

Macquarie File Downloads

V-Wrap Help Sheet

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About this document

Audience

This document is intended for V-Wrap users who want to download cash transactions or automate cash feeds from Macquarie CMT, CMA and Cash XL to a corresponding V-Wrap portfolio's cash book

Objectives

The document describes how to:

- set up bank links
- manually enter your initial Macquarie cash balance into your V-Wrap cash book
- manually upload a cash transaction file from Macquarie into V-Wrap
- set up ESI to automate ongoing CMT, CMA and Cash XL feeds into V-Wrap.

Related documentation

For a full description of V-Wrap's functionality, refer to the V-Wrap Online Help.

Setting up Macquarie accounts for uploading transactions into V-Wrap

V-Wrap supports the manual and automated upload of cash transactions from Macquarie CMT, CMA and Cash XL.

Manual uploads

Manual uploads involve logging into Macquarie and extracting a file that you can then upload into V-Wrap.

This is a three step process:

1. Set up the Portfolio Bank Links in V-Wrap. Refer to 'Setting up Bank Links' on page 4.
2. Manually enter the initial transaction balance, if you are not importing the account's full cash transaction history. Refer to 'Manually enter the initial transaction balance' on page 4.
3. Manually download transactions from Macquarie and upload the file into V-Wrap. Refer to 'Manually download transactions from Macquarie' on page 5.

Automated uploads

Automated upload means that any transactions that occur during the day will be automatically uploaded from Macquarie to V-Wrap over night.

To set up this facility, you need to complete the following additional step:

4. Set up the ESI code to automate the process. Refer to 'Set up ESI to automate the upload process' on page 8.

The ESI code provides the authorisation necessary to establish the system interface between Macquarie and V-Wrap.

This document describes these procedures in setting up the manual and automated uploads.

Sequential transaction uploads

You cannot upload transaction data into a cashbook V-Wrap if transactions already exist at a later date.

For example, you cannot upload transactions for the financial year up until 30 June 2009, if existing transactions for July 2009 already exist in the cashbook.

No error message is generated in V-Wrap, however the transactions do not appear in the cash book.

Therefore, if ESI is set up before the three steps in the manual process, and an automatic download has occurred, you cannot manually upload transactions as per the steps described above.

The same occurs if you perform a manual upload, before entering the initial balance via a spreadsheet.

Setting up Bank Links

Bank links are required in V-Wrap to route bank account information to a specific portfolio. They greatly improve the efficiency with which you update cash account details in V-Wrap. They are used when you upload details from a spreadsheet or from a file provided by your bank automatically to V-Wrap.

The procedure for setting up a bank link is described in the **Bank links** section of the V-Wrap Online Help (**Cash, Income and Expenses > Cash books > Bank links**).

To complete this procedure you will need to know:

- the bank account number
- the account name
- the V-Wrap portfolio's cash book that is to be used.

Manually enter the initial transaction balance

If you are not importing the full cash account transaction history into V-Wrap, an initial balance needs to be placed into your V-Wrap cash book. This ensures that the cash book total matches the bank account total.

For example, if you are importing cash transaction from 1 July 2008 onwards, you will need to enter the account's balance as at 30 June 2008.

Single portfolios

To enter the initial balance into a single V-Wrap cash book, refer to the **Manually adding cash transactions** procedure in the V-Wrap Online Help (**Cash, Income and Expenses > Cash books > Entering Cash Book Transactions**).

When completing this procedure, select **Initial Balance** from the **Type** drop down list.

Multiple portfolios

If you are entering the initial cash balances for multiple portfolios, it may be quicker to upload the transactions via a spreadsheet, as described in **Uploading an Excel spreadsheet into a cash book** in the V-Wrap Online Help. (**Cash, Income and Expenses > Cash books > Entering Cash Book Transactions**).

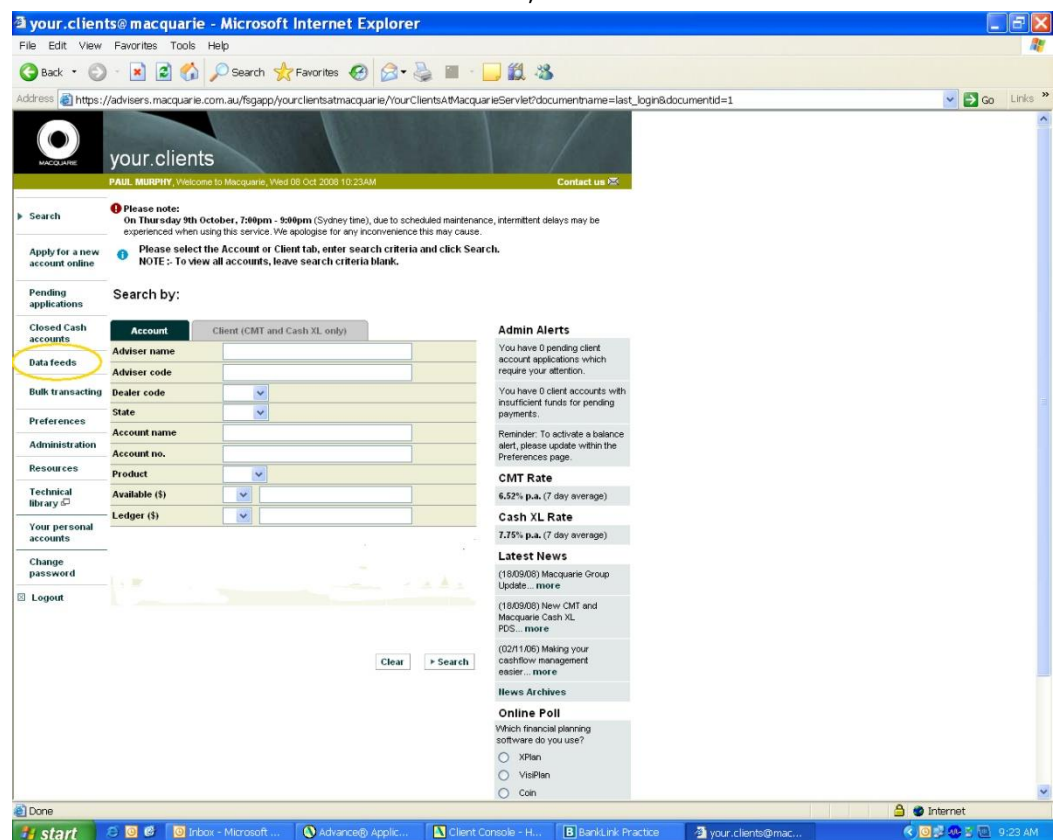
In the **Type** column of the cash upload spreadsheet, use **IB** for initial balance.

Manually download transactions from Macquarie

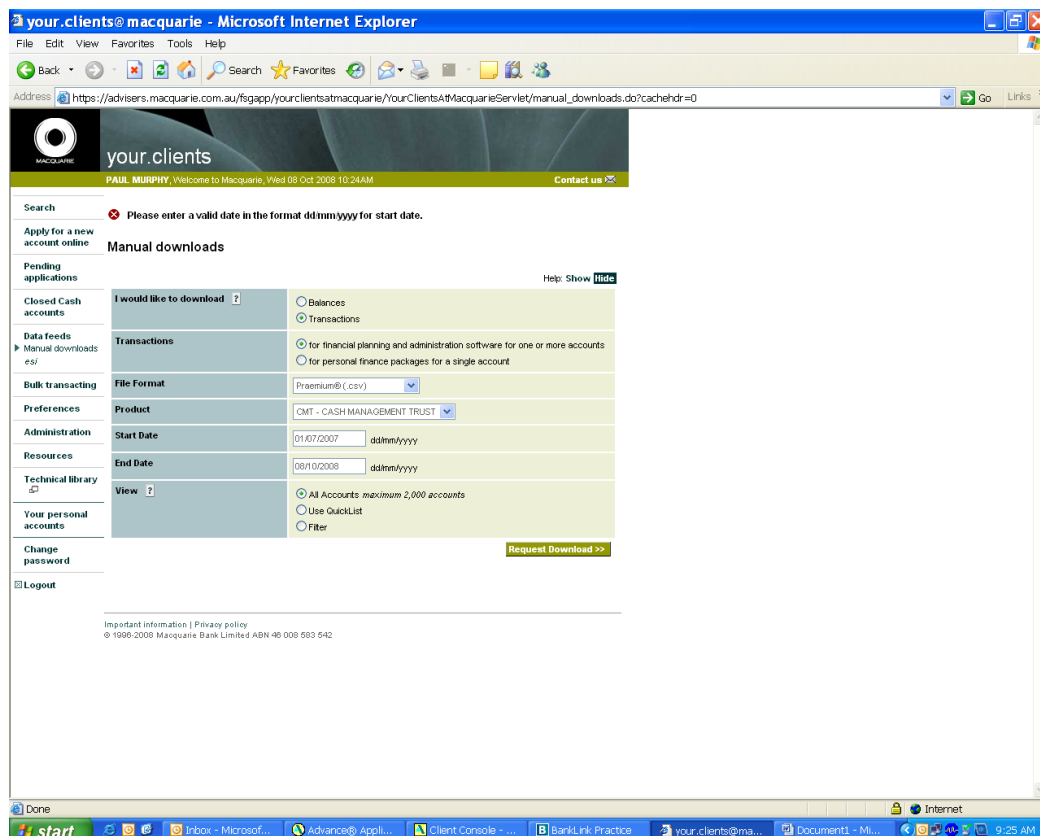
This process is used for downloading transactions for one or more accounts from Macquarie.

To download transactions for all your clients in one file:

1. From the Macquarie website at www.macquarie.com.au, click **Advisers** in the **Registered Users** box.
2. In the blue **Registered advisers log in to** box, click **Your clients**.
3. Type your access code and password. Your Macquarie CMT account list displays.
4. Click **Data Feeds** from the left hand menu, as shown below.



5. Click **Manual Downloads**. The following screen displays.



6. Select the following options:
 - **Transactions**
 - **For financial planning and administration software for one or more accounts**
 - **Præmium CSV**
 - **CMT – CASH MANAGEMENT TRUST or MACQUARIE XL**
7. Type the **Start** and **End Dates** between which you want to download transactions.
8. Select:
 - **All accounts**, to download transactions for all your accounts
 - **Filter**, to select specific accounts from a list of your accounts.
9. Click **Request Download**.
A pop-up window displays and tells you when the download is complete.
10. Save the CSV file to a place on your computer where you can find it to upload it into V-Wrap.
Refer to “Upload the file into V-Wrap” on page 7.

Upload the file into V-Wrap

This section describes how to upload into V-Wrap the transaction file you downloaded from Macquarie.

Note, you should have already entered an initial transaction balance into V-Wrap as described on page 4.

To upload the file into V-Wrap:

1. From the **Maintenance** menu in V-Wrap, click **Data Upload**.
2. Select **Cash – Macquarie CSV – Multi Account** from the **Select Upload Type** drop down list (use this option for both single and multiple account uploads).
3. Click **Browse** and find the upload file.
4. Click **Upload**.

If you exported all accounts from Macquarie, you will receive an error for all Macquarie accounts assigned to your adviser code, that have not been set up via **Portfolio Bank Links** with a corresponding V-Wrap portfolio.

Set up ESI to automate the upload process

V-Wrap has the capability of receiving the daily Macquarie CMT, CMA and Cash XL information automatically. This section describes how to facilitate this, by going onto the Macquarie website and receiving an authentication code and password, and then placing it into V-Wrap.

This authorisation code, called the ESI code, is required to establish the system interface between Macquarie and V-Wrap.

You will need to be a level 12 System Administrator to enter the authentication code and password.

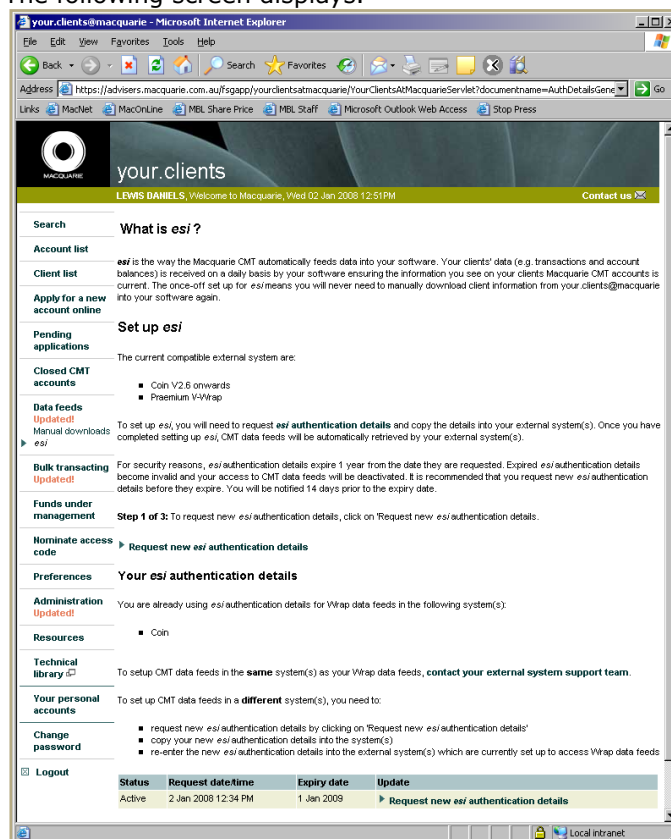
! If you have any existing interfaces with Macquarie that already use an ESI code, you will need to reconfigure that interface to use the new code. Macquarie only provides one active ESI code per adviser. Requesting a new ESI code overwrites any existing ones. Alternatively, if you still know the existing ESI code, you can reuse that code for the V-Wrap interface.

Obtaining your Macquarie authentication code

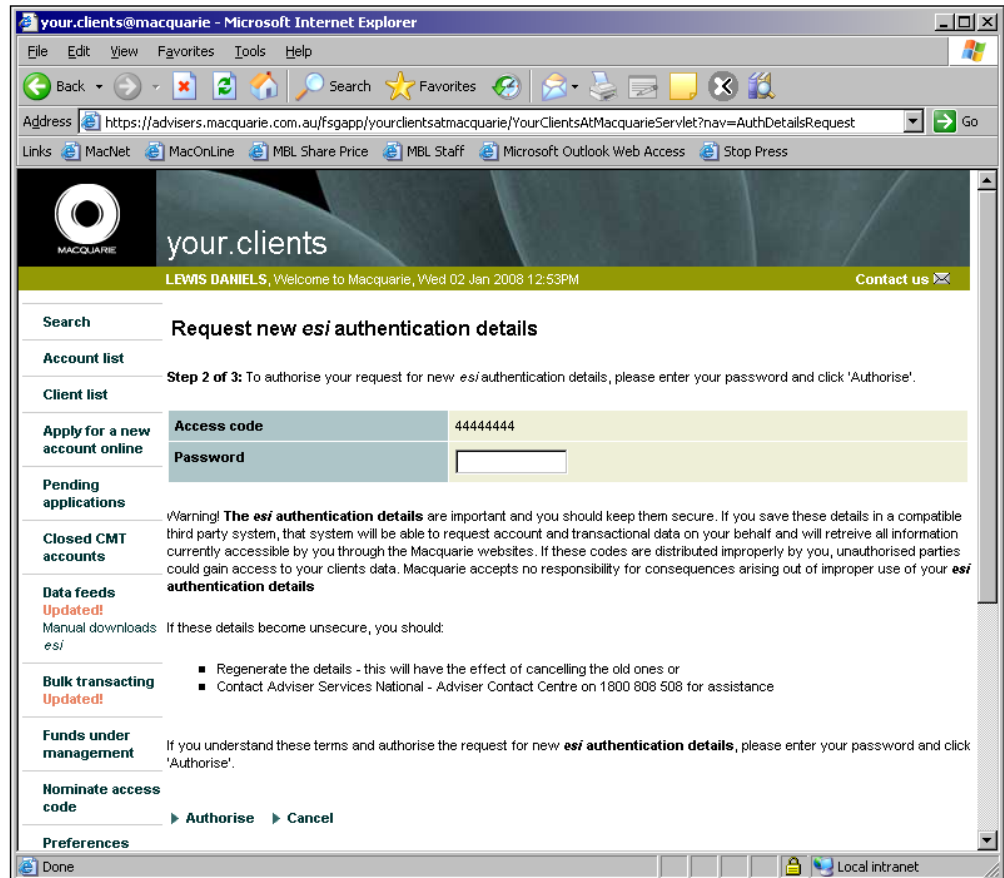
To obtain your Macquarie authentication code:

1. To go the ESI setup screen, click on the menu titled **Data feeds**, then click **esi**.

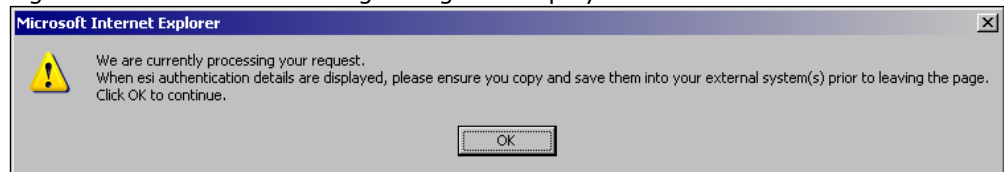
The following screen displays.



2. Click on **Request new esi authentication details**. The following screen displays.



3. Enter the password for your Macquarie Access Code (MAC) which you used to log into the site. The following dialog box displays.

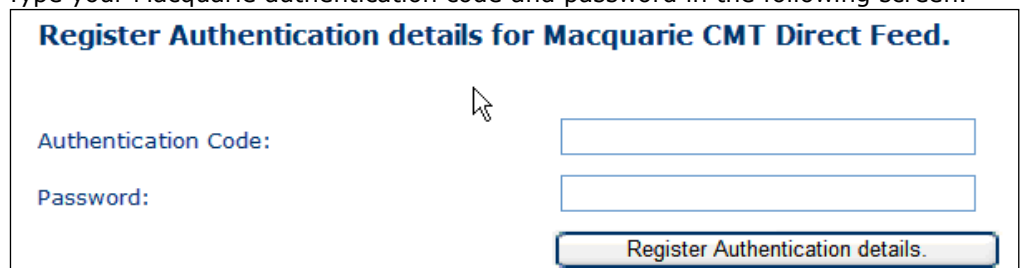


4. Click **OK**.
5. The requested authentication code and password will display.

Enter the authentication details into V-Wrap

Now you have your Macquarie authentication code, you will need to enter the authentication details into V-Wrap.

1. Login to V-Wrap via your dedicated URL or www.praemium.com.au.
2. From the **System Management** menu, click **Macquarie CMT Direct Feed**.
3. Type your Macquarie authentication code and password in the following screen.



4. Click **Register Authentication Details**.

Once this has been done, the next night cash information will flow from Macquarie CMT, CMA and Cash XL directly to your V-Wrap accounts, as long as you have correctly entered your Bank Links into V-Wrap.

Note, if you need to enter multiple ESI codes into V-Wrap, please forward the additional codes to Client Services. Refer to 'V-Wrap Client Services Help Desk' on page 11.

V-Wrap Client Services Help Desk

If you have any queries regarding the Macquarie CMT, CMA or Cash XL automatic feed, please contact the Præmium Client Service helpdesk on (03) 8622 1222 or email mail@praemium.com.au.