Morningstar® Office Tip Sheet: Creating a Batch Schedule

Overview

Now that you've selected the reports you want to include in your Batch template, the next step is to create your Batch Schedule. Your Batch Schedule determines when and how often your batch template will run. It also determines the audience your batch template will run for.

☞ Note: Click here for instructions on how to create your Batch Template.

What are the steps to create a Batch Schedule?

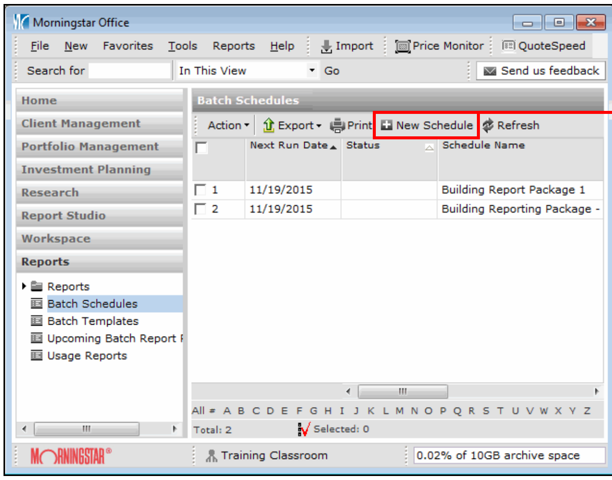
There are four tabs to complete when creating a batch schedule. The table below describes what to complete in each tab.

In this tab ...	Complete the following fields ...
Schedule	This tab is where you select the **generation date** for your batch report. If you choose to roll your batch template, you can set up the **frequency** in which your batch will roll. This tab also allows you to select **report options**, such as Report name, Cover page details, and others
Targets	Select who you want to run your batch report for, including: ► Entire Firm ► Group/Composite ► Clients ► Accounts
Billing	If you choose to include a billing summary in your batch, select the regenerate fee date option. This will ensure the most accurate calculations are reflected in your batch. ☞ Billing summaries cannot be included when running a batch for a composite.
Batch Notes	Batch notes are an internal note field to keep track of what's going on with your batch. This is particularly useful when rolling your batch report.

How do I create a Batch Schedule?

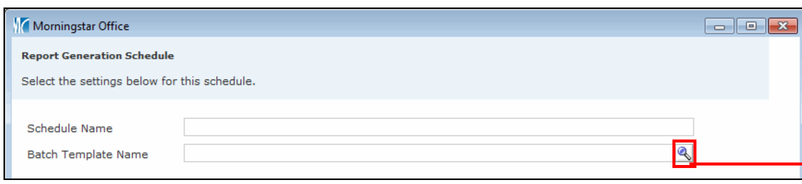
To create a Batch Schedule, complete the following steps:

1. From the Reports tab, select **Batch Schedule ... New Schedule.** The Report Generation Schedule box will open.



Clicking here will launch a new Schedule window.

2. In the Schedule Name Field, type the **name** of your batch schedule.
3. In the Batch Template Name field, click the **magnifying glass icon** to select which template you want to use. The Select template dialog will open.



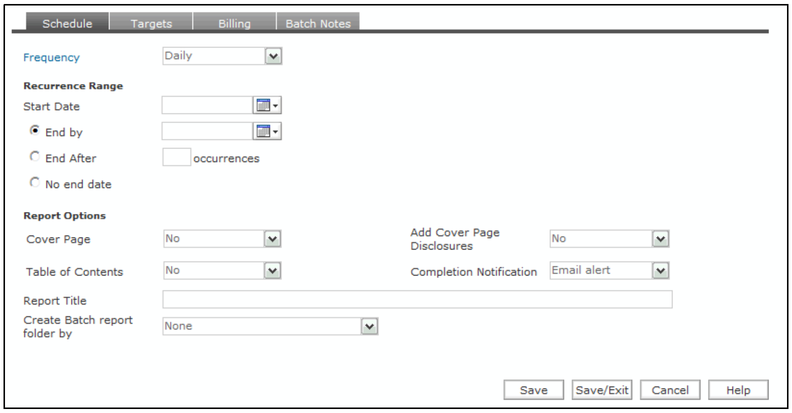
Click **here** to select the template you want to create a schedule for.

4. Highlight the template you want, then click **OK**.
5. Fill out each **tab** within your batch schedule.

From the Schedule tab, complete the following steps:

1. Click the Frequency drop-down field and select the **frequency** with which you want to run your report template.
2. In the Start Date box, enter or select the **date** when you want to **first run** this report template.
3. Select either **End by, End After, or No end date.** If you select End by, enter the last day you want to run this report template. If you select End After, enter the number of times you want to run this report template in the occurrences box.
4. Click the Cover Page drop-down field to indicate if you want to i**nclude a cover page** with the report. Select either **portrait** or **landscape**.
5. Click the Add cover page disclosure drop-down field and select **Yes** if you want to add a disclosure to the report cover page.
6. Click the Table of Contents drop-down field and select **Yes** if you want to add a table of contents to the report.
7. In the Report title field, enter a **title** for the report.

8. If you want to create a **sub folder** under the Reports folder, click the Create Batch report folder by drop-down field and select **Schedule Name, Generated Date or Generated Date and Schedule Name.**

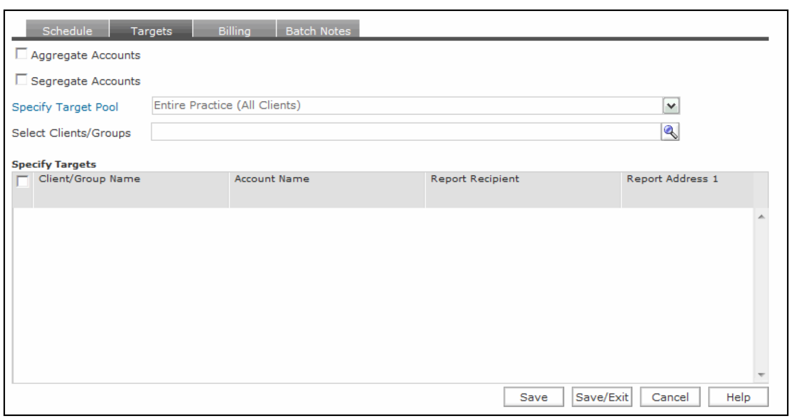


Use this tab to create the frequency on which you want your template to run, along with the first generation date.

9. Click **Save**.

From the Targets tab, complete the following steps:

1. Check the Aggregate Accounts box to run one report on **all accounts** within the client or group.
2. Check the Segregate Accounts box if you want to run **account-level** reports.
3. Click the Specify Target Pool arrow to select the **targets** of your report schedule: **your complete practice, specific clients, or specific accounts.**
4. If you chose specific clients or accounts, in the Select Clients/Groups line click the magnifying glass icon to select the clients/groups and accounts.

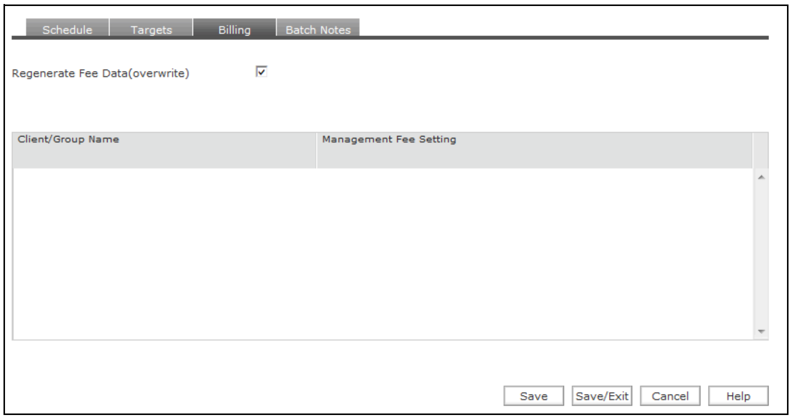


Use this tab to select the audience you want to run your batch template for.

5. Click **Save**.

From the Billings tab, complete the following steps:

1. For the Billing Summary Report, check the **Regenerate Fee Data (overwrite)** box to rerun fee data and overwrite existing fee data before running the report.

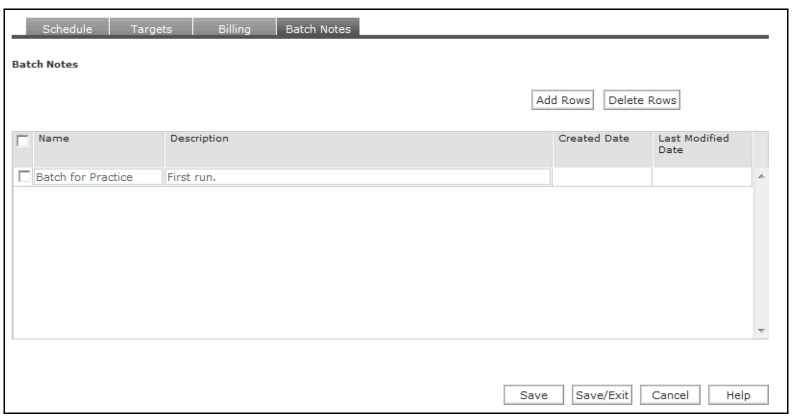


Use this tab to generate management fees when you've included a billing summary in your batch.

2. Click **Save**.

From the Batch Notes Tab, complete the following steps:

1. Click Add Row to add a new **Batch** note.
2. In the Name field, type the **name** of your note.
3. In the Description field, type the **description** for your note.



Use this tab to keep track of your batch. This is an internal tool only.

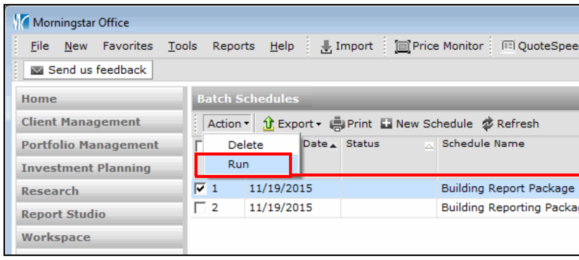
4. Click **Save and Exit.**

On the date you scheduled your batch to run, your reports will automatically generate overnight. The next morning you will receive an email alerting you that your batch reports have completed its run.

How can I run my batch reports immediately?

If you want to run your batch of reports immediately, complete the following steps:

1. Select the **Batch Schedule** you want to run.
2. Click **Actions ... Run.**



Click here to run your batch immediately.