

Custodial Integrator SaaS Migration Outline and Videos

First time CI SaaS Users - Migration

This document is intended to provide current Custodial Integrator for Portfolio Center desktop (CI Desktop) users with the information required to migrate their data delivery operations from CI Desktop to Custodial Integrator for Portfolio Center SaaS (CI SaaS). If the steps below are followed accurately, users will minimize the risk of disrupting their daily reconciliation.

Day One:

1. Run CI Desktop as you normally would, and import the data into your portfolio management system – **this is the last time you will use CI Desktop to deliver data to your portfolio management system.**
2. Extract your CI Desktop account and security translations as described in the [CI SaaS Migration Instructions](#).
3. Upload the security and account translations into CI SaaS as outlined in the [CI SaaS Migration Instructions](#).
4. Run CI SaaS for the first time on the *same day* you have completed steps 1-3 as outlined above.
 - CI SaaS can be “run” by selecting the “Export PortfolioCenter Files” button, located on the Downloads tab within AccountView.
 - The files you have just created with step 4 should be ignored. The sole purpose of completing step 4 is to “synch” the CI tracked transaction dates so that tomorrow, when you complete step 5, the CI SaaS output will contain the new transactions that occurred since you last imported the CI Desktop data into your portfolio management system (step 1).

Day Two:

5. On the following business day, proceed with CI SaaS file creation, and import the files into your portfolio management system. Please refer to the videos below, specifically the “general overview” for step by step instructions on this process. You will no longer use CI Desktop.

CI SaaS Training Videos

[General overview of daily file creation](#) – This video explains the best practices for producing the CI SaaS data files.

[Downloads Dashboard](#) – This video covers the features and functionalities contained within the “Downloads Dashboard” tab.

[Auto Security Translations](#) – This video describes the “Auto Security Translations” message.

[New Account\(s\)](#) – This video describes the “New Account(s)” message.

[Duplicate Identifiers](#) – This video describes the “Duplicate Identifiers” message.

[Failed Aggregation](#) - This video describes the “Failed Aggregation” message.

[Security Translations](#) – This video covers the features and functionalities contained within the “Security Translations” tab.

[Account Translations](#) – This video covers the features and functionalities contained within the “Account Translations” tab.

[More Actions](#) – This video details the “Export Configurations” and “Export Files Using Custom Dates” options.