

# Morningstar Office<sup>SM</sup> Cloud

## Release Notes December 18, 2018

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This document describes the new features and enhancements in Morningstar Office<sup>SM</sup> Cloud, as follows:

### Overview

- ▶ [What new data points are available in the Holdings Analysis component? \(page 2\)](#)
- ▶ [How can I view a fund's Morningstar Historical Sustainability Score in a Morningstar Report? \(page 3\)](#)
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In the Investment Analysis workbooks (Managed Investments, Markets - Equity Research, and Markets - Overview), the Holdings Analysis component can now display the following data points via the My Data Set option:

**What new data points are available in the Holdings Analysis component?**

- ▶ Detail Holding Type
- ▶ EPS Growth % 3 Yr (FY 1)
- ▶ Free Cash Flow (mil) TTM
- ▶ ISIN
- ▶ Moat Source - Efficient Scale
- ▶ Moat Source - Intangible Assets
- ▶ Moat Source - Network Effect
- ▶ Moat Source - Switch Cost
- ▶ Moat Source - Cost Advantage
- ▶ Morningstar Fair Value per Share
- ▶ Net Income (mil) TTM
- ▶ P/E Ratio Forward
- ▶ Revenue Growth % 3 Yr

The screenshot shows the Morningstar Holdings Analysis interface. At the top, there are tabs for 'Holdings', 'Style', 'MPT', 'Risk Factor', and 'Edit'. Below these is a search bar with 'DDIV' and a 'Holdings Analysis' button. A table lists holdings with columns for Name, Ticker, and Portfolio Weight. A 'Component Settings' panel shows 'Portfolio Date 12/14/2018'. A 'Data Set' menu is open, showing options like 'Holdings Overview', 'Equity Holdings Details' (checked), 'Sustainability', and 'Company Product Involvement'. A 'My Data Set' panel is also shown, listing various data points with checkboxes, including 'Portfolio Weight %' which is checked. A red box highlights the 'Equity Holdings Details' and 'My Data Set' options, and another red box highlights the 'Portfolio Weight %' checkbox in the 'My Data Set' panel. A note says 'Note the highlighted selections.'

Name	Ticker	Portfolio Weight
Total	-	100.1
1 New Residential Inves	NRZ	5.1
2 Targa Resources Corp	TRGP	3.6
3 Extra Space Storage In	EXR	3.81
4 ONEOK Inc	OKE	3.70

In a Morningstar Report, you can now view the fund's Morningstar Historical Sustainability Score. The Morningstar Historical Sustainability Score is a weighted average of the trailing 12 months of Morningstar Portfolio Sustainability Scores.

The Morningstar Historical Sustainability Score is a weighted average of the trailing 12 months of Morningstar Portfolio Sustainability Scores. However, the monthly scores are not equally weighted; more recent portfolios are weighted more heavily than older portfolios. This enables the Historical Sustainability Score to reflect portfolio managers' more recent decisions.

The most recent month's score is multiplied by 12, the score of the month before that by 11, two months ago 10, all the way to 12 months ago, which is multiplied by 1. An example of these calculations is shown in the following table:

Portfolio Date	Portfolio Sustainability Score	Weight	Weighted Sum
7/31/2018	48.84	12	586.08
6/30/2018	48.01	11	528.11
5/31/2018	48.66	10	486.60
4/30/2018	48.07	9	432.63
3/31/2018	47.65	8	381.20
2/28/2018	47.86	7	335.02
1/31/2018	48.77	6	292.62
12/31/2017	48.29	5	241.45
11/30/2017	47.83	4	191.32
10/31/2017	47.20	3	141.60
9/30/2017	47.42	2	94.84
8/31/2017	47.62	1	47.62
Totals		78	3759.09

Using the figures in the table, the Historical Score is computed by dividing the Total Weighted Sum by the Total Weight, as follows:

$$\frac{3759.08}{78} = 48.19$$

### How can I view a fund's Morningstar Historical Sustainability Score in a Morningstar Report?

To learn how to find a fund’s Morningstar Historical Sustainability Score in the Morningstar Report, please read [Leveraging Morningstar Sustainability Data](#).

**Morningstar Report**

**Sustainability**

Average  
Percent Rank in Global Category: 60

Historical Sustainability Score	Most Recent Portfolio		Sustainability Mandate?
42.46	Portfolio ESG	Controversy Deduction	No
Global Category: US Equity Mid Cap	46.41	3.98	
	Based on 99% of AUM	Based on 99% of AUM	
		<b>Sustainability Score</b>	
		42.43	

Sustainability Score as of Dec 16, 2018. Sustainability Rating as of Oct 31, 2018. Sustainability provides company-level analysis used in the calculation of Morningstar's Sustainability Score. Sustainability Mandate information is derived from the fund prospectus.

This fund's Historical Sustainability Score is slightly higher than its most recent Portfolio Sustainability Score.

When creating a batch schedule, you can now select a Presentation Studio template.

**How can I use a Presentation Studio template in a batch report?**

**Create Batch**

STEP 1 OF 4

Batch Name\* Quarterly Communications Type\* Clients Add Clients to Batch\* All Clients X

**Add Templates\***

SEARCH FOR TEMPLATES

**MORNINGSTAR TEMPLATES**

- Client Billing Summary
- Client Position Summary
- Client Return Summary
- Current vs. Model Portfolio
- Performance by Security
- Performance Summary
- Snapshot
- Trade Activities
- Portfolio Unrealized Gains/Losses

**MY TEMPLATES**

- Sample
- August Webinar Template
- Custom Performance Report

**Selected Templates (Drag to Reorder)**

- || Client Billing Summary X
- || Current vs. Model Portfolio X
- || Custom Performance Report X

Select or search for a template.

For more information about using a template in a batch report, please read [Creating a Batch Report](#).

If you want to automate Billing Summaries that bill in advance, future-looking dynamic end dates are now available in batch reporting. The new settings are as follows:

- ▶ Month End of Batch Run, and
- ▶ Quarter End of Batch Run.

**How can I automate Billing Summaries for billing in advance?**

For more information about batch reporting, please read [Creating a Batch Report](#).

In Billing, you can now use search to sort and filter historical billing information.

**How can I sort and filter historical billing information?**

Name	Account Number	Billing Start Date	Billing Period	Effective Rate%	Fee Data Date	Fee Amount USD
Anderson Family	--	--	07/01/2018 - 09/30/2018	0.14	09/30/2018	5,862.02
Anthony Gonzales	--	--	12/01/2018 - 12/31/2018	--	--	--
Baker Household	--	--	07/01/2018 - 09/30/2018	0.31	09/30/2018	1,194.40
Carstensen Family	--	--	07/01/2018 - 09/30/2018	--	--	--
Chris Bayly	--	--	07/01/2018 - 09/30/2018	--	--	--
Cohen, Steven and Veronica	--	--	07/01/2018 - 09/30/2018	--	--	--
First Name Last Name	--	--	07/01/2018 - 09/30/2018	--	--	--
Gilmour Shared Client	--	--	01/01/2017 - 12/31/2017	--	--	--
Haba Family	--	--	07/01/2018 - 09/30/2018	0.52	09/30/2018	17,407.73
Hill Smith - DPA Portfolio	--	--	10/01/2018 - 12/31/2018	--	--	--
J. R. R. Tolken	--	--	10/01/2018 - 12/31/2018	--	--	--
J.D. Sallinger	--	--	07/01/2018 - 09/30/2018	--	--	--
Jim Winkelhoffer	--	--	07/01/2018 - 09/30/2018	0.24	09/30/2018	1,918.44
John Keats	--	--	10/01/2018 - 12/31/2018	--	--	--
Johnson Family	--	--	10/01/2018 - 12/31/2018	0.19	10/01/2018	6,267.95
Karen Kelly	--	--	07/01/2018 - 09/30/2018	--	--	--
Matt Zook	--	--	07/01/2018 - 09/30/2018	--	--	--
New Client	--	--	07/01/2018 - 09/30/2018	--	--	--
Peterson Family	--	--	10/01/2018 - 12/31/2018	--	--	--
Roop Family	--	--	07/01/2018 - 09/30/2018	--	--	--
Sample Client	--	--	07/01/2018 - 09/30/2018	0.31	09/30/2018	1,393.62
Sample Client	--	--	07/01/2018 - 09/30/2018	--	--	--
Sample Client	--	--	07/01/2018 - 09/30/2018	--	--	--

Note the highlighted selection.

To learn more about this feature, please read [Creating and Managing Client Bills](#).

The following time periods are now available in the Account Analysis component:

- ▶ Trailing (default)
- ▶ Calendar Year, and
- ▶ Last 4 Quarters.

**What new time periods are available for account analysis?**

Name	Account Analysis: 11/30/2018
Marcus Family	1 Marcus Retirement
	2 Quick Account

Note the highlighted selections.

Client Web Portal web services are now hosted by Amazon Web Servers. Prior to this release, CWP web services were hosted by Morningstar servers.

As a result of this update, clients accessing the Client Web Portal from the former address ([cwp.morningstar.com](http://cwp.morningstar.com)) are no longer automatically redirected to the current address ([fp.morningstar.com](http://fp.morningstar.com)). The Morningstar Product Development Team is working to restore automatic redirect, and a fix will be in place on January 8, 2019. Until that time, clients wishing to access the Client Web Portal must go directly to [fp.morningstar.com](http://fp.morningstar.com). We apologize for any inconvenience.

Let your voice be heard by taking an [industry software survey](#) administered by T3 and Inside Information.

**What's new  
in CWP hosting?**

**Please complete the  
T3/Inside Information  
Annual Software Survey**