

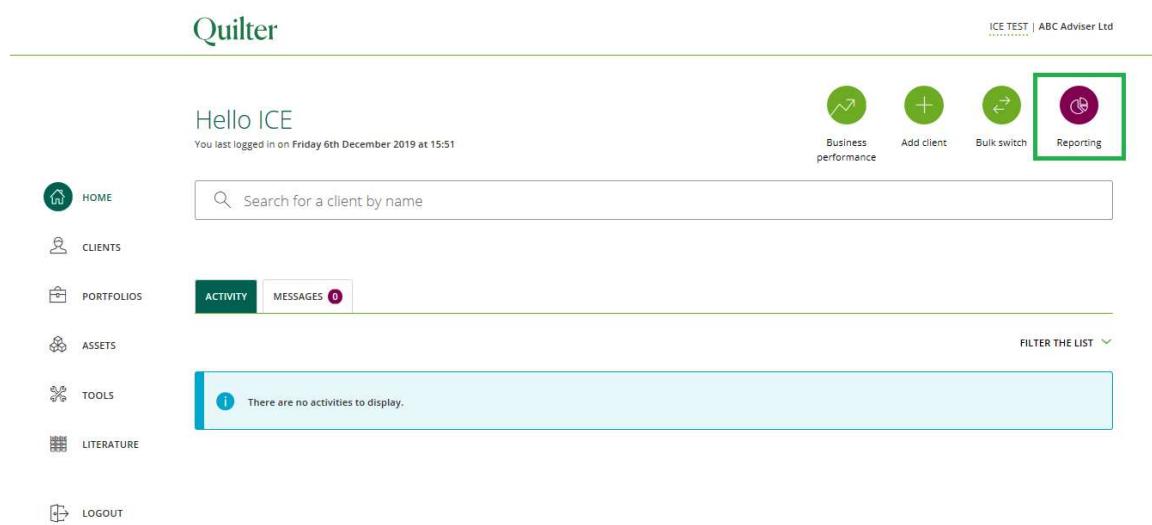
# Updating Quilter valuations on Morningstar

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'



The screenshot shows the Quilter Adviser Platform interface. At the top, there is a navigation bar with icons for Home, Clients, Portfolios, Assets, Tools, and Literature. Below this is a search bar with the placeholder 'Search for a client by name'. On the right side of the header, there are four circular icons: 'Business performance' (green), 'Add client' (light blue), 'Bulk switch' (light green), and 'Reporting' (purple). The 'Reporting' icon is highlighted with a green box. The main content area displays a message: 'Hello ICE' (You last logged in on Friday 6th December 2019 at 15:51) and 'There are no activities to display.' The bottom of the screen shows a 'LOGOUT' button.

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

**Quilter**

Home > Reports

## Reports

Generated reports will appear in the list below.

**Request a new report**

HOME	Report type
CLIENTS	Client Assets
PORTFOLIOS	Company
ASSETS	Adviser
TOOLS	All
LITERATURE	Report date
LOGOUT	09-Dec-2019

**GENERATE REPORT**

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

Generated reports				
Report type	From	To		
All	2-Dec-2019	9-Dec-2019		
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

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	Citi Code	Asset Name	Asset Value
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA	Cash	Cash	Cash Threadneedle UK Property Authorised Trust (F9) Acc - U	15,411.92
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3Q0Y06	KSQN	Janus Henderson UK Property PAIF Feeder Acc - U	1.19
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA	GB00BYPR02037	N3ME	No ETFS - ECFM Conservative Alpha Edition 34 (Feb)	1.28
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA			Conservative Alpha Edition 34 (Feb)	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	Citi Code	Asset Name	Asset Value
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA	Cash	Cash	Cash Threadneedle UK Property Authorised Trust (F9) Acc - U	15,411.92
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3Q0Y06	KSQN	Janus Henderson UK Property PAIF Feeder Acc - U	1.19
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA	GB00BYPR02037	N3ME	No ETFS - ECFM Conservative Alpha Edition 34 (Feb)	1.28
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA			Conservative Alpha Edition 34 (Feb)	514,697.81

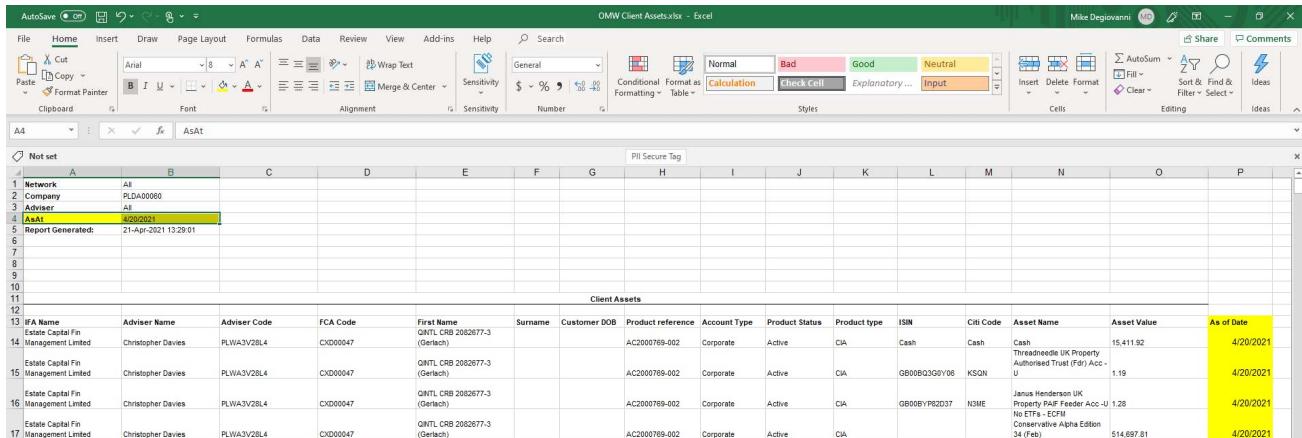
Highlight all header rows from A13 through O13 as well as all rows underneath. Go to Data / Sort, check the 'My data has headers' box and then sort by Product reference. Save your changes.

IFA Name	Adviser Name	Adviser Code	FCA Code	First Name	Surname	Customer DOB	Product reference	Account Type	Product Status	Product type	ISIN	Citi Code	Asset Name	Asset Value
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA	Cash	Cash	Cash Threadneedle UK Property Authorised Trust (F9) Acc - U	15,411.92
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3Q0Y06	KSQN	Janus Henderson UK Property PAIF Feeder Acc - U	1.19
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA	GB00BYPR02037	N3ME	No ETFS - ECFM Conservative Alpha Edition 34 (Feb)	1.28
Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082677-3 (Gerach)			AC2000769-002	Corporate	Active	CIA			Conservative Alpha Edition 34 (Feb)	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.

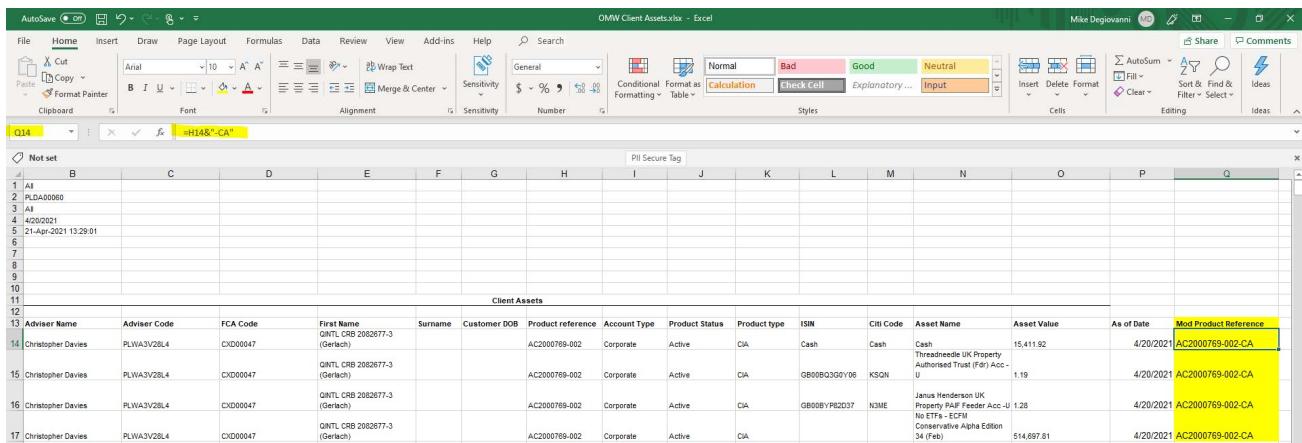
Copy / Paste the date entered in cell P14 down to the last row. Save your changes.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Network	All														
2	Company	PLDA0060														
3	Adviser	All														
4	As of	4/20/2021														
5	Report Generated:	21-Apr-2021 13:29:01														
6																
7																
8																
9																
10																
11																
12																
13	IF A Name	Adviser Name	Adviser Code	FCA Code	First Name	Surname	Customer DOB	Product reference	Account Type	Product Status	Product type	ISIN	Citi Code	Asset Name	Asset Value	As of Date
14	Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082877-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	Cash	Cash	Threadneedle UK Property Authorised Trust (Fid) Acc - U	15,411.92	4/20/2021
15	Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082877-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3Q9V06	KSQN	Janus Henderson UK Property PAIF Feeder Acc -U 1.19	1.19	4/20/2021
16	Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082877-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BYPBZD37	N3ME	No ETFS - ECFM Conservative Alpha Edition 34 (Feb)	1,28	4/20/2021
17	Estate Capital Fin Management Limited	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082877-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA			514,897.81	514,897.81	4/20/2021

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.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	All																
2	PLDA0060																
3	All																
4	4/20/2021																
5	21-Apr-2021 13:29:01																
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13	Adviser Name	Adviser Code	FCA Code	First Name	Surname	Customer DOB	Product reference	Account Type	Product Status	Product type	ISIN	Citi Code	Asset Name	Asset Value	As of Date	Mod Product Reference	
14	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082877-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	Cash	Cash	Threadneedle UK Property Authorised Trust (Fid) Acc - U	15,411.92	4/20/2021	AC2000769-002-CA	
15	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082877-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BQ3Q9V06	KSQN	Janus Henderson UK Property PAIF Feeder Acc -U 1.19	1.19	4/20/2021	AC2000769-002-CA	
16	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082877-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA	GB00BYPBZD37	N3ME	No ETFS - ECFM Conservative Alpha Edition 34 (Feb)	1,28	4/20/2021	AC2000769-002-CA	
17	Christopher Davies	PLWA3V28L4	CXD00047	QINTL CRB 2082877-3 (Gerlach)			AC2000769-002	Corporate	Active	CIA			514,897.81	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.

## 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.

New Accounts										
<input type="checkbox"/> Action • <input type="checkbox"/> Map Advisor <input type="checkbox"/> Save <input type="checkbox"/> Export <input type="checkbox"/> Print <input type="checkbox"/> Post <input type="checkbox"/> Help										
	Status	Local Source Folder	Account Number	Account Name	Client Name	Account Import Interface Format Setting	Client Type	Account Type	Social Security Number	Mapped Advisor Name
<input type="checkbox"/>	1		AC2340002-002	AC2340002-00	Johnson,David	Include in I	Individual	Taxable	mike degiovanni,Johnson,David	
<input type="checkbox"/>	2		AC2150008-002	AC2150008-00	Smith,Mark	Include in I	Individual	Taxable	mike degiovanni,Smith,Mark	
<input type="checkbox"/>	3		AC2330005-002	AC2330005-00	Jones,Jeff	Include in I	Individual	Taxable	mike degiovanni,Jones,Jeff	
<input type="checkbox"/>	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 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.

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.

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

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

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.

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.

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.

Positions								
Action		Price Lookup	Save	Export	Print	Post	Help	
		Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price
Export								
<input type="checkbox"/>	Print		C2001550-00 BlackRock Cash - U2 Acc	GB00BYQQB56	1/3/2020	0.00	5,641.33	Data Missing.
<input type="checkbox"/>			AC2014975-00 BlackRock Cash - U2 Acc	GB00BYQQB56	1/3/2020	0.00	18,607.04	Data Missing.
<input type="checkbox"/>			AC2028235-00 BlackRock Cash - U2 Acc	GB00BYQQB56	1/3/2020	0.00	2,548.90	Data Missing.
<input checked="" type="checkbox"/>			AC2001550-00 CASH		1/3/2020	0.00	1.00	0.00
<input checked="" type="checkbox"/>			AC2029146-00 CASH		1/3/2020	0.00	1.00	0.00
<input type="checkbox"/>			AC2014975-00 CASH		1/3/2020	167.66	1.00	167.66
<input type="checkbox"/>			AC2028235-00 CASH		1/3/2020	18.46	1.00	18.46
<input type="checkbox"/>			AC2001550-00 Janus Henderson UK Property PAI	GB00BYP82K0	1/3/2020	0.00	849.88	Data Missing.
<input type="checkbox"/>			AC2014975-00 Janus Henderson UK Property PAI	GB00BYP82K0	1/3/2020	0.00	2,401.92	Data Missing.
<input type="checkbox"/>			AC2028235-00 Janus Henderson UK Property PAI	GB00BYP82K0	1/3/2020	0.00	1,124.70	Data Missing.
<input type="checkbox"/>			AC2001550-00 PIMCO Dynamic Bond (GRP Hdn)	1F00RAUW1H3	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.

Positions										
<a href="#">Action</a> <a href="#">\$ Price Lookup</a> <a href="#">Save</a> <a href="#">Export</a> <a href="#">Print</a> <a href="#">Post</a> <a href="#">Help</a>										
	Status	Account Number	Holding Name	Ticker	Security ID	As Of Date	Total Shares	Price	Total Amount	Error Message
<input type="checkbox"/>	1	AC2014975-00	CASH			1/3/2020	167.66	1.00	167.66	
<input type="checkbox"/>	2	AC2028235-00	CASH			1/3/2020	18.46	1.00	18.46	
<input checked="" type="checkbox"/>	3	AC2014975-00	Quilter Inv Corporate Bond (Meria		GB00BD9MP45	1/3/2020	0.00		4,117.66	Data Missing.
<input checked="" type="checkbox"/>	4	AC2014975-00	Quilter Inv Diversified Bond (Meri		GB00BD9MP57	1/3/2020	0.00		2,760.03	Data Missing.
<input checked="" type="checkbox"/>	5	AC2014975-00	Quilter Inv UK Equity (Merian) Acc		GB00BFWK997	1/3/2020	0.00		2,486.45	Data Missing.
<input checked="" type="checkbox"/>	6	AC2014975-00	Quilter Inv UK Equity Income (Mer		GB00BFWK889	1/3/2020	0.00		1,281.75	Data Missing.
<input checked="" type="checkbox"/>	7	AC2014975-00	Quilter Inv Asia Pacific (Merian) A		GB00BG371R3	1/3/2020	0.00		491.94	Data Missing.
<input checked="" type="checkbox"/>	8	AC2001550-00	Quilter Inv UK Equity Growth (BNY		GB00B99Y6K8	1/3/2020	0.00		692.05	Data Missing.
<input checked="" type="checkbox"/>	9	AC2001550-00	Quilter Inv UK Equity Lg-Cap Inco		GB00B99J4715	1/3/2020	0.00		1,246.89	Data Missing.
<input checked="" type="checkbox"/>	10	AC2001550-00	Quilter Inv Equity Opportuniti		GB00B719JF04	1/3/2020	0.00		953.83	Data Missing.
<input checked="" type="checkbox"/>	11	AC2001550-00	Quilter Inv US Equity Growth (PM		GB00B994K38	1/3/2020	0.00		399.60	Data Missing.

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

Import - Morningstar Office - mike degiovanni

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  Save  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	<input checked="" type="checkbox"/>	AC2014975-00	Quilter Inv Corporate Bond (Meria		GB00BD9HMP46	1/3/2020	0.00		4,117.66	Data Missing.
4	<input checked="" type="checkbox"/>	AC2014975-00	Quilter Inv Diversified Bond (Meri		GB00BD9MP57	1/3/2020	0.00		2,760.03	Data Missing.
5	<input checked="" type="checkbox"/>	AC2014975-00	Quilter Inv UK Equity (Merian) Acc		GB00BFWK897	1/3/2020	0.00		2,486.45	Data Missing.
6	<input checked="" type="checkbox"/>	AC2014975-00								
7	<input checked="" type="checkbox"/>	AC2014975-00								
8	<input checked="" type="checkbox"/>	AC2001550-00								
9	<input checked="" type="checkbox"/>	AC2001550-00								
10	<input checked="" type="checkbox"/>	AC2001550-00								
11	<input checked="" type="checkbox"/>	AC2001550-00								
12	<input checked="" type="checkbox"/>	AC2001550-00								
13	<input checked="" type="checkbox"/>	AC2001550-00								
14	<input checked="" type="checkbox"/>	AC2001550-00								
15	<input checked="" type="checkbox"/>	AC2001550-00								
16	<input checked="" type="checkbox"/>	AC2001550-00								
17	<input checked="" type="checkbox"/>	AC2001550-00								
18	<input checked="" type="checkbox"/>	AC2001550-00								
19	<input checked="" type="checkbox"/>	AC2001550-00								
20	<input checked="" type="checkbox"/>	AC2001550-00								
21	<input checked="" type="checkbox"/>	AC2001550-00								
22	<input checked="" type="checkbox"/>	AC2001550-00								
23	<input checked="" type="checkbox"/>	AC2001550-00								
24	<input checked="" type="checkbox"/>	AC2001550-00								
25	<input checked="" type="checkbox"/>	AC2001550-00								
26	<input checked="" type="checkbox"/>	AC2001550-00								
27	<input checked="" type="checkbox"/>	AC2001550-00								
28	<input checked="" type="checkbox"/>	AC2001550-00								
29	<input checked="" type="checkbox"/>	AC2001550-00								
30	<input checked="" type="checkbox"/>	AC2001550-00								
31	<input checked="" type="checkbox"/>	AC2001550-00								
32	<input checked="" type="checkbox"/>	AC2001550-00								

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	<input checked="" type="checkbox"/>	AC2014975-00	Quilter Inv Corporate Bond (		GB00B09M	1/3/2020	0.000000	1.119000	Morningstar Price
2	<input checked="" type="checkbox"/>	AC2014975-00	Quilter Inv Diversified Bond (		GB00B09M	1/3/2020	0.000000	1.122000	Morningstar Price
3	<input checked="" type="checkbox"/>	AC2014975-00	Quilter Inv UK Equity (Merian		GB00BFWK	1/3/2020	0.000000	1.144000	Morningstar Price
4	<input checked="" type="checkbox"/>	AC2014975-00	Quilter Inv UK Equity Income		GB00BFWK	1/3/2020	0.000000	1.120000	Morningstar Price
5	<input checked="" type="checkbox"/>	AC2014975-00	Quilter Inv Asia Pacific (Meri		GB00BG37	1/3/2020	0.000000	1.032600	Morningstar Price
6	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv Equity Growth		GB00B98Y	1/3/2020	0.000000	1.435000	Morningstar Price
7	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv UK Equity Lg-Cap		GB00B99A	1/3/2020	0.000000	1.476000	Morningstar Price
8	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv UK Equity Opport		GB00B87J9F	1/3/2020	0.000000	1.321000	Morningstar Price
9	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv US Equity Growth		GB00B994	1/3/2020	0.000000	1.533000	Morningstar Price
10	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv Absolute Return		GB00B02P	1/3/2020	0.000000	0.1021790	Morningstar Price
11	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv Investmt Grade		GB00B98V	1/3/2020	0.000000	1.260000	Morningstar Price
12	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv Nat Resources E		GB00B7V0	1/3/2020	0.000000	1.089000	Morningstar Price
13	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv Precious Metals E		GB00B98Y	1/3/2020	0.000000	1.397000	Morningstar Price
14	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv Sterling Corporat		GB00B8J38	1/3/2020	0.000000	1.344000	Morningstar Price
15	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv Sterling Diversifi		GB00B758	1/3/2020	0.000000	1.283000	Morningstar Price
16	<input checked="" type="checkbox"/>	AC2001550-00	Quilter Inv Emerging Markets		GB00B98X	1/3/2020	0.000000	2.110000	Morningstar Price

Help  Cancel

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

	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 Tar		GB00BM6DT2	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.

	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 Tar		GB00BM6DT2	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.

	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	AC2340002-002	AC2340002-002	Custodian & Accounting T	13,917.72	0.00	Johnson, David	-	Quick	Taxable	Yes		
2	AC2340002-002	AC2340002-002	Custodian & Accounting T	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](mailto: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](mailto:ask@quilter.com)

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