

Morningstar Office Academy Day 2: Reports

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Morningstar Office Academy Day 2: Reports

The content of this document mirrors the lessons demonstrated in both Reports sessions on Day 2 of the Morningstar Academy online classes.

Overview

The last section of this document lists practical application exercises designed to help you put into practice key actions demonstrated in this session.

The morning session focuses on Reporting basics. The following topics are covered:

- what are the different levels of reporting within Morningstar Office
- how to run reports at each of the different reporting levels, and
- review elements of reports at each level.

The afternoon session focuses on Archiving and Batch Reporting. The following topics are covered:

- how to save reports
- manage your reports archive
- upload documents into Morningstar Office from your local drive
- create a batch report template
- create a batch schedule, and
- review analytical reports, which can be generated for prospects.

Lesson 1: Understanding Reporting Levels

In this lesson, you will learn about the different reporting levels available in Morningstar Office. Understanding these levels should help you determine how to run reports from the application: do you want to see information at your practice, at the client level, at the account level, or at the security level?

Four reporting levels in Morningstar Office present more detailed information about the content you create. Each report level offers the capability to drill down to more detailed information about your practice, clients, accounts or securities. The table below offers information about each of these levels.

Level	Description
Management Reports	The broadest reporting level for your practice, it provides information such as assets under management across all clients.
Client Reports	Provides information on accounts at the client level. That is, a client's accounts are aggregated, to see overall client performance.
Account Reports	Provides information on a single account, such as account performance.
Security Reports	Provides information on individual securities, such as a fund's holdings or its expenses.

Overview

What are the four reporting levels in Morningstar Office?

Lesson 2: Generating Reports

In this lesson, you will learn about the following topics:

- what you should know about creating reports at each reporting level, and
- identifying elements of reports at each level.

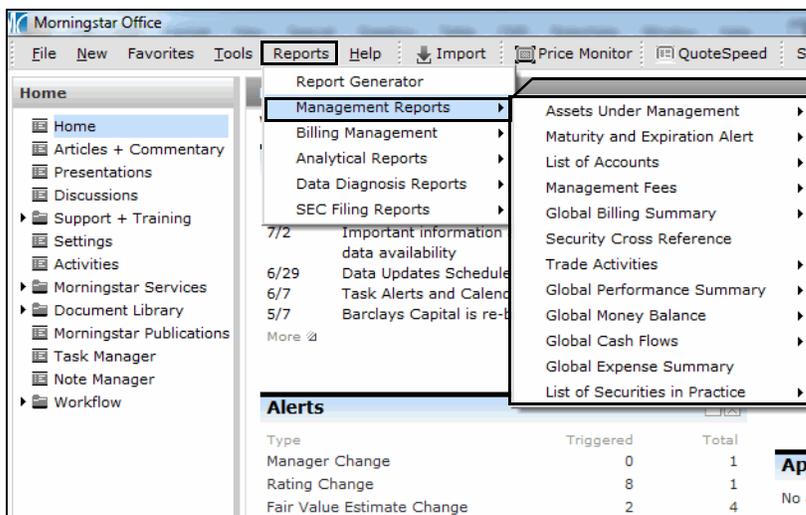
Management reports can be generated from anywhere within Morningstar Office via the menu bar at the top of the screen. From the menu bar, select

Reports...Management Reports.

The Management reports allow you to track your assets under management across all clients, see a list of all your accounts, generate global reports for billing, balances, cash flows and more.

Overview

What should I know about management reports?



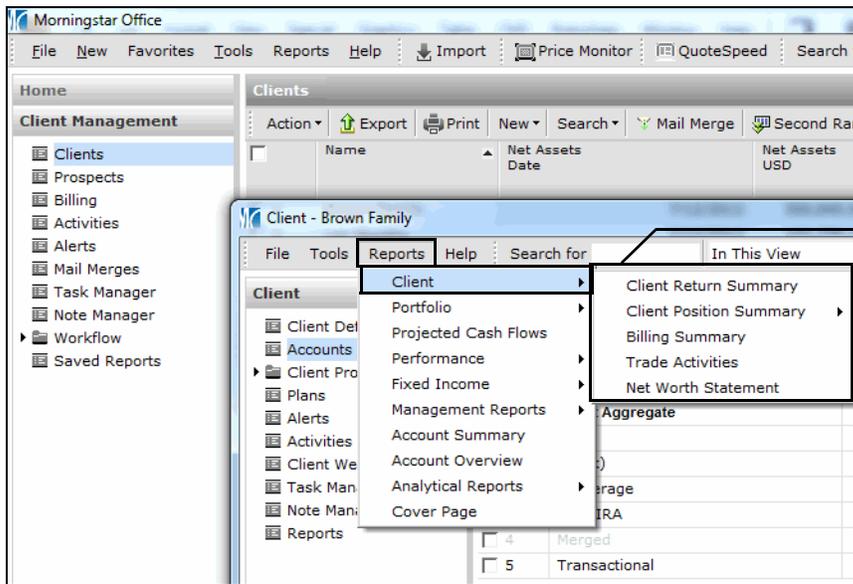
A wealth of management reports are available from this menu

Client-level reports can be generated from the Client window. To see these reports, do the following:

1. Go to the **Client Management** tab.
2. Double click a **client** record. The Client window opens.
3. From the menu bar in the Client window, select **Reports...Client**, then choose the report you want to see.

☞ You can use the Report Options dialog box for the report you select to customize the report.

What should I know about client-level reports?



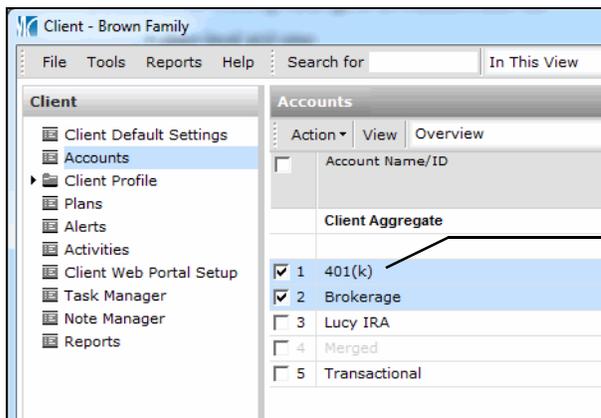
A number of reports can be generated from the Client window

Account-level reports can be generated wherever accounts are displayed in a grid view, or when viewing the holdings of an account.

What should I know about account-level reports?

You can generate account-level reports for one or multiple accounts from the client-level grid view. Do the following:

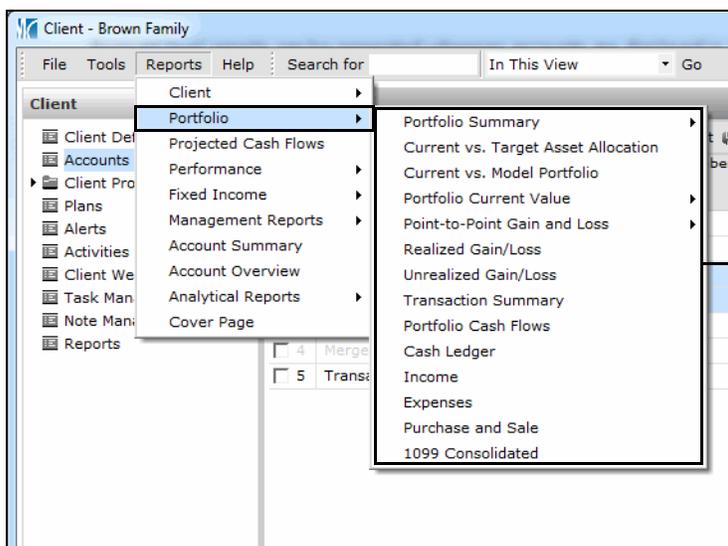
1. Go to the **Client Management** tab.
2. Double-click a **client** record. The Client window opens.
3. Select the **account(s)** for which you want to generate a report.



After opening a client's record, select the account(s) for which you want to generate a report

4. From the menu bar in the Client window, select **Reports...Portfolio**, then choose the **report** you want to see.

You can use the Report Options dialog box to customize the report.

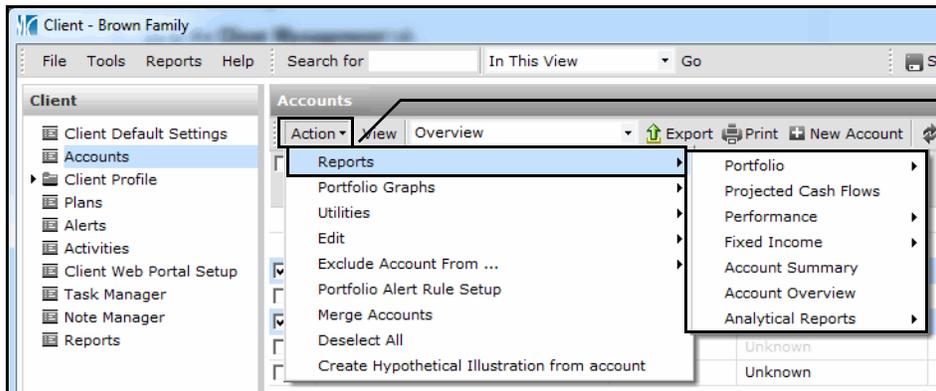


From the Reports...Portfolio menu, you have a wealth of reports available

You can also generate account-level reports from the Action menu. Do the following:

1. Go to the **Client Management** tab.
2. Double-click a **client** record. The Client window opens.
3. Select the **account(s)** for which you want to generate a report.
4. From the **Action** menu, select **Reports**, then choose the report you want to generate.

☞ You can use the Report Options dialog box to customize the report.

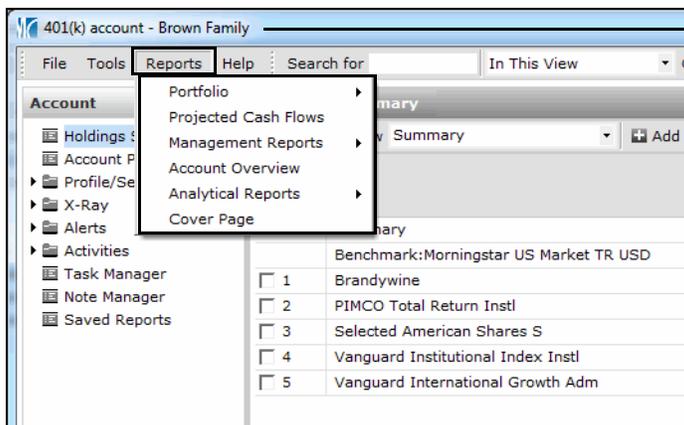


The Action menu also offers access to reports for a client's accounts

You can generate account-level reports from the Account level grid view. Do the following:

1. Go to the **Client Management** tab.
2. Double-click a **client** record. The Client window opens.
3. Double-click an **account**. The Account window opens.
4. From the menu bar in the Accounts window, select **Reports**, then choose the report you want.

☞ You can use the Report Options dialog box to customize the report.

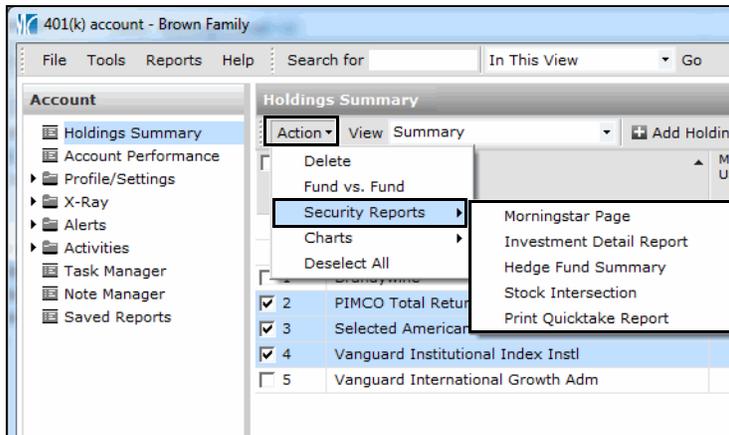


After drilling down to the account level, all of the options from the Reports menu will relate to the account you have open

You can generate security-level reports from the Research tab, but you can also generate these reports from the Client Management or Portfolio Management tabs. Do the following:

What should I know about security-level reports?

1. Go to the **Client Management** tab.
2. Double-click a **client** record. The Client window opens.
3. Double-click an **account**. The Account window opens.
4. Select one or more securities.
5. From the **Action** menu, select **Security Reports**, then choose the report you want.



Be sure to select the securities you want to see before selecting the Security Reports option from the Action menu

Lesson 3: Report Generation Methods

In this lesson, you will learn about the following topics:

- saving reports to your local drive
- finding and opening saved reports
- archiving reports within Morningstar Office, and
- managing archived reports.

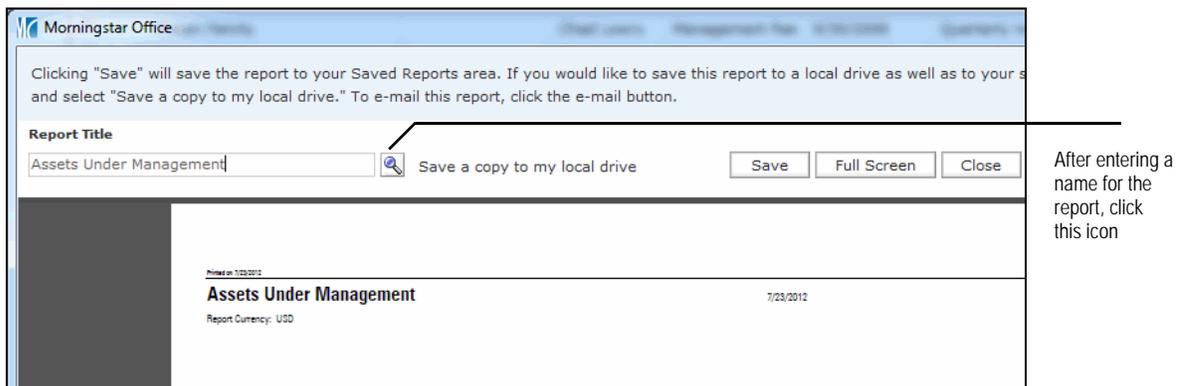
Overview

Reports can be saved to your local drive, or within Morningstar Office. Reports saved in Morningstar Office will remain until you delete them.

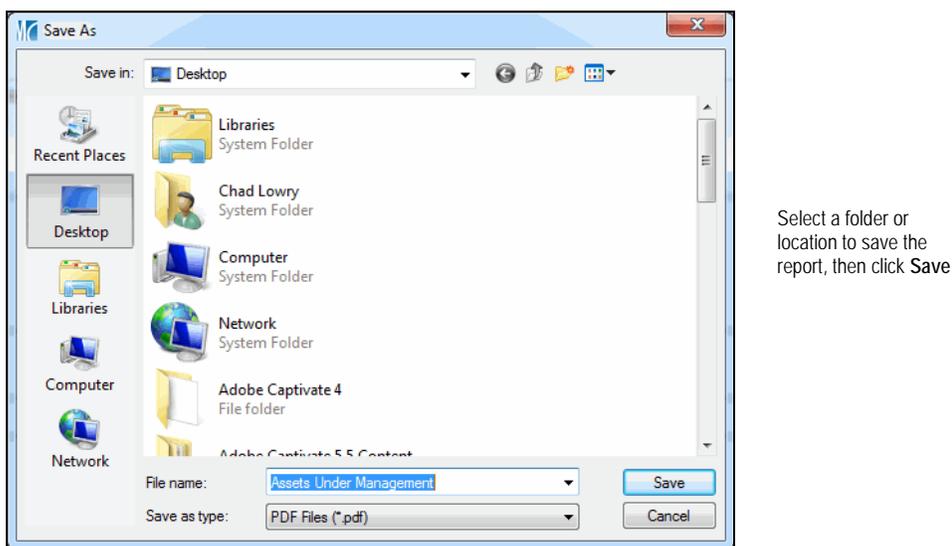
How do I save reports locally?

To save a report to your local drive, do the following after generating the report:

1. Enter a **Report Title**.
2. Click the **magnifying glass** icon. The Save As dialog box opens.



3. Select a **location** to store the report.
4. Click **Save**.



5. When the confirmation message appears, click **OK**.

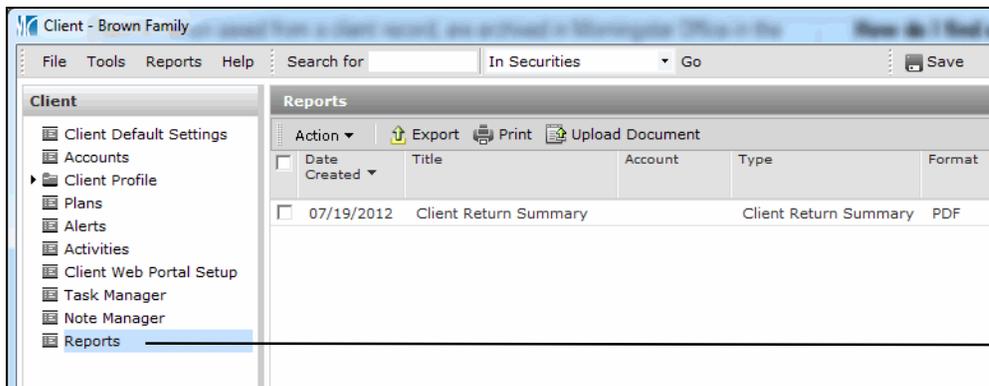
Reports, when saved from a client record, are archived in Morningstar Office in the following two areas:

- the client record, and
- the Reports tab.

How do I find and open reports I've saved in Morningstar Office?

To retrieve a report archived in Morningstar Office in a client record, do the following:

1. Go to the **Client Management** tab.
2. Double-click a **client** record. The Client window opens.
3. Go to the **Reports** page.
4. Double-click a **report** you want to open.



Go to the Reports page to open a saved report

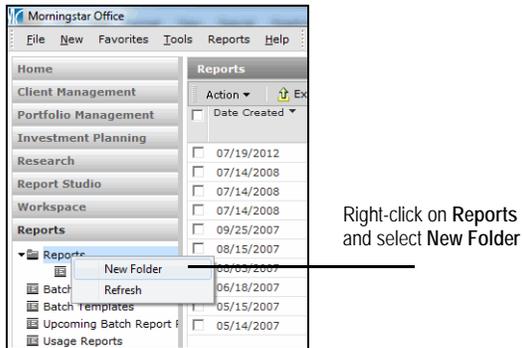
To retrieve a report archived in Morningstar Office in the Reports tab, do the following:

1. Go to the **Reports** tab.
2. Double-click on the desired **report**. The report opens in a new window.

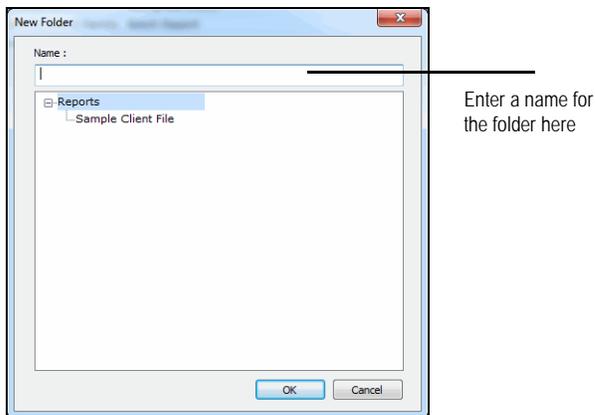
You can organize saved reports on the Reports tab by creating folders.

To assign a saved report to a folder, do the following:

1. Go to the **Reports** tab.
2. Create a new file by right-clicking the **Reports** folder on the navigation pane, then select **New Folder**. The New Folder dialog box opens.

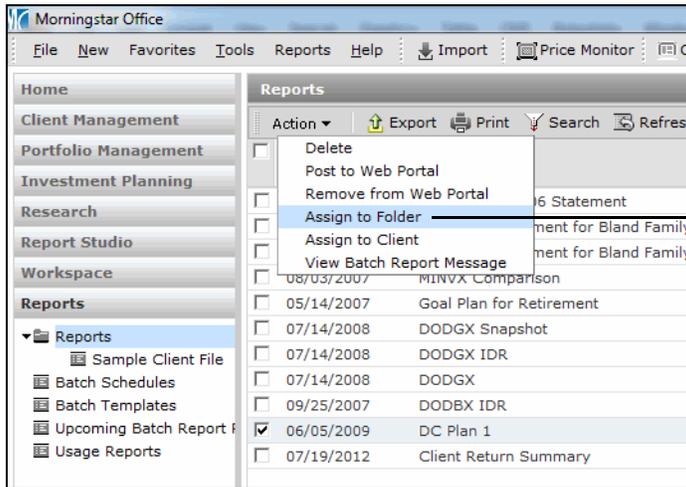


3. Give the folder a **name**.
4. Click **OK**.



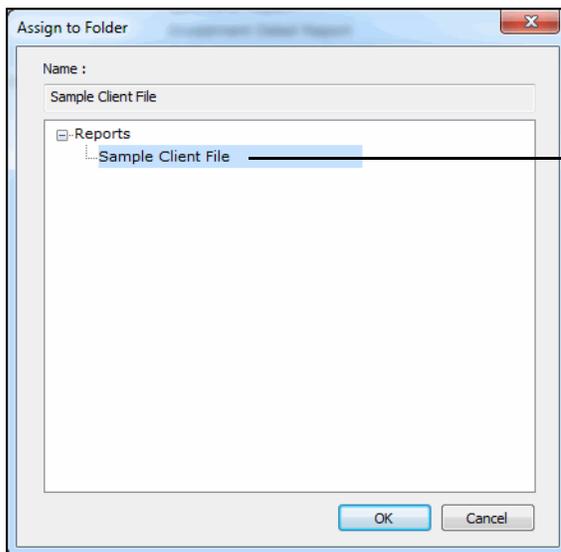
How do I organize saved reports?

5. Select the **report(s)** you want to save to a folder.
6. Click on the **Action** menu
7. Select **Assign to Folder**. The Assign to Folder dialog box opens.



After selecting a report, go to the **Action** menu and select **Assign to Folder**

8. In the Assign to Folder dialog box, highlight the **desired folder**.
9. Click **OK**.



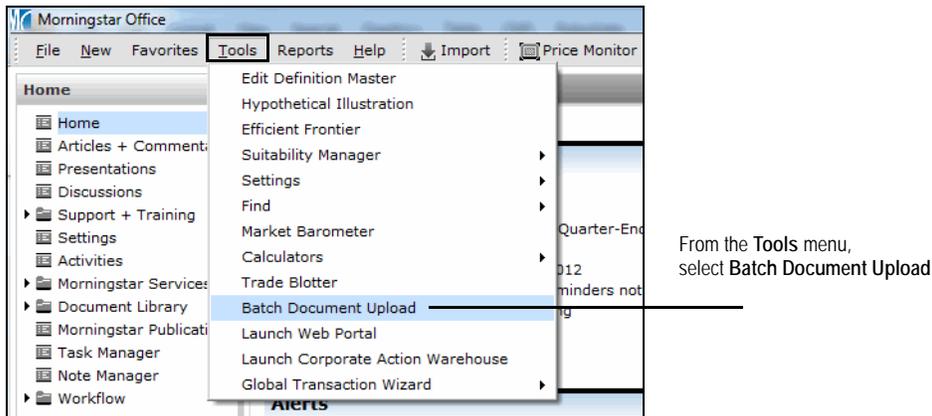
Select the **folder** to which you want to assign the report, then click **OK**

You can upload external files such as newsletters or articles to Morningstar Office. These documents are stored in the Reports tab.

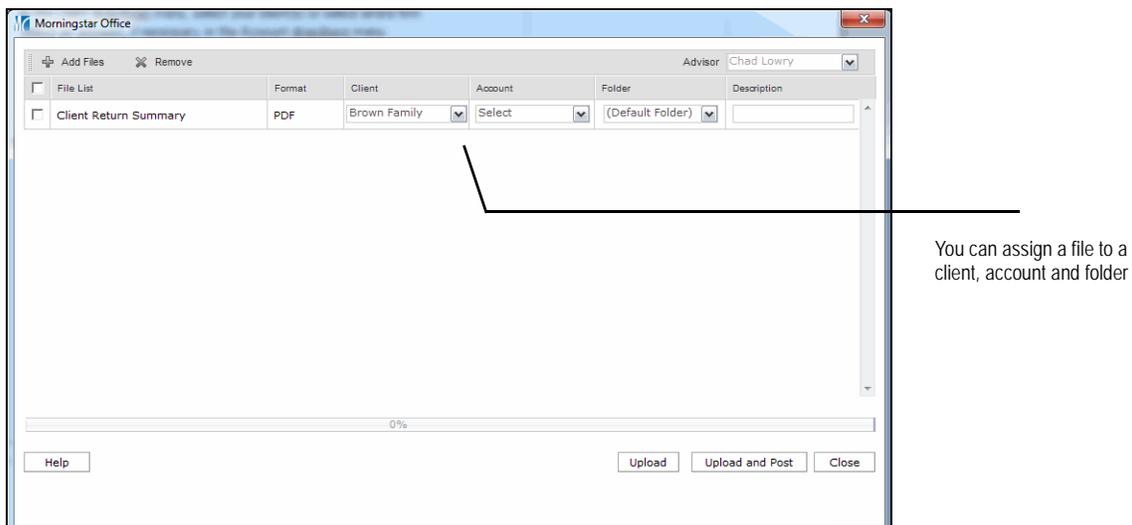
How do I upload external documents to Morningstar Office?

To upload an external document to Morningstar Office, do the following:

1. From the menu bar at the top of the window, select **Tools... Batch Document Upload**. A dialog box opens.



2. In the new window, click the **Add Files** icon at the top. The Choose File to Upload dialog box opens.
3. Navigate to where your file is stored and click **Open**.
4. In the Client drop-down field, select a **client** (or select multiple clients, or your entire firm).
5. From the Account drop-down field, if necessary, select an **account**.
6. In the Folder drop-down field, if necessary, select a **folder** from the Reports tab to house the document.
7. If desired, add a **Description**.



8. Click **Upload**.

Note: Clicking **Upload and Post** would upload the file to Morningstar Office, as well as post it to the client's web portal.

Lesson 4: Batch Report Templates

In this lesson, you will learn about the following topics:

- how batch reports are created, and
- how to create a batch report template.

Batch reporting allows you to generate multiple reports for multiple clients at once, and consists of two steps:

- creating a batch template to determine the reports to include and the reporting (time) period being covered, and
- creating a batch schedule to determine when the batch report will run.

To create a batch template, do the following:

1. Go to the **Reports** tab.
2. Select the **Batch Templates** page.
3. Click the **New Template** icon above the grid area. The Template Setup dialog box opens.
4. In the Template Setup dialog box, type a **name** for the template, select the **reports** to include, and select the **dates** the reports should cover.

Overview

How do I create batch reports?

How do I create a batch template?

Be sure to give the template a name, select the reports (and set their order) and choose the date range

5. Click **Save/Exit**.
6. When the confirmation message appears, click **OK**.

Lesson 5: Batch Report Schedules

In this lesson, you will learn about the following topics:

- creating a batch schedule
- choosing report options for a batch report, and
- selecting recipients for a batch report.

Overview

A Batch Schedule determines when the reports will be produced and who will receive the reports.

How do I create a batch schedule?

To create a batch schedule, do the following:

1. Go to the **Reports** tab.
2. Select the **Batch Schedules** page.
3. Click the **New Schedule** button.
4. Complete the **Schedule**, **Targets**, **Billing**, and **Batch Notes** (optional) tabs.

The screenshot shows the Morningstar Office application. The main window displays the 'Batch Schedules' page with a table containing one entry: 'Q1 2007' with a status of 'Processing' and a next run date of '8/15/2012'. A 'New Schedule' button is visible in the top toolbar. A dialog box titled 'Report Generation Schedule' is open, showing various configuration options. The dialog has four tabs: 'Schedule', 'Targets', 'Billing', and 'Batch Notes'. The 'Schedule' tab is active, showing fields for 'Schedule Name', 'Batch Template Name', 'Frequency' (set to 'Daily'), 'Recurrence Range' (with 'Start Date' and 'End by' options), 'Report Options' (including 'Cover Page', 'Table of Contents', 'Add Cover Page Disclosures', and 'Completion Notification'), and 'Report Title'. A 'Create Batch report folder by' dropdown is set to 'None'. Buttons for 'Save', 'Save/Exit', 'Cancel', and 'Help' are at the bottom. Annotations with arrows point to the 'New Schedule' button and the 'Schedule' tab, with text: 'Click here to create a new batch schedule' and 'Be sure to fill out these tabs'.

5. Click **Save/Exit**.
6. To run the batch report immediately, select the **batch report**, and from the **Action** menu, select **Run**.

Completed batch reports appear the next day. To see a completed batch report, do the following:

How can I see a completed batch report?

1. Go to the **Reports** tab.
2. Select the **Reports** page.
3. Click the **sub-folder** with the name of your Batch Report.

Lesson 6: Analytical Reports

In this lesson, you will learn about the following topics:

- creating analytical reports, and
- identifying elements of analytical reports.

Analytical reports are generated using quick accounts (rather than transactional accounts). They display current positions within the account, and do not take into account transactional data. They are ideal for prospects, as only current positions are needed. Some popular analytical reports include:

- Snapshot
- X-Ray, and
- Stock Intersection.

To generate an analytical report, do the following:

1. Go to the **Client Management** tab.
2. Double-click a **client record**. The Client window opens.
3. From the menu bar, select **Reports... Analytical Reports**, and select a **report**.

Overview

What are analytical reports?

How do I create analytical reports?

The screenshot shows the Morningstar Office interface. The 'Client - Eide Household' window is open, displaying a table of client data. The 'Reports' menu is open, and the 'Analytical Reports' sub-menu is highlighted. The sub-menu options are: Snapshot, X-Ray, Stock Intersection PDF, Portfolio Holding Analysis, and Portfolio Fixed Income Report. A red box highlights the path from 'Reports' to 'Analytical Reports' and the sub-menu options.

Client Name/ID	Account Number	Current Custodian	Market Value USD	Client Asset(%)
Aggregate			578,079.46	100.00
089	57133089	Schwab	41,934.14	7.25
	863	Schwab	120,865.83	20.91
		Unknown	266,684.45	46.13
		Unknown	105,653.33	18.28
	951	Schwab	42,941.71	7.43

Note the path to select these reports

Practical Application Exercises

These exercises put into practice topics learned during this session. Please take the time to complete each exercise.

To generate this management-level report, do the following:

1. From the menu bar at the top of the Morningstar Office window, click **Reports...Management Reports...Assets Under Management...Practice**. The Report Options dialog box opens.
2. In the Report Options dialog box, select the following:
 - **As of Date**
 - **Custodian, and**
 - **Report Type**.
3. Click **OK**.

As the name indicates, this is a client-level report. To generate it, do the following:

1. Go to the **Client Management** tab.
2. Double click **Sample Client**. The Client window opens.
3. From the menu bar in the Clients window, click **Reports...Client...Client Return Summary**. The Report Options dialog box opens.
4. In the Report Options dialog box select the following:
 - **Cover Page**
 - **Start Date** and **End Date**
 - **Report Type**
 - **Performance Methodology**
 - **Primary Benchmark**
 - **Investment Graph**
 - Additional options, if desired.
5. Click **OK**.

In Exercise 2, you created a summary report at the client level. Here, you will create the same type of report, but at the account level. Do the following:

1. Go to the **Client Management** tab.
2. Double click **Sample Client**. The Client window opens.
3. Double-click the **Sample Client Transactional Account**. The account window opens.
4. From the menu bar in the account window, click **Performance...Performance...Summary**. The Report Options dialog box opens.
5. In the Report Options dialog box select the following:
 - **Start Date** and **End Date**
 - **Report Type**
 - **Performance Methodology**
 - **Return Period**
 - **Primary Benchmark**
 - **Investment Graph**
 - Additional customizable options, if desired.
6. Click **OK**.

Overview

Exercise 1: Generate the Assets Under Management report

Exercise 2: Generate the Client Return Summary for a client

Exercise 3: Generate the Client Return Summary for an account

The Investment Detail Report is a one-page report (plus a few pages of disclosure explaining the content on the report) about an individual security. To generate it, do the following:

1. Go to the **Client Management** tab.
2. Double click **Sample Client**. The Client window opens.
3. Double-click the **Sample Client Transactional Account**. The account window opens.
4. Select one or more **investments**.
5. From the account window, select **Actions... Security Reports... Investment Detail Report**.

To save a report within Morningstar Office, do the following:

1. Generate the Client Return Summary for the Sample Client (this is the report you generated in Exercise 2).
2. When the report appears, in the Report Title field, enter **Sample Client Return Summary**.
3. Click the **Save**.
4. Click **OK** when the confirmation message appears.
5. On the report window, click **Close**.

To retrieve the report, do the following:

1. In the Client window of the Sample Client, click the **Reports** page.
2. Double-click the **Sample Client Return Summary** to view it.

To organize reports within Morningstar Office, do the following:

1. Go to the **Reports** tab.
2. Create a new file by right-clicking the **Reports** folder on the navigation pane, then selecting **New Folder**.
3. Name the file **Sample Client File**.
4. Click **OK**.
5. In the Reports grid-view, select the **Sample Client Return Summary**, which you created and saved in Exercise 5.
6. Click the **Action** drop-down menu.
7. Select **Assign to Folder**. The Assign to Folder dialog box opens.
8. In the Assign to Folder dialog box, expand the **Reports** option, select the **Sample Client File**, then click **OK**.

 To see the folder and report, expand the **Reports** folder in the left-hand navigation pane under the Reports tab.

To create a batch report template, do the following:

1. Go to the **Reports** tab.
2. Select the **Batch Templates** page.
3. Click the **New Template** button (above the grid view). The Template Setup dialog box opens.
4. In the Template Setup dialog box, fill in the **Template Name** field, select the **reports** to include from the Batch Inclusions area, and select the **Start Date and End Date** for the reports.
5. Click **Save/Exit**.

Exercise 4: Generate an Investment Detail Report

Exercise 5: Save and retrieve a report within Morningstar Office

Exercise 6: Organize reports within Morningstar Office

Exercise 7: Create a batch report template

To create a batch report schedule, do the following:

1. Go to the **Reports** tab.
2. Select the **Batch Schedules** page.
3. Click the **New Schedule** button (above the grid view). The Report Generation Schedule dialog box opens.
4. In the Report Generation Schedule dialog box, enter a **Schedule Name**.
5. In the Batch Template name field, click the **magnifying glass** icon to search for the Batch Template you created in Exercise 7.
6. On the Schedule tab, select:
 - a **Frequency** with which you would like the Batch to run
 - the **Start Date** (today)
 - select the **End After** option button, and type **1** in the Occurrences field
 - Enter a **Report Title**
 - In the Create Batch report folder by field, select **Schedule Name**.
7. In the **Targets** tab, ensure the Specify Target Pool field is set to **Entire Practice (All Clients)**.
8. Click **Save**.

 The Billing and Batch Notes tabs are optional. To run the batch report immediately, select the Batch Schedule in the grid view, and from the **Action** menu, select **Run**

Exercise 8: Create a batch report schedule

To generate the Snapshot Report for an account, do the following:

1. Go to the **Client Management** tab.
2. Double-click a **client** record that has a Quick account (non-transactional). The client window opens.
3. Double-click the Quick **account**. The account window opens.
4. From the **Reports** menu, select **Analytical Reports... Snapshot**.

Exercise 9: Generate the Snapshot Report