



ProSystem *fx*[®] Engagement

Report Builder Utility Installation & Instructions



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Table of Contents

Contents

Overview	3
Installing the Report Builder Utility	3
Running the Report Builder Utility	3
Available Reports	4
Saving the Report and Exporting to Excel	6
Exiting Report Builder	7

Overview

The ProSystem *fx* Report Builder was created to aid administrators in creating reports based on information stored in the ProSystem *fx* Engagement Administrator Module. Reports can be generated to reflect central file room clients, binders, and staff information. Please note that the report builder does not provide information/reports based on the clients and binders in a user's local file room.

The Report Builder Utility may be initiated from the office server or any workstation with a connection to the office server. If the utility is run on the office server, then Microsoft Excel must be installed on the server. The utility supports Excel versions 2003, 2007, 2010 and 2013. The correct file extension will be defaulted based on the Excel version.

Installing the Report Builder Utility

Launch the ProSystem *fx* web site (support.cch.com), select:

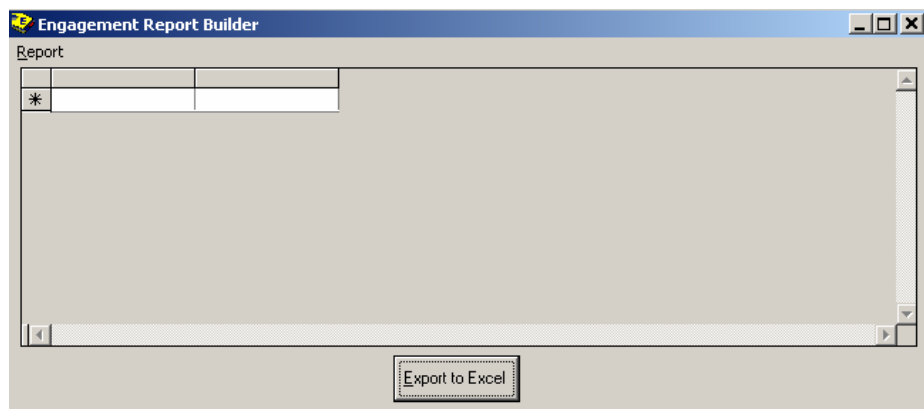
- ProSystem *fx* Engagement
 - Updates
 - Program Updates - Release 6.x and higher
 - Report Builder Utility

Select **download** and save the installation package. Initiate the installation by double clicking on the Report Builder Utility Installer.exe. The ReportBuilder.exe will automatically be installed to the x:\Pfx Engagement\Admin\Utilities\Report Builder directory (where x equals the drive letter where Engagement resides). If preferred, this executable may be moved to a new location. Note: If the ProSystem *fx* Engagement Administrator application is not installed, the Report Builder will be installed to x:\Pfx Engagement\WM\Utilities\Report Builder.

Running the Report Builder Utility

Browse to the installation location (x:Pfx Engagement\Admin\Utilities\Report Builder) and double click the ReportBuilder.exe.

A browse for computer or location dialog will display. Enter the computer name where the ProSystem *fx* Engagement Administrator Module is located. Select OK to continue. If a connection to the computer is established, the Engagement Report Builder dialog will display.



Select **Report** from the menu to view the following list of available reports:

- Archived Binder List
- Unarchived Binder List
- Finalized Binder List
- Unfinalized Binder List
- Duplicate Client ID/Name Combination List
- Client/Binders List
- Assigned Binder Team List
- Assigned Binder Staff List
- Binder Properties List
- Binders Past Due List
- Binder Load Partner List
- Binder Type List
- Profile List
- Licensed Users List
- CFR Binder GUID List
- CFR Client GUID List
- Full Client List
- CFR GUID List
- Staff Properties Report
- Office Server Properties List
- Admin Staff Teams

Available Reports

Descriptions of each report are detailed below:

Archived Binder List – Provides the binder ID, binder name, binder GUID, year-end date, date finalized, client ID, client name, last name, first name, date archived, computer name of the user who archived the binder, location of the archived file, the CFR name (central file room to which it is associated) and the server name where the archived binder resides.

Unarchived Binder List – Provides binder ID, binder name, binder GUID, year-end date, date finalized, client ID, client name, and the CFR name (central file room to which it is associated) for all binders that are not archived.

Finalized Binder List – Provides the binder ID, binder name, binder GUID, client ID, client name, CFR name associated with the binder, server name where the CFR is located, first and last name of the user who finalized it, period end date, year-end date, date finalized, and the binder type.

Unfinalized Binder List – Provides the binder ID, binder name, binder GUID, client ID, and client name, CFR name, server name, period end date, year-end date, date finalized, binder type, and the lead partner for all unfinalized binders.

Duplicate Client ID/Name Combination List – Provides client GUID, client ID, client name, CFR name (central file room to which the client is associated), and server name for any duplicate clients.

Client/Binders List – Provides the client ID, client name, binder ID, binder name, binder GUID, due date of the binder, period end date, year-end date, date finalized, CFR name (central file room to which client and binder is associated), and the server name for all clients and binders.

Assigned Binder Team List – Provides the binder ID, binder name, binder GUID, client name, CFR name, server name, binder staff team.

Assigned Binder Staff List – Provides the binder ID, binder name, binder GUID, client ID, client name, last and first names of users assigned to the binder, the CFR name (central file room to which the binder is associated), and the server name associated with the CFR.

Binder Properties List – Provides the binder GUID, LFR GUID, client name, CFR name (central file room to which the binder is associated), binder ID, name of the binder, title (description of the binder), binder type (Audit, Review, Permanent, etc), period sequence type (annual, semi-annual, quarterly, or monthly), beginning and end date of the binder, year-end date, period number, charge code, lead partner first and last name, date created, created by, due date, date archived, first and last name of the person who archived the binder, archived location, archived file name (this shows the computer name of the Office Server where the binder was archived), date finalized, period, and status.

Binder Past Due List – Provides the client ID, client name, binder ID, binder name, binder GUID, year-end date, date finalized, and due date of all past due binders.

Binder Lead Partner List – Provides the binder ID, binder name, binder GUID, year-end date, date finalized, client ID, client name, first and last name of the lead partner assigned to the binder, and the CFR and the office server names to which the binder is associated.

Binder Type List – Provides the binder type (i.e. audit, review, permanent, etc), binder description, binder ID, binder name, binder GUID, year-end date, date finalized, and the CFR for the binders.

Profile List – Provides the staff members' names (last, first, middle), LFR GUID, GUID of the staff members, LFR names, disabled (1-Yes, 0-No), the path to the LFR's, version (not used).

Licensed Users List – Provides a first and last name, and module for which users are licensed.

CFR Binder GUID List – Provides the binder ID, binder name, binder GUID, and the CFR name (to which the binder is associated) for all binders in the CFR.

CFR Client GUID List – Provides the name of the client, client ID, client GUID, and the CFR name for all clients in the CFR.

Full Client List – Provides the client ID and the client name for all clients in CFR.

CFR GUID List – Provides CFR name, description, CFR GUID, Offline Status, Server name, and CFR workpaper path for all CFR's on the server.

Staff Properties Report – Provides the staff GUID, name of the department for the staff, staff login, staff initials, work email, default computer name, server name, TRN login and TRN password.

Office Server GUID List – Provides the CFR name, CFR Description, CFR GUID, Online/Offline status, server name, and the path to the CFR.

Saving the Report and Exporting to Excel

To transfer the report to Excel, select the Export to Excel button at the bottom of the dialog.



A Microsoft Excel instance will open with your report data. You can then move, edit, and delete columns/rows, save and print as needed. An example of an Excel window is illustrated below:

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, PPC, Window, and Help. The toolbar contains various icons for file operations and editing. The active cell is F15. The worksheet is named "Client Binders List" and contains a table with the following data:

	A	B	C	D	E
1	clientid	clientname	bindindex	bindername	bid
2	11111	Miller Company	12345	Blank Miller Binder	{C85AF46A-F1D7-4C6A-9652-46AABF}
3	11111	Miller Company	12345	Blank Miller Binder	{9FA7FCFF-3E45-4F36-8525-A8B754A}
4	11111	Miller Company	55555	Construction binder	{ABCDBD12-9949-49DD-87D2-841775E}
5	11111	Miller Company	77777	Copy of Construction binder	{648F368B-F97E-4B6C-A255-08F86A4}
6					
7					
8					
9					

The status bar at the bottom shows "Ready" and "NUM".

Exiting Report Builder

Click on the **X** in the upper right hand corner of the Report Builder to exit.