

## Importing Client Portfolios from Novia

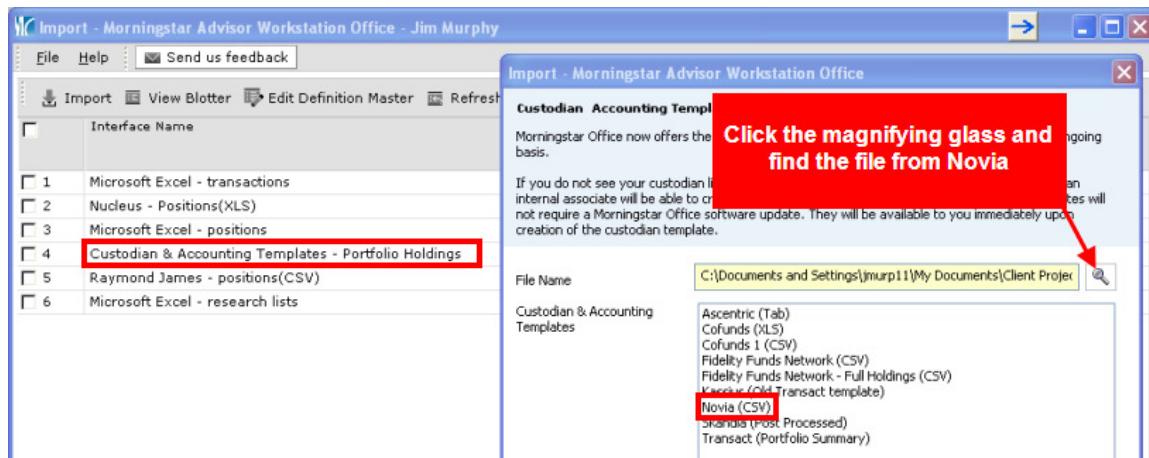
This quick guide provides step-by-step instruction for importing client portfolios into Adviser Workstation from Novia. This import process will create a record for each client in Adviser Workstation and allow you to create compelling reports and charts showing portfolio analysis and performance. This import should be done on a regular basis to update portfolio positions of all clients.

### Step 1: Download the "Investments Currently Held, by Client" from Novia

- To access the report login to the Novia Report Zone website. Access is available from the Novia website at [www.novia-financial.co.uk](http://www.novia-financial.co.uk).
- Click on the Report Zone login button on the homepage and enter your details. If you do not already have details and to register for the service, follow the instructions on the login page or email Client Services.
- Once logged in, click on the "Investments Held and Traded" menu on the main menu. Then click on the "Investments Held and Traded, by Client". This will open the report in another window.
- From here, click on the export to Excel CSV button at the bottom of the report:
- This will export the data to an excel spreadsheet in a csv file format.

### Step 2:

- Login to Adviser Workstation, click the Import button
- Double click "Custodian & Accounting Templates"
- Choose the file you just downloaded from Novia
- Click the "Novia (CSV)" template
- Click the "Import" button.



### Step 3:

This will open the import blotter which gives you the opportunity to review the portfolios, positions prices and securities being imported. Look for items in red and red triangles. Items listed in red text need a security type to be defined in the "Security Type" column. Double click red triangles to choose share class. Once items in red have been addressed, click the "Post" button to finish the import.

Import - Morningstar Advisor Workstation Office - Jim Murphy

File Help Search for Go Finally click "Post" to finish the import

Send us feedback

QuickAccount

Portfolios

- New Accounts (36)
- Existing Accounts (0)
- Excluded Accounts (0)
- Positions (804)
- Prices (0/1013)
- Securities (195/209)

Securities

	Post	Delete	Save	Save as User-Defined	Export	Print	Edit Definition Master
1	<input type="checkbox"/>		Yes	First State Global Emerging Mkts	GB0030187436	Mutual Fund	Morningstar Price
2	<input type="checkbox"/>		Yes	Jupiter Global Managed Inc	GB0002440245	Mutual Fund	Morningstar Price
3	<input type="checkbox"/>		Yes	First State Asia Pac Leaders A GB	GB0033874214	Mutual Fund	Morningstar Price
4	<input type="checkbox"/>		Yes	First State Global Erm Mkt Ldrs A	GB0033873915	Mutual Fund	Morningstar Price
5	<input type="checkbox"/>		Yes	First State Asia Pacific A	GB003018389C	Mutual Fund	Morningstar Price
6	<input type="checkbox"/>		Yes	Connaught Income Fund Series 1	GB009242788E	Mutual Fund	Morningstar Price
7	<input type="checkbox"/>		Yes	Barclays Celcius Gems G	IE00B2RKZP60	Mutual Fund	Morningstar Price
8	<input type="checkbox"/>		Yes	BlackRock Global Bond Inc	GB0005049681	Mutual Fund	Morningstar Price
9	<input type="checkbox"/>		Yes	New Star Fixed Interest	GB0001920486	Mutual Fund	Morningstar Price
10	<input type="checkbox"/>		Yes	Fidelity Strategic Bond	GB00805NC85	Mutual Fund	Morningstar Price
11	<input type="checkbox"/>		Yes	Schroder Income Maximiser Inc	GB00B0HWJ90	Mutual Fund	Morningstar Price
12	<input type="checkbox"/>		Yes	M&G Corporate Bond A Acc GBP	GB0031285785	Mutual Fund	Morningstar Price
13	<input type="checkbox"/>		Yes	Threadneedle Strategic Bond 2	GB0031022261	Mutual Fund	Morningstar Price
14	<input type="checkbox"/>		Yes	Schroder Income Maximiser Acc	GB00B0HWJH	Mutual Fund	Morningstar Price
15	<input type="checkbox"/>		Yes	L&G Dynamic Bond A Inc	GB0081TWM06	Mutual Fund	Morningstar Price
16	<input type="checkbox"/>		Yes	Stan Life Inv UK Eq Hi Inc R Inc	GB0004330824	Mutual Fund	Morningstar Price
17	<input type="checkbox"/>		Yes	L&G Dynamic Bond A Acc	GB00B1TWM	Mutual Fund	Morningstar Price
18	<input type="checkbox"/>		Yes	Premier Liberation Absolute Gth A	GB00B1PB059	Mutual Fund	Morningstar Price
19	<input type="checkbox"/>		Yes	New Star UK Property Inc	GB000727859C	Mutual Fund	Morningstar Price
20	<input type="checkbox"/>		Yes	Old Mutual Corporate Bond A Inc	GB00B1XG6X6	Mutual Fund	Morningstar Price
21	<input type="checkbox"/>		Yes	Rensburg UK Mars Focus Trust Ac	GB00B18VGJ2	Mutual Fund	Morningstar Price

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Totals 209 Selected: 0

Double click red triangles to choose share class

Yellow triangles can be ignored

#### Step 4:

When you see this message click "No". You want to ignore those securities with yellow triangles in warning status.



Now go to the Client Management area of Adviser Workstation to see your imported clients, access their current portfolio holdings and generate analytical reports and charts.