

## Standard import in AdvisorCube

This is a description of the standard import in AdvisorCube. It is recommended that the language in the regional setting is set to English when making the excel sheet. This because AdvisorCube has the English format as a standard.

### Client

You have to specify the clients that are to be imported into AdvisorCube. If they exist in AdvisorCube before, you do not need to specify them.

Field	Comment
ClientID *	<p>AdvisorCube internal key to client (CustomerCode&amp;CustomerID).</p> <p>CustomerCode consists of a unique prefix for the Adviser company. Customer ID is a unique number/name for the client that should be imported (example a customer number).</p> <p>An example could then be FC_233123324, where FC means FinanceCube and 233123324 is a unique customer number within FinanceCube.</p> <p><b>When importing the file the CustomerCode is set, so please don't insert this in the file.</b></p> <p>FinanceCube will give you a valid prefix! Special characters like space, / or &amp; should not be used.</p> <p>Input Format: alphanumeric(50)</p>
ClientName *	<p>Name of the client.</p> <p>Input Format: alphanumeric(50)</p>
Address1	<p>Address line 1.</p> <p>Input Format: alphanumeric(50)</p>
Address2	<p>Address line 2.</p> <p>Input Format: alphanumeric(50)</p>
Address3	<p>Address line 3.</p> <p>Input Format: alphanumeric(50)</p>

Field	Comment
Country *	<p>Country.</p> <p>Input Format: Must be written on a predefined standard.</p> <p>Examples are:            Norway            Denmark            Finland            Sweden            United Kingdom</p>
AttentionPerson	<p>If you want to register an Attention Person to the client, this field can be used.</p> <p>Input Format: alphanumeric(50)</p>
Language *	<p>Language the client use.</p> <p>This field is among other used so the client will get AdvisorCube in his own language. Not all languages are supported.</p> <p>Input Format: Must be written on a predefined standard.</p> <p>Examples are:            Norwegian            Swedish            English</p>
SocialSecurityNumber	<p>Social Security Number/ Organization Number.</p> <p>This field is among other used for matching, when later importing transactions for the client.</p> <p>Input Format: alphanumeric(20)</p>
Email *	<p>Email address.</p> <p>This field must contain information. If you don't have an email address for the client it is recommended to use another valid email (e.g. for the adviser)</p> <p>This field is among other used if the client forgets his password and pin.</p> <p>Input Format: alphanumeric(50)</p>

Field	Comment
Telephone *	<p>Telephone number.</p> <p>This field must contain information.</p> <p>If you don't have the client telephone number, use the advisers or simply insert "1". In this case it is easy to see that the number is missing.</p> <p>Input Format: alphanumeric(20)</p>
Mobile Telephone	<p>Mobile Telephone number.</p> <p>This field must contain information.</p> <p>If you don't have the client telephone number, use the advisers or simply insert "1". In this case it is easy to see that the number is missing.</p> <p>Input Format: alphanumeric(20)</p>
Fax	<p>Fax number.</p> <p>Input Format: alphanumeric(20)</p>
HomeCurrency	<p>This is the home currency of the client.</p> <p>All the client transactions will also be converted to the client's home currency.</p> <p>Input Format: Must be written on a predefined standard.</p> <p>Examples are:            NOK            DKK            EUR            GBP</p>
ClientStatus	<p>This field describes what kind of client this is. An example is "C1".</p> <p>Input Format:            A1 = Financial Advisor            A2 = Financial Planner            A3 = Tax Advisor            A4 = Intermediaries            C1 = Private            C2 = Company            C3 = Prospect</p>

Field	Comment
PerformanceType	<p>This field tells how buying and selling should be handled in AdvisorCube. An example is “1”.</p> <p>Input Format:            1 = FIFO,            2 = Average            3 = LIFO            4 = High Price</p>
Advisor	<p>Tells if this client is an advisor or not. An input of 1 in this field says that this client is an Advisor. If this is a client, input the advisorid for the adviser that owns this client.</p>
Open Date MM/dd/yyyy	<p>Should be set to the date this file is imported into AdvisorCube.</p> <p>Input Format: MM/dd/yyyy</p>
Close Date MM/dd/yyyy	<p>Should be set to the import date + 1 year.</p> <p>Input Format: MM/dd/yyyy</p>
Key Account Manager	<p>If you want to register a Key Account Manager to the client, this field can be used.</p> <p>This field must contain information, so input space if not in use.</p> <p>Input Format: alphanumeric(50)</p>

## Instrument

This interface describes all the instruments that should be imported into AdvisorCube. This is special instruments that the Advisor Company has, that are not already in AdvisorCube because of updating prices from external providers (e.g. MorningStar).

Field	Comment
InstrumentID *	<p>AdvisorCube internal key to instrument.</p> <p>This is the unique id for this instrument. Consists of CustomerCode&amp;InstrumentCode.</p> <p>CustomerCode should be the same as for ClientID. InstrumentCode is a unique number/name for the instrument that should be imported.</p> <p><b>Please add correct CustomerCode in the file!</b></p> <p>Special characters should not be used.</p> <p>Input Format: alphanumeric(50)</p>
Name *	<p>The Name of the Instrument.</p> <p>Input Format: alphanumeric(50)</p>
ClientID	<p>This field tells which client that owns this instrument. If this should be used by all advisors and clients in the network, this should be the ClientID for the administrator of the network.</p> <p>Input Format: alphanumeric(50)</p>
Counterpart	<p>Cash account – Bank Name / Custody</p> <p>Input Format: alphanumeric(50)</p>

Field	Comment																						
AssetExchangeID	<p>This field gives information where his InstrumentID is bought. An example is “NO”.</p> <p>Input Format: Examples:</p> <table data-bbox="721 432 1166 793"> <tr> <td>AU</td> <td>Sydney</td> </tr> <tr> <td>EUEASD</td> <td>EASDAQ</td> </tr> <tr> <td>EUEX</td> <td>Eurex</td> </tr> <tr> <td>GR</td> <td>Athens</td> </tr> <tr> <td>LU</td> <td>Luxembourg</td> </tr> <tr> <td>NL</td> <td>Amsterdam</td> </tr> <tr> <td>NO</td> <td>Oslo Stock Exchange</td> </tr> <tr> <td>NOOB</td> <td>Oslo Bond</td> </tr> <tr> <td>SE</td> <td>Stockholm</td> </tr> <tr> <td>USNY</td> <td>New York</td> </tr> <tr> <td>GB</td> <td>London SE</td> </tr> </table>	AU	Sydney	EUEASD	EASDAQ	EUEX	Eurex	GR	Athens	LU	Luxembourg	NL	Amsterdam	NO	Oslo Stock Exchange	NOOB	Oslo Bond	SE	Stockholm	USNY	New York	GB	London SE
AU	Sydney																						
EUEASD	EASDAQ																						
EUEX	Eurex																						
GR	Athens																						
LU	Luxembourg																						
NL	Amsterdam																						
NO	Oslo Stock Exchange																						
NOOB	Oslo Bond																						
SE	Stockholm																						
USNY	New York																						
GB	London SE																						
AssetClassID	<p>This field tells which Asset Class this Instrument belongs to. E.g. “1”, which means Stocks.</p> <p>Input Format: See appendix at the end of this document for valid values.</p>																						
AssetTypeID	<p>This field tells which Asset Type this Instrument belongs to. E.g. “11”, which means Listed.</p> <p>Input Format: See appendix at the end of this document for valid values.</p>																						
InstrumentSector1	<p>This field tells which Sector this Instrument belongs to. E.g. “11”, which means no Sectors.</p> <p>Input Format:</p> <ul style="list-style-type: none"> <li>1 = Resources</li> <li>2 = Basic Industries</li> <li>3 = General Industries</li> <li>4 = Cyclical Cons Goods</li> <li>5 = Non-Cyclical Cons Goods</li> <li>6 = Cyclical Services</li> <li>7 = Non-Cyclical Services</li> <li>8 = Utilities</li> <li>9 = Financial</li> <li>10 = Information Technology/Telecom</li> <li>11 =</li> <li>12 = Others</li> </ul>																						

Field	Comment
Currency	<p>This field tells which Currency this Instrument is in (e.g. “NOK”).</p> <p>Input Format: Must be written on a predefined standard.</p> <p>Examples are:            NOK            DKK            EUR            GBP</p>
LastPrice	<p>The last price of this instrument.</p> <p>Input Format: money</p>
Dateoflastprice MM/dd/yyyy	<p>The date of the last price.</p> <p>Input Format: MM/dd/yyyy</p>
Settlementdays	<p>Number of days from trade to settlement.</p> <p>Input Format: number</p>
EDICD	<p>Field is not in use</p> <p>Input Format: number</p>
CallPut	<p>C=Call, P=Put for derivatives.</p> <p>Input Format: char(1)</p>
Margin	<p>Derivatives margin</p> <p>Input Format: real (percentage)</p>
Guarantee	<p>Not in use.</p> <p>Input Format: money</p>
Strikeprice	<p>Strike price for derivatives.</p> <p>Input Format: money</p>
Volatility	<p>Volatility</p> <p>Input Format: real (percentage)</p>

Field	Comment
Noincontr	Number of instruments that this derivative control  Input Format: number
ExternalKey	Not in use.  Input Format: number
Code	Not in use.  Input Format: number
OpenDate mm/dd/yyyy	Start date of using the instrument  Input Format: mm/dd/yyyy
CloseDate mm/dd/yyyy	Close date of using the instrument  Input Format: mm/dd/yyyy

## Transaction

This is buy, sell, redeem, dividend and other type of transactions.

Field	Comment
SubjectID	<p>This field is used if you want this transaction to be categorized in a specific category. This is called chain in AdvisorCube.</p> <p>“0” means no category. If this is used the “Delete Old Transactions” will not be performed when choosing this in the Import screen. I.e. if you later should import the total again, a subject id different from “0” should be entered.</p> <p>This field must contain information.</p> <p>Input Format: number</p>
Policy	<p>This field tells which client that owns this transaction. Will be matched with the SocialSecurityNumber for the client.</p> <p>Input Format: alphanumeric(20)</p>
Client ID	<p>This field tells which client that owns this transaction.</p> <p>Input Format: alphanumeric(50)</p>
Client Name	<p>This is the name of the client.</p> <p>Does not need to be an input if the client is already registered in the system.</p> <p>Input Format: alphanumeric(50)</p>
Instrument ID	<p>This is the InstrumentID for the transaction.</p> <p>Input Format: alphanumeric(50)</p>
Holding *	<p>Number of unit (stocks, funds, etc) bought/sold.</p> <p>Input Format: number This number must be a number above zero (i.e. could not be a negative number).</p>
Price *	<p>This is the price per unit.</p> <p>Input Format: money This number must be a number above zero (i.e. could not be a negative number).</p>

Field	Comment
Trade Date MM/dd/yyyy	<p>This is the trade date for the transaction.</p> <p>Input Format: mm/dd/yyyy</p>
Settlement Date MM/dd/yyyy	<p>This is the settlement date for the transaction.</p> <p>Input Format: mm/dd/yyyy</p>
Currency	<p>This field tells which Currency this Transaction is in (e.g. "NOK").</p> <p>Input Format: Must be written on a predefined standard. Example is "NOK"</p>
Value	<p>This is the total net value of the units bought/sold (inclusive brokerage and other costs)</p> <p>Value = (price x number) +/- any cost</p> <p>Input Format: money This number must be a number above zero (i.e. could not be a negative number).</p>
Brokerage	<p>This is the brokerage value of the units bought/sold.</p> <p>Input Format: money If used, this number must be a number above zero (i.e. could not be a negative number).</p>
OtherCosts	<p>This is the value of other costs for the units bought/sold.</p> <p>Input Format: money If used, this number must be a number above zero (i.e. could not be a negative number).</p>
CurrencyRate	<p>Gives the Currency Rate between home currency and transaction currency</p> <p>Input Format: real</p>
+Long/-Short	<p>This field tells if this is a long or short transaction. Example is "L".</p> <p>Input Format: L = Long (Buy, dividend, etc) S = Short (Sell, Redeem etc)</p>

Field	Comment
Reinvestment	<p>This field tells if this transaction is a reinvestment.</p> <p>Input Format: If this is a reinvestment then the field should be set to “1”, else keep blank.</p>
Cash InstrumentID	<p>Cash instrument is using for transaction. (In this case, performance calculation of CashInstrumentID is affected, in a negative manner for longs and in a positive manner for shorts). This is only in the case inorout field =1. If inorout=0, no money are taken from cashinstrumentid or added to cashinstrumentid)</p> <p>Input Format: alphanumeric(50)</p>
Amount Level 1	<p>This field is used if you are going to register commission for this instrument. This is the amount that you are going to register on level 1 in AdvisorCube.</p> <p>Input Format: money</p>
Amount Level 2	<p>This field is used if you are going to register commission for this instrument. This is the amount that you are going to register on level 2 in AdvisorCube.</p> <p>Input Format: money</p>
Amount Level 3	<p>This field is used if you are going to register commission for this instrument. This is the amount that you are going to register on level 3 in AdvisorCube.</p> <p>Input Format: money</p>
Amount Level 4	<p>This field is used if you are going to register commission for this instrument. This is the amount that you are going to register on level 4 in AdvisorCube.</p> <p>Input Format: money</p>
Date of First Payment mm/dd/yyyy	<p>Date of first payment for commission.</p> <p>Input Format: mm/dd/yyyy</p>
Date of Last Payment mm/dd/yyyy	<p>Date of last payment for commission.</p> <p>Input Format: mm/dd/yyyy</p>
No of Payment	<p>Number of commission payments per year.</p> <p>Input Format: number</p>

Field	Comment
Provider	<p>Commission Provider.</p> <p>Input Format: alphanumeric(50)</p>
Shared Advisor 1	<p>If this commission should be shared with other advisors. Input the clientid for this advisor 1.</p> <p>Input Format: alphanumeric(50)</p>
Percent 1	<p>This field tells the percentage this advisor 1 should have of the commission.</p> <p>Input Format: real(percentage)</p>
Shared Advisor 2	<p>If this commission should be shared with other advisors. Input the clientid for this advisor 2.</p> <p>Input Format: alphanumeric(50)</p>
Percent 2	<p>This field tells the percentage this advisor 2 should have of the commission.</p> <p>Input Format: real(percentage)</p>

## Historical

This is used to import historical prices for the instruments.

Field	Comment
InstrumentID *	This is the InstrumentID for the instrument.  Input Format: alphanumeric(50)
ISIN	This is the ISIN number for the instrument.  Input Format: alphanumeric(20)
Last Price	This is the price of instrument at the historical date.  Input Format: money
Date MM/dd/yyyy	This is the date of the historical price.  Input Format: MM/dd/yyyy

## Appendix

AssetClass (the number after the heading in bold) and AssetType.

### **Stocks 1 (Equities)**

- 11 Listed
- 12 Non Listed
- 13 OTC
- 14 Subscription Rights
- 19 Other

### **Bonds 2**

- 21 Bullet
- 22 Amortization
- 23 Zero Coupon
- 24 Convertible

### **Derivatives 3**

- 31 Standard Option
- 32 Non Standard Option
- 33 Equity Future
- 34 Bond Future

### **Cash 4**

- 41 Deposits
- 42 Loans
- 43 Others

### **Mutual Fund 5**

- 51 Mutual Funds
- 52 Fixed Income Funds
- 53 Money Market Funds
- 54 Sector Fund
- 55 Equity
- 56 Balanced
- 57 Government
- 58 Property
- 59 Other

### **Commodities 6**

- 61 Metals
- 62 Currency

### **Property 7**

- 71 Private Property
- 72 Business Property
- 73 Own for rent

### **Alternative 8**

- 81 Hedge Fund
- 82 Fond of Hedge Fund

**Currency 9**

- 91 Spot
- 92 Forward
- 93 Swap

**Other Investments 10**

- 100 Commodity
- 101 Dividend
- 102 Interest Income
- 103 Interest paid
- 104 Fine Art
- 105 Jewellery
- 106 Other Investments
- 107 Energy
- 108 Shipping
- 109 Currency

**Structured Products 11**

- 111 Guaranteed product
- 112 Index linked Bonds
- 113 Derivatives

**Insurance Based Products 12**

- 121 Income Protection (IP)
- 122 Critical Illness
- 123 Private Medical Insurance (PMI)
- 124 Other Life Insurance
- 125 Mixed insurance and Investment

**Costs 13**

- 131 Advisor Fee
- 132 Management Fee
- 133 Bank Fees

**Tax-Plan 14**

- 141 ISA/SIPP, etc
- 142 Group Personal Pension
- 143 Occupation Pension Scheme
- 144 Unit Linked
- 145 Tax Efficient Investment Accounts

**Equity capital 15 (not part of the valuation)**

- 151 Loan
- 152 Equity capital

**Index 99**

- 990 General Index
- 991 Sector Index
- 993 Synthetics