Sage 300 ERP Intelligence Reporting
Getting Started Guide

19.06.2013

Table of Contents

1.0	Introduction	3
2.0	System requirements	4
3.0	How it works	5
4.0	Sage Intelligence Reporting Modules	6
5.0	Login properties	7
6.0	Standard reports available	8
7.0	Accessing the reports	19
8.0	Report Manager toolbar	20
9.0	Running a report	22
10.0	Copying, pasting and renaming reports	24
11.0	Creating and linking a Report	25
12.0	Adding and creating a new report	28
13.0	Defining report properties	30
14.0	Columns tab	31
15.0	Creating a PivotTable in Excel	34
16.0	Exporting reports	45
17.0	Importing reports	46

1.0 Introduction

1.1 What is Sage 300 ERP Intelligence Reporting?

Organizations are increasingly suffering from information frustration, having to manage large volumes of data, and needing to report from several databases, using inflexible reporting tools. Information delivery and user empowerment is increasingly taking center stage in all enterprises with a resultant growth in the end user query and reporting (EUQR) category of the business intelligence market. Intelligence Reporting is an innovative software reporting solution that offers users in organizations of all sizes a powerful and intuitive reporting tool to take control of their own reports. It introduces a revolutionary approach to leveraging the reporting power of Microsoft® Excel® and protects and extends organizations existing IT skills and investment.

1.2 What are the benefits of using Sage 300 ERP Intelligence Reporting?

- Work with a standard Windows look and feel.
- Reduces the need for IT department intervention.
- Reduces the need for expensive consultants and specialist software training.
- Consistent format (Microsoft Excel) for reporting across multiple data sources.
- Business Intelligence can become a standard desktop tool.
- Avoids inefficiencies in the report development life cycle thereby improving productivity.
- Empowers the user thereby improving overall productivity.
- Optimizes your return on investment (ROI) by leveraging your existing IT infrastructure.
- Extends Microsoft Excel skills rather than requiring learning of a new set of software skills.

Intelligence Reporting is a cost-effective, high-value reporting tool that allows people to spend more time doing things that directly translate into business value. It offers flexible access to business intelligence and empowers the user to create and customize operational and analytical reports on a real time basis. Intelligence Reporting allows an organization to track information more effectively and delivers a rapid return on investment at a moderate total cost of ownership.

2.0 System requirements

2.1 Recommended System Requirements

- Operating System: Windows XP®, Windows Vista®, Windows 7®, Windows Server 2003®, Windows 2008 Server®, Windows Terminal Server®, Windows 8®.
- Microsoft Excel 2003 or higher.
- Hardware: CPU > 1 GHZ Dual Core.
- Memory: 2GB RAM.
- Hard Drive Space: 2GB.

2.2 Database Connectivity Supported

Intelligence Reporting uses ODBC and OLEDB technology to gain access to Open Database Systems. Intelligence Reporting includes direct support for most popular database systems and Connection Types for these are included within the Connector. For systems where a Connection Type does not exist but where the system has an ODBC driver these can be accessed via the System DSN connection types within the Connector.

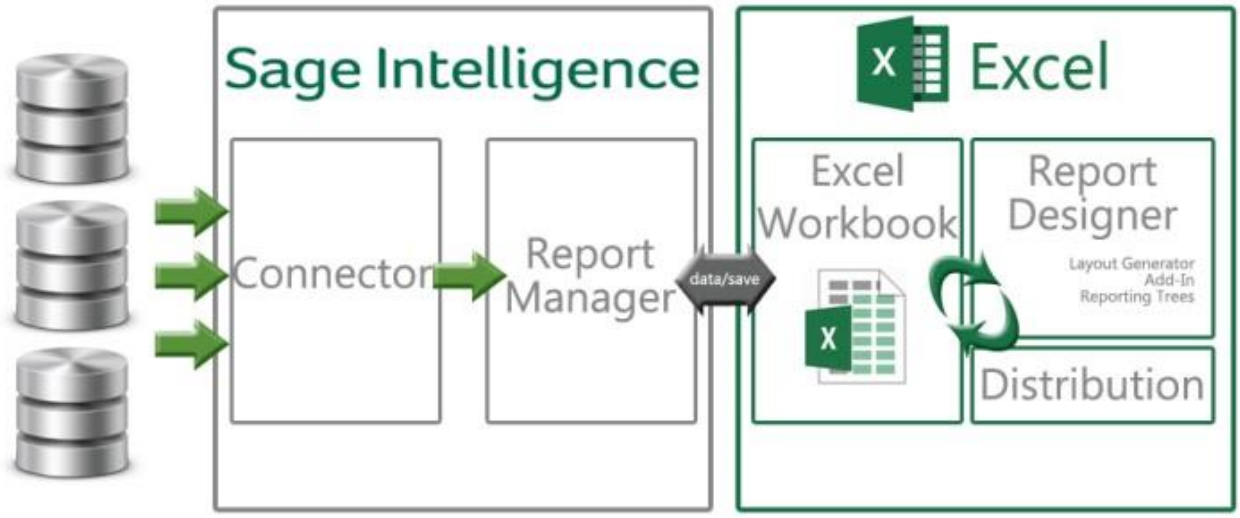
Some of the more common Database types supported are:

- Microsoft SQL Server
- Pervasive
- Oracle
- Sybase
- Microsoft Access
- Microsoft Visual Foxpro
- Dbase
- MySQL
- Sage50
- Paradox

Please note that although the Intelligence Reporting software natively works with these database types, it only ships with reports for the Intelligence Reporting databases that run on MySQL Database.

3.0 How it works

Intelligence Reporting uses an ODBC connection to access data and offers the system administrator and user, separate interfaces to manage the report creation process. Intelligence Reporting is then integrated with Microsoft Excel which is used as a powerful and familiar desktop reporting platform.



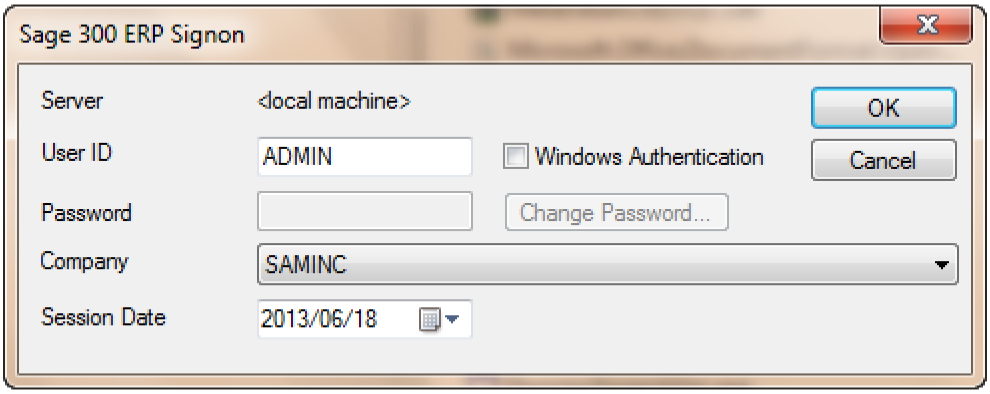
4.0 Sage Intelligence Reporting Modules

Intelligence Reporting can give users an open view of their data across several platforms and consists of five user friendly modules:

- The **Connector** interface provides the facility to connect to all ODBC compliant data sources. For example: SQL Server, Oracle, Access, Btrieve (Pervasive) using a windows explorer look and feel, for simple administration of all data connections.
- The **Report Manager** interface which provides access to the data as defined in the administrator's tool and empowers the user to customize their reports for Microsoft Excel.
- The **Report Viewer**. Report layouts in Excel may be changed on the fly for viewing once reports have been executed, but the source reports cannot be changed using this license type.
- The **Security Manager** defines security for reports and users.
- The **License Manager** manages module licensing.

5.0 Login properties

- **User Name** – The name of the Login.
    - Your Intelligence Reporting login credentials will be required.
- **Password** – Intelligence Reporting password will be required.



6.0 Standard reports available

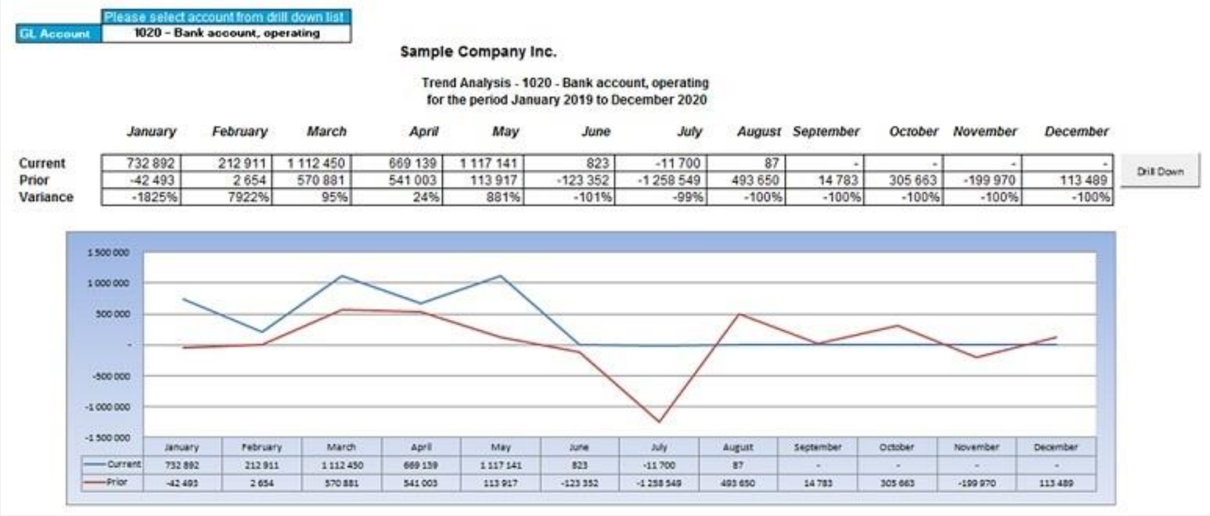
Intelligence Reporting comes with sample reports that you can use as templates when creating your own reports.

6.1 Financial Reports

This report displays balances per General Ledger Account number per financial period for the current financial year, previous financial year and current budget year. Income Statement and Balance Sheet layouts are automatically generated, grouped and sub-totalled by mapped financial categories. All layouts can be fully customized using native Excel.

Includes a predefined drill down report to drill dynamically to detailed ledger transactions:

6.2 Financial Trend Analysis



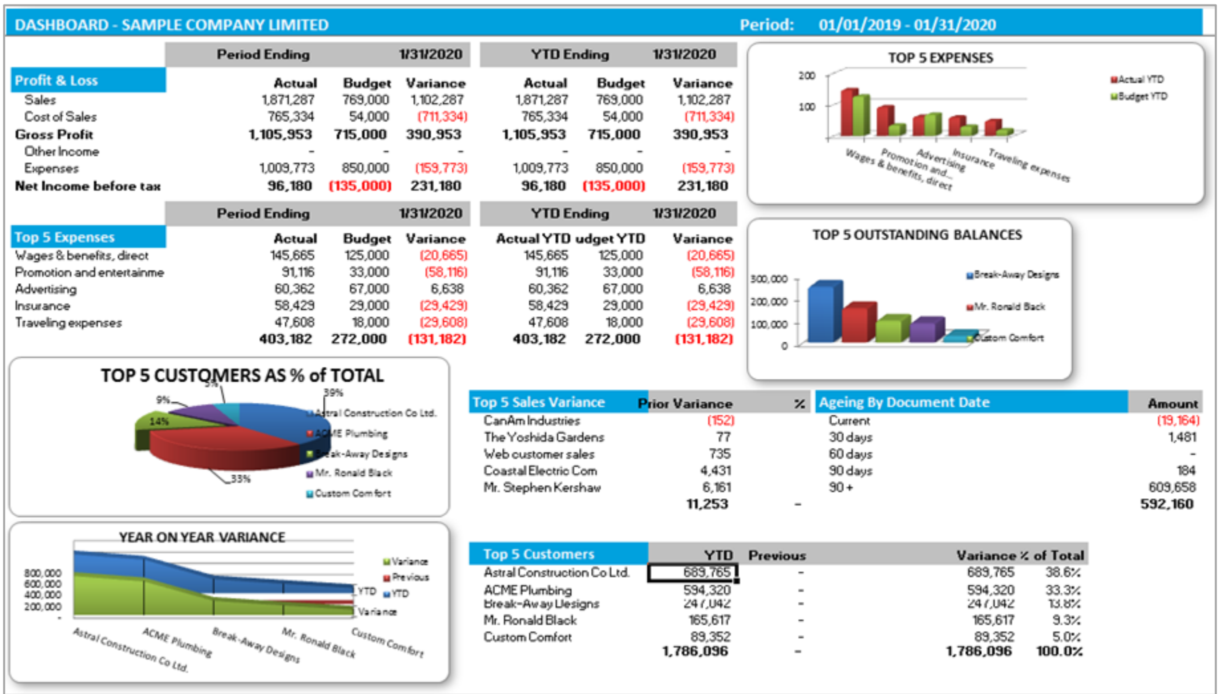
	January	February	March	April	May	June	July	August	September	October	November	December
Current	732 892	212 911	1 112 450	669 139	1 117 141	823	-11 700	87	-	-	-	-
Prior	-42 493	2 654	570 881	541 003	113 917	-123 352	-1 258 549	493 650	14 783	305 663	-199 970	113 489
Variance	-1825%	7922%	95%	24%	881%	-101%	-99%	-100%	-100%	-100%	-100%	-100%

6.3 Dashboard Analysis Reports

The Dashboard Analysis Accounts Receivable (AR) report template pulls information from the Accounts Receivable module, giving you a one-page summary of key performance indicators featuring a financial analysis, ageing by document date and “Top 5” reporting on expenses, sales variance, and customers.

It contains both text and graphics to help with daily and long-term planning. In addition, comparative profit and loss figures are displayed for both the current month and year-to-date figures from the start of the current financial year.

This report allows you to easily drill down to get further insights into the data.



	Period Ending		1/31/2020	YTD Ending		1/31/2020
Profit & Loss	Actual	Budget	Variance	Actual	Budget	Variance
Sales	1,871,287	769,000	1,102,287	1,871,287	769,000	1,102,287
Cost of Sales	765,334	54,000	(711,334)	765,334	54,000	(711,334)
Gross Profit	1,105,953	715,000	390,953	1,105,953	715,000	390,953
Other Income	-	-	-	-	-	-
Expenses	1,009,773	850,000	(159,773)	1,009,773	850,000	(159,773)
Net Income before tax	96,180	(135,000)	231,180	96,180	(135,000)	231,180

	Period Ending		1/31/2020	YTD Ending		1/31/2020
Top 5 Expenses	Actual	Budget	Variance	Actual YTD	udget YTD	Variance
Wages & benefits, direct	145,665	125,000	(20,665)	145,665	125,000	(20,665)
Promotion and entertainme	91,116	33,000	(58,116)	91,116	33,000	(58,116)
Advertising	60,362	67,000	6,638	60,362	67,000	6,638
Insurance	58,429	29,000	(29,429)	58,429	29,000	(29,429)
Traveling expenses	47,608	18,000	(29,608)	47,608	18,000	(29,608)
	403,182	272,000	(131,182)	403,182	272,000	(131,182)

Top 5 Sales Variance	Prior Variance	%
CanAm Industries	(152)	
The Yoshida Gardens	77	
Web customer sales	735	
Coastal Electric Com	4,431	
Mr. Stephen Kershaw	6,161	
	11,253	-

Ageing By Document Date	Amount
Current	(19,164)
30 days	1,481
60 days	-
90 days	184
90 +	609,658
	592,160

Top 5 Customers	YTD	Previous	Variance	% of Total
Astral Construction Co Ltd.	689,765	-	689,765	38.6%
ACME Plumbing	594,320	-	594,320	33.3%
Break-Away Designs	247,042	-	247,042	13.8%
Mr. Ronald Black	165,617	-	165,617	9.3%
Custom Comfort	89,352	-	89,352	5.0%
	1,786,096	-	1,786,096	100.0%

The Dashboard Analysis report contains a one-page summary of key business information. The report features Top 5 Reporting on customers, items, expenses, and contains both text and graphics to help with daily and long-term planning. In addition, comparative Profit and Loss figures are displayed for both the current month and year-to-date figures from the start of the current financial year.

DASHBOARD - SAMPLE COMPANY INC.

Profit & Loss	Actual Mar	Budget Mar	Variance	Actual YTD	Budget YTD	Variance
Sales	3 073 668	769 000	2 304 668	8 688 568	2 307 000	6 381 568
Cost of Sales	1 031 403	-	(1 031 403)	2 498 144	-	(2 498 144)
Gross Profit	**2 042 265**	**769 000**	**1 273 265**	**6 190 424**	**2 307 000**	**3 883 424**
Expenses	1 929 138	904 000	(1 025 138)	6 256 299	2 712 000	(3 544 299)
Net Income before tax	**113 127**	**(135 000)**	**248 127**	**(65 875)**	**(405 000)**	**339 125**

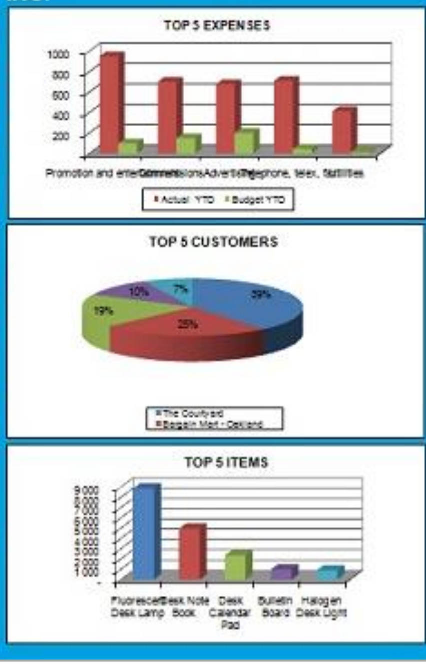
Top 5 Expenses	Actual Mar	Budget Mar	Variance	Actual YTD	Budget YTD	Variance
Promotion and entertainment	291 070	33 000	(258 070)	951 469	99 000	(852 469)
Commissions	408 874	50 000	(358 874)	702 365	150 000	(552 365)
Advertising	184 173	67 000	(117 173)	678 847	201 000	(477 847)
Telephone, telex, fax	163 716	15 000	(148 716)	713 190	45 000	(668 190)
Utilities	114 652	5 000	(109 652)	414 419	15 000	(399 419)
	1 162 485	**170 000**	**(992 485)**	**3 460 290**	**510 000**	**(2 950 290)**

Period: January 2020 to March 2020

Top 5 Customers	YTD	%	Top 5 Customer Groups	GP	GP %
The Courtyard	6 283	38.9%	Retail Sales Group	1 071	63.4%
Bargain Mart - Oakland	3 956	24.5%	Wholesale Sales Group	(170 743)	(1042.7%)
Bargain Mart - San Diego	3 035	18.8%		-	
Mr. Ronald Black	1 690	10.5%		-	
Custom Comfort	1 183	7.3%		-	
	16 147	**100.0%**			

Top 5 Items	YTD	%	Top 5 Item Categories	Quantity	Price YTD
Fluorescent Desk Lamp	8 879	49.0%	Accessories	739	18 831
Desk Note Book	4 970	27.5%		-	-
Desk Calendar Pad	2 364	13.1%		-	-
Bulletin Board	986	5.4%		-	-
Halogen Desk Light	906	5.0%		-	-
	18 105	**100.0%**			

Bottom 5 Items	YTD	%	Bottom 5 Item Categories	Quantity	Price YTD
10W Mini Fluorescent Bulb	78	1.6%	Accessories	739	18 831
50W/12V Halogen Bulb	649	13.0%		-	-
Halogen Desk Light	906	18.2%		-	-
Bulletin Board	986	19.8%		-	-
Desk Calendar Pad	2 364	47.5%		-	-
	4 983	**100.0%**			



6.4 Income Statements

Sample Company Inc.
Income Statement for Period Ending December 2020

	Jan 20 Actual	Jan 20 Budget	Jan 19 Prior	Feb 20 Actual	Feb 20 Budget	Feb 19 Prior	Mar 20 Actual	Mar 20 Budget	Mar 19 Prior
Revenue	2 440 220.53	769 000.00	9 457 661.65	3 174 679.99	769 000.00	1 809.68	3 073 667.61	769 000.00	2 684 366.18
Cost of Sales	640 702.96	-	2 963 098.72	826 038.72	-	670.73	1 031 402.55	-	718 343.83
GROSS PROFIT / (LOSS)	1 799 517.57	769 000.00	6 494 562.93	2 348 641.27	769 000.00	1 138.95	2 042 265.06	769 000.00	1 966 022.35
Other Income	200 806.55	-	425 539.37	230 927.55	-	-	235 519.14	-	205 293.98
Delivery revenue	96 207.12	-	203 877.40	110 638.20	-	-	112 823.97	-	98 357.07
Rental revenue	87 143.91	-	184 671.12	100 215.50	-	-	102 219.83	-	89 091.34
Interest income	7 010.64	-	14 856.57	8 062.23	-	-	8 223.49	-	7 167.28
Miscellaneous income	10 444.88	-	22 134.28	12 011.62	-	-	12 251.85	-	10 678.29
Cost and Expenses	2 467 338.56	904 000.00	5 148 659.02	2 291 555.89	904 000.00	-	2 164 657.31	904 000.00	1 673 028.23
NET PROFIT / (LOSS) BEFORE TAX	(467 014.44)	(135 000.00)	1 771 443.28	288 012.93	(135 000.00)	1 138.95	113 126.89	(135 000.00)	498 288.10
Prov for Income Taxes	8 000.00	-	30 000.00	15 000.00	-	-	20 000.00	-	15 000.00
NET PROFIT / (LOSS) AFTER TAX	(475 014.44)	(135 000.00)	1 741 443.28	273 012.93	(135 000.00)	1 138.95	93 126.89	(135 000.00)	483 288.10

6.5 Balance Sheets

Sample Company Inc.
Balance Sheet for Period Ending March 2020

	Jan 20 Opening	Current Mth Actual	YTD Actual
Current Assets	4 377 819.30	854 464.96	6 333 709.86
Fixed Assets	2 727 520.88	307 390.74	3 530 763.67
Inventory	2 427 520.88	(192 609.26)	2 230 763.67
Work in progress	-	-	-
Furniture and fixtures	-	-	-
Equipment	-	500 000.00	1 000 000.00
Land	300 000.00	-	300 000.00
Accumulated Depreciation	(475 000.00)	(50 000.00)	(610 000.00)
TOTAL ASSETS	6 630 340.18	1 111 855.70	9 254 473.53
Current Liabilities	4 887 065.06	1 030 728.81	7 656 073.03
Long Term Liabilities	(144 000.00)	(12 000.00)	(180 000.00)
TOTAL LIABILITIES	4 743 065.06	1 018 728.81	7 476 073.03
SHAREHOLDERS EQUITY			
Retained Earnings	1 887 275.12	93 126.89	1 778 400.50
TOTAL SHAREHOLDERS EQUITY	1 887 275.12	93 126.89	1 778 400.50
TOTAL LIABILITIES AND SHAREHOLDERS EQUITY	6 630 340.18	1 111 855.70	9 254 473.53

6.6 General Ledger Transaction Details

Sample Company Inc.
GENERAL LEDGER TRANSACTION DETAILS
for the financial year 2020
for the period 1 to 1

YEAR	(All)
PERIOD	(All)
ACCOUNT TYPE	(All)
ACCOUNT GROUPS	(All)

ACCOUNT	DATE	REFERENCE	DESCRIPTION	Data Debit	Credit	Total
2015 - Accounts payable, trade				1 010	-1 503	- 493
	2020/01/04	1540-Hart Batteries	Invoice-HB-993	0	-1 468	-1 468
	2020/01/12	1200-Chloride Systems	CC485-2285735	0	- 35	- 35
	2020/01/14	1200-Chloride Systems	Credit Note-CL1501	1 010	0	1 010
2020 - Accounts payable, other				685 676	-1825 223	-1139 547
	2020/01/31	January 2020 entries	Misc. cash entries	685 676	0	685 676
			Misc. inventory purchases	0	-615 190	-615 190
			Misc. journal entries	0	-598 232	-598 232
			Misc. payables enries	0	-611 802	-611 802
4010-100-10 - Sales, accessories				0	-4 364	-4 364
	2020/01/04	1200-Mr. Ronald Black	Invoice-IN0000000000030	0	- 196	- 196
	2020/01/08	1240-The Courtyard	Invoice-IN0000000000031	0	- 300	- 300
	2020/01/31	January 2020 entries	To record misc. sales	0	-3 868	-3 868
Grand Total				686 686	-1831 090	-1144 404

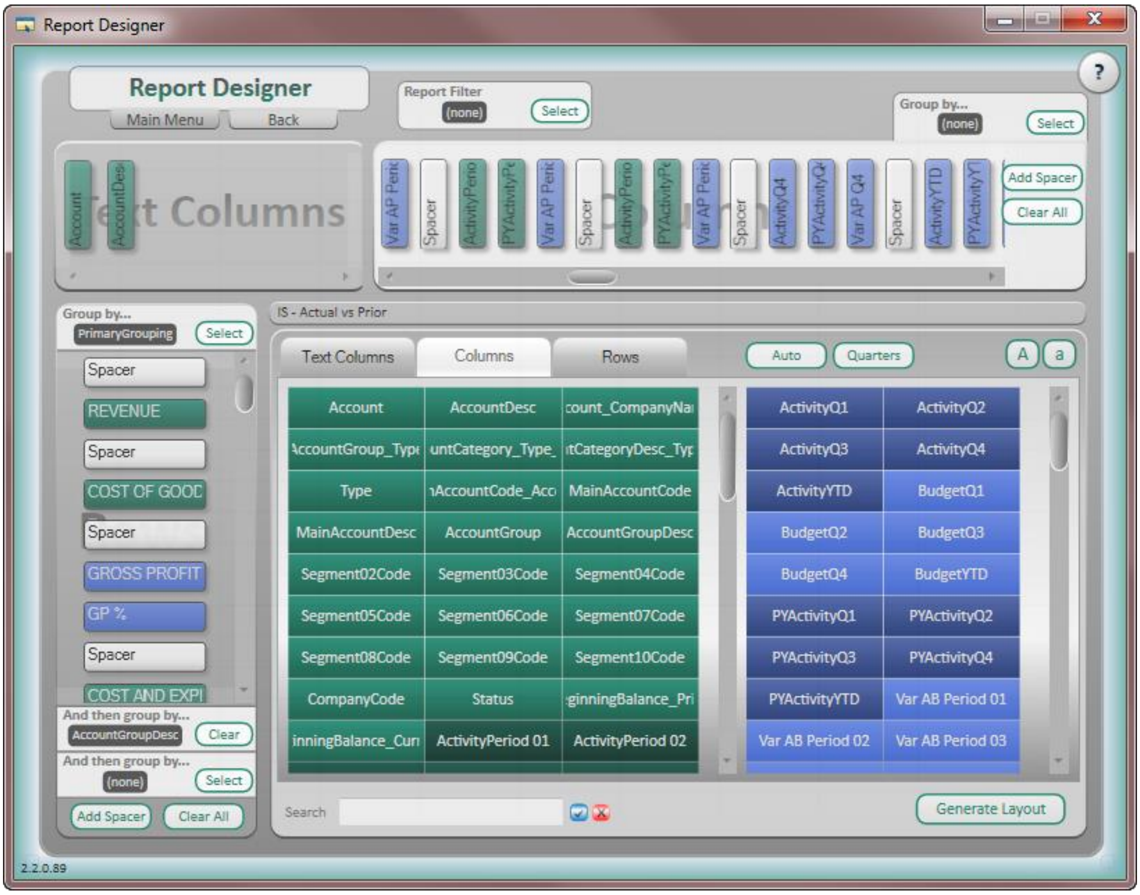
6.7 Financial Report Designer and Consolidated Financial Report Designer

These reports require an active Report Designer site license.

The Report Designer Layout Generator is aimed at users wanting to push data into Microsoft Excel and automate layouts quickly. The Layout Generator gives users the option to design/edit the report layouts from the Graphical Layout Generator tool as well as edit the reports in Excel.

The drag-and-drop style interface makes it very simple to define new customized layouts with multi-level groupings. It also allows column and page level groupings by any field such as segments, companies, or regions. The Consolidated Financial Report Designer supports multi-company consolidation.

Eight predefined layouts are provided with the Report Designer for the easy generation of customized income statements and balance sheets.



6.8 Sales Master

There are two versions of this sales report, one pulling from the Order Entry module and one pulling from the Accounts Receivable module.

This report highlights pertinent sales information including item sales quantities, costs and gross profits by customer and product.

Sample Company Inc.
SALES MASTER
For the period from 01 Jan 2020 to 31 Dec 2020

Salesperson 1 Name	(All)
Customer Group	(All)
Category	(All)
Period	(All)
Location Name	(All)
Currency	(All)

CUSTOMER	ITEM CODE - ITEM NAME	QTY	Total Cost	Total Ext Amount	Total Discounts	Sales Excl	GP	GP %
1200 - Mr. Ronald Black		153.00	2 281.78	7 008.80		7 008.80	4 727.02	67%
	A11030 - Fluorescent Desk Lamp	58.00	1 085.38	3 479.42		3 479.42	2 394.04	69%
	A13100 - Halogen Desk Light	3.00	76.31	151.05		151.05	74.74	49%
	A13200 - 50W/12V Halogen Bulb	32.00	117.43	204.48		204.48	87.05	43%
	A14000 - Desk Note Book	30.00	235.44	748.50		748.50	513.06	69%
	A14500 - Bulletin Board	15.00	117.72	265.50		265.50	147.78	56%
	A1900B - Answering Machine	10.00	108.25	359.90		359.90	251.65	70%
	A1900L - Personal Digital Assistant	5.00	541.25	1 799.95		1 799.95	1 258.70	70%
1240 - The Courtyard		363.00	3 440.95	9 602.35		9 602.35	6 161.40	64%
	A11030 - Fluorescent Desk Lamp	75.00	1 433.10	4 499.25		4 499.25	3 066.15	68%
	A11050 - 13W Mini Fluorescent Bulb	-2.00		-14.20		-14.20	-14.20	-100%
	A13100 - Halogen Desk Light	15.00	381.58	755.25		755.25	373.67	49%
	A13200 - 50W/12V Halogen Bulb	97.00	355.95	619.83		619.83	263.88	43%
	A14000 - Desk Note Book	100.00	784.82	2 495.00		2 495.00	1 710.18	69%
	A14010 - Desk Calendar Pad	78.00	485.50	1 247.22		1 247.22	761.72	61%
Grand Total		516.00	5 722.73	16 611.15		16 611.15	10 888.42	66%

6.9 Inventory Master

Displays item cost and quantity information over any given date range, as well as relevant item location details.

Sample Company Inc.
INVENTORY MASTER
as of 18 Dec 2009

CATEGORY CODE-NAME	(All)
ITEM ACTIVE	(All)

ITEM CODE-NAME	LOCATION	COST UOM	STOCKING UOM	QTY ON HAND	PO QTY	SO QTY	QTY INCL ORDERS	MOST RECENT COST	TOTAL AVERAGE COST	TOTAL MOST RECENT COST
A11030 - Fluorescent Desk Lamp				657.00	486.00	31.00	1 112.00	104.239857	345 927.380000	13 797.914593
	1	Ea.	Ea.	137.00	310.00		447.00	20.297333	2 791.170000	2 780.734621
	2	Ea.	Ea.	262.00	50.00	21.00	291.00	21.045000	337 944.000000	5 513.790000
	3	Ea.	Ea.	42.00	126.00		168.00	20.297000	774.220000	852.474000
	4	Ea.	Ea.	206.00		10.00	196.00	21.555667	4 207.540000	4 440.467402
	TRANS	Ea.	Ea.	10.00			10.00	21.044857	210.450000	210.448570
A11050 - 13W Mini Fluorescent Bulb				378.00	500 535.00	23.00	500 890.00	14.505500	1 370.790000	1 370.770200
	1	Ea.	Ea.	70.00	105.00	15.00	160.00	3.626400	253.860000	253.848000
	2	Ea.	Ea.	143.00	30.00	8.00	165.00	3.626400	518.580000	518.575200
	3	Ea.	Ea.	75.00	150.00		225.00	3.626400	271.980000	271.980000
	4	Ea.	Ea.	90.00	500 250.00		500 340.00	3.626300	326.370000	326.367000
A13100 - Halogen Desk Light				443.00	865.00	58.00	1 250.00	101.753800	11 269.370000	11 269.186649
	1	Ea.	Ea.	128.00	215.00	50.00	293.00	25.438333	3 256.160000	3 256.106624
	2	Ea.	Ea.	165.00	25.00	8.00	182.00	25.438000	4 197.400000	4 197.270000
	3	Ea.	Ea.	75.00	25.00		100.00	25.438667	1 907.900000	1 907.900025
	4	Ea.	Ea.	75.00	600.00		675.00	25.438800	1 907.910000	1 907.910000
Grand Total				1 478.00	501 886.00	112.00	503 252.00	220.499157	358 567.540000	26 437.871442

6.10 Purchase Order Master

This report lists relevant purchase information by vendor and item number for any given date range. The report can be filtered by vendor, item number, or unit of measure.

Sample Company Inc.
PURCHASE MASTER
For the period from 01 Jan 2020 to 31 Dec 2020

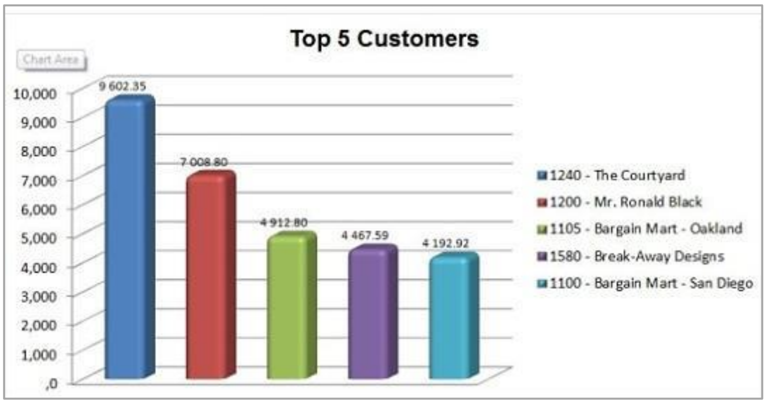
Category	(All)
Location	(All)
Period	(All)
Currency	(All)

Vendor Code - Name	Item Code - Name	Qty	Total Unit Cost
1200 - Chloride Systems		297.00	6 107.85
	A11030 - Fluorescent Desk Lamp	57.00	656.80
	A13100 - Halogen Desk Light	5.00	117.50
	A1900B - Answering Machine	100.00	1 000.00
	A1900G - Calculator	100.00	500.00
	A1900L - Personal Digital Assistant	50.00	5 000.00
	A2KINGS5000B - Kings 5000 Series Desk Accessories		
	C1500B - High Back Arm Tilter	-5.00	-499.95
	S1200B - Flat Screen 5'6 H x 5'W	-10.00	-666.50
1540 - Hart Batteries		83.00	1 726.15
	A11030 - Fluorescent Desk Lamp	35.00	656.25
	A14000 - Desk Note Book	40.00	370.00
	C1500B - High Back Arm Tilter	5.00	499.95
	S1200B - Flat Screen 5'6 H x 5'W	3.00	199.95
Grand Total		380.00	7 834.00

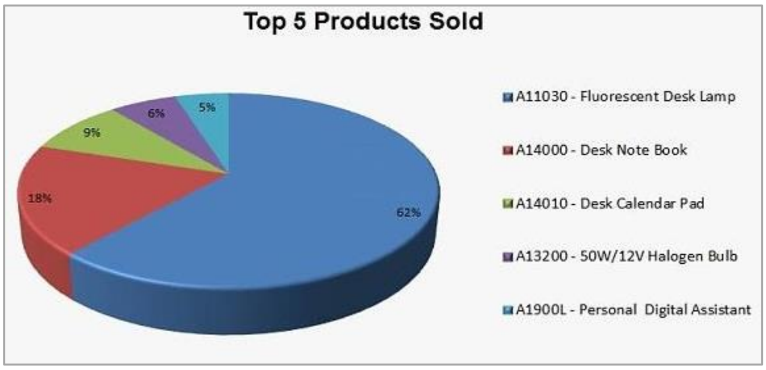
6.11 KPI and Metrics Reports

These reports can be run for a chosen period and display metrics and KPIs in a graphical format.

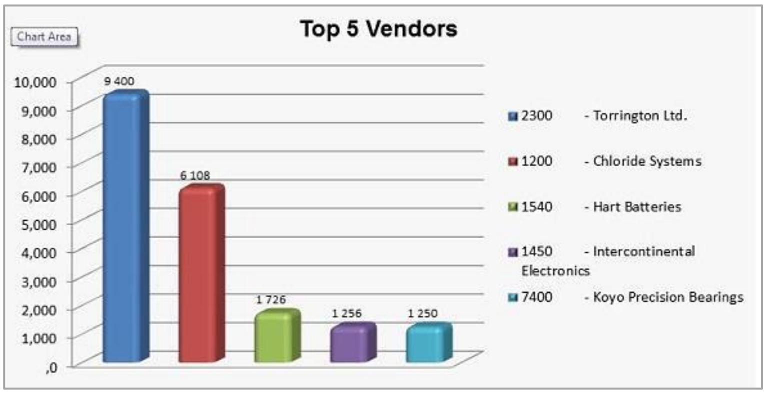
Top 5 Customers – graphically displays the top 5 customers and allows for access to what products they are purchasing.



Top 5 Products – graphically displays the top 5 products and provides details of which customers are purchasing them.



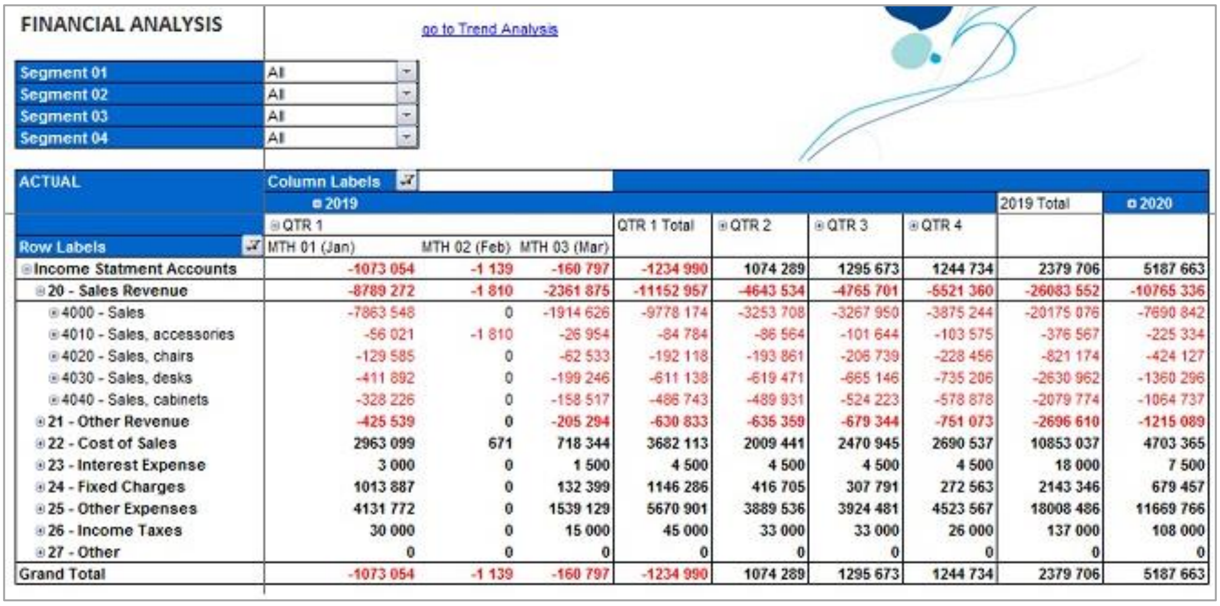
Top 5 Vendors – graphically displays the top 5 suppliers and further details of what products are being purchased.



If the **Analysis Module** is purchased, the following **Cube reports** are also included:

6.12 Financial Analysis Cube

This report allows you to analyze GL Accounts by Account Group and segment over multiple fiscal years.



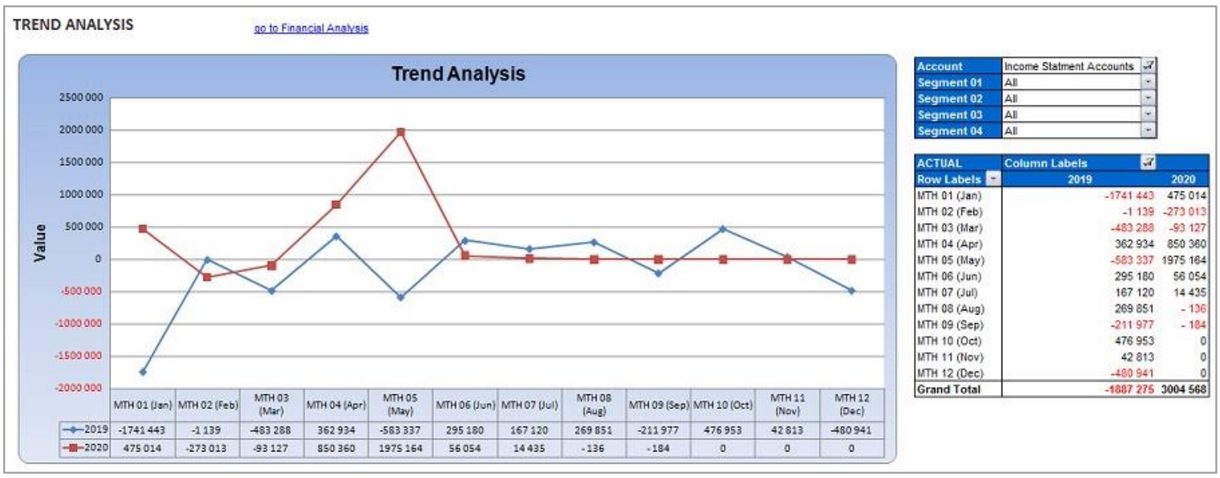
FINANCIAL ANALYSIS

go to Trend Analysis

Segment 01	All
Segment 02	All
Segment 03	All
Segment 04	All

ACTUAL	Column Labels								
	2019							2019 Total	2020
	QTR 1			QTR 1 Total	QTR 2	QTR 3	QTR 4		
Row Labels	MTH 01 (Jan)	MTH 02 (Feb)	MTH 03 (Mar)						
Income Statment Accounts	-1073 054	-1 139	-160 797	-1234 990	1074 289	1295 673	1244 734	2379 706	5187 663
20 - Sales Revenue	-8789 272	-1 810	-2361 875	-11152 957	-4643 534	-4765 701	-5521 360	-26083 552	-10765 336
4000 - Sales	-7863 548	0	-1914 626	-9778 174	-3253 708	-3267 950	-3875 244	-20175 076	-7690 842
4010 - Sales, accessories	-56 021	-1 810	-26 954	-84 784	-86 564	-101 644	-103 575	-376 567	-225 334
4020 - Sales, chairs	-129 585	0	-62 533	-192 118	-193 861	-206 739	-228 456	-821 174	-424 127
4030 - Sales, desks	-411 892	0	-199 246	-611 138	-619 471	-665 146	-735 206	-2630 962	-1360 296
4040 - Sales, cabinets	-328 226	0	-158 517	-486 743	-489 931	-524 223	-578 878	-2079 774	-1064 737
21 - Other Revenue	-425 539	0	-205 294	-630 833	-635 359	-679 344	-751 073	-2696 610	-1215 089
22 - Cost of Sales	2963 099	671	718 344	3682 113	2009 441	2470 945	2690 537	10853 037	4703 365
23 - Interest Expense	3 000	0	1 500	4 500	4 500	4 500	4 500	18 000	7 500
24 - Fixed Charges	1013 887	0	132 399	1146 286	416 705	307 791	272 563	2143 346	679 457
25 - Other Expenses	4131 772	0	1539 129	5670 901	3889 536	3924 481	4523 567	18008 486	11669 766
26 - Income Taxes	30 000	0	15 000	45 000	33 000	33 000	26 000	137 000	108 000
27 - Other	0	0	0	0	0	0	0	0	0
Grand Total	-1073 054	-1 139	-160 797	-1234 990	1074 289	1295 673	1244 734	2379 706	5187 663

6.13 Financial Analysis Cube Trend



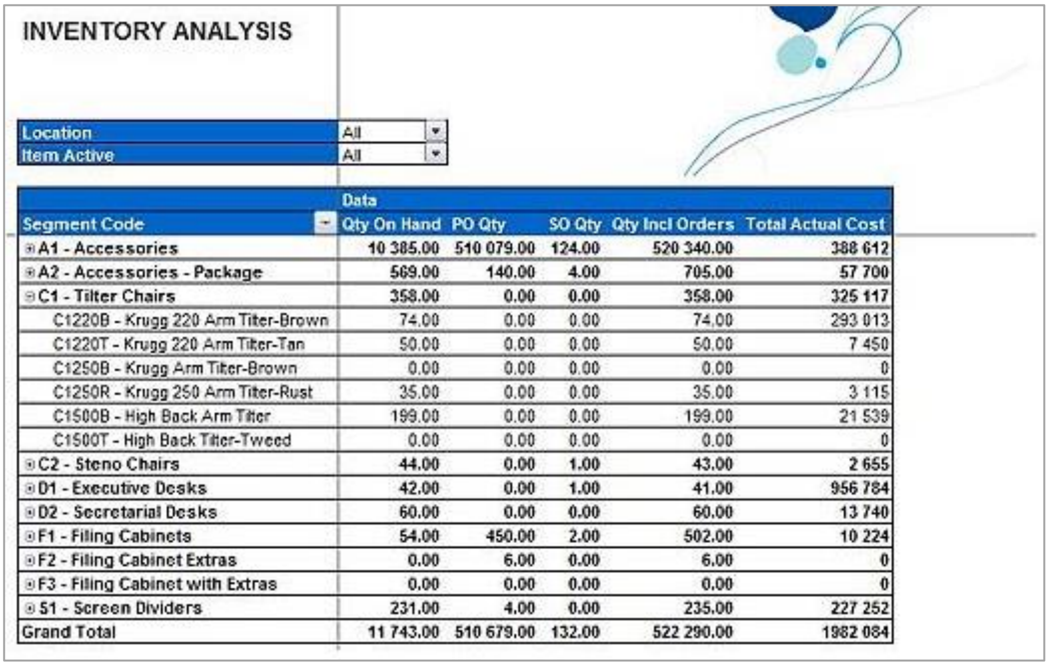
	MTH 01 (Jan)	MTH 02 (Feb)	MTH 03 (Mar)	MTH 04 (Apr)	MTH 05 (May)	MTH 06 (Jun)	MTH 07 (Jul)	MTH 08 (Aug)	MTH 09 (Sep)	MTH 10 (Oct)	MTH 11 (Nov)	MTH 12 (Dec)
2019	-1741 443	-1 139	-483 288	362 934	-583 337	295 180	167 120	269 851	-211 977	476 953	42 813	-480 941
2020	475 014	-273 013	-93 127	850 360	1975 164	56 054	14 435	- 136	- 184	0	0	0

Account	Income Statment Accounts
Segment 01	All
Segment 02	All
Segment 03	All
Segment 04	All

ACTUAL	Column Labels	
Row Labels	2019	2020
MTH 01 (Jan)	-1741 443	475 014
MTH 02 (Feb)	-1 139	-273 013
MTH 03 (Mar)	-483 288	-93 127
MTH 04 (Apr)	362 934	850 360
MTH 05 (May)	-583 337	1975 164
MTH 06 (Jun)	295 180	56 054
MTH 07 (Jul)	167 120	14 435
MTH 08 (Aug)	269 851	- 136
MTH 09 (Sep)	-211 977	- 184
MTH 10 (Oct)	476 953	0
MTH 11 (Nov)	42 813	0
MTH 12 (Dec)	-480 941	0
Grand Total	-1887 275	3004 568

6.14 Inventory Analysis Cube

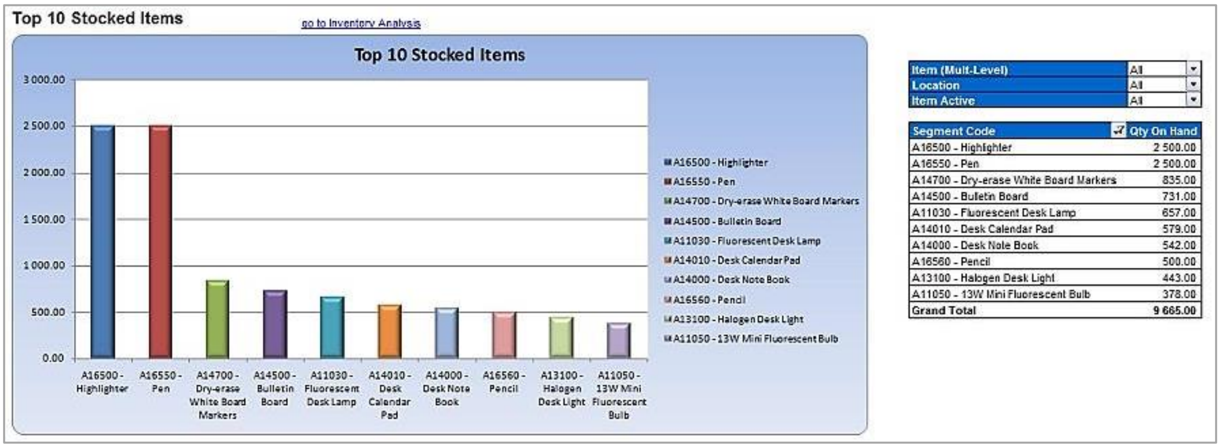
This report allows you to analyze year-to-date stock-on-hand quantities, purchase and sales order quantities, and actual stock values by inventory group.


INVENTORY ANALYSIS

Location	All
Item Active	All

Segment Code	Qty On Hand	PO Qty	SO Qty	Qty Incl Orders	Total Actual Cost
A1 - Accessories	10 385.00	510 079.00	124.00	520 340.00	388 612
A2 - Accessories - Package	569.00	140.00	4.00	705.00	57 700
C1 - Tilter Chairs	358.00	0.00	0.00	358.00	325 117
C1220B - Krugg 220 Arm Tilter-Brown	74.00	0.00	0.00	74.00	293 013
C1220T - Krugg 220 Arm Tilter-Tan	50.00	0.00	0.00	50.00	7 450
C1250B - Krugg Arm Tilter-Brown	0.00	0.00	0.00	0.00	0
C1250R - Krugg 250 Arm Tilter-Rust	35.00	0.00	0.00	35.00	3 115
C1500B - High Back Arm Tilter	199.00	0.00	0.00	199.00	21 539
C1500T - High Back Tilter-Tweed	0.00	0.00	0.00	0.00	0
C2 - Steno Chairs	44.00	0.00	1.00	43.00	2 655
D1 - Executive Desks	42.00	0.00	1.00	41.00	956 784
D2 - Secretarial Desks	60.00	0.00	0.00	60.00	13 740
F1 - Filing Cabinets	54.00	450.00	2.00	502.00	10 224
F2 - Filing Cabinet Extras	0.00	6.00	0.00	6.00	0
F3 - Filing Cabinet with Extras	0.00	0.00	0.00	0.00	0
S1 - Screen Dividers	231.00	4.00	0.00	235.00	227 252
Grand Total	11 743.00	510 679.00	132.00	522 290.00	1982 084

6.15 Inventory Analysis Cube Trend



Item (Mult-Level)	All
Location	All
Item Active	All

Segment Code	Qty On Hand
A16500 - Highlighter	2 500.00
A16550 - Pen	2 500.00
A14700 - Dry-erase White Board Markers	835.00
A14500 - Bulletin Board	731.00
A11030 - Fluorescent Desk Lamp	657.00
A14010 - Desk Calendar Pad	579.00
A14000 - Desk Note Book	542.00
A16560 - Pencil	500.00
A13100 - Halogen Desk Light	443.00
A11050 - 13W Mini Fluorescent Bulb	378.00
Grand Total	9 665.00

6.16 Sales Analysis Cube

This report allows you to analyze sales quantities, gross profits, and amounts by customer, product, and salesperson over multiple fiscal/calendar years.

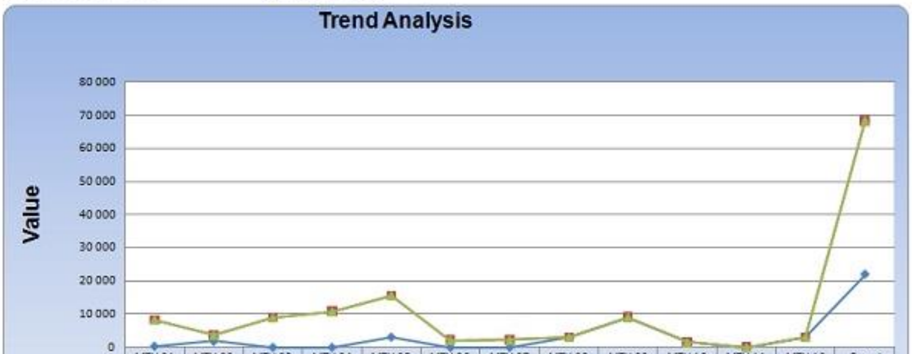
SALES ANALYSIS

Customer Group	All
Item Location	All
Sales Rep	All
Doc Type	All

Line Total Excl	Column Labels							
	2019	2020						2020 Total
		QTR 1			QTR 1 Total	QTR 2	QTR 3	
Row Labels		MTH 01 (Jan)	MTH 02 (Feb)	MTH 03 (Mar)				
1100 - Bargain Mart - San Diego	3 004			3 035	3 035	1 158		4 193
1105 - Bargain Mart - Oakland	2 066			3 956	3 956	957		4 913
1200 - Mr. Ronald Black	7 077	1 690			1 690	3 159	2 160	7 009
1210 - ACME Plumbing	3 082					3 255		3 255
1240 - The Courtyard	940	6 283			6 283	3 319		9 602
1400 - Coastal Electric Company	575		1 050		1 050	1 133		2 183
1500 - Custom Comfort	494			1 183	1 183	2 034		3 217
1520 - Mr. Stephen Kershaw	4 462					2 259		2 259
1580 - Break-Away Designs						4 468		4 468
1600 - Dr. Dan Penn	233					1 155		1 155
1970 - Mr. Ronald English						160		160
4030 - The House Doctors						1 669		1 669
7300 - The Royal Cavendish Co.			840		840	731		1 571
7400 - The Yoshida Gardens				794	794			794
Grand Total	21 932	7 973	1 890	8 968	18 831	25 457	2 160	46 448

6.17 Sales Analysis Cube Trend

TREND ANALYSIS go to Sales Analysis



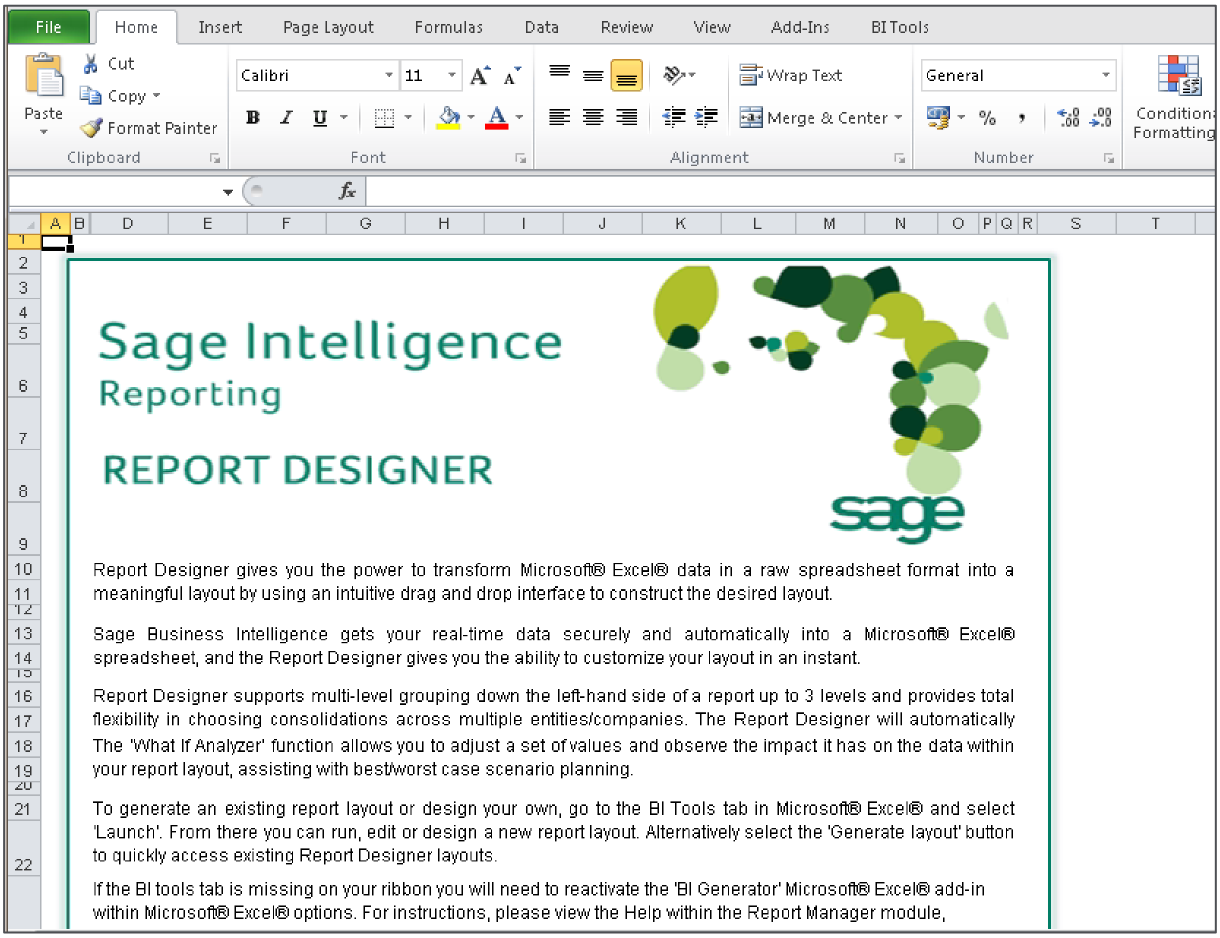
	MTH 01 (Jan)	MTH 02 (Feb)	MTH 03 (Mar)	MTH 04 (Apr)	MTH 05 (May)	MTH 06 (Jun)	MTH 07 (Jul)	MTH 08 (Aug)	MTH 09 (Sep)	MTH 10 (Oct)	MTH 11 (Nov)	MTH 12 (Dec)	Grand Total
Fin Year 2020													
Fin Year 2020	7 973	1 890	8 968	10 794	12 548	2 115	2 160	0	0	0	0	0	46 448
Fin Year 2019	325	1 810	0	0	3 077	0	0	3 077	9 032	1 534	0	3 078	21 932

Customer Group	All
Item Location	All
Sales Rep	All
Doc Type	All

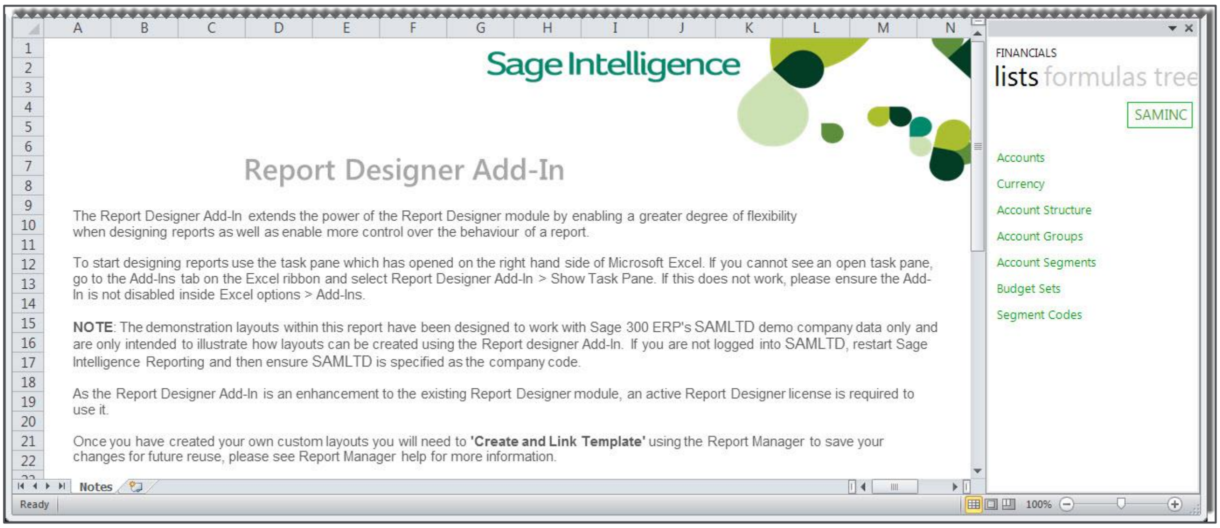
Line Total Excl	Fin Year	
Fin Month	2019	2020
MTH 01 (Jan)	325	7 973
MTH 02 (Feb)	1 810	1 890
MTH 03 (Mar)	0	8 968
MTH 04 (Apr)	0	10 794
MTH 05 (May)	3 077	12 548
MTH 06 (Jun)	0	2 115
MTH 07 (Jul)	0	2 160
MTH 08 (Aug)	3 077	0
MTH 09 (Sep)	9 032	0
MTH 10 (Oct)	1 534	0
MTH 11 (Nov)	0	0
MTH 12 (Dec)	3 078	0
Grand Total	21 932	46 448

If the **Designer Module** is purchased, the following reports are also included:

6.18 Financial Report Designer



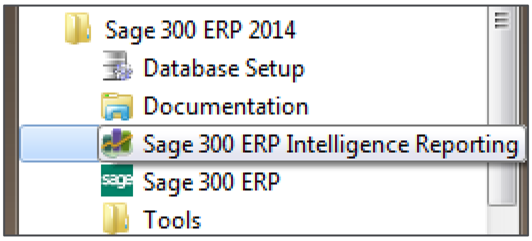
6.19 Report Designer Add-In



7.0 Accessing the reports

To access the reports:

1. In Windows, click on **All Programs**.
2. Select **Sage 300 ERP**, and then **Sage 300 ERP Intelligence**.



3. Click on **Report Manager** or Report Viewer.

8.0 Report Manager toolbar

The Report Manager toolbar has various icons:

Icon	Name	Description
	Add	Add Enables the user to add new folders and reports.
	Delete	Delete Enables the user to delete their selection.
	Properties	Properties Displays context specific object properties.
	Refresh	Refresh Refreshes on screen properties of the selected object
	Copy	Copy Copies the selected object to the clipboard
	Paste	Paste Pastes an object from the clipboard into the selected object
	Move To	Move To Moves a connection or a container
	Check/Test	Check/Test Use this to check that a report satisfies minimum requirements to function correctly. Minimum requirements are that at least one Column is selected and that if a template has been assigned to the report then that the template exists.
	Run	Runs a report.
	Run Sample	Run Sample Runs a report using just a sample of the data (sample size is specified by the user). Useful when designing and testing reports that are data intensive.
	Create template	Create Template Enables the user to create a template for the current report from an open Excel workbook
	Un-link Template	Unlink Template Enables the user to unlink a template from the current report
	Design	Design Allows the user to design a report by opening its template in Excel for modification
	Lock	Locks the current report
	Unlock	Unlocks the current report
	History	Displays a Reports Run History

The Report Manager toolbar icons continued:

Icon	Name	Description
	Help	Display Help Files
	Export a Report	Export a Report Enables the export of reports for import to other Sage 300 ERP Intelligence Reporting systems
	Generate Scheduler Command	Generate Scheduler Command Generates the command to run the report unattended
	Run Report Batch	Run Report Batch Runs all the reports in the chosen folder from top to bottom
	Add Consolidation report	Runs a report that contains macros with the purpose of consolidating data from various other workbooks
	Unlock Excel	It is possible that if a report runs into rendering problems Excel can be left locked. Clicking this will unlock Excel and allow user interaction
	Security Manager	Opens the Security manager

9.0 Running a report

1. Select the **report** you want to run.

   For this example, choose **Sales Master** under Sales.

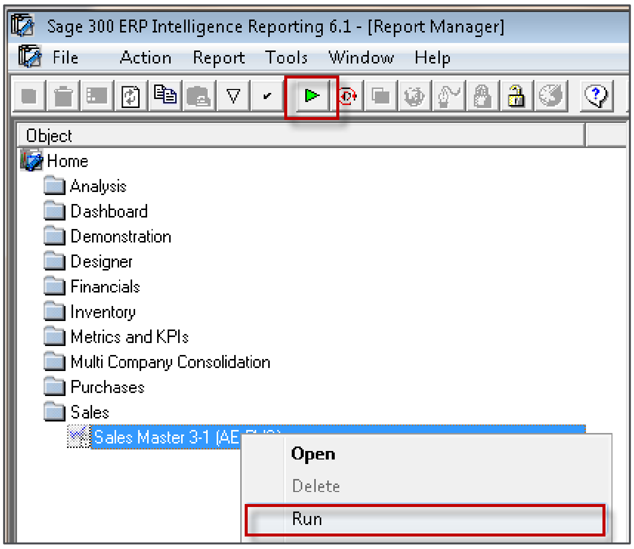
2. To run the report click on the green **Run** icon.

   OR

   Right-click and select **Run**.

   OR

   Press **Ctrl+R**.

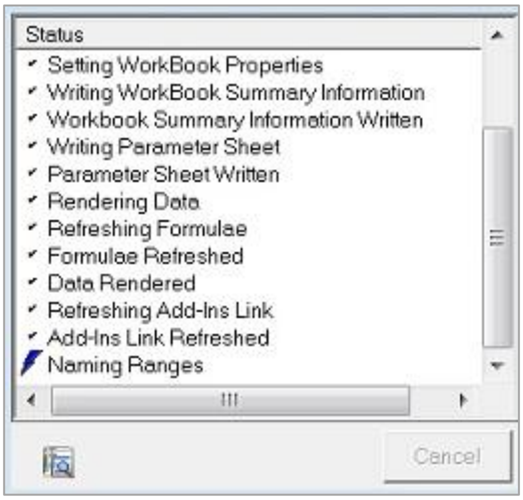


3. Enter Report Parameter (Date/ Month).

4. Click **OK**.

   The progress Status is displayed on the right of your screen and indicates the process of your report. Depending on the size of your company data, running a report may take some time.

   You can sometimes cancel the report.



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

Sample Company Inc.

SALES MASTER

For the period from 01 Jan 2020 to 31 Dec 2020

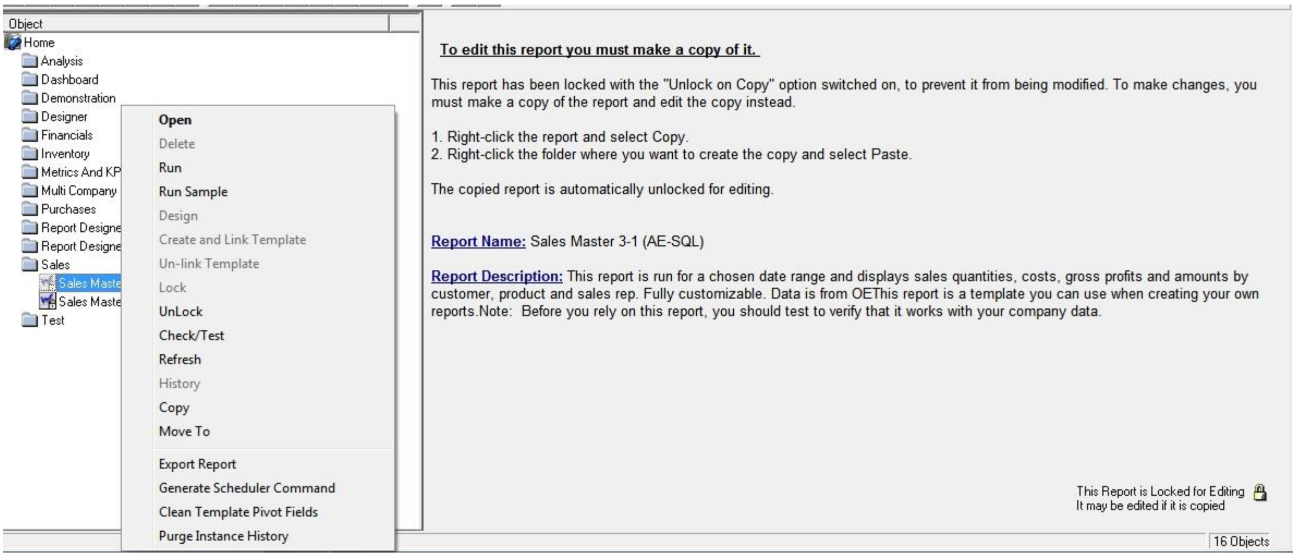
Salesperson 1 Name	(All)
Customer Group	(All)
Category	(All)
Period	(All)
Location Name	(All)
Currency	(All)

		Data						
CUSTOMER	ITEM CODE - ITEM NAME	QTY	Total Cost	Total Ext Amount	Total Discounts	Sales Excl	GP	GP %
1200 - Mr. Ronald Black		**153.00**	**2 281.78**	**7 008.80**		**7 008.80**	**4 727.02**	**67%**
	A11030 - Fluorescent Desk Lamp	58.00	1 085.38	3 479.42		3 479.42	2 394.04	69%
	A13100 - Halogen Desk Light	3.00	76.31	151.05		151.05	74.74	49%
	A13200 - 50W/12V Halogen Bulb	32.00	117.43	204.48		204.48	87.05	43%
	A14000 - Desk Note Book	30.00	235.44	748.50		748.50	513.06	69%
	A14500 - Bulletin Board	15.00	117.72	265.50		265.50	147.78	56%
	A1900B - Answering Machine	10.00	108.25	359.90		359.90	251.65	70%
	A1900L - Personal Digital Assistant	5.00	541.25	1 799.95		1 799.95	1 258.70	70%
1240 - The Courtyard		**363.00**	**3 440.95**	**9 602.35**		**9 602.35**	**6 161.40**	**64%**
	A11030 - Fluorescent Desk Lamp	75.00	1 433.10	4 499.25		4 499.25	3 066.15	68%
	A11050 - 13W Mini Fluorescent Bulb	-2.00		-14.20		-14.20	-14.20	-100%
	A13100 - Halogen Desk Light	15.00	381.58	755.25		755.25	373.67	49%
	A13200 - 50W/12V Halogen Bulb	97.00	355.95	619.83		619.83	263.88	43%
	A14000 - Desk Note Book	100.00	784.82	2 495.00		2 495.00	1 710.18	69%
	A14010 - Desk Calendar Pad	78.00	485.50	1 247.22		1 247.22	761.72	61%
Grand Total		**516.00**	**5 722.73**	**16 611.15**		**16 611.15**	**10 888.42**	**66%**

10.0 Copying, pasting and renaming reports

All Sage 300 ERP Intelligence Reports are locked when shipped. In order to edit a report you must first make a copy of the report.

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



You may have a sales report that shows a customer analysis on sales; however, you want to create another report that shows sales analyzed by Reps. You can create a copy of the original report, then rename the copy to Sales by Rep, and then customize the new Sales by Rep report.

You have the benefit of re-using all the containers and expressions in the original report without having to create them from scratch.

10.1 To create a new report from an existing report

1. Open the **Report Manager**.
2. **Right-click** on the **report** you want to make a copy of, for example: Sales Analysis.
3. Select **Copy** to copy that report to the clipboard.
4. Select the folder you would like the report to be pasted in.

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

   Note: You can use the short-cut keys of Ctrl+C to copy the report, and Ctrl+V to paste instead of using the menus.
7. Right-click on the report and select **Rename** to give the report a different name.

   You now have an exact duplicate of the original report that will obtain its data from the same place, and deliver it in the same format, until you make any changes to this new report.

11.0 Creating and linking a report

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

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

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

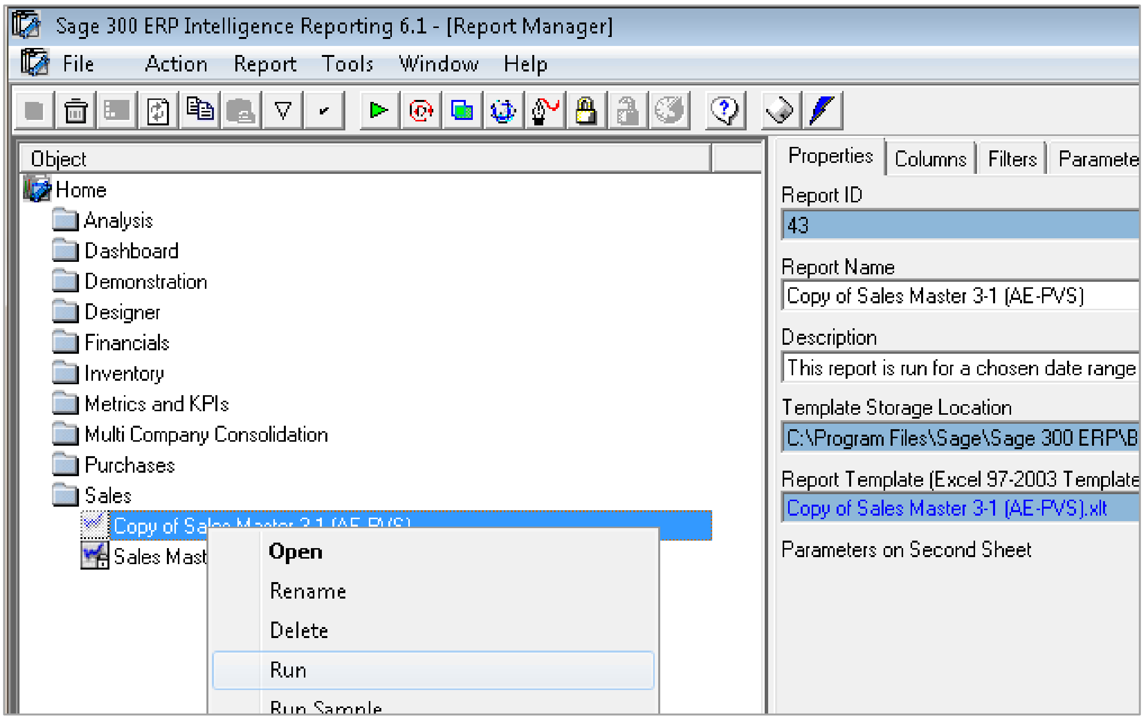
Intelligence Reporting users must make a copy of a report in order to edit the standard reports.

11.1 To copy a report

1. Open the Sage 300 ERP Intelligence **Report Manager**.
2. Right-click the report you want to copy and select **Copy**.
3. Right-click on the report folder in which you want to paste the copy and select **Paste**.
4. The copy of the report is renamed as **Copy of and the original report name**.

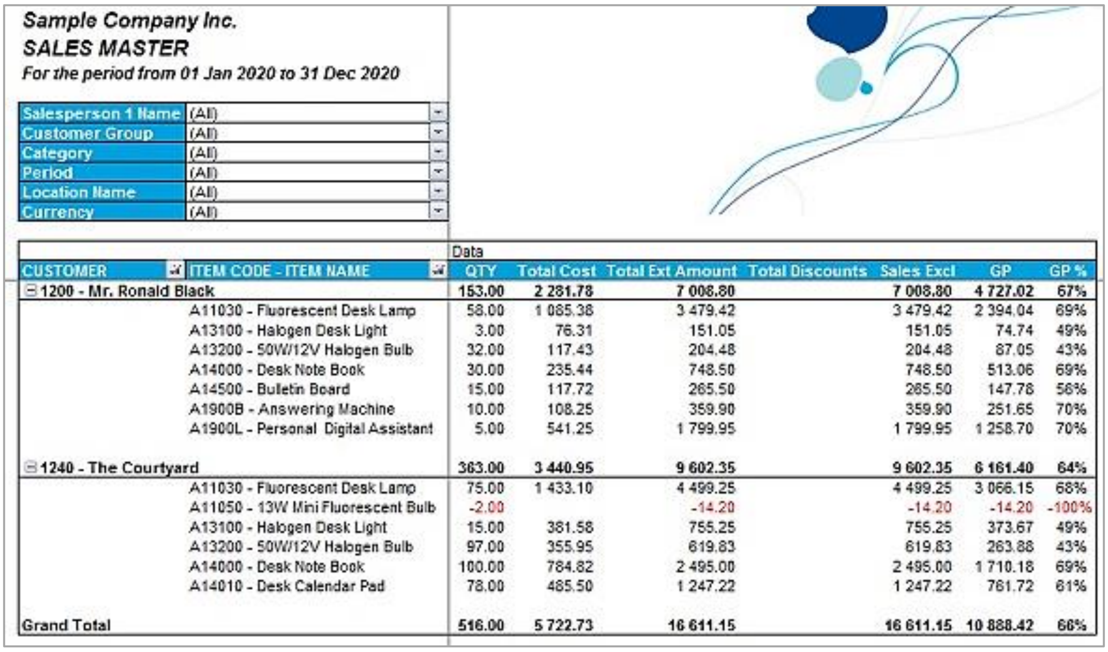
11.2 To create and link the Report

1. Open the Sage 300 ERP Intelligence Report Manager.
2. Select and **run the report** you want to customize; e.g., Copy of Sales Master.



3. Make the **changes** to the report.

   Note: Ensure that Sheet1 (where Intelligence Reporting puts the Raw Data) and Sheet2 (where Intelligence Reporting puts the report parameters) remain unchanged.

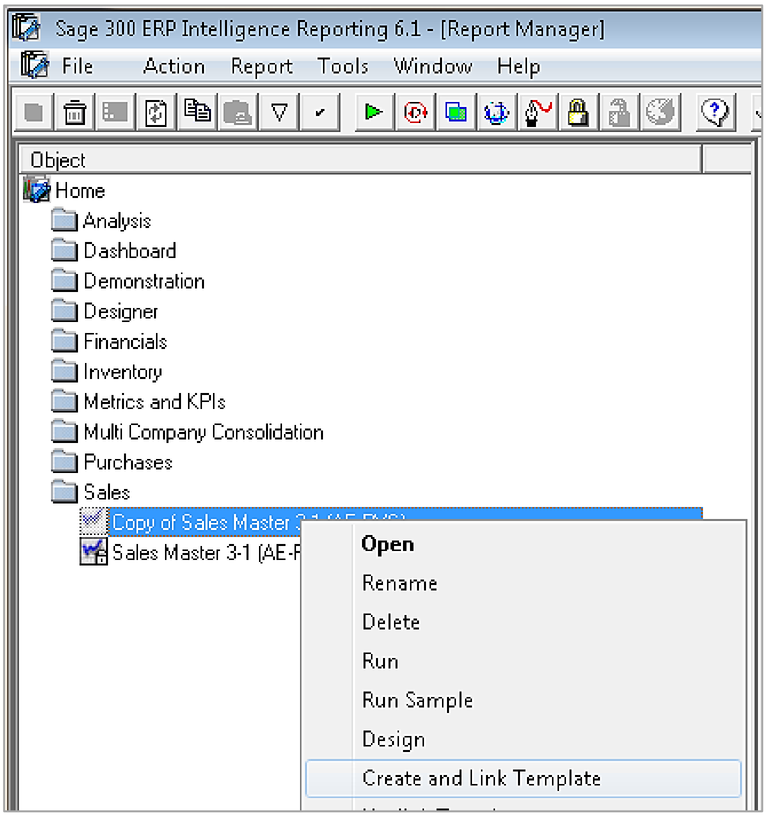


Sample Company Inc.
SALES MASTER
For the period from 01 Jan 2020 to 31 Dec 2020

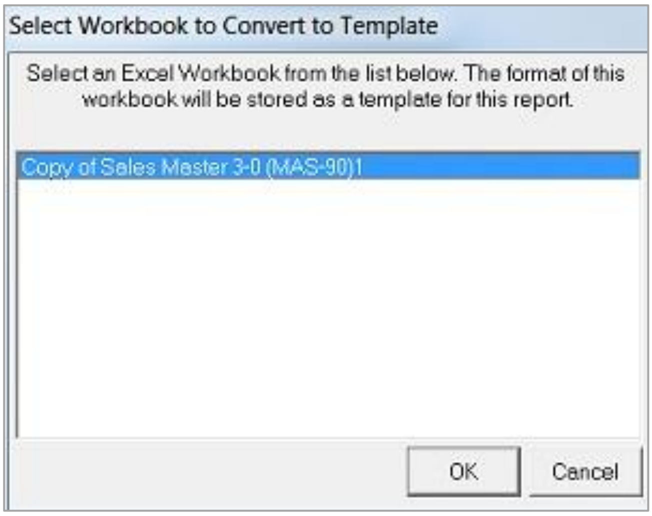
Salesperson 1 Name	(All)
Customer Group	(All)
Category	(All)
Period	(All)
Location Name	(All)
Currency	(All)

		Data						
CUSTOMER	ITEM CODE - ITEM NAME	QTY	Total Cost	Total Ext Amount	Total Discounts	Sales Excl	GP	GP %
1200 - Mr. Ronald Black		153.00	2 281.78	7 008.80		7 008.80	4 727.02	67%
	A11030 - Fluorescent Desk Lamp	58.00	1 085.38	3 479.42		3 479.42	2 394.04	69%
	A13100 - Halogen Desk Light	3.00	76.31	151.05		151.05	74.74	49%
	A13200 - 50W/12V Halogen Bulb	32.00	117.43	204.48		204.48	87.05	43%
	A14000 - Desk Note Book	30.00	235.44	748.50		748.50	513.06	69%
	A14500 - Bulletin Board	15.00	117.72	265.50		265.50	147.78	56%
	A1900B - Answering Machine	10.00	108.25	359.90		359.90	251.65	70%
	A1900L - Personal Digital Assistant	5.00	541.25	1 799.95		1 799.95	1 258.70	70%
1240 - The Courtyard		363.00	3 440.95	9 602.35		9 602.35	6 161.40	64%
	A11030 - Fluorescent Desk Lamp	75.00	1 433.10	4 499.25		4 499.25	3 066.15	68%
	A11050 - 13W Mini Fluorescent Bulb	-2.00		-14.20		-14.20	-14.20	-100%
	A13100 - Halogen Desk Light	15.00	381.58	755.25		755.25	373.67	49%
	A13200 - 50W/12V Halogen Bulb	97.00	355.95	619.83		619.83	263.88	43%
	A14000 - Desk Note Book	100.00	784.82	2 495.00		2 495.00	1 710.18	69%
	A14010 - Desk Calendar Pad	78.00	485.50	1 247.22		1 247.22	761.72	61%
Grand Total		516.00	5 722.73	16 611.15		16 611.15	10 888.42	66%

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

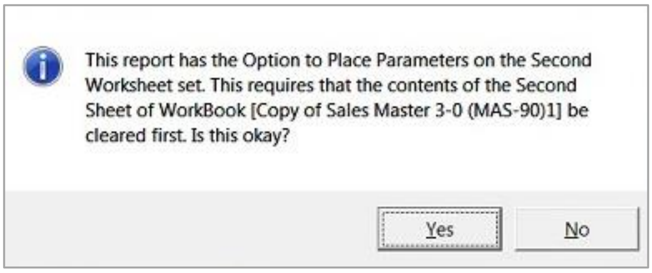


6. Select the workbook with the changes in the window that appears.



7. Click **OK**.
8. When prompted with the following message, click **Yes** to link the workbook.

   Note: Clicking No will not link the workbook.

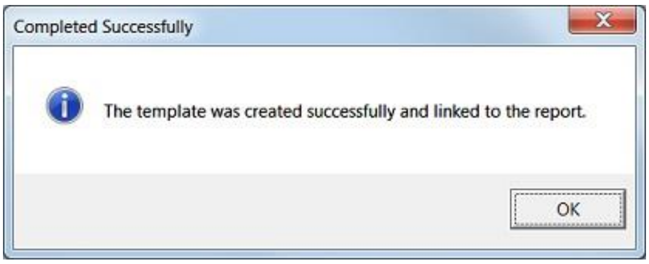


9. When prompted to specify the template name, **change the name of the template**.

   Note: Doing so ensures that the original template is not overwritten with the copy.

10. Click **OK**.

    Once the template has been successfully linked, a message is displayed.



12.0 Adding and creating a new report

12.1 Creating a New Report from Existing Containers

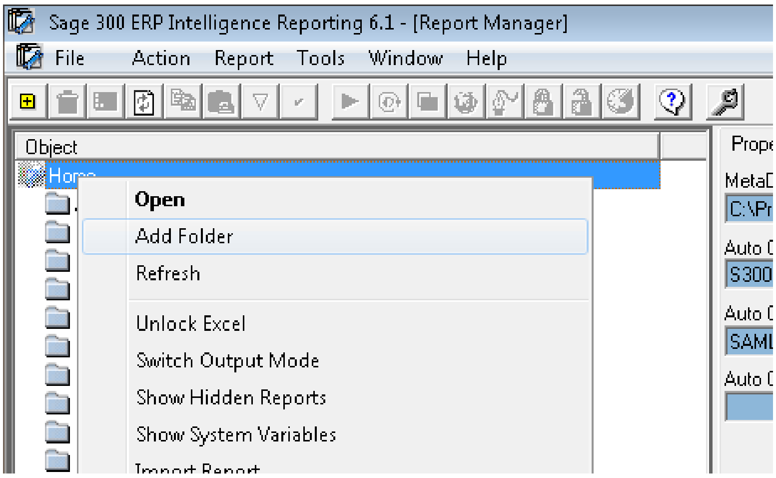
This process consists of two steps:

- Adding a folder
- Adding a report

12.2 To add a folder

1. Open the Sage 300 ERP Intelligence Report Manager.
2. Select **Home**.
3. Right-click and select **Add Folder**.

   The **Enter a Name** for the folder window displays:



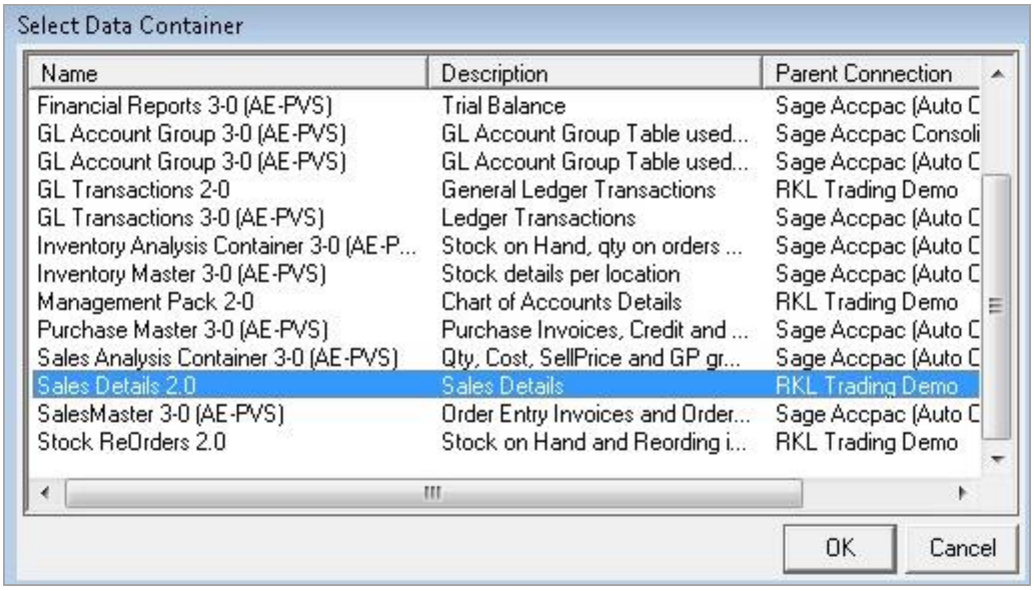
4. Enter a name for your folder; for example: Sales Test.
5. Click **OK**.

12.3 To add a report

6. Select the Folder where you want to add the report; for example: Sales Test.
7. Right-click and select **Add Report**.
8. Select the type of report to add when prompted.

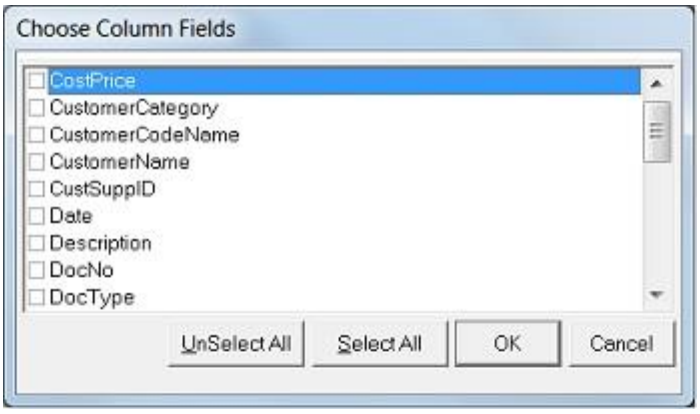
9. Enter a new name for the report, for example: Sales Report.
10. Click **OK**.

    The Select Data Container window displays:



11. Select the data container from which you want to source your data, for example: Sales Details.

    The Choose Column Fields window displays:



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

13.0 Defining report properties

13.1 Report Properties

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

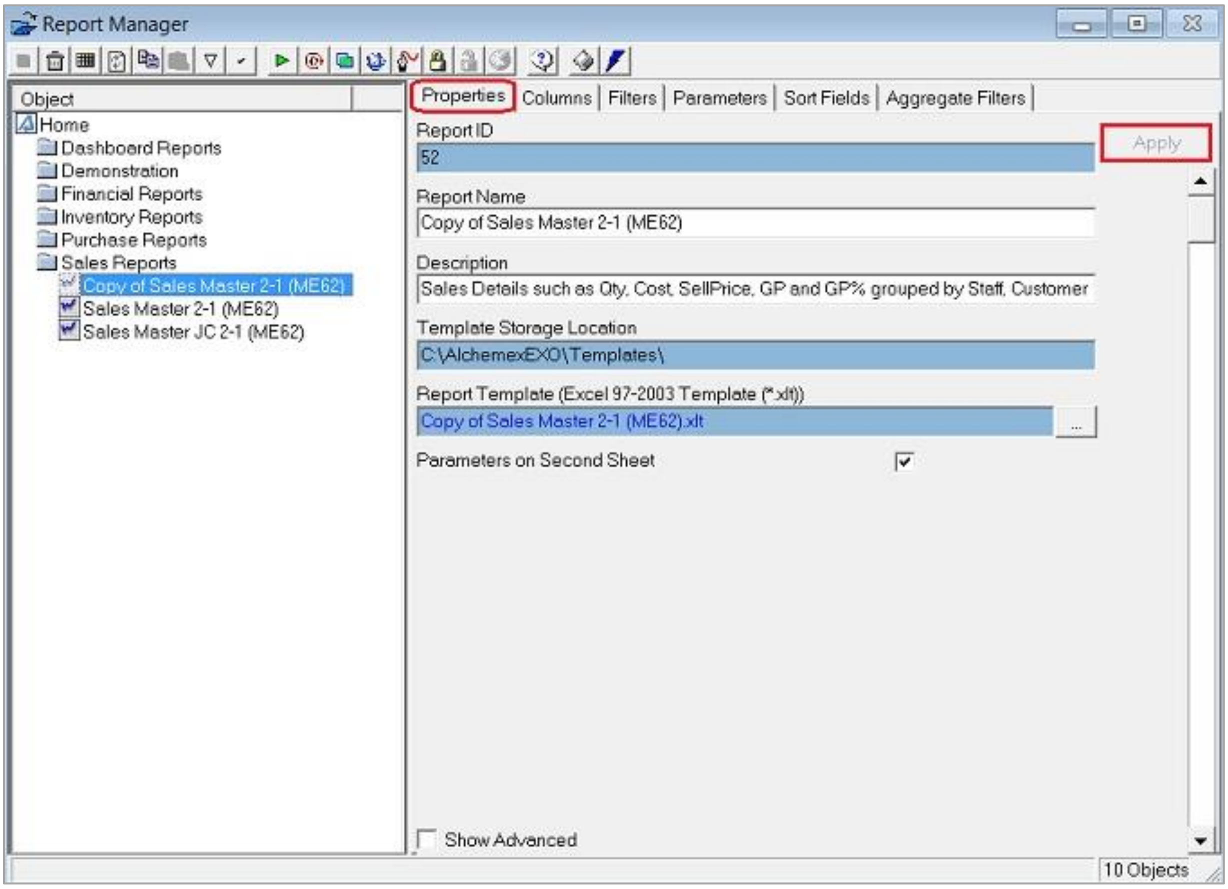
13.1.1 Report Properties Overview

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

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

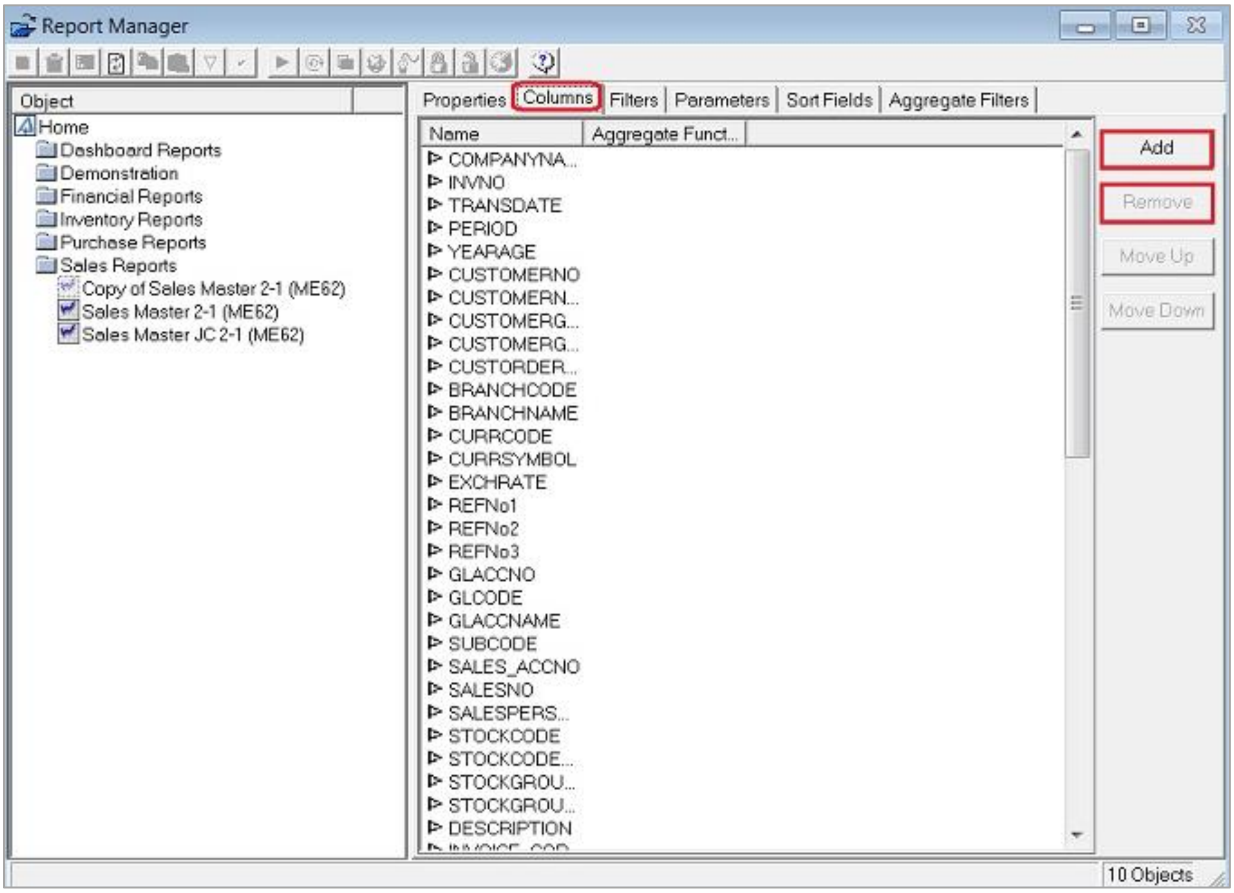
13.1.2 Properties Tab

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



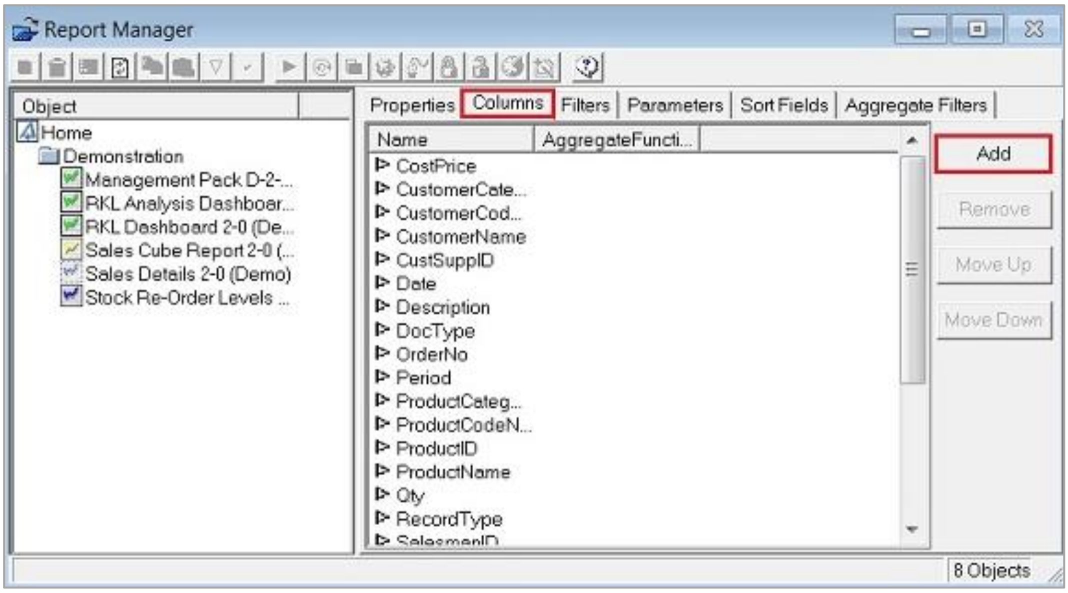
14.0 Columns tab

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

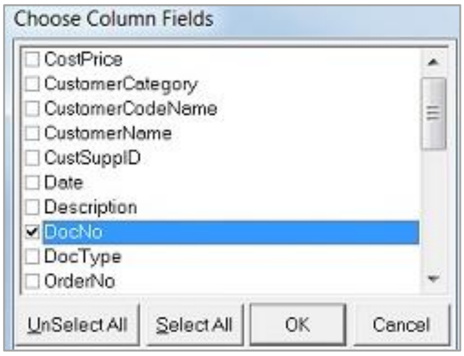


14.1 Adding Additional Columns

1. Select the Columns tab from the Properties window.
2. Click **Add**.

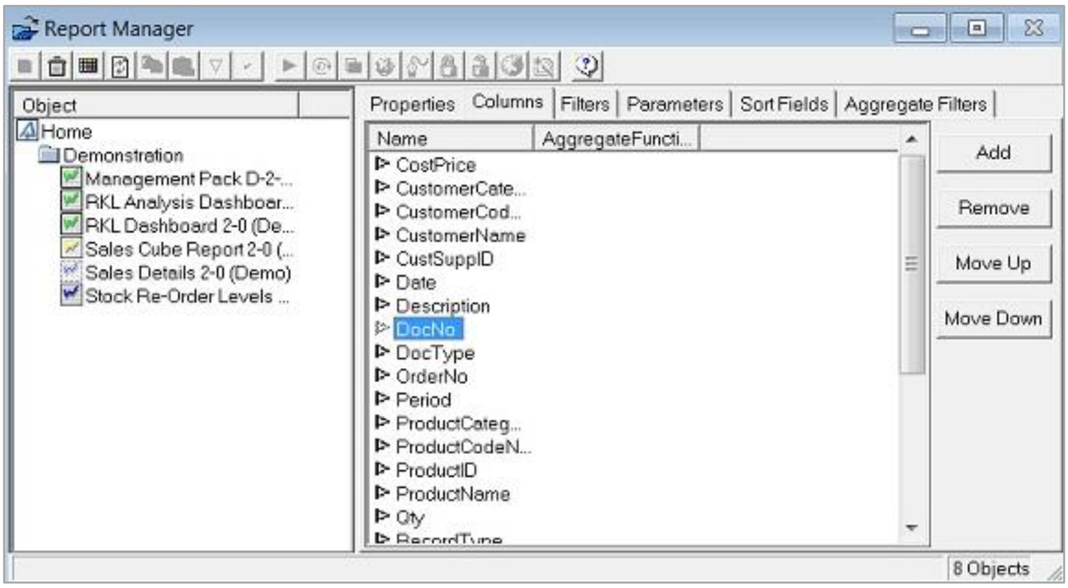


3. Select the desired column; e.g., Document number.



4. Click **OK**.

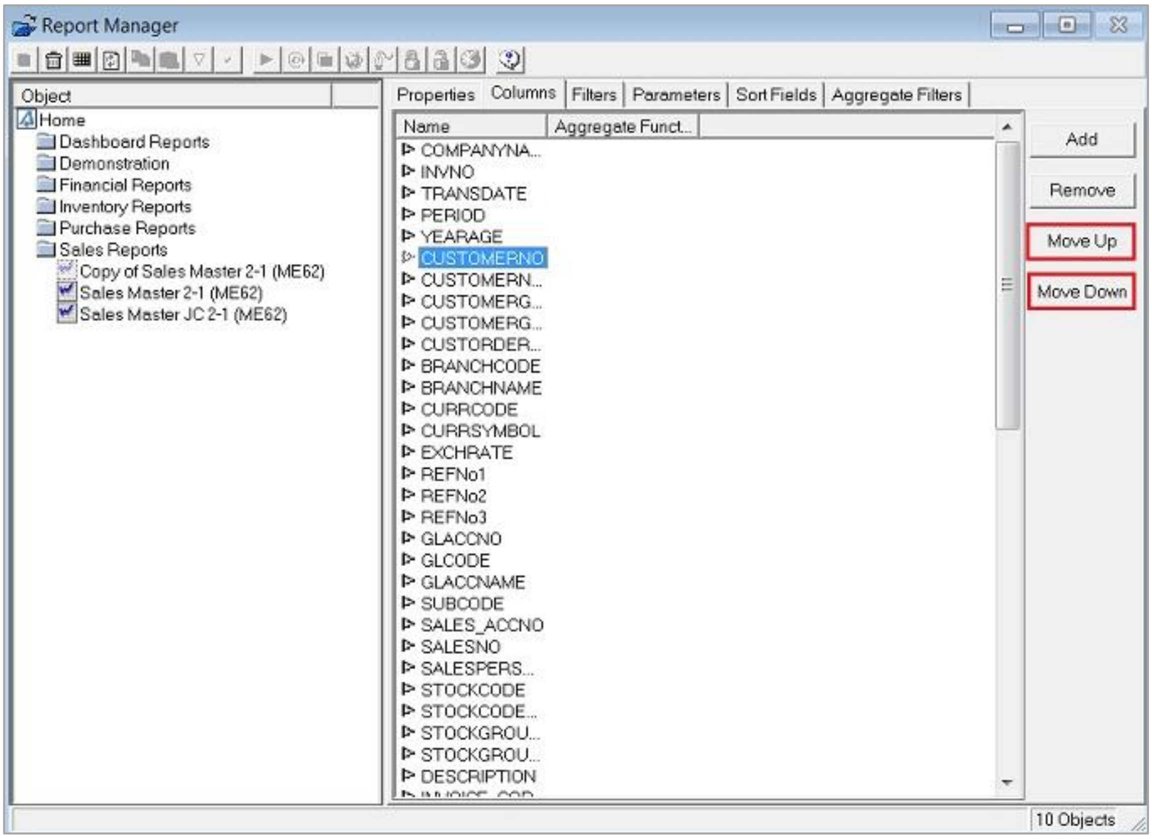
The new column appears in the Columns window:



14.2 Moving Columns

If you want the columns to appear in a certain order in Microsoft® Excel®, you can change their order in the Properties window.

1. From the Properties window, select the **Columns tab**.
2. Select the desired **column/s**.
3. Click **Move Up** or **Move Down**.



OR

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

14.3 Deleting Columns

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

OR

1. From the **Properties** window, click on the desired column.
2. Click **Remove**.

15.0 Creating a PivotTable in Excel

15.1 Reasons for Organizing Data into a PivotTable

Four key reasons for organizing data into a PivotTable are:

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

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

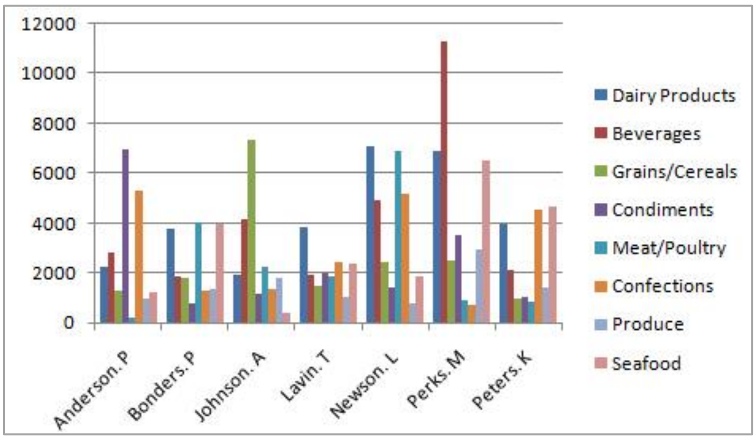
Original Worksheet

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

PivotTable

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

PivotChart



15.2 PivotTable Concept and Layout – Microsoft® Excel® 2003

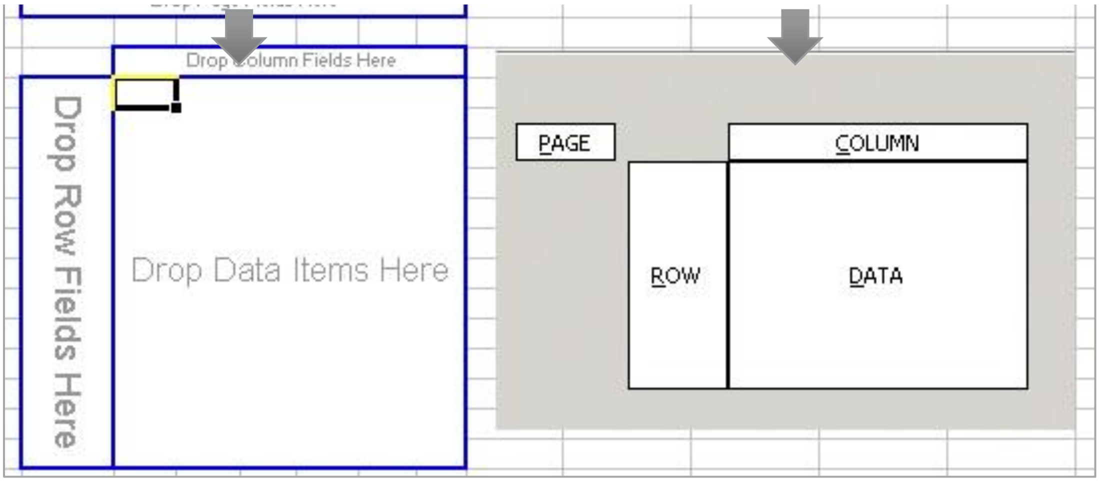
An important point to remember when working with PivotTables is that you are working within a layout slightly different to a normal Excel worksheet. A PivotTable has its own toolbar and that alone provides functionality specific to the PivotTable and not to a normal Excel cell on the worksheet.

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

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

Layout as per a PivotTable displayed on a worksheet

Layout as per the PivotTable wizard



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

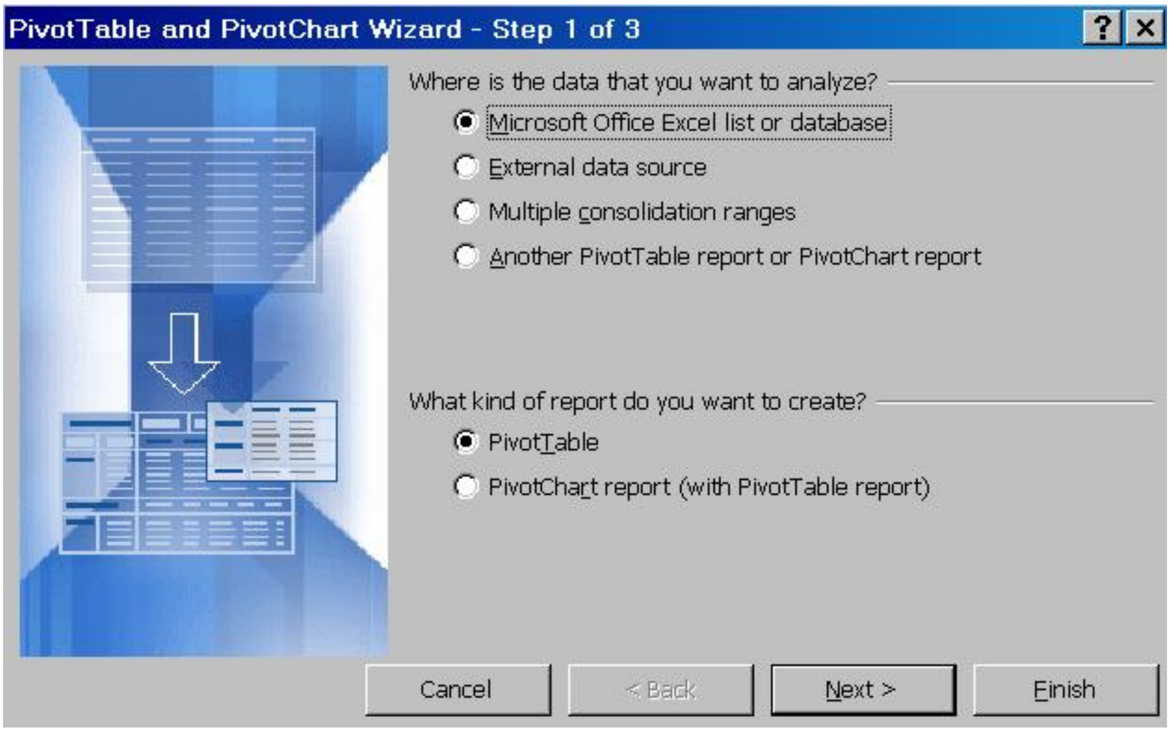
The Row Area	Place fields in this section when wanting to group the data by a specific field. For example: Customer. Your customers will appear in the rows going down.
The Data Area	Place fields in this section where their values are numbers, such as a QTY or Amount field. For example: Customer Sales. Calculations such as sum, average, min and max can be used on such fields. This section has to contain at least one field.
The Column Area	Place fields in this section when wanting to group the data by a specific field. For example: Customer. Your customers will appear in the columns going across.
The Page Area	This section assists in providing a third dimension to your data. It can also provide a more summarized / filtered view of the rest of the fields displayed in the other sections. When a field is placed in this section it reduces the number of items within a PivotTable and in some instances prevents the PivotTable's number of items limitation from being reached.

15.2.1 Create a PivotTable Report – Microsoft® Excel® 2003

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

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

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

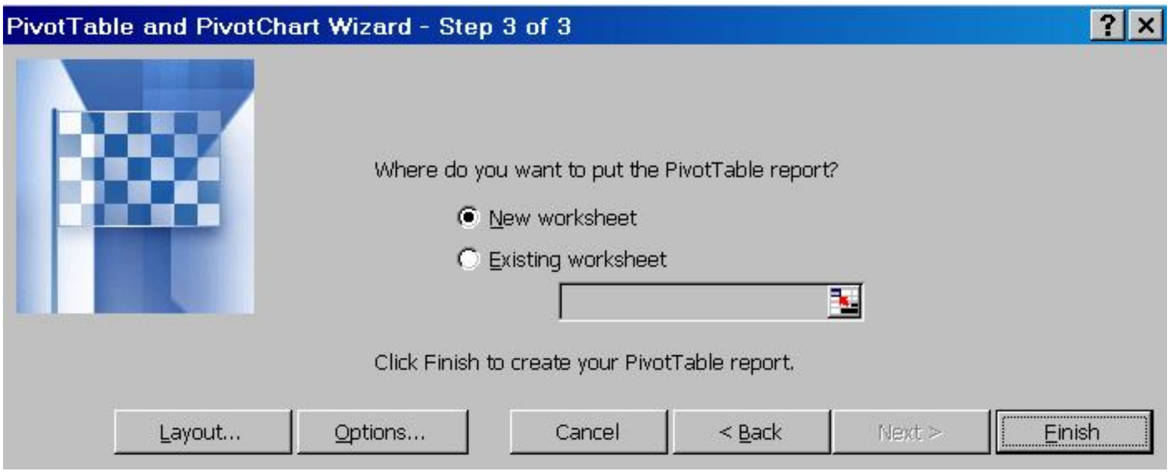


6. Select **Next**.
7. Select the **collapse icon** in the range box.

8. Select the data range on the worksheet that contains the source data.

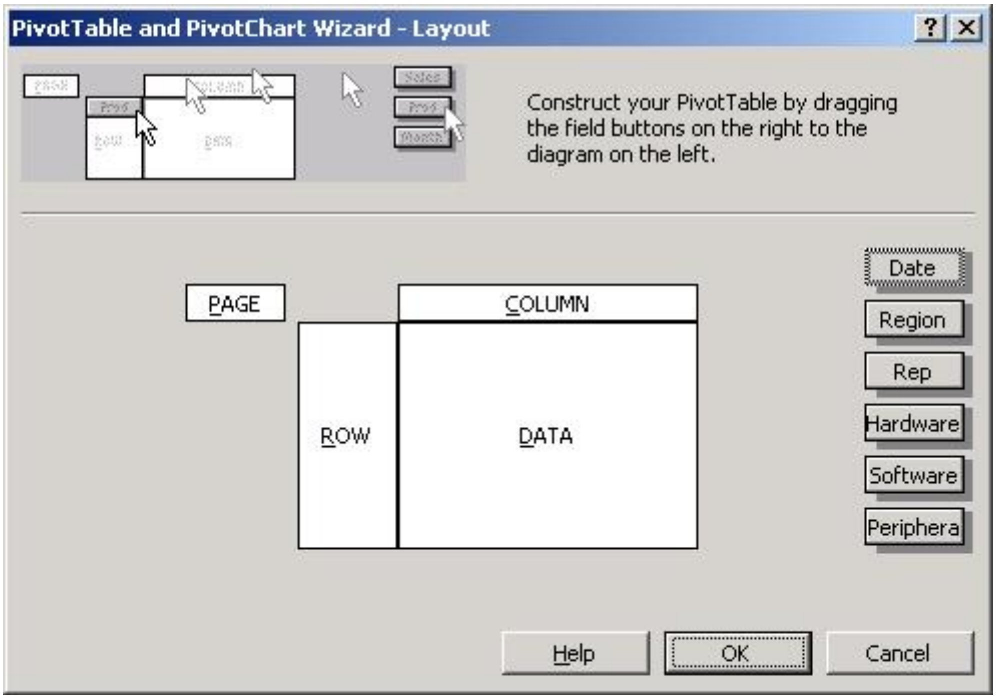
The selected range will appear in the range box.

9. Select the **collapse icon again** to return to your active worksheet.
10. Select **Next**.
11. On the next screen, select where you want to **place the PivotTable**, select **New Worksheet**.
12. Choose another cell if you do not want the current cell as the position on the worksheet.

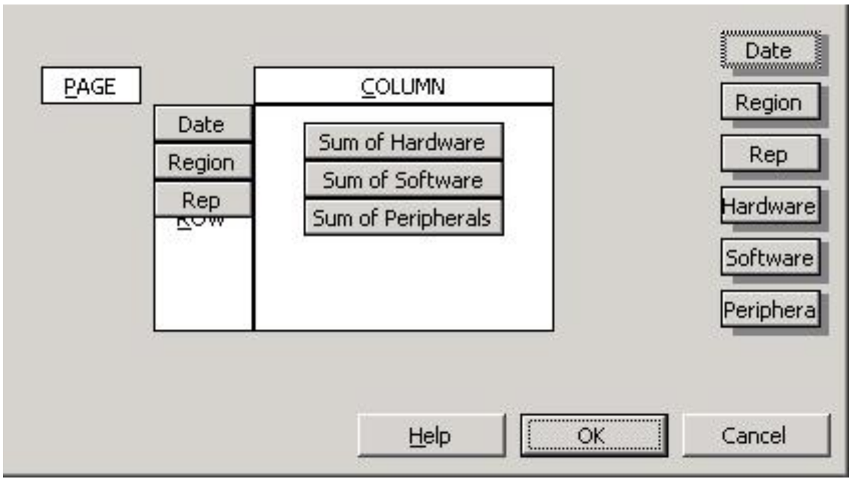


13. Select **Layout**.

The PivotTable and Pivot Chart Wizard – layout window appears:



14. The column headings from the source data will now appear as fields on the right.
15. **Drag the fields** to the relevant positions on the layout.



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

15.2.2 Remove, add and move fields – Microsoft® Excel® 2003

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

Remove a Field

1. Select a field and drag it outside of the PivotTable area and drop it.

   OR

1. Right-click on a field.
2. Select **Hide**.

Add a Field

1. Select a field from the field list.
2. Drag it into the PivotTable area and drop it in the appropriate position.

   OR

1. On the PivotTable toolbar select PivotTable.
2. PivotTable Wizard, select the Layout button.
3. Drag the fields to the appropriate position.

   OR

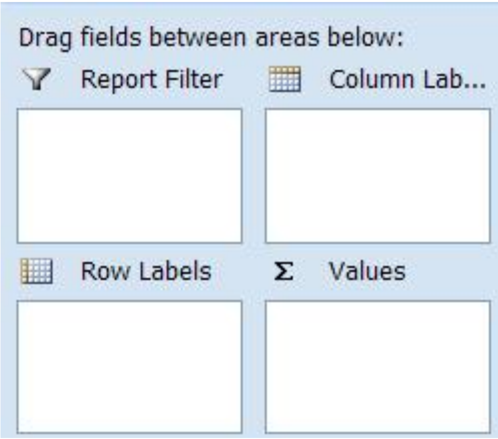
1. Select the Field in the Field List.
2. From the drop down, select the Area you would like to add it to.

15.3 PivotTable Concept and Layout – Microsoft® Excel® 2007/ 2010/ 2013

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

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

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



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

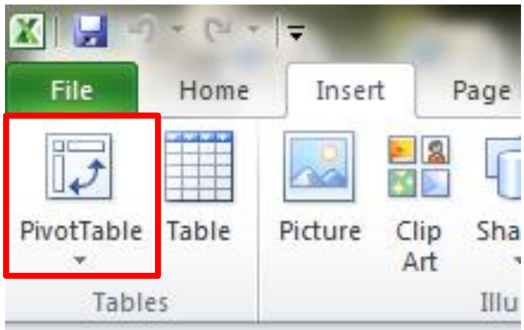
Report Filter	This section assists in providing a **third dimension** to your data. It can also provide a more **summarized/filtered** view of the rest of the fields displayed in the other sections. When placing a field in this section it therefore **reduces** the number of items within a PivotTable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

15.3.1 Create a PivotTable Report – Microsoft® Excel® 2007/ 2010/ 2013

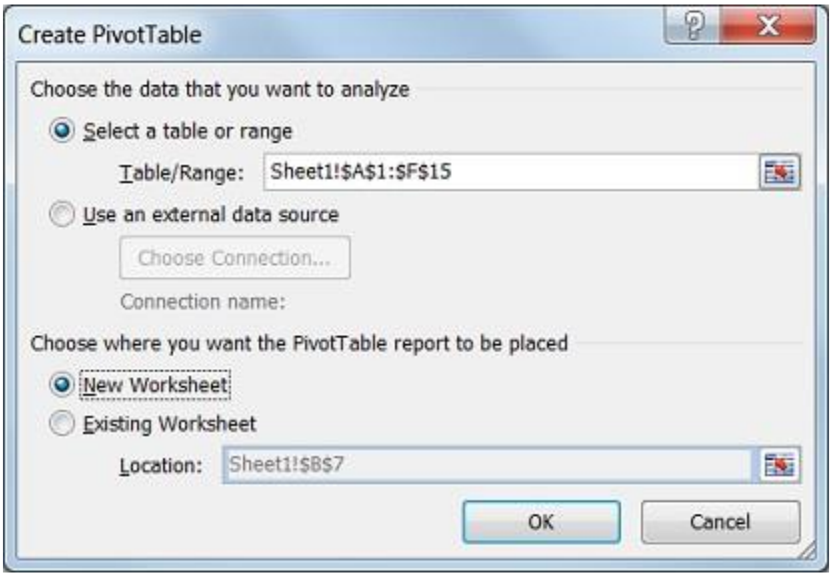
To create a PivotTable you need to identify these two elements in your data:

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

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

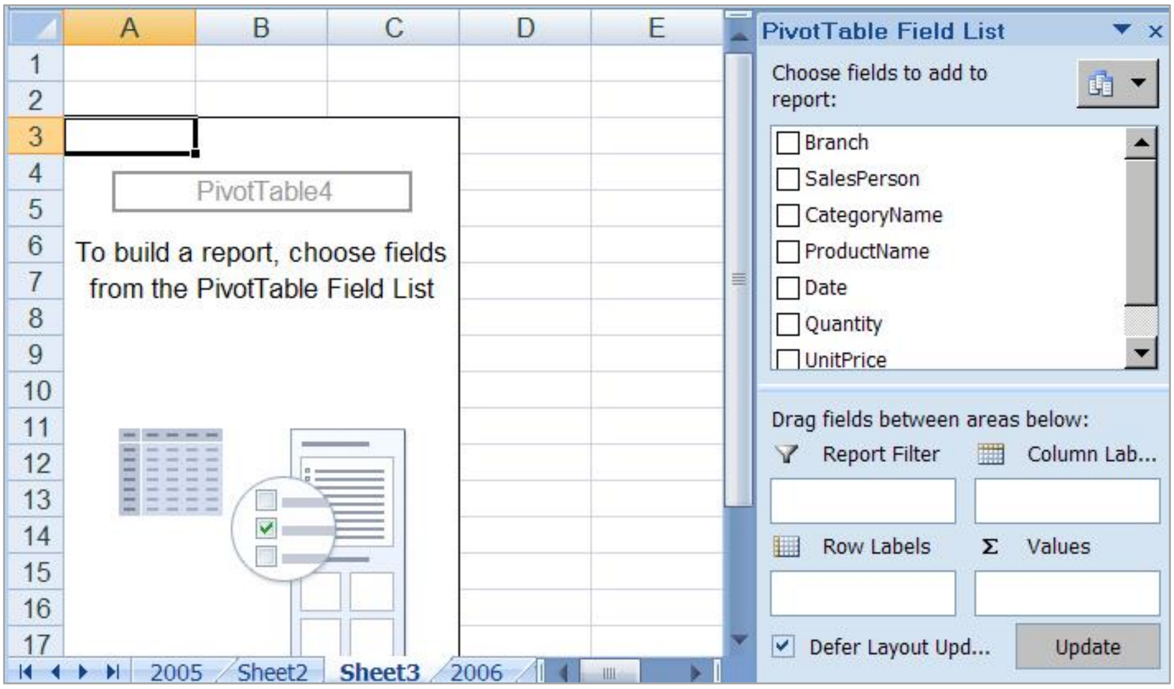


3. Make sure that **Select a table or range** is selected.



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

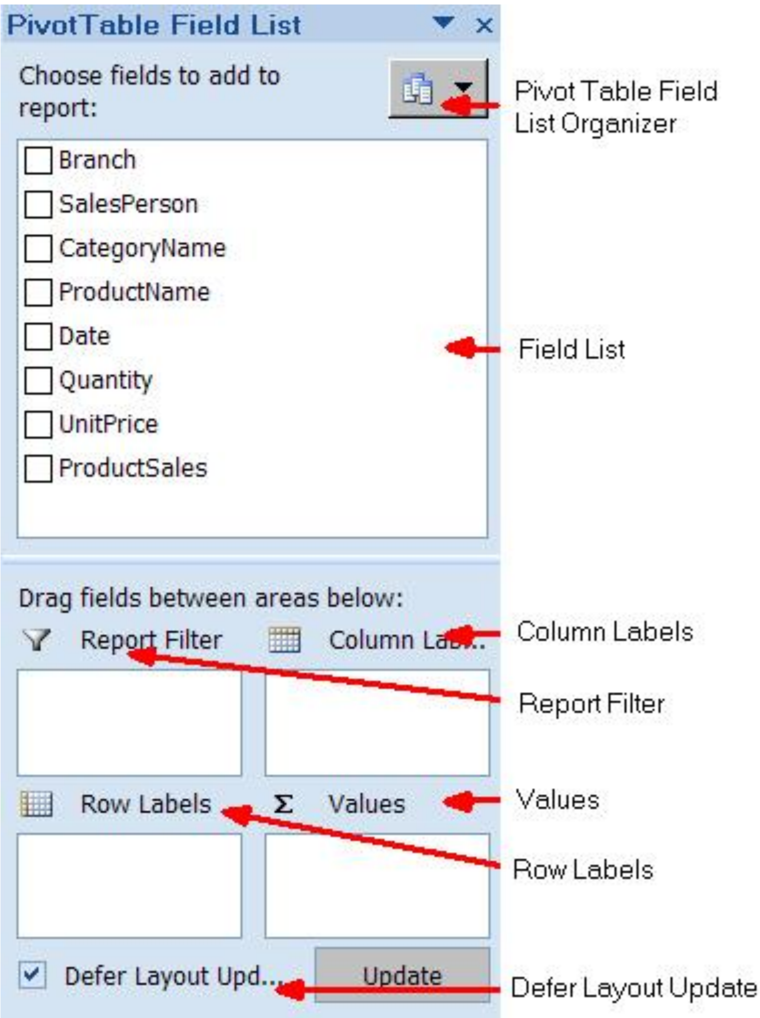
A blank PivotTable will display:



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

15.3.2 PivotTable Field List – Microsoft® Excel® 2007/ 2010/ 2013

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



Turn the Field List On/Off

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

1. Select any cell in the **PivotTable**.
2. From the Options tab, in the Show/Hide group, select **Field List**.

   OR

1. Select any cell in the **PivotTable**.
2. Right-click and select **Show Field List**.

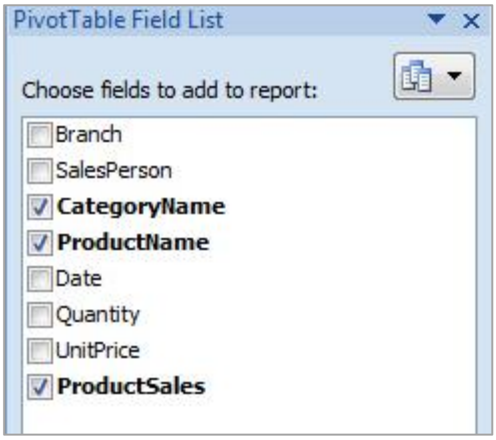
Remove, add and move fields

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

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

Remove a Field

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



OR

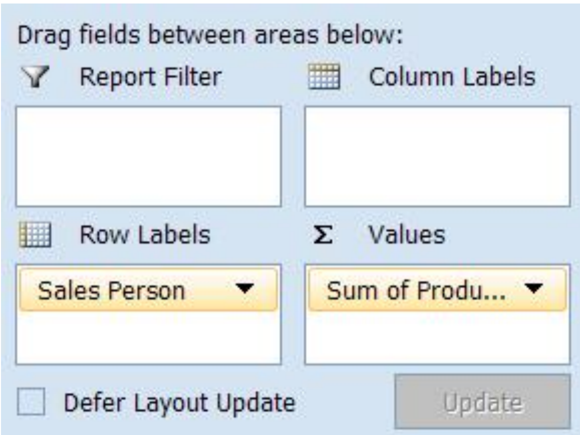
1. From the Field List, select the drop down arrow next to the field.
2. Select **Remove Field**.

Add a Field

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

OR

1. Select the Field in the Field List and **drag it to the desired area**, for example: Report Filter.

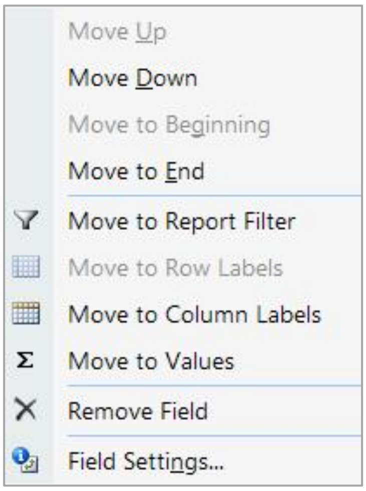


Move Fields within the Table

1. From the Field List, drag the field to the desired area.

   OR

1. From the Field List, select the drop down arrow next to the field.
2. Select **Move Up**, **Move down** etc.

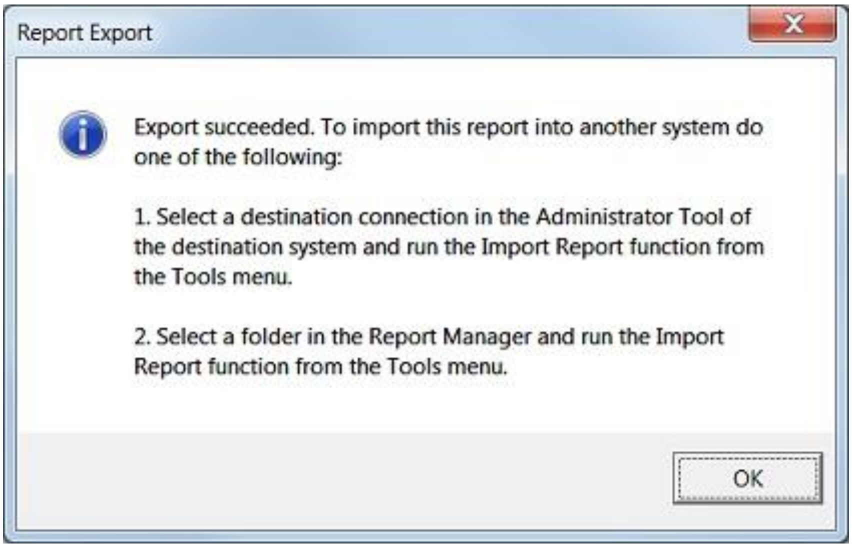


16.0 Exporting reports

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

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

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



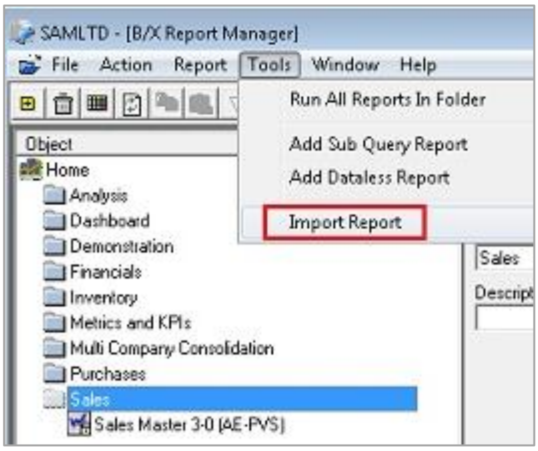
6. Click **OK**.

17.0 Importing reports

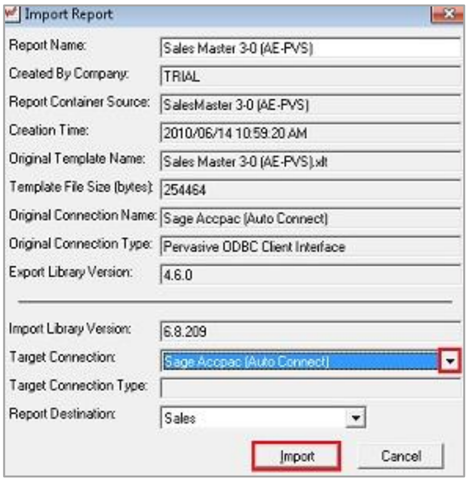
Reports can be **exported** from one system and **imported** into another. The export function creates a compressed file with an **.al_** extension which can be imported into other systems. The uncompressed version of the file will create a file with the extension **.alx**.

Report export files (.alx files) and compressed export files (.al_ files - version 3.5 and later) created using the Export Report facility can be imported into Sage 300 ERP Intelligence. Using this facility, Reports can be created in one Intelligence Reporting system and distributed to other Intelligence Reporting systems.

1. Right-click on the Home object in the Object window and select **Import Report** or click on **Tools**, **Import Report**.



2. **Select the report** to be imported (with the _al extension) and click **Open**.
3. In the Import Report window, select the **Target Connection** (Connector).
4. Then select the Report Destination (the folder).



5. Click **Import**

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

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

Report Name	The original name of the Report in the Source Sage 300 ERP Intelligence Reporting System.
Created By Company	The Company that created the Export File.
Report Container Source	The Source Container for the Report in the Source Sage 300 ERP Intelligence System.
Creation Time	The Date and time that the Export File was created.
Original Template Name	The name of the Report Template in the Source Sage 300 ERP Intelligence Reporting System.
Template File Size	The size (in bytes) of the Report Template File.
Original Connection Name	The name of the Source Data Connection in the Sage 300 ERP Intelligence Reporting Source System.
Export Library Version	The Version of the Export Program Library used to create the export file.
Import Library Version	The Version of the Import Program Library being used to perform the import.
Target Connection	The Connection that you have selected as the Source for the new report that will be created by the import.
Target Connection Type	The Source Connection Type of the Connection that you have selected as the Source for the new report that will be created by the import.
Report Destination	The Report Manager Folder into which the new report will be imported.