

Fund Account Identifier Conversion Import

This file is imported to change account numbers and product codes in the event of a fund company merger.

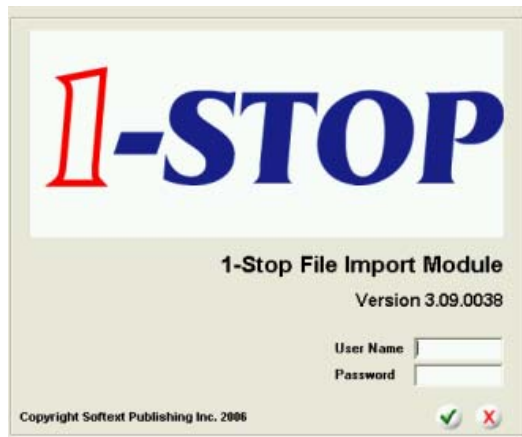
The Fund Account Identifier Conversion file is a one step process that does not utilize a posting file for displaying and correcting errors.

The process does two things. First it will update account numbers from old to new. Second it changes the product associated with the account from old to new including transaction history. Optionally the price history of the old product is transferred to the new product (recommended).

Add the new products to the system prior to running this process. If a product is not found during the process then an alert displays listing the missing products. In this event the file will need to be imported again.

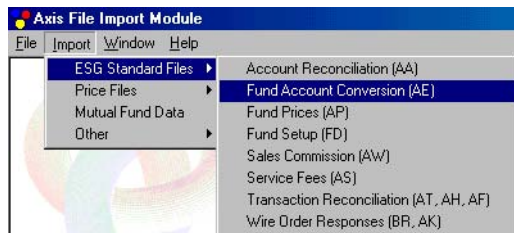
As with any major change to the database ensure there is a working backup prior to running this process. This process could take some time depending on how many accounts are affected.

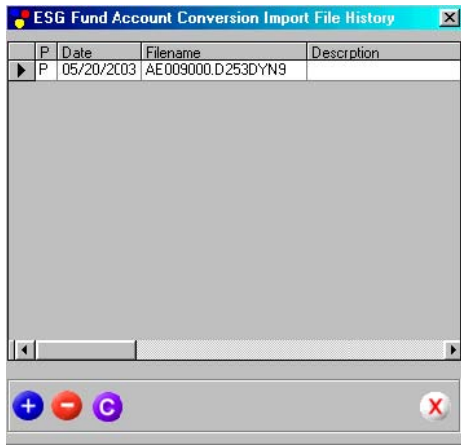
- 1 Select the **Import** menu from the main program to start the Axis ESG File Import Module.
- 2 Enter your username and password.




Axis ESG File Import Module Log In

- 1 Select **Import | ESG Standard Files | Fund Account Conversion (AE)** to open the ESG Fund Account Conversion Import File History screen.
- 2 Click  to insert a new file.





ESG Fund Account Conversion Import File History Screen

- 1 Locate the file from your Axis Import Directory as defined in the General Defaults.
- 2 If you wish to copy the price history of the original product to the merged product then check the box beside "Copy Fund Price History"
- 3 Highlight the desired file in the right pane and click  to begin the one step process of importing the file. There is no posting area for Fund Account Identifier Conversion files. Only appropriate file types are displayed in the selection dialogue box.

