Creating Batch Reports

User Manual

MORNINGSTAR Office

Contents

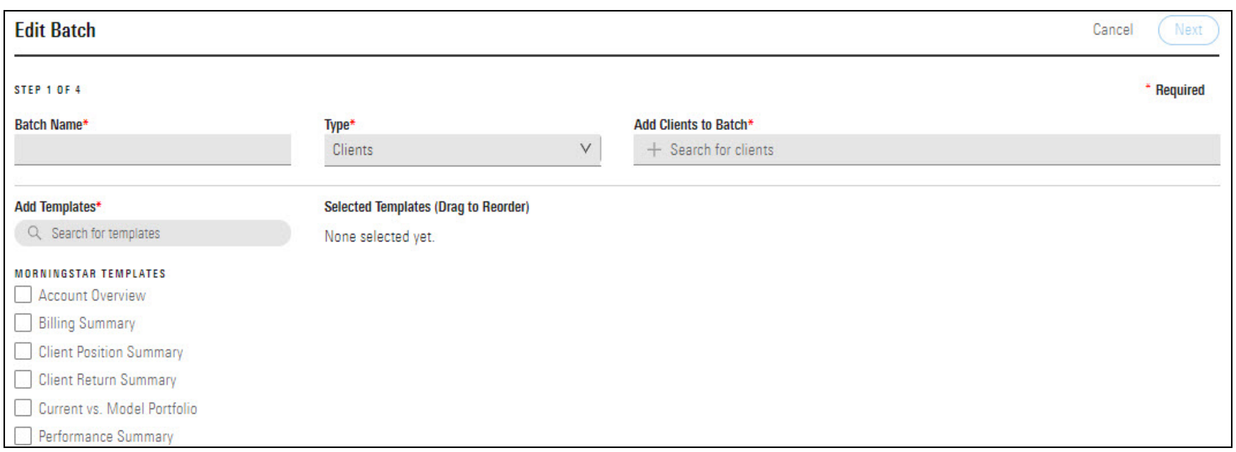
Creating a Batch Report

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:

Batch reporting simplifies and automates the creation of client reports,



Understanding Report Options in Morningstar Office Cloud

Overview

Before creating a batch report, review the different reporting options in Morningstar Office[SM] 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).

What are the reporting levels in Morningstar Office Cloud?

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.

What is the difference between analytical and performance reports?

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.

Type of Report	Attributes
Performance report	▸ 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. ☞ Note: Transactional accounts are imported from your custodian.
Analytical report	▸ 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.

What standard reports can be run in a batch?

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.

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

Overview

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.

On this step/page…	Select these options…
Edit Batch	▸ Batch Name ▸ Batch Type - Client, Account or Group ▸ Actual Clients, Accounts or Groups ▸ Report Template Selections ▸ Upload Outside Documents
Setup Selected Reports	▸ Report options for each report in your batch
Schedule Batch	▸ Start Date ▸ Frequency ▸ Client Account display ▸ Cover page inclusion
Review Batch	▸ 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).

How do I complete the Edit Batch step?

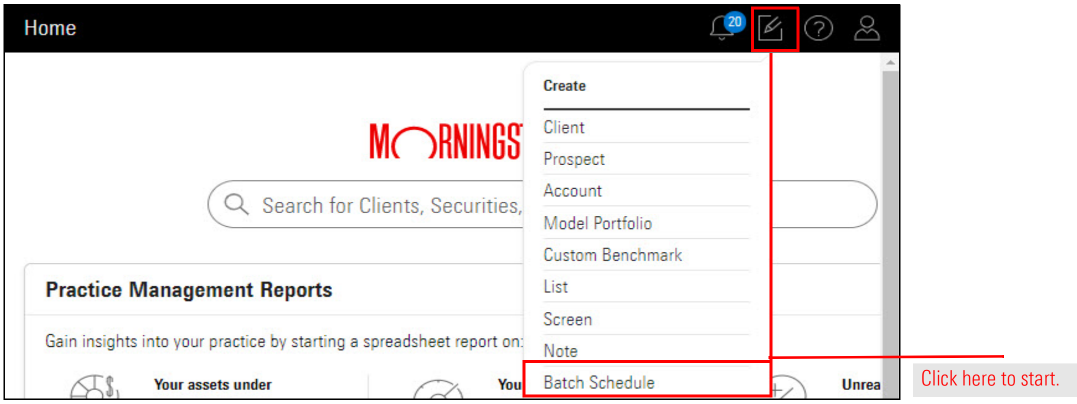
Before creating a batch, make the following decisions:

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

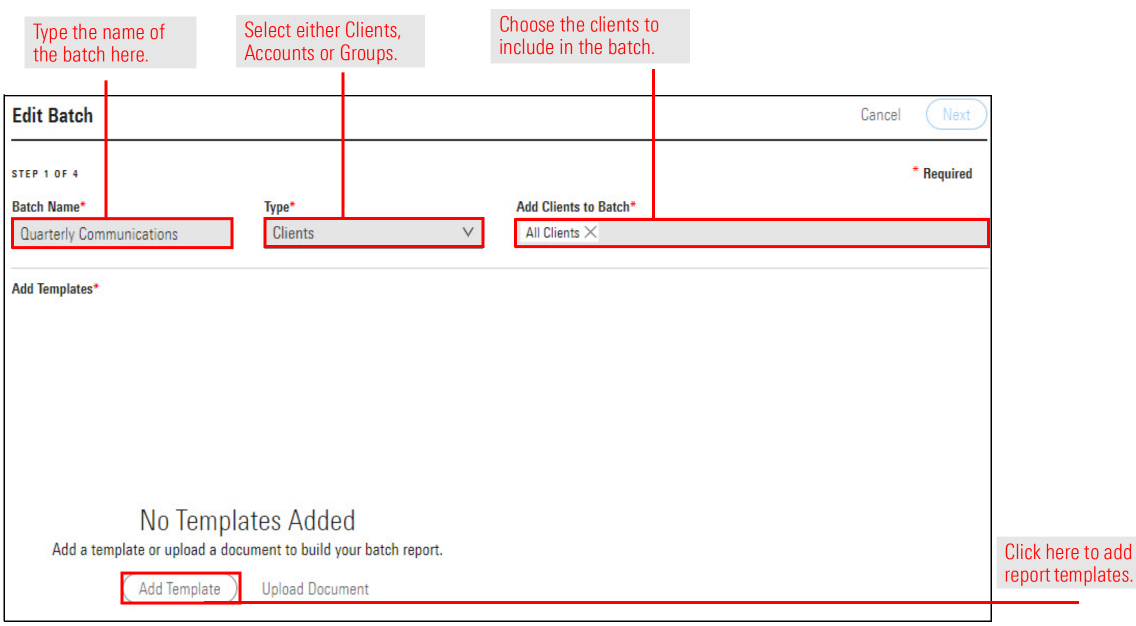
> Note: In order for Presentation Studio templates to appear within the Batch Schedule, you must first publish the template from within the Presentation Studio tool. Click here for instructions.

To complete the Edit Batch step, do the following:

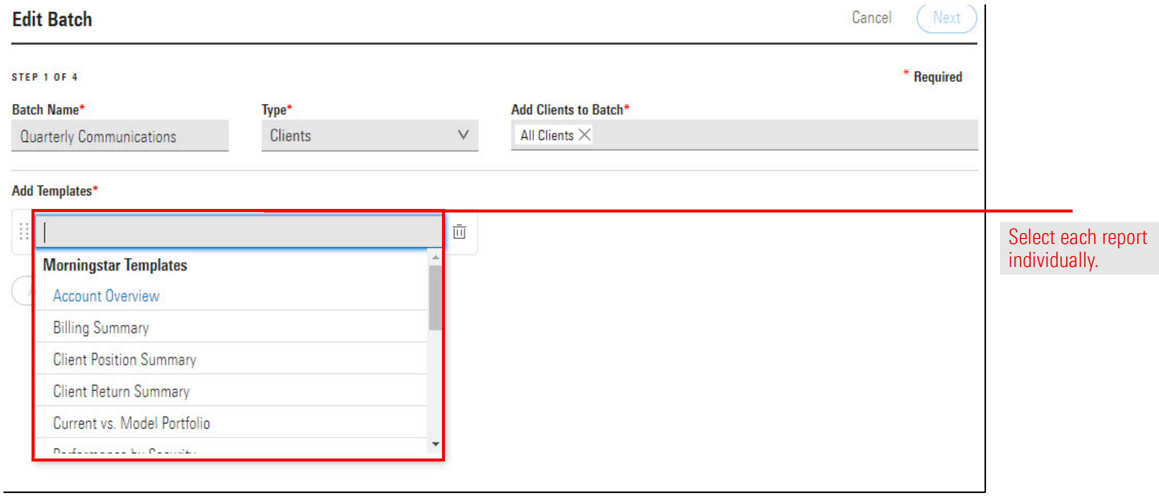
1. On the header, click the **Create** icon, then select **Batch**. The Batch Setup window opens.



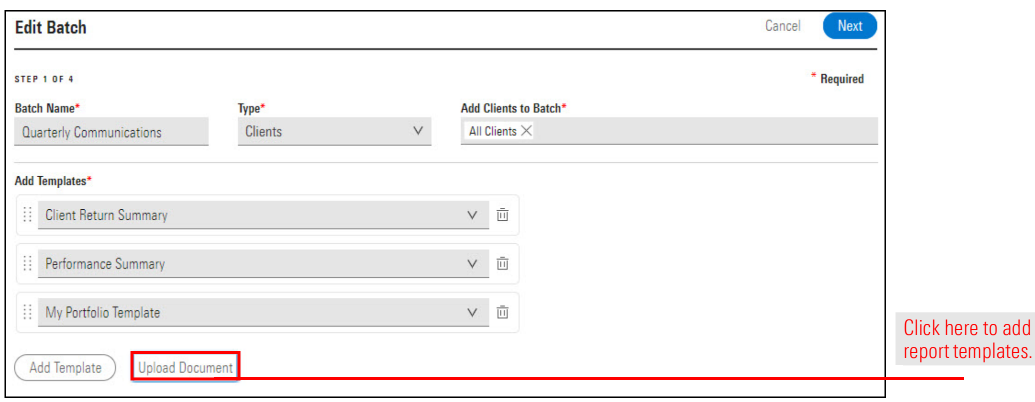
2. In the **Batch Name** field, enter **Quarterly Communications.**
3. From the **Type** drop-down field, select **Clients**.
4. Click the empty area in the **Add Clients to Batch** field. The **Clients** drop-down field opens.
5. From the **Clients** drop-down field, select **All Clients**. You can 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.



7. 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.

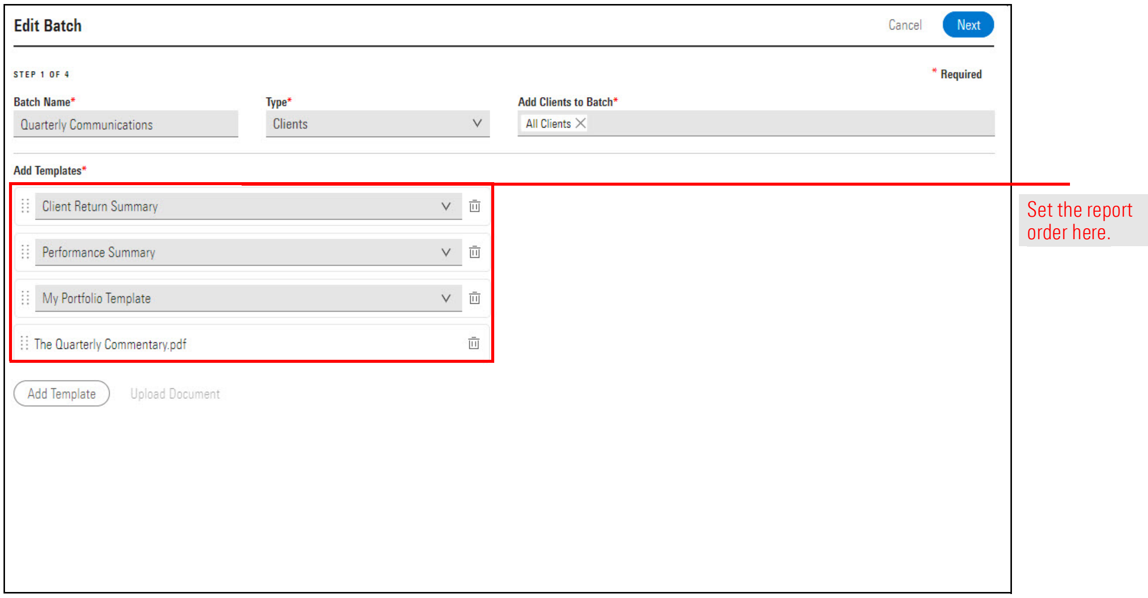


8. Click the **Add Template** button. Then repeat **Step 7** for as many **reports** as you want to include.
9. In the **Add Templates** area, click the **Upload Document** button (optional).
10. From your local drive, select a **document** you want to include in your batch. (this could be a newsletter,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



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

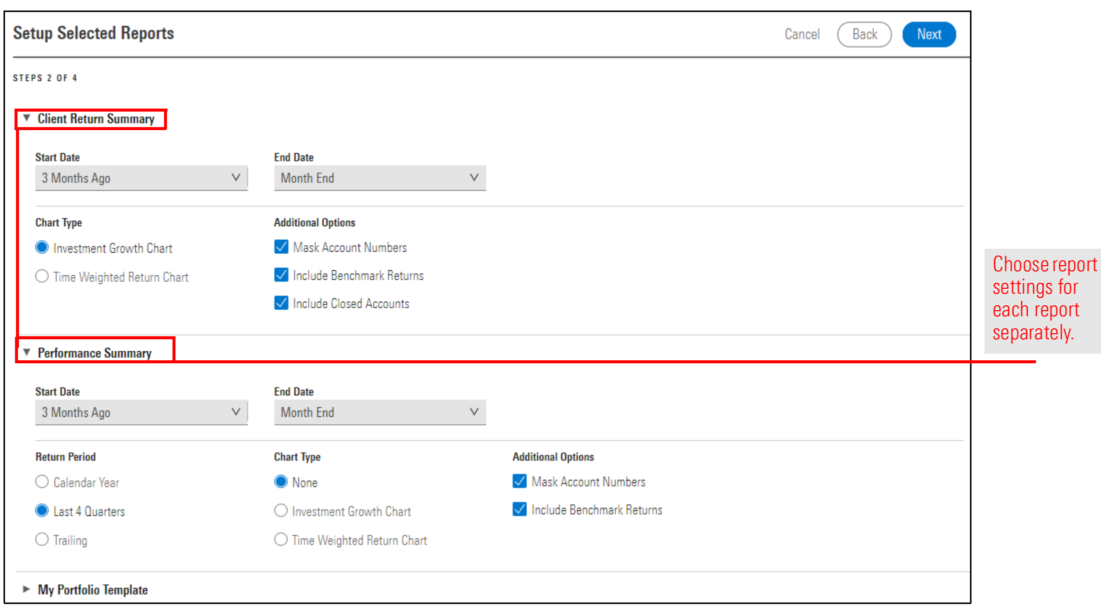
11. In the **Selected Reports** area, **drag** each report so that they appear in your preferred order.



12. Click **Next**

How do I complete the Setup Selected Reports step?

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.



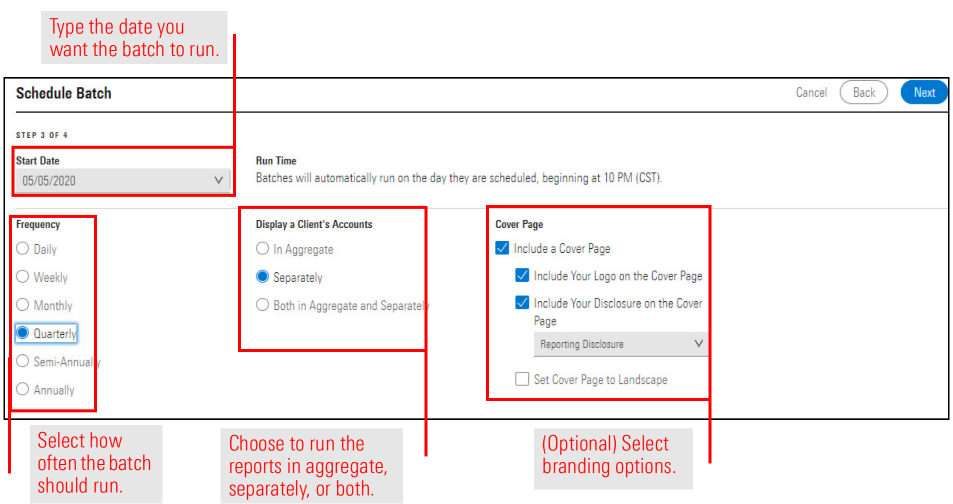
How do I complete the Schedule Batch step?

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.

> ☞ 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.



5. Click **Next** to continue.

How do I complete the Review Batch step?

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.

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

Managing Batch Setup

Overview

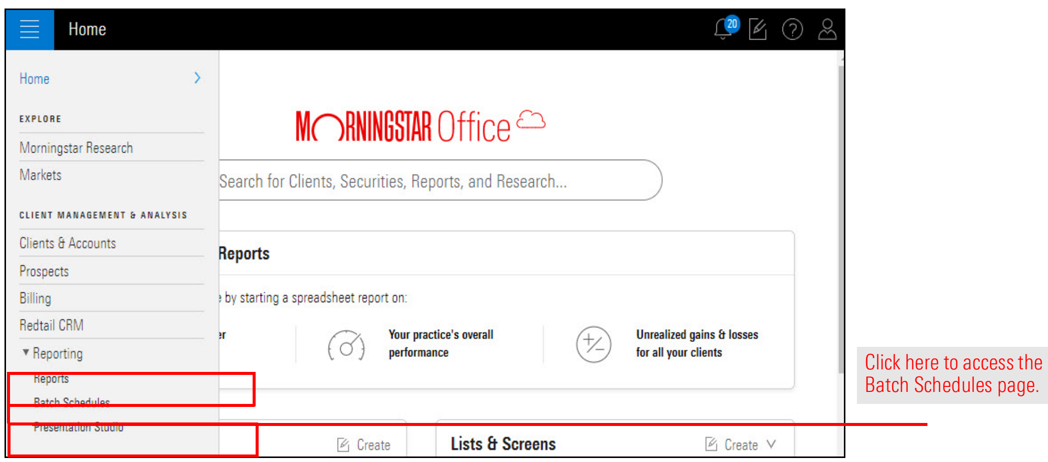
Once created, a batch's setup can be managed from the Batch Schedules page. On the Batch Schedules page, you can do the following:

- 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).

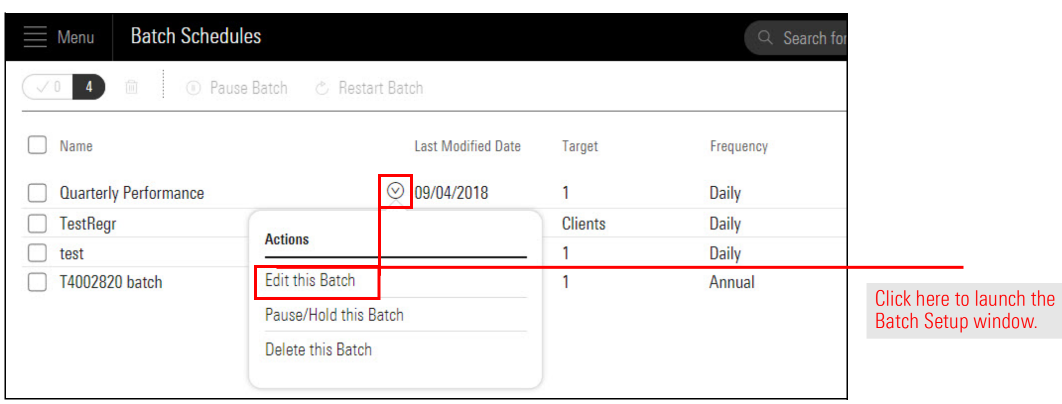
How do I edit the batch schedule?

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

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



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.

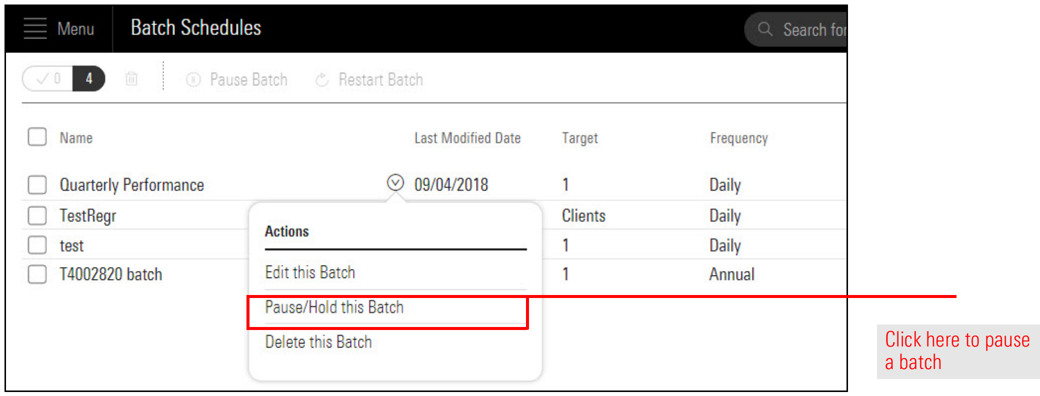


4. Make changes to any **step** in the Batch Setup window, and click **Save**.

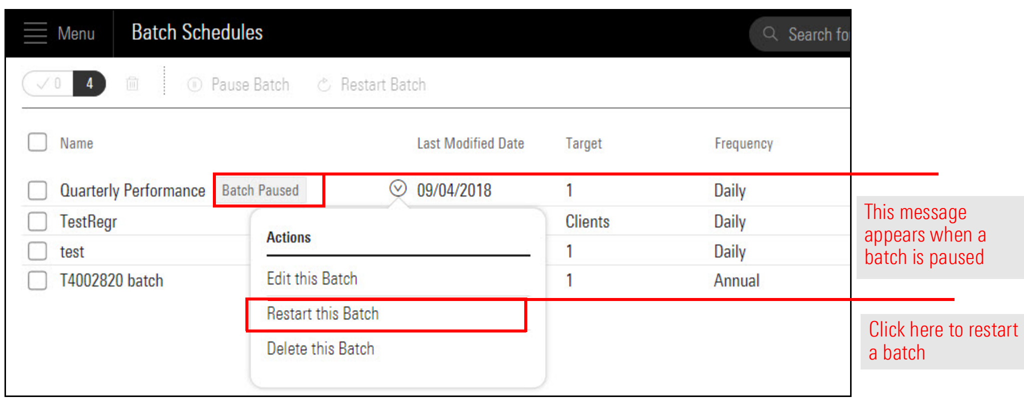
How do I pause and restart my batch after I create it?

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:

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



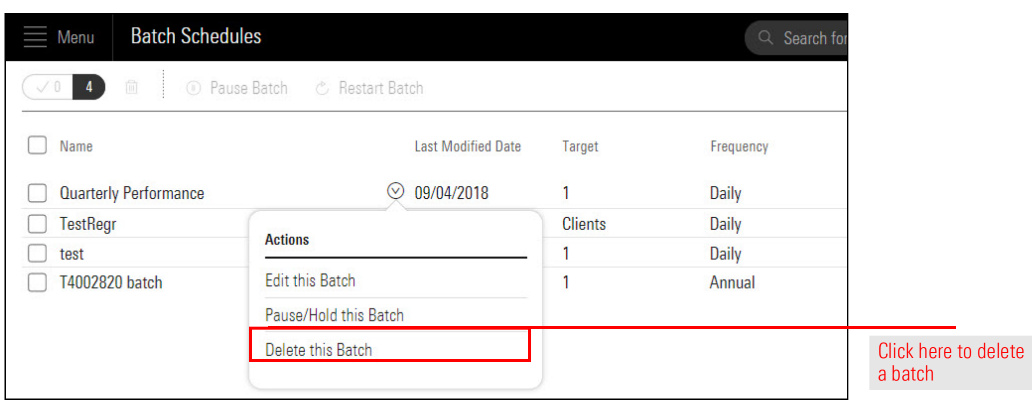
2. To restart you batch, from the **Actions** menu, select **Restart this Batch**. The Batch Paused notice disappears.



How do I delete my Batch Schedule?

To delete a Batch Schedule, do the following:

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

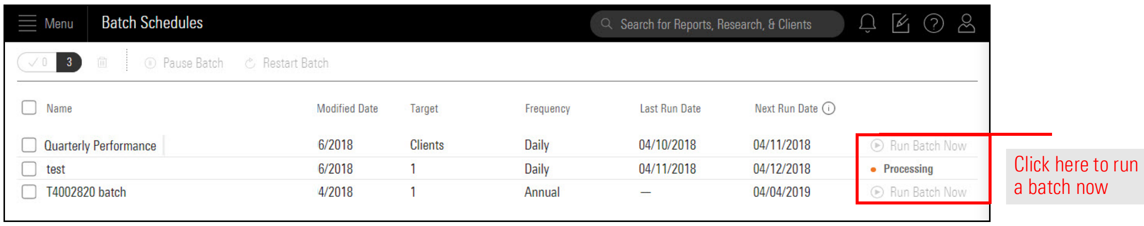


2. From the dialog box, click **OK**.

How do I run a batch immediately?

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:

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**.



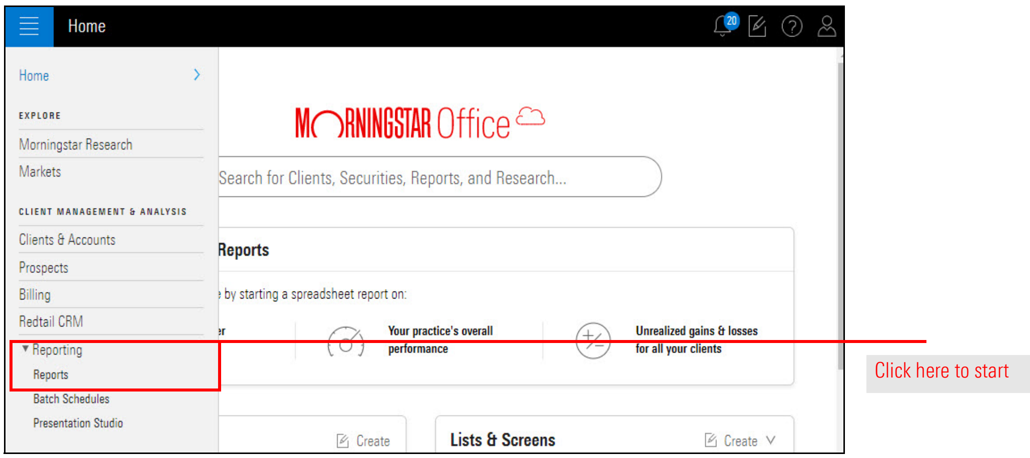
Accessing Batch Reports

Overview

After your batch has completed it's 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.

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

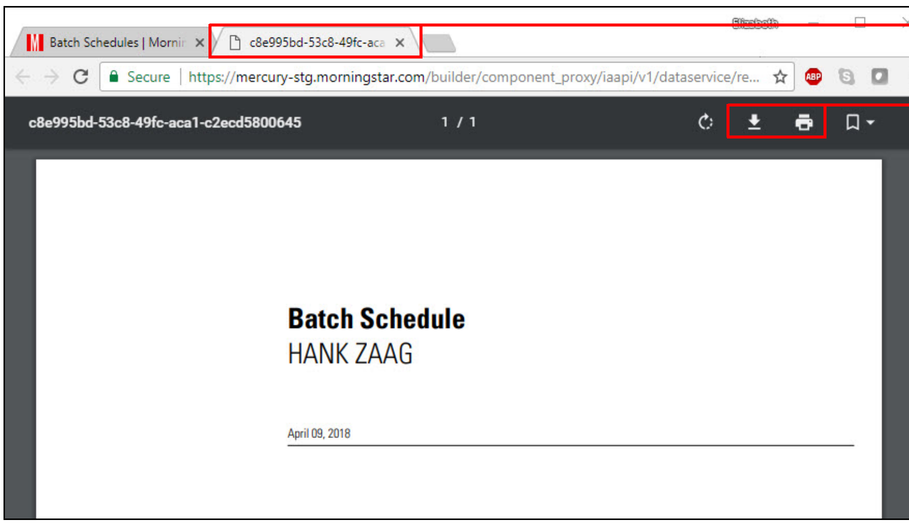
The morning after your batch is scheduled to run, locate your client reports within the Reports page under the Menu.



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

Click here to launch the report

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



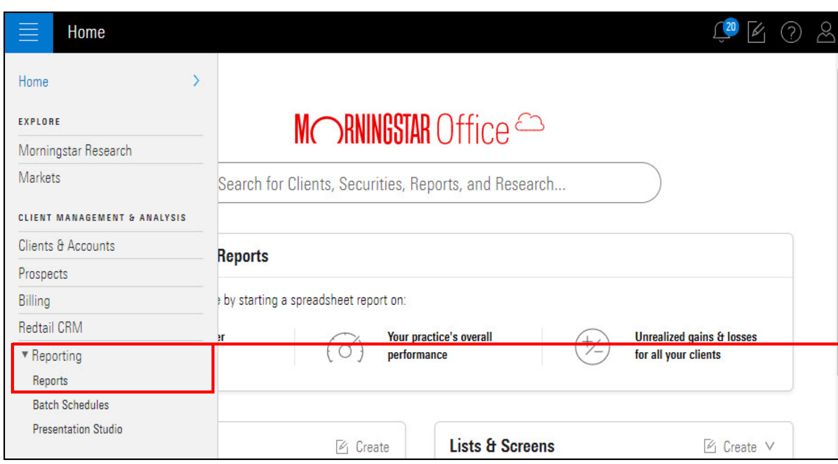
Reports launch in a separate tab

Use these tools to download or print a batch report

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

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

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



Click here to start.

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