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'.

Home Contributions	Members Search	Change Details	Choice of Fund	Feedback	Reports
SuperStream					Member Reports
					Employee Advice

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 F	eporting for reporting	
	Return Search and Display Search and Down	nload Clear All Values
	Note: All highlighted fields accept * wi	ildcard searches
Fund Name	<all></all>	
Member First Name		
Member Last Name Member Number		
Member Status	<current></current>	
TFN Supplied Status	<a) > ¥</a) >	
Date Created (DD-MM-YYYY)		
Include First Contribution		
Include Payroll	2	
TFN Supplied Status		

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.

85							Me	mber	list with funds.xls	- Excel				1C	
File	Home Insert	Page Layou	it Formulas Data	Review	View	e.Wa	rking	MN	AC Templates	PDF-XCH	nange	🛛 Tell me what you	want to do		
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3															fund

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

• Set file type to delimited and click next

	- Step 1 of 3						X
The Text Wizard has	determined tha	t your data is l	Delimited.				
If this is correct, cho	ose Next, or cho	oose the data t	ype that be	st describes yo	our data.		
Original data type							
Choose the file typ	e that best des	cribes your dat	ta:				
Delimited	- Characters s	such as comma	is or tabs se	parate each fie	eld.		
O Fixed width	- Fleids are al	igned in colur	nns with sp	aces between	each field.		
Start import at row:	1	File origin:	MS-DOS	(PC-8)			~
<u>My</u> data has head	ders. Jsers\kate-ellioti	t\Desktop\Aus	net-Mondo	P\Ausnet 78	079798173 EQ90	018.txt.	
My data has hear Preview of file C:\L 1 3	ders. Jsers\kate-ellioti	t\Desktop\Aus	net-Mondo	P\Ausnet 78	079798173 EQ9(018.txt.	_ ^
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My data has hear Preview of file C:\L 1 2 3 4 5 5 4	ders. Jsers\kate-elliot	t\Desktop\Aus	net-Mondo	P\Ausnet 78	079798173 EQ9(018.txt.	· · · · · · · · · · · · · · · · · · ·

• Set the delimiters to comma and click next.

s screen lets you view below.	set the delimiters	your data contains. Y	ou can see how y	our text is affecte	d in the
limiters] Tab] Se <u>m</u> icolon] <u>Comma</u>] Space] <u>O</u> ther:	Treat conse Text gualifier:	cutive delimiters as or	ne V		
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• Click Finish. You will see a pop up. Ensure the data is going into the existing worksheet at =\$A\$2 as shown below.

Text Import Wizard - Step 3 of 3			?	×h			
This screen lets you select each colo	umn and set the Data Format.			6			
Column data format				1.			
<u>G</u> eneral	'General' converts numeric val	ues to numbers, date val	ues to dat	es and ic			
() <u>I</u> ext	all remaining values to text.						
O Date: DMY		Advanced			Impact Data	2	\sim
O Do not import column (skip)					Import Data		^
					Select how you want to view this	data in your wo	orkbook.
					🛅 🛞 Table		
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<		\$ ⁵		>	Add this data to the Data Mod	iel	
	Cancel	Back	Ein	ich	Properties	v (-	ncal

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.

	Click Here	3	ς Cut	ou	Format Cells		? X
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-F	MEMBER NUNST	1	Paste Options:		Category:		
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37	405515 Ac	6.7979	E+13 Active N	5/12/2018			Trancer

How to add USI and fund list.

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

Home Contributions Members Search	Change Deta	Is Choice of Fund Feedback Reports
SuperStream	Employer	
	Users	
Z Click here to	Funds	d Administrator feedback
	Members	

7. 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'.

1	A	В	C	D	E	F	G	н	1	J
1	Fund Name	USI	Abbr. Name	Fund Employe r Number						
2	AMP FLEXIBLE LIFETIME SUPER	AMP0195 AU	C- PDAMP01 95	n/a						
3	AMP FLEXIBLE SUPER - SUPER	AMP1248 AU	C- AMPFLEXI 001	n/a						
4	AMP SIGNATU RESUPER	AMP0735 AU	C- PDAMP07 35	n/a						
5	AMP SUPERLE ADER PLAN	AMP0278 AU	C- PDAMP02 78	n/a			Paste Opt	ions:		
	SMART CHOICE	MMF2076 AU	C- ANZSMAR T001	n/a			Mate	h Destinatio	n Formattin	g (M)

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.

B	र्डि देव द						Member list with funds.xlsx - Excel							
File	Hom	e Insert	Page Layou	ıt Formulas	Data	Review	View	Develope		e.Working	MMC Tem	plates	PDF-XChange	♀ Tell me what
👌 From 🍓 From 👌 From	Access Web Text	From Other Sources *	Existing Connections	New Query + Co Recen	Queries Table t Sources	Refresh All •	Connect	ions ⊉↓ ≊ ∡↓	Z A A Z Sort	Filter	Clear	Text to Column	Flash Fill	ates [©] Relation * ™ Manag
	Get	External Data		Get & Transf	orm	0	Connections			Sort & Fi	lter		Dat	a Tools

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	В	с				
1	Fund Code	Fund Name	-	USI	-		
2	C-PDAMP0195	AMP FLEXIBLE LIFETIME SUPER		AMP0195AU			
3	C-AMPFLEXI001	AMP FLEXIBLE SUPER - SUPER		AMP1248AU	J		
4	C-PDAMP0735	AMP SIGNATURESUPER		AMP0735AU			
5	C-PDAMP0278	AMP SUPERLEADER PLAN					
6	C-ANZSMART001	ANZ SMART CHOICE SUPER		MMF2076AU			
8	C-PDASG0007	ASGARD EMPLOYEE SUPERANNUATION ACCOUNT		ASG0007AU			
10	C-ASGARDIN001	ASGARD INFINITY EWRAP SUPER ACCOUNT		9019441036500			
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.

0	P
FUND NAME	- usi
	Double Click Here

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.