

## **BGL Simple Fund Guidelines**

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### **V-Wrap** Help Sheet

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## About this document

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### Audience

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This document is intended for V-Wrap users who want to create and maintain an interface with the BGL Simple Fund application.

This document assumes that you already have a good working knowledge of both V-Wrap and BGL.

### Objectives

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The document describes how to:

- Set up an interface between V-Wrap and BGL Simple Fund
- Upload historical data from BGL Simple Fund into V-Wrap
- Maintain cash books and transaction and income history in V-Wrap
- Export data from V-Wrap to BGL for reporting purposes.

The document also includes some troubleshooting information on what to do when things don't work properly.

### Related documentation

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For new V-Wrap Users, all non BGL related processes are discussed in the V-Wrap User manual, which is available from <http://www.praemium.com.au/get-help.html>.

BGL Users must ensure they are on the latest release of the software, which is available from <http://clients.bglcorp.com.au/>.

## Upload data from BGL into V-Wrap via the XML File Upload

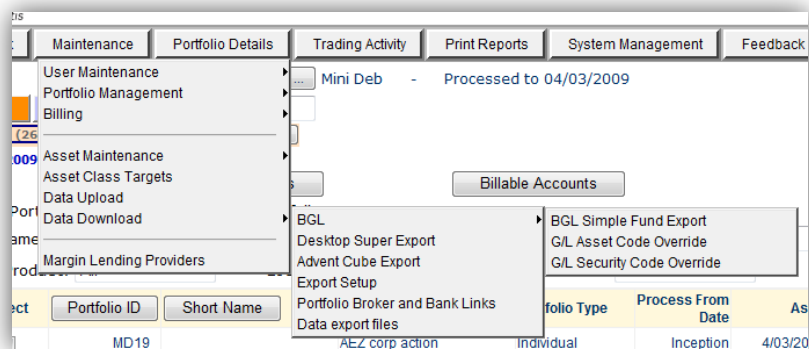
The process for using an XML File Upload to upload data from BGL into V-Wrap involves:

- Setting up the link between BGL and V-Wrap
- Creating the upload file in BGL
- Uploading the file into V-Wrap
- Reconciling the data in V-Wrap to the data in BGL Simple Fund.

### Setting up the link between BGL and V-Wrap

Before any uploads can take place, a link needs to be set up between BGL and V-Wrap to ensure that the data is uploaded into the correct portfolio.

1. In V-Wrap, select the portfolio in the main Portfolio List screen.
2. From **Maintenance > Data Download > BGL**, click **BGL Simple Fund Export**.




3. Enter the BGL account code (for example, PR001) into the **BGL Fund Code** box.

 A screenshot of the V-Wrap software interface showing the 'BGL Fund Code' field set to 'PR001'. The interface includes a 'User' field with 'Sean Crisp', a 'Portfolio' field with 'PR001', and a 'Praction Test' button. There is an 'Important Notices (6)' button, a 'Recalculate to' button, and a 'Today' button. The 'BGL Fund Code' field is highlighted, and the 'Member Nbr' is set to 'None'. There is a 'Save Details' button. At the bottom, there is an 'Export to BGL' button and a checkbox for 'With Contra Entries?' which is checked.

4. Click **Save Details** before exiting the screen.

## Creating the file in BGL

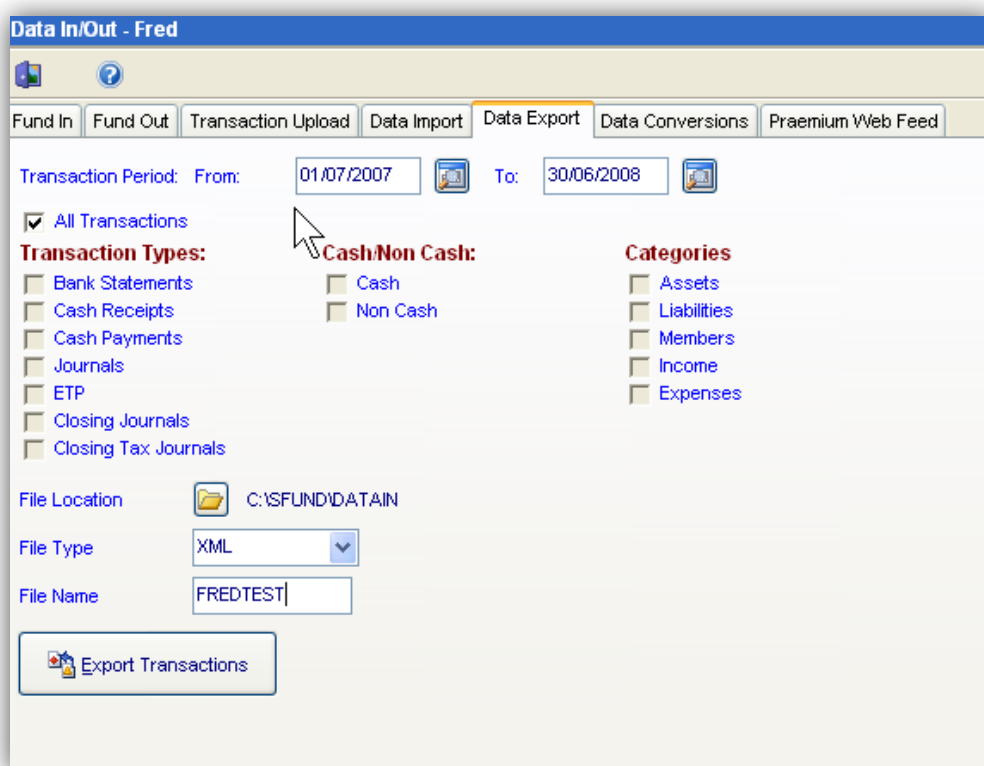
The information using the XML File Upload process is extracted for transactions to a particular year end; for example, tax lots for holdings at 30/06/2008.

-  Transactions for the current year will need to be entered into V-Wrap using V-Wrap's alternative Upload Spreadsheet method.

In V-Wrap, ensure that the BGL fund code is [set up correctly in the portfolio](#).

In BGL, the date range selected for the export must cover the oldest outstanding tax lot. It is recommended you select the **Date formed** date in Fund Details as the start date for a fund.

1. In BGL, from **Fund Selection**, select the fund to be uploaded into V-Wrap.
2. In the **Main** screen, click **Data In/Out**.
3. Select the **Data Export** tab.



**Data In/Out - Fred**

Fund In Fund Out Transaction Upload Data Import **Data Export** Data Conversions Premium Web Feed

Transaction Period: From: 01/07/2007 To: 30/06/2008

☒ All Transactions

**Transaction Types:**


- ☐ Bank Statements
- ☐ Cash Receipts
- ☐ Cash Payments
- ☐ Journals
- ☐ ETP
- ☐ Closing Journals
- ☐ Closing Tax Journals

**Cash/Non Cash:**

- ☒ Cash
- ☐ Non Cash


**Categories**

- ☒ Assets
- ☒ Liabilities
- ☒ Members
- ☒ Income
- ☒ Expenses

File Location  C:\SFUND\DATAIN

File Type XML

File Name FREDTEST

 Export Transactions

4. Enter the date formed in the **Transaction Period From** box and the appropriate year end date in the **To** box.
5. Select **All Transactions**.
6. Select the file location to which you want to export the file.
7. Select **XML** from the **File Type** drop down box.
8. Type an identifiable **File Name**.
9. Click **Export Transactions**.

An Export Summary Report will be produced in BGL with details of the dates for transactions which have been created in the file; in our example, from the **Date Formed** date of 01/07/2007 until 30/06/2008. The file is now saved in the directory location nominated.

Any other message on this report, such as the message shown on the example below,

indicates that the file has not been created and you will need to adjust the details of the file that you have requested.

**SINGLE FUND DATA EXPORT SUMMARY REPORT AT 04/03/2009**

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**Fund Code:**                      **Fund Name: Fred**

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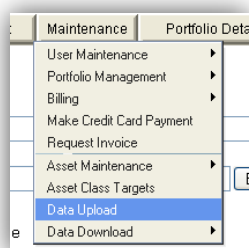
Processing Transaction Export for selected fund  
 Export transaction dates are not in fund financial year

Error message

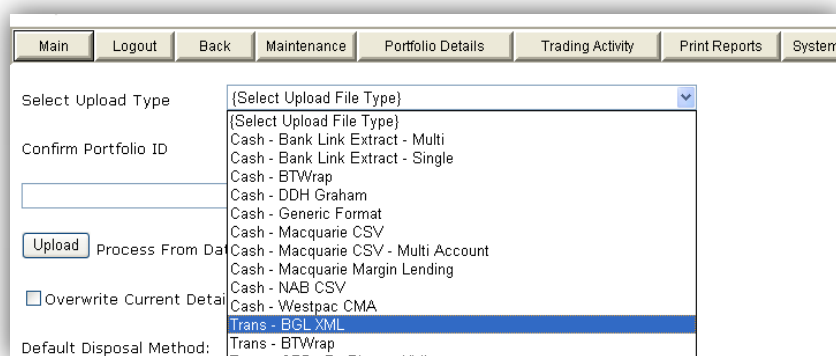
## Uploading the BGL file into V-Wrap

In V-Wrap:

1. Select the relevant portfolio in the main Portfolio List screen.
2. From **Maintenance**, click **Data Upload**.



3. From the **Select Upload Type** drop down box, select **Trans BGL XML**.



4. Click **Browse** to bring up the computer directory.
5. Locate the BGL file created and double click to bring the file into the browse box.

6. When the correct file name appears in the **Browse** box, enter the **Process from** date, being the year end date in the BGL file created; for example, 30/06/2008.
7. Click **Upload**.

The tax lots will update into V-Wrap. They can be reviewed in the **Transaction History** as shown below. Transactions will display as **Adjustment** type, rather than the usual **Buy**. The **Tax date** displayed in the **Notes** column will be the effective tax date for CGT calculations.

Previous login time: 06-Mar-2009 14:29

Export to Excel Upload Add 1 Row(s) Search Only Show Unconfirmed

Delete	Select Type	Security	Description	Date	Quantity	Cost Per Unit	Total Amount	Cost Base Unknown?	Brokerage	GST	Set. Date	Method	Notes
dit Delete	<input type="checkbox"/>	Adjustment BHP	? BHP BILLITON LTD	30/06/2008	100	\$100.00	\$10,000.00	False	\$0	\$0	30/06/2008		Tax date 1/06/2006
dit Delete	<input type="checkbox"/>	Adjustment NAB	? NATIONAL AUSTRALIA BANK LTD	30/06/2008	100	\$80.00	\$8,000.00	False	\$0	\$0	30/06/2008		Tax date 3/12/2007
dit Delete	<input type="checkbox"/>	Adjustment RIO	? RIO TINTO LTD	30/06/2008	100	\$50.00	\$5,000.00	False	\$0	\$0	30/06/2008		Tax date 3/09/2007

8. Recalculate the portfolio to the end date of the transactions period, such as 30/06/2008.
9. Complete this process for each BGL account that is to be uploaded into V-Wrap.

Holdings which do not have recognised ASX or APIR codes will not upload. They will need to be entered manually. Where there is no ASX or APIR code—for example, unlisted companies—a V-Wrap **Service Asset Code** will need to be created first, as described in the [V-Wrap User Manual](#).

## Reconciling V-Wrap to Simple Fund

Once the file is uploaded into V-Wrap, you need to reconcile the portfolio against your Simple Fund records. To do this, you first need to recalculate the portfolio to the same year end of the end date of the file upload. This populates all the reports with the newly imported data.

The reconciliation should look at the quantities of securities held, cost bases and market values.

To do your reconciliation, compare the **Portfolio Value by Security** screen in V-Wrap against the **Investment Summary Report** in Simple Fund. The Investment Summary report can be found under **Financial Reports > Investment Reports**.



If security balances do not match, you can compare the **Transaction History** screen in V-Wrap to the **General Ledger** or the **Detailed Schedule of Fund Assets** in Simple Fund. See which transactions do not match and edit the transactions in V-Wrap as appropriate.

If the portfolio has Tax Free and Tax Deferred amounts, these will be brought into V-Wrap and added to the Income Details screen as at the **Process From** date. You should reconcile these against your Simple Fund records. These amounts will be used to adjust your cost base on subsequent disposals.

There are a number of issues that can arise with the data transfer. Error messages and data discrepancies that may occur during the upload process are discussed in the 'Troubleshooting' section on page 28.

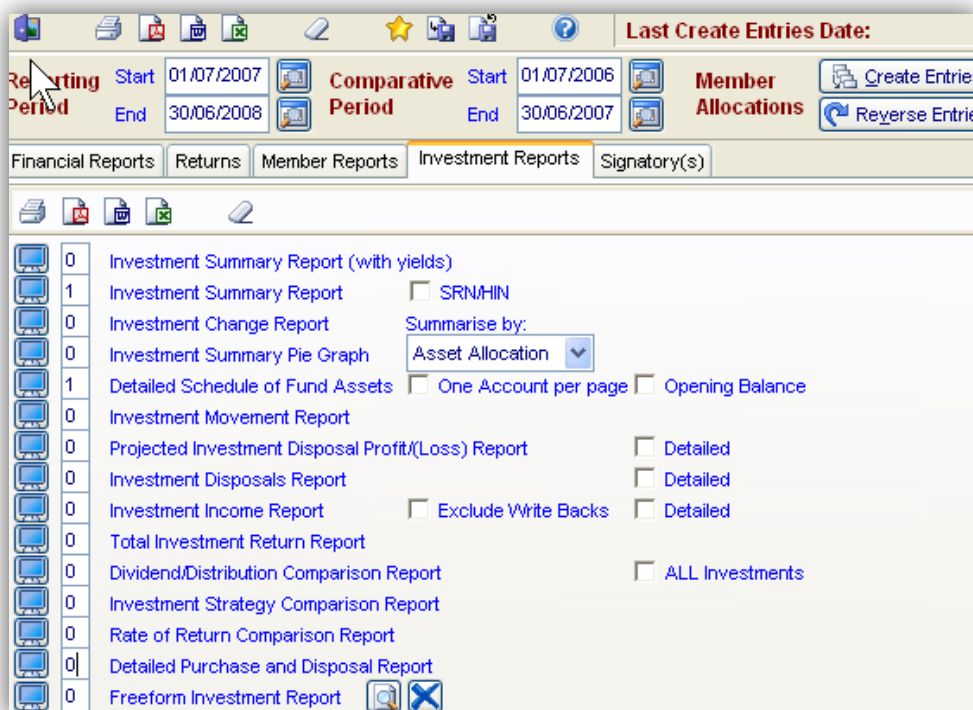
## Extracting the Reconciliation Information from BGL

To extract the data from BGL to do the reconciliation, the following BGL reports are required:

- Investment Summary
- Detailed Schedule of Fund Assets, up to the required end date.

To run these reports in BGL:

1. Select the fund and then click **Financial Reports**.
2. Select the **Investment Reports** tab.
3. Type a **1** in the box next to **Investment Summary Report** and **Detailed Schedule of Fund Assets**.



4. If a warning displays to say that the year end entries have not been created, click **Yes** to continue.

## Checking and amending the end holding result

Check the end result in V-Wrap against BGL's Investment Summary Report for the same date.

For example, the two reports as at 30/06/2008 are shown below:

### V-Wrap Portfolio Valuation by Security Report

Previous login time: 06-Mar-2009 14:29

Export to Excel Print As At: 30/06/2008 Search ☐ Show GICS ☐ Show Sub-totals ☒ Include Loans

Total Cost: \$23,000.00 Value: \$20,570.00 Gain/(Loss): (\$2,430.00) Est. Income: \$724.61 Est. Yield: 4%

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Security Code	Description	Quantity	Unit Cost	Adj. Cost	Unit Value	Value	% Value	Gain/(Loss)	% Gain/(Loss)	Est. Income	Est. Yield
<b>ASX Listed</b>											
BHP	BHP BILLITON LTD	100	\$100.00	\$10,000.00	\$43.70	\$4,370.00	21.24%	(\$5,630.00)	(56.30%)	\$305.90	7%
NAB	NATIONAL AUSTRALIA BANK LTD	100	\$80.00	\$8,000.00	\$26.50	\$2,650.00	12.88%	(\$5,350.00)	(66.88%)	\$265.00	10%
RIO	RIO TINTO LTD	100	\$50.00	\$5,000.00	\$135.50	\$13,550.00	65.87%	\$8,550.00	171.00%	\$153.71	1.13%

<<< Previous Next >>>

### BGL Simple Fund Investment Summary Report.

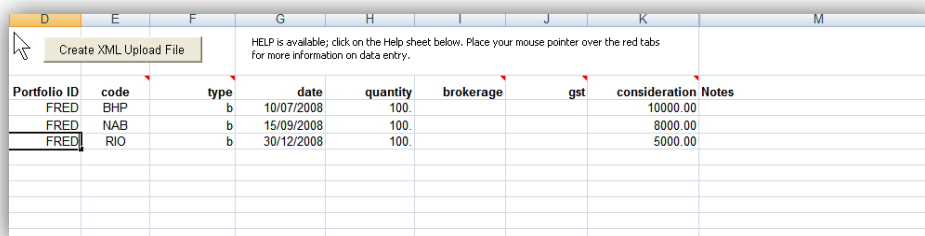
SUPERANNUATION FUND DETAILED SCHEDULE OF FUND ASSETS FOR THE YEAR ENDED 30 JUNE 2008				
Date	Details	Units	Amount	Held for 45 Days at report date ?
<u>Amp Limited</u>				
06/11/2002	Purchase of shares in AMP and Share Split included	1,165.0000	10,008.90	Yes
28/04/2003	AMP DRP and Share Split included	42.0000	165.00	Yes
30/06/2003	Market valuation adjustment at 30/06/2003		(5,924.55)	
28/10/2003	AMP - DRP and Share Split included	11.0000	59.85	Yes
23/12/2003	Disposal of 252.0000 unit(s) purchased on 06/11/2002 in Amp Limited and Share Sp	(356.0000)	(3,057.26)	

## Upload data for the current year into the portfolio via V-Wrap's pre-formatted spreadsheet

All the current year transactions need to be recorded in V-Wrap even if they have already been recorded in BGL Simple Fund. They can be uploaded into V-Wrap using a preformatted Excel Spreadsheet. This is explained in detail in the user manual, but a brief description is provided below.

1. Download a sample of the Transaction Upload Spreadsheet, as described in the [V-Wrap User Manual](#), and populate it with only the purchases which equate to the holdings at the end date.

For the current year transactions—that is, from 1/7/2008 to date in our example—all trading transactions, buys and sells, must be entered in order for V-Wrap to do the correct CGT calculation for the current year.



Portfolio ID	code	type	date	quantity	brokerage	gst	consideration	Notes
FRED	BHP	b	10/07/2008	100.			10000.00	
FRED	NAB	b	15/09/2008	100.			8000.00	
FRED	RIO	b	30/12/2008	100.			5000.00	

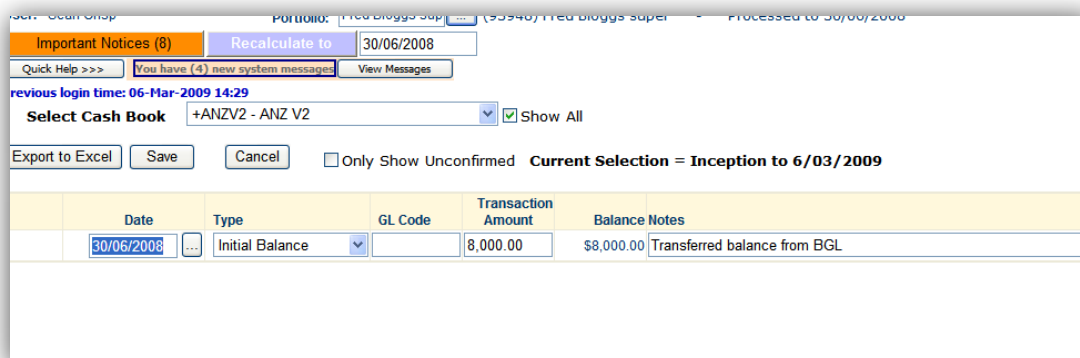
**Remember that V-Wrap overlays the corporate actions.** You do not need to enter them on the spreadsheet. Once the spreadsheet is completed, create the XML file and load into V-Wrap, as described in the [V-Wrap User Manual](#).

2. Recalculate the portfolio to the end date in the current year to bring the portfolio up to date.

## Cash books

If bank account transactions are to be maintained in V-Wrap, the opening balances for the current financial year will need to be entered into the relevant cash books. For information on how to set up a cash book and create bank links refer to the [V-Wrap User Manual](#).

Once the cash book is set up, enter the initial balance as the previous closing year date; for example, 30/06/2008 for financial year end 2008, as shown below.



Date	Type	GL Code	Transaction Amount	Balance	Notes
30/06/2008	Initial Balance		8,000.00	\$8,000.00	Transferred balance from BGL

## Timing differences and other reconciliation items

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There may be some timing differences and income and unsettled entries must be reviewed. Some journaling may be required to make sure they are offset correctly, depending on how they have been accounted for in the BGL general ledger in the prior year.

Holdings which do not have recognised ASX or APIR codes will not upload. They will need to be entered in manually. Where there is not an ASX or APIR code, for unlisted companies for example, a V-Wrap **Service Asset Code** will need to be created first, as described in the [V-Wrap User Manual](#).

Please refer to 'Troubleshooting' on page 28.

## Upload data from V-Wrap into BGL

The data transfer process allows a client portfolio to be maintained in V-Wrap throughout the year.

The transaction history can be created with automatic trading uploads, corporate action overlays and CGT optimisation to manage the portfolio's investments.

Information is then downloaded back into BGL at year end, or as required, to create the financial reports and update the member's investment information. This avoids duplicating data entry and replicates V-Wrap's parcel selection and CGT optimisation in BGL.

## Save the BGL code in V-Wrap

Before entering any data into the V-Wrap portfolio, record the corresponding BGL account code in V-Wrap. Apart from linking the portfolio to download into the BGL account, this also opens up additional columns in certain screens to enable you to enter BGL general ledger codes.

Refer to 'Setting up the link between BGL and V-Wrap' on page 4, for information on how to save the BGL code in V-Wrap.

## Setting up the download in V-Wrap

There are two formats for the data transfer process:

- with Contra G/L Accounts, and
- without Contra G/L Accounts.

### With Contra G/L Accounts and cash books

If a cash book is being used in V-Wrap, the contra accounts format is used to facilitate reconciliation, by identifying unsettled entries for trading and income. This uses a selection of clearing accounts from the BGL Master Chart of Accounts.

The default contra accounts, which you can overwrite, are as follows:

Contra accounts	Codes	Used for
Sundry Debtors	680	Unsettled Sell transactions
Sundry Creditors	880	Unsettled Buy transactions
Dividends Receivable	620/001	Unsettled dividends and distributions receivable

The download process takes a single entry investment listing in V-Wrap and converts it to a double entry system by creating the appropriate 'other side' in the XML File.

The table shows the BGL general ledger allocation for the main trading activities in V-Wrap.

V-Wrap		Dr BGL Account		Cr BGL Account	
Activity	Screen	BGL A/C #	BGL A/C Name	BGL A/C #	BGL A/C Name
Stock Purchase	Trans History	77x/xxx, or	Investment code	880	Sundry Creditors

		78x/xxx			
Stock Sell Gain Made on disposal	Trans History	680	Sundry Debtors - sell value	235/xxx  236/xxx  7xx/xxx	Investment code Taxable Gain Investment Code Non Taxable Gain Investment code – cost base
Stock Sell Loss made on disposal	Trans History	235/xxx  236/xxx  680	Investment code Taxable Gain Investment code Non Taxable Gain Sundry Debtors – sell value	7xx/xxx	Investment Code – cost base
Settle Purchase	Cash Book	880	Sundry Creditors	604 <sup>(1)</sup>	Cash @ Bank
Settle Sell	Cash Book	604 <sup>(1)</sup>	Cash @ Bank	680	Sundry Debtors
Div/Dist Payable	Income	620/001	Divs. Receivable	238/xxx or 239/xxx	Dividends or Distributions Received
Div/Dist Settled	Cash Book	604 <sup>(1)</sup>	Cash @ Bank	620/001	Divs. Receivable
Expense Incurred	Expense Screen	375*	Investment Exps	998	Data Upload Clearing
Expense Settled	Cash Book	998	Data Upload Clearing	604 <sup>(1)</sup>	Cash @ Bank


<sup>(1)</sup> Multiple Cash Books may be used—refer to 'The V-Wrap cash book' on page 16.

\* Note: The default code for all expenses is 375 Investment Expenses, and will need to be manually coded in the cash book where necessary.

### With Contra G/L Accounts and no V-Wrap cash books


The above process can still be used, but it is recommended that the Contra Account Codes in V-Wrap for Sundry Debtors, Sundry Creditors and Dividends Receivable, are all amended to 604, or the corresponding G/L cash book code.

In this way the 'other side' of each trading entry and income accrual will be entered into the BGL Cash at Bank account which will reduce the manual input into BGL from the bank statement.

 You should not use this process if you are already importing cash books into BGL, as this will result in duplicate cash entries.

### Without Contra G/L Accounts

If the cash book is not being used in V-Wrap, then it is possible to not use the contra accounts for the download into BGL. Where no contra accounts are selected, then the process enters a **one line** balancing figure into the BGL Data Upload Clearing account 998. This is the difference between the debit and credit values for all trading, income and expense transactions entered into V-Wrap for the download period. This value must be identified and reallocated to the correct G/L accounts in BGL.

 Although this method is available, it is not recommended, since it presents difficulties in trying to identify where the balance will be journalled to.

### Investment codes for Buy and Sell transactions

The general ledger asset code for an investment is automatically assigned during the transfer process, by matching like ASX and APIR security code which is stored in both

V-Wrap and BGL. Each code is assigned to a general ledger sub-code sequentially in BGL.

During the upload process, if a general ledger sub code is already allocated to an ASX or APIR security code for that particular BGL account—for example, the holding already exists in BGL—then the same G/L sub code will be allocated to the trade. If the ASX or APIR security code has not been used in BGL, then the next available general ledger sub code will be assigned.

For example:

In BGL there are already the following holdings with their general ledger codes:

- ANZ        776/001
- CBA        776/002
- PRK        776/003.

In the V-Wrap download, there are buys in the current year for **CBA** and **ALL**.

The CBA buy will be allocated to 776/002 since there is already a **CBA** holding in BGL allocated to that general ledger account.

The **ALL** will be allocated to the next available sub-code – 776/004.

In this way, current year transactions will be added into the same general ledger sub code for an investment which has already been traded in the BGL account. This process of allocating sub-codes flows through to income and profit/loss on disposal transactions. Using this method, the disposal details are automatically allocated to the relevant general ledger codes and the standard practise of allocating disposals to a clearing account is no longer necessary.



In BGL, if the correct ASX and APIR security codes have not been used historically, then massaging the data after download to BGL will need to be undertaken to journal like holdings to one general ledger account. For example, if for Telstra, the security code TELSTRA has been used in BGL instead of TLS, then any current year trades in the download from V-Wrap will trigger a new sub code, since it cannot relate them to Telstra in BGL.

Refer to 'G/L Security Code Override' on page 16 for more information.

## Service Assets in V-Wrap

Service Assets in V-Wrap have a slightly different method of coding. There is an option to apply a BGL general ledger code in the **Service Asset Maintenance** screen.

The download process recognises the asset class assigned to the service asset. It allocates to a BGL general ledger asset account as shown in the following table (if the code is not allocated below, please refer to 'G/L Asset Class Override' on page 15, where you can customise the asset to the relevant chart of account in BGL):

V-Wrap Asset Class	Default BGL Asset G/L Code
Australian Shares	776
International Shares	777
Listed Property	782
Direct Property	772
Australian Fixed Interest	724
International Fixed Interest	725

Australian Options	760
Other	760

Loans (These are margin loans and must NOT be used in a super fund)

If there is no dedicated BGL general ledger code set up in the Service Asset screen for a security, the same mapping process applies as with ASX and APIR security holdings for each individual portfolio.

For example, the download process searches for the V-Wrap service asset security code in BGL. If it finds a match, it will apply the same general ledger code. If it doesn't find a match, it applies the next available sub-code for the asset class type.

For this to happen, the security code must be the same in both BGL and V-Wrap, including the preceding + that V-Wrap uses for service assets. This is unlikely for the first download, so any existing holdings will need to be journalled in BGL from the original G/L code to the new one created in the download process. In future downloads, the matching process will be correct.

## Configuring the V-Wrap to BGL interface

BGL Simple Fund users have the ability to override the default way data is transferred to BGL to accommodate inconsistencies in coding.

For stapled securities and various listed trusts, the GL Asset Code or the Security Code may differ in BGL to the default option in V-Wrap. You can allocate a particular code that you wish the security to go to or a particular asset class code group.

To help maintain continuity with the way your data was previously processed, you can use the following override functions:

- G/L Asset Code Override
- G/L Security Code Override.

Both of these functions amend at the bulk level; that is, across all BGL portfolios within the V-Wrap service, rather than on a discrete portfolio basis. The functions are available to V-Wrap System Administrators (level 12) only.

### G/L Asset Code Override

The G/L Asset Code Override function allows you to change the default asset class in which V-Wrap classifies a security.

#### To set up a G/L Asset Code Override:

1. From **Maintenance > Data Download > BGL**, click **G/L Asset Code Override**.
2. Click **Add**.
3. Type the Security Code.
4. Select the **BGL G/L Asset Code** from the drop down list. This is the asset class in which Simple Fund classifies the security.
5. Type the date from which this override takes place.
6. Click **Save**.

This will change the asset class to which V-Wrap will send transactions for that security from the **From Date**.






Please note that this will alter where the security is coded to in BGL for all portfolios held within your service.

As an example, V-Wrap has the security STOPB set up as a Domestic Fixed Interest security which would default to the **724** in the BGL Asset Code chart of accounts.

<< Previous		Next >>>															
Internal ID	Code	Description	Start Date	End Date		BGL Code	DS Code	Tax Exempt	Traditional Security	Listed Security	Can Trade	Trust Security	Short Security	Cash Asset Book	Currency	Asset Class	Sec
Edit 86883	STOPB	SANTOS LIMITED FUELS	Inception	Current	Prices...					True	True			AUD	Domestic Fixed Interest	Ord	
Edit 335338	STOPB	SANTOS LIMITED FUELS	Inception	Current	Prices...					True	True	True		AUD	Domestic Fixed Interest	Ord	
<< Previous		Next >>>															

If you wish to change this to Australian Shares, you can use the GL Asset Code Override to direct the security to the **776** Asset code in BGL.



Præmium pro factis

Main

Logout

Back

Maintenance

SMA

Portfolio Details

Trading Activity

SMA Operations

Print Reports

System

Add

<<< Previous

Next >>>

<div><div>Edit</div><div>Delete</div></div>	<div>Security</div>		<div>BGL G/L Asset Code</div>	<div>From Date</div>
	STOPB	SANTOS LIMITED FUELS	Shares in Listed Company (Australian)	30-Jun-2007

## G/L Security Code Override

The G/L Security Code override allows you to nominate a new security code for a security held in V-Wrap. This function can be used to manage stapled securities as described on page 30.

### To set up a G/L Security Code Override:

1. From **Maintenance > Data Download > BGL**, click **G/L Security Code Override**.
2. Click **Add**.
3. In the **Security** field, type the security code as it is known in V-Wrap.
4. In the **Target Security** field, type the security as it is known in BGL Simple Fund.
5. Type the date from which this override takes place.
6. Click **Save**.



Please note that this will alter where the security goes for all portfolios held within your service.

## The V-Wrap cash book

For investment type settlement activities, V-Wrap uses a series of default **transaction types** in the cash book to create the general ledger entries in BGL. Other, non-investment related cash transactions will need to be manually coded. For accurate BGL general ledger allocation, the cash book entries **must be coded correctly**, and **every** cash transaction must be either a default transaction type or have a manual BGL General Ledger code.


Where cash transactions are uploaded from a file, such as the Macquarie CMT.csv file, all transactions will upload as transaction type **Deposit** or **Withdrawal**. In all cases, the transaction types must be redefined.

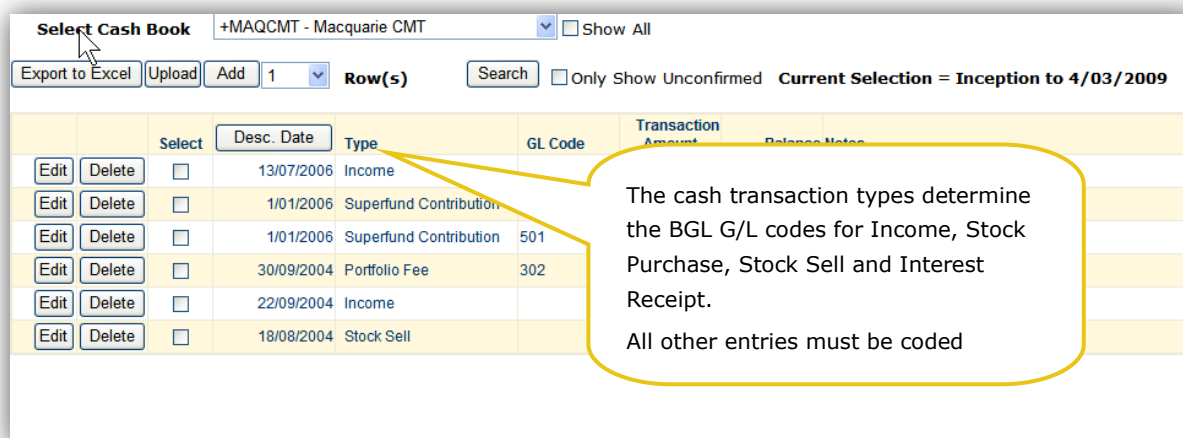
There are four investment type activities which use cash book default transaction types described in the table below. Where transactions are allocated to these transaction types in the cash book, V-Wrap automatically codes them to the nominated bank account (the default being 604) and the relevant 'other side' as follows:

Activity	Cash Book Transaction Type	BGL G/L Code	
Settlement of a stock purchase, or Capital Return	Stock Purchase	Dr 880 Sundry Creditors	Cr 604 <sup>(1)</sup> Bank Account
	Capital Return		
Settlement of a stock sell	Stock Sell	Dr 604 <sup>(1)</sup> Bank Account	Cr 680 Sundry Debtors
All income on investments – dividends, distributions	Income	Dr 604 <sup>(1)</sup> Bank Account	Cr 620/001 Dividends Receivable
Interest on Bank Account	Interest Receipt	Dr 604 <sup>(1)</sup> Bank Account	Cr 250/001 interest received

<sup>(1)</sup> Or the appropriate cash book code if this is different or if there is more than one cash book.

Where the four investment transaction types are used, you cannot enter a BGL general ledger code in the **GL Code** column. However, all other transaction types must be coded in this column, as shown below.

 In order to achieve the correct double entry coding in BGL Simple Fund, the transaction types should be used where applicable and NOT circumvented by using BGL General Ledger codes.




**Select Cash Book** +MAQCMT - Macquarie CMT ☐ Show All

Export to Excel Upload Add 1 Row(s) Search ☐ Only Show Unconfirmed Current Selection = Inception to 4/03/2009

Select	Desc.	Date	Type	GL Code	Transaction Amount	Balance Notes
<input type="checkbox"/>		13/07/2006	Income			
<input type="checkbox"/>		1/01/2006	Superfund Contribution	501		
<input type="checkbox"/>		1/01/2006	Superfund Contribution	501		
<input type="checkbox"/>		30/09/2004	Portfolio Fee	302		
<input type="checkbox"/>		22/09/2004	Income			
<input type="checkbox"/>		18/08/2004	Stock Sell			

The cash transaction types determine the BGL G/L codes for Income, Stock Purchase, Stock Sell and Interest Receipt.


All other entries must be coded

 The allocation of these transaction types can be facilitated with V-Wrap's cash matching and multi edit processes as described in the [V-Wrap User Manual](#).

If a transaction type is changed to an expense type transaction, then the default BGL code will be 375—Investment expenses. This will need to be manually overwritten in the **GL Code** column with the required BGL expense code.

To do this, click **Edit** against the line and when the screen redisplay, enter the general ledger code. The expense type can also be changed to be more meaningful, such as **Portfolio Fee**. The **Portfolio Fee** needs to be allocated to BGL general ledger code 302. This is entered in the **GL Code** column, as shown below.

Date	Type	GL Code	Transaction Amount	Balance	Notes
20/09/2008	Portfolio Fee	302	450	\$0	

 The **Notes** field can be utilised to collect information regarding an entry. This is especially useful for sundry expense items and contribution details.


### Multiple Bank Accounts

A superfund may have more than one bank account. In these cases, the V-Wrap Cash Books, which represent the bank accounts, must be assigned to the correct general ledger code. To do this, complete the following steps:

1. From **Maintenance > Data Download > BGL**, click **BGL Simple Fund Export**.
2. In the screen that displays, click **Cashbook G/L Code Override**. The screen displays with the current cash books for the portfolio.

Cashbook	GL Code	Delete
+MAQCMT MacQuarie Cash Management Account	605	Delete
CASH MAIN CASH ACCOUNT		Delete

3. Click **Edit** and enter the appropriate G/L code for the cash books.
4. Click **Save** before leaving the screen.

 If a cash book general ledger code is left blank, the process will use the general ledger code entered in the main screen for the BGL download. The relevant code for interest received on the bank account can also be entered here.

## Preparing the download file in V-Wrap

The following procedure describes the process used to prepare the file in V-Wrap.

### Selecting the file attributes:

1. Select the portfolio in the Portfolio List screen.
2. Click **Maintenance > Data Download > BGL Simple Fund Export**.

The BGL fund code will automatically appear if it has previously been saved.

3. If not, enter the BGL code and click **Save Details**.

You will need to set up the process for either contra or no contra accounts.

The **With Contra Entries** box is automatically checked. However, if a cash book is not used in V-Wrap, and no contra entries are required, ensure the box **With Contra Entries** is not checked.



If no contra entries are checked, a one line balancing amount will be entered into account 998 in BGL.

An alternative method for portfolios without cash books is to use the contra entry method and overwrite the three default codes 680, 880 and 620/001 to the cash at bank code in BGL, usually 604. This will have the effect of putting a corresponding entry straight into the BGL cash book for every trade and income transaction. These can be matched to entries on a bank statement.



You should not use this process if you are already importing cash books into BGL, as this will result in duplicate cash entries.

Refer to 'With Contra G/L Accounts and no V-Wrap cash books' on page 13.

The default codes match to the master chart in BGL, but can be overwritten if required. The codes are as follows:

- **604 Cash Book.** Each V-Wrap cash book entry will populate this code and a corresponding BGL general ledger code, being one of the default codes or, if overwritten in the cash book, the selected general ledger code. Refer to 'Multiple Bank Accounts' on page 18.
- **250/001 Interest Received.** If the transaction type **Interest Receipt** is allocated in the V-Wrap cash book, the entry will automatically credit the BGL code 250/001.
- **375 Investment Expenses.** If the transaction type in the V-Wrap Cash book is any of the following, it will transfer to the default BGL code 375, unless overwritten in the V-Wrap Cash book with the required BGL code.
  - Portfolio Fee
  - Interest Expense
  - Bank Charge/Fee

- Facility Fee.
- **840 GST Refundable.** If the portfolio is claiming the 75% GST RITC, and this is switched on in the V-Wrap portfolio profile, then the GST refundable amount on transactions will be allocated to the GST Refundable account in BGL. All ATO refund amounts paid in respect of the RITC will be allocated to BGL code 840 in the V-Wrap cash book to offset this.

The default codes are set to the following codes, and where the With Contra Entries box is checked, the 'other side' of the V-Wrap Cash Book entries will upload as follows, providing that the cash book transaction types have been allocated correctly:

- **680 Sundry Debtors** for proceeds of sells
- **880 Sundry Creditors** for settlement of buys
- **620/001 Divs Receivable** for receipt of income on investments
- **250/001 Bank Interest received.**



Ensure that the portfolio in V-Wrap has been recalculated to 30/06/xxxx for YTD downloads, and the required date for incremental downloads.

You are now ready to download.

## Using the BGL web interface to upload your V-Wrap data

BGL users can automate the upload of transaction information from V-Wrap to BGL Simple Fund via a web interface. This removes the need to log in to V-Wrap to manually download the transaction files to your computer, before manually uploading them into Simple Fund.

This section describes how to set up the fund in Simple Fund and the portfolio in V-Wrap to enable the automated upload of transactions using the web interface.

The web interface used to automate these uploads only works with Simple Fund version 11.2 or later. Earlier versions of Simple Fund will not be able to use this web interface.

### Setting up BGL Simple Fund

The first step in the process of automating transaction file uploads from V-Wrap to BGL is to set up the BGL Simple Fund.

#### To set up Simple Fund:

1. From the Simple Fund **Administration > Defaults** screen, click the **Tasks/Help** tab.
2. Type your V-Wrap:
  - **User Name**
  - **Password**
  - **Service ID.** Refer to 'Service ID numbers' on page 21.

For example:

3. Click **Save**.
4. From **Fund Details**, click the **Details** tab.
5. Type the V-Wrap **Portfolio ID**.

6. Click **Save**.
- You need to repeat steps 5 and 6 for each fund.

### Service ID numbers

To find your service ID number, in V-Wrap:

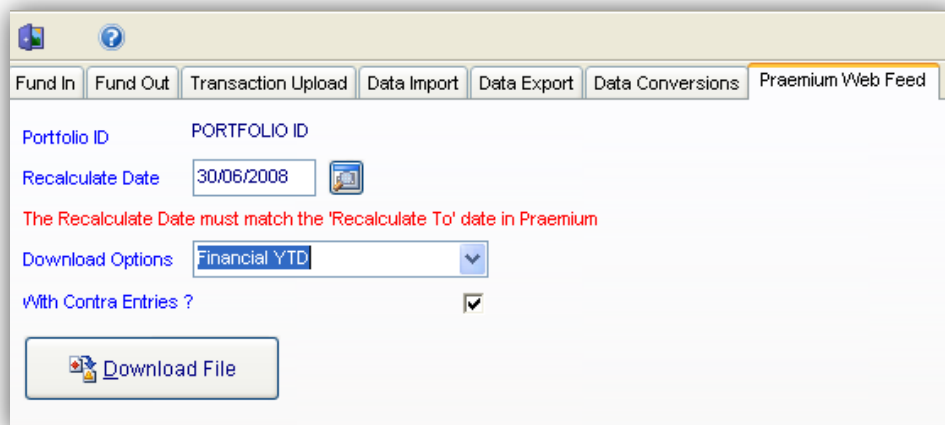
1. Click **Maintenance > User Maintenance > Change User Details**.
2. The service ID number is shown in brackets in the **Service** field.


For example:

Contact the Praemium help desk via [mail@praemium.com.au](mailto:mail@praemium.com.au) or ring on (03) 8622 1222 if you need more information.

## Uploading the transactions into BGL Simple Fund

1. Select the fund for which you want to upload transactions from the **Fund Selection** screen.
2. In the **Fund Details** screen, ensure the fund has been rolled forward to the same reporting period as the V-Wrap portfolio you are uploading from.  
For example, the V-Wrap portfolio should be recalculated to the 30/6/08 for the 07/08 financial year period.
3. From the **Data In/Data Out** screen, click the **Præmium Web Feed** tab.



4. Select the appropriate **Download Option** and select if you want to include contra entries.
5. Click **Download File**.  
Simple Fund connects to V-Wrap and downloads the transactions as an XML file to a configured location on your computer. This location is configured in Simple Fund's **sfund.ini** configuration settings file.
6. From the **Transaction Upload** screen, click **Upload**.  
The XML file is validated by Simple Fund to ensure it is in the right format and displays in the Transaction Upload screen. For details on how to use this screen, click the help icon ( ? ).
7. Click **Save** (  ).

The transactions have now been uploaded and saved in Simple Fund.

**BGL CURRENT FINANCIAL YEAR - TO 31/12/2003**  
**DATA IN TRANSACTION LISTING AT 30/06/2004**  
 Printed: Monday 14 June, 2004 @ 16:02:23

Date	Account Code	Account Name	Ref	Source	Quantity	Imp Cre	Tax Free	Tax Exempt	Tax Def	For Inc	For Cre	TFN Cre	Cap Prof	Discount Cap Dist	GST	Amount
1/07/2003	776.001	ANZ BANKING GROUP LTD	13649	CT	1,000.0000											18,790.00
		Details: ANZ PURCHASE														
		Transaction Type: Asset Purchase														
		Security Type: Shares in Listed Company (Australian)														
1/07/2003	604	ANZ AUSTRALIA & NEW ZEALAND BANKING GROUP LIMITED														30,500.00
		Cash at Bank/Bank Overdraft	1334166	CT												
		Details: INITIAL DEPOSIT - EMPLOYER CONTRIBUTION - MEMBER 1														
1/07/2003	242.001	Member, Ima s	1334166	CT												(30,500.00)
		Details: INITIAL DEPOSIT - EMPLOYER CONTRIBUTION - MEMBER 1														
1/07/2003	880	Sundry Creditors	494.2010	CT											20.00	(18,805.00)
		Details: B 1,000 ANZ														
		Transaction Type: Other Expense														
		Security Type: Shares in Listed Company (Australian)														
1/07/2003	840	ANZ AUSTRALIA & NEW ZEALAND BANKING GROUP LIMITED														15.00
		GST Payable/Refundable	494.2010	CT												
		Details: B 1,000 ANZ														
		Transaction Type: Other Expense														
		Security Type: Shares in Listed Company (Australian)														
4/07/2003	604	ANZ AUSTRALIA & NEW ZEALAND BANKING GROUP LIMITED														(18,805.00)
		Cash at Bank/Bank Overdraft	1334167	CT												
		Details: BUY 1000 ANZ														
		Transaction Type: Other Expense														
4/07/2003	880	Sundry Creditors	1334167	CT												18,805.00
		Details: BUY 1000 ANZ														
		Transaction Type: Other Expense														
1/10/2003	782.002	STOCKLAND	13651	CT	2,000.0000											9,276.25
		Details: SGP PURCHASE														
		Transaction Type: Asset Purchase														
		Security Type: Units in Listed Trust (Australian)														
1/10/2003	880	SGP STOCKLAND TRUST GROUP													5.00	(9,280.00)
		Sundry Creditors	494.2020	CT												
		Details: B 2,000 SGP														
		Transaction Type: Other Expense														
		Security Type: Units in Listed Trust (Australian)														
		Security: SGP STOCKLAND TRUST GROUP														

## Creating the file manually

The web interface is only available for BGL Version 11.2 onwards. If you are using a prior version a two step process to create and upload the V-Wrap file is available.

Refer to 'Creating the file manually' on page 23.

Once all the account information has been set up correctly, go to **Maintenance > Data Download > BGL**, click **BGL Simple Fund Export**.

For this method you will need to define the date range for the file.

From the drop down box, select the option to suit the data transfer requirements. For example:

BGL Fund Code:  Member Nbr:

**Financial year to date with initialise.** This will be for a V-Wrap portfolio that has prior year transactions but is a new account in BGL. It will create the general ledger balances for the historical trading activity as at the last financial year (for the relevant asset accounts only), and transfer across all current year transactions.

**Financial YTD.** This will be for an account which is already active in BGL and has been updated to the end of the last financial year. The download will contain current financial year transactions only.

**Incremental since last report.** This will be for an account where a transfer of data has already taken place for the current financial year. It will update transactions since



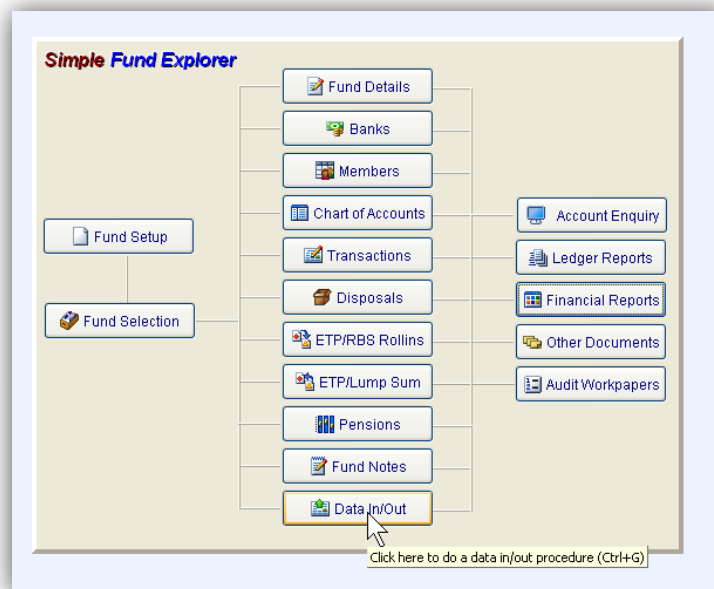
the last download.

Click **Export to BGL**. Save the file and note the path, directory and file name for subsequent retrieval.

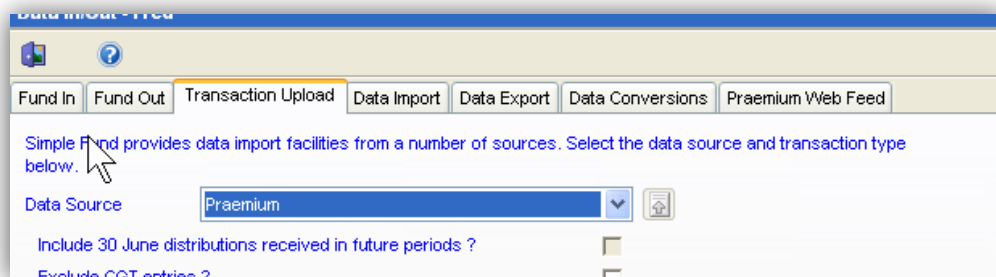
The screenshot shows the BGL Simple Fund Explorer interface. At the top, there is a navigation bar with tabs: Main, Logout, Back, Maintenance, Portfolio Details, Trading Activity, Print Reports, System Management, and Feedback. Below this, the user is logged in as 'Chris Silcox' and the portfolio is '+7257'. The main screen displays various financial data fields such as 'Cash at Bank', 'Interest Received', 'Invest. Expenses', 'GST Refundable', 'Sundry Debtors', 'Sundry Creditors', and 'Divs Receivable'. A 'Financial YTD' dropdown menu is highlighted with a red circle. To the right, a 'File Download' dialog box is open, showing the file name 'PræmiumBGL.xml', file type 'XML Document', and source 'members.premium.biz'. The 'Save' button in the dialog is also highlighted with a red circle.

## Upload into BGL

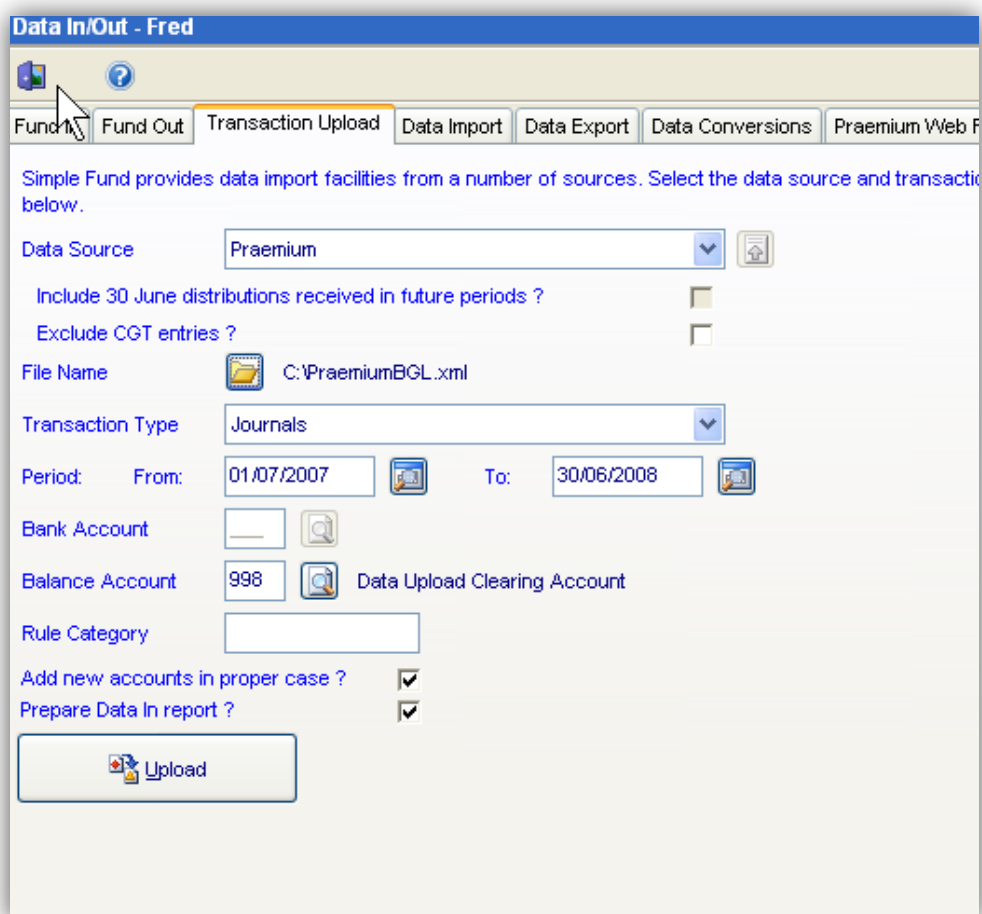
1. Log into BGL and select the corresponding fund and in the main screen.
2. Click **Data In/Out**.



3. Click the **Transaction Upload** tab.




4. Select **Praemium** as the data source and then click the yellow folder **File Name** icon to display your computer directory.








5. Find and double click the file downloaded from V-Wrap to bring the file across. The **Transaction Type** is not relevant to the process and any type can be selected.
6. Click **Upload**.


The file will now be validated in which the transaction upload validation screen will display. This will allow you to review all transactions before uploading into the Simple Fund transaction screen.

Transaction Upload Validation - Praemium Training Superannuation Fund									
Error Description	Date	CGT Date	Transaction Type	Code	Details	Transact	Units	Amount	
Valid Transaction	27/09/2006		Asset Income		BHP DIVIDEND/DISTRIBUTION	1287843	0.0000	-193.9	
Valid Transaction	27/09/2006		Other Expense	620/001	BHP DIVIDEND/DISTRIBUTION	1287843	0.0000	193.9	
Valid Transaction	20/03/2007		Asset Income		BHP DIVIDEND/DISTRIBUTION	1287844	0.0000	-206.4	
Valid Transaction	20/03/2007		Other Expense	620/001	BHP DIVIDEND/DISTRIBUTION	1287844	0.0000	206.4	
Valid Transaction	13/11/2006		Asset Income		CML DIVIDEND/DISTRIBUTION	1287845	0.0000	-131.8	
Valid Transaction	13/11/2006		Other Expense	620/001	CML DIVIDEND/DISTRIBUTION	1287845	0.0000	131.8	
Mandatory tag <Quantity> not complete	22/05/2007		Asset Instalment		CML INSTALMENT PAYMENT	1287841	0.0000	-2,918.6	
Mandatory tag <Amount> not complete	22/05/2007		Asset Disposal		CML DISPOSAL - TAX DATE	1287842	-586.0000	0.0	
Valid Transaction	22/05/2007		Taxable		CML DISPOSAL TAXABLE	1287842	0.0000	0.0	
Valid Transaction	22/05/2007		Non Taxable		CML DISPOSAL	1287842	0.0000	0.0	

The transactions highlighted with a , displayed in column to the left, will not be uploaded due to an error. The reason is displayed in the **Error Description** column. In order for these transactions to be uploaded they will have to be edited and have the error corrected on this screen.

- Revalidate the transactions by clicking on  on the toolbar.
  - If the transaction is valid, the error description will change to **Valid Transaction** and the  on the left of the transaction will change to .
- If any transactions are edited on this screen it is highly recommended that you validate the changes prior to upload. If you do not want to upload a transaction marked with a  no action needs to be taken.
- Select  on the toolbar to upload the transactions.

Only transactions marked with  will be uploaded to the ledger.

Alternatively select  to exit out of the screen and upload no transactions.

A one off audit report, an example of which is shown below, will display to show which transactions have been updated. This can be saved as a PDF or printed and cannot be produced without uploading again.

The transactions can now be reviewed in the BGL transaction screen and reports. A Trial Balance report for the relevant year end date can be created and used to reconcile to the various reports for the same date in V-Wrap.

Some recommended reports for comparison are:

- Portfolio Valuation by Security – for holdings and cost bases;
- Income Taxable – for individual/total dividends and distributions; and
- Realised CGT.



The file codes all the entries as directed, and then adds all the debit entries and all the credit entries. Any imbalance between the debits and credits is posted to the Upload Clearing Account – 998.

## Funds with Segregated Assets

This section relates information about procedures which may assist with managing Segregated Asset Funds.

### Multiple Members/Segregated Assets

Where there are multiple members and the assets of the fund are segregated at member level then the individual assets need to be managed in separate portfolios in V-Wrap for correct tax calculations at member level.

By recording the common BGL fund code in each V Wrap member portfolio and

recording the appropriate BGL member code in the V-Wrap portfolio, the individual member transaction details and tax calculations details can be merged into the same BGL Simple Fund during the upload process. You can have a maximum of only four members to a fund.

To set up in V-Wrap, from **Maintenance > Data Download > BGL**, click **BGL Simple Fund Export**.

Once you have entered the **BGL Fund Code** into the box, insert the member number and the 3 digit BGL member code. Save the details

In the following example, the BGL Fund Code is BLOGGS. Fred is BGL member code 501 and Martha is BGL member code 502. So, in Fred's V Wrap portfolio, the member number 1 is used and in Martha's V-Wrap portfolio, the member number 2 is used—that is, the V-Wrap member number matches to the BGL member code's last digit.

The screenshot shows the V-Wrap system interface for user Sean Crisp. The Portfolio is set to 'Fred Bloggs sup' with a dropdown showing '(93948) Fred Bloggs super'. There are buttons for 'Important Notices (8)', 'Recalculate to Today', and 'View Messages'. A message indicates 'You have (3) new system messages'. The 'Previous login time' is '04-Mar-2009 11:34'. At the bottom, the 'BGL Fund Code' is 'BLOGGS', 'Member Nbr' is '1', and 'Member Code' is '501'. A 'Save Details' button is present.

You enter Martha's portfolio member details as:

The screenshot shows the V-Wrap system interface for user Sean Crisp. The Portfolio is set to 'Martha Bloggs S' with a dropdown showing '(93949) Martha Bloggs Super'. There are buttons for 'Important Notices (8)', 'Recalculate to Today', and 'View Messages'. A message indicates 'You have (3) new system messages'. The 'Previous login time' is '04-Mar-2009 11:34'. At the bottom, the 'BGL Fund Code' is 'BLOGGS', 'Member Nbr' is '2', and 'Member Code' is '502'. A 'Save Details' button is present. Below the form, there is a 'Financial YTD' dropdown menu.

These assets are held in two separate portfolios in V-Wrap; one for each member and when they are uploaded the individual member information will be merged to the one fund in BGL (but still retained at member level).

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## Troubleshooting

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### Why do I have a balance in my 998 account?

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The file codes all the entries as directed, and then adds all the debit entries and all the credit entries. Any imbalance between the debits and credits is posted to the 998 Upload Clearing Account as a single entry.

If there is a balance in the 998 Download Clearing Account, this will need to be analysed and reallocated to the correct general ledger account. There are some situations where this is inevitable, and these are listed below. Other situations, where coding practices in V-Wrap are incorrect, are occasionally because a new corporate action does not translate correctly.

#### Why is the cash book entry going to the 998 Account?

For investment type settlement activities, V-Wrap uses a series of default transaction types in the cash book to create the general ledger entries in BGL. Other cash transactions will need to be manually coded with the relevant BGL General Ledger Code.

For Cash book entries which do not have either a default transaction type or BGL GL Code, the entry will be coded to the BGL 998 clearing account as an individual item to be later journalled out.

However for accurate BGL general ledger allocation, the cash book entries should be **coded correctly** where there is not a default V-Wrap Cash Book transaction type.

#### Timing Issues and DRPs

Where the holder is reinvesting units and these are updated into V-Wrap by activating the DRP process, the journals are:

- Cr: the appropriate income account; and
- Dr: the asset account with the new units (with no contra entries).

For year-end distributions, the date for the income will be in the current financial year (ex date), but the allocation of the new units may be in the next financial year (payable date). The income may need to be credited to the Profit and Loss account depending on the security type. Since as at 30/06/xxxx the buy has not occurred, it will not be in the download file and causing an imbalance, this is now offset by an entry in the 998 account. It is recommended that a journal for these amounts be raised in BGL, to adjust the value back to the dividends receivable account or back to the income account if it is to be accounted for in the next financial year.

Conversely, at the start of the financial year, the buy transactions will be processed in the file for that year, but the income entries for the distributions will have been processed in the prior year, a transaction will flow through to the 998 account as a contra entry. Please note that this will only happen for transactions with the notation "DRP Allocation" within July and August.

If the prior year, outstanding income has been journalled to the dividend receivable account, the subsequent buys can be offset against this account.

## Other DRP Issues

Throughout the year, DRP entries will be adjusted. By default V-Wrap will use the income value as the cost base for the new units. It is important if one entry is edited (income or DRP), that the corresponding entry is also changed. If the entry is unconfirmed, then both entries will change if one entry is edited. Any variance in these values will flow into the 998 clearing account.

For example:

Div value	100
New DRP Unit Cost Base	120

In BGL:

Div entry	Cr	238/xxx	100
Purchase entry	Dr	7xx/xxx	120

The difference of \$20 will be part of the total Dr and Cr imbalance.

If the DRP process is NOT used, and the DRP purchases are entered as 'buys' in V-Wrap, then these transactions will be treated as any other buy. Likewise the income will be treated the same as a cash distribution.

Div Value	220
New DRP Cost Base	220

In BGL:

Div Entry	Cr 238/xxx	220
	Dr 620/001	220
New DRP units	Dr	7xx/xxx
	Cr	880 Sundry Creditors

In these cases, it will be necessary to journal between Sundry Creditors and Dividends Receivable.

## Service Assets


If a service asset for an existing asset in V-Wrap is downloaded into a new BGL sub account, then the asset can be journalled from the existing code to the new one, since this is the code it will download into for future years.

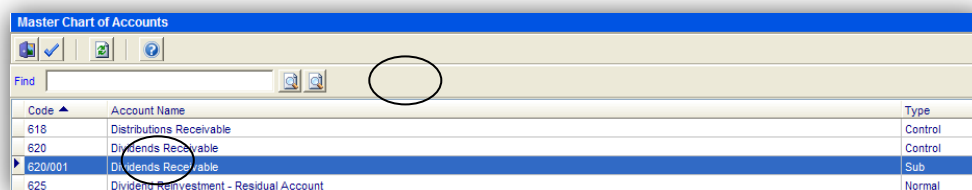
## BGL General Ledger account 620/001 does not exist


Account 620/001 must exist within your BGL General Ledger for Dividends Receivable information. If this account does not exist already, you must set it up.

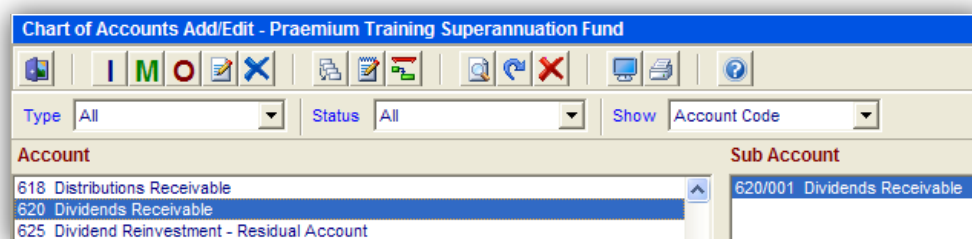
Note, recent BGL Simple Find versions should already contain this account, but errors will occur when you transfer data from V-Wrap to BGL if this account does not exist.

This account can be added to your fund chart of accounts by doing the following:

- After selecting your fund click on  Chart of Accounts.



- At the top of the screen to the right of the **Find** box, click on the  icon.
- Double click on account **620/001** from the Master Chart of Accounts. The account is then added to your existing chart of accounts, as shown below.



## Managing stapled securities between Simple Fund and V-Wrap

In BGL Simple Fund, there is no set rule for managing stapled securities. They are reported at the head stock level only. However, in V-Wrap, both the head stock and each of the underlying securities for many of the stapled securities are recorded.. This allows V-Wrap to correctly calculate the correct tax position for each of the stapled entities. Therefore, when data transfers between V-Wrap and BGL takes place, security codes may not match.

Depending on how you managed stapled securities in BGL Simple Fund, there are two ways in which you can reconcile these security code differences:

- Recording the stapled security as a single investment (that is, the stapled security is managed in BGL under the one security code).
- Recording the stapled security as multiple entities (that is, the stapled security is split into the underlying security codes in BGL).

### Recording the stapled security as a single investment

You would use this method if you managed stapled securities under the one security code either as a Share, Managed Fund or Unit Trust. One single **distribution** income account is used to record all the income components. Note, using a **dividend** income account, will result in tax components from the trust component being incorrectly recorded to dividend accounts.

You can manage the transfer of data for stapled securities from V-Wrap to Simple Fund by using the Security Override function in V-Wrap, described on page 16.

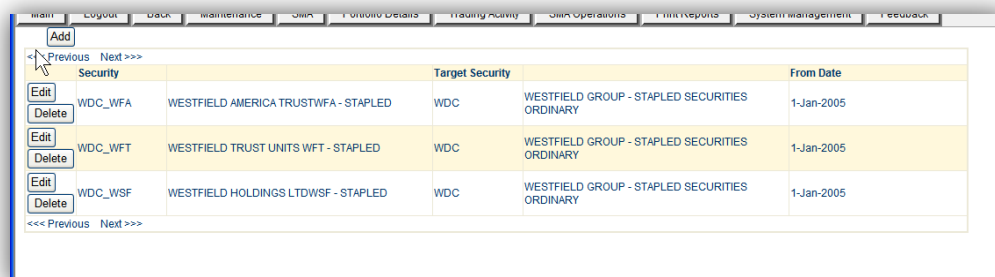
The override function is used to map stapled securities in V-Wrap to one security code in Simple Fund.



A journal will need to be entered to reduce the units once they are in Simple Fund. This entry will be a one sided journal entry for nil value and reducing the number of units.

For example, the Westfield (WDC) security consists of the following stapled securities:

WDC\_WSF, WDC\_WFT and WDC\_WFA. The WDC security will export to Simple Fund as the three individual securities. If you override these stapled securities to export to Simple Fund as WDC, then you will triple the quantity of securities in the asset ledgers. Therefore, you will need to adjust the quantity held to reflect the actual holdings.



Security	Target Security	From Date
WDC_WFA	WESTFIELD AMERICA TRUSTWFA - STAPLED	1-Jan-2005
WDC_WFT	WESTFIELD TRUST UNITS WFT - STAPLED	1-Jan-2005
WDC_WSF	WESTFIELD HOLDINGS LTDWSF - STAPLED	1-Jan-2005

Note also that you will need to create an asset code override, as described on page **Error! Bookmark not defined.**, so that the underlying securities which have been re-directed to the one headstock security, are placed in the correct asset class ledger.

In the example, the underlying securities which have been re-directed to WDC, retain their original asset class. Therefore, an asset class override for WDC is required to map the transactions to the correct account.

### Recording the stapled security as multiple entities

You would use this method if the stapled security is split into the underlying security codes in BGL Simple Fund.

You need to ensure that the asset's security code and asset class in BGL match the security codes and class in the data exported from V-Wrap.

If they don't, use the G/L Asset Class Override, as described on page **Error! Bookmark not defined.**, to match asset classes.

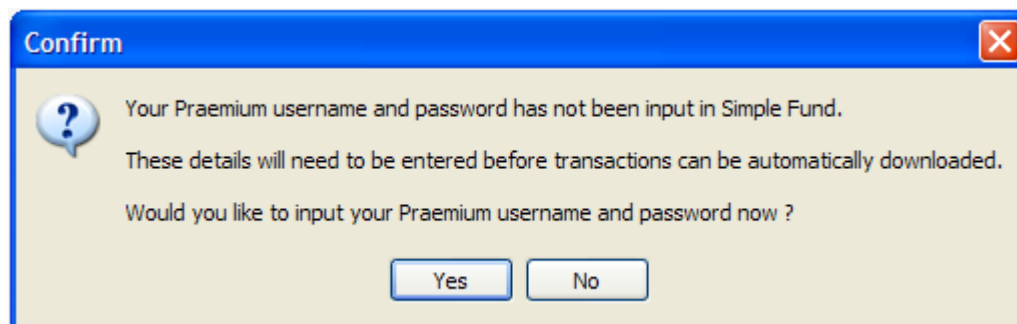
Where the security code does not match, amend the code in BGL.

## The BGL web interface

The following errors may occur during the upload process described in this document.

### Præmium username and password details

The following error displays if your Præmium username and password is not entered in the Defaults screen.



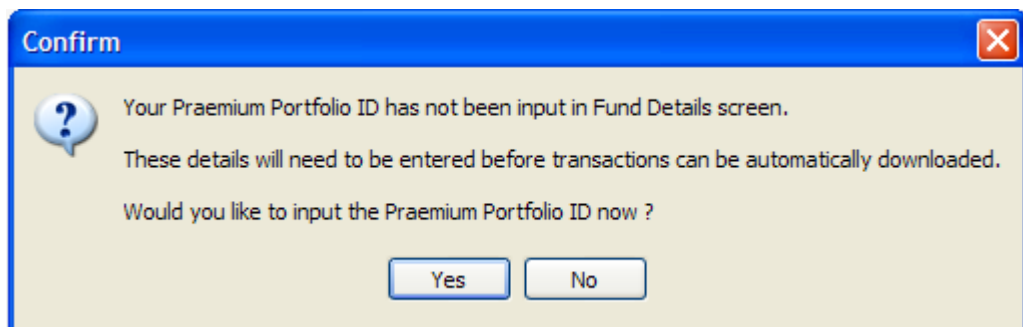
Click **Yes** to go to the Defaults screen and enter these details.

Click **No** to close this error message and cancel your attempt to upload.



### Praemium portfolio ID

The following error displays if the portfolio ID has not been entered in the Fund Details screen.

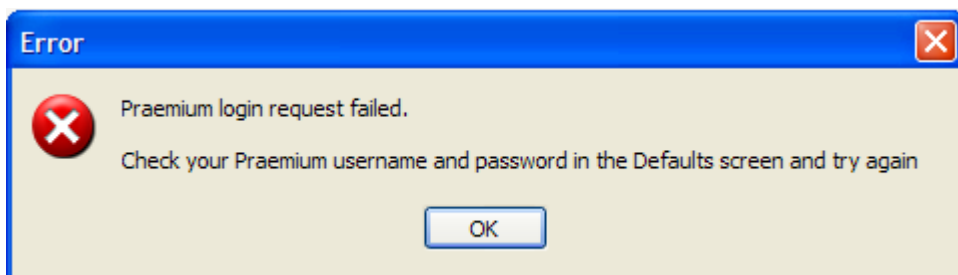


Click **Yes** to go to the Fund Details screen and enter this ID code.

Click **No** to close this error message and cancel your attempt to upload.

### Incorrect Praemium login details

The following error displays if the V-Wrap username and password entered in the Defaults screen is incorrect.

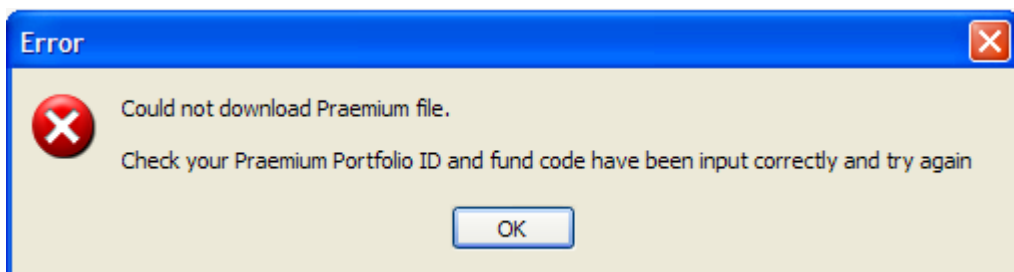


Click **OK** to close the message, then return to the Defaults screen and enter the correct V-Wrap login details.

### Mismatch between the Praemium portfolio ID and the BGL Fund Code

The following error appears if:

- The portfolio ID entered in the Simple Fund **Fund Details** screen does not match the portfolio ID in V-Wrap.
- The BGL Fund Code in V-Wrap does not match the Fund Code in the **Fund Selection** screen in Simple Fund.



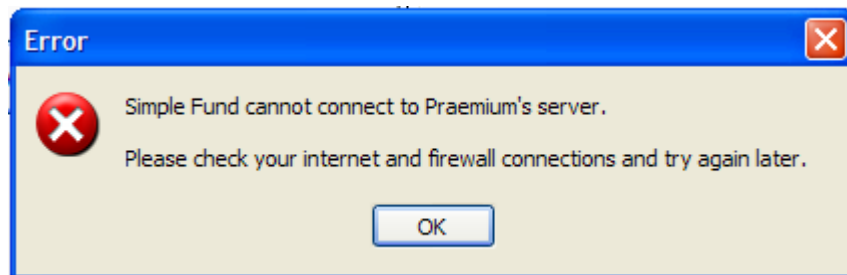
Click **OK** to close the message.

### No connection to V-Wrap server

The following error occurs if:

- Your internet connection is down or running too slow.

- Your internal firewall is blocking Simple Fund from accessing the internet. You will need to configure your firewall to add Simple Fund as an exception.
- V-Wrap's server is not responding; for example, if it has been shut down for maintenance.



Click **OK** to close the message.