

1.1 Setting up an Integrated Data Export - Class and Xplan (includes Compass)

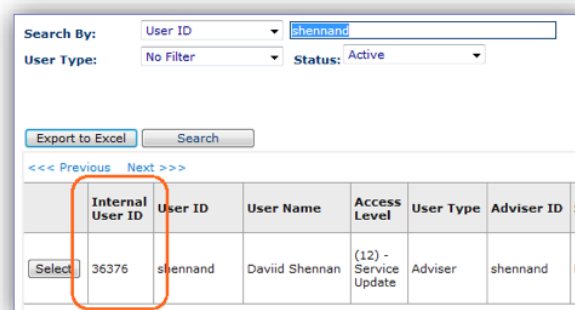
You or your Licensee must have an agreement with Class Super (SMSF) or IRESS (Xplan/Compass) to use this export. The export will fail if the appropriate authority is not in place.

VMAPS Internal User ID

To set up a successful export, you need to register your VMAPS internal user ID code with Class or IRESS (includes Compass). This is a different ID to the one you log in with.

To find your VMAPS Internal User ID:

1. From the **Maintenance > User Maintenance** menu in VMAPS, click **Search user**.
2. Type your User ID in the **Search By > User ID** box. Your User ID is the one you use to log in to VMAPS.
3. Click **Search**. The **internal user ID** displays in the first field of the search results.
4. This code must now be registered in the Class or Xplan system (includes Compass). Refer to their respective documentation for more information.



Internal User ID	User ID	User Name	Access Level	User Type	Adviser ID	Status
36376	shennand	David Shennan	(12) - Service Update	Adviser	shennand	Active

After this has been done, you can set up the automated export as described below.

(NB – Compass users (only) complete steps 1 to 3 above and provide the Advice Technology Services (ATS) team with their 'Internal User ID' number via email advicetech@cpal.com.au or by phone on (07) 5668 1406. ATS will finalise the setting up of the export job)

Setting up an automatic export job

This section describes how to set up/configure an export. Once set up is complete you should not need to use this again unless you want to change the configuration of the export.



Financial Planning Export Details

Export Id -1 Adviser Id

Export Name New export Adhoc

Due At 12/07/2011 Time hh:mm Export To EPI file sent via eMail

Data to export ☒ Cash Data ☒ Income Data ☒ Investment Data ☐ Resend All selected clients Information

This section applies for exports to applications:

- Class Super
- Xplan

To set up a new export job for an individual adviser:

1. From **Maintenance > Data Download**, click **Export Set Up**.
2. Click **Add**. The screen shown above displays.
3. Complete the relevant fields, as described in the following table

Field	Description
Export Name	Type a name for the export job you are creating. DEFAULT: Adviser Name
Frequency	The frequency with which you want the report to run. Set up Daily (Recommended), Fortnightly or Monthly . DEFAULT: Ad hoc (not recommended)
Due at	Type the date on which you want the export to commence. (Note, this has to be a future date, or the export will not start.) This will likely be tomorrow's date. DEFAULT: tomorrow's date.
Time	Type the time at which you want the export to commence. Use hh:mm format, for example: 14:00 for 2:00pm. DEFAULT: 5:00am
Export To	For Class Super, select Class Super . For Xplan, select the SMA VisiPlan/Xplan option.
Data to export	Select the type of data you want to export. You can select more than one option. <ul style="list-style-type: none">• Cash Data: exports data from the selected client's cash books from the last export date until the 'As At Date' of the portfolio.• Income Data: exports the selected client's income, as shown in the Income Details screen from the last export date until the 'As At Date' of the portfolio.• Investment Data: exports the selected client's transaction history from the last export date until the 'As At Date' of the portfolio.• Resend all selected clients information: This can be left unchecked when creating an account. Should there be a need to resend all transactions to the 3rd party in the future (advised by Class Super or IRESS), selecting this options will resend all transactional data since account inception. DEFAULT: Cash, Income & Investment data

4. Click **Save**. The saved export job is now ready and will run.

You can contact Client Services on (03) 8622 1222 or (support@praemium.com.au) if you require any assistance.

1.2 Setting up a Self Service Data Export – Coin or Midwinter

This export type enables you to generate and receive a data feed via email, which can then be forwarded to or loaded onto 3rd party systems such as Coin or Midwinter.

Setting up and running an export job

This section describes how an adviser can set up their own export job and how to run an adhoc export.

The screenshot shows the 'Financial Planning Export Details' form. It includes fields for 'Export Id' (set to -1), 'Adviser Id', 'Export Name' (set to 'New export'), and a dropdown for 'Adhoc'. There are input fields for 'Due At' (set to 12/07/2011) and 'Time' (empty), and a dropdown for 'Export To' (set to 'EPI file sent via eMail'). At the bottom, there are checkboxes for 'Data to export': 'Cash Data' (checked), 'Income Data' (checked), 'Investment Data' (checked), and 'Resend All selected clients Information' (unchecked).

This section applies for exports to applications such as:

- Coin
- Midwinter

To set up a new export job for an individual adviser:

1. From **Maintenance > Data Download**, click **Export Set Up**.
2. Click **Add**. The screen shown above displays.
3. Complete the relevant fields, as described in the following table

Field	Description
Export Name	Type a name for the export job you are creating. DEFAULT: Adviser Name
Frequency	The frequency with which you want the report to run and have an email sent to you. DEFAULT: N/A
Due at	Type the date on which you want the export to commence. (Note, this has to be a future date, or the export will not start.) This will likely be tomorrow's date. DEFAULT: Tomorrow's date
Time	Type the time at which you want the export to commence. Use hh:mm format, for example: 14:00 for 2:00pm. DEFAULT: 5:00am
Export To	For Class Super, select Class Super . For Xplan, select the SMA VisiPlan/Xplan option.
Data to export	Select the type of data you want to export. You can select more than one option. <ul style="list-style-type: none">• Cash Data: exports data from the selected client's cash books from the last export date until the 'As At Date' of the portfolio.• Income Data: exports the selected client's income, as shown in the Income Details screen from the last export date until the 'As At Date' of the portfolio.• Investment Data: exports the selected client's transaction history from the last export date until the 'As At Date' of the portfolio.• Resend all selected clients information: This can be left unchecked when creating an account. Should there be a need to resend all transactions to the 3rd party in the future (advised by Class Super or IRESS), selecting this options will resend all transactional data since account inception. <p>Note: any transactions prior to the As At Date that are modified will cause the export to fail. You need to recalculate after changes to any transactions, cash or income.</p>

4. Click **Save**. The saved export job is now ready to run.
5. When the extract runs it will be sent to your registered email address, as it appears under your profile in VMAPS, and can be forwarded or uploaded into a 3rd party system

You can contact Client Services on (03) 8622 1222 or (support@praemium.com.au) if you require any assistance.