

# **Sage Live Intelligence**

## **January 2018 Release Notes**

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# 1.0 Introduction

## 1.1 Purpose of the project

This release of Sage Intelligence was initiated to deliver the new Sage Intelligence User Interface, as well as add further enhancements to the January 2018 release of Sage Live.

## 1.2 Application Requirements

- Sign-in credentials for Salesforce/ Sage Live
- A basic knowledge of accounting
- A basic knowledge of Sage Intelligence

### 1.2.1 Browser Compatibility

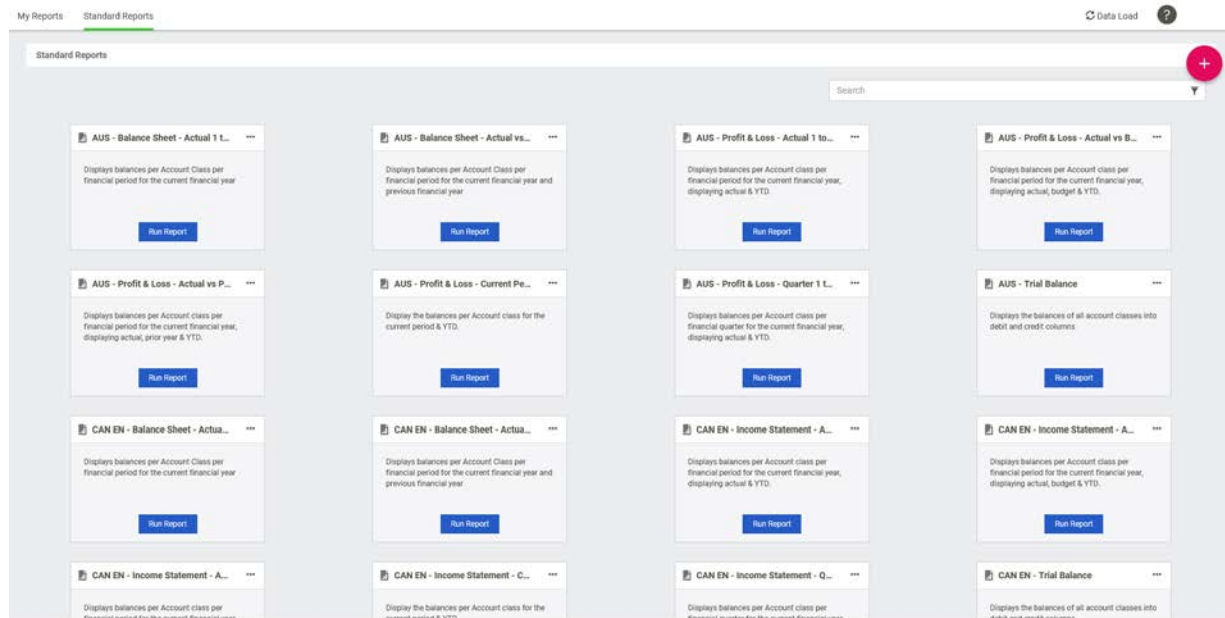
- Chrome () in a windows environment
- Edge and Internet Explorer () in a windows environment
- Firefox () in a windows environment

## 2.0 Features & Enhancements

### 2.1 New Sage Intelligence User Interface

#### 2.1.1 Standard Reports Page

On opening Sage Intelligence, you will now land directly on the Standard Reports page below. The Standard Reports page helps create a clear distinction between out the box reports (Standard Reports) and custom reports (My Reports). The Standard Reports page includes all the standard reports that ship with Sage Intelligence. These standard reports can't be edited. To edit these reports, you will need to make a copy of them. You can run all standard reports from this page.

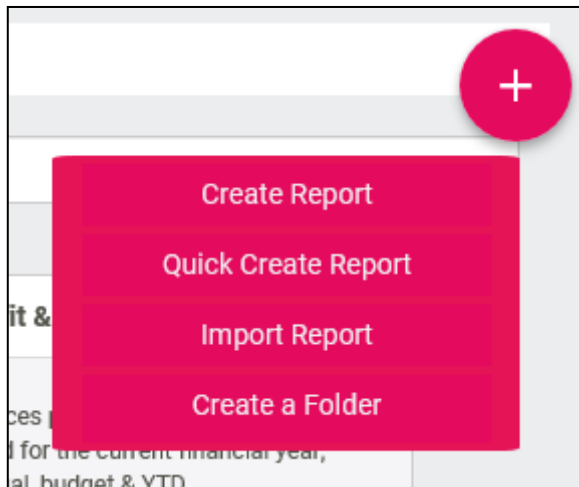


#### 2.1.2 My Reports Page

The My Reports page is a new page that will include any copied, custom or imported reports that you create, creating a clear distinction between your own reports and those that are shipped with Sage Intelligence. You can create folders and reports on the My Reports page below. The Reports can be organized into folders. Custom reports can be edited and deleted. Any custom reports you already have will appear on this page.

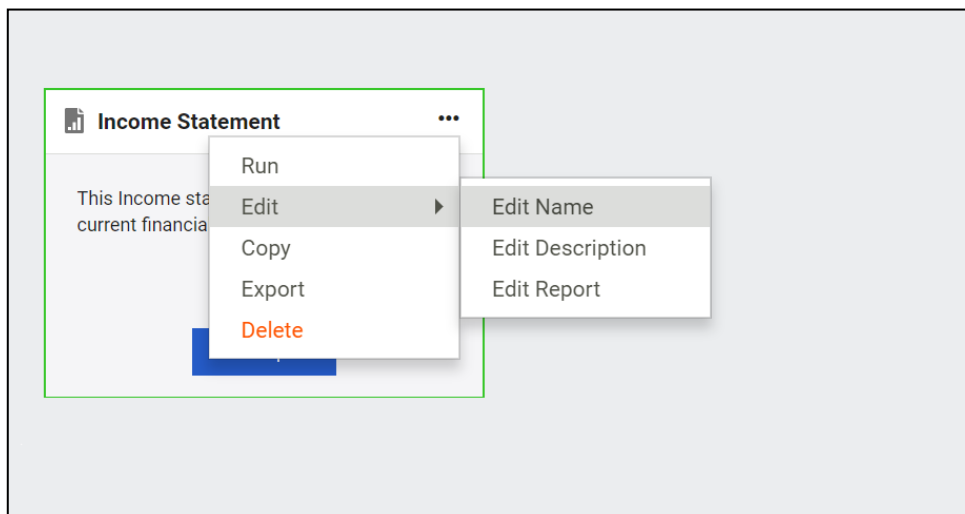
### 2.1.3 Options Button

The new (+) Options button is available on the top right-hand side of the screen. This makes it quick and easy to find and create reports. From this menu, you can select actions. Certain of these actions are only available on specific Sage Intelligence integrations.



### 2.1.4 Report Options- Edit Name

The ability to edit the name on any custom reports has been introduced. This allows you to rename a report, or edit errors in existing report names.



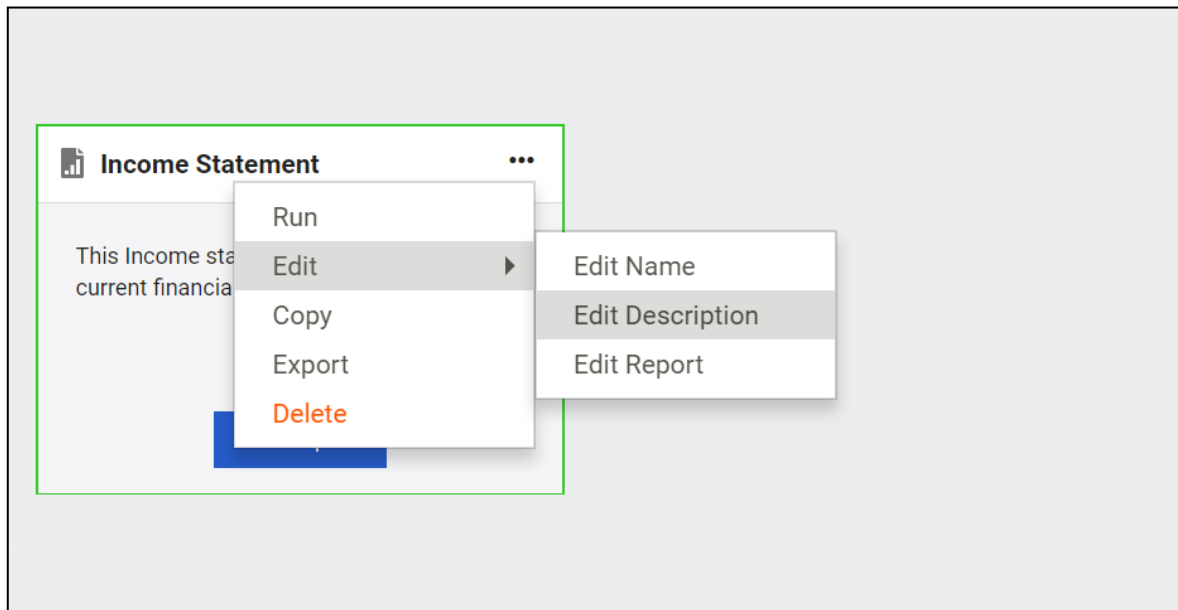
### 2.1.5 Report Options – Add Description

On your custom reports, there is an option to add a description to the report. The report description option will be available when you create a new report, copy a report or import a report. Reports descriptions can assist in clarifying the output of a report and may refer to specific periods, companies or account categories. The report description is optional, and it is recommended that you keep the number of characters below 160.

Report Name	Profit & Loss
Report Description	An optional Report Description can be added in this section

### 2.1.6 Report Options – Edit Description

There is also the option for you to edit the description on a report if required. Simply select the report options and select Edit Description.



### 2.1.7 Ability to Save Reports to Folders

There is now the ability to save reports to a selected existing folder when creating, copying, importing or editing a report. One of the main advantages of folders and saving reports to folders is that they make it easier to locate and access reports. This benefits you by providing a structured navigation to find reports or folders.

Quick Create New Report

Report Name

Income Statement

Report Description

Income Statement showing the figures for the Current Year.

Columns

Actual vs Budget

Rows

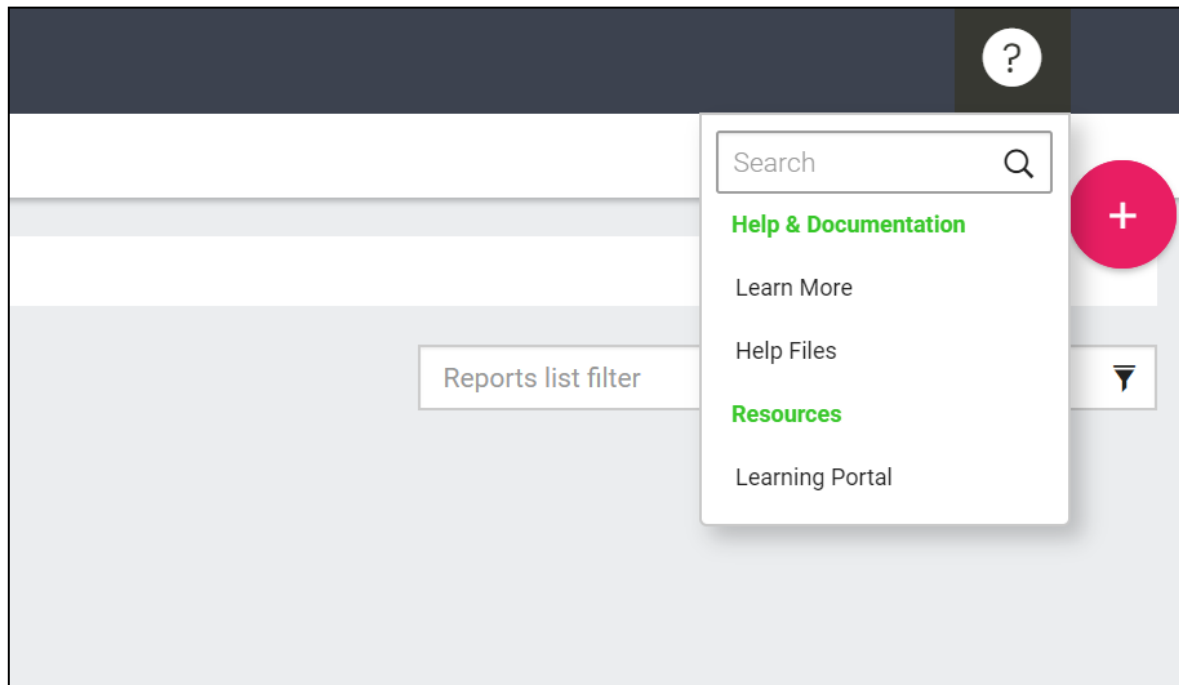
Profit & Loss Rows

Select Folder

My Reports / UK Financials

## 2.1.8 Help

All the help resources have been logically grouped together. They are now all found on the easily accessible help icon in the header bar.



## 2.1.9 Export to PDF

A value-adding new feature is the ability to export a report to PDF. Once you have run your report out, click on PDF in the top right of the screen.

The screenshot shows the 'Expense Detail Current Month' report in Sage Intelligence. The report is for Company 'RKL\_DBN' and Year '2016'. The top right of the report area has a navigation bar with buttons for 'Excel', 'PDF' (highlighted with a red box), 'Log Out', and 'Data Load'. The report table has the following columns: Actual, Budget, Actual vs Budget Var, Prior Actual, Actual vs Prior Var, Actual 1, Actual 2, Actual 3, and Actual. The data is as follows:

	Actual	Budget	Actual vs Budget Var	Prior Actual	Actual vs Prior Var	Actual 1	Actual 2	Actual 3	Actual
Returns & allowances	110	105	(45)	79	(1 031)				
Returns & allowances - East	5 102	4 847	205	3 653	(2 449)	2 422	4 843	5 085	
Returns & allowances - West	1 754	1 666	38	1 256	(1 498)	833	1 665	1 748	
Purchases	219 637	208 845	10 942	157 411	(63 426)				
Freight	750	713	(18)	537	(1 218)				
Freight - East	4 546	4 319	177	3 255	(2 291)	1 623	3 246	3 311	
Freight - West	2 031	1 929	52	1 454	(1 577)	721	1 442	1 471	
Warehouseman payroll - East	51 765	49 177	2 538	37 066	(15 699)	20 385	40 770	41 178	
Warehouseman payroll - West	12 181	11 572	559	8 722	(4 459)	4 909	9 818	9 917	
Warehouse supplies	1 400	1 330	20	1 003	(1 398)	386	773	788	
Driver payroll - East	42 385	40 265	2 069	30 349	(13 036)	17 722	35 444	35 799	
Driver payroll - West	16 138	15 331	757	11 555	(5 583)	6 512	13 024	13 154	



You will notice a PDF document download (the location of the download will depend on your computer settings).

**sage Intelligence**

← Back Excel PDF Log Out Data Load

### Expense Detail Current Month

Company: RKL\_DBN  
Year: 2016

	Actual	Budget	Actual vs Budget Var	Prior Actual	Actual vs Prior Variat	Actual 1	Actual 2	Actual 3	Actual
Returns & allowances	110	105	(45)	79	(1 031)				
Returns & allowances - East	5 102	4 847	205	3 653	(2 449)	2 422	4 843	5 085	
Returns & allowances - West	1 754	1 666	38	1 256	(1 498)	833	1 665	1 748	
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Freight - West	2 031	1 929	52	1 454	(1 577)	721	1 442	1 471	
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Driver payroll - East	42 385	40 265	2 069	30 349	(13 036)	17 722	35 444	35 799	
Driver payroll - West	16 138	15 331	757	11 555	(5 583)	6 512	13 024	13 154	

Expense Detail Cur...pdf Tout afficher

Opening the PDF document will open a new tab in the browser.

Sage Intelligence Report: X Expense Detail Current: X

file:///C:/Users/jessica.mack/Downloads/Expense%20Detail%20Current%20Month%20(1).pdf

### Expense Detail Current Month

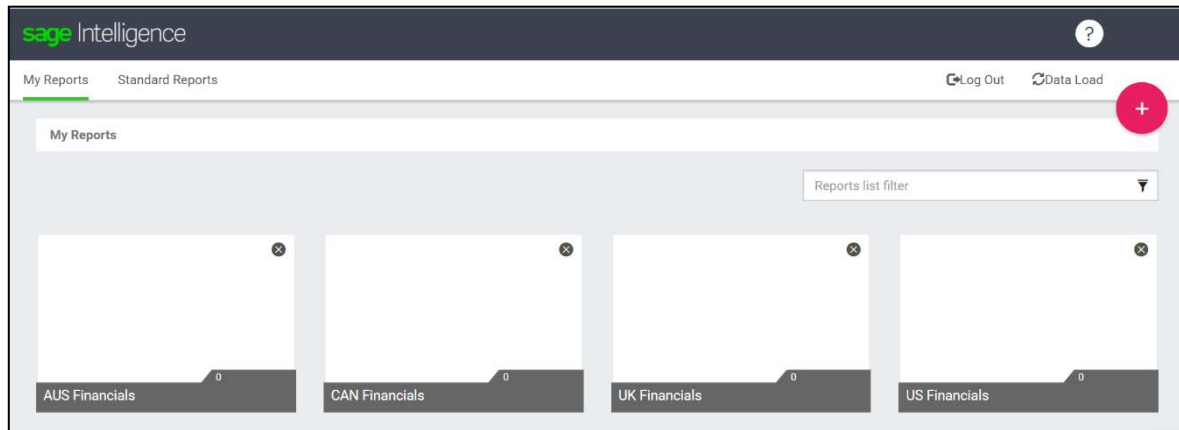
Company: RKL\_DBN  
Year: 2016  
Budget Code: ORIGINAL  
Title Period:

	Actual	Budget	Actual vs Budget Variance	Prior Actual	Actual vs Prior Variance	Actual 1	Actual 2	Actual 3	Actual 4	Actual 5	Actual 6	Actual 7	Actual 8	Actual 9	Actual 10	Actual 11	Actual 12
Returns & allowances	110	105	(45)	79	(1 031)												
Returns & allowances - East	5 102	4 847	205	3 653	(2 449)	2 422	4 843	5 085	4 984	5 233	4 448	4 670	5 371	5 102	5 868	7 921	
Returns & allowances - West	1 754	1 666	38	1 256	(1 498)	833	1 665	1 748	1 713	1 713	1 799	1 529	1 606	1 846	1 754	2 017	
Purchases	219 837	208 845	10 942	157 411	(63 426)		226	214 725	225 461	191 642	201 224	231 407	219 837	252 818	341 297		
Freight	750	713	(13)	537	(1 213)				733	769	654	687	790	750	863	1 164	
Freight - East	4 546	4 319	177	3 255	(2 291)	1 623	3 246	3 311	3 377	4 440	4 662	3 963	4 161	4 785	4 546	5 228	
Freight - West	2 031	1 929	52	1 454	(1 577)	721	1 442	1 471	1 500	1 983	2 082	1 770	1 859	2 137	2 031	2 335	
Warehouseman payroll - East	51 765	49 177	2 538	37 066	(15 699)	20 385	40 770	41 178	35 063	50 561	53 090	45 126	47 382	54 490	51 765	59 530	
Warehouseman payroll - West	12 181	11 572	559	8 722	(4 459)	4 909	9 818	9 917	7 714	11 898	12 493	10 619	11 150	12 823	12 181	14 009	
Warehouse supplies	1 400	1 330	20	1 003	(1 398)	386	773	788	804	1 368	1 436	1 221	1 382	1 474	1 400	1 611	
Driver payroll - East	42 385	40 265	2 069	30 349	(13 036)	17 722	35 444	35 799	26 895	41 399	43 469	36 949	38 796	44 615	42 385	48 742	
Driver payroll - West	16 138	15 331	757	11 555	(5 583)	6 512	13 024	13 154	11 136	15 762	16 551	14 068	14 771	16 987	16 138	18 558	

## 2.2 UI Enhancements

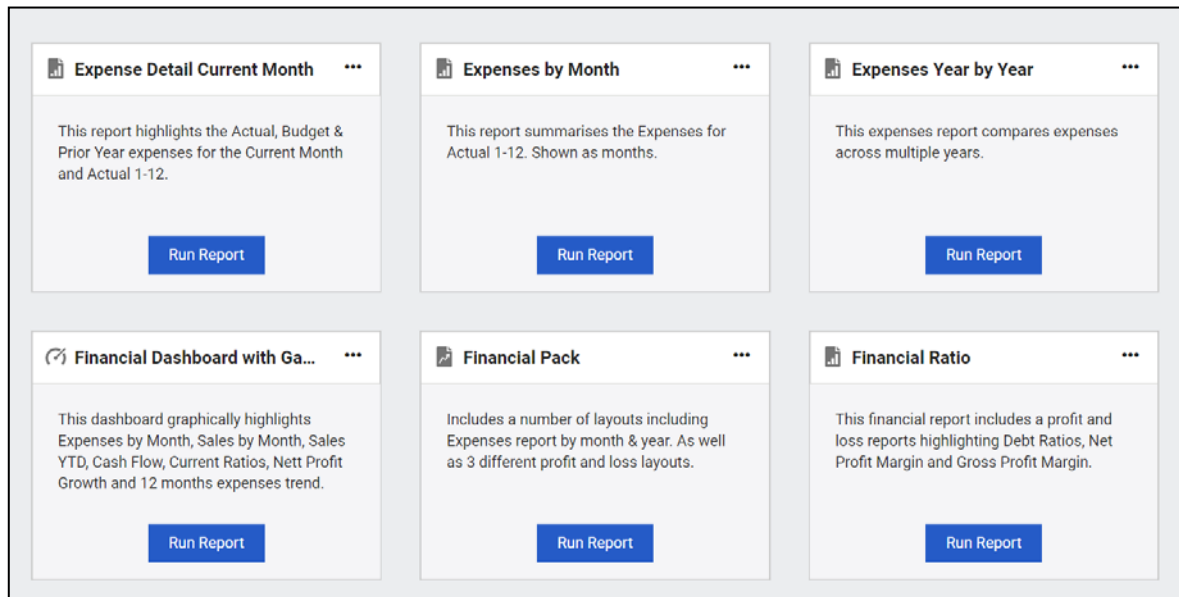
### 2.2.1 Folder UI updated

The look and feel on folders has been updated significantly. Folders now appear as folders, and the number on the folder alerts as you to how many reports exist in a folder. A parent folder can only be deleted if there are no other folders or reports in the parent folder. One of the main advantages of folders is that they make it easier to locate and access reports.



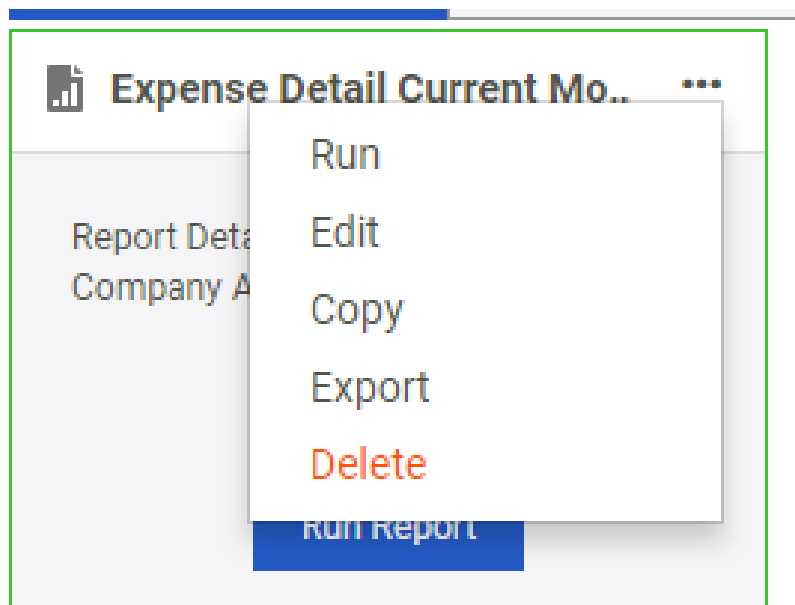
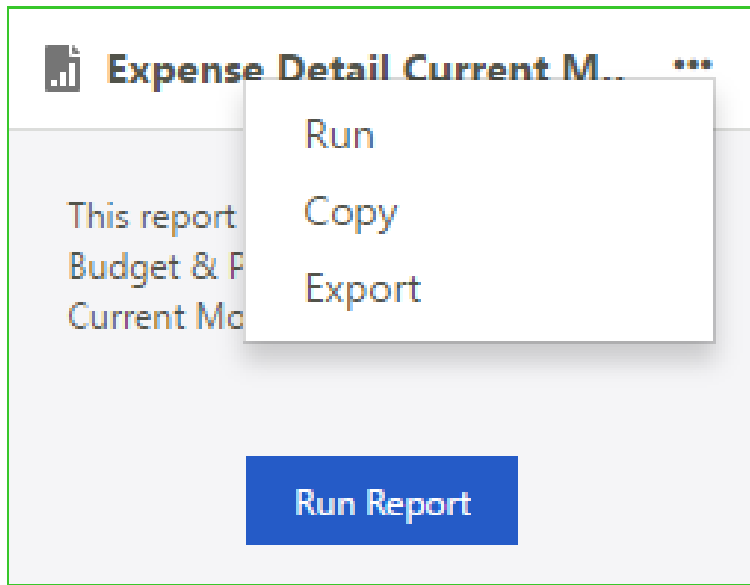
### 2.2.2 Report Tiles

Another significant update has been done to the report library user interface. The long list of reports has now been replaced with a cleaner, fresher report tile look.



### 2.2.3 Report Options

The report options no longer take up valuable real estate on the reports. The report options are now found on the ellipsis. And only the report options that are applicable to the actual report type show. For example, on standard reports there are currently 3 options (run, copy and export) on custom reports there are more options (run, edit, copy, export and delete).

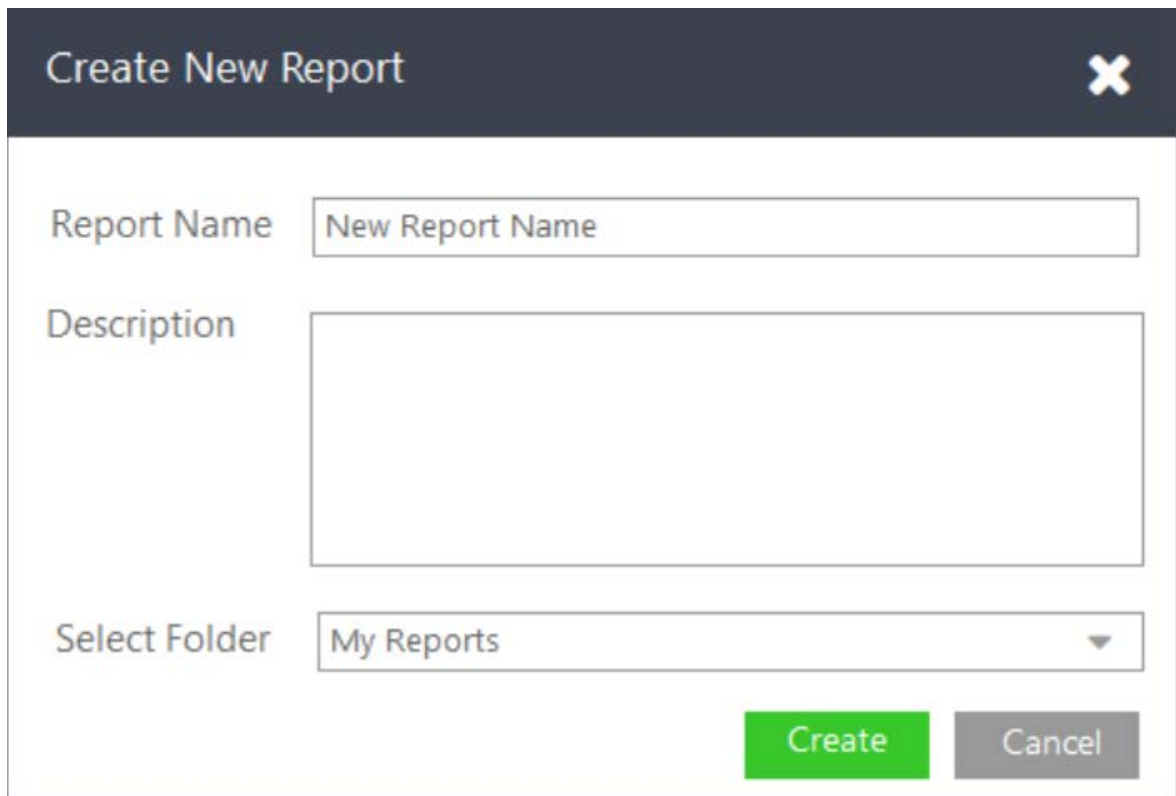


### 2.2.4 Dialog Boxes

All dialog boxes have been updated to be more intuitive and user friendly by adding the appropriate action button. An action specific button will enable you to do your task much more quickly and accurately.

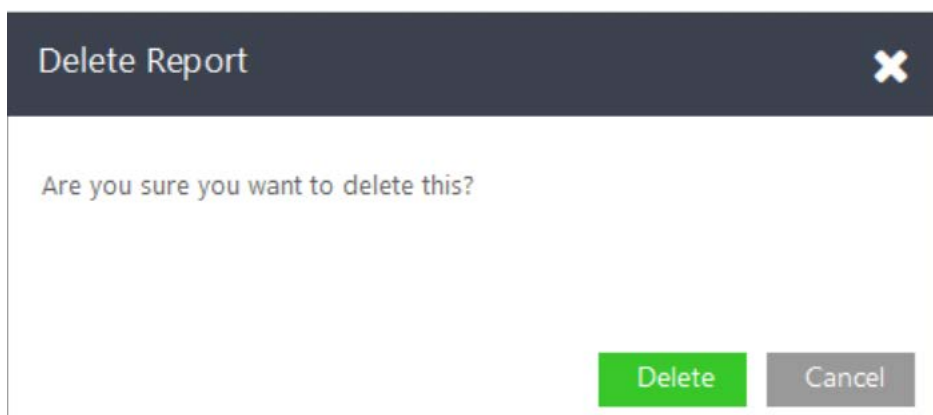
The **OK** button in Sage Intelligence has been replaced with more specific action buttons. You will be able to see what action you are about to do without having to read the dialog box and have the option to cancel the action.

Example: Create New Report



The 'Create New Report' dialog box features a dark header with the title and a close button. The main area contains three input fields: 'Report Name' with the placeholder 'New Report Name', a large 'Description' text area, and a 'Select Folder' dropdown menu currently showing 'My Reports'. At the bottom right, there are two buttons: a green 'Create' button and a grey 'Cancel' button.

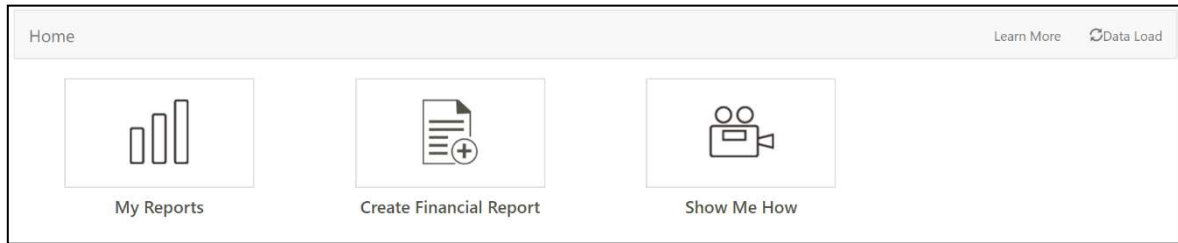
Example: Delete Report



The 'Delete Report' dialog box has a dark header with the title and a close button. The main area contains a single line of text asking 'Are you sure you want to delete this?'. At the bottom right, there are two buttons: a green 'Delete' button and a grey 'Cancel' button.

## 2.3 Removed

The Home page and My Reports have been removed which reduces the number of steps required to get to the reports.



## 2.4 Layer availability on Opening and Closing Balance Amount Types

You are now able to apply Layers at column level on Opening and Closing Balances. Therefore, if you have inserted budgets, forecasts, adjustments et cetera, in the Sage Live BMS, you will now get correct figures coming through on Sage Intelligence Balance Sheet and Trial Balance reports.

### Column Properties

Column Heading	<input type="text" value="Actual 01"/>																				
Column Type	<input type="text" value="Amount"/>																				
Amount Type	<input type="text" value="Closing Balance"/>																				
Dimension Tag	<input type="text" value="Optional"/>																				
Debit/Credit	<input type="text" value="All"/>																				
Layer	<input type="text" value="Actual"/>																				
Year	<input type="text" value="Year"/>																				
Period																					
	<table><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>Quarter 1</td><td>Quarter 2</td><td>Quarter 3</td><td>Quarter 4</td></tr><tr><td>Current Period</td><td>Prior Period</td><td></td><td></td></tr></table>	1	2	3	4	5	6	7	8	9	10	11	12	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Current Period	Prior Period		
1	2	3	4																		
5	6	7	8																		
9	10	11	12																		
Quarter 1	Quarter 2	Quarter 3	Quarter 4																		
Current Period	Prior Period																				
Hide Column	<input type="checkbox"/>																				
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>																				

## 2.5 Layer selection defaults to 'Actual'

Please note that the default layer selection in the Layer drop-down in the report Column Properties will be 'Actual'. This will be applied across all Amount Types.

To change this selection, simply click on the drop-down and select the layer you would like to apply for that column.

Layer selection is now mandatory.

## 2.6 Drill Down on multi-company reports

Please note that you will not be able to drill down when selecting multiple companies from the report filter (i.e. running a multi-company report). If you attempt this, you will be presented with the following error message,



## 2.7 Dimension Tag and Layer persistence on Quick Add Columns.

Previously, when you saved the columns you inserted into the report as 'Quick Adds' as a means to consecutively reuse it, your Layer and Dimension selection were not saved along with the other properties.

This issue has now been resolved. Layer and Dimension Tag selections are now saved with other column properties when you save your column set as Quick Adds. Please see below for step by step explanation.

1. Create a report
2. Add your desired rows and columns to the report
3. Apply Layers and Dimension Tags to your columns
4. Save your columns as Quick Adds
5. You can now close your report
6. If you want to create another report and reuse your Quick Add Columns, simply click on Create Report from the Options Button
7. Insert a report Name and optional Description
8. Give your report a Title and Insert your desired rows
9. Click on the Columns field to open the Online Design Pane
10. Select Quick Add Columns
11. Insert the Quick Add Column set you want to include
12. You will see that the Layers and Dimensions applied when the Quick Add Column set was created are persisted

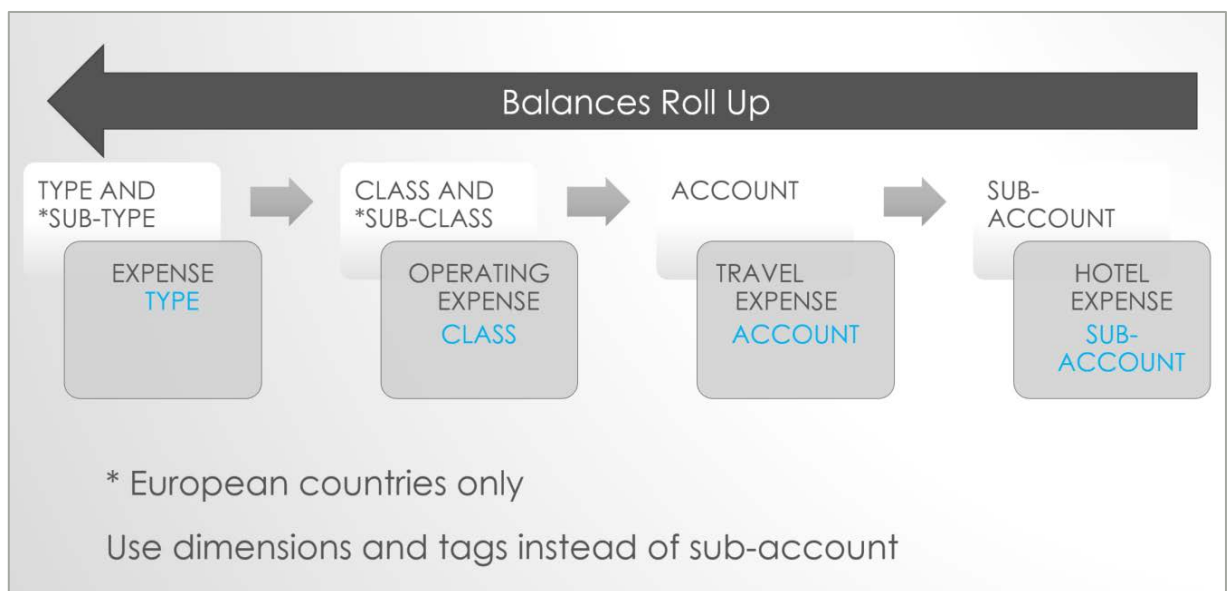
## 3.0 Known Issues

### 3.1 Multi-Dimensional Reporting on Single Company Only

The ability to create reports with multi-dimensions is only available when running reports on a single company, for now. The dimensions setup would need to be specific to the company that you are running the report for, unless the dimension tag is global.

### 3.2 Sage Intelligence Reports

Sage Intelligence standard reports (out-the-box reports) are built based on the demonstration data supplied for the different Sage Live orgs. Since the Chart of Accounts is configurable for Sage Live, should a user configure their own account classes, types or accounts other than those supplied in the demonstration company the user may need to configure and customize the report layouts to suit their specific COA configuration. Any changes to the COA will also affect all calculations as these are based on the account classes or types in the demo data that is used.



### Column Properties

Column Heading

New Column

Column Type

Amount

Amount Type

Closing Balance

Dimension Tag

Debit/Credit

All

Year

@YEAR@

Period

1

2

3

4

5

6

7

8

9

10

11

12

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Current Period

Prior Period

Hide Column

?

OK

### Column Properties

Column Heading

New Column

Column Type

Amount

Amount Type

Opening Balance

Dimension Tag

Debit/Credit

All

Year

@YEAR@

Period

1

2

3

4

5

6

7

8

9

10

11

12

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Current Period

Prior Period

Hide Column

?

OK

### 3.3 Budget Layer

The budget layer will only show in the layer parameter if budgets have been input into the Sage Live application.

### Column Properties

Column Heading

New Column

Column Type

Amount

Amount Type

Actual

Dimension Tag

Layer

Year

Actual

Period

Budget

1

2

3

4

5

6

7

8

9

10

11

12

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Current Period

Prior Period

Hide Column

?

OK



### **3.4 Drill down**

As mentioned in section 2.6, the ability drill down to balance is available when selecting 1 company at run time, however should you select multi companies on the report parameter screen and use the drill down in that report you will get an error. The ability to drill down on multi-company reports will be resolved in a future release.

There is no drill down on values that are made up of multi-dimension balances.

### **3.5 Concurrent Users/ Accounts**

It is advised not to use concurrent user accounts when using Sage Live Intelligence reporting. This can lead to storage issues whereby custom reports are lost/ disappear.

### **3.6 Calculator Issues**

Cannot add items to the beginning of a calculation.

An incorrect value will be displayed when the user uses Sum all (clicking  $\Sigma$  without any rows selected), and an item within the calculation is a "Variance" value.

Do not use "Shift" and the mouse scroll simultaneously on Internet Explorer.

An issue occurs when the user sums together rows and columns, and certain rows and columns within the sum range possess a calculation where items were divided by zero. Although it should add the other non-zero rows and columns together, it simply returns a zero value.

### **3.7 Opening Balance YTD Formula (Removed)**

This formula has been removed since it does not make accounting sense to have an Opening Balance YTD formula. If any custom reports have been created using this formula, you will get an error or a blank report. It is recommended that you either use one of the new ready to use reports (standard), or rewrite the report without the Opening Balance formula

### **3.8 Variance Calculation**

The variance calculation is not set up to be used as part of another calculation. This will give an incorrect value. Only use Variance as the result of a calculation. For example: Actual - Budget =Variance.

### **3.9 Calculator Screen and Firefox Browser**

Items on the calculator are not active, users are unable to add new calculations when using Firefox.

### 3.10 Microsoft Edge Browser & Standard Reports

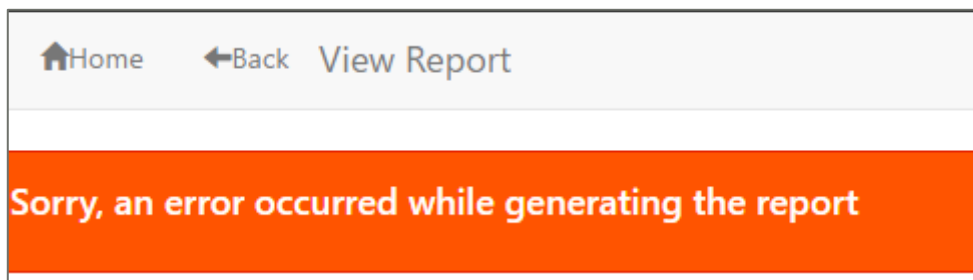
When opening Sage Intelligence within Microsoft Edge the users can edit and delete the standard reports. This is not normal behavior; standard reports should be locked for editing and deletion.

### 3.11 Total to Date (TTD) formula Calculating Incorrectly

The TTD formula has been removed from the build. Any standard reports that previously used this formula have been removed. If any custom reports have been created using this formula, you will get an error or a blank report. It is recommended that you either use one of the new ready to use reports (standard), or rewrite the report without the TTD formula.

### 3.12 Custom Reports

If you have copied an existing ready to use report or customized your own reports prior to the march release you may get an error on generating the report. The reason for this is that the reports may have been using the TTD formula or are trying to reference the new layer parameter which did not exist in column properties prior to the March update. It is recommended that you either use one the new ready to use reports, or rewrite that report and reference the new layer parameter.



### 3.13 Screen resizing

When the window size is reduced:

- Tile alignment is thrown off into a vertical alignment.
- Edit Screen requires responsive design.

### 3.14 Space button becomes dysfunctional when deleted from the middle of Columns on "Add a set of Columns"

In the add a set of columns screen, the space button will cease working, once columns are shuffled and a space is deleted.

### 3.15 Report changes lost if the system times out

If the system has been inactive for 57 minutes, the session will expire. This is a security feature built into the software to ensure your data is kept safe and secure.

When creating or editing a new report, if the system is left unattended for 57 minutes. Your changes will be lost. To avoid this, please ensure that you save your changes.

### **3.16 Special character on Export / Import**

Please note if an exported report has special characters in the title (any character that is not alpha or numeric). It will be changed into a dash.

If this is not suitable, please change the name of the report in the folder structure, or rename the report when you are in the import process.

### **3.17 Limitation on the size of the report that can be generated**

There are limitations on the size of the report that can be generated in the browser.

Reports containing more than 10 000 browser elements e.g. a report containing 12 columns and 800 rows, would warn you that the report will be slow to generate.