# Working with Standard Reports



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## Working with Morningstar Standard Reports

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.

**Overview** 

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

- ► Understanding Morningstar Office Cloud Reports (page 5)
- ► Generating Practice Level Reports (page 8)
- Creating and Setting Client Report Settings (page 11)
- ► Generating and Viewing Client and Account Reports (page 16)

#### **Understanding Morningstar Office Cloud Reports**

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)

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.

Overview

What are the different reporting levels in Morningstar Office Cloud?

5

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.

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:

The sead Exercise 5 on page 16 for instructions on how to run report from the client grid.

This Report	ls 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

What is the difference between analytical and performance reports?

What standard reports are available in Morningstar Office Cloud?

This Report	ls 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 <sup>™</sup> , performance data, and Morningstar Rating <sup>™</sup> , 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**

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:

Overview

- ► 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
- Iocate practice management reports (page 9)

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.

### Exercise 1: Generate a practice level report

Home	M RNINGSTA for Clients, Securities, R	R Office C		Q E ()	
Practice Management Report Gain insights into your practice by star	s ing a spreadsheet report on:	actice's overall	Unrealized for all you	l gains & losses r clients	Click one of these options to run a report
Clients	🕑 Create	Lists & Screens		☑ Create ∨	
Name INVESTMENT PLANNING CLIENT Susan & David Gilmour	Market Value \$26,674,184.16 \$11,635,731,23	Name Mid-Cap Medalists	Type Screen	Last Modified 03/13/2020	

- 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**.

Run a Practice Report		Cancel Run	
Which report would you like to use?			
Practice Performance Summary ∨ ③ Holdings excluded from performance dat	a or marked as unmanaged won't be included.		Select the report you want to run here.
Report Name *Required			Change the name of
04092020 - Practice Performance Sum	imary		your report here
Don't use any of these characters $\backslash$ / : * ? " $<$	>		
Start Date 3 Months Ago V	End Date  O3/31/2020 (Last Month End)  O2/29/2020 (Previous Month End)		Select report dates here
What You'll See In This Report All active clients & accounts that an Performance returns, including time Performance data aggregated for ee Additional data points that impacte	e managed. -weighted & net of fees. sch client. d your performance.	J	

- 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.

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.

Exercise 2: Locate practice management reports

To access your practice management report, do the following:

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

E Home		
Home >		
EXPLORE		
Morningstar Research		
Markets	Q Search for Clients, Securities, Reports, and Research	
CLIENT MANAGEMENT & ANALYSIS		
Clients & Accounts	nent Reports	
Prospects		
Billing	ractice by starting a spreadsheet report on:	
Redtail CRM	te under Vour practice's overall Uprea	
▼ Reporting	tent $(O)$ performance $(-)$ for all	Click here to start.
Reports		
Batch Schedules		
Presentation Studio		

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

	<u> </u>					Filler	
Name		Status	Туре	Target	Client Name	Client Name	
01 201	9		Folder			Q Search for Client	
🖹 2020 Q	1 Performance Summary	Ready	Practice P	Training Classroom			
E) Client	Quarterly Reports 04-0	Ready	Batch	Extra Client1	Extra Client1		
B Roop I	Quarterly Reports 04-08	Ready	Batch	Roop Family	Roop Family	Date Hange	
A Miles	Quarterly Reports 04-08	Ready	Batch	Miles Family	Miles Family	MM/DD/YYYY to MM/DD/YYYY	
🖹 Jarami	llo Quarterly Reports 0	Ready	Batch	Felipe Jaramillo1	Felipe Jaramillo1		
B Roop	Quarterly Reports 04-08	Ready	Batch	Roop Family (comp	Roop Family (con	Сарруу	
Roop I	Quarterly Reports 04-08	Ready	Batch	Corey Roop	Corey Roop		
Cohen	Quarterly Reports_04-0	Ready	Batch	Cohen, Steven and	Cohen, Steven ar	Report Level (0/5)	
) 🕒 Odro_0	Quarterly Reports_04-08	Ready	Batch	Odro Family	Odro Family	Account	
) 🖹 Gilmou	r_Quarterly Reports_04	Ready	Batch	Susan & David Gil	Susan & David G	Client	
) 🖹 Cohen	Quarterly Reports_04-0	Ready	Batch	Catrina Reagan	Catrina Reagan		
) 🖹 Cohen	Quarterly Reports_04-0	Ready	Batch	INVESTMENT PLA	INVESTMENT PL	Group	
Doe_Q	uarterly Reports_04-08	Ready	Batch	Doe Family	Doe Family	Model Portfolio	
) 🖹 Jarami	llo_Quarter-end_04-08-2	Ready	Batch	Felipe Jaramillo1	Felipe Jaramillo1	Practice	
) 🕒 Odro_0	luarter-end_04-08-2020	Ready	Batch	Odro Family	Odro Family		
Client_	Quarter-end_04-08-2020	Ready	Batch	Extra Client1	Extra Client1		
Cohen	_Quarter-end_04-08-2020	Ready	Batch	Catrina Reagan	Catrina Reagan	Report Type (0/17)	
) 🗎 Gilmou	r_Quarter-end_04-08-2020	Ready	Batch	Susan & David Gil	Susan & David G	Account Overview	
) 🖹 Miles_	Quarter-end_04-08-2020	Ready	Batch	Miles Family	Miles Family	Assets Under Management	
) 🖹 Odro_(	luarter end_04-08-2020	Ready	Batch	Odro Family	Odro Family	Batch	
Client_	Quarter end_04-08-2020	Ready	Batch	Extra Client1	Extra Client1	Billing Summary	Click here to
) 🖹 Cohen	Quarter end_04-08-2020	Ready	Batch	Catrina Reagan	Catrina Reagan		the Excel file
) 🕒 Jarami	llo_Quarter end_04-08-2	Ready	Batch	Felipe Jaramillo1	Felipe Jaramillo1		the Excortin
://office.morning	star.com/builder/component	proxy/ia	Pasah	Puese & David Cil	Curren & David C	Ulient Return Summary	l l

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

#### **Creating and Setting Client Report Settings**

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).

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.

What settings are available to me?

Global Settings		
General Data Format Calculation Impersonation Client Accounts	© Back to All Reporting Settings Edit Report Setting Setting Name *Required New Report Setting	Set as default
Billing Reporting	Reporting Currency     Return Type     Fee Type       US Dollar     IRR     Net of Fees       TWR     Gross of Fees	Note the report setting options available here.
	Bond Yield Current Yield on Price ✓ <ul> <li>✓ Display Accrued Interest</li> <li>✓ Include Inception to Date Return on Performance Reports</li> </ul> <li>Cover Page Options <ul> <li>Include a Cover Page for All Reports</li> <li>✓ Include Your Logo on the Cover Page</li> <li>Disclosure</li> </ul> </li>	

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):
	<ul> <li>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.</li> </ul>
	Time-weighted return (TWR):
	<ul> <li>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.</li> </ul>
Fee Туре	Choose whether you want management fees to be included in the market value of the report:
	<ul> <li>Net of Fees: Management fees are included.</li> <li>Gross of Fees: Management fees are not included.</li> </ul>
Bond Yield	<ul> <li>Select the yield type you want to use to calculate Bond holdings from the following options:</li> <li>Current Yield on Price</li> </ul>
	<ul> <li>Current Yield on Cost</li> <li>Yield to Maturity on Price, or</li> <li>Yield to Maturity on Cost.</li> </ul>
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.

The following table describes the reporting settings options available:

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:

Exercise 3: Create Reporting Settings

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

	џ 🕑 🖉	
	Account	*
$M \cap RNINGSTAR$ Office $\cong$	User Profile Client Web Portal Setup	
Q Search for Clients, Securities, Reports, and Research	Global Settings	Select this option.
	Sign Out	

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

Global Settings			Cancel Save
General	>	Country	
Data Format		United States	
Calculation			
Impersonation			
Client Accounts			
Billing			
Reporting			Select this opti

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

Global Settings			Cancel	) Save	
General		Client Report Settings		*	
Data Format		Create different groups of settings to choose how you'll calculate client performan	ce data for your reports and analysis.		
Calculation		You can assign these settings to your clients in their profile.			
Impersonation		Custom Report Setting	C Set as default		
Client Accounts					
Billing		Morningstar Default Report Settings Read Univ	Set as default		
Reporting	>	New Report Setting	O Set as default	Click this	s ontion
		(+ Create a Report Setting)		Unck the	, option

- 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.

Global Settings							]
General		🕝 Back to All Reporting Se	ttings				
Data Format		Edit Report Setting					
Calculation		Setting Name *Required					Enter the Report
Impersonation		New Report Setting			0.8	t as default	Settings name here.
Client Accounts							
Billing		Reporting Currency		Return Type	Fee Type		
Reporting	>	US Dollar	$\vee$	○ IRR	Net of Fees		
		United and an and a second and a		TWR	◯ Gross of Fees		Select settings here.
		Bond Yield					
		Current Yield on Price	$\vee$				
		<ul> <li>Display Accrued Inte</li> <li>Include Inception to</li> </ul>	rest Date Return on I	Performance Reports			
		Cover Page Options					
		Include a Cover Page	for All Reports on the Cover Pa	age			

5. Click Save Changes.

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

Exercise 4: Assign report settings to clients

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

Home				
Home	>			
EXPLORE Morningstar Research		M  RNINGSTAF	<b>}</b> Office ≏	
Markets	Q. Search	for Clients, Securities, Re	ports, and Research	
CLIENT MANAGEMENT & ANALYS	IS			
Clients & Accounts	hent Benort	<i>د</i>		Click here to begin.
Prospects		3		
Billing	ractice by start	ing a spreadsheet report on:		
Redtail CRM	ts under	Your pra	actice's overall	
► Reporting	ient	( ) perform	ance	
PRACTICE MANAGEMENT				
► Workspace			-	
Integrations		🖉 Create	Lists & Screens	
Import		Market Value	Name	
Securities		·		

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

Elients & Accounts	Search for Clients, Security	rities, Report:	
Active Clients $ee$			
🗹 🛯 🗚 🖓 Export All 🛛 Column Set: Client Details 🗸			
Name	Market Value (USD) Market Value Date	Client/A	
☐ ► Morgan Family	0.00 —	Clients	
□ ► Morgan, Elizabeth	- A - C	ents	
□ ► New Test Cleint	Actions	ents	
□ ► Odro Family	Client	> ents	Choose this option
Odro, Anthony and Margeurite	Members	> ents	onooco tino option.
□ ► Roop Family (complete)		ents	
□ ► Sample Client	Client Web Portai	ents	
□ ► Smith	Create New Account en		
□ ► Spice Family	Generate Report	ents	

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

Elients & Accounts	Q Search for Clients, Secur	rities, Reports, a	
Active Clients $ee$			
🗸 🛛 26 🔄 🖓 🖓 Export All 🛛 Column Set: Client Detail	s ∨		
Name	Market Value (USD) Market Value Date	Client/Accou	
□ ► New Test Cleint	Client	ents	
□ ► Odro Family	Edit Client Profile/Settings	ents	
Odro, Anthony and Margeurite	Delete Client	ents	Select this option.
□ ► Roop Family		ents	
□ ► Sample Client	Deactivate	ents	
□ ► Smith	Merge Clients	> ents	
☐ ► Spice Family		ents	

- 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.

Edit Client - Roop Family		Cancel Save	
Profile Settings	Client Report Setting Choose how this prospective client's performar You can manage these setting groups in Globa	nce is calculated for reports and your analysis. I Settings.	
	New Report Setting	V	
	▼ Preview Settings		Select this option,
	Reporting Currency US Dollar	Include Inception to Date Return on Performance Reports Yes	
	Return Type IRR	Include a Cover Page for All Reports No	
	Fee Type Net of fees	Include Your Logo on the Cover Page No	
	Bond Yield Current Yield on Price	Disclosure No disclosure statement	
	Display Accrued Interest Yes		

6. Click Save.

#### **Generating and Viewing Client and Account Reports**

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).

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.

Exercise 5: Run a client-level report

☞ 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.

Home				
Home				
EXPLORE	MC	) RNINGSTAR	Office 🗁	
Morningstar Hesearch Markets	Q. Search for Clients,	Securities, Re	ports, and Research	
CLIENT MANAGEMENT & ANALYSIS				
Clients & Accounts	ient Benorts			
Prospects				Click here to begin
Billing	vractice by starting a spreadsh	leet report on:		
Redtail CRM	ts under	Your prac	ctice's overall	
► Reporting	ient (	O) performa	ance	
PRACTICE MANAGEMENT				
► Workspace				
Integrations		🖄 Create	Lists & Screens	
Import	Mari	et Value	Name	
Securities	viai viai		nemo	

- 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.

Morgan Family	p	
<ul> <li>Morgan, Elizabeth</li> </ul>	Actions	
New Test Cleint	Client	
<ul> <li>Odro Family</li> </ul>		
Roop Family	Members >	
<ul> <li>Roop Family (complete)</li> </ul>	Client Web Portal >	
► Sample Client	Share	
► Smith		
Spice Family	Greate New Account	Select this option.
Susan & David Gilmour Po Read Only	Generate Report	
	Convert to CRM	
	Upload Document	

- 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).

Generate Report	Cancel	
Select a Template		
Client Return Summary	V	
Report Name*		If desired, enter a unique
Sample Client_ClientReturnSummary_23-09-201	9	
REPORT SETTINGS		-
End Date	Cover Page	
Last Month End	Include Cover Page	
🔿 Last Quarter End	🔽 Include Your Logo on the Cover Page	
○ Previous Month End	🔽 Include Your Disclosure on the Cover Page	
	ghgfghf hhhs 🗸	
Other Report Options	Display a Client's Accounts	
🗹 Mask Account Numbers	🔿 In Aggregate	
Include Disclosures	Separately	
Include Investment Detail Reports	O Both in Aggregate and Separately	

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

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

Exercise 6: Run an account-level report

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.

Current Lineup	1	Quick Account Actions		
▼ Sample Client				
Sample Quick Account		Edit holdings		
Sample Transactional Account	$\odot$	Edit account profile/settings	_	
		Generate report	-	Select this option.
		Delete account		
	1		, .u	

- 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.

Generate Report			Cancel	After selecting the Performance
Select a Template				Summary, click here.
Performance Summary	V			
Report Name*				
Odro_PerformanceSummary_04-10-20	20			
REPORT SETTINGS				
Primary Benchmark		Secondary Benchmark	🔘 Display 🔺	
Recommended Portfolio	Q	No Benchmark	Q	
Tertiary Benchmark	Display			
No Benchmark				
Start Date		End Date		
3 Months Ago	V	Month End	V	
Return Type		<b>Fee Type</b>		
O Use IRR		○ Gross of Fees		
Use TWR		Net of Fees		

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.

Exercise 7: Run a Quick Snapshot report

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.

Current Lineup		Quick Account Actions		
▼ Sample Client			ır	
Sample Quick Account		Edit holdings		
Sample Transactional Account	Ø	Edit account profile/settings		
		Generate report		Select this option
		Delete account		
	1		, .u	

- 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**.

Generate Report	Cancel	Run	
Ma	rningstar Templates My Templates		
Select a Template			
Snapshot	V		Select this report.
Report Name*			
Client_Snapshot_08-26-2020			
REPORT SETTINGS			
End Date	Cover Page		
Last Month End	Include Cover Page		
O Last Quarter End	🗹 Include Your Logo on the Cover Page		
O Previous Month End	Include Your Disclosure on the Cover Page		
	Reporting Disclosure		
Fee Туре	Other Report Options		
O Gross of Fees	🗹 Mask Account Numbers		
Net of Fees	Include Disclosures		Select this setting
	Include Investment Detail Reports		
	Use Quick Account Calculation Methodology	•	

6. Click Run.

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

#### What do I do if my report does not open?

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.

Sett	ings	Q Search settings				
÷	You and Google	Privacy and security		^		
Ê	Autofill	Clear browsing data				
0	Privacy and security	Clear history, cookies, cache, and more	•			
۲	Appearance	Site Settings	Ĩ.			
Q	Search engine	Control what information websites can use and what content they can show you	,			
	Default browser	More	~			

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



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

Settings	Q Search settir	ings	
← Pop-ups and re	directs	Q Search	
Blocked (recommende	ed)	() ()	
Block		Add	
No sites added			
Allow		Add	

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

Add a site		
office.morningstar.com	Cancel	Enter the URL here.

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

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

🕞 🕘 🥖 about:blank		,	ank Page 🛛 🗙	Home   Morningstar - Indep	
File Edit View Favorites	Tools Help				
	Delete browsing history	Ctrl+Shift+Del	1		
	InPrivate Browsing	Ctrl+Shift+P			
	Turn on Tracking Protection				
	ActiveX Filtering				
	Fix connection problems				
	Reopen last browsing session				
	Add site to Apps				
	View downloads	Ctrl+J			
	Pop-up Blocker	>	Turn off Pop-up Blocker	n	Click here to start
	Windows Defender SmartScreen Filter	>	Pop-up Blocker settings		
	Manage media licenses				
	Manage add-ons				
	Compatibility View settings				

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

p-up Blocker Settings	×	]
Exceptions Pop-ups are currently blocked. You can allow y websites by adding the site to the list below. Address of website to allow	pop-ups from specific	
office.morningstar.com	Add	Enter the URL here
Allowed sites:		
	Remove	
	Remove all	
Notifications and blocking level:		
Play a sound when a pop-up is blocked.		
Show Notification bar when a pop-up is blocked.		
Blocking level:		
Medium: Block most automatic pop-ups	~	

3. Click Close.

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

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.

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

🗮 Home		
Home	<b>&gt;</b>	
EXPLORE	$M \bigcirc RNINGSTAB Office \bigcirc$	
Morningstar Research		
Markets	Q Search for Clients, Securities, Reports, and Research	
CLIENT MANAGEMENT & ANALYSIS		
Clients & Accounts	ient Reports	
Prospects		
Billing	ractice by starting a spreadsheet report on:	
Redtail CRM	ts under Vour practice's overall	
▼ Reporting	vent ( O ) performance ( - for all	Click here to start.
Reports		
Batch Schedules		
Presentation Studio		

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

	Reports				Search for Clients, S	
0 Sel	lected + $\uparrow$ $\checkmark$					
	Create New Folder	Status	Туре Та	rget	Client Name	
	Client_PerformanceSummary	Performan	Sample Transactio	Sample Client	Account	Click this repor
	Client_ClientReturnSummary	Client Ret	Sample Client	Sample Client	Client	

☞ 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.

											-	
										Ľ	•	Use these icons to print or download
Release date 2018/06/27									Page 1 of 1			
Sample Client	of rees			<b>D</b> u 02	ate Range 2-28-2018 - 05-31-2018	Primary Benchmark Morningstar US Mark USD	Methodology et TR IRR	Currency USD				
Client Return vs. Benchmark		Cumulative C	lient Return (	Time Weig	phted)	Asset Allocati	on					
Client Return Primary Benchmark	Return %	Client Return	- Primary Be	nchmark	Return %		Accest class	Anomonto %	Brook %			
	18.0				1.0		US Stock	66.74	99.08			
	12.0	~			00		Non US Stock	8.95	0.92			
							• Cash	7.68	0.00			
					/ 10		Bond	15.97	0.00			
	- 40				-2.0		Not Classified	0.00	-			
	0.0				-3.0		• Other	0.65	0.00			
Period Rts I3 Months TYTD T1 Year T3 Years T5 Years	Incept to Date -4.0	85488	14-18	Is	-4.0		Total	100.00	100.00			
Account Name Account Number 02-2	28-2018 Value 05-	31-2018 Value Net	investment Per	iod Return %	3 Months %	YTD % 1 Year	% 3 Years %	5 Years %	Inception % <sup>1</sup> 02-26-2002			
Samula Cliant	722 296 07	206 519 51	0.00	.2 12	-1.49	.0.22 83	1 7.20		7.21			
Morningstar US Market TR USD			_	-0.21	0.89	2 41 14 5	9 10.74	12.86	830			
Sample Both IB& Arrount vvvv1004	41 324 53	40 374 80	0.00	.2.30	-1.42	.193 30	6 2.98	2.73	3.54			
Sample Transactional Account voor2002	682 071 54	R66 144 71	0.00	.2.30	.150	.012 90	7 7 48	935	7.48			1
								0.00	31140			4

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**.

Reports					
<ul><li>✓□</li><li>7)</li></ul>					
Name		Туре	Target	Client Name	-
1 Client Return Summary	ſ	⊘ Individual	Sample Client	Sample Client	
2 Batch Report	6		urrent Statement	Lambert Family	
3 Batch Report	Actions		urrent Statement	Lambert Family	
4 Snapshot Report	Publish to Client We	eb Portal	urrent Statement	Lambert Family	
5 Snapshot Report	Developed		urrent Statement	Lambert Family	Select this option.
6 Performance Summary	Download		ample Client	Sample Client	
7 Performance Summary	Move to		ample Client	Sample Client	

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

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. Exercise 9: Upload outside documents to Morningstar Office Cloud

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.

E Home		
Home	<b>&gt;</b>	
EXPLORE		
Morningstar Research		
Markets	Q Search for Clients, Securities, Reports, and Research	
CLIENT MANAGEMENT & ANALYSI	315	
Clients & Accounts	ient Reports	
Prospects		
Billing	ractice by starting a spreadsheet report on:	
Redtail CRM	ts under Vour practice's overall Unrea	
▼ Reporting	vent ( ) performance for all Cli	ck here to start.
Reports		
Batch Schedules		
Presentation Studio		

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

	Reports					9	Search for Clients, S	
0 Selecte	ed +	$\wedge$	$\vee$					Click this button.
	lame	Upload		Status	Туре	Target	Client Name	
	ABCTest1				Folder		IA Test11	
	H20191213				Folder		IA Test11	

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

→ * ↑ → OneDrive - MORN	INGSTAR INC → N	larket Commentary	v Ö	Search Ma	ket Commentary	2	
ganize 🔻 New folder					== -	?	
	^	Name	D	ate modified	Туре		
		MarketCommentary01_2020	1/	/16/2020 11:06 A	M Microsoft Wo	ord D	
Downloads	*						
Documents	*						
E Pictures	*						
	*						
AWSOE	*						
Training Guides_PC.CL	*						
Office Announcements	*						
ClientComm	* •	<				>	
File name:				✓ All Files		~	Click here
							a docume

- 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.
- Select All Clients/Prospects or type the individual client(s)/prospect(s) you want to include.

Tolder			Data Rango		
Ratch	Chric Rauly	Chrie Roylu			
Almost Done					
You need to as uploading "Cu Assign Client(s)	ssign at least one clii rrent Statement.xlsx ) or clients	ent before ".	ALL All Clients All Prospects	Ŧ,	
Publish to C	lient Web Portal		CLIENTS		
			Chris Bayly		
	Cancel	Upload	Haba Family		Select the clients or
Doton	r o tor som r unmy	r otoroom r un	Jennifer Roop		prospects you want
Batch	Chris Bayly	Chris Bayly	Matt Zook		upload for here.
Batch	Chris Bayly	Chris Bayly			

- 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.

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:

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

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

E Home		
Home		
EXPLORE Morningstar Research	- M RNINGSTAR Office	
Markets	Q. Search for Clients, Securities, Reports, and Research	
CLIENT MANAGEMENT & ANALYSIS		
Clients & Accounts	nent Reports	
Prospects		
Billing	ractice by starting a spreadsheet report on:	
Redtail CRM	ts under Your practice's overall Unrea	
▼ Reporting	ent ( ) performance for all	Click here to start.
Reports		
Batch Schedules		
Presentation Studio		

- 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.

	Reports					
0 Sel	ected +	$\uparrow$ $\vee$				
	Name		Status	Туре	Target	
	My First folde	r		Folder		
	Aarket Comm	ientary	⊘ Ready	Uploaded		
	🖹 Haba_Snapsh	ot 04-09-2020	Beady	Snapshot		
	Zook_Quarte	Actions		ch	Matt Zook	
	Albert Einste			ng Su	Albert Einstein	
		Publish to Clie	nt Web Portal	1.00		
		Manage Assig	ned Clients			Select this o
		Download		<u> </u>		

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

Manage Assigned Clients	Cancel Save	
Assigning clients to a file allows you to fin	nd files by client name.	
Q Search for a Client		Enter an individual
Ne All		chentor prospect here.
All Clients		Select these options
All Prospects		to assign to all clients or prospects
The Advisor's Clients		
Alison Bayly		
Bob Smith		
Je Chris Bayly		
M Haba Family		
Корганну		
Sample Client	sample.client@morningstar.com	
Shea Family	shea@mailinator.com	

#### 5. Click Save.

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

	Reports				Q Search for Cl	ients, Seci	urities, Reports, a  🦉 🖉 🔗	2
0 Se	lected $+$ $\wedge$ $\vee$						Filter	
	Name	Status	Туре	Target	Client Name	Rep	Client Name	*
	My First folder		Folder				Q Search for Client	
	Market Commentary	Ready	Uploaded		18 clients V	Clie		
	Haba_Snapshot_04-09-2020	Ready	Snapshot	-	Delese	ec.	20	
	Zook_Quarterly Performance_0	Ready	Batch	Alison Bayly			ge	Salast these options
	Albert Einstein_BillingSummar	Ready	Billing Su	Bob Smith				to assign to all
				Chris Bayly				clients or prospects.
				Haba Family			evel (0/5)	
				Jennifer Roop			unt	
				Matt Zook			t	
				Roop Family			D	

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:

Exercise 11: Remove a client from a report assignment

- 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.

Manage Assigned Clients	(	Cancel	Save	
Assigning clients to a file allows you to	find files by client name.			
Q Search for a Client				
Name	Email			
Alison Bayly			×	Click this ico
Bob Smith				
Chris Bayly	bayly@email.com			
Haba Family	haba@mailinator.c	com		
Jennifer Roop				
Matt Zook	mzook@gmail.com	1		
Roop Family				

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:

#### Exercise 12: Create a report folder

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

E Home								
Home	>							
EXPLORE Morningstar Research				M∩R	NINGSTAR Offic	:e 🖴		
Markets	a	Search	h for C	Clients, See	curities, Reports, and	Research		
CLIENT MANAGEMENT & ANALYS	IS							
Clients & Accounts	100	t Benor	te					
Prospects		Спорон	1.5					
Billing	iract	ice by star	rting a s	spreadsheet	report on:			
Redtail CRM	ts u	nder		$\frown$	Your practice's overal			
<ul> <li>Reporting</li> </ul>	ient	nog vel.		(0	) performance	(	for all	Click here to star
Reports								
Batch Schedules								
Presentation Studio						-		

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

	Reports			Q 5	Search for Clients, S	
0 Sele	ected $+$ $\wedge$					Click this icon.
	Create New Folder	Status	Туре Та	rget	Client Name	
	Client_PerformanceSummary	Performan	Sample Transactio	Sample Client	Account	
	Client_ClientReturnSummary	Client Ret	Sample Client	Sample Client	Client	

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

	017 10/L010/ LE:00:00				
oc1 test1	01/18/2019, 22:00:00	Waiting			
oc1 test1	01/18/2019, 12:53:00	Failed	0		
oc1 test1		200		<u>1997 - 1</u> 2	
oc1 test1	What would you like to r	name this fold	er?	<del></del>	
oc1 test1	0			<del></del>	
oc1 test1	Sample				Type your folder name here
oc1 test1		$\frown$		500	
oc1 test1		( Cancel )	Save	<u></u>	
oc1 test1				<u>220</u> 5	
oc1 test1	01/13/2019, 22:00:00	Failed	()		
oc1 test1	01/12/2019, 22:00:00	Failed	0	<u></u> 2	
ac1 test1	01/11/2019 22:01:00	Failed	0		

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

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

### How do I manage folders after I create it?

- ► 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.

	Reports					
0 Sel	lected +	$\uparrow$ $\vee$				
	Name		Status	Туре	Tai	
	Sample	$\odot$		Folder		
	🖬 Q1 2019	X		Folder		Click this menu to manage the folder
	Doe_Oaklan	Actions		ch	Do	
	🖹 Client_Oakla				Ex	
	Spice_Quart	Rename folder		ch	Sp	
	Smith_Quart	Download		ch	Sn	
	🖹 Roop_Quarte	Move to		ch	Ro	
	🖹 Roop_Quarte	Arabius		ch	Co	
	B Roop_Quarte	Archive		ch	Ro	
	Ddro_Quarte	Delete		ch	M	
	Ddro_Quarter	.cua_04 00 2020		Jatch	00	

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:

### Exercise 13: Move a report into a folder

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

	Reports				Search for C	lients, Seci	
1 Sel	ected 🛓 📮 🗗 🔟 🗸						Select this
8	Name Move to	Туре	Target	Client Name	Report Level	Advisor	on this icon
	Sample	Folder				The Ad	
	Client_PerformanceSummary	Performan	Sample Transactio	Sample Client	Account	James	
	Client_ClientReturnSummary	Client Ret	Sample Client	Sample Client	Client	James	

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

Move 1 item(s) to	Cancel Move	
Reports (Current Folder)		
New Folder 2		
👅 Sample	$\checkmark$	Click to salact the folder
👅 Test Folder		you want to move the report into

3. Click Move.

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:

How do I filter reports?

- ► 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.

Reports				Q Search for C	lients, Secu	urities, Reports, a  🥥 🖉	
1 Selected 🔟 🛱 🛅 🗸						Filter	
Name Name	Туре	Target	Client Name	Report Level	Advisor	Client Name	
Bample     Client_PerformanceSummary     Dient_ClientReturnSummary	Folder Performan Client Ret	Sample Transactio Sample Client	Sample Client Sample Client	Account Client	The Ad James James	Q. Search for Client         Date Range         MM/DD/YYYY         To         MM/DD/YYYY         Apply         Report Type         Batch         Billing Summary         Client Position Summary         Client Position Summary         Client Return Summary         Current vs. Model Portfolio         Performance Summary         Portfolio Unrealized Gains/Losses         Presentation Studio         Snapshot         X-Ray         Trade Activities         Assets Under Management         Practice Performance Summary	Use these fields to filter your reports

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.

Exercise 14: Download multiple reports at once

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.

E Home		
Home >		
EXPLORE		
Morningstar Research		
Markets	Q Search for Clients, Securities, Reports, and Research	
CLIENT MANAGEMENT & ANALYSIS		
Clients & Accounts	ant Paparte	
Prospects		
Billing	ractice by starting a spreadsheet report on:	
Redtail CRM	te under Vour practice's overall Upreal	
▼ Reporting	vent ( O ) performance ( T / for all	Click here to start.
Reports		
Batch Schedules		
Presentation Studio		

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

E Reports				Q 2	earch for Clients, Secu	
2 Selected 📃 🔄 🖻 🛍 🗸						After selecting
Nem_ Download	Туре	Target	Client Name	Report Level	Advisor Name	multiple reports, click this button.
🔽 🗎 Sample	Folder				The Advisor	
Client_PerformanceSummary	Performan	Sample Transactio	Sample Client	Account	James Lenhoff	

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

	Reports				Q 2	Search for Clients, Se	cu
2 Sel	ected 🔟 🗐 🖻 🖮 🗸						
$\checkmark$	Name	Туре	Target	Client Name	Report Level	Advisor Name	
$\checkmark$	Sample	Folder				The Advisor	
	Client_PerformanceSummary	Performan	Sample Transactio	Sample Client	Account	James Lenhoff	
							Click this folder an
Contraction of the second	Reports.zip						

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: Exercise 15: Archive a report

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

E Home		
Home		
EXPLORE	M RNINGSTAR Office	
Morningstar Research		
Markets	Q. Search for Clients, Securities, Reports, and Research	
CLIENT MANAGEMENT & ANALYSIS		
Clients & Accounts	aent Benorte	
Prospects		
Billing	vractice by starting a spreadsheet report on:	
Redtail CRM	ts under Vour practice's overall Uprea	
▼ Reporting	ent (O) performance to for all	Click here to start.
Reports		
Batch Schedules		
Presentation Studio		

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

Reports		♀ Search for	or Clients, Seci	
2 Selected 👱 🖘 📴 📖 🗸	Inn	Client Name Banast Law	d Advisor	Select this report, then click this icon.
Sample     Defense PerformanceSummary	Folder Sample Transaction	Sampla Client Account	The Ad	
Client_ClientReturnSummary	Client Ret Sample Client	Sample Client Client	James	

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.

### How do I view or restore archived reports?



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

Name	Archived Date	Туре	Target	
🖹 Client Return Summary 🔄 Rest	re 01/17/2019, 16:12:00	Batch	MARI SISIC	Click this butto
2 Batch Report	20-09-2018, 16:31:00	Batch	ELVIS SLIMIC MD PC	
3 Batch Report	20-09-2018, 16:31:00	Batch	RICKEY DISHMO	
4 Batch Report	20-09-2018, 16:31:00	Batch	Redtail0717-1	
5 Batch Report	20-09-2018, 16:31:00	Batch	BELLORI HOLI	

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

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:

### Exercise 16: Delete a Report

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

Home		
Home	>	
EXPLORE		
Morningstar Research		
Markets	Q. Search for Clients, Securities, Reports, and Research	
CLIENT MANAGEMENT & ANALYSI	15	
Clients & Accounts	ant Benerts	
Prospects		
Billing	ractice by starting a spreadsheet report on:	
Redtail CRM	ts under Your practice's overall Unreal	
▼ Reporting	ient ( ) performance / for all	Click here to start.
Reports		
Batch Schedules		
Presentation Studio		

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

	Reports				Search for C	lients, Sec
1 Sel	ected 业 🛱 🗓 🗸					
	Name Delete	Туре	Target	Client Name	Report Level	Advisor
	🖿 Sample	Folder				The Ad
	Client_PerformanceSummary	Performan	Sample Transactio	Sample Client	Account	James
	Client_ClientReturnSummary	Client Ret	Sample Client	Sample Client	Client	James

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.