Exporting Data from Fidelity WealthCentral®

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	Overview

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Exporting Data from Fidelity WealthCentral®

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.	Overview
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 client data into Morningstar Office, you must export your client data from Fidelity WealthCentral You need to do the following:	What is the process for exporting data?
 Create a profile for exporting data from Fidelity WealthCentral 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.	
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.	How often should I be exporting data?
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.	
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.	How can I save time with Morningstar's Back Office Services team?

Exporting Data from Fidelity WealthCentral

This section describes how to export data from Fidelity WealthCentral. The following topics are covered:	Overview
 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 	
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.	How do I contact Fidelity?
You can also reach a Fidelity rep by filling out this form:	
http://prcwebs.com/webpost/fidelity/WealthServices/BRC_submit2.aspx	
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:	What file types do need from Fidelity?

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

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

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 reauthentication 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.

How do I install and authenticate the Fidelity Profiler Service? 5. Click the Authenticate User button. The Profiler User Login screen opens.

🔶 Wealth Cer	ntral Profiler Auth	entication Tool		
Your p	rofiler application	is currently authe	nticated for the following use	ers:
	UserID	CredentialExpiry		
		-		- 1
Authe	enticate user			

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

🔶 Profiler User Login			
		1	
	Log In to WealthCentral	If you are not a client of Fidelity Investments, please visit our public site at FIWS.fidelity.com	
	UserID	Please refer to the following <u>document</u> for information regarding system requirements and	
	Remember my User ID	basis browner troubleshooting steps.	
	PIN	If you experience any issues, please call	
Fidelity WealthCentral®	Forgot/Reset My Pin	1-800-523-5518 or contact your Administrator.	
ridenty weathcentia	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.

🔶 Wea	lth Ce	ntral Profiler Aut	hentication Tool		
,	Your p	rofiler applicatio	n is currently authe	nticated for the fol	lowing users:
		UserID 769000000	CredentialExpiry 04/14/2014 12:0		
[A	uthenticate User]	Remove S	Selected User

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.

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



- 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.

xport Standard Fo	ormat B	* Indicates Required Field	2	
1. Enter Criteria	\geq 2. Choose Filter \geq 3. Create File \geq 4. Verify			
* Export Types : 📝	Accounts			
1	Positions			
	Balances			
~	Prices			
V	Securities			Note the highlighted
V	Transaction History			Note the highlighted
V	Name & Address			settings used on this ste
	Open Tax Lots			
Export Data Using	Account Number •			
+ Export Name :				
Description :				
			_	
		_	_	
Cancel without saving		N	ext	

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.

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.

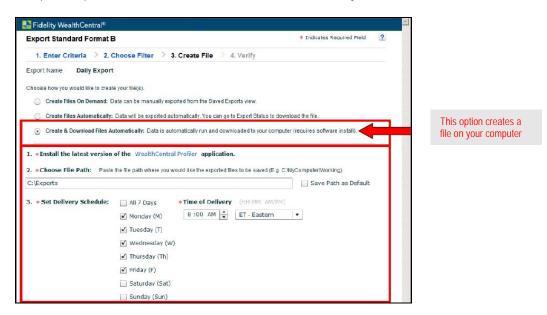
xport Standard Forr	nat B	* Indicates Required Field	?	
1. Enter Criteria >	2. Choose Filter 🔅 3. Create File 🔅 4. Verify			
Groups (Use Ctrl Click to select multiple items.)	ALL ACCOUNTS ALL FIDELITY ACCOUNTS ALL FIDELITY BROKERAGE ACCOUNTS			
Account Filter :	ALL NEW ACCOUNTS ALL UNASSIGNED ACCOUNTS BALANCED			Note the highlighted settings used on this step; the Transaction Date optio
Balance Filter : Position Filter :	No Filter			should not be selected
Prices / Security Filter :	No Filter • No Filter •			
Transaction Filter :	No Filter			
New Since Last Expo	t) Transaction Date From :			

- 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.

xport Standard Format B		* Indicates Required	Field ?
1. Enter Criteria 🔰 2. Choos	e Filter > 3. Create File > 4.)	/erify	
port Name Daily Export			
oose how you would like to create your fi	le(s).		
Create Files On Demand: Data can	he manually exported from the Saved Export	te view	
Create Files Automatically: Data w	ill be exported automatically. You can go to E	export Status to download the file.	
			n
Create & Download Files Automati	cally: Data is automatically run and downloa	ided to your computer (requires software instal	I).
Create & Download Files Automate * Set Automated File Schedule:	Cally: Data is automatically run and downloa	ided to your computer (requires sonware instal	I).
		oeo to your computer (requires sonware instal	I).
	All 7 Days	ided to your computer (requires soltware instal	Ŋ.
	☐ All 7 Days ✔ Monday (M)	ided to your computer (requires soltware instal	0.
	☐ All 7 Days ✔ Monday (M) ✔ Tuesday (T)	ided to your computer (requires soltware instal	0.
	 All 7 Days ✓ Monday (M) ✓ Tuesday (T) ✓ Wednesday (W) 	ided to your computer (requires soltware instal	0.
	 ☐ All 7 Days ✓ Monday (M) ✓ Tuesday (T) ✓ Wednesday (W) ✓ Thursday (Th) 	ided to your computer (requires soltware instal	0.

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.



- 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.
- 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.

mpor	Export Statu	IS						47 🗙 🖨 ?	
Impo	rt Status Exp	ort Status							
Date	11-13-2013	Dates display	ed in calendar (120 da	tes prior to curre	ent date)	Search	By User		Be sure t
	Status	User	Export For	Export Name	File Type	Scheduled	Time	Action	correct ta
	Successful		Standard Formal		Prices	Scheduled	07:33:58 AM ET	Download File	is selecte
	Successful		Standard Formal		Securities	Scheduled	07:33:57 AM ET	Download File	
	Successful		Standard Formal		Accounts	Scheduled	07:34:05 AM ET	Download File	
	Successful		Standard Formal		Transaction Hist	Scheduled	07:34:40 AM E	Download File	
	Successful		Standard Formal		Positions	Scheduled	07:33:58 AM E	Download File	
	Successful		Standard Formal		Name & Address	Scheduled	07:33:59 AM E	Download File	
-				110			-		

- 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.

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.

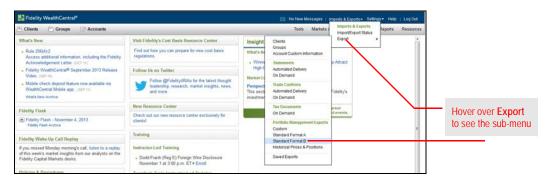
How do I manually export data from Fidelity Wealth Central?



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

Section 2015 Fidelity WealthCentral*		🔚 No New Messages 🖡 Imports & Exp	oorts+ Settings+ Help Log Out	
🖰 Clients 🕐 Groups 😥 Accounts				
What's New	Visit Fidelity's Cost Basis Resource Center	Insight & Outlook	à	Click ance on this option
 Rule 205(4)-2 Access additional information, including the Fidelity Acknowledgement Letter (IOCT III) 	Find but how you can prepare for new cost basis regulations.	What's New • Winning Younger Investors: 6 Ways to Help Attract		Click once on this option
Fidelity WealthCentral® September 2013 Release	Follow Us on Twitter	High-Potential Gen-X and Gen-Y Clients		
Video, (SDP 19) • Mobile check deposit feature now available via WeathCentral Mobile app., (SDP 11) WeathSteen Active	Follow @Fidelity4RIAs for the latest thought leadership, research, market insights, news, and more.	Market Commentary Perspectives on the Market This section provides the latest updates from Fidelity's investment specialists		
Fidelity Flash	New Resource Center	View the full lineup of market		
Fidelity Flash - November 4, 2013 Fidelity Flash - November 4, 2013	Check out our new resource center exclusively for cliental	commentary, insights and events.		
Imports and exports. (same as step 0 forward the sa	rree on streetscape), going mer.			

- 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.

Export Standard Format B	* Indicates Required Field	
1. Enter Criteria 2. Choose Filter 3. Create File 4. Ve	rity	
* Export Types : 🗹 Accounts		
Positions		Each box should
✓ Balances		be checked
✓ Prices		
✓ Securities		
✓ Transaction History		
✓ Name & Address		The correct valu for this field is
Open Tax Lots		Account Number
* Export Data Using Account Number 🔹		
* Export Name :		
Description :		
5		Enter a name of your choosing h

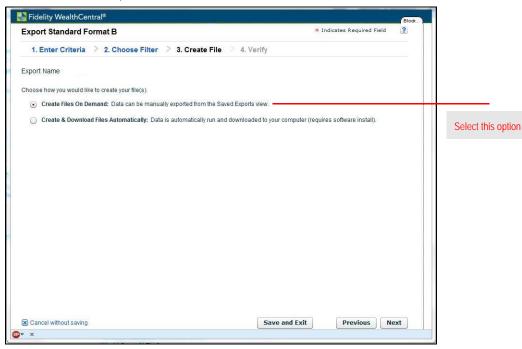
9. From the top section of the Choose Filter step, select your **Group**. This defaults to **ALL**; however, if you set up a Group within WealthCentral it will also appear here.

PNote: 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.

xport Standard Forr		* Indicates Required Field	
1. Enter Criteria >	2. Choose Filter 3. Create File 4. Verify		
Groups	ALL		
(Use Ctrl Click to select multiple items.)	ALL ACCOUNTS ALL FIDELITY ACCOUNTS ALL FIDELITY BROKERAGE ACCOUNTS ALL NEW ACCOUNTS ALL UNASSIGNED ACCOUNTS BALANCED		Contact Fidelity to learn how to create a group
Account Filter : Balance Filter : Position Filter : Prices / Security Filter :	No Filter No Filter No Filter No Filter No Filter		If you are initializing your data in Monringstar Office, select Transaction Date, then set the From and To
Transaction Filter : ● New Since Last Expo	No Filter ▼ C Transaction Date From : # To : 11/12/2013 #		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.

Export Standard For	mat B	0	2	
1. Enter Criteria	2. Choose Filter > 3. Create File > 4. Verify			
Export Name				
	quest, please make sure all of the information below is accurate. he request, changes can be made in Saved Exports.			
Format	Standard Format B			
Name				Confirm that the informat
Description				on this step is correct
Type(s)	Accounts,Balances,Positions,Prices,Securities,Transaction History,Name & Address			
Filters				
File Creation	Create Files on Demand			
File Path	n/a			
Scheduled Day(s)	n/a			
Scheduled Time	n/a			
Cancel without saving		Previous Submit		

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.

Export Standard For	mat B	3	
1. Enter Criteria	2. Choose Filter 🔅 3. Create File 🔅 4. Verify		
Export Name			
Before submitting the re After you've submitted th	uest, please make sure all of the information below is accurate. e request, changes can be made in Saved Exports.		
	Standard Format B		
Name			
	**		To view your files immediately
	Account Histor Confirmation:This export request is successfully saved.		To view your files immediatel click Run Export Now
	Close & Exit Run Export Now		
	Creat		
	n/a		
	n/a		
Scheduled Time	n/a		
Cancel without saving		Previous Submit	

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

🔛 Fidelity WealthCentral [®]	mports & Exports • Settin	gs - Help Log Out			
😬 Clients 📄 Groups 😥 Accounts		Tools Markets 4	Imports & Exports Import/Export Status	Reports Resources	
What's New	Visit Fidelity's Cost Basis Resource Center	Insight & Outlook	Export +	·	
 Rule 206(4) 2 Access additional information, including the Fidelity Acknowledgement Letter. (0CT 11) 	Find out how you can prepare for new cost basis regulations.	What's New Winning Younger Investors: 6 Ways to Help Attract High-Potential Gen-X and Gen-Y Clients		-	Click once to select
Fidelity WealthCentral® September 2013 Release Video. (SEP 19)	Follow Us on Twitter				this optio

- 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.

Impo	ort Status	Export Status							
Date	11-13-2013	Dates display	ed in calendar (120 da	ites prior to curre	ent date)	Search	By User		
	Status	User	Export For	Export Name	File Type	Scheduled	Time	Action	
	Successful		Standard Formal		Prices	Scheduled	07:33:58 AM ET	Download File	
	Successful		Standard Formal		Securities	Scheduled	07:33:57 AM ET	Download File	
	Successful		Standard Formal		Accounts	Scheduled	07:34:05 AM ET	Download File	Click Download Fil
	Successful		Standard Formal		Transaction Hist	Scheduled	07:34:40 AM ET	Download File	for each file type he
	Successful		Standard Formal		Positions	Scheduled	07:33:58 AM ET	Download File	
	Successful		Standard Formal		Name & Address	Scheduled	07:33:59 AM ET	Download File	
File Sche Sche	Creation Path eduled Day(s) eduled Time		rtevious Kesu	ilts 1-7 of 7 Pag	s i nexi				
	Name ort Created	fi111213.pri 11-13-2013 07:33	3:58 AM ET						

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.

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 I Morningstar Office, please review the following manuals:

What do I do after I export my data?

How do I verify the files I downloaded?

- ► Preparing to Import Data into Morningstar Office
- ► Handling Warnings in Morningstar Office
- ► Troubleshooting Guide for Common Import and Reconciliation Issues