Get started with financial data (EDSC)
Quick Start Research Guide to Morningstar Direct

Access to Morningstar Direct

Morningstar Direct is available to EUR students and staff. The EUR holds a single user license, i.e. only one person can access Morningstar at a certain time.

Morningstar Direct is available in Room Y-3.17 Polak Building, on terminals A, B and C.

The username and password for Morningstar Direct is printed on the terminal.

To start Morningstar Direct: Go to Start>All programs>Morningstar (click on the icon).

Open-End Funds (Mutual Funds)

Below is an example provided on how to find information about one type of Mutual funds i.e. Open-End funds in Morningstar Direct. Steps similar to the ones described below can be taken to find information on other types of funds.
Selecting your Open-end fund sample

In Morningstar go to New>Advanced Search>Open-End Fund.

You will see a window such as the one shown below popping up. In this window, you can select screening criteria to demarcate your sample. You can double click a cell under the column ‘Field Name’ to open up a dropdown menu with fields on which you can screen. The columns ‘Operator’ and ‘Value’ allow you to set the criteria for the field the funds need to meet to be included in your sample. You can use multiple screening criteria; just put each additional screening criteria in a new row.
When you have set your criteria, the work sheet looks like Figure 3 below. If you are satisfied with your query, you click on Run Search (red arrow). Your query returns 29 records.

If that number suits you click ‘OK’ to go to the results.

**Gathering additional information on the funds in your sample**

After having finalized the screening criteria and having pressed ‘OK’, the results will show up on the screen. Each row represents a specific (share class of a) fund; the columns contain information about various aspects of the funds.
Most likely, you are looking for specific data on the funds that are not shown in the columns. You can alter the columns by clicking the ‘Edit Data’ button at the top of the screen. A new window will pop up containing various data items that you can include as columns in your results sheet.
Many of the items that you can select are static items, i.e., they don’t change over time. However, for some of the items you can also select a time-series. You can do so by including the item in your selection, and then clicking on the ‘Settings’ button at the bottom of the window. A new window will pop up. If the ‘Calculation’-tab in this new window is not grayed out, you can click on it and select the time frame over which you would like to have the information for this item. Each time point for that item will be displayed as a separate column in your results sheet.
When you have adjusted your results sheet, you can export it by clicking on the ‘Export’ button at the top of the screen.

**Tip: Time series in Morningstar**

How to extract (historical) time-series from Morningstar?

Choose your *universe*: e.g. Open End Funds (OEF)

Find a *Data Point* by: <select from drop down list> Historical Price and Fund data

From *Available Data Points* click on Monthly Return and then click Add button

From *Selected Data Points*: Click on Monthly Return, then click settings

You see the Data Settings dialog screen. You see that the Calculation Tab is active now

On the Calculation tab, under source data you can specify the time period of interest

EUR provides access to Morningstar Direct. In comparison to other databases available at the EDSC, Morningstar provides detailed data for hedge funds, exchange traded funds, open-end and closed-end funds which are not present or less available in other EUR databases.

**More information on Mutual Funds**

For more information on Mutual Funds, see for example the Mutual Fund Education Alliance ([MFEA](#)).