



Sage Intelligence Reporting

Microsoft FRx to Sage Intelligence

Conversion Guide

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Introduction

This document will guide readers through the process of understanding, preparing for and executing the conversion of Microsoft FRx (FRx) reports to Sage 100 or 500 Intelligence Financial Report Designer or Task Pane Add-In reports.

Support on this process: Please note this guide is provided 'as is' to assist with the process of converting FRx reports. This conversion process is NOT supported by Sage Support as per Sage Support Coverage terms.

Before You Get Started

For those of you on a version of Sage Intelligence earlier than 7.4 (Sage 100 2013 and earlier and Sage 500 2014 and earlier), the Task Pane Add-in is an addition to the Report Designer module which presents an alternative to the Excel Genie. It provides you with the flexibility to take full control of the design of your reporting layouts. While the Task Pane Add-In is installed separately, it enhances the Report Designer module.

From version 7.4 of Sage Intelligence onwards, the Excel Genie and Task Pane Add-in were combined in a single report, the Financial Report Designer, presenting an enhanced Excel Genie in the form of the Layout Generator and with improvements made to the Task Pane.

This guide is applicable to both those of you on an older version of Sage Intelligence as well as those of you making use of the new Financial Report Designer. Going forward the Task Pane Add-in and Financial Report Designer will be referred to synonymously as the Report Designer. Also, the examples in this document are provided using Sage 100 Intelligence, the principles however apply equally to Sage 500 Intelligence.

Please note: This document is not intended to serve as a guide to Microsoft FRx, Sage Intelligence or the Report Designer. You are required to have an understanding of these products to successfully use this conversion guide. For more information on Sage Intelligence or the Report Designer, you can refer to your Sage 100 or 500 Intelligence Getting Started Guide or Help File accessed from within the Report Manager.

Software Requirements

- FRx 6.7 Service Pack 11
- Sage 100 4.4 or later or Sage 500 7.4 or later
- Sage Intelligence Report Designer installed/licensed
- Sage Intelligence Report Manager license
- Active Connector license (required for multi-company consolidations only)
- Microsoft® Excel® 2007 or later

The Sage Intelligence Report Designer

The positioning of the Report Designer within the overall Sage Intelligence product is as follows:

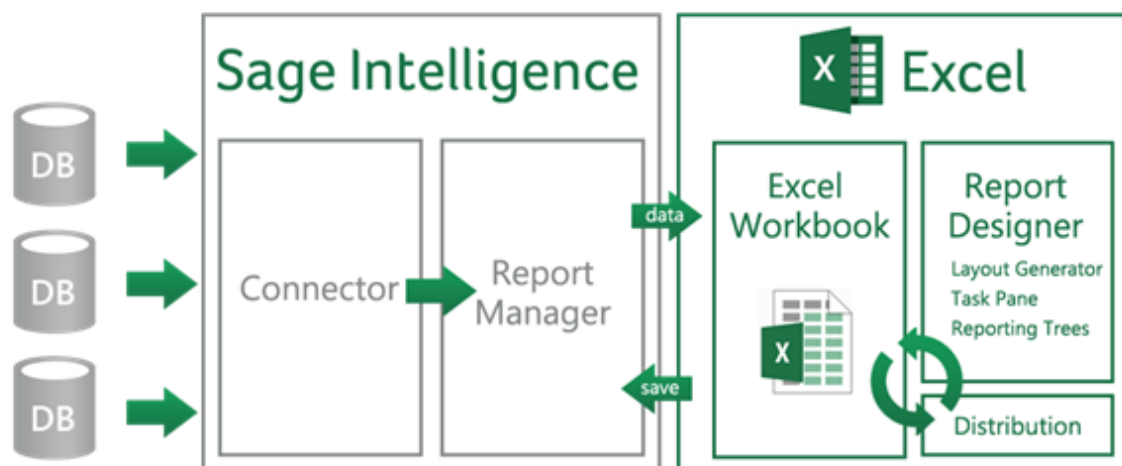


Diagram 1: Positioning of the Report Designer within Sage Intelligence

The model behind the Report Designer is to break down a report into reusable building blocks and then allow you to control where and how the building blocks fit together to create a report with Excel as the design and visualization platform. The Sage Intelligence building blocks are Lists, Formulas and Trees and are made available via the Task Pane inside Excel.

Lists

Lists are retrieved from your General Ledger and can be used to view some of the key information from it,

The screenshot shows the Sage Intelligence Report Designer interface. The main report area displays an 'ABX Income Statement' for the year 2010. The report includes a table with columns for 'Current Month' and 'Year to Date'. The table lists various revenue items and their corresponding values. A red arrow points from the 'Accounts' list in the task pane to the 'Lighting Sales' row in the report table.

		Current Month	Year to Date
Revenue			
40000	Desk Sales	0.00	2 371 254.61
40200	Chair Sales	0.00	1 580 836.42
40300	Lighting Sales	0.00	1 021 556.37
40400	Ergonomics Sales	0.00	655 047.82
40600	Accessories Sales	0.00	263 472.72
40700	Miscellaneous Sales	0.00	0.00
40800	Repair Sales	0.00	158 083.64

The task pane on the right shows a list of accounts under the 'FINANCIALS' tab. The list includes 'Account Categories', 'Account Groups', 'Account Types', 'Budget Codes', 'Main Accounts', and 'Accounts'. The 'Accounts' list is expanded, showing a search bar with 'ABX' and a list of account names.

for example, accounts and account types and budget codes. Information from the lists are used in formula arguments to extract specific data from your General Ledger. You can simply drag the required list into the Excel workbook and use the values to create and customize report rows.

Formulas

Formulas can be dragged into the Excel workbook to allow you to return balances from your General Ledger based on provided parameters. Each parameter acts as a filter. Formulas are used to define columns for your reports where the type of formula used determines what data will be retrieved.

ABX Income Statement

Current Period: 06

Reporting Unit: ABX CITIES>ALL CITIES

2010

	Current Month	Year to Date	Current Mon
Revenue			
Desk Sales			
Chair Sales	0.00	1 580 836.42	382 455.06
Lighting Sales	0.00	1 021 556.37	101 987.61
Ergonomics Sales	0.00	655 047.82	114 736.76
Accessories Sales	0.00	263 472.72	63 772.71
Miscellaneous Sales	0.00	0.00	0.00
Repair Sales	0.00	158 083.64	41 498.89

Formula Bar: =GLActualYTD(\$A7,\$C\$4,\$C\$2,,,,,\$C\$3)*-1

Reporting Trees

Reporting Trees allow you to leverage Sage 100 or 500's segmented account structure to easily produce reports which are based on an organizational structure. The Report Designer provides you with the ability to include a Reporting Tree Unit as a parameter in a formula, thereby applying the Reporting Tree Unit filter to the value returned. Reporting Trees exist independently of reports and their layouts, and can thus be reused across multiple reports and layouts.

ABX Income Statement

Current Period: 06

Reporting Unit: ABX CITIES>ALL CITIES

2010

	Current Month	Year to Date	Current Mon
Revenue			
Desk Sales			
Chair Sales	0.00	1 580 836.42	382 455.06
Lighting Sales	0.00	1 021 556.37	101 987.61
Ergonomics Sales	0.00	655 047.82	114 736.76
Accessories Sales	0.00	263 472.72	63 772.71
Miscellaneous Sales	0.00	0.00	0.00
Repair Sales	0.00	158 083.64	41 498.89

Formula Bar: =GLActualYTD(\$A7,\$C\$4,\$C\$2,,,,,\$C\$3)*-1

REPORTING TREE: ABX Cities

- All Cities
- Irvine
- Atlanta
- New York
- Houston

Sage Intelligence reports are created using a combination of the Task Pane building blocks: Lists, Formulas and Trees.

ABX Income Statement

Current Period: 06

Reporting Unit: ABX CITIES>ALL CITIES

2010

	Current Month	Year to Date	Current Mon
Revenue			
Desk Sales	0.00	2 371 254.61	573 679.90
Chair Sales	0.00	1 580 836.42	382 455.06
Lighting Sales	0.00	1 021 556.37	101 987.61
Ergonomics Sales	0.00	655 047.82	114 736.76
Accessories Sales	0.00	263 472.72	63 772.71
Miscellaneous Sales	0.00	0.00	0.00
Repair Sales	0.00	158 083.64	41 498.89

FINANCIALS

lists formulas tree

ABX

Account Categories

Account Groups

Account Types

Budget Codes

Main Accounts

Accounts

Notes ABX Inc Stat ABX Bal Sht ABX Summary ABX Cash Flow ABX Cash Flow Detail

Report Conversion Process Overview

The process to convert reports from FRx to Sage Intelligence is depicted in the diagram below:

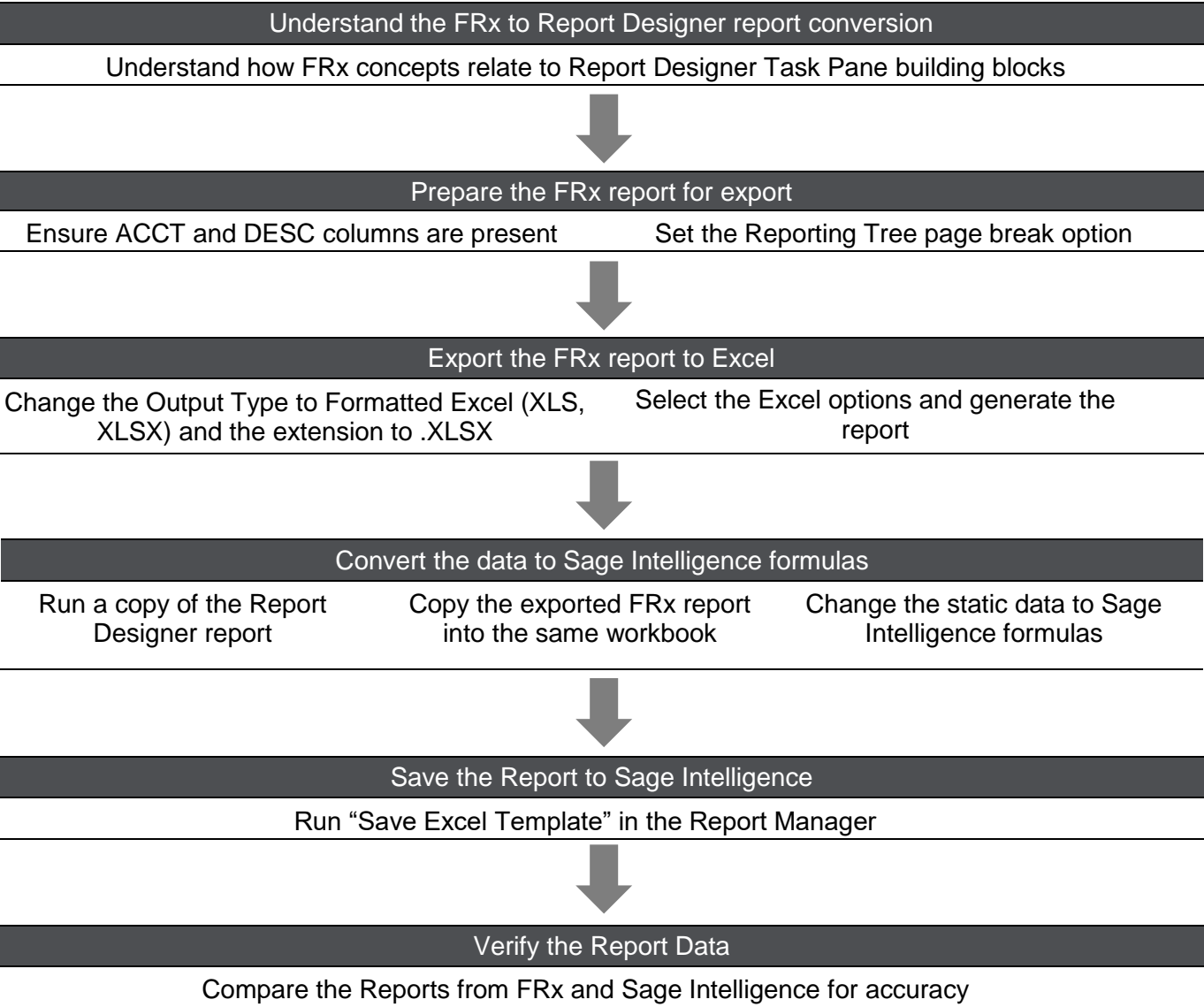


Diagram 2: FRx Report Conversion Process

Understand How FRx Report Concepts Relate to Sage Intelligence

In a similar way to FRx, Sage Intelligence also allows you to build reports using report building blocks. FRx report building blocks are known as Row Formats, Columns Layouts and Reporting Trees. The Sage Intelligence Report Designer Task Pane building blocks map to a standard report structure as depicted in the diagram below. Reports are workbooks which consist of worksheets. Worksheets are made up of Rows and Columns. The Sage Intelligence Report Designer Task Pane makes use of Lists to create rows and Formulas to create columns, which return values for each row.

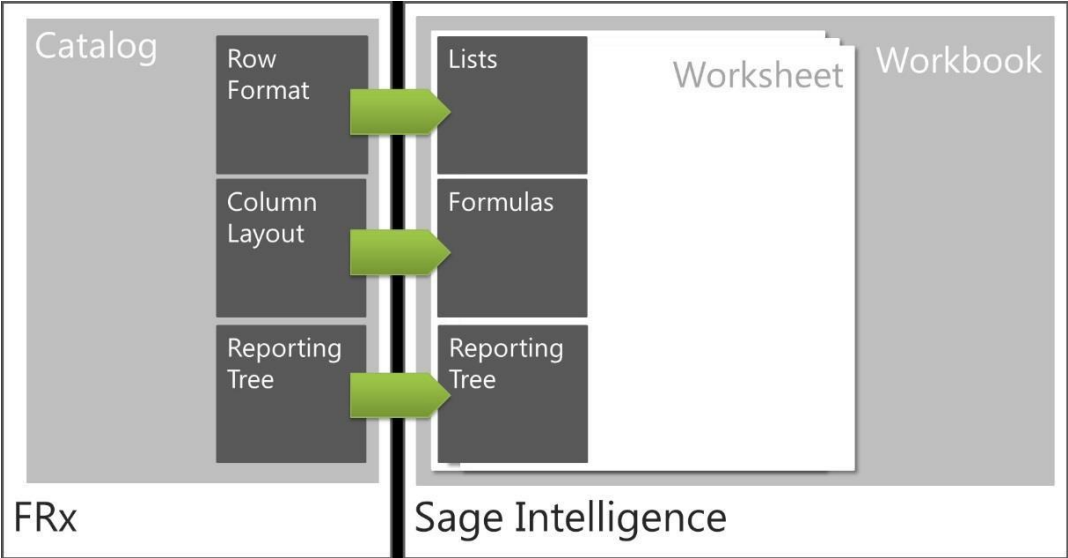


Diagram 3: FRx and Sage Intelligence


As the Sage Intelligence report design platform is Excel, the Report Designer Task Pane does not need to control the report formatting as well as standard calculations as these are easily performed using standard Excel functions, providing you with complete control over the design of your reports. The following sections provide a more detailed explanation of how FRx and the Sage Intelligence Report Designer Task Pane relate to one another.

Row Formats

A row format is a template that specifies the structure of each line in an FRx report. Row format elements can be understood in terms of Sage Intelligence as described in the table below:

FRx Row Format	Sage Intelligence Lists
Row Code	As the design platform is Excel, the Report Designer Task Pane does not require the use of row codes. Simply use Excel cell references to reference other rows in Sage Intelligence reports.
Description	A description returned by dragging in a List or using free-form text which appropriately describes the link to the General Ledger. FRx export to Excel will complete this action automatically.

FRx Row Format	Sage Intelligence Lists
Fmt Code	Sage Intelligence allows you to leverage Excel to format the lines of your layouts. It is therefore not necessary to specify format codes for lines that do not return data from the General Ledger as these will automatically be interpreted as either text or standard functions, with their subsequent parameters, by Excel itself.
Related rates/Rows/unit	<p>Related rates and rows refer to the parameters of standard Excel functions, for example a range of cells A1:A14 which are the parameters for the Excel SUM or AVG Function. Where related rows are used to control formatting, you can achieve this by using Excel formatting techniques.</p> <p>Related unit can be replicated in Sage Intelligence by referencing a Reporting Tree unit in all formulas linked to the row.</p>
Normal Balance	<p>Change the sign of the balance returned by a formula by entering a subtraction sign prior to the formula.</p> <p>For example: = -GLActualYTD</p>
Print CTRL	<p>As the design platform is Excel, Sage Intelligence allows you to rely on Excel for all formatting requirements, including all Print CTRL options. The conversion does not automatically support XD, XO and BO Print CTRL features in FRx.</p> <p>The DR and CR print controls are handled by the 'Balance Type' parameter in all Report Designer Task Pane formulas. For example, you can specify Debit as a parameter to ensure that only debit balances are returned.</p>
Column	As Column is used to control where values are displayed on your report, you can replicate this behavior by simply placing the desired formula in the appropriate Excel spreadsheet column. FRx export to Excel will complete this action automatically.
Link to GL	<p>The Report Designer Task Pane formulas contain a 'GLLink' parameter which must be setup to reference account numbers on your report.</p> <p>Use Excel cell referencing to link to values on another Excel spreadsheet. The Report Designer Task Pane does not support links to XBRL taxonomy.</p>

A		B	C	D	E
1		ABX Income Statement			
2		Current Period:	06		
3		Reporting Unit:	ABX CITIES>ALL CITIES		
4			2010		
5			Current Month	Year to Date	
6			0.00	-603,077.26	
7	Revenue				
8	1100	Cash Checking			
9	40200	Chair Sales			
10	40300	Lighting Sales			
11	40400	Ergonomics Sales			
12	40600	Accessories Sales			
13	40700	Miscellaneous Sales			
14	40800	Repair Sales			

Row Code	Description	C Fmt Code	D Related Rates/Rows/Unit	E Norm Bal	F Print Ctrl	G Column	H Link to General Ledger
100	Cash-Checking						1100
130	Money Market (Short-Term)						1110
160	Accounts Receivable						1200
190	Allowance for Bad Debt						1205
220	Due from FWC						1300
250	Due from FWC (Elimination)						1309
280	Inventories - Sales						1310
310	Inventories - Sales (Elimination)						1319
340	Inventory Supplies						1350

Column Layouts

An FRx Column Layout defines the contents of report columns, any calculations specific to the report columns, and column headings within your report. Column Layout components can be understood in terms of Sage Intelligence as described in the table below:

FRx Column Layout	Sage Intelligence Formulas
Column headers	As the Sage Intelligence design platform is Excel you have the flexibility to type in text as column headers. Column header text should reflect the type of data that is returned by the Sage Intelligence formulas. Dynamic headers can be replicated by using the CurrentYear and CurrentPeriod formulas. FRx export to Excel will complete this action automatically.
Type	Where the FRx type is GL, you may make use of a corresponding Sage Intelligence formula which returns General Ledger balances based on the specified parameters. Where the Type is CALC, calculations can be replicated by simply using the standard Excel calculation functions. CALC type formulas are automatically converted. Where the Type is DESC, descriptions can simply be added by typing text into a cell.
Book Code	Sage Intelligence uses the formula type to determine the type of balance returned by a formula. If the FRx type is ACTUAL use the Report Designer Task Pane Actual formula to return Actual balances from the general Ledger. If the FRx type is BUDGET use the Report Designer Task Pane GLBudget formula to return Budget amounts from the general Ledger. Budget formulas contain an additional parameter which allows you to specify the BUDGET code, for example: ORIGINAL.
Fiscal year	Sage Intelligence formula "Fiscal Year" parameter. This parameter will ensure the value returned by the formula is filtered by the specified fiscal year(s).

FRx Column Layout	Sage Intelligence Formulas
Fiscal period	Sage Intelligence formula "Fiscal Period" parameter. This parameter will ensure the value returned by the formula is filtered by the specified fiscal period(s).
Curr/YTD	Where FRx specifies Curr, you should select either the GLActual or GLBudget Report Designer Task Pane formula depending on the type required. These formulas return current balances. Where FRx specifies YTD, you should select either a GLActualYTD or GLBudgetYTD Report Designer Task Pane formula depending on the type required. These formulas will return Year-to-Date balances.
Calc formula	Standard Excel formulas (e.g. =(A1+B3)) may be used for calculations. FRx export to Excel will complete this action automatically, more complex formulas will need to be input manually as FRx does not support exporting formulas with brackets.
Additional Special Formatting such as Column Width, Extra Spaces before Col, Special Format Mask and Print Control	As Sage Intelligence utilizes Excel as its design platform all formatting can be achieved using the standard Excel formatting techniques.
Column restriction	Restrict columns to only display for specific rows by placing them within specific rows. FRx export to Excel will complete this action automatically. The DR and CR Column restriction is handled by the Balance Type parameter in all Report Designer Task Pane formulas. For example, you can specify Debit as a parameter to ensure that only debit balances are returned. The FRx export to Excel will perform this action automatically.
Reporting Unit	Add a tree parameter to Report Designer Task Pane formulas which will filter the balance returned based on the reporting unit selected for this parameter. You can take advantage of Excel cell anchoring to ensure that all formulas in the same column reference a single Reporting Tree unit.
Currency code and Currency Rate Subtype ID	Currency conversion can be handled by maintaining a currency rate table within Excel and multiplying your value cells by the relevant currency rate.
Account Filter	Sage Intelligence allows you to filter the balances by specifying a value for account and account grouping parameters within a formula. As with the FRx account filter, you can specify account rules based on ranges, wildcarding and mathematical expressions.
Attribute filter	You can replicate the behavior of FRx account attribute filters by specifying an account range in the GLLink parameter of the Report Designer Task Pane formulas. For example, 1000 TO 5000. The Report Designer Task Pane does not support filtering by transaction attributes in the General Ledger
Start date and End Date	The Report Designer does not support transaction start and end dates within formulas. Sage Intelligence supports filtering based on month (period) and year (fiscal year). Transactions can be viewed by drilling down into balances.
Justification	Column justification can be achieved using Excel formatting techniques.

The screenshot displays the Sage Intelligence Reporting interface. On the left, a worksheet lists account categories (A through X) and their descriptions (Assets, Cost of Sales, Equity, Liabilities, Non Financials, Revenue, Expenses). A formula bar at the top shows the formula: `=GLActualYTD("","C2,C3,,B8)`. In the center, a table shows YTD values for Assets (\$1,347,236.24) and Cost of Sales (\$3,717,486.61). On the right, a 'REPORTING TREE' pane shows a hierarchy for 'ABX Cities'. A detailed 'Column Headers' and 'Column Detail' table is also visible, showing various data fields like GL Acct, Apply Date, @Month, and GL.

Reporting Trees

Reporting Trees allow you to model a very sophisticated reporting structure and view your organization in many different ways. Reporting Trees provide additional flexibility to reports by allowing you to leverage the organizational logic built into the General Ledger account structure via account segments.

Sage Intelligence Trees may be created in a very similar way to FRx reporting trees. Hierarchical structures are achieved by using the drag-and-drop feature in the Report Designer Trees pane.

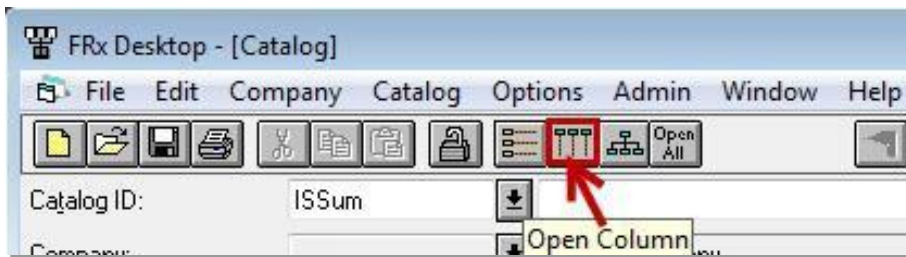
FRx Reporting Tree	Sage Intelligence Trees
Company	Company Filter. Identical to FRx, the company filter has the ability to specify a single company or any company.
Unit Code	Name
Title/Description	Sage Intelligence does not require an additional description but rather uses the "Name" specified.
Acct Mask	Account Filter Rule
Email	<p>Once you have converted your report, you can use Distribution features to link your worksheet to a Distribution Instruction. For more information on Distribution, refer to the Sage Intelligence Reporting User Guide/Help File.</p> <p><i>*Note Advanced Distribution Instructions support within Excel is only available with Sage 100 Intelligence Reporting 4.5 & later.</i></p>

Converting FRx Reports

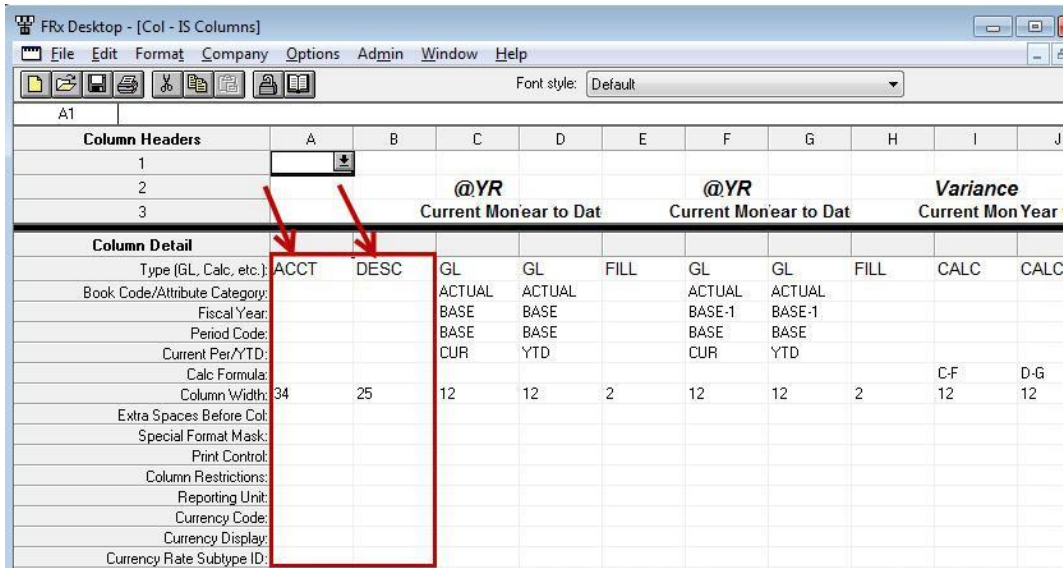
Prepare the FRx Report for Export

The first step is to prepare the FRx report to ensure that the data required by Sage Intelligence Task Pane formulas is exported to Excel.

1. Open **FRx Report Designer**.
2. Log in to the company which contains the reports you wish to convert.
3. Select **Catalog of Reports**.
4. Select the **Catalog ID** of the report you wish to convert.
5. Click **Open**.
6. Click **Open Column** in the toolbar.

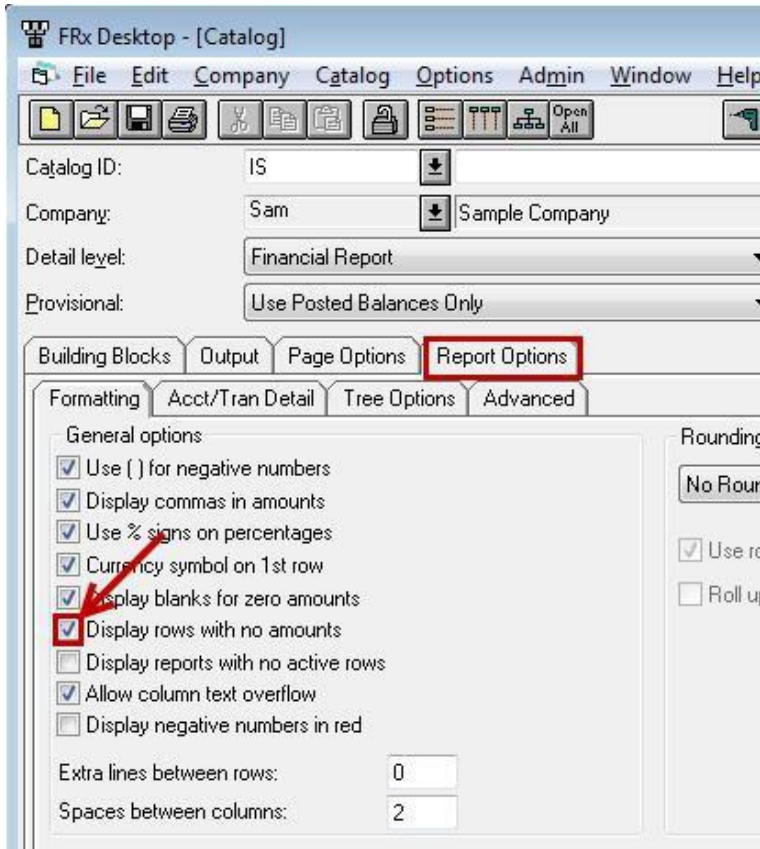


7. Ensure there is a column of type **ACCT** and **DESC**. This will ensure the Account Code and Descriptions from the Row Format are exported. If either of the columns are not present, add them.



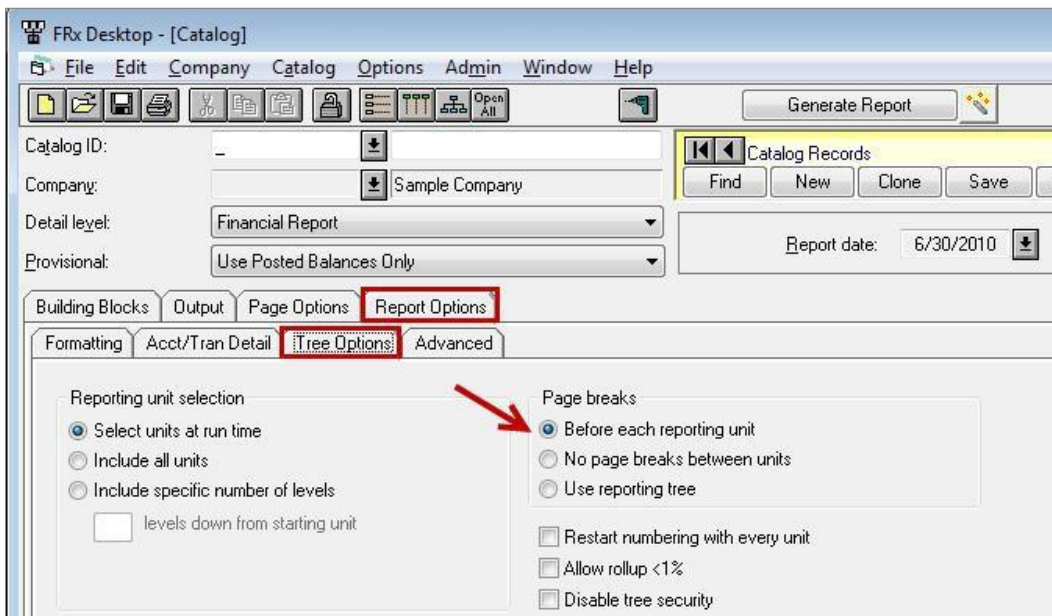
8. Save and Close the Columns.
9. Select **Report Options**.

10. Under Formatting ensure that the option **Display rows with no amounts** is selected. This will ensure that all of the accounts are exported even if they have zero balances.



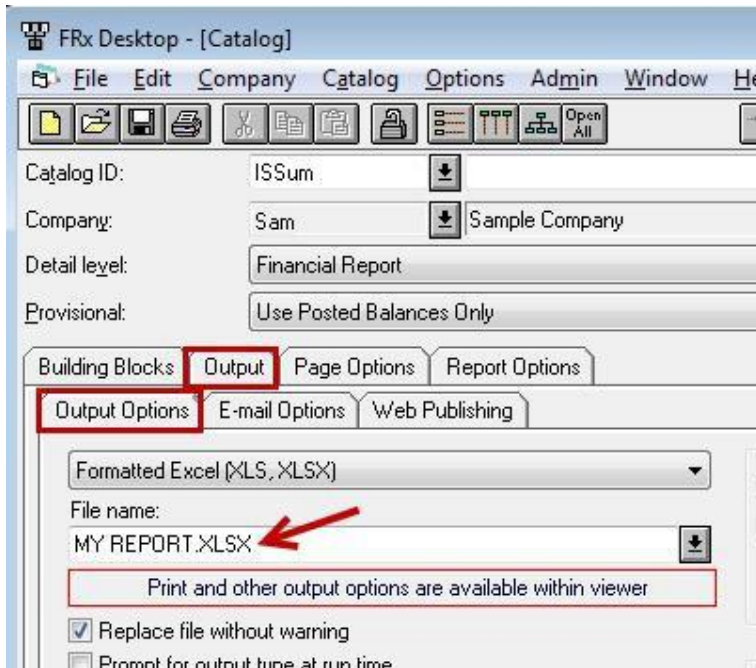
11. Click **Report Options, Tree Options**.

12. Ensure the **Page breaks** option is set to either **Before each reporting unit** or **Use reporting tree**.

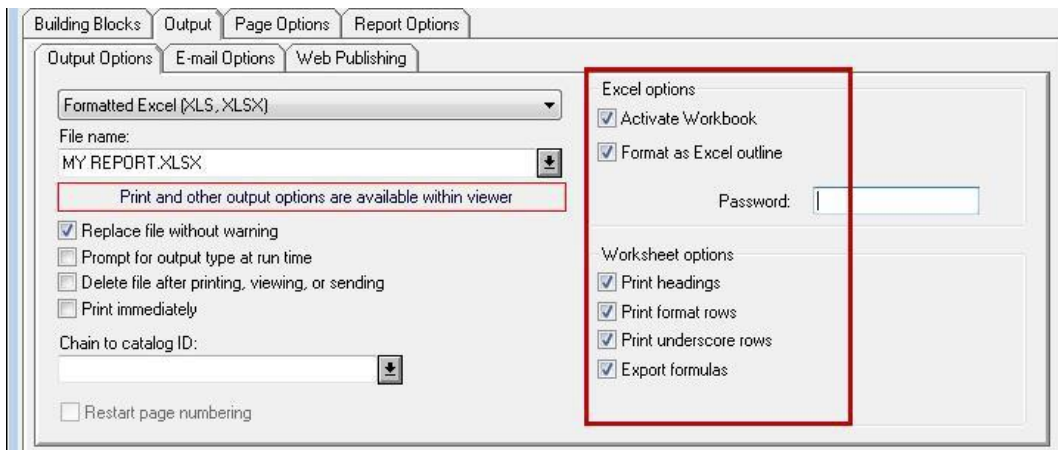


Export the FRx Report to Excel

1. Click **Output**, **Output Options**.
2. Change the output type to **Formatted Excel (XLS, XLSX)**.
3. In order for the report to be compatible with the Report Designer report, it must be saved in the latest format. Change the file name extension to .XLSX.



4. Select all of the Excel options.



5. Click **Generate Report**.



6. Excel will open with your FRx report generated.

Example of an exported report:

Sample Company									
		2010		2009		Variance			
		Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date		
11	40000	Revenue							
12	40200	Desk Sales	\$2,371,254.61	\$573,679.90	\$3,442,092.84	(\$573,679.90)	(\$1,070,838.23)		
13	40300	Chair Sales	1,580,836.42	382,455.06	2,294,730.34	(382,455.06)	(713,893.92)		
14	40400	Lighting Sales	1,021,556.37	101,987.61	611,927.69	(101,987.61)	409,628.68		
15	40600	Ergonomics Sales	655,047.82	114,736.76	688,419.35	(114,736.76)	(33,371.53)		
16	40700	Accessories Sales	263,472.72	63,772.71	382,485.26	(63,772.71)	(119,012.54)		
17	40800	Miscellaneous Sales				0.00	0.00		
18	40900	Repair Sales	158,083.64	41,498.89	232,726.42	(41,498.89)	(74,642.78)		
19	41800	Returns & Allowances				0.00	0.00		
20	42000	Interest Income				0.00	0.00		
21	45000	Other Income				0.00	0.00		
22		Discounts Allowed				0.00	0.00		
23		Total Revenue	0.00 6,050,251.58	1,278,130.93	7,652,381.90	(1,278,130.93)	(1,602,130.32)		
25		Cost of Sales							
26	50000	Cost of Sales Desks	1,267,591.27	311,509.64	1,458,874.82	(311,509.64)	(191,283.55)		
27	50200	Cost of Sales Chairs	858,394.18	207,673.09	1,068,196.97	(207,673.09)	(209,802.79)		
28	50300	Cost of Sales Lighting	608,777.09	55,379.48	437,834.54	(55,379.48)	170,942.55		

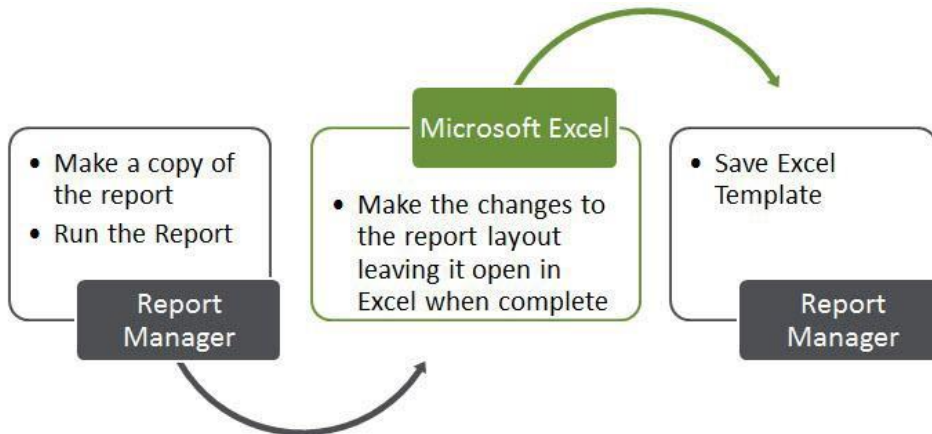
Convert the Exported FRx Report

The next step is to copy the static FRx report created previously in the Exporting Reports topic and convert it to a report that Sage Intelligence Reporting can execute against your ERP database. This is discussed in more detail with various scenarios in the topic, **Step by Step Example Report Conversions**, later within this guide. You will need to do this before proceeding to save the Excel template in the next section.

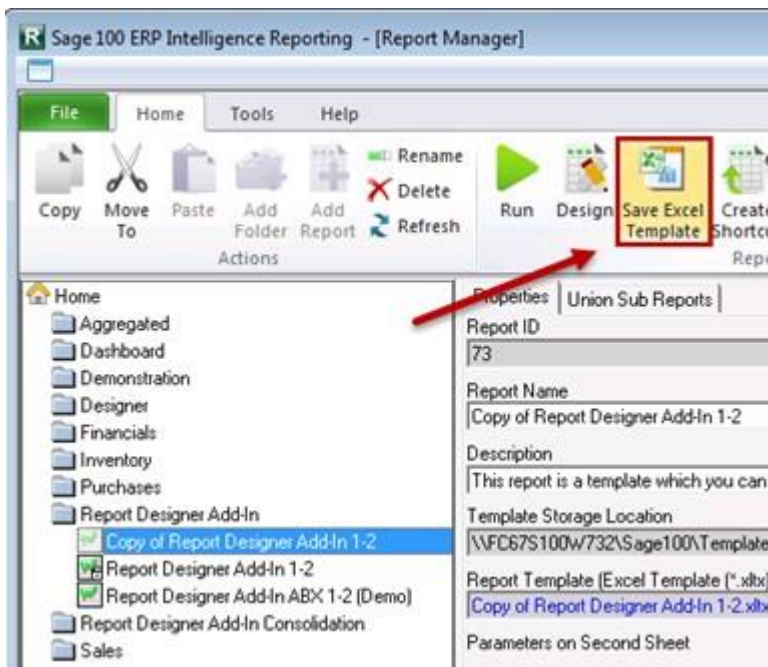
Save the Report to Sage Intelligence Reporting

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

The process to Create and Link the report template is as follows:

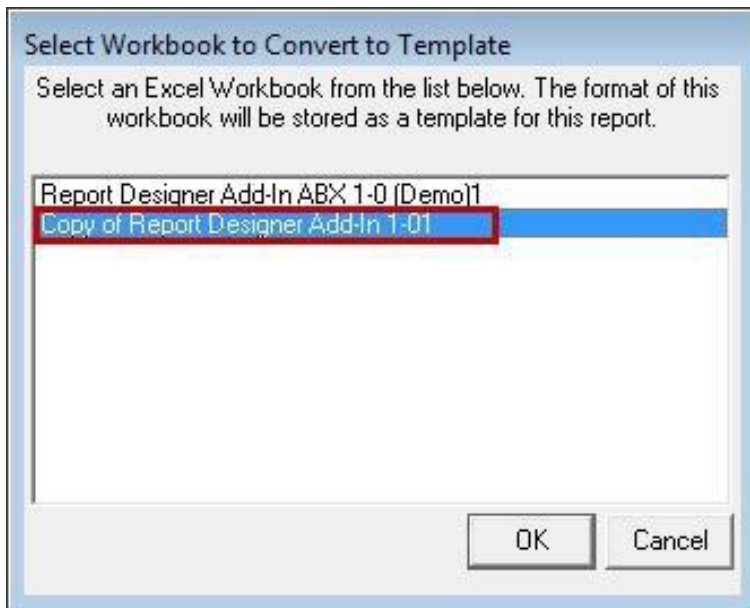


1. Open the Sage Intelligence **Report Manager**.
2. Click on the report for which the changes were made, and click **Save Excel Template**.

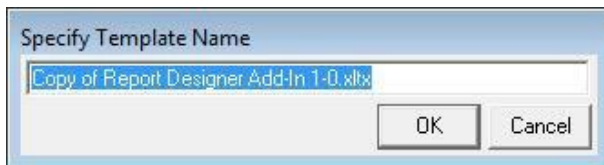


3. In the window that appears, select the Excel workbook which contains the changes you made.

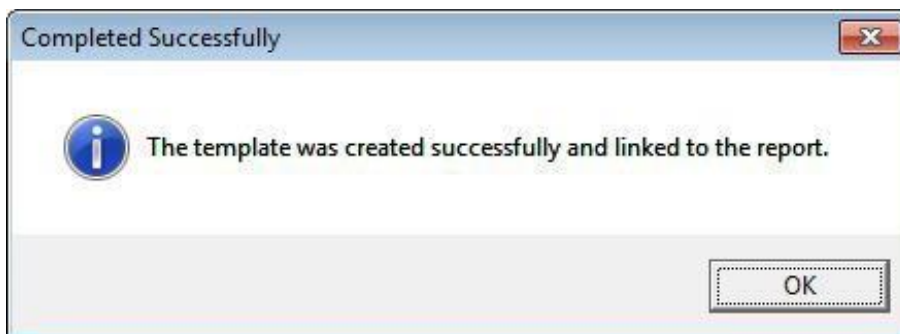
NOTE: All Excel workbooks that you have opened will be listed in the window, so ensure you select the correct Excel workbook to create and link.



4. Click **OK**.
5. When prompted you may change the name of the template. Doing so ensures that the original template is not overwritten with the copy.



6. Click **OK**. Once the template has been successfully linked, the Excel workbook is automatically closed and a confirmation window appears.



7. Click **OK**.

Verify the Report Data

When the report conversion is complete, we recommend that you conduct a quality assurance check to verify that all data has been converted correctly.

Generate the report in Sage Intelligence Reporting, and then compare the report to the original report in Microsoft FRx to ensure that the data is identical.

FRx					
Sample Company					
SUMMARY INCOME STATEMENT					
Fiscal Year: 2010					
		Actual Period 6 YTD	Original Budget YTD	Revised Budget YTD	
(40000 TO 45000)	NET SALES	\$6,050,251.58			
	COSTS AND EXPENSES				
(50000 TO 58000)	Cost of Sales	3,717,486.61	733,718.52	807,090.37	
77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00	103,400.00	
67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	2,040,635.65	2,244,699.24	
76500	Travel Expense	95,389.09	152,982.02	168,280.22	
79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04	
89000 +(9????)	Other Income and Expense	49.00			
	TOTAL COST AND EXPENSES	5,310,806.98	3,051,932.59	3,357,125.87	
	NET INCOME FROM OPERATIONS	739,444.60	(3,051,932.59)	(3,357,125.87)	



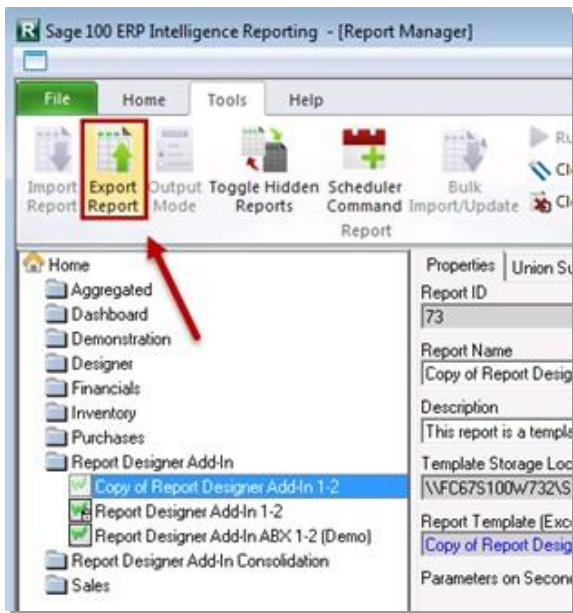
Sage Intelligence Reporting					
SAMPLE COMPANY					
SUMMARY INCOME STATEMENT					
Fiscal Year: 2010					
Fiscal Period: 06					
		Actual YTD	Original Budget YTD	Revised Budget YTD	
(40000 TO 45000)	NET SALES	6,050,251.58	0.00	0.00	
	COSTS AND EXPENSES				
50000 TO 58000	Cost of Sales	3,717,486.61	733,718.52	807,090.37	
77000 + 77500	Salary and Wage Expense	94,000.00	94,000.00	103,400.00	
67000 + (68000 TO 79000) + 98500	Operating Expenses	1,382,804.47	2,040,635.65	2,244,699.24	
76500	Travel Expense	95,389.09	152,982.02	168,280.22	
79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04	
89000 + 9????	Other Income and Expense	49.00	0.00	0.00	
	TOTAL COST AND EXPENSES	5,310,806.98	3,051,932.59	3,357,125.87	
	NET INCOME FROM OPERATIONS	739,444.60	(3,051,932.59)	(3,357,125.87)	

Exporting and Sending Converted Report Layouts

Report layouts can be created in one Sage Intelligence Reporting system and distributed to other Sage Intelligence Reporting systems. The export function creates a compressed file with a .al_ extension which can be imported into other systems.

Exporting Reports

1. In the Report Manager, select the report you would like to export.
2. From the object window, click on **Tools** and then click **Export Report**.



TIP: You can also right-click on the desired report and select Export Report.

3. When prompted, browse to the location where you want to store the exported report layout.
4. Click **Save**. A message will appear to confirm that your export succeeded.



5. Click **OK**.

Copying Reporting Trees to Other Sage Intelligence Reporting systems

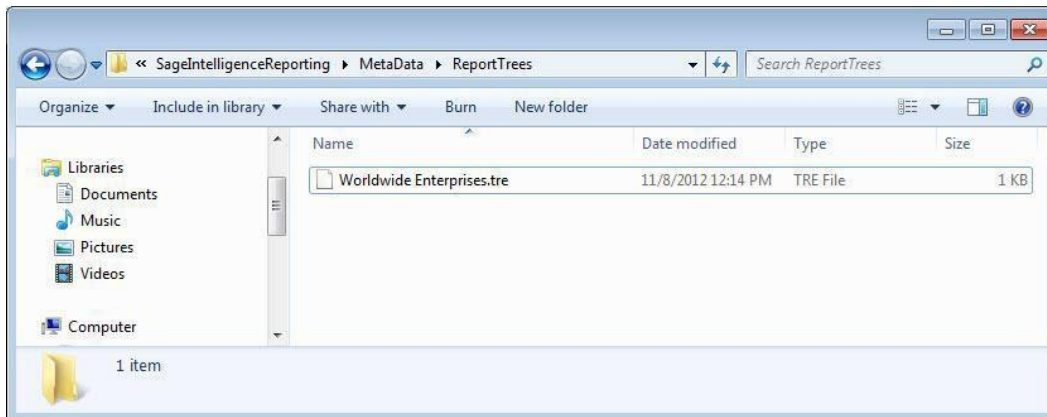
To copy Reporting Trees to other Sage Intelligence Reporting systems, you will need to locate your metadata repository and copy the required Reporting Tree files.

To Locate the Metadata Repository:

1. Open **Report Manager**.
2. Select **Home**.
3. In the properties tab on the right-hand side of the screen, under MetaData Repository Location, note the path to your metadata repository.

To Copy the Required Reporting Trees:

1. Using Windows Explorer, browse to the location of your metadata repository.
2. Double-click the **ReportTrees** folder.
3. A list of all your Reporting Trees will be displayed. Copy the required Reporting Tree/s.



4. Send exported report along with the Reporting Tree definition file(s) to another Sage Intelligence Reporting user.

Importing Reports

1. In the Report Manager, on the destination Sage Intelligence Reporting system, click on the folder in which you wish to import the report.
2. From the Tools menu, select **Import Report**.
3. Browse to the report file to be imported (file with the .al_ extension) and click **Open**.
4. In the **Import Report** window, select the **Target Connection**.
5. Click **Import**.

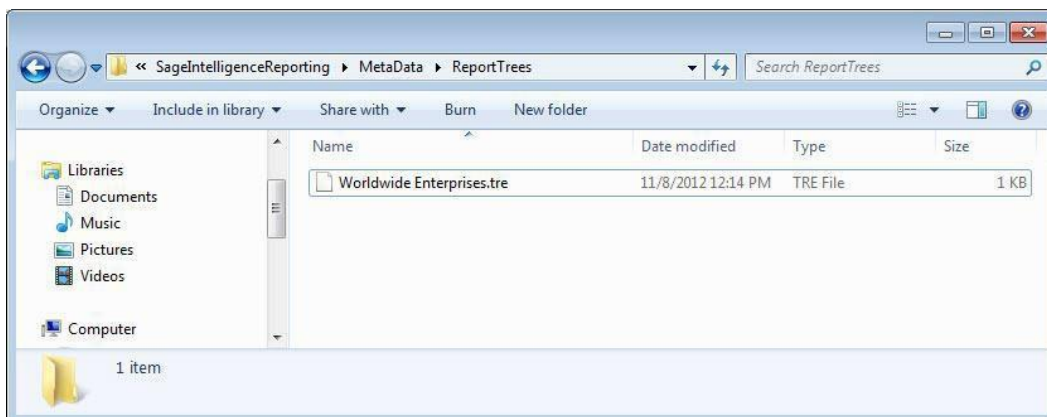
If the report you are importing refers to a container that already exists, the following message will appear, select Yes to use the existing container or select No to create a container with a new name. The following confirmation message will appear.



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

Importing Reporting Trees

1. Using Windows Explorer, on the destination Sage Intelligence Reporting system, browse to the location of that systems metadata repository.
2. Paste the Reporting Tree(s) you copied previously into the **ReportTrees** folder.



Step by Step Example Report Conversions

NOTE: All of the following example report conversions assume you have prepared and exported your FRx report into Excel before starting. If you haven't prepared and exported your FRx report yet, please see the following earlier sections within this document:

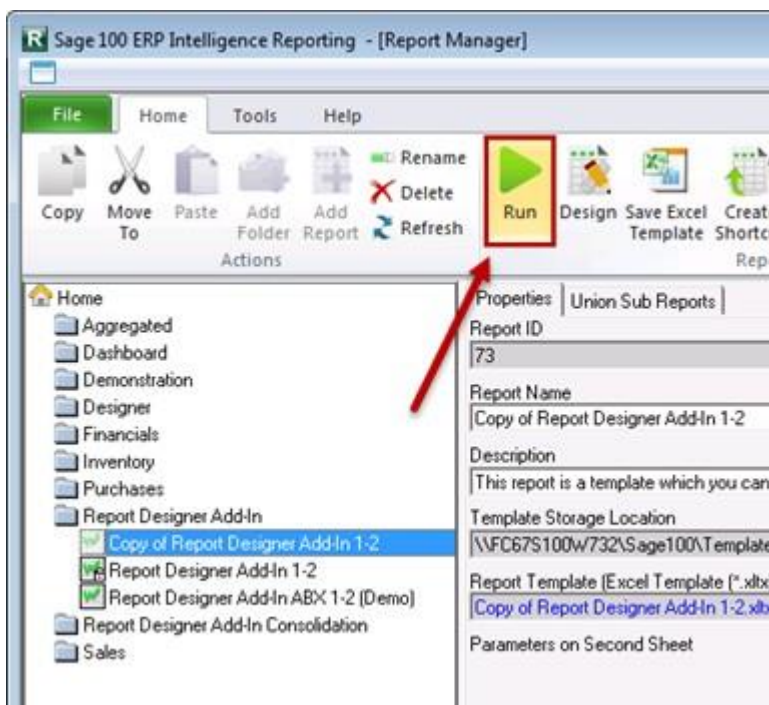
Report Conversion Process:

- Prepare the FRx Report for Export
- Export the FRx Report to Excel

Basic Summarized Income Statement

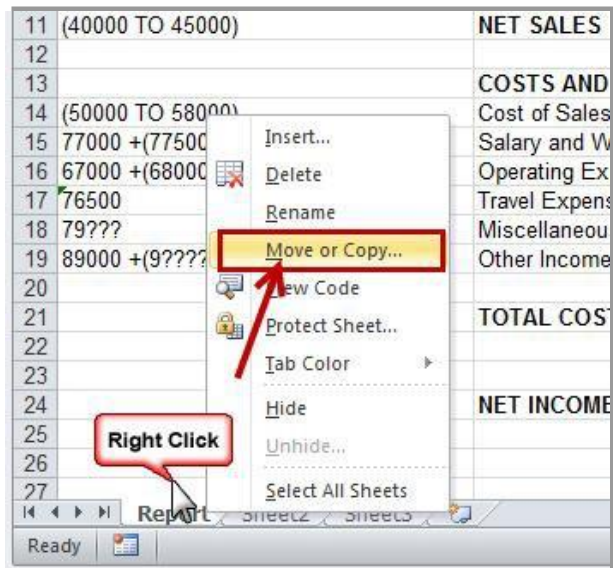
This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence can execute against your business solution database.

1. Open the **Report Manager**.
2. Copy the Report Designer report.
3. Paste the report into a folder that you like.
4. Run the copied Report Designer report.

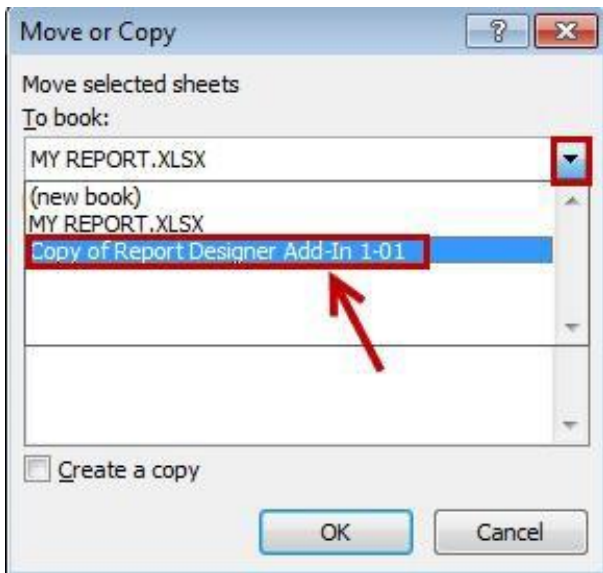


5. In Excel, open the FRx report created previously if it is not already open.

6. Right-click on the worksheet tab and select **Move or Copy**.

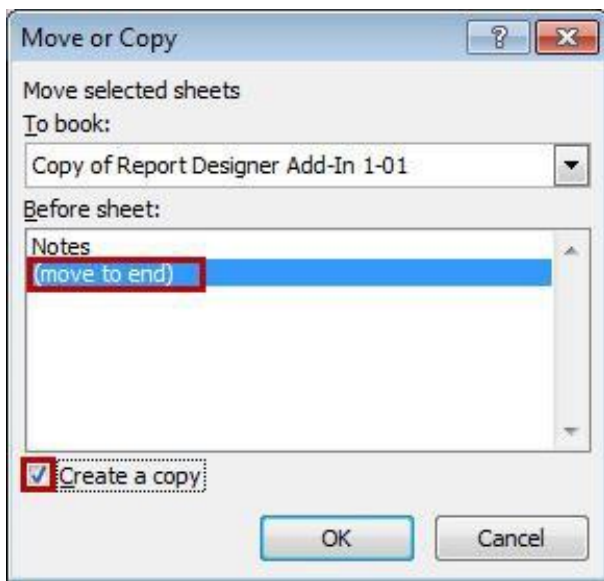


7. Select the Report Designer report from the drop-down list.



8. Select **(move to end)**.

9. Select **Create a copy**.



10. The copied worksheet will appear in the Report Designer workbook. We will now use the Report Designer Task Pane to modify the report.

	A	B	C	D	E	F	G	H
1		Sample Company						
2		SUMMARY INCOME STATEMENT						
3		Fiscal Year: 2010						
4								
5				Actual	Original	Revised		
6				Period 6	Budget	Budget		
7				YTD	YTD	YTD		
8								
9								
10								
11	(40000 TO 45000)	NET SALES		\$6,050,251.58				
12								
13		COSTS AND EXPENSES						
14	(50000 TO 58000)	Cost of Sales		3,717,486.61	733,718.52	807,090.37		
15	77000 +(77500)	Salary and Wage Expense		94,000.00	94,000.00	103,400.00		
16	67000 +(68000 TO 79000) +(98500)	Operating Expense		1,382,804.47	2,040,635.65	2,244,699.24		
17	76500	Travel Expense		95,389.09	152,982.02	168,280.22		
18	79777	Miscellaneous expense		21,077.81	30,596.40	33,656.04		
19	89000 +(97777)	Other Income and Expense		49.00				
20								
21		TOTAL COST AND EXPENSES		5,310,806.98	3,051,932.59	3,357,125.87		
22								
23		NET INCOME FROM OPERATIONS		739,444.60	(3,051,932.59)	(3,357,125.87)		
24								
25								
26								

Next, we are going to remove the existing titles for current year and current period and replace them with Sage Intelligence Task Pane formulas allowing the report to update to the current year and period automatically.

11. Delete the **year** and **period** titles.

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11	(40000 TO 45000)	NET SALES			Actual Period YTD	Original Budget YTD
12						
13		COSTS AND EXPENSES				
14	(50000 TO 58000)	Cost of Sales			3,717,486.61	733,718.5
15	77000 +(77500)	Salary and Wage Expense			94,000.00	94,000.0

12. Create new titles and drag-and-drop the **Current Year** and **Current Period** formulas into the required cells.

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11	(40000 TO 45000)	NET SALES						
12								
13		COSTS AND EXPENSES						
14	(50000 TO 58000)	Cost of Sales						
15	77000 +(77500)	Salary and Wage Expense						
16	67000 +(68000 TO 79000) +(98500)	Operating Expense						
17	76500	Travel Expense						
18	79777	Miscellaneous expense						
19	89000 +(97777)	Other Income and Expense						
20								
21		TOTAL COST AND EXPENSES						
22								
23		NET INCOME FROM OPERATIONS						
24								
25								
26								

13. Drag-and-drop the required formulas into the correct columns.

- The **GLActualYTD** formula returns the year to date general ledger actual amount after applying all the filters specified as arguments.
- The **GLBudgetYTD** formula returns the year to date general ledger budget amount after applying all the filters specified as arguments.

Sample Company									
SUMMARY INCOME STATEMENT									
Current Year: 2010				Actual	Original	Revised			
Current Period: 6				Period	Budget	Budget			
				YTD	YTD	YTD			
11 (40000 TO 45000)	NET SALES		\$6,050,251.58						
13	COSTS AND EXPENSES								
14 (50000 TO 58000)	Cost of Sales		3,717,486.61	733,718.52	807,800.37				
15 77000 +(77500)	Salary and Wage Expense		94,000.00	94,000.00	103,400.00				
16 67000 +(68000 TO 79000) +(98500)	Operating Expense		1,382,804.47	2,040,635.65	2,244,699.24				
17 76500	Travel Expense		95,389.09	152,982.02	168,280.22				
18 79777	Miscellaneous expense		21,077.81	30,596.40	33,656.04				
19 89000 +(97777)	Other Income and Expense		49.00						
21	TOTAL COST AND EXPENSES		5,310,806.98	3,051,932.59	3,357,125.87				
23	NET INCOME FROM OPERATIONS		739,444.60	(3,051,932.59)	(3,357,125.87)				

14. Edit the formulas by clicking the **fx** button to reference the correct parameters.


The screenshot shows the 'Function Arguments' dialog for the **GLActualYTD** formula. The arguments are as follows:

Argument	Value	Description
GLLink	A11	Account code from the main accounts or account the general ledger.
Year	2010	Year
Period	06	Period
AccountCategoryCode	40000 TO 45000	Account category code

The formula result is displayed as: **\$6,050,251.58**

15. Copy the formula to other relevant cells.

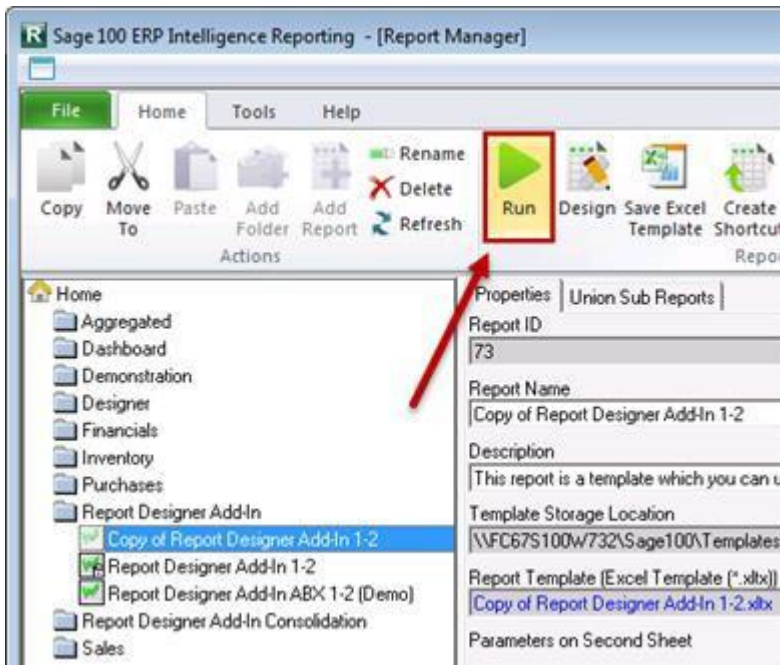
- Using Excel formatting, you can now use any of the Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.

	A	B	C	D	E	F	G
1			SAMPLE COMPANY				
2			SUMMARY INCOME STATEMENT				
3							
4		Fiscal Year:	2010				
5		Fiscal Period:	06				
6							
7							
8							
9	(40000 TO 45000)	NET SALES		Actual YTD	Original Budget YTD	Revised Budget YTD	
10				6,050,251.58	0.00	0.00	
11		COSTS AND EXPENSES					
12	50000 TO 58000	Cost of Sales	3,717,486.61	733,718.52	807,090.37		
13	77000 + 77500	Salary and Wage Expense	94,000.00	94,000.00	103,400.00		
14	67000 + (68000 TO 79000) + 98500	Operating Expenses	1,382,804.47	2,040,635.65	2,244,699.24		
15	76500	Travel Expense	95,389.09	152,982.02	168,280.22		
16	79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04		
17	89000 + 9????	Other Income and Expense	49.00	0.00	0.00		
18							
19							
20		TOTAL COST AND EXPENSES	5,310,806.98	3,051,932.59	3,357,125.87		
21							
22		NET INCOME FROM OPERATIONS	739,444.60	(3,051,932.59)	(3,357,125.87)		

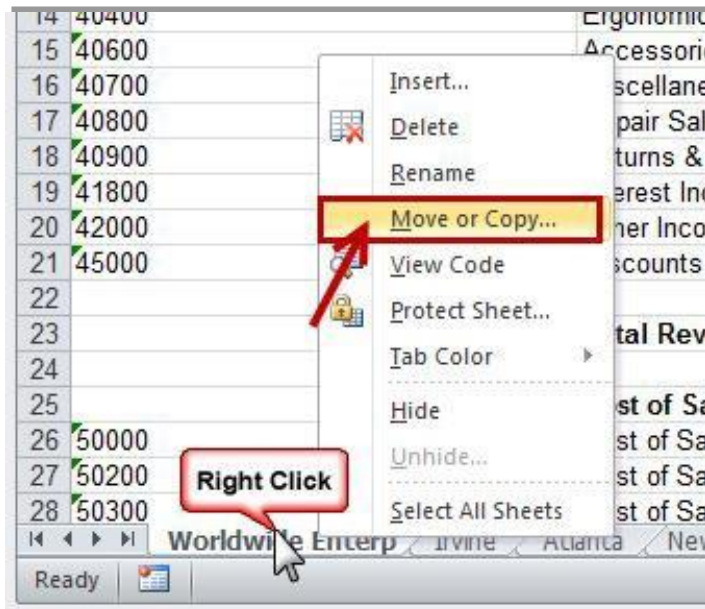
Detailed Income Statement with Reporting Trees

This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence can execute against your business solution database.

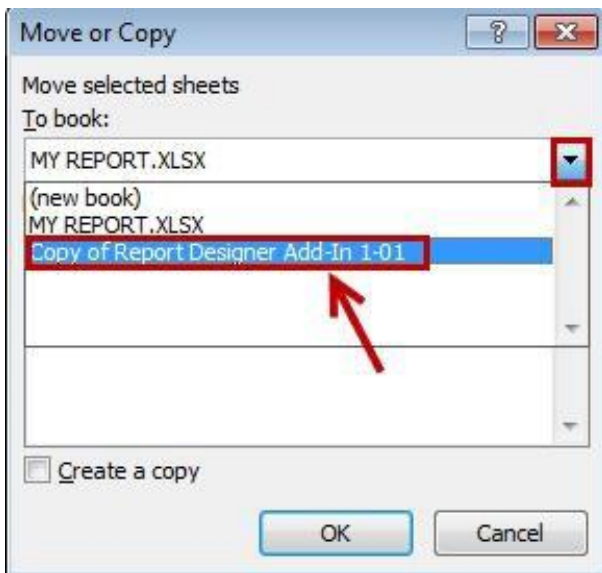
- Open the **Report Manager**.
- Copy the Report Designer report.
- Paste the report into a folder you like.
- Run the copied Report Designer report.



5. In Excel, open the FRx report created previously if it is not already open.
6. Right-click on the first worksheet tab and select **Move or Copy**.

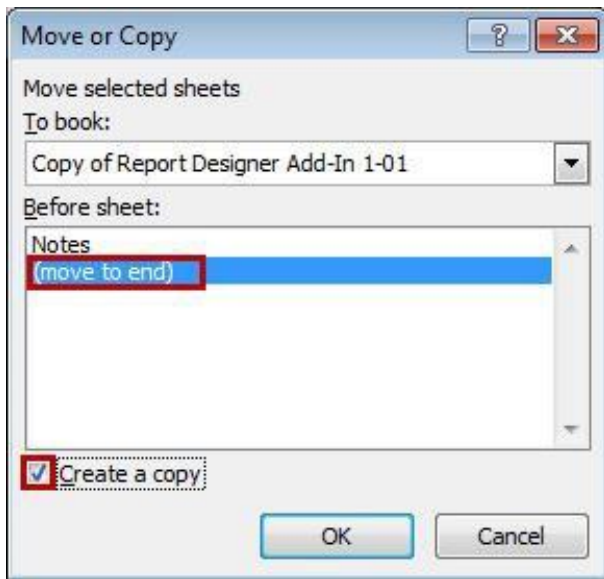


7. Select the **Report Designer** report from the drop-down list.



8. Select **(move to end)**.

9. Select **Create a copy**.



10. The copied worksheet will appear in the Report Designer workbook. We will now use the Report Designer Task Pane to modify the report.

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											

Next, we are going to remove the existing titles for current year and company name and replace them with Sage Intelligence Reporting formulas allowing the report to update to the current year, period and company automatically.

11. Delete any **year**, **period** and **company** titles.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										

12. Create new titles and drag-and-drop the **Current Year**, **Current Period** and **Company Name** formulas into the required cells changing to the required formatting.

	2010	Current Month Year to Date	Current Month Year to Date	Variance
Revenue				
40000 Desk Sales	\$2,371,254.61	\$573,679.90	\$3,442,092.84	(\$573,679.90) (\$1,070,838.23)
40200 Chair Sales	1,580,836.42	382,455.06	2,294,730.34	(382,455.06) (713,893.92)
40300 Lighting Sales	1,021,556.37	101,987.61	611,927.69	(101,987.61) 409,628.68
40400 Ergonomics Sales	655,047.82	114,736.76	688,419.35	(114,736.76) (33,371.53)
40600 Accessories Sales	263,472.72	63,772.71	382,485.26	(63,772.71) (119,012.54)
40700 Miscellaneous Sales				0.00 0.00
40800 Repair Sales	158,083.64	41,498.89	232,726.42	(41,498.89) (74,642.78)

13. Use the Current Year formula with -1 for the previous year column.

	2010	2009	Variance
Revenue			
40000 Desk Sales	\$2,371,254.61	\$573,679.90	\$3,442,092.84 (\$573,679.90) (\$1,070,838.23)
40200 Chair Sales	1,580,836.42	382,455.06	2,294,730.34 (382,455.06) (713,893.92)
40300 Lighting Sales	1,021,556.37	101,987.61	611,927.69 (101,987.61) 409,628.68
40400 Ergonomics Sales	655,047.82	114,736.76	688,419.35 (114,736.76) (33,371.53)
40600 Accessories Sales	263,472.72	63,772.71	382,485.26 (63,772.71) (119,012.54)
40700 Miscellaneous Sales			
40800 Repair Sales	158,083.64	41,498.89	232,726.42 (41,498.89) (74,642.78)

14. If you have not already added Reporting Trees to Sage Intelligence Reporting, you will need to add them by selecting the Trees tab and clicking **Manage**. This is discussed in more detail in your help file or Report Designer user guide.



TIP: If you have many Reporting Trees to convert, they can be done so automatically one at a time using the Sage FRx Conversion Assistant. This is discussed in more detail in the topic below: Automatically Converting FRx Reporting Trees.

15. Add any required Reporting Trees using **account filter rules**.

Company Filter	Name	Account Filter Rule
▶	All Cities	
▶	Irvine	?????-01-???-???-???
▶	Atlanta	?????-02-???-???-???
▶	New York	?????-03-???-???-???
▶	Houston	?????-04-???-???-???
*		

16. In your worksheet, add a title for the reporting unit.

17. Drag-and-drop the Reporting Tree unit onto the worksheet.

		2010		2009		Variance	
		Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
Revenue							
40000	Desk Sales	\$2,371,254.61	\$573,679.90	\$3,442,092.84	(\$573,679.90)	(\$1,070,838.23)	
40200	Chair Sales	1,580,836.42	382,455.06	2,294,730.34	(382,455.06)	(713,893.92)	
40300	Lighting Sales	1,021,556.37	101,987.61	611,927.69	(101,987.61)	409,628.68	
40400	Ergonomics Sales	655,047.82	114,736.76	688,419.35	(114,736.76)	(33,371.53)	

TIP: Where detailed accounts are listed, it is recommended that you use account ranges to cater for any new general ledger accounts that may be added. To later see the detailed transactions the Drill Down feature can be used.

18. Drag-and-drop the required formulas into the correct columns.

- The **GLActual** formula returns the month to date general ledger actual amount after applying all the filters specified as arguments.
- The **GLActualYTD** formula returns the year to date general ledger actual amount after applying all the filters specified as arguments.

		2010		2009		Variance	
		Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
Revenue							
40000	Desk Sales	\$2,371,254.61	\$573,679.90	\$3,442,092.84	(\$573,679.90)	(\$1,070,838.23)	
40200	Chair Sales	1,580,836.42	382,455.06	2,294,730.34	(382,455.06)	(713,893.92)	
40300	Lighting Sales	1,021,556.37	101,987.61	611,927.69	(101,987.61)	409,628.68	
40400	Ergonomics Sales	655,047.82	114,736.76	688,419.35	(114,736.76)	(33,371.53)	
40600	Accessories Sales	263,472.72	63,772.71	382,485.26	(63,772.71)	(119,012.54)	
40700	Miscellaneous Sales				0.00	0.00	
40800	Repair Sales	158,083.64	41,498.89	232,726.42	(41,498.89)	(74,642.78)	
40900	Returns & Allowances				0.00	0.00	
41800	Interest Income				0.00	0.00	
42000	Other Income				0.00	0.00	
45000	Discounts Allowed				0.00	0.00	

19. Edit the formulas by clicking the **fx** button to reference the correct parameters.

The screenshot shows an Excel spreadsheet with a company logo and the following text in the top left:

Sample Company
Current Period: 06
Reporting Unit: WORLDWIDE ENTERPRISES

The 'Function Arguments' dialog box for the **GLActual** function is open. The arguments are as follows:


Argument	Value	Result
GLLink	\$A11	= "40000"
Year	C\$5	= "2010"
Period	\$C\$2	= "06"
Company		=
AccountCategoryCode		=
AccountGroupCode		=
AccountTypeCode		=
ReportTreeUnitPath	\$C\$3	= "WORLDWIDE ENTERPRISES>ALL CITIES"
BalanceType		= 0

The formula result is \$0.00. The dialog box also includes a description: "Returns the month to date general ledger actual amount." and a note about the ReportTreeUnitPath format.

20. Copy the formulas down to other relevant cells.
21. For the Variance columns, you can use the standard **SUM Excel formula** to subtract the columns, for example column C-F and column D-G.
22. Using Excel formatting, you can now use any of the Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.

Sample Company Income Statement							
Current Period:		06					
Reporting Unit:		WORLDWIDE ENTERPRISES>ALL CITIES					
		2010		2009		Variance	
		Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
Revenue							
40000	Desk Sales	0.00	2,371,254.61	573,679.90	3,442,092.84	(573,679.90)	(1,070,838.23)
40200	Chair Sales	0.00	1,580,836.42	382,455.06	2,294,730.34	(382,455.06)	(713,893.92)
40300	Lighting Sales	0.00	1,021,556.37	101,987.61	611,927.69	(101,987.61)	409,628.68
40400	Ergonomics Sales	0.00	655,047.82	114,736.76	688,419.35	(114,736.76)	(33,371.53)
40600	Accessories Sales	0.00	263,472.72	63,772.71	382,485.26	(63,772.71)	(119,012.54)
40700	Miscellaneous Sales	0.00	0.00	0.00	0.00	0.00	0.00
40800	Repair Sales	0.00	158,083.64	41,498.89	232,726.42	(41,498.89)	(74,642.78)
40900	Returns & Allowances	0.00	0.00	0.00	0.00	0.00	0.00
41800	Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
42000	Other Income	0.00	0.00	0.00	0.00	0.00	0.00
45000	Discounts Allowed	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	6,050,251.58	1,278,130.93	7,652,381.90	(1,278,130.93)	(1,602,130.32)

23. To see the report for any other reporting unit, drag the new reporting unit into the reporting unit cell. The data is immediately updated.

1 2		A	B	C	D	E	F	G	H	I	J
1			Sample Company Income Statement								
2			Current Period:	06							
3			Reporting Unit:	WORLDWIDE ENTERPRISES>ALL CITIES>HOUSTON							
4				2010		2009				Variance	
5				Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date		
6			Revenue								
7	40000	Desk Sales	0.00	355,688.19	86,052.37	516,314.31	(86,052.37)	(160,626.12)			
8	40200	Chair Sales	0.00	237,125.46	57,368.26	344,209.55	(57,368.26)	(107,084.09)			
9	40300	Lighting Sales	0.00	63,233.45	15,298.20	91,789.21	(15,298.20)	(28,555.76)			
10	40400	Ergonomics Sales	0.00	51,934.54	17,210.48	103,262.87	(17,210.48)	(51,328.33)			
11	40600	Accessories Sales	0.00	39,520.91	9,561.68	57,368.56	(9,561.68)	(17,847.65)			
12	40700	Miscellaneous Sales	0.00	0.00	0.00	0.00	0.00	0.00			
13	40800	Repair Sales	0.00	23,712.55	5,736.83	34,420.96	(5,736.83)	(10,708.41)			
14	40900	Returns & Allowances	0.00	0.00	0.00	0.00	0.00	0.00			
15	41800	Interest Income	0.00	0.00	0.00	0.00	0.00	0.00			
16	42000	Other Income	0.00	0.00	0.00	0.00	0.00	0.00			
17	45000	Discounts Allowed	0.00	0.00	0.00	0.00	0.00	0.00			
18		Total Revenue	0.00	771,215.10	191,227.82	1,147,365.46	(191,227.82)	(376,150.36)			
19											
20		Cost of Sales									

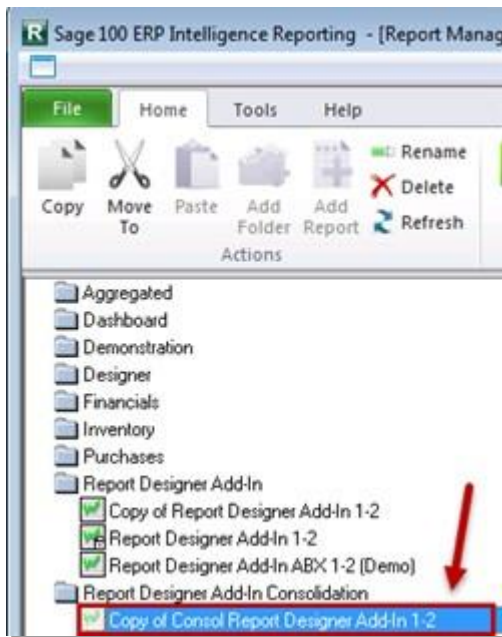
TIP: If you wish to keep a report for each reporting unit, copy the worksheet first and then drag the new reporting unit in the copied worksheet.

Consolidated Income Statement using Reporting Trees

This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence can execute against your business solution database.

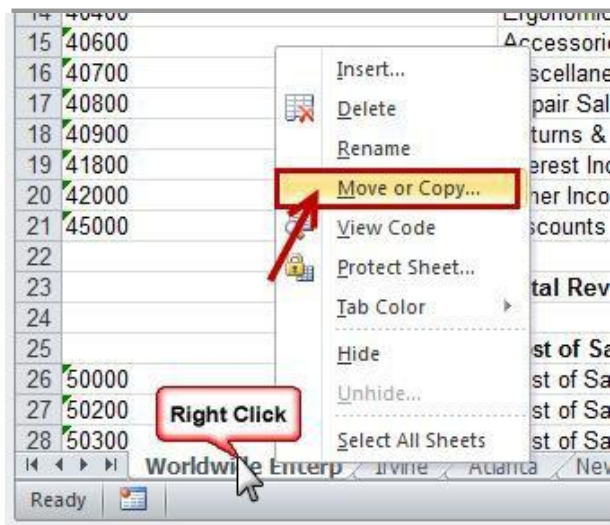
NOTE: In order to consolidate multiple companies' data using Reporting Trees, one of the lists must be in common with both companies GL data structure.

1. Open the **Report Manager**.
2. Ensure the **Consolidated Report Designer report** has been set up correctly to connect to the company databases you wish to consolidate. Refer to your help file or Report Designer User Guide for more information.
3. Copy the **Consolidation Report Designer** report.
4. Paste the report into a folder of your choosing.

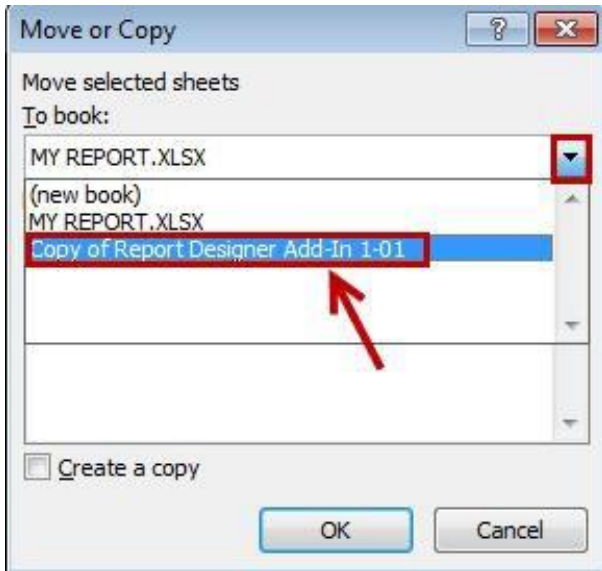


5. Run the copied **Consolidated Report Designer** report.
6. In Excel, open the FRx report exported previously if it is not already open.

7. Right-click on the first worksheet tab and select **Move or Copy**.

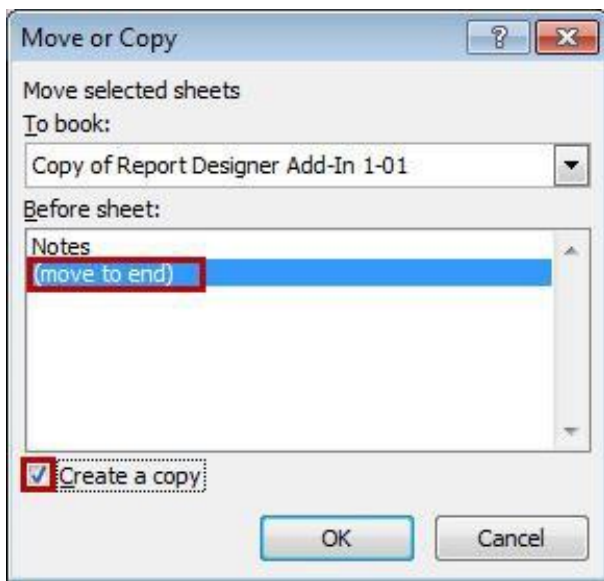


8. Select the **Consolidated Report Designer** report from the drop-down list.



9. Select **(move to end)**.

10. Select **Create a copy**.



11. The copied worksheet will appear in the Report Designer workbook. We will now use the Report Designer Task Pane to modify the report.

	A	B	C	D	E	F	G	H
1		Sample Company						
2		SUMMARY INCOME STATEMENT						
3		Fiscal Year: 2010						
4								
5								
6								
7								
8								
9								
10								
11	(40000 TO 45000)	NET SALES		Actual Period 6 YTD	Original Budget YTD	Revised Budget YTD		
12								
13		COSTS AND EXPENSES						
14	(50000 TO 58000)	Cost of Sales		3,717,486.61	733,718.52	807,090.37		
15	77000 +(77500)	Salary and Wage Expense		94,000.00	94,000.00	103,400.00		
16	67000 +(68000 TO 79000) +(98500)	Operating Expense		1,382,804.47	2,040,635.65	2,244,699.24		
17	76500	Travel Expense		95,389.09	152,982.02	168,280.22		
18	79777	Miscellaneous expense		21,077.81	30,596.40	33,656.04		
19	89000 +(97777)	Other Income and Expense		49.00				
20								
21		TOTAL COST AND EXPENSES		5,310,806.98	3,051,932.59	3,357,125.87		
22								
23		NET INCOME FROM OPERATIONS		739,444.60	(3,051,932.59)	(3,357,125.87)		
24								
25								
26								
27								

Next, we are going to remove the existing titles for current year and company name and replace them with Sage Intelligence formulas allowing the report to update automatically to the current year, period and company automatically.

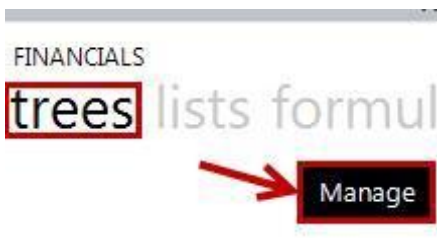
12. Delete the company, year and period titles.

	A	B	C	D	E	F
1		Sample Company				
2		SUMMARY INCOME STATEMENT				
3		Fiscal Year: 2010				
4						
5				Actual		Original
6				Period		Budget
7				YTD		YTD
8						
9						
10						
11	(40000 TO 45000)	NET SALES		\$6,050,251.58		
12						
13		COSTS AND EXPENSES				
14	(50000 TO 58000)	Cost of Sales		3,717,486.61		733,718.52
15	77000 +(77500)	Salary and Wage Expense		94,000.00		94,000.00

13. Create new titles and drag-and-drop the Current Year and Current Period formulas into the required cells.

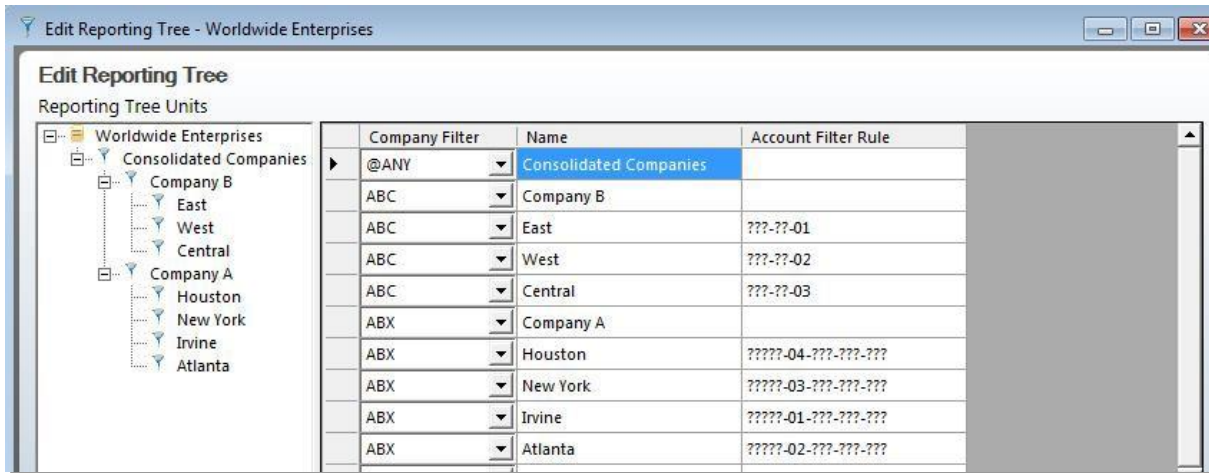
	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4		Current Year: 2010									
5		Current Period: 06									
6											
7											
8											
9											
10	(40000 TO 45000)	NET SALES		(\$6,050,251.58)		(\$25,900.00)		(\$25,900.00)			
11											
12		COSTS AND EXPENSES									
13	(50000 TO 58000)	Cost of Sales		3,788,292.06		805,998.52		850,790.37			
14	77000 +(77500)	Salary and Wage Expense		94,000.00		94,000.00		103,400.00			
15	67000 +(68000 TO 79000) +(98500)	Operating Expense		1,382,804.47		2,040,635.65		2,244,699.24			
16	67500	Interest Expense									
17	76500	Travel Expense		95,389.09		152,982.02		168,280.22			
18	797???	Miscellaneous expense		21,077.81		30,596.40		33,656.04			
19	89000 +(97???)	Other Income and Expense		49.00							
20											
21		TOTAL COST AND EXPENSES		5,381,612.43		3,124,212.59		3,400,825.87			
22											
23											
24		NET INCOME FROM OPERATIONS		(11,431,864.01)		(3,150,112.59)		(3,426,725.87)			
25											

14. If you have not already added Reporting Trees to Sage Intelligence, you will need to add them by selecting the Trees tab and clicking Manage. This is discussed in more detail in your help file or Report Designer user guide.



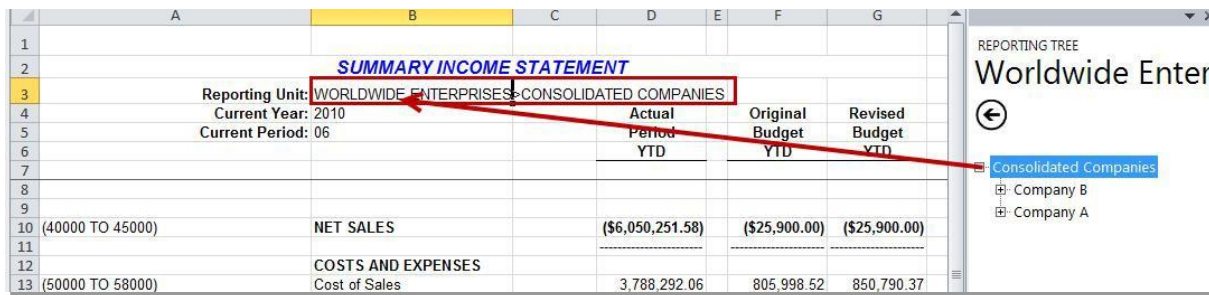
TIP: If you have many Reporting Trees to convert, they can be converted automatically one at a time using the Sage FRx Conversion Assistant. This is discussed in more detail in the topic below: Automatically Converting FRx Reporting Trees

15. Add any required Reporting Trees using account filter rules.



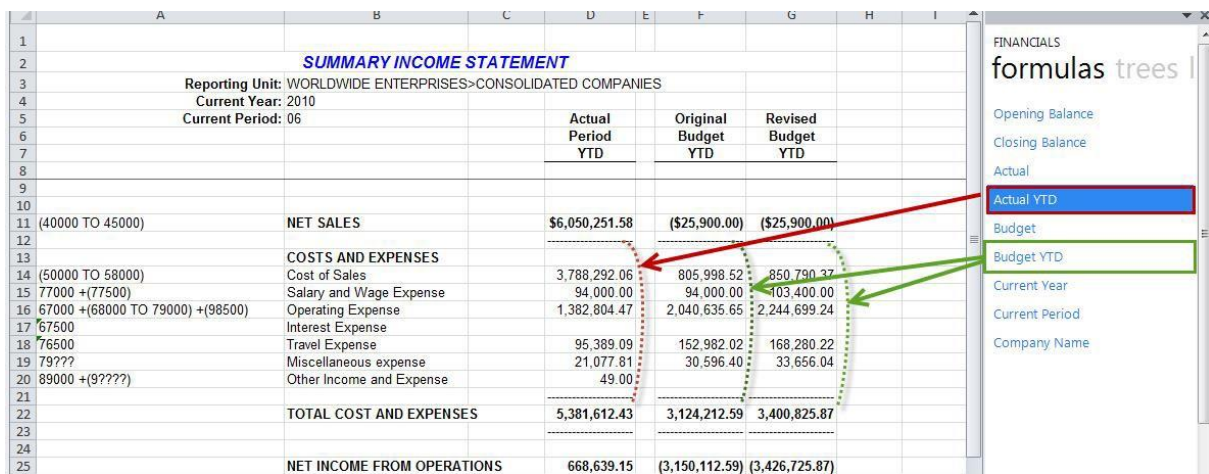
16. In your worksheet, add a title for the reporting unit.

17. Drag-and-drop the required reporting unit.



18. Drag-and-drop the required formulas into the correct columns.

- The **GLActualYTD** formula returns the year to date general ledger actual amount after applying all the filters specified as arguments.
- The **GLBudgetYTD** formula returns the year to date general ledger budget amount after applying all the filters specified as arguments.



19. Edit the formulas by clicking the **fx** button to reference the correct parameters.

The screenshot shows an Excel spreadsheet with a 'SUMMARY INCOME STATEMENT' and a 'Function Arguments' dialog box for the **GLActualYTD** function. The dialog box parameters are as follows:

Parameter	Value
GLLink	\$A10
Year	\$B\$4
Period	\$B\$5
Company	
AccountCategoryCode	
AccountGroupCode	
AccountTypeCode	
ReportTreeUnitPath	\$B\$3
BalanceType	


The spreadsheet data is as follows:

Row	Column A	Column B	Column C	Column D
1				
2		SUMMARY INCOME STATEMENT		
3		Reporting Unit: WORLDWIDE ENTERPRISES>CONSOLIDATED COMPANIES		
4		Current Year: 2010		
5		Current Period: 06		
6				
7				
8				
9				
10	(40000 TO 45000)	NET SALES		\$5,000.00
11				
12		COSTS AND EXPENSES		
13	(50000 TO 58000)	Cost of Sales	3,788,292.06	
14	77000 +(77500)	Salary and Wage Expense	94,000.00	
15	67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	
16	67500	Interest Expense		
17	76500	Travel Expense	95,389.09	
18	79777	Miscellaneous expense	21,077.81	
19	89000 +(97777)	Other Income and Expense	49.00	
20				
21		TOTAL COST AND EXPENSES	5,381,612.43	
22				
23				
24		NET INCOME FROM OPERATIONS	(11,431,864.01)	(3,150,112.59) (3,426,725.87)
25				
26				

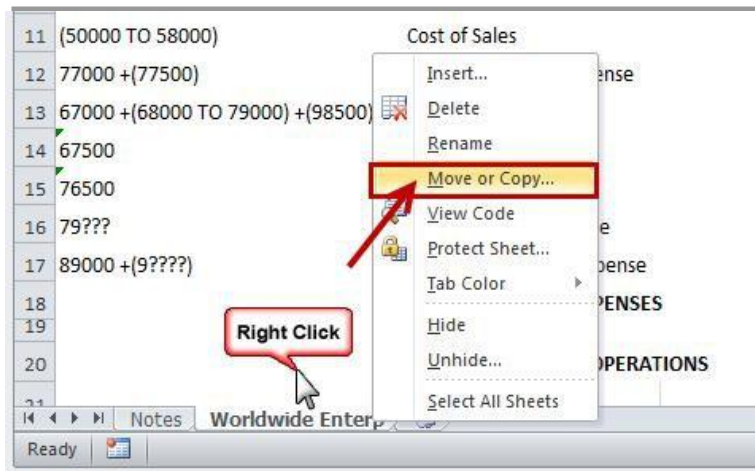
TIP: Remember to add the ReportTreeUnitPath to the function arguments to ensure the correct company is being reported on.

20. **Copy the formulas** to all of the required cells.

21. Using Excel formatting, you can now use any of the Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.

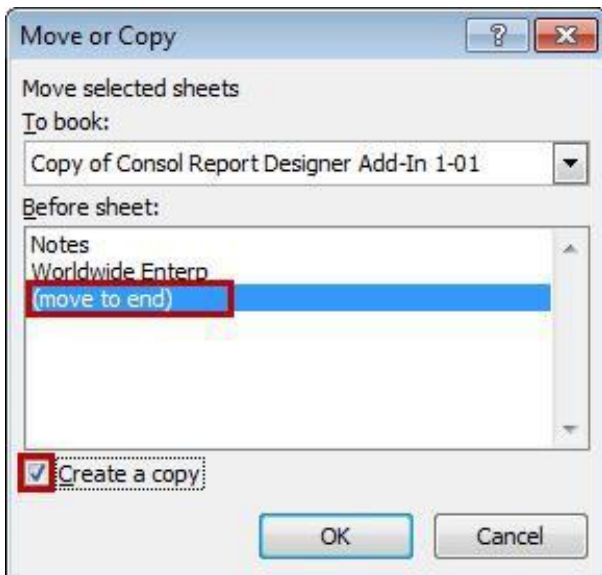
	A	B	C	D	E	F	G	H
1								
2			SUMMARY INCOME STATEMENT					
3		Reporting Unit: WORLDWIDE ENTERPRISES>CONSOLIDATED COMPANIES						
4		Current Year: 2010						
5		Current Period: 06						
6								
7								
8	(40000 TO 45000)	NET SALES		Actual	Original	Revised		
9				Period	Budget	Budget		
10				YTD	YTD	YTD		
11	(50000 TO 58000)	COSTS AND EXPENSES						
12	(50000 TO 58000)	Cost of Sales	3,717,486.61	733,718.52	807,090.37			
13	77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00	103,400.00			
14	67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	2,040,635.65	2,244,699.24			
15	67500	Interest Expense	0.00	0.00	0.00			
16	76500	Travel Expense	95,389.09	152,982.02	168,280.22			
17	79777	Miscellaneous expense	21,077.81	30,596.40	33,656.04			
18	89000 +(97777)	Other Income and Expense	49.00	0.00	0.00			
19		TOTAL COST AND EXPENSES	5,310,806.98	3,051,932.59	3,357,125.87			
20		NET INCOME FROM OPERATIONS	739,444.60	(3,051,932.59)	(3,357,125.87)			

22. Right-click on the worksheet tab, and select **Move or Copy**.

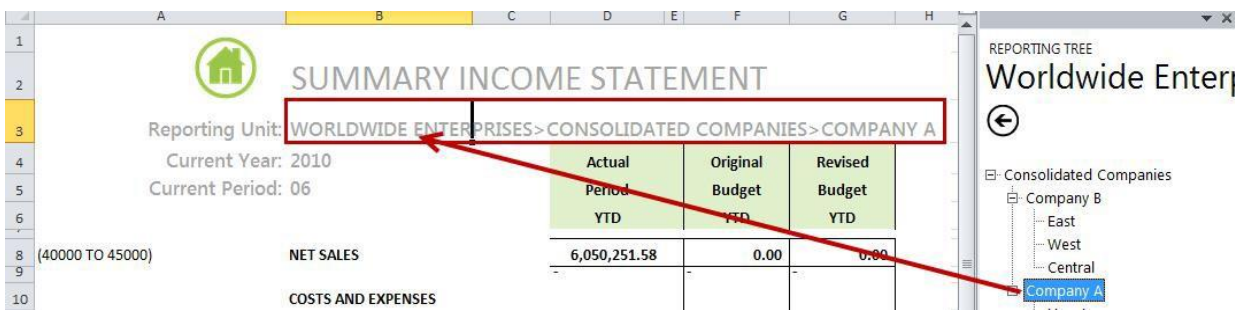


23. Click **(move to end)**.

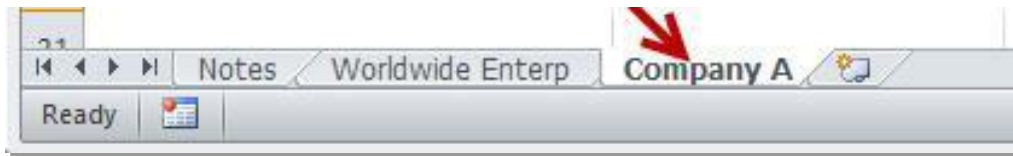
24. Click **Create a copy**.



25. In the copied worksheet, drag-and-drop the next reporting unit you would like to report on.



26. Rename the worksheet accordingly.

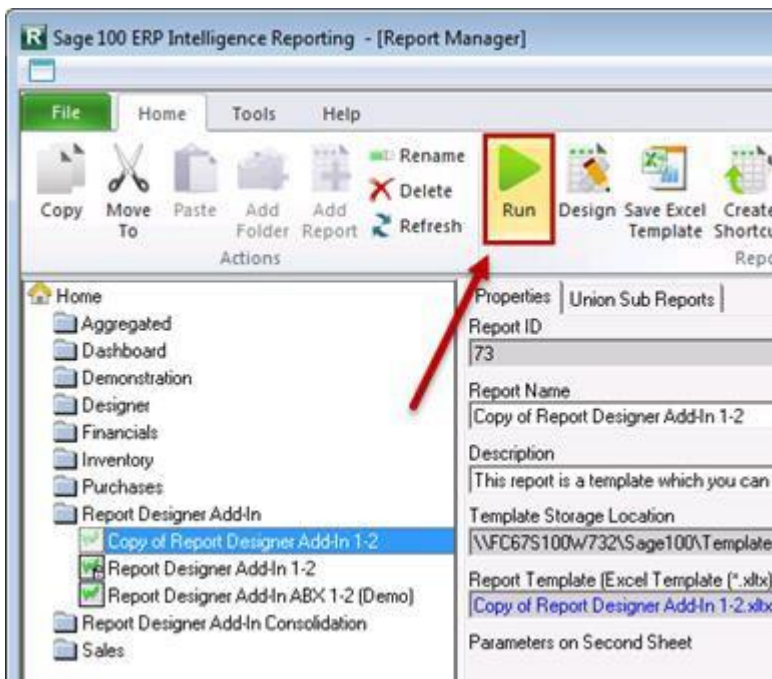


27. **Repeat steps 22 to 27** for each additional company/reporting unit you would like to add to your workbook.

Quarterly Balance Sheet Report

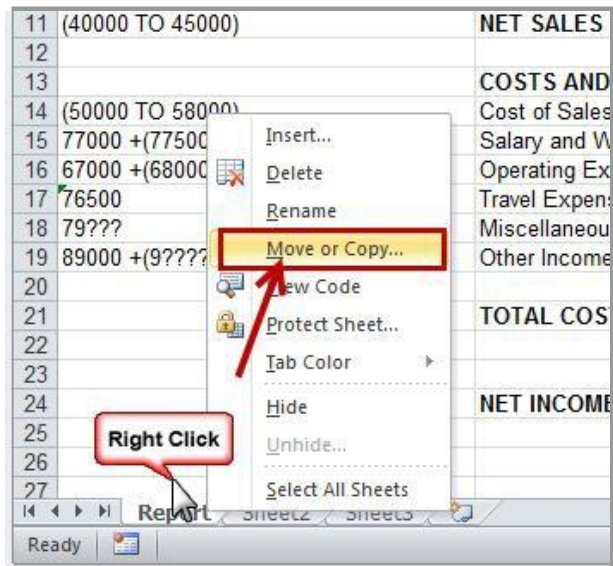
This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence can execute against your business solution database.

1. Open the Sage Intelligence **Report Manager**.
2. Copy the **Report Designer report**.
3. Paste the report into a folder of your choosing.
4. Run the copied Report Designer report.

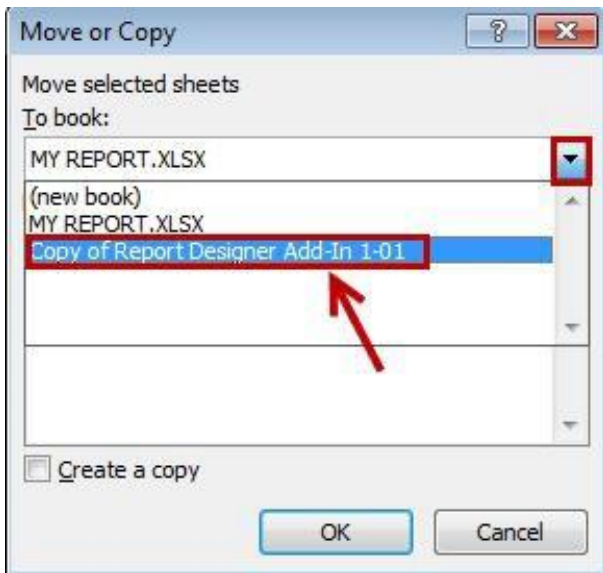


5. In Excel, open the **FRx report** exported previously if it is not already open.

6. Right-click on the worksheet tab and select **Move or Copy**.

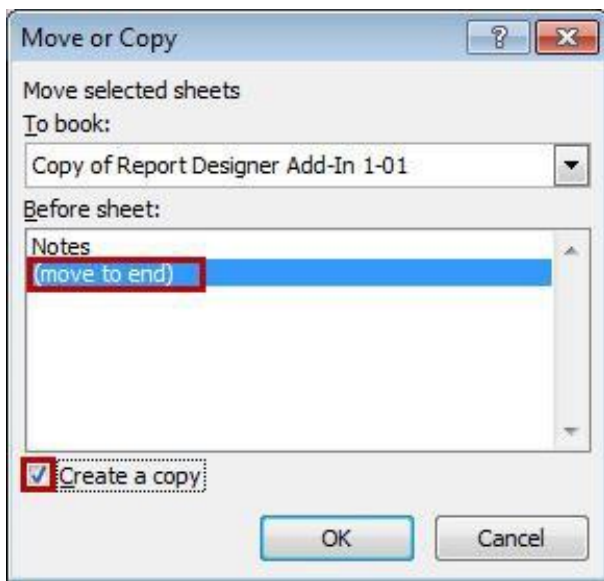


7. Select the Report Designer report from the drop-down list.



8. Select **(move to end)**.

9. Select **Create a copy**.



The copied worksheet will appear in the Report Designer workbook. We will now use the Report Designer Task Pane to modify the report.

Company A									
For the Five Months Ending May 31, 2010									
		Opening Balance	Quarter 3	Quarter 6	Quarter 9	Quarter 12	Current Month		
Assets									
Current Assets									
10000	Petty Cash	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00			
10100	Cash on Hand								
10200	Regular Checking	122,039.12	(55,853.98)	227,365.49	227,365.49	227,365.49	(379,677.9)		
10300	Payroll Checking	2,720.92	3,656.92	4,280.92	4,280.92	4,280.92	312		
10400	Savings Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00			
11000	Accounts Receivable	692,383.81	1,360,215.22	1,295,461.07	1,295,461.07	1,295,461.07	420,024		
11300	Other Receivables								
11400	Credit Card Deposits								
11500	Allowance for Bad Debt	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)			
11600	Inventory Scrap								
11800	Inv Repairs Clearing								
12000	Inventory Lighting	188,769.81	245,840.42	141,530.29	141,530.29	141,530.29	(175,263.0)		
12030	Inventory Desks			625,401.62	625,401.62	625,401.62	625,401.62		
12050	Inventory Ergonomics	157,021.21	303,035.95	77,933.92	77,933.92	77,933.92	(327,657.0)		
12100	Inventory Accessories	29,663.90	75,814.61	162,003.01	162,003.01	162,003.01	83,374		
12400	Inventory Repairs in Process	9,118.94	18,852.27	14,977.63	14,977.63	14,977.63	(4,975.0)		
12600	Inventory Adjustments								

Next, we are going to remove the existing titles and replace them with Sage Intelligence Task Pane formulas allowing the report to update automatically to the current year and period automatically.

10. Delete the titles.

1									
2									
3									
4									
5									
6									
7									
8									

11. Create new titles and drag-and-drop the Current Year, Current Period and Company formulas into the required cells.

Company A Quarterly Balance Sheet						
Current Year Current Period	2010					
	06	Opening Balance	Quarter 3	Quarter 6	Quarter 9	Quarter 12
Assets						
Current Assets						
10000	Petty Cash	\$75.00		\$75.00	\$75.00	\$75.00
10100	Cash on Hand					
10200	Regular Checking	122,039.12	(55,853.98)	227,365.49	227,365.49	(379,677.92)
10300	Payroll Checking	2,720.92	3,656.92	4,280.92	4,280.92	312,000.00
10400	Savings Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
11000	Accounts Receivable	692,383.81	1,360,215.22	1,295,461.07	1,295,461.07	1,295,461.07
11300	Other Receivables					
11400	Credit Card Deposits					
11500	Allowance for Bad Debt	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)
11600	Inventory Scrap					
11800	Inv Repairs Clearing					
12000	Inventory Lighting	188,769.81	245,840.42	141,530.29	141,530.29	141,530.29
12030	Inventory Desks			625,401.62	625,401.62	625,401.62
12050	Inventory Ergonomics	157,021.21	303,035.95	77,933.92	77,933.92	77,933.92
12100	Inventory Accessories	29,663.90	75,814.61	162,003.01	162,003.01	162,003.01
12400	Inventory Repairs in Process	9,118.94	18,852.27	14,977.63	14,977.63	14,977.63
12600	Inventory Adjustments					
12650	Manufacturing Adjustments					

12. Drag-and-drop the required formulas into the correct columns.

- The **GLOpeningBalance** formula returns the opening balance general ledger amount after applying all the filters specified as arguments.
- The **GLClosingBalance** formula returns the closing balance general ledger amount after applying all the filters specified as arguments.
- The **GLActual** formula returns the month to date general ledger actual amount after applying all the filters specified as arguments.

Company A							FINANCIALS	
Quarterly Balance Sheet							formulas trees	
Current Year: 2010								
Current Period: 06								
	Opening Balance	Quarter 3	Quarter 6	Quarter 9	Quarter 12	Current Month		
Assets							Opening Balance	
Current Assets							Closing Balance	
10000 Petty Cash	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00		Actual	
10100 Cash on Hand							Actual YTD	
10200 Regular Checking	122,039.12	(55,853.98)	227,365.49	227,365.49	227,365.49	(379,677.97)	Budget	
10300 Payroll Checking	2,720.92	3,656.92	4,280.92	4,280.92	4,280.92	312.00	Budget YTD	
10400 Savings Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		Current Year	
11000 Accounts Receivable	692,383.81	1,360,215.22	1,295,461.07	1,295,461.07	1,295,461.07	420,024.35	Current Period	
11300 Other Receivables							Company Name	
11400 Credit Card Deposits								
11500 Allowance for Bad Debt	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)			
11600 Inventory Scrap								
11800 Inv Repairs Clearing								
12000 Inventory Lighting	188,769.81	245,840.42	141,530.29	141,530.29	141,530.29	(175,263.37)		
12030 Inventory Desks			625,401.62	625,401.62	625,401.62	625,401.62		
12050 Inventory Ergonomics	157,021.21	303,035.95	77,933.92	77,933.92	77,933.92	(327,657.20)		
12100 Inventory Accessories	29,663.90	75,814.61	162,003.01	162,003.01	162,003.01	83,374.20		
12400 Inventory Repairs in Process	9,118.94	18,852.27	14,977.63	14,977.63	14,977.63	(4,975.17)		

13. Edit the formulas by clicking the **fx** button to reference the correct parameters.

Function Arguments

GLClosingBalance

GLLink: \$A\$11 = "10000"

Year: \$C\$3 = "2010"

Period: \$E\$7 = "3"

Company: =

AccountCategoryCode: =

Returns the closing balance general ledger amount.

Company is the company code retrieved from the general ledger.

Formula result = \$75.00

Help on this function

OK Cancel

TIP: Use the Opening Balance formula to return the opening balance general ledger amount instead of the Beginning Balance used in FRx. Use the Closing Balance formula to return the closing balance general ledger amount for a specific period.

14. **Copy the formula** down to other relevant cells.

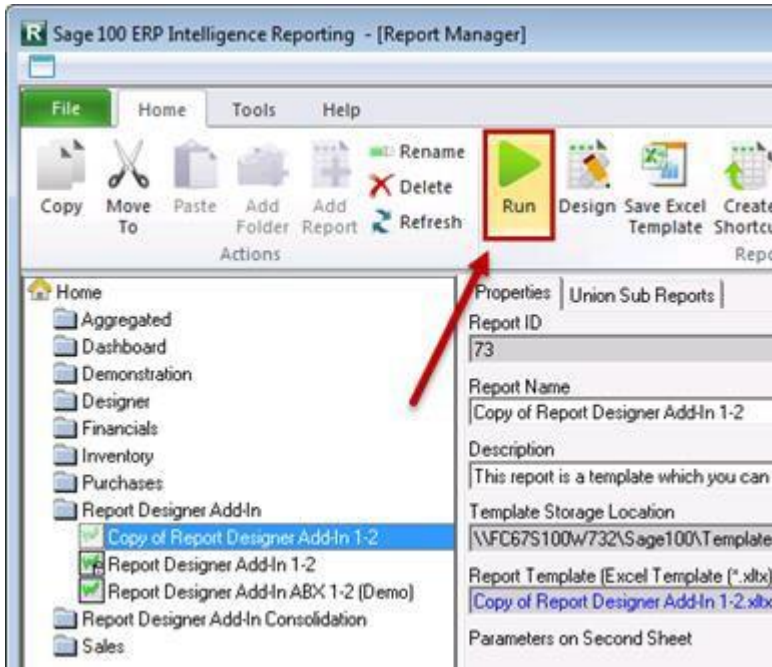
15. Using Excel formatting, you can now use any of the Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.

Company A		Quarter				Current Month
Balance Sheet		Opening Balance	3	6	9	12
Assets						
Current Assets						
10000	Petty Cash	75.00	75.00	75.00	75.00	75.00
10100	Cash on Hand					
10200	Regular Checking	122,039.12	(55,853.98)	227,365.49	227,365.49	227,365.49
10300	Payroll Checking	2,720.92	3,656.92	4,280.92	4,280.92	4,280.92
10400	Savings Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
11000	Accounts Receivable	692,383.81	1,360,215.22	1,295,461.07	1,295,461.07	1,295,461.07
11300	Other Receivables					
11400	Credit Card Deposits					
11500	Allowance for Bad Debt	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)
11600	Inventory Scrap					
11800	Inv Repairs Clearing					
12000	Inventory Lighting	188,769.81	245,840.42			
12030	Inventory Desks					
12050	Inventory Ergonomics	157,021.21	303,035.95			

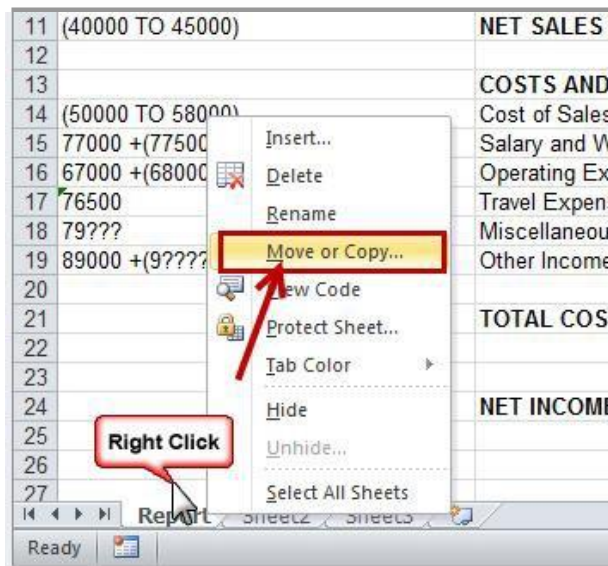
Cash Flow Report

This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence can execute against your business solution database.

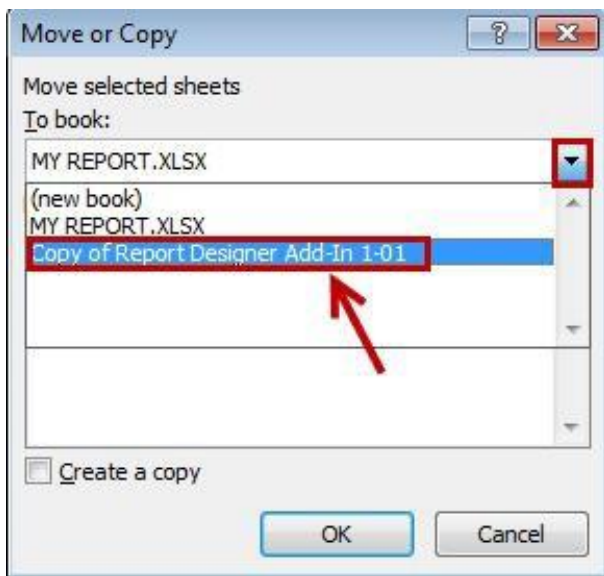
1. Open the **Report Manager**.
2. Copy the **Report Designer** report.
3. Paste the report into a folder of your choosing.
4. Run the copied Report Designer report.



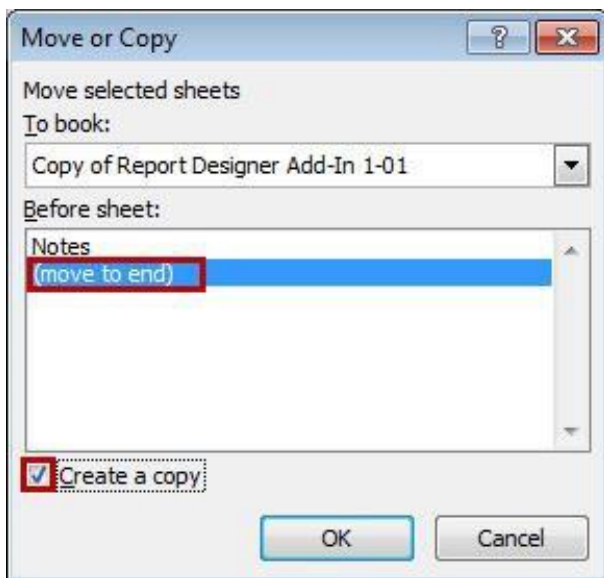
5. In Excel, open the FRx report created previously if it is not already open.
6. Right-click on the worksheet tab and select **Move or Copy**.



7. Select the Report Designer report from the drop-down list.



8. Select **(move to end)**.
9. Select **Create a copy**.



The copied worksheet will appear in the Report Designer workbook. We will now use the Report Designer Task Pane to modify the report.

	A	B	C	D	E	F	G	H
1		Company A						
2								
3		For the Five Months Ending May 31, 2010						
4								
5								
6			Current Period	Year to Date				
7								
8		Cash Flow from Operating Activities:						
9	(40000 TO 90100)	Net Income (Loss)	\$1,218.48	\$499,721.12				
10		Adjustments to Reconcile to:						
11		Changes in Operating Assets & Liabilities						
12	11000	Accounts Receivable	(420,024.35)	(1,295,461.07)				
13	12000	Inventory Lighting	175,263.37	(141,530.29)				
14	12030	Inventory Desks	(625,401.62)	(625,401.62)				
15	12050	Inventory Ergonomics	327,657.20	(77,933.92)				
16	12100	Inventory Accessories	(83,374.20)	(162,003.01)				
17	12400	Inventory Repairs in Process	4,975.17	(14,977.63)				
18	14000	Prepaid Expenses						
19	14100	Employee Advances						
20	17000	Accumulated Depreciation Furniture		81,798.41				
21	17100	Accumulated Depreciation Equipment		57,685.76				
22	17200	Accumulated Depreciation Trucks		59,694.40				
23	19000	Deposits		(3,000.00)				
24	19150	Accumulated Amortization Org. Costs						
25	20000	Accounts Payable	232,578.37	1,013,048.82				
26	20100	Steelcase Payable	(48,129.64)					
27	23000	Accrued Expenses						

FINANCIALS
formulas trees lis
Opening Balance
Closing Balance
Actual
Actual YTD
Budget
Budget YTD
Current Year
Current Period
Company Name

Next, we are going to remove the existing titles for current year and current period and replace them with Sage Intelligence Task Pane formulas allowing the report to update automatically to the current year and period.

10. Delete the **company** and **period** titles.
11. Create new titles and drag-and-drop the **Current Year** and **Current Period** formulas into the required cells.

	A	B	C	D	E	F	G	H
1		Cash Flow Report						
2								
3			Current Year: 2010					
4			Current Period: 06					
5								
6			Current Period	Year to Date				
7								
8		Cash Flow from Operating Activities:						
9	(40000 TO 90100)	Net Income (Loss)	\$1,218.48	\$499,721.12				
10		Adjustments to Reconcile to:						
11		Changes in Operating Assets & Liabilities						
12	11000	Accounts Receivable	(420,024.35)	(1,295,461.07)				
13	12000	Inventory Lighting	175,263.37	(141,530.29)				
14	12030	Inventory Desks	(625,401.62)	(625,401.62)				
15	12050	Inventory Ergonomics	327,657.20	(77,933.92)				
16	12100	Inventory Accessories	(83,374.20)	(162,003.01)				
17	12400	Inventory Repairs in Process	4,975.17	(14,977.63)				
18	14000	Prepaid Expenses						
19	14100	Employee Advances						
20	17000	Accumulated Depreciation Furniture		81,798.41				
21	17100	Accumulated Depreciation Equipment		57,685.76				
22	17200	Accumulated Depreciation Trucks		59,694.40				
23	19000	Deposits		(3,000.00)				
24	19150	Accumulated Amortization Org. Costs						
25	20000	Accounts Payable	232,578.37	1,013,048.82				

FINANCIALS
formulas trees l
Opening Balance
Closing Balance
Actual
Actual YTD
Budget
Budget YTD
Current Year
Current Period
Company Name

12. Drag-and-drop the required formulas into the correct columns.
 - The **GLActual** formula returns the month to date general ledger actual amount after applying all the filters specified as arguments.

- The **GLActualYTD** formula returns the year to date general ledger actual amount after applying all the filters specified as arguments.

	A	B	C	D	E	F
1		Cash Flow Report				
2						
3			Current Year: 2010			
4			Current Period: 05			
5						
6			Current Period	Year to Date		
7						
8		Cash Flow from Operating Activities:				
9	(40000 TO 90100)	Net Income (Loss)	\$1,218.48	\$499,721.12		
10		Adjustments to Reconcile to:				
11		Changes in Operating Assets & Liabilities				
12	11000	Accounts Receivable	(420,024.35)	(1,295,461.07)		
13	12000	Inventory Lighting	175,263.37	(141,530.29)		
14	12030	Inventory Desks	(625,401.62)	(625,401.62)		
15	12050	Inventory Ergonomics	327,657.20	(77,933.92)		
16	12100	Inventory Accessories	(83,374.20)	(162,003.01)		
17	12400	Inventory Repairs in Process	4,975.17	(14,977.63)		
18	14000	Prepaid Expenses				
19	14100	Employee Advances				
20	17000	Accumulated Depreciation Furniture		81,798.41		
21	17100	Accumulated Depreciation Equipment		57,685.76		
22	17200	Accumulated Depreciation Trucks		59,694.40		
23	19000	Deposits		(3,000.00)		

13. Edit the formulas by clicking the **fx** button to reference the correct parameters.

SUM	A	B	C
	Cash Flow Report		
1			
2			
3		Current Year: 2010	
4		Current Period: 05	
5			
6			Current Period
7			
8			
9	(40000 TO 90100)	Net Income (Loss)	9.\$C\$3.\$C\$4
10		Adjustments to Reconcile to:	
11		Changes in Operating Assets & Liabilities	
12	11000	Accounts Receivable	(420,024.35)
13	12000	Inventory Lighting	175,263.37
14	12030	Inventory Desks	(625,401.62)
15	12050	Inventory Ergonomics	327,657.20
16	12100	Inventory Accessories	(83,374.20)
17	12400	Inventory Repairs in Process	4,975.17
18	14000	Prepaid Expenses	

Function Arguments

GLActual

GLLink: \$A9 = "(40000 TO 90100)"

Year: \$C\$3 = "2010"

Period: \$C\$4 = "05"

Company: =

AccountCategoryCode: =

Returns the month to date general ledger actual amount.

GLLink is the account code from the main accounts or accounts list the general ledger.

Formula result = (\$1,218.48)

[Help on this function](#)

OK

- Copy the formula down to other relevant cells.
- Using Excel formatting, you can now use any of the Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.

	A	B	C	D
1		<h1>Cash Flow Report</h1>		
2				
3		Current Year:	2010	
4		Current Period:	05	
5				
6				
7				
8		Cash Flow from Operating Activities:		
9	(40000 TO 90100)	Net Income (Loss)	(1218.48)	499721.12
10		Adjustments to Reconcile to:		
11		Changes in Operating Assets & Liabilities		
12	11000	Accounts Receivable	(420024.35)	(1295461.07)
13	12000	Inventory Lighting	175263.37	(141530.29)
14	12030	Inventory Desks	(625401.62)	(625401.62)
15	12050	Inventory Ergonomics	327657.20	(77933.92)
16	12100	Inventory Accessories	(83374.20)	(162003.01)
17	12400	Inventory Repairs in Process	4975.17	(14977.63)
18	14000	Prepaid Expenses		

Automatically Converting Reporting Trees from FRx

Using FRx Reporting Trees Converter

SUPPORT FOR THIS UTILITY: Please note that support for this utility follows the standard Sage support process.

If you have many Reporting Trees which need to be converted for use with Sage Intelligence, you may use the FRx Reporting Trees Converter utility which has been packaged with this Conversion Guide document.

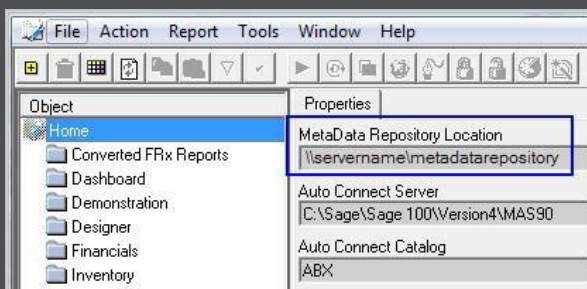
This utility reads FRx Specification Sets and converts FRx Reporting Trees into Sage Intelligence Reporting Trees.

NOTE: This utility will only convert FRx Reporting Trees which are associated with FRx Reports, any disassociated Reporting Trees will be ignored during conversion.
Only Microsoft FRx 6.7 Service Pack 11 specification sets are supported.

Steps to use this utility:

1. Extract the **FRxTreesConverter.zip** file into a folder.
2. Inside the new folder run **FRxTreesConverter.exe**
3. Browse to the location of and select the **FRx Specification Set** you would like to load FRx Reporting Trees from.
4. Press **OK**.
5. You will then be prompted to select an output location for your FRx Reporting Trees. Browse to the location of your **Sage Intelligence Metadata Repository** and press **OK**.

NOTE: If you do not know where this folder is you can find out by opening the Report Manager, selecting the Home object and noting the MetaData Repository Location in the Properties tab:



6. All Reporting Trees associated with FRx Reports within the FRx Specification Set will be converted.
7. The converted Reporting Trees will be available for use in Sage Intelligence.

Troubleshooting

Some of my report is not exporting from FRx

FRx has some exporting limitations. The FRx Excel options are explained below:

The screenshot shows the 'Output Options' dialog box in FRx. The 'Output Options' tab is selected. Under 'Output Options', 'Formatted Excel (XLS, XLSX)' is chosen. The 'File name' is 'MY REPORT.XLSX'. A red box highlights the 'Excel options' section, which includes: 'Activate Workbook' (checked), 'Format as Excel outline' (checked), 'Password' (empty field), 'Print headings' (checked), 'Print format rows' (checked), 'Print underscore rows' (checked), and 'Export formulas' (checked). Other options like 'Replace file without warning' and 'Chain to catalog ID' are also visible.

Option	Description
Activate Workbook	Use this option to open an Excel workbook after generating a report. If you do not select this option, your report is saved as a .xlsx file and Excel does not open automatically.
Format as Excel Outline	If you generate an account or transaction detail report, you can use Excel's built-in outline control to allow the user to hide or show row details. Select this check box to enable this feature.
Password	To assign a password to your Excel (.xlsx) file, and protect it from unauthorized access, type a password in this box.
Print Headings	Use to include your defined column and report headings in the worksheet file.
Print Format Rows	Use to include your defined format rows (DES, LFT, RGT, and CEN rows) in the workbook file. If you do not select this option, only amount rows export to the worksheet.
Print Underscore Rows	To include underscore (and double underscore) rows in the worksheets.
Export Formulas	<p>Use this option only with worksheets to export formulas from the row format (TOT) and column layout to the worksheet.</p> <p>Formulas are always written to an FRx DrillDown Viewer file to allow formulas to be included when exporting from within the FRx DrillDown Viewer. When the Export Formula option is selected, only the following types of formulas will be exported:</p> <ul style="list-style-type: none">• Row Formats: Total rows (TOT format code) will be exported. If a total row includes a range, other total rows within that range will be counted as intermediate subtotals, and will not be included in the total. The

Option	Description
	<p>exception to this is if another total row is the first or last row within the range. If a TOT row contains parentheses, it will not be exported.</p> <ul style="list-style-type: none"> • Calculation rows (CAL format code) will not be exported. • NP print control rows will be exported as a hidden row since it may be needed for a formula. FRx will always export these hidden rows, regardless of whether the Export Formula option is selected. • Column formats: <ul style="list-style-type: none"> ○ Base calculations (used with CBR rows) will be exported. <input type="checkbox"/> Simple calculations will be exported. ○ Complex calculations will not be exported. A complex calculation is defined as any calculation containing parentheses. ○ Columns with a SD (Suppress Details) column restriction will not export formulas since the formulas cannot be calculated. ○ Columns using a formula that references a specific cell (such as B/B100) will not be exported. NP (non-printing) columns are always exported as hidden columns. <p><i>*Note: The Export Formulas option is only supported at the Financial Report detail level. Account and Transaction detail levels will not include formulas.</i></p>