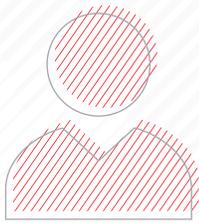
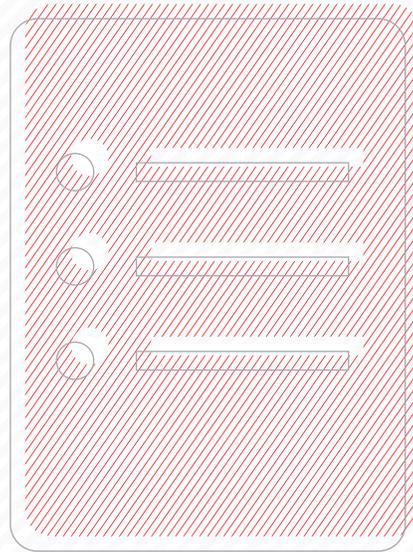
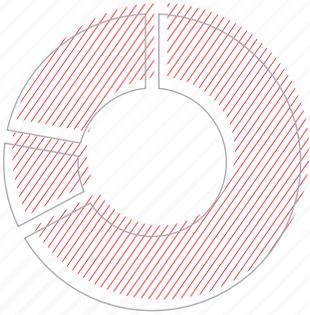
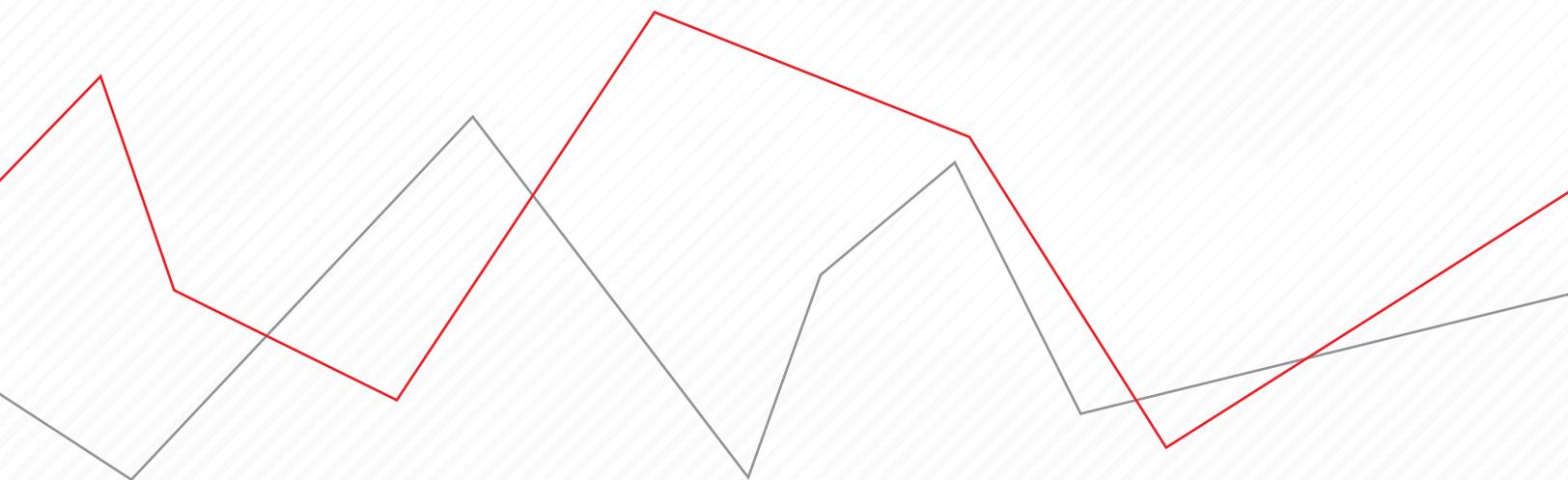


Creating Batch Reports

User Manual



MORNINGSTAR Office



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Creating a Batch Report

Overview

The batch reporting tool allows you to create 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.

This manual describes the following topics:

- ▶ [Understanding Report Options in Morningstar Office Cloud \(page 5\)](#)
- ▶ [Setting Up a Batch Schedule \(page 8\)](#)
- ▶ [Managing Batch Setup \(page 14\)](#)
- ▶ [Accessing Batch Reports \(page 17\)](#)

Batch reporting simplifies and automates the creation of client reports,

Edit Batch Cancel Next

STEP 1 OF 4 * Required

Batch Name*

Type* Clients ▼

Add Clients to Batch* + Search for clients

Add Templates* Search for templates

Selected Templates (Drag to Reorder) None selected yet.

MORNINGSTAR TEMPLATES

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

Understanding Report Options in Morningstar Office Cloud

Before creating a batch report, review the different reporting options in Morningstar OfficeSM Cloud. This section introduces you to reporting in Office Cloud and briefly describes each standard report.

In this section, you will learn how to do the following:

- ▶ understand the different reporting levels in Morningstar Office Cloud ([page 5](#))
- ▶ distinguish between analytical reports and performance reports ([page 6](#)), and
- ▶ identify the standard report options in Morningstar Office Cloud ([page 6](#)).

Morningstar Office Cloud offers four reporting levels. At each level, you can examine detailed information about your practice, clients, accounts, or securities. The following table describes each level.

| This level ... | Provides these details... |
|----------------|--|
| Practice | The broadest reporting level for your practice, a practice-level report provides information across all clients and is primarily used for tracking. |
| Client | A client-level report provides information on client accounts. In the report, a client's accounts are aggregated, allowing you to view overall client performance. |
| Account | An account-level report provides information on a single account, such as account performance. |
| Security | A security-level report provides information on individual securities, such as a fund's holdings or its expenses. |

 **Note:** Because batch reports are client-facing reports, only client- and account-level reports are available for inclusion in a batch.

Overview

What are the reporting levels in Morningstar Office Cloud?

Choosing whether to run a performance report or an analytical report depends on the type of account targeted by the report, as explained in this table.

What is the difference between analytical and performance reports?

| Type of Report | Attributes |
|--------------------|--|
| Performance report | <ul style="list-style-type: none"> ▶ run at either the client or account level ▶ provide details about how clients' portfolios performed over a given time period, and ▶ require the use of transactional accounts, as transaction history is required. <p>☞ Note: Transactional accounts are imported from your custodian.</p> |
| Analytical report | <ul style="list-style-type: none"> ▶ run with either a transactional account or a positional account (which you manually enter based on a client's or a prospect's current statement) ▶ show information about the account positions only, and ▶ do not require a transactional history. |

Nine standard client and account reports are available. They can be run at the individual account level prior to a review, or as part of your quarterly review package in a batch. The following table describes Morningstar Office Cloud reports.

What standard reports can be run in a batch?

| Report | Reporting Level | Required Account Type | Information Provided |
|-------------------------------|-------------------|-----------------------------|---|
| Client Billing Summary | Client | Transactional or Positional | Management fees due to the advisor for a given time period. You can run billing a billing summary either in advance or end of term, depending upon the settings you choose within your batch schedule. |
| 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 Client | 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 Report | Client or Account | Transactional or Client | The full range of portfolio analytics, including Morningstar proprietary metrics |
| Portfolio X-Ray Report | Client or Account | Transactional or Client | Aggregated composition and performance data for all the holdings in a portfolio |
| Portfolio Fixed Income Report | Client or Account | Transactional or Client | In-depth analysis of individual bonds. It provides information around bond distribution and weighting, duration, maturity, credit quality, and more. ☞ Note: the account must hold an individual bond to generate. |
| 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 |

| Report | Reporting Level | Required Account Type | Information Provided |
|---------------------------------|------------------------|------------------------------|--|
| 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 | Displays active trades for all accounts during the reporting time period. |
| Current vs Model Portfolio | Client or Account | Transactional or Client | A side-by-side comparison of a client or account's current allocation versus the selected model portfolio. |
| Account Overview | Account | Transactional or Client | A one-page report that provides analytical, performance and holding data. |

Setting Up a Batch Schedule

Creating a batch involves using the Batch Schedule window, which consists of four steps or pages, with each offering several options, described in the following table.

Overview

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

In this section, you will learn how to do the following:

- ▶ complete the Create Batch step ([page 8](#))
- ▶ complete the Setup Selected Report step ([page 11](#))
- ▶ complete the Schedule Batch step ([page 12](#)), and
- ▶ complete the Review step ([page 13](#)).

Before creating a batch, make the following decisions:

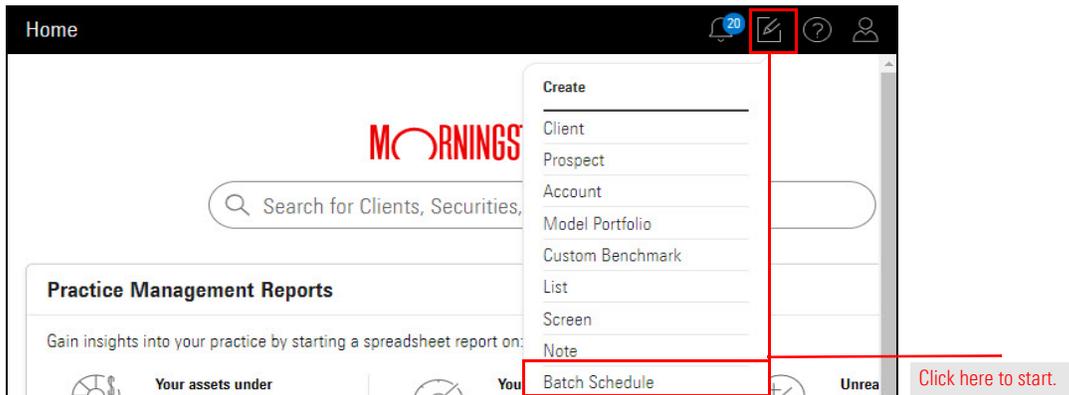
- ▶ the target clients or accounts of the batch, and
- ▶ the Morningstar Templates or Presentation Studio (My) Templates to include in the batch.

 Note: In order for Presentation Studio templates to appear within the Batch Schedule, you must first publish the template from within the Presentation Studio tool. Click [here](#) for instructions.

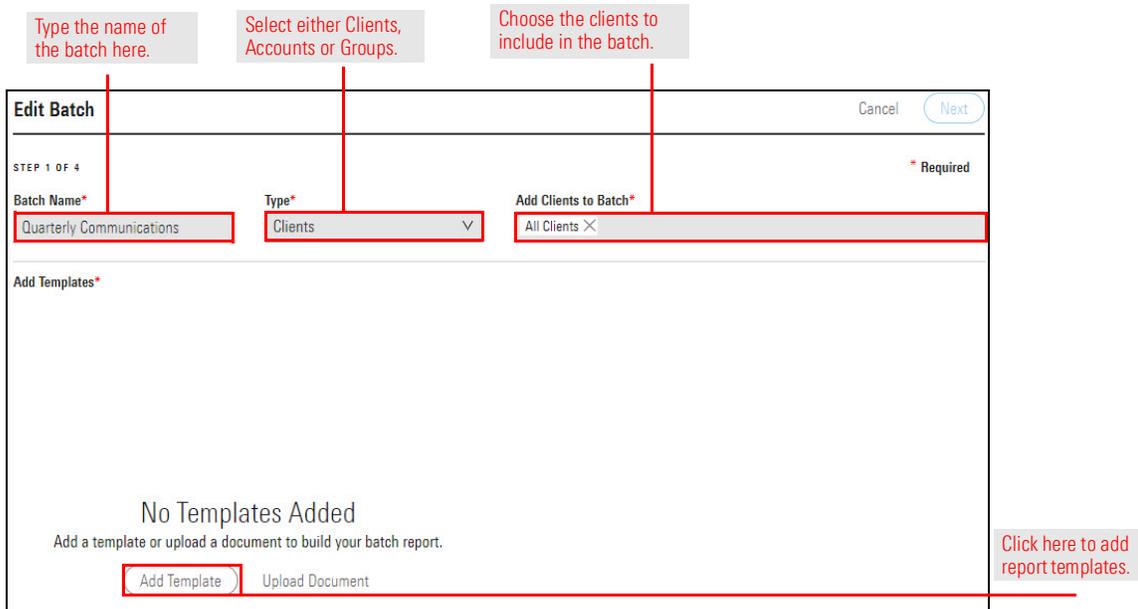
How do I complete the Edit Batch step?

To complete the Edit Batch step, do the following:

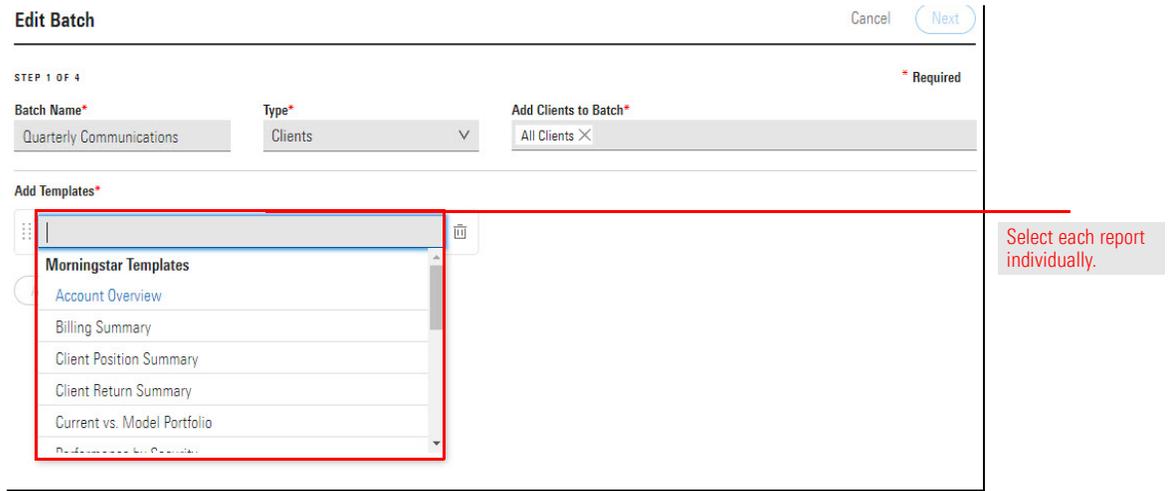
1. On the header, click the **Create** icon, then select **Batch**. The Batch Setup window opens.



2. In the **Batch Name** field, enter **Quarterly Communications**.
3. From the **Type** drop-down field, select **Clients**.
4. Click the empty area in the **Add Clients to Batch** field. The **Clients** drop-down field opens.
5. From the **Clients** drop-down field, select **All Clients**. You can also select individual clients one at a time.
6. In the **Add Templates** area, click the **Add Templates** button. The Select a template drop-down menu appears.



- From the **Select a template** drop-down menu, select the **reports** you want to include in your batch. This includes both Morningstar templates and Presentation Studio templates you've published.



Edit Batch Cancel [Next](#)

STEP 1 OF 4 * Required

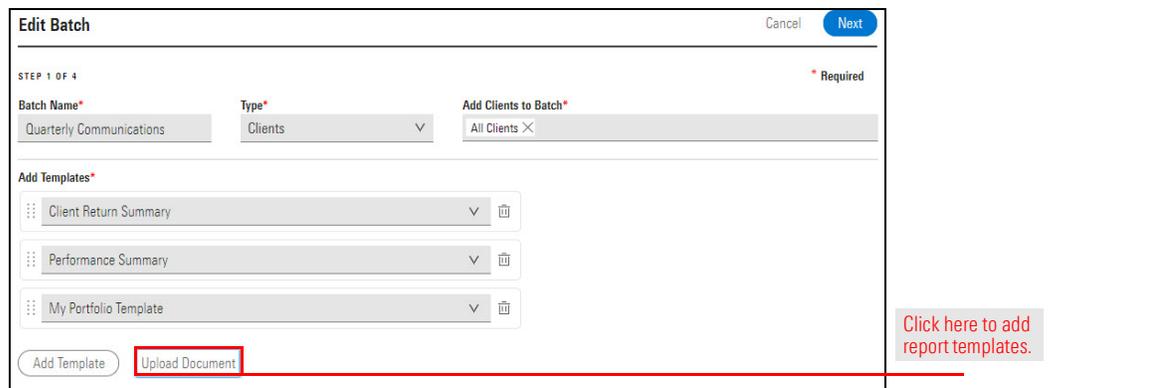
Batch Name* **Type*** **Add Clients to Batch***

Add Templates*

- Morningstar Templates
 - Account Overview
 - Billing Summary
 - Client Position Summary
 - Client Return Summary
 - Current vs. Model Portfolio
 - Performance Summary

Select each report individually.

- Click the **Add Template** button. Then repeat **Step 7** for as many **reports** as you want to include.
- In the **Add Templates** area, click the **Upload Document** button (optional).
- From your local drive, select a **document** you want to include in your batch. (this could be a newsletter, market commentary, etc.)



Edit Batch Cancel [Next](#)

STEP 1 OF 4 * Required

Batch Name* **Type*** **Add Clients to Batch***

Add Templates*

- Client Return Summary
- Performance Summary
- My Portfolio Template

Click here to add report templates.

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

- In the **Selected Reports** area, **drag** each report so that 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.

- Click **Next**

After selecting the reports to include in the batch, select the **options** to apply to each report. Depending on the selected report, the report options may differ.

How do I complete the Setup Selected Reports step?

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.

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. On the date a batch is scheduled to run, the run occurs at 10:00 pm Central time.

How do I complete the Schedule Batch step?

Note: Read [How do I run a batch immediately?](#) on page 16 for instructions on how to run your batch immediately.

To schedule the batch, do the following;

1. In the **Start Date** field, type the **date** you want the batch to run for the first time.
2. From the **Frequency** area, choose how **often** the batch should run.
3. From the **Display a Client's Account** area, select how to run the reports as follows:
 - ▶ **In Aggregate**
 - ▶ **Separately**, or
 - ▶ **Both in Aggregated and Separately**.
4. (Optional) From the **Cover Page** area, choose to include a cover page, logo, disclosure, and so on.

Type the date you want the batch to run.

Cancel Back Next

STEP 3 OF 4

Start Date 05/05/2020

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

Reporting Disclosure

Set Cover Page to Landscape

Select how often the batch should run.

Choose to run the reports in aggregate, separately, or both.

(Optional) Select branding options.

5. Click **Next** to continue.

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) after that.

How do I complete the Review Batch step?

The screenshot shows a window titled "Review Batch" with a "Cancel" button and a "Back" button highlighted with a red box. The window content is as follows:

| STEP 4 OF 4 | | |
|---|--|---|
| Batch Name Quarterly Communications | Type Clients | Selected Templates Client Return Summary / Performance Summary / My Portfolio Template / The Quarterly Commentary.pdf |
| Start Date 05/05/2020 | Run Time 10:00 PM CST | Clients All Clients |
| Frequency Quarterly | Display a Client's Accounts Separately | |

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

Managing Batch Setup

Once created, a batch's setup can be managed from the Batch Schedules page. On the Batch Schedules page, you can do the following:

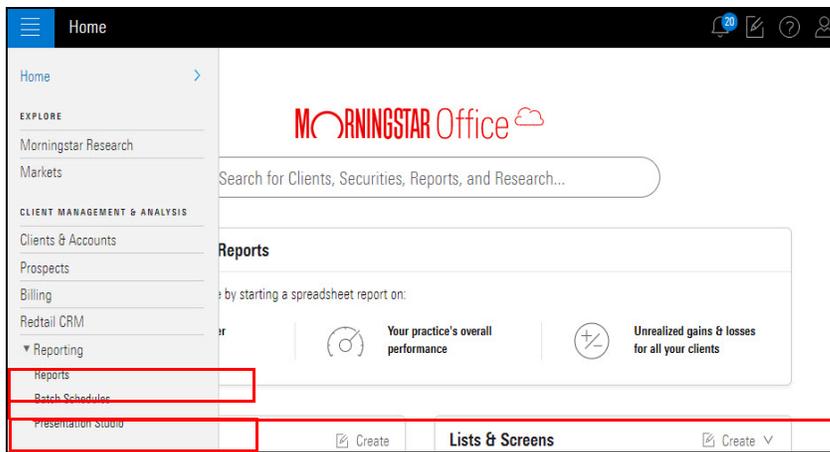
- ▶ edit the batch's schedule (page 14)
- ▶ pause and restart the batch (page 15)
- ▶ delete the batch (page 15), and
- ▶ run the batch immediately (page 16).

Overview

To edit a batch's schedule, do the following:

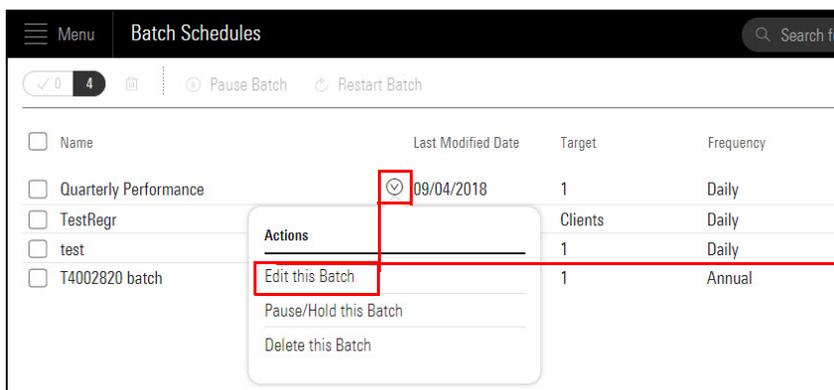
1. From the **Menu**, select **Reporting > Batch Schedules**.

How do I edit the batch schedule?



Click here to access the Batch Schedules page.

2. Locate the batch to edit, then **hover the cursor** over its **Actions** icon.
3. From the **Actions** menu, select **Edit This Batch**. The Batch Setup window opens.



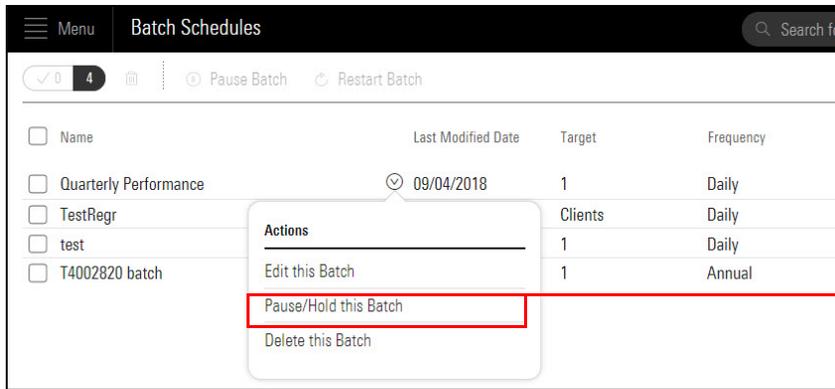
Click here to launch the Batch Setup window.

4. Make changes to any **step** in the Batch Setup window, and click **Save**.

Your batch will continue to run indefinitely, based upon the frequency you chose in the Batch Setup process. To pause a batch, do the following:

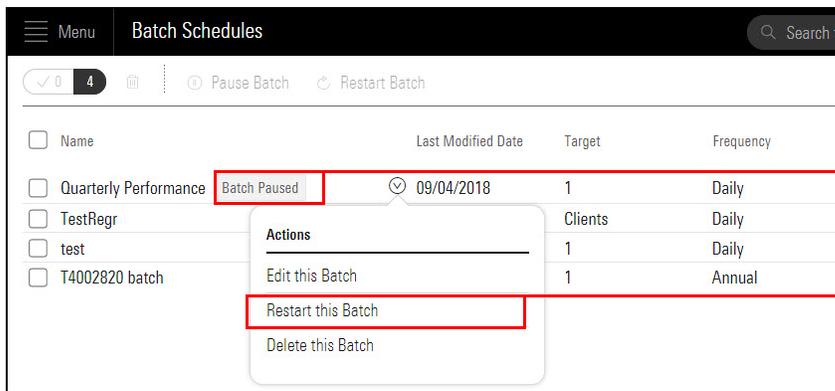
How do I pause and restart my batch after I create it?

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



Click here to pause a batch

2. To restart you batch, from the **Actions** menu, select **Restart this Batch**. The Batch Paused notice disappears.



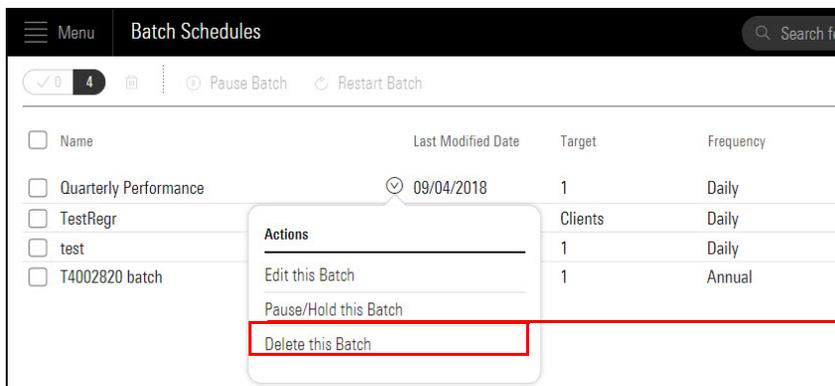
This message appears when a batch is paused

Click here to restart a batch

To delete a Batch Schedule, do the following:

How do I delete my Batch Schedule?

1. From the **Actions** menu, select **Delete this Batch**. A dialog box appears.



Click here to delete a batch

2. From the dialog box, click **OK**.

On the date you chose to run your Batch Setup, client reports run at 10:00 pm central. If necessary, you can run your batch immediately, one batch at a time. To run your batch immediately, do the following:

How do I run a batch immediately?

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

The screenshot shows the 'Batch Schedules' page with a table of batch configurations. The 'test' batch is highlighted, and its status is 'Processing'. A red box highlights the 'Run Batch Now' button for this batch, and a callout box points to it with the text 'Click here to run a batch now'.

| Name | Modified Date | Target | Frequency | Last Run Date | Next Run Date | Actions |
|-----------------------|---------------|---------|-----------|---------------|---------------|-----------------------------|
| Quarterly Performance | 6/2018 | Clients | Daily | 04/10/2018 | 04/11/2018 | Run Batch Now |
| test | 6/2018 | 1 | Daily | 04/11/2018 | 04/12/2018 | Processing Run Batch Now |
| T4002820 batch | 4/2018 | 1 | Annual | — | 04/04/2019 | Run Batch Now |

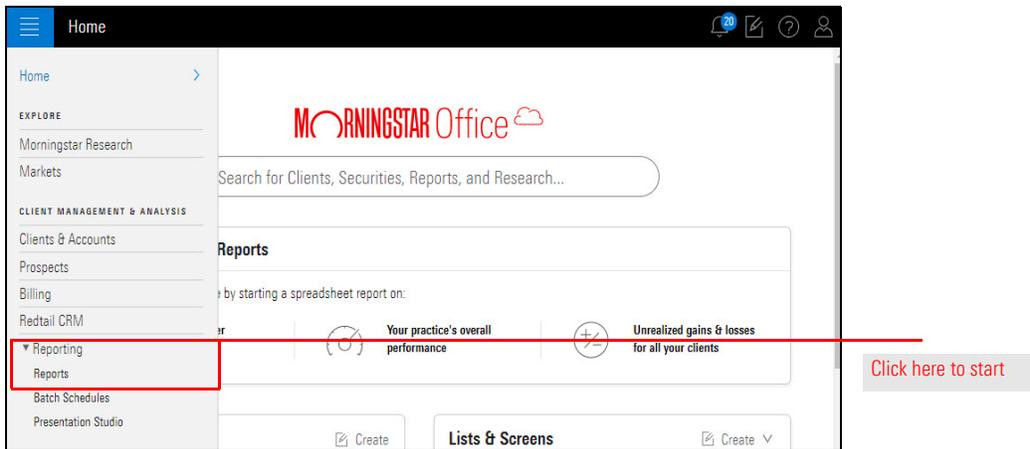
Accessing Batch Reports

After your batch has completed its run, you can view, save to your local drive, and print each client report ran as part of the batch. In addition, you can publish client reports to the Client Web Portal. This section describes how to complete each task.

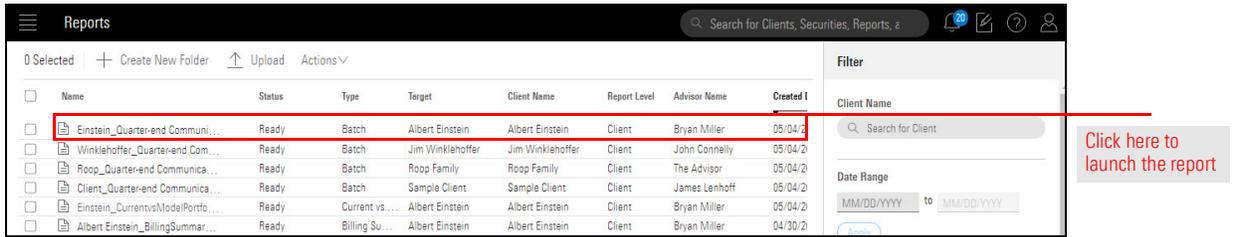
The morning after your batch is scheduled to run, locate your client reports within the Reports page under the Menu.

Overview

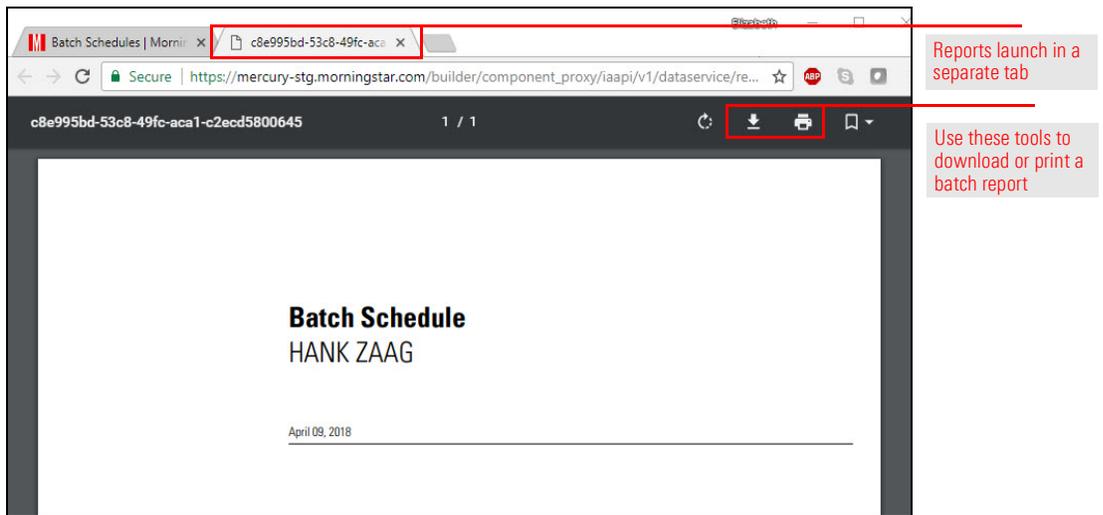
Where do I find my batch after it completes its run?



To open a report, click on the report name you want to view.



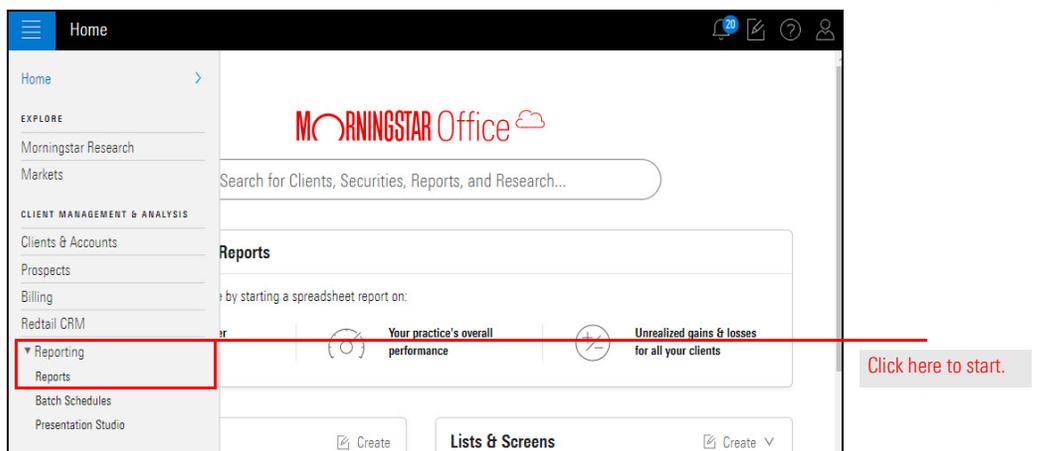
The report opens in a new web browser tab. From here, use the toolbar to download and save to your local drive, or print.



To post reports to the Client Web Portal, do the following:

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

How do I publish my batch reports to Client Web Portal?



- 2. Locate the **Report** you want to publish.
- 3. From the **Report** menu, click **Publish the Client Web Portal**.

The screenshot shows a 'Reports' interface with a table of reports. The table has columns for Name, Status, Type, Target, Client Name, and Report ID. A context menu is open over one of the reports, showing options like Download, Move to..., Archive, and Delete. The 'Publish to Client Web Portal' option is highlighted with a red box. A red arrow points from this box to a callout box on the right that says 'Click here to publish to the CWP'.

| Name | Status | Type | Target | Client Name | Report ID |
|---------------------------------|--------|------------|------------------|------------------|-----------|
| Einstein_Quarter-end Communi... | Ready | Batch | Albert Einstein | Albert Einstein | Client |
| Winklehoffer_Quarter-end Com... | Ready | Batch | Jim Winklehoffer | Jim Winklehoffer | Client |
| Roop_Quarti | | ch | Roop Family | Roop Family | Client |
| Client_Quart | | ch | Sample Client | Sample Client | Client |
| Einstein_Cur | | rent vs... | Albert Einstein | Albert Einstein | Client |
| Albert Einste | | ng Su... | Albert Einstein | Albert Einstein | Client |
| Einstein_Qui | | ch | Albert Einstein | Albert Einstein | Client |
| Roop_Quarti | | ch | Roop Family | Roop Family | Client |
| Winklehoffer | | ch | Jim Winklehoffer | Jim Winklehoffer | Client |
| Client_Quart | | ch | Sample Client | Sample Client | Client |