



Sage 300 2017 Intelligence Reporting

Release Notes

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1.0 Introduction

Sage 300 2017 includes Sage 300 Intelligence Reporting. Compatibility testing was completed to ensure that Intelligence Reporting runs smoothly with the latest Sage 300 2017 release. Although no new features or enhancements were added to Intelligence Reporting since the Sage 300 2016 release, additional reports are available via the [Report Utility](#).

If you are upgrading from an earlier version of Sage 300, the Sage 300 2016 Intelligence Reporting Release Notes are available on the [Sage Intelligence Community](#).

2.0 Sage Intelligence Report Utility

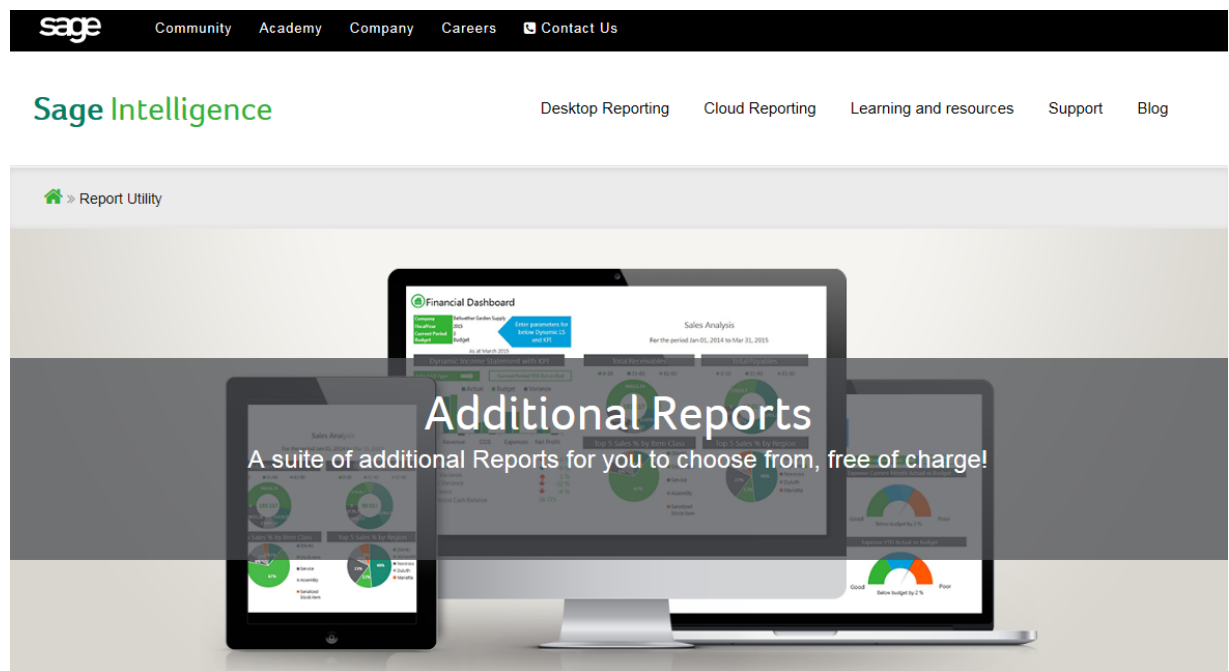
2.1 What is the Report Utility?

No longer do you need to wait a year to get new Sage 300 Intelligence reports, or spend hours creating reports from scratch to help you make sense of your business data. We have a library of additional reports, created according to customer feedback, available for you to access on an on-going basis. Better still, our Report Utility will allow you to select the reports you would like and automatically import them to your Report Manager module. All you need to do is download the Report Utility and follow the easy steps to select the reports you would like. These provide a great basis for you to build useful reports for your business, with minimal customization required.

2.2 Download the Report Utility

1. The Report Utility installer can be downloaded from the Sage Intelligence Website.

<https://www.sageintelligence.com/report-utility/>



2. Select the Sage 300 system you are using.

Report Utility

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Select your Accounting/ERP solution:

Sage 50-U.S. Edition Intelligence Reporting	Sage 50-Canadian Edition Intelligence Reporting	Sage Pastel Intelligence Reporting
Sage 100 Intelligence Reporting	Sage 100 Contractor Intelligence CND	Sage 100 Contractor Intelligence U.S.
Sage 300 Intelligence Reporting	Sage 500 ERP Intelligence Reporting	Sage X3 Intelligence Reporting
Sage Evolution Intelligence Reporting		

3. Download the Utility to the desktop that you are running the Sage 300 Intelligence Reporting software on.



sage Report Utility

The Report Utility allows you to select the reports you would like and automatically imports these reports into a "New Reports" folder in your Sage Intelligence Report Manager module.

[Download](#) >

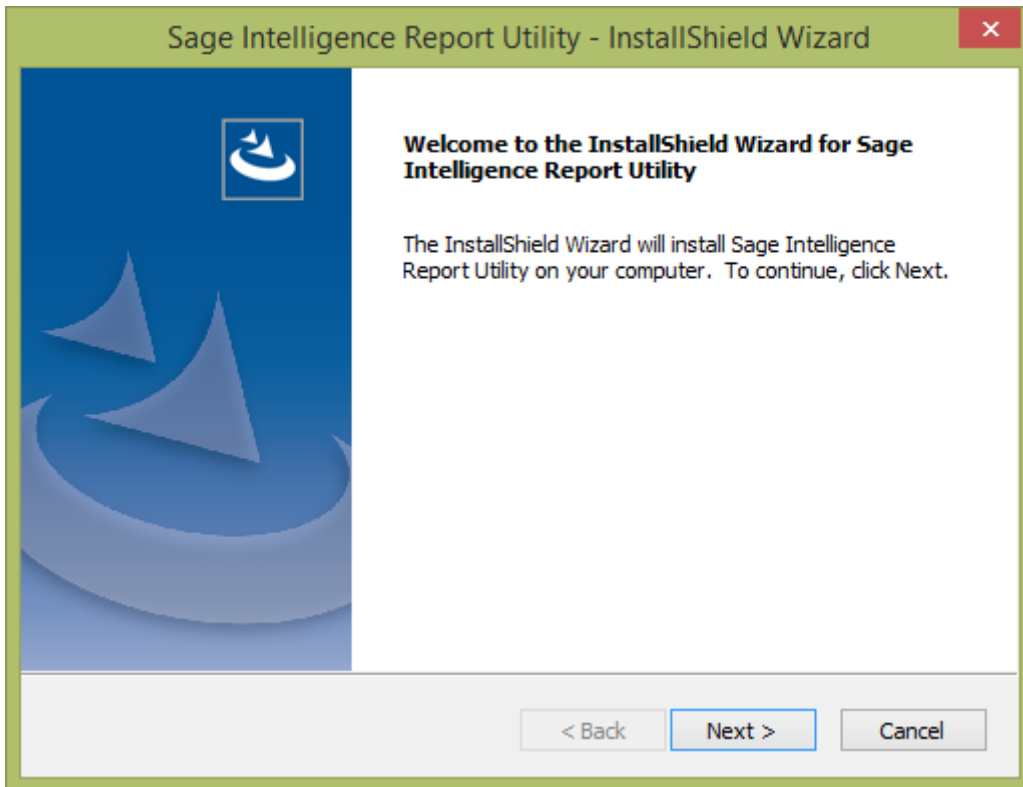
Can't find the report you are looking for? We'd love to hear your report ideas. [Click here to submit your idea](#)

2.3 Installing the Report Utility

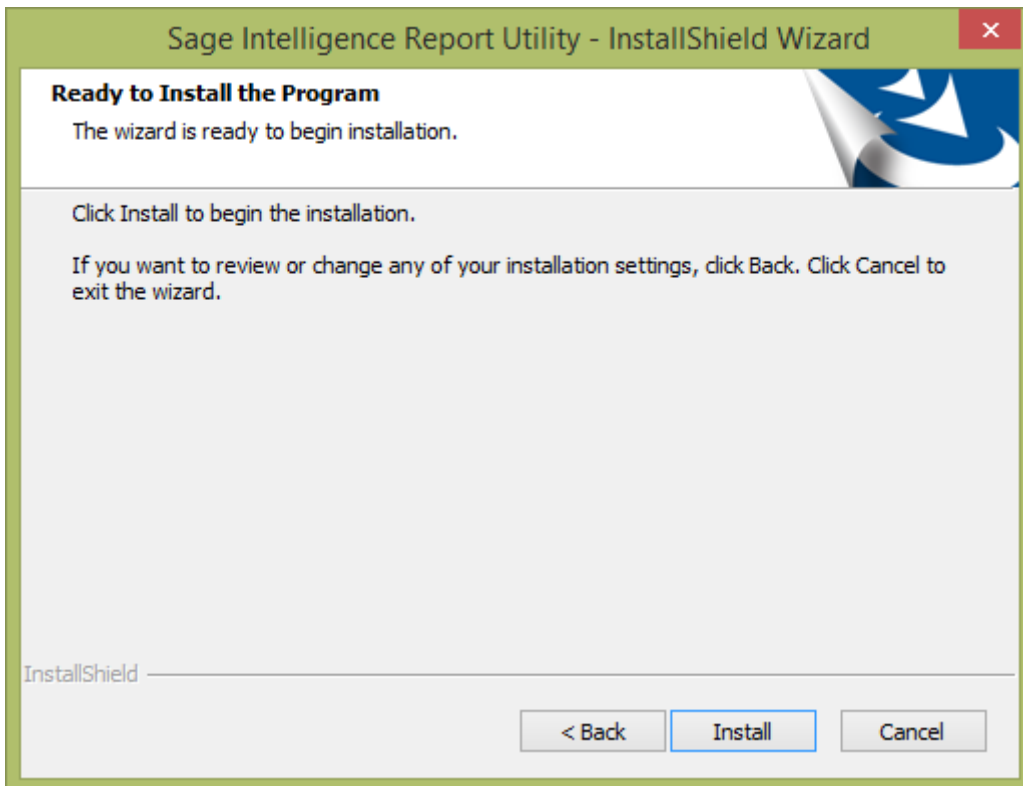
Once you have downloaded the Report Utility. Ensure that Sage 300 Intelligence Reporting modules are closed.

2.4 Installation Steps

1. Run the Report Utility Installation exe. The utility will look for Microsoft .NET framework 4.5. Should this not be installed this will be automatically installed before the Utility installer starts.
2. It is recommended to restart your machine once this process is complete.



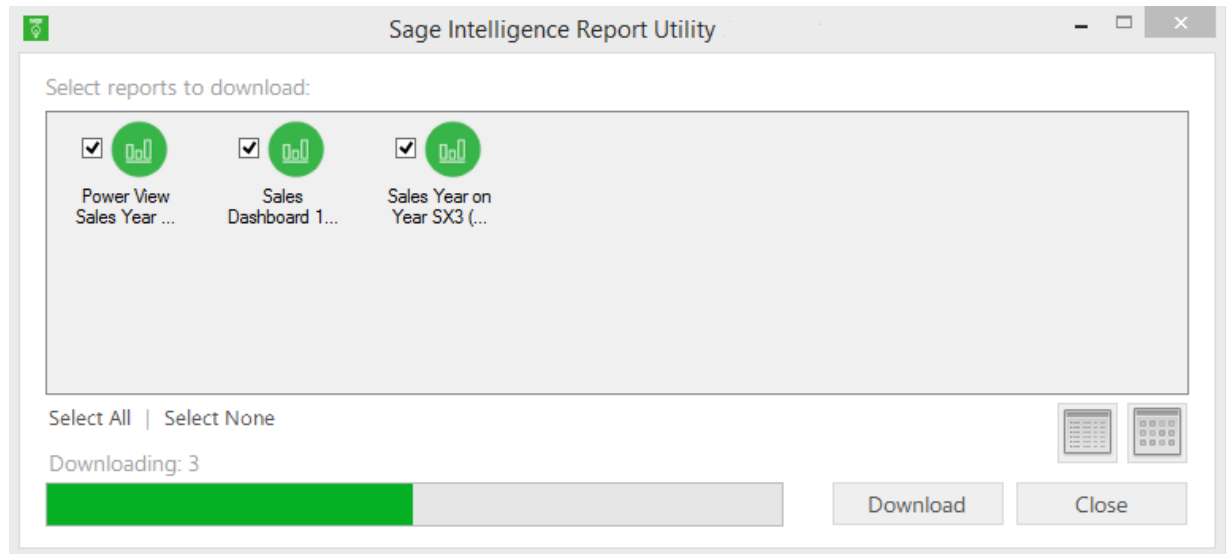
3. Follow the simple installation wizard.



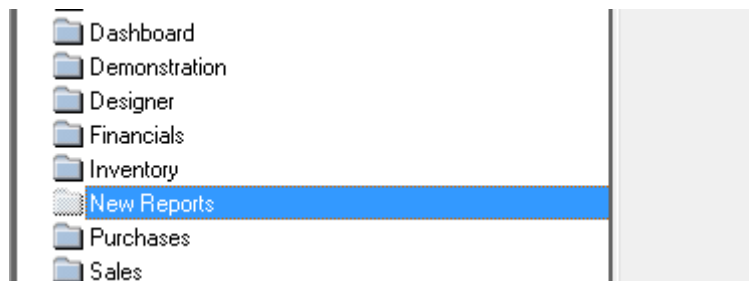
4. Select finish.

5. The Report Utility Window will open.

Note: At this point some Sage Intelligence integrations will require you select the metadata repository folder to identify which reports are missing. If not the window below will open automatically.



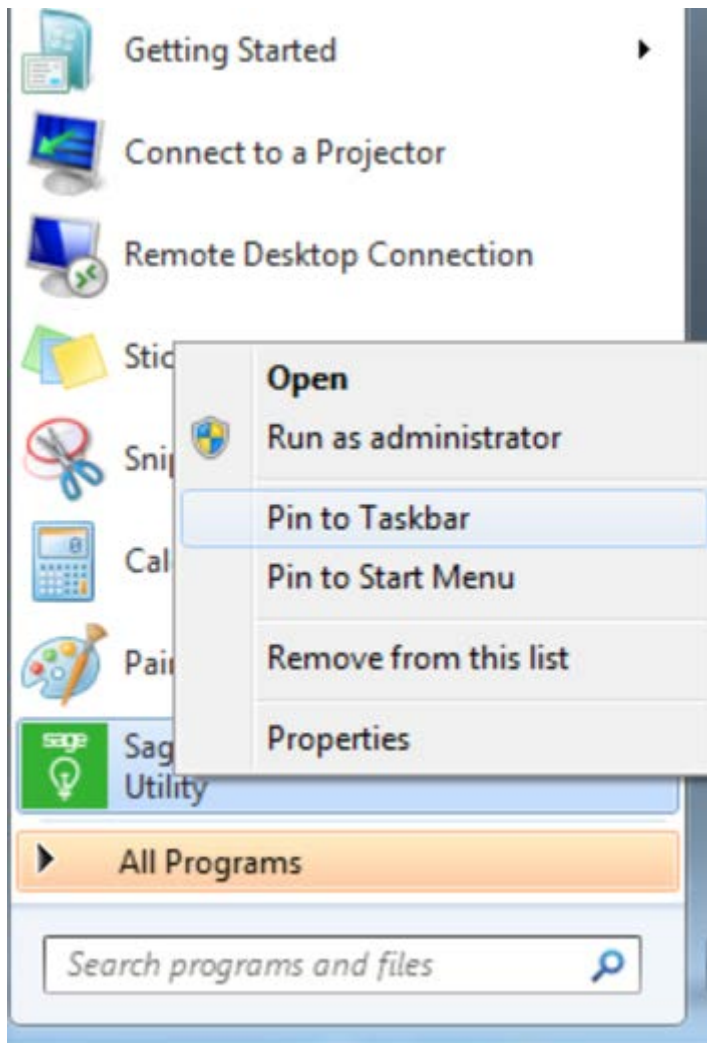
6. All available Reports will appear in the Report Utility Window. Reports missing from the Report Manager will be selected. By selecting download the selected reports will be automatically download and imported into the Report Manager. The selected reports will be imported into a folder in your Report Manager called "New Reports". You can unselect the options and select specific reports to download.



2.5 Pinning the Sage Intelligence Report Utility

It is advisable to pin the Sage Intelligence Icon to the Taskbar or Start Menu in order to quickly check for new reports.

1. Go to Start All Programs
2. The Sage Intelligence Report Utility should appear in the recent menu.
3. Right select on the icon and choose to pin to Taskbar or pin to Start Menu



In future to check for new reports all you have to do is open the Sage Intelligence Report Utility from the Taskbar or Start Menu.