Users Manual

dbCAMS+ to Act4Advisors

Conversion System

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Overview

The various parts of the dbCAMS+ conversion system are described below.

Act4Advisors Groups records

The conversion system creates group records from user defined dbCAMS+ codes. The sources for the group codes are:

FNA (Client) group field
FNA (Client) key field
FNA (Client) geo field
FNV (Vendor) group field
FNV (Vendor) key field

Once the group records are created, the conversion system will assign the converted contact records to the appropriate Act4Advisors groups.

Act4Advisors Popups

The conversion system takes the dbCAMS+ FNA (Client) category field and adds the codes into the Act4Advisors Status/ID popup menu. The dbCAMS+ Other Phone Description field is added to the Act4Advisors Alternate Phone description popup. If you are converting Insurance records, the dbCAMS+ Insurance code, Insurance Type, and Plan Type fields are populated into the appropriate Act4Advisors Insurance popup menus.

Act4Advisors Contacts

The sources for the Act4Advisors contact records are on dbCAMS+ FNA (Client) and FCL (Spouse and Children) tables. If you select the check-box option to convert your dbCAMS+ FNV (Vendor) records, they will also create Act4Advisors contact records. After the records are converted, the group and key fields are checked against the Act4Advisors group records. If the Act4Advisors groups exist, the contacts will be assigned to the appropriate groups in Act4Advisors.

There are a couple of field conversions that should be explained. The first is the name field. The conversion system takes the FNA (Client) correspondence field from dbCAMS and places it into the contact name. However, it uses the dbCAMS+ last name field and first name field to populate the Act4Advisors last and first name fields. These fields do not show up on the Act4Advisors standard screens, but are the fields used for the Act4Advisors contact lookups.

The second conversion area that needs some explanation is the address fields. DbCAMS+ does not track the type of addresses in the system. It uses a primary address code and an alternate address code, but does not track if the addresses are for home, work, alternate residence, etc. Act4Advisors, on the other hand, uses the type of address. The conversion system relies on the dbCAMS+ user to flag the addresses as to type prior to running the conversion. Instructions for helping you identify the addresses are located in the 'Pre-conversion' section of this document. The conversion system will look at the FNA and FCL 'flag' field and convert the addresses based on the value of the flag. A 'W' means the address is a work address, an 'H' means home address and an 'A' means alternate address. If the flag field is blank, the address is not converted. Any spouse record that has a 'W' in the flag field has the spouse record address converted to the spouse work address in Act4Advisors. All other flag values are ignored in the spouse record and addresses are not converted.

There are only 4 child records in Act4Advisors. The conversion system uses the first four children records it processes and drops any more than 4.

Act4Advisors Contacts - History/Notes

The conversion system collects all notes from the client, spouse, and children records in dbCAMS+ and converts all of these notes into Act4Advisors. The record manager in Act4Advisors for the converted notes will be the person doing the conversion, i.e. the original dbCAMS+ author of the note is not converted.

Act4Advisors Contacts - Insurance Records

Act4Advisors only has room to store 8 insurance records. The conversion system will process the first 8 insurance records it finds in dbCAMS+ and will drop any subsequent records. The Act4Advisors popup menus are populated by the dbCAMS+ values for the Insured, the Contract, and the plan type if you also run the popup option in the conversion system. Insurance group, key fields and notes are not converted.

Act4Advisors Contacts - Activity records

DbCAMS+ Client ToDo records are converted into Act4Advisors Activity records and associated with the contact. ALL of the activities are assigned to the person doing the conversion. If they need to be reassigned to another Act4Advisors user, they will have to reassigned manually. Office ToDos in dbCAMS+ are converted and assigned are also assigned to the Act4Advisors conversion user.

Act4Advisors Contacts – Investment Information

The conversion system populates the Act4Advisors Securities Held section of the Investment tab from the dbCAMS+ FAS (Asset) file. This allows the Act4Advisors user to do contact lookups based on holdings. The source of the data is the dbCAMS+ market code and the distribution to the various security types is based on the dbCAMS+ MajType field.

Act4Advisors Vendor Records

DbCAMS+ vendor (FNV) records are created the same way as the dbCAMS+ contact records. Addresses are assumed to be work addresses. Notes and ToDo items are converted for dbCAMS+ vendors the same way as for the dbCAMS+ Clients. Vendors are assigned to groups based the vendor record group and key fields if the groups exist in Act4Advisors.

Pre-conversion Steps – Act4Advisors

If you are merging into an existing Act4Advisors database there may be a pre-conversion process. This process will be necessary ONLY if your Act4Advisors database meets the following condition:

- Your Act4Advisors database contains the dbCAMS+ Client Number for the contacts that match your dbCAMS+ clients AND the dbCAMS+ client number stored in YOUR Act4Advisors database is not in the Act4Advisors pre-defined field 'client_num'

If your existing Act4Advisors database meets the above condition, then you need to transfer the dbCAMS+ client number from the field you are using in YOUR Act4Advisors database to the predefined 'Client_num' field. This is done by:

- Go into the Act4Advisors database
- Select the Lookup menu and the 'All Contacts' item
- Select the EDIT menu and click on the 'Replace' item
- Select the Replace menu and click on the 'Copy a field' item
- In the dialog box on the left under 'Copy contents of' select the field YOU use for the dbCAMS+ client number.
- In the dialog box on the right under 'To:' Select the field 'client_num'
- Click the 'OK' button
- Click the 'Yes' button in the warning message about modifying all records in the lookup

The contents of the field has now been moved and you are ready for the conversion

General Conversion Processing.

The steps for the conversion is as follows:

- Make sure there is no one running maintenance or upgrades to the dbCAMS+ system, i.e. the dbCAMS+ tables are not locked. The conversion system does not change the dbCAMS+ database so a backup is not required.
- You must run the conversion on a computer that uses both dbCAMS+ and Act4Advisors. You do not have to have dbCAMS+ open for the conversion.
- Open the Act4Advisors database on your computer.
- Make a backup of the Act4Advisors database from the Act4Advisors 'File|Backup' menu.
- Click on the conversion system shortcut on your desktop to start the conversion process.
- The first time you run the system, it will prompt you for a registration key. **Please call Custom Advisor Solutions to obtain the key.** Once the key is entered into your conversion system, you will not be prompted for it again.
- There will be a number of warning messages that appear on your screen to verify that you are ready to begin processing. Click OK through the messages if you have completed the steps.
- The dbCAMS+ Pre-conversion Wizard will start. See the Pre-conversion part of this documentation. When you have finished the pre-conversion wizard, click the 'Finish' button
- The conversion wizard will start.
- Select the conversion type and conversion records from the wizard. See the Conversion Wizard section of this document for further details. Click the 'Finish' button. The conversion process will run and close down when it is finished. Your Act4Advisors database should now be fully populated from dbCAMS+. **CAUTION:** Adding contacts into the Act4Advisors database can sometimes be a fairly slow process, particularly if you are adding a large number of contacts. Please do not stop the process even if it "looks like" the system freezes.

Occasionally it may take 2 or 3 MINUTES for a contact to be added. If the system encounters a problem, an error message will be generated on screen.

dbCAMS+ Pre-conversion

Objective

The objective of the pre-conversion process is to identify the types of addresses for each address in your dbCAMS+ system. The process uses the dbCAMS+ flag field in the Client (FNA) and Owner (FCL) tables. Records will be identified with a flag equal to 'H' for home addresses, 'W' for work addresses and 'A' for alternate addresses. The addresses will be converted into the Act4Advisors Home, Work and Alternate addresses based on these values in the flag fields.

The pre-conversion wizard consists of three processes (Client, More Client and Spouse), each of which has two steps. The first step mechanically populates the flag field based on probabilities. The second step allows you to manually edit the results of the mechanical population to fine tune each individual record.

NOTE: The old DOS version of dbCAMS+ (prior to version 3.X) required that for contacts with only one line of address, the address be placed in address line 2 and address line 1 be left blank. This is no longer a requirement since dbCAMS+ version 3.X. The pre-conversion process will reformat these addresses. It will move address line 2 to address line 1. After this conversion, any future maintenance to dbCAMS+ should continue in the same manner, i.e. if there is only one line of address, it should be placed in address line 1.

Cautions

All data conversions conform to the GIGO (Garbage In – Garbage Out) principle. If you have not run the dbCAMS+ 'Duplicate Keys / Orphan Check' in a while, we STRONGLY recommend that you run this procedure before you continue. The dbCAMS+ reindex routine should also be run as part of the Orphan Check. This can be found on the dbCAMS+ tools menu. You should follow the recommended FCSI procedure for running this process. Any anomalies should be resolved before you start the pre-conversion system.

The process uses the flag field in the Client (FNA) and Owner (FCL) tables. Before you begin, be sure there will be no other users needing the flag field until you finish the entire conversion process. In addition, there can't be any other user performing dbCAMS+ updates or maintenance activities. Please check with your dbCAMS+ administrator to be sure you have the use of the flag field and there will be no maintenance during the conversion processing.

You must install the conversion system and use it on a system that is set up to use both dbCAMS+ and Act4Advisors.

The Pre-conversion wizard

Start the conversion system. A number of dialog boxes will appear.

The first question will confirm that you have the Act4Advisors for dbCAMS+ database installed and working. If you do, click 'OK' to continue.

The second question asks if you plan on synchronizing your dbCAMS+ database with your Act4Advisors database in the future. If you are converting into an existing Act4Advisors database, the conversion system will look at your dbCAMS+ data for certain fields and compare it to the matching record in Act4Advisors. If the fields are different, the system will ask you which value it should use, i.e. the one in dbCAMS+ or the one in Act4Advisors. If you select 'YES' from this dialog, then system forces you to select one value or the other. This ensures your systems are synchronized for future use. If you select 'No', then the conversion system allows you to bypass data differences and leave the two systems with different data in the synchronized fields.

If you are doing a conversion into a new Act4Advisors database, then your choice on this question will not make any difference in processing. Click 'Yes'.

The third choice asks you if you want to run the Pre-conversion Wizard. Select 'OK' to continue. Select 'Cancel' **ONLY** if you have populated the flag field in dbCAMS+ through some other process. If you select 'Cancel', you will bypass the pre-conversion process.

The next message confirms you are ready to start the pre-conversion process. If verifies that you have confirmed your use of the flag field and that you have read this documentation.

The pre-conversion process will then start. The process consists of a wizard that will step you through the various steps. The wizard keeps track of the steps you've already completed. You can quit the wizard at any time. The next time you start it up, it will guide you through the remaining steps without destroying the results of previous steps.

Start Screen

When you start the pre-conversion system, the Start screen appears. This screen shows the remaining steps to be processed. Click the 'Next' button to proceed.

Step 1A – Set Client Address Defaults

This screen shows you your current dbCAMS+ Client categories in the list on the left. Click on the categories where the Client record (FNA) addresses are primarily home addresses. Click the buttons between the two lists to move these categories to the right hand list. When you are finished, the left had list will have the categories where the primarily work addresses while the list on the right will have the categories where the addresses are primarily home. When you have finished, click the 'Next' button.

The system will populate the Client flag field based on the selections you have made.

Step 1B – Manual review of the Client Address flags

Click on the 'Browse FNA' button. This will bring up a browse window for use in editing each client record flag field. This screen can be expanded to full screen for ease of viewing. Review each record in the system. There should be either an 'H' for home, a 'W' for work or an 'A' for Alternate in each record. If a flag does not reflect the address on the record, manually change the flag field by clicking on the record and typing the correct value of 'H', 'W', or 'A'. EVERY flag field should have a value of 'H', 'W', or 'A'.

To exit the browse screen, simply press the Escape (Esc) key on your keyboard. You can press Escape and leave the screen at any time. To re-enter the screen, click on the browse button again. DO NOT click the 'Finish Step 1' button until you are COMPLETELY finished correcting the client flag fields. If you need to leave the pre-conversion system before you are completely finished click on the 'Exit/Resume Later' button. The next time you enter the wizard, it will bring you to the proper screen.

Clicking the 'Finish Step 1' button will place the default flags into the 'More Client' records.

Step 2 – Manual review of the More Client Address flags

Click on the 'Browse More Client' button. This will bring up a browse window for use in editing each more client record flag field. This screen can be expanded to full screen for ease of viewing. Review each record in the system. There should be either a blank, an 'H' for home, a 'W' for work or an 'A' for Alternate in each record. Blank flags represent addresses that are the same as the address on the Client record. These records do not need to be converted so there is no value in the flag field. If a flag does not reflect the correct address on the record, manually change the flag field by clicking on the record and typing the correct value of 'H', 'W', or 'A'. You do not have to add a flag for flag fields that have a blank.

To exit the browse screen, simply press the Escape (Esc) key on your keyboard. You can press Escape and leave the screen at any time. To re-enter the screen, click on the browse button again. DO NOT click the 'Finish Step 2' button until you are COMPLETELY finished correcting the more client flag fields. If you need to leave the pre-conversion system before you are completely finished click on the 'Exit/Resume Later' button. The next time you enter the wizard, it will bring you to the proper screen.

Clicking the 'Finish Step 2' button will place the default flags into the 'Spouse' records.

Step 3 – Manual review of the Spouse Address flags

Click on the 'Browse Spouse' button. This will bring up a browse window for use in editing each Spouse record flag field. This screen can be expanded to full screen for ease of viewing. Review each record in the system. Act4Advisors has an address field for Spouse work address only. Therefore, on addresses that represent the work address of the Spouse needs an entry in the flag field. There should be either a blank or a 'W' for work address in each record. Blank flags represent addresses that are the same as the address on the Client record. These records do not need to be converted so there is no value in the flag field. Any address that represents the work address of the spouse should have a value of 'W' in the flag field. Manually change the flag field by clicking on the record and typing the correct value of 'W' or blank. You do not have to add a flag for flag fields that have a blank.

To exit the browse screen, simply press the Escape (Esc) key on your keyboard. You can press Escape and leave the screen at any time. To re-enter the screen, click on the browse button again. DO NOT click the 'Finish Step 3' button until you are COMPLETELY finished correcting the Spouse flag fields. If you need to leave the pre-conversion system before you are completely finished click on the 'Exit/Resume Later' button. The next time you enter the wizard, it will bring you to the proper screen.

Finish Screen

You are now finished with the dbCAMS+ pre-conversion processing. Click on the 'Close' button to exit the Wizard. This will bring you to the conversion Wizard.

Conversion Wizard

Step 1 - Conversion Types

Full Conversion

The Full conversion system is used to convert your dbCAMS+ data into a new Act4Advsior System. It does not try to match ANY dbCAMS+ records with Act4Advisors records. Each dbCAMS+ client and/or vendor record creates a new Act4Advsiors contact.

Merge Conversion

The merge conversion is used ONLY if you have an existing Act4Advisors database that you have been using separately from dbCAMS+ but containing some or all of the same clients as in dbCAMS+.

Step 2 – Conversion Record Types

You can select various record types to convert from your dbCAMS+ system to your Act4Advisors system. Generally, you would select all the record types. However, if there are certain record types you either don't use in dbCAMS+, or that you do not want to convert (for example, if you have already manually input your ToDos into Act4Advisors, you would not want to reconvert the ToDo records and duplicate them in Act4Advisors), simply uncheck the record types.

Step 3 – Finish

After you click the finish button, the actual conversion of the database will begin.

Conversion Processing

Full Conversion

If you selected a full conversion, then every FNA record in dbCAMS+ will create a corresponding record in Act4Advisors. A status window will show which record you are processing.

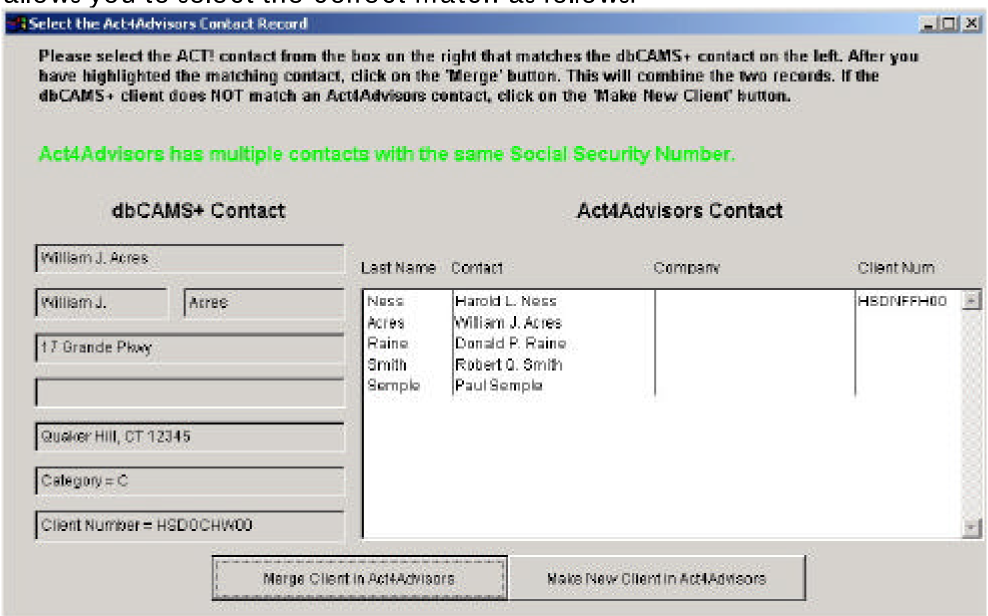
Merge Conversion

The merge process does a multi-step matching process to try and identify the corresponding Act4Advsiors contact. The match attempts the following matches (in order):

- DbCAMS+ client number
- Social Security Number
- Home telephone, last name, first name
- Work telephone, last name, first name
- Zip code, last name, first name

If the system does not find any matches, it creates a new Act4Advisors record and converts the dbCAMS+ fields.

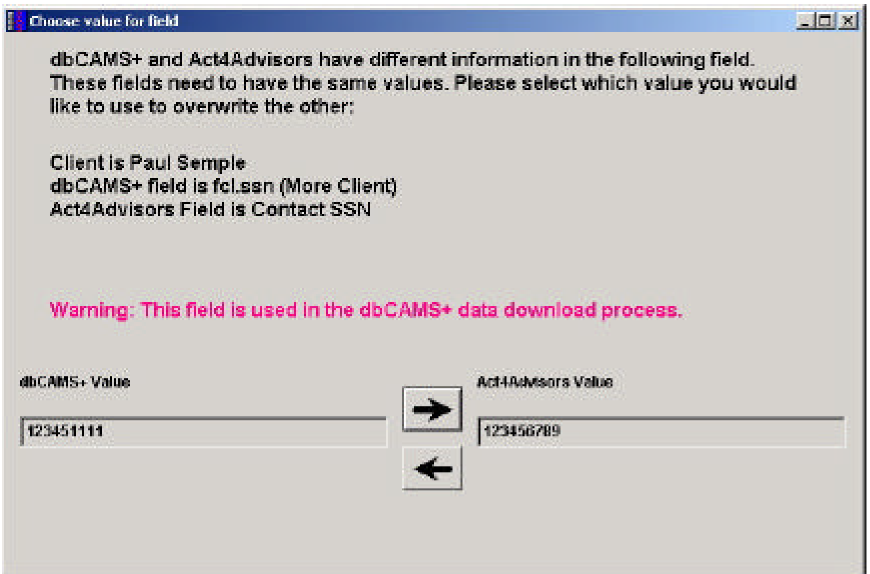
If the system finds a multiple match (e.g. two records with the same SSN), it presents a dialog box that allows you to select the correct match as follows:



The message in green explains what the matching problem is. The information on the dbCAMS+ record is on the left. The matching Act4Advisors records are on the right. If you find the correct contact in the right hand window, then click on that contact and then click the "Merge" button. This will synchronize the information between the two systems. This merge process will compare each of the synchronization fields between the two records. If the fields don't match, you will be prompted to select the correct one. See the following section on Field Synchronization. Missing information in either record will automatically be filled in. If you don't see the correct contact in the right window, click the "Make New Client" button. This will create a new Act4Advisors record with the dbCAMS+ information.

If the system finds a single match in any category, it assumes that the dbCAMS+ client and the Act4Advisors contact are the same.

If there was a match between a dbCAMS+ record and an Act4Advisors record, the contacts are compared. The conversion system will process the information in the two systems depending on the type of field. If the field is a synchronized field (see the field listing below), it will match the field contents in the two systems. If the fields don't match, it will bring up the following screen:



Click one of the arrow keys based on which system value is correct. The conversion system will update either dbCAMS+ or Act4Advisors depending on your selection.

Non-synchronized fields will be populated in Act4Advisors if the dbCAMS+ system has a value in that field and the Act4Advisors record does not. If the Act4Advisors record has a value, it will NOT be over-written by dbCAMS+. In other words, Act4Advisors ALWAYS takes precedent for non-synchronized fields.

DbCAMS+ Notes, ToDos, Popups and Insurance will ALWAYS be converted to Act4Advisors based on their selection in the Conversion Wizard (see Conversion Wizard - Step 2 – Conversion Record Types above).

Cautions

Adding contacts into the Act4Advisors database can sometimes be a fairly slow process, particularly if you are adding a large number of contacts. Please do stop the process even if it "looks like" the system is hangs. If you stop the process in the middle, you will have to **restore the Act4Advisors databases and restart the conversion** from the beginning.

Support

Support is provided by Custom Advisor Solutions, Inc. You can reach us at 410-675-7880.

Conversion Field Listing

The following chart details the fields that are converted. It also indicates which fields perform a two-way synchronization during a merge type conversion.

			Conversion System		
dbCAMS+ Source Field	**Act4Advisors Field**	**Gen'l Notes**	**Basic Conv. To A4A**	**Adv. Conv. to A4A**	**2 way Sync.**
	Popup Menus				
System	Contact ID/Status Popup Menu		Y	Y	
System	Contact Alt Phone Desc. Popup Menu		Y	Y	
System	Insurance Premium Freq. Popup Menu			Y	
System	Insured Popup Menu			Y	
System	Insurance Type Popup Menu			Y	
System	Insurance Plan Popup Menu			Y	
Client Information	**Contact Information**				
fna.corrname	Contact		Y	Y	
fna.cateogry description	Contact ID/Status		Y	Y	
fna.phoff	Contact Work Phone		Y	Y	Y
fna.phoffext	Contact Work Phone Extension		Y	Y	Y
fna.phfax	Contact Work Fax number		Y	Y	Y
fna.phfaxext	Contact Work Fax Extension	1	Y	Y	Y
fna.phhome	Contact Home Phone		Y	Y	Y
fna.phauto	Contact Mobile Phone		Y	Y	Y
fna.salute	Contact Salutation		Y	Y	
fna.formalsal	Fomal Salutation		Y	Y	
fna.salute	Informal Salutation		Y	Y	
fna.refcltno (Corrname)	Referred By		Y	Y	
fna.dobc	Contact Date of birth	2	Y	Y	Y
fna.fnamemi	Contact first name	2	Y	Y	Y
fna.lname	Contact last name	2	Y	Y	Y
fna.phother	Contact Alt Phone		Y	Y	Y
fna.ophcode Description	Contact Alt Phone Description		Y	Y	
fna.repno Name	Owner		Y	Y	
fcl.ssn (more client)	Contact SSN		Y	Y	Y
fna.email	Email Address		Y	Y	
fna.geo, fna.key, fna.group, fcl.key	Group Membership		Y	Y	
fna or fcl (more client) marked “H”	Home Address Line 1	3	Y	Y	Y
fna or fcl (more client) marked “H”	Home Address Line 2	3	Y	Y	Y
fna or fcl (more client) marked “H”	Home Address City	3	Y	Y	Y
fna or fcl (more client) marked “H”	Home Address State	3	Y	Y	Y

fna or fcl (more client) marked "H"	Home Address Zip	3	Y	Y	Y
fna or fcl (more client) marked "W"	Contact Work Address Line 1	3	Y	Y	Y
fna or fcl (more client) marked "W"	Contact Work Address Line 2	3	Y	Y	Y
fna or fcl (more client) marked "W"	Contact Work Address City	3	Y	Y	Y
fna or fcl (more client) marked "W"	Contact Work Address State	3	Y	Y	Y
fna or fcl (more client) marked "W"	Contact Work Address Zip	3	Y	Y	Y
fna or fcl (more client) marked "A"	Alternate Address Line 1	3	Y	Y	Y
fna or fcl (more client) marked "A"	Alternate Address Line 2	3	Y	Y	Y
fna or fcl (more client) marked "A"	Alternate Address City	3	Y	Y	Y
fna or fcl (more client) marked "A"	Alternate Address State	3	Y	Y	Y
fna or fcl (more client) marked "A"	Alternate Address Zip	3	Y	Y	Y
fna.cltno	dbCAMS_Sync		Y	Y	
fna.flag	MailPreference		Y	Y	
Spouse Information					
fcl (spouse) marked "W"	Spouse Work Address Line 1		Y	Y	
fcl (spouse) marked "W"	Spouse Work Address Line 2		Y	Y	
fcl (spouse) marked "W"	Spouse Work Address City		Y	Y	
fcl (spouse) marked "W"	Spouse Work Address State		Y	Y	
fcl (spouse) marked "W"	Spouse Work Address Zip		Y	Y	
fcl.ssn (Spouse)	Spouse SSN		Y	Y	Y
fcl.fnamemi (Spouse)	Spouse First Name		Y	Y	Y
fcl.lname (Spouse)	Spouse Last Name		Y	Y	Y
fcl.phoff (Spouse)	Spouse Work Phone		Y	Y	Y
fcl.phoffext (Spouse)	Spouse Work Extension	1	Y	Y	Y
fcl.dob (Spouse)	Spouse Date of Birth		Y	Y	Y
Child Information					
fcl.fnamemi(Child)	Child name	4	Y	Y	Y
fcl.ssn (Child)	Child SSN	4	Y	Y	Y
fcl.dob (Child)	Child Date of Birth	4	Y	Y	Y
Notes					
fno.date	Notes Date			Y	
fno.person	Notes Regarding			Y	
fno.descr	Notes Regarding			Y	
ToDos (Client and Owner)					
ftd.startdate	Activities Scheduled Date			Y	
ftd.starttime	Activities Scheduled Time			Y	
ftd.stopdate	Activities End Date			Y	
ftd.stoptime	Activities End Time			Y	
ftd:startdate, starttime, stopdate, stoptime	Duration			Y	
ftd.Task	Activities Regarding, Activities Detail			Y	
ftd.type	Activities Type			Y	
ftd.priority	Activities Priority			Y	

Vendors			
fnv.vendor	Contact Company		**Y**
fnv.contact	Contact Name		**Y**
fnv.category description	Contact Id/Status		**Y**
fnv.phoff	Contact Work Phone		**Y**
fnv.phoffext	Contact Work Phone Extension		**Y**
fnv.phfax	Contact Work Fax number		**Y**
fnv.phfaxext	Contact Work Fax Extension		**Y**
fnv.phhome	Contact Home Phone		**Y**
fnv.phauto	Contact Mobile Phone		**Y**
fnv.salute	Contact Salutation		**Y**
fnv.repno name	Referred By		**Y**
fnv.dobc	Contact Date of birth		**Y**
fnv.fnamemi	Contact first name		**Y**
fnv.lname	Contact last name		**Y**
fnv.phother	Contact Alt Phone		**Y**
fnv.add1	Contact Work Address Line 1		**Y**
fnv.add2	Contact Work Address Line 2		**Y**
fnv.city	Contact Work Address City		**Y**
fnv.state	Contact Work Address State		**Y**
fnv.city	Contact Work Address Zip		**Y**
fnv.email	E-Mail		**Y**
Vendor Notes			
fno.date	Notes Date		**Y**
fno.person	Notes Regarding		**Y**
fno.descr	Notes Regarding		**Y**
Vendor ToDos			
ftd.startdate	Activities Scheduled Date		**Y**
ftd.starttime	Activities Scheduled Time		**Y**
ftd.stopdate	Activities End Date		**Y**
ftd.stoptime	Activities End Time		**Y**
ftd:startdate, starttime, stopdate, stoptime	Duration		**Y**
ftd.Task	Activities Regarding, Activities Detail		**Y**
ftd.type	Activities Type		**Y**
ftd.priority	Activities Priority		**Y**
Insurance			
fin.itype	Insurance Type	5	**Y**
fin.plantype	Insurance Plan	5	**Y**
fin.planno	Insurance Policy Number	5	**Y**
fin.honame	Insurance Company	5	**Y**
fin.currcv	Insurance Cash Value	5	**Y**
fin.inscode	Insurance Insured	5	**Y**
fin.planamt	Insurance Policy Amount	5	**Y**

fin.dplan	Insurance Policy Date	5		**Y**
fin.prmreg	Insurance Premium	5		**Y**
fin.prmfreq description	Insurance Premium Frequency	5		**Y**
	<u>Groups Information</u>			
fna:key, geo, group, fcl:key, fnv:key, group	Groups		**Y**	**Y**
	<u>Securities Held</u>			
fas.mktcode	Stocks held	6	**Y**	**Y**
fas.mktcode	Mutual Funds	6	**Y**	**Y**
fas.mktcode	Bonds	6	**Y**	**Y**
fas.mktcode	Var. Annuities	6	**Y**	**Y**
fas.mktcode	Other Sec. Held	6	**Y**	**Y**

Notes:

1) These fields are maintained in the Act4Advisors database, but do not appear on the default Act4Advisors screens.
2) These fields are synchronized between Act4Advisors and the Client (fna) record in dbCAMS+. The information also appears on the dbCAMS+ "More Client" (fcl) record. The Synchronization System does not update the "More Client" record. If you desire to also update the fcl record, you will have to do that manually.
3) The synchronization system will store the dbCAMS+ "Client" address in the appropriate Act4Advisors address field based on a user dialog box. The synchronization system only synchronizes the "Client" (fna) address.
4) Act4Advisors stores only six (6) children records.
5) Act4Advisors stores only eight (8) insurance records.
6) The Securities Held information can be refreshed in Act4Advisors via the synchronization system.

