

Morningstar® Office Tip Sheet:

Using the Global Performance Summary to Troubleshoot Return Percentage Errors

After generating a batch report in Morningstar Office, you may occasionally encounter a situation where your return percentage is unusually high or low. In these cases, you must identify the cause of the incorrect percentage, fix the error, and re-run your batch report.

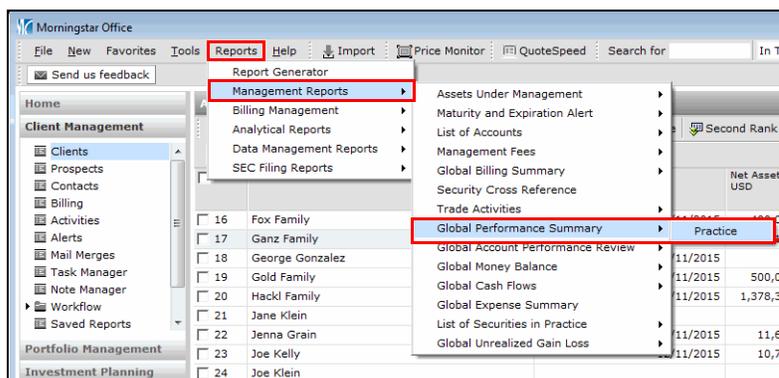
You can avoid this scenario by running the Global Performance Summary. This report details the market value and performance number for each account within your practice, so you can address any performance errors before you run your batch.

To run the Global Performance Summary, complete the following steps:

1. From the menu bar at the top of the Morningstar Office window, select **Reports...Management Reports...Global Performance Summary...Practice**. A Report Options dialog box opens.

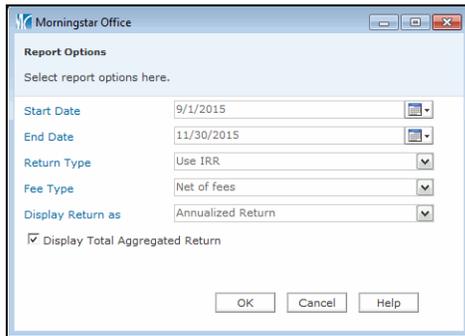
Overview

How do I create the Global Performance Summary report?



To begin, select this option

- From the Report Options dialog box, select the **report options** you want to use in the report.



Select the report options you want to include in your report

- Click **OK**.
- The Global Performance Summary will launch. Review the **Beginning Market Value** column and the **Return Percentage** column to identify any possible return percentage numbers that seem unusually high or low.

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Global Performance Summary

Morningstar Date Range Report Currency

9/1/2015 - 11/30/2015 USD

Account Name	Account Number	9/1/2015 Value	Net Investment	Earned Income	Total Gain after Management Fees	11/30/2015 Value	Net of Fee ¹ TWR %
Bayly, Chris and Leslie		966,215.50	135,500.00	0.00	45,176.90	1,146,892.40	4.09
Individual Brokerage Account - Chris Bayly	2859	16,311.23	0.00	0.00	218.66	16,529.89	1.34
Individual Brokerage Account - Leslie Bayly	9876	482,867.79	135,500.00	0.00	40,104.65	658,472.44	6.49
Joint Brokerage Account	1111-1111	467,036.48	0.00	0.00	4,853.59	471,890.07	1.04
Bjornstad Family		2,816,148.35	1,593,446.00	0.00	92,927.50	4,502,521.85	1.92
Example 1 (Price)	2859	16,311.23	0.00	0.00	218.66	16,529.89	1.34
Example 2 (Transaction)	9876	331,186.07	32,046.00	0.00	33,172.25	396,404.32	9.30
Example 3 (Multiple)	1111-1111	2,464,297.95	1,561,400.00	0.00	58,453.59	4,084,151.54	1.27
Example 4 (IRR)	5647	4,353.10	0.00	0.00	1,083.00	5,436.10	24.88
Blahetka Family		2,816,148.35	1,593,446.00	0.00	92,927.50	4,502,521.85	1.92
Example 1 (Price)	2859	16,311.23	0.00	0.00	218.66	16,529.89	1.34
Example 2 (Transaction)	9876	331,186.07	32,046.00	0.00	33,172.25	396,404.32	9.30

Review these two columns to determine if any client account contains unusually high or low performance numbers

Once you've identified an unusually high or low return percentage, run either the IRR Diagnostic Report or the TWR Diagnostic Report, depending on which methodology you use in your practice. The following tip sheets describe each report in detail.

- ▶ Using the IRR Diagnostic Report to Troubleshoot Return Percentage Errors
- ▶ Using the TWR Diagnostic Report to Troubleshoot Return Percentage Errors

▶ Click [here](#) to view a companion video to this document.

What do I do once I've uncovered an unusually high or low return percentage?