Data Management Tools, Reports, and Warnings in Morningstar Office℠

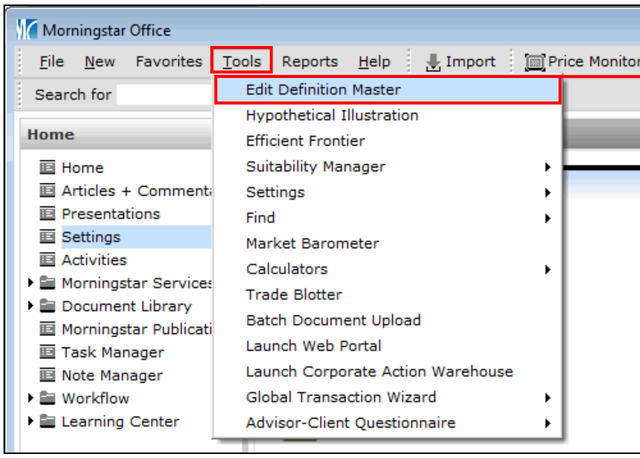
Overview

Morningstar Office℠ offers a variety of tools, reports, and warnings designed to assist you in maintaining complete and accurate data for your practice. You are encouraged to contact your Client Service Consultant (CSC) to review these items in detail to ensure you are effectively utilizing them. This document familiarizes you with the following capabilities in Morningstar Office:

How do I check the price source setting for imported securities?

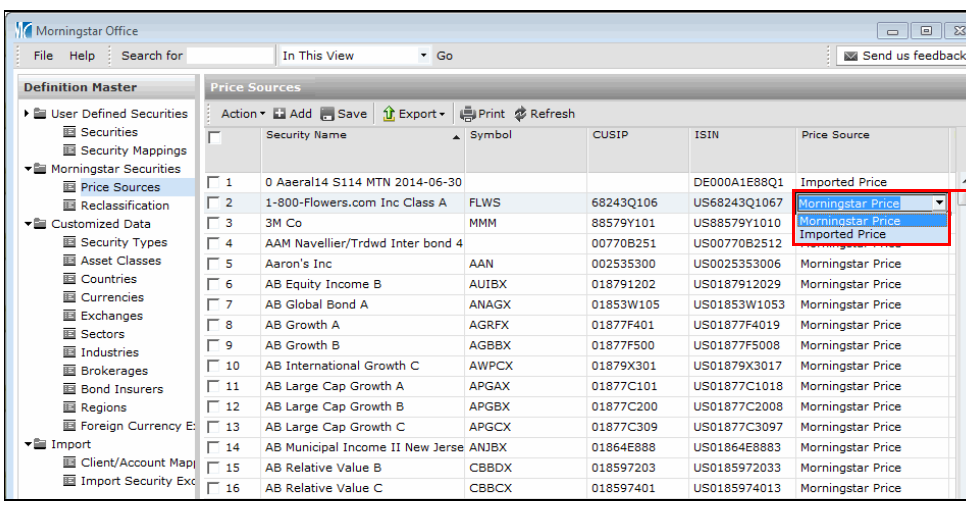
When importing transactions, one of two prices can be used: either the price from your custodian, or the price associated with the security in Morningstar's database. It is always recommended to use the imported price, so your data in Morningstar Office matches that from your custodian. The price source for a security should be "Morningstar Price" only if a security does not receive a price from the custodian. To see an imported security's price source, and, if needed, to change the price source, do the following:

1. From the menu bar at the top of the Morningstar Office window, select **Tools**…**Edit Definition Master**. The Definition Master window opens.



Select this option to check the price source setting

2. From the Definition Master window, in the left-hand navigation pane under the Morningstar Securities folder, click **Price Sources**.
3. Check the Price Source field, to see which securities are using Imported Price. Unless you know a security does not receive a price from the custodian, if Morningstar Price is used here, use the **Price Source** drop-down field to select **Imported Price**.

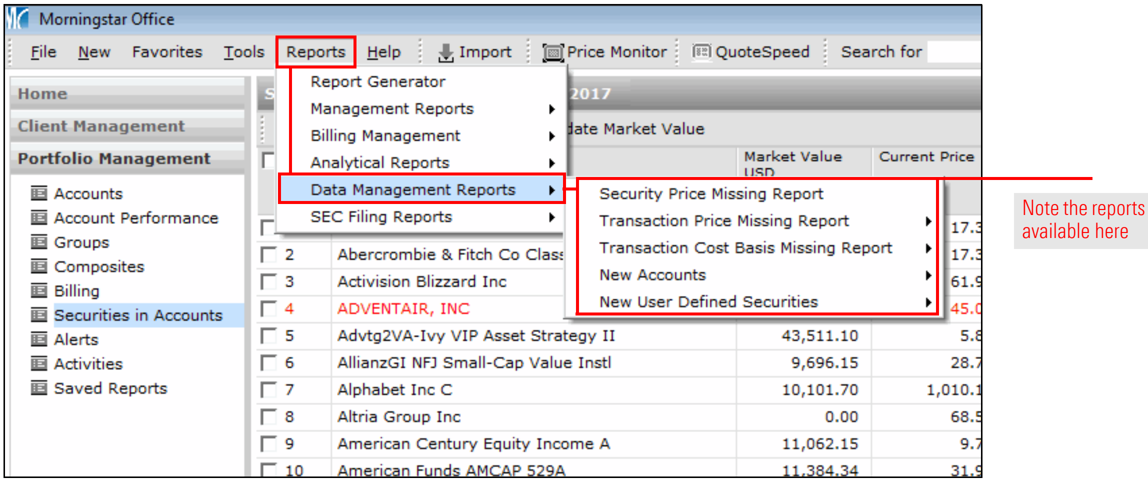


If necessary, use this drop-down field to change the price source to Imported Price

What data management reports are available to me in Morningstar Office?

Several reports are available from the Data Management Reports menu, which can be accessed from the Reports menu from the top menu bar.

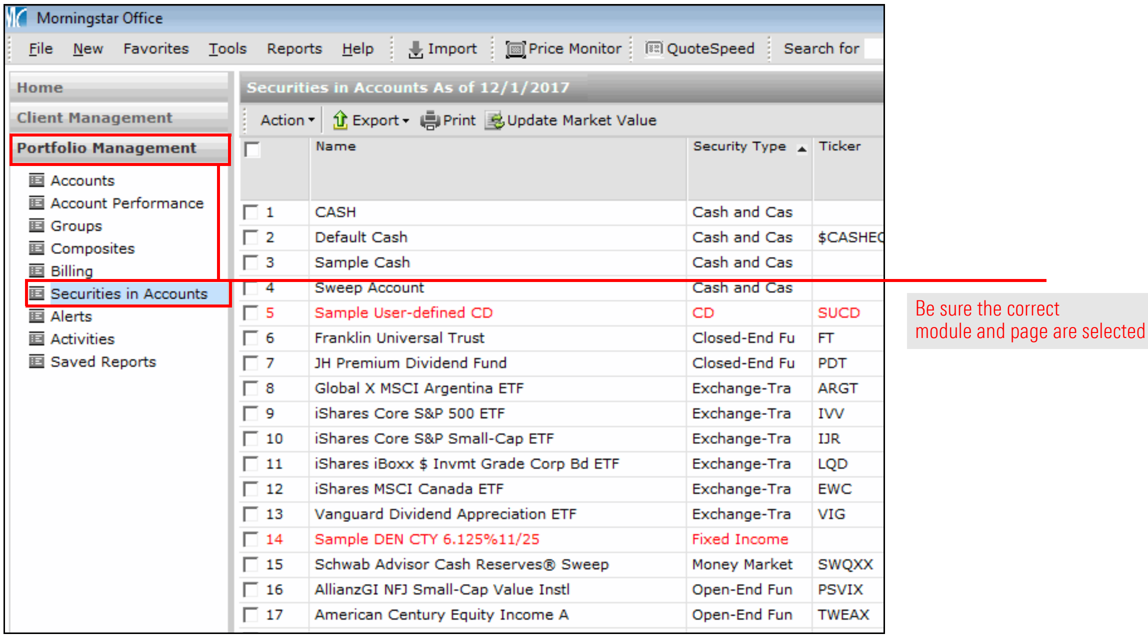
The following table briefly describes each of these reports.



This report…	Lists all…
Security Price Missing Report	Securities missing a price, and the date for which the price is missing.
Transaction Price Missing Report	Transactions missing a price.
Transaction Cost Basis Missing Report	Transactions missing cost basis data. If tracking cost basis, the report highlights the transactions for which you need to enter cost basis.
Transaction without Specific Lot	Transactions requiring you to specify a trade lot.
New Accounts	New accounts created during a specified time period. It is a great tool for ensuring that the details and settings of new accounts are correct.
New User Defined Securities	New user-defined securities created during a specified time period. Use this report to ensure that the details and settings of user-defined securities are correct.
Failed Reconciliation Result	Reconciliation errors, for easier troubleshooting.

How can I view all securities used in my clients' accounts?

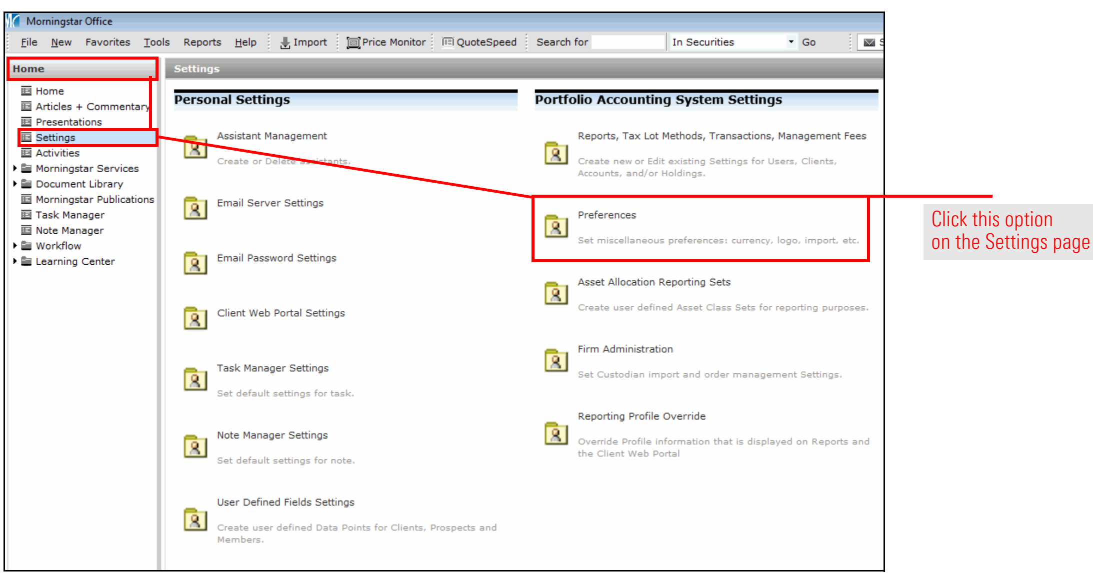
The Securities in Accounts page lists all securities currently held in your clients' accounts. Review this list regularly to verify your clients' holdings. This tool is found in the Portfolio Management module.



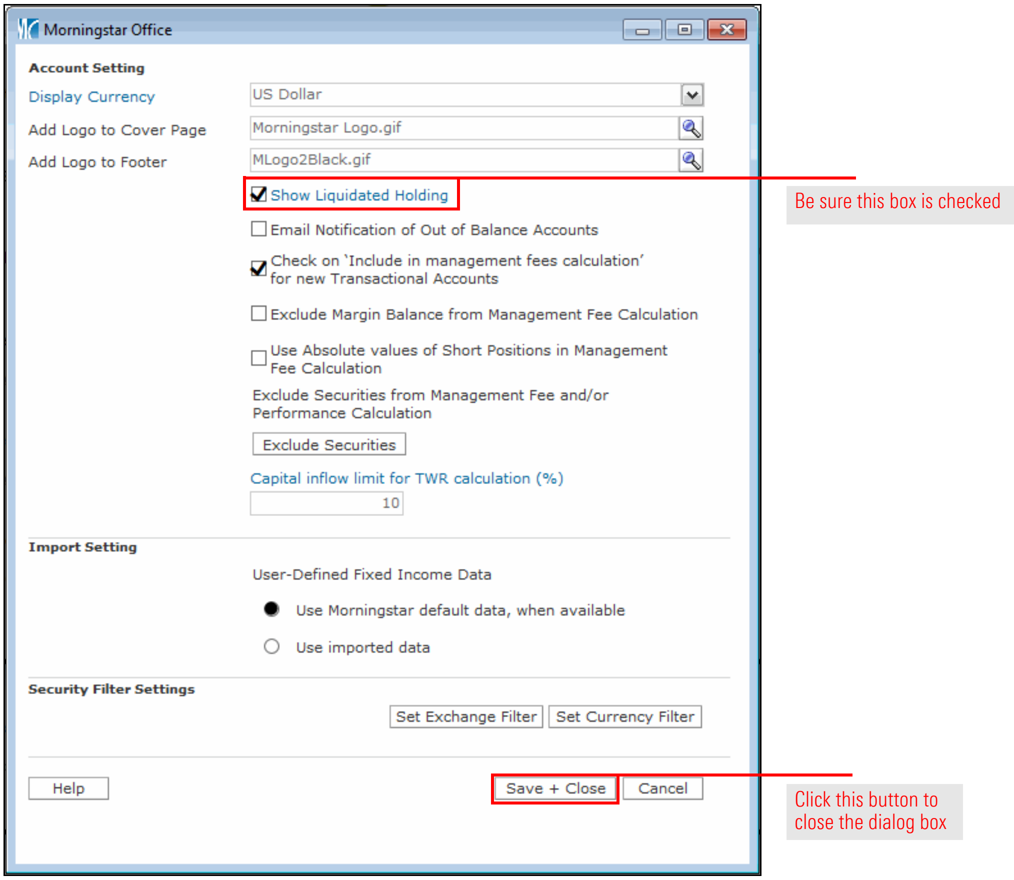
The Securities in Accounts tool can also be used to review historical holdings previously sold and no longer held by your clients. To review both current and historical holdings, update your settings to show liquidated holdings. Do the following:

> ☞ Note: After completing your review, be sure to uncheck this box, otherwise liquidated holdings will show on all client reports.

1. From the **Home** module, click the **Settings** page.
2. Click the **Preferences** folder. The Account Setting dialog box opens.



3. In the Account Setting dialog box, check the box for **Show Liquidated Holding**.
4. At the bottom of the dialog box, click **Save + Close**.
5. When the confirmation message opens, click **OK** to close it.

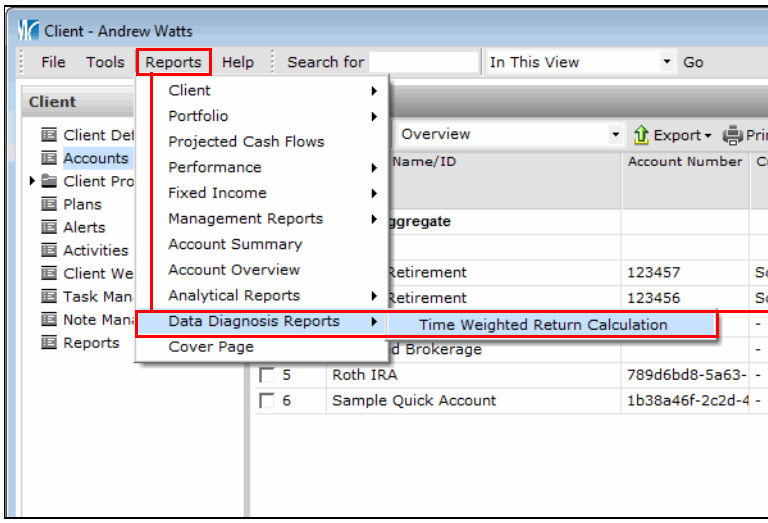


What performance diagnostic reports can I use in Morningstar Office?

In addition to the Data Management Reports, Morningstar Office also includes reports designed specifically to find suspicious investment return figures. These reports are described in the following table:

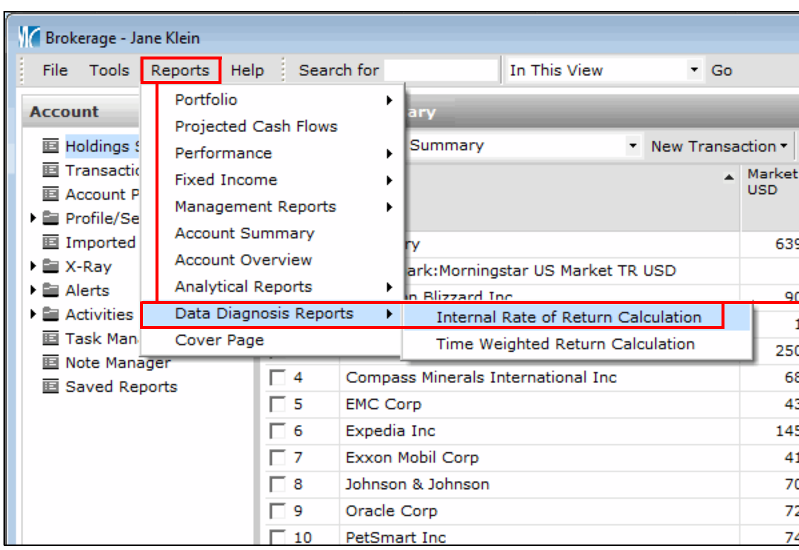
☞ Note: You are encouraged to contact your Client Service Consultant (CSC) to review these reports in detail to ensure you are effectively utilizing them.

This report…	Allows you to…
TWR Diagnostic Report	Identify the date for which a TWR performance error has possibly occurred. It can be run for a client's total portfolio, or just for a specific client account.



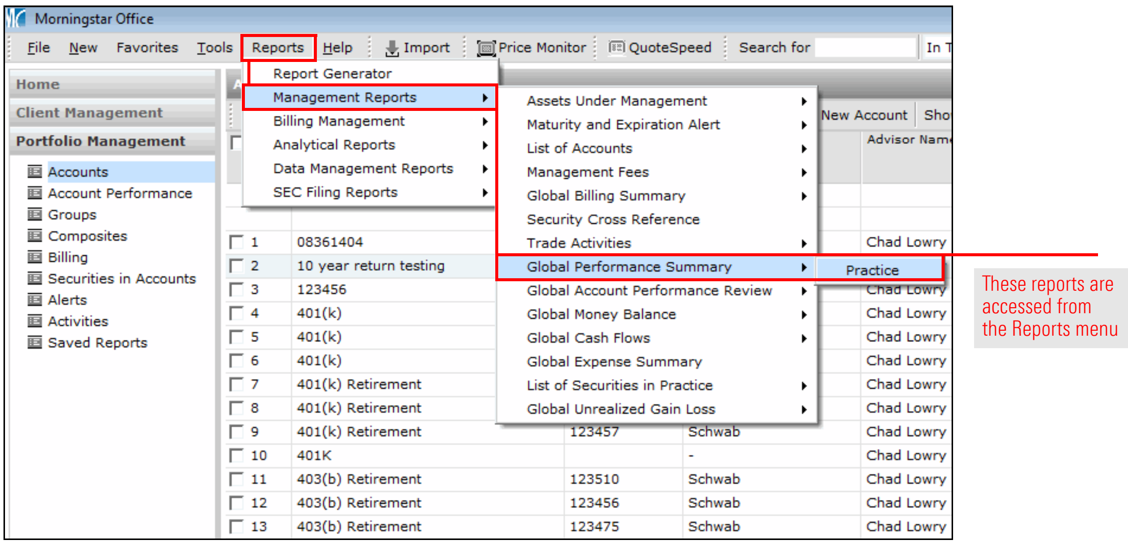
This report can be accessed from a client's record

This report…	Allows you to…
IRR Diagnostic Report	Identify the date for which an IRR performance error has possibly occurred. It can be run for just for a specific client account.



This report is accessed from an account

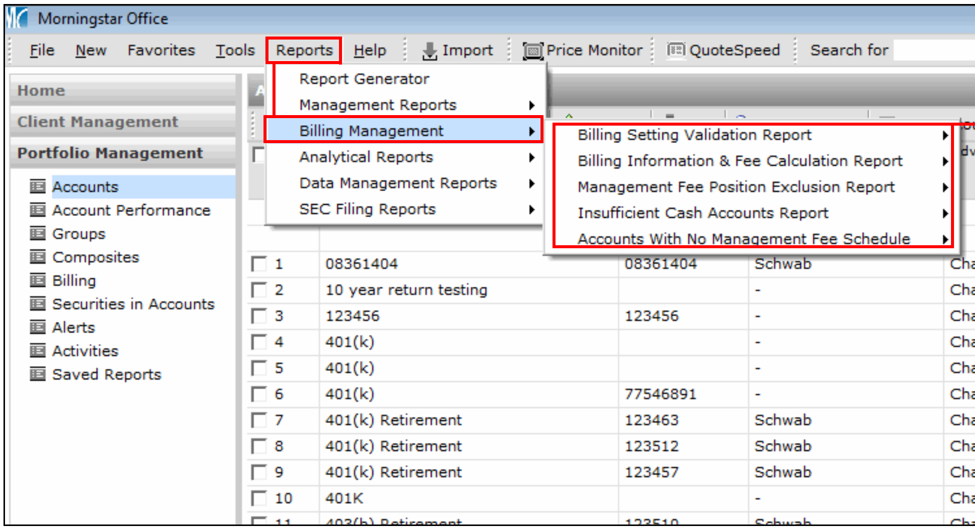
This report…	Allows you to…
Global Performance Summary Report	See the details for the market value and performance number for each account within your practice in PDF format, so you can address any performance errors before you run your reports via the batch tool.
Global Account Performance Review	See the details for the market value, performance number, and additional data points for each account within your practice in Microsoft® Excel, so you can address any performance errors before you run your reports via the batch tool.



What billing management reports are available to me in Morningstar Office?

To ensure accurate management fee generation, Morningstar Office includes several billing management reports.

These reports are described in the following table:

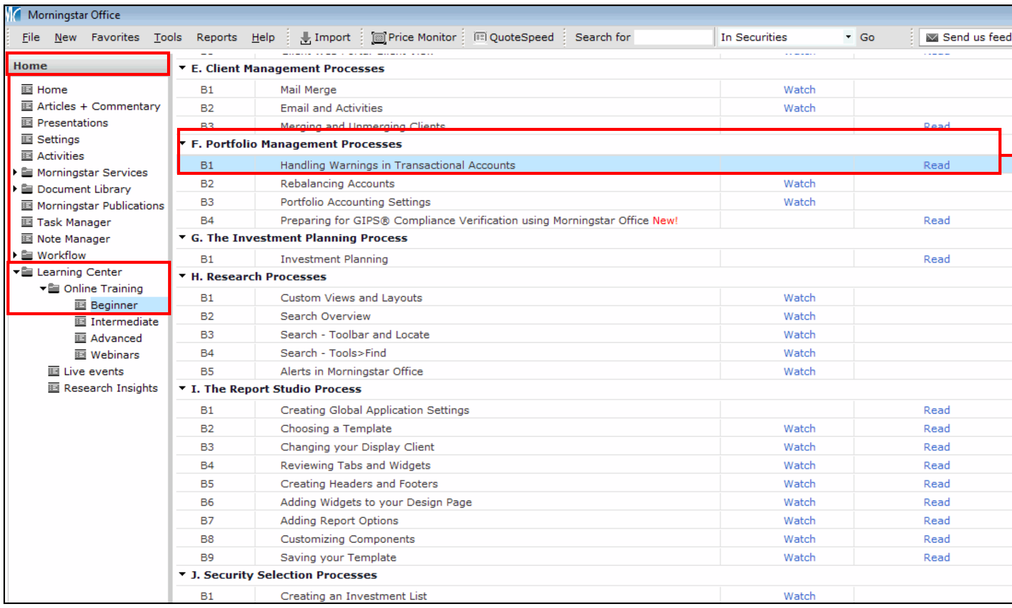


These reports are accessed from the Reports menu

This report…	Lists all…
Billing Setting Validation Report	Accounts with their corresponding management fee setting in one spreadsheet. It is great for ensuring each account is using the correct management fee setting before processing management fees.
Billing Information & Fee Calculation Report	Accounts with corresponding management fees for a time period determined by the user.
Management Fee Position Exclusion Report	Positions in client accounts that have been excluded from management fee calculations.
Insufficient Cash Accounts Report	Accounts whose cash balance is below the amount of their management fees. It is great for identifying accounts for which you need to raise cash.
Accounts with No Management Fee Schedule	Accounts to which no management fee setting has been assigned. It is useful for catching accounts that have yet to be assigned a management fee, especially before monthly or quarterly management fee generation.

What other security-related warnings appear in Morningstar Office?

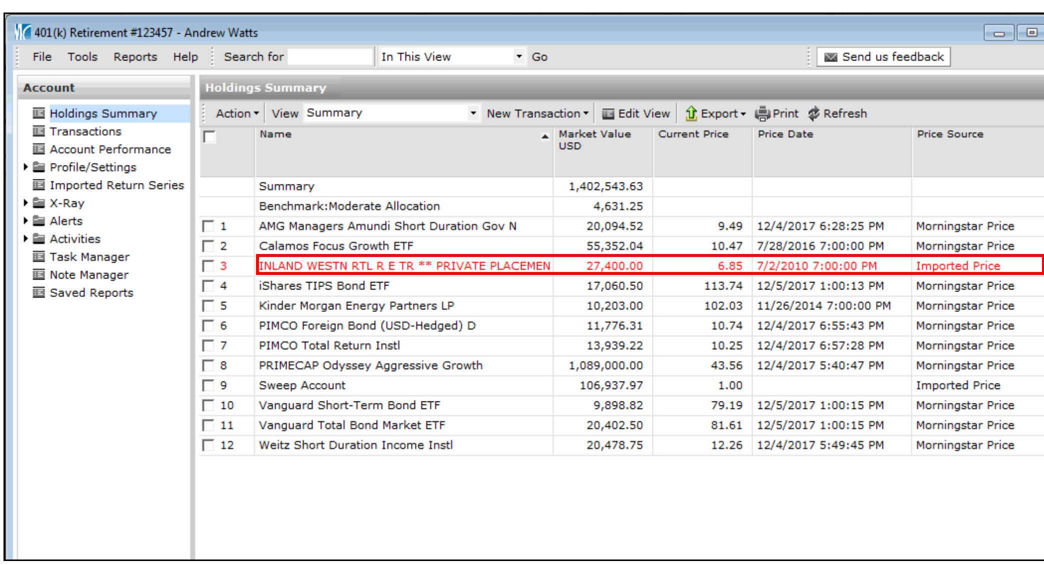
Morningstar Office produces warning messages when generating reports. To prepare for handling these warnings, be sure to read the Handling Warnings in Transactional Accounts Guide, available via the Help Center.



Note the location where you can access this document

This document provides a list of warning messages you might encounter when generating reports and provides recommended actions you can take to understand or fix the underlying problems that cause these warnings. These warnings affect transactional accounts, whether manually created, imported, or converted.

Additionally, securities using "imported price" and highlighted in red indicate that the security is missing prices for more than 30 days. You can resolve this issue by finding the security in the Definition Master and adding the missing prices in the security's price file.



Securities in red require your attention