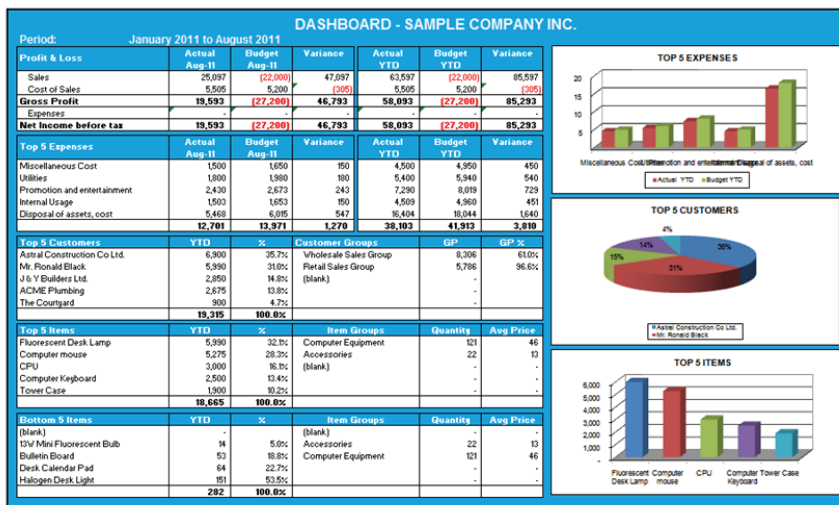# Sage 300 ERP Intelligence Reporting
Standard Reports

Get 17 ready-to-use reports that give you immediate insight into and across your business. Delivered in the familiar environment of Microsoft® Excel®, the reports are fully customizable, and flexible with drill-down capabilities. You can access them at any time or have them delivered, real-time, from your Sage 300 ERP software to Microsoft® Excel®, in the format of your choice. It's as simple as that!

Report Name	Description	Business Benefits
Dashboard Analysis	The Dashboard Analysis report template pulls information from the order entry module, giving you a one-page summary of key performance indicators featuring a financial analysis and "Top 5" Reporting on customers, items, and expenses. 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. 	**Real-time** Provides a real-time overview of the overall health of the business at a glance **Consolidation of data** Delivers critical information in one place to help business owners make better, faster, and smarter decisions for a significant competitive advantage **Ease of Use** Can be generated at the click of a button – no copying, cutting and pasting of data from different sources **Ready for Distribution** Improve your workflow with fully automated report distribution inside Excel. Reports can be scheduled, published to the web, FTP, SharePoint and shared via e-mail to relevant people in the organization using distribution options - putting critical information at their fingertips thereby improving collaboration and productivity. **Flexible** It can be customized to suit the unique requirements of a particular organization, providing access to real-time business information, even across multiple companies, divisions, and databases, to improve business decisions.

Dashboard Analysis AR	The Dashboard Analysis AR report template pulls information from the Accounts Receivable module, giving you 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.	**Real-time** Provides a real-time overview of the overall health of the business at a glance.

Real-time
Provides a real-time overview of the overall health of the business at a glance.

Consolidation of data
Delivers critical information in one place to help
business owners make better, faster, and smarter decisions for a significant competitive advantage.

The Dashboard Analysis AR report template pulls information from the Accounts Receivable module, giving you 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.
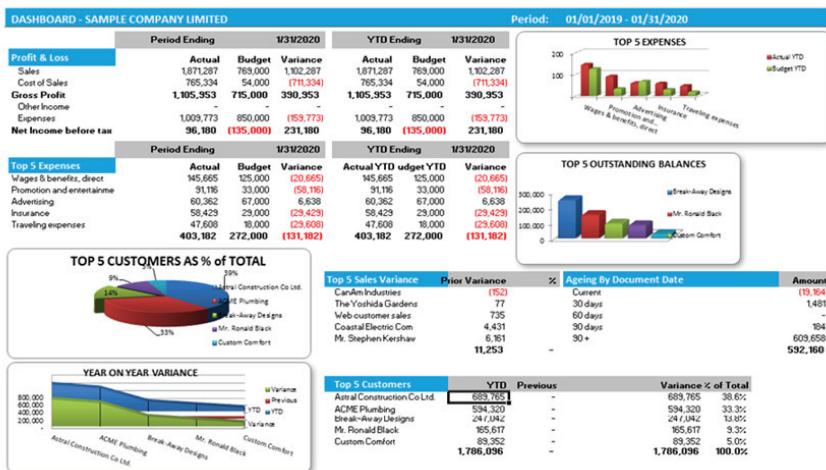
Ease of Use
Can be generated at the click of a button – no
copying, cutting and
pasting of data from different sources.

Ready for Distribution
Improve your workflow with fully automated report distribution inside Excel. Reports can be scheduled, published to the web, FTP, SharePoint and shared via e-mail to relevant people in the organization using distribution options - putting critical information at their fingertips thereby improving collaboration and productivity.

Flexible
It can be customized to suit the unique requirements of a particular organization, providing access to real-time business information, even across multiple companies, divisions, and databases, to improve business decisions.

Sales Master	Displays pertinent sales information including item sales quantities, costs and gross profits by customer and item. This report is run for a chosen date range and displays quantity sold, cost of goods sold, discount amount, gross profit amount, and gross profit percentage by customer and item. Similar to other reports, additional elements can be added to the PivotTable for further manipulation and analysis. There are two versions of this sales report, one pulling from the Order Entry module and one pulling from the Accounts Receivable module.	**Comprehensive** All your sales reporting requirements solved within one report **Flexible** Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft® Excel® to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use **Powerful and Simple** Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing sales regions side by side or analyzing sales performance by sales representative **Timesaving** Gives selling time back to the sales team by allowing them to access this report on-demand and get up-to-date information immediately instead of relying on IT or spending time collating and updating reports in Excel. Allows the sales team to analyze buying behaviors, identify up- and cross-selling opportunities and spend more time chasing prospects

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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 %
1100 - Bargain Mart - San Diego		84.00	113 338.26	4 192.92		4 192.92	-109 145.34	-2603%
	A11030 - Fluorescent Desk Lamp	68.00	113 338.26	4 079.32		4 079.32	-109 258.94	-2678%
	A11050 - 13W Mini Fluorescent Bulb	16.00		113.60		113.60	113.60	100%
1105 - Bargain Mart - Oakland		96.00	133 339.14	4 912.80		4 912.80	-128 426.34	-2614%
	A11030 - Fluorescent Desk Lamp	80.00	133 339.14	4 799.20		4 799.20	-128 539.94	-2678%
	A11050 - 13W Mini Fluorescent Bulb	16.00		113.60		113.60	113.60	100%
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%
1210 - ACME Plumbing		90.00	1 068.49	3 255.10		3 255.10	2 186.61	67%
	A11030 - Fluorescent Desk Lamp	50.00	921.70	2 999.50		2 999.50	2 077.80	69%
	A13200 - 50W/12V Halogen Bulb	40.00	146.79	255.60		255.60	108.81	43%

Inventory Master	This report displays current stock on hand quantities, purchase and sales order quantities, recent cost, actual stock value, recent stock value and standard stock value by category, item and warehouse	**Flexible** Easily filtered to view the data according to the user's preference, eg. Warehouse, product line, item.
	The report can easily be filtered by item number and location or additional fields can be dragged and dropped into the report, using standard Excel PivotTable functionality for further analysis	Users have the flexibility to group and compare data to enable analysis that is appropriate for their requirements. Can be customized for in depth analysis of inventory by warehouse and/or product line to help you better manage your inventory levels and allow business owners / buyers / stock controllers to:

- forecast consumption of goods for the near future
- determine stock requirements with respect to seasonal fluctuations
- measure statistics such as inventory turns
- highlight inefficiencies in inventory management

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Sample Company Inc.
INVENTORY MASTER
as of 19 Aug 2010

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

Data

ITEM CODE-NAME	LOCATION	QTY ON HAND	PO QTY	SO QTY	QTY INCL ORDERS	RECENT COST	STOCKVALUE ACTUAL	STOCKVALUE RECENT	STOCKVALUE STD
⊟ A11030 - Fluorescent Desk Lamp		657.00	486.00	31.00	1,112.00	104.24	345,927.38	13,797.91	
	1	137.00	310.00		447.00	20.30	2,791.17	2,780.73	
	2	262.00	50.00	21.00	291.00	21.05	337,944.00	5,513.79	
	3	42.00	126.00		168.00	20.30	774.22	852.47	
	4	206.00		10.00	196.00	21.56	4,207.54	4,440.47	
	TRANS	10.00			10.00	21.04	210.45	210.45	
⊟ A11050 - 13W Mini Fluorescent Bulb		378.00	500,535.00	23.00	500,890.00	14.51	1,370.79	1,370.77	
	1	70.00	105.00	15.00	160.00	3.63	253.86	253.85	
	2	143.00	30.00	8.00	165.00	3.63	518.58	518.58	
	3	75.00	150.00		225.00	3.63	271.98	271.98	
	4	90.00	500,250.00		500,340.00	3.63	326.37	326.37	
⊟ A13100 - Halogen Desk Light		443.00	865.00	58.00	1,250.00	101.75	11,269.37	11,269.19	

| Purchase Master | This report is run for a chosen date range and displays quantity purchased and total unit cost by vendor and item.

The report can easily be filtered by category, location, period and item code or additional fields can be dragged and dropped into the report, using standard Excel PivotTable pivot table functionality for further analysis. |
|---|---|

Comprehensive
All your purchasing reporting requirements solved within one report

Powerful and Simple
Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing warehouses, divisions, product lines side by side for detailed or summarized analysis Helps to identify vendors with whom volume discounts or faster delivery times can potentially be negotiated

Flexible
Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft® Excel® to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use

Fully customizable e.g.
- add additional elements to the PivotTable for further manipulation and analysis
- easily create top N views e.g. Top 5 Vendors or graphical views of your data using standard Excel graphs or Pivot Charts

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Sample Company Inc.
PURCHASE MASTER
For the period from 01 Mar 2011 to 31 Mar 2025

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

Vendor Code - Name	Item Code - Name	Qty	Total Unit Cost
1350	- Excide Industrial Batteries	262.00	8 559.80
	A11030 - Fluorescent Desk Lamp	200.00	3 750.00
	A13100 - Halogen Desk Light	26.00	611.00
	C1220B - Krugg 220 Arm Titter-Brown	24.00	3 000.00
	C1500B - High Back Arm Titter	12.00	1 198.80
1450	- Intercontinental Electronics	395.00	1 323.25
	A11050 - 13W Mini Fluorescent Bulb	395.00	1 323.25
1500	- Gould Manufacturing Ltd.	576.00	1 952.64
	A13200 - 50W/12V Halogen Bulb	576.00	1 952.64
1540	- Hart Batteries	506.00	17 145.10
	A11030 - Fluorescent Desk Lamp	335.00	6 281.25
	A14000 - Desk Note Book	40.00	370.00
	C1500B - High Back Arm Titter	53.00	5 295.15
	S1200B - Flat Screen 5'6 H x 5'W	78.00	5 198.70
1580	- Grant Office Supplies	44.00	395.50
	A14010 - Desk Calendar Pad	34.00	195.50
	A14600 - White Melamine Board	10.00	200.00
1750	- Esser Engineering Ltd	34.00	246.50
	A14500 - Bulletin Board	34.00	246.50
1890	- Raeside Equipment Ltd.	26.00	424.32

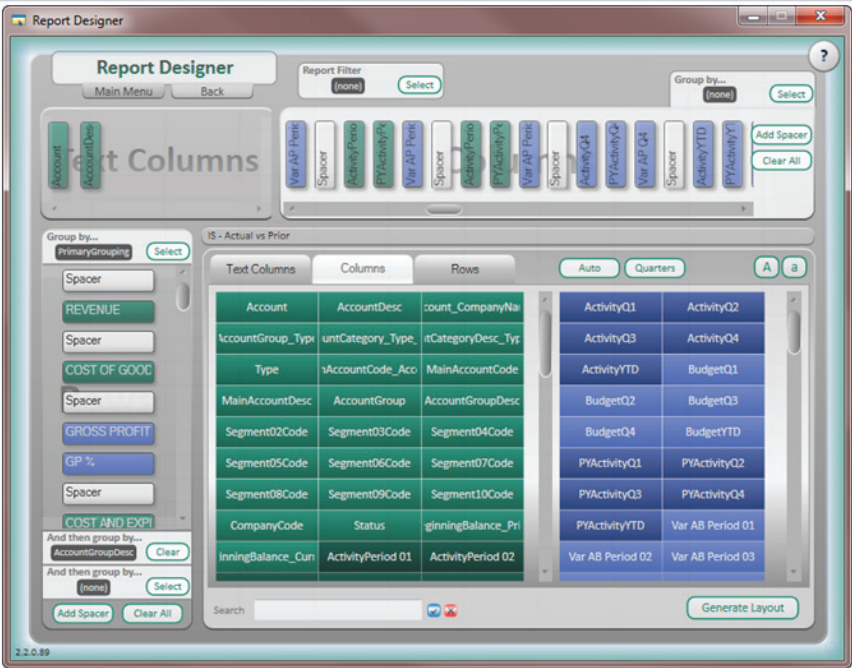| Financial Report Designer and Consolidated Financial Report Designer	These reports require an active Report Designer site license	Report Designer Enabled
	The Report Designer Layout Generator is aimed at users wanting to push data into Microsoft Excel and automate layouts quickly. The Layout Generator gives users the option to design/edit the report layouts from the Graphical Layout Generator tool as well as edit the reports in Excel.	Gain access to the powerful and simple Report Designer software with this report. The Report Designer's 'What-If Analyzer' feature can quickly simulate how future scenarios may impact the bottom line, making it a useful scenario planning tool
	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.	**Timesaving** Pre-defined financial layouts and calculations are real time-savers and eliminate the need for an advanced understanding of Excel formulas and functions. Newly added accounts and updated data can be refreshed in existing financial report layouts at the click of a button.
	Eight predefined layouts are provided with the Report Designer for the easy generation of customized income statements and balance sheets.	**Ease of use** Advanced financial reports can quickly and easily be set up by the user, without having to rely on IT, to include meaningful aggregated prior, actual and budget figures, providing invaluable detail for better decision making

Flexible
Caters for segmented general ledgers, consolidations and column-based reporting.

| Financial Report Designer Add-In | These reports require an active Report Designer site license, and the download of the Report Designer Add-In.

The Report Designer Add-In is for users who want to take full control of all the design aspects of their report layouts and take the complexity out of designing financial reports inside Microsoft Excel. While the Report Designer Add-In is installed separately, it enhances the Report Designer module.

The Report Designer Add-In allows users to break down a report into reusable pieces and then control where and how these pieces fit together to create a report. These pieces are Excel functions which communicate with a new In-Memory processing engine which will guarantee performance by being able to crunch financial numbers very quickly.

Reporting Trees can now also be used in conjunction with this Add-In, allowing you to capture your business's organizational hierarchy as a tree into the software and then specify account filter rules at each level.

The demonstration layouts are made available include an Income Statement, Balance Sheet, Statement of Cash Flows , Cash Flow Detail, Categories, Trial Balance, Divisional, Regional and Summary | **Easy drag & drop, flexible report design**
You can now control how your reports are designed all the way down to each individual cell within Excel and because you are using Excel, you can design it anyway you prefer and use all of Excel's standard functionality for formatting, rules and charts and more.

Enhance Performance
Performance has been a key focus of the Report Designer Add-In and is enabled by an In-Memory engine which has been designed to calculate financial numbers fast to enable a quick and responsive experience when designing and viewing financial reports.

Flexibility
You can now control how your reports are designed all the way down to each individual cell within Excel and the ability to report of multiple years, budgets and multi-currency has been greatly simplified with the Add-In. |

| Financial Report and Consolidated Financial Report | Financial Reports' are aimed at users who don't want to incur any additional costs (i.e. have not purchased the Report Designer module). The financial reports are run real-time from the data source into Excel, and editing of these reports is limited to using your native Excel skills.

The standard Financial Reports' and Consolidated Financial Reports' templates are available out of the box, offering 14 different report layouts to generate comparative balance sheets and/or income statements for any specified financial year, period, quarter, and budget. The layouts are automatically generated, grouped, and subtotaled by Sage ERP MAS account group. It is possible to drill down to the GL Transaction details for any of these accounts. The Consolidated Financial Report supports multi-company consolidations.

The report layouts within this report are neatly presented and readily customizable in Microsoft® Excel® allowing users the ability to insert their own rows and columns, add their own formulas, customize account groupings and format their layouts exactly as they wish to see them. | **Timesaving**
Saves bookkeepers and accountants hours of manual manipulation each month by automating the month-end financial reporting processes.

Enables faster, fact-based decision making based on the business essentials of cash flow, profitability and growth

Allows for:
• Real-time analysis of expenses and major streams of operating revenues of the company
• An up-to-date, automated snapshot of a company's assets, liabilities and shareholders' equity in a presentable format, at any time, without the need for time-consuming manipulation of data in Excel.

Accuracy
Real-time data drawn directly from source eliminates human error and provides information in the familiar face of Excel which is trusted, secure and up-to-date. |
| | | **Ease of Use**
Allows accountants to prepare financial statements for government compliance or bank loans easily. The financial information required is now in one place and accountants can easily customize the templates without a report consultant to present the reports in a professional manner.

Flexible
Provides flexibility to business owners and/or managers by offering different views of the data, depending on how they wish to have it presented or what they need to analyze. Comparative balance sheets and/or income statements can be generated for any specified financial year, period, quarter, and budget. |

sage Sample Company Inc.

Financial Reports

1 - Actual / Budget / Variance / Blank 1–12, Qtrs & YTD / Annual Budget	Income Statement	
2 - Actual / Prior / Blank 1–12, Qtrs & YTD / Annual Prior	Income Statement	Balance Sheet
3 - Actual / Budget / Prior / Blank 1–12 & YTD / Annual Budget & Prior	Income Statement	
4 - Actual 1–12, Qtrs & YTD	Income Statement	Balance Sheet
5 - Actual 1–12 / Blank / Budget 1–12 & YTD / Annual Budget	Income Statement	
6 - Actual 1–12 / Blank / Prior 1–12 & YTD / Annual Prior	Income Statement	Balance Sheet
7 - Actual 1–12 / Blank / Budget 1–12 / Blank / Prior 1–12 & YTD & Annual Budget / Annual Prior	Income Statement	
8 - Actual / Budget / Variance / Blank – Current Month & YTD / Annual Budget	Income Statement	
9 - Actual / Budget / Prior / Blank – Current Month & YTD & Annual Budget / Annual Prior	Income Statement	
10- Annual Prior / Blank / Actual Current month / Blank / Actual YTD		Balance Sheet
11- Actual Current month / Blank / Actual YTD / Annual Prior	Income Statement	
12- Actuals YTD Comparison Last 5 Years	Income Statement	

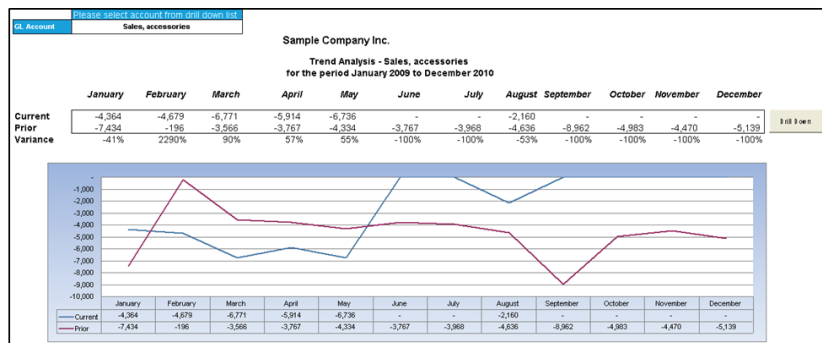|		
	Income Statement – Current Month & YTD Displays balances per General Ledger account number per financial period for the current financial year, previous year and current budget year. **Income Statement – Comparative Financial Report – Actual vs. Budget** Displays balances per General Ledger account number per financial period for the current financial year by quarter, displaying actual, budget, variance % **Income Statement - Comparative Financial Report - Actual vs. Prior** Displays balances per General Ledger account number per financial period for the current and prior financial year by month. **Income Statement - Comparative Financial Report - Actual vs. Budget vs. Prior** Displays balances per General Ledger account number per financial period for the current financial year actual, budget and prior financial year by month. **Income Statement - Monthly, Quarterly and YTD Financial Report** Displays balances per General Ledger account number per financial period for the current financial year by month, quarter including YTD. **Balance Sheet – Current & Prior Year** Displays balances per General Ledger account number per financial period for the current financial year, previous financial year and variance %. **Balance Sheet - Comparative Financial Report - Actual vs. Prior** Displays balances per General Ledger account number per financial period for the current and prior financial year by month. **Balance Sheet - Monthly, Quarterly and YTD Financial Report** Displays balances per General Ledger account number per financial period for the current financial year by month, quarter including YTD	Allows for easy side-by-side comparison of actual income, expenses and GL balances to the budgeted numbers or prior financial year's figures, by month, quarter or YTD, in detailed or summarized views. **Drill Downs** Users can drill down to GL transactions on-the-fly within Microsoft® Excel® to quickly access details and understand immediately what makes up the numbers.

| Financial Trend Analysis | Graphically trends account net changes per selected General Ledger Account number per financial period for the current financial year and previous financial year, providing comparative trending of account balances. | **Identify Trends** Useful for accountants and managers to find or track trends within financials at a glance across two years' worth of financial data

Drill Down The drill-down facility within the reports allows for immediate and intuitive analysis of trends by drilling down to the source transactions for balances. |
| --- | --- | --- |

Please select account from drill down list

GL Account — Sales, accessories

Sample Company Inc.

Trend Analysis - Sales, accessories
for the period January 2009 to December 2010

	January	February	March	April	May	June	July	August	September	October	November	December
Current	-4,364	-4,679	-6,771	-5,914	-6,736	-	-	-2,160	-	-	-	-
Prior	-7,434	-196	-3,566	-3,767	-4,334	-3,767	-3,968	-4,636	-8,962	-4,983	-4,470	-5,139
Variance	-41%	2290%	90%	57%	55%	-100%	-100%	-53%	-100%	-100%	-100%	-100%

Drill Down

	January	February	March	April	May	June	July	August	September	October	November	December
Current	-4,364	-4,679	-6,771	-5,914	-6,736	-	-	-2,160	-	-	-	-
Prior	-7,434	-196	-3,566	-3,767	-4,334	-3,767	-3,968	-4,636	-8,962	-4,983	-4,470	-5,139

General Ledger Transaction Details	This report is run for a chosen financial year and range of financial periods and displays detailed ledger transaction details by account then by date and document number reference. Can also be used to display a monthly trial balance if summarized using the Excel® pivot table.	**Flexible** Flexible analysis of GL at a transactional level using graphical drag-and-drop functionality of a PivotTable, catering for any combination of views e.g. Top N expenses, best performing revenue lines etc. **Timesaving** Provides comprehensive details across all GL transactions, with the ability to filter by account category for viewing specific portions of your general ledger, enabling you to quickly answer those specific questions and save time It is possible to transform this report into a monthly trial balance by simply manipulating the PivotTable® within Microsoft® Excel®.

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Sample Company Inc.
GENERAL LEDGER TRANSACTION DETAILS
for the financial year 2020
for the period 1 to 12

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

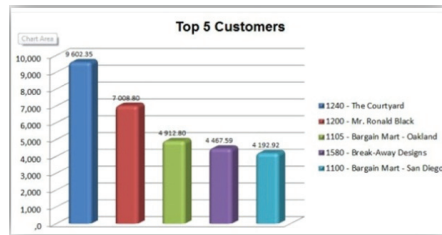|				Data		
ACCOUNT	**DATE**	**REFERENCE**	**DESCRIPTION**	**Debit**	**Credit**	**Total**
⊟1500 - Furniture and fixtures				600 000	0	600 000
	⊟2020/04/30	⊟April 2020 entries	Misc. journal entries	300 000	0	300 000
	⊟2020/05/31	⊟May 2020 entries	Misc. journal entries	300 000	0	300 000
⊟1520 - Equipment				1001 191	- 144	1001 047
	⊟2020/02/28	⊟February 2020 entries	Misc. journal entries	500 000	0	500 000
	⊟2020/03/31	⊟March 2020 entries	Misc. journal entries	500 000	0	500 000
	⊟2020/06/30	⊟120-1200-10-1012-STRIPEQUIP	Req.#286	0	- 144	- 144
		⊟9230-Quaker Bearings	Invoice-8989-1	108	0	108
	⊟2020/07/08	⊟9230-Quaker Bearings	Invoice-8989-2	1 083	0	1 083
⊟1600 - Acc. depreciation				0	-40 000	-40 000
	⊟2020/01/31	⊟January 2020 entries	Misc. journal entries	0	-5 000	-5 000
	⊟2020/02/28	⊟February 2020 entries	Misc. journal entries	0	-5 000	-5 000
	⊟2020/03/31	⊟March 2020 entries	Misc. journal entries	0	-5 000	-5 000
	⊟2020/04/30	⊟April 2020 entries	Misc. journal entries	0	-10 000	-10 000
	⊟2020/05/31	⊟May 2020 entries	Misc. journal entries	0	-15 000	-15 000
Grand Total				1601 191	-40 144	1561 047

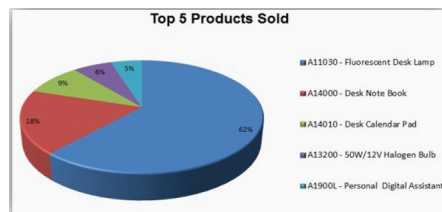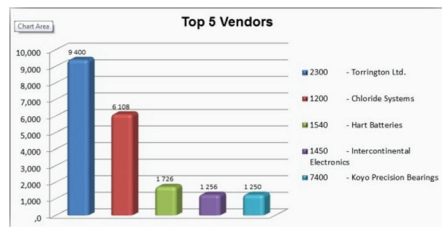|		
Top 5 Customers **Top 5 Products** **Top 5 Vendors**	These reports can be run for a chosen period and display **metrics and KPIs** in a graphical format. Top 5 Customers - graphically displays the top 5 customers and allows for access to what products they are purchasing Top 5 Products - graphically 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 	**Real-time** Whenever a real-time overview of the top 5 Customers/ Products Sold/Vendors is required, these reports can be run in a graphical view to highlight trends and make comparitive analysis easier on the eye. **Ease of Use** Can be generated at the click of a button – no manual intervention to gather the data from various sources. **Flexible** These reports allow you to analyze the details that make up the graphs via Microsoft® Excel® PivotTables® for further insights into the data.