

# Morningstar® Office Tip Sheet: Creating Default Report Settings

Now that your cover page disclosure is created, think about some of the other settings you want to use across all reporting packages for all of your clients. These can include return methodology, fee types, your firm's logo, and much more.

Note: See "What options are available from the Report Options dialog box?" on page 3 for a detailed list of settings to employ in your default report settings.

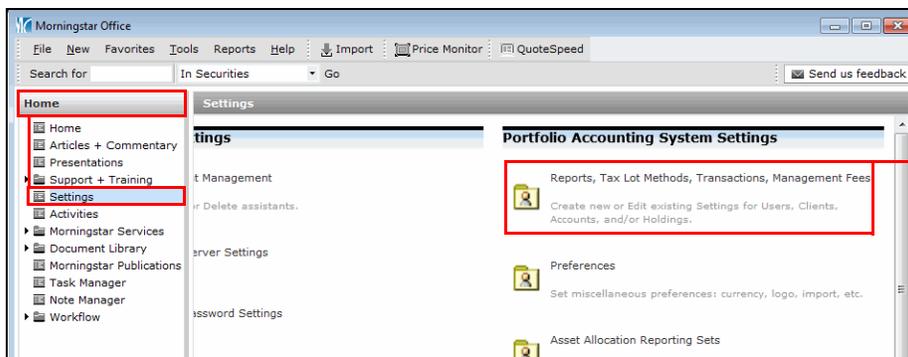
Creating default report settings allows you to standardize and accelerate the report generation process in Morningstar Office. Once you create your default report settings, you must then assign the setting as your default.

Report settings are created from the Settings page under the Home tab. To create a report setting, do the following:

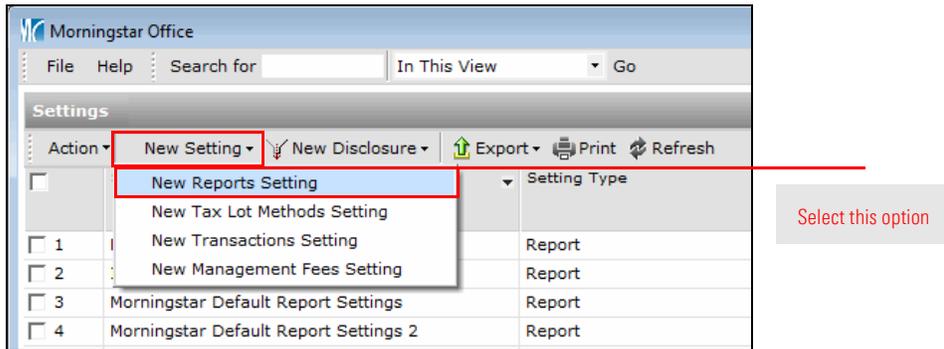
1. From the Settings page, click **Reports, Tax Lots, Transactions and Management Fees**. The Settings window opens.

## Overview

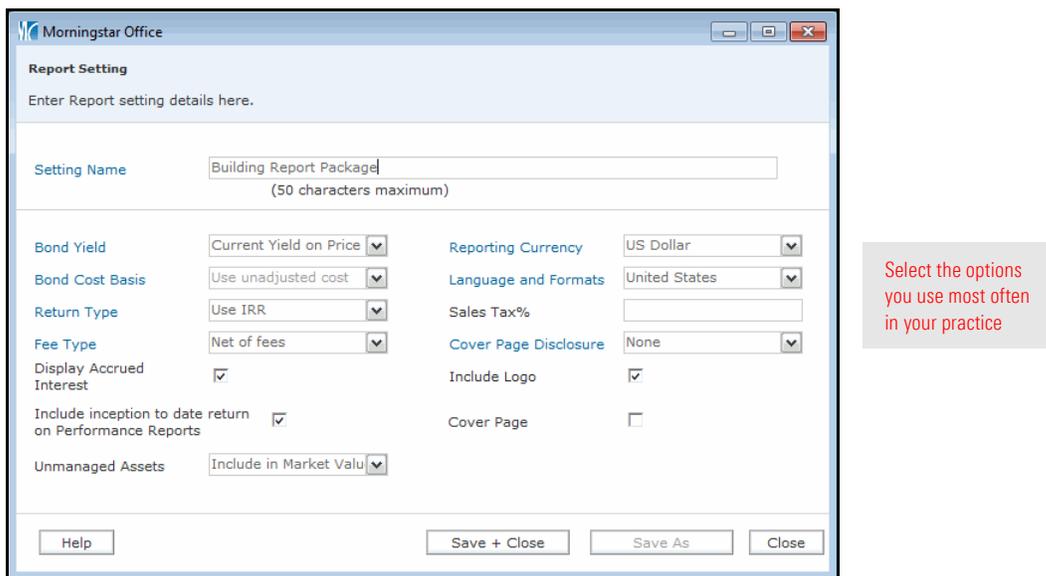
## How do I create Report Settings?



- From the toolbar, select **New Setting...New Reports setting**. The Report Settings dialog box opens.



- In the **Setting Name** field, type a **name** for your report setting.
- Select the options you use most often in your practice. For a detailed description of these options, see "What options are available from the Report Options dialog box?" on page 3.



- Click **Save + Close**.

The following table provides a brief description of the different setting options available in the Report Setting dialog box.

**What options are available from the Report Options dialog box?**

This field...	Contains these options...
Bond Yield	<p>The amount of return an investor will realize on a bond. Select from the following options:</p> <ul style="list-style-type: none"> <li>▶ Current yield on price (Annual income divided by the current price.)</li> <li>▶ Current yield on cost (Annual income divided by the cost.)</li> <li>▶ Yield to maturity on price (Rate of return anticipated on a bond if it is held until the maturity date, taking into account the price.)</li> <li>▶ Yield to maturity on cost (Rate of return anticipated on a bond if it is held until the maturity date, taking into account the cost.)</li> </ul>
Return Type	<p>The methodology used to calculate the performance return percentage. Select from the following options:</p> <p>Money-weighted return (IRR)</p> <ul style="list-style-type: none"> <li>▶ IRR calculates returns according to how much money is in an account within a given time period. Performance is affected by large additions or withdrawals into the account. In other words, IRR is highly affected by cash flows.</li> </ul> <p>Time-weighted return (TWR)</p> <ul style="list-style-type: none"> <li>▶ TWR evenly distributes returns over time using daily valuations. This calculation is similar to comparisons of ending market value vs. beginning market value for each day's returns. Unlike IRR, where performance is affected by cash flows, TWR's performance is based on market conditions.</li> </ul>
Fee Type	<p>Choose whether you want management fees to be included in the market value of the report. Choose from these options:</p> <ul style="list-style-type: none"> <li>▶ Net of Fees: Management fees are included</li> <li>▶ Gross of Fees: Management fees are not included</li> </ul>
Reporting Currency	Select the standard currency used within your practice
Language and Formats	Language and formats are set to United States, with no other options available.
Cover Page Disclosure	Select a cover page disclosure (that you previously created). For instructions on how to create a cover page disclosure, click <a href="#">here</a> .
Display accrued interest	<p>Check this box to indicate that you want accrued interest displayed on the report. If accrued interest is included on reports, then it should also be included in Billing Summaries you produce, to ensure consistency for clients.</p> <p> Note: The option to display accrued interest can be turned on only in a report set. This option is not available when generating a one-time report.</p>

This field...	Contains these options...
Include Logo	Check this box to display a logo of your choosing on the footer of your reports. For instructions on how to add your logo to reports from Morningstar Office, click <a href="#">here</a> .
Include Inception to date return on Performance Reports	Check this box to include a "Since Inception" column on performance reports.
Cover Page	Check this box to include a cover page when you generate a report.
Unmanaged Assets	<p>Use the drop-down field to select either Include in Market Value, or Omit from Market Value.</p> <p>When Omit from Market Value is selected, the value of the unmanaged asset will be omitted from these reports:</p> <ul style="list-style-type: none"> <li>▶ Client Return Summary</li> <li>▶ Account Summary, and</li> <li>▶ Performance Summary.</li> </ul>

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