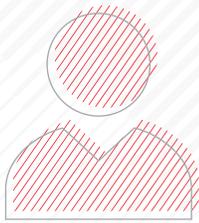
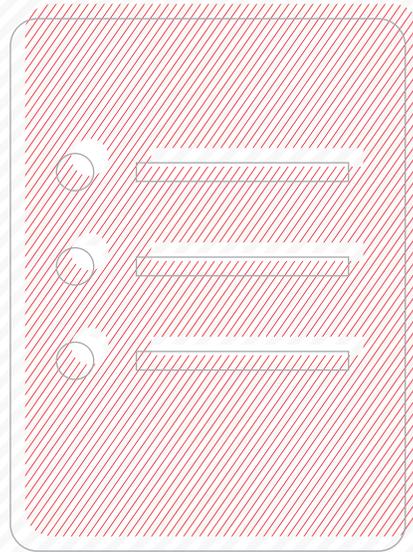
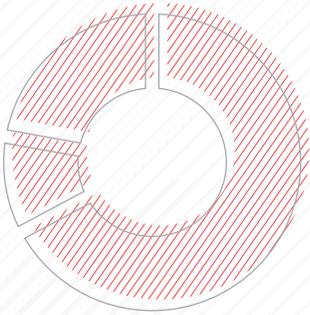
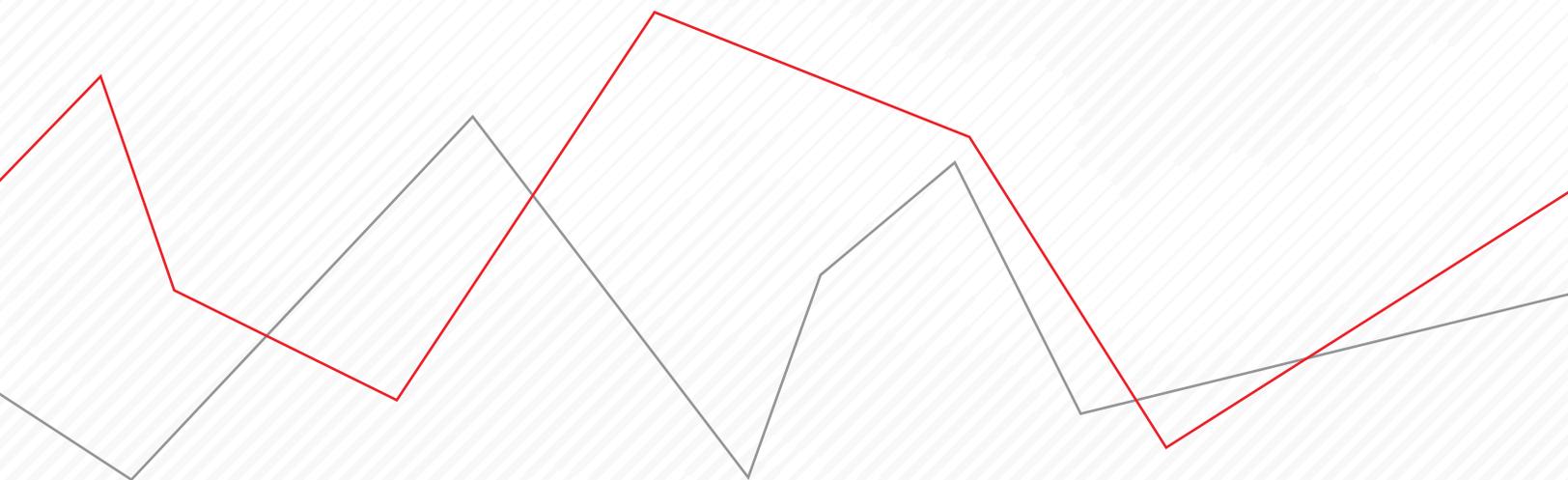


Onboarding Guide

Morningstar tRx



MORNINGSTAR Office



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Morningstar tRx Onboarding Guide

Welcome to Morningstar Total Rebalance Expert (tRx). This platform helps you streamline your business with efficient rebalancing and portfolio management. A sample of tRx's core capabilities are described in the table below.

Overview

Feature	Description
Analysis Expert	Instantly analyze and view results, allowing you to identify which clients require action – at a glance.
Rebalancing	tRx calculates trades while considering your parameters, maximizing tax savings, minimizing transaction costs, and avoiding redemption fees. Additionally, tRx allows you to compare and choose trades with or without location optimization, based on costs vs. tax savings.
Cash Management	tRx automatically considers cash requirements at the model, account, and client levels.
Tax Loss Harvesting	With tRx, you can harvest tax losses opportunistically, creating ongoing tax savings and avoiding the crunch at year end.
Savings Reports	Quantify the tax savings you generate for your clients with client-friendly benefit reports.

This manual provides step-by-step instructions to set up the platform in preparation for rebalancing. The following topics are covered:

- ▶ [Preparing for Rebalancing in Morningstar tRx \(page 5\)](#)
- ▶ [Logging into Morningstar tRx \(page 7\)](#)
- ▶ [Scheduling Automatic Uploads \(page 10\)](#)
- ▶ [Importing Data into tRx \(page 12\)](#)
- ▶ [Householding in Morningstar tRx \(page 14\)](#)
- ▶ [Creating Asset Class Categories \(page 17\)](#)
- ▶ [Assigning Securities in Asset Classes \(page 20\)](#)
- ▶ [Creating Models \(page 25\)](#)
- ▶ [Creating Buy Sets \(page 29\)](#)
- ▶ [Troubleshooting Data Errors after Import \(page 32\)](#)

Preparing for Rebalancing in Morningstar tRx

Before you rebalance your clients portfolios, you must first complete a series of steps to prepare the platform. Some of these steps only need to be completed once, while others must be completed on an on-going basis. The table below describes each of these initial steps:

This step	Requires this action
Set up automatic exports from Morningstar Office to tRx	<p>After a one-time set up, data will automatically be pulled from Morningstar Office into Morningstar tRx. This export extracts the following data:</p> <ul style="list-style-type: none"> ▶ household (client) data, ▶ account data, ▶ models, ▶ positions, ▶ realized gain loss information, ▶ trade lots, and ▶ transaction data for all transactional accounts that are included in the client aggregate within Morningstar Office. <p> Note: The export will not include any quick (positional) accounts or accounts that are excluded from the client aggregate.</p>
Import data into tRx	This step requires you to import your daily data extract from Morningstar Office into Morningstar tRx. Importing daily ensures that you are using the most recent data during rebalancing.
Create Households in tRx	This step requires you to combine all the accounts belonging to a single client into one complete client record. By default, accounts are imported using the same grouping as in Morningstar Office. This step is only necessary if you want to change these groupings and rebalance using a different strategy.
Create Asset Class Categories	Creating Asset Class Categories is a one-time step competed during your initial import from Morningstar Office into tRx. This step is only necessary if you choose to classify securities differently than how Morningstar Office classifies securities. This step is commonly completed if you choose to rebalance at the security level rather than the asset class level.
Assign Securities to Asset Classes	<p>This step requires you to assign securities to each asset class. Securities will come through assigned to asset classes during the initial import from Morningstar Office, however, they may need to be reassigned to different asset classes, depending on how asset classes are set up in tRx</p> <p>Security classification determines the asset allocation for each account. During the rebalancing process, accounts are compared to model portfolios to determine whether the account is out of balance.</p> <p>From there, tRx will determine what trades tRx will propose.</p>

This step	Requires this action
<p>Create Model Portfolios</p>	<p>Model portfolios are also imported during the initial import from Morningstar Office into tRx. Morningstar Office model portfolios are comprised of securities.</p> <p>However, you may wish to create new models within tRx to reflect the asset class set up within tRx. If you rebalance using subclasses rather than securities, you must create subclass level models within tRx.</p>
<p>Create Buy Sets</p>	<p>The buy set holds the preferred buys that will be purchased in the event that a subclass is under weighted in the account when compared to the model. The preferred buys have to be specified before the client will be able to rebalance in tRx. The client can also create additional buy sets if they want to have different preferred buys for different clients or groups of clients.</p>

Logging into Morningstar tRx

Locate your login credentials in the secure onboarding email sent to you from our service team. If you have not received your email or have trouble logging in, please contact your Customer Success Manager.

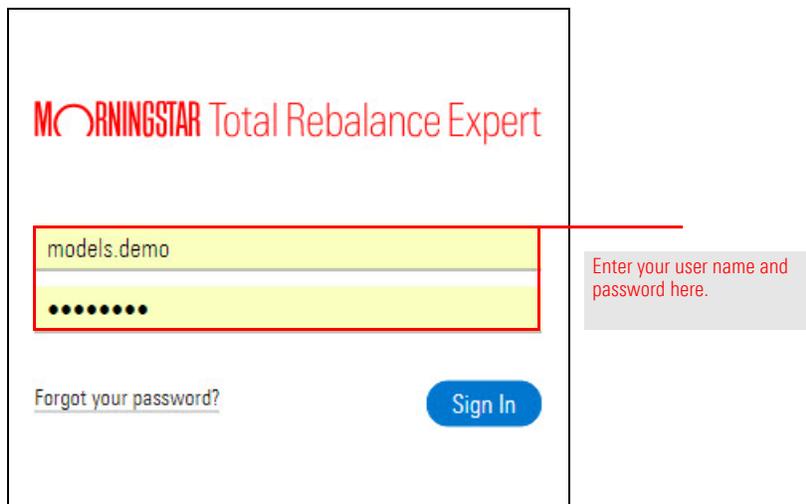
In this section the following topics are covered:

- ▶ How to log in to Morningstar tRx, (page 7) and
- ▶ How to reset your password. (page 8).

To access Morningstar tRx, type trx.morningstar.com into your browser. Bookmark this page to easily return to it later. From here, log in using the Morningstar tRx credentials provided to you.

Overview

How do I log into Morningstar tRx?



MORNINGSTAR Total Rebalance Expert

models.demo

••••••••

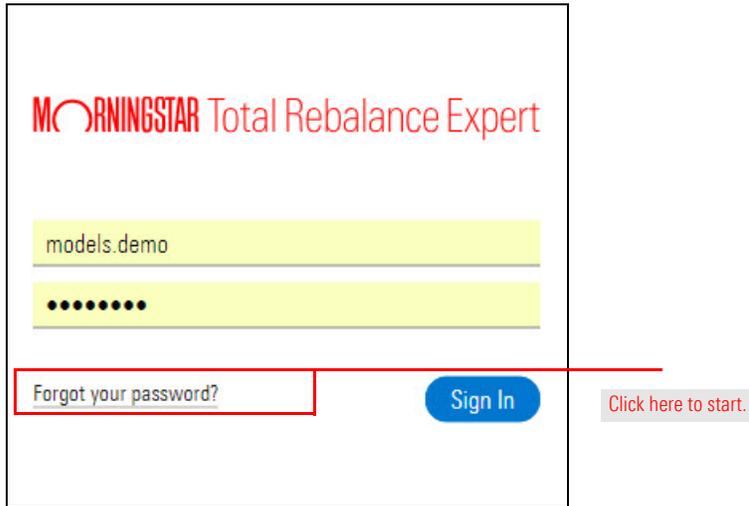
[Forgot your password?](#) [Sign In](#)

Enter your user name and password here.

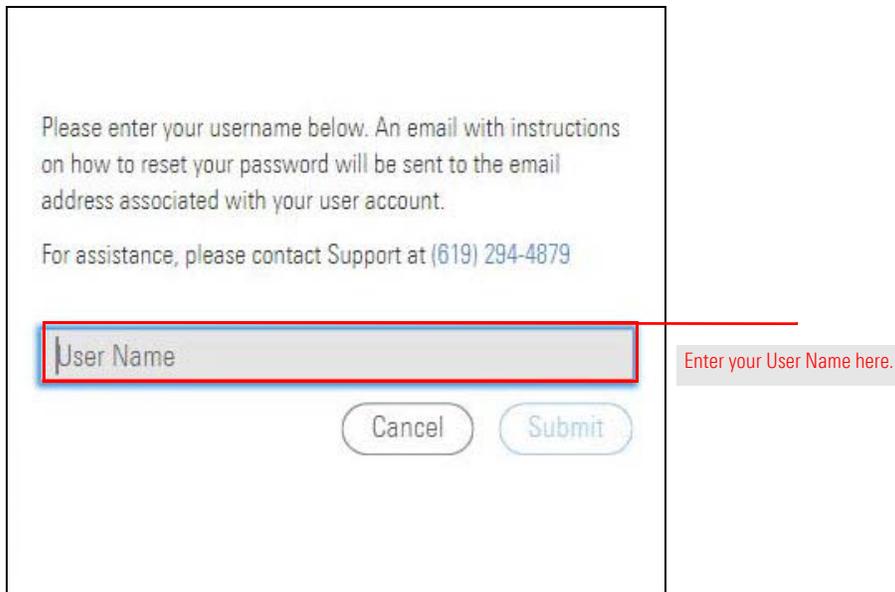
To change your password in tRx, do the following:

How do I reset my password?

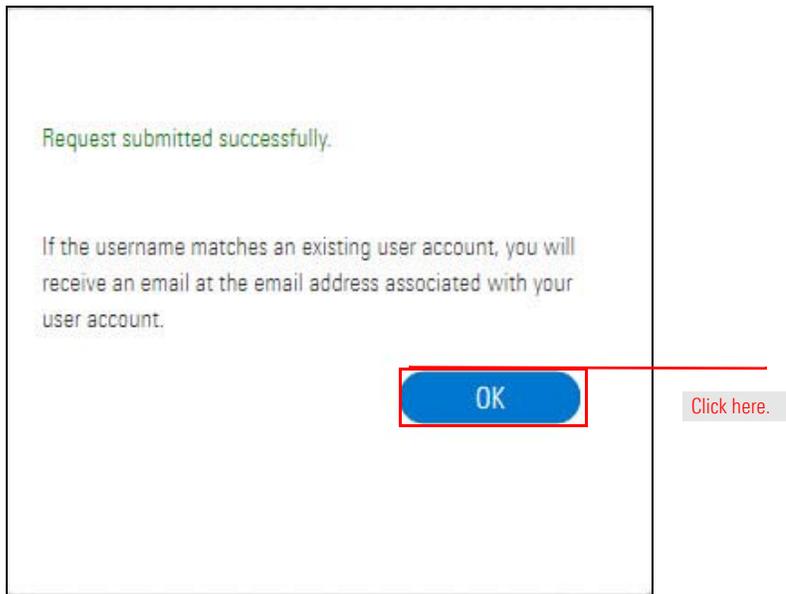
1. From the Log in screen, click **Forgot your password?**. A box opens.



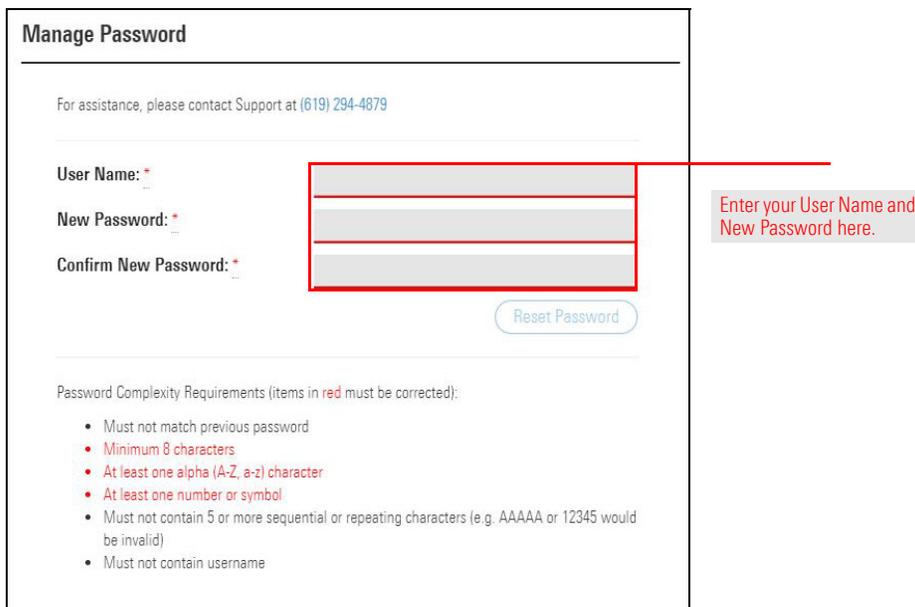
2. In the **User Name** text field, type your **user name**.



3. Click **Submit**. A box alerting you to check your email opens.



4. Click **OK**. Check your email account that is associated with your Morningstar tRx account. Click on the link inside the email. The Manage Password box appear.
5. In the **Text** fields, enter your **User Name** and **New Password**. Then **confirm** your new Password.



6. Click **Reset Password**.

Scheduling Automatic Uploads

After your Client Success Manager syncs Morningstar Office with tRx, you can set up a schedule so that your exported positions by lot files are automatically uploaded to the tRx platform daily or weekly, saving time by avoiding a manual upload process. This section describes how to set up a schedule to automatically upload data.

- Note: schedule your export after you complete all necessary import and reconciliation tasks within Morningstar Office.

To schedule automatic uploads of positional data, do the following:

1. Login to **Morningstar Office** using your **Morningstar Office credentials**:

classroom1@morningstar.com

.....

Sign In

[Forgot your password?](#)

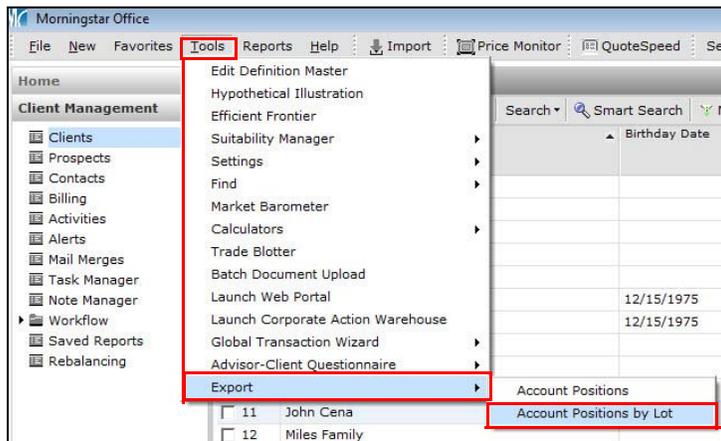
[View latest updates](#) | [View support schedule](#)

Enter your Morningstar Office credentials here.

Overview

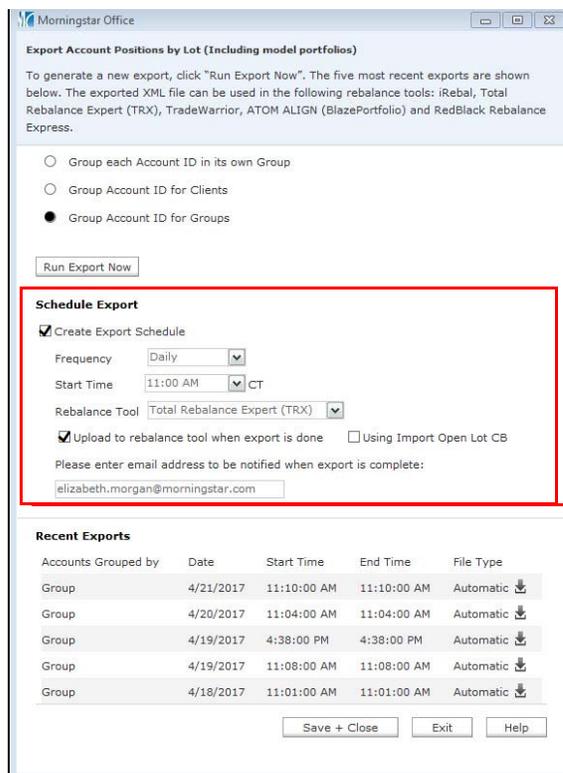
How do I schedule automatic uploads of positional data?

- From the toolbar at the top of the window, click **Tools...Export...Account Positions by Lots**. The Export Account Positions by Lot dialog box opens.



You only need to set up your automatic export once

- From the **Schedule Export** area, check **Create Export Schedule**.
 - Select **Frequency**. Then select a **Start time**.
- Note: This export includes transactional accounts only. The start time should occur after daily import and reconciliation.
- From the **Rebalance Tool** drop down, select **Total Rebalance Expert (TRX)**
 - Enter the **email address** where you want to be notified that your export is complete.



Select the Schedule Frequency and Start time that works best for you.

- Click **Save + Close**.

Importing Data into tRx

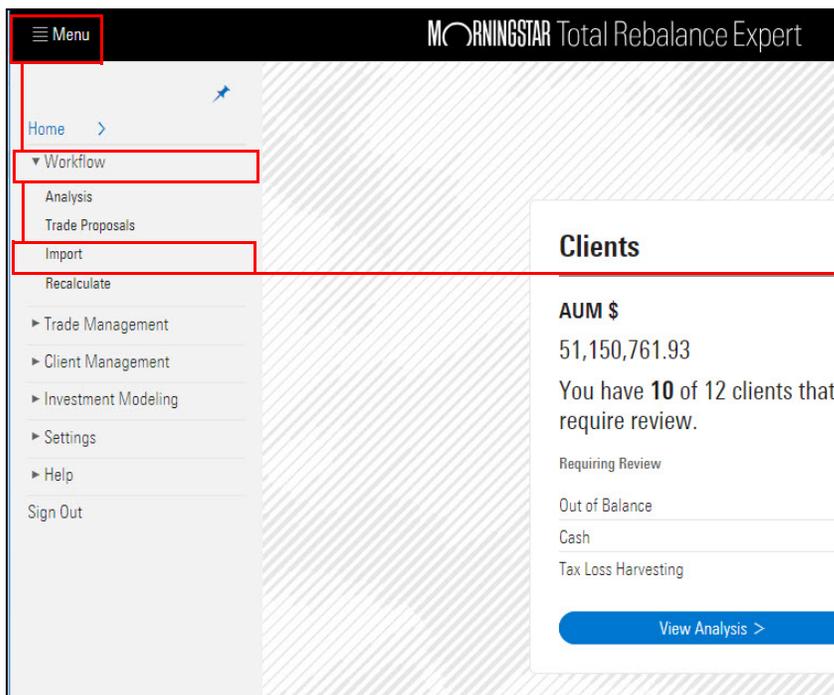
Now that you've scheduled automatic uploads from Morningstar Office into Morningstar tRx, you're ready to import your extracted data into tRx in preparation for rebalancing.

- Note: Data includes: households, securities, prices, and transactions. Open proposals will need to be canceled or completed (sent to DISMISS or TRADES status).

Import your extracted data daily to ensure that the most up-to-date data is used during the rebalancing process.

To import your automatically uploaded extract from Morningstar Office into tRx, do the following:

- From the **Menu**, select **Workflow**. Then click **Import**. The Import page opens.



- Note: Click the pin icon to keep the Menu open.

- Click the **Upload Extract** button. The Import Extract box opens.

Overview

How do I import data into tRx?

- From the **Import Extract** box, click **Import**.

Import

[Upload Extract](#)

Import Settings

Configuration

Import Method	PortfolioCenterImportService
Models Maintained In TRX	Yes
Model Type	Sector
Rebalance Levels	Class/Sector
Security Class Maintained In TRX	Yes
Identify Cash Symbol	CASH
Identify Cash Security Class	MMM

A newer data extract is ready for import.

Import Extract	Extract	Created	Imported
Import	Extract	6/12/2017, 3:38:18 PM	—

Click this button to import data.

- Upon successful import, the **Active Data** section reflects the new data.

Data Settings

[Cancel Proposals](#)

Import Extract	Extract	Created	Imported
Import	Extract	5/7/2018, 4:51:44 PM	Yes

Active Data

Import Status	Completed - 1/25/2019, 4:31:01 PM
As Of Date	05/02/2018
Prices	05/03/2018
Transactions	04/01/2018 - 05/01/2018
Realized Gains	04/01/2018 - 05/01/2018
Sum YTD Gains	01/01/2018 - 05/01/2018

View the status of your data here.

Householding in Morningstar tRx

Now that you've extracted your data, review each client record to ensure that the accounts comprised within each household are grouped in the in the strategy you want to use to rebalance.

- Note: Accounts are imported using the same grouping as in Morningstar Office. If you want to rebalance by individual account rather than by household, you must create individual households in tRx which contain individual accounts.

In this section, the following topics are covered:

- ▶ Creating new Clients in tRx, (page 14) and
- ▶ Moving accounts into different Clients. (page 15)

To create clients in tRx, do the following:

1. From the **Menu**, select **Client Management**. Then select **Clients**. The Clients page opens.

Overview

How do I create a new Client in tRx?

The screenshot displays the Morningstar Total Rebalance Expert interface. On the left, a navigation menu is visible with the 'Menu' icon at the top. The 'Client Management' option is highlighted with a red box, and its sub-menu items, including 'Clients', are also highlighted. A red line extends from the 'Clients' item to the right, pointing to a 'Click here to start' button. The main content area shows the 'Clients' overview page, which displays the AUM \$ as 51,150,761.93 and indicates that 10 of 12 clients require review. Below this, there are sections for 'Requiring Review', 'Out of Balance', 'Cash', and 'Tax Loss Harvesting', with a 'View Analysis >' button at the bottom.

- From the **Clients** page, click **Assign Clients**. The Assign Clients page opens.

MORNINGSTAR Total Rebalance Expert

Clients

Assign Clients Inactive Clients

Refresh Download CSV Display: 100 Page: 1 of 1 Displaying Records: 1 - 37 of 37

Client	Description	Model	Advisor Set	Rebal. Set	Preferred Buy	Managed Value	Unmanaged Value	Last Action	Action	Last Transaction Date
8187	Allen, Philip and Irma	Income	SR	—	Standard	\$1,741,260	\$0	10/30/2018	Trade	11/24/2014
8186	Anderson, Ursula	Income	SR	—	Standard	\$1,159,988	\$0	09/18/2018	Rebalance	—
8211	Banner, Elizabeth	Aggressive Growth	—	—	Standard	\$886,028	\$0	01/04/2019	Rebalance	—
8208	Barker, Sandra and Larry	Growth and Income	AA	—	Standard	\$2,124,240	\$0	01/09/2019	Rebalance	12/23/2014
2038	Barnes, D and K	Aggressive Growth	—	—	Standard	\$1,846,495	\$0	12/17/2018	TLH	—

Click this button.

- In the **drop-down** menu, select **New Client**.
- From the **grid**, select the **clients** you want to combine.
- In the **text box** next to the drop-down menu, type a **name** for the new client.

MORNINGSTAR Total Rebalance Expert

Assign Clients

New Client Allan, Irma Growth Update

Refresh Download CSV Display: 100 Page: 1 of 2 Displaying Records: 1 - 100 of 133

New Client ID	New Client	Current Client ID	Current Client	Model	Account Number	Account Description	Account Type	Cat
<input checked="" type="checkbox"/>	—	8187	Allen, Philip and Irma	Income	9999-0004	Allen, Irma	IRA	IRA
<input checked="" type="checkbox"/>	—	8187	Allen, Philip and Irma	Income	9999-0005	Allen, Irma	Roth	ROTH
<input type="checkbox"/>	—	8187	Allen, Philip and Irma	Income	9999-0006	Allen, Philip	Roth	ROTH
<input type="checkbox"/>	—	8187	Allen, Philip and Irma	Income	9999-0007	Allen, Philip	IRA	IRA

After selecting accounts, type a name for your client here.

- Click **Update**. Remain on the Assign Clients page.

To move accounts from one client to another, do the following:

- From the **Assign Clients** grid, select the **account** you wish to move.
- From the drop-down menu, select **Change Client**. The Select Client drop-down menu appears.

How do I move an account to a different client in tRx?

MORNINGSTAR Total Rebalance Expert

Assign Clients

Change Client Select Client

New Client Change Client

Refresh Download CSV Display: 10 Page: 1 of 2 Displaying Records: 1 - 10 of 12

New Client ID	New Client	Current Client ID	Current Client	Model	Account Number	Account Description	Account Type	Cat
<input checked="" type="checkbox"/>	—	8	Banner Family	Aggressive Gro...	44982882	Bruce Banner Individual Account	Taxable	TAX
<input type="checkbox"/>	—	3	Barnes, Bucky	Alt. Growth	15481952	Bucky Barnes IRA	Traditional IRA	IRA

Select the account you want to move, select Change Client here.

3. Select the **Client** you want to move the account to.

Assign Clients
✕

Change Client ▾

5 - Castle, Frank ▾

Select Client

Display: 10 ▾

Page: 1 ▾ of 2 >>

Displaying Records: 1 - 10 of 12

	New Client ID	Client	Current Client	Model	Account Number	Account Description	Account Type	Cat
<input type="checkbox"/>	5	Castle, Frank	Banner Family	Aggressive Gro...	44902892	Bruce Banner Individual Account	Taxable	TAX
<input type="checkbox"/>	8	Banner Family	Barnes, Bucky	Alt. Growth	15481952	Bucky Barnes IRA	Traditional IRA	IRA
<input type="checkbox"/>	3	Barnes, Bucky	Castle, Frank	Funds Growth	96149184	Frank Castle IRA	Traditional IRA	IRA
<input type="checkbox"/>	4	Guardians of the Galaxy	Guardians of the Galaxy	Hefty Growth ...	13307206	Peter Quill IRA	Traditional Rollover ...	IRA
<input type="checkbox"/>	11	Parker, Peter	Parker, Peter	Funds Growth	50551655	Peter Parker Roth IRA	Roth IRA	ROTH
<input type="checkbox"/>	6	Rhodes, Jim	Rhodes, Jim	Hefty Growth ...	63680510	Jim Rhodes Individual Account	Taxable	TAX
<input type="checkbox"/>	2	Rogers, Steve	Rogers, Steve	Hefty Growth ...	98050906	Steve Rogers IRA	Traditional IRA	IRA
<input type="checkbox"/>	10	Romanoff, Natasha	Romanoff, Natasha	Blain LLC Tota...	12194035	Natasha Romanoff Individual ...	Taxable	TAX
<input type="checkbox"/>	12	Stark, Tony	Stark, Tony	Alt. Growth	60016145	Tony Stark Individual Account	Taxable	TAX
<input type="checkbox"/>	9	Strange, Stephen Vincent	Strange, Stephen Vincent	Alt. Growth	57092174	Steven Vincent Strange SEP IRA	SEP IRA	IRA
<input type="checkbox"/>	1	Wilson, Cam						

Select the client you want to move the account to here.

4. Click **Update**.

Creating Asset Class Categories

Now that households are created or changed, the next step is to create asset classes for security categorization. Because tRx rebalances by asset allocation, all securities must be assigned to a class and a subclass.

In this section, the following topics are covered:

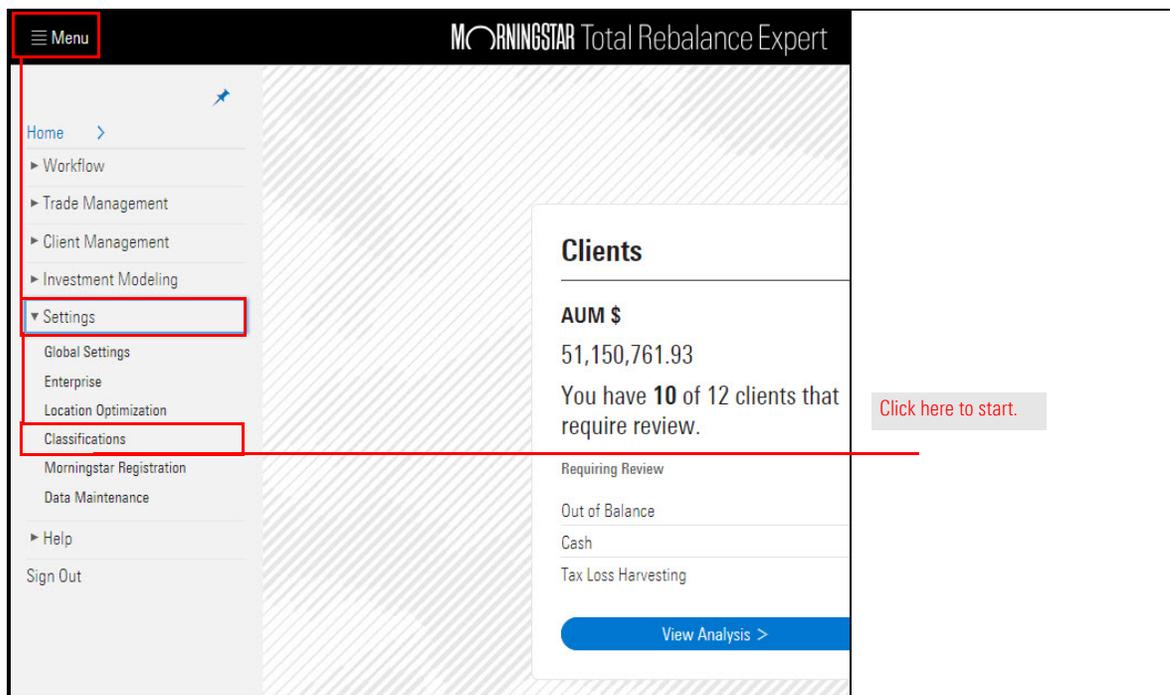
- ▶ Creating Asset Categories at the class level, and (page 17)
- ▶ Creating Asset Categories at the subclass level. (page 18)

Overview

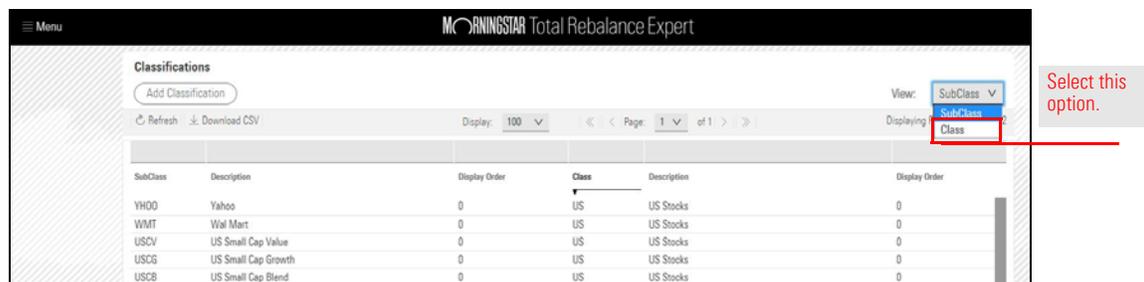
To create Asset Categories at the class level, do the following:

1. From the **Menu**, select **Settings**. Then select **Classifications**. The Classifications page opens.

How do I create Asset Categories at the class level in tRx?



2. From the **View** drop-down menu, select **Class**.
3. Click **Add Classifications**. The Manage Classification box opens.



- In the **Text** fields, Type **Class**, **Description** and **Display Order** into the text boxes.

Note: Display Orders can remain 0 until all classifications are completed.

- Click **Add**. Remain on the Classifications page.

To create Asset Classifications at the subclass level, do the following:

- From the **View** drop-down menu, select **SubClass**.
- Click **Add Classifications**. The Manage Classification box opens.

How do I create Asset Classifications at the subclass level?

SubClass	Description	Display Order	Class	Description	Display Order
YH00	Yahoo	0	US	US Stocks	0
WMT	Wal Mart	0	US	US Stocks	0
USCV	US Small Cap Value	0	US	US Stocks	0
USCG	US Small Cap Growth	0	US	US Stocks	0
USCB	US Small Cap Blend	0	US	US Stocks	0

- In the Text fields, type **Subclass**, **Description** and **Display Order** into the Text Boxes.
- From the Class drop-down menu, select the **Class** you want your new **Subclass** to fall under.

Note: Display Orders can remain 0 until all classifications are completed.

- Click **Add**.

The following table includes examples of class/subclass designations.

Class Description	Class Code	SubClass Description	SubClass Code
US Equity	USEQ	<ul style="list-style-type: none"> ▶ LC Value ▶ LC Growth ▶ MC Value ▶ MC Growth ▶ SC Value ▶ SC Growth 	<ul style="list-style-type: none"> ▶ LCV ▶ LCG ▶ MCV ▶ MCG ▶ SCV ▶ SCG
Intl Equity	INLEQ	<ul style="list-style-type: none"> ▶ Intl LC ▶ Intl SC ▶ Emerg Mkts 	<ul style="list-style-type: none"> ▶ INTLLC ▶ INTLLSC ▶ EMG
Real Estate	REET	<ul style="list-style-type: none"> ▶ US R/E ▶ Intl R/E 	<ul style="list-style-type: none"> ▶ USRE ▶ INTLRE
Natural Resources	NATRES	<ul style="list-style-type: none"> ▶ Commodities ▶ Natural Resources 	<ul style="list-style-type: none"> ▶ COMM ▶ NATRES
Strategic	STRT	<ul style="list-style-type: none"> ▶ Strategic 	<ul style="list-style-type: none"> ▶ STRT
US Fixed Income	USFI	<ul style="list-style-type: none"> ▶ ST Bond ▶ Intern Bond ▶ High Yield ▶ TIPs ▶ Govt Bond ▶ CDs ▶ Indiv Bond ▶ Intl Bond 	<ul style="list-style-type: none"> ▶ STBD ▶ INTBD ▶ HY ▶ TIPS ▶ GOVTBD ▶ CDS ▶ INBD ▶ INTLBD
Intl Fixed Income	INTLFI	EM Bond	EMBD

Assigning Securities in Asset Classes

After creating asset categories, the next step is to assign securities to your asset categories. With this, you will assign securities to Subclasses, and tRx will link the correct class with the subclass you've chosen. Securities can be assigned one by one through the Security Maintenance page, or in bulk using the Data Maintenance page.

In this section, the following topics are covered:

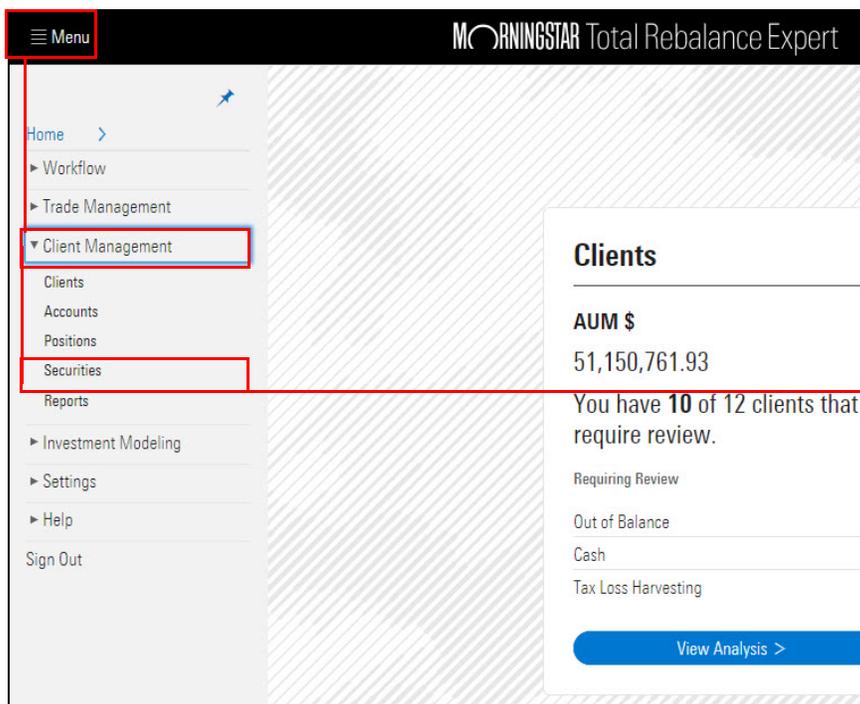
- ▶ Assigning securities to subclasses for individual securities([page 20](#))
- ▶ Assigning securities to subclasses in bulk using Microsoft Excel ([page 22](#)), and
- ▶ Uploading subclass assignment spreadsheets back into tRx.([page 23](#))

To assign securities to subclasses individually, do the following:

1. From the **Menu**, select **Client Management**. Then select **Securities**. The Securities page opens.

Overview

How do I assign securities to subclasses individually?



- From the **Securities** page, click on the **Security** you want to assign to a Subclass. The Securities Setting page opens.

Symbol	Description	Counts As	Security Type	TotalMktValue	Sell Flag	Buy Flag	Demin Sell	Demin Buy	Min. Buy New Acct
AAPL	APPLE COMPUTER INC	CSCO	Equity	---	Ok to Sell	Standard	\$1,000	\$1,000	\$0
ABCD	Real Estate	RE	Mutual	\$0	Ok to Sell	Standard	\$0	\$0	\$0
ACBPX	American Century Diversified B...	UTITB	OTHER	\$5,779,987	Ok to Sell	Standard	\$0	\$0	\$0
ACIX	American Century Equity Income	ULCV	Mutual	\$3,828,624	Ok to Sell	Standard	\$0	\$0	\$0
ACINX	Columbia Acorn International F...	NUDS	Mutual	\$72,864	Ok to Sell	Standard	\$0	\$0	\$0
ACVIX	American Century Small Cap Va...	USCV	Mutual	\$20,265	Ok to Sell	Standard	\$0	\$0	\$0
ACWI	iShares MSCI ACWI Index	BLEND	OTHER	\$47,027	Ok to Sell	Standard	\$0	\$0	\$0

Click on a security.

- From the **Summary** area, click on the **Counts As** drop-down menu to select a SubClass.

Summary - AAPL | APPLE COMPUTER INC

Price Date: 01/10/2019, Price: \$153.10
 CUSIP: -, Security Type: Equity
Counts As: ULCV (selected), Name: US Large Cap Value

Security Settings

Redemption Fee Penalty Interval: Never Interval Always
 Redemption Fee Penalty %: 0, Redemption Fee Penalty Days: 0
 Buy Flag: Standard Preferred if held
 Sell Flag: Do not sell Must sell Ok to sell Priority sell

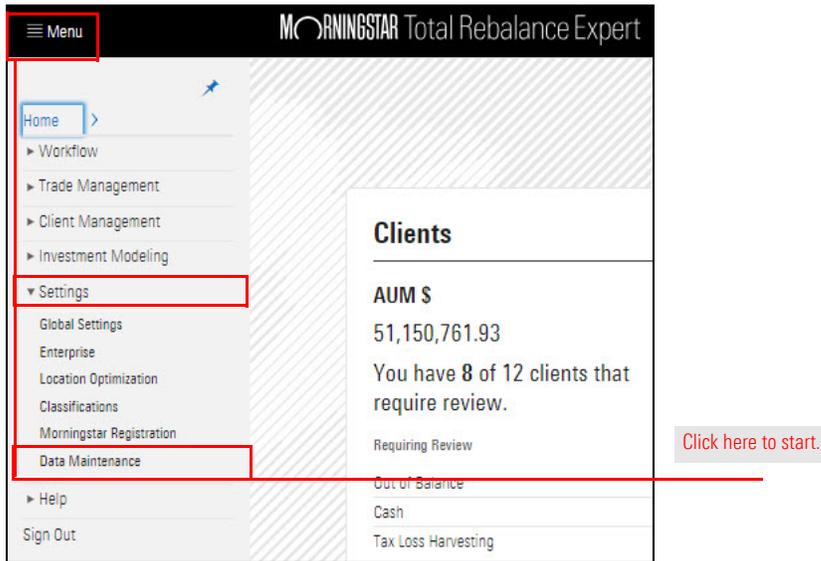
Select a SubClass from this menu.

- Click **Save**.
- Repeat steps **2 through 4** for each security you want to assign a Subclass to.

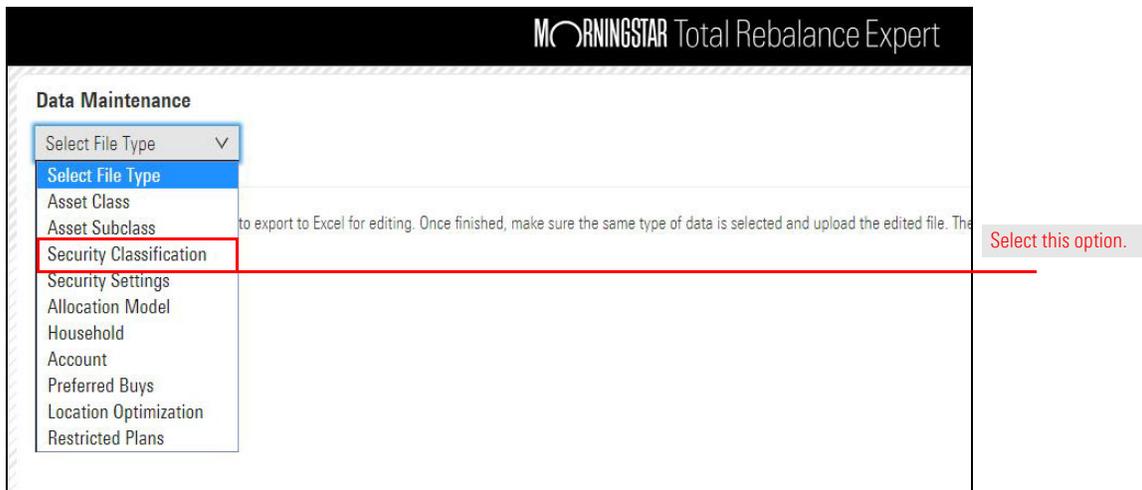
To assign securities to subclasses in bulk, you must first download an Excel spreadsheet. Once downloaded, assign your subclass classification within the spreadsheet. Once assigned, you must upload the spreadsheet back into tRx. To download the Excel spreadsheet, do the following:

How do I assign securities to subclasses in bulk?

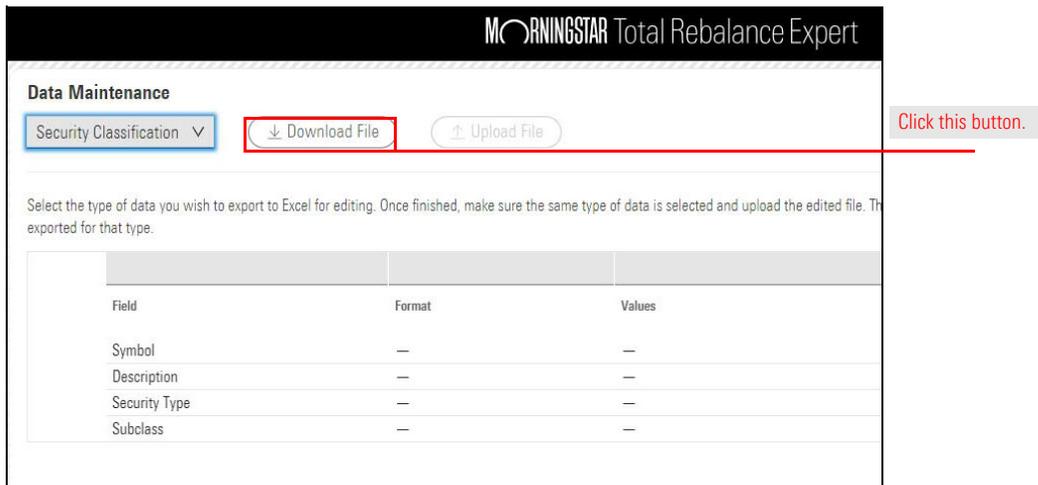
1. From the **Menu**, select Settings. Then select **Data Maintenance**. The Data Maintenance screen opens.



2. From the **Data Maintenance** drop-down menu, select **Security Classification**.



3. Select **Download File**. The Security Classification Excel file appears at the bottom of the screen.



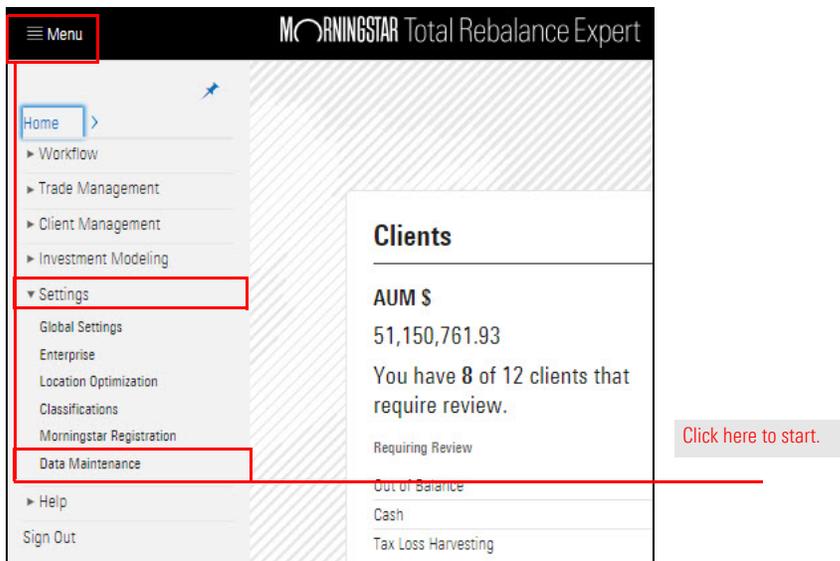
From here, enter the Security Classifications you want to use within tRx into the downloaded Microsoft Excel spreadsheet. Once complete, save your spreadsheet to your local drive.

Now that you've assigned subclasses within your Excel spreadsheet, you must upload your subclass assignment spreadsheet back into tRx.

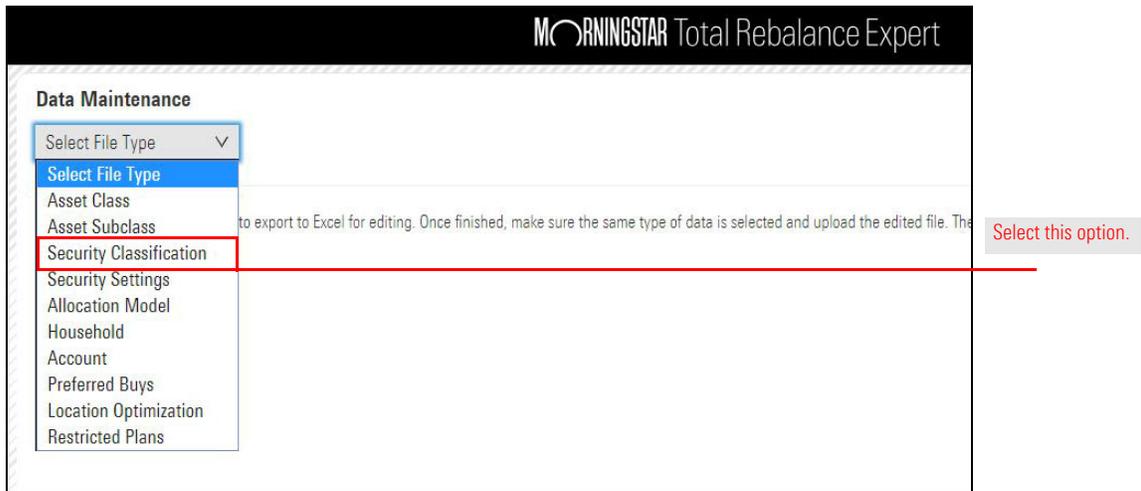
How do I upload my subclass assignment spreadsheet into tRx?

To upload your spreadsheet, do the following:

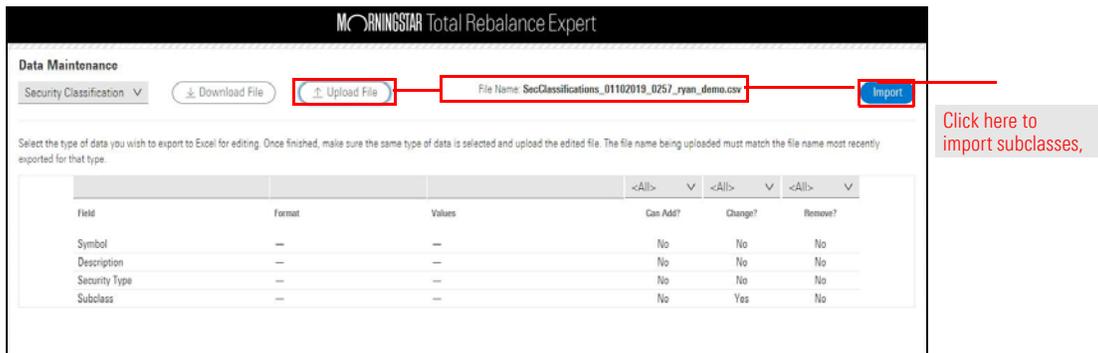
1. From the **Menu**, select Settings. Then select **Data Maintenance**. The Data Maintenance screen opens.



- From the **Data Maintenance** drop-down menu, select **Security Classification**.



- Select **Upload**.



- Once the file is uploaded, select **Import**.

Creating Models

Now that Asset Categories (classes and subclasses) are created, and assigned Subclasses are assigned to securities, the next step is to create models.

Overview

There are two types of Models available in tRx:

- ▶ Classification which can include all subclasses excluding blends, and
- ▶ Classification-Blend, which can include all subclasses including blends.

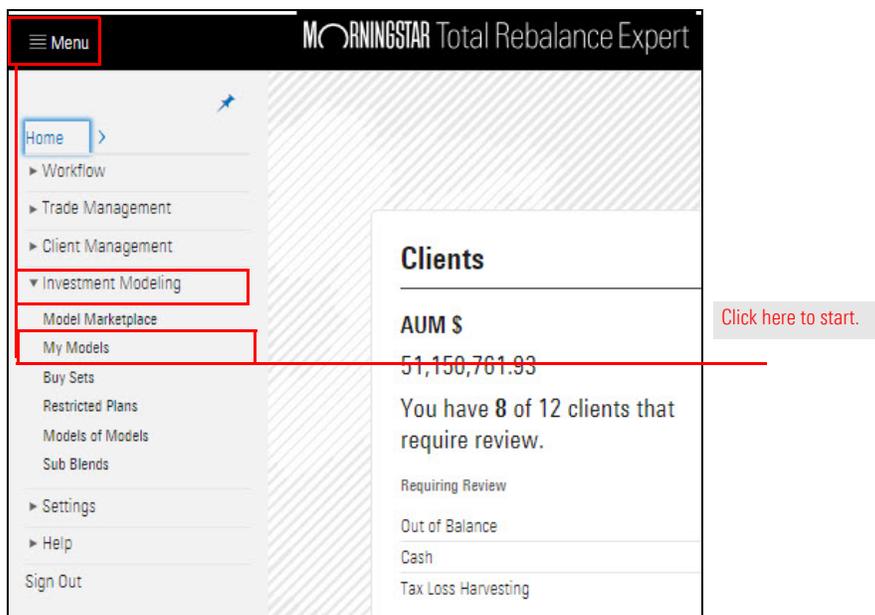
In this section, the following topics are covered:

- ▶ Creating a model, and (page 25)
- ▶ Assigning a model to household. (page 27).

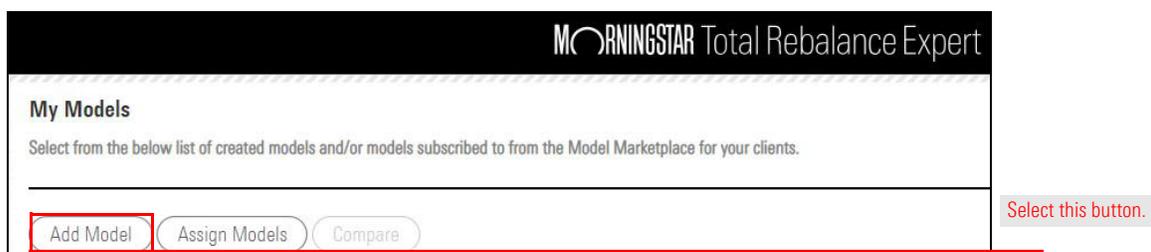
To create a model in tRx, do the following:

How do I create a model?

1. From the **Menu**, select **Investment Modeling**. Then select **My Models**. The My Models page opens.



2. From the **My Models** screen, click **Add Model**. The Add Model box opens.



3. From the **Model Type** drop-down menu, select **Classification**.
4. In the **Model Name** text box, type a **name** for the model.
5. In the **Description Name** text box, type a **description** for the model.
6. To create a new model based on an existing model, from the **Copy From** drop-down menu, select a **model**.

Add Model

Model Type: * Classification

Model Name: *

Description: *

Copy From (Optional): Select Model

Complete these fields.

Add

7. 5. Click **Add**. The new model is added to the My Models grid
8. From the **My Models** grid, select the model you just added. The Model Maintenance screen opens.

My Models

Select from the below list of created models and/or models subscribed to from the Model Marketplace for your clients.

Add Model Assign Models Compare

Refresh Download CSV Display: 100 Page: 1 of 1

Model	Description	Model Source	In-Use Status
<input type="checkbox"/>	Growth	Classification	In-Use
<input type="checkbox"/>	Growth and Income	Classification	In-Use
<input type="checkbox"/>	Income	Classification	In-Use

Select the new model here.

9. To assign allocations to your new model, click **Add to Model**. The Add to Model box opens.

Model Maintenance

View Model Audit Log

Model: Growth Type: Classification Target: 100.00% Description: Growth Save

View: SubClass Class

Add to Model

Click this button.

10. From the **Add to Model** box, select your **Subclass** from the SubClass menu.
11. Type **Target%** and **Tolerance%** into the text boxes.

Add to Model

SubClass: Select SubClass

Target %: 0 Tolerance %: 20 Save

Complete these fields

12. Click **Save**.
13. Repeat steps **9 through 12** for each Subclass until the Model is fully allocated to 100%.
14. From the **Model Maintenance** page, click **Save**.

To assign a model to a household, do the following:

1. From the **Menu**, select **Investment Modeling**. Then select **My Models**. The My Models page opens.

How do I assign a household to a model?

Menu

MORNINGSTAR Total Rebalance Expert

Home >

- ▶ Workflow
- ▶ Trade Management
- ▶ Client Management
- ▼ Investment Modeling
- Model Marketplace
- My Models
- Buy Sets
- Restricted Plans
- Models of Models
- Sub Blends
- ▶ Settings
- ▶ Help
- Sign Out

Clients

AUM \$

51,150,761.93

You have 8 of 12 clients that require review.

Requiring Review

Out of Balance

Cash

Tax Loss Harvesting

Click here to start

2. From the **My Models** screen, click **Assign Models**. The Assign Models box opens.

MORNINGSTAR Total Rebalance Expert

My Models

Select from the below list of created models and/or models subscribed to from the Model Marketplace for your clients.

Add Model Assign Models Compare

Select this button.

- From the **Assign Models** grid, select the **client** or **clients** you want to assign the model to.
- From the **Assign Model** drop-down menu, select the **model** you want to assign.

Assign Models

Filter Assign Model List Assign Model: Aggressive Growth Update

Clients with an open proposal can't be selected. Please cancel the trade proposal to update model.

Refresh Download CSV Display: 10 Page: 1 of 2 Displaying Records

Description	Current Model	New Model	Model Type	Advisor Set	Value
<input checked="" type="checkbox"/> Banner Family	Aggressive Growth	—	Classification	Blain Hefty	\$1,902,393
<input checked="" type="checkbox"/> Barnes, Bucky	Alt. Growth	—	Classification	Blain Hefty	\$251,869
<input type="checkbox"/> Castle, Frank	Funds Growth	—	Classification	Blain Hefty	\$2,669,245
<input type="checkbox"/> Guardians of the Galaxy	Hefty Growth Model (ETF/MF)	—	Classification	Blain Hefty	\$34,670,414
<input type="checkbox"/> Parker, Peter	Funds Growth	—	Classification	Blain Hefty	\$2,251,363
<input type="checkbox"/> Rhodes, Jim	Hefty Growth Model (ETF/MF)	—	Classification	Blain Hefty	\$697,037
<input type="checkbox"/> Rogers, Steve	Hefty Growth Model (ETF/MF)	—	Classification	Test	\$1,223,999
<input type="checkbox"/> Romanoff, Natasha	Blain LLC Total Beta 40/60	—	Classification	Blain Hefty	\$297,692
<input type="checkbox"/> Stark, Tony	Alt. Growth	—	Classification	Test	\$5,908,328
<input type="checkbox"/> Strange, Stephen Vincent	Opp C model	—	Classification	Blain Hefty	\$47,418

Choose a model here for the clients you've selected

- Click **Update**.

Creating Buy Sets

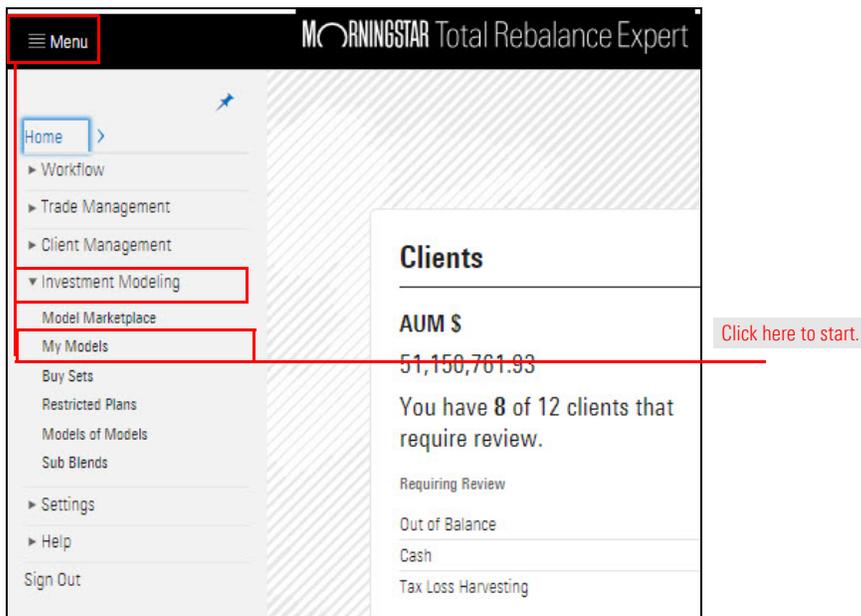
After creating models select your preferred funds for each subclass represented in your models. The Buy Sets screen only populates with subclasses from models. This set of preferred funds is your Buy Set and signals tRx which trades to propose when subclass allocations are under weighted.

Overview

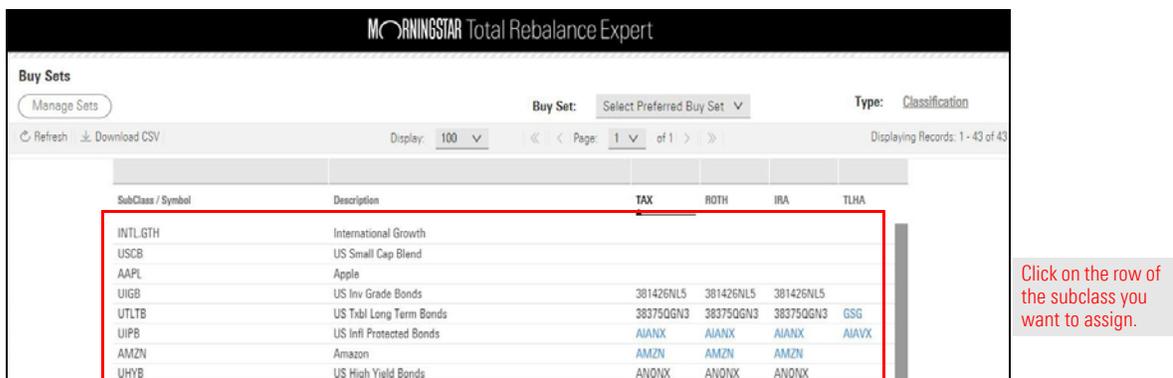
To create a buy set, do the following:

How do I create a buy set

1. From the **Menu**, select **Investment Modeling**. Then select **Buy Sets**. My Models page opens.



2. From the **Buy Sets** page, click on a **SubClass** you want to apply your preferred securities to. The Buy Fund by Class and Custodian box opens.



3. There are four security types for each subclass:

- ▶ IRA
- ▶ ROTH
- ▶ TAX
- ▶ TLHA

Select each **security type** to assign a preferred security. Then use the **drop-down menu** to select a preferred security.

Note: The fund selected for TLHA i.e. Tax Loss Harvesting Alternative cannot be the same as the fund selected as your favorite for the TAX category. This is because the TLHA fund becomes your replacement favorite fund when your preferred TAX fund has losses being harvested during Tax Loss Harvesting.

In some cases, you may need to create additional buy sets to fulfill specific needs of a client. This can be accomplished by basing a new Buy Set off an existing Buy Set.

How do I base a buy set on an existing buy set?

To create additional Buy Sets, do the following:

1. From the **Buy Sets** screen, click **Manage Sets**. The Manage Buy Sets box opens.

2. From the **drop-down menu**, select the **Buy Set** you wish to copy, then click **Copy**.
3. In the **Enter a Name** text field, type a **unique name** for the Buy Set.

- In the **Enter a Description**, type a description for your new Buy Set into the text boxes.

- Click **Save**.
- From [How do I create a buy set on page 29](#) and follow **steps 3 through 5** to update your preferred investment selections for your new buy set.

Troubleshooting Data Errors after Import

After importing data from Morningstar Office into Morningstar tRx, you may encounter an error that must be corrected. This section explains how to fix common warnings you may encounter.

Overview

Within Morningstar tRx, there are two types of errors you may encounter:

- ▶ Critical errors, which will prevent a household from rebalancing, and
- ▶ Non-critical errors, which won't prevent rebalancing but could affect the accuracy of trades proposed or efficiency in your use of tRx.

What errors might I encounter in tRx?

Review errors after your daily import and resolve them using the table below:

Error number	Error Description	Tips for resolving the error
Cat 1	Funds without a Class/Subclass	tRx requires all held securities have a correct Class/Subclass designation to accurately rebalance portfolios. If securities are maintained in your Portfolio Accounting System (PAS), fix by giving the security missing a Class/Subclass an appropriate Class/Subclass assignment. If maintained in tRx, fix by updating from the Security Maintenance screen.
Cat 2	Accounts not Categorized as IRA/ROTH/TAX	For tRx to efficiently identify what types of securities should be held in what account types, each account must have a category IRA/ROTH/TAX. Assign the correct account type in your PAS or go into the Account Maintenance screen in tRx and give the account the appropriate type.
Cat 3	Accounts without a Custodian (correctable)	Accounts must have a Custodian assignment in order to create Custodian specific trade files. Make sure the account is assigned a Custodian in your PAS. Held away accounts or other similar accounts that do not use trade files still require a "dummy" custodian as this critical error will prevent a rebalance.
Cat 4	Accounts without a Household	tRx rebalances portfolios at the household level; every account must therefore belong to a household. Go into your PAS and assign the account(s) a household.
Cat 5	Household without a Model	A Model must be assigned to each household in order to rebalance to your Model Subclass/Class allocations. If Models are maintained in your Portfolio Accounting System (PAS), fix by assigning the household a Model from your PAS. If maintained in tRx, fix by updating from the Models Maintenance screen.

Error number	Error Description	Tips for resolving the error
Cat 6	Household not in an Advisor Set	Advisor Sets can be used as a filter for multi-household functions in Analysis Expert involving TLH, Cash Needs or Rebalance. Fix in tRx from the Household Details screen by updating the household's Advisor Set under Group Settings.
Cat 7	Fund Subclass not in Model	The security in question has a Subclass that is not represented in the Model assigned to the household. tRx will attempt to liquidate unless marked as Do Not Sell or excluded from positions. Review fund Subclass or Model assignment and update as necessary.
Cat 9	Subclass without a Class	Each Subclass must be assigned a Class. Fix in your PAS by reviewing and updating missing Class.
Cat 10	Subclass not represented in Preferred Buys	Subclasses in Preferred Buy Sets are populated from the Subclass allocations in Models. If you do not see a Subclass listed, check that you are viewing the appropriate Buy Set and check Model Subclass allocations are correct from Models Maintenance screen.
Cat 11	Subclass without a Preferred Buy Fund	For tRx to propose trades of your preferred securities per Subclass, each account type must have a preferred buy fund. In the navigation menu select Buy Sets. Assign a preferred buy security to TAX, ROTH and IRA account types (TLHA - Tax Loss Harvesting Alternative is optional).
Cat 12	Household with no accounts	tRx rebalances portfolios at the household level. Each household must therefore contain at least one account. Assign an account(s) to the household(s) in error or remove from the PAS extract.
Cat 13	Funds with current price of \$0	All managed positions must have a current value in order to be traded. A trade file will not be generated unless missing price is updated. To fix, update price using override price in tRx and regenerate proposal or update price in PAS and run a new import to tRx. The position(s) could also be marked as unmanaged if necessary.
Cat 16	Subclass without a TLHA Preferred Buy Fund	Tax Loss Harvesting opportunities for a security in a Subclass without TLHA fund cannot be realized. Each Subclass requires a TLHA Preferred Buy Fund to generate TLH transactions. To fix, go to the appropriate Buy Set, select Subclass in error and update with fund alternative.

Error number	Error Description	Tips for resolving the error
Cat 17	Set sell method to "High cost" or "Beneficial tax."	The account in question likely has a matching method that is not set to "High cost" or "Beneficial Tax" in the PAS. This means tRx is not getting accurate lot information. Trades proposed by tRx assume specific lots are being sold. The assumptions tRx makes are most in line with "High cost" or "Beneficial Tax". The custodian ultimately determines which lots get sold.
Cat 18	Account without a Tax ID	tRx requires Tax IDs to correctly recognize wash sale violations. These do not have to be actual Tax IDs but could also be unique identifiers for accounts. To fix, update account with missing ID in your PAS.
Cat 19	Account Category of Tax not flagged Taxable	For tRx to efficiently identify what types of securities should be held in TAX vs TAX DEFERRED, each account must have an accurate taxable flag. Assign the correct taxable status in your PAS or if applicable go into the Account Maintenance screen in tRx and give the account the appropriate flag.
Cat 20	Taxable account not categorized TAX	For tRx to efficiently identify what types of securities should be held in TAX vs TAX DEFERRED, each account must have an accurate taxable flag. Assign the correct taxable status in your PAS or if applicable go into the Account Maintenance screen in tRx and give the account the appropriate flag.
Cat 21	Funds with inconsistent Class/ Sector/SubSector	Each Subsector must be assigned to a unique Sector; each Sector must be assigned to a unique Class. In your PAS make sure to assign the fund(s) a consistent class/Subclass structure. For example, if one fund has a Subclass of SVC with a class of SC, another fund cannot have SVC as its Subclass and MC as its class. Keep it consistent.
Cat 22	Model with Allocations that do not total 100%	Target allocations for the Subclasses in the Model do not add up to 100%. To fix, review your Model to ensure allocations total 100%. Update in your PAS or tRx as applicable.
Cat 23	Account Positions are Doubled in Rebalance Set (correctable)	This situation occurs when an account(s) is in more than one household. Fix in your PAS by reviewing and updating households to have unique accounts. Do a full extract and import into tRx after updating households in your PAS.
Cat 24	Blank or Duplicated account numbers have been omitted from Import	Blank or Duplicated account numbers have been omitted from Import. Fix in your PAS by reviewing and updating account numbers. Do a full extract and import into tRx after updating account numbers in your PAS.

Error number	Error Description	Tips for resolving the error
Cat 25	Classes without a Sort Order	Asset Classes are missing a display order. Fix in tRx from Global Settings > Classifications. Select Class and update display order as necessary.
Cat 26	Subclasses without a sort order	Asset Subclasses are missing a display order. Fix in tRx from Global Settings > Classifications. Select Subclass and update display order as necessary.
Cat 27	Household with Invalid Model Type	Models used in tRx must have a singular consistent Model Type. Models are either all of subsector type or of the sector type. To fix, update Model in question from your PAS to have same type as other Models.
Cat 28	Account Set Aside Cash exceeds account value	Set Aside Cash must fall below the account value to accommodate cash withdrawals based on Set Aside Cash settings. To fix, update Set Aside Cash for the account from the Account Maintenance screen in tRx.
Cat 29	Model not in use by any Household (delete from tRx)	If a Model is not in use/assigned to any households it can be deleted from the Investment Models screen in tRx.
Cat 30	Account Cash below minimum Set Aside Cash	Set Aside Cash Minimum ensures that a minimum amount of cash is retained in the account upon Rebalance/Cash needs function. With an account's cash below Set Aside, tRx cannot reach the Set Aside Minimum. To fix, adjust accordingly the Set Aside minimum downward for the account from the Account Maintenance screen in tRx.
Cat 31	Restricted Plan Security has invalid Subclass	A Restricted Plan consists of securities to be traded in the associated Restricted Account. Changes to the Subclass of a security in a Restricted Plan after a Restricted Plan is created will cause this error. To fix, delete the security in error from the restricted plan in tRx and/or replace with another of consistent Subclass or change the Subclass for that security accordingly.
Cat 32	Restricted Plan-Invalid Security	The security in error is no longer part of the Restricted Plan. It is possible that it is no longer held by any accounts and was not brought down in the last import. To fix, delete the security in error from the restricted plan in tRx and/or replace with another security as needed.
Cat 33	Restricted Plan not in use by any Account (delete from tRx)	The Restricted Plan in error is no longer assigned or has yet to be assigned to an account. To fix, delete Restricted Plan if no longer in use or assign to a Restricted Account in tRx.

Error number	Error Description	Tips for resolving the error
Cat 34	CUSIP needed for securities traded as Mutual Funds	The security in question is missing a CUSIP. To fix, edit the security details in your PAS to include CUSIP and reimport to tRx or if applicable, delete and recreate in tRx with CUSIP from the Security Maintenance screen.
Cat 35	Funds with an Invalid Security Type	Security Types are assigned in your PAS and import into tRx accordingly. To fix, edit the security type in your PAS. Review Security Types from the Securities screen or Global Settings > Security Types.
Cat 36	Preferred Buy Funds where Alternate also has a Deminimus Buy Restriction	tRx cannot propose a trade for either the Preferred Buy security or the assigned alternate security because the minimum trade amount was not met. To fix, lower the minimum trade amount for the Preferred Buy security and/or alternate or pick another security with no or appropriate deminimus as the alternate.
Cat 37	Subclass tolerance range greater than Class tolerance range	This indicates that the Subclass in question is in balance while the associated Class is OOB. To fix, adjust the tolerance ranges accordingly from the Model Detail screen in tRx.
Cat 38	Sum of positions are not equal to account total value	This is due to importing data from your PAS that is not fully reconciled. For the account in question, the overall value of held positions has a value different from the account's value. To fix, review and reconcile positions in PAS as needed and reimport into tRx.
Cat 39	Sum of Cash Positions do not equal PAS Cash Account total	This is due to importing data from your PAS that is not fully reconciled. For the account in question, the overall value of Cash and Cash Equivalents has a value different from the account's stated Cash. To fix, review and reconcile cash positions in PAS as needed and reimport into tRx.
Cat 40	Account Numbers are duplicated in PAS extract .	There are multiple instances of the same account number importing into tRx from your PAS. To fix, verify and update your Rebalance Set used for import into tRx to have unique accounts for export.
Cat 41	Account Portfolio value does not equal sum of PAS Trade Lots	This is due to importing data from your PAS that is not fully reconciled. For the account in question, the combined value of all trade lots has a value different from the account's stated value. To fix, review and reconcile trade lots in PAS as needed and reimport into tRx.
Cat 42	Account portfolio has positions without a symbol/ticker/CUSIP	tRx requires all securities have a ticker symbol or CUSIP to propose trades. To fix, review and update position in question with correct symbol or CUSIP in PAS and reimport into tRx.