



# Procedure Guide Datafeeds v1.1

24 February 2020

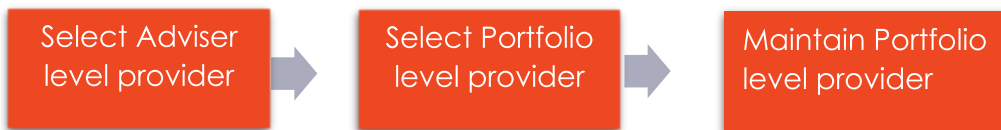


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## 1. Data Feeds

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The Datafeeds process outlines how to enable sending personal and investment data to Class Super.



**Note:** The client must Opt in to using Class Super as their provider. For Adviser level feed an email / form will be provided to Centric Admin confirming access required.

From the home page screen enter your user ID and password

Centric 

User ID

[Forgotten User ID?](#)

Remember Me

Password

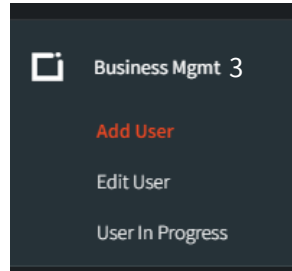
[Login](#)

[Forgotten Your Password?](#)

## 2. Select Adviser Level Data Feed Provider

### Step 1

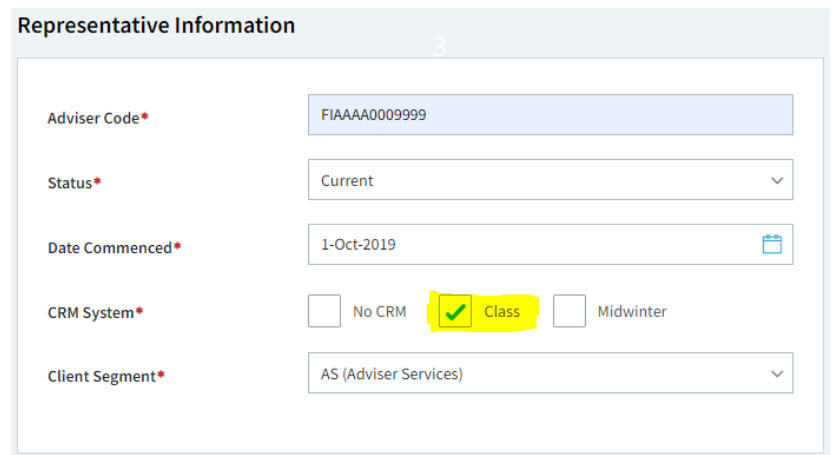
On the left-hand side, using the navigation bar go to **Business Management > Add User** to add new adviser or **Business Management > Edit User** to edit an existing adviser.



### Step 2

Ensure the **CRM System** check box for **Class** is ticked. This will enable the download of all portfolios linked to this adviser into the Class system via the overnight feed.

Note: Please see Adviser Maintenance Procedure Guide for further details on maintenance and authorisation of Adviser details.



A form titled "Representative Information 3" with the following fields:

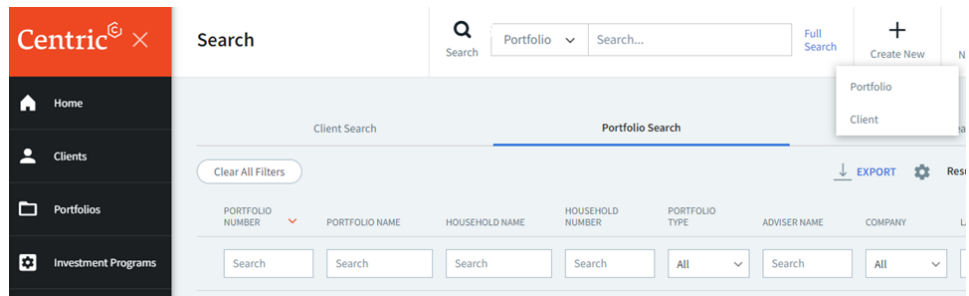
Adviser Code*	FIAAA0009999
Status*	Current
Date Commenced*	1-Oct-2019
CRM System*	<input type="checkbox"/> No CRM <input checked="" type="checkbox"/> Class <input type="checkbox"/> Midwinter
Client Segment*	AS (Adviser Services)

## 3. Select Portfolio Level Data Feed Provider

### Step 1

On the top tool bar, select **Create New -> Portfolio** to navigate to the onboarding wizard screen.

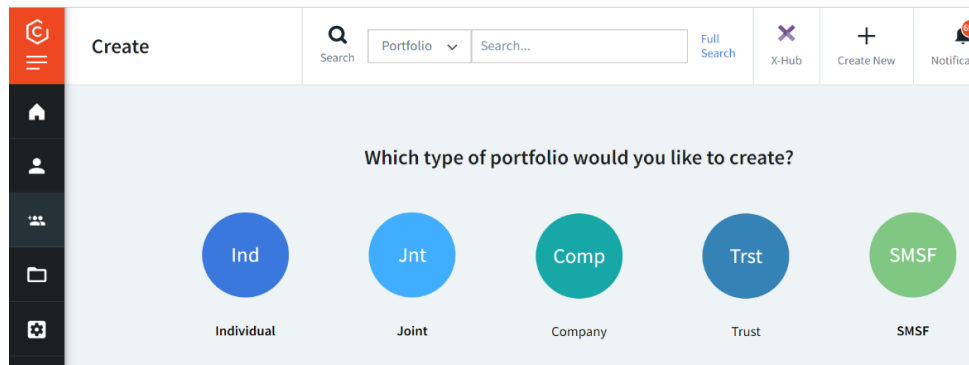
**Note:** These details can be entered at a later point by editing the portfolio details.



### Step 2

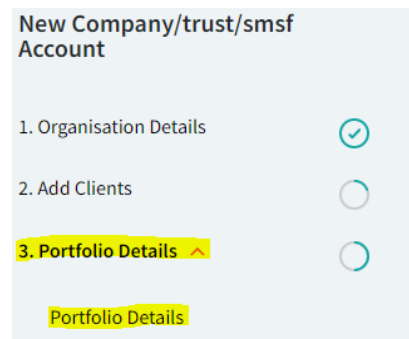
Select the portfolio type that you want to create from the options provided:

**Note:** The Portfolio Type can be one of **SMSF**, **Trust** or **Company**



### Step 3

During step three of the wizard when setting up the portfolio details the data feed provider details can be entered.



## Step 4a

For an SMSF type, select **Class** as the **SMSF Provider**.

### Portfolio Details

<b>Name of Portfolio</b> <input type="text" value="Davieson Superannuation Trust"/>	<b>Portfolio Type</b> Smsf
<b>Number of Signatories Needed</b> <input type="text" value="No Authorisation"/>	<b>Reporting Currency</b> <input type="text" value="Australian Dollar (AUD)"/>
<b>SMSF Provider*</b> <input type="text" value="None"/> <input type="text" value="None"/> <input style="background-color: #007bff; color: white;" type="text" value="Class"/>	
<b>Banking Provider ?</b> ANZ	

## Step 4b

For a Trust or Company type, select **Class** as the **External Portfolio Provider**.

### Portfolio Details

<b>Name of Portfolio</b> <input type="text"/>	<b>Portfolio Type</b> Company
<b>Number of Signatories Needed</b> <input type="text" value="No Authorisation"/>	<b>Reporting Currency</b> <input type="text" value="Australian Dollar (AUD)"/>
<b>External Portfolio Provider*</b> <input style="border: 1px solid #f00;" type="text" value="Class"/> <input type="text" value="None"/> <input style="background-color: #007bff; color: white;" type="text" value="Class"/>	
<b>Authentication Status ?</b> <input type="button" value="Authenticate with Class"/>	

Note: If this portfolio is already enabled for the Adviser attached to this portfolio a message will be displayed to advise the feed is already active. This change can be cancelled without saving.

**SMSF Provider**

**Authentication Status ?**

**Fund Code**

**Business Code**

Our records indicate the adviser has an adviser-level Class feed enabled. The data of this account will automatically be included within that.

## Step 5

To enable the feed for an individual portfolio then check the **Account Level feed** check box.

Would you like to enable an account-level feed to Class Provider?

**Class Token ?**

Enter the Token provided within the Class Super application. This is generated by enabling the Centric feed in the Class Super application. For information on how to do this please contact Class.

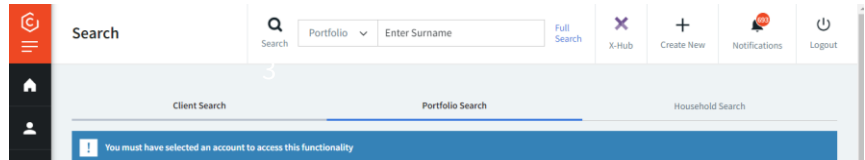
This will enable the download of this portfolio into the Class system via the overnight feed.

You can now proceed with completing the remainder of the portfolio wizard.

## 4. Maintain Portfolio Level Data Feed Provider

### Step 1

On the top tool bar, select **Portfolio** and search for a portfolio.



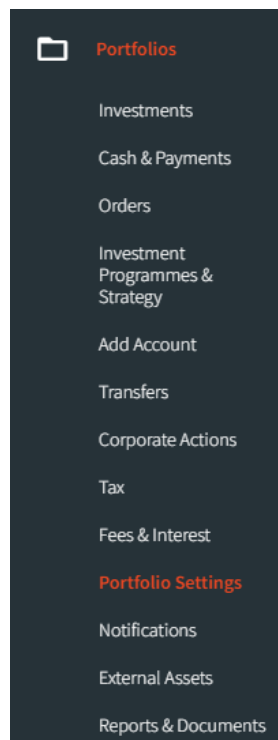
### Step 2

Select the portfolio from the drop down list



### Step 3

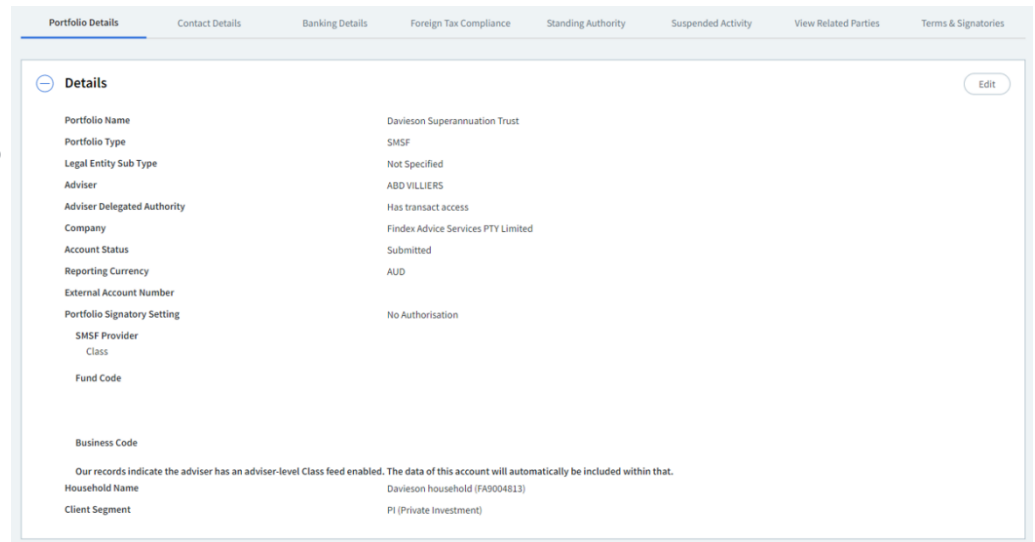
Once you have selected the portfolio go to the left-hand toolbar. Under Portfolios select **Portfolio Settings**



## Step 4

In the top navigation bar, click on **Portfolio Details**.

In the details section click on **Edit**.



The screenshot shows the 'Portfolio Details' page with the following information:

Portfolio Name	Davieson Superannuation Trust
Portfolio Type	SMSF
Legal Entity Sub Type	Not Specified
Adviser	ABD VILLIERS
Adviser Delegated Authority	Has transact access
Company	Findex Advice Services PTY Limited
Account Status	Submitted
Reporting Currency	AUD
External Account Number	
Portfolio Signatory Setting	No Authorisation
SMSF Provider Class	
Fund Code	
Business Code	

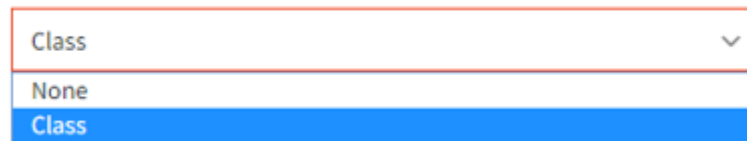
Our records indicate the adviser has an adviser-level Class feed enabled. The data of this account will automatically be included within that.

Household Name: Davieson household (FA9004813)  
Client Segment: PI (Private Investment)

## Step 5a

For an SMSF type, select **Class** as the **SMSF Provider**.

### SMSF Provider



The dropdown menu shows the following options: Class (selected), None, and Class.

## Step 5b

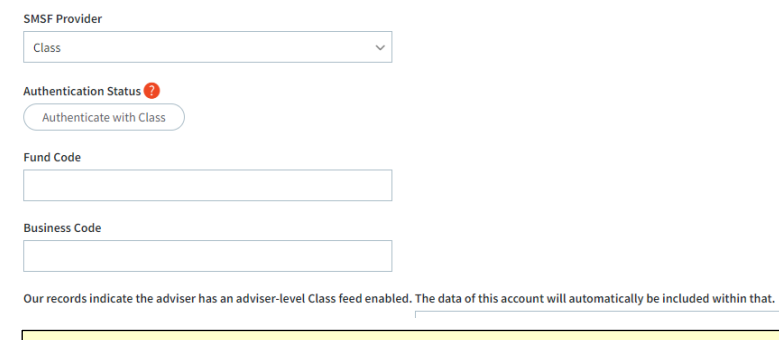
For a Trust or Company type, select **Class** as the **External Portfolio Provider**.

### External Portfolio Provider



The dropdown menu shows the following options: Class (selected), None, and Class.

Note: If this portfolio is already enabled for the Adviser attached to this portfolio a message will be displayed to advise the feed is already active. This change can be cancelled without saving.



The form shows the following fields and buttons:

- SMSF Provider: Class
- Authentication Status: ! Authenticate with Class
- Fund Code:
- Business Code:


Our records indicate the adviser has an adviser-level Class feed enabled. The data of this account will automatically be included within that.



## Step 6

To enable the feed for an individual portfolio then check the **Account Level feed** check box.

Would you like to enable an account-level feed to Class Provider?

Class Token 

Enter the Token provided within the Class Super application. This is generated by enabling the Centric feed in the Class Super application. For information on how to do this please contact Class.

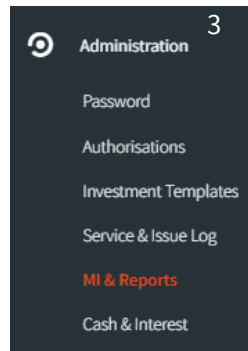
This will enable the download of this portfolio into the Class system via the overnight feed.

Press the **Save** button to confirm these changes.

## 5. Find an Adviser Code

### Step 1

On the left-hand side, using the navigation bar, go to **Administration > MI & Reports**



### Step 2

In the Request a New Report Section select 'Adviser Details' From the drop down list and press the **Create** button.

### Step 3

REPORT	CRITERIA	REQUEST TIME	STATUS
Adviser Details	As at 24-Feb-2020, Region=All, Sub-Region=All, Office=All, RequestWrap Provider=FIN, Wrap Provider=FIN	24-Feb-20 9:49 am	Complete

Once the report completes, click on the **Complete** link to download the excel extract and open in Excel.

### Step 4

Search for the Adviser Name, in column A, and the Adviser Code can be found in column B.

The code is in the format FIAAAA followed by a 6 digit number.

	A	B	C	D
1				
2	<b>As At:</b>	24/02/2020		
3	<b>Report Generated:</b>	24/02/2020		
4				
5				
6	<i>Adviser Name</i>	<i>Adviser Code</i>	<i>Company Name</i>	<i>Company Code</i>
39	David Jones	FIAAAA0000387	Findex Advice Service	FIAAAA
40	vandy adviser	FIAAAA0000388	Findex Advice Service	FIAAAA
41	Testing TestAdviserU	FIAAAA0000389	Findex Advice Service	FIAAAA
42	Mathew Smith	FIAAAA0000390	Findex Advice Service	FIAAAA
43	Koushik Khandaker	FIAAAA0000391	Findex Advice Service	FIAAAA