

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.

AustralianSuper Adviser John Garris

Home Clients Tools & Resources Support

Home > Clients > Hua Manouk

Hua Manouk

Superannuation Account number: 1072102003 DOB: 04/10/1957 PRINT EXPORT CLIENT REPORT

Balance estimate: **\$31,295.37** Division type: **Industry**

Client details Transactions Investment Benefit estimate Beneficiaries Insurance

Summary History

Transaction history

The summary below shows your client's opening balance, total credits and debits, and a list of processed transactions which may include fees, taxes, investments, withdrawals and contributions. Any pending transactions are not included.

You can search for transactions within a custom date range of 12 months.

Select timeframe from * 01/07/2019 x to 12/06/2020 x SEARCH EXPORT TRANSACTIONS

Opening balance	Total credits	Total debits	FOR XPLAN CSV
\$32,369.30	+\$10,618.77	-\$10,540.73	

To see the Closing balance, the 'to' date must be 30 June.

Transaction details for 01/07/2019 - 12/06/2020

Filter: All Transactions Search

Transaction date	Category	Description	Credit	Debit
			\$10,618.77	-\$10,540.73
06/08/2019	Investments	To Conservative Balanced	\$0.01	
06/08/2019	Investments	From Stable		\$0.01
06/08/2019	Investments	To Conservative Balanced	\$2,206.04	
06/08/2019	Investments	From Stable		\$2,206.04
06/08/2019	Investments	To Conservative Balanced	\$8,325.68	

Showing 1-5 of 8 transactions [Show all](#) << 1 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.

Export transactions for XPLAN financial planner

Export your customers transactions in CSV, formatted for the XPLAN financial planner.

ENTITY ID
10211

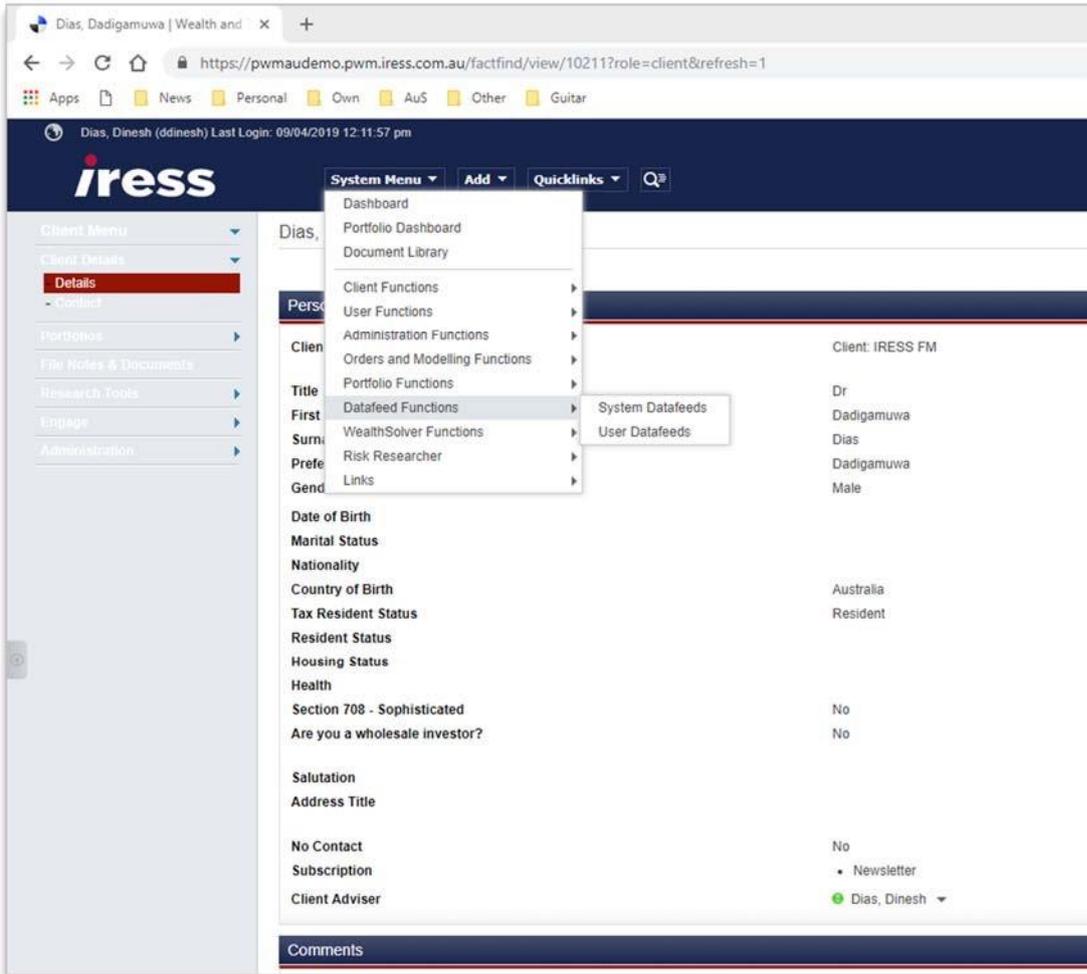
Select timeframe from *01/01/2019 x to 09/04/2019 x

You can export up to 12 months of data going back no earlier than 01 July 2015.

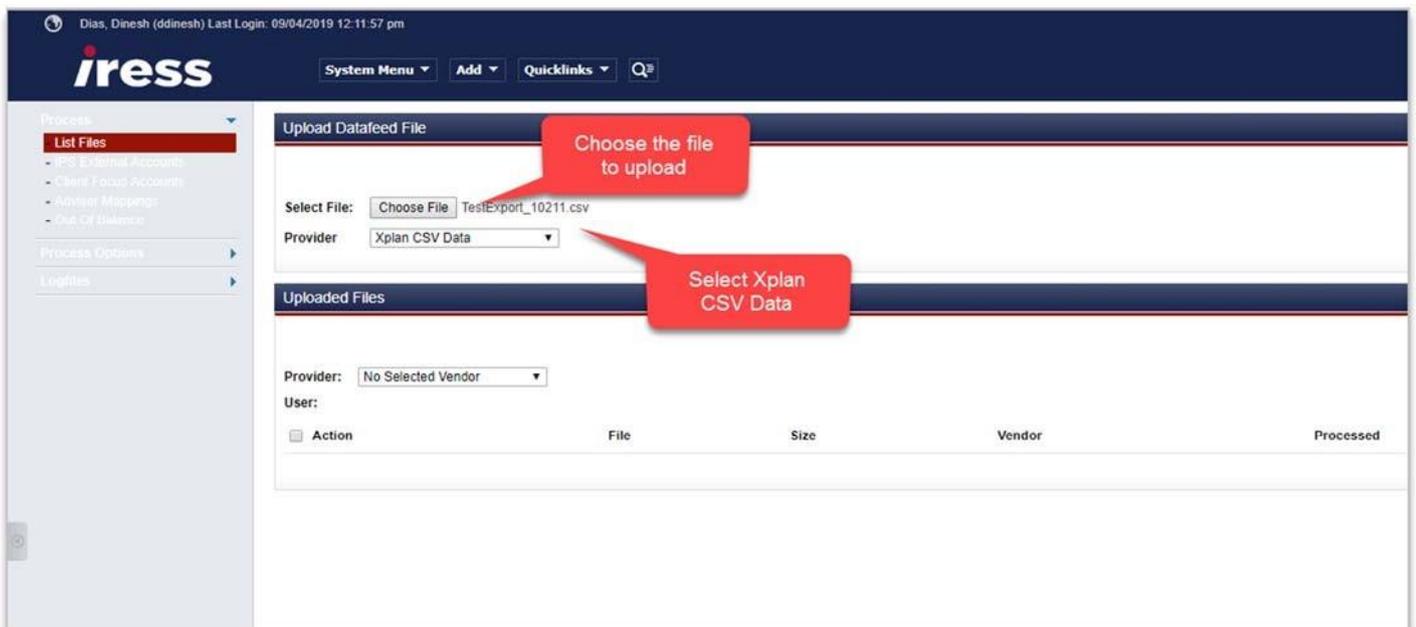
EXPORT

[Cancel and exit](#)

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

The screenshot displays the iress web interface. At the top, the user is identified as 'Dias, Dinesh (ddimesh)' with a last login time of '09/04/2019 12:11:57 pm'. The interface includes a navigation menu on the left with options like 'List Files', 'Upload Datafeed File', and 'Uploaded Files'. The main content area is divided into two sections: 'Upload Datafeed File' and 'Uploaded Files'. The 'Upload Datafeed File' section contains a 'Select File' button (currently showing 'No file chosen') and a 'Provider' dropdown menu set to 'Xplan CSV Data'. A 'Process File' button is located to the right. The 'Uploaded Files' section features a 'Delete Selected' button and a table listing uploaded files. The table has columns for 'Action', 'File', 'Size', 'Vendor', 'Processed', and 'Owner'. Two files are listed, both named 'TestExport_10211.csv', with a size of 2.6 kB and vendor 'Xplan CSV'. The 'Processed' column shows a timestamp '09/04/2019 2:01:19 am' for the first file. The 'Owner' column lists 'Dias, Dinesh' for both files. A red rectangular box highlights the second row of the table.

Action	File	Size	Vendor	Processed	Owner
<input type="checkbox"/>	TestExport_10211.csv	2.6 kB	Xplan CSV	09/04/2019 2:01:19 am	Dias, Dinesh
<input type="checkbox"/>	TestExport_10211.csv	2.6 kB	Xplan CSV		Dias, Dinesh