

## CI SaaS Migration Utility Instructions

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The following set of instructions will help guide you through the process of migrating your account and security translations from CI Desktop into AccountView CI SaaS. **This is a one-time process.**

### 1) Download the ExportUtility

- a) **Download** the Export Utility from this location: <http://www.byallaccounts.net/CI/CISaaSMigrationUtility.zip>  
The **username** and **password** needed to access the download should have been provided to you in an email message from us.
- b) **Extract the contents of the file** to C:\Program Files (x86)\Custodial Integrator\

### 2) Determine where your “CI Working Folder” is located

- a) **Open** the Custodial Integrator desktop application.
- b) **Click** on the **Setup** button, and then take note of the folder location that is specified within the **CI Working Folder** field. This is the location where the account and security translation files will be exported.
- c) **Also**, take note of the location of the **PortfolioCenter Output Folder** as well. This will be needed later when exporting the files from AV CI SaaS.
- d) **Close** Custodial Integrator.

### 3) Run the Export Utility

- a) **Navigate** to the ‘C:\Program Files (x86)\Custodial Integrator\’ directory.
- b) **Double Click** on the **runExportUtility.bat** file that you extracted in step 1. A small DOS window may appear briefly and then disappear, this is normal.

### 4) Confirm files were exported successfully

- a) Navigate to your **CI Working Folder** (that was found in step 2).
- b) If you see two files named **ACCTTRANSLATIONS\_<dbname>\_<date>.csv** (the account translations file) and **SECTTRANSLATIONS\_<dbname>\_<date>.csv** (the security translations file), then the process was successful.  
**NOTE:** If you do not see these files in the **CI Working Folder** after running the **ExportUtility**, refer to the full [CI SaaS Migration Utility Guide](#) for troubleshooting tips, and if you’re still unable to solve the problem, stop here and contact [byallaccounts-support@morningstar.com](mailto:byallaccounts-support@morningstar.com) for assistance.

### 5) Upload the Account and Security Translation files to AccountView CI SaaS

- a) **Open** your web browser and log into [AccountView](#).
- b) **Navigate** to the **Downloads** tab, then go to the **Account Translations** tab.
- c) **Press** the **Import** button on the **Account Translations** tab, select the **ACCTTRANSLATIONS\_<dbname>\_<date>.csv** that is located in your **CI Working Folder**, and then **Upload** the file. It may take a few seconds for the upload to finish.
- d) Next, **navigate** to the **Security Translations** tab and press the **Import** button on that tab. Select the **SECTTRANSLATIONS\_<dbname>\_<date>.csv** file that is located in your working folder and then press the **Upload** button. This process can a few seconds if there’s a relatively small number of security translations, or it can take a few minutes if there’s a large number of accounts and security translations.