



Report Binder

Step-by-Step

REPORT BINDER

A report binder lets you organize and share financial statements, reports, and supporting documents in various formats with your management team.


You define a report binder and save it to a report binder file, which can then be used to generate a report, either manually from Document Explorer, or through an automated process. Each time the report binder is converted, the report is regenerated as the file type that you chose, with the most recent cube data, and then is emailed to the people you put on the distribution list.

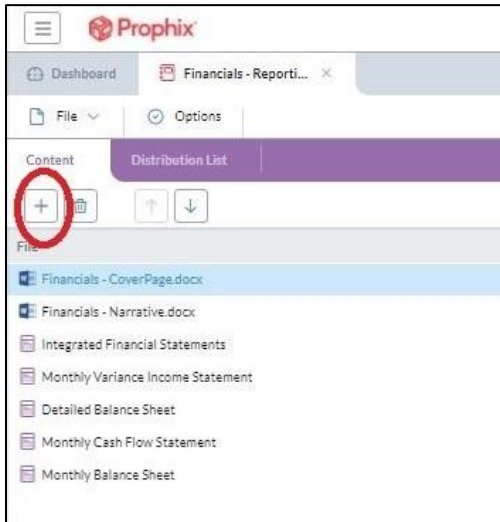
For example, a report binder could consist of several templates that draw on data from multiple financial models in Prophix; the report binder is then converted into a single PDF or PowerPoint deck that presents a comprehensive picture of corporate performance. Further, by adding the report binder to an automated process, the document can be generated automatically on a regular basis.

The target audience for this guide is Administrators and advanced users who are proficient in Process Manager and Template Studio.

After defining and saving the report binder, you will also need to know how to set up a Prophix automated process, which renders and distributes the report.

STEP 1: ADD FILES TO THE REPORT BINDER

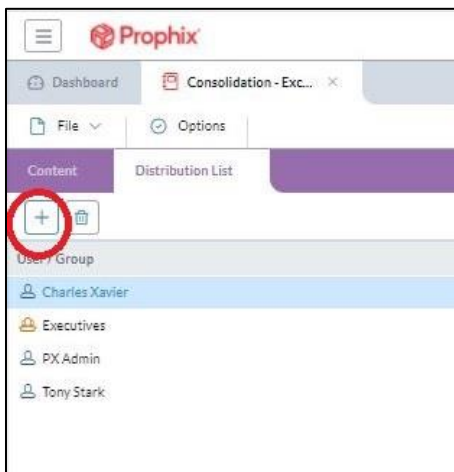
- Open Report Binder. In the Content tab, click  and start adding files to the binder.



STEP 2: ADD USERS/GROUPS

Select the Distribution List tab. This is where you add all the Prophix users or groups that you want to send the report to.

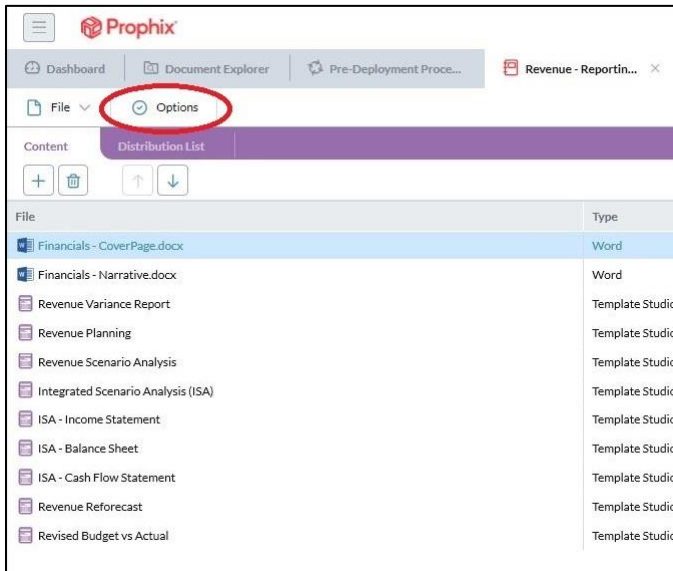
- Select the Distribution List tab; click  to add users or groups to your distribution list.



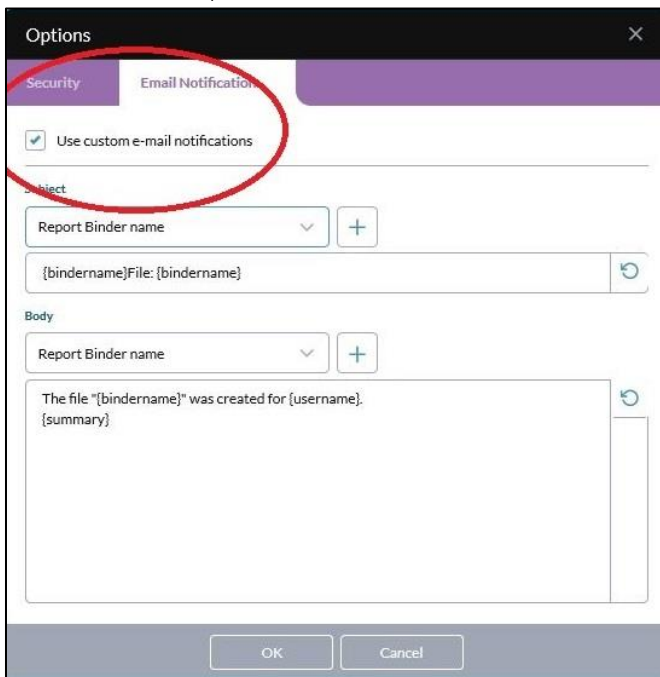
STEP 3: CUSTOMIZE THE EMAIL

You can specify the content of the email's subject line and its body text.

- a) Select Options and select the Email Notification tab.



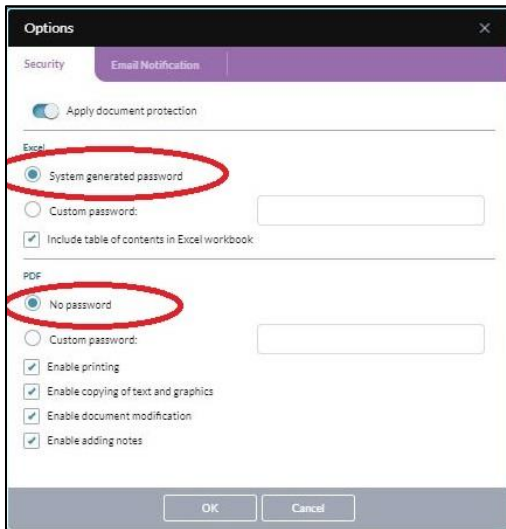
- b) Turn on the Use custom e-mail notifications option and configure the rest of the email template.



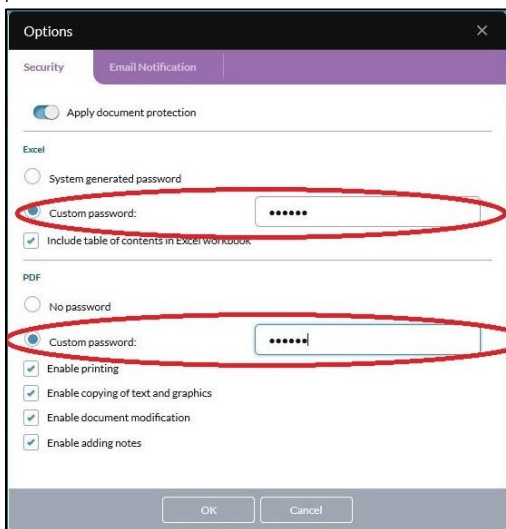
STEP 4: PROTECT YOUR DOCUMENT

You can set a password to protect the report binder as well as to specify what the user is allowed to do with the Microsoft Excel workbook or PDF file.

- a) Under the Security tab, turn on Apply document protection. The default setting for Excel is System generated password. This creates a password that is never available to anyone, thus locking the document against all edits. Users can save their own copy of the document but never edit it. For PDF, the default setting is No password.



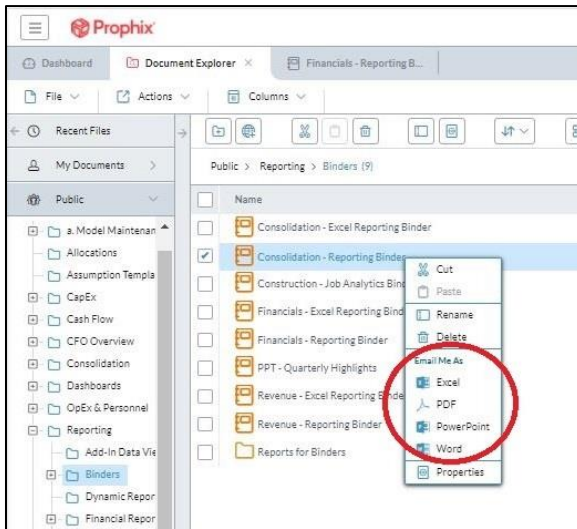
- b) You can also use the Custom password option. This option allows the user to edit the document after receiving the report. You will need to provide the password to users to allow them to make edits.



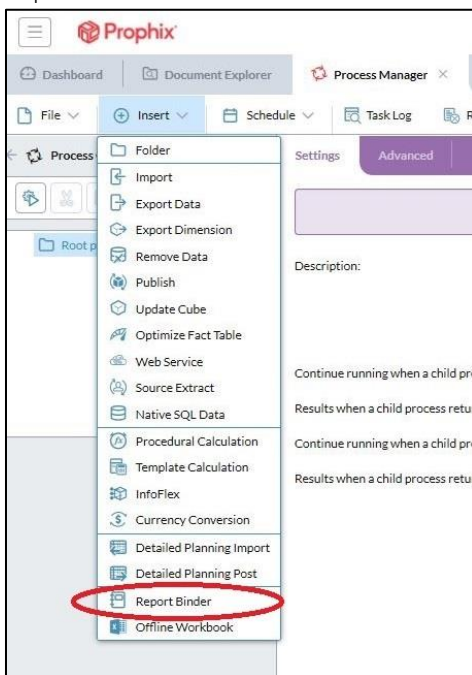
STEP 5: DISTRIBUTE THE REPORT BINDER

To convert and distribute a report binder, you add it to a Report Binder Process in Process Manager. When the process runs, it converts the documents in the report binder into a single report (of the file type specified in the process), attaches the report to an email, and sends the email to the people in the list.

- a) You can distribute the report using a shortcut in the Document Explorer.



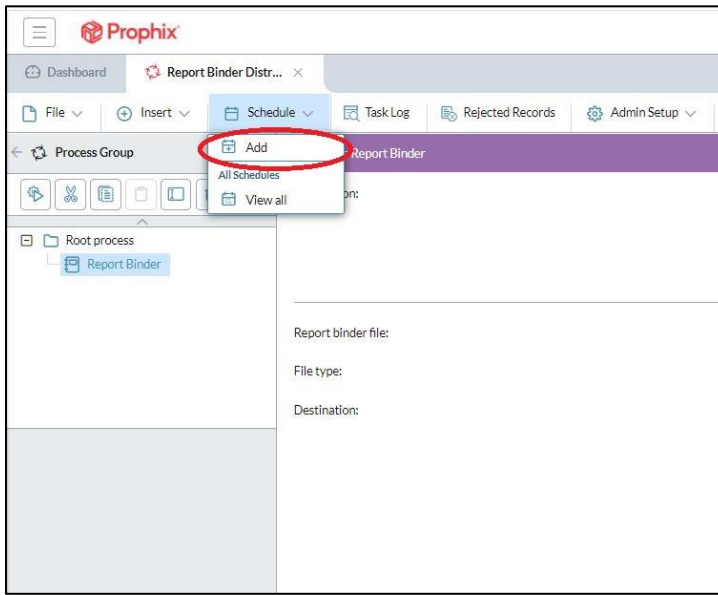
- b) Or, create and run a process in Process Manager to render and distribute the report binder.



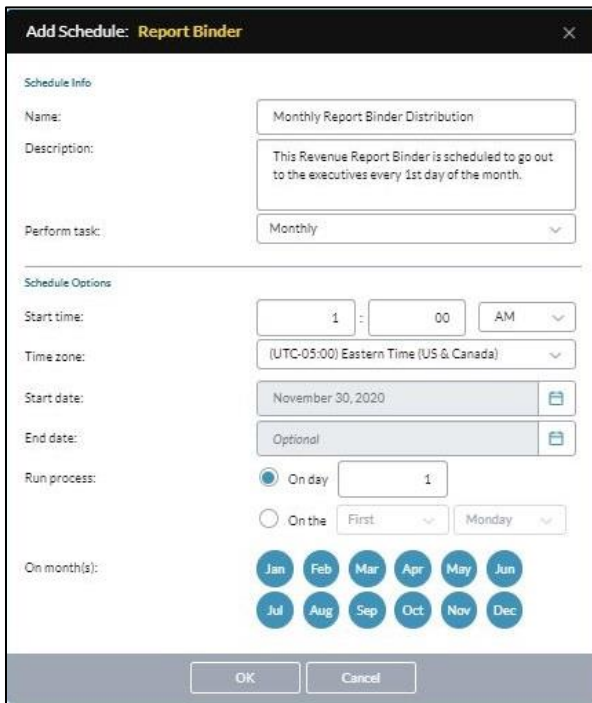
STEP 6: SET THE DISTRIBUTION CADENCE

Schedule it to go out automatically. For example, monthly. The choice is yours.

- a) Save the report binder distribution process in Process Manager. Then, click Add under the Schedule tab.



- b) Complete and save the distribution schedule.



The screenshot shows the 'Add Schedule: Report Binder' dialog box. It has two sections: 'Schedule Info' and 'Schedule Options'.
Schedule Info:
Name: Monthly Report Binder Distribution
Description: This Revenue Report Binder is scheduled to go out to the executives every 1st day of the month.
Perform task: Monthly
Schedule Options:
Start time: 1 : 00 AM
Time zone: (UTC-05:00) Eastern Time (US & Canada)
Start date: November 30, 2020
End date: Optional
Run process: On day 1
 On the First Monday
On month(s): Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Buttons: OK, Cancel



350 Burnhamthorpe Rd. West,
Suite 1000, Mississauga,
Ontario, Canada L5B 3J1
Tel: +1-905-279-8711
Toll-free: +1-800-387-5915
info@prophix.com