



Help Sheet
Export to Coin Office

VERSION 1.0

Release Date 23/04/2008

Objective

This Help Sheet outlines the process to create a file within Praemium in a format that can be exported into Coin Office Software. A separate document is available which explains how to upload the file into Coin Office.

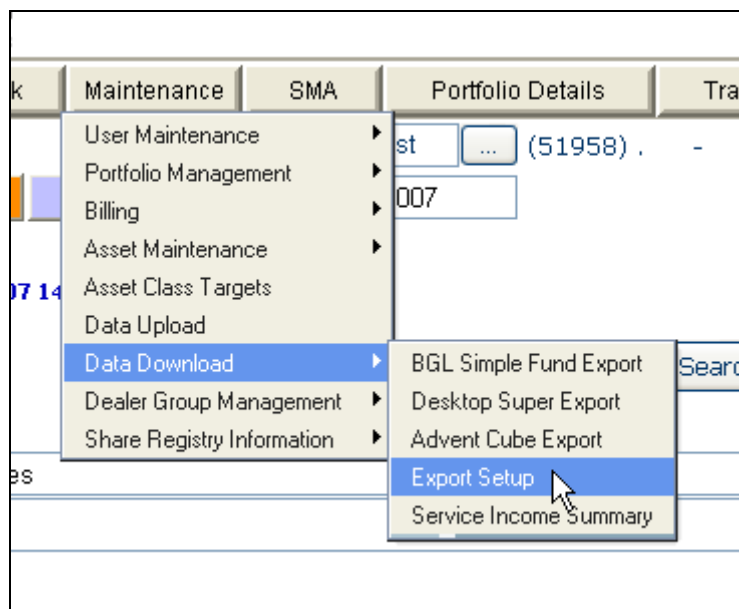
If you require any further information, you should contact:

- Præmium Client Services for any issues relating to exporting the file from V-Wrap
- Coin for any issues relating to uploading of the file into Coin Office

Setting up your export file

Once you have logged into V-Wrap:

1. Go to **Maintenance** on the menu bar, select **Data Download** and **Export Set up**



2. If you already have an export set up it will show in this screen.

Existing Export Setups								
<<< Previous Next >>>								
	Delete	Export Id	Export to	Frequency	Due on	Exportname	Sequence	
	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	1	Coin	Adhoc	13/08/2007 12:00:00 AM	Private Portfolio Coin Test Al	5
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<input type="button" value="Add"/>								

- To add the Coin export, click on the **Add** button and you will be presented with the following screen.

Financial Planning Export Details

Export Id -1 Adviser Id *

Export Name

Export To

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

Select Clients accounts to export.

Search --> Port. Name/ID: Adviser: Custodian:

Product: Location: Team:

Select All

 Page Of 34

Select	Portfolio	Account Name
<input type="checkbox"/>	1992eagles	Woosha's Portfolio
<input type="checkbox"/>	Wragge123	Wragge Investment portfolio
<input type="checkbox"/>	WYL	WYL
<input type="checkbox"/>	WYNBENTEST	Wynn & Bennett Pty Limited
<input type="checkbox"/>	Elsa Test	XYZ Test

- Export Name.** The Export Name is just an information field for you to recognize the export file, click within this box and then type the name you would like to name this file, i.e. Coin weekly export.
 - Export To.** This is just to recognize the type of export i.e. Coin.
 - Data to Export.** You can choose any one or combination of Cash, Income or Transactions to export.
 - If you wish to create an extract with all information for a selection of clients into Coin Office, select the **Resend All Selected Clients Information** option. This can be useful if there are backdated transaction in V-Wrap and you need to now bring Coin up to date.
 - The **Search** field allows you to search for certain portfolios, or you can search for a group of portfolios using the Adviser/Product/Location or Team fields.
- Click on the select box to choose the relevant portfolio's that you wish to export, or click on select all if you wish to export all portfolio's.
 - Then click on the **Save** button.



Exporting your Data

1. Once you have saved the data then click on the **Export Now** button.

Existing Export Setups

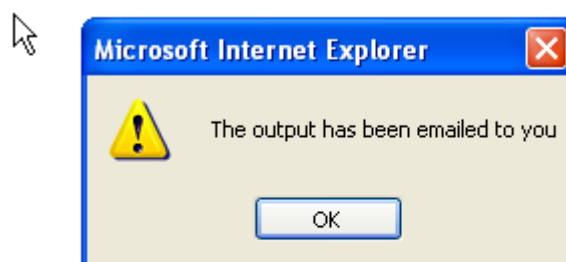
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Delete	Export Id	Export to	Frequency	Due on	Exportname	Sequence		
dit	Delete	1	Coin	Adhoc	13/08/2007 12:00:00 AM	Private Portfolio Coin Test Al	5	Export Now

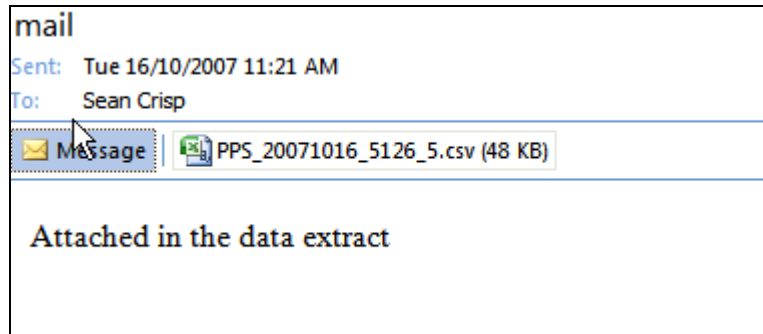
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2. This will then trigger an email which will be sent to you. This email contains the download file as an attachment.
3. You will then receive a box stating this:



4. You will then receive the csv file in your email box.



5. You can now upload this file into Coin Office.

Please note that you must not change the attachment file name before loading it into Coin.