

## Process to extract active member listing from MercerSpectrum.

This document will assist you with extracting an active member list that includes the members fund details (fund name, ABN, SPIN and USI).

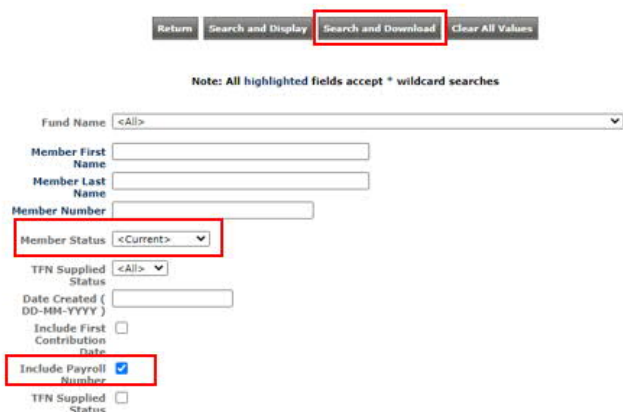
1. Log in to MercerSpectrum.
2. Go to 'Reports' in the links bar and click 'Member Reports'.



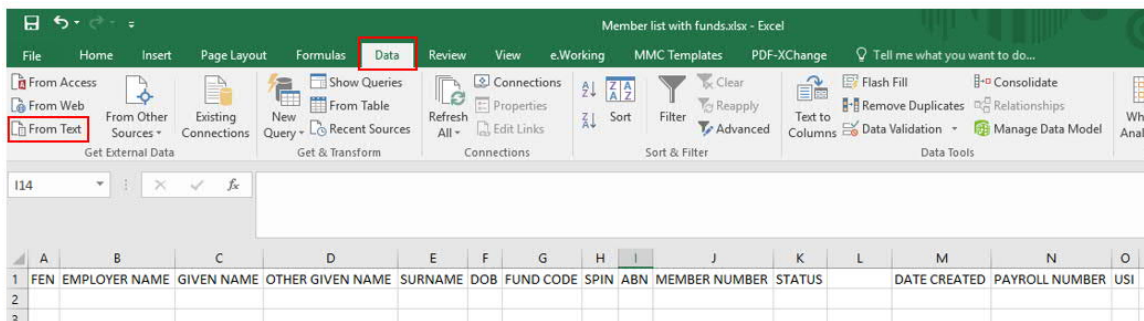
3. On the Member reporting page, please ensure you have ticked 'Include Payroll Number' and the member status is correct. All other fields can be left blank as per below. Click Search and Download.

### Member Reporting

Select members for reporting

A screenshot of the Member Reporting search form. The 'Search and Download' button is highlighted with a red box. The 'Member Status' dropdown is set to '<Current>' and is also highlighted with a red box. The 'Include Payroll Number' checkbox is checked and highlighted with a red box. Other fields include Fund Name, Member First Name, Member Last Name, Member Number, TFN Supplied Status, Date Created, and TFN Supplied.

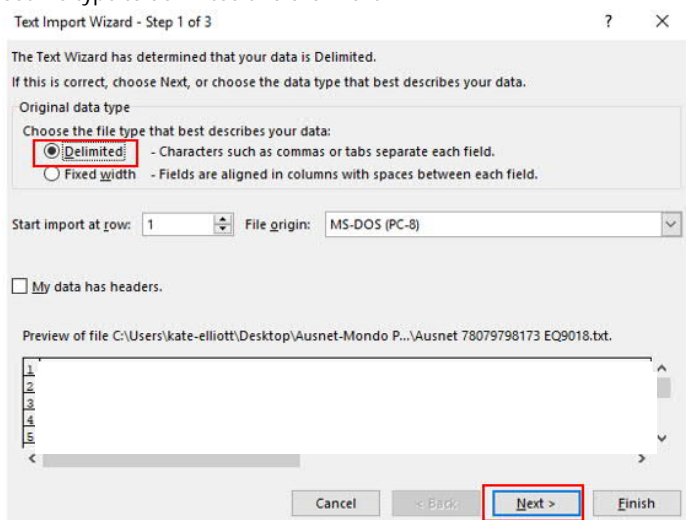
4. A .txt file of all active members will download. Save this to your computer. Open the below Excel spreadsheet 'Member List with funds' and navigate to Data>Get external data and click From Text. Search for your txt file you saved to your computer and click import.



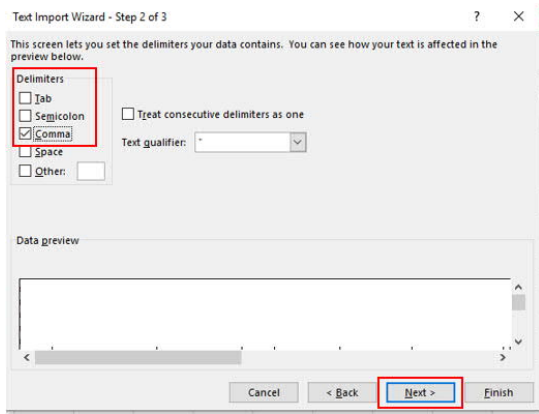
Member list with funds.xlsx

5. In the Text Import wizard ensure to follow the below steps.

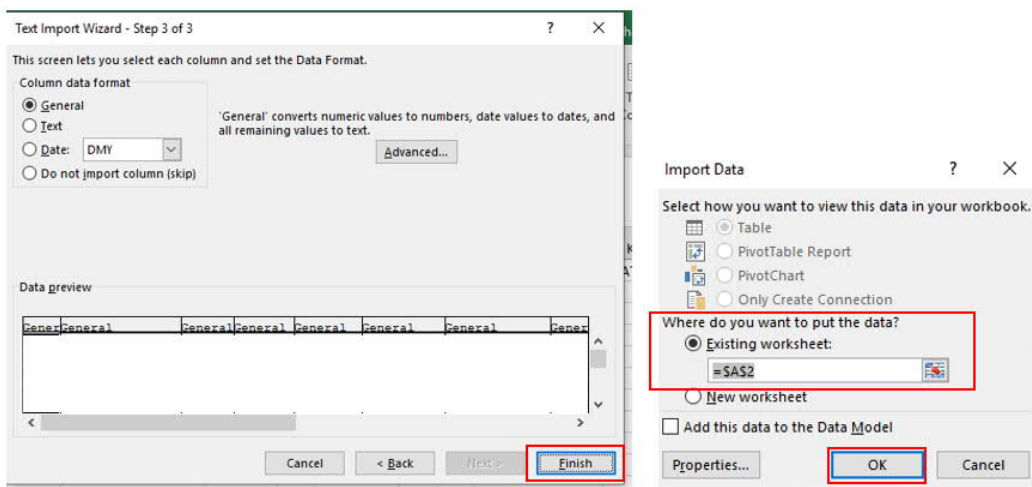
- Set file type to delimited and click next



- Set the delimiters to comma and click next.

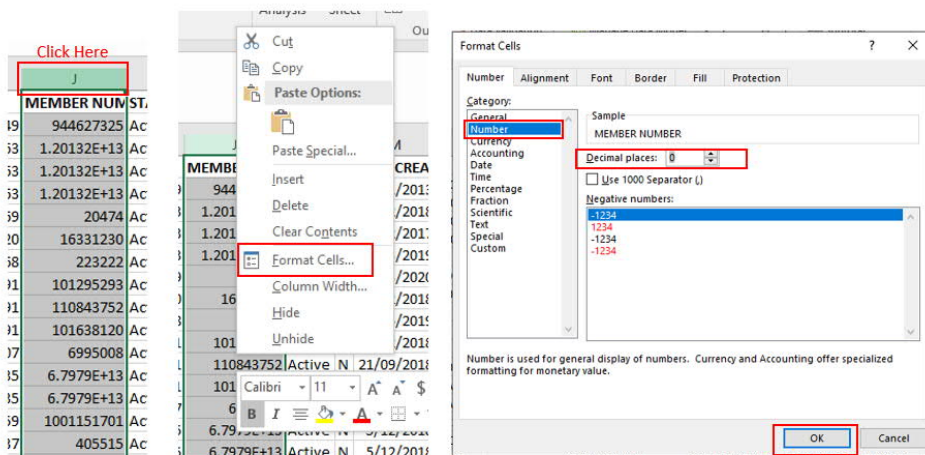


- Click Finish. You will see a pop up. Ensure the data is going into the existing worksheet at =\$A\$2 as shown below.



You now have a list of all of your active members. You may need to change the member number field to the correct format. You can do this following below steps.

Highlight the column you need to change. Right click and select format cells. Then ensure it is set to number and the decimal places is set to 0.

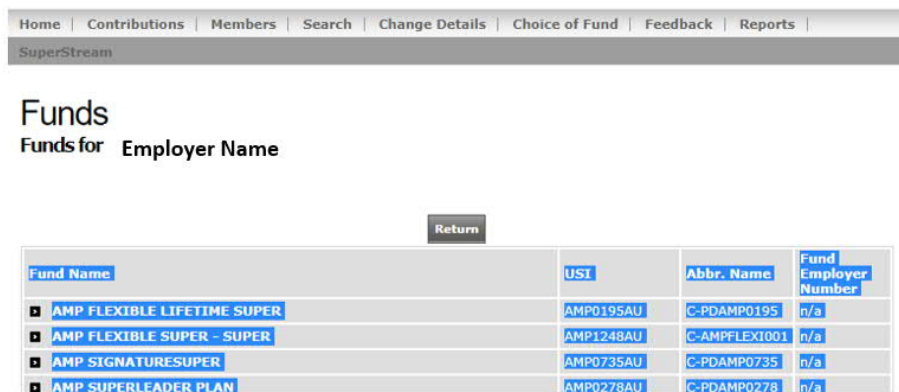


How to add USI and fund list.

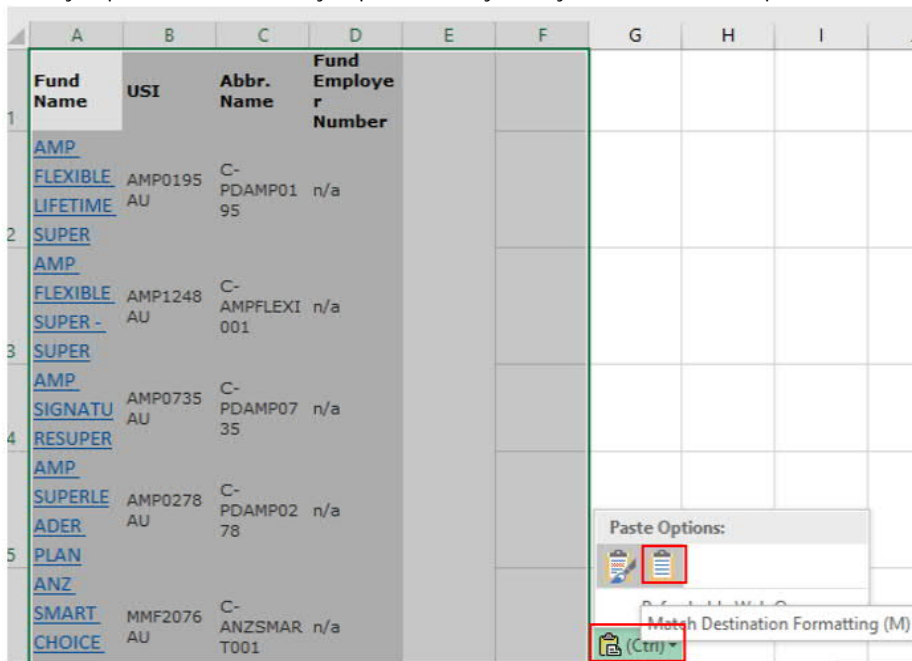
- Go to 'change details' in the links bar and click 'Funds'.



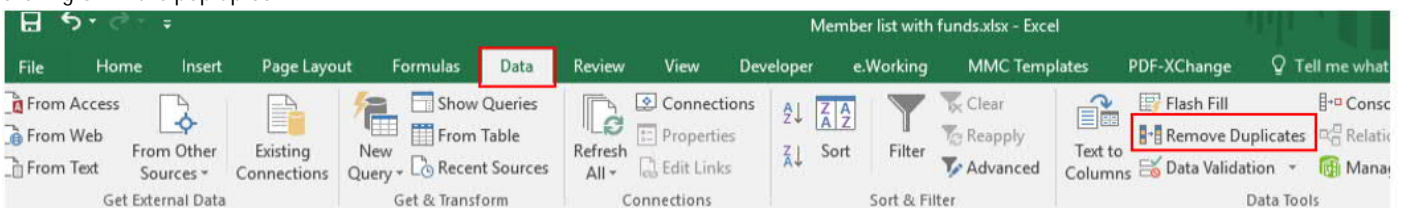
- Highlight fund list, copy and paste into the Master Fund List in the excel spreadsheet.



When you paste in excel ensure you press ctrl on your keyboard or click the clipboard. Then select 'Match destination formatting'.



You will then have a list of all your funds. You can remove duplicates by highlighting all you columns going to Data>Remove duplicates and clicking OK in the pop up box.



8. Adjust the fund list to have the Abbr. Name/Fund Code at the beginning. This is necessary for the Vlookup formula to work. It should appear as per below.

	A	B	C
1	Fund Code	Fund Name	USI
2	C-PDAMP0195	AMP FLEXIBLE LIFETIME SUPER	AMP0195AU
3	C-AMPFLEXI001	AMP FLEXIBLE SUPER - SUPER	AMP1248AU
4	C-PDAMP0735	AMP SIGNATURESUPER	AMP0735AU
5	C-PDAMP0278	AMP SUPERLEADER PLAN	AMP0278AU
6	C-ANZSMART001	ANZ SMART CHOICE SUPER	MMF2076AU
8	C-PDASG0007	ASGARD EMPLOYEE SUPERANNUATION ACCOUNT	ASG0007AU
10	C-ASGARDIN001	ASGARD INFINITY EWRAP SUPER ACCOUNT	90194410365005
12	C-PDAET0100	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	AET0100AU
13	C-PDSTA0100	AUSTRALIANSUPER	STA0100AU

9. Navigate back to your active member list and enter below formulas in the columns specified

Fund Name: =VLOOKUP(G2,'Master Fund List'!A:C,2,FALSE)

USI: =VLOOKUP(G4,'Master Fund List'!A:C,3,FALSE)

You can then fill the formula down by double clicking in the bottom right hand corner of the cell.



You should now have an active member list including Fund Name and USI for all members. This can be provided to your payroll system to update their records.