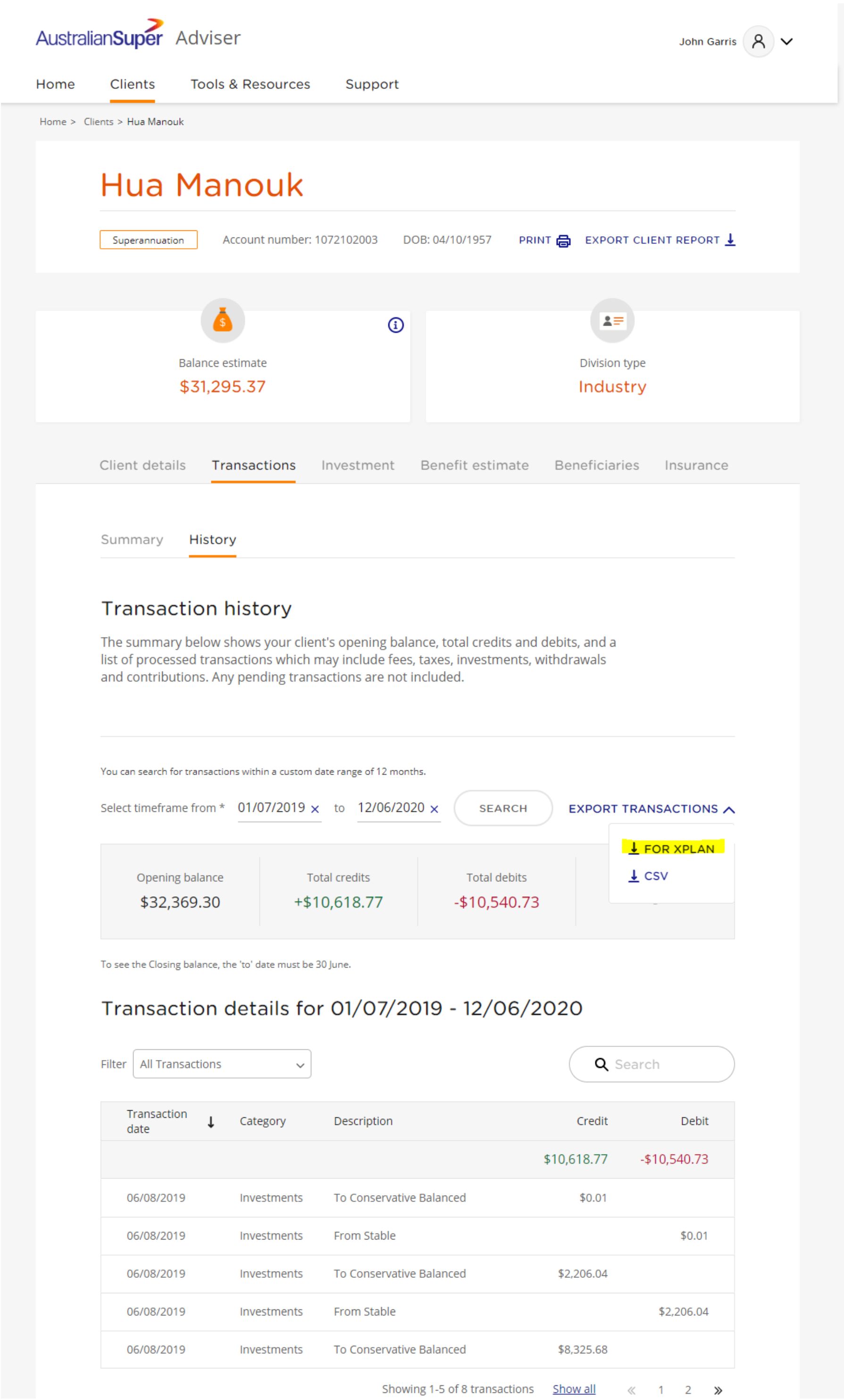
Adviser Portal: XPlan export of member transactions

The Adviser Portal now supports extracting member transactions onto an XPlan compatible extract format so you can upload these transactions to the XPlan Financial Planning tool.

Steps to upload a member transaction

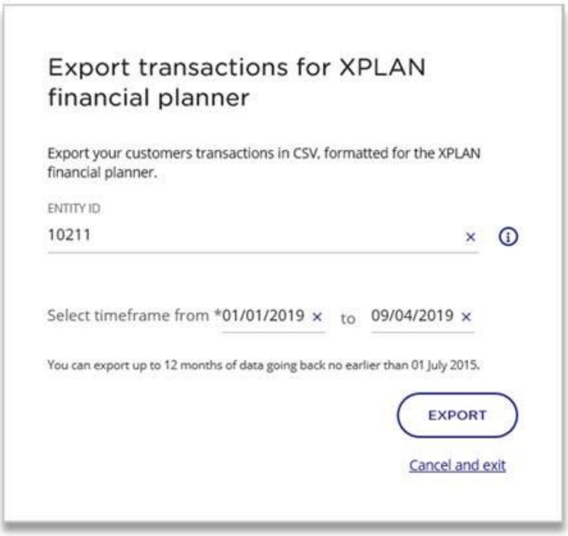
1. Once you login to the Adviser Portal, select a member (client) account and then the transaction history tab to view the current and previous financial period.



2. In the dialogue box below, specify the client ID and the date range you wish to download for your client's transaction details.

A few things to note with this dialogue box:

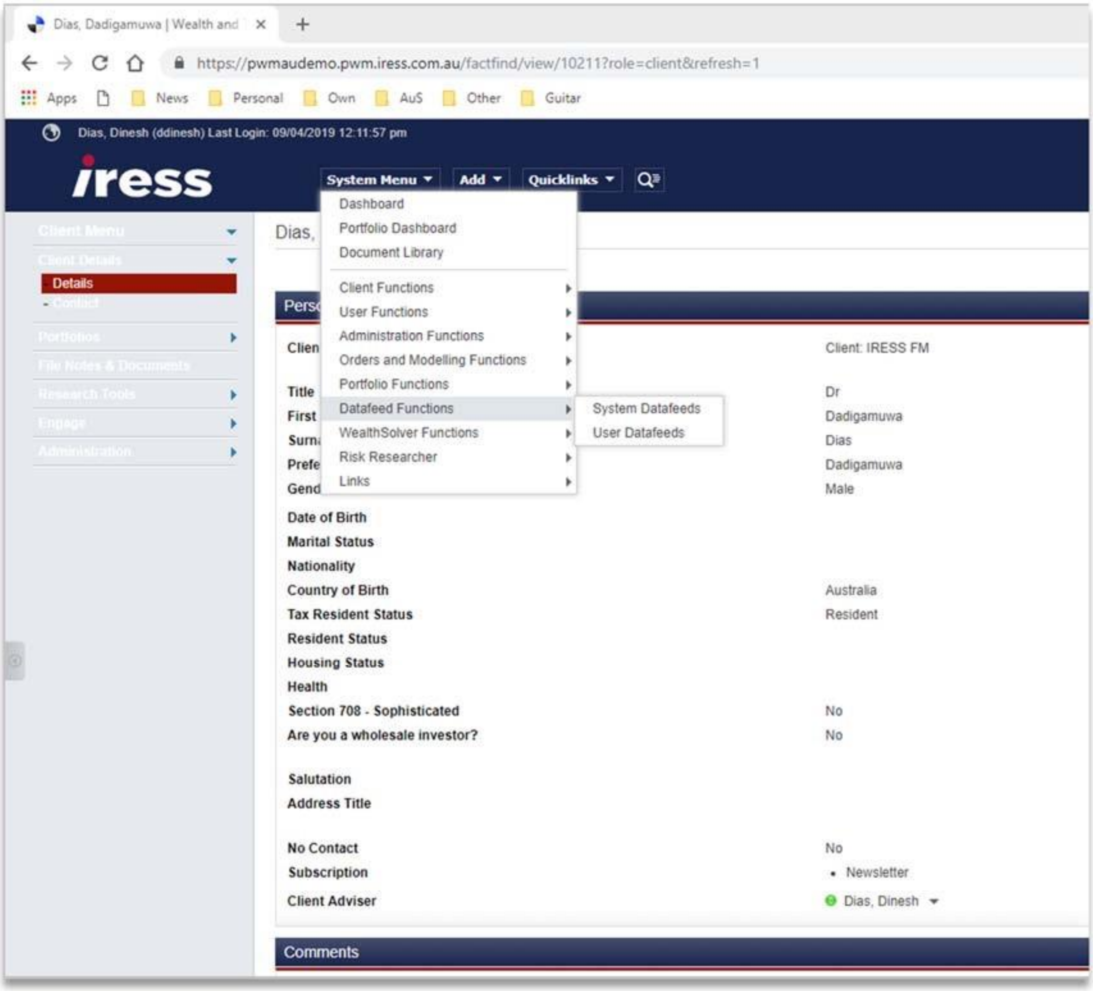
- ***Client/entity ID*** is your client's ID for XPlan. You will have to key this here so that the export file will populate them for each transaction line
- ***Date range:*** Make sure you give a date range less than one year and don't enter a range previously entered. XPlan doesn't recognise duplicate transactions.



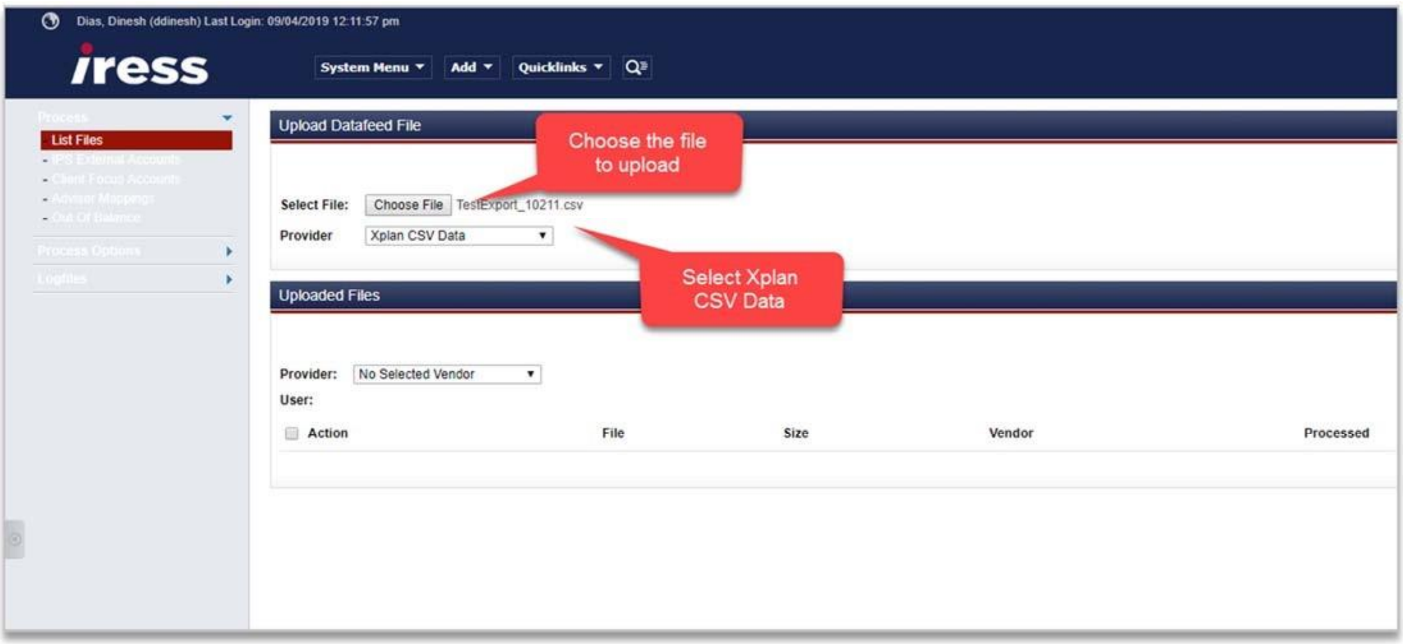
3. Click on EXPORT button to download the extract file. Another dialogue box will appear requesting where you prefer to store the file in your desktop so that the file can be selected when uploading to XPlan.

4. Once you've saved the file in a folder you can remeber, go to the XPlan Financial Planning tool.

5. Select from the "System menu" following option available on XPlan.



6. Select the file to upload and "XPlan CSV Data" as the Provider. Then click on "PROCESS FILE" on the right of the screen.



7. You'll then see the following screen. The red box indicates that you have successfully upload the file to XPlan.

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