Working with Standard Reports

Exercise Guide

MORNINGSTAR Office

Contents

Working with Morningstar Standard Reports

Overview

Morningstar Office Cloud provides a variety of reporting options to help you keep your clients well-informed of their financial situation. This includes standard reports, custom reports and batch reports.

This manual describes how to work with Morningstar's standard reports. The following topics are covered:

Understanding Morningstar Office Cloud Reports

Overview

This section introduces you to reporting in Morningstar Office Cloud and provides a brief description of each report.

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

- identify the different reporting levels in Morningstar Office Cloud (page 5)
- distinguish between analytical reports and performance reports (page 6)
- understand the standard reports and the information provided by each (page 6)

What are the different reporting levels in Morningstar Office Cloud?

There are four different reporting levels in Morningstar Office Cloud. Each reporting level offers the capability to drill down to more 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, it provides information cross all clients.
Client	Provides information on accounts at the client level. That is, a client's accounts are aggregated, to see overall client performance.
Account	Provides information on a single account, such as account performance
Security	Provides information on individual securities, such as a fund's holdings or its expenses.

This section focuses on client and account reporting.

What is the difference between analytical and performance reports?

Choosing whether you want to run a performance report or an analytical report depends on the type of account the report is for.

Performance reports are run at either the client or account level, and provide details about how your clients' portfolios performed over a given time period. Performance reports require the use of transactional accounts, as transaction history is needed for the time period you are reporting on.

☞ Note: Transactional accounts are imported from your custodian.

Analytical reports can be run with either a transactional account or a client account you created based on a client's or a prospect's current statement. These accounts show information about the account positions only, and therefore do not require a transactional history to run.

☞ Note: Client accounts are entered manually.

What standard reports are available in Morningstar Office Cloud?

The standard reports available at varying reporting levels can be run at the individual account level prior to a review, or in a batch as part of your quarterly review package. The following table describes Morningstar Office Cloud reports:

☞ Note: Read Exercise 5 on page 16 for instructions on how to run report from the client grid.

This Report	Is run at this reporting level	Requires this account type	Provides this information
Assets under Management	Practice	Transactional	All open account under management with market values as of the report date. This includes broad asset class. ☞ Note: Investments marked as unmanaged assets are excluded from this report.
Practice Performance Summary	Practice	Transactional	Performance returns for all active clients & accounts that are both managed and unmanaged. Performance calculations include time-weighted returns, net of fees. The report also includes additional data points that impact performance.
Practice Unrealized Gain Loss	Practice	Transactional	Account positions and their gain/loss by percentage for all managed and unmanaged accounts. This report also includes account market values, share quantities, and unit costs, including dividend & capital gain reinvestments.
13F (Coming Soon)	Practice	Transactional	SEC report that shows positions for firms over $100m in AUM
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

This Report	**Is run at this reporting level**	**Requires this account type**	**Provides this information**
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
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
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.
Stock Intersection	Client or Account	Transactional or Client	This report reviews the top 25 holdings in your portfolio to identify, at a glance, the portfolio's overall weighting in a particular security or sector.
Account Overview	Account	Transactional or Client	A one-page report that provides analytical, performance and holding data.
Morningstar Page	Security	Individual holdings	A complete breakdown of a security, including the Morningstar Analyst Rating™, performance data, and Morningstar Rating™, also known as the star rating.
Investment Detail Report	Security	Individual holding	A one-page report plus disclosures showing performance, portfolio analysis, fees and expenses, and the risk and return profile of a security.

Generating Practice Level Reports

Overview

Practice management reports are Microsoft Excel reports that help you gain insight into your practice. Available directly from the Home page, these reports allow you to track the following information:

- Assets under management,
- Your practice's overall performance, and
- Unrealized gains & losses for all of your clients.

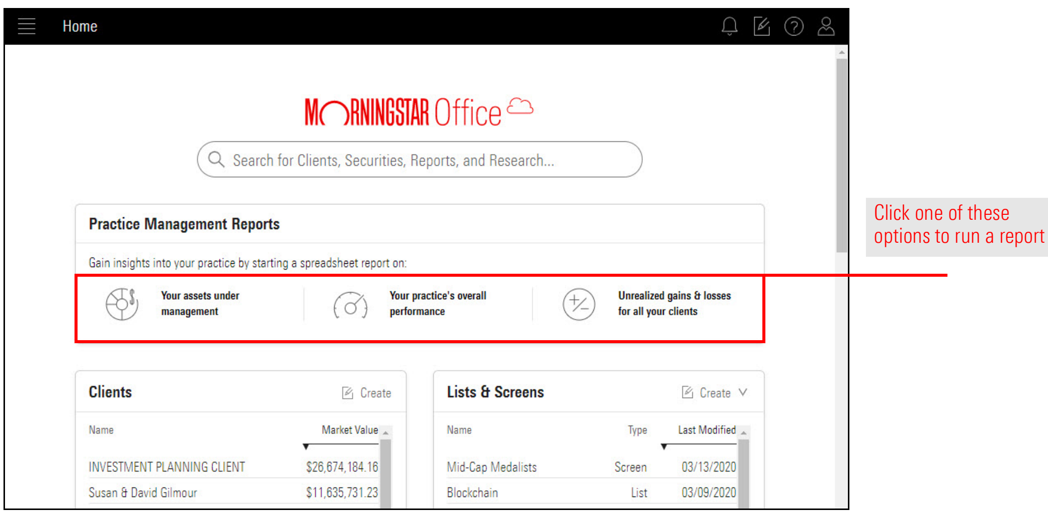
In this section, you will learn how to do the following;

- generate practice management reports (page 8), and
- locate practice management reports (page 9)

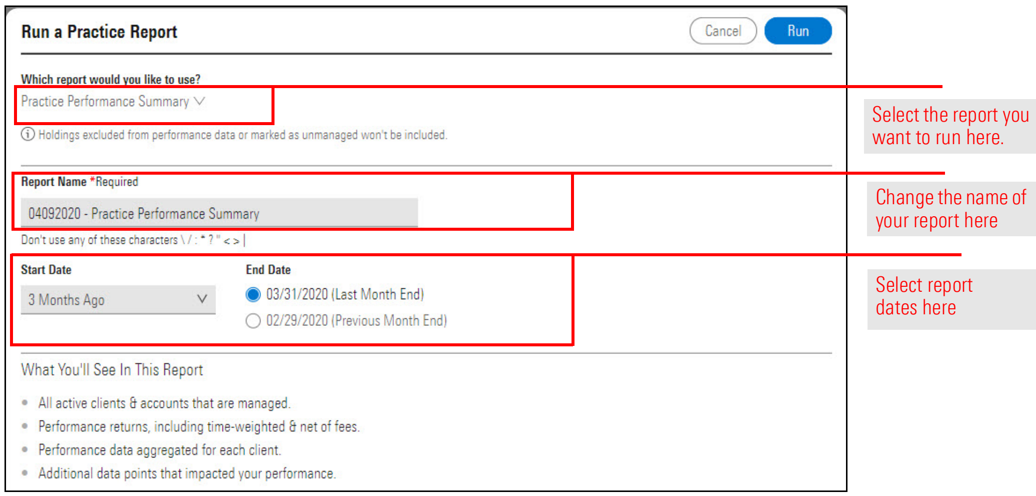
Exercise 1: Generate a practice level report

To generate a practice management report, do the following:

1. From the **Practice Management Reports** area on the Home page, click on the **name** of the report you want to run. The Run a Practice Report box opens.



2. From the **Which report would you like to use?** drop-down menu, confirm the **report** you want to run is selected.
3. In the **Report Name** field, enter a **name** for your report.
4. Click the **Report Date** drop-down menu and select a **start date**.
5. From the End Date field, select an **end date**.



Note: By default, the Report Name field contains the date you are running the report, along with the report name.

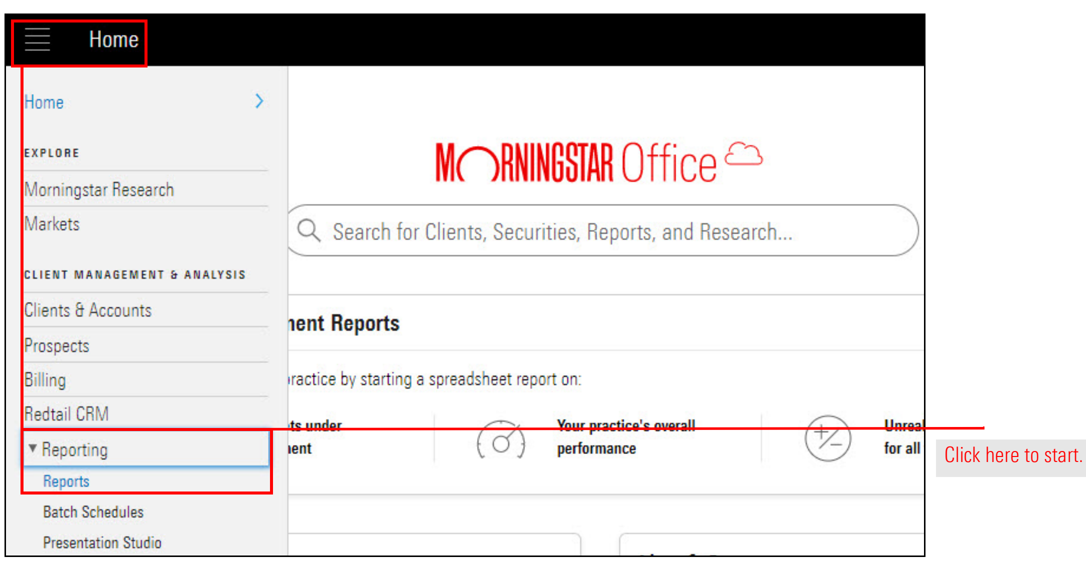
6. At the top of the window, click **Run**.

Exercise 2: Locate practice management reports

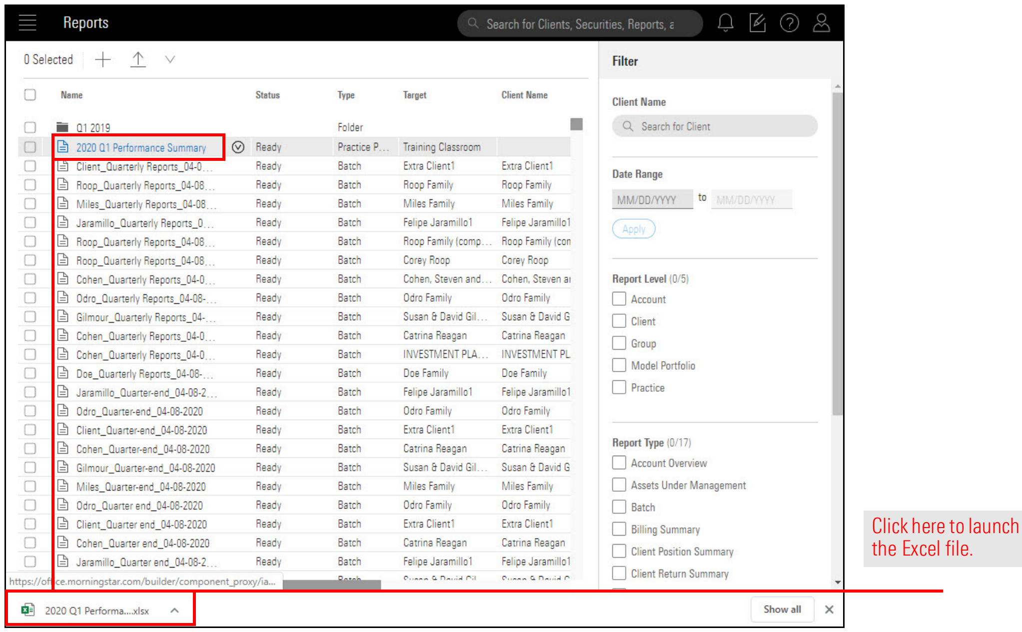
After you run a practice management report, the report generates in background. The time it takes to generate the report varies based on the size of your practice. Once complete, a notification appears.

To access your practice management report, do the following:

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



2. Click on the **practice management** report. The Excel file downloads.



3. Click on the **Excel** file.

Creating and Setting Client Report Settings

Overview

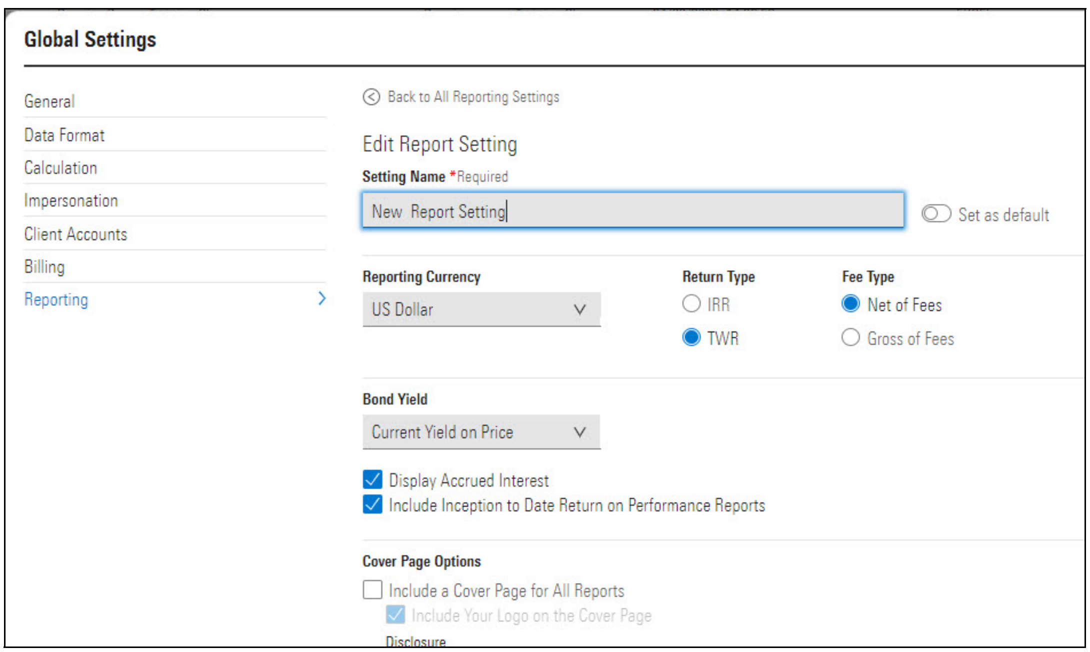
Now that you are familiar with the different standard reports available, think about the different reporting setting you want to apply to your clients. You can create a single Reporting setting to use as a default for all clients, or create multiple report settings to assign to clients individually.

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

- identify the different report setting options available (page 11)
- create report settings(page 13), and
- assign report settings to a client (page 14).

What settings are available to me?

Report settings allow you to automate the setting options for a single client or several clients at once. You can also assign a Report Setting as the default for all your clients.



Note the report setting options available here.

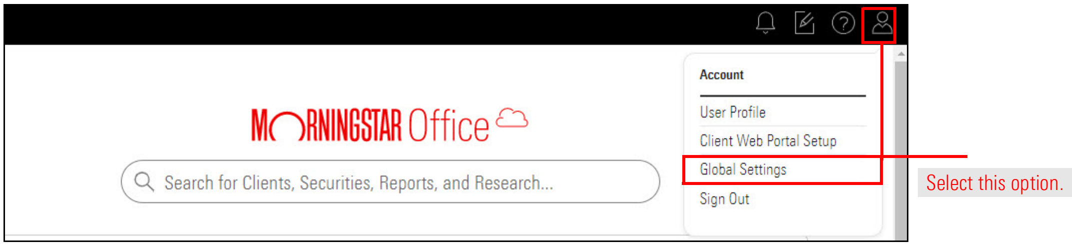
The following table describes the reporting settings options available:

This setting …	**Requires these actions …**
Setting Name	Type a unique name in this text box for each setting you create.
Set as Default	Click this slider to assign the Report Settings as the default report setting for all clients. The default report setting will be applied to all clients, however, you can override the default at the individual client level.
Reporting Currency	Select the currency you want displayed in reports.
Return Type	Select the methodology you want to use to calculate the performance return percentage: Money-weighted return (IRR): ▸ IRR calculates returns according to how much money is in an account within a given time period. Performance is affected by large additions or withdrawals into the account. In other words, IRR is highly affected by cash flows. Time-weighted return (TWR): ▸ TWR evenly distributes returns over time using daily valuations. This calculation is similar to comparisons of ending market value vs. beginning market value for each day's returns. Unlike IRR, where performance is affected by cash flows, TWR's performance is based on market conditions.
Fee Type	Choose whether you want management fees to be included in the market value of the report: ▸ Net of Fees: Management fees are included. ▸ Gross of Fees: Management fees are not included.
Bond Yield	Select the yield type you want to use to calculate Bond holdings from the following options: ▸ Current Yield on Price ▸ Current Yield on Cost ▸ Yield to Maturity on Price, or ▸ Yield to Maturity on Cost.
Display Accrued Interest	Check this box if you want accrued interest displayed on the report. If accrued interest is included on reports, then it should also be included in Billing Summaries you produce, to ensure consistency for clients.
Include Inception to date return on Performance Reports	Check this box to include a "Since Inception" column on performance reports.
Cover Page Options	Check this box to include a cover page when you generate a report. Once activated, check the box to include a disclosure. Then select the disclosure you want to include.

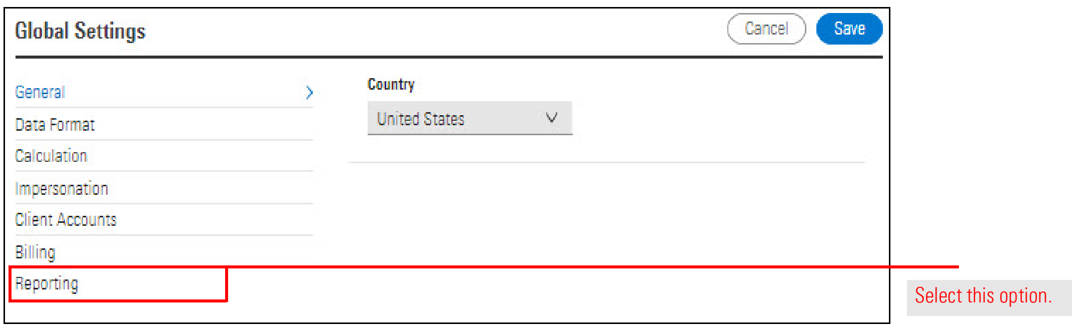
Exercise 3: Create Reporting Settings

Now that you are familiar with the report setting options available, the next step is to create report settings. Once created, you will assign the report setting to the Roop family. Do the following:

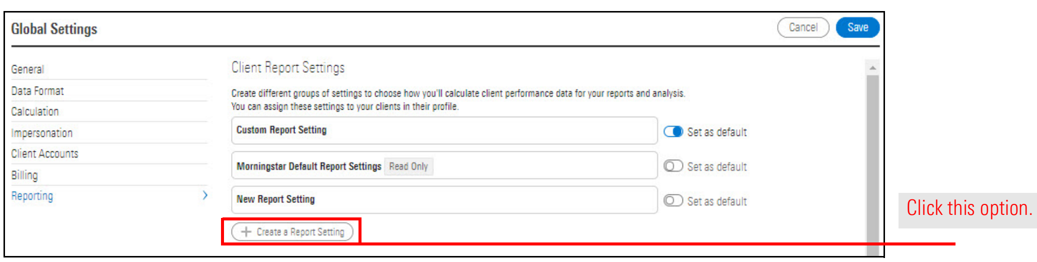
1. On the header, click the **Account** icon, then select **Global Settings**. The Global Settings window opens.



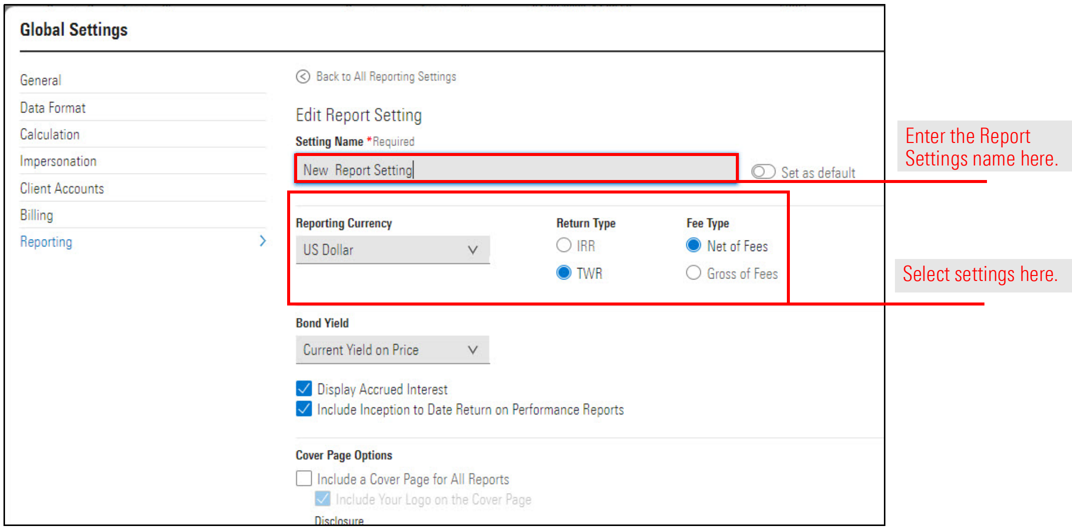
2. From the **Menu** on the left side of the dialog box, select **Reporting**.



3. In the **Client Report Settings** area, click **Create a Report Setting**.



4. In the **Setting Name** text field, type **New Report Setting.** Then select the following settings:
   - Reporting Currency - US Dollar
   - Return Type - IRR, and
   - Fee Type - Net of Fees.

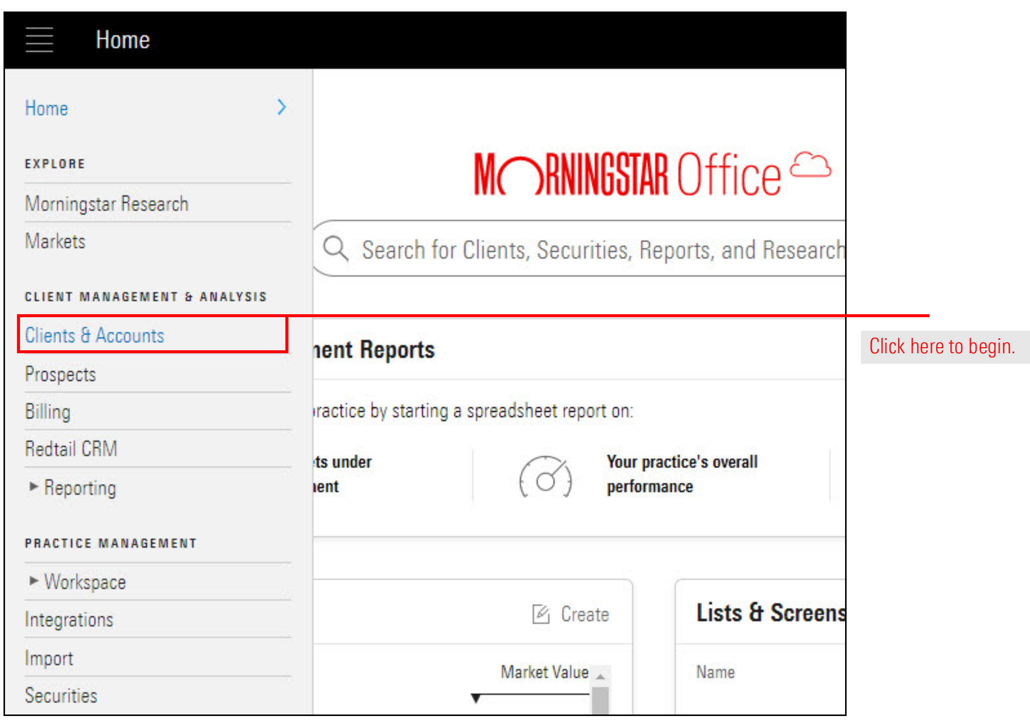


5. Click **Save Changes**.

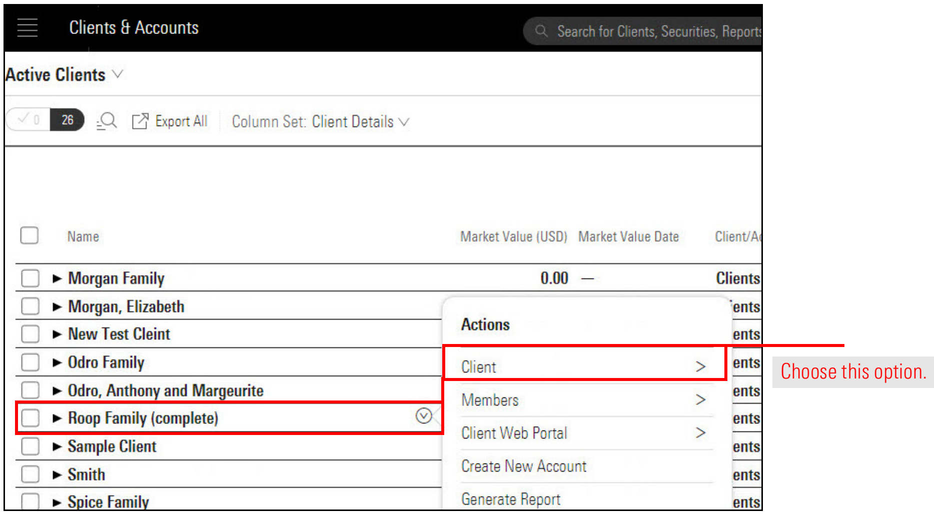
Exercise 4: Assign report settings to clients

Now that you've created report settings, you can assign those settings to the Roop family. Do the following:

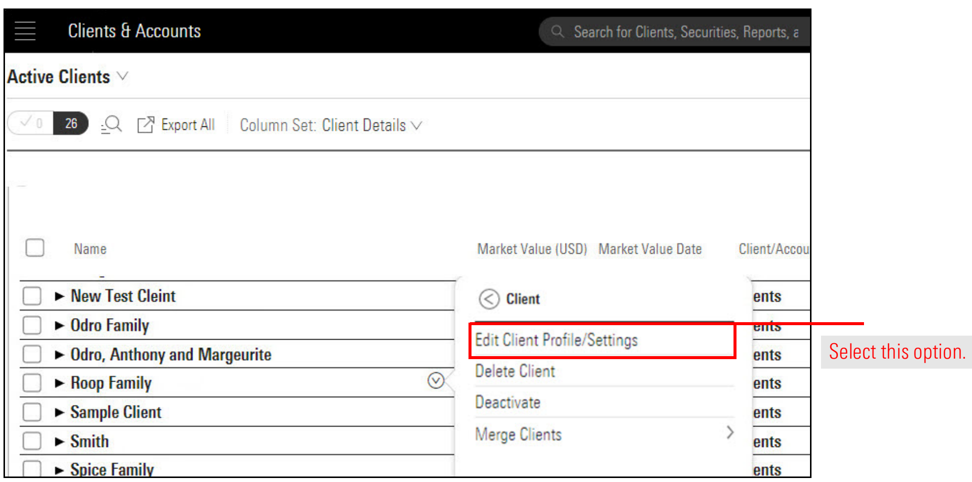
1. From the **Menu**, select **Clients & Accounts**. The Clients & Accounts page opens.



2. **Hover the cursor** over the **Roop Family** record, then from the **Actions** menu, select **Client**. The Client menu opens.

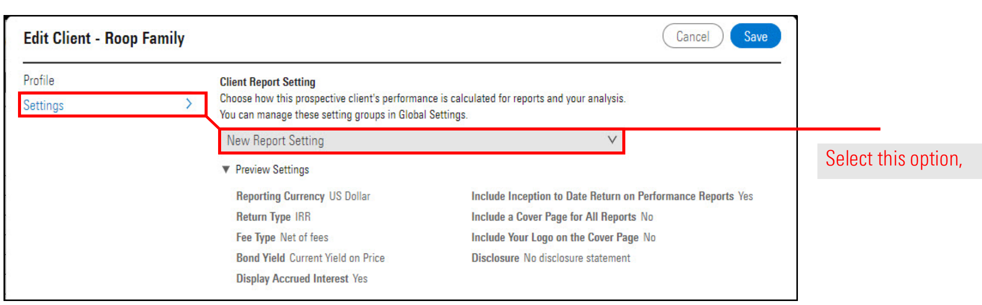


3. Select **Edit Client Profile/Settings.** The Edit Client window opens.



4. In the **Edit Client** window, select the **Settings** tab.
5. From the **Client Report Setting** drop-down menu, select **New Report Setting.**

☞ Note: Click the caret next to Preview Settings to review the settings you've just assigned.



6. Click **Save**.

Generating and Viewing Client and Account Reports

Overview

With Morningstar Office Cloud, you can generate reports quickly to prepare for client meetings or to evaluate accounts and portfolios. Once generated, you can share the reports with your clients either during an in-person meeting or by quickly uploading the reports to the Client Web Portal.

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

- run a client-level report (page 16)
- run an account-level report (page 19)
- run a Quick Snapshot report (
- enable popup blockers (page 20)
- view, download, print, email, and publish a report to a Client Web Portal (page 23)
- upload a report (page 25)
- change report or uploaded document assignment (page 27)
- remove client from report or uploaded document assignment
- create a report folder (page 30)
- manage report folders (page 31)
- download multiple reports at once (page 33)
- archive a report (page 34)
- restore an archived report, (page 35), and
- delete a report. (page 36).

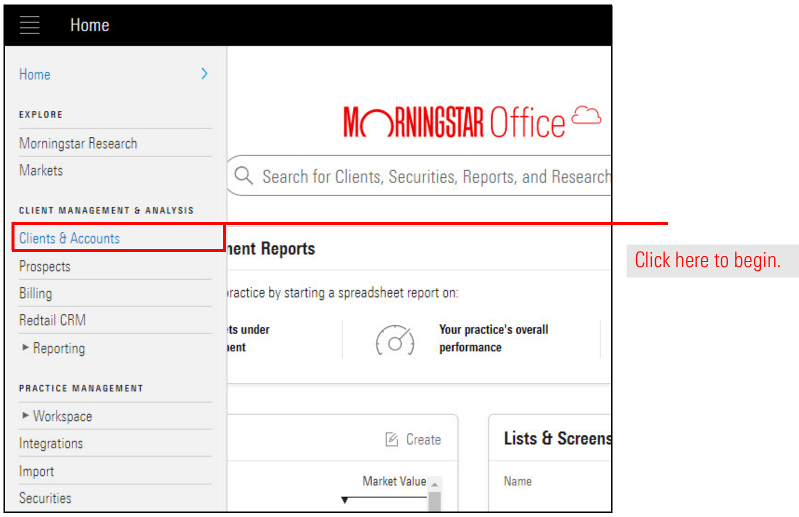
Exercise 5: Run a client-level report

In a client-level report, all of a client's accounts are aggregated into a single report. The report provides an overall look at the client's entire portfolio. In this exercise, you will run the Client Return Summary for the Sample Client.

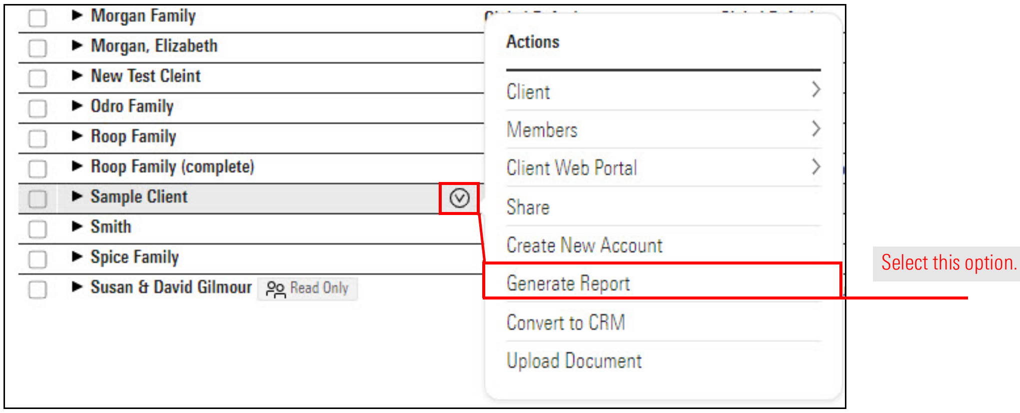
☞ Note: The Sample Client is included as part of your new subscription.

To run the Client Return Summary, do the following:

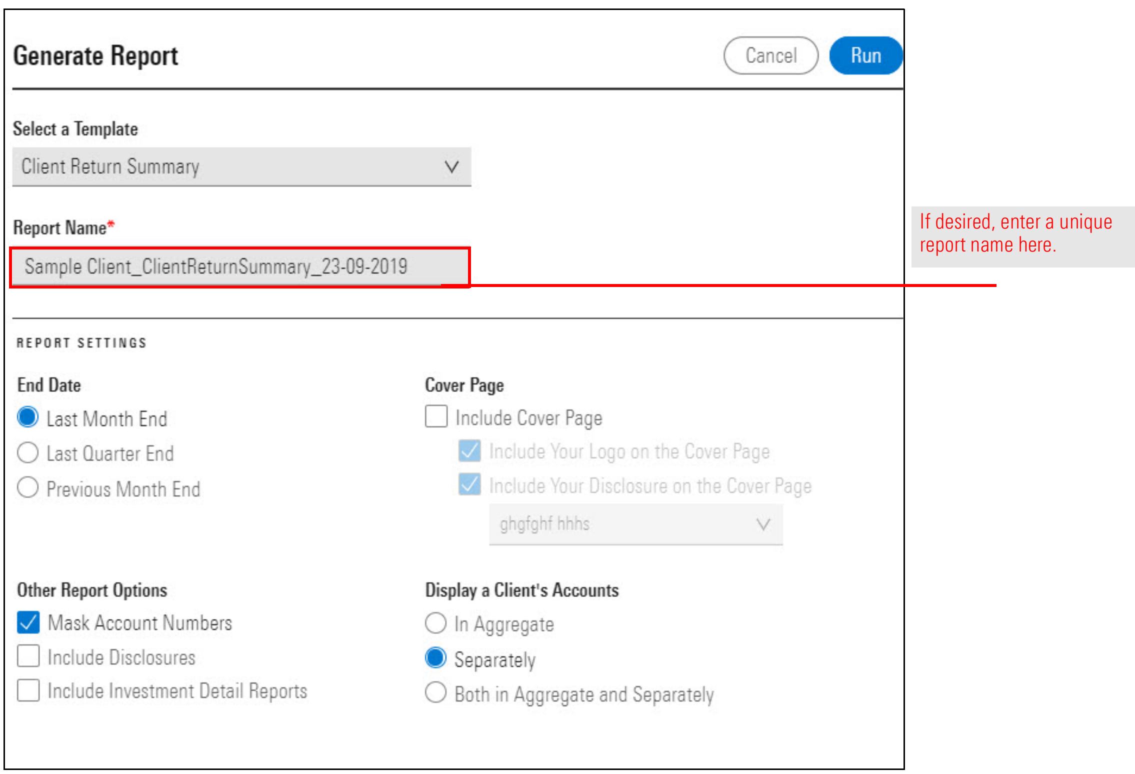
1. From the **Menu**, select **Clients & Accounts**. The Clients & Accounts page opens.



2. From the **Grid**, locate **Sample Client**.
3. **Hover the cursor** over the **Sample Client** row, then click the **Actions** icon.
4. From the Actions menu, select **Generate Report.** The Generate Report window opens.



5. From the **Select a Template** menu, select **Client Return Summary**.
6. In the **Report Name** field, type a **unique name** for your **Client Return Summary** report (if desired).



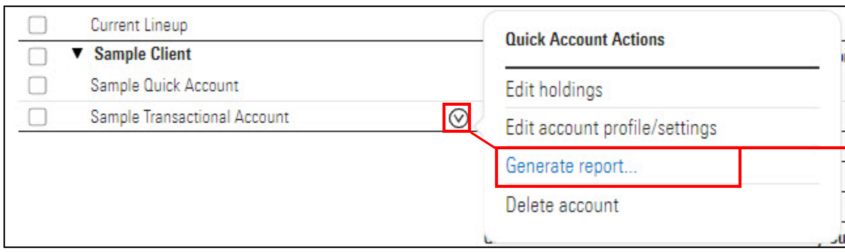
7. Click **Run**. An alert opens, informing you that the report is generating. Once complete, your report **opens in a separate browser**.

Exercise 6: Run an account-level report

An account-level report provides details on an individual account. In this exercise, you will run the Performance Summary for the Sample Transactional Account.

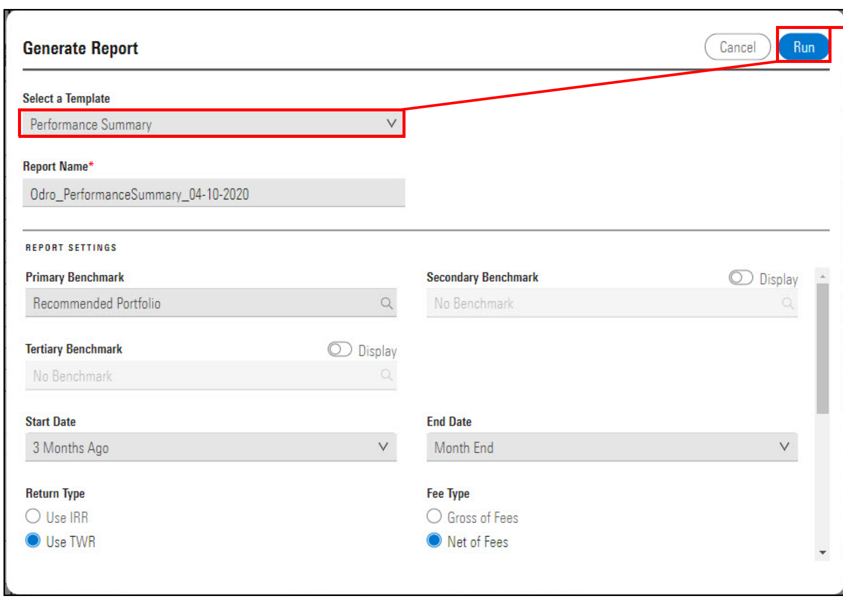
To run the Performance Summary, do the following:

1. From the **Sample Client** row, click the **arrow** next to the Sample Client. Accounts appear.
2. **Hover the cursor** over the **Sample Transactional Account** row. The Actions icon appears. Click the **Actions** icon.
3. From the Actions menu, select **Generate Report.** The Generate Report window opens.



Select this option.

4. From the **Select a Template** drop-down menu, select **Performance Summary**.
5. Click **Run**. An alert opens, informing you that the report is generating. Once complete, your report opens in a separate tab.



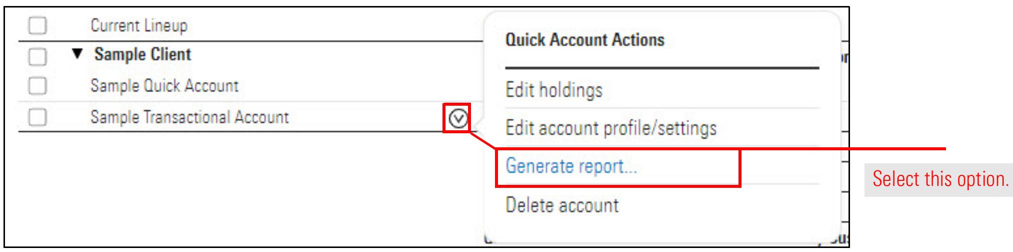
After selecting the Performance Summary, click here.

Exercise 7: Run a Quick Snapshot report

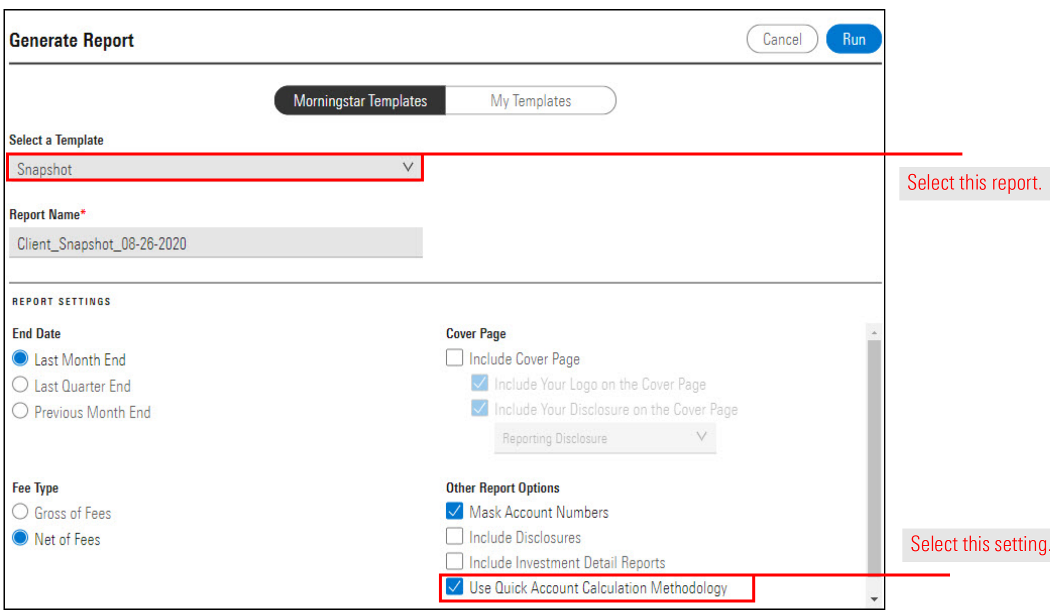
In some cases, you may want to run a Quick Snapshot report. This report includes the same data categories as the Snapshot report, but it does not take account transactions into consideration. Return figures and performance graphs for accounts and portfolios go back 10 years. In addition, the Quick Snapshot report is FINRA-reviewed.

To run a Quick Snapshot report, do the following:

1. From the **Sample Client** row, click the **arrow** next to the Sample Client. Accounts appear.
2. **Hover the cursor** over the **Sample Transactional Account** row. The Actions icon appears. Click the **Actions** icon.
3. From the Actions menu, select **Generate Report.** The Generate Report window opens.



4. From the **Select a Template** drop-down menu, select **Snapshot**.
5. In the **Report Settings** area, under **Other Report Options,** click **Use Quick Account Calculation Methodology.**



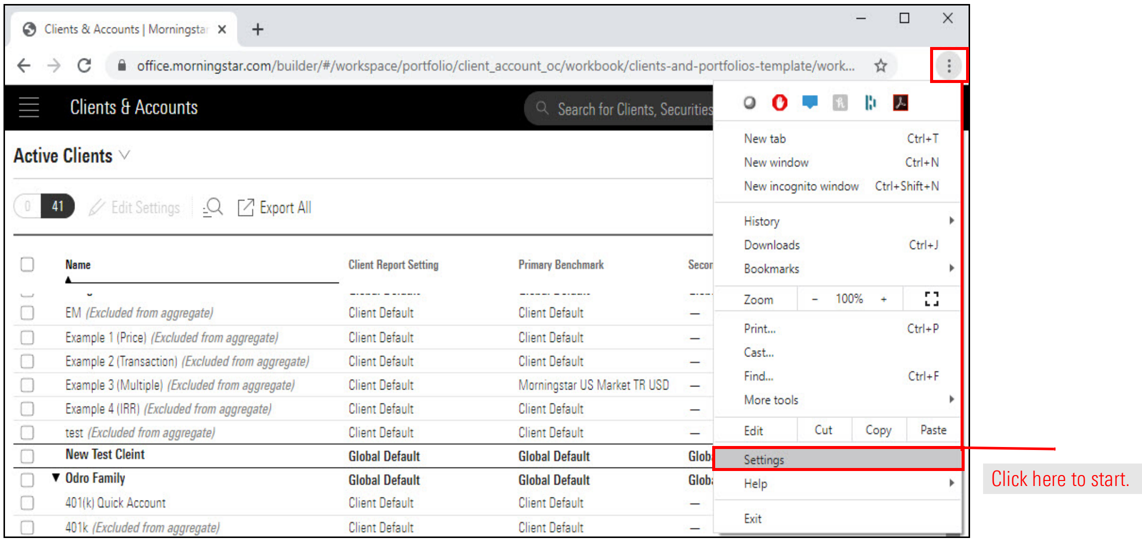
6. Click **Run.**

What do I do if my report does not open?

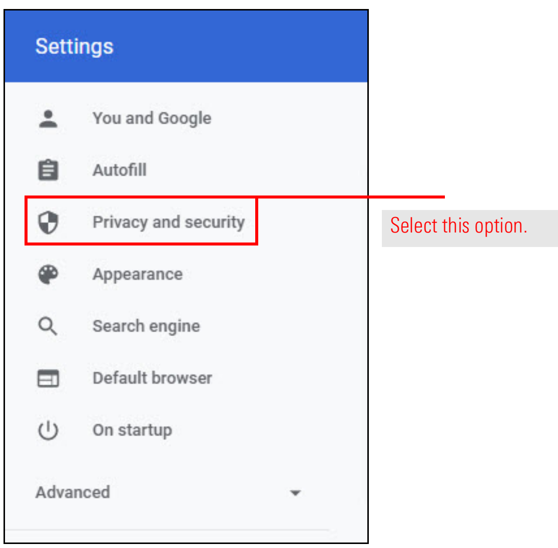
If you have blocked pop-ups and redirects for your browser, you must add office.morningstar.com to the Allow area within browser settings.

To allow pop-ups for Morningstar Office Cloud in Chrome, do the following:

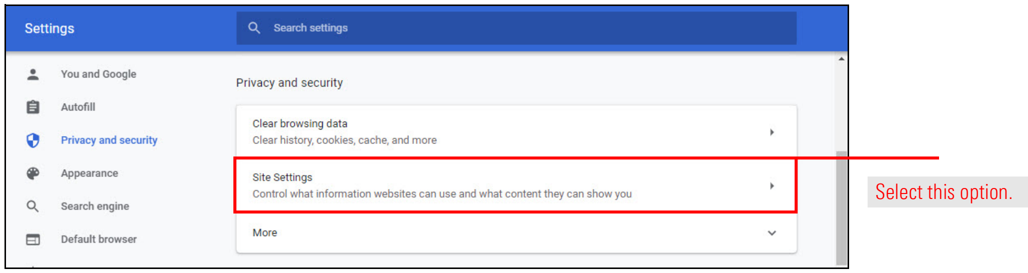
1. In the browser header, click the **rightmost icon**. Then select **Settings**. The Settings dialog box opens.



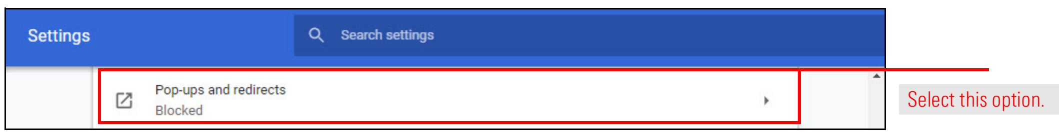
2. On the left-hand side of the Settings page, select **Privacy and security**.



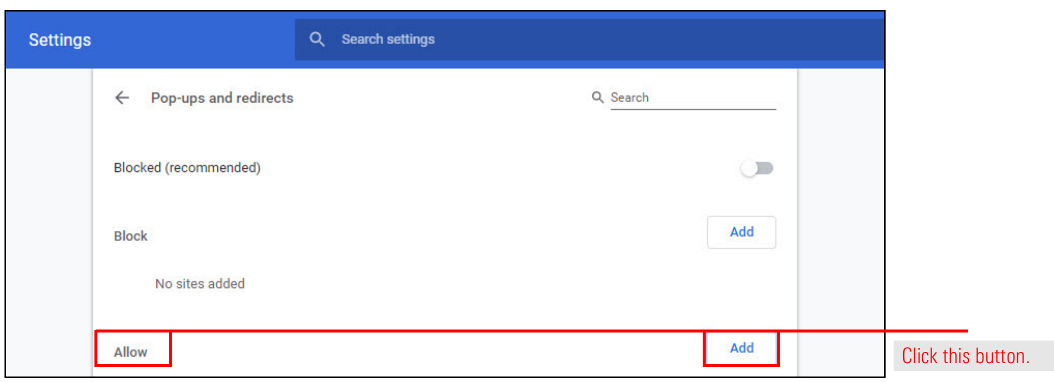
3. On the **Privacy and Security** page, select **Site Settings**.



4. From the **Site Settings** area, select **Pop-ups and Redirects**.



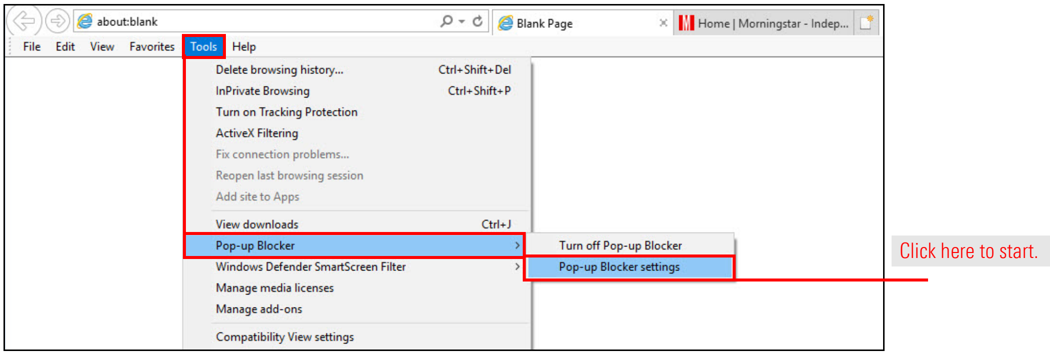
5. From the **Allow** area, click **Add**. The Add a Site box opens.



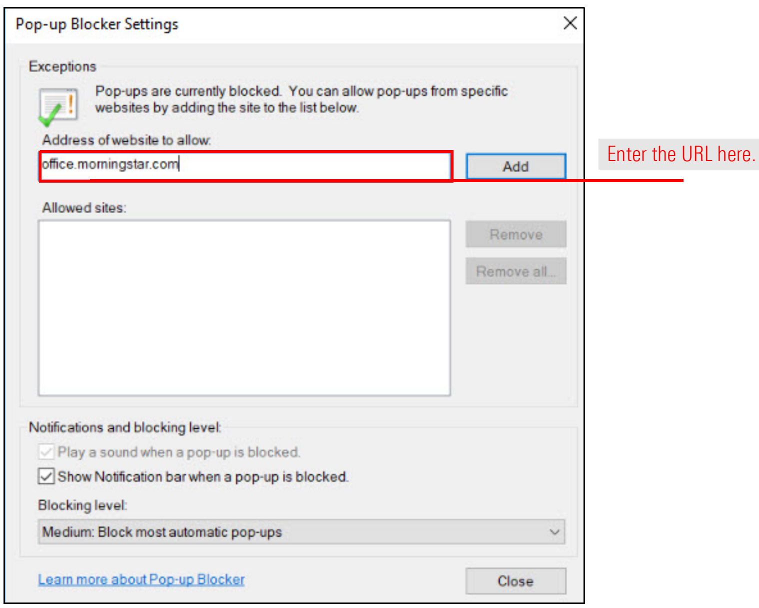
6. In the Add a Site text field, type **office.morningstar.com**. Then click **Add**. Close the Settings tab.

To allow pop-ups for Morningstar Office Cloud in Internet Explorer, do the following:

1. In the browser header, from the **Tools** menu, select **Pop-up Blocker > Pop-up Blocker Settings**. The Pop-up Blocker Settings box opens.



2. In the **Address of Website to Allow** field, type **office.morningstar.com**, then click **Add**.



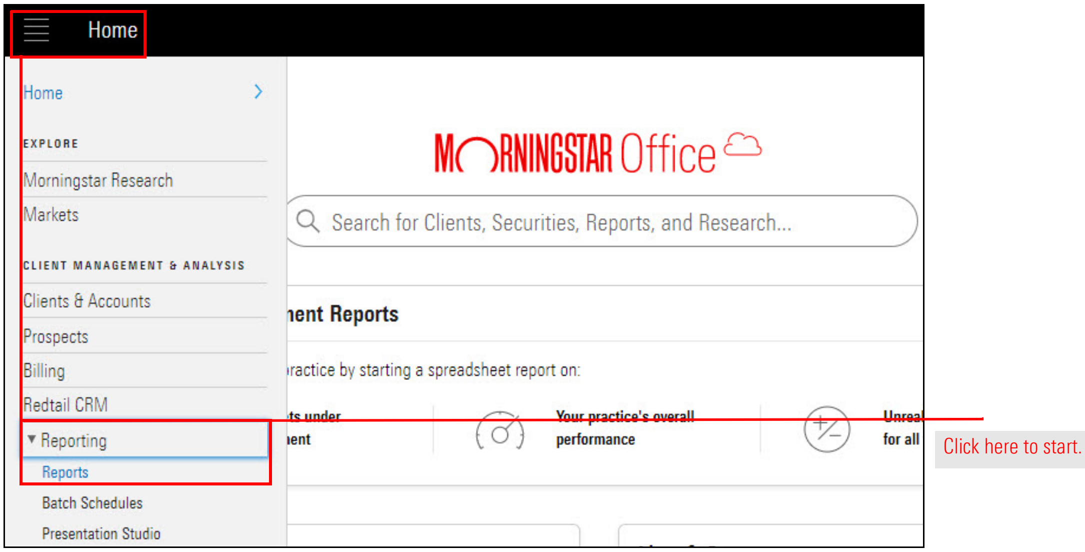
3. Click **Close**.

Continue to the next exercise to learn how to view the report from inside Morningstar Office Cloud.

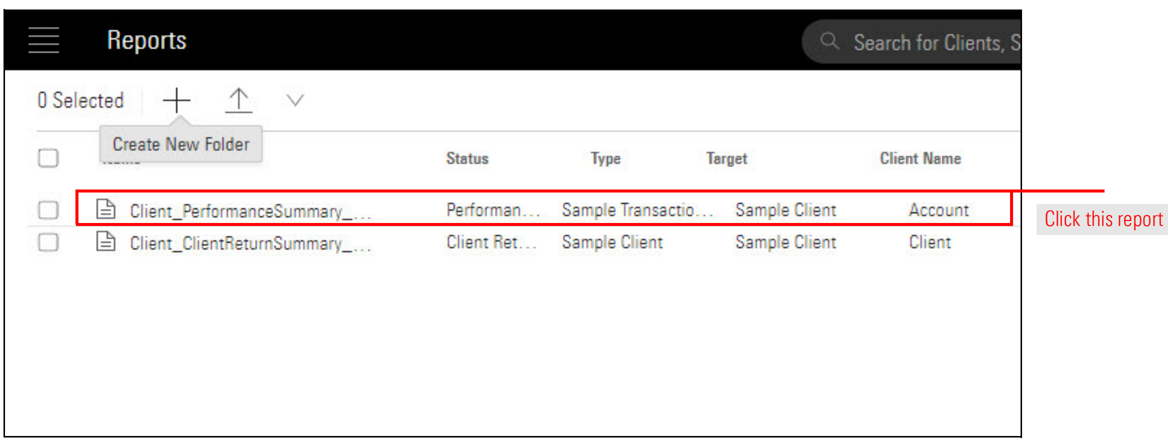
Exercise 8: View, download, print, email, and publish the report to a Client Web Portal

At the end of Exercise 5 on page 16, your report opened in a separate browser. To view the report from inside Morningstar Office Cloud, do the following:

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

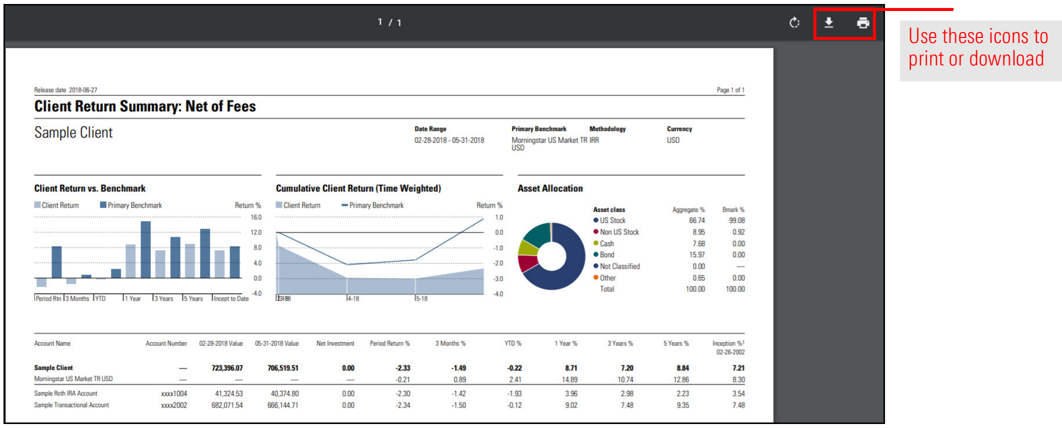


2. To view the report, click the **report name**. The report opens as a PDF in a separate browser tab or window.

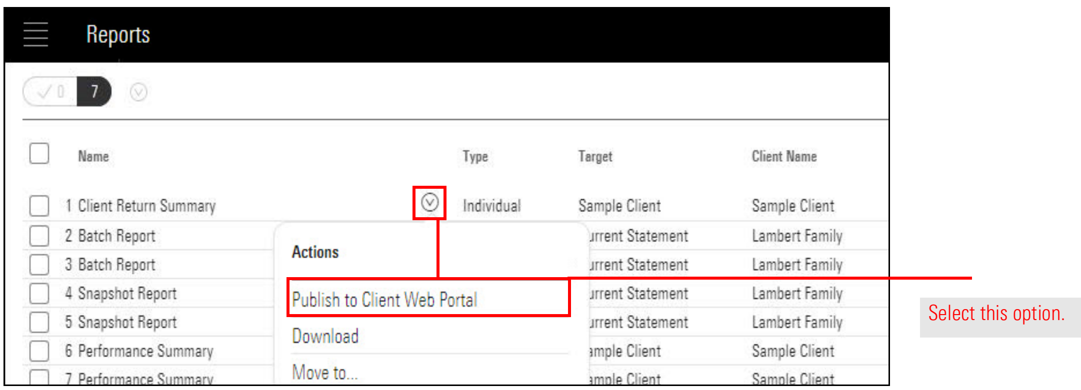


Note: The most recently run report appears at the top of the list.

3. On the header, use the icons to **print** or **download** the report to your local drive.



4. To publish the report to the Client Web Portal, frtom the **Client Return Summary** row's **Actions** menu, select **Publish to Client Web Portal**.



To learn more about the Client Web Portal, read Using the Client Web Portal.

Exercise 9: Upload outside documents to Morningstar Office Cloud

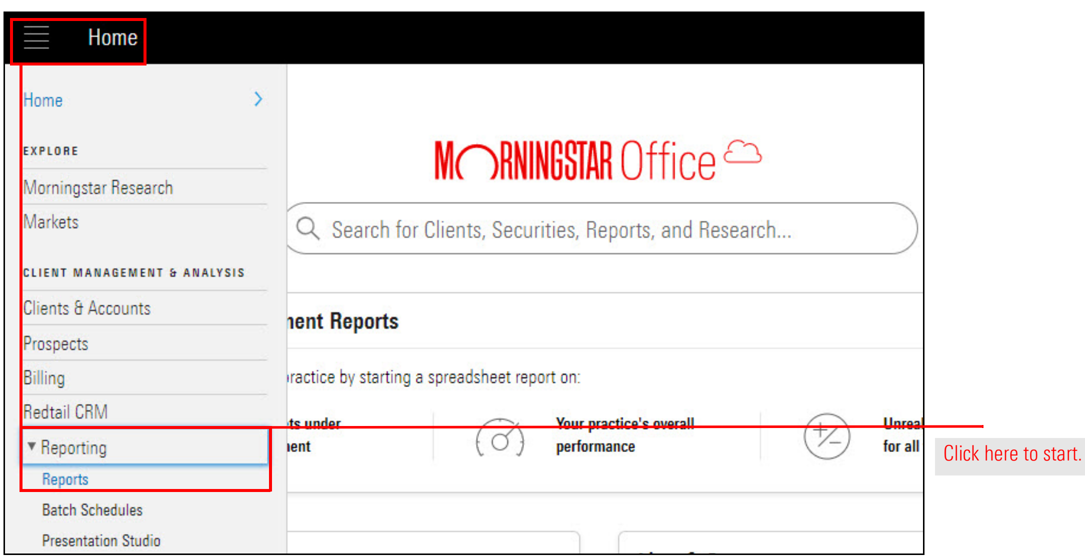
In some cases, you may want to bring an outside document into Morningstar Office Cloud, such as a quarterly newsletter or market commentary. Once uploaded, you perform the same tasks as a report generated within Morningstar Office Cloud, such as moving the document into folders, archiving, and publishing to the Client Web Portal.

Uploaded reports must be under 10 MB. The following file types can be uploaded into the platform:

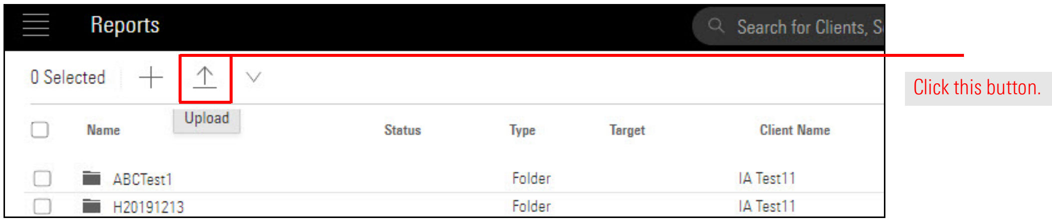
File Type	File Extension
Microsoft Word document	.doc
Microsoft Work 2007 document	.docx
Microsoft Excel workbook	.xls
Microsoft Excel 2007 workbook	.xlsx
Adobe Acrobat file	.pdf
Microsoft XPS document	.xps
Text file	.txt
Bitmap image	.bmp
GIF image	.gif
JPEG image	.jpeg
PNG image	.png
Zip file	.zip

To upload an outside document into Morningstar Office Cloud, do the following:

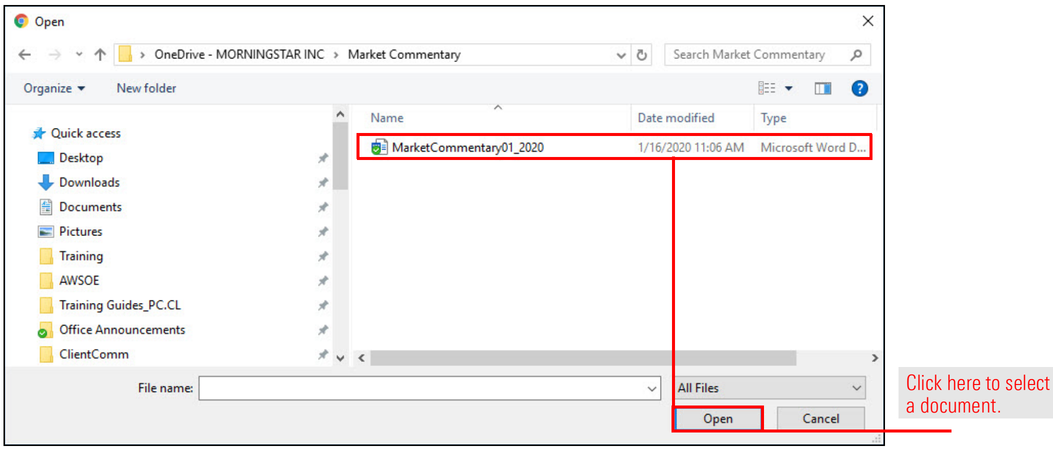
1. From the **Menu**, select **Reporting > Reports.** The Reports page opens.



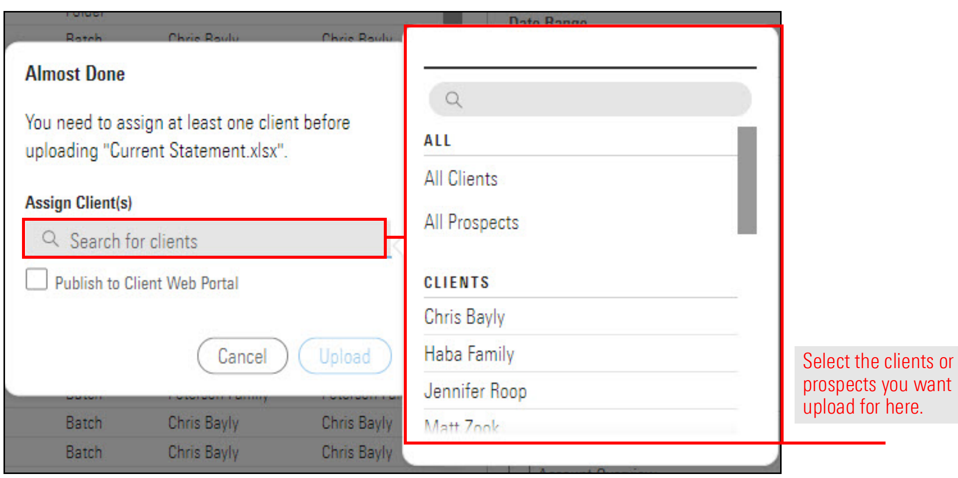
2. On the header, click **Upload**. Your system's File Explorer opens.



3. Navigate to the **document** you want to upload. Then click **Open**. The Assign Client box opens.



4. If you are using an administrator login, from the **Select Advisor** drop-down menu, select the **advisor** to upload the report to.
5. Click inside the **Search for clients** field. A new menu opens.
6. Select **All Clients/Prospects** or type the individual client(s)/prospect(s) you want to include.



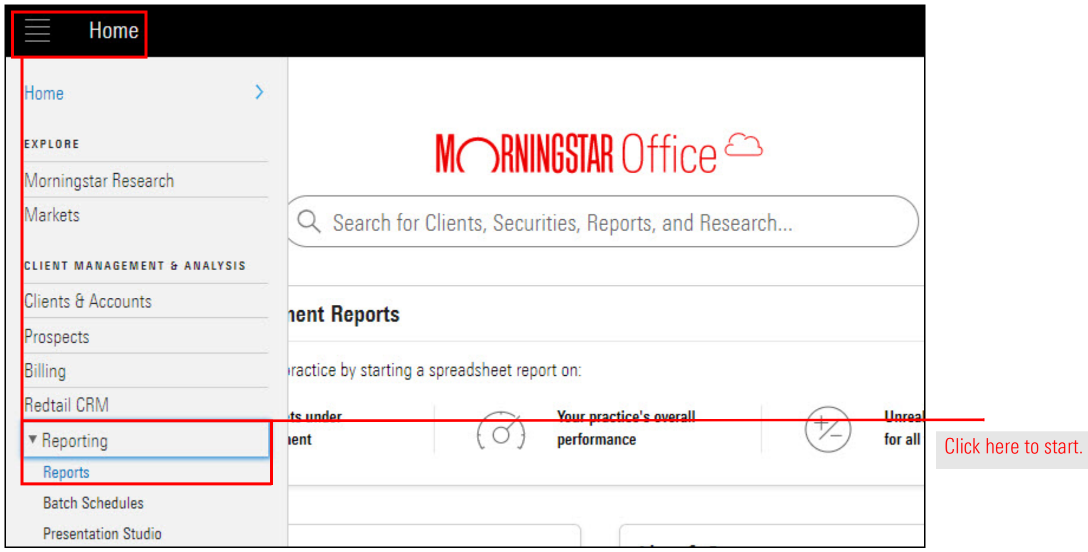
☞ Note: To publish to the selected client's Client Web Portal immediately, check the box next to Publish to Client Web Portal/

7. Click **Upload**. The outside document is available at the top of the Reports page.

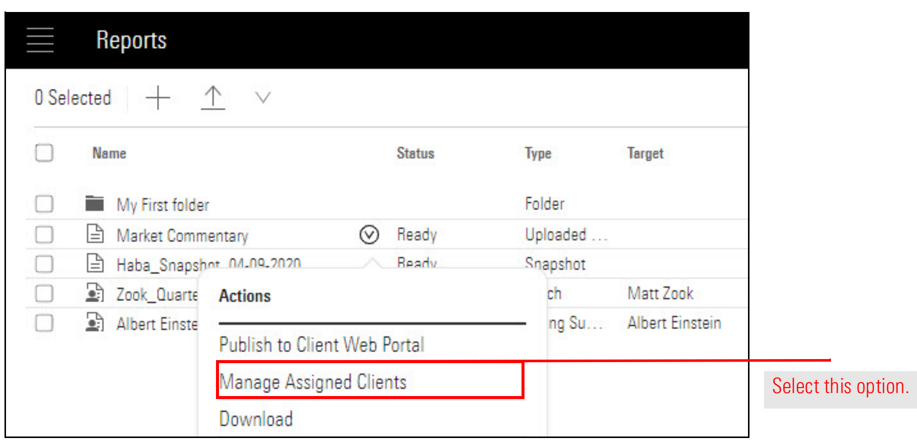
Exercise 10: Change the assignment of a report or uploaded document

You may need to reassign a report or uploaded document or assign a report or uploaded document to multiple clients. To reassign or assign reports and uploaded documents to multiple clients, do the following:

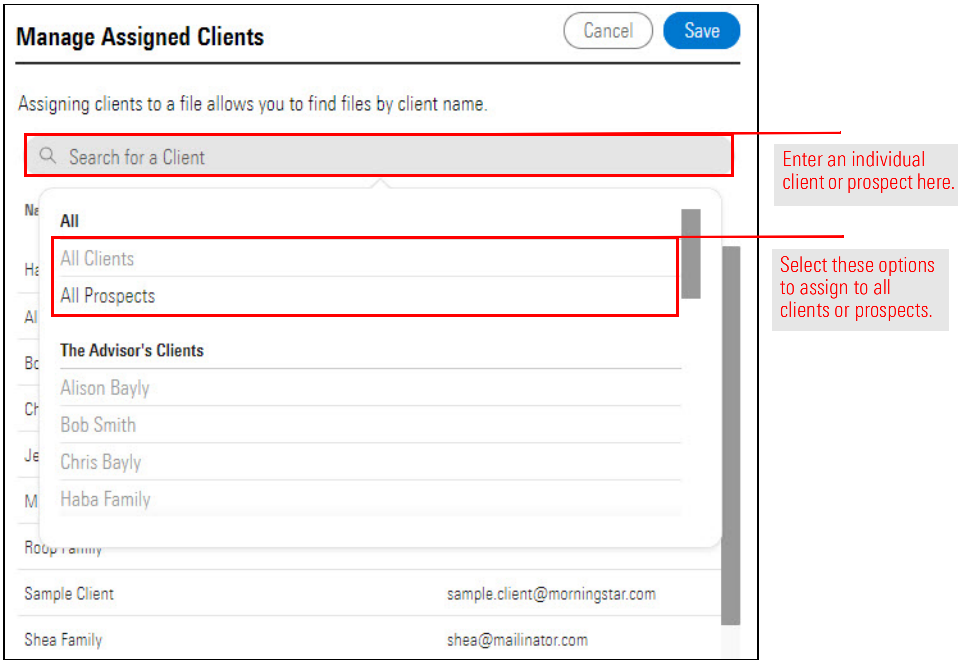
1. From the **Menu**, select **Reporting > Reports.** The Reports page opens.



2. **Hover the cursor** over the **report** for which you want to change the assignment. The Action menu opens.
3. Select **Managed Assigned Clients**. The Managed Assigned Clients box opens.

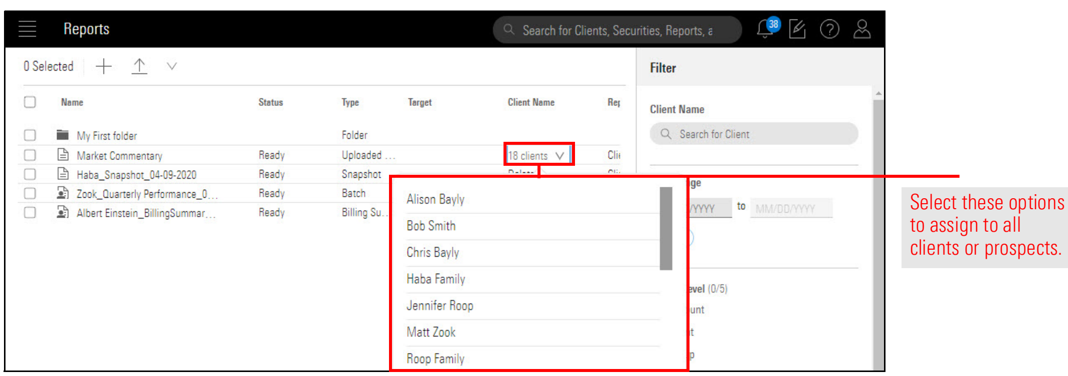


4. In the **Search for Client** field, enter an **individual client/prospect** or select **All Clients/All Prospects.**



5. Click **Save**.

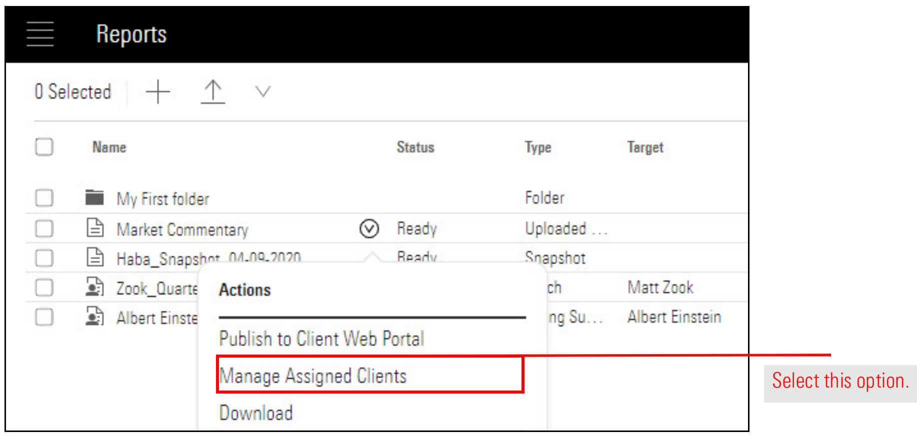
To validate the change to a report or uploaded document assignment, locate the Client Name column within the Reports grid.



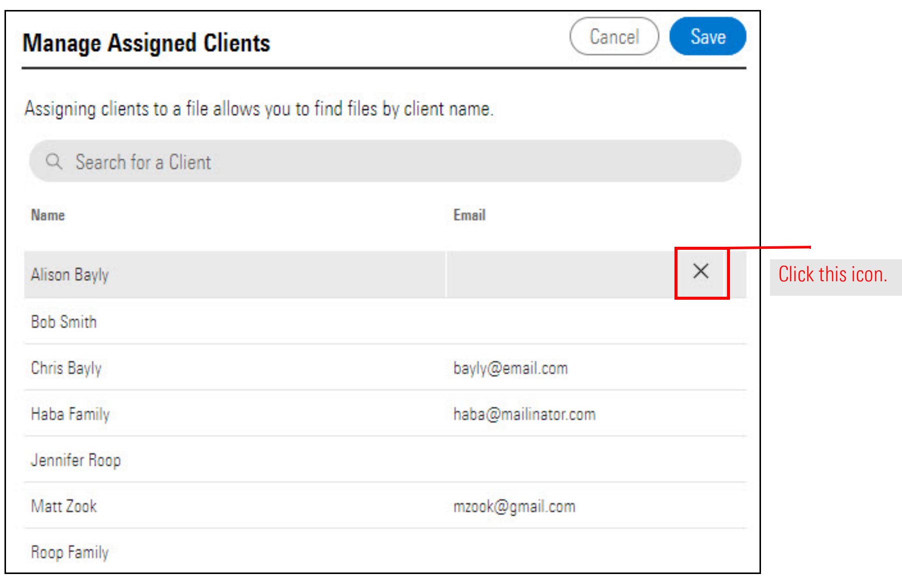
Exercise 11: Remove a client from a report assignment

In addition to assigning clients to report, use the Managed Assigned Clients feature to remove a client from a report or uploaded document assignment. Do the following:

1. **Hover the cursor** over the **report** for which you want to remove a client. The Action menu opens.
2. Select **Managed Assigned Clients**. The Managed Assigned Clients box opens.



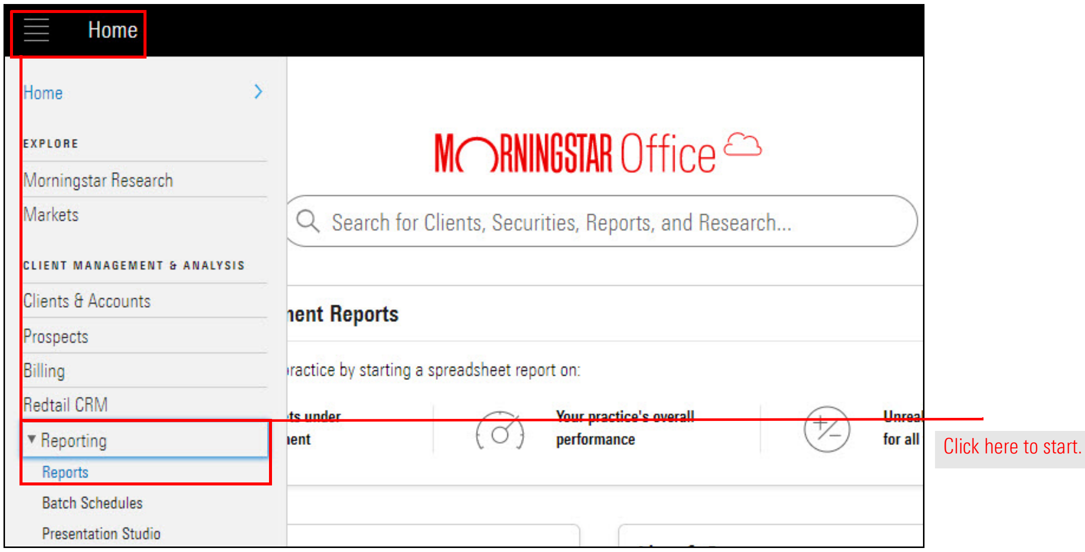
3. **Hover the cursor** over the **client** you want to remove. Then click the **X** icon.



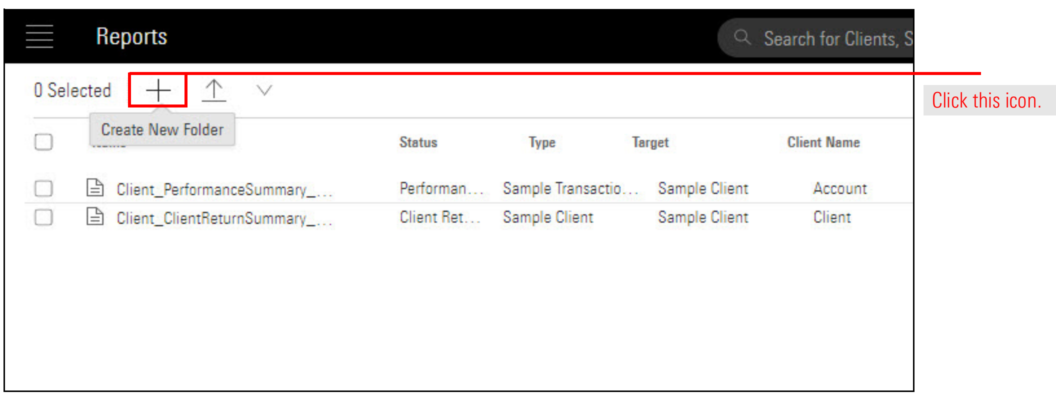
Exercise 12: Create a report folder

Create folders to keep your Reports page organized. Once created, you can move existing reports into the new folder. To create folders, do the following:

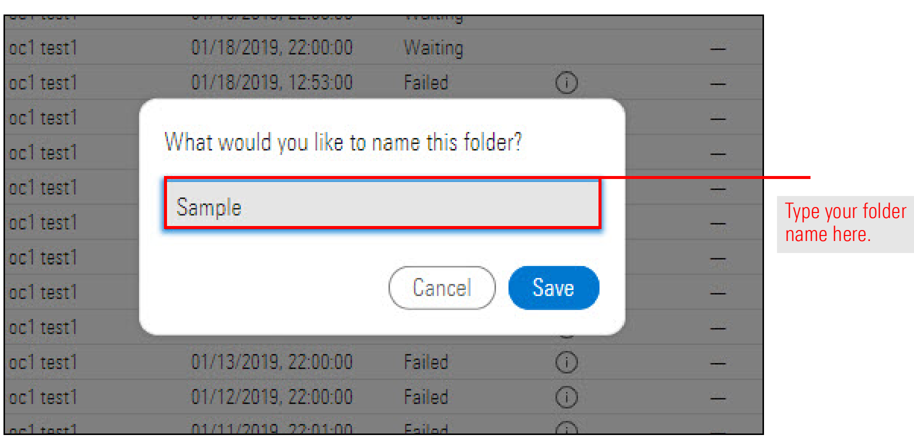
1. From the **Menu**, select **Reporting > Reports.** The Reports page opens.



2. On the header, click the **Create New Folder** icon. A dialog box opens.



3. In the **Untitled Folder** text field, type **Sample**.



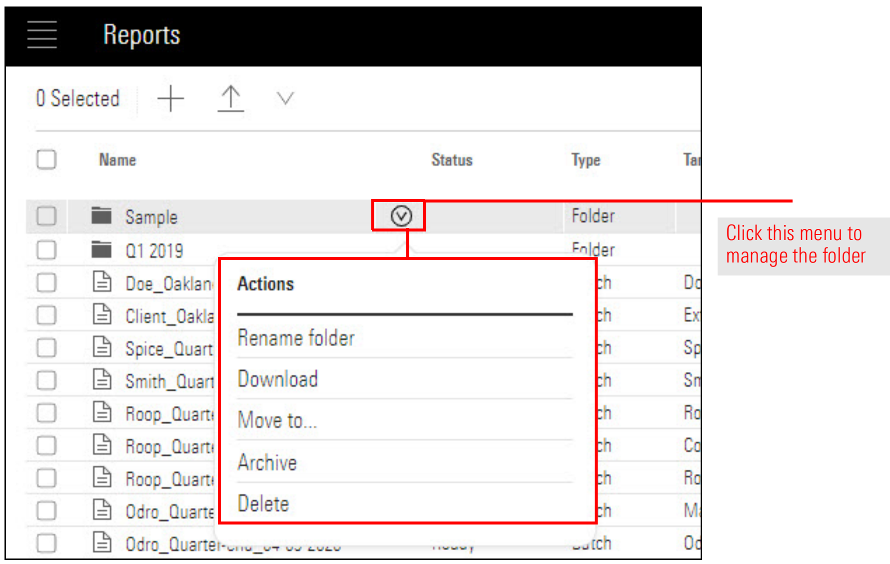
4. Click **Save**. Remain on the Reports page.

How do I manage folders after I create it?

Once created, use the Actions menu to manage each folder, including the following tasks:

- Rename the folder
- Move the folder into an existing folder
- Archive the folder, and
- Delete the folder.

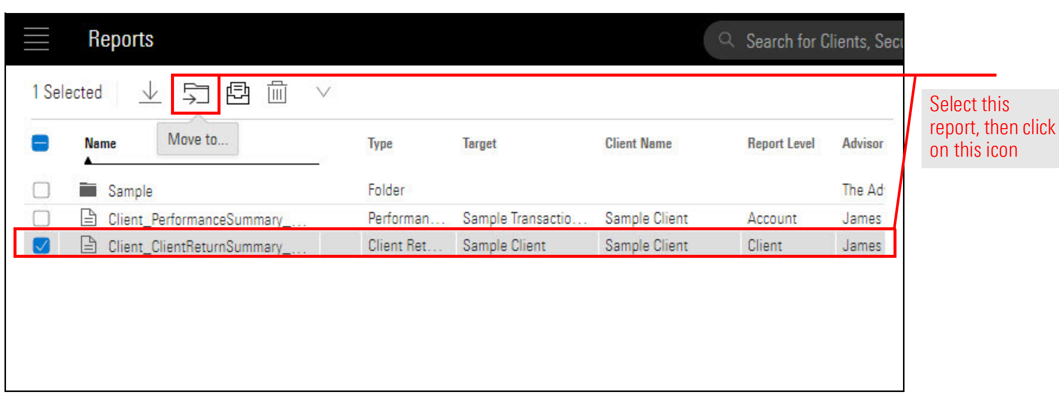
To access the Actions menu, hover the cursor over the folder your want to manage. Then make a selection from the Actions menu.



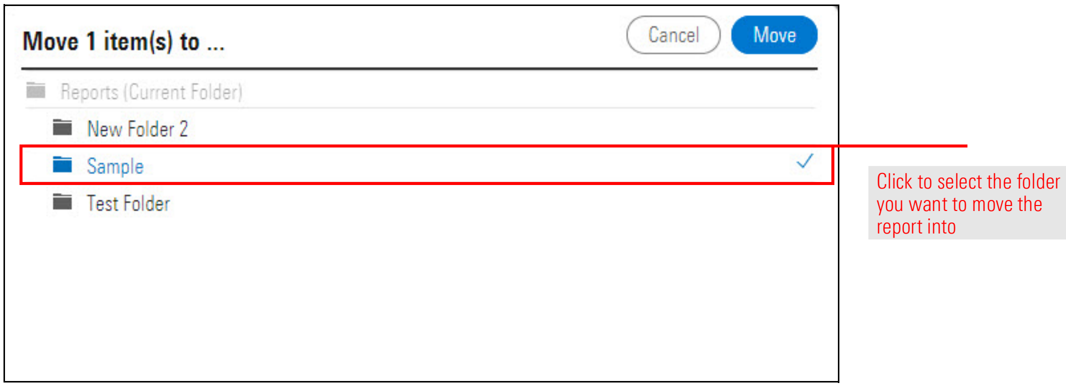
Exercise 13: Move a report into a folder

In this exercise, you will move the report you created in Exercise 5 on page 16 into the Sample folder. To move a report into a folder, do the following:

1. From the Report page, select the **Client Return Summary** report. Then click the **Move To** icon. The Move Items box opens.



2. From the Move Items dialog box, select the **Sample** folder.



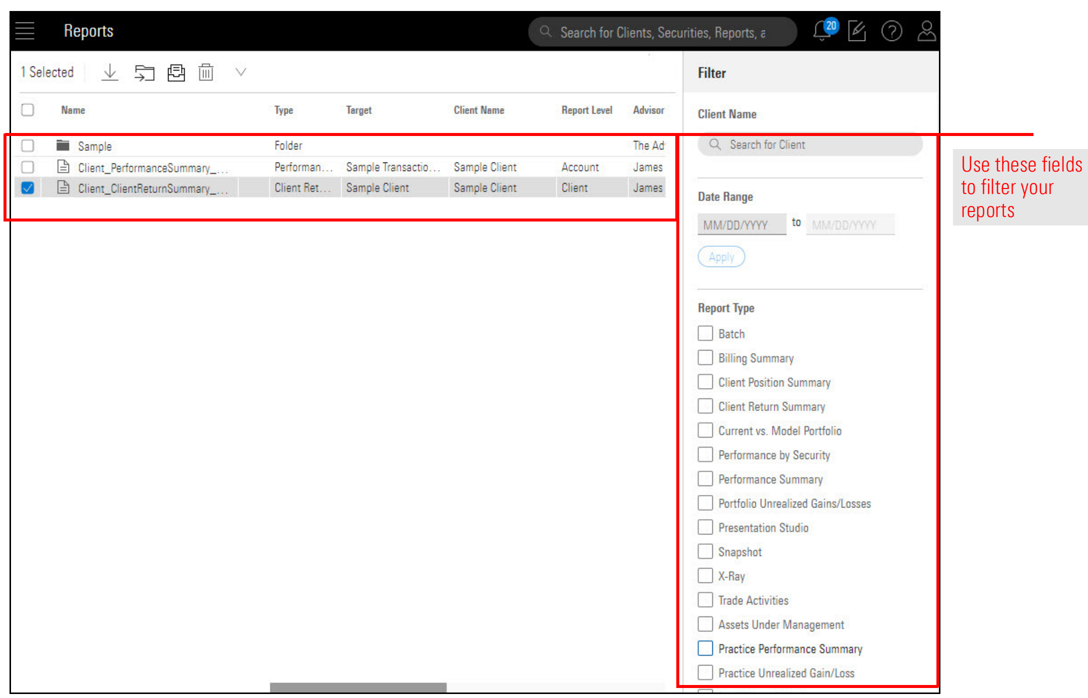
3. Click **Move**.

How do I filter reports?

In some cases, you may need to locate a report your created earlier, or group all the reports you've created for a single client or date range together. Reports can be filtered according to the following:

- Client Name
- Date Range
- Report Type
- Client Level

You can apply more than one filter at a time, and the number of reports on the page will reduce as you add more fields.

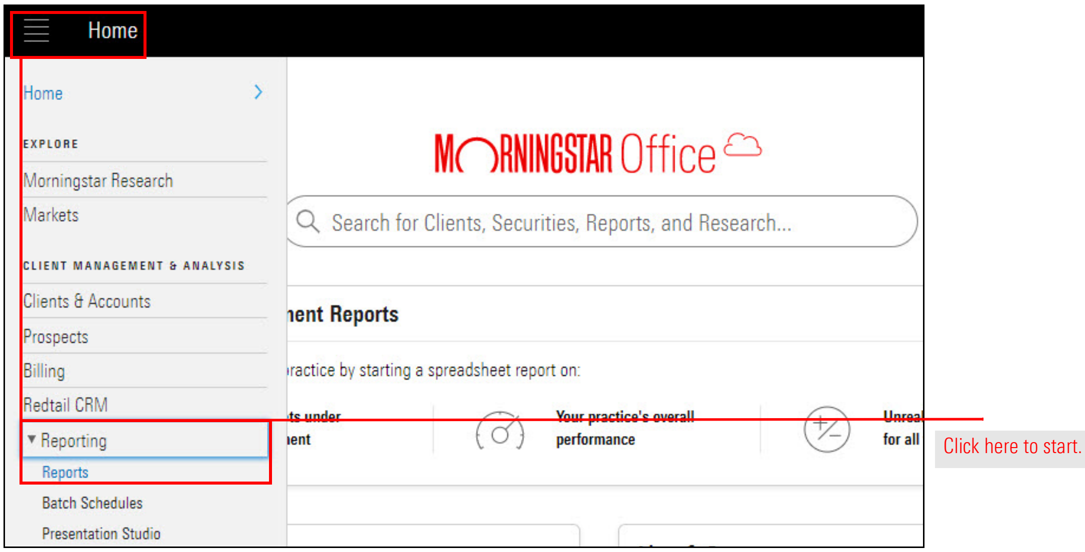


Exercise 14: Download multiple reports at once

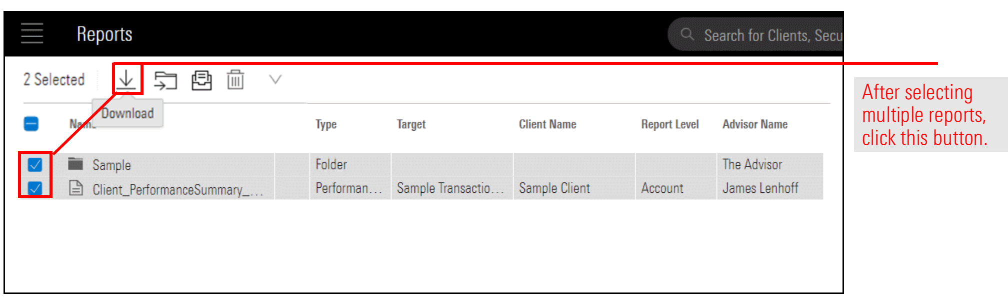
In the exercises above, you practiced generating a client report and an account report for Sample client. You also created a report folder and moved the client report into it.

In this exercise, download the Performance Summary report and the Sample folder at once. Once downloaded, reports are compiled in a zip folder, located at the bottom of your screen. Do the following:

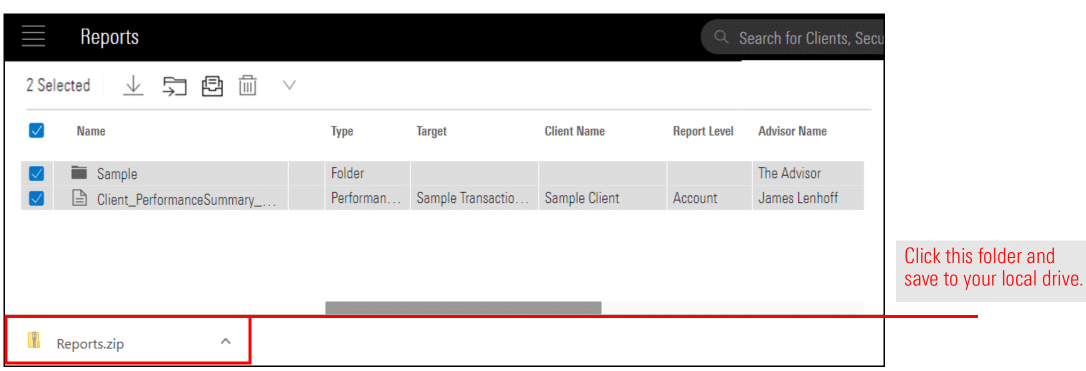
1. From the **Menu**, select **Reporting > Reports.** The Reports page opens.



2. Select the **Performance Summary** and the **Sample** folder, then click the **Download** icon.



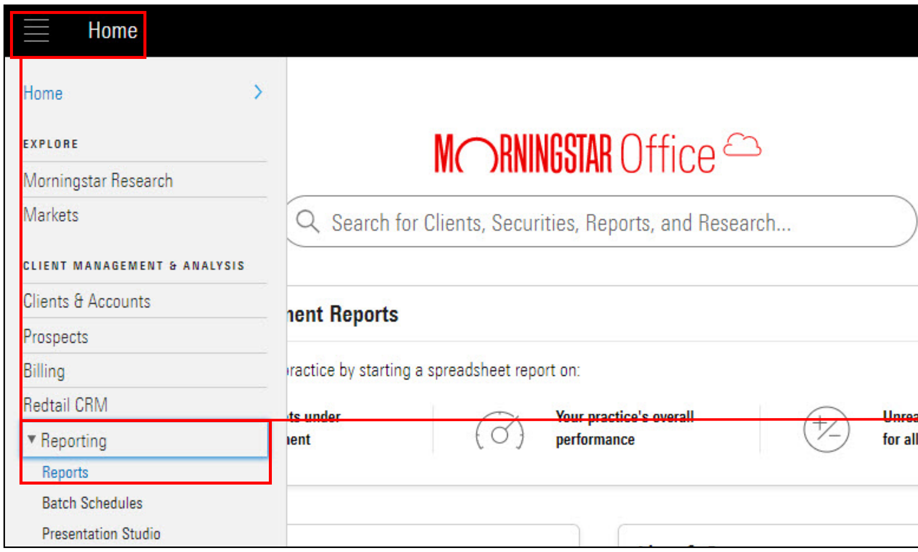
3. Your reports will generate inside a **zip folder** on the bottom of your screen. Click the folder and save to your local drive.



Exercise 15: Archive a report

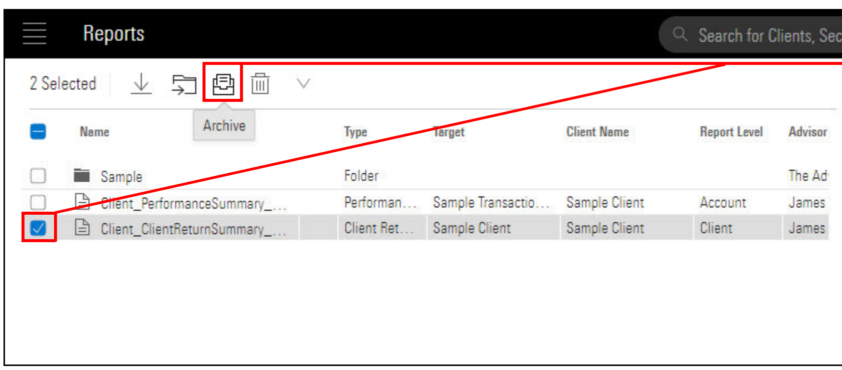
If you want to remove a report from the Reports page, use the Archive feature. Archiving will remove reports you no longer want to include in your master reports list, however, it will not permanently delete the report. You can view all archived reports and return them to the Reports page when needed. To Archive a report, do the following:

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



Click here to start.

2. To archive the report, click the checkbox next to the **report name**, then click **Archive.**

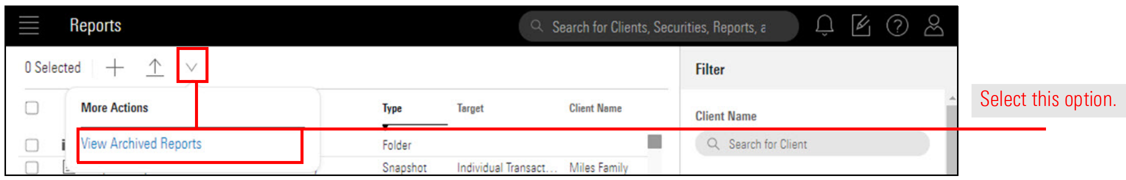


Select this report, then click this icon.

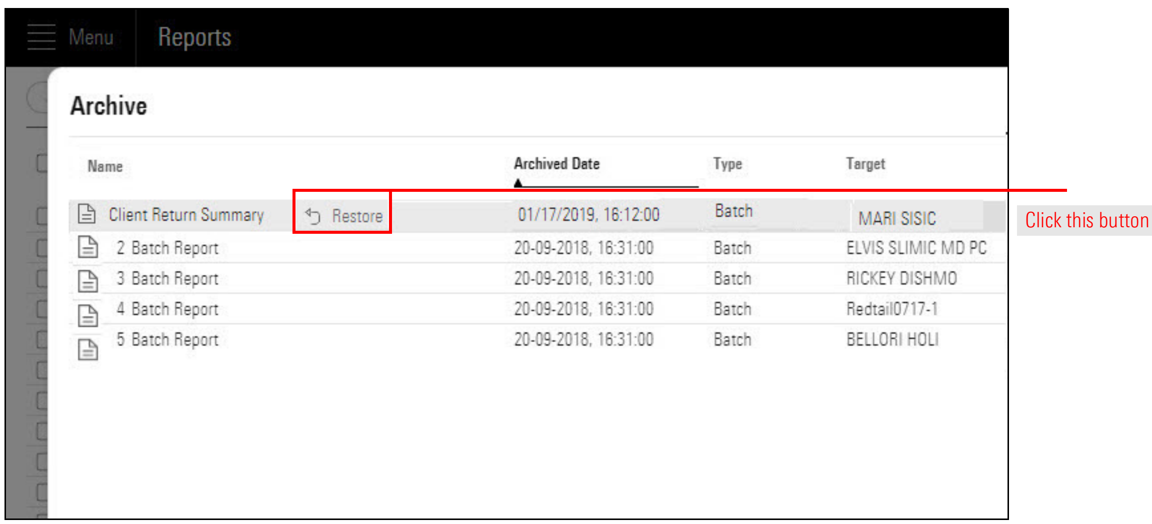
How do I view or restore archived reports?

To view reports you have archived, do the following:

1. On the **Reports** page, click the **Actions** icon, then select **View Archived Reports**. The Archived Reports page opens.



2. To restore a report, **hover the cursor** over the **Client Return Summary**, then click **Restore.**

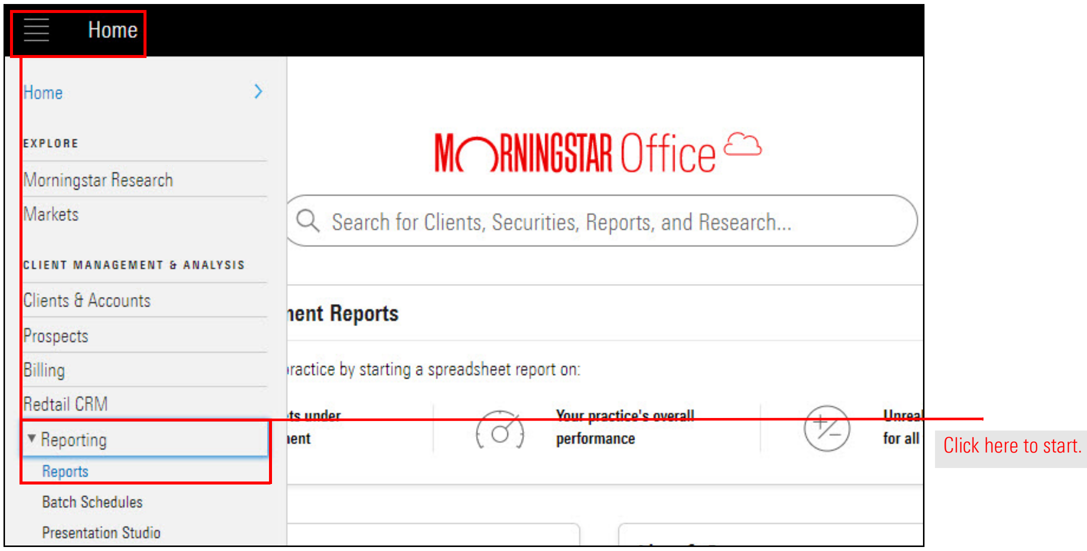


To learn how to run a report for multiple clients at once, read Creating Batch Reports.

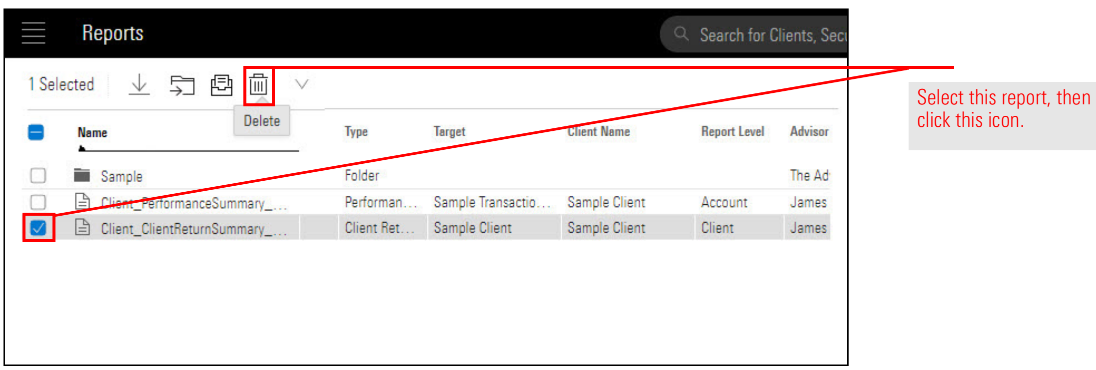
Exercise 16: Delete a Report

In addition to archiving reports, which you are able to restore, you can also delete reports from your report folder. Once deleted, you will not be able to restore the report. To delete a report, do the following:

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



2. To delete the report, click the checkbox next to the **report name**, then click the **Delete** icon.



Note: After you click Delete, you have the option to immediately undo the deletion. If you do not click undo, the report is permanently deleted.