



## Class Training Webinar – Excel Transaction Loader - November 2019

No.	Question	Answer
1	When would the Expenses tab be used?	In general the Expenses tab would not be used often with the exception of bulk processing non-cash expenses which is not very common.
2	Do you need a file name prefix?	A file name prefix is not mandatory however if you are planning to load multiple files using the loader we do recommend adding one in. When you review 'Browse Loaded Files' at a business level you can then easily distinguish between different files if they have their own prefix.
3	Are foreign listed shares classed as listed security acquisitions?	Yes listed foreign shares are categorised as 'Listed Security Acquisition' however you must also enter the 'Currency' and 'Exchange' columns in the loader otherwise they will fail.
4	Will you be covering Brokerage and GST on shares for purchased shares?	We did not cover this however if the fund you are processing is registered for GST you can also fill out the 'Brokerage' and 'GST' columns for this to be recorded correctly.
5	Is there built-in security code validation for listed security in Portfolio tab? Or is it only get validated in Class when uploading?	The codes are only validated when you submit the file for uploading.
6	Could you please elaborate on the copy and paste information you spoke about earlier. As in, which copy and which paste option to click to not break the Macro's	In order to avoid breaking macros on the excel transaction loader we recommend that you use Copy and Paste Values Only.
7	If you only have auditor access to Class can you still use the excel transaction loader?	The Auditor role will not permit you access to the excel loader. You must have either Administrator, Access Controller or Tax Agent role for that permission.