically rolled-up to the Deal. The deal level ledgers are read-only--all changes must be made at the security level. A category called *Adjustments*-- cash flows that affect the entire deal-- get posted to a special security level entry called Adjustments. These deal level adjustments can be made through the Adjustments choice of the Holdings Detail Context Menu (right click the Holdings Detail form and select Adjustments from the popup menu).

Corporate Actions

If there are two or more security interests in the deal, the deal level will mirror the combination of all of the transactions at the security level. An exception to this rule may occur when a corporate action, such as stock conversion, occurs. In this situation, this action causes no net cash at the deal level. private i allows you to handle this special situation by making the appropriate components of this pair of transactional events invisible at the deal level, by unchecking the [PostToDeal] field. See Capital Calls/Funding and Cash.

Advantages to this approach

This database architecture gives you great flexibility in both looking at and reporting on these investments. If you want to look at the big picture, you look or report on the deal level. For further detail, you drill down to the security level. As long as each security interest is valued, private i creates an IRR for each security interest and the deal level. When reporting on investments, you can elect to group direct deals and limited partnership holdings and elect to include or exclude security details.

2.7. Administrative Functions

Investing is a money business *and* a people business. Tracking the people behind the business is an essential ingredient in tracking private equity because most of the investing is long term. private i has a host of facilities that can help you keep track of the nature of your investments, their organizations, the people behind them, the documents that report on and amend the base agreements, and so on.

Some of this is intrinsic to recording investments. For example, when you add a new LP Commitment, you are choosing from or adding data to the organizations table--the main table within the private i contact manager. private i makes this seamless. Add a new fund manager, originator or partnership and you'll be prompted to confirm that they don't exist and that you want them added. In fact, the contact manager threads its way throughout private i because it is needed to keep organization names and other application-wide data consistent. If you are invested in a partnership more than once, for example, the data for the partnership information is recorded once. See Partnership Info.

Data related to the portfolio investment companies and other investments are separated from the main contact manager under File | Open | Portfolio | Entities. This company data is specific to the underlying investments. You'll find that when you enter a Stock Distribution and identify a new portfolio company, it is automatically posted to this supporting Entities table.

Some of the other administrative functions are simply nice to have. For example, you can set up Wire Instructions for each of your investments, define a wire template for contributions and distributions, and then simply right-click on a capital call or distribution to create a wiring data sheet for approval and faxing. See creating wires. Likewise, the Report Log allows you to record when each type of report came in for each investment, and query out a current list for any type of report.

For investment officers, a very important ancillary function is the Offerings Log. This simple list enables you to rank, sort and track the investment opportunities that arrive at your doorstep every day.

3. Getting Started

3.1. User Interface - Overview

private i uses standard Windows user interface conventions. If you are familiar with other Windows applications, you should have no trouble adjusting to private i. If Windows is new to you, a little time familiarizing yourself with the Windows environment will make using and learning private i easier. See your Windows documentation for an introduction to the Windows environment. The main features of the private i user interface are outlined below. More detailed discussions follow.

- Menus provide access to commands.
- Context Menus are available in many windows by clicking the right (or *Alternate*) mouse button.
- The Status Line displays the name of the current database table, extended menu descriptions, and the state of the current database table.
- The Toolbar provides shortcuts to commonly used tasks.
- The Database Navigator on the toolbar gives you database navigation controls and displays visual clues about the state of the database--whether a record can be edited, inserted, posted, and so on.
- Accelerator keys to access menu commands directly.
- Notebook Tabs are numbered with accelerator keys. Press [Alt+1] for page 1, [Alt+2] for page 2, etc.
- Grids display data in a ledger format with special data entry and navigation features.
- Lookup fields have an ellipsis button . Click the button or use [Alt+Down] to open the lookup.
- Double click on memo fields within grids to open a larger editor window.
- Many forms first open with a listing of data in blue characters that can be searched by typing. Pressing [Esc] resets the search and repositions the cursor at the top of the list. Pressing [Enter] or double clicking on the current entry jumps to the main data page. Data in black characters can be changed directly. Data in blue characters are calculated or read-only and so can only be changed where permitted.
- The private i *desktop* holds all of the forms within private i. Within this area are the main menu, the toolbar, status bar, and the like. As with most windows programs, what you can do in the desktop is determined by the current context. For example, with windows open, you can use the Window menu to arrange them.

Menus

The menus at the top of the desktop window give you access to the main features of private i. Use the mouse or accelerator keys (shown next to some of the most frequently used menu choices) to activate menu selections. The conventional way to represent successive menu choices in this document is to separate them with a bar (|) character, as in File | Open | Organizations. This convention is used throughout this manual. See Conventions.

All main menu choices are visible at all times, but not all menu choices are available at all times. Menu items that appear faint in comparison to normal menu items are disabled, meaning they can't be accessed in the current context. For example, when you have a table of the current client database open, you cannot change the client database, so the File | Client Database menu item is disabled.

Accelerator Keys

Many of these user interface conventions are strictly Windows conventions. They are repeated

here for emphasis.

The term accelerator refers to a key or combination of keys you can use on your keyboard to directly invoke a command.

The main menu can be activated with the keyboard by pressing the [Alt] key, which highlights the File choice. You can then use the cursor keys to drop down menus and select commands. The shortcut for menus and commands are indicated by the underscored letter in the menu or command name. For example to drop down the File menu you would press the [Alt+F] key. Subsequent menu items can be invoked using their accelerator keys, as indicated. You can also use the arrow keys and [Enter] to select menus and commands.

Context Sensitive Menus

Menus specific to the job at hand are often available by clicking the right mouse button (this is sometimes termed the *alternate button*, in light of its reversal for left-handed users). These context menus put frequently used tasks in a convenient menu you select them from, just as the drop down menus. You can display the menu on the screen by clicking and releasing the right mouse button, where it will stay until you make a selection, or click anywhere off the menu.

Status Line

The caption at the top of each private i window usually displays extra information about the data it contains. Standard control buttons are in the upper right. When a child window – a window other than the main window – is maximized, the caption bar disappears from the child window to allow for more space, the title of the child window is placed in parentheses in the status bar of the main window, and the window controls for the child window are placed on the right side of the menu bar of the main window. Maximized windows may also expand listings to give you a better view of the data.

Data Is Color Coded

Data in fields is color coded. Fields you can change directly are in black letters against the default window color (usually white, but changeable at the users' discretion); calculated or read only fields are in navy-blue letters against this same background color. List pages are usually display-only and give you an easy way to search your data. In display-only grids, you can search in the fields by simply typing in what you are looking for.

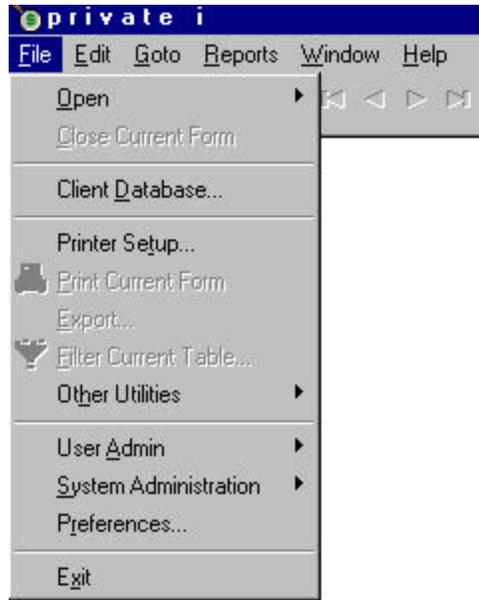
Companies in the Portfolio Investments form can be optionally color coded to show companies that are above, below, and at cost. The bar graphs that show Cost and Value, like in the commitments main page, are also color coded. The color segments of the graph correspond to colored dots next to associated fields.

3.2. Menu Organization

The private i main menu has six topics. File | Edit | Goto | Reports | Window | Help.

Of these, the File menu contains the most sub-menus. The Edit menu becomes active when a database table is active, and includes traditional editing commands such as Copy, Cut, Paste, Insert, Delete and so on. The Goto menu is also available only when a database is active, and it allows you to quickly find and move to records. The Reports menu gives access to private i's extensive on-screen and printed report facilities. The Window menu is a standard application navigational menu. Help gives you access to this help file on line.

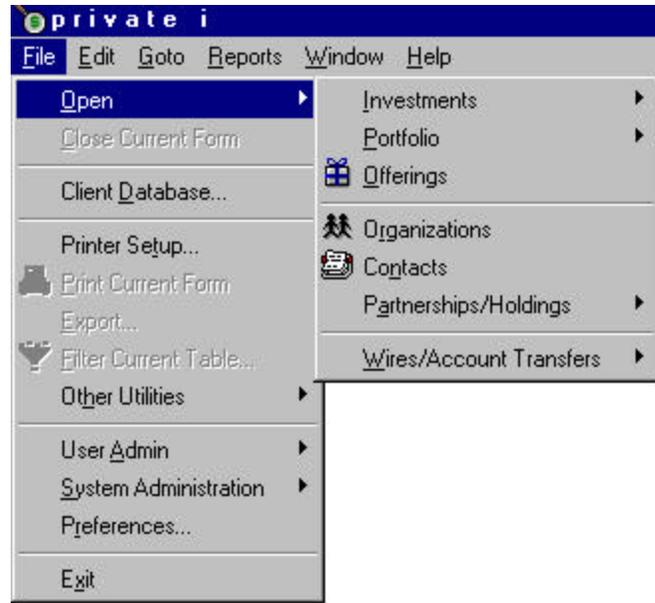
File |



- File | Open menu gives you menu access to all of the main private i forms. Many of the main forms can be opened with the click of one of the icons at the right.
- File | Client Database opens a dialog box that allows you to select the active client, or edit or create new clients.
- File | User Admin menu allows the user to view Lookup table information, and view restrictions and change passwords.
- File | Other Utilities menu allows you to export or filter the current table or save graphs.
- File | System Administration allows the system administrator access to maintenance functions.
- File | Preferences allows you to view system preferences that may affect calculations and set personal preferences.

3.2.1. File | Open

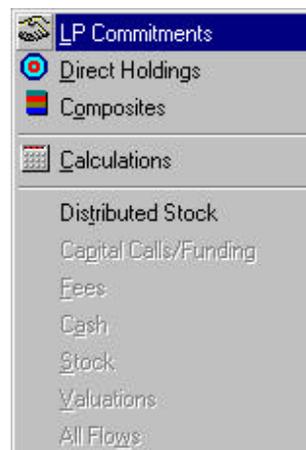
The File | Open menu provides access to all of the main forms within private i.



Investments are the Limited Partnership and Direct Holdings. The details of the investments that the Limited Partnerships make are contained in Portfolio. Offerings is a list of potential investments, some investors refer to this as the "deal log." The Organizations and Contacts forms are the internal private i contact database. Partnership/Holdings has additional details of the partnership. Wires/Account Transfers allows you to set up the details associated with the authorization of funds transfers.

File | Open | Investments

These investments are your commitments. The subledgers of Capital Calls/Funding, Fees, Cash Stock, and Valuations are the data entry points for your cash flows. These menu choices become active when the current form is one of the first three.



File | Open | Portfolio

These are your indirect holdings at the Partnership level. These ledgers show each partner's holdings at its cost and market value, as well as their proceeds. The Portfolio Holdings are

investments in Entities--those companies, leases, buildings, and so on that make up their securitized interests. Their Capital Accounts represent the kinds of debt and equity that they have issued.



3.2.2. File | Client Database

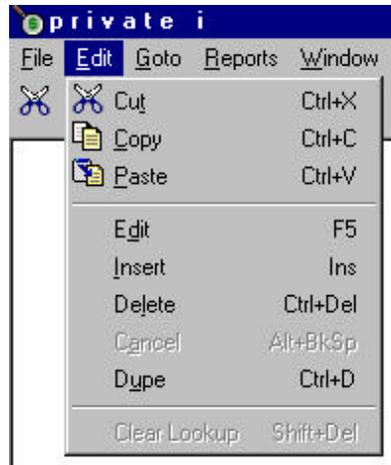
A client database is a group of related investments. The name of the current client is displayed in the middle box of the status line at the bottom of the main private i desktop. When you change clients, this status bar will change to reflect the new client. The current client has two main effects:

- The Commitment and Direct Holdings will display only the current client holdings.
- The reports related to these commitments will, by default, select the current client commitments. However, cross-client reporting can be done at report time by selecting All Clients.

In versions of private i prior to 3.5, each client was its own database and so resided in separate folders. From version 3.5 forward, this client grouping is internal to the main private i database, and is maintained by a new field called ClientName.

3.2.3. Edit

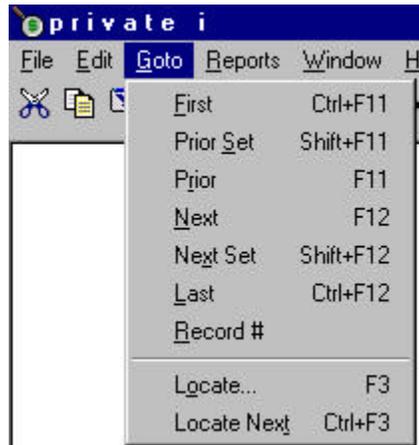
The Edit menu is active when there is a database table active



These should all be familiar choices. The **Dupe** function, available in certain contexts, allows you to duplicate the current record. The **Edit** choice [F5] will toggle between Edit and Post, depending on the state of the current record.

3.2.4. GoTo

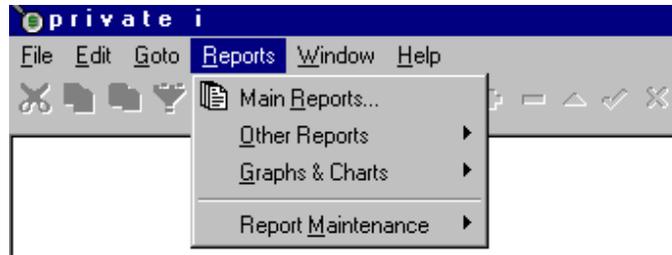
The **GoTo** menu moves private i between records.



A *set* of records is the page of records that shows in any database grid. The **Record #** menu choice allows you to jump directly to a particular record number. Memorize the hotkeys for faster keyboard navigation.

3.2.5. Reports

The **Reports** menu option is organized into four major categories.



- The bulk of reporting needs are met in Main Reports. These follow a wizard-like approach that guide you through the creating of any report.
- Other Reports are specialized reports such as Pending Transactions and Current Holdings.
- Graphs and Charts present graphical views of analytical data.
- Report Maintenance helps you maintain report sets, report titles, report books, and give you access to ReportBuilder, an end-user reporting tool.

3.3. Navigation

Learning basic navigation allows you to work with private i more efficiently. We've designed private i so that there is almost always more than one way to do the same thing. At the very least, you'll have one method for the keyboard and one for the mouse. You'll have to figure out what works best for you. Menus are a good place to look for shortcuts, which are displayed alongside commands. For example, look at the Goto menu and you'll see that [F12] moves to the next record and [F11] moves to the previous record. There are buttons that on the database navigator that do exactly the same thing.

Database Windows – Navigation

private i uses standard windows for forms, grids, and dialog boxes. The main private i window with menu, toolbar, and status line is called the desktop form, and contains all other private i forms. When you resize or minimize the private i desktop, all forms it contains go with it. This containerized style of windows user interface is called *multiple document interface* (MDI).

A child window is created for each database form or table you open. Child windows are also created for grids, dialog boxes, and the like. To improve performance, you should keep the number of open windows to a minimum. A few forms, such as the main commitments form, can spawn child forms. If you open Capital Calls or Stock, those child windows will always stay synchronized with the parent window. If you close the parent window, it will close all of its associated child windows. A few forms, (the Commitments form among them) can be opened more than once to allow you to see two investments at once.

Each child window has separate window controls that let you minimize, close, and in most cases resize them (some windows are of fixed size). You can move freely between non-modal windows. Modal windows, such as the dialog box that pops open when you edit a memo field, need to be closed before moving on. Use the [Tab] and [Shift+Tab] to move the cursor between different elements of the current window. We have attempted to minimize the number of modal windows within private i. You can move between windows by clicking on the desired window, or you can use [Ctrl+Tab] to move to the next window. The Window menu contains a number of standard Windows window related commands including: Cascade, Tile Horizontally, Tile Vertically, Arrange Icons, Next, Minimize All, and Close All, as well as a list of open windows to select from.

Notebook Tabs – Navigation



Many forms in private i are composed of notebooks with tabs like the ones illustrated above. Notebook pages are numbered sequentially from left to right, and can be tabbed through using the [Alt] key in combination with the number of the tab. In the illustration above [Alt+3] moves to the Investment Details page. Many notebooks in private i display tables in two kinds of tabs: lists of records in a grid (labeled "1.List") and forms with single records (usually labeled "2. Details"). Lists are usually meant to browse and search through some of the fields in a record, while single record forms often display all the fields in a record.

Records – Navigation

Records are viewed, edited, and inserted into forms, tables, and grids. Tables and grids often contain multiple records, while forms often contain a single record. Forms may contain links to child forms, such as the ledgers in the main commitments form. A number of commands in the Goto menu let you move between the records of a form, table, or grid. For the quickest data navigation, learn to use accelerator keys for these commands. These keys invoke the same commands as pressing the buttons on the Database Navigator which links a button in the toolbar to each of the commands in the Goto menu:

Command	Accelerator Key	Function
Locate	[F3]	Activates the locate dialog box.
Locate Next	[Ctrl+F3]	Repeats the last active search.
First Record	[Ctrl+F11]	Moves to first record.
Prior Record	[F11]	Moves to the prior record.
Next Record	[F12]	Moves to the next record.
Last Record	[Ctrl+F12]	Moves to the last record.
Prior Set	[Shift+F11]	Moves to the prior set.
Next Set	[Shift+F12]	Moves to the next set.
Record #	none	Moves to a specific record number.

The locate command, along with the more sophisticated Filter tool in commonly used windows let you search for specific values in fields or narrow the current set of visible records.

Forms – Navigation

Forms are often divided into sections of related fields under a common heading. For example, in the main commitments form, all cost related fields are located in a section titled "Cost", where the "s" in cost is underlined. Anytime you see an underlined character in the title of a section, field, button, etc., use the [Alt] key in combination with that character to move there. Use the [Tab] and [Shift+Tab] keys to move between fields in the form.

Grids – Navigation

Moving the cursor within grids is a little different than moving through fields in forms. The arrow keys (up, down, left, right) move from field to field or record to record instead of [Tab], which moves from the grid to any other elements in the window. Press [F2] to edit the contents of a field, and [Enter] when done to move to the next field.

3.4. User Interface - the Toolbar

The toolbar is located in the private i desktop, below the main menu. The toolbar consists of buttons with icons that are shortcuts to commonly used commands. To see which command a button corresponds to, place the mouse cursor on the button without pressing a button. A hint

(often called a "ToolTip") displays what the button does. The Toolbar is divided into three sections: Edit, Database Navigator, and Open Tools.



Edit and Filter



The left side of the toolbar has the buttons shown here for printing and editing tools. The print button is a shortcut for the File | Print Current Form command. There are also buttons for the common editing commands – cut, copy, and paste. The edit buttons are shortcuts to the Edit | Cut, Edit | Copy, and Edit | Paste commands.

Database Navigator – Toolbar

The Database Navigator is a set of controls (much like those found on a VCR or tape deck) on the Toolbar that becomes active when you move to a database-aware field or control, such as an edit box or a grid. The navigator also indicates the current state of the active table. If no table is active, the navigator is disabled.

The database navigator gives visual clues to the position and state of the current record. For example, when the database navigator buttons are enabled, their characters are black; when disabled, they are gray. A record in Edit mode enables the  (Post) and  (Cancel) buttons and disables the  (Edit) button.

private i links the navigator to the menu and its accelerator keys. Pressing [Ins] is the same as pressing the  button. The navigation buttons let you move from record to record, insert, delete, post, and edit records, as well as refresh the data of the current record. The function of the navigator buttons are discussed in detail below:

Locate Field Value / Locate Next Value

[F3]/[Ctrl+F3]

These buttons are shortcuts to the Goto | Locate and Goto | Locate Next commands, which let you search a field in the current table for a value. Use Locate Field Value to start a new search opening the dialog box, or Locate Next Value to find the next value without opening the dialog box.

First Record / Last Record

[Ctrl+F11]/[Ctrl+F12]

Take you to the first and last records, as shortcuts to the Goto | First and Goto | Last commands.

Prior Set / Next Set

[Shift+F11]/[Shift+F12]

Take you forward or backward ten records. These buttons are shortcuts for the Goto | Prior Set and Goto | Next Set commands.

Prior Record / Next Record

[F11]/[F12]

Take you to the next or previous record, as shortcuts to the Goto | Prior Record and Goto | Next Record commands.

Insert Record

[Ins]

Inserts a new record in the current table. This button acts as a shortcut to the Edit | Insert command.

Delete Record

[Ctrl+Del]

Deletes the current record. This button acts as a shortcut to the Edit | Delete command. You will be prompted before the record is deleted.

Edit Record

[F5]

Lets you make changes to the current record. This button acts as a shortcut to the Edit | Edit command.

Post Changes

[F5]

Saves the current record you are adding or editing to the table. A record is not final until it is posted. In some cases you will not be able to post records until required fields have been filled in.

Cancel Edit

[Alt+Backspace]

Cancels the current editing session without saving any changes. This button is a shortcut to the Edit | Cancel command.

Refresh Data

Refreshes the data in the current table with the latest data on the network.

Task Speed Buttons – Toolbar



The speed buttons on the right side of the toolbar, illustrated above, are shortcuts to common tasks. For example, the Commitments button opens the File | Open | Investments | Commitments window. For more information on specific tasks, select from the following:

- Direct Holdings
- Commitments
- Offerings
- Portfolio Investments
- Portfolio Entities (Companies, Real Estate, and so on)
- Organization and Contacts Database
- Calculations
- Reports

3.5. Locating Records

There are two ways to locate records that contain specific data in private i: the Locate/Locate Next function, and the Filter function.

Locate / Locate Next

The Locate and Locate Next function is similar to a find function in a word processor. You enter a value to search for, the field to search in, select a few parameters for matching and case, and search for these first occurrence. You can search for subsequent matches with the Locate Next command.

Menu Command	Accelerator Key	Navigator	Function
Goto Locate...	[F3]		Opens the Locate dialog box.
Goto Locate Next	[Ctrl+F3]		Locates next occurrence.

Enter the value you want to search for in the Field Value field. You can perform a case sensitive search by checking the Case Sensitive field, meaning that only matches with the exact same capital and lower case letters will be found.

Next select the match criteria for the search from the three radio buttons. You can search for

exact matches only,
a partial match in the beginning, or
a partial match anywhere.

A partial match means that the entire value you entered is found, but there may be other values in the field. For example if you searched for "brown" with Partial Match at Beginning selected, you would find "brown" and things like "brown & white", but not "white & brown". To find the last example, select Partial Match Anywhere.

Finally, choose the field you want to search in for the value from the drop down list. You can select the First button to go to the first occurrence of the value, or the Next button to go the next occurrence. Use the Locate Next command to search for the next occurrence without opening the dialog box.

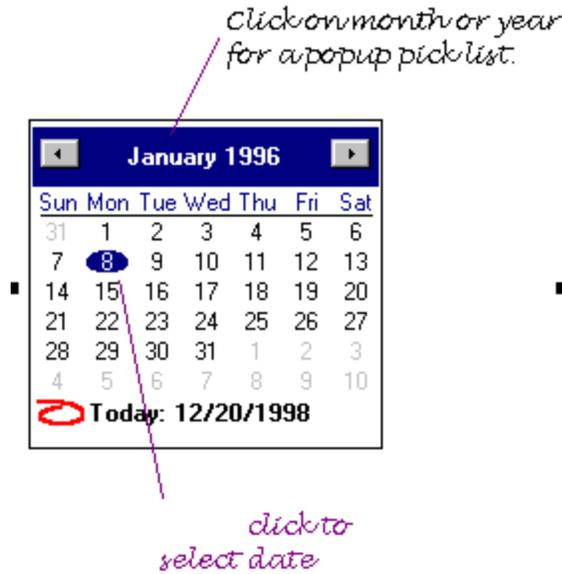
3.6. Picking Dates

The calendar control allows you to select a date throughout private i. When you type in the value of a date,



you can use the right and left arrow keys to highlight the day, month or year and the up and down arrow keys to change them. If you begin with the 30th or 31st day of the month, and then select a month, such as February, that has 28 or 29 days, the day position will automatically change to be the maximum allowed date in the month. The calendar control is fully internationally and Y2K compliant.

If you decide to drop down the box with Alt+Down or by clicking on the down arrow, a small calendar appears. The calendar will show the date selected in a blue oval, with today's date at the bottom.



Several other features allow you to scroll month by month, go quickly to today, select the month or year.

3.7. Preferences

The File | Preferences form lets the administrator set global preferences and allows you to set personal preferences for the display, calculations, and validity, as outlined below. Reminder to Administrator: the administrator options will only take effect for other users the next time they log in.

The File | Preferences window consists of a modal notebook with four pages. All options not marked Administrator Only can be set by the user.

Display

View Toolbar

Select to display the Toolbar.

Set All Tables Read Only (No Changes)

Select this to view all tables in read-only mode, which means you cannot make any changes to the tables. This is a local setting, and affects only the current user.

Show Windows Hints

Windows hints (often called "ToolTips") are little messages that pop up when you pause the mouse cursor over a button or field. Select this field to see hints. Uncheck this field to hide them.

Show Hidden IDs

Most records within private i have unique identifiers, simply termed "IDs". Select this to display any hidden IDs. These IDs will appear in the List view of the data only.

Show Tabsets

Display or hide the A..Z tabs at the bottom of the list pages of Commitments, Portfolio Investments, and so on.

Desktop Color

This feature lets you change the color of your desktop. To change the desktop color, click on the Desktop Color button, which will display a color palette. Select the color you want, or pick a custom one from the custom color palette. The desktop color will be changed when you close the preferences window.

Calculations**Cash and Stock Calculation Date (Administrator Only)**

You can choose to either calculate IRR values using the date effective or the date received for Cash and Stock distributions.

Include Fees in IRR Calculations (Administrator Only)

Select this field to include fees in IRR calculations.

Automatic IRR Recalc

This option lets you control whether IRRs are automatically recalculated when cash flows are changed for commitments or not. If not selected, you will have to recalculate your IRRs manually whenever you add or edit cash flows. How you set this depends on the nature of your system and work. Calculating IRRs is resource intensive, so you may find that turning this feature off will allow you to work faster, especially if you are editing a lot of cash flows. On the other hand, it is often convenient to have IRRs automatically recalculated when you change cash flows.

Valuation Haircut Percentage

When creating reports that use the Portfolio Investment Market Value, adjust the unrealized gain by this percentage. The default of 0 has no effect on the original market values.

Validity**Audit Trail On (Administrator Only)**

The audit trail tracks every cash flow transactional change.

Require Breakdown of Distributions (Cap Gains, etc.) (Administrator Only)

Selecting this field requires that you break all distributions down into principal, capital gains, etc.

Require Transactions to be Verified

This option the [Verified] field to its unchecked state when inserting a new record so that it can be manually set once the record is verified.

Base Currency

Allows you to select private i's base currency from the list of available currencies.

Graphs

Allows you to sets the graph characteristics associated with LP Commitment and Other Holdings main form.

4. Database Basics

4.1. Tables, Forms, Records & Fields

Your data is stored in a number of database *tables* – for example the commitments table stores information about your commitments. Tables are in turn made up of *records*, which contain all the related information for a single entry. Records are made up of a collection of fields, which store the actual information. Imagine an address book, where the book is the table, each address is a record, and each line (name, street, city, state) is a field.

When you look at your data on the screen, it's in a *form*. The same data from a table is often displayed in a number of different ways. For example, in the *Organizations* form, tabbed pages display your data as a list, showing 20 or more organizations, and as a record, displaying only one record at a time. The first page of this form displays the organizations as a list in a *grid*; the second page displays the data of only one record. Within private i, the Detail view always displays all of the fields of a record. How you enter data is your choice. Grids behave a little differently than forms – see Working With Grids.

4.2. Working With Records

Records are rows in database tables. You work with records in single-record forms and grids, which can contain and display multiple records. Though there are some differences with the way a grid works (See Working With Grids), most of what is covered here applies to records in grids as well.

Inserting Records

To create a new record in your database, you need to start by inserting a new record. You can only insert records when the  button on the navigator, or the Edit | Insert menu choice is enabled. On pages that list records for searching, simply move to the next page. The Insert button will then be enabled.

You can insert records in several ways:

- Press [Ins].
- Select Edit | Insert from the main menu.
- Press the  button on the Toolbar's Database Navigator.
- Press [Down] from the last record in a grid.
-

Depending on context, private i may:

- insert the record,
- insert the record and automatically supply one or more default values,
- confirm that you want to insert a new record and request its type, or
- bring up a dialog box that defines the requirements of the new record.

For example, if you add a new capital call, private i opens up a new record and fills in today's date. If you add cost to a partnership's investment in a portfolio company, a dialog box will prompt you for the current cost of the investment and automatically calculate the added cost to the partnership. For restrictions on inserting records, see Multiuser Issues and User Security.

When you insert a new record, you are automatically placed in edit mode. Changes made won't

be finalized until the record is posted (see below). You cannot move to another record in the same table when in edit mode.

A special way to insert a new record (Edit | Dupe) is available in certain contexts. See the Edit menu.

Posting Records

To post a record means to confirm its addition or change to the database. To post, use one of the following options:

- Press the [F5] key
- Click the  button on the toolbar
- Select the Edit | Post command from the menu
- Move off the record

A record is not saved until it has been posted. If a record is incomplete, you will not be able to post it and you will be given a warning message detailing what's missing or incorrect. You cannot move to another record until you have posted the current record.

Editing Existing Records

Within private i, if you have sufficient rights to modify records, existing records can be edited by simply starting to change them. You can also begin editing by doing one of the following:

- Press the [F5] key
- Click the  button on the toolbar
- Select the Edit | Edit command from the menu

When you are editing a record, changes are not finalized until the record has been posted (see below). Also, you cannot move to a new record in the table while editing one.

Deleting Records

You can delete records when the  button of the database navigator or when the Edit | Insert menu choice is enabled. The accelerator key that deletes records is [Ctrl+Del]. Not all records can be deleted. If a record has one or more records that depend on it, either you will be forced to delete all the related records first, or you will be prompted with a dialog box that performs this operation for you if you confirm. Other records that cannot be deleted may be in system tables or other permanent transaction records.

4.3. Edit Menu

The edit menu contains the editing commands for private i, along with keyboard shortcuts for these commands. Windows conventions will apply in most circumstances. For example, double clicking on a word will select the word. Clicking once again will select an entire paragraph.

Cut

[Ctrl+x]

The cut command cuts the currently selected text to the clipboard.

Copy

[Ctrl+c]

The copy command copies the currently selected text to the clipboard.

Paste**[Ctrl+v]**

The paste command pastes text from the clipboard to the field where the cursor is positioned.

Edit/Post**[F5]**

Which of these commands is displayed in the list depends on whether you are in browse or edit mode. When in browse mode, you cannot make changes. Use the edit command to enter edit mode, and make changes. When you are finished making changes, they are not finalized until they have been posted with the post command.

Insert**[Ins]**

The insert command inserts a new record in the current table.

Delete**[Ctrl+Del]**

The delete command deletes the current record from the table.

Cancel**[Alt+Backspace]**

The cancel command cancels the current editing session, undoing any changes to the current record.

Dupe**[Ctrl+D]**

The dupe command is available only in certain contexts, such as when viewing any transaction record, such as Capital Calls, Fees, Cash, Stock or Valuation. Dupe quickly duplicates the current record while modifying the new default date to today. Simply move to the record you want to duplicate and choose Edit | Dupe.

Lookup

The lookup command opens up the lookup tables associated with a lookup field. Lookup fields have ellipsis buttons  next to them. As with a drop-down edit box, you can open up the lookup with [Alt+Down] from the keyboard.

4.4. Working With Fields

The term "field" is used to define both the place where a piece of information, like a name, is stored in a table, and where it is displayed in a form. Things like checkboxes and radio buttons can also be fields. A record is a collection of related fields, which are treated together at the record level.

Field labels like *Company Name* and *Commitment Amount* identify fields in forms, and are referred to in this help file. For help on specific fields, see the help topic for the table or form you are working with, where each field is described. Fields come in different varieties, each of which works a little differently. How you enter data into a field depends on the field's type. In most cases you can use the standard Windows text editing tools—cut, copy, and paste—in entering your data (see the Edit Menu). The following fields are covered below:

- Alphanumeric Fields
- Date Fields
- Drop down List Fields
- Checkbox Fields
- Radio button Fields
- Lookup Fields
- Memo Fields

Alphanumeric Fields

Alphanumeric fields are the standard fields found in private i, such as that for a name, which let you type anything into them. These fields have an associated maximum number of characters you can enter, which varies by field. To enter data, simply type or copy text from the clipboard. To clear an alphanumeric field, use [Del].

Date Fields

Date fields are used to store dates in the standard windows date format. You will be prompted if you enter an invalid date. In some cases, the date is automatically filled in with the system date. To clear a date field, use [Del]. private i supports both long date and international formats consistent with your Windows regional settings.

Drop down List Fields

Drop down list fields let you select a value from a list that drops down when you click on the button in the field or press [Alt+Space]. Select a value with the mouse, or use the [Up] and [Down] keys to highlight a value and [Enter] to select it. You can also use [Ctrl+Up] and [Ctrl+Down] to scroll through the choices, or use the keyboard to jump to values beginning without the key pressed. To clear a drop down list field, use [Del].

The values in the list are stored in tables which are in most cases maintained by the administrator. See the administrator for required changes. You can add values to some drop down lists such as the *Originator*, *Fund Manager*, and *Partnership* fields in the commitments main page. To add values to these and similar fields, simply type a new value in the field. You will be prompted to add the new value to the list.

Checkbox Fields

Checkbox fields consist of a checkbox and a label describing what the checkbox refers to. For example, in the commitments main page, a checkbox lets you specify a commitment as foreign by checking it. This in turn activates currency conversion and other features. You can toggle a checkbox by clicking on it, or with the [Space] key when the cursor is on the field.

Radiobutton Fields

Radiobuttons let you choose a single choice from two or more items. You can use the mouse to select a radio button, or the [Up] and [Down] keys when the cursor is on the field.

Lookup Fields

Private i stores information in lookup fields in a special way—although usually displaying a name, these lookup fields will often reference a hidden identifier or selection list. Lookup fields can be changed by clicking on the  button or by pressing [Alt+Down]. To clear the lookup, press [Del].

Memo Fields

Memo fields let you store free-form text. You can pop up a separate window to view and edit the text by clicking on the  button next to the field. You can edit memo fields in both the field and the pop-up window. Pressing [F2] or double clicking on a memo field in the grid will pop up a memo field's associated window.

The following standard Windows editing commands can be used in memo fields. Note that [Ctrl+z] has a different effect here.

Command	Accelerator Key	Function
Copy	[Ctrl+C]	Copies highlighted text to clipboard.
Cut	[Ctrl+X]	Cuts highlighted text to clipboard.
Paste	[Ctrl+V]	Pastes clipboard text into memo.
Undo	[Ctrl+Z]	Undoes last editing action.

4.5. Working With Grids

Working with grids is similar to working with forms, with some important differences. As in a spreadsheet, your data is arranged in a grid of rows and columns, where each row contains a record, and columns represent fields (see illustration). Grids are used in private i for things like cash ledgers and telephone lists. They make inserting, editing, and viewing your data easier. Grids are found in separate windows as well as embedded in other forms. Since a grid contains a database table, it acts like a table when the cursor is within the grid – the [database navigator](#) and all table related commands, such as *Next Record*, act on the grid. When you maximize windows that contain only a grid, the grid expands to fill the available space.

#	Date (+)	Amount	Type
1	4/27/81	984,375.00	Capital Call
2	2/15/82	281,250.00	Capital Call
*	3	4/22/97	Capital Call

A grid lets you edit, insert, and delete records unlike a list which is read-only. The database navigator displays the status of the table in the grid (whether a record can be inserted, posted, and so on).

Columns – Sorting and Sizing

Columns are labeled with field names at the top of the grid. To change the width of a column, move the cursor to the right hand bar that divides the column label until the cursor changes to one with two vertical bars with perpendicular arrows, click, and drag the column divider to the width you want.

Two types of column labels are used in grids: *button labels* that look like buttons and *standard labels* that don't. When a grid has button labels, you can sort the records by the values in columns with blue button labels (see illustration above). When a table has standard buttons, you can move a column in the grid by clicking on the column label and dragging it.

Grids – Navigating

Navigating in grids is similar to navigating in forms, with a few important differences. All of the database navigator related commands – *Next Record*, *Last Record*, *Edit*, *Post Edit*, etc. – work on the grid while the cursor is in the grid.

Within a grid, [Tab] moves out of the grid. Use the arrow keys to move from field to field in a grid or use [Enter] when editing a field to move to the next field. In a normal form things like fields and buttons are treated as single elements on the page, and [Tab] moves the cursor between them. A grid is also treated as an element on a page, and [Tab] moves between the grid and other elements.

- [Ctrl+Up] and [Ctrl+Down] move between the top and bottom record being displayed.
- [Ctrl+Right] and [Ctrl+Left] move between the first and last field.
- [Ctrl+Home] moves to the first record while [Ctrl+End] moves to the last record.

Grids – Inserting Records

You can insert a record as usual with  or Edit | Insert, or you can use the [Down] key when the cursor is on the last record. When you are finished entering a record, and want to enter a new one, use the [Down] key to post the current record and insert a new one at the same time. This makes it easy to enter successive records. You can also post a record with  or [F5].

Grids – Editing Records

The easiest way to edit a standard field is to just start typing (if you are allowed to), which automatically puts you in edit mode. You can also use , [F5], or Edit | Edit to move from browse mode to edit mode. When you move to a new field the value is highlighted. You can replace the value by typing a new one, which will clear the old value and replace it with the new one. You can also edit the value by pressing [Space], and using the normal editing keys. When you are finished editing a field, press [Enter], to move to the next field or press [Esc] to cancel changes.

Grids – Drop down Lists

Fields with drop down lists (see illustration above) can be edited by clicking on the  button, revealed when you move to the field, or pressing [Alt+Down], which drops down the list. Select the desired value with the arrow keys and press [Enter]. You can also change the value without dropping down the menu by typing the first letter of the value. In most cases lists are maintained by the administrator and can't be changed by users. An exception to this is the *Originator*, *Fund Manager*, and *Partnership* fields, which you can add new values to only when inserting a partnership record.

Grids – Memo Fields

Memo fields in grids work the same way as memo fields in forms work. To pop-up the memo field window, double click on the field (usually labeled *Notes*) or press [F2].

4.6. Entering Data

Assuming that **private i** is installed and running properly, the appropriate database tables are in

place, and you have a User ID and are logged in, you are ready to enter data. The steps outlined here should get you started, while links lead to more detailed discussions of the steps. For an overview of tables, forms, records, and fields, see [Tables, Forms, Records & Fields](#).

- 1 Open the window for the table you want to add data to (commitments, organizations, etc.).
- 2 Insert a new record with the Edit | Insert command, [Ins] key, or the  button on the toolbar. A blank data entry form is displayed. If not, see below.
- 3 Enter data into the first field by typing or selecting a value from a drop down list.
- 4 Move to the next field with the [Tab] key or the mouse. Complete entering data in the form.
5. Post the record with Edit | Post command, [F5] key, or the  button on the toolbar

5. Client Databases

5.1. Clients - Overview

A Client Database is a Separate Set of Commitments

Within private i, a *client* is the highest level of separation between investments. If you track and report on all of your investments together, as is the case with many investors, you'll only have one client within private i. If you are a gatekeeper and track investments on the behalf of others, you'll probably create a client for each. If you have separate divisions that invest separately, you may want to track them as separate clients. Alternatively, there are other fields, such as Fund and Investment Type, that help you group investments. The name of the active client is displayed in the status line at the bottom of the window and it is used in the title of most reports.

To change the active client:

1. Clear the desktop (Window | Close All)
2. Choose File | Client Database
3. Select the client you want to make active from the list.
4. Close the dialog box with the OK button.

5.2. Adding a New Client

You can add a new client as you would any other record within private i.

1. Clearing the desktop (Window | Close All)
2. Choosing File | Client Database
3. Press the [New] button.
4. You will be prompted with "Add a client?" Press [Yes].
5. Supply the name of the new client in the dialog box that follows and press [OK]
6. Add or change any of the fields on the Details page.
4. Close the dialog box with the OK button.

Details

Client

The name of the client. This entry will appear at the top of most reports.

Division

The name of the division, if any. A second line is reserved in reports for this entry.

Logo

The logo is a bit map file that is printed on the upper left corner of all reports.

Custodian

The organization that custodies the clients data. This is used in Wires.

Client Alias

No longer used.

6. LP Commitments

6.1. LP Commitments

Each private investment is represented by a commitment, a record with an amount, a closing date, and so on, stored in the commitments database. The commitments window is used to track all investments and associated cash flows within a group of investments known as a client. The commitments window consists of a notebook with four pages, each of which is discussed as a separate topic below:

- List A list of all commitments associated with current client.
- Commitments Comprehensive summary information.
- Details Details related to partnership and agreement end.
- Misc / Acct Info Miscellaneous details and account information.

General features of the commitments window are discussed below in the User Interface section. Other topics related to commitments include:

- Adding a Client
- Adding a Commitment
- Changing Partnership Names. See below.

User Interface

The title bar displays the name of the current client. The current type of investment is displayed below the title bar on the left. To the right is the [Inv Type] pick list you can use to limit the list to a type of investment displays. Next to this is the [Exclude] checkbox you can use to exclude the investment type in the list instead.

Partnership	Vintage	Commitment Amt	Rank	Fund	Invest Type
Apollo Ventures III	1989	3,937,500.00	C	AMT I	Venture Capital
Brain Trust Partners III	1994	19,687,500.00	A	Wharton Tru	Venture Capital
Callistoga East Partners	1991	6,562,500.00	A	AMT I	Venture Capital
Cancell Capital Corporation	1989	2,625,000.00	B	Wharton Tru	Venture Capital
Celex Group II	1984	3,937,500.00	A	Wharton Tru	Corp Finance
Celex Group III	1986	5,250,000.00	C	Wharton Tru	Venture Capital
Celex Group IV	1988	5,250,000.00	B	AMT I	Corp Finance
Celex Group VI	1994	6,562,500.00	A	AMT II	Venture Capital
Celex Group VIII	1998	19,687,500.00	A	AMT II	Venture Capital
Farpoint Venture Fund I	1993	5,250,000.00	C	AMT I	Venture Capital
Hamlet Capital I	1986	9,187,500.00	B	AMT I	Venture Capital
Hamlet Capital II	1990	15,750,000.00	C	AMT I	Venture Capital
Hamlet Capital III	1996	26,250,000.00	B	AMT I	Venture Capital
Hummvee Partners	1994	4,000,000.00	A	AMT I	Venture Capital
Isys Venture Fund I	1989	10,500,000.00	B	AMT II	Corp Finance
Landsman, Trout & Skye	1989	1,312,500.00	B	Wharton Tru	Venture Capital
Lovejoy Partners IV	1993	23,625,000.00	A	Wharton Tru	Venture Capital
Mason Dickerson Fund V	1993	13,125,000.00	A	Wharton Tru	Venture Capital
Misha Associates	1991	2,625,000.00	A	Wharton Tru	Venture Capital
Mystery Spot Ventures I	1997	13,125,000.00	A	Wharton Tru	Venture Capital

Investment Type Pick list

The investment type pick list in the commitments window lets you quickly limit the commitments being displayed and searched. Only commitments of the selected investment type are displayed or searched on. Select 'All' from the list to display all the investment types.

Exclude Checkbox

Located next to the investment type pick list, this checkbox lets you exclude the investment type selected in the investment type pick list from being displayed or searched.

Common Fields

The following fields are common to all pages in the Commitments notebook.

Fund Manager

The name of the group managing the fund. Note that the *Jump to contacts* icon gives you a direct link to the contacts database, where contact information is stored.

Partnership

The name of the partnership, usually the formal name of the partnership, as listed in the organizations table.

Using a Partnership Alias is a way to distinguish two investments in the same Limited Partnership. For example, instead of seeing two investments for BTP III, you can change the alias of the secondary interest in BTP III to "BTP III (Secondary)". You identify this alias when the investment is first added with the [Optional] page, or from the context-sensitive menu associated with this commitment form.

Originator

An organizing entity that makes the investment. Many reports can be grouped by Originator. "In-House" is commonly used if this field has no meaning within your organization. A drop down list lets you select an originator from a list of pre-existing originators. You can change the originator in an existing record to one in the list, but you can only add a new originator when inserting a new record.

Fund

The name of the fund, if any, associated with the commitment.

Rank

An arbitrary ranking of the investment. This field can be used in sorting and reporting on investments.

Foreign

A checkbox that indicates whether the investment is foreign in nature. Partnerships marked as foreign can be selected as a group within reports. When checked, a local currency can be assigned to the investment in the Details page, and currency conversions can be made for cash distributions in the transaction ledgers.

Fund Size

The total size of the investment fund. The fund size is used to calculate a client's interest in the partnership, calculated as ($\% \text{ Ownership} = \text{Commitment Amt} / \text{Fund Size}$). This field is absent when viewing a direct investment.

% Ownership

The percent ownership of the fund, calculated as: (% Ownership = Commitment Amt/Fund Size).

Vintage

The year the investment was made.

Secondary

Identifies the investment as a secondary-market purchase. Note that this checkbox is absent when viewing a direct investment.

6.2. Adding A Commitment

To add a new commitment, select Insert from the Edit menu or right mouse button menu, the  button from the toolbar, or simply hit the Insert key, and you will be prompted to choose either a private equity commitment or a direct investment. Select the investment type and click OK.

A window displays the Add Partnership form with a notebook containing two pages; one for required fields and one for optional fields. You must fill in all required fields before optional fields or posting the record.

The following example illustrates how to fill in the fields when adding a venture capital commitment.

Example: Adding a Venture Capital Commitment

There are four fields that are required when adding an LP Commitment.

Add Partnership Commitment

Required

Fund Manager: ...

Partnership: ...

Commitment Amt:

Closing Date:

Optional

Partnership Alias:

Originator: ...

Fund Size:

Adj Commit Amt:

Vintage:

Inv Type:

Asset Class:

Lead Inv Officer:

Backup Officer:

CUSIP:

Report Period:

Advisory Board:

Secondary:

Foreign:

Local Currency:

OK Cancel

1 & 2 . The fund manager the formal organization that created the partnership, and a partnership name. If the investment is in a partnership in which you are already invested and this is a secondary purchase, choose the original partnership from the search dialog and use the [Partnership Alias] field on the Optional page of the form to identify what you want this partnership to be called.

3 Add the Commitment Amount. The ratio of Commitment Amount to Fund Size determines the ownership percent. If you paid more or less for this commitment amount, use the *Adjusted Commitment Amount* field on the second page (labeled *Optional*) of this form. You will probably want to add the Fund Size, if you know it, in the Optional section.

4 Identify the closing date. This marks the beginning of the deal or commitment. No transaction data will be allowed to pre-date the closing date. If you do not know the precise closing date, approximate it. You will be able to modify it later.

Optional Fields

Fill in the optional fields listed if you have the information at hand. All of this optional information can be changed later.

- [The Partnership Alias] is a name that distinguishes this investment from another in the same partnership.
- An [Originator] is generally the party that originated the investment. For many organizations, this should simply be "In-House". If a gatekeeper originated the investment, you may elect to use the name of the gatekeeper. The originator is primarily used for grouping investments in reports and composites. Add an originator by selecting from the drop down list or simply by typing. If the originator is not listed in your organizations database as such, you will be prompted to confirm that you want to add them.

- The Fund Size is the total size of the fund. It is used to calculate your ownership %.
- The [Adj Commit Amt] defaults to your commitment amount. If you paid a different amount for the commitment than the formal commitment, provide a different value for [Adj Commit Amt].
- Usually the Vintage Year is the year in which the closing date occurs, but convention often groups Vintage Year investments at the earliest or latest part of the year with the previous or next calendar years. Vintage Year is used a grouping field for critical analytical reports.
- Identify the type of investment. If the type is not show, select a value and have the administrator add the value you require to the lookup table. Note to Administrator: The values in this drop down list are from the [Inv Type] field in the File | Admin | Lookups | All Other lookup table.
- Lead] and [Backup] allow you to specify up to 3 characters (usually initials) that represent the lead and backup investment officers. These are private i users identified as Investment Officers in the private i system table. Check with the System Administrator if the initials you need are not in the drop-down edit boxes that appear here.
- The CUSIP applies mainly to Direct Investments, but because many accounting systems use the CUSIP to identify the investment, a "dummy" CUSIP for LP Investments is often supplied so that accounts at Custodian Banks have a unique reference for this investment.
- The [Report Period] is usually quarterly, though it may on occasion be semi-annually.
- The [Advisory Board] field is a 10 character free form field. You might enter Yes, No, N.A. or perhaps the initials of your representative on the board.
- [The [Secondary] checkbox allows you to mark this investment as a secondary market purchase.
- [Foreign] simply designates whether the investment is in a currency other than the base currency, and [Local Currency] is the currency associated with it.

7 When finished, post the record.

6.3. Commitments Page

The commitments main page tracks all investments and associated cash flows belonging to a client. There are separate transaction ledgers for capital calls, fees, cash distributions and valuations.

The commitments page puts comprehensive summaries of your investments in one form. Several levels of detail supply the information you need. Investment information is grouped in distinct areas on the page, including information on the commitment, cost, value, and graphs that illustrate the numbers.

Summary fields have colored dots and dates next to them, signifying their relation to colored segments of the Cost and Value graphs. Each summary field is a doorway into another window containing detail ledgers that contain individual transactions underlying a summary value. For example, double-clicking on the field labeled "Total Capital Calls" displays a ledger of capital calls. Changes made to ledgers are automatically reflected in summary fields. The dates next to summary fields indicate the latest date for values entered in the ledger.

Common Fields

The top of this page consists of information common to all pages in the Commitments notebook. These fields are discussed in the Common Fields section above.

LP Commitments: American Metro Tech

Venture Capital Filter By Inv Type: <All> Exclude

1. List 2. Commitments 3. Investment Details 4. Partnership Details

Commitment

Fund Manager: Houston Associates Originator: In-House
 Partnership: Apollo Ventures III Fund: AMT I Rank: C

Foreign: Fund Size: 45,000,000.00 % Ownership: 8.75 Vintage: 1989 Secondary:

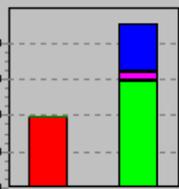
Cost:

Commitment Amt:	3,937,500.00
Adj Commit Amt:	4,000,000.00
Total Capital Calls:	3,937,500.00 ● 07/01/1990
Additional Fees:	.00 ●
Total Paid:	3,937,500.00
Unutilized Commitment:	1,299,898.00

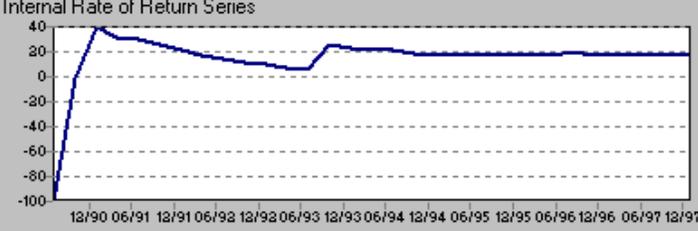
Value:

Total Cash Dist:	5,848,857.00 ● 12/07/1998
Total Stock Dist:	539,799.85 ● 01/06/1998
Total Distributions:	6,388,656.85
Valuation:	2,707,643.75 12/31/1997
Adj. Valuation:	2,624,748.15 ●
IRR:	17.81 12/31/1997

Cost 3,937,500.00 **Value** 9,013,405.00



Internal Rate of Return Series



Cost Information

Cost information for an investment is broken down into the following fields.

Commitment Amount

The amount of the partnership interest. This amount, along with Fund Size, is used to calculate percent ownership, calculated as ($\% \text{ Ownership} = \text{Commitment Amt} / \text{Fund Size}$).

Adjusted Commitment Amount

The actual amount paid for the commitment, usually the same as the Commitment Amt, but, particularly in the case of a secondary investment, this amount may be less than the commitment amount.

Total Capital Calls

Displays a stored total calculated from the Capital Calls/Funding ledger. Double-clicking or pressing [Ctrl+Space] opens the detailed ledger associated with this summary amount. The total of all capital calls made on the commitment. This value is the total of all capital calls in the capital calls ledger that are not marked pending.

Additional Fees

The total amount of fees paid to the partnership (and/or to third parties) in addition to capital calls, which are tracked separately in the capital calls ledger. The Fees ledger contains detailed information about these fees, which you can add to or change here. This value is the total of all fees in the fees ledger that are not marked pending.

Total Paid

The total amount paid to the fund, calculated as (Total Paid = Total Capital Calls + Additional Fees)

Unpaid Adjusted Commitment Amount

The total amount of the commitment that remains unpaid.

Value Information

The value of an investment is broken down and reported on in the following fields:

Total Cash Distributions

Displays a stored total of cash distributions calculated from the cash ledger. This value is the total of all cash in the cash ledger that are not marked pending.

Total Stock Distributions

The total amount of stock distributed to the investor by the partnership. This value is the sum of all stock distributions, based on their values at the time of distribution, that are not marked as pending. These values are found in the stock ledger.

Total Distributions

The sum of total cash and total stock distributions.

Valuation

The most recent valuation of the investment, excluding all cash and stock distributions. This value is the last one entered in the Valuations ledger.

Adjusted Valuation

The prior valuation adjusted for any non-pending cash flows. See Calculations.

IRR

The Internal Rate of Return. For details on how this is calculated, see calculations.

Graphs

Standard summary information for the Commitment is shown graphically at the bottom of the page.

For more information on these graphs see Using Summary Graphs.

6.4. Investment Details

The Details page contains information about an investment such as currency type, closing information, agreement end details, and notes. Information about the investment is grouped into several distinct areas including details on the commitment, the partnership, and the agreement end. The top of this page consists of information common to all pages in the Commitments notebook. These fields are discussed in the Common Fields section above.

This area contains information about the investment in the following fields:

LP Commitments: American Metro Tech

Venture Capital Filter By Inv Type: <All>

1. List | 2. Commitments | 3. Investment Details | 4. Partnership Details

Commitment

Fund Manager: Houston Associates Originator: In-House

Partnership: Apollo Ventures III Fund: AMT I Rank:

Foreign: Fund Size: 45,000,000.00 % Ownership: 8.75 Vintage: 1989 Secondary

Currency

Partners Currency: USD

Commit Amt in Local:

Investor Currency:

Other:

Last Writeup: 09/30/1998

File Location: Cabinet 5

Identifiers

CUSIP: AB3490943

Former CUSIP/ID:

Account No: 43-4ABX-444401

Annual Meeting

Approx Date: 03/21/1999

Location: Denver

Attendees: MM, SB

Investment Details

Investment Type: Venture Capital

Asset Class:

Liquid Asset:

Liquid Asset Date:

Investing Entity:

Lead Inv Officer: MM

Backup Inv Officer: JMK

First Closing Date: 01/31/1989

Investment Notes:

Investment Details

Investment Type

The nature of the investment (i.e. Venture Capital, Corporate Finance, etc.). A drop down list contains the investment types available. Investment types can be viewed by anyone but can be added only by an administrator. (File | User Admin | Lookups | All Other).

Asset Class

The asset class, such as Private Equity Funds, Hedge Funds, and so on. As with Investment Type, the asset classes must be added or edited by an administrator.

Liquid Asset & Liquid Asset Date

Whether the investment is liquid and when it was identified as such.

Investing Entity

Identifies the entity that invested in the deal. This is a lookup field connected to the Organizations database.

Lead Investment Officer

The lead investment officer for the commitment. A drop down list contains the available leads. New leads must be added by an administrator.

Backup Investment Officer

The backup investment officer for the commitment, if any. A drop down list contains the available entries. New investment officers must be added by an administrator in the private i File | Admin | Security section.

First Closing Date

The date the partnership will terminate according to the first partnership agreement.

Currency**Partners Currency**

The local currency of the investment. This is the currency that is used to identify all currency conversions for the investment. A dropdown picklist displays all available currencies. New currencies must be added by an administrator.

Commit Amt In Local

The investment amount in the partners currency at the time of the closing.

Investor Currency

The local currency of an investor. Informational only (not currently used in any reporting 4/99).

Other**File Location**

The office location of the physical file related to the investment.

Last Writeup

The date of the last writeup.

Identifiers**CUSIP**

The registered Security ID number for the commitment. From the CUSIP Service Bureau Home Page:

"The CUSIP system was developed by the American Bankers Association (ABA) and is maintained by the Standard and Poor's CUSIP Service Bureau. The primary purpose of the CUSIP system is to uniquely identify every security that is actively traded in the securities industry with a standard nine character number. In addition, CUSIP applies standard abbreviations to the Legal description of the Issuer to also provide a standard description. CUSIP standard numbers and descriptions are used by virtually all sectors of the securities industry and are critical for the accurate and efficient clearance and settlement of securities as well as back-office processing." URL:
<http://www.infoindustry.org/sources/C/cusip.htm>

With LP interests, the CUSIP is often a "dummy" number used by and between custodians and investors to communicate about the investment.

Former CUSIP/ID

The former CUSIP or ID number for the commitment.

Account No

The former CUSIP or ID number for the commitment.

Fund

Indicates a fund associated with the commitment.

Annual Meeting**Date**

The date of the annual meeting.

Location

The location of the annual meeting of the partnership.

Attendees

Who attends the annual meeting of the partnership.

6.5. Partnership Details

This page contains details that are linked to the Partners table, and information about the agreement end.

The screenshot displays the 'LP Commitments: American Metro Tech' window. The 'Partnership Details' tab is active, showing various fields for commitment and partnership information.

Commitment Section:

- Fund Manager: Houston Associates
- Partnership: Apollo Ventures III
- Originator: In-House
- Fund: AMT I
- Rank: C
- Foreign:
- Fund Size: 45,000,000.00
- % Ownership: 8.75
- Vintage: 1989
- Secondary:

Partnership Details Section:

- Report Period: Quarterly
- Stage Focus: Balanced
- Geographic Focus: [Empty]
- Industry Focus: [Empty]
- Advisory Bd: NO
- GP Commitment: [Empty]
- Partnership Notes: [Empty text area]

Agreement End Section:

- Termination Date: 06/30/1998
- Revised Date: [Empty]
- Liquidated:
- Liquidated Date: [Empty]
- Liquidation Notes: [Empty text area]

Although the partnership is identified as an organization as any other within private i, it has additional characteristics you can track that make it unique. These are under File | Open | Partnership/Holdings | General Info.

Partnership Details

Report Frequency

How frequently the partnership is required to provide you reports. This is usually quarterly.

Stage Focus

Classifies what investment stage the partnership concentrates on, if any. For example, a partnership might focus on early stage or balanced. Select the stage focus from the dropdown list. New stage focuses must be added by an administrator.

Geographic Focus

The geographic stage of concentration for the fund. This is a "soft" lookup, which allows you to pick a value from the list or enter a new one.

Industry Focus

The industry focus of concentration for the fund. This is a "soft" lookup, which allows you to pick a value from the list or enter a new one.

Advisory Board

Free form field text to indicate whether you have representation on the advisory board (Yes, No) or perhaps who is on the advisory board (initials of investment officer) and so on.

GP Commitment

The amount the General Partner is supplying to the partnership.

Agreement End

Termination Date

The date the partnership will terminate according to the first partnership agreement.

Revised Termination Date

The revised date the partnership will terminate according to the partnership agreement, if any.

Liquidated

The liquidated checkbox indicates whether or not the partnership is liquidated.

Liquidated Date

The date the partnership was liquidated on, if any.

Liquidation Notes

A note field for additional notes on the liquidation.

7. Direct Holdings

7.1. Direct Holdings - Overview

Investments, such as Direct Investments, that do not fit into the category of Limited Partnership Commitments or Composite Commitments, are tracked in the Direct Holdings area of private i.

A direct investment is the purchase of one or more security interests in a company directly. These interests are in the form of financial instruments, which can either be equity or debt. The combination of all security interests make up the *Deal*. Changes to the securities change the characteristics of the Deal. private i lets you record transactional information at the security level and see its effects at the deal level automatically.

The screenshot displays the 'Other Holdings: American Metro Tech' application window. The title bar reads 'Other Holdings: American Metro Tech'. The main window is titled 'TransAx Deal' and has a 'Hide Liquidated' checkbox. The interface is divided into several sections:

- Navigation Pane (Left):** Shows a tree view with 'TransAx Deal' selected, containing sub-items like 'Transax Communications, Common Stock' and 'XGen Deal'.
- Deal Details (Top Right):** Includes fields for 'Holding Name: TransAx Deal', 'Entity: Transax Communications', 'Commitment Amt: 5,000,000.00', 'Adj Commitment Amt: 5,000,000.00', '% Ownership', 'As of Date', 'Fund Mgr', 'Originator', 'Fund', 'Foreign', 'Rank', and 'Inv Type: Direct Deal'.
- Cost Summary (Middle Left):**
 - Total Funding: 450,000.00 (with a red indicator and date 03/20/1999)
 - Additional Fees: .00 (with a yellow indicator)
 - Total Paid: 450,000.00
 - Unpaid Commitment: 4,550,000.00
- Value Summary (Middle Right):**
 - Total Cash Dist: .00 (with a green indicator)
 - Total Stock Dist: .00 (with a pink indicator)
 - Valuation: 505,800.00 (with a blue indicator and date 06/30/1999)
 - Adj Valuation: 472,000.00
 - IRR: 51.94 (with a date 06/30/1999)
- Charts (Bottom):**
 - Cost Value:** A bar chart comparing 'Cost' (450,000.00, red bar) and 'Value' (5,472,000.00, blue bar).
 - Internal Rate of Return Series:** A line graph showing a downward trend from approximately 350 on the y-axis to 0 on the x-axis, with dates 03/31/1999 and 06/30/1999 marked.

In *private i* the Deal record is a summary of the transactions for all of its security interests. Deals are viewed in the Direct Holdings form, which is similar to the LP Commitment form both in look and function. An outline view of all deal appears to the left, revealing the two-level hierarchy of the Direct Holding and its Securities. This outline view works as a navigation aid. Clicking on the deal name will open the securities. Moving through the list with the arrow keys or the mouse will synchronize the form on the left to the current deal.

The deal level view is the big picture -- it gives you a summary of the underlying transactions, and as with the LP Commitments form, allows you to **view** the transactions associated with these totals by opening subledgers for funding, fees, cash, stock and valuation. The emphasis is on the word *view* because all of the transactional data is entered on the Securities page of this form. You can double-click on the security on the outline to quickly move to a security and then double-click on the appropriate field to open the transaction ledger. When you posting a funding at the security level, it will automatically show at the deal level and the totals will be updated to

reflect this change.

Corporate Actions - A Special Case

When a security is involved in a corporate action, such as a security conversion, a special case can arise. In many of these transactions you are swapped shares in a different stock in trade for the stock you hold. These transactions usually do not involve cash and so it may be desired that their effect at the deal level has to be nullified. A special field in both Funding and Cash called [PostToDeal] identifies whether the deal will be able to see the transaction. In most cases, [PostToDeal] is checked and so shows in all totals and in all calculations. Yet with corporate actions that are in effect cashless, you will want to uncheck the [PostToDeal] field for the Cash record that records the sale of the old security and the Funding record that records the purchase of the new security.

Because Funding and Cash records can be split to record additional details, Dividends, Interest, Currency Gain,/Loss and the like can be recorded and easily identified by type.

Graphs

Both the Other Holdings form and the Holding Details form contain pages that display the standard summary graph information found elsewhere in private i. Note that the graphs in the Other Holdings notebook reflect aggregate values for the entire deal. These values are aggregated from the individual ledgers of each holding detail. Each holding detail in turn has its own graphs that reflect only the data in the ledgers for an individual holding.

7.2. Direct Holdings Notebook

- | | |
|----------------------|--|
| • List Page | A list of all deals for client. |
| • Holding Page | Summary information of deal. |
| • Holding List Page | Detailed list of deal holdings. |
| • Account Flows Page | Cash flow accounting of deal holdings. |
| • Other Page | Additional deal-related information. |

List Page

This page lists all the deals in the "other investment" area for the current client. Deals are listed in a display-only list that can be tailored to fit your needs. To view more detailed information about a commitment, select one from the list and go to one of the other four commitments pages. For details on the fields contained in this list, refer to the sections following on the pages containing forms.

Holding Page

The Holding page contains overview information about a deal, including cost and value information that is analogous to that found in the Commitments form. These fields include:

Holding Name

The name of the deal. Names of deals are stored in the Organizations database and are identified as "Direct Deal" in the Type field of the Organization database. The Holding Name field is a lookup field connected to the Organizations database, where deal names are stored and treated as an "organization" entity. The name of the deal is should not be confused with the Company Name field (see below) which identifies the company (or an alias) you are investing in. For example, you might have two separate deals with Protista

Biotechnology, and name the deals Protista 1 and Protista 2 to distinguish them.

Company

The name (or an alias) of the company you are investing directly in. This is not to be confused with the name of the deal (see above) which acts as the unique identifier for the deal. This is a lookup field associated with the Organizations database, where the company is treated as an entity.

Commitment Amount

The amount of the partnership interest. This amount, along with Fund Size, is used to calculate percent ownership, calculated as ($\% \text{ Ownership} = \text{Commitment Amt}/\text{Fund Size}$).

Fund

The name of the fund (is any) that is associated with the deal. Funds are selected from a drop down list. The list consists of all records in the Organizations database that are identified as "Fund" in the Type field.

Originator

The name of the group that originated the investment. A drop down list lets you select an originator from a list of pre-existing originators. You can change the originator from the drop down list in an existing record, but you can only add a new originator to the list when inserting a new record.

Rank

An arbitrary ranking of the investment that can be used to filter.

Foreign

A checkbox that indicates whether the investment is foreign in nature.

% Ownership

The percent ownership, calculated as: $(\text{commitment amount})/(\text{Fund Size}) * 100$.

%Date

The date the %ownership field was calculated.

Investment Type

This field is a drop down list that identifies the type of investment the deal is. The investment types available in the list can only be changed by an administrator.

Vintage

The year the investment was made.

Cost and Value Information

This part of the Holding page is analogous to the main Commitment page. Cost and Value information for the investment are summarized numerically and graphically. However, in Other Holdings there is another level involved (Holding Details) where accounting ledgers are accessed for each holding associated with the deal. In other words, there is the potential for multiple accounting ledgers being associated with each deal when the deal consists of more than one holding detail.

Consequently, when you double click on any of the total fields, such as Additional Fees, instead of the Additional Fees ledger being displayed, a display-only summary ledger is displayed that contains the combined information from each ledger associated with each holding.

Cost Information

Total Funding

The total amount funded for the deal. Total Funding is a stored total calculated as the sum of all values in the Amount fields of each Capital Calls/Funding ledger for each holding detail (each holding detail has separate ledgers associated with it).

Additional Fees

The total amount of additional fees paid for the deal. Additional fees is a stored total calculated as the sum of all values in the Amount fields of each Additional Fees ledger for each holding detail (each holding detail has separate ledgers associated with it).

Total Paid

The total amount paid for the deal, calculated as (Total Paid = Total Funding + Additional Fees)

Value Information**Total Cash Distributions**

The amount of cash distributions paid to the deal by the investment. This field displays a stored total of cash distributions calculated from the values in the Amount fields of each Cash Ledger for each holding detail (each holding detail has separate ledgers associated with it).

Total Stock Distributions

The total amount of stock distributed to the deal by the investment, based on their values at the time of distribution. This value is the sum of all stock distributions found in the Stock Ledger, for each holding detail (each holding detail has separate ledgers associated with it)..

Valuation

This field displays the most recent valuation of the investment found in any of the Valuations ledgers for each holding detail (each holding detail has separate ledgers associated with it).

Adjusted Valuation

The valuation of the investment adjusted for flows subsequent to the valuation date.

IRR

The Internal Rate of Return.

Graphs

Standard summary information for the overall deal is shown graphically at the bottom of the page. Note that these graphs reflect aggregate values for the entire deal. These values are aggregated from the individual ledgers of each holding.

Accounting Flows

See How private i calculates accounting flows.

7.3. Adding a New Holding

Adding a new deal to the Other Holdings notebook follows the general outline for adding new records to any notebook in private i. A deal differs from other types of investments, such as a Limited Partnership Commitment, in that there are additional levels of detail. Each deal consists

of any number of "holdings", which are analogous in detail to an LP partnership (i.e. a holding is the level where cash flows are accounted for). The process of adding a holding is described in the "Adding a Holding to a Deal" section.

1. Add a new deal record

To add a new deal to the Other Holdings Notebook, move to the Holding page and insert a new record using the Edit | Insert command (or any other way discussed in the User Interface section). A dialog box is displayed containing the fields outlined below. To create the deal, fill in the fields and select OK.

A. Add Deal Name

Select a unique name for this deal that will identify it. Deal Name is a lookup field linked to the organizations database, where you can either select an existing organization (if you already entered the deal as an organization), or create a new one. Jump to the list by clicking the  button. Those organizations displayed in the list are identified as "Direct Deal" in the Type field of the Organization database. To use a name in the list, select it and click on the OK button.

To create a new deal name, click the [Add] button. A dialog box will provide you with a field to enter the new name for the deal. Enter the name in this box and select OK. The name is added to the organization list in the previous dialog box and selected. Select OK in this dialog box to continue creating the new deal.

B. Add Investment Company

This field identifies the name of the company being invested in. Investment Company is a lookup field linked to the Entities database. Follow the same procedure outlined above for Deal Name to select a company from the list or create a new one.

C. Enter Amount

Enter the amount of the deal in this field. This value is normally the total amount of money committed to the investment. This value is displayed as the Commitment Amount of the Holding page when the record is created.

D. Enter Closing Date

Enter official closing date of the deal. It is important to note that transactions are not allowed to precede this date in the transaction ledgers.

All four of the fields just outlined need to be filled in before the record for the deal is created. Once these records are complete, select the OK button. A new record representing the deal is inserted into the database. You can continue to add information about the deal by following the next steps.

2. The next step involved in creating a deal, is adding "holdings", individual records of the holdings associated with the deal. This procedure is described in the "Adding a Holding to a Deal" section.

7.4. Adding a Holding Detail

A deal consists of any number of holdings (typically, though not limited to, securities). Each holding has its own record, which resembles that of an investment, complete with accounting ledgers and performance displays. Each holding is treated separately at this level. You can see reports of aggregate accounting at the deal level, where data for all the deals is combined and

reported as a whole.

To add a new holding to the current deal, follow the steps outlined below.

1. Open the Direct Holdings Form

Select the deal you want to add a holding to and click on the 4. Securities tab of the notebook.

2. Add a New Holding

To add a new holding, insert a new record with the Edit | Insert command. A dialog box will be displayed with the fields listed below.

A. Investment Company, Security, and CUSIP

Click the  button to jump to the lookup table.

The lookup table displays a list of entities from the Investment Entities database, and any securities associated with the selected entity. Two radiobuttons above the list let you view all the entities or just those that have securities associated with them. Select the entity you want or press the [Add] button to add a new Entity.

If the security you want is listed in the table below the list (identified by CUSIP) then select it from the list. To add a security to this table, move to the table at the bottom of the form and enter a [CUSIP] and select whether it is Equity or Debt from the list in the next field. The [Type] and [Description] fields allow you to further identify the security. Fill these in if desired and select [OK].

The next two fields, [Security] and [CUSIP] are automatically filled in from the lookup table.

B. Quantity

Enter the quantity of the security that the holding represents.

C. Commitment Amount

Enter the total amount of the commitment for this holding.

D. Closing Date

Enter a closing date for this holding. Note that the dates in the transaction ledgers for this holding cannot precede this date.

When finished, press [OK] and a new record is created for the holding. At this point, enter any additional information on the holding in the Holdings or Details page, as well as enter transactional data in the ledgers.

7.5. Direct Holdings Transactions

Funding, Fees, Cash and Stock Tie Directly to the Deal

You enter transaction records at the security level (Tab 4 of Direct Holdings). All security transactions are automatically rolled up to the direct holding. Add, edit or delete a record and the change is reflected at the deal immediately.

Valuation Records Are Different

Valuation records have to be different because you need to see the sum of valuations at the deal

level. For example, if you have three interests in a company through three separate securities, you will need to value all three securities in order for the deal valuation to accurately reflect the total deal valuation. Please note: If you value only one security, the deal level valuation will reflect only that single value.

7.6. Deal Level Adjustments

Cash adjustments that affect the entire deal get posted to a special security level entry called Adjustments. To create right click the Holdings Detail form and choose [Deal Adjustments]. If an entry already exists, it will be made the current record.

These deal level adjustments can be made through the Adjustments choice of the Context Menu (right click the Direct Holdings form and select Adjustments from the popup menu). Only one adjustments record is permitted per deal and it appears in the holdings detail list just as a security would. You can add as many transactions to it as you need.

8. Currency and International Issues

8.1. Currency

private i uses one base currency that you can define for the permanent storage of all cash flows. The base currency is set in File | Preferences | Validity and by default is USD. A single base currency is necessary so that investments can be reported on uniformly.

All reports are designed to work with the base currency and appear currency neutral. By this we mean there are no currency symbols embedded in the reports. This is particularly important, for example, if you have your Windows currency set to a different base currency than you have chosen for *private i*.

A *foreign* investment is one that is denominated in other than the base currency. In an LP investment for example, this is the local currency of the partnership. Each partnership can have its own currency (File | Open | Partnership/Holdings).

You can also designate a currency for each investment. At present (March 1999), this is for reference only. It will be used in a subsequent release.

Foreign Exchange

private i uses uniform three-letter currency symbols stored in the Currency table (File | Admin | Lookups | Currency) such as USD, GBP, DEM, CHF, and so on. Each cash flow for a "foreign" deal can be stored in both base and local amounts and the conversion factor used can be store as well. Each currency has a preference for multiplication or division as its 'natural' form of conversion.

The Burgiss Group supplies a table of foreign exchange rates based against USD (base on information from the Federal Reserve). This arbitrary base (USD) is used for generalized conversion only. This table can be updated at any time from our web site, www.burgiss.com. You can add, edit or delete values from these default tables.

Within each transaction ledger, the currency button on the Details page allows you to convert from a local currency to a base currency using a conversion factor you provide, or you can simply supply the local amount directly.

8.2. International Date Support

All dates are displayed with the use of Windows standard controls that use your windows date settings. *private i* will respect the settings you have for dates without modification. As noted in the Y2K section, we recommend you use four-digit years for this setting.

9. Transactions

9.1. Transactions - Overview

Although an investment begins with a commitment of funds, all subsequent activity is recorded in the details of transactions. The details of how your investment is doing is measured in transactions that store, at minimum, a transaction amount and an effective date. There are five main transaction ledgers: Capital Calls/Funding, Fees, Cash, Stock or Valuations. Two sub-ledgers, Capital Calls Details and Cash Details, allow you to split a single transaction into parts. These transactions combine to describe the investment over time.

Because each type of transaction has different characteristics, each ledger is separate. Capital Calls for an LP Commitment or Funding for a Direct Investment are in Capital Calls/Funding. Fees outside the partnership are tracked in Fees. Cash distributions are tracked in the Cash ledger. Stock distributions are in the stock ledger. Finally, partnership valuations of your pro-rata share are in the Valuations ledger. Several sub ledgers help track increasing levels of detail: Capital Calls can be split into specific cost basis assignments. Cash distributions can be split into more specific details.

Each transaction record includes four common fields to help you identify how the record was posted or changed. These automatically time stamp the record upon entry ([EnteredBy] and [Entered]), and upon revision ([RevisedBy] and [Revised]). A fifth common field, [Verified] serves as a flag to allow you to verify the transaction. This is a purely visual check and has no effect on the underlying calculations. A sixth field, [Pending], allows you to exclude this cash flow from all calculations. See Pending Transactions. In addition, a field within the Capital Calls and Cash tables, [PostToDeal], allows you to control the posting of the cash flow to the Deal Level with a direct investment. For more information see Using private i's ledgers.

The transaction tables are linked to their parent database tables through a normally hidden field, [CommitID].

Within private i, the transactions for a commitment are tied to and viewed directly from a commitment. As you traverse the list of commitments, view of the transaction ledgers are synchronized with current commitment.

Calculated Flows & Calculation Preferences

Behind the scenes, private i uses these transactions to create and maintain a number of summary views of this data, including cash flow summary and accounting ledgers. These ledgers and summary fields contain stored calculations that are either manually updated periodically by you or are updated automatically upon posting any change. See Calculation Preferences.

Summary Values

Every change in a transaction is reflected on the commitments summary page. After posting any transactional flow the following fields are recalculated:

- [Total Capital Calls/Funding]
- [Total Fees]
- [Total Cash]
- [Total Stock]
- [Valuation]
- [Adjusted Valuation]

and the dates associated with the last transactional flow from each category.

Once these changes are posted, the Cost/Value graph is refreshed with this new data..

9.2. Using private i's ledgers

Private i's ledgers store detailed, itemized tables for transactional data such as capital calls, cash distributions, and market values. For example, there is a ledger underlying the [Total Stock Distribution] field in the Commitments form that contains detailed information about every stock distribution that took place over the history of the investment.

Opening Ledgers

The different ways to open ledgers are outlined below. To open a ledger, you must be in the proper context. For example, to open a capital calls ledger for a commitment, the commitments window must be open and it must be the current window.

Double Clicking On Field

Double clicking on a field linked to a ledger will open that ledger.

[Ctrl-Space] On Field

Pressing [Ctrl-Space] when the cursor is in a field linked to a ledger will open that ledger as well.

Speed Menu

The speed menu can be accessed by right-clicking with the mouse anywhere on the window that contains a field linked to a ledger. Select the desired ledger from the menu, and it will open.

File | Open | ...

The regular menu can be used to open ledgers, provided the appropriate form and record are active, through the File | Open | Investments or File | Open | Portfolio menus. Select the desired ledger from the menu to open it. If the ledger name is disabled, the appropriate form or record isn't active.

Special Buttons

In certain cases, as in the Investments page of the Portfolio Investments window, there are special buttons that open the ledgers associated with the page.

Common Fields

The fields described below are commonly found throughout private i. Descriptions of these fields have been omitted from subsequent discussions of private i as a matter of convenience and economy. The first four fields are automatically posted by private i when a user enters or updates a record.

Entered

Displays the time and date the record was entered.

Entered By

The user name of the person that first entered the data.

Revised

The most recent date and time a record was revised.

Revised By

The user name of the person who last revised the record. If left blank, the user name of the person logged in is entered when the revised record is posted.

Notes

A note field for storing additional information concerning the transaction.

private i Ledgers**Commitment Associated Ledgers**

- Capital Calls Ledger
- Capital Call Splits
- Fees Ledger
- Cash Ledger
- Cash Splits
- Stock Ledger
- Distributed Stock
- Valuation Ledger

Portfolio Associated Ledgers

- Cost Ledger
- Market Ledger
- Proceeds Ledger
- Name Changes Ledger

9.3. Pending Transactions

Any transaction can be marked as pending by checking off the [Pending] checkbox. Capital Calls, Fees, Cash, Stock and Valuations that are pending do not affect any calculations. You can, for example, enter cash flows that have not yet occurred as pending to help manage cash accounts, or mark a record [Pending] and create a substitute record with a different amount to project its effects.

To get a list of all pending transactions, select Reports | Other Reports | Pending Transactions from the main menu.

9.4. Capital Calls/Funding

This transactional ledger is a child form to the Commitments, Other Holdings, Holdings Detail and Composites forms. It contains an itemized record of capital calls (or *Fundings*) for the investment. The sum of non-pending capital calls shows in the [Total Capital Calls] field found on the investment pages of the parent form. The capital calls window contains a notebook with two pages: a List and a Details page.

Required Fields: The date and amount fields must be filled in, while the other fields are optional.

Date

The date the capital call was made. This date cannot precede the Closing Date of the commitment.

Amount

The total amount of the capital call. This is normally a positive amount, except in the case of a temporary return of capital. The sum of the capital calls should exceed the

adjusted commitment, in which case **private i** will post a warning, but allow the record to be posted.

Amount Local

The total amount of the capital call in Local Currency. This is used in the calculation of the unfunded amount as well as in reporting on foreign currency effects.

Quantity (Direct Investments Only)

The number of shares or quantity associated with the debt instrument.

Type

Identifies the kind of capital call, such as "Capital Call", "Temporary Return of Capital", "Future Call". Entries designated as "Future Call" will not be summed in the Total Capital Calls value, used in IRR calculations, or reported on without specifying the report with Future Calls Included. A drop down list lets you select types from a pre-existing list. New types must be added to the list by an administrator to the "Funding Types" category in File | Admin Lookups | All Other.

In the event of a temporary return of capital, be sure to make the value negative.

Pending

A checkbox that lets you identify the entry as pending. Pending transactions have no effect on calculations.

Verified

A checkbox that lets you identify the entry as verified. This value has no effect on calculations.

PostToDeal (Direct Investments Only)

See PostToDeal

Currency

See Currency.

Notes

A place for notes.

9.5. Capital Call Splits

Any Capital Call (or in Direct Investments terms, "Funding") can be broken down into its constituent parts by using Capital Call Splits. This helps you more precisely allocate where the individual amounts were assigned and how they should be treated from an accounting perspective.

Fields	Default Values
Purpose	Investment, Fees, Other
Amount	
Investment Entity Name	
Accounting Treatment	Capitalized Commitment, Capitalized Other, Expensed Commitment,

Category	Expensed Other
Notes	

Precisely how these fields are treated is explained in the Accounting Preferences Matrix

9.6. Fees

This transactional ledger is a child form to the Commitments, Other Holdings, Holdings Detail and Composites forms. The Fees table stores information about additional fees paid to a commitment and is intended to allow you to track management, interest, and other non-partnership related fees for the commitment. Total fees to date are stored in the [Additional Fees] field of the parent form. Fees are entered as separate records, containing the following fields:

Date

The date the fee was charged.

Amount

The amount of the fee paid. Fees are normally entered as positive values.

Type

Identifies the kind of fee that was paid. A drop down list lets you select the fee type from a pre-existing list. New types must be added to the list by an administrator.

Pending

A checkbox that lets you identify the entry as pending. Pending transactions have no effect on calculations.

Verified

A checkbox that lets you identify the entry as verified. This value has no effect on calculations.

Currency

The currency section allows you to convert from a local currency, using a conversion factor you provide. If the value entered in the amount field is in a currency that needs to be converted to the currency used in the database (indicated by the Currency field) then you can check the Values in Local Currency checkbox, enter a conversion factor to convert the currency, and select the Convert button to perform the conversion.

Notes

A place for notes.

9.7. Cash Distributions

This ledger is available from Commitments, Other Holdings, Holdings Detail and Composites forms and stores an itemized record of cash paid by the investment to the investing entity. The total cash distributions are displayed in the [Total Cash Dist] field of the parent form.

The Cash window contains a notebook with two pages – List and Details – with the following fields:

Effective

The date the cash distribution was effective. This date cannot precede the Closing Date

of the commitment.

Received Date

The date the cash distribution was received. This date cannot precede the Closing Date of the commitment, or the Effective Date above.

Cash Distribution

Amount of cash distribution. This ledger is a two-tier system. This level, the cash ledger, stores only the total amount of a cash distribution. The Cash Split ledger ties any number of splits of this total amount to particular portfolio entities (such as Portfolio Companies). If the *Require Split in Cash & Stock Distributions* field in File | Preferences | Validity is checked, the *Cash Distribution* amount must be properly split between *Return of Principal*, *Ordinary Income*, and *Capital Gains*. An error message will appear if this option is enabled and these three fields are all blank. Likewise, attempting to post the record with an improper split will display a message. "Cash improperly distributed. Post remaining to Capital Gains?" and automatically allocate the remainder to capital gains.

Return of Principal

The portion of the cash distribution attributed to return of principal.

Ordinary Income

The portion of the cash distribution attributed to ordinary income.

Ordinary Income Type

Indicates the nature of the ordinary income. This is a drop down field. Selections in the list can be changed only by an administrator.

Capital Gains

The portion of the cash distribution attributed to capital gains.

Quantity (Direct Investments Only)

The number of shares or quantity associated with the debt instrument.

Pending

A checkbox that lets you identify the entry as pending. Pending transactions have no effect on calculations.

Verified

A checkbox that lets you identify the entry as verified. This value has no effect on calculations.

PostToDeal (Direct Investments Only)

See PostToDeal.

Currency

The currency section allows you to convert from and to a local currency, using a conversion factor you provide. If the value entered in the amount field is in a currency that needs to be converted to the currency used in the database (indicated by the Currency field) then you can check the Values in Local Currency checkbox, enter a conversion factor to convert the currency, and select the Convert button to perform the conversion.

Notes

A place for notes.

9.8. Cash Splits

The Cash Split ledger ties any number of splits of a cash distribution to particular portfolio entities (such as Portfolio Companies). This makes it possible to track individual portfolio entities within an investment fund. The cash splits window contains a notebook with two pages - List and Details.

Each cash split is distributed between principal, ordinary income, and capital gains, which must total to the distribution. At least one of the cash splits must be associated with a portfolio company. private i automatically calculates the remainder and places it in a record with "other" entered in the Portfolio Company field.

To access the cash splits table, open the cash ledger and, select the desired cash distribution, and click on the "Splits" button at the top of the cash ledger. A window will be displayed containing the cash splits ledger for the associated cash distribution. Each split is entered as a record with the following fields:

Amount

The amount you wish to split from the total amount of the cash distribution you are detailing. This value cannot exceed the total cash distribution.

Principal

The amount of the split attributed to principal.

Ordinary Income

The amount of the split attributed to ordinary income.

Ordinary Income Type

Indicates the nature of the ordinary income. This is a picklist field. Selections in the list can be changed only by an administrator.

Capital Gains

The amount of the split attributed to capital gains.

Portfolio Company

The name of the portfolio company you wish to associate with this cash split. This is a required field. **Private i** automatically inserts a record containing the remainder of the total cash distributions, with 'other' entered in the portfolio company field. This record is automatically updated when a new record is posted.

Currency

The currency section allows you to convert from a local currency, using a conversion factor you provide. If the value entered in the amount field is in a currency that needs to be converted to the currency used in the database (indicated by the Currency field) then you can check the Values in Local Currency checkbox, enter a conversion factor to convert the currency, and select the Convert button to perform the conversion.

Notes

A field for notes.

9.9. Stock

This transactional ledger is a child form to the Commitments, Other Holdings, Holdings Detail and Composites forms. The Stock ledger contains detailed information about stock distributions. The total stock distribution is displayed in the [Total Stock Dist] field of the parent form. The

stock ledger window contains a notebook with two pages – List and Details – with the following fields:

Date of Distribution

The date the stock distribution was distributed. This date cannot precede the [Closing Date] of the commitment.

Date Received

The date the stock distribution was received. This date cannot precede the [Closing Date] of the commitment, or the [Date of Distribution].

Company

The name of the company for which stock was issued. Companies are selected from a drop down list of portfolio companies.

Security Type

The security instrument of the investment company (*Entity*). This is an optional field. If you select an instrument, it is tied to the Capital Accounts table for the Entity.

Investment Date

The date of investment for this stock. This date cannot precede the [Closing Date] of the commitment.

Status

This field can be left blank, or "Sold" or "Transferred" can be selected from the dropdown list to indicate the status of the stock.

Restricted

This field indicates the type of restriction, if any, placed on the stock. Values for this field are selected from a dropdown list. New restrictions must be added to the list by an administrator.

Release Date

The date restricted stock will be released. This field is only enabled if the *Restricted* field identifies stock as "Restricted". This date cannot precede the date of distribution in the [Date of Dist] field.

Shares

The number of shares distributed.

Cost

The original cost per share to the partnership.

Price on Distribution

Price per share on distribution as reported by the partnership. If the [Require Breakdown in Cash & Stock Distributions] field under File | Preferences | Validity is checked, the [Dist Price] amount must be properly split between [Principal] and [Capital Gains]. An error message will appear if this option is enabled and these fields are both blank. Likewise, attempting to post the record with an improper split will display the message, "Stock price improperly distributed. Post remaining to Capital Gains?"

Principal

The portion, per share, of the [Distribution Price] apportioned to principal.

Capital Gains

The portion, per share, of the [Distribution Price] apportioned to capital gains.

Total Cost

The total original cost of the shares to the partnership, calculated as (Total Cost = Shares * Cost)

Distributed Value

The total distribution value of the shares, calculated as (Distribution Value = Shares * Distribution Price).

Principal Value

The total principal value of the shares, calculated as (Principal Value = Shares * Principal).

Capital Gains Value

The total capital gains value of the shares, calculated as (Capital Gains Value = Shares * Capital Gains).

Pending

A checkbox that lets you identify the entry as pending. Pending transactions have no effect on calculations.

Verified

A checkbox that lets you identify the entry as verified. This value has no effect on calculations.

Currency

The currency section allows you to convert from a local currency, using a conversion factor you provide.

Notes

A place for notes for this stock distribution.

9.10. Valuations

This transactional ledger is a child form to the Commitments, Other Holdings, Holdings Detail and Composites forms. The Valuations ledger stores information on current and past valuations of the investment. The most recent valuation is displayed in the [Valuation] field of the parent form. Valuations are typically reported by investment fund managers on a quarterly basis. Valuations are used by private i in calculating IRRs, accounting flow periods and other transactional totals.

Valuation Date

The date the valuation was reported, typically a quarter end. This date cannot precede the date for the commitment's [Closing Date].

Date Received

The date the valuation report was received. This date may not precede that of the [Report Date] field, or the commitment's [Closing Date].

Valuation

The valuation of the partnership. This value cannot be less than zero.

Quantity (Direct Investments Only)

The remaining quantity of the security or other debt.

Pending

A checkbox that lets you identify the entry as pending. Pending transactions have no effect on calculations.

Verified

A checkbox that lets you identify the entry as verified. This value has no effect on calculations.

Currency

The currency section allows you to convert from a local currency, using a conversion factor you provide. If the value entered in the amount field is in a currency that needs to be converted to the currency used in the database (indicated by the Currency field) then you can check the Values in Local Currency checkbox, enter a conversion factor to convert the currency, and select the Convert button to perform the conversion.

Notes

A place for notes.

9.11. All Flows

This transactional ledger is a child form to the Commitments, Other Holdings, Holdings Detail and Composites forms. This summary sheet lets you graphically compare all cash flows over time for an investment or composite. The upper portion of the window contains the graph, while the lower portion contains a series of tabs with cash flow summaries in display-only grids.

Clicking and dragging the recessed horizontal line between the upper and lower portions allows you to change the proportions of graph and ledgers displayed. There are seven read-only ledgers in this form:

- | | |
|--------------------------|---|
| 1. Capital Calls/Funding | |
| 2. Fees | |
| 3. Cash | |
| 4. Stock | |
| 5. Valuations | |
| 6. IRR/Total Cash Flows | One record per valuation that displays running totals |
| 7. Period Activity | One record per valuation that period totals |

Select the ledger with the tab set at the bottom of the window. The contents of the IRR/Total Cash Flows and Period Activity ledgers can be recalculated with File | Open Calculations and running the IRR from inception.

You can also view graphs showing Net-at-Risk and related cash flows for this investment. Using the [Graph Type] radiobuttons on the left, choose between Cash Flows, which creates a bar graph, or the [Net At Risk] button, which creates a line graph. Directly below are preference fields you can check to include the type of cash flow in the graph, and one that gives the graph a three-dimensional appearance. Open this summary page with the File | Open | Investments | All Flows command when viewing a commitment, or use the Context Menu and select Details | All Flows.

For more information on specific cash flows, see sections above on:

- Capital Calls/Funding
- Fees
- Cash
- Stock
- Valuations

9.12. PostToDeal

Uncheck this field to prevent the record from being posted to the Deal Level. Usually only transactions involved in corporate actions should have this value unchecked, and usually this transaction will have a matching Capital Call/Funding record on the same date.

For example, suppose a company issues a corporate action to change preferred to common. At the Deal Level, this is a cashless transaction. Within private i, you simply create a new holding in common stock, create a funding for the amount of the transaction, but uncheck the [PostToDeal] field. Likewise, you counterbalance this by creating a new Cash record in the preferred stock holding for the same amount on the same day and uncheck the [PostToDeal] field there.

9.13. How private i calculates accounting flows

The accounting flows table (Commitments, Tab 4) are calculated for each valuation when the valuation is posted or when you recalculate the period using File | Calculations. Total flows are running totals from inception. Period flows are the flows between valuation dates. Entries from the Fees ledger are excluded from these calculations.

Total Capitalized Funding =

Total Capital Calls excluding Pending -
Total Capital Calls Splits designated as Expensed +
Total Cash Splits designated as Expensed

Total Expenses =

Total Capital Call Splits designated as Expensed -
Total Cash designated completely as Expensed -
Total Cash Splits designated as Expensed

Total Ordinary Income

Total Cash defined as Ordinary Income

Total Capital Gains

Total Cash defined as Capital Gains +
Total Stock defined as Capital Gains (Shares * PriceCapGains)

Total Principal

Total Cash defined as Principal +
Total Stock defined as Principal (Shares * PricePrincipal)

Total Realized Gain/(Loss)

Total Cash Capital Gains +
Total Stock Capital Gains (Shares * PriceCapGains)

Total Unrealized Gain/(Loss)

TotalUnRealizedGain := (Valuation - TotalTakedown +
TotalDist + TotalExpenses -
TotalOrdIncome - TotalCapGains);

Period flows are these same calculations within the date range later than the prior valuation to

the period date.

10. Accounting Aspects

10.1. Analysis Matrix

In order to accommodate the many methodologies our clients use, we introduced the analysis matrix in release 3.5 of private i. This matrix exposes the fundamental assumptions used by the system to calculate accounting flows.

This database table contains descriptive table, field and field content columns and six columns with checkboxes:

- | | |
|---|--|
| • Include In IRR | Does this value get counted in all calculations of the IRR? |
| • Expense for Accounting flow calculations? | Is this value counted as an expense in the accounting flow calculations? |
| • Count Against Commitment | Does this value reduce (or add to) the commitment? |
| • Adjust Valuation | Does this value adjust the valuation? |
| • Adjust Prior Valuation | Does this value adjust the prior valuation? |
| • Adds To Summation | Does this value add to sums of this field? |

Each row represents a type of cash flow in a specific private i table.

Category is a general descriptive field -- it has no direct effect on the data within it.

private i table is the name of a private i transaction table. There are six valid values, **Cash**, **CashDet**, **Fees**, **Takedown**, **TkdnDet**, **Stock** and **Endvalue**.

Amount Field is the field that contains the transaction. With Cash and Takedown, there are two levels within the matrix to correspond to Cash and Takedown splits. The general rule is this: If you split a cashflow, the basis for the split is ignored and only the split records are examined. For example, if you have a 1,000,000 capital call in Takedown and you have split it into two portions in its split table (TkdnDet), only the detail records will be examined. If you do not split the record, the main distribution or takedown amount will be used.

The amount fields correspond to the following

```
Takedown
  TakeDownAmount
TkdnDet
  Amount
Fees
  FeeAmount
Cash
  CashDistribution
  ReturnOfPrincipal
  CapitalGains
  OrdinaryIncome
  RecallableCapital
CashDet
  CashDistribution
  ReturnOfPrincipal
  CapitalGains
  OrdinaryIncome
```

RecallableCapital
 Stock
 PriceOnDist
 Endvalue
 Valuation
 AdjustedValuation
Amount Field Local
 Takedown
 TakeDownAmountLocal
 TkdnDet
 AmountLocal
 Fees
 FeeAmount
 Cash
 CashDistributionLocal
 CashDet
 CashDistributionLocal
 Stock
 PriceOnDistLocal
 Endvalue
 ValuationLocal
 AdjustedValuationLocal

Cash Flow "Type" Field , the field that the user supplies a value to describe the transaction

Cash
 OrdIncType
 CapitalGainsType
 ReturnOfPrincipalType
 CashDet
 OrdIncType
 CapitalGainsType
 ReturnOfPrincipalType
 Takedown
 TakeDownType
 TkDnDet
 AcctTreatment
 Fees
 FeeType
 Stock
 StockType

User Supplied Value in Cash Flow "Type" Field

This is the value that you supply to identify the cash flow. Examples might be: 'Expensed Commitment' or 'Capitalized Commitment' in TkDnDet, 'Management' in FeeType, and so on.

Preferences

1. General | 2. User Preferences | 3. Calculations | 4. Analysis Matrix | 5. Reports & Graphs

Please Note:
 This table defines critical logic for the internal calculations of private i.
 These defaults should be set by the administrator with the guidance of the investment and accounting staff.
 To restore defaults, choose Options | Restore private i defaults.

Category	private i table	Include In IRR	Expense For Accounting	Count Against Commitment	Adjust Valuation	Adjust Prior Valuation
▶ Cash	Cash	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash	Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash	Cash	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash	Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cash	Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cash	Cash	<input type="checkbox"/>				
Cash Splits	CashDet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Splits	CashDet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cash Splits	CashDet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cash Split	CashDet	<input type="checkbox"/>				
Cash Splits	CashDet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Fees	Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Fees	Fees	<input type="checkbox"/>				
Additional Fees	Fees	<input type="checkbox"/>				
Additional Fees	Fees	<input type="checkbox"/>				
Capital Calls/Func	TakeDown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Capital Call Splits	TkDnDet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

◀ ▶

The full Cash Distribution Amount should be included in the IRR.

Options

OK Apply

11. Stocks - Post Distribution

11.1. Distributed Stock

The distributed stock ledger contains information allowing you to track stock after it has been distributed. To access the ledger, select the Dist Stock button or choose File | Open | Investments | Distributed Stock. The distributed stock ledger window contains a notebook with two pages: List and Details. Information about the original stock distribution is displayed at the top of the window, and includes: *Date of Dist*, *Date Received*, *Shares*, *Dist Value*, and *Company*.

Date

The date of the action.

Action

The action taken - "Sold", "Transferred", or "Split".

Price

The price of the stocks when the action was taken.

Proceeds

The proceeds, if any, from the action taken.

Broker

The Broker.

Commission

The commission to the broker.

Shares

The number of shares involved in the action taken.

Broker Org

The name of the organization the broker is affiliated with. This field is linked to the contact table.

12. Composites

12.1. Composites - Overview

Composite commitments lets you create a commitment that is a combination of existing commitments. This new synthetic composite can be used to report on combined cash flows and calculate composite IRRs. Note: All composite views are static--they may not reflect the current state of the underlying cash transactions because these may have changed since the composite was built. You can refresh all of the underlying cash flows to a composite at any time with the [Resynch] command.

The Composite Commitments notebook consists of the following pages:

- List Page A list of your composite commitments
- Composites Page Summary page with cash flows and graphs.
- Definitions Page Displays the definition of the composite commitment.

In addition, several buttons in the window link related information and tasks, which include:

- New Create a new composite.
- Edit Definition Lets you edit the definition of a composite commitment.
- IRR Calculate IRRs for composite commitment.
- Resynch Re-synchronizes cash flow data for current composite commitment.
- Resynch All Re-synchronizes cash flow data for all composite commitments.
- All Flows View all cash flows associated with composite commitment.

Common Fields

The following fields are common to all pages in the Composite notebook.

Composite Name

The name of the composite commitment. The default name for a new composite is <New Name>. Make sure to change this to something meaningful.

Investment Type

The nature of the investment (i.e. venture capital, corporate finance, etc.). With composites, this list is not restricted.

Originator

With composites, the [originator] is not restricted.

Vintage Year

This field is wholly optional, and allows you to assign a Vintage Year designation in the event that the investments that comprise the composite should all be grouped in the same year.

Rank

An arbitrary ranking of the investment. This field can be used in sorting and reporting on investments.

Fund

The name of the fund, if any, associated with the composite commitment.

Viewing Composite Cash Flows

To view all composite cash flows, select the All Flows button. The resulting window

displays the all cash flows window.

Composite Ledgers

Composite cash ledgers are generated by **private i** when you create a composite commitment by combining the ledgers of all commitments in the composite. The resulting composite cash ledger is display-only. To edit the cash flows, you must do it in the ledgers of the individual commitments that make up the composite. To view the composite ledgers, double click on any of the summary fields, identified with colored dots that correspond to the bar graphs.

Composite IRR

To calculate IRRs for composite commitments, press the IRR button in the composite commitments window. The calculations page will be displayed with a list of your composite commitments. Use this window to recalculate some or all of the composite commitments.

12.2. Creating a New Composite

To add a composite commitment, press the *New* button or use any of the actions to add a new record (e.g. press [Ins]). In the resulting dialog box, a list is displayed of the commitments available, listed by partnership, client, investment type, originator, commitment amount, and fund size, and so on.

Investment Name	Client	Investment
Misha Associates	American Metro T...	Venture Cap
Paradox Partners	American Metro T...	Venture Cap
R&D Partners I	American Metro T...	Venture Cap
Rosencrantz & Guildenstern I	American Metro T...	Venture Cap
Sophora III	American Metro T...	Venture Cap
Sophora IV	American Metro T...	Venture Cap

Investment Name	Client	Investment
Mystery Spot Ventures I	American Metro T...	Venture Cap
Mystery Spot Ventures IV	American Metro T...	Venture Cap
Mystery Spot Ventures V	American Metro T...	Venture Cap

From this list, select the commitments you want to include in your composite commitment. To

add the selected commitment to the list of included commitments, press the  button, or double click on the commitment in the list. Once you have all the commitments you want in the composite commitment in the list, select *OK*. The selection window will close and private i will gather the cash flows for the composite.

Change the <New Name> field to better reflect the definition of the new composite.

12.3. Resynchronizing Composites

Since a composite is a static view of data, you can refresh the underlying transactional data by resynchronizing it.

To refresh the underlying data, press the Resynch button. private i will then first clear all cash flows and regenerate the composite with the most recent data available. To resynchronize all commitments, press Resynch All.

After you resynchronize any composite, you will also need to recalculate IRRs, since they are calculated from the underlying cash flows. Press the [IRR] button bring up the calculations form, locate the composite you want to recalculate and press [IRR] on that form.

12.4. Composites - Details

The composite commitments main page is a comprehensive summary of the composite commitment. Several levels of detail supply the information you need. Information is grouped in distinct areas on the page, including cost, value, and graphs that illustrate the underlying transactional ledgers.

The composite commitments main page summarizes composite cash flows for the cost and value of the composite commitment as with individual commitments. There are composite transaction ledgers for capital calls, fees, cash distributions and valuations, which are created from the individual commitment cash flow ledgers.

Summary fields have colored dots and dates next to them, signifying their relationship to colored segments of the Cost and Value graphs. Each summary field is a doorway into another window containing ledgers that contain the individual transactions underlying a summary value. For example, double-clicking on the field labeled "Total Capital Calls" displays a ledger of composite capital calls. When you make changes to the ledgers of individual commitments, you must resynchronize your composite commitment data to reflect these changes by pressing the Resynch button.

Common Fields

The top of this page consists of information common to all pages in the Commitments notebook. These fields are discussed in the Common Fields section above.

Cost Information

Commitment Amount

The sum of the individual commitment amounts of commitments included in the composite. The commitment amount for an individual commitment is the amount of the partnership interest.

Adjusted Commitment Amount

The sum of adjusted commitment amounts for the individual commitments used in the

composite. For an individual commitment, this amount is the actual amount paid for the commitment, which may differ from the commitment amount.

Total Capital Calls

The sum of all capital calls paid for the commitments in the composite. Each capital call is represented as a record in the capital calls ledger, which can be viewed by double clicking on the field, or pressing [Ctrl+Space].

Additional Fees

The sum of additional fees paid for the commitments in the composite. Each fee is represented as a record in the Fees ledger, which can be viewed by double clicking on the field, or pressing [Ctrl+Space].

Total Paid

The sum of total amounts paid to the fund for each commitment in the composite. This value is calculated as (Total Paid = Total Capital Calls + Additional Fees).

Unpaid Adjusted Commitment Amount

The sum of unpaid adjusted commitment amounts for the commitments in the composite. This value is calculated as (Unpaid Adj Commit Amt = Adjusted Commitment - Total Fees - Total Capital Calls) for each commitment.

Value Information

Information on the value of the composite commitment is calculated from the value information of the individual commitments that make up the composite. The value of an investment is broken down and reported on in the following fields:

Total Cash Distributions

The sum of total cash distributions for commitments in the composite. This value is calculated from the cash ledger, a detailed record of all cash distributions.

Total Stock Distributions

The sum of total stock distributions to the investor by the partnership for the commitments in the composite. This value is the sum of all stock distributions, based on their values at the time of distribution. The stock ledger contains a detailed record of all stock distributions.

Total Distributions

The sum of total cash and total stock distributions for all commitments in the composite.

Valuation

The sum of the most recent valuations for commitments in the composite.

Total Value

The total of all cash distributions, total stock distributions, and current valuation for all commitments in the composite.

IRR

The Internal Rate of Return for the composite commitments. If this value is blank, run the IRR calculation for the composite by pressing the Run IRR button.

Graphs

Standard summary information for the Commitment is shown graphically at the bottom of the page.

12.5. Definitions

This page contains the definition of the current composite commitment in the form of a list of all commitments that constitute the composite. To edit the definition, you must press the Edit Definition button.

Definition List

The definition list contains the following fields:

Holding

The name of the holding.

Client

The name of the client associated with the holding.

Apply Percent

The percentage of the holding that is applied to each component of the composite commitment.

13. Offerings

13.1. Offering Log

An offering is a database containing investment opportunities that have been brought to your attention and warrant tracking. The offerings window consists of a notebook with two pages: Offerings, and Details. The Offerings page contains a table listing offerings, while the Details page contains more detailed information about a single offering. At the top of the offerings window are three fields that let you sort the offerings list by status, investment type, and lead. You can also apply a filter for more detailed selection.

Several reports on Offerings are in the **Lists** group of reports, including reports to print offerings in chronological and reverse chronological order. The fields for these pages are as follows:

Offerings Page

Received

The date the offering was received.

Offering Name

The formal name of the offering.

Rank

An arbitrary ranking that can be used to sort and filter offerings.

Status

This field contains a descriptive term that indicates the standing of the offering. A dropdown list lets you select the status. To add a new status to the list, you must see an administrator.

Status Date

The date the status in the *Status* field was assigned.

Lead

The initials of the lead on the offerings. The lead can be selected from a dropdown picklist.

Location

The location of the offering.

Inv Type

The investment type of the fund being offered, such as venture capital or corporate finance. A dropdown list lets you select the investment type. New investment types must be added to the list by an administrator.

Fund Size

The size of the fund.

Organization

The name of the organization making the offering.

Details Page

The Details page of the Offerings window contains additional information about a single offering, displayed in a convenient form. This information is divided into four distinct areas, whose fields are outlined below:

Offering

Description

A description of the offering. This field may contain 77 characters.

Fund Size

The size of the fund. This is a free-form text field, not a numeric field so that you can put ranges such as \$100-350 million.

File Location

The location of the physical files for the offering in the office - i.e. in file cabinet 121.

Est. 1st Close

The estimated date of the first closing.

Est. 2nd Close

The estimated date of the second closing.

Actual Close

The date of the actual closing.

Notes

A note field for storing additional notes on the offering.

Status

Status

An indication of the standing of the offering - i.e. pending, on hold, etc.

Date

The date the current status was assigned for the offering.

Last Meeting

The date of the last meeting regarding this offering.

Offering Organization (Org)

The name of the organization making the offering. Select the name of the organization from the dropdown list, or type in the name of a new organization in the field. When you enter a new organization, private i will prompt you to add the organization to the list. Only organizations in the list are allowed in the field. You can also add an organization directly to Organizations. If you change the organization, the organization phone, contact and contact phone will be cleared automatically.

Phone

The phone or email address for contacting the offering organization. This is a lookup field linked to the phone list for the organization the organizations table. Select an existing phone number or email address from the list window, or select *Add* to add a new number to the list.

Last

The last name of a contact in the offering organization. This field is a lookup field linked to the contacts database tied to the current organization. Select a contact from the list, or select *Add* to add a new number to the list or *Clear* to remove an entry from the *Last* field in the Offerings window, leaving it blank. The *First* name field is automatically filled in.

First

The first name of the contact selected above in the *Last* field. This field is automatically filled in when a you select the contact in the lookup for the *Last* field.

Phone

The phone or email address for the contact in the offering organization.

Agent

This area contains information about the agent involved in the offering.

Org.

The name of the organization acting as the agent.

Last

The last name of a contact in the agent organization.

First

The first name of the contact selected above in the *Last* field. This field is automatically filled in when a you select the contact in the lookup for the *Last* field.

Phone

The phone or email address for the contact in the agent organization.

14. Tracking Key Documents

14.1. Report Log

14.2. Amendments

Telephone/Email

This grid stores an unlimited number of telephone numbers and email addresses for the organization. Each number or address is stored as a separate record. You can navigate these records as you would navigate any record. You can also use the scroll bar provided.

Fields are provided for a telephone number or email address, extension, and a dropdown list for the type of number or address it is. New types can be added to the list by an administrator.

Notes

A place you can enter notes about an organization.

Note Log

The note log is a separate place you can keep detailed notes on an organization, each with a time and date stamp. Each note is stored as a record. Double click on the *Note* field to open an editing window. See Notefield for more information on using notefields.

15.3. Contact Details

The contact manager stores all your information on contacts in organizations. A contact is always associated with an organization. If you wish to simply have individuals that are unconnected to an organization, create a new organization and call it <General>. By using the < sign as the first character, the organization will be the first one you see. You can open the contact manager from the Organizations window or with File | Open | Contacts. The contact manager consists of a list window with your contacts, phone numbers, and notes for all organizations, and a detail window with detailed information for the contacts in one organization. Open the detail window directly from the Organizations window. Open the list window with File | Open | Contacts.

Contact List Window

The List window, opened with File | Open | Contacts, displays your contacts for all organizations. Telephone numbers, email addresses, and notes are displayed for the selected contact. Use the Find field to search for last names of contacts. The organization the contact is associated with is displayed above the telephone number/email fields. The *Read Only* field can be checked on or off, to control whether names can be modified in the list or not. You can add or edit telephone numbers, email addresses, and notes in this window.

Contact Detail Window

The Detail window stores an unlimited number of records on the contacts within an organization. Access this window from the Contact Manager List window, or directly from the Organizations window. The Detail window has a notebook with four tabs: List, Details/Phone, Address, and Note Log. You can add new contacts to the contact manager by inserting a new record. You will be prompted to fill out the Details/Phone page first.

List

Lists all contacts for current organization, which is displayed in the titlebar. The fields included in the list are last name, first name, title, and office. Select a contact from the list and go to one of the other pages for detailed information.

Details/Phone

When you add a new contact, you will be prompted to fill out this page first. The fields are described below:

Last, First, Initial

The last name, first name, and middle initial of the contact.

Office

The office the contact works in. This field is linked to a lookup table of office addresses for the organization. Select an office from the list. You can add a new office address in the Organizations window. For more information on adding addresses, see Organizations.

Type

A description of what kind of contact this person is. Select a type from the dropdown list. New types can be added by an administrator.

Title, Prefix, Suffix

The title, prefix, and suffix of the contact.

Nickname, Birthdate, Spouse

The nickname, date of birth, and name of spouse for the contact.

Telephone/Email, Ext, Type

This grid stores an unlimited number of telephone numbers and email addresses for the contact. Each number or address is stored as a separate record. You can navigate these records as you would any record, provided the cursor is in the telephone/email grid. You can also use the scroll bar provided.

Fields are provided for a telephone number or email address, extension, and a dropdown list for the type of number or address it is. New types can be added to the list by an administrator.

Address

The address form stores an unlimited number of addresses for the contact. Each address is stored as a separate record. To add a new address, move to an address field and insert a new record.

You can navigate address records as you would any record. You can also use the scroll bar provided.

The name of the contact and their office are displayed at the top of the page. See the previous section for more on these fields. Addresses are entered below using the following fields:

Type

Tells you what kind of address it is – business, home, etc. Select the address type from the dropdown list. New address types can be added by an administrator.

Street 1, Street 2, Street 3

The street address can be entered as three separate fields, and printed as three separate lines.

City, State/Prov, Country, ZIP

You can use the postal code lookup table to have private i enter the city, state/prov, country, and postal code automatically. Jump to the [postal code dialog box](#) with the  button in the postal code field. You can also select the country from the dropdown list provided.

General Notes

A place to store general notes on the contact.

Photo

You can include a photo of the contact in this field. To add or change the photo, click on the {bmc elipses.bmp} button above the *Photo* field and select a graphics file to include.

Private i supports BMP graphics files.

Note Log

The note log is a separate place you can keep detailed notes on a contact, each with a time and date stamp. Each note is stored as a record. Double click on the *Note* field to open an editing window.

15.4. Contact Name Listing

This alternate view of the contact manager is a simple listing of contacts. This view is meant for short notes about each contact, using the note log on the right. Each new note is recorded with the current date and time.

The goto  button jumps immediately to the full organizations/contact page containing the contact.

16. Portfolio Entities

16.1. Overview

The Portfolio Entities database holds information on all investments entities, such as portfolio companies, real estate holdings, and so. The key characteristics of each entity, such as industry categories, public stock information, and address information can be recorded. This information is used in a number of reports, particularly those that look through investments for common underlying holdings, the "Lookthru" reports listed under the Companies report group.

- The regional and U.S. regional summary reports rely on postal code and country information.
- The industry reports rely on proper identification of Industry Codes.

The Portfolio Companies window consists of a notebook with four pages: Company List, Details, Address; and All Name Changes.

16.2. Details

Company List

This page lists all companies in the portfolio of a client alphabetically. The city and industry category are also included in this list. To see more information on a company, highlight it and select one of the other pages, such as the Details page.

Details

This page contains additional information on a company in the following fields:

Company

The name of the company.

Status

Describes the standing of a company – active, inactive, acquired, renamed, or closed for example. Select the status from the dropdown list. New statuses can be added to the list by an administrator.

Industry Cat

Describes the sector of industry the company is involved in. Select an industry categories from the lookup table in the Industry Codes dialog box.

Desc

This field contains a more specific description of the industry the company is involved in. Select an industry description from the lookup table in the Industry Codes dialog box.

SIC Code

SIC Code.

Current Inv Stage

Describes the current stage of investment in the company, such as acquired, balanced, LBO, etc. Select the current investment stage from the dropdown list. New investment stages can be added by an administrator.

Curr Stage Date

The date associated with the current investment stage.

Public Stock Info

This area of the Details page contains information about the public stock of the current company.

Public

Indicates whether the stock is public or not.

Date Public

The date the company went public by offering public stock for sale.

Exchange

The name of the stock exchange the stock is traded on. Select the exchange from the dropdown list. New exchanges can be added by an administrator.

Symbol

The symbol for the company in the exchange.

Notes

A notefield for additional notes on the public stock of the company.

Address

The Address page contains mailing, phone, and email addresses for the company. You can search for city and postal code in the postal code dialog box.

16.3. Industry Codes Lookup

This dialog box contains lists of industry categories, codes, and descriptions for categorizing companies.

To add or change the industry code for a company:

- 1 Open the Industry Code dialog box with  button.
- 2 Select the general category, description, and code from the lists.
- 3 Select OK.

You can search the lists using the Locate and Locate Next buttons at the top of the dialog box. When the *Link Description to Category* is checked, only the descriptions that belong to the selected category are displayed.

16.4. Postal Codes Lookup

This dialog box contains a table of zip codes, cities, and states as a way of assuring consistent data and reducing errors.

When filling in address information, you can use this dialog box to enter all three automatically. You can search the zip codes and cities incrementally by typing in the first few letters or numbers. You can add new records with the *Add* button. Highlight the zip code, city, state, and country and press [OK] to have these values entered automatically.

16.5. Name Changes

Warning: **Name Changes are Permanent.**

The All Name Changes tab of the Portfolio Holdings form displays a list of changes to entity names. Each record of a name change consists of a date, old name, and new name. When you change the name of an entity, the change is made globally within private i. Old names appear gray in company name lists.

To change the name of a portfolio company (entity), open the Portfolio Entities form (File | Open | Portfolio | Entities) and select the page labeled All Name Changes.:

1. Insert a new record in the table.
2. Enter the effective date of the change.
3. Open dialog box linked to *Old Name* field and select the old portfolio entity name.
4. Open dialog box linked to *New Name* field and either select the new name or add it with the *Add* button.
5. Confirm the name change.

17. Capital Accounts

17.1. Overview

The capital accounts table is used to record the type and description of securities that an entity, such as a Portfolio Company, has issued. This data serves as a lookup table for stock distributions in LP Commitments, and for specific instruments invested in by Direct Investing.

For the most part, this data is purely informational, serving to specifically identify and characterize debt or equity instruments.

The Pricing tab of this notebook allows you to record stock price information, including the date, price, and notes.

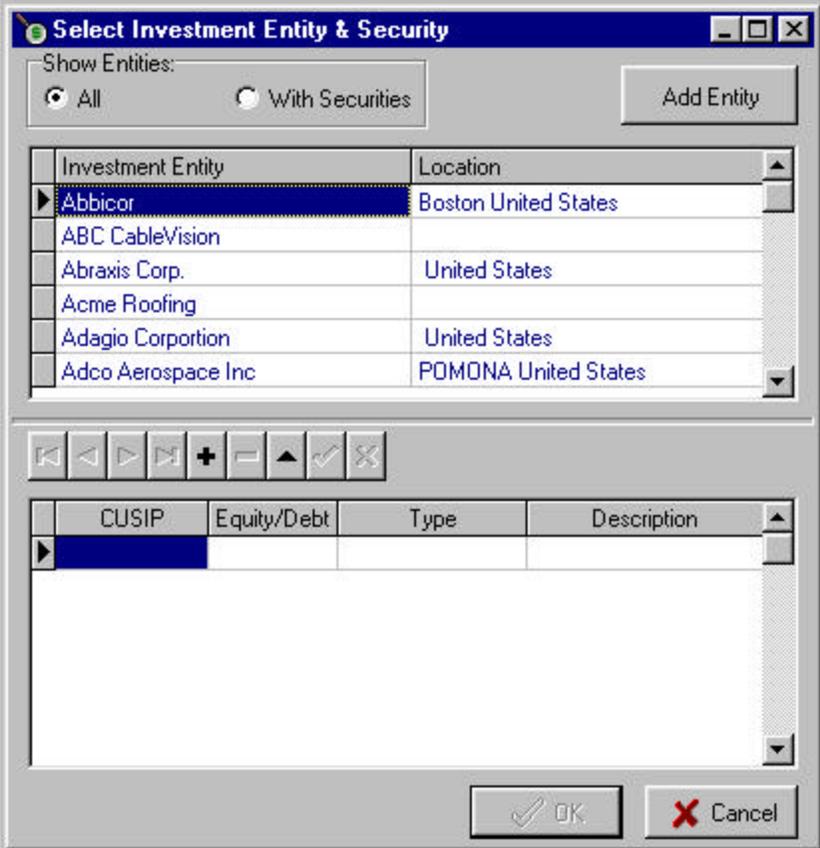
17.2. Securities Lookup

When called upon by either the Stock transaction ledger or when adding or changing a Holdings Detail record, the following dialog box lets you pick from or add to listed securities. This special lookup dialog allows you to quickly pick from a list of entities that have securities, add a security, or even add an entity.

The [Show Entities] radiobuttons toggles the upper list of entities between those [With Securities] and All [Entities]. First highlight the Investment Entity within the upper list, and then highlight the security in the lower list. If the security does not appear, simply add it by pressing [Ins] or by using the embedded database navigator. You'll at minimum want to identify whether it is Equity or Debt and its type and description. The unique securities code (CUSIP) is not required.

If the entity that you are looking for does not appear on this list, select the [All] radiobutton. This will list all entities. Finally, if you do not find the portfolio company or other investment holding here, use [Add Entity] to add it a new Entity the list. Then add a corresponding security.

The combination of highlighted selections, top and bottom, will be the company and security selected.



18. Portfolio Investments

18.1. Overview

The portfolio investments window contains information about the individual investments made by a partnership or other holding, and contains a notebook with two main pages: Partnerships and Investments. The Partnership page contains a list of partnerships, while the Investments page contains information on the current partnership's investments. The Investments page is further divided into two tabs; one contains a list of the partnership's investments, and the other consists of a form that details a single investment.

See Also: Holdings List, Investment Details.

18.2. Holdings List

The partnership page displays a list of the current client's investments in Limited Partnerships. The purpose of this list is to select the partnership whose portfolio investments you want to look at. You can use the alphabetized tabs at the bottom of the list to limit the list portfolio names that start with that letter. You can also press a letter key on the keyboard and jump to portfolio names that start with that letter.

Partnership

The name of the partnership. This is the formal name identified in the Organizations table, not a partnership alias associated with a particular commitment. In particular, if you have more than one investment in a partnership and have the second identified by a partnership alias, this listing will only show the partnership once.

Fund Size

The size of the fund.

Vintage

The year the partnership was entered.

Fund Manager

The name of the group managing the fund.

18.3. Adding a New Portfolio Investment

Each portfolio investment has a date, a name, is identified by stage, and an initial cost.

Add Investment

Investment Date: 03/31/1999

Investment Entity: ...

Stage (Optional):

Cost:

OK Cancel

Date

The date of the investment

Investment Entity

Pressing Alt+Down or clicking on the ellipsis will open the Search Dialog, which contains a list of portfolio entities. The list shows the Entity Name and its status. A status of "Inactive" usually means that the Entity has undergone a name change. The Add button on this dialog allows you to add a new entity. Important: Portfolio entities are used throughout your partnership investments. Be sure to check various spellings of the entity within this list before adding a new entity.

Search

Search Characters

Entity Name	Status
Jca Controls	Active
Jca Controls	Active
Joanell Labs	Active
Johnson And McBride	Active
Joppa Health Sciences	Active
Judco	Active
Kacher And Ashby	Active
Kartam, Inc.	Active
Kaypro	Active
Kck Associates Inc	Active
Kearney Production	Active

Add OK Cancel

Stage

The investment stage at the time of the investment.

Cost

The initial cost of the investment. This will be added as well to the market value ledger.

18.4. Investment Details

This page consists of two tabs, one containing a table that lists the investments in the partnership, and another with a form that details each of these investments singly. At the top of the Investments page are two fields that indicate the current partnership and fund size, as well as two fields that let you filter the investments by status and date. A checkbox above the date field lets you turn the date filtering option on and off. The next line shows the total cost and the total market value of the partnership. These values are sums of the costs and market values of individual investments.

The screenshot shows the 'Portfolio Holdings' window with the 'Investments' tab selected. The partnership is 'Apollo Ventures III' with a fund size of \$45,000,000.00. The total cost is \$13,287,409.00, the market value is \$14,103,894.00, and the proceeds are \$5,550,444.00. The 'Show Status' is set to '<All>' and the 'Use Date Filter' is set to 12/31/1998. A table lists individual investments with columns for Current Name, Total Cost, Market, Mkt Date, and Proceeds. A sidebar on the left contains buttons for Cost, Market, Proceeds, Name Hist, Dupe Qtr, and New, along with a 'Color Cost' checkbox. At the bottom, there are tabs for '3. List' and '4. Details'.

Current Name	Total Cost	Market	Mkt Date	Proc
Additive Solutions	756,180.00	1,050,000.00	03/31/1997	22
Applied Software Engineering	694,375.00	256,005.00	12/31/1994	
Ark Technologies Inc	26,851.00	121,028.00	12/31/1994	
Biddle Barry, Inc.	511,514.00	224,750.00	12/31/1994	3,44
Biomed-Direct Ltd.	0.00	0.00	12/31/1994	15
Brody Computers	230,194.00	197,864.00	12/31/1994	88
Crystelcom	235,699.00	30,437.00	12/31/1994	
Dimac Inc	933,751.00	1,525,143.00	12/31/1994	
Electro-Radiation Inc	1,819,812.00	3,280,449.00	12/31/1994	
Enerstar Applied Systems	1,534,350.00	1,534,350.00	12/31/1994	
Fieldston Brook, Inc.	1,060,760.00	230,000.00	12/31/1994	
Firstcare Omni, Inc.	142,962.00	134,882.00	12/31/1994	12
Globa Electro Magnetic Svc	1,134,544.00	2,140,510.00	12/31/1994	16
Guradian Corp.	837,281.00	1,995,659.00	12/31/1994	
Herz, Algon	0.00	0.00	12/31/1994	55
Jca Controls	1,589,042.00	761,793.00	12/31/1994	

Current Name

The current name of the investment, typically a company name. A company's original name is displayed in the *Original Name* field in this list. You can track company name changes in the [Portfolio Companies](#) window.

Total Cost

The total cost to the partnership for investments in the company. This value is a totaled value from the cost ledger. The total costs for individual portfolio companies are in turn totaled to give the total cost of the commitment to the client.

Market

The market value of the investment in the company, as of the date displayed in the *Market Date* field. This value is the most recent market value entered in the [market ledger](#). The total market values for individual portfolio companies are in turn totaled to give the total market value of the commitment to the client. Note that the total market

value is distinct from the valuation, found in the *Valuation* field in the Commitments window.

Market Date

The date associated with the market value found in the adjacent *Market* field. This date is taken from the market ledger, and determines which market value is displayed in the *Market* field. The market value with the most recent date is always used to calculate the market value.

Status

This field contains a descriptive term that indicates the standing of the investment. A dropdown list lets you select the status. To add a new status to the list, you must see an administrator.

Proceeds

The total proceeds from the investment in the company. This value is totaled from the proceeds ledger.

Primary GP

The name of the primary general partner responsible for the investment. This field is linked to the contacts manager, from which you can select the primary general partner from the list of contacts for the fund manager of the commitment.

Secondary GP

The name of the secondary general partner responsible for the investment. This field is linked to the Contacts Database, from which you can select the secondary general partner from the list of contacts for the fund manager of the commitment.

Orig Inv Date

The original date the investment was made on.

Orig Stage

The original investment stage. The Original Stage can be selected from a dropdown list. To add a new original to the list, check with an administrator.

Original Name

The original name of the company. The company's current name is displayed in the *Current Name* field in this list. You can track company name changes in the Portfolio Companies window.

Investment Notes

This is a Note field for storing notes concerning the investment.

Details

The Details page of the Portfolio Investments window contains the same fields described above for the List page. These fields are organized into a form for one portfolio company, and have a larger note display area. See above for descriptions of the fields. As with the list page, the Cost, Market Value, and Proceeds fields all have ledgers associated with them. In addition to the standard way of accessing ledgers, there are buttons located along the left side of the Details page that open these ledgers.

Cost Ledger

This ledgers tracks the cost of investments made to the company by the partnership. Added costs are displayed in the ledger by date, typically by quarter. The value in the *Total Cost* field of the Investments pages is the sum of the values in the *Amount* fields of the cost ledger,

which represent the added cost (i.e. change in cost).

Date

The date of the cost, typically reported quarterly.

Amount

The amount value in this column is the added cost for the period.

Market Ledger

This ledger tracks the market value of the partnership investment in the company. Market values are sorted by date, typically quarterly. The most recent market value in the ledger is displayed in the *Market* field of the Investments pages.

Date

The date of the market value, typically reported quarterly.

Amount

The amount value in this column is the added cost for the period.

Proceeds Ledger

This ledger tracks proceeds to the partnership from the company. The *Total Proceeds* field of the Investments pages is the sum of proceeds in the ledger.

Date

The date of the proceed, typically reported quarterly.

Proceeds

The proceeds for the period indicated.

Currency

This field displays the local currency, as set in File | Preferences | Validity.

Name History

This table contains a history of name changes for the company. Name changes are made in the **All Name Changes** page of the Portfolio Companies window.

Date

The date the name of the organization was changed.

Old Org Name

The name of the organization before the name was changed.

New Org Name

The name of the organization after the name was changed.

18.5. Investment Cost

The cost of a portfolio investment is tracked on a cumulative basis. This ledger contains a date and the added cost. This cost may be positive to increase the value of the total cost, or negative, which decreases the total cost of the investments.

Added Cost Calculation

If you have the [Calc Added Cost] option checked when you insert a new record, a dialog box appears. This dialog allows you to enter the total reported cost at a date. When you post this value with [OK], the calculated added cost is posted back to the cost ledger.

18.6. Investment Market

The market value of the investment should be recorded with every report. When you insert a new record, the default date will be one quarter later than the latest record. Unlike the investment cost records, these values are full values--they are not to be recorded as incremental changes in value.

Duplicating Quarterly Market Values

Market values are often held at a particular value for multiple periods. We've made it easy to duplicate a quarter end's values with the [Dupe Qtr] button. When you press this button, you will be prompted for two dates: the first will be the date to draw the market values from; the second will be the quarter you wish the new records to have.

If there are but minor differences in market value, you can simply duplicate the quarter for this investment, and edit individual market value records where there are differences.

18.7. Investment Proceeds

Proceeds from each investment get logged here. Note: Corresponding cost reduction records are not entered automatically from an entry in the Cost Basis field.

Date

The date of the proceeds.

Proceeds

The amount of the proceeds.

Cost Basis

The cost basis for the proceeds.

Type

Liquidation
Distribution

18.8. Name Changes

Companies, particularly if they are new companies, often change their identity. They can be simply renamed, but they may as well be bought or merged with another company. Keeping track of these name changes is essential when tracking portfolio investments. Each name change is accompanied with a

Date	The Date the name change is effective.
Old Name	The name the company had before the change.
New Name	The name the company had after the change.

This can, and often does, happen more than once for the same company.

This name changing occurs in Portfolio Entity Name Changes, a list containing a complete record of all changes to all portfolio entities. When you press the [Name Hist] button, private i reaches through this list of name changes and provides you with a complete list of when the

current investment changed names.

19. Calculations

19.1. The Calculations Form

The calculations window controls the Internal Rate of Return (IRR) and the Adjusted Valuation calculations. You can recalculate IRRs and Adjusted Valuations for one commitment, a group of commitments, or all commitments. IRRs are calculated on a quarterly basis automatically. You need to recalculate an IRR for a period if you change the cash flows for that period. The Calculations window consists of a notebook with three pages: List, IRR, and Adj Valuation:

List

This page lists some or all of your commitments. When you perform calculations with the *All Commitments* field checked, calculations are performed on all the commitments in this list. The *Inv. Type* dropdown list lets you limit your list of investments to one type of investment. You can further customize your working list of commitments with the filter.

19.2. Internal Rate of Return

This page of the calculations form lets you calculate IRRs for any period of the current commitment or any holding you track with private i in the current client. The current commitment is identified by [Investment Name], [Fund Manager], [Originator], and [Amount] fields at the top of the page. See Calculations - Advanced Topics and IRR Preferences for more detailed information.

Calculations - American Metro Tech

1. List 2. IRR 3. Adj Valuation 4. Assumptions

Inv Type: <All>

LP Commitments
 Other Holdings
 Holding Details
 Composites

IRR Type:
 From Inception
 Current Period

End Date: 12/31/1998

Recalc IRR

Adjusted Valuation

All Flows

All Holdings
 Suppress Warning:

Fund Mgr: Houston Associates

Partnership: Apollo Ventures III

Originator: In-House

Amount: 3,937,500

Date	IRR	Time Weighted IRR	Total Capital Calls	Total Fees
06/30/1986	22.95	22.95	2,625,000.00	0
09/30/1986	31.11	28.48	3,937,500.00	0
12/31/1986	23.64	23.46	3,937,500.00	0
03/31/1987	22.59	22.70	3,937,500.00	0
06/30/1987	19.15	20.01	3,937,500.00	0
09/30/1987	15.86	17.30	3,937,500.00	0
12/31/1987	11.58	13.67	3,937,500.00	0
03/31/1988	9.00	11.35	3,937,500.00	0
06/30/1988	6.86	9.37	3,937,500.00	0
09/30/1988	6.09	8.53	3,937,500.00	0
12/31/1988	3.21	5.87	3,937,500.00	0
03/31/1989	1.95	4.60	3,937,500.00	0

At the right of the page is a grid with IRR and related information for the current commitment. To calculate IRRs, follow these steps:

1. Check [All Holdings] field to calculate IRRs for all investments in the list, or leave it blank to calculate only the current investment.
2. Select the period you want to calculate, using IRR Type buttons and the [End Date] field.

Current Period – the period you are in now.

From Inception – all valuations from inception through date in [End Date] field.

3. Press the [Recalc IRR] button to calculate.

The [All Flows] button jumps to the cash flow summary window for the current commitment.

19.3. Adjusted Valuation

This page lets you calculate an adjusted valuation for an investment to a date. The grid on the right displays the beginning valuation, capital call/funding, cash and stock records that occurred after the last valuation, and the adjusted valuation.

To calculate the Adjusted Valuation, make sure you are on the Adj Valuation notebook tab within the calculations form and then follow these steps:

- 1 Check [All Commitments] to calculate Valuations for all commitments in your list, or leave it blank to calculate only the current commitment.
- 2 Select the date you want to calculate the adjusted valuation for.
- 3 Press the [Adjusted Valuation] button to perform the calculation.

The results for the current commitment are displayed in the grid, with the last record showing the adjusted valuation.

19.4. Calculation Preferences

When you post a new transaction to any of private i's transaction ledgers, the commitment totals and dates visible on the commitments, other holdings, and holdings detail screens are updated automatically.

When you post any valuation, an IRR is calculated and posted for that date, and the accounting flows are recalculated and posted for this period alone. A preference allows you to have private i automatically recalculate all flows from the inception of the investment.

This preference can be found in File | Preferences | Calculations. It is the checkbox labeled [Automatic IRR Recalc]. With this unchecked, an IRR will be calculated only when a new valuation is posted. When checked, all periodic IRR and accounting flows are recalculated from inception through the last valuation.

19.5. Calculations - Advanced Topics

See also: IRR Preferences

General Discussion

Due to its limited liquidity, clearly one of the best measures return on investment for private equity is the Internal Rate of Return (IRR). Within private i, we calculate the IRR in a very straightforward manner by using cash flows for a period and iterating a series of guesses to a Net Present Value of zero. Specifically, the present value of outflows (capital calls and, if requested, fees) are made equal to the present value of inflows as of the first cash flow date.

These guesses continue until the net present value is plus or minus a tolerance value (the default is 2.00 monetary units).

The classic problem with solving the calculation of an IRR in this manner is that it may result in more than one solution or, depending upon the initial guess, no solution at all. If there is more than one sign change in the cash flows (for example, a capital call followed by cash or stock and then followed again by a capital call), there may be two or more solutions to the equation. In our experience, magnitude and timing of real cash flows for this asset class usually result in a single solution. Yet however sound our general methodology and broad our experience, we will continue to explore means, such as the "Modified IRR" to assure an accurate result.

We will be shortly implementing an implementation of the Modified IRR as recommended by

Lawrence S. Rosen, as detailed in the McGraw-Hill Handbook of Interest, Yields, and Returns (1995, McGraw-Hill). Essentially, this methodology guarantees only one sign change by discounting future cash flows using a "safe" investment rate to inception.

We used the term "Annualized IRR" to differentiate it from "Nominal Periodic IRR." We calculate the nominal periodic IRR as an intermediate step to generating a time-weighted rate of return. A time-weighted return is generated by creating a geometric progression of periodic nominal returns and then annualizing the result. The true AIMR-compliant time weighted return is created by chaining together daily returns. However, we only have portfolio values for private equity at irregular intervals-usually four times per year at quarter-end. Therefore, we calculate the nominal IRR for that irregular interval and then chain that series together, finally annualizing the results and storing the answers. This is the highest level of accuracy available given the limited number of valuation data points per year.

From a limited study of the time-weighted returns, it is difficult to figure out if they are useful in the context of alternative investments. Perhaps there is some usefulness when looking at a composite of deals-say for a vintage year or the whole portfolio. Certainly, when it comes time to report returns for the alternative investments portfolio in the context of reporting global performance of a portfolio in which private equity is just a fraction, and as is the custom all other holding are reported on a time-weighted basis, it may make sense to report the time-weighted numbers for private equity so that there is consistent view.

Details

An IRR calculation within private i is a complex mixture of two parts: the algorithms for choosing the cash flows and the algorithms for calculating Net Present Value (NPV) and the IRR. Choosing cash flows has to be considered carefully:

- Does the calculation use daily values? Or, as is common in this asset class, does it push cash flows to a period end, such as a month or quarter end?
- If fees are excluded, the first capital call marks the beginning of the cash flows. Some capital calls within a period may be posted, but are not to be counted. How are they excluded?
- Does the calculation include management and other miscellaneous fees? Can the first fee precede the first capital call?
- Does the calculation use the effective date or the received date for cash and stock distributions?
- If an ending value is unavailable for the period requested, do you create one? If not, what is reported?
- Are values in mixed currencies?
- And so on.

With respect to the IRR calculation

- What are the boundary conditions? Do you stop after a certain number of iterations or within range of a value. If the Net Present Value approaches -1, what happens? If it is absurdly high, what should you do?
- Is the tolerance for an acceptable value for the NPV a fixed value or some other measure, such as a function of the magnitude of the cash flows?

19.6. IRR Preferences

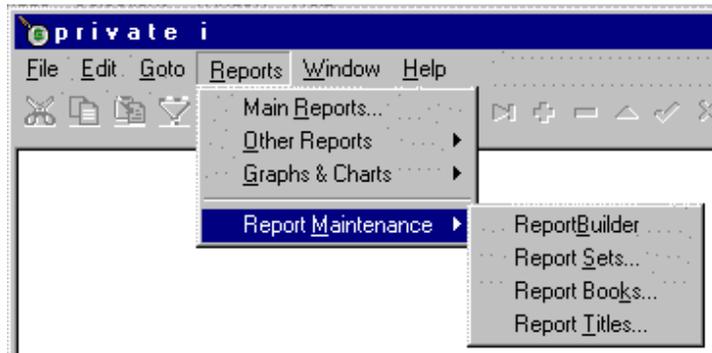
See Also : Calculations - Advanced Topics

We have added an assumptions page to the calculations form that exposes more of the details of the underlying IRR and TWR calculations. The disabled choices are system-wide settings and are set by the administrator in File | Preferences. The IRR Assumptions box shows the mathematical variables used in calculating each IRR. The IRR is calculated by finding the discount rate at which a series of cash flows has a net present value (NPV) of zero. It begins with the cash flows and two guesses: an initial high NPV Guess and an Initial Low NPV Guess.

20. Reports

20.1. Overview

Private i has over seventy predefined reports that can be run against a wide range of criteria. Under the Reports menu are:

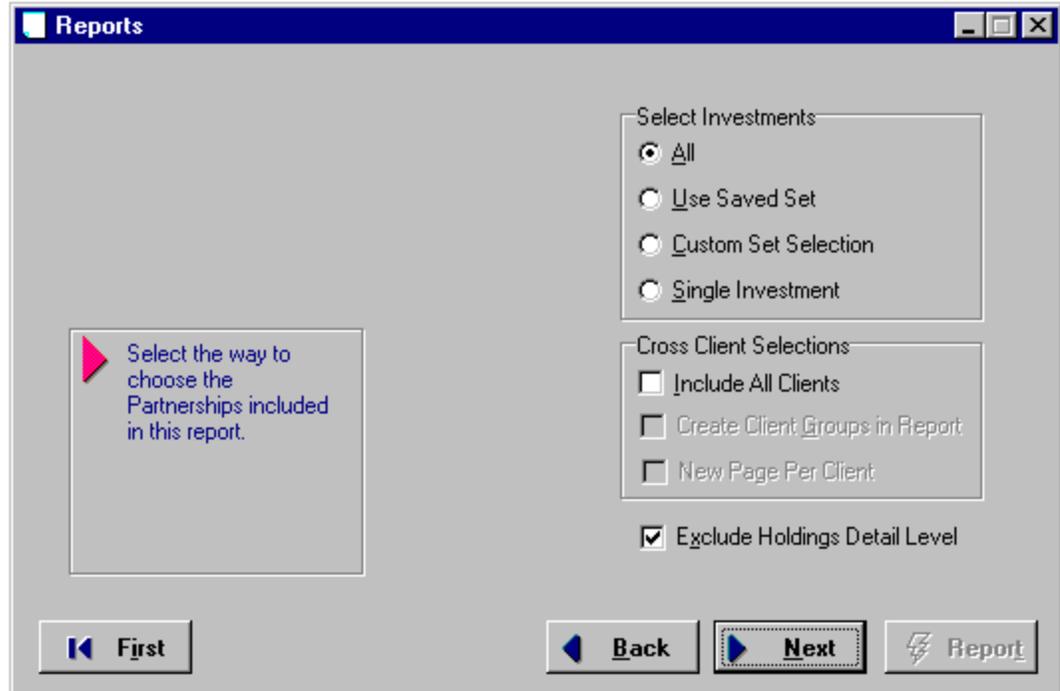


- Main Reports – a full range of customizable reports from daily IRR reports to phone numbers. For descriptions of each of the reports, see Report Descriptions
- Other Reports
 - Current Holdings – reports current partnership holdings to a date.
 - Pending Transactions
 - Ad Hoc SQL
- Graphs and charts – includes:
 - Commitment Cost and Values Graph
 - Capital At Risk Graph
 - Map Investments

The main Reports window lets you generate, view, and print reports on your investments. To create a report, follow these steps:

- 1 Open the reports window with Reports | Main Reports...
- 2 Select the group of reports you want to select a report from the *Group* list. Reports are separated into related groups for convenience. The report names for each group are listed below in the *Name* list.
- 3 Select a report name from the *Name* list. A message line displays a description of each report.
- 4 Choose a variation for the report, if available, from the *Variation* list.
- 5 Select the *Next* button.
- 6 Follow instructions on each page, which varies from report to report. Use the *Back* button to change previous pages.
- 7 At the last page, select the to either view or print the report (you can print it after viewing it) and press the *Report* button.

Of particular importance is the ability to select the investments that you want to report on. The following screen allows you to select from your investments four ways:



All All Investments for either a client, or, if the [Include All Clients] box is checked, then across all clients

Use Saved Set Use a set of investments that have been saved before

Custom Set Selection Choose the set from all of the available investments

Single Investment Have the report run only for a particular investment

For more detailed information see topics below.

Previewing Reports

Printing Reports

Report Sets

Changing Report Titles.

20.2. Report Books

Report books make printing multiple reports simpler. Each Report Book is simply a list of existing private i reports that you define. Once defined, they allow you to automate printing by allowing you to create a set of reports that are based on the same base criteria (beginning and ending dates). As is usual with the main reports, you have the ability to select the investments you want reported on. With selected sets, including All, Saved Sets, and Custom Sets, you have the ability to run the each report for

all of the members of the set combined, or
each member of the set individually.

For example, you could create a Report Book that you name "Cash Flows" that with four private i reports

Capital Calls By Date
Fees
Cash Distributions By Investments
Stock

By running the report book for a report set we'll call "1994 Vintage" with 10 investments, you have the option to

print a total of up to four reports*, reporting on the set of investments as a whole, or
print a total of up to forty reports, with each investment having at most four reports.

(*The number of reports that print depend on your data. For example, you may not have fees for a particular partnership and so the fees report will not print.)

20.3. Main Reports

20.4. Report Sets

A report set is a name for a group of investments. You can run most reports with a report set. Most private i reports allow you to use a report set or define a custom set selection.

There are two ways to create a report set.

- The first is with the [Custom Set Selection] button in the Reports dialog (Reports | Reports). After you've selected a custom set, you can save the set to any name you want with the [Save Set] button that appears on the next page of the Report dialog.
- The second way is with Reports | Report Maintenance| Report Sets. Here you can select an existing set and modify it, or create a new one as in the Report dialog.

20.5. Printing Reports

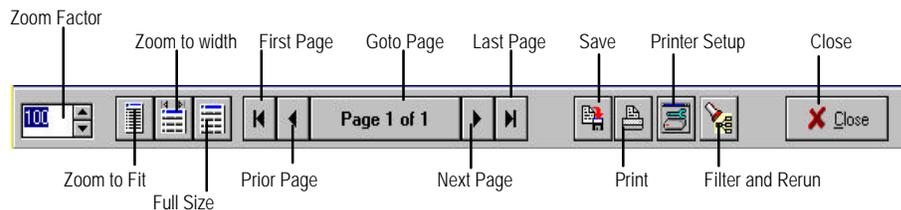
You can print your report directly from the *Output Options* page of the report generator by selecting *Print* and pressing the *Report* button. You will be prompted with a print dialog box, where you can enter the number of copies, change the setup, etc. If you want to see a preview first, select the *View* option.

You can also print reports by groups, see Report Books

For more information on printing in windows, refer to your documentation for Microsoft Windows and your printer.

20.6. Previewing Reports

You can preview a report before you print it or save it as a Lotus, Excel, or text file. Select *View* from the *Output Options* page of the report generator to preview your finished report. The report is displayed in a window as it will be printed. Use the toolbar to zoom, page, save, and print the report.



Zoom

This feature lets you resize the preview image. You can use the *Zoom To Fit*, *Zoom To Width*, or *Full Size* buttons to zoom to preset zoom factors, or use the *Zoom Factor* control to set your own.

Page

Use these buttons to navigate through the pages of your report. To go to a specific page in the report, click on the *Goto Page* and enter a page number in the dialog box.

Save

You can save your report to any of the supported formats:

- Paradox
- dBASE

- Access
- Lotus 2.0
- Excel 4.0
- Text (ASCII)
-

Print

Use the *Print* button to send the report directly to the printer, or the *Printer Setup* to configure your printer before you print your report. For more information on configuring your printer, refer to your documentation and help for Microsoft Windows and your printer.

Filter and Rerun

Use this feature to filter the records and regenerate the report based on the results. For information on using the filter, see *Filtering Records*.

20.7. Report Descriptions

20.7.1 Cash Flows

All cash flow reports work on the selected set of investments (All, Report Set, Custom Sets, or Single Investments). Unless otherwise noted, cash flows marked as Pending and Capital Call records marked as "Future Call" are omitted.

Capital Calls (No Future Calls)

Sort Order: Originator, Investment Name

Between two selection dates, this report returns the date, type and amount of each record on the capital call table.

Capital Calls (Including Future Calls)

Sort Order: Originator, Investment Name

Between two selection dates, this report returns the date, type and amount of each record on the capital call table. Records marked pending or with a type of "Future Call" are included.

Capital Call By Date

Sort Order: Date of Capital Call/Funding

Between two selection dates, this report returns the commitment name, date, type and amount of each record on the capital call table. The report sorts by date. Pending and Verified status are also reported, along with the contents of the memo field.

Cash Distributions

By Investment Sort Order: Originator, Investment Name

By Date Sort Order: Effective Date, Investment Name, Received Date

Between two selection dates, this report returns the effective and received dates, and amount (and breakdown) of each record on the cash distribution table.

Fees

Sort Order: Originator, Investment Name

Between two selection dates, this report returns the date and amount of each record on the fees table.

Payment Schedule

Sort Order: Investment Name, Capital Call Date

For each investment, each funding amount is reported which affects the unutilized commitment amount. This includes capital calls, capital call splits that do not count against the commitment, and recallable distribution amounts that increased the unutilized commitment. The net sum of these fundings is then netted against the commitment to calculate the amount due. The commitment is the Adjusted Commitment. For deals denominated outside the base currency, the spot commitment is presented. This is the amount which is the sum of fundings to the selection date plus the unutilized commitment in base currency as computed on the selection date using the nearest available conversion rate.

These calculations are driven by the Analysis Matrix in the File | Preferences form.

Stock Distributions

By Date	Sorted By Originator and then Date of Distribution
By Company	Sorted by Originator, Company
By Investment	Sorted by Investment Name (Partnership or Deal)

Between two selection dates, this report returns the effective and received dates and amount of each record on the stock distribution table. The investment name and the entity names are also listed with each record.

Transaction Summary

Sorted By: Originator, Investment, Transaction Date

Between two selection dates, this report calculates and presents a cumulative net cash flow position for each investment. Capital calls, fees, cash and stock distribution are shown in date order along with the net cash flow forward ("Net at Risk) value.

Deal Summary

Sorted By: Deal Name, Investment Form (DS, DD, LP), CommitID, Effective Date

From inception to date, this report presents all of the transactional flows (with distributions broken down by gain, income and gain). The flows for each category and the net flows are presented on their effective or distribution date. Summary information about the investment, including the latest valuation and its IRR as of that day is presented in a separate box. For Direct Holdings, further information describes each security. The fee table is omitted from this report.

20.7.2Companies

20.7.3Composites

20.7.4Exposure

20.7.5Key Indicators

20.7.6Lists

20.8. Reports - Utilities

20.8.1 Ad Hoc SQL

With a knowledge of the database schema of private i, you can run your any simple query using this feature, and then quickly export the result. This schema is available directly from the Burgiss Group. See also: Technical Reference - Database Aliases.

20.8.2 Changing Report Titles

The title of the any report appears in a database list that the database administrator can change:

Reports | Report Maintenance| Report Titles.

This dialog box resembles the main Reports dialog, but the titles in the right hand pane can be freely edited.

Important Restriction: This dialog box cannot be opened when the Report dialog is open.

20.9. Miscellaneous Reports & Graphs

20.9.1 Pending Transactions

This on-screen report quickly identifies all transactions marked as [Pending]. The [Report] button provides a preview of a printed report. The [Refresh] button will rerun the query that produced this list on demand. Thus if you mark a transaction, such as a cash distribution, as pending, it will appear in this list. If you or another then marks a pending transaction as completed by unchecking the [Pending] field while keeping this form open, you will need to press the [Refresh] button to have that transaction removed from the list.

20.9.2 Mapping Investments

This report plots portfolio companies on a world map to give you a picture of geographical distribution. Companies are plotted as of the date in the *Date* field. To plot the companies, press the *Plot* button. You can see a list of companies in an area by clicking directly on the marker. You can also get geographical information, such as names of countries, rivers, and lakes by clicking on the area in the map. Print the plot with the *Print* button. Use the following options to change the view of the map:

Zoom / Zoom Out

Click on the *Zoom* button to display a detailed are of the map by drawing a box around it with the mouse. Use the *Zoom Out* button to display more of the map.

Display Features

You can display several geographical features on the map, including states in some countries, major lakes, major rivers, and a grid.

20.9.3 Graph - Commitments

This report lets you create a bar graph of the cost and/or value of commitments by vintage year, as of the date you set in the *Date* field. You can save the final graph as a graphics file using the *Save As* button, or use the *Print* button to print the graph. You can refresh the graph

with the *Refresh* button. Options along the left side of the window control the contents and appearance of the graph:

Date

Set the date to the date you want the values to reflect – in other words, the values will be calculated as of this date. The graph will contain all commitments by vintage year through the date set in this field.

Investment Type

A dropdown list you select the category of investment you want to graph. Choose "All" to graph all investment types.

Series

Select the series you want to graph by placing a check in the field next to any or all of the items: Capital Calls, Fees, Cash, Stock, Valuations, Commitments. Each series can be displayed as a separate bar for each year, or the bars can be stacked (see below). Commitments are graphed as a line against the bars for comparison. The bars are color coded with a key to the right of the graph.

Options

You can change the appearance of the graph by selecting any or all of these fields. The *Stacked Bars* field stacks all bars being displayed for each vintage year into one, color coded bar. The *3-Dimensional* field gives the graph a 3-dimensional look. The *Auto Scale* field automatically scales the graph to fit in the space available. When *Auto Scale* is not selected, the y-axis of the graph is scaled according the number in the field below, which you can set to create your own scale.

20.9.4 Graph - Net At Risk

This report lets you generate a line graph of the capital at risk over time, as of the date you set in the *Date* field. To view and refresh the graph, press the *Refresh* button. The graph displays all risk from the earliest date through the date you set, or the risk for a vintage year as the date you set (see below). You can save the final graph as a graphics file using the *Save As* button, or use the *Print* button to print the graph. Options along the left side of the window control the contents and appearance of the graph:

Date

Set the date to the date you want the values to reflect – in other words, the values will be calculated as of this date. The graph will include all risk up this date, unless you are graphing by vintage year (see below).

Investment Type

A dropdown list you select the category of investment you want to graph. Choose "All" to graph all investment types.

Vintage Year

Use this field to graph data for the vintage year you set in the vintage date field, as of the date set in the *Date* field above.

Series

Select the series you want to graph by placing a check in the field next to any or all of the items: Capital Calls, Fees, Cash, Stock, Valuations, Commitments. Each series can be displayed as a separate bar for each year, or the bars can be stacked (see below). Commitments are graphed as a line against the bars for comparison. The bars are color coded with a key to the right of the graph.

3D

This field gives the graph a 3-dimensional look when selected.

20.9.5 Current Holdings

This feature reports the company holdings of the current client to the date set in the *Date* field. To create the report, first set the date you want and press the *Query* button. When the query is complete, all portfolio companies are listed at the top of the window. The list below contains partnership, cost, exposure, and other information for the selected portfolio. To create a report for the selected portfolio company, press the *Report* button. The report will be displayed in the preview screen, where you can save or print the report.

21. Export & Printing

21.1. Exporting Data

When viewing any data in any table, you can use the File | Export command to export the current table to the following file formats:

- Paradox
- dBase
- Excel
- Lotus
- Comma-Delimited ASCII
- Fixed-Length ASCII
- Access (32 Bit Only)

Select the file format you want from the dialog box, the number of records to export (select 0 for all records) and press the Export button. You will then be prompted for a file name and location for the exported file. Note that in many cases you can use the Filter to help create tables for export.

21.2. Printing

You can print forms and reports from private i. To print the current form as it appears on the screen, use the  button or the File | Print Current Form command. For more on printing reports, see: Reports.

Printer Setup

To select and configure your printer, select the File | Printer Setup command. The standard Windows printer setup window will be displayed, where you can select and configure your current printer. For more information on setting up your printer, refer to your Windows, network, and printer documentation.

The Reports menu provides the most extensive set of information within private i that can be printed.

22. Wiring Instructions

22.1. Overview

Wire transfers, or wires, are used to transfer funds from one bank account to another. Wires originate from a bank account owned by your organization and go to your custodian bank. From the perspective of the private i user, a wire transfer is a formal document containing specific instructions to a bank for the transfer of funds. private i uses information you supply to generate a wire transfer request to forward to your bank.

Preparing a new wire for an investment requires additional data to be entered into private i, such as bank, bank account, and routing information. Once this information has been entered for an investment, subsequent wires are easy to generate.

Previous wires can be used as templates for new wires, and even designated as the preferred wire template for an investment, greatly reducing the number of steps involved. Follow the steps below for setting up a new wire, creating a wire, and using previous wires as templates.

22.2. Setting Up a New Wire

Before you create an actual Wire Transfer Request, you need to have all the information outlined in the list below entered into private i. Once this information is entered, creating new wires for an investment is simple.

- Add your organization to the organization table. See [Organizations](#) section.
- Add your custodian bank to the organization table. Identify its type as "Bank" and enter its routing number. See [Organizations](#) section.
- Add bank accounts at your custodian bank to Bank Accounts table. (File | Open | Wires | Bank Accounts). See [Bank Accounts](#) section below.
- Add additional banks and routing (ABA/SWIFT) numbers to the organization table for anyone you will be creating a wire for. This includes third-party banks that may be involved in a transfer of funds. To enter a routing number, you must select "Bank" as the organization type. Optionally adding the address, telephone numbers of and contacts within the bank. See [Organizations](#) section.
- Add the bank identified as "Custodian" to the Clients table (File | Clients - page 2). Optionally identifying a client alias (Client Also Known As "Client aka") to substitute for the actual client name when additional confidentiality is desired. See [Clients Overview](#).
- Add bank accounts to organizations. (File | Open | Wires | Bank Accounts) See [Bank Accounts](#) section below.
- Add authorized payees to commitments. (File | Open | Wires | Payees/Templates) See [Authorized Payees](#).

Creating Wires (File | Open | Wires | Create...). Like the main reporting module, the wiring module steps the user through its creation step-by-step.

The wire transfer window consists of a notebook with two tabbed pages. The *List* page has two grids. The upper grid lists all wire transfers by name, date, and client. Each line of the lower grid contains information about the individual transactions that comprise the wire transfer selected in the list above. The *Details* page displays these transactions one-at-a-time in a form. You can scroll through these forms as normal using the navigator.

Wire Name

A name, up to fifty characters long, used to identify wire transfers. You may use the same name over again. If you do not give the transfer a name, <New Name> is automatically entered as the name.

Date

The date of the wire transfer. Today's date is automatically entered, but you may change it.

Client

The name of the client for which the wire transfer is being transacted.

Investment Name

The name of the investment

Type**Client/Alias****CUSIP****Custodian****Custodian Address****Custodian Contact****Custodian Fax To****Custodian Fax Number****Wire Memo****Notes****Wire Transfer Action****Due Date****Transfer Type****From Account Holder****From Bank****From Account Name****From Account Number****From Sub-account Name****From Sub-account Number****Froms Amount****From Currency****To Account Holder****To Bank****To Account Name****To Account Number****To Sub-account Name****To Sub-account Number****To Amount****To Currency**

22.3. Bank Accounts

22.4. Authorized Payees

23. Advanced Database Topics

23.1. Hidden IDs

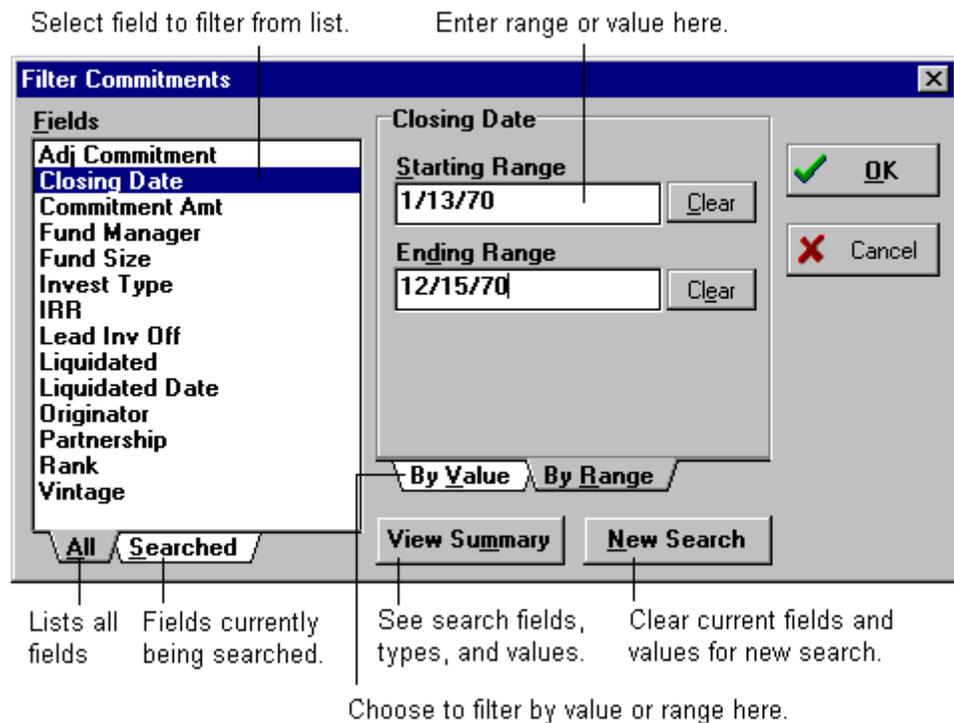
Each record within private i is assigned a numeric id. These identifiers have no intrinsic meaning. They are merely there to tie records together and allow for quick access. The File | Preferences | Show Hidden ID's exposes these in the event that this identifier is needed to be displayed.

23.2. Filtering Data

The filter allows you to display records that meet complex criteria, and it works whenever the filter speed button is enabled on the toolbar. This powerful tool lets you filter out the records you want to see and use for things like performing calculations, exporting data, and the like by setting search criteria for any combination of fields in the list. The list of records you filter becomes the working set of records for operations in other pages of the window. To use the filter, click on the



button and the filter dialog box will pop up:



To filter out the records you want from the list, select the first field from the list of fields. Then choose to filter by a value or a range of values from the tabs to the left of the list, and enter the value or values. When entering a value, select how matches are selected – exact match with the value, partial match at the beginning, or partial match anywhere – and whether the search is case sensitive or not. A range is typically used with dates, in which case you simply enter the dates.

Each field you enter a value or range for is added to the "Searched" tab of the Fields list. Each field, with its value or range, is used to filter the current list of records. You can delete fields from this list with the [Del] key. You can see a summary of the searched fields, values, and type of search by pressing the View Summary button. To start a new search, press the New Search button.

Fields

The fields you filter are selected from the Fields list. Tabs at the bottom of the list let you display all the fields or only those being filtered. Note that there may be fields in this list that do not appear in the form you are working with (IRR in the commitments list for example). These additional fields are contained in the database as part of a commitment record and are displayed in other forms of the commitments window. Any field can be used to filter a set of commitments, whether or not it is displayed. For example, you could look at all the commitments with IRRs in the range of 10 to 20 using the commitments list, although the list doesn't display IRRs.

Multiple Fields

You can filter the commitments list using as many fields as you like. After entering the filter value or range, simply select another field from the list. A summary of the fields being filtered, along with the type of search and the value or range of values defined can be displayed with the Summary (icon) button. In addition, a tab at the bottom of the fields list lets you display all the fields or just those being filtered.

Filtering by Value

To filter a field using a value, enter the value in the Field Value space provided. Search Type radiobuttons and a Case Sensitive checkbox let you specify how the value is compared in the filter search.

Exact Match

Finds fields that contain only the value entered without variation.

Partial Match at Beginning

Finds fields that start with the entire value, but don't necessarily end the same way. For example, entering Pine would return Pine, Pinecone, and Pine Trust, but not Two Pines.

Partial Match Anywhere

Finds fields that contain the entire value anywhere in the field. In this case, entering Pine would return Pine, Pinecone, Pine Trust, Two Pines, and Supine.

Case Sensitive

The case sensitive checkbox lets you enable or disable case sensitivity in the search. For example, using Pine as the filter value and enabling case sensitivity will find only Pine, and not pine, PINE, or any other variation.

Filtering by Range

Setting a range of values to filter with lets you find all the fields that fall within the specified range.

24. Administrator Topics

24.1. Overview

The private i *administrator* has special privileges that pertain to configuration, security and maintenance. The commands described here, except for Postal Codes, can only be used by the administrator. If you have lost the password for administrator rights, please contact the Burgiss Group directly.

The File | Admin menu is broken down into the following areas:

- Lookups
- Archives
- Maintain Report Sets
- Security
- Specialized Utilities

24.2. Client Databases

A Client is defined by private i as a database containing a distinct set of investments. These investments can be one or more LP or Other Holdings. Here is the most important aspect of clients: *you can only view the commitments and transactions from one client at a time.*

If you need to look at the combined effects of several client commitments, use Composites. To change or view the installed clients, you must close all windows on the Desktop form. To view clients, open File | Client Database. The default client is the first client in the list. The name of the current client always shows in the lower right of the private i desktop on the Status Line.

Adding a Client

To add a client, follow these steps:

- 1 Clear desktop – you can use Window | Close All
- 2 Select File | Client Database
- 3 Click the New button to add a client
- 4 Enter the name of the new client and select OK
- 5 Enter a division name in the Details page if you want
- 6 Click Load Logo in the Details page to add a bitmapped logo that will be used in reports.

Changing the Client

To change the current client follow these steps:

- 1 Clear desktop – you can use Window | Close All
- 2 Select File | Client Database
- 3 Choose client from list
- 4 Select OK

If private i is unable to change to the client you select, the original client will be restored.

See installation.

24.3. Archive

Archives can later be used to restore tables. The archive menu has the following selections:

Create Archive

The Archive/Retrieve Data dialog box lets the administrator create archives from certain tables, and restore tables from previously saved archives. Logged in as administrator, select the table you wish to archive or restore from the list of tables on the left, an operation (either archive or restore), and a date range. When data is archived from tables, it is no longer displayed in the table.

Offerings

This window lets you view any archived records from the Offerings table. As administrator you can edit this table. You can also restore the archived offerings table to the offerings table using the File | Admin | Archives | Create Archives command (see above).

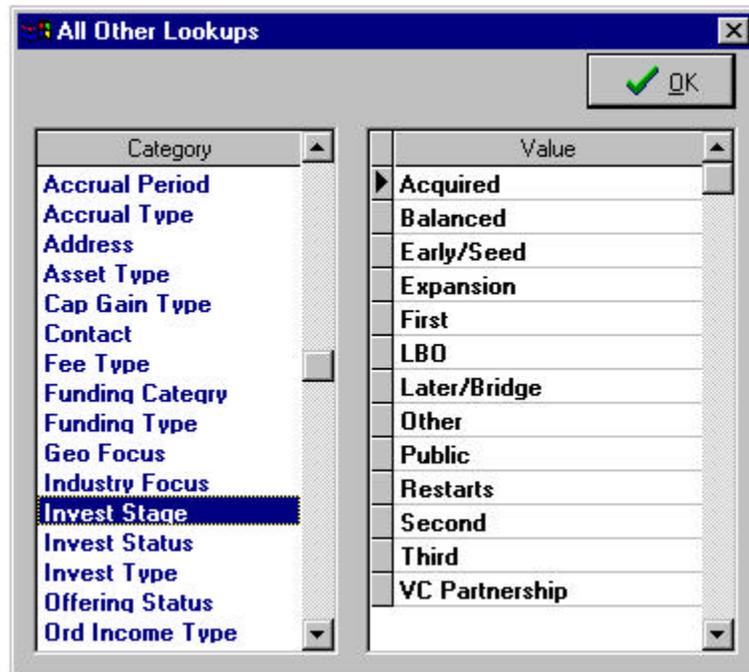
Audit Trail Archive

The Audit Trail can grow to be quite large. Beginning with version 3.5, we have give system administrators the ability to archive the audit trail. As this operation can be resource-intensive, we recommend that you do this in steps, for example, you might designate the date ranges in month increments.

24.4. Lookup Data

24.4.1 Data in Drop Down Lists

The Admin | Lookups | All Other menu choice gives you access to choices that are used to populate most of the drop-down edit boxes within private i. The system administrator can change these options and add new ones.



This dialog box contains a list of lookup fields on the left, and values for the selected drop down

list on the right. These tables control what values a user can select from lists in lookup fields such as Address type or Phone type. These tables can only be changed by the administrator.

24.4.2 Lookups

Under the lookups menu you will find tables for all the lookup fields in private i. As administrator, you can change these tables as needed. Some lookup tables, such as postal codes, have separate dialog boxes, while a number can be found the All Others dialog box.

Currency

The currency lookup table controls which currencies can be selected in currency lookup fields, as well as the operation (multiplication or division) private i performs for that currency when converting to and from local currency. To add a new currency, add a record with the currency and the conversion operation. The conversion operation is necessary because there are existing conventions about how currency conversions are made. The operation specified is used to either multiply or divide the currency by the conversion rate entered by the user.

SIC Codes

This is a standard table of SIC Codes.

Postal Codes

Private i comes pre-loaded with postal codes for most cities in the United States. Postal codes for other places can be added to this list as well. This dialog box lets you add, change, or delete postal codes. As mentioned above, anyone can edit postal codes without special administrator rights. You can also edit postal codes when entering addresses in other windows.

Industry Codes

This window controls the industry code lookup table, which is used to assign industry codes to Entities (File | Open | Portfolio | Entities). As administrator you can edit this table as needed. Industry codes are broken down into general categories and more specific descriptions. Each description is associated with a unique industry code number. Private i comes pre-loaded with Venture Economics industry codes. You can add both general categories and descriptions as needed.

Regions

This window lets you define world geographic regions, countries, and postal regions for reporting. World geographic regions are listed at the top of the window by name and an associated region identification code. Countries are listed below, by geographic region, country name, and a country identification code. When the Link Country to Region field is checked, only the countries in the region selected in the upper list are displayed, while all countries are displayed otherwise.

private i comes pre-loaded with standard global geographic regions, countries, and postal regions, all of which are used to in lookup fields when entering data such as addresses or geographic information. As system administrator, you can edit these tables like any others. To add a new country, insert a new record in the country table and enter the Region ID, Country, and Country ID. Region and country identification codes are normally unique two letter codes.

24.5. Specialized Utilities

24.5.1 Audit Trail

24.5.2 Increment NextID

This menu choice lets the administrator reset the internal ID numbers that will be assigned to new records. To use this function, the Administrator must be the only user logged on to private i.

24.5.3 Reindex Tables

The reindex tables dialog box allows the administrator to reindex the key private i tables, which may be necessary if they become corrupted. Every record in a table is assigned an arbitrary, unique index number, which is used by private i to identify that record in the table. Occasionally indexes become corrupted and require reindexing. Before reindexing a table, you must first close any open tables.

The dialog displays a list of table name aliases that are available to be reindexed on the left. Select the table or tables you want to reindex from the list, and click the *OK* button to reindex those tables.

The [Pack Tables] option reclaims unused space in the database. This option may take longer to execute.

24.5.4 Maintain Report Sets

A report set is a set of commitments that are routinely reported on in a group. This form allows you to add, delete or modify the members of a Report Set from your list of commitments.

24.5.5 Edit Table

24.6. Security

24.6.1 Overview

As administrator, you can use this window to add, remove, and change private i users and passwords. Each user has a record with the following fields:

User Name

The name the user uses to log into private i at the security prompt. The user name may contain up to ten characters.

Password

The password the user provides when logging into the system. The password may contain up to eight characters.

Full Name

The full name of the user.

Network Name

The Network name of the user. (Currently Not used)

Rights

All users are assigned either restricted or unrestricted rights to private i tables. Restricted (R) rights allow the user to view all records and tables, but only make changes to tables given R rights in File | Admin | Table Rights (click here for more [Table_Rights](#)). Unrestricted (U) rights let the user view all records and tables and make changes. To assign rights to the user, pick R (restricted) or U (unrestricted) from the dropdown list.

Investment Officer

Check this field if the user is an investment officer. Users marked as Investment Officers have three letters of their User Name in the Lead and Backup Investment officer fields.

24.6.2 User Rights

All users of private i are assigned user rights, which control who can make changes to which tables. The administrator assigns user rights for users and tables. Upon installation, a set of recommended settings is provided. Changes to these settings should be made only in consultation with the Burgiss Group.

There are two kinds of user rights in private i: restricted, (abbreviated R), and unrestricted (U). Both kinds of users can view all tables and fields in private i, but restricted (R) users are typically unable to make changes to cash flows and other tables, as controlled defined by the administrator. Restricted (R) tables are read-only for restricted (R) users, while unrestricted (U) tables can be modified by all.

24.6.3 Table Rights

This window lets the administrator assign table rights to the tables in private i. The rights assigned to a table determine who can make changes to that table. There are two types of rights in private i: restricted (R), and unrestricted (U). Users are assigned U or R rights under File | Admin | Security. Users with R rights can only make changes to tables with assigned R rights and not to those assigned U rights. Users with U rights can make changes to tables with both R and U rights. Both R and U users can view all records and tables.

24.7. Installation

24.7.1 Installation Overview

The installation of private i is overseen by the Burgiss Group and the person designated as private i administrator, who is trained by the Burgiss Group. The installation includes the private i executable, the Borland BDE, and network and local directory structures, configurations, and settings. These aspects of the private i installation are discussed in the topics listed below, and are intended mainly for the private i administrator.

Many considerations are taken into account when designing an installation of the private i system, all of which affect the operation and performance of the system. Your private i administrator and the Burgiss Group are your best resources for issues of installation and configuration. All changes and additions to the private i system should be made or overseen by the private i administrator. Issues of system and data integrity depend on communication between private i users and administrator.

Private Directory Location

By default, private i uses one engine configuration file (IDAPI.CFG) to designate aliases throughout an installation. This places a constraint on the naming and location of the private directory: all users must have the same name for their private directories. This can be two different designations:

With a network drive, a logical drive that is private to a user (such as h:\mynetdir, where mynetdir is a mapped designation assigned to a single user).

With a local drive (such as C:), a uniform directory used only for this purpose, for example c:\private\pipriv.

For other configurations, please contact the Burgiss Group

Performance Considerations

The performance of your private i system is a complex issue, as there are many factors that affect performance, including operating system, network topology, network traffic, memory, hard disk access time and CPU. The location for the application executable, the database engine DLLs and the private directory may affect overall application performance. This is an issue that needs to be approached carefully by the system administrator. Please contact the Burgiss Group for an in-depth discussion on measuring some of these factors prior to attempting to change the configuration as installed.

24.7.2 System Requirements

System Requirements

Operating System

Microsoft Windows 95 or Windows NT 4.0 or higher for 32 bit version.

User Hardware

Minimum recommended configuration. Pentium 200 with 64Mb of RAM.
40 Mb Free Hard Disk Space on local machine.
600x800 SVGA Resolution Minimum

Network

Windows NT, Novell (3.12 or higher) network or other BDE-compatible network. For more

information on network compatibility, consult BDE literature, Borland, or the Burgiss Group.

24.7.3 Network Rights

Directory Structure

Read/Write/Create access to the directories designated by PICOMMON, Read access to PIREPORTS. Read/Write/Create access to PIPRIV.

Network Rights

BDE Network Control File

To support the record-level locking required by the BDE, a central network control file ("Pdoxusr.net") is automatically created by the BDE. The location for this file must be designated in a shared directory with read/write/create access granted to all users of private i. This directory is identified in the engine configuration file (idapi.cfg). The BDE configuration utility (BDECFG.EXE provided upon installation) lets network administrators change this central location (Drivers | Paradox | Net Dir). A suggestion for this directory is the directory in which the common files are stored (:PICOMMON:).

Data Directories

PICOMMON must be assigned Read/Write/Create rights. PIREPORT can be assigned Read rights only).

Private Directory

The private directory is a directory exclusive to a each user at runtime. This directory is used for the creation of temporary files, and as the default location to save exported tables and reports. private i, through the BDE, will assure that the directory specified for each user is exclusive by creating a lock file (Paradox.lck) upon startup and deleting that file upon close of the application. This private directory is identified in the engine configuration file (IDAPI.CFG) as the directory with the alias PIPRIV.

24.7.4 Multiuser Issues

private i uses the Borland Database Engine (BDE). This is a very powerful, time-tested database engine that supports concurrency and robust locking:

One to several hundred people can use **private i** simultaneously on a network.

The BDE supports record-level locking, meaning the first user to lock a record controls the record until it is posted. An attempt to lock a record will only occur if the user actively edits the record. Users with Readonly rights cannot lock records. A new record is not in the database until it is posted.

Users can query the database for information even though other users have records locked the information in the report will reflect the most current information **private i** can find. Reporting within **private i** is done with the help of a private directory. By default all saving of exported files (Excel, Lotus 1-2-3, and so on) are exported to the current user's private directory.

Each user of **private i** must have the proper database configuration file, (IDAPI.CFG), sufficient network rights to the directories in which **private i** resides, and a private directory corresponding to the private alias ("PIPRIV") in IDAPI.CFG. See Installation.

24.7.5 Installation

Individual users of private i require:

- Full read/write access to the file locations of the database.
- A private directory created that matches the location of the PIPRIV alias in IDAPI.CFG.
- Read/Write/Create access to the location of the Net Dir parameter of the Paradox Driver of the Borland Database Engine configuration file.

Database Engine Configuration

Have the database administrator use the database engine configuration program (BDECFG.EXE) (installed in the Windows private i group) to set the location of the Net Dir parameter.

25. Technical Reference

25.1. User Interface

User Interface Design Principles

As Alan Cooper points out in his seminal book on user interface design, "About Face," Microsoft is one of the most frequent violators of the "Microsoft Windows Standards." Despite this, private i, for the most part, follows generally-accepted Windows design standards. Here are some of the design principles on which private i is based.

MDI vs. SDI

There are two current Windows user interface application design paradigms, Single Document Interface (SDI) and Multiple Document Interface (MDI). private i was designed as an MDI application, where the main application is a parent window that contains child windows. Multiple child windows can be displayed at the same time. Within an MDI application child windows tile and cascade within the parent's frame. Window selection is simple—users can use the Window menu and select from a list of the open windows or press Ctrl+Tab to move between them. (On an interesting note, even Microsoft no longer seems certain that SDI is its new paradigm: VB5 is now an MDI application.)

Parent Window

The parent window is the private i Desktop, and contains a menu, toolbar, desktop area, and status bar. The toolbar consists of a series of buttons that speed access to frequently used menu commands and a VCR-like control known as the database navigator. Hints appear when the mouse cursor moves over a control. The File | Preferences menu allows individual users to change desktop color, hide or show the toolbar, and hide or show the hints.

A Consistent Menu

With the exception of specialized Database Administrator functions, the main menu is visible and complete (though not necessarily enabled) all the time. No menus are "merged" or changed at runtime. The user can explore the main menu, learn its extent and shortcut keys with the knowledge that this is the complete menu. Menu choices are enabled and disabled at runtime according to context. For example, the File | Open | Investments | Cash menu choice is disabled unless the Commitments form is open and active. The left panel of the status line at the bottom of the desktop provides extended hints on the current menu choice.

Context Menus

Right clicking on several of the central application forms, such as Commitments or Portfolio Investments, displays a popup menu defined by the current context.

Consistent Database Navigation

The main menu and the database navigator work in concert with user interaction to produce a consistent set of controls for all database fields. For example, the Locate and Locate Next menu choices bring up a search dialog initialized to search for values in the current field of any table. For another example, the *state* (Edit or Browse) of the database is easily discerned from a glance at the database navigator's controls. For example, when a record is in edit mode, post is enabled, edit is disabled, and so on.

File Open/Close Menu Options

Within private i, the notion of a "form" as a file is for the sake of Windows standards only. Most forms in private i have active connections to two or more tables and each table may involve open file connections to one or more active indexes.

Program Window Controls

Windows are generally non-modal and sizable. Modal windows are used sparingly. Where feasible, grids on sizable forms expand to fill the available window to display as much information as possible.

Closing Windows. To the extent possible, absent from private i are separate windows controls, such as OK and Cancel buttons, with the sole purpose of closing forms. These buttons exist in private i only when a form is modal--that is, when the form requires you to deal with it prior to continuing. Any non-modal form can be consistently closed within private i four or five ways: from the main menu with File | Close; from the System menu with Close (or by double-clicking it); with Ctrl+F4; or the X system control within Windows 95/NT. As reassurance, private i will prompt the user if records are unposted when they attempt to close the current form. To cancel the current record, choose Edit | Cancel from the main menu, press [Alt+Backspace], or click the X button on the database navigator.

Parent-Child Windows Display Linked Data

Parent-child windows are used when displaying linked detail data. When the parent is closed, all of its children are automatically closed. For example, the Commitments form has five direct child windows: Capital Calls, Fees, Cash, Stock, and Ending Value. Each of the data sets in these child windows belong to a commitment form. Only single instances of these child forms can be opened *for a particular parent*, although multiple instances of the Commitments form can be open.

Tabbed Notebooks

Tabbed notebooks have consistent hot-keys to move between pages: Alt+1, Alt+2, Alt+3 and so on. Tabbed notebooks are all single-tier (we wholeheartedly agreed with Mr. Cooper's assessment that the multi-tiered tabbed notebook, in wide use though Windows programs, is one of the most confusing design interfaces yet devised).

Screen Resolution

The design screen resolution of private i is the current SVGA standard of 800x600 or better, not 640x480. Nothing cripples a database application's usability more than the inability to see enough information. Our strong recommendation: private i should be used with a 17" monitor. Using private i with displays set to the old standard of 640x480 requires scrolling several important forms.

Keyboard Enabled

Although many tasks can benefit from the use of a mouse, private i was designed to be used without one as well.

Searchable Lists

Searchable lists appear on the first page of several key forms, including Commitments, Organizations, Portfolio Companies and Portfolio Investments. Typing will incrementally search these lists. Pressing [Enter] moves to the second page.

Form Level Help

Pressing F1 on any form will bring up help on that form, including a description of all fields and their acceptable range of values.

25.2. Platform

private i was developed in Delphi. Delphi was chosen because it ranked at the top of our list for:

- Simplicity and stability in deployment
- Maintainability, extensibility and robustness of code
- Speed of execution

- Size of code/memory requirements
- Ease of development, including development environment, user interface design tools, and third-party support.

Delphi's compiler technology has its roots in Borland's Turbo Pascal, one of the world's most popular programming languages. Delphi was created to provide a windows-specific database development tool within a native-code compiler. With a rich set of native-language components (the Visual Component Library or VCL), Delphi simplifies development by encapsulating native windows controls and behavior. Delphi, a true object-oriented programming (OOP) language, creates a high degree of reusability and maintainability. Starting with release 2.0 (Feb '96), Delphi uses the same back-end compiler as Borland's C++ compiler. Delphi IV, released in June of 1998, continues this trend. As of 3/99, private i is programmed using Delphi IV.

25.3. Database Architecture

The following text is intended for those familiar with database design.

The database demands of the private equity asset class are relatively modest. With 15 years of history, even the largest investors are working with perhaps hundreds rather than thousands of commitments. These cascade into tens of thousands rather than hundreds of thousands of records. Thus, for simplicity, private i is currently a file-server based database application that uses an widely accepted local and file-server database table format (Paradox). Yet our long-term approach is predicated on supporting an n-tier client-server DBMS. All querying and reports are based on queries done with a simple subset of ANSI 92-compliant Structured Query Language (ANSI SQL). As well, no use was made of non-standard field, table or index formats or constraints that would jeopardize this long term approach. For example, the use of identity, Graphic and Boolean field types (which could have simplified development) were rigorously avoided. For another more difficult choice, database referential integrity is enforced on the client-side rather than tied to a specific database implementation. Although this imposes additional load on the client, it clears the way for back-end independence in a multi-tier environment.

Within the user interface, private i uses a centralized mechanism to control database navigation and editing, guaranteeing consistency of behavior throughout the application. Editing restrictions are currently tied to table and user rights to help control inadvertent changes. Date and time stamping is done automatically as records are inserted and updated.

At the start of the application, a series of initializations occur. If any initialization fails, execution of private i is halted and an error message displayed.

25.4. BDE

private i uses the Borland Database Engine (BDE) for access to data. The BDE, also known as the Independent Database Applications Programming Interface (IDAPI), is contained in a series of shared DLLs. The BDE is a highly-optimized data access engine, available in both 16 and 32-bit implementations. private i 32 uses the 32-bit BDE. The BDE provides transparent connection to a variety of databases, including local databases such as dBASE, Paradox, and Access, as well as back-end databases such as DB2, Sybase, Informix, SQL Server and Oracle. The BDE supports buffering of data, bi-directional cursors, in-memory tables, multi-language support, bookmarks, distributed datasets and an open Applications Programming Interface (API). On local tables, the BDE supports both record-level locking and record numbers.

For each user, the database engine is initialized upon startup of private i, creating a single

default *session* to which all of the open databases are connected.

25.5. private i Databases

25.5.1 Database Aliases

With connections to client/server databases, the BDE identifies databases by name, driver type, and so on. Within the context of file-server-based deployment, databases are identified by a file directory. The BDE uses *database aliases* to map these directories to databases. A database alias is stored in the engine configuration file (IDAPI.CFG) and includes connection and driver information.

Three databases are in nearly constant use within private i. These are identified by the database aliases piCOMMON, piREPORTS, and piPRIV.

piCOMMON holds all the main database tables in private i, including what was formerly lookup and client-specific data. In piCOMMON are tables that contain data you add about organizations, contacts, addresses, telephone numbers and email addresses. piCommon also holds portfolio company information, partnership data, as well as partnership investments and their associated cost and market data. piCOMMON also holds composite tables, and contains security and program registration information and a user log.

piREPORTS contains system information that relate to the definition of and creation of reports, including tables that hold SQL statements.

piPRIV is the designation for a *private* directory. The private directory is a directory to which a user can have exclusive access. This directory is used to store and hold temporary tables, and is usually on a local drive. At startup, failure to gain exclusive use of a private directory will display a message to this effect and halt execution.

25.5.2 Important Tables

piCOMMON

The Org table connects directly to four other tables: Contact, Address, Telemail and Notes. Each organization can tie to a parent organization (creating a chain that, for example, describes a company and its divisions) and have unlimited addresses, telephone/email addresses, contacts and notes. Each contact must be associated with an organization (though an organization can be as simple as '<Personal Contacts>' and have no other associated information). Each contact, through the same address, telemail and notes tables, can in turn have unlimited addresses, telephone/email addresses and notes. Composite data from one or more client-level commitments are stored in piCOMMON in the C_Commit table, C_Tkdn, C_Fees, C_Cash, C_Stock, and C_Endval tables. All except C_Commit mirror their counterparts in the piCLIENTx databases. Since these tables are clones of the main commitment and transaction tables, within the contexts of composites, many fields within these tables have no meaning. The *Commits* table contains a record of each private equity commitment within a Client. Three fields, FundMgrName, PartnershipName, and OriginatorName are redundantly stored in this table for ease of viewing. Changing these names after a commitment has been made therefore requires administrator rights and exclusive use. Tied to Commits are nine others that track transactions and performance: Partners, Takedown, TkDnDet, Fees, Cash, CashDet, Stock, DistStok,

Endvalue, IRR, and AcctFlow. IRR contains summary values of the commitment from inception and is derived from five commitment detail tables: AcctFlow contains the valuation-ending accounting flows. Takedown, Fees, Cash, Stock and Endvalue. The IRR table does not have surrogate key. It is keyed by CommitID and Date.

Throughout this document, tables are specified with their alias prefixed thus:

:piCOMMON:Offering.

25.5.3 Keys, Indexes & Relationships

Nearly all tables within private i have a surrogate key as their primary key. In other words, each record is guaranteed uniqueness by assigning a unique integer to its primary key. These keys are assigned upon the insert of a new record from a central *NextID* table.

Most tables have a direct relationship, either one-to-one or one-to-many, with other tables. These relationships are defined by explicit links between the primary key of a master table and one or more secondary indexes of another table. These relationships are enforced upon adding, updating or deleting records by coding restrictions within the application, not by referential integrity defined within the database.

Note: The Org and Contact table share the Address, Telemail, and Notes tables. Cross linking is avoided by keeping their starting surrogate keys widely separated. The initial ID for the Org table is one. The initial ID for the Contact table is negative one billion.

25.6. Reporting Design Principles

private i uses a table-driven reporting architecture. The definition of the reports and the steps used to create them are contained in tables (contained in piREPORT, discussed above). Three tables, Report Master (:piREPORTS:Rptmast), Reports (:piREPORTS:Reports), and Report Steps (:piREPORTS:Rptsteps) hold a hierarchy of information needed to assemble and/or act on the information in the data tables to create reports within private i. In simple reports, the information for a report is gathered from existing data using one or more SQL statements and reported on. In complex reports, internal routines do the remaining manipulation of the data prior to final report output.

Frequently used client commitments can be grouped into report sets. These can be both created and maintained with File | Admin | Report Sets or at the time you create a report.

25.7. Database Considerations

Concurrency

In a typical installation, a dozen or more users may have private i open on their desktops all day long, browsing, entering or changing data and creating reports. While private i is open, multiple database connections are open across the network. With few exceptions, most notably in reporting, the data in private i is inherently both *live* and *shared*. Database concurrency means that changes are instantly reflected throughout the organization. When reports are run, private i creates snapshots of the data in the system at the current time. This live nature of the data means that precautions should be in place to preserve and protect these connections.

Avoiding Database Corruption

It is the nature of all databases to suffer database corruption. One of the most frequent causes of database corruption is unreliable, broken, or sudden interruptions in network connections with

live data. Database corruption also can be induced by inadequately trained users deleting supporting files or by computer viruses. Database corruption can be slight, such as a corrupt index, or severe, where the table header information or entire blocks of records are destroyed. To a user, slight data corruption most often shows itself with error messages or inconsistent behavior. Records may appear in the wrong order or error messages may indicate a "corrupt or missing index."

The database engine behind private i (the BDE) is in use at millions of sites world-wide. It is fast, reliable and secure but it, as with all database systems, it comes with utilities that help rebuild corrupted database. We have provided the database administrator with the ability to reindex tables and reset primary key values. More serious database corruption can be corrected with a table rebuild utility. Some corrupt databases cannot be salvaged and so restoring from backup is the only option.

Here are tips to help avoid database corruption:

- Close private i when not needed.
- Avoid problematic programs while private i is running. If you experience a Windows General Protection Fault (GPF) in another program while private i is running and are forced to reboot your computer, you increase the risk of database corruption.
- Always exit private i prior to shutting your machine off.
- Have 5 to 10 megabytes free of disk space at all times in your designated private directory. Your private i private directory is shown in Help | System.

As always, the best defense against data loss is a reliable backup system.