

# **GOAL PLANNING & MONITORING**

## **MORNINGSTAR ADVISOR WORKSTATION (AWS)**

### **REFERENCE GUIDE**

March 5, 2013

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## INTRODUCTION

Subscribers of Morningstar Advisor Workstation can setup GPM to access AWS reports within GPM. You can also access AWS directly from GPM, while sending the client/prospect data (name, tickers, and values) loaded into the GPM plan.

**Note:** You will need your login provided by Morningstar. For subscription information, please visit the RJnet page regarding [Morningstar Advisor Workstation](#).

## SETTING UP GPM

In order for Morningstar and GPM to communicate, you will need to follow a few steps within the GPM program.

1. From the **My Plans** page (see Figure 1) click on the **Main Menu** link.

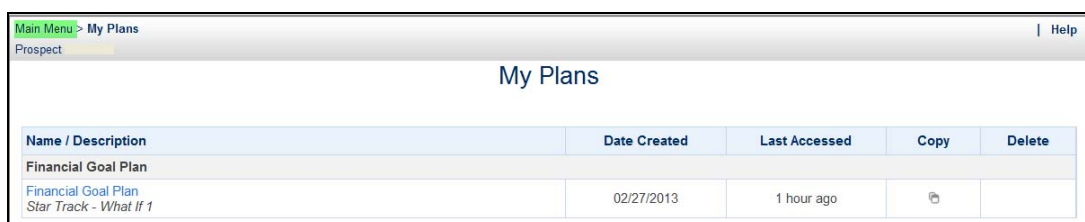


FIGURE 1

2. Select **User Options** under the Admin Section (see Figure 2).

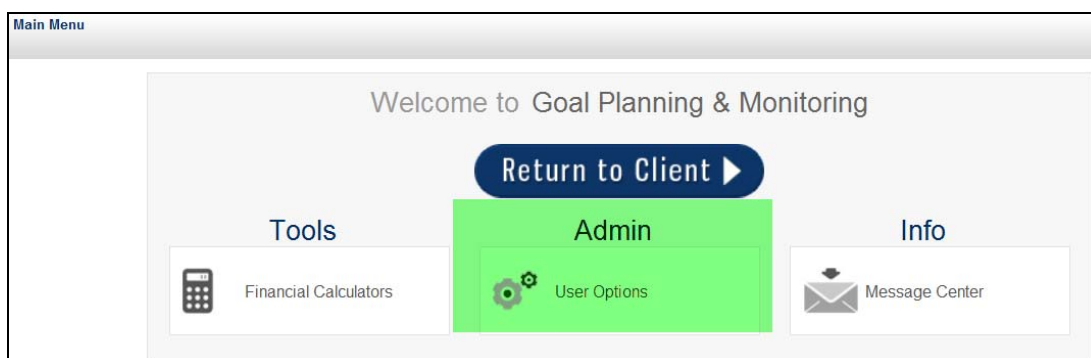


FIGURE 2

3. Click **Partner Options** and select “yes” to allow Morningstar AWS. Select the Add/Edit Morningstar AWS Login link (see Figure3).

The screenshot shows the 'Partner Options' screen. On the left is a sidebar menu with 'Partner Options' highlighted. The main content area has a heading 'Partner Options' and a sub-heading 'Enter the following information.' Below this, under 'MorningStar Options', is the option 'Allow MorningStar AWS :'. It has two radio buttons: 'No' and 'Yes', with 'Yes' selected. A green tooltip message 'Advisor must have a AWS License' is visible next to the 'Yes' option. At the bottom right, there is a blue link that says 'Add/Edit MorningStar AWS Login'.

**FIGURE 3**

4. On the Add/Edit Morningstar AWS login screen, enter the User ID that you were provided by Morningstar (see Figure 4). Click **Done**.

The screenshot shows the 'Add/Edit Morningstar AWS Login' screen. It features a text input field labeled 'User Id :'. Inside the input field, the text 'This will be provided by Morningstar' is visible. At the bottom of the screen, there are two buttons: 'Cancel' on the left and 'Done' on the right.

**FIGURE 4**

5. Click on **Main Menu** at the top of the screen.
6. Click on the **Return to Client** to go back to the My Plans screen (see Figure 5).

The screenshot shows the 'Welcome to Goal Planning & Monitoring' screen. At the top, there is a green button with the text 'Return to Client' and a right-pointing arrow. Below this, there are three main sections: 'Tools', 'Admin', and 'Info'. Under 'Tools' is a calculator icon and the text 'Financial Calculators'. Under 'Admin' is a gear icon and the text 'User Options'. Under 'Info' is an envelope icon and the text 'Message Center'.

**FIGURE 5**

## UTILIZING MORNINGSTAR IN GPM

On the My Plans screen you will now see that you have an Options link. Within the link you will have two choices, AWS and Reporting (see Figure 6).

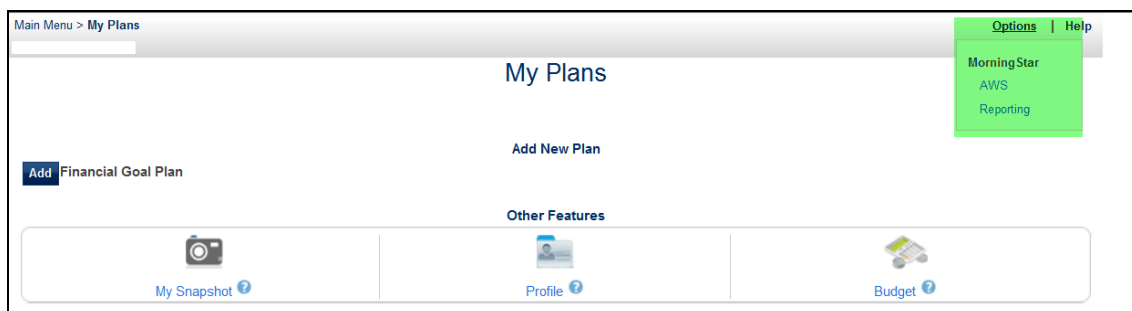


FIGURE 6

**Tip:** Data from Morningstar is not imported in to GPM. Only data from GPM is exported to Morningstar.

- Selecting AWS will transfer your client/prospect data to your AWS website.
- The Reporting link allows you to access several reports (see Figure 7) that can be generated from within GPM without having to access your AWS website directly.

## USING MORNINGSTAR REPORTING

From the Morningstar Reporting menu (see Figure 7) you can select various options for the reports:

1. Accounts to include/exclude from the reports. Note Check and Clear All.
2. The report you would like to generate.
3. Combine or Print each account in a separate report for the two Snapshot reports.
4. Include Investment details.
5. An available benchmark.

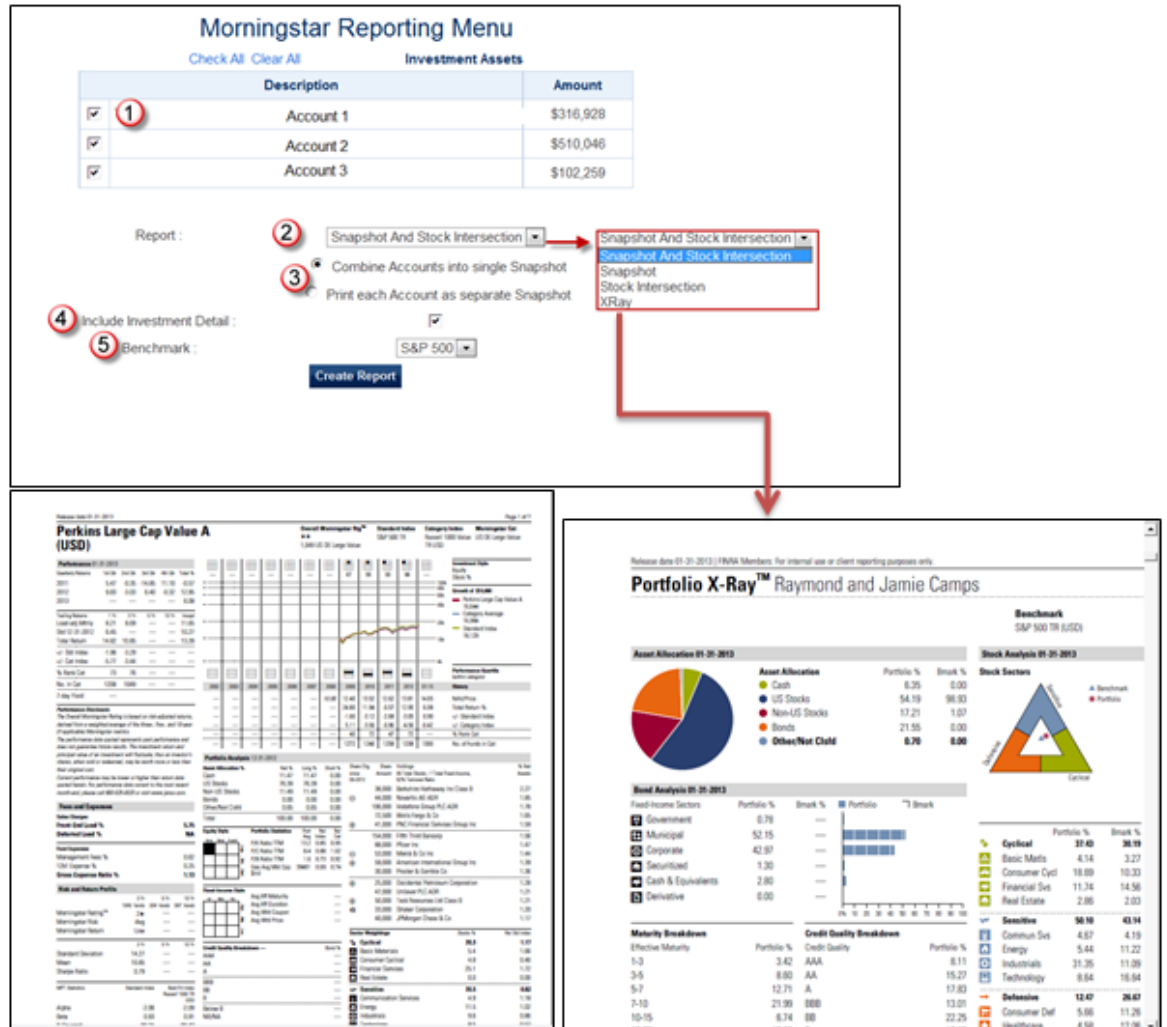


FIGURE 7

## ACCOUNT HOLDINGS REPORTS

The Account Holdings screen will have the ability generate a Quicktake or Investment Detail Report on individual holdings (Figure 8).

Main Menu > My Plans > Financial Goal Plan (Projected) Options Help

### Account

Last Updated: 02/20/2013

**Enter the following information**

**Holding Information**

Name or description: American Funds Invmt Co of America A

Symbol: AVSX

Tax Category: Taxable

Current Value: Enter # of Units 1,200.0000 \$38,292

[Add Next Holding](#)

**Distribute by Asset Class**

Enter the percentage of this asset that is invested in each asset class. The total must equal 100%.

**Default Asset Classes**

Cash & Cash Alternatives	<input type="text"/>	% Global Fixed Income Strategies	<input type="text"/>	%
U.S. Large Cap Blend	100	% Multi-Sector Fixed Income Strategies	<input type="text"/>	%
U.S. Large Cap Value	<input type="text"/>	% Alternative Strategies	<input type="text"/>	%
U.S. Large Cap Growth	<input type="text"/>	% Commodities	<input type="text"/>	%
U.S. Mid Cap Equity	<input type="text"/>	% Private Market Strategies	<input type="text"/>	%

**Morningstar Information**

☐ Morningstar Quicktake Report

☐ Morningstar Investment Detail Report

Print This Tab Print Full Report Investment Detail Report

**Perkins Large Cap Value A JAPAX | ★★**

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Quote Analysis **Portfolio** Performance Ratings & Risk Tax Analysis Operations Stewardship

Style/Allocation Sectors/Stats Regions Holdings History

**Perkins Large Cap Value A JAPAX | ★★**

**Benchmark** Russell 1000 Value TR USD **Morningstar Category** Large Value

**Asset Allocation JAPAX**



Type	% Net	% Short	% Long	Benchmark	Cat Avg
Cash	11.47	—	11.47	0.00	2.05
US Stock	76.39	—	76.39	98.74	89.77
Non US Stock	11.49	—	11.49	1.26	6.84
Bond	0.00	—	0.00	0.00	0.18
Other	0.65	—	0.65	0.00	1.16

As of 12/31/2012

**Equity Portfolio Financial Metrics JAPAX**

	% of Portfolio	Benchmark	Category Avg
ROIC	9.83	14.73	15.30
Wide Moat Coverage	37.21	32.05	35.12
Narrow Moat Coverage	50.60	52.20	52.95
No Moat Coverage	12.19	15.75	11.93
Financial Health	46.75	45.53	47.28
Profitability	28.09	25.34	28.12
Growth	31.68	28.34	29.87
Cash Return %	9.33	149.76	159.25

Figure 8

## GETTING MORE INFORMATION

For additional information or assistance, please feel free to contact one of our Advisory Process Technology or Wealth Consultants at the contact numbers provided below.

### ADVISORY PROCESS TECHNOLOGY

**Extension:** 75392

**Email:** [AdvisoryProcessTechnology@raymondjames.com](mailto:AdvisoryProcessTechnology@raymondjames.com)

### WEALTH CONSULTANTS

**Extension:** 72374

**Email:** [especialist@raymondjames.com](mailto:especialist@raymondjames.com)

### EDUCATIONAL RESOURCES ON RJNET

Tips and tools to support the Goal Planning and Monitoring  
[Education Central](#)

## DOCUMENT REVISION HISTORY

This guide is reviewed and updated annually and as changes in business process or technology dictate.

Date	Description	Approval
03/06/2012	Morningstar and GPM integration reference guide updated with screen captures and details.	Renee Whitehead, Advisory Process Technology Support