

## Reports

<b>Document #:</b>	3094	<b>Product:</b>	CenterPoint®
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The reports in CenterPoint allow your data to be presented in a way that is meaningful to your organization. All of the standard reports can be filtered and modified for maximum flexibility in reporting. Reports you use on a regular basis can be organized on Favorites, Database Favorites, and Network Favorites tabs to make them easier to locate and print/preview. You can also setup batches of reports to all generate at the same time to make monthly or quarterly reporting easier.

This topic includes instructions on how to:

[Generate a Report](#)

[Add Reports to the Favorites tab](#)

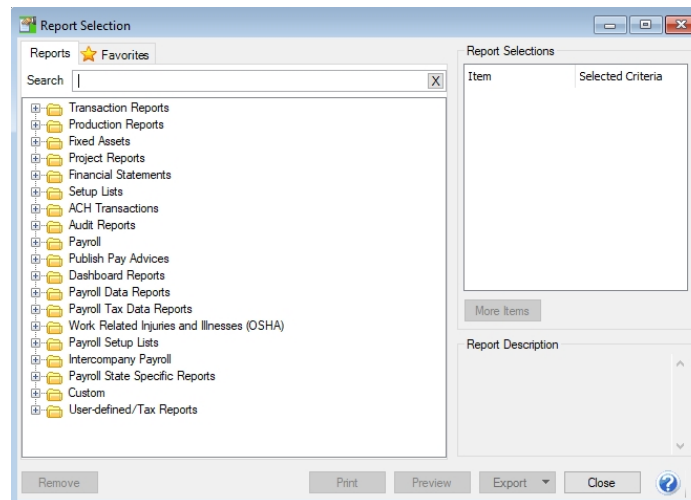
[Add the Database tab](#)


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## Generate a Report

1. From the **Reports** menu, click **Reports**.
2. Select the **Reports** tab. The reports are organized into folders and sub-folders based on different categories of reports. Use the **Search** box to filter and locate reports by title or click the + sign next to a folder to open it and continue opening the folders until you find the individual report you want to print or preview. Click on the report to highlight it.



 Note: To quickly expand all report folders without clicking the + sign, right-click and select **Expand All Groups**. To quickly expand one report folder or sub-folder without clicking the + sign, right-click and select **Expand All Child Groups Under <Report Group Name>**. To collapse all report folders without clicking the - sign, right-click and select **Collapse All Groups**. To quickly collapse one report folder or sub-folder without clicking the - sign, right-click and select **Collapse All Child Groups Under <Report Group Name>**.

3. Once a report is selected, the **Report Selections** for that specific report are displayed. These options allow you to filter the data you see in the reports, including the date range you are generating the report for. Each report will have different filters available.

To use a filter within the Report Selections:

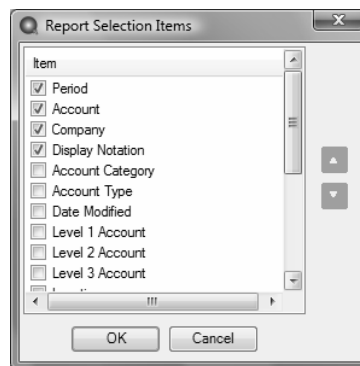
- » Click on the filter you want to use (For example, Period or Company/Fund).
- » A pop-up box will display all options for that filter. Select the specific item(s) you want the report filtered by.

 Note: You can select up to 500 items to filter the report by for each option.

- » Click **OK**.

 Note: To clear a filter and return the selection to All, select the filter and click **Clear**.


4. Each report automatically displays the default Report Selections when the report is selected, but additional filters are also available. To review and/or add those filters to the **Report Selections**:
  - » Click **More Items**.

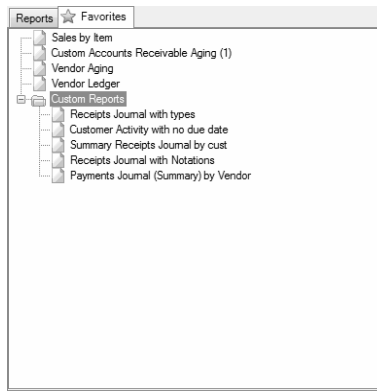


- » Check the box for any filters you want to add.
  - » Click **OK**. All selected filters will now be displayed with the default Report Selections.
5. Once you have made all desired **Report Selections**, click **Print** to print the report or click **Preview** to bring up a report preview and to make further modifications. For more information on modifying reports, please see the topic *Customizing Reports*.

## Add Reports to the Favorites Tab


The Favorites tab in reports allows you to organize frequently used reports to make them easier to find. It is also where customized reports are saved. Reports on your Favorites tab are specific to your computer. Other CenterPoint users will have their own list of favorite reports.

1. To save a default report to the **Favorites** tab:
  - » Highlight the report on the **Reports** tab.
  - » Right-click on the report and select **Add to Favorites**.
  - » Enter a name for the report and click **OK**.
2. To save a custom variation of a report:
  - » Preview a report and make modifications.
  - » Click on the  icon.
  - » Enter a name for the report and click **OK**.
3. You can organize the reports on the **Favorites** tab into folders.



- » Right-click in the blank space on the Favorites tab and select **New Folder**.
- » Enter a name for the folder.
- » Drag and drop reports or other folders into your new folder.

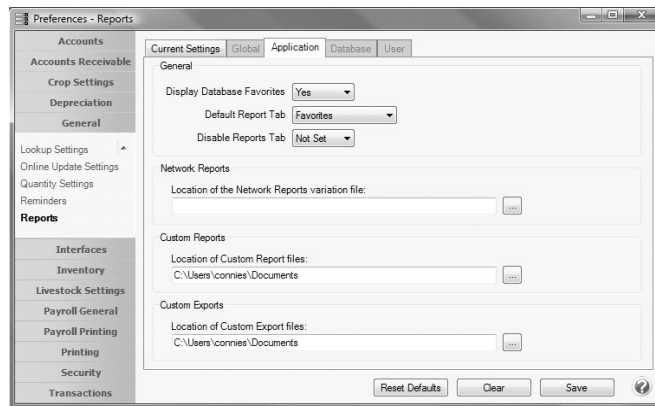
4. To remove reports from your Favorites tab, right-click on the report and select **Delete**.
5. To determine which tab will be the default tab when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Default Report Tab** box, select the tab to display as the default.
6. If you want only your Favorites to display when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Disable Reports Tab** box, select **Yes**.

 Note: If you change a favorite report saved on your computer, you will be prompted with a "This report has been modified and is already a favorite report. Would you like to save these changes to this report?" message. You will have three options: Yes - save the changes to the current favorite report and exit, No - exit the report without saving the changes, or Cancel - Do not exit the report but close the message (this would give you the opportunity to create a new favorite).

## Add the Database Tab

A Database tab can be added to Reports. It allows you to save favorite reports to a specific database (whereas reports saved to the Favorites tab are specific to a computer). Each database on your computer can have a separate list of database favorites. Any user accessing the database would see the same list of reports on the Database tab.

1. To add the **Database** tab (one-time setup):
  - » From the **File** menu, click on **Preferences**. Select **General** and **Reports**. Click on the **Application** tab.




- » Change **Display Database Favorites** to **Yes**.
  - » Click **Save**.
2. To add reports to the **Database** tab:
    - » Highlight the report on either the **Reports** tab or **Favorites** tab.
    - » Right-click and select **Add to Database**.
  3. To determine which tab will be the default tab when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Default Report Tab** box, select the tab to display as the default.

4. If you want only your Favorites or Database Favorites to display when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Disable Reports Tab** box, select **Yes**.

## Setup Network Favorites


If you have a network version of CenterPoint, you can setup a Network Favorites tab that displays the same favorites for all users and all databases on the network.

1. On one computer:
  - » Add the desired reports to the **Favorites** tab. Note: See the *Add Reports to the Favorites Tab* section above for step-by-step instructions.
  - » Go to the **My Documents** folder on the hard drive and copy the **CenterPoint.Favorites.Variations** file.
  - » Copy the **CenterPoint.Favorites.Variations** file to a shared location on the network.
2. At each workstation:
  - » In CenterPoint, go to the **File** menu and click on **Preferences**. Select **General** and **Reports**. Click on the **Application** tab.
  - » For **Location of the Network Reports variation file**, click  and select the location of the file from Step 1.

## Generate a Batch of Reports

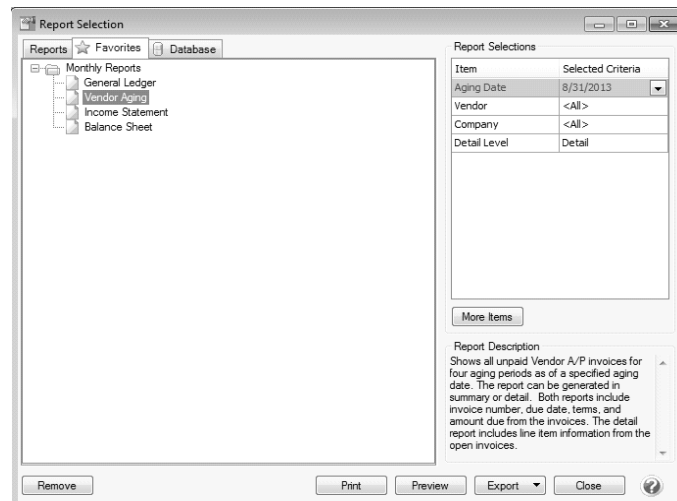
Batch reports allow you to print all reports that are in a specific folder on your Favorites tab at the same time. A batch (folder) is created on the Favorites tab and then all appropriate reports can be added to the batch (folder). With a single selection, all reports within this batch can easily be generated. This can make running month-end or quarterly reports quicker and easier.

- » Create a Report Batch (folder):
  - » Add the reports you want in the batch to the **Favorites** tab.

 Note: See the *Add Reports to the Favorites Tab* section above for step-by-step instructions on adding reports and creating folders on the Favorites tab.

- » Create a folder on the **Favorites** tab for your batch and drag the desired reports to that folder.
- » Select the first report in the folder and identify a preset date range in the **Report Selections**.

 Note: Repeat this step for each report in the folder/batch.



- » For example, **This Month** or **This Quarter**. Do not use **Custom**. When you generate the report batch you will select a date, the reports will be produced based on the date you enter and the date range selected. For example, if the report is set for This Month and the Batch Date is 5/15/16, then the report will print for 5/1/16 - 5/31/16.
  - » Other Date Range and Period Range selections include:
    - » **This YTD** - When you generate the report batch, the reports will be produced from January 1 of the current system year unless that period is not yet opened and then it is January 1 of the last opened year and through the current system date or current system period unless that period is not open and then it is the last opened period.
    - » **Last YTD** - When you generate the report batch, the reports will be produced from January 1 of the current system year minus one year unless that period is not yet opened and then it is January 1 of the last opened year through the current system date or period minus one year unless that period is not open and then it is the last opened period.
    - » **This Fiscal Year YTD** - When you generate the report batch, the reports will be produced from the Date Settings preference for the fiscal year end month plus one month of the current system year unless that period is not yet opened and then it is the first period of the last opened year through the current system date or period unless that period is not open and then it is the last opened period.
    - » **Last Fiscal Year YTD** - When you generate the report batch, the reports will be produced from the Date Settings preference for the fiscal year end month plus one month minus one year of the current system year unless that period is not yet opened and then it is the first period of the last opened year through the current system date or period minus one year unless that period is not open and then it is the last opened period.
  - » To maintain the list of pre-defined date selections in the Date Range, Period and Period Range report filter controls, right-click on the Date Range, Period or Period Range and select **Options**.
  - » From the Date Options screen, you can select the ranges that apply to you. Once changes are made, they will be saved and re-used anywhere that report filter is used. Each type of filter (Date Range, Period and Period Range) maintains its own configuration settings.
- » Generate the Reports:
  - » From the **Favorites** tab, select the folder for your batch reports.
  - » Choose the **Batch date** and **Company/Fund** from the **Report Selections**. When the report is generated, a combination of the preset date range assigned in the report and the Batch Date will be used to select the data for the report. Report selection filters can be removed from a batch folder by clicking on the More Items button and removing the check mark next to the filter. Once the filter is removed, the reports in that batch will use the filters that are saved with each individual report for that iteration of the batch report.
  - » Click **Preview** to preview the batch report, click **Print** to print the report, or click **Export** to export reports to PDF or Excel (when exporting reports generated from a batch, the PDF export adds each report in the batch to a combined single PDF document and the Excel export adds each report in the batch to a separate worksheet).