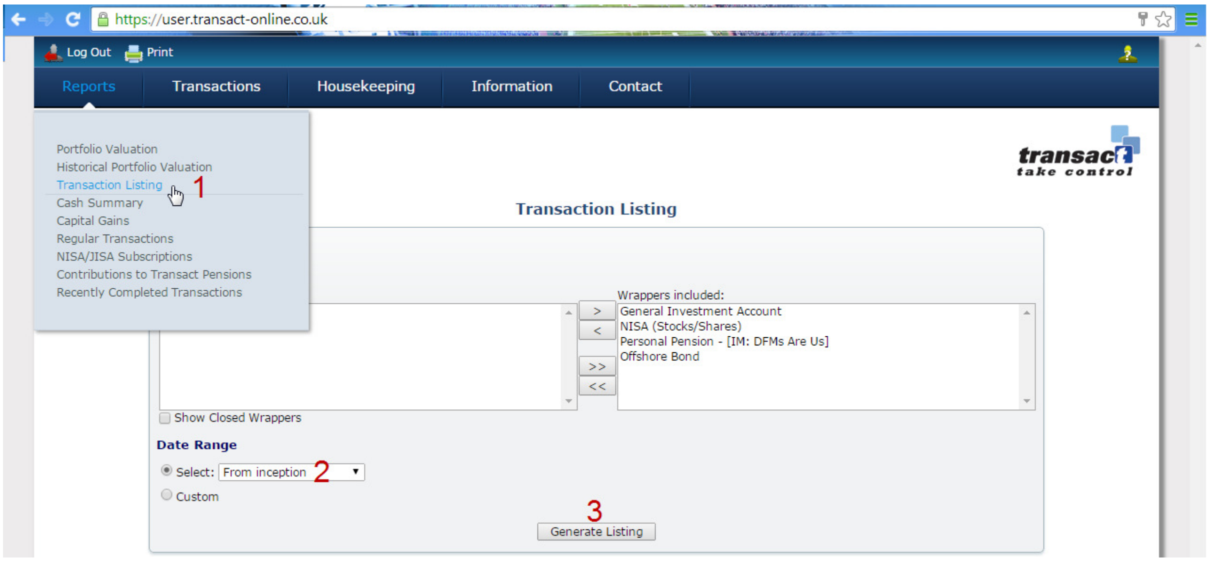
# Importing Transactional Data From Transact

*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.*

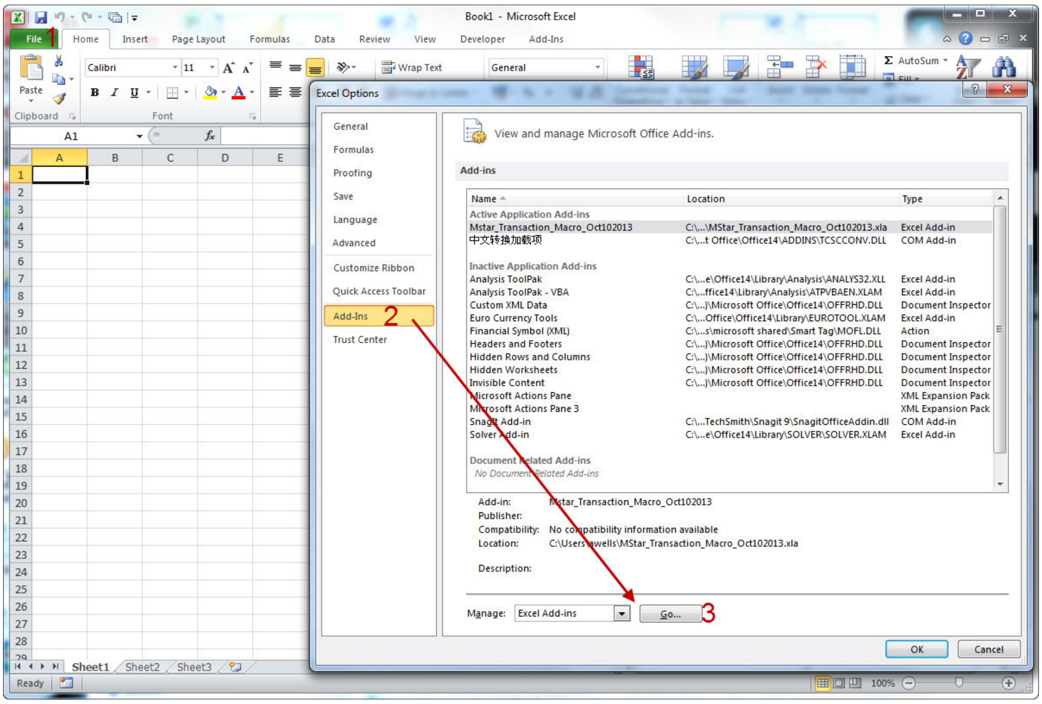
1. In order to import the data from Transact in to Adviser Workstation, please generate the Transaction Listing report and export the data from Transact, as highlighted below, and save this on your computer. The title will need to stay in the TransactionListing_FirstnameSurname_Year_X_X_X format and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



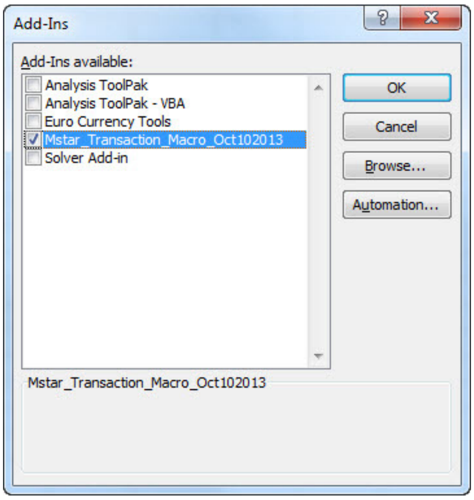

2. Save the Morningstar macro to a folder in your computer (not the desktop), being sure to save directly (i.e. do not open the macro file whilst saving)

3. Open Excel

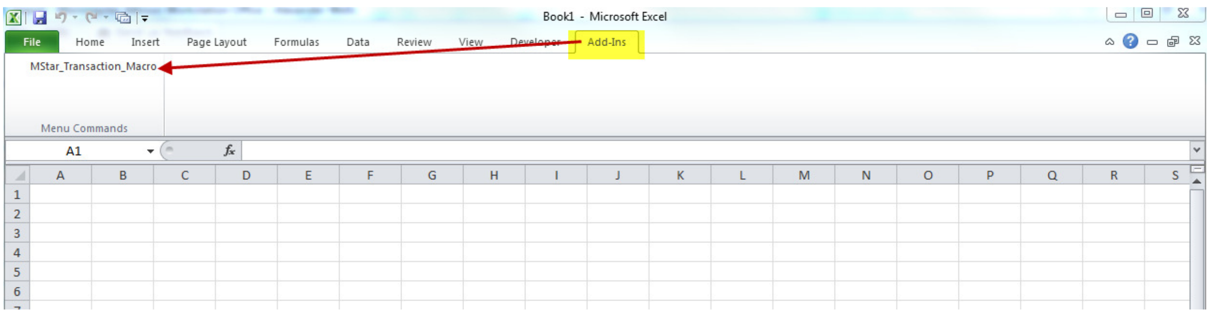
4. Go to File, then Options, Add Ins and in the Manage: box select Excel Add-ins and click Go..




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

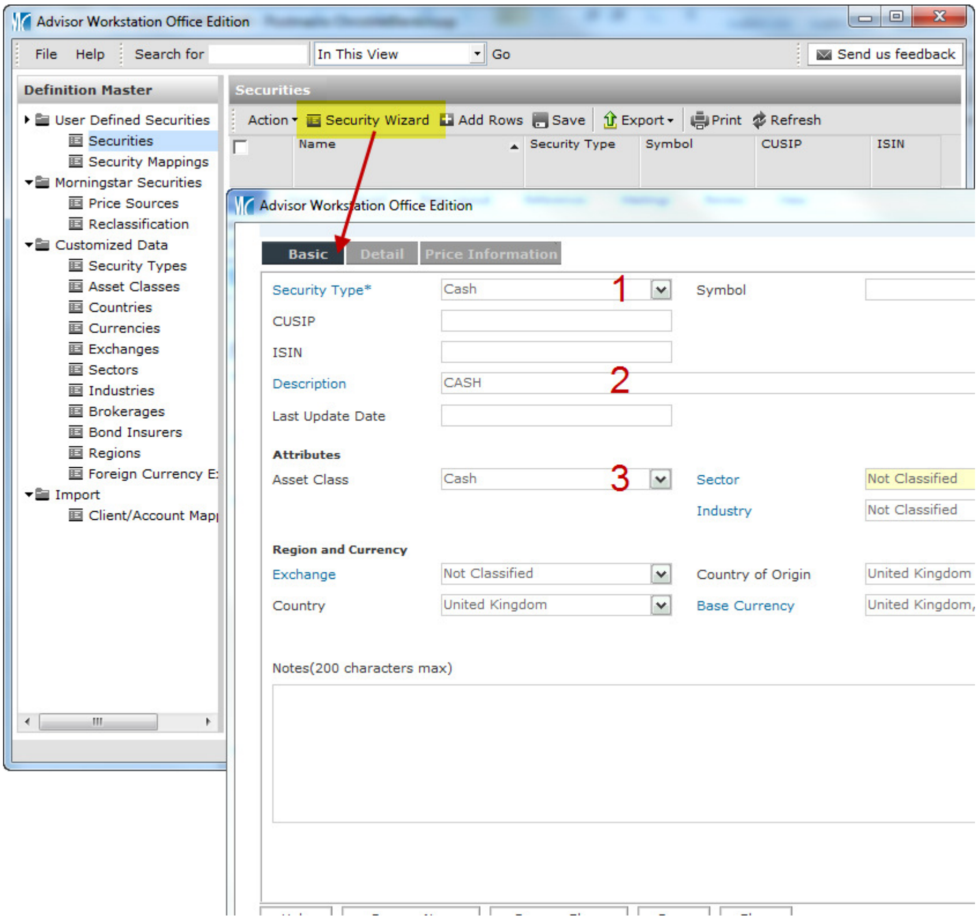



5. In the Excel main window, click the Add-Ins tab at the top, then click the Mstar_Transaction_Macro button that appears near the top left of Excel and choose the file exported from Transact.



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/YYY and the ‘File Contains Header Line’ box is ticked.  Click the magnifying glass to locate the amended Transact spreadsheet.

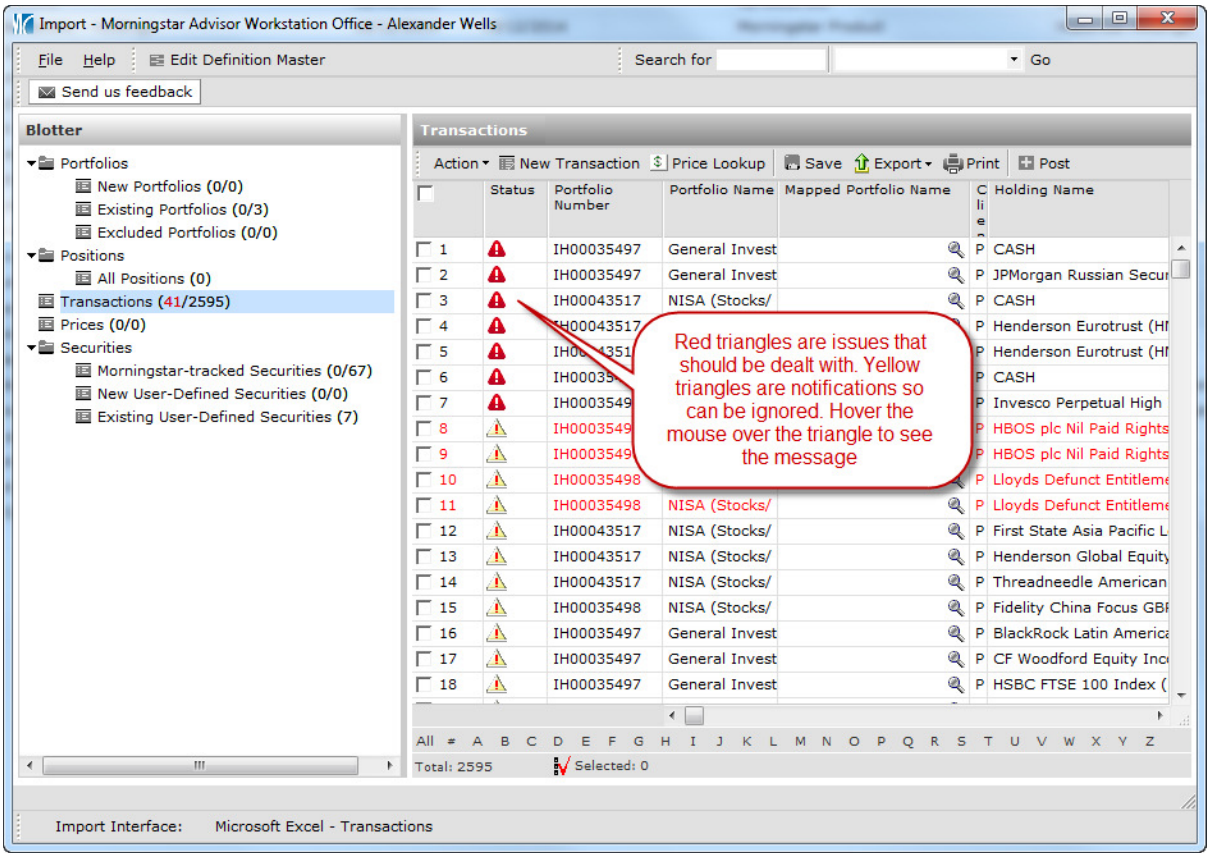
10. Change the Add Cash Flows to Yes and click the magnifying glass to search, change Out of Pocket to User Defined Cash and click Go. Highlight the Cash (created in step 6) and OK

11. Select the relevant columns as follows, leaving the remainder as ‘Select…’

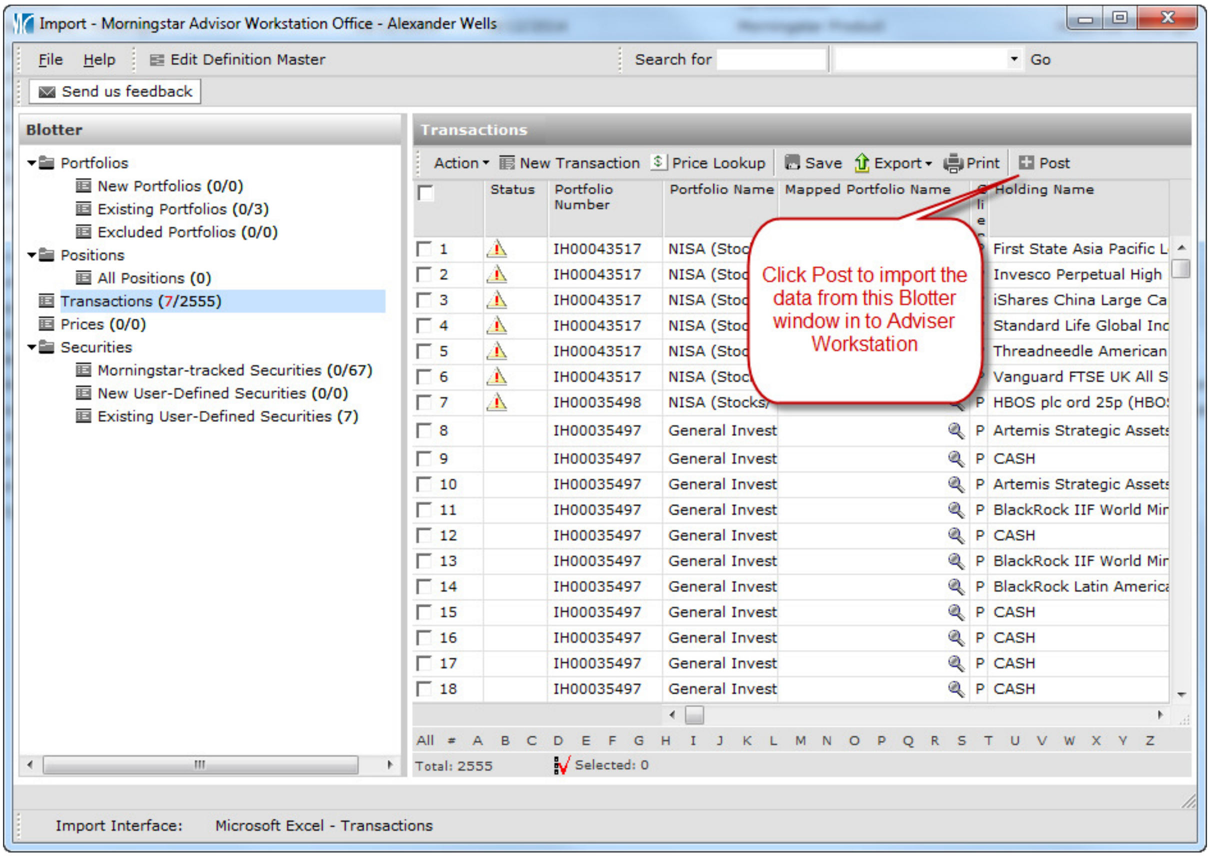
| Name | Column |
| --- | --- |
| Account Number | Column D (Wrapper Re |
| Account Name | Column B (Wrapper Na |
| Client name | Column Q (Client Name |
| Commission | Select... |
| Security ID | Column F (ISIN) |
| Net Amount | Column P (Value) |
| Gross Amount | Column P (Value) |
| Price | Column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

12. Click Import

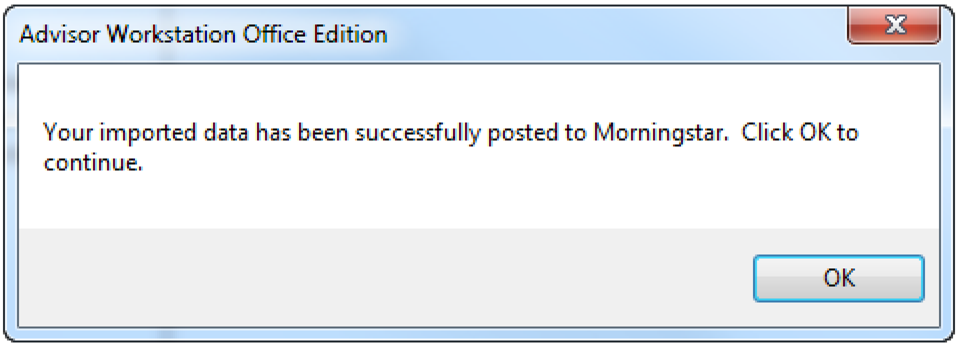
13. The Blotter window will now open on the Transactions tab as below:



14. Click Post




15. Transactions have now been imported to Adviser Workstation




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