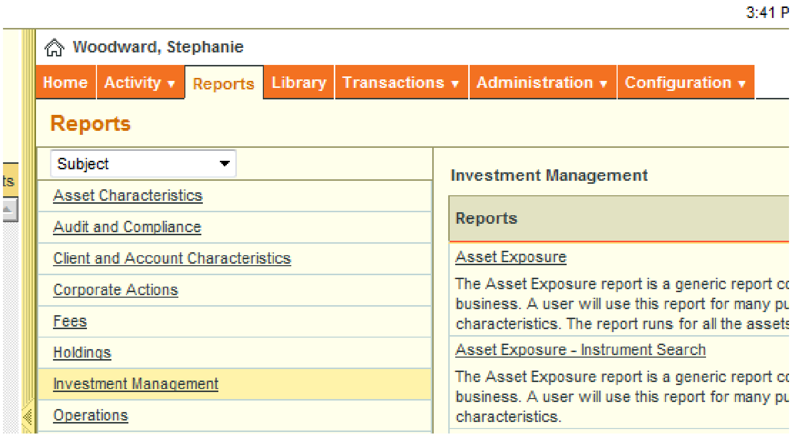
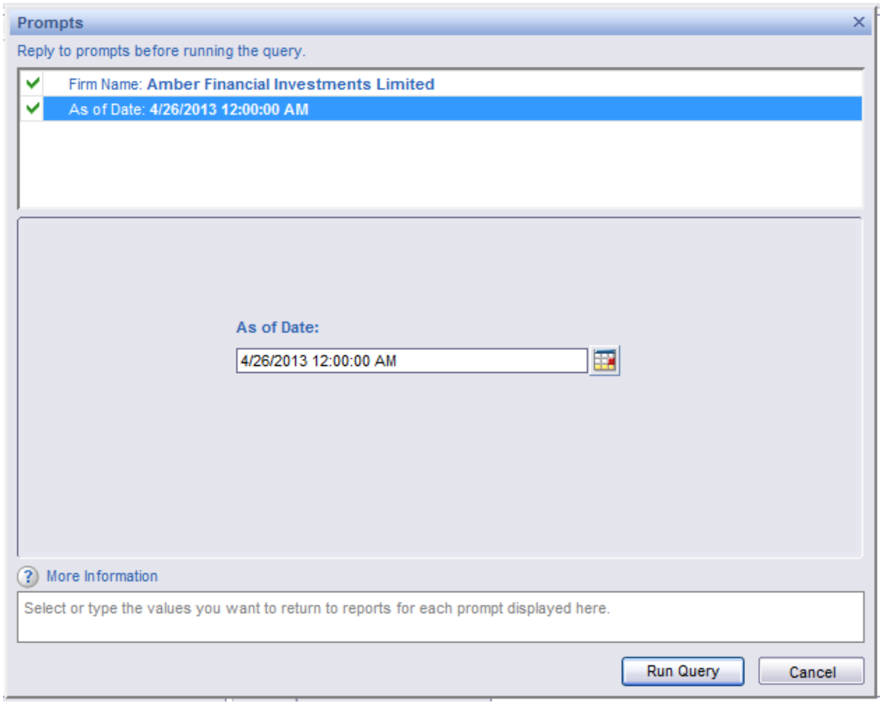
How to import your Amber client into Morningstar

This guide will talk you through importing your clients into Morningstar so that you can run off performance and analysis reports using the Morningstar system

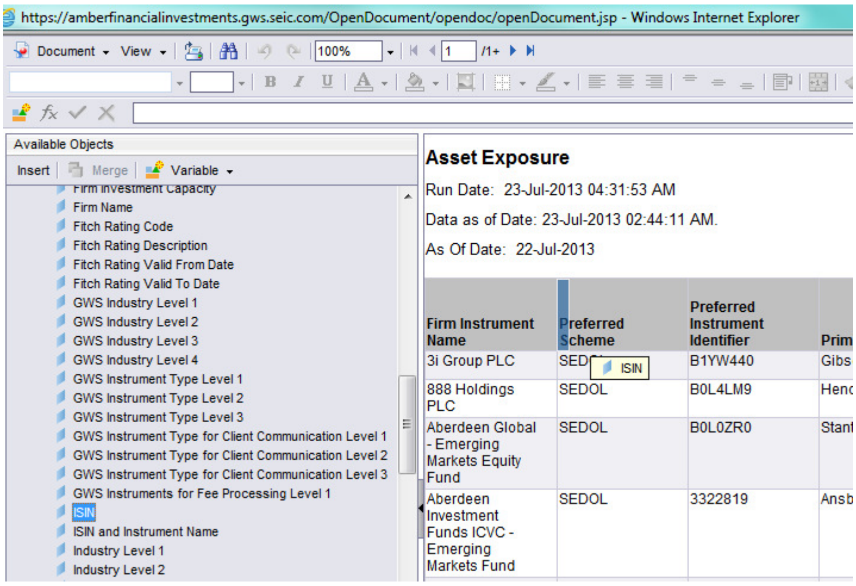
1. Log into SEI and go to the **Report** section, then into the **Investment Management** sub section on the left and then click on the **Asset Exposure** report



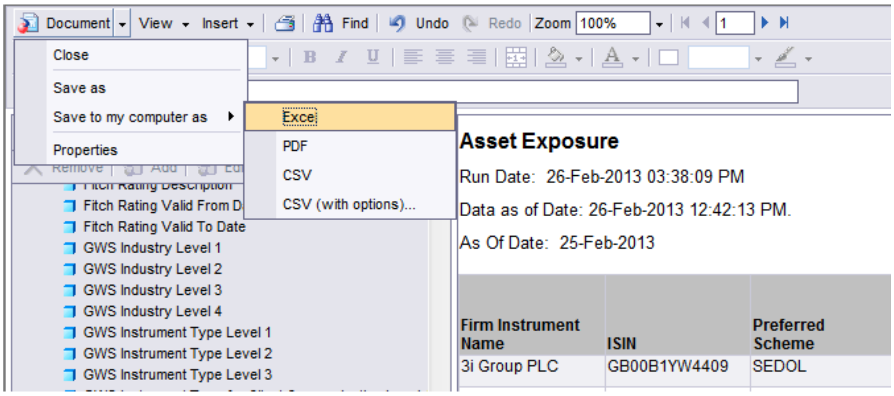
2. When the prompt screen appears complete the **As of** date to today's date



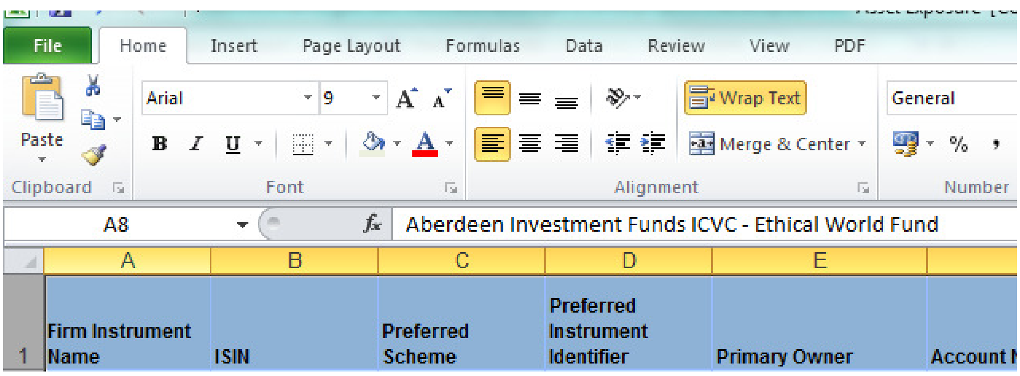
3. From the **Available Object** menu on the left select **ISIN** and drag and drop into the main report, before releasing ensure that the red highlight is tall and skinny and is located between the **Firm Instrument Name** and the **Preferred scheme** columns. If the new column is not located here then this will not allow you to import into Morningstar correctly



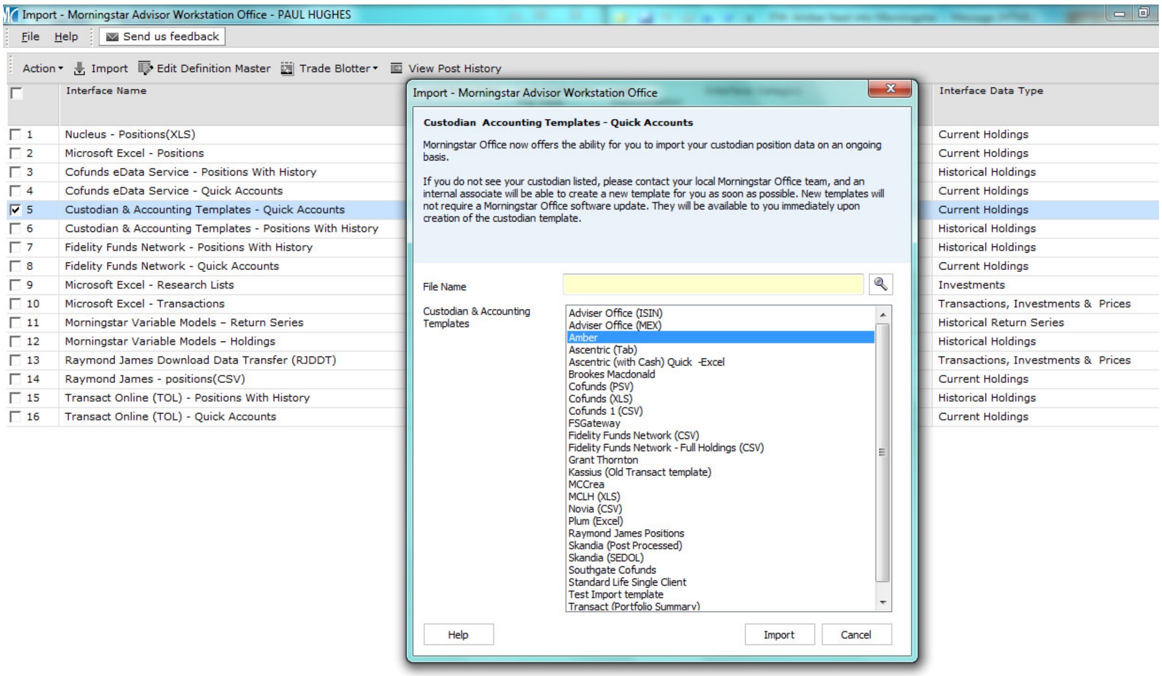
4. Once the **ISIN** column is inserted into the main report, use the **Document** dropdown in the top left of the screen, select **Save to my computer as** then select **Excel**



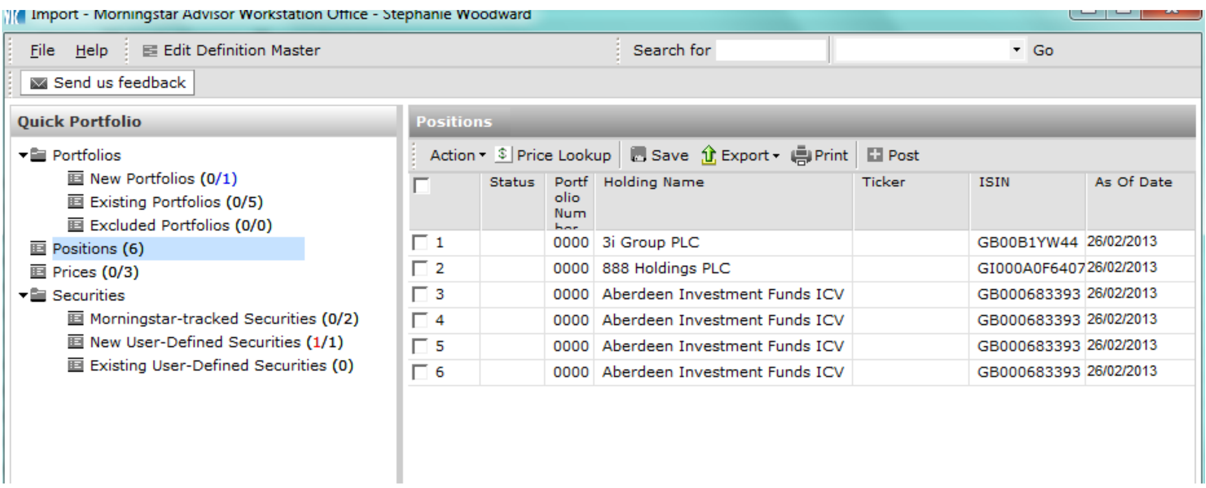
5. Once the report has downloaded to Excel, delete the data at the top of the report to leave just the column headers and the data, then save the Excel Spreadsheet



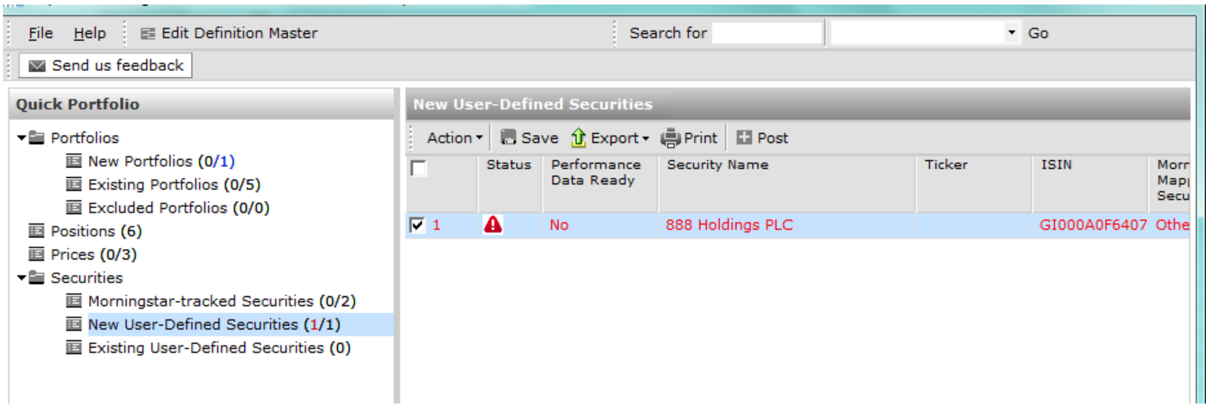
6. Log into Morningstar, then click the **Import** button. Once in the import section double click on the **Custodian and Accounting Templates – Quick Templates** option. You will notice a pop up box appears where you can add your spreadsheet and select **“Amber”** from the quick templates dropdown menu



7. Once the data appears in the blotter, click the **Post** button in the toolbar



8. If any securities need reviewing manually the system will not allow you to post them until you have done so in the **securities blotter**. Double click on the hazard sign to update ny required details



9. Once all securities have been reviewed as required, click the post button again. The system will then load the details into the Morningstar client list for your review