

Sage 50 U.S. Intelligence
Reporting
Reports Designer



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1.0 Reports Designer

This guide will provide you with an understanding of the Report Designer and how it is used in Sage 50 U.S. Intelligence Reporting.

In this guide, you will learn:

- The benefits of the Reports Designer
- How to utilize the Reports Designer

2.0 Introducing the Reports Designer

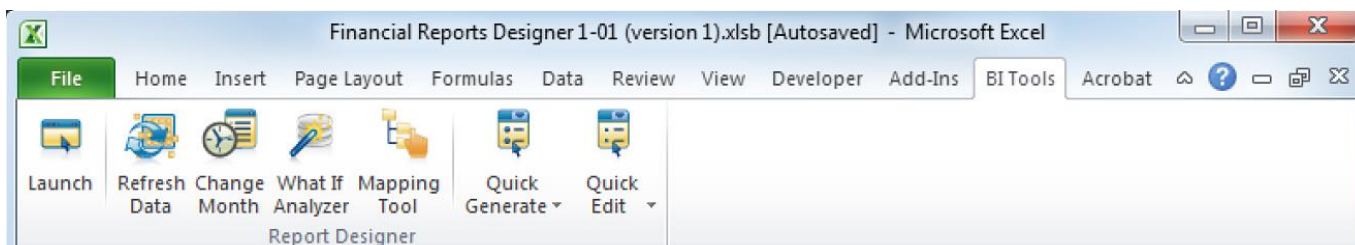
The Reports Designer in Sage 50 U.S Intelligence provides a graphical interface which allows you to simply drag-and-drop columns and pre-defined calculations you want to see on your financial report. In addition, the What If Analyzer allows you to use a sliding scale to dynamically change amounts on the report to assist in forecasting/budgeting or creating projections.

The Reports Designer is launched by running the Reports Designer report, the same way other Sage 50 U.S. Intelligence Reports are run.

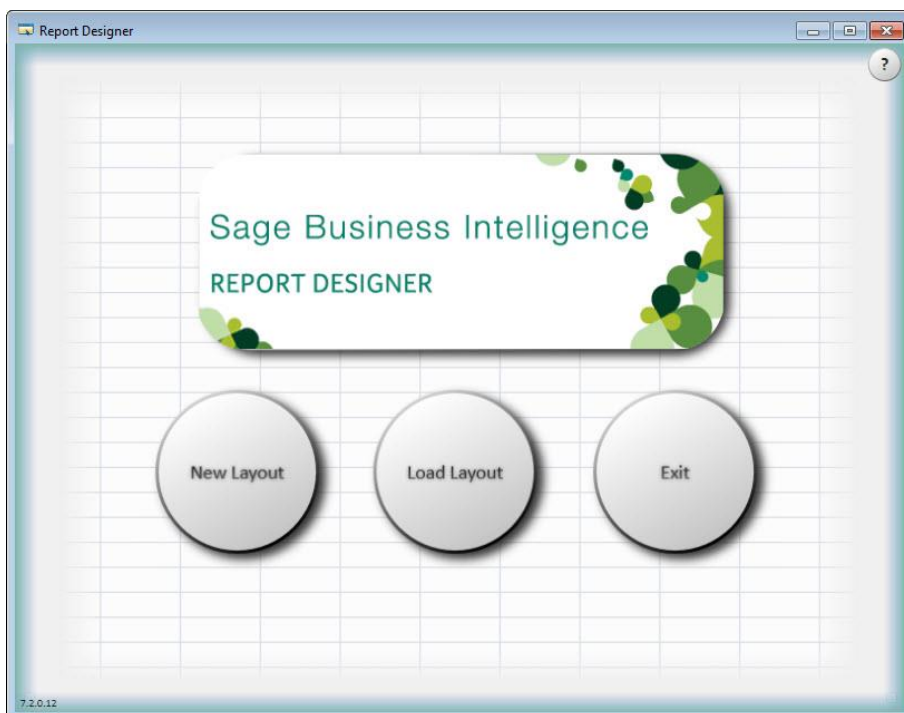
Once the Notes tab appears in Excel, various layouts are available for immediate generation, using a set of tools available on the BI Tools tab of the ribbon. In addition, these tools provide functionality to launch, refresh, edit and generate reports.

3.0 Launching the Report Designer

The BI Tools tab is available when the Reports Designer report is run in Microsoft Excel. Various functions are available, as shown below:



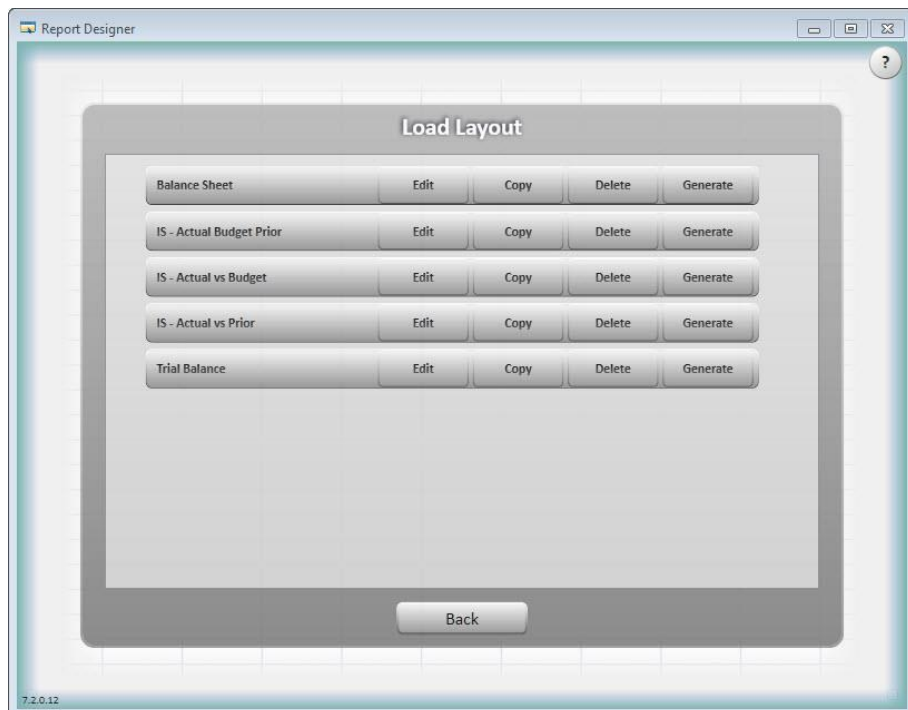
“Launch” is the first icon, and opens the Report Designer itself, which provides access to the pre-designed layouts, or the ability to create a new layout.



3.1 Loading an Existing Layout

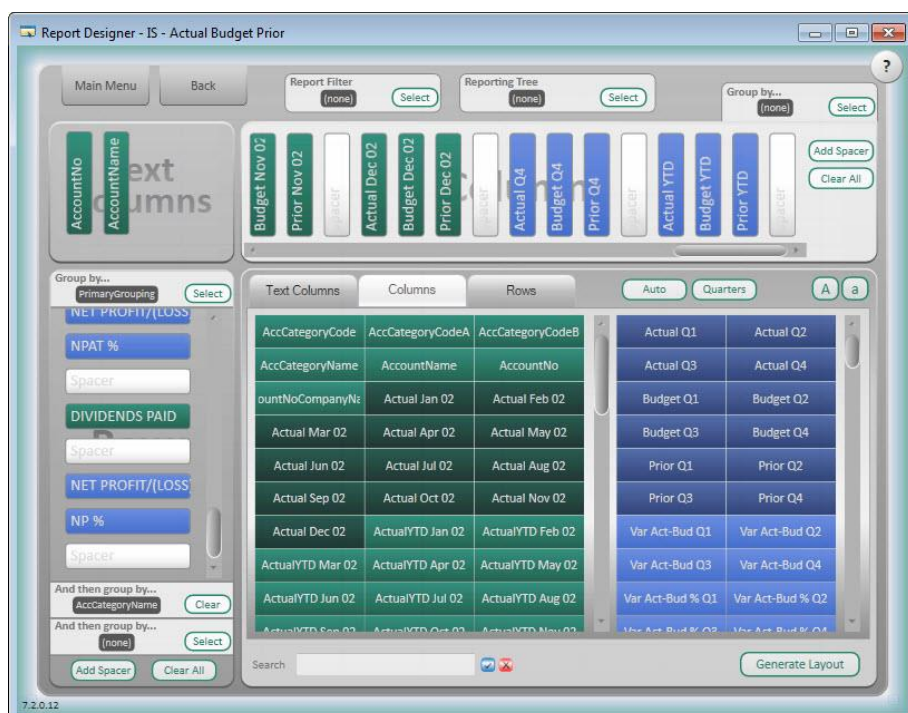
There are several layouts available in the Report Designer, including a Balance Sheet, Income Statement – Actual vs. Prior, and a Trial Balance. When the option to Load Layout is selected on the initial Report Designer window, the following appears:

From here, the desired layout can be [edited](#), [copied](#), [deleted](#) or [generated](#).



3.2 Edit

Editing an existing layout displays the following window to provide the interface to modify the financial report. This interface is discussed in more detail later.



3.3 Copy

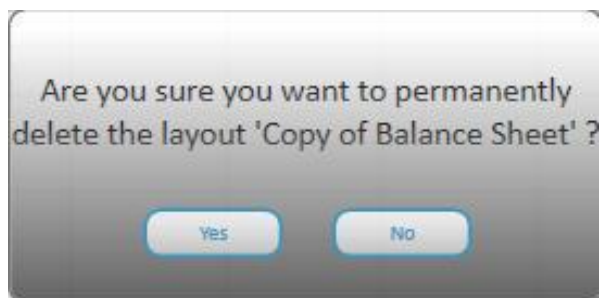
Selecting the **Copy** option for an existing layout displays a new window to provide a name for the new layout. After the window above, the layout is displayed in the Report Designer and can be edited as needed.



The screenshot shows a dialog box titled "Enter Layout Name". It features a text input field containing the text "Income Statement - Exercise 1". Below the input field are two buttons: "Back" on the left and "Next" on the right.

3.4 Delete

Selecting the Delete option for an existing layout displays a new window to confirm the action: Select **Yes** to continue with the deletion, or **No** to return to the previous window.



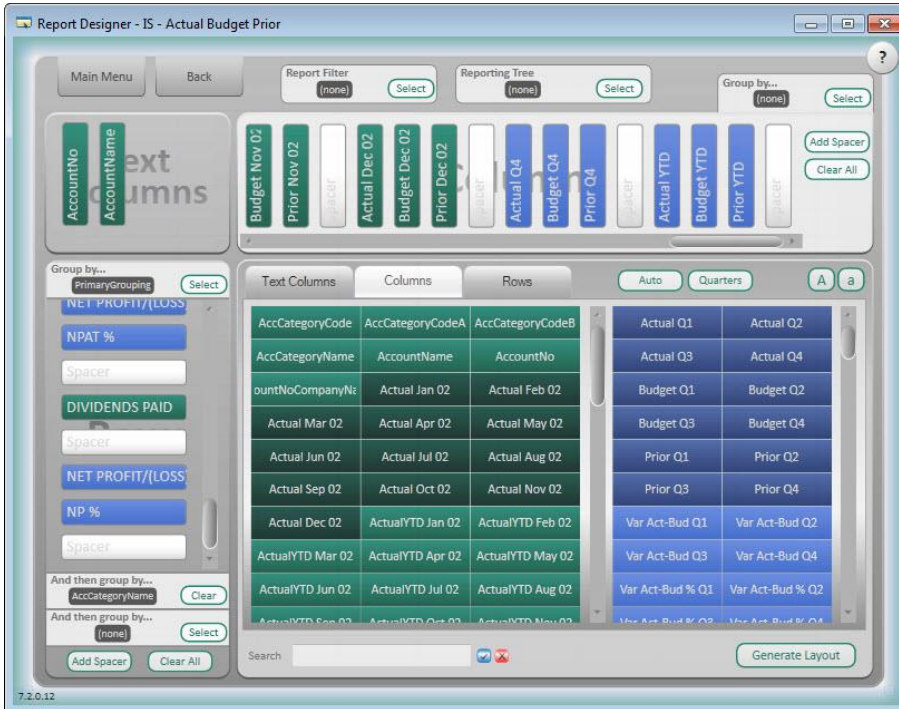
The screenshot shows a confirmation dialog box with the text: "Are you sure you want to permanently delete the layout 'Copy of Balance Sheet' ?". At the bottom of the dialog are two buttons: "Yes" on the left and "No" on the right.

3.5 Generate

Selecting the **Generate** option delivers the selected report to Microsoft Excel.

4.0 Using the Layout Designer Interface

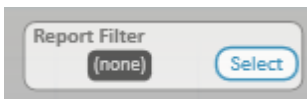
This interface allows you to create layouts from scratch or edit existing report layouts. Each of the sections is discussed below, often with the area circled and numbered, corresponding to the notes below the image.



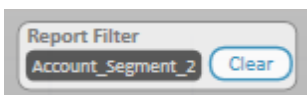
Main Menu – this option takes you to the Report Designer Launch window, to select New Layout, Load Layout or Exit, as discussed previously.

Back – this option returns you to the Load Layout window to select Edit, Copy, Delete or Generate, as discussed previously.

4.1 Report Filter



The Report Filter, found at the top of the Layout Designer Interface, allows a filter to be available on a report. For example, to allow a user to select the department for a report, the Account Segment 2 Code can be selected in the Layout Designer.

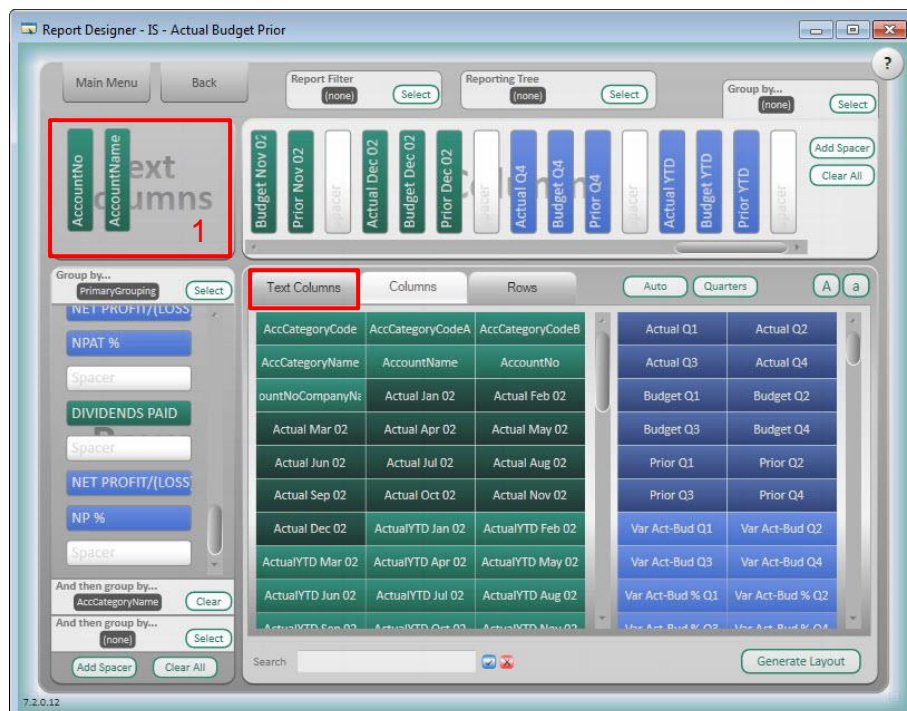


After the report is generated, default all values are selected by default; however, a drop-down list is available within the report, which allows the user to select a single value.



NOTE: Multiple values cannot be selected at this time for Report Filters.

4.2 Text Columns



Text Columns are the columns that appear on a financial statement to the left of the amounts. The account number and account description are typical text columns on many financial statements.

Question: What level of detail do you want to view in your layout?

1. Select fields in the Text Columns area that you want to see at the most detailed level on your report, for example AccountID. To add fields to the Text Columns area select the field in the Text Columns Tab.
2. To remove a field from the Text Columns area, right-click on the field in the Text Columns area.

4.3 Columns

The Columns area in the Reports Designer is where amount columns are defined. On an Income Statement, this could include a column for Actual amounts, a column for Budget amounts and a column for a variance.

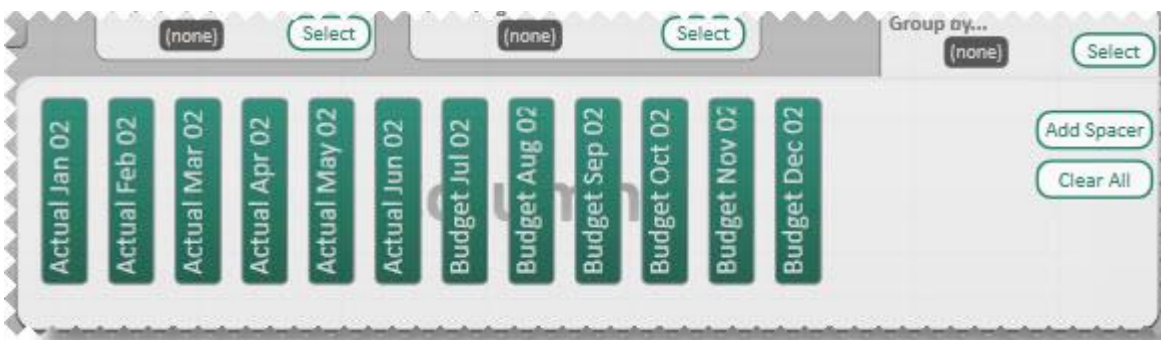
Question: What information do you want across the top of your layout?

1. You can add fields by selecting the Columns Tab and clicking on the required fields. For Example, Actual Period1, Actual Period 2, Actual Period 3. Or you can add standard calculated fields, such as Actual Q1, Actual Q2, etc.
2. You can add further groupings in the Column section if required. For example Company Name, Segments, Branch, Department. There is one level of grouping available across the top of the report.
3. The Add Spacer button simply adds a space between fields in the column area. Spacers can be dragged and moved to modify your report layout. The Clear all button clears all the Column fields from the column area.
4. Another option for adding fields to the Column area is to use the Auto or Quarters buttons, discussed next.

4.4 Auto Selection



The Auto selection button allows you to quickly create a layout, without having to drag individual fields into the column area.



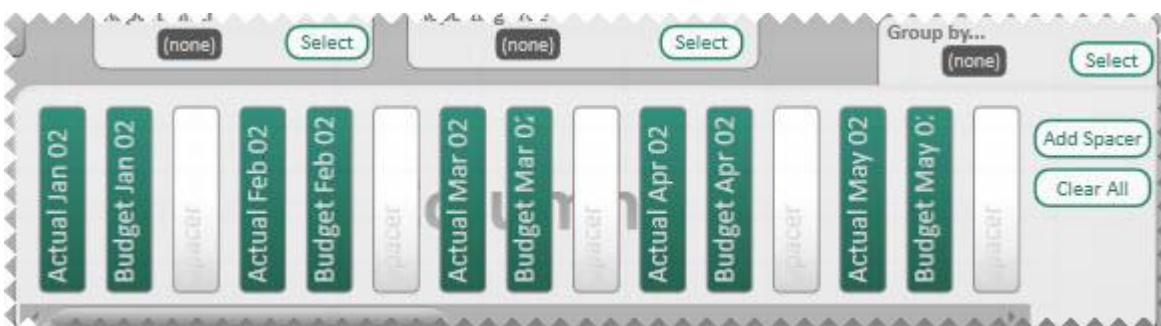
Each button automatically adds 12 columns to the column area.

To group two or more fields together, select the check box next to the fields and then click on the name of a field. For example, select the boxes next to Actual and Prior:



Then click on the name "Actual" or "Prior" and this places the two fields together for each month, with a spacer between the sets of columns.

Layout in the Report Designer Layout Designer



Layout in the Microsoft Excel Workbook

I	J	K	L	M	N	O	P	Q
Jan 12		Feb 12			Mar 12			
Actual	Prior	Actual	Prior	Actual	Prior			

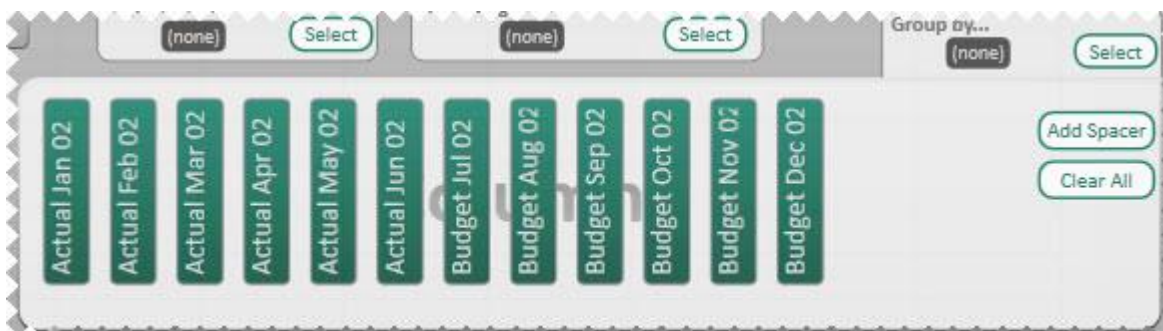
4.5 Quarters Selection



The Quarter Selection allows you to add quarters and half year amounts automatically.

For example if you want to see the second half of a year, comparing actual to budget, simply click the 2nd Half button on Actual to add each month's columns, then click the 2nd Half button Budget to add each month's columns.

Layout in the Report Designer Layout Designer



Layout in the Microsoft Excel Workbook

I	J	K	L	M	N
Oct 12		Nov 12		Dec 12	
Actual	Budget	Actual	Budget	Actual	Budget

Unlike the addition of columns in the Autos section discussed above, spacers are added manually when columns are added using the Quarters Selection.

The Formula Builder appears:



The Formula Builder is discussed later in this lesson.

Several acronyms are used in standard row calculations, and are listed below:

Q1 Quarter 1

Var AB Variance between Actual and Budget

Var AB % Variance between Actual and Budget, as a percentage

Var AP Variance between Actual and Prior

Var AP % Variance between Actual and Prior, as a percentage

YTD Year to Date

4.7 Rows



The Rows represent how values are displayed on the rows of the financial statement. For example, if all Revenue accounts, Cost of Sales accounts and Expense accounts are grouped together, then this is done by selecting a Group by and then the various groupings, as discussed below.

Question: What information do you want to see down the left hand side of the layout?

1. Before you can add rows into the Row area you need to select a Primary Row to Group by. The Primary Row Grouping is mandatory. An example of a primary row grouping is GL_Category_Description.
2. You can add 2 additional levels of grouping to the row area if required. In total there are 3 levels of grouping available in the row area.
3. You can now add your fields from the Rows Tab into the Rows area. For example: Operating Revenue, Cost of Goods Sold, and Expenses. Or you can add, edit or delete calculated fields.
4. The Add Spacer button simply adds a space between fields in the row area. Spacers can be dragged and moved to modify your report layout when delivered in Microsoft Excel.
5. "Clear All" buttons clears all the Row fields from the Row area.

4.8 Switch

When using the Group By for a row called PrimaryGrouping, several fields appear with the word "SWITCH" below the title (see Revenue as an example below).



Right-click on the field to select the option to Toggle Switch Sign, which changes the sign of the amounts in that group.



This is important for accounts with credit values in Sage 50 Accounting (such as liability and income accounts). Without this option, these accounts would appear as negative amounts; whereas, most financial statements show revenue, for example, as positive amounts. See the example below.

Before switching the sign on Revenue:

	F	G	H	I	J
1					
15			Jan 12	Feb 12	Mar 12
16			Actual	Actual	Actual
20	REVENUE		(106 990)	(85 639)	(94 213)
42	COST OF GOODS SOLD		30 768	23 716	28 424
73	GROSS PROFIT		(137 758)	(109 355)	(122 637)
74					

After switching the sign on Revenue:

	F	G	H	I	J
1					
15			Jan 12	Feb 12	Mar 12
16			Actual	Actual	Actual
20	REVENUE		106 990	85 639	94 213
42	COST OF GOODS SOLD		30 768	23 716	28 424
73	GROSS PROFIT		76 221	61 923	65 789
74					



NOTE: When using groupings of rows (besides PrimaryGrouping), the Toggle Switch Sign is still available to change the sign of accounts; however, the SWITCH label is just not shown under the title of the field.

4.9 Calculated Fields

OTHER INCOME	GROSS PROFIT	GP %
TAXATION PAID	TOTAL INCOME	TI %
CURRENT ASSETS	(LOSS) BEFORE INT	NPBIT %
CURRENT LIABILITY	PROFIT/(LOSS) BEFOI	NPBT %
	FIT/(LOSS) AFTER T	NPAT %
	NET PROFIT/(LOSS)	NP %
	TOTAL ASSETS	ERS FUNDS EQUITY

When using the Group By for a row called PrimaryGrouping, several calculated fields appear, as shown above; however, calculations can be added when using other Group By values as well. In addition, calculations can be edited, deleted and added as required.

To view a calculation's formula, click on the field and choose Edit Formula.

COST OF SALES	OTHER INCOME	GROSS PROFIT	GP %
INTEREST PAID	TAXATION PAID	TOTAL INCOME	TI %
CURRENT ASSETS	CURRENT ASSETS	(LOSS) BEFORE INT	NPBIT %
CURRENT LIABILITY	CURRENT LIABILITY	PROFIT/(LOSS) BEFOI	NPBT %
		FIT/(LOSS) AFTER T	NPAT %
		NET PROFIT/(LOSS)	NP %
		TOTAL ASSETS	ERS FUNDS EQUITY

The Formula Builder appears:

Formula Builder Clear All

REVENUE - COST OF SALES

REVENUE	COST OF SALES
OTHER INCOME	EXPENSES
INTEREST PAID	TAXATION PAID
DIVIDENDS PAID	ON CURRENT ASSE
CURRENT ASSETS	MEMBERS FUNDS EQL

+	-
*	/
()

Add Value
 is Percentage

Several acronyms are used in standard row calculations, and are listed below:

GP	Gross Profit
TI	Total Income
NPBIT	Net Profit/Loss Before Interest and Tax
NPBT	Net Profit/Loss Before Tax
NPAT	Net Profit/Loss After Tax
NP	Net Profit/Loss

5.0 Understanding RETINC on Balance Sheets

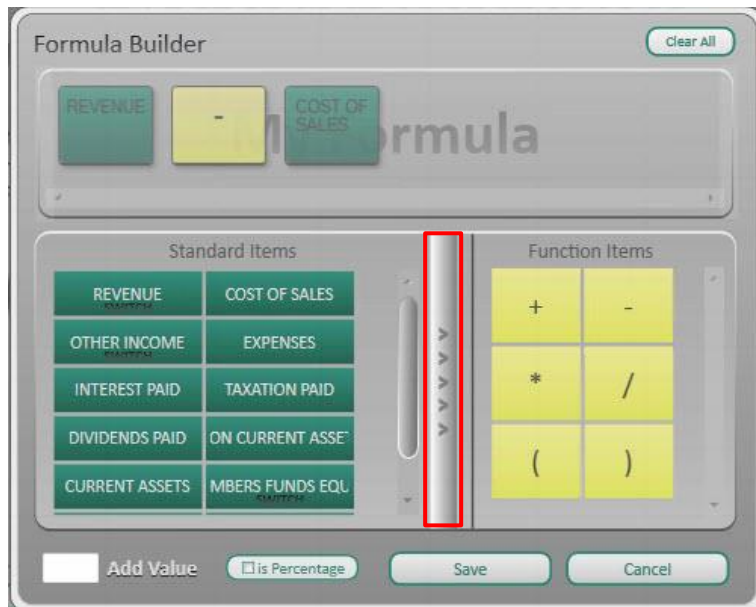
.....

A specific row on Balance Sheets called RETINC is used to accumulate the monthly profit or loss for a business. This is required because the Retained Earnings account is not updated until the year-end process is performed in Sage 50 Accounting; therefore, the amount in this field represents the monthly net income or loss, as shown below:

70	MEMBERS FUNDS EQUITY		313 931	294 038
71	Retained Earnings		208 931	189 038
72	RETINC	Retained Income	19 894	6 846
73	39005-00	Retained Earning	189 038	182 192
74	Share Capital		105 000	105 000

6.0 Formula Builder

If you need to edit, add or delete calculated fields, you need to open the Formula Builder.



- Clear All** – clears all fields from the My Formula area.
- Standard Items** – these are standard items that can be used in formulas. When creating a formula for a column, the columns appear here, such as Account_ID and Account_Description. When creating a formula for a row, the values corresponding to the Group By appear here. For example, if Account_ID is selected as the Group by, then Account numbers appear as standard items; whereas if GL_Category_Description is selected as the Group by, then Categories (such as Current Asset, Operating Revenue and Expenses) appear as standard items.
- Scroll bar** – the bar with arrows, between the Standard Items and Function Items, provides a way to switch between Standard Items and Calculated Items.
- Calculated Items** – these are the calculated fields which are already created which can be used in formulas.
- Function Items** – includes your addition, subtraction, multiply, divide and other functions.
- Add Value button** – allows you to add a value in the formula you create. For example, when calculating GP%, you may want to include a value to build this formula: $(GP/Sales)*100$.

Save – saves the formula you create. A window appears to name the formula:



After the name is entered, click OK to save the formula. It then appears as a button in the calculated field's area of the Report Designer Layout Interface.

Is Percentage – displays the results of the formula as a %, rather than an amount.

Is Variance – changes the sign of variances amounts as per standard accounting practices, based on the type of account. Consider the following example:

	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	50

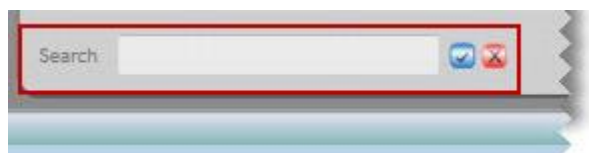
In the above scenario, the variance for Sales is a good variance – actual sales are higher than budgeted sales; however, the variance for Cost of Sales is a bad variance – actual cost of sales are higher than budgeted cost of sales.

When selected, the IS Variance, in this scenario, would show the Sales variance as a positive amount, and the Cost of Sales variance as a negative amount, as shown below.

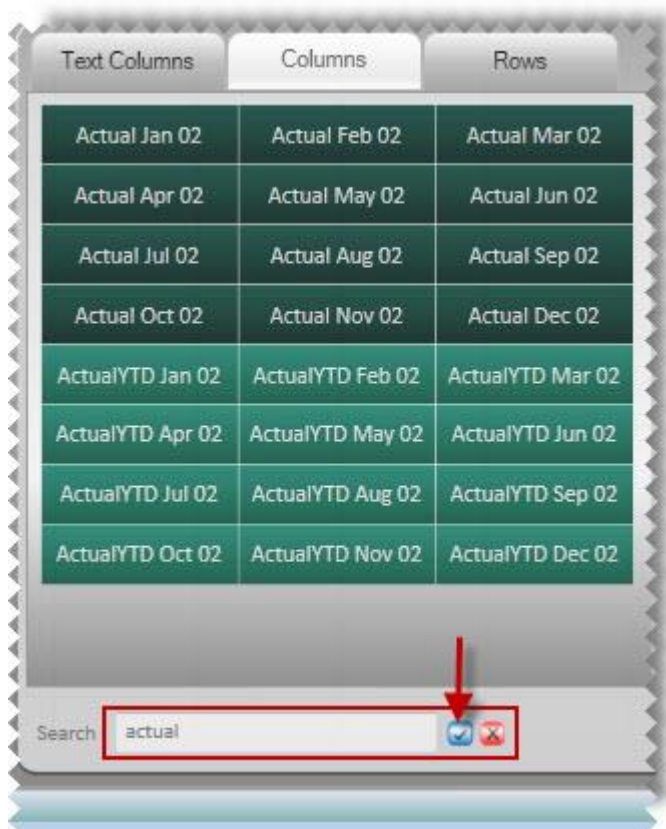
	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	-50

Cancel – closes the Formula Builder.

7.0 Search

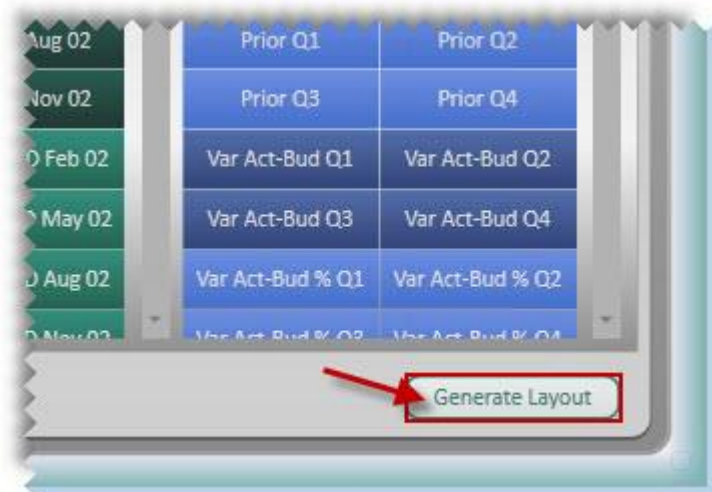


The Search function allows you to search the rows and columns area for specific fields. For example if you search for actual only the fields containing the actual amounts appear in the columns tab, as shown below:



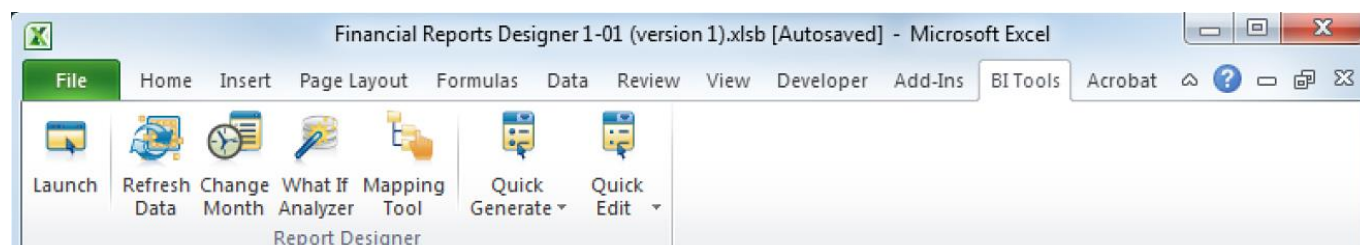
8.0 Generating your Layout

Once you have designed your new layout for your specific requirements, select Generate Layout in the bottom right of the Report Designer window to produce the report into Microsoft Excel. Additionally, the layout is saved and can later be generated by selecting Load Layout from the Report Designer.



9.0 Using the BI Tools Tab

The BI Tools tab provides access to various tools helpful in using Reports Designer. (If the tab does not show in Microsoft Excel, see the next section “Enabling the BI Tools Tab.”)



Launch – opens the Sage 50 U.S. Intelligence Report Designer Launch window.

Refresh Data – refreshes the data in your layout. This is especially useful when new accounts are added in Sage 50 Accounting, and you have created and linked a layout. By selecting Refresh Data, the new accounts are added, or deleted accounts are removed, in the layout currently selected, if you have created and linked the template. Selecting Refresh Data is not required for newly-generated layouts, as this already includes the latest information from Sage 50 Accounting.

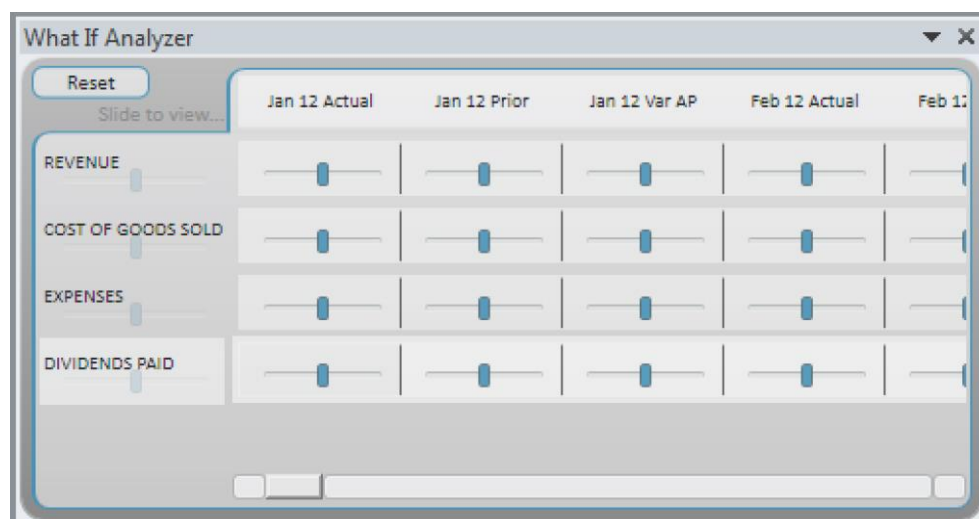


NOTE: The Refresh Data button does not retrieve data from Sage 50 Accounting; instead, it retrieves data from the raw data sheet and places it into the appropriate place in the selected layout.

Change month – allows you to change the month and bring through the data for the specified months. The report pulls through 2 years of financial data so you are able to utilize 2 years of information.

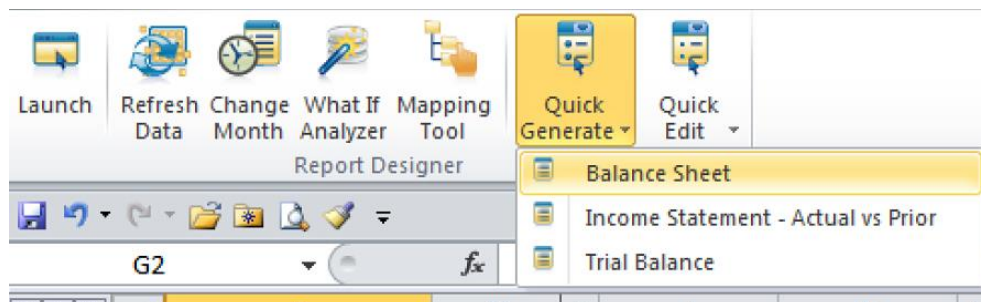
What If Analyzer – opens the What If Analyzer window which allows you to dynamically change amounts in your spreadsheet, to assist in forecasting/budgeting or creating projections.

Simply slide the bar for an entire row (under Revenue, for example) or for a specific period for a specific row (Jan 12 Actual for Revenue). By using the What If Analyzer, all formulas are automatically updated, providing easy analysis of changing financial conditions.

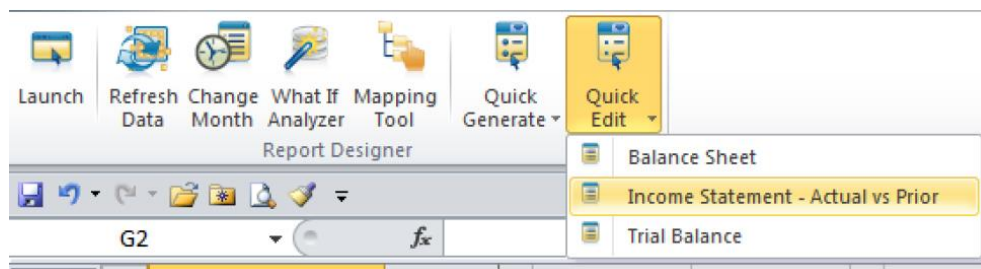


Mapping Tool – opens a window to facilitate the mapping of system and report categories. The system categories are defined programmatically by Sage 50 Accounting and mapped in the container for Sage 50 Intelligence; therefore, modifications to mappings are only available if changes are made using the Connector, and are not discussed in this lesson.

Quick Generate – this is a drop down menu of all the report layouts previously saved. Instead of opening up the Report Designer to run your layouts, you can simply run them from the Quick Generate menu.



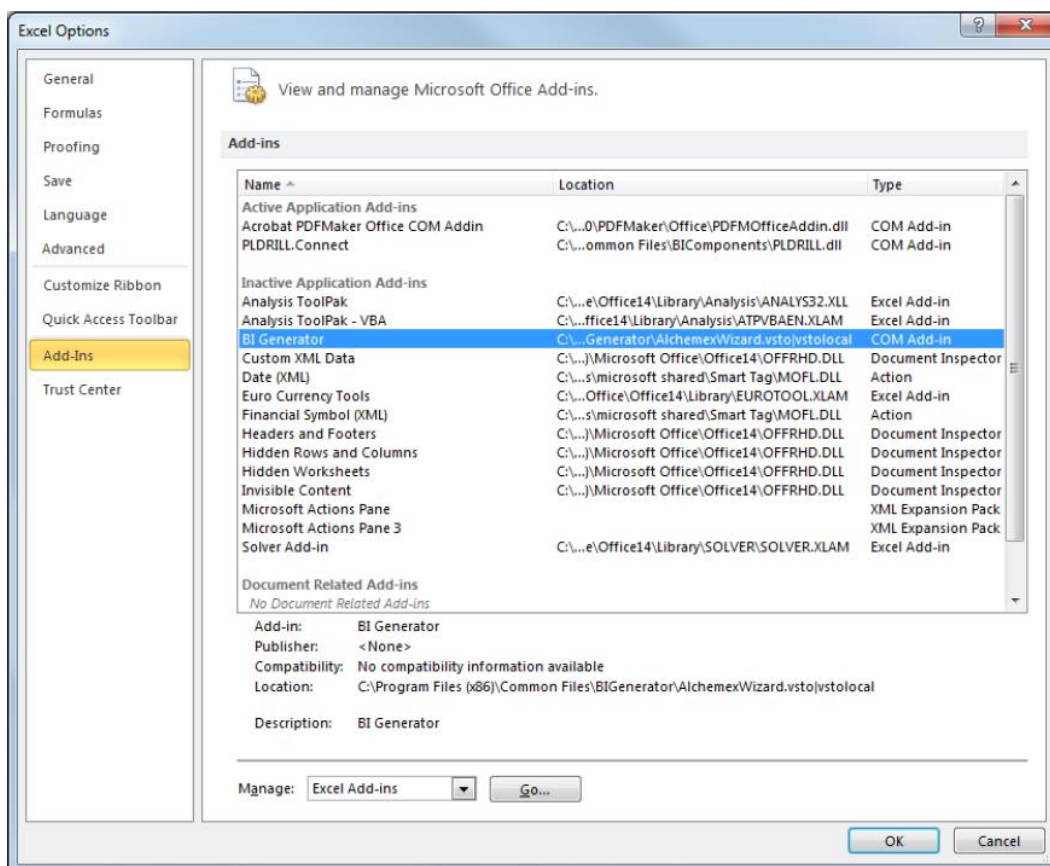
Quick Edit – this allows you to quickly edit a report without having to launch the Report Designer from the main menu.



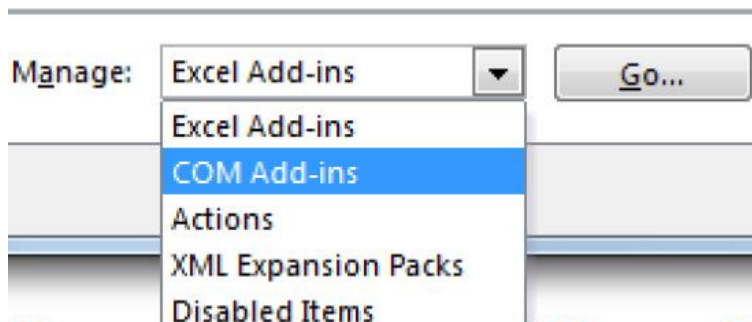
10.0 Enabling the BI Tools Tab

If the BI Tools tab is missing in Microsoft Excel, complete the following steps:

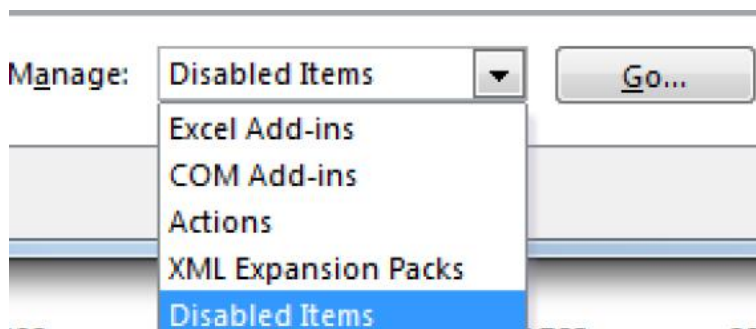
1. Open the Add-Ins Manager in Microsoft Excel Options.
2. In Microsoft Excel 2007, select the Office Logo in the top left of the window, and go to Excel Options. (In Excel 2010, select File > Options)
3. Select Add-Ins.
4. Locate the BI Generator Add-in.



5. Source the file.
 - a. If it is listed in Inactive Application Add-ins, then it must be enabled. At the bottom of the window, select Manage COM Add-ins, then select Go.

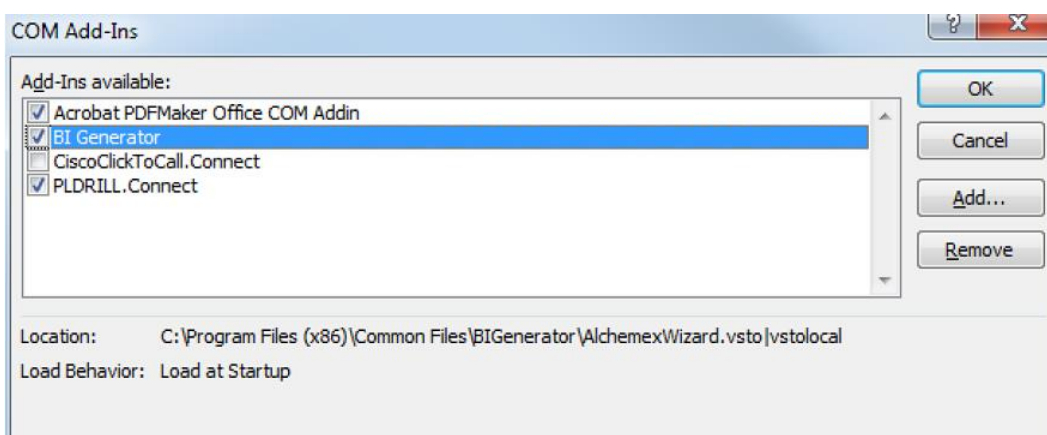


- b. If it is listed in Disabled Application Add-ins, then it must be enabled. At the bottom of the window, select Disabled Items, then select Go.

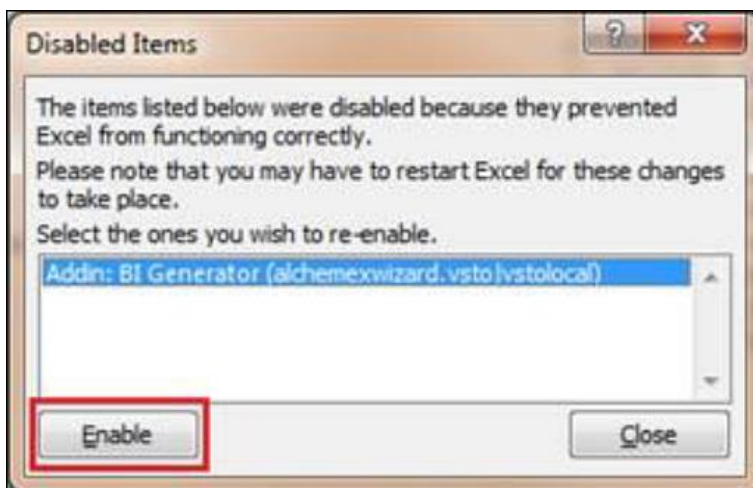


6. Activate the file.

- a. If Inactive, select the BI Generator Add-in and click OK.

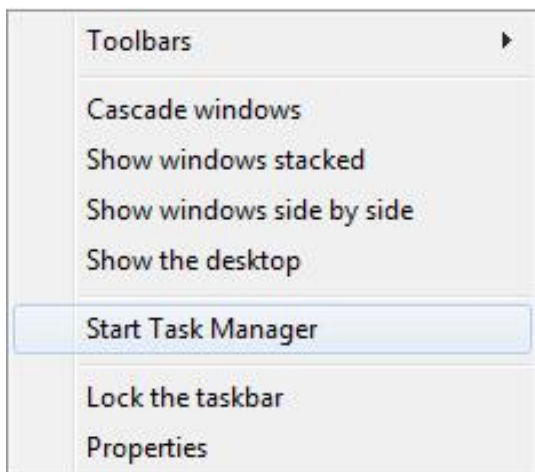


- b. If Disabled, select the BI Generator Add-in and click Enable.



7. Typically, the BI Tools tab immediately appears. If it does not, close down all instances of Microsoft Excel that you have open, and re-do these steps. To ensure all instances of Microsoft Excel are closed, complete the following steps:

- a. Open Task Manager.
(Right-click on your Task bar and select Start Task Manager)



- b. Select the Processes Tab and locate any EXCEL.EXE items and (for each one) right-click on the item and select End Process.

