

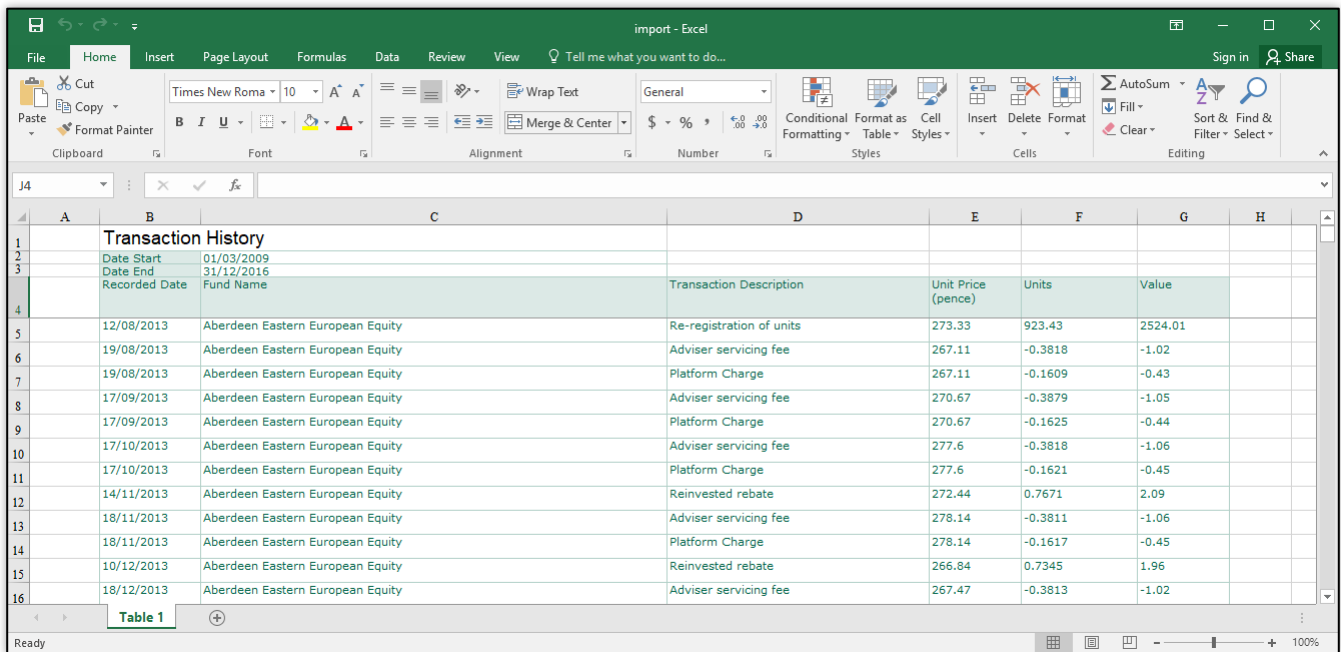


Transaction History Import from Excel Documents

Importing an excel document directly into the calculator is not supported. In order to transfer the data first you must convert your file into a “csv” text base file.

Converting XLS, XLSX files to CSV

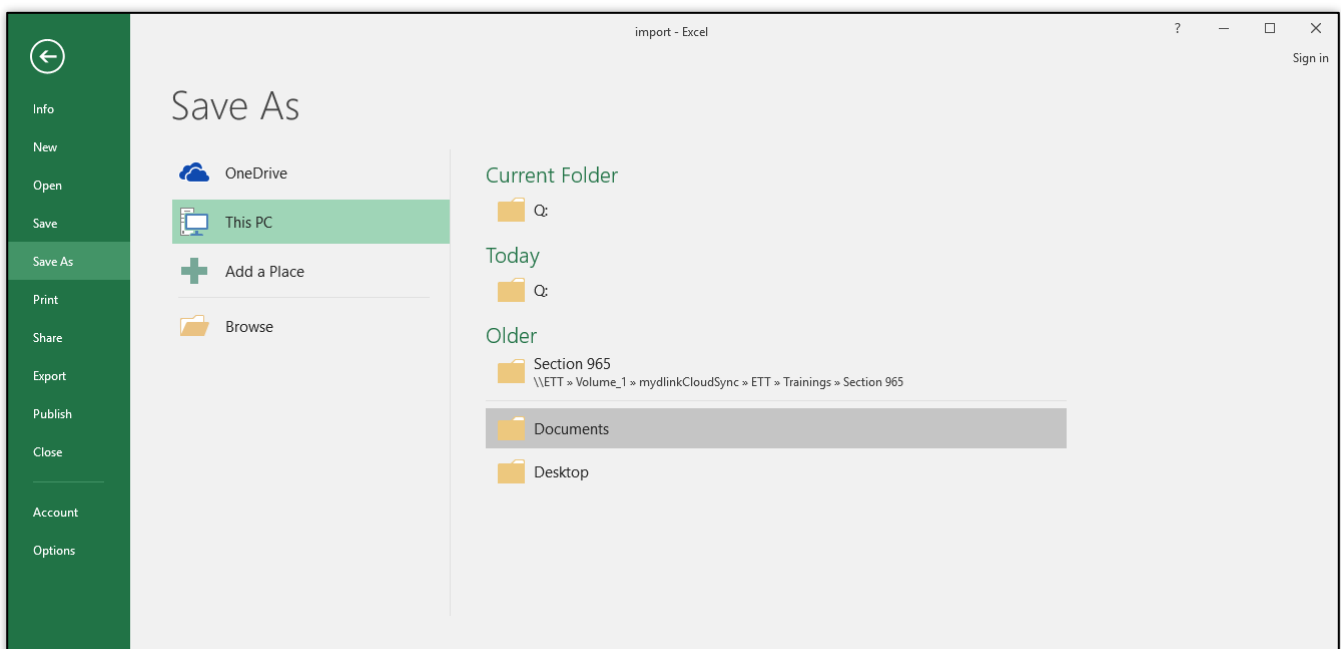
Open your excel document and select the worksheet you want to convert.



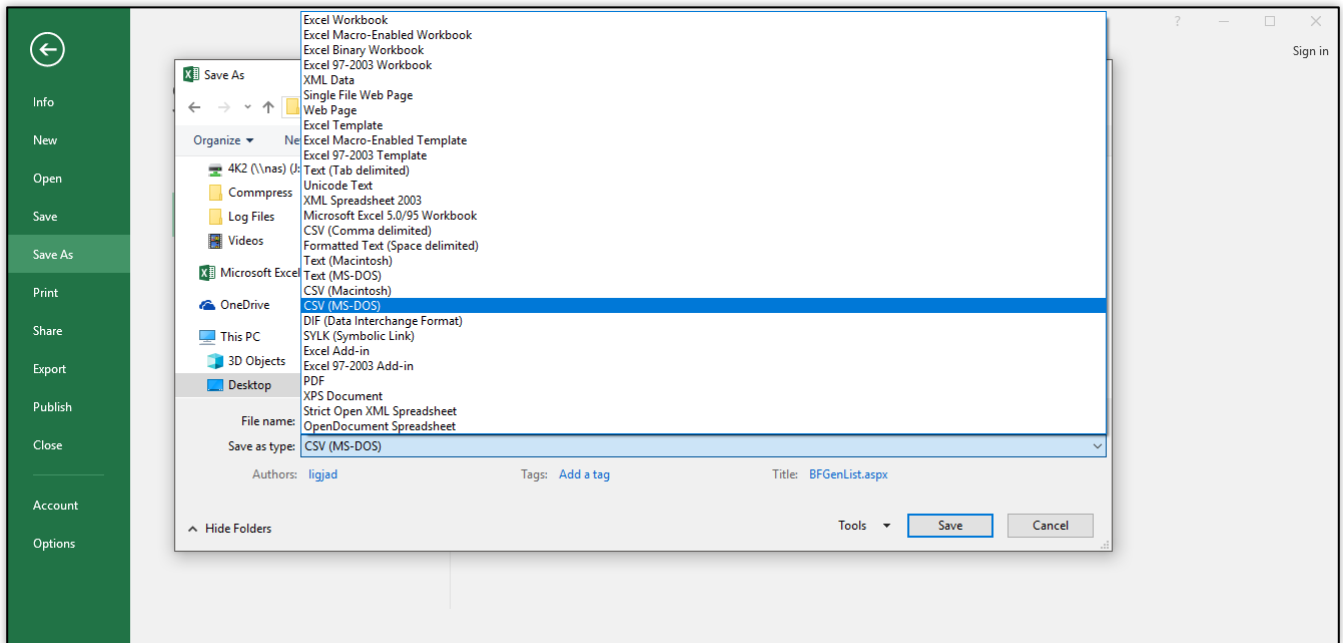
The screenshot shows the Microsoft Excel interface with a worksheet titled "Table 1". The worksheet contains a table with the following data:

Date Start	Date End	Recorded Date	Fund Name	Transaction Description	Unit Price (pence)	Units	Value
01/03/2009	31/12/2016						
12/08/2013			Aberdeen Eastern European Equity	Re-registration of units	273.33	923.43	2524.01
19/08/2013			Aberdeen Eastern European Equity	Adviser servicing fee	267.11	-0.3818	-1.02
19/08/2013			Aberdeen Eastern European Equity	Platform Charge	267.11	-0.1609	-0.43
17/09/2013			Aberdeen Eastern European Equity	Adviser servicing fee	270.67	-0.3879	-1.05
17/09/2013			Aberdeen Eastern European Equity	Platform Charge	270.67	-0.1625	-0.44
17/10/2013			Aberdeen Eastern European Equity	Adviser servicing fee	277.6	-0.3818	-1.06
17/10/2013			Aberdeen Eastern European Equity	Platform Charge	277.6	-0.1621	-0.45
14/11/2013			Aberdeen Eastern European Equity	Reinvested rebate	272.44	0.7671	2.09
18/11/2013			Aberdeen Eastern European Equity	Adviser servicing fee	278.14	-0.3811	-1.06
18/11/2013			Aberdeen Eastern European Equity	Platform Charge	278.14	-0.1617	-0.45
10/12/2013			Aberdeen Eastern European Equity	Reinvested rebate	266.84	0.7345	1.96
18/12/2013			Aberdeen Eastern European Equity	Adviser servicing fee	267.47	-0.3813	-1.02

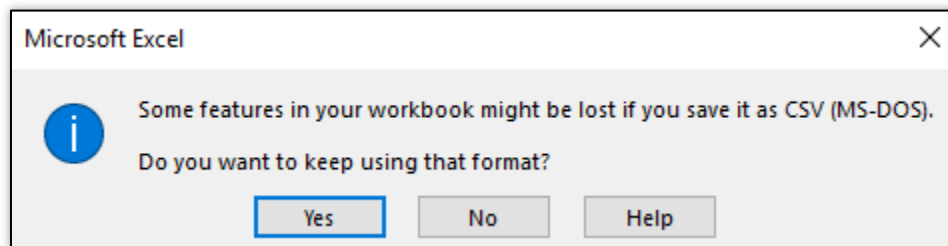
Go to the “File” menu and select the “Save As” option.



Select the folder where you would like to save the file and change the file type to CSV (MS-DOS).
(Note that if your file is in a MAC format you may need to make adjustments to your dates).



“Save”



As excel workbooks can contain formulas, macros and other special features, you may get a warning that these will be lost when converting the file to a CSV format.

Select “Yes” to continue.

IMPORTING THE CSV FILE INTO THE CALCULATOR

STEP 1

Go to the transaction history of the fund

ABC Bank #123456

New Transaction | Monthly Fund (#123456)

Date (YYYY-MM-DD)	Transaction Type	Units	USD	Per Share	Detail
<input type="text"/>	Purchase	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	N/A

save

Transaction Type | Units | USD | Reported | Cost Base

Click on the import  icon.

TRANSACTION IMPORT -- STEP 1 close

Please select a ".csv" file or an ".f8621" export file.

Choose File No file chosen * Upload

Choose your file and click on the "Upload" button.

STEP 2

In order to import, you first must map the columns in your document to specify which columns contain the Date, Transaction Type, Units, Amounts and the start row.

It is not necessary to filter your spreadsheets to filter out each investment at the export. You can simply enter the column number that has the name of the investment listed in. If your sheet contains only one investment you can leave this field blank.

Specify on which row the data actually starts on.

There is a preview of your document showing the first 10 rows of the imported document. Use these numbers when referencing the columns and row numbers.

TRANSACTION IMPORT -- STEP 2
close

Enter the column number matching the field type.

Investment Identification the column number containing the name and/or class of the investment you like to import. If the import sheet contains only one investment, leave this field blank.

Date

Transaction Type

Units

Amount

Sale Units

Sale Amount

Start row

Start row

submit

Sample Data

0	1	2	3	4	5	6	7
0	Transaction History						
1	Date Start	01/03/2009					
2	Date End	31/12/2016					
3	Recorded Date	Fund Name	Transaction Description	Unit Price (pence)	Units	Value	
4	12/08/2013	Aberdeen Eastern European Equity	Re-registration of units	273.33	923.43	2524.01	
5	19/08/2013	Aberdeen Eastern European Equity	Adviser servicing fee	267.11	-0.3818	-1.02	
6	19/08/2013	Aberdeen Eastern European Equity	Platform Charge	267.11	-0.1609	-0.43	
7	17/09/2013	Aberdeen Eastern European Equity	Adviser servicing fee	270.67	-0.3879	-1.05	
8	17/09/2013	Aberdeen Eastern European Equity	Platform Charge	270.67	-0.1625	-0.44	
9	17/10/2013	Aberdeen Eastern European Equity	Adviser servicing fee	277.6	-0.3818	-1.06	

In our case we make the following entries:

Enter the column number matching the field type.

Investment Identification the column number containing the name and/or class of the investment you like to import. If the import sheet contains only one investment, leave this field blank.

Date *

Transaction Type *

Units *

Amount *

Sale Units *

Sale Amount *

Start row

Start row *

submit

Select the “Submit” button to continue.

STEP 3

Date Preview

Please ensure that the dates were properly recognized. If not, you must go back to your excel file and adjust the date format to “YYYY-MM-DD”

DATE PREVIEW

12/08/2013 was recognized as 2013-12-08 00:00:00
19/08/2013 was recognized as 1970-01-01 00:00:00
19/08/2013 was recognized as 1970-01-01 00:00:00
17/09/2013 was recognized as 1970-01-01 00:00:00
17/09/2013 was recognized as 1970-01-01 00:00:00
17/10/2013 was recognized as 1970-01-01 00:00:00
17/10/2013 was recognized as 1970-01-01 00:00:00
14/11/2013 was recognized as 1970-01-01 00:00:00
18/11/2013 was recognized as 1970-01-01 00:00:00
18/11/2013 was recognized as 1970-01-01 00:00:00

If the recognized dates are not correct please edit your excel worksheet to change the date to "YYYY-MM-DD hh:mm:ss (2017-12-31 16:30:00)" or "YYYY-MM-DD (2017-12-31)" format and upload your document again.

Select the investment you would like to import

SELECT THE INVESTMENT YOU WOULD LIKE TO IMPORT

CON

MAP

Aberdeen Eastern European Equity

Aberdeen Eastern European Equity

Aberdeen Eastern European Equity -U

Artemis High Income -U

Artemis Income

Artemis Income -U

AXA Framlington Emerging Markets

AXA Framlington Emerging Markets -U

CHARGE NEW PURCHASE Stewart Inv Glob Em Mkt Ldrs

CHARGE NEW PURCHASE Stewart Inv Glob Em Mkt Ldrs-U

CLOSED Henderson UK Property OEIC

CLOSED Henderson UK Property OEIC -U

CLOSED M+G Strategic Corp Bond (share class x)

CLOSED Old Mutual Property

Dimensional Global Targeted Value -U

Dimensional World Equity -U

F+C Strategic Bond

F+C Strategic Bond -U

Franklin UK Opportunities

Franklin UK Opportunities -U

Henderson China Opportunities

Please select N/A for transactions that you do not want to import.

Consolidated Import Option

If you would like to consolidate similar transactions on the same date into one block, select this option.

For example: Purchase of 1,000 shares on Jan 5, 2010 and another purchase of 500 shares on Jan 5, 2010 will be imported as Purchase of 1,500 shares on Jan 5, 2010.

CONSOLIDATED IMPORT

Merge transactions on the same date into blocks.

Set the transaction types

The calculator supports the following transaction types: Purchase, Distribution, Reinvestment, Sale, Return of Capital, Cost Base Adjustment.

Select N/A if any of the transaction types does not apply to this fund and it will be skipped at import.

TRANSACTION IMPORT -- STEP 3
close

Merge transactions on the same date into blocks.

MAP TRANSACTIONS

For each transaction please select the applicable transaction type. Please select N/A for transactions that you do not want to import.

Re-registration of units	Reinvestment
Adviser servicing fee	Sale
Platform Charge	Sale
Reinvested rebate	Reinvestment
Share Class Conversion Out	N/A
Share Class Conversion In	<div style="border: 1px solid black; padding: 2px;"> N/A Purchase Distribution Reinvestment Sale Return of Capital Cost Base Adjustment Purchase </div>
Adviser initial fee	
Amount Invested	
Switch In	
Income Distribution Investment	N/A
Commission Sacrifice	N/A

U.S. Years

Select all years the client has filed a US return.

U.S. YEARS

Select all years the client filed U.S. returns.

1940	1941	1942	1943	1944	1945	1946	1947	1948	1949	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959
1960	1961	1962	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972	1973	1974	1975	1976	1977		
1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
2015	2016	2017																	

Click the "Submit" button to complete the import process.

Transaction Summary							
	Date	Transaction Type	Units	USD	Reported	Cost Base	
	2015-12-25	Distribution Dividend		10.00			
	2015-11-25	Distribution Dividend		10.00			
	2015-10-25	Distribution Dividend		10.00			
	2015-09-25	Distribution Dividend		10.00			