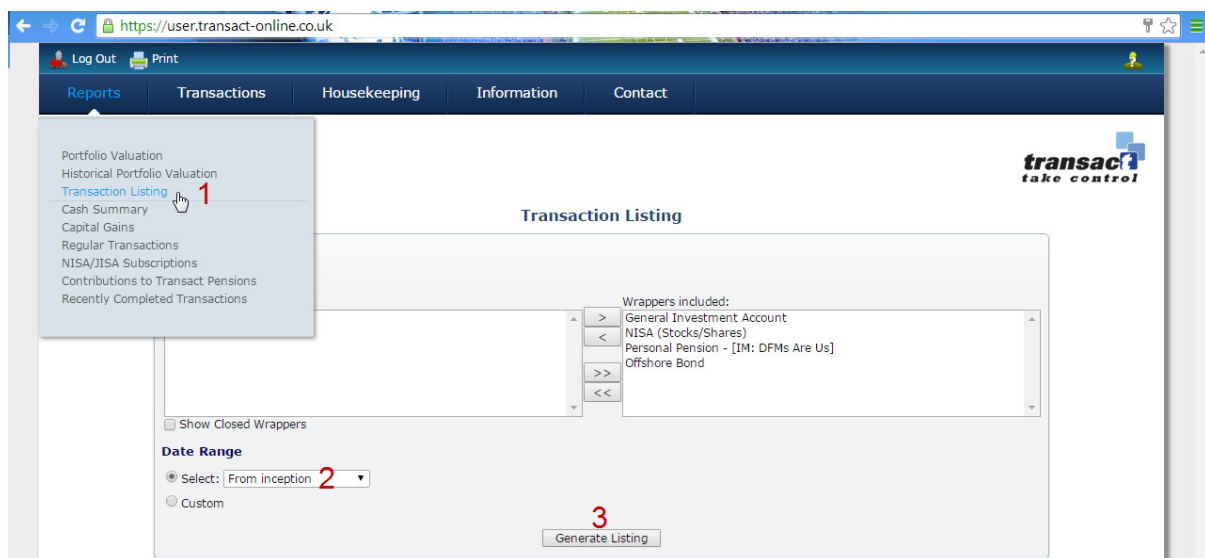


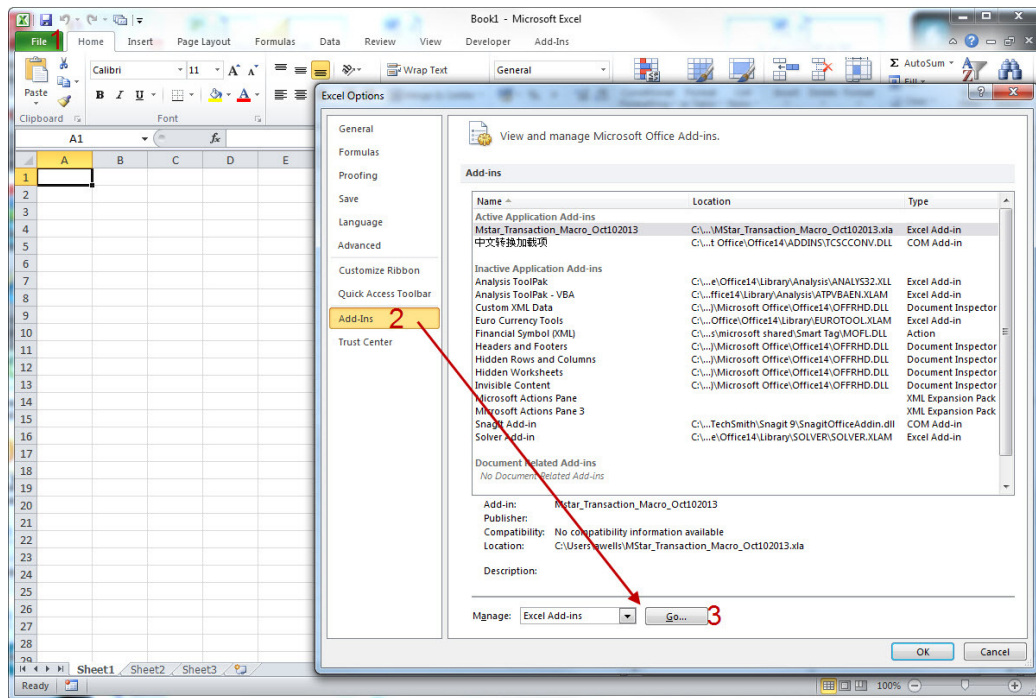
## Importing Transactional Data From Transact

*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.*

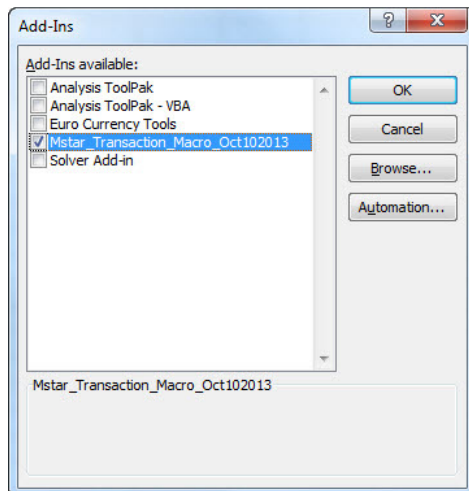
1. In order to import the data from Transact in to Adviser Workstation, please generate the Transaction Listing report and export the data from Transact, as highlighted below, and save this on your computer. The title will need to stay in the TransactionListing\_FirstnameSurname\_Year\_X\_X\_X format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



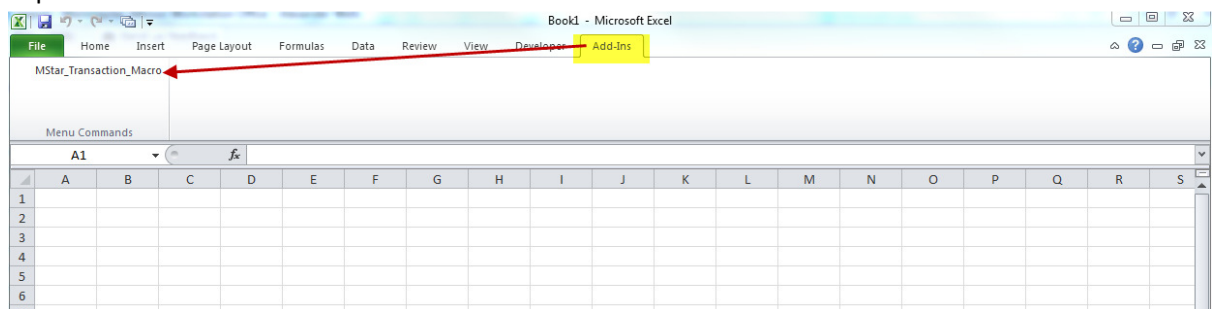
2. Save the Morningstar macro to a folder in your computer (not the desktop), being sure to save directly (i.e. do not open the macro file whilst saving)
3. Open Excel
4. Go to File, then Options, Add Ins and in the Manage: box select Excel Add-ins and click Go..



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:

Adviser Workstation Office Edition

File Help Search for In This View Go Send us feedback

**Definition Master**

- User Defined Securities
  - Securities
  - Security Mappings
- Morningstar Securities
  - Price Sources
  - Reclassification
- Customized Data
  - Security Types
  - Asset Classes
  - Countries
  - Currencies
  - Exchanges
  - Sectors
  - Industries
  - Brokerages
  - Bond Insurers
  - Regions
  - Foreign Currency E
- Import
  - Client/Account Map

**Securities**

Action Security Wizard Add Rows Save Export Print Refresh

Name	Security Type	Symbol	CUSIP	ISIN
------	---------------	--------	-------	------

Adviser Workstation Office Edition

**Basic Detail Price Information**

Security Type\* Cash 1 Symbol

CUSIP

ISIN

Description CASH 2

Last Update Date

**Attributes**

Asset Class Cash 3 Sector Not Classified

Industry Not Classified

**Region and Currency**

Exchange Not Classified Country of Origin United Kingdom

Country United Kingdom Base Currency United Kingdom

Notes(200 characters max)

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...'

<input type="checkbox"/>	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

Send us feedback

**Blotter**

- Portfolios
  - New Portfolios (0/0)
  - Existing Portfolios (0/3)
  - Excluded Portfolios (0/0)
- Positions
  - All Positions (0)
- Transactions (41/2595)
- 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	▲	IH00035497			P CASH
7	▲	IH00035497			P Invesco Perpetual High
8	▲	IH00035497			P HBOS plc Nil Paid Rights
9	▲	IH00035497			P HBOS plc Nil Paid Rights
10	▲	IH00035498			P Lloyds Defunct Entitleme
11	▲	IH00035498	NISA (Stocks/		P Lloyds Defunct Entitleme
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 GB
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 (

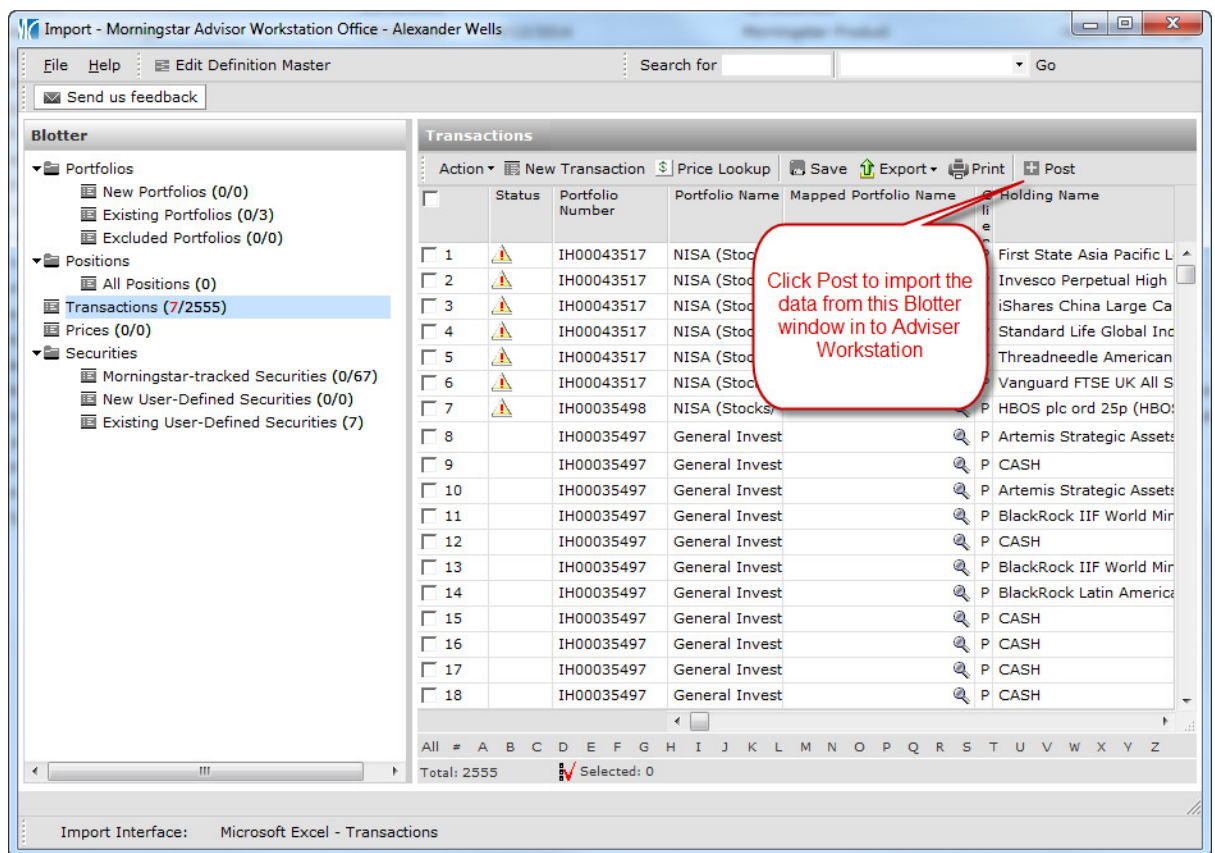
All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Total: 2595 Selected: 0

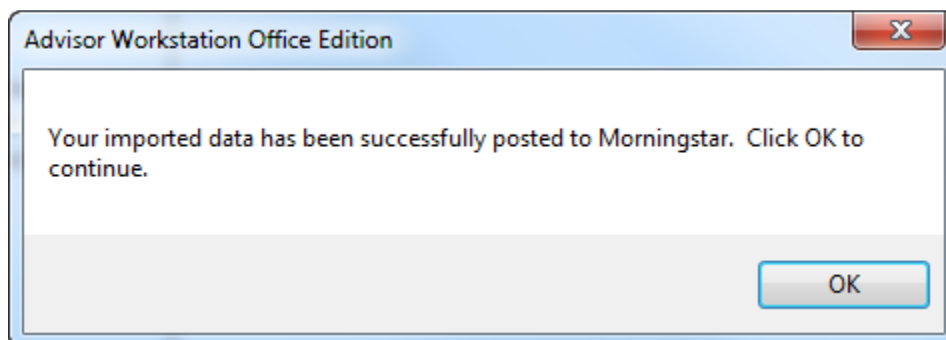
Import Interface: Microsoft Excel - Transactions

Red triangles are issues that should be dealt with. Yellow triangles are notifications so can be ignored. Hover the mouse over the triangle to see the message

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.