



TRUSTprocessor Add-On Module Overview:

Transaction Import

FUNCTION:

The Transaction Import module pulls in transactions from an external electronic file into TRUSTprocessor to create standard transactions, ready to proof and post.

Data can be imported from any 3 types of formats: ASCII fixed length, Excel or Comma Separated Values (CSV). You can build files for import or use files from third-party providers.

In order to import, each transaction on the import file needs to include ...

- either the actual TRUSTprocessor account number or a unique ID that will map to a specific TRUSTprocessor account. This can even be configured so that multiple external accounts will map to the same TRUSTprocessor account.
- either the actual TRUSTprocessor transaction code or a unique code that will map to a specific TRUSTprocessor transaction code.
- for security-type transactions, either the actual TRUSTprocessor Asset ID or a unique code that will map to a TRUSTprocessor Asset ID.
- for sales or adjustments to existing positions, a tax lot ID or purchase date (unless you want the system to use the accounting method defined for the account).
- for purchase transactions, a column showing the purchase date.
- other fields to complete the transaction (transaction date, settlement date, location, transaction description and reference field).

A user-defined template describes the layout of each type of import file. We recommend that you allow HWA International staff to help you create these format definitions. Custom programming is available to configure the download from more complex data sources to an appropriate format.

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BENEFITS:

The Transaction Import module adds benefit to the core system by ...

- greatly reducing the time it takes to create transactions if they are available in any standard electronic format.
- eliminating the chance of human error through bypassing data input.
- allowing import from any number of third parties. Once you create a template for a certain data source, it can be re-used as long as the data format remains the same.
- allowing import from spreadsheets that you create in-house. If you have repetitive transactions, this may be the most efficient way to manage them.
- providing a safeguard against incomplete data files by cross-checking the number of transactions with the totals in a footer row.
- providing the same data validation as if you were entering the transaction by hand. The Exceptions Report shows missing or invalid dates, transaction codes, Asset ID or account numbers. It will also show messages such as a short sell warnings.
- allowing you to configure whether the tax lot ID for purchases and income reinvestments will be imported or automatically assigned by the system.
- following the cost basis rules established for each account. For example, if an account is set up for FIFO (First In First Out) accounting, a single sale transaction on the import file could result in multiple TRUSTprocessor transactions to sell the correct tax lots.

COMPLEMENTARY MODULES:

- Corporate Actions – will properly handle each tax lot to transfer book value and purchase date information to the new assets.