

# Wrap Data Downloads User Guide

## BGL Simple Fund

### What is a Data Download?

A data download is data extracted from Wrap and formatted into a file for you to upload into your financial planning, accounting and SMSF administration software.

Access the Data Downloads homepage by clicking the **My Business** tab >> **Data Downloads** option.

### Generating a download for BGL Simple Fund

Use the BGL Simple Fund wizard to generate a BGL Simple Fund download straight from the DeskTop:

- 1 Click the **My Business** tab and then select the **Data Downloads** option.
- 2 Click the **BGL Simple Fund** option. The BGL Simple Fund wizard displays.
- 3 Select the client(s) you wish to include in your download. *Please refer to "Selecting clients" for instructions.*
- 4 Select the data and period you wish to include in your download:
  - > **Annual (including tax)** – Select this option to download the Cash Movements, Investment Movements, Income and Tax component files for a previous financial year. This file contains your client's income tax information and should be downloaded once your client's tax statements have been issued.
  - > **Periodic (excluding tax)** – Select this option to download the Cash Movements, Investment Movements and Income files for a specific time period.

- > **Income Tax Components Only** – Select this option to download the Income Tax file for a previous financial year. This file contains your client's income tax information and should be downloaded once your client's tax statements have been issued.
- 5 Select additional data for information purposes only:
  - > **Client Details\*** – Your client's details (eg. name, client type, status, etc).
  - > **Wrap Cash Account Details\*** – Your client's Wrap cash account details (eg. BSB, account number, etc).
  - > **Security Holdings\*** – Your client's security holdings information (eg. Security ASX or APIR codes, quantity, etc).

\*These data options do not upload into BGL Simple Fund.

- 6 If you wish to be notified by email when your download is ready, specify a valid email address. Once notified, you will have 14 days to download your file.

Note: An email address may already be entered. To change the email address simply delete the old email address then type a new one in the field. The email address entered is for notification purposes only. It will not permanently update your records.

- 7 Click **submit**. The View My BGL Simple Fund Downloads page displays. *Please refer to "Viewing and downloading files" for instructions on how to use this page.*

## Selecting clients

To select a client or group of clients when generating a BGL Simple Fund download:

- 1 Click the **Select client(s)** button. The Generate BGL Simple Fund Download – Select Clients page displays.
- 2 Complete one or more of the search fields. The more search fields completed, the more specific the search results will be.
- 3 Click the **Find Clients** button. A list of matching clients displays.
- 4 Select the client(s) you require or to select all the clients displayed click the **Select all** checkbox.
- 5 If you are satisfied with the client(s) selected then click **continue** to return to the Generate BGL Simple Fund Download – Select Download Criteria page.  
Alternatively, click one of the following buttons:
  - > **Find Clients** or **add client(s)** – to add the client(s) selected and continue searching for more clients.
  - > **previous** – to cancel the search and return to the Generate BGL Simple Fund Download – Select Download Criteria page.

## Viewing and downloading files

Use the View My BGL Simple Fund Downloads page to view and download your BGL Simple Fund files.

The View My BGL Simple Fund Downloads page displays:

- > After generating a BGL Simple Fund download using the BGL Simple Fund wizard.
- > By clicking the **My Business** tab >> **Data Downloads** option >> **View my BGL Simple Fund downloads** option.

To download a file from the View My BGL Simple Fund Downloads page:

- 1 Right-click the Zip file you wish to download and then select **Save Target As**. The Save As dialog box displays.
- 2 Select a directory to save the file to and then click **Save**.

BGL Simple Fund downloads are generated as Zip files (.zip). Each Zip file contains a set of folders and within these a set of files.

A folder is created for every client selected on the BGL Simple Fund wizard. Their related data files are stored inside these folders.

- 3 Once the Zip file is saved to your computer, unzip the client files and then upload them into BGL Simple Fund.

## Upgrading BGL Simple Fund and uploading files

Before you upload files into BGL Simple Fund, ensure you have upgraded to the latest version of BGL Simple Fund (at least version 12 dated 1/12/2009).

For detailed instructions on how to upgrade or upload files into BGL Simple Fund, please contact BGL.

→ Email [info@bglcorp.com.au](mailto:info@bglcorp.com.au)

→ Call 1300 654 401

→ Visit [www.bglcorp.com.au](http://www.bglcorp.com.au)

## Troubleshooting

### Q How do I filter through my BGL Simple Fund data downloads history?

- A 1 Click the **My Business** tab and then select the **Data Downloads** option.
- 2 Click the **View my BGL Simple Fund downloads** option.
- 3 Click inside the **From** and **To** fields to specify the date range you are interested in.
- 4 Select a status: All, Ready, In Progress, Expired, Error.
- 5 Click **show history**. A list of matching data downloads display.

### Q What do I do if my BGL Simple Fund data download request displays an Error status?

- A If your BGL Simple Fund data download request displays an "Error" status then it has failed to generate. If your data download has failed, you should re-generate it using the request criteria. *Please refer to the next question for instructions.*

### Q How do I view the request criteria used for a BGL Simple Fund data download?

- A To view the request criteria used for a BGL Simple Fund data download, click the data download's request number in the **Request Number & Criteria** column. The Data Downloads – Download Criteria page displays.

### Q Can I request a regular download for BGL Simple Fund?

- A No, however you can generate a BGL Simple Fund data download any time straight from the DeskTop using the BGL Simple Fund wizard.

### Q Can I request a data refresh for BGL Simple Fund?

- A No, however you can generate a BGL Simple Fund data download any time straight from the DeskTop using the BGL Simple Fund wizard.

## For more information

- Visit the Guides and Support section on the Data Downloads homepage
- Email [DataDownloads@BTFinancialgroup.com](mailto:DataDownloads@BTFinancialgroup.com)
- Call Wrap Adviser Relations on 1300 360 899

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