

Release Notes

Sage X3 Intelligence Financial Reporting (7.6.1)

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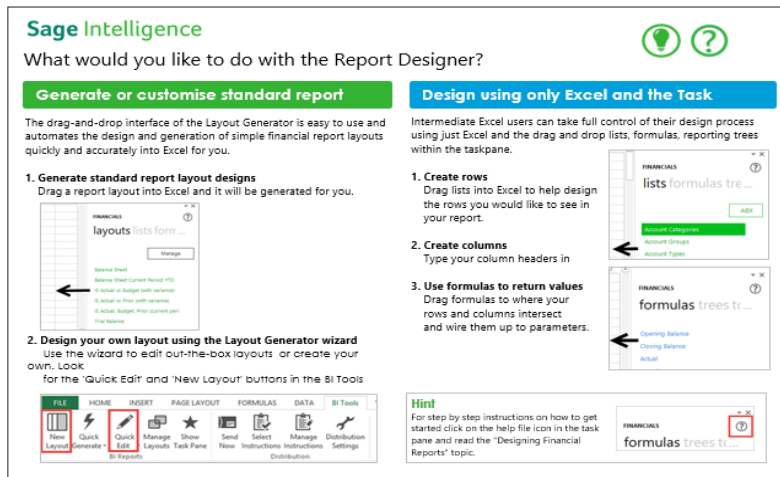
Introduction

These release notes contain important information about enhancements as well as resolved issues in Sage X3 Intelligence Reporting (7.6.1). The notes within this document highlight the changes made since the release of Sage X3 Intelligence Reporting (7.4.1).

New Features

1.1 New instructions page

The Report Designer is a powerful tool that can give you the ability to produce powerful, informative financial reports. To get you reporting in a flash, we have created a simple instructions page that will appear in the Report Designer workbook. This instructions page will help you decide which reporting option is more suitable to your needs, the task pane or the layout generator.



1.2 Distribution of reports with editable formulas

In X3 Intelligence Reporting we have the ability to distribute reports via three different methods:

- Email
- FTP
- File Publish

We have stepped it up a notch, and now not only can you send the reports with calculated values, but also with embedded formulas. This is easy to achieve, as all you need to do is click on the tick box to "Distribute with formulas".

This feature will allow receivers of reports more flexibility with the reports they have received, as they can now determine how these results were derived, and what changes can be made in the parameters to give the results they are looking to achieve.

Edit Distribution Instruction

Email File Publish FTP

☐ Enable Email

To:

Cc:

Bcc:

Subject:

File name:

Format: Excel Workbook (*.xlsx)

Options: ☒ Convert each worksheet to static values ☐ Distribute each worksheet as separate documents

Preview Cell References

OK Cancel

If you would like any assistance in opting to distribute with formulas to convert each worksheet to static values, check out the handy help tip.

☒ Convert each worksheet to static values ☐ Distribute each worksheet as separate documents

If recipients need to change the calculations, formulas and pivots of distributed worksheets, turn this option off. Note if your worksheets contain Report Designer formulas, recipients will need Sage Intelligence to be installed, otherwise the formulas will not work.

If you would like recipients to receive static worksheets which do not show any calculation logic or allow them to change pivots, then turn this option on. Recipients will not need Sage Intelligence installed to view the Excel worksheets correctly.

OK

Note: The receiver of the report will only be able to see Excel formulas and will not be able to change parameters. However, if they have a Sage Intelligence license, they will be able to see all Sage Intelligence formulas.

1.3 Wildcards and Ranges on Sites

The ability to use Wildcards and Ranges on Sites has been introduced in this release of Intelligence Reporting. Wildcards and Ranges can be used to define a list of Site values to return in your Intelligence Reporting formulas.

020 Income Statement

Chart of Accounts	NA	Balance Source	Ledger
Ledger Type	1	Source Currency	
Company	20		
Site	A?1? TO B* !A200		
Year	2011		
Current Period	12		
Dimension			

A wildcard is a character that may be substituted for any other possible character. For example, the wildcard character "?" may be substituted for any one of the 36 characters, "A" through "Z" and "0" through "9".

The following wildcards have been introduced:

- Question Mark "?": This may be substituted for any one of the 36 characters, "A" through "Z" and "0" through "9." Multiple "?" can be used to indicate the number of characters to be substituted e.g. A??1 to return A001 to AZZ1.
- Asterisk "*": This may be substituted for any number of characters or numbers. A single asterisk is used to return the following results: A* to return A, A1, AZZZ, etc.
- Exclamation Mark with square brackets "[]": This can be used to indicate your exclusions. Only one exclusion list is allowed per expression and should be indicated at the end. E.g. A50 TO B100 ![A60], this will return all accounts from A50 to B100, except for A60. Other wildcards can be used within your exclusion list e.g. A50 TO B100 ![A6? to A70] to return A50, A80, A90 etc. and not A60, A61 etc. to A70.

Ranges

A range indicates a series of results to be returned. This is indicated by using "TO" between the start and end value of your range e.g. A TO Z to return all values from A, A11, B2, C etc. to Z.

Note: You have to use spaces before and after "TO" in order to ensure clear distinction of your start and end range values.

Note: Based on the Sage X3 requirements, the following Site delimiters are supported: Forward Slash "/", Hyphen "-" and Underscore "_".

1.4 Wildcards and Ranges on Dimensions

The ability to use Wildcards and Ranges on Dimensions has been introduced in this release of Intelligence Reporting. Wildcards and Ranges can now be used to define the list of Dimension values to return in your Intelligence Reporting formulas or Reporting Trees.

The screenshot shows the 'Edit Reporting Tree' window. On the left is a tree view of reporting units. The main area contains a table with columns: Company Filter, Name, and Dimensions. The table lists various categories like Bikes, Wagons, Bakery, Oil Products, US Suppliers, and CAN Suppliers, each with a corresponding dimension expression. A red box highlights the 'Dimensions' column for the first six rows.

Company Filter	Name	Dimensions
@ANY	Bikes	PRD = B*![Bakery]
@ANY	Wagons	PRD = W701 TO W799
@ANY	Bakery	PRD = Bakery
@ANY	Oil Products	PRD = Oil*
@ANY	US Suppliers	RGN = US
@ANY	CAN Suppliers	RGN = CA

Below the table is a preview of an 'Income Statement' report. It shows fields like Chart of Accounts, Ledger Type, Company, Site, Year, Current Period, and Dimension. A red box highlights the 'Dimension' field, which contains the expression 'PRD = B*![Bakery]'.

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Ranges

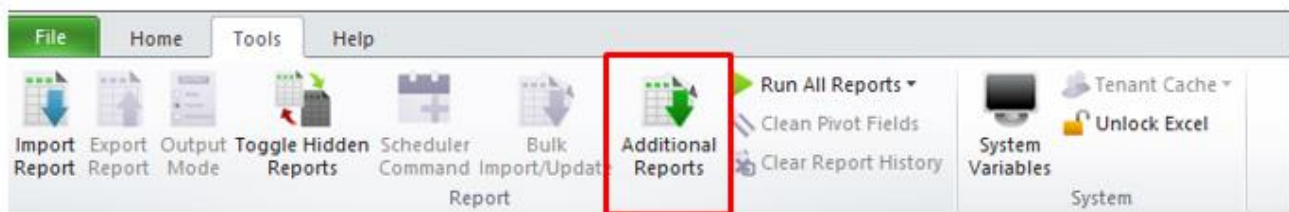
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Note: You have to use spaces before and after "TO" in order to ensure clear distinction of your start and end range values.

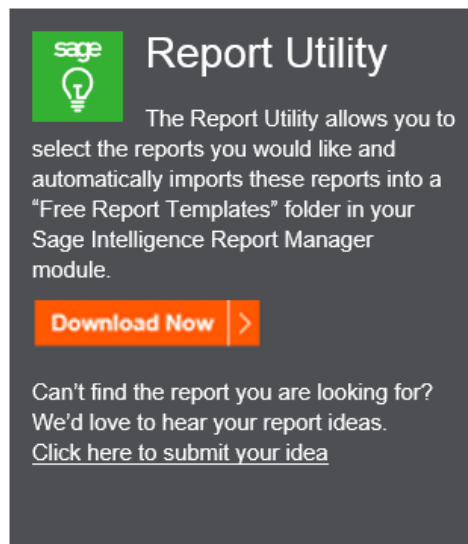
Note: Based on the Sage X3 requirements, the following Site delimiters are supported: Forward Slash "/", Hyphen "-" and Underscore "_".

1.5 New Additional Report icon in Report Manager: Additional Reports

A new icon labelled "Additional Reports" has been added to the Tools tab in the Report Manager Module.



Clicking this icon will take you directly to the Report Utility webpage where you can download and install the utility from. This is a new, exciting innovation that will allow you access to the latest reports quickly and easily, and not have to wait for the next new release of Intelligence Reporting.

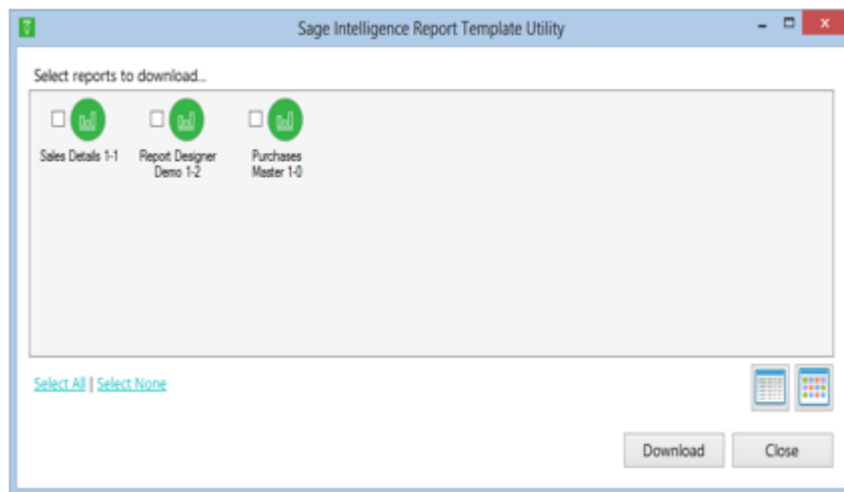


This utility will allow you to select the reports you would like to import. These will automatically be imported into your Report Manager module, eliminating the manual upload that is currently required.

Once the utility is downloaded and installed, it will automatically detect the Sage accounting solution that is installed on your machine. If you have more than one solution on your machine it will ask which solution you would like to insert the downloaded reports into.

The Utility will then check to see if you have the latest reports in your Report Manager.

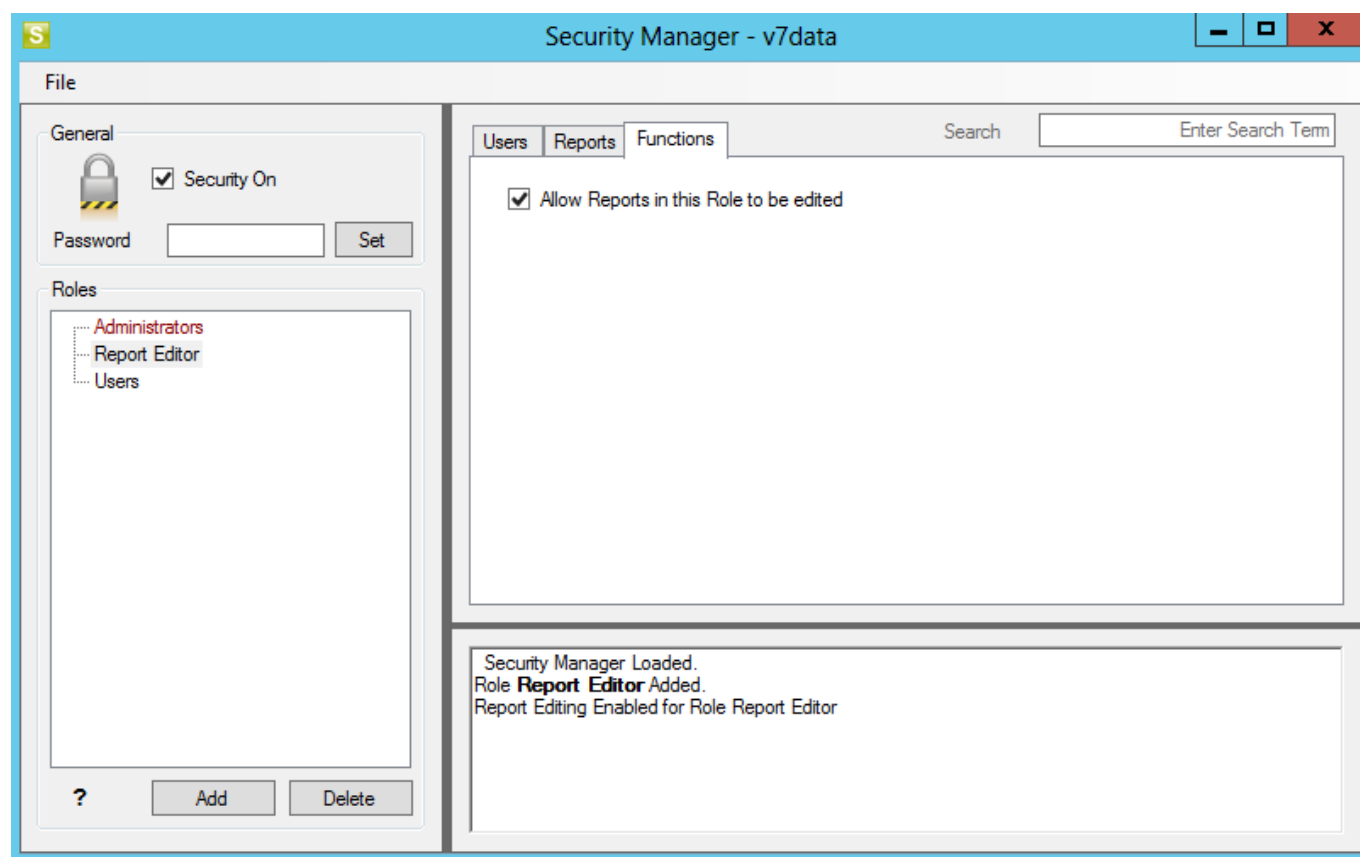
Once you have selected the reports you would like to import, you will get a confirmation screen telling you the reports will be added to a "Free Report Templates" folder in your Report Manager module.



1.6 Allow Reports in this Role to be edited

If you have Security enabled in Security Manager, you are able to assign rights to Roles pertaining to the users and the reports these users have the rights to run. Assigning these rights means that even if the user has a Designer Licence, they are not able to edit the report in question, just run the report.

Should this user later be required to edit the report template and not just run the report out of Report Manager, the role the user is assigned to in Security Manager needs to be assigned the right to edit the report. This can be done in Security Manager, under the Functions tab in the applicable role.



1.7 Out of the Box Reporting

Account level reports can be accessed as soon as you start up the Report Designer. Simply click the report you want to see, and it will generate out at an account level or on account class level depending on the report you selected.

Reports can be generated from the Layouts tab on the Task Pane by selecting the layout you require. This will then generate in a new worksheet. Once generated, they can be customised to comply with your company setup and requirements.

layouts lists form ...

Manage

- ➔ Analytical IS - Act YTD vs Bud YTD vs Prior
- ➔ Analytical IS - Actual vs Budget
- ➔ Analytical IS - Actual vs Budget vs Prior
- ➔ Analytical IS - Actual YTD vs Budget YTD
- ➔ Analytical Trial Balance
- ➔ Financial Balance Sheet
- ➔ Financial IS - Actual vs Prior
- ➔ Financial IS - Actual YTD vs Prior YTD
- ➔ Financial Trial Balance

Enhancements

1.1 Updated look and feel of reports

The Intelligence Reporting interface has been given a modern look and feel. The Home page has been removed from all standard report templates.

Two new icons have been added to reports.

1. Light bulb icon – takes the user to the new learning page
<https://www.sageintelligence.com/learning/>
2. Question icon – takes the user to the help resources (support, KB and Community)
<https://www.sageintelligence.com/support/>

What would you like to do with the Report Designer?

Generate or customise standard report

The drag-and-drop interface of the Layout Generator is easy to use and automates the design and generation of simple financial report layouts quickly and accurately into Excel for you.

1. Generate standard report layout designs
Drag a report layout into Excel and it will be generated for you.

Design using only Excel and the Task

Intermediate Excel users can take full control of their design process using just Excel and the drag and drop lists, formulas, reporting trees within the taskpane.

1. Create rows
Drag lists into Excel to help design

1.2 Report Offering

The following reports now form part of the out of the box offering:

- Demonstration Report Designer
- Financial Report Designer - Generic
- Financial Report Designer – USA Legislation
- Financial Report Designer – ZAF Legislation
- Financial Report Designer – BRI Legislation

The Demonstration Report Designer report has been updated with some sample reports using the SEED data.

The three Financial Report Designer Legislation reports have been created based on the recommended account class level setups for regional legislation requirements provided by Sage X3.

1.3 Account Class Code

Row Sets have been updated to make use of Account Class Code. This will allow you to report off account classes created in Sage X3 quickly and easily.

Row sets can be set up to use either Account or Account Class Code values in the Layout Generator.

layout design row sets

← Income Statement

	description	type	rule
<input type="checkbox"/>	Sales	Account	10100 to 18400
<input type="checkbox"/>	Cost of Goods Sold	Account	51100 to 59200
<input type="checkbox"/>	Expenses - Operating	Account Class Code	70100 to 71800
<input type="checkbox"/>	Miscellaneous Expense	Account	81100 to 81700
<input type="checkbox"/>	Suspense Account	Account	9999
<input type="checkbox"/>			

Note: If used in the row sets, the account class field will only return values in the new reports released with this build. Old reports created in previous builds will not return values.

1.4 Help file updates

To save time and effort in seeking help, the help file is now context sensitive, meaning that it will open directly on the section that pertains to where you are in the software.

Note: Only the offline help is context sensitive.

1.5 Coexistence with SEI

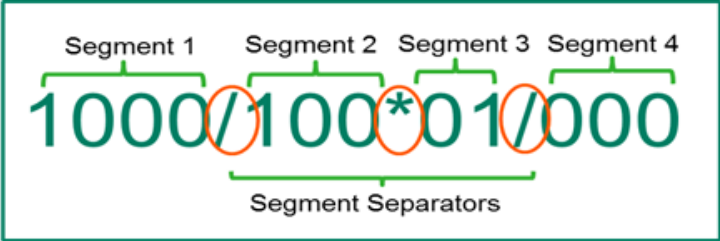
Enhancements have been made to ensure Intelligence Reporting can be installed on the same environment as Sage Enterprise Intelligence without any software related conflicts.

1.6 Support for alpha characters in General Ledger account numbers

General ledger account numbers that contain alpha characters are now recognised by Intelligence Reporting. Thus meaning alpha as well as alphanumeric general ledger account numbers will be acceptable formats in all areas of reporting, such as row sets and reporting trees.

1.7 Additional account separators

Some General Ledgers support a variety of account segment separators. This means that your account numbers may look as follows:



The Report Designer has been extended to support the following account segment separators, allowing for a more consistent experience when reporting in Excel.

- - (Dash)
- / (Slash)
- \ (Backslash)
- . (Full stop)
- # (Number sign)
- ^ (Caret)
- & (Ampersand)
- : (Colon)
- < (Greater than)
- > (Less than)

1.8 Reporting Tree Unit Preview

The Reporting Tree Unit Preview screen has been enhanced to allow you to view the dimensions that can be returned when setting up a reporting tree branch. The preview will indicate the returned Dimension Type Code, Dimension Value Code, as well as the Dimension Value Description fields for the branch you have selected.

Edit Reporting Tree
Reporting Tree Units

DEPARTMENTS
GROCERIES
PET FOOD

Company Filter	Name	Dimensions
205	GROCERIES	DPT=*
✓ 205	PET FOOD	BND=*
*		

Reporting Tree Unit Preview

Dimension Type	Dimension Value Code	Dimension Value Description
BND	180	180 degrees
BND	A-SOLA	A-Sola
BND	AA	Automobile Association
BND	AARDVA	Aardvark Press
BND	ADDIS	Addis
BND	ADIDAS	Adidas
BND	AFRISA	Afrisa
BND	ALLTER	All Terrain
BND	ALVA	Alva

OK
Cancel
Apply

Known Issues

1.8 Multiple Installations of MS Excel

You may experience an issue with the loading of the Report Designer Task Pane when earlier versions of MS Excel are installed after later versions of MS Excel on the same machine. You will be able to load the Task Pane manually. For more information on how to manually load the Task Pane, please refer to the Sage Intelligence Knowledgebase article [Report Designer Task Pane Missing or Closed](#).

1.9 Searching in Layout Generator

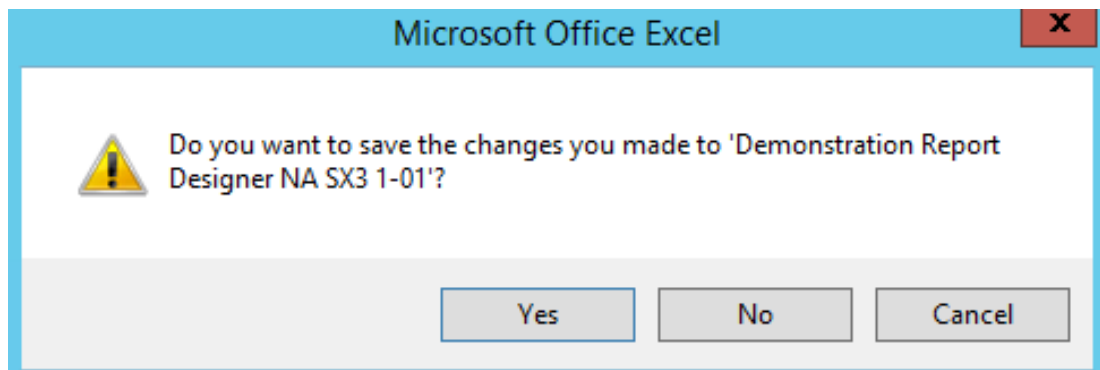
Should you have applied search criteria to columns, your search criteria will be applied to any new columns that are added, unless the search is cleared.

1.10 Renaming Calculated Columns and Rows

You do not have the ability to rename Calculated Columns or Calculated Rows once they have been saved. You will have to delete and recreate the calculated columns/rows in order to apply any changes required.

1.11 Saving of Report when Distributing to PFD

When distributing multiple layouts to PDF, you might be asked if you want to save the changes to your report multiple times for each sheet you selected to distribute. Should this popup appear, select 'No' and the distribution process will continue as normal.



1.12 Scheduling a Report to be Distributed with Formulas

When scheduling reports to be distributed via command scheduler, the distributed report might not always open displaying the Task Pane or BI Tools tab. If you are presented with this scenario, close and reopen the workbook.

Removed or Updated Features

1.1 Updated use of Wildcards and Ranges on Accounts

For users who are upgrading, the usage of wildcards and ranges have been updated. Changes made can be found below.

	Wildcard	7.0	7.1.2 & 7.2.1	7.3 and above
Account Ranges	? Question Mark:	<p>**In these core versions the account mapping tool was used to create account ranges. The following symbols could be used when filtering accounts on the mapping tool</p> <p>[] - Any single character within the specified range ([a-f]) or set ([abcdef]).</p> <p># - Any single numeric character.</p> <p>[^] - Any character not within the specified range ([^a-f]) or set ([^abcdef]).</p>		<p>A placeholder for a single character in a segment. Can only be used in isolation. Will not work with another wild card character.</p> <p>i.e. 1???? – 2????</p>
	* Asterisk:			<p>Can only be used in isolation. Will not work with any other wild card character.</p> <p>The use of a single asterisk is allowed in order return all accounts</p>
	TO:			<p>1100 TO 1200 will return all data with a segment range from 1100 to 1200</p>