

## Exporting PortfolioCenter® Data for Morningstar Advisor Workstation<sup>SM</sup> Enterprise Edition and Morningstar Principia®

The PortfolioCenter Morningstar Export function is designed to help you copy portfolio position information from PortfolioCenter and upload it to either Morningstar Advisor Workstation or Morningstar Principia. This document guides you through the steps to create the export file you can then use to upload or import to the appropriate Morningstar product.

- 1 If necessary, click the **Portfolios** tab.
- 2 From the menu bar, select **Tools | Export | Morningstar Export** to start the export.
- 3 Enter the date you want to export positions for in the **As of date** field.
- 4 Enter the **Price date** closest to the As of date you selected above.
- 5 In the **Output file** field, enter the full path of where you want the exported data to be after the export.

The file name should be `cpposition.xml`.



- 6 Check the **Allow Overwrite** box to overwrite an existing file. If this box is not checked and a file with the same name exists in the selected path, the export cannot complete.
- 7 Click the **Next** button.



### Important Notes About Paths

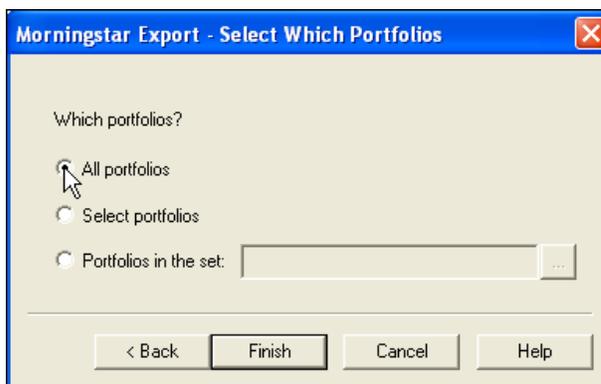
- ♦ If you are using PortfolioCenter on a network and exporting the file on a client computer, the path is specific to the local client machine. For example, if the path is `C:\Temp\`, PortfolioCenter exports the file to the `C:\Temp\` folder on the client computer, not the server.
- ♦ If you have Morningstar Principia installed on the same machine, the default path is `C:\Program Files\Morningstar\Principia\`
- ♦ If you are on a client computer in a network the default path is `C:\Temp\`

8 Select the portfolios from which you want to export data:

- ◆ **All portfolios**
- ◆ **Selected portfolios**
- ◆ **Portfolios in a set.**

9 If you selected All Portfolios, click **Finish**.

Otherwise, click **Next** and skip to the next step.



### Important

If you have more than 100 portfolios you want to include in the export file, it is best to do multiple exports consisting of 100 portfolios or less each. You can either do this by using the Selected Portfolios option or create multiple sets, including 100 or fewer portfolios.

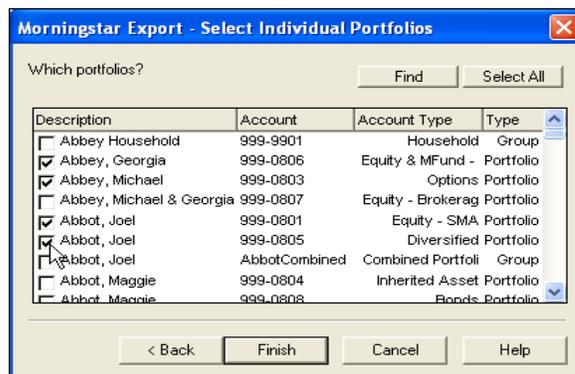
10 Select the portfolios or set to include:

If you chose Selected Portfolios:

- a If you chose the Selected Portfolios option, you should see a list of portfolios, similar to the example on the right.

Scroll through the list and check the box next to each portfolio you want to include in the export file.

- b Click **Finish** to export the data.

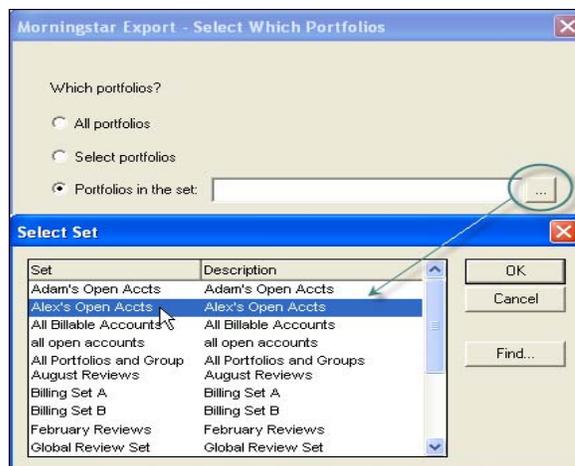


If you chose Portfolios in a set

- a If you chose the Portfolios in a Set option, you should see a list of sets, similar to the example on the right.

Scroll through the list of sets and select the one containing the portfolios you want to include in the export file.

- b Click **Finish** to export the data.



11 Follow the instructions provided to you by Morningstar to upload or import the data file(s) appropriately.