

# Release Notes

## Sage 300 2016 Intelligence Reporting (7.6.0)



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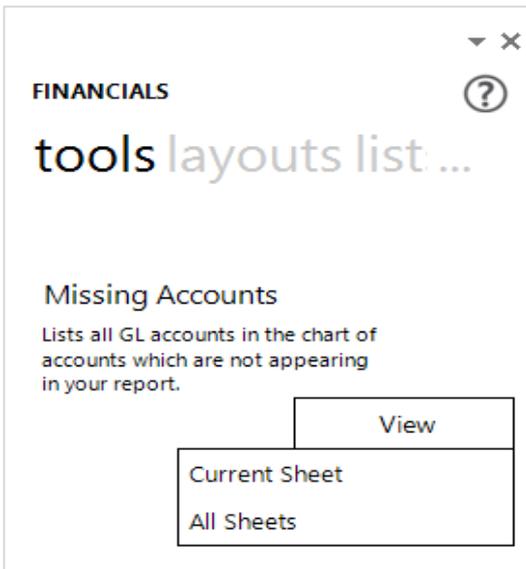
# Introduction

These release notes contain important information about enhancements as well as resolved issues in Sage 300 2016 Intelligence Reporting. The notes within this document highlight the changes made since the release of Sage 300 2014 Intelligence Reporting.

## New Features

### 1.1 Missing Accounts

To save immense amounts of time in updating reports, we have added a really great feature that helps to detect accounts that are missing from a report. This is done by comparing what exists in the general ledger to what is in your reports. The missing accounts are presented for your current sheet, or for all reports (depending on your Task Pane selection). The feature can be located under the Tools option in the Task Pane.



### 1.2 New instructions page

The Report Designer is a powerful tool that can give you the ability to produce powerful, informative reports. To get you reporting in a flash, we have created a simple instructions page that will appear in the Report Designer workbook. This instructions page will help you decide which reporting option is more suitable to your needs, the task pane or the layout generator.

**Sage Intelligence**

What would you like to do with the Report Designer?

**Generate or customise standard report**

The drag-and-drop interface of the Layout Generator is easy to use and automates the design and generation of simple financial report layouts quickly and accurately into Excel for you.

- 1. Generate standard report layout designs**  
Drag a report layout into Excel and it will be generated for you.
- 2. Design your own layout using the Layout Generator wizard**  
Use the wizard to edit out-the-box layouts or create your own. Look for the 'Quick Edit' and 'New Layout' buttons in the BI Tools

**Design using only Excel and the Task**

Intermediate Excel users can take full control of their design process using just Excel and the drag and drop lists, formulas, reporting trees within the taskpane.

- 1. Create rows**  
Drag lists into Excel to help design the rows you would like to see in your report.
- 2. Create columns**  
Type your column headers in
- 3. Use formulas to return values**  
Drag formulas to where your rows and columns intersect and wire them up to parameters.

**Hint**  
For step by step instructions on how to get started click on the help file icon in the task pane and read the "Designing Financial Reports" topic.

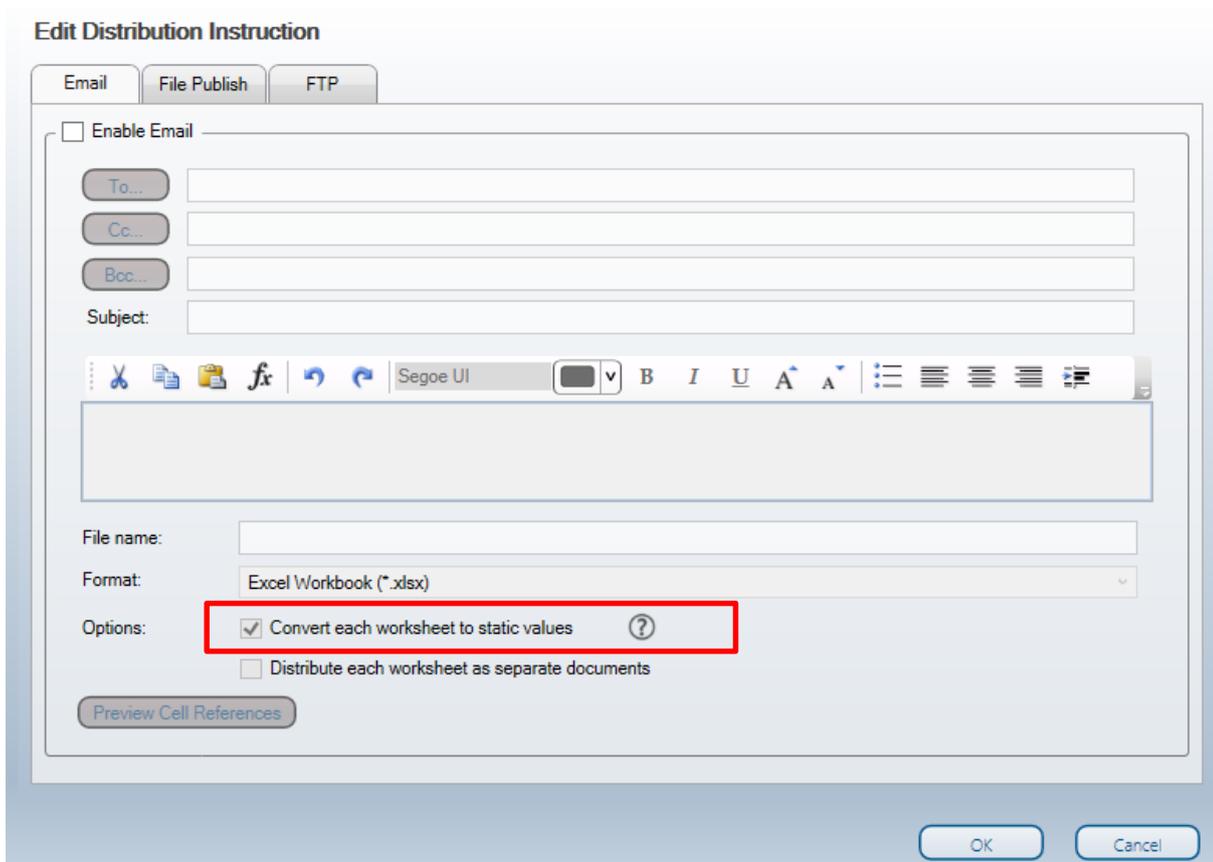
### 1.3 Distribution of reports with editable formulas

In Sage 300 2016 Intelligence Reporting we introduced the ability to distribute reports via 3 different methods

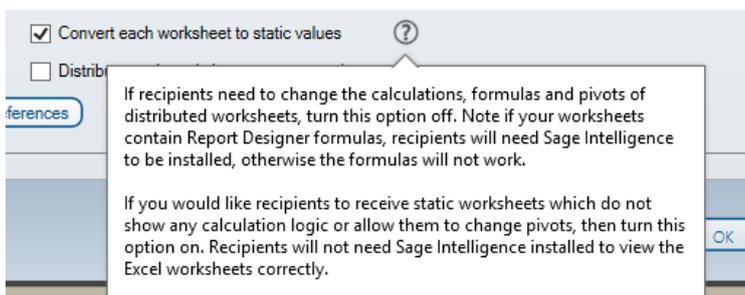
- Email
- FTP
- File Publish

We have stepped it up a notch and now you can not only send the reports with calculated values but also with embedded formulas. This is easy to achieve as all you need to do is click on the tick box to “Distribute with formulas”.

This feature will allow receivers of reports more flexibility with the reports they have received as they can now determine how these results were derived, and what changes can be made in the parameters to give the results they are looking to achieve.



If you would like any assistance in opting to distribute with formula's for to convert to static values, check out the handy help tip.



**Note:** The receiver of the report will only be able to see Excel formulas, unless they have a Sage Intelligence license, then they will be able to see all Sage Intelligence formulas.

## 1.4 Report Designer: Dynamic Account Ranges

The Report Designer module has been enhanced with new functionality called Dynamic Account Ranges.

This has been a highly requested feature for those who would like to create detailed financial reports which are completely maintenance free, when new accounts are added or removed from the General Ledger (GL).

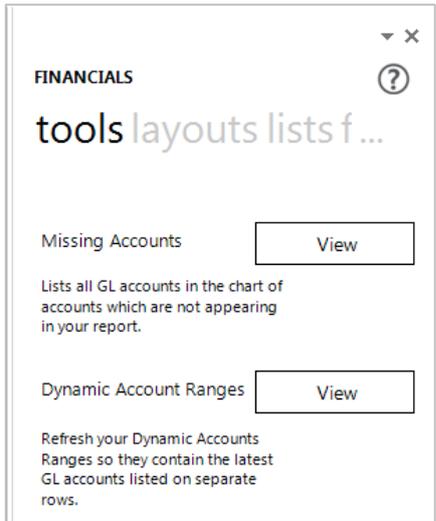
Dynamic Account Ranges can be added to any new or existing report built with the Report Designer module. The feature effectively allows you to mark certain areas of your report as dynamic areas which will dynamically update themselves to show GL accounts & allow zero balance rows to be removed based on a rule of your choice.

This allows you to have areas within your report which will always show detailed accounts, i.e. a row for every account which you would like to see within the area, this was previously not possible and you would have needed to use account rules to aggregate new accounts into a single row of your report, limiting your visibility of these new accounts unless a Drill Down is performed.

To use this feature a new formula is now available within the Report Designer's Task Pane. This formula is the key to setting up new dynamic areas within your reports. By creating the new formula into a new or existing report you can configure it to make any area of your report dynamic. Many Dynamic Account Range formulas can be added into your report to allow you to create many dynamic areas inside your report.

A common scenario where dynamic account ranges would be useful is when designing an Income Statement. Instead of listing each account within the categories of your Income Statement, you can use dynamic account ranges to generate the accounts in each category automatically when a report is run. For example, below are two Income Statements, one designed statically and one designed with dynamic account ranges.

With the static Income Statement, if a new account is added to the GL it will have to be manually added to the report. While an account aggregation rule can be used to catch new accounts, you will not be able to see the new accounts on separate rows, they will be aggregated into a single balance for the row.



		Period 1		
		Actual	Budget	Actual vs Budget
11	40000	Revenue	675 003	675 003
12	40000-01-000-000-000	Desk Sales:Irvine-Main		
13	40000-01-000-010-000	Desk Sales:Irvine-Main-Steelcase	109 351	109 351
14	40000-02-000-000-000	Desk Sales:Atlanta-Main		
15	40000-02-001-000-000	Desk Sales:Atlanta-Peach Ave.		
16	40000-02-001-010-000	Desk Sales:Atlanta-Peach Ave.-Steelcase	82 013	82 013
17	40000-03-002-000-000	Desk Sales:New York-Broadway		
18	40000-03-002-010-000	Desk Sales:New York-Broadway-Steelcase	66 825	66 825
19	40000-04-003-000-000	Desk Sales:Houston-Clay St.		
20	40000-04-003-010-000	Desk Sales:Houston-Clay St.-Steelcase	45 563	45 563

When the Income Statement has been designed using Dynamic Account Ranges, notice how much simpler the design of report is compared to manually listing the accounts inside the report. There are

three dynamic ranges within this report one for each major category of the report. You can see where the dynamic ranges are by looking at the Cell Reference returned by the Dynamic Account Range formula.

Using the 'Account Description' formula inside the dynamic account range will ensure that when accounts are generated inside the dynamic account range, their descriptions will be displayed as well.

Income Statement			Period 1		
for the period ending December, 2010			Actual	Budget	Actual vs Budget
3					
4	Company Code	ABX			
5	Fiscal Year	2010			
6	Budget Code	ORIGINAL			
10	40000 TO 49999	Dynamic Range (12:12)			
11		Revenue			
12		GLink is required			
14	50000 TO 59999	Dynamic Range (16:16)			
15		Cost of Sales	( )		
16		GLink is required	( )		
18		Gross Profit			
20	60000 TO 79999	Dynamic Range (22:22)			
21		Operating Expenses	( )		
22		GLink is required	( )		
24		Net Profit			

Below is an explanation of the components of a Dynamic Account Range.

Income Statement			Period 1		
for the period ending December, 2010			Actual	Budget	Actual vs Budget
3					
4	Company Code	ABX			
5	Fiscal Year	2010			
6	Budget Code	ORIGINAL			
10	40000 TO 49999	Dynamic Range (12:12)			
11		Revenue			
12		GLink is required			
14	50000 TO 59999	Dynamic Range (16:16)			
15		Cost of Sales			
16		GLink is required			
18		Gross Profit			
20	60000 TO 79999	Dynamic Range (22:22)			
21		Operating Expenses	( )		
22		GLink is required	( )		
24		Net Profit			

Once a Dynamic Account Range is refreshed (either automatically when a report is run from the Report Manager or Report Viewer or if trigger manually via the Tools tab in the Task Pane), the dynamic area will populate with the GL accounts which match the rule provided like below.

1	<b>Income Statement</b>		
2	for the period ending December, 2010		
3			
4	<b>Company Code</b>	ABX	
5	<b>Fiscal Year</b>	2010	
6	<b>Budget Code</b>	ORIGINAL	
9			Period 1
			Actual    Budget    Actual vs Budget
10	<b>40000 TO 49999</b>	<b>Dynamic Range (12:55)</b>	
11		<b>Revenue</b>	
12	40000-01-000-000-000	Desk Sales:Irvine-Main	
13	40000-01-000-010-000	Desk Sales:Irvine-Main-Steelcase	109 351
14	40000-02-000-000-000	Desk Sales:Atlanta-Main	
15	40000-02-001-000-000	Desk Sales:Atlanta-Peach Ave.	
16	40000-02-001-010-000	Desk Sales:Atlanta-Peach Ave.-Steelcase	82 013
17	40000-03-002-000-000	Desk Sales:New York-Broadway	
18	40000-03-002-010-000	Desk Sales:New York-Broadway-Steelcase	66 825
19	40000-04-003-000-000	Desk Sales:Houston-Clay St.	
20	40000-04-003-010-000	Desk Sales:Houston-Clay St.-Steelcase	45 562

The row which contains the Dynamic Account Range formula can be hidden once the design of the Dynamic Account Range is complete.

### 1.5 New Formulas Included

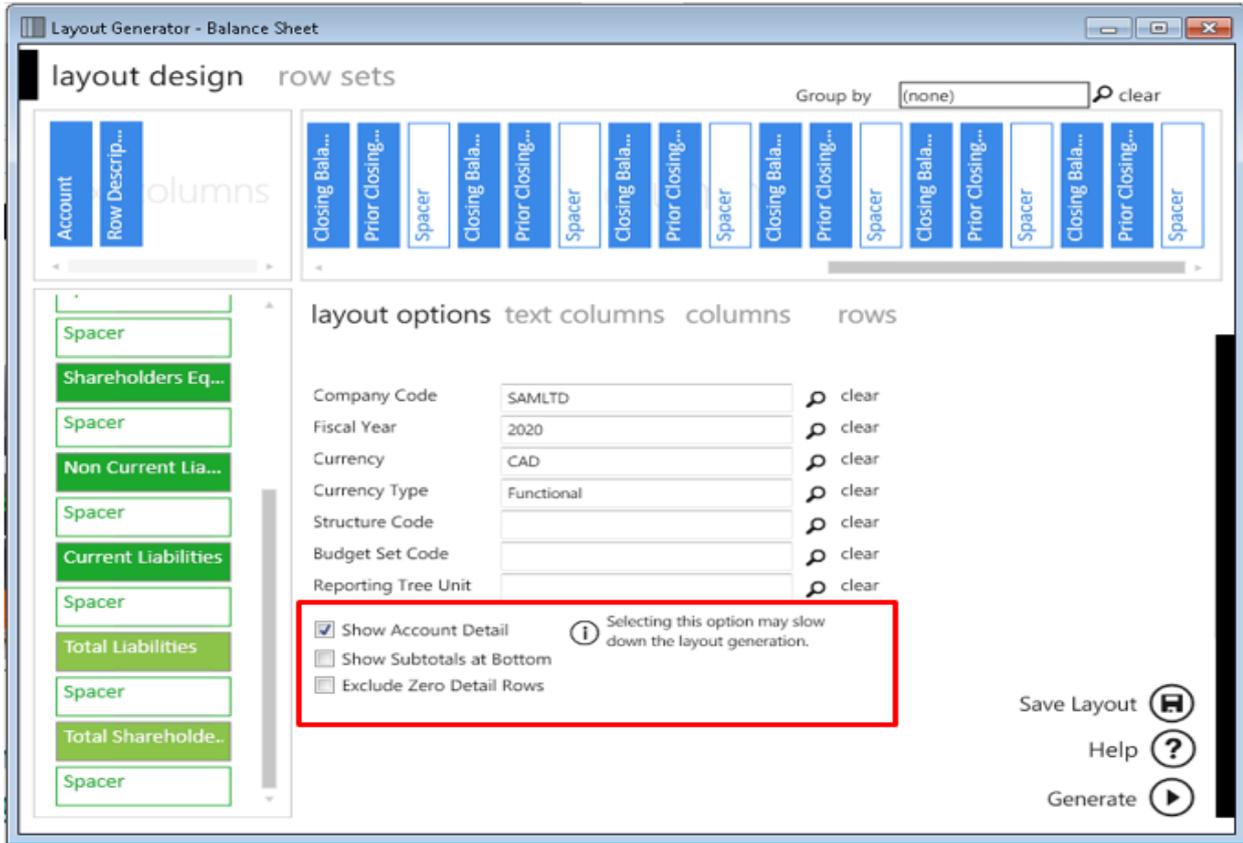
Two new formulas have been included in this release. When making use of Dynamic Ranges, the new formulas will assist in the setup of your report requirements.

- **Account Description**  
Returns the Account Description for a specified Account related to the Company
- **Structure Code**  
Returns the Structure Code for a specified Account related to the Company

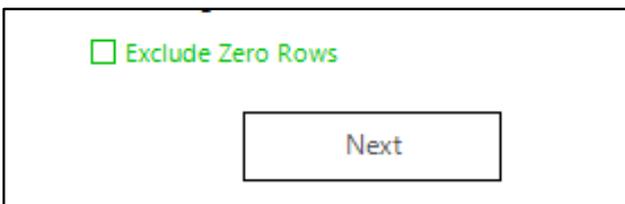
## 1.6 Hide Zero Rows?

The Report Designer Layout Generator now comes with an option for you to Exclude Rows with zero balances before they generate a layout into an Excel worksheet.

The Exclude Zero Row options checkbox is located on the Layout Options Tab when Editing the Layouts.



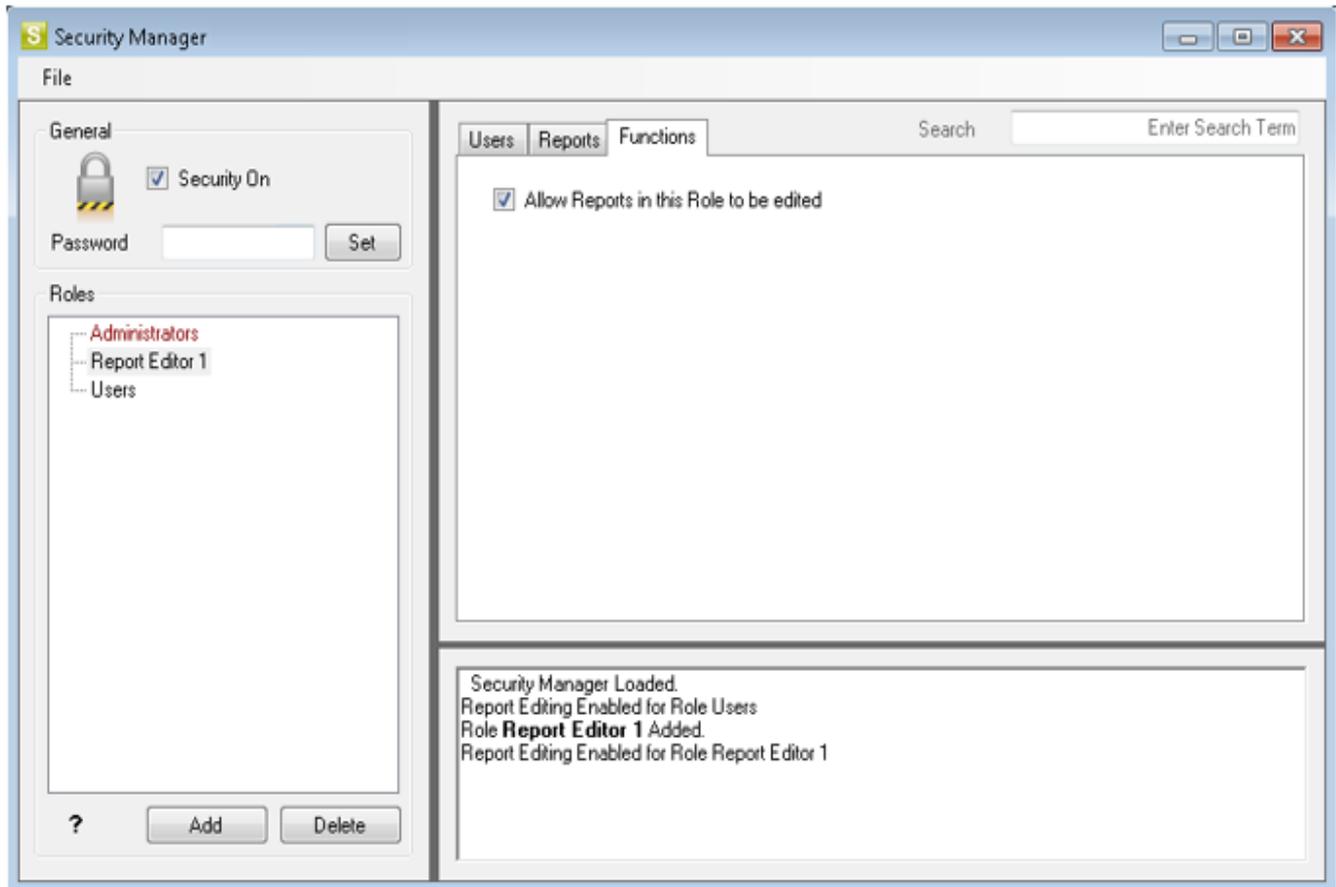
In the Task Pane under the Tools tab you will find a new Dynamic Range option below Missing Accounts. The Dynamic Range options allows you to add a dynamic range function to your financial layouts on the Report Designer. The Dynamic Range Functions automatically refreshes your data and gives you the option to **Exclude Zero Rows** from the layouts you create via the Task Pane.



## 1.7 Allow Reports in this Role to be edited

If you have Security enabled in Security Manager, you are able to assign rights to Roles pertaining to the users and the reports these users have the rights to run. Assigning these rights means that even if the user has a Designer Licence, they are not able to edit the report in question, just run the report.

Should this user however be required to edit the report template and not just run the report out of Report Manager, the role the user is assigned to in Security Manager needs to be assigned the right to edit the report. This can be done in Security Manager under the Functions tab in the applicable role.



## 1.8 Out of the Box Reporting

Account level reports can be accessed instantly as soon as you start up the Report Designer. Simply click the report you want to see, and it will generate out at an account level. The following reports will be waiting for you right at the start:

- Balance Sheet
- Income Statement (Actual, Budget, Prior)
- Income Statement (Actual vs Prior)
- Income Statement (Actual vs Budget)

All of these reports can be generated from the Layouts tab on the Task Pane by selecting the layout and dragging your cursor into the worksheet area.

FINANCIALS ?

layouts lists form ...

Manage

- ➔ Balance Sheet
- ➔ IS - Actual Budget Prior
- ➔ IS - Actual vs Budget
- ➔ IS - Actual vs Prior

## Enhancements

### 1.1 Updated look and feel in reports

The Intelligence Reporting interface has been given a modern look and feel. The green organics have been removed from software as well as the reports and replaced with a sleek modern appearance.

The Home page has been removed from all standard report templates. Two new icons have been reports.

1. the Light bulb icon – takes them to the new learning page  
<https://www.sageintelligence.com/learning/>
2. Question icon – takes them to all the help resources (support, KB and Community)  
<https://www.sageintelligence.com/support/>

**Sage Intelligence**

What would you like to do with the Report Designer?

**Generate or customise standard report**

The drag-and-drop interface of the Layout Generator is easy to use and automates the design and generation of simple financial report layouts quickly and accurately into Excel for you.

**1. Generate standard report layout designs**  
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**Design using only Excel and the Task**

Intermediate Excel users can take full control of their design process using just Excel and the drag and drop lists, formulas, reporting trees within the taskpane.

**1. Create rows**  
Drag lists into Excel to help design

### 1.2 Report Offering

#### 1.2.1 Out of the Box Reports

The following report that will form part of the out of the box offering:

Financial Analysis	*Financial Income Statement
Sales Analysis	*Financial Balance Sheet
Inventory Analysis	*Financial Forecasting
Sales Master AR	*Financial Ratio
Sales Master	*Dashboard Analysis AR
Purchases Master	*Dashboard Analysis
Inventory Master	*Consol Demo. Report Designer
General Ledger Transactions Details	*Consol. Financial Reports Designer
Financial Trend Analysis	*Consol. Financial Balance Sheet
*Financial Report Designer S300	*Consol Financial Forecasting
*Demonstration Report Designer	*Consol Financial Income Statement

\* Reports which require a Designer Licence in order to utilise report.

### 1.2.2 Reports for Training

Reports featured in the training courses, material and videos have been left unchanged in order to ensure you can still follow along easily. The training report templates are linked to the demo company 'RKL Trading'.

- RKL Analysis Dashboard
- RKL Dashboard
- Stock Re-Order Levels
- Sales Details

### 1.2.3 Dashboard Reports

The Dashboard Analysis and Dashboard Analysis AR reports have been completely reworked. The reports has been enhanced to give a more condensed and thus clearer visual representation of stance of your company.

### 1.2.4 Group Category Code

Row Sets have been updated to make use of Group Category Code. This will allow you to report off groupings created in Sage 300 quickly and easily.

Row sets can be setup to use either Account or Account Group Category values in the Layout Generator.

Layout Generator - Balance Sheet

layout design row sets

← Balance Sheet

description	type	rule
<input type="checkbox"/> Cash and Cash Equivalents	Account Group C	10
<input type="checkbox"/> Accounts Receivable	Account Group Category	
<input type="checkbox"/> Inventory	Account Group C	30
<input type="checkbox"/> Other current Assets	Account Group C	40
<input type="checkbox"/> Fixed Assets	Account Group C	50
<input type="checkbox"/> Accumulated Depreciation	Account Group C	60
<input type="checkbox"/> Other Assets	Account Group C	70
<input type="checkbox"/> Accounts Payable	Account Group C	80
<input type="checkbox"/> Other Current Liabilities	Account Group C	90
<input type="checkbox"/> Long Term Liabilities	Account Group C	100

preview

chart of accounts	account	account description
SAMINC	1000	Petty cash
SAMINC	1020	Bank account, operating
SAMINC	1021	Bank account, American Express
SAMINC	1022	Bank account, VISA
SAMINC	1023	Bank account, Mastercard
SAMINC	1025	CCB Visa

Insert (+)  
Clear (x)  
Save (floppy disk)  
Help (?)

### 1.3 Help file updates

#### 1.3.1 Context sensitive offline help file

To save time and effort in seeking help, the help file is context sensitive, so it will open directly on the section that pertains to where you are in the software.

**Note:** Only the offline help is context sensitive.

### 1.4 Support for alpha characters in General Ledger account numbers

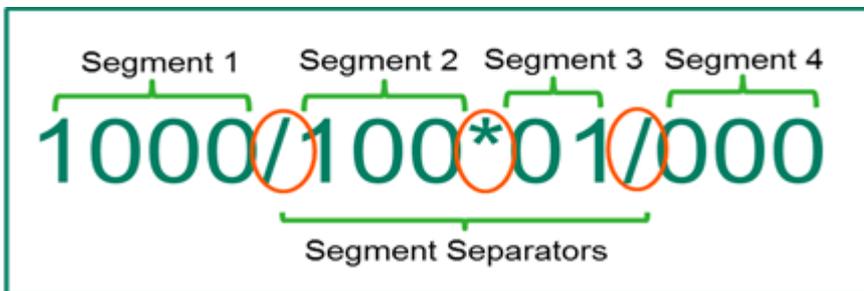
General ledger account numbers that contain alpha characters are now recognised by Intelligence reporting. Thus meaning alpha as well as alphanumeric general ledger account numbers will be acceptable format in all areas of reporting such as row sets and reporting tree's.

preview

chart of accounts	account	account description
ABC	100-00-00	Cash on hand
ABC	100-00-A	Cash in Trust Fund
ABC	101-01-00	Cash in bank - Reg. checking
ABC	101-02-00	Cash in bank - payroll
ABC	101-03-00	Cash in bank - savings
ABC	105-00-01	Accts. receiv. - East Warehse
ABC	105-00-02	Accts. receiv. - West Warehse

### 1.5 Additional account separators

Some General Ledgers support a variety of account segment separators. This means that your account numbers may look as follows:



The Report Designer has been extended to support the following account segment separators allowing for a more consistent experience when reporting in Excel.

- - (Dash)
- / (Slash)
- \ (Backslash)
- . (Full stop)
- # (Number sign)
- % (Percentage)
- ^ (Caret)
- & (Ampersand)
- : (Colon)
- < (Greater than)
- > (Less than)
- \* (Asterisk)

## Known Issues

### 1.1 Multiple Installations of MS Excel

You may experience an issue with the loading of the Report Designer Task Pane when earlier versions of MS Excel are installed after later versions of MS Excel on the same machine. You will be able to load the Task Pane manually. For more information on how to manually load the Task Pane please refer to the Sage Intelligence Knowledgebase article [Report Designer Task Pane Missing or Closed](#).

### 1.2 Timelines in Microsoft Excel

You will not be able to save Timelines added in Microsoft Excel to the Intelligence Reports when you save the Excel template to the Report in the Report Manager. The save Excel template process seems to flush out timelines in the Excel template, however these can be easily and quickly added should you want to analyze your report using the Excel timeline feature.

### 1.3 Searching in Layout Generator

Should you have applied search criteria to columns, your search criteria will be applied to any new columns that are added unless the search is cleared.

### 1.4 Renaming Calculated Columns and Rows

You do not have the ability to rename a Calculated Columns or Calculated Rows once they have been saved. You will have to delete and recreate the calculated columns/rows in order to apply any changes required. This is currently planned for a future release.

### 1.5 Bulk Import for Consolidated Reports

When upgrading, the Bulk Import feature does not import reports in the consolidated connection. This is as designed. In order to run consolidated reports for more than one company, please manually import the consolidated reports into the consolidation connection from the Report Update folder.

### 1.6 Dynamic Ranges on Multicurrency Companies Limitations

When making use of Dynamic Accounts, all accounts for which a balance exists in the selected period and year will be returned. Should this balance however be in a different currency as the currency selected in the SI formula used to indicate the balance e.g. the Actuals formula, a #Value error will be returned in the cell to indicate the balance is not in the selected currency.

### 1.7 Using Structure Code formula with Dynamic Ranges

When setting up your template row for Dynamic Ranges, you are not able to include the new formula 'Structure Code'. Should this formula be found in your template row, and the dynamic range be refreshed, an error will be returned indicating no data could be found.

## Removed or Replaced Features

### 1.1 Reports removed

The following training reports have been removed from our out the box report offering:

- Top 5 Vendors
- Top 5 Products
- Top 5 Customers
- Sales Cube Report

Please take a look at our [free report templates](#) for a wide list of report templates that can be downloaded for your convenience.

### 1.2 Drilldown ability on Dashboard Reports

The Drilldown functionality is only available on values that are utilising one of the formulas provided in the task pane.

The updated Dashboard reports have financial data that can be drilled down into as was the case in the previous report as well.

The operational data has been streamlined and consolidated to provide a more visual high-level experience. This data is provided in graph form and can thus not be drilled down into. The previously known issue where the operational data drill down ability was deactivated when the task pane is shown had thus been eliminated.

### 1.3 Account separators

Should you have used account separators like comma “,” or colon “:” in your formulas, ensure that you have to use spaces before and after this separator in order to ensure clear distinction of your start and end range values. For example 41100 , 44100 should be used instead of 41100,44100.

A value of 0 or #Value error might be returned in your formulas should this spacing be missing.

### 1.4 Updating of Wildcards and Ranges

For users who are upgrading, the usage of wildcards and ranges have been updated. Changes made can be found below.

	Wildcard	7.0	7.1.2 & 7.2.1	7.3 and above
Reporting Tree's	<b>? Question Mark:</b>	This version of the core did not have tree's	A placeholder for a single character in a segment i.e 1100-2????-100	A placeholder for a single character in a segment i.e 1100-2????-100  Can be used in conjunction with another wildcard character
	<b>* Asterisk:</b>	This version of the core did not have tree's	Used alone will return all accounts  Can be used to denote any segment within the account number. i.e. ???-*-??	Used alone will return all accounts  Can be used to denote any first segment and any last segment. Cannot be used to denote any middle segment  1100-2000- *-2000-10
	<b>OR:</b>	This version of the core did not have tree's	1100 OR 1200 will return all data with a segment of either 1100 and 1200	1100 OR 1200 will return all data with a segment of either 1100 and 1200
	<b>TO:</b>	Not applicable	Not applicable	"1???? TO 2???? will return all data with a segment range from 1000 to 2000
Account Ranges	<b>? Question Mark:</b>	**In these core versions the account mapping tool was used to create account ranges. The following symbols could be used when filtering accounts on the mapping tool  [ ] - Any single character within the specified range ([a-f]) or set ([abcdef]).		A placeholder for a single character in a segment. Can only be used in isolation. Will not work with another wild card character.  i.e. 1???? – 2????
	<b>* Asterisk:</b>	# - Any single numeric character.  [^] - Any character not within the specified range ([^a-f]) or set ([^abcdef]).		Can only be used in isolation. Will not work with any other wild card character.  The use of a single asterisk is allowed in order return all accounts
	<b>TO:</b>			1100 TO 1200 will return all data with a segment range from 1100 to 1200