



Easy Options/ESPP Custom TM

Stox Import Guide

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Introduction

Stox Import Guide describes tasks you need to perform in order to import data from various data sources into Stox, with detailed instructions for E-Trade Equity Edge import. This guide is not a complete step-by-step walkthrough; therefore, the technical level required is medium to high.

Requirements

Each Stox table has its own Import Records button on the System Tasks screen. This means you have to provide a separate import file for each Stox database. Import files has to be in the comma separated text format (.csv), without a header/column names if you are using standalone Stox version.ⁱ

Fields/columns have to be in proper order in the import file. For the full list of fields and import order you need to consult our Users Guide, which can be downloaded using the following link: <http://www.ezcustomsoftware.com/pdfs/UsersGuide.zip>

Here you will find only the fields required for the Equity Edge Import.

Preparing Data for the Stox Import

Using the Equity Edge Exports you need to create following files:

- accountx.csv - stores optionee accounts, with ids, names, addresses, etc.
- valuex.csv - stores prices, with dates, high, low, market prices
- optvstx.csv – stores complete option (grant) record with full vesting data
- xrcisex.csv – stores option exercises
- ddisp.csv – stores option dispositions for ISO grants
- termx.csv – stores employee terminations

Based on these .csv files you need to prepare a set of files to be used as actual import files. Most of the date will be simply copied, but there is a need for a few calculation columns that will create Option ID, unique field for Options file in Stox (Options import), or that will lookup for the Option ID based on Equity Edge's Option Number (Exercise import).

ⁱ If you are using FileMaker Pro version of Stox, you can use native Microsoft Excel file format (.xls) and you can have headers/column names in the first row, which will allow you to automatically match field names

For the full list of columns that corresponds to the Equity Edge exports, please use the EEImport.xls file.

Importing Data

Before you do the import using the files created based on Equity Edge exports, you need to add records in the Vesting Schedules and Option Plans tables.

In the Vesting Schedules you need to create as many individual records as you have different vesting schedules in the option vesting export. Names used in the option vesting must exactly match those specified in the vesting schedules.

You need to create option plan records, and plan names you use must exactly match plan names from the option vesting export.

After each import, please run and investigate the Import Status report. In case there are errors, you need to correct them, then erase all records in the database where you have incomplete imports and do the import again.

Please do the imports in the following order:

1. Import Employees. Use the Complete import, and match columns from the Employees.csv file with fields in the Employees_imp_ file. Please do not import Termination Dates and Termination Reason now. You will do so as a last step.
2. Import Options. Use the Complete import, and match columns from the Options.csv file with fields in the Options_imp_ file. Please do not import Cancel Dates and Cancel Reason if the reason is different from 'Manual' cancellation (again, you will import terminations at the end). After you have successfully imported all option records, please use the System Tasks in Options, and select Recalculate Vesting button. Select All records and system will populate vesting periods for imported options.
3. Import Prices. Please match columns from the Prices.csv file with fields in the Prices_imp_ file. You can import prices as a first step, but only if your option vesting export contains full vesting information (that is four columns per vesting period: shares, vest date, vest type, and expiration date) for up to ten vesting periods. In this case you do not use Recalculate Vesting system tasks.
4. Import Exercises. Please match columns from the Exercises.csv file with fields in the Exercises_imp_ file. System will ask you if you want to update related files as a part of import. Related files are tax information in the Employees record, and automatic option dispositions for same-day-sale ISO grants.

5. Import Option Dispositions. This step depends on the previous one – if you have chosen to create automatic option dispositions, then you should remove such rows from the Option Dispositions.csv file.
6. Import employee Terminations. This is a Partial import in the Employees file. You have to match Employee ID, Termination Date, Termination Reason, and Termination Notes from the Terminations.csv file with fields in Employees_imp_ file and answer positive to the system message about automatic cancellation of employee grants.

Getting Help

Please contact us by e-mail at: support@ezcustomsoftware.com, or use contact information from our corporate web site at: <http://www.ezcustomsoftware.com>

This is the last page of Stox Import Guide

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