

Exporting Data from Pershing InfoDirect

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Exporting Data from Pershing InfoDirect

This manual explains how to export data from Pershing InfoDirect. After you export your data from Pershing InfoDirect, 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 Pershing InfoDirect. You need to do the following:

1. Contact Pershing InfoDirect to receive files via their Web site.
2. Export files from InfoDirect.

It is strongly recommended that you export from your custodian on a daily basis, either manually, or through your custodian's automated export tools. This ensures that daily fixed income prices (or other prices not supplied by Morningstar) will be 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 be exporting data?


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

Exporting Data from Pershing InfoDirect

This section describes how to export data from Pershing InfoDirect. The following topics are covered:


- ▶ how to contact Pershing InfoDirect
- ▶ what types of files to expect from Pershing InfoDirect when exporting
- ▶ how to create a folder structure to properly house the exported files
- ▶ how to export files from Pershing InfoDirect
- ▶ how to verify the files you receive from Pershing InfoDirect, and
- ▶ what to do after you receive the files from Pershing InfoDirect.

Before you can begin downloading and importing data files, contact Pershing InfoDirect at 1-888-878-3142, option 4 to arrange to receive files via their website. Once your files are made available, follow the procedure below to retrieve them.

 Note: Files are available for download from Pershing's website for only two weeks. If you are unable to download a file before it is removed from the website, Pershing applies a retrieval fee. In order to avoid unnecessary fees, you should download your latest files daily or weekly.

You must export the following files from Pershing InfoDirect:

File Name	File Type
mmddyy.ACCF	Full account file
mmddyy.ACCT	Account update file
mmddyy.ACTV	Money fund activity
mmddyy.GACT or mmddyy.BACT	Transaction
mmddyy.CUST or mmddyy.GCUS	Position
mmddyy.DESC	Security description
mmddyy.FUND	Money fund balance
mmddyy.GMON (recommended) or mmddyy.ML2K	Cash balance file
mmddyy.POTL	Cost Basis

 Note: mm = month; dd = day; yy = year.
The .POTL file is used for initialization as well.

Overview

How do I contact Pershing InfoDirect?

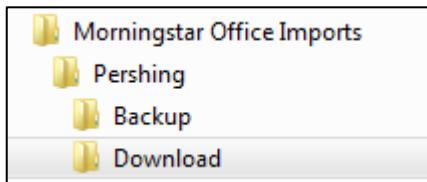
What files types do I need from Pershing InfoDirect?

When you download files from Pershing InfoDirect, 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:

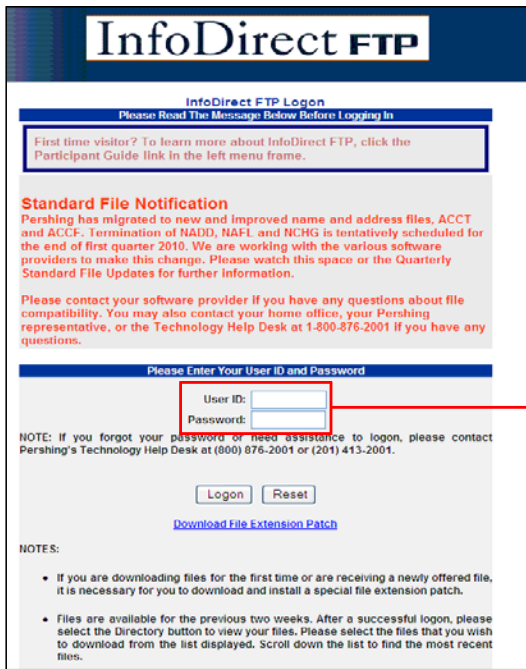
1. Open **Windows Explorer**.
2. Choose a location, and create a folder for **Pershing InfoDirect**.
3. Under the Pershing InfoDirect folder, create a sub-folder called **Download**. This is the folder to which you will download your custodian's data.
4. Also under the Pershing InfoDirect folder, create a second sub-folder called **Backup** where you will store a backup copy of the ZIP file you download.



To download files from Pershing InfoDirect, do the following:

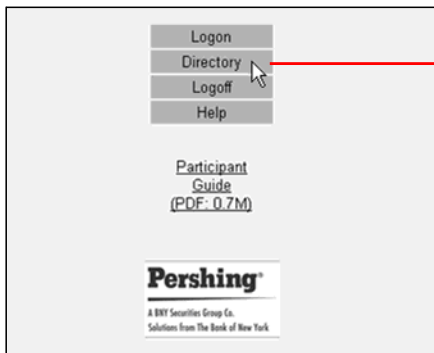
1. In an Internet browser window, go to <https://infodirect.pershing.com>.
2. Enter your **User ID** and **Password**, then click **Logon**.

How do I export files from InfoDirect?



Enter your credentials here, then click the Logon button

3. In the index on the left, click **Directory**. The Files available for download screen opens.



Click once on Directory

4. Check the **boxes** next to the files you want to download. If you have not yet downloaded files from Pershing InfoDirect, download every file available on this screen. If you have previously downloaded files from Pershing InfoDirect, leave all previously downloaded files unchecked.

Note: The date of the file is found within the blue file name, not necessarily the Creation Date.

Files available for download

Batch#	Size	File Name	Creation Date	Creation Time
<input type="checkbox"/> 0234269	78,104	012408.GACT	Jan 25, 2008	12:52 AM
<input type="checkbox"/> 01122133	170,639	012408.DESC	Jan 25, 2008	1:01 AM
<input type="checkbox"/> 0151495	42,056	012408.GCUS	Jan 25, 2008	1:14 AM
<input type="checkbox"/> 0231226	47,348	012408.FUND	Jan 25, 2008	2:03 AM
<input type="checkbox"/> 0245987	4,123	012408.ACTV	Jan 25, 2008	2:13 AM
<input type="checkbox"/> 0136042	298,690	012408.GMON	Jan 25, 2008	2:25 AM
<input type="checkbox"/> 0123671	12,567,084	012408.PPES	Jan 25, 2008	7:35 AM
<input type="checkbox"/> 0019557	268	012508.NADD	Jan 25, 2008	9:10 PM
<input type="checkbox"/> 0145080	938	012508.NCHQ	Jan 25, 2008	9:11 PM

Select the files you want to download

5. At the bottom of the screen, click **Download**. The File Download dialog opens.

<input checked="" type="checkbox"/>	0029450	12,292,536	020808.PPES	Feb 9, 2008	6:29 AM
<input type="checkbox"/>	0048681	1,474	021108.NCHQ	Feb 11, 2008	9:10 PM
<input type="checkbox"/>	0077142	268	021108.NADD	Feb 11, 2008	9:10 PM
<input type="checkbox"/>	0177287	371,984	021108.NAFL	Feb 11, 2008	9:35 PM
<input type="checkbox"/>	0237342	8,261	021108.GCUS	Feb 12, 2008	2:12 AM
<input type="checkbox"/>	0100627	169,043	021108.DESC	Feb 12, 2008	2:37 AM
<input type="checkbox"/>	0170851	47,481	021108.FUND	Feb 12, 2008	2:57 AM
<input type="checkbox"/>	0022938	798	021108.ACTV	Feb 12, 2008	3:35 AM
<input type="checkbox"/>	0008677	299,443	021108.GMON	Feb 12, 2008	3:59 AM
<input type="checkbox"/>	0211109	30,040	021108.OACT	Feb 12, 2008	4:10 AM
<input type="checkbox"/>	0094700	12,293,037	021108.PPES	Feb 12, 2008	10:46 AM

Number of files: 127

Download Reset

Click this button to download the files you selected

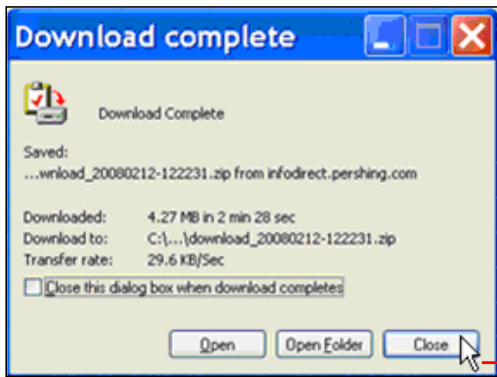
6. Click **Save**. The Save dialog box opens.



Be sure to save the file

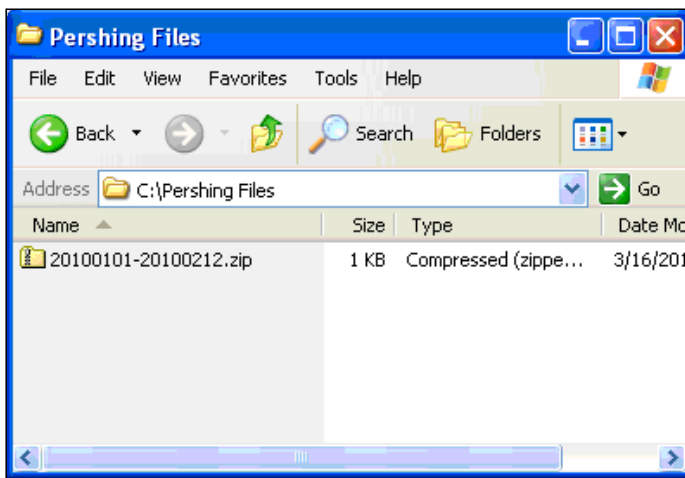
7. Choose the **directory** where you want to save the file and click **OK**.

- 8. A dialog box confirms that the download is complete. Click **Close**.



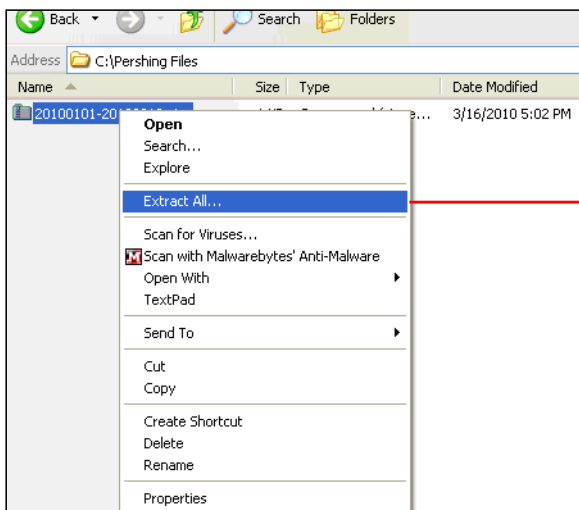
Once this message appears, you can click **Close**

- 9. Navigate to the folder where you store your Pershing files. You will see a ZIP file containing the set of files you have just downloaded.



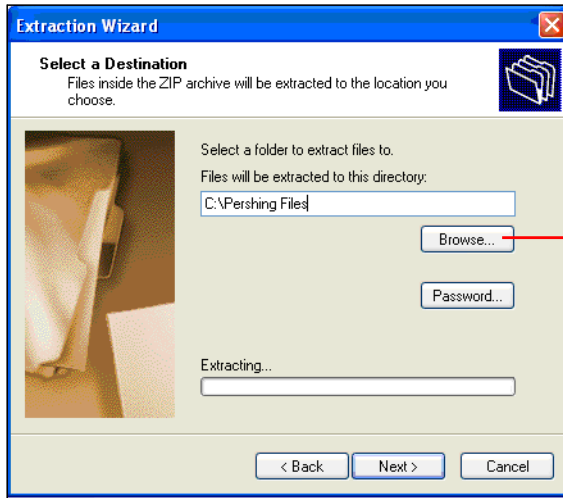
Confirm this file appears in the correct folder

- 10. Right-click the ZIP file and select **Extract All...**. The Extraction Wizard opens.



Select this option after right-clicking on the ZIP file

11. Within the Extraction Wizard, you will be prompted to specify the location where the contents of the ZIP files will be stored. Enter the **file path** for your Pershing downloads folder, or click **Browse...** and navigate to the correct directory.
12. Click **Next**.



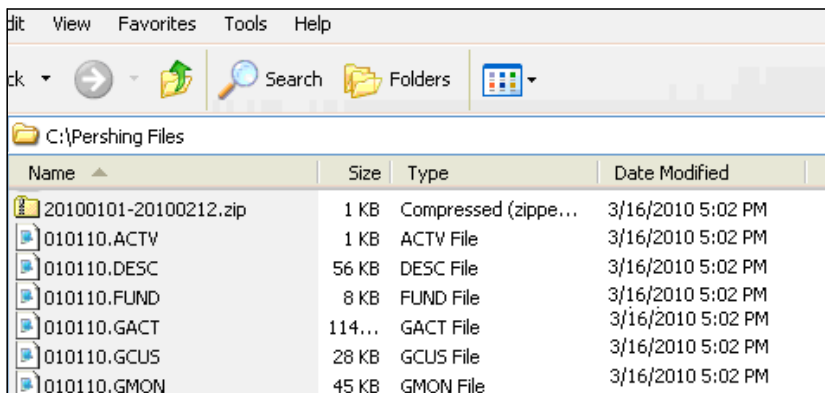
If you do not know the file path to where your files are stored, click here to find them

13. When the Extraction Wizard indicates that the extraction process is complete, click **Finish**.

To verify that the files you downloaded are complete and to speed the import process in Morningstar Office, do the following:

1. In the folder where you store your Pershing files, you will see individual daily data files along with the ZIP folder in which they were delivered. Verify that the folder contains the proper files, as listed in the table on page 2.

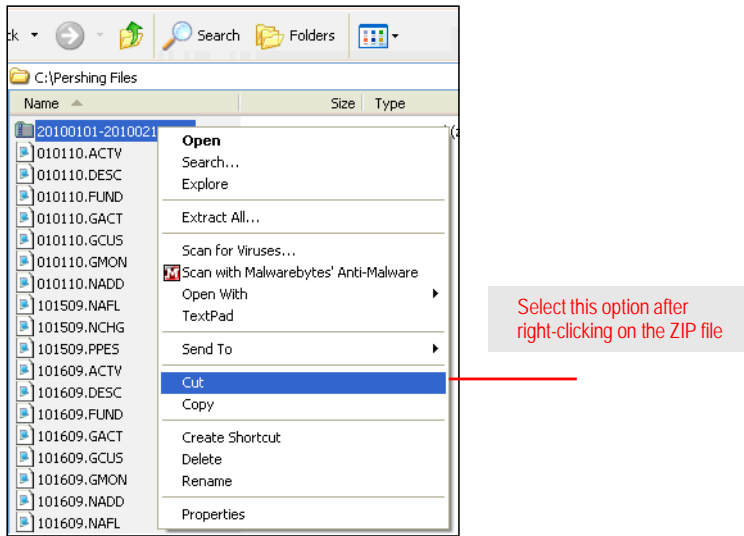
How do I verify the files I downloaded?



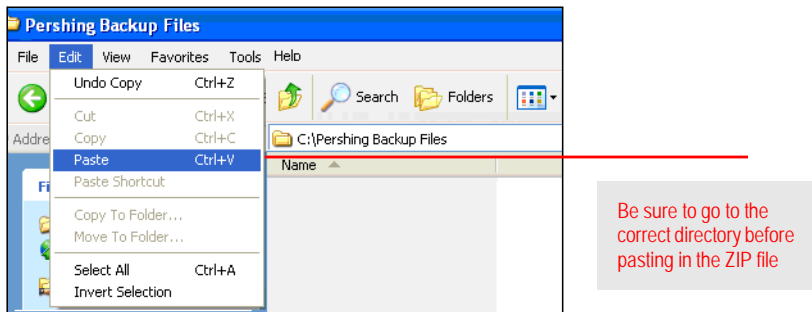
Note the new files now appearing in the same directory as the ZIP file

2. Leaving the ZIP folder in its current location might lead to delays during the import process. In order to allow the import process to run as quickly as possible, it is recommended that you remove the ZIP folder from the directory.

- Right-click the ZIP file in your Pershing directory and select **Cut**.



- Open the backup folder you have created for storing the ZIP file and select **Edit... Paste**. The ZIP file has been relocated and your files are now ready for import into Morningstar Office.



Now that you have exported your data from Pershing InfoDirect, 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](#)

What do I do after I export my data?