

Data Integration with Pershing NetX360[®] and Advisor Workstation 2.0

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Data Integration with Pershing NetX360[®] and Advisor Workstation 2.0

This document explains how to import portfolios from Pershing NetX360[®] into Advisor Workstation 2.0. If all securities map correctly, you will have nothing to address. If, however, one or more securities is not recognized, you will need to map those items to known securities in order to ensure the portfolio is properly entered. This document explains how to import portfolios from Pershing NetX360 into Advisor Workstation 2.0, and how to map unrecognized securities.

Overview

When a portfolio is imported, Advisor Workstation simply recognizes the securities being imported, then multiplies the number of shares in the original platform by the current price for the security in Advisor Workstation.

How does the import process work?

Note that a discrepancy could exist between the value of the portfolio in Pershing NetX360, and Advisor Workstation. This is due to Advisor Workstation using its most current price for securities, which could be updated more frequently or recently than Pershing NetX360.

Also, the portfolio created in Advisor Workstation contains only the names of the securities imported, and their values. It is not possible to retrieve historical purchase information or transaction data; only the current holdings can be retrieved from Pershing NetX360.

The import interface will show you the number of portfolios that can be imported at one time.

How many portfolios can I import at once?

Keep in mind, though, that for all Advisor Workstation users, the number of portfolios is limited to 150,000, and the number of holdings per portfolio is 250.

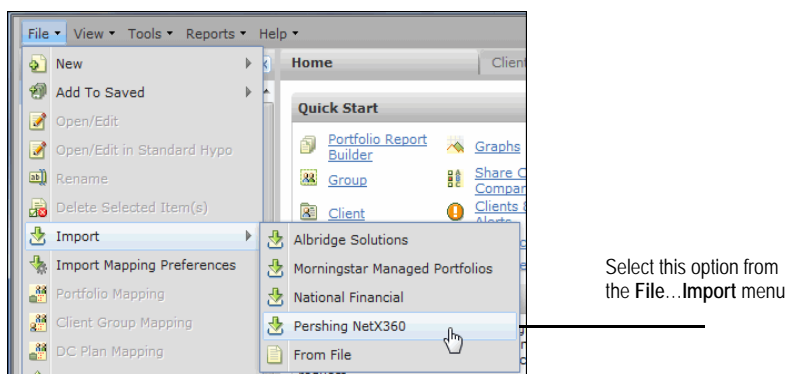
To import client holdings from Pershing NetX360, you must first select the client's name in the Pershing Import dialog box, then enter one or more account numbers.

How do I import portfolio data from Pershing NetX360?

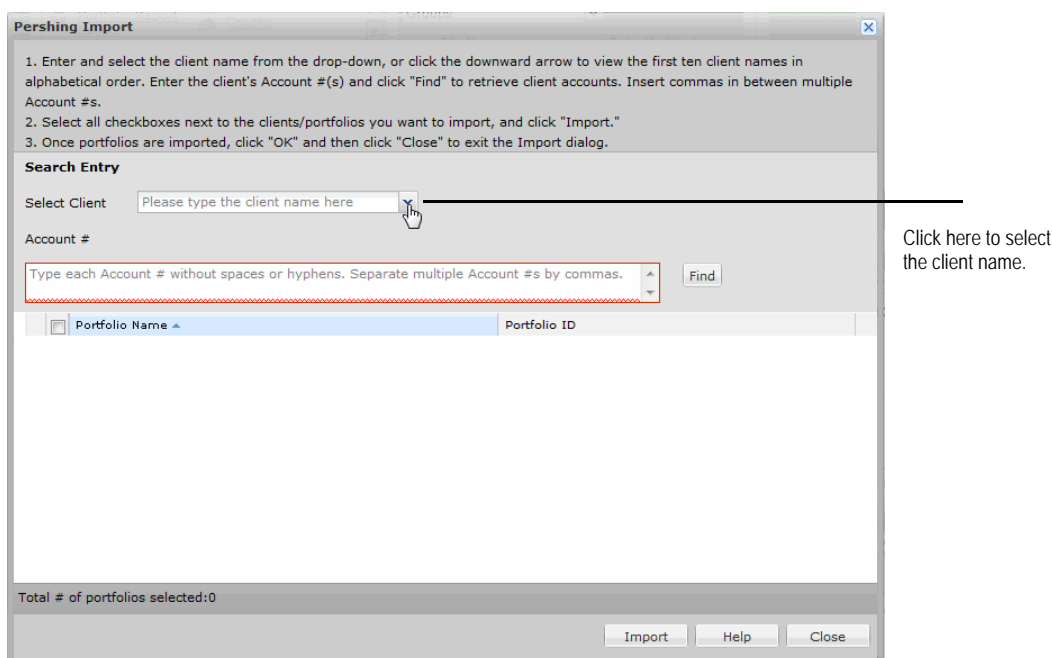
- ☞ If a corresponding client record does not exist in Advisor Workstation 2.0 for the portfolios you want to import, you must first create a client. For instructions, see "How do I create a client?" on page 4.

To import client data from Pershing NetX360 into Advisor Workstation, do the following:

1. From Advisor Workstation's menu bar, select **File...Import...Pershing NetX360**. The Pershing Import dialog box opens.



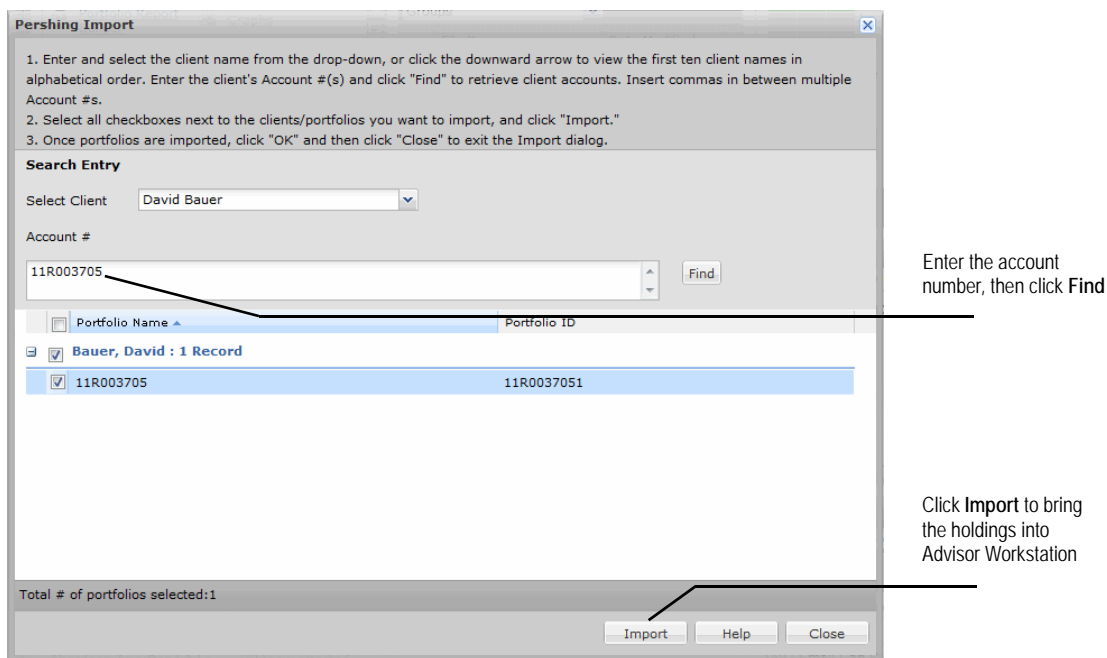
2. Click the **Select Client** drop-down field and select the **name** of the client whose portfolios you want to import, or begin typing the name to see suggestions appear.



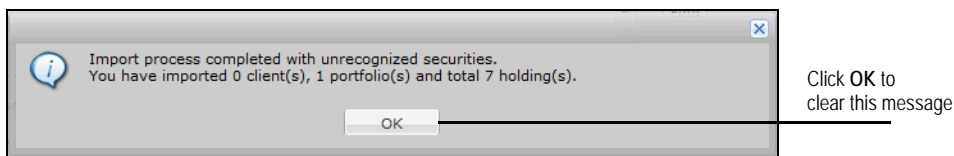
3. In the Account # field, enter the **account number** with no dashes.

 You can enter multiple account numbers separated by commas.

4. Click **Find**. After a moment, the matching portfolio(s) will appear in the dialog box.
5. Make sure the box is checked next to the name(s) of the item(s) you want to import, then click **Import**.



6. A confirmation message appears, showing you the number of portfolios and holdings imported. Click **OK** to clear the message.



7. Click **Close** to exit the Pershing Import dialog box.

You can now see the client(s) and portfolio(s) in the Clients & Portfolios Module in Advisor Workstation 2.0. For instructions on handling unrecognized securities, see "How do I resolve unmapped securities?" on page 6.

You can create a client record from any of the following areas:

- In the Quick Start widget on the Home page, click the **Client** link
- the universal menu bar at the top of the screen (by selecting **File...New...Client**), or
- above either the Groups or Clients grid areas, by clicking the **New Client** icon.

How do I create a client?

Regardless of the method you choose to get started, the Client File dialog box appears.

To create a client, do the following:

1. Enter information on the General Information tab. Remember, **First Name** and **Last Name** are required.

The screenshot shows the 'Client File' dialog box with the 'General Information' tab selected. The 'General' section contains the following fields: First Name (filled with 'John'), Middle Name (empty), Last Name (filled with 'Smith'), Salutation (dropdown menu showing 'Please Select...'), Gender (dropdown menu showing 'Please Select...'), Date of Birth (calendar icon), and Marital Status (dropdown menu showing 'Please Select...'). The 'Employment' section contains two fields: Employer (empty) and Job Title (empty). A legend indicates that a blue square represents a 'Required Field'. At the bottom are buttons for 'Help', 'Save', and 'Close'.

Filling out the Contact Information tab can make it easier to later search for clients and create lists

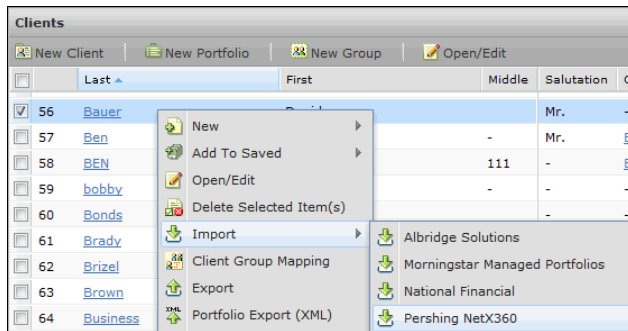
2. Click the **Contact Information** tab to record more information about the client.
3. Once all of the information has been entered, click **Save**.
4. To close the dialog box, click **Close**.

To update an existing client's portfolio(s) by retrieving data from Pershing NetX360, do the following from Advisor Workstation:

1. Go to the **Clients** page in the Clients & Portfolios module.
2. Right-click once on the **name** of the client you want to work with.

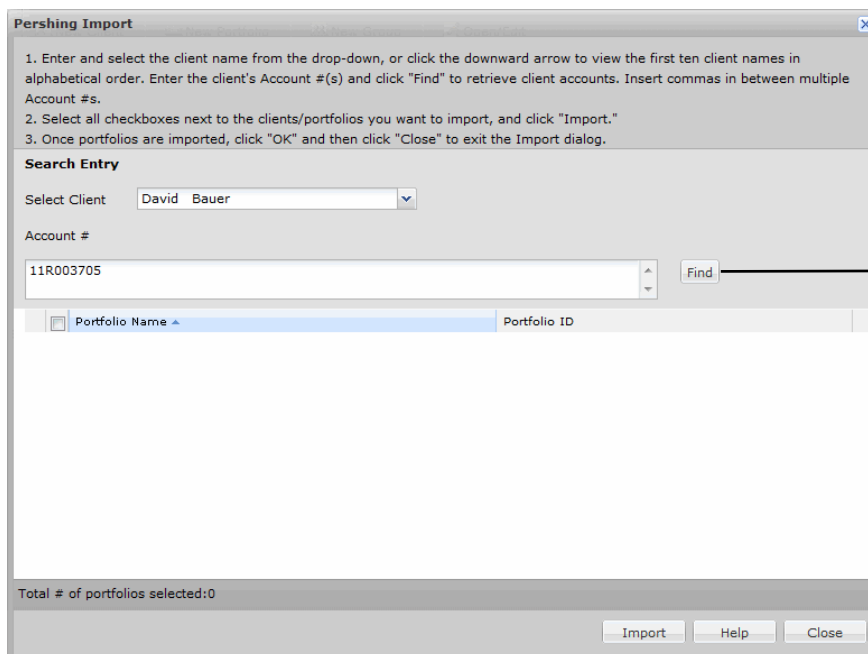
 You cannot select more than one client at a time.

3. From the menu that appears, select **Import...Pershing NetX360**.



After right-clicking on the appropriate client record, click here to update it

4. The Pershing Import dialog box appears, and the client's name and account number are populated automatically. Click **Find**. After a moment, matching portfolios will appear in the dialog box.



Click here to import the client's portfolio(s)

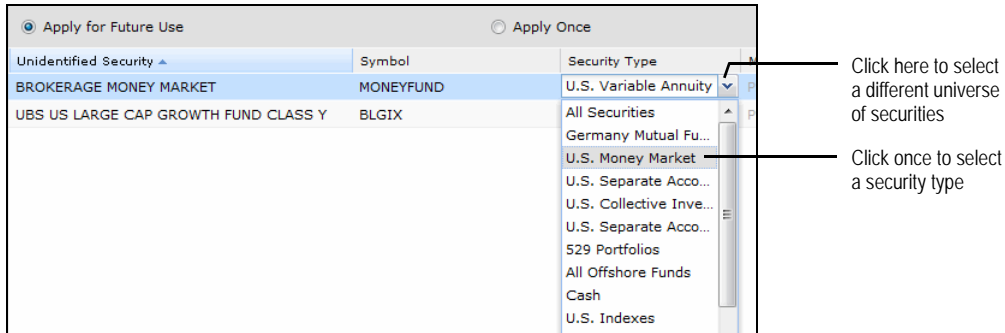
5. Make sure the box is checked next to the name(s) of the item(s) you want to import, then click **OK**.
6. A confirmation message appears, showing you the number of portfolios and holdings imported. Click **OK** to clear the message.

If a holding in Pershing NetX360 does not match a known security (either by name or ticker symbol) in Advisor Workstation 2.0, a dialog box will appear in which you must map the holding to a security in Advisor Workstation 2.0 in order for it to properly appear in a portfolio for the client.

How do I resolve unmapped securities?

To map an unknown security, do the following:

1. In the Edit Security Mappings dialog box, the Security Type column will be pre-populated. To change this selection, click in the **Security Type** field.



2. Select the appropriate **investment universe**.
3. In the Symbol column, enter a **name** or **ticker symbol** for the security. Suggested matches appear as you type.
4. Click once on the **name** of the item you want to use as the mapping for the unrecognized security.

You can click the Search by Subaccount Name or View Full Results link to launch the Results for Security Search window.

5. Repeat steps 1-4 for any additional securities that need to be mapped.
6. Click **OK** to close the Edit Security Mappings dialog box when finished.

If you later realize you erred in making a particular mapping, you can correct it by manually launching the Edit Security Mappings dialog box. From the **File** menu, select **Import Mapping Preferences**.

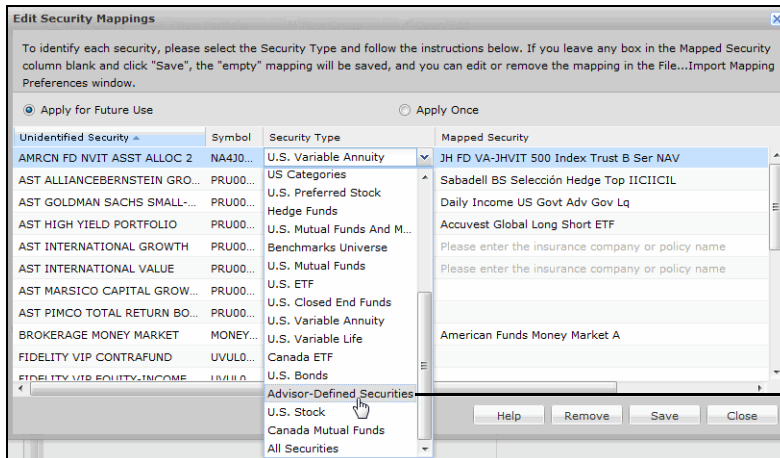
If certain securities in Pershing NetX360 are not tracked by Morningstar, you can map these holdings to advisor-defined securities in Advisor Workstation. You must create an advisor-defined security before you can map to it.

How do I map to advisor-defined securities?

- You can create advisor-defined securities by selecting **File...New...Advisor-Defined Security**.

To map to an advisor-defined security, do the following:

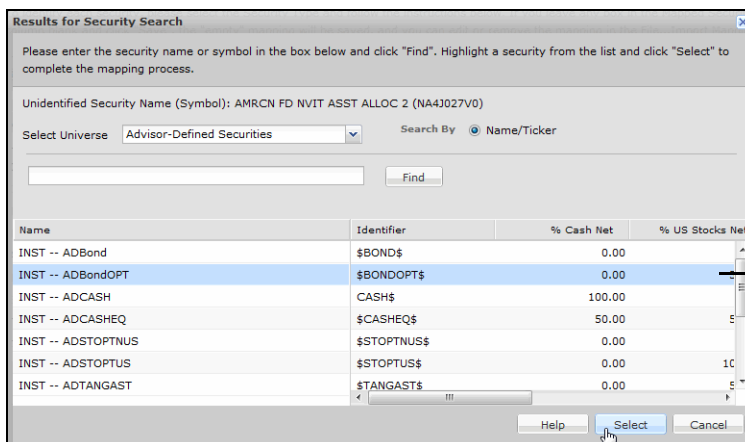
- From the **File** menu, select **Import Mapping Preferences**. The Edit Security Mappings dialog box opens.
- Click in the **Security Type** field and select **Advisor-Defined Securities**.



- In the Mapped Security field, type the **name** of the advisor-defined security or click the **View All Results** link to launch the Results for Security Search window.

- You can also click the **New Advisor-Defined Security** link at the bottom of the drop-down menu to create a new advisor-defined security directly from the Edit Security Mappings dialog box.

- From the Results for Security Search window, click **Find** to list all your advisor-defined securities.
- Click to highlight the **name** of the desired security, then click **Select**.




- You are returned to the Edit Security Mappings window. Click **Save** to save the mapping.

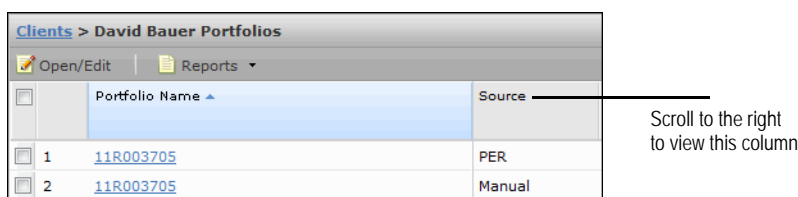
If you manually created portfolios in Advisor Workstation 2.0 prior to importing, the portfolios you bring in from Pershing NetX360 might appear as exact duplicates of the portfolios you built in Advisor Workstation 2.0. If one or more of your clients has duplicate portfolios, it is recommended you delete the portfolios you created manually, as their holdings cannot be automatically updated later via import and the value will be double counted toward the client total. However, you should confirm the holdings in the imported portfolio are correct before deleting anything.

What if I import duplicate holdings?

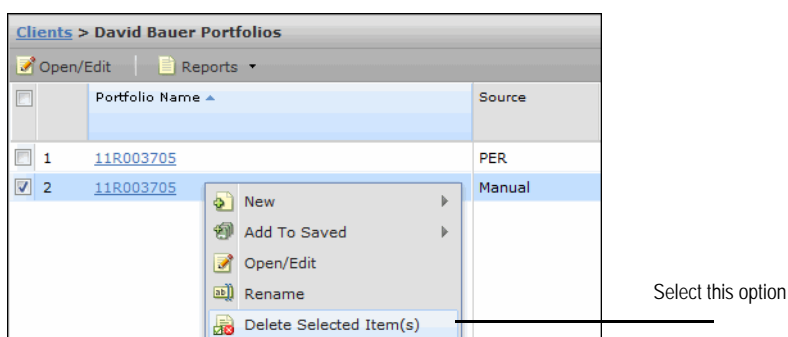
To delete a duplicate portfolio, do the following:

1. In the Clients & Portfolios Module, click the **Clients** page.
2. Click on the hyperlinked **name** of the client whose portfolios you want to view.
3. Identify the **portfolio** you want to delete.

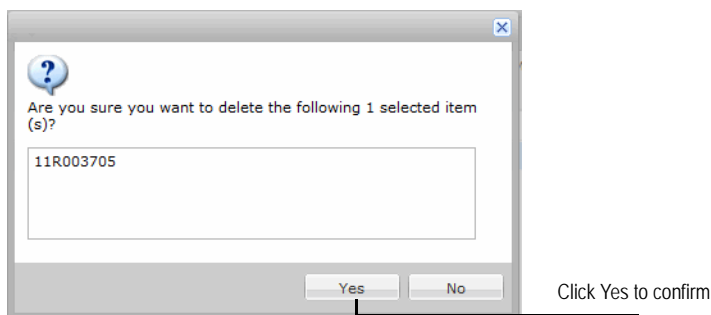
 You can confirm whether a client was imported from Pershing NetX360 or created in Advisor Workstation by scrolling to the right and viewing the Source column. "PER" will appear for clients whose portfolios were imported from Pershing NetX360, and "Manual" will appear for portfolios created in Advisor Workstation.



4. Right-click the Manual portfolio and select **Delete Selected Item(s)**.



5. A warning message appears. Click **Yes** to confirm the deletion.



The portfolio is removed from Advisor Workstation.