# Using the Import Function

Morningstar Office Cloud



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## **Importing Investment Lists**

You can save time in Morningstar Office Cloud by importing items via a Microsoft Excel **Over** spreadsheet, rather than having to create items manually. This guide walks you through the process of importing the following items into Morningstar Office Cloud:

**Overview** 

- ► .Investment List, and
- Quick Accounts.

This manual contains the following topics and exercises:

- Importing an Investment List (page 5)
- Importing a Quick Account (page 12)

#### Importing an Investment List

When importing a list of investments, four steps are required to complete the work flow. In this manual, you will complete the following exercises:

- 1. Bring in a list of investments
- 2. Create settings for the list
- 3. Select the Investments your want to include, and
- 4. Import the list.

The import functionality in Morningstar Office Cloud supports the .xls and .xlsx file formats. If you do not have your own file to import, click here to download a sample Excel spreadsheet to use in the following exercise. Once downloaded, save the file to your local drive.

The first step is to bring a Microsoft Excel spreadsheet that contains investments into Morningstar Office Cloud. You can either drag and drop your spreadsheet or navigate to where it is stored. To bring in an Excel spreadsheet, do the following:

Exercise 1: Import an Investment List from the Import page

**Overview** 

1. From the menu, click **Import**. The Import page opens.

Home			🧐 🖻 🗇 😤	
Home				
EXPLORE	MORNINGST	R Office C		
Morningstar Research		UTICE		
Markets	R. Search for Clients, Securities, R	eports, and Research		
CLIENT MANAGEMENT & ANALYSIS				
Clients & Accounts	ant Benorts			
Prospects	int hoports			
Billing	ctice by starting a spreadsheet report on:			
Redtail CRM		-		
► Reporting	under Your p 1t (O) perfer	mance Unrealized for all your	gains & losses clients	
PRACTICE MANAGEMENT				
<ul> <li>Workspace</li> </ul>				
Integrations	🖗 Create	Lists & Screens	🖻 Create 🗸	Click here to start
Import				
Securities	Market Value +	Name Type	Last Modified .	
	\$3,893,886.26	High Rated Large Internatio Screen	04/07/2020	
	\$3,296,360.09	New Ideas List	04/07/2020	-
	(ii) We found it data insure to			

2. In the gray area at the top of the page, **drag and drop** an Excel spreadsheet into the space, or click on the **Upload File** button to navigate to where your Excel Spreadsheet is stored. The File Type menu opens.

≣ Impor	t		Q. Search for Clie	nts, Securities, Reports, a	) 🔱 🗹 🔿 🕹		
		Drag and drop an .xlsx or .xls file here to imp lists or quick accounts	ort investment				
		Upload File				Drag an navigati hard dri	d drop or e to your ve here
Imports to Co	How should I format my file ①						
You have 1 p	ending import. Select a file below to complete	the process, or delete ones you don't need.					
File Name		File Type	# of Rows	# of Errors	Created Date		
InvestmentList	(Sample xisx	Investment List	9	1	3/23/2020 2:05:58 PM		

3. From the File Type drop-down menu, select Quick Account.



4. Click **Confirm**. The Import panel opens.

The next step is to assign settings. These settings help Morningstar identify the exact investment you are attempting to import. Do the following:

### Exercise 2: Creating settings for the list

- 1. From the Does your file have a header row? drop-down menu, select First Row.
- 2. From What currency(ies) do you prefer?, type USD.
- 3. From What exchange(s) do you prefer? type NASDAO.
- 4. Leave the Exclude Inactive Investments box selected. Leave the Import panel open.

File Name: FundList.xlsx			
Settings	Ignore V	Symbol/Ticker	$\checkmark$
Improve the accuracy of your import by	Name	Ticker	
setting the criteria below.	Vanguard ETF	VTI	
Does your file have a header row?	Custom Security	-	
	AB High Income A	AGDAX	
First Row V	AB Income Advisor	ACGYX	
	Alger Capital Appreciation Ptfl I-2	ALVOX	
What currency(ies) do you prefer?	American Century Equity Income Inv	TWEIX	
O Sparch for Durrancy	American Century Mid Cap Value Inv	ACMVX	
C Search for currency	American Century Select Inv	TWCIX	
What avalange(a) do you profer?	American Century Ultra 🗞 Inv	TWCUX	
what exchange(s) do you prefer?	American Funds AMCAP A	AMCPX	
Q Search for Exchange	American Funds Growth Fund of A	AGTHX	
	American Funds New Economy A	ANEFX	
Does this option apply to you?	BlackRock Capital Appreciation K	BFGBX	<b>F C C C C</b>
Evolude Inactive Investments	BlackRock High Yield Bond K	BRHYX	Enter Settings h
	BlackRock Mid Cap Growth Equity I	CMGIX	

Now that your settings are entered, map your column headers to select the identifiers you want to use to map to the columns in your Excel Spreadsheet.

**Exercise 3: Map headers** 

You can select more than one identifier in a single spreadsheet, and Morningstar Office Cloud matches securities in the following order:

- 1. Morningstar Performance ID
- 2. Morningstar Security ID
- 3. SEDOL
- 4. ISIN
- 5. CUSIP
- 6. Morningstar Fund Id, and
- 7. Ticker.

Do the following:

- 1. Using the drop-down menu above each column, select the **identifier** you want to map each Excel column with.
  - ☞ Note: Select Ignore for any columns you do not want to use to map securities.

Settings         Ignore           Improve the accuracy of your import by setting the criteria below.         Name           Does your file have a header row?         Cutton Security           First Row         ✓           AB High Income         AB High Income           AB income Agenc Capital Ag         American Centur           Q. Search for Currency         BlackRock Middle	✓         Symbol/Ti           Trefer         VTI           r         —           A         AGDAX           sor         ACVX           upreciation PrfI 1-2         ALV0X           VFault Notome Inv         VVEX	Icker V Morning FundM - FSUSA0007 FSUSA0007 FSUSA0007	TJ 01859M1	these drop-down menus
Improve the accuracy of your import by setting the criteria below. Vanguard ETF Custom Security First Row V Mhat currency(ies) do you prefer? American Centu Q. Search for Currency SiscRed Mid-	Ticker           VTI           r           -           A           AGDAX           sor           AGGYX           upreciation Ptfl I-2           ALVOX           To Faulty Income Inv.           TVFIX	FundId — FSUSA0001 FSUSA0001 FSUSA0001	Investment — TJ 01859M1 NJ 01881M4	t Identifier
setting the criteria below.         Vanguard ETF           Does your file have a header row?         Custom Security           First Row         AB High Income Advint Ager Capital Ager Capi	VTI			01
Does your file have a header row?         Custom Security           First Row         V           AB High Income Advider Ager Capital	A AGDAX sor ACGYX preciation Ptfl I-2 ALVOX pro Equity Income Inv. TWEIX			01
First Row V AB High Income AB Income Adv Alger Capital Ar American Centu Q. Search for Currency BlackRock Mid-0	A         AGDAX           sor         ACGYX           opreciation Ptfl I-2         ALVOX           ry Equity Income Inv         TWEIX	FSUSA000 FS0000C1N FSUSA00C1	TJ 01859M1 NJ 01881M4	01
First Row         V         AB Income Advi           Alger Capital Ag         American Centur           Q. Search for Currency         BlackReck Mid-	sor ACGYX preciation Ptfl I-2 ALVOX ry Equity Income Inv. TWEIX	FS0000C1N FSUSA00CI	NJ 01881M4	
Alger Capital Ag     American Centu     A     Search for Currency     BiackRock Mid-4	preciation Ptfl I-2 ALVOX	FSUSAGO		142
What currency(ies) do you prefer? American Centu Q. Search for Currency BlackRock Mid-	ry Equity Income Inv TWEIX	10000000	W 01554470	13
Q. Search for Currency BlackRock Mid-	- F	FSUSA001F	FZ 02507610	00
Columbia lance	Cap Growth Equity I CMGIX	FSUSA0040	00 09192886	1
Columpia Large	Cap Enhanced Core NMIMX	FSUSA004J	JN 19765H34	17
Mhat avaluanza(a) da unu prafer? Columbia Select	Large Cap Equity Inst NSEPX	FSUSA0041	16 19765H27	71
Davis Opportuni	ty A RPEAX	FSUSA0027	7D 23910310	14
Q Search for Exchange Eaton Vance Atl	anta Capital SMID EISMX	FSUSA00GI	10 27790269	6
Eaton Vance Inc	ome Fund of Boston A EVIBX	FSUSA000N	NJ 27790710	11
Does this option apply to you? Federated Instil	ligh Yield Bond Instl FIHBX	FSUSA00J9	9W 31420B30	0
Exclude Inactive Investments Fidelity Advisore	New Insights I FINSX	FSUSA0487	7W 31607160	4
Fidelity 😔 Blue (	hip Growth FBGRX	FSUSA000F	RM 31638930	0
Fidelity 🚸 Contra	afund 🤣 FCNTX	FSUSA000R	RQ 31607110	9
Fidelity 🚸 Growt	h Company FDGRX	FSUSA000T	TD 31620010	14

2. Click **Apply**. Leave the Import panel open.

After mapping your column headers, Morningstar Office Cloud will attempt to match the investments in your list with investments within Morningstar databases. During this process you may encounter a security that fails to match. The following table describes how to resolve it: **Exercise 4: Import the list** 

Symbol	Туре	Description	Action
	Error	We have found multiple matches in the Morningstar database for the security identifier provided.	You must select the specific listing you want to use before moving forward.
	Warning	We cannot find a matching security in the Morningstar database.	It is optional to select the specific listing before moving forward. If a listing is not selected, it will be treated as a custom security.
			Note: When treated as a custom security, no data will be available for the security. Another option is to delete the security altogether.

Do the following:

- 1. From the Import panel grid, click on the **security** that contains the red error message. The Map Security menu opens.
- 2. From the options, select Vanguard Total Stock ETF VTI|NYSE-ARCA.

Import							
File Name: FundList	t.xlsx						
Settings	fugur import hu	Symbol/Tick Ticker	er	$\vee$	Morningsta Name	r Data	
setting the criteria belo	w.	🔺 VTI	~		-		
Does your file have a	Map Security						
First Row	Q. Search for Secur	ity				×	tion Ptfl I-2
What currency(ies) d	Action						ity Income Inv Cap Value
	Treat as Custom Secu	urity					ect Inv a® Inv
Vhat exchange(s) do	Search Results	Ticker   Exchang	е	Currency	Туре	Â	AP A th Fund of
Q Search for Exch	Valdor Technology	. VTI   TSX VEN	U	CAD	E		Economy A
es this option appl	Visioneering Techn	. VTI   ASX - ALI	М	AUD	E		Bond K
Exclude Inactive I	Vanguard Total Sto	. VTI   NYSE ARO	CA	USD	Exchange		owth Equit
							hanced Co

3. Hover over the cell that contains the **yellow error message.** Then click the **X** icon to delete it.

Import				
File Name: FundList.xlsx				
Settings	Symbol/Ticker	$\vee$	Morningstar Data	
Improve the accuracy of your import by setting the criteria below.	Ticker VTI		Name Vanguard Total Stock Market ETF	
Does your file have a header row?	AGDAX	×	— AB High Income A	Click here to delete
First Row	ACGYX		AB Income Advisor	

- 4. Click the Import. A box opens.
- 5. Select Save As New List.
- 6. In the Type List Name box, type My New List.

Import as a new list, add	d to an existing list	t or overwrite an existing lis	t.	
Save As New List	🔿 Add To	○ Overwrite		
My New List				Select this option to
				create a new list

7. Click **Done**. Remain on the Import page.

If you are interrupted while importing a list, you can close the Import panel, and return to your list at a later time to complete the workflow. Do the following:

How do I return to an Investment list that I have not yet imported?

1. From the Imports to Complete section of the Import page, click on the file you want to complete.

Ivienu	Import			Q Search for	
oducing the New	w Office Cloud Import <u>See What's Ne</u>	<u>ew</u> .			
		Drag and dro	op an .xlsx or .xls file to get started Upload Investment List		
File Specil Investmen	ification: It List ±				
File Specif Investmen Imports to Com File Name	ification: nt List ☆ nplete ①	File Type	# of Bows	# of Errors	
File Specif Investmen Imports to Com File Neme	ification: nt List 🛓 uplete ①	File Type	# of Rows	# of Errors	Select a lit
File Specif Investmen Imports to Com File Name List_Import_CSI	ification: nt List ☆ nplete ① M_Demo.xlsx	File Type Investment List	# of Rows 100	# of Errors D	Select a li from here
File Specif Investmen Imports to Com File Name List_Import_CSI AmericanFundsl	ification: nt List ≰ nplete ① M_Demo.xlsx list_List Upload.xlsx	File Type Investment List Investment List	# of Rows 100 64	# of Errors 0 0	Select a li from here
File Specif Investmen Imports to Com File Name List_Import_CSI AmericanFundsI List_Import_CSI	ffication: nt List	File Type Investment List Investment List Investment List	# of Rows 100 64 99	# of Errors 0 0 0	Select a li from here
File Specifi Investmen Imports to Com File Name List_Import_CSI AmericanFundsl List_Import_CSI InvestmentList0	ification: nt List ★ plete ① M_Demo.xlsx list_List Upload.xlsx M_Demo.xlsx (24.xlsx	File Type Investment List Investment List Investment List Investment List	# of Rows 100 64 99 2	# of Errors 0 0 0 0	Select a li from here

2. Complete the Import work flow.

When importing a quick account, four steps are required to complete the work flow. In **Overview** this section, you will complete the following exercises:

- 1. Bring in positions, shares and price
- 2. Map the columns with the appropriate data
- 3. Select an existing client, prospect and account (or create a new client and account), and
- 4. Import the account.

The import functionality in Morningstar Office Cloud supports the .xls and .xlsx file formats. If you do not have your own file to import, click here to download a sample Excel spreadsheet to use in the following exercise. Once downloaded, save the file to your local drive.

The first step is to bring a Microsoft Excel spreadsheet into Morningstar Office Cloud.ExYou can either drag and drop your spreadsheet or navigate to where it is stored. ToExbring in an Excel spreadsheet, do the following:Ex

Exercise 1: Import an Excel spreadsheet

- PC 0 2 Home Home EXPLORE MORNINGSTAR Office Morningstar Research Markets Q Search for Clients, Securities, Reports, and Research. GLIENT MANAGEMENT & ANALYSIS Clients & Accounts ant Reports Prospects Billing ctice by starting a spreadsheet report on: Redtail CRM realized gains & losser four practice's overall ► Reporting  $(\mathcal{O})$ perfe for all your clients PRACTICE MANAGEMENT ► Workspace Click here to start ntegration 🕑 Create Lists & Screens ☑ Create ∨ Import Securities \$3,893,886,26 04/07/2020 High Rated Large Internatio Scree \$3,296,360.09 New Ideas 04/07/2020 List We found 4 data issues today. (04/08/2020) See It
- 1. From the menu, click **Import**. The Import page opens.

 In the gray area at the top of the page, drag and drop an Excel spreadsheet into the space, or click on the Upload File button to navigate to where your Excel Spreadsheet is stored. The Import File Type box opens.

	Import		Q. Search for Client	nts, Securities, Reports, a	) 🗘 E 🔿 2	ЪU	
		Drag and drop an .xlsx or .xls file here to imp lists or quick accounts	ort investment				
		Upload File					Drag and drop or navigate to your hard drive here
		How should hominal my me. ()					
You	varia to comprete v have 1 pending import. Select a file below to complete	the process, or delete ones you don't need.					
File	Name	File Type	# of Rows	# of Errors	Created Date		
lity	sstmentListSemple.xisx	Investment List	20		arzarzuzu z.05:58 PM		

3. From the File Type drop-down menu, select Quick Account.

QuickAccountSample.xlsx Confirm the file type below to start importing your data.	
Quick Account	Choose from this menu.
Cancel Confirm	

4. Click **Confirm**. The Import panel opens.

The next step is to assign settings. These settings help Morningstar identify the exact holdings you are attempting to import. Do the following:

- 1. From the **Does your file have a header row?** drop-down menu, select **First Row**.
- 2. In the What currency(ies) do you prefer? text box, type USD.
- 3. In the What exchange(s) do you prefer? text box, type NASDAQ.
- 4. From the Date Format drop-down menu, select MM/DD/YYYY.

Exercise 2: Create settings for the account

5. Leave the Exclude Inactive Investments box selected. Leave the Import panel open.

Settings	As of Date	V Client Name	V Account Nam	e
Improve the accuracy of your import by setting the criteria below.	AsOfDate	Client Name	Account Name	
Does your file have a header row?	12/0/15	Dah Smith	1016	1.00
First Row V	12/8/15	Bob Smith	401K	
	12/8/15	Bob Smith	401K	
What currency(ies) do you prefer?	12/8/15	Bob Smith	401K	
Q. Search for Currency	12/8/15	Bob Smith	401K	
USDX	-	-		
		122	<u> </u>	
What exchange(s) do you prefer?	=	(TT)	<del></del>	
Q. Search for Exchange	— c	-		
1014037	-	<u> </u>	<u>145</u> 75	
XNASX		-	-	
Date Format	-	-	<u></u>	
MM/DD/WW	=		17.0	

Now that your settings are entered, map your column headers to select the identifiers you want to use to map to the columns in your Excel Spreadsheet.

**Exercise 3: Map headers** 

You must select the following column headers before processing your file.

- 1. Client Name
- 2. Account Number/Name
- 3. Holding Name
- 4. Holding Identifier
- 5. Share Quantity, and
- 6. Price.

Do the following:

- 1. Using the drop-down menu above each column, select the **identifier** you want to map each Excel column with.
  - Pote: Select Ignore for any columns you do not want to use to map securities.

rne wane. duickAccountsample.xisx						Map the appropri
Settings	As of Date	~	Client Name	~	Account Name	column header he
Improve the accuracy of your import by setting the criteria below.	AcOfDate		Client Name		Account Name	
Does your file have a header row?	12/8/15		Rob Smith		401K	-
First Row V	12/8/15		Bob Smith		401K	
	12/8/15		Bob Smith		401K	
What currency(ies) do you prefer?	12/8/15		Bob Smith		401K	
Q. Search for Currency	12/8/15		Bob Smith		401K	
USDX	-					
			-		<u></u> ?	
What exchange(s) do you prefer?	-		100		55.9	
Q. Search for Exchange			-			
VALACY	_				<u>25.</u> %	
ANNO A					<del></del>	
Date Format	-				÷	
MM/DD/YYYY V	-				<u>177</u> 9	

- 2. Click Process File. If the Client Name/Account cannot be found, a red error appears.
- 3. Hover and click over the **Client Name**. The Match Client Name box opens.
- 4. Click Create New Client. The Create New Client box open.

Import				
File Name: QuickAccountSample.xlsx Sa	ved			
Settings	As of Date 🗸 🗸	Client Name 🗸 🗸	Account Number	
Improve the accuracy of your import by setting the criteria below.	AsOfDate	Client Name	Account Number	
Does your file have a header row?	▲ 12/08/2015	Bob Smith	Account1	
What ourrenowline) do you profor?	<ul> <li>12/0°</li> <li>12/( Match Client</li> </ul>			
Q Search for Currency	▲ 12/C ▲ 12/C			
USD×	+ Create New Client			Calaat this button
What exchange(s) do you prefer?	Client/Prospect	First Name Last Name	Туре	Select this button.
Search for Exchange  XNAS×		No Suggested Results		

☞ Note: If the Client or Prospect is already created, select the appropriate option.

5. From the **Type** drop-down menu, select **Client**.

Import					
File Name: QuickAccountSample.xlsx Sa	ved				
Settings	As of	Date	∨ Client Name	✓ Account	Number
Improve the accuracy of your import by setting the criteria below.	AsOfD	late	Client Name	Account N	umber
Does your file have a header row?	<b>()</b> 12/08	3/2015	Bob Smith	Account1	
What currency(ies) do you prefer?	<ul> <li>12/0"</li> <li>12/0</li> <li>12/0</li> </ul>	Create New Cl	ient		
Q Search for Currency	<ul><li>12/0</li><li>12/0</li></ul>	Primary Member	Primary Member	Типо	
USD×		Bob	Smith	Client	$\vee$
What exchange(s) do you prefer?					Create

- 6. Click Create.
- 7. Hover and click over the Account Name. The Match Account Name box opens.
- 8. Click Create New Account. The Create New Account box open.

Import						
File Name: QuickAccountSample.xlsx Sa	ived					
Settings	As of Date 🗸 🗸	Clie	nt Name 🗸 🗸	Account Nu	imber 🗸 🗸	1
Improve the accuracy of your import by setting the criteria below.	AsOfDate	Clien	it Name	Account Nun	iber	Ī
Does your file have a header row?	12/08/2015	Bob	Bob Smith			
First Row V	12/08/2015	Bob	ŕ			
What ourrange(ice) do you profer?	12/08/2015	Bob	Match Account			
Construction of the Construction	12/08/2015	Bob	- Croate New Account			Select this but
	12/08/2015	Bob	- Create New Account			<u> </u>
USD×			Account Name	Accoun	t Number	
What exchange(s) do you prefer?				No Sug	nested Results	
				No Suge	Joorou Hooulla	

☞ Note: If the account is already created, select the appropriate option.

9. In the **Account Name** field rename the account, if desired. Then select the appropriate Account type.

Import								×	
File Name: QuickAccountSample.xlsx Sa	ved								
Settings	As of Date	v	Client	t Name	V	Account Number	v	Account Name	
Improve the accuracy of your import by setting the criteria below.	AsOfDate		Client	Name		Account Number		Account Name	
Does your file have a header row?	12/08/2015		Bob S	Smith		Account1	_	401K	
What currency(ies) do you prefer?	<ul> <li>12/08/2015</li> <li>12/08/2015</li> <li>12/08/2015</li> </ul>		Bob "	Create	New Account				
	<ul> <li>12/08/2015</li> <li>12/08/2015</li> </ul>		Bob	Account Nar	ne		1	Туре	Select opt
USD×				401K				Taxable. 🗸 🗸	
What exchange(s) do you prefer?								Create	
Q Search for Evolution									/

10. Click Create.

Import				×
File Name: QuickAccountSample.xlsx Sav	ved			
Settings	As of Data 🗸 🗸	Client Name 🗸 🗸	Account Number 🗸 🗸	Account Name
Improve the accuracy of your import by setting the criteria below.	AsOfDate	Client Name	Account Number	Account Name
Does your file have a header row?	12/08/2015	Bob Smith	Account1	401K
First Row 🗸	12/08/2015	Bob Smith	Account1	401K
	12/08/2015	Bob Smith	Account1	401K
What currency(ies) do you prefer?	12/08/2015	Bob Smith	Account1	401K
	12/08/2015	Bob Smith	Account1	401K
USD×				
What exchange(s) do you prefer?				
XNAS×				
Date Format				
MM/0D/VVV V				
Additional Options				
Exclude Inactive InvestEdit Settings	Total Rows: 5		Delete	File Import Data

11. Select **Import Data**. Once imported, the new Client and Account are available within the Clients & Account grid.

	Clients & Accounts		Q 2	Search for Clients, Secur	ities, Reports, a	) 🗘 🖉 🖉
Activ	e Clients $\vee$ for All Advisors $\vee$					
1	51) 🖉 Edit Settings 🔤 🖸					Data Set: Client Details $\lor$
	Name	Market Value (USD)	Market Value Date	Client/Account Type	Primary Benchmark	Secondary Benchmark
	▼ Bob Smith	536,302.12	2020-04-07	Clients	Global Default	Global Default
	401K	536,302.12	2020-04-07	Taxable	Client Default	_