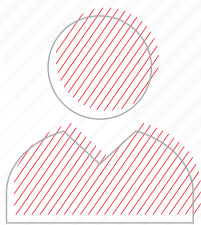
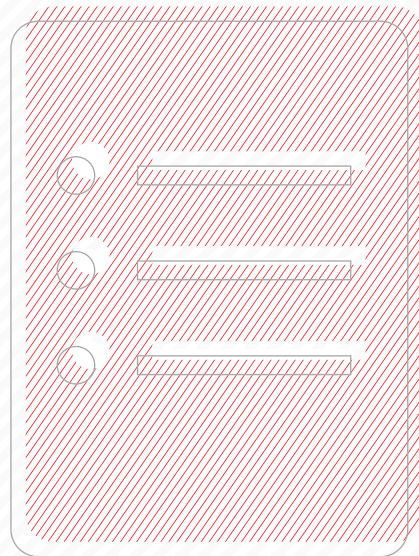
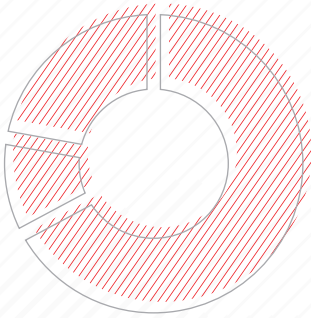
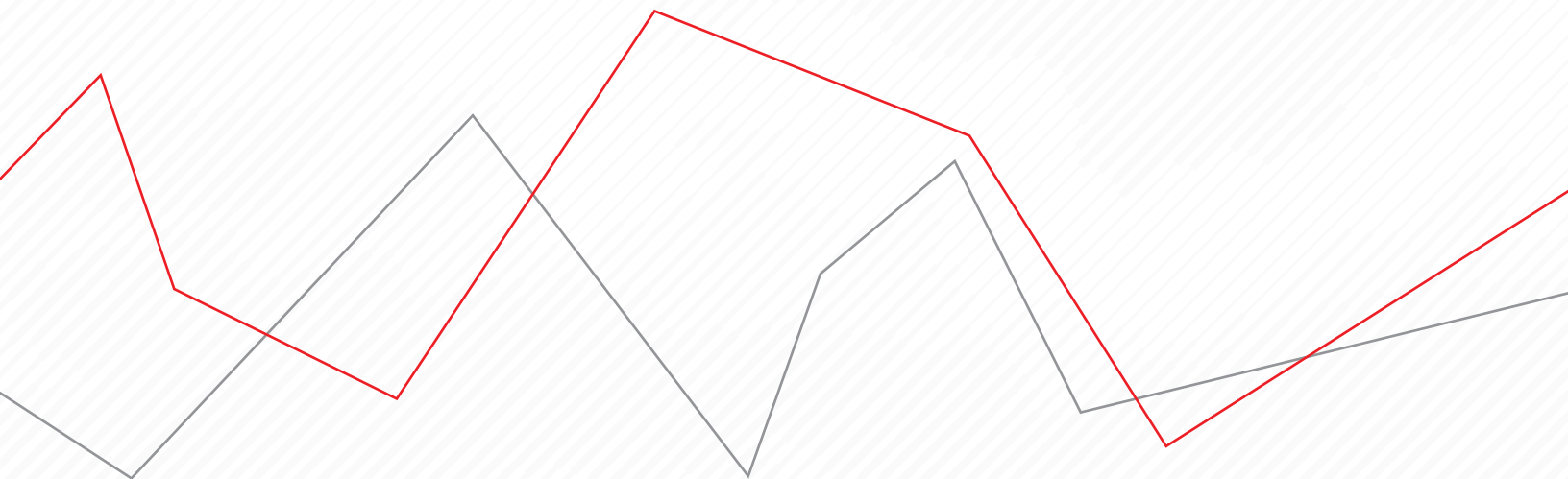


# Working with Client Reports

Exercise Guide



MORNINGSTAR Office



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# Contents

Overview .....	4
<b>Select Reports for Your Clients .....</b>	<b>5</b>
Overview .....	5
What are the different client reporting levels? .....	5
What are the different account types available? .....	5
What account type do I need to run reports? .....	5
What reports are available within Morningstar Office Web? .....	6
Exercise 1: Select reports to include in your quarter-end package .....	6
<b>Working with Presentation Studio .....</b>	<b>7</b>
Overview .....	7
Exercise 2: Download Presentation Studio .....	8
How do I gain access to presentation studio? .....	10
How do I start using presentation studio? .....	10
Exercise 3: Open a design template .....	12
Exercise 4: Add headers and footers .....	14
Exercise 5: Customize headers and footers .....	17
Exercise 6: Create a page layout .....	18
Exercise 7: Add components .....	19
Exercise 8: Customize components .....	20
Exercise 9: Publish the template to Morningstar Office Web .....	20
<b>Generate Client and Account Reports Individually .....</b>	<b>23</b>
Overview .....	23
Exercise 10: Run a client-level report .....	23
Exercise 11: Run an account-level report .....	25
What do I do if my report does not open? .....	27
.....	28
<b>Create a Quarter-end Batch Schedule .....</b>	<b>29</b>
Overview .....	29
What are the steps to create a batch schedule? .....	29
Exercise 12: Complete the Edit Batch step .....	30
Exercise 13: Review report settings .....	33
Exercise 14: Set your batch schedule .....	34
Exercise 15: Review your batch schedule .....	34
Exercise 16: Run your batch immediately .....	35
Exercise 17: Pause your Batch Schedule .....	36
<b>Manage the Reports page .....</b>	<b>37</b>
Overview .....	37
Exercise 18: Create a folder structure .....	38
Exercise 19: Move Batch Reports into folder .....	40
Exercise 20: Archive reports .....	41

# Working with Client Reports in Morningstar® Office Web

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Selecting and generating client reports is an important part of your practice. You want to provide the right amount of performance and other important data in an easy-to-follow format your clients understand.

Morningstar Office Web provides a variety of reporting options to help keep your clients well informed of their financial situation. Reports can be generated for clients individually or for multiple clients at once using a batch schedule.

In this exercise manual, you will practice creating a custom report template in Presentation Studio, generating reports for clients and accounts, creating a batch schedule, and creating a folder structure within the Reports page.

The following topics are covered:

- ▶ [Select Reports for Your Clients \(page 5\)](#)
- ▶ [Working with Presentation Studio \(page 7\)](#)
- ▶ [Generate Client and Account Reports Individually \(page 23\)](#)
- ▶ [Create a Quarter-end Batch Schedule \(page 29\)](#)
- ▶ [Manage the Reports page \(page 37\)](#)

## Overview

## Select Reports for Your Clients

Before generating report packages for your clients, it's important to consider the type of data you want to display. Start by asking yourself the following questions:

- ▶ At what level do I want to create reports?
- ▶ What account types do my clients hold?
- ▶ What account type do I need to run the reports I select?
- ▶ What information do I want to provide?

You might want to create several different report packages to share with different segments of your practice.

### Overview

When it comes to client reporting, there are two reporting levels available within Morningstar Office Web. These include the following:

- ▶ **Client** level, which aggregates all of a client's accounts into a single report and provides performance data at a high level.
- ▶ **Account** level which reports on each account individually. This level provides more detailed performance data.

### What are the different client reporting levels?

In Morningstar Office Web, you find the following account types for clients:

- ▶ **Transactional Accounts**, which include transactions, such as buys, sells, dividends, etc. These accounts are imported into Morningstar Office Web from your custodian. Performance is calculated based upon the actual transactions occurring within accounts for a given time period.
- ▶ **Quick Accounts**, which include account positions. Quick accounts are often created during prospecting and to represent accounts you might not be managing, such as an employer 401(k). Performance is based upon the underlying holdings in the account.

### What are the different account types available?

There are two types of client reports available within the platform:

- ▶ **Performance** reports include all the buys, sells, dividends, etc. occurring during the time frame selected, and provide a performance number. These reports require a transactional account to run.
- ▶ **Analytical** reports can be run with either a quick account or a transactional account. When generated using a quick account, analytical reports include performance based on the underlying holdings in an account.

### What account type do I need to run reports?

The table below describes the standard reports available within Morningstar Office Web:

**What reports are available within Morningstar Office Web?**

Report	Level	Account Type	Description
Client Return Summary	Client	Transactional	A client's returns, after fees, over a cumulative time period, against a benchmark, and broken down by individual security.
Client Position Summary	Client	Transactional or Quick	A position summary for a client's entire account, including asset allocations, aggregated investment activity, top securities, and a breakdown of each security.
Portfolio Snapshot	Client or Account	Transactional or Quick	The full range of portfolio analytics, including Morningstar proprietary metrics.
Portfolio X-ray	Client or Account	Transactional or Quick	Aggregated composition and performance data for all the holdings in a portfolio.
Portfolio Fixed Income Report	Client or Account	Transactional or Quick	In-depth analysis of individual bonds. It provides information around bond distribution and weighting, duration, maturity, credit quality, etc. A reinvestment rate can be customized for cash flow analysis.  Note: an account must hold an individual bond for the report to generate. Fixed income securities in funds are not included in the analysis.
Unrealized Gain Loss	Client or Account	Transactional	Account values of current security positions along with cost basis and unrealized gains/losses as of report date.
Performance Summary	Client or Account	Transactional	A high-level view of a portfolio's performance over a custom time period, including weighted returns.
Performance Summary by Security	Client or Account	Transactional	Market value, gains and losses, income data, and more for each security in a client's portfolio.
Trade Activity	Client or Account	Transactional	Active trades for all accounts during the reporting time period.
Current vs Model	Client or Account	Transactional or Quick	A side-by-side comparison of a client or account's current allocation versus the selected model portfolio.
Stock Intersection	Client or Account	Transactional or Quick	This report reviews the top 25 holdings in a portfolio to identify, at a glance, the portfolio's overall weighting in a particular security or sector.
Account Overview	Account	Transactional or Quick	A one-page report providing analytical, performance, and holding data.

On a blank piece of paper, select three reports you want to include in your report package. You will include these reports in the batch schedule you create in [Exercise 12 on page 30](#).

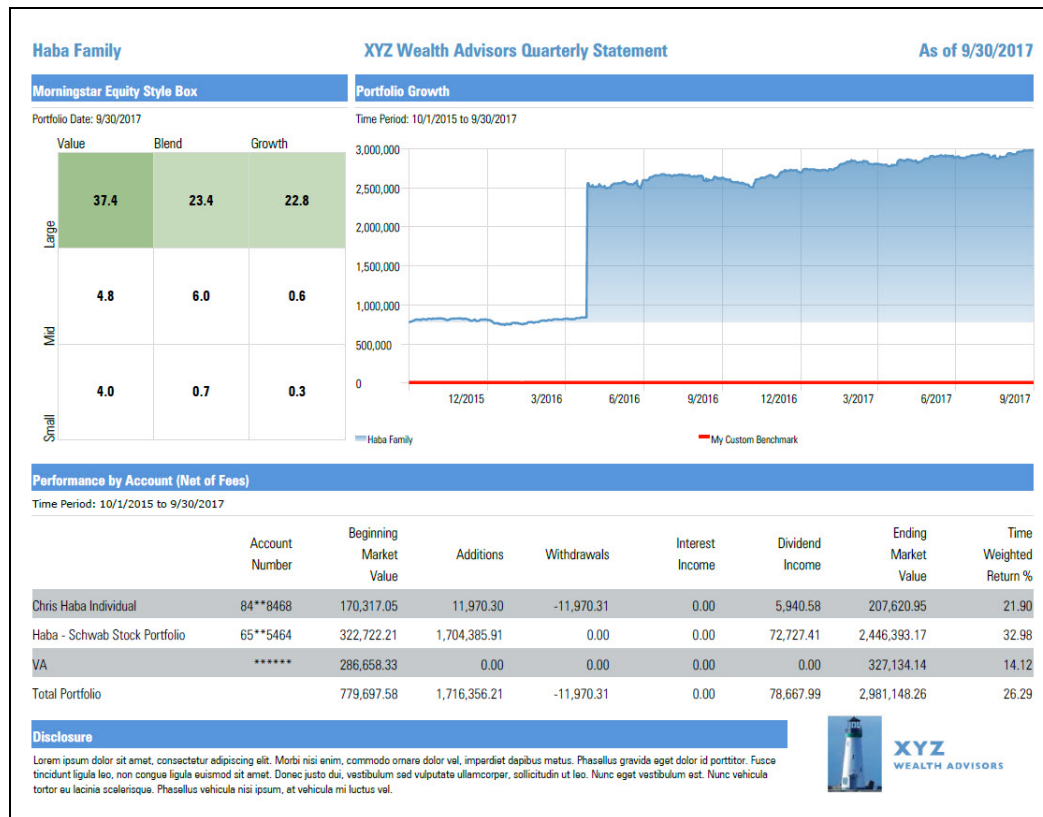
**Exercise 1: Select reports to include in your quarter-end package**

## Working with Presentation Studio

Presentation Studio is a custom report builder software from Morningstar. Based upon the building blocks of Morningstar Office Web's standard report offerings, Presentation Studio allows you mix and match components to create compelling client reports.

You have control over both the content and format of your presentations, enabling you to use charts, tables, images, and text to tell your story.

### Overview



Presentation Studio is a standalone tool downloaded directly from Morningstar Office Web. To download Presentation Studio, do the following:

## Exercise 2: Download Presentation Studio

1. From the **Menu**, select **Reporting > Presentation Studio**. The Morningstar Presentation Studio page opens.

**Clients & Accounts**

Home

EXPLORE

Morningstar Research

Markets

CLIENT MANAGEMENT & ANALYSIS

Clients & Accounts >

Prospects

Billing

Redtail CRM

▼ Reporting

Reports

Batch Schedules

Presentation Studio

Export All

	Market Value (USD)	Market Value Date	Client/Account Type
	3,580,326.28	09/18/2020	Clients
	10,801.47	09/18/2020	Clients
	365,952.72	09/18/2020	Clients
	38,331.80	09/18/2020	Roth IRA
	327,620.93	09/18/2020	Taxable

Click here to start.

2. From the Download area, select the **Presentation Studio** download link. The download extension appears at the bottom of the screen.

**MORNINGSTAR Presentation Studio**

Home Sample Reports Support

**Presentation Studio**

Presentation Studio makes it easy to leverage Morningstar's data and analytics, and then transform your firm's investment stories into professional, compliance-approved, custom-branded marketing pieces, fact sheets, product comparison workbooks, client statements, and presentations. The template design tool enables home offices control over layouts, allowing them to adapt their communications for a wide range of audiences. Users can drag-and-drop report components from a library of professionally-designed charts, data tables, and graphs that quickly communicate complex investment information. Supporting data comes from Morningstar's database, as well as from your imported proprietary investment data, client accounts, notes, scores, and commentary. Firms can create and regularly update report templates, then immediately distribute them online to sales groups, advisors, consultants, and other departments for use on Morningstar Direct, Morningstar Office, and Report Portal.

**Report Portal**

An optional web-based Report Portal helps firms ensure their sales groups, advisors, consultants, and global teams always have access to consistent, up-to-date, approved communications that are consistent with the firm's marketing strategy. For flexibility, home offices can build in specific customization options, such as

**Download**

Use the link below to download the most current version of Morningstar Presentation Studio.

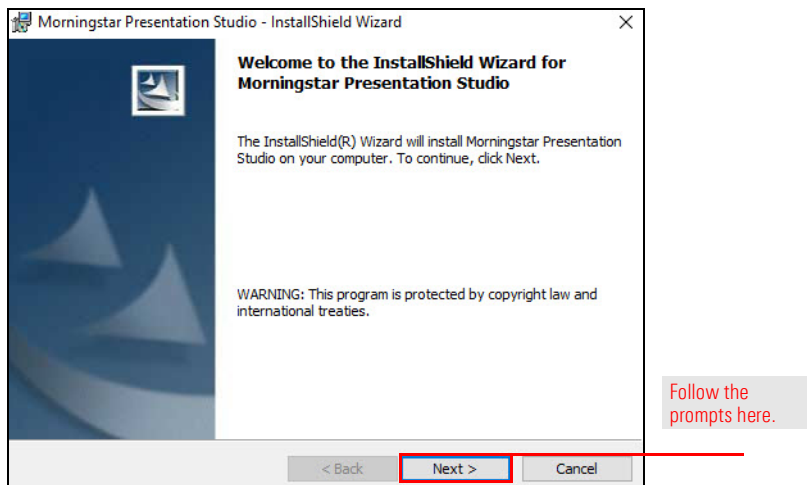
**Presentation Studio V3.19.048.17**

Click this icon.

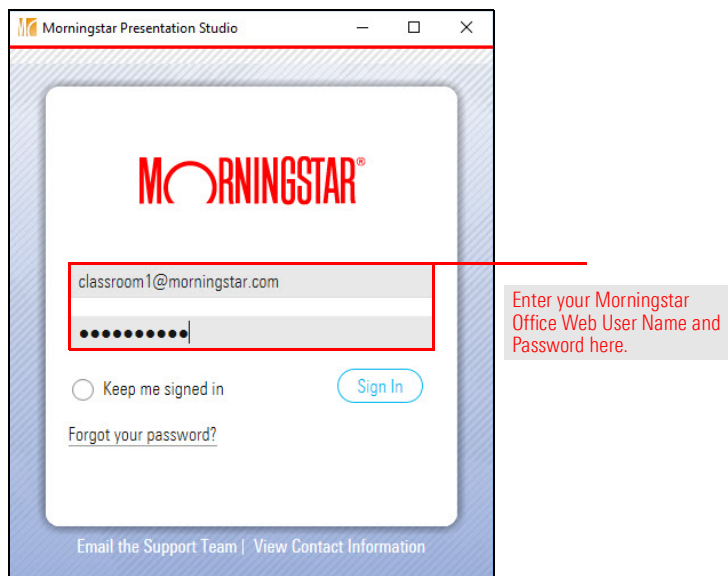
**Video**



- Click the **download extension**, then follow the instructions on the InstallShield Wizard.

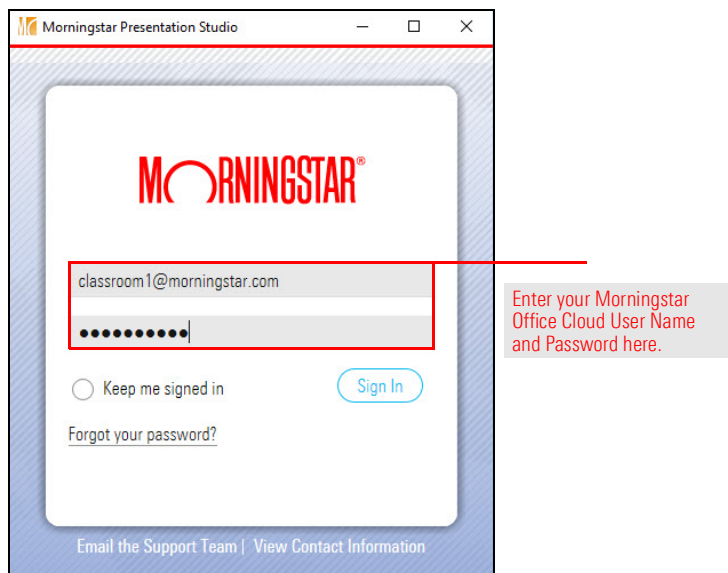


Once downloaded, **double-click** the **icon** and login using your Morningstar Office Web username and password.



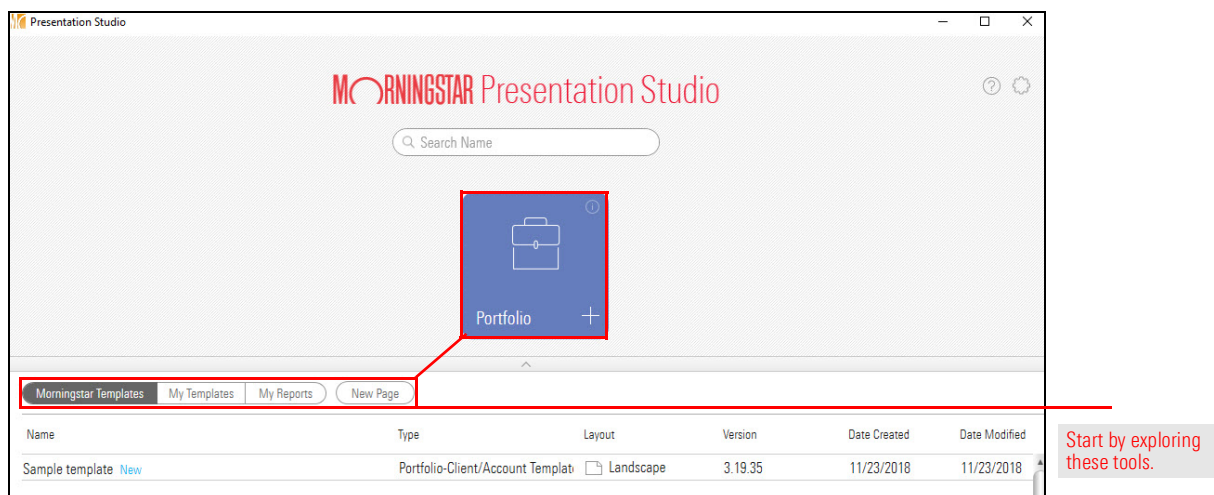
Presentation Studio is a standalone tool that you download directly from Morningstar Office Web. Once downloaded, launch the icon and login using your Morningstar Office Web user name and password.

### How do I gain access to presentation studio?



After logging in, you arrive at the Presentation Studio landing page. Here, you find a series of tabs, menus and tools, to help you get started. The table below describes each tool on the landing page.

### How do I start using presentation studio?



Tool	Definition
Portfolio	The Portfolio tile opens Presentation Studio. Once you click on it, you can choose an existing template, or to build a template from scratch.
Morningstar Template	A Morningstar template is created by Morningstar experts to serve as the basis for a specific type of report.
My Template	A template is a Presentation Studio document created to serve as the basis for a specific type of report. A template typically contains text, charts, tables, and images selected to present information in service of the template's purpose.  Templates are published to one or multiple logins and are content updates to reflect the client and account data selected.
My Report	A report is a document reflecting information for a specific client. Save as a report when you create your report for specific client and manage your report directly from Presentation Studio. You cannot publish a report to Morningstar Office Cloud.
Action Menu	Use this menu to delete, save, move, send and share templates with other members of your firm.
New Page	This button serves as a quick launch to begin creating a new report or template.

Whether you launch a template using a tab, or by clicking the Portfolio tile, the next step is to provides a source of data to work with. This includes:

- ▶ Account or Client
- ▶ Model Portfolio, and
- ▶ Benchmarks.

You can also select colors and display markers for each source of data.

Add Sample Portfolios

Back Done X

Name	Display Name	Color	Marker	Show
Client/Account				
Alexander Hamilton	Alexander Hamilton			<input checked="" type="checkbox"/>
Models				
				<input type="checkbox"/>
Display Benchmarks				
Russell 1000 Energy TR USD	Russell 1000 Energy TR USD			<input checked="" type="checkbox"/>

Select a client or account here.

Select a model here.

From there, you've entered the design page. Mix and match the components of your choosing to create templates and reports for your clients.

Use these tool bars to customize the content, data and layout of your template.

Mix and match components and content to create your client report.

Use this settings menu to customize a chart or table.

Click and drag these component on your design page.

Now that you know the basics, practice building your own custom template. In this exercise, you will open a Presentation Studio design template.

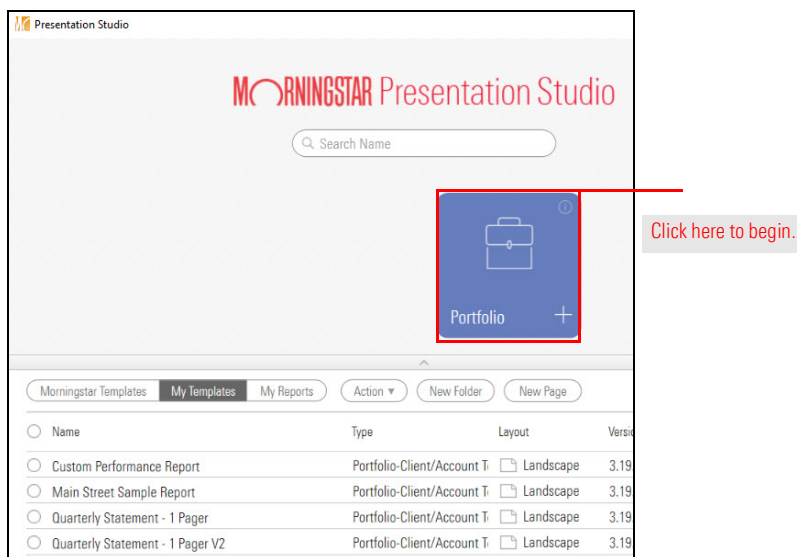
### Exercise 3: Open a design template

Do the following:

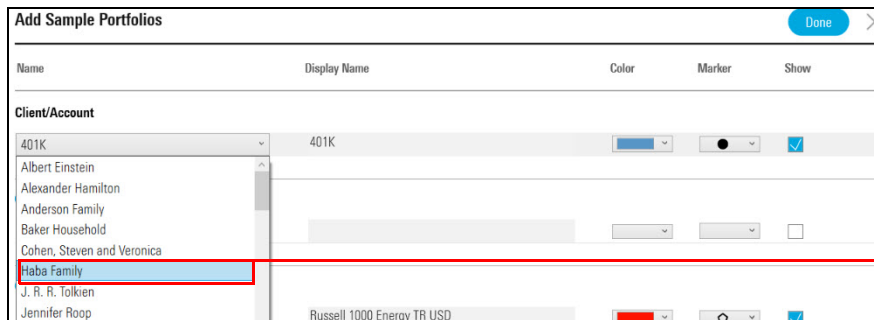
1. Click on the **Presentation Studio** icon on your desktop.
2. Login using your **Morningstar Office User Name and Password**. The Presentation Studio landing page opens.



3. Click on the **Portfolio** card. The Add Sample Portfolios box opens.



4. From the **Select Client/Account** drop-down menu, select a **household**. This household is used as a source of data while building your template.



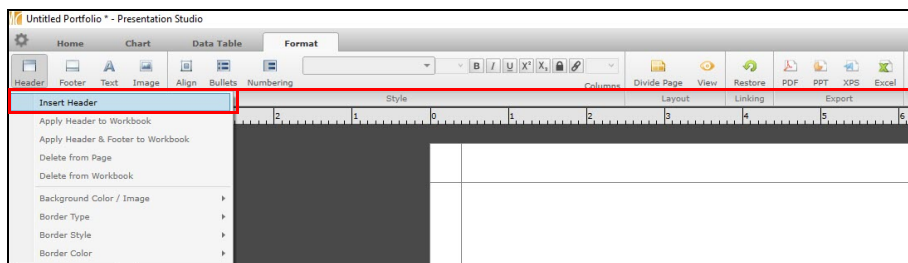
Select this option.

5. Click **Done**. The design page opens.

The design page is where you add and customize the different elements of your design template. Begin by adding headers and footers. Do the following:

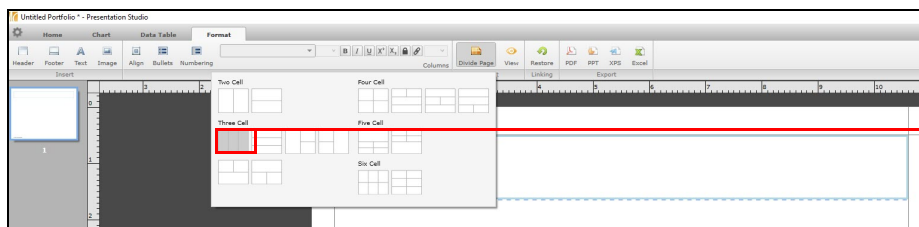
#### Exercise 4: Add headers and footers

6. From the header, select **Format**. Then select **Format > Header > Insert Header**.



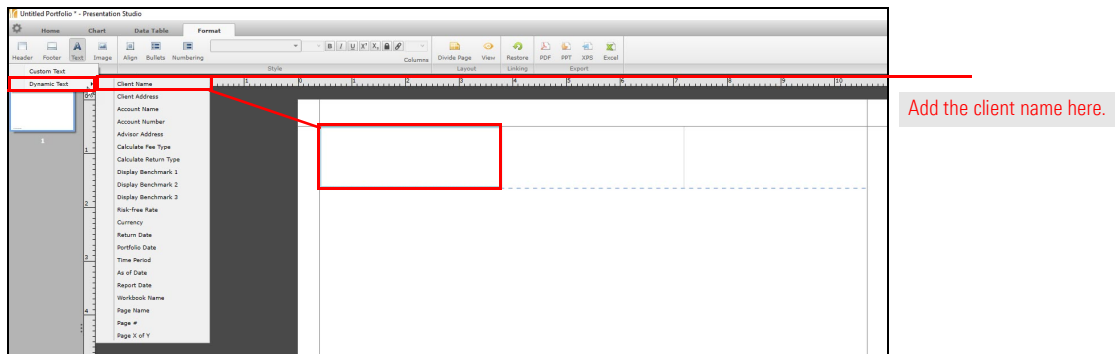
Select this option.

7. Click inside the **header**. A blue box appears.
8. From the **Format** tab, click **Divide Pages**. Then select the **Three Cell vertical option**.

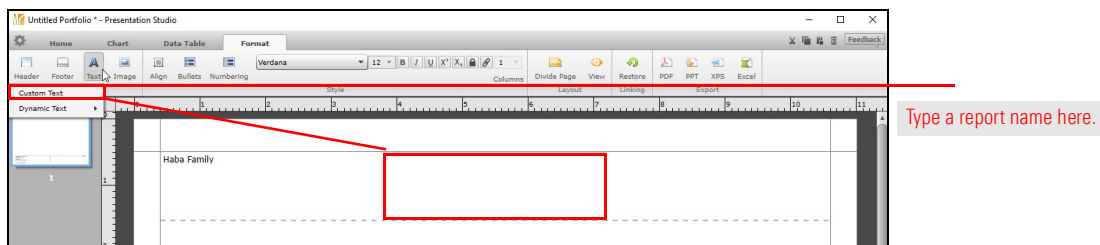


Click this layout.

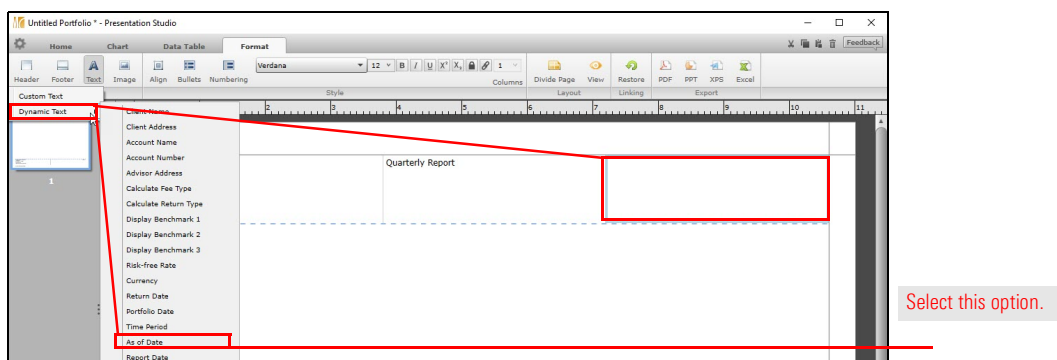
9. Click inside the first cell to activate.
10. In the **Home** tab, click **Text > Dynamic Text > Client Name**.



11. Click inside the second tab to activate.
12. In the **Home** tab, click **Text > Custom Text**.
13. Click inside the activate cell. Then type **Quarterly Report**.

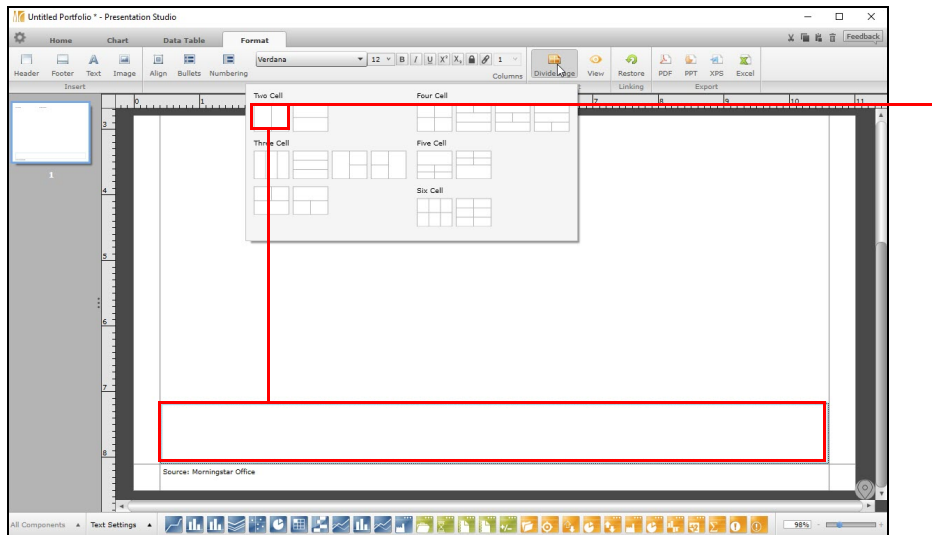


14. Click inside the third tab to activate.
15. In the **Home** tab, click **Text > Dynamic Text > As of Date**.



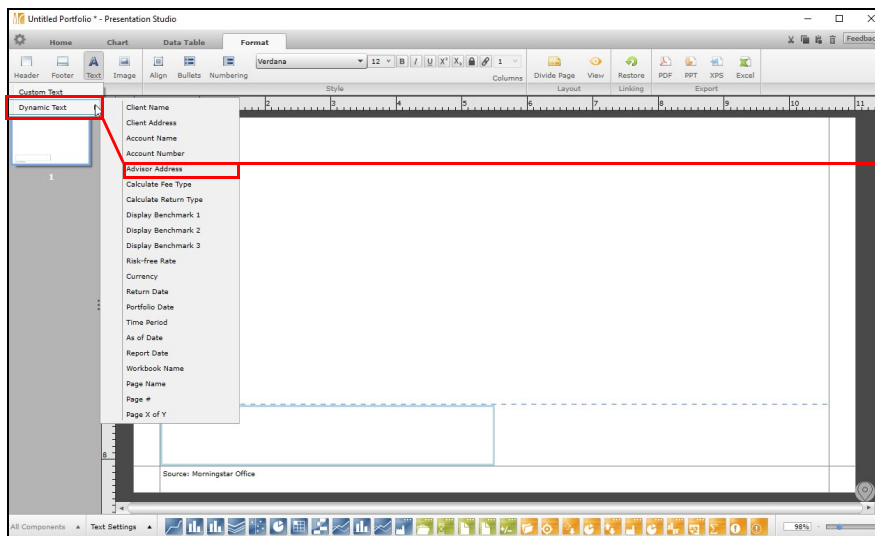
16. From the header, select **Format**. Then select **Format > Footer > Insert Header**.
17. Click inside the header. A blue box appears.

18. From the **Format** tab, click **Divide Pages**. Then select the **Two Cell vertical** option.



Select this option.

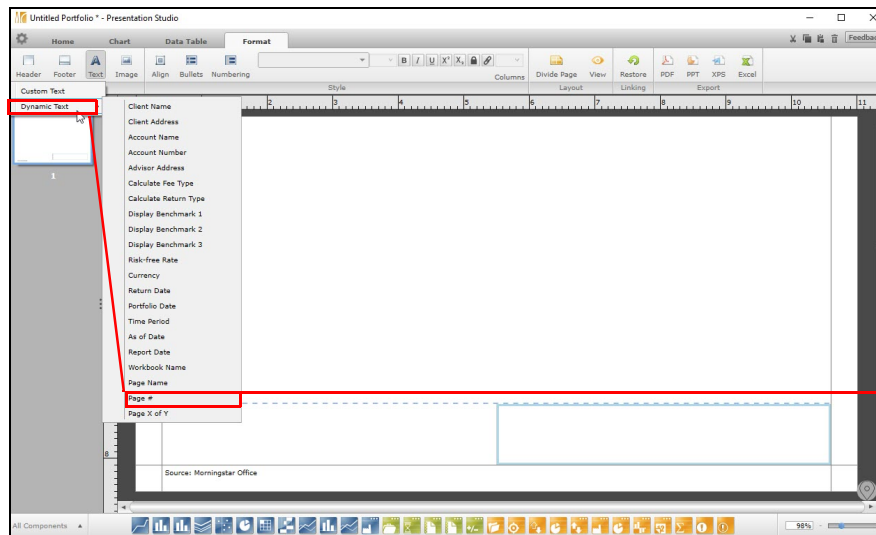
19. Click inside the first cell to activate.
20. In the **Home** tab, click **Text > Dynamic Text > Advisor Address**.



Select this option.



21. Click inside the second tab to activate.
22. In the Home tab, click **Text > Dynamic Text > Page #**.



Select this option.

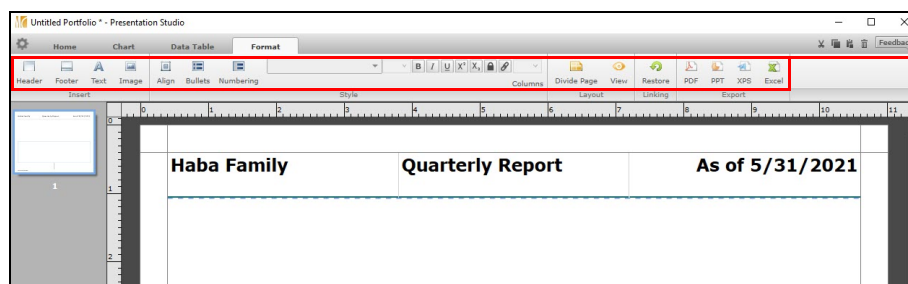
Now that you've created headers and footers, use the **Format** tab and the **right-click menu** to adjust the appearance of each section within your header and footer. Make adjustments, such as, font size, alignment, colors and more.

### Exercise 5: Customize headers and footers

To customize the content within each section, first select the section of the header or footer to activate. A blue box appears. Then, make the following adjustments.

Use the **Format** tab to make the following changes to the header:

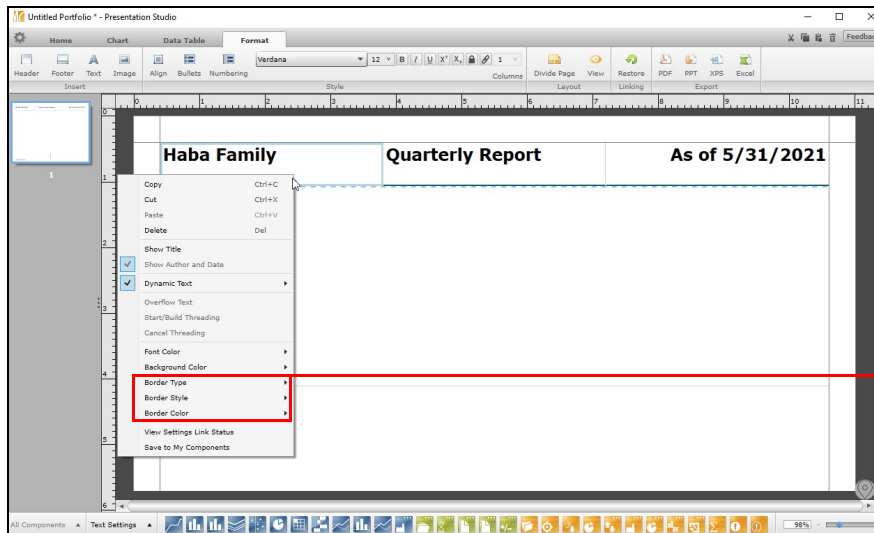
- Change the font size to 24 for each section
- Bold content for each section
- Right align As of Date



Use this menu to customize each section.

Use the right-click menu to make the following changes:

- ▶ add a border to the bottom edge of each section, and
- ▶ change color of the border to green



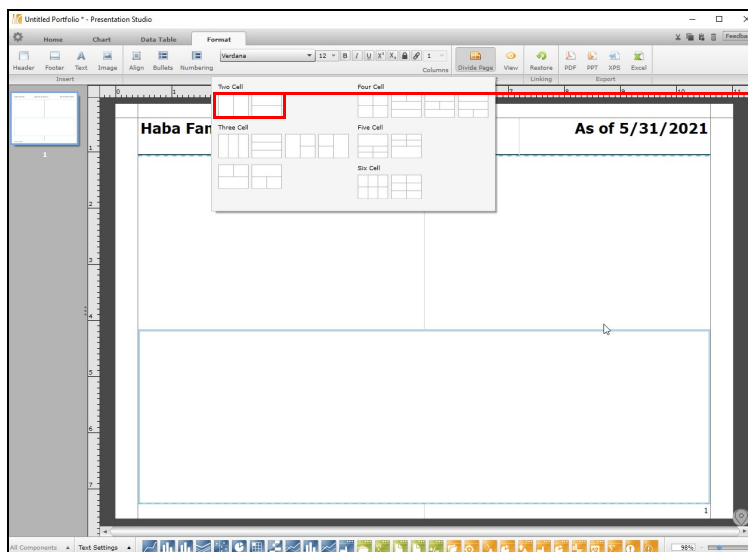
Use these menus to add and customize borders.

Now that you've created your headers and footers, the next step is to create a page layout. By creating a page layout, you're dividing the page into sections, where you can later drag and drop the components you want to include.

### Exercise 6: Create a page layout

Do the following:

1. Highlight the **body** of the design page. A blue box appears.
2. From the **Format** tab, select **Divide** pages.
3. In the **Two Cell** area, click the **horizontal** option.
4. Click inside the top cell.
5. In the **Two Cell** area, click the **vertical** option.



Select this option.

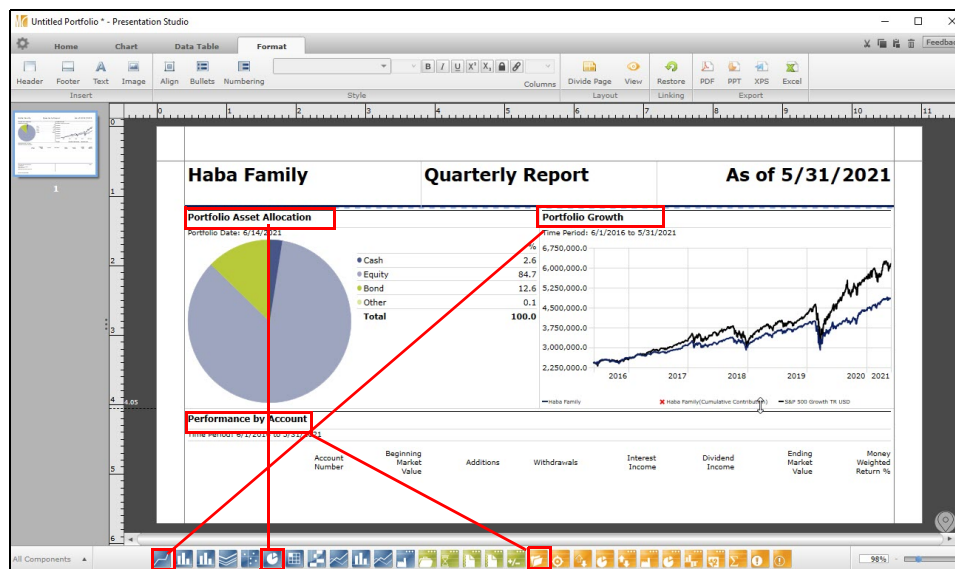
Now that your page layout is set, you are ready to add components to your report. In this example you will add the following components:

### Exercise 7: Add components

- ▶ Allocation Pie Chart
- ▶ Multiple Investments Line Chart, and
- ▶ Performance by Account.

Do the following:

1. In the **components** area, click and drag the **Pie Chart** into the first cell.
2. In the **components** area, click and drag the **Multiple Investments Line Chart** into the second cell.
3. In the **components** area, click and drag the **Performance by Account** table into the bottom cell.

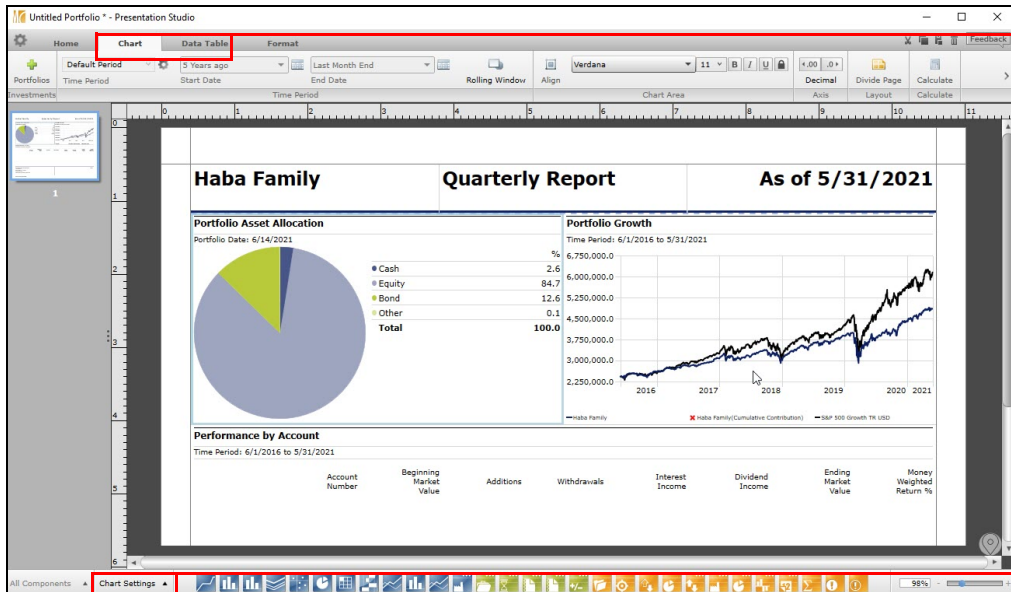


Click and drag each component.

Once components are added to your design page, use the **settings** option and the **header tabs** to customize the data and the appearance of each component. Setting options change depending on the chart or table you are applying settings to.

## Exercise 8: Customize components

To customize a component, first click to activate the component you want to alter. A blue box appears. Then, make any changes you see fit.



Select the appropriate tab.

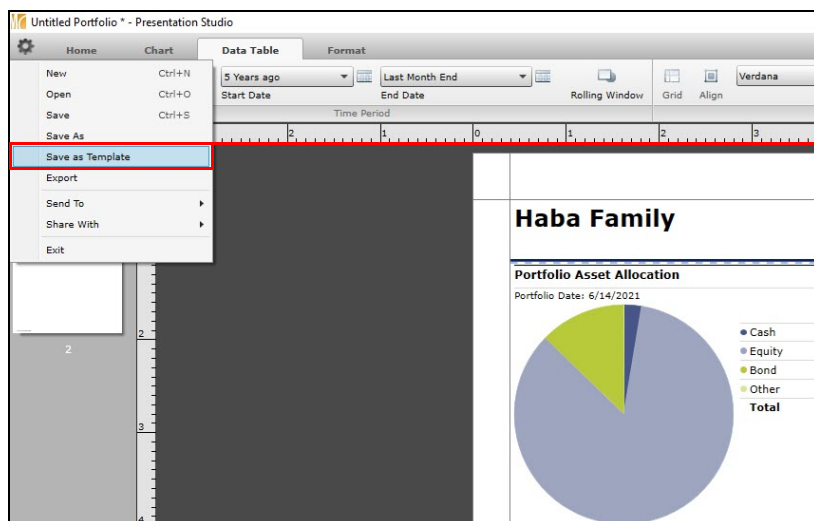
The appropriate option automatically appears.

Now, save your Presentation Studio template as a template (not a report). Then, publish to Morningstar Office Cloud.

## Exercise 9: Publish the template to Morningstar Office Web

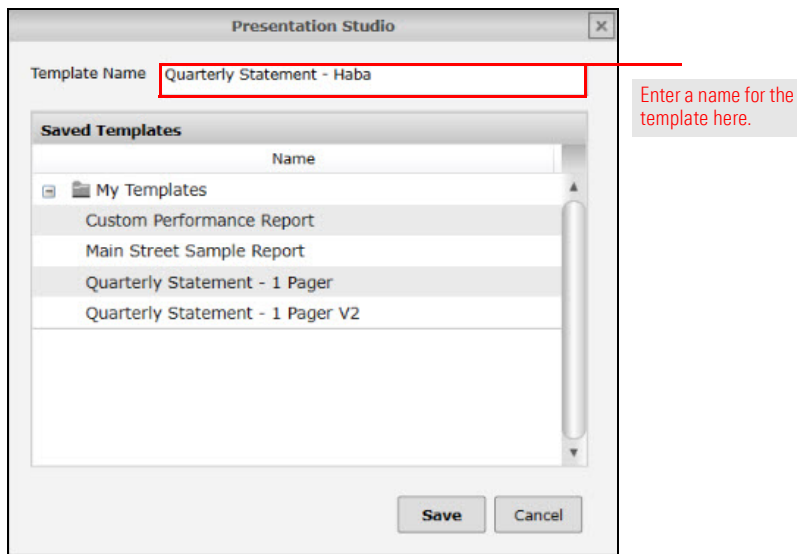
Do the following:

1. On the header, click the **gear symbol**. A drop-down menu opens.
2. Click **Save As** template. A Presentation Studio dialog box opens.

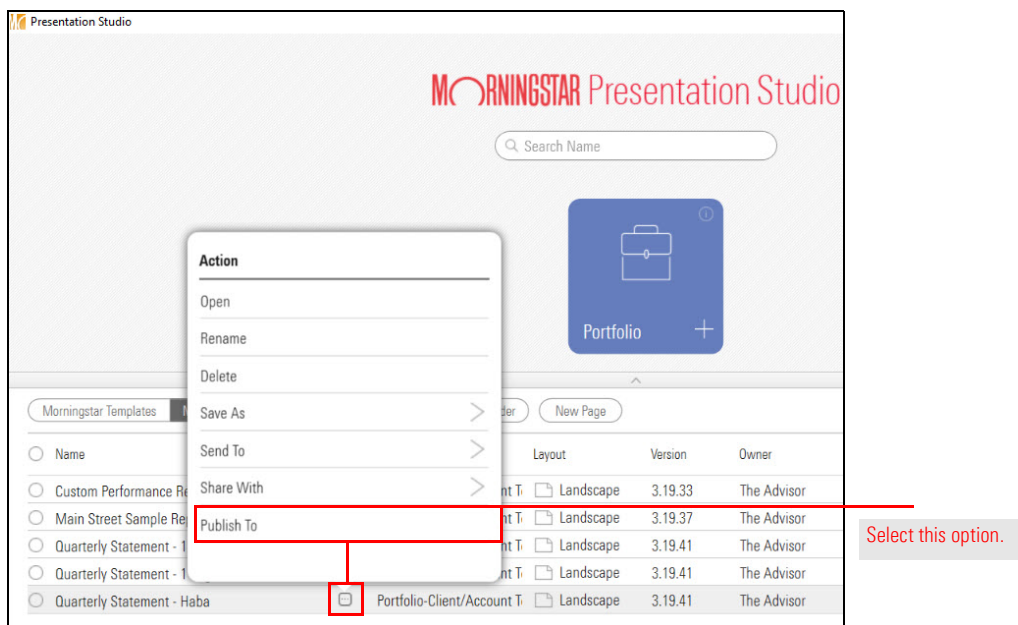


Select this option.

3. In the **Template Name** field, type **Quarterly Statement**.



4. Click **Save**. Click the **X** to close the template.
- Note: The program will ask you if you want to save again. Click No.
5. From the Presentation Studio landing page, hover the cursor over the **Quarterly Statement Haba** row. Then click the **Action** icon.
6. From the **Action** menu, select **Publish To**. The Publish box opens.



7. From the **Access List** area, in the **Search for User or Group** field, type your **user name**.

**Publish** [Cancel] [Done]

**Template Name**  
Quarterly Statement - Haba

**Sample Report** (Optional)  
[Upload PDF]

**Access List**

[Search] The Advisor [X]

[Cancel] [OK]

Name	Email	
INDIVIDUAL USERS		
The Advisor	classroom1@morningstar.com	✓

Enter your classroom login here.

Select the correct option here.

8. Click **OK**. Then click **Done**.


## Generate Client and Account Reports Individually

Generate individual client and account reports to prepare for an upcoming client meeting or to evaluate accounts and portfolios. Once generated, client and account reports can be downloaded and printed to share during an in-person client review or published to the Client Web Portal for virtual access.

In this section, you will practice creating the following reports:

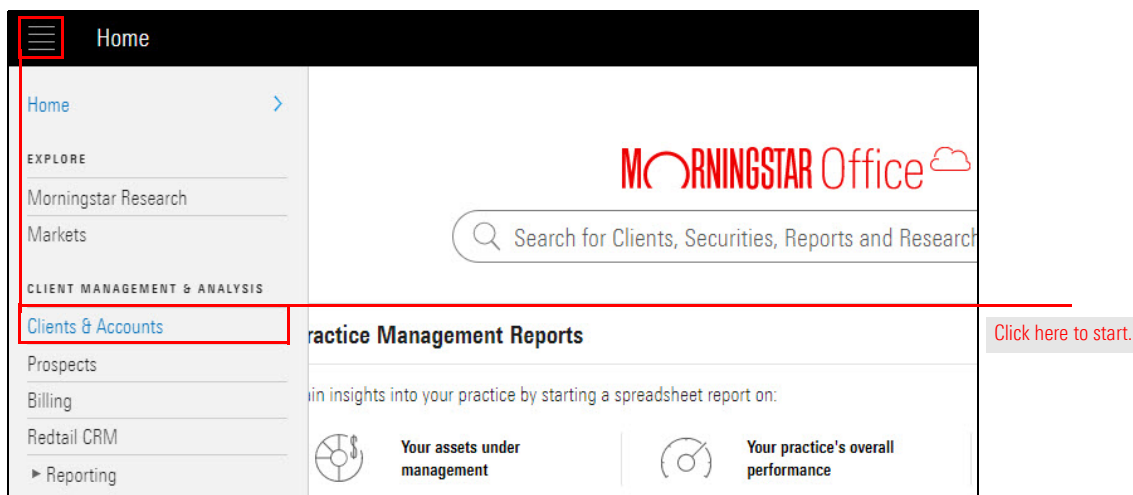
- ▶ Client Return Summary - a client-level report, and
- ▶ Performance Summary - an account-level report.

In a client-level report, all of a client's accounts are aggregated into a single report. The report provides an overall look at the client's entire portfolio. In this exercise, you will run the Client Return Summary for the Sample Client.

 Note: The Sample Client is included as part of your new subscription. If you no longer have access to Sample Client, practice running this report for any client with transactional accounts.

To run the Client Return Summary, do the following:

1. From the **Menu**, select **Clients & Accounts**. The Clients & Accounts page opens.



### Overview

### Exercise 10: Run a client-level report

- From the Grid, **hover the cursor** over the **Sample Client** row, then click the **Actions** icon.
- From the **Actions** menu, select **Generate Report**. The Generate Report window opens.

**Clients & Accounts**

**Active Clients** ▾

0 3 Edit Settings Export All

<input type="checkbox"/>	Name	Market Value (USD)	Market Value Date
<input type="checkbox"/>	▶ Haba Family <small>Can Edit</small>	3,580,326.28	09/18/2020
<input type="checkbox"/>	▶ Roop Family	10,801.47	09/18/2020
<input type="checkbox"/>	▶ Sample Client	365,952.72	09/18/2020

**Actions**

- Client >
- Members >
- Client Web Portal >
- Share
- Add Account >
- Generate Report**
- Upload Document

Select this option.

- From the **Select a Template** drop-down menu, select **Client Return Summary**.

**Generate Report** Cancel Run

Morningstar Templates My Templates

Select a Template

Client Return Summary ▾

Report Name\*

Client\_ClientReturnSummary\_09-21-2020

REPORT SETTINGS

Primary Benchmark Morningstar US Market TR USD

Secondary Benchmark No Benchmark Display

Tertiary Benchmark No Benchmark Display

Start Date 3 Months Ago

End Date Month End

Choose this report.

- Click **Run**. An alert opens, informing you the report is generating. Once complete, your report opens in a separate browser tab.



An account-level report provides details on an individual account. In this exercise, you will run the Performance Summary for the Sample Transactional Account.

### Exercise 11: Run an account-level report

Note: The Sample Transactional Account is included as part of your new subscription. If you no longer have access to Sample Client, practice running this report for any transactional account.

To run the Performance Summary for an account, do the following:

1. From the **Sample Client** row, click the **arrow** next to the Sample Client. Accounts appear.
2. **Hover the cursor** over the **Sample Transactional Account** row. The Actions icon appears.
3. Click the **Actions** icon. The Actions menu opens.
4. From the **Actions** menu, select **Generate Report**. The Generate Report window opens.

The screenshot shows the 'Clients & Accounts' interface. Under 'Active Clients', there is a table with columns: Name, Market Value (USD), and Market Value Date. The table lists several accounts, including 'Sample Client' and 'Sample Transactional Account'. The 'Sample Transactional Account' is highlighted, and its Actions menu is open, showing options: 'Edit account profile/settings', 'Generate report...', and 'Exclude holdings from account'. A red box highlights the 'Generate report...' option, and a red arrow points to it from the text 'Select this option.'.

Name	Market Value (USD)	Market Value Date
Haba Family	3,580,326.28	09/18/2020
Roop Family	10,801.47	09/18/2020
Sample Client	365,952.72	09/18/2020
Sample Roth IRA Account	38,331.80	09/18/2020
Sample Transactional Account	327,620.93	09/18/2020

Transactional Account Actions

- Edit account profile/settings
- Generate report...
- Exclude holdings from account

Select this option.

5. From the **Select a Template** drop-down menu, select **Performance Summary**.

**Generate Report** Cancel Run

**Morningstar Templates** **My Templates**

Select a Template  
Performance Summary ▼

Report Name\*  
Client\_PerformanceSummary\_09-21-2020

**REPORT SETTINGS**

**Primary Benchmark**  
Morningstar US Market TR USD

**Secondary Benchmark** Display  
No Benchmark

**Tertiary Benchmark** Display  
No Benchmark

**Start Date**  
3 Months Ago ▼

**End Date**  
Month End ▼

Choose this report.

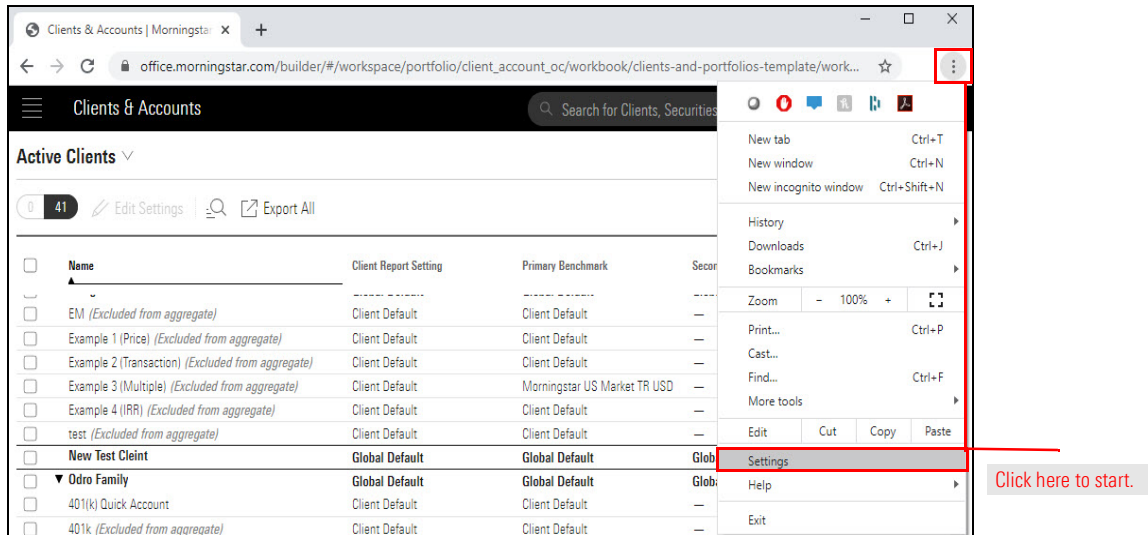
6. Click **Run**. An alert opens, informing you the report is generating. Once complete, your report opens in a separate browser tab.

If you have blocked pop-ups and redirects from your browser, you must add [office.morningstar.com](https://office.morningstar.com) to the Allow area within browser settings.

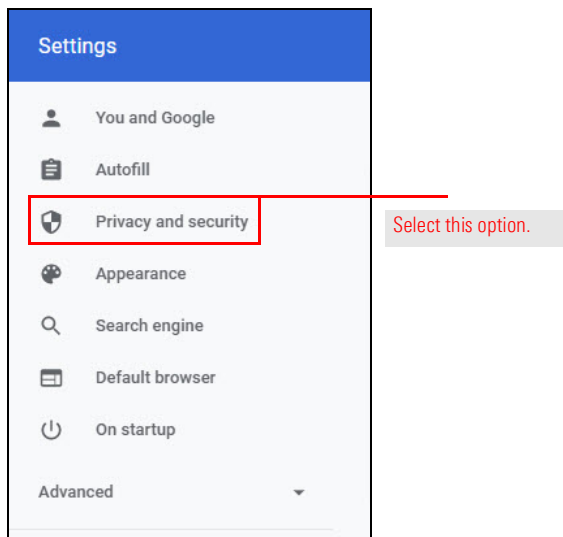
### What do I do if my report does not open?

To allow pop-ups for Morningstar Office Web in Google Chrome, do the following:

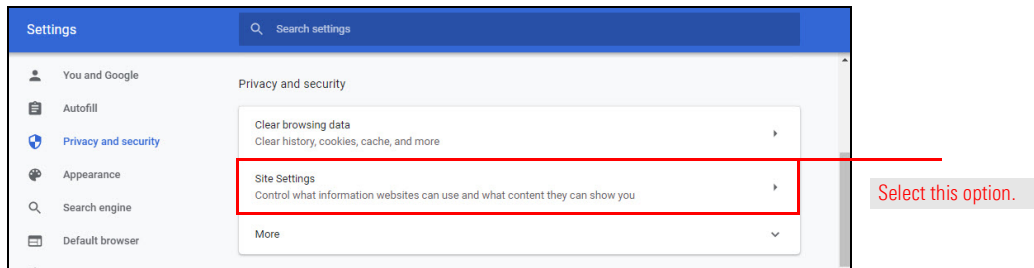
1. In the browser header, click the **rightmost icon**, then select **Settings**. The Settings page opens.



2. On the left-hand side of the Settings page, select **Privacy and security**. The Privacy and security page opens.



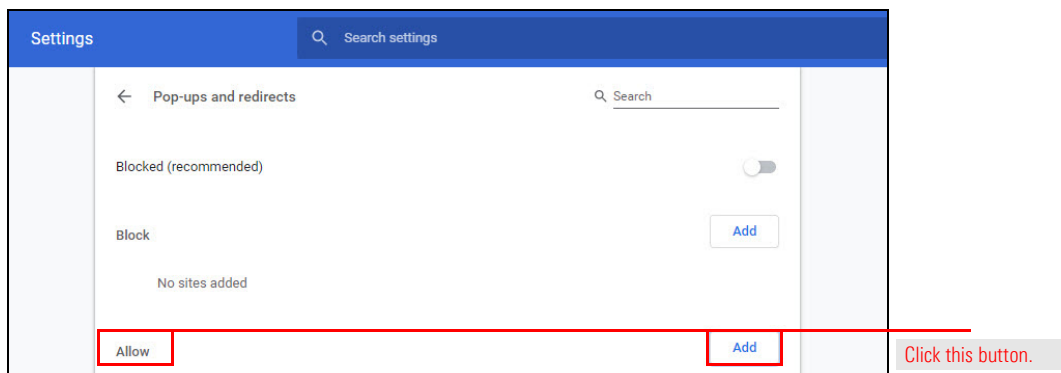
3. On the Privacy and security page, select **Site Settings**. The Site Settings area expands.



4. From the **Site Settings** area, select **Pop-ups and redirects**. The Pop-ups and redirects area expands.



5. From the Allow area, click **Add**. The Add a Site dialog box opens.



6. In the **Site** text field, type [office.morningstar.com](https://office.morningstar.com), then click **Add**. Close the Settings tab.




## Create a Quarter-end Batch Schedule

The Batch Schedule tool allows you to generate multiple reports for multiple clients at once. Once created, your batch will run on an automatic schedule. This is particularly useful during the quarter-end reporting process, saving the time and effort of manually running reports each quarter end.

In this section, you will complete the following exercises:

1. Create a batch schedule using the reports you selected in Exercise 1
2. Upload the Quarterly Commentary to include in your package

 Note: Click [here](#) to download and save the Quarterly Commentary to your local drive.

3. Run the batch immediately, and
4. Set your batch schedule to pause.

Creating a batch schedule is completed within the Batch Schedule tool, which consists of four steps. Each step includes the options outlined in the following table:

On this step/page...	Select these options...
1. Edit Batch	<ul style="list-style-type: none"> <li>▶ Batch Name</li> <li>▶ Batch Type - Client, Account, or Group</li> <li>▶ Included Clients, Accounts, or Groups</li> <li>▶ Report template selections</li> </ul>
2. Setup Selected Reports	<ul style="list-style-type: none"> <li>▶ Report options for each report in your batch</li> </ul>
3. Schedule Batch	<ul style="list-style-type: none"> <li>▶ Start Date</li> <li>▶ Frequency</li> <li>▶ Client Account display</li> <li>▶ Cover page inclusion</li> </ul>
4. Review Batch	<ul style="list-style-type: none"> <li>▶ Validate selections from steps 1 through 3</li> </ul>

### Overview


### What are the steps to create a batch schedule?

During the Edit Batch step, you will determine the following:

- ▶ The clients, accounts, or groups for whom you are running reports, and
- ▶ Which reports to include in your report package.

## Exercise 12: Complete the Edit Batch step

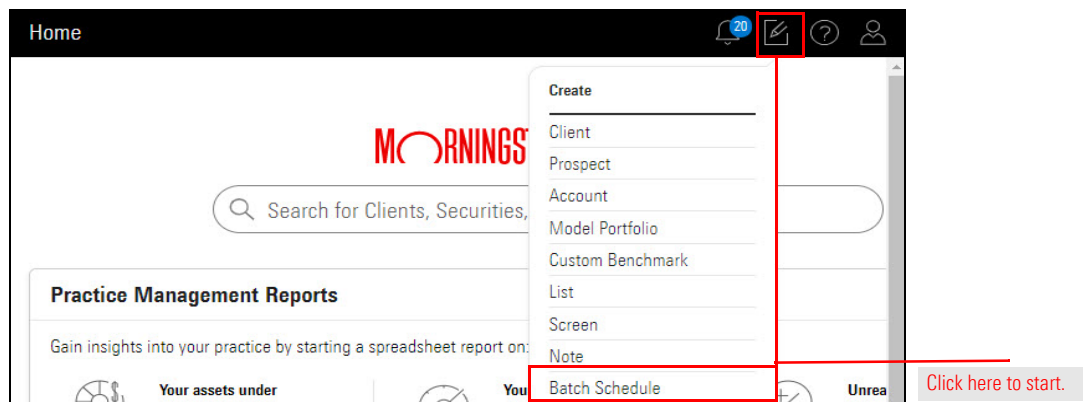
In this exercise, you will assign your first three client records to a batch schedule.

 Note: If you have fewer than three client records, select the records available to you.

To decide which reports to include, consult the list you made in [Exercise 1 on page 6](#).

To complete the Create Batch step, do the following:

1. On the header, click the **Create > Batch Schedule**. The Create Batch window opens.



2. In the **Batch Name** field, enter **Quarterly Communications**.
3. In the Type drop-down field, confirm Clients is selected.
4. Click the empty area in the **Add Clients to Batch** field. The Clients window opens.
5. Under the Individual Clients heading, select the **first three clients** listed.
6. **Click away** from the Clients menu to close it.

7. In the Add Templates area, click the **Add Template**. The Add Templates drop-down field appears.

**Edit Batch** Cancel Next

STEP 1 OF 4 \* Required

**Batch Name\*** Quarterly Communications

**Type\*** Clients

**Add Clients to Batch\*** All Clients X

**Add Templates\***

No Templates Added

Add a template or upload a document to build your batch report.

Add Template Upload Document

Type the name of the batch here.

Select either Clients, Accounts or Groups.

Choose the clients to include in the batch.

Click here to add report templates.

8. From the **Add Template** drop-down field, select the first **report** you want to include in the batch.

**Edit Batch** Cancel Next

STEP 1 OF 4 \* Required

**Batch Name\*** Quarterly Communications

**Type\*** Clients

**Add Clients to Batch\*** All Clients X

**Add Templates\***

Morningstar Templates

- Account Overview
- Billing Summary
- Client Position Summary
- Client Return Summary
- Current vs. Model Portfolio
- Performance by Period

Select each report individually.

9. Click **Add Template** again, then repeat **Steps 7-8** for as many reports as you want to include.

10. In the Add Templates area, click **Upload Document**.
11. From your local drive, select the **Quarterly Commentary** you previously downloaded.

Note: Click [here](#) to download the Quarterly Commentary if you have not already done so.

**Edit Batch** Cancel Next

STEP 1 OF 4 \* Required

**Batch Name\*** Quarterly Communications **Type\*** Clients **Add Clients to Batch\*** All Clients X

**Add Templates\***

- Client Return Summary
- Performance Summary
- My Portfolio Template

Add Template Upload Document

Click here to add report templates.

Note: At the present time, uploaded documents must be in PDF format and no larger than 4.0 MB.

12. In the Selected Reports area, **drag-and-drop** the **reports** so they appear in your preferred order.

**Edit Batch** Cancel Next

STEP 1 OF 4 \* Required

**Batch Name\*** Quarterly Communications **Type\*** Clients **Add Clients to Batch\*** All Clients X

**Add Templates\***

- Client Return Summary
- Performance Summary
- My Portfolio Template
- The Quarterly Commentary.pdf

Add Template Upload Document

Set the report order here.

13. Click **Next**. The Setup Selected Reports screen opens.



The second step is to select report settings. You must select settings for each report individually, and some settings differ by report type. For performance reports run with transactional accounts, certain settings are pulled directly from the client record. Be sure to confirm the following settings are assigned at the client level:

- ▶ Benchmarks
- ▶ Methodology (TWR vs IRR), and
- ▶ Fee type (Net of fees vs Gross of fees).

Review the settings for the reports you selected. Once complete, click **Next**.

### Exercise 13: Review report settings

Setup Selected Reports

Cancel Back Next

STEPS 2 OF 4

Client Return Summary

Start Date

3 Months Ago

End Date

Month End

Chart Type

☒ Investment Growth Chart
 ☐ Time Weighted Return Chart

Additional Options

☒ Mask Account Numbers
 ☒ Include Benchmark Returns
 ☒ Include Closed Accounts

Performance Summary

Start Date

3 Months Ago

End Date

Month End

Return Period

☐ Calendar Year
 ☒ Last 4 Quarters
 ☐ Trailing

Chart Type

☒ None
 ☐ Investment Growth Chart
 ☐ Time Weighted Return Chart

Additional Options

☒ Mask Account Numbers
 ☒ Include Benchmark Returns

My Portfolio Template

Choose report settings for each report separately.

MORNINGSTAR

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33

Now that you've selected the reports to run and the clients or accounts to include in the batch, the next step is to create a batch schedule.

### Exercise 14: Set your batch schedule

Note: On the date a batch is scheduled to run, report generation occurs at 10:00 pm Central Time.

To schedule the batch, do the following:

1. In the **Start Date** field, type the **date** (in MM/DD/YYYY format) for the start of the next quarter you want the batch to run for the first time.

Note: To ensure your data is updated, select a date at least five days into the month.

2. From the Frequency area, choose **Quarterly**.
3. From the Display a Client's Account area, select **In Aggregate**.
4. From the Cover Page area, check the **Include a Cover Page** box.

**Schedule Batch** Cancel Back Next

STEP 3 OF 4

**Start Date**  
10/05/2020

**Run Time**  
Batches will automatically run on the day they are scheduled, beginning at 10 PM (CST).

**Frequency**

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☒ Quarterly
- ☐ Semi-Annually
- ☐ Annually

**Display a Client's Accounts**

- ☒ In Aggregate
- ☐ Separately
- ☐ Both in Aggregate and Separately

**Cover Page**

- ☒ Include a Cover Page
- ☒ Include Your Logo on the Cover Page
- ☒ Include Your Disclosure on the Cover Page
- No disclosure statement
- ☐ Set Cover Page to Landscape

Select the appropriate options.

5. Click **Next**. The Review Batch screen opens.

After completing steps 1 through 3 in the Batch Setup window, review your selections. If you want to make changes to the batch setup, click the **Back** button until you reach the step you want to change. Once you finalize the Batch Setup, click **Save**. The batch report will run on the start date at 10:00 pm Central Time and at regular intervals (frequency) thereafter.

### Exercise 15: Review your batch schedule

**Review Batch** Cancel Back Save

STEP 4 OF 4

**Batch Name**  
Quarterly Communications

**Type**  
Clients

**Start Date**  
05/05/2020

**Run Time**  
10:00 PM CST

**Frequency**  
Quarterly

**Display a Client's Accounts**  
Separately

**Selected Templates**  
Client Return Summary / Performance Summary / My Portfolio Template / The Quarterly Commentary.pdf

**Clients**  
All Clients

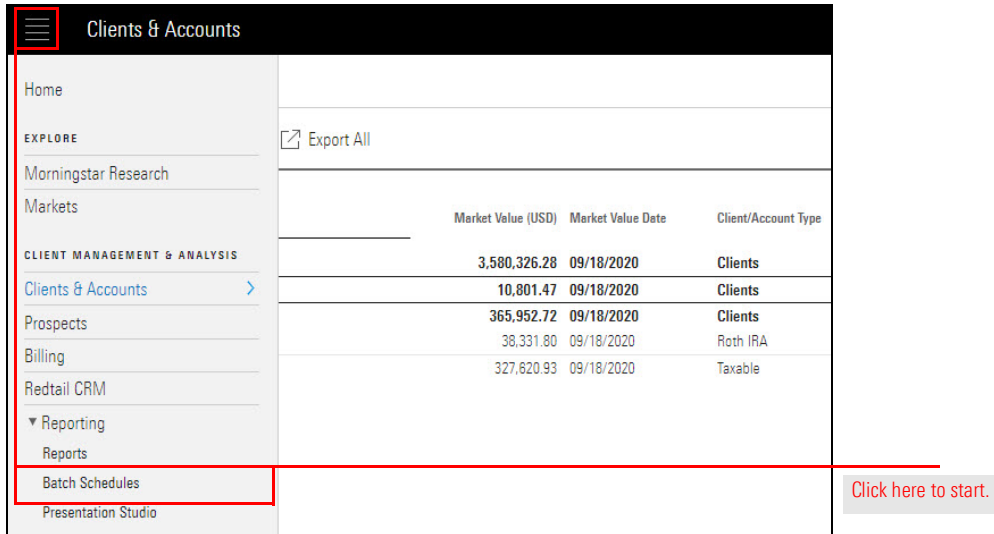
Click the Back button to review or change the settings in the previous steps.

On the date you choose to run your batch, client reports are generated at 10:00 pm Central Time. If necessary, you can run a batch immediately. This can only be done one batch at a time.

### Exercise 16: Run your batch immediately

To run a batch immediately, do the following:

1. From the **Menu**, select **Reporting > Batch Schedules**. The Batch Schedules page opens.



Click here to start.

2. From the Batch Schedules page, locate the batch you want to run now.
3. Click **Run Batch Now**. Once clicked, the text will change to **Processing**.



Click here.

You will receive a notification when the reports are generated and available for review.

Once you click Save within the Batch Schedule, your batch will continue to run indefinitely, based upon the frequency you chose in the Batch Setup process. In this exercise, you will pause the Quarterly Communications batch to stop it from running into the future. You can always restart your batch at a later date.

### Exercise 17: Pause your Batch Schedule

To pause a batch schedule, do the following:

1. On the Batch Schedules page, from the **Actions** menu, select **Pause/Hold this Batch**. A Batch Paused notice appears next to the batch name.

The screenshot shows the 'Batch Schedules' page with a table of scheduled batches. The 'T4002820 batch' is selected, and the 'Actions' menu is open, highlighting 'Pause/Hold this Batch'. A red line points from this menu item to a callout box on the right that says 'Click here to pause a batch'.

Name	Last Modified Date	Target	Frequency
Quarterly Performance	09/04/2018	1	Daily
TestRegr		Clients	Daily
test		1	Daily
T4002820 batch		1	Annual

**Actions**

- Edit this Batch
- Pause/Hold this Batch**
- Delete this Batch

Click here to pause a batch

## Manage the Reports page

Whether you generate reports for individual clients and accounts, run a batch schedule, or upload a document from outside Morningstar Office Web, you can find all these reports on the Reports page.

This page includes a series of tools to manage your reports and a smart filter to locate reports and other documents with ease.

### Overview

Use these icons to manage selected reports.

5 Selected

	Name	Status	Type	Target	Client Name	Report Level	Advisor Name
<input checked="" type="checkbox"/>	Client_PerformanceSummary_...	Ready	Performan...	Sample Transactio...	Sample Client	Account	Classroom5 Morni...
<input checked="" type="checkbox"/>	Haba_Quarterly Communicatio...	Ready	Batch	Haba Family	Haba Family	Client	The Advisor
<input checked="" type="checkbox"/>	Roop_Quarterly Communicatio...	Ready	Batch	Roop Family	Roop Family	Client	Classroom5 Morni...
<input checked="" type="checkbox"/>	Client_Quarterly Communicatio...	Ready	Batch	Sample Client	Sample Client	Client	Classroom5 Morni...
<input checked="" type="checkbox"/>	Client_ClientReturnSummary_...	Ready	Client Ret...	Sample Client	Sample Client	Client	Classroom5 Morni...

Filter

Client Name

Search for Client

Date Range

MM/DD/YYYY to MM/DD/YYYY

Apply

Report Level (0/5)

☐ Account

☐ Client

☐ Group

☐ Model Portfolio

☐ Practice

Report Type (0/19)

☐ Account Overview

☐ Assets Under Management

☐ Batch

☐ Billing Summary

☐ Client Position Summary

Use this filter to locate reports.

In this section, complete the following exercises:

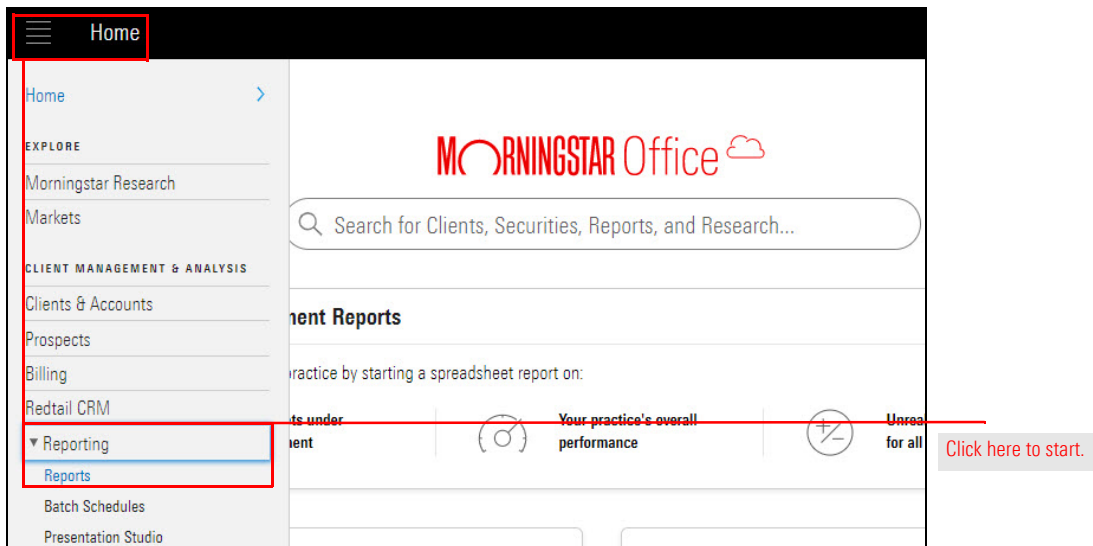
- ▶ Create a folder structure
- ▶ Move reports into a folder, and
- ▶ Archive reports.

You can keep your Reports page organized by creating a folder structure. Morningstar Office Web allows you to create as many sub-folders as you like and move reports in and out of folders with ease. Once created, you can move existing reports into the new folders.

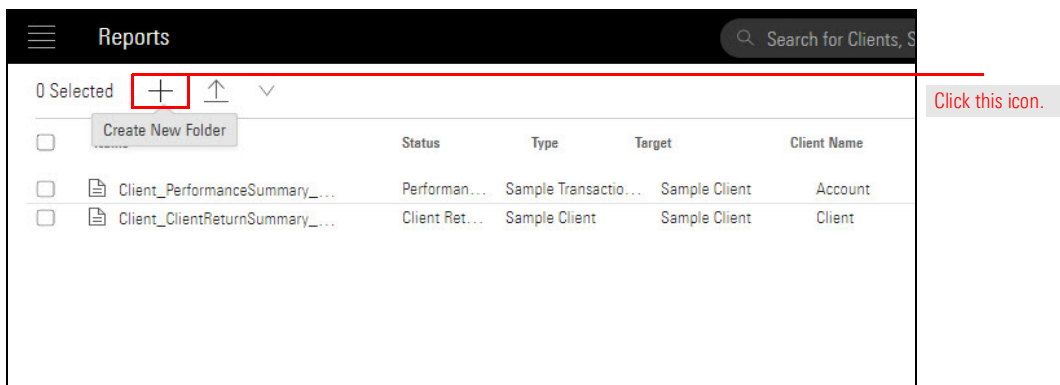
### Exercise 18: Create a folder structure

To create a folder structure on the Reports page, do the following:

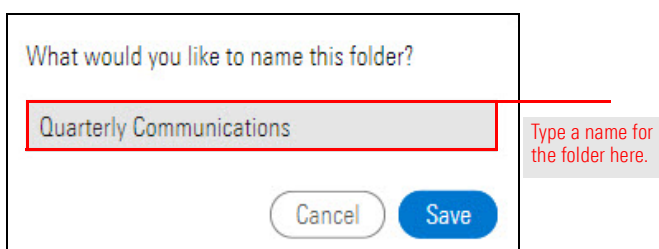
1. From the **Menu**, select **Reporting > Reports**. The Reports page opens.



2. On the toolbar, click the **Create New Folder** icon. A dialog box opens.

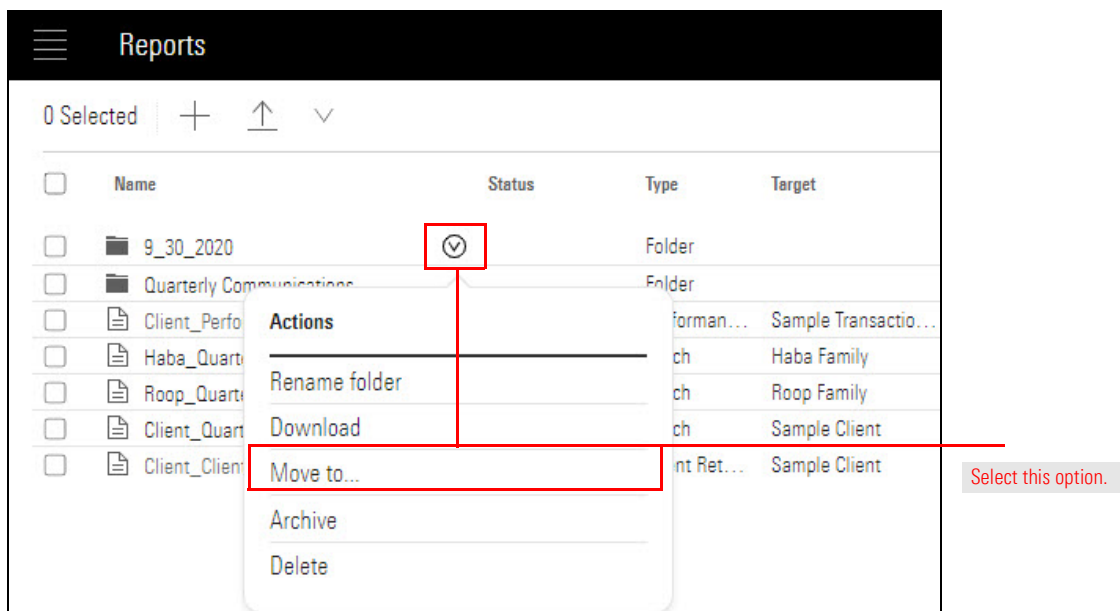


3. In the **Untitled Folder** text field, type **Quarterly Communications**, then click **Save**.



4. Repeat **Step 2**.

5. In the **Untitled Folder** text field, enter the **current date**, then click **Save**.
6. **Hover the cursor** over the row of the **folder with today's date**, then click the **Actions** icon. The Actions menu opens.
7. From the **Actions** menu, select **Move to**. The Move items dialog box opens.



8. Select **Quarterly Communications**, then click **Move**. A confirmation message appears.



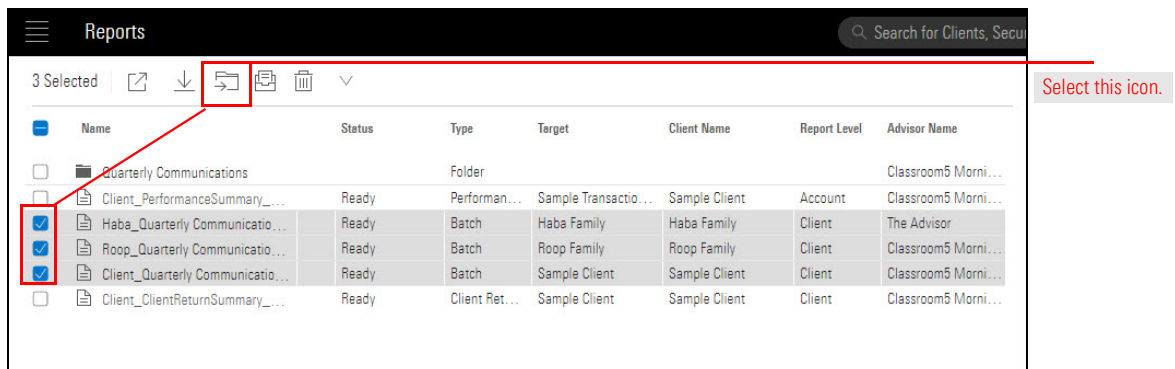
Remain on the Reports page.

Now that you've created your folder structure, move the batch reports you just ran to the folder with today's date.

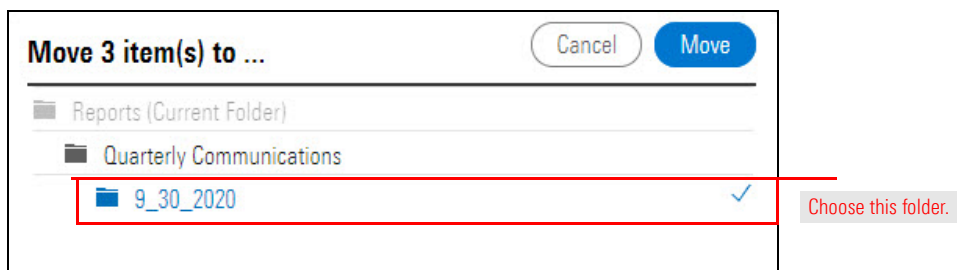
### Exercise 19: Move Batch Reports into folder

Do the following:

1. Check the **boxes** next to the reports you generated in [Exercise 16 on page 35](#).
2. From the toolbar, select the **Move to** icon. The Move items dialog box opens.



3. Select the **folder with today's date**, then click **Move**. A confirmation message appears.



Remain on the Reports page.



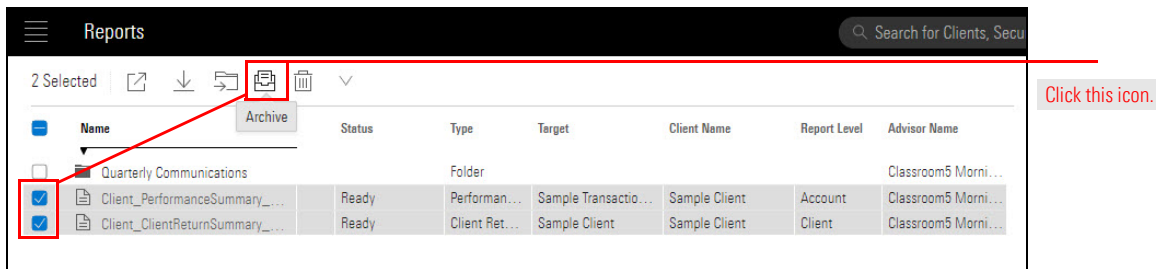
In some cases, you might want to remove reports from the Reports page. When removing reports, you have the following two options:

- ▶ **Archive** reports when you want to remove the report from the Reports page, but retain the report for record-keeping or compliance purposes.
- ▶ **Delete** reports when you want to permanently delete a report. Deleting reports is most often done when an error has been found and the report needs to be rerun. Once a report is deleted, you are unable to restore it.

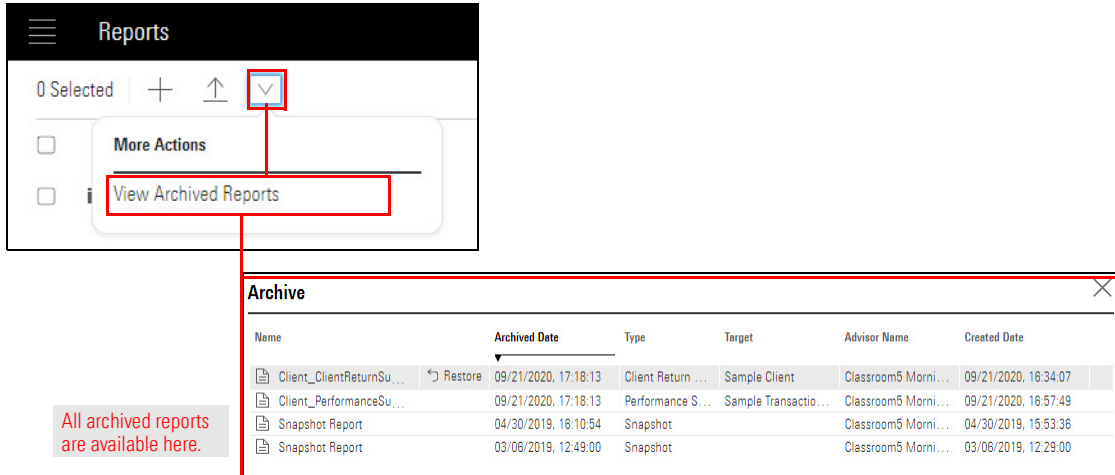
## Exercise 20: Archive reports

In this exercise, archive the reports you created in Exercises 2 & 3. Do the following:

1. Check the **boxes** next to the reports you generated in Exercises 2 & 3.
2. From the toolbar, select the **Archive** icon. A message appears.



3. To view the archived reports, from the toolbar, click **Actions > View Archived Reports**.



Note: To return an archived report to the Reports page, **hover the cursor** over the row of the report you want to return and click **Restore**.