

Sage 50c Intelligence (Canada)

Release Notes

Juan-Pierre Nel

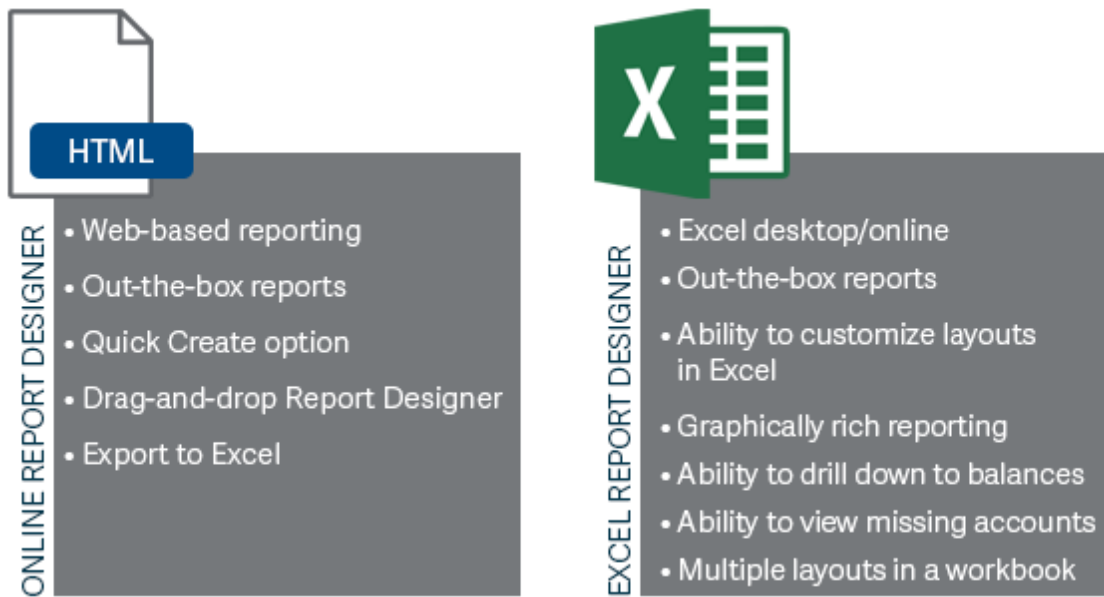
20 April 2017

1.0 Sage 50c Intelligence

There are 2 options for using Intelligence Reporting with Sage 50c (Canada):

- 1) Financial Online Report Designer (ORD)
- 2) Financial Excel Report Designer (ERD)

The Online Report Designer generates reports in a web page (HTML) and the Excel Report Designer has report layouts in Microsoft Excel.



1.1 Online Report Designer

The Online Report Designer is a web-based reporting tool allowing for easy and accurate report creation and consumption. It also provides users commonly used out-the-box financial reports, such as Income Statements, Balance Sheets and Trial Balance Reports.

To create a report, users can access the Quick Create or Create a Report option. The Quick Create option makes use of pre-defined rows and columns to generate and populate a report according to user-defined parameters. The Create a Report option provides greater flexibility whereby the user is in complete control of the report design, in terms of layout, as well as column, row and report properties. After the generation of report layouts, it can subsequently be downloaded to Excel.

	Actual 01	Prior 01	Actual 02	Prior 02	Actual 03	Prior 03
Assets						
Current Assets						
Asset	1 200 000	1 200 000	1 200 000	1 200 000	1 200 000	1
18500 Building	1 200 000	1 200 000	1 200 000	1 200 000	1 200 000	1
Cash						
10200 Cash to be deposited						
10300 Cash Draws						
10500 Petty Cash						

1.2 Excel Report Designer

The Excel Report Designer, as the name suggests, has the pre-formatted reports set up in Excel for users. Users can view them in either Excel Desktop or Excel Online versions. This includes out-the-box layouts for Income Statements, and Balance Sheet reports, however, being in Excel, it allows the user the freedom to customize and format the layouts. Using the powerful features available in Excel such as graphs, conditional formatting, grouping and spark lines, allows users to customize reports to suit their specific reporting requirements. There are other added features in the Excel Report Designer such as the ability to drill down to balances, view missing accounts and have multiple layouts in one workbook.

	Actual 01	Prior 01	Actual 02	Prior 02	Actual 03
Revenue					
40200 Drafting	1 540		10 000		5 000
40300 Engineering Consulting	20 000		8 000	20 000	4 000
40400 Estimating Consulting	10 000		23 000		4 000
40800 Surveying	27 500		5 500		10 000
40900 Other Services				4 550	10 000
42100 Sales: Drywall			4 500	1 172	3 000
42200 Sales: Hardware	3 754	17 898	13 790	2 172	58 000
42300 Sales: Lumber	777	2 365	11 325	7 044	7 000
42400 Sales: Roofing	8 600		215		1 000
44100 Freight Revenue	500		340		

Application Requirements

- A Microsoft 365 License
- A Sage 50c License

If a download to Excel is required, the requirements are:

- Sage Intelligence Reporting is supported in Microsoft Excel 2013 (with Service packs) and 2016, as well as Excel Online
- A basic knowledge of Microsoft Excel formulas

Browser Support:

The following browsers have been tested and the software stabilised on:

Browser	Version	Sage Intelligence
Internet Explorer (Windows Environment)	Version 11	Excel Report Designer in Excel Online
Chrome (Windows Environment)	57.0 (and above)	Excel Report Designer in Excel Online

Supported Languages:

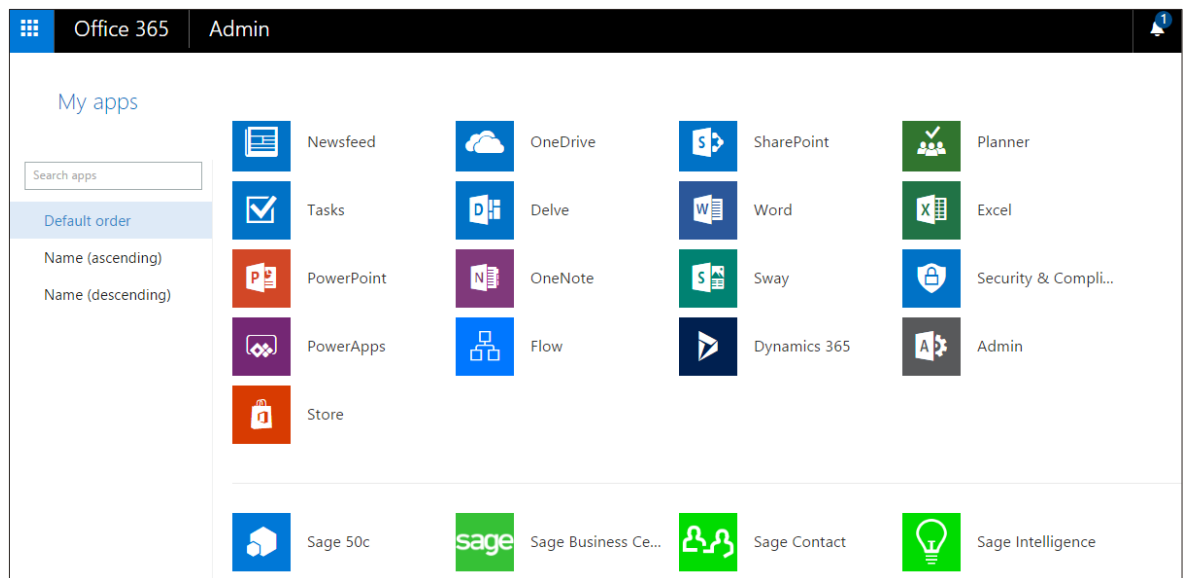
- 1) English
- 2) French - Canadian

2.0 Online Report Designer

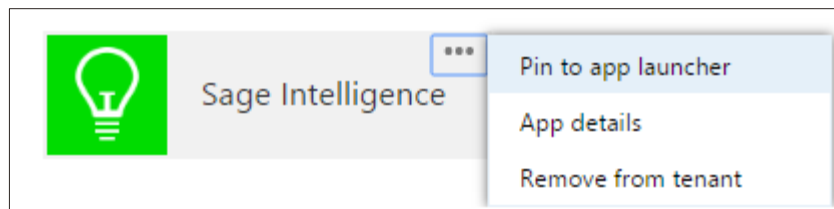
2.1 Accessing the Online Report Designer

Note: You will need to be authorized to access Sage Intelligence for the tile to appear in your 365 menu.

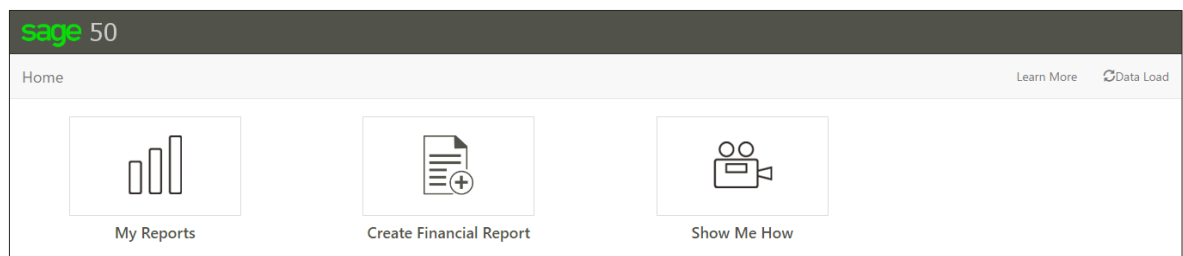
The Online Report Designer is accessed from the Microsoft App menu.



If you would like it to be available from the shortcut menu, choose to pin the app.



1. Selecting the Sage Intelligence option will launch the online report designer.

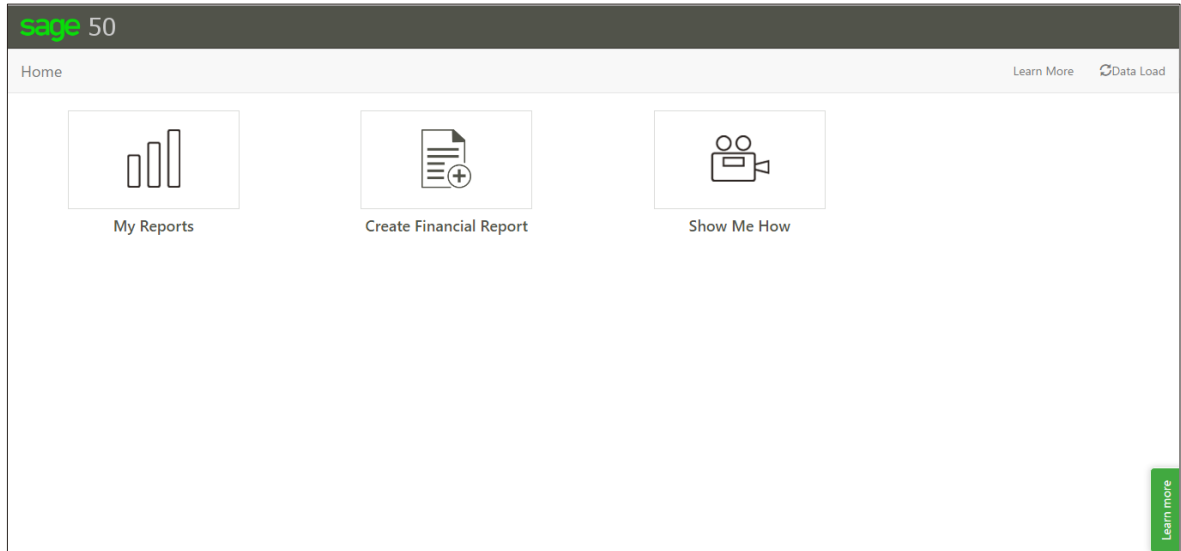


Note: If you have a single company Sage Intelligence will start the load automatically. If you have more than one company available, you will need to click on the data load button and select the companies you would like to load. Data load will begin as soon as you select the tick box. If you would like to change the order the company data is loaded, you can drag and drop them.

3.0 Online Report Designer Features

3.1 Intelligence Reporting Home Page

Once the user has successfully signed in, Sage Intelligence will produce a page that is simple to navigate and easy to understand.



The main page will offer the following options:

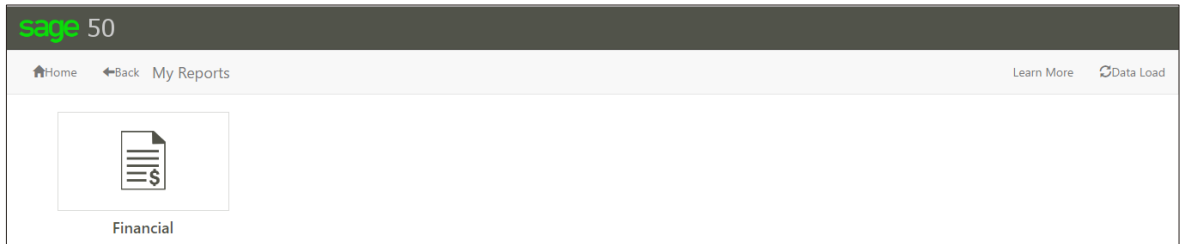
Button label	Description	Current Availability
My Reports	This folder contains all the out-the-box and customized report layouts.	Available
Create Financial Report	Once you click on this tab, you will be requested to name your new report. Once named, the creation deck will open, for you to start designing.	Available
Show Me How	Contains help videos to assist you in using the software.	Available

3.1.1 My Reports

This folder contains all your standard out-the-box and customized reports.

For ease of navigation, the reports have been sectioned into folders.

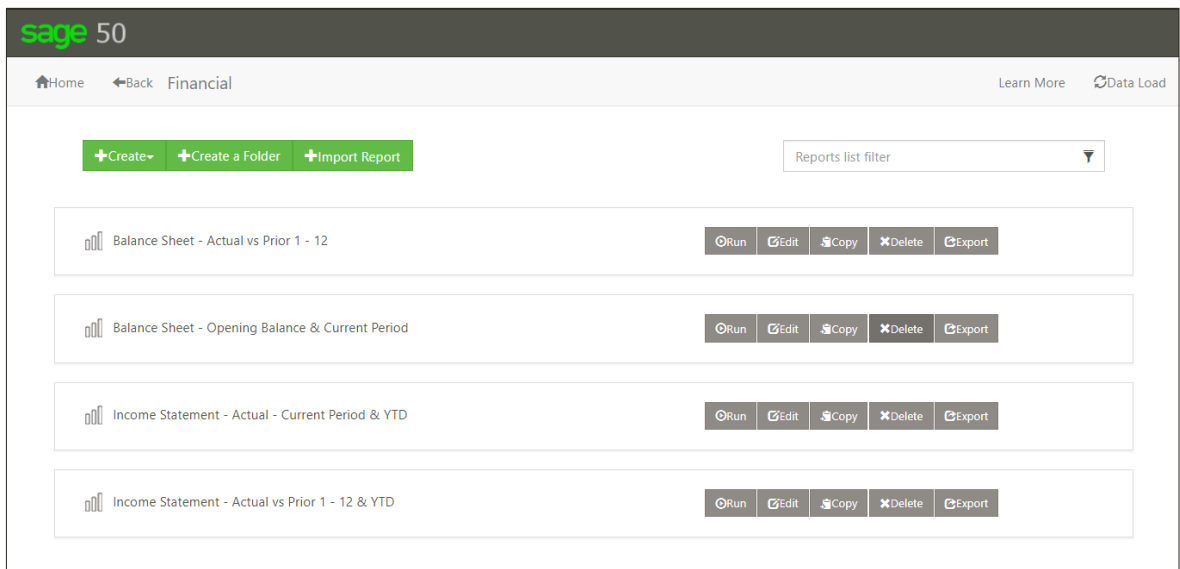
- For Sage 50c (Canada), there is only a Financial Folder.



Financial

When the user opens the financial folder, they will be presented with a list of reports. These reports are termed “Out-the-box reports” – these are reports that are created by the Sage Intelligence team to get the user started and provide instant answers and insights. As a means to satisfy the general user, these standard reports are created with typically used layouts.

To ensure these reports are always in an untouched state, the ability to edit has been removed. However, to customize them, the respective report can simply be copied, given a unique name, and then edited.



Functionalities on Financial Report Folder page

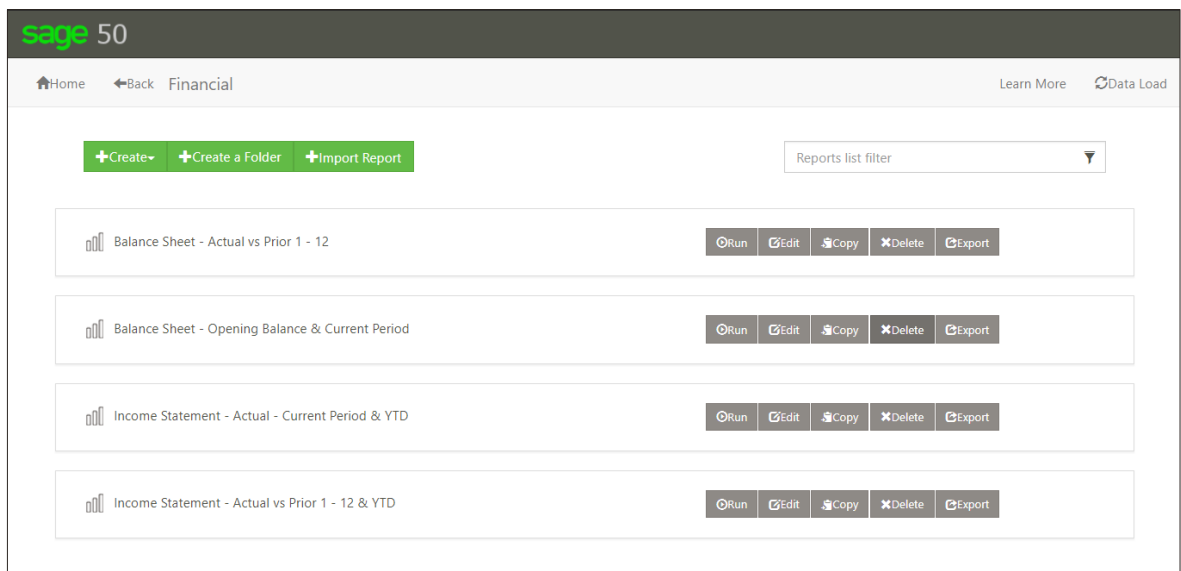
Button Label	Description	Current Availability
Run	Allows user to run out the selected report. Once selected, the system will prompt for filters/parameters to ensure the report is run out for the sought-after information.	Available
Edit	Not available for out-the-box reports. This option will allow the ability to make changes to an existing report.	Available
Copy	Make a copy of the report as to make changes without changing the existing report. When this option is clicked you will be asked to name your new report – it may not be given the same name as an existing report.	Available
Delete	Not available for out-the-box reports. Allows the deletion of a report. Once a report is deleted, it cannot be recovered.	Available
Export	Allows user to Export a Report to share with other Intelligence Reporting users	Available
<i>Shortcuts available from this page</i>		
Import Report	This option will allow users import reports. Type rep.def and xlxs. Note: Reports cannot be larger than 3MB	
Create a Folder	Users can create their own folder structures to store their custom reports into. Within each folder, they'll be able to import reports, create sub-folders, create reports, quick create reports and create management packs	
Create Report	Click this shortcut to create a new report from scratch	
Quick Create Report	Use the quick create tools to create a new report – using predefined rows and columns	
Create Management Pack	A management pack allows for the simultaneous production of a collection of reports as found in the Financial Reports Folder page	

Report and folder names can not contain any of the below special characters:

Symbol	Name
<	Less than
>	Greater than
:	Colon
"	Double quote
/	Forward slash
\	Backslash
	Vertical bar or pipe
?	Question mark
*	Asterisk

3.2 Running Reports

1. To run the standard ready to use reports: Select **My Reports > Financial**.
2. The Financial Report Folder will open and a list of standard and any custom reports will be available.



3. Click on the **Run** button for the respective report.
4. Select the required parameters.

5. An online report will be generated.

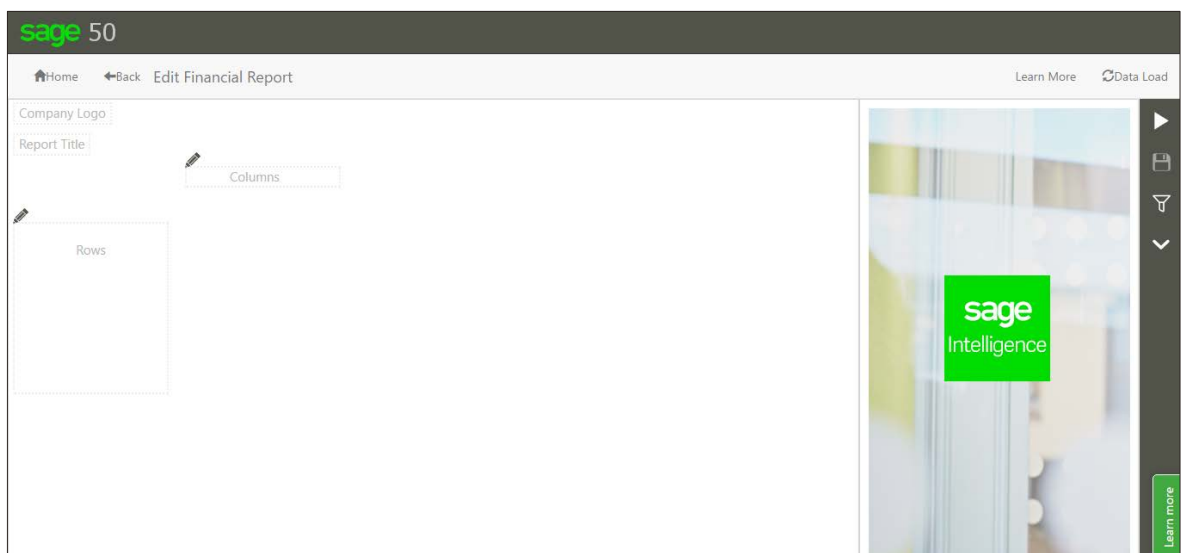
		Actual 01	Prior 01	Actual 02	Prior 02	Actual 03	Prior 03
Assets							
Current Assets							
18500	Asset	1 200 000	1 200 000	1 200 000	1 200 000	1 200 000	1
	Building	1 200 000	1 200 000	1 200 000	1 200 000	1 200 000	1
Cash							
10200	Cash to be deposited						
10300	Cash Draws						
10500	Petty Cash						

3.3 Create a Financial Report

As indicated in section 3.1.1, one can generate reports via the “Quick Create” function, or via the Online Report Designer. The latter method can be accessed in two ways, either by clicking on the “Create Financial Report” feature from the main page, or by selecting “Create Report” from the Create drop-down in the Financial Reports folder. Both these options take the user through to the Online Report Designer screen. This screen houses all the tools you would need to create insightful and accurate financial reports.

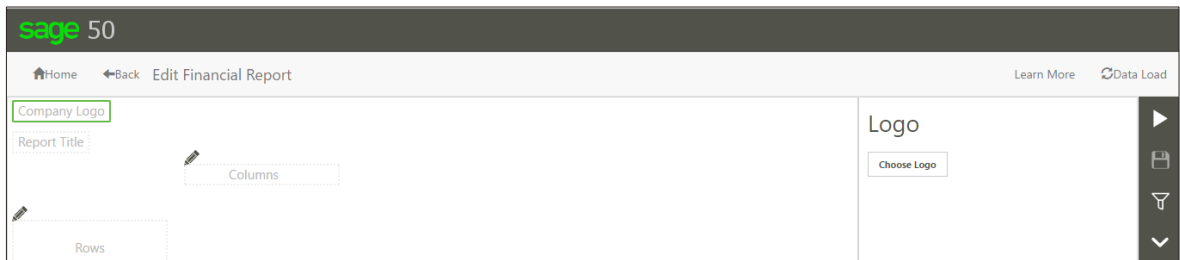
When these options are chosen, the user will initially be prompted to give their new report a name. This is the name that will appear in the “My Reports” menu.

After inserting the report name, the report designer screen will appear.



3.3.1 Adding a logo to the report

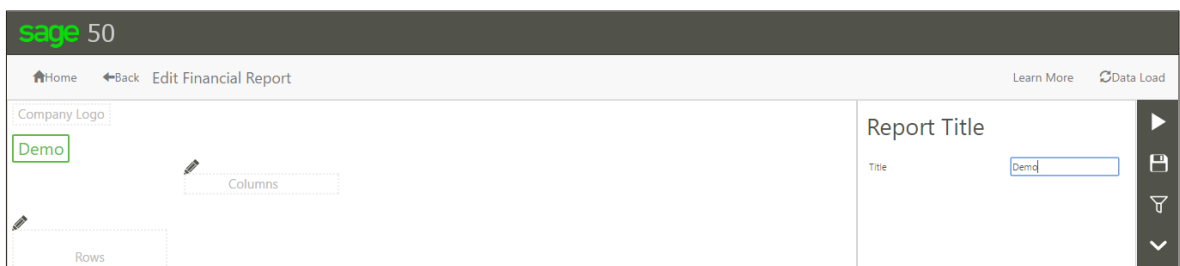
To allow users to customize their report in such a way that it displays a logo on the top left of the screen, they can click on the “Company Logo” tile. In the design pane, they can import an image via the “Choose Logo” button.



3.3.2 Changing the title of the report

If at any time a user would like to change the title of the report, they can simply click on the title and type in the new name.

Note: The new name will only appear here, it will not change in the ‘My Reports’ listing.



3.3.3 Inserting columns into your report

The Online Report Designer Columns Design Pane allows users to add various options for columns.

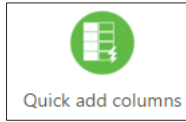


Users have a selection of options to add columns to the report. The different options provide flexibility that best suits users' reporting requirements.

Columns are the line items that run vertically in your report.

Examples: Actuals, Prior, Budget

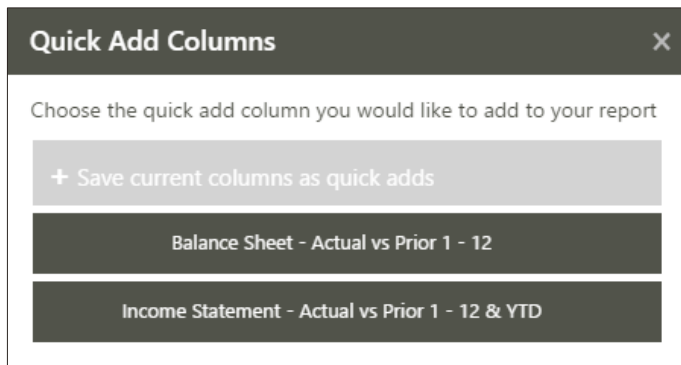
Quick add columns



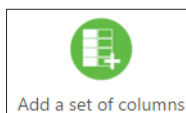
This option gives the quick and easy option to add a collection of columns that have already been pre-defined – both by the Sage Intelligence team and by the user.

Best practice: Optimal when the users already have a collection of columns in mind for the report they'd like to create.

The software will arrive with options that have been created by the Sage Intelligence team. If users would like to save their own collection of columns in this list, they can click "Save current columns as quick adds". Once they have given the collection a name, the option will be added to the list for subsequent and frequent re-use.

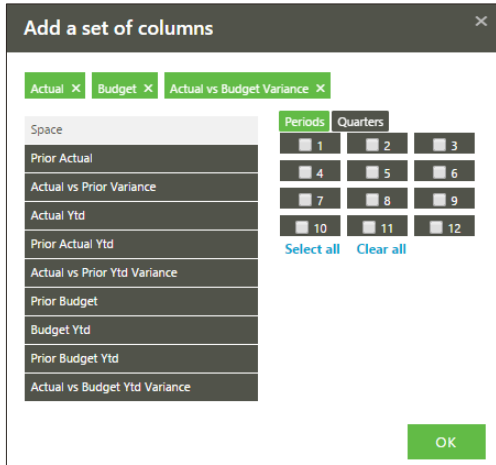


Add a set of columns



This option allows users to choose from available columns. The user can select the column type (amount or calculation), amount type and period. To select a column, simply click on it and it will be automatically added to the preview pane at the top.

Best practice: Optimal when users know what report they would like to create and need full customization ability.

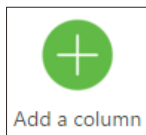


Once users are happy with their column selection, they can choose a time scale for the report – can filter by periods and quarters.

Note: Once you have added a set of columns you can then save them into the quick add menu for re-use on other reports.

Also, Period 13 will not be able to be selected (See section 4.5).

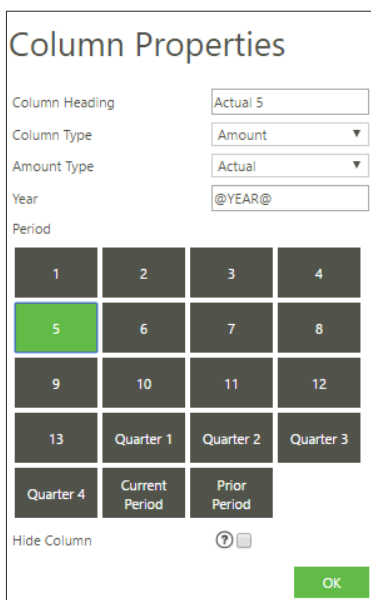
Add a column



This option allows users to add one column at a time.

Recommended if users know the exact column they'll need to see and want full control and customization ability.

Current / Prior Period Parameters - This fun feature allows columns to always reference a current period or prior period, rather than select an individual period in a column property.



3.3.4 Debit/Credit Argument to Closing Balance Amount Type

The Column Property screen has been enhanced for the Closing balance formula. This allows for debit and credit balance reporting required in Trial Balance reports.

A “Balance to Show” field will appear below the “Amount Type” drop-down tile once Closing Balance has been selected. The user can select “Debit” or “Credit” from the “Balance to Show” field. If the user selects “Debit”, then the report will only produce debit values within that column, and zero otherwise. The same principle applies when selecting “Credit”.

For example, to create a Trial Balance:

- 1) Add two columns.
- 2) Select the first column and in the Column Property screen, rename this to Debit Closing Balance. Update the “Balance to Show” dropdown to only show debit balances, by selecting “Debit”.
- 3) Select the second column and in the Column Property screen, rename this to Credit Closing Balance. Update the Balance to Show dropdown to only show credit balances, by selecting “Credit”.

3.3.5 Column Properties and functionality

Column Property	Description
Column Heading	This is the text that will be displayed in the column headings of the final report
Column Type	Will the column be used to display a specific amount , or will it show a calculation
Amount Type	If amount is selected in the column type tile, this option will let you determine the type i.e. Actual, Actual YTD, Opening balance, Closing balance et cetera
Year	What year would you like the column to represent? <ul style="list-style-type: none">• The year filter for my report• The year prior to the year filter• Enter my own year
Period	What period would you like the column to represent? Can select period x to y, current period, prior period, as well as all four quarters.

Hide Columns – When creating a calculation column, the (Online) calculator will only allow users to insert columns that exist in the report. However, in certain instances users may not want to see these columns in the generated report. To resolve this issue, users can now hide the column they would not like to be visible in the report.

Column Properties

Column Heading:

Column Type:

Amount Type:

Year:

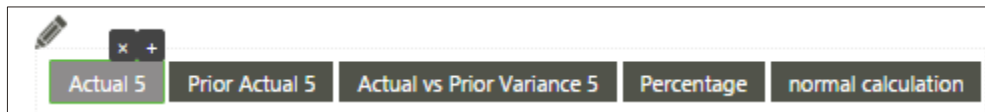
Period

1	2	3	4
5	6	7	8
9	10	11	12
13	Quarter 1	Quarter 2	Quarter 3
Quarter 4	Current Period	Prior Period	

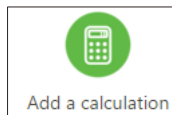
Hide Column

OK

Once a column has been hidden it is greyed out on the preview screen.



Add a calculation



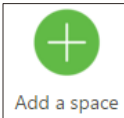
This option is used when a calculated column is required.

When the option is clicked users will see all the columns in their report that can form part of a calculation. If the column needed in the report does not appear in this list, then add the column to the report.

Add Calculation

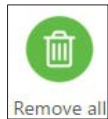
()		✖
7	8	9	÷
4	5	6	×
1	2	3	-
0	.	OK	+

Add a space



Users can use the space to make reports easier to read in the Online Report output. When this option is clicked on, it will insert a space column into the report.

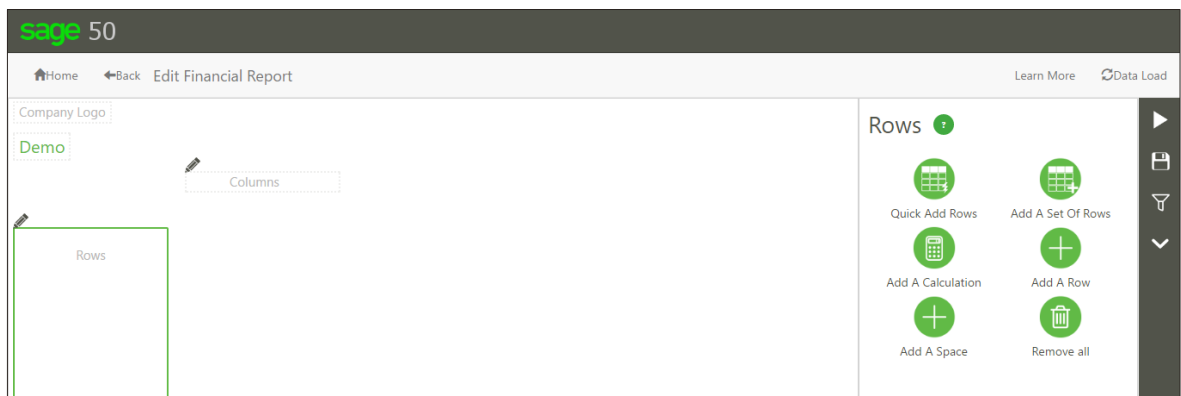
Remove all



Remove all the columns in the report.

3.3.6 Inserting rows into your report

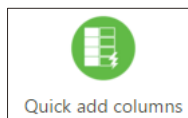
The Online Report Designer Rows Design Pane allows users to add various options for rows.



Use the rows menu to select a method of inserting rows into the report.

Rows are the line items that run horizontally in the report.

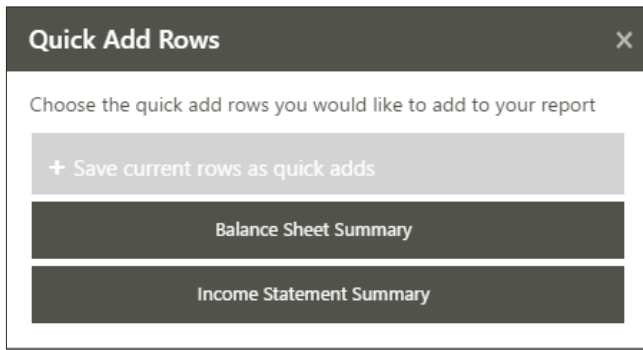
Quick add rows



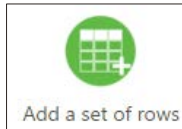
This option gives a quick and easy option to add a collection of rows that have already been pre-defined - both by the Sage Intelligence team and by the user.

Best practice would be to use this option, when the user already has a collection of rows in mind for the report they would like to create.

The software will arrive with options that have been created by the Sage Intelligence team. If the user would like to save their own collection of rows in this list, they can click "Save current rows as quick adds". Once they have given the collection a name, the option will be added to the list for subsequent and frequent re-use.

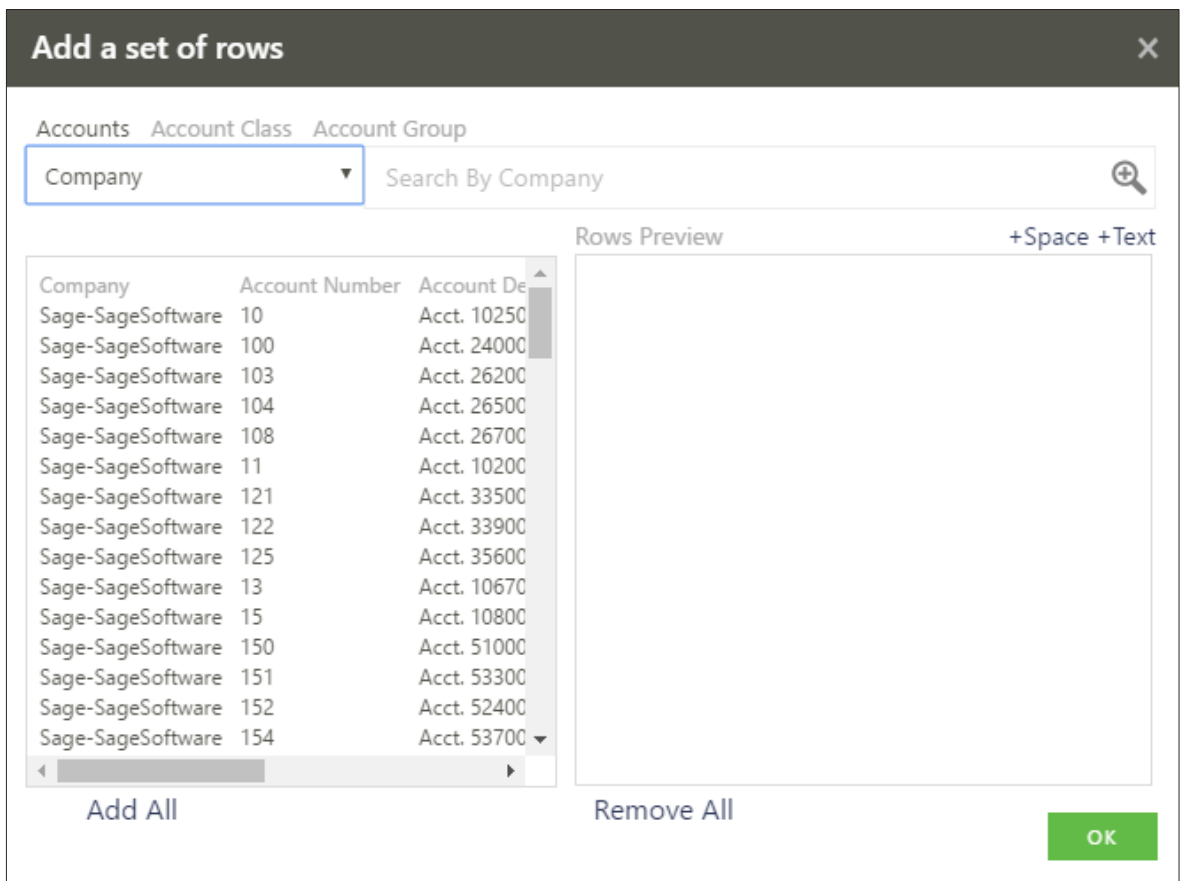


Add a set of rows



This option will allow users the ability to search the General ledger for accounts, account classes and account groups to add into the report.

This option is recommended when users need full control over what accounts they want to add. This feature is designed for users who have very specific customization requirements.



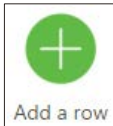
To make it easier to find the specific account, users can use the search options to search items within the accounts, account classes and account group categories. With search, users will notice that the options in the boxes below decrease to match their search.

The preview pane will show how the rows will appear in the report.

Use the space and the text shortcuts on the top right, to make the report easier to read and understand.

Once users are happy the preview has everything they need, they can click OK to insert the rows into the report.

Add a row



This option is available if users would like to add one row at a time.

Recommended if users know the exact row they need to see and want full control and customizing ability.

Row Properties

Row Heading

Row Type

Row Identification

Account Group

Reverse Sign

Hide Row

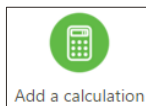
Row Properties Menu	Description
Row Heading	This is the name that will be seen in the report
Row Type	<p>Which of the following would you like this row to display?</p> <ul style="list-style-type: none"> Amount: Either a specific account or an account category. Calculation: This row is a calculated, made up of one or more other rows used in a calculation. Text: Used for heading rows
Row identification	Is displayed when the amount row type is selected. Select Accounts, Account Class or Account Group

Account, Account Class, Account Group	Based on your Row identification, you will need to specify or select the account, account class or account group to represent the row
Reverse sign	Allows you to reverse the sign for the row. For example, if a row is reflecting as a credit account and you do not want a negative value in your report, you can click on the reverse sign box.
Hide Row	Will hide this row on a generated report

Hide Rows – When creating a calculation row, the (Online) calculator will only allow users to insert rows that exist in the report. However, in certain instances users may not want to see these rows in the generated report. To resolve this issue, users can now hide the rows they would not like to be visible in the report.

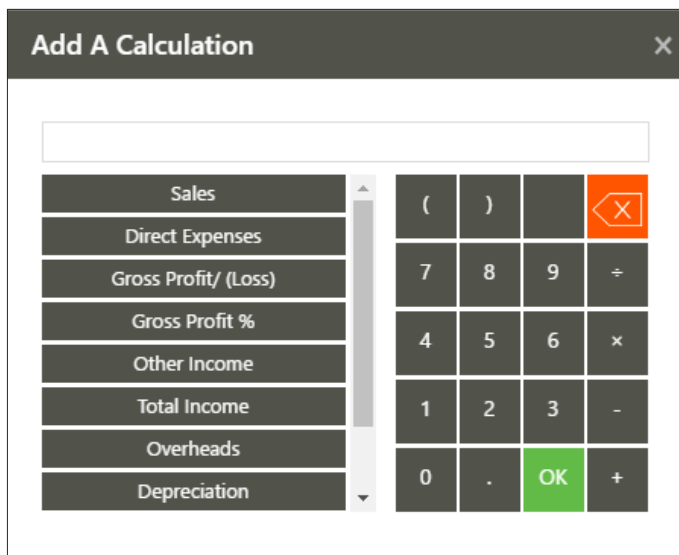
As with columns, once the row has been hidden, it is greyed out on the preview screen.

Add a calculation

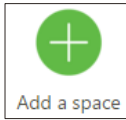


This option is used when a calculated row is required.

When the option is clicked users will see all the rows in your report that can form part of a calculation. If the row you need in your report does not appear in this list, then add the row to the report.

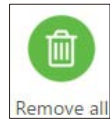


Add a space



Use the space to make the reports easier to read. When users click on this option it will insert a space row into the report.

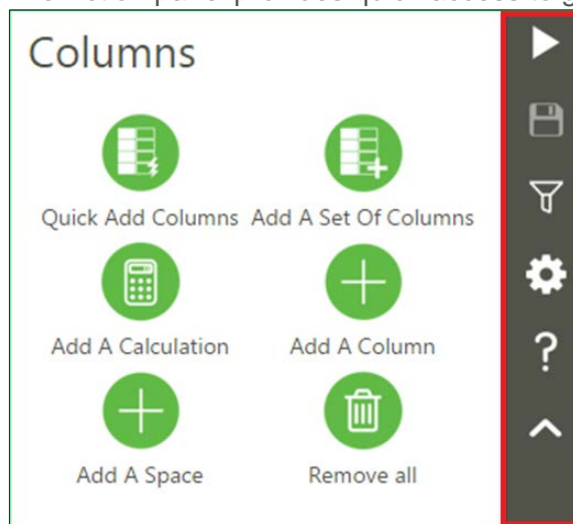
Remove all









Remove all the rows in the report.

3.4 Reporting Action Panel

The Action panel provides quick access to general reporting functions.

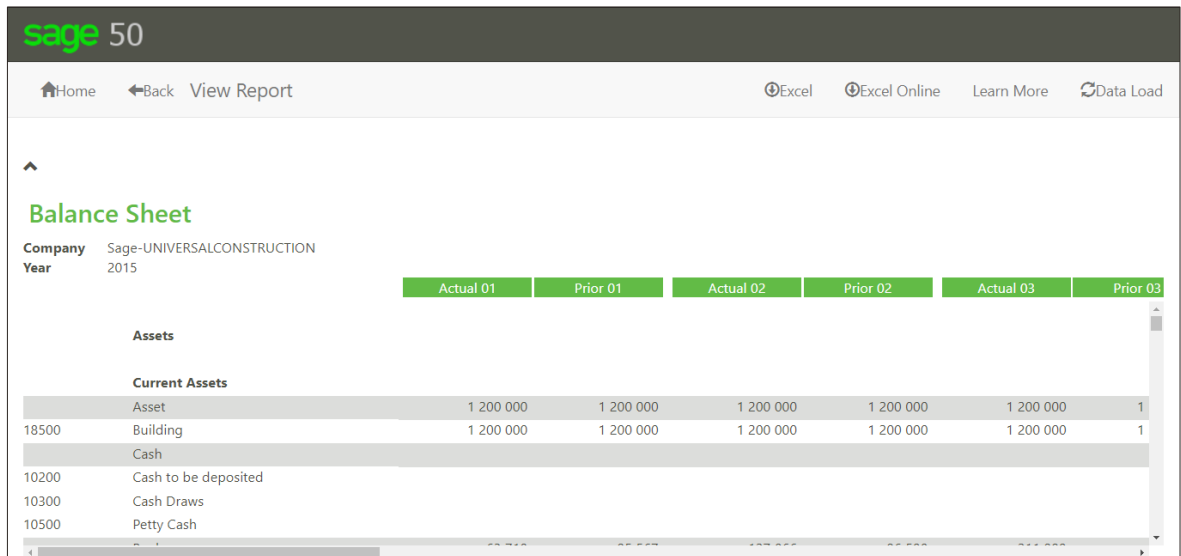


Functions available from the action panel:

Button	Action
 Run	Use this button to run out your report into the Online report
 Save	Use this button to save your report
 Filter	Filters are required to determine the information you will see in the run out report
 Settings	Set the properties for the entire report. This will determine the information that will be displayed on the report
 Help	Use this button to launch the help file
 Expand / Collapse	Use this button to increase/decrease the number of action panel buttons you can see.

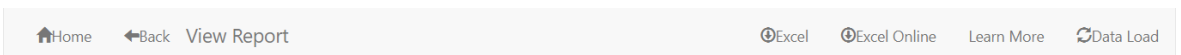
3.5 Online Report

Once the report is run out, the screen will change to a full page in an HTML format.



Note: In the online report, figures are rounded up to the nearest whole number.

Along the top of the report is a tool bar with action options.

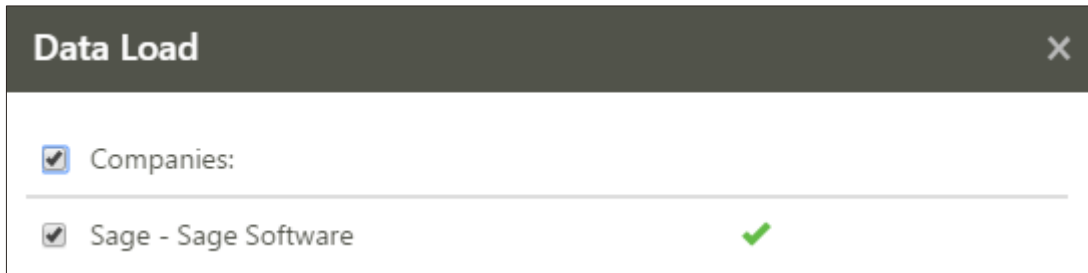


Button	Action
Home	Takes you back to the Sage Intelligence home screen
Back	Takes you back to the Report Designer editor
Excel	Download this report into Excel. Once the Excel report opens, the Excel Online Report Designer Task Pane app will appear on the right-hand side of all the screen. The numeric values are formulas so they will be refreshed when you sign into the Task Pane, with your Sage One ID user name and password.
Excel Online	Download this report into Excel Online. Once the Excel report opens, the Excel Online Report Designer Task Pane app will appear on the right-hand side of all the screen. The numeric values are formulas so they will be refreshed when you sign into the Task Pane, with your Sage One ID user name and password.
Edit	If you see something in the report that you would like to change, you have the option to go back and edit the report. Simply click on edit and make the changes you deem fit.
Data Load	Data Load allows users the ability to select for which companies and years they would like data to be loaded for.

Data Load – The data load functionality in Online Report Designer has been included to allow users the ability to select for which companies they would like data to be loaded for. While a data load is occurring, the user can navigate in the system.

Note: While a data load is occurring, report setup options available will be based on data already loaded. You will however not be able to run a report until all data has been loaded as incomplete results may be generated otherwise.

The Data Load icon found in the top right corner of the Online Report Designer will appear blue while a data load is in progress, grey when complete, and red when an error occurred.

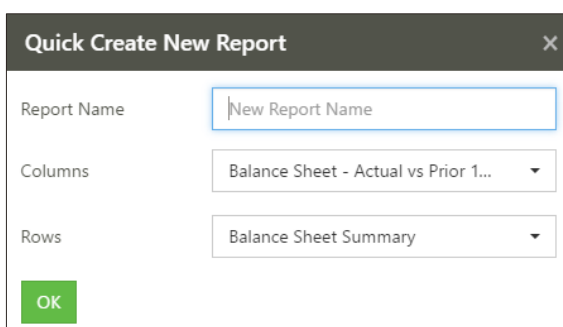


Should additional company data be required but was not part of the initial data load, the user is able to navigate back to the Data Load screen and initiate a data load for the additional data.

Note: Company and year data already loaded will not be refreshed if already loaded and another load is initiated. Only new company and year data will be loaded.

3.6 Quick Create Report

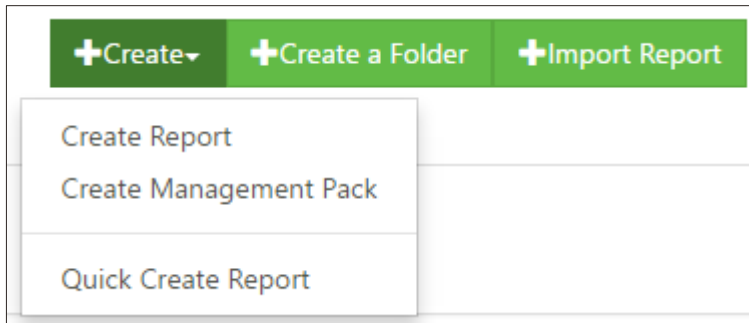
Users can create report layouts based on predefined rows and columns as created by Sage Intelligence, or the users themselves. The rows and columns are those saved as quick adds. When the user chooses this option, the following pop-up will appear:



After selecting which rows and columns to add, the new report will be added to the financial report folder list.

3.7 Create Management Pack

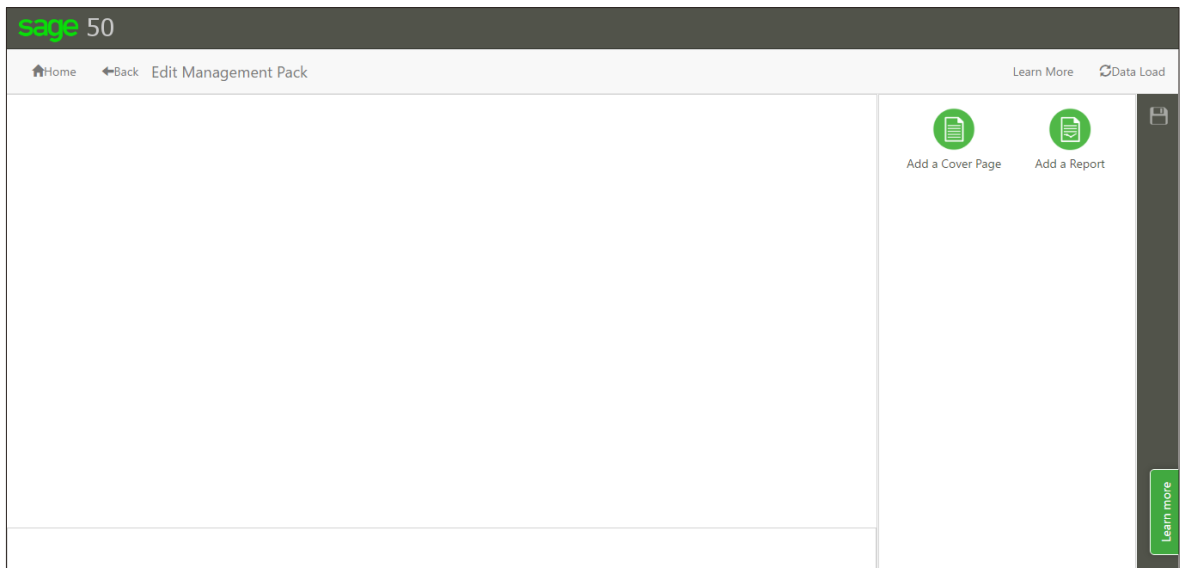
If the users would like to run a collection of reports simultaneously, they can make use of the Management Pack feature. To create a management pack, the user would select the Create Management Pack from the Create Drop Down button.



After choosing this option, the user will be prompted to name the management pack. The Management Pack will then be listed in the Financial Reports Folder.

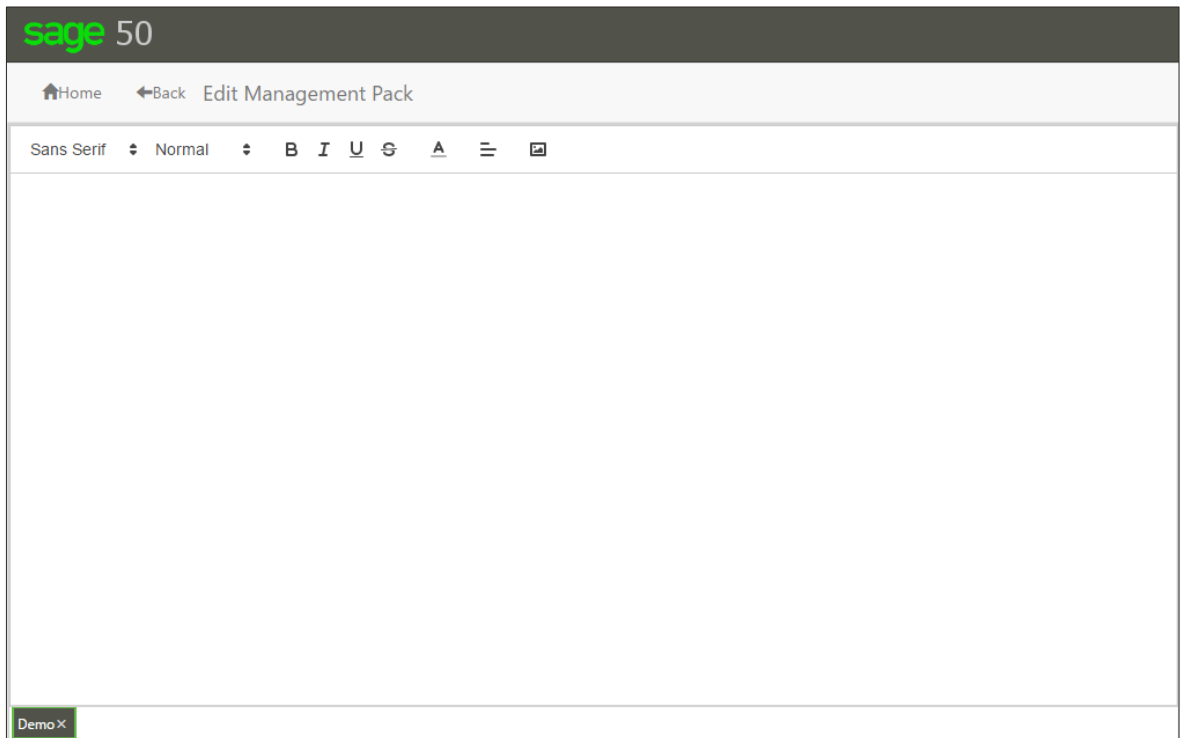


To determine what should be included in the management pack, the user will select Edit from the bar. The following screen will appear:



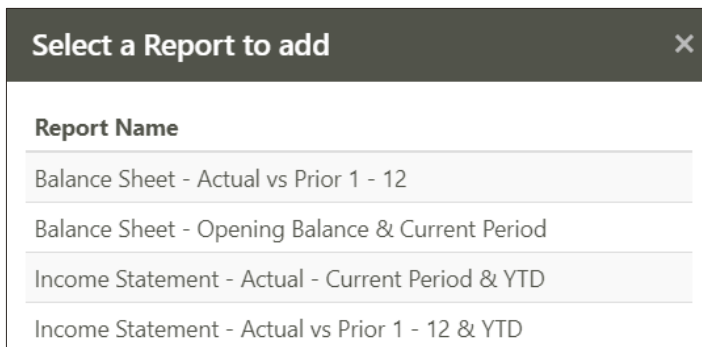
Add a Cover Page

By selecting the Add a Cover Page option, the user will be prompted to give the respective cover page a Name. After which the user will be able to add various elements to the page.



Add a Report

This feature allows users to select which reports from the Financial Reports Page, either the Out-the-box or custom reports, to insert into the management pack.



Finalising this process, the end design result is:

sage 50

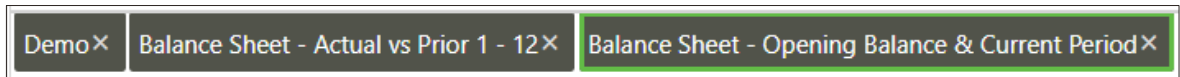
Home Back Edit Management Pack Learn More Data Load

	Opening Balance	Actual YTD	Actual YTD 12
Assets	0	0	0
Current Assets	0	0	0
Asset	0	0	0
Cash	0	0	0
Bank	0	0	0
Credit Card Receivables	0	0	0
Cash Equivalents	0	0	0
Marketable Securities	0	0	0
Accounts Receivable	0	0	0
Other Receivables	0	0	0
Allowance for Bad Debt	0	0	0
Inventory	0	0	0
Current Asset	0	0	0
Total Current Assets	0	0	0

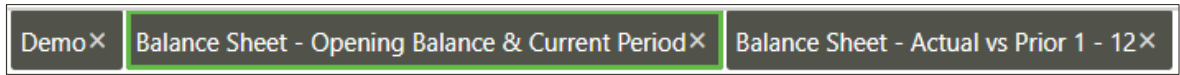
Add a Cover Page
 Add a Report

Demo X Balance Sheet - Actual vs Prior 1 - 12 X Balance Sheet - Opening Balance & Current Period X

Users can edit the order of reports within the management pack via a drag and drop functionality in the bottom horizontal bar. For example:



to



To run the management pack, the user will have to do so via the horizontal bar in the Financial Report Folder.



Choosing Run, the user will have to select the report parameters for Company and Year

Demo X

Company Required ▼

Year Required ▼

Run

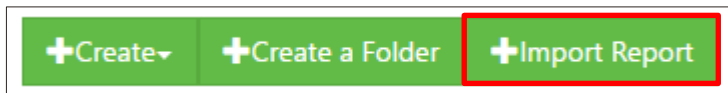
The result being all the reports within the management pack being populated simultaneously according to the parameters chosen.

3.8 Exporting Reports

As well as creating reports, users can Export / Import reports. This makes it possible to import reports into different user accounts. i.e. Create a report then share the downloaded file with another user.



They will be able to import the downloaded file



Note: Only .repdef or an .xlsx file can be imported into Sage Intelligence

Remember if any changes are made to an Excel file, you will need to import the updated file back into Sage Intelligence. The existing Excel file will not automatically update.

4.0 Online Report Designer Known Issues

These are issues that exist in the software

4.1 Screen resizing

When the window size is reduced, tile alignment is thrown off into a vertical alignment

4.2 Report changes lost if the system times out

If the system has been inactive for 57 minutes, the session will expire. This is a security feature built into the software to ensure your data is kept safe and secure.

When creating or editing a new report, if the system is left unattended for 57 minutes. Your changes will be lost. To avoid this, please ensure that you save your changes.

4.3 Export in Safari

We do not support export of reports or export to excel on Safari at the moment. This will be updated in future releases.

4.4 Logo Size

The recommended Logo size for reports is 200 x 100 pixels. Using larger logos, the logo may overlap on the generated report.

4.5 Period 13

Sage Intelligence 50c Canada does support 13 periods. Period 13 can be chosen as a column property from the Column Property Designer Pane. However, one cannot assign period 13 to a column when making use of the "Add a Set of Columns" options. A work-around is to simply add a period 13 column via the "Add a Column", or clicking on the + icon above the column heading in the preview screen, after the set of columns have been added.

5.0 Excel Report Designer

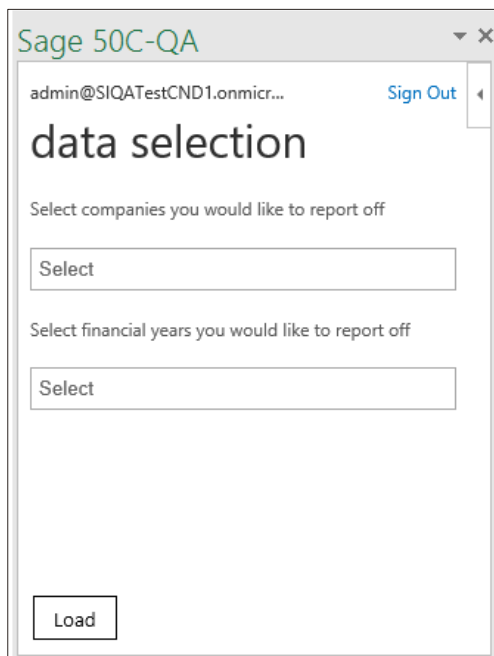
5.1 Accessing the Excel Report Designer

The Excel Report designer can be accessed via two methods.

1. Export an Online report into Excel
2. Open an Excel report directly from the Reports menu

Once the Excel Report is open then:

1. Sign in with Microsoft credentials in the Task Pane of the Excel workbook.
2. From the data selection option in the Task Pane of the Excel Report Designer, the user will select the Company and years to load from Sage 50



The screenshot shows a web application window titled "Sage 50C-QA". The user is logged in as "admin@SIQATestCND1.onmicr..." with a "Sign Out" link. The main heading is "data selection". Below this, there are two instructions: "Select companies you would like to report off" and "Select financial years you would like to report off". Each instruction is followed by a "Select" button. At the bottom left, there is a "Load" button.

3. Select the Load button. Data from Sage 50 will be loaded and the data in the Excel reports will be automatically updated.
4. Users can now utilize the powerful features within Microsoft Excel to further analyze and customize the report layouts.

5.1.1 Running an Excel Report

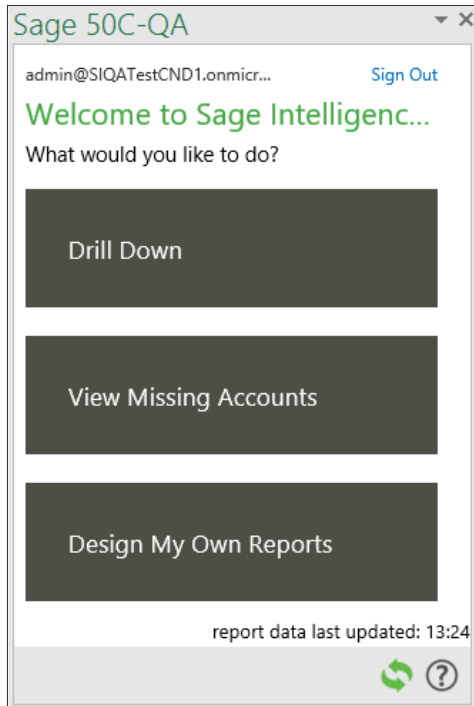
Once users have opened the Excel report, their report will automatically update with their company data.

		Actual 01	Prior 01	Actual 02	Prior 02	Actual 03
Revenue						
40200	Drafting	1 540		10 000		5 000
40300	Engineering Consulting	20 000		8 000	20 000	4 000
40400	Estimating Consulting	10 000		23 000		4 000
40800	Surveying	27 500		5 500		10 000
40900	Other Services				4 550	10 000
42100	Sales: Drywall			4 500		3 000
42200	Sales: Hardware	3 754	17 898	13 790		58 000
42300	Sales: Lumber	777	2 365	11 325	7 044	7 000
42400	Sales: Roofing	8 600		215		1 000
44100	Freight Revenue	500		340		1 000

6.0 Excel Report Designer Features

6.1 Table based reporting.

By default, the Report Viewer Task Pane will be shown when logged in.

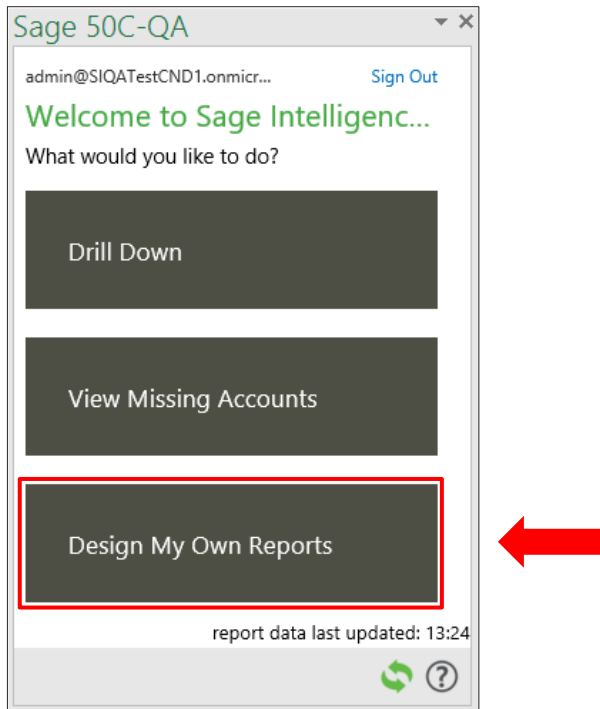


Drill Down, View Missing Accounts and Design My Own Reports functionalities will be available to select in the Task Pane. To demonstrate the use of these functionalities, it would be best to view the Design My Own Reports feature first.

6.1.1 Report Viewer / Report Designer Separation

Users have the option to choose between only viewing existing reports or designing new reports.

Should users wish to customize reports, the Designer functionality is available to users through the Designer License. Users can select 'Design My Own Reports' on the Excel Report Designer Task Pane to access the designer functionality.



6.1.2 Table based lists

Lists dragged into the excel report from the Task Pane will appear with a white table around it. This is because Intelligence Reporting is table based. This means that users can now harness value adding functionality such as: auto-refreshing data (when users change a parameter), allow for cell referencing (this is great for dynamic reports) et cetera.

It's important for users to take note of that reporting area, because any formulas inserted outside of that reporting area will not work. You can only insert a formula inside the reporting area. This also applies to parameters, users can only reference parameters that are inside the reporting area.

Lists

Designer Viewer
FINANCIAL

lists formulas

Select the items you would like to insert into the currently selected cell

Sage - Sa...

- Accounts
- Account Classes
- Account Group

For example: Account Group List

The screenshot shows a Sage 50c-QA Designer Viewer window. On the left, a table displays the 'Account Group List' with columns for Company Name, Account Group ID, and Account Group. The table contains five rows of data for Sage-SageSoftware.

Company Name	Account Group ID	Account Group
Sage-SageSoftware	1	Assets
Sage-SageSoftware	2	Liabilities
Sage-SageSoftware	3	Equity
Sage-SageSoftware	4	Revenue
Sage-SageSoftware	5	Expense

On the right, the Designer Viewer interface is visible, showing the 'lists formulas' menu and a search box containing 'Sage - Sa...'.

Current lists in Sage 50c Intelligence (Canada)

List	Columns provided in the table space
Accounts	Company Name Account Number Account Name Account Group ID Account Group
Account Class	Company Name Account Group ID Account Class ID Account Class
Account Group	Company Name Account Group ID Account Group

6.1.3 Refreshing of Data

The refresh options are streamlined. Users can switch auto refresh on or off in the Excel Report Designer from the Task Pane.

When auto refresh is switched on, the refresh logo found on the Task Pane will be indicated as a green icon.



When using viewer mode, the user can use the out of the box reports and opt to use the auto refresh option. As and when periods for example are changed, the report will automatically refresh.



When using the design mode, by default the refresh option will be switched off. This will allow the user to design their report without constant refreshing of the data occurring with all changes made. When required, the user can opt to do a once off refresh by selecting “Refresh my report now”.

The timestamp at the bottom of the Task Pane will indicate the last time the report was refreshed.



6.1.4 Formula Builder


The Formula Builder has been created to improve the ease of use. When selecting a formula from the Task Pane to insert into the selected cell, the pre-configured formula parameters are indicated. When selecting the field to update, e.g. Company, the user will be asked to select the cell the Company name appears in. Once updated select 'Save'.




To view which parameters have been provided for this formula or to edit any references provided, one can select the cell the formula is in and click on the **fx** button at the bottom of the Task Pane. This will display the selected formula's setup in the pre-configured formula fields. Users can then make any changes as preferred.

6.1.5 Menu Structure



The toolbar is populated with four menu choices. Each is discussed in brief below:

Icon	Description	Details
	Formula Builder	Indicates the pre-configured formula fields for the selected cell. An error message will be indicated should you select this menu option without first selecting a cell with a formula in. The fx icon will be green when the formula builder is on display.

	Tools	The tools button can be used should users wish to make use of the Missing Accounts and Drill Down features.
	Refresh	This allows users to switch the auto refresh option on or off. A once off refresh can also be done when the auto refresh option has been switched off. The icon will be green should the auto refresh function be switched on.
	Help	The help file can be accessed from this menu option.

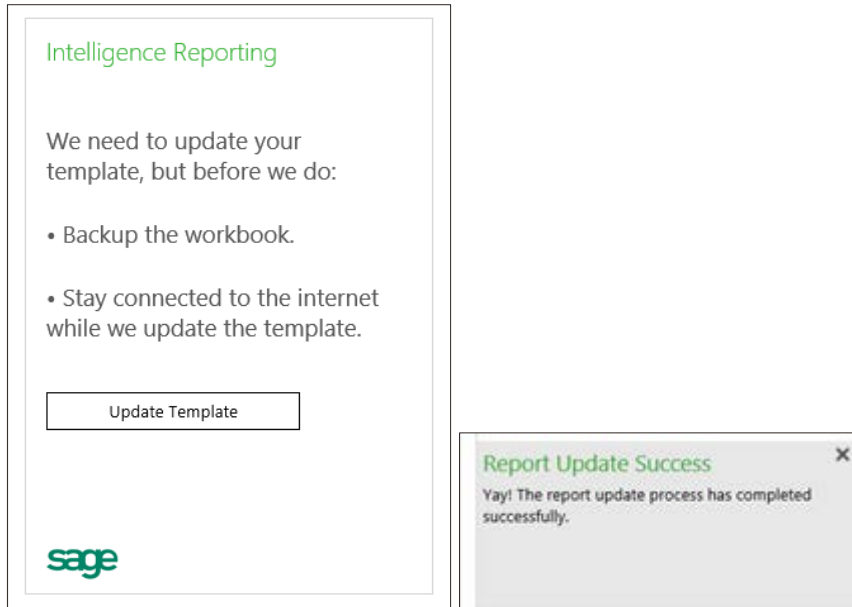
Formulas for Sage 50c (Canada), with mandatory and optional parameters.

Formula Title (As will appear in Task Pane)	Formula Parameters	Mandatory / Optional
Actual	Company Name	Mandatory
	Year	Mandatory
	Period	Mandatory
	Account	Optional
	Account Group ID	Optional
	Account Class ID	Optional
Actual YTD	Company Name	Mandatory
	Year	Mandatory
	Period	Mandatory
	Account	Optional
	Account Group ID	Optional
	Account Class ID	Optional
Opening Balance	Company Name	Mandatory
	Year	Mandatory
	Account	Optional
	Account Group ID	Optional
	Account Class ID	Optional
Closing Balance	Company Name	Mandatory
	Year	Mandatory
	Period	Mandatory
	Account	Optional
	Account Group ID	Optional
	Account Class ID	Optional
Current Year	Company Name	Mandatory
Current Period	Company Name	Mandatory

6.2 Seamless template updates

Templates will be automatically updated when one opens a Sage Intelligence Reporting Cloud workbook. These updates will give additional functionality to the workbook when new features are added to the software.

The following screens will be displayed guiding the user through the process of updating their template



7.0 Excel Report Designer Known Issues

7.1 Deleting financial tables

There is currently limited functionality with the deletion of financial tables. If you delete a financial table or delete a worksheet that contains a financial table, whilst you are signed out or whilst the Task Pane is closed, your template will become damaged.

7.2 Multiple financial tables on one sheet

Intelligence Reporting does not function correctly when more than one financial table is created on one worksheet.

This release is limited to reporting off one financial table on a worksheet. If you would like to see another financial table, open a new worksheet and insert your lists there.

7.3 Using the formula bar to reference cells

You will encounter limitations when changing cell references in the formula bar. These limitations will be visible if auto-refresh is turned on, the table will not refresh immediately when a parameter reference is changed. However, when you make your next legal change in the table, the refresh will be triggered.

Note: The same limitation is visible when dragging formulas across a table.

7.4 Referencing a formula in a Sage Intelligence Formula

Due to the nature of the choose formula. Referencing a formula within a formula will return an error. For example, A1 contains the formula for current year. A2 contains the formula current year -1 (with the intention of returning a prior year). A3 is a GLActual formula that references A2. Cell A3 will return an error as it is reliant on a referenced formula cell. You will need to manually type the prior year into a referenced cell if you would like to take this approach in your customized reporting.

7.5 Allowing multiple parameters for formulas

When creating reports via the Excel Report Designer, the user is required to select certain parameters for Actual, Actual YTD, Opening Balance and Closing Balance formulas. As a means to aggregation of values, users may want to select multiple values of the same parameters, for example, multiple periods and multiple account classes. This functionality is currently unavailable for Sage 50c (Canada).

7.6 Excel Report Designer in French Canadian

Please note that our Excel Report Designer (On-premise and online) is not currently supported in French-Canadian.

Excel On-premise:

If you have a French-Canadian language pack on Excel desktop, and export your report to Excel, the design pane will not load correctly.

Excel Online:

If your browser language is set to French Canadian and you export your report to Excel Online, the design pane will not load correctly.

Cause of the issue:

=choose formula used by Sage Intelligence to refresh financial formulas is getting translated to French. Once Translated Sage intelligence cannot interpret the formula for use in the software, therefore the design pane is failing to load.

7.7 Excel Online specific issues

In excel online users will find issues that are specific to the online environment, these issues will include:

7.7.1 Using F4 for absolute cell referencing in the browser

On the formula builder screen, when using F4 for absolute cell referencing in the browser, you will notice that each time you press F4 it loses focus from the parameter field. Therefore, you need to refocus the cursor in the parameter field each time you press F4.

7.8 Undo Shortcut Key

The universal Undo shortcut key, Ctrl + Z, does not work within the Excel report table.