Topshare Importer

Version 4, 2012 – for Topshare V2
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Topshare Importer is a program designed specifically to import existing transaction data into Topshare, from the following portfolio management programs:

- Stockeasy
- Portfolio Reporter

Installing Topshare Importer

Ensure that Topshare v2 is installed first. Topshare can be installed from the *Downloads* section of the Topshare website.

Use the *Topshare Importer* link in the *Downloads* section of the Topshare website. Click the link, then select *Run* or *Open*. This will install Topshare Importer onto your computer.

Running Topshare Importer

At any time, run Topshare Importer from the Start menu:
Start|Programs|Topshare Portfolio Manager|Topshare Importer

Preparation

Before using Topshare Importer, you must install Topshare itself, and set up your portfolio owners. Normally you will be prompted to do this the first time you run Topshare, but you can do it at any time in Topshare using *Edit|Setup*. See the Topshare manual or Help for more information on this process.

Using Topshare Importer

The Topshare Importer screen has three sections, labelled ***General Setup, Specific Setup*** and ***Import Results***. These are each described below.

General setup

Use this to set up those aspects of the import that don't depend on which program created your old portfolio. Select import tasks, then nominate the Topshare portfolio owner to receive the imported transactions.

Import tasks
Select one or more import tasks.
Clear additions etc**:** only select this if you're starting from scratch. It will clear all existing data in Topshare before beginning the import. Be careful **not** to select this after the first portfolio, if you are importing several portfolios - if you do, previous imports will be cancelled.
Import Companies and ASX codes**:** This only needs to be done once. It will import all company names and ASX codes known in your old portfolio. If an ASX code already exists in Topshare, it will be skipped.
Import Buy transactions: import share purchases
Import Sell transactions*:* import share sales
Import Dividend payments: import dividends

Import valuations (only in Portfolio Reporter): import share valuations to Topshare's *prices* table.

Import to this Topshare portfolio owner
You must choose one of the Topshare *owners* to receive the imported transaction data.

Specific setup - *Stockeasy*

Step 1: Find your Stockeasy data**:** You must tell the Importer where the Stockeasy database is located. If Stockeasy is currently installed, you should be able to use the Windows Registry option - select it and click *Go*. If this is unsuccessful, or if Stockeasy is not currently installed on your computer, you will need to use the *Manual search* option. Using the folder navigator that displays when you click *Go*, find the folder that holds the Stockeasy data. This will be a folder (often in Program Files\Stockeasy) that contains two subfolders named *data* and *portfolios*. Once this step has been successfully completed, the folder names will be listed in the "Folders to be used" box.
Step 2: Select a SE portfolio to import**:** From the drop-down list, select one of the Stockeasy portfolios to import. Remember that this will be imported to the Topshare portfolio (Owner) already selected in the "General setup" panel.
Step 3: Import now**:** Click this button when you're ready to go. If it is disabled, this will be because one of the setup items (in either *General Setup* or *Specific Setup*) has not been completed.

Specific setup - *Portfolio Reporter*

Step 1: Select drive containing PR files: From the drop-down box, select the drive that contains your Portfolio Reporter database. Often this will be your C:\ drive, but not always. When you make a selection, Topshare Importer will automatically search the nominated drive for Portfolio Reporter data, and list the result in the box below for selection in Step 2. This search may take a few minutes the first time you do it.
Note: Portfolio Reporter data are contained in files with names like ASSETRN.DBF, ASSTDT15.DBF etc.
Step 2: Select a PR portfolio to import: From the list, select one of the Portfolio Reporter portfolios (found in the previous step) to import. Remember that this will be imported to the Topshare portfolio (Owner) already selected in the "General setup" panel.
Step 3: protocol for sold shares: If you have bought shares in a particular stock a number of times, there will be a number of parcels available for sale. In Topshare, you need to nominate specific parcels to be sold (Portfolio Reporter did not do this). In the Importer, you must choose one of the two options - either automatically sell the oldest shares first, or sell the newest shares first.
If in doubt, use the first option (as suggested by the ATO).
Note: When using Topshare, you have greater flexibility over choice of parcel for sale. If the Import results in a parcel choice that you're not happy with, use Topshare afterwards to delete the imported sale, then re-enter it manually.
Step 4: Import now**:** Click this button when you're ready to go. If it is disabled, this will be because one of the setup items (in either *General Setup* or *Specific Setup*) has not been completed.

Tools|Change Topshare ASX codes

Use this option to change ASX codes in the Topshare database. For example, in Stockeasy you may have recorded Telstra as TELS. However in Topshare, you should use the recognised code TLS.

In Topshare, wherever possible, company codes recognised by the ASX should be used. Otherwise, Topshare will not be able to retrieve EOD prices.

Using this option is a two step process:
Firstly, set up a series of code changes to be completed. For each one, choose the existing code from the box, top left, labelled '*Select ASX code to change*'. Then, find the correct new code and company name from the box labelled '*Change selected code to…*'. When the correct new code and company name are selected, click the '*Add'* button.

As you repeat this process for each code to be changed, the code pairs will be added to the area labelled '*Change list'*.

Finally, when all required changes have been entered, click 'Change codes'.

General hints

You need to import one portfolio ("User" in Topshare) at a time. You can do this through several successive imports without interruption, or (probably better) you can shut down the Importer and check the results in Topshare after each portfolio is imported.

Checking results in Topshare

Each time Topshare starts, it runs a series of checks against the database. If there are any problems, you'll see details in the "Alerts" panel. Any errors displayed here must be fixed before you can properly use Topshare. You'll find help in the Help menu of Topshare, or in the FAQ section of our website – also accessible from the Help menu in the Topshare program. Please contact Topshare User Support if you have problems (see below).

Please examine and confirm the current holdings of all portfolios in Topshare. This can be done using the "Portfolios" display on the main form. To view holdings on a specific prior date, you can use the Holdings report. Other reports let you view transaction history.

Dividends can be examined using the Dividends report and the Taxation report.

Problems?

The database structures used by Topshare, Stockeasy and Portfolio Reporter are vastly different in many respects, leading to some complexities when importing. There are a number of circumstances that can cause difficulties, and they are diverse enough that it is difficult to write a general-purpose trouble-shooting guide. However, the good news is that I am happy to provide whatever help is necessary – just send a support request via the Topshare website.