Introduction to Importing Data in Morningstar Office

This document provides a high-level look at the process of importing data into Morningstar Office. Each step in the process is detailed in separate documents. The aim of this guide is simply to inform you of what you will need to learn in order to master this process.

What do I need to know in order to import data into Morningstar Office?

Exactly what you need to do in order to regularly import data into Morningstar Office depends, in part, on the custodian(s) you use to custody client accounts. The following table lists the information you need to learn, in roughly the order in which you should learn it. Note that some items can be learned in parallel with one another. Some items need to be performed just once, while others will be repeated multiple times.

Step	Item	Description	See Also
1	Create your Morningstar Office import-related settings	The first thing you should do is configure Morningstar Office to handle your imported data. This involves creating settings for the following variables: ▶ Tax Lots ▶ Transactions ▶ Currencies (in which your clients' securities are traded) ▶ Exchanges (on which your clients' securities are traded), and ▶ Import interfaces.	Preparing to Import
2	Ensure you are set up to regularly export data from your custodian(s)	Each custodian has a slightly different setup when it comes to exporting data. You'll want to be sure you know what file types to expect, and what each of them is for with regard to importing different types of data. This step also involves setting up the proper file structure on your computer in order to receive and manage these files.	Master Export Guide

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Step	Item	Description	See Also
3	Study the transaction types used in Morningstar Office	Before attempting to address warnings you will encounter in the import blotters, you should be familiar with the transaction types used in Morningstar Office. It's also important to understand the cash accounting methodology used in Morningstar Office, and which transaction types should never be used.	Understanding Morningstar's Transaction Types
4	Select a starting point for your clients' positions	In order to demonstrate performance data for ongoing transactions, you need to choose a starting point for your clients' positions. Some custodians will allow you to import your entire history, while others are more limited in terms of the time frame in which you can retrieve data. The starting point for your data is set through one of the two following processes: ▶ Database conversion, or ▶ Initialization. Database conversions can be done only from Schwab's PortfolioCenter Principa CAMS, and Advent's AXYS. If you do not use one of these systems, you will need to initialize your data as of a certain date.	Preparing to Import Advent Axys Conversion Guide
5	Establish a cost basis for your clients' positions	Establishing a cost basis for your clients' positions is not required, but you cannot generate the Unrealized Gain\Loss report without doing this. Note that cost basis can be reconciled only for certain custodians.	Importing and Reconciling Tax Lot Data
6	Import your clients' data	After you initialize your positions (or once your database is converted), you can begin importing data. If you initialized, you should begin with the earliest day possible, in order to have the most complete data in Morningstar Office.	Preparing to Import (see the Handling the Ongoing Import Process section)
7	Address any warnings or reconciliation items in the import blotters	After you select the files to be imported for a particular date range, you need to go through the import blotters, to resolve any discrepancies the system finds with clients, accounts, securities, positions, transactions or cost basis issues. You will also need to reconcile any positions that are out-of-balance between Morningstar Office and your custodian.	Handling Warnings in the Import Blotters Handling Reconciliations after Importing
8	Post the data to your practice	If you have addressed the warnings in the import blotters and handled any reconciliation issues, posting data should be a straightforward process. You should also be familiar with the process for unposting and reposting data.	Preparing to Import (see the Viewing and Removing Your Post History section)

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Step	Item	Description	See Also
9	Miscellaneous import items	Some other aspects of importing you will want to be familiar with include the following: ▶ Working with user-defined securities to set the price source for a security, account mapping, and client name mapping ▶ Excluding securities from import and reconciliation ▶ Importing data from Microsoft Excel ▶ Handling corporate actions such as spinoffs, splits and mergers, and ▶ Understanding short positions and options.	Importing from Microsoft Excel Using the Spinoff Wizard in Morningstar Office

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