Performance Reporting is specifically designed to monitor the performance of investments organized into groupings based on your own custom classifications. You can assign benchmarks, define data, and perform ranking analysis. Both qualitative and quantitative factors can be applied to the report. Implement a Scorecard using standardized values or custom grades to further monitor your investments (see the Scorecard chapter).

You can create a new report directly from the Performance Reporting folder, or you can create a Performance Report from an existing Investment List or Search Criteria. In addition, an Investment List can be synchronized with a Performance Report to reflect any changes made in the Investment List.

Outline

- Set Your Performance Reporting Settings
- Create a Performance Report with a Morningstar Template
- Create a Custom Performance Report with Specific Data Points
- Apply Simple and Conditional Formatting
- > Automatically Calculate Reports using Batch Scheduling
- Send and Share Reports with Morningstar Direct Colleagues

Set Your Performance Reporting Settings

1. In the Performance Report pane, click *General Settings* where you can set specific default settings only applicable to Performance Reporting.

Morningstar Direct	_			
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ols <u>H</u> elp	E QuoteSpeed Search for	In Securities	▼ Go
Home	All Repo	rts		_
Research	Action •	🖬 New 🦼 General Settings 🛛 Quick Find		
Local Databases		Name	▲ Folder	Туре
Global Databases				
Performance Attribution	1	Active vs. Passive - Top 100 Large Cap Growth	Folders	Report
Performance Reporting	2	AGID Marketing QIR Risk	Folders	Report
- Para da	3	Attribution Report	Folders	Report
▼ ■ Reports ■ Folders	4	Daily Reporting	Folders	Report
All Reports	5	DailyModelReport	Folders	Report
	6	Div Exposures less VNQ USAGX	Folders	Report
Archive	7	Weekly Select List Performance Report (Test 2)	Folders	Report
Templates				
Batches				

2. Go to the *General* tab to set your default general preferences. Here, you can also check the box to synchronize your Performance Report with an Investment List.

General Settings	_	_	×
Select default general setting	s for performance report	ing.	
General Group	ing Display	Output	
Settings			
Default decimal places	2	•	
Default currency	Base Currency	•	
Default universe	Open End Funds	•	
Default return type	Total Return	•	
Excel Version	Excel 2003 or earlie	r v	
Custom Date	Inception Date	•	
Filter Settings	🔽 Update Summary	Statistics	
	☑ Show message wh	en report calculation	n is complete
Calculation Benchmark 2	Enable Calculation	Benchmark 2	
Investments			
🛛 Keep Performance Repor	t and Investment List sy	nchronized	
Display notification when	Investment List has bee	n changed	
Help		Reset	OK Cancel

3. Go to the *Grouping* tab to set your default Group Settings, such as the Default display group and Default calculation benchmark.

W	General Settings	_	_	_	×
	Select the default settings for the	group settings dialog	g for new perform	ance reports.	
	General Grouping	Display	Output		
	Default Group Settings				
	Default display group	Morningstar Catego	ry		-
	Default display benchmark 1	S&P 500 TR			Q
	Default display benchmark 2	MSCI EAFE USD			2
	Default calculation benchmark	S&P 500 TR			▼ 🍳
	Default risk-free rate	USTREAS T-Bill Aud	tion Ave 3 Mon		Q
				1	
	Help		Reset	ок	Cancel

4. Go to the *Display* tab to set your default Display Settings, Summary Statistics, Breakpoint Settings, and more.

General Settings	_	— X					
Select the default display settir	ngs for new performance rej	ports.					
General Groupin	ig Display	Output					
Report Display Settings	Show calculation bench	ımark					
	Show calculation bench	ımark 2					
	Show floating date labe	els					
	Show synchronized sea	arch criteria name					
	Show synchronized inv	estment list name					
	Show Annualized/Cum	ulative tag					
	Order time period lates	st first					
Group Display Settings Display benchmarks position 🔘 Before funds 💿 After fun							
	🖉 Show display benchmark 1						
	Show display benchmark 2						
	Show additional display benchmarks						
	Show rank values for display benchmarks						
	Show number of investments ranked						
	📝 Show peer group defin	ition criteria					
Summary Statistics	Show peer group summ	mary statistics					
Display Settings	🔲 Show display group su	mmary statistics					
	Show list summary sta	tistics					
Summary Statistics	Average	Sum					
	Count	Maximum					
	🔲 Minimum	📝 Median					
	Standard Deviation	Average ex 5% outliers					
	Weighted Average						
Breakpoint Display Settings	Quartile breakpoints	5th and 95th breakpoints					
	Quintile breakpoints Decile breakpoints						
	🔲 1 to 100 Percentile bre	akpoints					
	Oescending	Ascending					
Hala		Dent Or Orest					
Help		Reset OK Cancel					

5. Go to the *Output* tab to set your default Batch Settings and Excel Export Settings. When complete, click *OK*.

General Settings						
Set the default settings for ormatting options for ex	or performance reporting batch processing and choose from several cel export.					
General Gi	rouping Display Output					
Default Batch Settings						
Output location	C:\Documents and Settings\My Documents\Performance Rep					
Excel Export Settings	Export display groups on separate worksheets					
	Do not export column headings					
	Do not export report heading rows					
	Insert identifier as first column					
	Ticker 👻					
	Export group names as separate column					
	Export user defined time period labels					
	Include spacing column between time periods					
	Export floating date labels					
	Export report search criteria					
	Export only Peer Group Statistics					
	Auto-fit column width for Excel exports					
	Export Morningstar Star Rating and Style Box as numbers or tex					
Help	Reset OK Cancel					

Create a Performance Report with a Morningstar Template

1. Go to Reports folder and click on the *Templates* subfolder.

Morningstar Direct	-			
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ols <u>H</u> elp	Rearch for	In Securities	▼ Go
Home	All Rep	orts		
Research	Action	🕶 🖪 New 🙀 General Settings 🛛 Quick Find		
Local Databases		Name	🛓 Folder	Туре
Global Databases				
Performance Attribution	1	Active vs. Passive - Top 100 Large Cap Growth	Folders	Report
Performance Reporting	2	AGID Marketing QIR Risk	Folders	Report
	3	Attribution Report	Folders	Report
▼ ■ Reports ■ Folders	4	Daily Reporting	Folders	Report
All Reports	5	DailyModelReport	Folders	Report
	6	Div Exposures less VNQ USAGX	Folders	Report
Archive	7	Weekly Select List Performance Report (Test 2)	Folders	Report
Templates				
Batches				

2. Double click *Trailing Returns (Last Month End)* from the Morningstar Template list.

Morningstar Direct	-							
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ols <u>H</u> elp	In QuoteSpeed Search for In	Securities • Go					
Home	Templa	tes						
Research	search Action V 🖪 New 🙀 General Settings							
Local Databases		Name 🔺	Туре	Owner				
Global Databases								
Performance Attribution	1	▼ Morningstar Templates						
Performance Reporting	2	Calendar Year Returns	Report Template	Morningstar				
	3	Heat Map: Trailing 12 Months	Report Template	Morningstar				
✓ ■ Reports ■ Folders	4	Trailing Returns & Est Net Flow (Last Month	Report Template	Morningstar				
All Reports	5	Trailing Returns (Last Market Close -1 Day)	Report Template	Morningstar				
	6	Trailing Returns (Last Market Close)	Report Template	Morningstar				
Archive	7	Trailing Returns (Last Month End)	Report Template	Morningstar				
Templates	8	Trailing Returns (Last Quarter End)	Report Template	Morningstar				
Batches	9	Trailing Returns (Last Week End)	Report Template	Morningstar				
	10	Trailing Returns (Last Year End)	Report Template	Morningstar				
	11	My Templates						

3. Select Search Criteria and click OK.

Select Investments	X
Select Investments	
How do you want to se	elect Investments?
Name/Ticker/ISIN/CUSIP/	SecId
Single Investment	:
Multiple Investme	nts
Search Criteria	Open End Funds 👻
My Lists	
Import List	
	OK Cancel Help

4. Enter your search parameters, as shown in the example below and click OK.

Mo	rningsta	r Direct O	pen End Fund	s					• **	
i 🔪 o	pen]+=Insert	X Delete	🚅 Clear All	🟦 Export 🔼	PDF 🔡 🔚 Save /	As 🔤 Feedback			
	Rel	(Field Nam	e		Operator	Value)		
1			Morningst	ar Category		=	Small Blend			•
2	And		Oldest Sha	are Class		=	Yes			
3										
4										
5										
6										
7										
8										
9										
10										Ŧ
View	Field Na	ime:	Include:			Items Search	ned: Items Found:	Run	Search	
💿 Ву	Catego	ry	Include	Only Surviving	Investments	0	-			
	habetic	ally	🔘 All Inve	stments						
										_
He	elp							ок	Cancel]

5. Click Calculate.

<u>F</u> ile <u>N</u> ew Favorites <u>T</u> o	ols <u>H</u> elp	Rearch for	In Securities	• Go			
Home	Templa	tes Untitled Performance Report					
Research	Action	🔹 🔚 Save 🔹 🏢 Calculate 🔹 📝 Edit 🔹 🦡 Und	o 🔍 Locate 📑	, Tools + 🔒 🔒	xport View	Default	-
Local Databases		Name Report Currency: Base Currency	Morningstar Rating	1/1/2012 - 4	/30/2012	4/1/2012 -	4/30/2012
Global Databases		Report Currency, base Currency	Overall	Return	Peer group	Return	Peer group
Performance Attribution					rank		rank
Performance Reporting							
	1	▼ US OE Small Blend					
Reports Folders	2	Aberdeen Small Cap A					
All Reports	3	Active Port® Multi-Mgr Small Cp Equity A					
	4	Allianz AGIC Ultra Micro Cap I					
Archive	5	AlphaOne Micro Cap Equity I					
Templates	6	American Beacon Small Cap Idx Inst					
Batches	7	American Beacon Zebra Small Cap Eq A					
	8	American Century NT Small Company Instl					
	9	American Century Small Company Inv					
	10	AQR Small Cap Momentum L					
	11	AQR Tax-Managed Sm Cap Momentum L					
	12	Artisan Small Cap Value Investor					
	13	ASTON/River Road Select Value N					

6. You will be prompted to name and save the report. Proceed to click *OK* to calculate the report.

V Save Report	
Save Report	
Name	Sample Report
Saved Reports	0.Ibbotson Conference - Custom Example 0.Ibbotson Conference - Standardized Examp 1. IS_Consultant_Initial Search 2. IS_Consultant_Manager Search (Client Ob 3. IS_Consultant_Evaluation 3.10 New Features 3.11 Buy Date 3.11 Color Coding 3.11 Custom Date Sample 3.11 Historical Scorecard Example 3a. IS_Consultant_Evaluation (Scorecard) 5. IS_Consultant_Scorecard I_Standard 529 Plan 529 Portfolio 529 Portfolio 529 Portfolio - Sample 6. IS_Consultant_Scorecard II_Custom(3yr) 7. IS_Consultant_Scorecard III_Custom(3Yr)
	ок Cancel

7. You have successfully generated the performance report. Note that at any point you can modify your template using the *Edit* drop down.

<u>File N</u> ew Favorites <u>T</u> o	ols <u>H</u> elp	QuoteSpeed Search f	or I	n Securities	• Go				Send us f	eedback		
Home	Folders	Sample Report										
Research	Action	🔹 📻 Save 👻 🏢 Calculate 🗸	📝 Edit 🗸 Undo	🔍 Locate 📑	k Tools - 🛛 🖞	Export View	Default	•				
Local Databases		Name Report Currency: Base Currence	Group Settings	igstar	1/1/2012 -	5/31/2012	5/1/2012 - 5/3	31/2012	3/1/2012 - 5/3	31/2012	6/1/2011 - 5/	31/2012
Global Databases		Report Currency: Base Currenc	Performance		Return	Peer group	Return	Peer group	Return	Peer group	Return	Peer g
Performance Attribution			Cupplementary			rank		rank		rank		rank
Performance Reporting			Scorecard									
	1	▼ US OE Small Blend	🐙 Sort									
Reports Folders	2	Aberdeen Small Cap A	Manage Colum	ns	2.73	128	(7.73)	164	(6.20)	115	(9.55)	
All Reports	3	Active Port® Multi-Mgr S	mall Cp Equity A				(7.19)	136				
	4	Allianz AGIC Ultra Micro	Cap I	****	7.1	; 8	(7.41)	153	(2.60)	10	(6.55)	
Archive	5	AlphaOne Micro Cap Equ	ty I		1.50	i 171	(4.99)	12	(2.35)	7	(5.97)	
I Templates	6	American Beacon Small	Cap Idx Inst	***	3.46	6 88	(6.55)	69	(5.62)	80	(9.01)	
Batches	7	American Century NT Sn	all Company Instl	***	2.19	148	(7.14)	133	(6.38)	125	(6.58)	
	8	American Century Small	Company Inv	***	2.13	152	(7.28)	142	(6.34)	121	(6.89)	
	9	AQR Tax-Managed Sm C	ap Momentum L				(5.80)	31	(3.69)	19		
	10	Artisan Small Cap Value	Investor	****	(0.27) 200	(8.60)	189	(8.15)	185	(11.57)	
	11	ASTON/River Road Selec	t Value N	****	3.52	2 84	(3.99)	4	(2.21)	6	(1.56)	
	12	ASTON/River Road Smal	Cap Value N	***	2.0	156	(4.59)	7	(3.42)	17	(3.28)	
	13	ASTON/Silvercrest Small	Cap I		3.00	118	(6.44)	62	(3.01)	14		
	14	BlackRock Small Cap Inc	lex A	***	3.30	99	(6.53)	65	(5.63)	85	(9.20)	
	15	BlackRock Value Opportu	inities Instl	**	3.70	70	(6.70)	91	(6.48)	130	(7.67)	
	16	Bogle Small Cap Growth	Instl	**	4.8	5 29	(9.35)	199	(8.69)	191	(10.66)	
	17	Bridgeway Ultra-Small C	ompany Market	***	6.0	5 16	(6.69)	90	(3.94)	24	(7.71)	
	18	Brown Advisory Sm-Cp F	undamental Val I	****	3.4	i 91	(5.18)	15	(4.58)	37	(5.39)	
						140	15.04	20	(CEE)	+ 22	(0.02)	

Create a Custom Performance Report with Specific Data Points

1. Go to the Reports folder and click New.

[Morningstar Direct							
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> ools <u>H</u> elp	🖭 Quo	teSpeed Search for In Securities					
Home	Folders	5					
Research	Action	🔻 🖪 New 🙀 General Settings 🛛 Quick Find					
Local Databases		Name					
Global Databases							
Performance Attribution	1	0.Ibbotson Conference - Custom Example					
Performance Reporting	2	0.Ibbotson Conference - Standardized Example					
	3	529 Plan					
▼ ■ Reports	4	529 Portfolio					
Folders E Classroom	5	529 Portfolio - Sample					
Classroom Consultant Scenario	6	Advisory Research Hypothetical Star Rating Analy					
Data Universes	7	Demo					
Ibbotson Associates	8	Equity Analyst Dashboard Q1 - 2010					
Industry Segment	9	Fiduciary Scorecard Template					
Release Enhancements	10	Forecasting Performance (WB)					
Scorecard	11	FT TM Monitor Universe					
All Reports	12	Fund Flow Template in Performance Reporting					
回 Inbox	13	gem fUNDS					
Archive	14	Ibbo 2012					
Templates	15						
Batches		IS_EV_New Line Up_Monitor					

2. The Select Investments window appears. Let's build a list with Search Criteria as we did in the previous section. Proceed to click on Search Criteria, select your universe, and click *OK*.

Kelect Investments	<u> </u>
Select Investments	
How do you want to s	select Investments?
Name/Ticker/ISIN/CUSIP	/SecId
Single Investment	it:
Multiple Investme	ents
🔘 Search Criteria	Open End Funds 👻
My Lists	
Import List	
	OK Cancel Help

3. Once you have completed your search, click OK.

Mor	ningstar l	Direct O	pen End Fund:	S						
⊘ ⊜ 0	pen 🔤	+= Insert	X Delete	Clear All	🟦 Export 🔼	PDF 🛛 🔚 Save As	🖾 Feedback			٦
	Rel	(Field Name	2		Operator	Value)	
1			Morningsta	ar Category		=	Foreign Large Blend			•
2	Or		Morningsta	ar Category		=	Foreign Large Growth			
3	Or		Morningsta	ar Category		=	Foreign Large Value			
4	Or		Morningsta	ar Category		=	Foreign Small/Mid Blend			
5	Or		Morningsta	ar Category		=	Foreign Small/Mid Growth			
6	Or		Morningsta	ar Category		=	Foreign Small/Mid Value			
7										
8										
9										
10										Ŧ
View I	Field Nan	ne:	Include:			Items Searched:	Items Found:	Ru	un Search	1
🔘 Ву	Category	<i>,</i>	Include	Only Surviving	Investments	171941	1755			1
🔘 Alp	habetical	lly	All Investigation	stments						
He	lo.							ок	Cancel	
	φ.							UK	Cancel	1

4. You will be taken to the Group Settings window where you can modify Display Groups, Peer Groups, and Benchmarks.

Group Settings			_				-		-	_	×
Group Settings The group settings dialog is u be defined using existing inve			ments in	to groups f	or compa	rison against	peer grou	ups and selecte	d benchmarks.	Peer grou	ups can
Group By ORece	ently Used	Custom [Databas	e 🔘 S	earch						
Availab	le Grouping:	Morningsta	r Catego	ory		•	Update				
Current Grouping Mornin	gstar Category										
ጵ 🔺 🖌 😸 🖪 Expand	All - Report S	ettings 🗙 I	Delete	Custom	n groups	Bhow Ber	nchmarks				
Display Groups/Inves	tments			olay Group	Peer Gro	up		Investments in Group	Display Benchn	nark 1	C
1 + US OE Foreign L	arge Blend			835	Display (Group	2	835	S&P 500 TR	- 🧉	& M 🔎
837 > US OE Foreign L	arge Value			402	Display (Group	2	402	S&P 500 TR	- 🧉	& M
1240 > US OE Foreign L	arge Growth			235	Display (Group	2	235	S&P 500 TR		& M
1476 > US OE Foreign S	mall/Mid Growth	1		141	Display (Group	2	141	S&P 500 TR	- 🦉	& M
1618 > US OE Foreign S	mall/Mid Value		53	Display (Group	2	53	S&P 500 TR		& M	
1672 + US OE Foreign S	mall/Mid Blend			68	Display (Group	2	68	S&P 500 TR	▼ 🥝	&_ M
											E
	•										Þ
Help									0	K C	ancel

5. By default, investments are organized by *Morningstar Category*. To change this, click on the Display Grouping drop down to select other grouping choices such as Morningstar Rating Overall, Investment Type, Broad Category Group, and more.

The gro		s dialog is used t existing investme			ments into groups t	for comparison aga	inst peer g	roups and selecte	d benchmarks. Peer	groups
iroup B	y	Recently Used		Custom I	Database 🔘 S	Gearch				
		Available Gr	rouping:	Morningsta	r Category		▼ Upda	ite		
Current Grouping Morningstar Category				Morning Morning	<u>istar Category</u> istar Institutional Ca istar Rating Overall Category	tegory	nchmar		Display Benchmark 1	
	Display C	noups/ investmen			ategory Group			er Group	Display benchmark 1	
1	► US OF	Foreign Large	Blend	Investm	ent Type		2	835	Analyst Assigned Be	- 🔍
837	→ US OE	Foreign Large	Value	MPF Sec			2	402	Analyst Assigned Be	- 🔍
1240	→ US OE	Foreign Large	Growth	1	Grouping		2	235	Analyst Assigned Be	- 🤍
1476	→ US OE	Foreign Small	/Mid Growth	No Grou	iping		2	141	Analyst Assigned Be	- 🧟
1618	→ US OE	Foreign Small	/Mid Value		53	Display Group	2	53	Analyst Assigned Be	- 🤍
L 4673	1672 • US OE Foreign Small/Mid Blend				68	Display Group	7	68	Analyst Assigned Be	- 0.

6. Go to Peer Group where the Display Group is the default for the Peer Group. To modify the peer group to be used for calculating rankings, click on the *Pen and Paper* icon next to each of the groupings. Keep in mind that you can also click on the top left box to apply your changes for all groupings at once.

Group Settings Group Settings Group Settings Group Settings The group settings dialog is used to organize a list of investments into groups for comparison against peer groups and selected benchmarks. Peer groups can be defined using existing investment lists or search criteria.										
Group By	Recently Used Available Grouping:	Custom	Database (ar Category) Search	•	U	pdate			
Current Grouping Morningstar Category 										
Display G	roups/Investments		# of Investme in Display Gro		oup		# of Investments in Peer Group	Display Benchmar	k 1 (
✓ 1 → US OE	Foreign Large Blend		83	5 Display	Group		835	Analyst Assigned	Be 💌 🔍 N	
▼ 837 → US OE	Foreign Large Value		40	2 Display	Group		402	Analyst Assigned	Be 🚽 🔍 N	
✓ 1240 → US OE	Foreign Large Growth		23	5 Display	Group		235	Analyst Assigned	Be 💌 🔍 M	
✓ 1476 → US OE	Foreign Small/Mid Growt	h	14	1 Display	Group		141	Analyst Assigned	Be 💌 🔍 N	
✓ 1618 → US OE	Foreign Small/Mid Value		5	3 Display	Group		53	Analyst Assigned	Be 💌 🔍 N	
	Foreign Small/Mid Blend		6	8 Display	Crown		68	Analyst Assigned	la .	

7. The Peer Group dialog box will appear. Select *Morningstar Category* and click *OK*.

Peer Group	
Define Peer Group Dia This dialog is used to	alog define the peer group.
How do you want to de	fine peer group?
Use Display Group	
🔘 Search Criteria	Open End Funds
🔘 My Lists	▼
🔘 Morningstar Catego	огу
Help	OK Cancel

8. The content of the "# of Investments in Peer Group" column now reflects those names in each of the specific Morningstar categories.

Froup E	Ву		Recently Available C		Custom Morningsta			earch	•) [Jpdate				
urrent	t Gro	uping	Morningsta	r Category											
* •	<u>~</u> ·	• ¥	Expand All	Report	Settings 🗙	Delete	🖗 Custon	n groups	Show B	ench	marks				
_	Di	splay (Groups/Investme	ents			nvestments play Group	Peer Gro	up		# of Investments i Peer Group	in Display	Benchmark	L	
1	•	US OF	E Foreign Larg	e Blend			835	Mornings	tar Categor		835 🍾	🖉 S&P 50	0 TR		2, м
837	►	US OF	E Foreign Larg	e Value			402	Mornings	tar Categor		402	7 S&P 50	0 TR	-	≷ M
1240	• 0	US OF	E Foreign Larg	e Growth			235	Mornings	tar Categor		235	/ S&P 50	0 TR	-	a M
1476	6 🕨	US OF	E Foreign Sma	ll/Mid Grow	th		141	Mornings	tar Categor		141	/ S&P 50	0 TR	-	≷ M
1618	8 🕨	US OF	E Foreign Sma	ll/Mid Value			53	Mornings	tar Categor		53	🖉 S&P 50	0 TR	-	≷ M
1672	2 🕨	US OF	E Foreign Sma	ll/Mid Blend			68	Mornings	tar Categor	2	68 👌	🕻 S&P 50	0 TR	-	a, M

9. Go to the "Display Benchmark 1" column and select *Analyst Assigned Benchmark* from the drop-down, as the designated benchmark.

The gro		tings	dialog is used t xisting investme				nents int	o groups fo	or compa	rison against	t pee	er groups and sele	ecte	d benchmarks. Po	eer gro	oups	s ca	
Group B	Зу		Recently	Used	Custo	🗇 Custom Database 🛛 💿 Search												
			Available G	rouping:	Morning	gstar	r Catego	ory		•) U	pdate						
Current	Group	ing	Morningstar	Category														
* *	~ ~	¥	Expand All	Report	Settings	x	Delete	🔩 Custom	groups	📰 Show Be	enchr	marks						
Г	Displ	ay G	roups/Investmer	nts				vestments lay Group	Peer Gro	up		# of Investments Peer Group	s in	Display Benchmar	rk 1	Π	C	
□ 1	+ US	5 OE	Foreign Large	Blend				835	Mornings	tar Categor	2	835	¥	Analyst Assigned	Be 💌	٩	м	
837	→ US	5 OE	Foreign Large	Value				402	Mornings	tar Categor	7	402	¥	Analyst Assigned	Be 🔻	٩	м	
1240) → US	5 OE	Foreign Large	Growth				235	Mornings	tar Categor	2	235	¥	Analyst Assigned	Be 🔻	٩	м	
1476	5 ► US	5 OE	Foreign Small	/Mid Grow	th			141	Mornings	tar Categor	7	141	¥	Analyst Assigned	Be 🔻	Q	м	
1618	1618 > US OE Foreign Small/Mid Value							53	Morningstar Categor 📝		2	53	¥	Analyst Assigned	Be 🔻	٩	м	
			Foreign Small	/Mid Blend	1			68	Morninas	tar Categor		68	Y	Analyst Assigned	Be ▼	0	м	

10. Click on *Show Benchmarks* to display the names of the Analyst Assigned Benchmarks.

-	using e	xisting investme												
oup By		Recently	Used	Custom	Databa	se 🔘 S	earch							
		Available Gr	ouping:	Morningst	ar Categ	jory		•	Upda	te				
irrent Gro	ouping	Morningstar	Category											
* * *	• *	Expand All	Report S	ettings 🗙	Delete	🛃 Custom	groups	Show Be	nchmar	ks				
Di	splay G	roups/Investmen	ts			nvestments play Group	Peer Group	-		of Investment er Group	s in I	Display Be	nchmark	1
1 ▶	US OE	Foreign Large	Blend			835	Morningsta	r Categor	2	835	¥١	ISCI ACV	/I Ex USA	
837 🕨	US OE	Foreign Large	Value			402	Morningsta	r Categor	2	402	¥١	ISCI EAFE	E Value N	R 🛨 🔍
1240 🕨	US OE	Foreign Large	Growth			235	Morningsta	r Categor	2	235	¥١	ISCI EAF	E Growth	N 🛨 🔍
1476 🕨	US OE	Foreign Small,	/Mid Growth	1		141	Morningsta	r Categor	2	141	¥١	4SCI Wor	ld Ex US I	N 🗕 🔍
1618 🕨	US OE	Foreign Small,	/Mid Value			53	Morningsta	r Categor	2	53	¥١	4SCI Wor	ld Ex US I	v 🗕 🔍
1672 +	US OE	Foreign Small	/Mid Blend			68	Morningsta	r Categor		68	Y I	4SCI Wor	d Ex US I	N 🗕 🔍

11. Should you use *Display Benchmark 2* as an additional benchmark, select the appropriate benchmark. For demonstration purposes, we will leave it as is. You can also customize the *Calculation Benchmark*, which is what will be used to calculate data points requiring a benchmark. For example, select the Morningstar Category Average as the Calculation Benchmark. Lastly, select the appropriate Risk-Free Proxy, if necessary, should you want to change the default. Once you have completed your selections, click *OK*.

Group Settings					
	dialog is used to organize xisting investment lists or :			rison against peer groups an	d selected benchmarks. Peer groups car
Group By	Recently Used Available Grouping:		n Database 💿 Search	▼ Update	
Current Grouping	Morningstar Category				
* * * *	Expand All	t Settings 🗙	Custom groups	Bhow Benchmarks	
Display Gr	oups/Investments		Display Benchmark 2	Calculation Benchmark	Risk-free Proxy
▼ 837 > US OE ▼ 1240 > US OE ▼ 1476 > US OE ▼ 1618 > US OE	Foreign Large Blend Foreign Large Value Foreign Large Growth Foreign Small/Mid Grov Foreign Small/Mid Valu Foreign Small/Mid Blen	e	MSCI EAFE PR USD V MSCI EAFE PR USD V MSCI EAFE PR USD V MSCI EAFE PR USD V	Morningstar Category Avera Morningstar Category Avera Morningstar Category Avera Morningstar Category Avera Morningstar Category Avera Morningstar Category Avera	age 🔽 🔍 USTREAS T-Bill Auction Ave age 🗹 🔍 USTREAS T-Bill Auction Ave age 🛨 🔍 USTREAS T-Bill Auction Ave
	•				
Help					OK Cancel

12. The *Select Column* dialog box appears. From here, you can select an existing Morningstar template, your own template, or create one from scratch using User Defined. For this example, select *User defined* and click *OK*.

Kelect Column			<u> </u>
Choose a method to define	the report columns.		
How do you want to define r	eport columns?		
Oser defined			
Morningstar Templates			-
My Templates			T
Help		ОК	Cancel

13. You will be taken to the *Performance Column Setup*. Go to the *Time Periods* tab to set various time periods for your custom calculated data points. For example, begin by selecting *Trailing periods*. Then, go to the *Number of Columns* box and enter *five*. Next, click *Add Columns* to add the five time periods to the bottom window.

Performance Column Se	etup			2
The time periods tab is	used to add, edit, or	remove time pe	riods to the performa	nce report.
Time Periods D	ata Points Ra	inks		
Time Period				
Start Date	5 years ago	*	06/01/2007	-
End date	Last Year End	•	12/31/2011	-
Time Periods	Single period		Rolling window	
	Trailing periods	3	Regular periods	from start
	Forward extendi	ng periods	Regular periods	from end
Window size				
Moving step	1 year	•		
Number of columns	5	Add Columns		
Selected Time Periods				
1/1/2007 - 12/31/201 1/1/2008 - 12/31/201				*
1/1/2009 - 12/31/201 1/1/2010 - 12/31/201 1/1/2010 - 12/31/201	1			~
1/1/2011 - 12/31/201				•
				*
Manage Colum	ns Settings	Remov	e Remove	All
Order time period I				
Help				OK Cancel

14. Double click on a time period to alter the Display Name. Once complete, click OK.

r	🚺 Time Period Set	tings
	Time Period Sett	tings
	General Settings	
	Time Period	1/1/2011 - 12/31/2011
	Display Name	1 Year
		✓ Display time periods in column headings
	Help	OK Cancel

15. Next, click on the Data Points tab.

Performance Column Set	tup			-	-	×
Time Period Setup The time periods tab is u	ised to add, edit,	or remove	time per	iods to the pe	rformance re	port.
Time Periods Da	ita Points	Ranks				
Time Period						
Start Date	5 years ago		-	05/01/2007		-
End date	Last Year End		•	12/31/2011		-
Time Periods	🔘 Single period	ł		🔘 Rolling wi	ndow	
	Trailing period	ods		🔘 Regular p	eriods from s	tart
	Forward external	ending perio	ds	🔘 Regular p	eriods from e	end
Window size			*			
Moving step	1 year		•			
Number of columns	5	Add Colu	umns			
Selected Time Periods						
1 Year						*
1/1/2010 - 12/31/2011 1/1/2009 - 12/31/2011 1/1/2008 - 12/31/2011	L					^
1/1/2007 - 12/31/2011						~
						*
Manage Column	ns Setting	s	Remov	e Re	emove All	
✓ Order time period la	test first					1
Help					ок	Cancel

16. Here, you can select from over 100 custom data points. The *Return* data point is selected as the default. Select *Alpha* as well. Notice that the "Apply add/remove to all time periods" box is checked. This means that the data points added apply to all time periods. However, you can also have data points apply to specific time periods by unchecking this box.

Performance Column Setup	×
Data Points This tab is used to add, edit or remove calculation data points to time report.	e period(s) on the performance
Time Periods Data Points Ranks	
Time Period: 1 Year	•
Data Points	
Alpha Alpha (non-excess return) Appraisal Ratio Appraisal Ratio (non-excess return) Average Average Absolute Deviation Average Drawdown Average Gain	
Selected Data Points	Add
Return Alpha	*
	×
	*
Manage Columns Settings	Remove
Apply add/remove to all time periods	
Help	OK Cancel

17. Click on *Ranks* to add ranking columns to the selected performance data points. Peer Group Rank is the default. Let's remove this data point and add *Peer Group Percentile* which is relative to the Morningstar Category as we defined earlier in Step 4. Continue to add "+/- *Display Benchmark 1*" which will display the excess return of each trailing time period relative to the benchmark. Once complete, click *OK*.

Performance Column Setup	<u> </u>
Rank Columns Setup This tab is used to add, edit, or remove rank columns to the performance rep	ort.
Time Periods Data Points Ranks	
Data Points:	
Available Rank Columns	
+/- Display Benchmark 1 +/- Display Benchmark 2 Peers Beaten % of Peer Group Beaten Peer group rank Peer group percentile Peer group decile Peer group decile Peer group quintile	
A	dd
Selected Rank Columns	
Peer group percentile +/- Display Benchmark 1	*
	^
	▲
	×
Manage Columns Settings Rer	nove
Descending ranks Ascending ranks	
Apply add/remove to all time periods	
Help	ок Cancel

18. Next, you will be taken to the Supplementary Column dialog box where you can select from standard and historical data points - whereas in the performance column setup, "custom calculation" data points were the options. For example, select *Ticker* and *Equity Style Box (Long)*. Go to the *Historical* and *Ranks* tab should you want to add additional data points. Once complete, click *OK*.

Supplementary H	istorical	Rank	s			
Jniverse:	Open En	d Funds		•		
ind Data Point By:	O View		Name c	ontaining		
	equity st	yle box			Go	
Available Supplementa	ry Columns					
Equity Style Box (Long					*	
Equity Style Box (Sho	rt)					
					-	
					Add	
					Add	
Selected Supplementar	y columns					\$
Ticker Equity Style Box (Long	1)					
						*
Manage Columr	ns Se	ttings	Remove	Re	emove All	`

19. Click *Calculate* to generate the report.

<u>F</u> ile <u>N</u> ew Favorites <u>T</u> o	ols <u>H</u> elp	III QuoteSpeed Search for	In Securities	-	Go			S 2	Send us feedback			
Home	All Rep	orts Untitled Performance Report										
Research	Action	💌 🔚 Save 👻 🏢 Calculate 👻 📝 Edit 🗸 📢	👆 Undo 🛛 🔍 Locate	🔍 Locate 🙀 Tools 🗸 🟦 Export View Default 🔹								
Local Databases		Name Report Currency: Base Currency	🔺 Ticker	Equity Style Box	1 Year 1/1/2010 - 12 1/1/2011 - 12/31/2011					2/31/2011		
Global Databases		Report currency, base currency		(Long)	Return		+/- Display	Alpha	Return	Peer group	+/- Display	
Performance Attribution						rank	Benchmark 1			rank	Benchmark 1	
Performance Reporting												
wife Departs	1	▼ US OE Foreign Large Blend										
Folders	2	Aberdeen International Equity Instl										
_	3	Aberdeen Intl Equity A										
	4	Aberdeen Intl Equity A Load Waived										
Archive	5	Aberdeen Intl Equity C										
I Templates	6	Aberdeen Intl Equity I/S										
III Batches	7	Aberdeen Intl Equity R										
	8	ActivePassive International Equity A										
	9	ActivePassive International Equity A L	W									
	10	AllianceBern International A										
	11	AllianceBern International A LW										
	12	AllianceBern International B										
	13	AllianceBern International C										
	14	AllianceBern Tax-Managed Intl A										

20. Name your report and click *OK* to calculate.

Save Report	
Save Report	
Name	Custom Report
Saved Reports	Active vs. Passive - Top 100 Large Cap Growth AGID Marketing QIR Risk Attribution Report Daily Reporting DailyModelReport Div Exposures less VNQ USAGX Sample Report Weekly Select List Performance Report (Test 2)
	OK Cancel

21. You have successfully generated a custom Performance Report. At any point, you can right-click on the column label to perform further customizations.

<u>File N</u> ew Favorites <u>T</u> oo	ols <u>H</u> elp	III QuoteS	peed Search for	In	Securities	•	Go				Sen 🛛	d us feedback		
lome	All Repo	orts Cust	om Report											
Research	Action	- 📃 Save -	🔠 Calculate 👻 📝 Edit 🗸	🐟 Undo	🔍 Locate	∦ Tools •	1 Export Vie	ew Default		•				
Local Databases		Name Report Curre	ncv: Base Currency	•	Ticker	Equity Style Box	1 Year 1/1/2011 - 12	/31/2011				1/1/2010 - 12/	31/2011	
Global Databases						(Long)	Return	Peer group	+/- Display Benchmark			Return	Peer group rank	+/- Display Benchmark
Performance Attribution									1			Remove Column		
Performance Reporting	818	Wells F:	argo Advantage Divers Intl A	LW	SILAX.lw		(10.85)	125	2.85	(1)		Insert Performan	re Data Point.	
🖬 Reports	819		argo Advantage Divers Intl A		WFIEX		(10.73)	115	2.98	(1)		Insert Rank		" -
Folders	820		argo Advantage Divers Inti A argo Advantage Divers Inti B		SILBX		(11.57)	172	2.14	(14		Insert Nank		
All Reports							. ,					Data Setting		
亘 Inbox	821		argo Advantage Divers Intl C		WFECX		(11.59)	173	2.12	(1-		Display Setting		
Archive	822	Wells Fa	argo Advantage Divers Intl I		WFISX		(10.40)	105	3 31	(1)	1 <u> </u>			
Templates	823	Wells Fa	argo Advantage Divers Intl Ir	v	WIEVX		(10.92)	130		-		Decimal Places		•
Batches	824	Wells Fa	argo Advantage Intl Equity A		WFEAX		(13.77)	393	(D		Copy Conditiona	Eormatting	
	825	Wells Fa	argo Advantage Intl Equity A	LW	WFEAX.lw		(13.77)	393	(1				
	826	Wells Fa	argo Advantage Intl Equity A	dm	WFEDX		(13.69)	388	✓ :	2		Paste Conditiona	2	
	827		argo Advantage Intl Equity B		WFEBX		(14.35)	469	(1	Delete Condition	al Formatting	
	828		argo Advantage Intl Equity D		WFEFX		(14.37)			>		Data Definition		
	829				WFENX		(13.44)	349		4	.40)	(0.05)	104	2.02
			argo Advantage Intl Equity I							5	- ·			
	830	Wells Fa	argo Advantage Intl Equity R		WFERX		(13.99)	426	(6.20)	(***		(0.61)	158	1.45

22. Click on the Action drop down to view the various choices such as deleting an investment.

<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ols <u>H</u> e	elp 📧	QuoteSpeed	Search for		In Securities	-	Go			🖾 Sen	d us feedback		
Home	All R	Reports	Custom R	eport										
Research	Act	tion 🕶 📒	Save 🕶 🧱	Calculate 👻 🔓	🖌 Edit 🕶 🗼 Un	do 🔍 Locate	🚓 Tools -	1 Export Vie	ew Default		-			
Local Databases	Ē	Add Inve				Ticker	Equity Style Box	1 Year 1/1/2011 - 12	/31/2011			1/1/2010 - 12	/31/2011	
Global Databases	11		vestments				(Long)	Return	Peer group	+/- Display	Alpha	Return	Peer group	
Performance Attribution			eport Search Collapse All G					rank		Benchmark 1		rank	Benchmark 1	
Performance Reporting		expand/ (Joliapse All G	· ·										
Reports	-	Report S	ettings		ers Intl A LW	SILAX.lw		(10.85)	125	2.85	(13.45)	(1.23)	228	0.83
E Folders	E	Select Template		ers Intl Adm	WFIEX		(10.73)	115	2.98	(13.30)	(1.03)	205	1.04	
All Reports	Select Report Currency	y	ers Intl B	SILBX		(11.57)	172	2.14	(14.24)	(1.96)	310	0.11		
Inbox	E -			ers Intl C	WFECX		(11.59)	173	2.12	(14.26)	(1.95)	308	0.11	
Archive	E	Reports		•	ers Intl I	WFISX		(10.40)	105	3.31	(12.94)	(0.73)	175	1.33
I Templates	Ε	Charts		•	ers Intl Inv	WIEVX		(10.92)	130	2.78	(13.52)	(1.27)	235	0.79
Batches	E	Recently	Used Reports	; ⊦	Equity A	WFEAX		(13.77)	393	(0.06)	(16.77)	(0.30)	124	1.77
	82	25	Wells Fargo /	Advantage Intl	Equity A LW	WFEAX.lw		(13.77)	393	(0.06)	(16.77)	(0.30)	124	1.77
	82	26	Wells Fargo /	Advantage Intl	Equity Adm	WFEDX		(13.69)	388	0.02	(16.68)	(0.56)	150	1.51
	82	27	Wells Fargo /	Advantage Intl	Equity B	WFEBX		(14.35)	469	(0.65)	(17.44)	(1.06)	208	1.00
	827 Wells Fargo Advantage Intl E 828 Wells Fargo Advantage Intl E		Equity C	WFEFX		(14.37)	471	(0.67)	(17.46)	(1.10)	212	0.97		
	82	29	Wells Fargo /	- Advantage Intl	Equity I	WFENX		(13.44)	349	0.27	(16.40)	(0.05)	104	2.02
	83		-	Advantage Intl		WFERX		(13.99)	426	(0.28)	(17.02)	(0.61)	158	1.45

23. Click on the *Save* drop down to save your report as a template.

Morningstar Direct				-		_						
<u>File N</u> ew Favorites <u>To</u>	ols <u>H</u> elp	Rearch for	Ir	Securities	-	Go			🛛 Sen	d us feedback		
Home	All Repor	ts Custom Report										
Research	Action -	🔚 Save 🔹 🏢 Calculate 🔹 📝	Edit 🕶 🐟 Undo	🔍 Locate	🔹 Tools 🗸	1 Export Vie	ew Default		•			
Local Databases		. Save	-	Ticker	Equity Style Box	1 Year 1/1/2011 - 12	/31/2011			1/1/2010 - 12	/31/2011	
Global Databases		Save As			(Long)	Return	Peer group	+/- Display	Alpha	Return	Peer group	+/- Display
Performance Attribution		Save as Template					rank	Benchmark			rank	Benchmark
Performance Reporting		Save As Investment List						•				-
	818	Archive	ntl A LW	SILAX.lw		(10.85)	125	2.85	(13.45)	(1.23)	228	0.83
 Reports Folders 	819	Wells Fargo Advantage Diver	s Intl Adm	WFIEX		(10.73)	115	2.98	(13.30)	(1.03)	205	1.04
All Reports	820	Wells Fargo Advantage Diver	s Intl B	SILBX		(11.57)	172	2.14	(14.24)	(1.96)	310	0.11
Inbox	821	Wells Fargo Advantage Diver	s Intl C	WFECX		(11.59)	173	2.12	(14.26)	(1.95)	308	0.11
Archive	822	Wells Fargo Advantage Diver	s Intl I	WFISX		(10.40)	105	3.31	(12.94)	(0.73)	175	1.33
III Templates	823	Wells Fargo Advantage Diver	s Intl Inv	WIEVX		(10.92)	130	2.78	(13.52)	(1.27)	235	0.79
Batches	824	Wells Fargo Advantage Intl E	quity A	WFEAX		(13.77)	393	(0.06)	(16.77)	(0.30)	124	1.77
	825	Wells Fargo Advantage Intl E	quity A LW	WFEAX.lw		(13.77)	393	(0.06)	(16.77)	(0.30)	124	1.77
	826	Wells Fargo Advantage Intl E	quity Adm	WFEDX		(13.69)	388	0.02	(16.68)	(0.56)	150	1.51
	827	Wells Fargo Advantage Intl E	quity B	WFEBX		(14.35)	469	(0.65)	(17.44)	(1.06)	208	1.00
	828	Wells Fargo Advantage Intl E	quity C	WFEFX		(14.37)	471	(0.67)	(17.46)	(1.10)	212	0.97
	829	Wells Fargo Advantage Intl F	nuity T	WFENX		(13.44)	349	0.27	(16.40)	(0.05)	104	2.02

© 2013 Morningstar, Inc. All rights reserved.

Apply Simple and Conditional Formatting

Simple and Conditional Formatting allows you to distinguish between specific investments. Using *Simple Formatting*, you can select an investment to highlight. Using *Conditional Formatting*, you can identify specific criteria to highlight.

1. Open an existing performance report. Right-click an investment, scroll over *Highlight*, and select Highlight using a specific color such as yellow.

<u>File N</u> ew Favorites <u>T</u> oo	ls <u>H</u> elp	R QuoteSpeed Search for	In	Securities	•	Go						
Home	All Repo	orts Custom Report										
Research	Action	🔹 🔚 Save 🔹 🏢 Calculate 🔹 📝 Edit	🗸 🧄 Undo	🔍 Locate	🛓 Tools 🕶	🗘 Ex	xport Vie	w Default				
Local Databases		Name Report Currency: Base Currency		Ticker	Equity Style Box (Long)	1 Ye	ear 2011 - 12/	21/2011				
Global Databases		Report Currency: Dase Currency				Return _		Peer aroup	+/- Displa			
Performance Attribution								percentile	Benchmar 1			
Performance Reporting												
Pa Decenter	1	 US OE Foreign Large Blend 										
Reports Folders	2	Dynamic Canadian Equity Incom		DWGIY	æ	_	10.97	1	24.68			
Classroom	3	FMI International	Highlight	Highlight				 Highlight Row Green 				
Classroom Consultant Sce	4	Virtus International Equity A	Add Form	atting Rule or	n 'Name'		Highlight Row Yellow					
Data Universe:	5	Forester Discovery		Rule on 'Nam		Highlight Row Red						
Ibbotson Asso	6	Aberdeen International Equity			-		Highlig	ght Row Blue				
🗉 Industry Segm	7	NorthRoad International Y	Notes			•	Highlig	ght Row Grey				
🔟 Release Enhan	8	T. Rowe Price Inst Concentrate	Ouicktake									
Scorecard	9	Artisan International Value Inv	Quicktoke				Clear H	lighlight				
All Reports	10	Lazard International Equity Se	Investmen	t Information	1	•	Clear A	All Highlights				
Inbox	11	Lazard International Equity Inst		LZIEX			(7.17)	3	6.54			
Archive	12	Artisan International Inv		ARTIX	RTIX I		(7.26)	3	6.45			
Templates Batches	13	BBH International Equity N		BBHEX			(7.52)	4	6.19			
E Datches	14	American Funds Intl Gr And Inc.	29A	CGIAX		(7.56)		5	6.15			

2. Next, right-click on a column to apply a conditional highlighting rule. In this example, select *Add Formatting Rule on 'Peer Group Percentile'* to highlight rows based on their specific percentile results.

🚺 Morningstar Direct														
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ls <u>H</u> elp	III QuoteSp	eed Search f	for	In	Securities	•	Go				🔤 Ser	nd us feedback	
Home	All Repo	rts Custo	om Report											
Research	Action -	Save 🗸	🔠 Calculate 🗸	📝 Edit 🗸	🐟 Undo	🔍 Locate	🚓 Tools 🗸	🟦 Export	Vie	ew Default		•		
Local Databases		Name Report Currer	ncy: Base Curren	cy		Ticker	Equity Style Box	1 Year 1/1/2011	- 12/	/31/2011		•	2 Years 1/1/2010 - 12	2/31/2011
Global Databases							(Long)	Return	-	Peer group percentile	+/- Display Benchmark		Return	+/- Displa Benchma
Performance Attribution										percentile	1			1
Performance Reporting														
■ Reports		VS OE For	eign Large Ble	end										
Folders	2	Dynamio	c Canadian Equit	ty Income I	I	DWGIX	8	10.	97	1	24.68	9.30	11.09	13.15
Classroom	3	FMI Inte	rnational			FMIJX	2	(1.	77)		Highlight			•
Consultant Sce	4	Virtus Ir	nternational Equi	ty A		VIEAX		(2.	01)		Add Forma	tting Rule on 'Pe	er group percent	ile'
Data Universe:		Forester	Discovery			INTLX		(2.	73)			ule on 'Peer gro	2	
Ibbotson Asso		Aberdee	n International f	Equity A		GIGAX		(5.	01)		Add Filter N	uie on Peer gro	up percentile	
🔟 Industry Segm	7	NorthRo	ad International	Y		NRIEX		(6.	43)		Notes			+

3. You will automatically be taken to the Conditional Formatting Rules window. For this example, we will differentiate the percentile breakpoints with 4 colors: between 1 to 25 will be green, between 26 and 50 will be yellow, between 51 and 75 will be blue, and between 76 and 100 will be red. You can use the clone feature (indicated by the arrow) to duplicate and change the values. At any point, you can preview the color before clicking OK. When complete, click *OK*.

Conditional Formatting Rules					x
These are the conditional formatting rules applicable to the datapoint 'Peer group percentile'. Apply changes to the Rule Count: 4	ese rul	es ar	nd cli	ck "OK".	
► Rule 1	*	^	*	* ×	
1 Year : Return : Peer group percentile Between 1 and 25					
Cell Color 🗾 🔽 Text Color 📰 🔽 🔲 Bold 🕼 Column Only				🔽 Active	:
► Rule 2	*	^	•	* x	:
1 Year : Return : Peer group percentile Between 26 and 50					_
Cell Color 📃 🔽 Text Color 📰 🔽 🔲 Bold 🔍 Column Only				🔽 Active	:
► Rule 3	*	^	*	* x	:
1 Year : Return : Peer group percentile Between 51 and 75					_
Cell Color Text Color Bold Column Only				Active	:
▼ Rule 4	*	^	*	* x	:
★ ¥ Rel (Field Name Operator Value)	
□ 1 I Year : Return : Peer group percentile Between 76	1	00		-	<u> </u>
+ Add					
Help Add Rule Preview	v	ОК		Cancel	

4. As you can see, the values in the Peer Group Percentile column are now identified by color. To apply the same criteria to the remaining time periods, do a right click and select *Copy Conditional Formatting*.

<u>File New Favorites Too</u>	ls <u>H</u> elp	III QuoteSpeed Search for In	Securities	•	Go			Sen Sen	d us feedbacl
Home	All Repo	rts Custom Report							
Research	Action	🔚 Save 🔻 🏢 Calculate 👻 📝 Edit 🔹 🧄 Undo	🔍 Locate	🚓 Tools -	1 Export	/iew Default		•	
Local Databases		Name A Report Currency: Base Currency	Ticker	Equity Style Box	1 Year 1/1/2011 - :	12/31/2011			2 Years 1/1/2010 -
Global Databases				(Long)	Return	Peer group	+/- Display Benchmark	Alpha	Return
Performance Attribution						percentile	Insert Ra	ak .	
Performance Reporting	1	▼ US OE Foreign Large Blend				<u>v</u>	Remove		
📲 Reports	2	Aberdeen International Equity A	GIGAX		(5.01	2			
Folders	3	ActivePassive International Equity A	APIEX		(10.45		Copy Co	nditional Format	ting
Classroom		Allianz AGIC Intl Mgd Volatility Instl	NAISX		(13.88		Paste Co	nditional Format	ting
Consultant Sce Data Universe:	5	American Beacon Intl Eg Index Inst	AIIIX		(12.50		Delete Co	onditional Forma	tting
Ibbotson Asso	_	American Funds EuroPacific Gr A	AEPGX		(13.58		Display S	attina	
Industry Segm	7	American Funds International HLS IB	HVTBX		(14.23			etting	
Release Enhan	_	American Funds Intl Gr And Inc 529A	CGIAX		(7.56		Order	(2.77)	•
E Scorecard	9	American Indep Intl Alpha Strat I	IMSSX		(10.97		2.74	(13.53)	(3.0
All Reports	10	AQR International Momentum L	AIMOX		(14.36		(0.65)	(17.31)	(1.1
🔟 Inbox	11	Artio International Equity A	BJBIX		(23.50		(9.79)	(28.22)	(8.8
Archive	12	Artio International Equity II A	JETAX		(22.02	·	(8.32)	(26.39)	(8.3
Templates	13	Artisan International Inv	ARTIX	-	(7.26		6.45	(9.38)	(0.9
Batches		Arusan International IIIV	OINT IN	_	(7.20	,	0.40	(5.50)	

5. Go to the remaining time periods and Paste the Conditional Formatting to the remaining Peer Group Percentile columns.

Morningstar Direct															
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ls <u>H</u> elp	📧 QuoteSpee	d Search fo	r	In	Securities	• 0	Go					Send us feedback	:	
Home	All Repo	rts Custom	ı Report												
Research	Action	- 📒 Save 🔸 🚦	Calculate 🗸	🖉 Edit 🗸 🔍	👆 Undo	🔍 Locate	🚓 Tools 🗸	1 Export	View Defa	ault	-				
Local Databases		Name Report Currency	: Base Currency	/	-	31/2011			2 Ye 1/1/2	ars 2010 - 12/	/31/2011			3 Years 1/1/2009 -	12/31/
Global Databases							+/- Display		Retu	m			roup Alpha	Return	+/
Performance Attribution						percentile	Benchmark 1				Benchmark 1	percen	Insert Rank		Be
Performance Reporting															
▼ ■ Reports	1	 US OE Forei 	gn Large Blen	d									Remove Rank		
Folders	2	Aberdeen 1	International Eq	uity A		2	8.70	(7.0	19)	3.79	5.85		Copy Condition	al Formatting	
Classroom	3	ActivePass	ive Internationa	al Equity A		13	3.26	(12.9	6)	(0.91)	1.15		Paste Condition		1
Consultant Sce	4	Allianz AGI	C Intl Mgd Vola	atility Instl		50	(0.18)	(16.7	7)	(2.45)	(0.39)			2	1
Data Universe:		American B	Beacon Intl Eq I	Index Inst		31	1.21	(15.2	3)	(2.99)	(0.92)		Delete Conditio	nal Formatting	
Ibbotson Asso		American F	unds EuroPacif	ic Gr A		45	0.12	(16.5	iO)	(2.77)	(0.70)		Display Setting		
🗉 Industry Segm	7	American F	unds Internatio	onal HLS IB		56	(0.52)	(17.2	2)	(4.24)	(2.17)		Order		
🗉 Release Enhan	8	American F	unds Intl Gr An	nd Inc 529A		5	6.15	(9.7	7)	0.18	2.24	_	12 (7.0	/) 10.0	69
Scorecard	9	American I	ndep Intl Alpha	Strat I		16	2.74	(13.5	3)	(3.03)	(0.97)		61 (11.2	9) 5.1	13

6. As displayed below, you can now track the trend of the investments moving from one percentile breakpoint to another.

<u>File N</u> ew Favorites <u>T</u> oo	ls <u>H</u> elp	III QuoteSpeed Search for Ir	Securities	• Go				Send us fe	edback		
Home	All Repo	orts Custom Report									
Research	Action	🔹 🔚 Save 🔹 🏢 Calculate 🔹 📝 Edit 🔹 🦚 Undo	🔍 Locate	Tools - 🛈	Export View	Default	•				
Local Databases		Name Report Currency: Base Currency		2 Years	12/31/2011			3 Years 1/1/2009 - 12/31/2011			
Global Databases		Report Carlency: base Carlency	Alpha	Return		v Peer group	Alpha	Return		Peer group	
Performance Attribution					Benchmar 1	k percentile			Benchmark 1	percentile	
Performance Reporting											
▼ ■ Reports	1	 US OE Foreign Large Blend 									
E Folders	2	Aberdeen International Equity A	(7.09)	3.7		1	(4.46)	13.23	2.53	6	
Classroom	3	ActivePassive International Equity A	(12.96)			24	(9.00)	8.52	(2.19)	43	
Consultant Sce	4	Allianz AGIC Intl Mgd Volatility Instl	(16.77)	(2.4	45) (0.39)	48	(11.40)	5.21	(5.49)	80	
Data Universe:	5	American Beacon Intl Eq Index Inst	(15.23)	(2.9	99) (0.92)	60	(11.77)	6.60	(4.10)	66	
🔟 Ibbotson Asso	6	American Funds EuroPacific Gr A	(16.50)	(2.7	77) (0.70)	56	(11.24)	9.56	(1.15)	26	
🔟 Industry Segm	7	American Funds International HLS IB	(17.22)	(4.2	24) (2.17)	80	(13.02)	9.39	(1.31)	29	
🗉 Release Enhan	8	American Funds Intl Gr And Inc 529A	(9.77)	0.1	18 2.24	12	(7.67)	10.69	(0.01)	17	
Scorecard	9	American Indep Intl Alpha Strat I	(13.53)	(3.0	03) (0.97)	61	(11.29)	5.13	(5.57)	81	
All Reports	10	AQR International Momentum L	(17.31)	(1.1	L4) 0.92	27	(10.67)				
Inbox	11	Artio International Equity A	(28.22)	(8.8)	39) (6.82)	98	(17.65)	0.79	(9.91)	97	
Archive Templates	12	Artio International Equity II A	(26.39)	(8.3	33) (6.26)	97	(17.10)	1.51	(9.19)	95	
Batches	13	Artisan International Inv	(9.38)	(0.9	90) 1.17	23	(9.82)	11.14	0.44	13	
	14	Artisan International Value Investor	(9.42)	5.0	08 7.14	1	(3.05)	13.80	3.10	4	
	15	ASTON/Barings International I	(12.87)	(1.6	50) 0.46	34	(9.45)	7.65	(3.06)	52	
	16	BBH International Equity N	(9.58)	(0.7	71) 1.35	21	(7.80)	8.53	(2.17)	43	
	17	Bernstein International Portfolio	(22.68)	(7.6	58) (5.62)	95	(16.92)	2.47	(8.23)	94	
	18	Bernstein Tax-Managed Intl	(22.56)	(7.7	76) (5.70)	95	(17.02)	2.72	(7.99)	94	
	19	BlackRock International Index Inv A	(15.62)	(3.4	42) (1.36)	68	(12.21)	6.09	(4.62)	72	
	20	BlackRock International Inv A	(17.75)	(0.4	49) 1.58	18	(9.29)	10.84	0.14	15	
	21	BlackRock International Opp Inv A	(17.36)	(2.3	35) (0.29)	45	(11.38)	9.21	(1.50)	32	
	22	BNY Mellon Intl Appreciation M	(16.28)	(3.8	36) (1.79)	76	(12.88)	5.73	(4.98)	76	

7. You can also filter your report to only view results that meet custom criteria. For example, right-click on the data point that you would like to filter. Select *Add Filter Rule on 'Peer group percentile.'*

🚺 Morningstar Direct														
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ls <u>H</u> elp	III QuoteS	peed Search f	for	I	n Securities	• (Go				Seno	d us feedbac	k
Home	All Repo	orts Cust	om Report											
Research	Action	- 🔚 Save -	🗰 Calculate 🗸	📝 Edit 🗸	🐟 Undo	🔍 🔍 Locate	🚓 Tools 🗸	1 Export	View	Default		•		
Local Databases		Name Report Curre	ncy: Base Curren	cy			5 Years 1/1/2007 -	12/31/201	1					Total Score
Global Databases						Time	Return		splay		Return:	Alpha	Time	
Performance Attribution						Period Score		Bench 1	mark	group percentil	Peer group percentile		Period Score	
Performance Reporting										e	Score [20%]			
▼ ■ Reports	1	VIS OE For	reign Large Ble	end										
🚔 Folders	2	Aberdee	en International B	Equity A		4.00	0.0	01 2	2.93	1	Great	1.55	4.00	20.00
Classroom	3	Artisan	International Val	ue Investor	r	4.00	0.4	46 3	3.38		Highlight			
🔟 Consultant Sce		Forester	r Discovery			4.00	5.6	51 8	3.54		Add Formattir	ng Rule on 'Peer o	aroun percent	ile'
Data Universe:		Sextant	International			4.00	1.4	40 4	1.32			<u>,</u>		ine in
Ibbotson Asso	6	Manning	& Napier Intern	ational S		4.00	(0.2	25) 2	2.68		Add Filter Kule	e on 'Peer group	percentile'	
Industry Segm Release Enhan	7	Ivy Inte	rnational Core E	quity A		4.00	(0.5	51) 2	2.42		Notes			+

8. Enter the criteria by which you wish to filter. For example, let's filter the *top percentile results for the 5 year period*. If you uncheck Update Summary Statistics - as we did, indicated by the arrow - your report will not recalculate and will simply hide the information that doesn't meet the criteria. If you check Update Summary Statistics (default), then your report will recalculate updating the summary statistics. Click *OK* when complete.

K Filte	er					
]]}+= Ir	nsert	🗙 Delete	🖆 Clear All 🛛 🏦 Export	•		
V	Rel	(Field Name	Oper	ator Value)
V 1			5 Years : Return : Peer	group percentile =	1	A
2					NA	
3						
5						
6						
78						
9						
	Ipdate Su	ummary Sta	د	m		
F	lelp					OK Cancel

9. Your grid view will now display the filtered results.

<u>File N</u> ew Favorites <u>T</u> oo	ls <u>H</u> elp	CuoteSp	peed Search f	or 1	in Securities	•	Go				Send us	feedback	:
Home	All Repo	rts Cust	om Report										
Research	Action	Save -	Calculate 🗸	📝 Edit 🗸 Undo	Cocate	🛓 Tools 🕶	1 Export	view Default					
Local Databases		Name Danast Curre	ncy: Base Current			5 Years 1/1/2007 - 1	0/01/0011					Total Score	Scorecard
Global Databases			ering 419 out of		Time	Return	+/- Display	Peer	Return:	Alpha	Time	score	Weighted Score
Performance Attribution					Period Score		Benchmark		Peer group percentile		Period Score		-
Performance Reporting					00010		•	percentite	Score [20%]		beone		
■ Reports	1	• US OE For	reign Large Ble	nd					(20.0)				
Folders	2	Aberdee	en International E	quity A	4.00	0.01	2.93	1	Great	1.55	4.00	20.00	4.00
E Classroom	3	Artisan	International Val	ue Investor	4.00	0.46	3.38	1	Great	0.85	4.00	20.00	4.0
🗉 Consultant Sce		Forester	r Discovery		4.00	5.61	8.54	1	Great	4.52	4.00	17.00	3.1
🔟 Data Universe:		Sextant	International		4.00	1.40	4.32	1	Great	0.95	4.00	19.00	3.7
 Ibbotson Assor Industry Segm Release Enhan Scorecard 	6	Benchm	ark 1: MSCI ACM	I Ex USA NR USD		(2.92)	1			(1.70)			
	7	Peer Gr	oup: Morningsta	r Category = US OE									
	8	Number	of investments r	anked				668					
All Reports	9	▶ Peer Gr	oup Summary St	atistics									
Inbox	10	• US OE For	reign Large Val	ue									
Archive	11	Allianz N	NFJ International	Value Instl	4.00	(0.12)	6.21	1	Great	1.48	4.00	20.00	4.0
Templates	12	Tweedy	, Browne Global	/alue	4.00	(0.04)	6.29	1	Great	(0.22)	4.00	20.00	4.0
Batches	13	Benchm	ark 1: MSCI EAF	E Value NR USD		(6.33)	1			(5.22)			
	14	Peer Gr	oup: Morningsta	r Category = US OE									
	15	Number	of investments r	anked				302					
	16	▶ Peer Gr	oup Summary St	atistics									
	17	• US OE For	reign Large Gro	wth									
	18	Fidelity	Canada		4.00	2.90	6.06	1	Great	4.72	4.00	18.00	3.8
	19	Benchm	ark 1: MSCI EAF	E Growth NR USD		(3.16)	1			(2.33)			
	20	Peer Gr	oup: Morningsta	r Category = US OE									
	21	Number	of investments r	anked				189					
	22	Peer Gr	oup Summary St	atistics									
	23	• US OE For	reign Small/Mie	d Growth									
	24	Driehau	s International S	mall Cap Growth	3.00	4.01	8.11	1	Great	5.98	4.00	18.00	3.7
	25	Westcor	e International S	mall Cap	4.00	1.95	6.05	1	Great	3.51	4.00	20.00	4.0

Automatically Calculate Reports Using Batch Scheduling

1. Once you have created a performance report, you can schedule a batch to automatically calculate the report. Click on *Batches*.

Morningstar Direct		-		-	-								X
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> o	ols <u>H</u> elp	I QuoteSpeed Search for	In	Securities	•	Go			🔤 Sen	d us feedback			
Home	All Rep	orts Custom Report											
Research	Action	• 🔚 Save • 🔛 Calculate • 📝 Edit •	🐟 Undo	🔍 Locate	🛓 Tools 🕶	1 Export Vi	ew Default		•				
Local Databases		Name Report Currency: Base Currency	*	Ticker	Equity Style Box	1 Year 1/1/2010 - 12/31/2011 1/1/2010 - 12/31/2011							
Global Databases		Filter On: Filtering 912 out of 1734 Inves	tments		(Long)	Return		+/- Display	Alpha	Return	Peer group	+/- Display	
Performance Attribution							rank	Benchmark 1			rank	Benchmark 1	
Performance Reporting	_												
Reports	1	▼ US OE Foreign Large Blend											
Folders	2	Aberdeen International Equity Inst		GIGIX		(4.67)	8	9.03	(6.74)	4.10	6	6.17	
All Reports	3	Aberdeen Intl Equity A		GIGAX		(5.01)	10	8.70	(7.09)	3.79	8	5.85	
Inbox	4	Aberdeen Intl Equity A Load Waive	d	GIGAX.lw		(5.01)	10	8.70	(7.09)	3.79	8	5.85	
Archive	5	Aberdeen Intl Equity C		GIGCX		(5.63)	13	8.08	(7.74)	3.07	11	5.13	
I Templates	6	Aberdeen Intl Equity I/S		GIGSX		(4.80)	9	8.91	(6.87)	3.96	7	6.03	
Batches	7	Aberdeen Intl Equity R		GIRRX		(5.16)	12	8.55	(7.24)	3.60	10	5.66	
	8	ActivePassive International Equity	۹.	APIEX		(10.45)	106	3.26	(12.96)	(0.91)	193	1.15	
	9	ActivePassive International Equity	A LW	APIEX.lw		(10.45)	106	3.26	(12.96)	(0.91)	193	1.15	
	10	American Beacon Intl Eq Index Ins	t	AIIIX		(12.50)	250	1.21	(15.23)	(2.99)	474	(0.92)	

2. Click on New.

Morningstar Direct									0 <mark>- 2</mark>
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ols <u>H</u> elp	III QuoteSpeed	Search for	In Securities	• Go		Send us feedb	ack	
Home	Batches								
Research	Action •	🔛 New 🗙 Delete	🖌 Edit 🛛 📰 Schedule	Run Batch					
Local Databases		Name		Next Run		Last Run	Reports	Active	
Global Databases									
Performance Attribution									
Performance Reporting									
■ Reports									
Folders									
All Reports Inbox									
Archive									
Templates									
Batches									

3. First, enter a name for your batch. Second, add the reports to the Selected Reports window using the arrows provided. Keep in mind, you can select individual files or folders containing specific files. Click *Next* when complete.

Batch Management			×
Step 1 of 2: Add Report Add reports to be batched			
Batch Morning Batch			
Available Reports		Selected Reports	
 Folders Active vs. Passive - Top 100 Large Cap AGID Marketing QIR Risk Attribution Report Building Blocks Daily Reporting DailyModelReport Div Exposures less VNQ USAGX The Daily 2012 Weekly Select List Performance Report Training Folder Expand All Collapse All 	>> < <<	▼ Training Folder Custom Report Sample Report	Delete
Help			Next Cancel

4. Once you have determined your file locations and other settings, click *Schedule*.

Batch Management	t			X
Step 2 of 2: Report I Modify Batch Prefer				
Batch	Morning Bate	:h		
	C Export as t	abs in a single file 🛛 💿 Expo	ort as individual files	
X Delete				
Performance R	eport	File Output Location	File Name	Append with Archive Report
Custom Rep	ort	C:\Documents and Setti	Custom Report	YYYYMMDD - No -
Sample Rep	ort	C:\Documents and Setti	Sample Report	YYYYMMDD - No -
				E
	٠		III	•
Help			Schedule	Back Finish Cancel

5. Fill out the settings in the *Schedule Batch* dialog box. Click *OK* when complete.

K Schedule Batch	×
Schedule Batch	
Batch	Morning Batch
Scheduled Time	[S PM ▼] :00 ▼
Recurrence	 One-time run Date 05/25/2012 □ Repeat Every ▼ Day ▼ Repeat on the 1 ⇒ day of the month Repeat on the First ▼ Mon ▼ of every Month ▼ Run only if logged on
Completion Notification	 None Alert message in Morningstar Direct
Email Results	Email Excel results file to the following email recipients:
Help	OK Cancel

6. Click *Finish* to complete the process.

🔏 Batch Managemen	it			×
Step 2 of 2: Report Modify Batch Prefe				
Batch	Morning Bate	ch		
) Export as t	abs in a single file 🛛 💿 Exp	ort as individual files	
X Delete				
Performance F	Report	File Output Location	File Name	Append with Archive Report
Custom Rep	port	C:\Documents and Setti 🔍	Custom Report	YYYYMMDD V No V
Sample Rep	port	C:\Documents and Setti 🍳	Sample Report	YYYYMMDD - No -
			III	4
Help			Schedule	Back Finish Cancel

7. Notice your scheduled batch is now listed.

Morningstar Direct			-				
<u>File N</u> ew Favorites <u>T</u> oo	ols <u>H</u> elp	(III) QuoteSpeed Search for		In Securities • Go		Send us feedb	ack
Home	Batche						
Research	Action	n 🕶 🖬 New 💥 Delete 📝 Edit	Schedule R	un Batch			
Local Databases		Name	*	Next Run	Last Run	Reports	Active
Global Databases							
Performance Attribution	_						
Performance Reporting	1	Morning Batch		5/25/2012 5:00:00 PM		2	
 ▼ ■ Reports ▲ Folders ■ All Reports ■ Inbox ■ Archive ■ Templates ■ Batches 							

8. Go to Action and click Refresh Scheduled Tasks to sync your computer log-in to the batch.

Fue Went resources Too	Is Help III QuoteSpeed Search for	In Securities - 4	30	📾 Send u	s feedback
Home	Batches				
Research	Action * 🖬 New 🗙 Delete 📝 Edt 📰	Schedule Run Batch			
ocal Databases Slobal Databases	Delete Rename Refresh Scheduled Tasks	. Next Run	Last Run	Reports	Active
Performance Attribution Performance Reporting	Clear Scheduled Runs	5/25/2012 5:00:00 PM		2	88
Reports Folders E All Reports E Inbox					

9. Enter your Windows Login and password. Press OK.

M Batch Login			×
M RNINGSTAR [®]			
Batch Processing Login			
Batch processing require credentials below.	s both Windows and Morningstar credentials. Plea	ise enter	required
Windows Login			
Windows Login			
Password			
Validate password			
Help		ок	Cancel

Send and Share Reports with Morningstar Direct Colleagues

1. Once you have created your report, you can send or share with colleagues within or outside your firm. Choose the report, click *Action*, and select either *Send To* or *Share With*, *Outside My Firm*.

<u>File New Favorites Too</u>	Is <u>H</u> elp III QuoteSpeed Search f	or 1	in Securities	▼ Go		Send u	s feedback
lome	All Reports						
tesearch	Action 🕶 🖬 New 🙀 General Settings	Quick Find					
ocal Databases	Calculate		▲ Folder	Туре	Owner	Permission	Last Calculated
lobal Databases	Calculate and Export						
erformance Attribution	Calculate and Export to Tabs	ge Cap Growth	Folders	Report	Jaclyn Carney	Read/Write	
erformance Reporting	Stop Calculation		Folders	Report	Jaclyn Carney	Read/Write	
	Stop All Calculations		Folders	Report	Jaclyn Carney	Read/Write	
Reports	Delete		Folders	Report	Jaclyn Carney	Read/Write	5/25/2012 2:45:17 PM
Folders All Reports	Rename		Folders	Report	Jaclyn Carney	Read/Write	
	Archive Report		Folders	Report	Jaclyn Carney	Read/Write	
Archive	Save As		Folders	Report	Jaclyn Carney	Read/Write	
Templates	E Send To	Within My Firm	n is	Report	Jaclyn Carney	Read/Write	5/24/2012 3:12:44 PM
Batches	Share With	Outside My Fi		Report	Jaclyn Carney	Read/Write	
	Assign to Folder						
	Apply Template						
	Recently Used Reports						