Sage Live Intelligence

Multi-Dimension User Guide

October 2017

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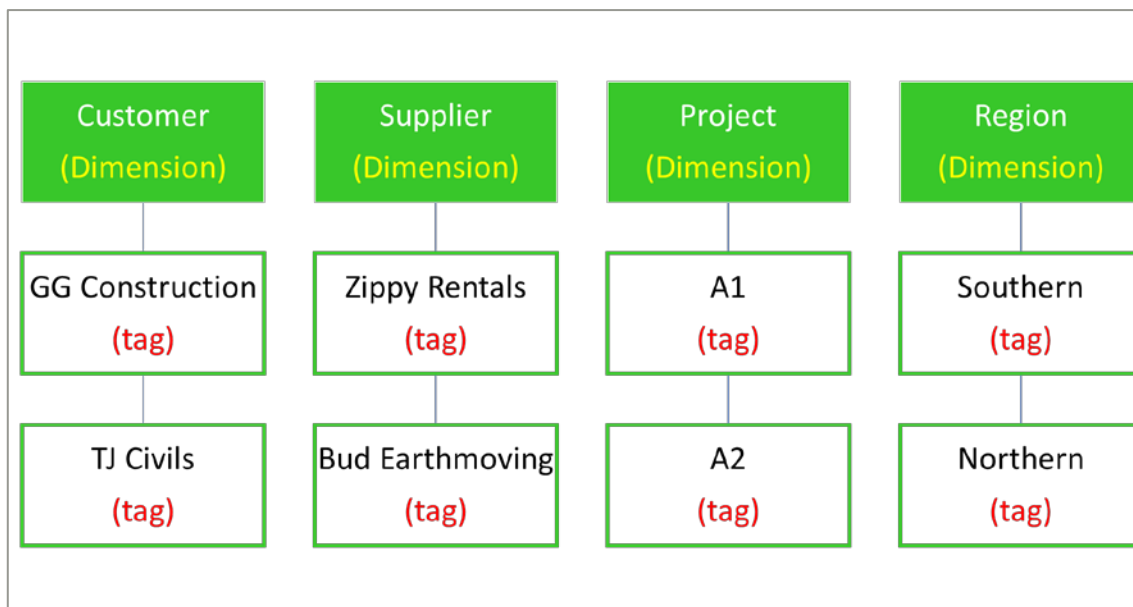
1.1   Dimensions & Tags

Sage Live has a concept called Dimensions, which represents a collection of 'Tags'. Together, Tags and Dimensions form the basis of the Multi-Dimensional Ledger Analysis that allows the Sage Live user to ask very specific questions of the General Ledger directly, such as 'How much have I spent on Taxi fares, in New York at the Salesforce World Tour?'.

Standard Dimensions in Sage Live include, but not limited to:

- Customer
- Vendor
- Bank Account
- Tax Rate
- Product
- Bill Number

Dimensions can be configured to allow the Sage Live user to create Tags manually i.e. Customers, or Sage Live can generate Tags automatically using 'Auto Numbers', which allows for sequential numbers to be created for such things as Sales Invoices i.e. INV-0001, INV-0002 etc. and the sequential number can be tracked per company.

1.1.1   How Sage Live Uses Dimensions & Tags

With Sage Live, the segmentation comes in the form of an unlimited number of Dimensions. These can be anything, from Supplier to Invoice Number, Bank Account to Project. They are

the highest level of reporting available. To populate a dimension, the user simply should Tag the transaction.

1.1.2 What are Tags?

For every dimension, you will have a choice of Tags. When you enter an invoice for example, you can tag as many things to that invoice as you like. You may want to tag the Customer, the Account Manager, the Invoice Number, the Product, the Project, etc. Again, you can have as many Tags as you like.

# 2.0 Sage Intelligence & Dimensions

2.1 How does Sage Intelligence make use of Dimensions?

Sage Intelligence gives users the ability to access these dimension and tags set up in Sage Live. Using the dimension and tags in reports allows users to do more in depth analytical type reporting. Dimension tag combinations are set up in the column properties of Sage Intelligence Reports. To add dimensions to new or existing reports you will need to go to the Add a Data Column.

Dimensional reporting is currently only available across single companies.

### 2.2 Adding a Dimension to a Data Column

Columns run vertically in your report and determine what you see across the top of the report. In an Income Statement, this would typically be Actual, Prior and/or Budget periods. When you create a new report, or edit a report the below screen will appear.
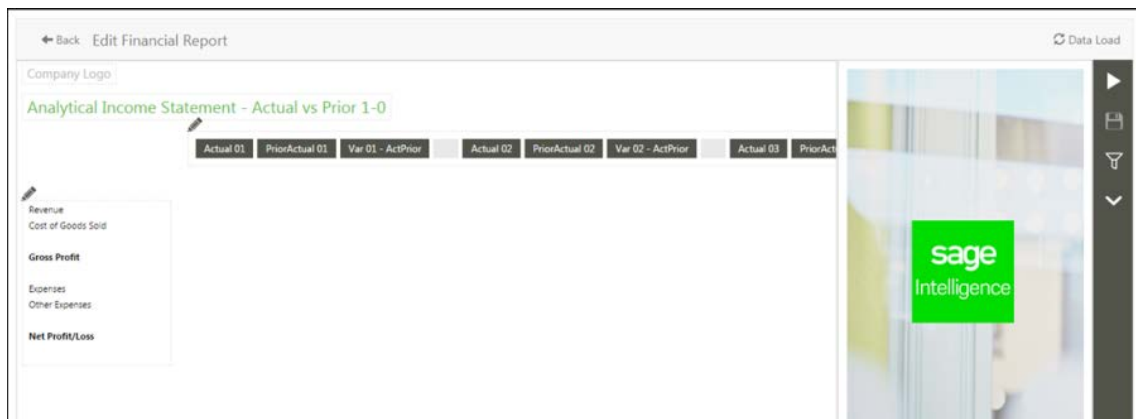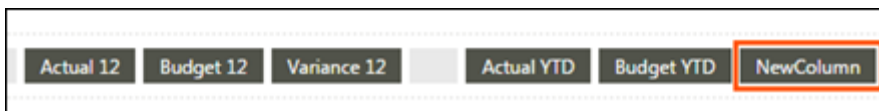

1. To access the columns menu, click on the pencil above the columns area.
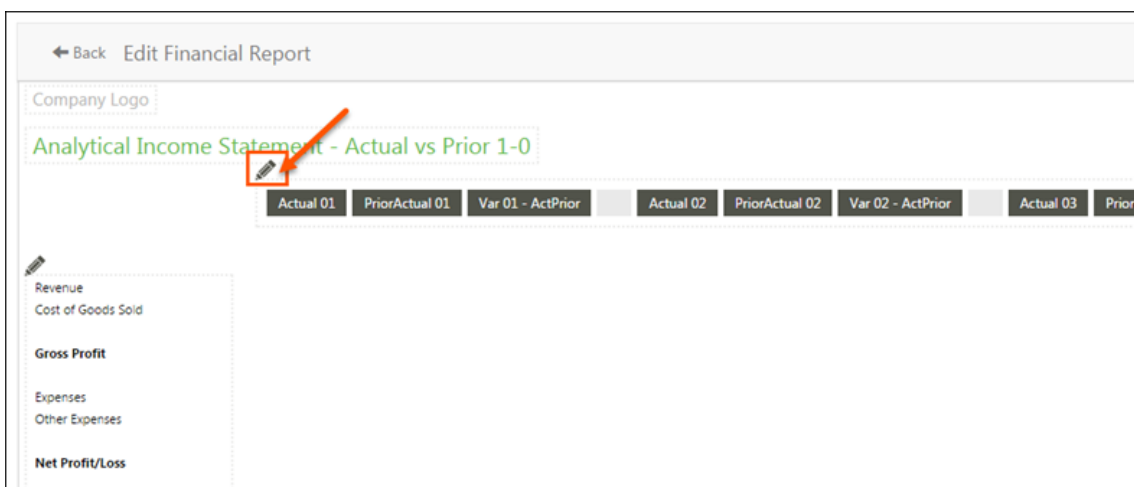
2. The Columns menu appears on the right. Click **Add a column**.
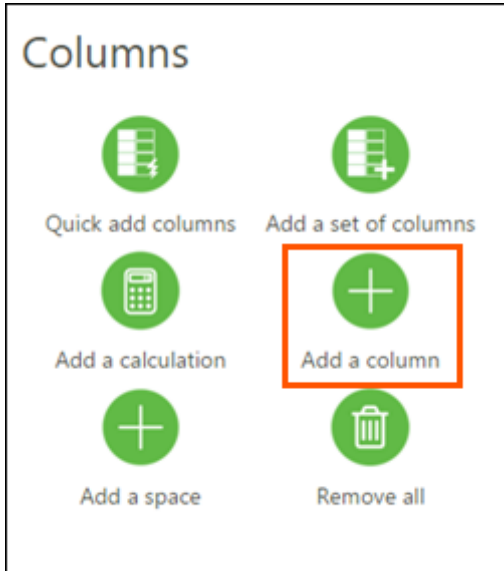
3. A new column appears at the end of any existing columns.

4. The **Column Properties** window appears on the right. Give your column a suitable name.

5. In the **Column Type** drop-down menu, select **Amount**.

6. In the **Amount Type** drop-down menu, select the **Amount Type**.

7. Click the **Dimension Tag** drop-down arrow to select from the list of available dimensions tag combinations. Updating this column property, will filter all balance results with this selection. You are only able to select a single dimension tag combination per column on Opening and Closing balance, however you can select from multiple dimensions if you select the Actual or Actual YTD amount type. The drop-down list will show the Dimension, Tag and the Company that the Dimension tag is associated with. If the Dimension Tag is Global, there will be no company name appended to the Dimension Tag.

The Dimension Tag column property is optional, and can be left blank if you do not want to create a report based on dimensions.

When you select multiple dimension tags on an Actual or Actual YTD amount type a tick will appear alongside the Dimension Tag name. To unselect a single dimension simply reselect the same dimension. Selecting Multiple dimension tags allows you to view specific dimension tag combinations in the column, and only returns the balances specific to the dimension tags selected.

This example above would return the Actual balances associated with Customers once the report is run out:

- Wilkins,
- Pharma UK Ltd
- Big Data Soft Inc.

Dimension Tag (Clear All Selections)

To clear all dimension tag combinations that have been previously selected on an Actual or Actual YTD amount type property, simply select on the X alongside the Dimension Tag. This will automatically clear all selections previously assigned to this column.

8. Click the **Layer** drop-down arrow to view the specific column by a layer. The layer parameter is mandatory. You can select either the Actual, Budget or Adjustments as a layer based on what data has been set up in the Sage Live system. The layer can only be set to **Adjustments** when used in conjunction with Period 0 or Period 98, and will generally not be used for reporting purposes. The **Budgets** layer will only be available if you have budget data available.

9. Click in the **Year** field.

10. Select an option from the menu.

Choose the Fiscal Year ✕

⦿ The year filter for my report
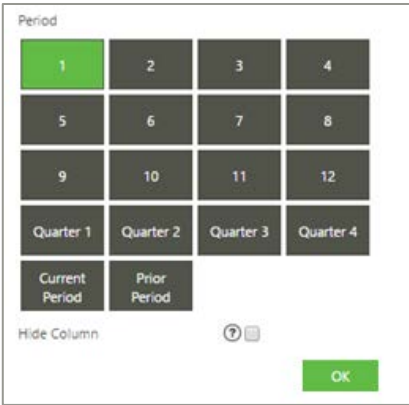
○ A year prior to the year filter

○ Enter my own year

OK

Option	This option will report on data in:	System Added Variable/Data
The year filter for my report	The same fiscal year as you specified in your report filter.	@YEAR@
A year prior to the year filter	The year prior to the fiscal year specified in your report filter.	@YEAR@ - 1 (where 1 is the number of prior years' you selected to report on)
Enter my own year	A specified fiscal year.	2015 (where 2015 is the year you specified)

11. Depending on the column you've added, you may need to select the periods for this column. You can select a single period or a quarterly period. You can also select **Current Period** or **Prior Period** if you'd like the report to always use the current or prior period, and not a specified period.

12. The **Hide Column** option can be selected if you want to add a column that you don't want to view in your report. This is useful when you want to add a column that will only be used in a calculation column.

13. Click **OK**. Once the Column properties and report properties are set up you can run the report.

2.3   Running a Report from the Online Report Designer

1. Click Run in the action panel on the right.

Button	Function	Usage
▶	Run	Use this to run out your report into the Online report
💾	Save	Use this to save your report
▽	Filter	Filters are required to determine the information you will see in the run-out report
?	Help	Use this to launch the help file
∧	Expand / Collapse	Use this to increase/decrease the number of action panel buttons you can view

2. If you haven't set any required filters, you will need to set those first.

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

4. Along the top of the report is a toolbar with action options.

Button	Action
Back	Takes you back to the previous page.
Excel	Downloads this report in Excel format. You can use Excel functionality to make changes to your report. For example, changing colors and adding conditional formatting. Note: You cannot save the report back into the Online Report Designer, but you can save your Excel workbook.
Data Load	Data Load allows you to select for which companies and years you would like data to be loaded.

3.0 Setting up a Sage Intelligence Report with Dimensions

3.1   Create a Profit & Loss Report Comparing Suppliers in different regions

1.   Open Sage Intelligence from Sage Live. Once the data has loaded select **My Reports.**
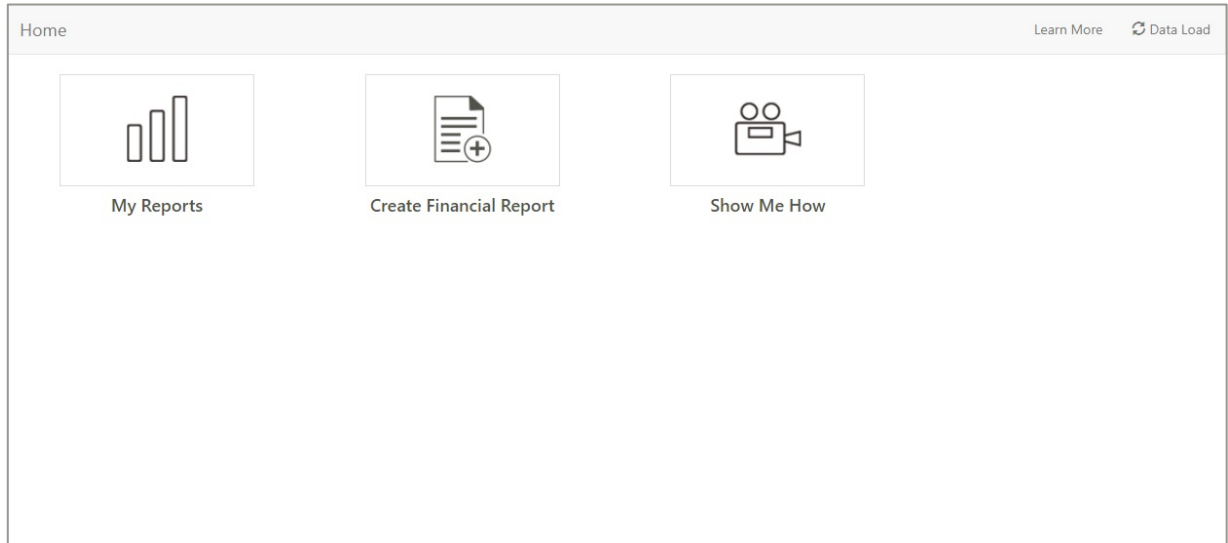
2.   Select **Financial**.
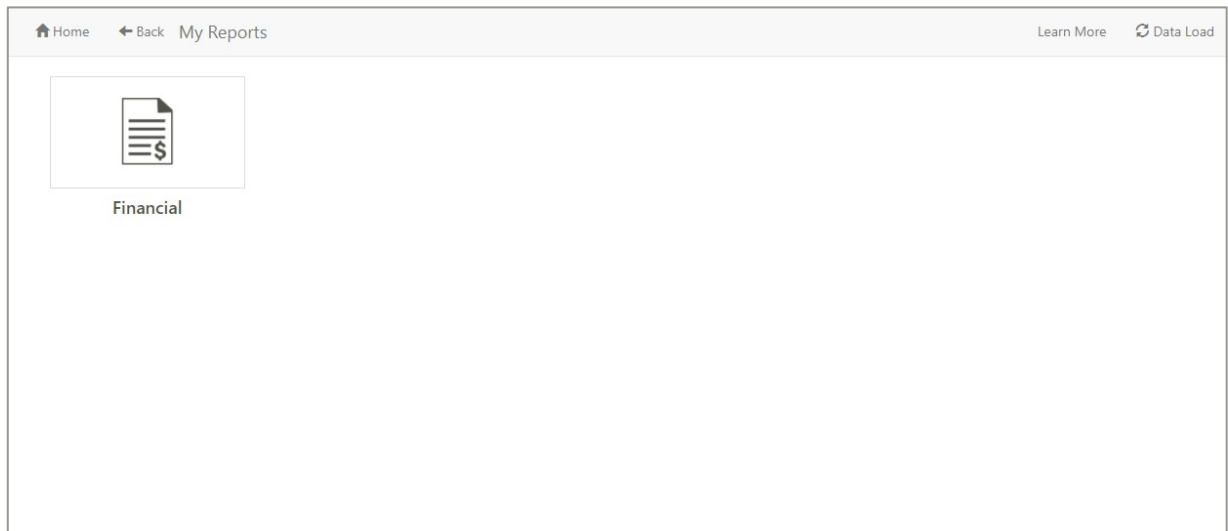
3.   Select **Create a Report** to create a new report with dimensions.
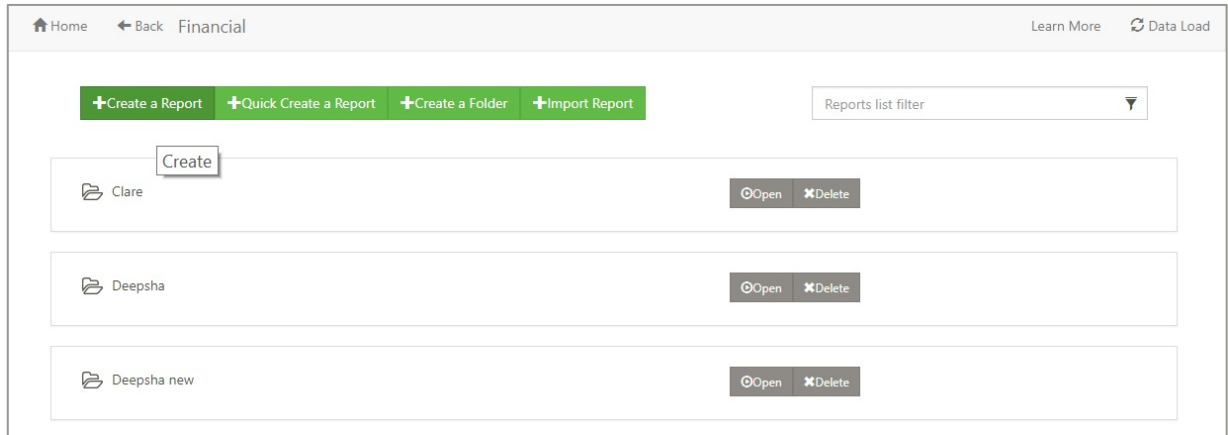
4.   Give your new Report a Name.
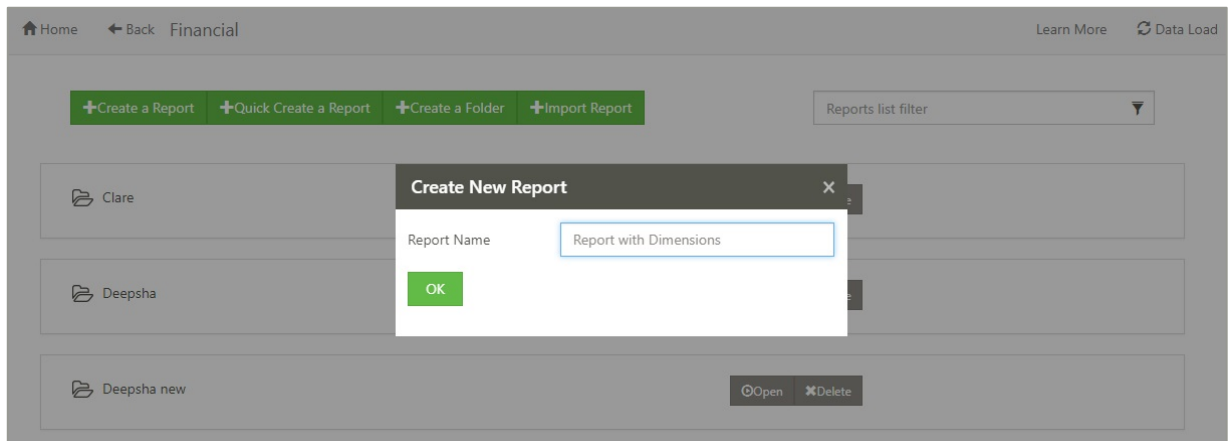
5.   The Online Report Designer will open. You can now begin designing your report. You can add a Logo, Report Title, Rows and Columns in this interface.

6.   Select Rows to add your rows.

7. Add the required Profit & Loss Rows
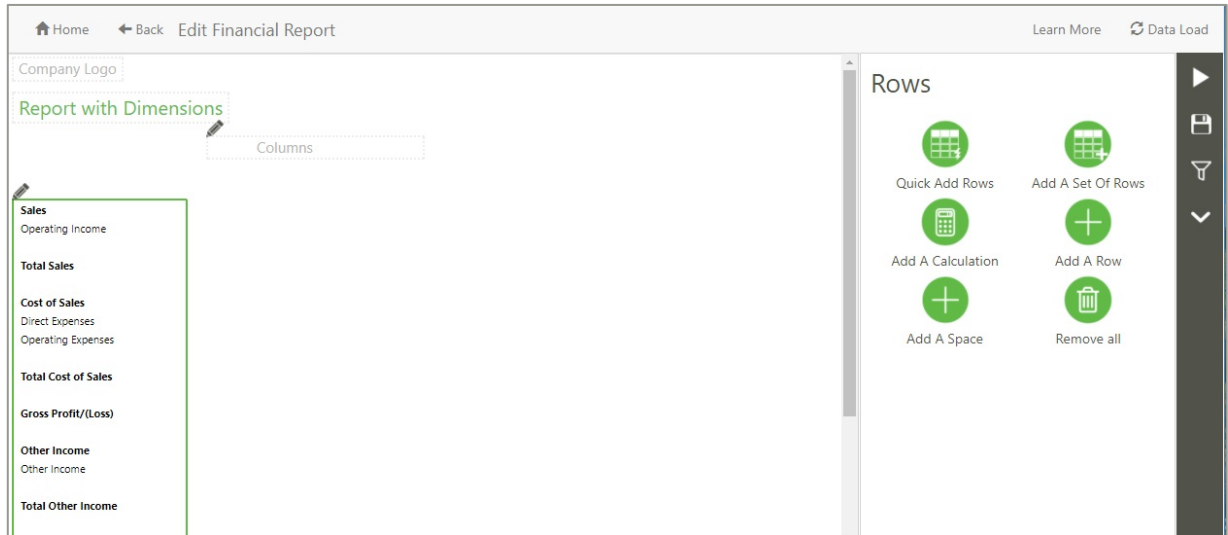
8. Select Columns to add your columns. When adding dimensions, you need to select **Add a Column** option.
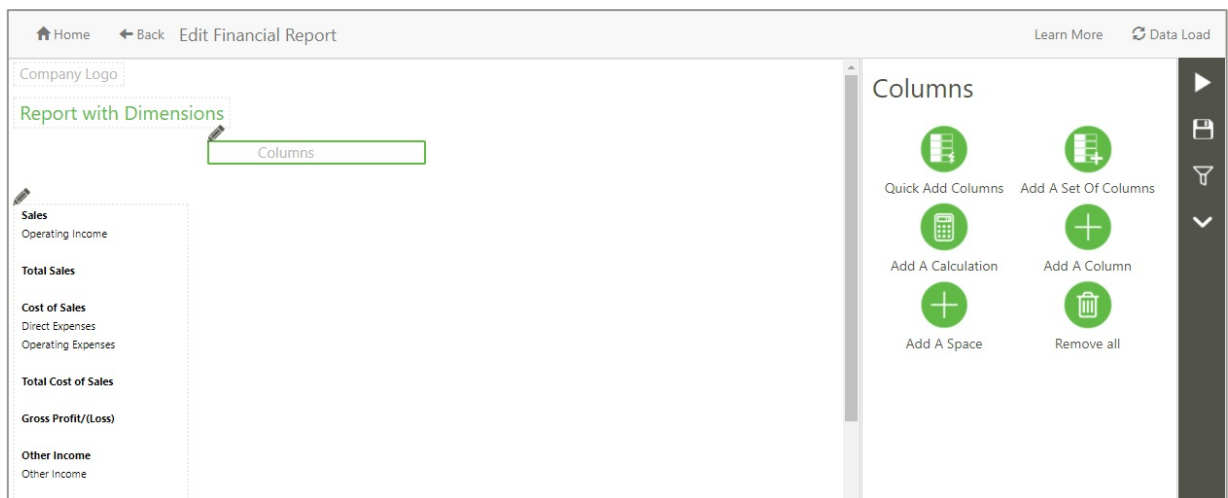
9. You can now populate the column properties.

- Give the Column a Name - **Suppliers Region 1.**
- Add a Column Type – **Amount**
- Add an Amount Type – **Actual YTD**
- From the Dimension Tag dropdown select the suppliers that belong to region 1.
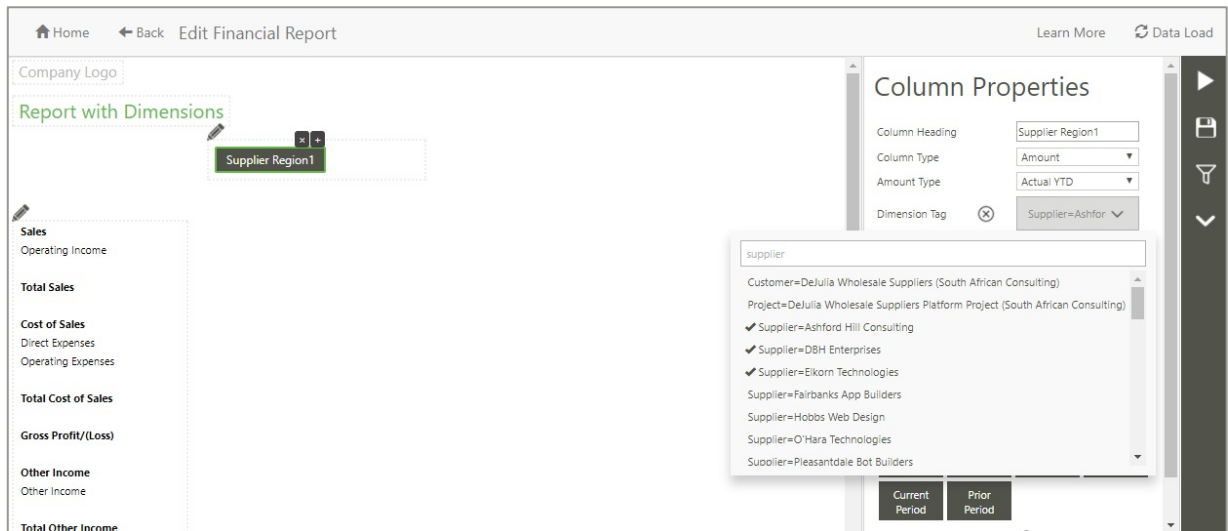
10. Populate the remaining parameters then select OK. Repeat the process for the suppliers in the other regions. Example Supplier Region 1, Region 2 & Region 3.
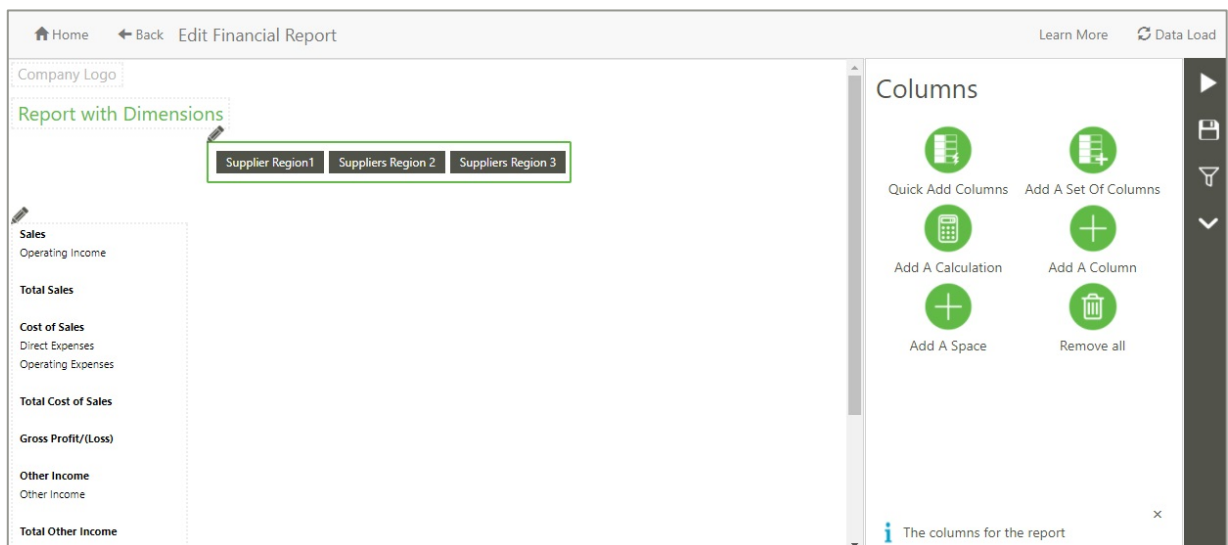
11. Once you have added all your columns and rows to your design. Select the run button. If you have not set up your report filters you will need to do this first.

12. The report with multi-dimensions tags combinations (multiple suppliers per column) will now generate and you can analyze further.

Company   United States Consulting For Good
Year   2017

	Supplier Region1	Suppliers Region 2	Suppliers Region 3
Sales			
Operating Income	53 500	78 456	98 234
Total Sales	**53 500**	**78 456**	**98 234**
Cost of Sales			
Direct Expenses	1 500	23 678	18 999
Operating Expenses	1 342	5 467	876
Total Cost of Sales	**2 842**	**29 145**	**19 875**
Gross Profit/(Loss)	**50 658**	**49 311**	**78 359**
Other Income			
Other Income	3 423	78 345	56 234
Total Other Income	**3 423**	**78 345**	**56 234**
Total Income	**54 081**	**127 656**	**134 593**
Other Expenses			
Other Expenses	4 523	5 345	6 888
Total Other Expenses	**4 523**	**5 345**	**6 888**
Net Profit/(Loss)	**49 558**	**122 311**	**127 705**

4.0 Sage Intelligence Multi-Dimension Logic Explained

The example below best describes how the logic works with Multi-Dimension reporting. In Sage Live you have entered the following 5 sales transactions for Period 1 of year 2017, and have assigned a dimension tag combination to each transaction. You dimensions are Region, Product & Cost Centre.

Transactions entered in Sage Live

Operarating Income	Period	Year	Amount	Region (Dimension)	Product (Dimension)	Cost Centre (Dimnesion)
Transaction 1	1	2017	5000	UK	Bicycle	JHB
Transaction 2	1	2017	10000	US	Bicycle	
Transaction 3	1	2017	2000	RSA	Bicycle	DUR
Transaction 4	1	2017	1000		Bicycle	
Transaction 5	1	2017	500	UK		

You then want to run a Profit & Loss report for period 1 comparing the following side by side:

- UK & Bicycle
- US & Bicycle
- RSA & Bicycle
- UK, US, RSA & Bicycle
- UK, US, RSA, Bicycle, JHB & Durban

After assigning the dimensions and tags as per the above requirements, the results based on the Sales figures (operating income) would be as follows.

Company	United States Consulting For Good				
Year	2017				
	UK & Bicycle	US & Bicycle	RSA & Bicycle	UK, US, RSA & Bicycle	UK, US, RSA, Bicycle, JHB & Durban
Logic	UK AND Bicycle	US AND Bicycle	RSA AND Bicycle	(US or UK or RSA) AND (Bicycle)	(UK or US or RSA) AND (Bicycle) and (JHB or Durban)
Sales					
Operating Income	5 000	10 000	2 000	17 000	7 000
Total Sales	5 000	10 000	2 000	17 000	7 000

5.0 Resources

Learning Portal

This portal consolidates all our learning material and provides you with clear and concise learning path. It includes learning videos, webcasts, documentation and academy courses and will make the process of up-skilling yourself on Intelligence Reporting and finding information a whole lot easier.

http://learning.sageintelligence.com

Webcasts

Webcasts (web-based seminars) are interactive product demonstrations hosted by our Product Specialists which offer you a quick, topic-specific learning experience. Webcast duration varies from 30 min to 55min. Simply click on the "Register" button to find out more information about what is covered and whether the webcast is for you. If you can't make the allocated webcast time, register anyway, and you will be sent a link to the recording after the webcast takes place.

https://www.sageintelligence.com/webcasts/sage-live/