



Excel Transaction Loader

Presented by:
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Presenter Profile

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Joined Class in 2009.

Over 12 years experience in the SMSF industry.



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**We will reimagine a more simple,
automated world for our customers
and they will love it!**



Today's Agenda

- 1. Transaction Loader Basics**
- 2. Portfolio Tab**
- 3. Unlisted Asset Processing**
- 4. Trouble Shooting**



Basics & Overview

- Downloading the loader
- Overview Page



Tip: Always enter in a brand code!

- Colour Coding
- Multi Fund loading



Tip: always paste values.

CLASS | SUPER **Cash, Custom Holding, Expense, Income, Por**

Review the details below and if complete, you can submit these details to load the transactio

Brand:

Leave Brand blank if you want to load the file at the Business Level

Cash Transactions

Transaction Lines:	0
Validated Lines:	0

No Cash Transactions

Submit
Cash
Transactions

Custom Holding Account Transactions

Transaction Lines:	0
Validated Lines:	0

No Custom Holding Account Transactions

Submit
Custom Holding
Acct Transactions

Expense Transactions

Transaction Lines:	0
Validated Lines:	0

No Expense Transactions

Submit
Expense
Transactions

Term Deposit Transactions

Transaction Lines:	0
Validated Lines:	0

No Term Deposit Transactions

Submit
Term Deposit
Transactions



Unlisted Asset Transactions

- Generate an unfranked dividend for unlisted security
- Capital Call for unlisted securities
- Split for unlisted securities



Tip: Beneficial to only use the transaction loader for commonly held securities.



Troubleshooting

Problem	Resolution
Managed fund transactions do not load	Managed funds are unlisted security disposal
When loading using the holding account, transactions do not load	The asset must exist in Class for Holding Account type Entering brand code in overview
Transactions are not in the fund	Review the loaded file in browse loaded files screen for information on the error
Foreign transactions do not load	Ensure that the exchange and currency is selected
Transactions do not load	Check that the account number is correct in Class
The loader is blank (Class to Class Transfer)	unzip and extract the zip file

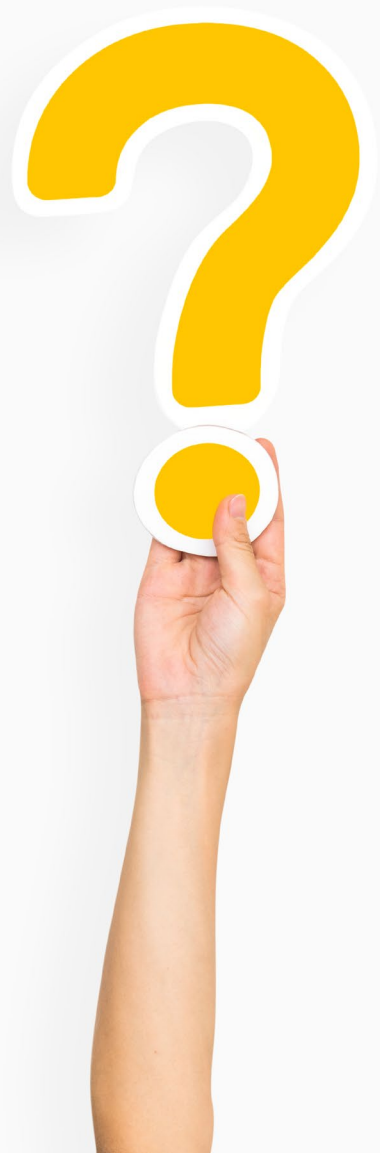


Summary & Next Steps

- Covered the basics and had a brief overview of the loader
- Demonstrated how to use the portfolio tab to load buy and sells
- Showed how you can use the loader to automate parts of unlisted asset processing
- Went through some troubleshooting for when you are unable to successfully load the transactions

Next Steps

- Download a copy the transaction loader and get familiar with look and feel
- Enter some data in and load it to Class, remembering some of the tips that we have just covered.



Q & A