Sage Intelligence Reporting

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.

Income Statement
For The 5 Periods Ended 05/31/2020

Why O Why (YOY)

|	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL YTD Budget	Variance	Var %
REVENUE								
Distribution sales (history)	290,043.91	0.00	290,043.91	0.00	290,451.31	0.00	290,451.31	0.00
Distribution 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
Distribution sales - West	139,997.18	120,000.00	19,997.18	16.66	611,389.21	600,000.00	11,389.21	1.90
Service fees	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
Service fees - East	14,165.10	10,000.00	4,165.10	41.65	44,362.23	44,000.00	362.23	0.82
Service fees - West	5,562.30	5,500.00	62.30	1.13	20,853.80	23,500.00	-2,646.20	-11.26
Freight charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Freight charges - East	5,359.23	3,700.00	1,659.23	44.84	24,752.81	20,300.00	4,452.81	21.94
Freight charges - West	3,364.00	1,700.00	1,664.00	97.88	12,487.93	9,400.00	3,087.93	32.85
Returns & allowances	-81.48	0.00	-81.48	0.00	-81.48	0.00	-81.48	0.00
Returns & allowances - East	-3,775.45	-2,900.00	-875.45	-30.19	-19,017.67	-15,900.00	-3,117.67	-19.61
Returns & allowances - West	-1,297.95	-1,000.00	-297.95	-29.80	-6,538.02	-5,400.00	-1,138.02	-21.07
Total REVENUE:	723,766.34	357,000.00	366,766.34	102.74	2,164,414.91	1,775,900.00	388,514.91	21.88

- Report prints by Account

- Accounts are grouped by Account Group

- Moving accounts between Account Groups or to new Account Groups may not yield the report format that you want

SAGE INTELLIGENCE -> REPORT MANAGER

Create a Folder

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 ⌂ Home folder and select **Add Folder**
  - o Enter the folder name in the pop-up dialog box

  Enter a name for the Folder
  Development
  [OK] [Cancel]
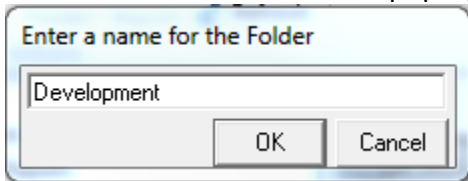
  - o **Click** the OK [OK] button

- **Click** the Add Folder ![Add Folder] button in the Actions section of the Ribbon
  - o Enter the folder name in the pop-up dialog box

  Enter a name for the Folder

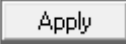 | Development |
  | OK | Cancel |

  - o **Click** the OK [OK] button

Design Reports Using the Financial Report Designer

- **Double-click** on the Financials folder

- **Right-click** Financial Report Designer 1-1 template 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 | Union Sub Reports |

  Report ID

  326

  Report Name

  Copy of Financial Report Designer 1-1

  Description

  The Financial Report Designer report enables users to create financial layouts based on their Sage 100 data. The revamped report des

  Template Storage Location

  \\CAPC-FS1\SYS4\Users\SMW\SageIntelligence\2015SITemplates\Templates\

  Report Template (Excel Template (*.xltx))

  Copy of Financial Report Designer 1-1.xltx

  Parameters on Second Sheet   ☐

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

- **Click** the Apply [Apply] button to save the change

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

- Make sure the new report is highlighted and **Click** the Run [Run] button in the Report section of the Ribbon

- The Financial Report Designer opens in Excel; the Home and Instructions sheets are on the left and the Task Pane on the right

Use a 'Standard' Report

- The first menu item in the Task Pane is **layouts**
  - These are pre-defined Balance Sheets, Income Statements and a Trial Balance report
  - The format may or may not meet your needs
  - **Double-click** a layout to create in a new blank worksheet
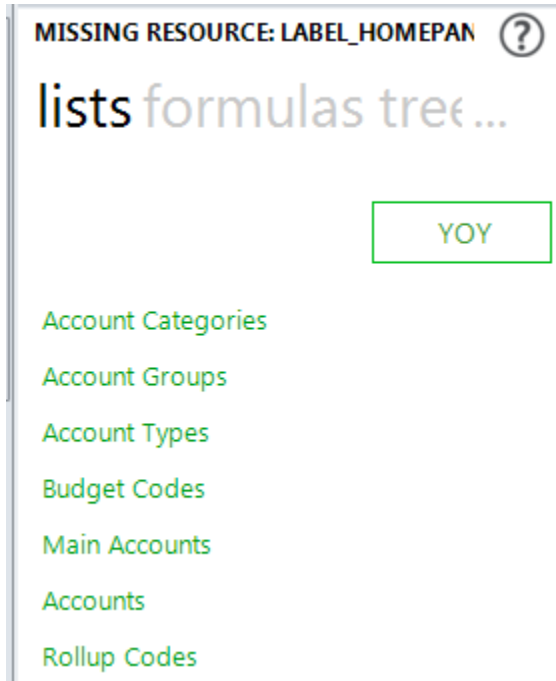 - A sample of the IS – Actual vs Budget (With Variance) is below

	B	C	D	E
1	Company	YOY		
2	Fiscal Year	2020		
3	Budget Code	BUDGET 3		
4	Reporting Tree Unit			
6			**ActualYTD Current Period**	**BudgetYTD Current Period**
7				
8	400-01-00	Distribution sales (history)	290 451	
9	400-01-01	Distribution sales - East	1 182 755	1 265 000
10	400-01-02	Distribution sales - West	611 389	690 000
11	400-02-00	Service fees	3 000	
12	400-02-01	Service fees - East	44 362	50 600
13	400-02-02	Service fees - West	20 854	27 025
14	400-03-00	Freight charges		
15	400-03-01	Freight charges - East	24 753	23 345
16	400-03-02	Freight charges - West	12 488	10 810
17	425-00-00	Returns & allowances	(81)	
18	425-00-01	Returns & allowances - East	(19 018)	(18 285)
19	425-00-02	Returns & allowances - West	(6 538)	(6 210)
20		**Revenue**	**2 164 415**	**2 042 285**
21				
22	450-01-00	Purchases	162 841	
23	450-01-01	Purchases - East	308 323	345 000
24	450-01-02	Purchases - West	294 984	373 750
25	450-02-00	Freight	555	
26	450-02-01	Freight - East	13 324	13 110
27	450-02-02	Freight - West	5 928	5 635

Design Reports from 'Scratch'

- To create the report from scratch, **click** the Insert Worksheet button to add a new blank worksheet to the Excel Spreadsheet

- In the Task Pane, select the **lists** menu; the list you select defines how information will be presented and/or summarized

MISSING RESOURCE: LABEL_HOMEPAN ⑦

lists formulas tree...

YOY

Account Categories

Account Groups

Account Types

Budget Codes

Main Accounts

Accounts

Rollup Codes

- **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 A8:

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8	Main Accc	Descriptic	Account C	Account G	Account T	Cash Flow Type			
9	100	Cash on hi	Assets	CURRENT.	Cash	N			
10	101	Cash in ba	Assets	CURRENT.	Cash	N			
11	105	Accts. rec	Assets	CURRENT.	Net A/R	N			
12	110	Note rece	Assets	CURRENT.	Other Rec	N			
13	111	Other Rec	Assets	CURRENT.	Other Rec	N			
14	115	Inventory	Assets	CURRENT.	Inventory	N			
15	116	Inventory	Assets	CURRENT.	Inventory	N			
16	117	Inventory	Assets	CURRENT.	Inventory	N			

MISSING RESOURCE: L

lists formu

Account Categories

Account Groups

Account Types
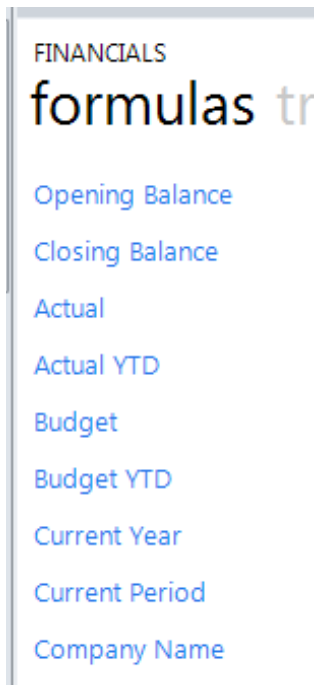
Budget Codes

Main Accounts

Accounts

Rollup Codes

- o 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
- o Resize the column widths and modify the column headings as needed; hide or remove any of the columns **EXCEPT Column A**
- o 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	Returns & allowances
450	Purchases
500	Other expenses (history)
505	Clerical salaries
507	Sick pay
508	Holiday pay
509	Vacation pay
510	Payroll taxes
515	Building maintenance
518	Accrued Credit Card Expense
520	Depreciation expense
525	Equipment maintenance
530	Insurance expense
535	Warehouse supplies
540	Telephone expense
545	Utilities
555	Rent

o 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 and Variance % for the current period and Actual, Budget, Variance and Variance % for year-to-date

		Current Period				Year-to-Date			
Account	Description	Actual	Budget	Variance	Variance %	Actual	Budget	Variance	Variance %
400	Distribution sales (history)								
425	Returns & allowances								
450	Purchases								
500	Other expenses (history)								

- **Click** the **formulas** menu 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

- Add labels for Company, Current Year, Current Period and because the report include Budget amounts, Budget Code starting in the first row of a column past the last column heading; enter the Company Code to the column to the right of the Company label
  - o **Click** on Company Name and holding down the **left mouse button**, **drag** the formula to the column to the right of the Company Code
  - o Repeat the process for the Current Year and Current Period
  - o Enter the Budget Code to use for the report

| W	X	Y	
Company	YOY	Why O Why	
Current Year	2020		
Current Period	05		
Budget Code	ORIGINAL		

- Add the formulas for each column
  Notes: 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
  - o **Click** on Actual and holding down the **left mouse button**, **drag** the formula to cell G9 to place the actual amount for the period for the first account in the worksheet
  - o **Click** on Budget and holding down the **left mouse button**, **drag** the formula to cell I9 to place the budget amount for the period for the first account in the worksheet
  - o **Click** on Actual YTD and holding down the **left mouse button**, **drag** the formula to cell O9 to place the actual year-to-date amount for the period for the first account in the worksheet
  - o **Click** on Budget YTD and holding down the **left mouse button**, **drag** the formula to cell Q9 to place the budget year-to-date amount for the period for the first account in the worksheet

- o **Click** in cell K9 and enter the formula: +G9 − I9 to calculate the Actual Over/(Under) Budget Variance
- o **Click** in cell M9 and enter the formula: =IFERROR((ROUND(K9/I9,3)),"") to calculate the Variance percent and enter a blank if the Budget is zero
- o Copy the formulas from K9 and M9 to S9 and U9

- Edit the formulas:
  - o **Click** in cell G9, Actual, and then **Click** the fx button to open the Function Arguments dialog box and edit the formula
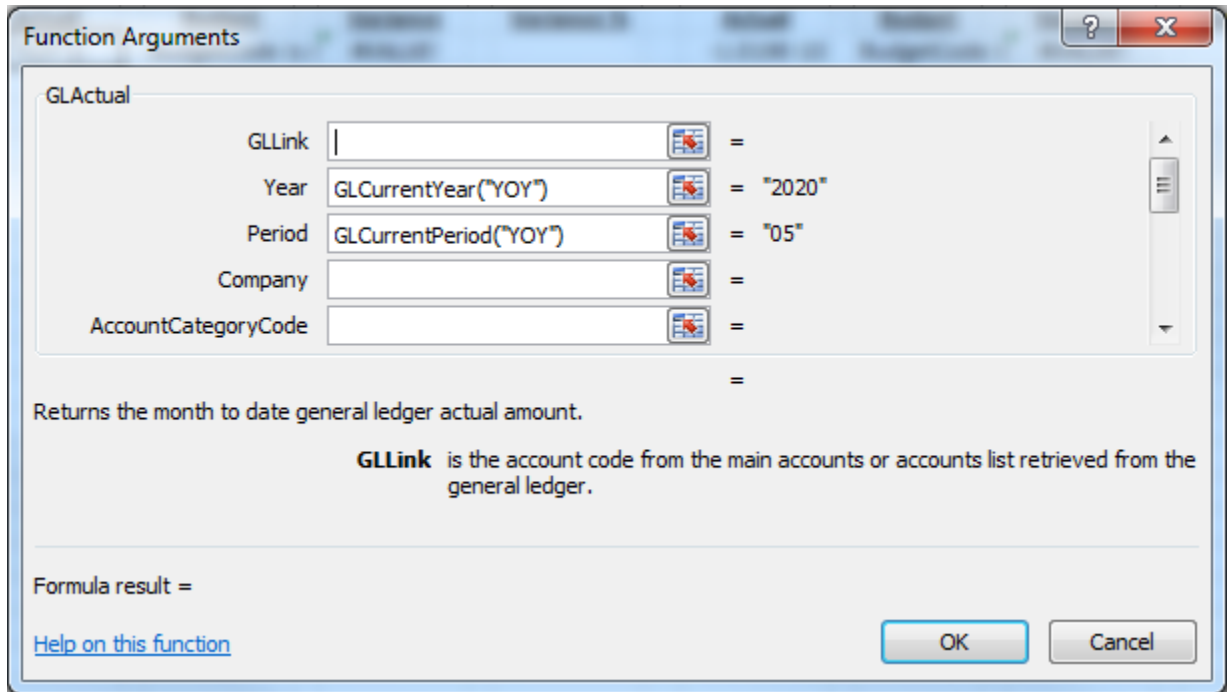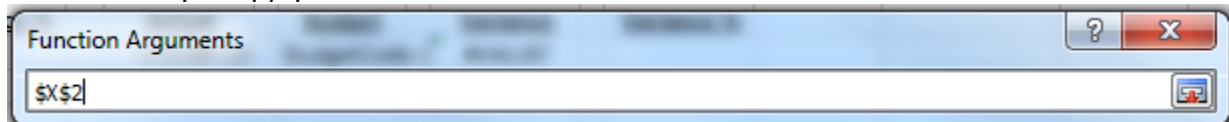

  - o **Click** the Argument button for GLLink and **Click** the first Main Account Number; use the F4 key to apply the absolute reference to column A
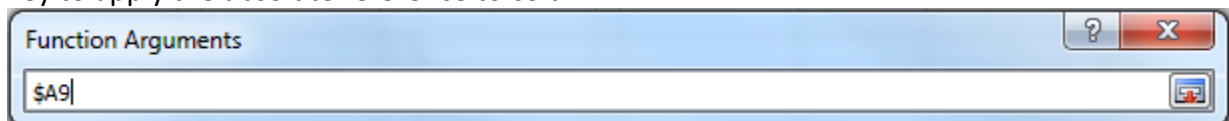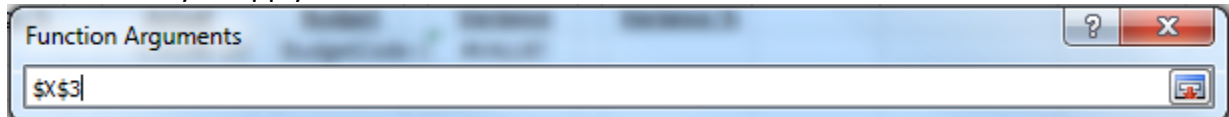

  Click the Argument button to close this argument

  - o **Click** the Argument button for Year and **Click** the Year formula (in our example it is 2020); use the F4 key to apply the absolute reference to cell X2

  Click the Argument button to close this argument

  - o **Click** the Argument 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 X3
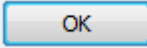

  Click the Argument button to close this argument

- o **Click** the Argument ![button] button for Company and **Click** the Company Code (in our example it is YOY); use the F4 key to apply the absolute reference to cell X1

Function Arguments	?	✕
$X$1		⊞

  Click the Argument button to close this argument

- o Click the OK [OK] button to close the Functions Arguments dialog
- o Repeat these steps for the Budget, Actual YTD and Budget YTD; for Budget and Budget YTD, enter an absolute reference to the BudgetCode in the Function Arguments dialog

- To quickly copy the formulas to the remaining accounts:
  - o **Click** in the first cell of the column to be filled
  - o 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

  - o Hold down the **left mouse button** and drag the cursor to the last cell and release
  - o Repeat this for each column or select all the columns and then hold down the **left mouse button** and drag the cursor to the last cell and release
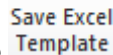
- Format the numbers and percentages according to your preferences
  Note: You can enter a minus sign in front of the formulas to change the sign; for example, enter a minus sign in front of the income accounts so they display like they do on other Sage reports

- 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 addresses 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
  - o **Select** the report and make sure the Properties Tab shows the Report Name and Report Template for the report you are updating
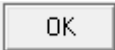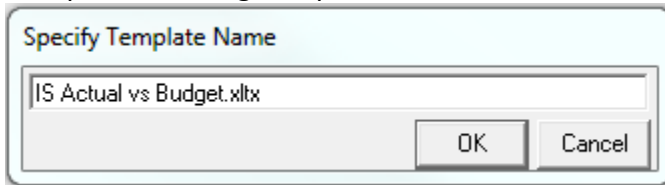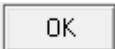
    Save Excel
    Template

  - o **Click** the Save Excel Template [Template] button
  - o **Select** the Workbook to convert to a template from the pop-up dialog
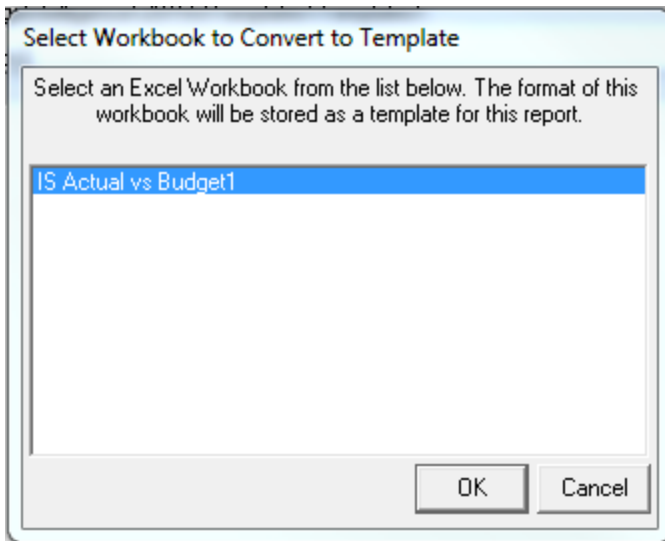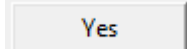
Note: If you have other Excel Workbooks open, they will also be in the list

- o **Click** the OK [OK] button
- o Accept the existing Template Name or enter a new one in the pop-up dialog

- o **Click** the OK [OK] button
- o If the template file already exists, a pop-up dialog will open to verify the file should be overwritten
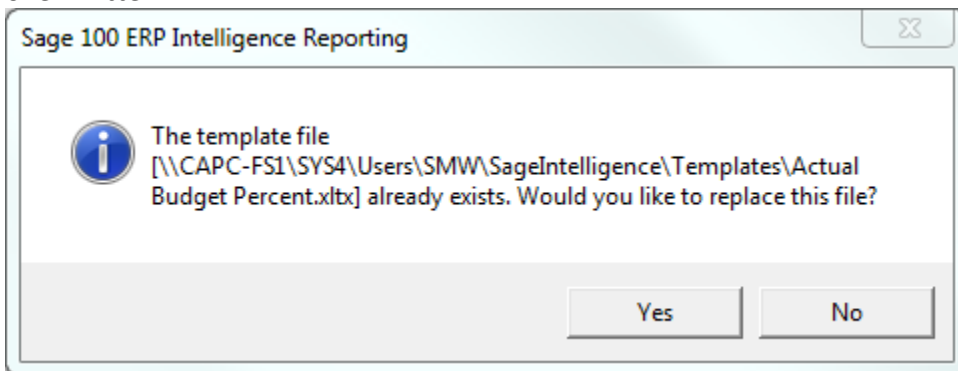
- o **Click** the Yes [Yes] button to replace the file
- o The next time you run the report, it will use the updated template with the changes

- 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:

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

- o **Select** the report and **Click** the Run **Run** button
- o The report will open in Excel using the template created for the report
- o Based upon your formatting, the 5-page report you printed from the General Ledger Module, becomes a 2-page report in Sage Intelligence

		Why O Why						
		Actual vs Budget Comparison						
		For the 05 Months Ended May 31, 2020						
		Current Period				**Year-to-Date**		
Description	**Actual**	**Budget**	**Variance**	**Variance %**	**Actual**	**Budget**	**Variance**	**Variance %**
Distribution sales (history)	728,921.22	360,900.00	368,021.22	102.0%	2,190,052.08	360,900.00	1,829,152.08	506.8%
Returns & allowances	(5,154.88)	(3,900.00)	(1,254.88)	32.2%	(25,637.17)	(3,900.00)	(21,737.17)	557.4%
Total Revenue	723,766.34	357,000.00	366,766.34	102.7%	2,164,414.91	357,000.00	1,807,414.91	506.3%
Purchases	364,477.44	169,100.00	195,377.44	115.5%	996,974.05	169,100.00	827,874.05	489.6%
Total Cost of Goods Sold	359,288.90	187,900.00	171,388.90	91.2%	1,167,440.86	187,900.00	979,540.86	521.3%
Other expenses (history)	4,284.08	1,300.00	2,984.08	229.5%	9,503.73	1,300.00	8,203.73	631.1%
Clerical salaries	1,557.37	1,200.00	357.37	29.8%	6,545.26	1,200.00	5,345.26	445.4%

Design a Report That Combines Main Accounts

- Insert a new blank worksheet in an existing template or in a new template

- In the Task Pane, select the **lists** menu; the list you select defines how information will be presented and/or summarized

MISSING RESOURCE: LABEL_HOMEPAN ⑦

lists formulas tree...

YOY

Account Categories

Account Groups

Account Types

Budget Codes

Main Accounts

Accounts

Rollup Codes

- **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
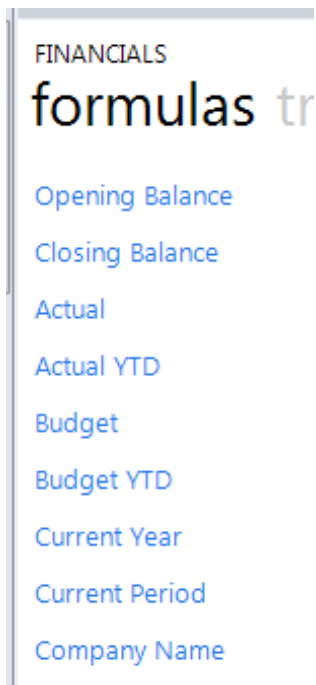 In this example, the Main Accounts list was dragged and dropped at cell A8:

- o 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
- o Resize the column widths and modify the column headings as needed; hide or remove any of the columns **EXCEPT Column A**
- o 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	Returns & allowances
450	Purchases
500	Other expenses (history)
505	Clerical salaries
507	Sick pay
508	Holiday pay
509	Vacation pay
510	Payroll taxes
515	Building maintenance
518	Accrued Credit Card Expense
520	Depreciation expense
525	Equipment maintenance
530	Insurance expense
535	Warehouse supplies
540	Telephone expense
545	Utilities
555	Rent

- o In this example, we are reporting current month and year-to-date Actuals and the Percent of Gross Revenue; starting in column C, add the following labels – Actual and % of Revenue for the current month and Actual and % of Revenue for year-to-date

	Main Account	Description	Current Month		Year-to-Date	
			Actual	% of Revenue	Actual	% of Revenue
5						
6						
7			Current Month		Year-to-Date	
8	Main Account	Description	Actual	% of Revenue	Actual	% of Revenue
9	400	Distribution sales (history)				
10	425	Returns & allowances				
11	450	Purchases				
12	500	Other expenses (history)				
13	505	Clerical salaries				
14	507	Sick pay				

- • **Click** the **formulas** menu 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

- • Add labels for Company, Current Year, Current Period starting in the first row of a column past the last column heading; enter the Company Code to the column to the right of the Company label
  - o **Click** on Company Name and holding down the **left mouse button**, **drag** the formula to the column to the right of the Company Code
  - o Repeat the process for the Current Year and Current Period

K	L	M
Company	YOY	Why O Why
Current Year	2020	
Current Period	05	

- Add the formulas for each column
  Notes: 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
  o **Click** on Actual and holding down the **left mouse button**, **drag** the formula to cell C9 to place the actual amount for the period for the first account in the worksheet
  o **Click** on Actual YTD and holding down the **left mouse button**, **drag** the formula to cell G9 to place the actual year-to-date amount for the period for the first account in the worksheet
  o Once Total Revenue is calculated, enter the following formula in E9 - =ROUND(C9/$C$12,3)
  o Enter the following formula in I9 - =ROUND(G9/$G$12,3)

- Edit the formulas:
  o **Click** in cell G9, Actual, and then **Click** the *fx* fx button to open the Function Arguments dialog box and edit the formula

Function Arguments			? X

  GLActual

GLLink			=
Year	GLCurrentYear("YOY")		= "2020"
Period	GLCurrentPeriod("YOY")		= "05"
Company			=
AccountCategoryCode			=

  =

  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 =

  Help on this function   OK   Cancel

  o **Click** the Argument button for GLLink and **Click** the first Main Account Number; use the F4 key to apply the absolute reference to column A

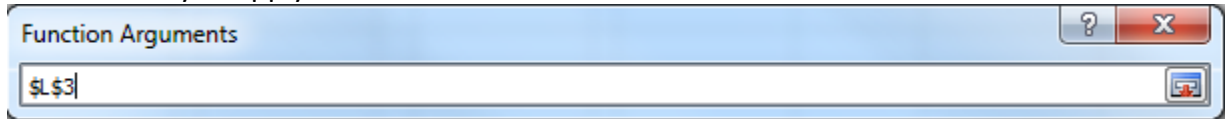 | Function Arguments | ? X |
  |---|---|
  | $A9| | |

  Click the Argument button to close this argument

  o **Click** the Argument button for Year and **Click** the Year formula (in our example it is 2020); use the F4 key to apply the absolute reference to cell X2
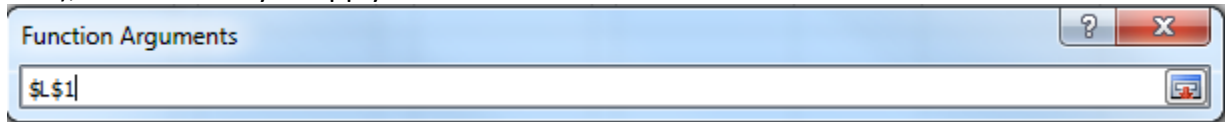
Function Arguments	? X
$L$2	

  Click the Argument button to close this argument

- o **Click** the Argument ⊞ 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 X3
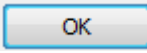
Function Arguments	?	X
$L$3		⊞

  Click the Argument button to close this argument

- o **Click** the Argument ⊞ button for Company and **Click** the Company Code (in our example it is YOY); use the F4 key to apply the absolute reference to cell X1

Function Arguments	?	X
$L$1		⊞

  Click the Argument button to close this argument

- o Click the OK [OK] button to close the Functions Arguments dialog
- o Repeat these steps for the Actual YTD function

- To quickly copy the formulas to the remaining accounts:
  - o **Click** in the first cell of the column to be filled
  - o Mouse over the square in the lower right-hand corner until your pointer changes to a plus sign

    Current
    Actual
    728,921.22
    (5,154.88)

  - o Hold down the **left mouse button** and drag the cursor to the last cell and release
  - o Repeat this for each column or select all the columns and then hold down the **left mouse button** and drag the cursor to the last cell and release

- Format the numbers and percentages according to your preferences
  Note: 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

- Use Account Ranges or Mathematical Formulas to combine Main Accounts or Accounts together; wildcards characters can be used in combination with the ranges or formulas
  - o 400 TO 425 – Includes all Main Accounts from 400 to 425 including the end points
  - o 400-?00 TO 425-?00 – Includes all Accounts where the main segment is from 400 to 425 and the second segment is from 000 to 900
  - o 505 + 605 + 705 – Sums the three main accounts

- The example uses the Mathematical Formula (addition) to combine accounts with the same description and last two digits in the Main Account; for example
  - 505 + 605 + 705 – sums the Clerical Salaries for all three Main Accounts
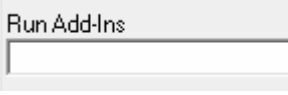 - 535 + 635 – sums Warehouse Supplies for the two Main Accounts

| Main Account	Description	Current M Actual
400	Distribution sales (history)	728,921.22
425	Returns & allowances	(5,154.88)
	Total Revenue	723,766.34
450	Purchases	364,477.44
	Gross Profit	359,288.90
700	Officer salaries	15,000.00
600	Driver payroll	43,304.09
505 + 605 + 705	Clerical salaries	26,963.01
706	Bonus pay	0.00
507 + 607 + 707	Sick pay	614.39
508 + 608 + 708	Holiday pay	4,631.62
509 + 609 + 709	Vacation pay	0.00
510 + 610 + 710	Payroll taxes	23,340.11
715	Hospitalization	4,234.57
	Total Salaries and Benefits	118,087.79
518	Accrued Credit Card Expense	0.00
760	Office supplies	2,084.03
535 + 635	Warehouse supplies	6,599.85
565 + 665 + 765	Miscellaneous expense	2,254.92
500	Other expenses (history)	4,284.08
770	Postage & other freight	1,375.87
	Offices Supplies and Expenses	16,598.75

BONUS ROUND

Hide Zero Rows

There is an Add-In which will Hide rows where all amounts are zero. The Add-In runs as a part of the report generation. To access the Add-In,

- **Click** the Show Advanced ☐ Show Advanced checkbox on the Properties Tab for the template

- **Click** the Ellipses [...] button to the right of Run Add-Ins [Run Add-Ins] to open the Choose Add-In Function dialog
  - Select Add-In Library: **Click** the drop-down arrow and select 'Alchemex Add-In 1'
  - Select Add-In Library Module: **Click** the drop-down arrow and select 'General Excel extensions Module'
  - Select Add-In Function: **Click** to select 'ZeriongII'
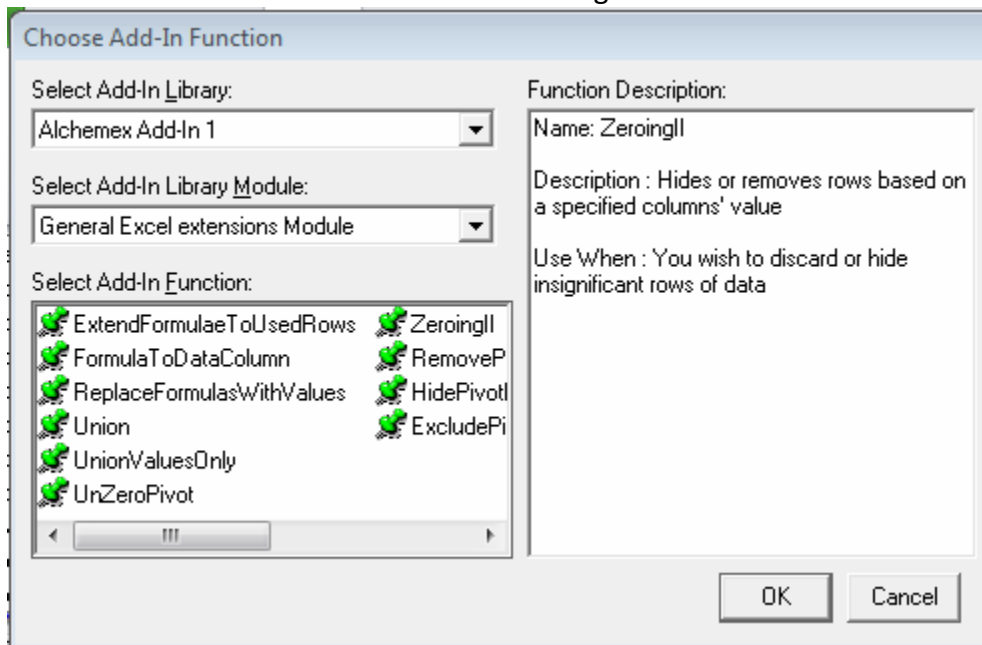
  - **Click** the OK button to enter the Parameters

- Complete the 'Specify Parameters' dialog
  - **Click** the 'Fill in Defaults' button
  - Change the 'Sheet to Zero out Rows on' to the sheet name in the template
  - Change the 'Column to Check (e.g E)' to the column in the sheet where the calculation is located

Specify Function Parameters

| Fill in Defaults | Apply |

Fill in Example

Name

Zeroingll - (MODULE: PLPLUGA.A)

Sheet to Zero out Rows on

Sample 1

Column to Check (e.g E)

G

Value to Check for (default 0)

0

Is an Exact match required

Yes

Remove the rows (rather than hide)

No

Check for a list of inclusion values (seperate by ;)

No

Check for a list of exclusion values (seperate by ;)

No

Bypass error trap (Internal use)

No

Offset rows from first used row

1

unhide any hidden rows first

No

Comparison Operator (Default =)

=

OK   Cancel

  - **Click** the OK button to accept the Parameters

- The next time the template runs, rows that meet the criteria will be hidden

Sage Intelligence Resources

- Join the Sage Intelligence Community – http://www.sageintelligencecommunity.com/
- Tips and Trick Blog (updated weekly) – http://www.sageintelligence.com/blog/sage-intelligence-tips-tricks/
- YouTube videos – http://www.youtube.com/user/SageIntelligence