

Sage X3 Intelligence Reporting (Product Update 9)

Installation and Upgrade Guide

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Table of Contents

1.0	Introduction	4
1.1	How to use this guide	4
2.0	Getting Started	5
2.1	System Requirements	5
2.1.1	Recommended System Requirements	5
2.1.2	Database Connectivity Supported	5
3.0 3.1 3.2 3.3	Installing Intelligence Reporting Installing the Software Upgrading the Software Retrieving the Latest Report Templates when Upgrading	7 7 14 19
4.0	Licensing Intelligence Reporting	22
4.1	Entering License Information	22
5.0 5.1 5.2 5.3	The MetaData Repository The Benefits of the MetaData Repository Locating your MetaData Repository Allowing Report Templates to be Accessed by Multiple Users	24 24 24 24
6.0 6.1 6.1.2 6.1.3 6.1.4 6.1.5 6.2 6.2.1	Setting up User Access Managing User Security The Security Manager Activating the Security Manager Adding Roles Adding Reports to Roles Allow Report in this Role to be edited Managing Access to Sage X3 Data Creating a Sage X3 SQL database user	25 25 26 27 28 29 30 30
7.0	Using Intelligence Reporting	33
7.1	Overview of Intelligence Reporting Modules	33
7.2	Overview of Standard Report Components	34
7.3	Opening the Intelligence Reporting Modules	34
7.4	Running Reports from the Report Manager	35
8.0	Troubleshooting	37
8.1	BI Tools tab missing in Excel	37
8.1.1	Why does this happen?	37
8.1.2	Solutions	38
8.2	Report Designer Task Pane is missing or closed	39
8.2.1	Why does this happen?	39

1.0 Introduction

1.1 How to use this guide

This guide is designed to assist you to upgrade your current installation or set up a new installation of Sage X3 Intelligence Reporting. This guide relates to the version 7.6.1 release of Intelligence Reporting.

This guide provides the information you need to:

- Install or upgrade Sage X3 Intelligence Reporting.
- License Sage X3 Intelligence Reporting.

The order of topics in this guide matches the sequence of tasks you would typically perform to install and set up Intelligence Reporting.

We assume that you:

- Have completed Sage X3 installation and setup.
- Have experience working with Sage X3.

Note: This guide contains troubleshooting tips and technical information on configuring supported accounting systems and database engines for use with Intelligence Reporting. However, this guide is not a replacement for a qualified network or database administrator.

2.0 Getting Started

2.1 System Requirements

Before you can install Intelligence Reporting on a workstation or server ensure that your hardware and software meets at least the recommended system requirements and that you have the necessary prerequisites installed.

2.1.1 Recommended System Requirements

One of the following operating systems fully installed and operational:

- Windows 7 (32 and 64 bit)
- Windows 8 (32 and 64 bit)
- Windows Server 2008
- Windows Server 2012
- Windows Terminal Server
- Ensure Sage X3, is fully installed and operational. For a complete guide on installing Sage X3, please refer to the Sage X3 Installation Guide.

Note: You do not need to have Sage X3 installed on the same workstation, however, the workstation will need to be able to access to the Sage X3 SQL database.

- Microsoft .Net Framework 4.0 (This will be installed upon installation of Intelligence Reporting if it is not present).
- Microsoft Excel 2007 or higher. Open Microsoft Excel at least once to ensure that it is fully licensed and activated before installing Sage Intelligence Reporting. Close Microsoft Excel before beginning the installation.
- Hardware: CPU > 1.3 GHz
- Memory: 4GB RAM
- Hard Drive Space: 350 MB

2.1.2 Database Connectivity Supported

Intelligence Reporting uses ODBC and OLEDB technology to gain access to Open Database Systems. Intelligence Reporting includes direct support for most popular database systems and Connection Types which are included within the Connector. For systems where a Connection Type does not exist but where the system has an ODBC driver these can be accessed via the System DSN connection types within the Connector. The Sage X3 database type supported is:

• Microsoft SQL Server

Tip: Although the standard Intelligence Reporting report layouts are for Microsoft SQL databases only, Intelligence Reporting will allow the user to connect to Oracle databases as the software supports any ODBC connection. Once you have set up this connection in the Connector, you will be able to create containers and reports based on data stored in your Sage X3 Oracle database.

3.0 Installing Intelligence Reporting

3.1 Installing the Software

Intelligence Reporting must be installed on all workstations on which the software will be used. The following steps should be followed if you are installing Intelligence Reporting for the first time. If you already have a previous version of Intelligence Reporting installed and wish to upgrade to the latest version of the software, please refer to the section on upgrading the software.

Before installing Intelligence Reporting please ensure that you have familiarized yourself with the system requirements.

- 1. Download Sage X3 Intelligence Reporting version from the Sage Intelligence website www.sageintelligence.com
- 2. Save the Sage X3 Intelligence Reporting.exe file to your local machine or network.
- 3. Ensure that all instances of Microsoft Excel are closed.
- 4. Run the Sage X3 Intelligence Reporting.exe file. You will need Microsoft Visual Studio Tools for Office runtime to be installed. Click on Install.

ige X3 Int	telligence Reporting - InstallShield Wizard
<mark>ک</mark> ۵	age X3 Intelligence Reporting requires the following items to be installed on your omputer. Click Install to begin installing these requirements.
Status	Requirement
Pending	Microsoft VSTO 3 Runtime
Pending	Microsoft VSTO 3 SP1 Runtime
	Install Cancel

5. The Install Wizard will appear. Click on Install.



Note: Intelligence Reporting requires the Microsoft.NET 4.0 Framework and you will be prompted to install this if it is not already installed.

6. Select **Next** to install to the default Installation destination location C:\Sage Intelligence\. Select Change to change the default Installation destination location.

B	Sage X3 Intelligence Reporting - InstallShield Wizard
	ion Folder xt to install to this folder, or click Change to install to a different folder.
	Install Sage X3 Intelligence Reporting to: C:\SageIntelligence\ Change
InstallShield -	< Back Next > Cancel

7. When prompted to choose a location, ensure that you select the correct region and then select **Next**.

🚽 S	age X3 Intelligence	Reporting - InstallShield Wizard	×
Choose Loca Please selec		e correct licensing is applied.	と
			_
	Africa	⊖ Europe	
	○ Americas	○ Middle East	
	🔿 Asia	○ Pacific	
InstallShield ——		< Back Next >	Cancel

Note: Sage X3 Intelligence Reporting will run on a 30-day Free Trial licence that has no limitations. Once this licence has expired you will need to register your software. Please refer to Licencing Intelligence Reporting for more information on how to licence your software.

8. Select Install.

😸 🛛 Sage X3 Intelligence Reporting - InstallShield Wizard 🛛 🗙
Ready to Install the Program
The wizard is ready to begin installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
Current Settings:
Setup Type:
Typical
Destination Folder:
C:\SageIntelligence\
User Information:
Name: vmtester
Company:
InstallShield
< Back Install Cancel

After installation is complete, you will be prompted to create a new Sage X3 SQL database user to use when logging in to Intelligence Reporting. This automates the process of manually creating a Sage X3 database user as described in the section "Creating a Sage X3 SQL database user". Select Next to continue or Finish to exit the SQL User Creation Tool and complete the installation.

Managing Access to Sage X3 Data	
Intelligence Reporting requires SQL database server and user credentials in order to access Sage X3 data. Limiting access to Sage X3 data must be managed using SQL database user security.	
The SQL database user must be associated with the relevant schema so that Intelligence Reporting can read the relevant database.	
To create a SQL database user select Next, to complete installation without creating a SQL database user select Finish.	
Next Finish	

10. Enter the SQL Server and the existing SQL database username and password to connect to the specified SQL server. Select **Connect**.

🔤 Sage X3 Intelligence Report	ing	×
Commenting Commen		
Connect to Server		
X3 SQL Server	alchemex-sqlx3	
Login Name	sa	
Password	******	
	Remember Database Credentials	
	Connect	se

Note: A Start Menu shortcut will be created to allow you to launch the SQL User Creation Tool at a later stage should you wish to create a new SQL database user after installation has been completed, for example to the SEED schema for demonstration reports. 11. On the left, select the Sage X3 database which you wish to report on. This will be the database and schema your company data is found on. On the right, select the relevant schema for the selected database. The user created will have the selected schema assigned as the default schema. For example, to view my company data, I will might need to connect to the x3v7 database and the X3 schema as shown below. Click **Next**.

Select Database	Select Schema	
x3v7	INFORMATION_SCHEMA SEED	*
	X3	
	db_accessadmin db_backupoperator	
	db_datareader	E
	db_datawriter db_ddladmin	
	db_denydatareader	1.15
	db_denydatawriter db_owner	
	db_securityadmin	-

12. Enter the new username and password. Click Create.

🎫 Sage X3 I	intelligence Reporting		—X
	Specify new SQL serv	ver user credentials	
	Login Name	SageInt	
	Password	pswd	
		Back Create Close	,

13. The new user is created. Click **OK**. Once back in the InstallShield Wizard screen click **Close** to close the SQL User Creation Tool.



14. You have successfully installed the software. Click **Finish**.



3.2 Upgrading the Software

Intelligence Reporting must be installed on all workstations on which the software will be used. The following steps should be followed if you are upgrading from a previous version of Intelligence Reporting.

- 1. Download Sage X3 Intelligence Reporting version from the Sage Intelligence website www.sageintelligence.com
- 2. Save the Sage X3 Intelligence Reporting.exe file to your local machine or network.
- 3. Ensure that all instances of Microsoft Excel are closed.
- 4. Ensure all instances of your existing Intelligence Reporting software have been closed.

Note: You do not need to uninstall your existing Intelligence Reporting software before installing the later version.

5. Run the **Sage X3 Intelligence Reporting.exe** file. You will need Microsoft Visual Studio Tools for Office runtime to be installed. Click on **Install**.

Sage X3 Intelligence Reporting - InstallShield Wizard	
Sage X3 Intelligence Reporting requires the following items to be installed on your computer. Click Install to begin installing these requirements.	
Status Requirement	
Pending Microsoft VSTO 3 Runtime	_
Pending Microsoft VSTO 3 SP1 Runtime	
Install Cancel	

6. The Install Wizard will appear. Click on Install.



Note: Intelligence Reporting requires the Microsoft.NET 4.0 Framework and you will be prompted to install this if it is not already installed.

7. Select **Next** to install to the default Installation destination location C:\Sage Intelligence\. Select Change to change the default Installation destination location.



8. When prompted to choose a location, ensure that you select the correct region and then select **Next**. Ensure you select the same region as you selected on first install.

谩	Sage X3 Intelligence	Reporting - InstallShield Wizard	×
Choose Lo Please sel	cation: lect your region to ensure the	correct licensing is applied.	と
			_
	Africa		
	○ Americas	◯ Middle East	
	🔿 Asia	OPacific	
InstallShield —		< Back Next >	Cancel

Note: Sage X3 Intelligence Reporting will preserve your existing licencing information upon upgrade. Once this licence has expired you will need to register your software again. Please refer to Licencing Intelligence Reporting for more information on how to licence your software.

9. Select Install.

B Sage X3 Intelligence Reporting - InstallShield Wizard
Ready to Install the Program The wizard is ready to begin installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard. Current Settings:
Setup Type:
Typical
Destination Folder:
C:\SageIntelligence\
User Information:
Name: vmtester
Company:
InstallShield
< Back Install Cancel

10. After installation is complete, you will be prompted to create a new Sage X3 SQL database user to use when logging in to Intelligence Reporting. This automates the process of manually creating a Sage X3 database user as described in the section "Creating a Sage X3 SQL database user". Select **Next** to continue or **Finish** to exit the SQL User Creation Tool and complete the installation.

sage Sa	ge X3 Intelligence Reporting	×
	Managing Access to Sage X3 Data	
	Intelligence Reporting requires SQL database server and user credentials in order to access Sage X3 data. Limiting access to Sage X3 data must be managed using SQL database user security.	
	The SQL database user must be associated with the relevant schema so that Intelligence Reporting can read the relevant database.	
	To create a SQL database user select Next, to complete installation without creating a SQL database user select Finish.	
		-
	Next Finish	

Note: A Start Menu shortcut will be created to allow you to launch the SQL User Creation Tool at a later stage should you wish to create a new SQL database user after installation has been completed.

11. Enter the SQL Server and the existing SQL database username and password to connect to the specified SQL server. Select **Connect**.

🍧 Sage X3 I	Intelligence Reporti	ng	×
	Connect to Server		
	X3 SQL Server	alchemex-sqlx3	
	Login Name	sa	
	Password	*******	
		Remember Database Credentials	
		Connect Clos	e

Note: A Start Menu shortcut will be created to allow you to launch the SQL User Creation Tool at a later stage should you wish to create a new SQL database user after installation has been completed, for example to the SEED schema for demonstration reports.

12. On the left, select the Sage X3 database which you wish to report on. This will be the database and schema your company data is found on. On the right, select the relevant schema for the selected database. The user created will have the selected schema assigned as the default schema. For example, to view my company data, I will might need to connect to the x3v7 database and the X3 schema as shown below. Click **Next**.

Select Database	Select Schema	_
x3v7	INFORMATION_SCHEMA	^
	X3	
	db_accessadmin db_backupoperator	
	db_datareader	H
	db_datawriter db_ddladmin	
	db_denydatareader	
	db_denydatawriter db_owner	
	db_securityadmin	-

13. Ensure the default username and password is correct as was used in your previous version. If correct, click **Close** and proceed to step 15. Should you wish to create new details, enter a new username and password and click **Create**.

🏧 Sage X3 Intellig	jence Reporting			
Lo		er user credentials SageInt pswd		
	assword	pswa		
		Back	Create	Close

14. The new user is created. Click **OK**. Once back in the InstallShield Wizard screen click **Close** to close the SQL User Creation Tool.



15. You have successfully installed the software. Click Finish.

😼 🛛 Sage X3 Intellig	ence Reporting - InstallShield Wizard	X
	InstallShield Wizard Completed The InstallShield Wizard has successfully installed Sage X3 Intelligence Reporting. Click Finish to exit the wizard.	
	< Back Finish Cancel	

3.3 Retrieving the Latest Report Templates when Upgrading

Once you have upgraded to the newer version of Intelligence Reporting you can use the Bulk Import feature to retrieve the latest Report Templates. You will need to use the latest Report Designer Report in order to make use of the latest features.

1. Select the Windows Start button and search for Report Manager.

Programs (1)	Search
	Everywhere 🗸
	report Manager
	Report Manager
₽ See more results Report Manage(× Log aff +	report Manager

2. Enter the Sage X3 SQL server, database details and the username and password that exist in SQL Server. These are the details you created on installation for the schema you wish to run your reports on e.g. the details used when setting up your company schema as the default on installation.

Note: In order to run the demonstration report the user specified must have the default schema set to SEED. To change the default schema please refer to the section Managing Access to Sage X3 Data.

3. Tick the Remember Database Credentials box and click **OK**.

🦼 Login - Sage X3 Intelligence Reporting Σ	3
Database Details Report Repository	
Server]
Database Details Report Repository Server alchemex-sqlx3 Database x3V7 User Name SageInt Password xxxxxxxxxx Remember Database Credentials Hint: The User Name and Password required on this screen are a valid Database User Name and Password for the Sage X3 database.	
Database	etails Report Repository equivalent and Password required on this screen are a valid User Name and Password for the Sage X3 database.
x3V7	
Liser Name	
Password	
XXXXXXXX	
Remember Database Credentials	
OK Cancel]

Note: The Report Repository tab contains the default location for the Repository Folder. The folder selected does not need to be updated but you are able to select a different folder should you need to. When upgrading, new reports will just be added to the default location selected and will not override existing reports.

- 4. The Report Manager module will launch.
- 5. Select the **Home** node in the tree view.
- 6. Select the **Tools** tab and then select **Bulk Import**.

File	Ho	me	Tools Help				
Import Report			Toggle Hidden Reports		Bulk Import/Update	Additional Reports	 Run All Reports * Clean Pivot Fields Clear Report History
				Re	port		
Hom	e						

- 7. Select **Yes** to continue with importing new reports.
- 8. The Bulk Import of new Report will take place and notify you once completed.
- 9. Click **OK**.



10. Double-click on the **Home** node in the tree view. A new folder named Designer will be available containing the new reports.

4.0 Licensing Intelligence Reporting

4.1 Entering License Information

The following steps continue from the preceding section, 1.0 Installing Intelligence Reporting. To obtain your license information:

- 1. North America Contact your Sales Representative or Sage Business Partner
- 2. Rest of the World Contact Sage Intelligence Support

Note: The Report Manager and Report Viewer programs are available with a 30 day free trial licence.

- 3. Launch the Sage Intelligence License Manager, select the Licenses tab.
- 4. Enter your company name and serial number in the properties section. It is recommended to copy this information and paste it into the relevant fields in the License Manager to avoid spelling and typing errors.

🔚 Sage X3 Intelligence Re	eporting - [License Manager]	
File Action Tools	Window Help	- 8 ×
💮 TRIAL	Properties	
	Name	Apply
	Sage Alchemex	
	Serial Number	<u> </u>
	ABCDE-F1234GHIJK-45678-L	
	Licensed For (Workstations)	
	Connector Licenses	
		⊽⊸
	I	1 Objects
p		T objects

5. Select to **perform serialization** and once **serialization** is complete you will receive a confirmation message.

Complete	×
i	Serialisation Completed Successfully.
	ОК

- 6. The available licenses associated with your serial number will display in the License Manager.
- 7. Close the License Manger and proceed to launch a licensed Intelligence Reporting module.

Note: The region selected when installing the software will determine how your serial number is authenticated. It is important to ensure that the correct region is selected upon installation to ensure successful registration based on your geographic location.

5.0 The MetaData Repository

The MetaData Repository stores all of your important information including connection, container, report information and reporting trees in one folder.

5.1 The Benefits of the MetaData Repository

Sharing the MetaData Repository folder allows report templates to be accessed by multiple users.

By storing all of your important information in one folder, backing up this folder will ensure that all of your connection, container, reporting trees and report templates can be easily restored in the event of data loss.

5.2 Locating your MetaData Repository

During installation, the Sage Intelligence Reporting MetaData Repository is created by default in a folder named Metadata in the location C:\ProgramData\Alchemex\AlchemexForSage ERPX3\.

Tip: It is recommended that you change the default MetaData location to a shared network location so that you will be able to share your report templates with other Intelligence Reporting users. In order for users to access the MetaData on a network location they will need full access rights to the network folder.

 The location of your MetaData Repository can be found by opening the Report Manager or Connector. In the window that opens, on the **Report Repository** tab, your MetaData Repository location will be displayed.

🦼 Login - Sage X3	Intelligence Reporting	×
Database Details	Report Repository	
Repository Folde		
C:\ProgramData	\Alchemex\AlchemexForSageERPX3\MetaData	

Tip: Add this folder to your daily backups to ensure that all of your connection, container, reporting trees and report templates can be easily restored in the event of data loss.

5.3 Allowing Report Templates to be Accessed by Multiple Users

By using a shared MetaData Repository, multiple users can access report templates. You can use a shared metadata repository by following the instructions in the Installation section.

6.0 Setting up User Access

6.1 Managing User Security

6.1.1 The 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. The Security Manager does not limit access to Sage X3 data.

Tip: 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 are not synchronized from the Sage X3 user list and you will be required to create users within the Security Manager.

The Security Manager allows you to:

- Set security on or off.
- Manage roles.
- Manage users.
- Select which users belong to which roles.
- Select which reports belong to which roles.
- Select which roles can edit reports.

6.1.2 Activating the Security Manager

It is highly recommended that security be enabled to prevent unauthorized user access into the Security Manager.

1. Open the Security Manager using the credentials to assess your company schema.

Login - Sage X3	Intelligence Reporting	Σ
Database Details	Report Repository	
Server		
Inspect to pool of p Server alchemex-sqlx3 Database x3V7 Jser Name SageInt Password exerverse IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		
Database		
x3V7		
User Name		
SageInt		
Password	💷 Duran bar Databara Cardaria	
Hint:	Hemember Database Lredentials	
	Ŧ	
	ОК С	ancel

2. Click the **Security On** checkbox to enable it.

General Security On	Users		Search	Enter Search Tem
Password Set Roles Users Users				
	Unselect All	Change Password	Add	Rename Delete
? Add Delete	Security Manager Loa	aded.		

3. You will be prompted for a password. Type in a **password** and click **Set**.

Security Manager File	
General Password Roles Administrators Users	Users Search Enter Search Term
	Unselect All Change Password Add Rename Delete Security Manager Loaded.
? Add Delete	

4. Confirm your password. This password will be required in future to gain access to the Security Manager.

Confirm Password:		
		100 M
	ОК	Cancel

- 5. Click **OK**. A confirmation window will appear.
- 6. Click **OK**.

6.1.3 Adding Roles

7. From the Users tab, click Add under the Roles pane to add a new role.

📋 Security Manager -			_ 🗆 🗙
Eile			
General Password Set Roles Administrators Users	Users ADMIN USER1 USER2 USER3 USER4 USER5 USER6	Search	Enter Search Tem
	T Select All		Delete
? Add Delete	Security Manager Loaded.		

8. Enter a **name** for the Role.

Enter Role Name:		
Financial Managers		
	ок	Cancel

9. Your role will now be added.

6.1.4 Adding Reports to Roles

1. Click on the **Reports** tab to assign access to specific reports for each role.

File			
General Security On Password Set Roles Administrators Financial Managers Users Users	Users Reports Functions Heaperts Functions [2] Report Designer - Accounts SX3 [3] Report Designer - Accounts SX3 [3] Report Designer - Accounts SX3 [5] Report Designer - LedgerTypes IS [4] Report Designer - LedgerTypes IS [5] Report Designer - Skes SX3 1-2 [6] Report Designer - Skes SX3 1-2 [6] Report Designer - Skes SX3 1-2 [6] Report Designer - Skes ISX3 1-2 [6] Report Designer - Actuals Rnahler [9] Report Designer - Actuals Rnahler [9] Report Designer - Actuals Rnahler	1-2 [12] Report [SX3 1-2 [13] Report [X3 1-2 [14] Report [[15] Report [-2 [16] Financia Is SX3 1-2 [17] Report [al SX3 1-2 [18] Report [Enter Search Term Designer - Fiscal Year Detail SX3 1 Designer - Dimensions SX3 1-2 Designer - Fiscal YYL Lokup SX3 1- Designer - Fiscal YYL Lokup SX3 1- Designer Demo - Py Groups & Linkt I Report Designer SX3 1-0 (BRI) Designer - Account SX3 1-2 (BRI) Designer - Account SX3 1-2 (BRI)
	[10] Report Designer - Budgets SX3 T T Select All One Click Select	1-2 [20] Report (Sort by Id Name	esigner - Sites SX3 1-2 (BRI)
? Add Delete	Security Manager Loaded. Role Financial Managers Added.		

2. Ensure the correct role is selected in the left pane, then select the reports in the right pane which that role must have access to.

Note: Union/sub reports are automatically added when the main report is added.

Seneral	Users Reports Functions	Search Enter Search Term
🔒 🔲 Security On	1) Demonstration Report Designer SX3 1-3 (G 🗸	111 Benot Decimer - Fincel Year Detail SV3 1
		12] Report Designer - Dimension Views SX3 1-
Password Set		13] Report Designer - Dimensions SX3 1-2
		14] Report Designer - Fiscal Yr Lookup SX3 1-
Roles	[5] Report Designer - Sites SX3 1-2	15] Report Designer Demo - Py Groups & Link:
Administrators		16] Financial Report Designer SX3 1-0 (BRI)
Financial Managers		17] Report Designer - Accounts SX3 1-2 (BRI)[
- Users		18] Report Designer - AccountTypes SX3 1-2
0.65		19] Report Designer - LedgerTypes SX3 1-2 (E
	[10] Report Designer - Budgets SX3 1-2	20] Report Designer - Sites SX3 1-2 (BRI)
	4	
		r
	Sort by	
	Select All	Name Ascending Descending
	One Click Select	Name Secending Descending
	Security Manager Loaded.	
	Role Financial Managers Added.	Financial Managers
	Report [2] Report Designer - Accounts SX3 1-2 Added to	
	Report [3] Report Designer - AccountTypes SX31-2 Add	
	Report [4] Report Designer - LedgerTypes SX3 1-2 Added Report [5] Report Designer - Sites SX3 1-2 Added to Final	J to Financial Managers
? Add Delete	Report [6] Report Designer - Stes 5A3 1-2 Added to Final Report [6] Report Designer - Settings SX3 1-2 Added to Final	

3. The users now assigned to that role, have access to the reports that the system administrator has assigned to the role.

6.1.5 Allow Report 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 however 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.

🛐 Security Manager - x3V7			- • •
File			
General Security On Password Set Roles Ghinistrators Financial Managers Users	Users Reports Functions	Search	Enter Search Term
? Add Delete	Security Manager Loaded, Report Editing Enabled for Role Financial Man	agers	

6.2 Managing Access to Sage X3 Data

6.2.1 Creating a Sage X3 SQL database user

In order to access the Sage X3 SQL data Intelligence Reporting requires the SQL database server and user credentials. Limiting access to Sage X3 data must be managed using SQL database user security.

The SQL database user needs to be a **db_reader** and attached to the relevant schema so that Intelligence Reporting can read the relevant database. If using OLAP (Analysis module) functionality in conjunction with date dimension table creation, the SQL database user will need to be **edited** to have read-write access to write to the date dimension table.

To set up a SQL database user for your Sage X3 database you can either use the SQL User Creation Tool installed with Intelligence Reporting to create a new user or you can follow the steps detailed below to manually create a user or modify the settings of an existing user.

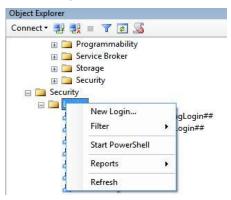
Tip: The SQL User Creation Tool is installed with Intelligence Reporting and can be launched from the Start Menu.

To manually create or modify a SQL user:

- 1. Select the Windows Start button SQL Server Management Studio. If you do not have access to the server(s) on which the Sage X3 data resides, you will need to contact your server administrator to complete the following steps.
- The Connect to Server screen will appear. Enter the SQL Server login details and click the Connect button.
- Server name: enter name of the server you wish to connect to.
- Authentication: select SQL Server Authentication.
- Login: your username.
- Password: your password.

C. 54-	Server 2008 R2	
Server type:	Database Engine	
Server name:	ACCACWKS1\SAGEX3	
Authentication:	SQL Server Authentication	
Login:	sa	
Password:	•	
	Remember password	

2. The Object Explorer screen will open. Expand the Security and Login folders. Right-click on the Logins folder and select the New Login... option.



- 3. The Login New screen will appear. Enter information and click the **OK** button.
- Login name enter a login name.
- Select SQL Server authentication and enter passwords in the Password and Confirm password boxes.
- Default database e.g. X3v6data.

📑 Login - New			
Select a page	\iint Script 👻 🚺 Help		
Image: Server Roles Image: Server Roles Image: Securables Image: Status	Login name: Windows authentication SQL Server authentication Password: Confirm password:	ReportingUser	Search
	Specify old password Old password: Frforce password policy Frforce password expire User must change password Mapped to certificate Mapped to asymmetric key Map to Credential	ation	×
Connection			Add
Server: ACCACWKS1\SAGEX3 Connection: sa P <u>View connection properties</u>	Mapped Credentials	Credential Provider	
Progress			Remove
Ready	Default database: Default language:	x3v6data English	•
		01	Cancel

4. From the Object Explorer expand the Databases and x3v6data folders. Right click on the Security folder and select **New > User...**

Select a page	🛒 Script 👻 📑 Help		
🚰 General			
Properties Securables Securables	User name:	ReportingUser	
	Ogin name:	ReportingUser	[]
	Certificate name:		
	Key name;		
	Without login		
		DEMOPRM	
	Default schema:	DEMOPRM	
	Schemas owned by this user:		
	Owned Schemas		
	db_accessadmin		=
	db_backupoperator		=
	db_datareader		
	db_datawriter		
	db_ddladmin		
Connection	db_denydatareader		-
Server: ACCACWKS1\SAGEX3	Database role membership:		
Connection:	Role Members		*
sa	☑ db_datareader		
View connection properties	db_datawriter		
	db_ddladmin		
Progress	db_denydatareader		
Ready	db_denydatawriter		E
	db_owner		
	db_securityadmin		*
	1		OK Cancel

- 5. Enter the Username: enter the same name as the **Login name**.
- 6. Enter the Login name: enter the same name as the **username**.
- 7. Enter the default schema: select the **relevant schema** name from the lookup button. The default schema for the Demonstration Report Designer is SEED.
- 8. Tick the **db_datareader** checkbox in the Role Members section. Tick the **db_datawriter** option if using the OLAP functionality.

7.0 Using Intelligence Reporting

7.1 Overview of Intelligence Reporting Modules

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



The Connector allows access to the information you need from multiple sources and consolidation of data from multiple companies. The Connector allows for consolidations and connectivity to unlimited ODBC data sources and includes a graphical join tool to simplify database queries.



The License Manager manages licenses for each module (Report Manager, Connector, Analysis Module, Report Viewer and Report Designer).



The Report Manager allows authoring of new reports from existing data containers as well as editing of existing standard reports, including filtering and aggregating of data. It also supports auto-emailing of reports, scheduling reports, and publishing report output to HTML for intranet/internet. The Report Designer expands upon the functionality of the Report Manager to provide simplified dragand-drop report creation capabilities allowing you to build impressive reports showing critical business analytics that your management teams can use to enable insightful decision making at every level.

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- 6	99	1	
-	-	1	

The Analysis Module is an additional module that functions between the Sage Intelligence Reporting Connector Module and the Report Manager module. The purpose of the Analysis Module is to use an existing connection to a database provided by the Connector to access data and create an offline .cub file. This .cub file is then in turn used by the Sage Intelligence Reporting Report Manager module to create reports and finally Microsoft Excel is used to browse this cube data and create an output that can be linked to Intelligence Reporting and refreshed as and when required.



The Report Viewer allows real time running of reports, editing capabilities in Excel and offers drill-down functionality on existing reports and templates.



The Security Manager defines security for reports and users.

sage

The SQL User Creation Tool allows you to create logon credentials for a selected database and schema. This tool can be used to create multiple logon credentials to the same database and schema if multiple users want to utilise the same data set. You can also create logon credentials to additional database and schema setups, for example to the SEED schema, allowing you to run reports of that dataset. The credentials used when logging in determines which data set is utilised when running the report.

7.2 Overview of Standard Report Components

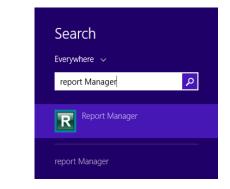
The following components form the basis of simple reporting:

- A container that defines what data you are reporting from (these are housed in the Connector).
- A report is linked to this container (you can have more than one report per container), and reports are housed in the Report Manager. A report defines what fields you want in the report and any filters or parameters you would like to apply to the data at the time you run the report.
- An Excel workbook that is linked to a report which defines how you want the data displayed.

7.3 Opening the Intelligence Reporting Modules

1. Select the Windows Start button and search for Report Manager.



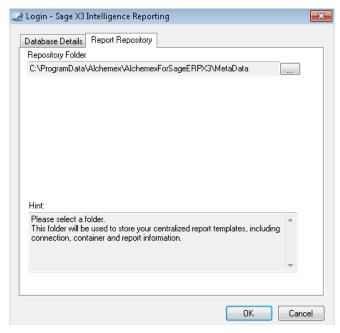


- 2. On the login screen, enter the server, Sage X3 SQL database details and the username and password that exist in SQL Server for the default schema you wish to run reports for.
- 3. Tick the Remember Database Credentials box.

Note: In order to run the demonstration report the SQL database user specified must have the default schema set to SEED.

4. Select the **Report Repository** tab. At this point you can change the default MetaData location to a network location should you wish to share your reports over a network. This is only required to be changed on first install. After upgrading, the default location will already be set to be the location as found previously. Reports created in your previous installs will be available again once you have upgraded as they will be found in the default location of the report repository.

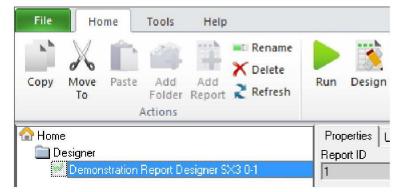
5. Once you have selected the location for your Report Repository, click OK.



6. The Report Manager module will launch.

7.4 Running Reports from the Report Manager

- 1. Launch the Report Manager
- 2. Double-click on the **Designer** folder to reveal the report(s).
- 3. Select the Home tab and then select Run



Note: The Demonstration Report Designer is created for Demonstration data. In order to run the demonstration report the SQL database user specified must have the default schema set to SEED. The Financial Report Designer is created to run on your Sage X3 data.

4. The Report Parameters dialog will open. Enter the parameters relevant to your data and press the **OK** button.

Enter Report Parameters	
Report Designer -	Pyr Groups _
Select Chart of Accounts	Equal To
NA1	
Select LedgerType	Equal To
1	
Select Company Code	Equal To
NA10,NA20	
Select Language	Equal To
ENG	
Select Fiscal Years	Equal To
2015	
Select Current Period	Equal To
10	
	OK Cancel

Tip: Use the lookup button to retrieve and select a list of valid parameters for each report parameter.

The Data Out progress box will appear.

5. The report will open in Excel.

Tip: For concise and informative "How To" videos to help you get started, please visit the Sage Intelligence YouTube Channel.

8.0 Troubleshooting

8.1 BI Tools tab missing in Excel

When opening Excel, the BI Tools tab is missing.

FILE	HOME	IN	SERT	PAGE LAYOU	Л	FORMULAS	DATA	REVIEW	VIEW	DEVELOPER	ADD-INS	BI Tools
New Layout	Quick Generate +	Quick Edit	Manage • Layouts	Show Task Pane) ा Send Now	Select Instructions	Manage Instructions	F Distribution Settings				
	E	BI Repor	ts			Dis	tribution					

8.1.1 Why does this happen?

- Excel was left open during the install process.
- Excel has not being launched and configured since installation. When more than one Excel version is installed, one of the installed Excel versions have not been launched or configured. These block Sage Intelligence Reporting add-Ins from registering themselves due to their dependency on Excel.
- Incorrect versions of DLL files.
- Ghost instances of Excel were running in the Task Manager. A ghost process is a process which is not terminated when its associated application is closed. This is visible in the Task Manager (right-click the task bar and select **Start Task Manager**).

Applications Proce	sses Services	s Per	formance Ne	tworking	Users
Image Name	User Name	CPU	Memory (Descriptio	n 🔺
conhost.exe	SYSTEM	00	192 K	Console .	
conhost.exe	LOCAL	00	172 K	Console .	
csrss.exe	SYSTEM	00	848 K	Client Ser	
csrss.exe	SYSTEM	00	204 K	Client Ser	
csrss.exe	SYSTEM	00 200 K	Client Ser		
csrss.exe	SYSTEM	00	1 188 K	Client Ser	
dwm.exe	Vmtester	00	300 K	Desktop .	
dwm.exe	Adminis	00	2 064 K	Desktop .	
EXCEL.EXE *32	Adminis	00	22 592 K	Microsoft	
EXCEL.EXE *32	Adminis	08	8 032 K	Microsoft	
explorer.exe	Adminis	03	33 904 K	Windows	
explorer.exe	Vmtester	00	2 564 K	Windows	
fdhost.exe	LOCAL	00	544 K	SQL Full T	·
fdlauncher.exe	LOCAL	00	136 K	SQL Full-t	in l
LogonUI.exe	SYSTEM	00	1872 K	Windows	+
Show processe	s from all user	s		End Pro	cess

8.1.2 Solutions

Prerequisites:

- Ensure file extensions are visible.
- Ensure that there are no ghost processes of Excel in the Task Manager.
- Excel must have been previously launched and activated.

Solution 1

 Navigate to C:\Program Files (x86)\Common Files\BIGenerator OR

C:\Program Files\Common Files\BIGenerator on 32 bit machines.

2. Run the AlchemexPolicy.exe as administrator.

Solution 2

- 1. Launch the Command Prompt as administrator.
- Type cd C:\Program Files (x86)\Common Files\BIGenerator OR

C:\Program Files\Common Files\BIGenerator on 32 bit machines.

3. Enter the following command line AlchemexPolicy.exe –EXCEL and Enter. This registers the Alchemex application.

Solution 3

- 1. If the above does not resolve the issue then navigate to Control Panel > Programs > Programs and Features.
- 2. Repair all Excel/Office versions installed.
- 3. Launch and configure all excel versions.
- 4. Close all office applications and ensure no ghost processes are visible in Task Manager.
- 5. Locate and select the Sage Intelligence Reporting application in the list of applications and click Uninstall/Change.
- 6. Repair the software installation.

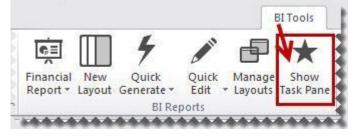
8.2 Report Designer Task Pane is missing or closed

8.2.1 Why does this happen?

- The Task Pane is only made available by default to the Windows user who installed it.
- Excel was left open during the install process.
- Excel has not being launched and configured since installation. When more than one Excel version is installed, one of the installed Excel versions have not been launched or activated. These block Sage Intelligence Reporting add-Ins from registering themselves due to their dependency on Excel.

Solution

1. In Microsoft Excel, on the BI Tools tab, click Show Task Pane.



- 2. Check to see if the Task Pane is now visible. If the Task Pane still does not appear, the add-in may be disabled.
- 3. In Microsoft Excel, click **File > Options**.
- 4. Select Add-Ins.
- 5. Verify if the **Task Pane** is listed under the **Active Application Add-ins**.

General	View and manage Microsoft Offic	ce Add-ins	
Formulas			
Proofing	Add-ins		
Save	Name 🛎	Location	Туре
Language	Active Application Add-ins BI Generator	C:\IchemexWizard.vstolvstolocal	COM Add-in
Advanced	brotherator	C. S. ACTERINEX WIZER ANS CONSCOLUTE	COM Add-In
Customize Ribbon	Inactive Application Add-ins		
	Analysis ToolPak	C:\ibrary\Analysis\ANALYS32.XLL	Excel Add-in
Quick Access Toolbar	Analysis ToolPak - VBA	C:\ary\Analysis\ATPVBAEN.XLAM	Excel Add-in
1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Custom XML Data	C:\ Office\Office14\OFFRHD.DLL	Document Inspector
Add-Ins	Euro Currency Tools	C:\e14\Library\EUROTOOL.XLAM	Excel Add-in
Tout Contra	Financial Symbol (XML)	C:\t shared\Smart Tag\MOFL.DLL	Action
Trust Center	Headers and Footers	C:\ Office\Office14\OFFRHD.DLL	Document Inspector

6. If Task Pane is not listed under the **Active Application Add-ins**, under **Manage** select **Disabled Items**.

	Analysis ToolPak		C:\lysis\ANALYS32.XLL	Excel Add-in
Add-Ins	Analysis ToolPak - VB	Δ.	C:\is\ATPVBAEN.XLAM	Excel Add-in
Trust Center	Custom XML Data		C:\fice14\OFFRHD.DLL	Document Inspector
	Euro Currency Tools		C:\y\EUROTOOL.XLAM	Excel Add-in
	Financial Symbol (XM	1)	C:\Smart Tag\MOFLDLL	Action
	Headers and Footers	52	CIL fice1/1\OFFDHD DU	Document Increator
	Add-in: Sol	/er Add-in		
	Publisher:			
	Compatibility: No	compatibility information availa	ble	
	Location: C:\l	Program Files (x86)\Microsoft Of	fice\Office14\Library\SOLVER\SOL	VER.XLAM
	Description: Too	I for optimization and equation	solving	
	-	ems 🖌 Go		
	Manage: Disabled I	cilla dum		

- 7. Click **Go**.
- 8. If the Task Pane is listed in Disabled Items, select Task Pane and click **Enable**. Click **Close**.

OR

If the Task Pane is not listed in Disabled Items, click **Close** and continue.

- 9. Under Manager, select COM Add-Ins and click Go.
- 10. Select Task Pane.

COM Add-Ins	-?- - ?-
Add-Ins available:	ок
Report Designer Add-in 1.1.0.X (Custom Task Pane Helper)	Cancel
	<u>A</u> dd
Location: C:\Program Files (x86)\Common Files\\BIGenerator\Al Load Behavior: Load at Startup	chemexWizard.vstolvstolocal

- 11. Select OK.
- 12. Under Manager, select Excel Add-Ins.
- 13. Select Go.

14. Select Task Pane. (If Task Pane is not visible, select Browse and navigate to C:\Program Files (x86)\Common Files\BIExcelFunctions\32bit (or 64 bit depending on your computer) and select SageBIExcelfunctions to add it.

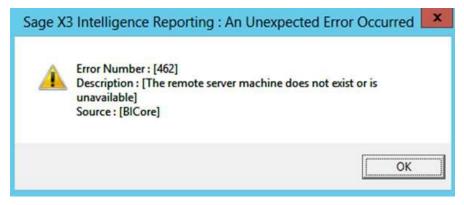
Analysis ToolPak	*	ОК
Analysis ToolPak - VBA Euro Currency Tools Report Designer Add-in 1.1.0.X		Cancel
Solver Add-in		Browse
		Automation
	-	
Report Designer Add-in 1.1.0.X		

15. Select OK.

8.3 An unexpected error when running a report for the first time

8.3.1 How does this happen?

• When Sage Intelligence Reporting is installed for the first time and the first report is run, an error message might pop up to indicate an unexpected error has occurred.



Solution

- 1. Select OK in the popup message.
- 2. Run the required report again. The error should not occur again