

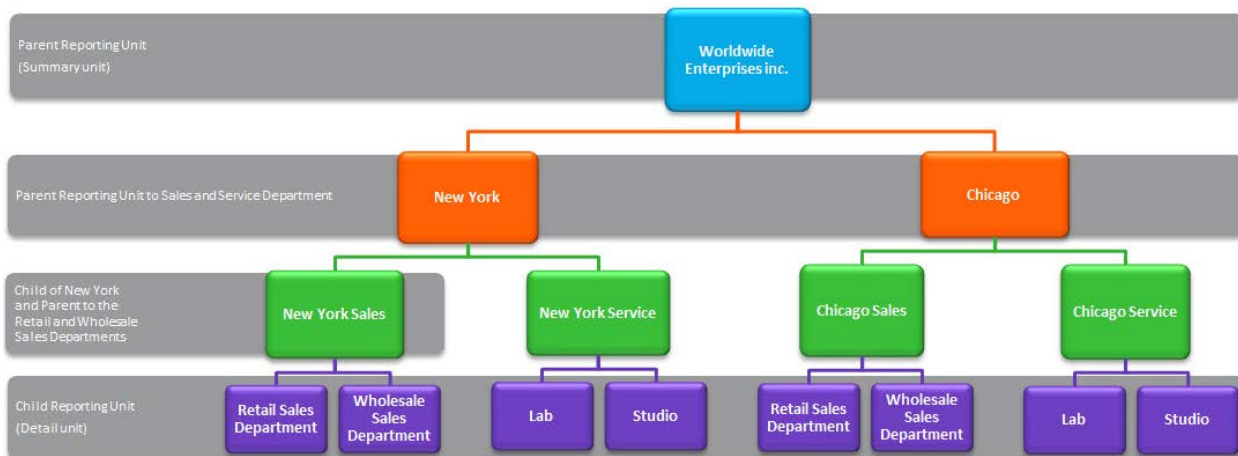
Sage Intelligence – Reporting Trees and Report Distribution

REPORTING TREES

What is a Reporting Tree?

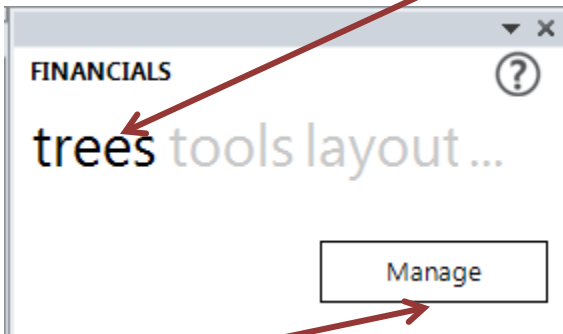
- Most companies have an organizational chart where departments (or business units) report to one or more higher-level business unit.
- In Sage Intelligence a Reporting Unit is the term given to each business unit whether at the lowest level of detail or a summary level.
- A Reporting Tree contains a group of Parent and Child Reporting Units.

This is an example from the Sage Intelligence Reporting Help Documentation showing the parent and child reporting units for Worldwide Enterprises Inc.

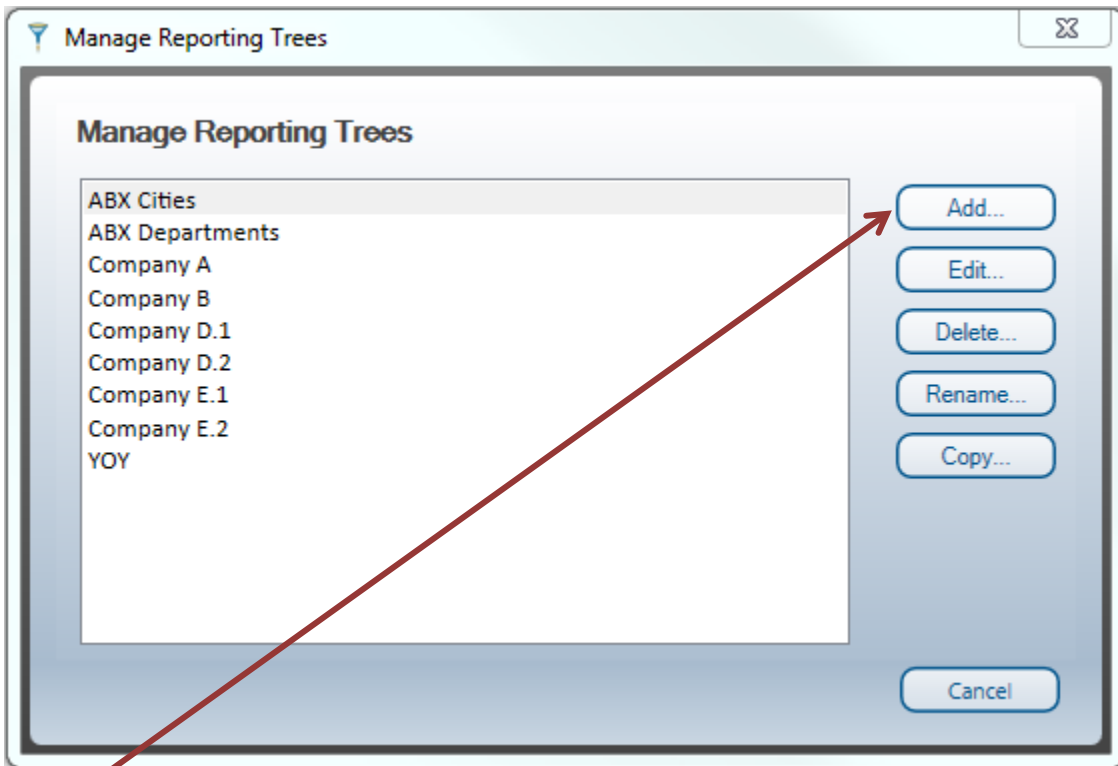


- The Detail units are on the bottom and are the Child Reporting Units.
- The next level contains Parent Units for New York and Chicago Sales and Service which contain the detail (child) units. These are also Child units for the New York and Chicago locations.
- The New York and Chicago locations are child units of the Summary Unit at the top of the chart.

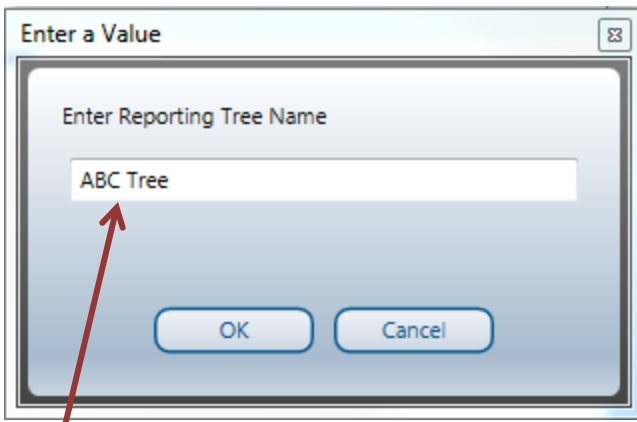
After you run out the Template, navigate to the 'trees' tab in the Task Pane



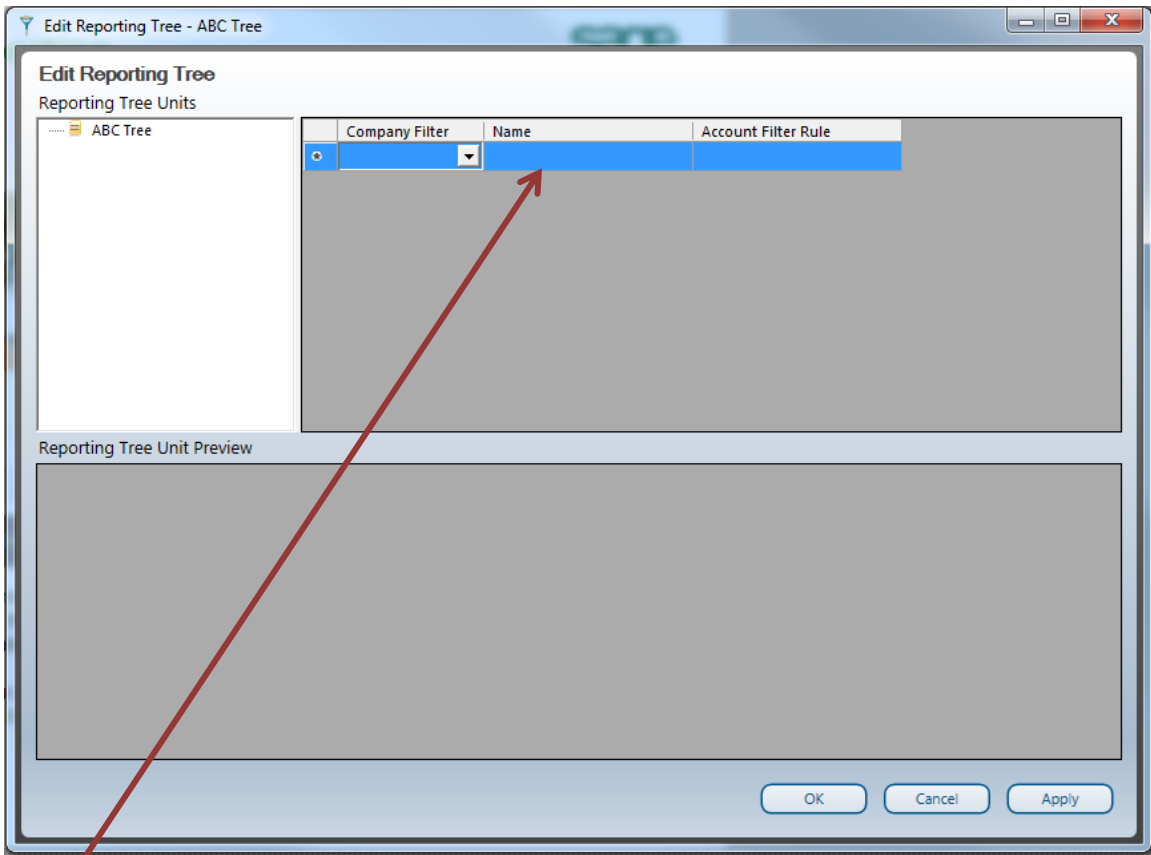
Click the **Manage** button to open the Manage Reporting Trees Dialog



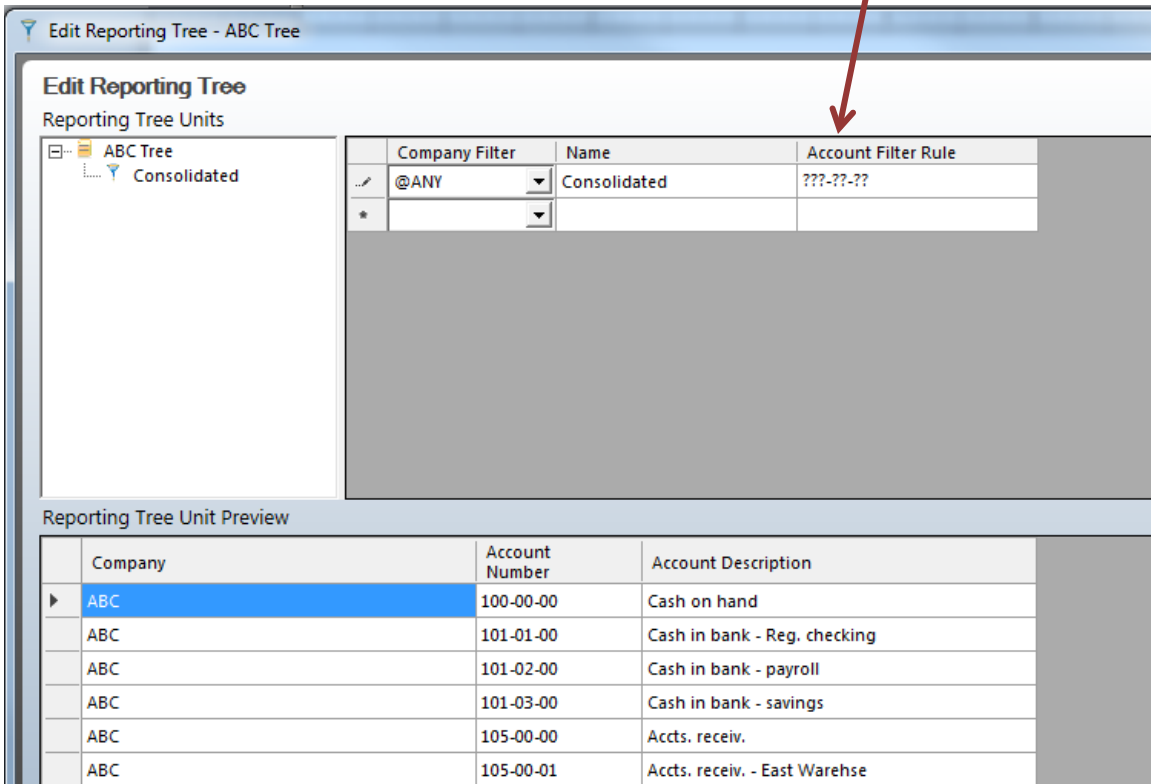
Click the **Add...** button on the Manage Reporting Trees dialog to add a new Reporting Tree



Enter a Reporting Tree Name and Click the **OK** button to open the Edit Reporting Tree – 'tree name' dialog.

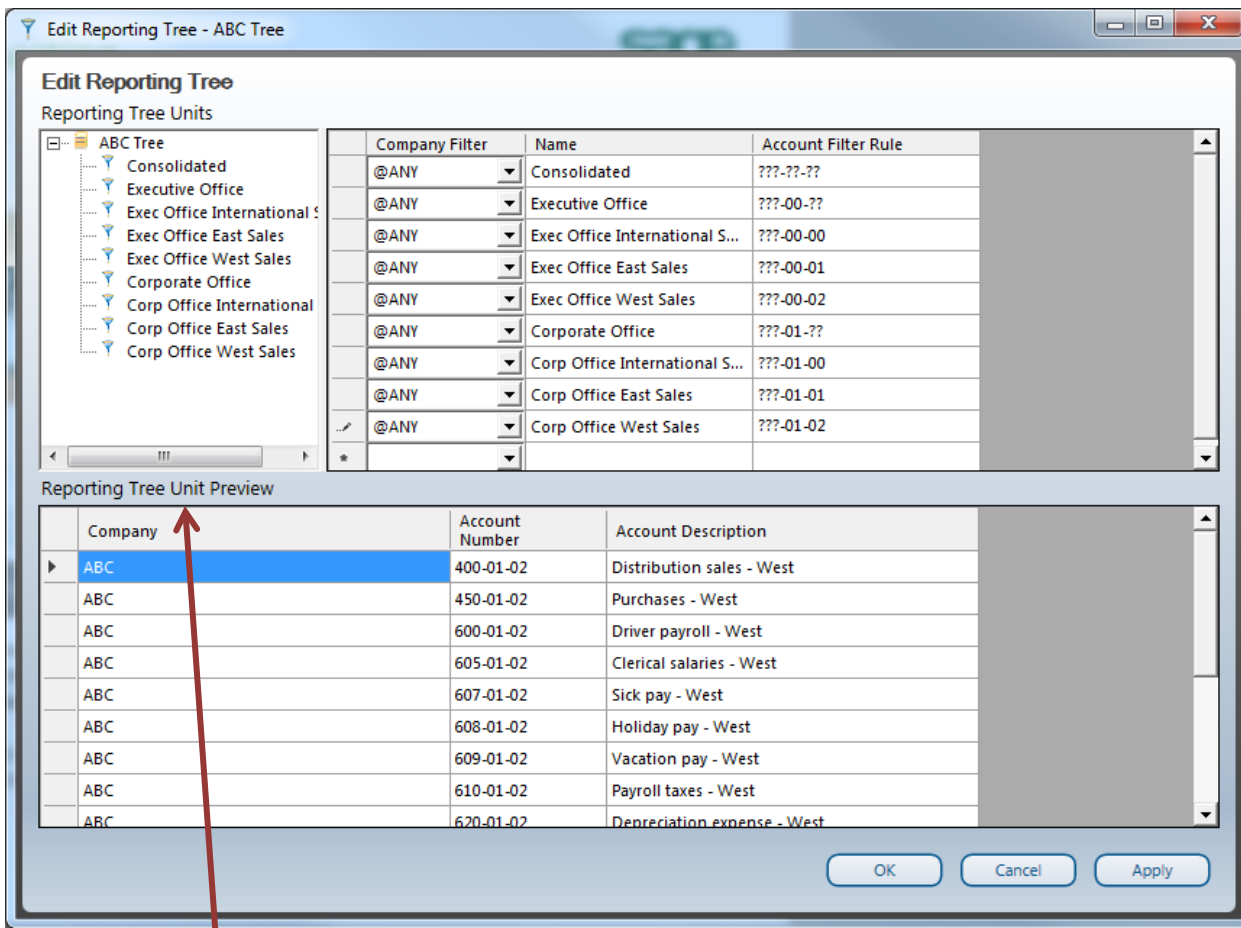


In the right pane, add each Reporting Unit as a separate row with its Account Filter Rule.



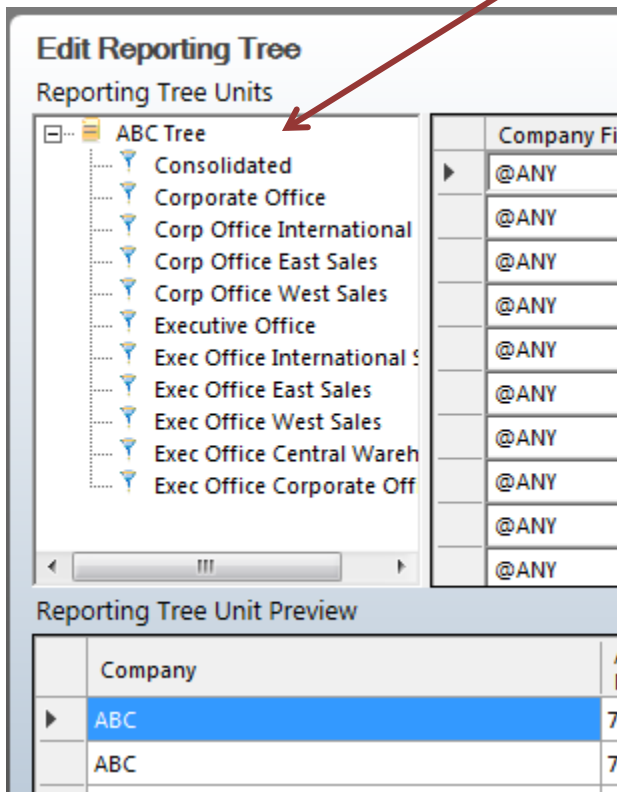
Special characters can be used in the Account Filter Rule to identify multiple segments:

- ? (Question Mark) – is a placeholder for a single character. For example, ???-00-00 returns all data with a segment range from 000-00-00 to 999-00-00.
- * (Asterisk) – is a place holder for one or more characters. For example, *-00-00 returns the same data as using the ??? above for the Main Account (first segment).
- OR – is used to describe multiple segments. For example, ???-00-00 OR ???-01-00 returns all accounts where the Department (second segment) is 00 or 01 and the location (third segment) is 00
- TO – is used to describe a range of segments. For example, ???-00-?? TO ???-01-?? returns all accounts from 000-00-00 to 999-01-99.

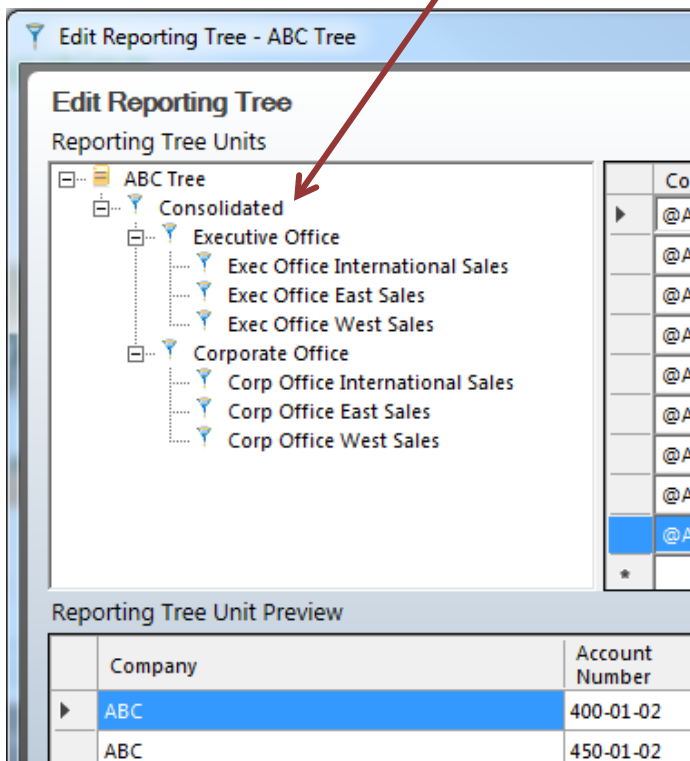


The Reporting Tree Unit Preview displays all of the Account Numbers that meet the Account Filter Rule.

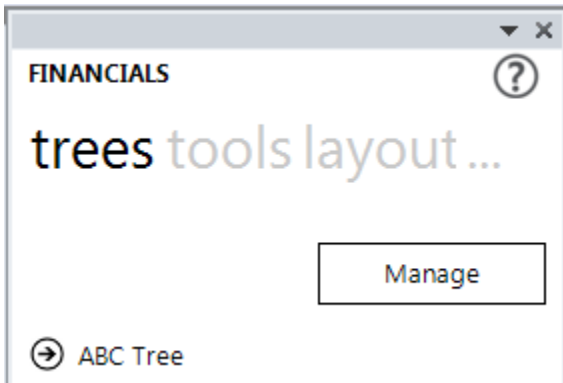
By default, all of the reporting units are at the same level in the left pane.



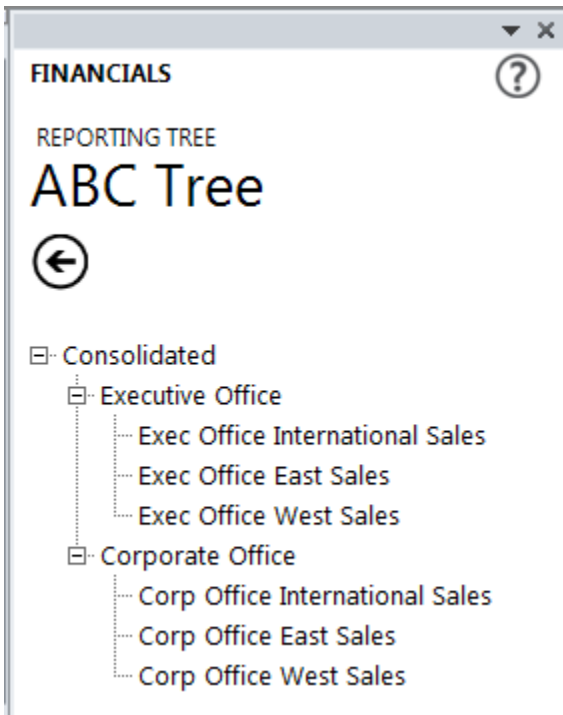
Use the drag-drop operation to promote and demote reporting tree units



When the Reporting Tree is complete, click the **Apply** button and the new tree will be available on the 'trees' tab in the Task Pane.



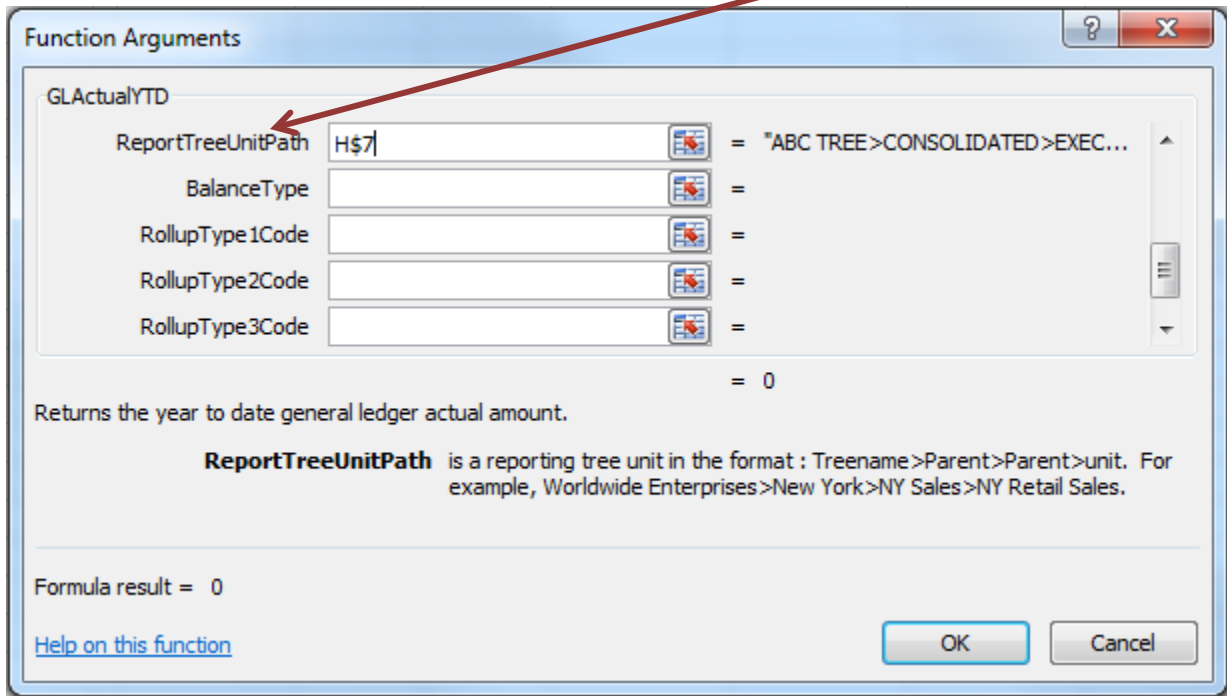
Click the Reporting Tree name to view the top level of the reporting unit structure. Click the expand button to view the reporting units further down in the tree.



To use one or more of the reporting units in your report design, navigate to the 'trees' tab and select the Reporting Tree. Expand the tree until all the nodes are visible. Drag one of the entries to the worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10	Main Acco	Description	Account Ca	Account Gr	Account Ty	Cash Flow	Type					

When Reporting Trees are used in Sage Intelligence reports, make sure to enter the **ReportTreeUnitPath** in the Function Arguments.



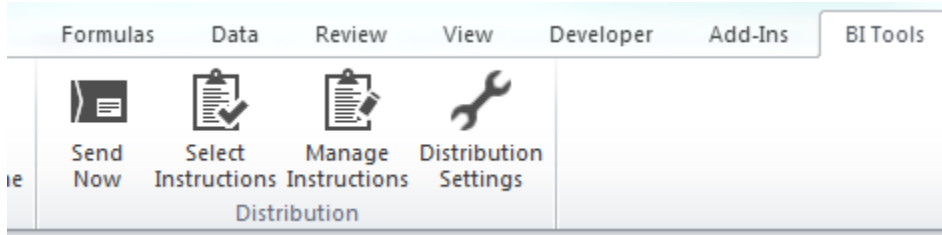
When you use the Reporting Tree to develop your reports, you can use the Main Accounts instead of the Accounts. This makes it much easier to create reports. In the example below, each column heading represents a Reporting Tree Unit. In this example, the five Exec Office locations roll-up to the Executive Office department.

ABC Distributing Company								
Income Statement								
For the Five Months Ended May 31, 2020								
			Executive Office	Exec Office International	Exec Office East Sales	Exec Office West Sales	Exec Office Central	Exec Office Corporate
400	Distribution sales (history)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
425	Returns & allowances	0.00	(25,637.17)	(81.48)	(19,017.67)	(6,538.02)	0.00	0.00
	Total Revenue		(25,637.17)	(81.48)	(19,017.67)	(6,538.02)	0.00	0.00
450	Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Cost of Sales		0.00	0.00	0.00	0.00	0.00	0.00
	Gross Profit		(25,637.17)	(81.48)	(19,017.67)	(6,538.02)	0.00	0.00
500	Other expenses (history)	0.00	9,503.73	2,573.00	0.00	0.00	6,930.73	0.00
505	Clerical salaries	0.00	6,545.26	0.00	0.00	0.00	6,545.26	0.00
507	Sick pay	0.00	195.36	0.00	0.00	0.00	195.36	0.00
508	Holiday pay	0.00	263.58	0.00	0.00	0.00	263.58	0.00
509	Vacation pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510	Payroll taxes	0.00	18,905.09	0.00	0.00	0.00	18,905.09	0.00
515	Building maintenance	0.00	9,192.68	0.00	0.00	0.00	9,192.68	0.00
518	Accrued Credit Card Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00

REPORT DISTRIBUTION

Report Distribution allows sending reports to a file, an ftp site or via email as an Excel file, in MHMTL format or as a PDF.

Report Distribution is set-up from the **BI Tools** tab in Excel



Distribution Settings

- Automatically works with your Outlook profile
- Can set-up with Exchange or SMTP
- Only set-up once

Manage Distribution Instructions

- Set-up instruction for each unique distribution method
- Only set-up once per instruction

Select Instructions

- Select which instructions to use for each report
- Save the Excel Template in the Report Manager to retain the settings for each report

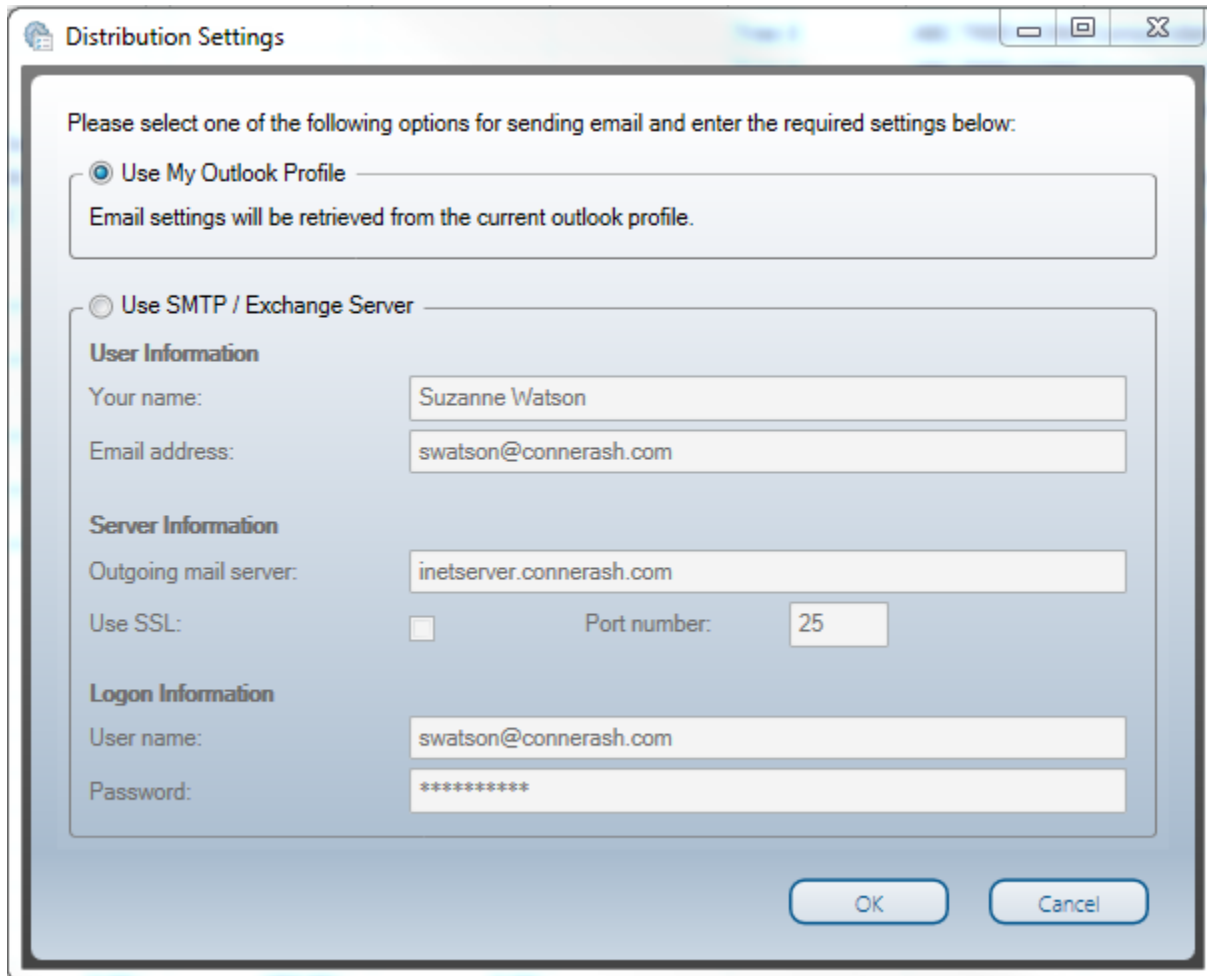
Send Now

- Select Send Now to execute the Distribution Instructions for the current report
- A scheduler command can be executed to distribute the reports

Distribution Settings

Select **Distribution Settings** to set-up the option for sending reports via email.

- By default, the 'Use My Outlook Profile' option is selected. This option requires that Outlook is open when you send the reports.
- As an alternative, use the 'Use SMTP/Exchange Server' option. This option requires you to enter the User Information, Server Information and Login Information. You may need to contact your Network Administrator to obtain this information.
- Distribution Settings are unique to the user, not to the template.



Distribution Settings

Please select one of the following options for sending email and enter the required settings below:

Use My Outlook Profile
Email settings will be retrieved from the current outlook profile.

Use SMTP / Exchange Server

User Information

Your name: Suzanne Watson

Email address: swatson@connerash.com

Server Information

Outgoing mail server: inetserver.connerash.com

Use SSL: Port number: 25

Logon Information

User name: swatson@connerash.com

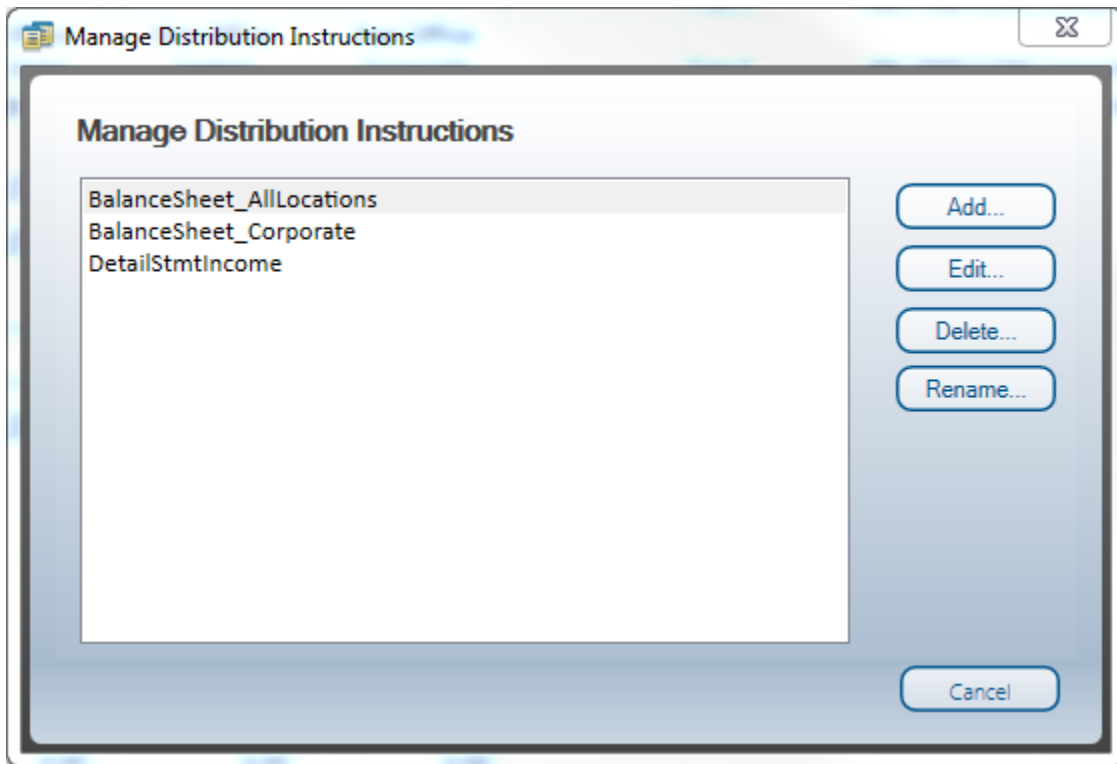
Password: *****

OK Cancel

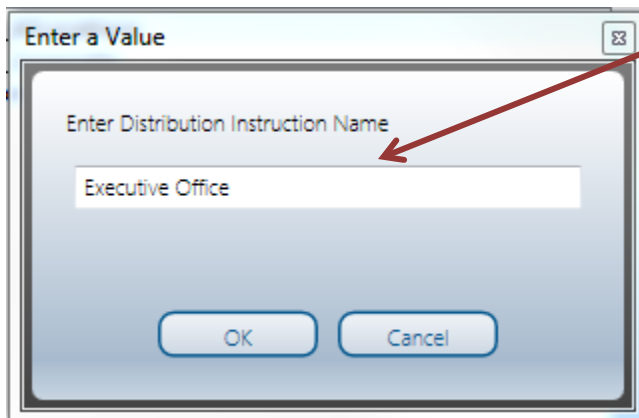
After the option is selected, click the **OK** button.

Manage Distribution Instructions

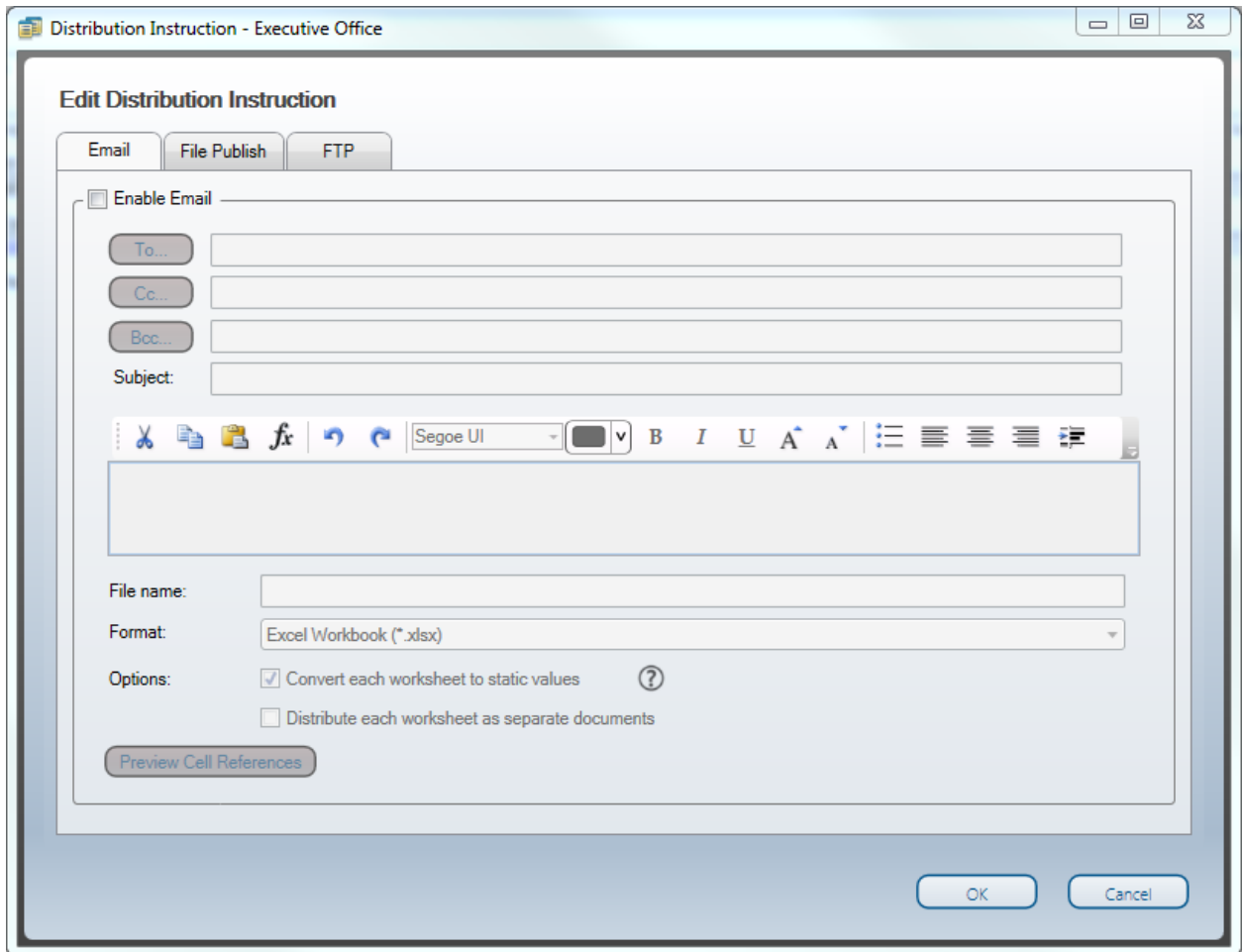
Select **Manage Instructions** to open the Manage Distribution Instructions dialog. This will include all of the instructions that have been set-up.




Click the **Add...** button to set-up a new Distribution Instruction. Enter a Distribution Instruction Name in the space provided and click the **OK** button.

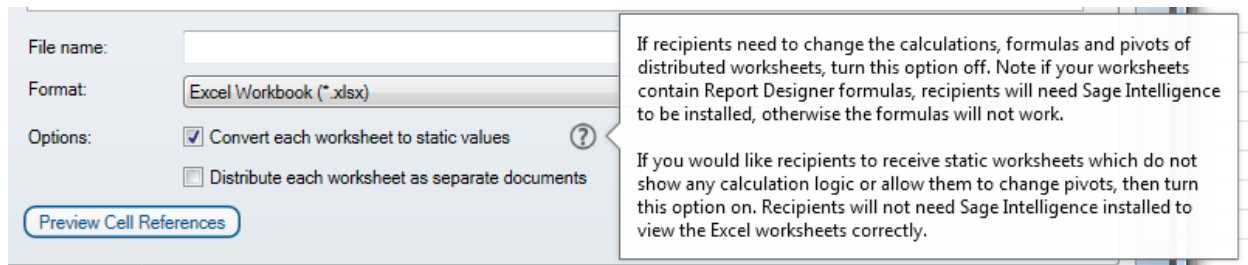


The Distribution Instruction dialog opens. Depending on the type of distribution being set-up, choose the Email tab, File Publish tab or FTP tab.




Email Tab

- Click the checkbox for Enable Email
- Click the **To...** button to select recipient(s) from an Address Book OR
- Click in the blank field to the right of the To... button to type the email address
- Repeat for any **CC...** or **BCC...** that will be receiving a copy of this email
- Enter a **Subject** for the email; right-click and select Insert to insert a Cell Reference in the Subject
- Enter the email text; use the Cell Reference button  to insert information from fields in the template into the email text
- Click the **Preview Cell References** button to view the email with the contents of the cell reference(s)
- Enter a **File name:** in the space provided
- The default **Format:** is Excel Workbook (*.xlsx); use the drop-down arrow to select one of the other formats – Excel 97-2003 Workbook (*.xls), MHTML (*.mht) or PDF (*.pdf)
- **Options:**
 - If Excel Workbook is the Format, there is an option to ‘Convert each worksheet to static values’
 - Click the checkbox to ‘Distribute each worksheet as separate documents’



File name:

Format:

Options: Convert each worksheet to static values  Distribute each worksheet as separate documents

[Preview Cell References](#)

If recipients need to change the calculations, formulas and pivots of distributed worksheets, turn this option off. Note if your worksheets contain Report Designer formulas, recipients will need Sage Intelligence to be installed, otherwise the formulas will not work.

If you would like recipients to receive static worksheets which do not show any calculation logic or allow them to change pivots, then turn this option on. Recipients will not need Sage Intelligence installed to view the Excel worksheets correctly.

IMPORTANT: It is best not to include static references like month and year in the Subject: or File Name:. If you do, you will have to update your instructions each month to change the information.

- Click the **OK** button to save the instruction

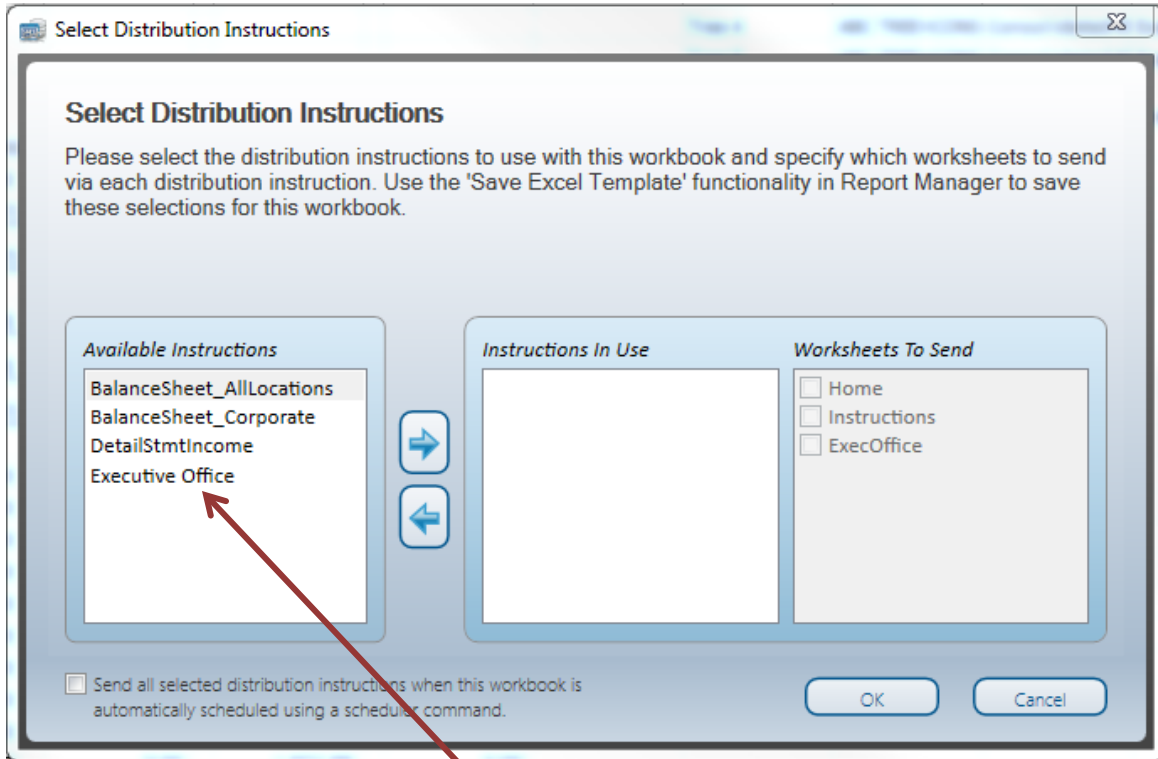
File Publish Tab

- Click the checkbox for Enable File Publish
- Click the **Browse...** button to the right of the Folder: field and navigate to the location where the report will be saved
- Enter a **File name:** in the space provided
- The default **Format:** is Excel Workbook (*.xlsx); use the drop-down arrow to select one of the other formats – Excel 97-2003 Workbook (*.xls), MHTML (*.mht) or PDF (*.pdf)
- **Options:**
 - If Excel Workbook is the Format, there is an option to ‘Convert each worksheet to static values’
 - Click the checkbox to ‘Distribute each worksheet as separate documents’

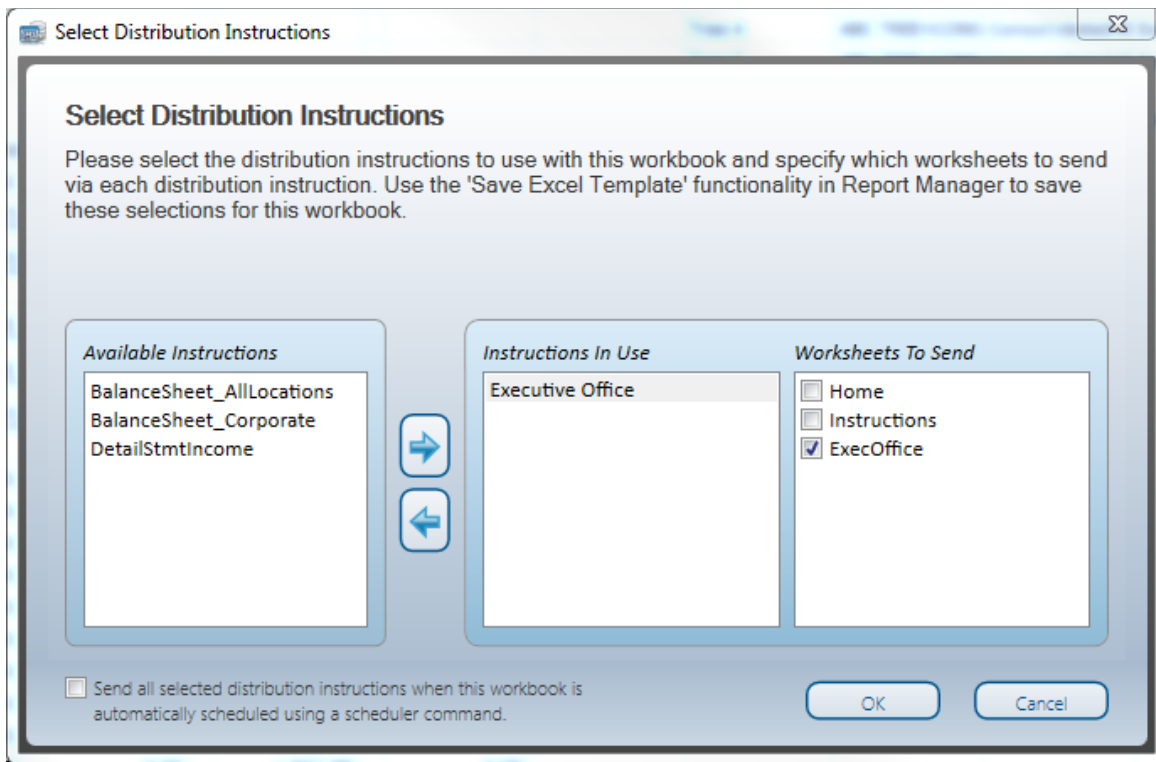
IMPORTANT: It is best not to include static references like month and year in the File Name:. If you do, you will have to update your instructions each month to change the information.

Select Instructions

Click **Select Instructions** to open the Select Distribution Instructions dialog box.



Highlight the instruction to use from the **Available Instructions** pane and click the right arrow button to move it to the **Instructions to Use** pane.



Click the checkbox next to each of the worksheets in the **Worksheets To Send** pane.

Click the **OK** button to save the selection.

Send Now

Select **Send Now** to process the Instruction(s) associated with this workbook.