Sage Intelligence Reporting

Sage 50 U.S. Edition Intelligence Reporting

Getting Started Guide

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Introduction

What is Sage 50 Intelligence Reporting?

Organizations are increasingly suffering from information frustration, having to manage large volumes of data and needing to report from several databases, using inflexible reporting tools. Information delivery and user empowerment is increasingly taking centre stage in all enterprises with a resultant growth in the end user query and reporting (EUQR) category of the business intelligence market. Sage 50 Intelligence Reporting is an innovative software reporting solution that offers users in organizations of all sizes a powerful and intuitive reporting tool to take control of their own reports. It introduces a revolutionary approach to leveraging the reporting power of Microsoft Excel and protects and extends organizations existing IT skills and investment.

What are the benefits of using Sage 50 Intelligence Reporting?

- Work with a standard Windows look and feel.
- Reduces the need for IT department intervention.
- Reduces the need for expensive consultants and specialist software training.
- Consistent format (Microsoft Excel) for reporting across multiple data sources.
- Sage 50 Intelligence Reporting can become a standard desktop tool.
- Avoids inefficiencies in the report development life cycle thereby improving productivity.
- Empowers the user thereby improving overall productivity.
- Optimizes your return on investment by leveraging your existing IT infrastructure.
- Extends Microsoft Excel skills rather than requiring learning of a new set of software skills.

Sage 50 Intelligence Reporting is a cost effective, high value reporting tool that allows people to spend more time doing things that directly translate into business value. It offers flexible access to business intelligence and empowers the user to create and customize operational and analytical reports on a real time basis. Sage 50 Intelligence Reporting allows an organization to track information more effectively and delivers a rapid return on investment at a moderate total cost of ownership.

System requirements

Recommended System Requirements

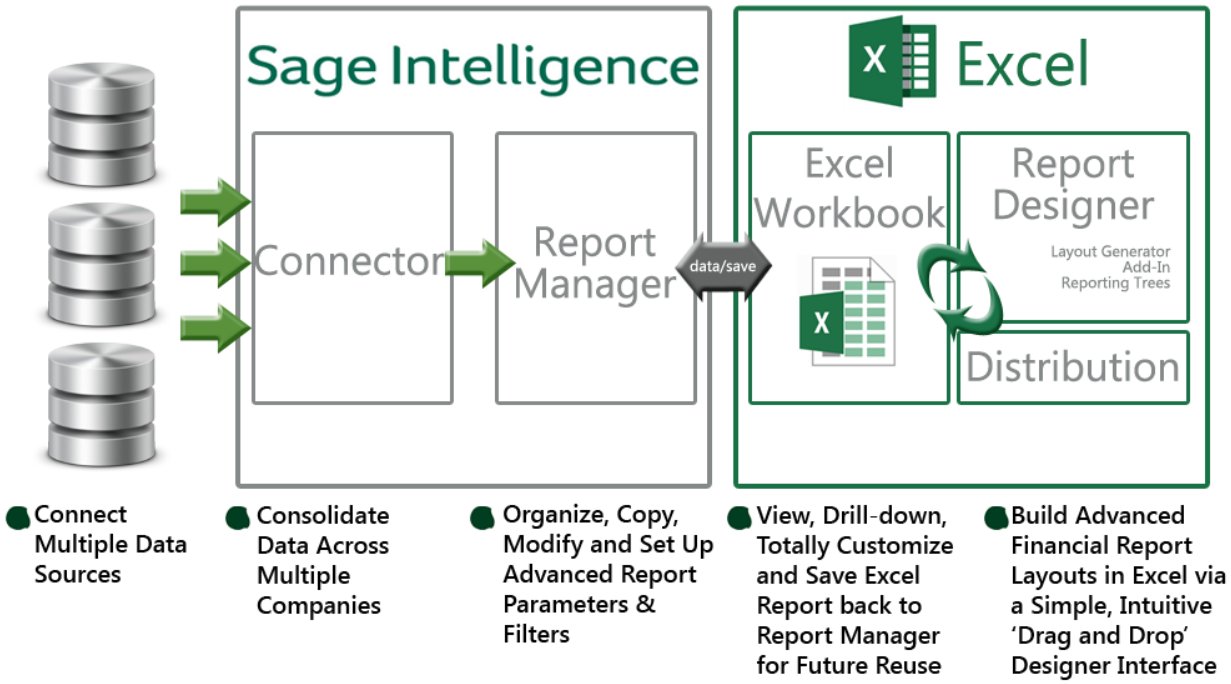
- Operating System : Windows XP SP3, Windows Vista, Windows 7, Windows Server 2003, Windows Server 2008, Windows Terminal Server
- Microsoft .Net Framework 3.5 SP1
- Microsoft Excel 2003 and higher. Note: to run Report Designer reports, you need to have Microsoft Excel 2007 or higher.
- Hardware: CPU > 1.3 GHz
- Memory: 1GB RAM
- Hard Drive Space: 350MB

Database Connectivity Supported

Sage 50 Intelligence Reporting uses ODBC and OLEDB technology to gain access to Open Database Systems. Sage 50 Intelligence Reporting includes direct support for most popular database systems and Connection Types for these are included within the Connector. For systems where a Connection Type does not exist but where the system has an ODBC driver these can be accessed via the System DSN connection types within the Connector.

How it works

Sage 50 Intelligence Reporting uses an ODBC connection to access data and offers the system administrator and user, separate interfaces to manage the report creation process. Sage 50 Intelligence Reporting is then integrated with Microsoft Excel which is used as a powerful and familiar desktop reporting platform.



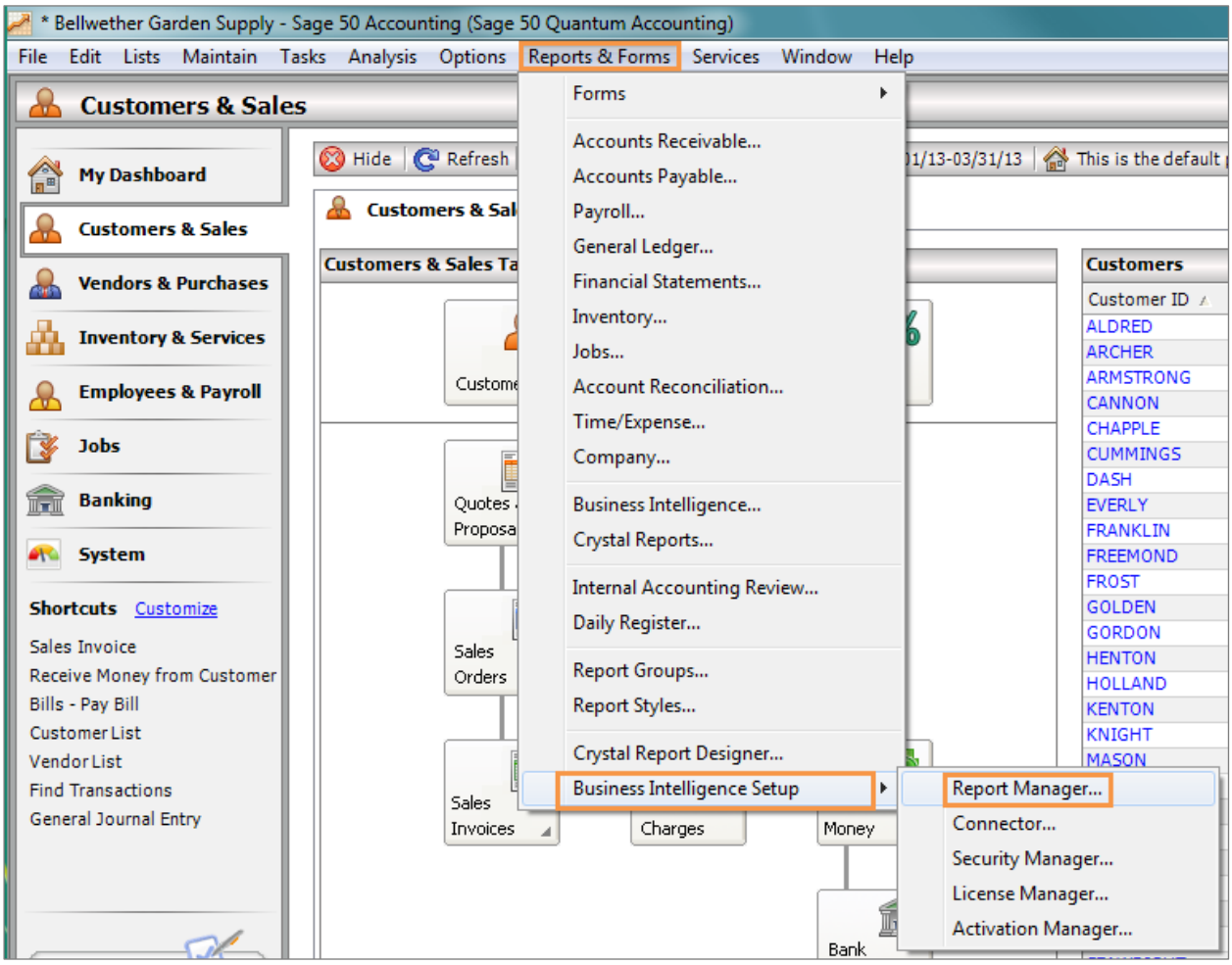
Getting started guide

Accessing the Sage 50 Intelligence Reports

To access the reports:

1. From the Sage Accounting Interface, click on **Reports & Forms**.

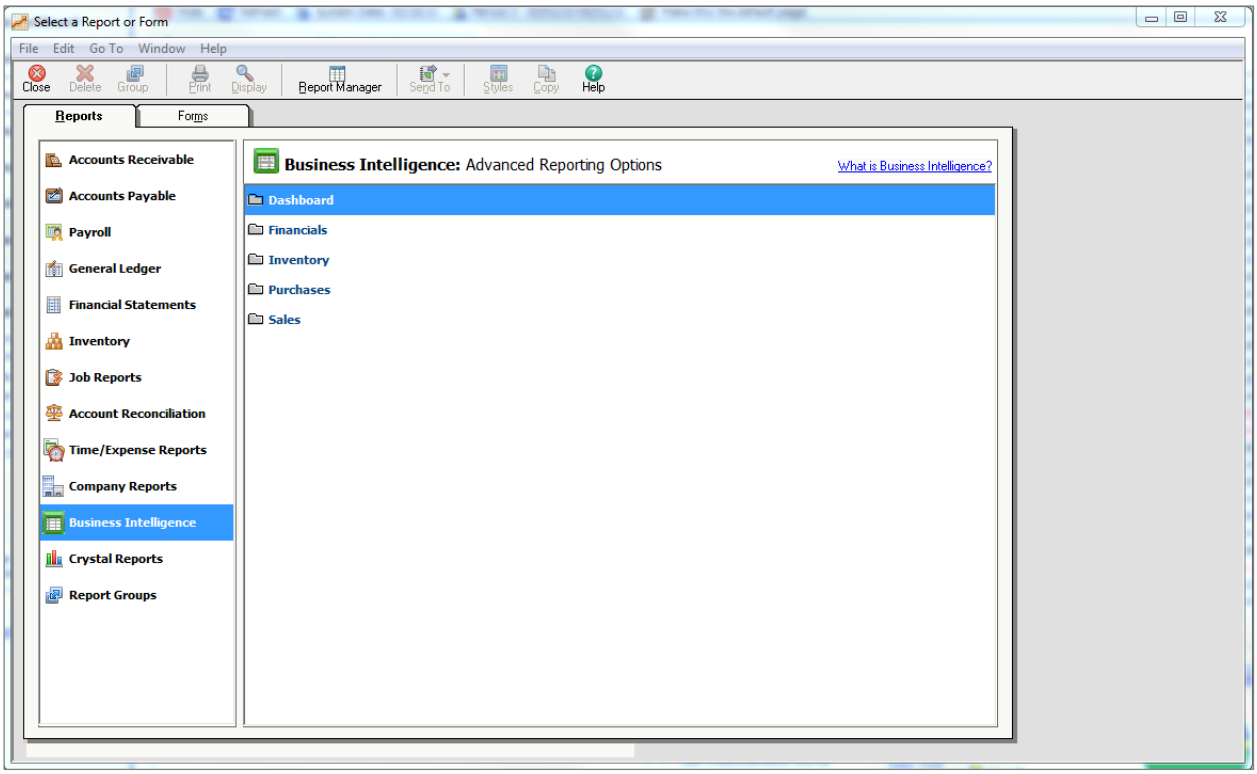
2. Select **Business Intelligence Setup**, then **Report Manager** for full access to the Report Manager.



Or

2. Select **Business Intelligence** to run the reports directly.

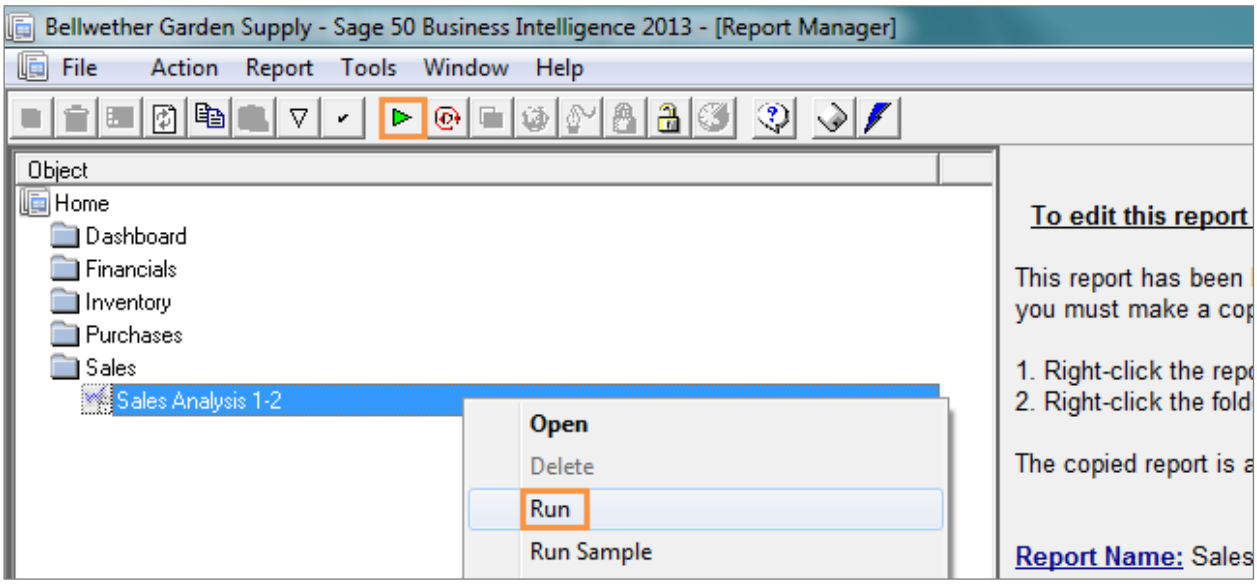
A new window, with all the available reports, displays:



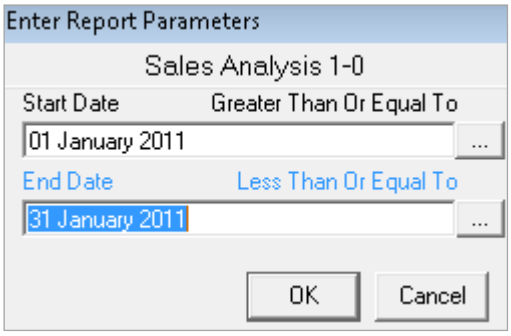
Running a report from the report manager

1. Select the report you want to run.
   For this example, choose **Sales Analysis 1-0** under Sales.

2. To run the report click on the green **Run icon**. You can also right-click and select Run or press CTRL+R.

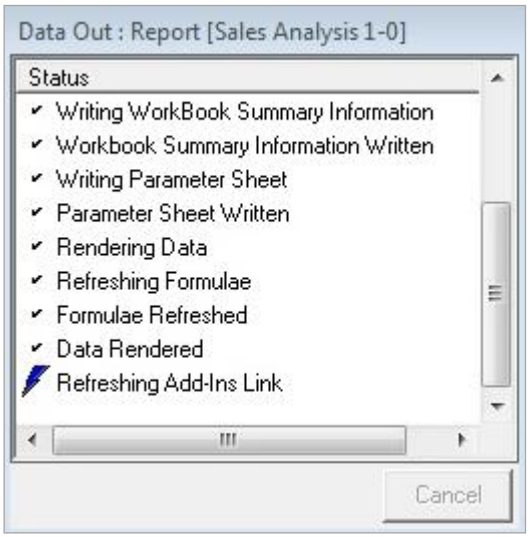


3. Enter Report Parameter (Date/Month).
   For this exercise enter as below:

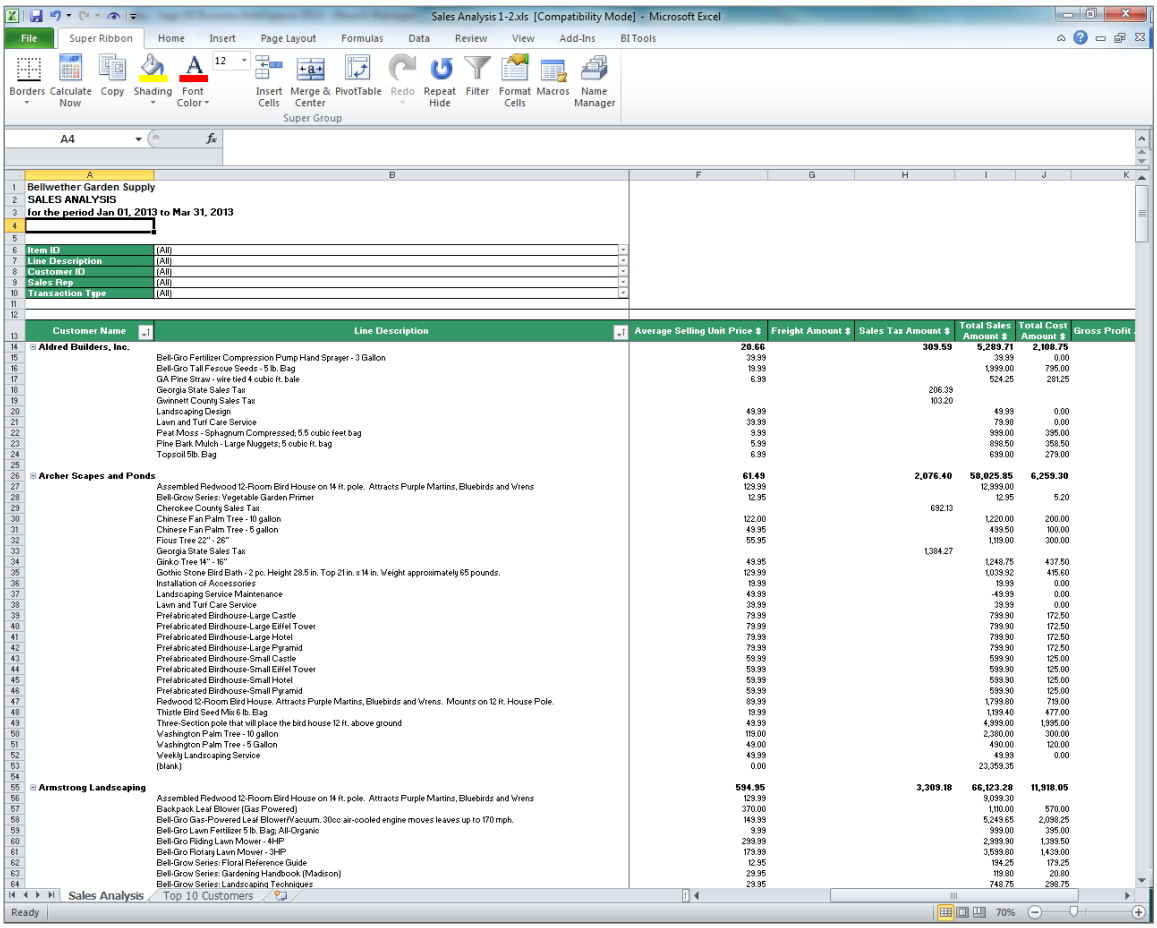


4. Click **OK**.

The progress Status is displayed on the right of your screen and indicates the process of your report. Depending on the size of your company data, running a report may take some time. You can sometimes cancel the report.



Once the process has finished, the report opens in a new Microsoft Excel workbook.



Copying, pasting and renaming reports

You can copy and paste a report, at any stage, in the Report Manager. These functions are useful in Sage 50 Intelligence Reporting because all the Master reports are locked and you need to make a copy of these master reports. Use the copy, paste and renaming methods to create new reports from an existing report and therefore not corrupt the master report.

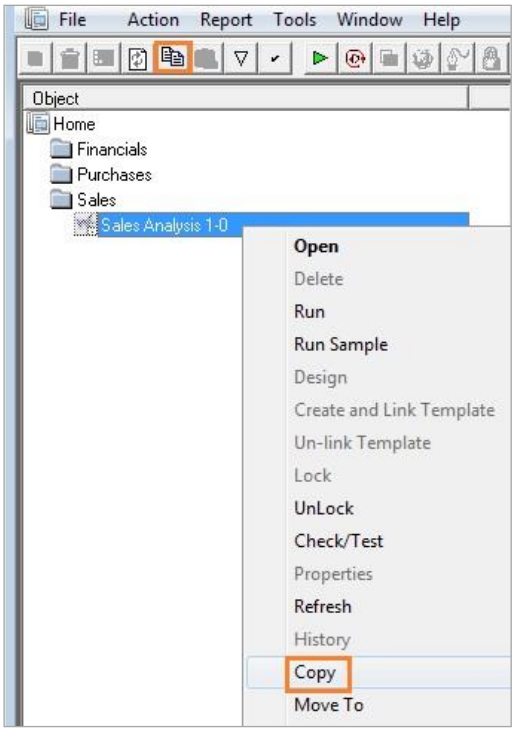
You may have a sales report that shows a customer analysis on sales; however, you want to create another report that shows sales analyzed by Reps. You can create a copy of the original report, rename the copy to Sales by Rep, then customize the new Sales by Rep report. You have the benefit of re-using all the containers and expressions in the original report without having to create them from scratch.

To create a new report from an existing report

1. Open the **Report Manager**.

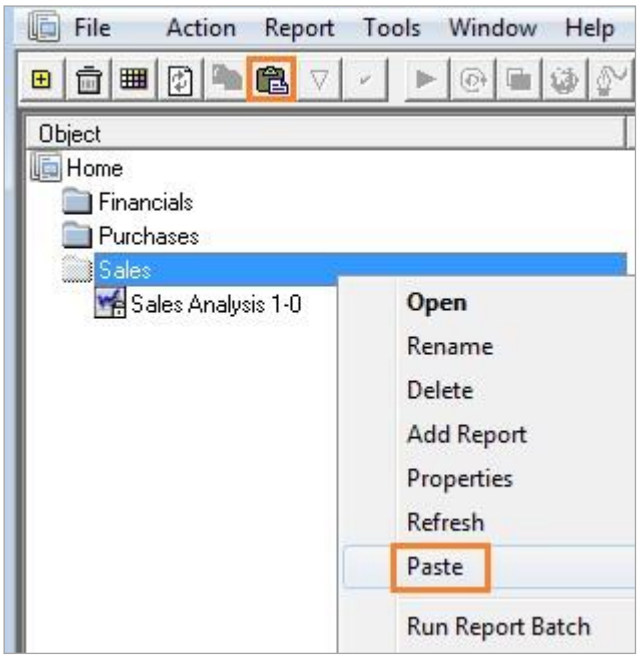
2. Right-click on the report you want to make a copy of; for example: Sales Analysis 1-0.

3. Select **Copy**, to copy that report to the Clipboard or click on the Copy icon in the menu bar.



4. Select a folder.
   You can choose the same folder that contains the original report or a different folder.

5. Right-click on the folder and select **Paste**.



6. Rename the newly copied report. By default, the report's name is Copy of <report name>.

   Note: You can use the short-cut keys of CTRL+C to copy the report and CTRL +V to paste instead of using the menus.

7. Right-click on the report and select **Rename** to give the report a different name.

   You now have an exact duplicate of the original report that will obtain its data from the same place and deliver it in the same format, until you make any changes to this new report.

Creating and linking a report

It is entirely possible to customize the look and layout of the Sage 50 Intelligence Reporting Standard Reports. Although these reports are designed to encompass the needs of most business organizations, you may want to change the appearance (colors, text style, etc.) to reflect your company image and perhaps change the order or inclusion of columns to suit your company processes. These changes can be saved for the next time you run the report.

Creating Microsoft Excel templates enables the user to create a template from an open Microsoft Excel workbook and link it to an existing report so as to standardize the output format of the chosen report for every run instance in future.

Note: If you are unsure of making changes to any of the Standard Reports, you should create a copy of the report before you make any changes.

Sage 50 Intelligence Reporting users must make a copy of a report in order to edit the standard reports.

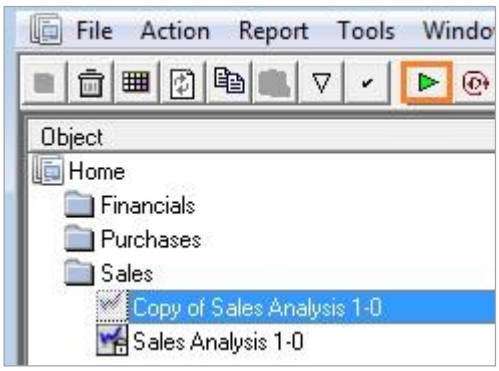
To copy a report

1. Open the Sage 50 Intelligence **Report Manager**.
2. Right-click the report you want to copy, and **select Copy**.
3. Right-click on the report folder in which you want to paste the copy, and **select Paste**.

   The copy of the report is renamed as **Copy of** and the original report name.

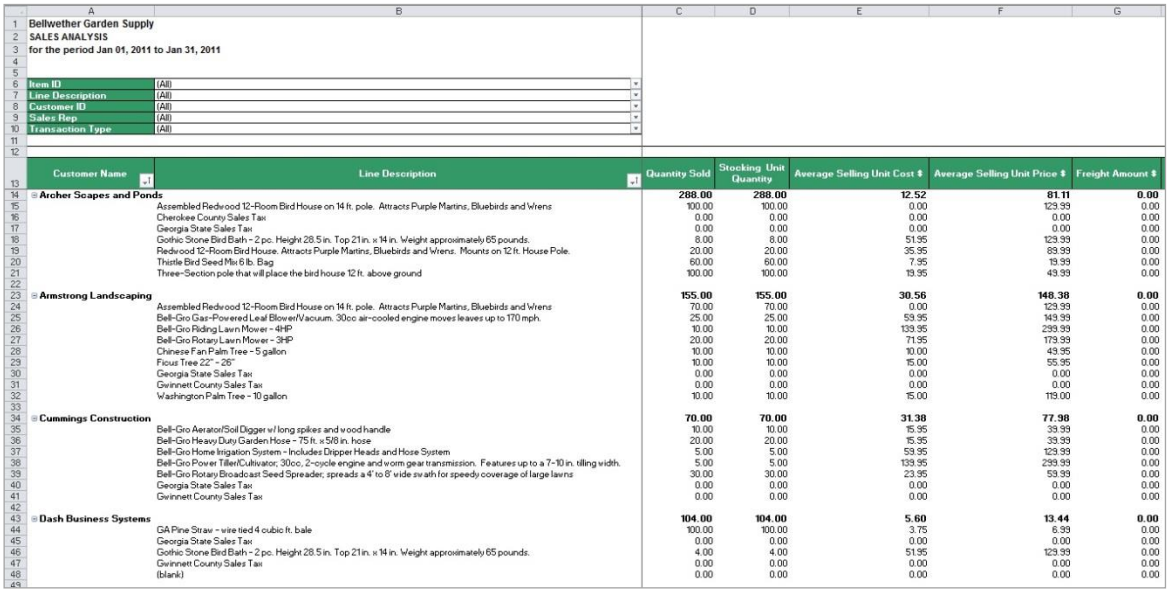
To create and link the report

1. Open the Sage 50 Intelligence Report Manager.
2. **Select and run** the report you want to customize.



3. Make the changes to the report.

   Ensure that Sheet1 (where Sage 50 Intelligence Reporting puts the Raw Data) and Sheet2 (where Sage 50 Intelligence Reporting puts the report parameters) are unchanged.



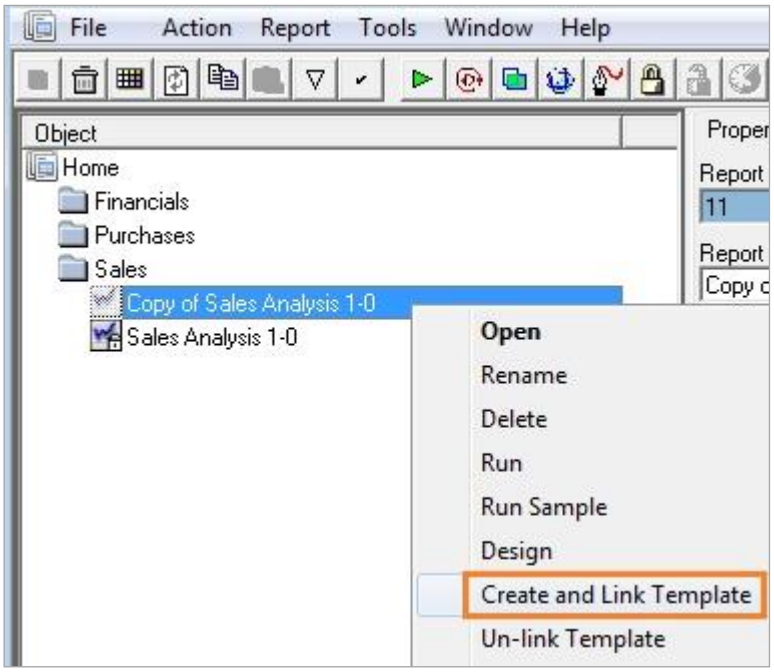
Bellwether Garden Supply
SALES ANALYSIS
for the period Jan 01, 2011 to Jan 31, 2011

Item ID	(All)
Line Description	(All)
Customer ID	(All)
Sales Rep	(All)
Transaction Type	(All)

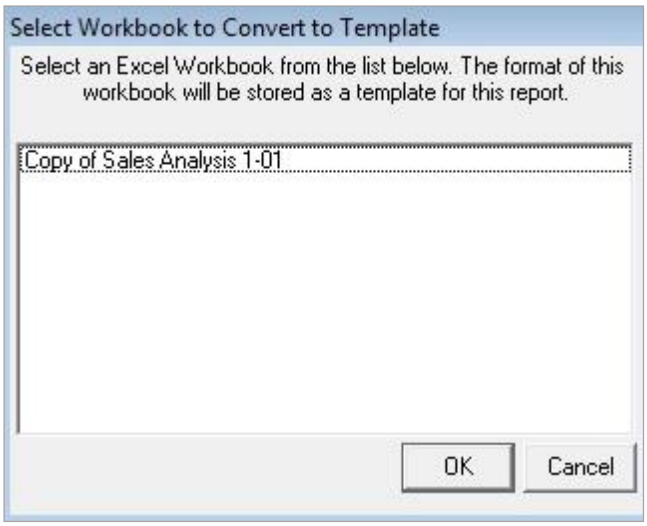
Customer Name	Line Description	Quantity Sold	Stocking Unit Quantity	Average Selling Unit Cost $	Average Selling Unit Price $	Freight Amount $
Archer Scapes and Ponds		**288.00**	**288.00**	**12.52**	**81.11**	**0.00**
	Assembled Redwood 12-Room Bird House on 14 ft. pole. Attracts Purple Martins, Bluebirds and Wrens	100.00	100.00	0.00	129.99	0.00
	Cherokee County Sales Tax	0.00	0.00	0.00	0.00	0.00
	Georgia State Sales Tax	0.00	0.00	0.00	0.00	0.00
	Gothic Stone Bird Bath - 2 pc. Height 28.5 in. Top 21 in. x 14 in. Weight approximately 65 pounds.	8.00	8.00	51.95	129.99	0.00
	Redwood 12-Room Bird House. Attracts Purple Martins, Bluebirds and Wrens. Mounts on 12 ft. House Pole.	20.00	20.00	35.95	89.99	0.00
	Thistle Bird Seed Mix 6 lb. Bag	60.00	60.00	7.95	19.99	0.00
	Three-Section pole that will place the bird house 12 ft. above ground	100.00	100.00	19.95	49.99	0.00
Armstrong Landscaping		**155.00**	**155.00**	**30.56**	**148.38**	**0.00**
	Assembled Redwood 12-Room Bird House on 14 ft. pole. Attracts Purple Martins, Bluebirds and Wrens	70.00	70.00	0.00	129.99	0.00
	Bell-Gro Gas-Powered Leaf Blower/Vacuum. 30cc air-cooled engine moves leaves up to 170 mph.	25.00	25.00	59.95	149.99	0.00
	Bell-Gro Riding Lawn Mower - 4HP	10.00	10.00	139.95	299.99	0.00
	Bell-Gro Rotary Lawn Mower - 3HP	20.00	20.00	71.95	179.99	0.00
	Chinese Fan Palm Tree - 5 gallon	10.00	10.00	10.00	49.95	0.00
	Ficus Tree 22" - 26"	10.00	10.00	15.00	55.95	0.00
	Georgia State Sales Tax	0.00	0.00	0.00	0.00	0.00
	Gwinnett County Sales Tax	0.00	0.00	0.00	0.00	0.00
	Washington Palm Tree - 10 gallon	10.00	10.00	15.00	119.00	0.00
Cummings Construction		**70.00**	**70.00**	**31.38**	**77.98**	**0.00**
	Bell-Gro Aerator/Soil Digger w/ long spikes and wood handle	10.00	10.00	15.95	39.99	0.00
	Bell-Gro Heavy Duty Garden Hose - 75 ft. x 5/8 in. hose	20.00	20.00	15.95	39.99	0.00
	Bell-Gro Home Irrigation System - Includes Dripper Heads and Hose System	5.00	5.00	59.95	129.99	0.00
	Bell-Gro Power Tiller/Cultivator; 30cc, 2-cycle engine and worm gear transmission. Features up to a 7-10 in. tilling width.	5.00	5.00	139.95	299.99	0.00
	Bell-Gro Rotary Broadcast Seed Spreader; spreads a 4' to 8' wide swath for speedy coverage of large lawns	30.00	30.00	23.95	59.99	0.00
	Georgia State Sales Tax	0.00	0.00	0.00	0.00	0.00
	Gwinnett County Sales Tax	0.00	0.00	0.00	0.00	0.00
Dash Business Systems		**104.00**	**104.00**	**5.60**	**13.44**	**0.00**
	GA Pine Straw - wire tied 4 cubic ft. bale	100.00	100.00	3.75	6.99	0.00
	Georgia State Sales Tax	0.00	0.00	0.00	0.00	0.00
	Gothic Stone Bird Bath - 2 pc. Height 28.5 in. Top 21 in. x 14 in. Weight approximately 65 pounds.	4.00	4.00	51.95	129.99	0.00
	Gwinnett County Sales Tax	0.00	0.00	0.00	0.00	0.00
	(blank)	0.00	0.00	0.00	0.00	0.00

4. After completing the changes, **leave the workbook open** and go back to the Report Manager.

5. Right-click on the report for which the changes were made and select **Create and Link Template**.

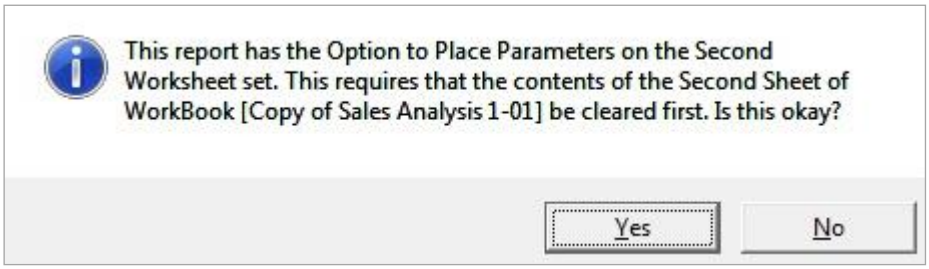


6. Select the workbook with the changes in the window that appears.

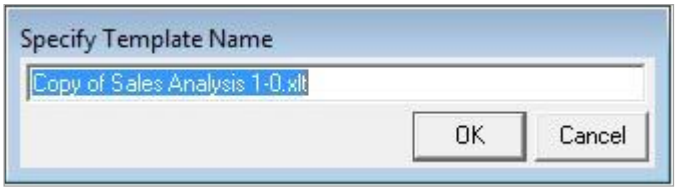


7. Click **OK**.

8. When prompted with the following message, click **Yes** to link the workbook. Clicking No will not link the workbook.

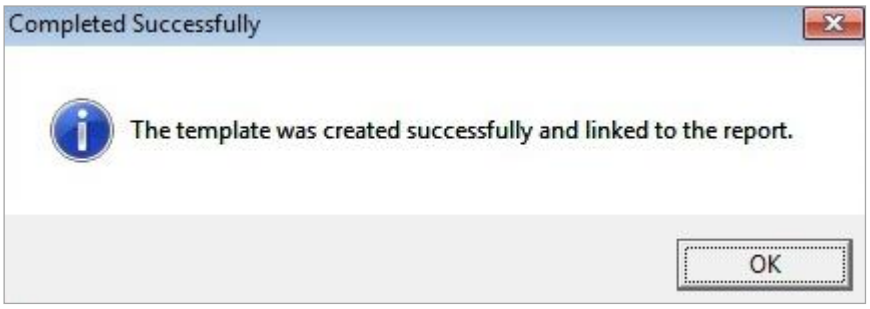


9. When prompted to specify the template name, change the name of the template. Doing so ensures that the original template is not overwritten with the copy.



10. Click **OK**.

11. Once the template has been successfully linked, the following message is displayed.



Note: The report is now successfully linked. The next time the report is run, all formatting will remain and the new data will be generated.

Adding and creating a new report

To create a new report from existing containers, you must first create a new folder. Remember that folders contain all the reports related to a particular topic. For example, all reports related to Sales. You cannot create sub folders.

Creating a New Report from Existing Containers

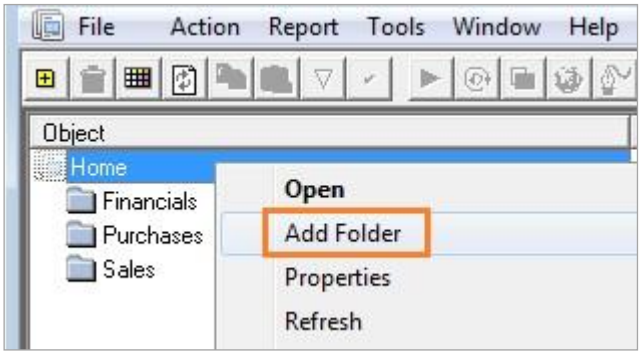
This process consists of two steps:

- Adding a folder
- Adding a report

To add a folder

1. Open the Sage 50 Intelligence Report Manager.
2. Right-click on the Home node and select **Add Folder**.

   The Enter a name for the Folder window opens:

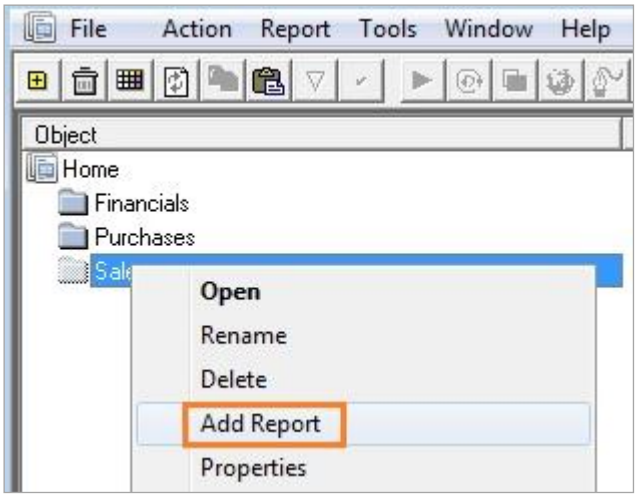


3. Enter a name for your folder; for example: Sales Test.
4. Click **OK**.

To add a report

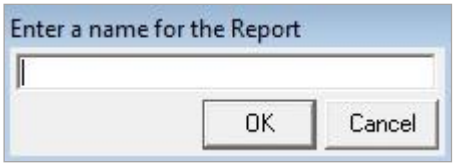
1. Select the Folder where you want to add the report; for example: Sales Test.

2. Right-click and select **Add Report**.

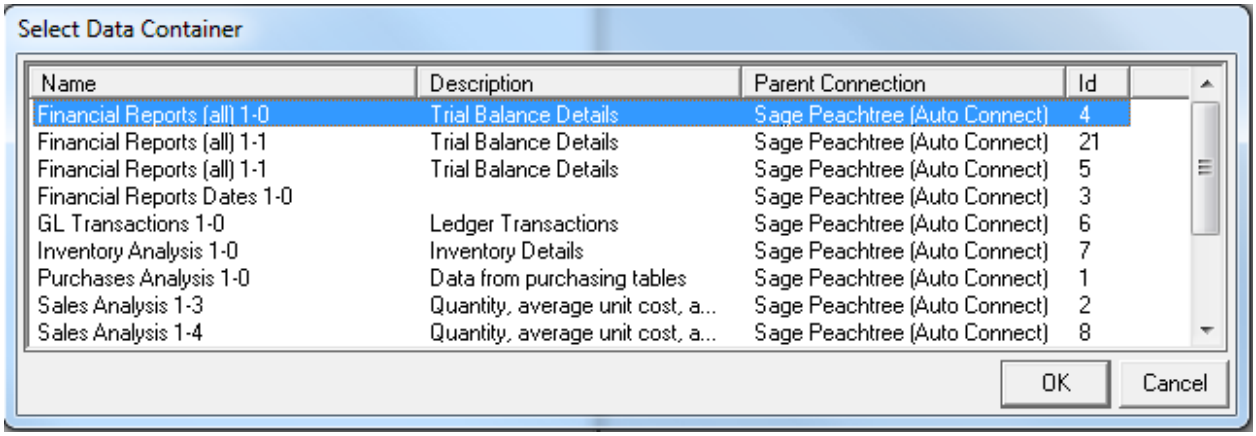


3. Select the type of report to add when prompted.
   You will add a **Standard Report**.

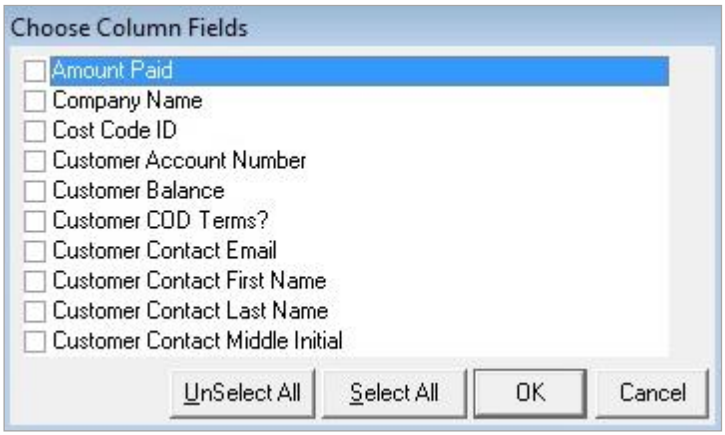
4. Enter a new name for the report; for example: Sales Report.



5. Click **OK** and the **Select Data Container** window opens.



6. Select the data container from which you want to source your data; for example: Sales Details. The Choose Column Fields window opens.



7. Select the columns you require in your report.

8. **(Optional)** Click Select All to select all of the Expressions.

9. Click **OK**.
   Your new report is now in your specified folder.

10. To Run the Report, in the object window select the report you have just created and click on the Run icon  on the Report Manager Toolbar.

11. Sage 50 Intelligence Reporting will launch the report and your data will be rendered to Microsoft Excel.

Defining report properties

Sage 50 Intelligence Report Properties

The report type (Standard, Dataless, Sub query or Union) mainly determines which standard tabs are available on the selected Properties window. A typical Properties window of standard report types has, besides the Properties tab also a tab for each report output property, namely Columns, Filters, Parameters, Sort Fields and Aggregate Filters.

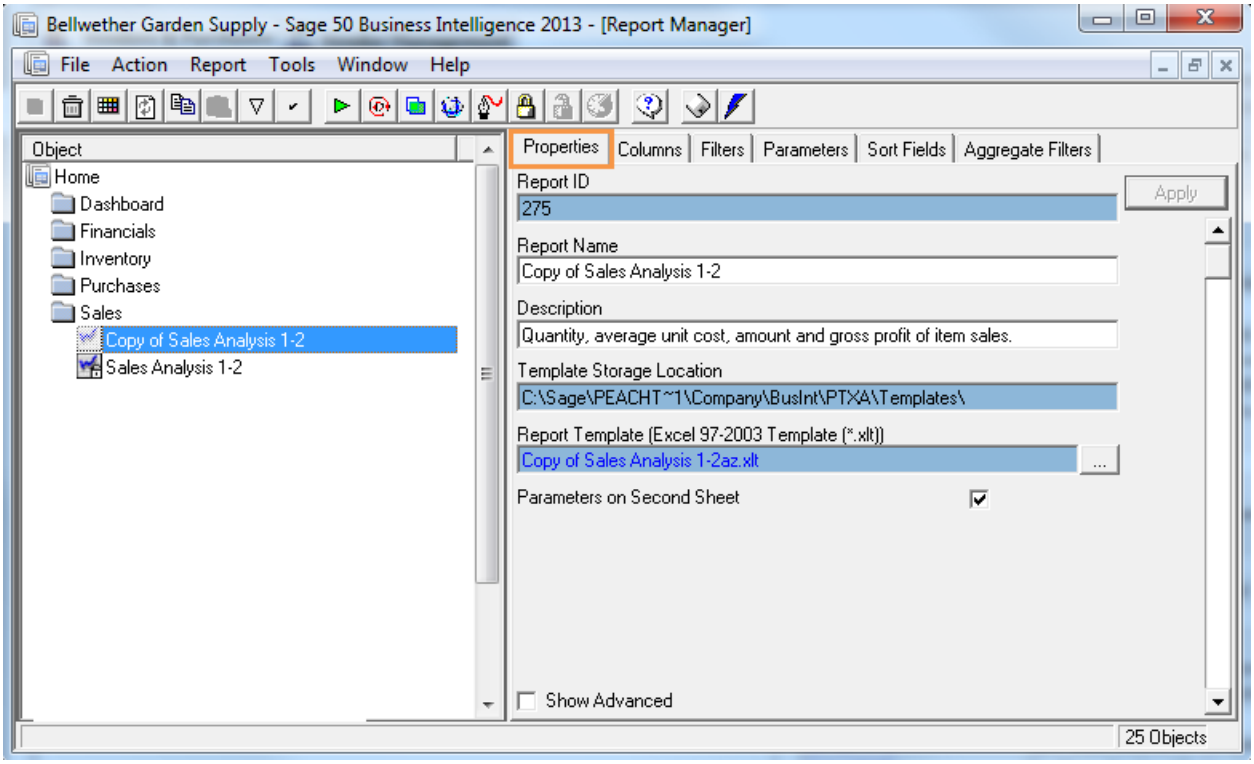
Report Properties Overview

We will look at the properties and columns of a standard report.

When selecting a report, tabs appear on the right of the screen. These tabs allow you to modify the report's display output.

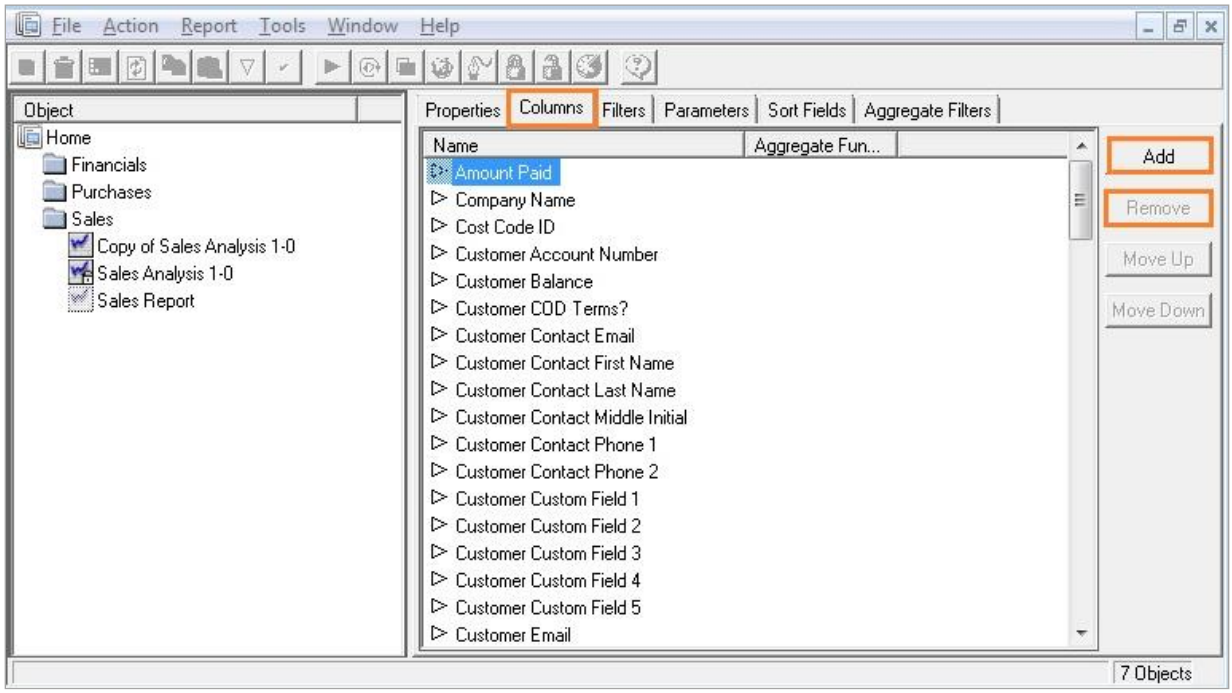
Properties Tab

The Properties tab enables you to view and change general report details such as the report name and description. To confirm any change select the Apply button on the top right of the Properties window.



Columns Tab

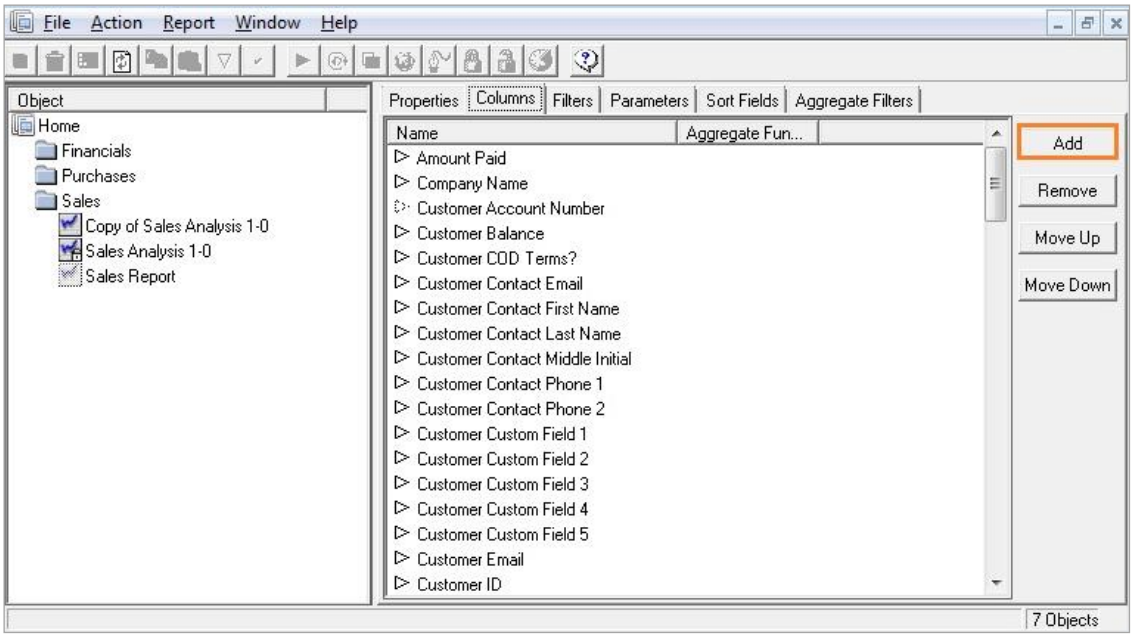
The Columns tab lists the columns that make up the Microsoft Excel report. You are able to Add, Remove or change the order of the columns using the buttons on the right of the window.



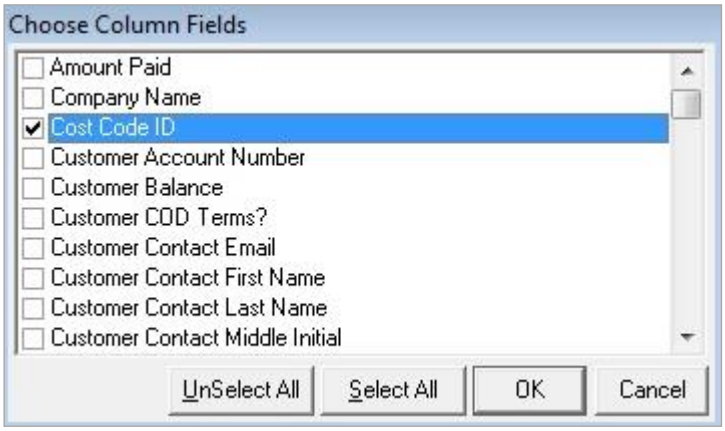
Adding Additional Columns

1. Select the **Columns** tab from the Properties window.

2. Click **Add**.

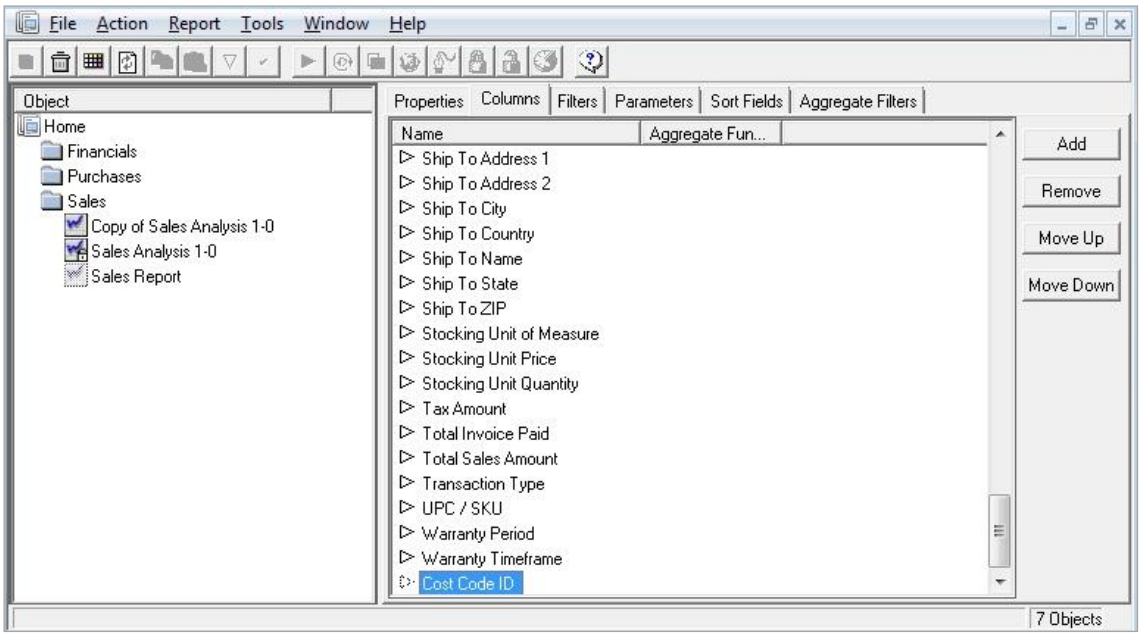


3. Select the **desired column**.



4. Click **OK**.

5. The new column appears in the Columns window.



Moving and Deleting Columns

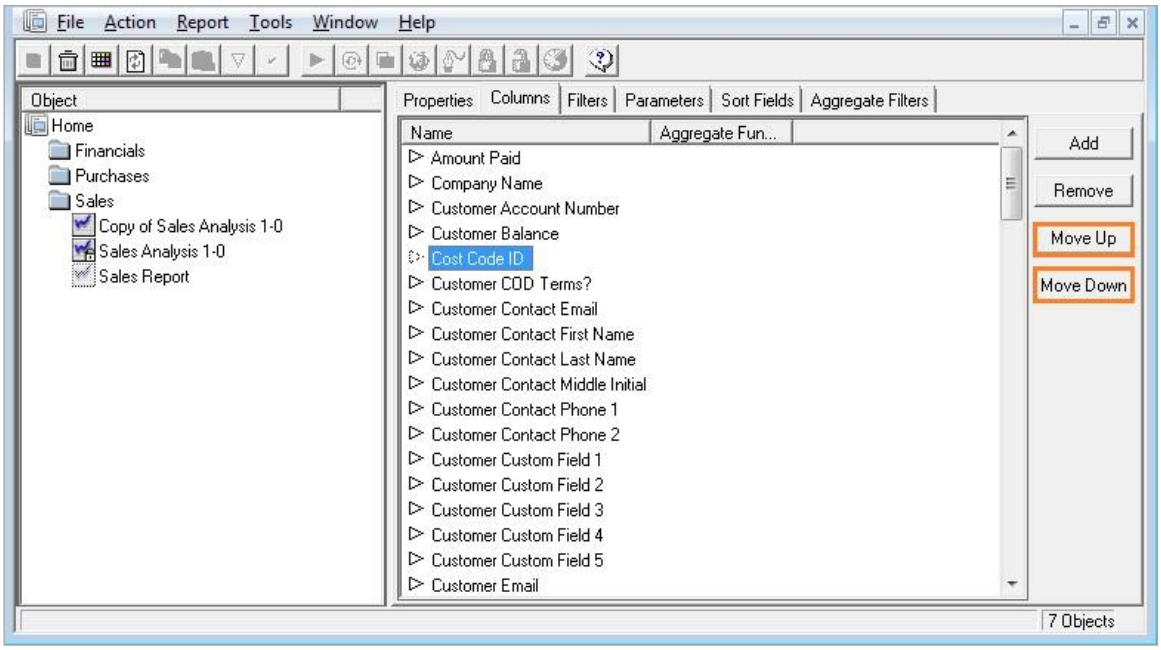
Moving Columns

1. If you want the columns to appear in a certain order in Microsoft Excel, you can change their order in the Properties window.

2. From the Properties window, select the **Columns tab**.

3. Select the desired column/s.

4. Click **Move Up** or **Move Down**.



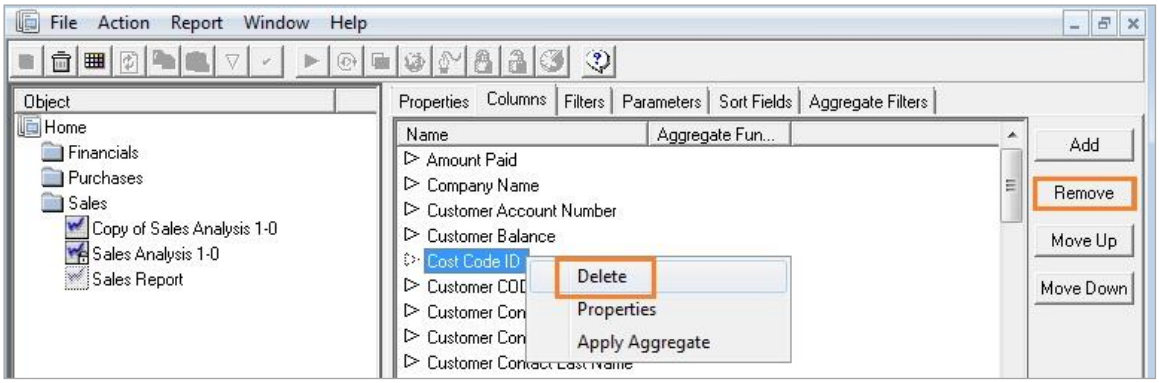
OR

4. Select the desired column/s.

5. Drag to the appropriate position.

Deleting Columns

1. From the Properties window, right-click on the **desired column**.
2. Click **Delete**.



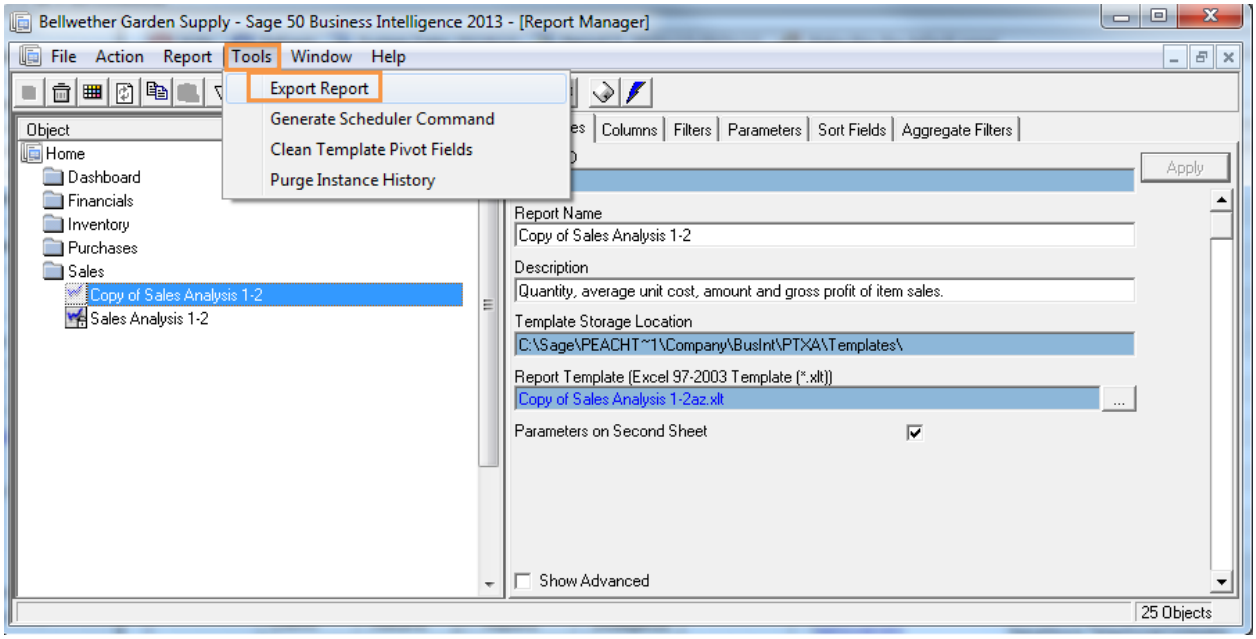
OR

2. From the Properties window, click on the **desired column**.
3. Click **Remove**.

Exporting reports

Reports can be exported from one system and imported into another. The export function creates a compressed file with an .al_ extension which can be imported into other systems. The uncompressed version of the file will create a file with the extension .alx

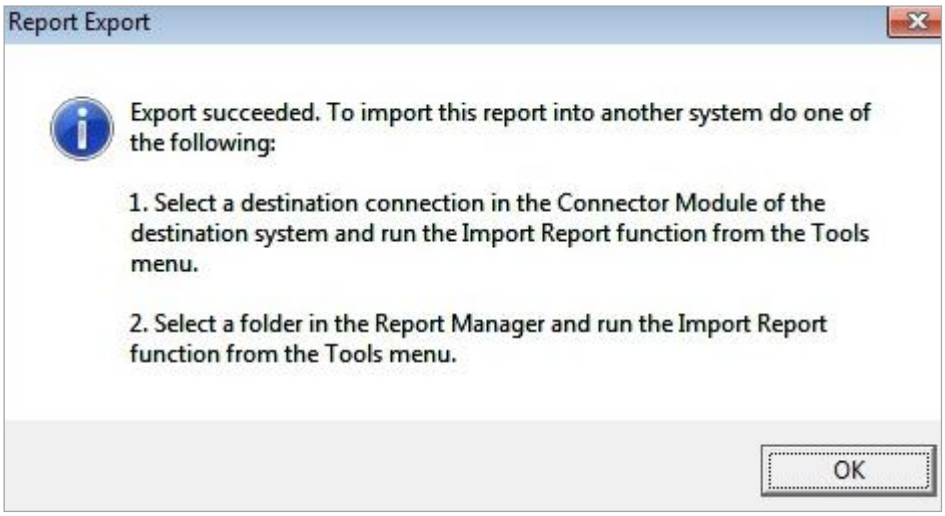
1. From the Object window, right-click on the desired report and select Export Report or click on Tools, Export Report.



2. Select the **Export folder** when prompted.

3. Click **Save**.

You will get the following message to confirm your export succeeded.



4. Click **OK**.

To import a report into Sage 50 Intelligence Reporting from an export file see **Importing a Report**.

Note: If you are running a Third Party Developer License of Sage 50 Intelligence Reporting then it is possible for you to protect your export files. See Exporting Reports with Protection in the user's guide for more details.

Importing reports

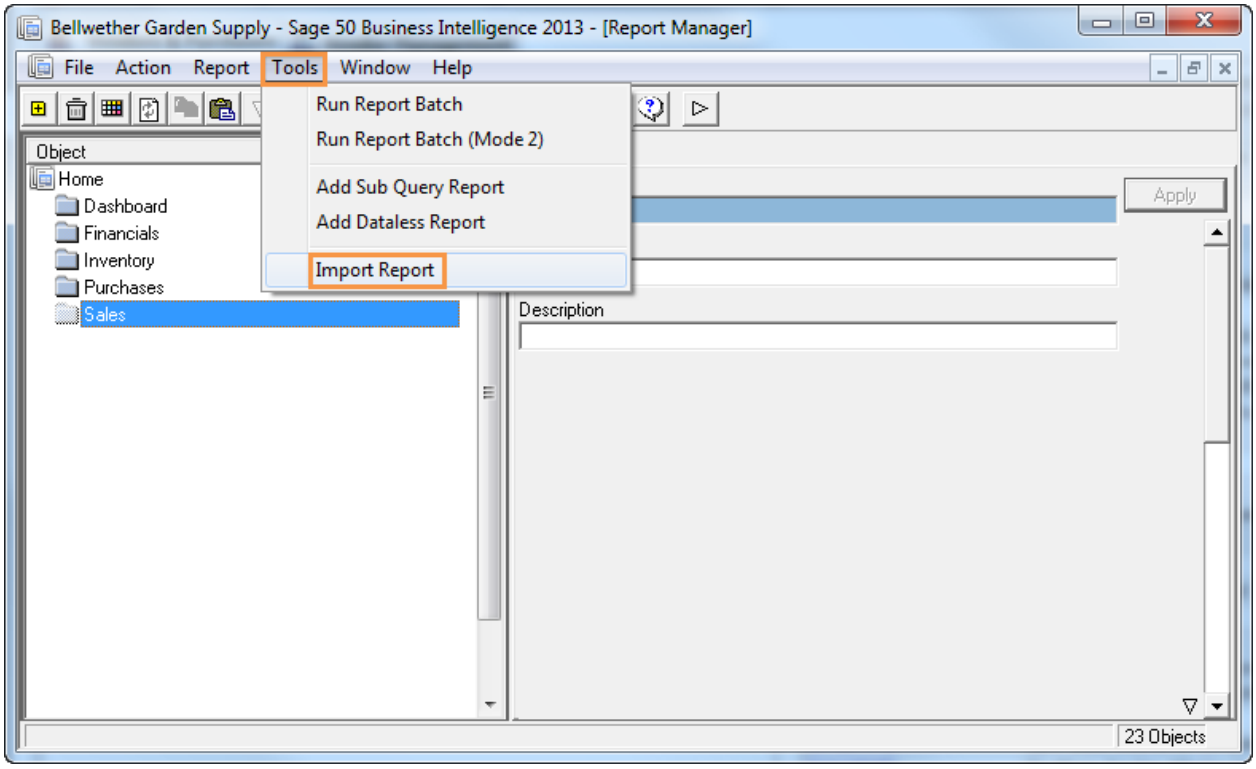
Reports can be exported from one system and imported into another. The export function creates a compressed file with an .al_ extension which can be imported into other systems. The uncompressed version of the file will create a file with the extension .alx

Report export files (.alx files) and compressed export files (.al_ files – version 3.5 and later) created using the Export Report facility can be imported into Sage 50 Intelligence Reporting. Using this facility, Reports can be created in one Sage 50 Intelligence Reporting system and distributed to other Sage 50 Intelligence Reporting systems.

1. Right-click on **Home** in the Object window and select **Import Report**.

   OR

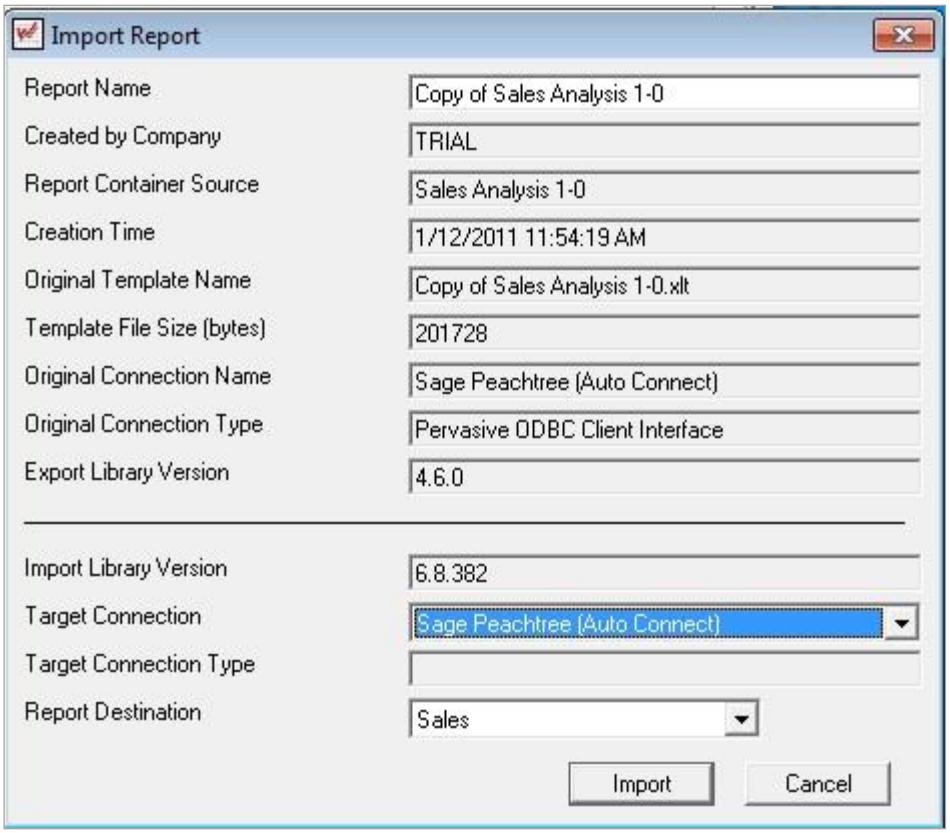
1. Click on **Tools** and select **Import Report**.



2. Select the report to be imported (with the _al extension) and **click Open**.

3. In the **Import Report** window, select the **target connection** (Connector).

4. Then select the **report destination** (the folder).



5. Click **Import**.

6. Click **OK**.

7. Double-click on the **Sales Reports folder** to refresh.

Below is a list of the information that is supplied to you for an import and a description of each element:

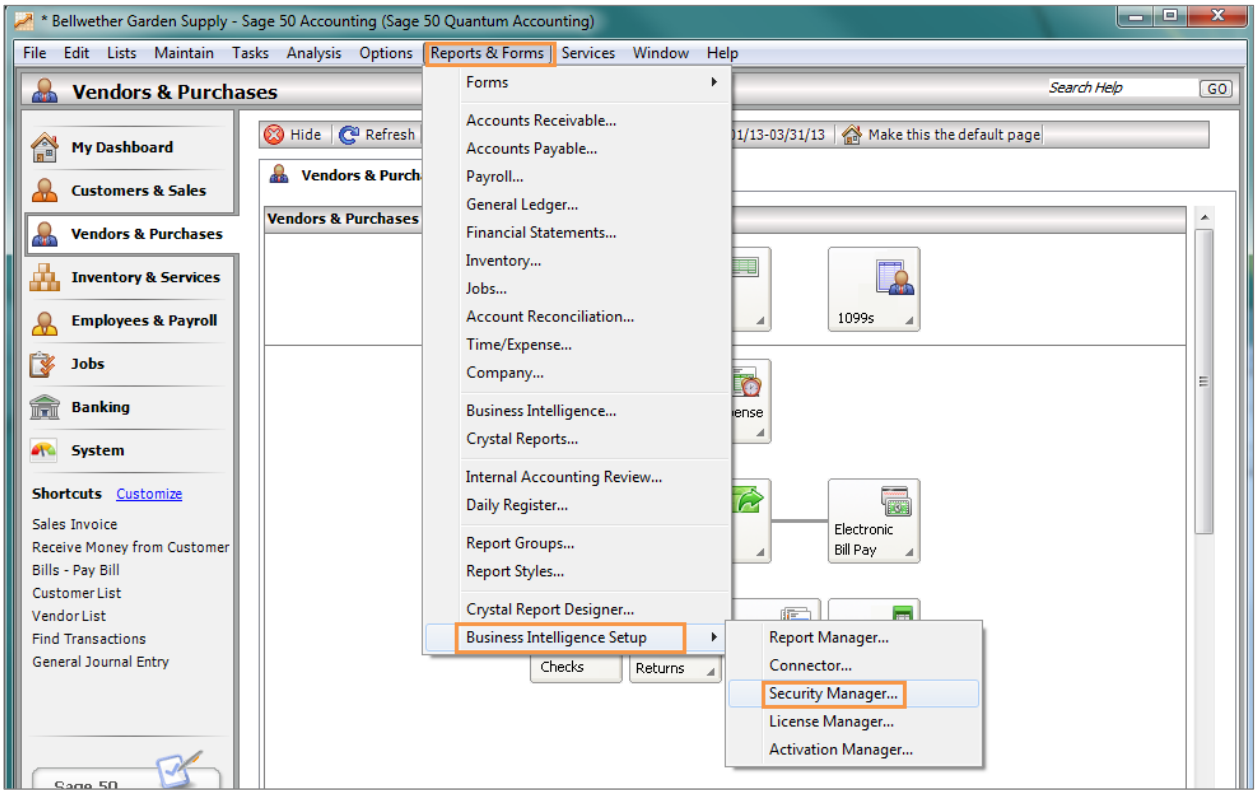
Element	Description
Report Name	The original name of the Report in the Source Sage 50 Intelligence Reporting System
Created By Company	The Company that created the Export File
Report Container Source	The Source Container for the Report in the Source Sage 50 Intelligence Reporting System
Creation Time	The Date and time that the Export File was created
Original Template Name	The name of the Report Template in the Source Sage 50 Intelligence Reporting System
Template File Size	The size (in bytes) of the Report Template File
Original Connection Name	The name of the Source Data Connection in the Sage 50 Intelligence Reporting Source System
Export Library Version	The Version of the Export Program Library used to create the export file
Import Library Version	The Version of the Import Program Library being used to perform the import
Target Connection	The Connection that you have selected as the Source for the new report that will be created by the import
Target Connection Type	The Source Connection Type of the Connection that you have selected as the Source for the new report that will be created by the import
Report Destination	The Report Manager Folder into which the new report will be imported

Security manager

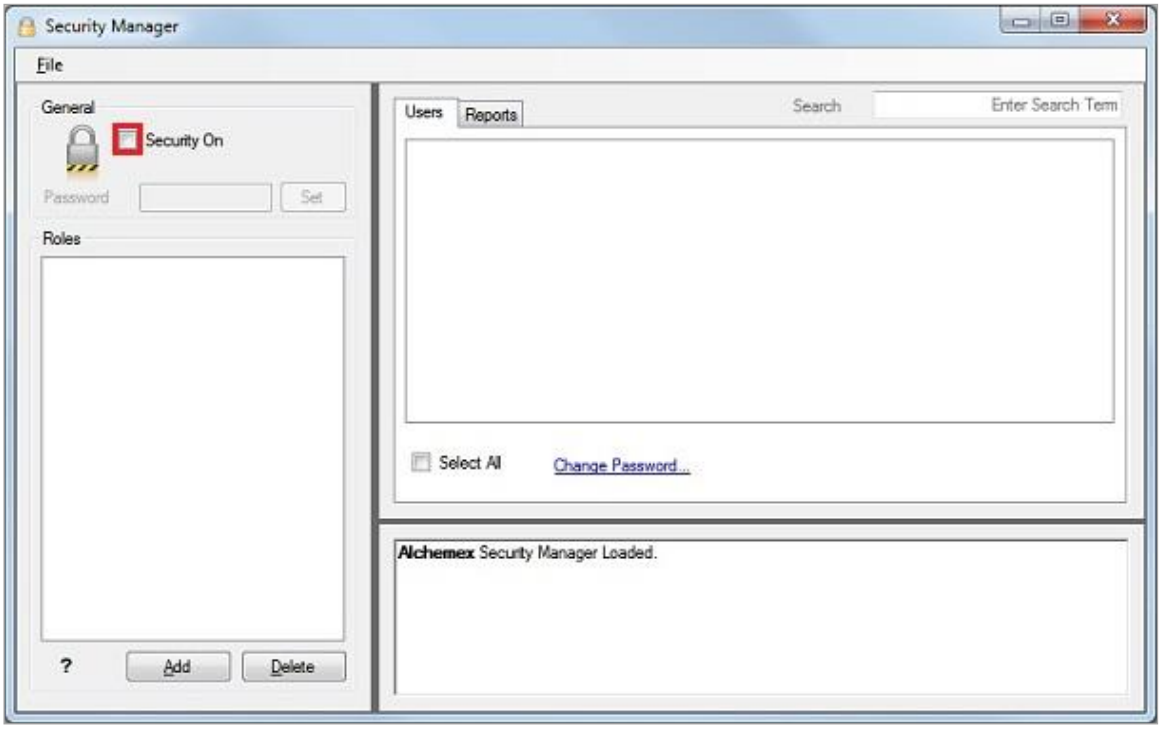
Security Manager Access

Method

1. Open the **Security Manager**.

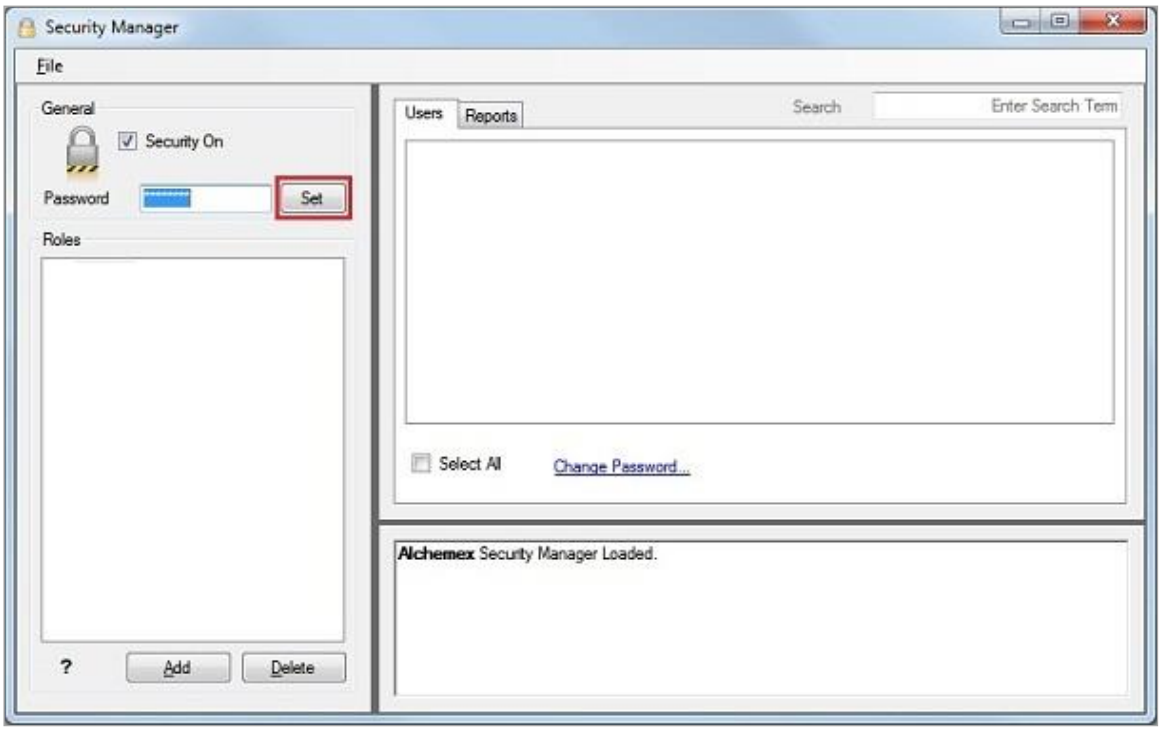


The Security Manager window will display:



2. You will be prompted for a password.

3. Type in a password and click **Set**.



4. **Confirm** your password.
   Note: This password will be required in future to gain access to the Security Manager.

5. Click **OK**.

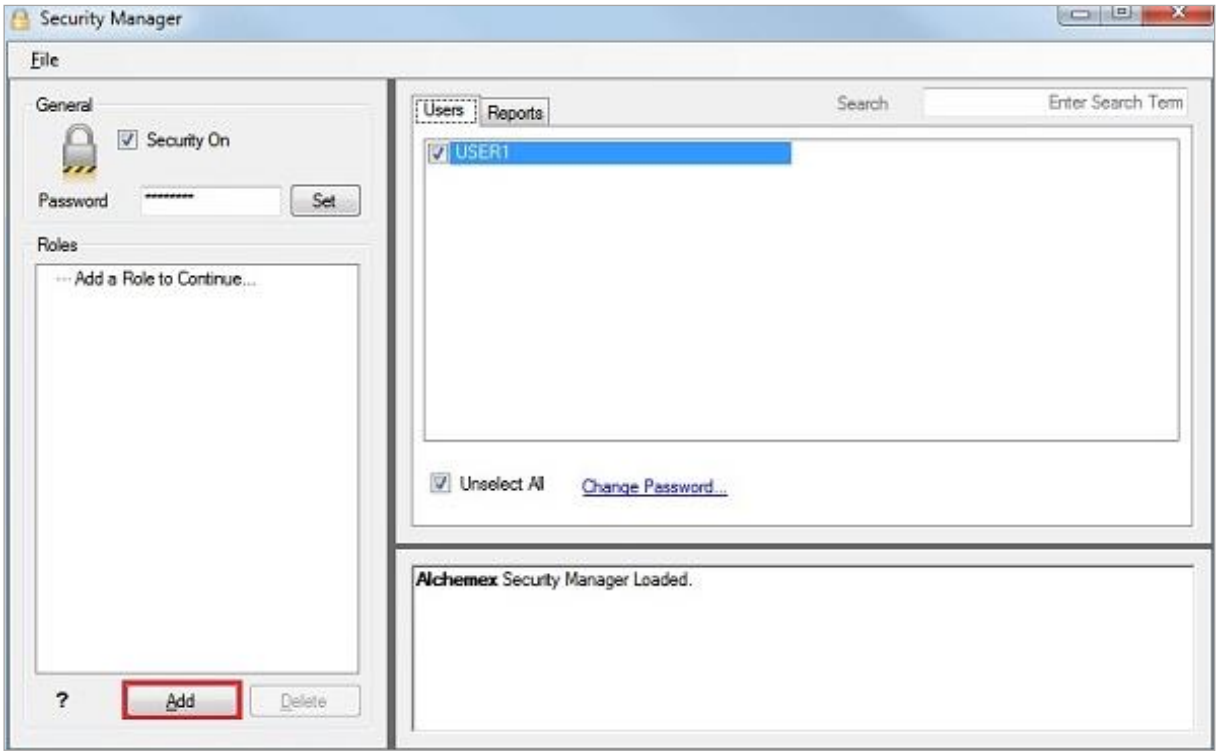
   A confirmation box will appear:

6. Click **OK**.

7. Proceed to **Add Roles**.

Adding Roles

1. From the **Users tab**, click the **Add** button under the Roles section to add a new Role.

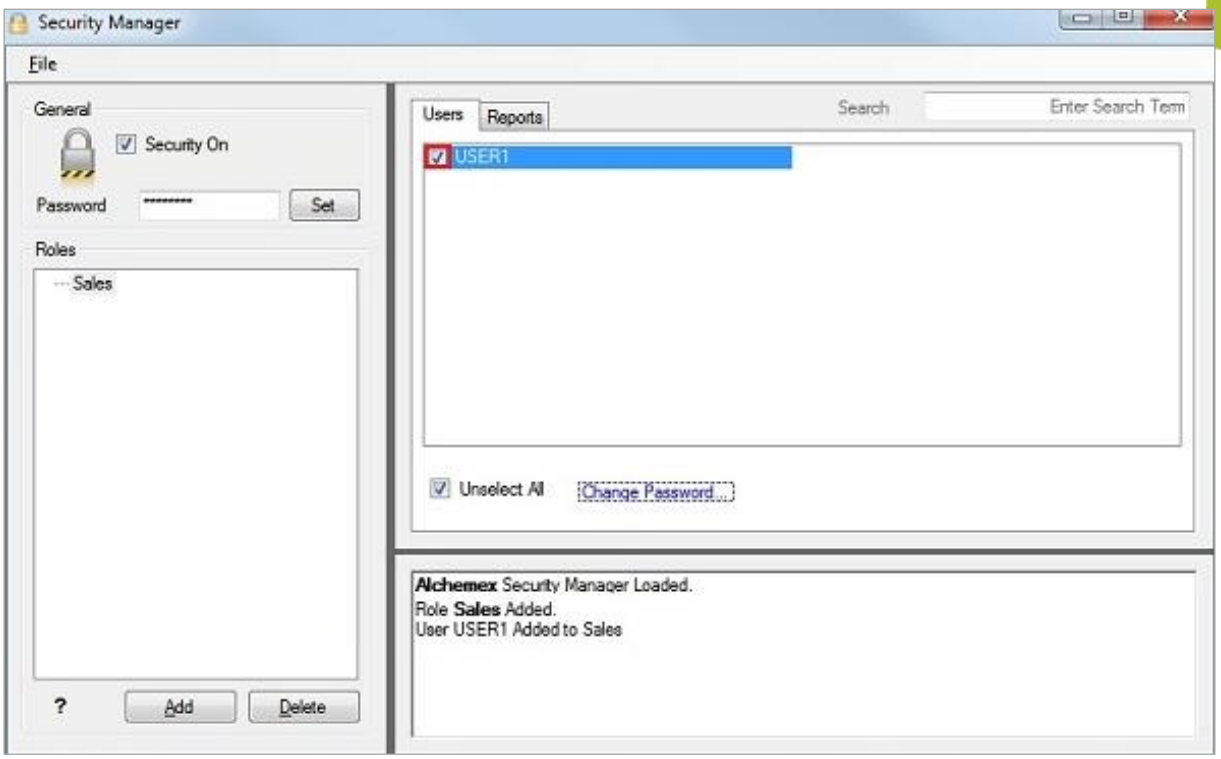


2. Enter a **Name** for the Role.

3. The Role will now be added.

4. Repeat steps 1–4 for each additional Role you would like to add.

5. Select the users that should belong to each Role.

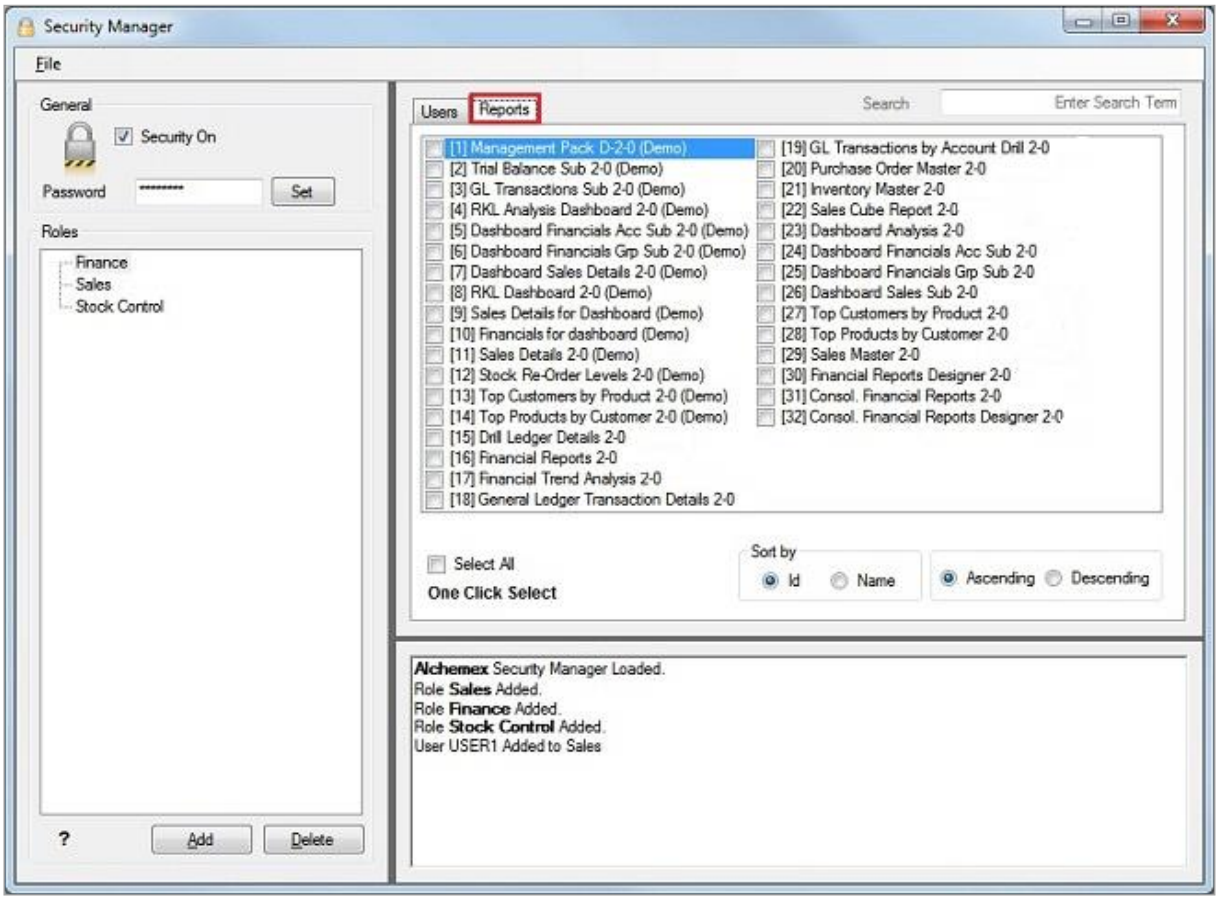


6. Passwords for users are by default, blank. For each user, click Change Password to set the password.

7. Proceed to **Add Reports** to Roles.

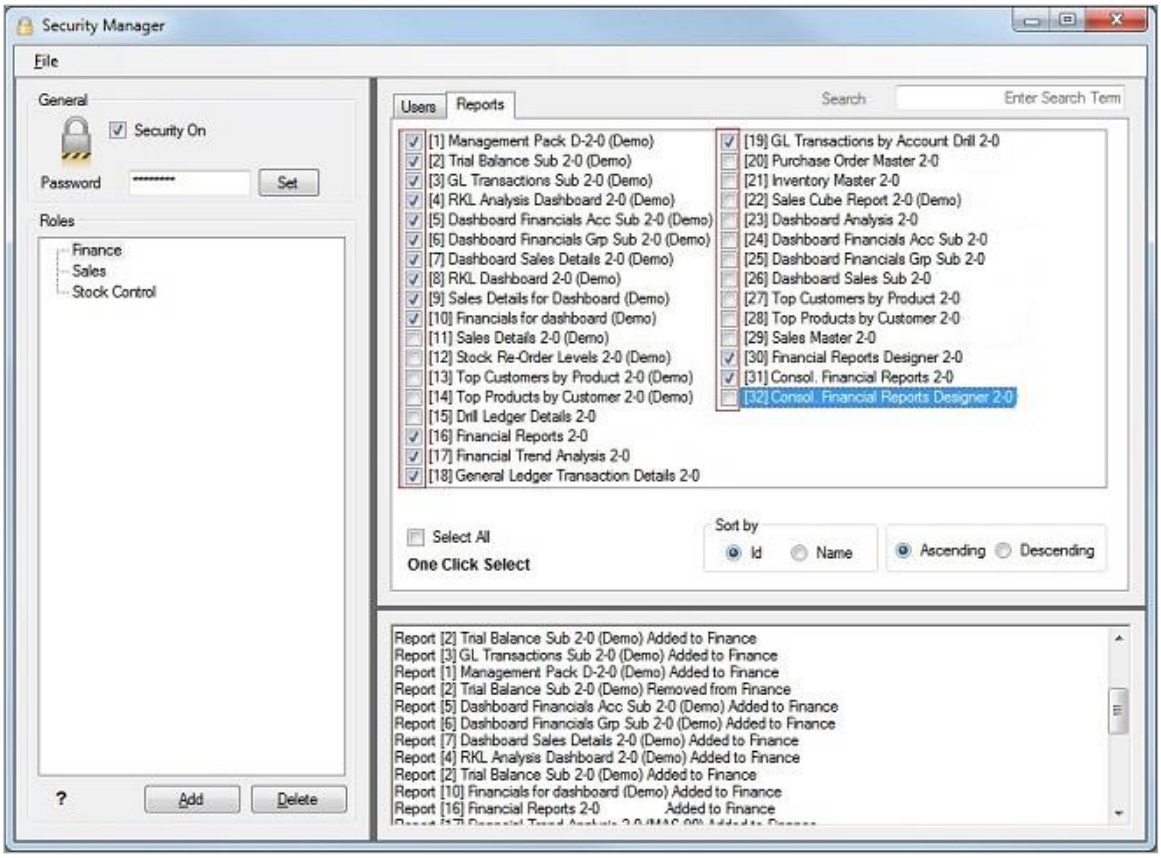
Adding Reports to Roles

1. Click on the Reports tab to assign access to specific reports for each Role.



2. For each Role, select the **Role in the left pane**, and select the **reports in the right pane** which that Role must have access to.

   Note: Union/sub reports are automatically added when the main report is added.



The users are now assigned to that Role, have access to the reports that the system administrator has assigned to the Role.

Creating a simple PivotTable in Microsoft Excel

Reasons for Organizing Data into a PivotTable

Four key reasons for organizing data into a PivotTable are:

- To summarize the data contained in a lengthy list into a compact format.
- To find relationships within the data that are otherwise hard to see because of the amount of detail.
- To organize the data into a format that's easy to chart.
- View the same data in many different ways quickly and easily.

PivotTable reports use functions, allowing you to total, average and count data. These functions also provide subtotals and grand totals automatically, where you choose to show them.

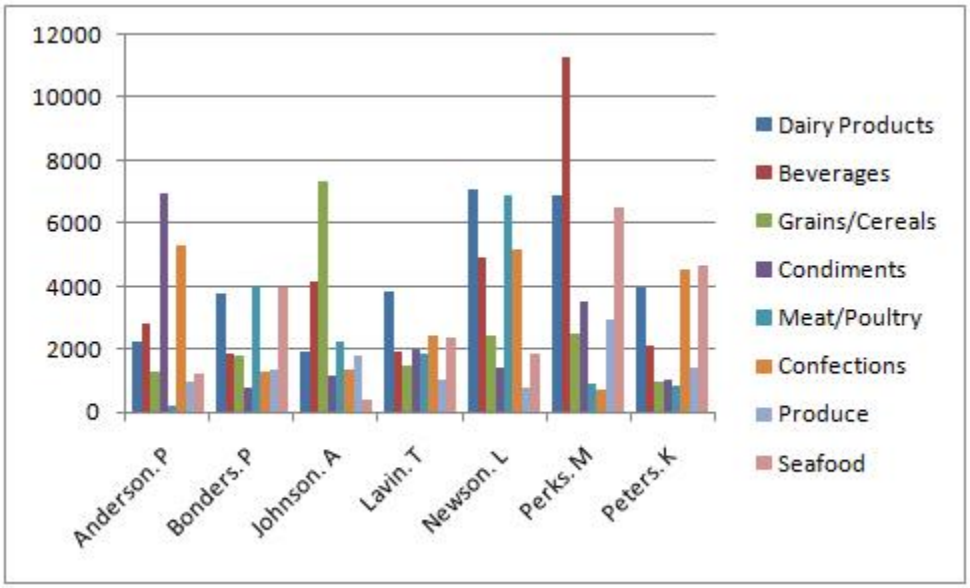
Original Worksheet

	A	B	C	D	E	F	G	H
1	*Branch*	*SalesPerson*	*CategoryName*	*ProductName*	Date	Quantity	UnitPrice	ProductSales
2	East Coast	Anderson. P	Confections	Maxilaku	01/01/2006	30	16.00	480.00
3	East Coast	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	01/01/2006	70	30.40	2128.00
4	East Coast	Peters. K	Grains/Cereals	Tunnbröd	02/01/2006	60	7.20	432.00
5	East Coast	Bonders. P	Confections	Pavlova	03/01/2006	21	13.90	291.90
6	East Coast	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	03/01/2006	40	11.20	448.00
7	East Coast	Lavin. T	Seafood	Boston Crab Meat	07/01/2006	2	14.70	29.40
8	East Coast	Perks. M	Seafood	Inlagd Sill	07/01/2006	5	15.20	76.00
9	East Coast	Anderson. P	Beverages	Chai	07/01/2006	10	14.40	144.00
10	East Coast	Johnson. A	Dairy Products	Gudbrandsdalsost	07/01/2006	15	28.80	432.00
11	East Coast	Peters. K	Dairy Products	Queso Cabrales	07/01/2006	30	16.80	504.00
12	East Coast	Bonders. P	Beverages	Chai	14/01/2006	24	14.40	345.60
13	East Coast	Newson. L	Confections	Teatime Chocolate Biscuits	16/01/2006	20	7.30	146.00

PivotTable

Branch	East Coast								
Sum of ProductSales	**Column Labels**								
Row Labels	**Dairy Products**	**Beverages**	**Grains/Cereals**	**Condiments**	**Meat/Poultry**	**Confections**	**Produce**	**Seafood**	**Grand Total**
Anderson. P	2211.8	2816	1292.6	6953.5	163.9	5326.2	978	1218.55	20960.55
Bonders. P	3782.5	1859.6	1769.6	757.8	4037	1268.7	1360	3958.4	18793.6
Johnson. A	1888.4	4130.65	7345	1146	2219.4	1351	1784	408	20272.45
Lavin. T	3815.8	1918	1472	1958.5	1862.1	2393.65	1050	2331.4	16801.45
Newson. L	7053.5	4891.5	2440	1380	6917	5158.5	795	1837.78	30473.28
Perks. M	6922.6	11288.5	2492.8	3506.5	861.8	705.75	2931	6487.6	35196.55
Peters. K	3966.5	2104	953.5	994.1	820	4545.7	1410	4687.9	19481.7
Grand Total	**29641.1**	**29008.25**	**17765.5**	**16696.4**	**16881.2**	**20749.5**	**10308**	**20929.63**	**161979.58**

Pivot Chart


12000
10000
8000
6000
4000
2000
0
Anderson. P
Bonders. P
Johnson. A
Lavin. T
Newson. L
Perks. M
Peters. K
Dairy Products
Beverages
Grains/Cereals
Condiments
Meat/Poultry
Confections
Produce
Seafood

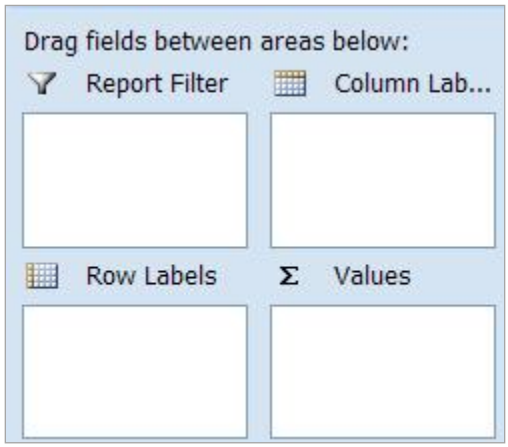
PivotTables Microsoft Excel 2007, 2010 and 2013

Microsoft Excel 2007 Concept and Layout

An important point to remember when working with PivotTables is that you are working within a layout slightly different to a normal Microsoft Excel worksheet. A PivotTable has its own Ribbon and that alone provides functionality specific to the PivotTable and not to a normal Microsoft Excel cell on the worksheet.

Although one can format a cell using the format tools on the **Home tab** of the Ribbon, a PivotTable provides its own format cells option on its Ribbon as it is treated as a separate entity.

A PivotTable has its own layout and is split up into 4 sections.



Each of the above sections is used to show fields from the PivotTable source data, each section having its own purpose.

Report Filter	This section assists in providing a third dimension to your data. It can also provide a more summarized/filtered view of the rest of the fields displayed in the other sections. When placing a field in this section it therefore reduces the number of items within a PivotTable and in some instances prevents the PivotTable's number of items limitation from being reached. If you include a page field in your PivotTable you can choose to display the PivotTable pages on separate worksheets. Select the show pages button on the drop down menu of the PivotTable toolbar button. Microsoft Excel will automatically replicate each page's data on a separate worksheet.
Column Labels	One would place fields in this section when wanting to group the data by a specific field, for example, by customer. Your customers will appear in the columns going across.
Row Labels	One would place fields in this section when wanting to group the data by a specific field, for example, by Customer. Your customers will appear in the rows going down.
Values	One would normally place fields in this section where their values are numbers such as a Qty or amount field, for example, Customer Sales. Calculations such as sum, average, min, max etc can be used on such fields. This section has to contain at least one field.

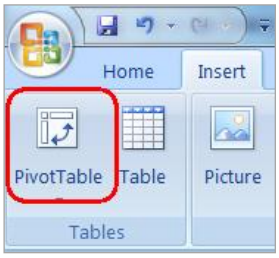
Create a PivotTable Report

To create a PivotTable you need to identify these two elements in your data:

- Have a list in Microsoft Excel with data fields (headings) and rows of related data
- Identify which fields are going to go where in your design

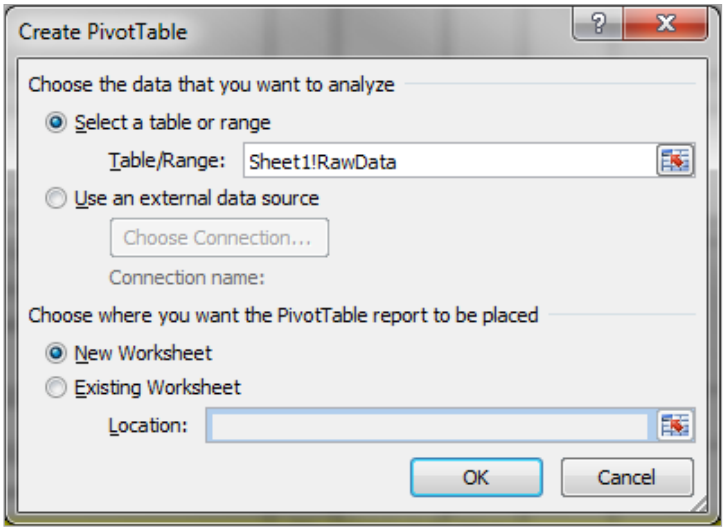
Method

1. Select any cell in the data list.
2. From the Insert tab, in the Tables group, select **PivotTable**.



3. Make sure that **Select a table** or **range** is selected.

   When pivoting data from a source data sheet where the data was rendered by Sage Intelligence, always use the named range **Sheetname!RawData**. This will ensure that the full range of data extracted is always available for use within the PivotTable. When adding new columns to a report, these new columns of data will then automatically be included in the PivotTable range

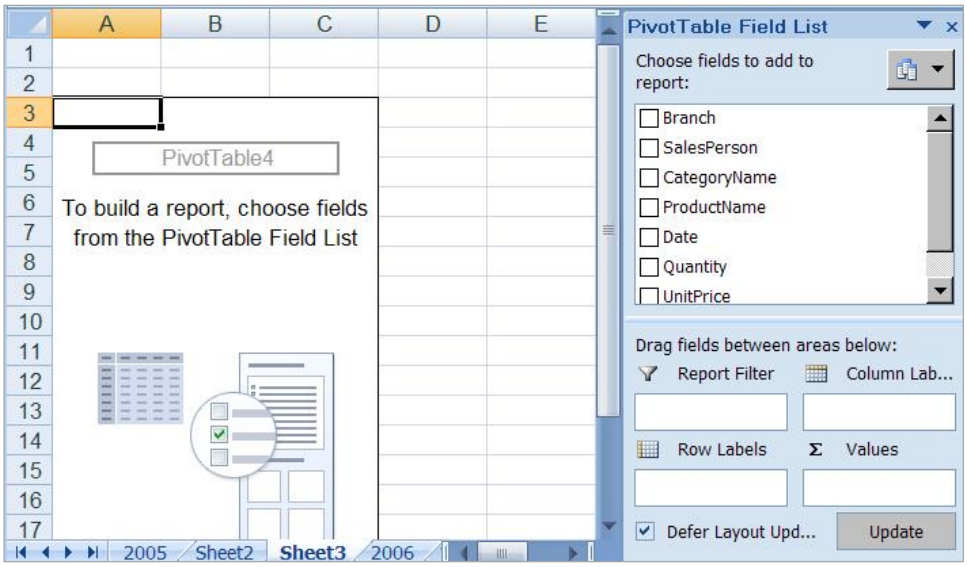


4. Make sure your data is listed in the Table/Range box.

5. Select where you want the PivotTable to go, either in an Existing worksheet or New worksheet.

6. Select **OK**.

7. A blank PivotTable will now be displayed.

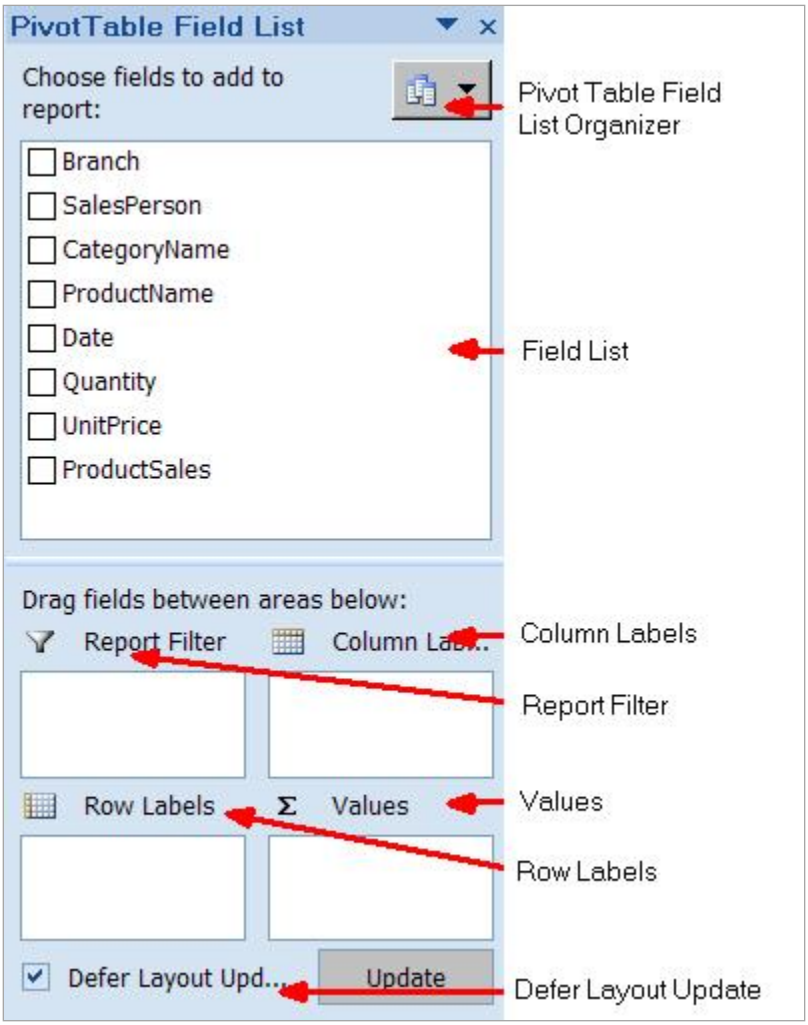


8. In the Field List, either select the fields you want in the Row Labels, or drag them into the Row Labels area on the Field List box.

9. Repeat for Report Filter, Columns Labels and Values.

PivotTable Field List

The PivotTable Field List contains the fields available for your PivotTable, based on the fields in the data range that the PivotTable is based on. In addition there are areas where you can add Report Filter (Page Area fields), sections that list the row and column fields and a section for the Data Area fields.



Turn the Field List On/Off

The PivotTable Field List is only visible while you are within the PivotTable. If you are within the PivotTable and it is still not visible, right-click and select Show Field List. You can also turn the field list on and off from the Ribbon.

Method

1. Select any cell in the PivotTable.
2. From the Options tab, in the Show/Hide group, select Field List.

   OR

3. Select any cell in the PivotTable.
4. Right-click and select Show Field List.

Remove, Add and Move Fields

When selecting a field from the data area to move or remove, you need to select the field by placing the mouse pointer on the border of the field and clicking when the pointer changes to the normal arrow pointer.

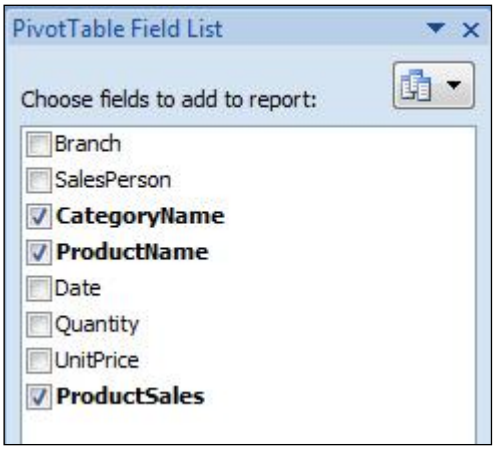
Fields that appear in the PivotTable will have a tick in their check box on the Field List.

De-selecting this check box will remove the field from the PivotTable.

Remove a Field

Method

1. From the Field List select the check box next to the field you wish to remove.

2. 

   OR

2. From the Field List, select the drop-down arrow next to the field.

3. Select Remove Field.

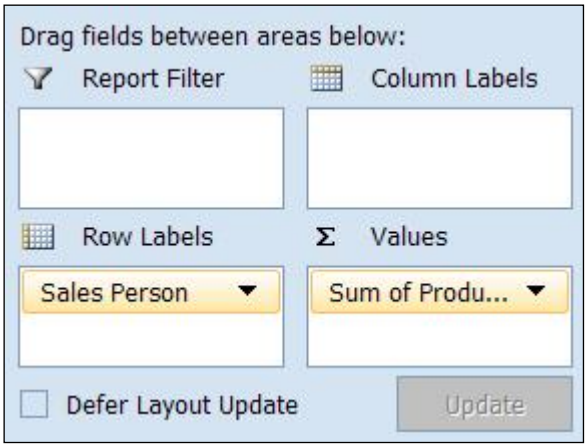
Add a Field

Method

1. Select the check box next to the field in the Field List.

   OR

2. Select the Field in the Field List and drag it to the desired area; for example: Report Filter.



Move Fields within the Table

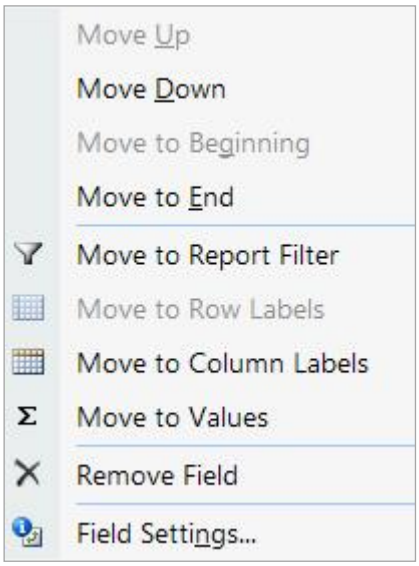
Method

1. From the Field List, drag the field to the desired area.

   OR

2. From the Field List, select the drop down arrow next to the field.

3. Select Move Up, Move down etc.



PivotTables in Microsoft Excel 2003

Microsoft Excel 2003 Concept and Layout

An important point to remember when working with PivotTables is that you are working within a layout slightly different to a normal Microsoft Excel worksheet. A PivotTable has its own toolbar and that alone provides functionality specific to the PivotTable and not to a normal Microsoft Excel cell on the worksheet.

Although one can format a cell using the format menu, a PivotTable provides its own format cells option on its toolbar as it is treated as a separate entity.

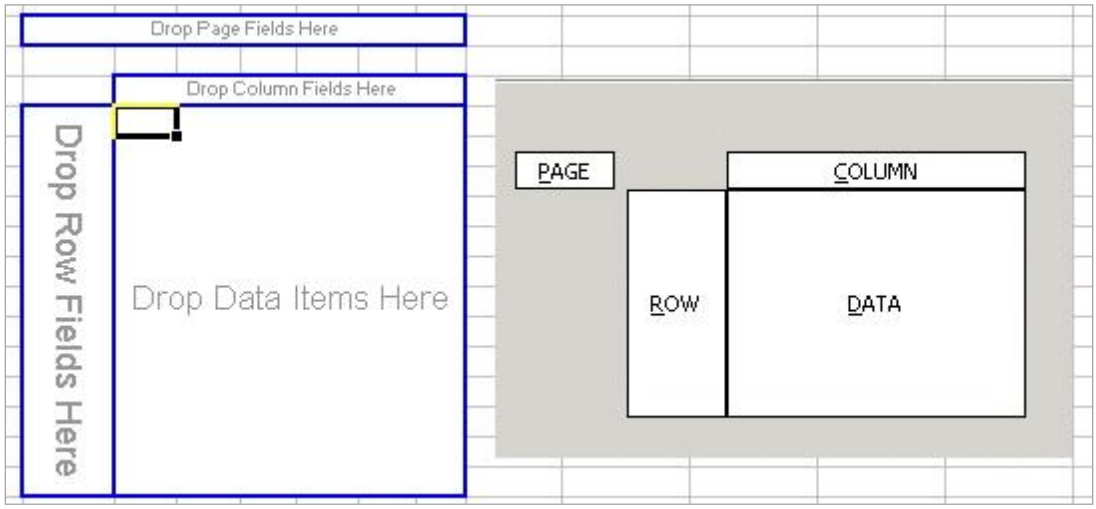
A PivotTable has its own layout and is split up into 4 sections. With reference to the diagrams below you can see the layouts in two different ways. The one on the left being the layout which is visible on the Microsoft Excel worksheet, the one on the right being the same layout but with its appearance when working within the PivotTable Wizard.

Layout as per a PivotTable

Displayed on a worksheet

Layout as per the

PivotTable wizard



Each of the above sections is used to show fields from the PivotTable source data, each section having its own purpose.

Section	Description
The Row Area	One would place fields in this section when wanting to group the data by a specific field, for example: by Customer. Your customers will appear in the rows going down.
The Data Area	One would normally place fields in this section where their values are numbers such as an amount field, for example: Customer Sales. Calculations such as sum, average, min, max etc can be used on such fields. This section has to contain at least one field.
The Column Area	One would place fields in this section when wanting to group the data by a specific field e.g. By customer. Your customers will appear in the columns going across.
The Page Area	This section assists in providing a third dimension to your data. It can also provide a more summarized/filtered view of the rest of the fields displayed in the other sections. When placing a field in this section it therefore reduces the number of items within a PivotTable and in some instances prevents the PivotTables number of items limitation from being reached.

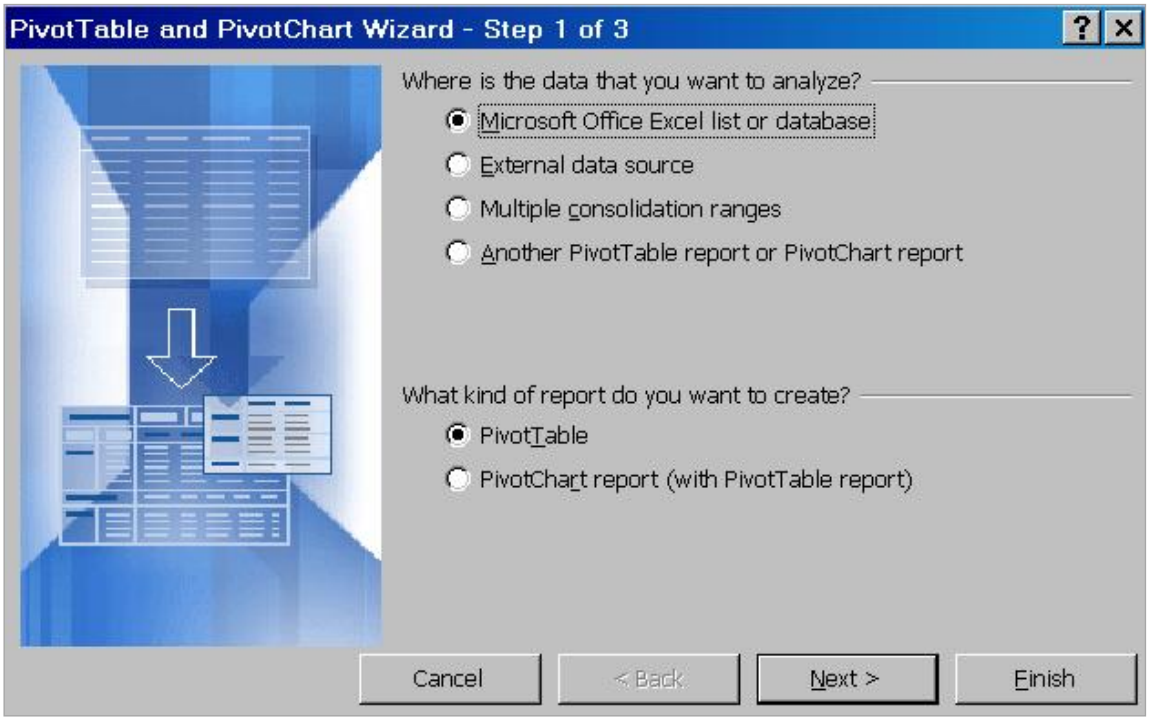
Create a PivotTable Report

To create a PivotTable you need to identify these two elements in your data:

- Have a list in Microsoft Excel with data fields (headings) and rows of related data
- Identify which fields are going to go where in your design

Method

1. Select any cell in the **data list**.
2. On the **Menu** bar select **Data**.
3. Select **PivotTable** and **Pivot Chart Wizard**.
4. Make sure that Microsoft Excel list or database is selected as the data to analyze.
5. Make sure the kind of report is selected as PivotTable.



6. Select **Next**.
7. Select the **collapse icon** in the range box.

8. Make sure the kind of report is selected as PivotTable. When pivoting data from a source data sheet where the data was rendered by Sage Intelligence, always use the named range **Sheetname!RawData**. This will ensure that the full range of data extracted is always available for use within the PivotTable. When adding new columns to a report, these new columns of data will then automatically be included in the PivotTable range.

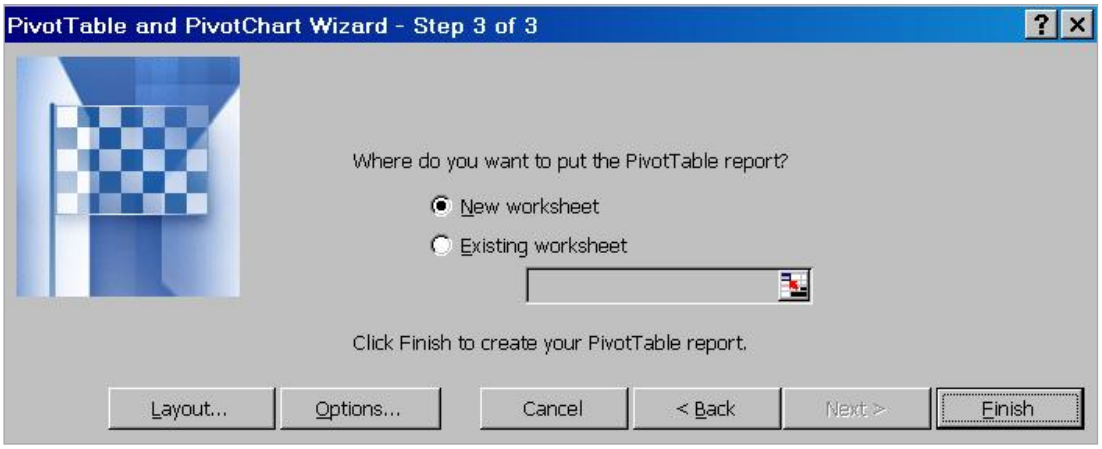
9. The selected range will appear in the range box.

10. Select the **collapse icon** again to return to your **active worksheet**.

11. Select **Next**.

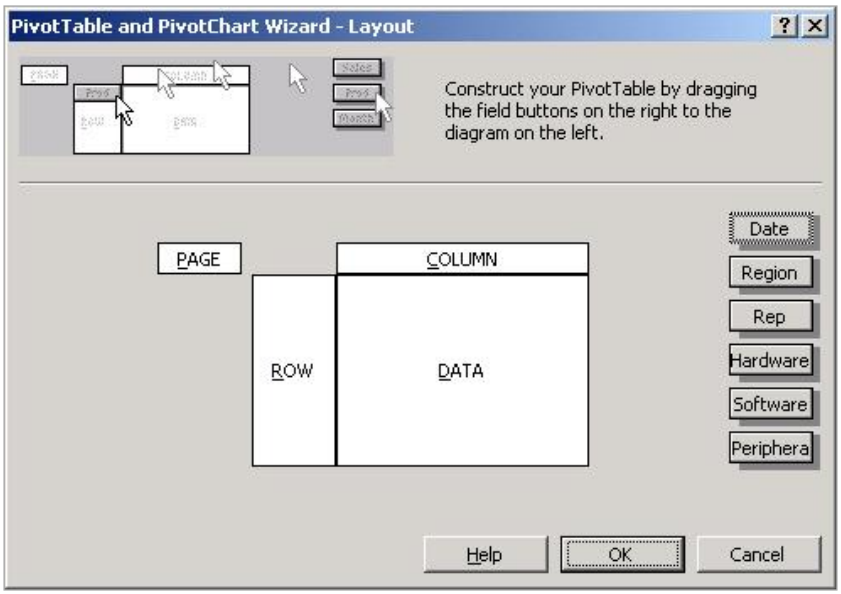
12. On the next screen, select where you want to place the **PivotTable**, select New Worksheet.

13. Choose another cell if you do not want the current cell as the position on the worksheet.

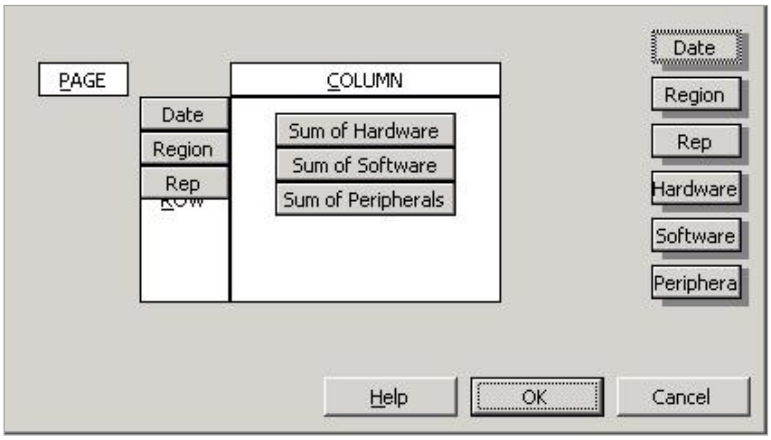


14. Select **Layout**.

The PivotTable and Pivot Chart Wizard – layout window appears:



15. The column headings from the source data will now appear as fields on the right.
16. Drag the fields to the relevant positions on the layout.



17. Select **OK**.
18. Select **Options**.
19. Select your required options.
20. Select **OK**.
21. Select **Finish**.
22. The PivotTable will now display.

Remove, Add and Move fields

When selecting a field from the data area to move or remove, you need to select the field by placing the mouse pointer on the border of the field and clicking when the pointer changes to the normal arrow pointer.

Remove a Field

Method

1. Select a Field and drag it outside of the PivotTable area and drop it.

   OR

1. Right-click on a Field.
2. Select Hide.

Add a Field

Method

1. Select a Field from the Field List.
2. Drag it into the PivotTable area and drop it in the appropriate position.

   OR

1. On the PivotTable toolbar select PivotTable.
2. PivotTable Wizard, select the Layout button.
3. Drag the fields to the appropriate position.

   OR

1. Select the Field in the Field List.
2. From the drop down, select the Area you would like to add it to.