

Sage 500 ERP Intelligence  
Reporting  
Getting Started Guide

27.11.2012



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## 1.0 Getting started

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### 1.1 Login Properties

- **User Name** – The name of the Login.  
Your Sage 500 logon credentials will be required if it differs from Windows authentication.
- **Password** – If windows authentication is not being used, a Sage 500 password will be required.
- **Company** – The company name is required.
- **Change Server / Database** – This is used to login to a different SQL database or server.



The screenshot shows the 'Login Properties' dialog box. It has a light beige background and a standard Windows-style border. At the top, there is a checkbox labeled 'Use Windows Authentication' which is currently unchecked. Below this are three input fields: 'User Name' containing the text 'admin', 'Password' which is empty, and 'Company' which is a dropdown menu showing 'SOA - Systems of America'. Below these fields is a checked checkbox labeled 'Advanced Options'. To the right of this checkbox are two buttons: 'OK' and 'Cancel'. Below the 'Advanced Options' section is a sub-section titled 'Server / Database'. Inside this sub-section, there is an unchecked checkbox labeled 'Change Server / Database'. Below this checkbox are two dropdown menus: 'SQL Server' showing 'ALCHEMEX:XPMS' and 'Database' showing 'mas500\_app'. To the right of the 'SQL Server' dropdown is a 'Refresh' button. At the bottom of the dialog box is another unchecked checkbox labeled 'Save Setting As Default'.

## 1.2 Standard Reports Available

Sage 500 Intelligence comes with sample reports that you can use as templates when creating your own reports.



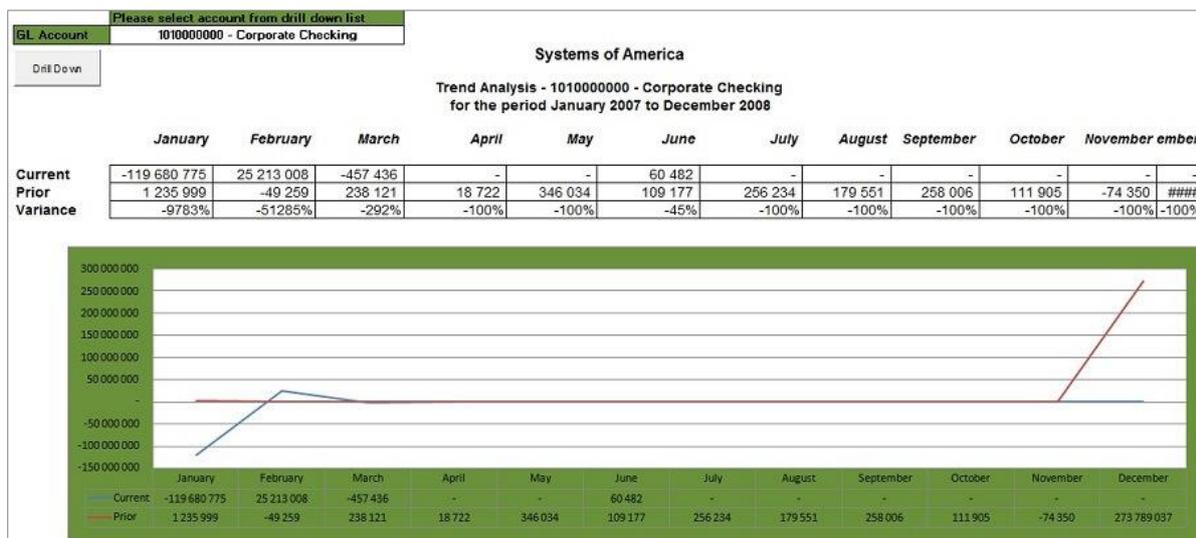
**NOTE:** Before you rely on them, you should test the reports to verify that they work with your company data.

### 1.2.1 Financial Report

This report displays balances per General Ledger Account number per financial period for the current financial year, previous financial year and current budget year. Income Statement and Balance Sheet layouts are automatically generated, grouped and sub-totalled by mapped financial categories. All layouts can be fully customized using native Excel. Includes a predefined drill down report which allows you to drill dynamically to detailed ledger transactions.

<span style="font-weight: bold; font-size: 1.2em;">Consolidated Financial Reports</span>		
1 - Actual / Budget / Variance / Blank 1-12, Qtrs & YTD / Annual Budget	Income Statement	
2 - Actual / Prior / Blank 1-12, Qtrs & YTD / Annual Prior	Income Statement	Balance Sheet
3 - Actual / Budget / Prior / Blank 1-12 & YTD / Annual Budget & Prior	Income Statement	
4 - Actual 1-12, Qtrs & YTD	Income Statement	Balance Sheet
5 - Actual 1-12 / Blank / Budget 1-12 & YTD / Annual Budget	Income Statement	
6 - Actual 1-12 / Blank / Prior 1-12 & YTD / Annual Prior	Income Statement	Balance Sheet
7 - Actual 1-12 / Blank / Budget 1-12 / Blank / Prior 1-12 & YTD & Annual Budget / Annual Prior	Income Statement	
8 - Actual / Budget / Variance / Blank - Current Month & YTD / Annual Budget	Income Statement	
9 - Actual / Budget / Prior / Blank - Current Month & YTD & Annual Budget / Annual Prior	Income Statement	
10- Annual Prior / Blank / Actual Current month / Blank / Actual YTD		Balance Sheet
11- Actual Current month / Blank / Actual YTD / Annual Prior	Income Statement	
12- Actuals YTD Comparison Last 5 Years	Income Statement	

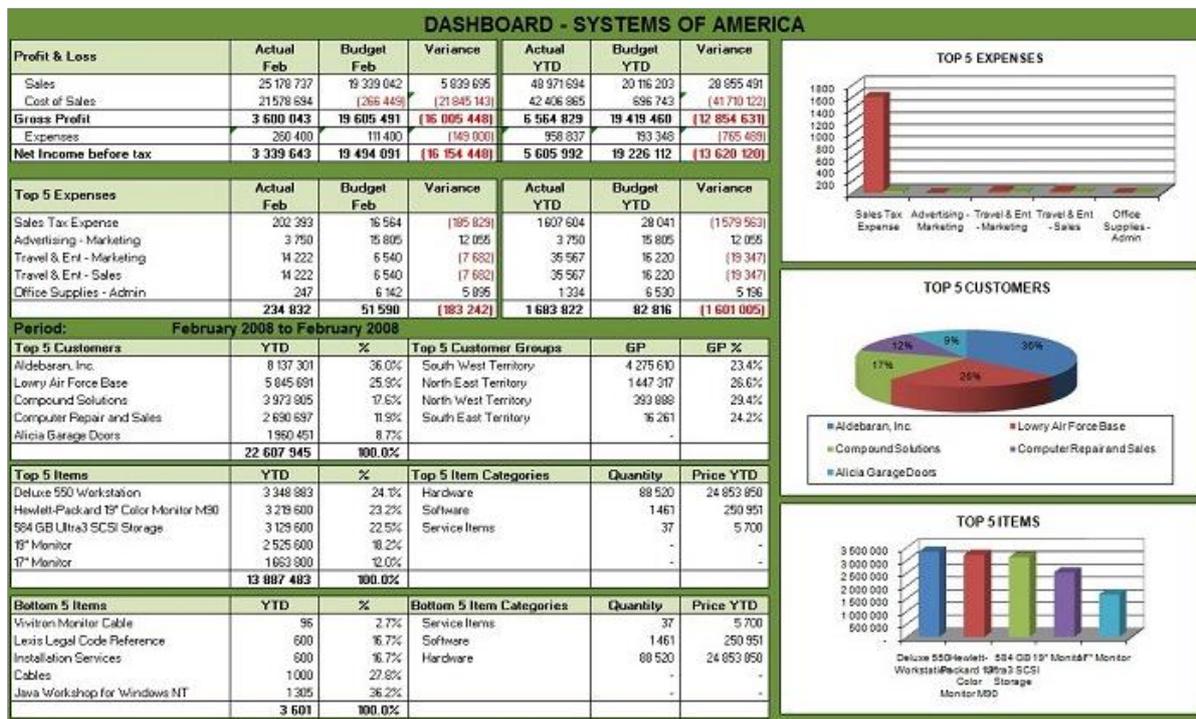
## 1.2.2 Financial Trend Analysis



## 1.2.3 Dashboard Analysis

Summarized display of Company Financials, Top Customers, Top SalesPersons, Top and Bottom Products and Sales over various periods.

Graphs are included.



## 1.2.4 Income Statement

Systems of America Income Statement for Period Ending December 2008			MENU						
			Jan 08			Feb 08			Actual
			Actual	Budget	Variance	Actual	Budget	Variance	
<b>Revenue</b>			<b>23 792 956.70</b>	<b>777 161.10</b>	<b>23 015 795.60</b>	<b>25 178 736.91</b>	<b>19 339 041.91</b>	<b>5 839 695.00</b>	<b>17 894 105.60</b>
400000000 - SDA	Sales		56 602.02	173 854.01	(117 251.99)	40 316.95	29 241.43	11 075.52	-
40000000NE - SDA	Sales-NE		4 485 136.71	47 623.40	4 437 513.31	5 219 452.00	-	5 219 452.00	208 407.00
40000000NW - SDA	Sales-NW		611 924.00	-	611 924.00	1 321 405.00	-	1 321 405.00	16 263.00
40000000SE - SDA	Sales-Corp-Corp-SE		-	-	-	-	-	-	-
40000000SW - SDA	Sales-SW		10 021 615.28	-	10 021 615.28	10 003 476.64	104 039.66	17 819 380.98	6 734.90
400100000 - SDA	Sales-Hdwe-Corp-Corp		-	-	-	-	-	-	-
400400000 - SDA	Sales-Toy-Corp-Corp		-	-	-	-	-	-	-
401500000 - SDA	Drop Ship		-	-	-	-	-	-	(5 500.00)
410000000 - SDA	Rev-Hardware-Corp-Corp		-	-	-	-	-	-	-
410100000 - SDA	Revenue-Hardware		-	-	-	49 880.00	18 662 221.34	(18 612 341.34)	(70.00)
41010000NE - SDA	Revenue-Hardware		310 740.88	315 128.90	(4 388.02)	228 236.49	62 088.45	65 148.04	-
41010000NW - SDA	Revenue-Hardware		70 125.02	28 160.00	41 965.02	34 480.20	9 701.00	24 779.20	-
41010000SE - SDA	Revenue-Hardware		50 420.00	21 395.00	29 025.00	58 400.00	7 957.00	50 443.00	-
41010000SW - SDA	Revenue-Hardware		151 695.00	117 535.00	34 330.00	227 870.00	107 534.50	40 335.50	17 582 456.00
410200000 - SDA	Revenue-Software		-	-	-	-	-	-	-
41020000NE - SDA	Revenue-Software		13 180.00	16 940.00	(3 760.00)	13 542.00	6 672.98	6 869.02	-
41020000NW - SDA	Revenue-Software		-	-	-	2 130.00	2 180.00	(50.00)	-
41020000SE - SDA	Revenue-Software		3 200.00	2 860.00	340.00	5 906.00	218.00	5 688.00	-
41020000SW - SDA	Revenue-Software		11 482.00	40 658.20	(29 176.20)	13 160.00	27 045.08	(13 885.08)	-
410300000 - SDA	Service Sales		-	-	-	-	-	-	-
41030000NE - SDA	Services Sales		-	-	-	750.00	57 225.00	(56 475.00)	-
41030000NW - SDA	Services Sales		-	-	-	-	-	-	-
41030000SE - SDA	Services Sales		-	-	-	-	-	-	-
41030000SW - SDA	Services Sales		-	-	-	4 350.00	-	4 350.00	-
410400000 - SDA	Rev-Hardware-Toy-Corp-Corp		-	-	-	-	-	-	-
41040000NE - SDA	Rev-Hardware-Toy-Corp-NE		-	-	-	-	-	-	-
41040000NW - SDA	Rev-Hardware-Toy-Corp-NW		-	-	-	-	-	-	-
41040000SE - SDA	Rev-Hardware-Toy-Corp-SE		-	-	-	-	-	-	-
41040000SW - SDA	Rev-Hardware-Toy-Corp-SW		-	-	-	-	-	-	-
410500000 - SDA	Freight&Surcharge-Corp-Corp		(16 340.43)	-	(16 340.43)	(29 402.22)	-	(29 402.22)	(12 255.30)
41050000NE - SDA	Freight&Surcharge-Corp-Corp-NE		-	-	-	-	-	-	-
41050000NW - SDA	Freight&Surcharge-Corp-Corp-NW		-	-	-	-	-	-	-
41050000SE - SDA	Freight&Surcharge-Corp-Corp-SE		-	-	-	-	-	-	-
41050000SW - SDA	Freight&Surcharge-Corp-Corp-SW		-	-	-	-	-	-	-
410600000 - SDA	Sales Discounts		(2 134.55)	(836.89)	(1 357.66)	(35 121.91)	-	(35 121.91)	-
41060000NE - SDA	Sales Discount - NE		7 288.76	3 465.00	3 804.76	10 215.76	2 733.72	7 482.04	-
41060000NW - SDA	Sales Discount - NW		5 270.00	3.52	5 266.48	750.00	20.93	729.07	-
41060000SE - SDA	Sales Discounts - SE		3 700.00	0 265.04	(4 585.04)	1 620.00	282.96	1 337.04	-
41060000SW - SDA	Sales Discounts - SW		10 758.00	2 111.12	8 646.88	10 260.00	12 849.36	(2 589.36)	-
420000000 - SDA	Returns		-	-	-	120.00	1090.00	(970.00)	70.00

## 1.2.5 Balance Sheet

Systems of America Balance Sheet for Period Ending December 2008			MENU						
			Jan 08 Opening	Jan 08 Actual	Jan 07 Prior	Feb 08 Actual	Feb 07 Prior	Mar 08 Actual	Mar 07 Prior
<b>Current Assets</b>			<b>280 656 275.88</b>	<b>3 445 264.89</b>	<b>21 049 417.71</b>	<b>20 912 464.02</b>	<b>18 252 380.14</b>	<b>45 034 745.88</b>	<b>26 765 058.71</b>
<b>TOTAL ASSETS</b>			<b>280 656 275.88</b>	<b>3 445 264.89</b>	<b>21 049 417.71</b>	<b>20 912 464.02</b>	<b>18 252 380.14</b>	<b>45 034 745.88</b>	<b>26 765 058.71</b>
<b>Current Liability</b>			<b>1 282 669.59</b>	<b>1 178 916.19</b>	<b>167 991.41</b>	<b>17 572 820.53</b>	<b>410 993.17</b>	<b>30 009 159.65</b>	<b>(18 415.97)</b>
200100000 - SDA	Purch Clr Acct		-	-	-	16 091 963.60	-	24 920 332.40	-
201000000 - SDA	Accounts Payable - Trade		1 031 918.03	(306 533.35)	63 053.89	(339 230.63)	332 851.12	1 229 637.04	(118 154.39)
202000000 - SDA	Accounts Payable - Miscellaneous		202 941.24	(169 202.87)	25 848.45	(9 854.22)	(4 000.00)	28 233.98	74 707.57
203500000 - SDA	Due To Company CDA		-	-	-	-	-	-	-
205000000 - SDA	Commissions Payable		-	103 052.41	42 113.53	189 590.53	52 723.97	2 666 620.26	59 377.90
20500000NW - SDA	Commissions Pay-Corp-Corp-NW		-	-	-	-	-	-	-
20500000SW - SDA	Commissions Payable-SW		-	-	-	-	-	-	-
210000000 - SDA	Payroll Tax Payable		3 512.86	3 770.65	3 512.86	3 770.65	3 512.86	-	(3 512.86)
220000000 - SDA	Sales Tax Payable		44 197.46	1 546 829.35	33 462.68	1 636 580.98	25 905.22	1 164 335.97	(30 833.79)
22010000NE - SDA	Sales Tax Payable-NE		-	-	-	-	-	-	-
22010000NW - SDA	Sales Tax Pay-Corp-Corp-NW		-	-	-	-	-	-	-
22010000SW - SDA	Sales Tax Payable-SW		-	-	-	-	-	-	-
230000000 - SDA	Income Taxes Payable		-	-	-	-	-	-	-
240000000 - SDA	Deferred Income		-	-	-	-	-	-	-
250000000 - SDA	Capital Leases		100.00	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>			<b>1 282 669.59</b>	<b>1 178 916.19</b>	<b>167 991.41</b>	<b>17 572 820.53</b>	<b>410 993.17</b>	<b>30 009 159.65</b>	<b>(18 415.97)</b>
<b>SHAREHOLDERS EQUITY</b>									
<b>Shareholder Equity</b>			<b>3 500 000.00</b>	<b>-</b>	<b>3 500 000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
300000000 - SDA	Common Stock		2 500 000.00	-	2 500 000.00	-	-	-	-
310000000 - SDA	Paid-in Capital		1 000 000.00	-	1 000 000.00	-	-	-	-
<b>Retained Earnings</b>			<b>275 873 606.29</b>	<b>2 266 348.70</b>	<b>17 289 926.30</b>	<b>3 339 643.49</b>	<b>17 872 900.46</b>	<b>15 025 586.22</b>	<b>26 783 474.68</b>
320000000 - SDA	Retained Earnings		275 873 606.29	-	-	-	-	-	-
RETINC	Retained Income Current Year		-	2 266 348.70	17 289 926.30	3 339 643.49	17 872 900.46	15 025 586.22	26 783 474.68
<b>TOTAL SHAREHOLDERS EQUITY</b>			<b>279 373 606.29</b>	<b>2 266 348.70</b>	<b>20 789 926.30</b>	<b>3 339 643.49</b>	<b>17 872 900.46</b>	<b>15 025 586.22</b>	<b>26 783 474.68</b>
<b>TOTAL LIABILITIES AND SHAREHOLDERS EQU</b>			<b>280 656 275.88</b>	<b>3 445 264.89</b>	<b>20 957 917.71</b>	<b>20 912 464.02</b>	<b>18 283 893.63</b>	<b>45 034 745.88</b>	<b>26 765 058.71</b>

## 1.2.6 General Ledger Transaction Details

sage				Data			
Systems of America				Debit	Credit	Total	
GENERAL LEDGER TRANSACTION DETAILS							
for the financial year 5							
for the period 5 to							
COMPANYNAME	[All]	YEAR	[All]	PERIOD	[All]	ACCCATDESC	[All]
ACCOUNT	DATE	REFERENCE	DESCRIPTION				
1100000000 - Accounts Receivable				30 501 711.28	-4 971.57	30 496 739.71	
	20080501	No Reference	AR Revaluation	0.00	-1 789.88	-1 789.88	
	20080503	No Reference	Invoice: 0000001055-IN: Cust: BlackWel : May 3	3 380.26	0.00	3 380.26	
	20080513	No Reference	Invoice: 0000001056-CM: Cust: BlackWel : May 13	0.00	-3 181.69	-3 181.69	
	20080530	No Reference	Invoice: 0000001095-IN: Cust: bid: May 30 2008 12	2 650 939.43	0.00	2 650 939.43	
			Invoice: 0000001095-IN: Cust: bid: May 30 2008 12	27 844 771.13	0.00	27 844 771.13	
	20080531	No Reference	AR Revaluation	2 620.46	0.00	2 620.46	
1110000000 - Sales Clr Acct				2 081.00	-4 233.00	-2 152.00	
	20080503	(blank)	AR Invoices	0.00	-2 081.00	-2 081.00	
			(blank)	2 081.00	0.00	2 081.00	
	20080513	(blank)	(blank)	0.00	-2 096.00	-2 096.00	
	20080530	(blank)	AR Invoices	0.00	-28.00	-28.00	
			(blank)	0.00	-28.00	-28.00	
1200000000 - Inventory				4 220.00	-2 081.00	2 139.00	
	20080503	(blank)	(blank)	0.00	-2 081.00	-2 081.00	
	20080513	(blank)	AR Invoices	2 096.00	0.00	2 096.00	
			(blank)	2 096.00	0.00	2 096.00	
	20080530	(blank)	(blank)	28.00	0.00	28.00	
2010000000 - Accounts Payable - Trade				445.49	-445.49	0.00	
	20080501	No Reference	AP Revaluation	445.49	0.00	445.49	
	20080531	No Reference	AP Revaluation	0.00	-445.49	-445.49	
2050000000 - Commissions Payable				476.10	-4 295 646.60	-4 295 170.50	
	20080503	No Reference	Invoice: 0000001055-IN: Sper: John : May 3	0.00	-238.05	-238.05	
			Invoice: 0000001055-IN: Sper: Mary : May 3	0.00	-238.05	-238.05	
	20080513	No Reference	Invoice: 0000001056-CM: Sper: John : May 13	238.05	0.00	238.05	
			Invoice: 0000001056-CM: Sper: Mary : May 13	238.05	0.00	238.05	
	20080530	No Reference	Invoice: 0000001095-IN: Sper: Alfred : May 30	0.00	-298 697.40	-298 697.40	
			Invoice: 0000001095-IN: Sper: Vincent : May 30	0.00	-74 674.35	-74 674.35	
			Invoice: 0000001095-IN: Sper: Alfred : May 30	0.00	-3 137 439.00	-3 137 439.00	
			Invoice: 0000001095-IN: Sper: Vincent : May 30	0.00	-784 359.75	-784 359.75	

### 1.2.7 Sales Master

<p><b>Systems of America</b> <b>SALES MASTER</b> For the period from Feb 01 2008 to Feb 29 2008</p>								
Company Name	(All)							
Salesperson Name	(All)							
Customer Class	(All)							
Item Class	(All)							
Currency	(All)							
Data								
<b>CUSTOMER</b>	<b>ITEM CODE - ITEM NAME</b>	<b>QTY</b>	<b>Total Cost</b>	<b>Total Ext Amount</b>	<b>Total Discounts</b>	<b>Sales Excl</b>	<b>GP</b>	<b>GP %</b>
Aldebrn - Aldebaran, Inc.		36 895.00	6 151 420.00	8 137 301.43		8 137 301.43	1 985 881.43	24%
	28.8 Modem - Courier 28.8 V Everything 33.6K/14.4K V	422.00	21 100.00	29 540.00		29 540.00	8 440.00	28%
	56k External Modem - Courier V90 Everything 56K 14.4K Fax	281.00	18 265.00	28 097.19		28 097.19	9 832.19	35%
	56k Internal Modem - 56k PCI V90 PnP w/Voice Lucent Chip Set	376.00	24 440.00	37 596.24		37 596.24	13 156.24	35%
	56k Internal/Sound - Modem Blaster 56K USB-Data/Fax/Voice/Sp	290.00	29 000.00	43 500.00		43 500.00	14 500.00	33%
	56k Modem Card - 56K/28.8K PCMCIA PnP Modem	152.00	16 720.00	18 240.00		18 240.00	1 520.00	8%
	Cable200 - 200' Standard Cable	4 860.00	194 400.00	291 600.00		291 600.00	97 200.00	33%
	Cable50 - 50' Standard Cable	3 890.00	38 900.00	77 800.00		77 800.00	38 900.00	50%
	Cable500 - 500' Standard Cable	3 525.00	352 500.00	528 750.00		528 750.00	175 250.00	33%
	Ca5 Cable - 6FT Ca5 Crossover Cable Ethernet 10/100	2 575.00	10 050.00	15 090.00		15 090.00	5 030.00	33%
	Ca5 Jacks - Category 5 Jacks	1 500.00	4 200.00	7 500.00		7 500.00	3 300.00	44%
	Cellular Modem - Megahertz 56K Global GSM Cell V90 Modem	86.00	8 600.00	12 900.00		12 900.00	4 300.00	33%
	DECAlpha - Compaq AlphaServer ES40	5.00	15 000.00	25 000.00		25 000.00	10 000.00	40%
	EtherlinkCard - Etherlink Card	8 000.00	384 000.00	720 000.00		720 000.00	336 000.00	47%
	EthernetHub - Ethernet Hub	3 500.00	133 000.00	157 500.00		157 500.00	24 500.00	16%
	Gateway400C - Desktop Intel Celeron 400 MHz 128K Cache	113.00	77 405.00	101 597.00		101 597.00	24 162.00	24%
	Gateway500SE - Intel Pentium III 500 MHz 512K Cache	143.00	164 450.00	228 657.00		228 657.00	64 207.00	28%
	Gateway700 - Desktop Intel Pentium III 700 MHz	250.00	406 250.00	489 750.00		489 750.00	93 500.00	19%
	GatewayE5200 - Scalable Workstation VX1	270.00	438 750.00	566 730.00		566 730.00	127 980.00	23%
	GatewayE5250 - Deluxe 550 Workstation	284.00	830 100.00	1 164 116.00		1 164 116.00	234 076.00	20%
	HP19 - Hewlett-Packard 19" Color Monitor M90	1 775.00	994 000.00	1 065 000.00		1 065 000.00	71 000.00	7%
	Install Shield - Professional Series	4.00	620.00	848.00		848.00	228.00	27%
	Motherboard-Pentium II 450	1 500.00	712 500.00	825 000.00		825 000.00	112 500.00	14%
	NEC15 - 15" Monitor	1 242.00	186 300.00	370 500.00		370 500.00	124 200.00	40%
	NEC17 - 17" Monitor	1 825.00	365 000.00	547 500.00		547 500.00	182 500.00	33%
	NEC19 - 19" Monitor	2 065.00	625 500.00	834 000.00		834 000.00	208 500.00	25%
	Software-Misc - Software-Miscellaneous	2.00	360.00	500.00		500.00	140.00	28%
AlGar - Alicia Garage Doors		1 723.00	1 386 683.90	1 960 451.00		1 960 451.00	573 767.10	29%
	1.44 Floppy - 1.44 MB Floppy Drive	1 095.00	15 330.00	28 470.00		28 470.00	13 140.00	46%
	ACS48 Spkr - Altec Lansing ACS48 20w Speakers	114.00	15 618.00	19 266.00		19 266.00	3 648.00	19%
	Office97 - Office 97 Professional Edition	2.00	200.00	400.00		400.00	200.00	50%
	Proliant - Compaq Proliant 4500 System	3.00	4 500.00	6 300.00		6 300.00	1 800.00	29%
	Supervault 3000S - 584 GB Ultra3 SCSI Storage	392.00	1 332 520.40	1 881 600.00		1 881 600.00	549 079.60	29%
	TrainingManuals - Complete Software Training Manuals	43.00	3 070.00	6 235.00		6 235.00	3 225.00	52%
	UPS - Uninterruptible Power Supply	25.00	1 687.50	2 500.00		2 500.00	812.50	33%

### 1.2.8 Inventory Master

<p><b>Systems of America</b> <b>INVENTORY MASTER</b></p>								
COMPANY NAME	(All)							
ITEM CLASS-NAME	(All)							
PRODLINDESC	(All)							
Data								
<b>ITEM CODE-NAME</b>	<b>LOCATION</b>	<b>QTY</b>	<b>PO QTY</b>	<b>SO QTY</b>	<b>BO QTY</b>	<b>WO QTY</b>	<b>TRAN QTY</b>	<b>UNIT COST</b>
1.44 Floppy - 1.44 MB Floppy Drive		2 012.00	8.00	2 584.00		4.00	2 895.00	28.00
	Pialto	1 692.00	8.00	1 744.00		4.00		14.00
	Vernon	320.00		840.00			2 895.00	14.00
10/100 Adapt - 10/100 Ether Adapter		82.00	24.00	21.00				244.53
	Pialto	82.00	24.00	21.00				244.53
28.8 Modem - Courier 28.8 V Everything 33		253.00	20.00	968.00		4.00		50.00
	Pialto	253.00	20.00	968.00		4.00		50.00
2way Radio - 2way Radio		90.00						2.70

### 1.2.9 Purchase Order Master

<b>Systems of America</b> <b>PURCHASE MASTER</b> <i>For the period from Feb 01 2008 to Feb 29 2008</i>			
<b>Company Name</b>	(All)		
<b>Item Class</b>	(All)		
<b>Currency</b>	(All)		
		<b>Data</b>	
<b>Vendor Code - Name</b>	<b>Item Code - Name</b>	<b>Qty</b>	<b>Extended Amount</b>
<input type="checkbox"/> <b>ACS - Advanced Computer Solutions</b>		<b>4 371.00</b>	<b>2 354 540.60</b>
	1.44 Floppy - 1.44 MB Floppy Drive	3 440.00	48 160.00
	ACS48 Spkr - Altec Lansing ACS48 20w Speakers	150.00	20 550.00
	Crystal Reports Pro Edition - Crystal Reports Development Software	7.00	2 093.00
	DECAAlpha - Compaq AlphaServer ES40	13.00	39 000.00
	Hardware-Misc - Miscellaneous Hardware	5.00	5 000.00
	Install Shield - Professional Series	4.00	780.00
	Java - Java Workshop for Windows NT	12.00	597.60
	Seminar - Seminar	2.00	5 000.00
	Software-Misc - Software-Miscellaneous	5.00	900.00
	Supervault 3000S - 584 GB Ultra3 SCSI Storage	655.00	2 227 000.00
	TrainingManuals - Complete Software Training Manuals	78.00	5 460.00
<input type="checkbox"/> <b>AdvCons - Advantage Consulting</b>		<b>15.00</b>	<b>17 359.13</b>
	Seminar - Seminar	9.00	12 639.15
	Software-Misc - Software-Miscellaneous	6.00	4 719.98
<input type="checkbox"/> <b>AtlTrade - Atlantic Trade Shows</b>		<b>2.00</b>	<b>1 180.00</b>
	Hardware-Misc - Miscellaneous Hardware	1.00	1 000.00
	Software-Misc - Software-Miscellaneous	1.00	180.00
<input type="checkbox"/> <b>CorpExec - Corporate Executive Office Management</b>		<b>1.00</b>	<b>1 725.50</b>
	Rent - Rent Expenses	1.00	1 725.50

## 2.0 Managing your reports

### 2.1 Accessing the Sage 500 Intelligence Reports

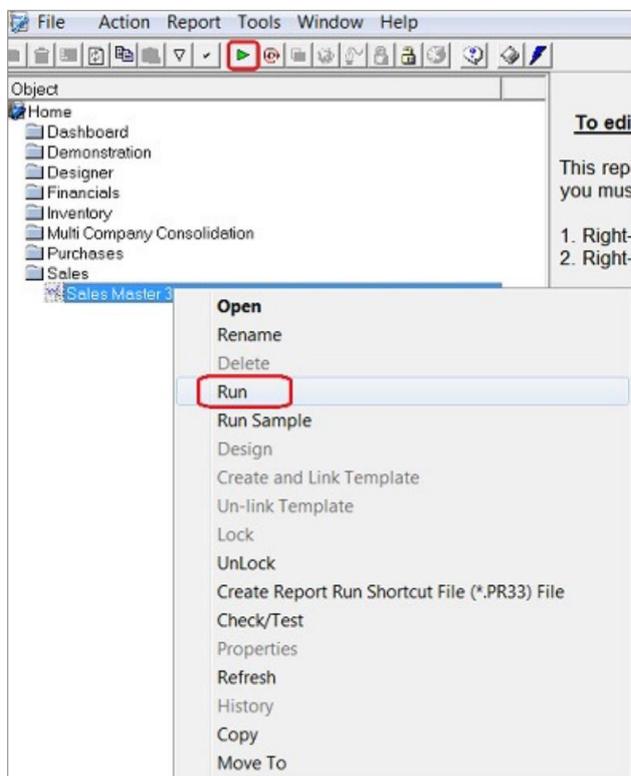
To access the reports:

1. From the Sage 500 Desktop, click on 500 Intelligence in the Tasks section.
2. Click on **Report Manager** or **Report Viewer**.



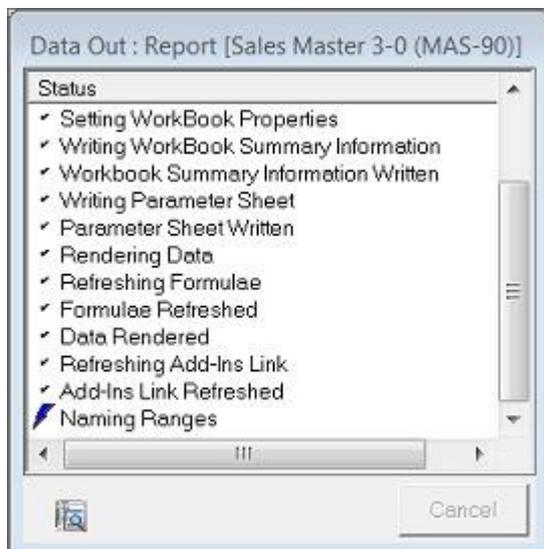
### 2.2 Running a Report

1. Select the report you want to run. For this example, choose Sales Master under Sales.



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

3. Enter **Report Parameter**. (Date/ Month)
4. Click **OK**.
5. The **progress status** is displayed on the right of your screen and indicates the process of your report. Depending on the size of your company data, running a report may take some time. You can sometimes cancel the report.



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

**sage**  
Systems of America  
**SALES MASTER**  
For the period from Feb 01 2008 to Feb 29 2008

CUSTOMER	ITEM CODE - ITEM NAME	QTY	Total Cost	Total Ext Amount	Total Discounts	Sales Excl	GP	GP %
<b>Aldebrn - Aldebaran, Inc.</b>		<b>36 895.00</b>	<b>6 151 420.00</b>	<b>8 137 301.43</b>		<b>8 137 301.43</b>	<b>1 985 881.43</b>	<b>24%</b>
	28.8 Modem - Courier 28.8 V Everything 33.6K /H.4K V	422.00	21 100.00	29 540.00		29 540.00	8 440.00	29%
	56k External Modem - Courier V90 Everything 56K /4.4K Fax	291.00	18 265.00	28 097.19		28 097.19	9 832.19	35%
	56k Internal Modem - 56k PCI V90 PnP w/Voice Lucent Chip Set	376.00	24 440.00	37 596.24		37 596.24	13 156.24	35%
	56k Internal/Sound - Modem Blaster 56K USB-Data/Fast Voice/Sp	290.00	29 000.00	43 500.00		43 500.00	14 500.00	33%
	56k Modem Card - 56K/28.8K PCMCIA PnP Modem	152.00	15 720.00	18 240.00		18 240.00	1 520.00	8%
	Cable200 - 200' Standard Cable	4 860.00	194 400.00	291 600.00		291 600.00	97 200.00	33%
	Cable500 - 500' Standard Cable	3 890.00	38 900.00	77 800.00		77 800.00	38 900.00	50%
	Cable500 - 500' Standard Cable	3 525.00	352 500.00	528 750.00		528 750.00	176 250.00	33%
	Cat5 Cable - 6FT Cat5 Crossover Cable Ethernet 10/100	2 576.00	10 060.00	15 090.00		15 090.00	5 030.00	33%
	Cat5 Jacks - Category 5 Jacks	1 500.00	4 200.00	7 500.00		7 500.00	3 300.00	44%
	Cellular Modem - Megahertz 56K Global GSM Cell V90 Modem	86.00	8 600.00	12 900.00		12 900.00	4 300.00	33%
	DECAlpha - Compaq AlphaServer ES40	5.00	15 000.00	25 000.00		25 000.00	10 000.00	40%
	EtherlinkCard - Etherlink Card	6 000.00	384 000.00	720 000.00		720 000.00	336 000.00	47%
	EthernetHub - Ethernet Hub	3 500.00	133 000.00	157 500.00		157 500.00	24 500.00	16%
	Gateway400C - Desktop Intel Celeron 400 MHz 128K Cache	113.00	77 405.00	101 587.00		101 587.00	24 182.00	24%
	Gateway500SE - Intel Pentium III 500 MHz 512K Cache	143.00	164 450.00	228 657.00		228 657.00	64 207.00	28%
	Gateway700 - Desktop Intel Pentium III 700 MHz	250.00	406 250.00	499 750.00		499 750.00	93 500.00	19%
	GatewayE5200 - Scalable Workstation VXT	270.00	438 750.00	566 730.00		566 730.00	127 980.00	23%
	GatewayE5250 - Deluxe 550 Workstation	284.00	930 100.00	1 164 116.00		1 164 116.00	234 016.00	20%
	HP19 - Hewlett-Packard 19" Color Monitor M90	1 175.00	994 000.00	1 065 000.00		1 065 000.00	171 000.00	7%
	Install Shield - Professional Series	4.00	620.00	848.00		848.00	228.00	27%
	Motherboard-Pentium II 450 - Motherboard-Pentium II 450	1 500.00	712 500.00	825 000.00		825 000.00	112 500.00	14%
	NEC15 - 15" Monitor	1 242.00	186 300.00	310 500.00		310 500.00	124 200.00	40%
	NEC17 - 17" Monitor	1 825.00	365 000.00	547 500.00		547 500.00	182 500.00	33%
	NEC19 - 19" Monitor	2 085.00	625 500.00	834 000.00		834 000.00	208 500.00	25%
	Software-Misc - Software-Miscellaneous	2.00	360.00	500.00		500.00	140.00	28%
<b>AlGar - Alicia Garage Doors</b>		<b>1 723.00</b>	<b>1 386 683.90</b>	<b>1 960 451.00</b>		<b>1 960 451.00</b>	<b>573 767.10</b>	<b>29%</b>
	144 Floppy - 144 MB Floppy Drive	1 095.00	15 330.00	28 470.00		28 470.00	13 140.00	46%
	ACS48 Spkr - Altec Lansing ACS48 20w Speakers	114.00	15 618.00	19 266.00		19 266.00	3 648.00	19%
	Office97 - Office 97 Professional Edition	2.00	200.00	400.00		400.00	200.00	50%
	Proliant - Compaq Proliant 4500 System	3.00	4 500.00	6 300.00		6 300.00	1 800.00	29%
	Supervault 3000S - 584 GB Ultra3 SCSI Storage	392.00	1 332 520.40	1 881 600.00		1 881 600.00	549 079.60	29%
	TrainingManuals - Complete Software Training Manuals	43.00	3 010.00	6 235.00		6 235.00	3 225.00	52%
	UPS - Uninterruptible Power Supply	25.00	1 687.50	2 500.00		2 500.00	812.50	33%

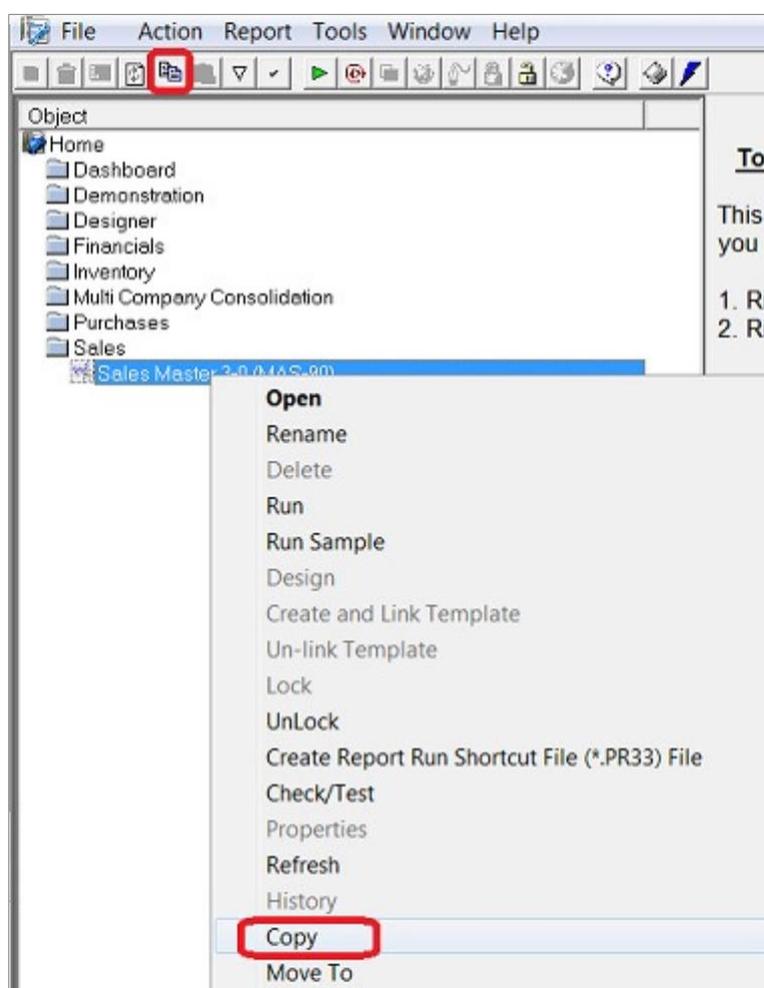
## 2.3 Copying, Pasting and Renaming Reports

You can copy and paste a report, at any stage, in the report manager. These functions are useful in Sage 500 Intelligence because all the Master reports are locked and you need to make a copy of these master reports. Use the copy, paste, and renaming methods so you can create new reports from an existing report and therefore not corrupt the master report.

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

To create a new report from an existing report:

1. Open the **Report Manager** from the Sage 500 Intelligence menu under Reports.
2. **Right-click on the report** you want to make a copy of; e.g. Sales Analysis.
3. Select **copy** to copy that report to the clipboard.



4. Now **paste** the copied report onto a folder.
5. Select a folder. You can choose the same folder that contains the original report or a different folder.
6. Right-click on the selected folder and select **Paste**.
7. Rename the newly copied report. By default, the report's name is **Copy of <report name>**.

**Note** – You can use the short-cut keys of Ctrl+C to copy the report, and Ctrl+V to paste instead of using the menus.

- Right-click on the report and select **Rename** to give the report a different name. You now have an exact duplicate of the original report that will obtain its data from the same place, and deliver it in the same format, until you make any changes to this new report.

## 2.4 Creating and Linking a Report

It is entirely possible to customize the look and layout of the Sage 500 Intelligence Standard Reports.

Although these reports are designed to encompass the needs of most business organizations, you may want to change the appearance (colors, text style, etc.) to reflect your company image, and perhaps change the order or inclusion of columns to suit your company processes. These changes can be saved for the next time you run the report.

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



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

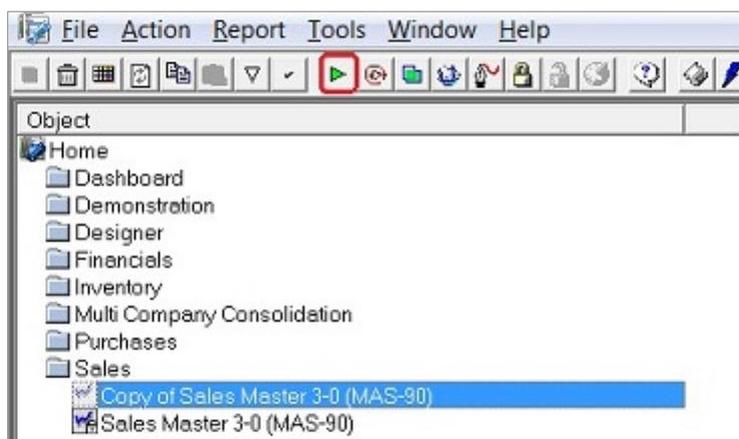
Sage 500 Intelligence users must make a copy of a report in order to edit the standard reports.

### 2.4.1 To copy a report

- Open the Sage 500 Intelligence **Report Manager**.
- Right-click the report you want to copy and select **Copy**.
- Right-click on the report folder in which you want to paste the copy and select **Paste**. The copy of the report is renamed as **Copy of < original report name>**.

### 2.4.2 To create and link the Report

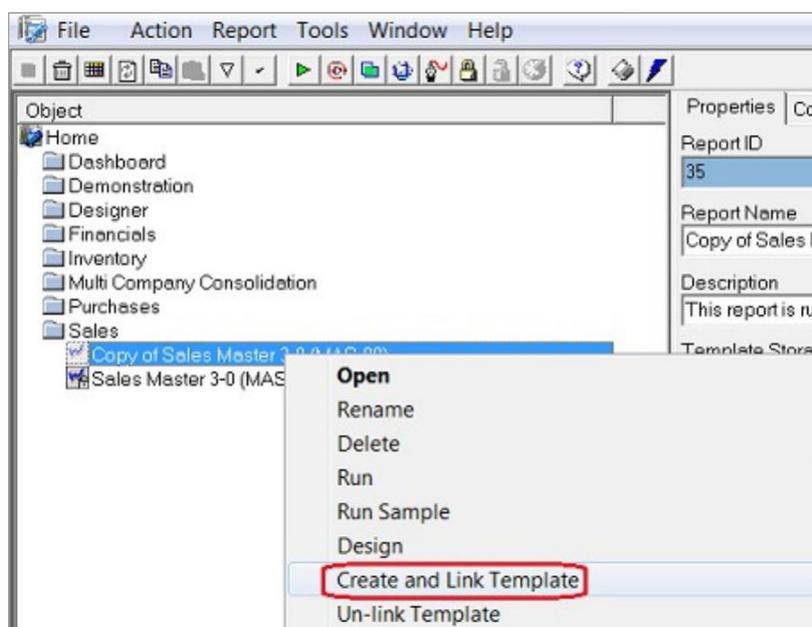
- Open the Sage 500 Intelligence **Report Manager**.
- Select and **run the report** you want to customize; e.g. copy of Sales Master.



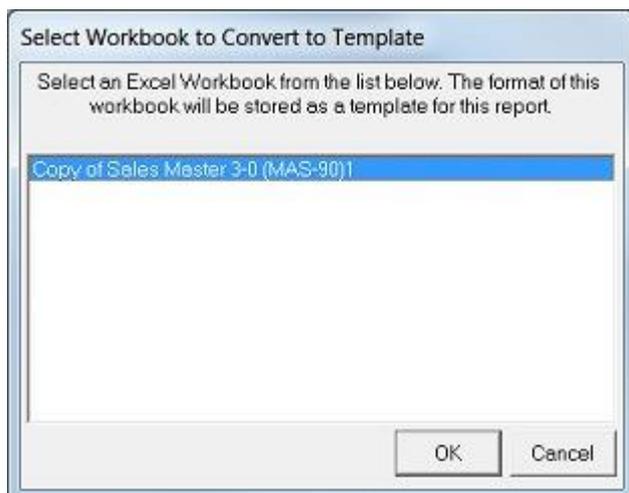
- Make the changes to the report; ensure that Sheet1 (where Sage 500 Intelligence puts the Raw Data) and Sheet2 (where Sage 500 Intelligence puts the report parameters) are **unchanged**.

CUSTOMER		ITEM CODE	ITEM NAME	QTY	Total Cost	Total Ext Amount	Total Discounts	Sales Excl	GP	GP %
Aldebrn - Aldebaran, Inc.				36 895.00	6 151 420.00	8 137 301.43		8 137 301.43	1 985 881.43	24%
		258	Modem - Courier 28.8 V Everything 33.6K/14.4K V	422.00	21100.00	29 540.00		29 540.00	8 440.00	29%
		56k	External Modem - Courier V30 Everything 56K/14.4K Fax	281.00	18 255.00	28 057.19		28 057.19	9 832.19	35%
		56k	Internal Modem - 56k PCI V30 PrP w/Voice Lucent Chip Set	376.00	24 440.00	37 596.24		37 596.24	13 196.24	35%
		56k	Internal Sound - Modem Blaster 56K USB-Data/Fax/Voice/Sp	250.00	29 000.00	43 500.00		43 500.00	14 500.00	33%
		56k	Modem Card - 56K/28.8K PCMCIA PrP Modem	152.00	16 720.00	18 240.00		18 240.00	1 520.00	8%
		Cable200	- 200' Standard Cable	4 860.00	194 400.00	291 600.00		291 600.00	97 200.00	33%
		Cable50	- 50' Standard Cable	3 890.00	38 900.00	77 800.00		77 800.00	38 900.00	50%
		Cable500	- 500' Standard Cable	3 525.00	352 500.00	528 750.00		528 750.00	176 250.00	33%
		Cat5	Cable - 6FT Cat5 Crossover Cable Ethernet 10/100	2 515.00	10 050.00	15 090.00		15 090.00	5 030.00	33%
		Cat5	Jacks - Category 5 Jacks	1 500.00	4 200.00	7 500.00		7 500.00	3 300.00	44%
			Cellular Modem - Megahertz 56K Global GSM Cell V30 Modem	86.00	8 600.00	12 900.00		12 900.00	4 300.00	33%
		DECAlpha	- Compaq AlphaServer ES40	5.00	15 000.00	25 000.00		25 000.00	10 000.00	40%
		Etherlink	Card - Etherlink Card	6 000.00	384 000.00	720 000.00		720 000.00	336 000.00	47%
		Ethernet	Hub - Ethernet Hub	3 500.00	133 000.00	157 500.00		157 500.00	24 500.00	16%
		Gateway400C	- Desktop Intel Celeron 400 MHz 128K Cache	10.00	77 405.00	101 597.00		101 597.00	24 182.00	24%
		Gateway600SE	- Intel Pentium III 500 MHz 512K Cache	143.00	164 450.00	228 657.00		228 657.00	64 207.00	28%
		Gateway700	- Desktop Intel Pentium III 700 MHz	250.00	406 250.00	499 750.00		499 750.00	93 500.00	18%
		GatewayE5200	- Scalable Workstation VX1	270.00	438 750.00	566 730.00		566 730.00	127 980.00	23%
		GatewayE5250	- Deluxe 550 Workstation	284.00	530 100.00	1 164 116.00		1 164 116.00	234 076.00	20%
		HP19	- Hewlett-Packard 19" Color Monitor M90	1 775.00	994 000.00	1 065 000.00		1 065 000.00	71 000.00	7%
		Install	Shield - Professional Series	4.00	620.00	848.00		848.00	228.00	27%
		Motherboard	- Pentium II 450 - Motherboard-Pentium II 450	1 500.00	712 500.00	825 000.00		825 000.00	112 500.00	14%
		NEC15	- 15" Monitor	1 242.00	185 300.00	310 500.00		310 500.00	124 200.00	40%
		NEC17	- 17" Monitor	1 825.00	365 000.00	547 500.00		547 500.00	182 500.00	33%
		NEC19	- 19" Monitor	2 085.00	625 500.00	834 000.00		834 000.00	208 500.00	25%
		Software-Misc	- Software-Miscellaneous	2.00	360.00	500.00		500.00	140.00	28%
AIGar - Alicia Garage Doors				1 723.00	1 386 683.90	1 960 451.00		1 960 451.00	573 767.10	29%
		144	Floppy - 144 MB Floppy Drive	1 095.00	15 330.00	28 470.00		28 470.00	13 140.00	46%
		ACS48	Spkr - Altec Lansing ACS48 20w Speakers	114.00	15 618.00	19 266.00		19 266.00	3 648.00	19%
		Office97	- Office 97 Professional Edition	2.00	200.00	400.00		400.00	200.00	50%
		Proliant	- Compaq Proliant 4500 System	3.00	4 500.00	6 300.00		6 300.00	1 800.00	29%
		Survault	3000S - 584 GB Ultra3 SCSI Storage	382.00	1 332 520.40	1 881 600.00		1 881 600.00	549 079.60	29%
		Training	Manuals - Complete Software Training Manuals	43.00	3 010.00	6 235.00		6 235.00	3 225.00	52%
		UPS	- Uninterruptible Power Supply	25.00	1 687.50	2 500.00		2 500.00	812.50	33%

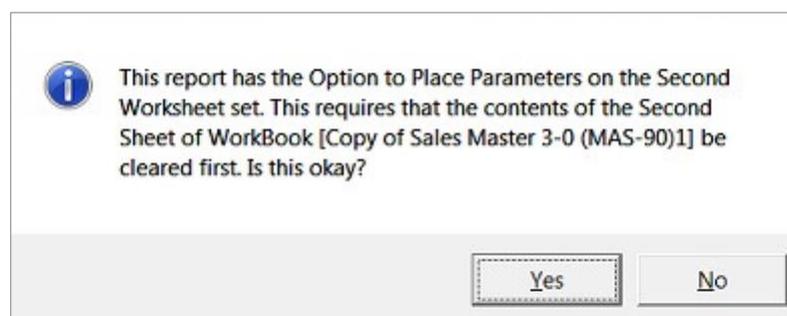
- After completing the changes, leave the **workbook open** and go back to the **Report Manager**.
- Right-click on the report for which the changes were made and select **Create and Link Template**.



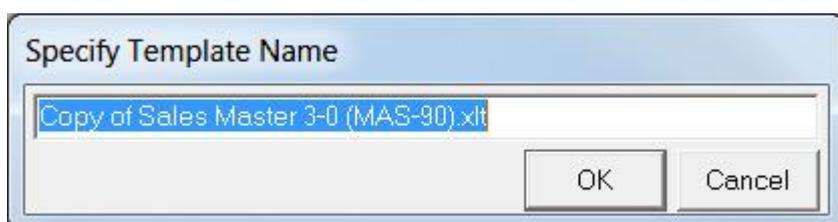
6. Select the workbook with the changes in the window that appears.
7. Click **OK**.



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



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



10. Click **OK**.
11. Once the template has been successfully linked, a message is displayed.

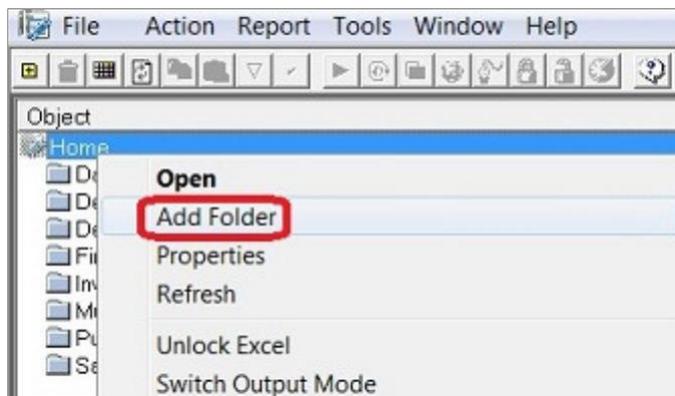
## 2.5 Create a new report

This process consists of two steps:

- Add a folder
- Add a report

### 2.5.1 To add a folder

1. Open the Sage 500 Intelligence **Report Manager**.
2. Select **Home**.
3. Right-click and select **Add Folder**.



4. The Enter a Name for the Folder window opens:
5. Enter a name for your folder; e.g., Sales Test.
6. Click **OK**.

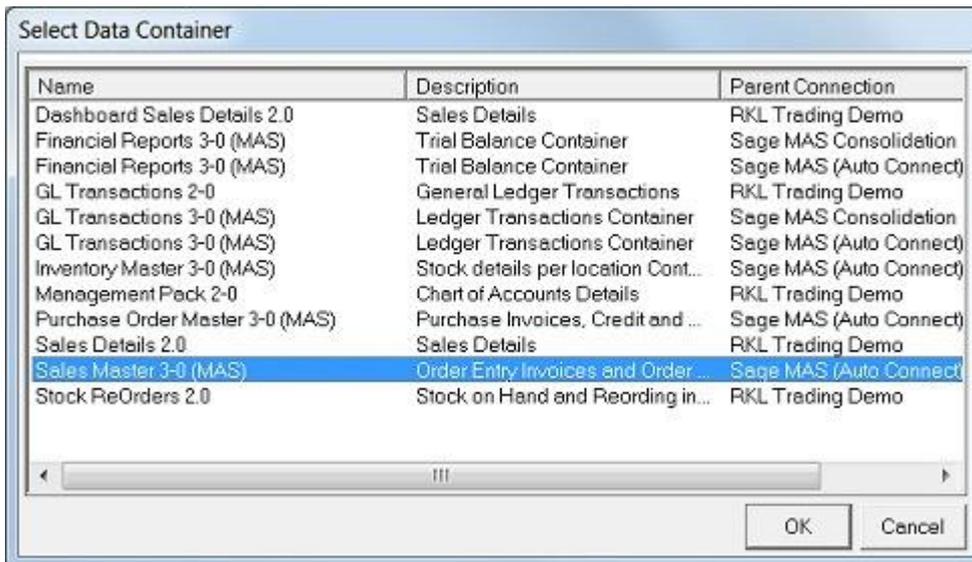
### 2.5.2 To add a report

1. Select the folder where you want to add the report; e.g., Sales Test.
2. Right-click and select **Add Report**.
3. Select the type of report to add when prompted. You will add a standard report.

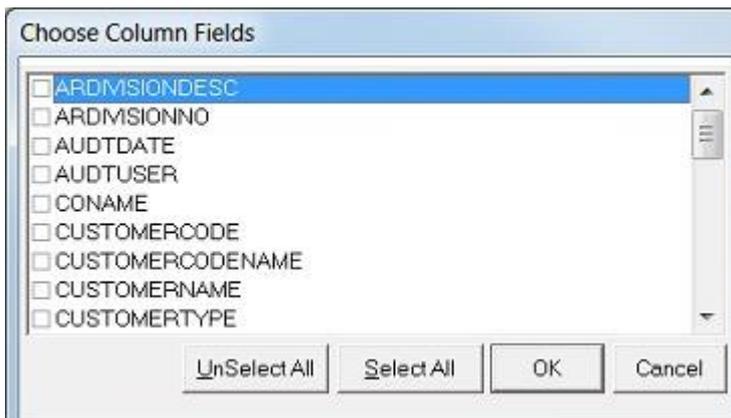


4. Enter a **new name** for the report; e.g., Sales Report.

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



- Select the data container from which you want to source your data; e.g., Sales Analysis.
- The **Choose Column Fields** window opens.



- Select the **columns** you require in your report.
  - (Optional) Click **Select All** to select all of the Expressions.
  - Click **OK**.
- Your new report is now in your specified folder.

## 3.0 Defining report properties

### Sage 500 Intelligence Report Properties

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

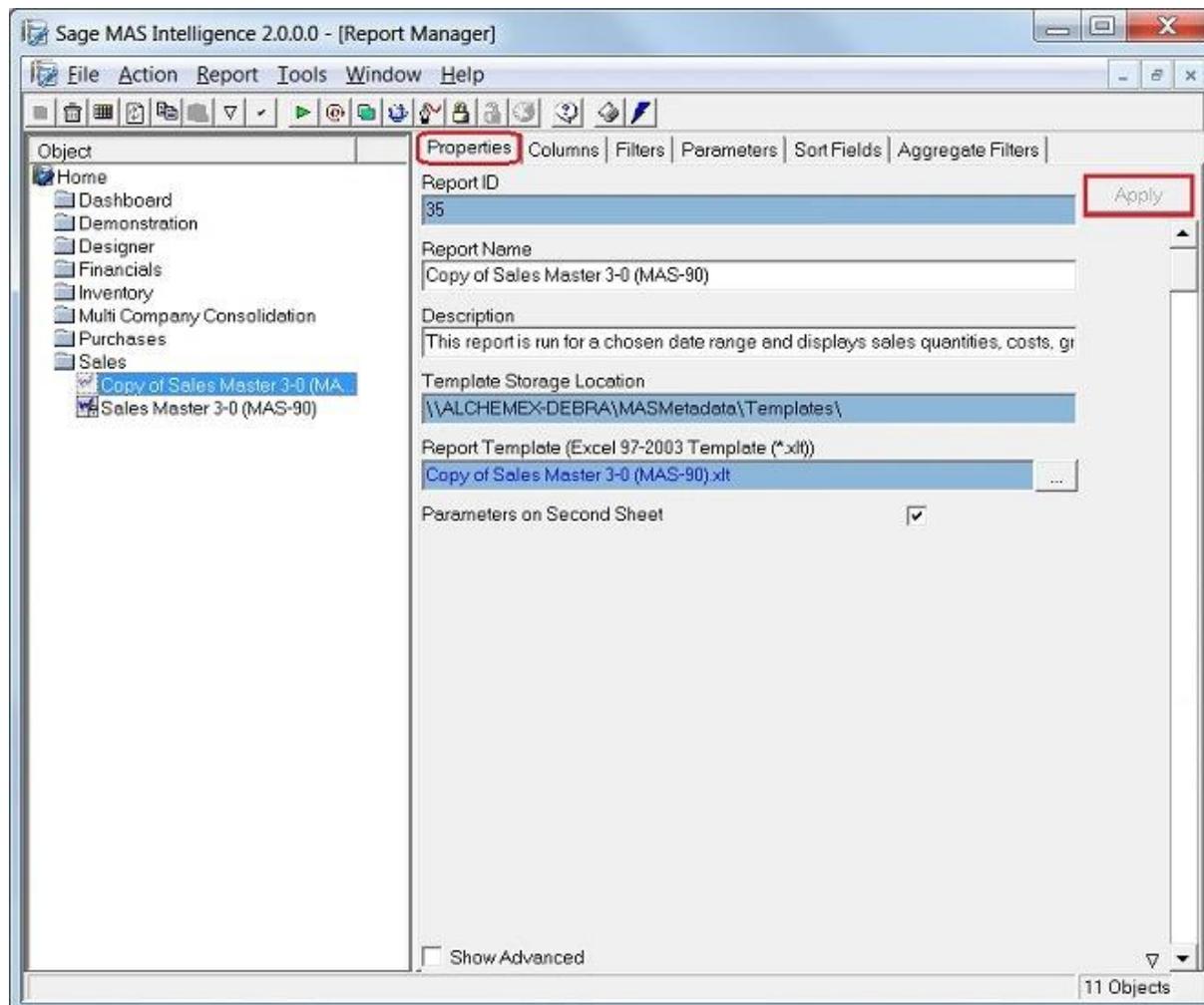
#### 3.1 Report Properties Overview

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

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

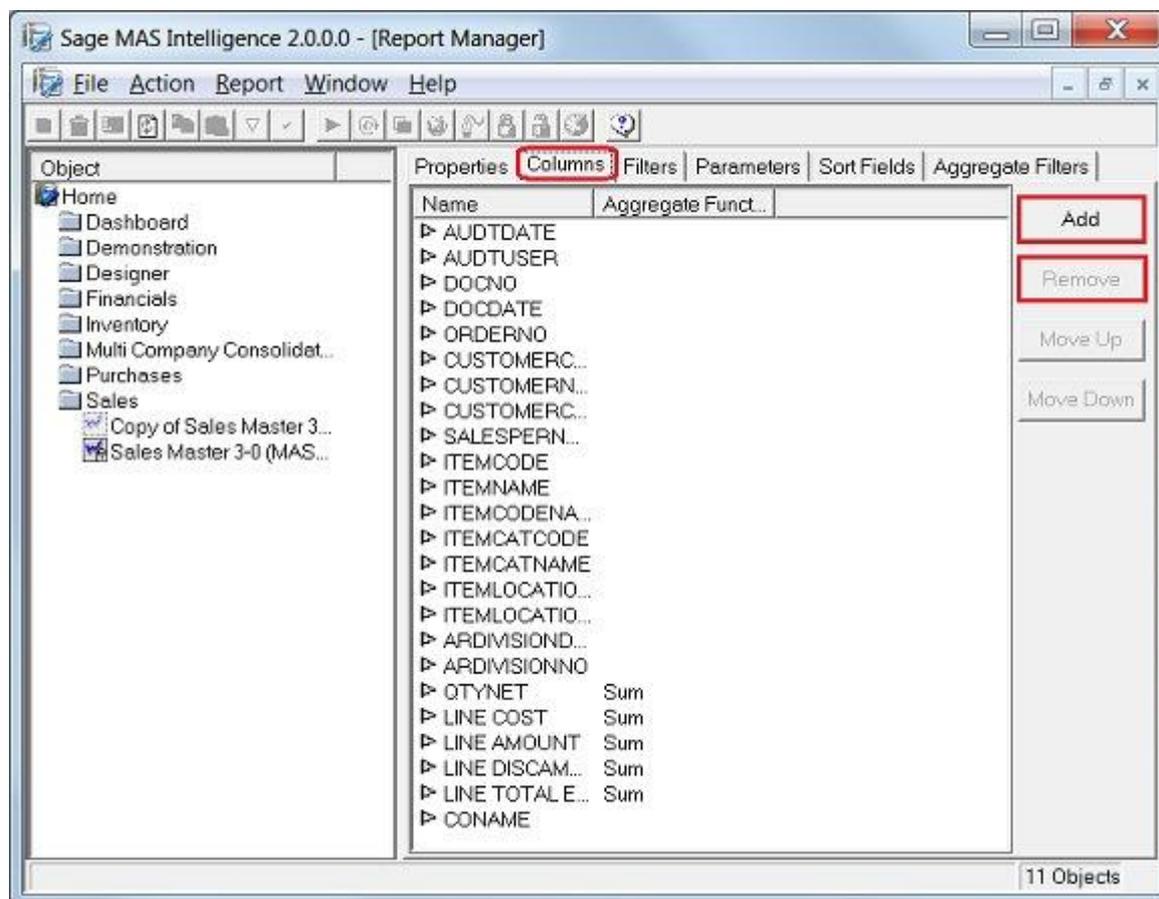
##### 3.1.1 Properties Tab

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



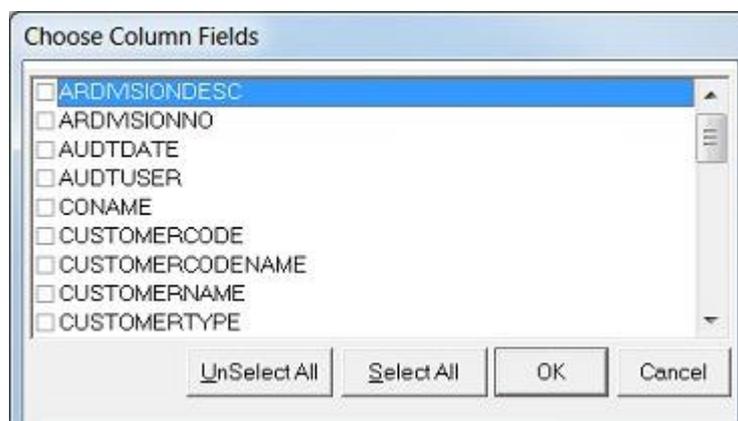
### 3.1.2 Columns Tab

The columns window lists the columns that make up the Excel report. You are able to **add**, **remove** or **change** the order of the columns using the buttons on the top right of the window.



### 3.2 Adding Additional Columns

1. Select the **Columns tab** from the **Properties** window.
2. Click **Add**.
3. Select the desired column; e.g. Document number.

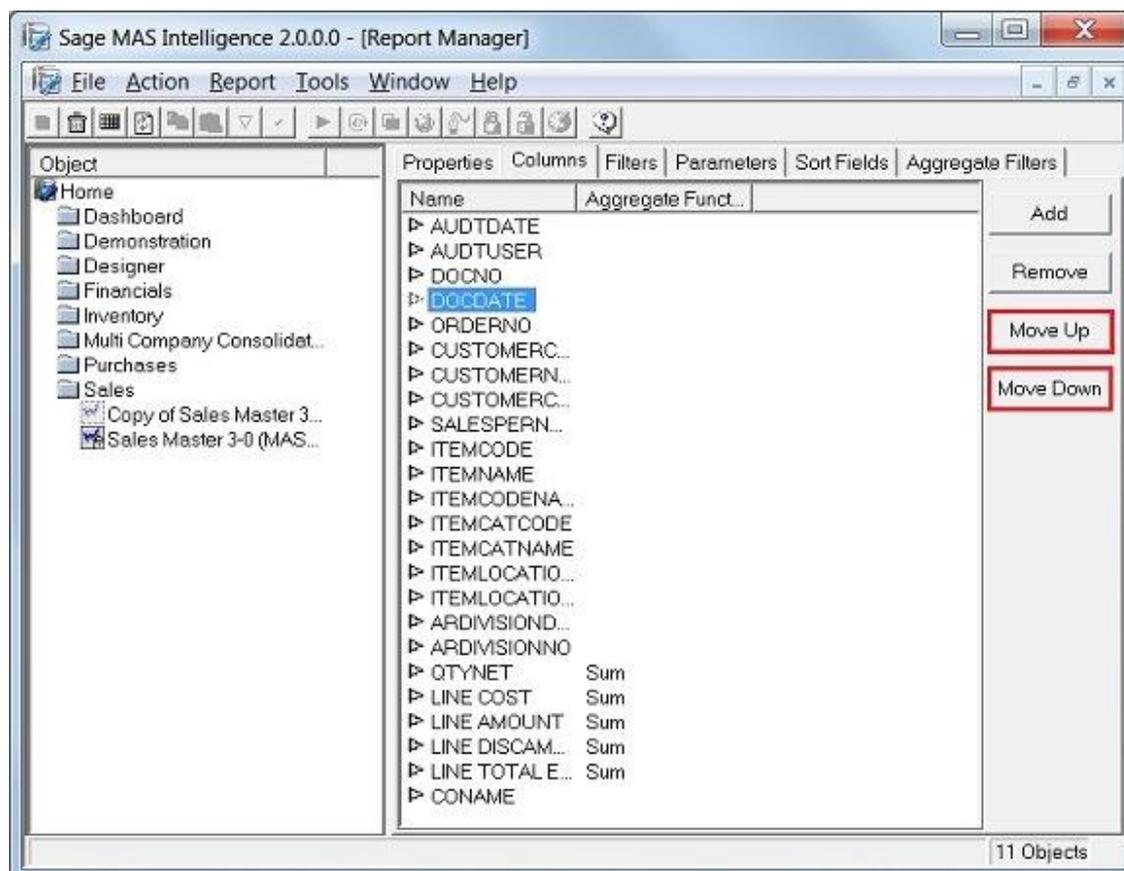


4. Click **OK**.
5. The new column appears in the **Columns** window.

### 3.3 Moving and Deleting Columns

#### 3.3.1 Moving Columns

1. If you want the columns to appear in a certain order in Microsoft® Excel®, you can change their order in the Properties window.
2. From the Properties window, select the **Columns tab**.
3. Select the desired column/s.
4. Click **Move Up** or **Move Down**.

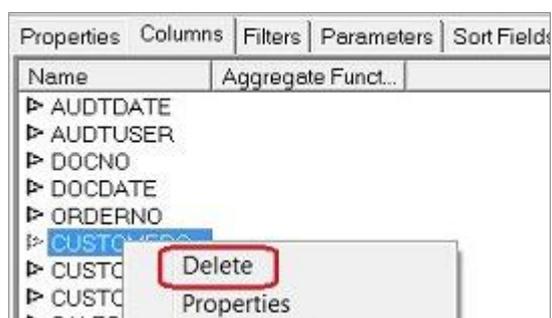


OR

1. Select the desired column/s.
2. Drag to the appropriate position.

#### 3.3.2 Deleting Columns

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



## 4.0 Creating a simple PivotTable

Four key reasons for organizing data into a PivotTable are:

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

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

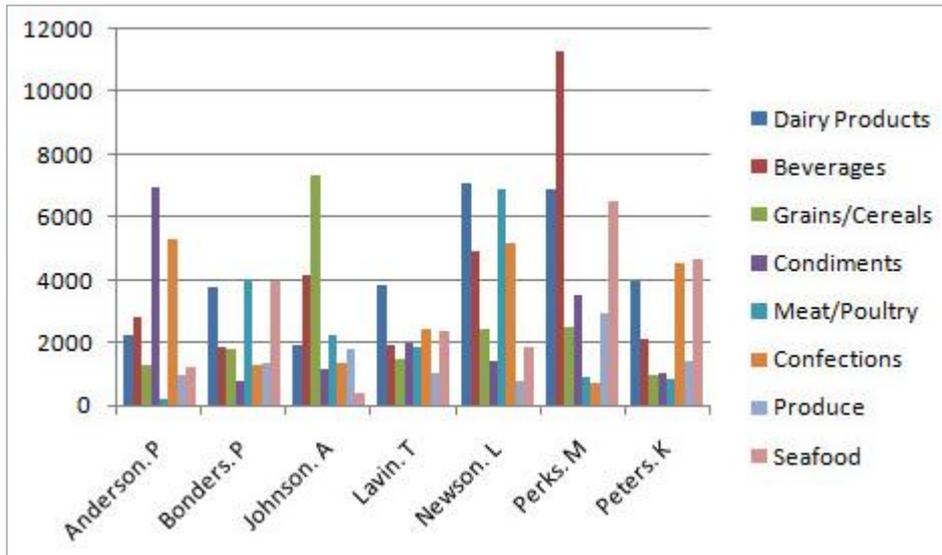
### Original Worksheet

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

### PivotTable

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

PivotChart



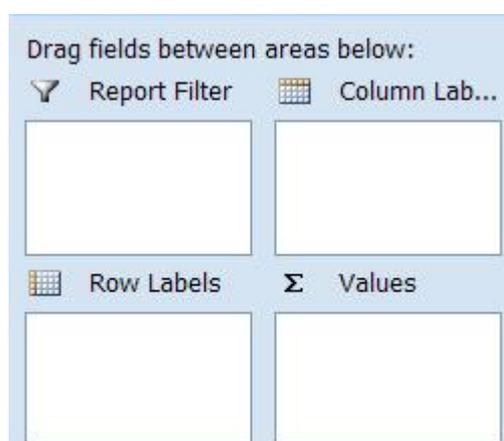
## 5.0 PivotTable Concept and Layout – Excel 2007, 2010 and 2013

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

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

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



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

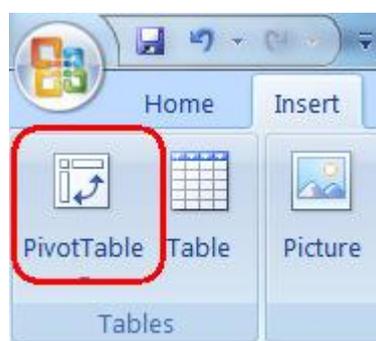
Report Filter	<p>This section assists in providing a <b>third dimension</b> to your data. It can also provide a more <b>summarised/filtered</b> view of the rest of the fields displayed in the other sections.</p> <p>When placing a field in this section it therefore <b>reduces</b> the number of items within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

## 5.1 Create a PivotTable Report

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

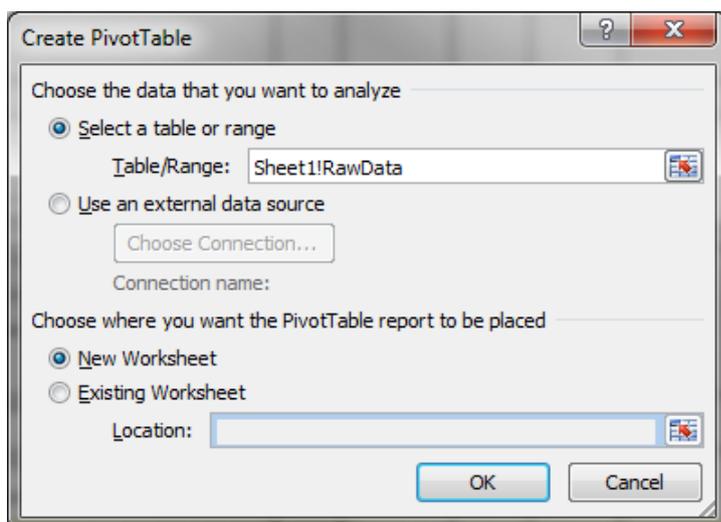
- Have a list in Microsoft Excel with data fields (headings) and rows of related data.
- Identify which fields are going to go where in your design.

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

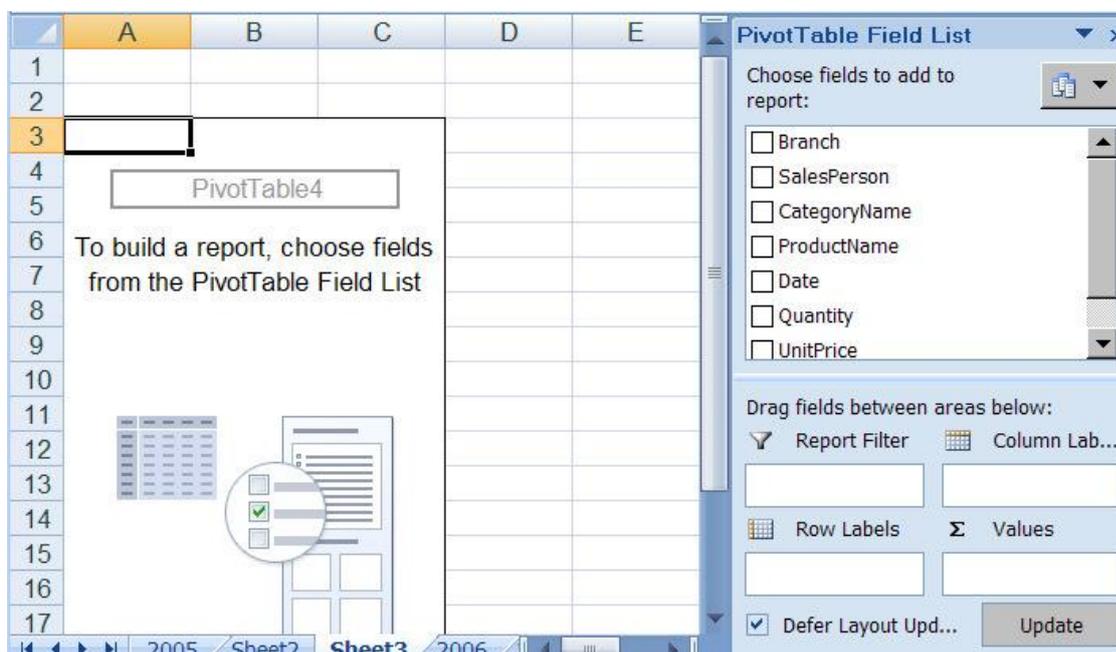


3. Make sure that **select a table or range** is selected. When pivoting data from a source data sheet, where the data was rendered by Sage Intelligence, always use the named range Sheetname!RawData. This will ensure that the full range of data extracted is always available for use within the PivotTable.

When adding new columns to a report, these new columns of data will then automatically be included in the PivotTable range.



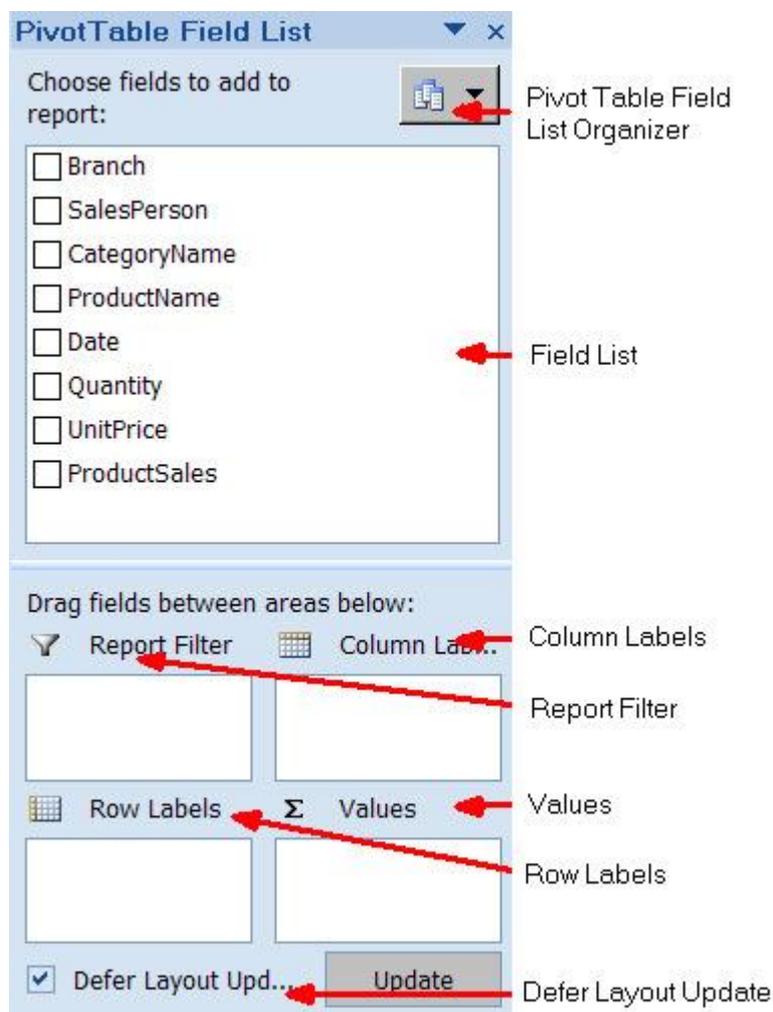
4. Make sure your data is listed in the **Table/Range** box.
5. Select where you want the PivotTable to go, either in an **Existing Worksheet** or **New Worksheet**.
6. Select **OK**.
7. A blank PivotTable will display.



8. In the **Field List** select either the fields you want in the **Row Labels** or drag them into the Row Labels area on the **Field List** box.
9. Repeat for **Report Filter**, **Columns Labels** and **Values**.

### 5.1.1 PivotTable Field List

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



#### Turn the Field List On/Off

The PivotTable Field List is only visible while you are within the PivotTable.

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

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

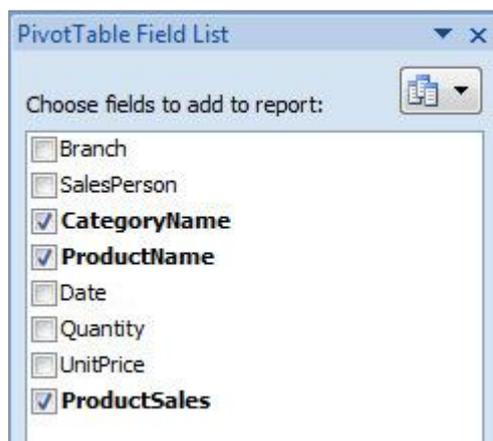
### 5.1.2 Remove, add and move fields

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

Fields that appear in the PivotTable will have a tick in their check box on the Field List. De-selecting this check box will remove the field from the PivotTable.

#### Remove a Field

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

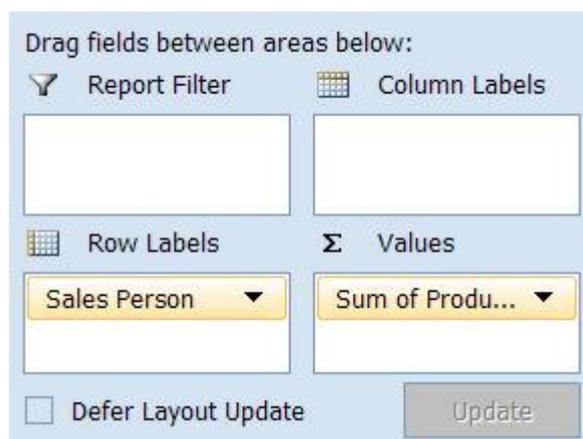


OR

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

#### Add a Field

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

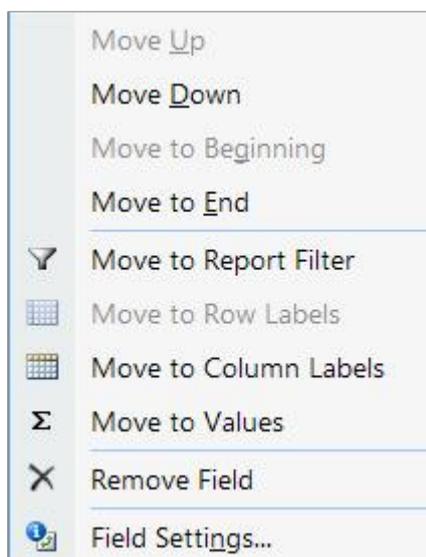


OR

1. Select the Field in the Field List and drag it to the desired area e.g. Report Filter.

### Move Fields within the Table

1. From the Field List, drag the field to the desired area.
- OR
1. From the Field List, select the drop down arrow next to the field.
  2. Select Move Up, Move down etc.



## 6.0 PivotTable concept and layout – Excel 2003

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

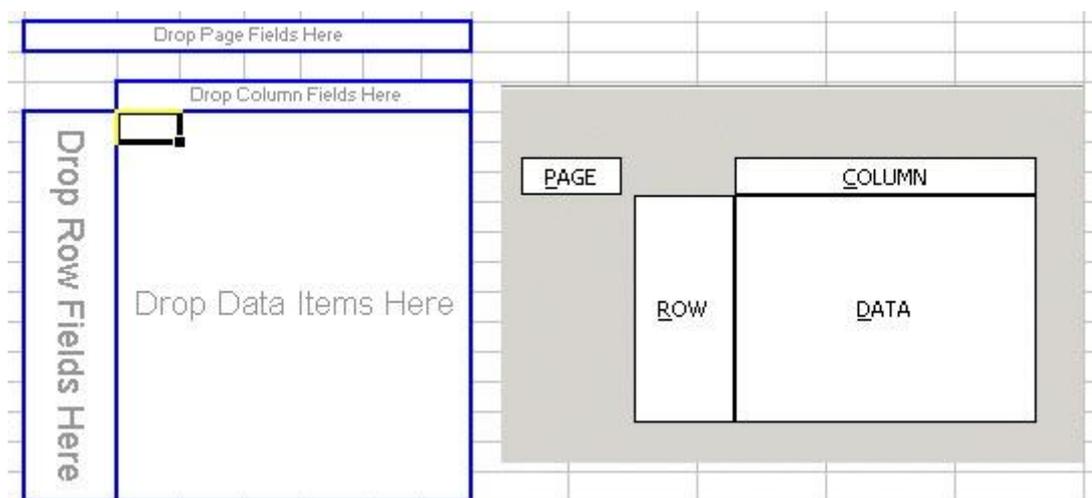
Although one can format a cell using the format menu, a PivotTable provides its own format cells option on its toolbar as it is treated as a separate entity.

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

Layout as per a PivotTable  
displayed on a worksheet



Layout as per the  
PivotTable wizard



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

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

## 6.1 Create a PivotTable Report

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

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

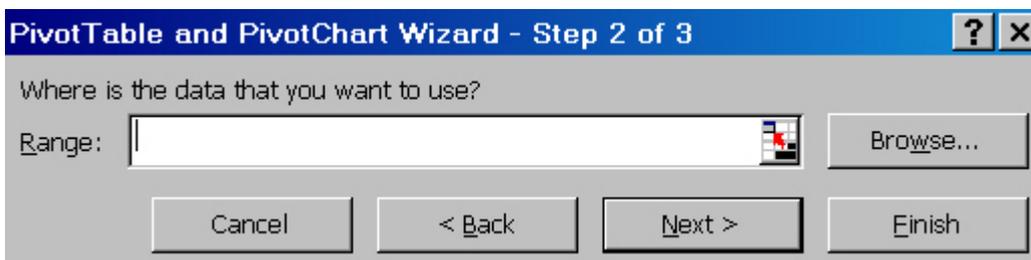
1. Select any cell in the **data list**.
2. On the Menu bar select **Data**.
3. Select **PivotTable and PivotChart Wizard**.
4. Make sure that Microsoft Excel list or database is selected as the data to analyze.

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

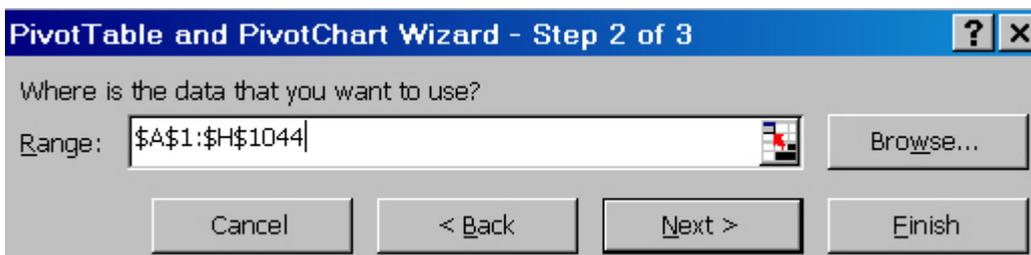
- Make sure the kind of report is selected as **PivotTable**.



- Select **Next**.
- Select the **collapse icon** in the range box.

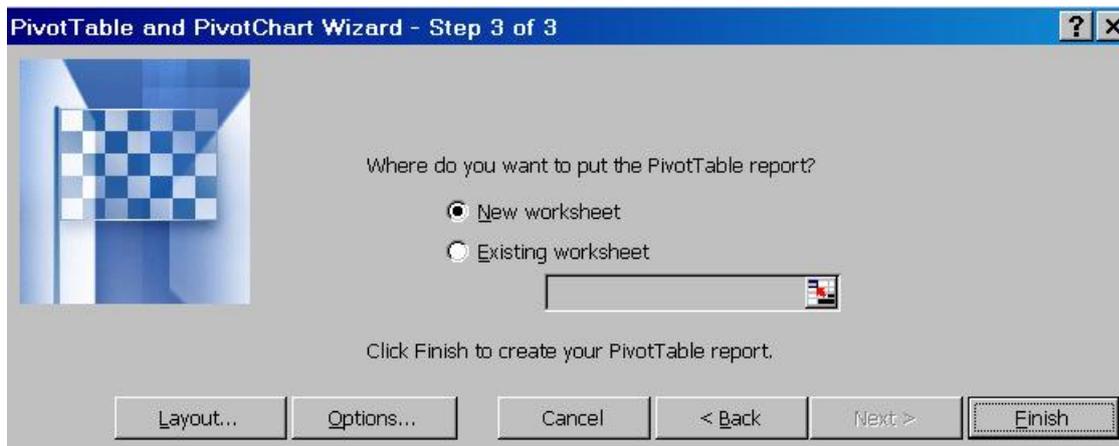


- Select the **data range** on the worksheet that contains the source data.
- The selected range will appear in the range box.



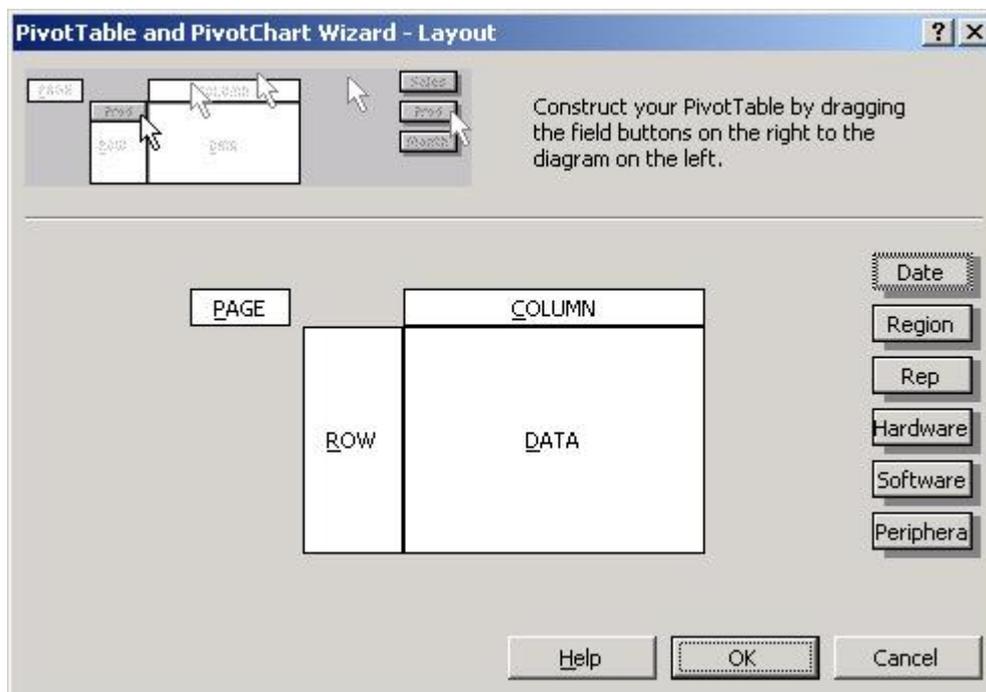
- Select the **collapse icon** again to return to your **active worksheet**.
- Select **Next**.
- On the next screen, select where you want to place the PivotTable, select **New Worksheet**.

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



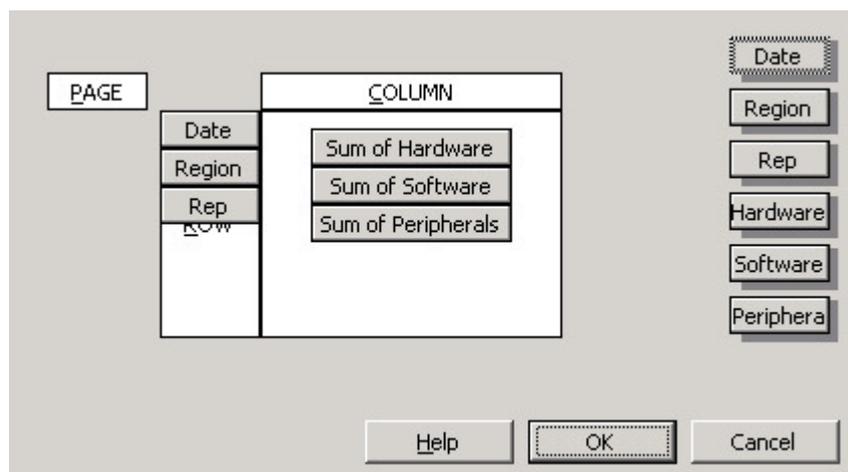
- Select **Layout**.

The PivotTable and PivotChart Wizard – Layout window displays:



- The column headings from the source data will now appear as fields on the right.

16. Drag the fields to the relevant positions on the layout.



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

### 6.1.1 Remove, add and move fields

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

#### Remove a Field

1. Select a Field and drag it outside of the PivotTable area and drop it.
- OR
1. Right-click on a Field.
  2. Select **Hide**.

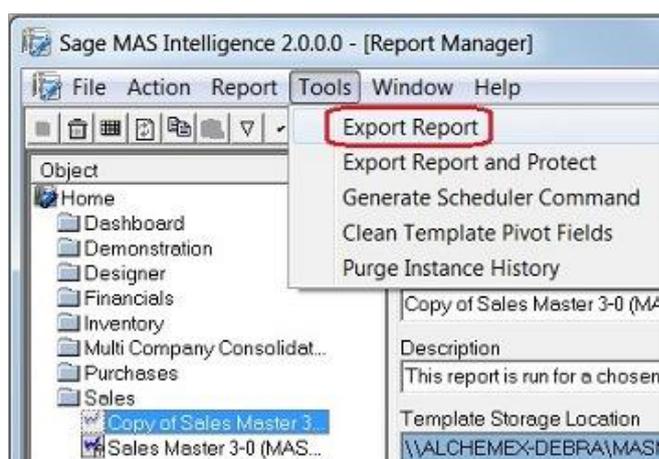
#### Add a Field

1. Select a field from the **Field List**.
- OR
1. **Drag it** into the PivotTable area and **drop it** in the appropriate position.
  2. On the PivotTable toolbar select PivotTable.
  3. On the PivotTable Wizard, select the **Layout** button.
- OR
1. Drag the fields to the appropriate position.
  2. Select the field in the **Field List**.
  3. From the drop down, select the Area you would like to add it to.

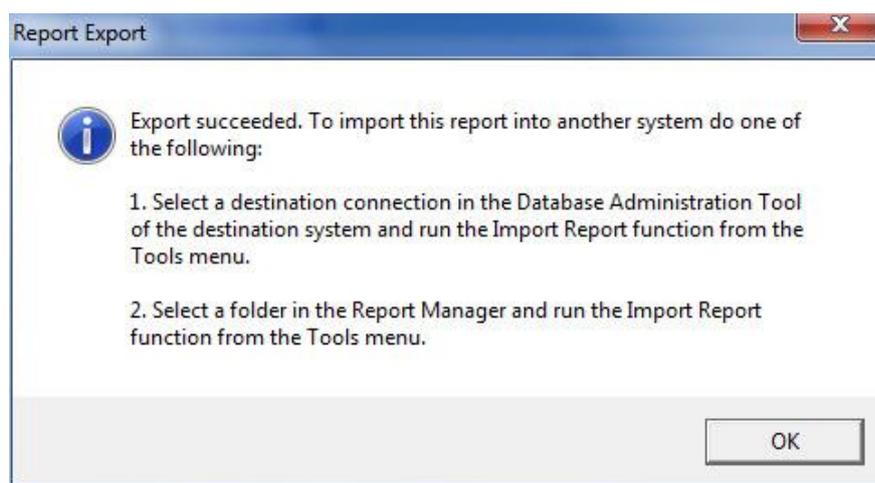
## 7.0 Exporting reports

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

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



2. Select **Export Report**.
3. Click **OK**.
4. Select the Export folder when prompted.
5. Click **Save**.
6. You will get a message to confirm your **Export Succeeded**.



7. Click **OK**.



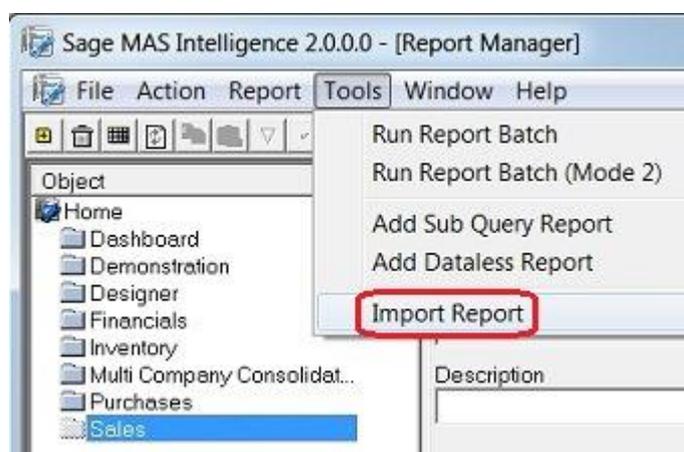
**NOTE:** If you are running a Third Party Developer License of Sage 500 Intelligence then it is possible for you to protect your export files. See Exporting Reports with Protection in the user's guide for more details.

## 8.0 Importing Reports

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

Report export files (.alx files) and compressed export files (.al\_ files - version 3.5 and later) created using the Export Report facility can be imported into Sage 500 Intelligence. Using this facility, Reports can be created in one Sage 500 Intelligence system and distributed to other Sage 500 Intelligence systems.

1. Right-click on the **Home object** in the Object window.
2. Select **Import Report**.



3. Select the report to be imported (with the \_al extension) and click **Open**.
4. In the Import Report window, select the **Target Connection** (Administrator).

- Then select the **Report Destination** (the folder).

The screenshot shows the 'Import Report' dialog box with the following fields and values:

Report Name	Copy of Sales Master 3-0 (MAS-90)
Created by Company	Alchemex (Pty) Ltd
Report Container Source	Sales Master 3-0 (MAS)
Creation Time	2010/04/23 01:18:47 PM
Original Template Name	Copy of Sales Master 3-0 (MAS-90).xlt
Template File Size (bytes)	80896
Original Connection Name	Sage MAS (Auto Connect)
Original Connection Type	MAS 90 4.0 ODBC Driver
Export Library Version	4.6.0
Import Library Version	6.8.322
Target Connection	Sage MAS (Auto Connect)
Target Connection Type	
Report Destination	Sales

Buttons: Import (highlighted with a red box), Cancel

- Click **Import**.



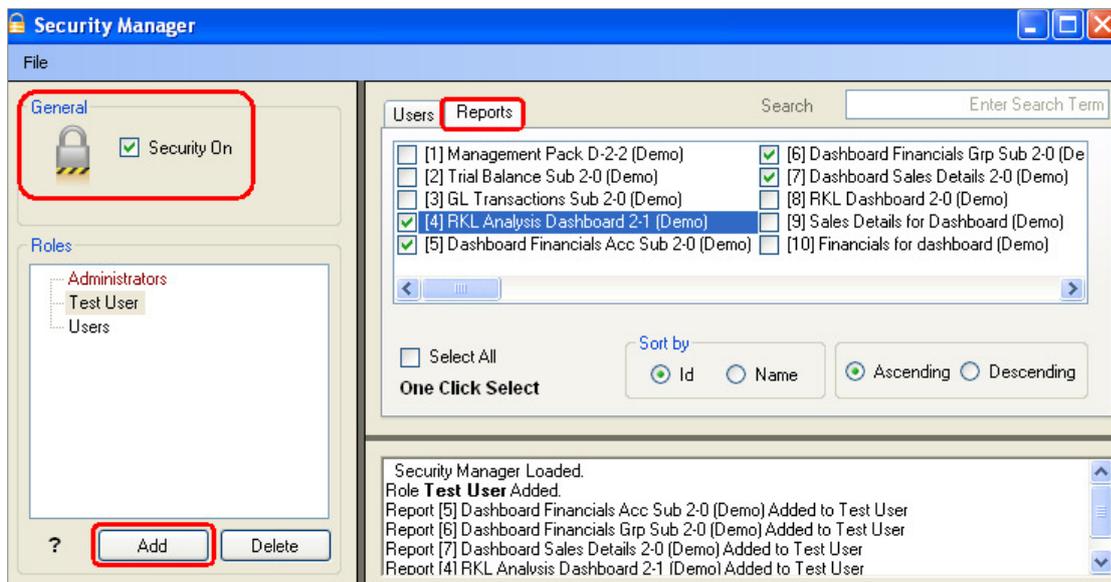
- Click **OK**.
- Double-click on the report folder to **refresh**.

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

Report Name	The original name of the Report in the Source Sage 500 Intelligence System.
Created By Company	The Company that created the Export File.
Report Container	The Source Container for the Report in the Source Sage.
Source	500 Intelligence System.
Creation Time	The Date and time that the Export File was created.
Original Template Name	The name of the Report Template in the Source Sage 500 Intelligence System.
Template File Size	The size (in bytes) of the Report Template File.
Original Connection Name	The name of the Source Data Connection in the Sage 500 Intelligence Source System.
Export Library Version	The Version of the Export Program Library used to create the export file.
Import Library Version	The Version of the Import Program Library being used to perform the import.
Target Connection	The Connection that you have selected as the Source for the new report that will be created by the import.
Target Connection Type	The Source Connection Type of the Connection that you have selected as the Source for the new report that will be created by the import.
Report Destination	The Report Manager Folder into which the new report will be imported.

## 9.0 Security Manager

1. In the Sage 500 Intelligence menu, choose **Security Manager**.
2. In the Security Manager window, make sure the **Security On** checkbox is checked.
3. Enter a **password** and click **Set**.
4. Click the **Add button** under the **Roles** section to add a new role.



5. On the **Reports tab**, select the reports that the Role should be able to access.



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

6. Then click the **Users tab** and select the users that should belong to this role.
7. The user now has access to the reports that the system administrator has assigned to the role.