

# Sage Intelligence Reporting Updating a Report Layout from a Pervasive Database to a SQL Database for Sage 300

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# 1.0 Introduction

## 1.1 Who Is This For?

If you are an existing Sage Intelligence user previously using Sage 300 Intelligence Reporting on a pervasive (PVS) database, you may have report layouts which you wish to upgrade to the latest SQL based release of Intelligence Reporting in Sage 300 2016. Standard PVS report layouts are not natively compatible with SQL data containers, however we will show how you can convert them to SQL based report layouts.

## 1.2 What You Need

Before we begin, make sure you have the following:

- An installation of Sage 300 2016.
- The standard excel layout of your PVS report layout you want to convert
- A Sage Intelligence Report Manager and Report Designer licence

## 2.0 The Process of Converting Reports from PVS layouts to SQL layouts

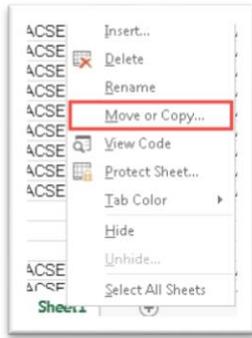
The high level process of converting your PVS layouts can be seen in the diagram below. Each step is then dealt with in detail in the sections below.



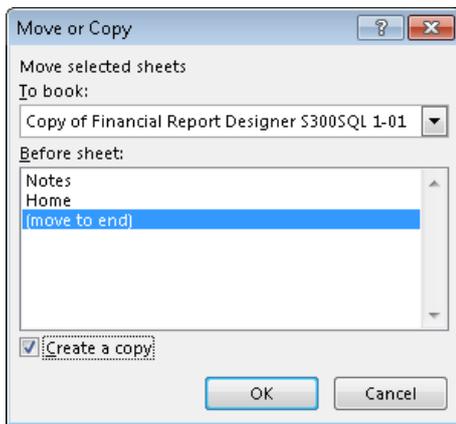
### 2.1 Prepare the PVS Report Layout for conversion

The first step is to generate an instance of the PVS report we want to convert to use as the basis for the conversion. This must be generated and saved before you upgrade your Sage 300 environment to the latest 300 2016 release.

- Open the report layout that you want to convert.
- Create and run a copy of the Sage Intelligence **Financial Report Designer** in the upgraded build. At this point we want to open the Report Designer so that we can copy the report we have just generated to it.
  - Open the Report Manager
  - Create a copy of the **Financial Report Designer**
  - Select the copy you have made and click **Run**
  - When selecting the **Year** parameter for the report, make sure you select the same year that you used in your standard excel report layout.
- Copy the layout sheet from your old report layout to the Report Designer workbook
  - Right click on the sheet name and select **Move or Copy**. The Move or Copy dialogue will appear



- b. For **To book**, select the Report Designer workbook
- c. For **Before sheets**, select **(move to end)**
- d. Check **Create a copy**
- e. Click **OK**

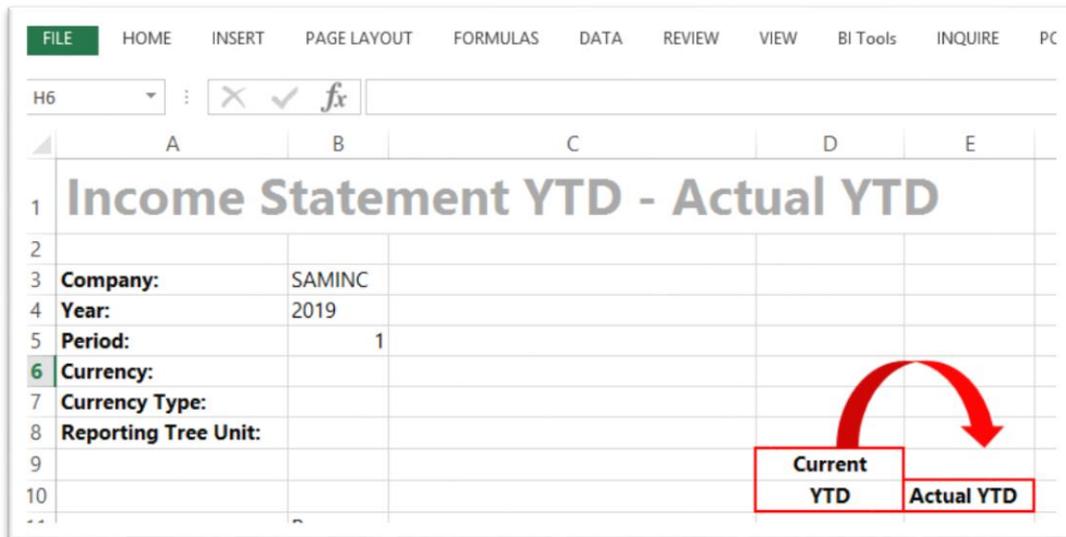


From this point on you will only be working with the Report Designer workbook.

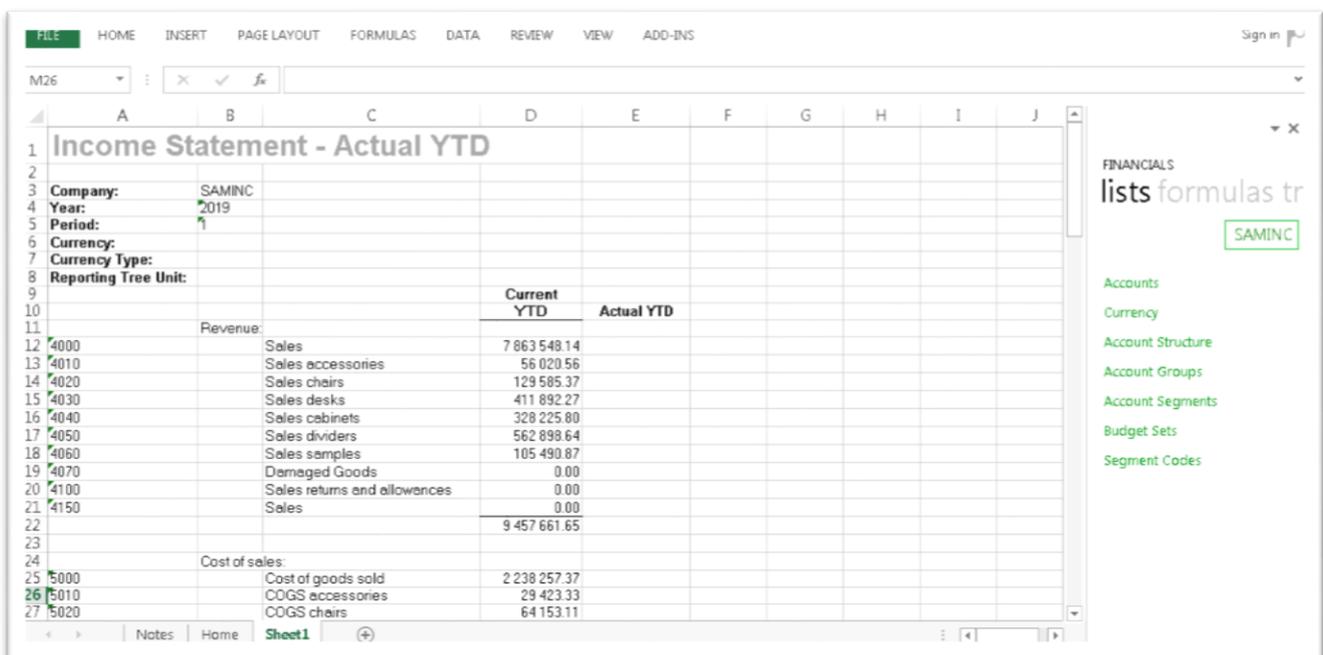
## 2.2 Update the Report Layout

Now that the report is in the Report Designer, we can update it to make use of Sage Intelligence methods and functionality.

1. Add new data column headings to the report
  - a. Copy the existing data column headings and paste them on the same row, to the right of current ones
  - b. Change the text of the new headings if need be



c. The layout should now look similar to the below:



2. Add Sage Intelligence formula to the layout.

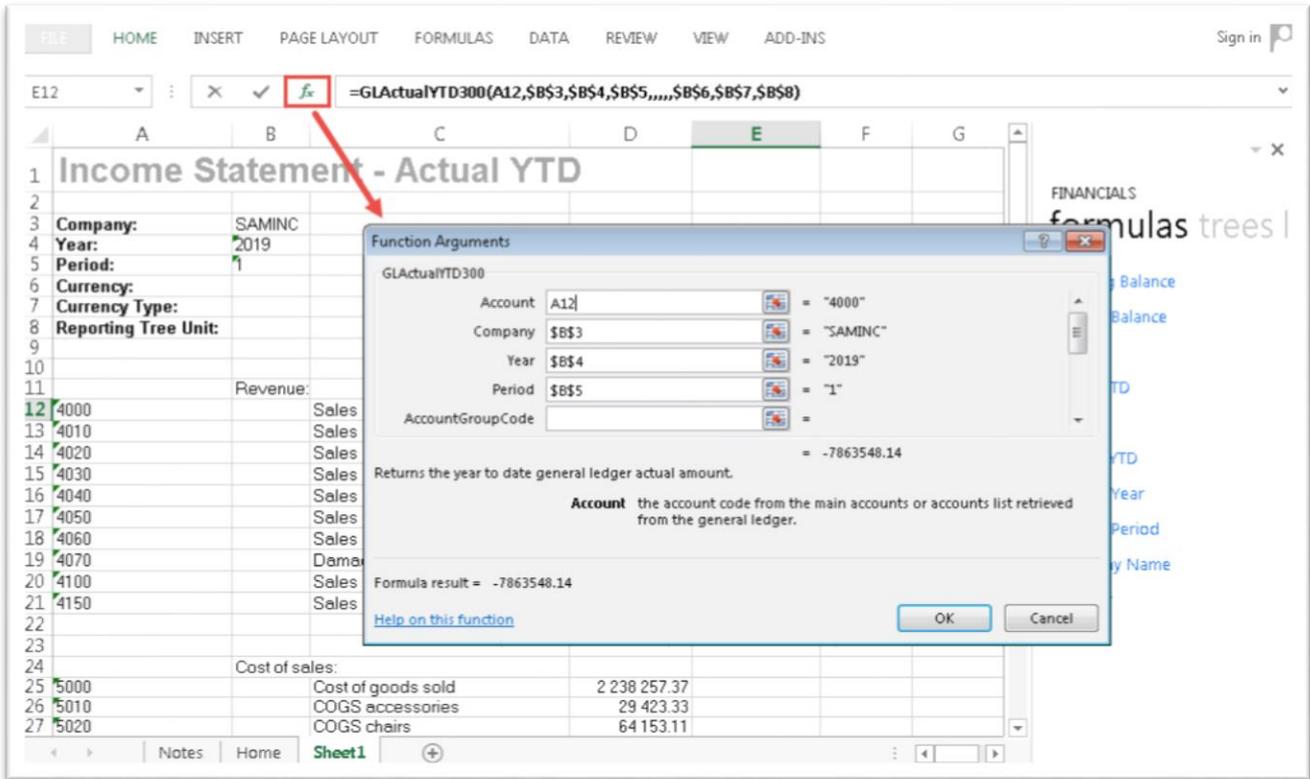
For each data column do the following:

- Check the formula that is used in the corresponding data column
- Look up the corresponding Sage Intelligence formula in the Task Pane
- Drag the formula from the Task Pane into the appropriate cell

The screenshot displays the Financial Report Designer interface. The title bar reads "Copy of Financial Report Designer S300SQL 1-01 - SAMINC - Financial Statements". The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, and ADD-INS. The formula bar shows the formula: `=GLActualYTD300(,GLCurrentYear300("SAMINC"),GLCurrentPeriod300("SAMINC"))`. The report is titled "Income Statement - Actual YTD" and includes the following data:

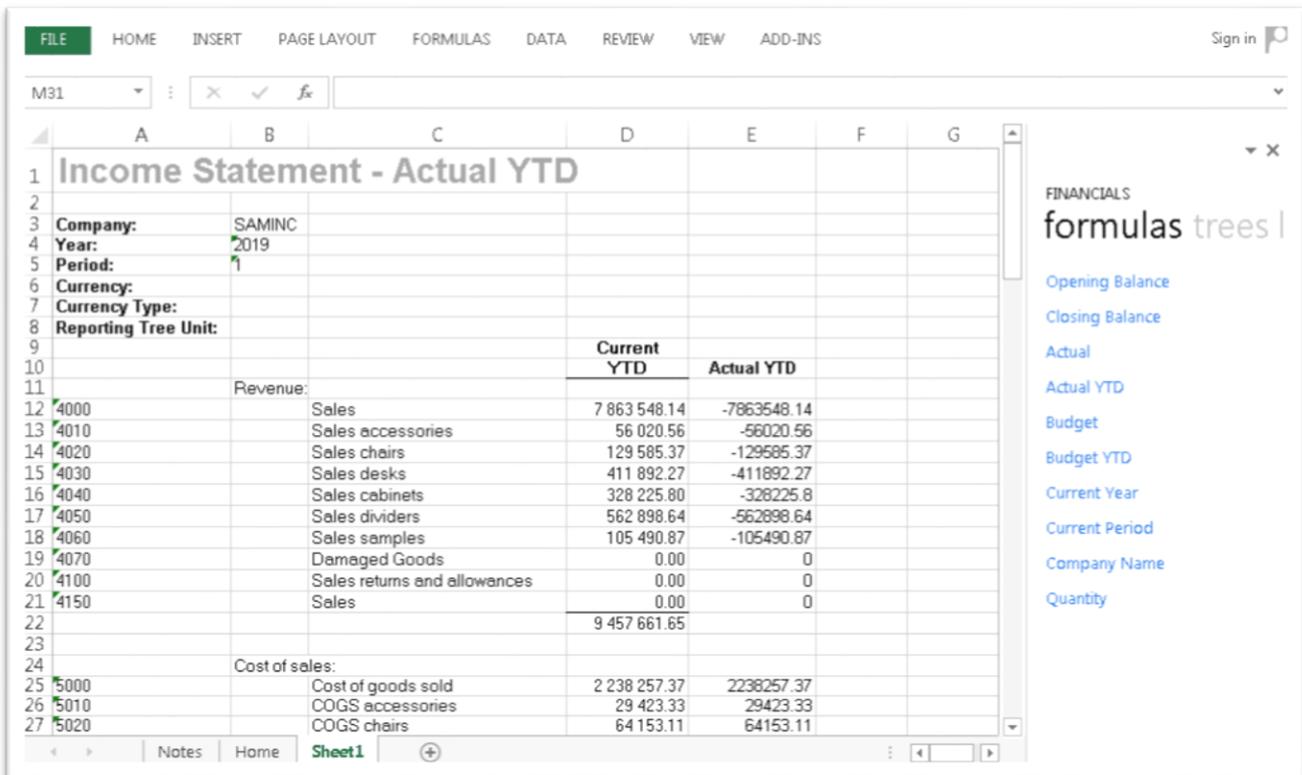
		Current YTD	Actual YTD
<b>Revenue:</b>			
4000	Sales	7 863 548.14	0
4010	Sales accessories	56 020.56	
4020	Sales chairs	129 585.37	
4030	Sales desks	411 892.27	
4040	Sales cabinets	328 225.80	
4050	Sales dividers	562 898.64	
4060	Sales samples	105 490.87	
4070	Damaged Goods	0.00	
4100	Sales returns and allowances	0.00	
4150	Sales	0.00	
		9 457 661.65	
<b>Cost of sales:</b>			
5000	Cost of goods sold	2 238 257.37	
5010	COGS accessories	29 423.33	
5020	COGS chairs	64 153.11	

- d. Update the function arguments of the formula using the Function Arguments window
  - i. With the cell containing the formula selected, click the **fx** icon next to the formula bar. The Function Arguments window will open
  - ii. Set the **Account** field to the cell of the account number in **column A** of the row. Press F4 three times to absolute reference the column
  - iii. Set the **Company** field to the cell containing the value for the Company in the report headings. Press F4 once to absolute reference the cell
  - iv. Set the **Year** field to the cell containing the value for the Year in the report headings. Press F4 once to absolute reference the cell
  - v. Set the **Period** field to the cell containing the value for the Period in the report headings. Press F4 once to absolute reference the cell
  - vi. Set the **CurrencyCode** field to the cell that will contain the value for the Currency in the report headings. Press F4 once to absolute reference the cell
  - vii. Set the **CurrencyType** field to the cell that will contain the value for the Currency Type in the report headings. Press F4 once to absolute reference the cell
  - viii. Set the **ReportTreeUnit** field to the cell containing the value for the Reporting Tree Unit in the report headings. Press F4 once to absolute reference the cell
  - ix. Click **OK** to close the Function Arguments window



The formula should now pull through the correct value.

e. Copy the formula down to all account rows



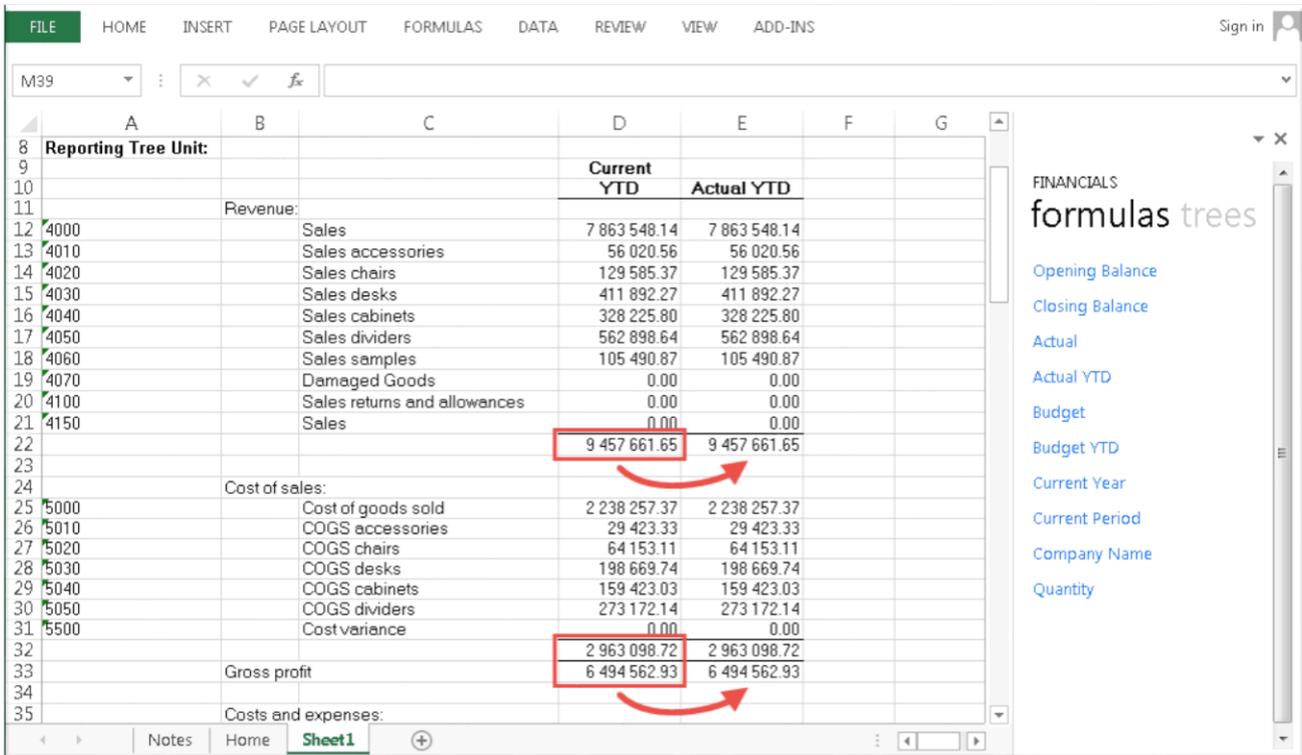
f. Copy the format of the standard data column to the Sage Intelligence data column

i. Click the column handle of the standard data column

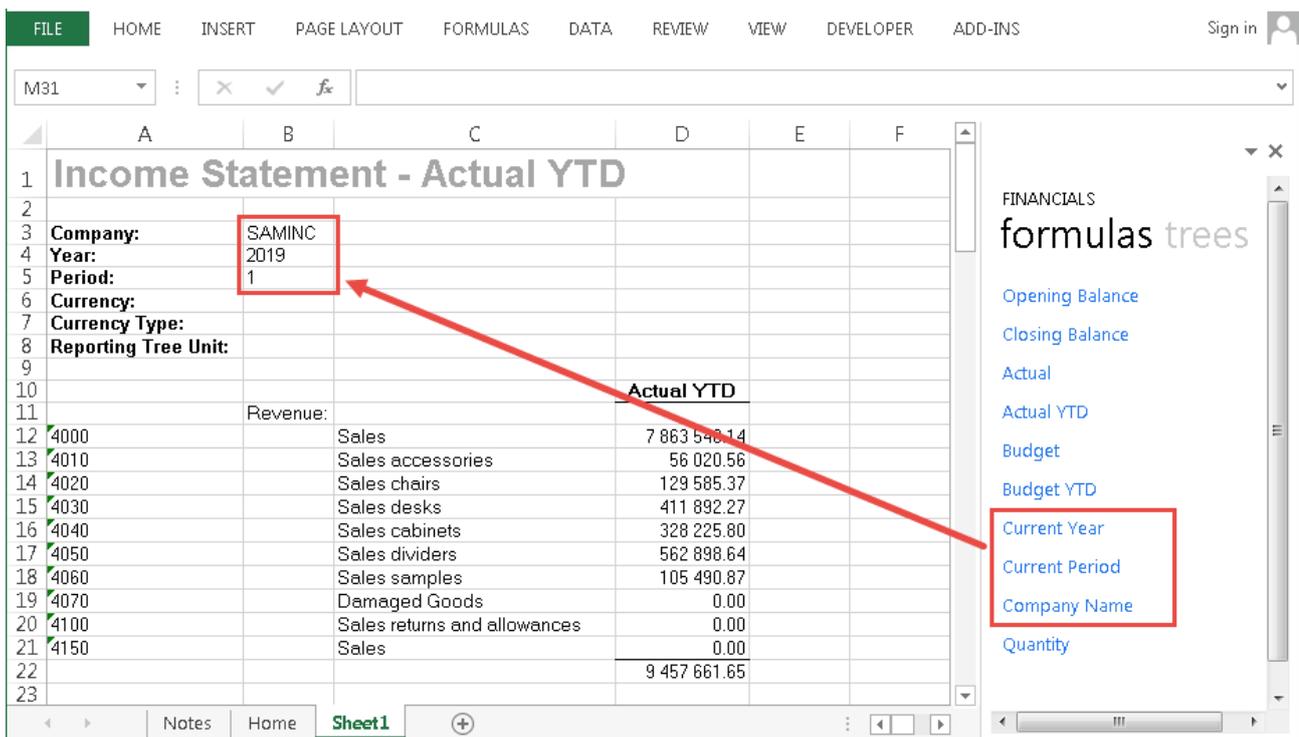
ii. Select the **Format Painter** tool from the **Home** tab on the Ribbon

- iii. Click the column handle of the Sage Intelligence data column. **Tip:** In financial statements switching the sign is usually applied to account groups, like Revenue or Other Income and Expenses, rather than specific individual accounts. When switching the sign for these groups, you can speed things up by switching the sign for one formula in the group and then copying the formula to all other rows in the group.

3. Copy the formulas of all totals from original data columns to Sage Intelligence data columns



4. Drag the Company Name, Current Year and Current Period formulas to their respective fields in the report headings. This way, when you next run out your report, the data will reflect the current company, year and period



The layout should look as follows:

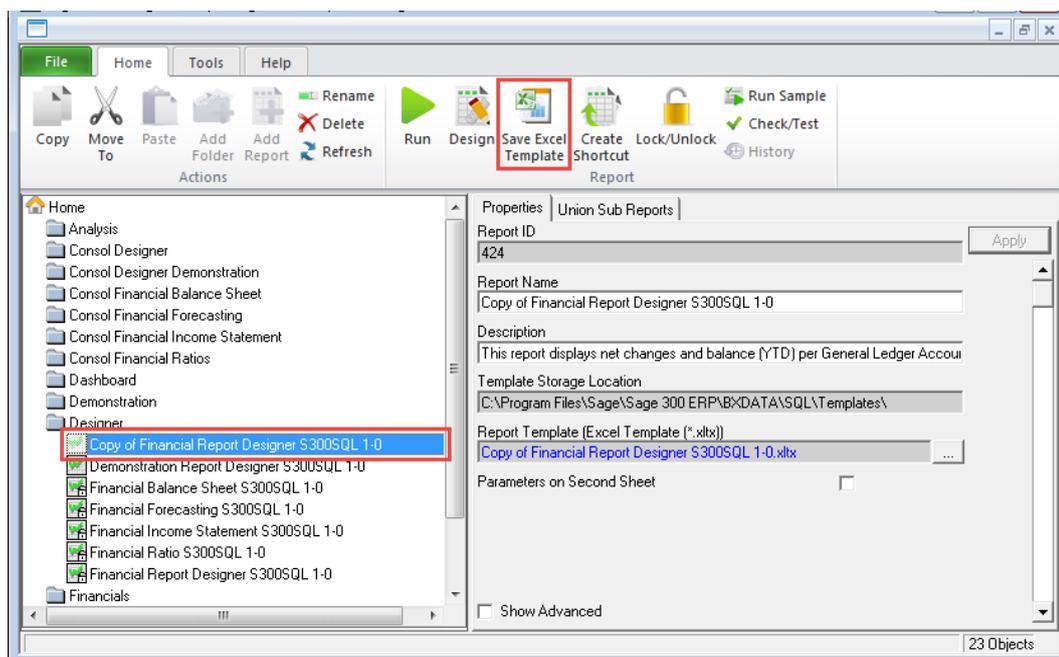
Income Statement - Actual YTD		
Actual YTD		
Revenue:		
4000	Sales	7 863 548.14
4010	Sales accessories	56 020.56
4020	Sales chairs	129 585.37
4030	Sales desks	411 892.27
4040	Sales cabinets	328 225.80
4050	Sales dividers	562 898.64
4060	Sales samples	105 490.87
4070	Damaged Goods	0.00
4100	Sales returns and allowances	0.00
4150	Sales	0.00
		9 457 661.65
Cost of sales:		
5000	Cost of goods sold	2 238 257.37
5010	COGS accessories	29 423.33
5020	COGS chairs	64 153.11
5030	COGS desks	198 669.74
5040	COGS cabinets	159 423.03
5050	COGS dividers	273 172.14
5500	Cost variance	0.00
		2 963 098.72
	Gross profit	6 494 562.93

5. Add any more customisation you would like to finish off the layout

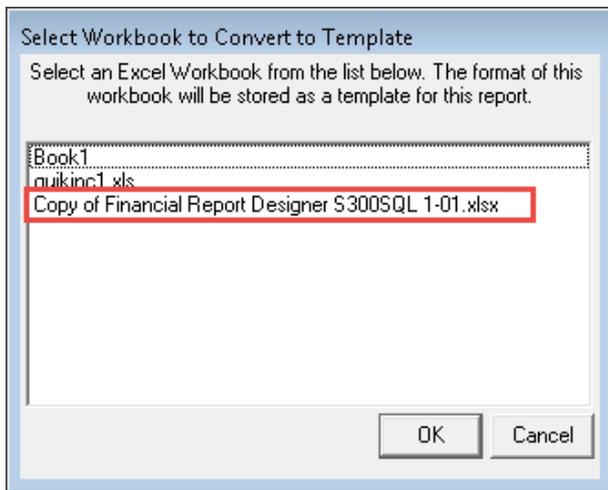
### 2.3 Save the Layout to the Report

The layout is now complete. The last thing to do is save it back to the copy of the Financial Report Designer you made earlier.

1. Go back to the Report Manager and leave the excel workbook open
2. Select the copy of the Financial Report Designer report you made
3. Click **Save Excel Template** on the **Home** tab



4. Select the **Report Designer** workbook from the list and click **OK**.



5. Enter a new name for the layout in the **Specify Layout Name** dialogue and click **OK**
6. If the layout saves without a problem the **Completed Successfully** dialogue will appear. Click **OK** to close it
7. Rename the report in Report Manager if you'd like to give it a name that better describes the report