Morningstar® Office Tip Sheet: Assigning Benchmarks for Your Practice, Clients, or Accounts in Morningstar Office

Overview

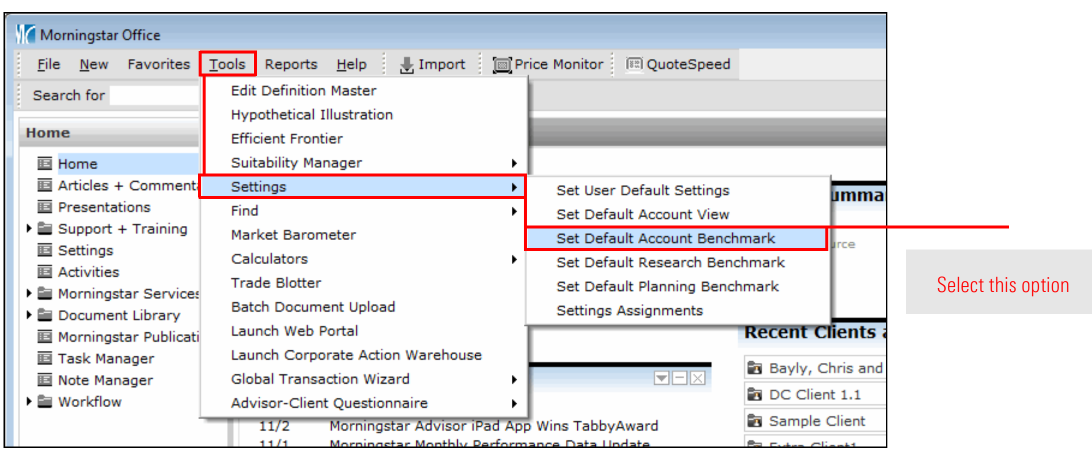
As described in the previous tip, benchmarks help to illustrate how a client's portfolio is performing in relation to the market. Morningstar allows you to report against many different standard indexes, or blend indexes or other investment types together to create custom benchmarks.

Whether you choose a standard index or a custom benchmark you've created, the next step is to assign a default reporting benchmark at the practice, client, or individual account level.

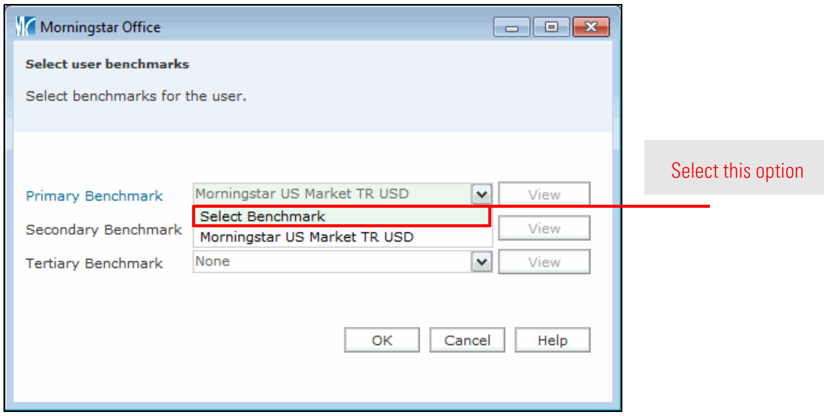
How do I assign a benchmark as the default benchmark for my practice?

To assign a benchmark as your default, complete the following steps:

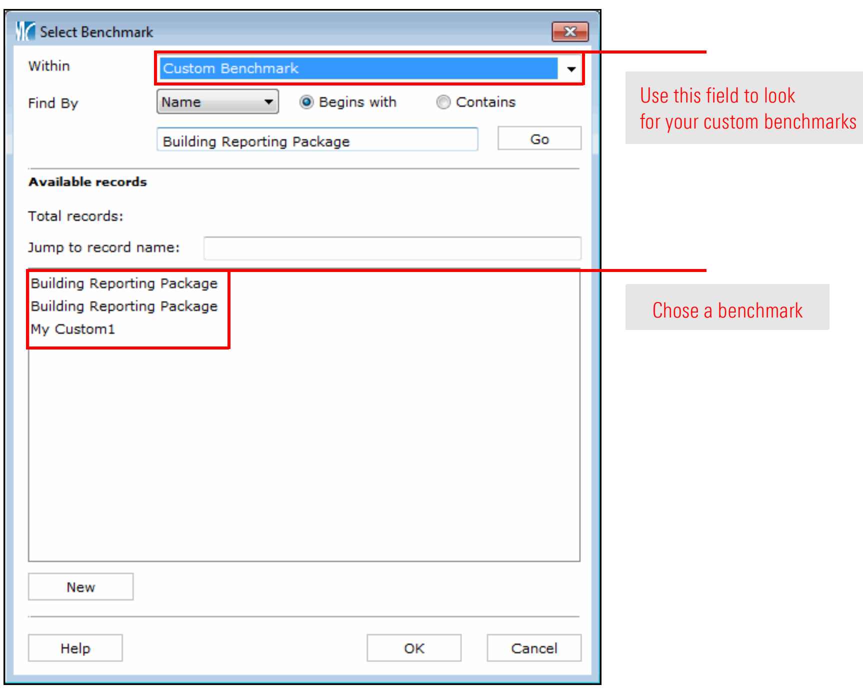
1. From the menu bar at the top of the Morningstar Office window, select **Tools**…**Settings**…**Set Default Account Benchmark**. The Select user benchmarks dialog box opens.



2. From the **Primary Benchmark** drop-down field, choose **Select Benchmark**. The Select Benchmark Dialog box opens.



3. From the **Within** drop-down field, select either a **Universe** or **Custom Benchmark**.
4. Click **Go**.



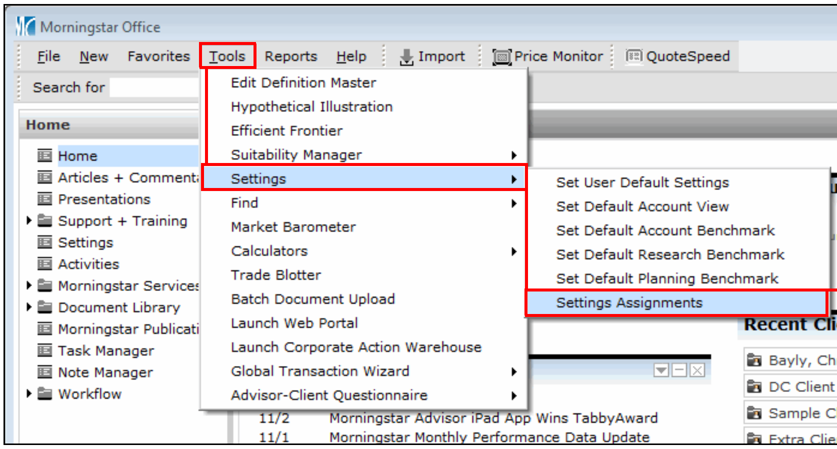
5. Click **OK**.
6. If desired, repeat these steps for the **Secondary** and **Tertiary** benchmark fields.

How do I assign a benchmark at the client level?

If you set a benchmark at the client level, it overrides the benchmark you've set at the Default (practice) level.

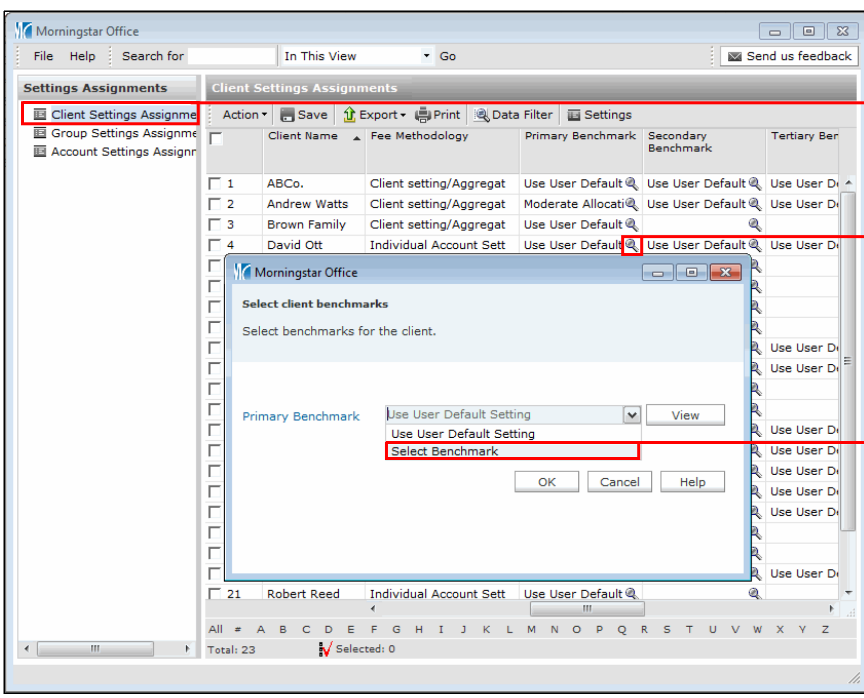
To assign a benchmark at the client level, do the following:

1. From the menu bar at the top of the Morningstar Office window, select **Tools**...**Settings**...**Setting Assignments.** The Select client benchmarks dialog box opens.



Select this option

2. From the left-hand pane, be sure the **Client Settings Assignments** page is selected.
3. Scroll down (if needed) to locate the **client** for whom you want to change the default benchmark.
4. Scroll right (using the scroll bar at the bottom of the screen) until you see the **Primary Benchmark** column.
5. Click on the **magnifying glass** icon in the Primary Benchmark field. The Select client benchmarks dialog box opens.
6. From the Primary Benchmark drop-down field, choose **Select Benchmark**. The Select Benchmark Dialog box opens.

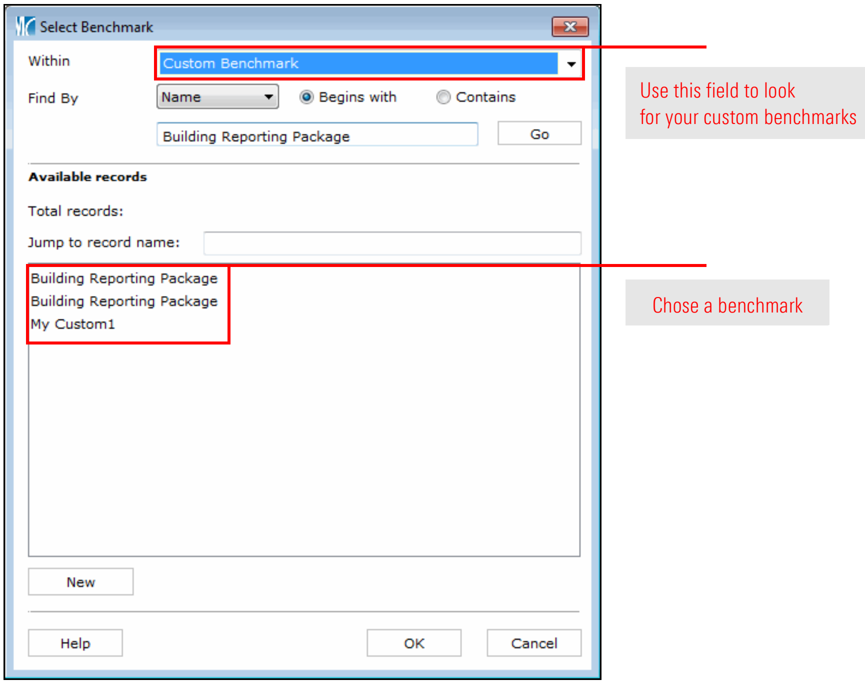


Be sure this page is selected

Click this icon

Select this option

7. From the **Within** drop-down field, select either a **Universe** or **Custom Benchmark**.
8. Click **Go**.



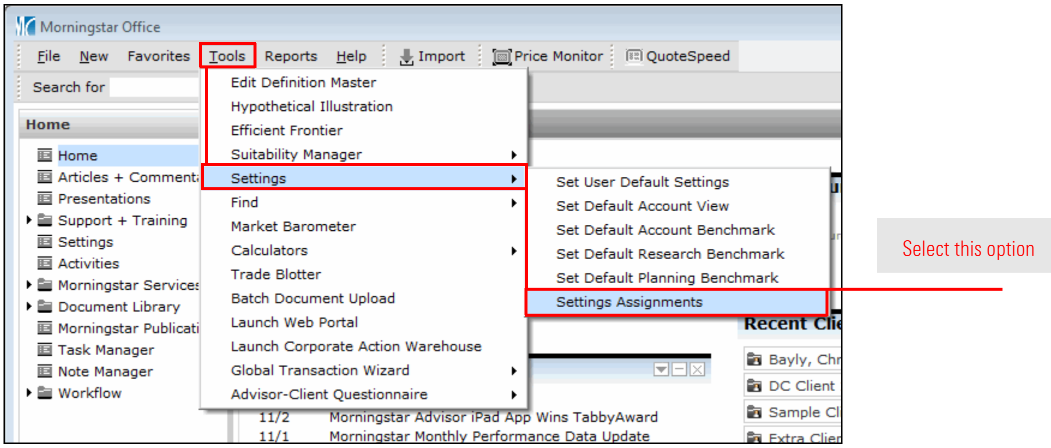
9. Click **OK**.
10. If desired, repeat these steps for the **Secondary** and **Tertiary** benchmark fields for a client.

How do I assign a benchmark at the account level?

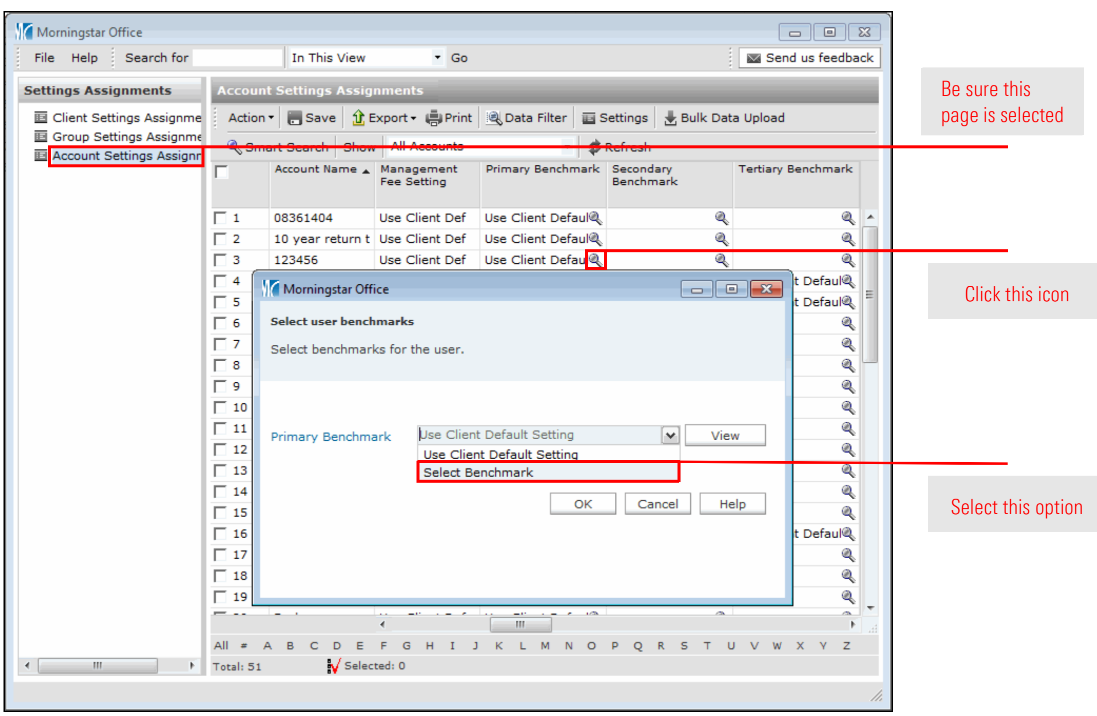
If you set a benchmark at the account level, it overrides the benchmark you've set at both the Default (practice) and client level.

To assign a benchmark at the account level, do the following:

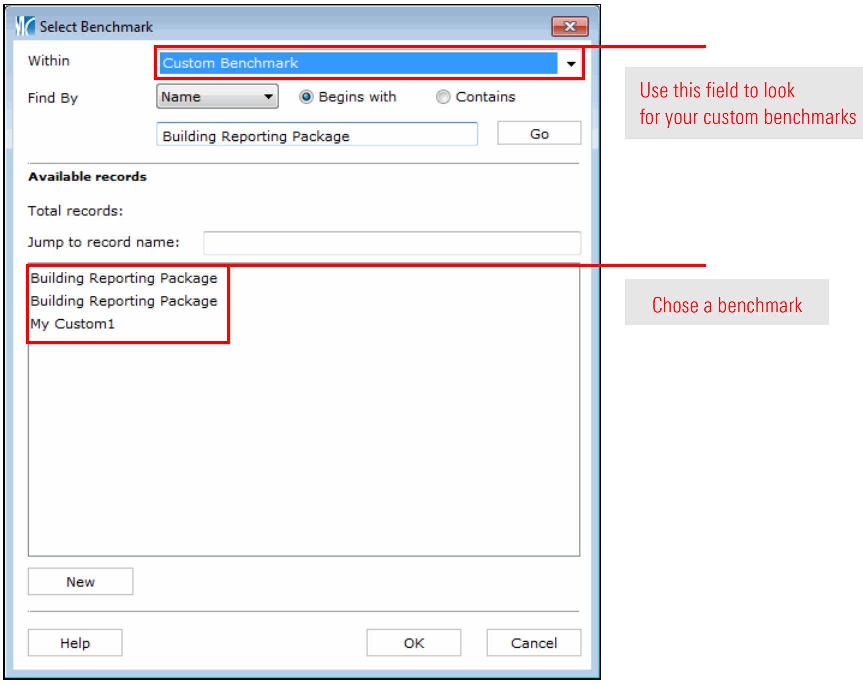
1. From the menu bar at the top of the Morningstar Office window, select **Tools**…**Settings**…**Setting Assignments.** The Select client benchmarks dialog box opens.



2. From the left-hand pane, be sure the **Account Settings Assignments** page is selected.
3. Scroll down (if needed) to locate the **account** for which you want to change the default benchmark.
4. Scroll right (using the scroll bar at the bottom of the screen) until you see the **Primary Benchmark** column.
5. Click on the **magnifying glass** icon in the Primary Benchmark field. The Select user benchmarks dialog box opens.
6. From the Primary Benchmark drop-down field, choose **Select Benchmark**. The Select Benchmark Dialog box opens.



7. From the **Within** drop-down field, select either a **Universe** or **Custom Benchmark**.
8. Click **Go**.



9. Click **OK**.
10. If desired, repeat these steps for the **Secondary** and **Tertiary** benchmark fields for an account.

► Click here to view a companion video to this topic.