

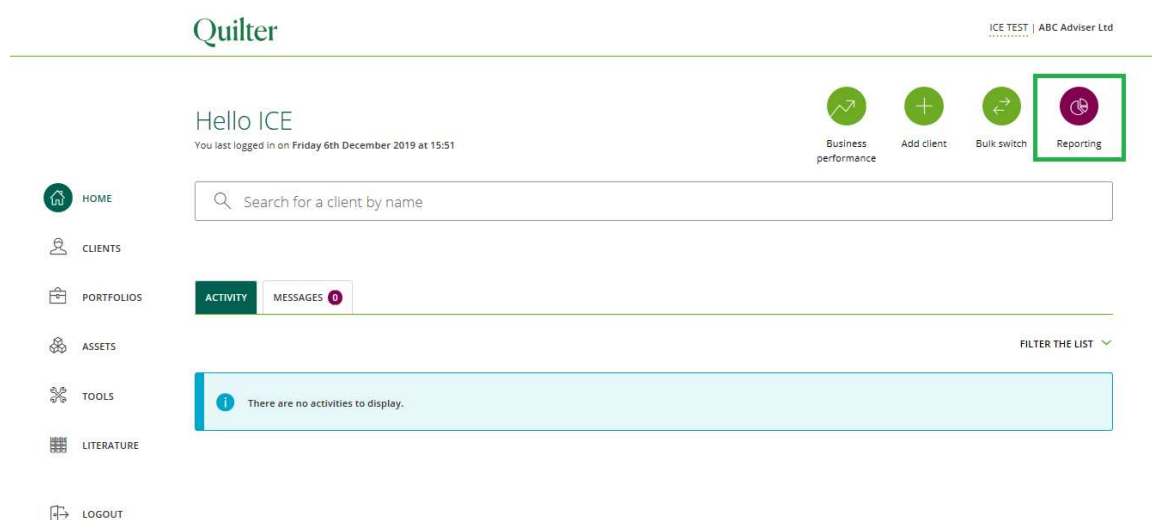
Updating Quilter valuations on Morningstar

This guide will go through how you can update your Quilter valuations onto Morningstar

Obtaining valuation data

Firstly, you will need to download a couple of reports from our Quilter platform containing the valuation information. To do this:

1. Logon to the Adviser Platform
2. Click on 'Reporting'



3. Choose the 'Client Assets' (for clients not in models)

HOME

CLIENTS

PORTFOLIOS

ASSETS

TOOLS

LITERATURE

LOGOUT

Home > Reports

Reports

Generated reports will appear in the list below.

Request a new report

Report type

Client Assets

▼

Company

▼

Adviser

All

▼

Report date

09-Dec-2019

GENERATE REPORT

4. Select 'GENERATE REPORT' – your report will appear in the 'Generated reports' section below

Generated reports

Report type

All

▼

From

2-Dec-2019

To

9-Dec-2019



SEARCH

Report	Criteria	Request time	Status
Clients by Adviser	As at 09-Dec-2019, Company All, Network PLNW00080, Adviser All	09-Dec-19 9:59 am	Complete
Clients by Adviser	As at 06-Dec-2019, Company ABC Adviser Firm, Adviser All	06-Dec-19 3:52 pm	Complete

5. Download / open the report by clicking 'Complete' and then 'Save' the file somewhere accessible

Generated reports

Report type: All From: 2-Dec-2019 To: 9-Dec-2019 SEARCH

Report	Criteria	Request time	Status
Clients by Adviser	As at 09-Dec-2019, Company All, Network PLNW00080, Adviser All	09-Dec-19 9:59 am	 Complete
Clients by Adviser	As at 06-Dec-2019, Company ABC Adviser Firm, Adviser All	06-Dec-19 3:52 pm	 Complete

Do you want to open or save LoadDocstore.xls from adminue43.fnzc.co.uk? Open Save Cancel

6. Repeated the process again from step 3, and select 'Model Portfolio Valuation' (for clients in models)

Updating Morningstar

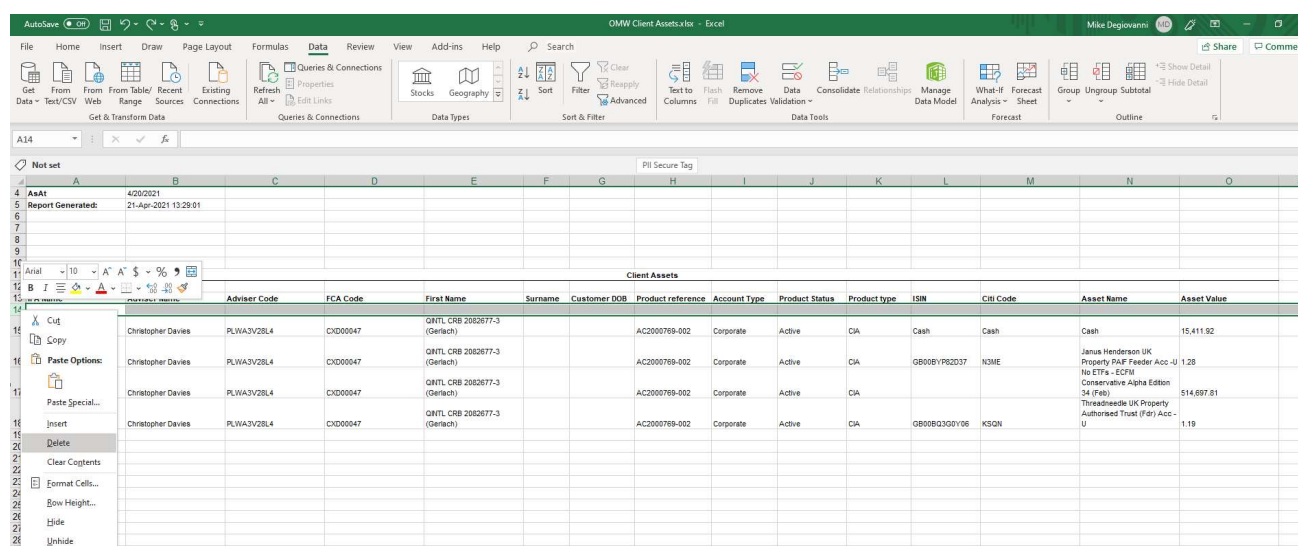
Valuation data file prep

Client Assets

The following must be done every day prior to importing the Quilter valuation data file(s)...

Download "Client Assets" valuation data file using prior instructions and open the file using Excel.

Delete row 14 (it should be blank).



Highlight all header rows from A13 through O13 as well as all rows underneath. Go to Data / Sort, check the 'My data has headers' box and then sort by ISIN.

IFA Name	Adviser Name	Adviser Code	FCA Code	First Name	Surname	Customer DOB	Product reference	Account Type	Product Status	Product type	ISIN	CRI Code	Asset Name	Asset Value
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA		Cash	Cash Threadneedle UK Property Authorised Trust (F&R) Acc-U	15,411.92
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3G0Y06	KSQN		1.19
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BYPE2D37	N3ME	Janus Henderson UK Property PAIF Feeder Acc-U No ETFs - ECFM Conservative Alpha Edition 34 (Feb)	1.28
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA				514,697.81

Delete all rows where the ISIN is blank, these should be at the bottom.

IFA Name	Adviser Name	Adviser Code	FCA Code	First Name	Surname	Customer DOB	Product reference	Account Type	Product Status	Product type	ISIN	CRI Code	Asset Name	Asset Value
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA		Cash	Cash Threadneedle UK Property Authorised Trust (F&R) Acc-U	15,411.92
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3G0Y06	KSQN		1.19
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BYPE2D37	N3ME	Janus Henderson UK Property PAIF Feeder Acc-U No ETFs - ECFM Conservative Alpha Edition 34 (Feb)	1.28
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA				514,697.81

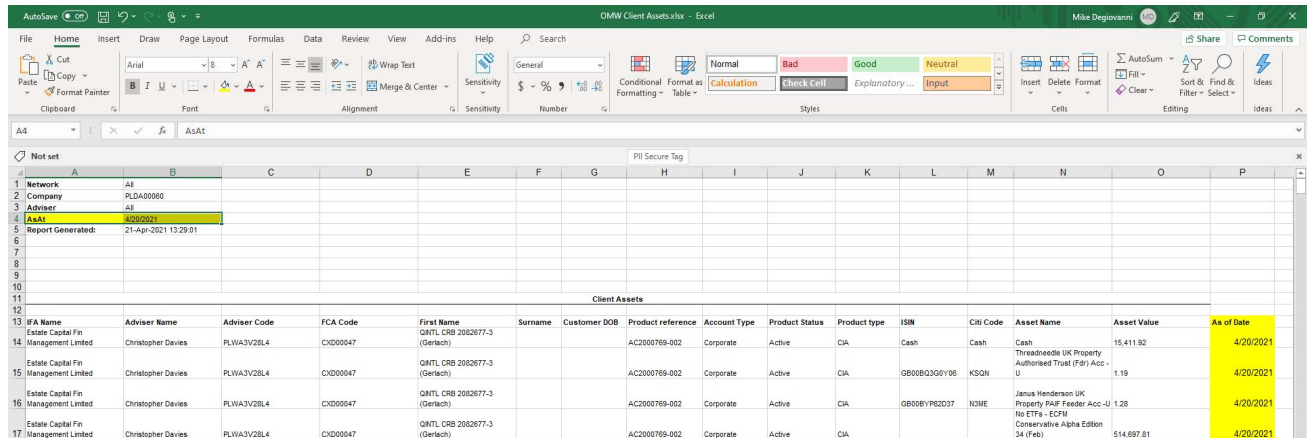
Highlight all header rows from A13 through O13 as well as all rows underneath. Go to Data / Sort, check the 'My data has headers' box and then sort by Product reference. Save your changes.

IFA Name	Adviser Name	Adviser Code	FCA Code	First Name	Surname	Customer DOB	Product reference	Account Type	Product Status	Product type	ISIN	CRI Code	Asset Name	Asset Value
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA		Cash	Cash Threadneedle UK Property Authorised Trust (F&R) Acc-U	15,411.92
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3G0Y06	KSQN		1.19
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BYPE2D37	N3ME	Janus Henderson UK Property PAIF Feeder Acc-U No ETFs - ECFM Conservative Alpha Edition 34 (Feb)	1.28
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V2BL4	CXD00047	QNTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA				514,697.81

In row 4, make note of the As Of date of the data in the file.

In cell P13, enter the header name “As of Date”. In cell P14, enter the date you noted from row 4 in the prior step.

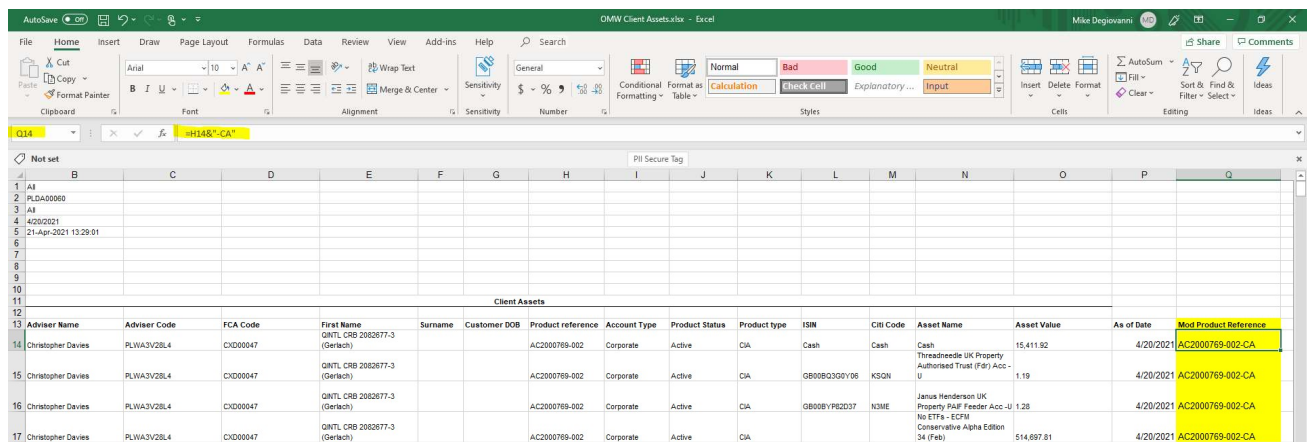
Copy / Paste the date entered in cell P14 down to the last row. Save your changes.



Adviser Name	Adviser Code	FCA Code	First Name	Surname	Customer DOB	Product reference	Account Type	Product Status	Product type	ISIN	CRI Code	Asset Name	Asset Value	As of Date	Mod Product Reference
Christopher Davies	PLWA3V2BL4	CXD00047	QINTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	Cash	Cash	Cash Thraedneedle UK Property Authorised Trust (Fdr) Acc-U	15,411.92	4/20/2021	AC2000769-002-CA
Christopher Davies	PLWA3V2BL4	CXD00047	QINTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3G0Y06	KSQN	Janus Henderson UK Property PAF Feeder Acc-U	1.19	4/20/2021	AC2000769-002-CA
Christopher Davies	PLWA3V2BL4	CXD00047	QINTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BYPR2D37	N3ME	Janus Henderson UK Property PAF Feeder Acc-U	1.28	4/20/2021	AC2000769-002-CA
Christopher Davies	PLWA3V2BL4	CXD00047	QINTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA			No ETFs - ECFM Conservative Alpha Edition 34 (Feb)	514,897.81	4/20/2021	AC2000769-002-CA

In cell Q13, enter the header name “Mod Product Reference”. In cell Q14, enter the following formula and press enter: **=H14&"-CA"**

Copy/Paste the formula from cell Q14 down to the last row. Save and Close the spreadsheet.



Adviser Name	Adviser Code	FCA Code	First Name	Surname	Customer DOB	Product reference	Account Type	Product Status	Product type	ISIN	CRI Code	Asset Name	Asset Value	As of Date	Mod Product Reference
Christopher Davies	PLWA3V2BL4	CXD00047	QINTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	Cash	Cash	Cash Thraedneedle UK Property Authorised Trust (Fdr) Acc-U	15,411.92	4/20/2021	AC2000769-002-CA
Christopher Davies	PLWA3V2BL4	CXD00047	QINTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3G0Y06	KSQN	Janus Henderson UK Property PAF Feeder Acc-U	1.19	4/20/2021	AC2000769-002-CA
Christopher Davies	PLWA3V2BL4	CXD00047	QINTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BYPR2D37	N3ME	Janus Henderson UK Property PAF Feeder Acc-U	1.28	4/20/2021	AC2000769-002-CA
Christopher Davies	PLWA3V2BL4	CXD00047	QINTL CRB 2082677-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA			No ETFs - ECFM Conservative Alpha Edition 34 (Feb)	514,897.81	4/20/2021	AC2000769-002-CA

Model Portfolio

Download “Model Portfolio Valuation” data file using prior instructions and open the file using Excel.

In row 5, make note of the As Of date of the data in the file.

In cell S12, enter the header name “As of Date”. In cell S13, enter the date you noted from row 5 in the prior step.

Copy / Paste the date entered in cell S13 down to the last row. Save & Close the spreadsheet.

Copy of Model portfolio valuation.xls - Compatibility Mode - Saved

Mike Degiovanni

FileHomeInsertDrawPage LayoutFormulasDataReviewViewHelp

ClipboardFontAlignmentNumberStylesCellsEditingIdeas

1 Network: All
2 Company: PLDA091049
3 Advisor Code: All
4 Model Portfolio ID: All
5 Report Generated: 06/Jan/2020

Model Portfolio Valuation

IFA Name	Adviser Name	Adviser Code	FCA Code	First Name	Surname	Customer date of Birth	Product Reference	Account Type	Status	Product Type	Model Portfolio	Model ID	Status	Asset Name	ISIN	Valuation	As of Date	
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 1	Surname 1	01/Jan/1955	AC2014975-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Cash	Cash	167.66	1/6/2020	
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 1	Surname 1	01/Jan/1955	AC2014975-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv Corporate Bond (Merian) Acc -WS	GB00B09MP466	OWRZ	4117.66	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 1	Surname 1	01/Jan/1955	AC2014975-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv Diversified Bond (Merian) Acc -WS	GB005D5MPS73	OWL0	2769.03	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 1	Surname 1	01/Jan/1955	AC2014975-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv UK Equity (Merian) Acc -WS	GB00BFWK8976	OWL1	2486.45	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 1	Surname 1	01/Jan/1955	AC2014975-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv UK Equity Income (Merian) Acc -WS	GB00BFWK8899	OWL2	1281.75	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 1	Surname 1	01/Jan/1955	AC2014975-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv Asia Pacific (Merian) Acc -WS	GB00B371R239	OVZE	491.94	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 2	Surname 2	01/Jan/1936	AC2001550-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv UK Equity Growth (BNY Mellon) Acc -WS	GB00B99Y6K66	ICQQ	692.05	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 2	Surname 2	01/Jan/1936	AC2001550-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv UK Equity Lg-Cap Income (Artemis) Acc -WS	GB00B9947151	K3IR	1246.89	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 2	Surname 2	01/Jan/1936	AC2001550-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv UK Equity Opportunities (Artemis) Acc -WS	GB00B7J9FJ04	J7UG	953.83	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 2	Surname 2	01/Jan/1936	AC2001550-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv US Equity Growth (JPM) Acc -WS	GB00B984K388	IT5U	399.60	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 2	Surname 2	01/Jan/1936	AC2001550-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv US Equity Sm/Mid-Cap (Schroder) Acc -WS	GB00B98V8Z77	IT5S	383.78	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 2	Surname 2	01/Jan/1936	AC2001550-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv Absolute Return Bond (Janus Hend) Acc -WS	GB00B0ZPF085	PKTP	2358.01	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 2	Surname 2	01/Jan/1936	AC2001550-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv Investment Grade Corp Bd (Invesco) Acc -WS	GB00B99VX533	K3RW	1270.99	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 2	Surname 2	01/Jan/1936	AC2001550-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Investors Japanese Eq U2 AC	GB00B88B7C50	IT5W	864.04	1/6/2020
Example IFA Firm	Example Adviser	PLWA2K51W0	00000145	First Name 2	Surname 2	01/Jan/1936	AC2001550-002	Individual	Active	ISA	ISA 4 Active Managed Portfolio	147604	Open	Quilter Inv Nat Resources Frntier (Janus Hend) Acc -WS	GR00R7Y0MP39	JBWC	254.10	1/6/2020

Importing Valuation Data

Client Assets

In AWS, go to Import and double click 'Custodian & Accounting Templates – Quick Accounts' (answer 'No' if prompted)

In the File Name, click the magnifying glass, browse to the location and pick the Client Assets file you downloaded.

Under Custodian Accounting Templates, choose 'Quilter Client Assets'

Click Import to load the data into the blotter.

Go to the New Accounts view on the blotter. Due to the Account Number change, all accounts should be coming into the blotter as New.

Using the Magnifying glass under the Mapped Client Name column, map each incoming Account to the appropriate existing Client. Some or all incoming New Accounts could automatically map to the correct Client based on name. These don't need to be changed unless they're not mapping correctly.

Import - Morningstar Office - mike.degiovanni

File Help Edit Definition Master Search for Go Send us feedback

Quick Accounts

- Accounts
 - New Accounts (4/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
- Positions (0)
- Prices (0/0)
- Securities
 - Morningstar-tracked Securities (0/4)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (1/1)

New Accounts

Action: Map Advisor Save Export Print Post Help

Status	Local Source Folder	Account Number	Account Name	Client Name	Account Import Setting	Interface Format	Client Type	Account Type	Social Security Number	Mapped Advisor Name	Mapped Client Name	Mapped Account Name	Mapped Account Number
1		AC2340002-002	AC2340002-00	Johnson,David	Include in 1		Individual	Taxable		mike.degiovanni	Johnson,David		
2		AC2150008-002	AC2150008-00	Smith,Mark	Include in 1		Individual	Taxable		mike.degiovanni	Smith,Mark		
3		AC2330005-002	AC2330005-00	Jones,Jeff	Include in 1		Individual	Taxable		mike.degiovanni	Jones,Jeff		
4		AC5660005-004	AC5660005-00	Harper,Mike	Include in 1		Individual	Taxable		mike.degiovanni	Harper,Mike		

Switch to the Positions tab and sort the blotter by Total Amount

Select all rows that have 0.00 in both the Total Amount and Total Shares column and delete those rows using Action – Delete.

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File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (0/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
 - Positions (113)
 - Prices (0/1)
- Securities
 - Morningstar-tracked Securities (0/36)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (0/1)

Positions

Action Price Lookup Save Export Print Post Help

	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1	AC2001550-00	BlackRock Cash - U2 Acc		GB00BYQQS56	1/3/2020	0.00		5,641.33	Data Missing.
2	AC2014975-00	BlackRock Cash - U2 Acc		GB00BYQQS56	1/3/2020	0.00		18,607.04	Data Missing.
3	AC2028235-00	BlackRock Cash - U2 Acc		GB00BYQQS56	1/3/2020	0.00		2,548.90	Data Missing.
4	AC2001550-00	CASH			1/3/2020	0.00	1.00	0.00	Data Missing.
5	AC2029146-00	CASH			1/3/2020	0.00	1.00	0.00	Data Missing.
6	AC2014975-00	CASH			1/3/2020	167.66	1.00	167.66	
7	AC2028235-00	CASH			1/3/2020	18.46	1.00	18.46	
8	AC2001550-00	Janus Henderson UK Property PAI		GB00BYP82K0	1/3/2020	0.00		849.88	Data Missing.
9	AC2014975-00	Janus Henderson UK Property PAI		GB00BYP82K0	1/3/2020	0.00		2,401.92	Data Missing.
10	AC2028235-00	Janus Henderson UK Property PAI		GB00BYP82K0	1/3/2020	0.00		1,124.17	Data Missing.
11	AC2001550-00	PIMCO Dynamic Bond (GBP Hdn)		IF00R4W0NH1	1/3/2020	0.00		1,994.19	Data Missing.

Save the blotter and click OK

Re-sort the blotter by the Price column, select all rows that are missing a Price and click on Price Lookup. The Price Lookup can take several minutes to process if there are hundreds of selections.

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File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (0/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
 - Positions (111)
 - Prices (0/1)
- Securities
 - Morningstar-tracked Securities (0/36)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (0/1)

Positions

Action Price Lookup Save Export Print Post Help

	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1		AC2014975-00	CASH			1/3/2020	167.66	1.00	167.66	
2		AC2028235-00	CASH			1/3/2020	18.46	1.00	18.46	
3		AC2014975-00	Quilter Inv Corporate Bond (Meri		GB00BD9MP46	1/3/2020	0.00		4,117.66	Data Missing.
4		AC2014975-00	Quilter Inv Diversified Bond (Meri		GB00BD9MP57	1/3/2020	0.00		2,760.03	Data Missing.
5		AC2014975-00	Quilter Inv UK Equity (Merian) Acc		GB00BFWK897	1/3/2020	0.00		2,486.45	Data Missing.
6		AC2014975-00	Quilter Inv UK Equity Income (Mer		GB00BFWK899	1/3/2020	0.00		1,281.75	Data Missing.
7		AC2014975-00	Quilter Inv Asia Pacific (Merian) A		GB00BG371R3	1/3/2020	0.00		491.94	Data Missing.
8		AC2001550-00	Quilter Inv UK Equity Growth (BNY		GB00B99Y6K8	1/3/2020	0.00		692.05	Data Missing.
9		AC2001550-00	Quilter Inv UK Equity Lg-Cap Inco		GB00B994715	1/3/2020	0.00		1,246.89	Data Missing.
10		AC2001550-00	Quilter Inv UK Equity Opportunit		GB00B739F04	1/3/2020	0.00		953.83	Data Missing.
11		AC2001550-00	Quilter Inv US Equity Growth (JPM		GB00B994K38	1/3/2020	0.00		399.60	Data Missing.

Click OK when prompted, click the Select All box and click Apply Prices.

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File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (0/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
 - Positions (111)
 - Prices (0/1)
- Securities
 - Morningstar-tracked Securities (0/36)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (0/1)

Positions

Action Price Lookup Save Export Print Post Help

	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1		AC2014975-00	CASH			1/3/2020	167.66	1.00	167.66	
2		AC2028235-00	CASH			1/3/2020	18.46	1.00	18.46	
3		AC2014975-00	Quilter Inv Corporate Bond (Meri		GB00BD9MP46	1/3/2020	0.00		4,117.66	Data Missing.
4		AC2014975-00	Quilter Inv Diversified Bond (Meri		GB00BD9MP57	1/3/2020	0.00		2,760.03	Data Missing.
5		AC2014975-00	Quilter Inv UK Equity (Merian) Acc		GB00BFWK897	1/3/2020	0.00		2,486.45	Data Missing.
6		AC2014975-00	Quilter Inv UK Equity Income (Mer		GB00BFWK899	1/3/2020	0.00		1,281.75	Data Missing.
7		AC2014975-00	Quilter Inv Asia Pacific (Merian) A		GB00BG371R3	1/3/2020	0.00		491.94	Data Missing.
8		AC2001550-00	Quilter Inv UK Equity Growth (BNY		GB00B99Y6K8	1/3/2020	0.00		692.05	Data Missing.
9		AC2001550-00	Quilter Inv UK Equity Lg-Cap Inco		GB00B994715	1/3/2020	0.00		1,246.89	Data Missing.
10		AC2001550-00	Quilter Inv UK Equity Opportunit		GB00B739F04	1/3/2020	0.00		953.83	Data Missing.
11		AC2001550-00	Quilter Inv US Equity Growth (JPM		GB00B994K38	1/3/2020	0.00		399.60	Data Missing.

Price Lookup Function

Please verify the prices retrieved in the grid below. You can manually edit the prices in the grid. Once you have confirmed the prices, click 'Apply Prices' to update your Positions. Click 'Cancel' to return to Positions blotter.

	Status	Account Number	Security Name	Ticker	Security ID	AsOfDate	Number Of Shares	Price	Price Source
1		AC2014975-00	Quilter Inv Corporate Bond (GB00BD9M	1/3/2020	0.000000	1.119000	Morningstar Price
2		AC2014975-00	Quilter Inv Diversified Bond (GB00BD9M	1/3/2020	0.000000	1.122000	Morningstar Price
3		AC2014975-00	Quilter Inv UK Equity (Merian)		GB00BFWK	1/3/2020	0.000000	1.144000	Morningstar Price
4		AC2014975-00	Quilter Inv UK Equity Income (Mer		GB00BFWK	1/3/2020	0.000000	1.120000	Morningstar Price
5		AC2014975-00	Quilter Inv Asia Pacific (Meri		GB00BG37	1/3/2020	0.000000	1.032600	Morningstar Price
6		AC2001550-00	Quilter Inv UK Equity Growth		GB00B99Y	1/3/2020	0.000000	1.435000	Morningstar Price
7		AC2001550-00	Quilter Inv UK Equity Lg-Cap		GB00B994	1/3/2020	0.000000	1.476000	Morningstar Price
8		AC2001550-00	Quilter Inv UK Equity Opport		GB00B739	1/3/2020	0.000000	1.321000	Morningstar Price
9		AC2001550-00	Quilter Inv US Equity Growth		GB00B994	1/3/2020	0.000000	1.533000	Morningstar Price
10		AC2001550-00	Quilter Inv Absolute Return		GB00B02P	1/3/2020	0.000000	1.021790	Morningstar Price
11		AC2001550-00	Quilter Inv Investment Grade		GB00B99V	1/3/2020	0.000000	1.260000	Morningstar Price
12		AC2001550-00	Quilter Inv Nat Resources E		GB00B7Y0	1/3/2020	0.000000	1.089000	Morningstar Price
13		AC2001550-00	Quilter Inv Precious Metals E		GB00B99Y	1/3/2020	0.000000	1.397000	Morningstar Price
14		AC2001550-00	Quilter Inv Sterling Corporat		GB00BJ38	1/3/2020	0.000000	1.344000	Morningstar Price
15		AC2001550-00	Quilter Inv Sterling Diversif		GB00B758	1/3/2020	0.000000	1.283000	Morningstar Price
16		AC2001550-00	Quilter Inv Emerging Markets		GB00B98X	1/3/2020	0.000000	2.110000	Morningstar Price

Help Apply Prices Cancel

Save the blotter and click OK when prompted. This will update the Price and Shares for Morningstar tracked Securities.

Import - Morningstar Office - mike degiovanni

File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (4/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
- Positions (6)
- Prices (0/0)
- Securities
 - Morningstar-tracked Securities (0/4)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (1/1)

Positions

Action Price Lookup Save Export Print Post Help

	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1		AC2340002-00	Portfolio Name Q1			7/8/2020	0.00	0.00	13,917.72	Data Missing.
2		AC2150008-00	Portfolio Name Q1			7/8/2020	0.00	0.00	103,965.68	Data Missing.
3		AC2330005-00	Artemis High Income Inc -U		GB00B2PLJN71	7/8/2020	1,267.33	0.76	956.96	Shares have been auto-calculated. Please
4		AC2330005-00	Artemis US Select Acc -U		GB00BMMV510	7/8/2020	412.17	2.50	1,031.08	Shares have been auto-calculated. Please
5		AC5660005-00	ASI Sterling Money Market Acc -U		GB00B1C4233	7/8/2020	2,018.68	1.15	2,329.35	Shares have been auto-calculated. Please
6		AC5660005-00	Aviva Investors Multi-Strategy Tai		GB00BMU6DT2	7/8/2020	2,518.66	1.10	2,765.49	Shares have been auto-calculated. Please

Manually update the Price for the remaining User Defined Securities and click Save. This will update the Price and Shares for the User Defined Securities.

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Quick Account

- Accounts
 - New Accounts (4/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
- Positions (6)
- Prices (0/0)
- Securities
 - Morningstar-tracked Securities (0/4)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (1/1)

Positions

Action Price Lookup Save Export Print Post Help

	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1		AC2340002-00	Portfolio Name Q1			7/8/2020	2,783.54	5.00	13,917.72	Shares have been auto-calculated. Please
2		AC2150008-00	Portfolio Name Q1			7/8/2020	10,396.57	10.00	103,965.68	Shares have been auto-calculated. Please
3		AC2330005-00	Artemis High Income Inc -U		GB00B2PLJN71	7/8/2020	1,267.33	0.76	956.96	Shares have been auto-calculated. Please
4		AC2330005-00	Artemis US Select Acc -U		GB00BMMV510	7/8/2020	412.17	2.50	1,031.08	Shares have been auto-calculated. Please
5		AC5660005-00	ASI Sterling Money Market Acc -U		GB00B1C4233	7/8/2020	2,018.68	1.15	2,329.35	Shares have been auto-calculated. Please
6		AC5660005-00	Aviva Investors Multi-Strategy Tai		GB00BMU6DT2	7/8/2020	2,518.66	1.10	2,765.49	Shares have been auto-calculated. Please

Click Post and click OK when prompted.

Model Portfolio

In AWS, go to Import and double click 'Custodian & Accounting Templates – Quick Accounts' (answer 'No' if prompted)

In the File Name, click the magnifying glass, browse to the location and pick the Model Portfolio file you downloaded.

Under Custodian Accounting Templates, choose 'Quilter Models'

Click Import to load the data into the blotter.

Go to the New Accounts view on the blotter. Due to the Account Number change, all accounts should be coming into the blotter as New.

Using the Magnifying glass under the Mapped Client Name column, map each incoming Account to the appropriate existing Client. Some or all incoming New Accounts could automatically map to the correct Client based on name. These don't need to be changed unless they're not mapping correctly.

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File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (4/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
- Positions (6)
- Prices (0/0)
- Securities
 - Morningstar-tracked Securities (0/4)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (1/1)

New Accounts

Action Map Advisor Save Export Print Post Help

	Status	Local Source Folder	Account Number	Account Name	Client Name	Account Import Setting	Interface Format	Client Type	Account Type	Social Security Number	Mapped Advisor Name	Mapped Client Name	Mapped Account Name	Mapped Account Number
1			AC2340002-002	AC2340002-00	Johnson, David	Include in I		Individual	Taxable		mike degiovanni	Johnson, David		
2			AC2150008-002	AC2150008-00	Smith, Mark	Include in I		Individual	Taxable		mike degiovanni	Smith, Mark		
3			AC2330005-002	AC2330005-00	Jones, Jeff	Include in I		Individual	Taxable		mike degiovanni	Jones, Jeff		
4			AC5660005-004	AC5660005-00	Harper, Mike	Include in I		Individual	Taxable		mike degiovanni	Harper, Mike		

Switch to the Positions tab and sort the blotter by Holding Name

Select any CASH holdings that have 0.00 in the Total Amount column and delete those rows using Action – Delete.

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File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (0/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
 - Positions (113)
 - Prices (0/1)
- Securities
 - Morningstar-tracked Securities (0/36)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (0/1)

Positions

Action Price Lookup Save Export Print Post Help

	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1		AC2001550-00	BlackRock Cash - U2 Acc		GB00BYQQS56	1/3/2020	0.00		6,641.33	Data Missing.
2		AC2014975-00	BlackRock Cash - U2 Acc		GB00BYQQS56	1/3/2020	0.00		18,607.04	Data Missing.
3		AC2028235-00	BlackRock Cash - U2 Acc		GB00BYQQS56	1/3/2020	0.00		2,548.90	Data Missing.
4		AC2001550-00	CASH			1/3/2020	0.00	1.00	0.00	Data Missing.
5		AC2029146-00	CASH			1/3/2020	0.00	1.00	0.00	Data Missing.
6		AC2014975-00	CASH			1/3/2020	167.66	1.00	167.66	
7		AC2028235-00	CASH			1/3/2020	18.46	1.00	18.46	
8		AC2001550-00	Janus Henderson UK Property PAI		GB00BY82K0	1/3/2020	0.00		849.88	Data Missing.
9		AC2014975-00	Janus Henderson UK Property PAI		GB00BY82K0	1/3/2020	0.00		2,401.92	Data Missing.
10		AC2028235-00	Janus Henderson UK Property PAI		GB00BY82K0	1/3/2020	0.00		1,124.17	Data Missing.
11		AC2001550-00	PIMCO Dynamic Bond (GBP Hdn)		IF00R4W0NH1	1/3/2020	0.00		1,994.19	Data Missing.

Re-sort the blotter by the Price column, select all rows that are missing a Price and click on Price Lookup. The Price Lookup can take minutes to process.

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File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (0/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
 - Positions (111)
 - Prices (0/1)
- Securities
 - Morningstar-tracked Securities (0/36)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (0/1)

Positions

Action Price Lookup Save Export Print Post Help

	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1		AC2014975-00	CASH			1/3/2020	167.66	1.00	167.66	
2		AC2028235-00	CASH			1/3/2020	18.46	1.00	18.46	
3		AC2014975-00	Quilter Inv Corporate Bond (Meri		GB00BD9MP46	1/3/2020	0.00		4,117.66	Data Missing.
4		AC2014975-00	Quilter Inv Diversified Bond (Meri		GB00BD9MP57	1/3/2020	0.00		2,760.03	Data Missing.
5		AC2014975-00	Quilter Inv UK Equity (Merian) Acc		GB00BFWK897	1/3/2020	0.00		2,486.45	Data Missing.
6		AC2014975-00	Quilter Inv UK Equity Income (Mer		GB00BFWK889	1/3/2020	0.00		1,281.75	Data Missing.
7		AC2014975-00	Quilter Inv Asia Pacific (Merian) A		GB00BG371R3	1/3/2020	0.00		491.94	Data Missing.
8		AC2001550-00	Quilter Inv UK Equity Growth (BNY		GB00B98Y6K8	1/3/2020	0.00		692.05	Data Missing.
9		AC2001550-00	Quilter Inv UK Equity Lg-Cap Inco		GB00B994715	1/3/2020	0.00		1,246.89	Data Missing.
10		AC2001550-00	Quilter Inv UK Equity Opportunitie		GB00B739F04	1/3/2020	0.00		953.83	Data Missing.
11		AC2001550-00	Quilter Inv US Equity Growth (JPM		GB00B994K38	1/3/2020	0.00		399.60	Data Missing.

Click OK when prompted, click the Select All box and click Apply Prices.

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File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (0/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
 - Positions (111)
 - Prices (0/1)
- Securities
 - Morningstar-tracked Securities (0/36)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (0/1)

Positions

Action Price Lookup Save Export Print Post Help

	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1		AC2014975-00	CASH			1/3/2020	167.66	1.00	167.66	
2		AC2028235-00	CASH			1/3/2020	18.46	1.00	18.46	
3		AC2014975-00	Quilter Inv Corporate Bond (Meri		GB00BD9MP46	1/3/2020	0.00		4,117.66	Data Missing.
4		AC2014975-00	Quilter Inv Diversified Bond (Meri		GB00BD9MP57	1/3/2020	0.00		2,760.03	Data Missing.
5		AC2014975-00	Quilter Inv UK Equity (Merian) Acc		GB00BFWK897	1/3/2020	0.00		2,486.45	Data Missing.
6		AC2014975-00	Quilter Inv UK Equity Income (Mer		GB00BFWK889	1/3/2020	0.00		1,281.75	Data Missing.
7		AC2014975-00	Quilter Inv Asia Pacific (Merian) A		GB00BG371R3	1/3/2020	0.00		491.94	Data Missing.
8		AC2001550-00	Quilter Inv UK Equity Growth (BNY		GB00B98Y6K8	1/3/2020	0.00		692.05	Data Missing.
9		AC2001550-00	Quilter Inv UK Equity Lg-Cap Inco		GB00B994715	1/3/2020	0.00		1,246.89	Data Missing.
10		AC2001550-00	Quilter Inv UK Equity Opportunitie		GB00B739F04	1/3/2020	0.00		953.83	Data Missing.
11		AC2001550-00	Quilter Inv US Equity Growth (JPM		GB00B994K38	1/3/2020	0.00		399.60	Data Missing.

Price Lookup Function

Please verify the prices retrieved in the grid below. You can manually edit the prices in the grid. Once you have confirmed the prices, click 'Apply Prices' to update your Positions. Click 'Cancel' to return to Positions blotter.

	Status	Account Number	Security Name	Ticker	Security ID	As Of Date	Number Of Shares	Price	Price Source
1		AC2014975-00	Quilter Inv Corporate Bond (Meri		GB00BD9MP46	1/3/2020	0.000000	1.119000	Morningstar Price
2		AC2014975-00	Quilter Inv Diversified Bond (Meri		GB00BD9MP57	1/3/2020	0.000000	1.122000	Morningstar Price
3		AC2014975-00	Quilter Inv UK Equity (Merian) Acc		GB00BFWK897	1/3/2020	0.000000	1.144000	Morningstar Price
4		AC2014975-00	Quilter Inv UK Equity Income (Mer		GB00BFWK889	1/3/2020	0.000000	1.120000	Morningstar Price
5		AC2014975-00	Quilter Inv Asia Pacific (Merian) A		GB00BG371R3	1/3/2020	0.000000	1.032600	Morningstar Price
6		AC2001550-00	Quilter Inv UK Equity Growth (BNY		GB00B98Y6K8	1/3/2020	0.000000	1.435000	Morningstar Price
7		AC2001550-00	Quilter Inv UK Equity Lg-Cap Inco		GB00B994715	1/3/2020	0.000000	1.476000	Morningstar Price
8		AC2001550-00	Quilter Inv UK Equity Opportunitie		GB00B739F04	1/3/2020	0.000000	1.321000	Morningstar Price
9		AC2001550-00	Quilter Inv US Equity Growth (JPM		GB00B994K38	1/3/2020	0.000000	1.533000	Morningstar Price
10		AC2001550-00	Quilter Inv Absolute Return		GB00BD2P	1/3/2020	0.000000	1.021790	Morningstar Price
11		AC2001550-00	Quilter Inv Investment Grade		GB00B98V	1/3/2020	0.000000	1.260000	Morningstar Price
12		AC2001550-00	Quilter Inv Nat Resources E		GB00B7Y0	1/3/2020	0.000000	1.089000	Morningstar Price
13		AC2001550-00	Quilter Inv Precious Metals E		GB00B98Y	1/3/2020	0.000000	1.397000	Morningstar Price
14		AC2001550-00	Quilter Inv Sterling Corporat		GB00B338	1/3/2020	0.000000	1.344000	Morningstar Price
15		AC2001550-00	Quilter Inv Sterling Diversif		GB00B758	1/3/2020	0.000000	1.283000	Morningstar Price
16		AC2001550-00	Quilter Inv Emerging Markets		GB00B98X	1/3/2020	0.000000	2.110000	Morningstar Price

Help Apply Prices Cancel

Save the blotter and click OK when prompted. This will update the Price and Shares for Morningstar tracked Securities.

Import - Morningstar Office - mike degiovanni

File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (4/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
- Positions (6)
- Prices (0/0)
- Securities
 - Morningstar-tracked Securities (0/4)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (1/1)

Positions

Action Price Lookup Save Export Print Post Help

	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1		AC2340002-00	Portfolio Name Q1			7/8/2020	0.00	0.00	13,917.72	Data Missing.
2		AC2150008-00	Portfolio Name Q1			7/8/2020	0.00	0.00	103,965.68	Data Missing.
3		AC2330005-00	Artemis High Income Inc -U		GB00B2PLJN71	7/8/2020	1,267.33	0.76	956.96	Shares have been auto-calculated. Please
4		AC2330005-00	Artemis US Select Acc -U		GB00BMMV510	7/8/2020	412.17	2.50	1,031.08	Shares have been auto-calculated. Please
5		AC5660005-00	ASI Sterling Money Market Acc -U		GB00B1C4233	7/8/2020	2,018.68	1.15	2,329.35	Shares have been auto-calculated. Please
6		AC5660005-00	Aviva Investors Multi-Strategy Tai		GB00BMU6DT2	7/8/2020	2,518.66	1.10	2,765.49	Shares have been auto-calculated. Please

Manually update the Price for the remaining User Defined Securities and click Save. This will update the Price and Shares for the User Defined Securities.

Import - Morningstar Office - mike degiovanni

File Help Edit Definition Master Search for Go Send us feedback

Quick Account

- Accounts
 - New Accounts (4/4)
 - Existing Accounts (0/0)
 - Excluded Accounts (0/0)
- Positions (6)
- Prices (0/0)
- Securities
 - Morningstar-tracked Securities (0/4)
 - New User-Defined Securities (0/0)
 - Existing User-Defined Securities (1/1)

Positions

Action Price Lookup Save Export Print Post Help

	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
1		AC2340002-00	Portfolio Name Q1			7/8/2020	2,783.54	5.00	13,917.72	Shares have been auto-calculated. Please
2		AC2150008-00	Portfolio Name Q1			7/8/2020	10,396.57	10.00	103,965.68	Shares have been auto-calculated. Please
3		AC2330005-00	Artemis High Income Inc -U		GB00B2PLJN71	7/8/2020	1,267.33	0.76	956.96	Shares have been auto-calculated. Please
4		AC2330005-00	Artemis US Select Acc -U		GB00BMMV510	7/8/2020	412.17	2.50	1,031.08	Shares have been auto-calculated. Please
5		AC5660005-00	ASI Sterling Money Market Acc -U		GB00B1C4233	7/8/2020	2,018.68	1.15	2,329.35	Shares have been auto-calculated. Please
6		AC5660005-00	Aviva Investors Multi-Strategy Tai		GB00BMU6DT2	7/8/2020	2,518.66	1.10	2,765.49	Shares have been auto-calculated. Please

Click Post and click OK when prompted.

Excluding Accounts with Old Account numbers

Go to Client Management.

Open a Quilter Client and notice the Accounts are duplicated with old and new Account numbers.

Check the Accounts with the old Account numbers, go to Actions -> Exclude from Client Aggregate -> Yes. This will dim out the old Accounts and exclude them from Client valuation and reporting.

Client - Johnson, David

File Tools Reports Help Search for In This View Go Save Send us feedback

Client

- Client Default Settings
- Accounts
- Client Profile
- Plans
- Alerts
- Client Web Portal Setup
- Reports

Accounts

Action Export Print New Account Refresh

	Account Name/ID	Account Number	Current Custodian	Market Value GBP	Client Asset(%)	Account Owner	Successfully Reconciled Account as of File Date	Investment Strategy	Investment Company	Tracking Method	Account Type	Exclude from Client Aggregate
	Client Aggregate			13,917.72	100.00							
1	AC2340002-00	AC2340002-002	Custodian & Accounting T	13,917.72	0.00	Johnson, David	-	-		Quick	Taxable	Yes
2	AC2340002-002			13,917.72	100.00	Johnson, David	-	-		Quick	Taxable	No

If you have Collective Retirement Accounts (CRA) holding both Crystallised and Un-crystallised assets, those accounts will be broken out into 2 Accounts on the new platform. Just keep this mind when Excluding old Accounts, that in this scenario you'll have one old Account to two new Accounts.

Repeat these steps for each Quilter Client.

Need help?

If you have any questions or need any help please contact Morningstar or Quilter using the following details:

Morningstar

Morningstar UK Ltd

UK: +44 (0) 203 107 0050

adviser@morningstar.co.uk

Oliver's Yard, 55-71 City Road, London EC1Y 1HQ

Quilter Contact Details

Quilter Investment Platform Limited / Quilter Life & Pensions Limited

0808 171 2626

ask@quilter.com

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