Using the Import Function

Morningstar Office Cloud

MORNINGSTAR Office

Contents

Importing Investment Lists

Overview

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

Overview

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

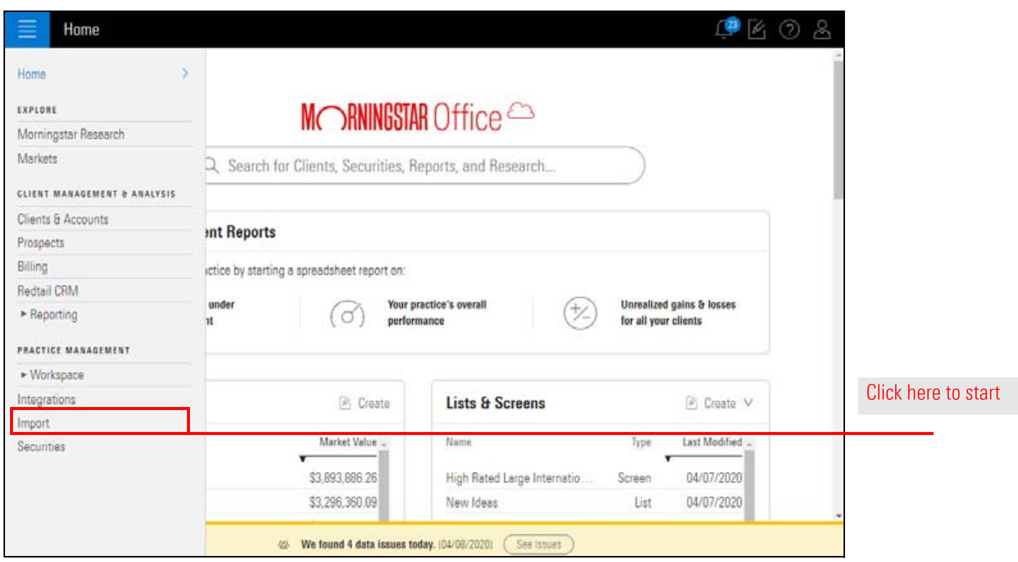
1. Bring in a list of investments
2. Create settings for the list
3. Select the Investments your want to include, and
4. Import the list.

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.

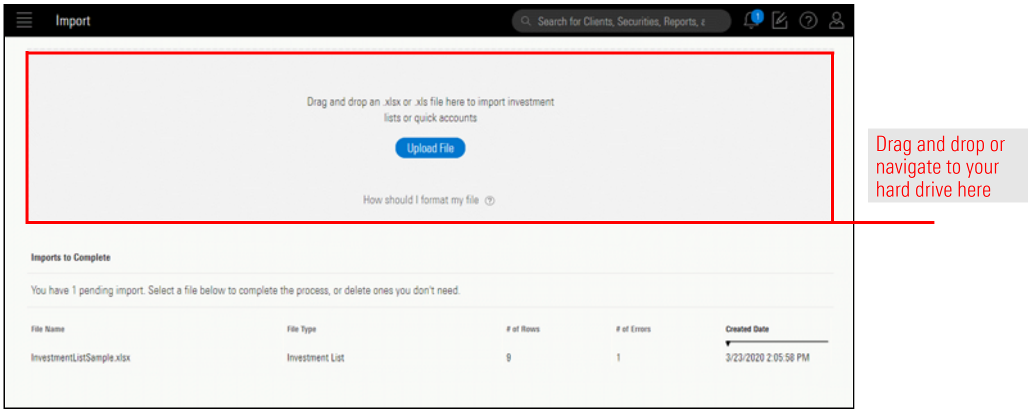
Exercise 1: Import an Investment List from the Import page

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:

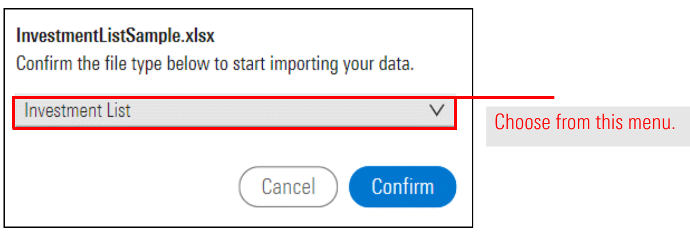
1. From the menu, click **Import**. The Import page opens.



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.



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

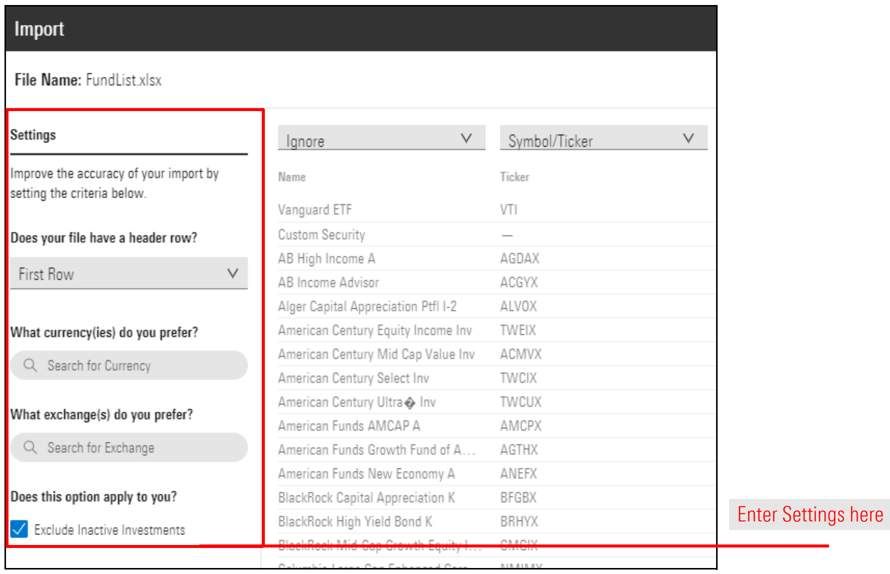


4. Click **Confirm**. The Import panel opens.

Exercise 2: Creating settings for the list

The next step is to assign settings. These settings help Morningstar identify the exact investment 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. 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.



Exercise 3: Map headers

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.

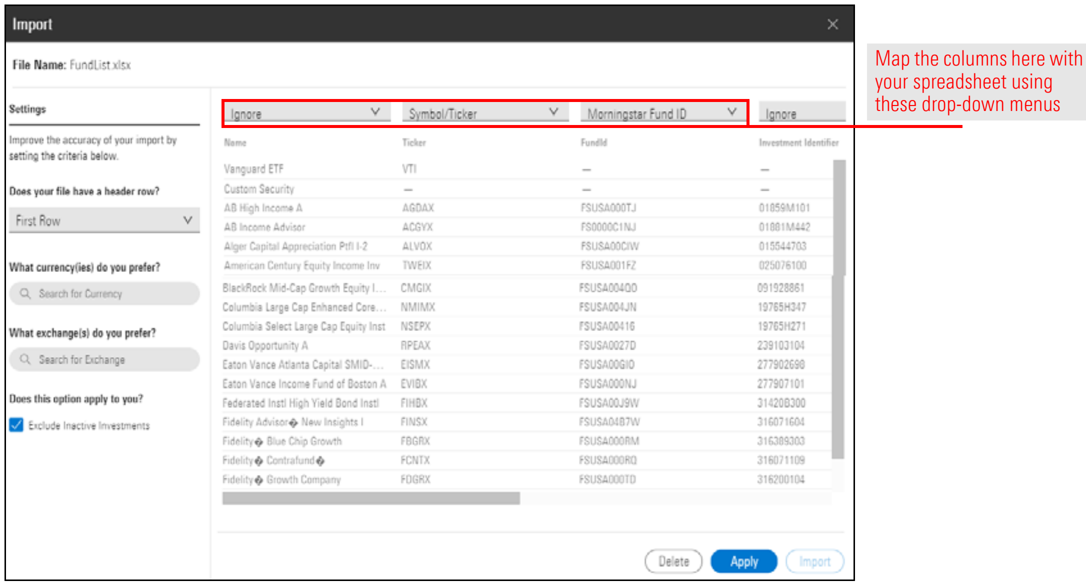
You can select more than one identifier in a single spreadsheet, and Morningstar Office Cloud matches securities in the following order:

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.

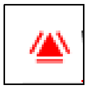
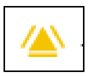
   ☞ Note: Select Ignore for any columns you do not want to use to map securities.



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

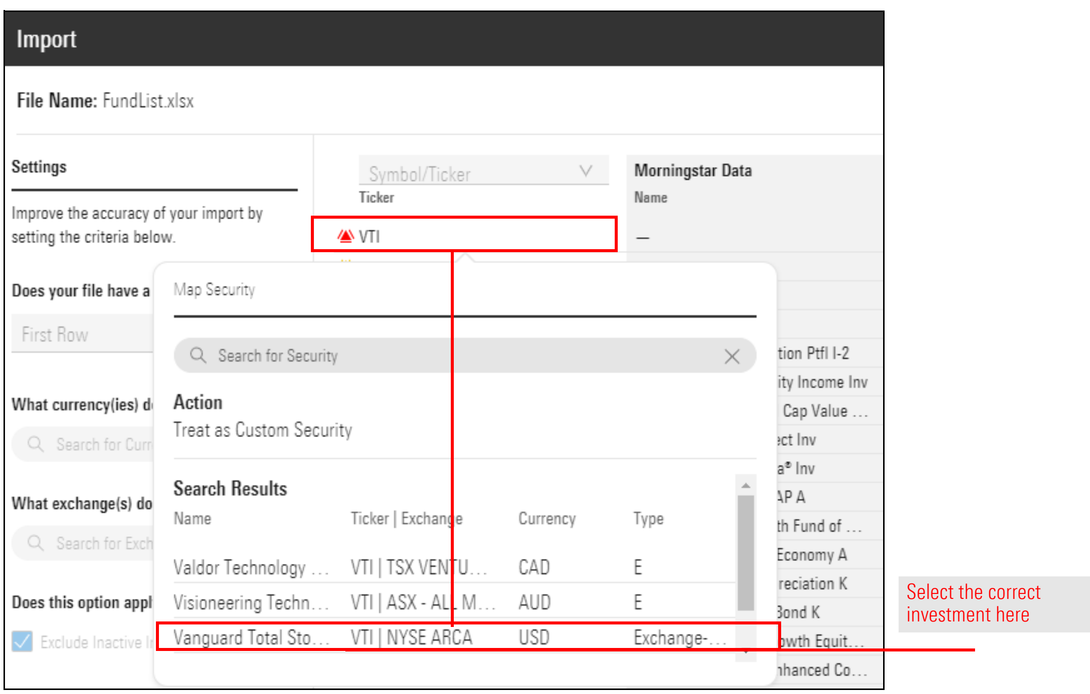
Exercise 4: Import the list

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:

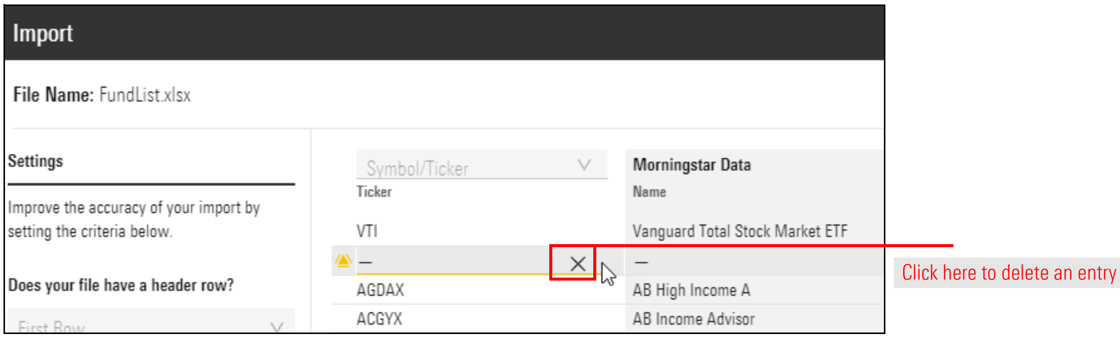
Symbol	Type	Description	Action
	Error	We have found multiple matches in the Morningstar database for the security identifier provided.	You must select the specific listing you want to use before moving forward.
	Warning	We cannot find a matching security in the Morningstar database.	It is optional to 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:

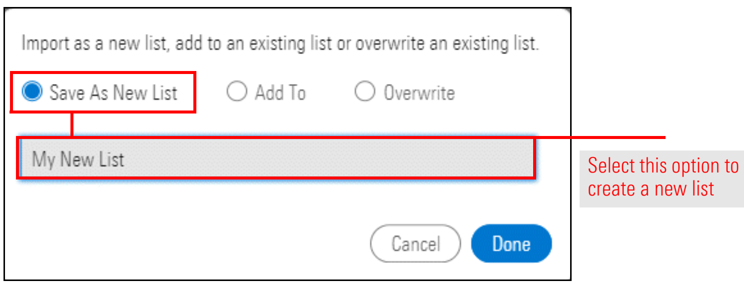
1. From the Import panel grid, click on the **security** that contains the red error message. The Map Security menu opens.
2. From the options, select **Vanguard Total Stock ETF VTI|NYSE-ARCA**.



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



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

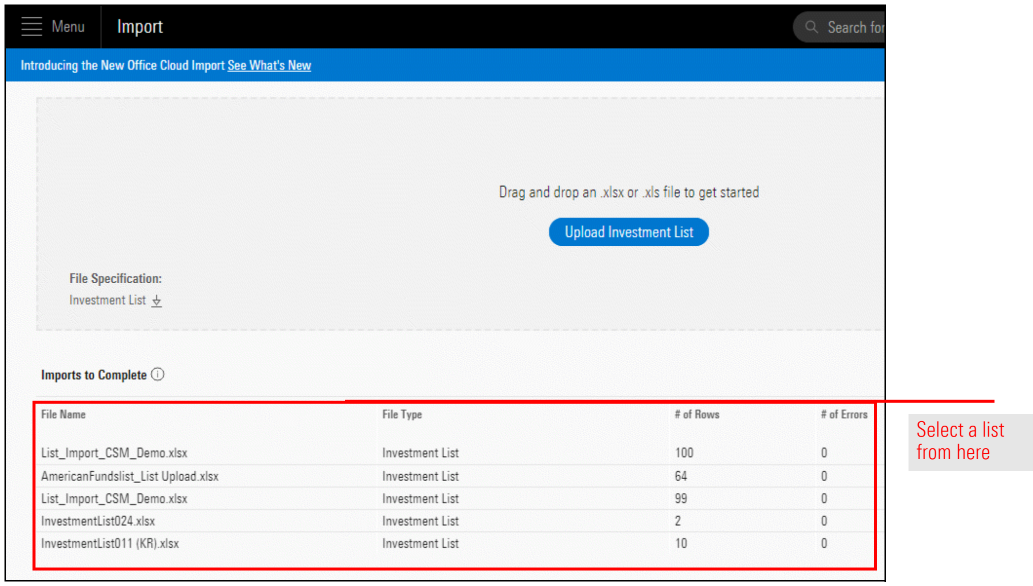


7. Click **Done**. Remain on the Import page.

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

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:

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

Overview

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

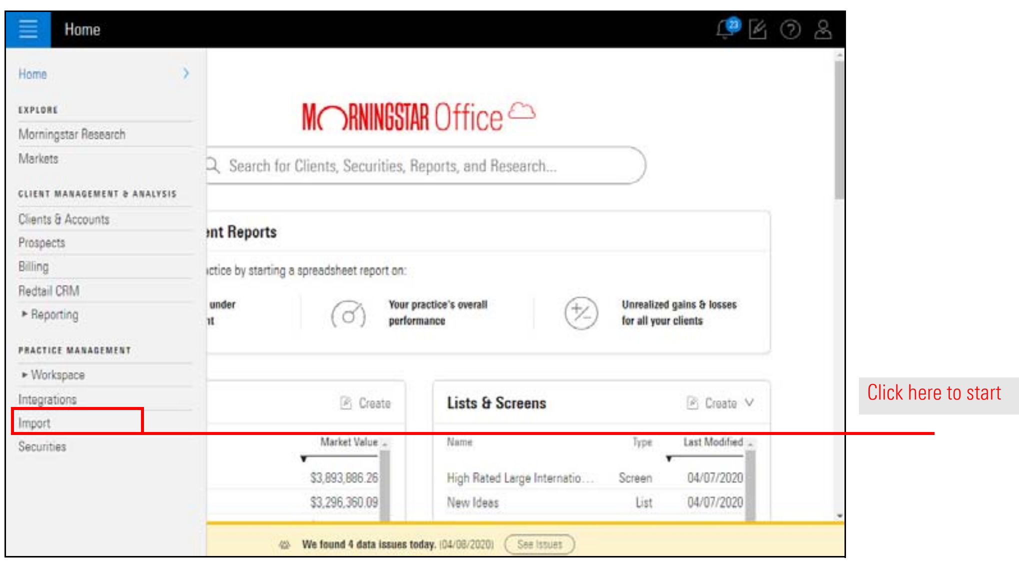
1. Bring in positions, shares and price
2. Map the columns with the appropriate data
3. Select an existing client, prospect and account (or create a new client and account), and
4. Import the account.

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.

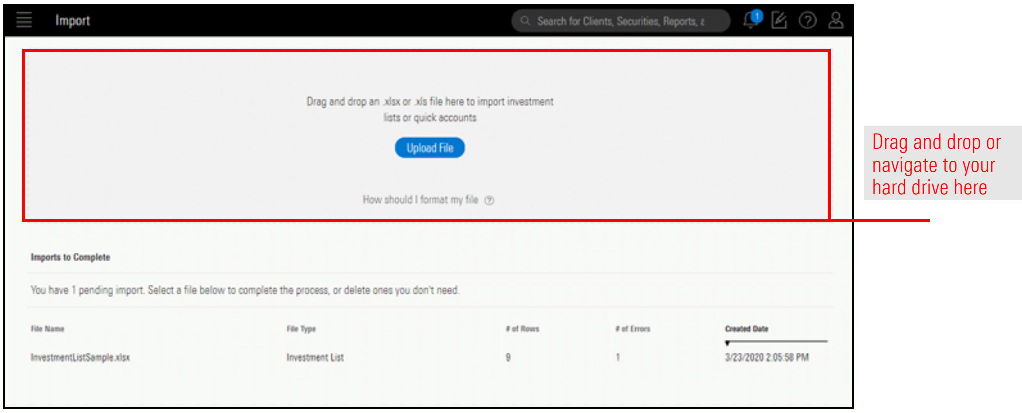
Exercise 1: Import an Excel spreadsheet

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:

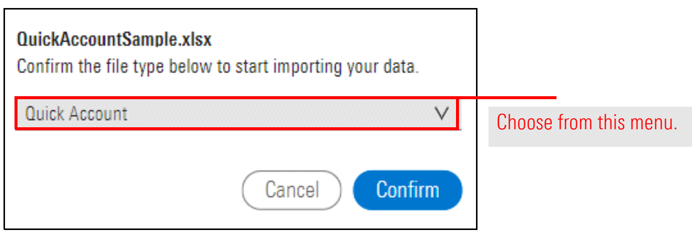
1. From the menu, click **Import**. The Import page opens.



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 Import File Type box opens.



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



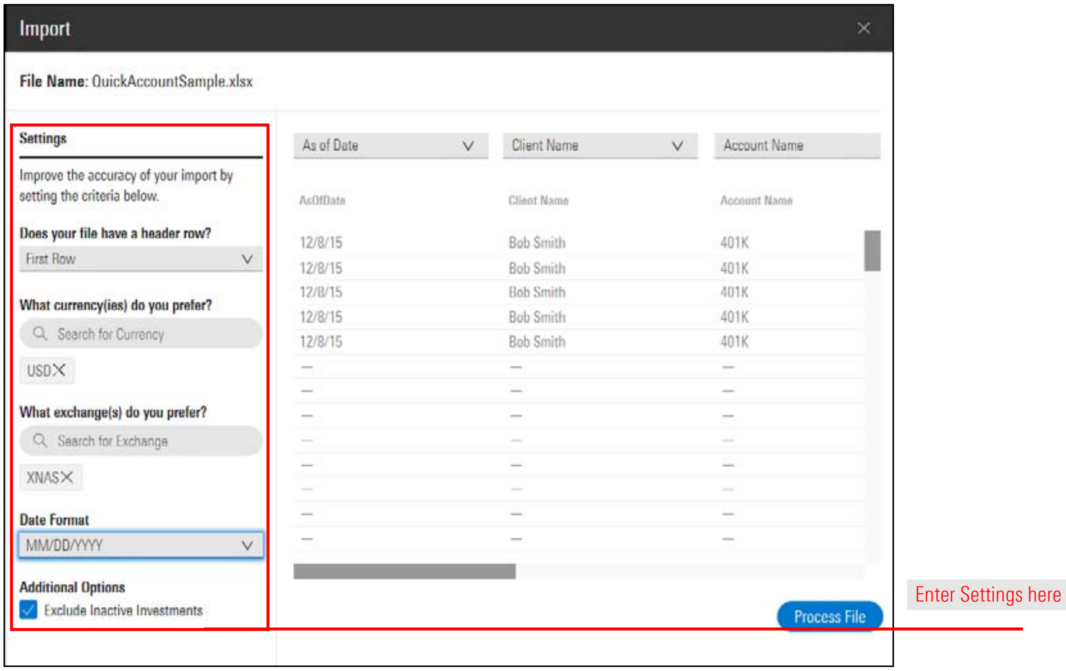
4. Click **Confirm**. The Import panel opens.

Exercise 2: Create settings for the account

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.**

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



Exercise 3: Map headers

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.

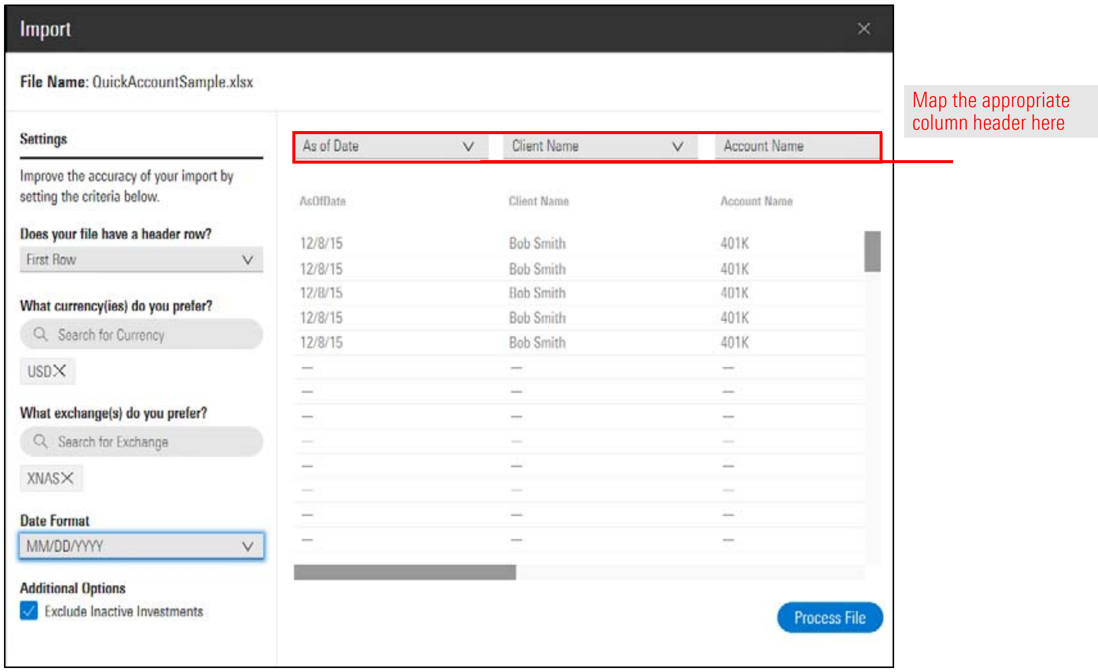
You must select the following column headers before processing your file.

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

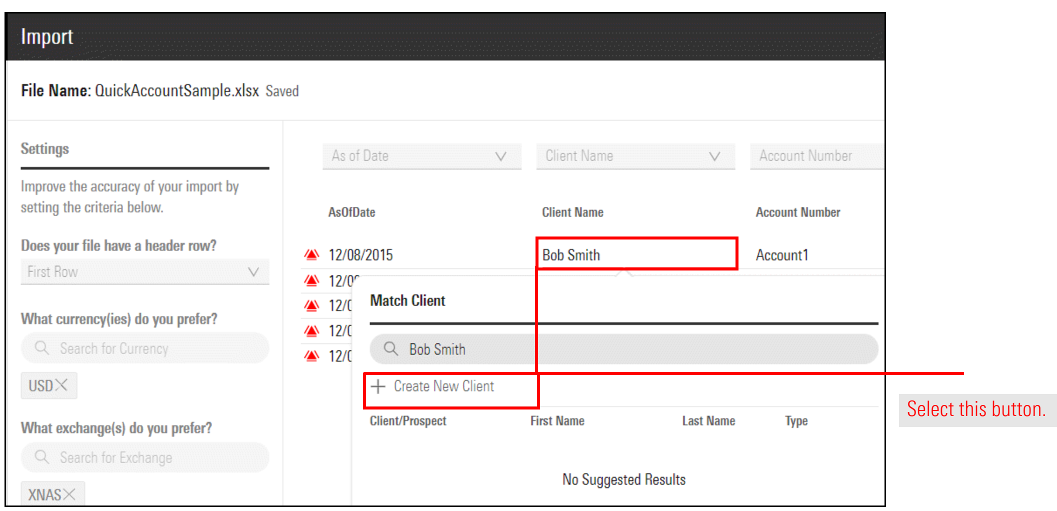
Do the following:

1. Using the drop-down menu above each column, select the **identifier** you want to map each Excel column with.

   ☞ Note: Select Ignore for any columns you do not want to use to map securities.

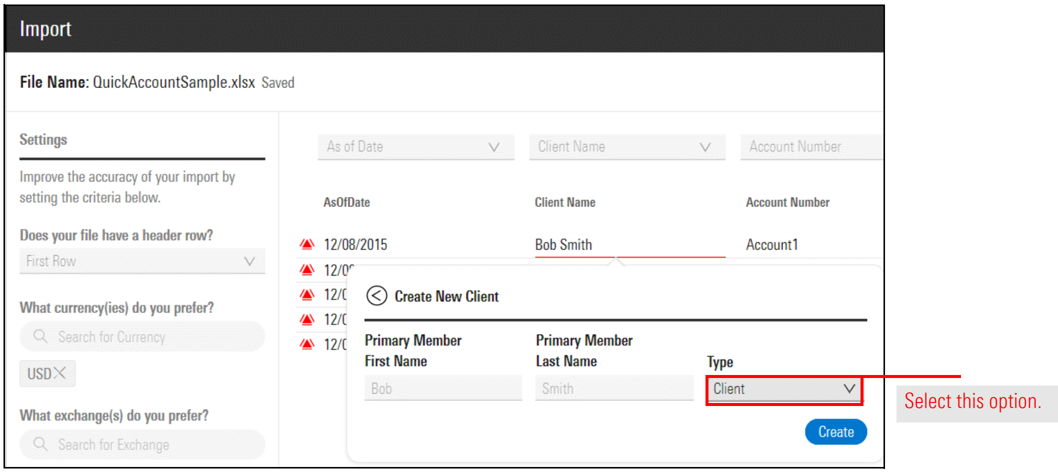


2. Click **Process File.** If the Client Name/Account cannot be found, a red error appears.
3. Hover and click over the **Client Name**. The Match Client Name box opens.
4. Click **Create New Clien**t. The Create New Client box open.

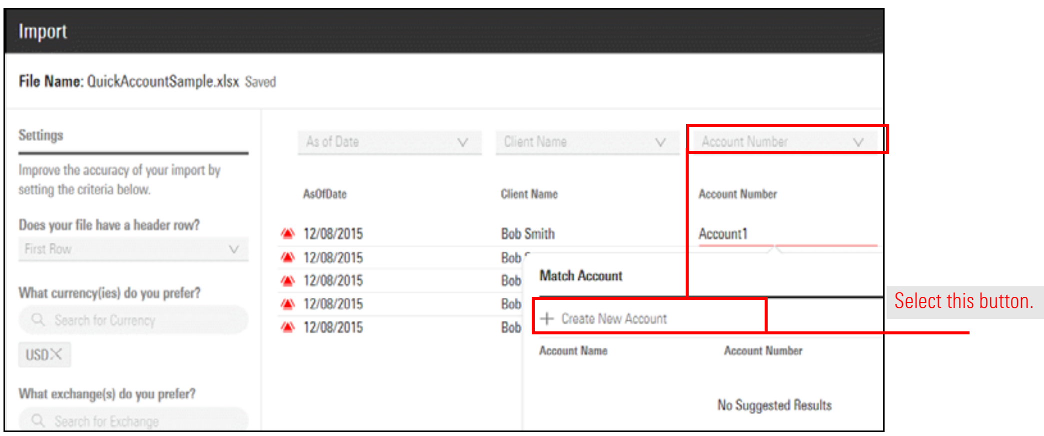


☞ Note: If the Client or Prospect is already created, select the appropriate option.

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

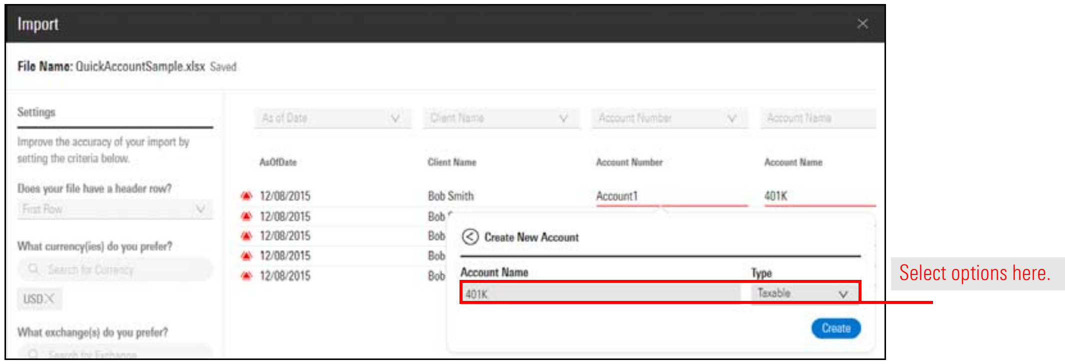


6. Click **Create**.
7. Hover and click over the **Account Name**. The Match Account Name box opens.
8. Click **Create New Account**. The Create New Account box open.

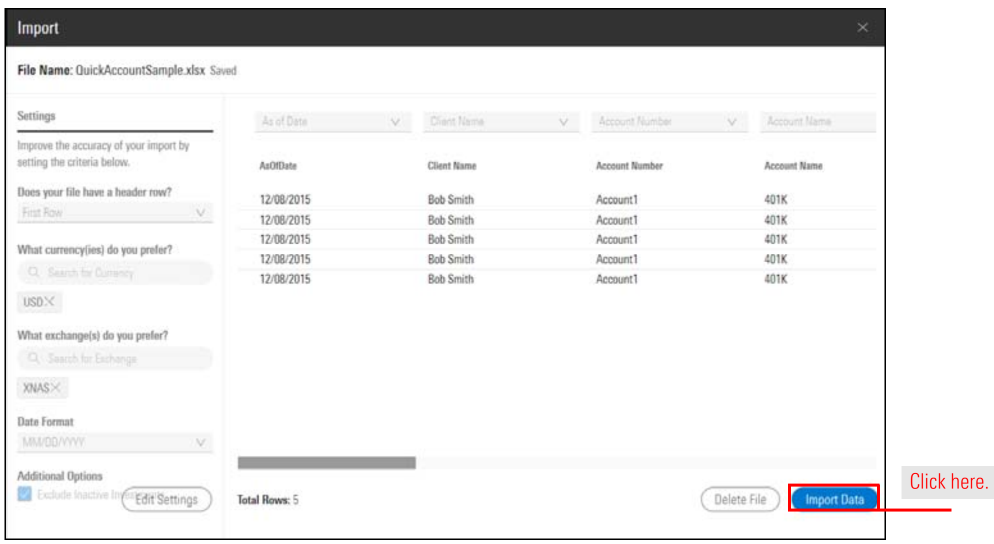


☞ Note: If the account is already created, select the appropriate option.

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



10. Click **Create**.



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