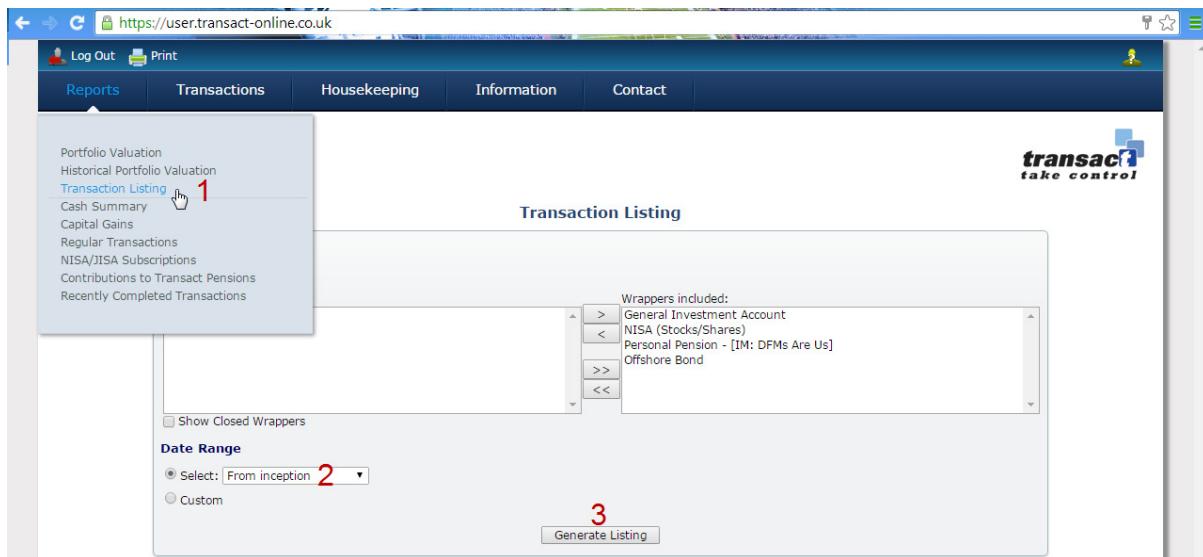


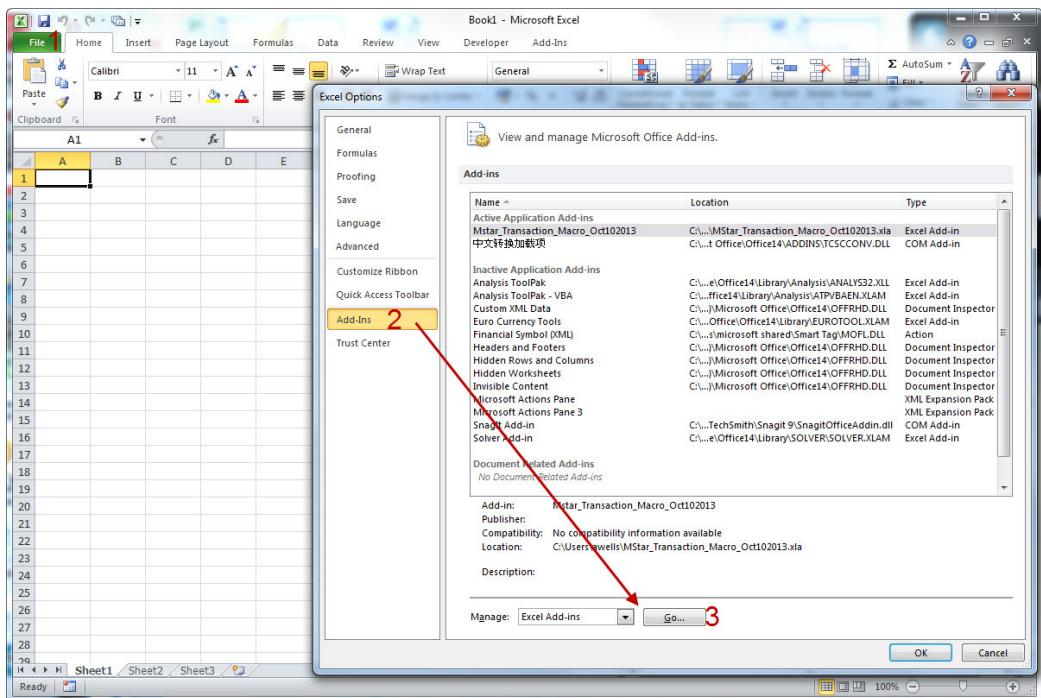
Importing Transactional Data From Transact

The following is a guide to importing transactional data from Transact to Adviser Workstation. This guide illustrates how the data can be exported from Transact and amended to a format that can be imported, followed by the steps needed to import.

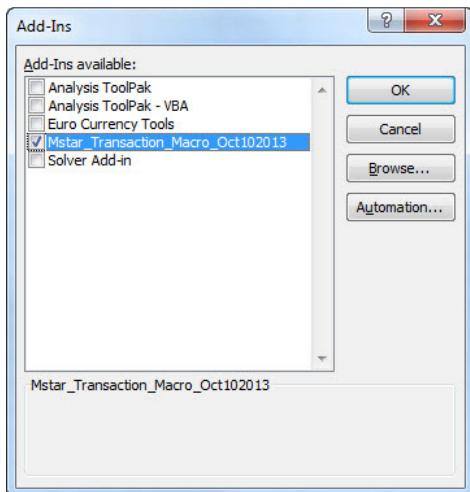
1. In order to import the data from Transact in to Adviser Workstation, please generate the Transaction Listing report and export the data from Transact, as highlighted below, and save this on your computer. The title will need to stay in the TransactionListing_FirstnameSurname_Year_X_X_X format and be a CSV file (not .xls)



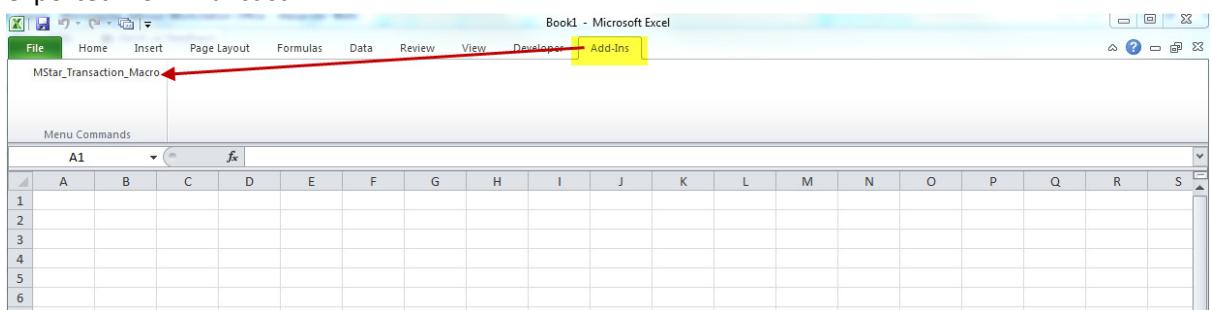
2. Save the Morningstar macro to a folder in your computer (not the desktop), being sure to save directly (i.e. do not open the macro file whilst saving)
3. Open Excel
4. Go to File, then Options, Add Ins and in the Manage: box select Excel Add-ins and click Go..



Ensure the **Mstar_Transaction_Macro** is ticked and click **OK** (if the **Mstar_Transaction_Macro** is not listed here, click **Browse** to find it)

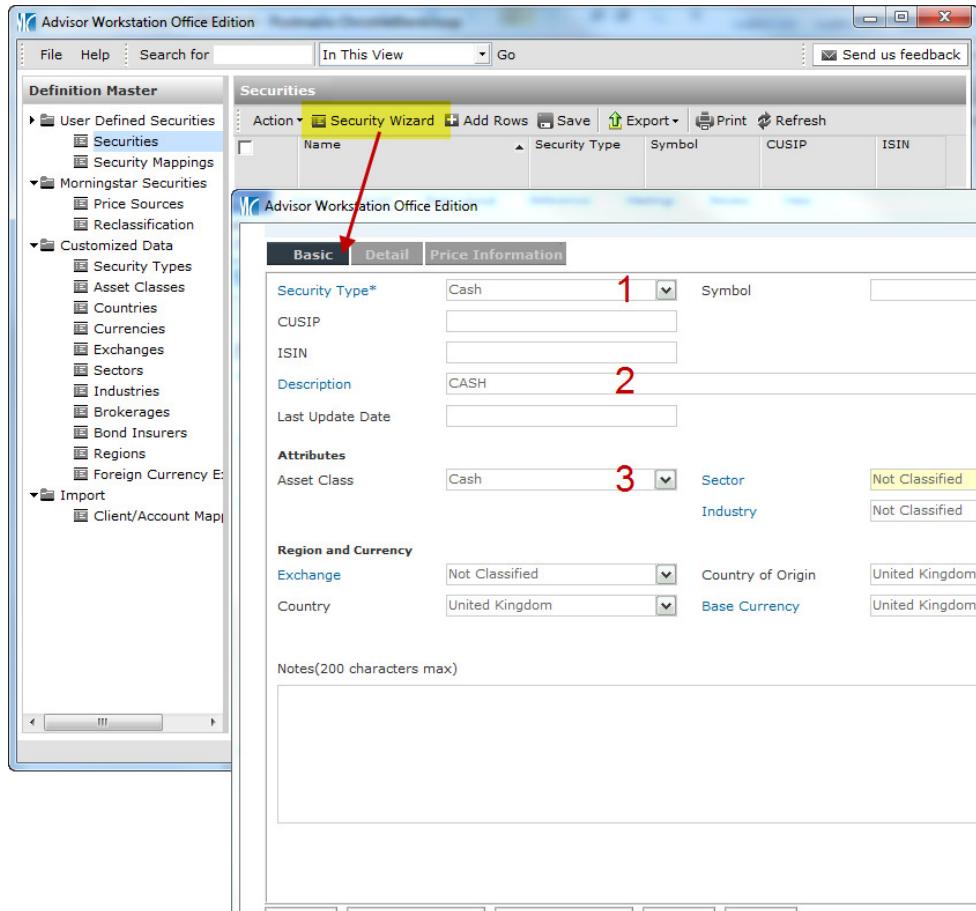


5. In the Excel main window, click the Add-Ins tab at the top, then click the **Mstar_Transaction_Macro** button that appears near the top left of Excel and choose the file exported from Transact.



The macro will run and amend the data accordingly. Save this new file.

6. In Adviser Workstation, go to Tools, Edit Definition Master. In the window click Security Wizard, then enter Cash, Cash, Cash as per below, then Save and Close:



7. Click the Import button at the top of Adviser Workstation
8. Double click the 'Microsoft Excel – Transactions' interface name
9. Tick the box on the left for Transaction information (untick any others), ensure the Security ID type is set to ISIN, the date format is set to DD/MM/YYYY and the 'File Contains Header Line' box is ticked. Click the magnifying glass to locate the amended Transact spreadsheet.
10. Change the Add Cash Flows to Yes and click the magnifying glass to search, change Out of Pocket to User Defined Cash and click Go. Highlight the Cash (created in step 6) and OK
11. Select the relevant columns as follows, leaving the remainder as 'Select...'

	Name	Column
<input type="checkbox"/>	Account Number	Column D (Wrapper Re)
<input type="checkbox"/>	Account Name	Column B (Wrapper Na)
<input type="checkbox"/>	Client name	Column Q (Client Name)
<input type="checkbox"/>	Commission	Select...
<input type="checkbox"/>	Security ID	Column F (ISIN)
<input type="checkbox"/>	Net Amount	Column P (Value)
<input type="checkbox"/>	Gross Amount	Column P (Value)
<input type="checkbox"/>	Price	Column O (Price)
<input type="checkbox"/>	Security Name	Column E (Investment)
<input type="checkbox"/>	Security Type	Select...
<input type="checkbox"/>	Share	Column N (Units)
<input type="checkbox"/>	Ticker	Select...
<input type="checkbox"/>	Transaction Date	Column G (Transaction)
<input type="checkbox"/>	Transaction Type	Column I (Transaction)
<input type="checkbox"/>	Original Transaction Type	Select...
<input type="checkbox"/>	Original Date	Column T ()
<input type="checkbox"/>	Other Fee	Select...
<input type="checkbox"/>	Select	

12. Click Import

13. The Blotter window will now open on the Transactions tab as below:

Import - Morningstar Advisor Workstation Office - Alexander Wells

File Help Edit Definition Master Search for Go

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Blotter

- Portfolios
 - New Portfolios (0/0)
 - Existing Portfolios (0/3)
 - Excluded Portfolios (0/0)
- Positions
 - All Positions (0)
 - Transactions (41/2595)** (highlighted in blue)
 - Prices (0/0)
- Securities
 - Morningstar-tracked Securities (0/67)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (7)

Transactions

Action New Transaction Price Lookup Save Export Print Post

	Status	Portfolio Number	Portfolio Name	Mapped Portfolio Name	Holding Name
1	⚠	IH00035497	General Invest		P CASH
2	⚠	IH00035497	General Invest		P JPMorgan Russian Secur
3	⚠	IH00043517	NISA (Stocks/		P CASH
4	⚠	IH00043517			P Henderson Eurotrust (H
5	⚠	IH00043517			P Henderson Eurotrust (H
6	⚠	IH00035498			P CASH
7	⚠	IH00035498			P Invesco Perpetual High
8	⚠	IH00035498			P HBOS plc Nil Paid Rights
9	⚠	IH00035498			P HBOS plc Nil Paid Rights
10	⚠	IH00035498			P Lloyds Defunct Entitl
11	⚠	IH00035498	NISA (Stocks/		P Lloyds Defunct Entitl
12	⚠	IH00043517	NISA (Stocks/		P First State Asia Pacific L
13	⚠	IH00043517	NISA (Stocks/		P Henderson Global Equity
14	⚠	IH00043517	NISA (Stocks/		P Threadneedle American
15	⚠	IH00035498	NISA (Stocks/		P Fidelity China Focus G&B
16	⚠	IH00035497	General Invest		P BlackRock Latin America
17	⚠	IH00035497	General Invest		P CF Woodford Equity Inc
18	⚠	IH00035497	General Invest		P HSBC FTSE 100 Index (

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

Total: 2595 Selected: 0

Import Interface: Microsoft Excel - Transactions

14. Click Post

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File Help Edit Definition Master Search for Go

Send us feedback

Blotter

- Portfolios
 - New Portfolios (0/0)
 - Existing Portfolios (0/3)
 - Excluded Portfolios (0/0)
- Positions
 - All Positions (0)
 - Transactions (7/2555) **(selected)**
 - Prices (0/0)
- Securities
 - Morningstar-tracked Securities (0/67)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (7)

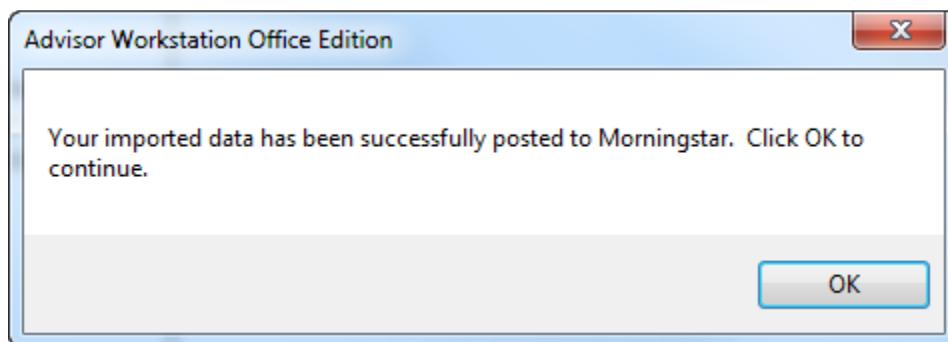
Transactions

Action	New Transaction	Price Lookup	Save	Export	Print	Post
1	IH00043517	NISA (Stocks)				
2	IH00043517	NISA (Stocks)				
3	IH00043517	NISA (Stocks)				
4	IH00043517	NISA (Stocks)				
5	IH00043517	NISA (Stocks)				
6	IH00043517	NISA (Stocks)				
7	IH00035498	NISA (Stocks)				
8	IH00035497	General Invest				
9	IH00035497	General Invest				
10	IH00035497	General Invest				
11	IH00035497	General Invest				
12	IH00035497	General Invest				
13	IH00035497	General Invest				
14	IH00035497	General Invest				
15	IH00035497	General Invest				
16	IH00035497	General Invest				
17	IH00035497	General Invest				
18	IH00035497	General Invest				

Click Post to import the data from this Blotter window in to Adviser Workstation

Import Interface: Microsoft Excel - Transactions

15. Transactions have now been imported to Adviser Workstation



Close the Import window and go to Client Management to open the new client portfolio.