

# Morningstar<sup>®</sup> Office Tip Sheet:

## Formatting Green Data Tables

When formatting data tables in Report Studio, there are many common functions across orange and green data tables. As described in a previous tip sheet:

### Overview

Two types of data tables are available, as detailed in the following table:

This color table...	Provides this option...
Orange	Information at the client or account level. These tables can be applied to just a section of a page.
Green	Detailed holding information, but requires a full page to display the component.



All of these components are data tables

Because both the Portfolio Evaluation and Portfolio Period Performance tables (the first two green components) provide detailed information at the individual holding level, the data displayed on these components can appear overwhelming to clients.

To help better organize the data, Report Studio allows you to group this data in up to three levels, sorted in the following ways:

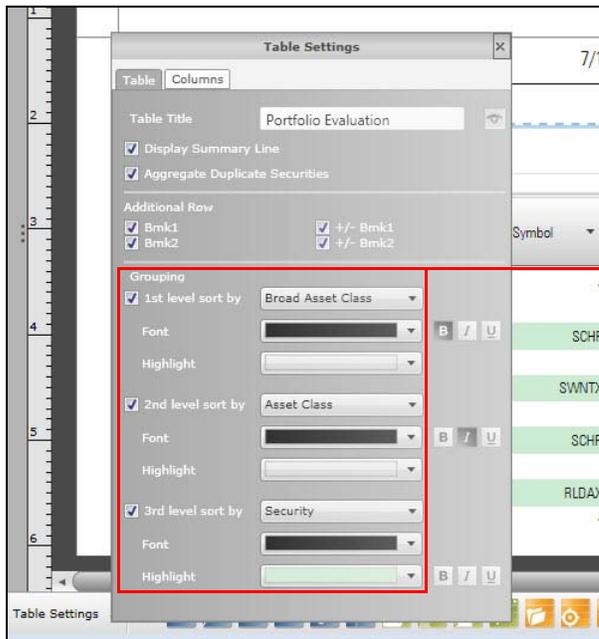
- ▶ Security
- ▶ Asset class
- ▶ Asset class or equity sector
- ▶ Security type
- ▶ Broad asset class
- ▶ Super asset class, and
- ▶ Custom asset class.

At each grouping level, you can apply fonts and color formatting, thus creating a more visually appealing report for your clients.

To sort a green data table into groupings, do the following:

1. Click inside the **data table** you want to format, in order to activate it.
2. In the bottom-left corner of the template window, click the **Table Settings** icon. The Table Settings dialog box opens.
3. From the Table tab, use the drop-down menu in the **Grouping** area to select up to three levels of groupings.

### How do I create groupings in a green data table?



Select a grouping level, then use the font and highlight fields to enhance each level's appearance

Once the groupings are complete, a template can look similar to the following report:

Portfolio Evaluation									
As of Date: 6/30/2015									
	Symbol	Quantity	Unit Cost	Price	Market Value	Gain/Loss Since Purchase	Percent Asset	Current Yield	
<b>Bond (1)</b>	-	-	-	-	<b>83,235.60</b>	<b>0.00</b>	<b>5.10</b>	<b>1.74</b>	
<i>US Infl Protected Bonds (2)</i>	-	-	-	-	<i>4,119.96</i>	<i>0.00</i>	<i>0.25</i>	<i>0.83</i>	
Schwab US TIPS ETF™	SCHP	76.00	-	54.21	4,119.96	-	0.25	0.83	
<i>US Tax-Exempt Bonds (2)</i>	-	-	-	-	<i>21,686.79</i>	<i>0.00</i>	<i>1.33</i>	<i>2.24</i>	
Schwab Tax-Free Bond	SWNTX	1,840.98	-	11.78	21,686.79	-	1.33	2.24	
<i>US Tidi Int Term Bonds (2)</i>	-	-	-	-	<i>2,198.01</i>	<i>0.00</i>	<i>0.13</i>	<i>1.50</i>	
Schwab Intermediate-Term US Trs ETF™	SCHR	41.00	-	53.61	2,198.01	-	0.13	1.50	
<i>US Tidi Short Term Bonds (2)</i>	-	-	-	-	<i>55,230.84</i>	<i>0.00</i>	<i>3.39</i>	<i>1.82</i>	
RS Low Duration Bond A	RLDAX	5,480.14	-	10.06	55,230.84	-	3.39	1.82	
<b>Cash (1)</b>	-	-	-	-	<b>60,459.72</b>	<b>0.00</b>	<b>3.71</b>	<b>0.01</b>	
<i>Cash &amp; Equivalents (2)</i>	-	-	-	-	<i>60,459.72</i>	<i>0.00</i>	<i>3.71</i>	<i>0.01</i>	
Default Cash	\$CASHEQ\$	50,000.00	1.00	1.00	50,000.00	0.00	3.07	-	
Sweep Account	-	10,459.72	1.00	1.00	10,459.72	0.00	0.64	0.01	
<b>Non US Stock (1)</b>	-	-	-	-	<b>64,139.99</b>	<b>22,516.03</b>	<b>3.93</b>	<b>0.51</b>	
<i>Non-US Dev Stock</i>	-	-	-	-	<i>396.11</i>	<i>0.00</i>	<i>0.02</i>	<i>2.76</i>	

In this example, securities are grouped by Broad Asset class (1), then by Asset Class (2), creating an organized, orderly report

Once grouped, formatting and highlight options were added to enhance the overall look and presentation of the report

- ▶ Click [here](#) to view the companion video to this document.
- ▶ Click [here](#) to access help topics related to Report Studio.