Sage 300 ERP 2014
Intelligence Reporting
Report Designer User Guide

March 2014

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Report Designer Overview

About the Report Designer

The Sage Intelligence Report Designer makes reporting simple, flexible and fast by giving you the ability to customize your financial report layouts instantly. It is recommended for finance professionals and executives who need to create financial reports on a regular basis. In the Report Designer, the design of your financial reports are completely separate from your General Ledger. As a result, you can easily change reports without modifying your accounting system's General Ledger.

Income Statement

There are two options to design your financial report layouts: the **Layout Generator** and the **Task Pane**.

The Layout Generator gives you the power to transform Microsoft® Excel® data in a raw worksheet format into a meaningful layout by using an intuitive drag-and-drop interface.
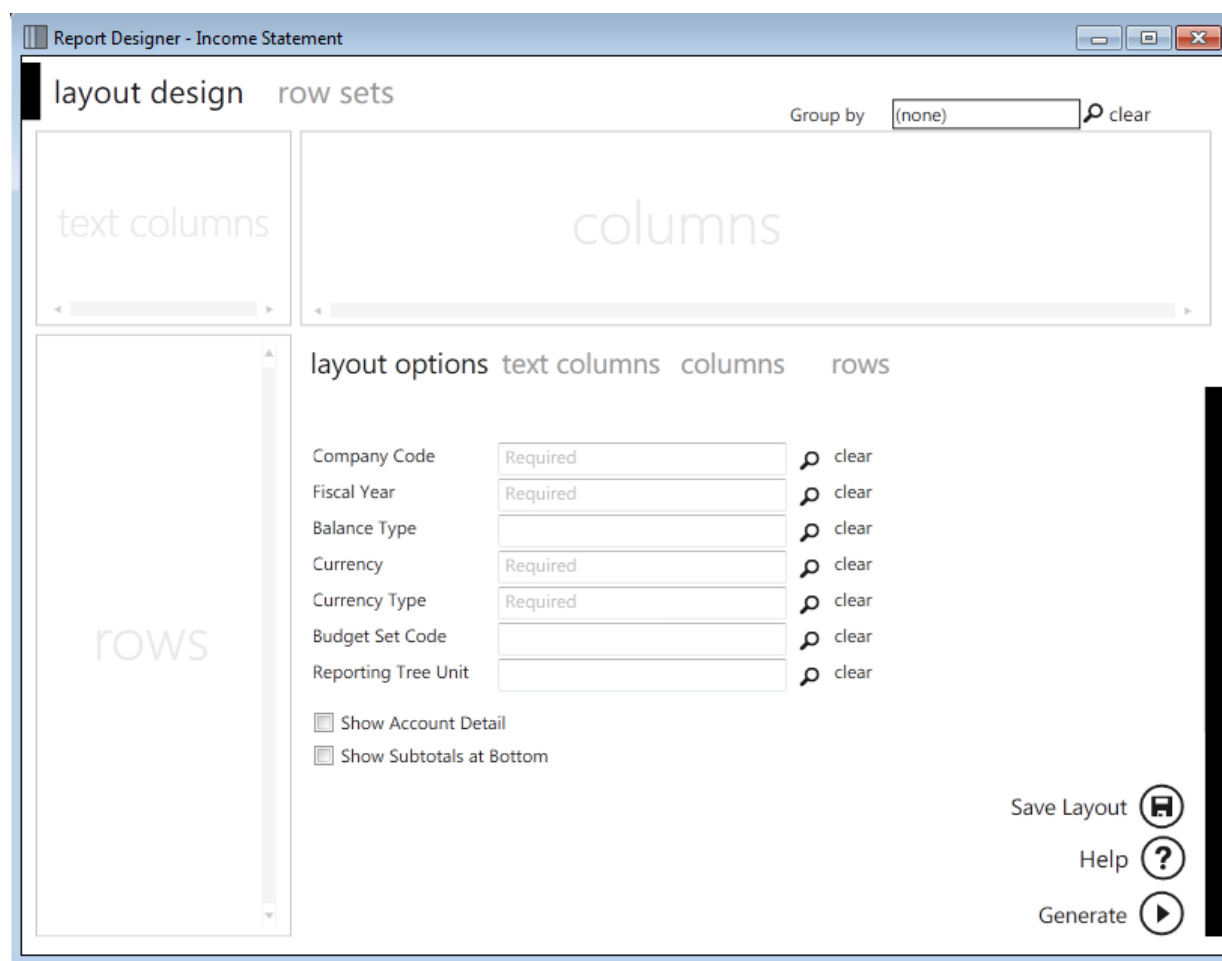
For those professionals who want to have complete control of their report layout and who are familiar with Excel, the Task Pane allows a completely customized layout to be designed using Excels' powerful functionality.
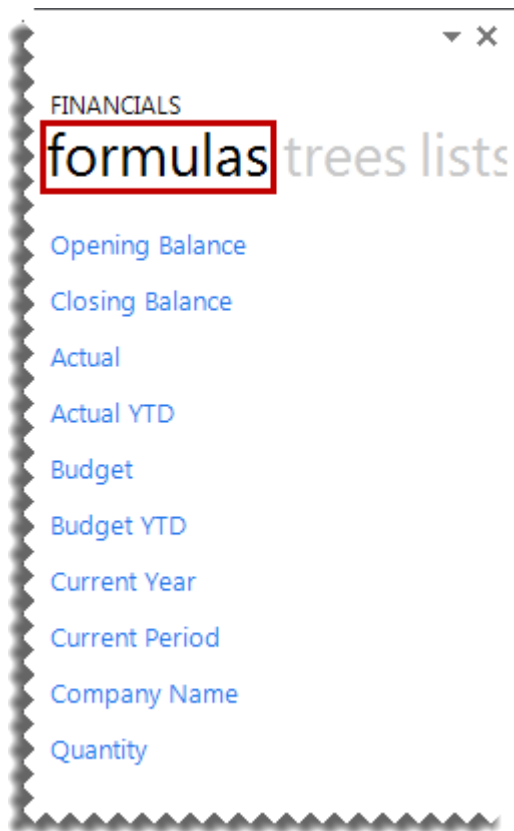
The Report Designer Process

The process to access reports or templates, manage them and save them back is as follows:
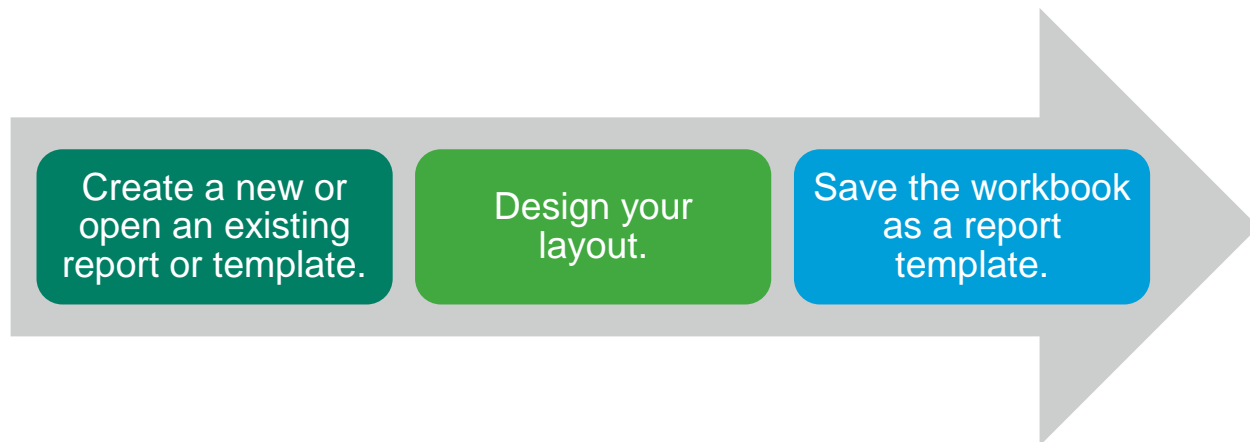

The Report Designer extracts information from your Sage 300 ERP General Ledger. It then uses your customized report columns and rows to produce professional reports that are customized to suit your organization's requirements.

Choosing the Most Suitable Way to Design Reports

Depending on the level of control you would like in the design of your report and your knowledge of Excel, the Layout Generator may be used to simplify generating reports, otherwise the Task Pane may be used.

Follow the process below to determine the best option for you to design reports.
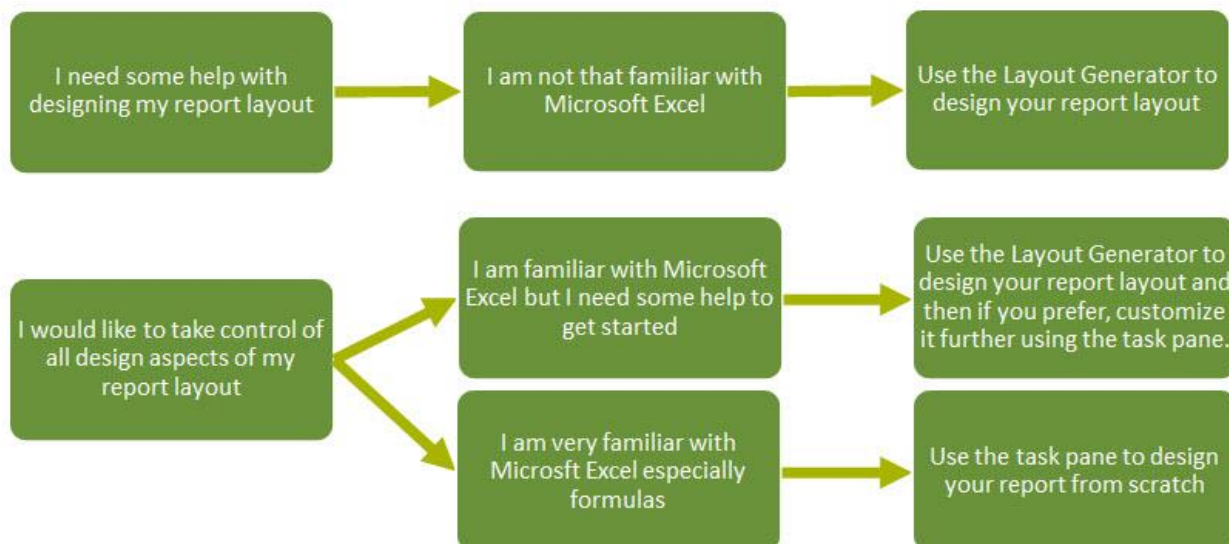
If you do not have an advanced knowledge of Excel then the Layout Generator provides an intuitive drag-and-drop interface to design reports. If however, you do have an advanced knowledge of Excel and are familiar with Excel formulas then the Task Pane provides a complete solution to design your reports using powerful Excel functionality giving you complete control.

NOTE: In order to do multiple company consolidated reports, the Task Pane will need to be used.

Accessing and Saving Reports and Templates

Opening Financial Reports and/or Templates

1. In the Sage Intelligence Report Manager, open the **Designer** folder.

2. Run the relevant Report Designer report.

3. You will be prompted to select optional parameters should you wish to filter the data that will be loaded into Excel.

TIP: Reports that return huge data sets can be difficult to analyze and can cause performance issues. Filtering is a quick and easy way to find and work with only the data you need. Instead of your report extracting millions of records, filtering extracts only the necessary data resulting in faster more efficient reports.

4. The Excel report or template will open automatically and the Report Designer functions will load.

Saving Reports and/or Templates

The **Save Layout** option within the Layout Generator will save any changes to the current layout.

The Save Excel Template option in the Report Manager must be used to save the entire workbook.

The Ribbon

Once a Report Designer report or template is loaded into Excel, the full ribbon will become available.

The options are as follows:

Icon	Group	Label	Description
New Layout	BI Reports	New Layout	New Layout will open the Layout Generator to allow you to design a new report layout.
Quick Generate	BI Reports	Quick Generate	Quick Generate is a drop down menu of all the report layouts previously saved. Instead of selecting the Manage Layouts option and then generating your layouts, you can generate them from the Quick Generate menu.
Quick Edit	BI Reports	Quick Edit	Quick Edit is a drop down menu of all the report layouts previously saved and allows you to select a report to edit without having to open the Manage Layouts option first.
Manage Layouts	BI Reports	Manage Layouts	Manage Report Layouts will open the Load Layout menu which will display the existing report layouts that ship with the Report Designer and any new layouts that you have created.
Show Task Pane	BI Reports	Show Task Pane	Show Task Pane will open the Report Designer Task Pane.

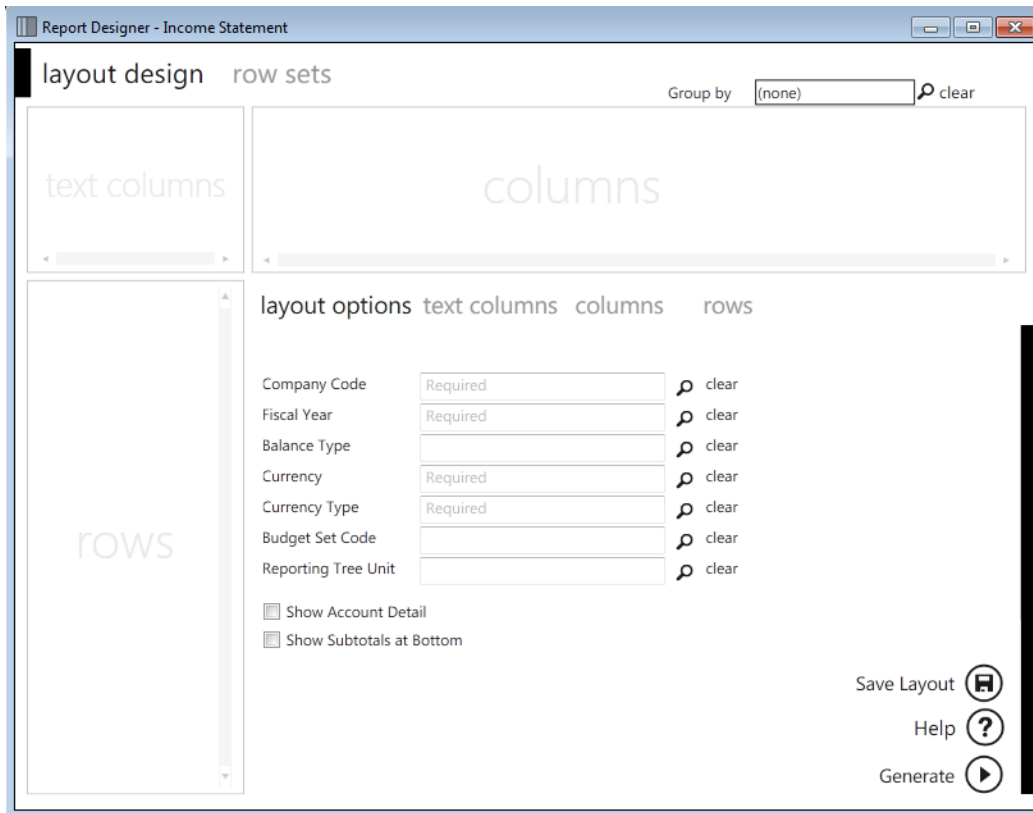# Designing Reports using the Layout Generator

Accessing the Layout Generator

Accessing the Layout Generator to Design a New Layout

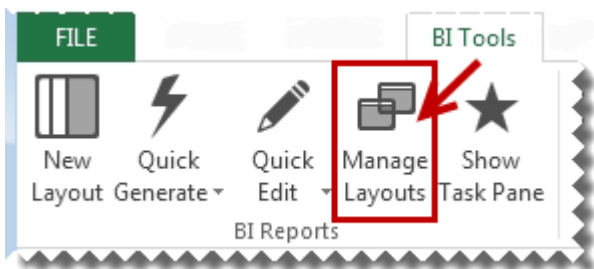1. On the **BI Tools** tab, select **New Layout**.
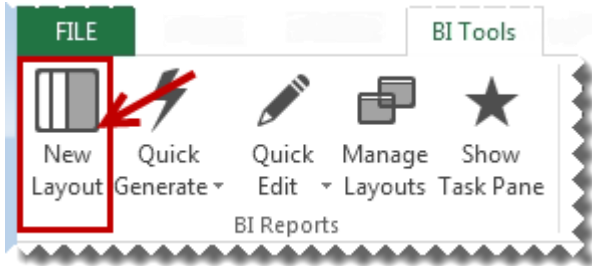
2. A prompt will appear for the layout name. Type a descriptive name so that you can easily identify your layout in future.

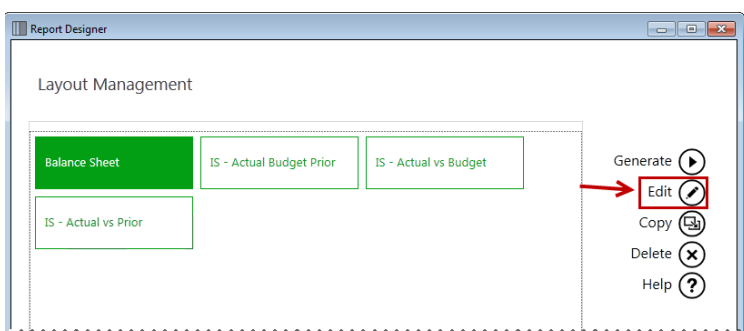3. Click **OK**. The Layout Generator will appear.

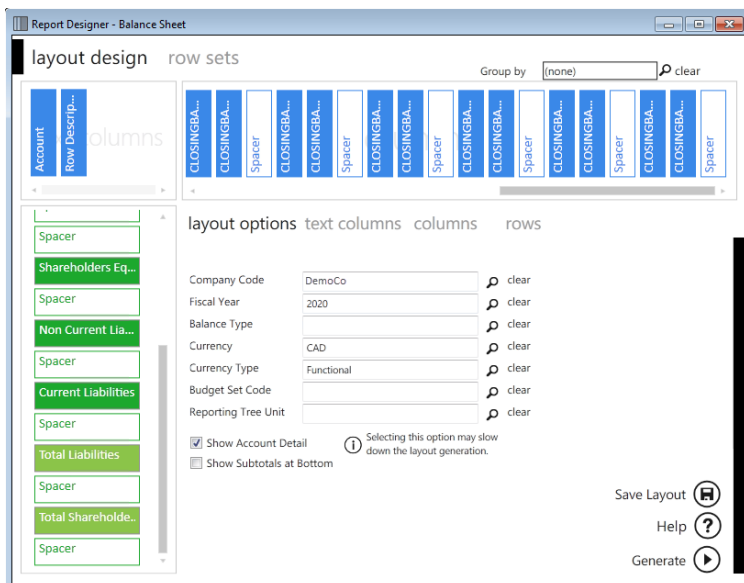*Accessing the Layout Generator to Edit an Existing Layout*

1. On the BI Tools tab, select Manage Layouts.

2. The Layout Management window will appear. Select the layout and click **Edit**.

3. The Layout Generator will appear with the applicable layout configuration you selected.

4. You may now edit your layout.

Navigating within the Layout Generator

Within the Layout Generator, there is a 'text columns' area, a 'columns' area and a 'rows' area. When you have added columns and rows, they will appear in their respective areas.
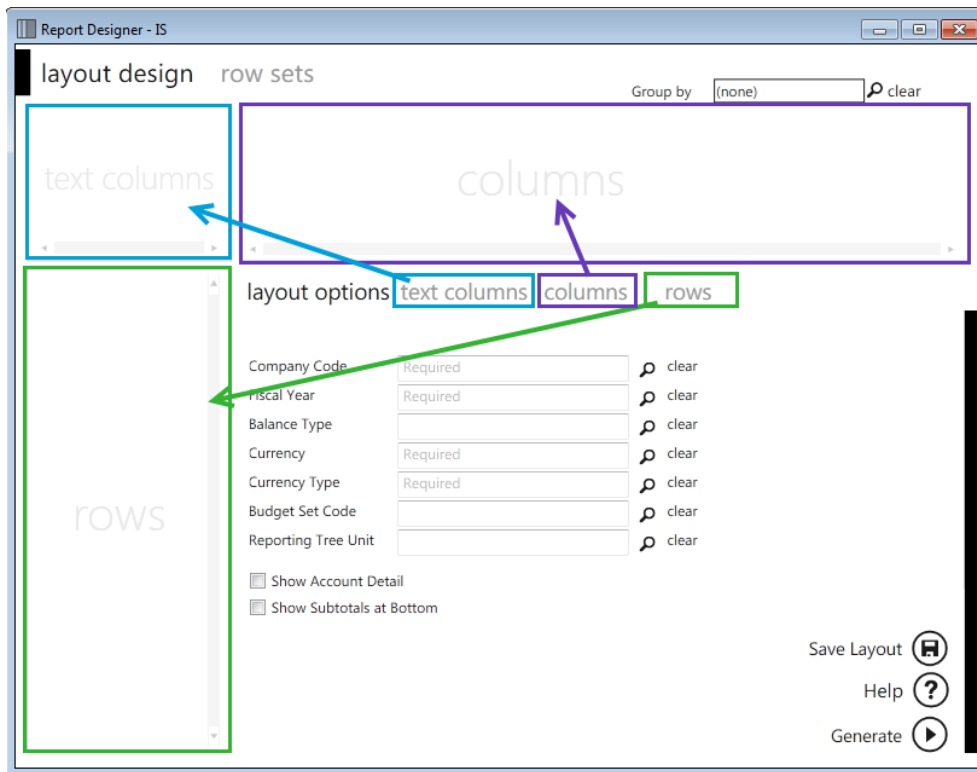
Tab Headings

Click on the respective headings to view the columns, rows or options which can be added.

Lookup Values

The magnifying glass allows you to perform a lookup on layout options to view the available items which can then be selected.

Search

The **Search** function allows you to search the rows and columns area for specific fields. For example if you search for **actual** only the fields containing the actual amounts appear.

Designing a New Report Layout

Process to Design a New Report Layout

The process to design a new report layout in the Layout Generator is as follows:

Setting the Layout Options

The Layout options act as filters for your entire layout allowing you to retrieve specific data based on your selections. The Layout Options you select are displayed at the top of your report and can be changed in Excel to manipulate the data being retrieved from the General Ledger.

Show Account Detail uses Excel grouping to allow you to include individual accounts belonging to the row account rules selected. The account rules and ranges are those defined in the selected row set. Selecting this option may slow down the generation of the layout.

Show Subtotals at Bottom allows you to change the default option of having subtotals show at the top of grouped rows to having them show at the bottom of grouped rows.

NOTE: The layout options do not support multiple company codes. In order to do multiple company consolidations, the Task Pane will need to be used.

Adding Descriptive Text Fields for Rows

The Text Columns determine the descriptive text of the rows you want to view in your layout. The account number and account description are typical text columns on a financial report.
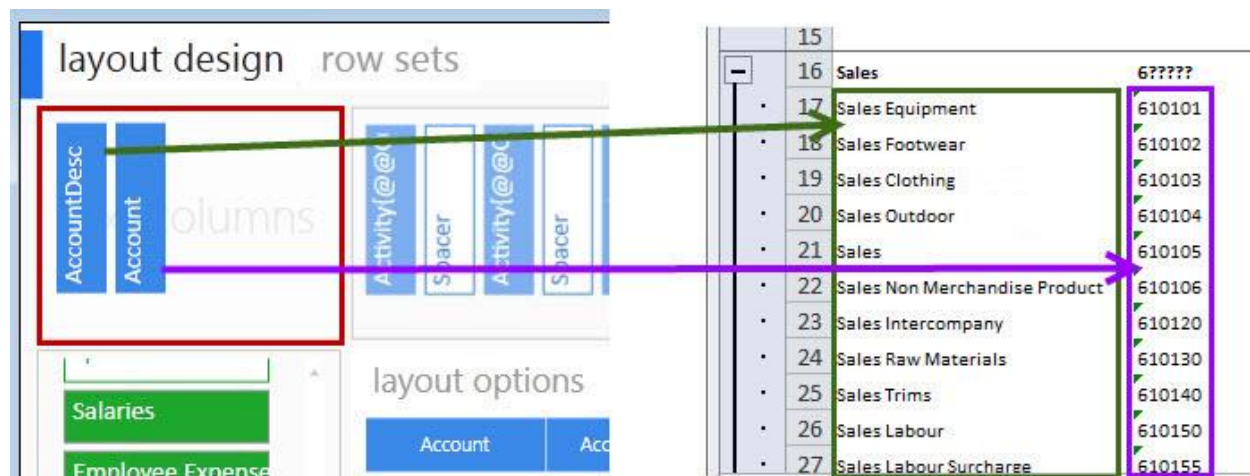
To add fields to the Text Columns area:

1. Click on the required text column from the columns listed under **Text Columns**.
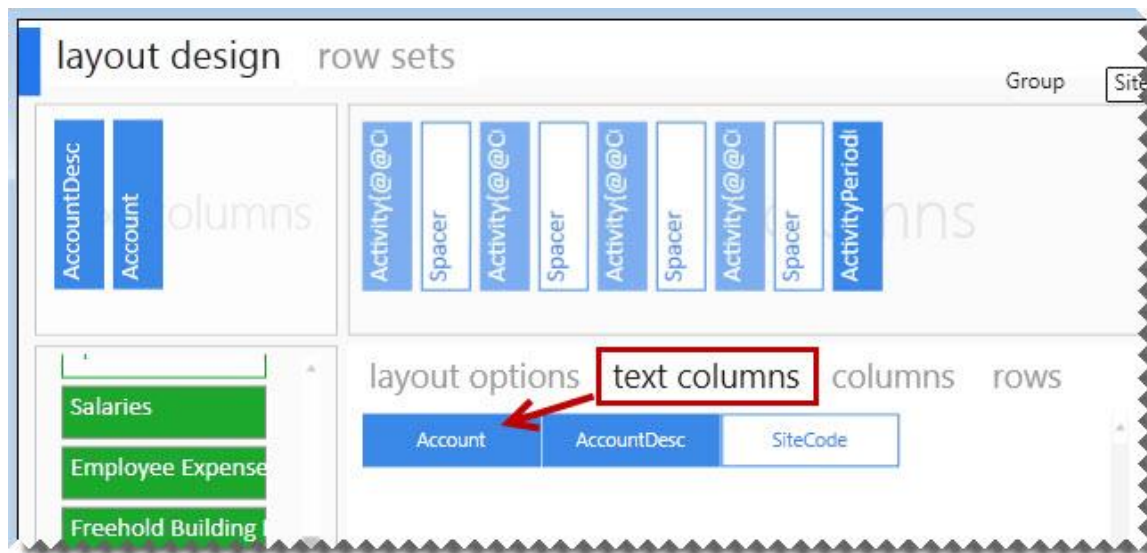
NOTE: Any new fields will be added to the right of the text column field selected, or the last field, in the Text Columns area of the layout designer. It will also appear in the same order in the Excel report layout.

TIP: The order can be changed by dragging and dropping the fields in the Layout Generator Text Columns area into the correct order.

To remove a field from the Text Columns area:

1. Right-click on the field in the **Text Columns** area.
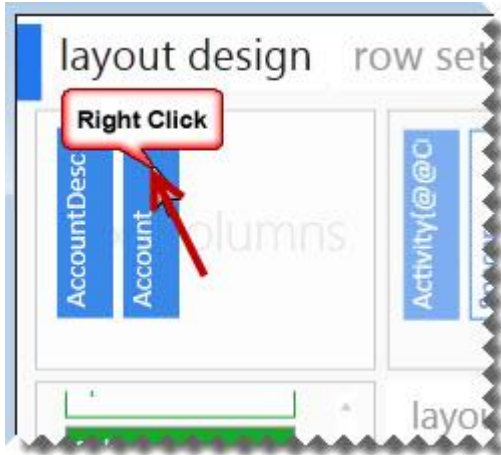
To clear all of the fields from the Text Columns area:

1. Click **Clear All**.

Formula Columns

Adding and Removing Formula Columns

The Columns area determines what you see across the top of the report layout. In an income statement, this would typically be Actual and/or Budget amounts.

Adding Columns to the Columns Area:

1. Click on the required formula columns listed in the **Column** tab.

2. You can neaten your report layout by adding 'spacers'. Clicking **Add Spacer** inserts a blank column. Spacers can be dragged and dropped into position.

Removing Columns:

1. To remove a single column, right-click on the column field in the Column area.
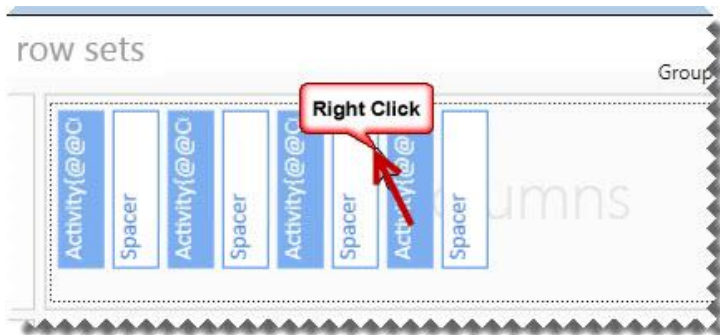
2. To remove all columns, select **Clear All**.

Clearing all of the fields from the Columns area:

1. Click **Clear All**.

Adding a spacer to the Columns area:

A spacer will insert a blank column allowing for easier analysis and/or neater report layouts.

1. Click **Add Spacer**.
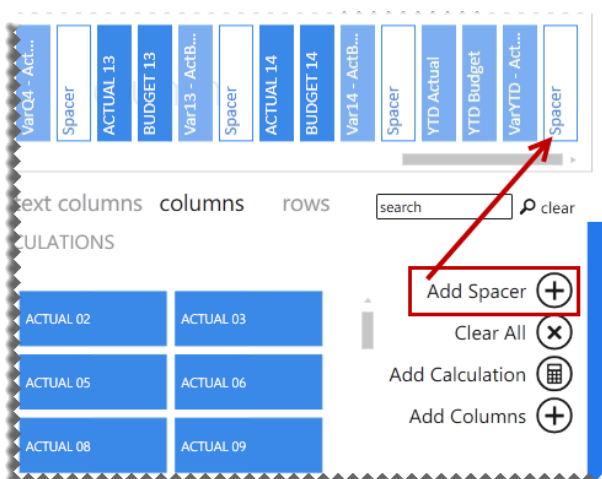
Adding Multiple Formula Columns for Quarters or Years

Adding multiple formula columns allows you to add formula columns for quarters, half years or full years at once instead of adding each period formula separately.

1. Select **Add Columns**.
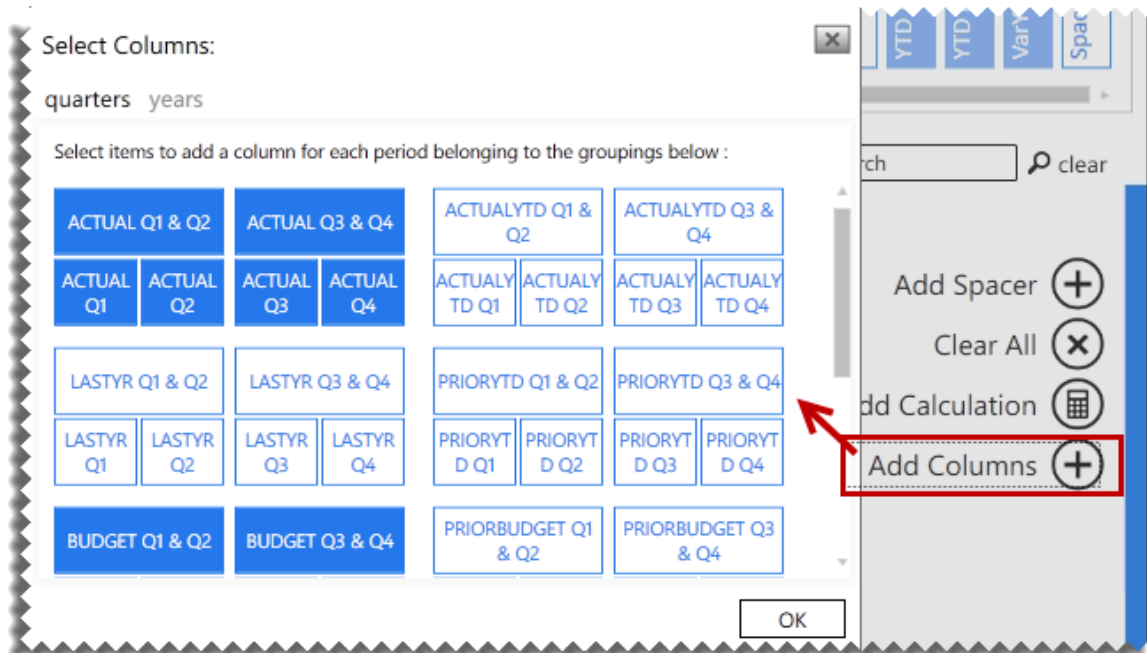
NOTE: Spacers need to be added manually when columns are added using the **Add Multiple** selection.

2. Select the required formula column.

Using Column Grouping

Adding a column group allows you to group multiple columns together under a single common header. This allows you to see quickly which columns fall under similar categories, for example by company, site or fiscal year.

Before adding a column group:

	A	B	C	D	E	F
1	Company	DemoCo				
2	Year	2019,2020				
3	BalanceType					
4	Currency	CAD				
5	CurrType	F				
6	BudgetSetCode					
7	ReportingTreeUnitPath					
9				ACTUAL01	ACTUAL02	ACTUAL03
10						
11	4000 to 4160	Revenue		7 136 482	6 792 364	7 522 240
40						
41	5000 to 5051 + 5500 to 5600	Cost of Sales		2 582 306	2 387 718	2 283 596
66						
67		Gross Profit		4 554 176	4 404 646	5 238 644
68						
69	4200 to 4240	Other Revenue		430 828	452 690	441 070
77						
78		Total Income		4 985 004	4 857 335	5 679 714
79						

After adding the fiscal year as a column group:

|	A	B	C	D	E	F	G	H	I	
1	Company	DemoCo								
2	BalanceType									
3	Currency	CAD								
4	CurrType	F								
5	BudgetSetCode									
6	ReportingTreeUnitPath									
7										
8				Code	2019				2020	
9				Description	2019				2020	
11				ACTUAL01	ACTUAL02	ACTUAL03		ACTUAL01	ACTUAL02	AC
12										
13	4000 to 4160	Revenue		4 835 710	4 251 002	4 842 930		2 300 771	2 541 361	2 6
42										
43	5000 to 5051 + 5500 to 5600	Cost of Sales		1 658 266	1 179 904	1 075 830		924 040	1 207 814	1 20
68										
69		Gross Profit		3 177 444	3 071 098	3 767 100		1 376 731	1 333 548	1 47
70										
71	4200 to 4240	Other Revenue		230 021	221 762	205 551		200 807	230 928	23
79										
80		Total Income		3 407 466	3 292 860	3 972 651		1 577 538	1 564 475	1 70
81										

Adding a column group:

1. Click the magnifying glass.
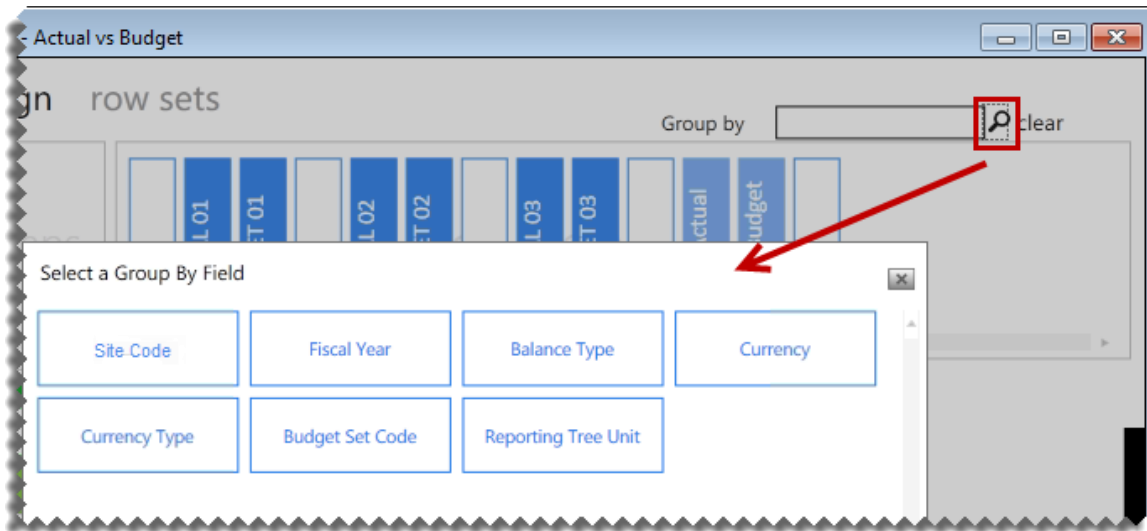
**NOTE:** There is only one level of grouping available across the top of the report.

2. Select a field to group by. When the layout is generated, a heading row for the code and description will be added to the columns.

Calculation Columns

Creating New Calculations

New calculations can be added by right-clicking in the calculated items area and selecting **New Calculation** or by doing the following:

1. Select the **Columns** tab.

2. Click **Add Calculation**.
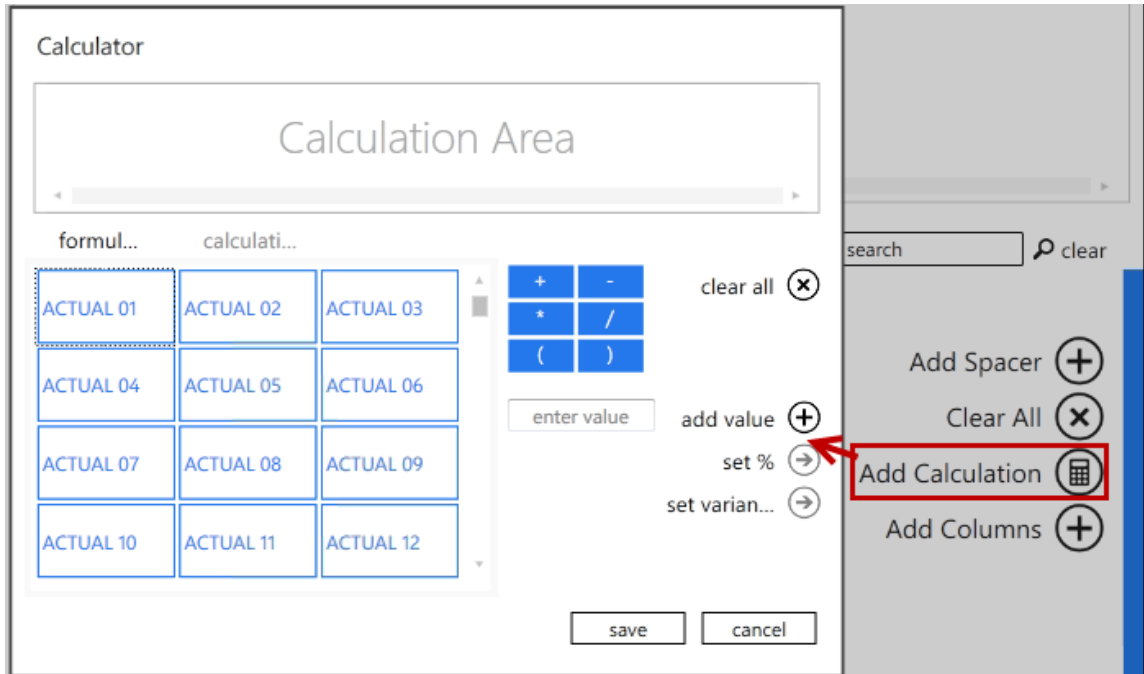
3. The calculator will open.

The following list explains the use of each button/feature.

Feature	Description
Clear all	Clears all fields from the Calculation Area.
Formulas	These are standard columns that can be used in formulas. When creating a formula for a column, the columns appear here, such as **Actual 01** and **Actual 02**.
Calculations	These are the calculated fields which are already created which can be used in formulas.
Functions	Include your addition, subtraction, multiply, divide and parenthesis.

Feature	Description
Scroll bar	Scrolls between all the account items or calculation items.
Add value	Allows you to add a value in the formula you create. For example calculating GP%. You would need to include a value of 100 to build this formula (GP/Sales)*100
Save	Will save the formula you create. A window appears where you can name the formula. The formula will be saved and will appear as a button in the calculated field's area of your Layout Generator.
Set %	Displays the results of the formula as a percentage, rather than an amount.
Set Variance	Changes the sign of variances amounts as per standard accounting practices, based on the type of account (See below for more details).
Cancel	Closes the calculator.

As an example, to create a formula for First Quarter.

1. Select Actual 01.

2. Select the plus sign (+).

3. Select Actual 02.

4. Select the plus sign (+).

5. Select Actual 03.

6. Click **Save**.

7. Enter the formula name as **1ˢᵗ Quarter**.

Set Variance Option

- The **set variance** option caters for standard accounting calculations.

- The Variance calculation is based on the Account Type.

Set Variance Example

	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	50

In the above scenario, the variance for Sales is a good variance – actual sales are higher than budgeted sales; however, the variance for Cost of Sales is a bad variance – actual cost of sales are higher than budgeted cost of sales.

When selecting, the **set variance** option, in this scenario, the Sales variance would display as a positive amount and the Cost of Sales variance as a negative amount, as shown below.
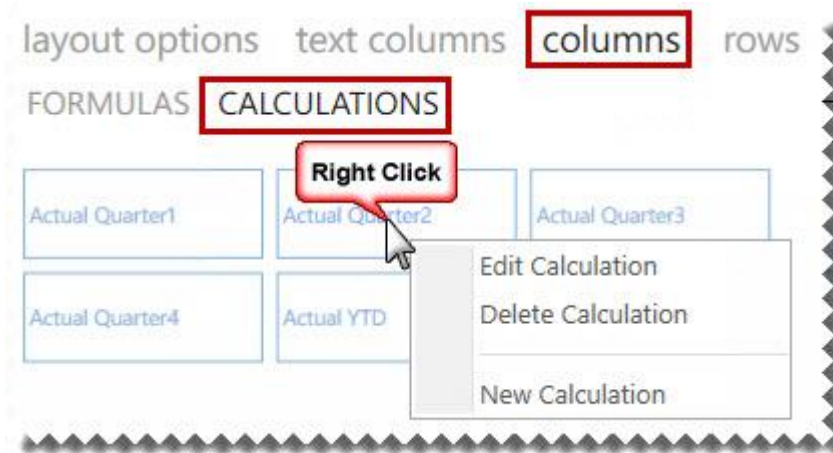
	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	-50

Managing Calculation Columns

Calculated fields are available as standard with the Report Designer report layouts, however calculated fields can be added, edited or deleted.

To Manage a Calculated Field:

1. In the Columns area, click **Calculations**.

2. Right-click in the calculated fields' area.

3. You can now **Edit**, **Delete** or create a **New Calculation**.

To Delete a Calculated Field:

1. Select **Delete Calculation.**

2. A confirmation message will appear. Select **Yes**.

To Edit a Calculated Field:

1. Select **Edit Calculation**.

2. The Calculator will open allowing you to edit the currently selected formula.
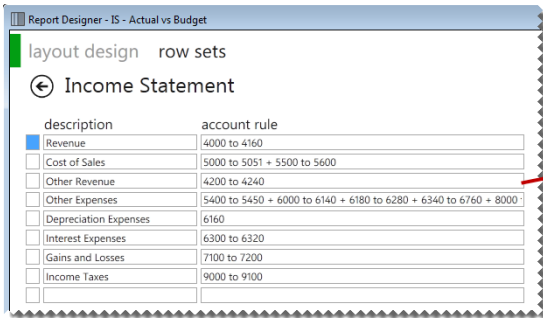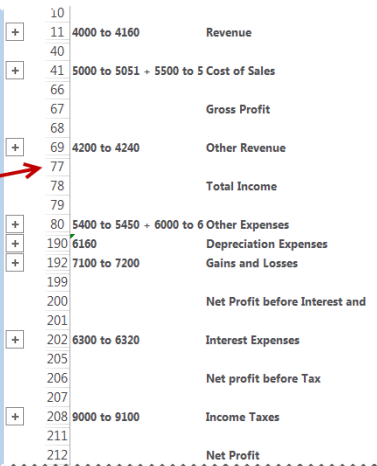
Rows

Managing Row Sets

The Row Set is a user-defined collection of row groupings based on account rules and ranges and represents the row titles down the left-hand side of the page.

The purpose of using Row Sets

Row Sets allow a user to set up selections of rows that would commonly be used on several layouts of similar types, for example income statements.
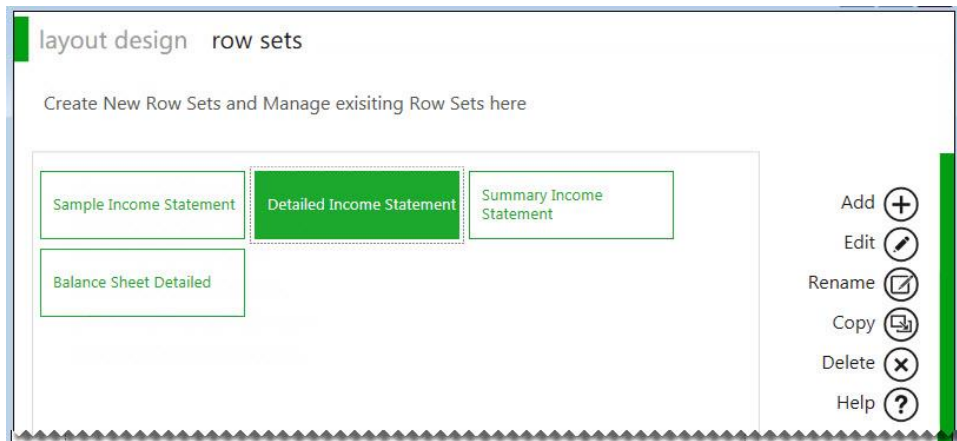

Row sets are set before creating layouts but they can be added / edited during the layout design process.

The **Account Rule Preview** allows you to view all of the accounts which will be filtered by the selected account rule.

To Manage Row Sets:

1. From the Layout Generator, select **row sets.**

The Row Set Management window allows the user to:

- Add new Row Sets.

- Edit existing Row Sets.

- Rename Row Sets.

- Copy Row Sets.

- Delete Row Sets.

To add a new Row Set:

1. Select **Add**.

2. Enter the required Row Set name.

3. Select **OK**.

4. Use the free form editor to create custom row groupings based on account rules using wildcards and account ranges.

5. Select **Save changes**.

To edit an existing Row Set:

1. Select **Edit**.

2. Make the necessary changes.

3. Click **Save**.

4. A confirmation message will appear. Click **OK**.

To rename an existing Row Set:

1. Select **Rename**.

2. Type in the new name for the row set.

3. Select **OK**.

To delete a Row Set:

1. Select **Delete**.

2. A confirmation message will appear.

3. Select **Yes**.

Adding and Removing Account Rows

Before you can add rows into the Row area you will need to select a Row Set. If you do not have a row set available, you can add one by using the Row Sets tab at the top of the window.
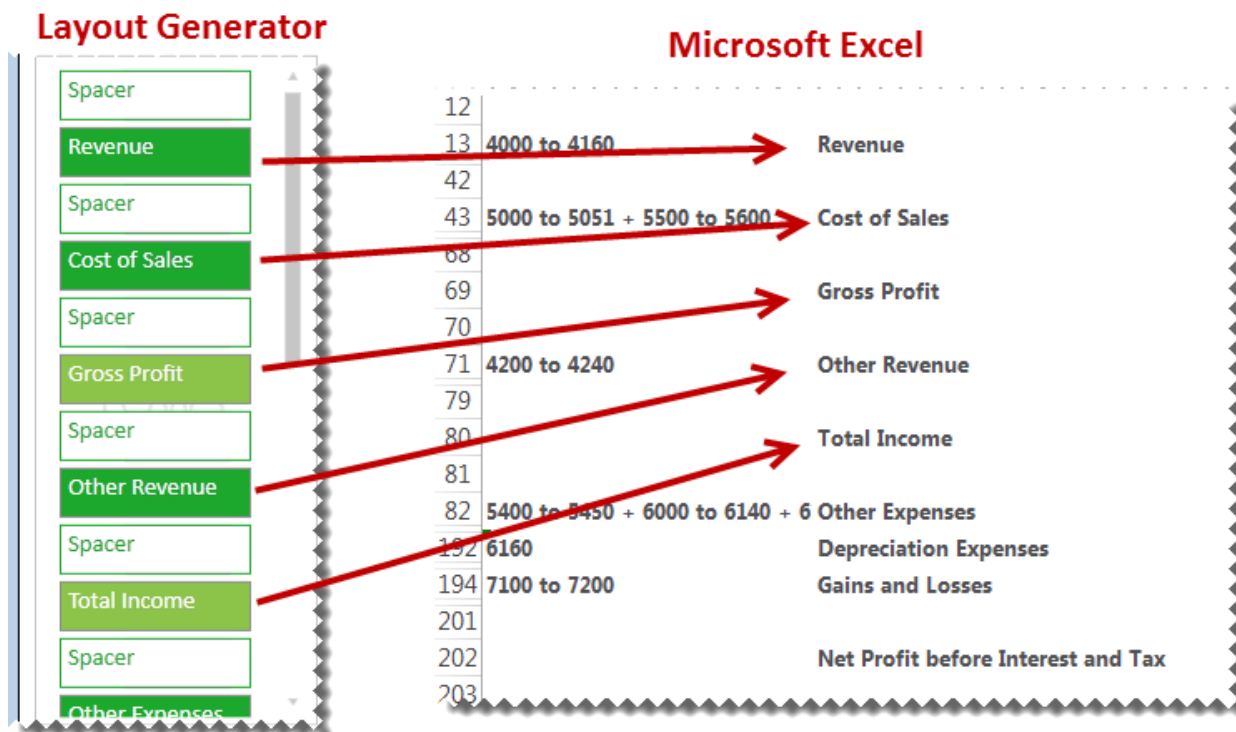
Selecting a Row Set

1. In the Rows tab, click the magnifying glass to view the available Row Sets.
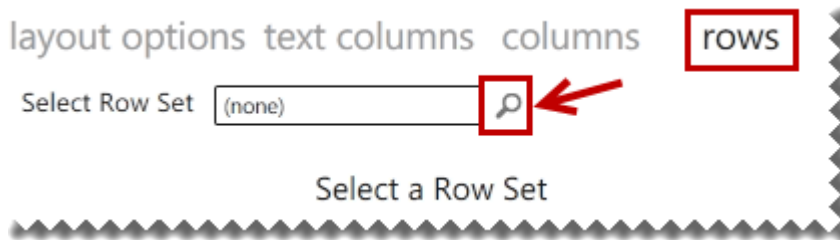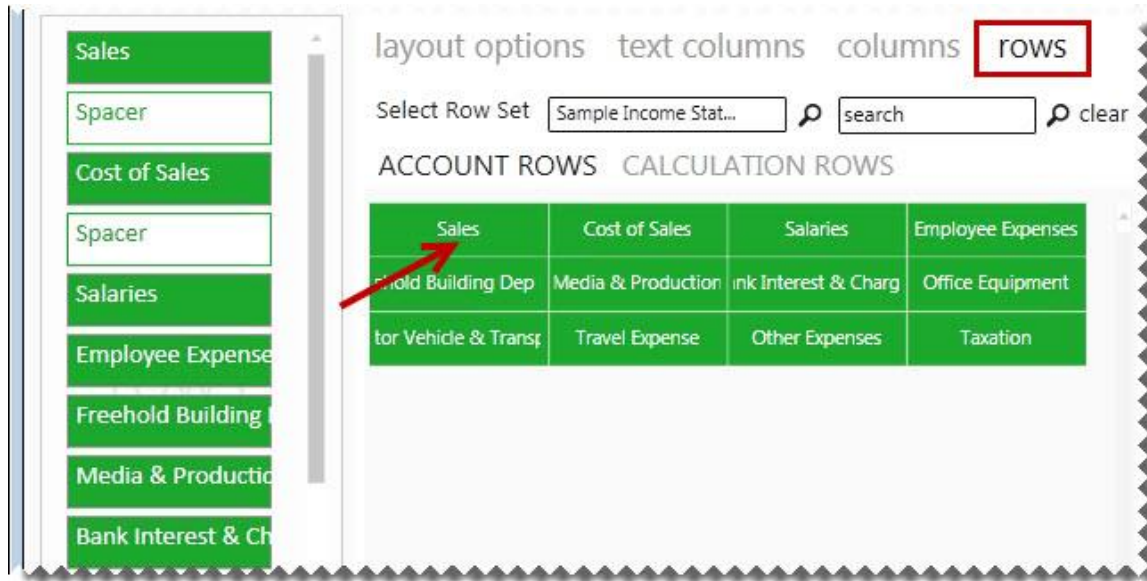

2. Select a Row Set.

The Rows area determines what you see down the left side of the report layout.

Adding Rows

1. Click on the fields from the Rows tab to add them into the rows area. You can also click on fields from the standard calculated row fields. These standard calculated fields ship with the Report Designer layouts but you are able to edit, add new or delete calculated fields.


NOTE: Any new fields will be added above the row field selected, or at the bottom, in the Rows area of the Layout Generator. It will also appear in the same order in the Excel report layout.

TIP: The order can be changed by dragging and dropping the fields in the Layout Generator Rows area into the correct order.

2. You can add spacers by clicking **Add Spacer** which adds a blank row in your report layout. Spacers can be dragged and dropped into position to neaten your report layout.

Removing Rows

1. To remove a single row, you can right-click on the row in the Rows area, or to remove all rows you can select **Clear All**.
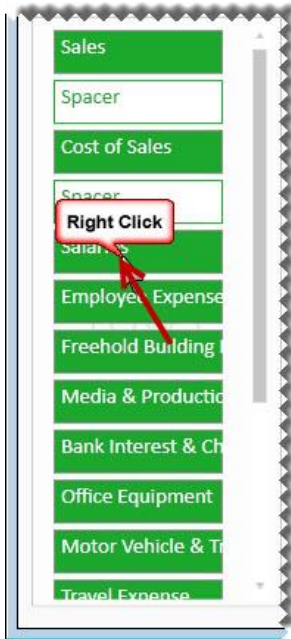
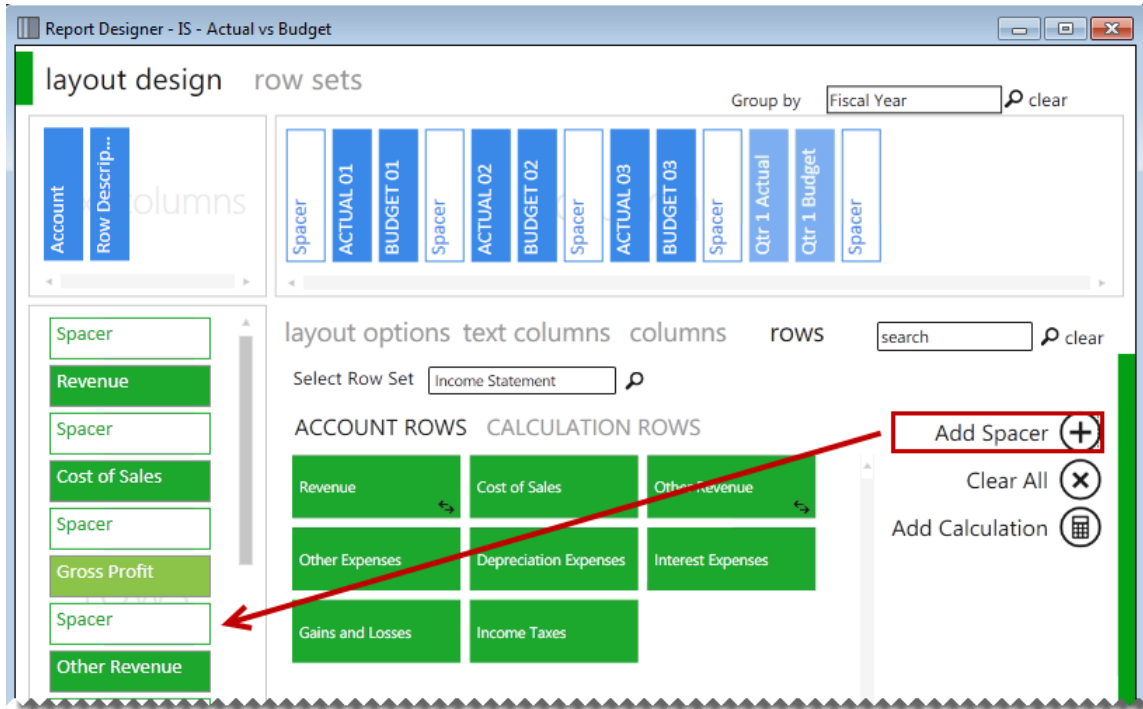**Clearing all of the fields from the Rows area**

1. Click **Clear All**.

To add a spacer to the Rows area:

A spacer will insert a blank row allowing for easier analysis and/or neater report layouts.
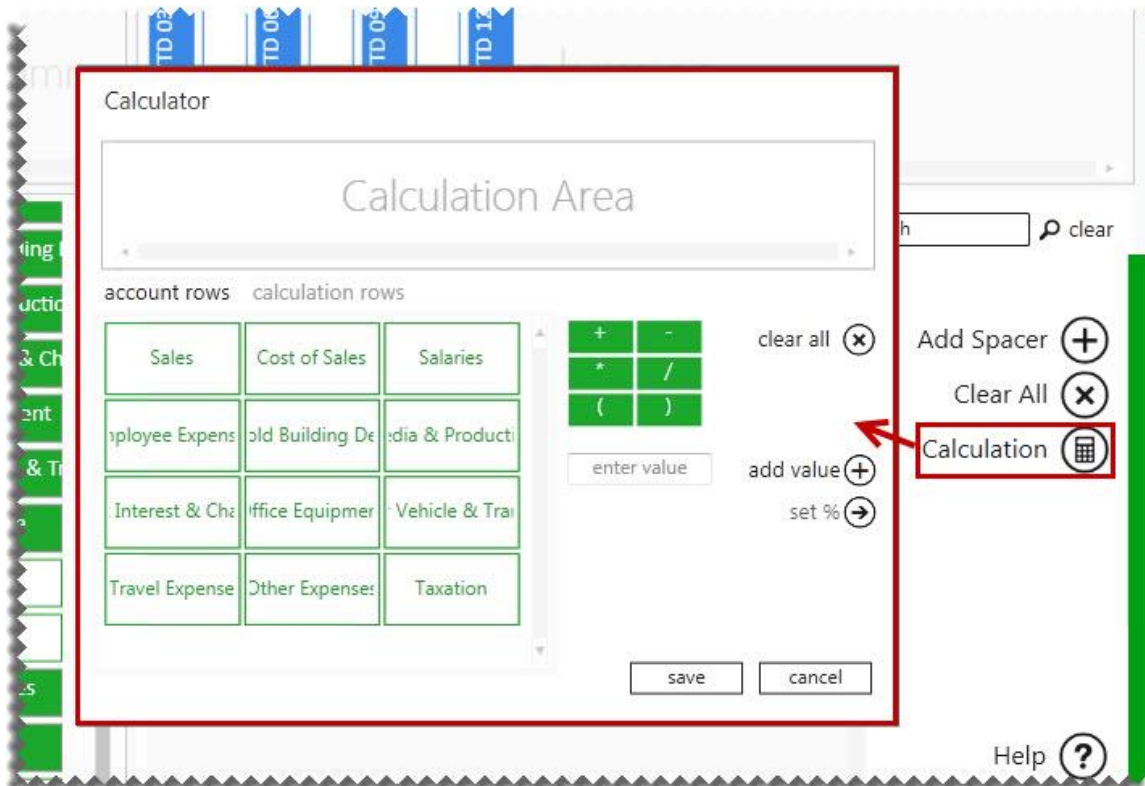
1.   Click **Add Spacer**.

Calculation Rows

Creating New Calculation Rows

New calculations can be added by right-clicking in the calculated items area and selecting **New Calculation** or by doing the following:

1. Select the **Rows** tab.

2. Click **Calculation**.

The calculator will open.

The following list explains the use of each button/feature.

Feature	Description
Clear all	Clears all fields from the Calculation Area.
Account columns	These are standard rows that can be used in formulas. When creating a formula for a row, the rows appear here, such as **Sales** and **Cost of Sales**.
Calculation columns	These are the calculated fields which are already created which can be used in formulas.

Feature	Description
Functions	Include your addition, subtraction, multiply, divide and parenthesis.
Scroll bar	Scrolls between all the all the saved standard items.
Add value	Allows you to add a value in the formula you create. For example calculating GP%. You would need to include a value of 100 to build this formula (GP/Sales)*100
Save	Will save the formula you create. A window appears where you can name the formula. The formula will be saved and will appear as a button in the calculated field's area of your Layout Generator.
Set %	Displays the results of the formula as a percentage, rather than an amount.
Cancel	Will close the calculator.

As an example, to create a formula for Gross Profit.

1. Select **Sales**.

2. Select the minus sign (**-**).

3. Select **Cost of Sales**.

4. Select **Save**.

5. Enter the formula name as **Gross Profit**.

Managing Calculation Rows

Calculated fields are available as standard with the Report Designer report layouts, however calculated fields can be added, edited or deleted.

To manage a calculated field:

1.   In the Rows area, click **Calculation Rows**.

2.   Right-click in the calculated fields' area.

3.   You can now **Edit**, **Delete** or create a **New Calculation**.

To delete a calculated field:

1.   Select **Delete Calculation**.

2.   A confirmation message will appear. Select **Yes**.

To edit calculated row:

1.   Select **Edit Calculation**.

2.   The Calculator will open allowing you to edit the currently selected formula.

Reversing a Negative Sign

When you generate a pre-defined layout, you will notice that certain fields in the row set have their signs switched, in particular, sales accounts which are stored as negative values in the underlying data.

By default the field's sign status will be the same as that in the underlying data – for sales accounts this will be negative values. You have the option to switch the sign of any of these fields that you include in your row set.

This is important for accounts with credit values such as liability and income accounts. Without this option, these accounts would appear as negative amounts; whereas, most financial statements show sales, for example, as positive amounts.

To switch the sign of fields:

1. Right-click on the field that you want to change the sign of.
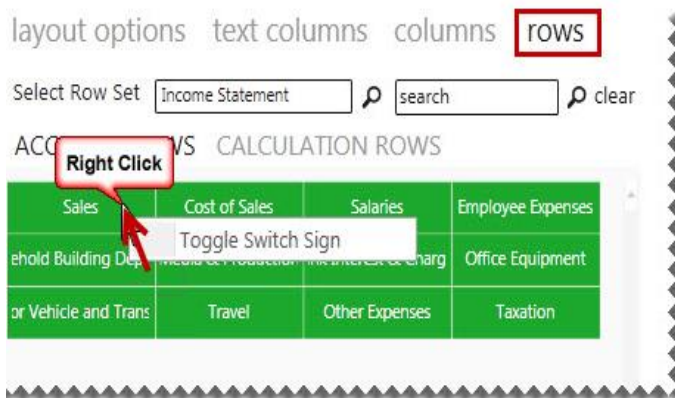
2. Click on **Toggle Switch Sign**. This will then switch the sign of this field from its default value in the underlying data. If it is negative, it will become positive and vice versa. An icon will appear indicating that the sign has been switched.

Example:

Before switching the sign on **Revenue**:

	ACTUAL01	ACTUAL02	ACTUAL03
Revenue	(7 136 482)	(6 792 364)	(7 522 240)
Cost of Sales	2 582 306	2 387 718	2 283 596
Gross Profit	(9 718 788)	(9 180 082)	(9 805 836)

After switching the sign on **Revenue**:

	ACTUAL01	ACTUAL02	ACTUAL03
Revenue	7 136 482	6 792 364	7 522 240
Cost of Sales	2 582 306	2 387 718	2 283 596
Gross Profit	4 554 176	4 404 646	5 238 644

Generating your Layout
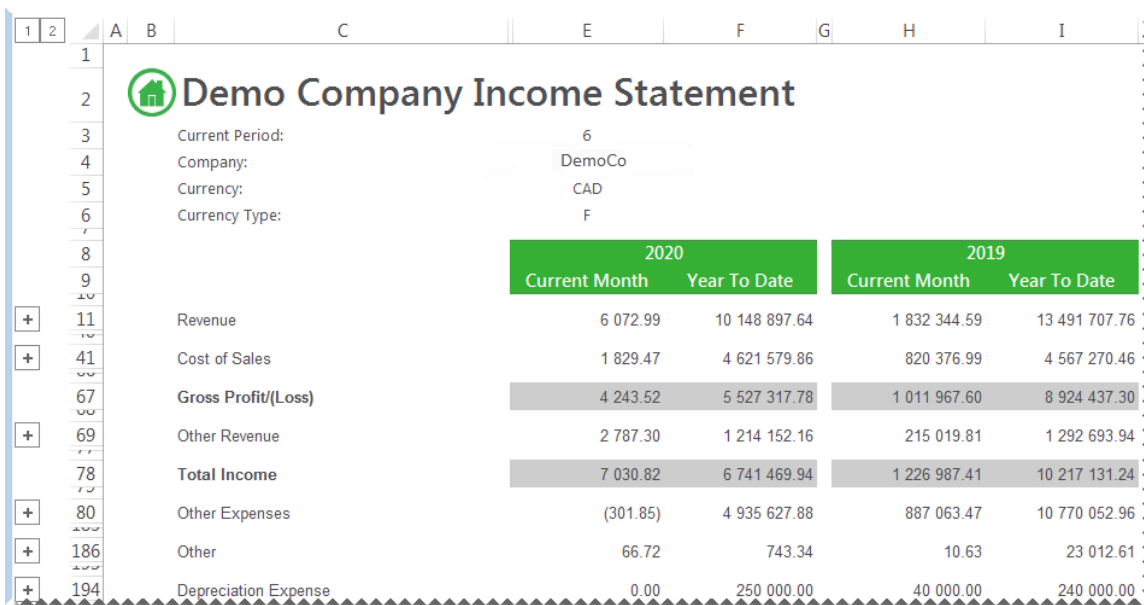
Once you have designed your new layout as per your specific requirements, you can generate your layout.

1. Select **Generate Layout.**
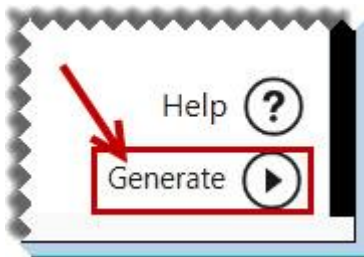
Once you have generated your layout, your report layout is opened as per your design in Excel.

2. You can then customize it further if required, for example by adding your company branding.

3. Save your changes for future reuse as a template or as a report with static data.

Understanding the Excel Workbook

If you designed a layout using the criteria below, it would yield the layout on the right in Excel. The data and fields will differ depending on the accounting application you are using.

The layout options are always listed on the top left of the report. These can be changed at any time resulting in your report being immediately updated to reflect the new data.

The groups of account rows are set by the row set selected in the Layout Generator.

If you have an intermediate knowledge of Excel and you would like to customize your layout further, you can use the Task Pane for complete customization. Designing layouts using the Layout Generator or the Task Pane results in the same formulas being inserted into Excel.

NOTE: When your layout is generated the period row is automatically hidden by Sage Intelligence Reporting.

5	CurrType	F			
6	BudgetSetCode				
7	ReportingTreeUnitPath				
8			1	2	3
9			ACTUAL01	ACTUAL02	ACTUAL03
10					
11	4000 to 4160	Revenue	2 300 771	2 541 361	2 679 310
40					
41	5000 to 5051 + 5500 to 5	Cost of Sales	924 040	1 207 814	1 207 767
66					
67		Gross Profit	1 376 731	1 333 548	1 471 544
68					
69	4200 to 4240	Other Revenue	200 807	230 928	235 519
77					
78		Total Income	1 577 538	1 564 475	1 707 063

Designing a Basic Income Statement

This is a demonstration on how to design a Basic Income Statement using the Layout Generator. A basic accounting knowledge is required.

1.   On the **BI Tools** tab, select **New Layout**.
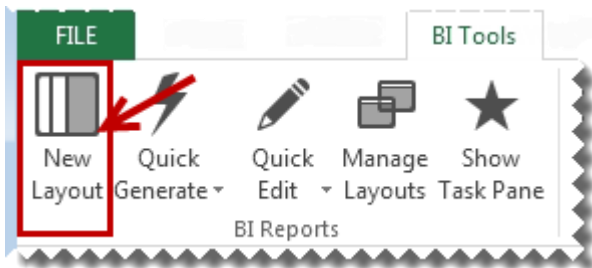
2.   A prompt will appear for the layout name. Type a descriptive name so that you can easily identify your layout in future.

3.   Click **OK**. The Layout Generator will appear.

Add Layout Options:

> **TIP:** The Layout options act as initial filters for your entire layout. Reports that return huge data sets can be difficult to analyze and can cause performance issues. Filtering is a quick and easy way to find and work with only the data you need. Instead of your report extracting millions of records, filtering extracts only the necessary data resulting in faster more efficient reports.

1. Using the magnifying glass, select all the required filters for your layout.

Add Text Columns:

1. Click on the required text column from the columns listed under **Text Columns**. The account number and account description are typical text columns on a financial report.

NOTE: Any new fields will be added to the right of the text column field selected, or the last field, in the Text Columns area of the layout designer. It will also appear in the same order in the Excel report layout.

TIP: The order can be changed by dragging and dropping the fields in the Layout Generator Text Columns area into the correct order.

Add Columns:

1. Click on the required formula columns listed in the Column tab. Periods are typical formula columns on a financial statement.
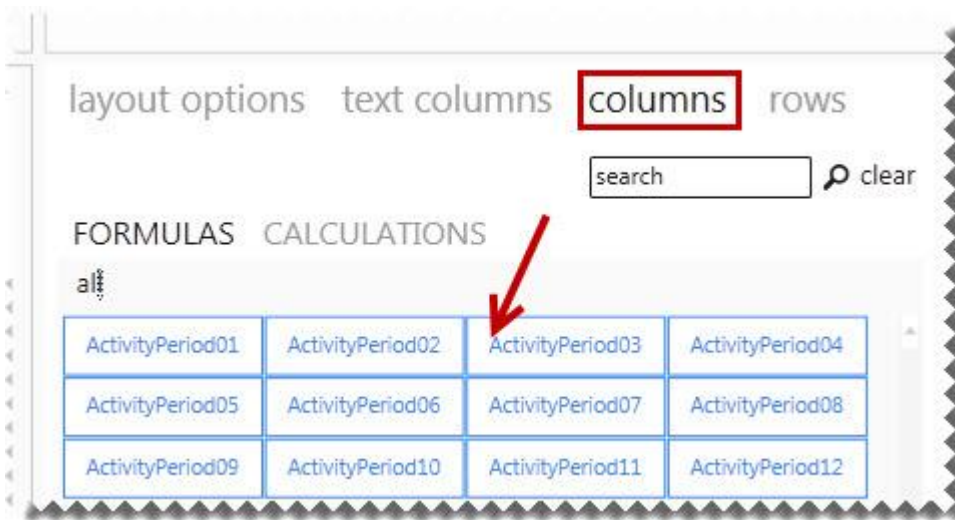
2. You can neaten your report layout by adding spacers. Clicking **Add Spacer** inserts a blank column. Spacers can be dragged and dropped into position.

Select a Row Set:

1. In the rows tab, click the magnifying glass to view the available row sets.
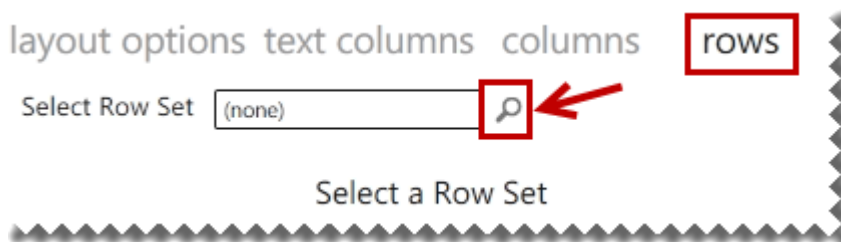
2. Select a row set.

Add Rows:

1. Click on the fields from the Rows tab to add them into the rows area. You can also click on fields from the standard calculated row fields. These standard calculated fields ship with the Report Designer layouts but you are able to edit, add new or delete calculated fields.

NOTE: Any new fields will be added above the row field selected, or at the bottom, in the Rows area of the Layout Generator. It will also appear in the same order in the Excel report layout.

TIP: The order can be changed by dragging and dropping the fields in the Layout Generator Rows area into the correct order.

2. You can add spacers by clicking **Add Spacer** which adds a blank row in your report layout. Spacers can be dragged and dropped into position to neaten your report layout.

Generate the Layout:

1. Once you have designed your new layout as per your specific requirements, you can generate your layout.

2. Select **Generate Layout**.

Once you have generated your layout, your report layout is opened as per your design in Excel.

	A	B	C	D	E	F	G	H
1	Company	DEMOCO						
2	Year	2019						
3	BalanceType							
4	Currency	CAD						
5	CurrType	F						
6	BudgetSetCode							
7	ReportingTreeUnitPath							
9			ACTUAL01	ACTUAL02	ACTUAL03	ACTUAL04	ACTUAL05	ACTUAL0
10	4000 to 4160	Revenue	2 666 287	2 372 679	2 943 183	1 748 855	1 928 359	1 832 34
11								
12	5000 to 5051 + 5500 to 5600	Cost of Sales	924 267	744 034	763 597	685 689	629 307	820 37
13								
14		Gross Profit	1 742 020	1 628 646	2 179 586	1 063 166	1 299 052	1 011 96
15								
16	4200 to 4240	Other Revenue	230 021	221 762	205 551	215 559	204 781	215 020
17								
18		Total Income	1 972 041	1 850 408	2 385 138	1 278 724	1 503 833	1 226 98
19								
20	5400 to 5450 + 6000 to 6140 + 6180	Other Expenses	9 506 365	525 719	1 210 325	973 064	974 717	1 014 73
21								

3. You can then customize your report layout further if required, for example by adding your company branding.

4. Save your changes for future reuse as a template or as a report with static data.

Managing Layouts

Accessing Layouts

The **Manage Layouts** menu will list the existing report layouts that ship with the Report Designer and any new layouts that you have created allowing you to manage them.

1. From the **BI Tools** tab, select **Manage Layouts**.
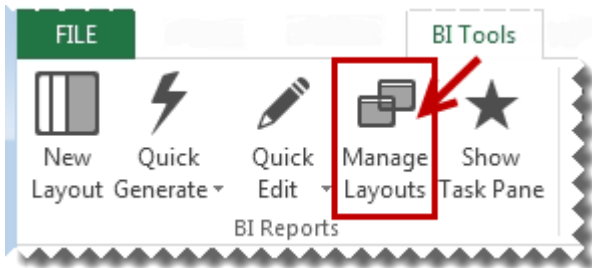
2. The Layout Management window will appear.
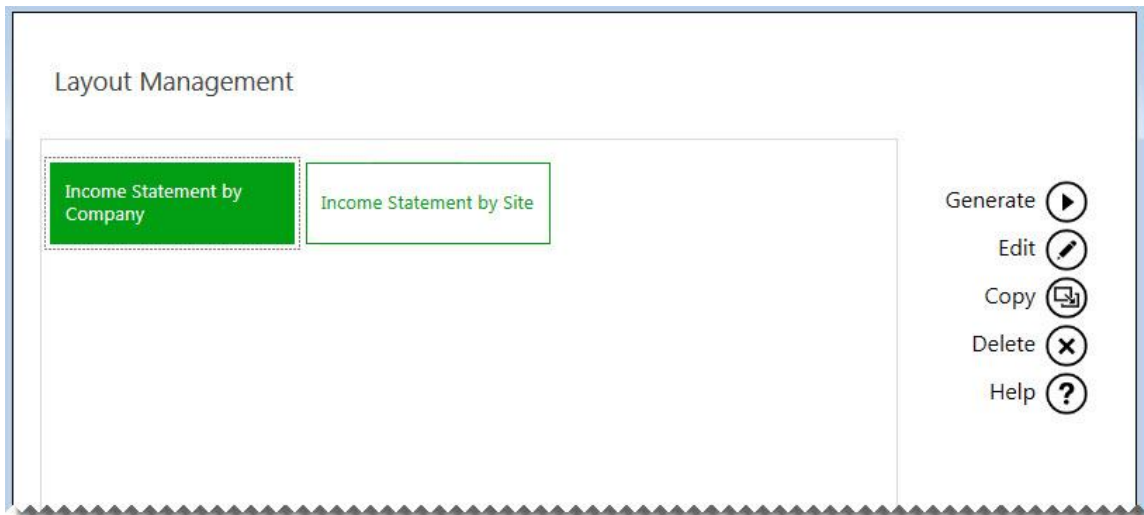
From this window you can choose to **edit**, **copy**, **delete** or **generate a layout**.

Editing Layouts

Editing an existing layout opens the Layout Generator which allows you to modify the layout.

1. From the **Load Layout** window, select the layout you wish to edit and select **Edit**.

2. The Layout Generator will appear.

Make the necessary changes.

3. Click **Generate** to open your report layout in Excel.
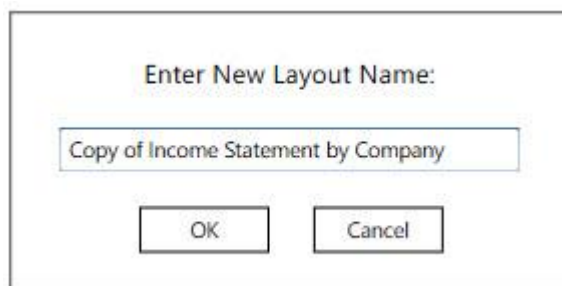
Copying Layouts

Selecting **Copy** will create an exact copy of an existing layout. The **Enter New Layout Name** window will appear allowing you to give the copied report a new name.

Copying an existing layout will create an exact copy of an existing layout.

To edit layouts, do the following:

1.   From the **Load Layout** window, select the layout you wish to copy and select **Copy**.

2.   The **Enter New Layout Name** window will appear allowing you to give the copied layout a new name.

Enter New Layout Name:

Copy of Income Statement by Company

OK   Cancel

3.   Select **Next**.

4.   The Layout Generator will appear allowing you to make any changes to the copy of the layout.

5.   Select **Generate** to open the layout in Excel.

Deleting Layouts

Deleting layouts allows you to remove any unnecessary layouts from your workbook.

1. From the **Load Layout** window, select the layout you wish to delete.

2. Select **Delete**.

3. A confirmation window will appear. Selecting **Yes** will permanently delete the report layout. Selecting **No** will return you to the previous window.

Are you sure you want to permanently delete the layout 'Income Statement by Company' ?

Yes   No
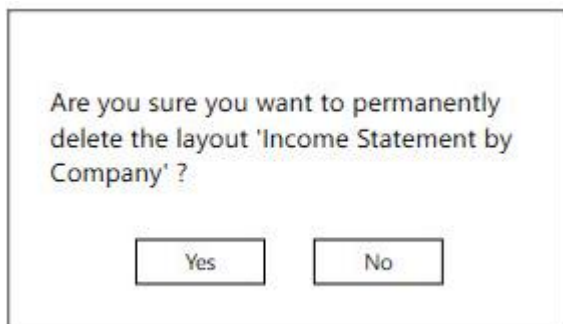
Generating an Existing Layout

Generating a layout will open the layout in Excel.

1. From the Layout Management window, select the layout you wish to generate and select **Generate**.

Layout Management

Income Statement by Company	Income Statement by Site

Generate ▶
Edit ✏
Copy 🗐
Delete ✖
Help ❓
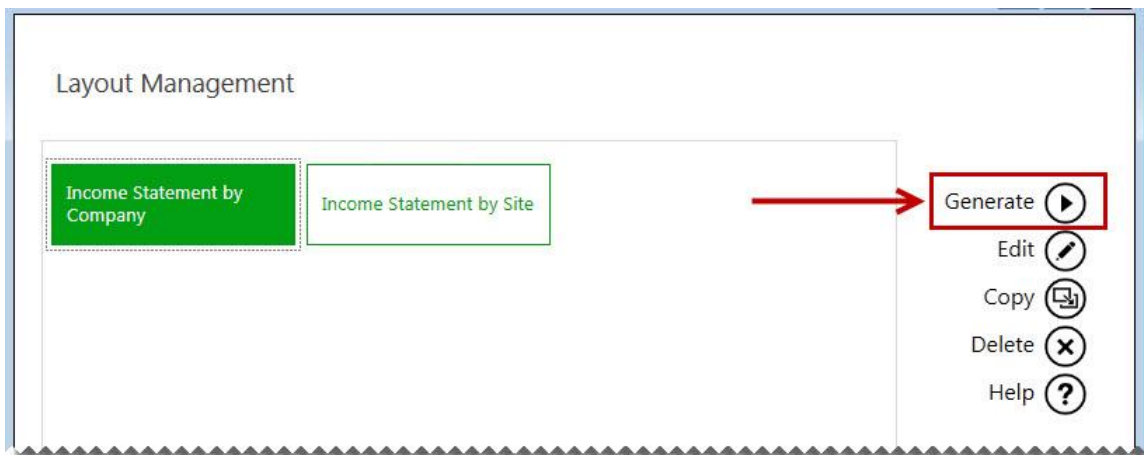
2. The desired report layout will open in Excel.

Quickly Editing Layouts

The **Quick Edit** option allows to easily edit a layout without having to launch the Layout Generator from the **Manage Layouts** option.
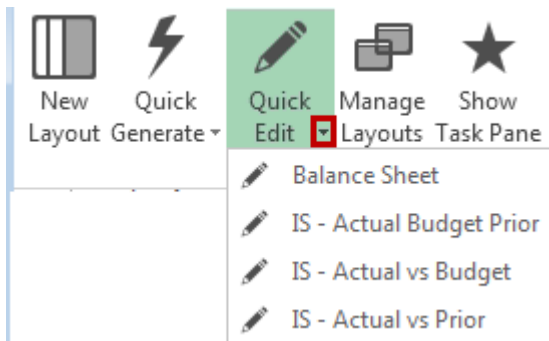
1. From the **BI Tools** tab, select **Quick Edit**. A drop down menu will appear.

2. Select the layout you wish to edit. The layout will open in the Layout Generator.

Quickly Generating Layouts

The **Quick Generate** option is a drop down menu of all the layouts you have previously saved. Instead of selecting the **Manage Layouts** option, you can run them from the **Quick Generate** menu.
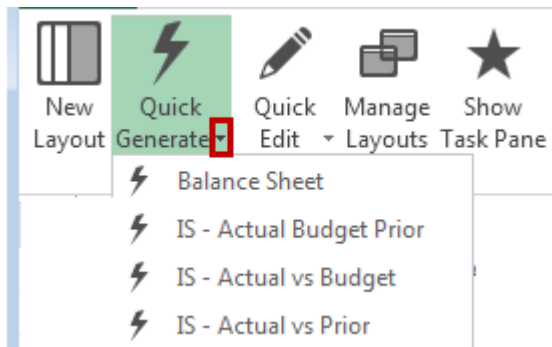
To easily generate a report:

1. From the **BI Tools** tab, select **Quick Generate**. A drop down menu will appear.

2. Select the layout you wish to generate. The report will open in Excel.

Designing Reports using the Task Pane

The Report Designer Task Pane

The Task Pane is the newest addition to the Report Designer module which presents an alternative to the current report Layout Generator to empower users to take control of all design aspects of their reporting layouts.

The model behind the new feature introduced by this add-in is to break down a report into reusable pieces and then allow users to control where and how these pieces fit together to create a report. These pieces are Excel functions which communicate with a new In-Memory processing engine which will guarantee performance by being able to crunch financial numbers very quickly.

While the Task Pane is installed separately, it enhances the Report Designer module. The positioning of the Task Pane within the overall Sage Intelligence Reporting product is as follows:
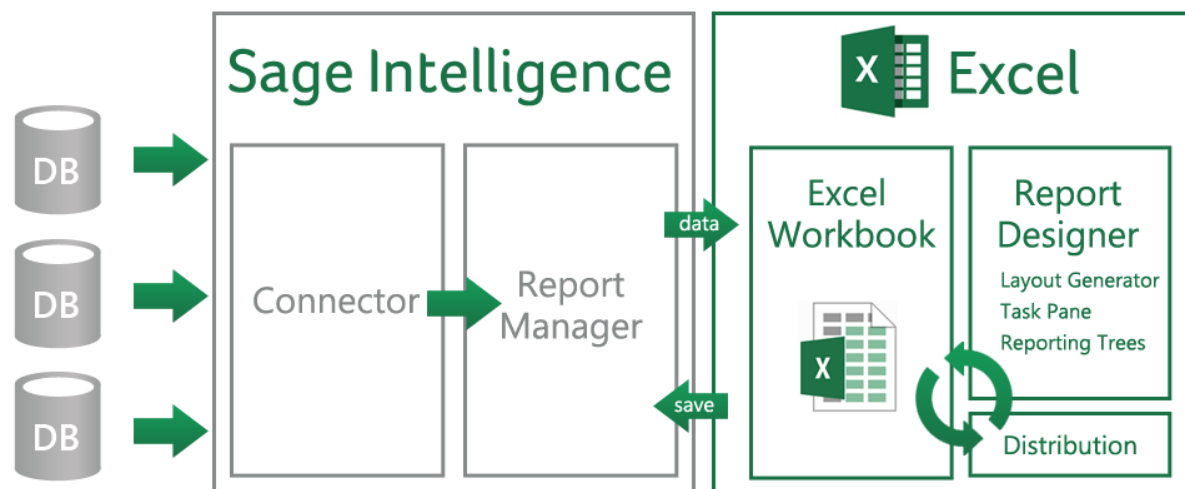
Starting the Task Pane

The process to use the Task Pane is as follows:

| Run the Report Designer report from within the Report Manager. | → | Design your report dragging and dropping financial formulas into Excel. | → | Run Save Excel Template from the Report Manager to save your report for future use. |

The Task Pane must always be started by running the **Report Designer** report in the Report Manager. This report is automatically installed into the **Designer** folder in the Report Manager during installation.
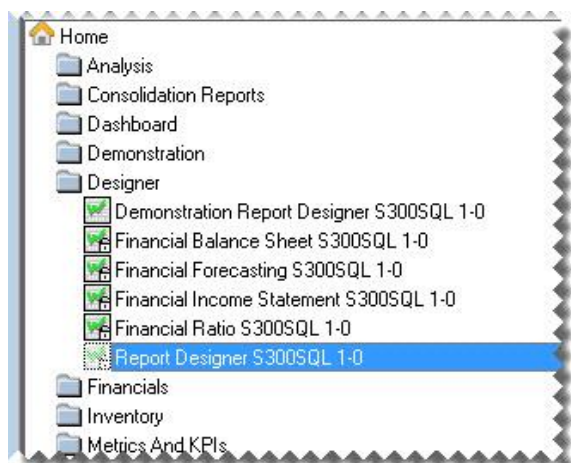
The Task Pane will open in Excel.
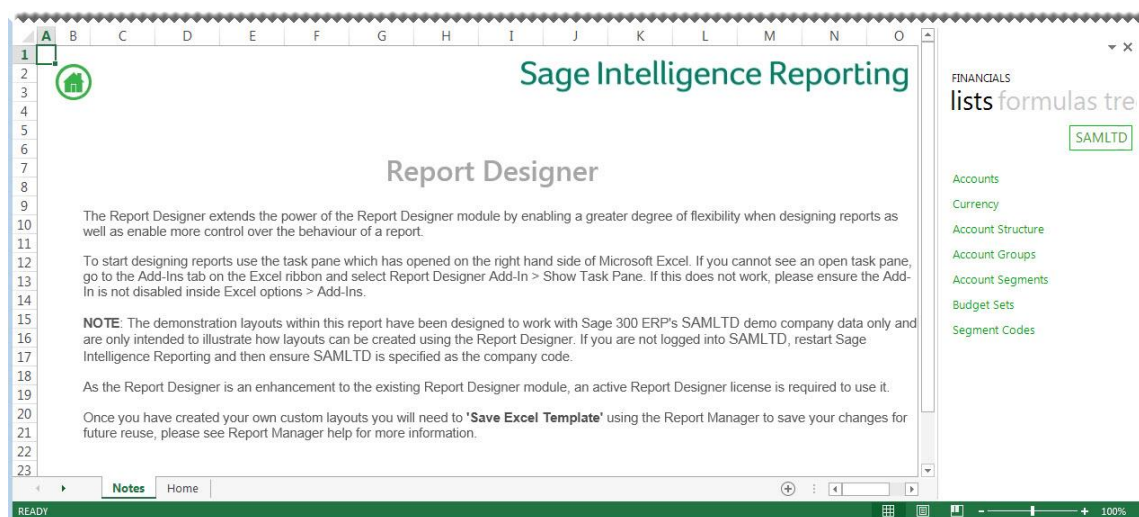
Navigating within the Task Pane

The Task Pane consists of lists and formulas which can be used to give you complete control of all design aspects of your report. An intermediate knowledge of Excel is beneficial to get the full benefit of your report capabilities.
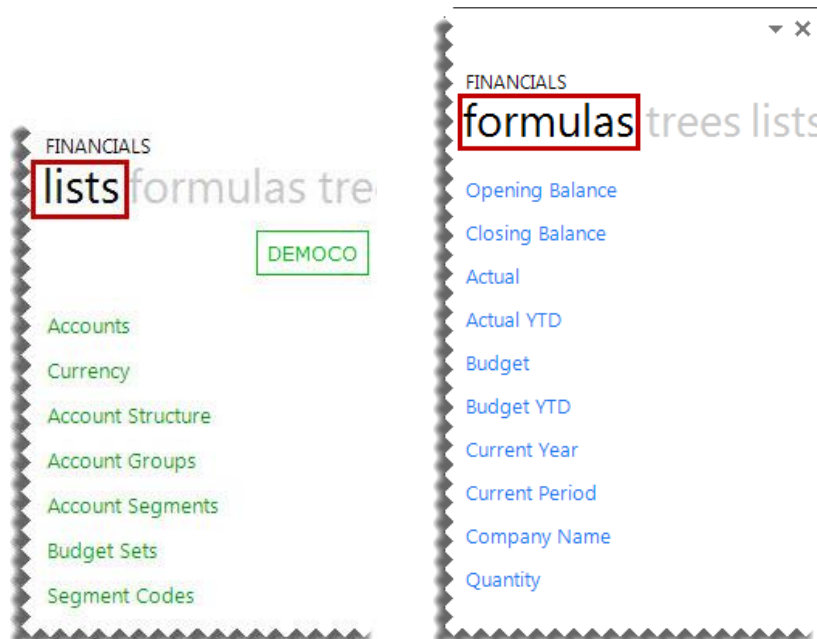
To switch between lists and formulas, click on the tab headings.

If the Task Pane is closed in error, click **Show Task Pane** to open the Task Pane again.
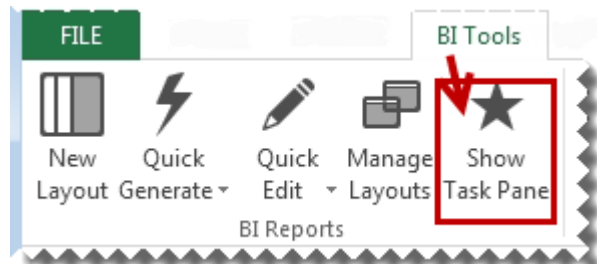
Understanding the Sage 300 ERP Intelligence List Structure

To understand the list structure, the General Ledger chart of accounts hierarchy must be understood.

Below is a typical example of an account hierarchy.
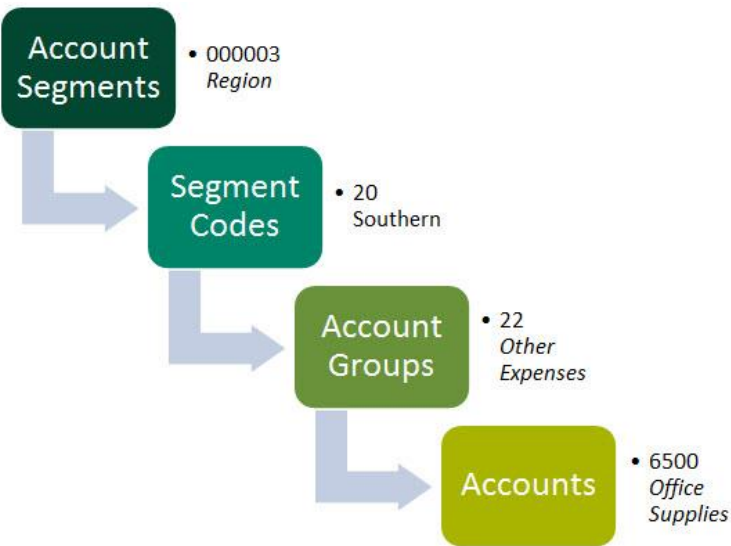
The lists are retrieved from the General Ledger.

List Name	Example
Accounts	6110 – Bank Charges and errors 6200 – Dues and Subscriptions 6500 – Office Supplies 6700 – Utilities
Currency	USD – U.S. Dollars AUD – Australian Dollars CAD – Canadian Dollars
Account Structure	ACC – Account Structure DIV – Divisional Structure REGION – Regional Structure
Account Groups	02 – Accounts Receivable 08 – Accounts Payable 15 – Revenue 22 – Other Expenses

List Name	Example
Account Segments	000001 – Account 000002 – Division 000003 – Region
Budget Sets	01 – Original 02 – Conservative
Segment Codes	100 – Commercial 200 – Retail 10 – Northern 20 – Southern

Adding Lists

There are various lists that can be used to view some of the key information, for example, account numbers and budget codes.

1. Drag-and-drop lists that you require from the Task Pane to your Excel worksheet.

You can use these in your formulas to return data based on the list.

Changing Companies

Lists are always returned from the company code which is selected in the Task Pane.

To change the company code:

1. Click on the company code.
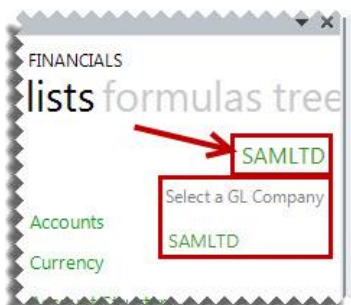
2. Select a new GL Company Code from the drop down options.

NOTE: The company code is obtained from your General Ledger.

Formulas

Available Formulas

Opening Balance Formula

This topic describes the formula syntax and usage of the **GLOpeningBalance300** formula in Excel. The **GLOpeningBalance300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLOpeningBalance300** formula returns the opening balance General Ledger amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

```
=GLOpeningBalance300(Account,Company,Year,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLOpeningBalance300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the General Ledger.	Used to reference one or more General Ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Company	Optional	A company code retrieved from the General Ledger.	Filters the General Ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the General Ledger accounts being referenced to a specific fiscal year.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
AccountGroupCode	Optional	An account group code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the General Ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the General Ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the General Ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A <u>reporting tree</u> unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the <u>account filter</u> rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers or Account Groups.

- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLOpeningBalance300** formula could be:

=GLOpeningBalance300($A14,$D$4,$D$2,,,$C14,,D5,D6)

Closing Balance Formula

This topic describes the formula syntax and usage of the **GLClosingBalance300** formula in Excel. The **GLClosingBalance300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLClosingBalance300** formula returns the closing balance General Ledger amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

```
=GLClosingBalance300(Account,Company,Year,Period,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLClosingBalance300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the General Ledger.	Used to reference one or more General Ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Company	Optional	A company code retrieved from the General Ledger.	Filters the General Ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the General Ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data up to. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the General Ledger accounts being referenced to the accumulated total up to a specific period.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
AccountGroupCode	Optional	An account group code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the General Ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the General Ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the General Ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers or Account Groups.

- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLClosingBalance300** formula could be:

=GLClosingBalance300($A14,$D$4,$D$2,F$9,,,$C14,,$D$5,$D$6)

Actual Formula

This topic describes the formula syntax and usage of the **GLActual300** formula in Excel. The **GLActual300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLActual300** formula returns the month to date General Ledger actual amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

```
=GLActual300(Account,Company,Year,Period,AccountGroupCode,GroupCategoryCode,AccountStructur
eCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLActual300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the **Accounts** or **Natural Accounts** list retrieved from the General Ledger.	Used to reference one or more General Ledger accounts for which values must be returned. Supports **Accounts**, **Natural Accounts**, account ranges, account wildcards & account addition/subtraction.
Company	Optional	A company code retrieved from the General Ledger.	Filters the General Ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the General Ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data on. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the General Ledger accounts being referenced to a specific period.
AccountGroupCode	Optional	An account group code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified account group and returns the summary value.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
GroupCategoryCode	Optional	A group category code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the General Ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type Debit or Credit.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the General Ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	a currency type retrieved from the General Ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers or Account Groups.

- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLActual300** formula could be:

```
=-GLActual300($A11,$D$3,$D$7,$D$2,,,$C11,,$D$4,$D$5)
```

Actual YTD Formula

This topic describes the formula syntax and usage of the **GLActualYTD300** formula in Excel. The **GLActualYTD300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLActualYTD300** formula returns the year to date General Ledger actual amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLActualYTD300(Account,Company,Year,Period,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)

The **GLActualYTD300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the General Ledger.	Used to reference one or more General Ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Company	Optional	A company code retrieved from the General Ledger.	Filters the General Ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the General Ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data up to. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the General Ledger accounts being referenced to the accumulated total up to a specific period.
AccountGroupCode	Optional	An account group code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			the specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the General Ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the General Ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the General Ledger.	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers or Account Groups.

- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLActualYTD300** formula could be:

=-GLActualYTD300($A11,$D$3,$D$7,$D$2,,,$C11,,D4,D5)

Budget Formula

This topic describes the formula syntax and usage of the **GLBudget300** formula in Excel.

The **GLBudget300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLBudget300** formula returns the month to date General Ledger budget amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLBudget300(Account,Company,Year,Period,BudgetSetCode,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)

The **GLBudget300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the General Ledger.	Used to reference one or more General Ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Company	Optional	A company code retrieved from the General Ledger.	Filters the General Ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the General Ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data on. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the General Ledger accounts being referenced to a specific period.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
BudgetSetCode	Required	The budget set code retrieved from the General Ledger	Filters the General Ledger budget amounts being referenced to a specific budget set code. The format of the budget set code must be identical to the format in your General Ledger.
AccountGroupCode	Optional	An account group code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the General Ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the General Ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the General Ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers or Account Groups.

- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLBudget300** formula could be:

=-GLBudget300($A12,$D$3,$D$7,$D$2,$D$6,,,,,$D$4,$D$5)

Budget YTD Formula

This topic describes the formula syntax and usage of the **GLBudgetYTD300** formula in Excel. The **GLBudgetYTD300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLBudgetYTD300** formula returns the year to date General Ledger budget amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

```
=GLBudgetYTD300(Account,Company,Year,Period,BudgetSetCode,AccountGroupCode,GroupCategory
Code,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLBudgetYTD300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the General Ledger.	Used to reference one or more General Ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Company	Optional	A company code retrieved from the General Ledger.	Filters the General Ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the General Ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data up to. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the General Ledger accounts being referenced to the accumulated total up to a specific period.

|			
BudgetSetCode	Required	The budget set code retrieved from the General Ledger	Filters the General Ledger budget amounts being referenced to a specific budget set code. The format of the budget set code must be identical to the format in your General Ledger.
AccountGroupCode	Optional	An account group code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the General Ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the General Ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the General Ledger.	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers or Account Groups.

- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLBudgetYTD300** formula could be:

```
=-GLBudgetYTD300($A12,$C$4,$C$2,$C$3,$C$7,,,,,$C$5,$C$6)
```

Current Year Formula

This topic describes the formula syntax and usage of the **GLCurrentYear300** formula in Excel. The **GLCurrentYear300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLCurrentYear300** formula returns the current fiscal year from your General Ledger after applying the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLCurrentYear300(Company)

The **GLCurrentYear300** formula syntax has the following argument:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Company	Optional	A company code retrieved from the General Ledger.	Filters the General Ledger accounts being referenced to one or more specific companies.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

Example

An example of a **GLCurrentYear300** formula could be:

=GLCurrentYear300("SAMLTD")

The **GLCurrentYear300** can be used in formulas to return data based on the current year, for example the report below will use the current year formula to determine the prior year to report on.

Current Period Formula

This topic describes the formula syntax and usage of the **GLCurrentPeriod300** formula in Excel. The **GLCurrentPeriod300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLCurrentPeriod300** formula returns the current period from your General Ledger after applying the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLCurrentPeriod300(Company)

The GLCurrentPeriod300 formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Company	Optional	A company code retrieved from the General Ledger.	Filters the General Ledger accounts being referenced to one or more specific companies.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

Example

An example of a GLCurrentPeriod300 formula could be:

=GLCurrentPeriod300(D3)

This is especially useful when reporting on the current period as well as prior periods. The **GLCurrentPeriod300** can be used in formulas to return periods based on the current period, for example in the report below the result of the current period formula in cell **D8** has been used to work out which periods to report on prior to it.

Company Name Formula

This topic describes the formula syntax and usage of the **GLCompanyName300** formula in Excel. The **GLCompanyName300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLCompanyName300** formula returns the full company name from your General Ledger after applying the company code filter specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

```
=GLCompanyName300(Company)
```

The **GLCompanyName300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
CompanyCode	Required	A company code retrieved from the General Ledger.	Filters the companies to return a specific company name.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

Example

An example of a **GLCompanyName300** formula could be:

```
=GLCompanyName300("SAMLTD")
```
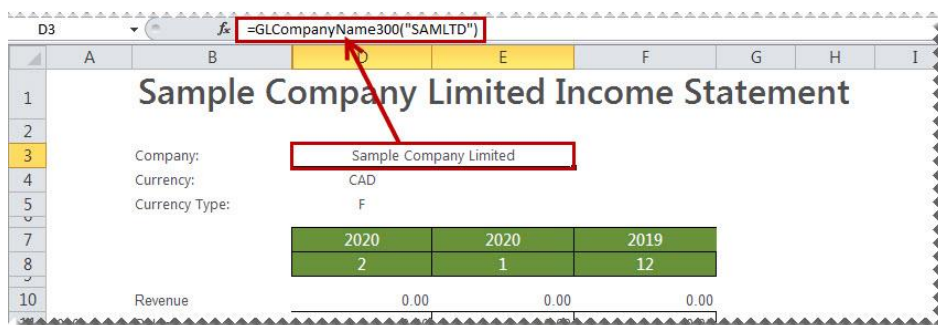
Quantity Formula

This topic describes the formula syntax and usage of the **GLQuantity300** formula in Excel. The **GLQuantity300** formula is made available in Excel by the Report Designer Task Pane.

Description

The **GLQuantity300** formula is used for statistical reporting and returns the quantity information in a financial report, such as number of units, from your General Ledger, after applying the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

> =GLQuantity300(Account,Company,Year,Period,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)

The **GLQuantity300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the **Accounts** or **Natural Accounts** list retrieved from the General Ledger.	Used to reference one or more General Ledger accounts for which values must be returned. Supports **Accounts**, **Natural Accounts**, account ranges, account wildcards & account addition/subtraction.
Company	Optional	A company code retrieved from the General Ledger.	Filters the General Ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the General Ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data on. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the General Ledger accounts being referenced to a specific period.

AccountGroupCode	Optional	An account group code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the General Ledger.	Summarizes all of the General Ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the General Ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the General Ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the General Ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

Example

An example of statistical reporting that returns the quantity information in a financial report is as follows:

	A	D	E	F	I	J	K	L
1								
2		HOTEL LEMEIN INCOME STATEMENT						
3	For the Five Months Ending May 29, 2012							
4								
5								
6		THIS			LAST			
7		YEAR	%	CPOR	YEAR	CPOR	BUDGET	CPOR
8								
9	Rooms Available	1680			1680		1680	
10	Rooms Sold	1295			1521		1512	
11								
12	A.D.R.	117.44			100.27		112	
13	Occupancy %	77.08			90.54		90	
14								
26	Total Sales	154743.34	100	119.493	155261.63	102.079	172151.04	113.857
27								
41	Total Purchases	6646.93	4.29545	5.13276	6673.92	4.38785	7386.12	4.885
42								
62	TOTAL WAGES & SALARIES	22789.34	14.7272	17.5979	25507.8	16.7704	26215.61	17.3384
63								
72	TOTAL PAYROLL BURDEN	4174.45	2.69766	3.22351	3949.8	2.59684	4057.53	2.68355
73								
74	TOTAL COST OF SALES	33610.72	21.7203	25.9542	36131.52	23.7551	37659.26	24.9069

Adding Formulas

There are two ways to add formulas to your Excel worksheet.

- Select the desired formula from the Task Pane. Drag-and-drop the formula onto your Excel worksheet.
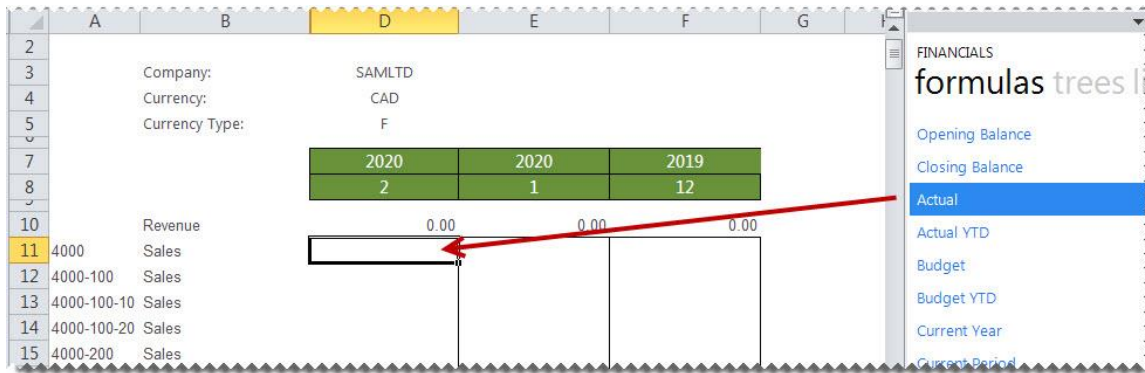
- Type the formula name directly into the cell.
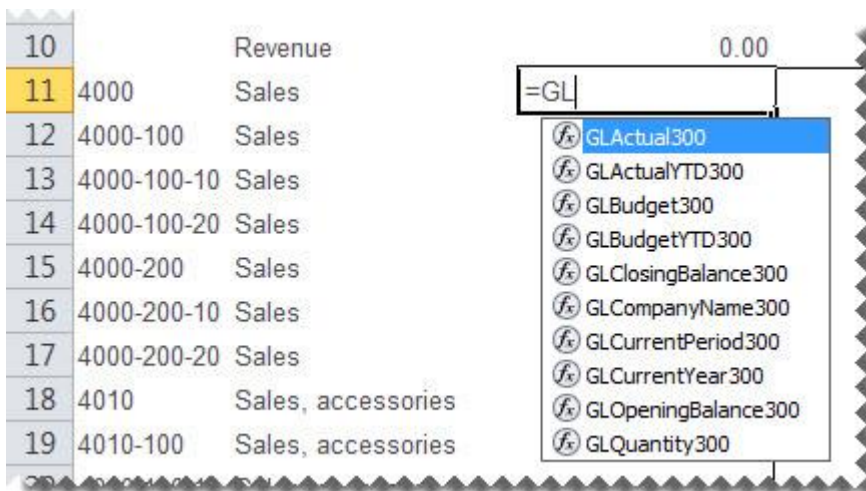
Editing Formulas

There are two ways to edit the formulas.

- The formula settings (function arguments window) can be accessed by clicking on the cell containing the formula and then clicking the **fx** button.
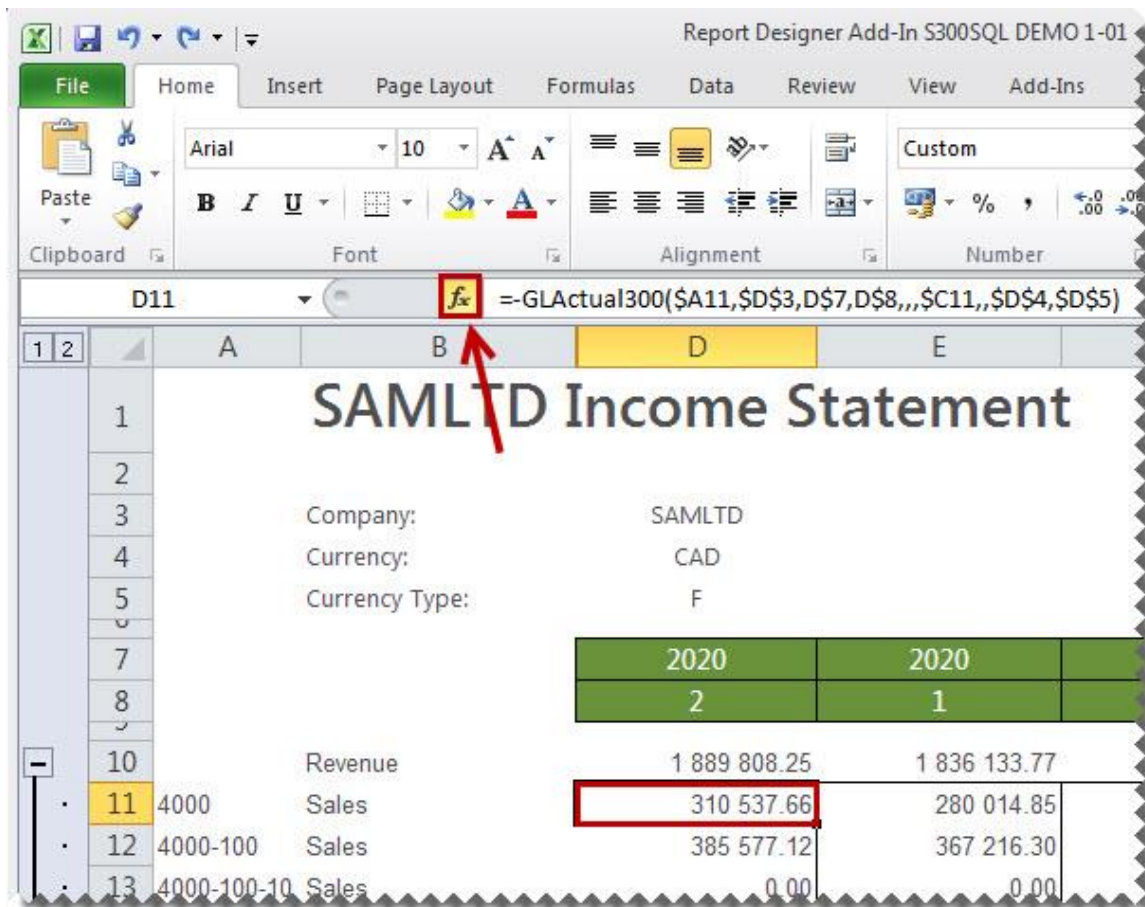
WARNING: If there is more than one formula in a cell, only the formula result will be shown unless you click the specific formula you wish to edit in the formula bar, prior to clicking the **fx** button.
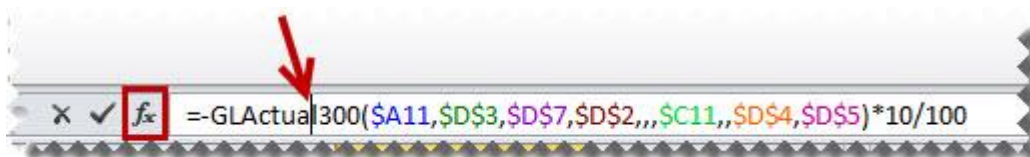
- The formula parameters provided in the Function Arguments window will be used to specify what data is retrieved by the formula. Each setting serves as a filter to retrieve the data. The filter is applied in the order that the settings are displayed.

- In the following formula example, **Account** is applied first, followed by **Company**,**Year**,**Period**,**AccountGroupCode** in that order.

- Formulas can be edited manually if you are familiar with the format of the formula. Select the cell which contains the formula and then click within the formula bar and make your changes.

Reversing a Negative Sign

To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Drag the fill handle down to copy these to other accounts requiring the same change.

Using Formula Features

Using Account Ranges

A range consists of two values where you want to retrieve data for those two values and every value between those two values.

An example would be if you wanted to summarize specific accounts instead of listing each one as per below. The account range would be used in the cell which is referenced by the **Account** argument.

TIP: Use account ranges to ensure new accounts being added to the General Ledger are included in your reports.

Using Mathematical Calculations

Mathematical calculations can also be performed on all GL Accounts. This includes addition and subtraction.

The mathematical calculation would be used in the cell which is referenced by the **Account** argument.

For example, typing **4020 + 4040** in the cell will give a total figure for Account 4020 and Account 4040.

NOTE: The use of a space on either side of the **+** or **–** is required in order for the formula to be correctly recognized. Brackets are also supported thus calculations in brackets (parenthesis) are calculated first.

Using Wildcards

Most organizations use an account structure that separates business entities into different categories. A fully qualified account contains a value for the natural segment, for example Cash or Sales, as well as values for additional segments, for example Location, Division and Department.

Depending on the size of the organization, fully qualified account number segments can have different representations for different companies.

The Report Designer Task Pane supports the use of special characters as a way to filter multiple account segment values without specifically naming each one.

A question mark, (?) is a placeholder for a single character in an account segment.

Filter	Description	Result
10?	Filter all three digit Account Numbers beginning with 10	100 101 102 up to 109
101-0?-00	Filter Account Numbers with first segment of 101 and last segment of 00 with second segment of two digits beginning with 0	101-00-00 101-01-00 101-02-00 101-03-00 up to 101-09-00
101-???-100	Filter Account Numbers with first segment of 101 and last segment of 100 with no filter on second segment of three digits	101-000-100 101-001-100 101-002-100 101-003-100 up to 101-999-100

An example of using wildcards in Excel using the **GLActual300** formula could be as follows:

Using Cell References

A cell reference identifies the location of a cell or group of cells in a spreadsheet. A cell reference consists of the column letter and row number that intersect at the cell's location. When listing a cell reference, the column letter is always listed first.

The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

For example, if you wanted information for the year **2012** and you used **2011** in the **Year** parameter of the **Actual** formula, you would have to modify every formula that used the old value. If you store the year in a cell, you simply change that one cell and Excel updates all the formulas that use that parameter.
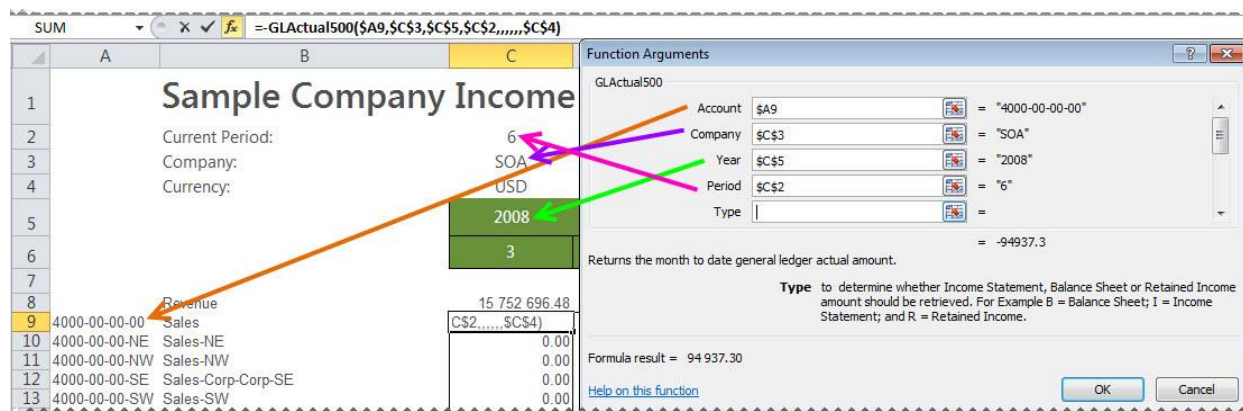
> **TIP:** Excel named ranges can also be substituted for a cell reference in any formula parameter.

Using Relative or Absolute Cell References

By default, a spreadsheet cell reference is relative. This means that as a formula is copied and pasted to other cells, the cell references in the formula change to reflect the formula's new location.

In contrast, an absolute cell reference does not change when its formula is copied and pasted to other cells.

An example of a relative cell reference would be **A5** or **B10**.

An example of an absolute cell reference would be **A5** or **B10**.

You can also mix absolute and relative cell references. An example would be copying a cell reference of **$A5**, the column reference will remain '**A**' but the row reference will change to reflect the formulas new location.

If you are entering a value in your formula, be sure to include any alpha-numeric data in double-quotes (**" "**). This will ensure that Excel interprets the value as a text value and not a cell reference.

Displaying Cell Formulas instead of Values

To display all of the formulas used on your spreadsheet without clicking on each cell individually:

1. Press **Ctrl ~**. All of the displayed values will be replaced by the formulas used to calculate them.

2. Press **Ctrl ~** again to return to displaying the values.

Catering for New General Ledger Accounts

Use account ranges or wildcards when designing your report to cater for new accounts that may be added to the General Ledger in the future.

An example would be if you wanted to summarize specific accounts instead of listing each one as per below. The account range would be used in the cell which is referenced in the formula by the **Account** argument.

If any new accounts were added to the General Ledger, for example, **Account 4035 - Sales, lockers**, it would automatically be included in the **Sales, Furniture** amount as it falls within the account range of **4020 to 4050**. Therefore no changes would be required in your summarized report layout.

Designing Financial Reports

Designing a Basic Income Statement

This is a demonstration on how to design a basic income statement using the Report Designer Task Pane. We will be using the **Accounts** list to report from with current period figures. A basic accounting knowledge is required.

1. In Excel, set up your spreadsheet with a heading and the filters you would like to use.

> **TIP:** Filters allow you to retrieve specific data based on your selections. These selections can be changed at any time resulting in your report being immediately updated to reflect the new data.

2. Drag-and-drop the **Accounts** from the **Lists** group. You will use this list to help create your report.

3. Delete the columns and the balance sheet accounts not required.

4. Insert a column heading for the period.

5. Drag-and-drop the **Actual** formula onto your spreadsheet in the same row as your first account.
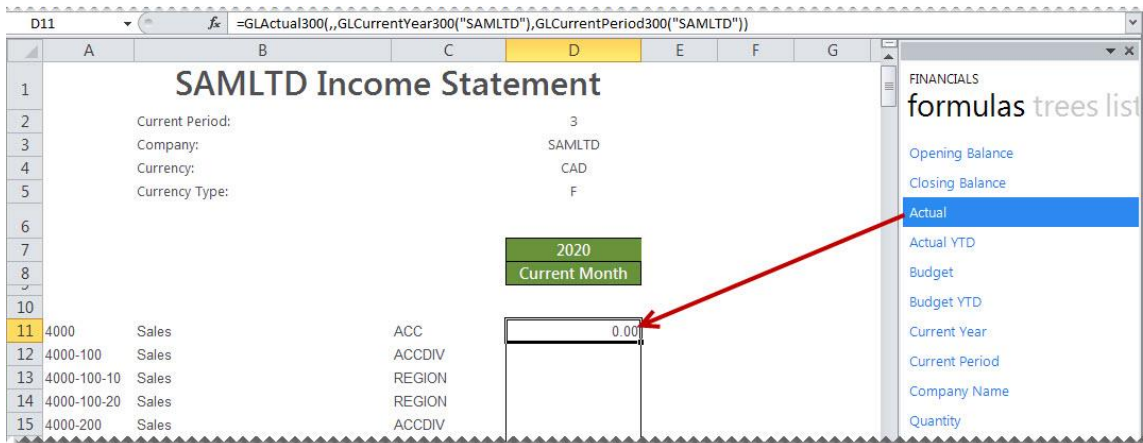
6. Change the **Actual** formula to link to the correct company, year and period. You can do this by clicking the *fx* button and making the changes or alternatively typing directly into the formula area.

7. Drag the fill handle to copy the formula down to all of the accounts.

TIP: Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

Change the sign of any accounts required, by adding - to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

8. Add headings, totals and formatting using Excel features and set your print area. You can hide any rows or columns you do not wish to view in the final layout.

9. Use Excel's **Group** feature to group rows under headings.

10. Run Save Excel Template in your Report Manager to save your report for future use.

Designing a Basic Balance Sheet

This is a demonstration on how to design a basic balance sheet using the Report Designer Task Pane. A basic accounting knowledge is required. We will be using the **Accounts** list to report the opening and closing balances.

1. In Excel, set up your spreadsheet with a heading and the filters you would like to use.

TIP: Filters allow you to retrieve specific data based on your selections. These selections can be changed at any time resulting in your report being immediately updated to reflect the new data.

2. Drag the formulas for **Current Year** and **Current Period** formulas into their respective cells.

3. Drag-and-drop the **Accounts** list onto the spreadsheet. You will use this list to help create your report.

4. Delete the income statement accounts not required and create headings and totals where required for your rows.

5. Add column headings for the **Opening** and **Closing Balances**.

6. Drag-and-drop the **Opening Balance** formula onto your spreadsheet in the same row as your first account.

7. Change the formula to link to the correct account as well as the correct year. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.

8. Drag the fill handle down to copy the formula to all the accounts required.

9. Drag-and-drop the **Closing Balance** formula onto your spreadsheet in the **Closing Balance** column in the same row as your first account.

10. Change the formula to link to the correct account as well as the correct year and month. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.

11. Drag the fill handle down to copy the formula to all the accounts required.

12. Add totals, grouping and formatting using Excel features and set your print area.

13. Run Save Excel Template in your Report Manager to save your report for future use.

Designing a Rolling Income Statement
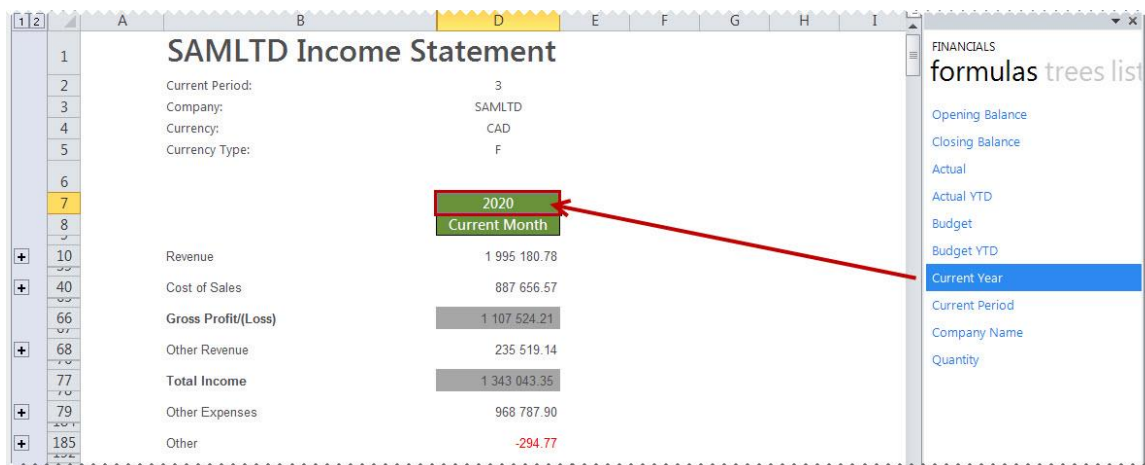
This is a demonstration on how to design an Income Statement that will always return the current month's data as well as the prior 12 months data. The report will be designed in such a way that once set up, no manual changes will need to be made to it, allowing you to use the same report for all future periods and years without any input. An intermediate knowledge of Excel formulas and basic accounting is required.

1. Follow the instructions to design a basic income statement.

2. Drag the **Current Year** formula to the column heading in the cell containing the year.

3. Drag the **Current Period** formula to the column heading in the cell containing **Current Month**.

4. In the cell to the right of the current period cell, add an Excel formula to determine the correct period to report on. One way in which you can create this formula is to use the **IF** function. The **IF** statement checks whether a condition is met and returns one value if True and another if False. In this example, the period is calculated by subtracting one from the current period. If the result is less than or equal to zero, then the period is within the previous year and provided the periods are representative of a year, will start at prior year period 12.

5. In the cell to the right of the current year, add an Excel formula to determine the correct year to report on. One way in which you can create this formula is to use the **IF** function. The **IF** statement checks whether a condition is met and returns one value if True and another if False. In this example, the year is calculated by subtracting one from the current period. If the result is less than or equal to zero, then the period is within the previous year.

6. Expand any groupings you created previously. Copy the **Actual** formula you created previously across to the new column.

7. Change the copied formula to reference the correct year and period.

8. Drag the fill handle down or copy the amended formula to all the accounts required.

9. Copy any formulas or totals required from the first column.

10. Select the new column and drag the fill handle across to copy the data for the other eleven months.

11. The year and period would have changed to cater for prior periods and years.

	2020	2020	2020	2019
	3	2	1	12
Revenue	1 995 180.78	1 889 808.25	1 670 480.55	2 453 813.94
Cost of Sales	887 656.57	867 064.25	677 189.92	1 090 346.19
Gross Profit/(Loss)	1 107 524.21	1 022 744.00	993 290.63	1 363 467.75
Other Revenue	235 519.14	230 927.55	200 806.55	251 008.19
Total Income	1 343 043.35	1 253 671.55	1 194 097.18	1 614 475.94
Other Expenses	968 787.90	925 359.58	968 273.21	1 263 264.76
Other	-294.77	-0.01	69.16	0.00
Depreciation Expense	50 000.00	45 000.00	40 000.00	40 000.00
Fixed Charges	76 347.47	82 432.99	88 144.33	87 081.88

Header details:
Current Period: 3
Company: SAMLTD
Currency: CAD
Currency Type: F

SAMLTD Income Statement

12. Run Save Excel Template in your Report Manager to save your report for future use.

Designing a Quarterly Balance Sheet

This is a demonstration on how to design a Quarterly Balance Sheet using the Report Designer Task Pane. The report will be created in such a way that once set up, no manual changes will need to be made to it, allowing you to use the same report for all future periods and years. A basic accounting knowledge is required.

1. Follow the instructions to design a basic balance sheet.

2. Select the **Closing Balance** column and drag the fill handle across to three more columns.

3. Change the period numbers to reflect the quarterly periods.

4. Notice the data automatically updated to reflect the correct closing balance amounts for each quarter.

5. Run Save Excel Template in your Report Manager to save your report for future use.

Designing a Cash Flow Report

This is a demonstration on designing a Cash Flow Report using the Report Designer Task Pane. The report will be created in such a way that once set up, no manual changes will need to be made to it, allowing you to use the same report for all future periods and years. Accounting knowledge is required.

1. In Excel, set up your worksheet with a heading and the filters you would like to use.

> **TIP:** Filters allow you to retrieve specific data based on your selections. These selections can be changed at any time resulting in your report being immediately updated to reflect the new data.

2. Add a heading for the period column.

3. Drag the formula for **Current Year** into the correct cell.

4. Create headings for your cash flow report.

5. On a new worksheet, drag-and-drop the **Accounts** list. You will use this list to help create your report.

6. Delete all of the columns except the **Account Number** and **Account Description** columns.

7. Copy the rows you require and insert the copied cells under the correct headings in the Cash Flow worksheet. (Right-click, **Insert Copied Cells**).

8. Drag-and-drop the **Actual YTD** formula onto your spreadsheet in the same row as your first account.

9. Change the formula to link to the correct account, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.

> **TIP:**
> Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.
> Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

10. Add any totals, grouping and formatting you require using Excel features and set your print area.

11. Select the Period column and drag the fill handle across to fill an additional column.

12. Repeat for as many periods as you require for the fiscal year.

			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
1		SAMLTD Statement of Cash Flows							
2		Company:	SAMLTD						
3		Currency:	CAD						
4		Currency Type:	F						
5		Current Year:	2020						
11		Investing	12 000.00	524 000.00	1 036 000.00	1 348 000.00	1 660 000.00	1 660 106.00	1 661 166.00
12	1500	Furniture and fixtures	0.00	0.00	0.00	300 000.00	600 000.00	600 000.00	600 000.00
13	1520	Equipment	0.00	500 000.00	1 000 000.00	1 000 000.00	1 000 000.00	1 000 106.00	1 001 166.00
14	1540	Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	1550	Land	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	1250	Investment, long-term	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	1700	Leasehold improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	1720	Organization costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	2700	Long term debt proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	2710	Long term debt payments	12 000.00	24 000.00	36 000.00	48 000.00	60 000.00	60 000.00	60 000.00
21	2800	Shareholders' loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	2900	Deferred income taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00

13. Run Save Excel Template in your Report Manager to save your report for future use.

Consolidating Multiple Companies Data

Preparing to Design Consolidated Report Layouts

In order to use the Task Pane for multiple company consolidations, you will need to ensure the database consolidation list is correctly set up in the reports.

1. In the Report Manager, open the **Consol Designer** folder.

2. Select the first union report.
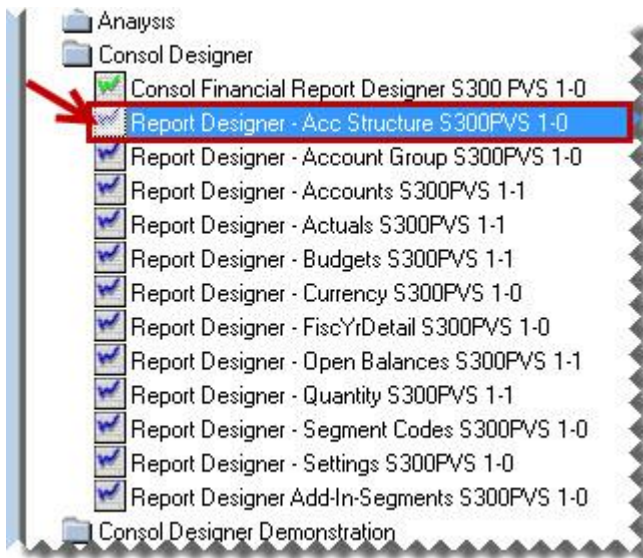
TIP: Union Reports are depicted by a blue icon.

3. Select the **Database Consolidation List** button to browse for the available databases to consolidate.
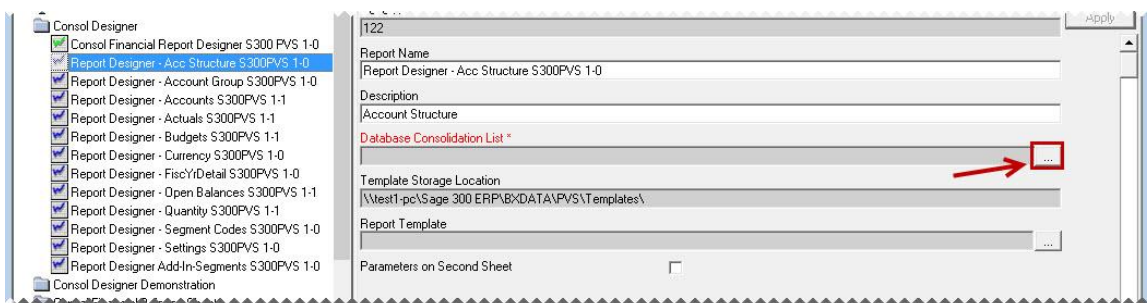
4. Select the company databases you would like to consolidate from the list.
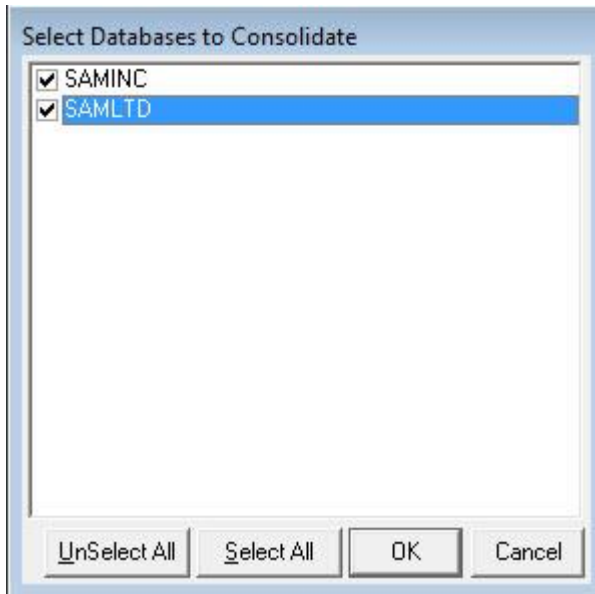
> **NOTE:** The company list is populated by each company that Sage 300 ERP has previously been logged into.

5. Select **OK**.

6. Repeat the process for all union reports in the **Task Pane Consolidation** folder. After running the **Consol Financial Report Designer** report, you will now be able to combine information from multiple companies.

Designing Consolidated Report Layouts

In order to use the Task Pane for multiple company consolidations, you will need to ensure the database consolidation list is correctly set up.

Run the **Consol Report Designer Add-In** report which is saved under the **Report Designer Add-In Consolidation** folder in the Report Manager.

After running the **Consol Task Pane** report, do the following:

1. Design your financial report layout in the usual manner, creating a column for each of the companies you would like to consolidate.

2. Create formulas in the usual manner for each company.

> **TIP:** Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

3. Create a third column and using Excel functionality add the first two columns together.

4. Using Excel functionality, group the first two columns so that they are only visible when required.

5. Click the **+** sign to expand the columns again if you need to drill down into the data.
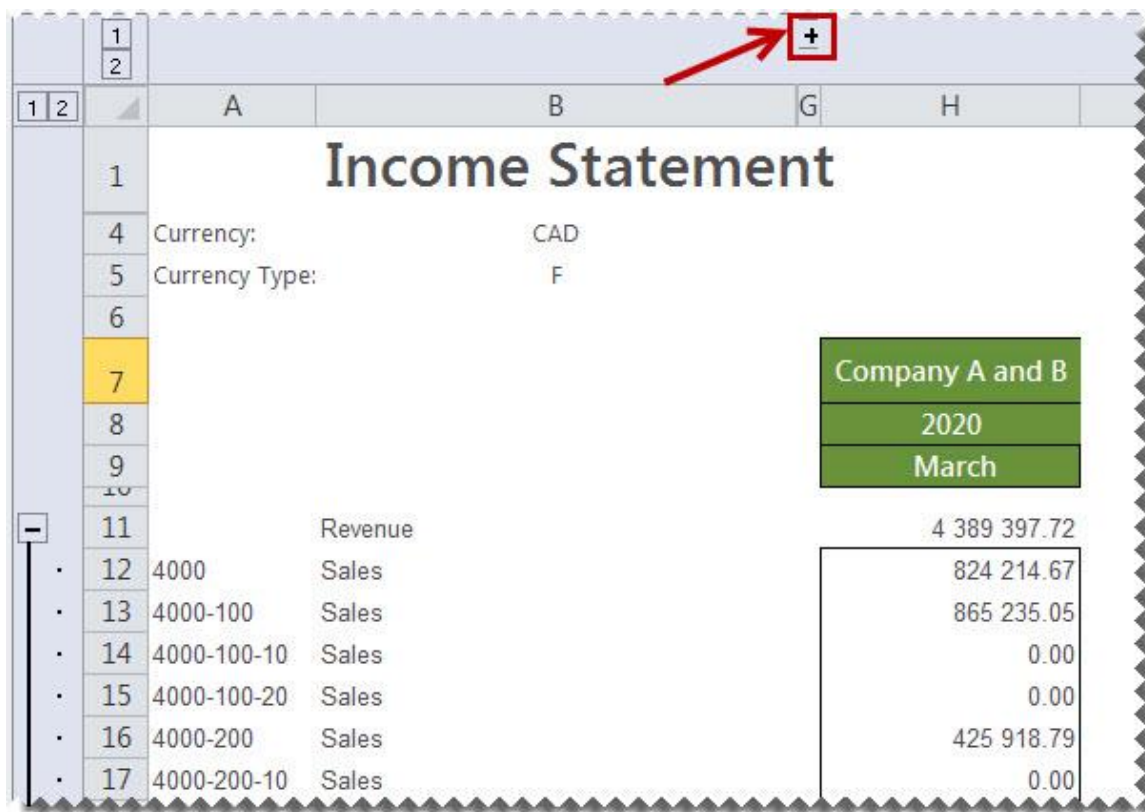
Designing Consolidated Report Layouts using Reporting Trees

In order to use the Task Pane for multiple company consolidations, you will need to run the **Report Designer Add-In** report which is saved under the **Report Designer Add-In Consolidation** folder in the Report Manager.

> **NOTE:** In order to consolidate multiple companies' data using reporting trees, one of the lists must be in common with both companies GL data structure.

After running the report mentioned above, do the following:

1. In Excel, set up your financial report layout in the usual way, except for the following differences:

- In addition to the filters you already set up, add an additional filter for the Reporting Tree Unit for each company you would like to consolidate in it's own column.

> **TIP:** Filters allow you to retrieve specific data based on your selections. These selections can be changed at any time resulting in your report being immediately updated to reflect the new data.

You can drag-and-drop the reporting tree which has been set up to retrieve data from both companies. If you still need to set this up, refer to the topic on 'Adding a Reporting Tree' to Consolidate Data from Multiple Companies.

- When editing your formulas link it to the applicable reporting tree you would like to extract the data from.
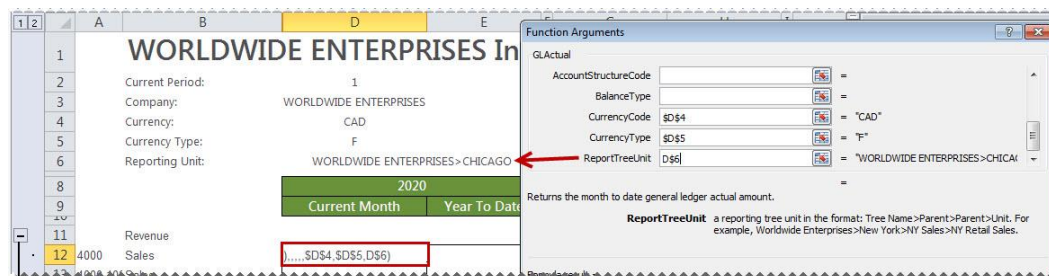
> **TIP:** Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

2. To drill-down into the data, right-click on the amount and select **Drill-Down**. A new spreadsheet will be created and you will be able to see from which company and which accounts the amount was made up of.

3. Save your report for future use.

Drilling Down on Values

Sage Intelligence Reporting provides the ability to drill down to view the detail of the data being returned by a formula.

To drill down on a value to the account balance details, right-click and select **Drill Down**.

A new worksheet named **Drill Balance** will be created in the Excel workbook with the account balance details of the data.

To drill down further to GL transaction level, right-click on the cell which contains the value you want to view more detail on and select **Drill Down** again. Another new worksheet named **Drill Transactions** will be created with the GL transaction details.

Copying Reports

To save time or to promote standardization, you can copy a worksheet as a template that you can use to create other worksheets from.

1. Copy the entire worksheet by right-clicking on the bottom worksheet tab and select **Move or Copy**.
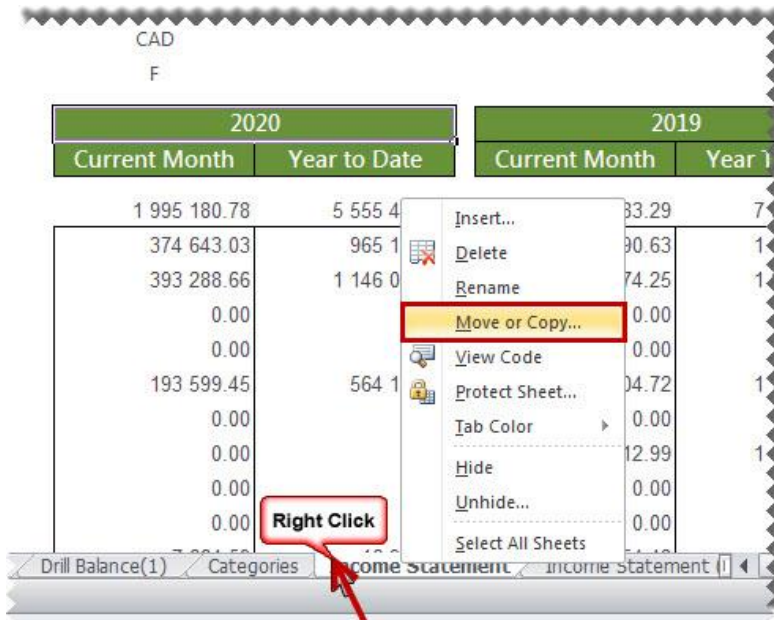
2. Select **Create a copy** and the location within the current workbook where you would like the worksheet copied to.
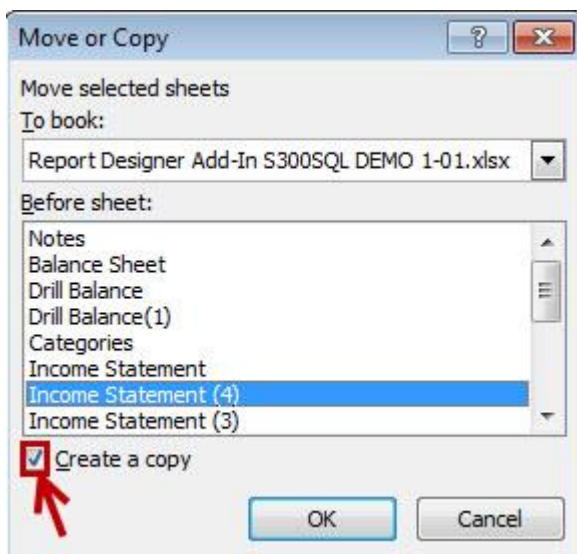
3. Select **OK**. Make any changes you require in the copied worksheet.

4. Save your report for future use.

> **NOTE:** In the copied report below, all formatting, formulas and lists are retained.

	E11	▼	f_x	=-GLActualYTD300($A11,$D$3,$D$7,$D$2,,,,$C11,,D4,D5)			

	A	B	D	E	F	G	H
1		SAMLTD Income Statement					
2		Current Period:	3				
3		Company:	SAMLTD				
4		Currency:	CAD				
5		Currency Type:	F				
7				2020		2019	
8			Current Month	Year to Date	Current Month	Year To Date	
10		Revenue	1 995 180.78	5 555 469.58	2 943 183.29	7 982 149.59	
11	4000	Sales	374 643.03	965 195.54	387 490.63	1 387 713.32	
12	4000-100	Sales	393 288.66	1 146 082.08	381 574.25	1 005 837.59	
13	4000-100-10	Sales	0.00	0.00	0.00	0.00	
14	4000-100-20	Sales	0.00	0.00	0.00	0.00	
15	4000-200	Sales	193 599.45	564 167.95	1 348 804.72	1 722 013.14	
16	4000-200-10	Sales	0.00	0.00	0.00	0.00	
17	4000-200-20	Sales	0.00	0.00	50 512.99	1 447 331.66	
18	4010	Sales, accessories	0.00	0.00	0.00	0.00	
19	4010-100	Sales, accessories	0.00	0.00	0.00	0.00	
20	4010-100-10	Sales, accessories	7 664.59	16 920.06	3 554.48	11 287.98	
21	4010-100-20	Sales, accessories	16 845.00	33 337.42	5 295.61	18 008.57	
22	4010-100-30	Sales, accessories	1 978.78	5 508.38	1 772.87	6 800.84	
23	4010-100-40	Sales, accessories	2 355.75	16 833.04	1 773.69	19 805.75	

Balance Sheet / Drill Balance / Drill Balance(1) / Categories / Income Statement / Income Statement (5)

Saving Reports

Run Save Excel Template in your Report Manager to save your report for future use.

Best Practice

The benefits of applying a best practice standard are:

- Consistency - spreadsheets have a consistent structure and look, making sharing easier.

- Clarity - spreadsheets are clear and structured, reading like a book, navigating like a website. This makes them easier to share and audit.

- Efficiency - spreadsheets use efficient formula structures. They will be easier to use and share, saving time at key points in critical processes.

- Flexibility - models are easily changed and extended without the need for a complete re-work.

We recommend that you …

- Use cell references to enter data into formulas. Using cell references in formulas allows the formula to update when the data is changed at a later date, without having to manually edit each formula. This method makes modifying and maintaining your worksheet easier.

- Use account ranges in your reports to ensure new accounts being added to the General Ledger are included in your reports.

- Use Conditional formatting - with proper visual design, analyzers will be able to discern 'good' or 'bad' values in seconds.
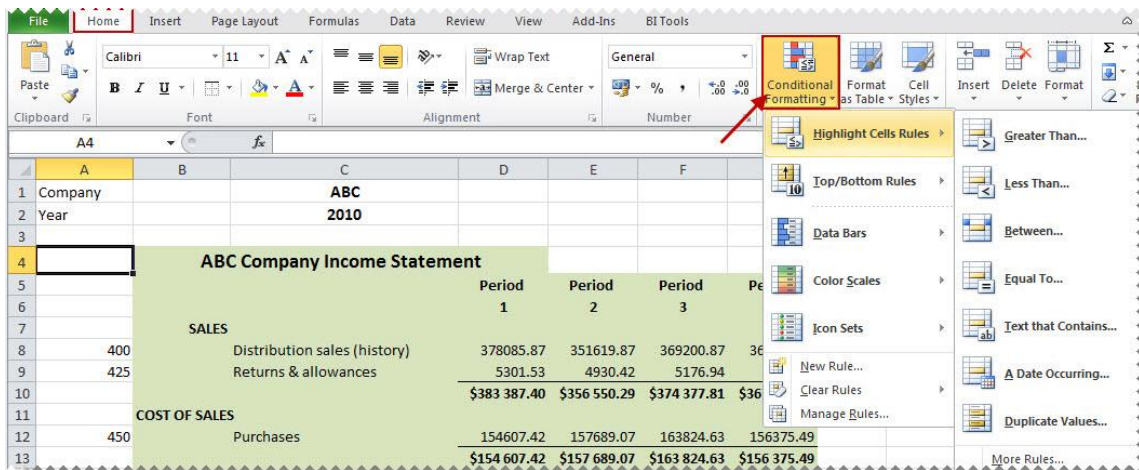
- Avoid the extraneous - remove any 'noise'. If it does not serve a purpose in the spreadsheet, take it out. That includes prior old data, prior layout attempts etc.

- Use a consistent naming strategy, versioning and save often. If you are working on updating the 4th version of your income statement spreadsheet, name and save the workbook as **Income Statement**

5.0 before your begin your modification. Then if something goes terribly wrong, you can always revert to the old version.

- Set **Freeze Panes** in Excel to enable easy scrolling around the worksheet without losing view of report headings etc.
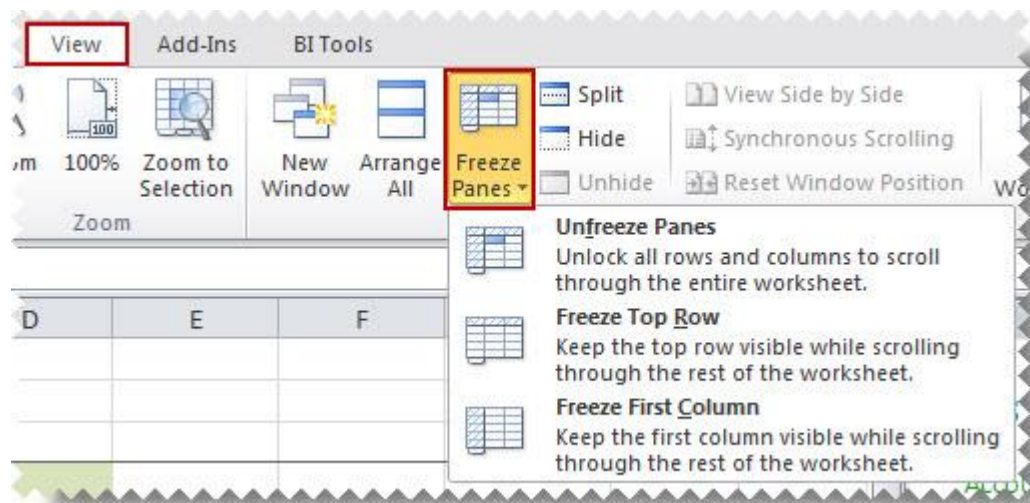
Reporting Trees

What are Reporting Trees?

Although you can create financial reports without the aid of a reporting tree, the reporting tree allows you to model a very sophisticated reporting structure and view your organization in many different ways with the click of a button. Some companies may have very complex corporate hierarchies that require hundreds of tree units, as well as other hierarchies that require much fewer tree units.

Most organizations have a hierarchical structure in which departments (or other business units) report to one or more higher-level units. In a traditional organizational chart, the lower units on the chart typically report to increasingly higher units.

Sage Intelligence Reporting uses the term **reporting unit** for each box in an organizational chart. A reporting unit can be an individual department from the General Ledger, or it can be a higher-level, summary unit that combines information from other reporting units. For a Report Designer layout that includes a reporting tree, one report is generated for each reporting unit and at the summary level. All of these reports use the text columns, row and column layouts that are specified in the Report Designer.

Each reporting tree contains a group of reporting units. Sage Intelligence Reporting allows you to easily add or change reporting units without requiring a change to your financial data.

Reporting Unit Structures

Sage Intelligence Reporting uses the following kinds of reporting units:

- A detail unit draws information directly from the financial data or from a Excel spreadsheet file.

- A summary unit summarizes data from lower-level units.

A reporting tree consists of parent reporting units and child reporting units:

- A parent reporting unit is a summary unit that pulls summarized information from a detail unit. A summary unit can be both a detail unit and a summary unit; that is, a summary unit can draw information from a lower unit, the financial data, or an Excel spreadsheet. Thus, a parent unit can, in turn, be the child unit of a higher parent unit.

- A child reporting unit can be either a detail unit that pulls information directly from the financial data or a spreadsheet, or it can be an intermediate summary unit (that is, the parent unit to a lower unit, but also the child unit to a higher-level summary unit).

The following diagram shows the parent and child reporting units and their hierarchical relationship, for the organization **Worldwide Enterprises inc**.
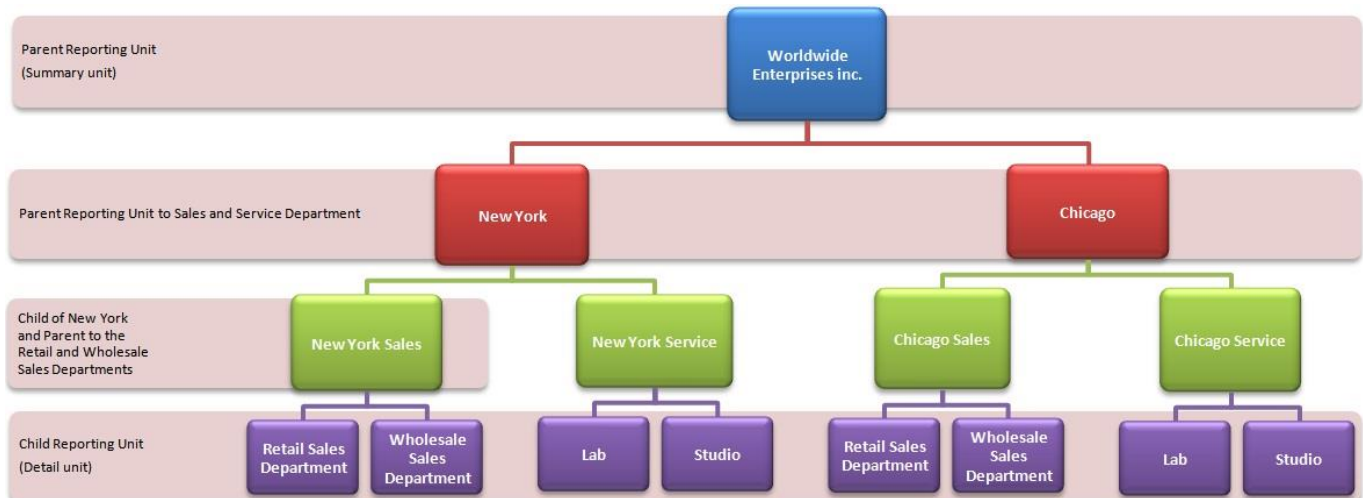
The lowest-level detail reporting units (Retail Sales, Wholesale Sales, Lab and Studio) represent departments in the financial data.

The higher-level summary units simply summarize information from the detail units.

In Sage Intelligence Reporting, you can create an unlimited number of reporting trees to view your organization in different ways. Each reporting tree can contain any combination of departments and summary units.

By rearranging the structure among the reporting units, you can create different reporting trees. You can then use the same Report Designer Layout with each reporting tree, enabling you to create different financial report layouts very quickly.

For example, the diagram below shows a reporting tree that is essentially the same as the reporting tree that is shown above. The difference is that the reporting structure displays an organizational structure that is divided by business function instead of by location. These two reporting trees demonstrate different perspectives on entity operations.

If you create several different reporting trees, you can print a series of financial statements each month that analyze and present your entity's operations in various ways.
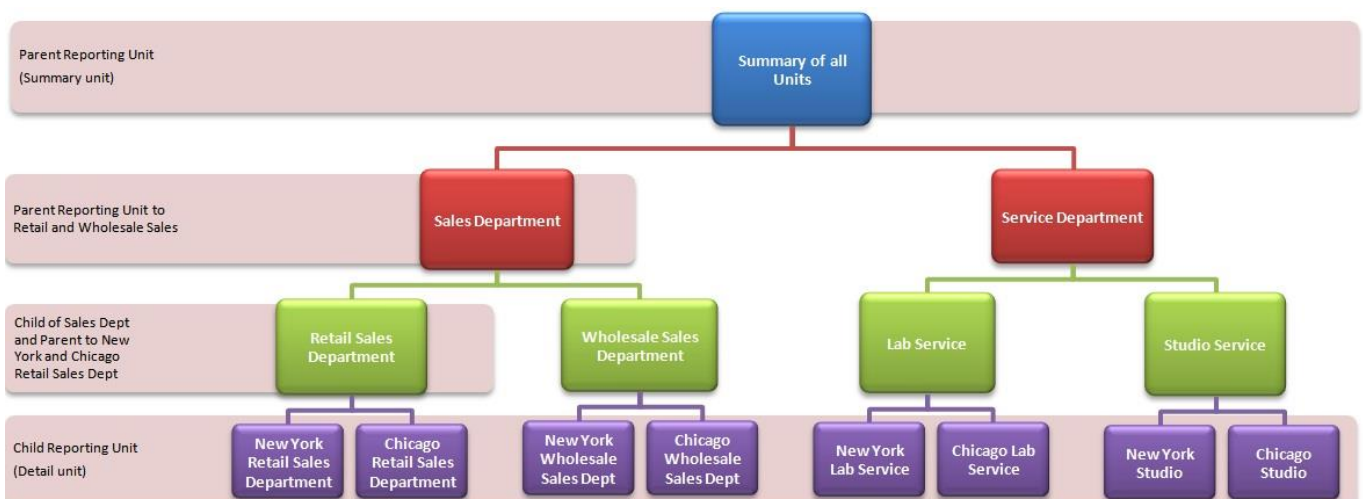
Parent Child Relationships

The most common type of reporting tree is composed of parent units that pull summarized information from the detail units and child units that contain detail units of account information. However, many detail/summary hierarchy combinations can be created. A child unit can be both a child to the higher unit as well as a parent to a lower unit. See topic Reporting Unit Structures.

You can create this parent/child hierarchy structure by moving individual reporting units or an entire branch (parent unit and all child units) to higher or lower levels on the graphical tree. This is called promoting and demoting units. Promoting a unit moves it to a higher level in the tree. Demoting a unit moves a unit to a lower level. When you build a reporting tree, you can promote and demote reporting units using a drag-and-drop operation.

Account Filters

Most organizations use an account structure that separates business entities into different categories. A fully qualified account contains a value for the natural segment, for example, Cash or Sales, as well as values for additional segments, for example, Location, Division and Department. The following figure demonstrates how the natural segment and the Identifying segments combine to form a fully qualified account number.

The distinction between the natural and identifying segment is critical to the successful use of the Report Designer. Typically users specify the natural segment in a row definition and the identifying segment in a reporting tree definition. When reports are generated, these values combine to pull specific financial records from the source.

Reporting Trees support the use of special characters as a way to identify multiple segment values without specifically naming each one.

Character		Function
?	Question Mark	A placeholder for a single character in a segment. In the above example, the value "1100-2???-100" will return all data with a segment range between "1100-2000-100" to "1100-2999-100" which will be all retail sales cash transactions from all branches with codes between 2000 and 2999.
*	Asterisk	A placeholder for one or more characters. In the above example, the value "1100-2000-*" will return all data with a segment range between "1100-2000-0" to "1100-2000-999" which will be all cash transactions from all departments in New York.
OR		Used to describe multiple segments. In the above example, the value "1100-2000-100 OR 1100-2000-200" will return all data with a segment of either 1100-2000-100 or a segment range of 1100-2000-200 which will be all retail sales cash transactions from New York branch or wholesale sales cash transactions from New York (if 200 represented wholesale sales)
TO		Used to describe a range of segments. In the above example, the value "1100-1???-100? TO 1100-8???-100" will return all data with a segment range from 1100-2000-100 to 1100-8999-100 which will be all cash retail sales from all branches whose branch segments range from 1000 to 8999.

Account Filter Examples

Depending on the size of the organization, fully qualified account number segments can have different representations for different companies.

Example below:
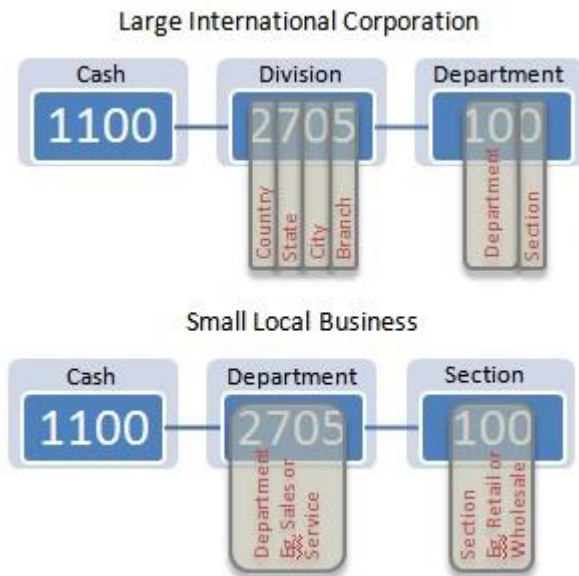
In the above example to include all cash transactions, an account filter rule of '**1100-????-???**' would be used.

An extra digit may even be added to further identify a segment:

In this example to include all cash transactions, an account filter rule of '**1100-????-????**' would be used.

Managing Reporting Trees

Accessing Reporting Trees from the Task Pane

Reporting Trees which have already been created will be listed in the right Task Pane.
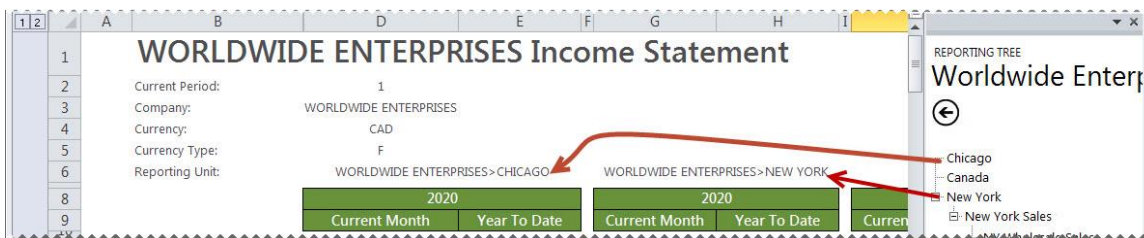
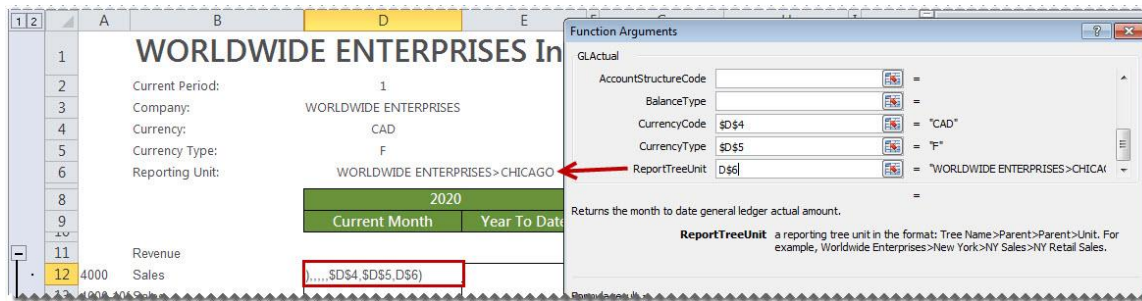1. To view the reporting unit structure, click on the reporting tree name.
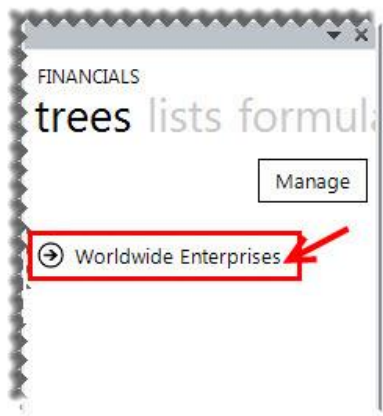
2. To view the units further down the hierarchy, click on the child units.

3. The reporting tree can be dragged and dropped into al financial report.

4. The reporting tree cell can then be used in formulas to run the report on that specific reporting tree.
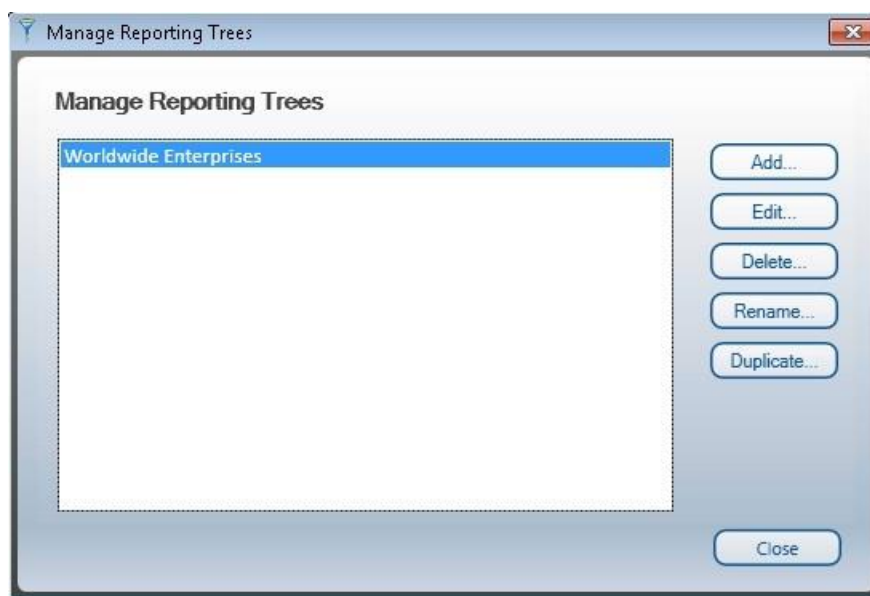

5. By dragging in another reporting tree unit into the same cell, the report is immediately generated for the new reporting tree.

Managing Reporting Trees from the Task Pane

1. To manage reporting units, in the trees tab, click **Manage**.
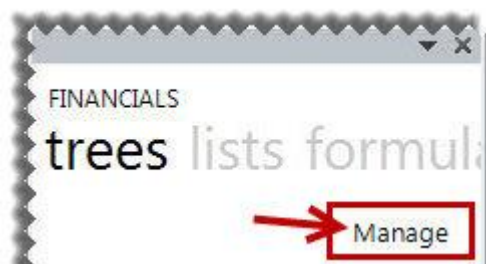
2. From the **Manage Reporting Trees** window, you can now **Add**, **Edit**, **Delete, Rename** or **Duplicate** your trees.

Creating a New Reporting Tree

Before you build any reporting trees, you will first need to determine the various reporting structures your company will require. The best approach is to draw an organizational chart of your company. Refer to the topic, Reporting Unit Structures. Use your current General Ledger departments as the lowest detail level. Add to these as many boxes as you need to show higher-level divisions or regions. Remember that each box represents a potential reporting unit in any of your reporting trees.
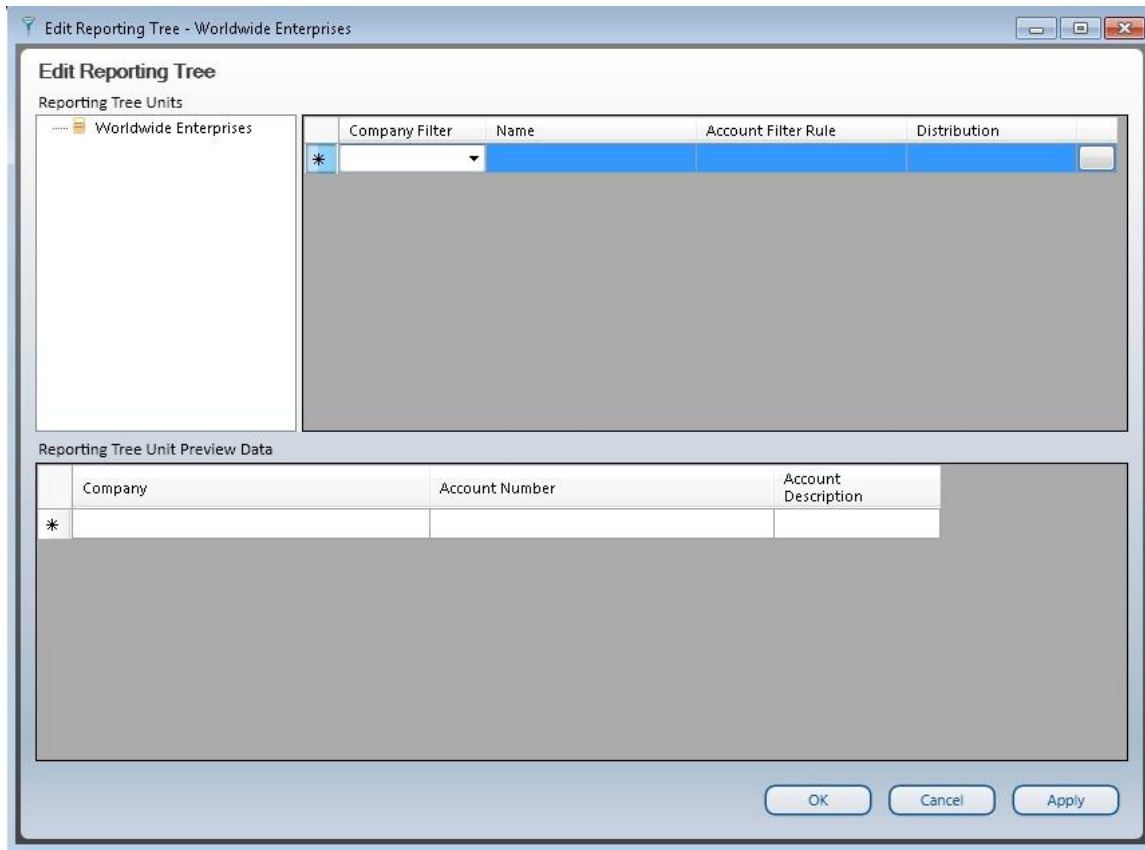
1. From the **Manage Reporting Trees** window, select **Add**.
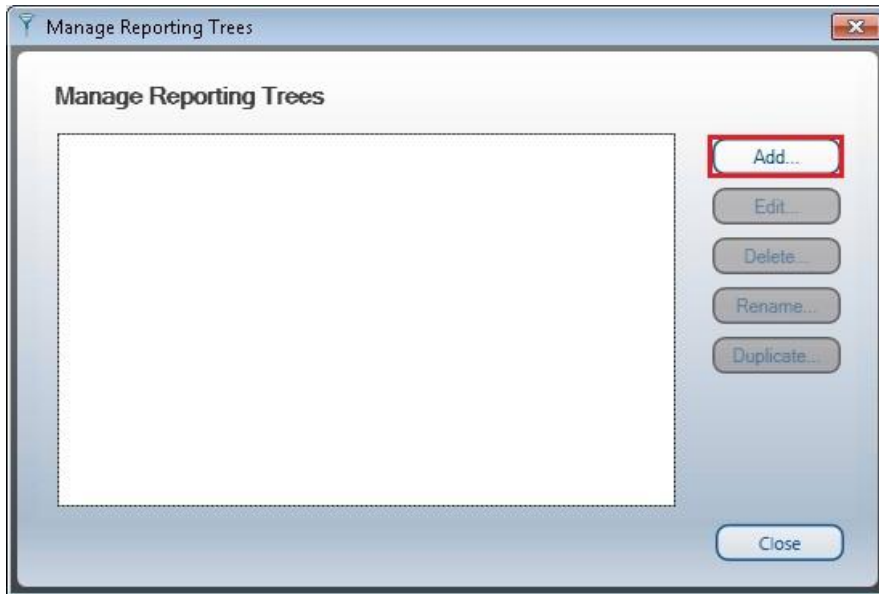
2. Enter a name for your Reporting Tree.
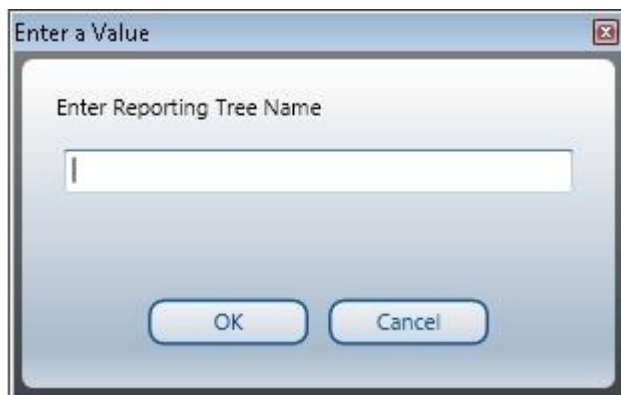
3. In the right pane each reporting unit will need to be added in a separate row with its relevant account filter rule.

4. The graphical tree on the left side of the Reporting Tree Manager allows you to visualize the relationship of parent/child unit hierarchy while the right side displays each reporting unit in a separate row with its relevant account filter. The Preview Pane will change dynamically to display the results of the account filter for each reporting unit. Example below:

5. An optional Company filter may be applied. This will further filter the reporting unit to apply only to a specified company.

6. An optional distribution instruction may be added to each reporting unit. The distribution instruction entered here will automatically be linked to the generated worksheet. This prevents instructions from having to be selected and linked to each individual report.

7. Using drag-and-drop functionality, you can arrange your reporting units into parent/child hierarchies.

8. Click **Apply** to save and continue. Click **OK** to save and exit.

Editing Reporting Trees

To edit reporting trees, do the following:

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to edit and select the **Edit** button.
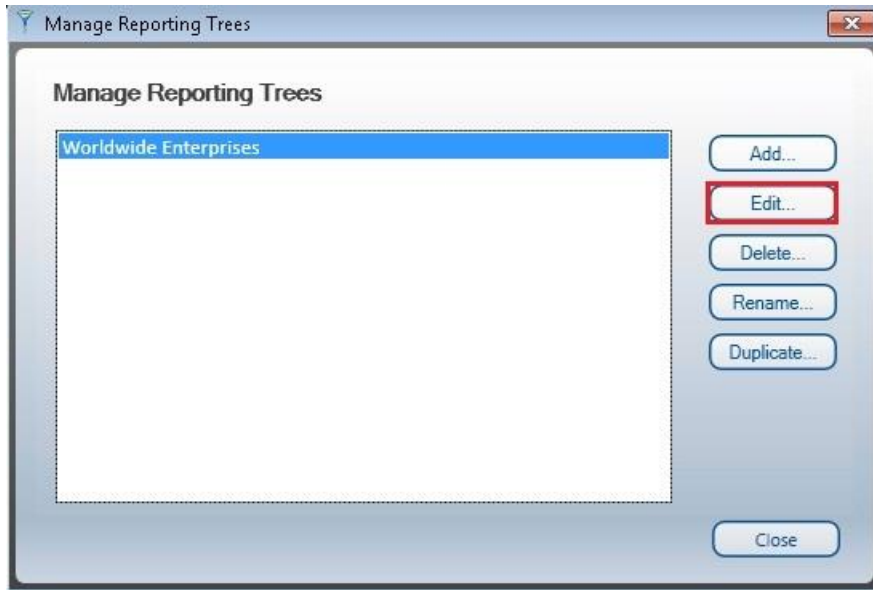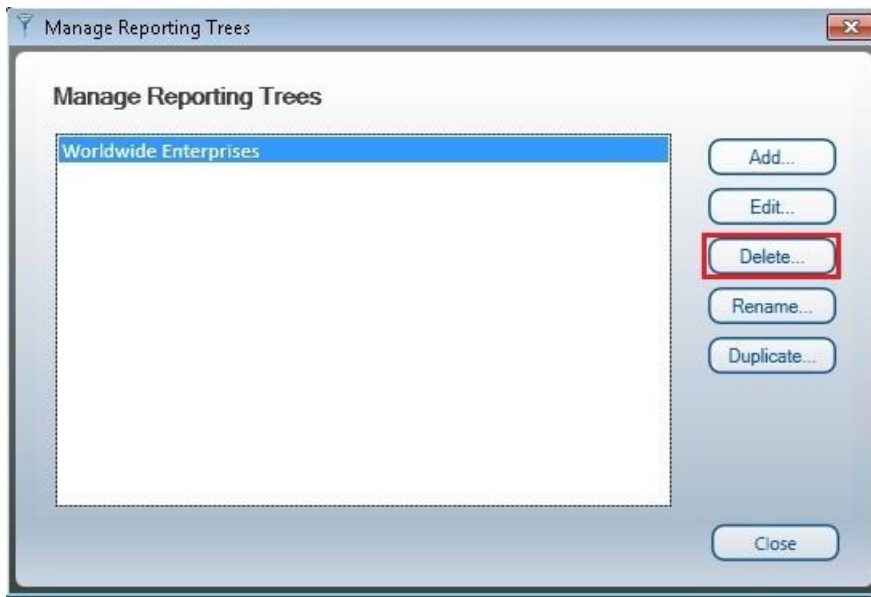

2. Make the necessary changes. Click **Apply** to save and continue. Click **OK** to save and exit.

Deleting a Reporting Tree

To delete reporting trees, do the following:

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to delete.
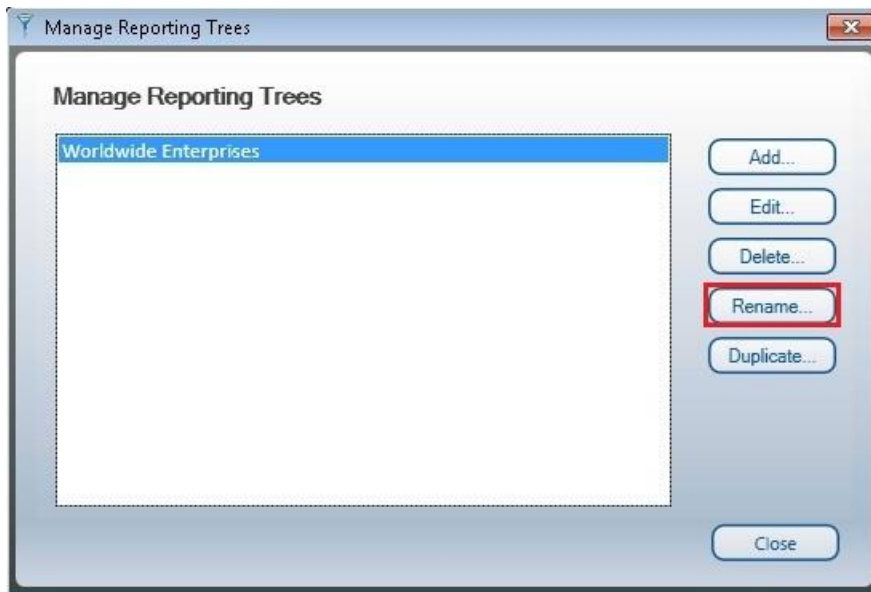
2. Select **Delete**.

3. A confirmation window will open. Select **Yes** to permanently delete the reporting tree.

Renaming a Reporting Tree

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to rename.
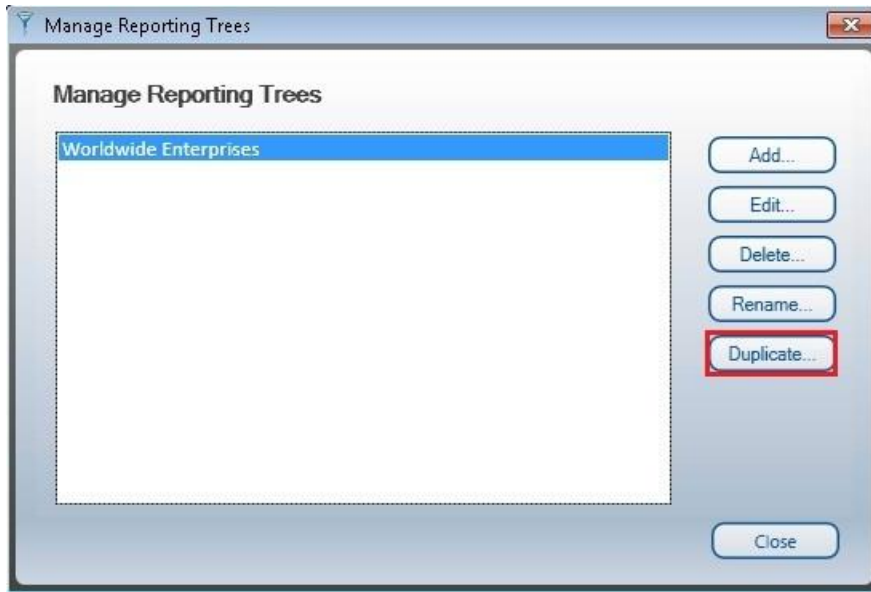
2. Select **Rename**.

3. Enter the new name for the reporting tree.

4. Select **OK** to save your change. Selecting **Cancel** will exit without saving.

Duplicating a Reporting Tree

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to duplicate.

2. Select the **Duplicate** button.

3. Enter a name for the copy of the reporting tree.

4. Select **OK** to save.

Copying Reporting Trees to other Sage Intelligence Reporting systems

To copy Reporting Trees to other Sage Intelligence Reporting systems, you will need to locate your metadata repository and copy the required reporting tree files.
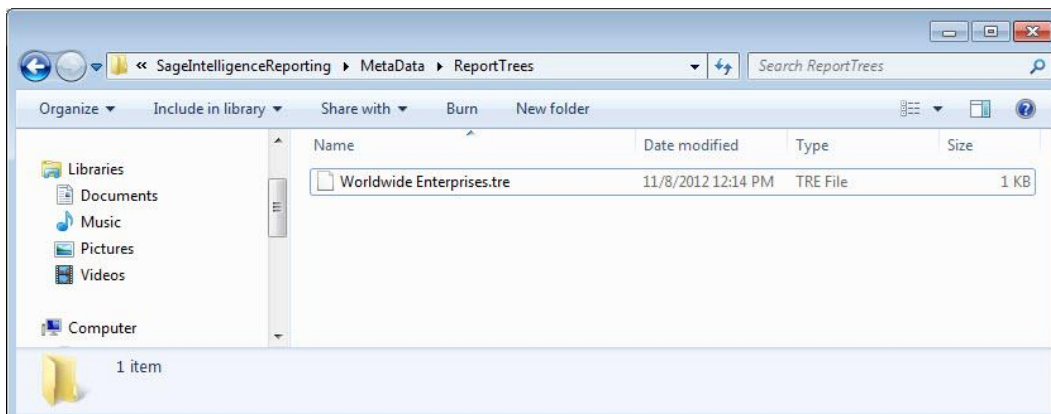
To locate the metadata repository:

1. Open Report Manager.

2. Select **Home**.

3. In the properties window, under **MetaData Repository Location**, note the path to your metadata repository.
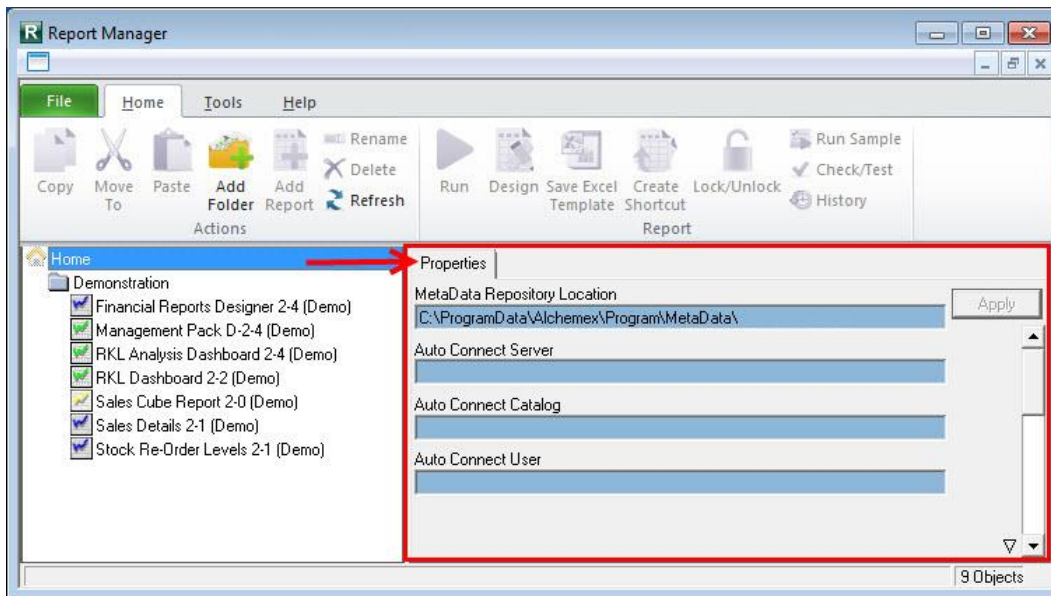
To copy the required reporting trees:

1. Using windows explorer, browse to the location of your metadata repository.

2. Double-click the **ReportTrees** folder.

3. A list of all your reporting trees will be displayed. Copy the required reporting tree/s.

To paste reporting trees:

1. Using windows explorer on the destination Sage Intelligence Reporting system, browse to the location of that systems metadata repository.

2. Paste the reporting tree you copied previously into the **ReportTrees** folder.