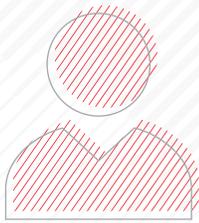
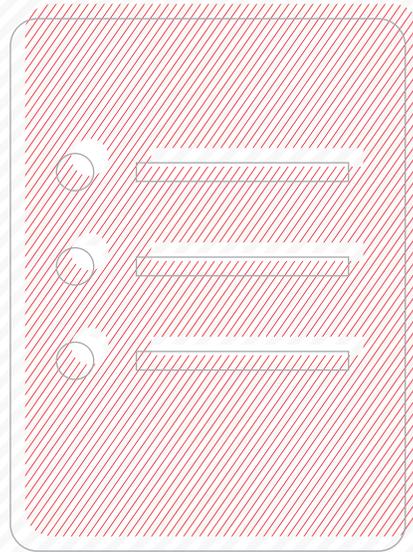
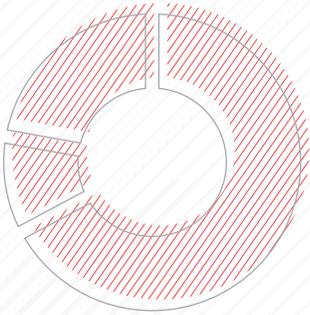
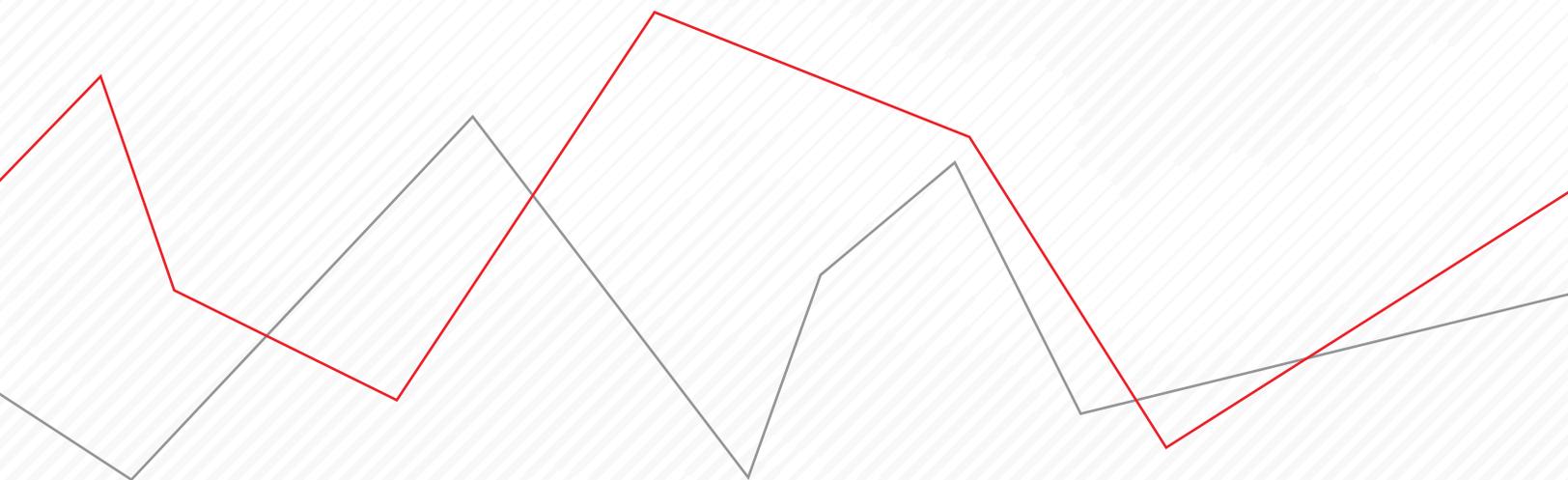


Using the Import Function

Morningstar Office Cloud



MORNINGSTAR Office



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Importing Investment Lists

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

- ▶ .Investment List, and
- ▶ Quick Accounts.

This manual contains the following topics and exercises:

- ▶ [Importing an Investment List \(page 5\)](#)
- ▶ [Importing a Quick Account \(page 12\)](#)

Overview

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 you want to include, and
4. Import the list.

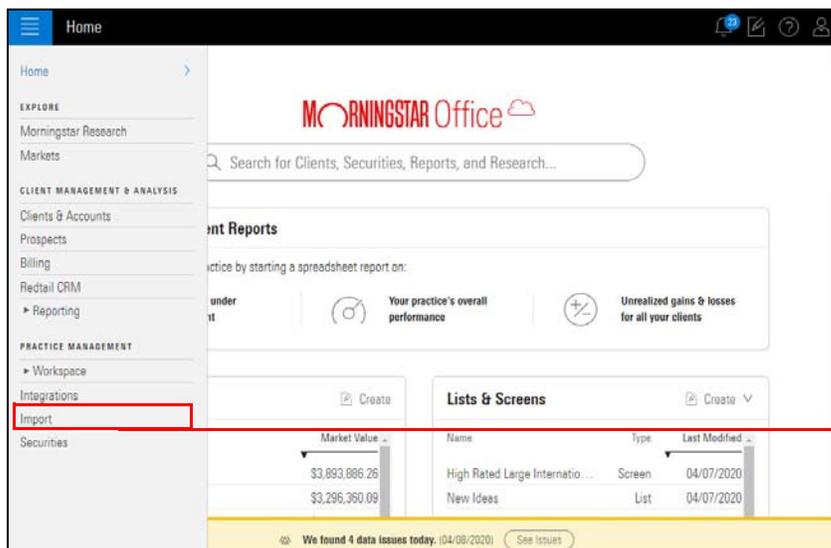
The import functionality in Morningstar Office Cloud supports the .xls and .xlsx file formats. If you do not have your own file to import, click [here](#) to download a sample Excel spreadsheet to use in the following exercise. Once downloaded, save the file to your local drive.

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:

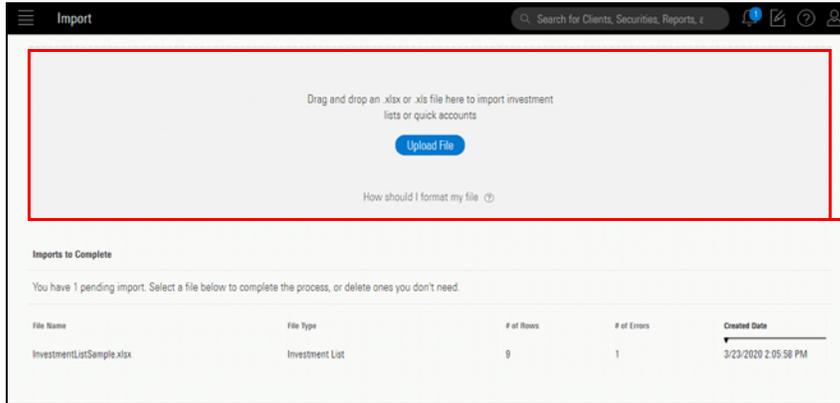
1. From the menu, click **Import**. The Import page opens.

Overview

Exercise 1: Import an Investment List from the Import page

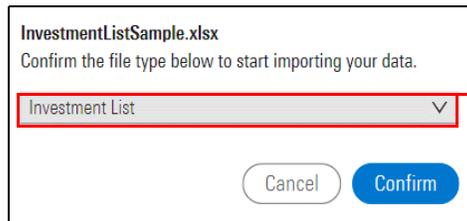


- In the gray area at the top of the page, **drag and drop** an Excel spreadsheet into the space, or click on the **Upload File** button to navigate to where your Excel Spreadsheet is stored. The File Type menu opens.



Drag and drop or navigate to your hard drive here

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



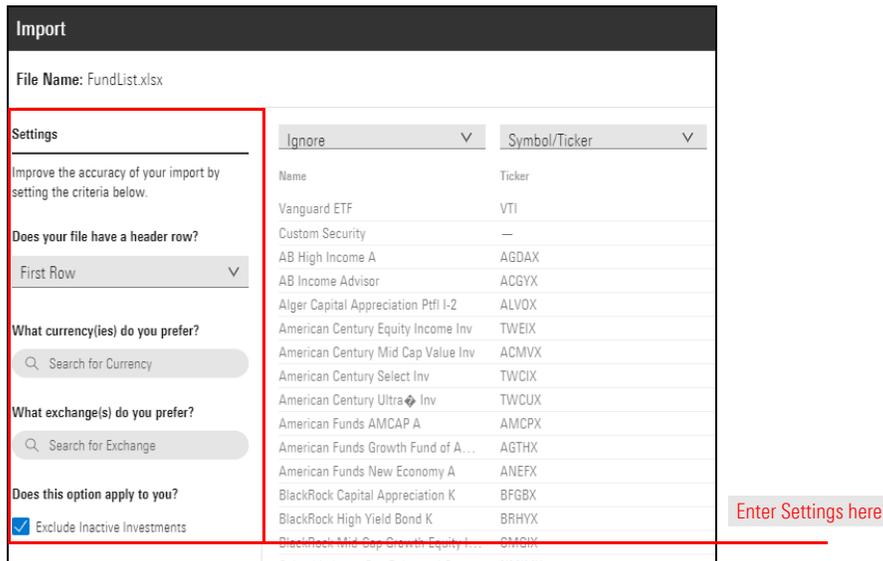
Choose from this menu.

- 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 **NASDAQ**.
4. Leave the **Exclude Inactive Investments** box selected. Leave the Import panel open.



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:

- 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.

The screenshot shows the 'Import' dialog box for a file named 'FundList.xlsx'. It features a settings panel on the left and a table of investment funds on the right. The table has four columns: 'Name', 'Ticker', 'FundID', and 'Investment Identifier'. Above the table, there are four dropdown menus for mapping the columns. The 'Symbol/Ticker' and 'Morningstar Fund ID' dropdowns are highlighted with a red box. A red callout box on the right side of the dialog points to these dropdowns with the text: 'Map the columns here with your spreadsheet using these drop-down menus'. At the bottom of the dialog are 'Delete', 'Apply', and 'Import' buttons.

Name	Ticker	FundID	Investment Identifier
Vanguard ETF	VTI	--	--
Custom Security	--	--	--
AB High Income A	AGDAX	FSUSA000TJ	01059M101
AB Income Adviser	ACGYX	FS0000C1HJ	01001M442
Alger Capital Appreciation Pftl I-2	ALVOX	FSUSA00CIW	010544703
American Century Equity Income Inv	TWEXX	FSUSA001FZ	025076100
BlackRock Mid-Cap Growth Equity I...	CMGIX	FSUSA004QD	091928861
Columbia Large Cap Enhanced Core...	NMIMX	FSUSA004JN	19765H347
Columbia Select Large Cap Equity Inst	NSEPX	FSUSA00416	19765H271
Davis Opportunity A	RPEAX	FSUSA0027D	239103104
Eaton Vance Atlanta Capital SMID-...	EISMX	FSUSA000IO	277902690
Eaton Vance Income Fund of Boston A	EVIDX	FSUSA000NJ	277907101
Federated Instl High Yield Bond Instl	FIHDX	FSUSA00J9W	31420B300
Fidelity Advisor New Insights I	FINSX	FSUSA04B7W	316071604
Fidelity Blue Chip Growth	FBGRX	FSUSA000RM	316389303
Fidelity Contrafund	FCNTX	FSUSA000RQ	316071109
Fidelity Growth Company	FDGRX	FSUSA000TD	316200104

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

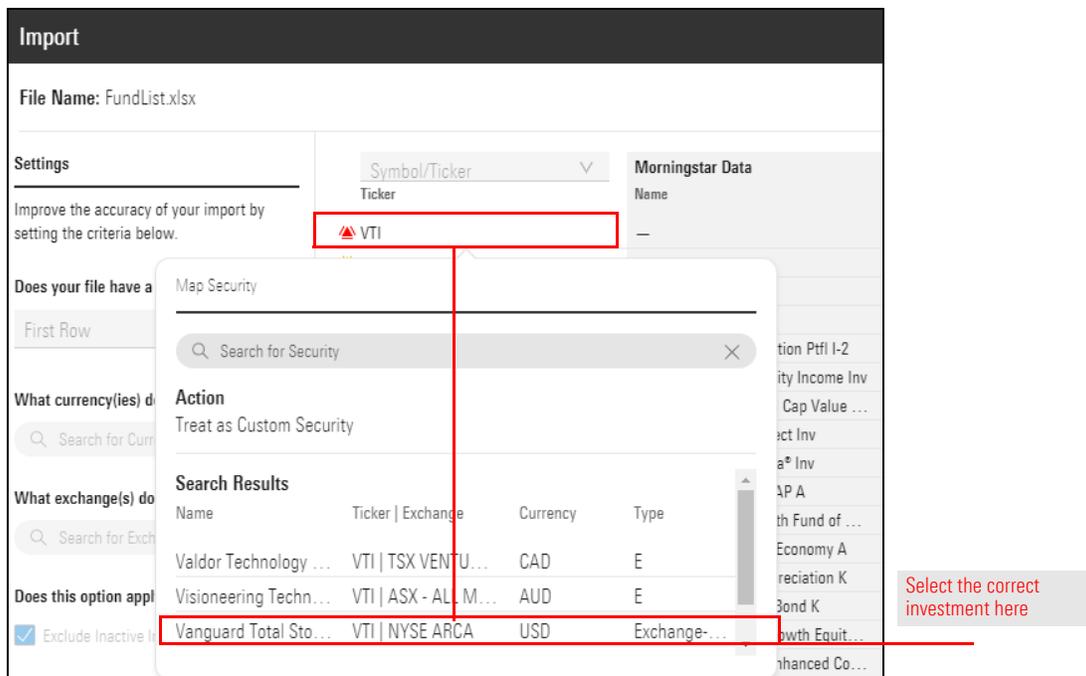
After mapping your column headers, Morningstar Office Cloud will attempt to match the investments in your list with investments within Morningstar databases. During this process you may encounter a security that fails to match. The following table describes how to resolve it:

Exercise 4: Import the list

Symbol	Type	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**.



The screenshot shows the 'Import' panel with a 'Map Security' dialog box. The dialog has a search bar and a table of search results. The results table has columns for Name, Ticker | Exchange, Currency, and Type. The entry 'Vanguard Total Sto... | VTI | NYSE ARCA' is highlighted in red. A red box in the background highlights the 'VTI' symbol in the 'Map Security' dialog. A callout box on the right says 'Select the correct investment here'.

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

The screenshot shows the 'Import' dialog box with the following details:

- File Name:** FundList.xlsx
- Settings:**
 - Improve the accuracy of your import by setting the criteria below.
 - Does your file have a header row? (Dropdown menu)
- Table:**

Symbol/Ticker	Morningstar Data
Ticker	Name
VTI	Vanguard Total Stock Market ETF
—	—
AGDAX	AB High Income A
ACGYX	AB Income Advisor

A yellow error message is visible in the cell containing '—' under the 'Symbol/Ticker' column. A red box highlights this cell, and a red 'X' icon is positioned over it. A red line points from this icon to a callout box that says 'Click here to delete an entry'.

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

The screenshot shows a dialog box with the following details:

- Text: Import as a new list, add to an existing list or overwrite an existing list.
- Options:
 - Save As New List
 - Add To
 - Overwrite
- Text Input Field: My New List
- Buttons: Cancel, Done

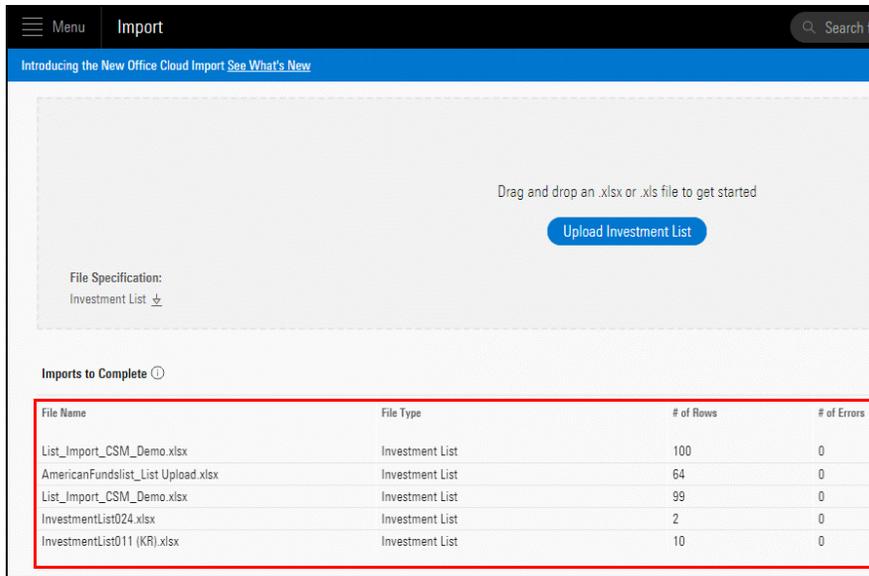
A red box highlights the 'Save As New List' radio button. A red line points from this box to a callout box that says 'Select this option to create a new list'.

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.



2. Complete the Import work flow.

Importing a Quick Account

When importing a quick account, four steps are required to complete the work flow. In 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.

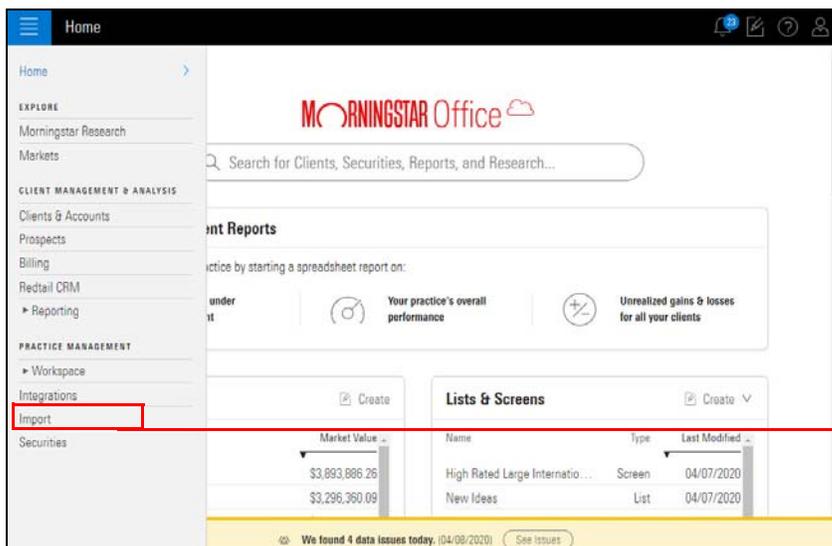
The import functionality in Morningstar Office Cloud supports the .xls and .xlsx file formats. If you do not have your own file to import, click [here](#) to download a sample Excel spreadsheet to use in the following exercise. Once downloaded, save the file to your local drive.

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

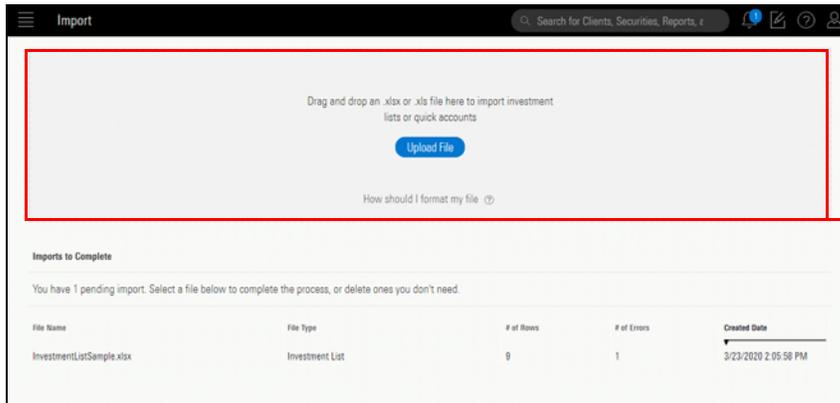
1. From the menu, click **Import**. The Import page opens.

Overview

Exercise 1: Import an Excel spreadsheet



- 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.



Drag and drop or navigate to your hard drive here

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



Choose from this menu.

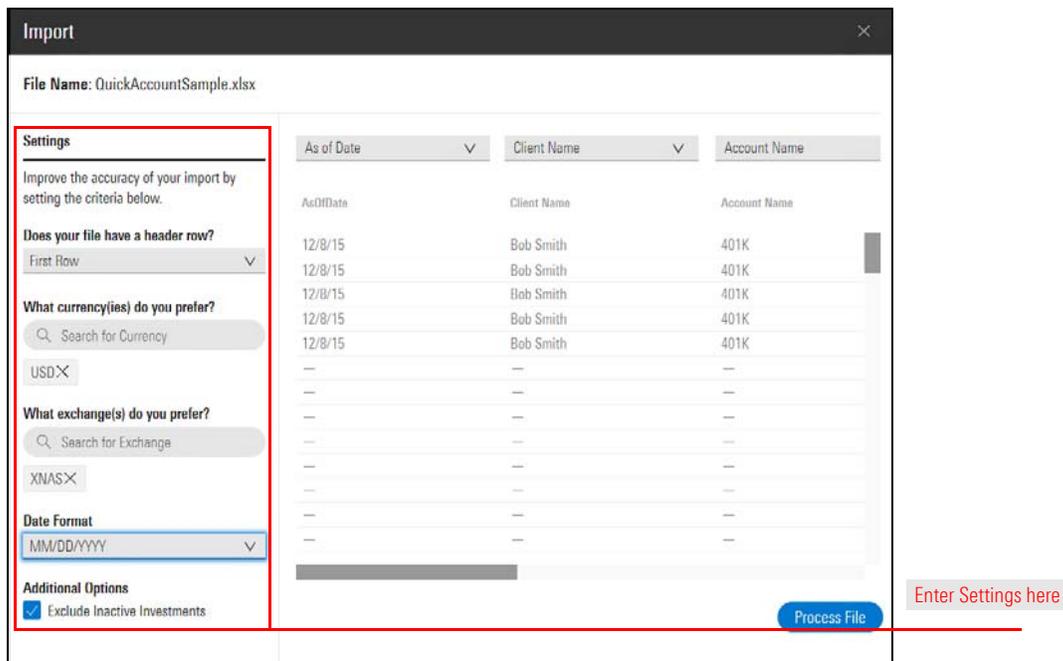
- Click **Confirm**. The Import panel opens.

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

Exercise 2: Create settings for the account

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

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



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:

- 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.

The screenshot shows the 'Import' dialog box for a file named 'QuickAccountSample.xlsx'. On the left, there are settings for 'Does your file have a header row?' (set to 'First Row'), 'What currency(ies) do you prefer?' (set to 'USD'), 'What exchange(s) do you prefer?' (set to 'XNAS'), and 'Date Format' (set to 'MM/DD/YYYY'). There is also a checked option for 'Exclude Inactive Investments'. On the right, a table shows the mapping of columns: 'As of Date' is mapped to 'AsOfDate', 'Client Name' is mapped to 'Client Name', and 'Account Name' is mapped to 'Account Name'. A red box highlights these three header columns. A callout box with a red arrow points to the 'Client Name' header with the text 'Map the appropriate column header here'. A 'Process File' button is at the bottom right.

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

This screenshot shows the 'Import' dialog box after clicking 'Process File'. The file name is now 'QuickAccountSample.xlsx Saved'. The table shows an error for the first row: '12/08/2015' is correct, but 'Bob Smith' and 'Account1' have red error icons. A 'Match Client' search box is open, showing 'Bob Smith' in the search field. Below the search box, the '+ Create New Client' button is highlighted with a red box. A callout box with a red arrow points to this button with the text 'Select this button.' The table below the search box has columns for 'Client/Prospect', 'First Name', 'Last Name', and 'Type', and currently shows 'No Suggested Results'.

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

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

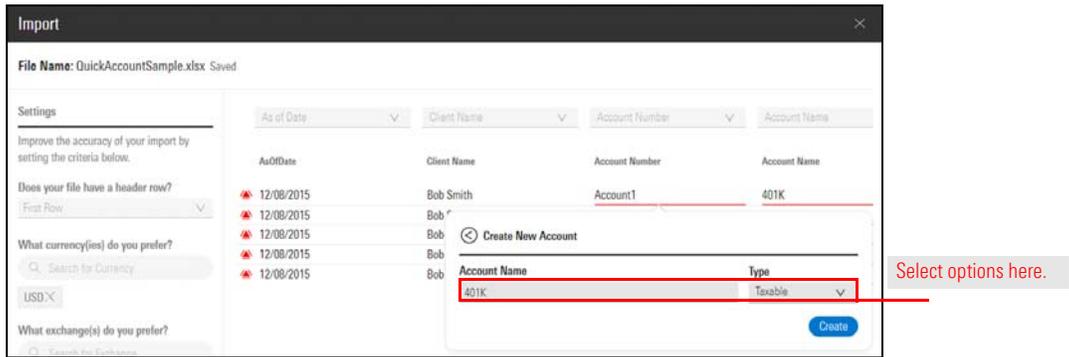
The screenshot shows the 'Import' interface with the 'Create New Client' dialog open. The dialog has a 'Type' dropdown menu with 'Client' selected. A red box highlights the dropdown, and a callout points to it with the text 'Select this option.'

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

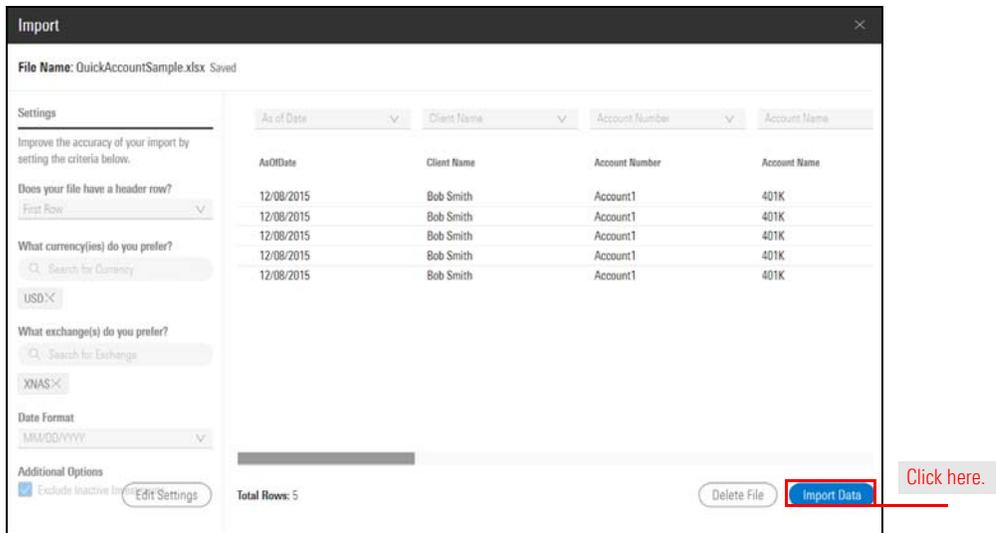
The screenshot shows the 'Import' interface with the 'Match Account' dialog open. The 'Create New Account' button is highlighted with a red box, and a callout points to it with the text 'Select this button.'

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

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



- Click **Create**.



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

