# Importing Client Transaction Data from TD AMERITRADE VEO

	Overview	
	Why do I need to initialize positions?       -       -       -       -       1         How often should I be exporting and importing data?       -       -       -       -       1	
Exportin	ng Data from TD AMERITRADE VEO	. 2
	Overview	
	File types needed	
		_
Using th	ne Set Country List feature	. 6
	Overview	
	a security from the import source?	
	What if multiple matches are found for a security?       -	
	Adding other countries to your Country List	
Selectin	ng a Price Source for Imported Transactions	10
Selectin	orgeneration       ng a Price Source for Imported Transactions         Overview       -       -       10         How to select a price source for imported transactions       -       -       10	10
	Overview	
	Overview       10         How to select a price source for imported transactions       10         ing a Client's Positions in Office Edition       11	
	Overview       10         How to select a price source for imported transactions       10         ing a Client's Positions in Office Edition       10         Overview       11         What are blotters?       11	
	Overview       10         How to select a price source for imported transactions       10         ing a Client's Positions in Office Edition       10         Overview       11         What are blotters?       11         Navigating and saving in the blotters       11	
	Overview       10         How to select a price source for imported transactions       10         ing a Client's Positions in Office Edition       10         Overview       11         What are blotters?       11	
	Overview       10         How to select a price source for imported transactions       10         Ing a Client's Positions in Office Edition       10         Overview       11         What are blotters?       11         Navigating and saving in the blotters       11         Importing for the first time (Initializing)       12         Reviewing the Transactions blotter for errors       13	
	Overview       10         How to select a price source for imported transactions       10         Ing a Client's Positions in Office Edition       10         Overview       11         What are blotters?       11         Navigating and saving in the blotters       11         Importing for the first time (Initializing)       12         Reviewing the Transactions blotter for errors       13         Reviewing the Securities blotter for holdings with the wrong security type       14	
	Overview       10         How to select a price source for imported transactions       10         Ing a Client's Positions in Office Edition       10         Overview       11         What are blotters?       11         Navigating and saving in the blotters       11         Importing for the first time (Initializing)       12         Reviewing the Transactions blotter for errors       13	
Initializi	Overview       10         How to select a price source for imported transactions       10         Ing a Client's Positions in Office Edition       10         Overview       11         What are blotters?       11         Navigating and saving in the blotters       11         Importing for the first time (Initializing)       12         Reviewing the Transactions blotter for errors       13         Reviewing the Securities blotter for a cash position       13         Reviewing the Securities blotter for holdings with the wrong security type       14         Reviewing the Securities blotter for double-mapped securities       15	11
Initializi	Overview       10         How to select a price source for imported transactions       10         Ing a Client's Positions in Office Edition       10         Overview       11         What are blotters?       11         Navigating and saving in the blotters       11         Importing for the first time (Initializing)       12         Reviewing the Transactions blotter for errors       13         Reviewing the Securities blotter for a cash position       13         Reviewing the Securities blotter for double-mapped securities       15         Posting initialized positions to your practice       16	11

Ongoing Importing from TD AMERITRADE VE0
Overview       -       -       -       20         Importing from TD AMERITRADE VEO       -       -       -       20         Reviewing the import blotters       -       -       -       20         Reviewing the Securities blotter       -       -       -       20         Reviewing the Transactions blotter       -       -       -       21
Handling Reconciliations after Importing22
Overview
Troubleshooting Import Issues27
Overview

# Importing Client Transaction Data from TD AMERITRADE VEO

This document explains how to import client transaction data from TD AMERITRADE VEO.	Overview
<ul> <li>Before importing client data for the first time, you need to do the following:</li> <li>Export transactions, security information and account information from VEO</li> <li>Decide whether to use Morningstar's price for securities, or TD AMERITRADE's</li> <li>Initialize the positions for your clients' holdings from VEO, and</li> <li>Set up and apply a Portfolio Accounting System setting for imported data.</li> </ul>	What is the process for importing transactions?
Going forward, you will need only to export client data, then import it into Office Edition. You will not need to create a Portfolio Accounting System setting each time you want to import, and you will not need to initialize the positions after the first import.	
The purpose of initializing positions in Office Edition is to establish a baseline of holdings for your clients before you import data. That way, if the initial import should call for a client to sell out of a security, it will not come into Office Edition as a negative holding.	Why do I need to initialize positions?
For instance, say a client owns 100 shares of Microsoft on June 1st, and sells all 100 shares on June 2nd, for a transaction of -100 shares. If you simply imported that sell data from June 2nd, without first initializing the ownership of the 100 shares on June 1st, in Office Edition it would look like the client had a position of -100 shares of Microsoft, when really he has no shares.	
It is strongly recommended that you export from your custodian on a daily basis, either manually or through your custodian's automated export tools. This ensures that fixed income prices or other prices not supplied by Morningstar will be imported, that all transactions are captured, and that reconciliation is easier and less time-consuming.	How often should I be exporting and importing data?

#### **Exporting Data from TD AMERITRADE VEO**

This section explains what data is needed to export from TD AMERITRADE VEO. Please contact TD AMERITRADE at 800-431-3500 if you need assistance exporting from their system.

You must export data from VEO in TD Waterhouse format. You will need the following **File types needed** files:

File Name	File Type		
TDYYMMDD.TRD	Client/Account		
TDYYMMDD.POS	Position		
TDYYMMDD.PRI	Price		
TDYYMMDD.SEC	Security		
TDYYMMDD.TRN	Transaction		

YY = year; MM = month; DD = day.

If you are using PortfolioCenter, your files will be in the following format:

File Name	File Type		
ADYYMMDD.BCC	Client/Account		
ADYYMMDD.POS	Position		
ADYYMMDD.BAP	Price		
ADYYMMDD.BAC	Security		
ADYYMMDD.BAK	Transaction		

PYY = year; MM = month; DD = day.

To download files from TD AMERITRADE VEO, do the following:

- 1. Log in to TD AMERITRADE VEO.
- 2. From the menu, select Tools...File Downloads...File Downloads.

## Downloading files from TD AMERITRADE VEO



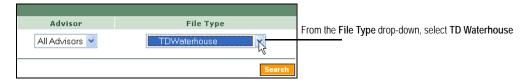
3. The File Downloads page opens. Under **Date Range**, in the **From** and **to** boxes, enter **start** and **end dates**.

File Downloads File Downloads Download History	File Downloads	
	Date Range	Select the Date Range
	From 01/01/2004 to 01/30/2008	Select the Date Range

- T is recommended that you go as far back as possible to get the most data.
- If there is more than one advisor on your account, click the **Advisor** drop-down and select the advisor code whose files you want to download. All Advisors is selected by default.

File Search		]
Date Range	Advisor	
From 01/01/2004 to 01/30/2008	All Advisors	Select the Advisor

5. From the File Type drop-down, select TD Waterhouse.



- 6. Click Search. Files appear in the File List area.
- 7. To select all files, click the **checked box** icon at the top of the file list.

File List			
		Download selected files	
R	File Date	Advisor	To select all files, click the <b>checked box</b> icon
Select All	1/29/2008		

#### 8. Click Download selected files.

File List		Click Download selected files		
			nload selected files	}
	File Date	U	Advisor	

9. The Browse for Folder dialog opens. Navigate to the folder where you want to save the files and click **OK**.

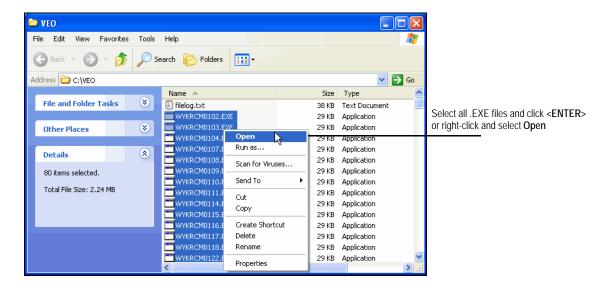
Browse for Folder	
Choose Directory	
C:\VEO	
Inetpub	
😥 🧰 Program Files	
with exceptions     DVD Drive (D:)	
⊕	
Msmfvol3 on 'Msfs7' (I:)	
OK N Cancel	Select a destination folder and click OK

10. The File Download dialog appears, showing the status of the download. When the dialog closes, the download is complete.

TD AMERITRADE VEO exports files to your computer in .EXE format. Before importing into Office Edition, you must open these .EXE files in order to obtain the necessary file types. To get the properly formatted files, do the following:

#### Preparing TD AMERITRADE VEO files for importing

- 1. Open the folder you selected when you when you exported from VEO.
- 2. Select all the .EXE files and click **<ENTER>** or right-click and select **Open**.



Tou do not need to open the filelog.txt file.

- 3. You might see a warning regarding the number of files you are opening. Click **OK**.
- 4. Several windows will open as the files are expanded. They should close automatically, but you might need to close these windows.

Before initializing in Office Edition, you must have a complete client/account file with the extension .TRD containing all your clients' names and addresses. TRD files are included in the standard file download from VEO, but these files might not contain all of your clients' names. If you initialize without a complete TRD file, account numbers will be used in the place of missing client names.

To determine whether you have a complete client/account file, open the TRD file(s) from your download folder using Notepad. If you do not see all your clients' names listed, you need to request a complete TRD file from TD AMERITRADE customer service. Call 800-431-3500 and select option 3.

Obtaining a complete TRD file

#### Using the Set Country List feature

This section explains how the process of security identification works during importing, and how to set default parameters to speed the import process.

When importing securities into Advisor Workstation Office Edition, the import process attempts to automatically map your imported securities to Morningstar-tracked securities, allowing you to take advantage of Morningstar's extensive research capabilities. A number of system rules are involved in the security-matching process. Some rules are configurable, and others are not.

Morningstar-tracked securities are stored in different security type universes (US Mutual Fund, US ETF, US Stock, International Stock, etc.). If security type information is provided by your import source, the process attempts to match that security to a Morningstar security in the corresponding universe.

For example, if your import source categorizes your imported security as an Exchange-Traded Fund, the process will look only in Morningstar's ETF universe for a potential match. If a security is found, the process creates the mapping. If no match is found, or if your import source does not provide a security type, the process will search across all Morningstar universes.

Morningstar tracks securities globally. In many cases, the same security is traded on many exchanges throughout the world. Therefore, you will occasionally receive a "Multiple Securities Found" message in the Securities blotter. When you encounter this error, you can double-click on the error icon, which launches a security selection screen. This screen displays the results of the security-matching search. Here, you can select the security that best fits your needs.

Due to your securities trading all over the world, receiving this "Multiple Securities Found" error over and over again can become a nuisance. Therefore, you can configure your security matching process by manually selecting the countries where your securities may be trading.

By default, all US users have "USA" included in their Country List. For most US users, this means that you'll simply select "USA" from this list. If you intend to import securities traded on exchanges outside the US, you can add other countries to your Country List.

**Overview** 

How does Advisor Workstation Office Edition recognize a security from the import source?

What if multiple matches are found for a security?

Selecting the US in your

**Country List** 

To select the US on your Country List, do the following:

- 1. On the universal toolbar, click **Import**. The Import window opens.
- 2. From the File menu, select Set Country List. The Set Country List dialog box appears.

🖌 Impo	rt - Morningstar Advisor	Workstation Office Ed	ition	
<u>F</u> ile	Help 🛛 🔤 Send us feed	back		
1	date Profile dge Fund Agreement	Edit Definition Master	🗈 Initialize Positions 📧	
Í Se E <u>x</u>	t Country List it		<ul> <li>Last Post Date</li> </ul>	Select FileSet Country List
1	Act!	_		
<b>2</b>	Advent Axys - positions (XML)			
П 3	Advent Axys - transactions (CLI)			
4	Advisors Assistant (XML)			
5	AdvisorsLynx / Orion Ad	visor Services (XML)		

3. Check the **box** next to USA.

nport - I	Morningstar Advi	sor Workstation Office Edition	×	
Our sysl securitie where y	es. You can configure our securities are tra	p your imported securities to Morningstar-tracked the security matching process by selecting the countries ding below. The process will pick the first match from the g to your selected order.		
	Country Code	efault countries for security matching : Country Name United States of America		Check the <b>box</b> next to USA
~				
Help	Add / Remo	/e Country Save + Close Cancel		

4. Click **Save + Close** to save your changes.

Adding other countries to your Country List

To add other countries to your Country List, do the following:

- 1. On the universal toolbar, click **Import**. The Import window opens.
- 2. From the File menu, select Set Country List. The Set Country List dialog box appears.

M Impor	C Import - Morningstar Advisor Workstation Office Edition						
<u>F</u> ile <u>H</u>	Help 🛛 🔤 Send us feed	back					
1	late Profile Ige Fund Agreement	Edit Definition Master	🖽 Initialize	_			
l Set	Country List		*	Last Post Date			
E <u>×</u> it	: K				Select FileSet Country List		
<b>1</b>	Act!	-					
<b>□</b> 2	2 Advent Axys - positions (XML)						
П 3	3 Advent Axys - transactions (CLI)						
<b>□</b> 4	4 Advisors Assistant (XML)						
5	AdvisorsLynx / Orion Ad	visor Services (XML)					

3. Click Add/Remove Country. The Select Countries dialog box appears.

ecuriti vhere	ies. You can configur your securities are tra	ap your imported securities to Morningstar-tracked e the security matching process by selecting the countries iding below. The process will pick the first match from the ig to your selected order.	
Use s	elected countries as (	default countries for security matching :	
	Country Code	Country Name	
	USA	United States of America	
		×	
			 Click Add/Remove O

4. Click to highlight the name of the country you want to add to the list, then click Add.

Select Countries	X
Select Countries	
Select Countries from Available Country list and add them to Selected Country list.	
Available Countries	
Total Countries: 247	
Turks and Caicos Isles Turvalu US Minor Outhying Isles US Virgin Isles US Virgin Isles	
Uganda Ulraine United Arab Emirates	
United Kingdom United States	
Uruguay I Izhekistan	Click the name of the country
Selected fountries	you want to add, then click Add
Total Countries: 1	
United States	
*	
•	
·	Use the up and down arrows
*	to reorder your list
	, , , , , , , , , , , , , , , , , , ,
Remove Remove All	
	-
OK Cancel	ו

- You can select multiple countries at once by holding down the <CTRL> key as you click on country names.
- 5. To change the order of your country list, click the **up** and **down** arrows.
  - The security matching process will pick the first match from the selected country list according to your selected order. This creates a user-defined country filter and will cut down on the number 'Multiple Securities Found' errors you receive.
- 6. Click **OK**. You are returned to the Set Country List dialog box.
- 7. Check the **box(es)** next to the name(s) of the country or countries you added.

nport -	Morningstar Advi	sor Workstation Office Edition	X	
Our sy: securiti where	ies. You can configure your securities are tra	ap your imported securities to Morningstar-tracked the security matching process by selecting the countries ding below. The process will pick the first match from the g to your selected order.		
Use s	Country Code	Iefault countries for security matching : Country Name United States	<	Check the <b>box</b> next
V.	GBR	United Kingdom		to the country name
Help	Add / Remo	ve Country Save + Close Cancel	]	

8. Click **Save + Close** to save your changes.

This section shows you how to choose whether to use Morningstar's or TD AMERITRADE's prices during both initialization and with all subsequent imports. You need to set this selection only once, but you must do it before you initialize a client's positions, or you will end up using the default setting (Use Morningstar Price).

If Morningstar does not track a security, Office Edition will use the imported price. Morningstar does not track fixed-income securities, options, closely held securities, CDs or UITs.

Also, note that this is a global setting, and will apply to all new clients. If you plan to use Morningstar's prices, you can skip this section and go page 11.

To select a price source for imported transactions, do the following:

1. From the **Tools** menu, select **Settings**...**Set Default Account Settings**. A dialog box appears.



 To use TD AMERITRADE's prices, uncheck the box marked Use Morningstar Price. If this box remains checked, the Morningstar price for securities will be used when importing client positions.

Set User Default Settin	-	
Reports Tax lot methods Transactions Management fees Use Morningstar Price	Morningstar Default Report Settings  Morningstar Default Tax Lot Method Settings Morningstar Default Transaction Settings My Fee Settings	Uncheck this box to use TD AMERITRADE's price for securities when importing.
	OK Cancel Help	

3. Click **OK** to save the setting.

How to select a price source for imported transactions

**Overview** 

#### Initializing a Client's Positions in Office Edition

If you are importing for the first time, you most likely need to initialize your data. The only time you do not initialize is when you have the complete history of your firm saved in a format (delimited) that can be imported into Advisor Workstation.	Overview
Unless you have just started your practice, though, you will begin with the positions, transactions, accounts, and prices as of a recent date. Additionally, initialization automatically creates a user-defined security for cash, to handle the transactions of buying and selling that take place as a result of the import process.	
Note: Initialization is done only once. This process establishes a position against which the transactions will be able to post. This position will be the ending market value as of the initialization date.	
After you initialize, your data will appear on a series of import blotters showing you the accounts, positions, transactions, prices, and securities for your clients. You will need to review the data on the blotters for errors before posting to your practice.	
Blotters are accounting spreadsheets where information is listed for your confirmation before importing. When viewing the blotters, you can search for and correct errors before posting the data to your practice. Office Edition has the following six import blotters:	What are blotters?
<ul> <li>Accounts</li> <li>Positions</li> <li>Transactions</li> <li>Prices</li> <li>Securities, and</li> <li>Reconciliation.</li> </ul>	
During initialization, you need to review only the Transactions and Securities blotters for specific items. These are discussed below.	
When the import blotters first appear, and when you toggle from one blotter to another, it is important to wait until the blotters have completely loaded before clicking in them. When the status bar at the bottom of the screen disappears and the toolbar icons are no longer grayed out, the blotter is loaded.	Navigating and saving in the blotters
After making changes to a blotter, be sure to save your work by clicking the <b>Save</b> icon at the top of the blotter window. If you do not save your work in one blotter and you	

navigate to another blotter, your changes will be lost.

To initialize positions, do the following:

- 1. From the toolbar at the top of the Office Edition window, click **Import**. The Import window appears.
- 2. Check the **box** next to TD Waterhouse.
- 3. On the Action Shortcuts toolbar, click Initialize Positions.

W Impo	rt - Morningstar Advisor Workstation O							
<u>F</u> ile	<u>F</u> ile <u>H</u> elp Send us feedback							
Import	Import Sources							
🗉 vi	🔟 View Blotter 🐺 Edit Definition Master 🖪 Initialize Positions 🔟 Refresh Local Database							
Г	Interface Name	Last Custodice File Date Initia	lize Positions	Interface Category		On the Action Shortcuts toolbar, click Initialize Positions		
<b>▼</b> 1	TD Waterhouse	1/11/2008	1/11/2008	Custodian	^			
<b>2</b>	Microsoft Excel - transactions	12/10/2007		Spreadsheet				
П 3	Morningstar Principia - positions (XML)	11/5/2007		Morningstar Product				
<b>4</b>	Fidelity Advisor Channel - transactions	10/22/2007	10/22/2007	Custodian				

- 4. The Import dialog appears. From the File Name field, select the **folder** on your computer where you have saved the files you exported from TD AMERITRADE VEO.
- 5. Select the **date** to begin.

The Note: You can also click Get earliest date if your files are complete from that date forward.

Import	- Morningstar J	Advisor Workstation Off	ice Edition	×	
to impor	ad the data from Ar		of the downloaded files. Choose t all available files (recommended		
File Nan Initialize		c:\		Q Get earliest date	
	File Type		Data Available		Click here to use the earliest date available.
1	Account File				
2	Position File Security File				
K III	elp		Initializ	e Cancel	

- 6. Click **Initialize**. You are taken to the import blotters, which are divided into the following categories:
  - Accounts
  - Positions
  - Transactions
  - Prices
  - Securities, and
  - Reconciliation.
  - When initializing, only the Accounts, Transactions, Prices and Securities blotters will be populated. The Reconciliations blotter might have data at this point, but you can ignore it.

When the import blotters appear, the Transactions blotter should be selected by default. For some custodians, recently traded but not yet settled securities appear as failed transactions after initialization.

Do the following to check for and correct errors on this screen:

- 1. Wait for the blotter to load. When the status bar goes away and the toolbar is no longer grayed out, the blotter is loaded.
- 2. Double-click the **Status** column header to check for errors.
  - You might need to double-click the header again to re-sort and display errors at the top of the list.
- If you see a red error symbol in this field, scroll to the right and review the Error Message field. When an error message states "Not enough shares to post against," confirm these transactions are in fact sales by consulting TD AMERITRADE's records or client statements.
- 4. Check the **box** next to the transaction(s).
- 5. Click the **Delete** icon on the toolbar.

To confirm that a cash position will be entered in the system for all subsequent import transactions, do the following:

- 1. Select **Securities** from the left side of the Import screen.
- 2. Wait for the blotter to load. When the status bar goes away and the toolbar is no longer grayed out, the blotter is loaded.
- 3. Sort by Security Type by double-clicking the **Security Type** column header.
- 4. Look for a Security Type of **Cash** and a Security Name of **CASH**. If this is not present, skip the "Creating a New Portfolio Accounting System Setting" section on page 17. You will need to complete that step in the process after you have done your first import, at which point the CASH position should be properly entered.

Reviewing the Transactions blotter for errors

Reviewing the Securities blotter for a cash position Some security types might not have mapped properly. For example, options or VA's might be mapped to Other, or CDs might be mapped to Cash.

To resolve mapping issues, do the following:

- 1. On the Securities blotter, click in the **Security Type** field for an item that is mapped incorrectly.
- 2. Select the correct **security type** from the drop-down list that appears. That mapping will now be used for that security in all accounts where it is used.
- 3. Click **Save**. Your changes are saved.
  - VA's will not be mapped during import. In addition to changing the security type from Other to VA, you must manually map them by clicking the magnifying glass in the Morningstar Mapped Holding column in the Securities blotter.

Reviewing the Securities blotter for holdings with the wrong security type To ensure that all of the securities have mapped to the correct holdings in Office Edition, do the following:

- 1. Select **Securities** from the left side of the Import screen.
- Wait for the blotter to load. When the status bar goes away and the toolbar is no longer grayed out, the blotter is loaded.
- 3. Double-click the **Status** column header. If you see a red triangle here, the system is telling you that a security from TD AMERITRADE VEO is being mapped to two securities in Office Edition. You must decide which security to use.
  - You might need to double-click the header again to re-sort and display errors at the top of the list.
- 4. Double-click the red triangle. A new window appears.

🌃 Import - Morningstar Ad	visor Wor	estation (	Office Edition			
<u>F</u> ile Reports Search f	ior		Go			
Blotter	Securi	ties				
Accounts	Po	st to Prac	tice 🔲 New Transaction 🛛 🗙 Delet	🍋 Sav		
Positions Transactions	EE Ed	it Definitio	on Master			
Prices Securities		Status	Security Name	Ticker	С	
Reconciliation						
	🗖 1 🔒 ——————————————————————————————————		MUNDER LARCE CAP CROWTH	MEGTH	61	
	2	4	MONTGOMERY INTERNATLGROWT	MNIGX	6:	
	<b>□</b> 3		CERTIFICATES ACCRUAL TREAS		15	Double-click this icon
	□ 4		BANKERS TR CORP SUB NT		00	to correct the mapping
			MICHIGAN ST TRUNK LINE REV		59	11 5
			WEST BLOOMFIELD MICHSCH DIS		95	for this security.
	<b>7</b>		BOEING CAP CORP SR MTN BE		09	
	<b>□</b> 8		GOVERNMENT SECS TR J-1	J-1 (		
	<b>9</b>		BLACK & DECKER CORP NT		09	
	<b>1</b> 0		CBS INC NT		12	
	Π 11		WMX TECHNOLOGIES INCSR NT		92	

 Check the **box** to the left of the item to which you want to map the security. If the proper match is not listed, click **Save As User Defined**. The holding will be saved as a userdefined security.

match	ed and click on "Save Close"				
	Morningstar Ticker	Morningstar Mapped Name	Cusip	Curr 📩	
1		Munder Focus Growth C	626124499	USD	
2		Munder Large-Cap Growth II	626124499	USD	
				>	Check the box to the left of the item to which you want to map the security

- 6. Click **OK**. The new window closes, and the red triangle no longer appears on the Securities blotter.
- 7. Click Save.

Reviewing the Securities blotter for double-mapped securities After you have reviewed the blotters and corrected the necessary items, do the following:

From any of the blotters (except Reconciliation), click the **Post to Practice** button. This
posts the information from all blotters and creates the clients and transactions. The
process could take several minutes.

#### You do not need to check the box next to an item's name to have it post; all items will post automatically when you click Post to Practice.

<u>F</u> ile Search for				Go		
Blotter	Trans					
Accounts     Positions     Transactions	<u> </u>	ost to Prac dit D <del>ofinitie</del>		nsaction 🛛 🗙 Delete 🛛 Save 🎘 S	Sav	
<ul> <li>Prices</li> <li>Securities</li> <li>Reconciliation</li> </ul>		Status	Account Number	Holding Name	т	After making corrections click Post to Practice
	1		226801972668	FID DIVIDEND GROWTH	FC	
	□ 2		226801972668	FID SM CAP INDEPEND	FC	
	П 3		226801972668	FIDELITY EMERG MRKTS	FE	
	4		226801972668	FIDELITY EXPORT & MULTINATI	FE	
	5		226801972668	FID INTL DISCOVERY	F)	
	<b>6</b>		226801972668	FIDELITY INT'L VALUE	FJ	
	<b>7</b>		226801972668	FID REAL ESTATE INVS	FF	
	<b>□</b> 8		226801972668	FIDELITY SMALL CAP RETIREMEN	V FS	
	<b>9</b>		226801972668	FID SEL DEFENSE	F	
	10		226801972668	FIDELITY SOUTHEAST ASIA	F\$	
	L 11		226801972668	FIDELITY SELECT BROKERAGE	FS	

- 2. A confirmation message appears, informing you that the import data was successfully posted to your client accounts. Click **OK**.
  - You might instead see a message that reads "The data in the following blotter(s) haven't posted completely: (name of blotter)". When you click OK, unposted data appear in the blotters. Check the blotter referenced in the message and check for errors.
- 3. Go to the **Practice** tab in the main Office Edition window, and confirm that the client and account data is now present.

# Posting initialized positions to your practice

#### **Creating a New Portfolio Accounting System Setting**

After initializing, but before you import client data, you need to create a new Portfolio Accounting System setting called Import. This allows for any manual transactions you might post to an imported account to not automatically update dividends and stock splits.

If you have transaction accounts that you do not import, you can set the appropriate system setting for handling dividend, splits, etc., at the account level. Contact Morningstar's support desk with any questions.

You cannot perform this step if a CASH position was not created as part of the initialization process. If a CASH position was not created, this might be because the accounts had no unsettled cash on the date of initialization. You will have to return to this section after your next import from TD AMERITRADE VEO.

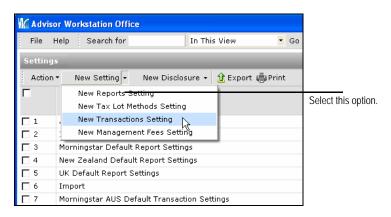
To create a new Portfolio Accounting System setting, do the following:

- 1. From the **Home** tab in Office Edition, select the **Settings** page.
- Under the Portfolio Accounting System Settings area, click once on Reports, Tax Lot Methods, Transactions, Management Fees. The Settings pop-up window appears.

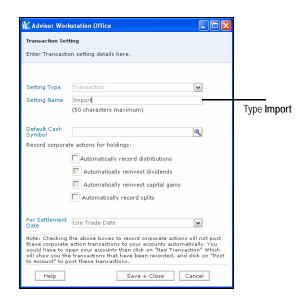
#### How to create a new Portfolio Accounting System setting



3. From the toolbar, click New Setting...New Transactions Setting.



- 4. In the Setting Name field, type Import.
  - You can name the setting anything you want, but it is recommended to name it Import so it is clear this setting should occur only for accounts you are importing.



- 5. In the Default Cash Symbol field, click the **magnifying glass** icon. The Add Default Cash Symbol dialog opens.
- 6. Click the Within drop-down and select User Defined Cash.

Add Default C	ash Symbol		X	
Within	Money Market Funds		*	
Find By	Money Market Funds Out of Pocket			
	Out of Pocket User Defined Cash		Go	Click the Within drop-down and select User Defined Cash.
Available Record	5			onex are writing down and select user berned ousin
Total records:				
Jump to record n	ame:			
	L			
Help		ок	Cancel	

- 7. Click Go.
- 8. In the Available Records box, select **CASH**.
- 9. Click **OK**. You are returned to the Transaction Setting window. Do not select any check boxes on the dialog box.
- 10. Click Save + Close.
- 11. Click **OK** when the save confirmation message appears.
- 12. Close the Settings window.

To apply the import transaction setting you created, do the following:

1. From the toolbar at the top of the Office Edition window, click **Tools** and select **Settings...Set Default Account Settings.** The Set User Default Settings window

## How to apply the new transaction setting

Advisor W	orkstation Office				
<u>F</u> ile <u>N</u> ew Home	<u>T</u> ools Reports <u>H</u> elp Edit Definition Master	🛃 Im	port Search for	Ir	From the Tools menu, select SettingsSet Default Account Settings
🗉 Home	Hypothetical Illustration Settings	•	Set Default Account Settings		Settings
🔟 Articles	Find	F	Set Default View	2	
Discussion E Support	Calculators	•	Set Default Benchmark		

appears.

2. Click the Transactions drop-down menu and select Import.

M Advisor Workstation	office	
Set User Default Setting	gs	
Set user default setting	s here.	
Reports	Morningstar Default Report Settings 💌	Oliek the Transactions draw down
Tax lot methods	Morningstar Default Tax Lot Method Settings	Click the Transactions drop-dowr menu and select Import
Transactions	Morningstar Default Transaction Settings 🛛 💌	· ·
Management fees	Morningstar Default Transaction Settings	
Use Morningstar Price		
	OK Cancel Help	

- 3. Click **OK**.
- 4. Click **OK** when the confirmation message appears.

#### **Ongoing Importing from TD AMERITRADE VEO**

This section explains how to import data from TD AMERITRADE VEO after the initialization has been done and the Portfolio Accounting System setting has been created and applied.

Remember, if a CASH position was not created as part of the initialization process, you will have to return to the "Creating a New Portfolio Accounting System Setting" on page 17 after your next import.

To import data from TD AMERITRADE VEO, do the following:

- 1. From the toolbar at the top of the Office Edition window, click **Import**. The Import window appears.
- 2. Double-click **TD AMERITRADE**. The Import dialog opens.
- 3. Select the **folder** on your computer where you saved the files you exported from TD AMERITRADE VEO.
- 4. If this is your first import after initialization, in the Start Date field, enter the **date** after initialization.

Tor example, if you initialized as of January 15, 2007, your start date should be 01/16/2007.

- 5. If this is not your first import after initializing, in the Start Date field, enter the **date** after your last end date.
  - Keep track of the date ranges for your imports so you do not enter the same date more than once. If your start date is the same as or earlier than your last end date, this will create double entries and the accounts will be out of balance.
- 6. Select an **End Date**. It is recommended that you not import more than a week's worth of transactions at a time.
- 7. Click **OK**. The information will now appear on the import blotters.

After the files are imported to the blotters, you need to review each blotter to ensure all of the data posts correctly.

All blotters now have information, except for Accounts, which has information only when a new account is being created. If you see any accounts you previously imported, it is possible those accounts were copied, or the account numbers were changed. These accounts might need to be re-mapped in order to ensure the transactions post with the correct account. Please contact our Support Desk with any questions concerning mapping clients.

# Reviewing the import

blotters

20

#### Overview

Importing from TD AMERITRADE VEO Review the Securities blotter to ensure all security types are correct. Change any security types (Other) to the appropriate type, if applicable. To change a security type, do the following:

Reviewing the Securities blotter

1. Click in the Security Type column. A drop-down menu appears.

<u>F</u> ile Reports Sear	ch for		▼ Go			🔤 Send us feedback
Blotter	Securi	ties				
Accounts Positions	Po	st to Prac	tice 📻 New Transaction 🛛 🗙 Delete	e 📕 Save 🐂 S	ave + Close	🟦 Export 🖨 Print
Transactions	🗉 Ed	it Definitio	on Master			
<ul> <li>Prices</li> <li>Securities</li> <li>Reconciliation</li> </ul>		Status	Security Name	Ticker	CUSIP	Security Type Pric
	<b>[</b> 13		AVERY DENNISON CORP	AVY		Other 📉 Mor
	□ 14 □ 15 □ 16		AMERIC Click in the Security CITIGR AMERIC		е.	Closed End Fixed Income Separate Account VA
	L 17		CHEVRON CORPORATION	CVX		VL Cash Other
	All #	а в с	DEFGHIJKL	MNOP	QRST	UVWXYZ
	Total: 56		🖌 Selected: O			

- 2. Click the on the appropriate type. The selected type populates the cell.
- 3. Click Save.

Review the Transactions blotter to see if any transactions were rejected. Double-click the **Status** column header to determine if any transactions were rejected. You might need to double-click the header again to re-sort the column and display error messages at the top of the list.

Transaction types and amounts can be edited on the blotter, but some fields cannot be edited. These transactions might need to be deleted and manually entered from the Account screen under the Practice tab. A transaction could be rejected because:

- The custodian did not properly code the transaction
- Advisor Workstation does not recognize the code being sent from the custodian, or
- The transaction code from the custodian requires manual intervention (a transaction that might impact cost basis, etc.).
- Note: Be sure to save the edits you make prior to posting the transactions. Without saving, the changes will not be processed.

#### Reviewing the Transactions blotter

but not posted to the accounts).

#### **Handling Reconciliations after Importing**

In this section, you will learn how to use the Reconciliation blotter to resolve transactions that are out of balance.	e Overview
Once the import blotters are loaded, click <b>Reconciliation</b> on the left side of screen. The Reconciliation blotter opens.	the Import <b>Reviewing the</b> <b>Reconciliation blotter</b>
Reconciling the positions you are importing could take several minutes, depend number of transactions and positions in your practice.	ing upon the
All positions are displayed on the Reconciliation blotter. All out of balance (C positions are at the top, sorted by largest first, and highlighted either in red	
Items in red indicate that the custodian recognizes a position, but Office Edit recognizes a different position (either no position or just different).	ion
Items in blue indicate that Office Edition recognizes a position, but the custo not. This occurs with some custodians with cash.	dian does
To edit a posted transaction in the Reconciliation blotter, do the following:	Editing posted
<ol> <li>Right-click the specific exception and select View Transaction.</li> <li>A new window opens, displaying both posted transactions (transactions pre posted) and pending transactions (those transactions that are in the transactions)</li> </ol>	•

- You can also log on to TD AMERITRADE VEO and compare their record of transactions to Office Edition's to find discrepancies between the two systems.
- You can edit posted transactions from the Reconciliation blotter, but not pending transactions (See "Editing pending transactions in the Reconciliation blotter" below). To edit a posted transaction, right-click the exception and select View Transaction.

#### Import - Morningstar Advisor Workstation Office Edition <u>F</u>ile 🔤 Send us feedback Reconciliation Blotter 🗉 Accounts 🖻 Reconcile Historical Date 🛛 🟦 Export 🏟 Print 📧 🔟 Positions Account Number Client Account Holding Transactions Right-click an exception Prices and click View Transaction Securities 🗖 1931 Gravestar Incorporat 671130460 CATERPILLAR FINL 🔟 Reconciliation PITNEY BOWES CR C 🔲 1932 Gravestar Incorporat 671130460 🗖 1933 Gravestar Incorporat 671130460 671130460 CASH 🗖 1934 🛛 Ben Achbar Educ 671131520 671131520 CASH CASH 🗌 1935 Arlington Street Ven 671201146 671201146 1000 Enterine Arkham (710141/7 171014177 0.4 OU > All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Total: 1951 V Selected: O

4. Posted transactions open in a new window. Right-click the transaction and select Edit.

1 671130460 account - Gr		orat				
File Help 🔤 Send us	eedback					
Account	Transaction	15				
Posted Transactions	🗄 🏦 Export 🛛	🖶 Print				
Pending Transactions	E Secu	curity Name	Security Symbol	CUSIP	Security Type	Right-click the transaction and
	□ 1 CAT	TERPILLAR FINL		14911RAF6	Fixed Income 🔥	click Edit
	☐ 2 CAT	TERPILLAR FINL		14911RAF6	Fixed Income	
		Delete			>	
	All # A B	C D E F G H I J K	LMNOP	QRST	UVWXYZ	
	Total: 2	🖌 Selected: O				
					11	

- 5. The transaction opens in a new window. Make your changes and click Save and Close.
- 6. You are returned to the Transactions window. Close it by clicking the red close icon or selecting **Close** from the File menu.
- 7. You are returned to the import blotters. Click **Reconciliation** again to refresh the blotter and display your changes.
- 8. When importing a date range, you are also able to select past dates to which to reconcile by clicking **Reconcile Historical Date**. This allows you to better determine when the OOB occurred and why.
  - Note: You can reconcile historical dates only as far back as the date range you imported. For example, if you imported from 03/01/2007– 03/31/2007 during a session, you can view the Reconciliation blotter only between those dates.
- 9. After all issues have been reconciled, click on any of the other **blotters**.
- 10. Click **Post to Practice**.
- 11. A dialog appears, confirming that the data has been posted. Click **OK**.
  - You might receive an error message stating that data has not posted. Click OK and you are taken to the Transactions blotter. Scroll to the right to the Error Message column to review the cause of the error.

You can only edit pending transactions in the Transactions blotter. To edit a pending transaction, do the following:

- 1. Click **Transactions** on the left-hand side of the Import screen. The Transactions blotter opens.
- 2. Edit the transaction type, transaction date, amount, number of shares, and/or price.
- 3. Once you have made your edits, on the Action Shortcuts toolbar, click Save.
- Click **Reconciliation** to re-open the Reconciliation blotter and view the results of your edits.

Editing pending transactions in the Transactions blotter You might need to add a transaction to bring your accounts into balance. To add a transaction from the Reconciliation blotter, do the following:

# Adding transactions from the Reconciliation blotter

1. Right-click an exception and select View Transaction.

Eile Send us fe	edback				
Blotter	Reconciliation				
E Accounts	📃 Reconcile Histori	ical Date 🛛 🏦 Export 🍓 Pri	nt 🖻		
<ul> <li>Positions</li> <li>Transactions</li> <li>Prices</li> </ul>	Client	Account	Account Number	Holding	Right-click an exception
Securities	🗖 1932 🛛 Gravestar I	ncorporat 671130460	671130460	PITNEY BOWES CR C	and click View Transacti
🔟 Reconciliation	🗖 1933 Gravestar I	ncor View Transaction	671130460	CASH	
	🔲 1934 🛛 Ben Achbar	Educ 671131520	671131520	CASH	
	🔲 1935 Arlington St	treet Ven 671201146	671201146	CASH	
	🔲 1936 Francine Ac	hbar 671214167	671214167	CASH	
	E 1007 E	kkan (21014125)	67101417F	240U >	
	All # A B C D E	FGHIJKLM	NOPQRS	тичwхүг	

- 2. A new window opens, displaying both posted transactions (transactions previously posted) and pending transactions (those transactions that are in the transaction blotter, but not posted to the accounts).
- 3. Right-click a transaction and click New.

🕊 671130460 account - Gra	westar In	corporat				
File Help 🔤 Send us f	feedback					
Account	Transa	ctions				
Posted Transactions	🏦 Exp	ort 🖶 Print				
Pending Transactions		Security Name	Security Symbol	CUSIP	Security Type	
	<b>□</b> 1	PITNEY BOWES CR CORPNT	Edit	724477AR5	Fixed Income 🔺	Right-click a transaction and click New.
	<b>□</b> 2	PITNEY BOWES CR CORPNT	New	724477AR5	Fixed Income	
	_		< Delete <sup>KS</sup>		>	
	All # A Total:2	B C D E F G H I J K	LMNOP	QRSTU	VWXYZ	
	1000112					

4. The Transaction Wizard opens with the **Security Name**, **Client Name** and **Account Name** fields populated. 5. To change the security, in the Security Name field, click the **magnifying glass** icon.

+ Close". When you a	on Office Isaction. After entering details are done entering transaction rrency for Price, Amount, Co	s, click "	Exit".				
Security Name Client Name Symbol/CUSIP Transaction Type	PITNEY BOWES CR COR Gravestar Incorporat	PNT Q	Account Name Security Type	671130460 Fixed Income		111	In the Security Name field, click the magnifying glass icor
Help	Po	ost To Ac	count Save + Ne	ew Save + Clo	se Exit	~	

- 6. The Add Security dialog opens. Locate the security and click **OK**.
- 7. Click the **Transaction Type** drop-down and select the **transaction** you want to add.

🖌 Advisor Workstati	on Office				
+ Close". When you	nsaction. After entering details for are done entering transactions, cl ırrency for Price, Amount, Comm	lick "Exit".			
Security Name	Apple, Inc.		2		
Client Name	Gravestar Incorporat	🔍 Account Name	671130460	a,	
Symbol/CUSIP	AAPL	🔍 Security Type	Stocks		
Transaction Type	Select	~		-	
	Select	^			Select the
	Buy Rell				transaction typ
	3611 *				
	Distribution				
	Distribution Reinvest				
	Split				
	Sell Short	*			
Help	Dect T	To Account Save	+ New Save + Clos	e Exit	
Tielp	Post I	o Account 30VB			

- 8. More data fields appear. The fields vary, depending on the transaction type selected. Fill in the blue fields.
- 9. Click **Save+Close** to save the transaction and return to the Transactions blotter or **Save+New** to save the transaction and add a new transaction.

blotter

**Deleting transactions** 

from the Transactions

You might encounter duplicate transactions in the Transactions blotter. To delete a transaction from the Transactions blotter, do the following:

#### 1. Check the **box** to the left of the transaction.

2. On the Action Shortcuts toolbar, click **Delete**.

M Import - Morningstar	Advisor Work	station (	Office Edition				
<u>F</u> ile Search for				• 0	Go		
Blotter	Transa	ctions					
<ul> <li>Accounts</li> <li>Positions</li> <li>Transactions</li> </ul>	:		tice 📻 New Tr on Master	ansa		elete	On the Action Shortcuts toolbar, click Delete
<ul> <li>Prices</li> <li>Securities</li> <li>Reconciliation</li> </ul>		Status	Account . Number	• H	olding Name		
	<b>□</b> 1		X01578304	Ε>	XXON MOBIL	COR	
	<b>7</b> 2		X01578304	FI	DELITY MUN	IICIPA	

3. A dialog appears, asking you to confirm that you want to delete the transaction. Click **OK**. The transaction is removed from the blotter.

You might encounter a variety of issues when importing data. This section walks you **Overview** through five common scenarios:

- Dealing with a client's cash position during the import process
- Resolving issues related to an institution's proprietary ticker symbol for a security
- Correcting errors that occur as a result of a date being skipped during importing
- Manually entering transaction types, and
- Handling investment name changes.

Office Edition is a trade date system. Due to this, we use cash as an offset to every transaction that is generated by the custodian. This is to ensure the market value is correct on trade date. Office Edition credits cash to an account on the trade date for each sale, and debits cash to an account for each buy.

Office Edition also credits cash first for any deposits from a client into an account, as well as from cash interest and dividend payments. Fees are always taken from cash.

Do not delete cash transactions or cash holdings. This will cause an out of balance situation in your account, and will impact performance measurement.

Some custodians market a certain class of mutual fund that is unique to their firm. In other words, XYZ mutual fund might allow Schwab to market a fund that is specific to their investors, which might have the load waived.

This type of security is imported with a different, user-defined ticker. No user-defined ticker can appear on a Quicktake report. Therefore, these securities need to be mapped to a security recognized by Office Edition. You can do this when importing the securities from the custodian. Do the following:

- 1. Click on the **Securities** blotter.
- 2. Scroll to the Morningstar Mapped Holding column.

# Troubleshooting issues with a unique share class

Working with cash

### positions when importing

3. Double-click the magnifying glass icon.

<u>F</u> ile Reports Search f	or					▼ Go	🔤 Send us	feedba
Blotter	Securit	ies						
Accounts	🔛 Pos	t to Pract	ice 📻 Nev	v Tra	nsaction	🗙 Delete	📕 Save 🐐 Save	+ Clos
Positions Transactions	🏦 Exp	ort 🖨 Pr	int 📑 Ed	it De	finition Ma	aster		
<ul> <li>Prices</li> <li>Securities</li> <li>Reconciliation</li> </ul>		Status	Morningst Mapped Holding	ar	Morning	tar Mappeo	i Name	
	<b>□</b> 1			0				
	<b>2</b>			Q	Ś			
	П 3		ABNDX	Q	America	n Funds Bo	nd Fund of Amer A	4
	<b>4</b>		ABT	Q.,	Abbott L	aboratories		
	5		ACREX	Q	Van Kan	npen Real B	state Secs A	
	<b>6</b>		ACY	Q			nagnifying glass	
	<b>7</b>		AGTHX	Q	to map	a holding	to a mutual fund	
	<b>1</b> 8		AHITX	Q	America	n Funds Am	nerican Hi Inc Tr A	
				a	Amorica	- Funda Arr	orione Hi Ino Tr E	>
	All # A	вср	EFGH	Ι.	JKLM	NOP	QRSTUVI	N X Y

- 4. The Find Securities dialog opens. Click the **Within** drop-down and select **Open End Funds**.
- 5. Locate the **fund** whose performance you want to map to your user-defined security.
- 6. Highlight the desired **fund** and click **OK**. The Find Securities dialog closes and the Morningstar Mapped Holding and Morningstar Mapped Name columns are populated.
- 7. Click the **Save** icon at the top of the blotter window to save your mapping.

Skipping a date when importing causes your accounts to be out of balance. For example, if you import from 03/01/2007 to 03/03/2007, and then from 03/08/2007 to 03/10/2007, you will be out of balance for all of the days you skipped.

# Troubleshooting a skipped file date

To determine if you have skipped a date, do the following:

- 1. Click on the **Reconciliation** blotter.
- 2. Right-click an exception and select **View Transaction**.

<u>F</u> ile Reports 🔤 S	Send us feedb	ack			
Blotter	Recor	ciliation			
Accounts	🖻 R	econcile Historical Date	🟦 Export 🖨 Print 📧		
<ul> <li>Positions</li> <li>Transactions</li> <li>Prices</li> </ul>	Г	Client	Account	Account Number	Holding
Securities	□ 1	DUGS View Transa	ction 61079413	61079413	Sweep Account
🗉 Reconciliation	□ 2	CHARLES	51376926	51376926	US TREAS BILL 1:
	П 3	TAMES	43431000	43431000	Sweep Account
	□ 4	HAROLD TEATER	88776000	88776000	FRANKLIN CA HIGH
	5	TAMES Dight cli	ck an avcontion and	43431000	ABBOTT LABORAT
	<b>□</b> 6		ck an exception and	00112000	VAN KAMPEN REAL
	<b>—</b> 7	GARY FOW SELECT VI	ew Transaction	00112000	
	All #	ABCDEFG	ніјкіми (	) P Q R S T	гичжчг

- Check the posted transactions against the custodian's records. If you find transactions that have posted according to your custodian, but have not posted or are pending in Office Edition, you might have skipped a date.
- 4. Follow the steps for ongoing importing (see **Importing from TD AMERITRADE VEO** on page 20) and enter the skipped date as both the start date and the end date.

Some transaction types received from TD AMERITRADE VEO might not be recognized in Office Edition. Therefore, you might need to process certain transactions to balance your positions.

Transaction exceptions might also be due to corporate actions (spin-offs, stock mergers, reverse stock splits, etc.) that must be manually entered. For a complete list of transaction types available in the Transactions blotter, see the "Transaction Types" topic in Office Edition Help.

## A note on transaction types

When a name change occurs on a Morningstar-tracked security, Morningstar updates the ticker and/or CUSIP number, usually within a week. Once the update is done, you do not need to manually update the ticker and/or CUSIP.

However, when a name change occurs on a user-defined security, you must edit the CUSIP and/or ticker. To change the name of a user-defined security, do the following:

- 1. From the main Office Edition screen, click the **Tools** menu and select **Edit Definition Master**. The Definition Master opens.
- 2. In the left-hand column, click **Securities**.
- 3. Click in the **Symbol** and/or **CUSIP** column(s) and enter the new information.

How investment name changes are handled for user-defined securities

CDefinition Master - Import							
File Help 🔤 Send us	feedback						
Definition Master	Securi						
🕨 🖿 Security	Action						
<ul> <li>Securities</li> <li>Security Types</li> <li>Security Mappings</li> </ul>	Γ	Name	Security Type	Symbol	CUSIP		
Price Sources	<b>□</b> 1	MFS MA INVESTORS TRUST	Mutual Fund	Ĩ			
Asset Classes Countries	<b>□</b> 2	MFS STRATEGIC VALUE FUND	Mutual Fund	MSVSZ		Enter new name	
Currencies	ПЗ	MFS VALUE FUND CL A	Mutual Fund	MEA1Z		information in the Symbol and/or CUSIP column(s	
🗉 Exchanges	□ 4	Sample User Defined Bond	Fixed Income	SUDB			
Sectors Industries Brokerages	<b>□</b> 5	Sample User Defined Stock	Stock	SUDS			
	<b>6</b>	St. Pauls Travelers	Stock	STA		CUSIP column(S	
Bond Insurers	<b>□</b> 7	Sweep Account	Cash				
🔲 Regions	□ 8	UNITED STS CRUDE NEW XXX	Stock		911758209	-	
Foreign Currency E:							
Client/Account Mapping							
	All # A						
<	Total: 8	V Selected: O					
					1.		

4. Click Save. You can now close the Definition Master.

When the name of a user-defined security changes to the name of a security followed by Morningstar, you can map the security in the Definition Master. To map to the Morningstar-tracked security, do the following:

- 1. From the main Office Edition screen, click the **Tools** menu and select **Edit Definition Master**. The Definition Master opens.
- 2. In the left-hand column, click **Security Mappings**.
- 3. Scroll to the right and click in the **Use As Substitute** column next to the security and select **Yes**.

M Definition Master - Adviso								
File Help Search for		In This View 🔹 Go			Go	🔤 Send	l us feedback	
Definition Master	Securit	y Mappings						
Security     Security Types     Security Types     Security Mapping     Price Sources     Asset Classes     Countries	Action							
		Name			050 70 00050000	occand, type	Ticker	
	<b>□</b> 1	Sweep Account			No	Cash	٩	
	<b>□</b> 2	MFS VALUE FUND CL A MFS MA INVESTORS TRUST		No	Mutual Fund	୍		
Currencies	□ 3			No	Mutual Fund	٩		
🗉 Exchanges	□ 4	MFS STRATEGIC VALUE FUND			No	Mutual Fund	୍	
E Sectors	5	UNITED ST	S CRUDE NE	W XXX	No	Stock	୍	In the Use As Substitute
■ Industries ■ Brokerages	<b>□</b> 6	St. Pauls Travelers			No	Stock 🔍	column, select Yes.	
Bond Insurers					Yes STUVWXYZ			
🗉 Regions 🛛 🗸	All # A	BCDE	FGHI	JKL				
< >	Total:6	iv.						

- 4. Click on the **magnifying glass** icon in the **Morningstar Ticker** column. The Find Securities dialog box opens.
- 5. Locate and select the Morningstar security.
- 6. Click **OK**.
- 7. Click Save. You can now close the Definition Master.