

Monthly Long Term (or Conventional) Survey Specification Document

Updated 01-09-2013

This specification provides information needed to create files of data for the Investment Company Institute's Monthly Long Term (or Conventional) Survey, and to electronically deliver such files to ICI for tabulation. The following sections are included in this document:

- I. ICI Contact Information
- II. Survey Objective
- III. When to Report Data
- IV. How to Deliver Data
- V. File Format
- VI. File Naming Convention
- VII. Business Rules & Validation Requirements

I. ICI Contact Information

Should you require additional help in creating the Monthly Long Term (MLT) data file, or if you have questions regarding the process of supplying survey data electronically, you may call or e-mail ICI at any time.

E-mail messages may be sent to the surveymaster@ici.org. Or you may contact:

Paul Camarata
Director – Electronic Data Collection
(202) 326-5952
e-mail: paul@ici.org

II. Survey Objective

The Institute's Monthly Long Term Survey of funds provides a regular measure of assets, net new cash flow, sales, and redemption activity. The results are reported on an aggregate basis by ICI Investment Objective to members, the press, the Federal Reserve Board and the public.

Understanding "Class Level" and "Fund Level" Records:

In reporting Monthly Long Term data it is important to understand what is meant by the terms "class level" and "fund level" records. Certain data elements are considered class level records and certain data is considered fund level.

If you are referring to the physical blue paper questionnaire, everything contained on the front side of the questionnaire is considered class level (shareholder activity) data. These data items include total net assets, sales, redemptions, adjustments to sales and redemptions (canceled from the prior month), and distributions.

The back side of the blue paper questionnaire contains all of the fund level (portfolio activity) data elements. These data items include the value of the portfolio (fund level TNA), liquid assets, and portfolio transactions (sales and purchases).

III. When to Report Data

The data is collected for the previous month ending date, and should be submitted to the Institute prior to the 13th of the current month. For example, assume the current calendar date is February 10th. Users should submit monthly long-term data as of January 31st by February 13th.

Please note that in order for the ICI to process and report on the monthly long term data which we receive in a timely and efficient manner, ***it is crucial that the data be supplied at your earliest possible convenience***. If you are unable to provide your complete data set by the due date you should transmit all completed surveys. Please call Sheila McDonald in the ICI statistical department (202-326-5942) with an estimated date of arrival for missing data.

IV. How to Deliver Data

Flat File Creation

Generate a pipe (|) delimited ASCII text file according to the file format found in Section V of this document.

Encryption

Because the data you are transferring can be considered confidential, it is wise to encrypt, or scramble, the data file so it becomes unusable to a non-authorized recipient. The ICI currently makes use of PGP encryption software for electronic data submissions. You may wish to refer to PGP's web-site located at <http://www.pgpi.org> for a complete description of their product.

Based on the type of computer system in use at your company, ICI will provide you with the necessary PGP encryption software. As always, if you have any questions or problems, please give ICI a call for personal assistance.

FTP Access

The preferred method for uploading (or sending) data to the ICI is via the Internet's File Transfer Protocol (or FTP). To access the ICI's FTP server (located at ftp.ici.org), you must provide your ICI User ID and Password. The ICI FTP server does not accept anonymous FTP transmissions. If you don't have an ID and Password, or you are not sure what it is, feel free to contact Paul Camarata in the ICI's Information Systems Department (202-326-5952 or e-mail: paul@ici.org) for assistance.

File Transfer

When transferring your data file to the ICI's FTP server, you will be automatically logged into your company's own unique directory. This process is based on your FTP server User ID. The name of your directory will be a 5-digit number that represents your company's ICI Complex Number. This simplifies your process of sending data in that you won't have to worry about changing your remote directory once you are connected to the ICI's FTP host.

V. File Format

Notes on the file formats shown on the following pages:

- (a) All fields should be formatted without commas, single or double quotes, or dollar signs.
- (b) Currently, the version number (*field C-1 & F-1*) should be set to a numeric value of "3".
- (c) The Class Level "TYPE CODE" (*field C-2*) should be set to a lowercase "c" denoting class level records.
- (d) The Fund Level "TYPE CODE" (*field F-2*) should be set to a lowercase "f" denoting fund level records.
- (e) With respect to the "ICI Fund Number" & "ICI Class Number fields" (*C-3, C-7, & F3*); a complete mapping of your company's funds with ICI Fund Numbers and Class ID Numbers can be downloaded from your home directory on the Institutes FTP server (ftp.ici.org). The file is called "Fname.txt".
- (f) To report data for a new fund, or a fund that ICI does not yet know about, assign the fund an ICI Fund Number between 91000 and 91999. The Class ID Number for the new fund should be set to "0".

Class Level Records:

	Field Label	Length Not to Exceed	Type	Delimiter
C-1	VERSION_NUMBER	1	N	
C-2	TYPE_CODE (set to "c")	1	S	
C-3	ICIFUND_NUMBER	5	N	
C-4	MONTH	2	N	
C-5	YEAR	4	N	
C-6	FUND_NAME	40	S	
C-7	ICICLASS_NUMBER	2	N	
C-8	CLASS_NAME	40	S	
C-9	TOTAL_NET_ASSETS	10	N	
C-10	REGULAR_SALES	10	N	
C-11	REINVEST_INCOME_DIVS	10	N	
C-12	REINVEST_CG_DIST	10	N	
C-13	B4_EXCHANGES_OF_SHARES	10	N	
C-14	B5_CONVERSION-OF-SHARES	10	N	
C-15	MERGERS_ACQUISITIONS	10	N	
C-16	TOTAL_SALES	10	N	
C-17	REGULAR_REDEMPTION	10	N	
C-18	C2_EXCHANGES_OF_SHARES	10	N	
C-19	C3_CONVERSION_OF_SHARES	10	N	
C-20	TOTAL_REDEMPTIONS	10	N	
C-21	CANCELED_SALES	10	N	
C-22	CANCELED_REDEMPTIONS	10	N	
C-23	DISTRIBUTION_FLAG	1	N	
C-24	INVESTMENT_INCOME	10	N	
C-25	REALIZED_CG	10	N	
C-26	TOTAL_DISTRIBUTIONS	10	N	

Fund Level Records:

	Field Label	Length Not to Exceed	Type	Delimiter
F-1	VERSION_NUMBER	1	N	
F-2	TYPE_CODE (set to "f")	1	S	
F-3	FUND_NUMBER	5	N	
F-4	MONTH	2	N	
F-5	YEAR	4	N	
F-6	FUND_NAME	40	S	
F-7	TOTAL_NET_ASSETS	10	N	
F-8	CDS	10	N	
F-9	COMMERCIAL_PAPER	10	N	
F-10	USG_SECURITIES	10	N	
F-11	REPURCHASE_AGREEMENTS	10	N	
F-12	CASH_RESERVES	10	N	
F-13	RECV_MINUS_LIABILITIES	10	N	
F-14	OTHER_SECURITIES	10	N	
F-15	TOTAL_LIQUID_ASSETS	10	N	
F-16	COMMON_STOCK_PURCHASE	9	N	
F-17	COMMON_STOCK_SALES	9	N	
F-18	PREFERRED_STOCK_PURCHASE	9	N	
F-19	PREFERRED_STOCK_SALES	9	N	
F-20	MUNIBOND_PURCHASE	9	N	

F-21	MUNIBOND_SALES	9	N		
F-22	USG_SEC_PURCHASE	9	N		
F-23	USG_SEC_SALES	9	N		
F-24	CORPORATE_BOND_PURCHASE	9	N		
F-25	CORPORATE_BOND_SALES	9	N		
F-26	OTHER_SEC_PURCHASE	9	N		
F-27	OTHER_SEC_SALES	9	N		
F-28	TOTAL_PORT_PURCHASE	9	N		
F-29	TOTAL_PORT_SALES	9	N		
F-30	FUND_CHANGED_MOS_Y	1	S		
F-31	FUND_CHANGED_MOS_N	1	S		
F-32	FUND_CHANGED_IOB_Y	1	S		
F-33	FUND_CHANGED_IOB_N	1	S		
F-34	NEW_FUND_Y	1	S		
F-35	NEW_FUND_N	1	S		
F-36	NEW_CLASS_Y	1	S		
F-37	NEW_CLASS_N	1	S		
F-38	NEW_IOB or MOS_NAME	20	S		
F-39	NEW_CLASS_NAME	20	S		
F-40	NEW_FUNDCLASS_NAME	20	S		
F-41	PROVIDER_DATE	8	S		
F-42	PROVIDER_NAME	20	S		
F-43	PROVIDER_PHONE	13	S		

The following example illustrates the file format for a fund with 2 classes. Please note that in the example the lines wrap and appear as multiple lines. Your actual data file would only contain three lines.

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Sample MLT format:

3|c|16374|03|2012|XYZ Fund|1|Class A|504156|8380|0|0|0|0|0|0|8380|
7253|0|0|7253|0|0| |0|0|0

3|c|16374|03|2012|XYZ Fund|2|Class B|87835|2334|0|0|0|0|0|0|2334|1481|
0|0|1481|0|0| |0|0|0

3|f|16374|03|2012|XYZ Fund|591990|0|59432|0|0|-953|429|0|58908|
34823|31005|0|0|0|0|0|0|0|0|0|34823|31005| |Y| |Y| |Y||Y|||
|04/10/2012|John Doe|999-999-9999

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VI. File Naming Convention

The data file that is sent to ICI should follow the naming convention:

CFxxxxx.mmy

Where:

“C” is a fixed character representing Monthly Long Term (or Conventional) Survey data.

“F” is a fixed character indicating an ad-hoc “File-to-File” format.

“xxxxx” is a 5-digit complex number, zero filled if necessary (*provided by ICI*).

“mm” is the corresponding month, zero filled if necessary.

“y” is the last digit of the corresponding year.

For example:

A file named **CF12345.032** contains Monthly Long Term data for March of 2012. This file would be delivered to ICI prior to April 13th.

VII. Business Rules and Validation Requirements

The following validation rules were put in place to help ensure that the data submitted is consistent and meaningful. Records that fail these checks are flagged at ICI and you may receive a call about the data reported.

- (1) Data appearing in all dollar fields must be reported in thousands (000’s) of dollars.
- (2) Data appearing in all dollar fields must be greater than “0” and less than or equal to 999,999,999 with the exception of the “RECV MINUS LIABILITIES” field (*F-13*) which can be a negative number.
- (3) The sum of the individual sales line items (*fields C-10 – C-15*) must equal the “TOTAL SALES” field (*field C-16*).
- (4) The sum of the individual redemption line items (*fields C-17 – C-19*) must equal the “TOTAL REDEMPTIONS” (*field C-20*).
- (5) Distribution data (*fields C-24 & C-25*) may be reported on either a “Totals” or a “Per/Share” basis. If distribution data is reported on a “Totals” basis, the “DISTRIBUTION FLAG” field (*field C-23*) must be set to “0” or null. If the distribution data is reported on a “Per/Share” basis, the flag field will be populated with a “Y”.

- (6) If a fund is a multi-class fund, the sum of the class level TNA fields (*field C-9*) should equal the value appearing in the fund's fund level TNA field (*field F-7*). For example, assume that a fund has a class "A", class "B", and class "C" shares. The following should hold true:

$$[\text{Class "A" TNA}] + [\text{Class "B" TNA}] + [\text{Class "C" TNA}] = [\text{Fund Level TNA}]$$

or

$$[\text{Field C-9 (Class A)}] + [\text{Field C-9 (Class B)}] + [\text{Field C-9 (Class C)}] = [\text{Field F-7}]$$

- (7) The sum of the fields in "Section G. LIQUID ASSETS" (*Fields F-8 - F-14*) must equal the value entered in the "TOTAL LIQUID ASSETS" field (*Field F-15*).
- (8) Data appearing in the "TOTAL LIQUID ASSETS" field (*Field F-15*) must be less than the fund's TOTAL NET ASSETS (*Field F-7*).
- (9) [Section H - Portfolio Purchases] The sum of *Fields F-16 + F-18 + F-20 + F-22 + F-24 + F-26* must equal the value appearing in *Field F-28*.
- (10) [Section H - Portfolio Sales] The sum of *Fields F-17 + F-19 + F-21 + F-23 + F-25 + F-27* must equal the value appearing in *Field F-29*.