Viewing Charts, Reports, and Fund Holdings in Morningstar Direct

Onboarding Guide

Morningstar Direct

Contents

Viewing Charts, Reports, and Fund Holdings in Morningstar Direct^{SM}

Overview

Once a set of investments is available as either a list or search criteria, additional research can 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 and Presentation Studio, but they are also available from the Local Databases, Global Databases, and Performance Reporting modules. Please note these exercises require the desktop edition (3.20.011) of Morningstar Direct^{SM} or later.

☞ Note: Find the desktop edition version number by clicking Help > About Morningstar Direct.

The following exercises are covered here:

Exercise 1: View the Growth chart for a fund

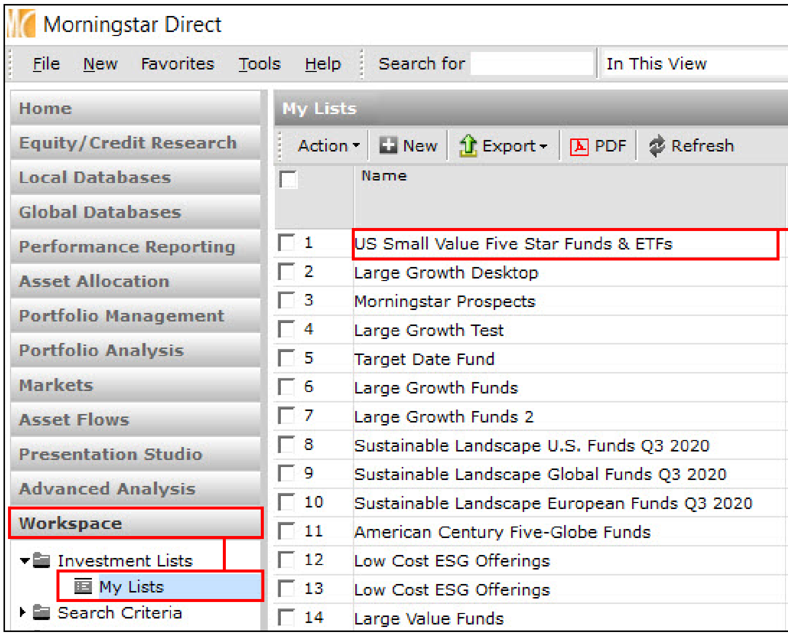
This exercise uses the Small Value Five Star Funds list created during the Working with Lists Onboarding Exercise Guide. If you have not created this list, another list of funds can be used. In addition to opening the Growth chart, users will also see how to modify it.

The Growth chart is one of the sixteen interactive charts available in the desktop access point of Morningstar Direct. Below is a list of the available charts:

Interactive Charts	Interactive Charts
Allocation	Historical Sustainability
Carbon Risk	Holdings Plot
Correlation Matrix	Holdings Similarity
Equity Region Exposure	Portfolio Characteristics
ESG Pillar Score	Price
ESG Product Involvement	Return Bar
ESG Product Involvement Top Exposure	Return vs Category
Fixed Income Exposure Analysis	Revenue Exposure
Global Revenue Map	Risk/Reward
Growth	Rolling Return
Historical Allocation	Style Box
Historical Drawdown	

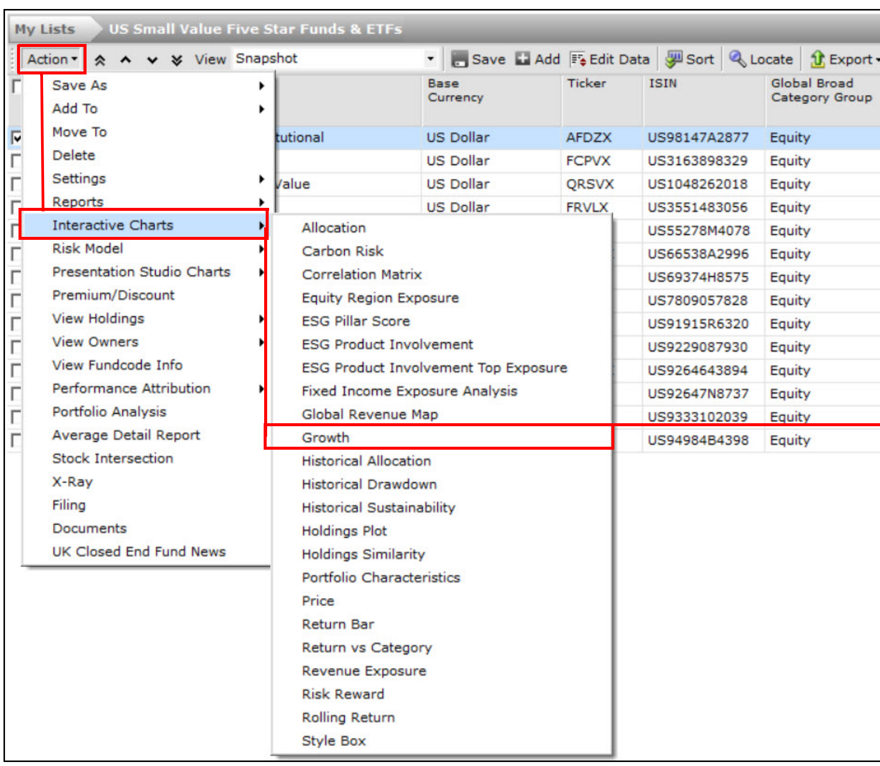
The Growth chart allows users to investigate a fund’s performance over custom periods. The Growth chart shows a fund's performance based on how $10,000 invested in the fund would have grown over time with dividends reinvested. To investigate a fund from the list using the Growth chart, do the following:

1. Select the **Workspace** module. The My Lists page should be selected by default.
2. **Double-click** the **US Small Value 5 Star Funds & ETFs** list.



Double-click this list to open it.

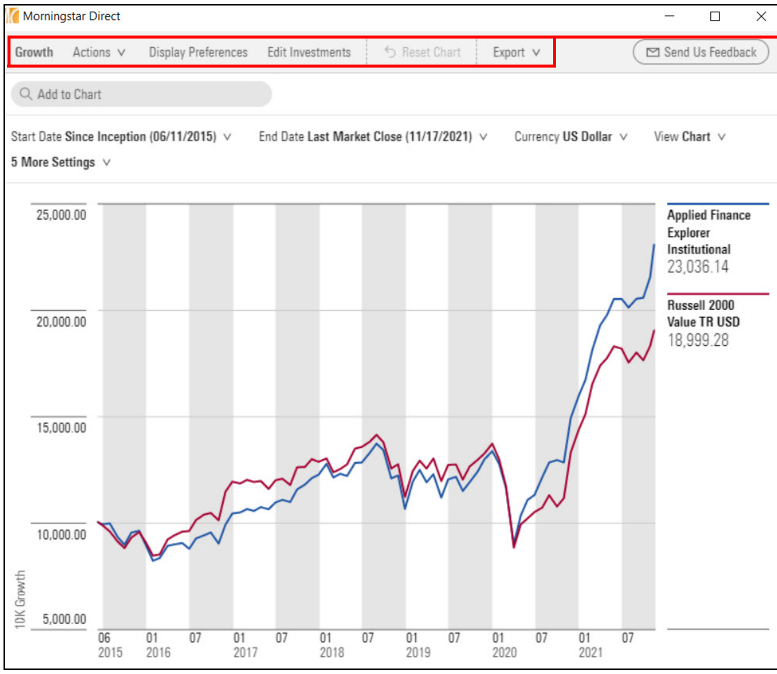
3. Check the **box** to the left of the first investment in the list.
4. From the **Action** menu, select **Interactive Charts** > **Growth**. The Growth chart opens in a new window.



Use the Action menu to select this chart.

What capabilities exist for charts?

Charts open in a new window, and offer a number of capabilities from a series of icons on the toolbar. These are described in the following table:



Note the toolbar.

This icon…	Does the following…
Clipboard	Copies the image to the computer's clipboard, so it can be pasted into another application.
PowerPoint	Exports the chart to Microsoft® PowerPoint®.
Create PDF	Exports the chart to a PDF.
Export Excel	Exports the underlying data to Microsoft® Excel®.
Save	Makes the chart available from the Chart Templates page under the Workspace module.

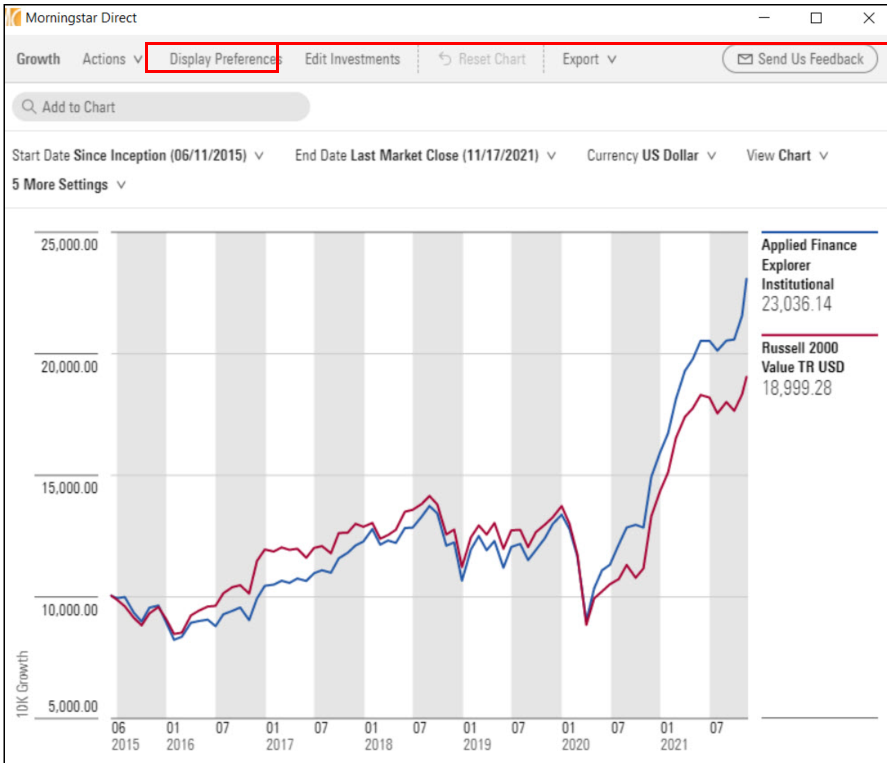
Exercise 2: Show Growth chart and table

Users can show the data in the Growth chart in a chart and table format. Users can also update the color and weight of the line in the chart. To show the data in a chart and table format and update the color of the line, do the following:

1. From the toolbar, click **View Chart** > **Split**.

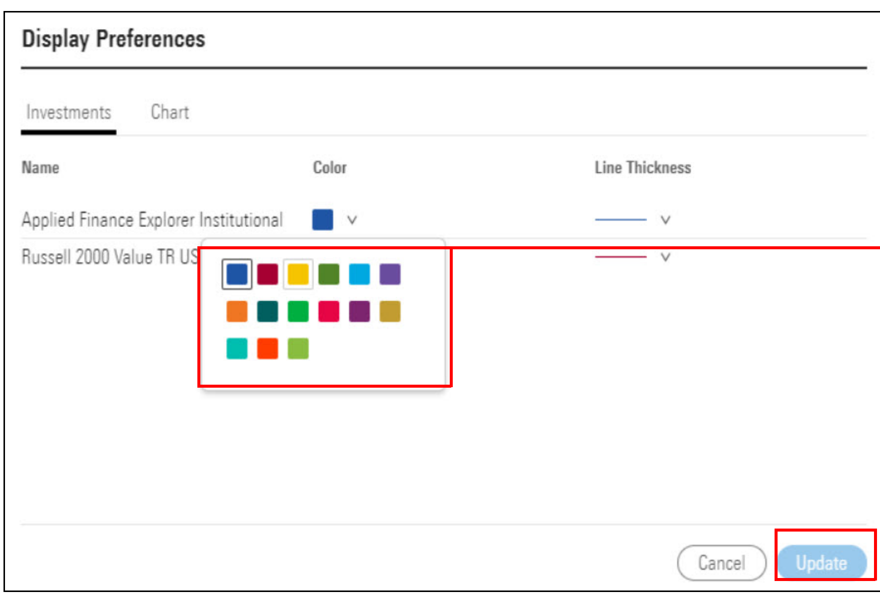
Note the options for chart and table. Select Split to view both formats.

2. From the top of the page, click **Display Preferences**. The Display Preferences window opens in the Investments tab by default.



Use this command to change the color of the line. The gray bars in the chart can also be changed here.

3. For Applied Finance Explores Institutional, click the **Color** caret. The color options display.
4. Select **yellow** then click **update**.

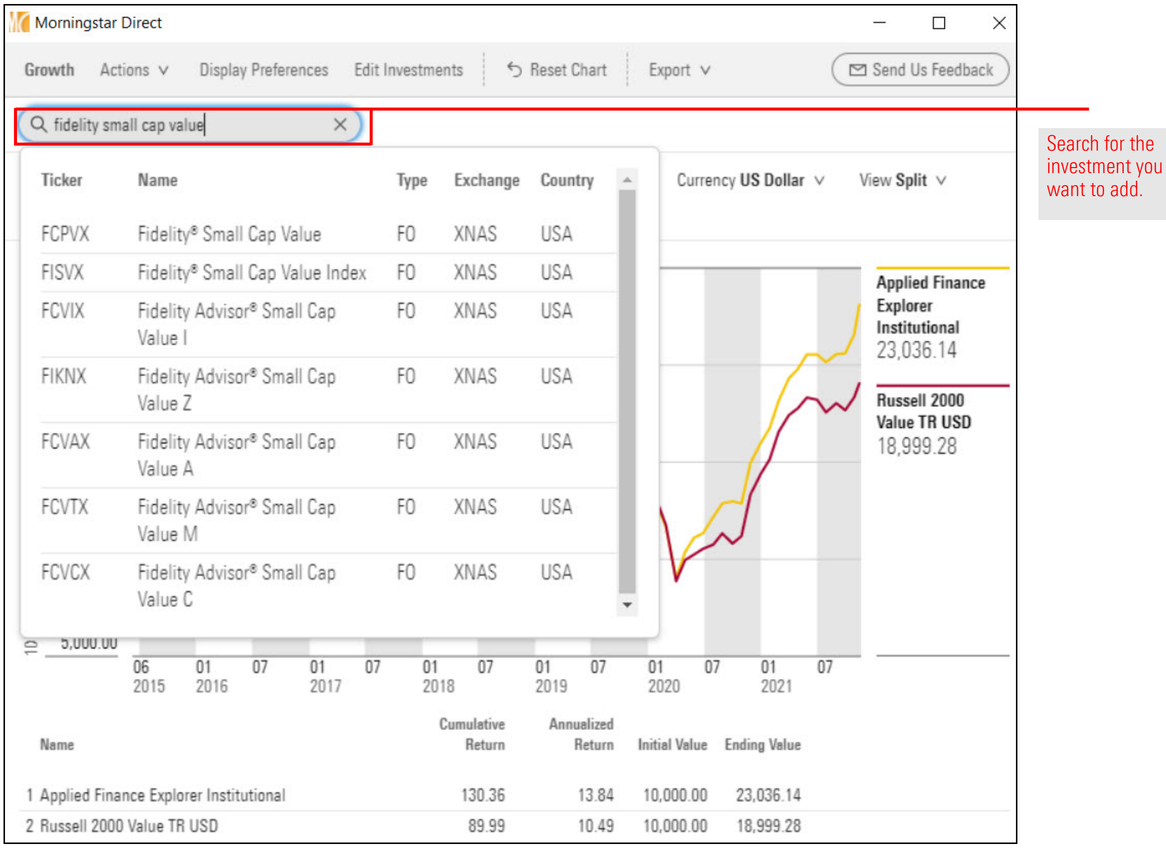


Note the color options.

Exercise 3: Add an Investment

The Add to Chart field and Edit Investments icon above a chart can be used to both add and investments and benchmarks. To add an investment, do the following:

1. From the Add to Chart field, search for **Fidelity Small Cap Value**.
2. Select the **first** option. The investment is added to the chart.

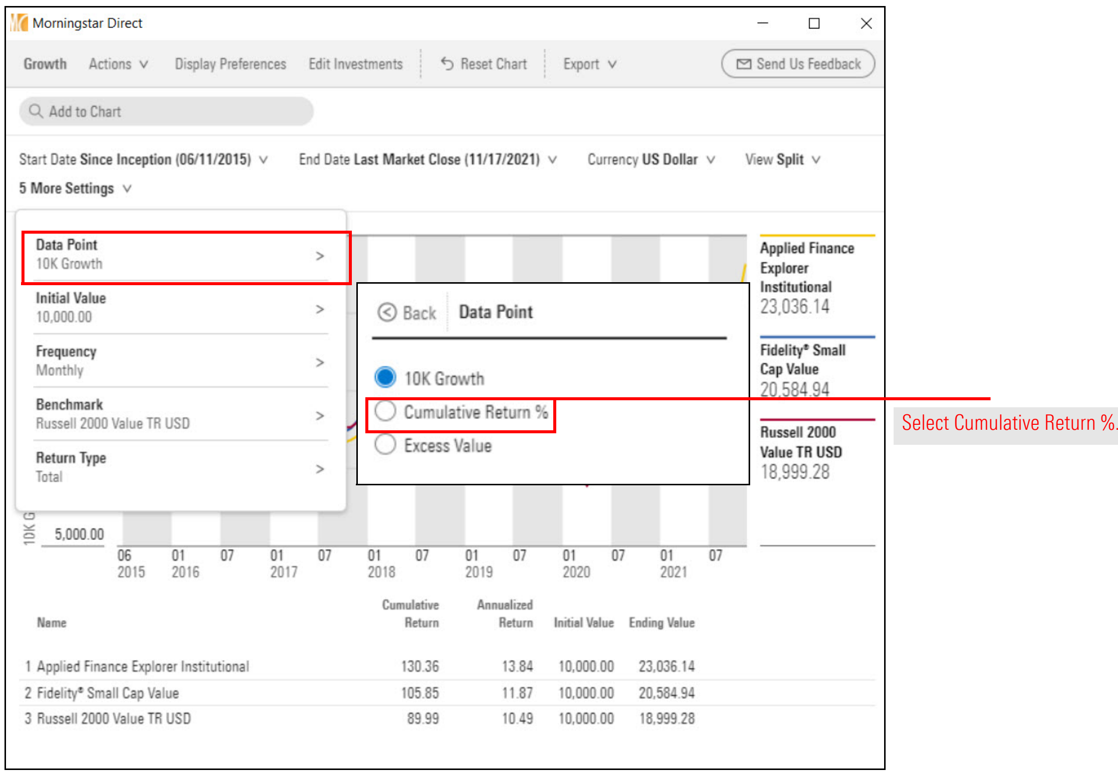


3. From the top of the page, click **Display Preferences**. The Display Preferences window opens in the Investments tab by default.
4. For Fidelity Small Value, click the **Color** caret. The color options display.
5. Select **blue** then click **update**.

Exercise 4: Change the data showing on a chart

In the Growth chart, the 10k Growth data point value is displayed by default. This exercise shows users how to change the Growth chart to display the Cumulative Return% instead of 10k Growth. To change the data displayed on the chart, do the following:

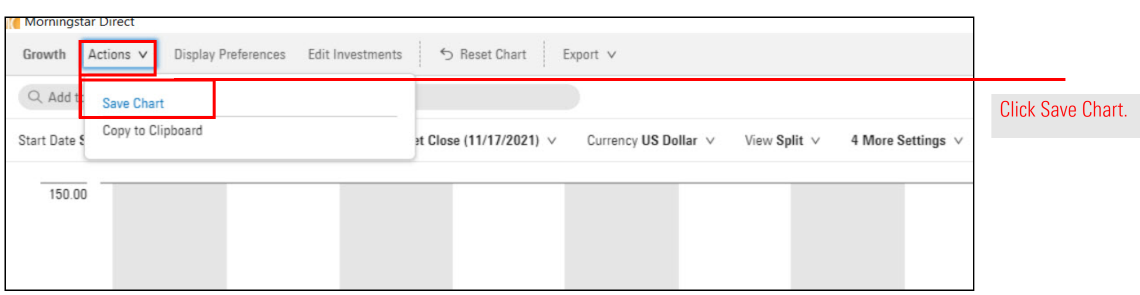
1. From the **4 More Settings** drop-down field, **click Data Point.**
2. Select **Cumulative Return %**.



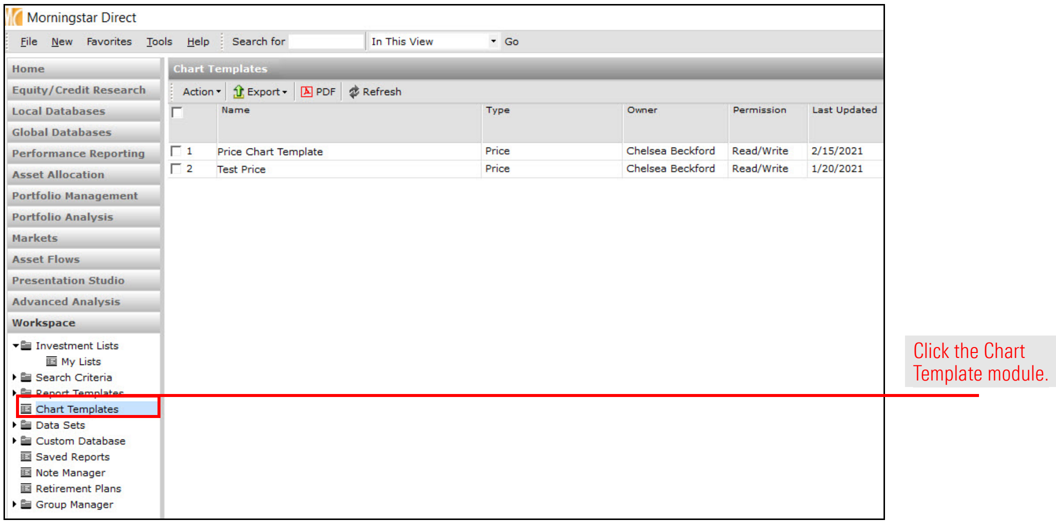
Exercise 5: Save a chart as a template

A user can save a chart as a template and retrieve it within the desktop access point of Morningstar Direct. To save a chart as a template, do the following:

1. In the Charts window, from the Actions icon, click **Save Chart**. The Save As window opens.



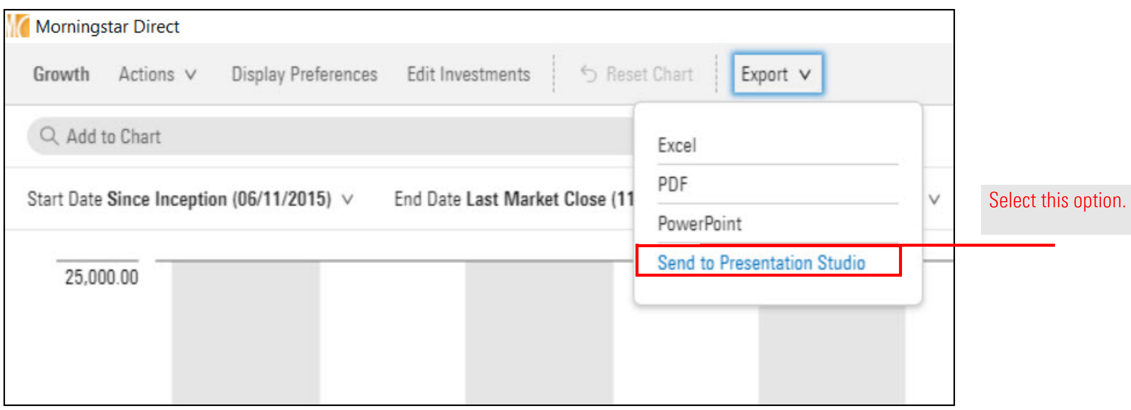
2. In the **Name** field, enter **Growth Chart Template**.
3. Click **OK**. The Save As window closes.
4. From the **Workspace** module, click **Chart Templates**. The new template is displayed.



Exercise 6: Send Growth chart to Presentation Studio

The Export menu now offers an option for Send to Presentation Studio. When this option is selected, the Presentation Studio module opens and the chart is automatically added as a component to a new Workbook template. To send the Growth chart to Presentation Studio, do the following:

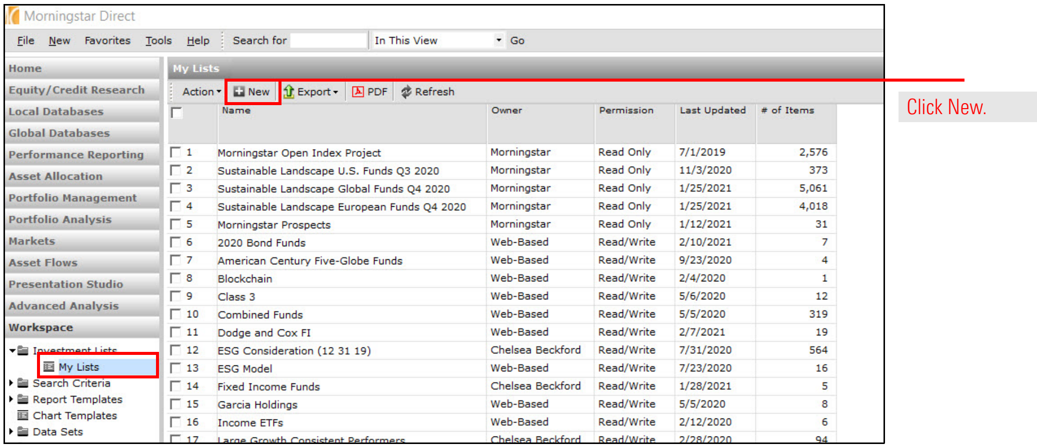
1. Open the **Growth chart** window.
2. From the toolbar, click **Export** > **Send to Presentation Studio**.



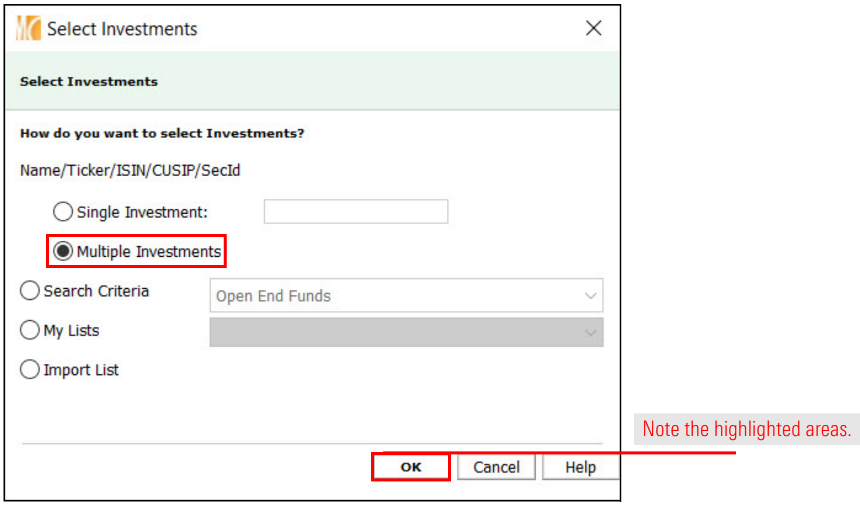
Exercise 7: Correlation Matrix exercise list

This exercise shows users how to create a list in the desktop access point of Morningstar Direct. To create a list, do the following:

1. From the **Workspace** module, click **My Lists**.
2. From the toolbar, click **New**. The Select Investments window opens.



3. Select the **Multiple Investments** option.
4. Click **OK**. The Find Investments window opens.

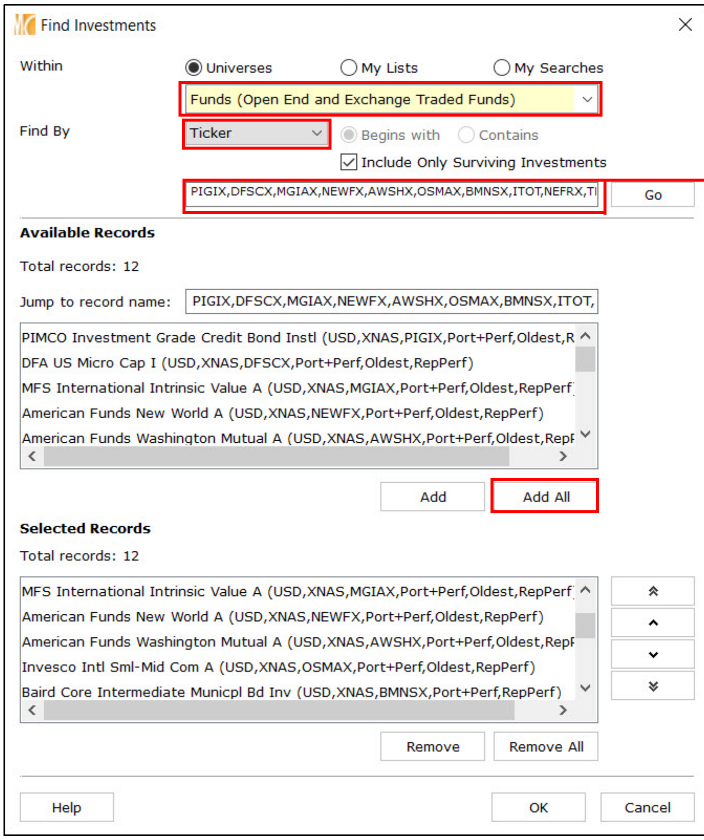


5. From the **Within** drop-down field, select **Funds (Open End and Exchange Traded Funds)**.
6. From the **Find By** drop-down field, select **Ticker**.
7. Enter the following **tickers** into the search field:

☞ Note: To search for multiple funds, enter multiple tickers separated by commas.

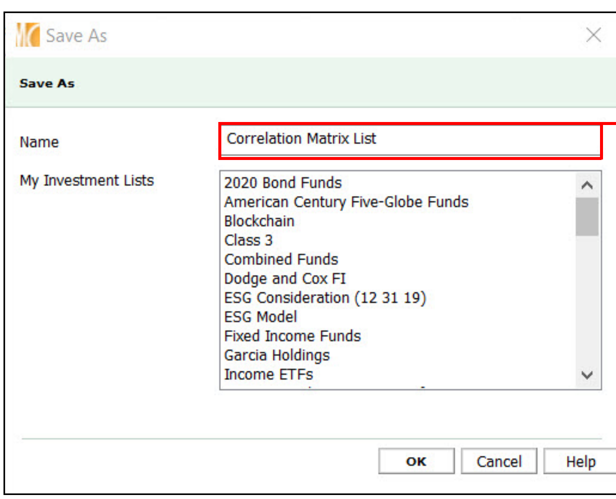
- PIGIX
- DFSCX
- MGIAX
- NEWFX
- AWSHX
- OSMAX
- BMNSX
- ITOT
- NEFRX
- TRMCX
- GSMHX
- FGMNX

8. Click **Go**. Search results appear in the Available Records box.
9. Click **Add All**.



Note the highlighted areas.

10. Click **OK**. The funds open in the Grid.
11. From the toolbar, click **Save**. The Save As window opens.
12. In the **Name** field, enter **Correlation Matrix List**.



Name the list.

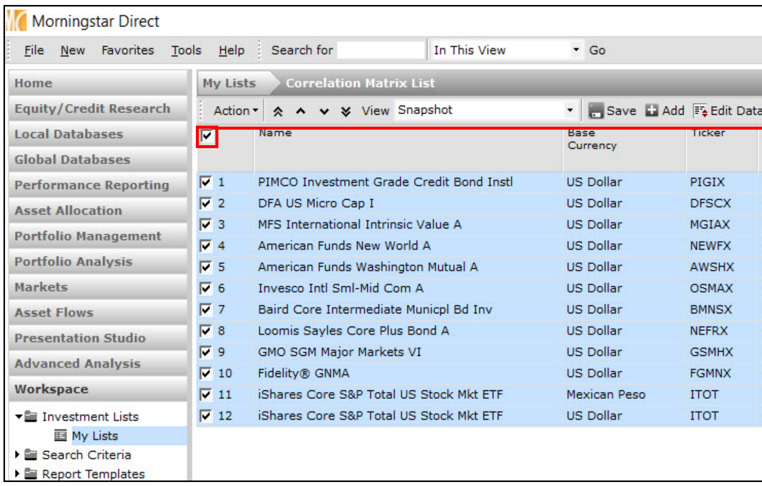
13. Click **OK**. The Save As window closes.

Exercise 8: Generate a Correlation Matrix chart

The Correlation Matrix chart allows users to determine how investment returns move together (or don't). The objective of building a diverse portfolio is to reduce portfolio risk by selecting investments whose returns do not move together—whose returns are "uncorrelated." The Correlation Matrix calculates the correlation of returns between each pair of investments in the chart, and displays the correlation coefficients in matrix. Please note that a maximum of fifteen investments of any type can be displayed in the chart.

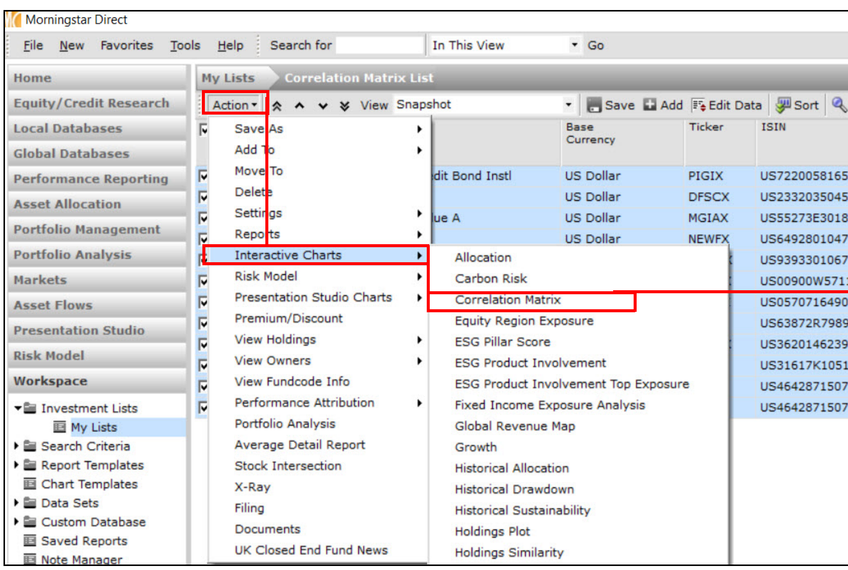
To investigate the list using the Correlation Matrix chart, do the following:

1. The Correlation Matrix list should still be open in the grid view. Check the **box** in the column header to select all items in the list.



Check this box to select the funds.

2. From the **Action** menu, select **Interactive Charts** > **Correlation Matrix**. The Correlation Matrix chart opens in a new window.

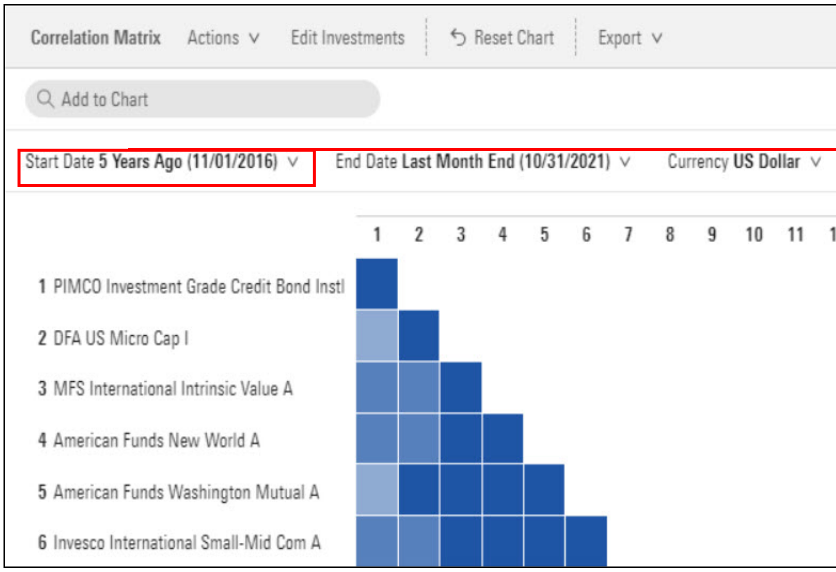


Select Correlation Matrix.

Exercise 9: Update the Correlation Matrix chart settings

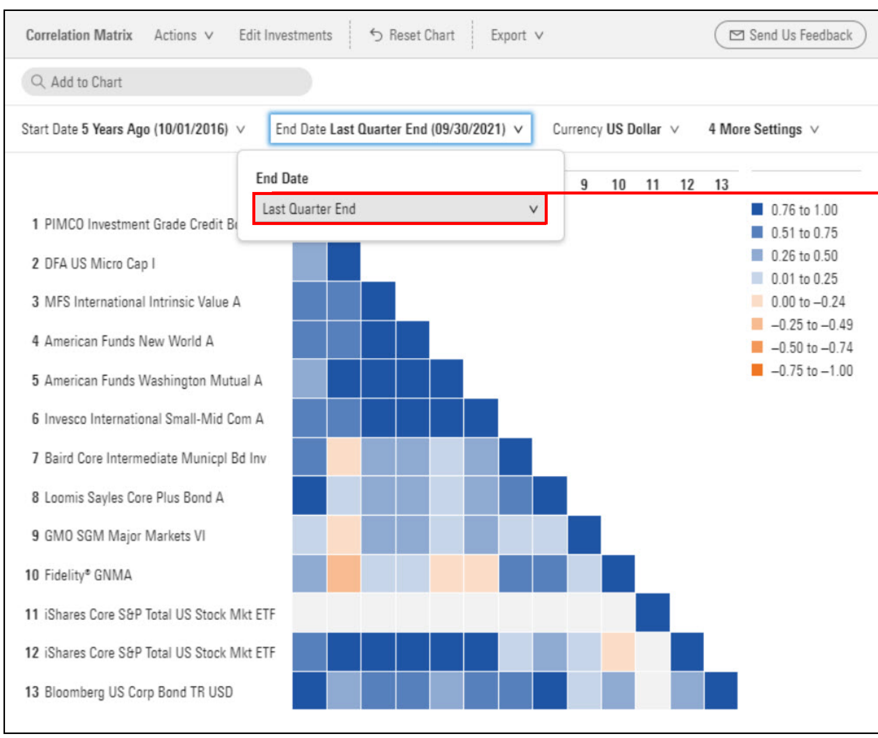
In the previous Price chart exercises, users investigated fund and benchmark data for a specific time period (trailing five years). In this exercise, users will update the time period and update the color scheme. The default view displays a one-color scheme, but a two-color scheme is available within Chart settings. The two-color scheme option displays funds that are positively correlated in blue and funds that are negatively correlated in yellow. To update chart settings, do the following:

1. From the **Start Date** drop-down field, select **5 Years Ago**.



Note the updated value for the highlighted field.

2. From the **End Date** drop-down field, select **Last Quarter End**.

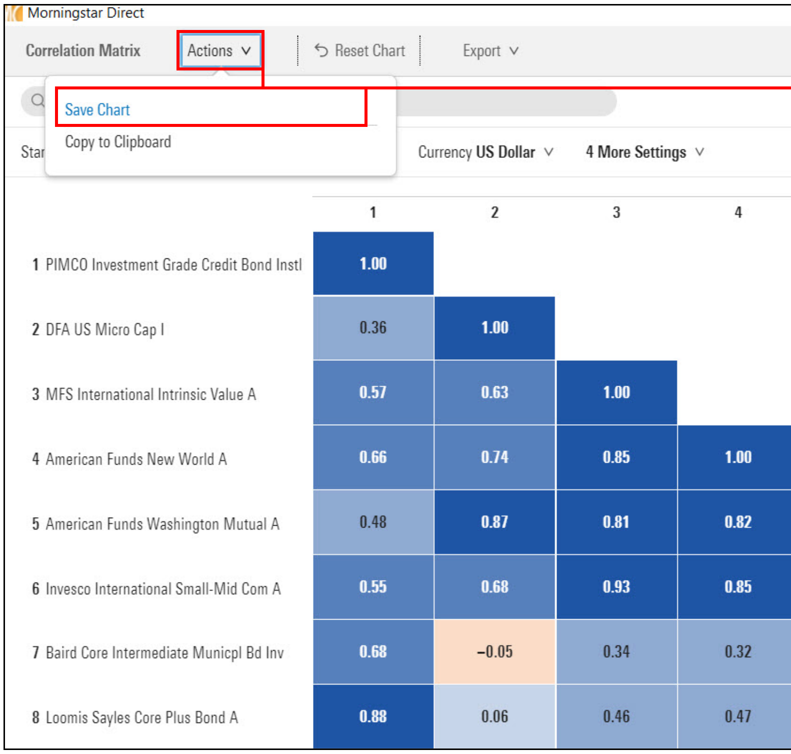


Note the updated value for the highlighted field.

Exercise 10: Save a chart as a template

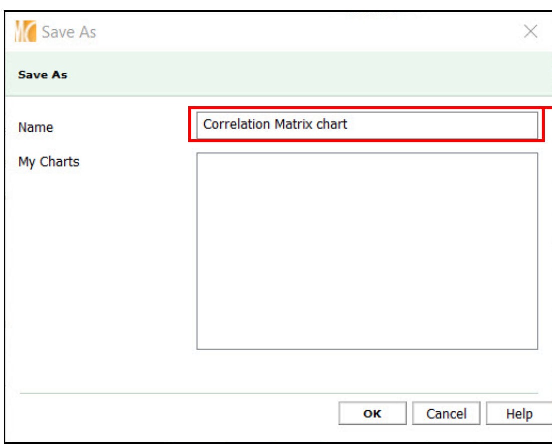
A user can save a chart as a template and retrieve it within the desktop access point of Morningstar Direct. To save a chart as a template, do the following:

1. The Correlation Matrix should still be open in the Charts window. From the toolbar, click **Actions** > **Save Chart**. The Save As window opens.



Click Save Chart.

2. In the **Name** field, enter **Correlation Matrix chart**.



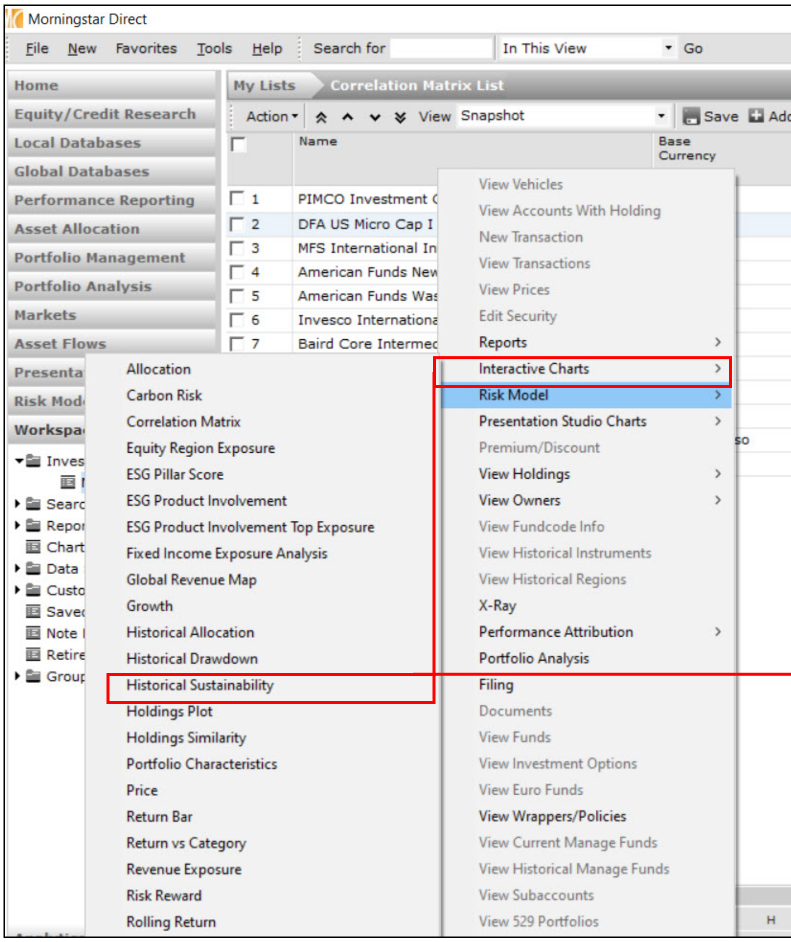
Name the template.

3. Click **OK**. The Save As window closes.
4. Click **X** to close the Charts window.

Exercise 11: Generate a Historical Sustainability chart

The Historical Sustainability chart allows users to analyze a fund's past ESG scores as a time series to evaluate trends and changes in companies owned by the fund. It displays a fund's Portfolio ESG score on a monthly, quarterly, or annual basis. To investigate a fund using the Historical Sustainability chart, do the following:

1. From the grid, **right-click DFA US Micro Cap I**. The right-click menu opens.
2. From the right-click menu, select **Interactive Charts** > **Historical Sustainability**. The Historical Sustainability chart opens in a new window.

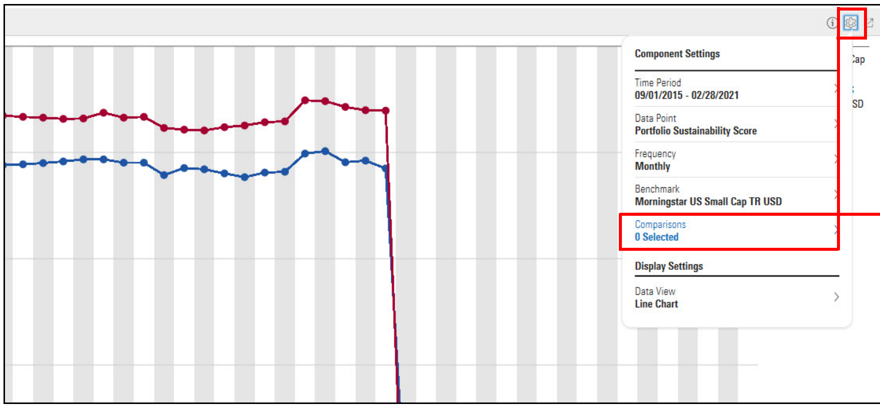


Click the Historical Sustainability chart.

Exercise 12: Compare two funds

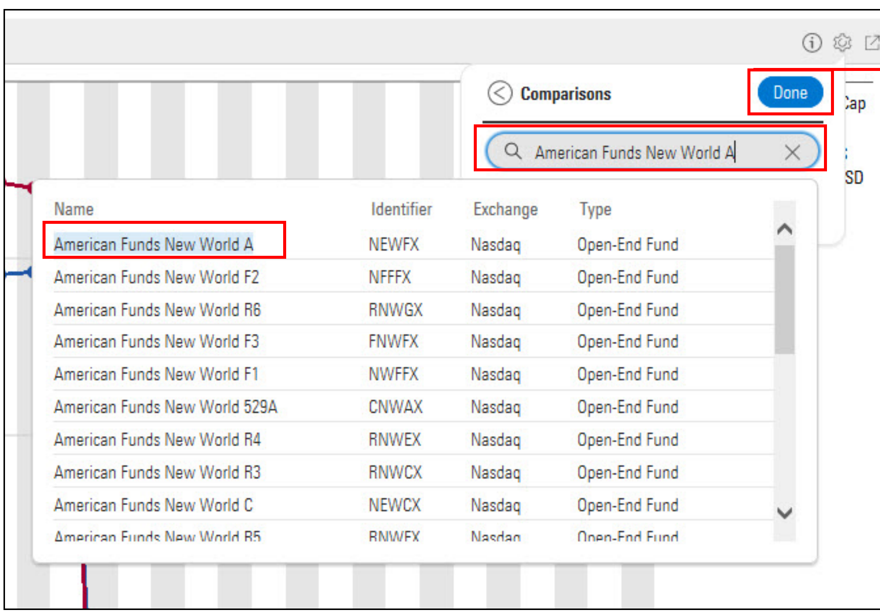
In the previous Historical Sustainability chart exercise, users investigated the historical sustainability data for DFA US Micro Cap I. In this exercise, users will compare the historical sustainability data for DFA US Micro Cap I and American Funds New World A. To compare the funds, do the following:

1. Click the **Component Settings** icon. The Component Settings window opens.
2. Click **Comparisons**. The Comparisons window opens.



Click Comparisons.

3. Type **American Funds New World A** in the search field.
4. Select the **first fund**, then click **Done**. The fund is added to the Historical Sustainability chart.



Note the highlighted areas.

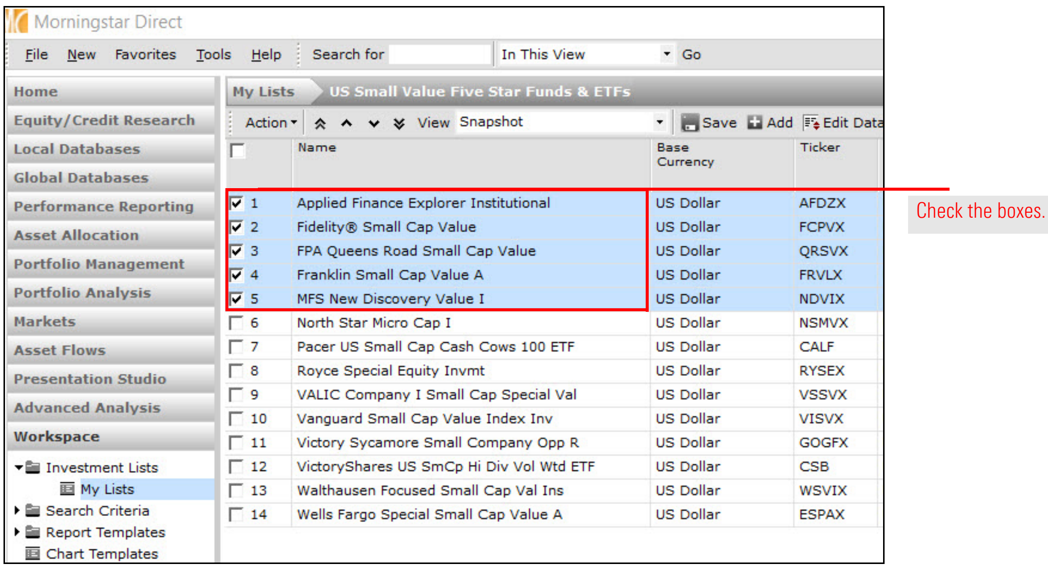
5. **Click away** from the Component Settings window to close it.
6. Click **X** to close the Charts window.

Exercise 13: Generate a Holdings-Based Style Trail chart and Holdings-Based Style Map chart

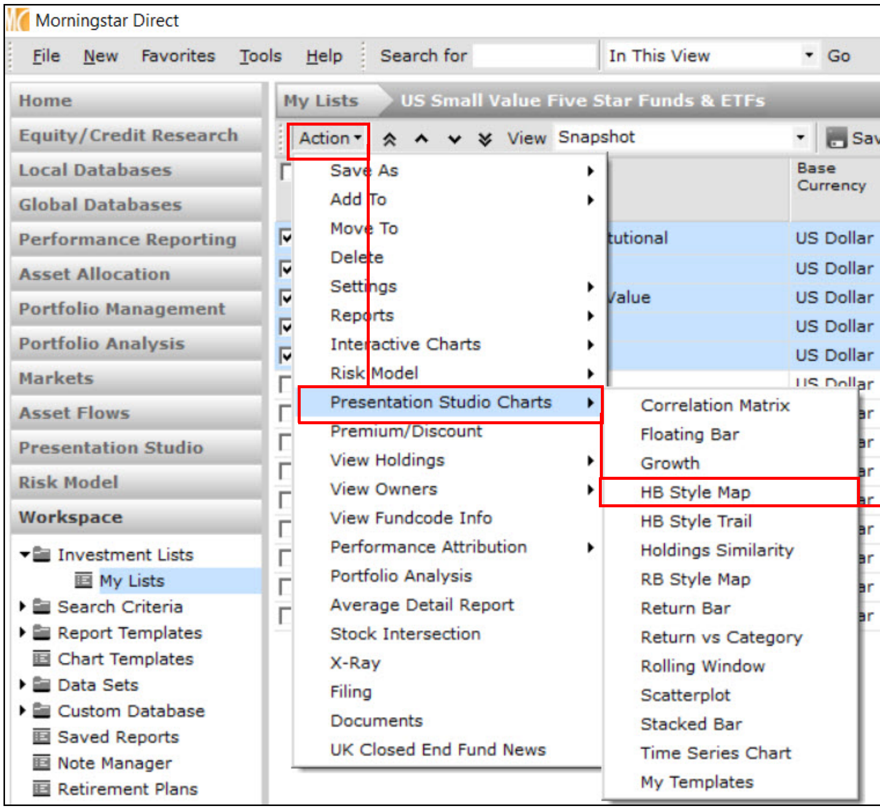
The Holdings-Based Style Trail chart maps a fund's location on the Morningstar Equity Style Box, allowing users to see the changes for the equity portion of the fund over time. The Holdings-Based Style Map chart gives users a view of the holdings-based style of a portfolio. This exercise shows you how to generate both of these charts in Presentation Studio on one page.

To see these charts, do the following:

1. In the desktop access point of Morningstar Direct, select the **Workspace** module. The My Lists page opens.
2. **Double-click** the **US Small Value Five Star Funds & ETFs** list. The list opens in the Grid.
3. Check the **boxes** next to the first five investments.

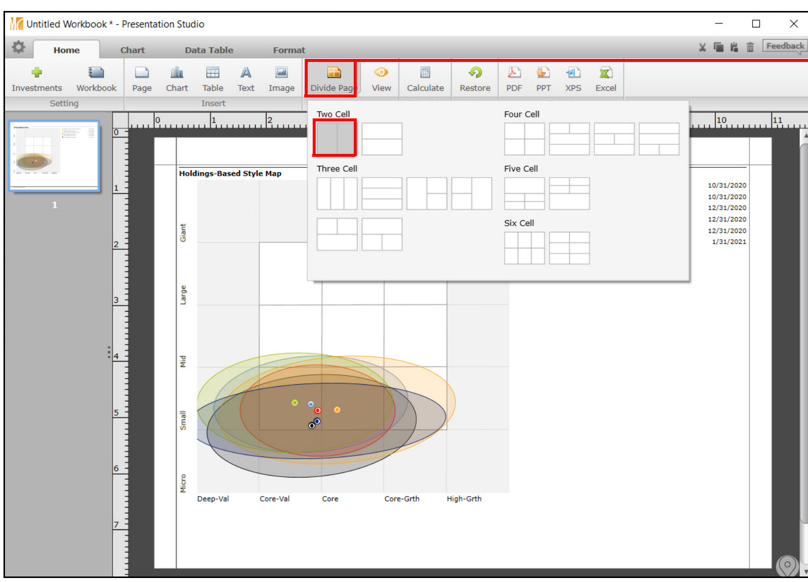


4. From the **Action** menu, select **Presentation Studio Charts** > **HB Style Map**. The Holdings Based Style map opens in Presentation Studio.



Select HB Style Map.

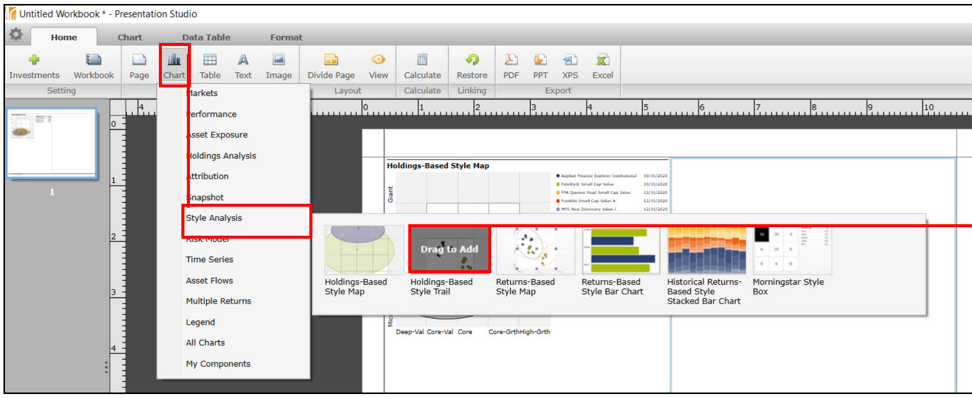
5. Click the **Divide Page icon**, then select the **first option** in the Two Cell section.



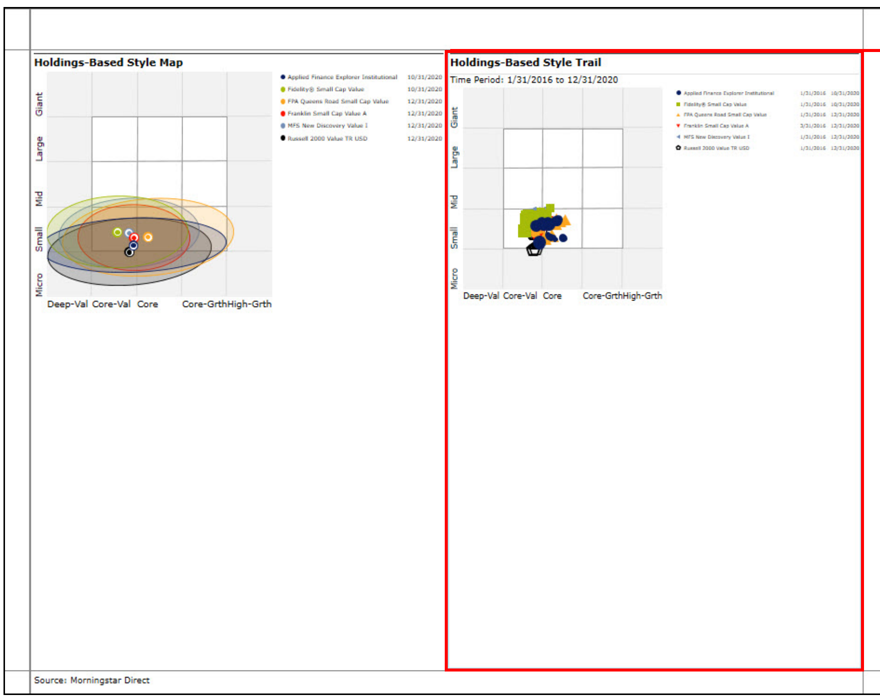
Click Divide Page.

6. Click in the **right-hand side** of the page to select it, then click the **Chart** icon.

7. Select **Style Analysis**, then **drag-and-drop** the **Holdings-Based Style Trail** to the right-hand side of the page.

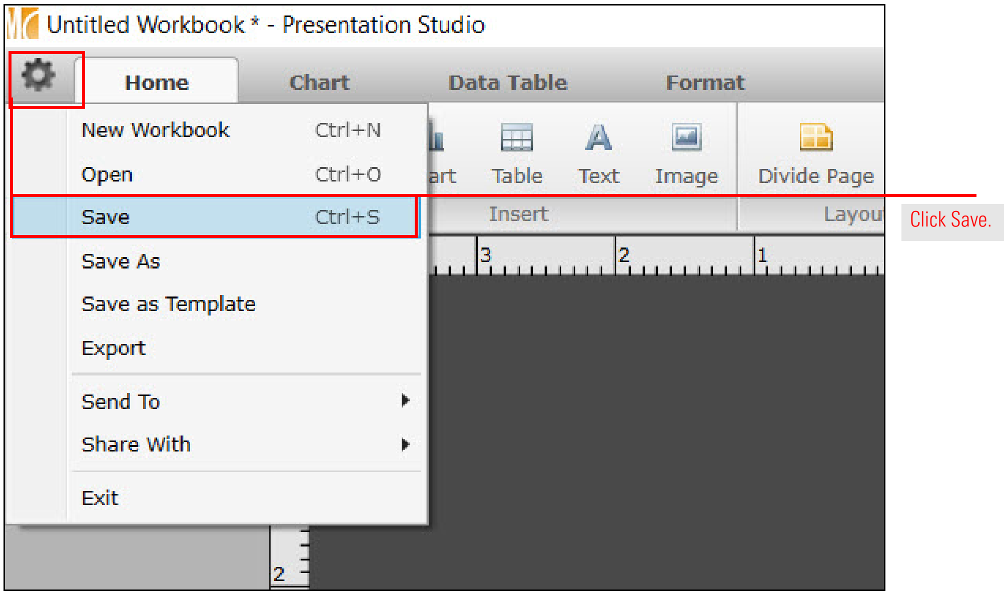


Drag-and-drop the highlighted chart.



Note the placement of the chart.

8. In the upper-left corner of the window, click the **gear** icon, then select **Save**.
9. In the **Workbook Name** field, enter **Holdings-Based Charts**, then click **Save**.

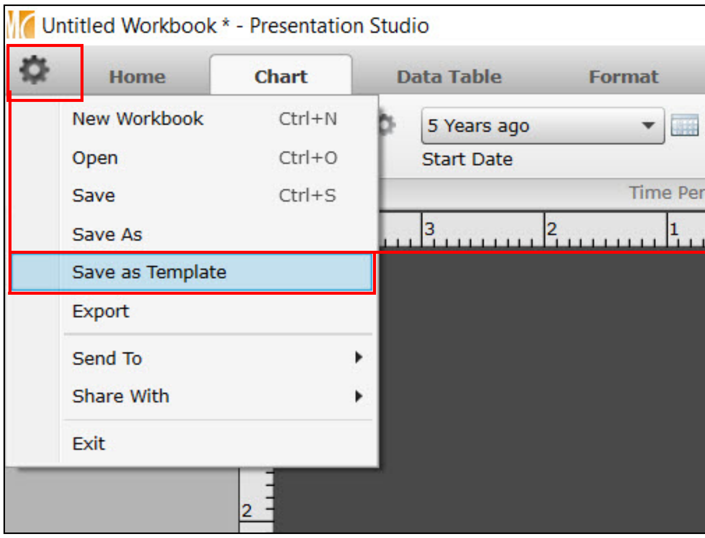


In the next exercise, users will save this report as a Presentation Studio template.

Exercise 14: Save a Presentation Studio template

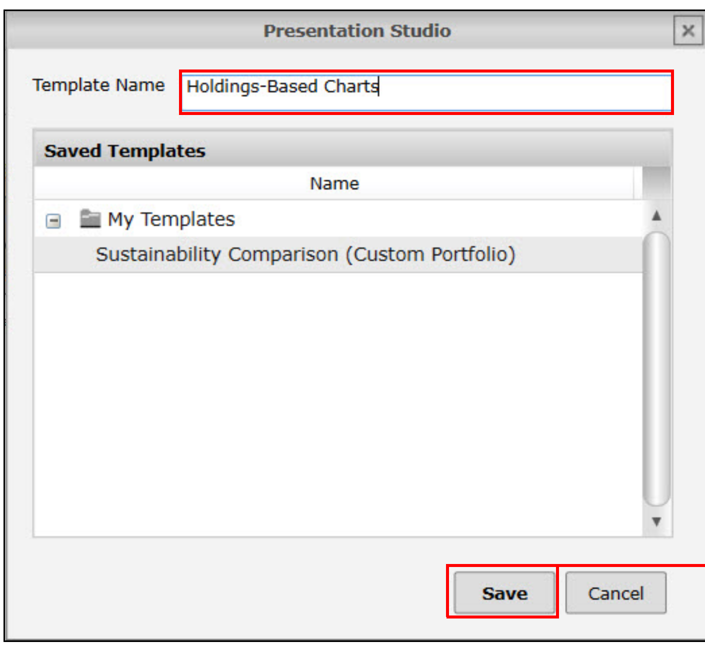
In the previous exercise, users created a Presentation Studio report using the Holdings-Based Style Map and the Holdings-Based Style Trail. In this exercise, users will learn how to save the report as a template. Saving as a template allows users to re-open the report template with different funds. Saving as a report allows the users to re-open the report only with the original fund(s).

1. In the upper-left corner of the window, click the **gear** icon, then select **Save as Template**.
2. In the **Workbook Name** field, enter **Holdings-Based Charts**, then click **Save**.



Select Save as Template.

3. In the **Template Name** field, enter **Holdings-Based Charts**, then click **Save**.



Click Save.

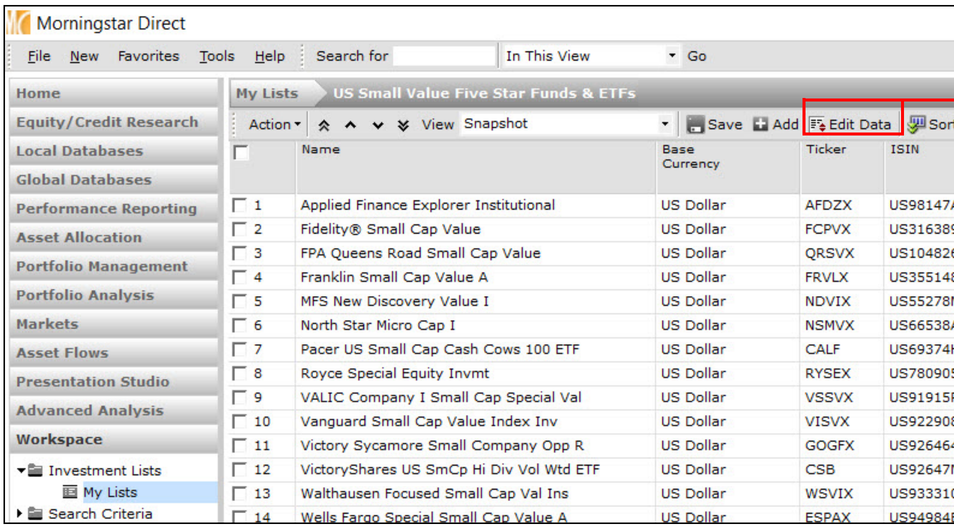
4. To learn more about Presentation Studio, read the Using Presentation Studio guide.

Exercise 15: Generate the Global Fund Report

Morningstar Direct offers a variety of pre-created reports. These reports open as PDFs and cannot be edited, unlike the templates created in Presentation Studio.

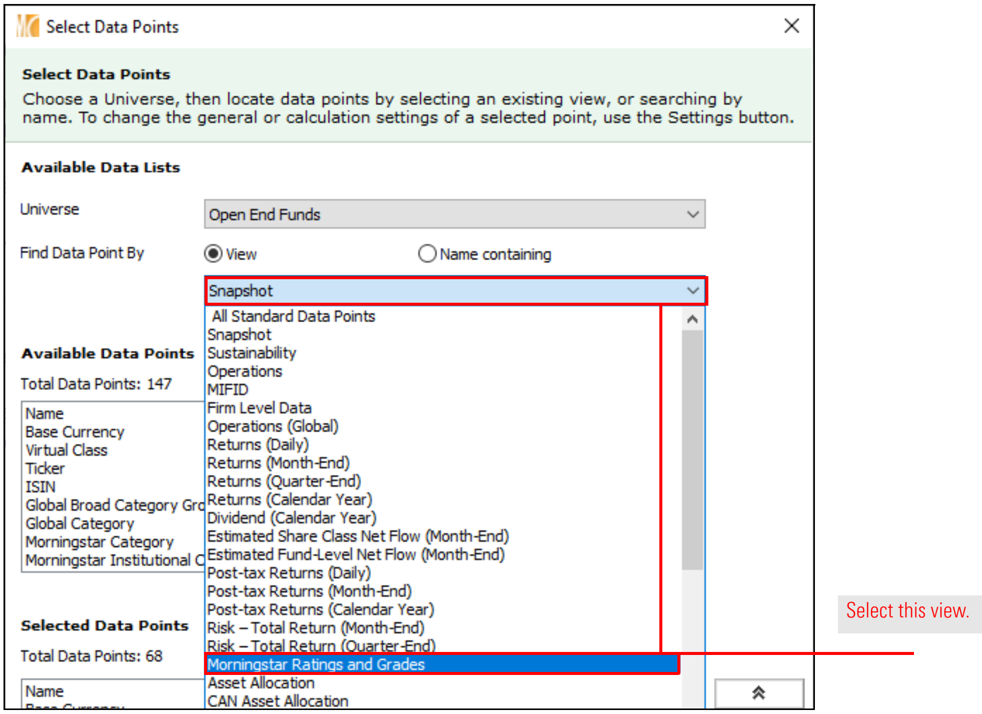
In the previous exercises, you practiced generating charts including as Presentation Studio templates. The next couple exercises show some alternate reports you may want to use as part of an investment analysis. To generate the Global Fund Report for a qualified fund, do the following:

1. Select the **Workspace** module. The My Lists page opens.
2. **Double-click** the **US Small Value 5 Star Funds & ETFs** list.
3. On the toolbar, click **Edit Data**. The Select Data Points window opens.

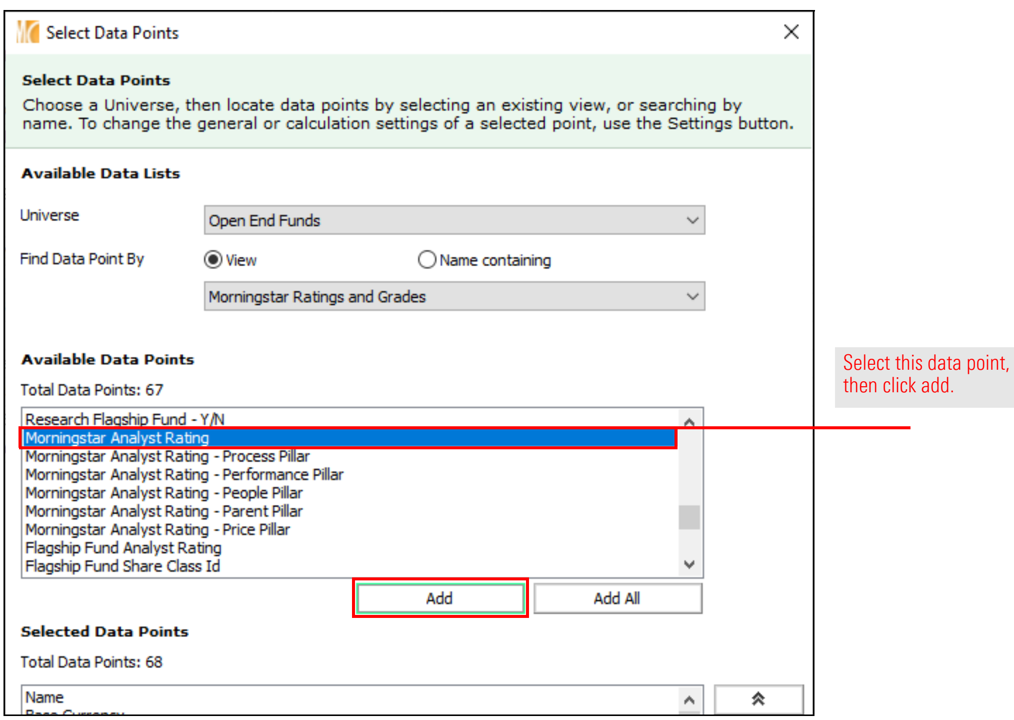


Use this icon to add a data point and discover which funds can be used to generate the Global Fund Report.

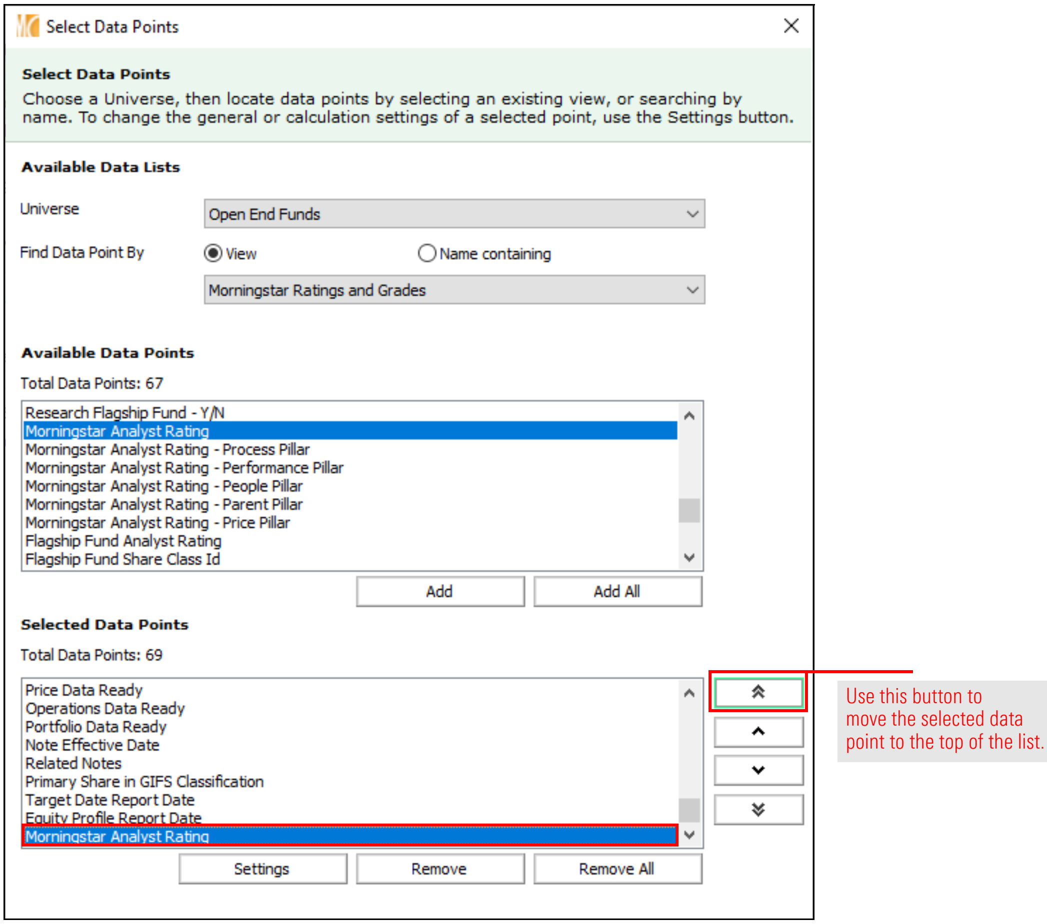
4. From the **View** drop-down field, **scroll down** and select **Morningstar Ratings and Grades**.



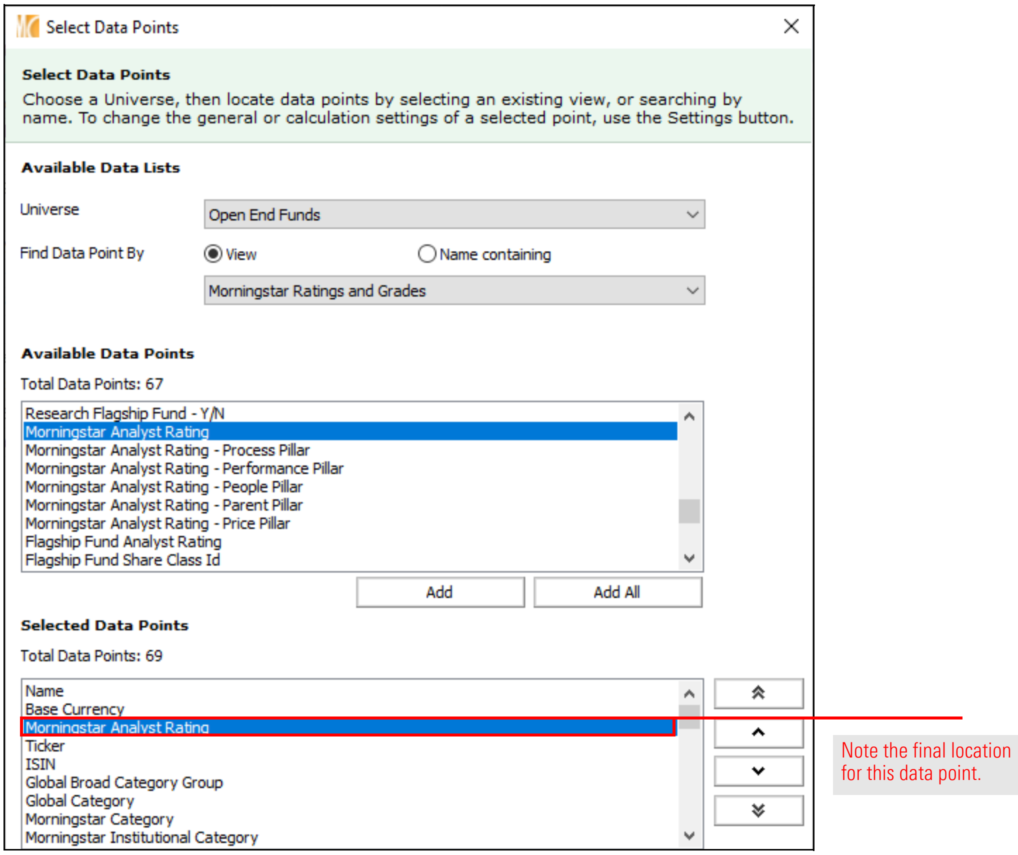
5. **Scroll down** to select **Morningstar Analyst Rating**, then click **Add**.



6. **Scroll** to the bottom of the Selected Data Points area, select the **Morningstar Analyst Rating** data point just added, then click the **Move to Top** button.

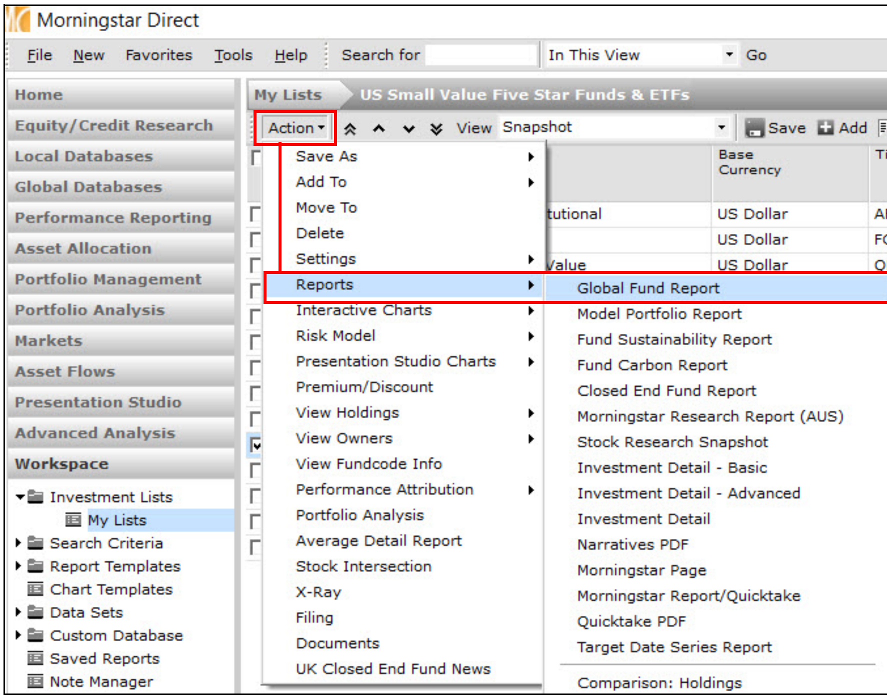


7. Click the **Down** button twice to move the Morningstar Analyst Rating data point down two spots, so it is just before Ticker.

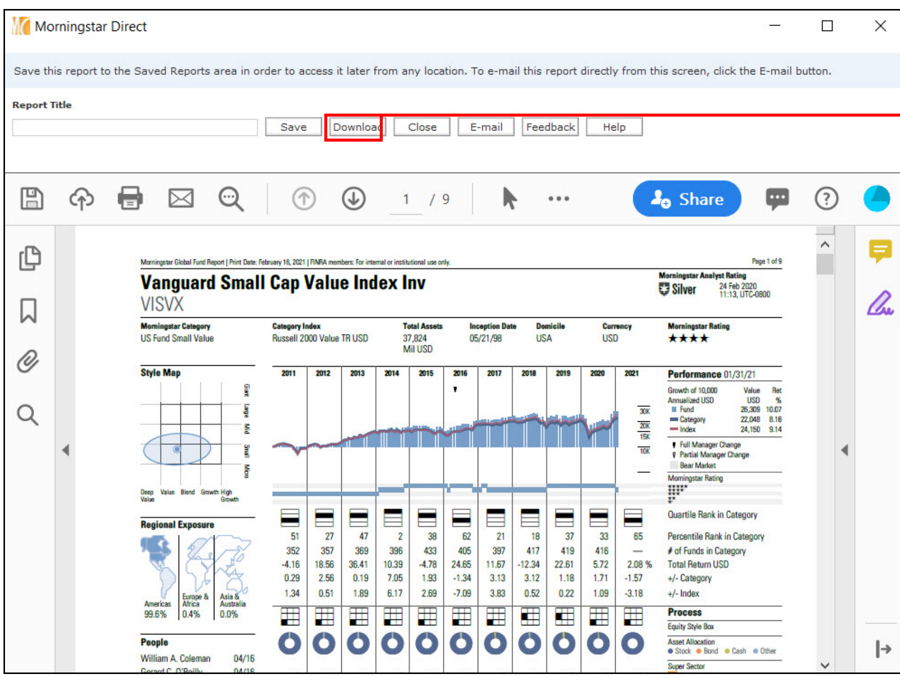


8. Click **OK** to close the Select Data points window. The Grid refreshes.
9. Check the **box** to the left of a fund with a Morningstar Analyst Rating of Gold, Silver, or Bronze.

10. From the **Action** menu, select **Reports** > **Global Fund Report**. The PDF opens in a new window.



Select this report from the Action menu.

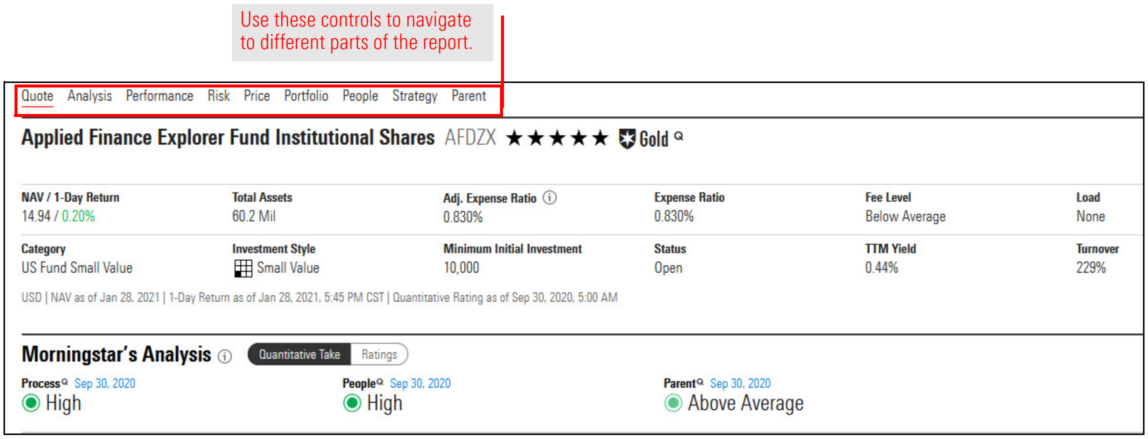


Click Download to download the report to your desktop.

11. Click **X** to close the report window.

Exercise 16: Generate the Morningstar Report

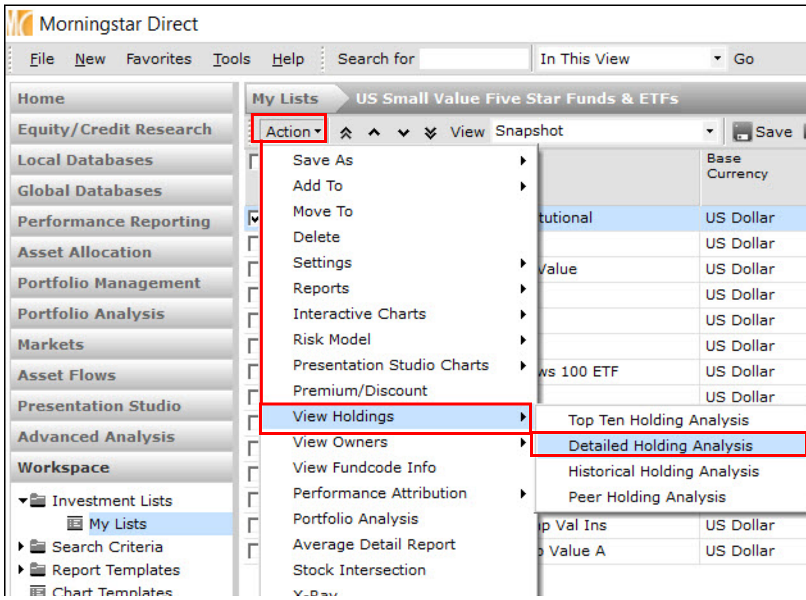
The Morningstar Report, (formerly known as the Quicktake report) opens in an browser window. To generate the Morningstar Report from the grid view, simply **double-click** the **name** of a fund. Scroll up and down the page, or use the navigation menu at the top to move to a specific section of the report.



Exercise 17: View a fund's holdings

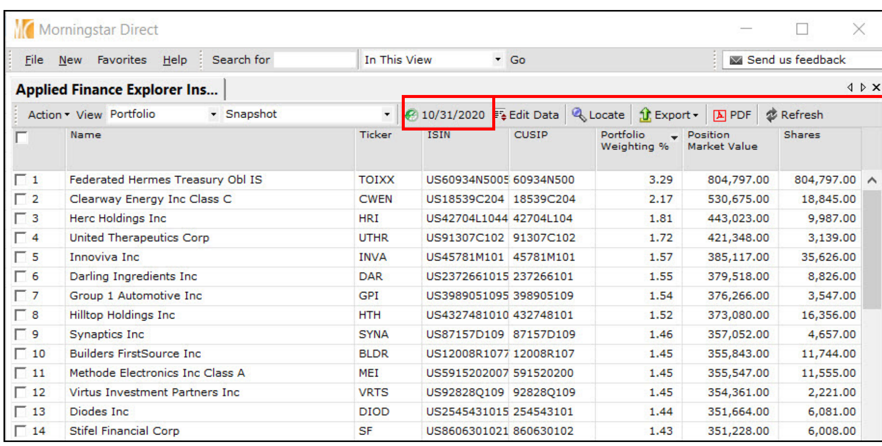
Charts and the pre-canned reports are two ways to analyze investments in Morningstar Direct. For managed investments, a third option is available for users needing to examine underlying holdings. To view a fund's full set of holdings, do the following:

1. The US Small Value 5 Star Funds & ETFs list should still be open in the grid view. Check the **box** to the left of a fund in the list.
2. From the **Action** menu select **View Holdings** > **Detailed Holding Analysis**. The holdings open in a new window. They are sorted in descending order by weight.



Select this option to see all holdings for a fund.

3. Click the **date icon** on the toolbar to select a previous portfolio for the same fund.



Note the sort order being used by default in this window.

Exercise 18: Retrieve a fund's owner information

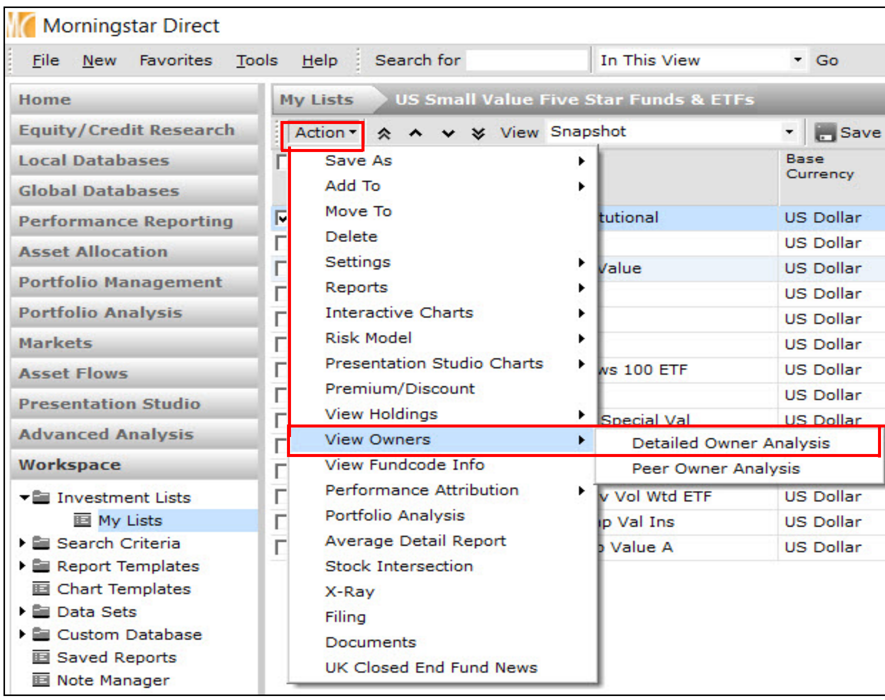
Morningstar Direct can also help you identify any fund of funds investing in a particular fund. This function is useful when identifying any funds investing in another fund. The analysis highlights the following information:

- the date of the portfolio for each fund owning the selected fund
- the weighting the subject fund represents in each owning fund, and
- the position market value of the subject fund in the owning fund.

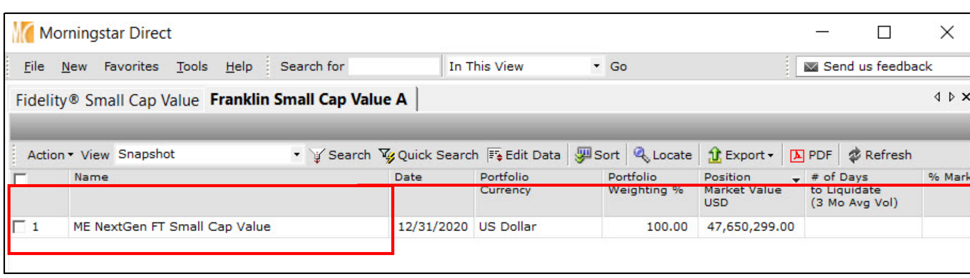
☞ Note: This option is also valid for identifying funds investing in certain stocks.

To retrieve owner information, do the following:

1. The US Small Value Five Star Funds & ETFs list should still be open in the grid view. Check the **box** to the left of a fund in the list.
2. From the **Action** menu, select **View Owners** > **Detailed Owner Analysis**. The owners open in a new window.



Select this option to see if any other funds own this fund as a holding.



This Franklin fund is owned by ME NextGen FT Small Cap Value.