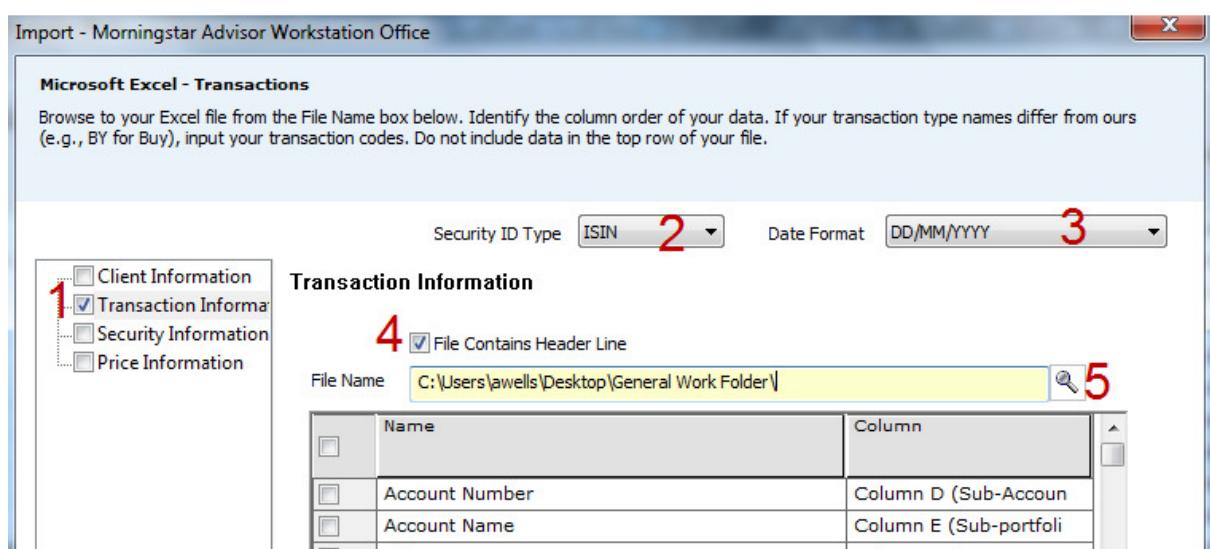


Importing Transactional Data From Microsoft Excel

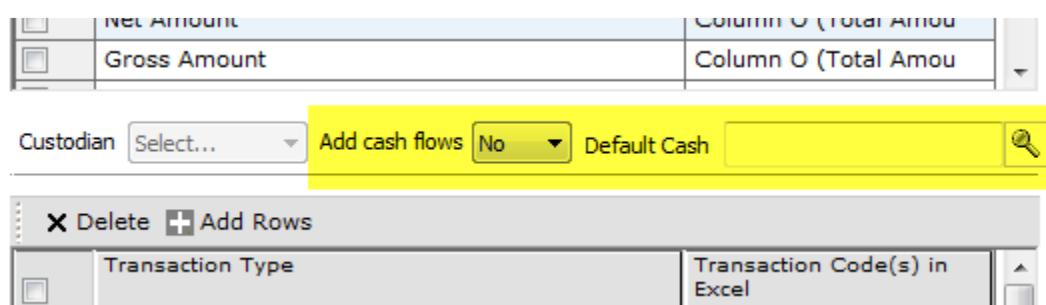
The following is a guide to importing transactional data from Excel to Adviser Workstation.

1. Click the Import button at the top of Adviser Workstation
2. Double click the 'Microsoft Excel – Transactions' interface name
3. Tick the box on the left for Transaction information (and 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 your spreadsheet.



4. If you would like Adviser Workstation to generate offset cash transactions, 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.

Alternatively, if your file already includes cash transactions, leave the Add Cash Flows as No



5. Populate the relevant columns as per below example, leaving the remainder as 'Select...' Please be aware that in your file the columns will likely be in a different order. That is fine, and there is no need to amend the columns in your file.

	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	

6. Click Import

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

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

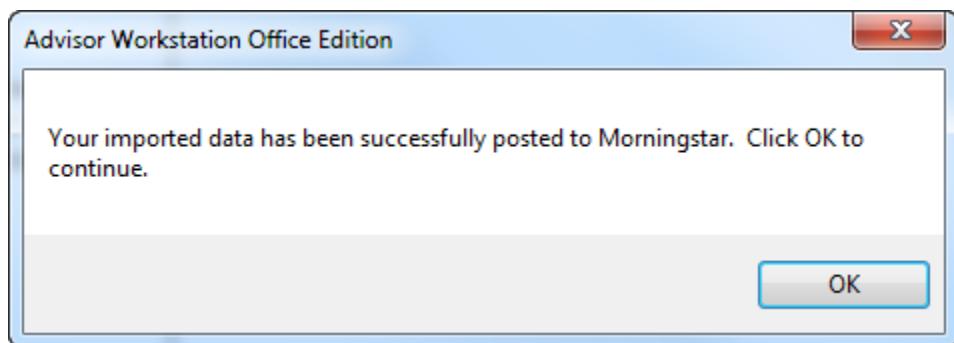
Action	New Transaction	Price Lookup	Save	Export	Print	Post
	Status	Portfolio Number	Portfolio Name	Mapped Portfolio Name	C Holding Name	l i
	1	IH00035497	General Invest	NISA (Stocks/	P CASH	
	2	IH00035497	General Invest		P JPMorgan Russian Secu	
	3	IH00043517	NISA (Stocks/		P CASH	
	4	IH00043517			P Henderson Eurotrust (H	
	5	IH0004351			P Henderson Eurotrust (H	
	6	IH00035			P CASH	
	7	IH0003549			P Invesco Perpetual High	
	8	IH0003549			P HBOS plc Nil Paid Rights	
	9	IH0003549			P HBOS plc Nil Paid Rights	
	10	IH00035498			P Lloyds Defunct Entitlme	
	11	IH00035498	NISA (Stocks/		P Lloyds Defunct Entitlme	
	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 (

8. Click Post

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

Action	New Transaction	Price Lookup	Save	Export	Print	Post
	Status	Portfolio Number	Portfolio Name	Mapped Portfolio Name	C Holding Name	l i
	1	IH00043517	NISA (Stocks/		P First State Asia Pacific L	
	2	IH00043517	NISA (Stocks/		P Invesco Perpetual High	
	3	IH00043517	NISA (Stocks/		P iShares China Large Ca	
	4	IH00043517	NISA (Stocks/		P Standard Life Global Inc	
	5	IH00043517	NISA (Stocks/		P Threadneedle American	
	6	IH00043517	NISA (Stocks/		P Vanguard FTSE UK All S	
	7	IH00035498	NISA (Stocks/		P HBOS plc ord 25p (HBO	
	8	IH00035497	General Invest		P Artemis Strategic Assets	
	9	IH00035497	General Invest		P CASH	
	10	IH00035497	General Invest		P Artemis Strategic Assets	
	11	IH00035497	General Invest		P BlackRock IIF World Mir	
	12	IH00035497	General Invest		P CASH	
	13	IH00035497	General Invest		P BlackRock IIF World Mir	
	14	IH00035497	General Invest		P BlackRock Latin America	
	15	IH00035497	General Invest		P CASH	
	16	IH00035497	General Invest		P CASH	
	17	IH00035497	General Invest		P CASH	
	18	IH00035497	General Invest		P CASH	

9. Transactions have now been imported to Adviser Workstation



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