

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.

Import - Morningstar Adviser Workstation Office

Microsoft Excel - Transactions

Browse to your Excel file from the File Name box below. Identify the column order of your data. If your transaction type names differ from ours (e.g., BY for Buy), input your transaction codes. Do not include data in the top row of your file.

Security ID Type: ISIN **2** Date Format: DD/MM/YYYY **3**

Transaction Information

1 ☒ Transaction Information

4 ☒ File Contains Header Line

File Name: C:\Users\awells\Desktop\General Work Folder\ **5**

| Name | Column |
|----------------|------------------------|
| Account Number | Column D (Sub-Accoun |
| Account Name | Column E (Sub-portfoli |
| | |

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

NET Amount Column O (Total Amou

Gross Amount Column O (Total Amou

Custodian: Select... Add cash flows: No Default Cash: [magnifying glass]

X Delete + Add Rows

| Transaction Type | Transaction Code(s) in Excel |
|------------------|------------------------------|
| | |

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.

| <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 | |

6. Click Import

7. 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 | Red Triangle | IH00035497 | General Invest | | P CASH |
| 2 | Red Triangle | IH00035497 | General Invest | | P JPMorgan Russian Secur |
| 3 | Red Triangle | IH00043517 | NISA (Stocks/ | | P CASH |
| 4 | Red Triangle | IH00043517 | NISA (Stocks/ | | P Henderson Eurotrust (H |
| 5 | Red Triangle | IH00043517 | NISA (Stocks/ | | P Henderson Eurotrust (H |
| 6 | Red Triangle | IH00035497 | General Invest | | P CASH |
| 7 | Red Triangle | IH00035497 | General Invest | | P Invesco Perpetual High |
| 8 | Yellow Triangle | IH00035497 | General Invest | | P HBOS plc Nil Paid Rights |
| 9 | Yellow Triangle | IH00035497 | General Invest | | P HBOS plc Nil Paid Rights |
| 10 | Yellow Triangle | IH00035498 | NISA (Stocks/ | | P Lloyds Defunct Entitleme |
| 11 | Yellow Triangle | IH00035498 | NISA (Stocks/ | | P Lloyds Defunct Entitleme |
| 12 | Yellow Triangle | IH00043517 | NISA (Stocks/ | | P First State Asia Pacific L |
| 13 | Yellow Triangle | IH00043517 | NISA (Stocks/ | | P Henderson Global Equity |
| 14 | Yellow Triangle | IH00043517 | NISA (Stocks/ | | P Threadneedle American |
| 15 | Yellow Triangle | IH00035498 | NISA (Stocks/ | | P Fidelity China Focus GB |
| 16 | Yellow Triangle | IH00035497 | General Invest | | P BlackRock Latin America |
| 17 | Yellow Triangle | IH00035497 | General Invest | | P CF Woodford Equity Inc |
| 18 | Yellow Triangle | IH00035497 | General Invest | | P HSBC FTSE 100 Index |

Total: 2595 Selected: 0

Import Interface: Microsoft Excel - Transactions

8. Click Post

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 (7/2555)
- Prices (0/0)
- Securities
 - Morningstar-tracked Securities (0/67)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (7)

Transactions

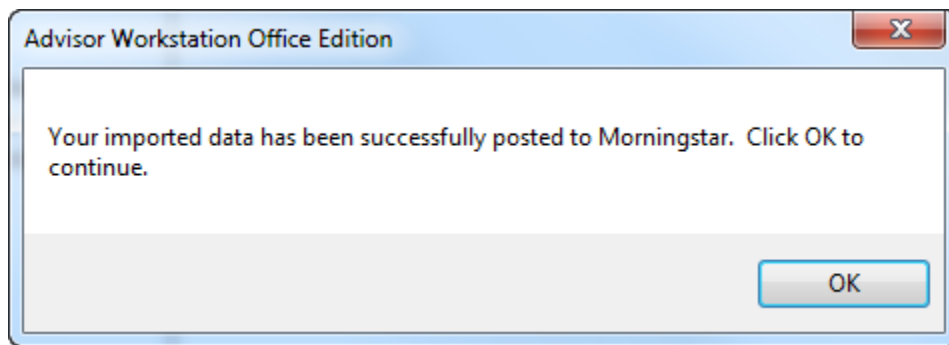
Action New Transaction Price Lookup Save Export Print Post

| | Status | Portfolio Number | Portfolio Name | Mapped Portfolio Name | Holding Name |
|----|-----------------|------------------|----------------|-----------------------|----------------------------|
| 1 | Yellow Triangle | IH00043517 | NISA (Stoc | | First State Asia Pacific L |
| 2 | Yellow Triangle | IH00043517 | NISA (Stoc | | Invesco Perpetual High |
| 3 | Yellow Triangle | IH00043517 | NISA (Stoc | | iShares China Large Ca |
| 4 | Yellow Triangle | IH00043517 | NISA (Stoc | | Standard Life Global Inc |
| 5 | Yellow Triangle | IH00043517 | NISA (Stoc | | Threadneedle American |
| 6 | Yellow Triangle | IH00043517 | NISA (Stoc | | Vanguard FTSE UK All S |
| 7 | Yellow Triangle | 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 |

Total: 2555 Selected: 0

Import Interface: Microsoft Excel - Transactions

9. Transactions have now been imported to Adviser Workstation



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