Importing Part B from a file

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The N-MFP2 software contains a set of functions to import data from an external file into a Form N-MFP2 submission. These tools can be used to import data into Part B of the N-MFP2 submission. The following file formats can be imported into the information table:

CSV (comma-separated values file)

CSV is a simple, common format for moving tabular data from one place to another. Most spreadsheet and database software has the ability to export or save as CSV, making it an ideal format for importing information table data into your filing. CSV can be imported into three places in your submission: *Part A Series-Level Information*, *Part B Class-Level Information* and *Part C Schedule of Portfolio Securities*. This article covers how to import data into Part B.

When importing from CSV, your data does not require a heading row. The Import function will import information based on the order of the columns if no heading row is present.

If you want to always be certain that your CSV data will import with the data into the correct fields in your submission, then you should add a heading row to the CSV file. This can be done using a spreadsheet editor like Excel or even by opening the CSV file in a text editor and manually adding a heading row. Different heading keywords will be used to identify each column. Additional words can be used in the heading for your own organizational purposes. That data will be ignored on import, provided it does not contain other keywords.

For N-MFP2, the heading keywords are simple. Almost every item on the form is numbered, meaning you can simply use the item number for your heading row. The import is not case-sensitive, so headings may be written as "B.1" or "b.1".

The keywords for Part B are as follows:

Information Table Column	Associated Keyword(s)
Item B.1 EDGAR Class identifier	B.1
Item B.2 Minimum initial investment	B.2
Item B.3. Net assets of the Class, to the nearest cent	B.3
Item B.4. Number of shares outstanding, to the nearest hundredth	B.4
Item B.5.a. NAV per share, week 1	B.5.a
Item B.5.b. NAV per share, week 2	B.5.b
Item B.5.c. NAV per share, week 3	B.5.c
Item B.5.d. NAV per share,	B.5.d

week 4	
Item B.5.e. NAV per share, week 5	B.5.e
Item B.6.a.i. Weekly gross subscriptions, week 1	B.6.a.i
Item B.6.a.ii. Weekly gross redemptions, week 1	B.6.a.ii
Item B.6.b.i. Weekly gross subscriptions, week 2	B.6.b.i
Item B.6.b.ii. Weekly gross redemptions, week 2	B.6.b.ii
Item B.6.c.i. Weekly gross subscriptions, week 3	B.6.c.i
Item B.6.c.ii. Weekly gross redemptions, week 3	B.6.c.ii
Item B.6.d.i. Weekly gross subscriptions, week 4	B.6.d.i
Item B.6.d.ii. Weekly gross redemptions, week 4	B.6.d.ii
Item B.6.e.i. Weekly gross subscriptions, week 5	B.6.e.i
Item B.6.e.ii. Weekly gross redemptions, week 5	B.6.e.ii
Item B.6.f.i. Monthly gross subscriptions	B.6.f.i
Item B.6.f.ii. Monthly gross redemptions	B.6.f.ii
Item B.7. 7-day net yield	B.7
Item B.8. During the reporting period, did any Person pay for, or waive all or part of the fund's operating expenses or management fees?	B.8
Item B.8.a. The name of the Person and the nature and amount of the expense payment or fee waiver, or both	B.8.a

Once you have a CSV file prepared for import:

1. Navigate to the information table by clicking on *Part B Class-Level Information* in the left navigation of your submission.

2. Click **File > Import > Import CSV From File**.

3. Select the CSV file in the dialog that appears and press Open.

4. The Information View will appear with a log of the import process. All entries in the selected CSV file will be appended to the end of the Part B.

Helpful Hints:

- When importing a CSV file without a heading row, make certain that your data is in the same order as in Part B of the form. You can use an application like Microsoft Excel to re-order the columns in a CSV file.

- If editing CSV in text, remember that each column heading should be separated only by a comma and the heading row must appear on its own line. A heading row in CSV might look something like this: "B.1,B.2,B.3,B.4".

- Download a zip file containing an import template for Part B and sample files.