Morningstar Direct Training Guide

Charts and Reports and Holdings

MORNINGSTAR

Direct

Contents

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Charts, Reports and Holdings

Overview

Once a set of investments is available as either a list or search, additional research can Overview be done with these investments not just by swapping out different data sets in the grid view, but also by leveraging several options available from both the Actions menu and the right-click menu.

This exercise guide focuses on accessing charts, reports, and holdings information from the Workspace module, but they are also available from the Local Databases, Global Databases, and Performance Reporting modules.

Exercise 1: Creating an Investment List

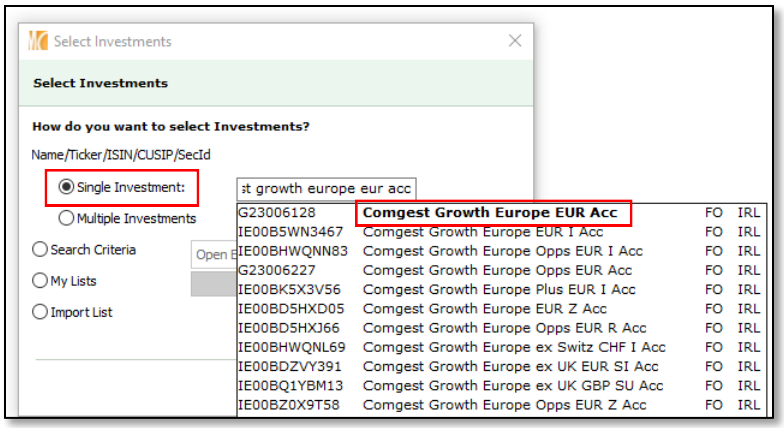
Quick on-the-fly charts and reports can be generated from various areas of Morningstar Direct:

- Local Databases
- Global Databases
- Workspace
- Performance Reporting

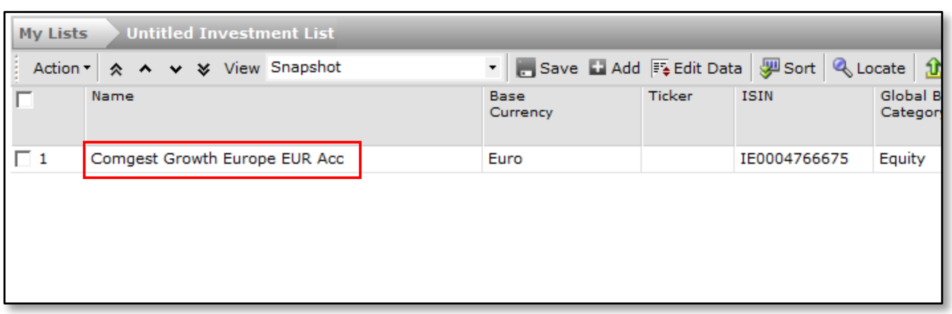
In this exercise we will go through a couple of those charts and reports.

Do the following:

1. Go to **Workspace > Investment Lists > My Lists**
2. From the toolbar, click **New**.
3. Using the Single Investment field, type **comgest growth Europe eur acc** and click on it to select it.
4. Select **Comgest Growth Europe EUR Acc** and click **OK**.



You can now see the fund in the list, and it is automatically selected.



Let's add a couple of investments for use later on.

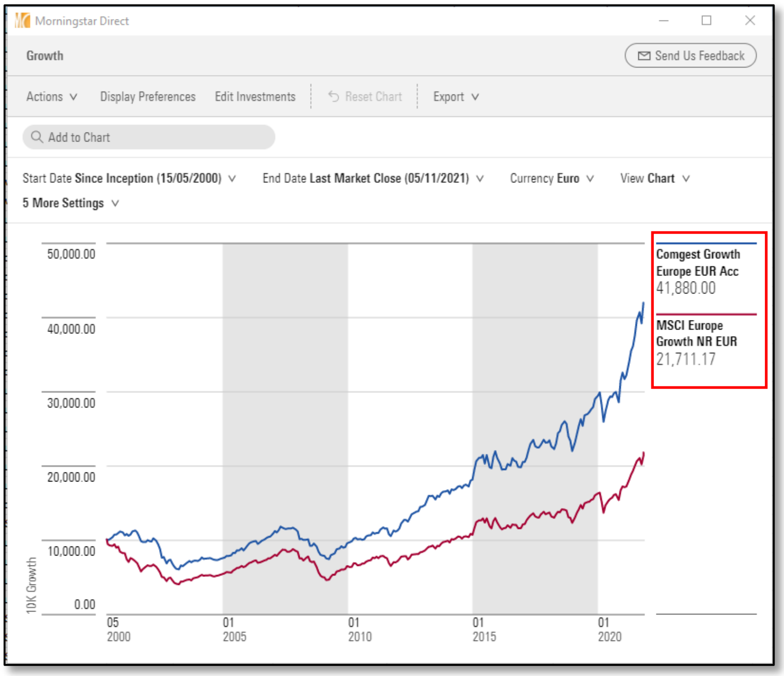
1. From the toolbar, click **Add > Multiple Investments**.
2. Using the **Search** field, look up **Fidelity Special Situations** and click **Go**.
3. Select it and click **Add**.
4. Using the **Search** field again, look up **Invesco Euro Equity A EUR Acc** and click **Go**.
5. Select the fund and **Add**, then click **OK**.
6. From the toolbar, click **Save** and name the investment List **Fund Comparison**.

Exercise 2: Generating a Growth chart

We will now generate a **Growth** chart to check the performance of the Comgest fund against its primary prospectus benchmark, as well as its Morningstar Category average.

Do the following:

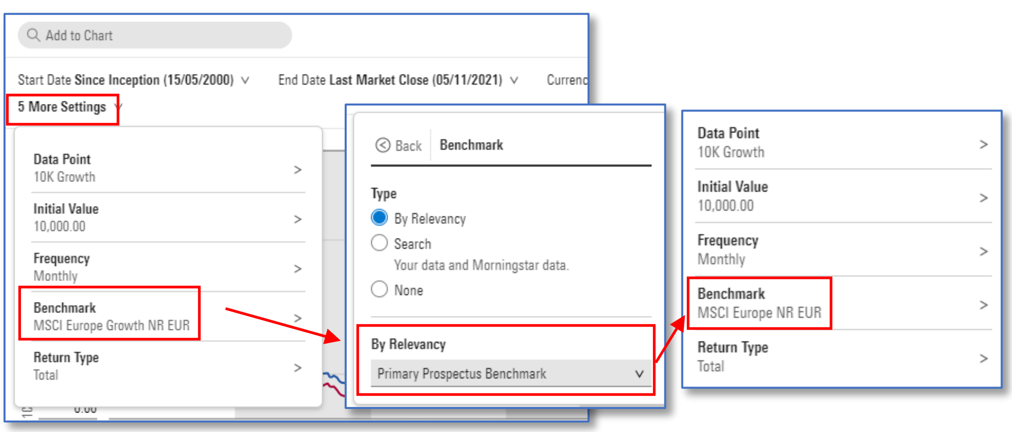
1. From the list select the checkbox for the Comgest fund.
2. From the toolbar, click **Action > Charts > Growth**. The **Growth** component appears on screen.



The fund and the Morningstar Category Index are displayed on the Growth chart. Let's add the Primary Prospectus Benchmark to the graph.

Do the following:

3. Above the chart, click **5 More Settings > Benchmark**.
4. Using the **By Relevancy** drop-down menu, select **Primary Prospectus Benchmark**.



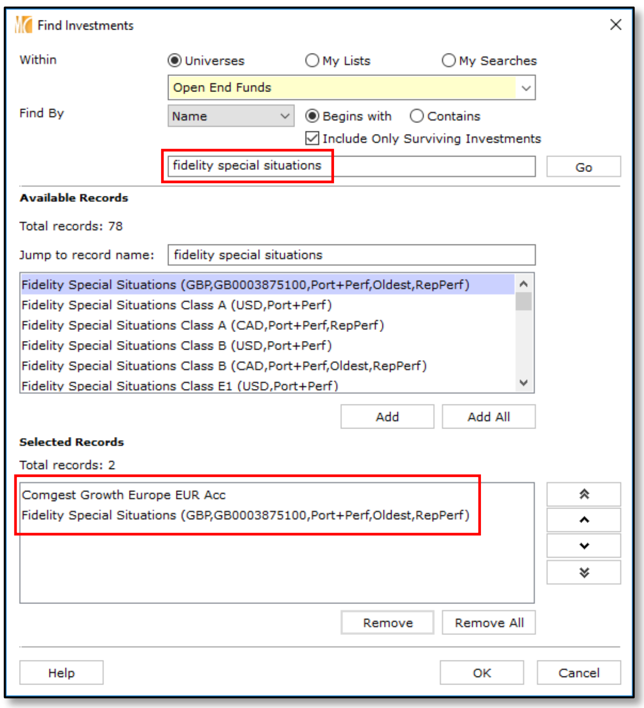
The additional benchmark is added to the chart.

Using the same caret menu, you can display dividends, change colour, source data, line thickness, and delete investments.

Several options are available from the toolbar:

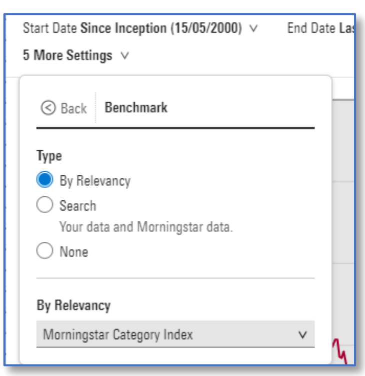
- **Actions:** Save the chart and copy to the clipboard
- **Display Preferences:** Choose investment colours and display or hide the chart grey bars
- **Edit Investments:** access the Morningstar database to add investments (15 maximum).
- **Reset Chart:** resets the chart to the default settings
- **Export:** Exports to Excel, PDF, PowerPoint or sends to Presentation Studio.
- **Start Date** and **End Date**, **Currency**.
- View the Chart or the Table or both.
- **5 More Settings:** Set 10K Growth (and Initial Value), Cumulative Return % or Excess Return, Frequency, Benchmark, Return Type.

1. Click **Edit Investments**. The **Find Investments** dialogue box opens.
2. Using the **Search** field, search for **Fidelity Special Situations** and click **Go**.
3. From the **Available Records** section, select the fund and click **Add** and click **OK**.



Select the next investment

1. To remove the benchmark, click **5 More Settings > Benchmark > None**.

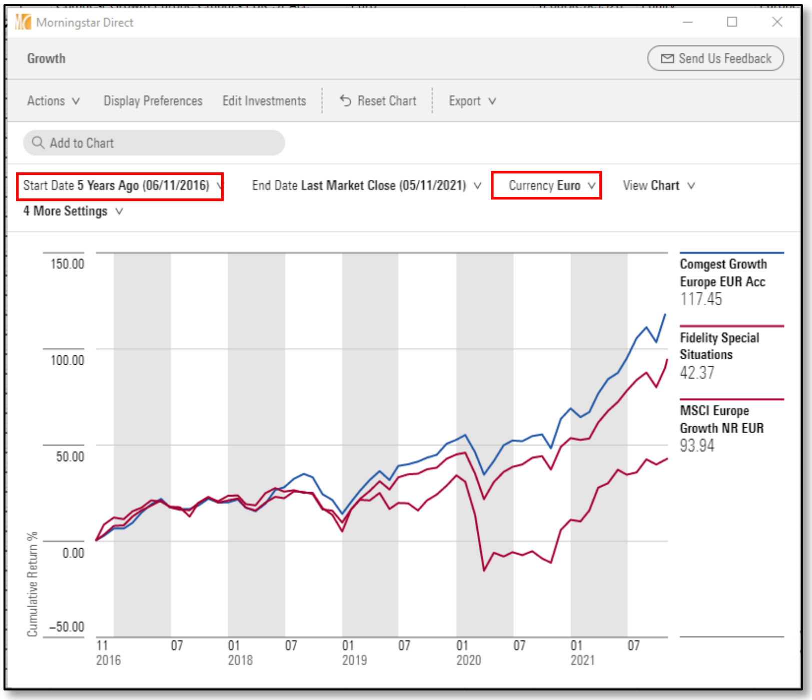


2. Click **OK** to display the two funds in the Growth chart.

Let's apply additional changes to our chart. Do the following:

3. Using the **5 more Settings** drop-down menu, select **Data Point > Cumulative Return %**.
4. Using the **Start Date** drop-down menu, select **5 Years Ago**.
5. Using the **Currency** drop-down menu, select **Euro**.

Your changes are now displayed on the chart.



Choose your settings

1. From the toolbar, click **Export > Excel** to export the underlying data to Microsoft Excel.
2. From the toolbar, click **Export > PDF** to export the chart to PDF.
3. From the toolbar, click **Export > PowerPoint** to export the chart to Microsoft PowerPoint.
4. From the toolbar, click **Export > Send to Presentation Studio** to open this chart in a Presentation Studio report.

The **Send to Presentation Studio** function is one of the most recent enhancements and is so far only available from the Growth component. It allows you to open a new report in Presentation Studio with this chart and add more charts and tables to your report.

To learn how to use Presentation Studio, please refer to the Create a Factsheet from Scratch exercise guide to learn how to create a report from a blank page, and the Reporting on your Peer Analysis exercise guide to learn how to leverage an existing Morningstar template.

5. Click the red cross in the top-right corner of the window to close the chart.

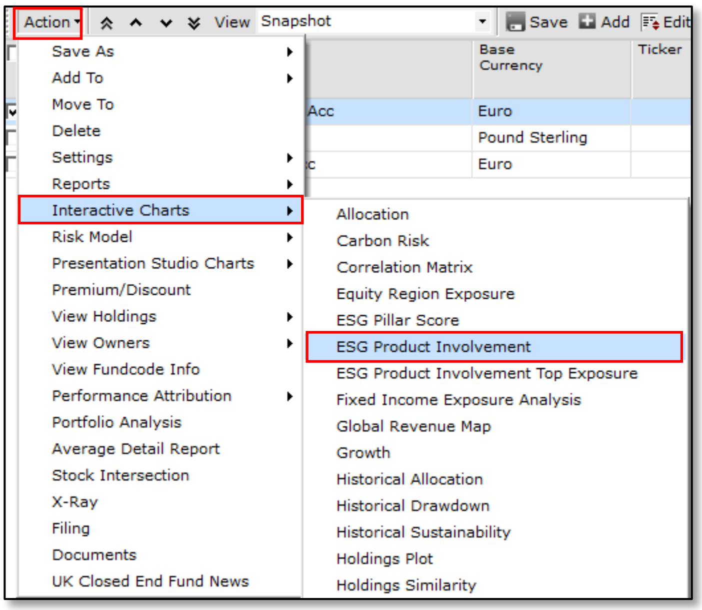
Exercise 3: Generating the ESG Product Involvement component

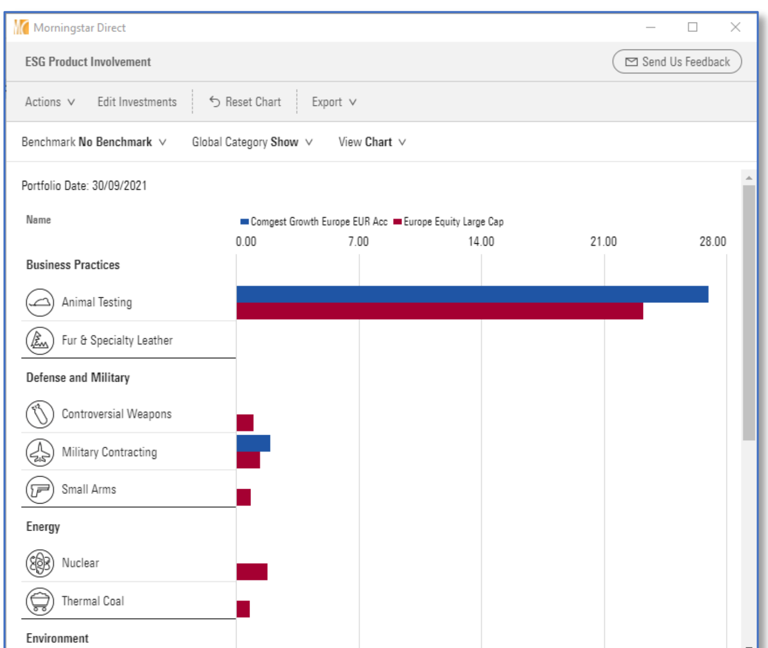
You are returned to the grid. You do have access to a variety of ESG-related components, such as:

- ESG Pillar Score: displays the Environmental, Social, Governance scores
- ESG Product Involvement: displays the Product Involvement data
- ESG Product Involvement Top Exposure: displays the top 5 product involvement (can be changed to 15 max)
- Historical Sustainability: displays the historical Sustainability Rating™

In this exercise, we want to retrieve the product involvement data for Comgest Growth Europe EUR Acc and compare it against its Morningstar Category benchmark.

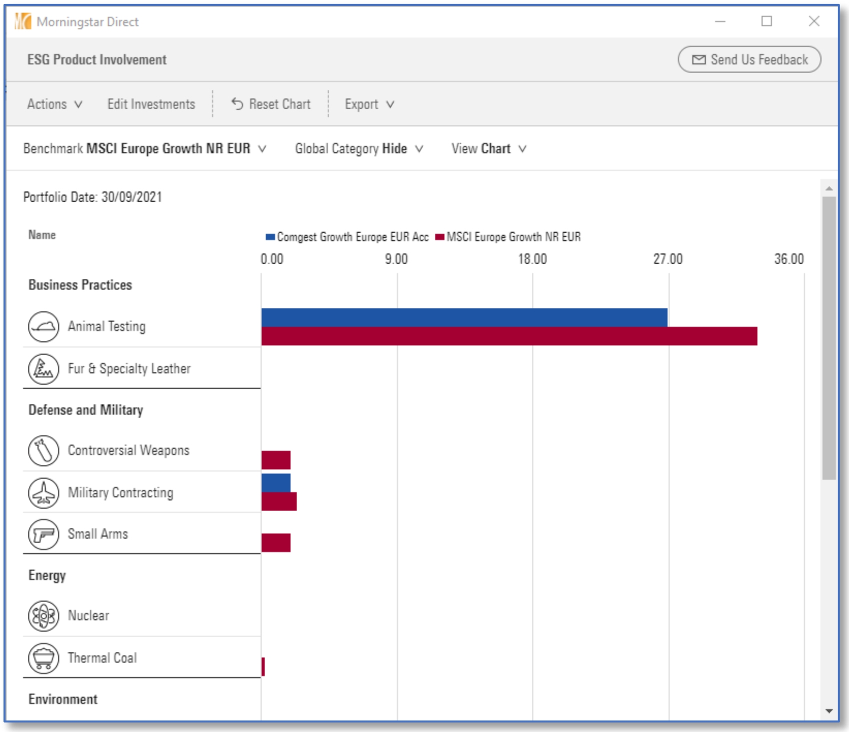
1. With the Comgest fund still selected, click **Action > Interactive Charts > ESG Product Involvement**. The **ESG Product Involvement** component opens.





To compare the investment against its Morningstar Category benchmark, do the following:

2. Using the **Benchmark** drop-down menu, select **By Relevancy** and select the **Morningstar Category Index**.
3. Using the **Global Category** drop-down menu, select **Hide** to remove the Global Category from view.

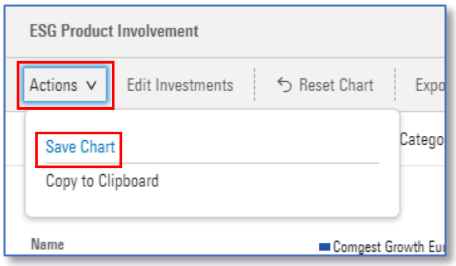


Exercise 4: Chart Templates

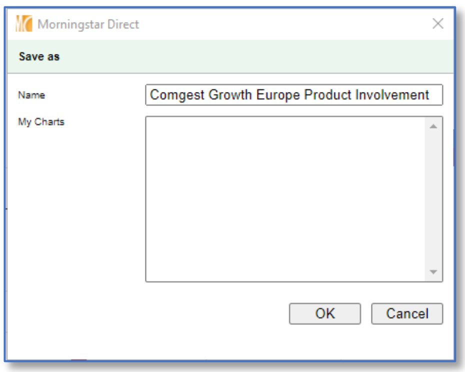
Once a chart is generated, you have the option to save it as a Chart Template under Workspace. Chart Templates give you easy access to the same component with the same investments and settings as when you generated and saved it.

To save the component as a Chart Template, do the following:

1. From the toolbar, click **Actions > Save Chart**. The **Save as** window opens.



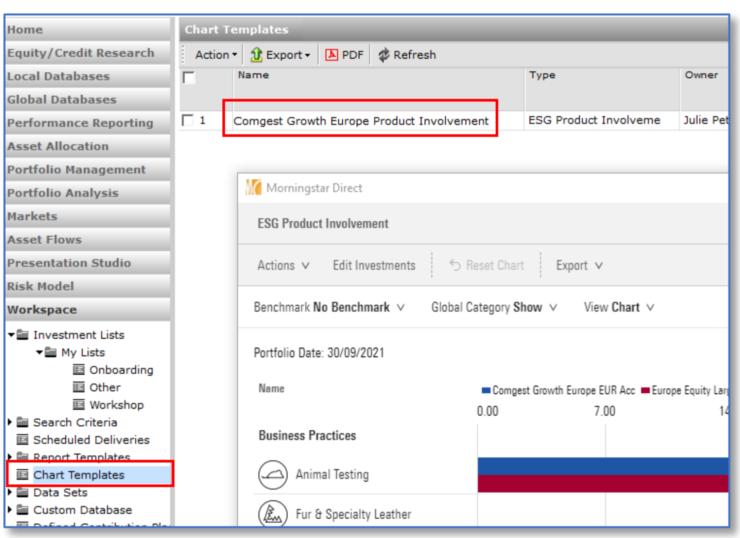
2. In the **Name** field, type **Comgest Growth Europe Product Involvement**.



3. Click **OK**.
4. Click the red cross in the top-right corner of the component to close it.

To access saved Chart Templates, do the following:

1. From the left navigation panel under **Workspace**, click **Chart Templates**.
2. From your list of saved chart templates, double-click the saved chart. It will open on screen.

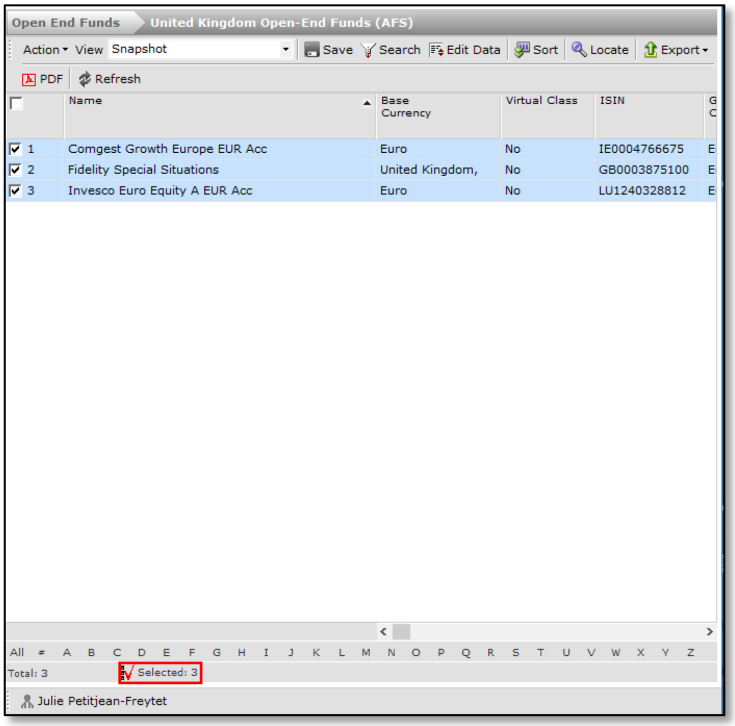


Exercise 5: Generating a Holding-Based Style Map and Style Trail chart

We now want to look at the historical changes for a couple of equity portfolios. The **Holdings-Based Style Trail** will show how the portfolio changed over time on the Equity Style Box. This can be accessed using the **Style Box** component.

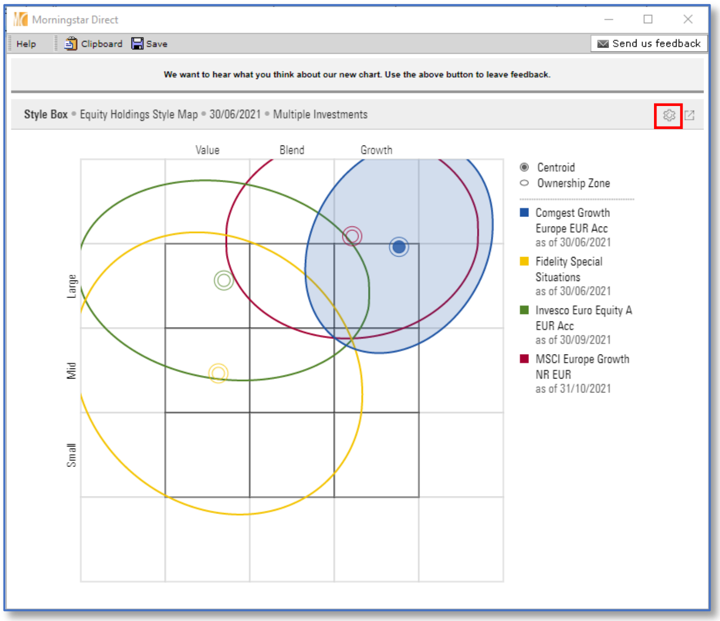
Do the following:

1. From the left navigation panel, return to **Investment Lists > My Lists** and double-click the **Fund Comparison** Investment List to open it.
2. Select all three investments.

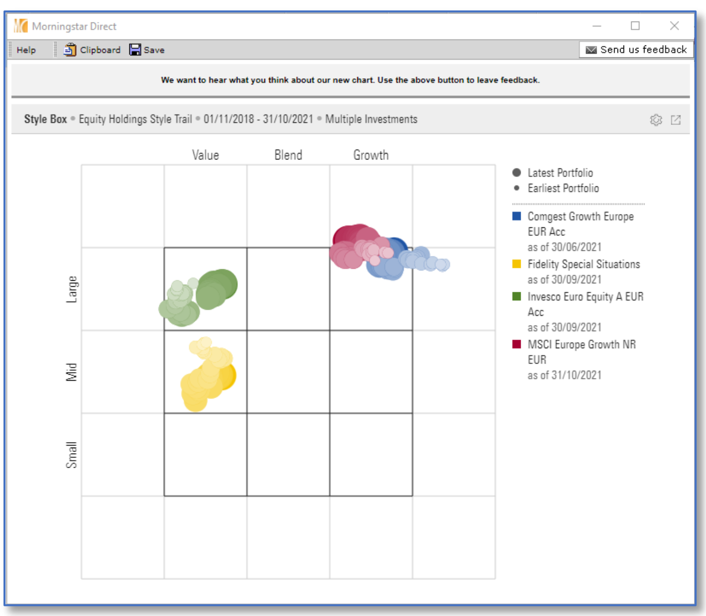


We are now ready to compare those portfolios historical positions on the Equity Style Box.

3. Click **Action > Interactive Charts > Style Box**. The **Style Box** component opens.



4. Click the **Gear** icon to the right of the component.
5. Click **Data View** and select **Equity Holdings Style Trail**.
6. Click **Time Period** and select **5 Years Ago** and click the back arrow to come back to the main settings menu.
7. Click **Frequency** and select **Monthly**.



The component refreshes. The smaller dot circled in black is the oldest portfolio date, and the largest dot circled in black is the most recent portfolio date.

We notice how Invesco is consistently in Large Value, Fidelity in Mid Value, and Comgest used to be more in Large High Growth, but the most recent portfolio sits well into Large Growth.

8. Click the red cross in the top-right corner to close the component.

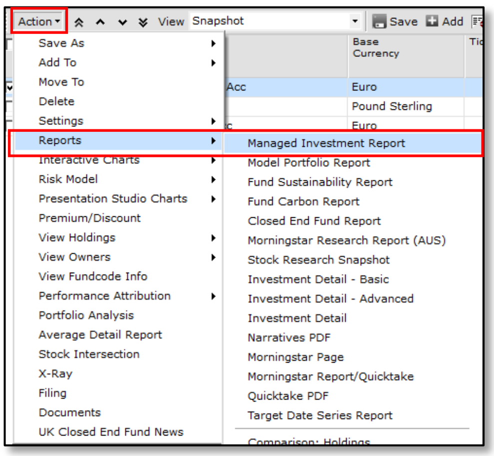
Exercise 6: Generating the Managed Investment Report

Morningstar Direct™ also offers a variety of pre-created Morningstar reports. Those reports are generated in a PDF format and cannot be edited.

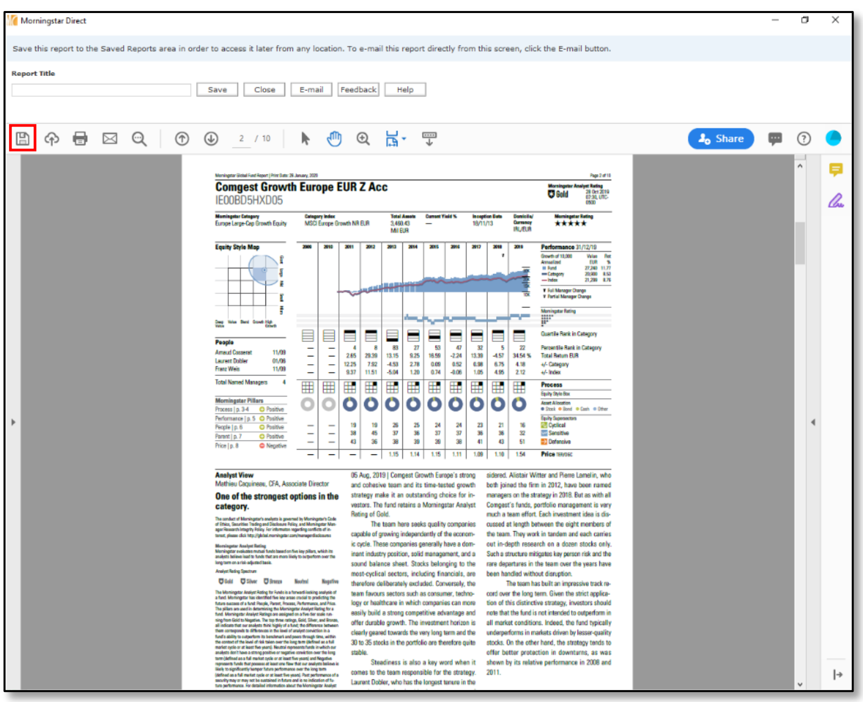
We will first have a look at generating the Managed Investment Report, which contains our Analyst research, as well as information on the Star Rating, Morningstar Sustainability Rating™ and Low Carbon Designation™.

To generate the Global Fund Report for the Comgest fund, do the following:

1. Ensure only the **Comgest** fund is selected.
2. From the toolbar, click **Action > Reports > Managed Investment Report**. The PDF opens.



3. Click the **Save** icon to save to your computer.



Click **Save** to save to your computer

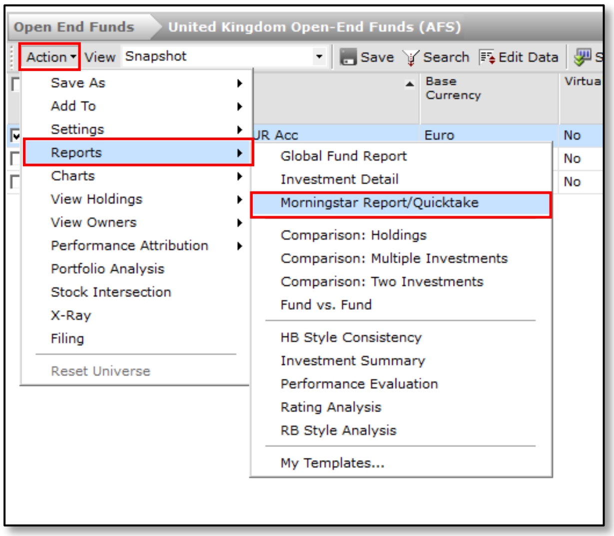
4. Click the red cross in the top-right corner of the window to close it and return to the grid.

Exercise 7: Generating the Morningstar Report

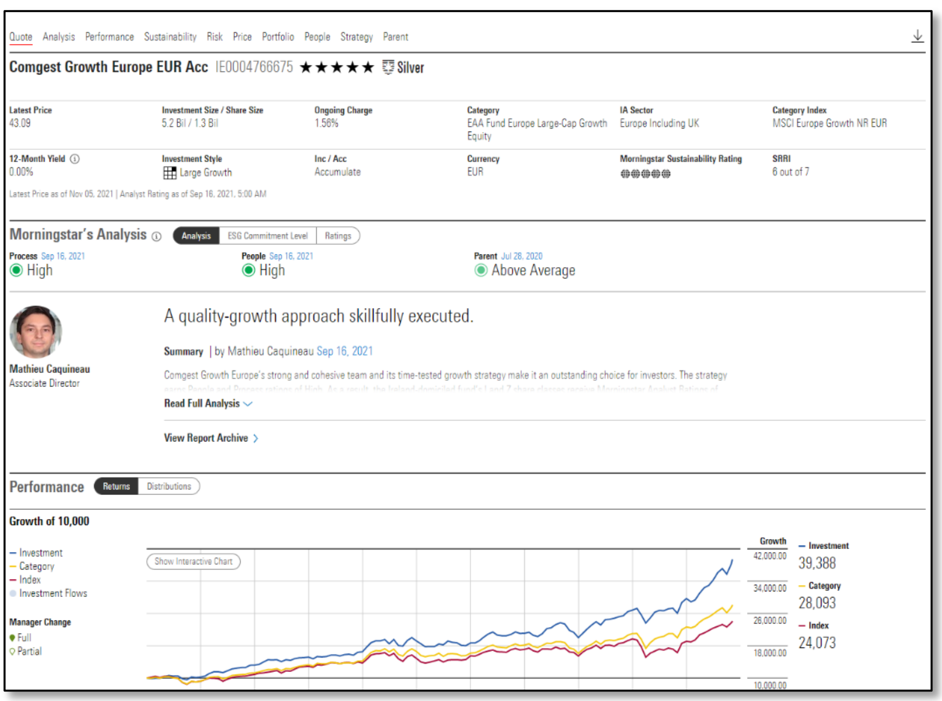
We now want to generate another report, the Morningstar Report. If you are not new to Morningstar Direct, you might have known it as the Quicktake report, which was revamped into a new Morningstar report.

To generate the Morningstar Report, do the following:

1. Ensure the **Comgest** fund is selected.
2. From the toolbar, click **Action > Reports > Morningstar Report/Quicktake**.



Another Morningstar Direct™ window opens and displays the Morningstar Report.



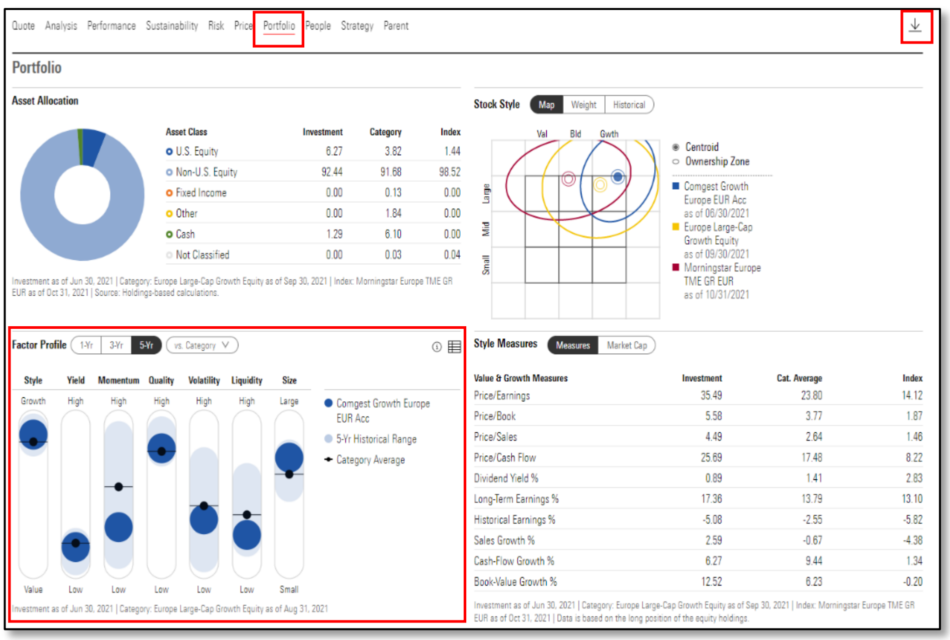
You can scroll up and down the page, or use the toolbar at the top to navigate to a specific section of the report.

3. From the toolbar at the top of the page, click **Analysis** to view the Analyst Rating details.

Expand to read the full analysis or access the report archive

4. From the toolbar, click **Portfolio** to move to the Portfolio section of the report.

From there you can access the new **Factor Profile** chart. This chart complements the Morningstar Style Box, incorporating seven additional factors that further explain funds' exposures to well-documented sources of long-term returns.



Discover the **Factor Profile** chart

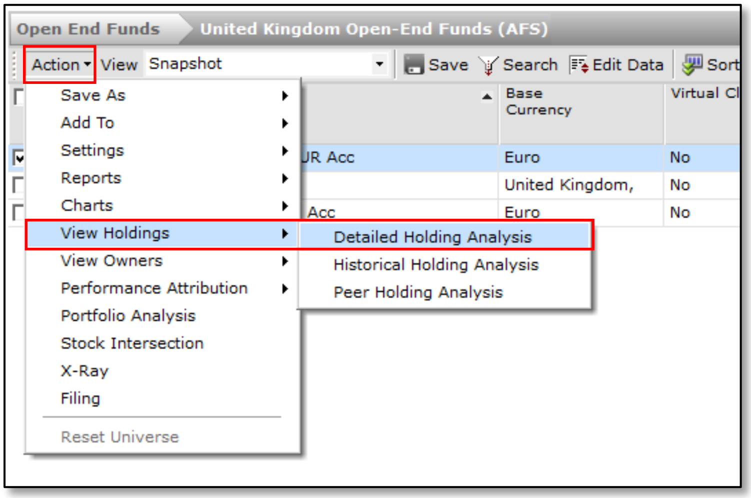
5. To download the report, click the **Download** icon in the top-right corner of the window.
6. Click the red cross in the top-right corner to close this window and return to the Investment List.

Exercise 8: Retrieving a Fund's Holdings

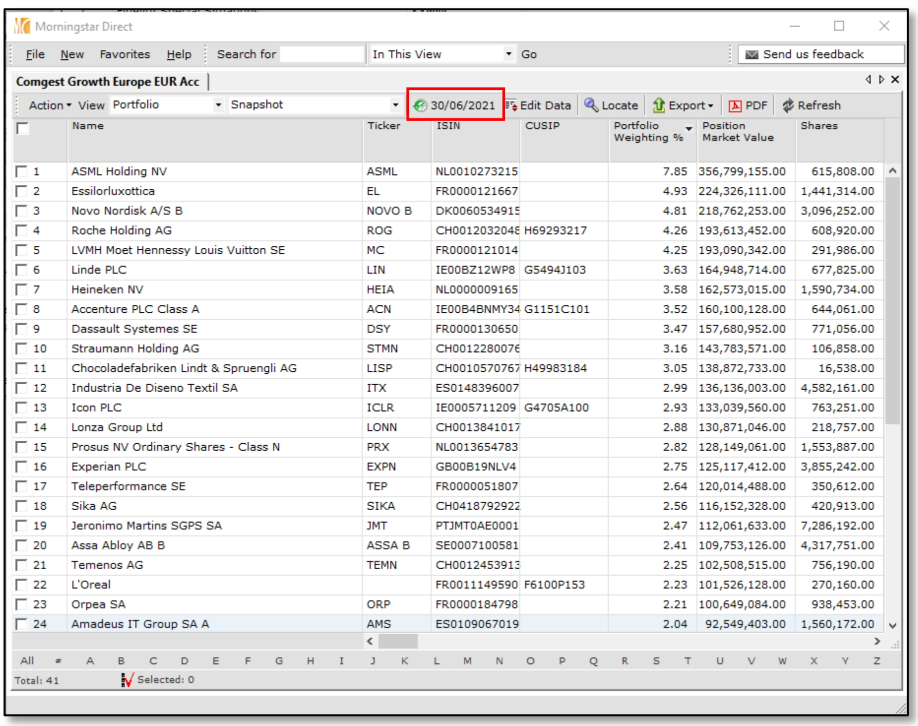
With Morningstar Direct, you can also retrieve funds' holdings.

To view a set of holdings, do the following:

1. With the Comgest Growth Europe fund still selected, go to **Action > View Holdings > Detailed Holdings Analysis**. The holdings open in a new window.



2. From the toolbar, you can use the **Date** button to change portfolio date.



	Name	Ticker	ISIN	CUSIP	Portfolio Weighting %	Position Market Value	Shares
1	ASML Holding NV	ASML	NL0010273215		7.85	356,799,155.00	615,808.00
2	Essilorluxottica	EL	FR0000121667		4.93	224,326,111.00	1,441,314.00
3	Novo Nordisk A/S B	NOVO B	DK0060534915		4.81	218,762,253.00	3,096,252.00
4	Roche Holding AG	ROG	CH0012032048	H69293217	4.26	193,613,452.00	608,920.00
5	LVMH Moet Hennessy Louis Vuitton SE	MC	FR0000121014		4.25	193,090,342.00	291,986.00
6	Linde PLC	LIN	IE00BZ12WP8	G5494J103	3.63	164,948,714.00	677,825.00
7	Heineken NV	HEIA	NL0000009165		3.58	162,573,015.00	1,590,734.00
8	Accenture PLC Class A	ACN	IE00B4BNMY34	G1151C101	3.52	160,100,128.00	644,061.00
9	Dassault Systemes SE	DSY	FR0000130650		3.47	157,680,952.00	771,056.00
10	Straumann Holding AG	STMN	CH0012280076		3.16	143,783,571.00	106,858.00
11	Chocoladefabriken Lindt & Spruengli AG	LISP	CH0010570767	H49983184	3.05	138,872,733.00	16,538.00
12	Industria De Diseno Textil SA	ITX	ES0148396007		2.99	136,136,003.00	4,582,161.00
13	Icon PLC	ICLR	IE0005711209	G4705A100	2.93	133,039,560.00	763,251.00
14	Lonza Group Ltd	LONN	CH0013841017		2.88	130,871,046.00	218,757.00
15	Prosus NV Ordinary Shares - Class N	PRX	NL0013654783		2.82	128,149,061.00	1,553,887.00
16	Experian PLC	EXPN	GB00B19NLV4		2.75	125,117,412.00	3,855,242.00
17	Teleperformance SE	TEP	FR0000051807		2.64	120,014,488.00	350,612.00
18	Sika AG	SIKA	CH0418792922		2.56	116,152,328.00	420,913.00
19	Jeronimo Martins SGPS SA	JMT	PTJMT0AE0001		2.47	112,061,633.00	7,286,192.00
20	Assa Abloy AB B	ASSA B	SE0007100581		2.41	109,753,126.00	4,317,751.00
21	Temenos AG	TEMN	CH0012453913		2.25	102,508,515.00	756,190.00
22	L'Oreal		FR0011149590	F6100P153	2.23	101,526,128.00	270,160.00
23	Orpea SA	ORP	FR0000184798		2.21	100,649,084.00	938,453.00
24	Amadeus IT Group SA A	AMS	ES0109067019		2.04	92,549,403.00	1,560,172.00

3. You may click **Export** to export to Microsoft Excel as *.XLS or *.CSV format.
4. Click on the cross in the top-right corner to close the window and return to the main Morningstar Direct window.

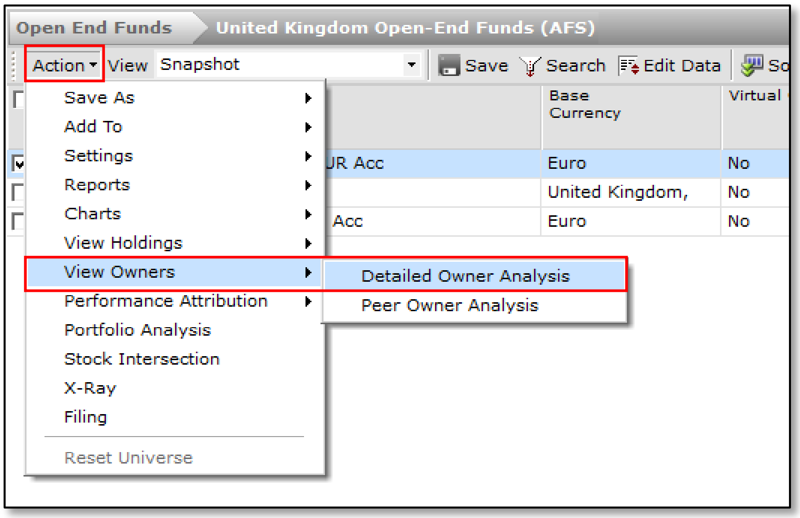
Exercise 9: Retrieving a Fund's Owner Information

Morningstar Direct can also help you identify any fund of funds investing in a particular fund.

☞ **<u>Note:</u>** This option is also valid to identify any funds investing in stocks.

To retrieve owner information, do the following:

1. With the Comgest Growth Europe fund still selected, go to **Action > View Owners > Detailed Owner Analysis**. The owners opens in a new window.



This function is useful to identify any funds investing in the Comgest Growth Europe fund and highlights the following information:

- The date of the portfolio for each fund of fund
- The weighting that the Comgest fund makes up in each fund of fund
- The position market value of the Comgest fund in each fund of fund