

TWENTY-FIRST CENTURY

PARTNERS SYSTEM™

**PARTNERS SYSTEM
PARTNERSHIP ADMINISTRATION SOFTWARE
PROCEDURES MANUAL**

WINDOWS VERSION 4.5

TWENTY-FIRST CENTURY COMPUTER SYSTEMS

TWENTY -FIRST CENTURY PARTNERS SYSTEM

NOTICE

Twenty-First Century Company, Inc. reserves the right to make improvements to the product described in this document at any time without prior notice.

DOCUMENTATION

The PARTNERS SYSTEM Partnership Administration Software Procedures Manual presents a summary of the Twenty-First Century Partners System -- computer software package for limited partnership administration. The document presents installation, setup and operating procedures.

SUPPORT SERVICES

Twenty-First Century operates on the premise that providing the best partnership administration software is only part of the job. Support services are equally important. Twenty-First Century provides telephone support, custom programming and internet access at <http://www.21stcenturycompany.com>

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Installation Procedures

Part 1: Partnership Administration Software

Insert the CD in the Drive.

Double click on the MyComputer Icon on the Windows Desktop.

Double click on the CD Drive Icon: 21stcentury

Double click on the Setup.exe Icon: Setup Launcher

Click on the Next Button.

Review the License Agreement, and click on the I Accept the Terms Button, then click on the Next Button.

Enter your Name and Company, then click on the Next Button to install the Partnership Administration Software in the c:\Program Files\Twenty-First Century\Partners System Directory.

Review the Settings, then click on the Install Button to begin copying files.

Click on the Finish Button.

Click on the Windows Start Button, and restart the computer.

Leave the CD in the Drive for Part 2 of the Installation Procedure.

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Installation Procedures

Part 2: Interbase Database Software

Insert the CD in the Drive if it isn't still there from Part 1 of the Installation Procedure.

Double click on the MyComputer Icon on the Windows Desktop.

Double click on the Icon for the CD Drive: 21stcentury

Double click on the Interbase Folder.

Double click on the Setup.exe Icon: Interbase 6.5 Setup Wizard

Click on the Next Button.

Review the License Agreement, then click on the Yes Button.

Click on the Next Button.

Enter the Certificate ID: 50-60-55-VAR-13506 (note: uppercase/ include dashes)

And the Certificate Key: 31-10-66-0 (note: include dashes)

Then click on the Next Button.

Click on the Next Button to install in
the Destination Directory: C:\Program Files\Borland\Interbase

Click on the Next Button.

Click on the Next Button.

Click on the Install Button.

Click on the Finish Button. (Ignore Installation Error: specified file is not readable).

Click on the x to close the Interbase Folder on the CD Drive.

Remove the CD from the Drive.

Click on the Windows Start Button, and restart the computer.

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Partnership Administration System Directories/Files

c:\Program Files\Twenty-First Century\Partners System

Partners.exe - Partnership Administration System Program
Partners.hlp - Partnership Administration System Help File
DIInterface.exe - Data Import Interface Program
TSInterface.exe - Tax System Interface Program
XLInterface.exe - Excel Spreadsheet Interface Program
WPInterface.exe - Word Processing Interface Program

c:\Program Files\Twenty-First Century\Partners System

Partners.gdb - Partnership Administration System SQL Database

c:\Program Files\Borland\InterBase\BIN

ibserver.exe - Interbase SQL Database Server Program
ibconsole.exe - Interbase Database Administration Program

c:\Program Files\Borland\InterBase\UDF

bcbmm.dll - Borland C Builder Memory Manager
ib_udf.dll - Interbase User Defined Library
udf.dll - User Defined Library Dynamic Link Library

c:\Program Files\twenty-first century\Partners System

Partners.rav - Partnership Administration System Report Writer Interface
Rave.hlp - Rave Report Writer Help File
Rave.ini - Rave Report Writer Configuration File
RaveSolo.dll - Rave Report Writer Dynamic Link Library

CD ROM

PROCEDURES.doc - Partnership Administration System Procedures
ReportWriter.pdf - Rave Report Writer Manual

TWENTY-FIRST CENTURY PARTNERS SYSTEM

System Overview

Part 1: Introduction

The Twenty-First Century Partners System brings highly sophisticated computerized administration within reach of all partnership organizations whether large or small. It is written entirely in the language of the business and professional community. It can be used immediately for any type of partnership and requires no prior knowledge of computers.

The Partners System reduces the difficult tasks of partnership distributions and tax reporting. A variety of allocation formulas are available to make the distributions automatically. You can also define your own customized formulas for special allocations. The system prints IRS Form 1065 Schedule K and Schedule K-1 reports. The system also generates information for state tax returns. Both IRS facsimiles and IRS approved substitute schedules are available.

The Partners System simplifies the task of tracking each partner's capital account from escrow through termination. Quarterly and annual account statements may be printed for each partner showing the beginning and ending balances as well as any transaction activity such as investments, withdrawals and distribution payments. A partner phone directory may be printed showing the name, address and phone number of each partner in alphabetical order.

During the escrow period, the Partners System monitors investments to the partnership. The amount of interest earned by each partner is computed based on the deposit amount and date. Several reports are available including a Partnership Offering Investments Report, Escrow Interest Report and a Blue Sky Report. The Partners System also generates Investor Welcome Letters, Escrow Confirmation Letters and Partnership Certificates. If desired, escrow interest checks can be printed for each of the investors.

If partnership units are sold through brokers, the Partners System offers the capability of supporting their activity. The system computes brokerage commissions including wholesale fees, due diligence fees and broker sales fees. Each broker's name, address, phone and market territory are stored. Quarterly and annual reports may be mailed to the brokers showing the account status and yield by account for each of the investors that they brought into the partnership. Summary reports are available to analyze performance by marketing territory and individual broker sales representative. A broker sales rep directory listing is also available.

Partnership distribution checks may be printed for five types of payments: quarterly distribution payment, annual distribution payment, special distribution payment, termination distribution payment and an escrow interest distribution payment. The checks may either be made out to the partner or to an optional check payee such as a trust fund and mailed directly to the bank/trustee for deposit. A Distribution Check Register Report may be printed for all distribution payments. A Distribution Check Reconciliation Report is also available for a range of check numbers corresponding to a bank statement.

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Mailing labels may be printed for six types of mailings: investor labels across all partnerships, investor labels for one partnership, distribution check labels, duplicate statement labels, broker sales rep mailing labels and broker commission check labels. Duplicate investor statements may be mailed to the investor's accountant, attorney, bank or other designated person. Window envelopes may also be used with the investor statements, broker statements and distribution checks to facilitate the mailing process.

Many other management reports are available to provide a wealth of information on the partnership. Rather than printing voluminous reports, the information may be previewed on the computer's display screen. The Partners System provides easy to use menus and inquiry screens to access the information quickly.

The Partners System offers the following primary menu selections:

- **Data Entry**
- **Processing Operations**
- **System Output**
- **Database Information**
- **System Interfaces**

The following sections describe each of these options.

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System Overview

Part 2: Data Entry

The Twenty-First Century Partners System Data Entry Menu provides the following selections:

- **Enter Investor Account Transactions**
- **Enter Distributive Share Data**
- **Enter Partnership Fund Setup Data**
- **Enter Broker Sales Data**
- **Enter Installment Sales Data**
- **Enter Fund Investment Data**

Enter Investor Account Transactions: The Twenty-First Century Partners System Enter Investor Account Transactions Menu provides the following selections:

- **Investor General Information:** to add a new investor to the database. The data elements include investor id code, tax id, broker code, entity code, phone numbers, email, primary mailing address, distribution mailing address and duplicate statement mailing address.
- **Investor Partnership Information:** to enter the partnerships that an investor belongs to: The data elements include investor id code, partnership code, class code, number of units purchased, purchase date and investment amount.
- **Investor Account Activity Transactions:** to add a new account activity transaction. Examples include capital investment, capital withdrawal, escrow deposit, escrow withdrawal and distribution payment. The data elements include investor id code, partnership code, class code, activity code, fiscal year, transaction date, transaction dollar amount, reference number and broker sales rep code.
- **Transfer of Trustee:** transfers all investors under one trustee to another trustee. The system prompts for the partnership code, the old trustee tax id, the new trustee tax id, the new trustee name/address info, the fiscal year and the transfer date. The system will not allow the transfer if the transfer date precedes the last database freeze date for a quarter end distribution closing or a year end closing. The system generates a withdrawal transaction for each of the old trustee's investor accounts and an investment transaction for the same amount on the same date for each of the new trustee's investor accounts. The amount of the transaction is equal to the current book value of the account as of the transfer date.
- **Transfer of Individual Investor:** transfers all of one investor's interest in the partnership to one or more other investors. The system prompts for the partnership code, the old investor id, the new investor ids, the transfer percentage for each new investor, the fiscal year and the transfer date. The system will not allow the transfer if the transfer date precedes the last database freeze date for a quarter end distribution closing or a year end closing. The system generates a withdrawal transaction for each of the old investor's accounts and an investment transaction for the same amount times the transfer percentage on the same date for each of the new investor accounts. The amount of the transaction is equal to the current book value of the account as of the transfer date.

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Enter Distributive Share Data: The Twenty-First Century Partners System Enter Distributive Share Data Menu provides the following selections:

- **Total Partnership Amounts to be Distributed For Federal Taxes:** to add the total amount of an item for the partnership to be distributed for federal taxes. Examples include ordinary income (loss), net short term capital gain, net long term capital gain, and expense deduction for recovery property. The data elements include partnership code, fiscal year, IRS item code, distribution ratio code and the total partnership dollar amount.
- **Federal Tax Schedule Footnotes:** to add footnotes to be attached to the federal tax returns Schedule K and Schedule K-1. Any number of footnotes may be added. The data elements include partnership code, fiscal year, footnote number and footnote description.
- **Total Partnership Amounts to be Distributed For State Taxes:** to add the total amount of an item for the partnership to be distributed for tax returns to be filed in a particular state. Examples include ordinary income (loss), net short term capital gain, net long term capital gain, and expense deduction for recovery property. The data elements include partnership code, fiscal year, IRS item code, state, distribution ratio code and the total partnership dollar amount for the state.
- **State Tax Schedule Footnotes:** to add footnotes to be attached to the state tax returns of the partnership and the partners. Any number of footnotes may be added. The data elements include partnership code, state, fiscal year, footnote number and footnote description.
- **Total Partnership Distribution Ratio Codes:** to enter distribution ratio codes for profit sharing, loss sharing and ownership capital. These codes are used to compute percentages for the individual partners at the beginning and end of the fiscal year for tax reporting as required on IRS Form 1065 Schedule K-1. The data elements include partnership code, fiscal year and the ratio codes for each item.
- **Individual Investor Distributive Share Item Ratio Values:** to add a distributive share item ratio value for a partner who has been added to the database. These values must be entered for ratio codes 1 through 6 if any of the distributive share items have been assigned one of these codes. These values will be computed automatically by the system and need not be entered for ratio codes 7 – 24. The individual partner distributive share item ratio values are multiplied times the total dollar amounts for the partnership to automatically allocate the items to the individual partners. The data elements include the partnership code, class code, investor id, fiscal year, distribution ratio code and distribution ratio value.
- **Total Partnership Liability Amounts:** to add the total dollar amounts of the nonrecourse, qualified nonrecourse and other liabilities for the partnership. These liabilities are automatically allocated to the individual partners for tax reporting as required on IRS Form 1065 Schedule K-1. The data elements include the partnership code, fiscal year and the liability amounts.

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Enter Partnership Fund Setup Data: The Twenty-First Century Partners System Enter Partnership Fund Setup Data Menu provides the following selections:

- **Partnership General Information:** add a new partnership to the database. The data items include partnership code, tax id, partnership name, address, fiscal year end (mm/dd) and IRS filing center.
- **Partnership Class Information:** setup partnership classes such as general partner and limited partners. The data items include partnership code, class code, class description and distribution ratio value (for example, .01 = general partner and .99 = limited partners).
- **Blue Sky Restrictions By State:** add blue sky restrictions for each state that the partnership is registered to sell units. The data items include partnership code, state, minimum number of units per sale in the state, minimum total cumulative investment to close escrow in the state, maximum investment allowed per the current registration in the state, critical percentage of the maximum, and escrow status indicator.
- **Marketing Incentive Program Parameters:** setup marketing incentives program for the broker/dealer sales representatives. The data items include partnership code, partnership type (public or private), key points per sales dollar, program start date and program end date.
- **Installment Sales Program Parameters:** add installment sales parameters if the partnership is sold on an installment payment basis. The data items include partnership code, partnership class code, number of share units, total investment dollar amount per share unit, number of installment payments and the interest rate on past due installments.
- **Broker Sales Commission Parameters:** add broker/dealer sales commission parameters if the partnership units are sold through broker/dealer sales representatives. The data items include partnership code, broker firm code, sliding scale commission option, retroactive option for sliding scale commission rates, fixed rate sales commission percent, fixed rate due diligence percent, fixed rate wholesale fee percent, commission payment status code and signing broker sales rep code.
- **Broker Sliding Scale Commission Rates:** add sliding scale commission rates if the partnership is sold through broker/dealer sales representatives with rates based on sales volume rather than fixed commission rates. The data items include partnership code, broker firm code, sliding scale level number, lower limit sales volume, upper limit sales volume, sales commission percent, due diligence commission percent and wholesale fee commission percent.

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Enter Broker Sales Data: The Twenty-First Century Partners System Enter Broker Sales Data Menu provides the following selections:

- **Broker Firm General Information:** add information about each broker firm that is registered to sell partnership units. The data items include broker code, broker firm name, tax id, public program indicator and private program indicator.
- **Broker Office General Information:** add information about each of a broker firm's offices. The data items include broker code, office code, address, market region, phone number and email address.
- **Broker Sales Rep Information:** add information about each of a broker firm's sales representatives. The data items include broker code, office code, sales rep code, sales rep name, title, salutation, phone number, email address, status code, sort field, due diligence officer indicator and commission check receiver indicator.
- **Broker Annual Sales and Commissions:** add information regarding sales volumes and commissions for a broker/dealer registered to sell the partnership units. The data items include broker code, partnership code, contract year, year-to-date sales volume, year-to-date sales commissions earned, year-to-date sales commissions paid, current sales commissions due and retroactive sales commissions due.
- **Broker Commission Check Transactions:** add information for broker commission check transactions. The data items include broker code, partnership code, contract year, check date, check code, check amount, check number, sales commission percent, due diligence commission percent and wholesale fee commission percent.
- **Broker Sales Rep Transfers:** transfer an existing sales representative from one broker/dealer firm to another firm. A new unique sales rep code must be assigned to the sales rep and the following rules apply:
 - Sales rep's commissions for sales at the old broker/dealer are paid to the old firm and the history of payments is maintained under the old sales rep broker code.
 - After the transfer, the sales rep's commissions for sales are paid to the new broker/dealer and stored under the new sales rep broker code.
 - The sales rep at a new broker/dealer is not entitled to retroactive commission rate increases based on sales at the previous broker/dealer. Rates for commission calculations are applied only to sales at the new broker/dealer after the transfer.
 - The old broker/dealer receives retroactive payments on the basis of total sales prior to the transfer.
 - The retroactive commission rates are relevant for transfers if the transfer occurs during the contract year of the sale.

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Enter Installment Sales Data: The Twenty-First Century Partners System Enter Installment Sales Data Menu provides the following selections:

- **Installment Sales Parameters:** add information to setup installment parameters if the partnership units are sold to investors on an installment payment basis. The data items include partnership code, partnership class, share unit value in dollars per unit, number of installments and the interest rate on past due installments.
- **Installment Payment Schedule:** add information to schedule installment payments. The data items include partnership code, class code, installment number, installment due date and installment payment amount per share unit.
- **Installment Invoice Amounts:** add invoice information for investors who purchase partnership units on installment payments. The data items include partnership code, class code, investor id, installment number, installment due date, capital amount due and interest amount due.
- **Installment Payment Receipts:** enter installment payments received from investors. The data items include partnership code, class code, investor id, installment number, payment date, capital amount paid and interest amount paid.

Enter Fund Investment Data: The Twenty-First Century Partners System Enter Fund Investment Data Menu provides the following selections:

- **Add New Investment Information:** add information for fund investment. The items include symbol, investment description, purchase date, quantity, total cost and current price.
- **Add New Investment Transaction:** add information for fund investment. The data items include symbol, transaction code, transaction date, quantity, price, transaction cost for fees and commissions not included in the price. The transaction codes include BL = Buy Long, BS = Buy Short, SL = Sell Long and SS = Sell Short.

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Part 3: Processing Operations

The Twenty-First Century Partners System Processing Operations Menu provides the following selections:

- **Distribution Ratio Calculations**
- **Distribution Payment Calculations**
- **Year End Distributions For Federal Taxes**
- **Year End Distributions For State Taxes**
- **Quarter End Closing Capital Account Balances**
- **Year End Closing Capital Account Balances**
- **Escrow Closing Interest Distribution**
- **Broker Commission Calculations**
- **Installment Sale Invoicing**
- **Interest Assessment on Past Due Installments**
- **Fund Investment Transaction History**
- **Fund Investment Month End**

Distribution Ratio Calculations: computes distribution ratio values corresponding to each distribution code for every partner. The ratios should be computed at year end after Year End Closing Capital Account Balances and before Year End Distributions for Federal Taxes. The system prompts for the partnership code and fiscal year. The ratios should also be computed at the end of each quarter after the Quarter End Closing Capital Account Balances.

Distribution Payment Calculations: computes the payment amount for each partner given the partnership code, fiscal year, activity code, distribution date, distribution ratio code and the total amount to be distributed for the partnership. The activity code represents the distribution type quarterly (Q1, Q2, Q3 or Q4), annual, special, or termination distribution. The system creates a transaction for the payment in the investor activity database. If the distribution ratio code is 7-24, then distribution ratios will be calculated for each partner. If the distribution ratio code is 1-6, then the ratio values must be entered for each partner before distribution payment calculations.

Year End Distributions For Federal Taxes: computes the distributive share amount corresponding to each IRS line item code for every partner. This operation should be executed at year end after Year End Closing Capital Account Balances and Distribution Ratio Calculations.

Year End Distributions For State Taxes: computes the distributive share amounts by state corresponding to each IRS line item code for every partner. This operation should be performed at year end after Year End Closing Capital Account Balances and Distribution Ratio Calculations.

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Quarter End Closing Capital Account Balances: computes the quarter ending and the weighted average capital account balances for every partner based on any account transaction activity during the quarter. This operation should be executed before Distribution Ratio Calculations and Distribution Payment Calculations.

Year End Closing Capital Account Balances: computes the year end and the weighted average capital account balances for each partner based on any account transaction activity during the quarter. This operation should be performed before Distribution Ratio Calculations and Year End Distributions For Federal Taxes.

Escrow Closing Interest Distribution: computes the amount of interest earned by each investor during the escrow period. The amount is based on each investor's deposit date, the escrow closing date and the total amount of interest to be distributed for the partnership.

Broker Commission Calculations: computes the commissions earned by brokerage firm including sales commission, wholesale fee and due diligence. This operation should be performed before printing broker commission checks and broker commission reports.

Installment Sale Invoicing: computes the invoice amount for each investor if the partnership is marketed on an installment investment basis. This option should be executed before printing invoices to mail to the investors for payment.

Interest Assessment on Past Due Installments: computes the interest for each investor who is delinquent on an installment payment. This operation should be performed before printing delinquent notices to mail to investors for payment.

Fund Investment Transaction History: prompts for the partnership code and fund investment symbol and then processes all transactions for the investment from the initial purchase to compute the current quantity and cumulative cost basis for the investment.

Fund Investment Month End Processing: updates the fund investment capital gains(losses) table with the ending capital balance and capital gain(loss) for the month based on the beginning capital balance and the current market value for each investment.

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System Overview

Part 4: System Output

The Twenty-First Century Partners System Output Menu provides the following selections:

- **Management Reports**
- **Broker Reports**
- **Commission Checks**
- **Investor Statements**
- **Distribution Checks**
- **Mailing Labels**
- **Fund Investments**
- **Tax Reports**
- **Installment Sales Reports**
- **Sales Reports**
- **Directory Lists**

Management Reports: The Twenty-First Century Partners System Management Reports Menu provides the following selections:

- **Investor Master Lists Across All Partnerships:** prints a master list of investors across all partnerships showing the name/address information, tax id, phone numbers, email address and the partnerships that each investor belongs to.
- **Quarterly Summary Report By Investor:** prints beginning and ending capital balances and distribution payments for the quarter and year-to-date for each investor.
- **Quarterly Summary Report By Class:** prints beginning and ending capital balances and distribution payments for the quarter and year-to-date for each partnership class.
- **Quarterly Summary Report By Broker:** prints beginning and ending capital balances and distribution payments for the quarter and year-to-date by broker name for the investors whom the broker was responsible for selling units in the partnership.
- **Annual Summary Report By Investor:** prints total net income, total year-to-date distribution payments and net income distribution balance for each investor.
- **Annual Summary Report By Class:** prints total net income, total year-to-date distribution payments and net income distribution balance for each partnership class.
- **Annual Summary Report By Broker:** prints total net income, total year-to-date distribution payments and net income distribution balance by broker name for the investors whom the broker was responsible for selling units in the partnership.
- **Distribution Ratios Summary Report:** prints the summation of the distributive share ratio values over all investors for each ratio code. The cumulative values should equal 1.00 for all ratio codes if the individual investor's ratios have been calculated correctly.
- **Investor Share Units Report:** prints the partnership name and a list of all investors in the partnership including the investor id, investor name, number of units and investment amount
- **Investor Capital Balances Report:** prints the weighted average capital account balance by investor for the current period.

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- **Escrow Interest Report:** prints the interest earned on funds deposited in escrow for each investor.
- **Partnership Offering Investments:** prints the investment amount, date and a broker office location for each investor who invested in the partnership between two requested report dates.
- **Blue Sky Report:** prints the partnership code and name with a list of states that the partnership is registered to sell share units. The list shows the state code, sales-to-date, minimum number of units per sale in the state, minimum total cumulative investment to close escrow in the state, maximum investment allowed per the current registration in the state, critical percentage of the maximum and the escrow status.

Broker Reports: The Twenty-First Century Partners System Broker Reports Menu provides the following selections:

- **Broker Directory Listing:** prints the name, address, market region and phone number for each broker sales rep across all broker firms.
- **Quarterly Sales Rep Report:** prints a report for each broker showing the capital account balances at the beginning of the quarter, the net account activity, the distribution payment and ending capital account balances for each of the investors whom the broker was responsible for selling partnership units to.
- **Annual Sales Rep Report:** prints a report for each broker showing the capital account balances at the beginning of the year, the net account activity, the year-to-date distribution payments and ending capital account balances for each of the investors whom the broker was responsible for selling partnership units to.
- **Sales Performance By Firm:** prints a report listing the total sales for each broker/dealer firm and a grand total over all firms during a specified period of time. The system prompts for the start and end dates of the performance reporting period.
- **Sales Performance By Office:** prints a report listing the total sales for each broker/dealer sales office and a grand total over all offices during a specified period of time. The system prompts for the start and end dates of the reporting period.
- **Sales Performance By Sales Rep:** prints a report listing the total sales for each broker/dealer sales rep and a grand total over all reps during a specified period of time. The system prompts for the start and end dates of the performance reporting period.
- **Copies of Quarterly Investor Statements:** prints copies of the partnership quarterly statement for each of the sales rep's investors. The statement lists the investor's account activity for the quarter with the beginning and ending capital account balances. The statement also lists any distribution payments made during the quarter. The copy can be sent to the broker sales rep for information purposes.
- **Copies of Annual Investor Statements:** prints copies of the partnership annual statement for each of the sales rep's investors. The statement lists the investor's account activity for the year with the beginning and ending capital account balances. The statement also lists all distribution payments made during the year. The copy can be sent to the broker sales rep for information purposes.

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- **Copies of Investor Welcome Letters:** prints copies of the partnership welcome letter for each of the sales rep's investors. The letter welcomes the investor as a partner in the partnership and lists the amount of the investment and the date of admission to the partnership. The copy can be sent to the broker sales rep for information purposes.
- **Copies of Escrow Confirmation Letters:** prints copies of the escrow confirmation letter for each of the sales rep's investors. The letter confirms the receipt of the investor's check, listing the amount and date of deposit into the partnership's escrow account. The copy can be sent to the broker sales rep for information purposes.

Commission Checks: The Twenty-First Century Partners System Commission Checks Menu provides the following selections:

- **Broker Commission Summary Report:** prints the investment amount, date, wholesale fee, due diligence fee, broker sales fee and total commission earned by broker for any specified range of dates.
- **Broker Commission Due Report:** prints a report showing a list of broker commissions to ready to be paid.
- **Wholesaler Commission Report:** prints the investment amount, date and wholesale fee earned by broker for any specified range of dates.
- **Broker Commission Status Report:** prints a report showing a list of broker commissions to be processed, to be paid, already paid and on hold.
- **Broker Commission Check Proof List:** prints a report showing the commission date, broker payee and check amount for each commission check to be printed. Corrections may be made based on the proof list before printing the checks.
- **Broker Commission Checks:** prints commission checks for each broker firm based on the commission rates stored in the database computed by the commission calculation processing operation. The system prompts for the beginning check number then stores the check numbers in the database and sets the status code to paid.
- **Broker Check Register Report:** prints a report showing the check date, check number, payee and check amount for each commission check.

Investor Statements: The Twenty-First Century Partners System Investor Statements Menu provides the following selections:

- **Investor Directory Listing:** prints the name, address, tax id and phone number for each investor across all partnerships.
- **Quarterly Investor Account Statement:** prints a statement for each investor showing the capital account balances at the beginning and end of the quarter, the weighted average capital balance and all account activity transactions during the quarter including any distribution payments.
- **Annual Investor Account Statement:** prints a statement for each investor showing the capital account balances at the beginning and end of the year, the weighted average capital balance, all account activity transactions during the year including any distribution payments and the annualized return on investment.

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- **Distributive Share Items Report:** prints a report for each investor showing the distributive share ratio value and the distributed dollar amount for each IRS distribution item which applies to the partnership.
- **Investor Welcome Letter:** prints a letter for a requested investor in the partnership showing the date and amount of the investment.
- **Escrow Confirmation Letter:** prints a letter for a requested investor in the partnership confirming the date and amount of the deposit to the partnership escrow.
- **Partnership Certificate:** prints a certificate of ownership for a requested investor in the partnership showing the date and amount of the investment.
- **Proforma Tax Projection Letter:** prints a letter showing the projected ordinary income (loss) and the capital account reconciliation for each investor in the partnership. The letter can be used by the investors for tax planning purposes.
- **Duplicate Quarterly Investor Statement:** prints copies of the investor's quarterly account statement for those investors with a duplicate statement mailing address.
- **Duplicate Annual Investor Statement:** prints copies of the investor's annual account statement for those investors with a duplicate statement mailing address.
- **Investor Cumulative Distribution Report:** prints a report for each investor showing the yearly distributions for each partnership that the investor belongs to. The yearly distribution items include capital investments, capital withdrawals, distribution payments and taxable income (loss).

Distribution Checks: The Twenty-First Century Partners System Distribution Checks Menu provides the following selections:

- **Distribution Check Proof List:** prints a report showing the distribution date, investor payee and check amount for each distribution check to be printed. Corrections may be made based on the proof list before printing the checks.
- **Investor Distribution Checks:** prints a distribution check for each investor based on the investors share of the total distribution for the partnership. Distributive share amounts are computed by the Distribution Payment Calculation Processing Operation. Distribution options include quarterly distribution (Q1, Q2, Q3 or Q4), annual distribution, special distribution, escrow interest distribution and termination. The system prompts for the starting check number and check date. The check number and check date are stored in the investor account activity transaction for each investor.
- **Distribution Check Register Report:** prints a report showing the check date, check number, payee and check amount for each distribution check.
- **Distribution Check Reconciliation Report:** prints the check number, check payee, date and amount for any specified range of check numbers.

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Mailing Labels: The Twenty-First Century Partners System Mailing Labels Menu provides the following selections:

- **Investor Mailing Labels:** prints labels for the investor's primary mailing address for all investors across all partnerships.
- **Partnership Investor Labels:** prints labels for the investor's primary mailing address for all investors in a specified partnership.
- **Distribution Check Labels:** prints labels for all investors who received a distribution payment for a specified partnership on a specified check date.
- **Duplicate Statement Labels:** prints labels for the investor's duplicate statement mailing address for all investors in a specified partnership.
- **Broker Mailing Labels:** prints mailing labels for all sales reps in the broker/dealer database. Labels are not printed for reps whose status code is inactive or transferred. Mailing labels are printed for all sales reps with a status code equal to active.
- **Commission Check Labels:** prints labels for all brokers who received a commission payment for a specified partnership on a specified check date.

Tax Reports: The Twenty-First Century Partners System Tax Reports Menu provides the following selections:

- **Partnership Federal Tax Summary Report:** prints a summary of the distributive share items to be reported for federal taxes for the entire partnership.
- **Capital Account Reconciliation Report:** prints a summation of the capital accounts for each investor and a grand total for the partnership. The report categories include beginning of the year capital balance, year-to-date contributions, ordinary income(loss), other income, other loss, year-to-date withdrawals/distributions and ending capital balance.
- **Schedule K-1 Line Items Report:** prints a report showing for each investor: id code, investor name, K-1 item code, distributive share amount and distributive share ratio. The report prints for a requested partnership and fiscal year.
- **Partner Liabilities Report:** prints a report showing for each investor: id code, investor name, amounts for nonrecourse liabilities, qualified nonrecourse liabilities and other liabilities. The report prints for a requested partnership and fiscal year.
- **Partner Allocation Ratios Report:** prints a report showing for each investor: id code, investor name, distribution ratio code, and ratio value. The report prints for a requested partnership and fiscal year.
- **Federal Tax Schedule K:** The Twenty-First Century Partners System Federal Tax Schedule K Menu provides the following selections:
 - **Print K on Single Sheet IRS Forms:** the IRS Form 1065 Schedule K may be inserted in the printer for one report covering the partnership.
 - **Print K on Continuous Paper IRS Forms:** the one page report contains summary information for the partnership on IRS Form 1065 Schedule K.
 - **Print K on IRS Approved Substitute Schedules:** the one page report printed on plain paper is a substitute for the IRS Form 1065 Schedule K.
 - **Print K on IRS Facsimile Forms on Laser Printer:** a one page replica of the IRS Form 1065 Schedule K is printed on a laser printer.

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System Overview

- **Federal Tax Schedule K-1:** The Twenty-First Century Partners System Federal Tax Schedule K-1 Menu provides the following selections:
 - **Print K-1 on Single Sheet IRS Forms:** the IRS Form 1065 Schedule K-1 may be inserted in the printer for a one page report per investor.
 - **Print K-1 on Continuous Paper IRS Forms:** the one page report is printed for each investor on continuous form paper.
 - **Print K-1 on IRS Approved Substitute Schedules:** the one page report is printed on plain paper in a format which is an IRS approved substitute for the IRS Form 1065 Schedule K-1.
 - **Print K-1 on IRS Facsimile Forms on Laser Printer:** a one page replica of the IRS Form 1065 Schedule K-1 is printed on a laser printer.
- **State Tax Information Report:** prints the detail by investor id, state, IRS item code, distribution amount and distribution ratio for a specified partnership and fiscal year.
- **Partnership State Tax Summary Report:** prints a summary of the distributive share items to be reported for state taxes for the entire partnership.

Fund Investment Reports: The Twenty-First Century Partners System Fund Investment Reports Menu provides the following selections:

- **Fund Investment Holdings Report:** prints the partnership fund code, name and lists data for each investment.
- **Fund Investment Transactions Report:** prints a list of the funds investment transactions showing the date, quantity, price and transaction cost.
- **Fund Capital Gains(Losses) Report:** prints a summary of the funds investments and the beginning capital, ending capital and gain(loss) for each.

Installment Sales Reports: The Twenty-First Century Partners System Installment Sales Reports Menu provides the following selections:

- **Investor Invoices:** prints an invoice for each investor on installment sales in a partnership listing the amount of the payment due and the due date.
- **Delinquent Notices:** prints a notice for each investor on installment sales in a partnership whose payment is overdue. The system prompts for the period: 30-59, 60-89, 90-119, 120 or more. The delinquent notice lists the principal amount due, the interest amount due and the original due date.
- **Installment Status Report:** prints a summary of the installment amounts billed and paid by installment number for each investor in the specified partnership.
- **Aged Receivables Report:** prints a listing of all installments which are due and not paid for a specified partnership with installment sales. The list is sorted by the number of days overdue. The report includes the name of the investor, the installment due date, the capital amount due, the interest amount due, the capital amount paid and the interest amount paid.

Sales Reports: The Twenty-First Century Partners System Sales Reports Menu provides the following selections:

- **Sales Matrix By Firm By Fund:** prints a one page report for each partnership showing the sales dollars and units by broker/dealer firm.

TWENTY-FIRST CENTURY PARTNERS SYSTEM

System Overview

- **Fund Sales Report:** prints a report for one partnership fund and a specified date range showing broker sales rep, investor name, investment date and dollar amount with a subtotal for each market region.
- **Territorial Ranking For a Fund:** prints a report for one partnership fund and a specified date range showing market region, number of broker firms, number of sales reps, units sold, dollars sold, number of sales and average sale. The figures are summarized for each market region.
- **Sales Ranking For a Fund:** prints a report for one partnership fund and a specified date range showing by market region and sales representative: partnership units sold, number of sales, average and total sales.
- **Regional Sales Report:** prints a matrix report for each partnership fund for a specified date range showing sales dollars and units by day by market region.
- **Salesman Over Report:** prints a report listing all broker sales reps who have sold over a specified dollar amount of product for a specified date range.
- **National Detailed Analysis By Brokerage Firm:** prints a report across all partnerships for a specified date range to be distributed to sales managers weekly showing broker firm, sales rep, sales dollars, sales units, percent of total sales, number of sales and average sale.
- **Detailed Analysis By Broker For a Fund:** prints a report for one partnership fund and a specified date range listing broker firm, sales dollars, sales units, number of sales and average sales.
- **Broker Sales By Rep Across All Funds:** prints a report across all partnerships for a specified date range listing sales rep name, partnership, sales dollars and sales units.
- **Investor List By Sales Representative:** prints a list for one partnership showing the sales rep, investor id, investor name, date, investment amount and number of units.

Directory Lists: The Twenty-First Century Partners System Directory Lists Menu provides the following selections:

- **Partnership List:** prints the partnership code, partnership name and tax id for each partnership.
- **Partnership Investor List:** prints the name, address, tax id and phone number for each investor in the specified partnership.
- **Investor List – All Partnerships:** prints the name, address, tax id and phone number for each investor across all partnerships.
- **Broker Firms List:** prints the broker code and firm name for each broker firm.
- **Broker Offices List:** prints the office code and office address for each broker firm with one or multiple office locations.
- **Broker Firm Sales Rep List:** prints the sales rep code, name and phone number for each broker firm with one or multiple sales representatives.
- **Sales Rep List – All Firms:** prints the name, address, market region and phone number for each broker sales rep across all broker firms.
- **Partnership Broker List:** prints the name, address, market region and phone number for each broker sales rep with investors in the specified partnership.

TWENTY-FIRST CENTURY PARTNERS SYSTEM

System Overview

Part 5: Database Information

The Twenty-First Century Partners System Database Information Menu provides the following selections:

- **Partnership Database**
- **Investors Database**
- **Brokers Database**
- **Class Database**
- **Property Database**
- **Installment Sales Database**
- **Fund Investments Database**

Partnership Database: The Twenty-First Century Partners System Partnership Database Menu provides the following selections:

- **Partnership General Information:** provides access to add, change, delete, display and print the following data items: partnership code, tax id, partnership name, mailing address, fiscal year end (mm/dd), IRS filing center, tax shelter number, total investment dollars, total share units and total market value.
- **Federal Tax Distributive Share Items:** provides access to add, change, delete, display and print the following data items: partnership code, fiscal year, IRS line item code, item amount and distribution ratio code.
- **Federal Tax Schedule Footnotes:** provides access to add, change, delete, display and print the following data items: partnership code, fiscal year, footnote number and footnote description.
- **State Tax Distributive Share Items:** provides access to add, change, delete, display and print the following data items: partnership code, fiscal year, state, IRS line item code, state amount and distribution ratio code.
- **State Tax Schedule Footnotes:** provides access to add, change, delete, display and print the following data items: partnership code, fiscal year, state, footnote number and footnote description.
- **Partnership Distribution Ratio Codes:** provides access to add, change, delete, display and print the following data items: partnership code, fiscal year, nonrecourse liabilities ratio code, qualified nonrecourse liabilities ratio code, other liabilities ratio code, profit ratio code begin, profit ratio code end, loss ratio code begin, loss ratio code end, ownership ratio code begin and ownership ratio code end.
- **Partnership Liability Amounts:** provides access to add, change, delete, display and print the following data items: nonrecourse liabilities amount, qualified nonrecourse liabilities amount and other liabilities amount.

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System Overview

Investors Database: The Twenty-First Century Partners System Investors Menu provides the following selections:

- **Investor General Information:** provides access to add, change, delete, display and print the following data items: investor id code, tax id, sales rep code, client account number, entity code, nonresident indicator, profession code, birth date, sort field, salutation, accredited indicator, investor name, primary mailing address, distribution check payee, distribution check mailing address, duplicate statement mailing address, home phone, work phone, email address and comments.
- **Investor Partnership Information:** provides access to add, change, delete, display and print the following data items: investor id code, partnership code, class code, sales rep code, units purchased, purchase date, investment amount and current market value of investment.
- **Investor Account Balances**
 - **Book Capital and Units:** provides access to add, change, delete, display and print the following data items: investor id code, partnership code, class code, fiscal year, book capital begin, book capital end, weighted average book capital, units begin, units end and weighted average units.
 - **Tax Capital Account:** provides access to add, change, delete, display and print the following data items: tax capital begin, tax capital end, weighted average tax capital, contributions, withdrawals, year-to-date distributions, ordinary income (loss), other income and other losses.
 - **Liabilities and Profit/Loss Percentages:** provides access to add, change, delete, display and print the following data items: nonrecourse liability, qualified nonrecourse liability, other liability, profit percent begin, profit percent end, loss percent begin, loss percent end, ownership percent begin and ownership percent end.
- **Investor Account Activity Transactions:** provides access to add, change, delete, display and print the following data items: investor id code, partnership code, class code, fiscal year, activity code, activity transaction date, transaction amount, reference number, sales rep code, commission percent, commission status code, number of units and data entry date.
- **Distributive Share Item Ratio Values:** provides access to add, change, delete, display and print the following data items: investor id code, partnership code, class code, fiscal year, distribution ratio code and distribution ratio value.
- **Federal Tax Distributive Share Amounts:** provides access to add, change, delete, display and print the following data items: investor id code, partnership code, class code, fiscal year, IRS line item code, item amount, distribution ratio code and distribution ratio value.
- **State Tax Distributive Share Amounts:** provides access to add, change, delete, display and print the following data items: investor id code, partnership code, class code, fiscal year, state, IRS line item code, item amount, distribution ratio code and distribution ratio value.

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System Overview

- **Transfer of Trustee:** transfers all investors under one trustee to another trustee. The system prompts for the partnership code, the old trustee tax id, the new trustee tax id, the new trustee name/address info, the fiscal year and the transfer date. The system will not allow the transfer if the transfer date precedes the last database freeze date for a quarter end distribution closing or a year end closing. The system generates a withdrawal transaction for each of the old trustee's investor accounts and an investment transaction for the same amount on the same date for each of the new trustee's investor accounts. The amount of the transaction is equal to the current book value of the account as of the transfer date.
- **Transfer of Individual Investor:** transfers all of one investor's interest in the partnership to one or more other investors. The system prompts for the partnership code, the old investor id, the new investor ids, the transfer percentage for each new investor, the fiscal year and the transfer date. The system will not allow the transfer if the transfer date precedes the last database freeze date for a quarter end distribution closing or a year end closing. The system generates a withdrawal transaction for each of the old investor's accounts and an investment transaction for the same amount times the transfer percentage on the same date for each of the new investor accounts. The amount of the transaction is equal to the current book value of the account as of the transfer date.

Brokers Database: The Twenty-First Century Partners System Brokers Database Menu provides the following selections:

- **Broker Firm General Information:** provides access to add, change, delete, display and print the following data items: broker code, broker firm name, broker tax id, public program sales indicator and private program sales indicator.
- **Broker Office General Information:** provides access to add, change, delete, display and print the following data items: broker code, office code, office mailing address, phone number, email address and market region.
- **Broker Sales Rep General Information:** provides access to add, change, delete, display and print the following data items: broker code, office code, sales rep code, sales rep name, sales rep title, salutation, phone number, email address, NASD number, sales rep status code, sort field, commission check receiver indicator and due diligence officer indicator.
- **Broker Sales Commission Parameters:** provides access to add, change, delete, display and print the following data items: broker code, partnership code, sliding scale commission option indicator, retroactive sliding scale commission indicator, commission status code, fixed rate sales commission percent, fixed rate due diligence commission percent, fixed rate wholesale commission percent, signing sales rep code, contract agreement date and sales incentive program indicator.
- **Broker Sliding Scale Commission Rates:** provides access to add, change, delete, display and print the following data items: broker code, partnership code, sliding scale level number, sales volume lower limit, sales volume upper limit, sales commission percent, due diligence commission percent and wholesale percent.

TWENTY-FIRST CENTURY PARTNERS SYSTEM

System Overview

- **Broker Annual Sales and Commissions:** provides access to add, change, delete, display and print the following data items: broker code, partnership code, contract year, year-to-date sales volume, year-to-date sales commissions earned, year-to-date due diligence commissions earned, year-to-date wholesale commissions earned, year-to-date sales commissions paid, year-to-date due diligence commissions paid, year-to-date wholesale commissions paid, current sales commissions payable, current due diligence commissions payable, current wholesale commissions payable, retroactive sales commissions payable, retroactive due diligence commissions payable and retroactive wholesale commissions payable.

Class Database: The Twenty-First Century Partners System Class Database Menu provides access to the Partnership Class Information to add, change, delete, display and print the following data items: partnership code, class code, class description, class investment amount and class ownership percentage.

Property Database: The Twenty-First Century Partners System Property Database Menu provides access to the Partnership Property Information to add, change, delete, display and print the following data items: partnership code, IRS item code, property description, recovery, depreciation method, purchase date, cost basis and estimated life (years).

Installment Sales Database: The Twenty-First Century Partners System Installment Sales Database Menu provides the following selections:

- **Installment Sales Parameters:** provides access to add, change, delete, display and print the following data items: partnership code, class code, total units, unit value (\$ per unit), number of installment payments and interest rate on past due installments.
- **Installment Payment Schedule:** provides access to add, change, delete, display and print the following data items: partnership code, class code, installment number, due date and payment amount per unit.
- **Installment Invoice Amounts:** provides access to add, change, delete, display and print the following data items: investor id code, partnership code, class code, installment number, date due, capital amount due and interest amount due.
- **Installment Payment Receipts:** provides access to add, change, delete, display and print the following data items: investor id code, partnership code, class code, installment number, date paid, capital amount paid and interest amount paid.

Fund Investments Database: The Twenty-First Century Partners System Fund Investments Database Menu provides the following selections:

- **Fund Investment Information:** provides access to add, change, delete, display and print the following data items: symbol, investment description, purchase date, quantity, total cost, and current price.
- **Fund Investment Transactions:** provides access to add, change, delete, display and print the following data items: symbol, transaction code, transaction date, quantity, price and transaction cost.

TWENTY-FIRST CENTURY PARTNERS SYSTEM

System Overview

Part 6: System Interfaces

The Twenty-First Century Partners System Interfaces Menu provides the following selections:

- **Report Writer**
- **Excel Spreadsheet**
- **Word Processing**
- **Tax System**
- **Data Import**

Report Writer: The Partners System includes an interface to the RAVE Report Writer to design and print customized reports with full access to the partnership databases. The Report Writer is used for custom report formats.

Excel Spreadsheet: The Partners System includes an interface to export information to an excel spreadsheet format. The interface can be customized to specify what fields are exported.

Word Processing: The Partners System includes an interface to export information to a word processing mail merge file for customized letters to investors.

Tax System: The Partners System includes an interface to export information to a tax system file for electronic filing of the partnership tax returns.

Data Import: The Partners System can import data from another database system. The interface can be customized to import data from an older system to convert over to the new Partners System.

Help Topics: The Partners System help screens provide good documentation regarding the setup and operation of the system. The help screens may be accessed either by clicking on the help menu item at the top of the Twenty-First Century screen or by highlighting a particular menu item such as Process Distribution Payment Calculations and then pressing the F1 function key to display the help topic for that menu item.

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

Part 1: Database Dictionary

partnerships	Partnerships General Information Database	
	PARTNERSHIPCODE	CHAR(12)
	TAXID	CHAR(12)
	PARTNERSHIPNAME	CHAR(35)
	ADDRESSLINE1	CHAR(35)
	ADDRESSLINE2	CHAR(35)
	CITY	CHAR(20)
	STATE	CHAR(2)
	ZIPCODE	CHAR(10)
	FISCALYEAREND	CHAR(5)
	IRSCENTER	CHAR(25)
	PARTNERSHIPSTYPECODE	CHAR(1)
	FUNDSTATUSCODE	CHAR(1)
	ESCROWSTATUSCODE	CHAR(1)
	TAXSHELTERNUMBER	CHAR(15)
	TOTALVALUE	DOUBLE
	TOTALUNITS	DOUBLE
	TOTALINVESTMENT	DOUBLE
	INCENTIVEPOINTVALUE	DOUBLE
	PROGRAMSTARTDATE	TIMESTAMP
	PROGRAMENDDATE	TIMESTAMP
partnershipclasses	Partnership Class Database	
	PARTNERSHIPCODE	CHAR(12)
	CLASSCODE	CHAR(1)
	CLASSDESCRIPTION	CHAR(35)
	CLASSPERCENTOWNERSHIP	DOUBLE
	CLASSINVESTMENTAMOUNT	DOUBLE
	TOTALUNITS	INTEGER
	UNITVALUE	DOUBLE
	INSTALLMENTS	INTEGER
	INTERESTRATE	DOUBLE
partnershipbalances	Partnership Annual Balances Database	
	PARTNERSHIPCODE	CHAR(12)
	FISCALYEAR	INTEGER
	NONRECOURSELIABILITIESAMOUNT	DOUBLE
	NONRECOURSELIABILITIESRATIOCODE	CHAR(2)
	QUALIFIEDLIABILITIESAMOUNT	DOUBLE
	QUALIFIEDLIABILITIESRATIOCODE	CHAR(2)
	OTHERLIABILITIESAMOUNT	DOUBLE
	OTHERLIABILITIESRATIOCODE	CHAR(2)
	PROFITRATIOCODEBEGIN	CHAR(2)
	PROFITRATIOCODEEND	CHAR(2)
	LOSSRATIOCODEBEGIN	CHAR(2)
	LOSSRATIOCODEEND	CHAR(2)
	OWNERSHIPRATIOCODEBEGIN	CHAR(2)
	OWNERSHIPRATIOCODEEND	CHAR(2)
partnershipfederalitems	Partnership Annual Federal Tax Items Database	
	PARTNERSHIPCODE	CHAR(12)
	FISCALYEAR	INTEGER
	ITEMCODE	CHAR(4)
	ITEMAMOUNT	DOUBLE
	RATIOCODE	CHAR(2)

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

partnershipfederalfootnotes	Partnerships Federal Tax Footnotes Database	
	PARTNERSHIPCODE	CHAR(12)
	FISCALYEAR	INTEGER
	FOOTNOTENUMBER	INTEGER
	FOOTNOTEDESCRIPTION	CHAR(70)
partnershipstateitems	Partnership State Tax Items Database	
	PARTNERSHIPCODE	CHAR(12)
	FISCALYEAR	INTEGER
	STATE	CHAR(2)
	ITEMCODE	CHAR(4)
	STATEAMOUNT	DOUBLE
	STATERATIOCODE	CHAR(2)
partnershipstatefootnotes	Partnership State Tax Footnotes Database	
	PARTNERSHIPCODE	CHAR(12)
	FISCALYEAR	INTEGER
	STATE	CHAR(2)
	FOOTNOTENUMBER	INTEGER
	FOOTNOTEDESCRIPTION	CHAR(70)
partnershipinstallments	Partnership Installment Payments Database	
	PARTNERSHIPCODE	CHAR(12)
	CLASSCODE	CHAR(1)
	INSTALLMENTNUMBER	INTEGER
	PAYMENTDUEDATE	TIMESTAMP
	PAYMENTAMOUNTPERUNIT	DOUBLE
	LASTCLOSEDATE	TIMESTAMP
partnershipbluesky	Partnership Blue Sky Parameters Database	
	PARTNERSHIPCODE	CHAR(12)
	STATE	CHAR(2)
	MINIMUMUNITS	DOUBLE
	MINIMUMESCROW	DOUBLE
	MAXIMUMESCROW	DOUBLE
	CRITICALPERCENT	DOUBLE
	ESCROWSTATUSCODE	CHAR(1)
	SALES DOLLARS	DOUBLE
	SALES UNITS	DOUBLE
	TOTAL SALES	DOUBLE
partnershipproperty	Partnership Fund Investment Database	
	PARTNERSHIPCODE	CHAR(12)
	SYMBOL	CHAR(8)
	INVESTMENTDESCRIPTION	CHAR(35)
	RECOVERY	CHAR(35)
	DEPRECIATIONMETHOD	CHAR(35)
	PURCHASEDATE	TIMESTAMP
	LIFYEARS	INTEGER
	COST	DOUBLE
	QUANTITY	DOUBLE
	CURRENTPRICE	DOUBLE
partnershiptransaction	Partnership Fund Investment Transactions Database	
	PARTNERSHIPCODE	CHAR(12)
	SYMBOL	CHAR(8)
	TRANSACTIONCODE	CHAR(2)
	TRANSACTIONDATE	TIMESTAMP
	QUANTITY	DOUBLE
	PRICE	DOUBLE
	TRANSACTIONCOST	DOUBLE

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

investors	Investors General Information Database	
	INVESTORIDCODE	CHAR(20)
	TAXID	CHAR(12)
	SALESREPCODE	CHAR(15)
	CLIENTACCOUNTNUMBER	CHAR(25)
	ENTITYCODE	CHAR(1)
	NONRESIDENTCODE	CHAR(1)
	PROFESSIONCODE	CHAR(1)
	BIRTHDATE	TIMESTAMP
	SORTFIELD	CHAR(25)
	SALUTATION	CHAR(25)
	ACCREDITEDCODE	CHAR(1)
	INVESTORNAME	CHAR(35)
	ADDRESSLINE1	CHAR(35)
	ADDRESSLINE2	CHAR(35)
	ADDRESSLINE3	CHAR(35)
	CITY	CHAR(20)
	STATE	CHAR(2)
	ZIPCODE	CHAR(10)
	COUNTRYCODE	CHAR(3)
	HOMEPHONE	CHAR(13)
	WORKPHONE	CHAR(13)
	EMAIL	CHAR(40)
	CHECKPAYEE	CHAR(35)
	CHECKADDRESSLINE1	CHAR(35)
	CHECKADDRESSLINE2	CHAR(35)
	CHECKADDRESSLINE3	CHAR(35)
	CHECKCITY	CHAR(20)
	CHECKSTATE	CHAR(2)
	CHECKZIPCODE	CHAR(10)
	CHECKCOUNTRYCODE	CHAR(3)
	DUPLICATEADDRESSLINE1	CHAR(35)
	DUPLICATEADDRESSLINE2	CHAR(35)
	DUPLICATEADDRESSLINE3	CHAR(35)
	DUPLICATECITY	CHAR(20)
	DUPLICATESTATE	CHAR(2)
	DUPLICATEZIPCODE	CHAR(10)
	DUPLICATECOUNTRYCODE	CHAR(3)
	REINVESTMENTINDICATOR	CHAR(1)
	TAXSHELTERINDICATOR	CHAR(1)
	CASHFLOWINDICATOR	CHAR(1)
	TRUSTDEEDINDICATOR	CHAR(1)
	LONGTERMGROWTHINDICATOR	CHAR(1)
	COMMENTLINE1	CHAR(70)
	COMMENTLINE2	CHAR(70)
	COMMENTLINE3	CHAR(70)
investorpartnerships	Investor Partnerships Database	
	INVESTORIDCODE	CHAR(20)
	PARTNERSHIPCODE	CHAR(12)
	CLASSCODE	CHAR(1)
	SALESREPCODE	CHAR(15)
	UNITSPURCHASED	DOUBLE
	PURCHASEDATE	TIMESTAMP
	INVESTMENTAMOUNT	DOUBLE
	CURRENTVALUE	DOUBLE

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

investorbalances

Investor Annual Account Balances Database

INVESTORIDCODE	CHAR(20)
PARTNERSHIPCODE	CHAR(12)
CLASSCODE	CHAR(1)
FISCALYEAR	INTEGER
BOOKCAPITALBEGIN	DOUBLE
BOOKCAPITALEND	DOUBLE
WEIGHTEDAVGBOOK	DOUBLE
MONTHAVGBOOK	DOUBLE
UNITSBEGIN	DOUBLE
UNITSEND	DOUBLE
WEIGHTEDAVGUNITS	DOUBLE
TAXCAPITALBEGIN	DOUBLE
TAXCAPITALEND	DOUBLE
TAXCAPITALAVG	DOUBLE
CONTRIBUTIONS	DOUBLE
WITHDRAWALS	DOUBLE
YTDISTRIBUTIONS	DOUBLE
ORDINARYINCOME	DOUBLE
INCOME	DOUBLE
LOSSES	DOUBLE
NONRECOURSELIABILITY	DOUBLE
QUALIFIEDLIABILITY	DOUBLE
OTHERLIABILITY	DOUBLE
PROFITBEGIN	DOUBLE
PROFITEND	DOUBLE
LOSSBEGIN	DOUBLE
LOSSEND	DOUBLE
OWNERSHIPBEGIN	DOUBLE
OWNERSHIPEND	DOUBLE
PERIODCLOSINGCODE	CHAR(8)

investoractivity

Investor Account Activity Transactions Database

INVESTORIDCODE	CHAR(20)
PARTNERSHIPCODE	CHAR(12)
CLASSCODE	CHAR(1)
FISCALYEAR	INTEGER
ACTIVITYDATE	TIMESTAMP
ACTIVITYCODE	CHAR(2)
TRANSACTIONAMOUNT	DOUBLE
REFERENCENUMBER	CHAR(15)
SALESREPCODE	CHAR(15)
COMMISSIONPERCENT	DOUBLE
COMMISSIONSTATUSCODE	CHAR(1)
DATAENTRYDATE	TIMESTAMP
NUMBEROFUNITS	DOUBLE
BOOKBASIS	DOUBLE
TAXBASIS	DOUBLE

investorratios

Investor Distribution Ratios Database

INVESTORIDCODE	CHAR(20)
PARTNERSHIPCODE	CHAR(12)
CLASSCODE	CHAR(1)
FISCALYEAR	INTEGER
DISTRIBUTIONRATIOCODE	CHAR(2)
DISTRIBUTIONRATIOVALUE	DOUBLE

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

investorfederalitems	Investor Federal Tax Items Database	
	INVESTORIDCODE	CHAR(20)
	PARTNERSHIPCODE	CHAR(12)
	CLASSCODE	CHAR(1)
	FISCALYEAR	INTEGER
	ITEMCODE	CHAR(4)
	ITEMAMOUNT	DOUBLE
	RATIOCODE	CHAR(2)
	RATIOVALUE	DOUBLE
investorstateitems	Investor State Tax Items Database	
	INVESTORIDCODE	CHAR(20)
	PARTNERSHIPCODE	CHAR(12)
	CLASSCODE	CHAR(1)
	FISCALYEAR	INTEGER
	STATE	CHAR(2)
	ITEMCODE	CHAR(4)
	STATEAMOUNT	DOUBLE
	STATERATIOCODE	CHAR(2)
	STATERATIOVALUE	DOUBLE
investorinstallments	Investor Installment Payments Database	
	INVESTORIDCODE	CHAR(20)
	PARTNERSHIPCODE	CHAR(12)
	CLASSCODE	CHAR(1)
	INSTALLMENTNUMBER	INTEGER
	PAYMENTDUEDATE	TIMESTAMP
	PAIDDATE	TIMESTAMP
	CAPITALAMOUNTDUE	DOUBLE
	INTERESTAMOUNTDUE	DOUBLE
	CAPITALAMOUNTPAID	DOUBLE
	INTERESTAMOUNTPAID	DOUBLE
quarterly	Investor Statements Database	
	INVESTORIDCODE	CHAR(20)
	PARTNERSHIPCODE	CHAR(12)
	CLASSCODE	CHAR(1)
	FISCALYEAR	INTEGER
	QUARTER	INTEGER
	SALESREPCODE	CHAR(15)
	BOOKCAPITALBEGIN	DOUBLE
	BOOKCAPITALEND	DOUBLE
	NETINCOME	DOUBLE
	DISTRIBUTIONS	DOUBLE
	YTDDISTRIBUTIONS	DOUBLE
	WEIGHTEDAVGBOOK	DOUBLE

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

brokerfirms	Broker Firms Database	
	BROKERCODE	CHAR(15)
	BROKERFIRMNAME	CHAR(35)
	BROKERTAXID	CHAR(12)
	PUBLICPROGRAMINDICATOR	CHAR(1)
	PRIVATEPROGRAMINDICATOR	CHAR(1)
brokeroffices	Broker Offices Database	
	BROKERCODE	CHAR(15)
	OFFICECODE	CHAR(15)
	ADDRESSLINE1	CHAR(35)
	ADDRESSLINE2	CHAR(35)
	CITY	CHAR(20)
	STATE	CHAR(2)
	ZIPCODE	CHAR(10)
	COUNTRYCODE	CHAR(3)
	MARKETREGION	CHAR(2)
	OFFICEPHONENUMBER	CHAR(13)
	OFFICEEMAIL	CHAR(40)
brokersalesreps	Broker Sales Representatives Database	
	BROKERCODE	CHAR(15)
	OFFICECODE	CHAR(15)
	SALESREPCODE	CHAR(15)
	SALESREPNAME	CHAR(35)
	SALESREPTITLE	CHAR(35)
	SALUTATION	CHAR(25)
	PHONENUMBER	CHAR(13)
	EMAIL	CHAR(40)
	NASDREPNUMBER	CHAR(10)
	SALESREPSTATUSCODE	CHAR(1)
	NEWREPCODE	CHAR(15)
	SORTFIELD	CHAR(25)
	COMCHECKREC	CHAR(1)
	DUEDILIGENCEOFFICER	CHAR(1)
	OPTIONAL1	CHAR(15)
	OPTIONAL2	CHAR(15)
brokerpartnerships	Broker Partnerships Database	
	BROKERCODE	CHAR(15)
	PARTNERSHIPCODE	CHAR(12)
	RETROACTIVECODE	CHAR(1)
	SCALEOPTIONCODE	CHAR(1)
	SALESPERCENT	DOUBLE
	DUEDILIGENCEPERCENT	DOUBLE
	WHOLESALEPERCENT	DOUBLE
	COMMISSIONSTATUSCODE	CHAR(1)
	CURRENTSALESVOLUME	DOUBLE
	VSYVOLUME	DOUBLE
	SIGNINGSALESREPCODE	CHAR(15)
	AGREEMENTDATE	TIMESTAMP
	SALESINCENTIVEINDICATOR	CHAR(1)
	OPTIONAL1	CHAR(15)
	OPTIONAL2	CHAR(15)

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

brokercommissionscales	Broker Commission Scales Database	
	BROKERCODE	CHAR(15)
	PARTNERSHIPCODE	CHAR(12)
	COMMISSIONSCALECODE	INTEGER
	LOWERLIMIT	DOUBLE
	UPPERLIMIT	DOUBLE
	SALESRATE	DOUBLE
	DUEDILIGENCERATE	DOUBLE
	WHOLESALERATE	DOUBLE
brokerbalances	Broker Annual Account Balances Database	
	BROKERCODE	CHAR(15)
	PARTNERSHIPCODE	CHAR(12)
	CONTRACTYEAR	INTEGER
	YTDSALESVOLUME	DOUBLE
	YTDSALESEARNED	DOUBLE
	YTDDUEDILIGENCEEARNED	DOUBLE
	YTDWHOLESLEEARNED	DOUBLE
	YTDSALESPAID	DOUBLE
	YTDDUEDILIGENCEPAID	DOUBLE
	YTDWHOLESLEPAID	DOUBLE
	CURRENTSALESDUE	DOUBLE
	CURRENTDUEILIGENCEDUE	DOUBLE
	CURRENTWHOLESLEDUE	DOUBLE
	RETROSALESDUE	DOUBLE
	RETRODUEILIGENCEDUE	DOUBLE
	RETROWHOLESLEDUE	DOUBLE
brokerchecks	Broker Commission Check Transactions Database	
	BROKERCODE	CHAR(15)
	PARTNERSHIPCODE	CHAR(12)
	CONTRACTYEAR	INTEGER
	CHECKDATE	TIMESTAMP
	CHECKCODE	CHAR(2)
	CHECKAMOUNT	DOUBLE
	CHECKNUMBER	CHAR(15)
	CHECKSALEPERCENT	DOUBLE
	CHECKDUEILIGENCEPERCENT	DOUBLE
	CHECKWHOLESLEPERCENT	DOUBLE

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

Part 2: Code Tables

Table	Description
activities	investor account activity codes
classes	partnership class codes
closingcodes	period closing codes
commissioncheckcodes	broker commission check transaction codes
commissionstatuscodes	broker commission status codes
countries	international country codes
entities	investor entity type codes
escrowstatuscodes	escrow status codes
fundstatuscodes	partnership fund status codes
items	distributive share item codes
partnershiptypes	partnership type codes
professions	investor profession codes
ratios	distribution ratio codes
regions	broker marketing region codes
retroactivecodes	broker commission retroactive option codes
salesrepstatuscodes	broker sales rep status codes
scaleoptioncodes	broker commission sliding scale option codes
states	united states codes
transactioncodes	investment transaction codes

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

Investor Account Activity Codes

Code	Description
I	Capital Account Investment
W	Capital Account Withdrawal
Q1	First Quarter Distribution Payment
Q2	Second Quarter Distribution Payment
Q3	Third Quarter Distribution Payment
Q4	Fourth Quarter Distribution Payment
AD	Annual Distribution Payment
SD	Special Distribution Payment
TD	Termination Distribution Payment
EI	Escrow Interest Payment
ED	Escrow Deposit – Investment
EW	Escrow Withdrawal
00	Net Capital Account Activity

Partnership Class Codes

Code	Description
G	General Partners
L	Limited Partners
A	Class A Limited Partners
B	Class B Limited Partners
C	Class C Limited Partners
D	Class D Limited Partners

Period Closing Codes

Code	Description
FTYYMMDD	Federal Tax Distributions for Fiscal Year YY Ending on MM/DD/YY
QXYYMMDD	Quarter End Capital Balances for Quarter X Ending on MM/DD/YY
YEYYMMDD	Year End Closing Capital Balances for Fiscal Year YY Ending on MM/DD/YY

Broker Commission Check Transaction Codes

Code	Description
CC	Current Commission Payable
RC	Retroactive Commission Payable

Broker Commission Status Codes

Code	Description
C	Commission Paid
H	Hold Commission Payments Do Not Print Check
N	Hold Commission Processing No Signed Dealer Agreement
P	Process Sales to Calculate Commissions Payable

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

International Country Codes

Code	Description
	Unknown Country
CAN	Canada
MEX	Mexico
USA	United States of America

Investor Entity Type Codes

Code	Description
C	Corporation
E	Estate
F	Fiduciary
G	Grantor Trust
I	Individual
J	Joint Tenant
K	Community Property
L	Tenants in Common
O	Exempt Organization
P	Partnership
R	Individual Retirement Account (IRA)
S	Self Employed
T	Trust
X	Pension Fund
Y	Profit Share
Z	Other

Escrow Status Codes

Code	Description
C	Escrow Closed
P	Escrow Pending
R	Ready To Close

Partnership Fund Status Codes

Code	Description
	Unknown Status
O	Fund Open
C	Fund Closed
T	Fund Terminated

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

Distributive Share Item Codes

Code	Description
1	Ordinary Business Income (loss)
2	Net Rental Real Estate Income (loss)
3	Other Net Rental Income (loss)
4	Guaranteed Payments
5	Interest Income
6a	Ordinary Dividends
6b	Qualified Dividends
7	Royalties
8	Net Short-term Capital Gain (loss)
9a	Net long-term Capital Gain (loss)
9b	Collectibles (28%) Gain (loss)
9c	Unrecaptured Section 1250 Gain
10	Net Section 1231 Gain (loss)
11a	Other Income (loss): Other Portfolio Income (loss)
11b	Other Income (loss): Involuntary Conversions
11c	Other Income (loss): Section 1256 Contracts and Straddles
11d	Other Income (loss): Mining Exploration Costs Recapture
11e	Other Income (loss): Cancellation of Debt
11f	Other Income (loss): Other Income (loss)
12	Section 179 Deduction
13a	Other Deductions: Cash Contributions (50%)
13b	Other Deductions: Cash Contributions (30%)
13c	Other Deductions: Noncash Contributions (50%)
13d	Other Deductions: Noncash Contributions (30%)
13e	Other Deductions: Capital Gain Property to a 50% Organization (30%)
13f	Other Deductions: Capital Gain Property (20%)
13g	Other Deductions: Deductions – Portfolio (2% Floor)
13h	Other Deductions: Deductions – Portfolio (Other)
13i	Other Deductions: Investment Interest Expense
13j	Other Deductions: Deductions – Royalty Income
13k	Other Deductions: Section 59(e)(2) Expenditures
13l	Other Deductions: Amounts Paid For Medical Insurance
13m	Other Deductions: Educational Assistance Benefits
13n	Other Deductions: Dependent Care Benefits
13o	Other Deductions: Preproductive Period Expenses
13p	Other Deductions: Commercial Revitalization Deduction from Rental Real Estate Activities
13q	Other Deductions: Penalty on Early Withdrawal of Savings
13r	Other Deductions: Pensions and IRAs
13s	Other Deductions: Reforestation Expense Deduction
13t	Other Deductions: Other Deductions
14a	Self-employment Earnings (loss): Net Earnings (loss) from self-employment
14b	Self-employment Earnings (loss): Gross Farming or Fishing Income
14c	Self-employment Earnings (loss): Gross Non-farm Income

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

Distributive Share Item Codes

Code	Description
15a	Credits and Credit Recapture: Low-income Housing Credit Section 42(j)(5)
15b	Credits and Credit Recapture: Low-income Housing Credit (Other)
15c	Credits and Credit Recapture: Qualified Rehabilitation Expenditures (Rental Real Estate)
15d	Credits and Credit Recapture: Qualified Rehabilitation Expenditures (Non-rental Real state)
15e	Credits and Credit Recapture: Basis of Energy Property
15f	Credits and Credit Recapture: Qualified Timber Property
15g	Credits and Credit Recapture: Other Rental Real Estate Credits
15h	Credits and Credit Recapture: Other Rental
15i	Credits and Credit Recapture: Undistributed Capital Gains Credit
15j	Credits and Credit Recapture: Work Opportunity Credit
15k	Credits and Credit Recapture: Welfare-to-work Credit
15l	Credits and Credit Recapture: Disabled Access Credit
15m	Credits and Credit Recapture: Empowerment Zone and Renewal Employment Credit
15n	Credits and Credit Recapture: New York Liberty Zone Business Employee Credit
15o	Credits and Credit Recapture: New Markets Credit
15p	Credits and Credit Recapture: Credit For Employer Social Security and Medicare Taxes
15q	Credits and Credit Recapture: Backup Withholding
15r	Credits and Credit Recapture: Recapture of Low-income Housing Credit (Section 42(j)(5))
15s	Credits and Credit Recapture: Recapture of Low-income Housing Credit (Other)
15t	Credits and Credit Recapture: Recapture of Investment Credit
15u	Credits and Credit Recapture: Other Credits
15v	Credits and Credit Recapture: Recapture of Other Credits
16a	Foreign Transactions: Name of Country or U.S. Possession
16b	Foreign Transactions: Gross Income From All Sources
16c	Foreign Transactions: Gross Income Sourced at Partner Level
16d	Foreign Transactions: Passive
16e	Foreign Transactions: Listed Categories
16f	Foreign Transactions: General Limitation
16g	Foreign Transactions: Interest Expense
16h	Foreign Transactions: Other
16i	Foreign Transactions: Passive
16j	Foreign Transactions: Listed Categories
16k	Foreign Transactions: General Limitation
16l	Foreign Transactions: Total Foreign Taxes Paid
16m	Foreign Transactions: Total Foreign Taxes Accrued
16n	Foreign Transactions: Reduction in Taxes for Credit
16o	Foreign Transactions: Foreign Trading Receipts
16p	Foreign Transactions: Extraterritorial Income Exclusion
16q	Foreign Transactions: Other Foreign Transactions
17a	Alternative Minimum Tax Items: Post 1986 Depreciation Adjustment
17b	Alternative Minimum Tax Items: Adjusted Gain or Loss
17c	Alternative Minimum Tax Items: Depletion (Other than Oil & Gas)
17d	Alternative Minimum Tax Items: Oil, Gas and Geothermal – Gross Income
17e	Alternative Minimum Tax Items: Oil, Gas and Geothermal - Deductions
17f	Alternative Minimum Tax Items: Other AMT Items
18a	Tax-exempt Income and Nondeductible Expenses: Tax-exempt Interest Income
18b	Tax-exempt Income and Nondeductible Expenses: Other Tax-exempt Income
18c	Tax-exempt Income and Nondeductible Expenses: Nondeductible Expenses

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

Distributive Share Item Codes

Code	Description
19a	Distributions: Cash and Marketable Securities
19b	Distributions: Other Property
20a	Other Information: Investment Income
20b	Other Information: Investment Expenses
20c	Other Information: Fuel Tax Credit Information
20d	Other Information: Look-back Interest – Completed Long Term Contracts
20e	Other Information: Look-back Interest – Income Forecast Method
20f	Other Information: Dispositions of Property with Section 179 Deductions
20g	Other Information: Recapture of Section 179 Deduction
20h	Other Information: Special Basis Adjustments
20i	Other Information: Section 453(l)(3) Information
20j	Other Information: Section 453A(c) Information
20k	Other Information: Section 1260(b) Information
20l	Other Information: Interest Allocable to Production Expenditures
20m	Other Information: CCF Nonqualified Withdrawals
20n	Other Information: Information Needed to Figure Depletion – Oil & Gas
20o	Other Information: Amortization of Reforestation Costs
20p	Other Information: Unrelated Business Taxable Income
20q	Other Information: Other Information

Partnership Type Codes

Code	Description
B	Public Fund
V	Private Fund

Investor Profession Codes

Code	Description
A	Attorney
B	NASD Broker
D	Medical Doctor
E	Entertainer
F	Finder
P	PhD
U	Unknown

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

Distribution Ratio Codes

Code	Description
0	no automatic allocations - input the dollar amount for each partner
1	automatic allocation - input the ratio value for each partner.
2	automatic allocation - input the ratio value for each partner.
3	automatic allocation - input the ratio value for each partner.
4	automatic allocation - input the ratio value for each partner.
5	automatic allocation - input the ratio value for each partner.
6	automatic allocation - input the ratio value for each partner.
7	automatic allocation - ratio values computed by system based on weighted average book capital
8	automatic allocation - ratio values computed by system based on book capital at beginning of year
9	automatic allocation - ratio values computed by system based on book capital at end of year
10	automatic allocation - ratio values computed by system based on weighted average book capital by class
11	automatic allocation - ratio values computed by system based on book capital at beginning of year by class
12	automatic allocation - ratio values computed by system based on book capital at end of year by class
13	automatic allocation - ratio values computed by system based on weighted average number of partners
14	automatic allocation - ratio values computed by system based on number of partners at beginning of year
15	automatic allocation - ratio values computed by system based on number of at end of year
16	automatic allocation - ratio values computed by system based on weighted avg number of partners by class
17	automatic allocation - ratio values computed by system based on number partners at begin of year by class
18	automatic allocation - ratio values computed by system based on number partners at end of year by class
19	automatic allocation - ratio values computed by system based on weighted average number of units
20	automatic allocation - ratio values computed by system based on number of units at beginning of year
21	automatic allocation - ratio values computed by system based on number of units at end of year
22	automatic allocation - ratio values computed by system based on weighted average number of units by class
23	automatic allocation - ratio values computed by system based on number of units at begin of year by class
24	automatic allocation - ratio values computed by system based on number of units at end of year by class

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

Broker Marketing Region Codes

Code	Description
CN	Canada
FW	Far West
MC	Mid Central
ME	Mid East
NE	North East
SE	South East
XX	International

Broker Commission Retroactive Option Codes

Code	Description
N	Non-retroactive Application of Sliding Scale Commission Rates as Sales Volume Increases
R	Retroactive Application of Sliding Scale Commission Rates as Sales Volume Increases

Broker Sales Rep Status Codes

Code	Description
A	Active
I	Inactive
T	Transferred
X	Terminated

Broker Commission Sliding Scale Option Codes

Code	Description
S	Sliding Scale of Commission Rates as Sales Volume Increases
F	Fixed Commission Rates do not Vary as Sales Volume Increases

Investment Transaction Codes

Code	Description
BL	Buy Long
BS	Buy Short to cover
SL	Sell Long
SS	Sell Short

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Data Definitions

United States Codes

	unknown state
AK	Alaska
AL	Alabama
AR	Arkansas
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MS	Mississippi
MT	Montana
NE	Nebraska
NC	North Carolina
ND	North Dakota
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming
AB	Alberta Canada
BC	British Columbia Canada
MB	Manitoba Canada
NB	New Brunswick Canada
NF	Newfoundland Canada
NS	Nova Scotia Canada
ON	Ontario
PE	Prince Edward Island
PQ	Quebec Canada
SK	Saskatchewan

TWENTY-FIRST CENTURY PARTNERS SYSTEMS

Powerscan Investor Display

The Powerscan Investor Display provides an electronic version of the widespread manual ledger card investor tracking system which was popular in many partnership investment operations prior to the advent of computers. The spreadsheet format is shown below:

FUND CODE	CLASS	INVESTOR ID	INVESTOR NAME	UBNY	OWNERSHIP	BEGIN BALANCE	CONTRIBUTIONS	WITHDRAWALS	ENDING BALANCE	YTD DISTRIBUTIONS
0000000001	G	000000000000000010	Robert K. Dylan	1,500,0000	37.500000%	\$1,000,000.00	\$500,000.00	\$0.00	\$1,500,000.00	\$250,000.00
0000000001	L	000000000000000020	Warren Buffet	500,0000	12.500000%	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$125,000.00
0000000001	L	000000000000000030	Sharon Stone	500,0000	12.500000%	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$125,000.00
0000000001	L	000000000000000040	Andre Agassi	500,0000	12.500000%	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$125,000.00
0000000001	L	000000000000000050	Harold Wendorf	500,0000	12.500000%	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$125,000.00
0000000002	A	000000000000000060	John Madden	100,000,0000	10.000000%	\$30,000,000.00	\$0.00	\$20,000,000.00	\$10,000,000.00	\$900,000.00
0000000002	A	000000000000000070	Jim Cramer	300,000,0000	30.000000%	\$30,000,000.00	\$0.00	\$0.00	\$30,000,000.00	\$900,000.00
0000000002	A	000000000000000080	Donald Trump	300,000,0000	30.000000%	\$30,000,000.00	\$0.00	\$0.00	\$30,000,000.00	\$900,000.00
0000000002	G	000000000000000090	Tiger Woods	300,000,0000	30.000000%	\$10,000,000.00	\$20,000,000.00	\$0.00	\$30,000,000.00	\$300,000.00
0000000003	G	000000000000000001	Robert J. Bulmer	500,0000	5.000000%	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$25,000.00
0000000003	G	000000000000000002	Sam Wong	500,0000	5.000000%	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$25,000.00
0000000003	L	000000000000000003	George Walton	3,000,0000	30.000000%	\$3,000,000.00	\$0.00	\$0.00	\$3,000,000.00	\$150,000.00
0000000003	L	000000000000000004	Dennis Miller	3,000,0000	30.000000%	\$3,000,000.00	\$0.00	\$0.00	\$3,000,000.00	\$150,000.00
0000000003	L	12345678901234567890	Shaquille O'Neal	3,000,0000	30.000000%	\$3,000,000.00	\$0.00	\$0.00	\$3,000,000.00	\$150,000.00
0000000004	G	000000000000000005	Tiger Woods	50,000,0000	5.000000%	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00	\$50,000.00
0000000004	G	000000000000000006	George L. Investor	50,000,0000	5.000000%	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00	\$50,000.00
0000000004	L	000-00-0000 00000001	American General Trustee	150,000,0000	15.000000%	\$15,000,000.00	\$0.00	\$0.00	\$15,000,000.00	\$150,000.00
0000000004	L	000-00-0000 00000002	American General Trustee	150,000,0000	15.000000%	\$15,000,000.00	\$0.00	\$0.00	\$15,000,000.00	\$150,000.00
0000000004	L	000-00-0000 00000003	American General Trustee	150,000,0000	15.000000%	\$15,000,000.00	\$0.00	\$0.00	\$15,000,000.00	\$150,000.00
0000000004	L	123-45-6789 00000001	Twenty-First Century Trustee	150,000,0000	15.000000%	\$15,000,000.00	\$0.00	\$0.00	\$15,000,000.00	\$150,000.00
0000000004	L	123-45-6789 00000002	Twenty-First Century Trustee	150,000,0000	15.000000%	\$15,000,000.00	\$0.00	\$0.00	\$15,000,000.00	\$150,000.00
0000000004	L	123-45-6789 00000003	Twenty-First Century Trustee	150,000,0000	15.000000%	\$15,000,000.00	\$0.00	\$0.00	\$15,000,000.00	\$150,000.00
123456789012	G	000000000000000002	Sam Wong	1,000,0000	10.000000%	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00	\$50,000.00
123456789012	L	000000000000000001	Robert J. Bulmer	5,000,0000	50.000000%	\$3,000,000.00	\$2,000,000.00	\$0.00	\$5,000,000.00	\$150,000.00
123456789012	L	000000000000000003	George Walton	1,000,0000	10.000000%	\$3,000,000.00	\$0.00	\$2,000,000.00	\$1,000,000.00	\$150,000.00
123456789012	L	12345678901234567890	Shaquille O'Neal	3,000,0000	30.000000%	\$3,000,000.00	\$0.00	\$0.00	\$3,000,000.00	\$150,000.00

The Powerscan Investor Display provides the following system function buttons which may also be accessed by hot keys to quickly and easily update the system:

- **Add New Investor Information** **Ctrl F1**
- **Modify Existing Investor Information** **Ctrl F2**
- **Add Investor Partnership Information** **Ctrl F3**
- **Add Investor Account Transactions** **Ctrl F4**
- **Investor Master List Across All Funds** **Ctrl F5**
- **Quarterly Investor Account Statement** **Ctrl F6**
- **Annual Investor Account Statement** **Ctrl F7**
- **Distribution Check Proof List** **Ctrl F8**
- **Investor Distribution Checks** **Ctrl F9**
- **Investor Mailing Labels** **Ctrl F10**

First, point and click on the row of the investor, then click on the button or press the hot key for the system function to be performed.