Handling Warnings in the Import Blotters

Handling Warnings in the Import Blotters

Overview

This document provides a list of warning messages you might encounter while working in the various import blotters in Morningstar Office, and provides recommended actions you can take to understand or fix the underlying problems that cause these warnings.

How do I know if items are in warning status on a blotter?

After you load your files into the Import Blotter, you might be alerted that some items are in warning status. The number of items in warning status in each blotter is highlighted in red next to the blotter's name in the left-hand navigation pane.

Just 2 of the 31 items on the Transactions blotter are in warning status
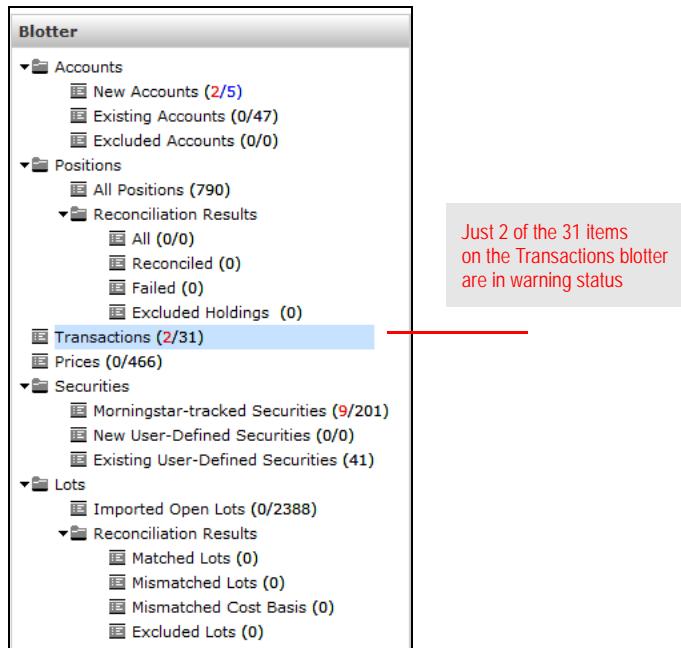
Some warnings indicate that items might interfere with reconciliation and posting, requiring your immediate action. Other warnings serve simply to draw your attention to particular items in the blotter (or your custodian's import file), and do not require any action. This document provides an overview of the most common warnings you might encounter during the import process and what action, if any, is required in each case.

To review an item in warning status, navigate to the blotter containing the item. Any items in warning status are automatically sorted to the top of the spreadsheet view. In the Status column next to each item, you will see either a red or a yellow warning symbol. Red warnings, or hard warnings, are top-priority indicators that the data cannot be posted as is. Yellow warnings, or soft warnings, are lower-priority indicators that some action might be recommended, but no action is required in order to successfully post the data.

What is the difference between a hard and soft warning?

The first two items are hard warnings; the last three items are soft warnings

To examine a particular item in warning status, move your cursor over the warning symbol in the Status column. A summary of the issue is displayed; all identical warnings are automatically grouped together. Please refer to this guide in order to determine what action, if any, Morningstar recommends.

After you edit an item that has yielded a warning message, you are required to save your changes. A Save icon is located in the toolbar of each blotter. After you save your changes, the blotter will refresh and the warning message will no longer exist.

When do my changes to items in warning status take affect?

☞ Note: Remember, soft warning messages can remain in your blotter and will not prevent you from posting data to your practice.

Click the **Save** icon after making changes to data in the spreadsheet area

Handling Warnings in the Accounts Blotter

This section explains how to handle the most common import warnings you will encounter in the Accounts blotter. The following table shows the warning messages discussed here, and whether it is a hard or soft warning.

Warning Message	Warning Type
Account previously posted for the custodian file date	Soft
Client match found based on client name or SSN. Please confirm mapping	Soft
Multiple clients found. Click on icon to select the best matched client and advisor	Hard

This soft warning indicates that, for the date range being imported, transactions for the account in question have already been imported and posted to your practice.

You can handle this warning by taking one of the following actions:

► re-import using the correct date range
► when posting, delete any transactions flagged as duplicates which are, in fact, true duplicates and causing reconciliation issues
► delete duplicate transactions from the blotter or
► if you are importing needed data and reconciliation is normal, continue with the import process.

Handling the "Account previously posted for the custodian file date." warning

To determine if the imported transactions are duplicates, do the following:

1. Return to the main **Morningstar Office** window. (You can leave the Import and Blotter windows open.)
2. Go to the **Portfolio Management** tab, and select the **Accounts** page.
3. Double-click the **account** in question to open it.
4. From the Account window, select the **Transactions** page.

Open the account in question, then select this page to see if the transaction(s) have already been posted to the account

5. Check to see if the transaction(s) in the blotter have indeed already been posted to the account. If not, you can safely post the data.
6. If the transaction(s) have already been posted to the account, return to the **Blotter** window and navigate to the **Transactions** blotter.
7. Select the **transaction(s)**.
8. From the toolbar above the spreadsheet view, click the **Action** menu.
9. From the Action menu, select **Delete**.

Select this option from the Action menu
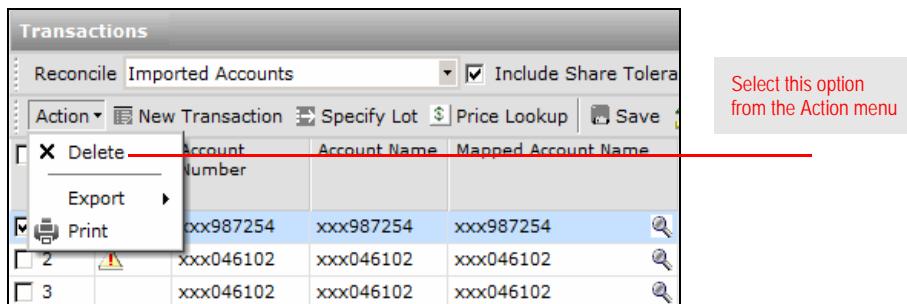
10. A confirmation message appears. Click **Yes** to delete the account.
11. When the confirmation message appears, click **OK**.

This soft warning indicates that an account in Blotter window has a social security number that is recognized by Morningstar Office as the social security number belonging to an existing client. If the name in the Mapped Client Name column is, in fact, correct, then no action is required and the new account will be added to that existing client record.

If the data is incorrect, do the following:

1. In the Mapped Client Name column, click the **magnifying glass icon**. The Find Client/ Prospect dialog box opens.

Handling the "Client match found based on client name or SSN. Please confirm mapping." warning

Click the **magnifying glass** icon to find the correct client
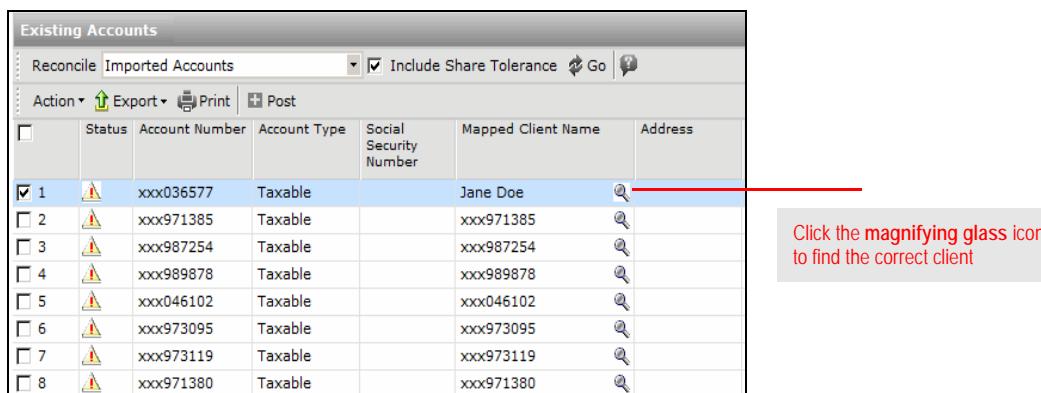
2. From the Find Client/Prospect dialog box, select the appropriate **client**, then click **OK**.
3. On the Blotter window, click the **Save** icon.
4. When the confirmation message appears, click **OK**.

This hard warning indicates that a client name being imported matches multiple existing client names in Morningstar Office's database.

To address this warning, do the following:

1. From the Status column, **double-click** the **icon** next to the client in question. The Select Matching Client here dialog box opens.
2. Click once on the **box** next to the client you want to map to.
3. Click **OK** to close the dialog box.

Handling the "Multiple clients found. Click on icon to select the best matched client and advisor." warning

Select the **client**, then click **OK**
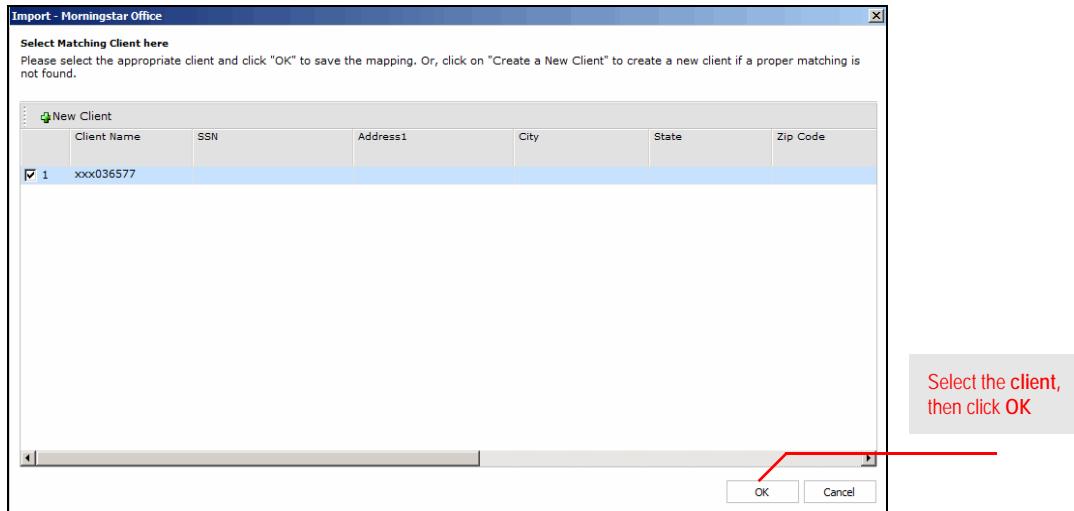
4. On the Blotter window, click the **Save** icon.
5. When the confirmation message appears, click **OK**.

Handling Warnings in the Positions Blotter

This section explains how to handle the most common import warnings you will encounter in the Positions blotter. The following table shows the warning messages discussed here, and whether it is a hard or soft warning.

Overview

Warning Message	Warning Type
Data missing	Soft
Market value does not equal price * units	Soft

This soft warning indicates that the imported position file contains positions missing one of the following pieces of information:

Handling the "Data missing" warning

► share
► date or
► price.

If the position in question is held in a transactional account, you can ignore this warning if the price or data are missing; only the number of shares is considered when importing a transactional account.

If you are importing a quick account, though, the warning should be corrected, regardless of which piece of information is missing, since Morningstar Office might not be able to calculate the correct value. For example, if the position is for a user-defined security, and no price exists in the Definition Master for the time period being imported, then the price would be 0 in the client's account.

To manually enter the missing information, do the following:

1. Locate the field with the missing information.
2. Click on the **empty field**.
3. Enter the **missing information**.

Input missing data; in this case, the ticker

4. Click the **Save** icon.
5. When the confirmation message appears, click **OK**.

This soft warning indicates that one of the following pieces of information for a position is not accurate:

Handling the "Market value does not equal price * units." warning

► price (this is the most likely error)
► number of shares, or
► market value.

If the price is incorrect, and you know the correct price, you can manually type the correct value in the **Price** field, then click the **Save** icon.

If you are unsure as to what is causing the warning, you can use the Price Lookup function to help resolve it. Do the following:

1. For each row with this warning, delete both the **price** and **total amount**.
2. Click the **Save** icon.

After deleting the incorrect information, save your changes

Manually delete the information in these two fields

3. When the confirmation message appears, click **OK**.
4. Check the **box** next to each row with this warning.
5. Click the **Price Lookup** icon. The Price Lookup Function dialog box opens, and the price lookup function runs automatically.

After selecting each affected row, click tis icon

6. When the Price Lookup Function process completes, a confirmation message opens. Click **OK** to clear it.
7. Select **all rows** in the Price Lookup Function dialog box.
8. On the Price Lookup Function dialog box, click the **Apply Prices** button. The dialog box closes, and the new prices are now present in the Blotter window. Note that the Total Amount field is still blank.

After selecting all rows, click this button
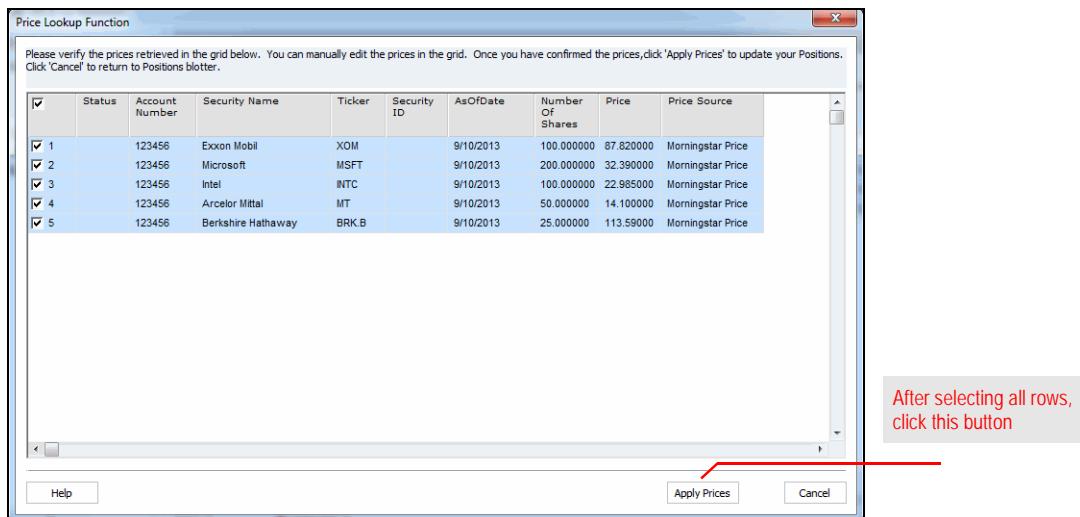
9. On the Blotter window, click the **Save** icon.
10. When the confirmation message appears, click **OK**. The Total Amount value is now populated for each row, and you can now post these positions to your practice.

Handling Warnings in the Prices Blotter

This section explains how to handle the most common import warning you will encounter in the Prices blotter. Only one message is commonly encountered in the Prices blotter: Missing price date. This is a soft warning.

Overview

This soft warning indicates the imported price file contains a security lacking a price date. To resolve this issue, do the following:

Handling the "Missing price date." warning

1. Determine the correct price date for the security; this requires you to research the issue at your custodian.
2. In the Prices spreadsheet area, locate the **Price Date** field for the security, then manually enter the correct **date**.
3. Click the **Save** icon.

Input missing data; in this case, the price date

4. When the confirmation message appears, click **OK**.

Handling Warnings in the Securities Blotter

This section explains how to handle the most common import warnings you will encounter in the Securities blotter. The following table shows the warning messages discussed here, and whether it is a hard or soft warning.

Overview

Warning Message	Warning Type
Morningstar-tracked VA has multiple sub-account matches. To capture imported prices for each sub-account, a user-defined security must be created, so the Morningstar-tracked VA cannot be substituted.	Soft
Multiple security matches found in your Securities blotter. Click "OK" to select the best matched security in your Securities blotter.	Hard
Security mapped to a different Morningstar security type. Please confirm this mapping.	Soft
Security mapped to a Morningstar-tracked security outside the domain of your exchange and/or currency filters. Please confirm this mapping.	Soft
Security not recognized by Morningstar. You can choose to leave the security un-mapped or try to map manually.	Soft
Security type not found. Please select security type.	Soft

This soft warning reads:

Morningstar-tracked VA has multiple sub-account matches. To capture imported prices for each sub-account, a user-defined security must be created, so the Morningstar-tracked VA cannot be substituted.

This is seen only if you are importing from DST Vision; it indicates a sub-account for a VA contained in the DST Security file matches multiple sub-accounts in Morningstar's database. This security must remain a user-defined security to accurately store imported pricing. No action is needed.

Handling the "Morningstar-tracked VA has multiple sub-account matches…" warning

This hard warning reads:

Multiple security matches found in your Securities blotter. Click "OK" to select the best matched security in your Securities blotter.

This indicates that a security ID contained in the custodian's security file matches multiple securities in Morningstar's database. To resolve this issue, do the following:

1. Double-click the **red warning symbol** next to the security in question.
2. From the list that appears, select the **correct match**. To ensure a proper match, be careful to check the Currency, Exchange and Status columns.
3. If no proper match is presented, click the **Save as User-Defined** button instead.
4. Click the **Save** icon.
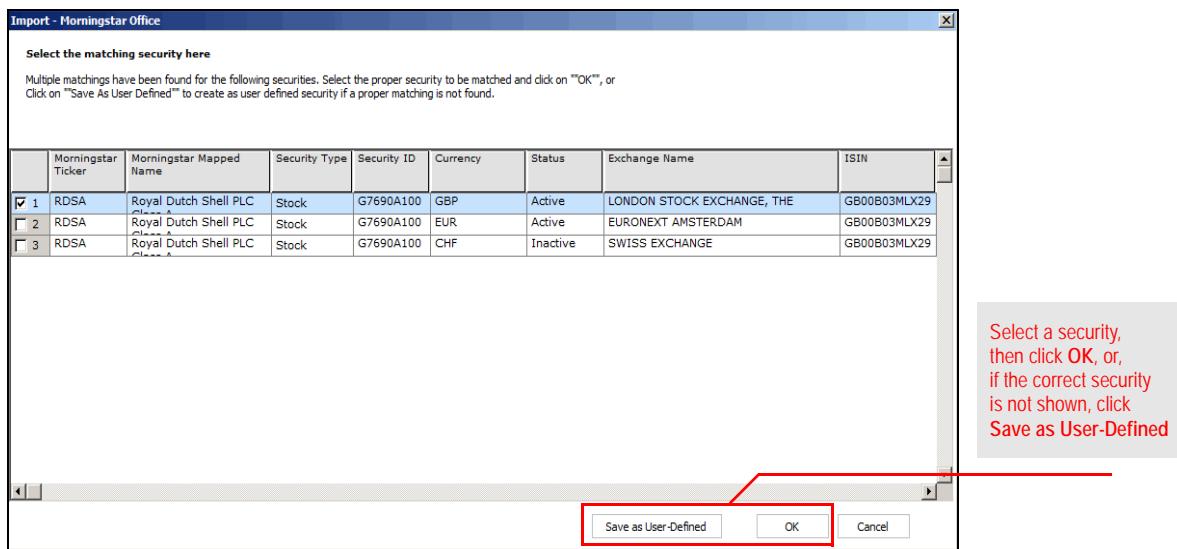
Handling the "Multiple security matches found in your Securities blotter…" warning

Select a security, then click **OK**, or, if the correct security is not shown, click **Save as User-Defined**

5. When the confirmation message appears, click **OK**.

This soft warning reads:

Security mapped to a different Morningstar security type. Please confirm this mapping.

This indicates that the row contains a Morningstar-tracked security, but the Security Type for the imported security differs from the Security Type in Morningstar's database. For example, a security classified as a Separate Account at the custodian could be a Collective Investment Trust in Morningstar's database.

To confirm that the mapping is correct, verify the security type in the Morningstar Mapped Security Type column. No other action is required to safely post your data.

If the mapping is incorrect, do the following:

> ☞ Note: You can also use the Definition Master to correctly map the security after posting.

1. Click in the **Morningstar Mapped Security Type** column.
2. Select a **security type**.

Handling the "Security mapped to a different Morningstar security type…"

Input the correct security type

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

This soft warning reads:

Security mapped to a Morningstar-tracked security outside the domain of your exchange and/or currency filters. Please confirm this mapping.

This indicates either that the security data is not accurate, or that your Exchange or Currency filters need to be changed to include it.

First, verify that the following fields are accurate:

► Morningstar Mapped Name
► Currency, and
► Morningstar Exchange Name.

If any of these fields are inaccurate, do the following:

1. For the security in question, **delete** the inaccurate data.
2. Click the **Save** icon.
3. When the confirmation message appears, click **OK**.
4. Select the **box** to the left of the row of the security in question.
5. From the toolbar above the spreadsheet area, click the **Action** menu.
6. Select **Save as User Defined**.

Click the **Action** menu, then click **Save as User Defined**
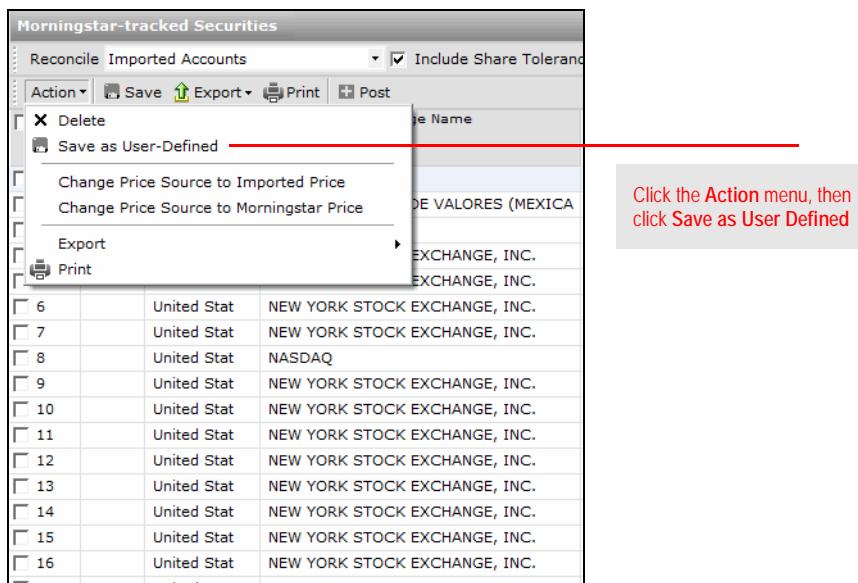
7. When the confirmation message appears, click **Yes**.
8. When the confirmation message appears, click **OK**.

If the Morningstar Mapped Name column, Currency column, and Morningstar Exchange Name column are accurate in the blotter, the security in question might be traded on an exchange not included in your Exchange Filter, or its currency (denomination) is not included in your Currency Filter.

To apply a currency filter, do the following:

1. From the **Home** tab, click the **Settings** page.
2. Under the Portfolio Accounting System Settings area, click once on **Preferences**. The Account Setting dialog box opens.
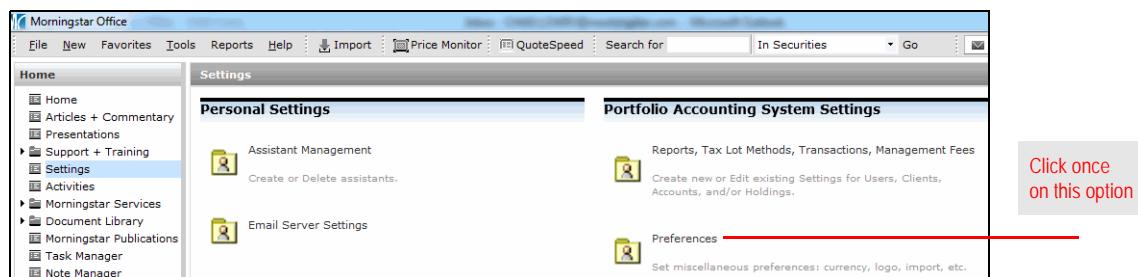
3. Click the **Set Currency Filter** button at the bottom of the dialog box. The Currency Filter dialog box opens. You will see US Dollars listed.
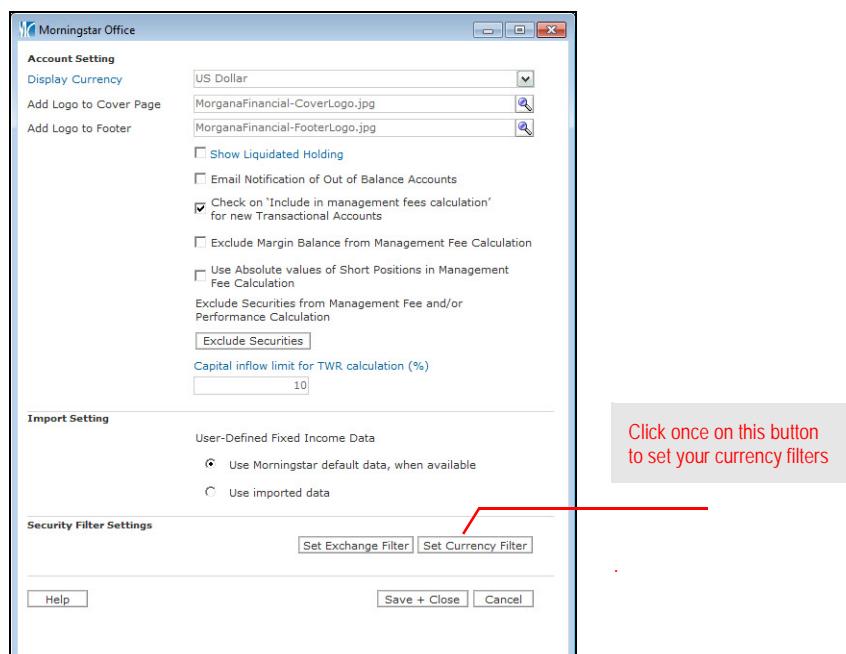
4. To add or edit the contents of your currency list, click **Add/Remove Currencies**. The Select Currencies dialog box opens.

Click this button to add a filter for other currencies
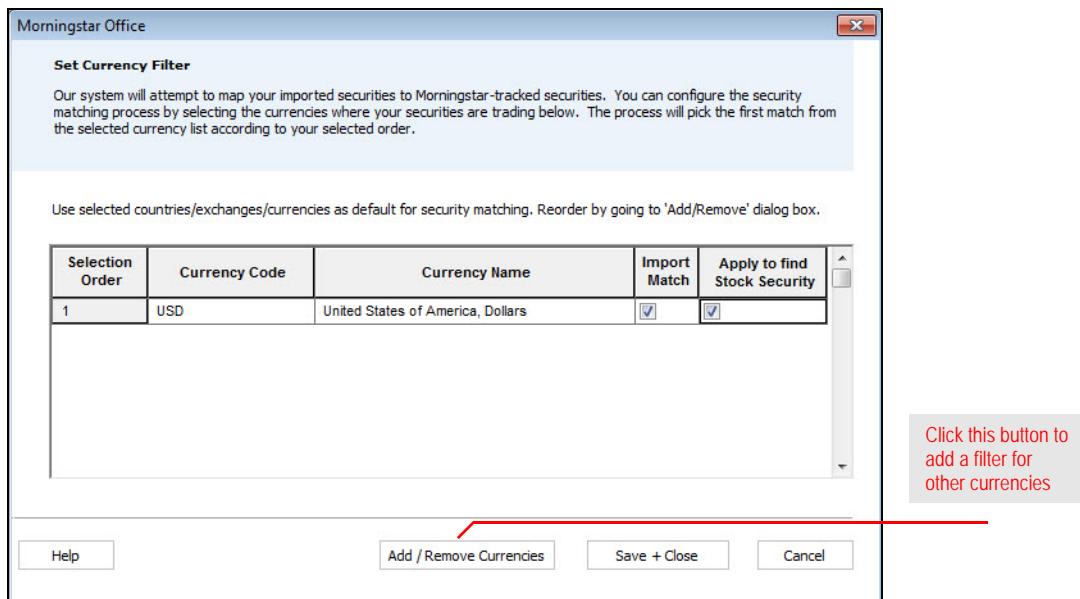
5. From the list of available currencies, click once on a **currency** you want to add to your filter, then click **Add**.

☞ Note: You can select multiple currencies at once by holding down the **<CTRL>** key as you click on each item.

6. If multiple matches for a security you import are found in different currencies, Morningstar maps to the match found highest in your currency list. To move a currency within the list, highlight a **currency** in the Selected Currencies area, then click the **up** or **down arrow**.

To update an currency's priority, click once to select it, then use the arrows to change its position
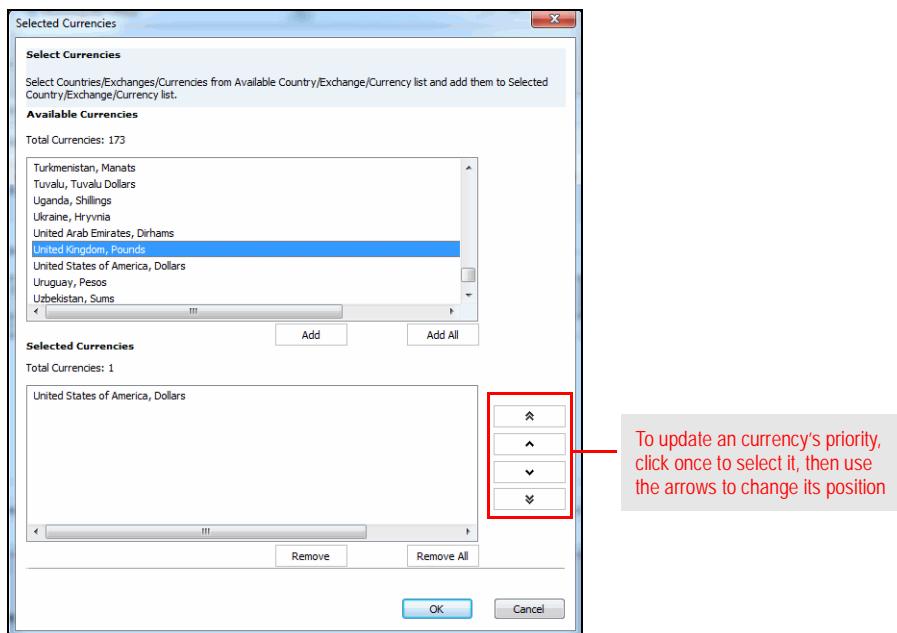
7. Click **OK**. You are returned to the Set Currency Filter dialog box, where you can see your list of exchanges.
8. Check the **Import Match** boxes to apply this filter to the import mapping process.
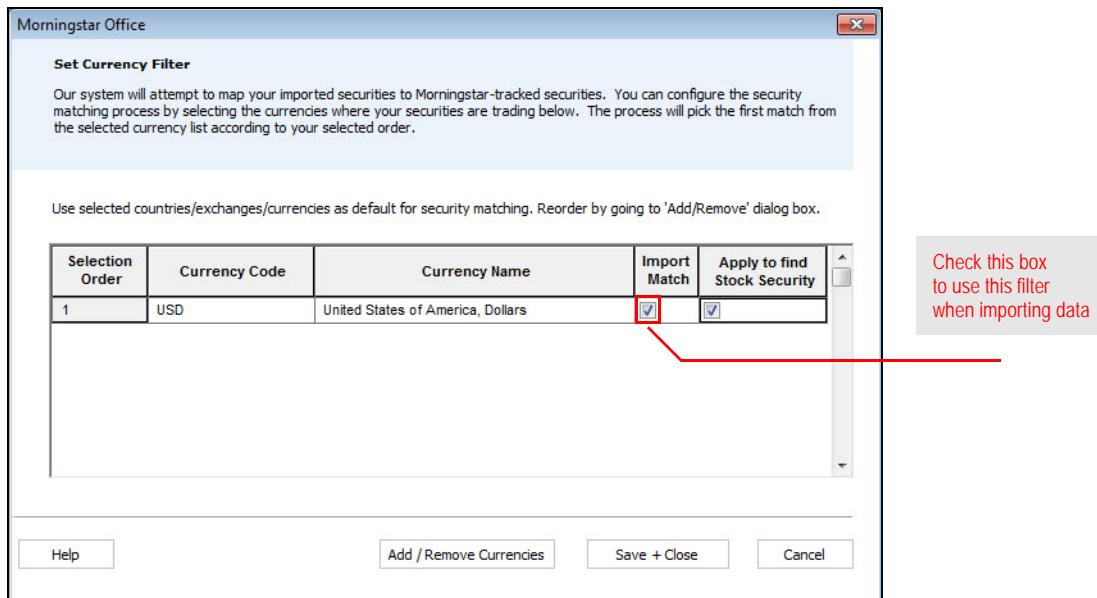
9. You may also choose to check the **Apply to find Stock Security** box for each currency. This applies the filter whenever you search for a stock in Morningstar Office. That is, only results found within the currency you check will be displayed. This can help reduce the number of results that are returned when you search for a stock. If you want to see all results when you search for a stock, leave this box unchecked for each currency.
10. When you are done, click **Save + Close** to exit the Set Currency Filter dialog box. You are returned to the Account Setting dialog box.
11. Click **Save + Close** to exit.

To apply an exchange filter for securities you import, do the following:

1. From the **Home** tab, click the **Settings** page.
2. Under the Portfolio Accounting System Settings area, click once on **Preferences**. The Account Setting dialog box opens.
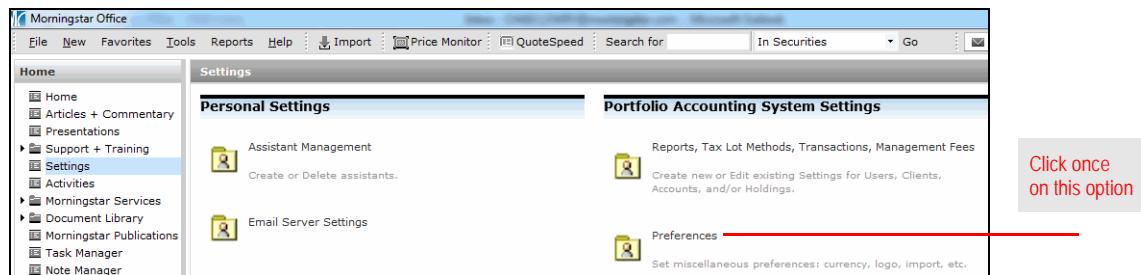
3. Click the **Set Exchange Filter** button at the bottom of the dialog box. The Set Exchange Filters dialog box opens.
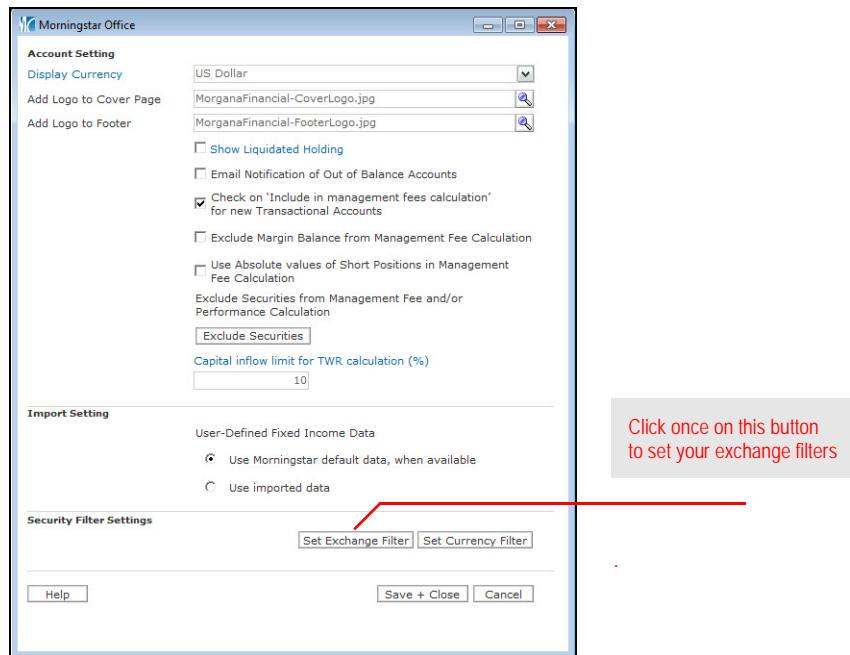
4. Click the **Add/Remove Exchanges** button. The Select Exchanges dialog box opens.

Click here to add and order your exchanges
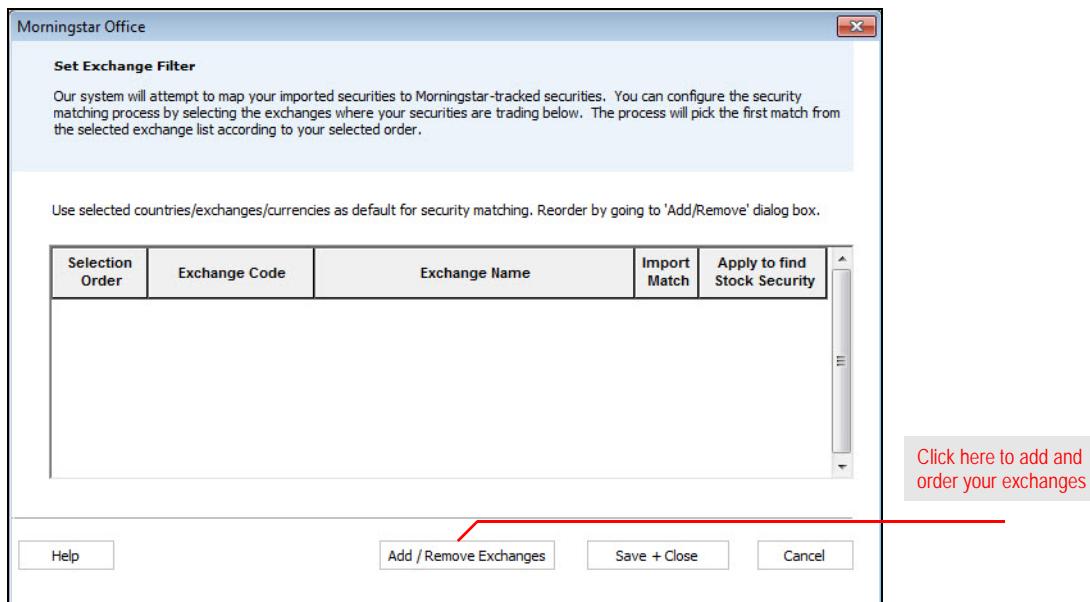
5. From the list of available exchanges, click once on an **exchange** you want to add to your filter, then click **Add**.

☞ Note: You can select multiple exchanges at once by holding down the **<CTRL>** key as you click on each item.

6. If multiple matches for a security you import are found on different exchanges, Morningstar maps to the match found highest in your exchange list. To move an exchange within the list, highlight an **exchange** in the Selected Exchanges area, then click the **up** or **down arrow**.

Click once on an **exchange** to select it, then click **Add**

To update an exchange's priority, click once to select it, then use the arrows to change its position
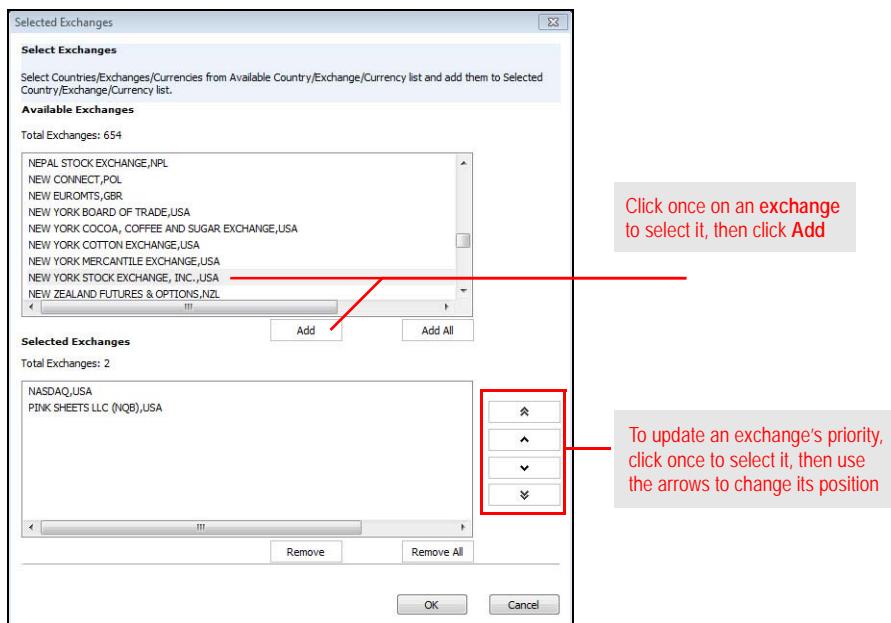
7. Click **OK**. You are returned to the Set Exchange Filter dialog box.
8. Check the **Import Match** boxes to apply this filter to the mapping process while importing.
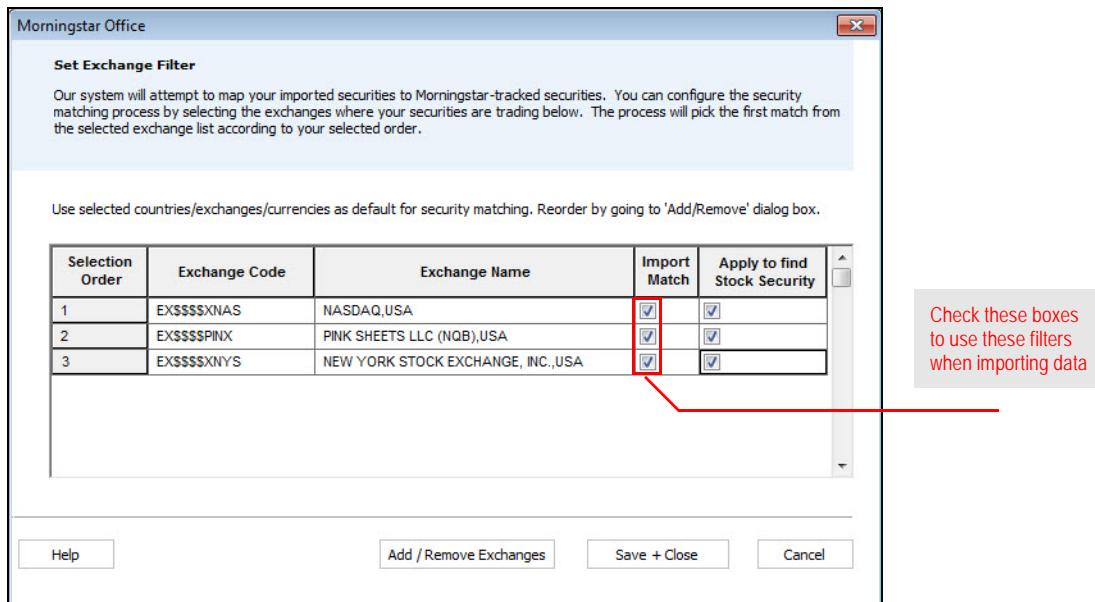

9. You may also choose to check the **Apply to find Stock Security** box for each exchange. This applies the filter whenever you search for a stock in Morningstar Office. That is, only results found within the exchanges you check will be displayed. This can help reduce the number of results that are returned when you search for a stock. If you want to see all results when you search for a stock, leave this box unchecked for each exchange.
10. Click **Save + Close** to exit the Set Exchange Filter dialog box. You are returned to the Account Setting dialog box.
11. Click **Save + Close** to exit.

This soft warning reads:

Security not recognized by Morningstar. You can choose to leave the security un-mapped or try to map manually.

This indicates that the security is neither tracked in Morningstar's database, nor has it been previously saved as a user-defined security in the Definition Master. No action is required on your part, as Morningstar Office will automatically create a new User-Defined Security in your Definition Master after the data is posted.

Alternatively, you can map the security to a security in one of Morningstar's databases before posting. Or, you can use the Definition Master to map the security after posting. To map the security to one in Morningstar's databases, do the following:

1. In the Morningstar Mapped Holding column, click the **magnifying glass icon**. The Find Investments dialog box opens.

Click the **magnifying glass icon** in the Morningstar Mapped Holding column to map the security before posting it
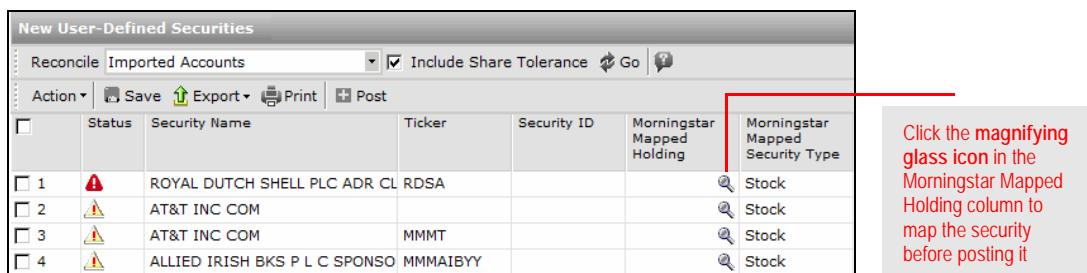
2. In the Find Investments dialog box, select the proper **Universe** from the drop-down field.
3. In the **Find by** drop-down field, choose how you will search for the security (Name, Ticker, etc.).
4. Type the **security identifier** (Name, Ticker, etc.) in the empty field.
5. Click **Go**.

Be sure to select the correct universe when beginning your search
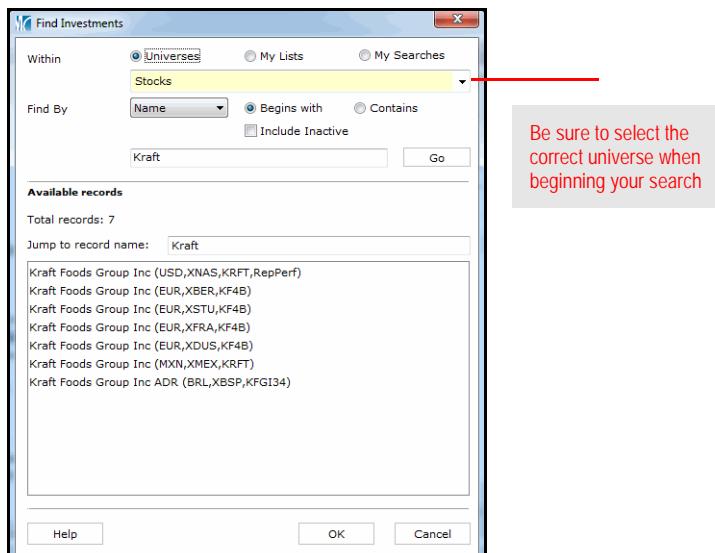
6. Select the **security**.
7. Click **OK** to close the dialog box.
8. Click the **Save** icon on the blotter.
9. When the confirmation message appears, click **OK**.

Handling the "Security not recognized by Morningstar…" warning

This soft warning indicates that the imported file contains an unrecognizable security type code for a security. It is not usually necessary to correct this warning, but a more appropriate security type might be desired or needed.

Handling the "Security type not found. Please select security type." warning

To correct this, do the following:

1. Click in the **Morningstar Mapped Security Type** drop-down field.
2. Select the appropriate **security type**.
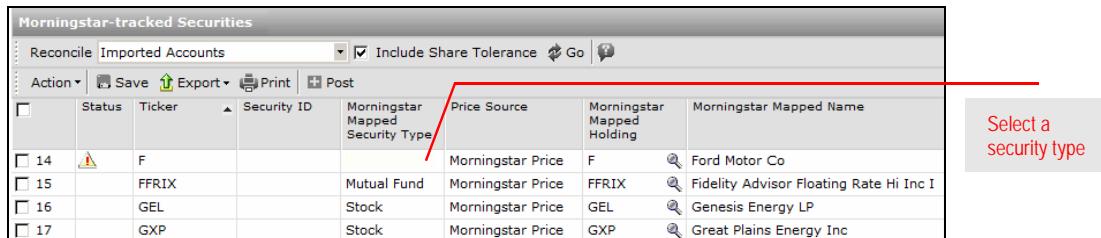
	Status	Ticker	Security ID	Morningstar Mapped Security Type	Price Source	Morningstar Mapped Holding	Morningstar Mapped Name
☐ 14	⚠	F			Morningstar Price	F	Ford Motor Co
☐ 15		FFRIX		Mutual Fund	Morningstar Price	FFRIX	Fidelity Advisor Floating Rate Hi Inc I
☐ 16		GEL		Stock	Morningstar Price	GEL	Genesis Energy LP
☐ 17		GXP		Stock	Morningstar Price	GXP	Great Plains Energy Inc

Select a security type

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

Handling Warnings in the Transactions Blotter

This section explains how to handle the most common import warnings you will encounter in the Transactions blotter. The following table shows the warning messages discussed here, and whether it is a hard or soft warning.

Overview

Warning Message	Warning Type
Duplicate transaction.	Soft
For transaction data accuracy, imported spin-off transactions should be deleted and re-generated using the Morningstar Office Spin-off Wizard. Please refer to the Corporate Action Warehouse for more information and resources.	Hard
Gross amount does not equal price*shares.	Soft
Invalid transaction type for the security type.	Hard
Journal entry—will not post.	Hard
Missing transaction date.	Hard
Negative commission/fees calculated. Please confirm this transaction.	Soft
Net amount does not equal gross amount+/- fees and/or commissions.	Soft
No Transaction Type.	Hard
Not a transaction account.	Hard
Not enough shares for close.	Soft
Offsetting cash transaction not posted.	Hard or Soft
Please enter cost basis.	Soft
Pre/post-split ratio missing.	Hard
Transaction data missing.	Soft
Transaction price missing.	Soft
Zero quantity.	Hard

This soft warning indicates that this transaction is identical to a transaction that has already been posted to the same account. Note that reconciliation is normally the best indicator of whether or not a transaction should be deleted. If the position has been balanced in reconciliation, then this warning can be safely ignored.

Handling the "Duplicate transaction." warning

First, determine whether the transaction in the blotter is a duplicate of one that has already been posted. Do the following:

1. From the main Morningstar Office window, select the **Portfolio Management** tab.
2. From the **Accounts** page, **double-click** the **account** in question to open the Account window.
3. From the Account window, select the **Transactions** page.
4. Locate the posted transaction, if possible. If the transaction is found, return to the Blotter window and delete the transaction from there (see directions below). If it is not a duplicate transaction, you can post the transaction to your practice.

If you determine that the transaction on the blotter is indeed an unnecessary duplicate, delete it from the blotter. To delete the transaction, do the following:

1. From the Transaction page on the Blotter window, select the **transaction**.
2. Click the **Action** menu above the spreadsheet area.
3. Select **Delete**.

Select this option from the Action menu
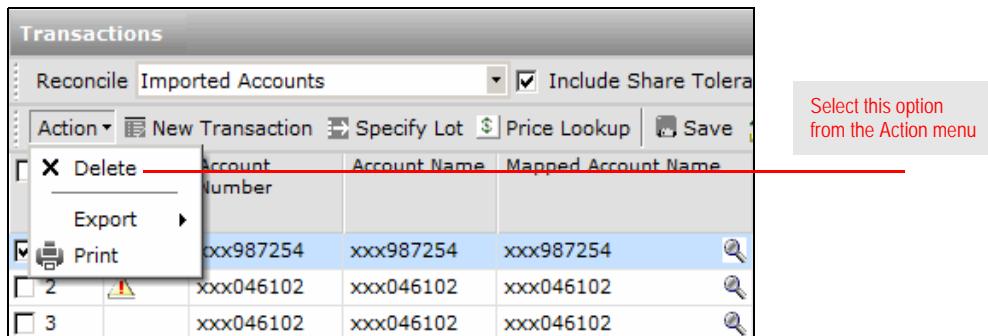
4. When the confirmation message appears, click **Yes**.
5. Click the **Save** icon.
6. When the confirmation message appears, click **OK**.

This hard warning message reads:

For transaction data accuracy, imported spin-off transactions should be deleted and re-generated using the Morningstar Office Spin-off Wizard. Please refer to the Corporate Action Warehouse for more information and resources.

This indicates that this transaction is the result of a corporate action, and recognized as such by Morningstar. Typically these transactions lack original cost basis and original date information. In order to have the most accurate cost basis information, you must detail the transaction(s) using the Corporate Actions Wizard.

A note about the Corporate Actions Wizard:

The Corporate Actions Wizard can be used to generate transactions necessary to track splits, mergers or spinoffs. Any corporate action resulting in changes to share amounts can be represented by the Credit of Security, Debit of Security, and Distribution transaction types. See the Using the Spinoff Wizard manual for more information.

Handling the "For transaction data accuracy, imported spin-off transactions should be deleted…" warning

Click this icon to open the Corporate Action WareHouse
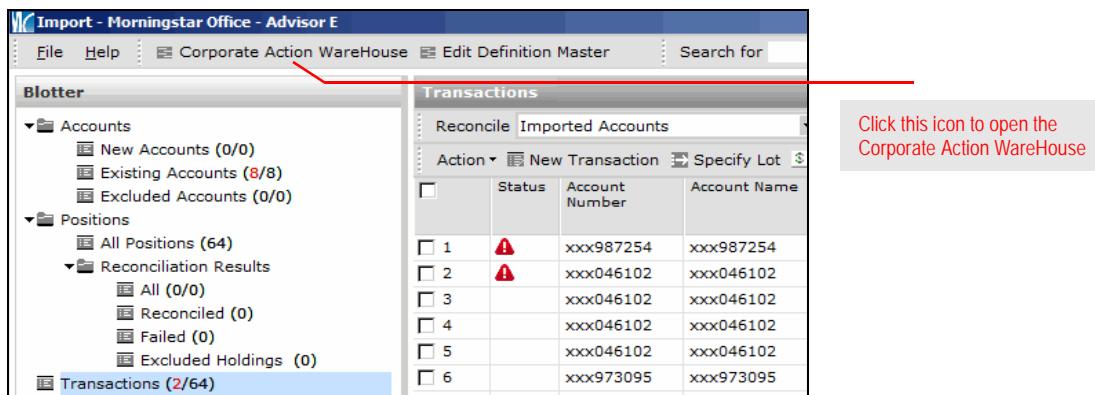
This soft warning indicates that the gross amount for a transaction does not equal the product of the number of shares multiplied by the price. Although this warning occurs before posting, it will not prevent a transaction from posting.

You can input a value in any of the affected fields in the blotter. To change the value, do the following:

> ☞ Note: The instructions below direct you as to how to correct the value in the Blotter window. You could instead delete the value in the incorrect field, then click the **Save** icon; the missing value will automatically be calculated and populated. As a further alternative, you could post the transaction to your practice, then edit the transaction in the account.

1. Click in the affected **field**. You might need to update the following fields:
   ► Net Amount
   ► Gross Amount
   ► Number of Shares
   ► Commission Amount, or
   ► Other Fee.
2. Type in the correct **value**.
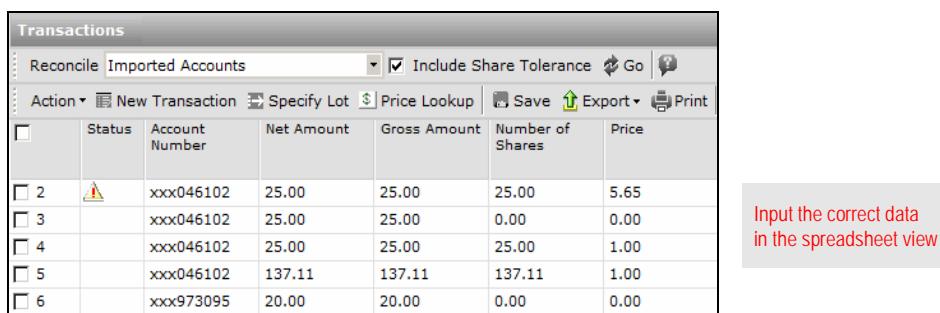
Handling the "Gross amount does not equal price*shares." warning

Transactions

Reconcile	Imported Accounts	▼	☑ Include Share Tolerance ⟳ Go

Action ▼ New Transaction Specify Lot $ Price Lookup Save ⬆ Export ▼ Print

☐	Status	Account Number	Net Amount	Gross Amount	Number of Shares	Price
☐ 2	⚠	xxx046102	25.00	25.00	25.00	5.65
☐ 3		xxx046102	25.00	25.00	0.00	0.00
☐ 4		xxx046102	25.00	25.00	25.00	1.00
☐ 5		xxx046102	137.11	137.11	137.11	1.00
☐ 6		xxx973095	20.00	20.00	0.00	0.00

Input the correct data in the spreadsheet view

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.
5. Verify that the warning message disappears. If not, another field from step 1 is causing the issue. Repeat steps 1-4.

This hard warning indicates that an imported transaction type is an invalid transaction type for the security to which it is linked. Usually, this is an indication that the wrong security type is set for this security in Morningstar Office, or in the import file. Morningstar Office has a specific set of transaction types that apply to each security type. Refer to the Morningstar Office Transaction Types manual for more detail.

To post transactions that have been marked with this warning, you need to modify the Transaction Type field, to align it with the security type that is currently set.

> ☞ Note: After posting the transaction, you can then research the security and decide if the Security Type value needs to be changed in the Definition Master

Handling the "Invalid transaction type for the security type." warning

To modify the transaction type, do the following:

1. Click the **Transaction Type** drop-down field.
2. Select the appropriate **transaction type**. Refer to the Morningstar Office Transaction Types manual for more information.
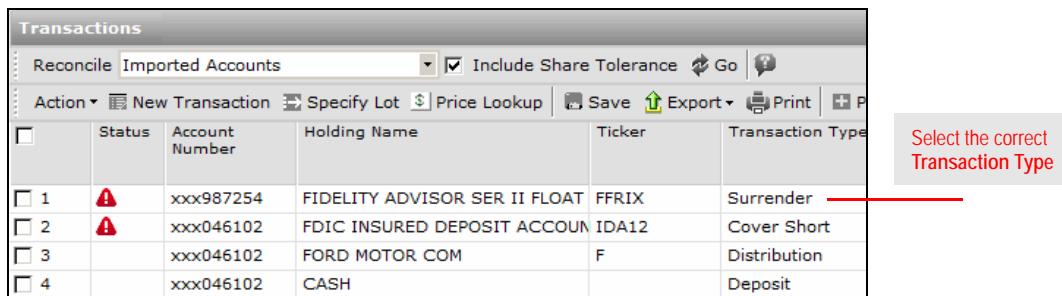
	Status	Account Number	Holding Name	Ticker	Transaction Type
□ 1	⚠	xxx987254	FIDELITY ADVISOR SER II FLOAT	FFRIX	Surrender
□ 2	⚠	xxx046102	FDIC INSURED DEPOSIT ACCOUN	IDA12	Cover Short
□ 3		xxx046102	FORD MOTOR COM	F	Distribution
□ 4		xxx046102	CASH		Deposit

Select the correct Transaction Type

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

This hard warning indicates a transaction is identified as a journal transaction by the custodian. Research the item in your records to determine if the transaction is necessary. Often, transactions with this warning simply represent accounting changes between cash and margin cash, which can be safely deleted from the blotter.

If you are not certain whether an item with this warning should be posted or deleted, first run the reconciliation process. If the holding appears out of balance, the transaction can be edited and posted. If not, the transaction is probably safe to delete.

> ☞ Note: For Fidelity files, journal transactions are usually paired; they can normally be deleted as long as the amounts or shares match for each pair.

If you determine the transaction should be included, do the following:

1. Click the **Transaction Type** drop-down field.
2. Select the correct **transaction type**. Refer to the Morningstar Office Transaction Types manual for more information.

Handling the "Journal entry— will not post." warning

Journal entries often lack a Transaction Type

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

This hard warning indicates that a transaction lacks a recognizable transaction date. Research this transaction in your records to determine the correct date, then edit the transaction date. To edit the transaction date, do the following:

1. Click in the **Transaction Date** field.
2. Input the proper **date**.

Handling the "Missing transaction date." warning

Input the Transaction Date

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

This soft warning indicates that the custodian created negative commission/fees, resulting in a situation where the product of the shares multiplied by the prices did not equal the dollar value. Generally, no action is required, but you can compare the data on Transactions page of the Blotter window with the custodian data to verify accuracy. The commission/fee might be a fractional value. To view fractional values, click in the **Share**, **Price**, or **Market Value** field of the transaction.

Handling the "Negative commission/fees calculated. Please confirm this transaction." warning

Click in a field to reveal fractional amounts

This soft warning indicates that, for the transaction in question:

Net Amount ≠ Gross Amount + Commission Amount + Other Fee.

Normally this warning can be ignored (since it is most likely due to a rounding error on the part of the custodian), but you might want to research the transaction in your custodian's records to confirm the amounts.

To change a value in any of these fields, do the following:

1. Click in the affected **field(s)**:
   - ► Net Amount
   - ► Gross Amount
   - ► Commission Amount, or
   - ► Other Fee.
2. Enter the correct **value**.

Handling the "Net amount does not equal gross amount +/- fees and/or commissions." warning

Locate the incorrect data, and input the correct value

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

This hard warning indicates that a transaction lacks a recognizable transaction type; a Morningstar transaction type must be assigned in order to post the transaction to your practice. Research the transaction in your custodian's records to determine the transaction type, then edit the transaction.

Handling the "No Transaction Type." warning

> ☞ Note: The Comment column (located at the far right in the Blotter window) might also contain useful information about the appropriate transaction type to use for this transaction.

To edit the transaction, do the following:

1. Click the **Transaction Type** drop-down field.
2. Select the correct **transaction type**. Refer to the Morningstar Office Transaction Types manual for more information.

Input the correct Transaction Type
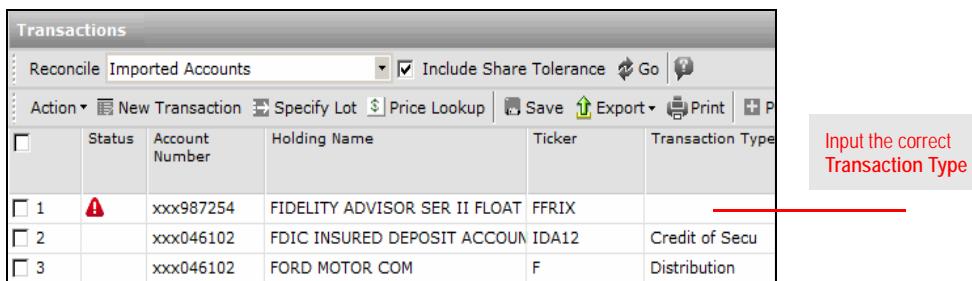
3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

This hard warning indicates that you attempted to post transactional data to a quick account, rather than a transactional account. Transactional data can be posted only to a transactional account.

Handling the "Not a transaction account." warning

To verify the Account Tracking Method for the account, do the following:

1. From the main Morningstar Office window, select the **Portfolio Management** tab.
2. From the **Accounts** page, scroll until you see the Tracking Method column.
3. If the value in the Tracking Method column is Quick, re-import the account from its inception.

On the Portfolio Management tab, locate the Tracking Method column
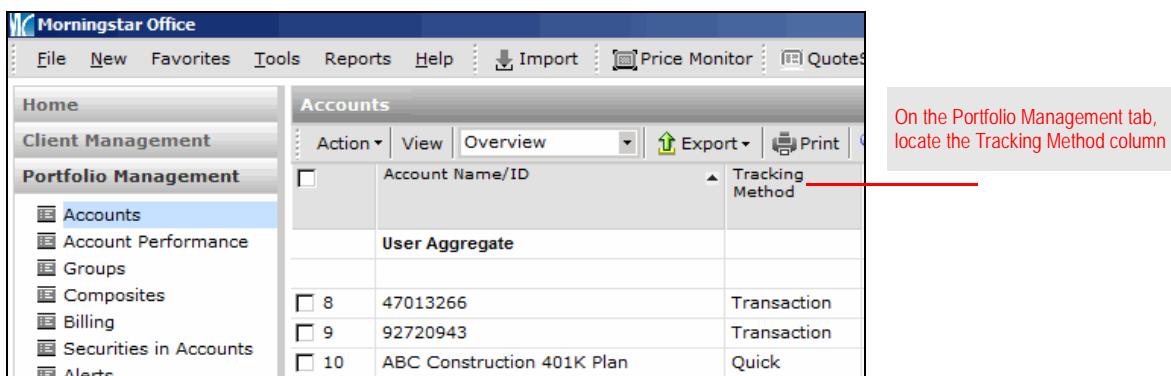
This soft warning appears after posting, and will occur for one of the following reasons:

► Transactions might appear in an import file in non-chronological order. If you have confirmed during reconciliation that the holdings in question are in balance, you can ignore the warning and post the trades to your practice.

► Transactions might be missing from the import file, which requires you to contact your custodian to obtain accurate files, or create the transactions manually in Morningstar Office.

► Shares might be fractionally different due to rounding. You can post the transaction, then adjust a previous transaction for the security in question to balance the share value in the account. Additionally, if the transaction has a cash offset, be sure to select **By Share and Amount** option button when editing the transaction.

To edit a transaction that has been posted to your practice, do the following:

1. From the main Morningstar Office window, go to the **Portfolio Management** tab.
2. Select the **Accounts** page, and **double-click** the **account** that needs to be edited. The Account window opens.
3. On the Account window, select the **Transactions** page.
4. Check the **box** next to the transaction you need to edit.
5. From the **Action** menu above the spreadsheet area, select **Edit**. The transaction dialog box opens.

Select this option from the Action men
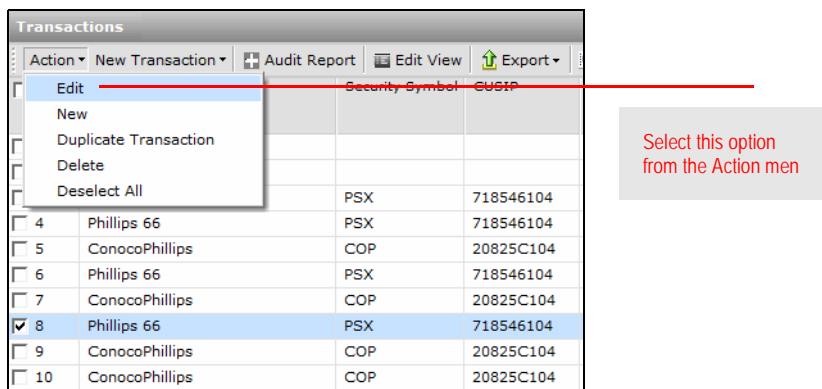
6. Select the **By Share and Amount** option button.

7. Edit the **Shares** field to offset the fractional amount.
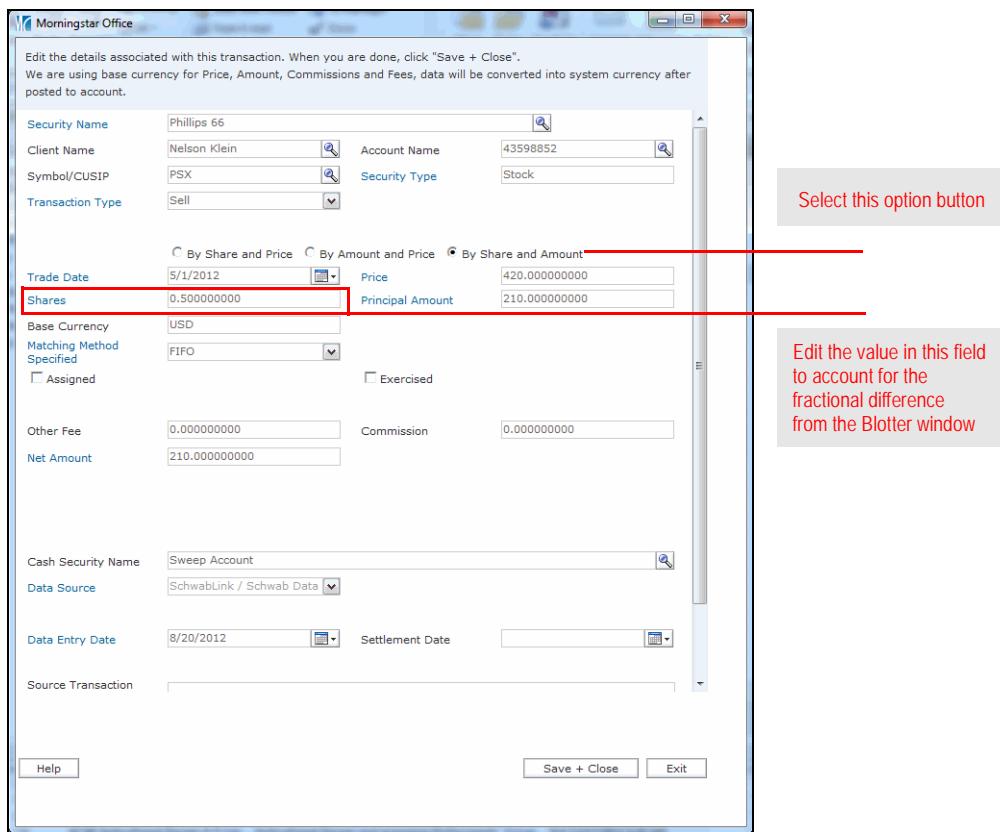
8. Click **Save + Close**.

This warning can be either hard or soft, and indicates a transaction with cash offsets linked to them has failed to post. Therefore, the offsetting cash transaction failed to post as well. These cash offsets should not be modified. Research the associated transactions at your custodian for any issues. Once the issue that prevented the posting of the transaction has been resolved, the cash offset transactions will safely post along with them.

Handling the "Offsetting cash transaction not posted." warning

This soft warning indicates that a deliver-in or credit of security transaction lacks original cost basis information. The missing information can be input in the Blotter window before you post the data to your practice.

Alternatively, you can first post the data without including cost basis information, then edit those transactions later in the corresponding account. Or, If you import from Schwab, TD Ameritrade, Pershing, or Fidelity Wealth Central and have the cost basis files, you can use the Imported Open Lots blotter to add cost basis to deliver-in transactions.

> ☞ Note: Cost basis does not affect your returns. Returns are calculated from the point of the holding's inception within an account, not necessarily from the original purchase date. Cost basis is only necessary if you plan to generate Realized or Unrealized Gain/Loss reports.

To input the missing information, do the following:

1. If the cost basis is wrong or missing, click in the **Cost Basis** field, then enter the correct **cost basis**.
2. If the transaction date is wrong or missing, click in the **Original Transaction Date** field, then enter the correct **date**.

Handling the "Please enter cost basis." warning
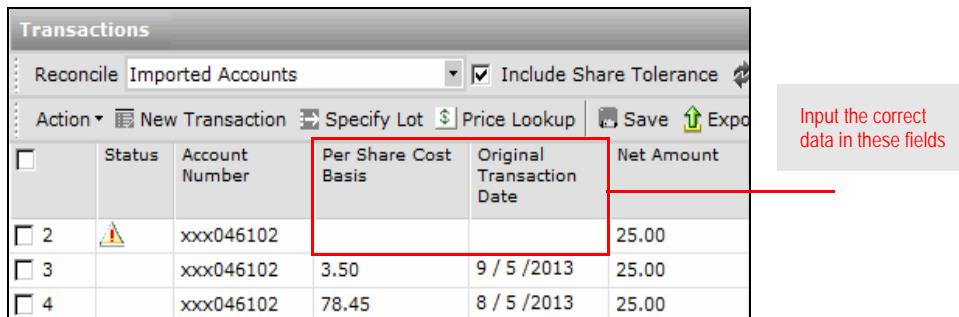
	Status	Account Number	Per Share Cost Basis	Original Transaction Date	Net Amount
☐ 2	⚠	xxx046102			25.00
☐ 3		xxx046102	3.50	9 / 5 /2013	25.00
☐ 4		xxx046102	78.45	8 / 5 /2013	25.00

Input the correct data in these fields

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

This hard warning indicates that a transaction is labeled as a split, but it does not specify a pre-split/post-split ratio. Most often, the file instead specifies a share quantity indicating the number of new shares being credited to the holding in question as a result of the split. (In the case of a reverse split, this quantity may refer to the number of shares being debited out or the number of shares that should remain after the split.)

Handling the "Pre/post-split ratio missing." warning

Check the transaction in your custodian's records to verify the details of the split. The split transaction will likely need to be created manually, since a split ratio cannot be entered for a pending transaction. Delete the transaction, then use the Transaction Wizard to re-create it using the Split transaction type. If the split occurred in many accounts, you can use the Split Wizard.

You might need to delete a transaction and create a new transaction

To use the Transaction Wizard to re-create the transaction, do the following:

1. Select the **transaction** in question.
2. Click on the **New Transaction icon**.
3. In the Transaction Type drop-down field, select **Split**.
4. Complete the required fields as described in the following table:

Field	Comment
Date	The date of the split
Convert Fractional Share	Indicate processing of fractional shares
PreSplit	The denominator of the pre-split ratio. If it is a 2:1 ratio, the PreSplit value is 1.
PostSplit	The numerator of the pre-split ratio. If it is a 2:1 ratio, the PostSplit value is 2.
Conversion Price	The price used to convert fractional shares. If no fractional shares are present, enter 0.

5. Click **Save + Close**.

This soft warning indicates that a transaction lacks a price.

To enter the price manually, do the following:

> ☞ Note: If the transaction is a Deliver-in, Deliver-out, Credit of Security or Distribution Reinvest, you can use the Price Lookup button at the top of screen to find the missing price.

1. Click in the **Price** field.
2. Type in the correct **price**.

Input the missing price

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

Handling the "Transaction price missing." warning

This hard warning indicates that an imported transaction lacks a share quantity. Research the transaction in your custodian's records, then make the necessary changes to the Share Amount field, if any, in the blotter.

If the Transaction Type field needs to be modified (due to an incorrect Transaction Type being used, as can happen in the case of certain corporate actions), do the following:

1. Click in the **Transaction Type** drop-down field.
2. Select the correct **transaction type**.
3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

To enter the price manually, do the following:

1. Click in the **Number of Shares** field.
2. Type in the correct **number of shares**.

If necessary, enter the proper **Number of Shares**

3. Click the **Save** icon.
4. When the confirmation message appears, click **OK**.

Handling the "Zero quantity." warning