


Sage Intelligence Reporting

# Sage 300 ERP 2012

Sage 300 ERP Intelligence Release  
Notes



sage



The software described in this document is protected by copyright, and may not be copied on any medium except as specifically authorized in the license or on-disclosure agreement.

This document is also protected by copyright, and may not be reproduced or transmitted, in whole or in part, by any means, including photocopying, facsimile transmission, or reduction to any electronic medium or machine-readable form, without the express written consent of Sage Software Inc.

© 2013 Sage Software, Inc. All rights reserved.

The Sage Software logo and the Sage Software product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc. or its affiliated entities. Adobe and Adobe are registered trademarks of Adobe Systems, Inc. Microsoft, the Microsoft logo, MS, MSDOS, FRx, Microsoft Excel, Windows and Windows NT are trademarks of Microsoft Corporation. Other product names are trademarks or registered trademarks of their respective owners.

# Table of Contents

Release Notes .....	4
Introduction .....	4
New Features .....	4
Sales AR Master Report .....	4
Dashboard AR Analysis Report.....	5
Free Reports and Templates.....	6
Report Designer: New BI Tools Tool Tips Added .....	7
Report Designer: Progress Bar .....	9
Report Designer: Improved 'Refresh Data' .....	10
Enhanced Report Designer Mapping Tool.....	12
Report Designer Row Loading Indicator.....	16
Report Designer: New Reporting Trees .....	16
Report Designer: Reporting Trees.....	16
Report Designer: Linking Reporting Tree Units to Distribution Instructions.....	19
All Reports: New Report Distribution .....	20
Process Flow .....	21
BI Tools Tab Extension .....	21
Distribution Instructions.....	22
Email.....	23
File Publish .....	24
File Transfer Protocol (FTP).....	25
Financial Reports: Easier 'Right Click' Drill Down .....	28
Financial Reports: Performance Improvement .....	29
(Up to 6x Faster) .....	29
Core/Operating System .....	30
Resolved Issues .....	32
Software availability .....	33

# Release Notes

## Introduction

These Release Notes contain important information about new features and resolved issues in Sage Intelligence Reporting. The notes within this document highlight the changes made between the release of Sage ERP 6.0 and Sage 300 ERP 2013.

## New Features



### New Reports

The following new reports below have been included with Sage ERP 2013 software.

#### Sales AR Master Report

This report is located in the Sales folder in the Report Manager.

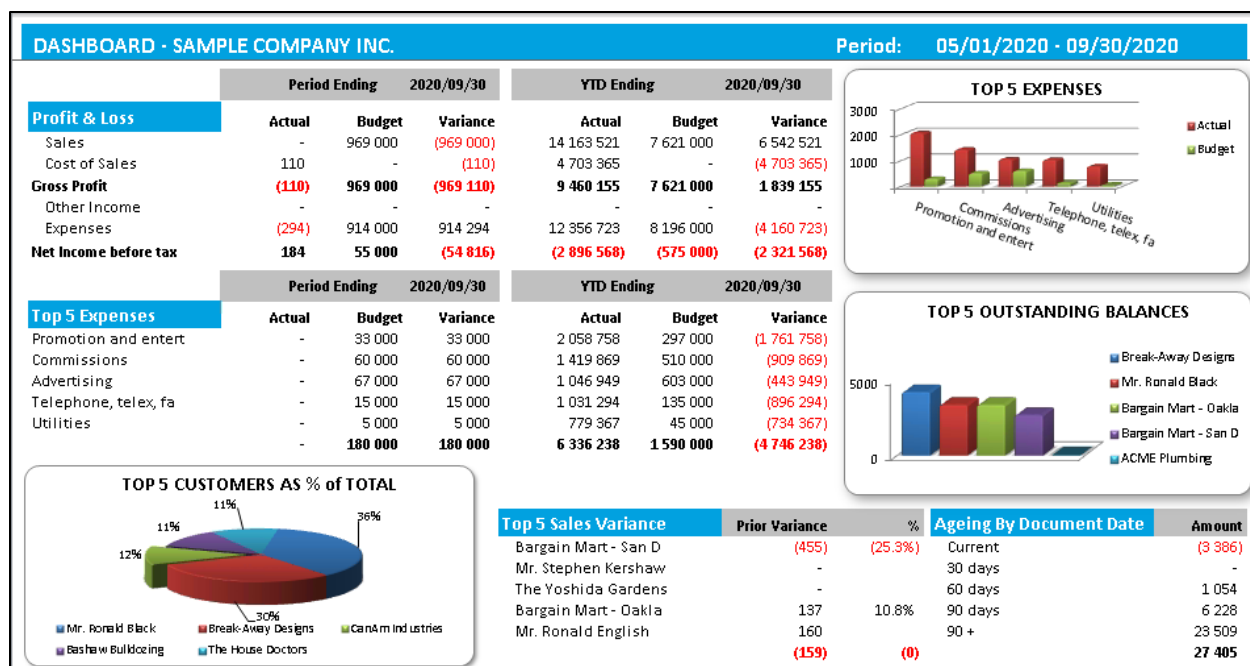
- This is a sales report that reflects sales information generated from the AR module within Sage 300 ERP 2013.
- Displays detailed line item sales information by customer, invoice description, and stock items sold.
- Displays Gross Profit and Gross Profit Percentage.

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Sample Company Inc.										
3	SALES MASTER - AR										
4	For the period from 01 Jan 2020 to 01 Sep 2020										
5											
6											
7	SalesPerson Name1	(All)									
8	Category Code	(All)									
9	Commodity Code	(All)									
10	Distribution Name	(All)									
11	Document Type	(All)									
12											
13											
14	Data										
15	Customer Number-Name	Item Number	Invoice Description	Unit of Measure	Quantity	Cost of Goods Sold	Sale Amount HC	Gross Profit	GP %	Adjustment Amount	Discount Amount
16	1100 - Bargain Mart - San Diego	(blank)	Desk Sales				186.30	186.30	100.0%		
17							186.30	186.30	100.0%		
18	1105 - Bargain Mart - Oakland	MAINT	Maintenance labor	HOURL	4.00	451.20	451.20	100.0%			
19					2.00	64.00	64.00	100.0%			
20					1.00	32.00	32.00	100.0%			
21		(blank)	Desk Sales		1.00	355.20	355.20	100.0%			
22											
23	1200 - Mr. Ronald Black	BK-360	Swivel Mounting Brack	EA	108.00	291.00	838.30	547.30	65.3%		
24		CA-59	RG 59 Cable	FT	5.00	221.00	303.00	82.00	27.1%		
25		MNGT	Management time	HOURL	100.00	40.00	70.00	30.00	42.9%		
26		(blank)	Labor		2.00	30.00	90.00	60.00	66.7%		
27					1.00		375.30	375.30	100.0%		
28											
29	1400 - Coastal Electric Company	(blank)	Rental Income		3.00		975.00	975.00	100.0%		
30					1.00		425.00	425.00	100.0%		
31					2.00		550.00	550.00	100.0%		

## Dashboard AR Analysis Report

This report is located in the Dashboard folder within the Report Manager.

- This is a dashboard report for managers who want a summarized view of what is happening within the organization.
- Displays the Profit and Loss YTD and Fiscal Period Figures
- Displays Top 5 Sales Variances
- Displays Top 5 Expenses
- Displays Top 5 Customers

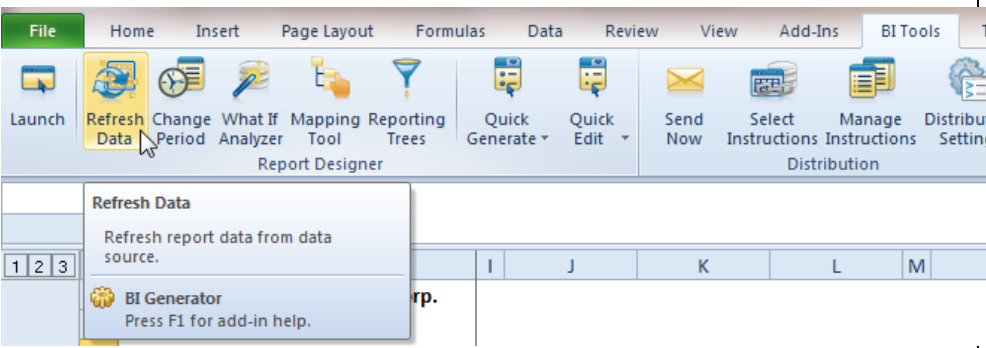
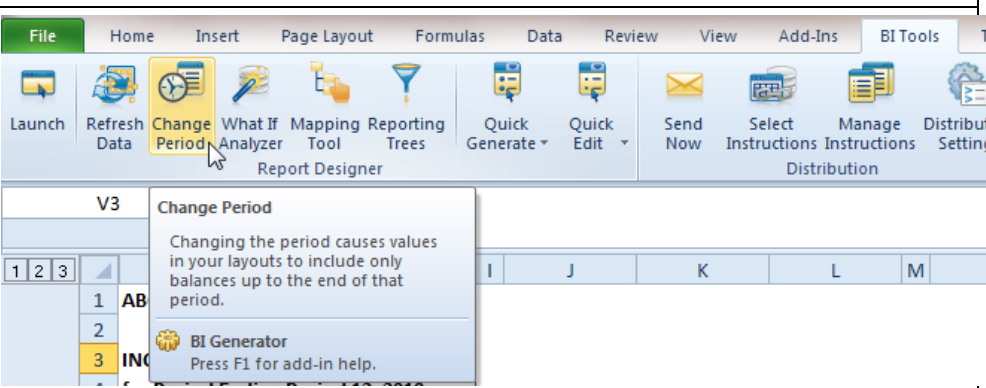
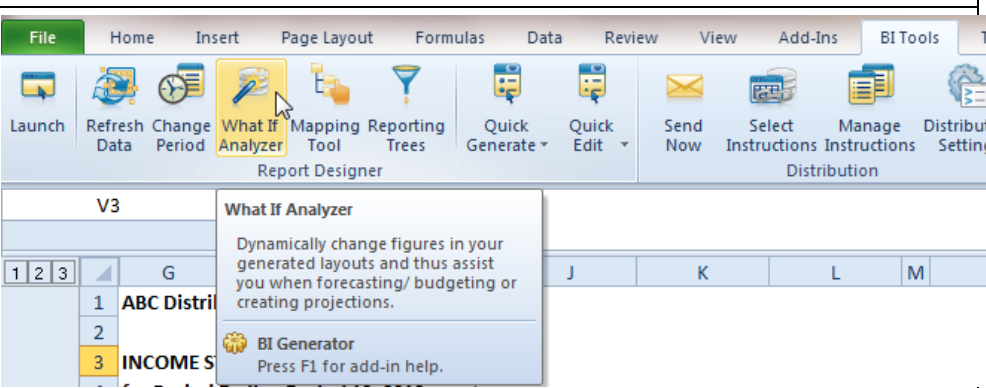


## Free Reports and Templates

There are also free reports available for Sage 300 ERP 2013 that can be downloaded from the Sage Alchemex BI Community site [BI Community Free Report Templates](#). This website is updated regularly with new reports.

**NOTE:** Any reports that are downloaded from the BI Community will need to be imported individually or imported using the Bulk Import feature within the Report Manager.

## Report Designer: New BI Tools Tool Tips Added

<b>Description</b>	Useful Tool Tips have been added to selected buttons within the BI Tools ribbon tab to ensure the purpose of each function is clear. Simply hover a cursor over the button and the tool tip will appear automatically.
<b>Location</b>	Report Designer Buttons Financial Reports Designer > BI Tools Tab Distribution Buttons Any Sage Intelligence Reporting Report > BI Tools Tab
<b>Sample Screenshot</b>	
	
	

**Mapping Tool**  
Map source system categories to reporting groups.  
BI Generator  
Press F1 for add-in help.

**Select Distribution Instructions**  
Select which Distribution Instruction(s) must be used and specify which worksheets within the current workbook must be sent via each Distribution Instruction.  
BI Generator  
Press F1 for add-in help.

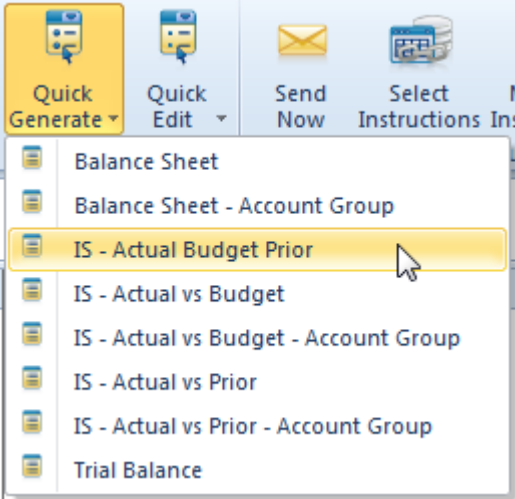
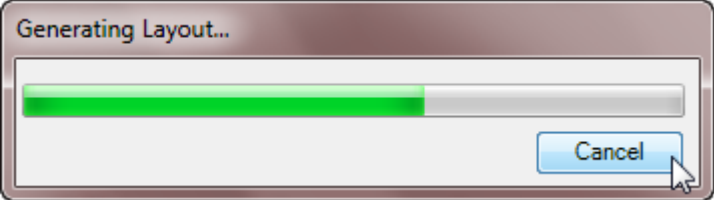
			V3							
1	2	3		G					K	L
1	ABC Distribution a									
2										

			V3							
1	2	3		G	H	I	J	K		
1	ABC Distribution and Service Corp.									
2										
3	INCOME STATEMENT									
4	for Period Ending Period 12, 2010									



## Report Designer: Progress Bar

<b>Description</b>	<p>Previously when generating layouts with the Report Designer software there was no way to cancel the generation of a report layout mid-way. This meant that if a mistake was made during the design of the layout, users would need to wait until the layout had finished generating before being able to correct the design mistake. Furthermore there was no indicator for users to track the progress of the layout generation.</p> <p>Sage Intelligence Reporting now displays a progress bar when any layouts are generated using the Report Designer. This progress bar has a 'Cancel' button allowing users to cancel report layout generation before the report has finished generating. Especially useful for eliminating the need to wait unnecessarily if large datasets are being reported off.</p>
<b>Location</b>	<p>Financial Report Designer &gt; Report Designer &gt; Generate Layout</p>
<b>Sample Screenshot</b>	
	

## Report Designer: Improved 'Refresh Data'

Description

The 'Refresh Data' function refreshes the data in your workbook. For example if someone has added new accounts in your accounting package, and you have created and linked a layout, the refresh data will bring through all new accounts or remove deleted accounts if you have created and linked the layout.

Previously in Sage Intelligence Reporting, using the 'Refresh Data' function within any Report Designer enabled report (i.e. Financial Reports Designer) would result in any new accounts being highlighted in a color and moved to the bottom of the account grouping within the open report – this would require you to do some manual formatting and re-ordering work to get your report presentable.

Improvements have been made to the Refresh Data function within Sage Intelligence Reporting to ensure that you no longer need to perform any manual work after new accounts are discovered. The Refresh Data function will now ensure that all new accounts are placed into the correct account groupings in the correct order (ordered by account number) with the same formatting as the rest of the report (complex custom formatting support is limited).

Location

Financial Reports Designer > BI Tools Tab > Refresh Data

Sample Screenshot

	G	H	I	J	K	L
1	ABC Distribution and Service Corp.					
2						
3	INCOME STATEMENT					
4	for Period Ending Period 12, 2010					
5						
19						
20						
24						
25	REVENUE			245 808	229 000	16 808
26	REVENUES			245 808	229 000	16 808
27	400-01-00	Distribution sales (history)				
28	400-01-01	Distribution sales - East		236 918	220 000	16 918
29	400-02-00	Service fees				
30	400-02-01	Service fees - East		7 816	8 000	(184)
31	400-03-00	Freight charges				
32	400-03-01	Freight charges - East		5 020	4 500	520
33	425-00-00	Returns & allowances				
34	425-00-01	Returns & allowances - East		(3 945)	(3 500)	(445)
35						

File Home Insert Page Layout Formulas Data Review View Add-Ins BI Tools Teal

Launch Refresh Data Change Period What If Mapping Reporting Quick Quick Send Select Manage Distribution  
Data Period Analyzer Tool Trees Generate Edit Now Instructions Instructions Settings  
Report Designer Distribution

Refresh Data  
Refresh report data from data source.  
BI Generator  
Press F1 for add-in help.

1 2 3

1 ABC Distribution and Service Corp.  
2  
3 INCOME STATEMENT  
4 for Period Ending Period 12, 2010  
5  
19  
20

		Period 01		
		Activity	Budget	Var AB
26	REVENUES	372 784	353 900	18 884
27	400-01-00 Distribution sales (history)			
28	400-01-01 Distribution sales - East	236 918	220 000	16 918
29	400-01-02 Distribution sales - West	122 013	120 000	2 013
30	400-02-00 Service fees			
31	400-02-01 Service fees - East	7 816	8 000	(184)
32	400-02-02 Service fees - West	3 958	4 000	(42)
33	400-03-00 Freight charges			
34	400-03-01 Freight charges - East	5 020	4 500	520
35	400-03-02 Freight charges - West	2 362	2 100	262
36	425-00-00 Returns & allowances			
37	425-00-01 Returns & allowances - East	(3 945)	(3 500)	(445)
38	425-00-02 Returns & allowances - West	(1 356)	(1 200)	(156)

## Enhanced Report Designer Mapping Tool

Due to popular demand the Report Designer's mapping tool has been enhanced within this release of Sage Intelligence Reporting with the most notable enhancement being the ability for end-users to natively add and delete Row Reporting Groups from within the Mapping Tool's interface.

### Location:

- Run Report Designer Report with unmapped categories/accounts
- Select 'Mapping Tool' from BI Tools ribbon tab after running out a Report Designer Report

**Map Financial Categories to Row Reporting Groups**

Group from:  Group into:

This form allows you to manage the mapping between financial categories and Row Reporting Groups for the following reasons:

1. The default report designer layouts within this report require these mappings to be setup as they are not specific to your General Ledger.
2. You can add your own customized Row Reporting Groups to change your available row options when designing your reports.

The mappings and groupings performed here are saved within a grouping field in Sheet1 of your Excel Workbook called 'PrimaryGrouping'. Please select the Help icon to learn more about this form.

**Unmapped Categories**

- Revenue
- Other Income and Expense
- Cost of Goods Sold

**Add** **Remove**

**Mapped Categories**

- REVENUE
- COST OF GOODS SOLD
- COST AND EXPENSES
- OTHER INCOME AND EXPENSES**
- INCOME TAX
- INTEREST INCOME AND EXPENSE
- CURRENT ASSETS
- NON CURRENT ASSETS
- CURRENT LIABILITIES
- NON CURRENT LIABILITIES
- EQUITY

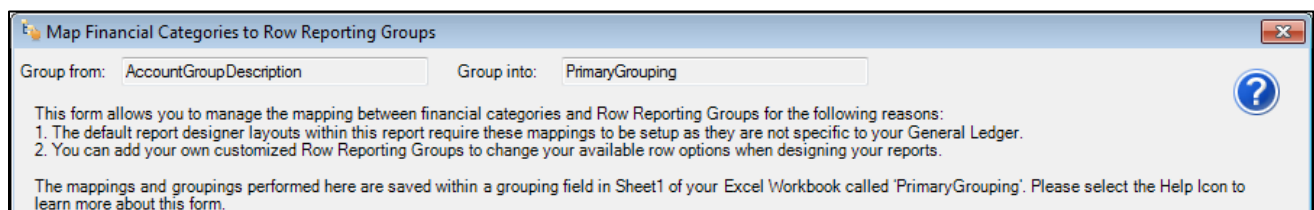
**Add...** **Delete**

**OK** **Cancel**

## Minor User Interface Update

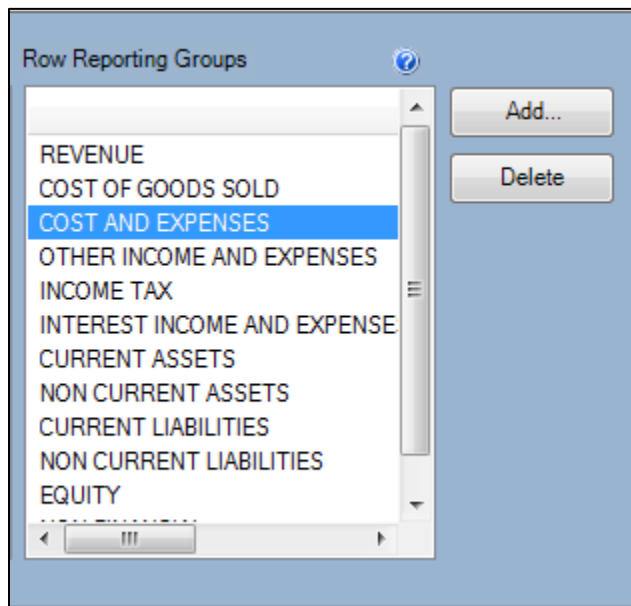
The Mapping Tool has been improved with a more descriptive explanation of the purpose of the Mapping Tool; research showed that new users often did not necessarily understand the reason for this tool popping up the first time a Report Designer report is run. Each of the column lists has been widened to accommodate longer values and the help icon has been enlarged and now links directly to an improved help file topic on the Mapping Tool instead of only popping up a basic textbox.

In addition, a selected item within the 'Unmapped Categories' list would previously lose its highlight once focus was given to another list on the form – this has now been resolved and the item retains its highlight, making this form easier and faster to use.



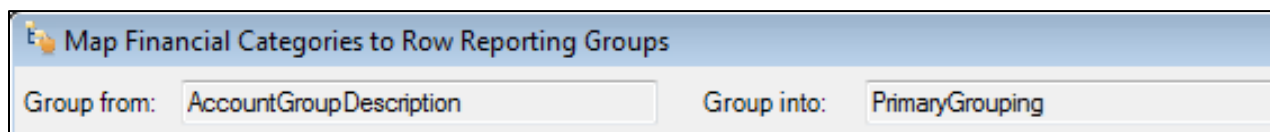
## Ability to Add and Delete Row Reporting Groups

Based on requests to give users more control of the Row Reporting Groups that the Report Designer uses to group GL accounts on a layout, end-users can now take full control of their reporting layouts by adding their own new reporting groups and deleting existing reporting groups.



## ‘Group from’ and ‘Group into’ Fields Now Visible

The Mapping Tool now shows very clearly that it has been configured to use predetermined fields from within your Report Designer report to perform mappings. The objective of showing the Group from and Group into fields is to ensure users understand that the ‘Available Categories’ field list can be sourced from different fields within your report, like Account Number for example (allowing you to map account numbers to Row Reporting Groups instead of mapping standard grouping categories to Row Reporting Groups).

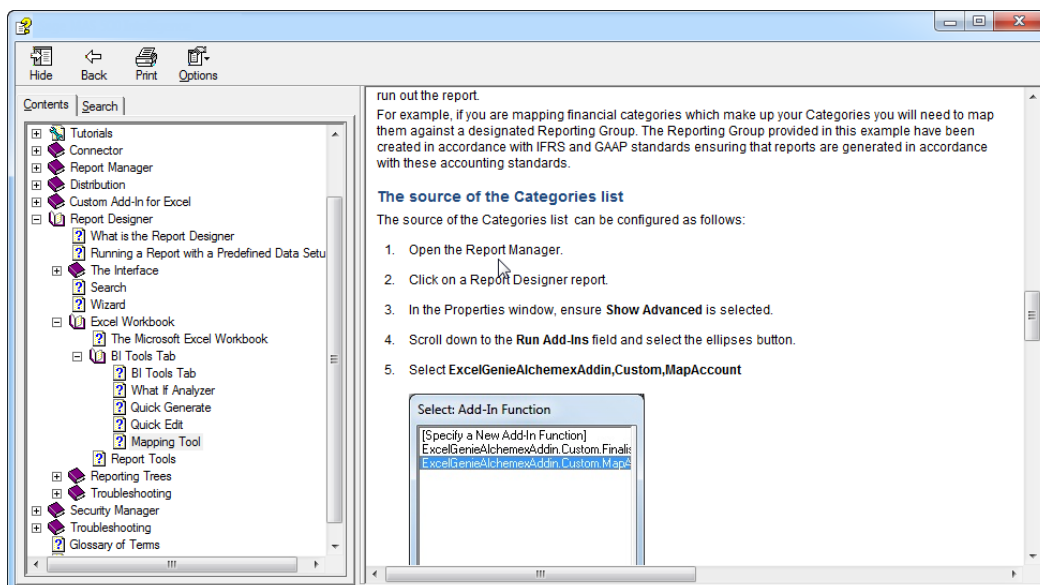


## Improved Performance

The Mapping Tool now maps categories to Row Reporting Groups faster than ever, as we opened up the ability for users to add their own Row Reporting Groups we also made sure the Mapping Tool’s internal logic was reviewed to handle larger amounts of Row Reporting Groups even quicker.

## Mapping Tool section within Help File Improved

The Mapping Tool section has been reviewed and improved to ensure that the users can get access to the correct level of detail if required. Additionally, instructions on how to configure the mapping tool to use different ‘Group from’ fields have been added to the same help file topic.



## Performing Mappings Now No Longer Mandatory Upfront

Previously users were forced to map their Available Categories to Row Reporting Groups before being allowed to run out Report Designer Reports. This rule has now been relaxed in favor of explaining the purpose of the Mapping Tool clearly and then giving users more control over when they would like to approach the design of their reports. The Mapping Tool can then be accessed via the BI Tools Ribbon tab once the report has run out into MS Excel.

## Report Designer Layout Text Column Auto-size

Previously any text columns placed into a Report Designer layout would not automatically size according to the content within them, usually needing users to manually resize the second column like account description. The need for this manual action has now been eliminated and the Report Designer now correctly sizes each text column according to the longest value that the field contains, saving you the time needed to resize manually.

### Location:

- Generate a Report Designer layout with text columns.

	G	H	I	J	K	L
1	Global Enterprises					
2						
3	INCOME STATEMENT					
4	for Period Ending Period 12, 2010					
5						
19			Period 01			
20			Activity	Budget	Var AB	
24						
25	REVENUE		372 784	353 900	18 884	
26	REVENUES		372 784	353 900	18 884	
27	400-01-00	Distribution sales (history)				
28	400-01-01	Distribution sales - East	236 918	220 000	16 918	
29	400-01-02	Distribution sales - West	122 013	120 000	2 013	
30	400-02-00	Service fees				
31	400-02-01	Service fees - East	7 816	8 000	( 184)	
32	400-02-02	Service fees - West	3 958	4 000	( 42)	
33	400-03-00	Freight charges				
34	400-03-01	Freight charges - East	5 020	4 500	520	
35	400-03-02	Freight charges - West	2 362	2 100	262	



## Report Designer Row Loading Indicator

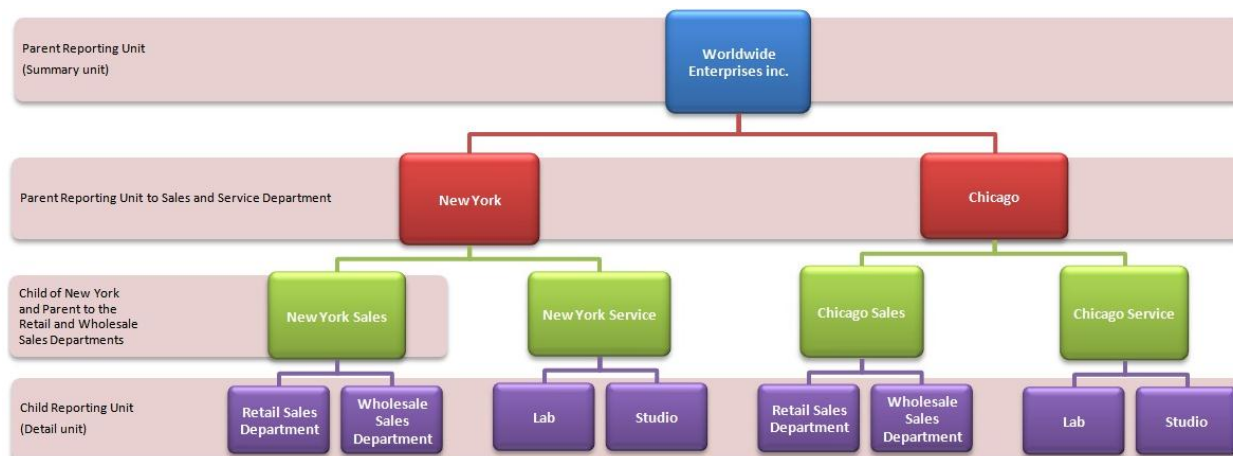
In the event of many Row Reporting Groups being selected for use within a Report Designer layout, the 'edit layout' manager may take a bit longer to load rows giving the impression of an unresponsive form. To avoid this perception, a circular progress indicator has been added to the 'Rows' section of the Report Designer layout manager and will appear immediately if the software detects that loading rows will take longer than usual.

### Location:

- Load an existing Report Designer layout via the 'Launch' button within BI Tools tab
- Quick edit an existing Report Designer layout via BI Tools tab



## Report Designer: New Reporting Trees



## Report Designer: Reporting Trees

One of the highlight features within Sage Intelligence Reporting is the inclusion of Reporting Trees. Although you can create financial reports without the aid of a reporting tree, a reporting tree allows you to model a very sophisticated reporting structure and view your organization in many different ways with the click of a button. Some companies may have very complex

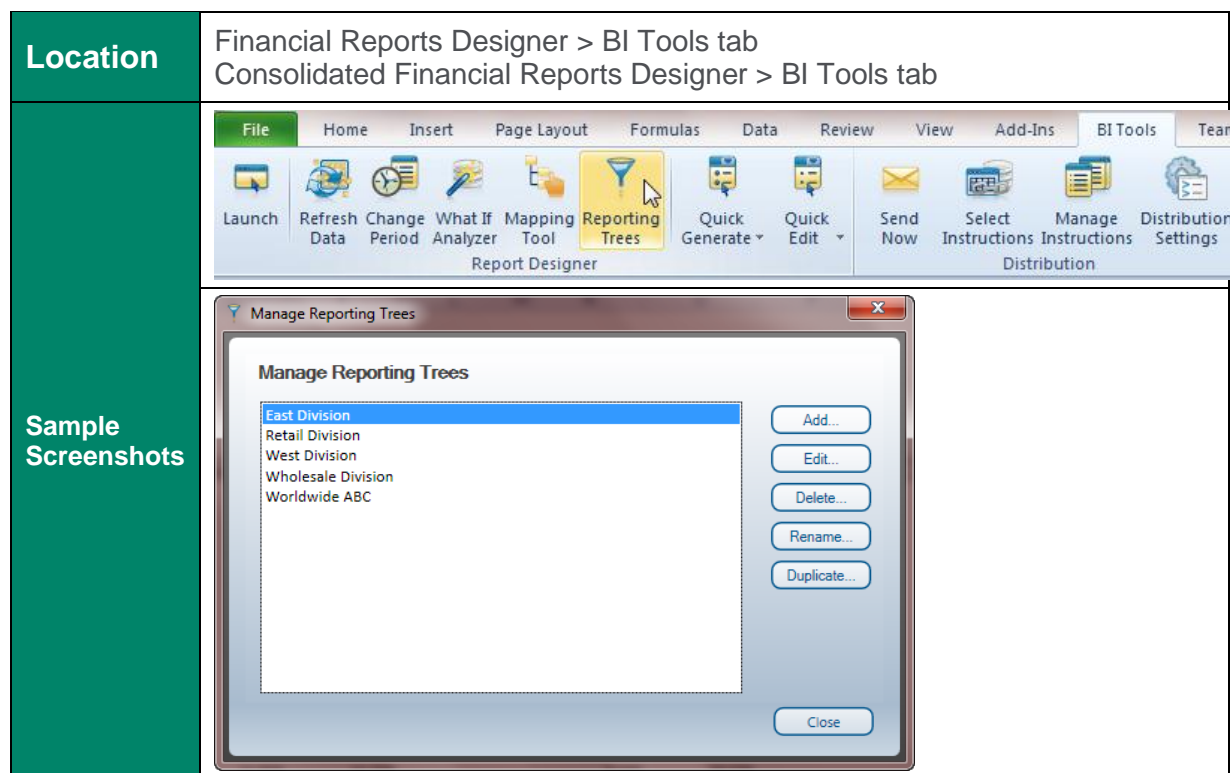


corporate hierarchies that require hundreds of tree units, as well as other hierarchies that require much fewer tree units.

Most organizations have a hierarchical structure in which departments (or other business units) report to one or more higher-level units. In a traditional organizational chart, the lower units on the chart typically report to increasingly higher units.

Sage Intelligence Reporting uses the term reporting unit for each box in an organizational chart. A reporting unit can be an individual department from the general ledger, or it can be a higher-level, summary unit that combines information from other reporting units. For a Report Designer layout that includes a reporting tree, one report is generated for each reporting unit and at the summary level. All of these reports use the text columns, row and column layouts that are specified in the Report Designer.

Each reporting tree contains a group of reporting units. Sage Intelligence Reporting allows you to easily add or change reporting units without requiring a change to your financial data. After saving a Reporting Tree, simply link it to one or more Report Designer layouts that you have saved within your workbook.



Edit Reporting Tree - Worldwide ABC

### Edit Reporting Tree

Reporting Tree Units

- Worldwide ABC
  - Florida
    - Jacksonville
    - East Dept
    - West Dept
  - Miami
    - East Department
    - West Department
  - Texas
    - Austin
      - South Department
      - East Department
    - Houston
      - North Department
      - West Department

Company Filter	Name	Account Filter Rule	Distribution
Florida	Jacksonville		
@ANY	East Dept	???-00-01	
@ANY	West Dept	???-00-02	
@ANY	Miami		
@ANY	East Department	???-01-01	
@ANY	West Department	???-01-02	
	Texas		
	Austin		
@ANY	South Department	???-02-03	
@ANY	East Department	???-02-01	

Reporting Tree Unit Preview Data

Company	Account Number	Account Description
ABC Distribution and Service Corp.	400-01-01	Distribution sales - East
ABC Distribution and Service Corp.	450-01-01	Purchases - East
ABC Distribution and Service Corp.	600-01-01	Driver payroll - East
ABC Distribution and Service Corp.	605-01-01	Clerical salaries - East
ABC Distribution and Service Corp.	607-01-01	Sick pay - East
ABC Distribution and Service Corp.	608-01-01	Holiday pay - East
ABC Distribution and Service Corp.	609-01-01	Vacation pay - East
ABC Distribution and Service Corp.	610-01-01	Payroll taxes - East
ABC Distribution and Service Corp.	620-01-01	Depreciation expense - East
ABC Distribution and Service Corp.	625-01-01	Equipment maintenance - East

OK Cancel Apply

Report Designer

### Report Designer

Report Filter: (none) Select

Reporting Tree: Worldwide ABC Clear

Group by...: (none) Select

Main Menu Back

Text Columns

Group by...: PrimaryGrouping Select

Spacer

REVENUE

Spacer

COST OF GOOD

Spacer

GROSS PROFIT

GP %

Spacer

COST AND EXP

And then group by...: AccountGroupDesc Clear

And then group by...: (none) Select

Add Spacer Clear All

IS - Actual vs Budget

Text Columns	Columns	Rows
Account	AccountDesc	count_CompanyNa
count_CompanyCo	AccountGroup_Typ	untCategory_Type
itCategoryDesc_Typ	Type	AccountCode_Acc
MainAccountCode	MainAccountDesc	AccountGroup
AccountGroupDesc	Segment02Code	Segment03Code
Segment04Code	Segment05Code	Segment06Code
Segment07Code	Segment08Code	Segment09Code
Segment10Code	CompanyCode	Status
ginningBalance_Pri	inningBalance_Cun	ActivityPeriod 01

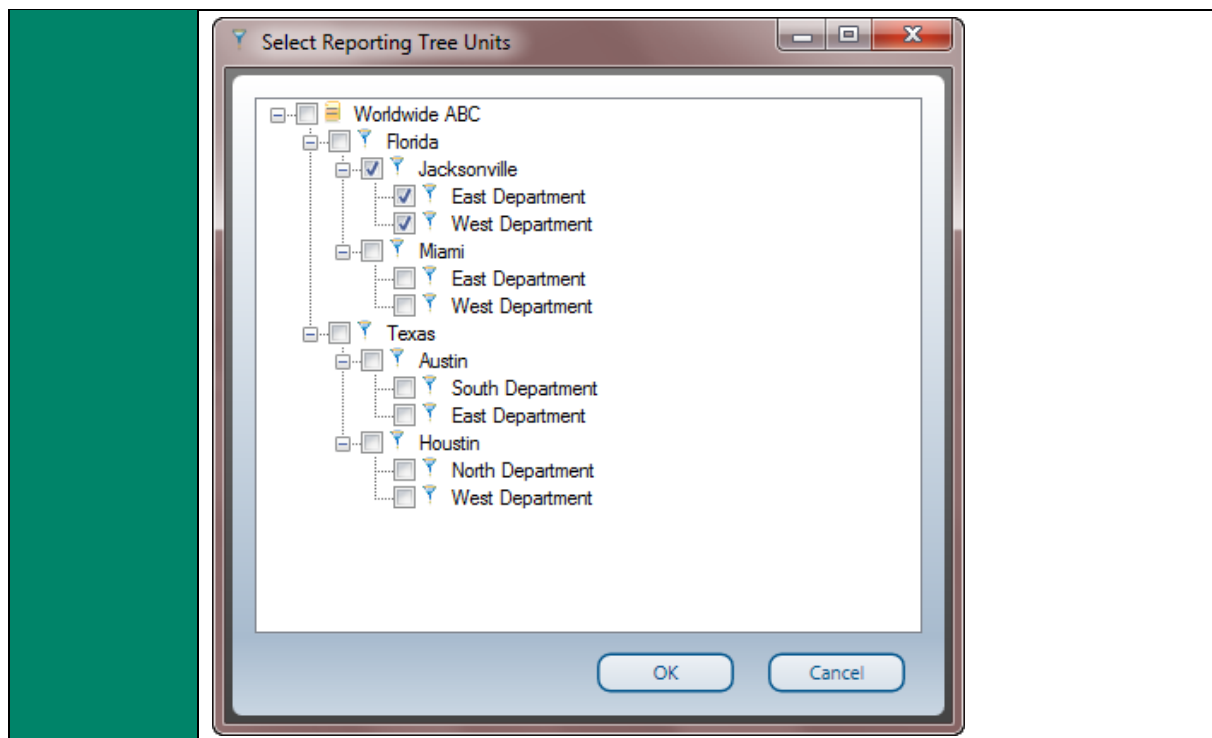
Auto Quarters A a

ActivityQ1	ActivityQ2
ActivityQ3	ActivityQ4
ActivityYTD	BudgetQ1
BudgetQ2	BudgetQ3
BudgetQ4	BudgetYTD
PYActivityQ1	PYActivityQ2
PYActivityQ3	PYActivityQ4
PYActivityYTD	Var AB Period 01
Var AB Period 02	Var AB Period 03

Search

Generate Layout

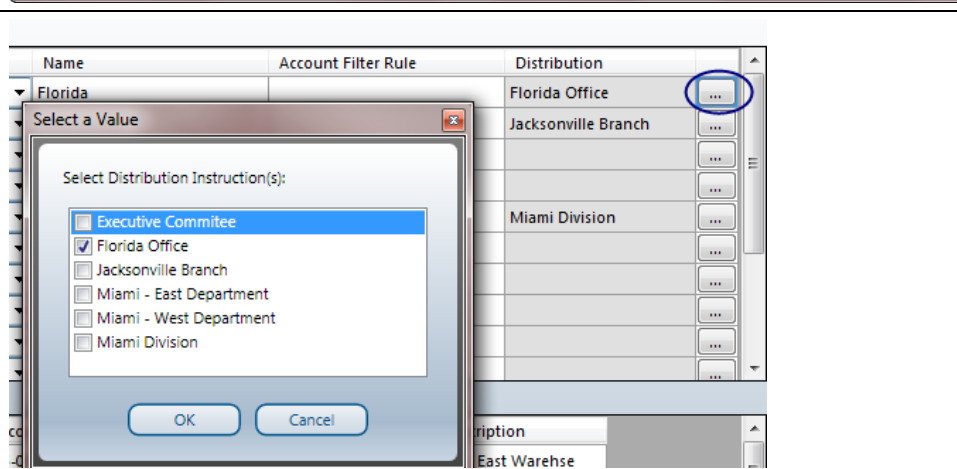
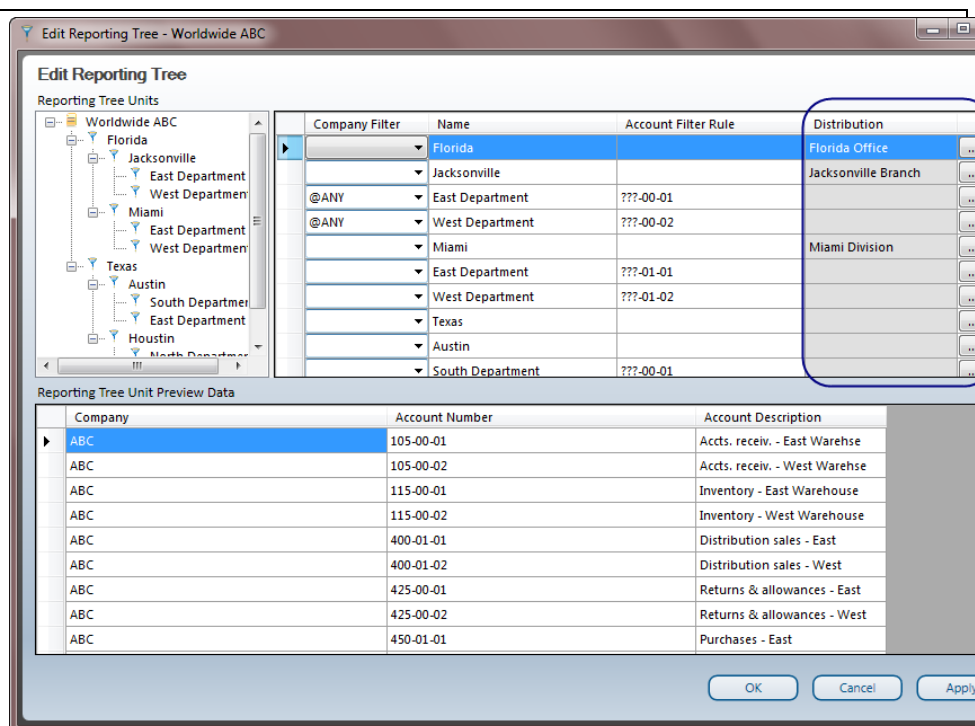
2.2.0.104



## Report Designer: Linking Reporting Tree Units to Distribution Instructions

<b>Description</b>	<p>Once a report is generated using Sage Intelligence Reporting, Distribution Instructions need to be selected manually to set up links between worksheets inside a report and available Distribution Instructions. These links or relationships are stored within the report workbook only meaning that every new workbook needs to have the links set up manually.</p> <p>The new Reporting Tree enhancements made to the Report Designer in Sage Intelligence Reporting allows users to save time by eliminating the need to manually select Distribution Instructions every time a new report is generated. By specifying which Distribution Instructions should be linked to each Reporting Tree unit before layout generation, these settings are stored inside the Reporting Tree which saves its data centrally with the Sage Intelligence Reporting reports repository. Once a Reporting Tree has Distribution Instructions linked to any of its units, relationships between the resulting worksheets and available Distribution Instructions will be set up automatically during layout generation, saving users the need to manually set these relationships up.</p>
<b>Location</b>	<p>Report Designer Enabled Report &gt; BI Tools Toolbar &gt; Reporting Trees</p>

## Sample Screenshots



## All Reports: New Report Distribution

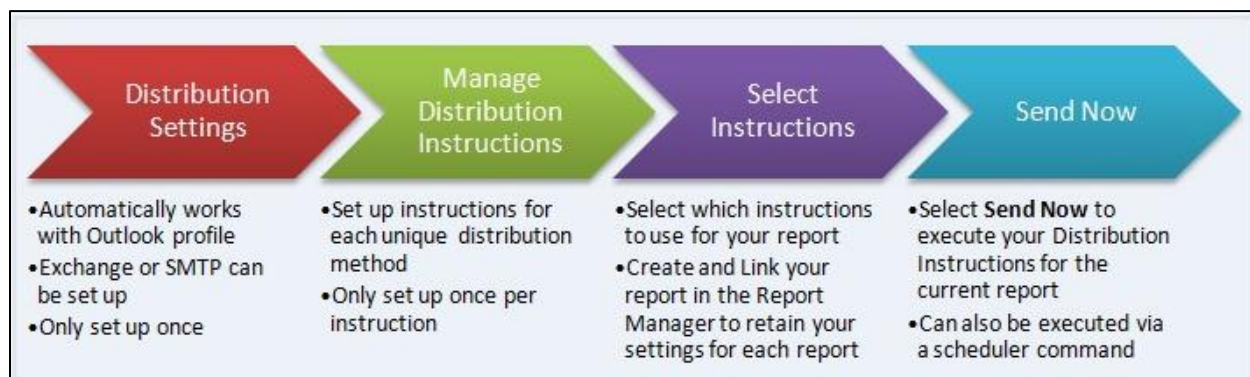
Improve workflow and speed up business processes by automating report delivery and distribution. Report distribution is a powerful feature which saves time and effort by allowing you to send reports to a file, ftp site, or email in a number of standard formats.

Simply set up which reports you would like to distribute, whether you would like them in Microsoft Excel, MHMTL or PDF and who it should be sent to. You can even create custom criteria for sending out reports.

Features include the ability to customize each email format, use your existing outlook profile, and address book, or specify a SMTP or Exchange server. The same report can be set up to be distributed to different destinations.

Distribution is ideal for sending reports out to line managers or providing corporate management with tailored reports.

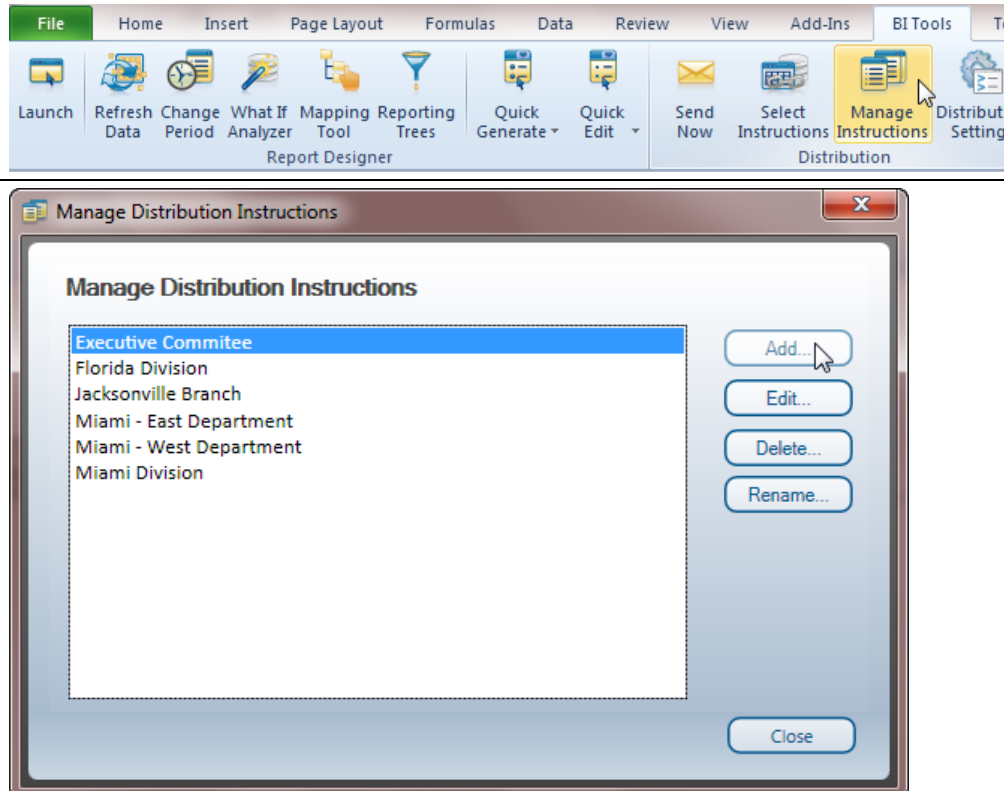
## Process Flow



## BI Tools Tab Extension

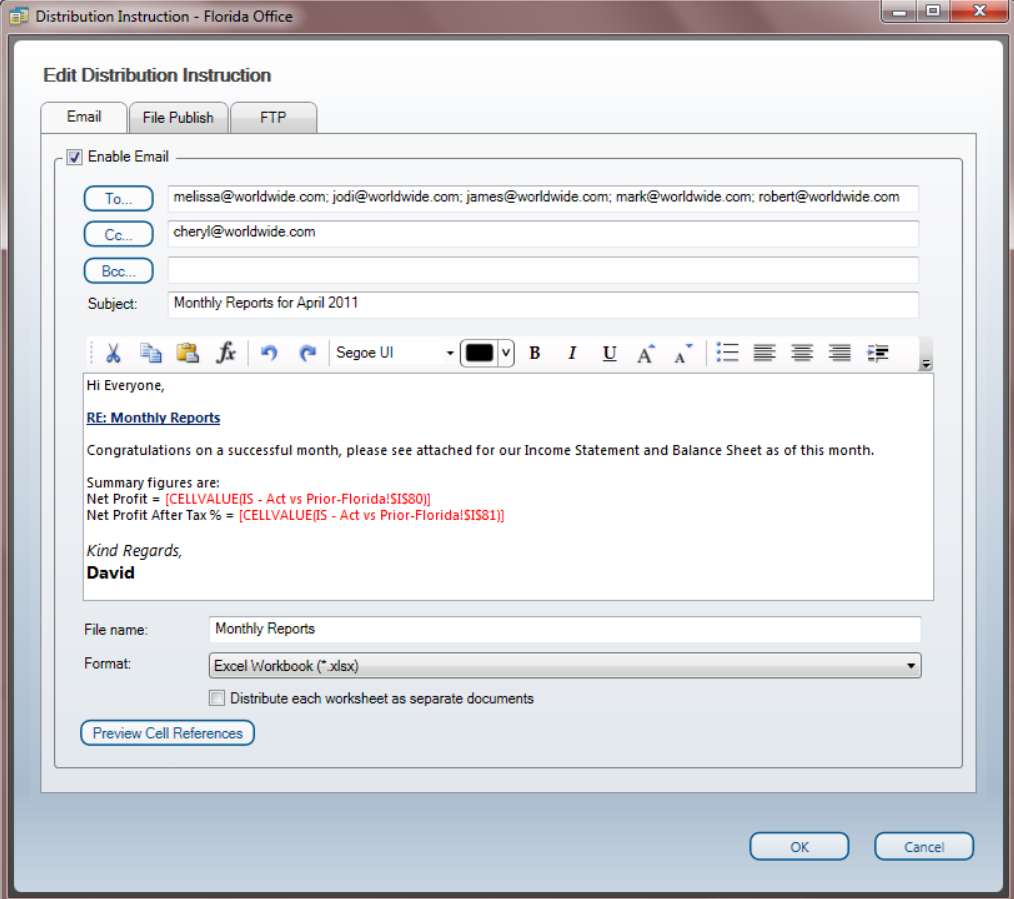
<b>Description</b>	The BI Tools tab now contains additional functionality to cater for the new powerful report distribution engine within Sage Intelligence Reporting.
<b>Location</b>	Any Sage Intelligence Reporting Report > BI Tools Tab
<b>Sample Screen shot</b>	

## Distribution Instructions

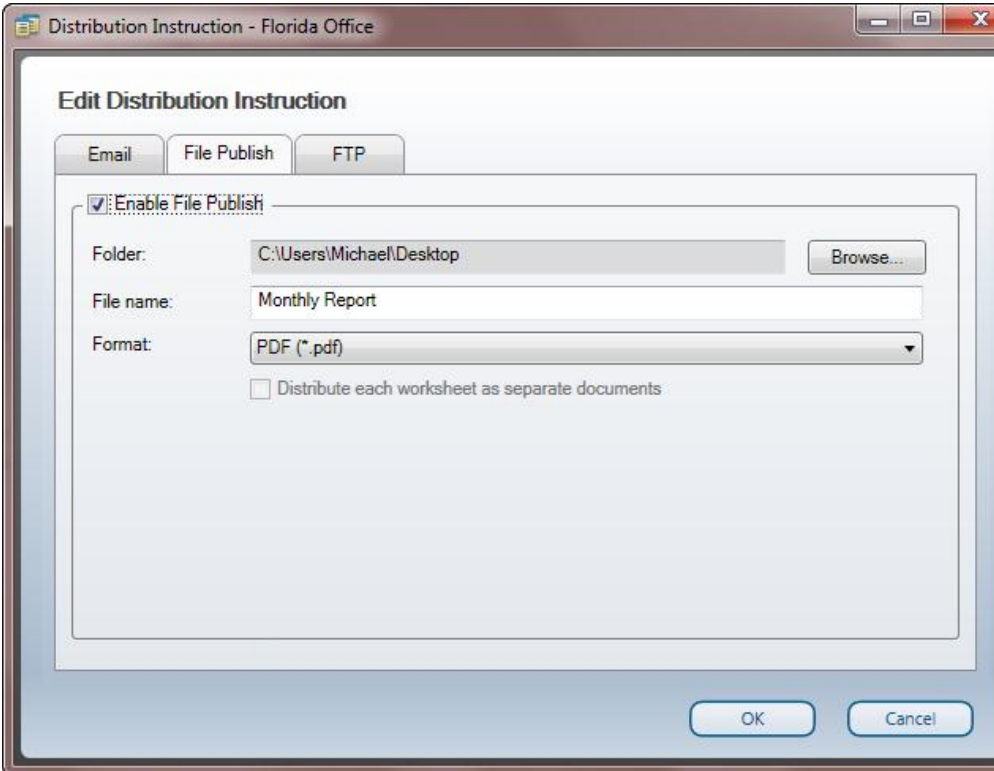
<b>Description</b>	Distribution Instructions save time by sending reports, along with pertinent information, automatically to the right person/people using the chosen electronic method. Use the Manage Distribution Instructions to set up different instructions for each report that requires a unique distribution method, i.e. distributed to different people or via different methods e.g., Email, FTP, or File Publishing.
<b>Location</b>	Any Sage Intelligence Reporting Report > BI Tools Tab > Manage Instructions > Add...
<b>Sample Screenshots</b>	 <p>The screenshot displays the Sage Intelligence Reporting application's ribbon interface. The 'BI Tools' tab is active, showing a 'Distribution' group with icons for 'Launch', 'Refresh Data', 'Change Period', 'What If Analyzer', 'Mapping Tool', 'Reporting Trees', 'Quick Generate', 'Quick Edit', 'Send Now', 'Select Instructions', 'Manage Instructions' (highlighted), and 'Distribution Settings'. Below the ribbon, the 'Manage Distribution Instructions' dialog box is open. It features a list box containing the following items: 'Executive Committee', 'Florida Division', 'Jacksonville Branch', 'Miami - East Department', 'Miami - West Department', and 'Miami Division'. To the right of the list box are four buttons: 'Add...', 'Edit...', 'Delete...', and 'Rename...'. A 'Close' button is located at the bottom right of the dialog box.</p>



## Email

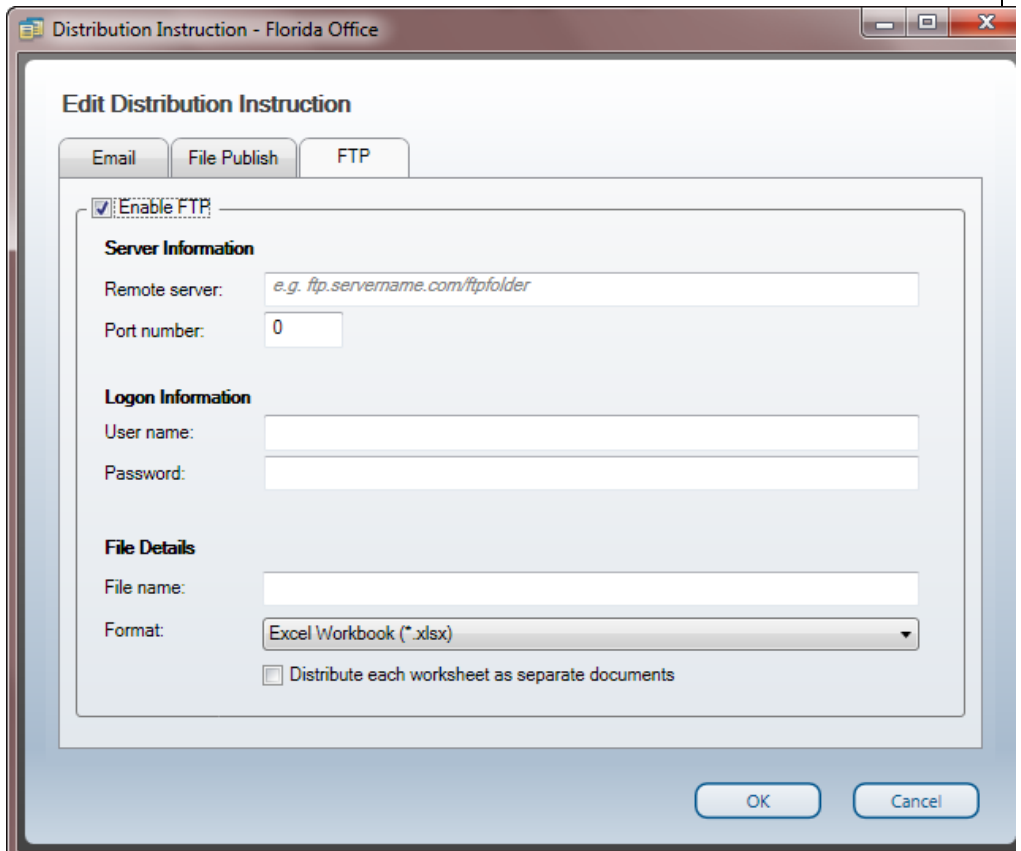
<b>Description</b>	<p>Distributing your reports via rich text emails is now possible with the email functionality found within a Distribution Instruction. Choose a format to attach your reports as from a selection including PDF, MHTML, and XLSX.</p> <p>Look out for the powerful Cell References which allow you to place a reference to your report within your email allowing you to pull pertinent report data directly into your email.</p>
<b>Location</b>	<p>Any Sage Intelligence Reporting Report &gt; BI Tools Tab &gt; Manage Instructions &gt; Distribution Instruction &gt; Email tab</p>
<b>Sample Screenshot</b>	

## File Publish

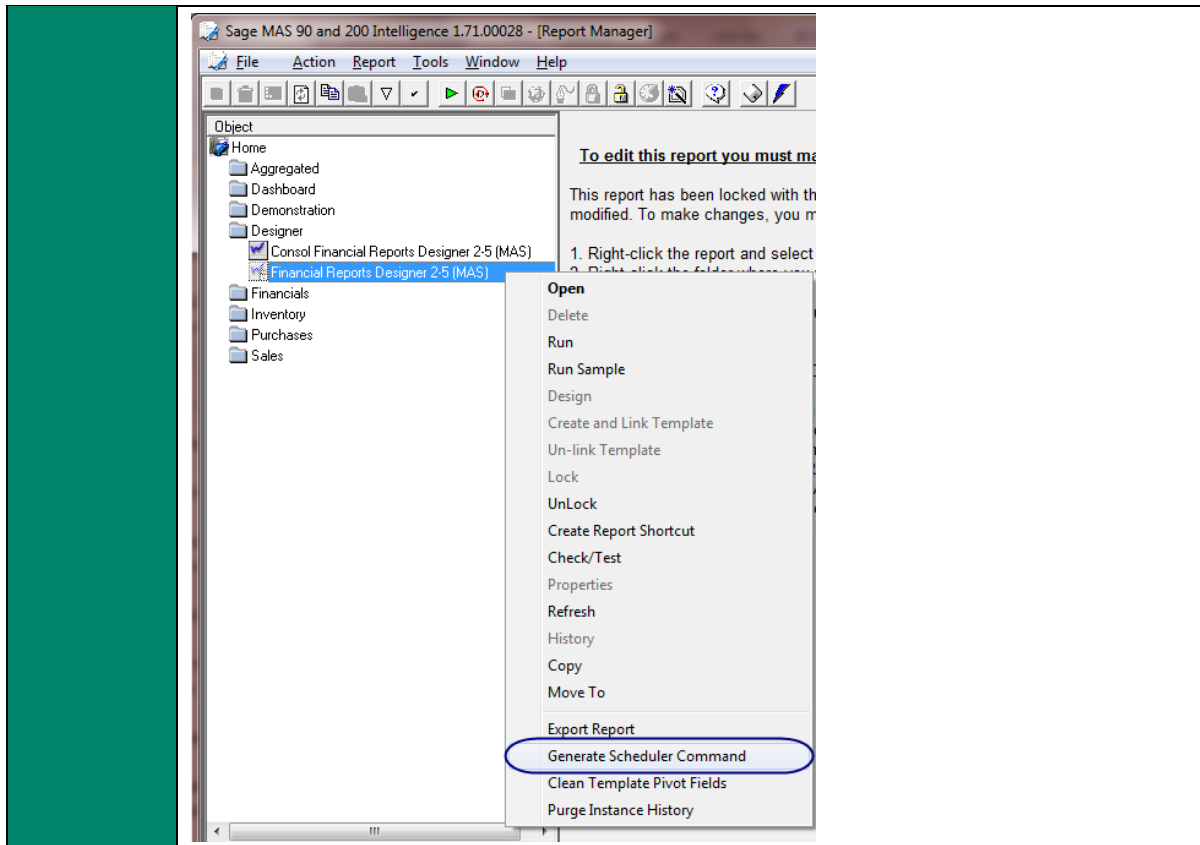
<b>Description</b>	Easily distribute your reports to locations within your business's network using the File Publish feature within a Distribution Instruction. Choose the format you would like to publish your reports as including PDF, MHTML and XLSX.
<b>Location</b>	Any Sage Intelligence Reporting Report > BI Tools Tab > Manage Instructions > Distribution Instruction > File Publish tab
<b>Sample Screenshot</b>	 A screenshot of a software window titled "Distribution Instruction - Florida Office". Inside the window is a dialog box titled "Edit Distribution Instruction". The dialog box has three tabs: "Email", "File Publish", and "FTP". The "File Publish" tab is selected. Within this tab, there is a section titled "Enable File Publish" with a checked checkbox. Below this, there are three fields: "Folder:" with the text "C:\Users\Michael\Desktop" and a "Browse..." button; "File name:" with the text "Monthly Report"; and "Format:" with a dropdown menu showing "PDF (*.pdf)". At the bottom of this section is an unchecked checkbox labeled "Distribute each worksheet as separate documents". At the bottom right of the dialog box are "OK" and "Cancel" buttons.



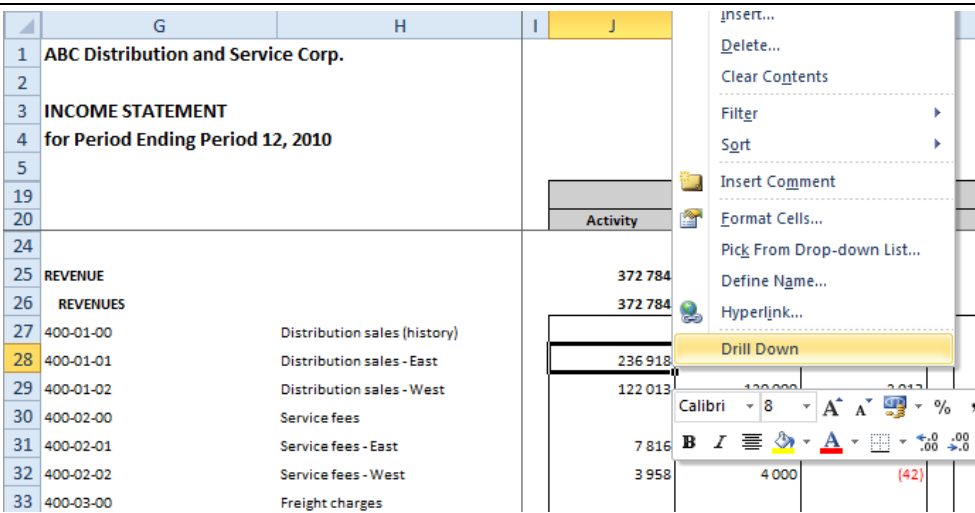
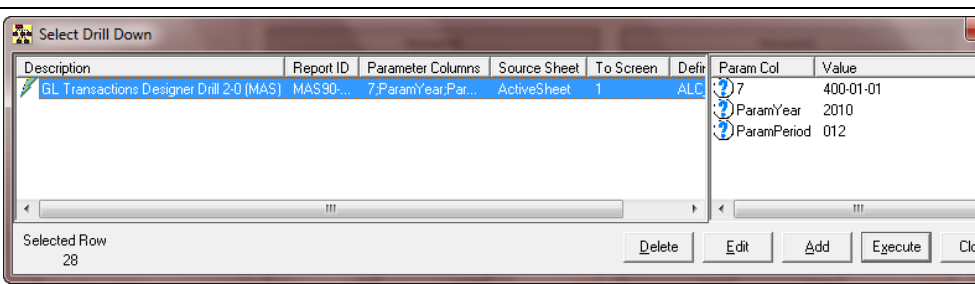
## File Transfer Protocol (FTP)

<b>Description</b>	Distributing your reports to a FTP location is not a problem with the FTP distribution feature found inside a Distribution Instruction. Choose the format you would like to distribute your reports as including PDF, MHTML and XLSX.
<b>Location</b>	Any Sage Intelligence Reporting Report > BI Tools Tab > Manage Instructions > Distribution Instruction > FTP tab
<b>Sample Screenshot</b>	 The screenshot shows a window titled 'Distribution Instruction - Florida Office'. Inside is a dialog box titled 'Edit Distribution Instruction'. It has three tabs: 'Email', 'File Publish', and 'FTP', with 'FTP' being the active tab. At the top of the dialog is a checkbox labeled 'Enable FTP' which is checked. Below this are three sections: 'Server Information' with fields for 'Remote server:' (containing 'e.g. ftp.servername.com/ftpfolder') and 'Port number:' (containing '0'); 'Logon Information' with fields for 'User name:' and 'Password:'; and 'File Details' with fields for 'File name:' and 'Format:' (a dropdown menu showing 'Excel Workbook (*.xlsx)'). There is also an unchecked checkbox labeled 'Distribute each worksheet as separate documents'. At the bottom right are 'OK' and 'Cancel' buttons.



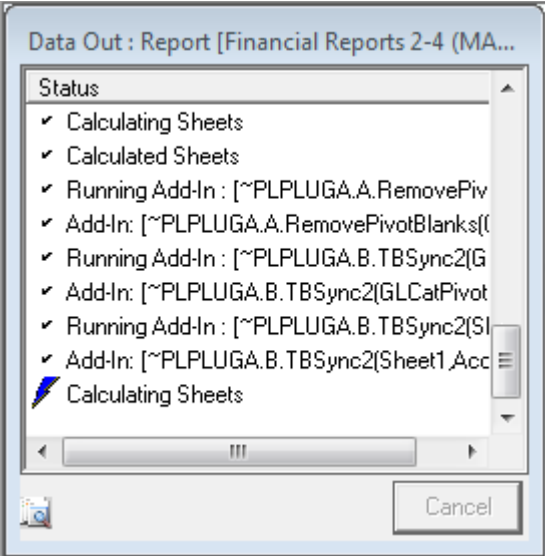


## Financial Reports: Easier 'Right Click' Drill Down

<b>Description</b>	<p>The current method for drilling down into transactional detail on Financial Reports is to select an account value, navigate to the 'Add-ins' section within Microsoft Excel, select 'Report Tools', and then 'Drill Down'. In Sage Intelligence Reporting this has been simplified and all that is required now is to right click on the value you would like to drill down on and then select 'Drill Down'. As before this will display the 'Select Drill Down' dialog screen which allows you to execute one of the available Drill Down reports.</p> <p>This Drill Down context menu option will only appear if an Alchemex Report has been loaded into Microsoft Excel.</p>
<b>Location</b>	<p>Financial Reports &gt; Right Click Context Menu</p> <p>Financial Reports Designer &gt; Right Click Context Menu</p>
<b>Sample Screenshots</b>	 

# Financial Reports: Performance Improvement

## (Up to 6x Faster)

Description	Any Financial Reports created within Sage Intelligence Reporting that use an add-in called 'TBSync' to manage the process of inserting financial data into Microsoft Excel will now see performance increases. This 'TBSync' add-in has been significantly improved within Sage Intelligence Reporting to ensure that financial data is inserted into Microsoft Excel faster than ever.
Location	Run 'Financial Reports' report.
Sample Screenshot	

# Core/Operating System

New features have been added to the Sage Intelligence Reporting core software.

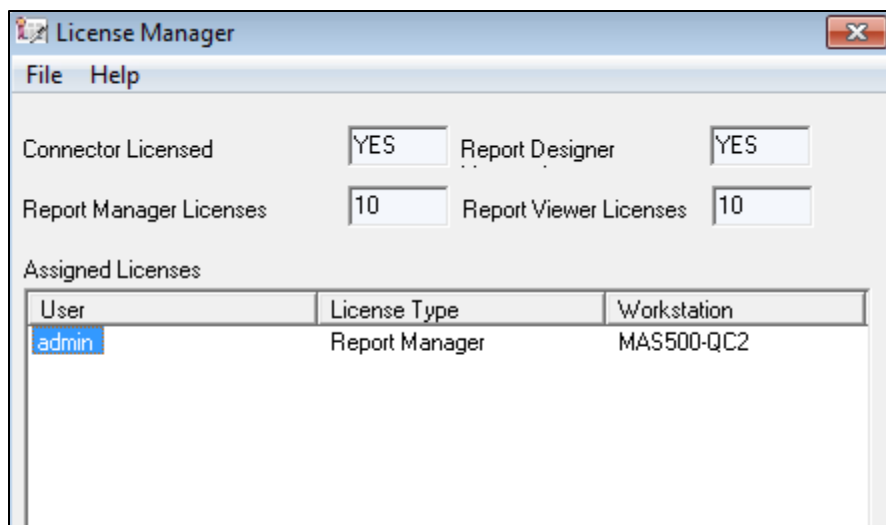
## Support for Citrix and Terminal Services Load Balanced Environments

Official support for Citrix and Terminal Services load balanced hosted environments has now been added in the form of additional configuration settings which can configure Sage Intelligence Reporting to run in a behavior required specifically when using Sage 300 ERP Intelligence within a secured load balanced hosted environment.

**NOTE:** This support only applies to integrated versions of Sage Intelligence Reporting which have been configured to have their licensing handled using the Integrated License Manager depicted below.

### Location:

- Config.ini settings file.



## **New Switches Now Supported within Config.ini File**

The following configuration switches are now supported within Sage Intelligence Reporting Config.ini settings file:

- DisableAddConnections
- DisableViewConnectionProps
- MaxCubeDimensions
- HideReportRepositoryPath
- HideTemplateStorageLocation

## **Support for Simplified Chinese Windows 7 OS**

Sage Intelligence Reporting now functions correctly (in English) on Windows 7 with a Simplified Chinese Language Pack installed and Simplified Chinese MS Excel.

# Resolved Issues

## License Manager Issues

### Wording

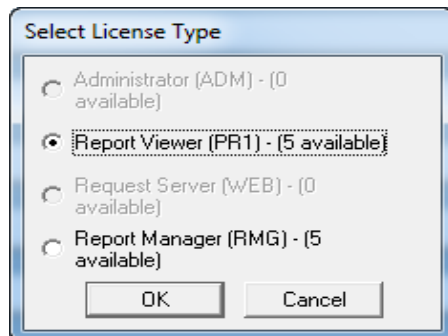
The License Manager can be localized to operate with the wording 'Registration' instead of 'Serialization'. In some instances the word 'Serialization' was discovered to still exist within systems configured to 'Registration' localization.

### Error When Adding a New Workstation

Previously while adding a new workstation, if the OK button was selected before specifying an option within the "Select License Type" window, a Runtime Error '94'Invalid Use of Null displayed. This has been resolved by making a selection mandatory before selecting OK on this form.

#### Location:

- Launch Non-Integrated License Manager > Right Click on first object within object list > Select Add Workstation License.





# Software Availability

This software can be downloaded from the following locations:

- <https://partners.sagenorthamerica.com>
- <https://customers.sagenorthamerica.com>