

Exporting Data from TD Ameritrade

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Exporting Data from TD Ameritrade

This manual explains how to export data from TD Ameritrade. After you export your data from TD Ameritrade, you will be ready to import it into Morningstar Office. Once imported, you will be able to perform portfolio reporting, portfolio accounting, and billing for your clients and accounts.

If you have never imported data into Morningstar Office before, please review the [Preparing to Import Data into Morningstar Office](#) manual.

 Note: Morningstar highly recommends that you begin importing with the help of a Morningstar Import Specialist. If you have never imported from this source before, call the Support team at 1-866-215-2503 for more details.

Before importing data into Morningstar Office, you must export it from TD Ameritrade. You need to do the following:

1. Contact TD Ameritrade to confirm that you are receiving daily data files for each Advisor Code.
2. Download files. You can download all of your historical data from TD Ameritrade.

It is strongly recommended that you export from your custodian on a daily basis. This ensures that daily fixed income prices (or other prices not supplied by Morningstar) are imported.

For advisors who wish to save the time and trouble of initialization, daily importing and reconciliation, Morningstar is pleased to offer the option of outsourcing these tasks to our Back Office Services team. Working directly with you to define and meet your needs, Morningstar's BOS team will operate as an extension of your internal staff, under your direction and terms. If you would like to learn more about this service, please contact your Client Service Consultant.

Overview

What is the process for exporting data?

How often should I export data?

How can I save time with Morningstar's Back Office Services team?

Exporting Data from TD Ameritrade

This section describes how to export data files from TD Ameritrade. The following topics are covered:

- ▶ how to contact TD Ameritrade
- ▶ what types of files are downloaded from TD Ameritrade
- ▶ how to create a folder structure to properly house the exported files
- ▶ how to download files from TD Ameritrade
- ▶ how to extract TD Ameritrade files
- ▶ how to verify the files you downloaded, and
- ▶ what to do after you export the historical files.

Before you can begin importing transaction data from TD Ameritrade into Morningstar Office, you must ensure that you are receiving daily data files. Contact TD Ameritrade at 1-800-431-3500 to confirm that you are receiving daily data files for each of your Advisor Codes in the TDA Institutional format.

When you download data from TD Ameritrade, you will receive the file types as show in the following table:

File Name	File Type
TDyymmdd.TRD Or TDyymmdd.TRF	Client/Account
TDyymmdd.POS	Position
TDyymmdd.PRI	Price
TDyymmdd.SEC	Security
TDyymmdd.TRN	Transaction
ADyymmdd.CBL	Cost Basis

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

Overview

How do I contact TD Ameritrade?

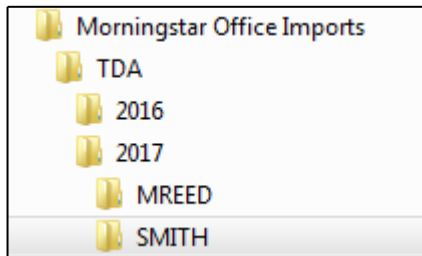
What file types do I need from TD Ameritrade?

When you download files from TD Ameritrade, you want to ensure you have the proper folder structure in place on your computer, so the information is well organized and easy to retrieve once you begin importing data into Morningstar Office.

How do I create a folder structure prior to downloading data?

The organization of your file structure should be completed in the following order:

1. Open **Windows Explorer**.
2. Choose a location, and create a folder for **TD Ameritrade**.
3. Under the TD Ameritrade folder, create a sub-folder containing the **year**.
4. Under each year, create a second sub-folder for each advisor's **Rep Code**. This is the folder to which you will download your custodian's data.



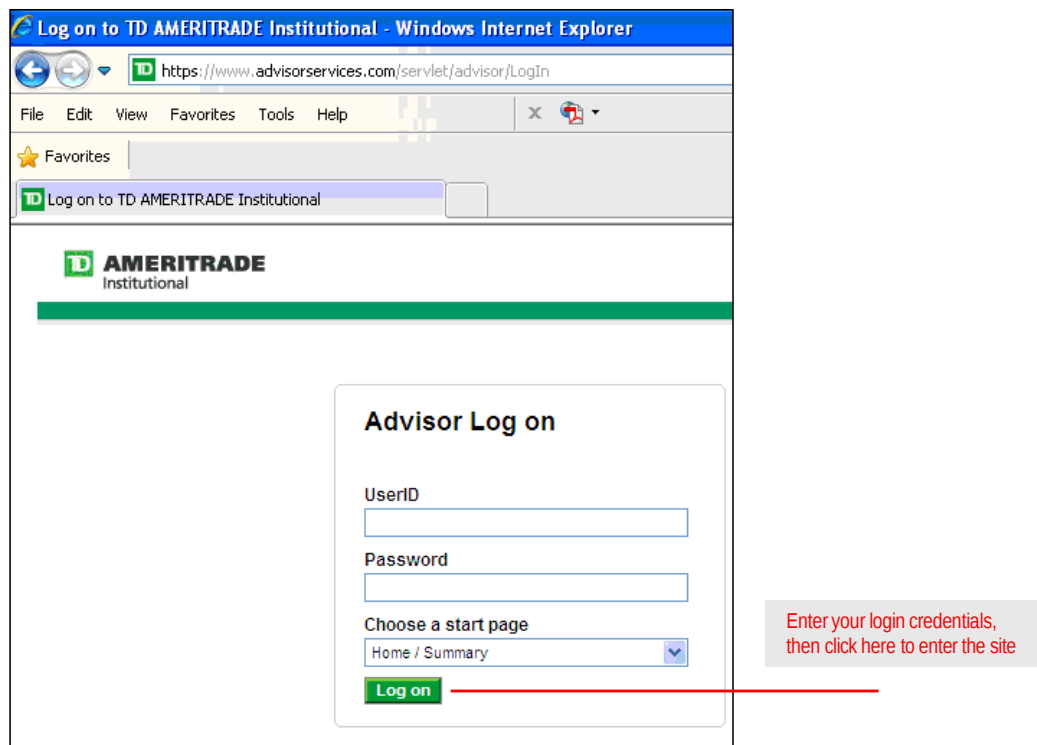
There are two methods for downloading TD files. For downloading multiple files at once, you'll need to use Internet Explorer. The files must be downloaded individually in all other browsers.

How do I download files from TD Ameritrade?

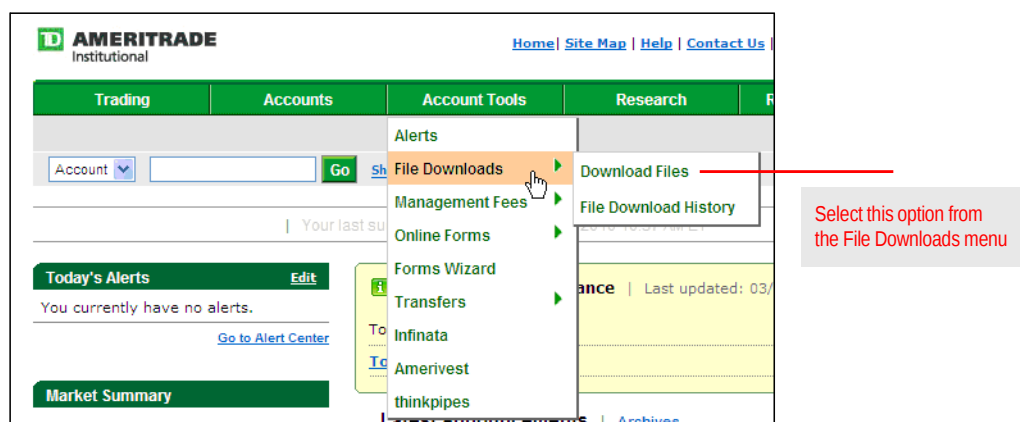
Method 1: Internet Explorer

1. Open Internet Explorer, go to <https://www.advisorservices.com>. Enter your **UserID** and **password**, then click **Log on**.

Note: You'll want to make sure to run in compatibility mode.



2. From the **Account Tools** menu, select **File Downloads...Download files**. The File Downloads page opens.



- On the File Downloads page, enter the **date range** for the files you wish to download. If this is the first time you are downloading files from TD Ameritrade, make sure you enter a date range wide enough to capture all available files.

Note: Do not enter a date range longer than an entire year, as this will lead some files to overwrite others. If you need to import more than one year's worth of files, do your download in batches of one year at a time.

AMERITRADE Institutional

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File Downloads

Downloads History

Date range 01/01/2010 to 03/17/2010 Advisor RepID1 File type TDA Institutional

Search ☐ Include files previously downloaded.

Enter the start and end dates for your date range here

- From the **Advisor** drop-down field, select the **Advisor Code** for which you want to download files. If you plan to download and import files for multiple advisor codes, download the files for each advisor code separately, one code at a time.
- From the **File type** drop-down field, select **TDA Institutional**.

AMERITRADE Institutional

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File Downloads

Downloads History

Date range 01/01/2010 to 03/17/2010 Advisor RepID1 File type TDA Institutional

Search ☐ Include files previously downloaded.

Download Mark as downloaded

Matching files

File date	Advisor	File type	File size
03/16/2010	RepID1	TDA Institutional	61333
03/15/2010	RepID1	TDA Institutional	62643
03/12/2010	RepID1	TDA Institutional	63655
03/11/2010	RepID1	TDA Institutional	60306
03/10/2010	RepID1	TDA Institutional	61616
03/09/2010	RepID1	TDA Institutional	59102

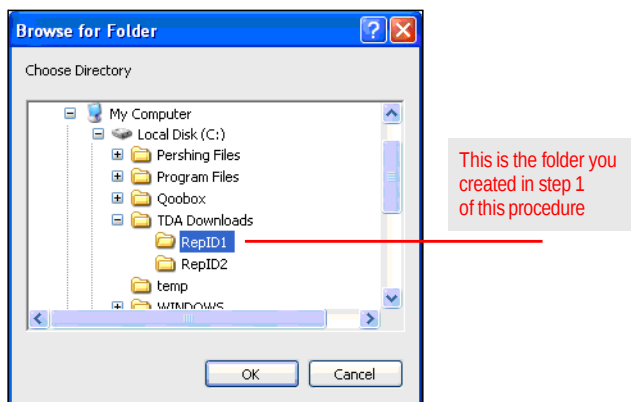
Get quote(s) Go Chain For options, enter the underlying symbol, then click Chain | Symbol lookup

Be sure these fields contain these values

- If you have already downloaded files and are downloading them for a second time, check the box for **Include files previously downloaded**.
- Click the **Search** button (above the Matching Files area). In the Matching Files area, all available files for the selected date range and advisor code will appear.
- Check the **box(es)** next to the file(s) you plan to download.
- Click **Download**. The Browse for Folder dialog box opens, prompting you to select the folder in which the files will be stored.

Note: After clicking Download, you might be prompted to install a plug-in to allow TD Ameritrade files to be downloaded. If this happens, follow the directions to download and install the plug-in, then re-run steps 9-10.

10. Select the **folder** you created for that Rep Code, then click **OK**. A window opens, displaying the progress of the download.



11. Repeat steps 3 through 10 for the File type: **Cost Basis-Unrealized G/L** if needed.
12. Repeat steps 3 through 11 for each Rep code.

Method 2: For all other internet browsers:

1. In an Internet browser, go to <https://www.advisorservices.com>. Enter your **UserID** and **password**, then click **Log on**.
2. From the **Account Tools** menu, select **File Downloads...Download Files**. The Downloads page opens.
3. On the File Downloads page, enter the **date range** for the files you wish to download. If this is the first time you are downloading files from TD Ameritrade, make sure you enter a date range wide enough to capture all available files.

Note: Do not enter a date range longer than an entire year, as this will lead some files to overwrite others. If you need to import more than one year's worth of files, do your download in batches of one year at a time.

4. From the **Advisor** drop-down field, select the **All Advisors**.
5. From the **File Type** drop-down field, select **TDA Institutional**.
6. If you have already downloaded files and are downloading them for a second time, check the box for **Include files previously downloaded**.
7. Click the **Search** button (above the Matching Files area). In the Matching Files area, all available files for the selected date range will appear.
8. Click the **EXE** icon next to one of the files to download it.



9. If you receive a popup at the bottom of your screen, click the arrow next to Save and click **Save As**. Target the proper folder and click **Ok**.

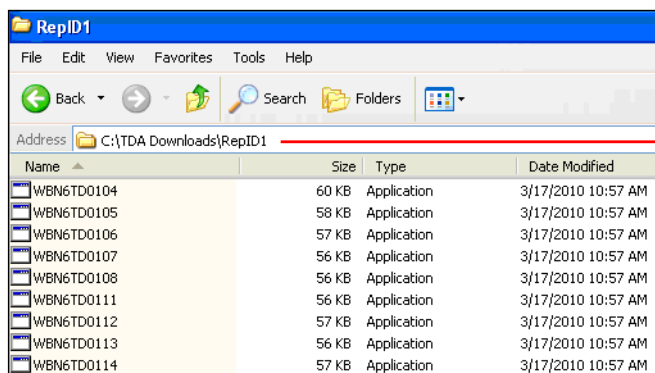


Note: If you do not receive a popup, your browser is most likely setup to just download to your **Downloads** folder on your C drive. You will have to cut the files from the Downloads folder and paste them into the proper folder.

10. Repeat steps 8 and 9 for each day and each rep code.
11. Repeat steps 3 through 10 for the File type: **Cost Basis-Unrealized G/L** if needed.

How do I extract TD Ameritrade files?

1. When the files have been downloaded, open **Windows Explorer** and navigate to the **folder** where the files are stored. The files will have been downloaded as executable, or application, files.



Be sure to open the correct folder

2. Extract the .EXE application files by double clicking them or double clicking the run.bat file if available. You will end up with the TDA Institutional format files added to the folder

Note: To create a **run.bat** file: Open Notepad. Type the following: "for %%i in (W*exe) do %%i" without the quotations. Save the file in the rep code folder with the application files needing to be extracted as 'run.bat'. Copy this file to any other rep code folders.

3. After the extraction process is complete, delete the application (EXE) files. The folder now contains only TDA Institutional format files, which are ready to be imported into Morningstar Office.
4. Repeat these steps for every Advisor Rep Code in your practice. Similarly, if you are importing more than one year's worth of files, repeat these steps for each year's files.

To verify that the files you downloaded are complete, do the following:

1. In **Windows Explorer**, navigate to the **folder** where your TD Ameritrade files are stored.
2. Verify that each Advisor Code folder contains the proper files, as listed in the table on page 2.

Now that you have exported your data from TD Ameritrade, you are ready to import it into Morningstar Office. For instructions on how to import your data into Morningstar Office, please review the following manuals:

- ▶ [Preparing to Import Data into Morningstar Office](#)
- ▶ [Handling Warnings in Morningstar Office](#)
- ▶ [Troubleshooting Guide for Common Import and Reconciliation Issues](#)

How do I verify the files I downloaded?

What do I do after I export my files?