

# Morningstar® Direct<sup>SM</sup> Performance Reporting

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).

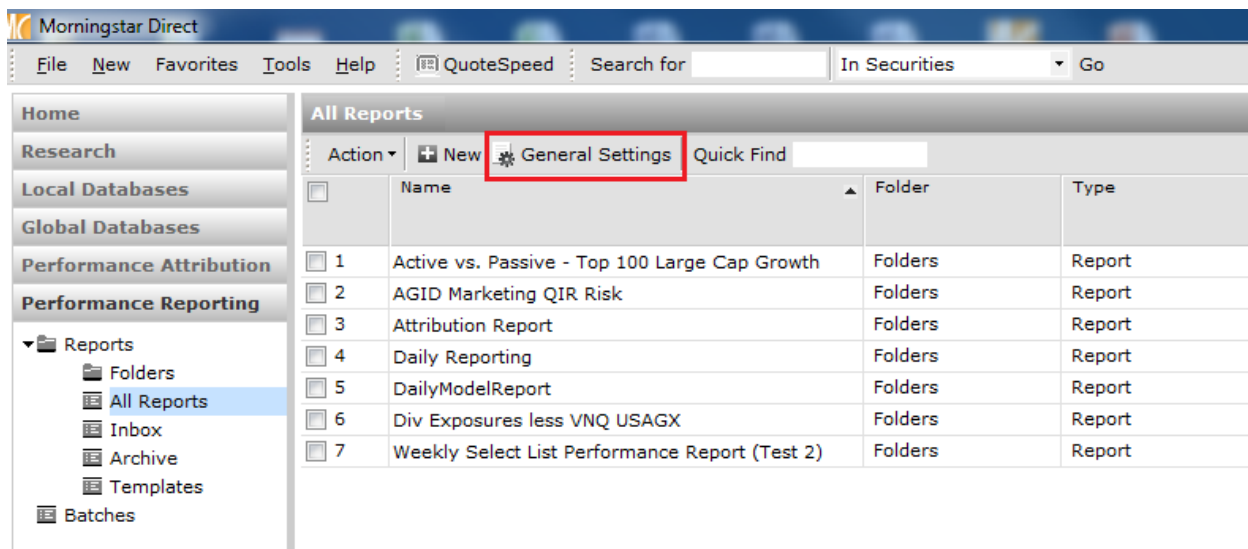
You can create a new report directly from the Performance Reporting folder, or you can create a Performance Report from an existing Investment List or Search Criteria. In addition, an Investment List can be synchronized with a Performance Report to reflect any changes made in the Investment List.

## 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<sup>SM</sup> Performance Reporting

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 settings for performance reporting.

General | Grouping | 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 earlier

Custom Date: Inception Date

Filter Settings

- Update Summary Statistics
- Show message when report calculation is complete

Calculation Benchmark 2  Enable Calculation Benchmark 2

**Investments**

- Keep Performance Report and Investment List synchronized
- Display notification when Investment List has been changed

Help | Reset | OK | Cancel

## Morningstar® Direct<sup>SM</sup> Performance Reporting

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

The screenshot shows a window titled "General Settings" with a close button (X) in the top right corner. Below the title bar, there is a light blue header area with the text: "Select the default settings for the group settings dialog for new performance reports." Below this header are four tabs: "General", "Grouping", "Display", and "Output". The "Grouping" tab is selected and highlighted with a red border. Under the "Grouping" tab, the section "Default Group Settings" contains five rows of settings:

| Setting                       | Value                            |
|-------------------------------|----------------------------------|
| Default display group         | Morningstar Category             |
| Default display benchmark 1   | S&P 500 TR                       |
| Default display benchmark 2   | MSCI EAFE USD                    |
| Default calculation benchmark | S&P 500 TR                       |
| Default risk-free rate        | USTREAS T-Bill Auction Ave 3 Mon |

At the bottom of the dialog box, there are four buttons: "Help", "Reset", "OK", and "Cancel".

# Morningstar® Direct<sup>SM</sup> Performance Reporting

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

General Settings

Select the default display settings for new performance reports.

General | Grouping | **Display** | Output

**Report Display Settings**

- Show calculation benchmark
- Show calculation benchmark 2
- Show floating date labels
- Show synchronized search criteria name
- Show synchronized investment list name
- Show Annualized/Cumulative tag
- Order time period latest first

**Group Display Settings**

Display benchmarks position  Before funds  After funds

- 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 definition criteria

**Summary Statistics Display Settings**

- Show peer group summary statistics
- Show display group summary statistics
- Show list summary statistics

**Summary Statistics**

- Average
- Count
- Minimum
- Standard Deviation
- Weighted Average
- Sum
- Maximum
- Median
- Average ex 5% outliers

**Breakpoint Display Settings**

- Quartile breakpoints
- Quintile breakpoints
- 1 to 100 Percentile breakpoints
- 5th and 95th breakpoints
- Decile breakpoints

Descending  Ascending

Help | Reset | **OK** | Cancel

# Morningstar® Direct<sup>SM</sup> Performance Reporting

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 performance reporting batch processing and choose from several formatting options for excel export.

General | Grouping | Display | **Output**

**Default Batch Settings**

Output location: C:\Documents and Settings\My Documents\Performance Rep

Save report results to archive

**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

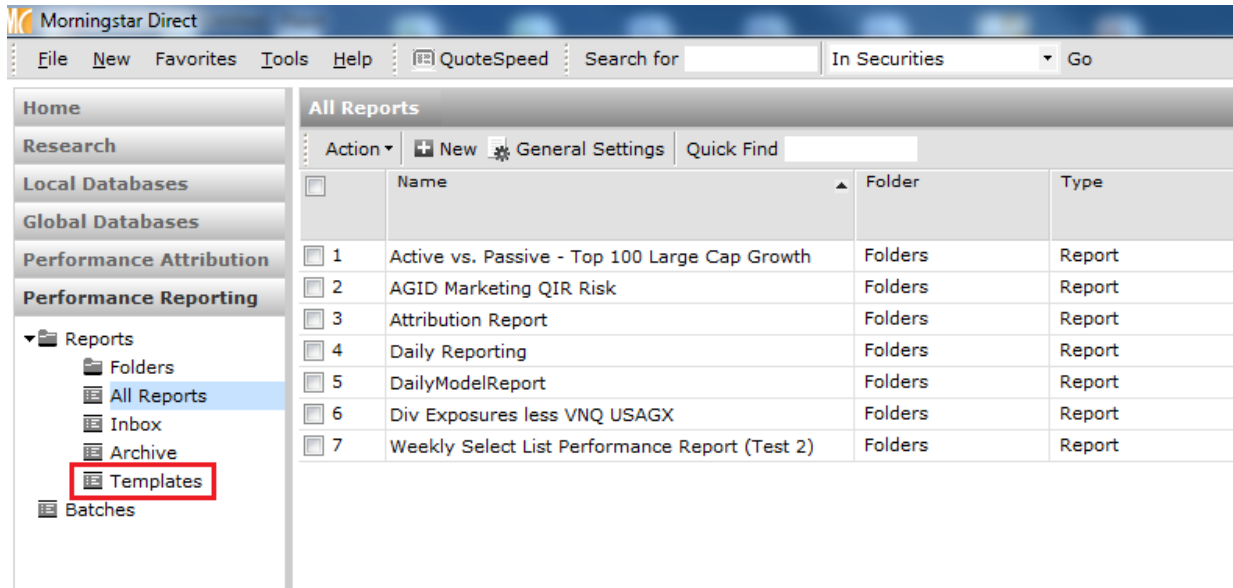
Export Morningstar Star Rating and Style Box as numbers or text

Help | Reset | **OK** | Cancel

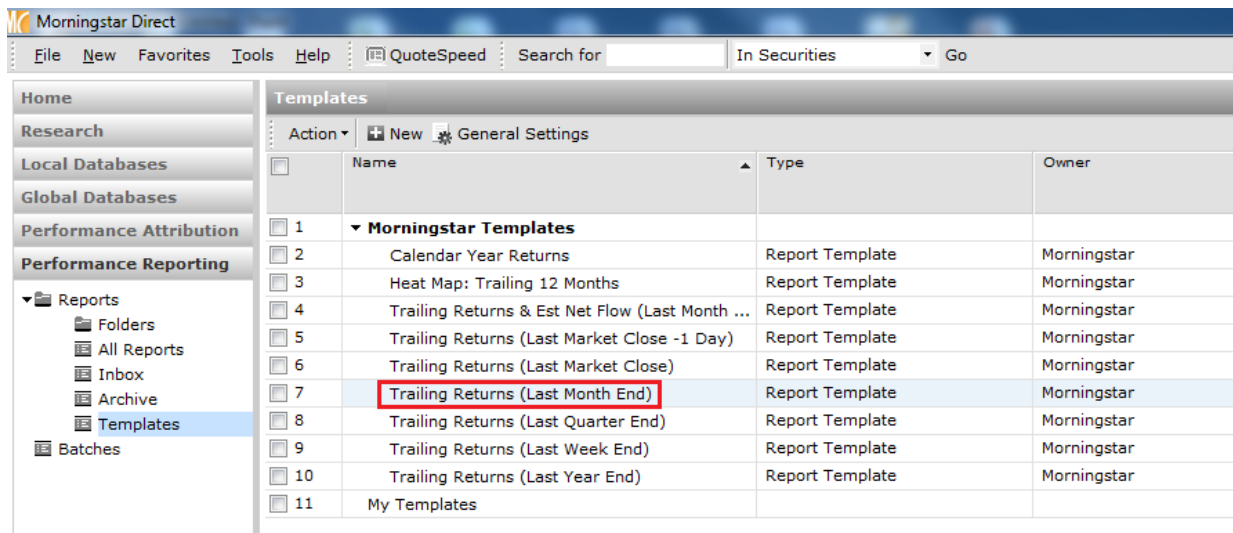
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## Create a Performance Report with a Morningstar Template

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

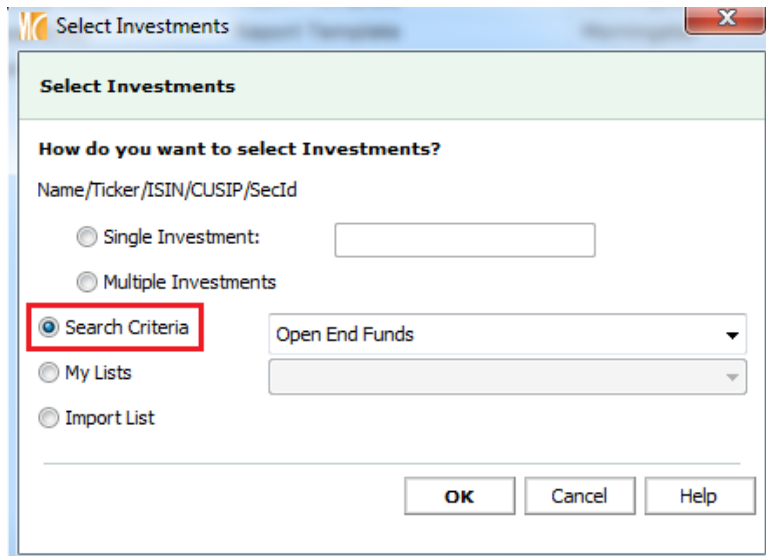


2. Double click *Trailing Returns (Last Month End)* from the Morningstar Template list.



# Morningstar® Direct<sup>SM</sup> Performance Reporting

3. Select *Search Criteria* and click *OK*.



**Select Investments**

**How do you want to select Investments?**

Name/Ticker/ISIN/CUSIP/SecId

Single Investment:

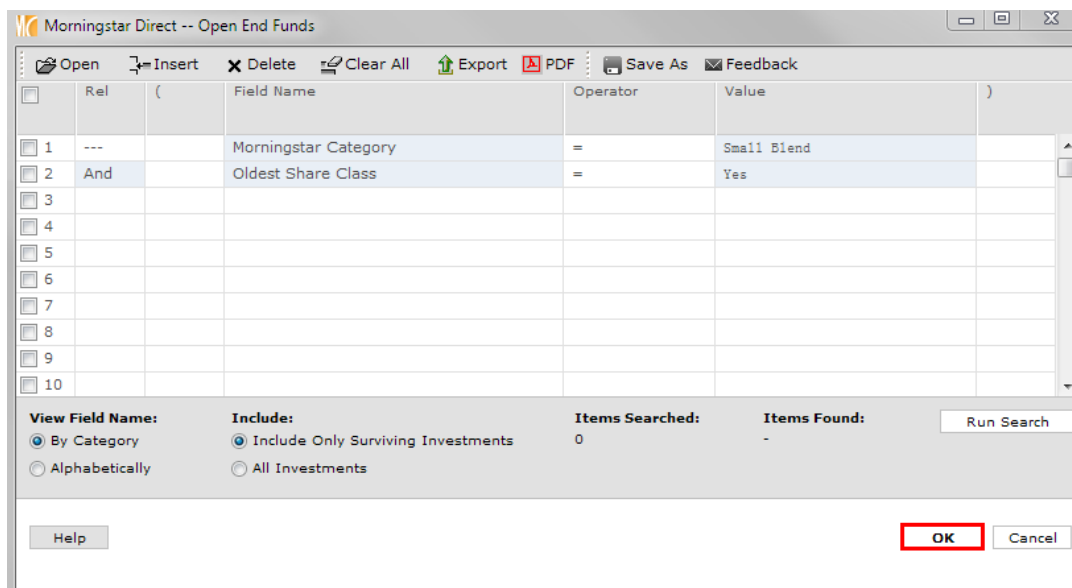
Multiple Investments

**Search Criteria**

My Lists

Import List

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



Morningstar Direct -- Open End Funds

Open Insert Delete Clear All Export PDF Save As Feedback

|                          | Rel | (   | Field Name           | Operator | Value       | ) |
|--------------------------|-----|-----|----------------------|----------|-------------|---|
| <input type="checkbox"/> |     |     |                      |          |             |   |
| <input type="checkbox"/> | 1   | --- | Morningstar Category | =        | Small Blend |   |
| <input type="checkbox"/> | 2   | And | Oldest Share Class   | =        | Yes         |   |
| <input type="checkbox"/> | 3   |     |                      |          |             |   |
| <input type="checkbox"/> | 4   |     |                      |          |             |   |
| <input type="checkbox"/> | 5   |     |                      |          |             |   |
| <input type="checkbox"/> | 6   |     |                      |          |             |   |
| <input type="checkbox"/> | 7   |     |                      |          |             |   |
| <input type="checkbox"/> | 8   |     |                      |          |             |   |
| <input type="checkbox"/> | 9   |     |                      |          |             |   |
| <input type="checkbox"/> | 10  |     |                      |          |             |   |

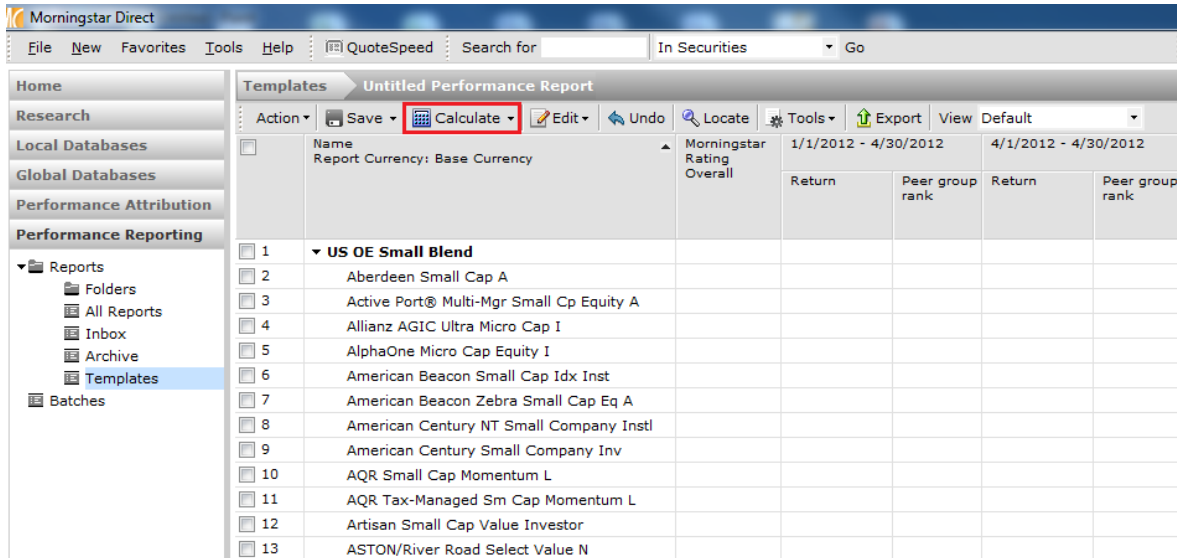
**View Field Name:**  By Category  Alphabetically

**Include:**  Include Only Surviving Investments  All Investments

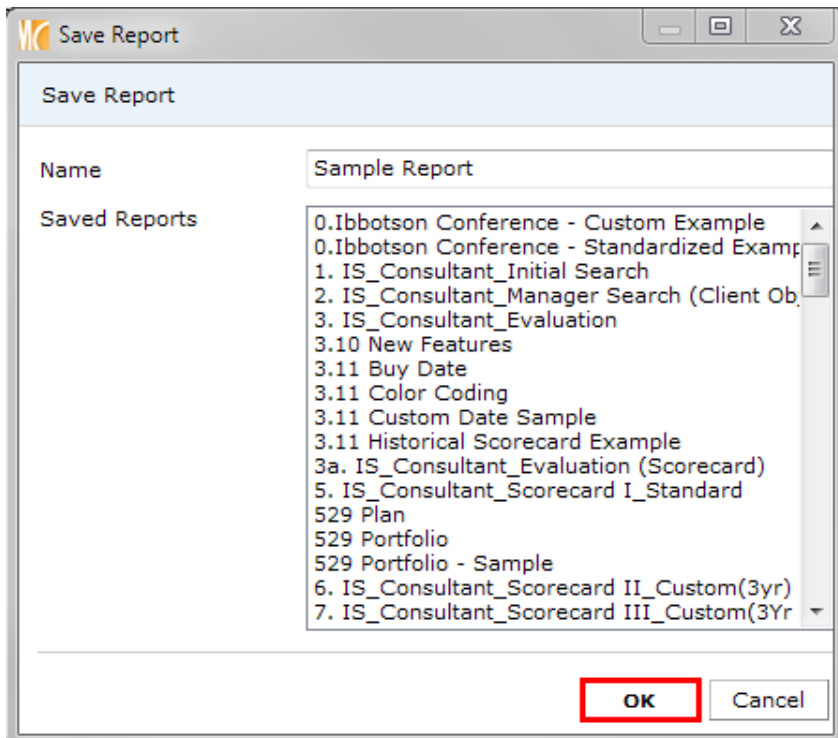
**Items Searched:** 0 **Items Found:** -

# Morningstar® Direct<sup>SM</sup> Performance Reporting

5. Click *Calculate*.



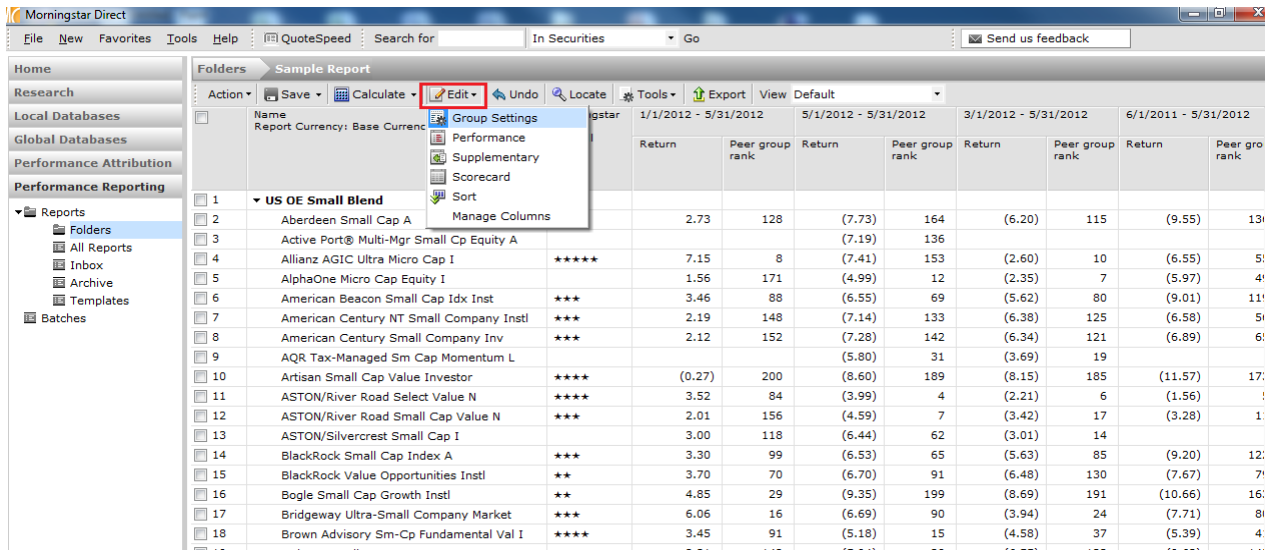
6. You will be prompted to name and save the report. Proceed to click *OK* to calculate the report.





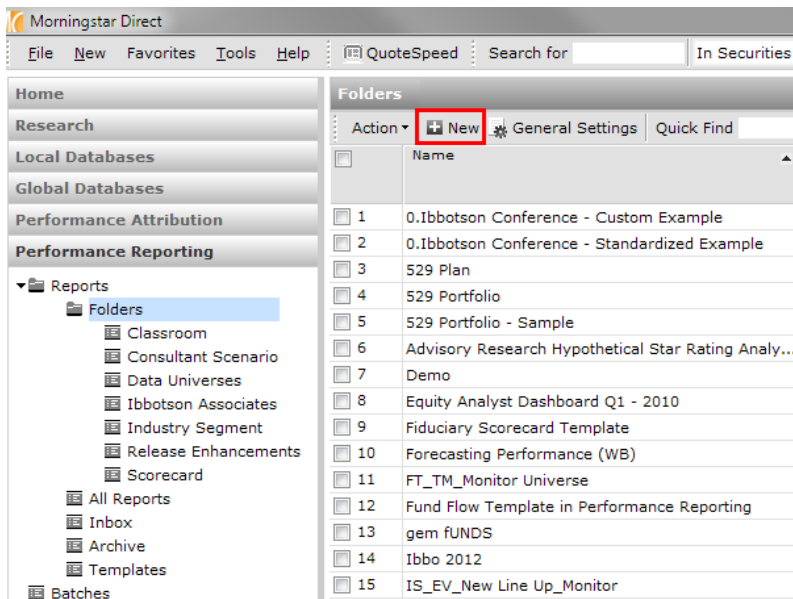
# Morningstar® Direct<sup>SM</sup> Performance Reporting

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



## Create a Custom Performance Report with Specific Data Points

1. Go to the Reports folder and click *New*.



# Morningstar® Direct<sup>SM</sup> Performance Reporting

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*.

**Select Investments**

How do you want to select Investments?

Name/Ticker/ISIN/CUSIP/SecId

Single Investment:

Multiple Investments

Search Criteria

My Lists

Import List

**OK** Cancel Help

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

|                                     | Rel | (   | Field Name           | Operator | Value                    | ) |
|-------------------------------------|-----|-----|----------------------|----------|--------------------------|---|
| <input checked="" type="checkbox"/> | 1   | --- | Morningstar Category | =        | Foreign Large Blend      |   |
| <input checked="" type="checkbox"/> | 2   | Or  | Morningstar Category | =        | Foreign Large Growth     |   |
| <input checked="" type="checkbox"/> | 3   | Or  | Morningstar Category | =        | Foreign Large Value      |   |
| <input checked="" type="checkbox"/> | 4   | Or  | Morningstar Category | =        | Foreign Small/Mid Blend  |   |
| <input checked="" type="checkbox"/> | 5   | Or  | Morningstar Category | =        | Foreign Small/Mid Growth |   |
| <input checked="" type="checkbox"/> | 6   | Or  | Morningstar Category | =        | Foreign Small/Mid Value  |   |
| <input type="checkbox"/>            | 7   |     |                      |          |                          |   |
| <input type="checkbox"/>            | 8   |     |                      |          |                          |   |
| <input type="checkbox"/>            | 9   |     |                      |          |                          |   |
| <input type="checkbox"/>            | 10  |     |                      |          |                          |   |

**View Field Name:**  By Category  Alphabetically

**Include:**  Include Only Surviving Investments  All Investments

**Items Searched:** 171941 **Items Found:** 1755

Help **OK** Cancel

# Morningstar® Direct<sup>SM</sup> Performance Reporting

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

**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.

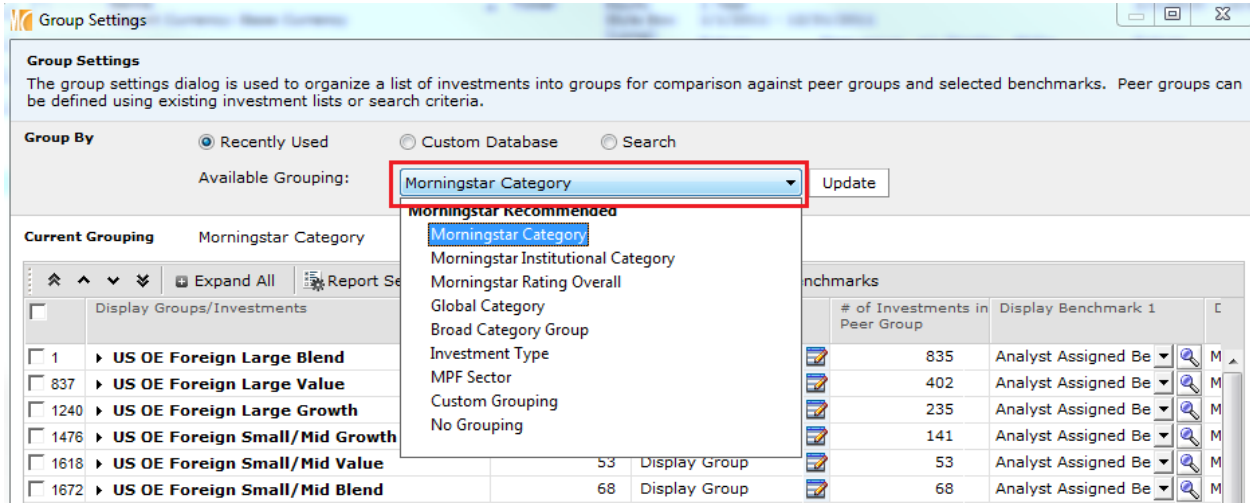
**Group By**  Recently Used  Custom Database  Search  
Available Grouping:

**Current Grouping** Morningstar Category

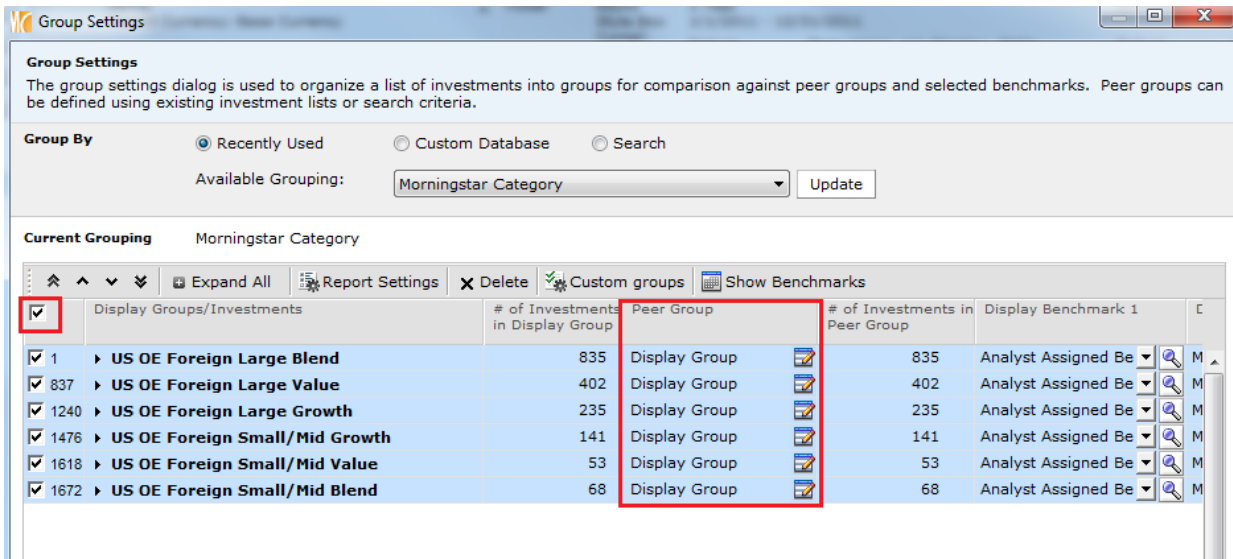
|                               | Display Groups/Investments       | # of Investments in Display Group | Peer Group    | # of Investments in Peer Group | Display Benchmark 1 |   |
|-------------------------------|----------------------------------|-----------------------------------|---------------|--------------------------------|---------------------|---|
| <input type="checkbox"/> 1    | ▶ US OE Foreign Large Blend      | 835                               | Display Group | 835                            | S&P 500 TR          | M |
| <input type="checkbox"/> 837  | ▶ US OE Foreign Large Value      | 402                               | Display Group | 402                            | S&P 500 TR          | M |
| <input type="checkbox"/> 1240 | ▶ US OE Foreign Large Growth     | 235                               | Display Group | 235                            | S&P 500 TR          | M |
| <input type="checkbox"/> 1476 | ▶ US OE Foreign Small/Mid Growth | 141                               | Display Group | 141                            | S&P 500 TR          | M |
| <input type="checkbox"/> 1618 | ▶ US OE Foreign Small/Mid Value  | 53                                | Display Group | 53                             | S&P 500 TR          | M |
| <input type="checkbox"/> 1672 | ▶ US OE Foreign Small/Mid Blend  | 68                                | Display Group | 68                             | S&P 500 TR          | M |

# Morningstar® Direct<sup>SM</sup> Performance Reporting

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.

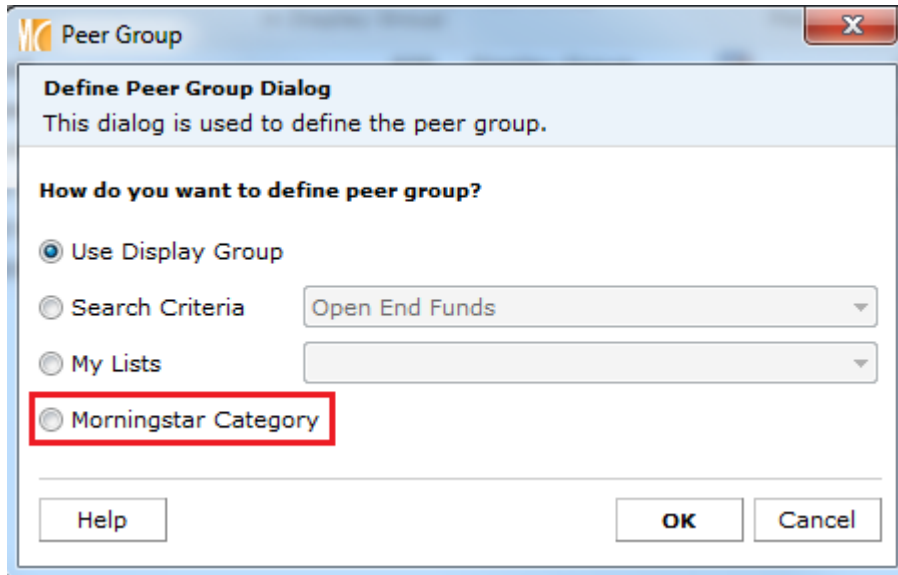


6. Go to Peer Group where the Display Group is the default for the Peer Group. To modify the peer group to be used for calculating rankings, click on the *Pen and Paper* icon next to each of the groupings. Keep in mind that you can also click on the top left box to apply your changes for all groupings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

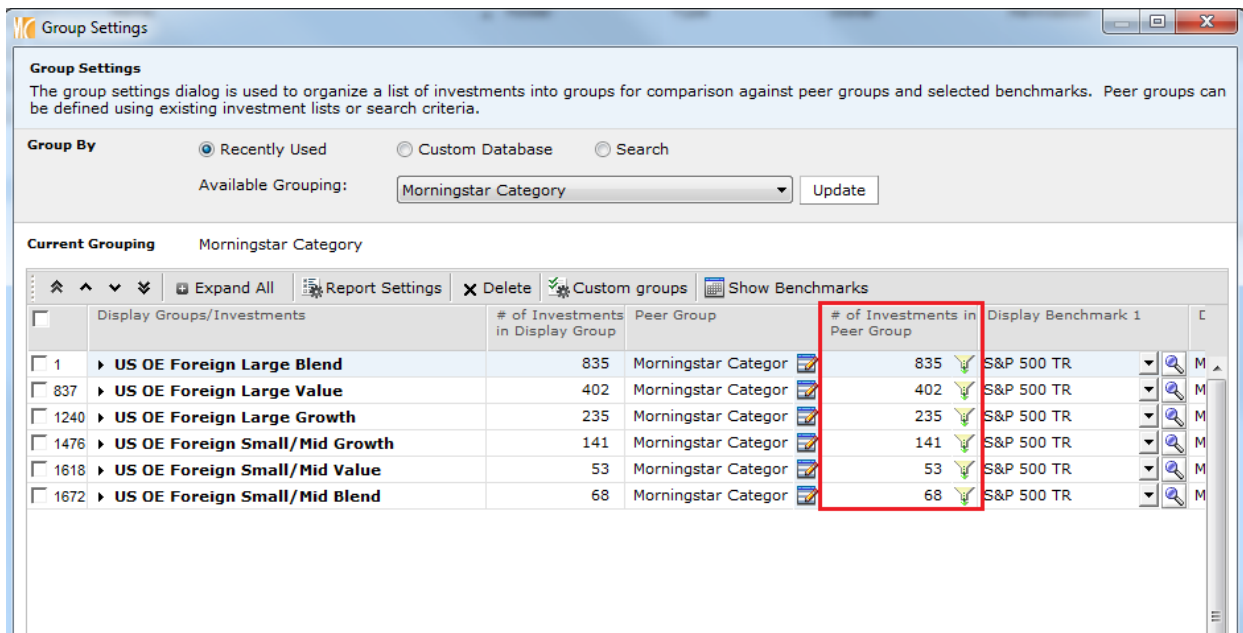


# Morningstar® Direct<sup>SM</sup> Performance Reporting

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

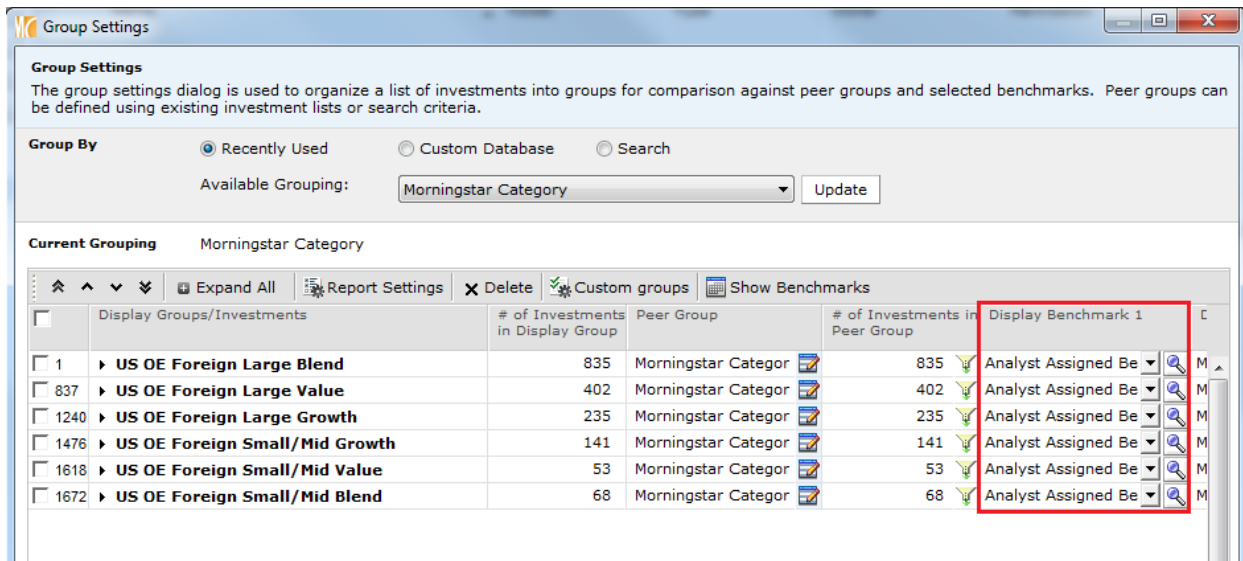


8. The content of the “# of Investments in Peer Group” column now reflects those names in each of the specific Morningstar categories.

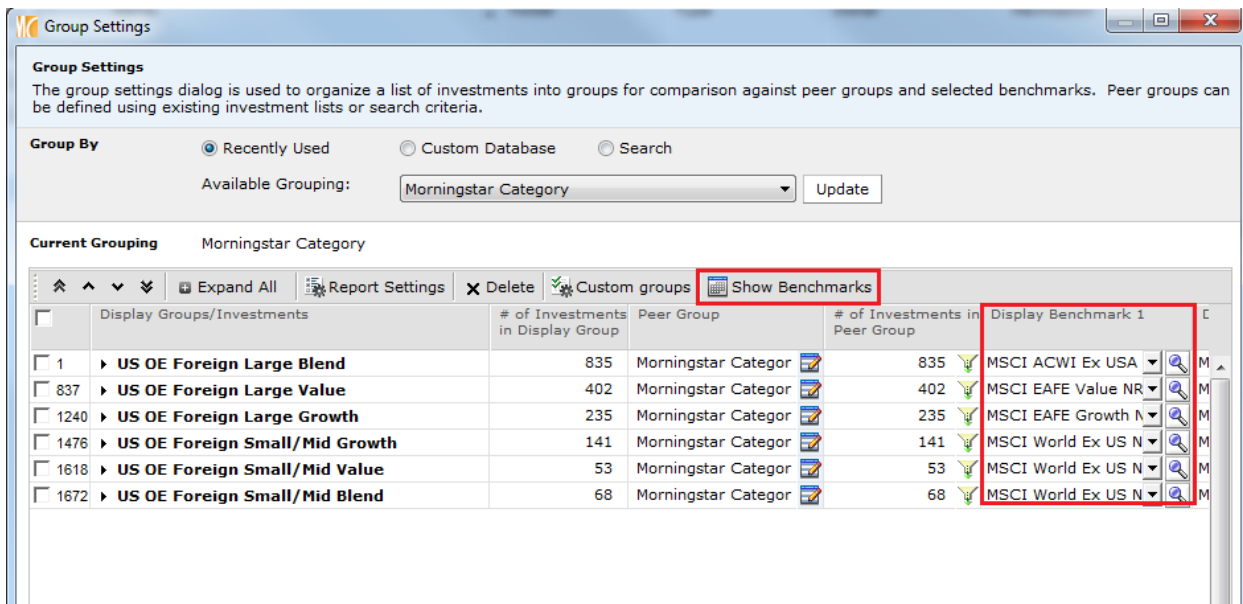


# Morningstar® Direct<sup>SM</sup> Performance Reporting

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

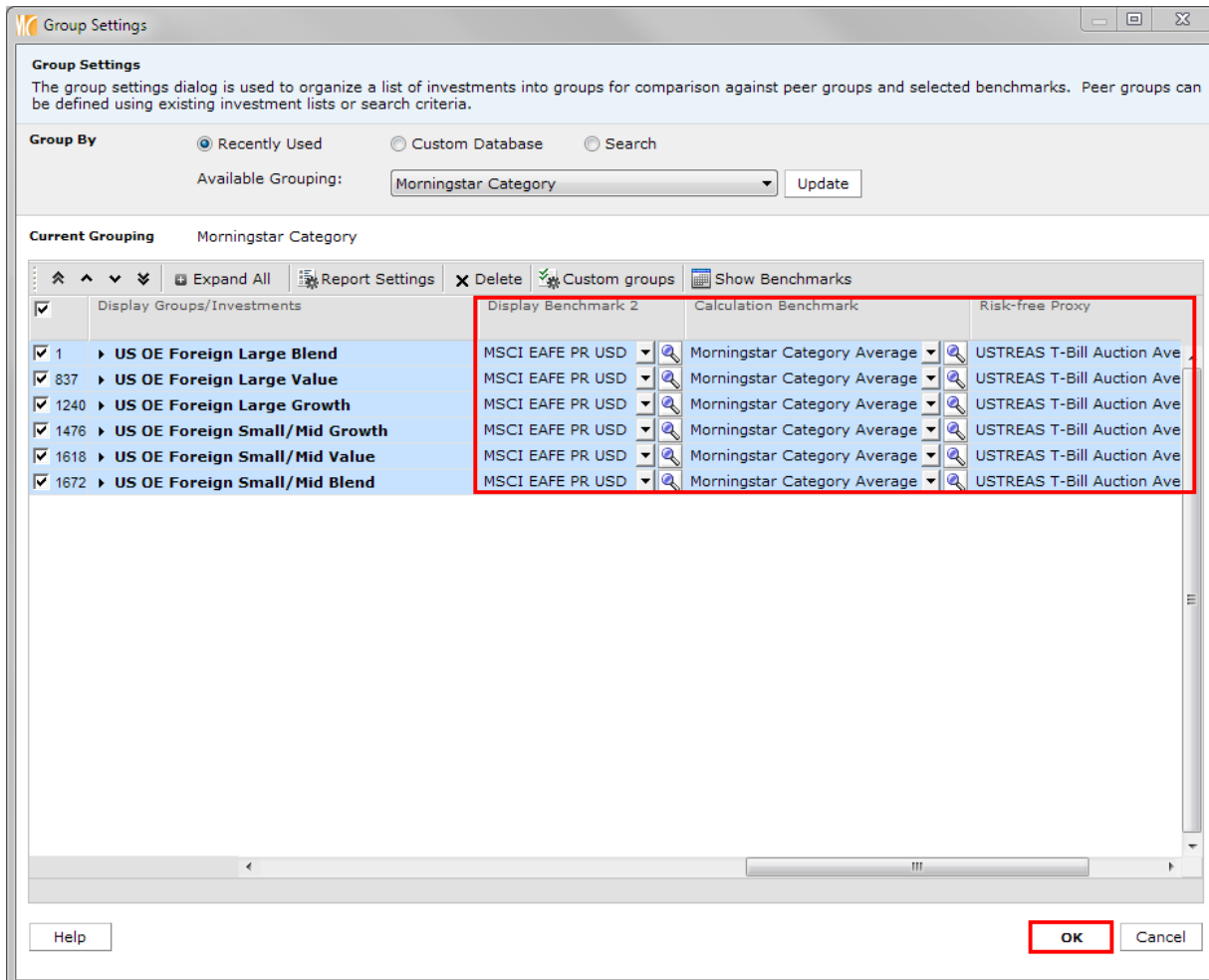


10. Click on *Show Benchmarks* to display the names of the Analyst Assigned Benchmarks.



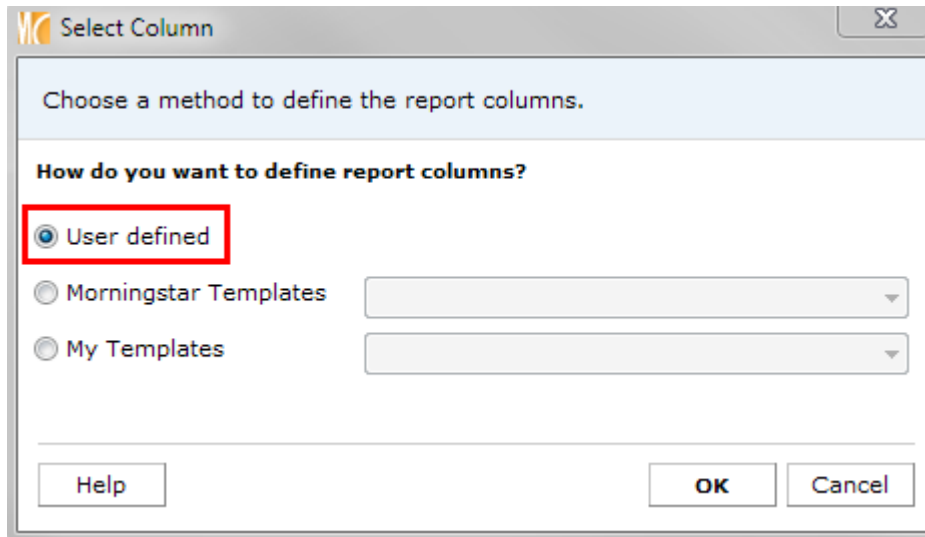
# Morningstar® Direct<sup>SM</sup> Performance Reporting

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*.



## Morningstar® Direct<sup>SM</sup> Performance Reporting

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*.





## Morningstar® Direct<sup>SM</sup> Performance Reporting

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.

The screenshot shows the 'Performance Column Setup' dialog box with the 'Time Period Setup' tab selected. The 'Time Periods' section has 'Trailing periods' selected. The 'Number of columns' is set to 5, and the 'Add Columns' button is highlighted. The 'Selected Time Periods' list contains five entries for the years 2007 through 2011.

**Performance Column Setup**

**Time Period Setup**  
The time periods tab is used to add, edit, or remove time periods to the performance report.

Time Periods | Data Points | Ranks

**Time Period**

Start Date: 5 years ago | 06/01/2007

End date: Last Year End | 12/31/2011

Time Periods:

- Single period
- Trailing periods
- Forward extending periods
- Rolling window
- Regular periods from start
- Regular periods from end

Window size: [ ]

Moving step: 1 year

Number of columns: 5 | Add Columns

**Selected Time Periods**

- 1/1/2007 - 12/31/2011
- 1/1/2008 - 12/31/2011
- 1/1/2009 - 12/31/2011
- 1/1/2010 - 12/31/2011
- 1/1/2011 - 12/31/2011

Manage Columns | Settings | Remove | Remove All

Order time period latest first

Help | OK | Cancel

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

The screenshot shows the 'Time Period Settings' dialog box. The 'Display Name' field is highlighted with a red box and contains the text '1 Year'. The 'Time Period' field contains '1/1/2011 - 12/31/2011'.

**Time Period Settings**

**General Settings**

Time Period: 1/1/2011 - 12/31/2011

Display Name: 1 Year

Display time periods in column headings

Help | OK | Cancel

# Morningstar® Direct<sup>SM</sup> Performance Reporting

15. Next, click on the *Data Points* tab.

The screenshot shows the "Performance Column Setup" dialog box with the "Data Points" tab selected. The "Time Period Setup" section includes fields for "Start Date" (5 years ago, 05/01/2007) and "End date" (Last Year End, 12/31/2011). Under "Time Periods", "Trailing periods" is selected. "Window size" and "Moving step" are set to "1 year", and "Number of columns" is "5". The "Selected Time Periods" list shows "1 Year" selected, with other periods: "1/1/2010 - 12/31/2011", "1/1/2009 - 12/31/2011", "1/1/2008 - 12/31/2011", and "1/1/2007 - 12/31/2011". Buttons for "Manage Columns", "Settings", "Remove", and "Remove All" are present, along with a checked checkbox for "Order time period latest first".

**Performance Column Setup**

**Time Period Setup**  
The time periods tab is used to add, edit, or remove time periods to the performance report.

Time Periods | **Data Points** | Ranks

**Time Period**

Start Date: 5 years ago | 05/01/2007

End date: Last Year End | 12/31/2011

Time Periods:

- Single period
- Trailing periods
- Forward extending periods
- Rolling window
- Regular periods from start
- Regular periods from end

Window size: [ ]

Moving step: 1 year

Number of columns: 5 | Add Columns

**Selected Time Periods**

- 1 Year
- 1/1/2010 - 12/31/2011
- 1/1/2009 - 12/31/2011
- 1/1/2008 - 12/31/2011
- 1/1/2007 - 12/31/2011

Manage Columns | Settings | Remove | Remove All

Order time period latest first

Help | OK | Cancel

## Morningstar® Direct<sup>SM</sup> Performance Reporting

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.

The screenshot shows the 'Performance Column Setup' dialog box with the 'Data Points' tab selected. The 'Time Period' is set to '1 Year'. The 'Data Points' list includes 'Alpha', 'Alpha (non-excess return)', 'Appraisal Ratio', 'Appraisal Ratio (non-excess return)', 'Average', 'Average Absolute Deviation', 'Average Drawdown', and 'Average Gain'. The 'Selected Data Points' list contains 'Return' and 'Alpha'. The 'Apply add/remove to all time periods' checkbox is checked. The 'Add' button is visible, along with 'Manage Columns', 'Settings', and 'Remove' buttons. The 'OK' and 'Cancel' buttons are at the bottom right.

**Performance Column Setup**

**Data Points**  
This tab is used to add, edit or remove calculation data points to time period(s) on the performance report.

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

Add

**Selected Data Points**

- Return
- Alpha

Manage Columns Settings Remove

Apply add/remove to all time periods

Help OK Cancel

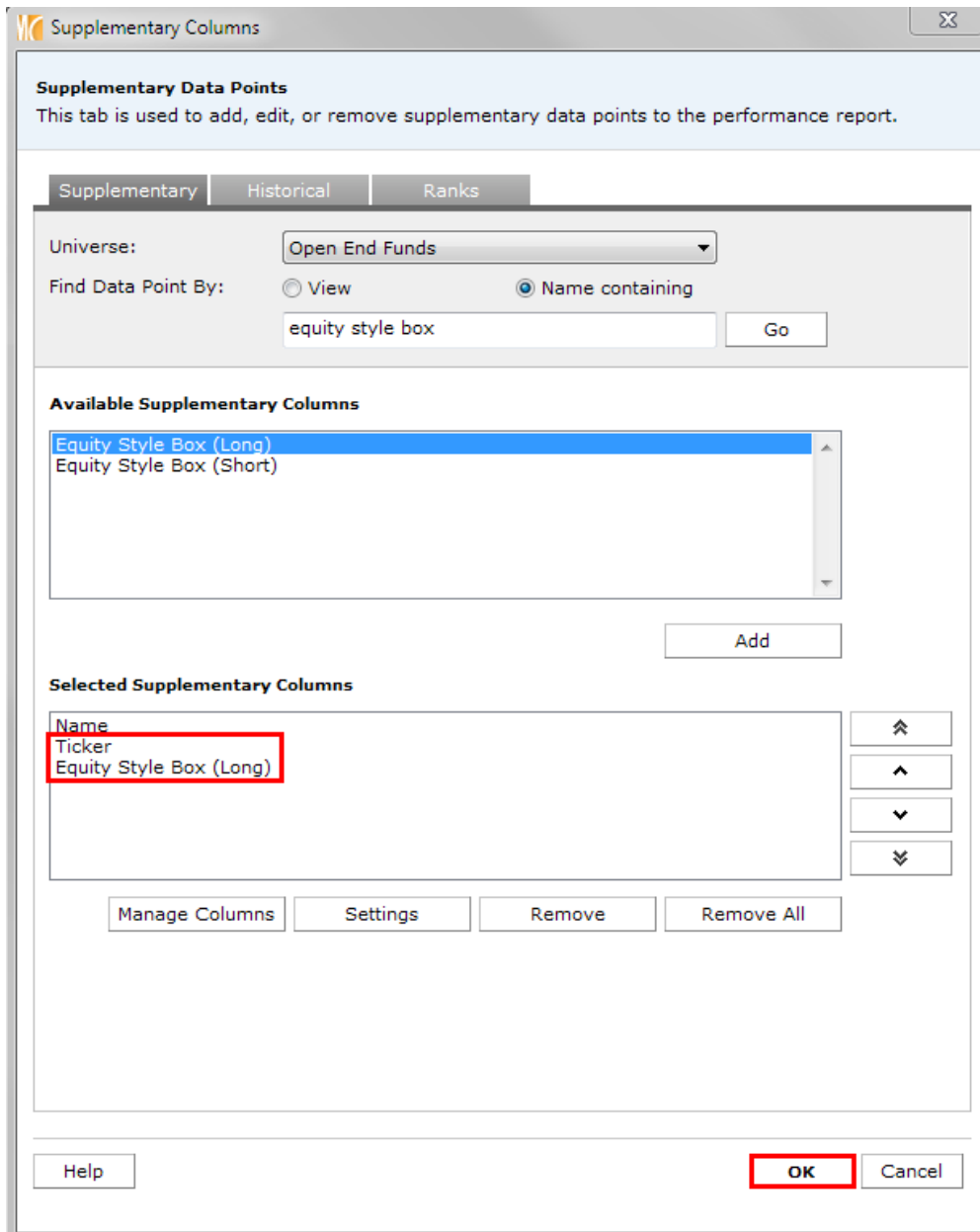
## Morningstar® Direct<sup>SM</sup> Performance Reporting

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*.

The screenshot shows the 'Performance Column Setup' dialog box with the 'Ranks' tab selected. The 'Data Points' dropdown is set to 'Return'. The 'Available Rank Columns' list includes: '+/- Display Benchmark 1' (highlighted), '+/- Display Benchmark 2', 'Peers Beaten', '% of Peer Group Beaten', 'Peer group rank', 'Peer group percentile', 'Peer group decile', and 'Peer group quintile'. The 'Selected Rank Columns' list contains 'Peer group percentile' and '+/- Display Benchmark 1', which are highlighted with a red box. The 'Add' button is visible. At the bottom, the 'OK' button is highlighted with a red box. Other buttons include 'Help', 'Cancel', 'Manage Columns', 'Settings', and 'Remove'. Radio buttons for 'Descending ranks' (selected) and 'Ascending ranks' are present, along with a checked checkbox for 'Apply add/remove to all time periods'.

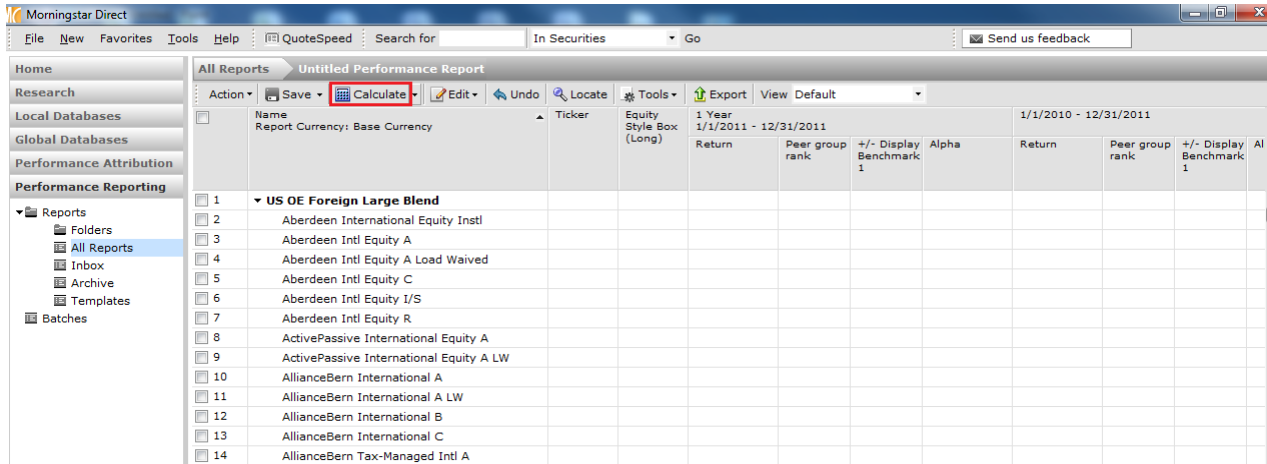
# Morningstar® Direct<sup>SM</sup> Performance Reporting

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*.

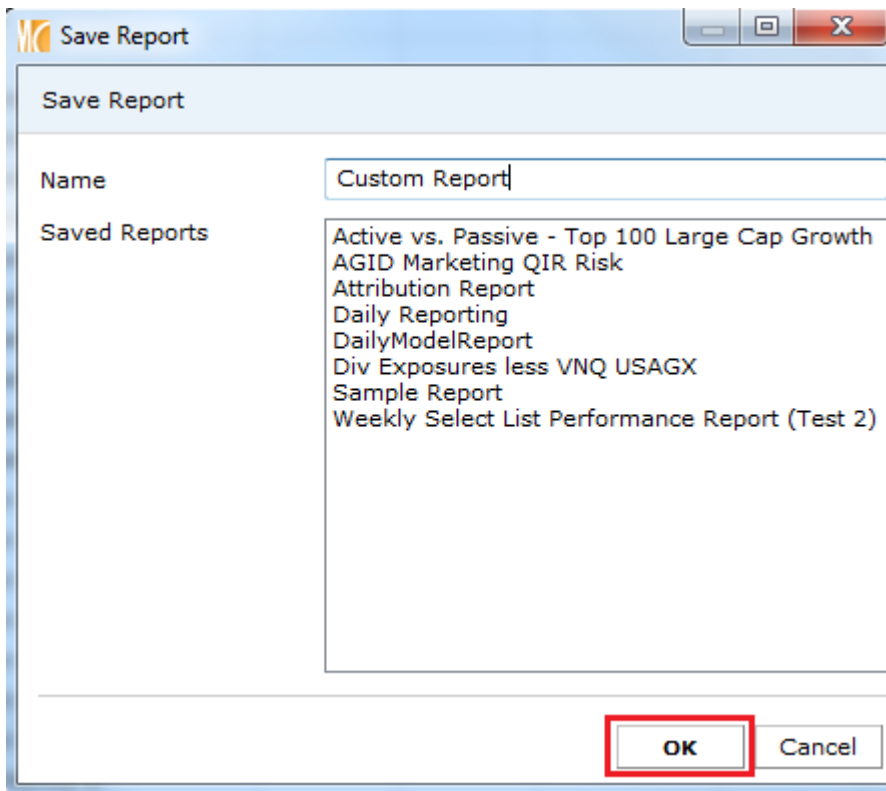


# Morningstar® Direct<sup>SM</sup> Performance Reporting

19. Click *Calculate* to generate the report.

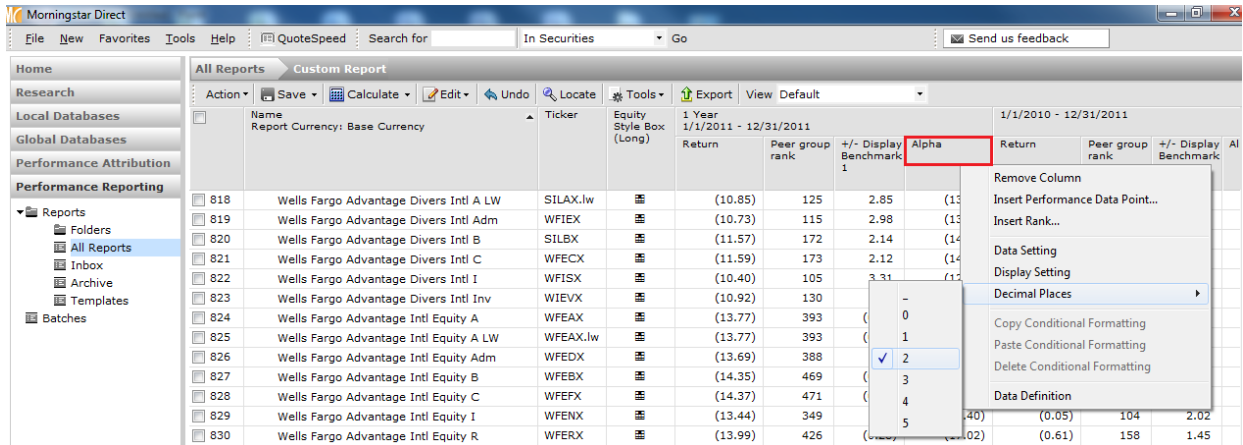


20. Name your report and click *OK* to calculate.

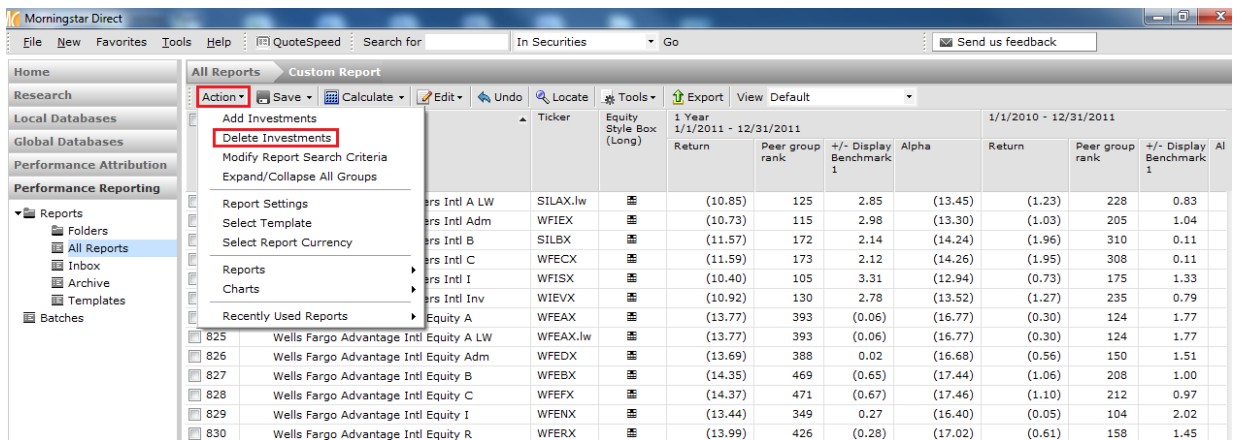


# Morningstar® Direct<sup>SM</sup> Performance Reporting

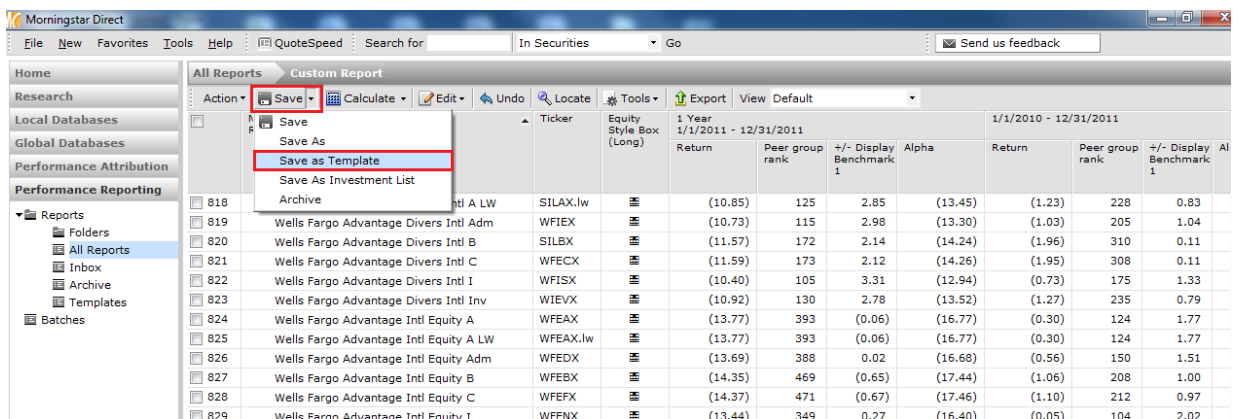
21. You have successfully generated a custom Performance Report. At any point, you can right-click on the column label to perform further customizations.



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



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

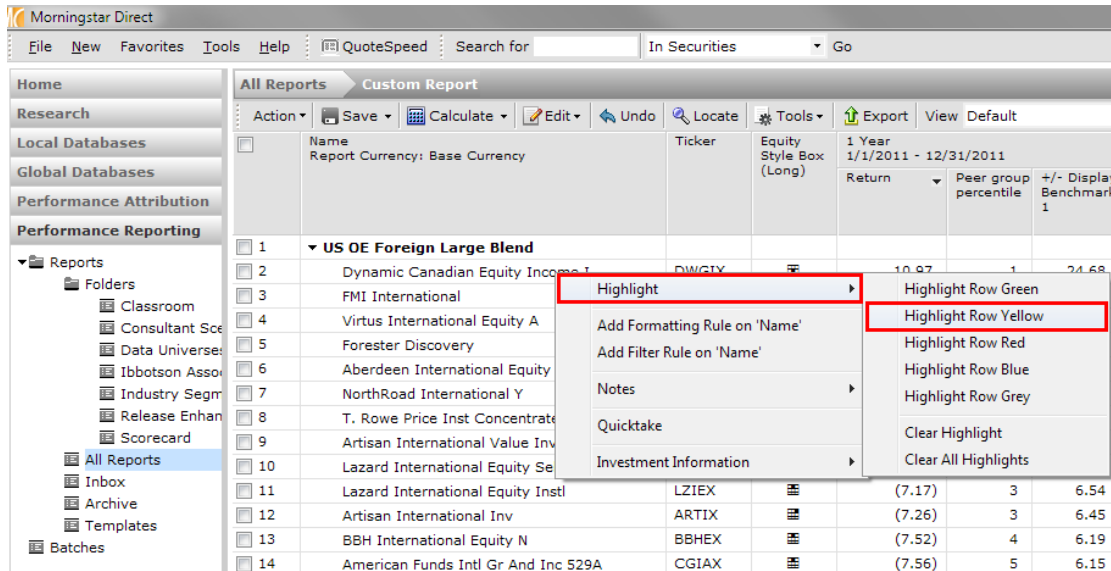


# Morningstar® Direct™ Performance Reporting

## 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.

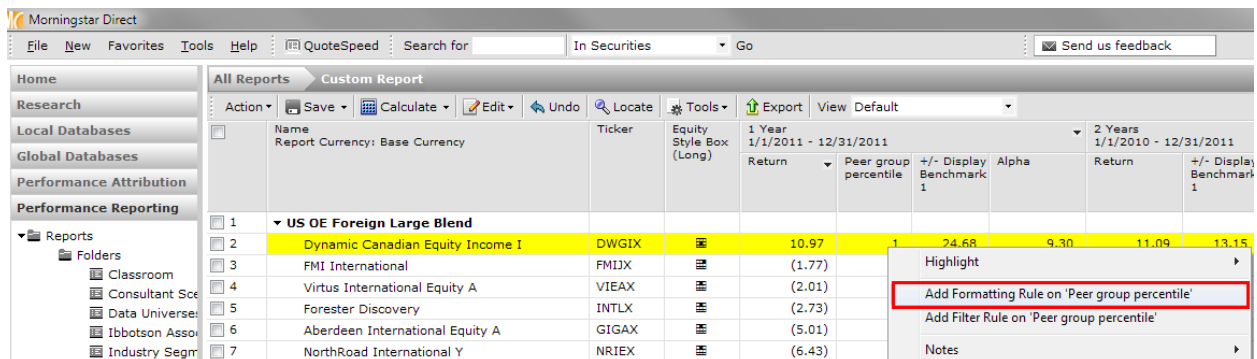
1. Open an existing performance report. Right-click an investment, scroll over *Highlight*, and select Highlight using a specific color such as yellow.



The screenshot shows the Morningstar Direct interface with a performance report. A context menu is open over the 'US OE Foreign Large Blend' investment (row 1). The 'Highlight' option is selected, and the 'Highlight Row Yellow' sub-option is highlighted. The table below shows the data for the report.

| Name                                | Ticker | Equity Style Box (Long) | 1 Year 1/1/2011 - 12/31/2011 Return | Peer group percentile | +/- Display Benchmark 1 |
|-------------------------------------|--------|-------------------------|-------------------------------------|-----------------------|-------------------------|
| US OE Foreign Large Blend           |        |                         |                                     |                       |                         |
| Dynamic Canadian Equity Income 1    | DWGIY  |                         | 10.97                               | 1                     | 24.68                   |
| FMI International                   |        |                         |                                     |                       |                         |
| Virtus International Equity A       |        |                         |                                     |                       |                         |
| Forester Discovery                  |        |                         |                                     |                       |                         |
| Aberdeen International Equity       |        |                         |                                     |                       |                         |
| NorthRoad International Y           |        |                         |                                     |                       |                         |
| T. Rowe Price Inst Concentrat       |        |                         |                                     |                       |                         |
| Artisan International Value Inv     |        |                         |                                     |                       |                         |
| Lazard International Equity Se      |        |                         |                                     |                       |                         |
| Lazard International Equity Instl   | LZIEY  |                         | (7.17)                              | 3                     | 6.54                    |
| Artisan International Inv           | ARTIX  |                         | (7.26)                              | 3                     | 6.45                    |
| BBH International Equity N          | BBHEX  |                         | (7.52)                              | 4                     | 6.19                    |
| American Funds Intl Gr And Inc 529A | 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.



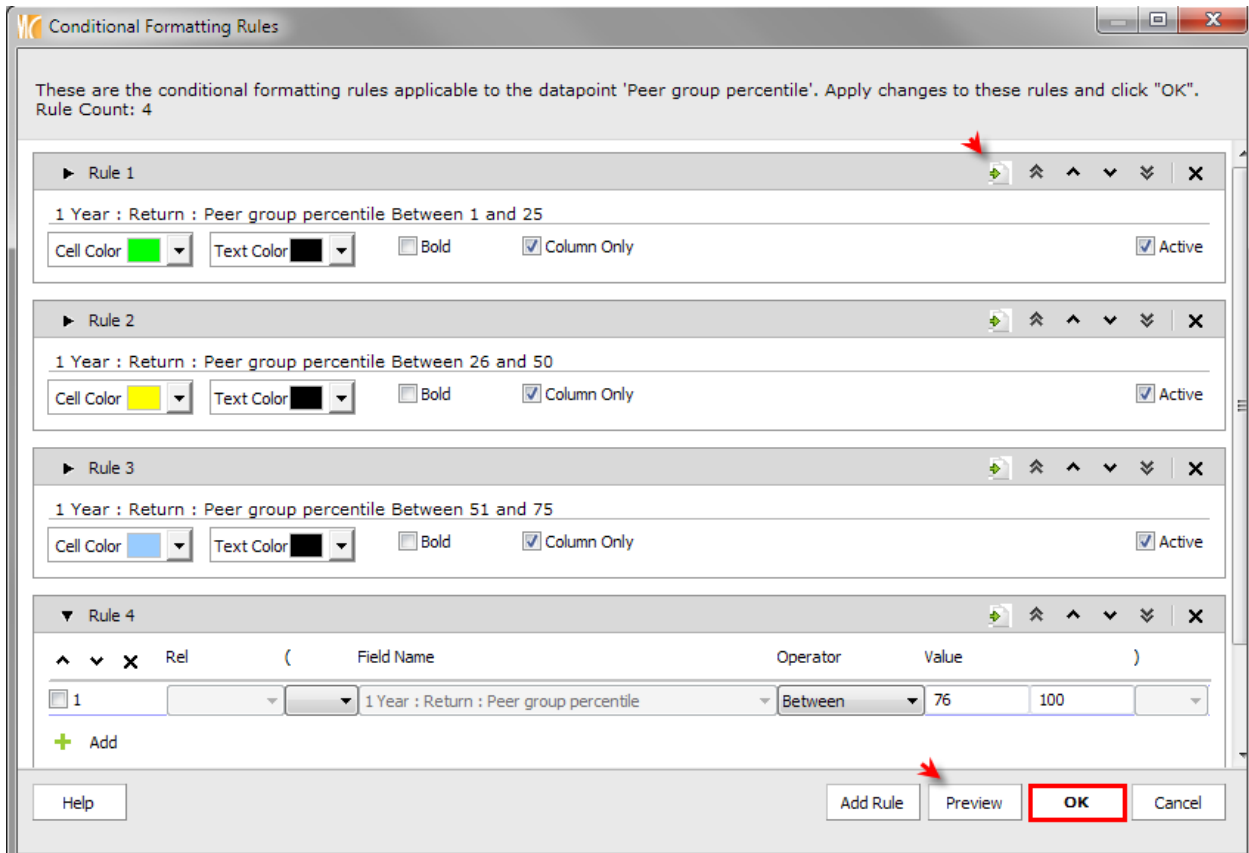
The screenshot shows the Morningstar Direct interface with a performance report. A context menu is open over the 'Peer group percentile' column. The 'Add Formatting Rule on 'Peer group percentile'' option is highlighted. The table below shows the data for the report.

| Name                             | Ticker | Equity Style Box (Long) | 1 Year 1/1/2011 - 12/31/2011 Return | Peer group percentile | +/- Display Benchmark 1 | Alpha | 2 Years 1/1/2010 - 12/31/2011 Return | +/- Display Benchmark 1 |
|----------------------------------|--------|-------------------------|-------------------------------------|-----------------------|-------------------------|-------|--------------------------------------|-------------------------|
| US OE Foreign Large Blend        |        |                         |                                     |                       |                         |       |                                      |                         |
| Dynamic Canadian Equity Income 1 | DWGIY  |                         | 10.97                               | 1                     | 24.68                   | 9.30  | 11.09                                | 13.15                   |
| FMI International                | FMIIX  |                         | (1.77)                              |                       |                         |       |                                      |                         |
| Virtus International Equity A    | VIEAX  |                         | (2.01)                              |                       |                         |       |                                      |                         |
| Forester Discovery               | INTLX  |                         | (2.73)                              |                       |                         |       |                                      |                         |
| Aberdeen International Equity A  | GIGAX  |                         | (5.01)                              |                       |                         |       |                                      |                         |
| NorthRoad International Y        | NRIEX  |                         | (6.43)                              |                       |                         |       |                                      |                         |



# Morningstar® Direct<sup>SM</sup> Performance Reporting

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*.



# Morningstar® Direct<sup>SM</sup> Performance Reporting

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*.

| Name | Ticker                                 | Equity Style Box (Long) | 1 Year 1/1/2011 - 12/31/2011 Return | Peer group percentile | +/- Display Benchmark | Alpha   | 2 Years 1/1/2010 - 12/31/2011 Return |
|------|--|-------------------------|-------------------------------------|-----------------------|-----------------------|---------|--------------------------------------|
| 1    | ▼ US OE Foreign Large Blend            |                         |                                     |                       |                       |         |                                      |
| 2    | Aberdeen International Equity A        | GIGAX                   | (5.01)                              | 2                     |                       |         |                                      |
| 3    | ActivePassive International Equity A   | APIEX                   | (10.45)                             | 13                    |                       |         |                                      |
| 4    | Allianz AGIC Intl Mgd Volatility Instl | NAISX                   | (13.88)                             | 50                    |                       |         |                                      |
| 5    | American Beacon Intl Eq Index Inst     | AIIIIX                  | (12.50)                             | 31                    |                       |         |                                      |
| 6    | American Funds EuroPacific Gr A        | AEPGX                   | (13.58)                             | 45                    |                       |         |                                      |
| 7    | American Funds International HLS IB    | HVTBX                   | (14.23)                             | 56                    |                       |         |                                      |
| 8    | American Funds Intl Gr And Inc 529A    | CGIAX                   | (7.56)                              | 5                     |                       |         |                                      |
| 9    | American Indep Intl Alpha Strat I      | IMSSX                   | (10.97)                             | 16                    | 2.74                  | (13.53) | (3.03)                               |
| 10   | AQR International Momentum L           | AIMOX                   | (14.36)                             | 58                    | (0.65)                | (17.31) | (1.14)                               |
| 11   | Artio International Equity A           | BJBIX                   | (23.50)                             | 98                    | (9.79)                | (28.22) | (8.89)                               |
| 12   | Artio International Equity II A        | JETAX                   | (22.02)                             | 97                    | (8.32)                | (26.39) | (8.33)                               |
| 13   | Artisan International Inv              | ARTIX                   | (7.26)                              | 3                     | 6.45                  | (9.38)  | (0.90)                               |

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

| Name | Ticker                                 | Equity Style Box (Long) | 31/2011 Peer group percentile | +/- Display Benchmark 1 | Alpha   | 2 Years 1/1/2010 - 12/31/2011 Return | +/- Display Benchmark 1 | Peer group percentile | Alpha | 3 Years 1/1/2009 - 12/31/2011 Return | +/- Ber |  |
|------|--|-------------------------|-------------------------------|-------------------------|---------|--------------------------------------|-------------------------|-----------------------|-------|--------------------------------------|---------|--|
| 1    | ▼ US OE Foreign Large Blend            |                         |                               |                         |         |                                      |                         |                       |       |                                      |         |  |
| 2    | Aberdeen International Equity A        | GIGAX                   | 2                             | 8.70                    | (7.09)  | 3.79                                 | 5.85                    |                       |       |                                      |         |  |
| 3    | ActivePassive International Equity A   | APIEX                   | 13                            | 3.26                    | (12.96) | (0.91)                               | 1.15                    |                       |       |                                      |         |  |
| 4    | Allianz AGIC Intl Mgd Volatility Instl | NAISX                   | 50                            | (0.18)                  | (16.77) | (2.45)                               | (0.39)                  |                       |       |                                      |         |  |
| 5    | American Beacon Intl Eq Index Inst     | AIIIIX                  | 31                            | 1.21                    | (15.23) | (2.99)                               | (0.92)                  |                       |       |                                      |         |  |
| 6    | American Funds EuroPacific Gr A        | AEPGX                   | 45                            | 0.12                    | (16.50) | (2.77)                               | (0.70)                  |                       |       |                                      |         |  |
| 7    | American Funds International HLS IB    | HVTBX                   | 56                            | (0.52)                  | (17.22) | (4.24)                               | (2.17)                  |                       |       |                                      |         |  |
| 8    | American Funds Intl Gr And Inc 529A    | CGIAX                   | 5                             | 6.15                    | (9.77)  | 0.18                                 | 2.24                    |                       |       |                                      |         |  |
| 9    | American Indep Intl Alpha Strat I      | IMSSX                   | 16                            | 2.74                    | (13.53) | (3.03)                               | (0.97)                  |                       |       |                                      |         |  |
| 10   | AQR International Momentum L           | AIMOX                   | 58                            | (0.65)                  | (17.31) | (1.14)                               |                         |                       |       |                                      |         |  |
| 11   | Artio International Equity A           | BJBIX                   | 98                            | (9.79)                  | (28.22) | (8.89)                               |                         |                       |       |                                      |         |  |
| 12   | Artio International Equity II A        | JETAX                   | 97                            | (8.32)                  | (26.39) | (8.33)                               |                         |                       |       |                                      |         |  |
| 13   | Artisan International Inv              | ARTIX                   | 3                             | 6.45                    | (9.38)  | (0.90)                               |                         |                       |       |                                      |         |  |

# Morningstar® Direct<sup>SM</sup> Performance Reporting

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

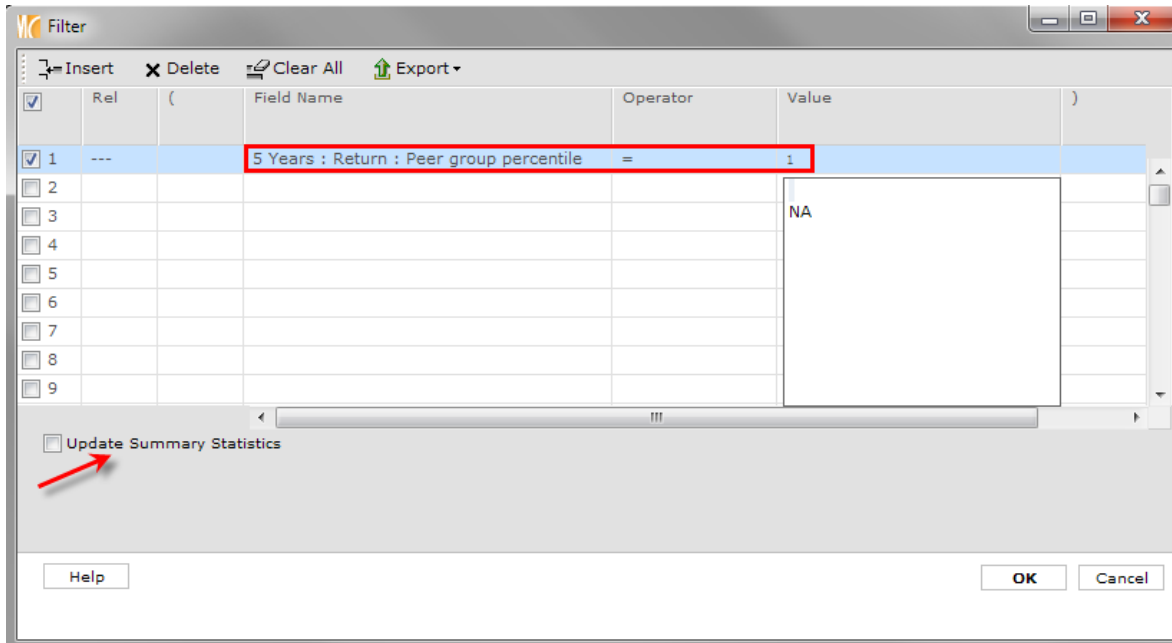
| Name                                     | 2 Years<br>1/1/2010 - 12/31/2011 |        |                         |                       | 3 Years<br>1/1/2009 - 12/31/2011 |        |                         |                       |
|--|----------------------------------|--------|-------------------------|-----------------------|----------------------------------|--------|-------------------------|-----------------------|
|  | Alpha                            | Return | +/- Display Benchmark 1 | Peer group percentile | Alpha                            | Return | +/- Display Benchmark 1 | Peer group percentile |
| 1 US OE Foreign Large Blend              |                                  |        |                         |                       |                                  |        |                         |                       |
| 2 Aberdeen International Equity A        | (7.09)                           | 3.79   | 5.85                    | 1                     | (4.46)                           | 13.23  | 2.53                    | 6                     |
| 3 ActivePassive International Equity A   | (12.96)                          | (0.91) | 1.15                    | 24                    | (9.00)                           | 8.52   | (2.19)                  | 43                    |
| 4 Allianz AGIC Intl Mgd Volatility Instl | (16.77)                          | (2.45) | (0.39)                  | 48                    | (11.40)                          | 5.21   | (5.49)                  | 80                    |
| 5 American Beacon Intl Eq Index Inst     | (15.23)                          | (2.99) | (0.92)                  | 60                    | (11.77)                          | 6.60   | (4.10)                  | 66                    |
| 6 American Funds EuroPacific Gr A        | (16.50)                          | (2.77) | (0.70)                  | 56                    | (11.24)                          | 9.56   | (1.15)                  | 26                    |
| 7 American Funds International HLS IB    | (17.22)                          | (4.24) | (2.17)                  | 80                    | (13.02)                          | 9.39   | (1.31)                  | 29                    |
| 8 American Funds Intl Gr And Inc 529A    | (9.77)                           | 0.18   | 2.24                    | 12                    | (7.67)                           | 10.69  | (0.01)                  | 17                    |
| 9 American Indep Intl Alpha Strat I      | (13.53)                          | (3.03) | (0.97)                  | 61                    | (11.29)                          | 5.13   | (5.57)                  | 81                    |
| 10 AQR International Momentum L          | (17.31)                          | (1.14) | 0.92                    | 27                    | (10.67)                          |        |                         |                       |
| 11 Artio International Equity A          | (28.22)                          | (8.89) | (6.82)                  | 98                    | (17.65)                          | 0.79   | (9.91)                  | 97                    |
| 12 Artio International Equity II A       | (26.39)                          | (8.33) | (6.26)                  | 97                    | (17.10)                          | 1.51   | (9.19)                  | 95                    |
| 13 Artisan International Inv             | (9.38)                           | (0.90) | 1.17                    | 23                    | (9.82)                           | 11.14  | 0.44                    | 13                    |
| 14 Artisan International Value Investor  | (9.42)                           | 5.08   | 7.14                    | 1                     | (3.05)                           | 13.80  | 3.10                    | 4                     |
| 15 ASTON/Barings International I         | (12.87)                          | (1.60) | 0.46                    | 34                    | (9.45)                           | 7.65   | (3.06)                  | 52                    |
| 16 BBH International Equity N            | (9.58)                           | (0.71) | 1.35                    | 21                    | (7.80)                           | 8.53   | (2.17)                  | 43                    |
| 17 Bernstein International Portfolio     | (22.68)                          | (7.68) | (5.62)                  | 95                    | (16.92)                          | 2.47   | (8.23)                  | 94                    |
| 18 Bernstein Tax-Managed Intl            | (22.56)                          | (7.76) | (5.70)                  | 95                    | (17.02)                          | 2.72   | (7.99)                  | 94                    |
| 19 BlackRock International Index Inv A   | (15.62)                          | (3.42) | (1.36)                  | 68                    | (12.21)                          | 6.09   | (4.62)                  | 72                    |
| 20 BlackRock International Inv A         | (17.75)                          | (0.49) | 1.58                    | 18                    | (9.29)                           | 10.84  | 0.14                    | 15                    |
| 21 BlackRock International Opp Inv A     | (17.36)                          | (2.35) | (0.29)                  | 45                    | (11.38)                          | 9.21   | (1.50)                  | 32                    |
| 22 BNY Mellon Intl Appreciation M        | (16.28)                          | (3.86) | (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.'*

| Name                                   | Time Period Score | Return | +/- Display Benchmark 1 | Peer group percentile | Return: Peer group percentile Score [20%] | Alpha | Time Period Score | Total Score |
|--|-------------------|--------|-------------------------|-----------------------|---|-------|-------------------|-------------|
|  |                   |        |                         |                       |   |       |                   |             |
| 2 Aberdeen International Equity A      | 4.00              | 0.01   | 2.93                    | 1                     | Great                                     | 1.55  | 4.00              | 20.00       |
| 3 Artisan International Value Investor | 4.00              | 0.46   | 3.38                    |                       |   |       |                   |             |
| 4 Forester Discovery                   | 4.00              | 5.61   | 8.54                    |                       |   |       |                   |             |
| 5 Sextant International                | 4.00              | 1.40   | 4.32                    |                       |   |       |                   |             |
| 6 Manning & Napier International S     | 4.00              | (0.25) | 2.68                    |                       |   |       |                   |             |
| 7 Ivy International Core Equity A      | 4.00              | (0.51) | 2.42                    |                       |   |       |                   |             |

# Morningstar® Direct<sup>SM</sup> Performance Reporting

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.



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

| Name                                  | Report Currency                             | Filter On | Time Period Score | Return | +/- Display Benchmark 1 | Peer group percentile | Return: Peer group percentile Score [20%] | Alpha  | Time Period Score | Total Score | Scorecard Weighted Score |
|---------------------------------------|---|-----------|-------------------|--------|-------------------------|-----------------------|---|--------|-------------------|-------------|--------------------------|
| <b>US OE Foreign Large Blend</b>      |   |           |                   |        |                         |                       |   |        |                   |             |                          |
| 1                                     | US OE Foreign Large Blend                   |           |                   |        |                         |                       |   |        |                   |             |                          |
| 2                                     | Aberdeen International Equity A             |           | 4.00              | 0.01   | 2.93                    | 1                     | Great                                     | 1.55   | 4.00              | 20.00       | 4.00                     |
| 3                                     | Artisan International Value Investor        |           | 4.00              | 0.46   | 3.38                    | 1                     | Great                                     | 0.85   | 4.00              | 20.00       | 4.00                     |
| 4                                     | Forester Discovery                          |           | 4.00              | 5.61   | 8.54                    | 1                     | Great                                     | 4.52   | 4.00              | 17.00       | 3.10                     |
| 5                                     | Sextant International                       |           | 4.00              | 1.40   | 4.32                    | 1                     | Great                                     | 0.95   | 4.00              | 19.00       | 3.70                     |
| 6                                     | Benchmark 1: MSCI ACWI Ex USA NR USD        | (2.92)    |                   |        |                         |                       |   | (1.70) |                   |             |                          |
| 7                                     | Peer Group: Morningstar Category = US OE... |           |                   |        |                         |                       |   |        |                   |             |                          |
| 8                                     | Number of investments ranked                |           |                   |        |                         | 668                   |   |        |                   |             |                          |
| 9                                     | Peer Group Summary Statistics               |           |                   |        |                         |                       |   |        |                   |             |                          |
| <b>US OE Foreign Large Value</b>      |   |           |                   |        |                         |                       |   |        |                   |             |                          |
| 10                                    | US OE Foreign Large Value                   |           |                   |        |                         |                       |   |        |                   |             |                          |
| 11                                    | Allianz NFJ International Value Instl       |           | 4.00              | (0.12) | 6.21                    | 1                     | Great                                     | 1.48   | 4.00              | 20.00       | 4.00                     |
| 12                                    | Tweedy, Browne Global Value                 |           | 4.00              | (0.04) | 6.29                    | 1                     | Great                                     | (0.22) | 4.00              | 20.00       | 4.00                     |
| 13                                    | Benchmark 1: MSCI EAFE Value NR USD         | (6.33)    |                   |        |                         |                       |   | (5.22) |                   |             |                          |
| 14                                    | Peer Group: Morningstar Category = US OE... |           |                   |        |                         |                       |   |        |                   |             |                          |
| 15                                    | Number of investments ranked                |           |                   |        |                         | 302                   |   |        |                   |             |                          |
| 16                                    | Peer Group Summary Statistics               |           |                   |        |                         |                       |   |        |                   |             |                          |
| <b>US OE Foreign Large Growth</b>     |   |           |                   |        |                         |                       |   |        |                   |             |                          |
| 17                                    | US OE Foreign Large Growth                  |           |                   |        |                         |                       |   |        |                   |             |                          |
| 18                                    | Fidelity Canada                             |           | 4.00              | 2.90   | 6.06                    | 1                     | Great                                     | 4.72   | 4.00              | 18.00       | 3.80                     |
| 19                                    | Benchmark 1: MSCI EAFE Growth NR USD        | (3.16)    |                   |        |                         |                       |   | (2.33) |                   |             |                          |
| 20                                    | Peer Group: Morningstar Category = US OE... |           |                   |        |                         |                       |   |        |                   |             |                          |
| 21                                    | Number of investments ranked                |           |                   |        |                         | 189                   |   |        |                   |             |                          |
| 22                                    | Peer Group Summary Statistics               |           |                   |        |                         |                       |   |        |                   |             |                          |
| <b>US OE Foreign Small/Mid Growth</b> |   |           |                   |        |                         |                       |   |        |                   |             |                          |
| 23                                    | US OE Foreign Small/Mid Growth              |           |                   |        |                         |                       |   |        |                   |             |                          |
| 24                                    | Driehaus International Small Cap Growth     |           | 3.00              | 4.01   | 8.11                    | 1                     | Great                                     | 5.98   | 4.00              | 18.00       | 3.70                     |
| 25                                    | Westcore International Small Cap            |           | 4.00              | 1.95   | 6.05                    | 1                     | Great                                     | 3.51   | 4.00              | 20.00       | 4.00                     |

# Morningstar® Direct<sup>SM</sup> Performance Reporting

## 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*.

The screenshot shows the 'Performance Reporting' section of the Morningstar Direct application. A list of reports is displayed, including 'US OE Foreign Large Blend' and various international equity funds. The table below summarizes the data shown in the screenshot.

| Report | Ticker                                  | Equity Style Box (Long) | 1 Year Return (1/1/2011 - 12/31/2011) | Peer group rank | +/- Display Benchmark 1 | Alpha   | 1/1/2010 - 12/31/2011 Return | Peer group rank | +/- Display Benchmark 1 | Al |  |
|--------|---|-------------------------|---------------------------------------|-----------------|-------------------------|---------|------------------------------|-----------------|-------------------------|----|--|
| 1      | US OE Foreign Large Blend               |                         |                                       |                 |                         |         |                              |                 |                         |    |  |
| 2      | Aberdeen International Equity Instl     | GIGIX                   | (4.67)                                | 8               | 9.03                    | (6.74)  | 4.10                         | 6               | 6.17                    |    |  |
| 3      | Aberdeen Intl Equity A                  | GIGAX                   | (5.01)                                | 10              | 8.70                    | (7.09)  | 3.79                         | 8               | 5.85                    |    |  |
| 4      | Aberdeen Intl Equity A Load Waived      | GIGAX.lw                | (5.01)                                | 10              | 8.70                    | (7.09)  | 3.79                         | 8               | 5.85                    |    |  |
| 5      | Aberdeen Intl Equity C                  | GIGCX                   | (5.63)                                | 13              | 8.08                    | (7.74)  | 3.07                         | 11              | 5.13                    |    |  |
| 6      | Aberdeen Intl Equity I/S                | GIGSX                   | (4.80)                                | 9               | 8.91                    | (6.87)  | 3.96                         | 7               | 6.03                    |    |  |
| 7      | Aberdeen Intl Equity R                  | GIRRX                   | (5.16)                                | 12              | 8.55                    | (7.24)  | 3.60                         | 10              | 5.66                    |    |  |
| 8      | ActivePassive International Equity A    | 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 Inst      | AIIX                    | (12.50)                               | 250             | 1.21                    | (15.23) | (2.99)                       | 474             | (0.92)                  |    |  |

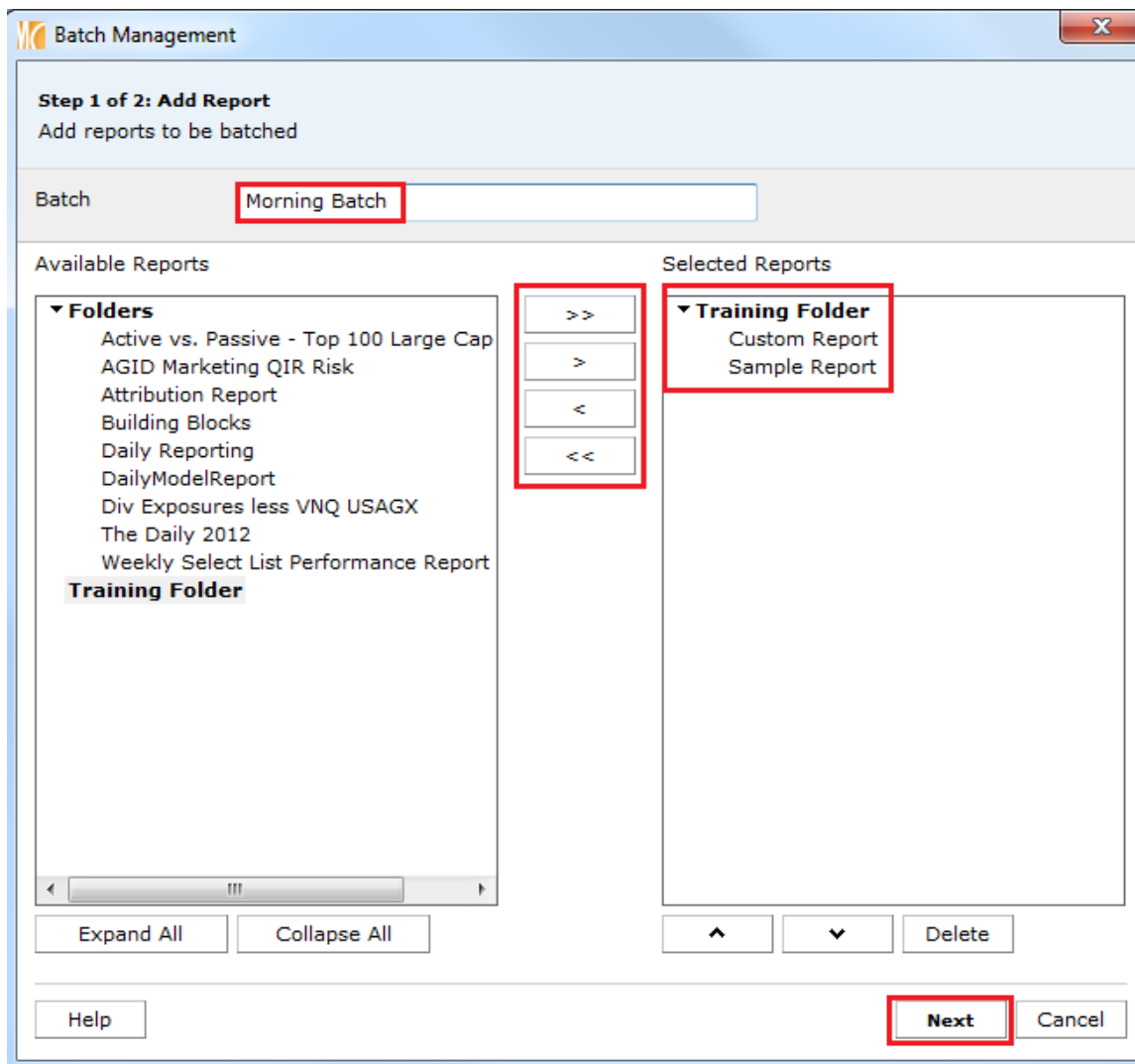
2. Click on *New*.

The screenshot shows the 'Batches' section of the Morningstar Direct application. A table is displayed with columns for Name, Next Run, Last Run, Reports, and Active. The 'New' button in the action menu is highlighted with a red box.

| Action     | Name | Next Run | Last Run | Reports | Active |
|------------|------|----------|----------|---------|--------|
| <b>New</b> |      |          |          |         |        |

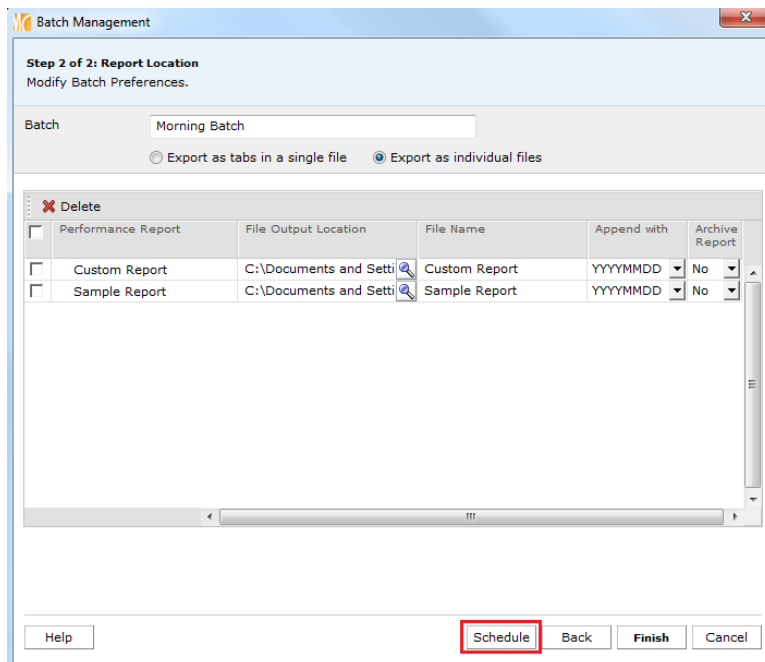
## Morningstar<sup>®</sup> Direct<sup>SM</sup> Performance Reporting

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.

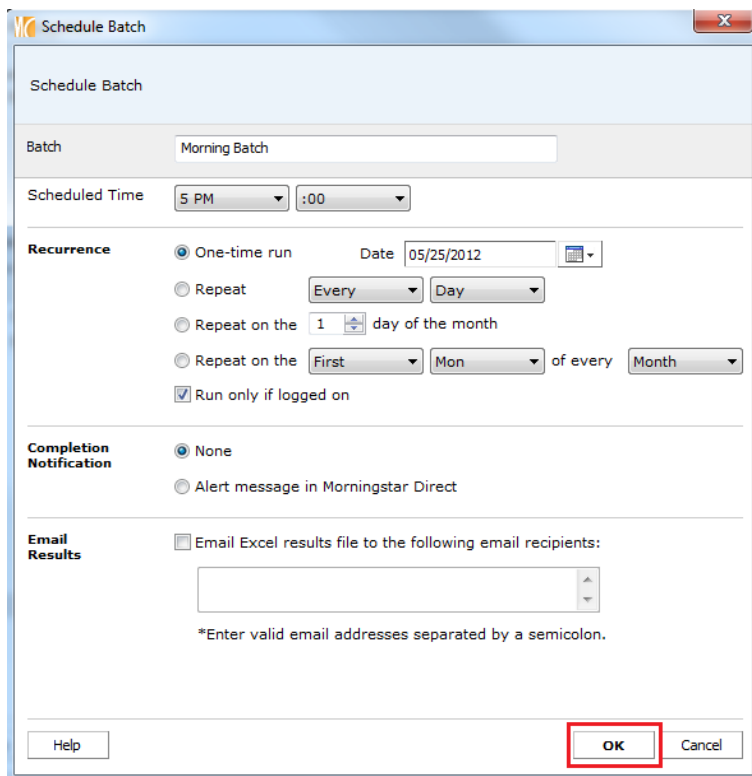


# Morningstar® Direct<sup>SM</sup> Performance Reporting

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

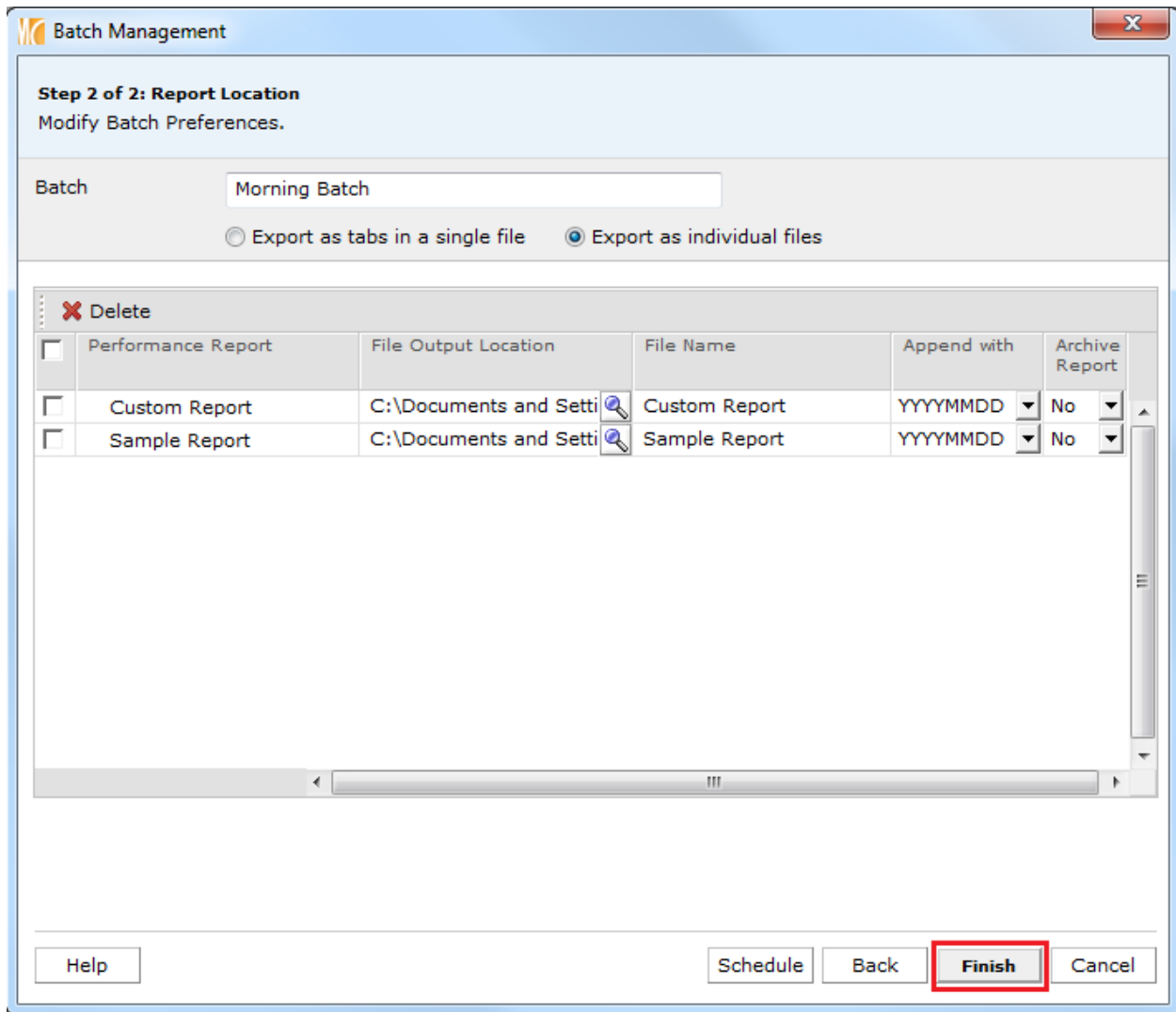


5. Fill out the settings in the *Schedule Batch* dialog box. Click *OK* when complete.

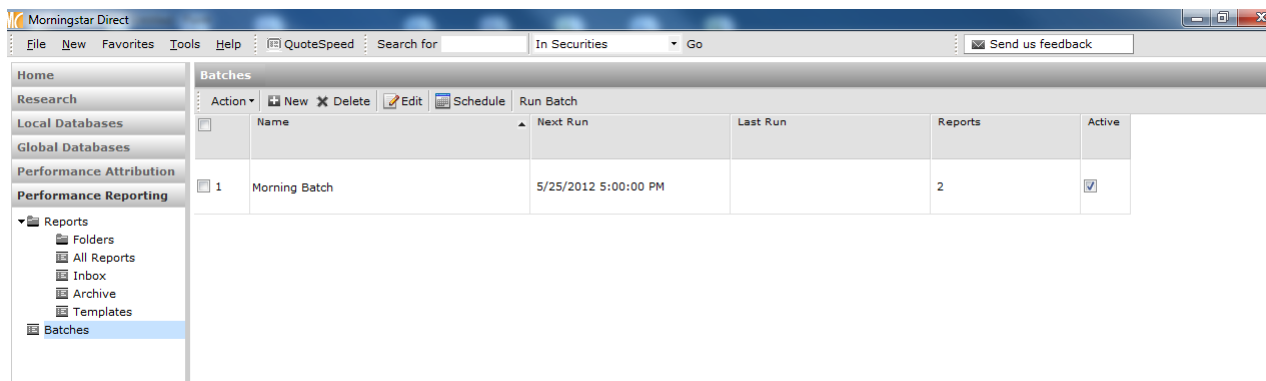


# Morningstar® Direct™ Performance Reporting

6. Click *Finish* to complete the process.



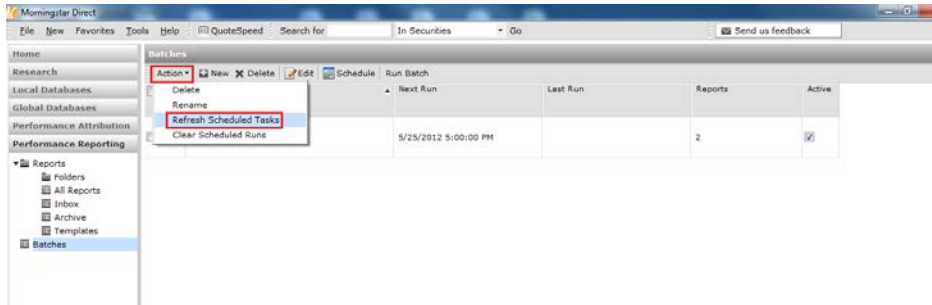
7. Notice your scheduled batch is now listed.



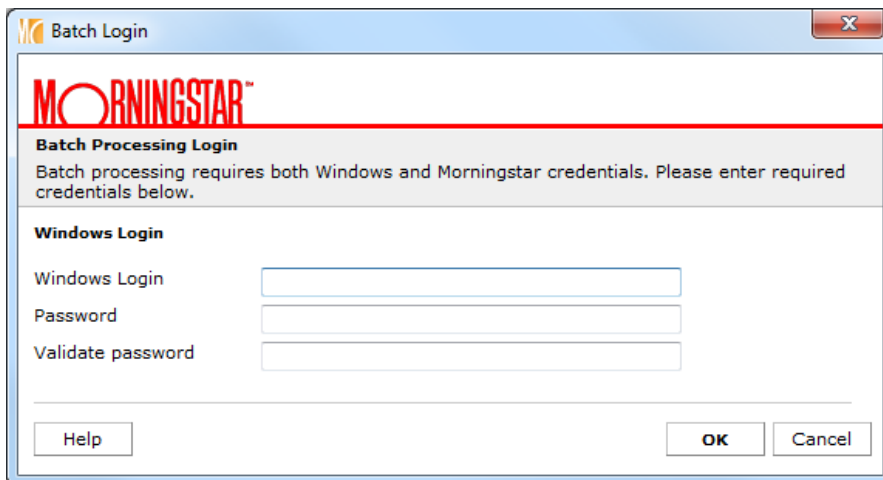


# Morningstar® Direct<sup>SM</sup> Performance Reporting

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



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



## 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*.

