

Investor Relationship Manager

An application for Microsoft Dynamics™ GP



encore

Furthering your success through innovative business solutions

Copyright	Manual copyright © 2016 Encore Business Solutions, Inc. Printed in Canada. All rights reserved. Your right to copy this documentation is limited by copyright law and the terms of the software license agreement. As the software licensee, you may make a reasonable number of copies or printouts for your own use. Making unauthorized copies, adaptations, compilations, or derivative works for commercial distribution is prohibited and constitutes a punishable violation of the law.
Trademarks	Microsoft, Microsoft Excel [®] , and Microsoft Dynamics [™] GP are either registered trademarks or trademarks of Microsoft Corporation or its affiliates in the United States and/or other countries. The names of actual companies and products mentioned herein may be trademarks or registered marks - in the United States and/or other countries - of their respective owners. The names of companies, products, people and/or data used in window illustrations and sample output are fictitious and are in no way intended to represent any real individual, company, product, or event, unless otherwise noted.
Warranty disclaimer	Encore Business Solutions Inc. disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.
Limitation of liability	The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Encore Business Solutions Inc. Encore Business Solutions Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this manual. Neither Encore Business Solutions Inc. nor anyone else who has been involved in the creation, production, or delivery of this documentation shall be liable for any indirect, incidental, special, exemplary or consequential damages, including but not limited to any loss of anticipated profit or benefits, resulting from the use of this documentation or sample code.
License agreement	Use of this product is covered by a license agreement provided by Encore Business Solutions Inc. If you have any questions, please call our office at 888.898.4330 (North America only).
Publication Date	Dec 2016



Contents

Chapter: Introduction	6
What's In This Manual?	7
Symbols and conventions	8
Additional resources	9
Chapter 1: Installation and Setup	12
Prior to Upgrading or Installing a new build	12
Installing Investor Relationship Manager	12
Registering Investor Relationship Manager	14
Table Conversion	16
Chapter 2: Profile Set Up	18
Create Company Profile	18
Create a Share Class Profile	20
Create Investors	22
User-Defined Fields	24
Chapter 3: Processing Share Transactions	26
Create a share transaction	26
Approve a share transaction	28
Process a share transaction	28
Print a share transaction	29
Chapter 4: Distribution Setup and Transactions	32
Distribution configuration setup	32
Create a distribution transaction	34
Approve a distribution transaction	36
Process a distribution transaction	37
Payables batches for distributions	38
Delete/Void a distribution transaction	38
Chapter 5: Inquiries	42
Share Class Distribution History Inquiry	42
Share Distribution History by Year Inquiry	43
Distribution Preview	44
Investor Inquiry	44
Chapter 6: Reports	48
Transactions by Investor report	48
Distribution by Investor report	49



C O N T E N T S

Return on Investment Report..... 50

Investor Holdings Report..... 51

Appendix A: Data tables..... 53

What’s New and Known issues..... 55

What’s New Investor Relationship Manager..... 55

What’s New in Encore Products..... 55

Documentation Feedback..... 56

About Encore Business Solutions..... 57

INTRODUCTION





Introduction

Welcome to the Investor Relationship Manager module. This module is designed to handle company and investor data, as well as calculate and track distributions.

Investor Relationship Manager provides the following features and benefits:

- Easy installation and setup
- Create company, share class and investor profiles
- Provides the flexibility of attaching an investor to an existing vendor within Microsoft Dynamics GP
- Easily process share transactions and distribution transactions
- Provides the ability to track back the share class history and distribution history



What's In This Manual?

This manual contains a detailed description of Encore's Investor Relationship Manager module, step-by-step instructions to guide you through the installation and setup, and instructions for how to create company and investor data, process transactions and track distributions.

This manual assumes that you are familiar with and know how to operate the Microsoft Dynamics GP accounting system. It also assumes that Microsoft Dynamics GP has been installed and configured on your computer.



This manual contains the following chapters:

- The [Introduction](#) describes the benefits and features of the Investor Relationship Manager module.
- [Installation and Setup](#) has step-by-step instructions that guide you through the installation and setup of your Investor Relationship Manager module.
- [Profile Set Up](#) describes how to set up company profiles, share class profiles, and investor profiles in Microsoft Dynamics GP.
- [Processing Share Transactions](#) describe how to create and process share transactions.
- [Distribution Setup and Transactions](#) describe how to create and process distribution transactions.
- [Inquiries](#) explains how to track share transaction history and distribution transactions.
- [Reports](#) explains how to print various pre-configured reports.



Symbols and conventions

This manual uses the following symbols and conventions to make information stand out.

Symbol/Convention	Description
	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this symbol includes cautions about performing steps in their proper order, or important reminders about how other information in Microsoft Dynamics GP may be affected.
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
File >> Print	The (>>) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.



Additional resources

Documentation is provided in online or hard copy format as an Adobe Acrobat.PDF file.

To obtain product support services

Please refer to this quick reference table when you need to use Encore's Technical Support services.

Service	Contact
General Calls	204.989.4330
Toll Free (North America only)	888.898.4330
Fax	204.235.2331
E-mail	support@encorebusiness.com
Web	www.encorebusiness.com

Before You Call Support

You should have the answers for all of the following questions to help your support specialist quickly narrow down the source of the problem you are experiencing.

- What is the exact error message?
- When did the error first occur?
- What task were you attempting to perform at the time you received the error message?
- Has the task been completed successfully in the past?
- What is the name of the window you are working in?
- What have you done so far to attempt to fix the problem?
- Have you performed any of the table maintenance procedures?
- If have performed table maintenance procedures and received error messages, what kind of messages?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- Have you imported any data?



INTRODUCTION

- What versions of software are you using?

Verify the version numbers for Microsoft Dynamics GP, your database software, Encore products and Windows. Also note service packs.

To locate the version number for Investor Relationship Manager in version 2016, 2015, 2013, 2010 and 10.0 go to Microsoft Dynamics GP Menu >> Tools >> Setup >> System >> Encore Product Registration. The version number is located on the About window which can be located by highlighting the Investor Relationship Manager line and expanding the view of the window. The About window link is located in the bottom left hand corner of the window.

INSTALLATION AND SETUP



Installation and Setup

This chapter describes how to install and set up Investor Relationship Manager.

- [*Prior to Upgrading or Installing a new build*](#)
- [*Installing Investor Relationship Manager*](#)
- [*Registering Investor Relationship Manager*](#)
- [*Table Conversion*](#)

Prior to Upgrading or Installing a new build

Before upgrading from an earlier version or installing a new build of Investor Relationship Manager, be sure to back up your data, especially any customized reports/windows. Once your backup files have been created you can complete the installation and setup procedures described in this manual.

To create a backup file of your customized reports/ windows:

1. Open the Customization Maintenance window.
(Microsoft GP>>Tools>>Customize>>Customization Maintenance)
2. Locate the customized Encore product in the Product column.
3. Highlight all the Modified Reports/Windows in the list.
4. Click on Export.
5. Enter a name for the file.
6. Select a folder location to save the package to.

Installing Investor Relationship Manager

An installation program will be used to install Investor Relationship Manager.

Before you begin installing, complete the following:

- Make a note of the directory location of your Microsoft Dynamics GP installation.
(This information will be required during the installation.)
- Verify that the IRMxxxx.00.xxx.exe file has been loaded on to your computer.
(The x's in the file name will be replaced with numbers.)



- Create a backup of your Microsoft Dynamics GP data before installing Investor Relationship Manager.
- Exit all applications.

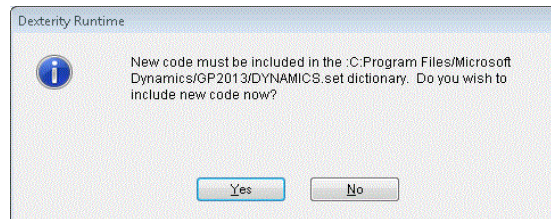
To install Investor Relationship Manager:

1. Open Windows Explorer and locate the IRMxxxx.00.xxx.exe file. The location of this file will vary depending on how the application was acquired.
2. Launch the IRMxxxx.00.xxx.exe file by double-clicking it. The installation program for Investor Relationship Manager will start.
3. Follow the instructions in each window.



Ensure that it is installed to the directory location of your Microsoft Dynamics GP.

4. Start Microsoft Dynamics GP. You will receive a message asking you to install the Investor Relationship Manager code.



5. Select Yes. The Investor Relationship Manager and Encore Product Registration modules will be included in the Dynamics.set file.

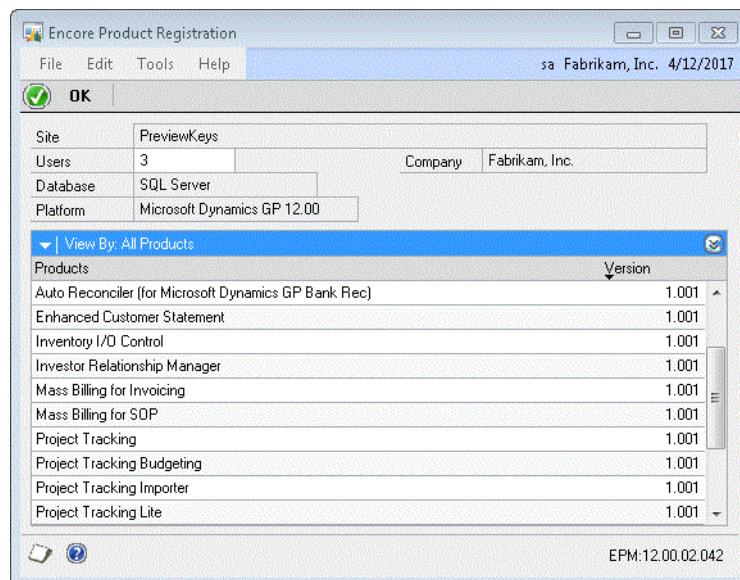


Registering Investor Relationship Manager

Before you can use Investor Relationship Manager with your company data, you must register your software. To register your software enter the product registration key or the drop file provided by Encore. If you choose not to enter the registration keys, you will only be able to create sample transactions using Fabrikam Inc - the lesson company.

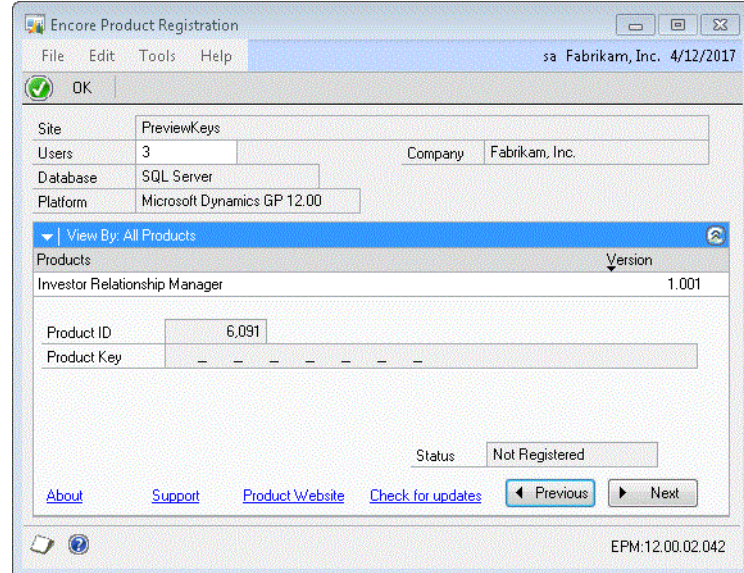
To register your product using registration keys:

1. Open the Encore Product Registration window.
(Microsoft Dynamics GP Menu >> Tools >> Setup >> System >> Encore Product Registration)
2. Highlight the product you wish to register





3. Choose the show details expansion button to display the detailed view of the registration window.



4. Copy and paste or manually enter the product registration key provided by Encore for the product that you have purchased.
NOTE: If manually entering the key ignore the sections. Select OK.
5. To view product specific information such as the version number click on the About zoom field to open the About window.
6. Select OK to close the Encore Product Registration window.

To register your product using a drop file:

1. Copy or save the drop file to the directory location for your Microsoft Dynamics GP.
For Example: C:\Microsoft Dynamics GP\
 2. Log in to Microsoft Dynamics GP as a system administrator.
 3. The system will notify you that it has found a registration file, accept the prompt so the drop key gets applied.
 4. The system will notify you when the product has been registered.
 5. Open the Encore Product Registration window and select your product to verify that it is registered.
(Microsoft Dynamics GP Menu >> Tools >> Setup >> System >> Encore Product Registration)



Table Conversion

The Table Conversion window is used to create and/or update all the necessary table components to use this product. After you've installed and registered the product, you must run this process to evaluate all resources and upgrade them to the latest version as necessary.



You must log in as System Administrator to run the table conversion process.

To run table conversion:

1. Open the Table and View Maintenance window.
(Microsoft Dynamics GP Menu >> Maintenance >> Investor Relationship Manager >> File Maintenance)



2. Select the Process button. Tables will be created, permissions and any existing data will be set. The SQL Server components for Investor Relationship Manager will be created.



Every time Investor Relationship Manager is installed, the table conversion process must be run for each company.

PROFILE SET UP



Profile Set Up

Investor Relationship Manager allows you to set up Company profiles, share class profiles, and investors. Only one company is allowed to be set up per Dynamics Company.

You can define information for the company, such as the Company Fiscal Year start and end dates, distributions frequencies for the share classes used at the Company, Transaction and Distribution numbering, the next share certificate number to use, the next Share Distribution transaction number to be used, etc.

The Share Class Profile window is used for the creation and maintenance of share classes for a company, and for tracking the number of shares outstanding or retired. In the Share Class Profile window, enter information such as class names and descriptions, the voting rights for the class, the number of decimal places of precision used for calculations, the priority stats and if applicable, the annual priority return percentage for the class and the valuation method and the number of shares authorized/issued.

This chapter covers the following topics

- [Create Company Profile](#)
- [Create a Share Class Profile](#)
- [Create Investors](#)
- [User-Defined Fields](#)

Create Company Profile

1. Open the Company Profile Maintenance window.
(Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Investor Relationship Manager >> Company Profile Maintenance).

The screenshot shows the 'Company Profile Setup' window. The title bar indicates the user is logged in as 'sa Fabrikam, Inc.' on 4/12/2017. The window contains several input fields and a 'Save' button. The fields are organized into sections: Company Information (Company ID, Company Desc, Company Legal Name), Dates and Frequency (Start Date, End Date, Distribution Frequency), and Transaction/ID Numbers (Next Share Transaction ID, Next Distribution ID, Next Certificate Number).



The Company ID / Company Desc will automatically be set to the ID / description of the company that the user is logged into.



2. Enter the Company Legal Name. This is the name of the Company as it appears on legal documents, such as share certificates.
3. Enter/Select Fiscal Year Start Date/End Date. These dates determine when the fiscal year for the Company will begin and end.
4. Select a Distribution Frequency from the selection in the dropdown list. The selected value will determine the time period between distributions.

The Distribution Frequency along with the Fiscal Year Dates determines the date for each distribution period within the fiscal year.

For Example: If the Fiscal Year Start Date is April 15, 2009 and the Distribution Frequency is set to Trimester, then there will be three distribution periods within the fiscal year; the first starting on April 15, the second on August 15 and the final period starting on December 15.

5. Enter a Federal Tax ID. It must be 9 characters long.
6. Define the Next Transaction ID, Next Certificate Number, and Next Distribution ID. These values will be used by the system the next time a Share Transaction/ Share Certificate/Share Distribution is created. Every time a transaction/certificate/distribution is created the value will increment by 1.
NOTE: Next transaction number must be numeric. Share Certificate numbers may have an alphanumeric prefix, only trailing values must be numeric, I.E. "Cert00001" is an acceptable cert value.



In order to prevent the use of duplicate Transaction/Certificate/Distribution numbers, the manually entered value must be made larger than the last number used for the Transaction / Certificate / Distribution number.

Create a Share Class Profile

1. Open the Share Class Profile Maintenance window.
(Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Investor Relationship Manager >> Share Class Profile Maintenance)



The Company will automatically be set to the current Dynamics Company. This value cannot be edited. The Share Class you create will be specific to this Company. To define a share class for a different Company you must log into the applicable company.

2. Enter a Share Class ID. This ID will be used throughout the application when selecting a share class. The share class ID must be unique from all other share class ID's in use.
3. The Active option will be marked when the window is opened.



A share class cannot be changed to be Inactive until the authorized shares in the share class are all retired.

4. Enter a share class name.
5. Select a Valuation Method to be used for the share class. The options are: Par Value per unit, Investment Amount, and Number of shares.
6. Enter the par amount. The par amount will be the base value per share for the Share Class.
7. Enter a value for the # Shares Authorized/Issued.



Ensure that the value entered for the number of shares Authorized / Issued is correct before clicking the save button on the Share Class Profile Maintenance window.



8. If applicable, enter a value for # Shares Retired. This is the number of shares which have been retired. The Company can only retire shares it currently owns. Once the shares are retired they cannot be sold to any other investors.

NOTE: Retired shares are not affected by split transactions.

9. If applicable, enter a value for # Decimal Places. This will be the number of decimal places used for transactions using this share class.



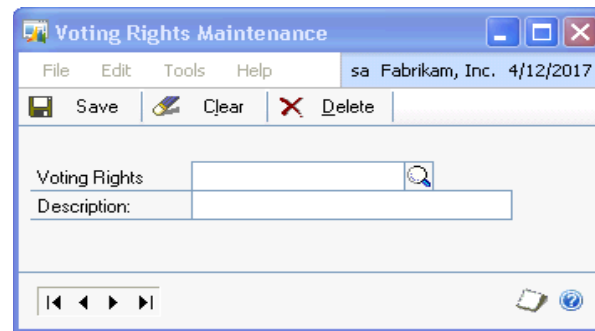
The maximum amount of capital contributed for the class will be populated in Total Share Value field. It is calculated based on the Shares par value and the number of shares Authorized / Issued.

10. Select Save to save the changes made for the share class profile.

To Maintain Voting Rights:

Create or delete a voting rights profile in the Voting Rights Maintenance window.

1. Open the Voting Rights Maintenance window.
(Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Investor Relationship Manager >> Share Class Profile Maintenance >> Click on the Voting Rights field))



2. Enter a voting right.
3. Enter a description for the voting rights.
4. Select Save.
5. To delete a voting right, select or enter a voting right.
6. Select Delete.



A voting right can not be deleted if it has been used on a share class.



Create Investors

The Investor Maintenance window provides the ability to create individual or group investors. The investor information will be created on the basis of the existing vendor data in your Microsoft Dynamics GP. You can also track the current and past investments made for the selected individual or group investor.

1. Open the Investor Maintenance window.
(Transactions >> Financial >> Investor Relationship Manager >> Investor Maintenance).

2. Select an Investor Type: Individual or Group.



If a group investor type is selected, you will be able to access the group details by selecting the Member Detail button. The Group Ownership Details window displays each investor's ID of the group and the percentage of ownership they hold.

3. Select a Vendor ID. Each investor for a Company will have a unique investor ID. The investor information that you create here will be based on Vendor source information. The Investor ID will match an existing Vendor ID. The investor record and the vendor record will share names and addresses. When the lookup button is selected, a window will open with a list of all the existing vendor records.



The investor data is based on vendor source information, please ensure the vendors have been created in your Dynamics GP prior to setting up investors.



4. Enter the Tax ID for this investor. It is the Tax Identifier used to track taxes owed by the investor. In the USA, it is the investor's Social Security Number. In Canada, it is the investor's Social Insurance Number.

If it is an investor group, in the USA, they will have an Enterprise ID number. In Canada they will have a Business ID number assigned.



Altering the Investor's Tax ID value will cause the associated vendor's tax id to change as well. When an investor is created or updated the Tax ID entered on the Investor Maintenance window will update the Tax ID stored on the corresponding Vendor's card.

5. If applicable select a Communication Method
6. Select Save to save the changes.

To Maintain Investor Addresses

The Investors are created on the basis of the vendor information; therefore, the address ID attached to the investors will automatically default from the selected vendor setup. Investor Relationship Manager provides the ability to set the link between an Investor ID and any one of the existing vendor address ID's defined in Microsoft Dynamics GP.

1. Open the Investor Address Maintenance window.
(Transactions >> Financial >> Investor Relationship Manager >> Investor Maintenance >> Click on the Address ID field zoom)

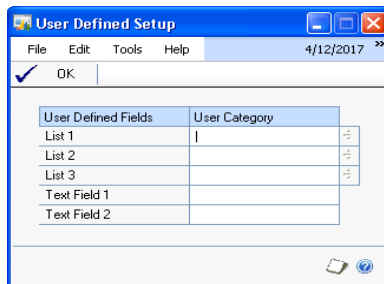
2. Select an Investor ID on the Investor Maintenance window.
3. Click on the Address ID zoom to open the Investor Address Maintenance window.
4. Select Save to save any changes made to the address ID.



User-Defined Fields

The User-Defined Fields setup window allows for three independently managed user defined lists and two text fields. These User-Defined Fields behave similarly to other Microsoft Dynamics GP User-Defined Fields. Once setup, these values will be displayed in the Investor Maintenance window.

1. Open the User Defined Setup window. (Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Investor Relationship Manager >> User-Defined Fields)



2. Enter a value for the Label name in the User Category field



Select the zoom to see the list of values for each category.

PROCESSING SHARE TRANSACTIONS



Processing Share Transactions

Investor Relationship Manager allows you to create and process share transactions. Using the Share Transaction window, you can sell, buy, transfer, split/consolidate or retire shares through the share transaction process.

This chapter covers the following topics:

- [Create a share transaction](#)
- [Approve a share transaction](#)
- [Process a share transaction](#)
- [Print a share transaction](#)

Create a share transaction

1. Open the Share Transactions window.
(Transactions >> Financial >> Investor Relationship Manager >> Share Transactions)

2. A transaction ID will be automatically populated with the next available transaction ID that was setup in the Company Profile Maintenance window.
3. Select a Transaction Type:
 - **Purchase** (by company) - a repurchase of shares by the company from an investor, set at market price.
 - **New Issue** - this type of transaction is used when new shares are issued for a share class which will allow more shares to be sold to investors.
 - **Sales by Company** - a sale by the company to investor.
 - **Sales by Investor** - a sale of shares from one investor to another.
Note: Shares are sold at market price.



- **Split** - The number of shares outstanding and all investor owned share certificates will be affected by the split transaction. The resulting values (for outstanding and every individual share certificate) will be the value for the Original Number of shares * share split ratio.
 - **Retirement** - shares owned by the company are retired and cannot be sold to investors.
 - **Transfer** - shares are transferred from one owner to another at par value without money changing hands.
For Example: Shares willed from owner to child or to estate.
4. The transaction date will default with the current user date of Microsoft Dynamics GP. If required, the date can be changed.
 5. If applicable, select a Buying Investor. The buying investor is the future owner of the shares.
 6. If applicable, select a Selling Investor. The selling investor is the current owner of the shares.
 7. Select a Share Class. The selected share class represents the class of the shares being sold, issued, purchased, retired, split or transferred.
 8. If applicable, enter a Cancel Cert #.



The New Cert. # will be automatically generated when the transaction has been processed. A historical transaction type will allow the new certificate number to be set by the user. All other transactions result in the new certificate number are automatically generated.

9. If applicable, enter the # Shares.
10. Mark the Par checkbox if you want the Price field to be set to the current class par value.
11. If applicable, change the price. The price you enter is the value that the shares are going to be purchased at.
12. If you are creating a split transaction, a split ratio needs to be entered.



If the split ratio is > 1, this is a standard split. The number of shares will increase.

If the split ratio is < 1, this is a reverse split or consolidation. The number of shares will decrease.

For Split type of transaction, only one share class can be entered in one transaction.

13. Enter an effective date. This will be the date the transaction takes effect.



14. Select Save to save the transaction.

Approve a share transaction

1. Open the Share Transactions window.
(Transactions >> Financial >> Investor Relationship Manager >> Share Transactions)
2. Select an existing transaction ID.
3. Change the status to Approved.

The screenshot shows the 'Share Transactions' window for 'sa Fabrikam, Inc. 4/12/2017'. The window has a menu bar (File, Edit, Tools, Help) and a toolbar with buttons for Save, Clear, Delete, Void, and Process. Below the toolbar, there are fields for Transaction ID (4), Transaction Date (4/12/2017), Transaction Type (Sell New Issue), and Effective Date (5/1/2017). A table lists the transaction details:

Buying Investor	Selling Investor	Share Class	Cancel Cert. #	New Cert. #	# Shares	Par	Price	Market Price	Split Ratio
MARSH0000001		CLASS A			1,500,000.00		\$50.00000	0.00000	0.0000
					0.00000		\$0.00000	0.00000	0.0000

At the bottom, there are fields for Status (Approved), Approved By (sa), Approved Date (4/12/2017), Void By, Void Date (0/0/0000), and Void Reason.

4. In the Approved By field enter the employee who has approved the transaction.
5. Enter an approved date. This should be the date the transaction was approved by the board of the company.
6. Select Save to save the changes.

Process a share transaction

1. Open the Share Transactions window.
(Transactions >> Financial >> Investor Relationship Manager >> Share Transactions)
2. Select an existing transaction ID.



Only approved transactions can be processed.



3. Select the Process button.

Share Transactions

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Save Clear Delete Void **Process**

Transaction ID: 4 Transaction Date: 4/12/2017
Transaction Type: Sell New Issue Effective Date: 5/1/2017

Buying Investor	Selling Investor	Share Class	Cancel Cert. #	New Cert. #	# Shares	Par	Price	Market Price	Split Ratio
MARSH0000001		CLASS A			1,500,000.00		\$50.00000	0.00000	0.0000
					0.00000		\$0.00000	0.00000	0.0000

Status: Approved
Approved By: sa
Approved Date: 4/12/2017
Void By:
Void Date: 0/0/0000
Void Reason:

4. If errors occur during processing the ErrorRpt button becomes available. Click the ErrorRpt button to print the error report.

Print a share transaction

1. Open the Share Certificate Print window.
(Reports >> Financial >> Investor Relationship Manager >> Share Certificate Print)

Share Certificate Print

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Clear Print

Investor ID: BLOOMING0001 Company ID: TW0
Name: Bloomington County
Address ID: PRIMARY
Contact: County Treasurer
Address: 5432 West Main
City: Chicago
State: IL
Zip Code: 60506-1002
Phone 1: (312) 555-0111 Ext. 0000
Phone 2: (000) 000-0000 Ext. 0000
Cell: (000) 000-0000 Ext. 0000
Fax: (312) 555-0111 Ext. 0000

☒ Mark All ☐ Unmark All ☐ Mark Available

Select	Share Class	Certificate Number	Number of Shares	Capital Contribution	Status
<input type="checkbox"/>	CLASS A	cert0000000001	50,000.00	\$2,500,000.00	Printed

2. Select an investor ID. The share transactions for this investor will be populated in the scrolling window. The Select option will be automatically marked if the certificate has not been printed for the share or the status is set to Available.



PROCESSING SHARE TRANSACTIONS

3. To change the selection of the shares you would like to print certificates for;
 - *Mark /Unmark All - Selecting this feature will mark/unmark all the items in the scrolling window.*
 - *Mark Available - Selecting this feature will only mark the items with a status of Available in the scrolling window.*
4. Select the Print button to print the share certificate. In the Report Destination window, select to print it to the screen, printer, or to a file.



If a share certificate was already printed, you can reprint it.

DISTRIBUTION SETUP AND TRANSACTIONS





Distribution Setup and Transactions

Investor Relationship Manager allows you to create the details for each distribution transaction, including the share class, distribution amounts, distribution period and percentage of the priority distribution owing for the period is to be paid to investors.

This chapter covers the following topics:

- [Distribution configuration setup](#)
- [Create a distribution transaction](#)
- [Approve a distribution transaction](#)
- [Process a distribution transaction](#)
- [Payables batches for distributions](#)
- [Delete/Void a distribution transaction](#)

Distribution configuration setup

In order to pay multiple distributions at the same time, you can link various share classes together and define as a distribution configuration ID. The distribution configuration is the basis of the share distribution transactions which will determine how much of a payment is to be paid to the classes when a distribution transaction is processed.

1. Open the Distribution Configuration Setup window.
(Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Investor Relationship Manager >> Distribution Configuration Setup))

2. Enter a Distribution Configuration ID.
3. Select a Share Class ID from the lookup window. The selected Share Class ID will be the class associated with the distribution ID.



The Priority and % of Priority Return fields will be populated automatically with the values defined in the Share Class Maintenance window.



4. Enter an Order number. This number represents the order of the payment to be paid to the share classes. The lower order numbers are paid out first. When paying out a distribution which is not large enough to cover the priority distribution the order value for the share class will determine which share class is paid out first and in full. Priority deficits will be contained to the classes with the highest order values.
5. Enter the % of Dist. Split. This is the percentage of the remaining distribution amount to be paid to the class after the priority distribution is paid.
6. Select Save to save the changes made to the window.



Investor Relationship Manager allows for multiple Distributions. Each configuration will have its own split percentage and its own order. If there are multiple distributions, the order of the Distribution Configuration in addition to the Class's order within the Distribution Configuration will be used to determine the order priority distributions will be made. If all priority distributions are paid out in full then any remaining funds are going to be divided up with a pool of funds being allocated to each Distribution Configuration in accordance with the split percentage. The class will then be allocated a standard distribution amount based on the class's split percentage. Order is not considered when paying out the standard distribution; all classes have equal access to the standard distribution funds.



Create a distribution transaction

1. Open the Distribution Transactions window.
(Transactions >> Financial >> Investor Relationship Manager >> Distribution Transactions)

2. The Distribution ID field will automatically populate with the next distribution ID that was specified in the Company Profile Maintenance window.
3. The Transaction Date is the date the transaction is created. The default for this date will be the current Microsoft Dynamics GP user date.
4. Enter a date range for the Distribution Period.
5. Enter a distribution amount.
6. Enter a distribution configuration ID.
7. Enter a priority payout %. This is the percentage of the annual priority payout being paid out for this transaction. One quarter's distribution will represent 25% of the annual priority distribution payout.



The Priority Distribution cannot be greater than 100%. If a deficit is to be paid then select the zoom next the Repayment Amount field. The distribution



amount must be sufficient to payout the priority amount owed and any deficit payment selected.

8. Enter a Distribution Split % for the distribution configuration ID. It represents how the remainder of the distribution is to be distributed among the configuration specified classes after the priority amount is paid.
 - a) Mark the payments in the scrolling window that are going to be repaid.
 - b) You can edit the Repayment Amount to be less than the deficit incurred during the previous period.
 - c) Select Save to save the deficit repayment entries.
9. Before saving the changes, preview the distribution details by selecting the Preview button. The payment information for a distribution paid to each class or each share in the class will be displayed.
10. Select Save to save the transaction details.

Example of Paying out a Distribution:

The company ABC Textiles is going to payout a quarterly distribution for the 3 classes of stock it has issued.

Share Class Information:

Class A:

50,000 Shares outstanding
\$25 Par Value
10% Priority return per annum
 $50,000 * \$25 * (10\%/100) = \$125,000$ per annum priority distribution



DISTRIBUTION SETUP AND TRANSACTIONS

Class B:

100,000 Shares outstanding
\$10 par value
5% Priority return per annum
 $100,000 * \$10 * (5\%/100) = \$50,000$ per annum priority distribution

Class C:

500,000 Shares outstanding
\$10 Par value
Non-priority

Distribution Configurations:

ABC Textiles will create 2 Distribution configurations, Distribution A & B will be used to payout distributions to the two priority classes, Distribution C will be used to payout the standard distribution for Class C.

Distribution A & B:

Share Class A: Order 1, Priority Return 10%, Distribution Split 50%
Share Class B: Order 2, Priority Return 5%, Distribution Split 50%

Distribution C:

Share Class C: Order, Distribution Split 100%

Distribution Transaction:

When ABC Textiles is ready to pay out their quarterly dividend to all their share classes they will enter; the total distribution amount they will pay, the start and end dates for the period, the percentage of the annual priority distribution which is being paid (100% is one year's priority distribution, 25% one quarter's, etc), plus the Distribution Configurations which are to be paid.

Approve a distribution transaction

1. Open the Distribution Transactions window.
(Transactions >> Financial >> Investor Relationship Manager >> Distribution Transactions)
2. Select the distribution ID to be approved.



3. Change the status to Approved.

The screenshot shows the 'Distribution Transactions' window for 'sa - Fabrikam, Inc.' dated 4/12/2017. The window has a menu bar (File, Edit, Tools, Help) and a toolbar with buttons: Save, Clear, Delete, Process, Void, and Preview. The main form contains several fields: Distribution ID (2), Transaction Date (4/12/2017), Distribution Period From (4/1/2017), Distribution Period To (12/31/2017), # Distribution per year (12), Distribution Amount (\$0.00000), Priority Payout % (1.00000), Distribution Configuration ID (100.00000), Distribution Split % (0.00000), Priority Amount (\$52.50000), Repayment Amount (\$0.00000), Status (Approved), Approved By (sa), and Approved Date (4/12/2017). The Status field is highlighted with a dropdown arrow.

4. Enter the employee name that approved this transaction.
5. Enter the approved date. This is the date the transaction is being approved.
6. Select Save to save the entries made in the window.

Process a distribution transaction

When a distribution transaction has been approved, it is ready to be processed.

1. Open the Distribution Transactions window.
(Transactions >> Financial >> Investor Relationship Manager >> Distribution Transactions)
2. Select the distribution ID to be processed.
3. Select the Process button.

The screenshot shows the 'Distribution Transactions' window for 'sa - Fabrikam, Inc.' dated 4/12/2017. The window has a menu bar (File, Edit, Tools, Help) and a toolbar with buttons: Save, Clear, Delete, Process, Void, and Preview. The main form contains several fields: Distribution ID (2), Transaction Date (4/12/2017), Distribution Period From (4/1/2017), Distribution Period To (12/31/2017), # Distribution per year (12), Distribution Amount (\$0.00000), Priority Payout % (1.00000), Distribution Configuration ID (100.00000), Distribution Split % (0.00000), Priority Amount (\$52.50000), Repayment Amount (\$0.00000), Status (Processed), Approved By (sa), and Approved Date (4/12/2017). The Status field is highlighted with a dropdown arrow.



Payables batches for distributions

After the distributions have been processed an AP batch will be created containing an AP transaction for each investor who will be paid funds from the distribution. To finalize the distributions and the payout, review and process these transactions in Microsoft Dynamics GP.



IRM will protect the Payable Transactions and batches it creates. Users cannot edit payment frequency, amounts, vendors, etc. Users also cannot delete transactions and batches created by Investor Relationship Manager.

1. Open the Payables Batch Entry window.
(Transactions >> Purchasing >> Batches)



A batch created by Investor Relationship Manager will be identified by a 'RMPM' prefix.

2. After the batch has been verified process using standard Microsoft Dynamics GP batch functionality.

Delete/Void a distribution transaction

A Distribution transaction can be deleted or voided in the Distribution Transaction window.

To delete a distribution:

1. Open the Distribution Transactions window.
(Transactions >> Financial >> Investor Relationship Manager >> Distribution Transactions)

2. Select the transaction to be deleted.



Transactions that have been approved, processed or voided can not be deleted.




3. Select the Delete button.

The screenshot shows the 'Distribution Transactions' window. The menu bar includes File, Edit, Tools, and Help. The toolbar contains buttons for Save, Clear, Delete (highlighted with a red arrow), Process, Void, and Preview. The window displays fields for Distribution ID (3), Transaction Date (4/12/2017), Distribution Period From (0/0/0000), and Distribution Period To (0/0/0000). It also shows Distribution Configuration ID, Distribution Split %, Status (Pending), and various amounts like Distribution Amount (\$0.00), Priority Payout %, Priority Amount (\$0.00), and Repayment Amount (\$0.00).

To void a distribution:

1. Open the Distribution Transactions window.
(Transactions >> Financial >> Investor Relationship Manager >> Distribution Transactions)

2. Select the transaction to be voided.

 *Only approved or processed transactions can be voided. Transactions that have been posted or part of a batch to be posted can not be voided.*

3. Enter the user name in the Void By field.
4. Enter the date the transaction is being voided.
5. Enter a reason for the void in the Void Desc field.
6. Select the Void button to void the selected transaction.

The screenshot shows the 'Distribution Transactions' window with the 'Void' button highlighted by a red arrow. The Distribution ID is now 2. The Transaction Date is 4/12/2017, and the Distribution Period To is 12/31/2017. The Distribution Amount is \$0.00000, and the Priority Payout % is 1.00000. The Status is now 'Processed'. The Void By field is filled with 'sa', the Void Date is 4/30/2017, and the Void Reason is 'incorrect'. The Priority Amount is \$52.50000, and the Repayment Amount is \$0.00000.



DISTRIBUTION SETUP AND TRANSACTIONS

INQUIRIES





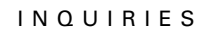
This chapter provides information about the inquiry windows that are available with Investor Relationship Manager. The Share Distribution History and Share Distribution History by Year inquiry windows provide the ability to track back the share class history and distribution history.

- [Share Class Distribution History Inquiry](#)
- [Share Distribution History by Year Inquiry](#)
- [Distribution Preview](#)
- [Investor Inquiry](#)

The Share Class Distribution History window is used to see an overview of all the previous distributions for a particular share class. The window provides the ability to filter transactions by a date range.

- [illegible]

- 42 INVESTOR RELATIONSHIP MANAGER



- ## Share Distribution History by Year Inquiry

1. To open the Share Class Distribution History By Year window:
 - a) Open the Share Class Profile Maintenance window.
(Microsoft Dynamics GP >> Tools >> Setup >> Financial >> Investor Relationship Manager >> Share Class Profile Maintenance)
 - b) Select a share class ID.
 - c) Click on the Share Dist. History button which opens the Share Class Distribution History window.
 - d) Click on the Share Dist. History by Year button to display the share distribution history.

2. Select OK to close the window.



Distribution Preview

The Distribution Preview window will show the breakdowns for a distribution paid to each class and the distribution paid to each share in the class. It displays the total distribution amount, the priority distribution amount, the priority distribution paid out per share class, the priority distribution paid out per share, priority balance owed per class, the standard distribution amount, the distribution per class and the distribution per share.

1. To open the Distribution Preview window:
 - a) Open the Distribution Transactions window.
(Transactions >> Financial >> Investor Relationship Manager >> Distribution Transactions)
 - b) Select a Distribution ID.
 - c) Choose the Preview button to display the breakdowns for the selected distribution ID.

[illegible]

2. Select OK to close the window.

Investor Inquiry

The Investor Inquiry window has been added to the module to allow you to view investment information for a selected investor.



- [illegible]



INQUIRIES

REPORTS



Reports

Investor Relationship Manager provides the following pre-configured reports:

- Transactions By Investor/ Share Class
- Distributions By Investor/ Share Class
- Return on Investment - By Investor/ Share Class
- Investor Holdings - By Investor/ Share Class

This chapter covers the following topics:

- [*Transactions by Investor report*](#)
- [*Distribution by Investor report*](#)
- [*Return on Investment Report*](#)
- [*Investor Holdings Report*](#)

Transactions by Investor report

The Transaction by Investor report is designed to show the transaction details for vendors or share classes. Use the Transactions by Investor Options window to print and configure the report. There are options for restricting, sorting and grouping the information used in the report. The report always displays the subtotal of the number of shares for each share class.

1. Open the Transactions by Investor Options window.
(Reports >> Financial >> Investor Relationship Manager >> Transactions by Investor)

2. To show a specific range of transactions, change the report variables for the following fields:
 - Transaction Type
 - Share Class
 - Investor
 - Transactions Status



To include all the transactions in the report, leave these fields blank.

3. Enter a date range for the Effective Date and the Transaction Date. If a date range isn't selected than all transactions will be shown.
4. Enter a Transaction Status:
 - Approved
 - Processed
 - Unapproved
 - Voided
5. Make a selection for the Group By: Investor or Share Class. The transactions will be grouped as per the selection, either by each investor or share class.



The selection of Group By determines the report type: Transactions by Investor, or Transaction by Share Class.

6. Make a selection in Sort By: Investor ID, Share Class, Transaction Type, Transaction Date or Effective Date.
7. Select the Print button to print the report. A report can be printed to the screen, printer or a file.

Distribution by Investor report

The Distribution by investor report will show the distribution transaction details for an Investor. There are options for restricting and grouping the information, such as Share Class, and Transaction Date. The subtotal will be displayed for each share class. It always shows the total of all distribution pay-outs.

1. Open the Distribution by Investor Options window.
(Reports >> Financial >> Investor Relationship Manager >> Distribution by Investor)

2. You may enter restrictions for the following fields:
 - Investor

- Share Class



To include all the investors and share classes in the report, leave the fields blank.

3. Enter a selection for the Transaction Date range. (Optional)
4. Make a selection on Group By: Investor or Share Class. The transactions will be grouped as per the selected option.



The selection made for Group By determines the report type: Distributions by Investor, or Distributions by Share Class

5. Choose a Sort by option: Investor, Share Class, Transaction Date or Distribution ID.



The selection for this option determines the display order of the distribution records.

6. To print the report, select the Print button. A report can be printed to the screen, printer or a file.

Return on Investment Report

The Return on Investment report allows you to print investment information based on either investors or share classes. Two types of report are available: Return on Investment By Investor, and Return on Investment By Share Class. The report will provide details on the standard distribution paid, priority distributions paid, total distribution paid, priority deficit, and the distribution date. It also displays the subtotal for each share class or investor payouts.

1. Open the Return on Investment Options window.
(Reports >> Financial >> Investor Relationship Manager >> Return On Investment)

2. Make selections for the following fields:

- Investor ID



- Share Class



To include all the investors and share classes in the report, leave the fields blank.

3. Enter a range for the Transaction Date. (Optional)
4. Make a selection for Group By: Investor or Share Class.



The selection for Group By will determine which report will print: Return on Investment-By Investor or Return on Investment-By Share Class.

5. Select the Print button to print the report. A report can be printed to the screen, printer or a file.

Investor Holdings Report

This report allows the user to generate a report showing the ownership of holdings at any point in time. Results can be filtered by investor and/or by share class.

The report will show the equity ownership for the specified date, with the specified Class and Investors filtered in.

1. Open the Investor Holdings Report Options window. (Reports >> Financials >> Investor Relationship Manager >> Investor Holdings)

2. Enter a range for the Investor and/or Share Class.
3. Select the As of Date for the report.
4. Select a Group By option.

Select the Print button to print the report. A report can be printed to the screen, printer or a file.



REPORTS



Appendix A: Data tables

The following charts lists data tables created in Investor Relationship Manager.

Financial Series

Display Name	Technical Name	Physical Name
irmCompanyProfile	irmCompanyProfile	irmCompanyProfile
irmDistribConfig	irmDistribConfig	irmDistribConfig
irmDistribConfigWork	irmDistribConfigWork	irmDistribConfigWork
irmDistribHdr	irmDistribHdr	irmDistribHdr
irmDistribLine	irmDistribLine	irmDistribLine
irmDistribPaymHist	irmDistribPaymHist	irmDistribPaymHist
irmDistribPaymSumm	irmDistribPaymSumm	irmDistribPaymSumm
irmDistribPreviewHdr	irmDistribPreviewHdr	irmDistribPreviewHdr
irmDistribWork1	irmDistribWork1	irmDistribWork1
irmDistribWork2	irmDistribWork2	irmDistribWork2
irmDistribWork3	irmDistribWork3	irmDistribWork3
irmDistrPreview	irmDistrPreview	irmDistrPreview
irmGroupInvestmLine	irmGroupInvestmLine	irmGroupInvestmLine
irmGroupOwnerDetail	irmGroupOwnerDetail	irmGroupOwnerDetail
irmGroupOwnerLine	irmGroupOwnerLine	irmGroupOwnerLine
irmIndivInvestmLine	irmIndivInvestmLine	irmIndivInvestmLine
irmIndivInvestmWork	irmIndivInvestmWork	irmIndivInvestmWork
irmIndivInvestmWork2	irmIndivInvestmWork2	irmIndivInvestmWork2
irmInvestorMstr	irmInvestorMstr	irmInvestorMstr
irmReDistribWork1	irmReDistribWork1	irmReDistribWork1
irmReDistribWork2	irmReDistribWork2	irmReDistribWork2
irmRepaym	irmRepaym	irmRepaym
irmRepaymFlag	irmRepaymFlag	irmRepaymFlag
irmRepaymPaid	irmRepaymPaid	irmRepaymPaid
irmRepaymWork1	irmRepaymWork1	irmRepaymWork1
irmRepaymWork2	irmRepaymWork2	irmRepaymWork2
irmShareCert	irmShareCert	irmShareCert
irmShareCertPrint	irmShareCertPrint	irmShareCertPrint
irmShareCertWork	irmShareCertWork	irmShareCertWork
irmShareClassHist	irmShareClassHist	irmShareClassHist
irmShareClassProfile	irmShareClassProfile	irmShareClassProfile
irmShareHistByYear	irmShareHistByYear	irmShareHistByYear
irmShareProfileMstr	irmShareProfileMstr	irmShareProfileMstr
irmShareTransHDR	irmShareTransHDR	irmShareTransHDR



APPENDIX A DATA TABLES

Display Name	Technical Name	Physical Name
irmShareTransLine	irmShareTransLine	irmShareTransLine
irmTransLineError	irmTransLineError	irmTransLineError
irmUDFSetup	irmUDFSetup	irmUDFSetup
irmUDFSetupValue	irmUDFSetupValue	irmUDFSetupValue
irmUDFValues	irmUDFValues	irmUDFValues
irmvDistribByMemb	irmvDistribByMemb	irmvDistribByMemb
irmVotingRights	irmVotingRights	irmVotingRights
irmvReturnOnInvestm	irmvReturnOnInvestm	irmvReturnOnInvestm
irmvTransbyMemb	irmvTransbyMemb	irmvTransbyMemb



What's New and Known issues

What's New Investor Relationship Manager

Investor Relationship Manager discontinued as Encore product. Add can be purchased as a Custom Solution for Microsoft Dynamics GP.

What's New in Investor Relationship Manager for 2016

Investor Relationship Manager is now compatible with Microsoft Dynamics GP 2016.

What's New in Investor Relationship Manager for 2015

Investor Relationship Manager is now compatible with Microsoft Dynamics GP 2015.

What's New in Investor Relationship Manager for 2013

Investor Relationship Manager is now compatible with Microsoft Dynamics GP 2013.

What's New in Encore Products

What's New in Encore Products for 2016

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2016.

New Product Paycode Mass update for Canadian Payroll released.

What's New in Encore Products for 2015

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2015.

New Product Paycode Mass update for Canadian Payroll released.

New Product ePayStub for Canadian Payroll released.

What's New in Encore Products for 2013

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2013.

Recurring Contract Billing has been renamed Subscription Billing to better describe the solutions feature set.

New Product Paycode Mass update for Canadian Payroll released.

New Product ePayStub for Canadian Payroll released.



Documentation Feedback

Do you have any feedback or comments about this product?

We value your opinion. Please send your comments to encore@encorebusiness.com.

About Encore Business Solutions

Encore Business Solutions Inc. is part of a worldwide network of independent partner organizations that sell, implement, and support the award-winning products of Microsoft® Business Solutions. Encore is also an authorized Solution Developer for Microsoft Business Solutions developing and marketing industry-specific software worldwide that tightly integrates to core modules of Microsoft Dynamics GP. We are 100% dedicated to developing client-focused, reliable, industry-specific solutions and companion applications providing total end-to-end solutions that meet the operational and reporting needs of our customers.

The Encore Business Solutions Inc. suite of products include:

Project Tracking Solutions:

- Project Tracking with Advanced Analytics
- Project Tracking with Budgeting
- Project Tracking Importer
- Project Tracking Lite

Billing Solutions:

- Subscription Billing
- Subscription Billing Importer
- Subscription Billing CRM Integrator

Bank Reconciliation Solutions:

- Auto Reconciler
- Account Reconciler

Canadian Payroll Add-Ons:

- ePayStub for Canadian Payroll (including T4 & T4A report package)
- T4 & T4A Report package
- Paycode Mass Update

Additional Encore Products:

- Advanced SmartList
- Tax Distribution
- REAP

SPLA pricing is also available for Encore products. If you have questions regarding any Encore product or service, feel free to contact us.

Toll Free: 888.898.4330 (North America only)
Phone: 204.989.4330
Fax: 204.235.2331
E-mail: encore@encorebusiness.com
Internet: www.encorebusiness.com
Mail: 467 Provencher Blvd.
Winnipeg, MB, Canada
R2J 0B8

Microsoft® Gold Certified Partner 2003 - Present

Microsoft® Dynamics Inner Circle Member 2000, 2002 - 2005, 2013

Microsoft® President's Club Member 1996 - 2010, 2013, 2014, 2015

Microsoft Partner
Gold Enterprise Resource Planning
Silver Customer Relationship Management
Silver Application Development

