Creating Batch Reports from Principia

Overview

This manual will show you how to create batch reports in Principia. Creating batch reports in Principia allows you to generate both the Portfolio Snapshot and Investment Detail Reports for all securities for all of your client's portfolios. This feature is available to any user who subscribes to an Advanced module (e.g., Stocks Advanced, Mutual Funds Advanced), or the Principia Suite.

In this manual you will learn the following:

- How batch reports are generated
- What to consider before generating batch reports
- Setting up the parameters for batch reports, and
- How to generate batch reports.

How batch reports are generated

Batch reports can be generated only from the Snapshot view in Portfolio Mode. When you generate batch reports from Principia, you need to select the clients whose portfolios will be included in the batch. You cannot select individual portfolios from a client; all of them will be included. For each portfolio, a Portfolio Snapshot report will be generated, as well as one Investment Detail Report for each security type in the portfolio.

For example, if a portfolio contains four mutual funds, two stocks and one ETF, the batch reporting process will generate four files:

- Portfolio Snapshot
- Investment Detail Report for Mutual Funds
- Investment Detail Report for Stocks, and
- Investment Detail Report for Exchange-Traded Funds.

What to consider before generating batch reports

Before generating batch reports, keep the following points in mind:

- You'll want to select which clients to include when the reports are generated. You can easily include all clients at once if you want.
- You need to decide whether only the Portfolio Snapshot report will be created, or whether you also want to generate the Investment Detail Reports as well.
- You need to decide where the reports will reside once they are created. By default, they will be saved to the main Principia User folder. You can select a different, existing folder, or you can create new folders. The new folders could be named for each client, or for the time period (e.g., 2010 Q1 Batch Reports) in which the reports were created.

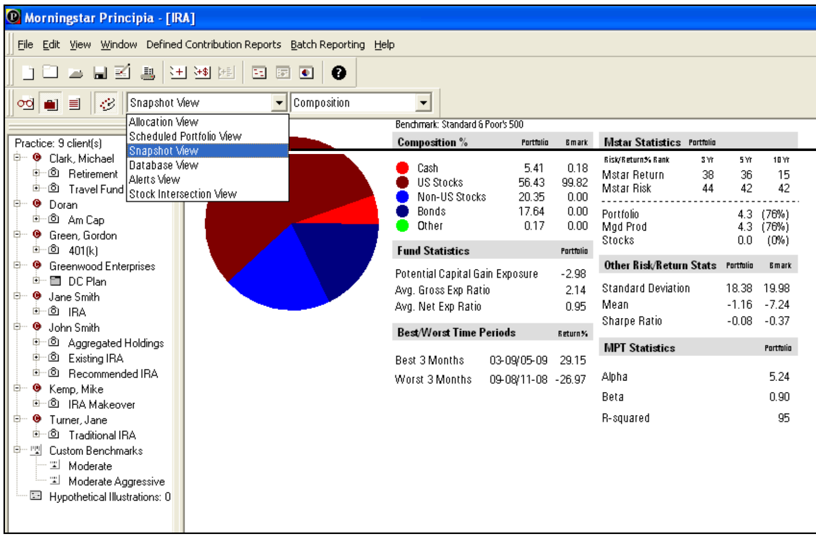
How to set the parameters for batch reports

Setting the parameters for batch reports involves the following:

- Choose which clients to include in the batch
- Decide whether to include the Investment Detail Report as part of the batch, and
- Select a location for each client where the reports will be housed. This makes it easy to find the reports once they are generated.

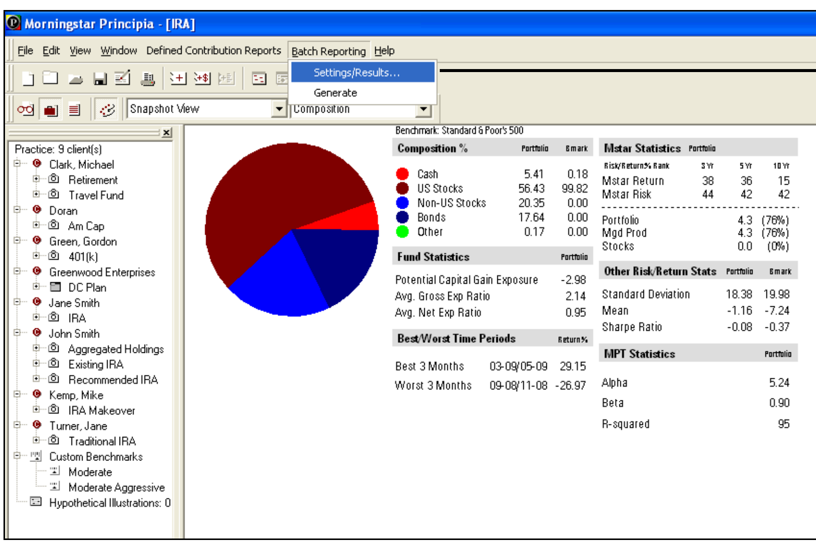
To set the parameters for a batch report, do the following:

1. In Principia, click the **Briefcase icon** on the lower toolbar to go to **Portfolio Mode**. (You do not have to select a client.)
2. From the View drop-down menu, select **Snapshot View**.



From the drop-down,
be sure to select Snapshot View

3. From the menu bar, select **Batch Reporting**…**Settings/Results…**. The Batch Reporting Configuration dialog box appears.

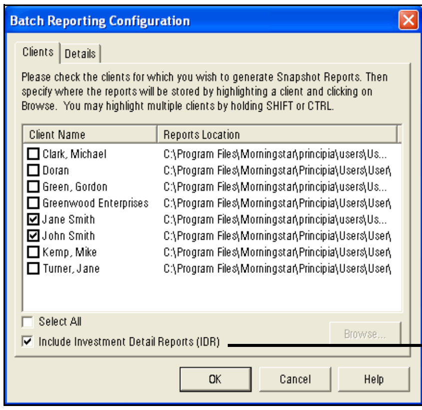


Select this option from
the Batch Reporting menu

4. On the Clients tab, check the **box** next to the name(s) of the client(s) you want to include in a batch.

   ☞ To choose all clients, click the **Select All** box in the bottom-left corner of the dialog box.

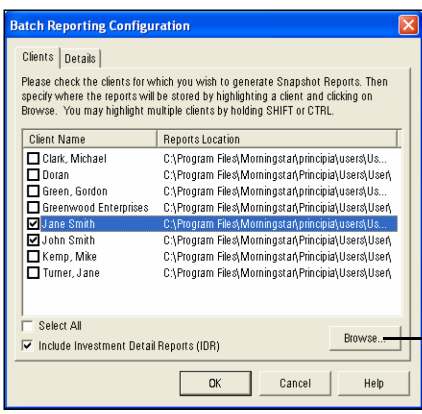
5. To include the Investment Detail Report, check the **Include Investment Detail Reports** box.



Check the box next to the name(s) of the client(s) you want to include

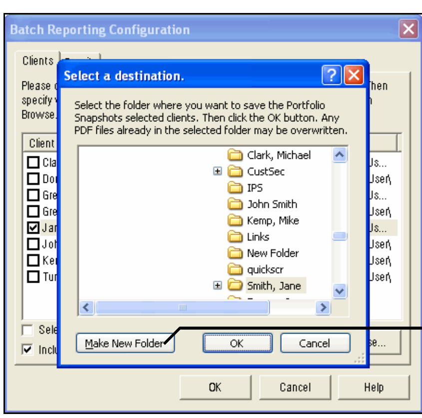
Check this box to include the Investment Detail Report for securities in the portfolios

6. To set the destination for the reports once they are generated, click once a client's name so it is highlighted.
7. Click the **Browse** button. The Select a Destination dialog box appears. You can either select an existing folder, or create a new one specifically for the client or time period.



Once a client's name is highlighted, the Browse button is activated

8. To create a new folder, click the **Make New Folder** button. A folder called New Folder will appear under the directory you were working in.



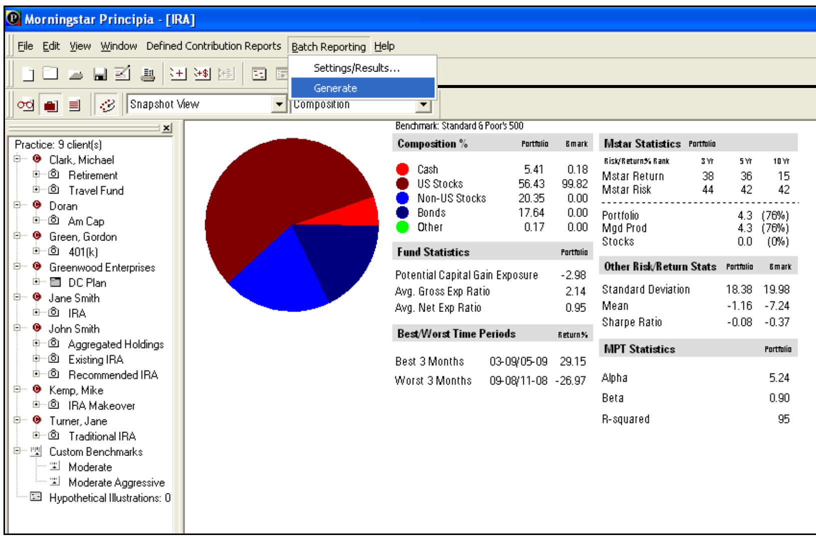
Click this button to create a new folder

9. Click once on **New Folder**.
10. Press <**F2**> on your keyboard. This allows you to type a new, more descriptive name for the folder.
11. Click **OK** to close the Select a Destination dialog box.
12. Repeat steps 6-11 for each client where you want to customize the destination folder.

How to generate batch reports

Before generating batch reports, be sure to set the parameters. To generate batch reports, do the following:

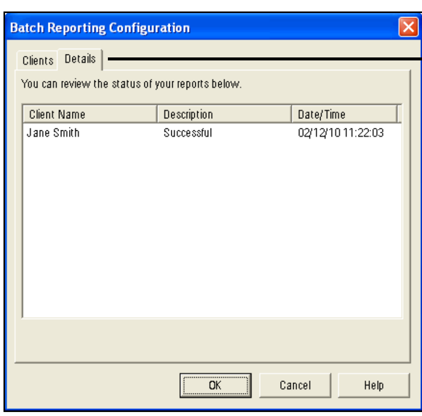
1. From the menu bar, select **Batch Reporting**…**Generate**. The Client Batch Reporting Status dialog box appears.



Select this option when you are ready to create the batch reports

2. A confirmation message will appear when the batch job completes. Click **OK** to close the dialog box.

   ☞ You can also check the status by selecting Batch Reporting…Settings/Results…, and selecting the Details tab on the Batch Reporting Configuration dialog box.



Select this tab to see when the last batch job ran

3. To view the reports, go to the folder you determined when setting the parameters.