

TWENTY-FIRST CENTURY

PARTNERS SYSTEMTM

**PARTNERSHIP ADMINISTRATION SYSTEM
DESIGN DOCUMENT**

WINDOWS VERSION 4.0

TWENTY-FIRST CENTURY COMPUTER SYSTEMS

TWENTY -FIRST CENTURY PARTNERS SYSTEM

NOTICE

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

DOCUMENTATION

The Partnership Administration System Design Document presents a summary of the Twenty-First Century Partners System -- computer software package for limited partnership administration.

SUPPORT SERVICES

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

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SYSTEM OVERVIEW

This document presents an overview of the Twenty-First Century Partners System covering an introduction and the six major functions of the system:

- Introduction
- Enter Partner Account Transactions
- Enter Distributive Share Data
- Perform Period Closing Operations
- Produce System Output
- Modify Database Information
- Enter Installment Sales Data
- Enter Partnership Fund Setup Data

INTRODUCTION

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

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

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

During the escrow period, the Partners System monitors investments to the partnership. The amount of interest earned by each partner is computed based on the deposit amount and date. Several reports are available including a Partnership Offering Investment Fund Status Report, an Escrow Interest Report, an Investor Confirmation Letter, an Investor Welcome Letter and Partnership Certificates. If desired, escrow interest checks can be printed for each of the partners.

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

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

Mailing labels may be printed for four types of mailings: partner labels, distribution check labels, duplicate statement labels and broker labels. Duplicate statements may be mailed to the partner's accountant, attorney, bank or other designated person. Window envelopes may also be used with partner statements, broker statements, and distribution checks to simplify the mailing process.

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

Every time you start the Partners System, the following Partnership Menu appears:

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****

      PARTNERSHIP MENU
      H HELP
      1 SELECT A PARTNERSHIP FOR PROCESSING
      2 DISPLAY A LIST OF PARTNERSHIPS FOR SELECTION
      3 CREATE A NEW PARTNERSHIP
      4 DELETE AN EXISTING PARTNERSHIP
      5 QUERY ALL PARTNERSHIPS FOR ONE INVESTOR
      6 REPORT ACROSS ALL PARTNERSHIPS
      7 ACCESS BROKER/DEALER DATABASE INFORMATION
      8 UPDATE INTERFACE FILES
      X EXIT
*****

TYPE A SELECTION THEN PRESS ENTER

*****
```

When you select a partnership for processing from the Partnership Menu, the following Main Menu appears:

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****

      MAIN MENU
      H HELP
      1 ENTER PARTNER ACCOUNT TRANSACTIONS
      2 ENTER DISTRIBUTIVE SHARE DATA
      3 PERFORM PERIOD CLOSING OPERATIONS
      4 PRODUCE SYSTEM OUTPUT
      5 MODIFY DATABASE INFORMATION
      6 ENTER INSTALLMENT SALES DATA
      7 ENTER PARTNERSHIP FUND SETUP DATA
      8 ACCESS CUSTOM REPORTS MENU
      X EXIT
*****

TYPE A SELECTION THEN PRESS ENTER

*****
```

The following sections describe each of the Main Menu selections.

ENTER PARTNER ACCOUNT TRANSACTIONS

Selection number 1 on the Twenty-First Century Partners System Main Menu -- Enter Partner Account Transactions -- produces the following menu of selections:

```
*****
*
*                TWENTY-FIRST CENTURY PARTNERS SYSTEM                *
*
*****
                        ENTER PARTNER ACCOUNT TRANSACIONS MENU

H HELP
1 ENTER NAME/ADDRESS INFORMATION
2 ENTER ACCOUNT TRANSACTION ACTIVITY
3 TRANSFER OF TRUSTEE
4 TRANSFER OF INDIVIDUAL INVESTOR
R RETURN TO MAIN MENU
*****

TYPE A SELECTION THEN PRESS ENTER

*****
```

Help: displays a description for each of the Tax Distribution Data Entry Menu selections.

Enter Name/Address Information: to add a new partner to the database or to change information for an existing partner. The data elements include class code, partner ID, tax ID, broker code, entity code, phone number, partner mailing label, distribution check payee, distribution check mailing label and duplicate statement mailing label.

Enter Account Transaction Activity: to add a new account activity transaction for a partner who has been added to the database. Examples include capital investments, capital withdrawals and distribution payments. The data elements of a transaction are class code, partner ID, fiscal year, transaction date, transaction dollar amount, reference number and broker sales rep code.

Transfer of Trustee: to transfer all investors under one trustee to another trustee. The system prompts you for the old trustee tax ID, the new trustee tax ID, the new trustee name/address information, the fiscal year, and the transfer date.

Transfer of Individual Investor: to transfer all of one investor's interest in the partnership to one or more other investors. The system prompts for the investor's ID code and the transfer date.

Return To Main Menu: displays the Partners System Main Menu.

ENTER DISTRIBUTIVE SHARE DATA

Selection number 2 on the Twenty-First Century Partners System Main Menu -- Enter Distributive Share Data -- produces the following menu of selections:

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
                ENTER DISTRIBUTIVE SHARE DATA MENU

H HELP
1 TOTAL PARTNERSHIP AMOUNTS TO BE DISTRIBUTED FOR FEDERAL TAXES
2 FEDERAL TAX SCHEDULE FOOTNOTES
3 TOTAL PARTNERSHIP AMOUNTS TO BE DISTRIBUTED FOR STATE TAXES
4 STATE TAX SCHEDULE FOOTNOTES
5 TOTAL PARTNERSHIP DISTRIBUTION RATIO CODES
6 INDIVIDUAL PARTNER DISTRIBUTIVE SHARE ITEM RATIO VALUES
7 TOTAL PARTNERSHIP LIABILITY AMOUNTS
R RETURN TO MAIN MENU
*****

TYPE A SELECTION THEN PRESS ENTER

*****
```

Help: displays a description for each of the Tax Distribution Data Entry Menu selections.

Total Partnership Amounts To Be Distributed For Federal Taxes: to add the total amount of an item for the partnership to be distributed for federal taxes. Examples include ordinary income (loss), net short term capital gain (loss), net long-term capital gain loss) and expense deduction for recovery property. The data elements include the fiscal year, IRS item code, item distribution ratio code, and the total dollar amount for the partnership.

Federal Tax Schedule Footnotes: to add footnotes to be attached to the federal tax returns Schedule K and Schedule K-1. Any number of footnotes may be added. The data elements include the fiscal year, footnote number, and footnote description.

Total Partnership Amounts To Be Distributed For State Taxes: to add the total amount of an item for the partnership to be distributed for tax returns to be filed in a particular state. Examples include ordinary income (loss), net short term capital gain (loss), net long-term capital gain (loss) and expense deduction for recovery property. The data elements include the fiscal year, IRS item code, state, item distribution ratio code and the total partnership dollar amount for the state.

State Tax Schedule Footnotes: to add footnotes to be attached to the state tax returns of the partnership and the partners. Any number of footnotes may be added. The data elements include the fiscal year, footnote number, and footnote description.

Total Partnership Distribution Ratio Codes: to enter distribution ratio codes for profit sharing, loss sharing, and ownership capital. These codes are used to compute percentages for the individual partners at the beginning and end of the fiscal year for tax reporting as required on IRS Form 1065 Schedule K-1.

Individual Partner Distributive Share Item Ratio Values: to add a distributive share item ratio value for a partner who has been added to the database. These values must be entered for ratio codes 1 through 6 if any of the distributive share items have been assigned one of these codes in the Partnership Database. These values will be computed automatically by the system and, therefore, need not be entered for ratio codes 7 through 18. The individual partner distributive share item ratio values are multiplied times the total dollar amounts for the partnership to automatically allocate the items to the individual partners. The data elements include the class code, partner ID, fiscal year, distribution ratio code, and the partner's distribution ratio value.

Total Partnership Liability Amounts: to add the total dollar amounts of recourse and non-recourse liabilities for the partnership. These liabilities are automatically allocated to the individual partners for tax reporting as required on IRS Form 1065 Schedule K-1.

Return To Main Menu: displays the Partners System Main Menu.

PERFORM PERIOD CLOSING OPERATIONS

Selection number 3 on the Twenty-First Century Partners System Main Menu -- Perform Period Closing Operations -- produces the following menu of selections.

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
                PERFORM PERIOD CLOSING OPERATIONS MENU

H HELP
1 DISTRIBUTION RATIO CALCULATIONS
2 DISTRIBUTION PAYMENT CALCULATIONS
3 YEAR END DISTRIBUTIONS FOR FEDERAL TAXES
4 YEAR END DISTRIBUTIONS FOR STATE TAXES
5 QUARTER END CLOSING CAPITAL ACCOUNT BALANCES
6 YEAR END CLOSING CAPITAL ACCOUNT BALANCES
7 ESCROW CLOSING INTEREST DISTRIBUTION
8 BROKER COMMISSION CALCULATIONS
9 INSTALLMENT SALE INVOICE AMOUNTS
0 INTEREST ON OVERDUE INSTALLMENT PAYMENTS
R RETURN TO MAIN MENU
*****
```

TYPE A SELECTION THEN PRESS ENTER

```
*****
```

Help: displays a description for each of the Period Closing Operations Menu selections.

Distribution Ratio Calculations: computes distribution ratio values corresponding to each distribution code for every partner. The ratios should be computed at year end after selection 6: year end closing capital account balances and before selection 3: year end distributions for federal taxes.

Distribution Payment Calculations: displays a menu of seven types of distribution payments: four quarterly distributions, an annual distribution, a special distribution and a termination distribution. Following the selection of one of these distribution types, the system requests the fiscal year, distribution date, distribution ratio code and the total dollar amount to be distributed to the partners. Based on this information the system automatically calculates the payment amount for each partner and the amount is stored in the database as an account transaction with the appropriate activity code. If desired, distribution checks can then be printed from the Produce System Output Menu. If a ratio code from 7 to 18 is specified, then selection 1 should be executed first to compute the distribution ratios. If a ratio code from 1 to 6 is specified, then the ratio values must be entered for each partner first using the Modify Database Information Menu.

Year End Distributions For Federal Taxes: computes the distributive share amount corresponding to each IRS line item code for every partner. This operation should be executed at the year end after selection 1: distribution ratio calculations.

Year End Distributions For State Taxes: computes the distributive share amounts by state corresponding to each IRS line item code for every partner. This operation should be executed at the year end after selection 1: distribution ratio calculations.

Quarter End Closing Capital Account Balances: computes the quarter ending and the weighted average capital account balances for each partner based on any account transaction activity during the quarter. This operation should be executed before printing the quarterly partner statements and broker reports from the System Output Menu.

Year End Closing Capital Account Balances: computes the year end and the weighted average capital account balances for each partner based on any account transaction activity during the year. This operation should be executed before printing the annual partner statements and broker reports from the System Output Menu.

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

Broker Commission Calculations: computes the commissions earned by brokerage firm including sales commission, wholesale fee and due diligence. This option should be executed before printing broker commission checks and broker commission reports from the System Output Menu.

Installment Sale Invoice Amounts: computes the invoice amount for each investor if the partnership is marketed on an installment investment basis. This option should be executed before printing invoices to mail to the investors for payment. **Interest On Overdue Installment Payments:** computes the interest for each investor who is delinquent on an installment payment. This option should be executed before printing delinquent notices to mail to the investors for payment.

Return To Main Menu: displays the Partners System Main Menu.

PRODUCE SYSTEM OUTPUT

Selection number 4 on the Twenty-First Century Partners System Main Menu
-- Produce System Output -- produces the following menu of selections.

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
                PRODUCE SYSTEM OUTPUT MENU

                H HELP
                1 MANAGEMENT REPORTS
                2 BROKER REPORTS
                3 PARTNER STATEMENTS
                4 DISTRIBUTION CHECKS
                5 MAILING LABELS
                6 FEDERAL TAX SCHEDULE K
                7 FEDERAL TAX SCHEDULE K-1
                8 STATE TAX INFORMATION
                9 INSTALLMENT SALES REPORTS
                R RETURN TO MAIN MENU
*****

TYPE A SELECTION THEN PRESS ENTER

*****
```

Help: displays a description for each of the System Output Menu selections.

Management Reports: displays a menu of management reports. These reports provide quarterly and annual summary information sorted by: class, partner, and broker. Also provided are federal and state tax summaries, partner and broker directory listings, check reconciliation, broker commission, monthly average capital, escrow interest and offering fund status reports.

Broker Reports: displays a menu of broker reports. These reports provide quarterly and annual summary information for each broker listed by the broker's clients.

Partner Statements: displays a menu of partner statements. The statements provide quarterly and annual information for each partner covering all account transaction activity for the period. The selections also include a distributive share item report to review tax distributions for each partner and an investor confirmation letter.

Distribution Checks: displays a menu of distribution checks. Eight types of checks may be selected including four quarterly distributions, an annual distribution, a special distribution, a termination distribution, and an escrow interest distribution. A check register is printed after the checks. A check reconciliation report may be selected for any desired range of check numbers.

Mailing Labels: displays a menu of mailing labels. Four types of labels may be printed: partner name/address labels, distribution check labels, duplicate statement labels, and broker labels.

Federal Tax Schedule K: displays a menu of options for the IRS Form 1065 Schedule K report. The options include printing on single sheet IRS forms or overlays, on continuous paper IRS forms, and IRS approved substitute schedules, or on IRS facsimile forms on a laser printer. The Schedule K contains summary tax information for the entire partnership.

Federal Tax Schedule K-1: displays a menu of options for the IRS Form 1065 Schedule K-1 report. The options include printing on single sheet IRS forms or overlays, on continuous paper IRS forms, on IRS approved substitute schedules, or on IRS facsimile forms on a laser printer. The Schedule K-1 contains tax return information for each partner.

State Tax Information: prints a report for each partner listing tax return information by state.

Installment Sales Reports: displays a menu of installment sales reports. The reports include investor invoices, delinquent notices for overdue payments, installment amounts and payments received by investor, and an aged receivables report showing open items by number of days past due.

Return To Main Menu: displays the Partners System Main Menu.

Management Reports: Selection number 1 on the Twenty-First Century Partners System Output Menu -- Management Reports -- provides the following menu of selections.

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
                        MANAGEMENT REPORTS MENU
H HELP                      10 PARTNER DIRECTORY LISTING
1 QUARTERLY SUMMARY REPORT BY PARTNER  11 BROKER DIRECTORY LISTING
2 QUARTERLY SUMMARY REPORT BY CLASS    12 DISTRIBUTION CHECK
RECONCILIATION
3 QUARTERLY SUMMARY REPORT BY BROKER   13 BROKER COMMISSION REPORT
4 ANNUAL SUMMARY REPORT BY PARTNER     14 MONTHLY AVERAGE CAPITAL
BALANCES
5 ANNUAL SUMMARY REPORT BY CLASS       15 ESCROW INTEREST REPORT
6 ANNUAL SUMMARY REPORT BY BROKER      16 PARTNERSHIP OFFERING
INVESTMENTS
7 CUMULATIVE DISTRIBUTION RATIOS      17 CAPITAL ACCOUNT RECONCILIATION
8 PARTNERSHIP FEDERAL TAX SUMMARY      18 BLUE SKY REPORT
9 PARTNERSHIP STATE TAX SUMMARY        R RETURN TO MAIN MENU
*****
```

TYPE A SELECTION THEN PRESS ENTER

```
*****
```

Help: displays a description for each of the Management Reports Menu selections.

Quarterly Summary Report By Partner: prints beginning and ending capital balances and distribution payments for the quarter and year-to-date for each partner.

Quarterly Summary Report By Class: prints beginning and ending capital balances and distribution payments for the year summarized for each partnership class.

Quarterly Summary Report By Broker: prints beginning and ending capital balances and distribution payments for the quarter and year-to-date by broker name for the partners to whom the broker was responsible for selling units in the partnership.

Annual Summary Report By Partner: prints total net income, total year-to-date distribution and net income distribution balance for each partner summarized by partnership class.

Annual Summary Report By Class: prints total net income, year-to-date distribution payments and net income distribution balance for the year summarized for each partnership class.

Annual Summary Report By Broker: prints total net income, year-to-date distribution payments and net income distribution balance for the year by broker name for the partners whom the broker was responsible for selling units in the partnership.

Cumulative Distribution Ratios: prints the summation of the distributive share ratio values over all partners for each ratio code. The cumulative values should equal 1.00 for all ratio codes if the individual partner's ratios have been assigned properly.

Partnership Federal Tax Summary: prints a summary of the distributive share items to be reported for federal taxes for the entire partnership.

Partnership State Tax Summary: prints a summary of the distributive share items to be reported for state taxes for the entire partnership.

Partner Directory Listing: prints the name, address, tax ID, and phone number for each partner in alphabetic order by partner ID.

Broker Directory Listing: prints the name, address, market region, and phone number for each broker in alphabetic order by broker code.

Distribution Check Reconciliation: prints the check number, payee, date and amount for any specified range of check numbers.

Broker Commission Report: prints the investment amount, the date, the wholesale fee, due diligence fee, broker fee and total commission earned by broker for any specified time period and fee percentages as input.

Monthly Average Capital Balances: prints the weighted average capital account balance by partner for any desired month.

Escrow Interest Report: prints the interest earned on funds deposited in escrow for each partner.

Partnership Offering Investments: prints the investment amount, date, and a broker office location for each partner who invested in the partnership between two dates.

Capital Account Reconciliation: prints a summation of the capital accounts by partnership class and a grand total over all classes. The report categories include beginning of the year capital balance, year-to-date contributions, ordinary income (loss), other income, other loss, year-to-date withdrawals/distributions and ending capital balance.

Blue Sky Report: prints the state code and name, sales dollars, sales interests, minimum investment required, maximum investment allowed, percent of maximum, critical percent, and escrow status code for a partnership fund, e.g. escrow pending, ready to close, or closed.

Return To Main Menu: displays the Partners System Main Menu.

Broker Reports: Selection number 2 on the Twenty-First Century Partners System Output Menu - Broker Reports - produces the following menu of selections.

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
                BROKER/DEALER REPORTS MENU
H HELP
1 SALES REP REPORTS (QUARTERLY/ANNUAL)
2 BROKER COMMISSION CHECKS
3 COPIES OF ESCROW CONFIRMATION LETTERS
4 COPIES OF INVESTOR WELCOME LETTERS
5 COPIES OF QUARTERLY PARTNER STATEMENTS
6 COPIES OF ANNUAL PARTNER STATEMENTS
7 SALES PERFORMANCE BY FIRM
8 SALES PERFORMANCE BY OFFICE
9 SALES PERFORMANCE BY SALES REP
0 BROKER MAILING LABELS MENU
A BROKER COMMISSION DUE REPORT
B WHOLESALER COMMISSION REPORT
C BROKER COMMISSION STATUS REPORT
R RETURN TO MAIN MENU
*****
```

TYPE A SELECTION THEN PRESS ENTER

```
*****
```

Help: displays a description for each of the Broker Reports Menu selections.

Sales Rep Reports (Quarterly/Annual): prints a report for each broker showing the capital account balances at the beginning and end of the quarter or fiscal year, the net account activity, the distribution payment for the year end and cumulative year-to-date. The amounts are listed for each of the partners whom the broker was responsible for selling partnership units to.

Broker Commission Checks: prints distribution checks for each broker firm based on the commission values stored in the database by the commission calculation module which is processed from the Period Closing Operations Menu. Following the printing of the checks on the company check stock, the system prints a check register showing the payee, amount and check number for each check.

Copies Of Escrow Confirmation Letters: prints copies of the escrow confirmation letter for each of the sales rep's investors. The letter confirms the receipt of the investor's check, listing the amount and date of deposit into the partnership's escrow account. The copy can be sent to the broker sales rep for information purposes.

Copies Of Investor Welcome Letters: prints copies of the partnership Welcome letter for each of the sales rep's investors. The letter welcomes the investor as a partner in the partnership and lists the amount of the investment and the date of admission to the partnership. The copy can be sent to the broker sales rep for information purposes.

Copies Of Quarterly Partner Statements: prints copies of the partnership quarterly statement for each of the sales rep's investors. The statement lists the investor's account activity for the quarter with the beginning and ending capital account balances. The statement also lists any distribution payments made during the quarter. The copy can be sent to the broker sales rep for information purposes.

Copies Of Annual Partner Statements: prints copies of the partnership annual statement for each of the sales rep's investors. The statement lists the investors account activity for the year with the beginning and ending capital account balances. The statement also lists all distribution payments made during the year. The copy can be sent to the broker sales rep for information purposes.

Sales Performance By Firm: prints a report listing the total sales for each broker/dealer firm and a grand total over all firms during a specified period of time. The system prompts you for the start date and end date of the performance reporting period.

Sales Performance By Office: prints a report listing the total sales for each broker/dealer sales office and a grand total over all offices during a specified period of time. The system prompts you for the start date and end date of the performance reporting period.

Sales Performance By Sales Rep: prints a report listing the total sales for each broker/dealer sales rep and a grand total over all reps during a specified period of time. The system prompts you for the start date and end date of the performance reporting period.

Broker Mailing Labels: prints mailing labels for all sales reps in the broker/dealer database. Labels are not printed for reps whose status code is inactive or transferred. Labels are printed for all sales reps with a status code which is active.

Broker Commission Due Report: prints a report listing the total sold by a broker during a specified time period and the commission due.

Wholesaler Commission Report: prints a report listing the average investment, subscription date, number of investors and percent held back.

Broker Commission Status Report: prints a report listing the total sold by a broker, commission paid or not paid and the balance due.

Return To Main Menu: displays the Partners System Main Menu.

Partner Statements: Selection number 3 on the Twenty-First Century Partners System Output Menu -- Partner Statements -- produces the following menu of selections.

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
                PARTNER STATEMENTS MENU
H HELP
1 QUARTERLY PARTNER ACCOUNT STATEMENT
2 ANNUAL PARTNER ACCOUNT STATEMENT
3 DISTRIBUTIVE SHARE ITEMS REPORT
4 INVESTOR WELCOME LETTER
5 ESCROW CONFIRMATION LETTER
6 PARTNERSHIP CERTIFICATE
7 PROFORMA TAX PROJECTION LETTER
8 DUPLICATE PARTNER STATEMENT
R RETURN TO MAIN MENU
*****

TYPE A SELECTION THEN PRESS ENTER

*****
```

Help: displays a description for each of the Partner Statements Menu selections.

Quarterly Partner Account Statement: prints a statement for each partner showing the capital account balances at the beginning and end of the quarter, the weighted average balance, all account activity transactions, and the year-to-date distribution payments.

Annual Partner Account Statement: prints a statement for each partner showing the capital account balances at the beginning and end of the year, the weighted average balance, all account activity transactions, the year-to-date distribution payments and the return on investment.

Distributive Share Items Report: prints a report for each partner showing the distributive share ratio value and the total dollar amount for each distributive share item.

Investor Welcome Letter: prints a letter for each investor in the partnership between two dates confirming the date and amount of the investment.

Escrow Confirmation Letter: prints a letter for each investor confirming the deposit of funds in an escrow account.

Partnership Certificate: prints a certificate of ownership for each investor in the partnership between two dates.

Proforma Tax Projection Letter: prints a letter showing the projected ordinary income (loss) for each investor to be used for tax planning purposes.

Duplicate Partner Statement: prints copies of the partner statements to send to the duplicate mailing address. **Return To Main Menu:** displays the Partners System Main Menu.

Distribution Checks: Selection number 4 on the Twenty-First Century Partners System Output Menu -- Distribution Checks -- produces the following menu of selections.

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
                DISTRIBUTION CHECKS MENU
1 FIRST QUARTER DISTRIBUTION PAYMENT
2 SECOND QUARTER DISTRIBUTION PAYMENT
3 THIRD QUARTER DISTRIBUTION PAYMENT
4 FOURTH QUARTER DISTRIBUTION PAYMENT
5 ANNUAL DISTRIBUTION PAYMENT
6 SPECIAL DISTRIBUTION PAYMENT
7 TERMINATION DISTRIBUTION PAYMENT
8 ESCROW INTEREST DISTRIBUTION PAYMENT
R RETURN TO MAIN MENU
*****
```

TYPE A SELECTION THEN PRESS ENTER

```
*****
```

First Quarter Distribution Payment: prints a distribution check for each partner based on the account activity transaction amount for the first quarter of the fiscal year.

Second Quarter Distribution Payment: prints a distribution check for each partner based on the account activity transaction amount for the second quarter of the fiscal year.

Third Quarter Distribution Payment: prints a distribution check for each partner based on the account activity transaction amount for the third quarter of the fiscal year.

Fourth Quarter Distribution Payment: prints a distribution check for each partner based on the account activity transaction amount for the fourth quarter of the fiscal year.

Annual Distribution Payment: prints a distribution check for each partner based on the account activity transaction amount for the fiscal year.

Special Distribution Payment: prints a distribution check for each partner based on the account activity transaction amount for the special distribution.

Termination Distribution Payment: prints a distribution check for each partner based on the account activity transaction amount for the termination distribution payment.

Escrow Interest Distribution Payment: prints a distribution check for each partner based on the account activity transaction amount for the escrow interest distribution payment.

Return To Main Menu: displays the Partners System Main Menu.

Mailing Labels: Selection number 5 on the Twenty-First Century Partners System Output Menu -- Mailing Labels -- produces the following menu of selections:

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
```

```
          MAILING LABEL MENU
          1 PARTNER NAME/ADDRESS LABELS
          2 DISTRIBUTION CHECK LABELS
          3 DUPLICATE STATEMENT LABELS
          4 BROKER SALES REP LABELS
          R RETURN TO MAIN MENU
```

```
*****
```

TYPE A SELECTION THEN PRESS ENTER

```
*****
```

Partner Name/Address Labels: prints one label for each partner containing three to five lines of name/address information.

Distribution Check Labels: prints one label for each partner whose distribution checks are to be mailed to an address different from the partner's address such as a bank for deposit into an account.

Duplicate Statement Labels: prints one label for each partner whose statements are copied and mailed to an address different from the partner's address such as an accountant or an attorney.

Broker Sales Rep Labels: prints one label for each broker containing four lines of name/address information.

Return To Main Menu: displays the Partners System Main Menu.

Federal Tax Schedule K: Selection number 6 on the Twenty-First Century Partners System Output Menu -- Federal Tax Schedule K -- produces the following menu of selections.

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
```

FEDERAL TAX SCHEDULE K MENU

- 1 PRINT ON SINGLE SHEET IRS FORMS OR OVERLAYS
- 2 PRINT ON CONTINUOUS PAPER IRS FORMS
- 3 PRINT IRS APPROVED SUBSTITUTE SCHEDULES
- 4 PRINT IRS FACSIMILE FORMS ON LASER PRINTER

R RETURN TO MAIN MENU

```
*****
```

TYPE A SELECTION THEN PRESS ENTER

```
*****
```

Print On Single Sheet IRS Forms Or Overlays: the IRS Form 1065 Schedule K may be inserted in your printer for one report covering the entire partnership.

Print On Continuous Paper IRS Forms: the one page report contains summary tax information for the entire partnership.

Print IRS Approved Substitute Schedules: the one page report is printed on plain paper which is an approved substitute for the IRS Form 1065 Schedule K.

Print IRS Facsimile Forms On Laser Printer: a one page replica of the IRS Form 1065 Schedule K is printed on a laser printer.

Return To Main Menu: displays the Partners System Main Menu.

Federal Tax Schedule K-1: Selection number 7 on the Twenty-First Century Partners System Output Menu -- Federal Tax Schedule K-1 -- produces the following menu of selections.

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
          FEDERAL TAX SCHEDULE K-1 MENU

          1 PRINT ON SINGLE SHEET IRS FORMS OR OVERLAYS
          2 PRINT ON CONTINUOUS PAPER IRS FORMS
          3 PRINT IRS APPROVED SUBSTITUTE SCHEDULES
          4 PRINT IRS FACSIMILE FORMS ON LASER PRINTER
          R RETURN TO MAIN MENU
```

```
*****
TYPE A SELECTION THEN PRESS ENTER
*****
```

Print On Single Sheet IRS Forms Or Overlays: the IRS Form 1065 Schedule K-1 may be inserted in your printer for a one page two-sided report for each partner.

Print On Continuous Paper IRS Forms: the one page two-sided report is printed for each partner.

Print IRS Approved Substitute Schedules: the one page report is printed on plain paper in a format which is an IRS approved substitute for the IRS Form 1065 Schedule K-1.

Print IRS Facsimile Forms On Laser Printer: a one page two-sided replica of the IRS Form 1065 Schedule K-1 is printed on a laser printer.

Return To Main Menu: displays the Partners System Main Menu.

Installment Sales Reports: Selection number 9 on the Twenty-First Century Partners System Main Menu--Installment Sales Reports -- produces the following menu of selections:

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
```

INSTALLMENT SALES REPORTS MENU

- H HELP
- 1 INVESTOR INVOICES FOR INSTALLMENT PAYMENTS
- 2 DELINQUENT NOTICES FOR OVERDUE PAYMENTS
- 3 INSTALLMENT AMOUNTS AND PAYMENTS BY INVESTOR
- 4 AGED RECEIVABLES REPORT - OPEN ITEMS
- R RETURN TO MAIN MENU

```
*****
TYPE A SELECTION THEN PRESS ENTER
*****
```

Help: displays a description for each of the Installment Sales Reports Menu selection.

Investor Invoice For Installment Payments: prints an invoice listing the installment number, due date, and capital due for each partner.

Delinquent Notices For Overdue Payments: prints an installment notice listing the installment number, due date, installment amount, and interest amount due.

Installment Amounts And Payments By Investor: prints a summary listing installment dates, capital amount due, interest due and dates paid.

Aged Receivables Report - Open Items: prints a listing of each partners account that is 30, 60 or 90 days past due and the balance due.

Return To Main Menu: displays the Partners System Main Menu.

MODIFY DATABASE INFORMATION

Selection number 5 on the Twenty-First Century Partners System Main Menu -- Modify Database Information -- produces the following menu of selections.

```
*****
*
*          TWENTY-FIRST CENTURY PARTNERS SYSTEM          *
*
*****
                          MODIFY DATABASE INFORMATION MENU

PARTNERSHIP DATABASE
 1 NAME/ADDRESS INFORMATION          12 BROKER DATABASE
 2 FEDERAL TAX DISTRIBUTIVE SHARE ITEMS  13 CLASS DATABASE
 3 FEDERAL TAX SCHEDULE FOOTNOTES      14 PROPERTY DATABASE
 4 STATE TAX DISTRIBUTIVE SHARE ITEMS
 5 STATE TAX SCHEDULE FOOTNOTES
PARTNERS DATABASE
 6 NAME/ADDRESS INFORMATION          *
 7 ANNUAL ACCOUNT BALANCES          * H HELP FUNCTION          *
 8 DISTRIBUTIVE SHARE ITEM RATIO VALUES * A ADD FUNCTION          *
 9 ACCOUNT ACTIVITY TRANSACTIONS     * C CHANGE FUNCTION       *
10 FEDERAL TAX DISTRIBUTIVE SHARE AMOUNTS * D DELETE FUNCTION       *
11 STATE TAX DISTRIBUTIVE SHARE AMOUNTS * I INQUIRE FUNCTION     *
                                     * P PRINT FUNCTION        *
                                     * R RETURN TO MAIN MENU  *
*****
SELECT A DATABASE      AND A FUNCTION      THEN PRESS ENTER
*****
```

Help Function: displays a description for each of the Database Information Menu selections.

Add Function: adds new data to the database.

Change Function: changes existing data in the database.

Delete Function: deletes existing data from the database.

Inquire Function: displays data from the database.

Print Function: prints data from the database.

Return To Main Menu: displays the Partners System Main Menu.

Broker Database: selection number 12 on Database Information Menu --
Broker Database -- produces the following menu of selections.

```
*****
*                TWENTY-FIRST CENTURY PARTNERS SYSTEM                *
*                                                                 *
*                BROKER/DEALER DATABASE INFORMATION MENU            *
*****
*                DATABASES                *                FUNCTIONS                *
*****
BROKER FIRM DATABASE                *
  1 FIRM NAME/ID CODE                *
  2 COMMISSION OPTIONS BY PARTNERSHIP * H HELP FUNCTION
  3 SLIDING SCALE COMMISSION RATES   * A ADD FUNCTION
  4 ANNUAL SALES & COMMISSION RATES  * C CHANGE FUNCTION
  5 COMMISSION CHECK TRANSACTIONS    * D DELETE FUNCTION
BROKER OFFICE DATABASE                * I INQUIRE FUNCTION
  6 MAILING ADDRESS/PHONE NO.        * P PRINT FUNCTION
BROKER SALES REPRESENTATIVES DATABASE * R RETURN TO MAIN MENU
  7 SALES REP INFORMATION            *
  8 SALES REP TRANSFERS              *
*****
SELECT A DATABASE                AND A FUNCTION                THEN PRESS ENTER
*****
```

Help Function: displays a description for each of the Broker/Dealer Database Information Menu selections.

Add Function: adds new data to the database.

Change Function: changes existing data in the database.

Delete Function: deletes existing data from the database.

Inquire Function: displays data from the database.

Print Function: prints data from the database.

Return To Main Menu: displays the Partners System Main Menu.

ENTER INSTALLMENT SALES DATA

Selection number 6 on the Twenty-First Century Partners System Main Menu -- Enter Installment Sales Data -- produces the following menu of selections.

```
*****
*                               TWENTY-FIRST CENTURY PARTNERS SYSTEM                               *
*                               *                                                                 *
*                               ENTER INSTALLMENT SALES DATA MENU                               *
*****
*                               DATABASES                *                FUNCTIONS                *
*****
PARTNERSHIP DATABASE                *
  1  NUMBER OF UNITS, INSTALLMENTS,  *  H  HELP FUNCTION
    AND UNIT VALUE                    *  A  ADD FUNCTION
  2  INSTALLMENT PAYMENT SCHEDULE    *  C  CHANGE FUNCTION
                                       *  D  DELETE FUNCTION
PARTNERS DATABASE                    *  I  INQUIRE FUNCTION
  3  INSTALLMENT INVOICE AMOUNTS     *  P  PRINT FUNCTION
  4  INSTALLMENT PAYMENT RECEIPTS    *  R  RETURN TO MAIN MENU
                                       *
*****
SELECT A DATABASE                AND A FUNCTION                THEN PRESS ENTER
*****
```

Help Function: displays a description for each of the Installment Sales Data Entry Menu selections.

Add Function: adds new data to the database.

Change Function: changes existing data in the database.

Delete Function: deletes existing data from the database.

Inquire Function: displays data from the database.

Print Function: prints data from the database.

Return To Main Menu: displays the Partners System Main Menu.

ENTER PARTNERSHIP FUND SETUP DATA

Selection number 7 on the Twenty-First Century Partners System Main Menu -- Partnership Fund Setup Data -- produces the following menu of selections.

```
*****
*
*                TWENTY-FIRST CENTURY PARTNERS SYSTEM                *
*
*                ENTER PARTNERSHIP FUND SETUP DATA MENU            *
*****
*          DATABASES                      *          FUNCTIONS          *
*****
1  PARTNERSHIP NAME/ADDRESS INFO          *  H  HELP FUNCTION
2  PARTNERSHIP CLASS INFORMATION          *  A  ADD FUNCTION
3  BLUE SKY RESTRICTIONS BY STATE        *  C  CHANGE FUNCTION
4  MARKETING INCENTIVE PROGRAM           *  D  DELETE FUNCTION
   PARAMETERS                            *  I  INQUIRE FUNCTION
5  INSTALLMENT SALES PROGRAM PARAMETERS  *  P  PRINT FUNCTION
6  INSTALLMENT SALES SCHEDULE            *  R  RETURN TO MAIN MENU
7  BROKER COMMISSION OPTIONS BY FIRM     *
8  SLIDING SCALE COMMISSION RATES        *
9  BROKER OFFICES LACKING REGISTRATION   *
*****
SELECT A DATABASE          AND A FUNCTION          THEN PRESS RETURN
*****
```

Help Function: displays a description for each of the Partnership Fund Setup Data Entry Menu selections.

Add Function: changes existing data in the database.

Change Function: deletes existing data in the database.

Inquire Function: displays data from the database.

Print Function: prints data from the database.

Return To Main Menu: displays the Partners System Main Menu.

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Code Tables

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

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Code Tables

Investor Account Activity Codes

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

Partnership Class Codes

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

Period Closing Codes

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

Broker Commission Check Transaction Codes

Code	Description
CC	Current Commission Payable
RC	Retroactive Commission Payable

Broker Commission Status Codes

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

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Code Tables

International Country Codes

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

Investor Entity Type Codes

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

Escrow Status Codes

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

Partnership Fund Status Codes

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

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Code Tables

Distributive Share Item Codes

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

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Code Tables

Distributive Share Item Codes

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

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Code Tables

Distributive Share Item Codes

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

Partnership Type Codes

Code	Description
B	Public Fund
V	Private Fund

Investor Profession Codes

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

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Code Tables

Distribution Ratio Codes

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

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Code Tables

Broker Marketing Region Codes

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

Broker Commission Retroactive Option Codes

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

Broker Sales Rep Status Codes

Code	Description
A	Active
I	Inactive
T	Transferred
X	Terminated

Broker Commission Sliding Scale Option Codes

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

TWENTY-FIRST CENTURY PARTNERS SYSTEM

Code Tables

United States Codes

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