

# Preparing to Import Data in Morningstar Office

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# Preparing to Import Data in Morningstar Office

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This document provides an overview of what you need to do before you begin importing data into Morningstar Office. This document also provides an overview of the ongoing import process in Morningstar Office.

## Overview

You will learn about the following topics:

- ▶ what the general import process is, and what to do before you begin importing
- ▶ creating tax lot settings
- ▶ applying exchange and currency filters
- ▶ applying imported price settings for performance reports
- ▶ applying manual transaction settings
- ▶ creating a folder structure on your hard drive for imported files
- ▶ setting up the Import window in Morningstar Office
- ▶ initializing positions in Morningstar Office
- ▶ handling the ongoing import of data from your custodian(s)
- ▶ returning to a saved blotter; and
- ▶ viewing your post history

Blotters are accounting spreadsheets where you can manipulate the data you imported, before you post it to your clients' accounts. The purpose of the blotters is to search for and correct discrepancies that occurred while importing, before posting data to your practice. The import blotters include import categories, which vary depending on the import interface sources you chose.

## What is an import blotter?

## Understanding the Import Process

This section describes the following topics:


- ▶ the general import process with Morningstar Office
- ▶ what kind of data you can import, and
- ▶ what settings in Morningstar Office you need to address before you begin importing.

Importing is the process of bringing transactional data from your custodian into Morningstar Office, in the form of data files. The import process in Morningstar Office consists of the following steps:

1. Loading the import blotters with data from a custodian.
2. Reviewing the data for errors.
3. Reconciling data so information from your custodian matches that in Morningstar Office.
4. Posting transactions to your clients' accounts.

The following data can be imported into Morningstar Office:

- ▶ client name
- ▶ contact information
- ▶ security prices, and
- ▶ transaction records.

 Note: If you are importing from Microsoft Excel, you can also bring in other data, such as Research lists, members and positional accounts.

After the import process is complete, your clients and accounts will be available within Morningstar Office. Once the data is available, you will be able to conduct portfolio reporting, portfolio accounting and billing.

Before you begin importing transactional data into Morningstar Office, it is crucial that you create and apply the following settings:

- ▶ tax lot methods
- ▶ currency and exchange filters
- ▶ price settings, and
- ▶ manual transaction settings.

These settings should be updated prior to initialization (or your existing database being converted into Morningstar Office). Initialization establishes an initial position for each of your clients before importing begins. The initialization process is done only once, and creates a starting position as of the date of your choosing.

The currency and exchange filters, and the price settings, also need to be set only once, as these apply to all custodians you use. The tax lot method and manual transaction settings, however, must be created for each custodian you use in your practice. Read on to learn about how to update or create each of these settings in Morningstar Office.

### Overview


### What is the import process?

### What kind of data can be imported?

### What settings do I need to address before importing?

## Creating Tax Lot Methods Settings

Before you import transactional data from a custodian, its important to create Tax Lot Methods settings for that data. Tax lot methods determine how your clients’ cost basis is calculated, and becomes important in the import process when using the Tax Lot Reconciliation tool (currently available for TD Ameritrade, Schwab, Pershing and Fidelity).

 Note: To learn more about tax lot reconciliation, please refer to the [Importing and Reconciling Tax Lot Data in Morningstar Office](#) document.

The Tax Lot Methods settings you create in Morningstar Office must match your custodian’s tax lot methods. If the methods do not align, your cost basis will be mismatched and your tax lots will not be reconciled.

The following table describes the tax lot method values you can choose from in Morningstar Office:

This tax lot method...	Assumes...
Average Cost	the value of a pool of assets or expenses is assumed to be equal to the average cost of the assets or expenses in the pool.
FIFO	the assets acquired first are sold first.
Specified	the investor will specify the shares that are sold.
LIFO	the assets acquired last are sold first.
High Cost	the highest cost shares are sold first.
Low Cost	the lowest cost shares are sold first.

### Overview

### What tax lot method values can be set in Morningstar Office?

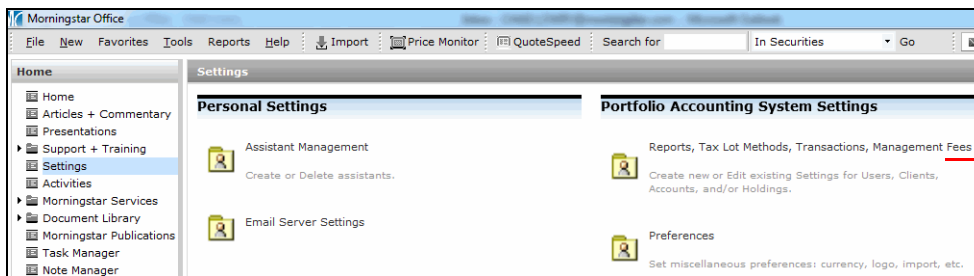
If you import from multiple custodians, you may need to create a Tax Lot Methods setting for each custodian, if the custodians use different tax lot methods. If the tax lot methods are identical for all security types at your custodians, then you will not need to create multiple Tax Lot Methods settings in Morningstar Office.

**How do I create a Tax Lot Methods setting in Morningstar Office?**

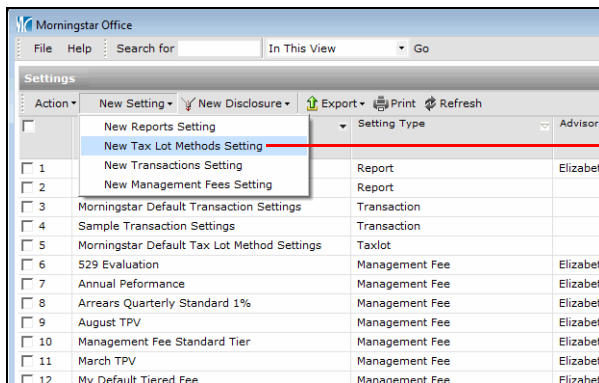
If your custodians do use different tax lot methods, not only do you need to create separate Tax Lot Methods settings, but before you initialize data for each custodian, you must change your User Default Settings to the appropriate Tax Lot Methods setting for the custodian. This will ensure that all new accounts added during the initialization process will apply the Tax Lot Methods setting that matches the custodian.

To create a Tax Lot Methods setting in Morningstar Office, do the following:

1. From the **Home** tab, click the **Settings** page.
2. Under the Portfolio Accounting System Settings area, click once on **Reports, Tax Lot Methods, Transactions, Management Fees**. The Settings window opens.



3. From the toolbar, click **New Setting...New Tax Lot Methods Setting**. The Tax Lot Method Setting dialog box opens.



- In the **Setting Name** field, type a **name** for your new setting. Choose a name that reflects the import source for the accounts to which it will be applied, as you will want to be able to easily identify it later. For instance, rather than simply naming it **FIFO**, use **FIFO Fidelity**.
- For each Security Type, use the drop-down field in the **Tax Lot Method** column to select the method of your choosing.

Enter Tax lot method setting details here.

Setting Type: Tax Lot Method

Setting Name: (50 characters maximum)

Security Type	Tax lot method
Mutual Funds	Average Cost
Stocks	FIFO
Exchange-traded Funds	FIFO
Closed-end Funds	FIFO
Fixed Income	FIFO
Separate Accounts	FIFO
Variable Annuity Subaccounts	FIFO
Variable Life Subaccounts	FIFO
Cash and Cash Equivalents	FIFO
Other	FIFO
Index	FIFO

Buttons: Help, Save + Close, Save As, Close

Callout 1: Enter a name for the setting here

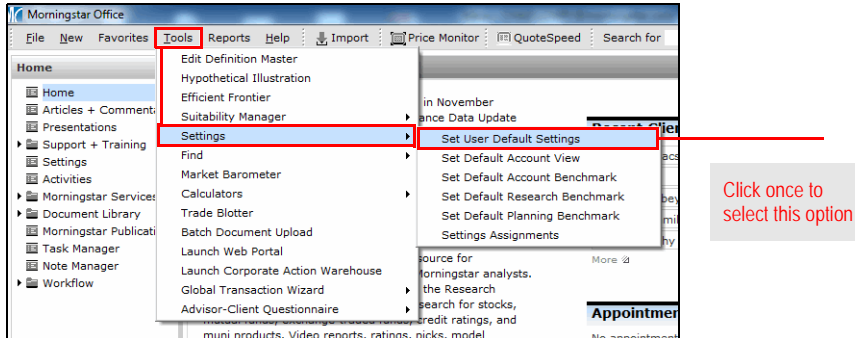
Callout 2: For each security type you use, make a selection in this column

- Click **Save + Close**.

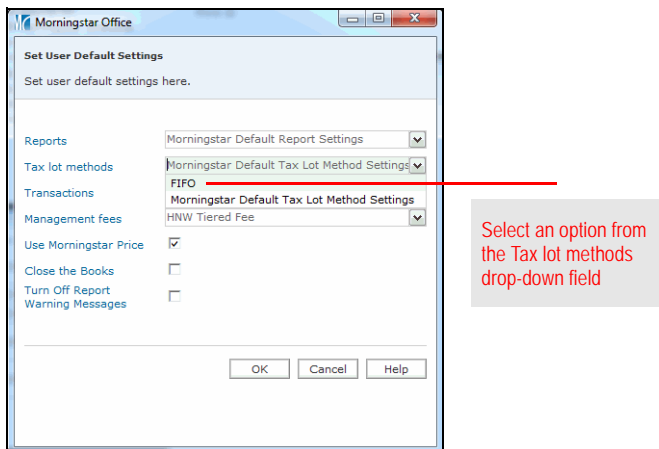
To make a certain Tax Lot Methods setting the default setting for all accounts, do the following:

**How do I change the default Tax Lot Methods setting?**

1. From the toolbar at the top of the screen, select **Tools... Settings... Set User Default Settings**. The Set User Default Settings dialog box opens.



2. From the **Tax lot methods** drop-down field, select the **tax lot method** you want to use as the default setting for transactions that are about to be initialized or imported.



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



## Applying Exchange and Currency Filters

This section describes how to create and apply exchange and currency filters in Morningstar Office. The following topics are covered:

- ▶ why you need to create and apply exchange and currency filters
- ▶ how to apply an exchange filter, and
- ▶ how to apply a currency filter.

During the import process, Morningstar Office identifies securities contained in your files based on those tracked by Morningstar's Research team. By mapping your clients' holdings to Morningstar's databases, you can incorporate Morningstar's research and analysis into your client reports.

Since many securities are traded in multiple currencies and on various exchanges throughout the world, the mapping process could occasionally yield multiple matches for the same CUSIP or ticker. In order to eliminate confusion as to which security is being imported, it is recommended that you create a filter to guide Morningstar in mapping a security to the correct match.

By creating exchange and currency filters you ensure that, in the case where Morningstar's database has more than one version of a security (with the same name/ticker, but on a different exchange or in a different currency), Morningstar Office will map to the security traded on the exchange (or in the currency) you have specified.

By setting these filters, it's not that Morningstar Office will exclude imported securities traded on an exchange that is not included in a filter. Rather, the program simply uses the filter as a guide for finding the correct match when multiple matches are found. Securities falling outside of an exchange and currency filter are flagged with a warning in the import blotter.

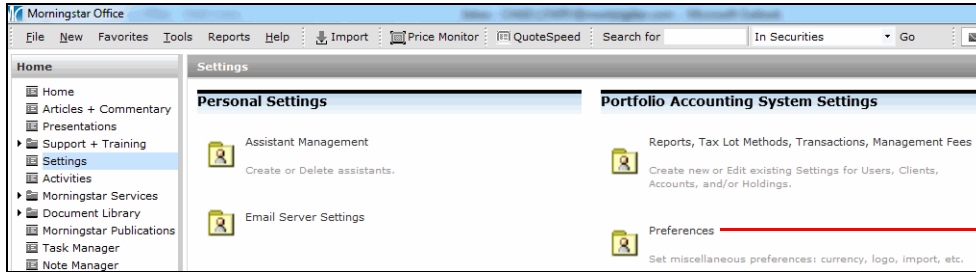
### Overview

### Why do I need to create and apply exchange and currency filters?

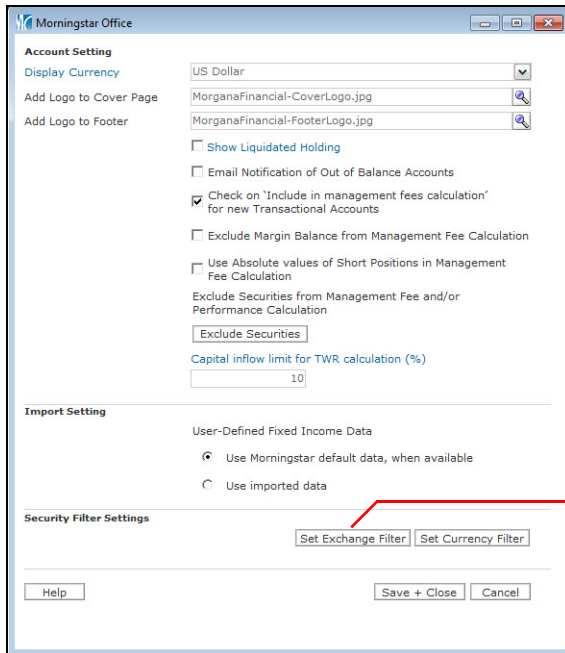
To apply an exchange filter for securities you import, do the following:

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.

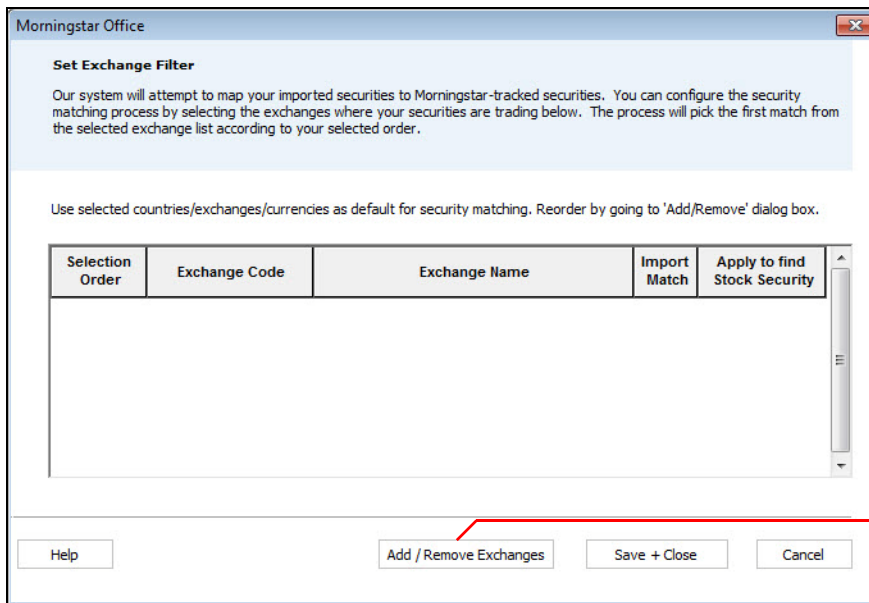
**How do I apply an exchange filter?**



3. Click the **Set Exchange Filter** button at the bottom of the dialog box. The Set Exchange Filters dialog box opens.



- Click the **Add/Remove Exchanges** button at the bottom of the dialog box. The Select Exchanges dialog box opens.

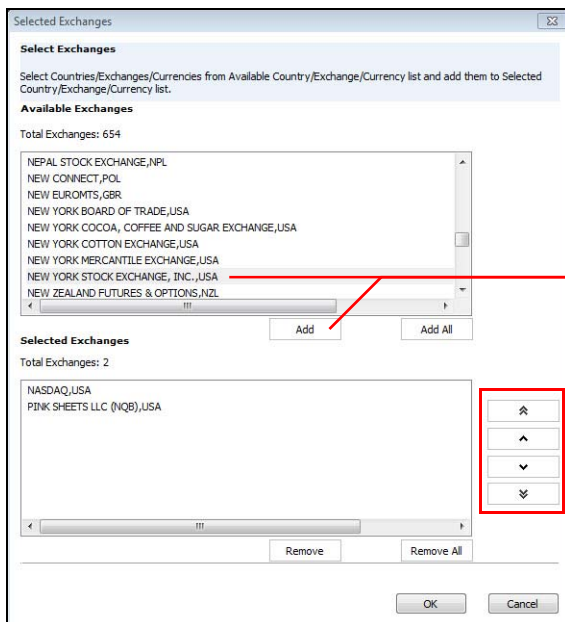


Click here to add and order your exchanges

- 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.

- 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

- Click **OK**. You are returned to the Set Exchange Filter dialog box, where you can see your list of exchanges.
- Check the **Import Match** boxes to apply this filter to the mapping process while importing.
- 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.

**Morningstar Office**

**Set Exchange Filter**

Our system will attempt to map your imported securities to Morningstar-tracked securities. You can configure the security matching process by selecting the exchanges where your securities are trading below. The process will pick the first match from the selected exchange list according to your selected order.

Use selected countries/exchanges/currencies as default for security matching. Reorder by going to 'Add/Remove' dialog box.

Selection Order	Exchange Code	Exchange Name	Import Match	Apply to find Stock Security
1	EX\$\$\$\$XNAS	NASDAQ, USA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	EX\$\$\$\$PINX	PINK SHEETS LLC (NOB), USA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	EX\$\$\$\$XNYS	NEW YORK STOCK EXCHANGE, INC., USA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Help, Add / Remove Exchanges, Save + Close, Cancel

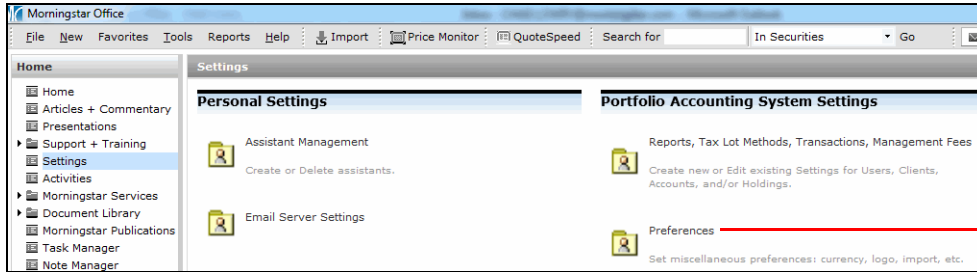
Check these boxes to use these filters when importing data

- Click **Save + Close** to exit the Set Exchange Filter dialog box. You are returned to the Account Setting dialog box.
- Click **Save + Close** to exit.

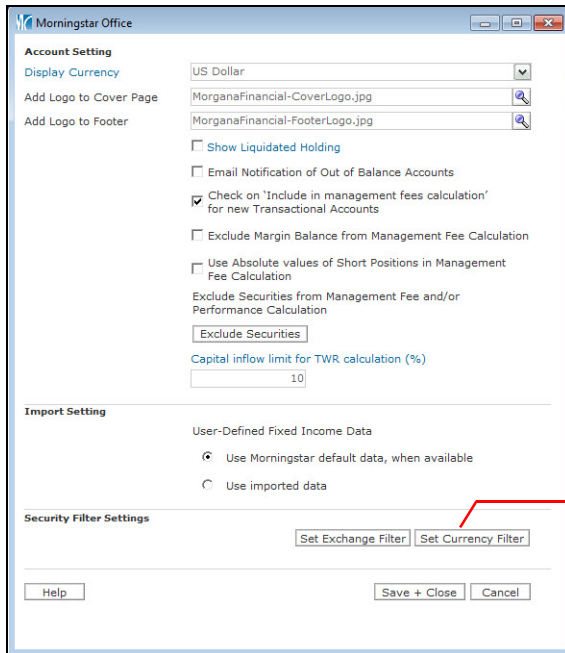
To apply a currency filter, do the following:

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.

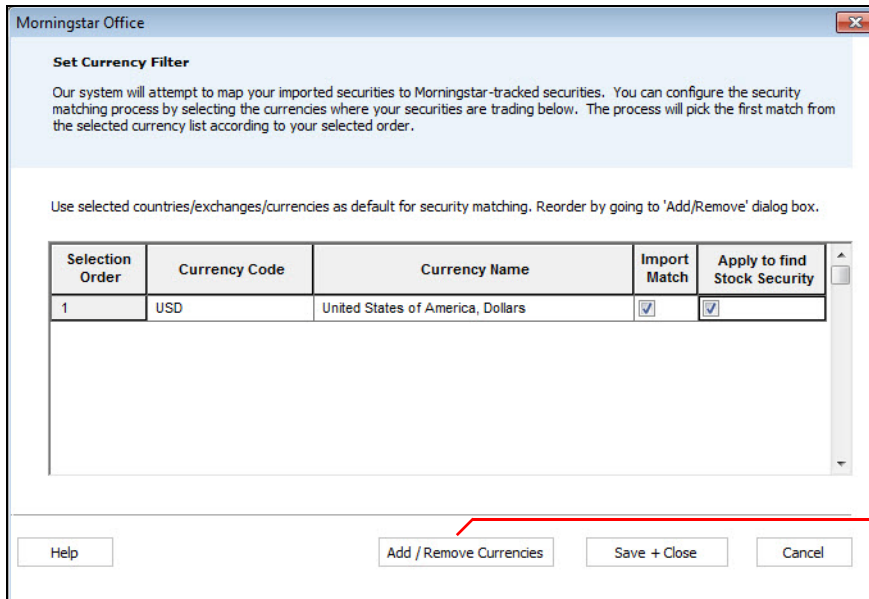
**How do I apply a currency filter?**



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.



- To add or edit the contents of your currency list, click **Add/Remove Currencies**. The Select Currencies dialog box opens.

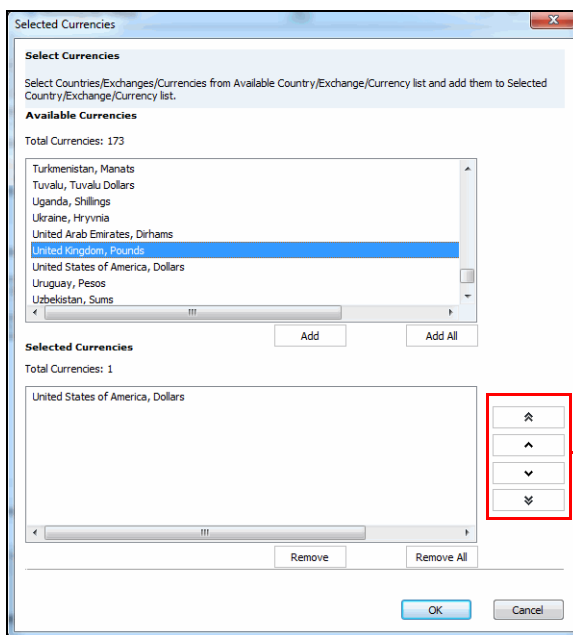


Click this button to add a filter for other currencies

- From the list of available currencies, click once on a **currency** you want to add to your filter, then click **Add**.

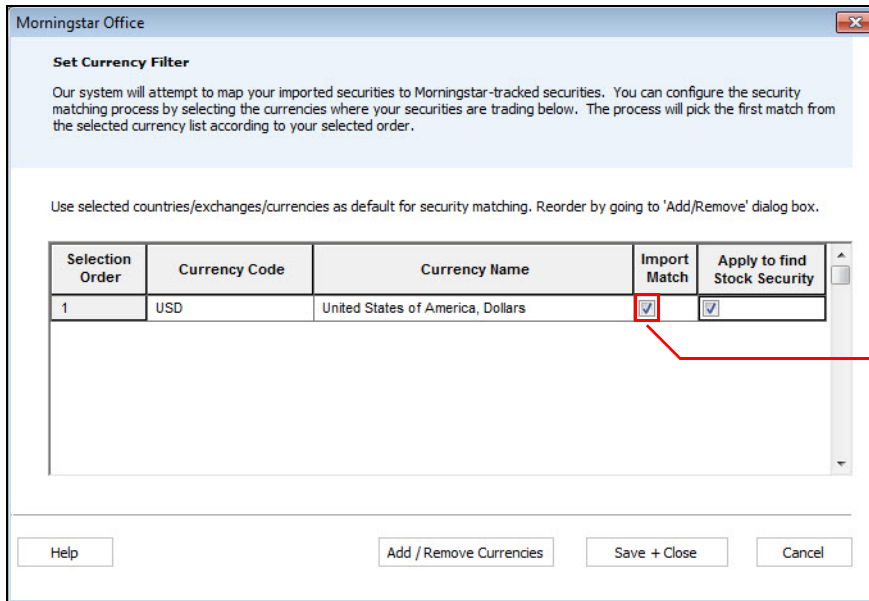
Note: You can select multiple currencies at once by holding down the **<CTRL>** key as you click on each item.

- 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.



Check this box to use this filter when importing data

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.

## Assigning a Price Setting for Performance Reports

This section describes how to assign a price setting to be used when you generate performance reports for imported securities. The following topics are covered:

- ▶ why you need to assign a price setting, and
- ▶ how to assign a price setting.

The import-related files from your custodian(s) should include a price file (or price data), which contains updated price information for every security you import. When this price data is imported, Morningstar Office stores it within the Definition Master. When you later generate performance reports in Morningstar Office, this imported price history is used to analyze the performance of all securities not tracked by Morningstar, such as fixed income securities or options.

When it comes to calculating the performance history of Morningstar-tracked securities, however, you have the option to use either Morningstar's prices, or the imported prices from your custodian(s). When generating performance reports, if you apply your custodian's prices for Morningstar-tracked securities, rather than Morningstar's prices, you will eliminate any price discrepancies that could otherwise appear between custodian-generated reports and reports you generate using Morningstar Office. This setting should be applied prior to importing securities. Keep in mind, though, that if price data is missing from your custodian files, this information may not be as accurate as Morningstar's prices.

### Overview

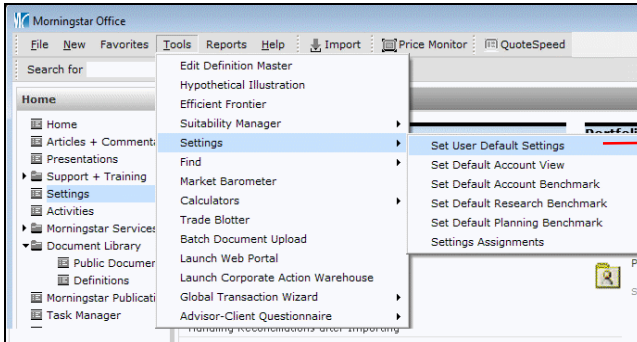
### Why do I need to assign a price setting?



To assign a price source for imported transactions, do the following:

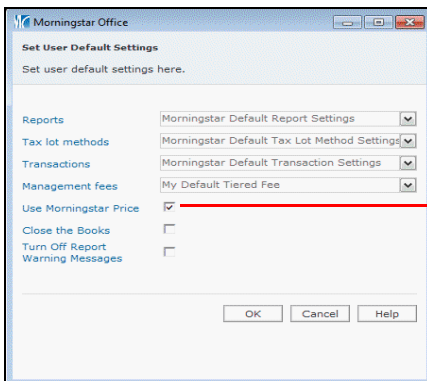
1. From the menu bar at the top of the Morningstar Office window, select **Tools...Settings...Set Default User Settings**. The Set User Default Settings dialog box opens.

**How do I assign a price source for imported transactions?**



Select this option from the Settings menu

2. If you want to use your custodian's prices for Morningstar-tracked securities, uncheck the box marked **Use Morningstar Price**. To use Morningstar's price for these securities, leave the box checked.



Check this box to ensure that Morningstar prices are used when calculating performance

3. To save the setting, click **OK**.


## Applying Manual Transaction Settings

This section describes how to set up manual transaction settings in Morningstar Office. The following topics are covered:

- ▶ why you need to create manual transaction settings, and
- ▶ how to create manual transaction settings.

Morningstar recommends that you create a setting for manual transactions to mimic your custodian's transaction format. This way, if you ever have to manually create transactions for an imported account, this setting will apply the appropriate cash offset transaction to those transactions.

Part of creating a transactions setting involves choosing a cash source. The following table shows the cash holding names for many of the custodians from which you can import transactions into Morningstar Office.

 Note: If you use more than one custodian with the same cash holding name, you need only one instance of that name; you do not need to duplicate it. However, you

If you use this custodian...	You need a cash holding with this name...
ByAllAccounts	Cash Balance
LPL	CASH
Fidelity	CASH
First Clearing	CASH
FolioFN	US Dollars
Pershing	CASH SWEEP
Raymond James	CASH
Royal Bank of Canada	MSCash
Schwab	Sweep Account
Scotttrade	CASH
Southwest Securities	CASH
TDA	CASH

### Overview

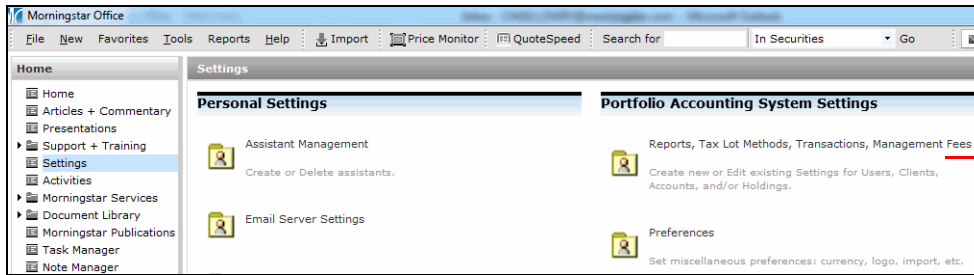
### Why do I need to create manual transactions settings?

If you import for multiple custodians, you need to create a manual transactions setting for each custodian. Before you initialize for each custodian, you must change the User Default Setting to the appropriate Manual Transaction Setting. This will ensure that all new accounts added during the initialization process will apply the correct Manual Transaction Setting for each custodian.

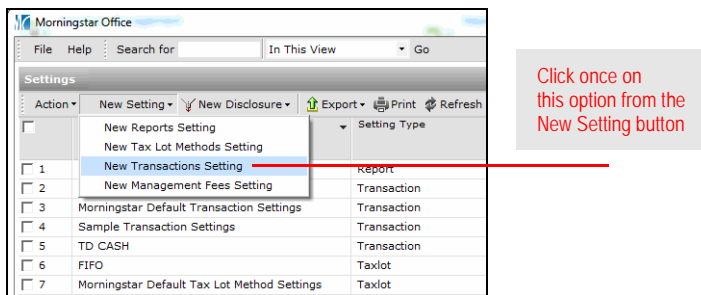
**How do I create a transactions setting?**

To create a manual transaction setting, do the following:

1. From the **Home** tab, click the **Settings** page.
2. Under the Portfolio Accounting System Settings area, click once on **Reports, Tax Lot Methods, Transactions, Management Fees**. The Settings window opens.



3. From the toolbar, click **New Setting...New Transactions Setting**. The Transactions Setting dialog box opens.



4. In the **Setting Name** field, enter a **name** for the new setting. Choose a name that reflects the import source for the accounts to which it will be applied.

- In the Default Cash Symbol field, click the **magnifying glass** icon. The Add Default Cash Symbol dialog box opens.

**Transaction Setting**  
Enter Transaction setting details here.

Setting Type: Transaction

Setting Name: \_\_\_\_\_  
(50 characters maximum)

Default Cash Symbol: \_\_\_\_\_

Record corporate actions for holdings:

- Automatically record distributions
- Automatically reinvest dividends
- Automatically reinvest capital gains
- Automatically record splits

Post transactions to account

Round Mutual Funds/ETFs to: 9 Decimals

For Settlement Date: Use Trade Date

Note: Checking the above boxes to record corporate actions will not post these corporate action transactions to your accounts automatically. You would have to open your accounts then click on "New Transaction" which will show you the transactions that have been recorded, and click on "Post to Account" to post these transactions.

Buttons: Help, Save + Close, Save As, Close

Type a descriptive name for the setting, then click the magnifying glass icon

- Click the **Within** drop-down field, and select **User Defined Cash**.
- Click **Go**.

**Add Default Cash Symbol**

Within: Money Market Funds

Find By: Money Market Funds, Out of Pocket, User Defined Cash

Available records:

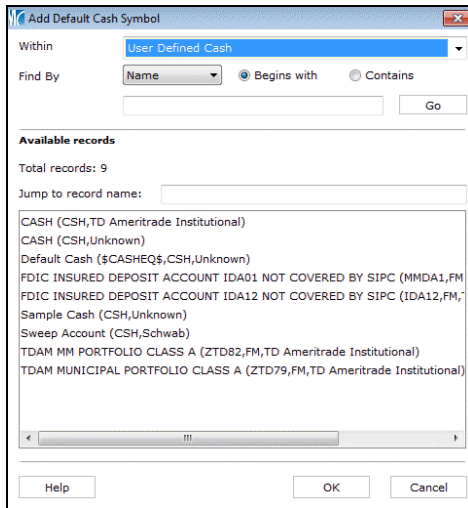
Total records:

Jump to record name:

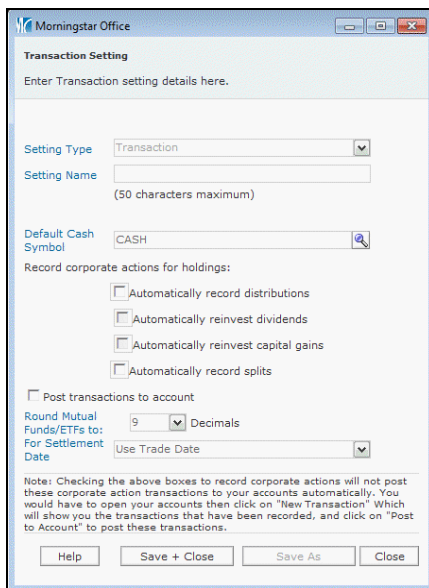
Buttons: Help, OK, Cancel

From the **Within** drop-down field, select **User Defined Cash**

8. From the Available Records area, select the option that matches the custodian you are trying to mimic. See the table on page 16.



9. Click **OK**. You are returned to the Transaction Setting window. Do not select any check boxes on the dialog box.



10. Click **Save + Close**.
11. When the confirmation message appears, click **OK**. You can now close the Settings window. Next, if you plan to initialize your data, you need to make this transaction setting the default setting for all accounts. From the toolbar at the top of the screen, click **Tools** and select **Settings...Set User Default Settings**.

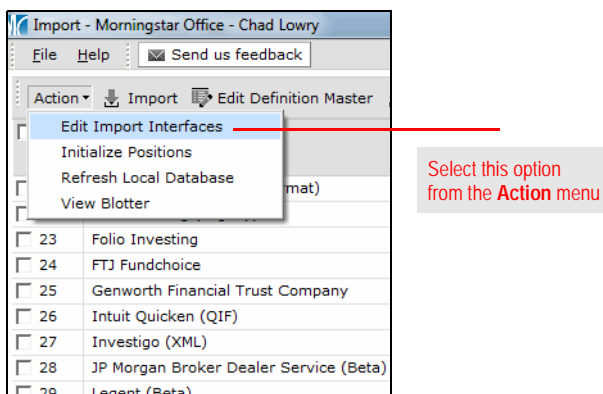
## Managing Your Import Interface Types

Before you can begin importing into Morningstar Office, you must select the import interfaces you plan to use in your practice.

Morningstar Office supports several import interface types. Before beginning the import process, you must add the interface names you use in your practice to the Import window.

To select the interface types you use in your practice, do the following:

1. From the toolbar at the top of the Morningstar Office window, click **Import**. The Import window opens.
2. From the **Action** menu above the Import spreadsheet area, select **Edit Import Interfaces**. The Edit Import Interfaces dialog box opens.



3. From the Available Import Interfaces section (at the top of the dialog box), check the **box** to the left of the import interface(s) you would like to add.

### Overview

### How do I select the import interface(s) for my custodian(s)?

- Click the **down arrow** icon in the middle of the dialog box to add the item(s) you selected to the Selected Import Interfaces section.

**Available Import Interfaces**

Interface Name	Interface Data Type
<input type="checkbox"/> 1 DST FAN Mail	Transactions, Investments & Prices
<input type="checkbox"/> 2 Act! (Removing in next release)	Household Members
<input type="checkbox"/> 3 Advisors Assistant (XML)	Current Holdings
<input checked="" type="checkbox"/> 4 AdvisorsLynx / Orion Advisor Services (XML)	Current Holdings
<input type="checkbox"/> 5 Albridge	Current Holdings
<input type="checkbox"/> 6 ByAllAccounts	Transactions, Investments & Prices
<input type="checkbox"/> 7 CAMS Positions (XML)	Current Holdings
<input type="checkbox"/> 8 CAMS Transactions (Generic Interface) (Beta)	Transactions, Investments & Prices
<input type="checkbox"/> 9 Captool Professional Investor (XML)	Current Holdings
<input type="checkbox"/> 10 Centerpiece / Portfolio Center (XML)	Current Holdings

**Selected Import Interfaces**

Interface Name	Interface Data Type
<input type="checkbox"/> 1 Microsoft Excel - Member Import	Household Members
<input type="checkbox"/> 2 TD Ameritrade Institutional	Transactions, Investments & Prices
<input type="checkbox"/> 3 SchwabLink / Schwab Data Delivery	Transactions, Investments & Prices
<input type="checkbox"/> 4 Advent Axys (XML)	Current Holdings

**Callout 1:** You can select more than one item at a time

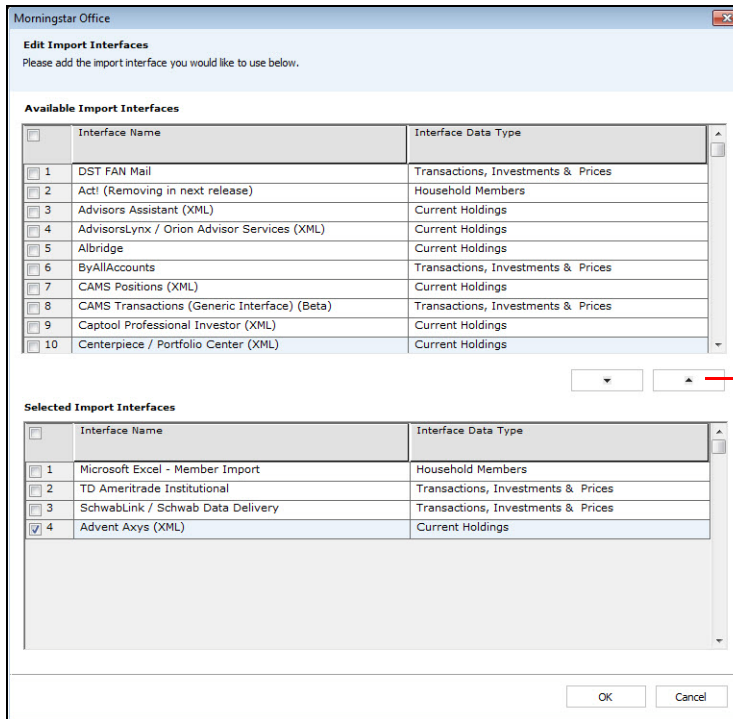
**Callout 2:** Click this icon to move a selected item to the Selected Import Interfaces section

- Click **OK** to close the dialog box. Once the interface names are added to your Import window, you can double-click on any import interface to begin importing.

To remove an import interface from your Import window, do the following:

1. From the **Action** menu above the spreadsheet area, select **Edit Import interfaces**. The Edit Import Interfaces dialog box opens.
2. From the Selected Import Interfaces area, check the **box** next to the import Interface Name(s) you would like to remove from the Import window.
3. Use the **up arrow** in the center of the dialog box to remove the Import interface Name you selected from the selected Import Interfaces section.

**How do I remove an import interface from the Import window?**



After selecting an interface from the bottom area, click this icon to remove it

4. Click **OK**.



## Initializing Positions in Morningstar Office

Not every Morningstar Office user needs to initialize positions before importing clients, accounts and transactions. This session explains the following:

- ▶ which users do need to do this, where the information will appear when you initialize, and how to initialize positions for your practice.

☞ Morningstar highly recommends that you begin importing with the help of a Morningstar Import Specialist. Call the Support team at 1-866-215-2503 for more details if you have never imported transactional data before.

For advisors not undergoing a database conversion, it is usually necessary to establish an initial position for each of your clients before you can begin importing transactional data. The initialization process is done only once, and creates a starting position as of the date of your choosing. The initial positions generated in Morningstar Office will be the ending share quantities and market values as of the initialization date.

After you initialize, your data will appear on a series of import blotters. These blotters contain information related to accounts, positions, transactions, prices and securities for your clients. You must review the data on your import blotters for errors before posting to your practice.

During initialization, you should ensure that your clients do not appear to have a negative holding in their account, should they sell out of a security before you import transactions.

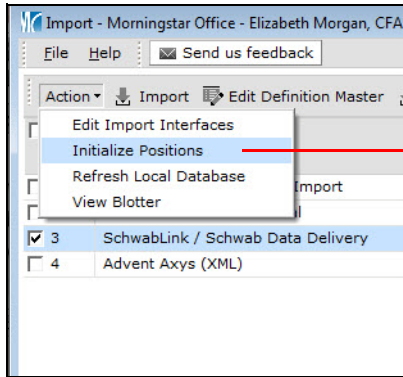
### Overview

### Why do I need to initialize positions?

To initialize your clients' positions, do the following:

1. From the toolbar at the top of the Morningstar Office window, click **Import**. The Import window opens.
2. Check the **box** next to the Interface Name of your choosing.
3. From the **Action** menu above the spreadsheet area, select **Initialize Positions**. The Import dialog box opens.

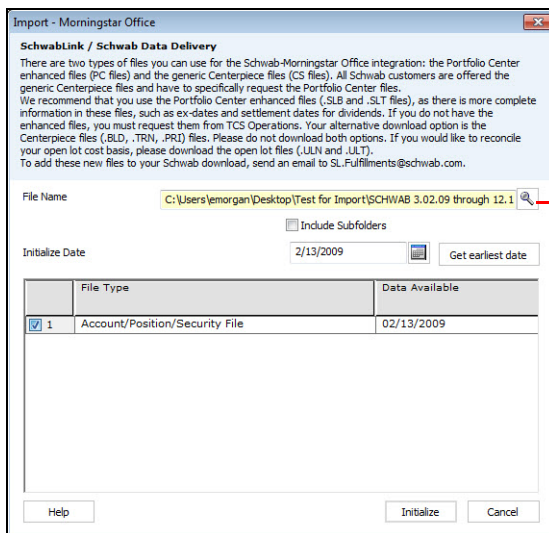
**How do I initialize my clients' positions?**



Select this option from the Action menu

4. To select the folder where your custodian files are stored, click the **magnifying glass** icon next to the File Name field. The Browse For Folder dialog box opens.
5. Once you select a **folder**, the Initialize Date field automatically populates with the earliest date for which a position file is available. If you wish to select a later date, you can edit the Initialize Date field.

Note: The file types included will differ, depending on the custodian for which you are initializing.

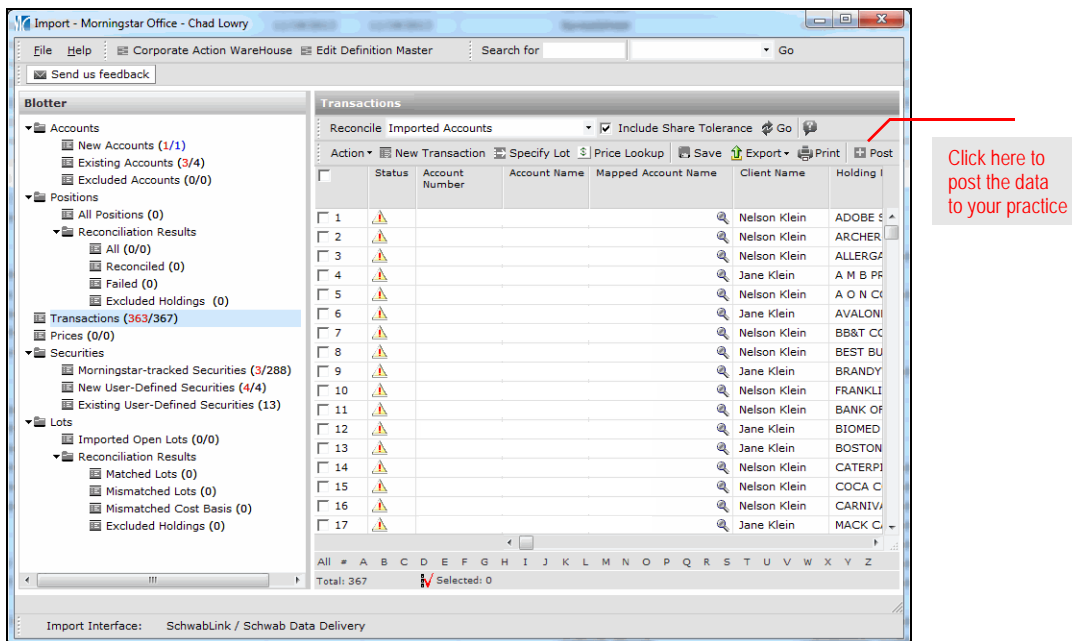


Click here to find the files you want to import

- Click **Initialize**. The Initialization blotter opens. This blotter summarizes all information that will be posted to Morningstar Office from your files. Review the Accounts, Transactions, and Securities pages of the blotter window to ensure that the information to be posted is correct.

Note: You might encounter some transactions or securities that are in warning status, requiring extra attention. Some warnings (e.g., cost basis missing) can be safely ignored before posting data to your practice, while others (e.g., price missing) require immediate attention. If you encounter a warning symbol in the Status column next to any item, refer to the [Handling Warning in the Import Blotter](#) document.

- From the toolbar above the spreadsheet area, click **Post**. This uploads all information contained within the blotter to your Morningstar Office database.



- When the confirmation message appears, click **OK**. The client information, account numbers, and initial positions for each account have now successfully posted to Morningstar Office.

## Handling the Ongoing Import Process

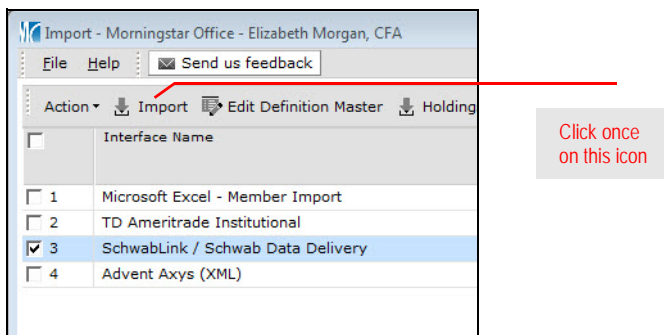
After you have initialized your positions, you are ready to begin the ongoing import process. This section explains the following:

- ▶ how often to import data
- ▶ how to load information onto your blotters, and
- ▶ how to review and reconcile imported data.

It is strongly recommended that you export from your custodian, and import to Morningstar Office, on a daily basis. This ensures that fixed income prices (or other prices not supplied by Morningstar) will be imported, that all transactions are captured, and that reconciliation is easier and less time consuming. If you are unable to import daily, avoid importing more than a week's worth of data at a time, so as to maximize the ease and efficiency of reconciling data.

To load the import blotter, do the following:

1. From the toolbar in Morningstar Office, click **Import**. The Import window opens.
2. Check the **box** next to the Interface Name of your choosing.
3. On the Import window toolbar, click **Import**. The Import dialog box opens.



4. Confirm that the **Start Date** field is correct.

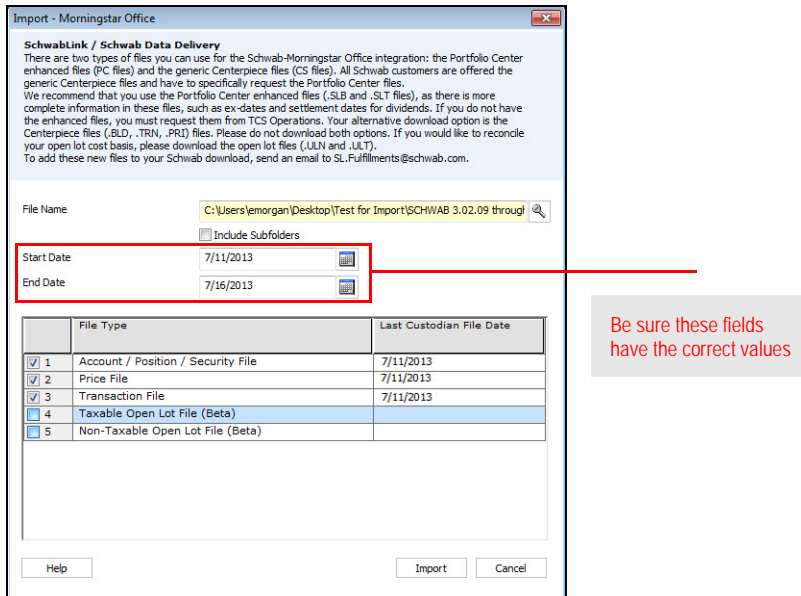
☞ The Start Date should automatically display the date following that of your last imported file. For example, if you initialized as of July 10th, 2013 and are importing for the first time, the Start Date should be July 11, 2013. By tracking which files have already been imported, Morningstar ensures that you do not accidentally import the same file twice.

### Overview

### How often should I import data?

### How do I load the blotter?

- The **End Date** field automatically displays the current date. If necessary, you can change this date.



- Click the **Import** button at the bottom of the dialog box. The Import Blotter window opens. These blotters summarize the data that must be reconciled before you post the data to Morningstar Office.

For each page in the Blotter window, ensure that the information is correct. If you encounter a warning symbol in the Status column next any item, refer to the [Handling Warnings in the Import Blotter](#) document.

**How do I review the imported data?**

After confirming that the information contained in the blotter is correct, run the reconciliation process by clicking the **Reconcile** icon in the upper right-hand corner of the screen.

**How do I reconcile import items that are out-of-balance?**

In this process, the position of each individual holding within your accounts is compared to the positions contained in the position file provided by your custodian. (The positions for your accounts in Morningstar Office are calculated based on the transaction history recorded within Morningstar Office.) Any holdings for which Morningstar’s calculated position does not equal the position in your custodian file will appear within the Failed Reconciliation section of the blotter.

If you see out-of-balance items appear during reconciliation, please refer to the [Reconciliation Troubleshooting Guide](#). This guide will help you balance the accounts available within Morningstar Office.

For certain custodians, cost basis reconciliation is available within the Import window. This feature allows you to reconcile lot and cost basis data from your custodian with the transactional data currently available within Morningstar Office.

Cost Basis reconciliation occurs after you successfully reconcile and post your client account data to Morningstar Office. For instructions on how to complete tax lot cost basis Reconciliation, refer to the [Importing and Reconciling Tax Lot Data](#) document.

**How do I reconcile cost basis data in the Tax Lots blotter?**


## Returning to a Saved Blotter

If you close the Import window while importing, your blotters are automatically saved. When you are ready to finish importing, you can easily return to your saved blotter. This section explains the following:

- ▶ how to return to a saved blotter, and
- ▶ how to delete a blotter if you do not want to post data from it.

To return to a saved blotter, do the following:

1. From the toolbar at the top of the Morningstar Office window, click **Import**. The Import window opens.
2. Check the **box** next to the Interface Name of your choosing.
3. From the **Action** menu above the spreadsheet area, select **View Blotter**. You can now complete your import session.

 Note: Once you complete the reconciliation process and post the data to your practice, the blotter is cleared. You can then begin another import with any interface of your choosing.

In some cases, you may want to delete a blotter before you post the data to Morningstar Office. To remove a blotter you do not wish to post to Morningstar Office, do the following:

1. From the toolbar at the top of the Morningstar Office window, click **Import**. The Import window opens.
2. Check the **box** next to the Interface Name of your choosing.
3. From the **Action** menu above the spreadsheet area, select **Refresh Local Database**. This action clears your blotter. You can now begin a new import session.

### Overview

### How do I return to my saved blotter?

### How do I delete a blotter that I do not wish to post?

## Viewing and Removing Your Post History

Morningstar keeps a record of your post history for each custodian and interface type from which you import. You can view information about the transactions you posted, and you can remove transactions you have posted as well, but only for one import session at a time. Also, if you choose to remove transactions you have posted, you will have to redo the importing procedure in order to repost your transactions.

This section covers the following topics:

- ▶ what to know about viewing and removing past transactions
- ▶ how to view transactions you've posted to your practice, and
- ▶ how to remove transactions you've posted to your practice.

You can only un-post transactions in the order in which you imported them.

Only transactions un-post. Securities, Prices, Clients, and Accounts will remain as part of your practice. For example, if you post time-stamped files, un-posting transactions will not fix all of the extra user-defined securities, clients, and accounts that were added.

If you edit a transaction after it's been posted, that transaction is still part of the original group and will un-post.

When you unpost transactions, the Import Start Date on the Import dialog box will not update. You will have to keep track of the data that you un-post and adjust the start date accordingly.

If a transaction doesn't post because of a warning, such as "Duplicate transaction," it will still be included in the Number of Transactions Posted column in the Transaction Post History dialog box, when in reality, it did not post. To see the actual transactions that posted, do the following:

1. In the Transaction Post History dialog box, select the **check box** for a row.
2. Click the **View Post** icon. The Transactions dialog box opens.

### Overview

### What should I know about viewing or removing past transactions?



To view transactions you have posted to Morningstar Office, complete the following steps:

1. From the toolbar at the top of the Morningstar Office window, click **Import**. The Import window opens.
2. From the toolbar on the Import window, click the **View Post History** icon. The Transaction Post History window opens.
3. Check the **box** next to the import session you would like to view.
4. From the tool bar above the spreadsheet area, click **View Post**. The Transactions dialog box opens.

### How do I view transactions I already posted to Morningstar Office?

	Post Date	Post Timestamp	Import Source	Number of Transactions Posted	Number of New Accounts Posted	Number of Unreconciled Positions	Last Custodian File Date	Post Status
<input type="checkbox"/>	8/20/2012	11:16:00 AM	SchwabLink / Schwab Data Delivery	1,125	0	N/A	11/5/2009	Posted
<input type="checkbox"/>	8/20/2012	11:14:00 AM	SchwabLink / Schwab Data Delivery	367	5	N/A	8/18/2009	Posted

If necessary, you can remove the most recent set of transactions you posted to Morningstar Office by removing an import session. Note the following important information about this procedure:

- ▶ Before you remove transactions you have posted, make a note of the date range you are removing. The next time you import (or repost), set the Start Date and End Date fields on the import dialog box to match the date range you removed; these fields will not update automatically.
- ▶ Only transactions will unpost; user-defined securities, clients, accounts and prices will **not** be removed from your practice. Also, you must remove posts one at a time, in reverse chronological order of when they were added.
- ▶ The system displays only a certain number of recent posts at a time, but as you un-post, more sessions are displayed. You could potentially un-post all of your data.
- ▶ It takes the same amount of time to un-post transactions as it does to post them.

### How can I remove transactions I've posted to Morningstar Office?

To remove transactions from Morningstar Office, complete the following steps:

1. From the toolbar at the top of the Morningstar Office window, click **Import**. The Import window opens.
2. From the toolbar on the Import window, click the **View Post History** icon. The Transaction Post History window opens.
3. Select the most recent import session you have posted.
4. Click **Remove Post**. When the un-post is complete, you will receive an email.