Exporting Data from Fidelity WealthCentral®

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Exporting Data from Fidelity WealthCentral®

Overview

This manual explains how to export data from Fidelity WealthCentral After you export client data from Fidelity WealthCentral, 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.

What is the process for exporting data?

Before importing client data into Morningstar Office, you must export your client data from Fidelity WealthCentral You need to do the following:

1. Create a profile for exporting data from Fidelity WealthCentral
2. Decide whether you want to export manually, or set up an automatic download.

> ☞ Note: We strongly recommend you set up an automatic download for Standard Format B. This is due to transactions missing from manual downloads if the entry date is later than the trade date.

How often should I be exporting data?

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.

> ☞ Note: Morningstar strongly recommends having an automatic download for Standard Format B setup. This is due to transactions missing from manual downloads if the entry data is later than the trade data.

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

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.

Exporting Data from Fidelity WealthCentral

Overview

This section describes how to export data from Fidelity WealthCentral. The following topics are covered:

- how to contact Fidelity
- what types of files are downloaded from Fidelity WealthCentral
- how to install and authenticate the Fidelity Profiler Service
- how to set up an automatic download for Fidelity WealthCentral
- how to manually download files from Fidelity Wealth Central, and
- how to verify the files you downloaded

How do I contact Fidelity?

If you are new to Fidelity, contact a Fidelity Representative at 1-800-523-5518. Fidelity can also help you set up your profiler, which is used for daily downloads.

You can also reach a Fidelity rep by filling out this form:

http://prcwebs.com/webpost/fidelity/WealthServices/BRC_submit2.aspx

What file types do I need from Fidelity?

All files from Fidelity can be downloaded into one main folder; you will later import data from this folder into Morningstar Office. When downloading files from Fidelity WealthCentral, you will receive file types as shown in the following table:

File Name	File Type
fimmddyy.ACC	Account
fimmddyy.NAM	Client Name
fimmddyy.POS	Position
fimmddyy.PRI	Price
fimmddyy.SEC	Security
fimmddyy.BAL	Cash balance
fimmddyy.TRN	Transaction
fimmddyy.UGL	Cost Basis

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

How do I install and authenticate the Fidelity Profiler Service?

In order to perform scheduled and delivered exports, the WealthCentral Profiler Service must be installed. Note the following important points on scheduling exports using the Profiler Service:

- ► To ensure no impact occurs during the opening and closing of the market, all exports are unavailable between midnight-6 a.m., 9-10 a.m., and 3:30-4pm Eastern time.
- ► If your computer is turned off at the scheduled time, the Profiler Service will not deliver the exports.

As part of the WealthCentral Profiler Service installation, a shortcut to the service displays on your computer's desktop; an icon also displays in the system tray.

The following directions reflect those used if you are running Microsoft® Windows® 7. If you use another operating system, your directions may differ. To install the Profiler Service, do the following:

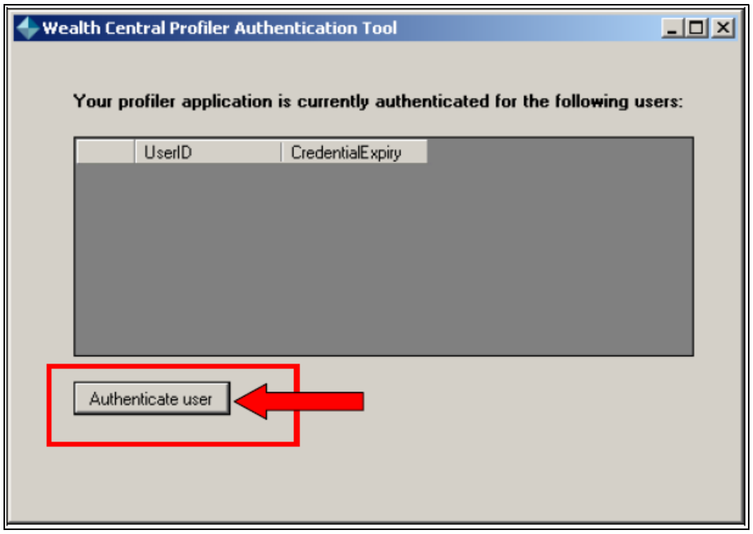
1. **Log in** to Fidelity WealthCentral.
2. Go to **Settings**…**Software Installs**.
3. Click the link for **Fidelity WealthCentral Scheduled Exports Client Install Software**.

   ☞ Note: Once installed, you must authenticate your login credentials and then re-authenticate them on a regular basis. The system does not notify you automatically when the re-authentication is required, so you should make a note of when this must be done. Although the token has a 90-day expiration, Fidelity recommends that you re-authenticate your login information every 60 days. The User ID with Authentication must be the same as the ID that created the profile.

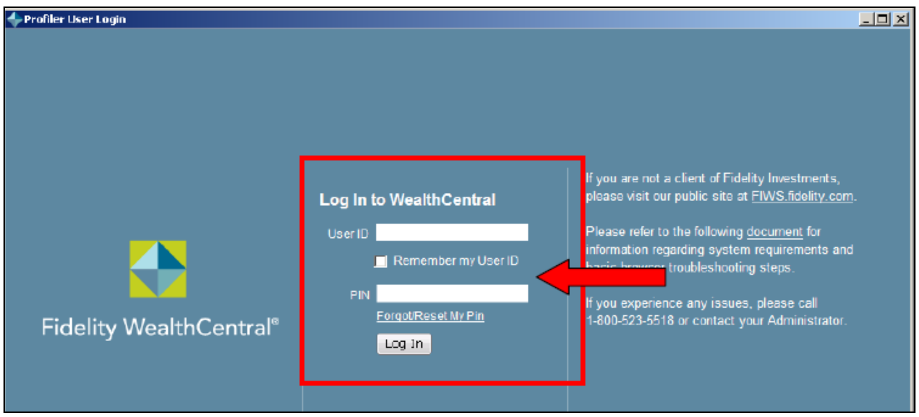
4. Start the WealthCentral Profiler Service by doing one of the following:
   - ► From the Windows **Start** button select **All Programs**…**Fidelity Investments**…**WealthCentral Profiler Service**…**Launch WealthCentral Profiler Application**.
   - ► **Right-click** the **WealthCentral Profiler Service icon** in the system tray, then, from the shortcut menu that displays, select **Launch WealthCentral Profiler Application**.
   - ► **Double-click** the **Launch WealthCentral Profiler Application shortcut** on your computer's desktop.

   The WealthCentral Profiler Authentication Tool opens.

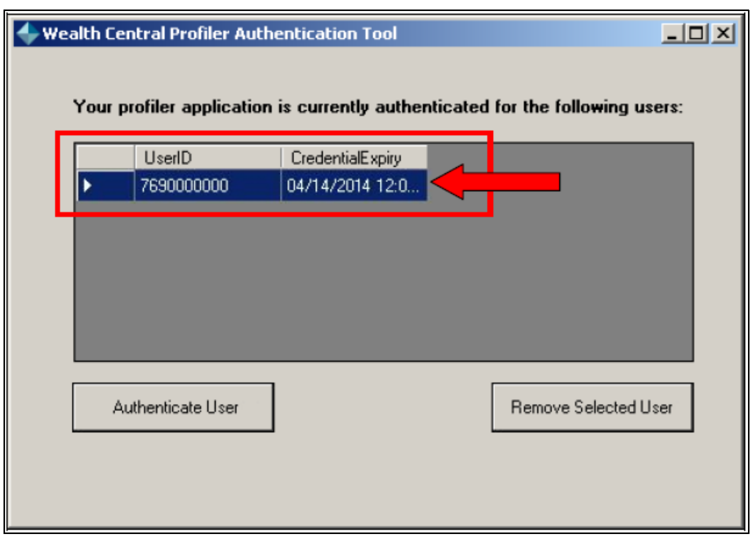
5. Click the **Authenticate User** button. The Profiler User Login screen opens.



6. Enter your **User ID** and **PIN** (Password), then click **Log In**.



The authenticated User ID and its certification expiration date and time display. The Profiler log files are turned on automatically when you install the Profiler.

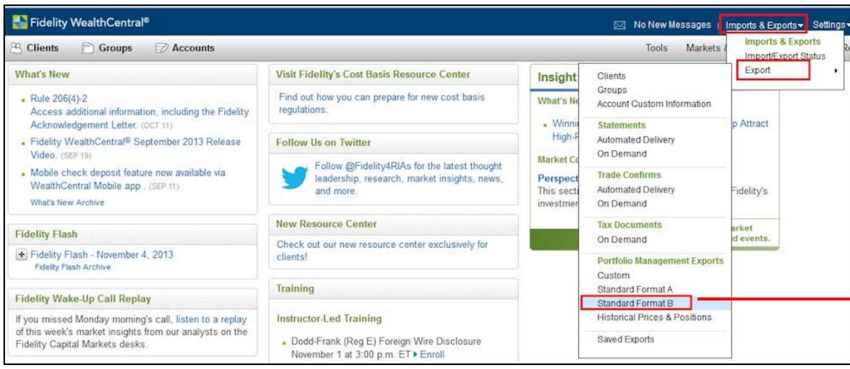


How do I set up an automatic download for Fidelity WealthCentral?

You must install the Fidelity Profiler Service on your computer if you want to use the scheduled and delivered export, which downloads the files straight to your computer each day. However, you can still set up a scheduled download without the Profiler Service; the files will instead be generated on the website each day for easy download.

To set up an automatic download, do the following:

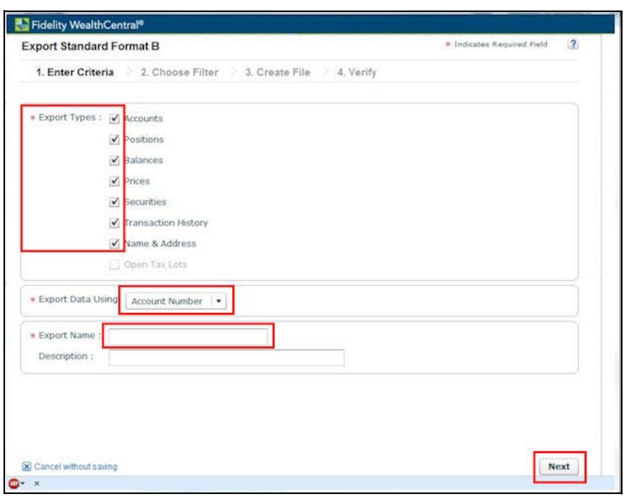
1. **Log in** to Fidelity WealthCentral using the **User ID** and **PIN** provided by Fidelity.
2. At the top of the Fidelity WealthCentral page, click the **Imports & Exports** menu.
3. From the Export sub-menu, select **Standard Format B**. The Export Standard Form B wizard opens.



Select this option

4. From the Enter Criteria step, ensure that **all Export Types** are **checked**.
5. In the **Export Data Using** drop-down field, Account Number appears as default. This is the correct setting.
6. Enter an **Export Name** that will identify the daily download (e.g., MS Daily Download).
7. Click **Next** to move to the Choose Filter step.

☞ Note: Depending on the browser you choose, the Next button may not be visible. If the Next button is not visible, click <**ENTER**> on your keyboard.

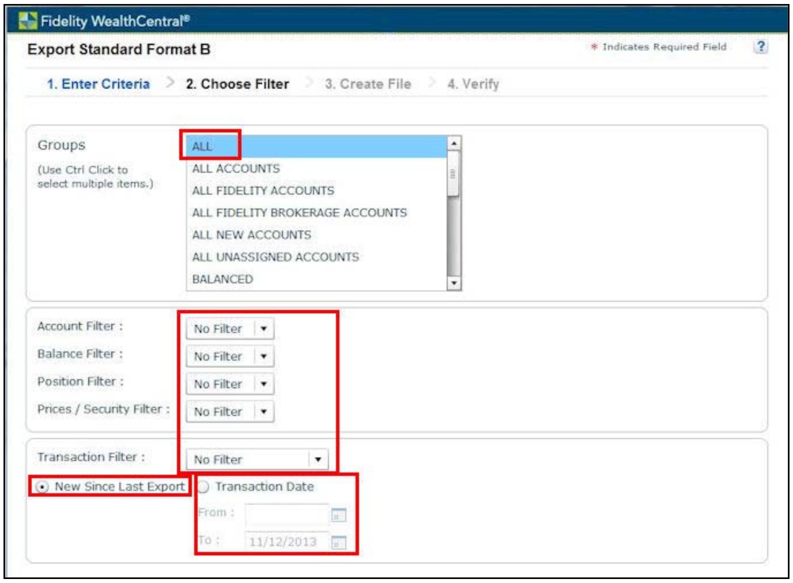


Note the highlighted settings used on this step

8. From the top section of the Choose Filter step, select your **Group**. This defaults to ALL; however, if you set up a Group within WealthCentral it will also appear here.

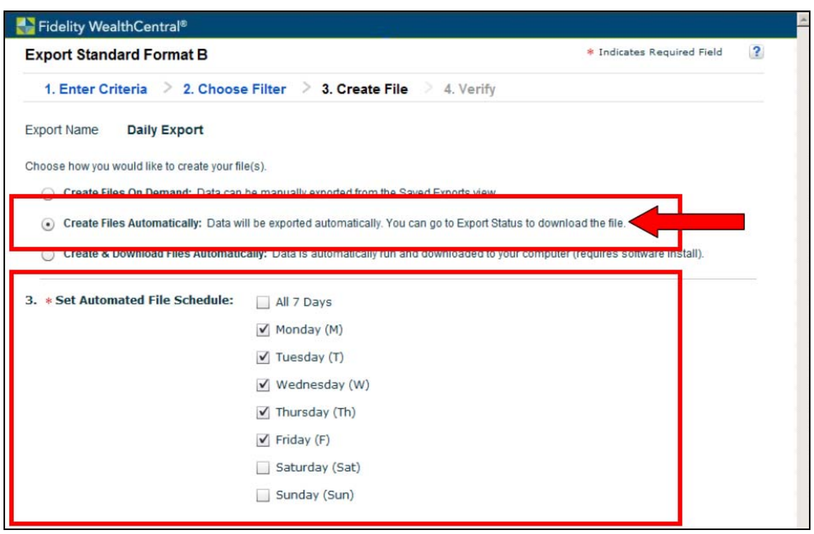
   ☞ Note: To learn how to create a group, contact Fidelity WealthCentral.

9. From the middle section of the Choose Filter step, select your **filters**. For each field, the default is No Filter. This is the correct setting.
10. From the bottom section of the Choose Filter step, select **New Since Last Import**.
11. Click **Next** to move to the Create File step.



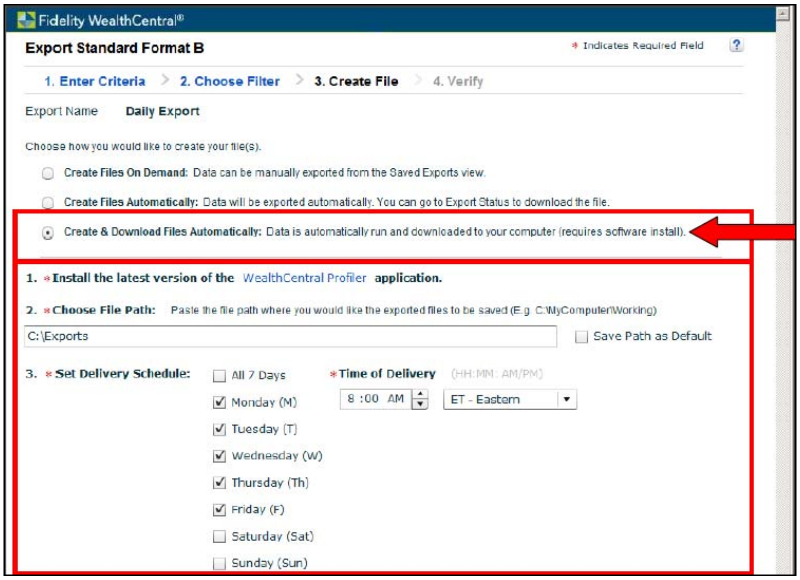
Note the highlighted settings used on this step; the Transaction Date option should not be selected

12. From the Create File step, you have the following choices:
    - ► To schedule daily exports that will be generated on only Fidelity's website, select **Create Files Automatically**.



This option creates a file on Fidelity's website

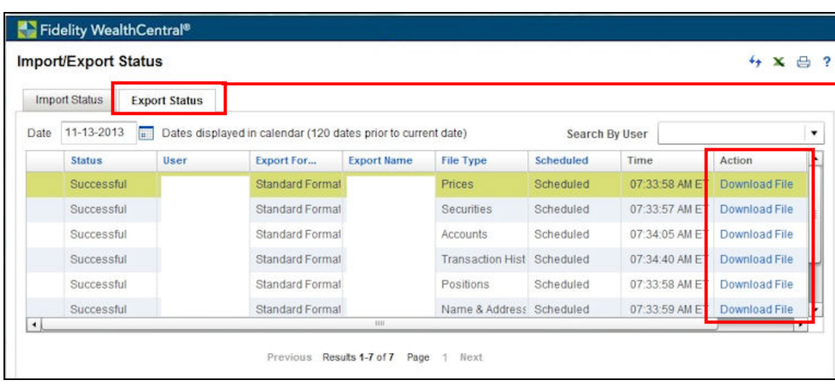
► To schedule daily exports that will generate the files daily, and download them to your computer, select **Create & Download Files Automatically**.



This option creates a file on your computer

☞ Note: To have the automatic download service work, the Profiler Service must be installed. Also, you need to choose the file path for exports to download to, and you must set the time of day that you want the exports to download.

13. Set your Automated File Schedule for **Monday**, **Tuesday**, **Wednesday**, **Thursday**, and **Friday** so the files are created for those days.
14. Click **Next** to move to the Verify step.
15. The Verify step is a recap of the previous three steps in the wizard; review all fields for accuracy.
16. Click **Submit**. A confirmation message opens.
17. Close and exit the export window.
18. From the WealthCentral page, select **Imports & Exports**...**Import/Export Status**. The Import/Export Status window opens. Be sure you are on the Export Status tab.



Be sure the correct tab is selected

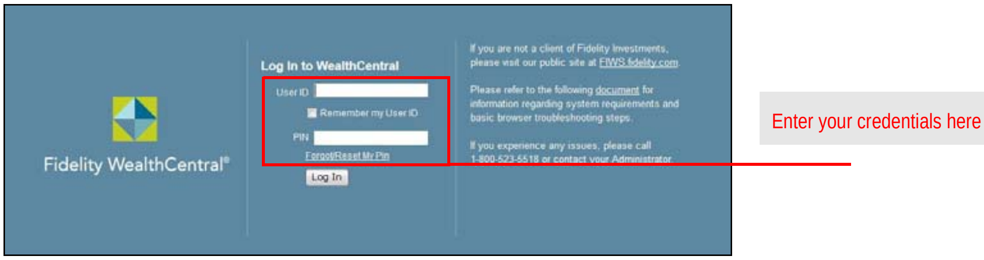
19. If you only scheduled the exports, you can click the **Download File** link for each row that appears; however, if you used the schedule and deliver method, the download should be ready in your designated folder on each scheduled day.

☞ Note: The first automatic file that is generated will contain 120 days' worth of transaction history.

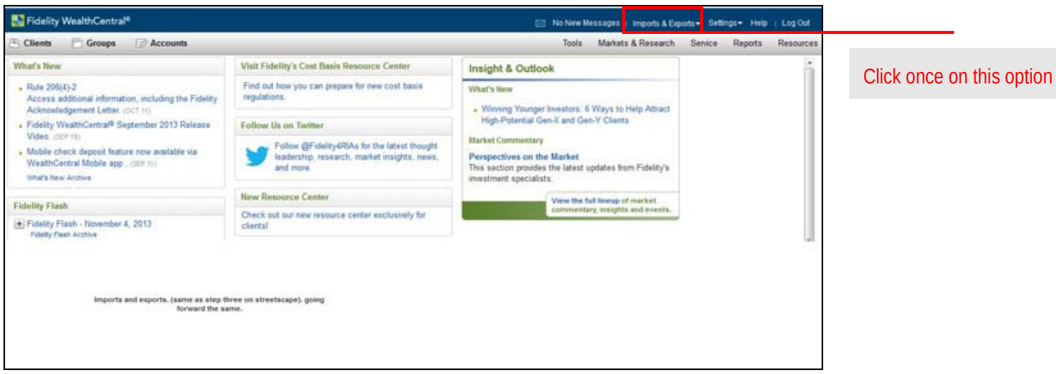
How do I manually export data from Fidelity Wealth Central?

To manually export data from Fidelity Wealth Central, do the following:

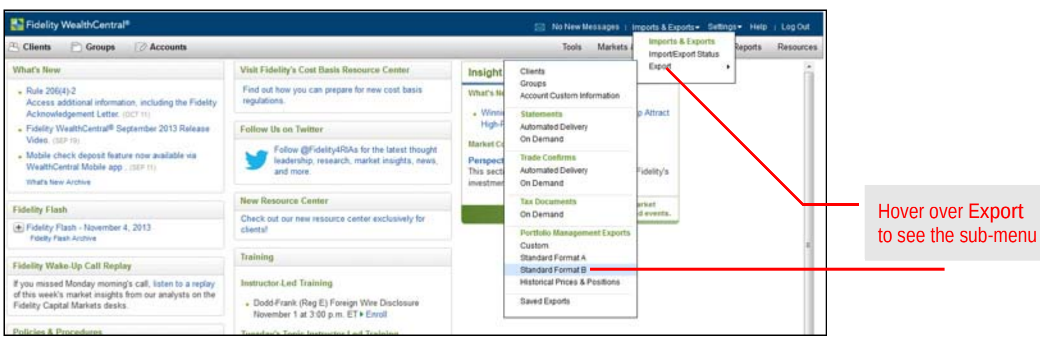
1. Log in to Fidelity WealthCentral using the **User ID** and **PIN** provided by Fidelity.



2. At the top of the Fidelity WealthCentral page, click on the **Imports & Exports** menu.

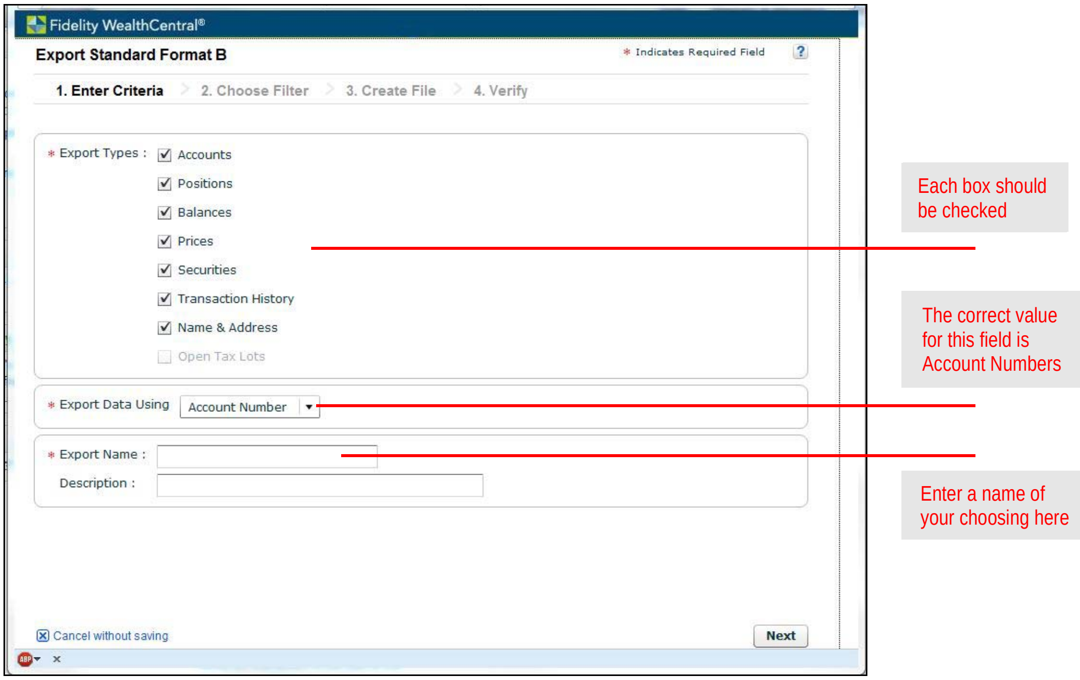


3. Hover over **Export** to view the sub-menu.
4. From the **Export** sub-menu, select **Standard Format B**. The Export Standard Form B wizard opens.



5. From the Enter Criteria step, ensure that all **Export Types** are checked.
6. In the Export Data Using drop-down field, **Account Number** appears as default. This is the correct setting.
7. Enter an **Export Name** of your choosing.
8. Click **Next** to move to the Choose Filter step.

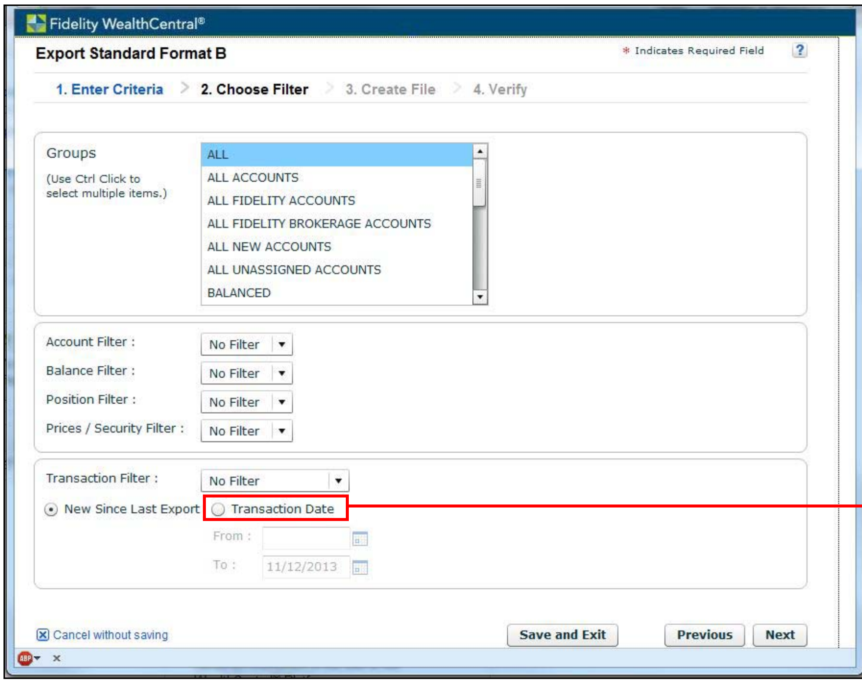
☞ Note: Depending on the browser you choose, the Next button may not be visible. If the Next button is not visible, click <**ENTER**> on your keyboard.



9. From the top section of the Choose Filter step, select your **Group**. This defaults to **ALL**; however, if you set up a Group within WealthCentral it will also appear here.

   ☞ Note: Contact Fidelity WealthCentral to learn how to create a group.

10. From the middle section of the Choose Filter step, select your filters. For each field, the default is **No Filter**. This is the correct setting.
11. From the bottom section of the Choose Filter step, select **Transaction Date**.
12. In the **From** field, enter your **start date**.
13. In the **To** field, your **end date**.
14. Click **Next** to move to the Create File step.

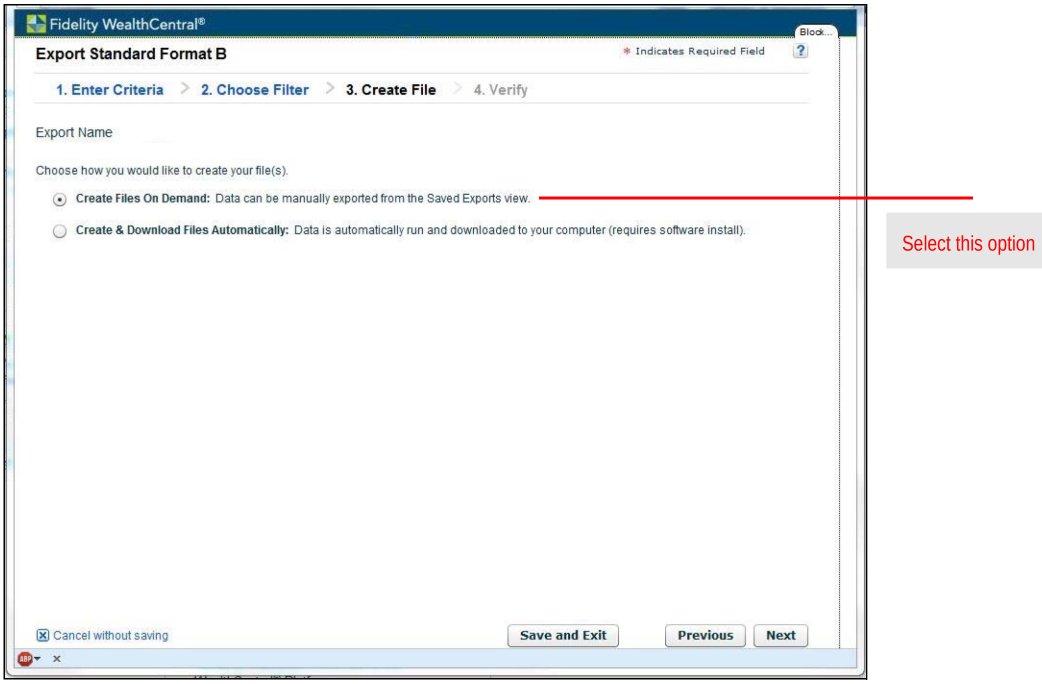


Contact Fidelity to learn how to create a group

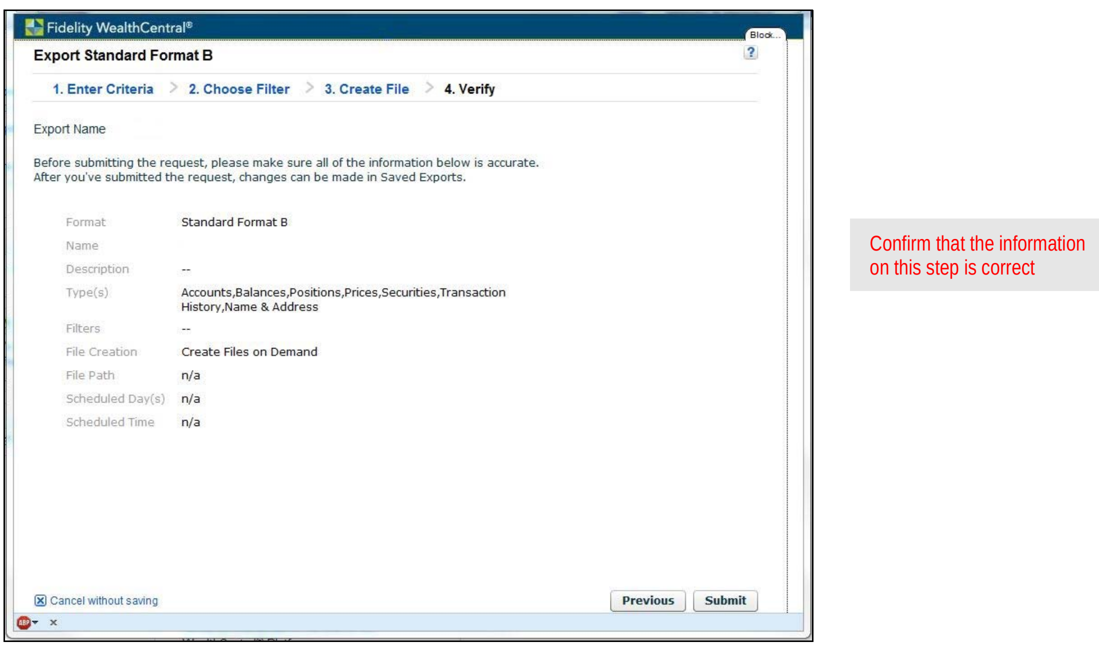
If you are initializing your data in Monringstar Office, select Transaction Date, then set the From and To date fields to the same date

For ongoing exports, select the New Since Last Export option

15. From the Create File step, select **Create Files on Demand**.

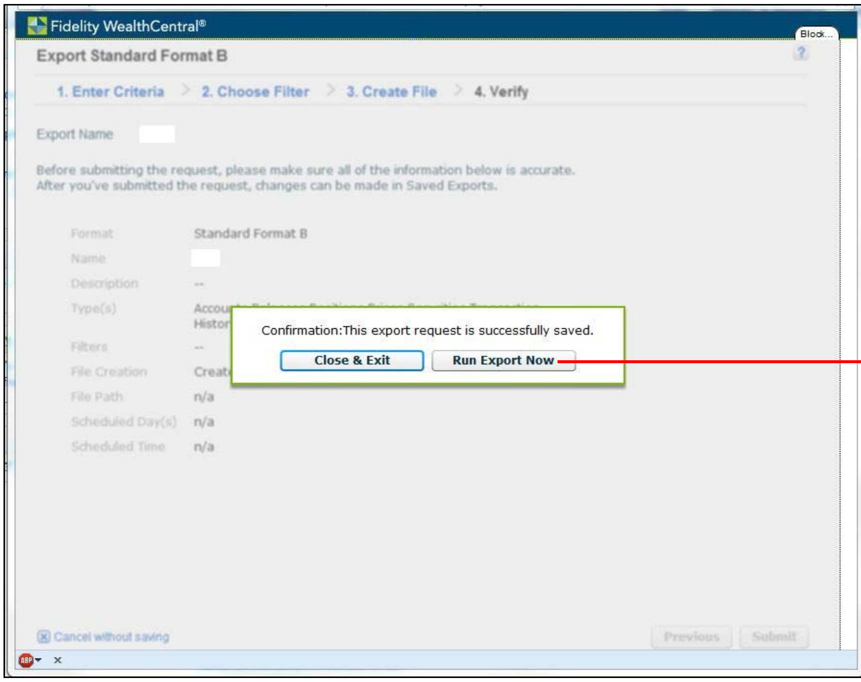


16. Click **Next** to move to the Verify step.
17. From the Verify step, review all fields for accuracy. This is a recap of the previous three steps in the wizard.
18. Click **Submit**. A confirmation message opens.



19. To view the files immediately, click **Run Export Now** on the confirmation message. This brings you back to the WealthCentral page.

☞ Note: To view your files at a later time, you can click **Close and Exit**, but you will need to return to step 19 to complete the export process.

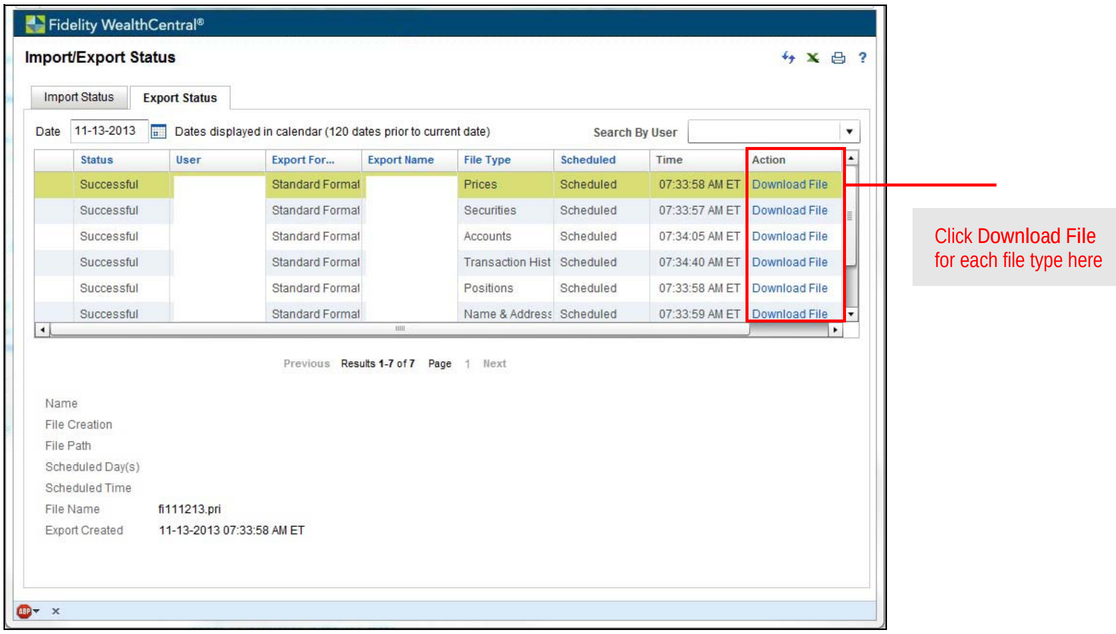


To view your files immediately, click Run Export Now

20. From the WealthCentral page, select **Imports & Exports**...**Import/Export Status**. The Import/Export Status window opens.

Click once to select this option

21. Be sure you are on the **Export Status** tab.
22. Under the Action column, click the **Download File** link for each row that appears.



How do I verify the files I downloaded?

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

1. In **Windows Explorer**, navigate to the **folder** where your WealthCentral files are stored.
2. Verify that each folder contains the proper files, based on the table on page 2.

What do I do after I export my data?

Now that you have exported your data from Fidelity WealthCentral, 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