



ProTracker Advantage – How to import accounts.

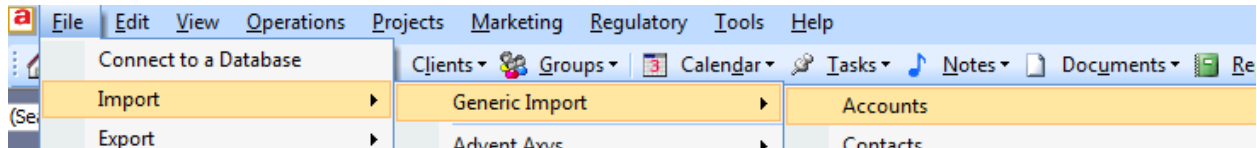
Please note: Contacts must be imported first. Account import will match on Names, SSN and/or birthdates.

1. Import the account numbers. Balances come later.

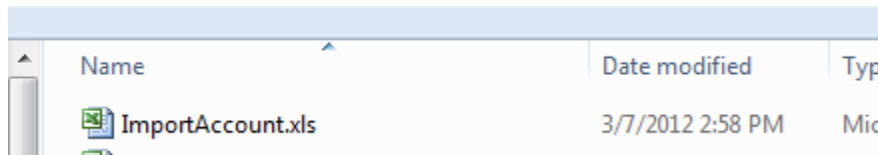
Create an Excel file using the column names as shown below or use the attached file. Save it as ImportAccount.xls. These are the **minimum columns** needed. **Balance** is used for importing money balances. **Value** is used for importing Portfolio Values.

A	B	C	H	I	K	L	M	N
FirstName	LastName	TaxID	BirthDate	AccountNumber	PortfolioDescription	Value	As of Date	Balance
Ed	Ball	123-45-6789	3/7/1947	1234	Franklin/Templeton	55,555	3/7/2012	55,000

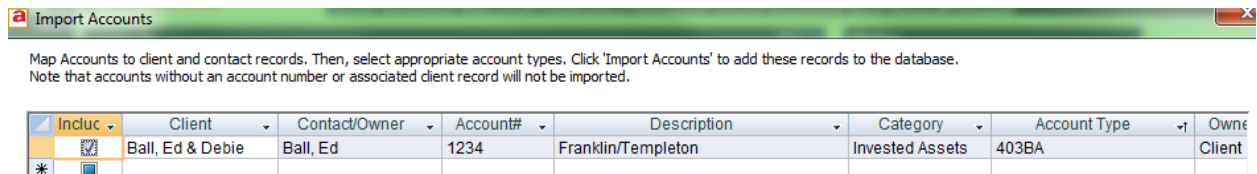
Go to **File> import> generic import> accounts**



Select the ImportAccount.xls file.



This window will show the accounts if they are not in PTA. If they already exist in PTA, they will not show on list. The rows that will be imported will have a check mark.



Account number is complete. No balances yet.



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Ball, Ed & Debie							Firm	Activities	Projects	Life Planning	Accounts	Estate	Insurance	Tax	Billing	Custom
Account Summary							Account Details	Positions	RMD	Trustees	Beneficiaries	Policy	Contributions	Withdrawals	Net Worth	Custom
Account Summary															Show Closed Accounts	
Account Type	Description	Institution	Account #	Owner	Account Value											
Invested Assets																
	Franklin/Templeton		1234	Ed	\$0											

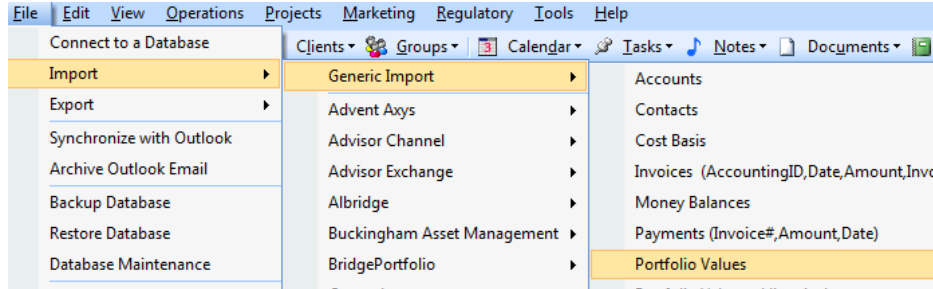
Ball, Ed & Debie				Firm	Activities	Projects	Life Planning	
Account Summary				Account Details	Positions	RMD	Trustees	Beneficiaries
Account								
Ownership	Client							
Asset Category	Invested Assets							
Account Type								
Asset Type								
Asset Class								
Description	Franklin/Templeton							
Institution								
Account #	1234	Opened						
Value		As of						
Cost Basis		As of						
Account Flags								
Asset Under Management	<input type="checkbox"/>	Required Min. Distrib. Acct.	<input type="checkbox"/>					
Discretionary Account	<input type="checkbox"/>	Include in Withdrawal Rate	<input type="checkbox"/>					
Limited Power Of Attorney	<input type="checkbox"/>	Full Pwr Of Atty (Custody)	<input type="checkbox"/>					
Include in Account Policy	<input type="checkbox"/>	Margin Account	<input type="checkbox"/>					
Import Money Balance	<input type="checkbox"/>	Billed Account	<input type="checkbox"/>					
EFT Capability	<input type="checkbox"/>	Check Writing	<input type="checkbox"/>					
Money Balance								
Low		Actual		High				
	%	As of			%			



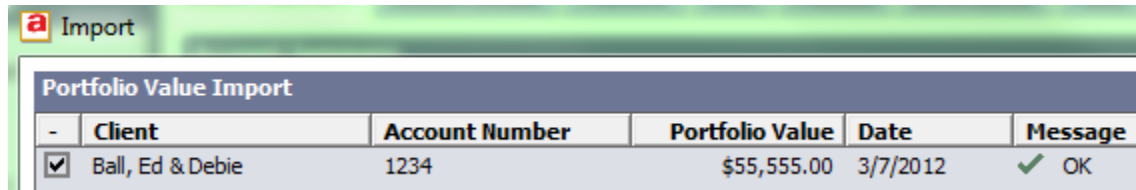
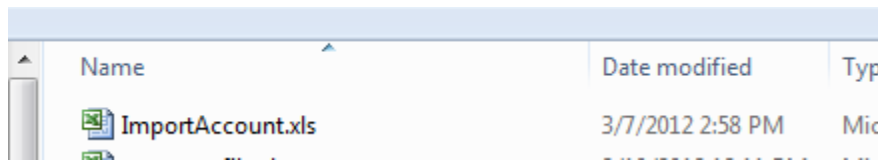
2. Bring in portfolio values.

Now, do the same thing, but select File> import > generic > Portfolio values

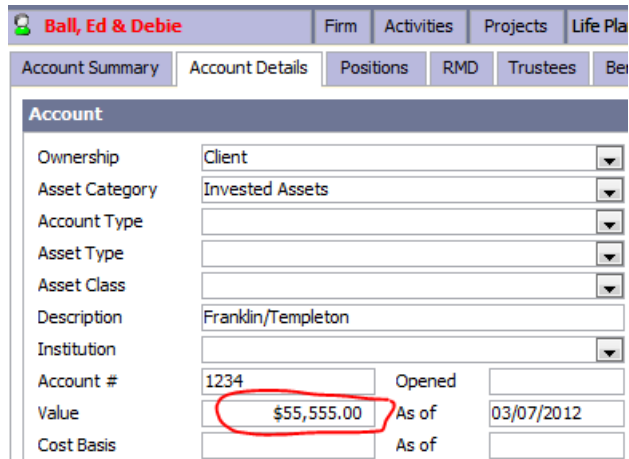
This will use the 3 columns in the ImportAccount.xls file – AccountNumber, Value and As of Date



Select the same file:



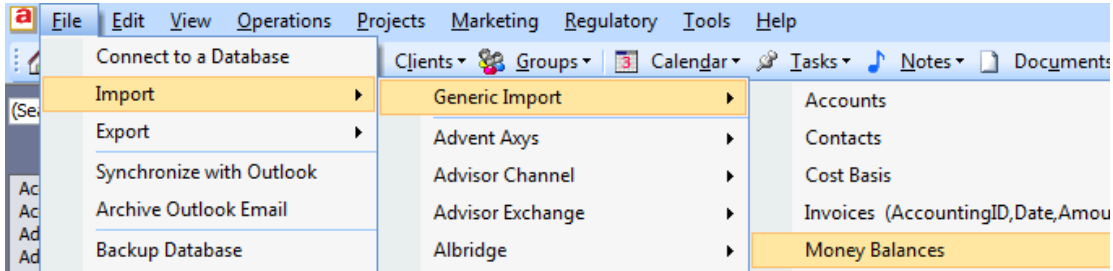
Select Import. Now the account detail will show a value.





3. Bring in Money Balances.

This uses the AccountNumber, Balance and As of Date in the ImportAccount.xls file.



Import

Money Balance Import

-	Client	Account Number	Money Balance	Date	Message
<input checked="" type="checkbox"/>	Ball, Ed & Debie	1234	\$55,555.00	3/7/2012	✓ OK

Ball, Ed & Debie Firm Activities Projects Life Planning

Account Summary Account Details Positions RMD Trustees Benef

Account

Ownership: Client
 Asset Category: Invested Assets
 Account Type:
 Asset Type:
 Asset Class:
 Description: Franklin/Templeton
 Institution:
 Account #: 1234 Opened:
 Value: \$55,555.00 As of: 03/07/2012
 Cost Basis:

Account Flags

Asset Under Management Required Min. Distrib. Acct.
 Discretionary Account Include in Withdrawal Rate
 Limited Power Of Attorney Full Pwr Of Atty (Custody)
 Include in Account Policy Margin Account
 Import Money Balance Billed Account
 EFT Capability Check Writing

Money Balance

Low: % **Actual** As of: 03/07/2012 High: %
 \$55,555

Account Summary Show Closed Accounts

Account Type	Description	Institution	Account #	Owner	Account Value	As Of
Invested Assets	Franklin/Templeton		1234	Ed	\$55,555	03/07/2012
					----- \$55,555 -----	
				Net Worth:	\$55,555	03/07/2012
					=====	