Q: What is Sage Intelligence Reporting?

A: Sage Intelligence Reporting helps you to easily control, automate and analyze your data to make better informed decision, more quickly, across your business. It consolidates data from you Sage ERP system and virtually any system, giving you a single version of the truth in Excel, helping to reduce spreadsheet chaos and improve collaboration.

Q: Why do I want to use Sage Intelligence?

A: Sage Intelligence is based on Excel which most of us are more familiar with than Crystal Reports. It provides the flexibility to design reports and analyses to meet the organization's needs. Additionally, you can create Pivot Tables and Charts.

Q: What is the Report Designer Add-In?

A: The Report Designer Add-In is a new addition to the Report Designer module and is an alternative to the Layout Generator. The Report Designer Add-In is designed to break down a report into reusable pieces and allow users to control where and how these pieces fit together to create a report.

General Ledger -> Reports Menu -> Financial Reports

You can use the Financial Reports Wizard to create a new report showing Actual, Budget, Variance and Variance Percent for the current period and year-to-date. This report can be printed along with all of the other monthly reports included in month-end processing.

or The 5 Periods Ended 05/31/2010 ABC Distribution and Service Corp. (ABC)										
	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL YTD Budget	Variance	Var%		
ution sales (history)	290,043.91	0.00	290,043.91	0.00	290,451.31	0.00	290,451.31	0.00		
ution sales - East	267,429.50	220,000.00	47,429.50	21.56	1,182,754.79	1,100,000.00	82,754.79	7.52		
ution sales - West	139,997.18	120,000.00	19,997.18	16.66	611,389.21	600,000.00	11,389.21	1.90		
fees	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00		
fees - East	14,165.10	10,000.00	4,165.10	41.65	44,362.23	44,000.00	362.23	0.82		
	tion sales (history) tion sales - East tion sales - West fees fees - East	Period to Date tion sales (history) 290,043.91 tion sales - East 267,429.50 tion sales - West 139,997.18 fees 3,000.00 fees - East 14,165.10	Period to Date ORIGINAL PTD Budget tion sales (history) 290,043.91 0.00 tion sales - East 267,429.50 220,000.00 tion sales - West 139,997.18 120,000.00 fees 3,000.00 0.00 fees - East 14,165.10 10,000.00	Period to Date ORIGINAL PTD Budget Variance tion sales (history) 290,043.91 0.00 290,043.91 tion sales - East 267,429.50 220,000.00 47,429.50 tion sales - West 139,997.18 120,000.00 19,997.18 fees 3,000.00 0.00 3,000.00 fees - East 14,165.10 10,000.00 4,165.10	ORIGINAL Period to Date ORIGINAL PTD Budget Variance Var % tion sales (history) 290.043.91 0.00 290.043.91 0.00 tion sales - East 267,429.50 220,000.00 47,429.50 21.56 tion sales - West 139,997.18 120,000.00 19,997.18 16.66 fees 3,000.00 0.00 3,000.00 0.00 fees - East 14,165.10 10,000.00 4,165.10 41.65	ORIGINAL Priod to Date Variance Var % Year to Date tion sales (history) 290,043.91 0.00 290,043.91 0.00 290,043.91 0.00 290,043.91 0.00 290,043.91 0.00 290,043.91 0.00 290,043.91 0.00 290,0451.31 tion sales - East 267,429.50 220,000.00 47,429.50 21.56 1,182,754.79 tion sales - West 139,997.18 120,000.00 19,997.18 16.66 611.389.21 fees 3,000.00 0.00 3,000.00 0.00 3,000.00 fees - East 14,165.10 10,000.00 4,165.10 41.65 44,362.23	ORIGINAL Period to Date ORIGINAL PTD Budget Variance Var % Year to Date ORIGINAL YTD Budget tion sales (history) 290,043.91 0.00 290,043.91 0.00 290,451.31 0.00 tion sales - East 267,429.50 220,000.00 47,429.50 21.56 1,182,754.79 1,100,000.00 tion sales - West 139,997.18 120,000.00 19,997.18 16.66 611,389.21 600,000.00 fees 3,000.00 0.00 3,000.00 0.00 3,000.00 0.00 fees - East 14,165.10 10,000.00 4,165.10 41,65 44,362.23 44,000.00	ORIGINAL Period to Date ORIGINAL PTD Budget Variance Var % Year to Date ORIGINAL YTD Budget Variance tion sales (history) 290,043.91 0.00 290,043.91 0.00 290,043.91 0.00 290,451.31 1.10,000.00 82,754.79 1.100,000.00 11,389,21 1.289,21 600,000.00 0.00 3,000.00 3,0		

Open Sage Intelligence Reporting

- v5.1 (2014) Sage Intelligence Reporting -> Reports -> Report Manager
- v5.0 (2013) Start -> All Programs -> Sage -> Sage 100 Intelligence 5.0 -> Report Manager
- v4.5 Start -> All Programs -> Sage -> Sage MAS 90 and 200 Intelligence 4.5 -> Report Manager

It is recommended that you save your reports in folders separate from the ones that are delivered with Sage Intelligence. There are two ways to add a folder:

- **Right-click** on the Home ^{A Home} folder and select Add Folder
- Enter the folder name in the pop-up dialog box

Enter a name for the Folder						
My Financial Reports						
OK Cancel						
[

Click the OK OK button

For comparison purposes, first we will look at how an Income Statement is generated in the Report Designer.

- **Select** Sage Intelligence Reporting -> Report Manager
- Double-click on Designer
- **Right-click** Financial Reports Designer 3-3 and select **Copy** from the menu
- Right-click the folder you created for your reports and select Paste from the menu
- The Properties tab for the copied report will be open on the right side of the window

Properties Columns Filters Parameters Sort Fields Aggregate Filters									
Report ID									
103									
Report Name									
Copy of Financial Reports Designer 3-3									
Description									
This report displays net changes and balance (YTD) per General Ledger Account number per financial peric									
Template Storage Location									
\\CAPC-FS1\SYS4\Users\SMW\SageIntelligence\Templates\									
Report Template (Excel Template (*.xltx))									
Copy of Financial Reports Designer 3-3.xltx									
Parameters on Second Sheet									

• Click in the Report Name field to change the name to something more meaningful

Properties Columns Filters Parameters Sort Fields Aggregate Filters
Report ID
103
Report Name
Actual vs Budget and Percent
Template Storage Location
\\CAPC-FS1\SYS4\Users\SMW\SageIntelligence\Templates\
Report Template (Excel Template (*.xltx)) Copy of Financial Reports Designer 3-3.xltx
Parameters on Second Sheet

- Click the Apply button to save the change
- Select an option for the report's template on the pop-up dialog and Click the OK button; it is best to pick the recommended option





- Click the Run Run button in the Report section of the Ribbon
- Enter the Fiscal Year or use the ____ button to pick from a list
- Enter the Budget Code or use the use button to pick from a list
- Click the OK ______ button
- Map the Financial Categories to the Row Reporting Groups and Click the OK launch Excel





• Click the BI Tools Tab



- Click the Launch Launch button to open the Report Designer
- Click one of the buttons
 - New Layout creates a new report layout
 - Load Layout loads a pre-defined layout
 - Exit to close the Report Designer



New Layout

• Enter a name for the Layout in the pop-up dialog box and Click the Next

button

Next



• This will open a blank layout form where you can design your report

Main Menu Back	Report Filter (none)	Select)	eporting Tree (none)	Select	Group by (none)	Select
Text Columns		C	olumns	5	(Add Cie	Spacer) Har All
roup by (none) Select	Text Columns	Columns	Rows	Auto Qua	rters A	0
	Account	AccountDesc	count_CompanyNa	ActivityQ1	ActivityQ2	1
	tCategoryDesc_Typ	Type	AccountCode_Acc	Activity	BudgetQ1	\cup
Powe	MainAccountCode	MainAccountDesc	AccountGroup	BudgetQ2	BudgetQ3	
ROWS	AccountGroupDesc	Segment02Code	Segment03Code	BudgetQ4	BudgetYTD	
	Segment04Code	Segment05Code	Segment06Code	PYActivityQ1	PYActivityQ2	
	Segment07Code	Segment08Code	Segment09Code	PYActivityQ3	PYActivityQ4	
	nt10CodeAndDesc	CompanyCode	Status	PYActivityYTD	Var AB Period 01	
nd then group by (none) Select	ginningBalance_Pri	inningBalance_Cun	ActivityPeriod 01	Var AB Period 02	Var AB Period 03	
nd then group by (none) (Select)	Activity Devied 0.1	A etisita Anzied 02	Activity Daviad 04	16r AD Dariad 04	1he AD Desind AC	
	Search				Generate Lavo	ut I

• Once you finish designing the layout, **Click** the Generate Layout Generate Layout button to generate the report layout in Excel; the layout will saved and will be available from the Load Layout option going forward

Load Layout

• You can Edit, Copy Delete or Generate a Layout

IS - Actual vs Budget	Edit	Сору	Delete	Generate
č		X		

• Click the Edit button for the Income Statement – Actual vs Budget to view the Layout

Report Designer - IS - Actual vs Bu	idget	100	and the same of	-	Audion I		
Main Menu Back	Report Filter	Select Ra	eporting Tree (none)	S	elect	Group by (none)	Select ?
yeconut yeconut yeconut yeconut	Var AB Period	ActivityPeriod BudgetPeriod Var AB Period	ActivityQ4 BudgetQ4	Var AB Q4	ActivityYTD	Var AB YTD	Spacer) ar All
Group by PrimaryGrouping Select	Text Columns	Columns	Rows		Auto Quar	rters A	(1)
EAKNINGS BEFUKE	Account	AccountDesc	count_CompanyNai		ActivityQ1	ActivityQ2	
NPDI 70	count_CompanyCo	AccountGroup_Type	untCategory_Type_	I	ActivityQ3	ActivityQ4	
spacer	itCategoryDesc_Typ	Туре	1AccountCode_Acc	U	ActivityYTD	BudgetQ1	
	MainAccountCode	MainAccountDesc	AccountGroup	T	BudgetQ2	BudgetQ3	
Spacer	AccountGroupDesc	Segment02Code	Segment03Code	I.	BudgetQ4	BudgetYTD	
Net Income(Loss)	Segment04Code	Segment05Code	Segment06Code	H	PYActivityQ1	PYActivityQ2	
NPAT %	Segment07Code	Segment08Code	Segment09Code		PYActivityQ3	PYActivityQ4	
Spacer	nt10CodeAndDesc	CompanyCode	Status		PYActivityYTD	Var AB Period 01	
And then group by AccountGroupDesc Clear	ginningBalance_Pri	inningBalance_Curi	ActivityPeriod 01		Var AB Period 02	Var AB Period 03	
And then group by	Activity Daried 02	ActivityDecied 02	ActivityDecied 04	*	Var AP Dariad 04	Nor AD Deciad OF	
Add Spacer Clear All	Search		22			Generate Layou	J.
.1.0							

• Click the Generate button for the Income Statement – Actual vs Budget to view the report

123		G	Н	1	J	K	L
	1	ABC Distril	bution and Service Corp.				
	2						
	3	INCOME ST	TATEMENT				
	4	for Period	Ending Period 12, 2010				
	5						
	19					Period 01	
	20				Activity	Budget	Var AB
	24						
+	25	REVENUE			372,784.34	353,900.00	18,884.34
	38						
+	39	COST OF GOOD	DS SOLD		173,627.75	164,395.00	(9,232.75)
	125						
	126	GROSS PROFIT			199,156.59	189,505.00	9,651.59
	127	GP %			53.42%	53.55%	
	128						
+	129	COST AND EXP	ENSES		(5,199.29)	(6,100.00)	(900.71)
	135						
	136	NET INCOME F	ROM OPERATIONS		204,355.88	195,605.00	8,750.88
	137						
	138	TI %			54.82%	55.27%	
	139						
+	140	OTHER INCOM	E AND EXPENSE		(19,900.00)	(19,200.00)	(700.00)
	143	1					
	144	EARNINGS BEF	ORE INCOME TAXES		184,455.88	176,405.00	8,050.88
	145	NPBT %			49.48%	49.85%	

- Use the Expand 🕩 buttons to drill down to the accounts
- Benefits
 - o Provides Summary and Detail in the same report
 - Use the Refresh Data button to add/update the report information
 - Use the Change Period button to change the Quarter-to-Date and Year-to-Date report information
- Drawbacks
 - o The Totals appear above the detail lines
 - o The Layout Generator can be confusing

Now, let's look at creating a similar report using the Report Designer Add-In.

- Select Sage Intelligence Reporting -> Report Manager
- Double-click on Report Designer Add-In
- **Right-click** Reports Designer Add-In 1-2 and select **Copy** from the menu
- Right-click the folder you created for your reports and select Paste from the menu
- The Properties tab for the copied report will be open on the right side of the window

dd-In.

• Click in the Report Name field to change the name to something more meaningful

Properties	Union Sub Reports		
Report ID			
104			
Report Name	•		
IS Actual vs	Budget		
Template Sto	orage Location		
\\CAPC-FS1	\SYS4\Users\SMW	/\SageIntelligence\Temp	lates\
Report Temp	olate (Excel Template	: (*.xltx)) 1.2 obs	
Juopy of Rep	ort Designer Add-In	1-2.808	
Parameters o	on Second Sheet		

Click the Apply button to save the change

• Select an option for the report's template on the pop-up dialog and **Click** the OK button; it is best to pick the recommended option

Select option for the report's template						
 Assign new name and delete old template if unused by other reports (Recommended). 						
C Keep the original Template Name						
 Assign new name and leave the old template on disc even if it is unused. 						
OK Cancel						

- Click the Run Run button in the Report section of the Ribbon
- The Report Designer Add-In will open in Excel; the standard Report Designer Add-In Notes are on the Sheet on the left and the Report Designer Add-In Task Pane on the right

		A1	• (*	f_x						~
	Α	В	6	D	E	F	G	Н	I	▼ X
1										FINANCIALS
2								S	anel	lists formulas tre
3								5	agei	
4					_					ABC
5				Re	port	Des	igne	r Ado	d-In	
6										Account Categories
7		The Re	port Desigr	ner Add-In	extends	the power	r of the Re	port Desig	gner module	
8		when d	esigning re	ports as w	ell as en	able more	control ov	ver the ber	haviour of a	Account Groups
9		To star	t designing	reporte us	o the tac	k nano wł	hich has o	nened on t	the right has	Account Types
10		open ta	ask pane, go	to the A	dd-Ins tab	on the E	xcel ribbor	n and sele	ct Report D	Budget Codes
11		not wor	rk, please e	nsure the	Add-In is	s not disab	led inside	Excel opti	ons > Add-I	Main Accounts
12		A o tho	Depart Dea	ianor Add	In is an	anhanaan	opt to the	ovicting D	anart Daoir	Main Accounts
14		is requi	ired to use i	t.	-III IS dII	ennancen		existing r	teport Desig	Accounts
15										
16		Once y	ou have cre	eated your	own cus	stom layou	ts you will	need to '	Save Excel	
17		your cr	langes for it	lure reus	e, piease	e see Rep	on manage	er neip for	more more	
18										
19										
20										

Click the Insert Worksheet button to add a new worksheet to the Excel Spreadsheet

26		
H A F H	Notes 🔁	
Ready		
1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.		

- In the Task Pane, make sure that **lists** is highlighted (bold font); the list you select defines how information will be presented and/or summarized
- Click on a list and holding down the left mouse button, drag the list to the Excel worksheet Note: leave some blank rows at the top for the heading; drag the list to column A In this example, the Main Accounts list was dragged and dropped at cell A10:

		А	В	С	D	E	F	G	Н	-	
	1										FINANCIALS
	2										Lista forma
	3										lists torm
	4										
	5										
	6										
	7										Account Categories
	8										Account Crowns
	9										Account Groups
	10	Main Acco	Descriptio	Account C	Account G	Account T	Cash Flow	Туре			Account Types
	11	100	Cash on h	Assets	CURRENT	Cash	N				Budget Codes
	12	101	Cash in ba	Assets	CURRENT	Cash	Ν				budget coues
	13	105	Accts. rec	Assets	CURRENT	Net A/R	N				Main Accounts
	14	110	Note rece	Assets	CURRENT	Other Rec	N				Accounts
	15	111	Other Rec	Assets	CURRENT	Other Rec	N				
	16	115	Inventory	Assets	CURRENT	Inventory	N				
	17	116	Inventory	Assets	CURRENT	Inventory	N				
	18	117	Inventory	Assets	CURRENT	Inventory	N				
1											

- For each Main Account the Main Account Number, Description, Account Category, Account Group, Account Type and Cash Flow Type is included on the row in the worksheet
- Resize the column widths and modify the column headings as needed; hide or remove any of the columns **EXCEPT Column A**
- Delete the rows for accounts that are not needed for the report; for example, since we are creating an income statement report, remove the balance sheet accounts

	Account	
	Number	Description
400)	Distribution sales (history)
425	5	Returns & allowances
450)	Purchases
500)	Other expenses (history)
505	5	Clerical salaries
507	7	Sick pay
508	3	Holiday pay
509)	Vacation pay
510)	Payroll taxes
515	5	Building maintenance
518	3	Accrued Credit Card Expense
520)	Depreciation expense
525	5	Equipment maintenance
530)	Insurance expense
535	5	Warehouse supplies
540)	Telephone expense
545	5	Utilities
555	5	Rent

• Click formulas in the Task Pane to display the available formulas

financials formulas tr				
Opening Balance				
Closing Balance				
Actual				
Actual YTD				
Budget				
Budget YTD				
Current Year				
Current Period				
Company Name				

- Click on Company Name and holding down the left mouse button, drag the formula to cell A1 to place the current company name in the worksheet
- Add labels for Current Year (cell A3) and Current Period (cell A4); repeat the process used above for the Current Year and Current Period

	А	В
1	ABC Distribution	n and Service Corp.
2		
3	Current Year	2010
4	Current Period	05
5		
6		
	Account	
7	Number	Description
8	400	Distribution sales (history)
9	425	Returns & allowances
10	450	Purchases

 Our sample report is an Actual vs Budget and Variance and Variance Percent for the Current Period and Year-to-Date; starting in column G, add the following labels – Actual, Budget, Variance, Variance %, Actual Year-to-Date, Budget Year-to-Date, Variance and Variance %

Note(s): the cell references are applicable to this example; they will change based upon the report setup you use

Do not be concerned with the amounts; once the formulas are corrected the amounts will be correct

- **Click** on Actual and holding down the **left mouse button**, **drag** the formula to cell G1 to place the actual amount for the period for the first account in the worksheet
- **Click** on Budget and holding down the **left mouse button**, drag the formula to cell H1 to place the budget amount for the period for the first account in the worksheet

- Leave two blank columns for the Variance and Variance %
- **Click** on Actual YTD and holding down the **left mouse button**, **drag** the formula to cell K1 to place the actual year-to-date amount for the period for the first account in the worksheet
- Click on Budget YTD and holding down the left mouse button, drag the formula to cell L1 to place the budget year-to-date amount for the period for the first account in the worksheet
- o Add column headings

Account Number	Description	Actual	Budget	Variance	Variance %	Actual Year-To-Date	Budget Year-To-Date	Variance	Variance %
400	Distribution sales (history)	-1.45519E-10	15285			-2.89219E-10	-29775		
425	Returns & allowances								

- Edit the formulas:
 - Click in cell G1, Actual, and then Click the fx fx button to open the Function Arguments dialog box and edit the formula

Function Arguments				8 23		
GLActual						
GLLink	••	=		^		
Year	2010	=	2010	E		
Period	5	=	5			
Company		=				
AccountCategoryCode		=		Ŧ		
 = -1.45519E-10 Returns the month to date general ledger actual amount. GLLink is the account code from the main accounts or accounts list retrieved from the general ledger. 						
Formula result = -1.45519E-	10					
Help on this function			ОК	Cancel		

• Click the Argument solution for GLLink and Click the first account code (in our example it is the Main Account Number); use the F4 key to apply the absolute reference to column A

Function Arguments	 		? x
\$A8			

Click the Argument button to close this argument

• Click the Argument is button for Year and Click the Year formula (in our example it is 2010); use the F4 key to apply the absolute reference to cell B3

Function Arguments	? ×
\$8\$3	

Click the Argument button to close this argument

• Click the Argument is button for Period and Click the Period formula (in our example it is 05); use the F4 key to apply the absolute reference to cell B4

ſ	Function Arguments	? ×
	\$B\$4	

Click the Argument button to close this argument

- Click the OK button to close the Functions Arguments dialog
- Repeat these steps for the Budget, Actual YTD and Budget YTD; for Budget and Budget YTD, the BudgetCode can be changed in the Function Arguments dialog or create a field where it can be entered and use the cell references
- Enter the formula for the Variance (Actual Budget) and Variance % (Variance / Budget)
- To quickly copy the formulas to the remaining accounts:
 - **Click** in the first cell of the column to be filled
 - Mouse over the square in the lower right-hand corner until your pointer changes to a plus sign Variance (368,021.22)

1.254.88

- Hold down the left mouse button and drag the cursor to the last cell and release
- Repeat this for each column
- Format the numbers and percentages according to your preferences
 <u>Note</u>: You can enter a minus sign in front of the formulas to change the sign; for example, enter a minus sign in front of the income accounts so they display like they do on other Sage reports
- You can move rows so they appear in different subtotals and totals in the report; you can also delete rows from the report
 Note: MAKE SURE you move all the columns with data; if you Click on the row number in the Excel worksheet, it selects all columns for the row
- Add subtotals and totals according to your preferences and needs
- If you changed the Year and Period Function Arguments to the cell address when you edited the formulas, you can change the values which will change the resulting data
- Make sure to Save the Excel Template after you make changes so the new template will be available the next time you run the report
 - **Select** the report and make sure the Properties Tab shows the Report Name and Report Template for the report you are updating



- Click the Save Excel Template Template button
- **Select** the Workbook to convert to a template from the pop-up dialog

Select Workbook to Convert to Template									
Select an Excel Workbook from the list below. The format of this workbook will be stored as a template for this report.									
Actual Budget Percent1									
OK Cancel									



- Click the OK _____ button
- Accept the existing Template Name or enter a new one in the pop-up dialog

Specify Template Name							
Actual Budget Percent.xltx							
	OK	Cancel					

- Click the OK button
- If the template file already exists, a pop-up dialog will open to verify the file should be overwritten

Sage 100 ERP Intelligence Reporting			
The template file [\\CAPC-FS1\SYS4\Users\SMW\SageIntelligence\Templates\Actual Budget Percent.xltx] already exists. Would you like to replace this file?			
		Yes	No

- Click the Yes button to replace the file
- The next time you run the report, it will use the updated template with the changes
- You can save the Excel Workbook with the .xlsx or .xls extension; however, changes made to the template will not be reflected in the workbook
- The next time you want to run the report:

- Select Sage Intelligence Reporting -> Report Manager
- o **Double-click** on the folder where the report is located



- Select the report and Click the Run Run button
- The report will open in Excel using the template created for the report

IFERROR Formula

Ever wonder how to get rid of the #DIV/0! that shows up when you are calculating percentages and the denominator is 0 (zero)? Use the IFERROR formula:

=IFERROR(Value, Value_if_error)

- Returns the Value_if_error if the Value is an error and the Value if it is not
- Value is any value or expression (formula) or reference

Percentage Example: =IFERROR((ROUND(Variance/Budget,3)),"")

- If Budget is not equal to zero, the percentage will be reported in the cell
- If Budget is equal to zero, the cell will be blank

Tips & Tricks E-Newsletters

Sign up for the Excel Tips & Tricks weekly e-newsletter to help improve your Excel reporting skills and sign up for the Sage Intelligence Tips & Tricks monthly e-newsletter to help improve your Sage Intelligence report-writing skills. Just follow the link below:

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