

**Workshop Training Guide**  
**Morningstar Direct**



Account Return  
Series Import



**MORNINGSTAR** Direct



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## Contents

<b>IMPORTING ACCOUNT RETURN SERIES .....</b>	<b>5</b>
EXERCISE 1: USER PREFERENCES.....	6
EXERCISE 2: IMPORTING ACCOUNT RETURN SERIES .....	8
EXERCISE 3: MAPPING.....	9
EXERCISE 4: SAVING A RETURNS SERIES IMPORT TEMPLATE .....	11
EXERCISE 5: LOADING A SAVED RETURNS IMPORT TEMPLATE .....	11
EXERCISE 6: DELETING A SAVED RETURNS IMPORT TEMPLATE .....	11
EXERCISE 7: FINALISING THE IMPORT PROCESS .....	12
EXERCISE 8: VIEWING/EDITING IMPORTED PERFORMANCE DATA.....	13
EXERCISE 9: IMPORTING RETURN SERIES USING THE MATRIX FILE FORMAT .....	14
<b>USING THE ACCOUNT AUTO-IMPORT FUNCTION .....</b>	<b>17</b>
EXERCISE 1: CREATING YOUR IMPORT FILE.....	17
EXERCISE 2: MAPPING YOUR TEMPLATE IN MORNINGSTAR DIRECT .....	18
EXERCISE 3: MANAGING TEMPLATES.....	20
EXERCISE 4: SETTING UP A RETURNS SERIES AUTOMATED IMPORT .....	21
<i>Creating a Schedule.....</i>	<i>22</i>
<i>Creating a Job.....</i>	<i>23</i>

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## Importing Account Return Series

Portfolio Management is a workspace to create, analyse, and manage Model Portfolios, Custom Benchmarks, and Accounts. You can create account groups as structured organisation of accounts for easier account management as well as view your full list of securities in these accounts. Model Portfolios, Custom Benchmarks, and Accounts are commonly known as object types and they can be applied to the various product areas of Morningstar Direct.

In this exercise guide, you will learn everything about importing return series for Accounts.

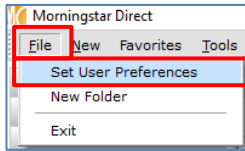
### Outline

- ▶ Portfolio Management Definitions
- ▶ User Preferences
- ▶ Manually Import Account Return Series
- ▶ Importing using a Matrix Format
- ▶ Setting Up an Automated Account Return Series Import

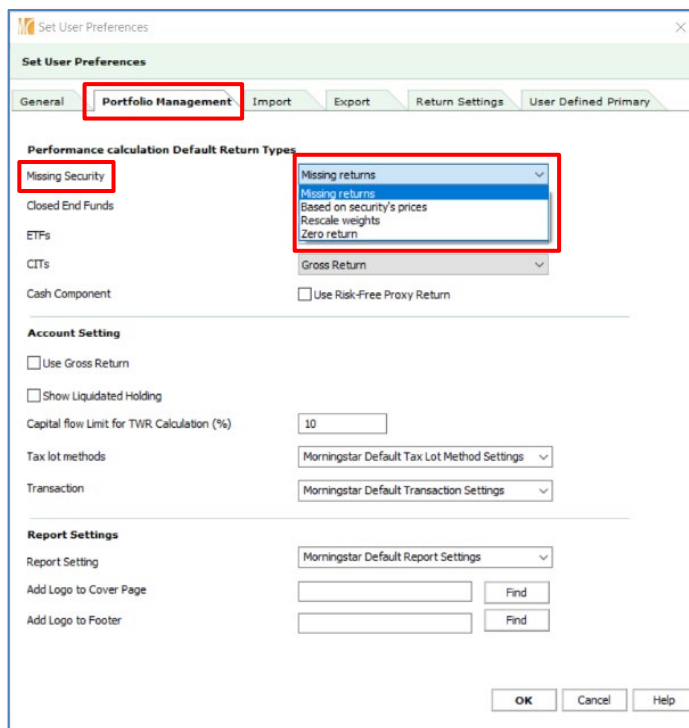
Before you begin to use Portfolio Management, set your user preferences for importing components and calculating performance.

## Exercise 1: User Preferences

1. Go to **File > Set User Preferences**.



2. Under the **General** tab, select your preferred **Currency**.
3. Go to the **Portfolio Management** tab
4. In the **Performance calculation Default Return Types** section, let's turn our attention to the **Missing Security** drop-down menu. There are four options regarding the treatment of securities with missing returns:
  - ▶ **Missing Returns:** the default setting; the performance for the entire import will not be calculated
  - ▶ **Based on Security's Prices:** performance will be calculated based on the imported price
  - ▶ **Rescale Weights:** the security is removed from the performance calculation and the weights for the remaining securities are rescaled
  - ▶ **Zero Return:** the missing period performance is set to zero

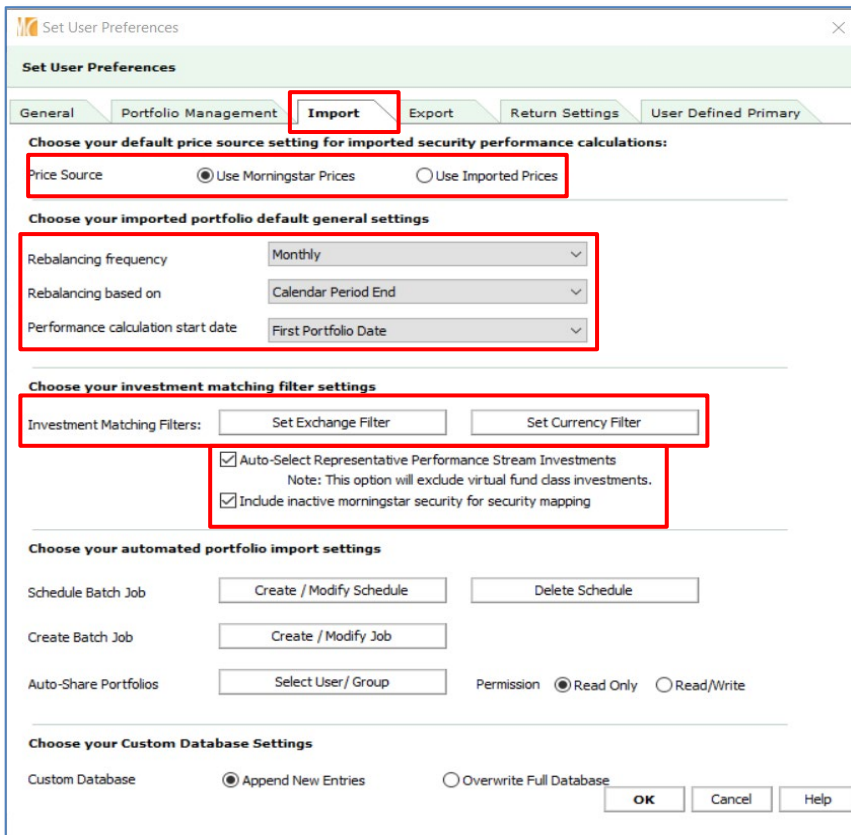


5. Click on the **Import** tab.
6. Under the **Price Source** section, select your default price source for imported security performance calculations.
7. Under the **Choose your imported portfolio default general settings**, select your rebalancing options.

When importing ETFs or Stocks, you might want to set your exchange preferences under **Set Exchange Filter**.

Use **Set Currency Filters** to set your preference in terms of currencies if you are importing securities in various currencies that share the same ISIN code.

These settings are applicable for imports using the automated import function as well.



- ▶ **Auto-Select Representative Performance Stream Investments:** this option excludes virtual fund class investments. When importing stocks using ISIN as identifier, it will import the stock listed on the primary exchange.
- ▶ **Include inactive Morningstar security for security mapping:** selecting this option ensures that obsolete securities are automatically recognised during the import. If you don't select this option and import obsolete securities, you will have to map them manually during the import process.

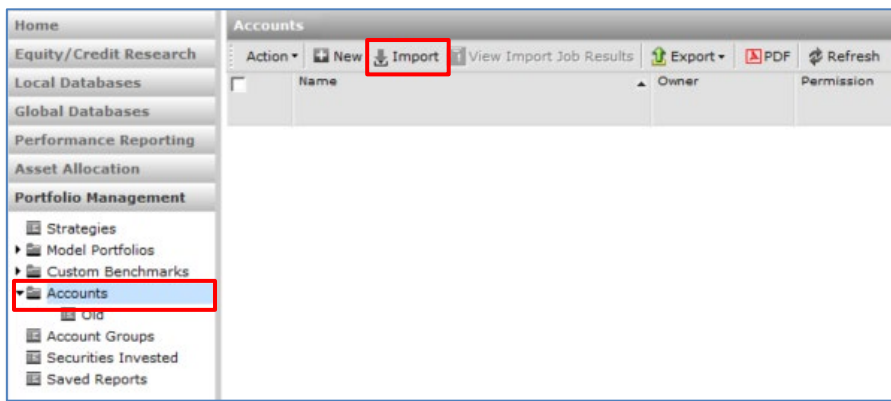
8. Click **OK**.

When importing returns for Model Portfolios, Custom Benchmarks, and Accounts, you can either link them to your imported holdings or create a new unique custom security. In order to link the imported return series to the imported holdings, the portfolio ids of each must match one another. Also, the Import Return file must contain the following columns: date (in text format), portfolio id, portfolio name, and performance. Imported returns may be daily, monthly or quarterly returns.

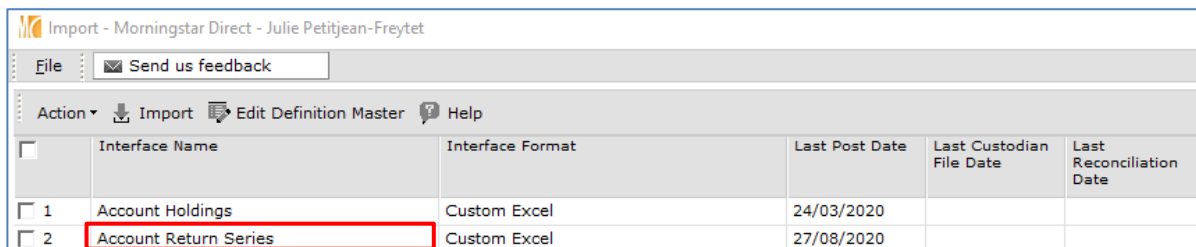
### Exercise 2: Importing Account Return Series

In this section, you will learn how to import return data into an Account using Morningstar Templates. The same workflow logic would apply to a Model Portfolio or a Custom Benchmark—the difference is that the import workflow would take place in the Model Portfolios or the Custom Benchmarks folder.

1. Click [here](#) to download this sample file to use during this exercise.
2. To begin the import process, go to the **Portfolio Management** folder.
3. Click on **Accounts**.
4. From the toolbar, click **Import**. The **Import** window opens.



5. Double-click **Account Return Series** to be taken to the second import window.





6. Under **File Name**, click the magnifying glass to select the file.
7. Ensure the **Date Format**, **Performance Format**, **Return Type**, and **Return Frequency** match the data in the file.

**Exercise 3: Mapping**

**Account Return Series**

Account Return Series

File Name: C:\Users\JPETITJ\OneDrive - MORNINGSTAR INC\Desktop\Account\_Return\_Series

Select Worksheets: Sheet1

Start Date: [Calendar Icon]

End Date: [Calendar Icon]

Date Format: DD/MM/YYYY

Performance Format: Percentage

Return Frequency: Daily

Header Row:

Return Format Type:  Row Format  Matrix Format

**Preview**

Date	Portfolio Id	Portfolio Name	Net Return	Net Re
Column A (Date)	Column D (Fund ID)	Column C (Fund na)	Column B (%)	Select.
4/29/2016	Imported Returns	Imported Returns A	42.3326111098089	
4/30/2016	Imported Returns	Imported Returns A	42.3326111098089	
5/1/2016	Imported Returns	Imported Returns A	42.3326111098089	
5/2/2016	Imported Returns	Imported Returns A	42.1812087451578	
5/3/2016	Imported Returns	Imported Returns A	41.2773103599173	
5/4/2016	Imported Returns	Imported Returns A	41.075941402137	
5/5/2016	Imported Returns	Imported Returns A	41.3070185486092	
5/6/2016	Imported Returns	Imported Returns A	40.8501700660942	
5/7/2016	Imported Returns	Imported Returns A	40.8501700660942	
5/8/2016	Imported Returns	Imported Returns A	40.8501700660942	
5/9/2016	Imported Returns	Imported Returns A	41.1506005875237	
5/10/2016	Imported Returns	Imported Returns A	41.3506526927361	

Save Template Load Template Import Cancel

- ▶ **Select Worksheets:** use this drop-down menu to select the worksheets you want to import if your file contains data on multiple worksheets.
- ▶ **Start Date** and **End Date:** use these fields if you want to import only a subset of the dates and values in the file.
- ▶ **Header Row:** select it to indicate that the file has a header row; only data from row 2 onwards will be imported.
- ▶ **Return Format Type:** Row format displays the data in rows; Matrix Format uses a matrix layout. You can find out more about this in [Exercise 9: Importing Return Series Using the Matrix File Format](#).

- Under the **Preview** section, to align the column headers with those in your spreadsheet using the drop-down menus.

**Note:** The order of the columns in your file does not matter; what matters is that for the Date column for instance, you assign the column from your Excel file containing that particular data and so on and so forth for the other columns.

Import - Morningstar Direct

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**Account Return Series**

Account Return Series

File Name: C:\Users\JPETITJ\OneDrive - MORNINGSTAR INC\Desktop\Account\_Return\_Serie

Select Worksheets: Sheet1 Start Date: [Calendar Icon]

Date Format: DD/MM/YYYY End Date: [Calendar Icon]

Performance Format: Percentage Return Frequency: Daily

Header Row:

Return Format Type:  Row Format  Matrix Format

---

**Preview**

Date	Portfolio Id	Portfolio Name	Net Return	Net Re ^
Column A (Date)	Column D (Fund ID)	Column C (Fund na	Column B (%)	Select.
4/29/2016	Imported Returns	Imported Returns A	42.3326111098089	
4/30/2016	Imported Returns	Imported Returns A	42.3326111098089	
5/1/2016	Imported Returns	Imported Returns A	42.3326111098089	
5/2/2016	Imported Returns	Imported Returns A	42.1812087451578	
5/3/2016	Imported Returns	Imported Returns A	41.2773103599173	
5/4/2016	Imported Returns	Imported Returns A	41.075941402137	
5/5/2016	Imported Returns	Imported Returns A	41.3070185486092	
5/6/2016	Imported Returns	Imported Returns A	40.8501700660942	
5/7/2016	Imported Returns	Imported Returns A	40.8501700660942	
5/8/2016	Imported Returns	Imported Returns A	40.8501700660942	
5/9/2016	Imported Returns	Imported Returns A	41.1506005875237	
5/10/2016	Imported Returns	Imported Returns A	41.3506526927361	

Save Template Load Template Import Cancel

Before proceeding further, you do have the option to save the template. Saving a template can save you time when you work with import files with different layouts. You will then be able to load any saved template from this window as well.

To save the template, do the following:

1. In the bottom-left corner of the window, click **Save Template**. The **Save As** window opens.
2. In the **Name** field, type **Daily Return Series**.
3. Click **OK**.

To load a saved template, do the following:

1. In the bottom-left corner of the window, click **Load Template**. The **Load Template** window opens.
2. Select the saved template you want to load and click **OK**.

The settings saved with this template are now selected.

To delete a saved template, do the following:

1. In the bottom-left corner of the window, click **Save Template**. The **Save As** window opens.
2. From the **Existing** section, select the name of a saved template.
3. At the bottom of the window, click **Delete**.
4. When prompted, click **Yes** to confirm deletion.
5. Click **OK**.

Your saved template has now been deleted.

#### Exercise 4: Saving a Returns Series Import Template

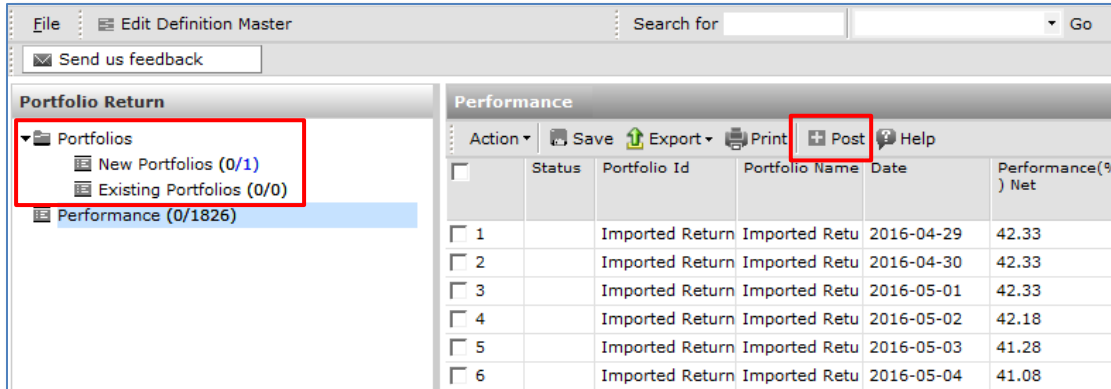
#### Exercise 5: Loading a Saved Returns Import Template

#### Exercise 6: Deleting a Saved Returns Import Template

9. Click **Import**. The **Import** window opens.

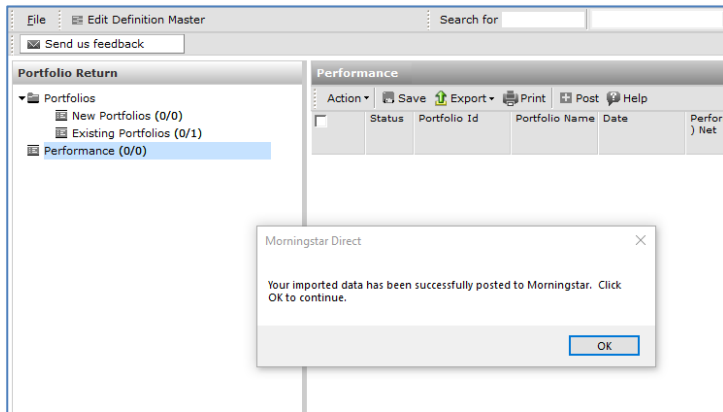
**Exercise 7: Finalising the Import Process**

When you import a series for the first time, it is placed in the **New Portfolios** folder. **"0/1"** indicates that one portfolio was imported. When you update the imported data thereafter, this portfolio will be placed in the **Existing Portfolios** folder.



10. Click **Post** to save your returns as an Account.

**Note:** Clicking **Save** saves the data in this temporary space. Clicking **Post** actually saved the data to the Morningstar database as an Account.



11. Click **OK**.

12. You will be taken back to the first import window.

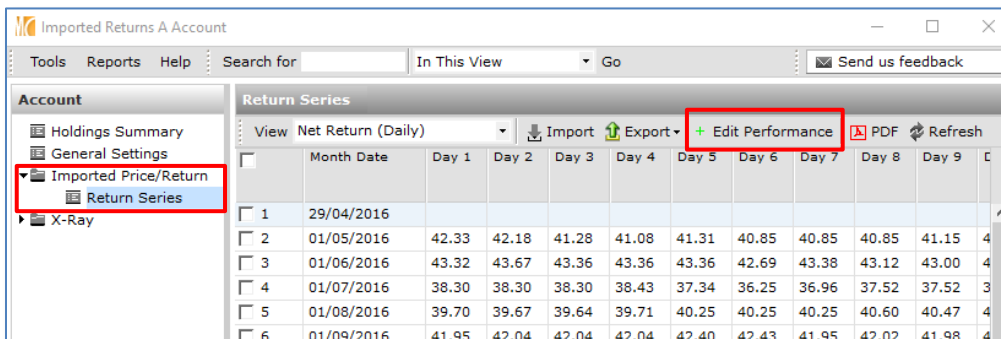
13. Click the cross in the top-right corner of the window to close this view.

14. To view your returns, go to the **Accounts** folder and click **Refresh**.
15. Double-click the **Account** name.
16. Go to the **Imported Price/Return** folder and click on **Return Series**.
17. Since we used daily net returns, use the **View** drop-down menu and select **Net Return (Daily)**. Here, you will see your imported returns.

**Exercise 8: Viewing/Editing Imported Performance Data**

To record a change in performance manually, do the following:

1. From the toolbar, click **Edit Performance**. The **Daily Trailing Returns Setup** window opens.



2. Double-click in a cell to overwrite or add data.
3. Once you have updated your data, click **Save + Close**.
4. You can close the Account by clicking on the red cross in the top-right corner of the window.

In the previous exercise, we saw it was possible to use a matrix format to import return series.

With this format option, users can set up their portfolio values in columns rather than having continuous rows of data one below the other.

An example of an import file is shown below:

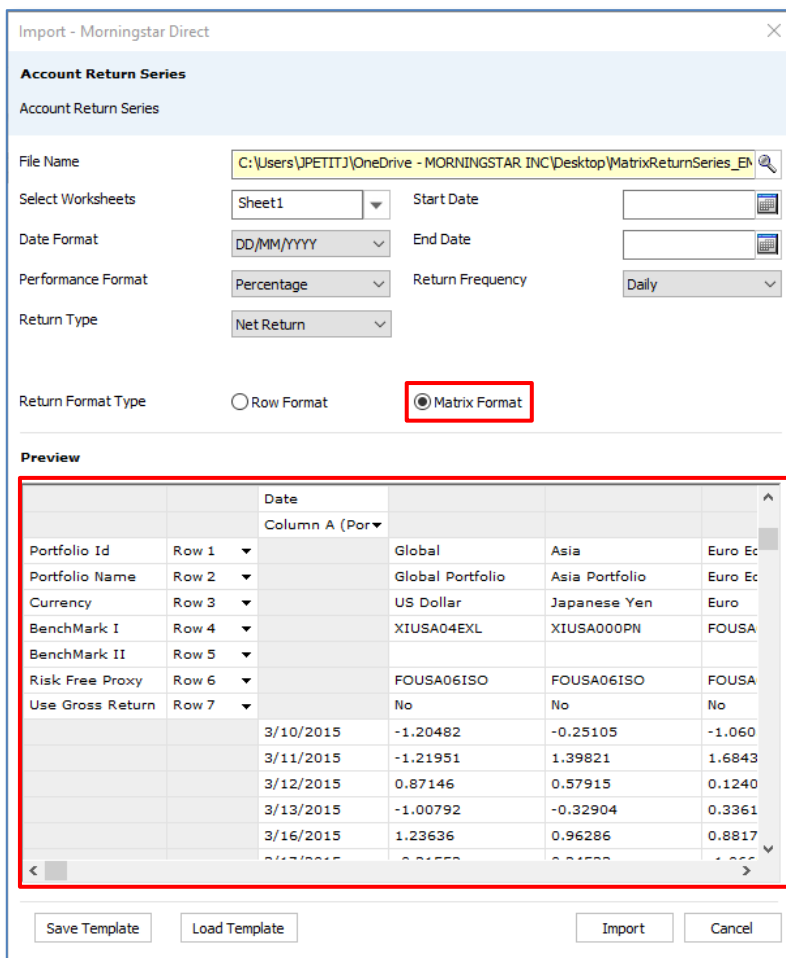
**Exercise 9: Importing Return Series Using the Matrix File Format**

	A	B	C	D	E	F	G	H
1	Portfolio ID	Global	Asia	Euro Equity	Pan Europe	UK	US	Growth Europe
2	Portfolio Name	Global Portfolio	Asia Portfolio	Euro Equity Portfolio	Pan Europe Portfolio	UK Portfolio	US Portfolio	Growth Europe Portfolio
3	Currency	US Dollar	Japanese Yen	Euro	Euro	Pound Sterling	US Dollar	Euro
4	Benchmark II	XIUSA04EXL	XIUSA000PN	FOUSA08842	FOUSA07WOV	XIUSA04CGI	XIUSA04EXL	FOUSA07WOV
5	Benchmark II							
6	Risk Free Proxy	FOUSA06ISO	FOUSA06ISO	FOUSA06ISO	FOUSA06ISO	FOUSA06ISO	FOUSA06ISO	FOUSA06ISO
7	Use Gross Return	No	No	No	No	No	No	No
8	02/03/2015	-0.14	0.19	-0.32	0.00	0.21	-0.32	0.24
9	03/03/2015	-0.14	-0.66	-1.10	0.22	-0.34	1.12	-0.86
10	04/03/2015	-1.10	0.19	0.54	-0.80	-0.57	-0.22	0.48
11	05/03/2015	0.42	0.69	1.34	1.07	0.98	0.24	0.91
12	06/03/2015	-1.18	-0.88	0.75	1.01	0.47	0.60	0.43
13	09/03/2015	-0.91	-0.22	-0.14	-0.61	-0.30	-0.89	-0.57
14	10/03/2015	-1.20	-0.25	-1.06	-0.40	-0.84	0.81	-0.52
15	11/03/2015	-1.22	1.40	1.68	0.57	-0.81	-1.82	1.53
16	12/03/2015	0.87	0.58	0.12	0.57	0.89	0.42	-0.09
17	13/03/2015	-1.01	-0.33	0.34	-0.17	0.44	2.70	0.85
18	16/03/2015	1.24	0.96	0.88	0.79	0.40	-0.50	1.22
19	17/03/2015	-0.22	0.25	-1.07	-0.61	0.13	1.57	0.00

In the example above, we can import multiple accounts, set their individual currencies, assign benchmarks and risk-free proxies, and define if they are using net or gross returns.

In this exercise, you will learn how to import Account return series using the matrix format.

1. Click [here](#) to download this sample file to use during this exercise.
2. To begin the import process, go to the **Portfolio Management** folder.
3. Click on **Accounts**.
4. From the toolbar, click **Import**. The **Import** window opens.
5. Double-click **Account Return Series** to be taken to the second import window.
6. Under **Return Format Type**, select the **Matrix Format** radio button.
7. Under **File Name**, click the magnifying glass to select the file.
8. Ensure the **Date Format**, **Performance Format**, **Return Type**, and **Return Frequency** match the data in the file.
9. Match the rows below with the rows in your file. E.g. if you set the Portfolio ID in your Excel file in row 1, ensure row 1 is selected.

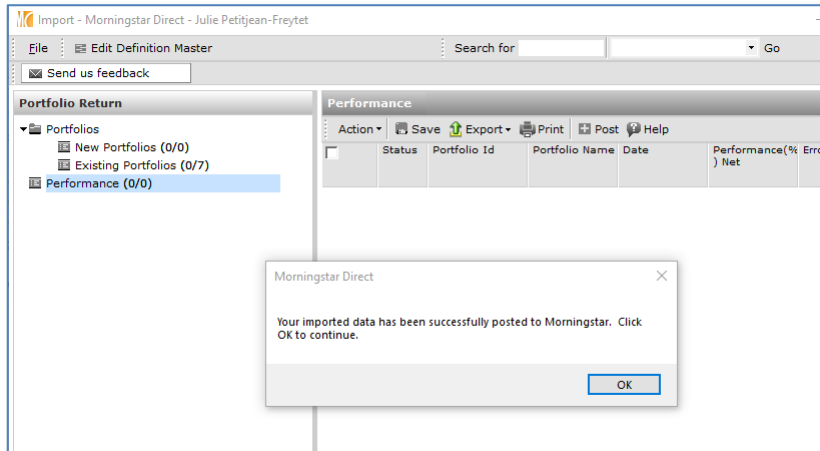


You do have the possibility to save, delete and load Matrix Format templates.

10. Click **Import**. The **Import** window opens.

Since this is the first time we import these return series, they are placed in the **New Portfolios** folder. “0/1” indicates that one portfolio was imported. When you update the imported data thereafter, this portfolio will be placed in the **Existing Portfolios** folder.

11. Click **Post** to save your returns to new Accounts.

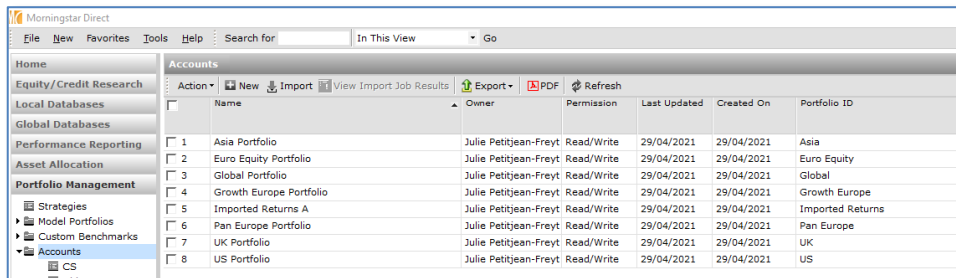


12. Click **OK**.

13. You will be taken back to the first import window.

14. Click the cross in the top-right corner of the window to close this view.

15. From the toolbar, click **Refresh**. Your newly imported accounts appear.





Morningstar Direct offers the possibility to import your own return streams for any security which does not exist in our database. This could be a fund, an index, a stock, or any other instrument where you have access to returns data.

Once uploaded to Morningstar Direct, those user-created securities remain accessible only to you; of course, you will still be able to share them with other Morningstar Direct users of your choice, while remaining in control of the return stream data.

In this exercise guide you will discover how to create a return series import template, map it to the Morningstar Database, and how to set up an automatic import of your return series files as **Accounts**.

When importing returns for those Accounts, you need to create a unique portfolio ID. Also, the Import Return file must contain the following columns:

- ▶ Date – in text format
- ▶ Portfolio ID – the identifier you assign to the Model Portfolio, Custom Benchmark or Account you are creating/updating
- ▶ Portfolio name – the name of the Model Portfolio, Custom Benchmark or Account you are creating/updating
- ▶ Performance – values of the Model Portfolio, Custom Benchmark or Account you are creating/updating
- ▶ Imported returns may be daily, monthly or quarterly returns
- ▶ You can import returns series for multiple investments by having the investments underneath each other in the same columns

Your Excel file should be composed of 4 items at the minimum:

- ▶ Date of the return
- ▶ Net Return value
- ▶ Account Name
- ▶ Account Portfolio ID

You also have the possibility to add other return types in additional columns:

- ▶ Gross Return
- ▶ Post-tax Return
- ▶ Market Return

Here is an example of an import file:

Date	Return	Name	Identifier
02/03/2015	-0.11028	returns import	returns import account
03/03/2015	-0.10946	returns import	returns import account
04/03/2015	1.18277	returns import	returns import account
05/03/2015	0.62087	returns import	returns import account
06/03/2015	-0.16013	returns import	returns import account
09/03/2015	-0.1373	returns import	returns import account
10/03/2015	1.03022	returns import	returns import account
11/03/2015	2.43602	returns import	returns import account
12/03/2015	0.37266	returns import	returns import account
13/03/2015	0.64509	returns import	returns import account
16/03/2015	0.31963	returns import	returns import account
17/03/2015	0.01676	returns import	returns import account
18/03/2015	0.24506	returns import	returns import account
19/03/2015	0.43498	returns import	returns import account
20/03/2015	-0.4966	returns import	returns import account

## Using the Account Auto-Import function

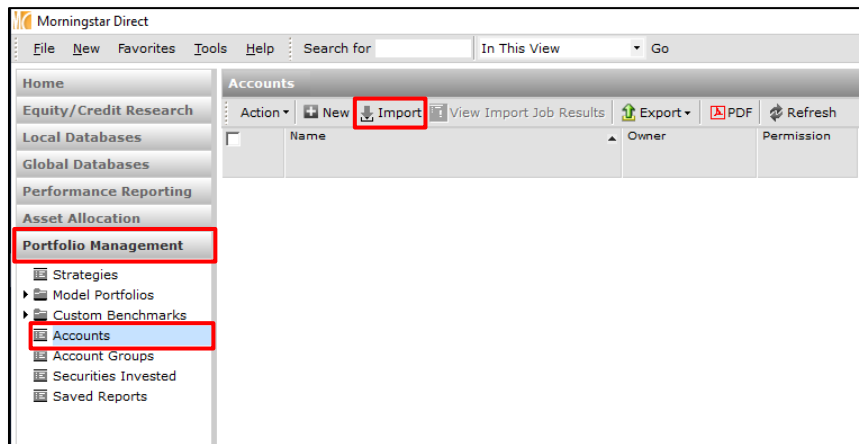
### Exercise 1: Creating your Import File

In order to map your import file with the Morningstar Database, you need to first begin the process for a normal return series import, map your import file columns, and then save your mapping as a template.

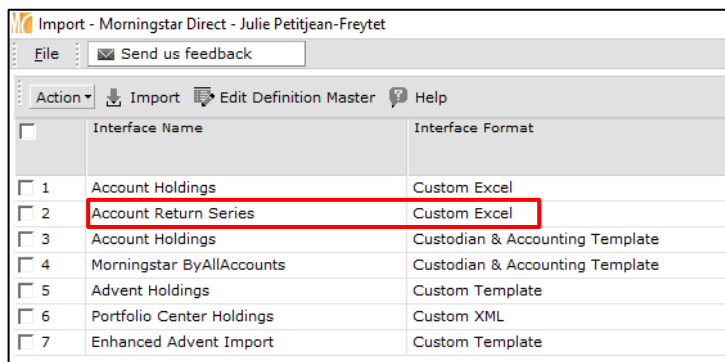
**Exercise 2: Mapping your Template in Morningstar Direct**

To begin the mapping process, do the following:

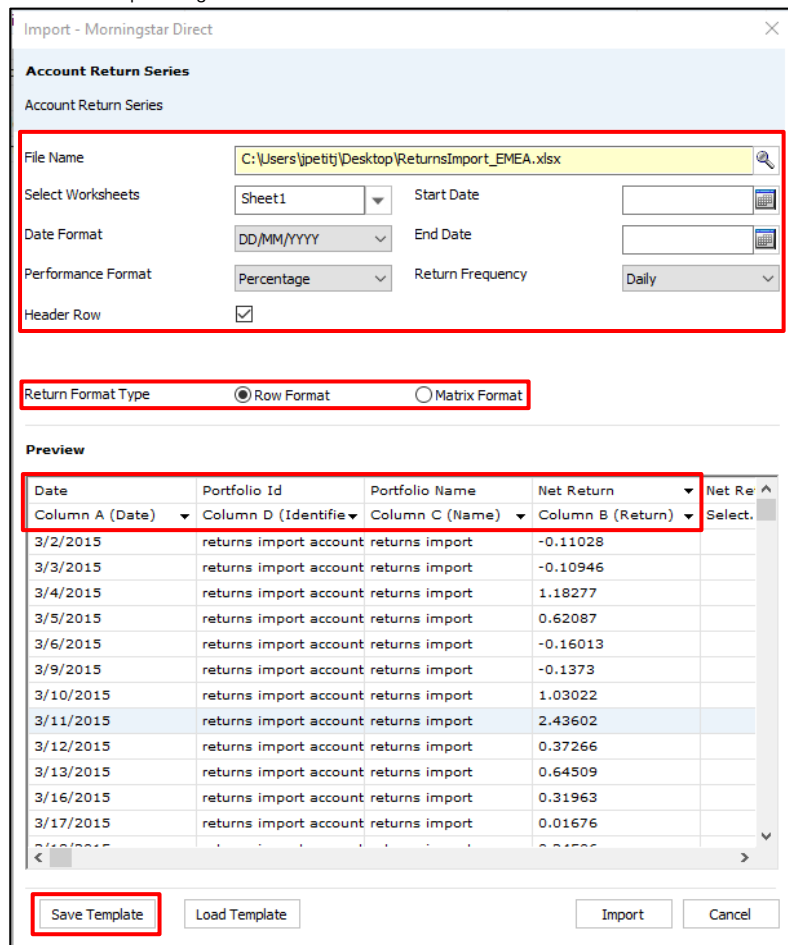
1. Click [here](#) to download the import file for this exercise to a local folder.
  - ☞ **Note:** for the purpose of using the auto-import function, ensure the file is saved on its own in a local folder.
2. Go to the **Portfolio Management** folder. Next, go to the **Accounts** folder and click **Import**. The Import window opens.



3. Double-click **Account Return Series** to be taken to the second import window.



4. Browse for the file name.
5. Under **Select Worksheets**, select the worksheets you want to work with.
6. The **Date Format** should correspond to the one in your file and is based on your Windows regional settings. In this example, I am using **DD/MM/YYYY**.
7. Using the **Performance Format** drop-down menu, select **Percentage**.
8. Using the **Return Frequency** drop-down menu, select **Daily**.
9. Select **Header Row**.
10. Under **Return Format Type**, select **Row Format**.
11. Using the columns, use the drop-down menus to select the columns in the Excel file corresponding to the Date, Portfolio ID, Portfolio name and Net Return.



This window also offers the following options:

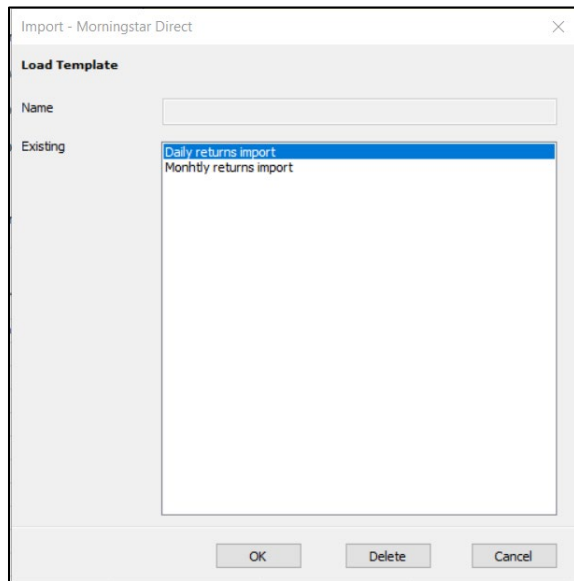
- ▶ If your Excel file also contains gross returns, you could map them using the next column.
- ▶ **Start Date** and **End Date** enable you to import only a specific time range from your overall Excel file.
- ▶ **Matrix Format** allows you to import returns for multiple investments, with one column per investment.
- ▶ You can click **Save Template** to save all options and mapping.
- ▶ You can click **Load Template** to load a saved template.

12. Click **Save Template**.

From the same window, you have the possibility to manage any return series import templates you may have previously created.

1. Click the **Load Template** button. The **Load Template** window opens.
2. Select an existing template and click **OK** to select it and make changes to it.
3. Alternatively, select an existing template and click **Delete Template** to delete it.

### Exercise 3: Managing Templates



4. Click **OK** once done to return to the returns import window.

We are now ready to set up the automatic import for our return series. This is done in another area of Morningstar Direct, so we can cancel our Import and go back to the main window of Morningstar Direct.

5. Click **Cancel**, then close the Import window to return to Morningstar Direct.

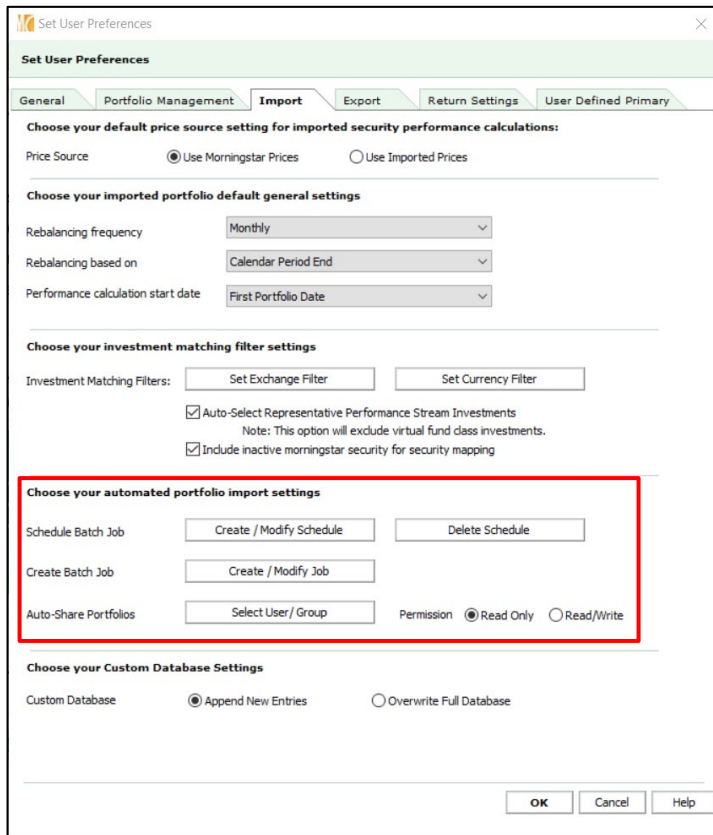
Once your import template is created, you can easily set up a task to import your file. You will need to provide the following information:  
 The location where you will save your return series data. This can be a local folder, a network folder, as long as you have access to it at the time of import, or an FTP site.

**Exercise 4: Setting up a Returns Series Automated Import**

In this exercise, we will set up an import job from a local folder.

To do so, do the following:

1. Ensure the file is saved on its own in a local folder.
2. From the top-left corner of the Morningstar Direct window, click **File > Set User Preferences**. The **User Preferences** window opens on screen.
3. Click the **Import** tab.



We are mainly interested in the area highlighted in red in the screenshot above.

We can first select the schedule, and then the job, or the other way around. Let's start with our schedule.

### Creating a Schedule

To set up a schedule, do the following:

1. Click **Create/Modify Schedule**. The **Create/Modify Schedule** dialogue box opens.
2. Under Schedule Time, set up the time when the job should run and click **Add**.
  - ☞ **Note:** You may add multiple times per day.
  - ☞ **Note:** Under **Schedule List**, you have a **Delete** option if you made a mistake.
3. Under **Recurrence**, select either **One-time Run** and the date to run an automated import once only, or select **Repeat Every day** and specify the start and end dates to run an automated import every day until the specified end date.
4. Under Operating System Security, you have two options:
  - ▶ With **Run only if logged on** checked: the automated import will only run if you are logged into the Windows operating system.
  - ▶ With **Run only if logged on** unchecked: the automated import will run when the computer is switched on and you have internet access and you are not logged into Windows. For this to work, you need to click **Set password** and enter your Windows password.
5. Under **Choose your Automated Import settings**, set **Only Import** to **No** and **Auto Post** to **Yes**, so your import will be directly saved from the blotter to the Morningstar database.
6. Under **Data Source Administrator**, you will see your email address. Enter your Morningstar Direct password in the **Password** and **Confirm Password** fields.
7. Click **OK** to validate and return to the **Set User Preferences** window.

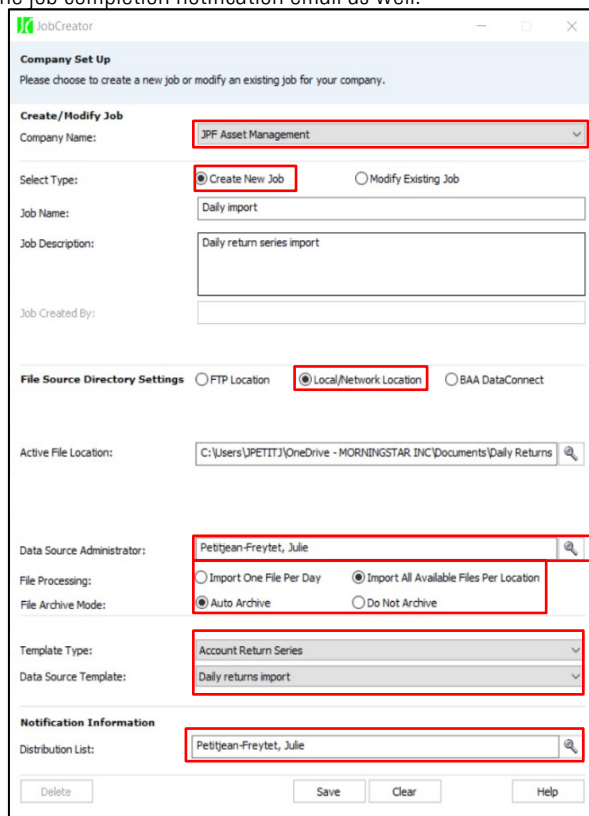
We are now ready to set up the job. The job is the task that will identify the template we created and where Morningstar Direct will find the file(s) to be imported.

**Creating a Job**

To set up a job using a local or network folder, do the following:

**From a Local/Network Location**

1. Save the file(s) to be imported in a local or network folder.
  - ☞ **Note:** at the time of the automated import, you must ensure that your computer will have access to the network folder.
  - ☞ **Note:** you can save more than one import file in the same folder. You should however not have other types of files not related to the import located in the same folder.
2. Click **Create/Modify Job**. The **Create/Modify Job** dialogue box opens.
3. Use the **Company Name** drop-down menu to select your company name.
4. Under **Select Type**, select **Create New Job**.
5. Under **Job name**: provide a title.
6. Under **Job description**: enter a description (optional).
7. Under **File Source Directory Settings**, select **Local/Network Location**.
8. Under **Active File Location**, use the magnifying glass to select the local or network folder where you saved the file(s).
9. Under **Data Source Administrator**, select your name.
10. Under **File Processing**, select as appropriate. In this instance I selected Import All Available Files Per Location in case I add more than one file with the same import template.
11. Under **File Archive Mode**, select **Auto Archive**.
12. Under **Template Type**, select **Account Return Series**.
13. Under **Data Source Template**, pick the name of your saved template.
14. Under **Distribution List**, select your name and any colleagues' names if you wish them to receive the job completion notification email as well.



The files can also be stored on an FTP site rather than a local or network folder.

*From an FTP Location*

To set up a job using an FTP site, you will either need to ask your I.T. team to provide credentials for an FTP site, or you can ask your Customer Success Manager or the Morningstar Direct Support team if Morningstar can set one up for you.

To set up a job using an FTP site, do the following:

1. Repeat steps 3 to 6 from the [previous section](#).
2. Under **File Source Directory Settings**, select **FTP Location**.
3. Under SFTP connection type, choose either SSH FTP (SFTP) or SFTP.
4. Under **Active FTP File Location**, enter the FTP address.
5. Under **FTP Username & FTP password**, enter the credentials.
6. Repeat steps 9 to 15 from the previous section.

The screenshot shows the 'JobCreator' application window with the 'Company Set Up' tab selected. The window title is 'JobCreator' and it contains the following fields and options:

- Company Set Up:** Please choose to create a new job or modify an existing job for your company.
- Create/Modify Job:**
  - Company Name: JPF Asset Management
  - Select Type:  Create New Job,  Modify Existing Job
  - Job Name: Daily import
  - Job Description: Daily return series import
  - Job Created By: (empty)
- File Source Directory Settings:**
  - FTP Location (highlighted with a red box),  Local/Network Location,  BAA DataConnect
  - SFTP connection Type: SSH FTP (SFTP), Port: 22, Test Connection button
  - Active FTP File Location: XXXXX.morningstar.com
  - FTP Username: XXXXX
  - FTP Password: (masked with dots)
  - Data Source Administrator: Petitjean-Freytet, Julie
  - File Processing:  Import One File Per Day,  Import All Available Files Per Location
  - File Archive Mode:  Auto Archive,  Do Not Archive
  - Template Type: Account Return Series
  - Data Source Template: Daily returns import
- Notification Information:**
  - Distribution List: Petitjean-Freytet, Julie
- Buttons: Delete, Save, Clear, Help