

USING THE TRANSACTION WRITER

The transaction writer is a tool for creating transactions for portfolios. In the Transaction Writer tab, you can:

- Transfer assets from one account to another
- Pull in cost basis information from the custodial cost basis download file
- Create a single transaction
- Copy a transaction you created for a single account to multiple accounts
- Create multiple transactions using one of the wizards
- Review and edit all transactions before posting
- Post created transactions into the appropriate accounts
- Post all transactions, a selected set of transactions or a single transaction
- Unpost transactions to remove them from accounts
- Filter a transaction list to show only transactions meeting specific criteria

Most users of the Transaction Writer use the wizards to create transactions. This document gives you an overview of each of the wizards so you can decide which ones are best to use and when to use them.

WHEN TO USE THE TRANSACTION WRITER


The best time to use the Transaction writer is when you:

- don't receive the transactions you need from the interface, such as an amortization
- receive transactions from the interface that don't account for the activity correctly, such as a corporate action or when assets are transferred from one account to another
- don't have an interface download of transactions and need to generate a transaction for several portfolios at once, such as income

WHAT IS IN THIS DOCUMENT?

- In the Wizards Available for the Transaction Writer section on page 2, see a list of all available wizards in PortfolioCenter, descriptions of each wizard and how best to use each.
- In the Transaction Writer Tab section on page 4, learn how to create a transaction list and maneuver through the Transaction Writer tab.
- In the Transaction List Details section on page 6, learn how to navigate a typical transaction list after you have generated transactions and how to use the appropriate buttons.

WIZARDS AVAILABLE FOR THE TRANSACTION WRITER

WIZARD	DESCRIPTION
Account Transfer Wizard	Create transactions to appropriately handle the transfer of assets from one account to another. The transactions created maintain trade lot and cost basis information in the new portfolio, while withdrawing assets from the original portfolio. The wizard creates receipts of security and deposits to cash for the new portfolio and transfers of security and withdrawals from cash from the original portfolio. You can transfer assets for up to 10 portfolios at once.
Amortization/Accretion Wizard	Create amortization or accretion transactions for fixed income securities (bonds), mortgage-backed, or T-Bills bought at a premium or discount. You specify the date range, the security type, and the portfolios. The wizard creates amortization transactions for the securities held by the selected portfolios that were due an amortization or accretion transaction during that date range.
 Important	The Amortization/Accretion Wizard should only be used to create transactions after January 1, 2014. Any transactions created after this date will contain data that does not match IRS guidelines.
Bond Maturity Wizard	Create closing transactions for fixed income securities (bonds) and mortgage-backed securities that mature in a specific date range. You specify the date range, the security types and portfolios, and the wizard creates transactions for the securities held by the selected portfolios that matured in that date range. To close the security, the wizard creates a sell transaction for the full face of the security. For fixed income, the proceeds of the sell equal the face value of the security. For mortgage-backed securities, the proceeds equal zero (0).
Cost Basis Reset Wizard	Create transactions to reset the cost basis in PortfolioCenter to the cost basis provided by the custodian in the cost basis download file. You specify the trade date, the security types, which accounts and positions to exclude, and portfolios. The wizard creates debit transactions for the original position and credit transactions with the custodian's cost basis information. For more information and best practices for this wizard, see Using the Cost Basis Reset Wizard .
Global Copy Transaction Wizard	Copy any transaction in a list and quickly create the same transaction for other portfolios. Use this wizard to copy a transaction you cannot create with another wizard, such as a buy, but want to add to several portfolios at once.
Income Reclassification Wizard	Reclassify income distributions, particularly dividends for mutual funds, so they are qualified at the end of the year, if appropriate. You provide the security symbols, original pay dates, original distribution types, new distribution types, percentage, and portfolios. The wizard creates cancel transactions for the original income and new transactions with the correct amounts for the new transaction type. For more information and best practices for this wizard, see Using the Income Reclassification Wizard .

Interest Payment Wizard	Create interest payments for fixed income securities (bonds) and CDs. You specify the date range, security types, and portfolios and the wizard creates transactions for the securities held by the selected portfolios that were due an interest payment during the date range.
Management Fee Wizard	Create management fee expense transactions, using data from the billing history. You provide the date range and the portfolios. The Wizard creates expenses classified as Management Fees in the amount of the billing history amount. If the fee is marked as an external fee payment, a deposit is also generated. For more information and best practices for this wizard, see Using the Transaction Writer to Generate Management Fee Transactions .
Merger/Exchange Wizard	<p>Create transactions to appropriately handle corporate mergers that include exchange of shares as well as shares and cash.</p> <p>The transactions created maintain trade lot information and account for cost basis allocation in the newly merged company. If applicable, you can also create transactions to appropriately handle the income or realized gain generated from a partial cash exchange.</p> <p>You provide the security symbols, share allocation, fair market value, cash distribution price for the cash portion of the exchange, conversion price for fractional shares, if applicable, and portfolios. The Wizard creates credits for the new security, debits for the original security, and if a conversion price is provided, a sell for any fractional shares.</p> <p>An example of this wizard and transactions associated with each type of exchange can be found at Entering a Merger/Exchange Corporate Action.</p>
Option Expiration Wizard	Create closing transactions for options that expire in a specific date range. You specify the date range and the portfolios, and the wizard creates transactions for the securities held by the selected portfolios that expired during that date range.
ROP Wizard	Create a Return of Principal (ROP) transaction for mortgage-backed securities. You specify the date range and portfolios, and the wizard creates transactions for the securities held by the selected portfolios that were due an ROP payment during the specified date range. The wizard uses the face value of the security on the ROP date, two different factors, as well as the payment frequency and the maturity date, found in the security details.
Security Income Wizard	Create income transactions for equities, fixed income, mutual funds, user-defined securities and unit trusts. You provide the date, the security type, security symbol, income type (interest, dividend, or gain) and per unit amount of the income. The wizard searched all portfolios to see if they hold the security and qualify for the income payment, and then generates the appropriate transactions for the portfolios that qualify for the income on that date.
Security Split Wizard	Create split and share dividend transactions for all portfolios that hold the security and qualify for the activity. You provide the security type, security symbol, split ratio and conversion price for fractional shares. The wizard creates split transactions and sells, if fractional shares are generated and there is a conversion price.

Spin Off Wizard

Create transactions to appropriately handle corporate spin-offs. The transactions created maintain trade lots and allocate cost basis to the new company. You provide the security symbols, cost basis allocation, price of the new security, share allocation ratio, conversion price for fractional shares, if applicable, and portfolios. The wizard creates credits and debits of security for the original security, credits for the new security and sells, if a conversion price is provided, for any fractional shares generated as a result of this transaction. An example of this wizard is documented in the [Corporate Actions Best Practices Guide](#).



Important

While the Global Cancel and Global Delete Wizards write transactions to a transaction list, you can only access them from the Securities tab.

Global Cancel Wizard

Cancel a transaction that appears in several portfolios at once. The transaction must have the same date, security type and symbol, activity type. Use this wizard to cancel transactions you received in a custodian interface that you want to replace with new transactions from another transaction writer wizard. For more information and best practices for this wizard, see [Using the Global Cancel Wizard](#).

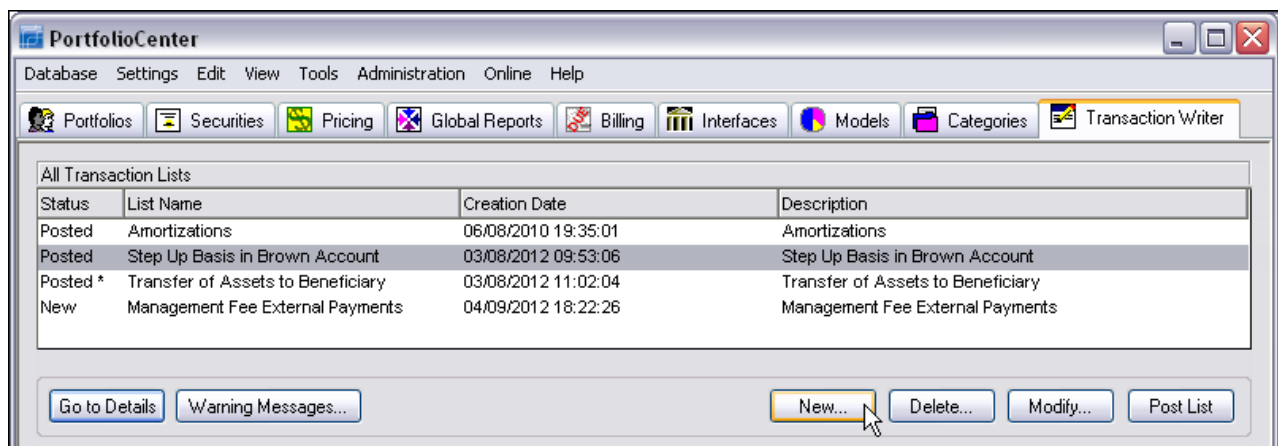
Global Delete Wizard

Delete a transaction that appears in several portfolios at once. The transaction must have the same date, security type and symbol, activity type. Use this wizard to delete transactions you received in a custodian interface that you want to replace with new transactions from another transaction writer wizard. For more information and best practices for this wizard, see [Using the Global Delete Wizard](#).

THE TRANSACTION WRITER TAB AND TRANSACTION LIST

This section discusses navigation of the transaction writer tab and working with transaction lists.

TRANSACTION WRITER TAB



FEATURE

DESCRIPTION

Status	The status column shows the status of the list: posted, partial, error or new.
List Name	The name of the list

FEATURE	DESCRIPTION
Creation Date	The date and time the list was created
Description	The description of the list
Go to Details	Click this button to open the list details (as shown below)
Warning Messages	Click this button to override warning messages you might see for resulting transactions.



Online

For more information about these settings, see [Transaction Writer Warning Message Override Settings](#).

New... Click this button to create a new list

Delete... Click this button to delete a list



Note

Deleting a list does not delete the transactions if they are already posted. To delete transactions that are posted, you must use the delete transaction wizard.

Modify... Click this button to modify the list name or description

Post List... Click this button to post a list.



Note

If the status is already posted and you click this button, the transactions are not posted again.

TRANSACTION LIST DETAILS

The details of a transaction list look very similar to the details of a transaction file in the interface or the transactions page of the portfolio details. You can filter and sort in the transaction list details, just as you can in the portfolio details or the interface transaction details. Some of the differences are:

- the name of the transaction list appears in the upper left section of the window
- a new button is available, allowing you to create transactions by using a wizard

	Status	Account Number	Portfolio	Security Type	Activity
1	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
2	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
3	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
4	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
5	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
6	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
7	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
8	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
9	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
10	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
11	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
12	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization
25	Posted	999-4004	Spencer, Tracy	Fixed Income	Amortization

Security Type	Fixed Income
Activity	Amortization
Account Number	999-4004
Portfolio	Spencer, Tracy
Symbol	3134A4TZ7
Security Description	Federal Home Loan Notes - 4.5
Adjustment Date	07/15/2006
Amount	16.12
Reduce or Increase C	Increase
Report Adjustment as	Interest
Trade Status	Posted
Entry Date	06/09/2010
Notes	
Error Message	



Note

For step-by-step instructions for using each wizard, see PortfolioCenter help:

Help | Help Topics | Part 5 Transactions | Transaction Wizards

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