

Microsoft Dynamics®

Management Reporter 2012 for Microsoft Dynamics ERP Installation and Configuration Guide

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Introduction

Management Reporter 2012 for Microsoft Dynamics® ERP is designed to help you create financial reports that can be tailored to meet the needs of any company. Designed by accountants for accountants, Management Reporter empowers finance professionals to create high-volume, presentation-quality reports in minutes. The report wizard makes it easy for you to design, store, and generate reports from reusable building blocks that contain row, column, and tree definitions, which eliminates the need to re-create common scenarios each reporting period.

New features

Management Reporter 2012 includes several new features designed to increase performance and enhance options for reporting.

- **Report design flexibility**

When you create reports, you can create various dimension combinations and reuse them between different reports. You can also control how dimension descriptions are formatted and displayed, and format headers for rolling forecasts. Before you generate a report, you can run a missing account analysis to quickly identify accounts and dimensions that have been omitted from report building blocks.

- **Financial report collaboration**

Report scheduling options help you automatically generate reports on a daily, weekly, monthly, or annual basis. Enhanced report distribution options allow you to publish to Microsoft Excel® worksheets and the read-only .XPS report format. Microsoft SharePoint® is also supported. Enhanced security options for reports are also available.

- **Interactive report viewing**

Desktop Viewer has enhanced options for viewing and analyzing reports that have been generated, add comments to generated reports, create charts based on report data, and quickly search report data for specific information.

- **Deeper Microsoft Dynamics ERP integration**

You can select data in a report and view the original data in the Microsoft Dynamics ERP database, based on the company, account, and period that is defined in the report. Management Reporter 2012 also helps you display or filter on properties of dimensions and transactions to design more precise financial reports. For more information, see the [data integration guide](#) for your ERP system and the Management Reporter Help documentation (<http://go.microsoft.com/fwlink/?LinkId=324762>).

- **Improved currency translation**

Management Reporter 2012 offers improved currency translation for reports, so that the Currency Display column is no longer required to view currency data. This feature provides additional flexibility to reports in multiple currencies.

- **Web-based Report Viewer**

Management Reporter 2012 introduces a Web Viewer to view Management Reporter reports in a web browser, without using Desktop Viewer or an installation of the Management Reporter client. This feature provides additional flexibility to view and share reports.

For more information about these features, see the Management Reporter Help documentation (<http://go.microsoft.com/fwlink/?LinkId=324762>).

Architecture

An installation of Management Reporter consists of a server, a database, a data provider that connects to a Microsoft Dynamics ERP database, and at least one client computer. These components can be installed on machines arranged in a variety of topologies, but all elements must be installed for the application to run.

Server components

Server components for Management Reporter store information for reports and control access to the report data. The server components consist of:

- **Application service** – Controls access to Management Reporter data and provides connectivity to client computers.
- **Process service** – Generates reports and runs report schedules that are created by the Management Reporter client components. This service also runs the data mart integrations for Microsoft Dynamics ERP systems.
- **Management Reporter database** – Stores the report building blocks, reports available to be generated, and historical reports. During installation, a new database can be created or Management Reporter can be connected to an existing database.
- **Data mart database** – Contains General ledger data that is copied from the Microsoft Dynamics ERP database to aid in generating reports for Management Reporter 2012. This is installed only for data mart integrations.

Several options are available for installing Management Reporter server components. For more information about the server component installation options, see [Install Management Reporter 2012 server components](#).

Note: Server components can only be installed on a computer with server applications. For more information about system requirements, see the [System Requirements for Management Reporter](#).

Data provider and data mart

Management Reporter 2012 integrates with a Microsoft Dynamics ERP database through a legacy data provider, or through a data mart and a data provider. You can view and work with data from the ERP database to create financial reports in Management Reporter 2012 without affecting the original data in the ERP database.

The following integration options are available:

- **Legacy data provider** – Displays information from the Microsoft Dynamics ERP database so that you can create and modify financial reports in Management Reporter 2012.
- **Data mart** – Creates a summarized copy of your Microsoft Dynamics ERP database that is optimized for financial reports in Management Reporter 2012. This option improves performance for report generation in Management Reporter 2012, and supports a greater level of integration with a Microsoft Dynamics ERP system.

Management Reporter 2012 can integrate with multiple ERP systems to meet your reporting needs. For more information, see [Configure data integration](#).

Client components

The Management Reporter client components communicate with the server components, which performs most of the report processing for your Microsoft Dynamics ERP system. You can manage, view, analyze, print, or export reports from within the client. The client components consist of:

- **Report Designer** – Designs reports with Microsoft Dynamics ERP data, schedules reports, and generates reports with up-to-date financial data.
- **Desktop Viewer** – Displays the reports that are generated in Report Designer in a read-only format, and stores the reports in a report library.
- **Web Viewer** – Displays the reports that are generated in Report Designer in a web browser. The reports are in a read-only format.

Note: The Management Reporter client components do not have to be installed on the same computer as the Management Reporter server components, but you must be connected to a computer that has the server components.

System requirements

Before installing Management Reporter, your system must meet the minimum requirements as listed in the [System requirements for Management Reporter](#).

For the server components, Management Reporter functions best with a 64-bit version of Microsoft Office® or the Microsoft Access® Database engine. If you have a 32-bit version of Microsoft Office installed and you want to link to Microsoft Excel workbook files from Management Reporter, upgrade to the 64-bit Microsoft Office components or 64-bit Microsoft Access Database engine. For more information, see Knowledge Base article 2544472 ([https://mbs2.microsoft.com/Knowledgebase/KBDisplay.aspx?scid=kb\\$en-US\\$2544472](https://mbs2.microsoft.com/Knowledgebase/KBDisplay.aspx?scid=kb$en-US$2544472)).

Note: As of Cumulative Update 9, Windows XP and Windows Server 2003 are no longer supported for Management Reporter.

For certain features in Management Reporter 2012, additional system requirements must be installed or configured.

- To use Microsoft Lync® to send instant messages from Desktop Viewer, you must have Microsoft Lync 2010 and the Microsoft Lync 2010 Runtime installed on the client computer. This application is included in the installation package.
- To view reports that have been generated in Management Reporter, Internet Explorer 9, Internet Explorer 10, or another current-generation web browser must be installed on the client computer. For more information, see the [System requirements for Management Reporter](#).
- To post links to reports on a Microsoft SharePoint site, you must complete the following prerequisites:
 - The **Link to Document** content type must be added to the list of supported content types. For more information, see "Add an existing content type to a list or library" at the Microsoft Office help site (<http://office.microsoft.com/en-us/sharepoint-server-help/add-an-existing-content-type-to-a-list-or-library-HA010110606.aspx>).
 - The Service account that runs the Management Reporter process service must be granted **Design** permission to the report libraries where the reports will be posted. For more information, see [Service account](#).

User account requirements

Several types of user accounts are used during installation of Management Reporter. These user accounts and required permissions are summarized below, and then each account is described in detail.

Note: To help simplify the installation process, you can create one user account that has the necessary combined permissions of several of the accounts listed below.

Account	Definition	Permissions required
Installation account	Installs Management Reporter	<ul style="list-style-type: none">• Be assigned sysadmin role in SQL Server® and able to create a database• Be at least a domain user and a member of the local Administrators group on the server• For company integration, must also be a Management Reporter Administrator
Service account	Runs Management Reporter services and generates reports	<ul style="list-style-type: none">• Have an Active Directory® domain account, or use the Network Service or Local Service account• Requires access to the network share or SharePoint location to which reports are generated• Recommended: Be assigned to the SQL Server Sysadmin role• Recommended: Be a dedicated account with a password that does not expire
Data provider account	Installs the data provider	<ul style="list-style-type: none">• Be an active user in the Microsoft Dynamics ERP system(s) that you are integrating with
Management Reporter administrator	Manages users and settings in Management Reporter	<ul style="list-style-type: none">• Requires an Active Directory domain account• Recommended: Be the same user account as the Installation account

Note: All Management Reporter users must have Active Directory domain accounts for authentication. For more information, see "How to create a domain account in Active Directory" on MSDN ([http://msdn.microsoft.com/en-us/library/aa545262\(CS.70\).aspx](http://msdn.microsoft.com/en-us/library/aa545262(CS.70).aspx)).

Installation account

This is the account that the installation is run on. This account must:

- Be assigned to the **sysadmin** role in SQL Server and able to create a database and a SQL Server logon.
- Be at least an Active Directory domain user and a member of the local Administrators group on the server where Management Reporter is to be installed.

Note: To integrate companies during initial configuration, this account must also be a Management Reporter Administrator. For more information, see [Management Reporter administrator account](#).

For more information, see "Assigning SQL Server database roles" on MSDN ([http://msdn.microsoft.com/en-us/library/ee798056\(CS.20\).aspx](http://msdn.microsoft.com/en-us/library/ee798056(CS.20).aspx)).

Service account

The service account is used to run the Management Reporter process services. Process services include report generation and report distribution, so this account requires network access to the shared location where you plan to generate reports to. You must create this account before installation.

Note: If you install the Management Reporter services on multiple computers, you must use the same service account for each service installation. If you have already installed the database or are connecting to an existing database, use the service account that you specified during the database installation.

For this account, you can use the following types of accounts:

- **Custom account** – This is the recommended account type. This account must be an Active Directory domain account on the local computer and meet the following criteria:
 - Be a dedicated account and used only for the specific service.
 - Have a password that does not expire.
 - Have minimal access to network resources.
- **Network service** – This is a built-in account that has more access to resources and objects than the local service account. Services that run as the network service account access network resources by using the SQL Server credentials for each computer that runs a Management Reporter service.
- **Local service** – This is a built-in account that has limited access to resources and objects. Services that run as the local service account access network resources without credentials. For more information, see “LocalService Account” on MSDN ([http://msdn.microsoft.com/en-us/library/ms684188\(VS.85\).aspx](http://msdn.microsoft.com/en-us/library/ms684188(VS.85).aspx)).

Note: This account type requires that the Management Reporter services and database are installed on the same computer.

For more information about setting up user accounts and permissions, see “Create a New User Account” on TechNet (<http://technet.microsoft.com/en-us/library/cc732336.aspx>). For more information about account types, see “Using Startup Accounts for SQL Server Services” in “Setting up Windows Service Accounts” on MSDN (<http://msdn.microsoft.com/en-us/library/ms143504.aspx>).

To use some features in Management Reporter 2012, the Service account must be granted the following permissions after installation and initial configuration:

- To post report links to a SharePoint location, this account must be granted **Design** permissions to the libraries where reports will be posted.
- To post report a shared network location, this account must be granted access to the location where reports will be posted.

Data provider account

Management Reporter uses a legacy data provider or data mart to integrate with a Microsoft Dynamics ERP database, and requires credentials for an ERP user account during initial configuration. This account must be an active user account in the Microsoft Dynamics ERP system(s) that you are integrating with.

For more information about user requirements for the data provider, see the [data integration guide](#) for your ERP system.

Note: All Management Reporter users who want to generate reports from Microsoft Dynamics ERP data must have the appropriate permissions to access data in the Microsoft Dynamics ERP.

Management Reporter administrator account

During installation, you must assign a user to the role of Management Reporter administrator. To integrate companies during initial configuration, this user account must be the same as the Installation account.

Note: If you are upgrading from a previous installation of Management Reporter, use an existing administrator account.

For more information about user roles, see “Management Reporter role types” at Microsoft Support (<http://support.microsoft.com/kb/962265>) and “Understanding Management Reporter role assignments” on TechNet (<http://technet.microsoft.com/en-us/library/dd335131.aspx>).

Note: If you are using a case sensitive SQL Server 2008 or SQL Server 2008 R2 instance, the user account must be entered as UPPERCASE DOMAIN NAME\case sensitive user name, such as DOMAIN\ServiceAccount. See the known issues for more information.

Installation

The following sections provide information about how to install Management Reporter 2012.

Depending on your Microsoft Dynamics ERP, Management Reporter might be available with the installation application for the ERP. For more information, see the data integration guide for your Microsoft Dynamics ERP.

Note: If you are upgrading from a previous version of Management Reporter, you must create backups of your Management Reporter database before you begin the upgrade process. For more information, see [Upgrading Management Reporter](#).

Install Management Reporter 2012 server components

Microsoft Management Reporter 2012 has two different sets of components: the server components and the client components. Server components include an application service, a process service, and the Management Reporter database. The database can be created during installation, or you can use an existing Management Reporter database.

Note: If you are upgrading from a previous version of Management Reporter 2012, see [Upgrading Management Reporter](#).

1. Open the **Management Reporter** installation folder, and then double-click **Setup.exe**.
2. Under **Install**, click **Management Reporter Server**.
3. Read and accept the Microsoft Software License Terms. Click **Next**.
4. If you are installing Management Reporter 2012 for the first time, accept the default location for the installation (<Drive>:\Program Files\Microsoft Dynamics ERP\Management Reporter\2.1), or click **Browse** to select another location. Click **Next**.
5. Click **Install**.
6. Select the **Start the configuration console to continue** check box.
7. When a message is displayed that indicates that Management Reporter 2012 has been successfully installed or upgraded, click **Finish**.
8. Continue to [Configure Management Reporter components](#).

Upgrade Management Reporter 2012 from Management Reporter V2

You are not required to uninstall a previous version of Management Reporter if you are installing Management Reporter 2012.

To view version information about your current Management Reporter installation, open Report Designer (click **Start**, select **Programs**, select **Microsoft Dynamics ERP**, select **Management Reporter**, and then select **Report Designer**), click **Help**, and then click **About Management Reporter**.

Before you begin the upgrade process, we recommend that you complete the following procedures:

1. Verify that the user who is performing the upgrade is assigned to the Administrator role in Management Reporter.
2. Validate the company names in Management Reporter. If a company name does not match the company name in the ERP database, rename the company. In Report Designer, on the **Company** menu, select **Companies**. In the dialog box, select the company to rename, and then click **Rename**.

Note: During the upgrade process, Management Reporter will automatically rename all of the related building blocks for the renamed companies. If you rename a company after the upgrade, you must manually rename all of the related building blocks.

3. Create a backup of your existing Management Reporter database. For more information, see Knowledge Base article 2490651 ([https://mbs2.microsoft.com/Knowledgebase/KBDisplay.aspx?scid=kb\\$en-us\\$2490651](https://mbs2.microsoft.com/Knowledgebase/KBDisplay.aspx?scid=kb$en-us$2490651)).
4. Restore a copy of the Management Reporter database, and then enter a new name for the database, for example, **MR2012**.
5. Grant permission for the Service account to access the new database, and assign the Service account to the **GeneralUser** role in the Management Reporter database.
6. Follow the installation procedures in [Install Management Reporter 2012 server components](#).
7. When you configure Management Reporter components, follow the procedures in [Connect to an existing database](#), and then connect to the Management Reporter database that you created in step 3.

Note: To continue using a previous version of Management Reporter in addition to Management Reporter 2012, you must enter a different port for the application service than what the previous version currently uses.

8. Import or configure all companies that you want to access in Management Reporter 2012, including companies that were integrated with previous versions of Management Reporter. For procedures, see [Adding companies](#) and the [data integration guide](#) for your ERP system.

Note: If previously integrated companies were created with company names that do not match the company names that are created in Management Reporter 2012, we recommend that you modify your existing building blocks to use the new company names. This helps you manage changes to company names and company integrations.

Upgrade from Management Reporter 2012 RTM or previous rollups

You are not required to uninstall the initial release of Management Reporter 2012 (version 2.1.1026.37) or a previous rollup if you are upgrading to the most recent cumulative update.

When you upgrade from a previous release of Management Reporter 2012, you must upgrade your Management Reporter database and install updated versions of all Management Reporter components. Management Reporter 2012 will not operate correctly if there is a version mismatch between the database, the server components, the client components, and the data provider(s).

During the upgrade process, make sure that you stop the process service to help ensure that the upgrade process runs smoothly.

Note: During the upgrade process, Management Reporter 2012 client components cannot connect to the service.

When you install the cumulative update, the Management Reporter 2012 process service stops until the Management Reporter database is updated to the current schema version. After all update tasks are completed, you must manually start the process service again using the Configuration Console. If you have more than one process service, make sure that all instances of the service are stopped until the upgrade is completed.

1. Create a backup of your existing Management Reporter database. For more information, see Knowledge Base article 2490651 ([https://mbs2.microsoft.com/Knowledgebase/KBDisplay.aspx?scid=kb\\$en-us\\$2490651](https://mbs2.microsoft.com/Knowledgebase/KBDisplay.aspx?scid=kb$en-us$2490651)).
2. Follow the installation procedures in [Install Management Reporter 2012 server components](#).
3. Open the Configuration Console. In the left pane, select the **Update Management Reporter Database** task.
4. In the **Database Update** dialog box, enter credentials to access Management Reporter. To use your current credentials, select **Use Windows authentication**.
5. Click **Update**.
6. When a message is displayed that indicates that the database has updated successfully and the application service has restarted, click **OK**. Close the **Database Update** dialog box.
7. If you have a data mart integration, we recommend that you update your credentials. In the Configuration Console, in the navigation pane, open the integration. Click **Update data mart credentials**.
8. In the dialog box, enter your credentials, or select **Use Windows authentication** to use your current credentials. Click **OK**.
9. If using the data mart, see [Upgrade the data mart database](#) before proceeding on to the next step.
10. In the Configuration Console, start the process service again.

Note: If the process service does not start, you must verify that you have applied all of the available updates to the Management Reporter database, and that the database has been updated to the most recent schema version.

11. Upgrade all of the Management Reporter 2012 client applications. For procedures, see [Install Management Reporter 2012 client components](#).

Upgrade the data mart database

If you currently use a data mart integration, the Configuration Console for Management Reporter 2012 might require updates to the data mart database.

- To upgrade an existing database, install the latest update, and then open the Management Reporter 2012 Configuration Console. Run the **Update data mart** task in the Configuration Console.

Configuration

The following steps explain the initial configuration of Management Reporter 2012. Review the [System requirements](#) before you begin the installation process.

Note: If the instance of SQL Server that will host the Management Reporter database is case sensitive, then the user account is also case sensitive. The user account must be entered as UPPERCASE DOMAIN\case sensitive user name, like DOMAIN\ServiceAccount. For more information, see the known issues document.

Configure Management Reporter server components

1. Click **Start**, select **Programs**, select **Microsoft Dynamics**, select **Management Reporter 2012**, and then select **Configuration Console** to open the Management Reporter configuration console.
 2. Select the components to install:
 - **Management Reporter Application Service** – Controls access to Management Reporter data and provides connectivity to ERP systems.

Under this option, you can select an ERP system to integrate with. For more information about integration options, see the [data integration guide](#) for your ERP system.
 - **Management Reporter Process Service** – Generates the reports that are created and queued by the Management Reporter client component.
- Note:** If you use separate computers for the application service and the process service, you must configure the application service and the data integration first, and then configure the process service, or the prerequisites might not be properly validated.
3. Click **Next**.
 4. On the **Prerequisite Validation** page, review any failed prerequisites or warnings and resolve issues before continuing with the installation process. Click **Revalidate** to run the validation again.
 5. Click **Next**. To configure components, see [Configure Management Reporter services](#).

Configure Management Reporter services

1. Enter the following information in the **Service Account** area:
 - Select type of account that you are using for the Service account in the **Account** field.
 - Enter the domain, user name, and password for the Service account. For more information, see [Service account](#).
2. To configure the application service, enter the following information in the **Application Service** area:
 - Accept the default port for the web application to use, or enter another port.

Note: To continue using a previous version of Management Reporter in addition to Management Reporter 2012, you must enter a different port for the application service than what the previous version currently uses.

- To configure Windows firewall settings automatically, select **Open this port in the Windows firewall**. If you are using a different type of firewall, you must open the port manually.

Note: If the firewall port is not opened, users on other client computers cannot access the Management Reporter 2012 services.

3. If you are installing Management Reporter for the first time and are creating a new database, see [Create new database](#).

If you are upgrading from a previous version of Management Reporter and are connecting to an existing database, see [Connect to an existing database](#).

Create a new database

1. Under **Database Configuration**, in the **Database server** field, enter the name of the SQL Server for Management Reporter 2012 to connect to.
2. Select an authentication option for the Management Reporter Administrator account:
 - To use your current credentials, select **Use Windows authentication**.
 - To use SQL authentication, select **Use SQL authentication**, and then enter the user name and password of the Management Reporter Administrator account. For more information about this account, see [Management Reporter administrator account](#).
3. If your SQL Server is configured to use secure Sockets Layer (SSL) for encryption, select **Encrypt connection**. The data that is transmitted between the SQL Server and Management Reporter 2012 services is encrypted.

Note: To use this option, you must configure SSL on the server and install certificates. For more information, see "Encrypting connections to SQL Server" on MSDN (<http://msdn.microsoft.com/en-us/library/ms189067.aspx>).
4. In the **Database** field, enter a unique name for the Management Reporter 2012 database.
5. Enter and confirm a password for the database master key, which is used to encrypt sensitive data in the SQL Server database.
6. In the **User name** field, enter the domain and user name of the Management Reporter Administrator. For more information about this account, see [Management Reporter administrator account](#).
7. To configure data providers, see [Configure data integration](#).
8. See [complete configuration](#) when you are ready to complete the configuration.

Connect to an existing database

1. Under **Database Configuration**, select the **Connect to an existing database** check box.
2. In the **Database server** field, enter the name of the SQL Server for Management Reporter 2012 to connect to.
3. Select an authentication option for the Management Reporter Administrator account:
 - To use your current credentials, select **Use Windows authentication**.
 - To use SQL authentication, select **Use SQL authentication**, and then enter the user name and password of the Management Reporter Administrator account. For more information, see [Management Reporter administrator account](#).
4. If your SQL Server is configured to use secure Sockets Layer (SSL) for encryption, select **Encrypt connection**. The data that is transmitted between the SQL Server and Management Reporter 2012 services is encrypted.

Note: To use this option, you must configure SSL on the server and install certificates. For more information, see "Encrypting connections to SQL Server" on MSDN (<http://msdn.microsoft.com/en-us/library/ms189067.aspx>).
5. In the **Database** field, select an existing Management Reporter database to connect to.

Note: During configuration, this database will be updated for Management Reporter 2012 and cannot be used with a previous version of Management Reporter. For more information, see [Upgrading Management Reporter](#).
6. To configure data providers, see [Configure data integration](#).
7. See [complete configuration](#) when you are ready to complete the configuration.

Configure data integration

Management Reporter 2012 uses a data provider or a data mart to integrate information from a Microsoft Dynamics ERP system. You can configure these components during initial configuration, or after you have set up the application server and process service for Management Reporter 2012.

Management Reporter 2012 can integrate with multiple ERP systems, but you can configure only one instance of a data provider or data mart at a time.

Note: If you use separate computers for the application service and the process service, you must configure the application service and the data integration first, and then configure the process service, or the prerequisites might not be properly validated.

For more information about configuring data providers, and for configuration procedures, see the [data integration guide](#) for your ERP system.

Note: If you use a data mart integration, the Configuration Console automatically reviews the data in your ERP for inconsistent or invalid data when you create an integration. This validation prevents inconsistent and invalid data in Management Reporter. Any errors identified during ERP validation are recorded in the ERP integration logs in the Configuration Console. We recommend that you fix any data issues before you enable an integration.

Publish server connection

If you are using Microsoft Dynamics AX 2012, click **Publish server connection** to configure the connection to Management Reporter from the ERP system. When the server connection is configured, users with the appropriate security permissions can open Report Designer from a menu item in the ERP system.

Note: The option to publish server connection information might require an update to the Microsoft Dynamics ERP system. For more information, see the [data integration guide](#) for your ERP system.

Complete configuration

1. After you have entered all of the information for your configurations, click **Next**.
2. Review the list of components to be configured, and then click **Configure**. To change settings, click **Back**.
3. When a message indicates that the configuration process is completed successfully, click **Close**.
4. On the Management Reporter configuration console, in the navigation pane, click **Management Reporter Services**. In the display pane, verify that the application service and process service display a status of **Running**.

Adding companies

After you have installed Management Reporter 2012 services and configured data providers, you might need to configure companies in Management Reporter 2012. See the table below for guidance.

Microsoft Dynamics ERP	Legacy Integration	Data Mart Integration
Microsoft Dynamics GP	Import Companies	Company configuration is required. See the Dynamics GP Provider guide.
Microsoft Dynamics SL	Import Companies	Company configuration is required. See the Dynamics SL Provider guide
Microsoft Dynamics AX 2012	No Legacy integration for AX 2012	Companies are automatically integrated when created.
Microsoft Dynamics AX 2009	Import Companies	No Data Mart Integration for AX 2009

Note: If you are upgrading from a previous version of Management Reporter, and are using a legacy integration, you must import all companies that you want to access in Management Reporter 2012. This includes companies that you have integrated with previous versions of Management Reporter.

1. In the Management Reporter 2012 configuration console, verify that the application service is running.
Note: The application service must be running in order to import company information.
2. In the navigation pane of the Management Reporter configuration console, expand the **Management Reporter services** node. Under **ERP Integrations**, select the integration to import companies from.
3. Click **Import** in the display pane.
4. Enter credentials for a user account in the ERP database. For more information, see [Data provider account](#).
5. Review the list of available companies. If a company has already been imported, **Already imported** will be selected. To not import a company, select **Skip import**.
6. Click **Import companies**.
7. If you import a company that has the same name and code as an existing company, a message will be displayed that asks if you want to overwrite the existing company information. To overwrite

the company information, click **Yes**, or click **No** to cancel. To continue the company import, you must select **Skip import** for the existing company, and then click **Import companies** again.

8. When a message is displayed that indicates that the companies have been successfully imported, click **OK**.
9. To view the list of imported companies, click **Companies** under the **Management Reporter Services** node in the navigation pane.

Install Management Reporter 2012 client components

The Management Reporter client components include Report Designer, Desktop Viewer, and Web Viewer. The client does not need to be installed on the same computer as the Management Reporter server components, but you must have access to a computer that has the server components.

Note: Before you begin the installation process, verify that you are logged on to the server as a member of the local Administrators group.

1. Open the **Management Reporter** folder, and double-click **Setup.exe**.
2. Under **Install**, select **Management Reporter Client**.
3. Read and accept the Microsoft Software License Terms. Click **Next**.
4. Accept the default location for the installation (<Drive>:\Program Files\Microsoft Dynamics ERP\Management Reporter\2.1), or click **Browse** to select another location. Click **Next**.
5. Enter the address for the server that hosts the application service. This will be the default address for all users on the computer.

Note: If you are upgrading from a previous installation, this address will not overwrite settings for existing Management Reporter users, but will apply to new users only.

6. Click **Next**.
7. Click **Install**.
8. When a message is displayed that indicates that Management Reporter 2012 has been successfully installed, click **Finish**.

Register software

With Management Reporter CU13 and later, software registration is no longer required. Management Reporter will allow for addition of unlimited users. If you are not on an unlimited license plan with your Microsoft Dynamics ERP, please ensure you say compliant on the number of users added within Management Reporter.

Additional configurations

After all of the Management Reporter components have been installed, the Management Reporter administrator can add users and create a company that will provide access to ERP system data from within Management Reporter. These configurations can be modified any time after installation.

Migrate data from Microsoft FRx 6.7

If you currently have data in Microsoft FRx® 6.7, you can migrate the data, building blocks, and catalogs of reports into Management Reporter. The Migration Wizard will guide you through the migration process.

Before you begin the migration process, note the following considerations:

- Migration tools must be run by a user who has the Administrator role in Management Reporter, and is assigned to the **db_datareader**, **db_datawriter**, **public**, and **GeneralUser** roles in the Management Reporter database.
- Back up the Microsoft FRx **SysData** directory and files before migration.
- Reports and building blocks that are no longer used or needed in Microsoft FRx should be removed before data migration.

Note: The data migration process deletes all current building blocks in Management Reporter, and should be run after company information is imported, but before reports, schedules, and other reporting items are created.

For more information and migration procedures, see the [Microsoft FRx to Management Reporter Data Migration Guide](#).

Configure user roles

Management Reporter users have different levels of security access, depending on their roles and user groups. User roles can be changed after installation.

The following user roles are available in Management Reporter: Administrator, Designer, Generator, and Viewer. For more information about user roles, see "Understanding Management Reporter role assignments" on TechNet (<http://technet.microsoft.com/en-us/library/dd335131.aspx>).

Note: Management Reporter uses Active Directory domain accounts for authentication, and ERP logon credentials to access companies in Management Reporter. These credentials may be the same account, or may be SQL authenticated. For more information about Active Directory accounts, see "How to create a domain account in Active Directory" on MSDN ([http://msdn.microsoft.com/en-us/library/aa545262\(CS.70\).aspx](http://msdn.microsoft.com/en-us/library/aa545262(CS.70).aspx)).

Create a new user

A user must be created in Management Reporter and granted permission to access companies in order to use Management Reporter.

For additional security, users can be assigned to user groups, where security settings and company access can be modified for several users at once. For more information about user accounts and user groups, see the Management Reporter Help documentation (<http://go.microsoft.com/fwlink/?LinkId=324762>).

Note: Some data provider integrations create user accounts in Management Reporter based on current user permissions in the Microsoft Dynamics ERP system. For more information, see the [data integration guide](#) for your ERP system.

1. Open Report Designer. (Click **Start**, select **Programs**, select **Microsoft Dynamics**, select **Management Reporter 2012**, and then select **Report Designer**.)
2. On the **File** menu, select **New**, and then click **User**.
3. In the **User Name** field, enter a valid domain and user name, or click **Search** to browse for a user. Click **OK** to select the new user.
4. In the **Management Reporter assigned role** field, select a role to assign the user to.
5. Review the security permissions granted to the user in the **Permissions granted** area.
6. To set up access to a company in Management Reporter, click the **Company Access** tab. Select the company or companies that the user is allowed to access.
7. Click **OK**. The new user is added in Management Reporter.

Define security settings for Desktop Viewer

After adding users, you can assign access to the library, folders, or reports stored in Desktop Viewer. This configuration is not required, but it is recommended for additional security.

By default, all users are members of an **Everyone** group that has access to the public folder in the report library. The **Everyone** group cannot be modified and does not appear in the **Groups** window, but it can be used in the report library to give users access to all folders, reports and any external documents that are added to the library. If security is assigned at the folder level, then all reports, versions of a report, and external documents within the folder inherit the access. Security can also be assigned on an item-by-item basis. Security applied in the reporting tree definition is applied, in addition to the report library security.

Note: New users who are generating reports to Management Reporter can only export reports to folders that are public and unsecured. For additional security, users should be assigned folder access in Desktop Viewer. If the user does not have permissions to the output location, the user cannot generate a report to that location.

For more information about the report library, see the Management Reporter Help documentation (<http://go.microsoft.com/fwlink/?LinkId=324762>).

Modify library security

1. Open Desktop Viewer. (Click **Start**, select **Programs**, select **Microsoft Dynamics**, select **Management Reporter 2012**, and then select **Report Viewer**.)
2. On the **Tools** menu, select **Report Library Permissions**.
3. In the **Report library contents** pane, browse for the folder or report to set permissions for.
Note: You can also access the report library permissions in the Desktop Viewer navigation pane. Right-click on a folder or report, and then select **Report Library Permissions** to set up permissions for the individual folder or report.
4. Current security permissions are displayed in the lower pane of the **Report Library Permissions** dialog box. Select the **Show inherited permissions** check box to view users or groups who inherit security access based on the current permissions of the folder or object.
5. Click **Add** to view all available users and groups.
6. Select a user or group to grant access and click **OK**.
7. In the lower pane of the **Report Library Permission** dialog box, select additional permissions in the check boxes.
Note: If a user or group has inherited permissions, additional permission settings are unavailable.
8. Click **OK** to close the dialog box and apply the settings.

Use Web Viewer with international domain names

If your server is configured using an international domain name and you are using Internet Explorer version 9 or earlier, the report might not display correctly. If you encounter issue, use Internet Explorer 10 or newer, or another supported browser.

Use Report Viewer with international domain names

If your server is configured using an international domain name, use a localhost server connection to view a report on the same computer where the Management Reporter server components are installed. To change the server settings, open Report Viewer, click **Tools**, and then select **Connection**. In the **Server** field, use **localhost** instead of the server name.

Use Kerberos authentication

By default, Management Reporter 2012 is installed with NTLM authentication enabled. To use Kerberos authentication, see KnowledgeBase article 2756861 on PartnerSource (<https://mbs2.microsoft.com/Knowledgebase/KBDisplay.aspx?scid=kb;en-US;2756861>).

Note: Kerberos authentication is not required to run Management Reporter 2012. Any changes to authentication methods should be performed by a network administrator or an IT consultant.

Maintenance

Several options are available for maintenance of Management Reporter. These options are listed in the **Tools** menu. The menu items available will vary based on the user's assigned role in Management Reporter.

You should close the Configuration Console when not actively performing an administrative or configuration task. The Configuration Console will regularly refresh logs and status, which will cause additional queries to be executed against the Management Reporter databases and local server.

Log files

Management Reporter stores error logs of events that occur on the server computer and on any client computers. These logs display errors that occur in the system, such as building blocks that do not import, and provide details to help you analyze technical issues and troubleshoot problems.

Logs for the Management Reporter application service and process service are stored on the server computer, while logs for Report Designer, Desktop Viewer, and the data migration are stored on the client computers.

For more information about log files, see the Management Reporter Help documentation (<http://go.microsoft.com/fwlink/?LinkId=324762>).

ERP data validation

If you are using a data mart integration, the Configuration Console automatically reviews the data in your ERP for inconsistent or invalid data, to prevent common known issues in Management Reporter. The ERP validation begins automatically after an integration is created.

The ERP data validation is currently supported for Microsoft Dynamics GP and Microsoft Dynamics SL data mart integrations. For more information, see the data integration guide for your ERP system.

ERP data validation runs immediately after a new integration is created, and immediately after Management Reporter is upgraded if the validation has not been run previously. By default, ERP validation is scheduled to run daily at 4:00 AM in the local time zone where the Management Reporter server is configured. Any errors identified during ERP validation are recorded in the ERP integration logs in the Configuration Console.

To view the validation status of an integration, including the last date of validation and any errors associated with a validation, open the Configuration Console for Management Reporter and select an integration in the left pane. To manually run a validation, click **Run ERP validation** in the right pane.

Tip: Use email notifications in the Configuration Console to notify you of any validation errors when they occur.

Tasks

Management Reporter displays a list of tasks when there is something that needs your attention. For example, if you create a new data mart integration, a task is displayed that reminds you to enable that integration. If the Management Reporter server is updated, a task will remind you to apply updates to the Management Reporter database as well.

Notifications

If you use a data mart integration, you can set up notifications to email you when Management Reporter encounters issues in integrating data from the Microsoft Dynamics ERP system. These notifications can help you diagnose and resolve integration issues.

Uninstall Management Reporter

To uninstall individual Management Reporter 2012 components or integrations, complete the following procedure:

1. Open the Management Reporter configuration console.
2. To remove the application service or process service, select the service under the **Management Reporter Services** node in the navigation pane. Click **Remove**.
3. To delete an integration, select the integration to remove under **ERP Integrations**. Click **Remove**.
Note: Deleting an integration does not delete the companies that were associated with that integration.
4. To delete a company that has been integrated, open Report Designer. On the **Companies** menu, click **Companies**. In the **Companies** dialog box, select the company to delete, and then click **Delete**.
5. To uninstall all Management Reporter components, but leave data mart integrations in the Management Reporter Database, open **Add/Remove Programs**, and then remove **Microsoft Dynamics ERP Management Reporter 2012 Server**.

Additional information

For information about using Management Reporter, see the Management Reporter Help documentation (<http://go.microsoft.com/fwlink/?LinkId=324762>).

For information about integrating with Microsoft Dynamics ERP systems, see the [data integration guide](#) for your ERP system.

For troubleshooting tips and explanation of known issues, see the [Management Reporter 2012 Readme](#).