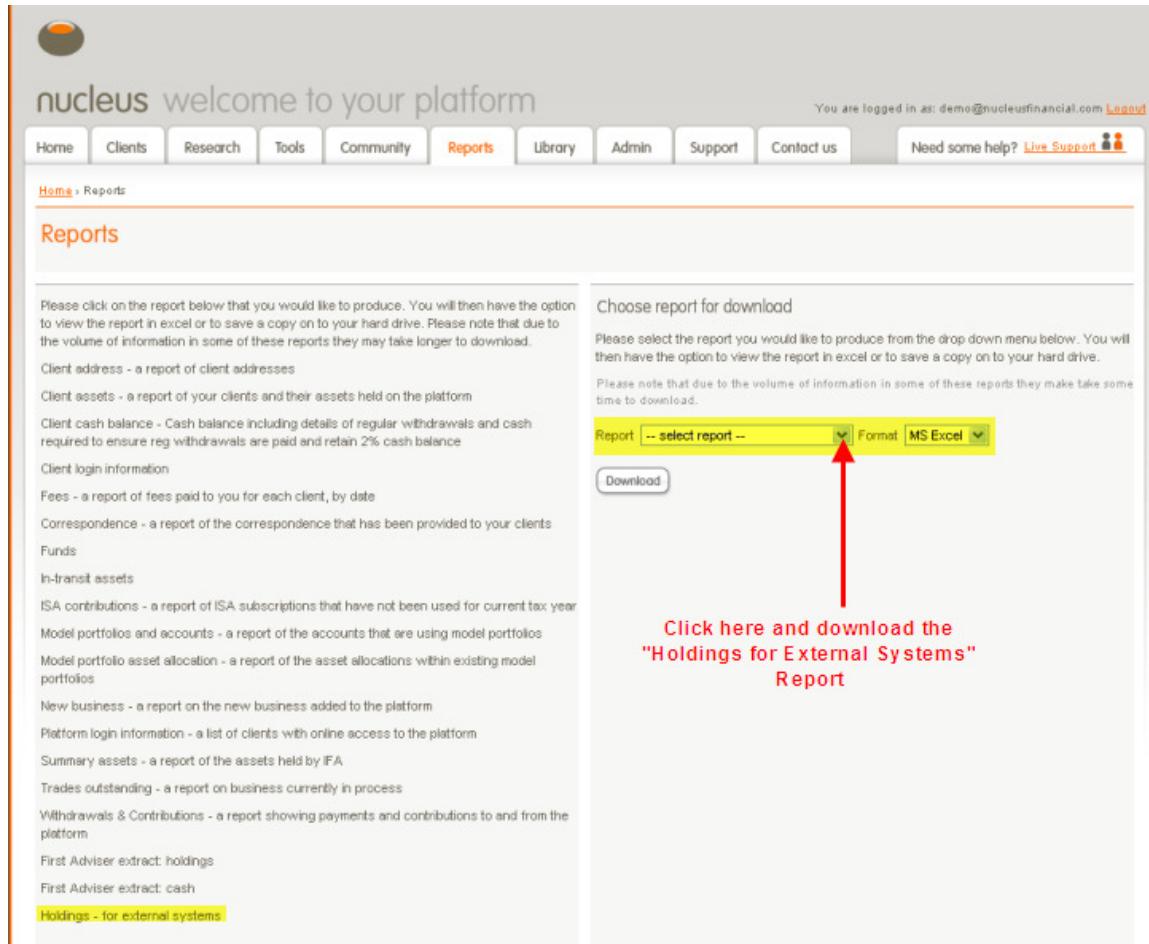


Importing Client Portfolios from Nucleus to Morningstar Adviser Workstation

This quick guide provides step-by-step instruction for importing client portfolios into Adviser Workstation from the Nucleus platform. 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:

Login to Nucleus and download the "Holdings for External Systems Report"



The screenshot shows the Nucleus platform's Reports section. On the left, a list of report types is displayed, including "Holdings - for external systems" at the bottom. On the right, a "Choose report for download" section is shown with a dropdown menu set to "Report" and "Format" set to "MS Excel". A red arrow points from the text "Click here and download the \"Holdings for External Systems\" Report" to the "Report" dropdown menu.

Reports

Please click on the report below that you would like to produce. You will then have the option to view the report in excel or to save a copy on to your hard drive. Please note that due to the volume of information in some of these reports they may take longer to download.

Client address - a report of client addresses
Client assets - a report of your clients and their assets held on the platform
Client cash balance - Cash balance including details of regular withdrawals and cash required to ensure reg withdrawals are paid and retain 2% cash balance
Client login information
Fees - a report of fees paid to you for each client, by date
Correspondence - a report of the correspondence that has been provided to your clients
Funds
In-transit assets
ISA contributions - a report of ISA subscriptions that have not been used for current tax year
Model portfolios and accounts - a report of the accounts that are using model portfolios
Model portfolio asset allocation - a report of the asset allocations within existing model portfolios
New business - a report on the new business added to the platform
Platform login information - a list of clients with online access to the platform
Summary assets - a report of the assets held by IFA
Trades outstanding - a report on business currently in process
Withdrawals & Contributions - a report showing payments and contributions to and from the platform
First Adviser extract: holdings
First Adviser extract: cash
Holdings - for external systems

Choose report for download

Please select the report you would like to produce from the drop down menu below. You will then have the option to view the report in excel or to save a copy on to your hard drive.

Please note that due to the volume of information in some of these reports they may take some time to download.

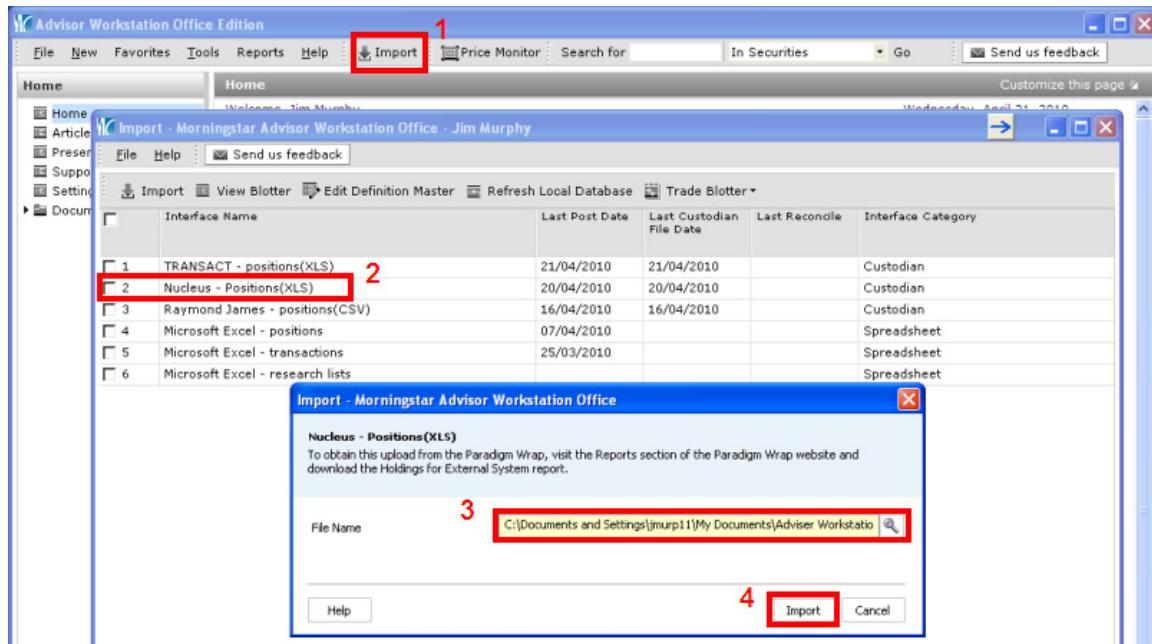
Report **-- select report --** Format **MS Excel**

[Download](#)

Click here and download the "Holdings for External Systems" Report

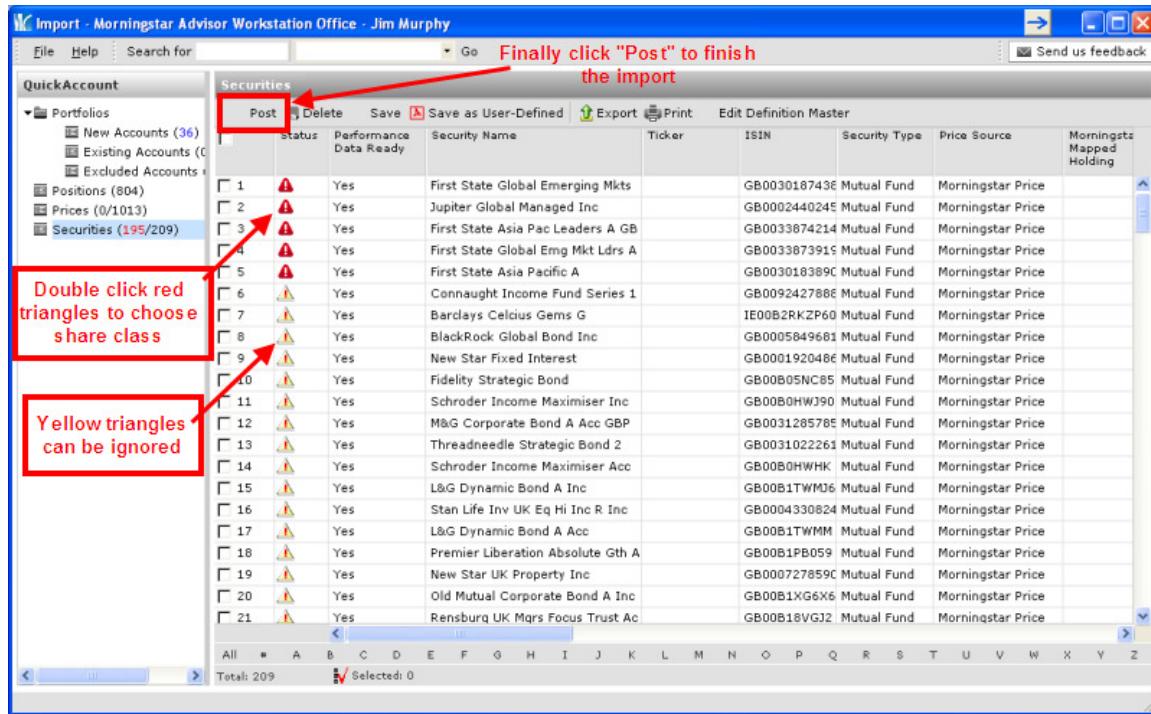
Step 2:

Login to Adviser Workstation, click the Import button, double click the Nucleus Positions template, choose the file you just downloaded from Nucleus, then 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 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.



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.