

# Getting Started Guide

## Sage X3 Intelligence Reporting

DH

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# Introduction

## Who Should Read This Guide?

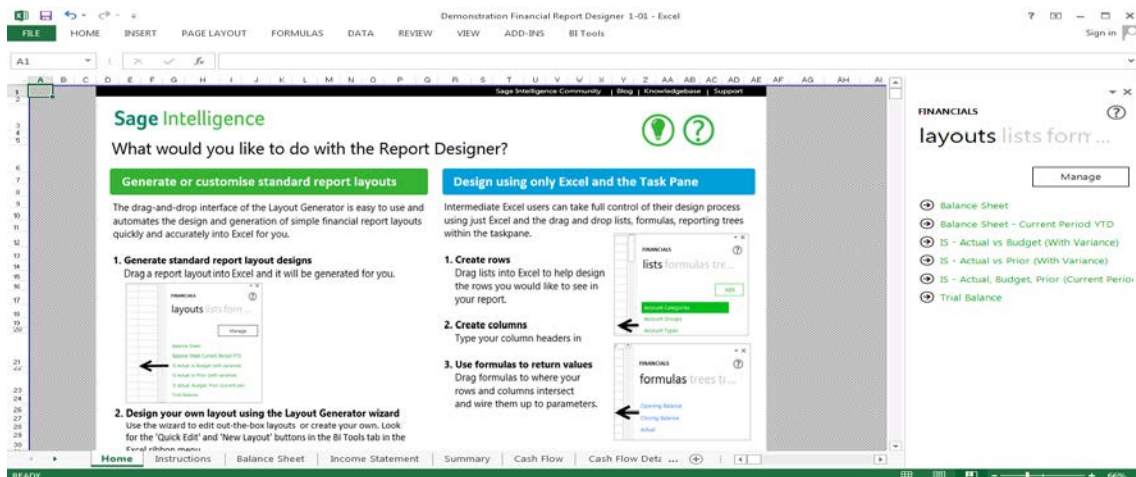
This guide is designed to help you become familiar with the Sage Intelligence Reporting modules and their functions and is written for the novice Sage Intelligence Reporting user.

## About Sage Intelligence Reporting

Sage Intelligence is a reporting tool that pulls data from Sage accounting and payroll solutions, or any other ODBC compliant database and delivers it in a Microsoft Excel format that is easy to understand and customize, putting you in control of the design of your reports. Sage Intelligence is designed to help you efficiently manage finances, customers, and sales, and ultimately make informed business decisions.

### Benefits of using Sage Intelligence Reporting

- **Time Savings:** Reduce redundancy, save time and money, and ultimately increase productivity with automated business reporting.
- **Flexible Reporting:** Present and meaningfully analyze data in the familiar environment of Excel and improve insight into your business.
- **Improved Access to Information:** Give more people access to information they need and pave the way for true collaboration and better decision-making across your business.
- **Rapid Return on Investment:** Deploy Sage Intelligence Reporting seamlessly, and obtain immediate value.
- **Maximized Investment:** Get more than a business intelligence solution. Sage provides you with world-class resources and the support you need to give your business a competitive edge.



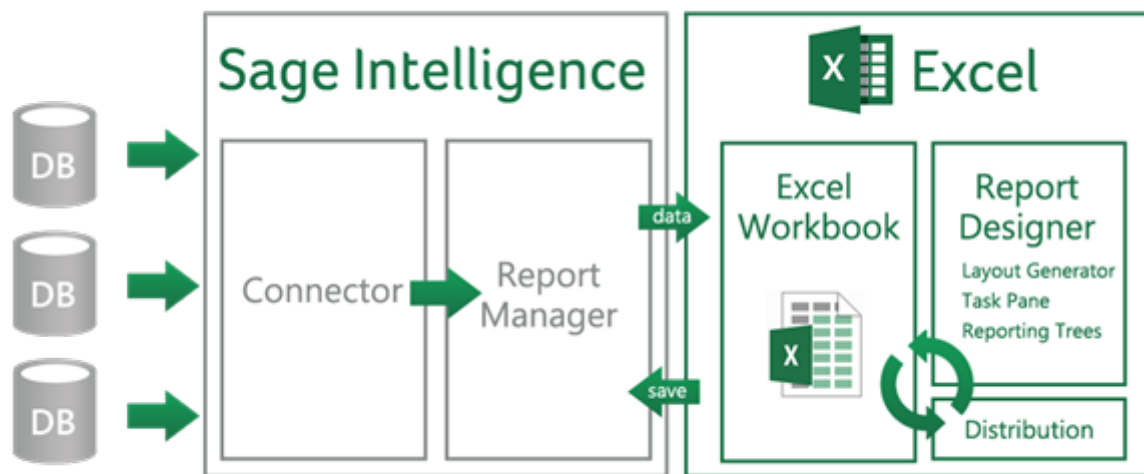
Sage Intelligence software is a new generation **BI** product, designed from the ground up with the needs of Small, Medium and Micro Enterprises in mind, for example:

- It specifically addresses serious challenges around financial reporting – which is prevalent worldwide – like departmental reporting, general ledger segmentation, project reporting.
- It caters well for consolidated reporting from multiple sources.
- The product components are structured to cater for a basic user up to the more advanced.
- Standard pre-designed reports are available straight out of the box which you can quickly customize to get exactly the information your business needs to see.

# How Sage Intelligence Reporting Works

Sage Intelligence transforms the data that is collected and organized by Sage X3 into useful, easy-to-understand information in Microsoft Excel that you can use to improve visibility into your business and help you make informed business decisions.

The Connector module maintains the connectivity to Sage X3, allowing the Report Manager module to access the data you need to create new reports, run or edit existing reports, as well as filter and aggregate data. The Report Designer works from within Microsoft Excel and allows you to customize your financial report layouts, even allowing you to report on multiple departments or companies instantly. Still working in Excel, reports can also be easily configured to be distributed to a file, ftp site or email in a number of standard formats.

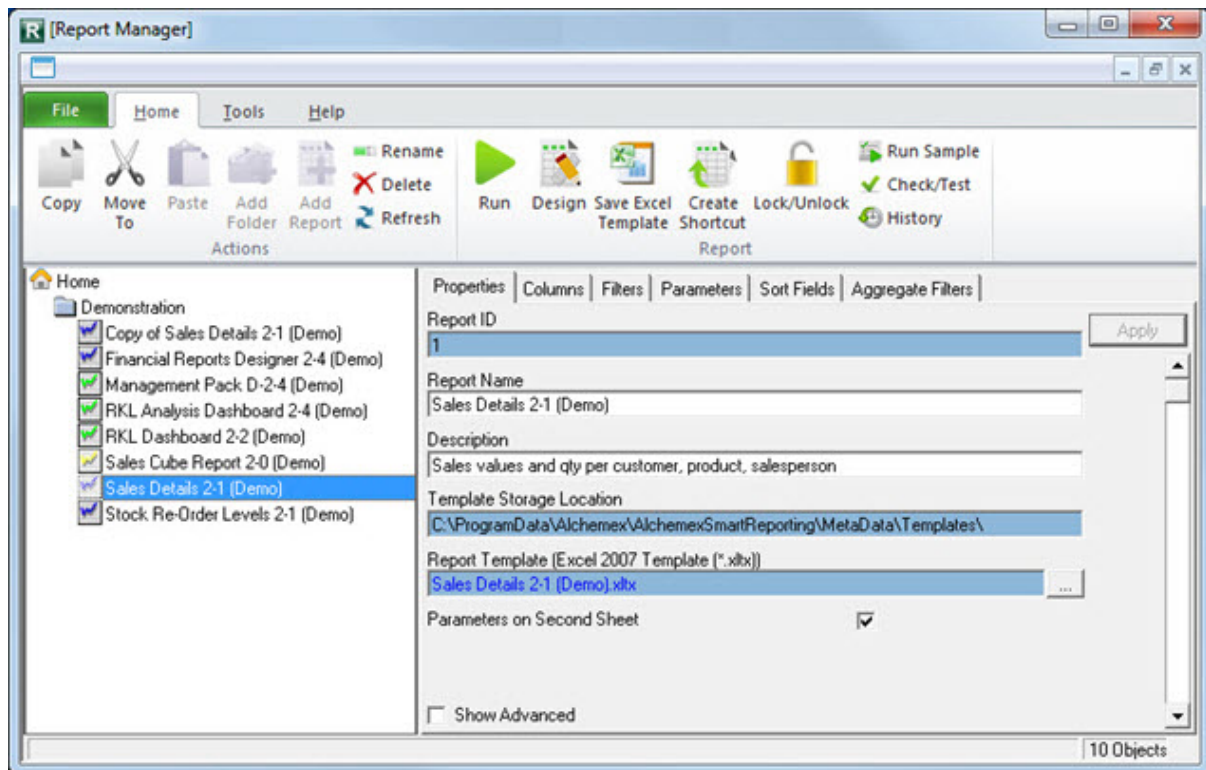


# Overview of the Modules

There are five modules of Sage Intelligence Reporting: Report Manager, Report Viewer, Connector, Security Manager and License Manager.

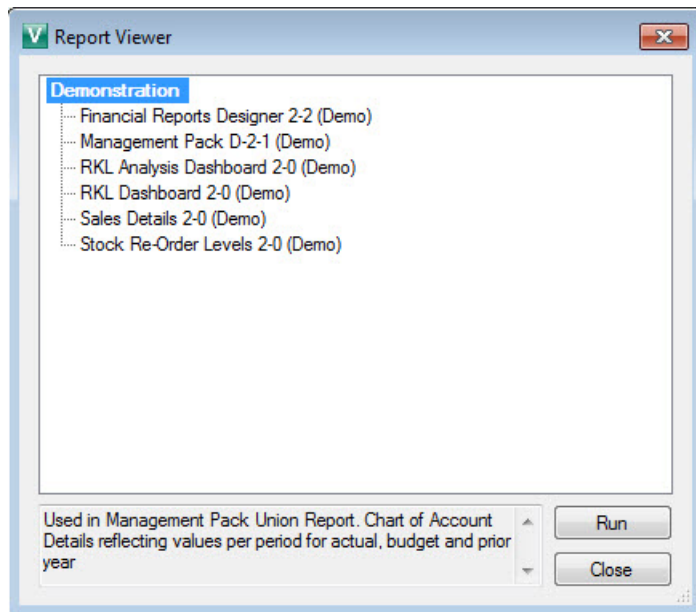
## Report Manager

The Report Manager provides an interface to create, run and modify reports. Reports can be grouped into folders, and properties of reports can be reviewed and edited as necessary.



## Report Viewer

The Report Viewer provides an interface to run the reports directly.

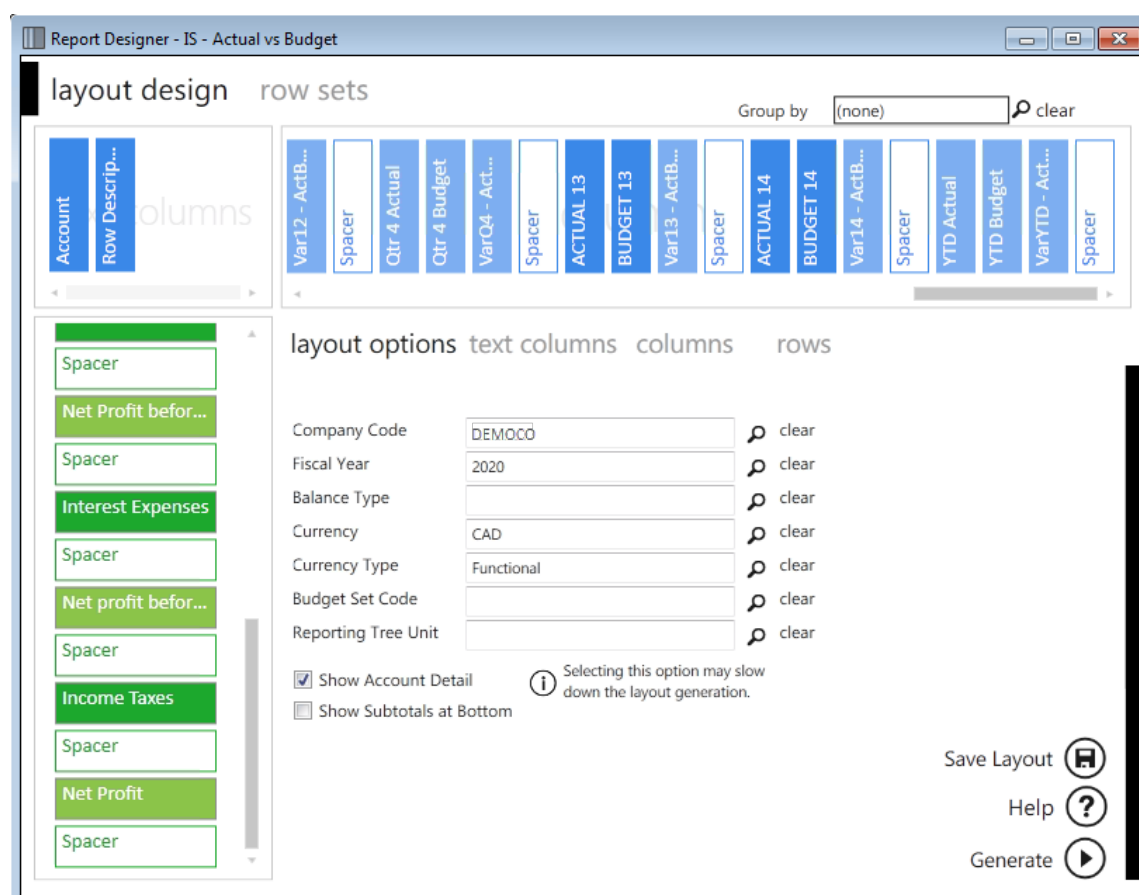




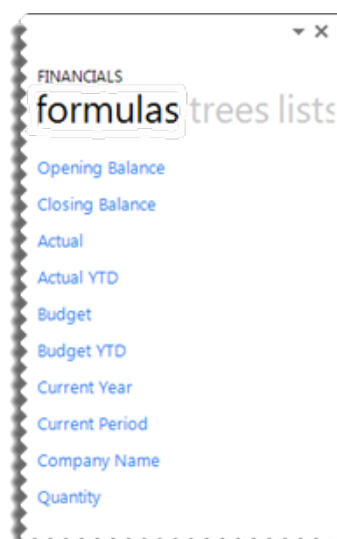
## Report Designer

The Report Designer is available by running reports from the Report Manager or Report Viewer, specifically designed to be used with the Layout Generator or Task Pane.

The Layout Generator allows you to fast track the building of powerful financial reports with an easy-to-use, drag-and-drop interface to allow for flexible financial reporting with multi-level groupings according to your unique business needs.

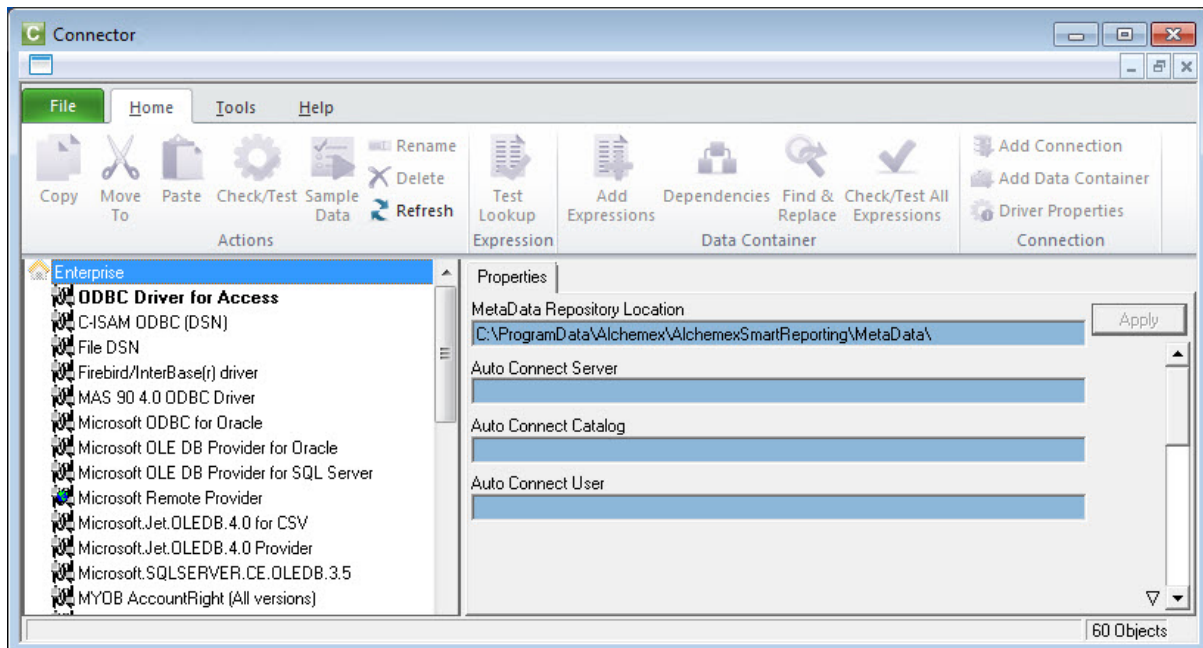


The Report Designer Task Pane presents an alternative to the layout generator to empower you to take control of all design aspects of your reporting layouts within Microsoft Excel.



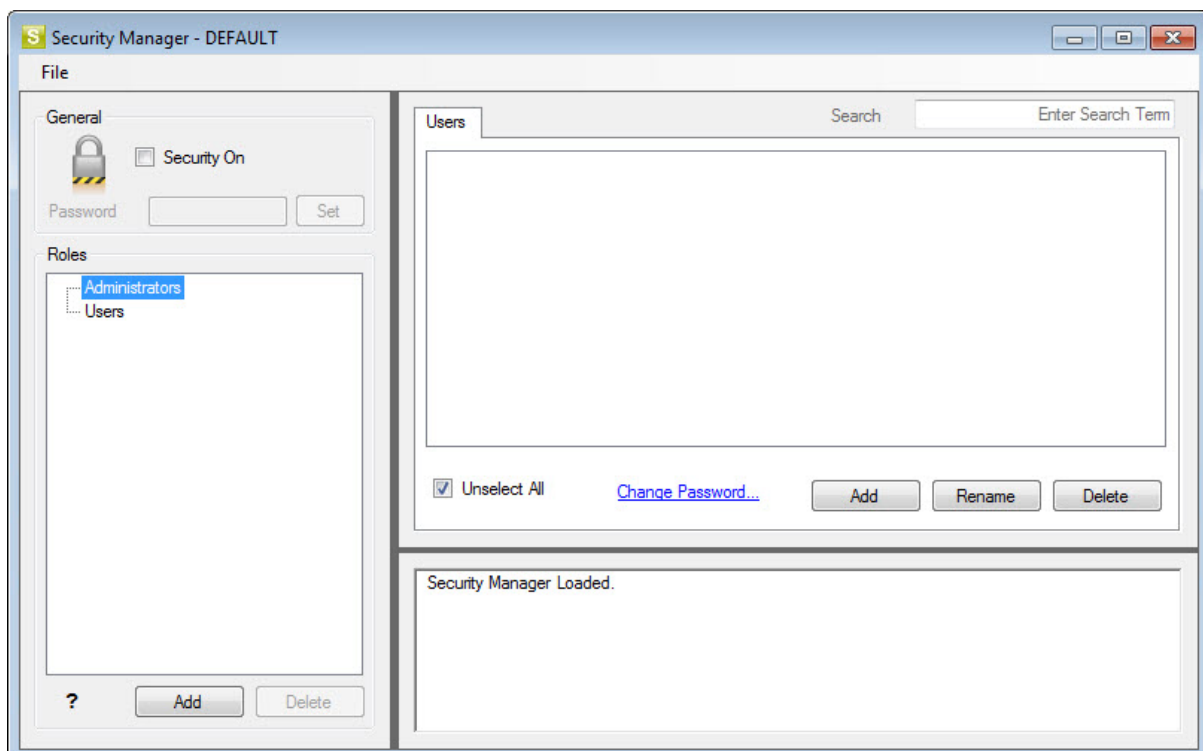
## Connector

The Connector maintains the connectivity between Sage Intelligence Reporting and the data sources.



## Security Manager

The Security Manager controls the accessibility of Sage Intelligence Reporting reports by the various users.



## License Manager

The License Manager maintains the licenses installed for Sage Intelligence Reporting.

The screenshot shows the 'License Manager' application window. On the left, a tree view shows 'My Company' selected. The main area displays the 'Properties' tab for this company. The properties are as follows:

Property	Value
Name	My Company
Serial Number	ABC-DEF-GHI-JKLMN
Licensed For (Workstations)	25
Connector Licenses	4
Report Viewer Licenses	0
Report Manager Licenses	20
Request Server (WEB) Licenses	1
Security Module Enabled	1
OLAP Manager Enabled	1
ETL Manager Enabled	1
SAAS Enabled	1
Report Designer Enabled	1
Last Workstation In	WIN7X32-RAD
Last Workstation Access Time	2012/03/26

Below the properties, there is a button labeled 'Perform Serialisation'. At the bottom right of the window, it says '1 Objects'.

# Report Manager

## Overview

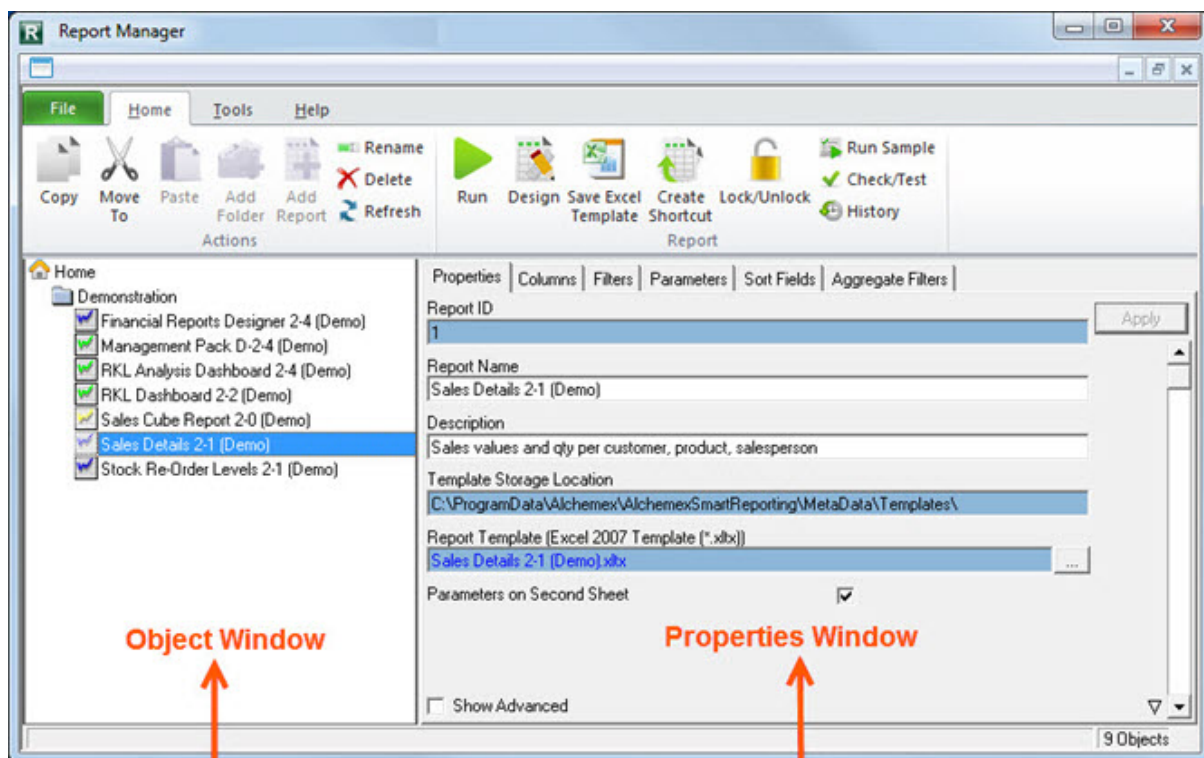
### About the Report Manager

The Report Manager allows you to create new reports or edit existing reports, as well as filter and aggregate data.

The following key functionality is supported in the Report Manager.

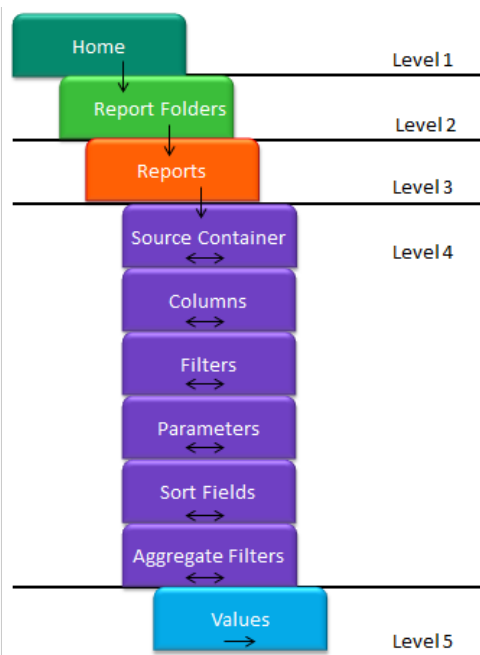
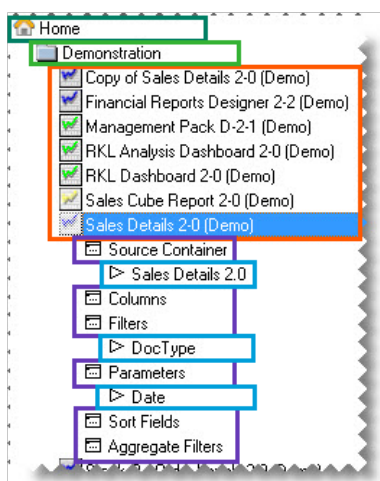
- You can create your own reports on existing containers.
- You can import reports from other sources or that may have been specially developed.
- You can copy standard reports and change them to suite your needs.
- You can use the Dynamic Drill Down functionality in any report.
- You can create run-time versions of your reports and run them as viewers from your desktop.
- You can create your own filters and parameters to control what data is extracted at the time of running a report.
- You can schedule reports to run at set times and choose your report output i.e. email; save to HTML for intranet/internet distribution or automatically save to a file server location.

The Report Manager Interface includes a ribbon to simplify its use.



To use the functions of the Report Manager Interface you will first need to select an object (i.e. a folder or report) in the object window. When you have selected an object in the object window, you can edit the properties by using the property fields provided in the properties window. To save any changes you make to the properties of your chosen object, you must click the **Apply** button.

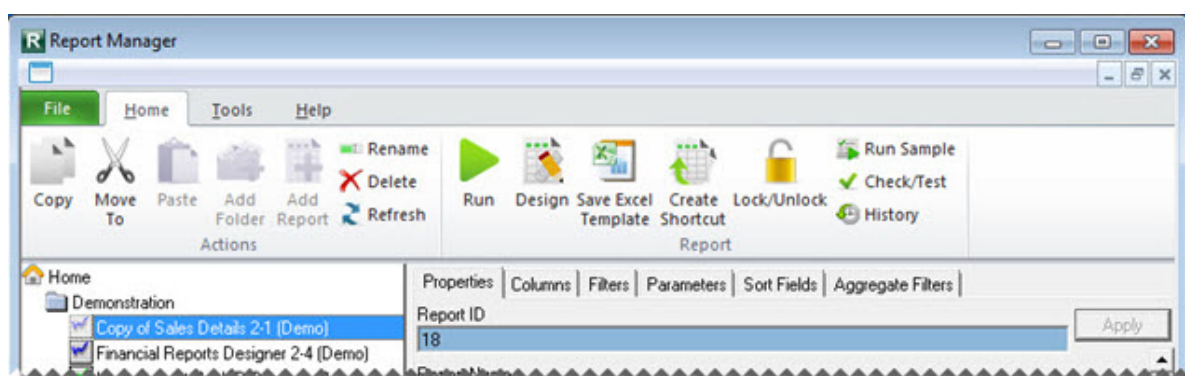
You can also double-click on an object to expand or collapse the objects. The Report Manager object hierarchy uses the following method to open and collapse levels.













# Accessing Commands













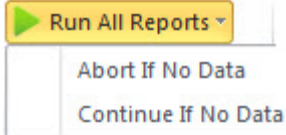

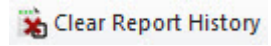

## Using the Ribbon







There are additional tabs which will give you access to more options. For example, in the **Tools** tab, options are available to export and import reports as well as run all the reports in a folder. From the **Help** tab, you can open the help file, connect to the online academy or the knowledge base.



The Report Manager ribbon options are as follows:

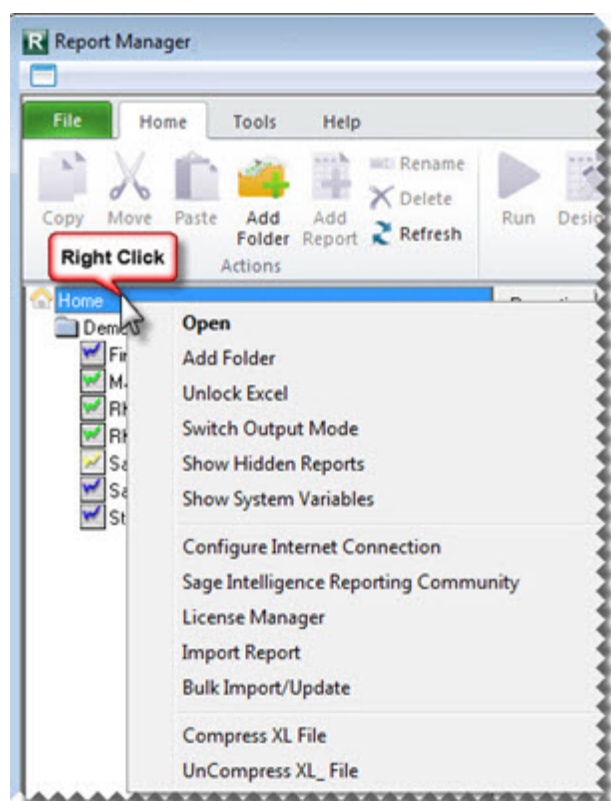
Icon	Name	Description
	Copy	Copies the selected report to the clipboard
	Move To	Moves a report to another folder
	Paste	Pastes a report from the clipboard into the selected folder
	Add Folder	Adds a folder
	Add Report	Adds a new report
	Rename	Allows the selected object to be renamed
	Delete	Enables the user to delete their selection
	Refresh	Refreshes on screen properties of the selected object
	Run	Runs a report
	Design	Allows the user to design a report by opening its template in Microsoft Excel for modification

Icon	Name	Description
	Save Excel Template	Enables the user to create a template for the current report from an open Microsoft Excel workbook
	Lock/Unlock	Locks or unlocks the current report
	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
	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
	History	Displays a Reports Run History
	Import Report	Enables the import of reports previously exported from other Sage Intelligence Reporting systems
	Export Report	Enables the export of reports for import to other Sage Intelligence Reporting systems
	Output Mode	Allows the output of a report to be sent to the screen instead of Excel for debugging purposes
	Toggle Hidden Reports	Allows hidden reports to be viewed
	Generate Scheduler Command	Generates the command to run the report unattended
	Bulk Import/Update	Allows the bulk import of new reports or updating reports
	Additional Reports	This will take you directly to the Report Utility web page where you can download and install the utility from. This will allow you access to the latest reports quickly and easily and not have to wait for the next new release of Sage Intelligence Reporting
	Run All Reports	Runs all the reports in the chosen folder from top to bottom
	Clean Pivot Fields	Opens template and removes all currently unused pivot field pivot items
	Clear Report History	Permanently deletes the instance history for the report
	System Variables	Displays the system variables available

Icon	Name	Description
	Unlock Microsoft Excel	It is possible that if a report runs into rendering problems Microsoft Excel can be left locked. This will unlock Microsoft Excel and allow user interaction
	Help	Launches the Help Files
	Website	Launches the Sage X3 website
	Online Academy	Launches the Online Academy
	Knowledge Base	Launches the Knowledge Base
	About	Launches the About window which allows you to view the product versions, licensing details and enabled features

### Using the Shortcut menu

Depending on your current selection in the object menu and your accounting system, the right-click options shown will differ.





# Using Shortcut Keys

You can use various shortcut keys as follows:

Shortcut Key	Description
CTRL-R	In the Report Manager, this runs the selected report
CTRL-C	Copies the selected object
CTRL-V	Paste an object from the clipboard
DEL	Deletes the selected object
F1	Opens the help file in a new window
F2	Renames the selected object
F5	Refreshes the object list
F12	Adds a child object to the selected object

# Report Properties

The report type (Standard, Dataless, Sub query or Union) determines which standard tabs are available in 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.

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

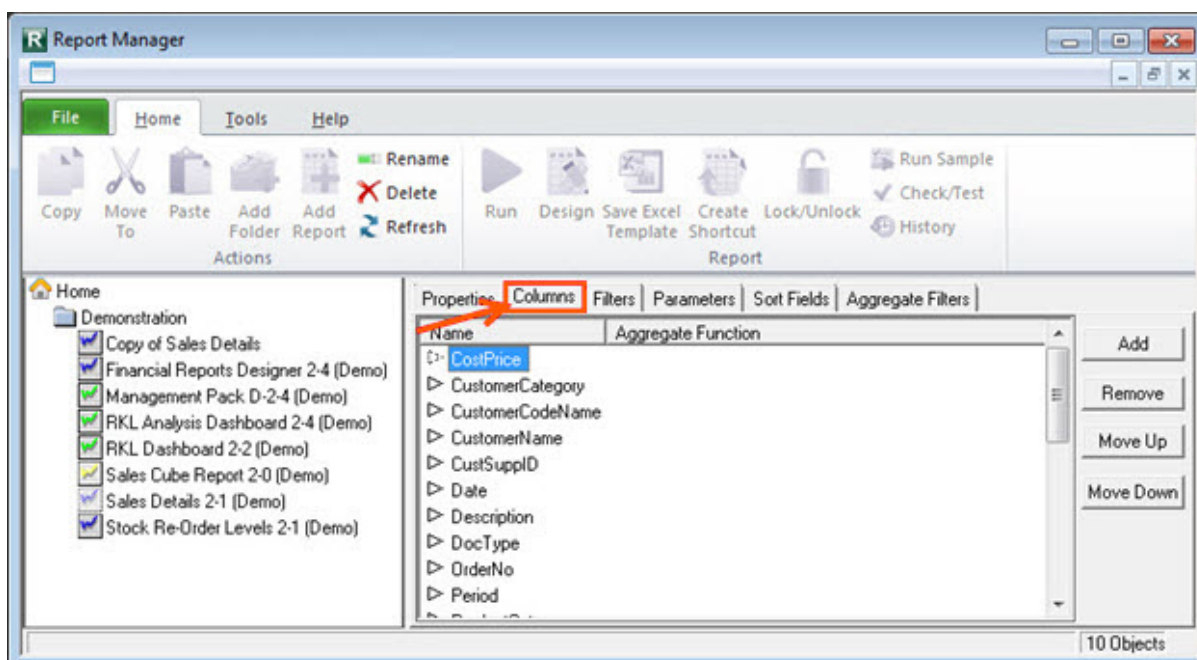
Properties can be defined for a standard report which allows filtering and sorting of the report, amongst other options, to further customize the reports for the specific requirements needed. For example, filters can be used to limit the number of records that are exported, and parameters can be used to prompt the user for additional information at run-time, such as a date range.

The property tabs can be accessed by first selecting the relevant report and then selecting the relevant report tab on the right:



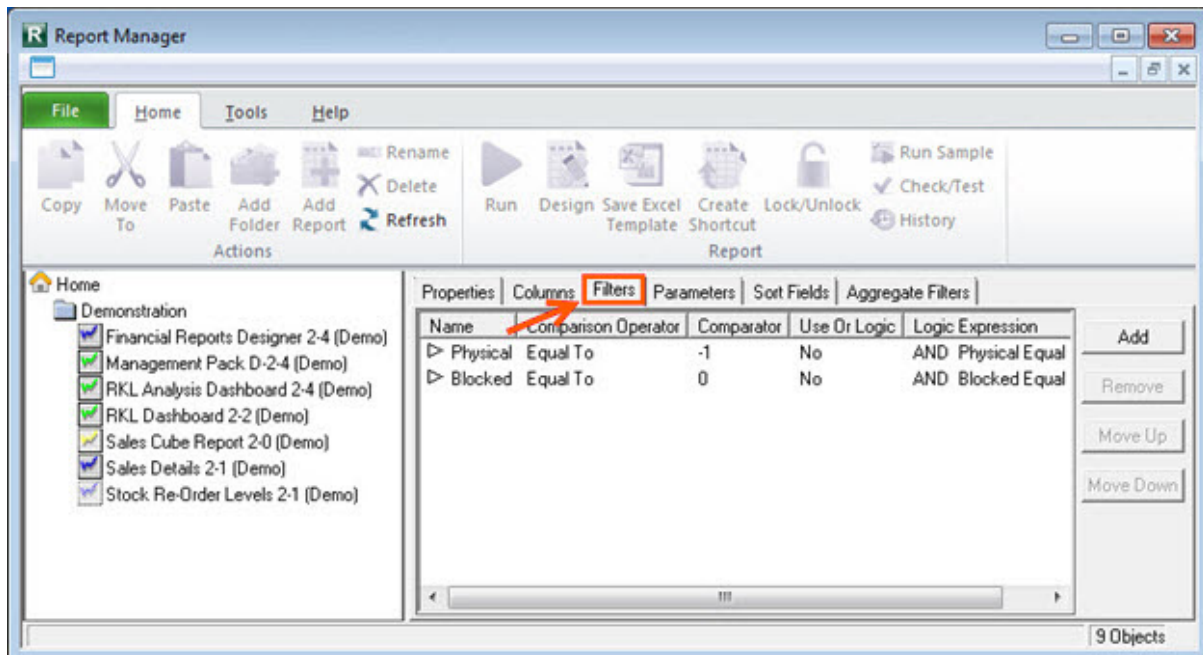
## Columns

Columns list the fields you selected when you created the report. You can add, remove or change the order of the fields.



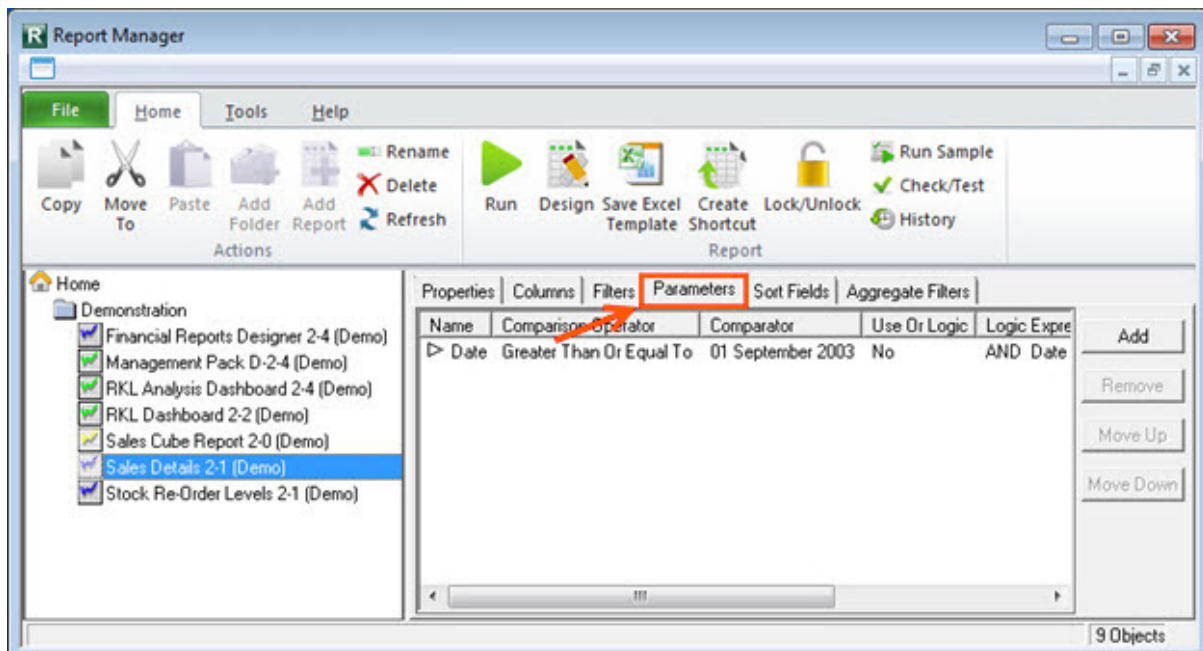
## Filters

Filters are used to limit the number of records in the report. There is no interaction with filters at report runtime. You can add, remove or change the order of the filters.



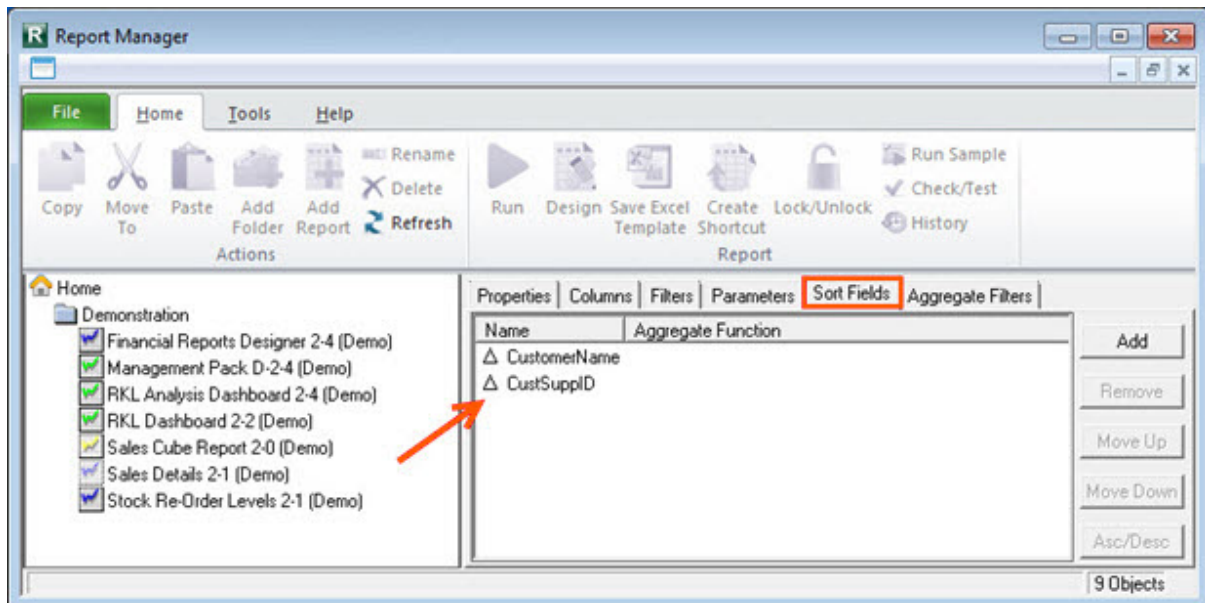
## Parameters

Adding parameters allows you to refine or limit the rows of data that will be displayed in the report based on selections you make when running the report.



## Sort Fields

Displays the report records in a specified sequence. You can have multiple sort fields but then you must ensure the order of the sort fields are correct, for example, you can first sort according to name and then ID within similar name records.



## Aggregate Filters

Enables the use of comparison values such as **Equal To**, **Greater Than**, **Less Than** and many others, when setting up filters on the report.

# Connector

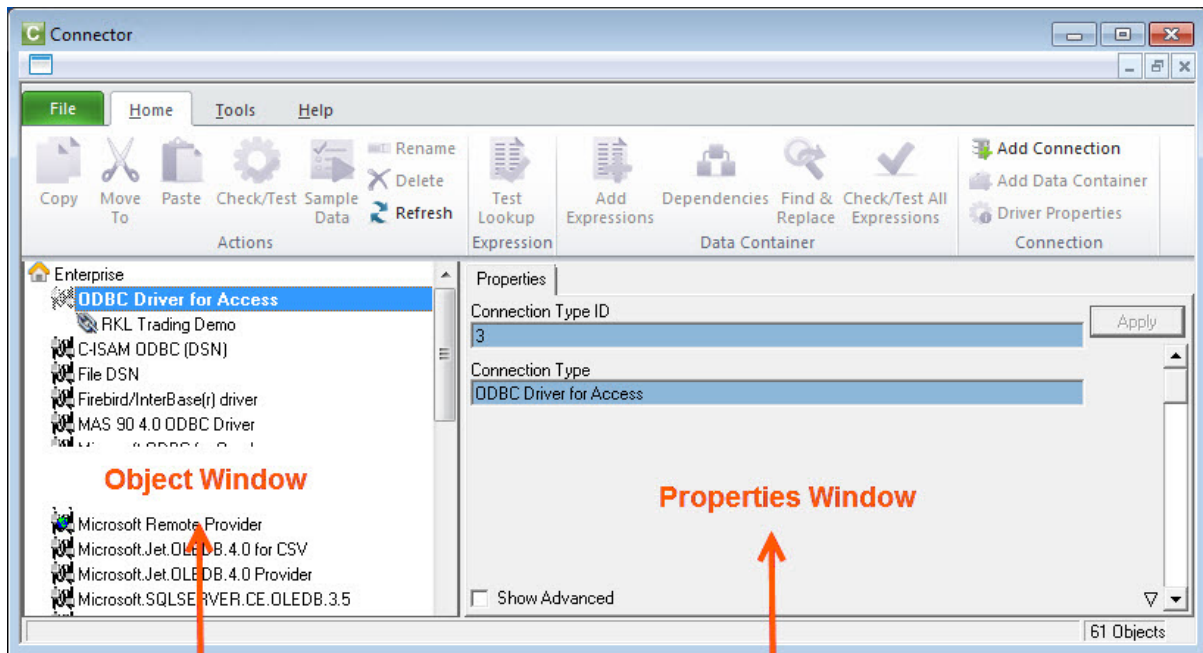
## About the Connector

The Connector maintains the connectivity between Sage Intelligence Reporting and Sage X3. It also allows you to make connections to any other ODBC-compliant data sources allowing you to deliver Excel reports from any ODBC compliant data source.

The Connector adds additional tools for skilled users and/or consultants. The following key functionality is supported.

- Reporting from multiple data sources by enabling connection paths to all ODBC-compliant data sources; a few examples:
  - Microsoft SQL
  - Microsoft Access
  - Microsoft Excel
  - Sage CRM
  - Other CRM sources
- Easy creation of advanced, professional dashboards that display data from multiple sources in visual graphs, charts and Sparklines.
- Re-use existing data containers or create your own containers incorporating user defined fields.
- Targeted reports built by using advanced filtering, sorting, lookups and joins to determine specific data output.
- Extreme flexibility in building data source combinations down to the field level.
- Take advantage of advanced query language syntax to do complex data interrogation or enable advanced data source combinations without SQL skills.
- Take advantage of stored procedures or views that have been created in the source database.
- Security-based control of connections and data.

The Connector contains connections to the accounting database/s. Inside the connection are containers which are the tables, joins or stored procedures in the database/s, and inside the containers are the expressions which are the fields in the tables, joins or stored procedures.



You are able to select objects using your mouse from the object window in order to either view the objects' properties or perform a task with the object. For example, you are able to select an object in the object window and rename the object just as you'd rename a file in Windows Explorer.

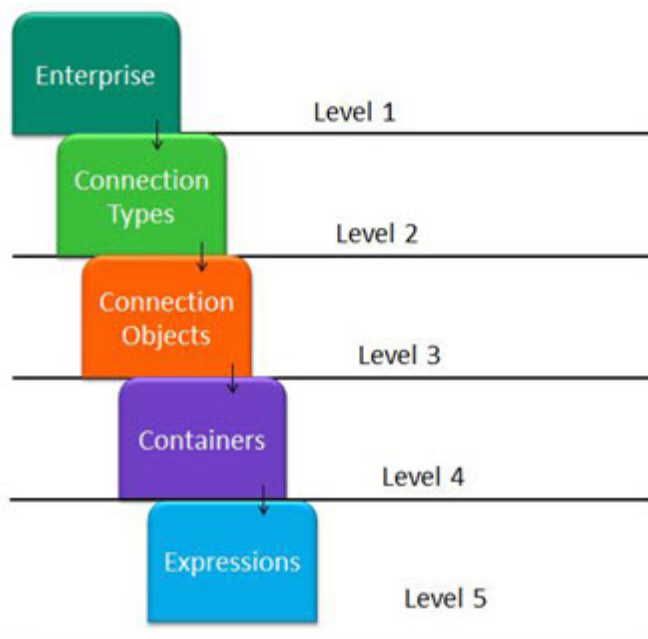
The properties window on the right displays the properties of whichever object is selected on the left in the object window.

To maintain or view the fields, first select the relevant object (Enterprise, Connection, Container or Expression) on the object window. All properties windows have editable and read-only fields to setup and display various configurations, except the Enterprise object (has only read-only display fields and is not able to be edited). All selected objects also have a **Show Advanced** option to display more options, with the exception of **Enterprise** and the expressions.

To save any changes you make to the properties of your selected object, click the **Apply** button.

The Connector also includes a ribbon to simplify the use of the Sage Intelligence Reporting software functionality.

The following diagram explains the hierarchy of how the various object levels fit together. Each level below is opened by either double-clicking on the level above it or, with the focus on the upper level; right-click and select **Open** to open the level below it. To collapse a level, double-click on the level above it.



### Referential Integrity

To protect structural relationships, the principle of Referential Integrity is applied to prevent the deletion of the following:

- Connection - if there are any containers linked to it that are used in reports as could be seen in the Report Manager module.
- Container - if there are any reports linked to it in the Report Manager module. Right-click on any container and select **Show Dependencies** to see if there are any Report Manager module reports currently associated to this container.
- Expression - if there are any reports in the Report Manager that use it.

# Accessing Commands











## Using the Ribbon

All of the ribbon icons have their own tool tips that are displayed when hovering your mouse over the icon.



There are additional tabs which will give you access to more options. For example, in the **Tools** tab, options are available to view system variables and run SQL queries. From the **Help** tab, you can open the help file, connect to the online academy or the knowledge base.

The Connector ribbon has various options which perform the following functions:

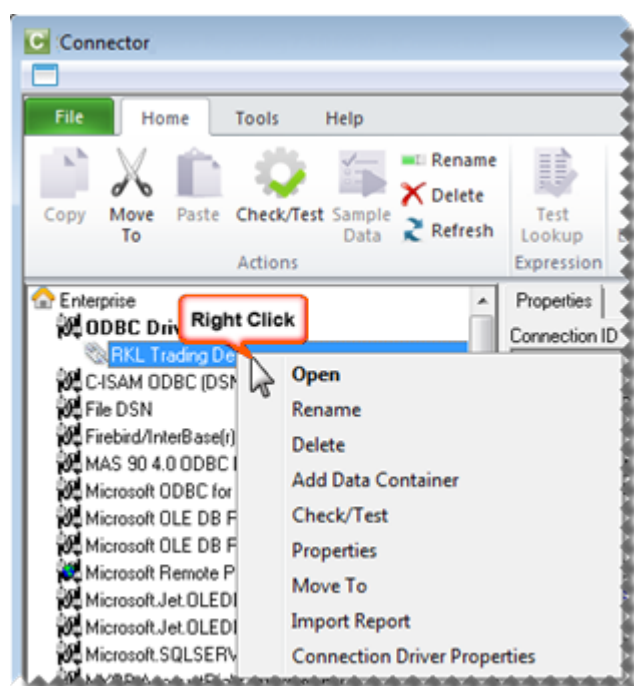
Icon	Function	Description
	Copy	Copies the selected object to the clipboard.
	Move To	Moves a connection or a container
	Paste	Pastes an object from the clipboard into the selected object
	Check/Test	Checks that the selected object will function correctly
	Sample data	Takes a 50 row sample from the selected Source data container and displays this data on the data screen
	Rename	Allows you to rename the selected connection, container or expression
	Delete	Enables the user to delete their selection
	Refresh	Refreshes on screen properties of the selected object
	Test Lookup	Returns all of the values from the general ledger
	Add Expressions	Enables the user to add a data expression



Icon	Function	Description
	Dependencies	Returns the list of reports using the selected container
	Find and Replace	Finds a value and replaces it with another value
	Check/Test All Expressions	Checks all expressions in a data container.
	Add Connection	Enables the user to add a data connection
	Add Data Container	Enables the user to add a data container
	Driver Properties	Returns the driver properties of a connection
	Import Report	Enables the import of reports into your system
	Direct Query	Opens the SQL Direct Query window
	Configure Engine	Allows configuration options for the Excel Output Engine to be set
	System Variables	Allows the system variables to be viewed
	Log File	Allows the log file to be viewed or deleted
	Apply Metabase Update	Applies a supplied Metadata Hot fix or Service Pack
	Help	Launches the Help Files
	Website	Launches the Sage X3 website
	Online Academy	Launches the Online Academy
	Knowledge Base	Launches the Knowledge Base
	About	Launches the About window which allows you to view the product versions, licensing details and enabled features

## Using the Shortcut Menu

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## Using Shortcut Keys

You can use various shortcut keys as follows:

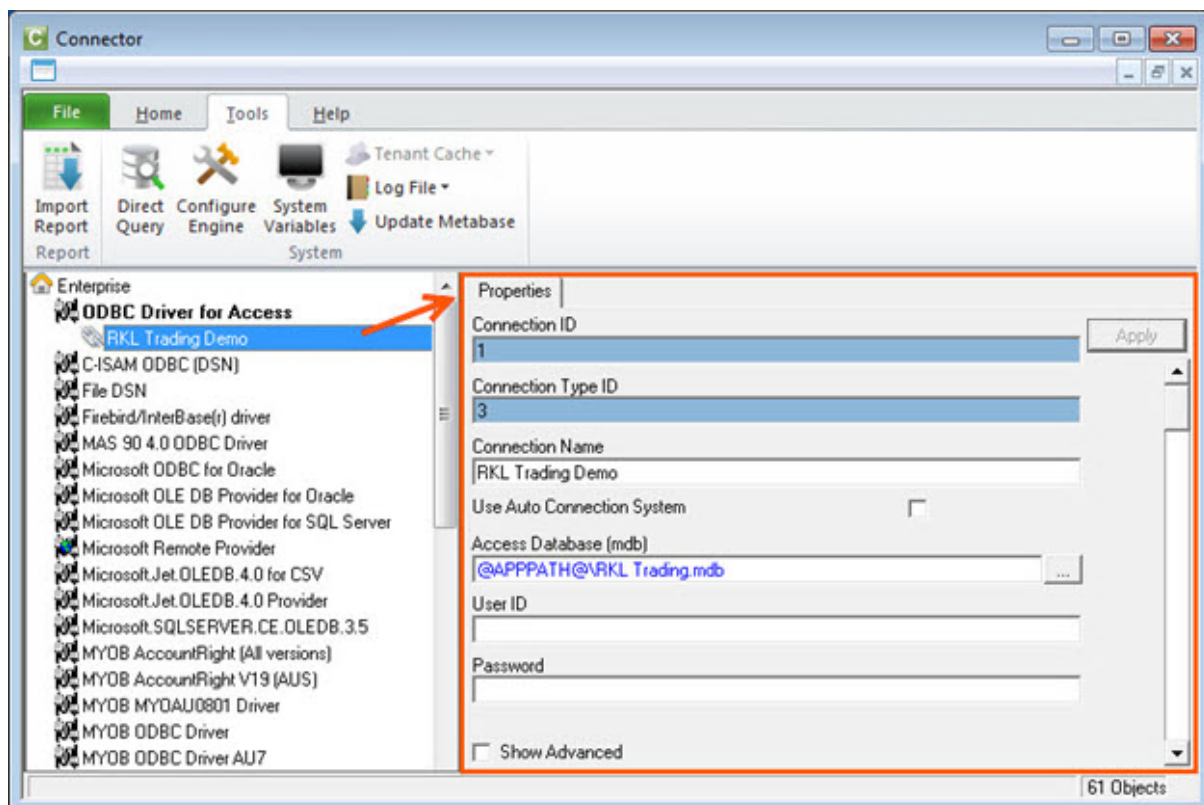
Shortcut Key	Description
CTRL-R	In the Report Manager, this runs the selected report
CTRL-C	Copies the selected object
CTRL-V	Paste an object from the clipboard
DEL	Deletes the selected object
F1	Opens the help file in a new window
F2	Renames the selected object
F5	Refreshes the object list
F12	Adds a child object to the selected object

# About Connections

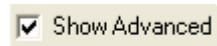
A Data Connection holds the relevant connection information to connect to a supported ODBC or OLEDB compliant Data Source. This Data Connection object is then used for all connections to this Data Source.

By default, a connection has already been created to connect to Sage X3. By adding another data connection, you can make data available from other data sources.

To display the properties of your data connection, in the Sage Intelligence Reporting Connector, select the data connection in the object window. The data connection properties window will appear in the right pane.



To Hide/Unhide advanced properties check/uncheck the **Show Advanced** option



Property	Description
Connection ID	A Technical Key Value used to identify the Data Connection.
Connection Type ID	Value used to associate the Data Connection with a Connection Type.
Use Auto Connection System	The Auto Connection System is a system used to automate a connection to a data source at report execution time. This system allows the database connection

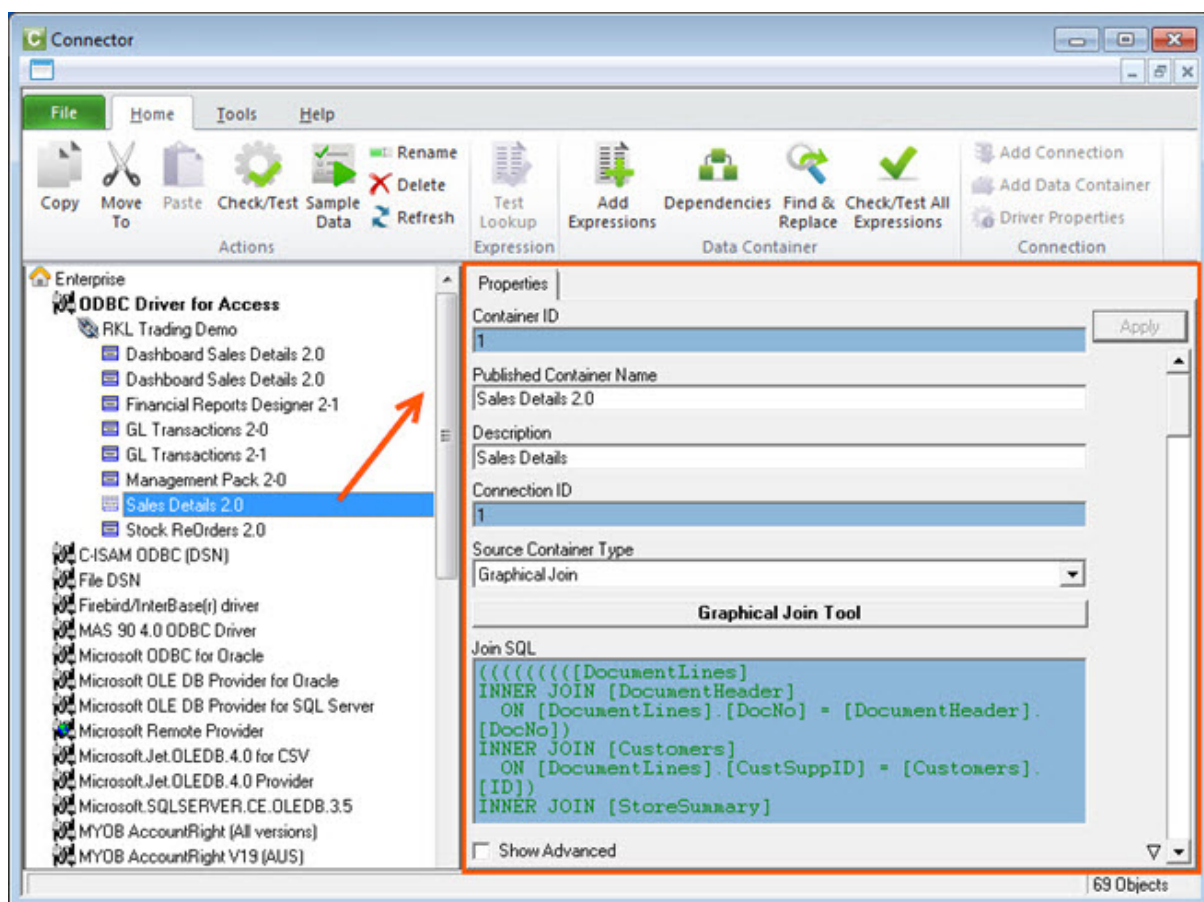
Property	Description
	properties for reports to be set at execution time and not to be hard wired into the Connection in the Connector.
Connection Name	The name assigned by the Administrator for the Data Connection.
User ID	The user ID that will be used to gain a connection to the underlying Data Source.
Password	The Password that will be used to gain a connection to the underlying Data Source.
Use Time with Dates	<p>Forces the full Date and Time values to be passed to the underlying database system. If this option is not selected the Date Format (to pass to Driver) will be enabled and the format specified will be used, otherwise the Date Time Format (to pass to Driver) will be enabled and the format specified will be used.</p> <p><b>See Also:</b> Connection Date Time Formats</p>
Date Format (to pass to Driver)	<p>The Date format that the underlying Database System expects Dates to be presented in. This is the format that Sage Intelligence Reporting will convert dates to, before passing them to the underlying system. This needs to be correctly configured in order for Filters and Parameters to work correctly with dates in the Report Manager Interface. It is not the Date that a user of the Report Manager has to use.</p> <p><b>See Also:</b> For a full list of the expected Date Formats for supported Connection Types, refer to Connection Date Formats.</p> <p><b>Note:</b> This is only available when <b>Use Time with Dates</b> is not selected.</p>
Date Time Format (to pass to Driver)	<p>The Date Time format that the underlying Database System expects Dates/ Times to be presented in. This is the format that Sage Intelligence Reporting will convert dates to before passing them to the underlying system. This needs to be correctly configured in order for Filters and Parameters to work correctly with dates in the Report Manager Interface. It is not the Date that a user of the Report Manager has to use.</p> <p><b>Note:</b> This is only available when <b>Use Time with Dates</b> is not selected.</p>
Date/Time Delimiter	This is the Date Delimiter that the Connection expects dates to be prefixed and suffixed with. This needs to be correctly configured in order for Filters and Parameters to work correctly with dates in the Report Manager Interface. Most systems use a single quotation mark (') for this while some use a hash (#) symbol.
Connection Type	Sets the type of the Data Connection.

# About Containers

A Container is a set of metadata which is made available (published) by the Connector module which will allow users access to the data using the Report Manager module. The source of this data can be a database table, view, sql query, stored procedure or a custom join based on two or more tables/views.

Using the Connector, data is made available through the addition of data containers and relevant expressions. The source of the underlying data can be a Table, a View, a Stored Procedure or a user defined SQL Join or Graphical Join.

To display the properties of your data container, select the data container in the object menu. The data container properties will appear in the properties pane.



Property	Description
Container ID	A Technical Key Value used to identify the Data Container
Published Container Name	The name assigned by the System Administrator for the Data Container
Description	A description for the Data Container
Connection ID	A Technical Key Field for the Data Connection to which the Data Container is assigned

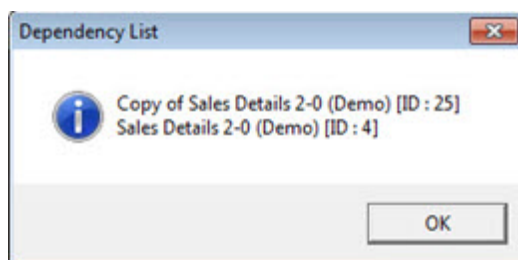
Property	Description
Source Container	The name of the underlying Source Data Structure (TABLE, VIEW or STORED PROCEDURE) or a supported SQL JOIN to define a set of Data. Note that selection for the Source Container Type property must reflect what is held in this Source Container property
Source Container Type	This is used to specify how the underlying source data is held. Set this to TABLE if it is simply a single data structure (most common), to a VIEW if it is a virtual table based on a query and to a JOIN if it is a logical combination of data from two or more tables defined using a SQL join
Timeout Enquiries After (Seconds)	<p>Allows a threshold to be set for the amount of time that Sage Intelligence Reporting will spend attempting to query the Data Container</p> <ul style="list-style-type: none"> <li>Set this to 0 for Sage Intelligence Reporting to wait indefinitely for execution to complete</li> <li>Set this to -1 for Sage Intelligence Reporting to use the defaults settings of the underlying database system</li> </ul> <p><b>Note:</b> This setting may have no effect for certain underlying Database systems.  <b>See Also:</b> Troubleshooting Timeouts.</p>
Container Licensed To	Sets the Company that has been authorised to import reports that use this container. If this property is left blank then anyone can import and use the Container.
Container Owned By	Sets the Company that is the owner of the original Container and all those created on import to other systems.

In addition to these container properties you can also view a list of reports that have been created from this container.

To view the list, do the following:

1. Right-click on the container and select **Show Dependencies**.

The following message will display, listing the reports that are dependent on this container.

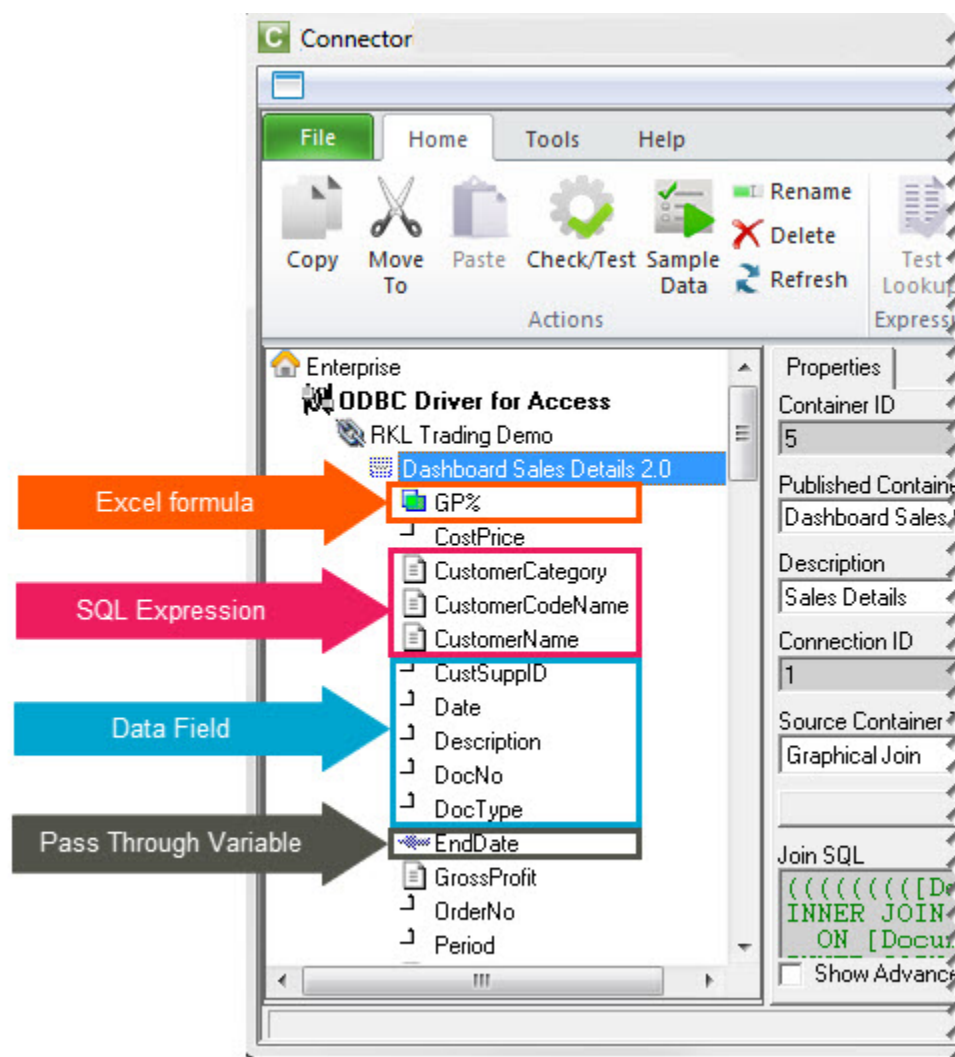


# About Expressions

An expression is a selection from the available fields of the selected container. In addition to a data field from the container, an expression can be a:

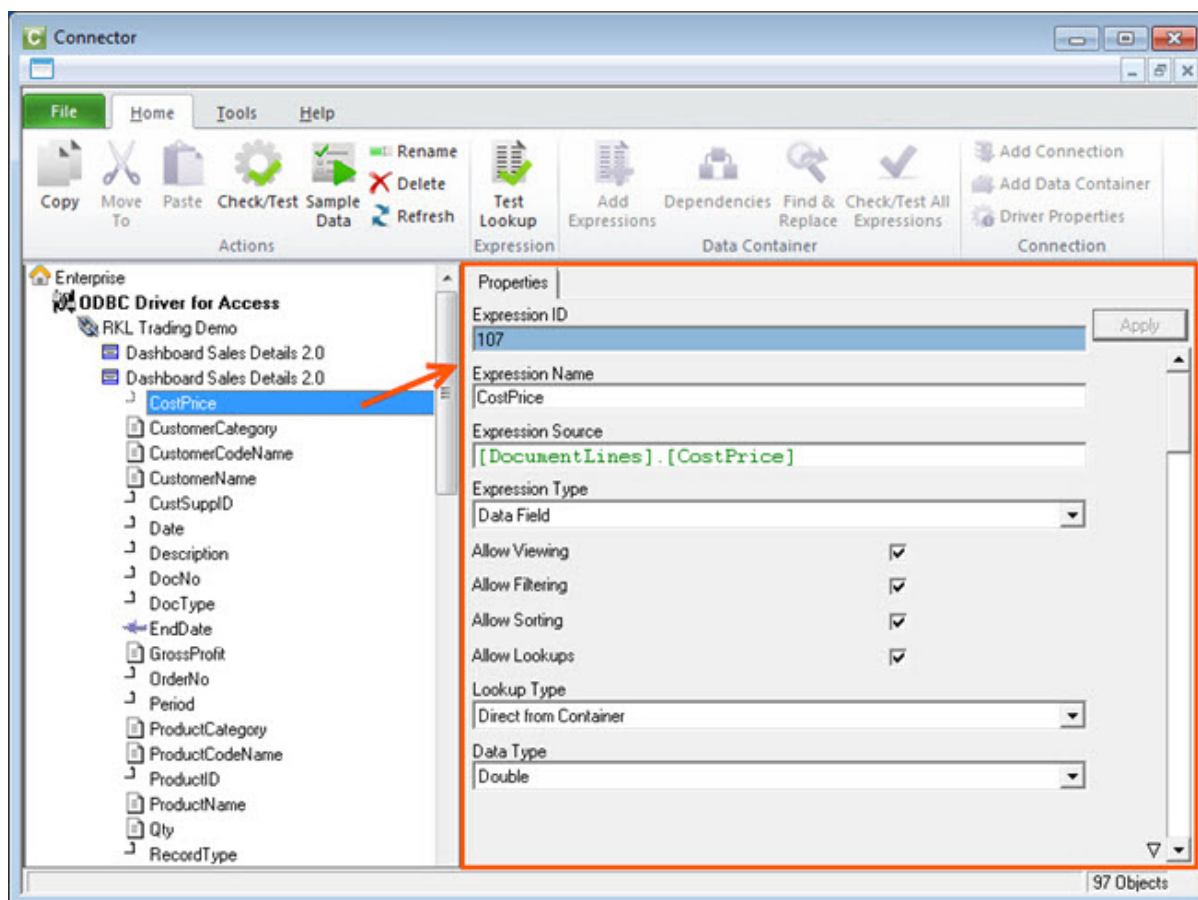
- **Data Field** - This is an expression that is directly linked to the database field.
- **SQL Expression** - Returns data from a field or combination of fields based on a SQL expression; the data reflected in this expression is based on the SQL syntax entered into the expression.
- **Microsoft Excel Formula** - This is an Excel formula that will only resolve once it opens in Excel; the data reflected in this expression is based on the Excel syntax entered into the expression.
- **Pass Through Variable** - Pass Through Variables enable the queries (or SQL statements) that are sent to the database systems during report execution to be affected at run time.

Each different type of expression is represented by a different icon.





To display the properties of an expression, select the expression in the object window. The properties of the expression will be displayed in the right properties pane.



To Hide/Unhide advanced properties, check/uncheck the **Show Advanced** option. ☒ Show Advanced.

Property	Description
Expression ID	This is a Technical Key Identifier for the Data Expression.
Expression Name	The Name or Alias for the Data Expression.
Expression Source	The Source Data Field Name of the underlying data for the Data Expression or a SQL Expression or an Excel Formula depending on the Expression Type (see below)..
Expression Type	<p>This indicates the type of expression that is being used. By default it is set to Data Field and in this case will be referring to a single column in an underlying Data Table. It can also be set to SQL Expression to allow a raw SQL expression to be used (including the use of the ODBC drivers available Functions), or to Microsoft Excel Formula</p> <p>In the last case Microsoft Excel formulae can be specified in the Expression source. No equal sign should be used to prefix the formulae. When Microsoft Excel formulae are used here then to reference other Data Expressions in the formula use their Expression Names. For example, CONCATENATE(Category," - ",ProductName)</p> <p>If the Expression names have spaces or other non Alpha-numeric characters in</p>



Property	Description
	them then simply replace these characters with underscores in your Microsoft Excel Formula.
Allow Viewing	Allow users to Report on this Expression. This setting allows the user to add this expression as a column to a report. If switched off it does not stop reports functioning that were created before the setting was changed.
Allow Filtering	Allow users to filter on this Expression. This setting allows the user to add this expression as a filter to a report. If switched off it does not stop reports functioning that were created before the setting was changed.
Allow Sorting	Allow users to perform sorting using this Expression. This setting allows the user to add this expression as a sort field to a report. If switched off it does not stop reports functioning that were created before the setting was changed.
Allow Lookups	Allow users to perform lookups on this Expression which will make Parameter Lookup Lists available for this Expression. This option should only be used on Data Expressions which are expected to have a fairly limited set of distinct values. Using Lookups against large diverse data sets can vastly hinder system performance.
Lookup Type	Sets where the Parameter Lookup List dataset is pulled from. See Defining Parameter Lookups for further information.
Data Type	The underlying data type for the Expression. If you change an Expression to be of Expression Type SQL Expression then you should pick the correct Data type that the Expression is expected to return.

# Report Designer

## About the Report Designer

The Report Designer makes reporting simple, flexible and fast by giving you the ability to customize your financial report layouts instantly. It is recommended for finance professionals and executives who need to create financial reports on a regular basis. In the Report Designer, the design of your financial reports are completely separate from your general ledger. As a result, you can easily change reports without modifying your accounting system's general ledger.

There are two options to design your financial report layouts: the layout generator and the Task Pane.

The Layout Generator gives you the power to transform Microsoft Excel data in a raw spreadsheet format into a meaningful layout by using an intuitive drag and drop interface.

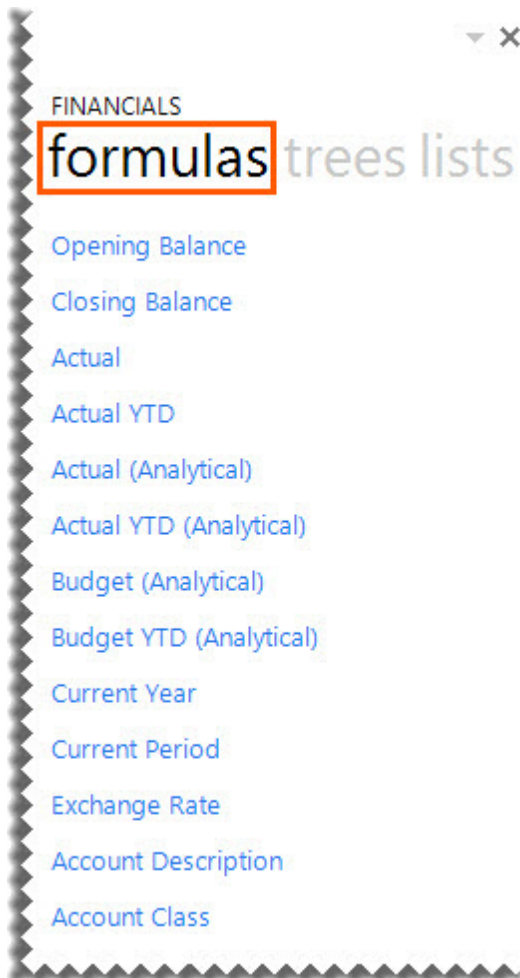
The screenshot displays the 'Report Designer' application window. At the top, there's a title bar with standard window controls. Below it, a tabbed interface shows 'layout design' as the active tab, with 'row sets' as an alternative. A 'Group by' dropdown menu is set to '(none)' with a 'clear' button. The main workspace is divided into three sections: 'text columns' on the left, 'columns' in the center, and 'rows' on the right. Below these, a 'layout options' panel lists various fields for configuration. Each field has a text input box and a 'clear' button. The fields are: Chart of Accounts (Required), Company Code (Required), Ledger Type (Required), Year (Required), SiteCode (Required), Source Currency, Budget Code, Budget Version, Balance Type, Balance Source (Required), and Reporting Tree Unit. A 'Show Account Detail' checkbox is at the bottom of this list. On the far right, there are three buttons: 'Save Layout' (with a floppy disk icon), 'Help' (with a question mark icon), and 'Generate' (with a play button icon).

Field	Value	Action
Chart of Accounts	Required	clear
Company Code	Required	clear
Ledger Type	Required	clear
Year	Required	clear
SiteCode	Required	clear
Source Currency		clear
Budget Code		clear
Budget Version		clear
Balance Type		clear
Balance Source	Required	clear
Reporting Tree Unit		clear

☐ Show Account Detail

Save Layout Help Generate

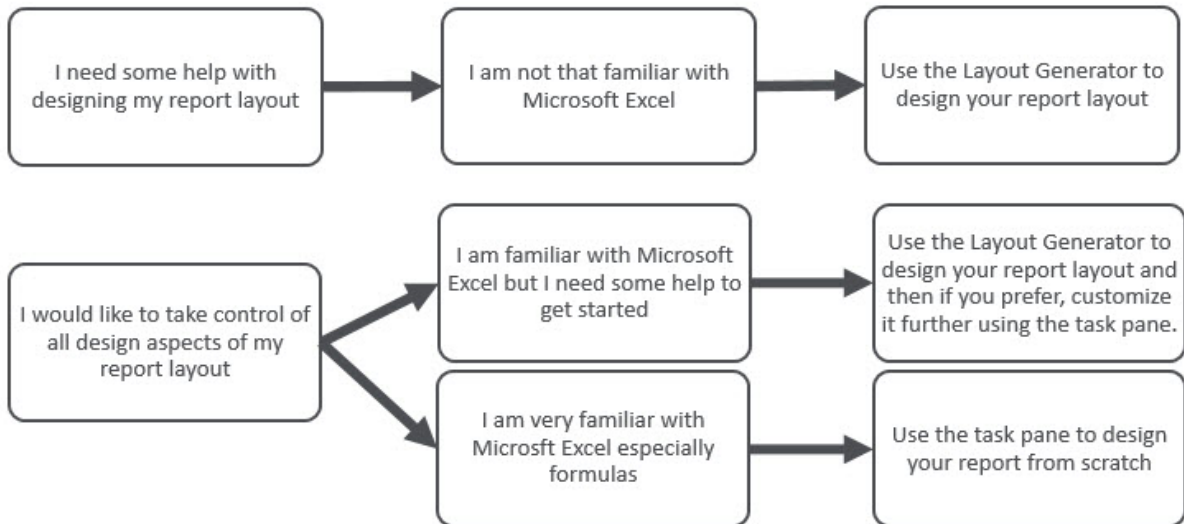
For those professionals who want to have complete control of their report layout and who are familiar with Microsoft Excel, the Task Pane allows a completely customized layout to be designed using Microsoft Excel's powerful functionality.



## Choosing the Most Suitable Way to Design Reports

Depending on the level of control you would like in the design of your report and your knowledge of Microsoft Excel, the Layout Generator may be used to simplify generating reports, otherwise the Task Pane may be used.

Follow the process below to determine the best option for you to design reports.



If you do not have an advanced knowledge of Microsoft Excel then the Layout Generator provides an intuitive drag and drop interface to design reports. If however, you do have an advanced knowledge of Microsoft Excel and am familiar with Microsoft Excel formulas then the Task Pane provides a complete solution to design your reports using powerful Microsoft Excel functionality giving you complete control.

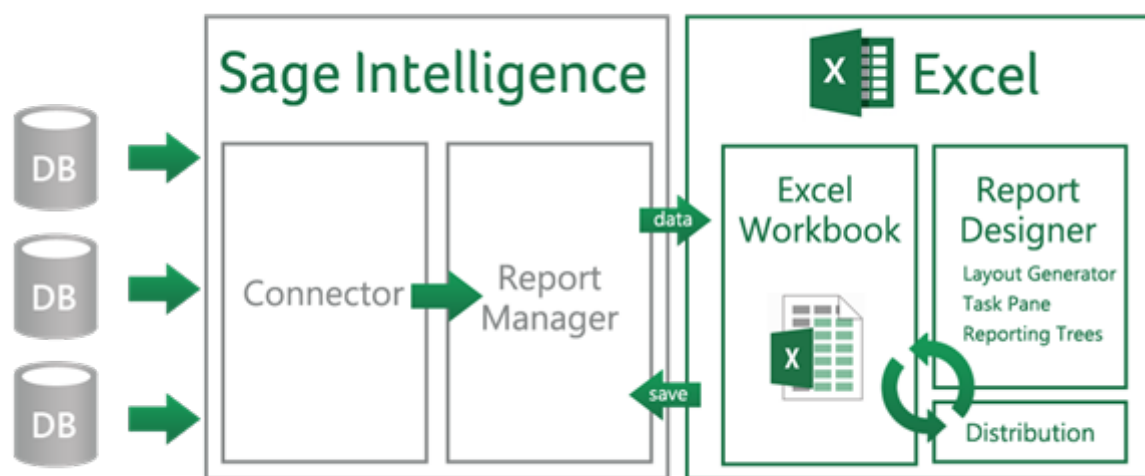
**Note:** In order to do multiple company consolidated reports, the Task Pane will need to be used.

## About The Report Designer Task Pane

The Task Pane is the latest addition to the Report Designer module which presents an alternative to the Layout Generator to empower you to take control of all design aspects of your reporting layouts.

The model behind the new feature is to break down a report into reusable pieces that allows you to 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.

The positioning of the Task Pane within the overall Sage Intelligence Reporting product is as follows:



# Reporting Trees

## What are Reporting Trees?

Although you can create financial reports without the aid of a Reporting Tree, the Reporting Tree allows you to model a very sophisticated reporting structure and view your organization in many different ways with the click of a button. Some companies may have very complex corporate hierarchies that require hundreds of tree units, as well as other hierarchies that require much fewer tree units.

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

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

Each Reporting Tree contains a group of reporting units. Sage Intelligence Reporting allows you to easily add or change reporting units without requiring a change to your financial data.

# Reporting Unit Structures

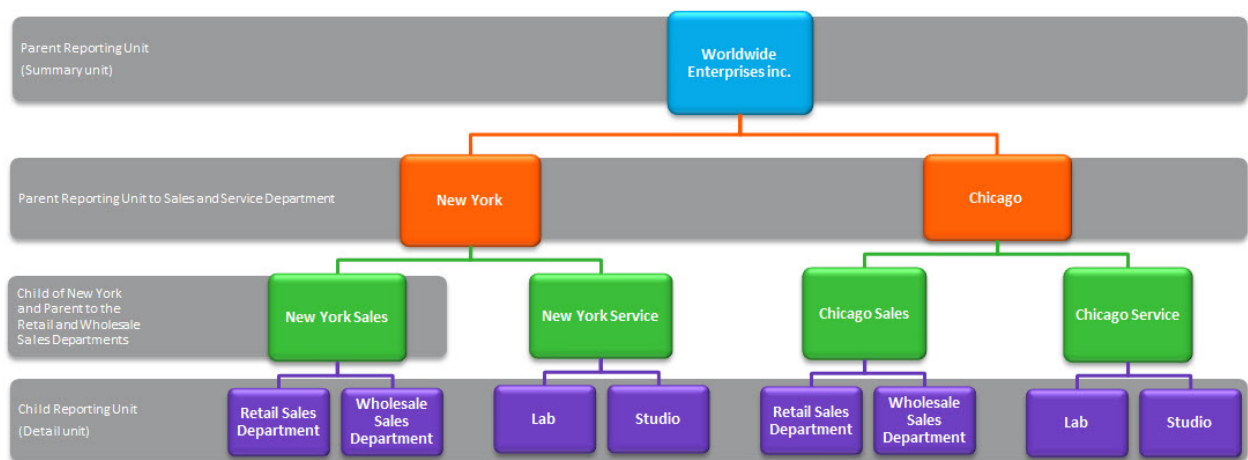
Sage Intelligence Reporting uses the following kinds of reporting units:

- A detail unit draws information directly from the financial data or from a Microsoft Excel spreadsheet file.
- A summary unit summarizes data from lower-level units.

A Reporting Tree consists of parent reporting units and child reporting units:

- A parent reporting unit is a summary unit that pulls summarized information from a detail unit. A summary unit can be both a detail unit and a summary unit; that is, a summary unit can draw information from a lower unit, the financial data, or an Excel spreadsheet. Thus, a parent unit can, in turn, be the child unit of a higher parent unit.
- A child reporting unit can be either a detail unit that pulls information directly from the financial data or a spreadsheet, or it can be an intermediate summary unit (that is, the parent unit to a lower unit, but also the child unit to a higher-level summary unit).

The following diagram shows the parent and child reporting units, and their hierarchical relationship, for the organization **Worldwide Enterprises inc.**



The lowest-level detail reporting units (Retail Sales, Wholesale Sales, Lab and Studio) represent departments in the financial data.

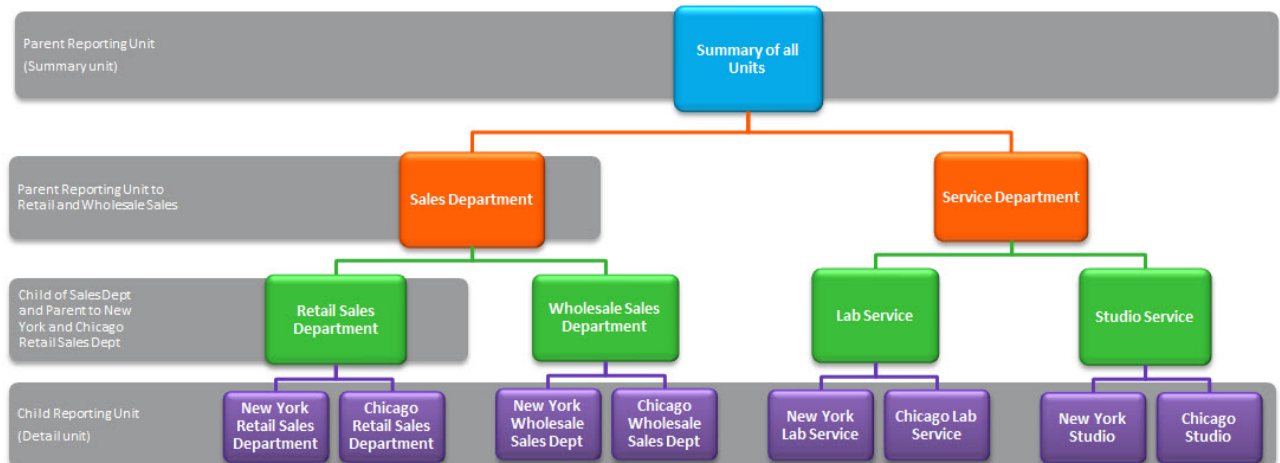
The higher-level summary units simply summarize information from the detail units.

In Sage Intelligence Reporting, you can create an unlimited number of Reporting Trees to view your organization in different ways. Each Reporting Tree can contain any combination of departments and summary units.

By rearranging the structure among the reporting units, you can create different Reporting Trees. You can then use the same Report Designer Layout with each Reporting Tree, enabling you to create different financial report layouts very quickly.

For example, the diagram below shows a Reporting Tree that is essentially the same as the Reporting Tree that is shown above. The difference is that the reporting structure displays an organizational structure that is divided by business function instead of by location. These two Reporting Trees demonstrate different perspectives on entity operations.

If you create several different Reporting Trees, you can print a series of financial statements each month that analyze and present your entity's operations in various ways.

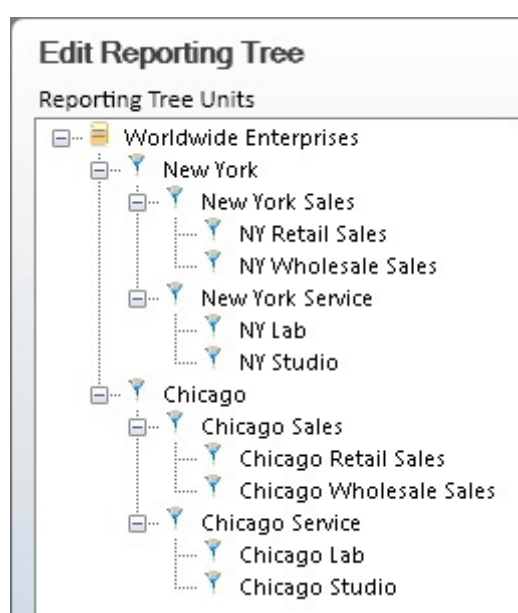




## Parent Child Relationships

The most common type of Reporting Tree is composed of parent units that pull summarized information from the detail units and child units that contain detail units of account information. However, many detail/summary hierarchy combinations can be created. A child unit can be both a child to the higher unit as well as a parent to a lower unit. See topic [Reporting Unit Structures](#).

You can create this parent/child hierarchy structure by moving individual reporting units or an entire branch (parent unit and all child units) to higher or lower levels on the graphical tree. This is called promoting and demoting units. Promoting a unit moves it to a higher level in the tree. Demoting a unit moves a unit to a lower level. When you build a Reporting Tree, you can promote and demote reporting units using a drag-and-drop operation.



# Security Manager

The Security Manager is an administration tool that lets an administrator manage roles (user groups) and assign users and reports to each role. When security is enabled the user will be required to login and then will only have access to the reports selected for the role that the user belongs to. The Security Manager ensures that access to important or sensitive reports is securely controlled.

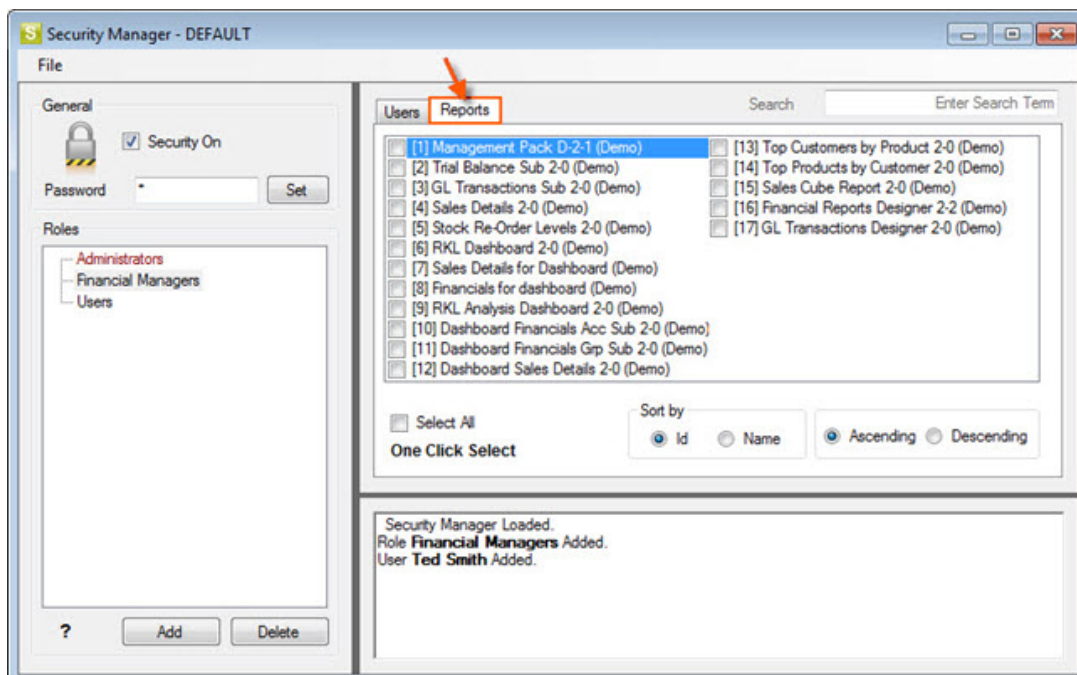
**Warning:** It is highly recommended that security be enabled to prevent unauthorized user access into the security manager.

## The following rules apply:

- Report level security will by default be switched off at installation and must be switched on within Security Manager to take effect.
- Only users added to the **Administrators** role will be allowed to Add/Edit/Delete reports within the Report Manager.
- The list of users within the Security Manager will be synchronized from the Sage X3 user list.

## The Security Manager allows you to:

- Set Security On or Off
- Manage Roles
- Select which users belong to which Roles.
- Select which Reports belong to which Roles.



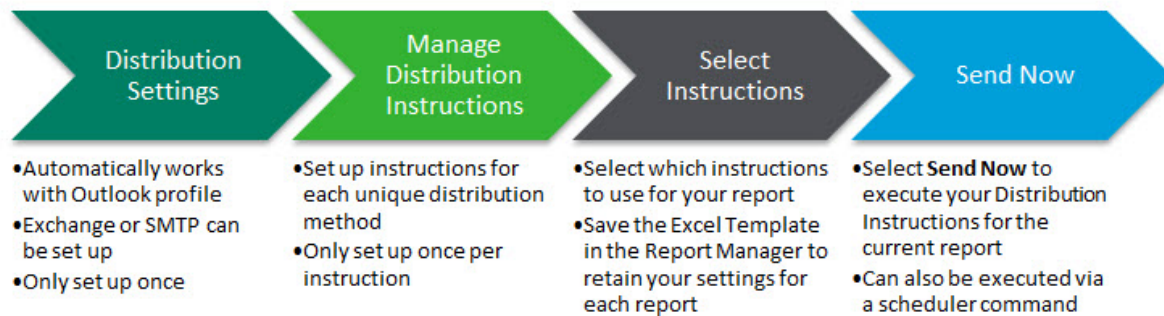
# Distribution

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

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

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

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



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## Learn More:



Watch the video online:  
[Distributing Reports](#)

## Resources

We provide many ways for you to learn about Sage Intelligence Reporting. Depending on your learning style, you may find some of these very useful.

- We have tried to ensure our help file covers everything you may need to know. If you have not found something you think should have been covered. Please so that we can ensure it is covered in the next help file release.
- Want to learn, but not sure where to start? Download the [kick off](#) document which will link you to all the information you need.
- Visit the [Sage Intelligence Community](#) page to share discussions and ask questions to people who have experience using Sage Intelligence Reporting.
- Don't like reading? Visit the [YouTube playlist](#) to watch videos and learn visually how to use Sage Intelligence Reporting.
- [Join a webcast](#) (web-based seminar) where information is demonstrated and discussed online. You can also send your questions or comments to the presenter.
- Watch [recorded webcasts](#) to learn from the experts.
- Read our [blog](#) to learn even more about Sage Intelligence Reporting.
- Connect to the [knowledgebase](#) for up to date articles on how to resolve current and past issues.
- Visit [our website](#) to learn more about the company behind Sage Intelligence Reporting.
- Phone the Intelligence Support Desk on Telephone: 0027-11-304-2000 in Africa or 1-877-541-1681 in North America.
- Email the Intelligence Support Desk at [x3support@accpac.co.za](mailto:x3support@accpac.co.za) in Africa or [intelligence.na@sage.com](mailto:intelligence.na@sage.com) in North America.