Morningstar Direct Training Guide

Create a Factsheet from Scratch

Contents

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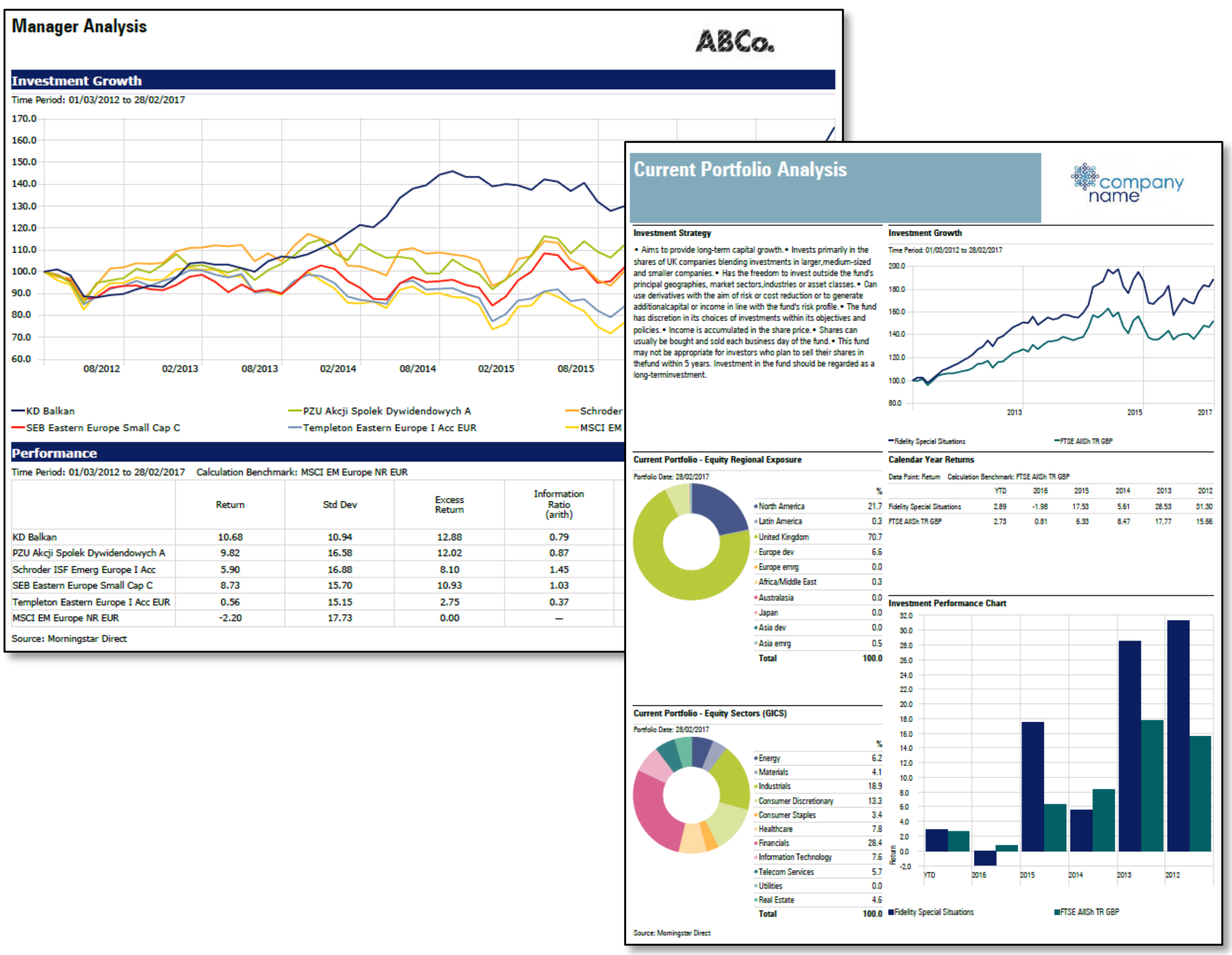
Overview

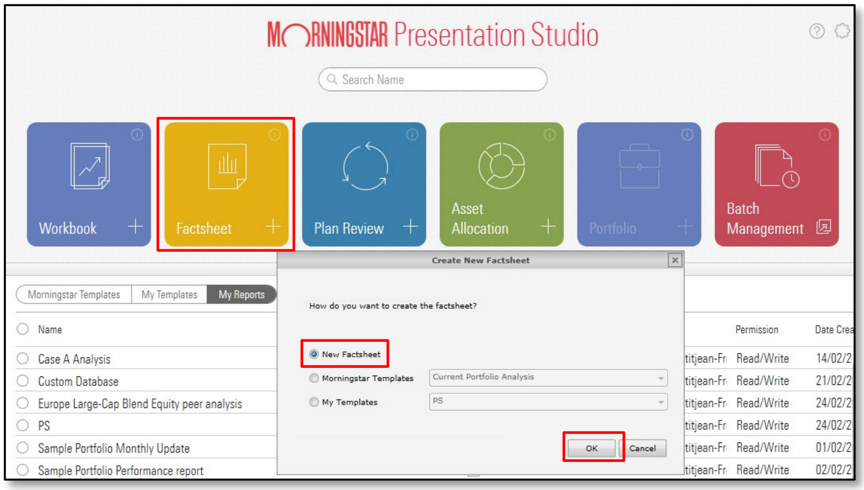
Presentation Studio offers a variety of ready-made templates that you can use for your reporting, but also offers the capabilities to create your own templates and reports.
In this exervise you will learn how to create your own 2-pager factsheet from a blank page.



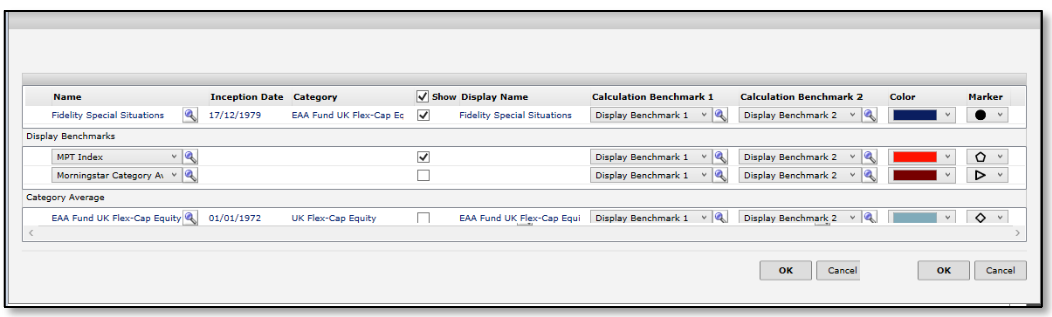
Exercise 1: Creating a Factsheet from scratch

We have seen how to modify an existing Morningstar template and make it a template of our own. We will now go through creating a Factsheet from scratch.
To do so, do the following:

1. From the **Presentation Studio** landing page, click **Factsheet**. The **Create New Factsheet** dialogue box opens.
2. Select **New Factsheet** and click **OK**. The **Investments: Settings** dialogue box opens.



3. Click on the magnifying glass. The Find Investment dialogue box opens.
4. Type **"Fidelity Special Situations"** (or any preferred equity fund of your choice for this exercise) and click **Go**.
5. Select the fund, click **Add** and **OK**.
6. Select **MPT Index** as **Display Benchmark 1**.
7. Set the benchmark's colour to **red**.



8. Click **OK**.

A blank page opens.

Exercise 2: Adding a Page

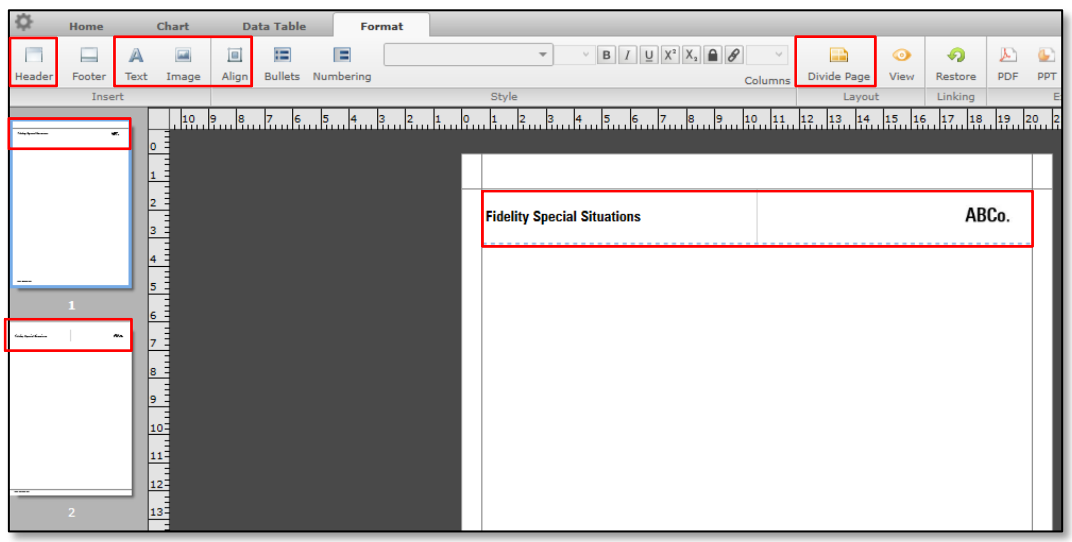
We will have a 2-pager factsheet. To add a page, do the following:

1. From the **Toolbar**, click **Page > New**. A second page is added.

Exercise 3: Adding a Header

Let's now set the Header for our Factsheet. To do so, do the following:

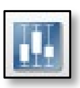
2. Select **Page 1**.
3. From the **Format** tab, click **Header > Insert Header**.
4. From the **Toolbar**, click **Divide > split into two vertically**.
5. Select the left space.
6. From the **Toolbar**, click **Text > Dynamic Text > Investment Name > click on the Fidelity fund**.
7. Set the font size to **20** and **bold**.
8. From the **Toolbar**, select **Align > Middle** (bottom section).
9. Select the right space.
10. From the **Toolbar**, click **Image > Insert Image**. The **Open** dialogue box opens.
11. Select your logo, in this instance **"ABC Company"** (or any other logo of your choice) and click **Open**.
12. From the **Toolbar**, click **Align > Right**.
13. Reduce the Header space (drag the division vertically).
14. From the **Toolbar**, click **Header > Apply Header to Workbook**.

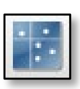


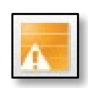
Exercise 4: Adding Components

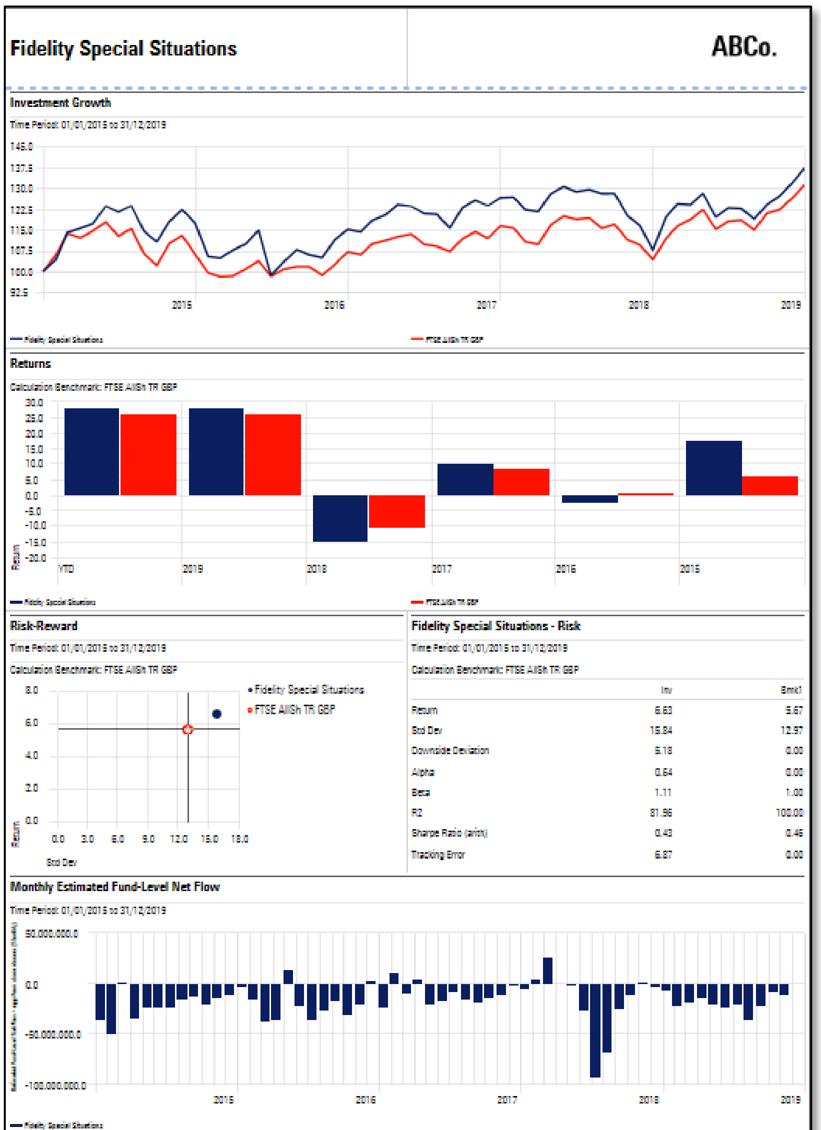
We now want to add various performance and risk-related components on the first page. To do so, do the following:

1. Divide the page into two sections horizontally.
2. Divide the top and bottom sections into two horizontally again. You now have four sections.
3. In the top section, add the **Investment Growth** chart.
4. In the second section, add the **Calendar Performance Relative to Peer Group** chart.
5. Click **Calculate**.
6. Select the third section and click **Divide** to divide it into two sections vertically.
7. In the left space, add the **X/Y Scatter Plot** chart.
8. In the right space, add the **Risk – Single Investment** table.
9. From the bottom-left corner of the window, switch the components group from **Performance** to **Asset Flows**.
10. Add the **Estimated Fund-Level Net Flows** chart to the bottom space.



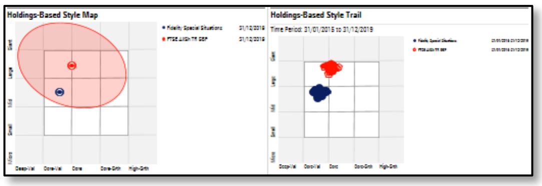






We now want to add portfolio style charts. To do so, do the following:

1. From the navigation panel on the left, click on Page 2.
2. Just like for Page 1, divide the page into two sections horizontally.
3. Divide the top and bottom sections into two horizontally again. You now have four sections.
4. Divide the top space into two sections vertically.
5. In the bottom-left corner of the window, switch the components group from **Asset Flows** to **Style Analysis**.
6. In the top-left space, add the **Holdings-Based Style Map** chart.
7. In the top-right space, add the **Holdings-Based Style Trail** chart.

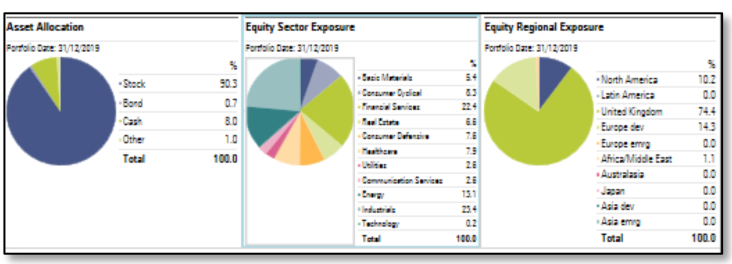



Next step, let's add portfolio exposure breakdown pie charts. To do so, do the following:

1. Divide the second space into three sections vertically.
2. In the bottom-left corner of the window, switch the components group from **Style Analysis** to **Asset Exposure**.
3. Add the **Pie Chart** into all three sections.
4. Select the one to the left and click **Chart Settings**.
5. Set the title to **"Asset Allocation"**.
6. Select the middle pie chart and click **Chart Settings**.
7. Using the **Data Set** drop-down menu, select **"Equity Sectors (Morningstar)"**.

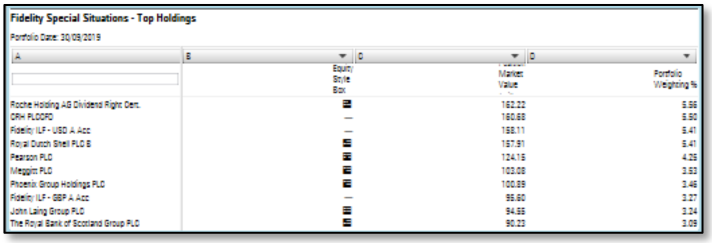
   ☞ <u>**Note:**</u> By changing data set first, the title is also automatically changed.

8. Set the title to **"Equity Sector Exposure"**.
9. Select the right one and click **Chart Settings**.
10. Using the **Data Set** drop-down menu, select **"Equity Regional Exposure"**.
11. Set the title to **Equity Regions**.



We now want to see the top 10 holdings in the fund's portfolio.

12. In the bottom-left corner of the window, switch the components group from **Asset Exposure** to **Holdings Analysis**.
13. In the third space, add the **Portfolio Holdings** table.


Fidelity Special Situations - Top Holdings

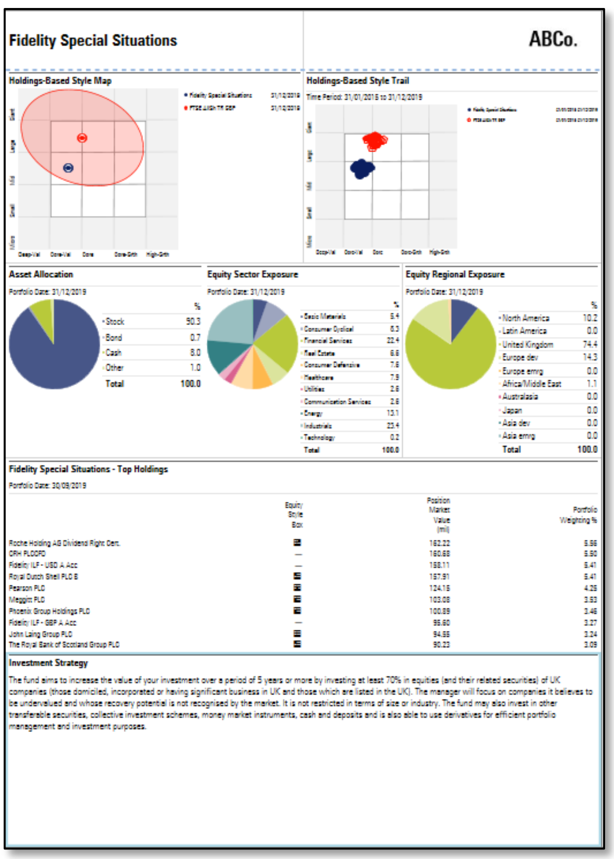
Portfolio Date: 30/09/2019

	Equity Style Box	Position Market Value	Portfolio Weighting %
Roche Holding AG Dividend Right Cert.		162.22	5.56
CRH PLCORD	—	160.68	5.50
Fidelity ILF - USD A Acc	—	158.11	5.41
Royal Dutch Shell PLC B		157.91	5.41
Pearson PLC		124.15	4.25
Meggitt PLC		103.08	3.53
Phoenix Group Holdings PLC		100.89	3.46
Fidelity ILF - GBP A Acc	—	95.60	3.27
John Laing Group PLC		94.55	3.24
The Royal Bank of Scotland Group PLC		90.23	3.09

Finally, let's add the fund's investment objective.

14. Select the fourth space.
15. From the **Toolbar**, click **Text > Investment Strategy >** click on **Fidelity Special Situations >** click on **English**.

The fund's investment strategy has been added to the report.

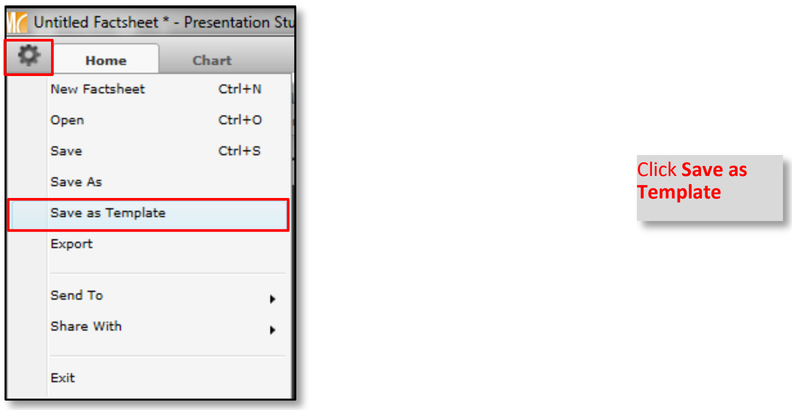


Exercise 5: Saving a Report and a Template

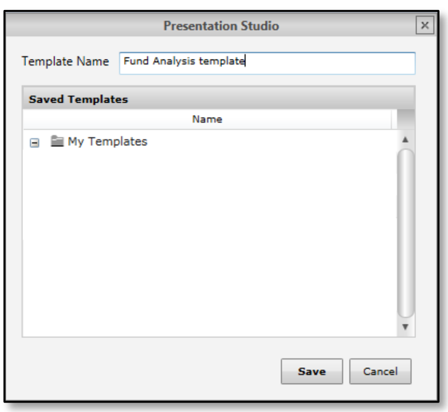
We can now proceed with saving the report and the template. As a reminder:

- A **report** holds all the above as well as the chosen security and benchmark settings.
- A **template** holds your chosen charts and tables, layout, font, set currency, colours, logos, disclaimers, custom and dynamic text. It does not hold any investments or benchmarks.

1. Click the Geat icon in the top-left corner of the window.
2. Click **Save**. The Factsheet Name dialogue box opens.
3. Save the report as **"Fidelity Special Situations Analysis"** and click **OK**.
4. Click the **Gear** icon again.
5. Select **Save as Template**. The **Presentation Studio** dialogue box opens.



6. In the **Factsheet Name** field, type **Fund Analysis template**.
7. Click **Save**.



You can now access this template from the Presentation Studio landing screen under **My Templates**.