## Importing Client Transaction Data from Fidelity Advisor Channel

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# Importing Client Transaction Data from Fidelity Advisor Channel

This document provides an overview of the steps required to begin importing transaction data from Fidelity Advisor Channel into Morningstar Office. These preliminary steps include:

- 1. Obtaining the necessary files from Fidelity
- 2. Applying the correct currency and exchange filters within Morningstar Office
- 3. Creating initial positions at the chosen starting date
- 4. Creating and applying transaction settings.
- 5. Once these steps have been completed, you are ready to begin importing transactions. A brief overview of the ongoing importing process is provided.
  - Morningstar highly recommends that you begin importing with the help of a Morningstar Import Specialist. Call the Support team at 1-866-215-2503 for more details if you have never imported from this source before.

For advisors who wish to save the time and trouble of daily importing and reconciliation,<br/>Morningstar is pleased to offer the option of outsourcing these tasks to our Back OfficeSavir<br/>Morn<br/>Back<br/>Bos team will operate as an extension of your internal staff, under your direction and terms.Savir<br/>Morn<br/>Back<br/>Service

If you are already using another portfolio management system and are making the switch to Morningstar Office, there is no need to start over from scratch. Morningstar's Data Conversion Team can transfer the entire database of client transactional history contained in your previous system into Morningstar Office, allowing you to begin running in-depth historical performance reports.

Click <u>here</u> to fill out a quick survey and receive an estimate for back office services or data conversion. To learn more, dial 1-866-685-4494.

Saving Time with Morningstar Back Office Services

Introduction

Conversions from Your Previous Portfolio Management System

## **Obtaining Data Files from Fidelity Advisor Channel**

Before your import session with a Morningstar representative, you will be responsible for obtaining the necessary files by setting up a daily export Profile within Fidelity Advisor Channel. This will ensure that files are generated daily and saved in a folder on your computer to be imported into Morningstar Office.

Additionally, users of Fidelity Advisor Channel 7.0 may wish to take advantage of the historical data that is available. This includes position and transaction files dating back 90 days. If you are using Fidelity Advisor Channel 7.0 and wish to import this historical data into Morningstar Office, we ask that you also export your earliest available position file in preparation for your first import session.

The process for setting up a daily Profile, as well as exporting a historical position file, is summarized below. For additional assistance, please contact Fidelity Advisor Channel at 1-800-523-5518.

You will need to configure Fidelity Advisor Channel to download and export daily files in the correct format. Proceed according to the instructions below.

- 1. Create a file folder on your computer where your Fidelity files are to be stored.
- 2. Log into the Fidelity Advisor Channel application.
- 3. For users of Fidelity Advisor Channel 7.0, from the Systems menu, select Profiler.



For users of Fidelity Advisor Channel 6.8, from the Interface menu, select Profiler.

**Overview** 

Creating a Daily Export Profile within Fidelity Advisor Channel 4. In the dialog box that appears, click Add to create a new daily export profile.

Export Trade Blotter Standard Download	Add	Display Monday Tuesday Wednesday Thursday 🔽 Friday Saturday Sunday
	Delete Copy Run Now	Days of Week Start Time Description GNumber User

5. Type a **name** for the new profile in the Profile Name field.

Interface Profile Wizard	<u>?</u> ×
Interface Profile Wizard	
The Advisor CHANNEL has functionality which allows you to download information, import data, and export information in multiple formats at the same time.	
To do this, a profile is created where you can select the different Import and Export drivers you wish to utilize as well as what individual records (i.e.: accounts, orders, balances, etc.) you want to import or export.	
To start this wizard, first enter the name of the profile in the edit box below. Then press the Next button (>>) and we'll take you through the steps.	
You can leave the wizard without saving at any time by pressing Cancel. To save without completing the wizard, just press the Finish button.	
Profile Name: Morningstad	
< >> Finish Canc	3

6. Click >> to proceed to the next step.

7. In the next window, leave all boxes unchecked and click >> to proceed.

count.txt			box unchecked.
	Columns To Import: Account Objective		box unonconcer.
	Short Name Model Name Account Ind		
Change Columns			
	omma Separated Values	omma Separated Values  Count Groups After Import:	If Fields Already Exist. Ccount Groups After Import.

- 8. On the next screen, select all **boxes** in the Brokerage Accounts area.
- 9. In the Securities area, Security Master and All Securities should be selected.

download Br V V V	n to download data, just c ing. If you don't want to c okerage Accounts List of Accounts Positions Transaction History Balances TLA		a, just leave all th Securities ▼ Security ● All Se	e boxes uncheck Master	
	ther Accounts				
	ading Send Orders All Orders Orders By User:		Request	Order Status	
		<<	>>	Finish	Cancel

10. Click >> to proceed to the next step.

11. Select **Centerpiece** as the data format. Do not select Morningstar as your data format, as choosing this format will prevent transactions from being included in your files.

Export Driver Selection Page	? X
Fidelity Investments is not responsible for any data that have been exported from Advisor CHANNEL. Also, Fidelity does not endorse any third party software products.	
Please select the export drivers you wish to use and select the Next button. This will take you through the rest of the set up process for each individual driver you have selected.	
Export Drivers	
Advent Advisors Assistant	
Captools Professional	
Custom	
EZ-Data	
FIN	
Morningstar	
NaviPlan	
Techfi	
Trade Blotter	
<< >> Finish Ca	ncel

- 12. Click >> to proceed to the next step.
- 13. Select the Account Group for which you want to generate files. In most cases, this will be **All Accounts**.

14. In the Date Option section, do not check the **Transaction Date** box or enter a date range. With no date entered, only the previous day's transactions will be exported.

unchecked

15. Click >> to proceed to the next screen.

- 16. In the Path field, enter the **file path** for the folder where your Fidelity files are to be stored. You can navigate to the location by clicking on **Browse**.
- 17. For the four options at the top of the screen, select the radio button for **Account Number** as shown below.
- 18. Check the boxes for List of Accounts, Positions and Prices, Transaction History, Account Name, Prices, and Securities and Balances, as shown below.
- 19. Next to Prices, the radio button for All Securities should be selected.

Centerpiece	e Export	<u>?</u> ×
Path	C:\Fidelity Files Browse	
	Export Brokerage Data Using: C Account Number C Short Name Export FPRS Data Using: C Account Number C Short Name Export FILI Data Using: C Account Number C Short Name Export CGF Data Using: C Account Number C Short Name	
	✓ List of Accounts     ✓ Positions and Prices     ✓ Transaction History Primary Sort: Account Number     ✓ Last Export Only Secondary Sort: Transaction Date     ✓ Account Name     ✓ Prices C Position Only C All Securities     ✓ Securities     ✓ Securities	
	✓ Balances       <<	ncel

- 20. Click >> to proceed to the next screen.
- 21. Click Finish.
- 22. You will be returned to the main Profiler screen. You must now schedule your export profile to run automatically on a daily basis. Within the Profile Downloads list, highlight your new **profile** and click **Insert**.

Profiler							<u>_                                    </u>
Standard Download Morningstar	idd dit elete iNow	Profile Scheduler Display Monday I Saturday I Days of Week	Sunday	Description	□ Thursday GNumber	Friday	
Database Backup Profile			Insert	Modify	Delay	Remov	/e



23. In the new window that appears, select the time of day you wish to have the export run. We recommend that you choose a time in the early morning, so that the previous day's files are already saved to your computer when you come into the office each day. Check the **All Days** box to set your profile to run every day of the week.

Schedule Profile	
Schedule the profile Morningstar Export/C 💌 to run at 4:00:00 AM 🙁	
on every: 🔽 Monday 🔽 Tuesday 🖾 Wednesday 🖾 Thursday I Friday I Saturday I Sunday I All Days	Check the All Days box.
OK Cancel	

24. Finally, select your Morningstar export profile and click the **Run Now...** button to export yesterday's files. Starting tomorrow, this process will run automatically.

Profiler  Profile Downloads  Export Trade Blotter Standard Download  Morningstar  Edit  Delete  Copy  Run Now	Profile Scheduler Display Monday Tuesday Wednesday Thursday Friday Saturday Sunday Days of Week Start Time Description GNumber User Mon: Tues: 4:00:00 Morningstar G116361 7690032326
Database Backup Profile	Insert Modify Delay Remove

25. The Export dialog box will open. When the export has completed, you should see the words "Export Completed" appear. Once this has happened, the Fidelity files will appear in the destination folder you have specified.

Download Complete Stating Export Process Fri Oct 12 09:30:15 2007 Statt of export driver: Centerpiece Number of exported accounts = 160 Number of exported positions = 7216 Number of exported account names = 0 Number of exported prices = 700 Number of exported prices = 700 Number of exported becautites = 0 Number of exported becautites = 0 Export Completed	
	<u>&gt;</u>
Error Messages	



Verifying Files

Once you have run the profiler, navigate to the folder on your computer where you store your Fidelity files. Confirm that you have received the following file types:

File Name	File Type
fimmddyy.acc	Account file
fimmddyy.bal	Balance file
fimmddyy.nam	Name file
fimmddyy.pos	Position file
fimmddyy.pri	Price File
fimmddyy.sec	Security file
fimmddyy.trn	Transaction file

mm = month; dd = day; yy = year.

The files will appear as follows on your hard drive:

Address 🚞 C:\Fid	elity Files		💙 ラ Go
Name 🔺	Size	Туре	Date Modified
🖬 fi111609.acc	19 KB	ACC File	11/17/2009 10:55 AM
💌 fi111609.bal	51 KB	BAL File	11/17/2009 10:55 AM
🖻 fi111609.nam	53 KB	NAM File	11/17/2009 10:55 AM
🛋 fi111609.pos	194 KB	POS File	11/17/2009 10:55 AM
💌 fi111609.pri	34 KB	PRI File	11/17/2009 10:55 AM
🖻 fi111609.sec	35 KB	SEC File	11/17/2009 10:55 AM
💌 fi111609.trn	7 KB	TRN File	11/17/2009 10:17 AM

If you are using Fidelity Advisor Channel 7.0 and wish to bring in the full 90 days of historical data available to you, we ask that you prepare for your import session by exporting your earliest available position file. During the session, a Morningstar representative will then assist you in exporting the historical transaction and price data.

Obtaining Your Earliest Available Position File within Fidelity Advisor channel 7.0

To export your earliest position file, do the following:

1. 1.Within Fidelity Advisor Channel 7.0, select **Systems...Export Historical Positions and Prices.** The Historical Download dialog opens.



- 2. In the Select the date drop-down and select the date 90 days prior to today.
- 3. Click the Export driver (file type) drop-down and select Centerpiece.
- 4. In the Include field, the **Positions and Prices** radio button should be selected.
- 5. The File Path field should be set to the same location where you exported the transaction files.

Historical Downlo	ad 🚺 🗖 🔀	
Export File Criteria		Select the date
Select the date	7/15/2007 💌	
Export driver (file type)	Centerpiece	Soloct Contornioco
Include	Positions and prices	Select Centerpiece
	C Prices	
File path	C:\Program Files\Fidelity I Browse	
	Next >	

- 6. Click Next.
- 7. If you see an error message, the date you have selected is too early. Choose a later **date** and click **Next**.



8. On the next screen, the radio buttons for **Account Number** for each row should be selected.

Historical	Download			
– Format Posi	itions D ata			
	count identifier: Account Number	C Short Name		
FPRS	Account Number	Short Name		
FILI	Account Number	Short Name		
CGF	Account Number	Short Name	Account Number shou	Id be selected for each row
	< Previous	Run		

- 9. Click Run. The download runs.
  - An error message will appear if the date you entered was not a market day, and you will be prompted to select a different day.
- 10. When the download finishes, look for the message Export Completed in the dialog box.



 Once you have completed the steps described above, you are ready for your import session. To schedule a session, contact the Morningstar Office Support desk at 1-866-215-2503. During the import process, Morningstar Office will identify any securities contained in your files that are tracked by Morningstar's research team. By mapping these holdings to our research database, we allow you to incorporate our research and analysis into your client reports.

However, because many securities are traded in multiple currencies and on multiple exchanges throughout the world, the mapping process will occasionally yield multiple matches for the same CUSIP or ticker. In order to eliminate confusion, it is recommended that you create a filter to guide Morningstar in mapping to the correct match.

By creating exchange and currency filters, you will ensure that, in the cases where two versions of a security are found in our database, Morningstar will map to the security traded on the exchange and in the currency you have specified.

Morningstar will not exclude securities traded on exchanges not included in your filter from the mapping process. The program will simply use the filter as a guide for finding the correct match in the cases where multiple matches are found.

To apply an exchange filter, do the following:

1. From the Home screen, click on Settings in the left-hand navigation panel.

Morningstar Office	
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ols Reports <u>H</u> elp 🛃 Import 🛅 Price Mo
Home Home Articles + Commentary Presentations Discussions E Support + Training	Home Welcome Announcements Date Headline 3/17 Introducing Morningstar's Corporat 3/15 Change to Stoxx Index Names
Settings Activities Managed Portfolios Comment Library	3/12 Sign up for our upcoming live onlin 3/12 Inclusion of Convertible Bonds in P 3/11 Morningstar Presentation Library U Available More ⊗
	Practice Summary

#### **Overview**

#### Applying an Exchange Filter

2. Under Portfolio Accounting Systems Settings, click **Preferences**.

Settings	
Personal Settings	Portfolio Accounting System Settings
Assistant Management Create or Delete assistants.	Reports, Tax Lot Methods, Transactions, Management Fees Create new or Edit existing Settings for Users, Clients.Accounts. and/or Holdings.
Email Server Settings	Preferences Set miscellaneous preferences: currency, logo, import, etc.
Email Password Settings	Asset Allocation Reporting Sets
Client Web Portal Settings	Create user defined Asset Class Sets for reporting purposes.
Planning	Home
Planning Settings Set preferences for the Planning module.	Page Layout Add or remove sections.
Research	
Preferences Change your preferences for the Research module.	

3. The Preferences window appears. Click Set Exchange Filter.

Morningstar Office	
Preferences	
Enter Preference Details He	ere.
Account Setting	
Display Currency	US Dollar 🗸
Add Logo to Cover Page	٩
Add Logo to Footer	٩
Show Liquidated Holding	
Email Notification of Out of Balance Accounts	
Import Setting	
	User-Defined Fixed Income Data
	$oldsymbol{\circ}$ Use Morningstar default data, when available
	C Use imported data
Security Filter Settings	]
	Set Exchange Filter Set Currency Filter
Help	Save + Close Cancel

4. The Exchange Filter window appears. Click Add/Remove Exchanges.

matching process	attempt to map your import			
	s by selecting the exchang hange list according to you	ted securities to Morningstar-tracked securities. Y jes where your securities are trading below. The j ur selected order.		
Use selected cou Selection Order	intries/exchanges/currenci	ies as default for security matching, Reorder by g Exchange Hame	oing to 'Add/i Import Match	Remove' dialog box. Apply to find Stock Security
	,			
Help		Add / Remove Exchanges	Save + Close	Cancel

- 5. In the window that appears, highlight an exchange you wish to add to your filter by clicking on the **exchange name** from within the list of available exchanges, then click **Add**.
  - You can select multiple exchanges at once by holding down the <CTRL> key as you click on each item.

6. After you have added every exchange on which your securities trade to the Selected Exchanges list, you can edit the order of the list. If multiple matches for a security ID are found on different exchanges, Morningstar will map to the match found in the exchange listed highest on your list. To move an exchange within the list, highlight the security and click on the **up** or **down arrows**.

Selected Exchanges				×
Select Exchanges				
Select Countries/Exchanges/Currencies from Available Country/Exchange/Currency list.	Country/Excha	ange/Currenc	y list and add the	m to Selected
Available Exchanges				
Total Exchanges: 655				
NASDAQ Global Select Market, USA NASDAQ INTERMARKET, USA			^	
NASDAQ OPTIONS MARKET, USA NASDAQ, USA				
NASDAQININS (NATIONAL MARKET SYSTEM), USA NATIONAL, COMMODITY & DERIVATIVES EXCHANGE NATIONAL, MULTI-COMMODITY EXCHANCE OF INDI NATIONAL, STOCK EXCHANGE OF INDIA, IND NATIONAL, STOCK EXCHANGE OF LITHUANIA, LTU NATIONAL, STOCK EXCHANGE, USA NEPAI, STOCK EXCHANGE, USA				
Contraction of the second s			>	
Selected Exchanges	Add		Add All	
Total Exchanges: 2				
NASDAQ,USA NEW YORK STOCK EXCHANGE, INC.,USA				
				*
				•
				•
				*
<			>	
	Remove	]	Remove All	
		ĺ	ОК	Cancel

7. Click OK. You will be returned to the Set Exchange Filter screen, where you will see your list of exchanges. Check the Import Match boxes to apply this filter to the mapping process while importing. You may also choose to check the Apply to find Stock Security boxes, which will apply the filter when you search for a stock. This means that when you search for a security within the Transactions Wizard, only results found within the exchanges on your list will be displayed.

Use selected o	ountries/exchanges/current	ties as default for security matching. Reorder by g	oing to 'Add/	'Remove' dialog box.
Selection Order	Exchange Code	Exchange Name	Import Match	Apply to find Stock Security
1	EX\$\$\$XNAS	NASDAQ		
2	EX\$\$\$XNYS	NEW YORK STOCK EXCHANGE, INC.	<b>~</b>	

8. Click Save + Close.

To apply a currency filter, do the following:

1. From the Home screen, click on Settings in the left-hand navigation panel.

Home     Home       Image: Home     Welcome       Image: Articles + Commentary     Presentations       Image: Discussions     Date       Image: Support + Training     J17       Image: Activities     J15       Image: Activities     J12       Image: Analysis     Sign up for our upcoming live onli       J12     Inclusion of Convertible Bonds in i       J11     Morningstar Presentation Library       More Ø     More Ø	<u>F</u> ile <u>N</u> ew Favorites <u>T</u> o	ols Reports <u>H</u> elp 🛃 Import 🛅 Price M
Image: Another intervention of the second secon	Home	Home
Image: Presentations       Announcements         Image: Discussions       Date       Headline         Image: Discussions       Date       Headline         Image: Discussions       3/17       Introducing Morningstar's Corporations         Image: Discussions       3/15       Change to Stoxx Index Names         Image: Discussions       3/12       Sign up for our upcoming live onlights         Image: Discussion of Convertible Bonds in Image: Discussion Di	🗉 Home	Welcome
Image: Discussions     Date     Headline       Discussions     3/17     Introducing Morningstar's Corpora       Image: Discussions     3/15     Change to Stoxx Index Names       Image: Discussions     3/15     Change to Stoxx Index Names       Image: Discussions     3/12     Sign up for our upcoming live onli       Image: Discussions     3/12     Inclusion of Convertible Bonds in Image       Image: Discussions     3/11     Morningstar Presentation Library Umage       Image: Discussions     Available	-	Announcements
Support + fraining       3/15       Change to Stoxx Index Names         Image: Settings       3/12       Sign up for our upcoming live onli         Image: Activities       3/12       Inclusion of Convertible Bonds in         Image: Managed Portfolios       3/11       Morningstar Presentation Library U         Available       Available		
Image: Settings       3/12       Sign up for our upcoming live onli         Image: Activities       3/12       Inclusion of Convertible Bonds in         Image: Managed Portfolios       3/11       Morningstar Presentation Library U         Image: Managed Portfolios       3/11       Morningstar Presentation Library U		
Image Portfolios     3/12     Inclusion of Convertible Bonds in S/12       Image Portfolios     3/11     Morningstar Presentation Library U       Image Portfolios     3/11     Morningstar Presentation Library U	Activities	3/12 Sign up for our upcoming live onli
E Document Library     Available		
More 🖄		
		More 🖄
		Practice Summary

2. Under Portfolio Accounting System Settings, click **Preferences**.

Settings	
Personal Settings	Portfolio Accounting System Settings
Assistant Management Create or Delete assistants.	Reports, Tax Lot Methods, Transactions, Management Fees Create new or Edit existing Settings for Users, Clients.Accounts, and/or Holdings.
Email Server Settings	Preferences Set miscellaneous preferences: currency, logo, import, etc.
Email Password Settings	Asset Allocation Reporting Sets
Client Web Portal Settings	Create user defined Asset Class Sets for reporting purposes.
Planning	Home
Planning Settings Set preferences for the Planning module.	Page Layout Add or remove sections.
Research	
Preferences Change your preferences for the Research module.	

#### Applying a Currency Filter

3. The Preferences window appears. Click Set Currency Filter.

Morningstar Office	
Preferences	
Enter Preference Details He	ere.
Account Setting	
Display Currency	US Dollar 🗸
Add Logo to Cover Page	٩
Add Logo to Footer	٩
Show Liquidated Holding	
Email Notification of Out of Balance Accounts	
Import Setting	
	User-Defined Fixed Income Data
	<ul> <li>Use Morningstar default data, when available</li> </ul>
	O Use imported data
Security Filter Settings	Set Exchange Filter Set Currency Filter
Help	Save + Close Cancel

4. The Currency Filter window appears. You will see US Dollars listed.

	urrency list according to you	ir selected order. ies as default for security matching. Reorder by	going to 'Add/	Remove' dialog box.
Selection Order	Currency Code	Currency Name	import Match	Apply to find Stock Security
1	USD	United States of America, Dollars		

- 5. To add edit the contents of your currency list, click **Add/Remove Currencies** and follow the same procedure described above for the Exchange filter.
- Once your currency list contains your desired currencies, check Import Match and Apply to find Stock Security boxes to apply this filter to the import mapping process and to your research search results. When you are done, click Save + Close.
- 7. You will be returned to the Preferences window. Click **Save + Close** to exit.

## Applying Imported Price Setting for Performance Reports

Your daily files from Fidelity include a price file, which contains updated price information for every security held in your accounts. This price data is stored within the Definition Master. When generating performance reports, this imported price history will be used to analyze the performance of all securities not tracked by Morningstar, such as fixed income securities or options.

When it comes to calculating the performance history of Morningstar-tracked securities, you have the option to use either Morningstar's prices, or imported prices from Fidelity.

It is recommended that you select the option to apply Fidelity's prices, rather than Morningstar's prices, when generating performance reports. This will eliminate any price discrepancies that could otherwise appear between custodian-generated reports and reports you generate using Morningstar Office. This setting should be applied prior to importing securities from Fidelity.

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

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



2. Uncheck the box marked Use Morningstar Price.



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

**Overview** 

How to select a price source for imported transactions

for securities when importing.

Overview

## **Initializing Positions**

For advisors not undergoing a database conversion, it is usually necessary to establish initial positions for each of your clients before you can begin importing transactional data. The initialization process is done only once and generates these starting positions as of the date of your choosing. The initial positions generated will be the ending share quantities and market values as of the initialization date.

Initialization is only necessary for advisors who are not taking advantage of Morningstar's database conversion services. If you previously used a different portfolio management system and have had your clients' transactional history transferred into Morningstar Office, skip this step of the process.

To initialize positions, do the following:

- 1. From the toolbar at the top of the screen, click **Import**. The Import window appears.
- Check the **box** next to the file type name Fidelity Advisor Channel transactions.
- 3. On the Action Shortcuts toolbar, click **Initialize Positions**.

M <u>(</u> Impor	🌃 Import - Morningstar Office						
<u>F</u> ile <u>I</u>	<u>F</u> ile <u>H</u> elp Send us feedback						
🛃 Im	iport 🔟 View Blotter 🐺 Edit Definition Master	🗄 Initializ	e Positions	🖾 R	efresh Local Data	base 🔟 Corpor	ate Actions Wizard
	Interface Name				Last Custodian ns ile Date	Last Reconcile Date	Interface Category
<b>□</b> 1	Pershing InfoDirect						Custodian
<b>Z</b> 2	Fidelity Advisor Channel - transactions						Custodian
П 3	Microsoft Excel - transactions						Spreadsheet
4	TD Waterhouse						Custodian
5	SchwabLink						Custodian
<b>□</b> 6	DST FAN Mail						Data Service

Overview

Importing for the first time (Initializing) 4. The Initialization dialog box appears. Click on the **magnifying glass** icon next to the File Name field to select the location where your Fidelity files are stored.

Import -	Morningstar Of	fice		4
Downloa Select Ce	enterpiece as the dat	lity Advisor Channel by d	tar format includes only (	Profiler, then Daily Download. current positions.) Specify the ansactions to import.
File Nam	ne	C:\Fideilty Files		٩
		L	📃 Include Subfolder	's
Initialize	Date		01/20/2010	Get earliest date
	File Type		Data Available	
1	Account		01/20/2010	
2	Account Balance		01/20/2010	
🔽 З	Holding Position		01/20/2010	
4	Name/Address (op	tional)	01/20/2010	
5	Security		01/20/2010	
<				
He	elp			Initialize Cancel

- 5. The Initialize Date field will automatically populate with the earliest date for which a position file is available. If you wish to select a later date, you can edit the Initialize Date field.
- 6. Click Initialize. The initialization blotter will appear. This blotter summarizes all information that will be posted to Morningstar Office from your files. Glance over the Accounts, Transactions and Securities sections of the blotter to ensure that the information to be posted is correct.
- 7. You might encounter some transactions or securities that are in warning status, requiring extra attention. If you encounter a warning symbol in the status column next any item, refer to the document "Handling Warnings in the Import Blotter."
- 8. From within the toolbar at the top of the blotter, click **Post**. This uploads all information contained within the blotter to your Morningstar Office database.
- 9. You should see the following confirmation message appear: "The import data has successfully been posted."

Morningstar Office 🛛 🔀
The import data has successfully been posted
ОК

- 10. The client information, account numbers, and initial positions for each account have now successfully posted to Morningstar Office.
  - If you experience any errors or difficulty posting, contact Morningstar Office Product Support at 1-866-215-2503.

### **Applying the Correct Settings for Manual Transactions**

After initializing, Morningstar recommends that you create a setting for manual transactions to mimic the Fidelity transaction format. This setting will apply the appropriate cash offset (CASH) to any transactions that are manually created within your imported accounts. The instructions below explain how to apply this transaction setting to all accounts in your practice.

If you have other transactional accounts within your practice that are not imported from Fidelity, you may wish to apply a separate transaction setting to these accounts. Contact Morningstar's support desk for assistance at 1-866-215-2503.

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

- 1. From the **Home** screen, click on **Settings** in the left-hand navigation panel.
- Under the Portfolio Accounting System Settings area, click once on Reports, Tax Lot Methods, Transactions, Management Fees. The Settings pop-up window appears.
- 3. From the toolbar, click New Setting...New Transactions Setting.



- In the new window that appears, enter a name for your new setting in the Setting Name field. Choose a name that reflects the import source for the accounts to which it will be applied.
- 5. In the Default Cash Symbol field, click the **magnifying glass** icon. The Add Default Cash Symbol dialog opens.

**Overview** 

How to create a new Portfolio Accounting System setting 6. Click the Within drop-down and select User Defined Cash, then click Go.

🕻 Add Defaul	t Cash Symbol			
Within	Money Market Funds		*	
Find By	Money Market Funds Out of Pocket User Defined Cash			
	beined Cash		Go	Click the Within drop-down and select User Defined Ca
Available Rec	ords			
Fotal records	:			
lump to recor	rd name:			
Help		OK	Cancel	

7. In the Available Records box, select **CASH**.



8. Click **OK**. You are returned to the Transaction Setting window. Do not select any check boxes on the dialog box.

Morningstar	Office				
Transaction Set	Transaction Setting				
Enter Transacti	on setting details here.				
Setting Type	Transaction				
Setting Name	Fidelity Import Setting				
	(50 characters maximum)				
Default Cash Symbol	CASH				
Record corpora	te actions for holdings:				
	Automatically record distributions				
	Automatically reinvest dividends				
	Automatically reinvest capital gains				
	Automatically record splits				
Post transac	ctions to account				
Round Mutual Funds/ETF's to:	9 🔽 Decimals				
For Settlement Date	Use Trade Date				
these corporate would have to o will show you th	the above boxes to record corporate actions will not post action transactions to your accounts automatically. You pen your accounts than click on "New Transaction" Which a transactions that have been recorded, and click on "Post ost these transactions.				
Help	Save + Close Cancel				

- 9. Click Save + Close.
- 10. Click **OK** when the save confirmation message appears.
- 11. Close the Settings window.
- 12. The last step is to make this transaction setting the default setting for all accounts. From the toolbar at the top of the screen, click **Tools** and select **Settings...Set User Default Settings**.
- 13. Click the Transactions drop-down menu and select your newly created setting.

Morningstar Office		
Set User Default Setting	gs	
Set user default setting	s here.	
Reports	Morningstar Default Report Settings	Click the Transactions draw down
Tax lot methods	Morningstar Default Tax Lot Method Settings 🛩	Click the Transactions drop-down menu and select the setting you created
Transactions	Fidelity Import Setting	
Management fees	No Fee 🗸	
Use Morningstar Price		
	OK Cancel Help	

14. Click **OK**.

15. Click **OK** when the confirmation message appears.

## The Daily Import Process

After you have completed the steps described above, you are ready to begin the ongoing import process. It is recommended that you import once a day if possible. If you are unable to import daily, avoid importing more than a week's worth of data at a time, so as to maximize the ease and efficiency of the process. The Import process consists of four main steps: loading the blotter, reviewing data, reconciliation and posting. These are summarized below.	Overview
<ol> <li>From the toolbar at the top of the main screen, click Import. The Import window appears.</li> <li>Check the box next to Fidelity Advisor Channel - transactions.</li> <li>On the toolbar at the top of the Import window, click Import. The Import dialog box appears.</li> <li>Confirm that the starting date displayed is correct. The starting date field should automatically display the date following that of your last imported file.</li> <li>For example, if you initialized as of January 15th, 2010 and are importing for the first time, your start date should be January 16, 2010.</li> </ol>	Loading the Blotter
<ol> <li>The end date field automatically displays the current date.</li> <li>By keeping track of which files have already been imported, Morningstar ensures that you do not accidentally import the same file twice.</li> <li>Click <b>OK</b>. The Import blotter appears. This blotter summarizes all information that will be posted to Morningstar Office from your files.</li> </ol>	
Once the blotter has loaded, glance over the Accounts, Transactions and Securities sections of the blotter to ensure that the information to be posted is correct. If you encounter a warning symbol in the status column next any item, refer to the document "Handling Warnings in the Import Blotter."	Reviewing Data
After confirming that the information contained in the blotter is correct, run the reconciliation process by clicking on the <b>Reconcile</b> button in the upper right-hand corner of the screen.	Reconciliation
In this process, the position of each individual holding within your accounts, which is calculated based on the transaction history recorded within Morningstar Office, is compared to the positions contained in the position file provided by Fidelity. Any holdings for which Morningstar's calculated position does not equal the position in the Fidelity file will appear within the Failed Reconciliation section of the blotter.	
If you see out of balance items appear during Reconciliation, call Morningstar Office Product Support at 1-866-215-2503 for assistance with troubleshooting.	

When you have finished reconciling positions, click on the Post button in the upper lefthand corner of the toolbar. You should see the message appear, "The import data has successfully been posted. Click **OK**.

Morningstar Office 🛛 🔀
The import data has successfully been posted
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It is possible that you might instead receive the message, "The data in the following blotters haven't been posted completely – Transactions." After clicking **OK**, you will see one or more transactions in warning status remaining on the transactions blotter. Note that these transactions need to be posted or handled before beginning a new import. Otherwise, they will be automatically deleted and may cause reconciliation problems. Hold the cursor over the warning symbol in the status column of each transaction to determine what action is required.

For assistance, refer to the document "Handling Warnings in the Import Blotter" or call the Product Support team for help at 1-866-215-2503.