Sage 50c Intelligence

January 2018 Release (Canada)

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1.0 Release Notes

1.1   Release Objective

This Jan 2017 release of Sage Intelligence is primarily targeted to release Sage Intelligence's new UI/UX to Sage 50c.

Minor Bug fixes have been addressed as part of this release.

1.2   New Features

- Calculator enhancements (AC, C, Sum All, Edit Calculation)

- PDF, ability to export a report to PDF

- Fresh new UI

- Management Pack update

- Multi-language Excel Design Pane

1.3   Supported Environments

Browser	Version	Sage Intelligence
Internet Explorer (Windows Environment)	Version 11	Excel Report Designer in Excel online Online Report Designer
Chrome (Windows Environment)	61.0	Excel Report Designer in Excel online Online Report Designer

2.0 Calculator Enhancements

Value adding functionality has been added to the Sage Intelligence calculator. The features, as listed below, lead to a greater user experience as well as faster calculation and report generation.
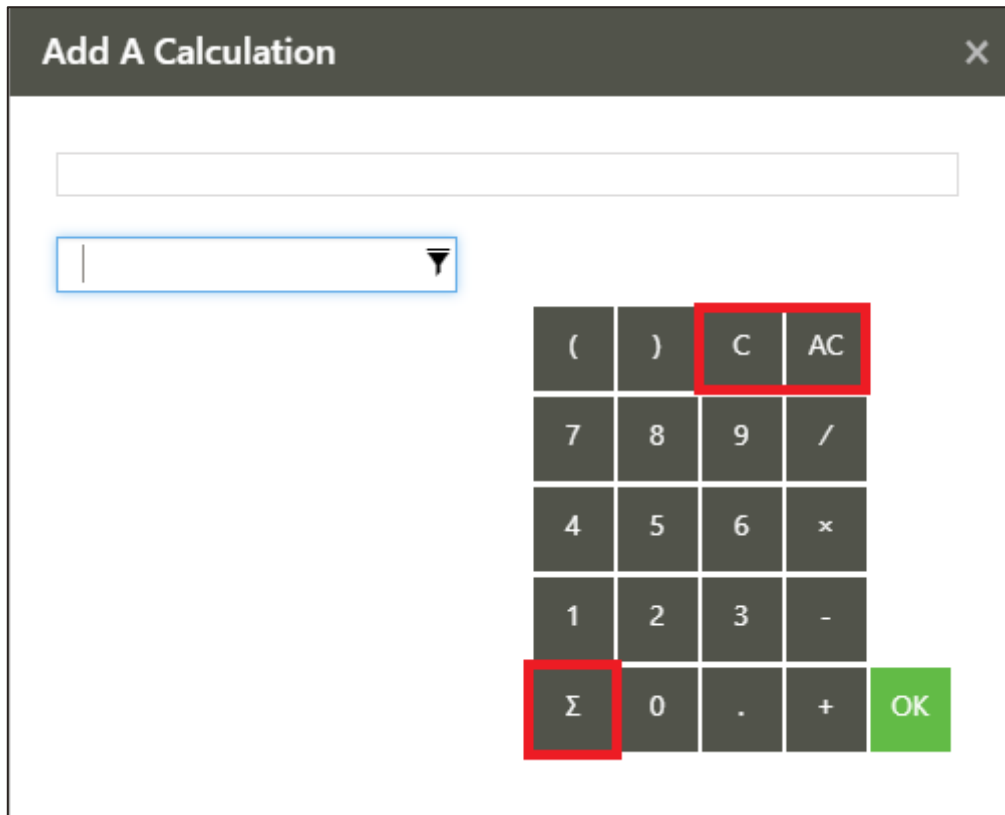
2.1.1 AC – All Clear

This clears all the columns or rows previously selected in the calculation.

2.1.2 C – Clear

Clears individually selected columns or rows in the calculation.

2.1.3 ∑ - Sum All

Selecting Sum All without selecting any columns or rows will automatically sum all the columns and rows available.

Using Ctrl+ of Shift+ and selecting rows and columns followed by Sum All will sum the selected columns or rows.

### 2.1.4 Ability to edit within a calculation

Previously, to edit a column or row in a calculation, you would have to delete the entire calculation. Now, you can select within the calculation and add or remove the columns or rows at that point using the Clear button on the calculator.

Please Note: Keyboard shortcuts are not compatible with this feature yet.

3.0 A fresh new UI

3.1.1 Standard Reports Page

On opening Sage Intelligence, you will now land directly on the Standard Reports page below. The standard reports page helps create a clear distinction between out the box reports (standard reports) and custom reports (My reports). The standard reports page includes all the standard reports that ship with Sage Intelligence. These standard reports can't be edited. To edit these reports, you will need to make a copy of them. You can run all standard reports from this page.
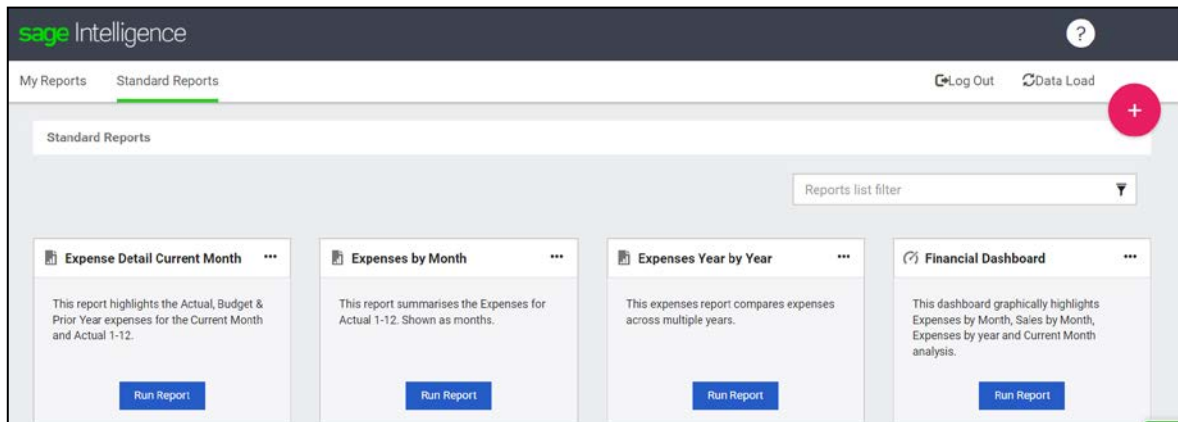

3.1.2 My Reports Page

The My Reports page is a new page that will include any copied, custom or imported reports that you create, creating a clear distinction between your own reports and those that are shipped with Sage Intelligence. You can create folders and reports on the My Reports page below. The Reports can be organized into folders. Custom reports can be edited and deleted. Any custom reports you already have will appear on this page.
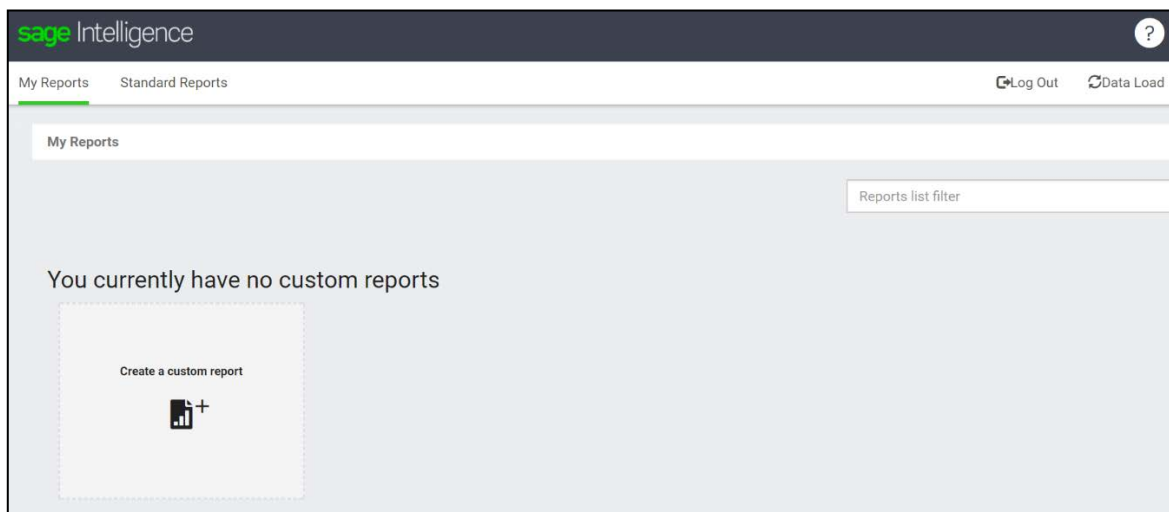
3.1.3   Options Button

The new (+) options button is available on the top right-hand side of the screen. This makes it quick and easy to find and create reports. From this menu, you can select actions. Certain of these actions are only available on specific Sage Intelligence integrations. Sage One users will not see the create dashboard item.
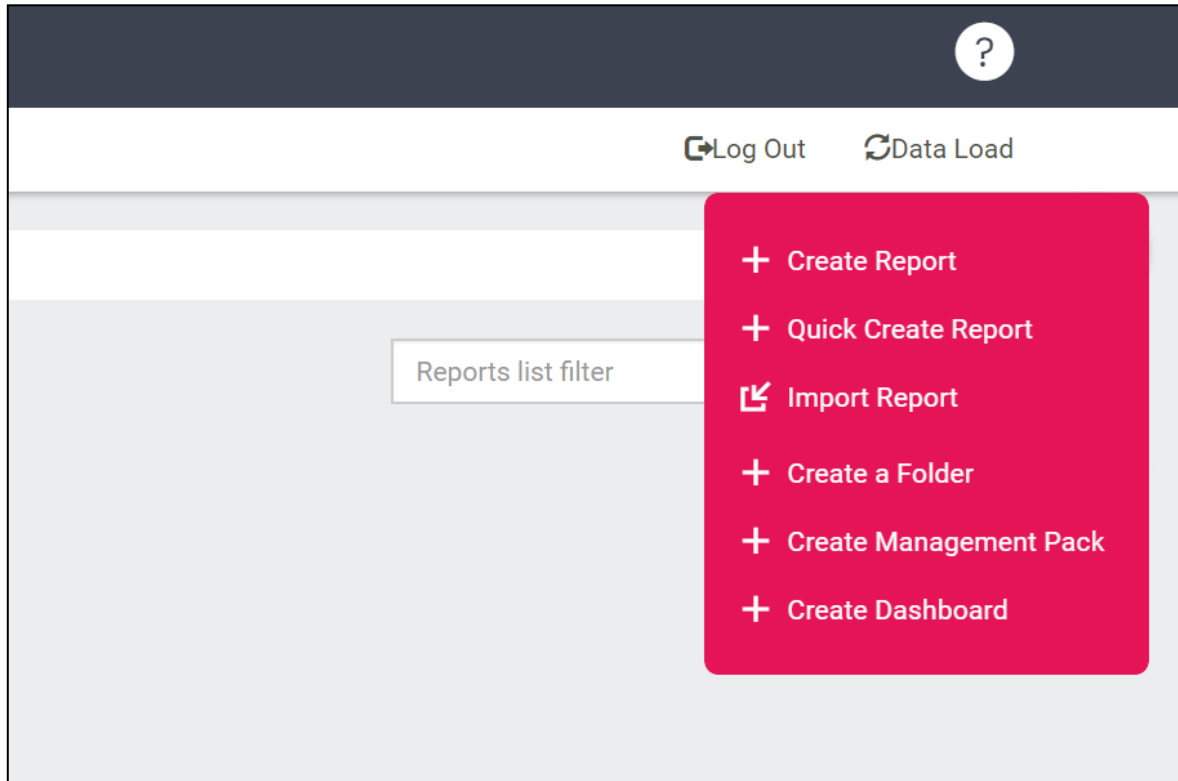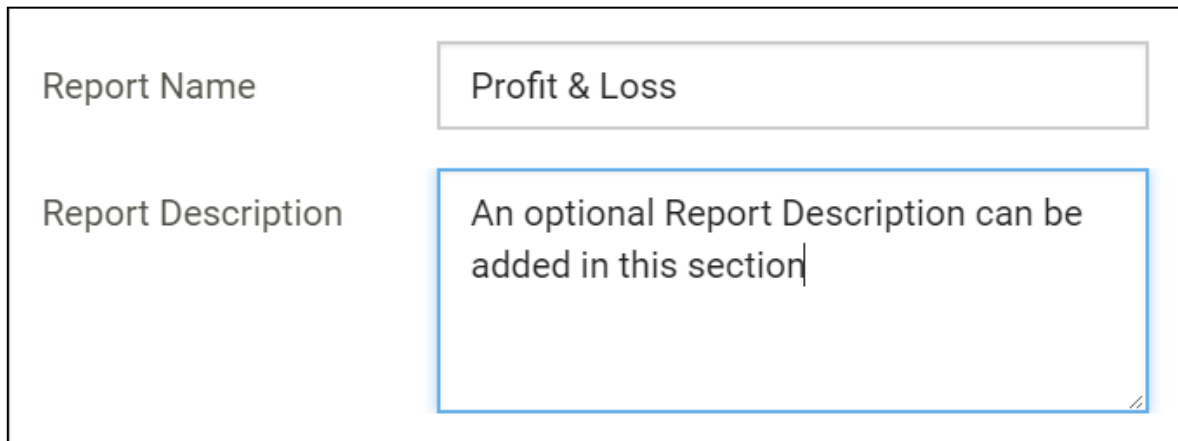

3.1.4   Report Options- Edit Name

The ability to edit the name on any custom reports has been introduced. This allows you to rename a report, or edit errors in existing report names.
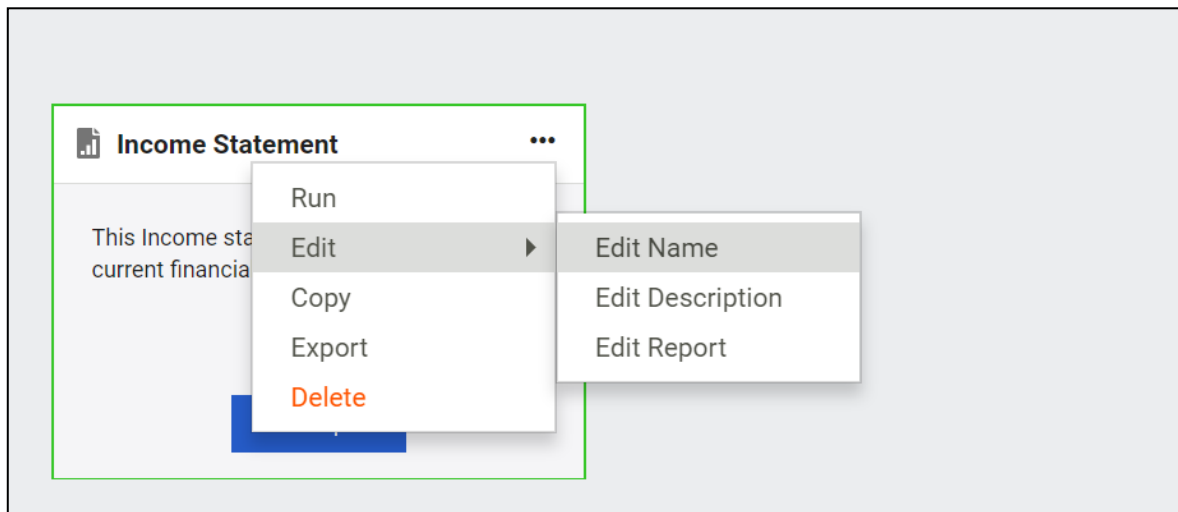
3.1.5   Report Options – Add Description

On your custom reports, there is an option to add a description to the report. The report description option will be available when you create a new report, copy a report or import a report. Report descriptions can assist in clarifying the output of a report and may refer to specific periods, companies or account categories. The report description is optional and has a 160-character limit.

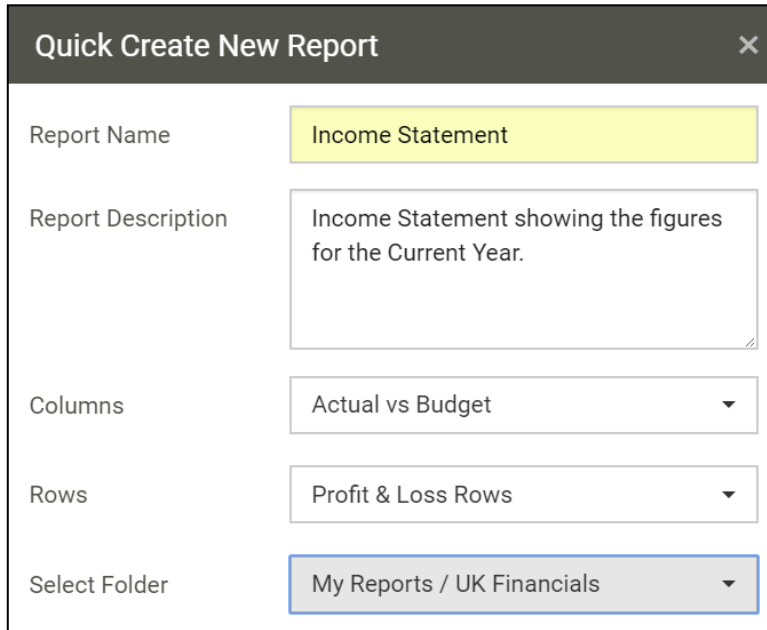| Report Name	Profit & Loss
Report Description	An optional Report Description can be added in this section

3.1.6   Report Options – Edit Description

There is also the option for users to edit the description on a report if required. Simply select on the report options and select Edit Description.
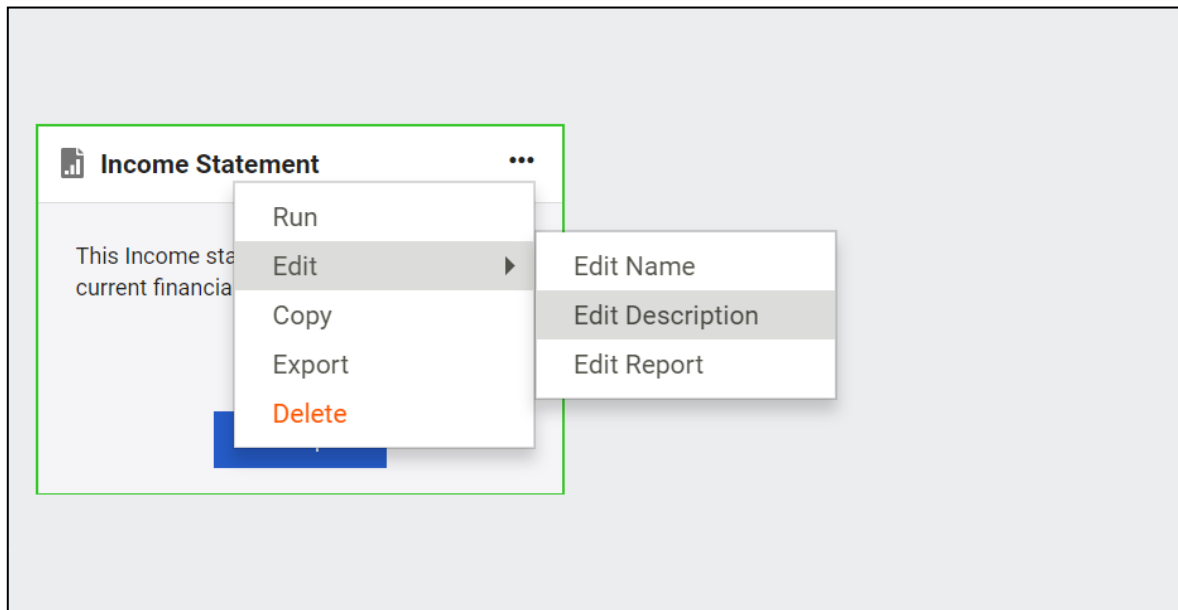
3.1.7 Ability to Save Reports to Folders

There is now the ability to Save reports to a selected existing folder when creating, copying, importing or editing a report. One of the main advantages of folders & saving reports to folders is that they make it easier to locate and access reports. This benefits you by providing a structured navigation to find reports or folders.
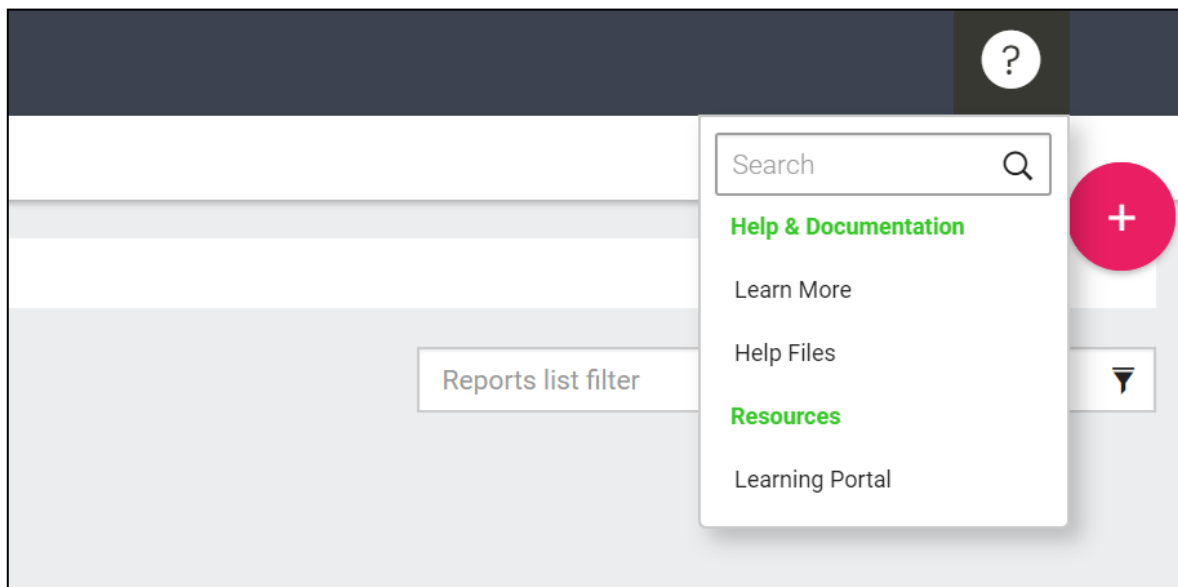
Quick Create New Report ✕

|	
Report Name	Income Statement
Report Description	Income Statement showing the figures for the Current Year.
Columns	Actual vs Budget ▼
Rows	Profit & Loss Rows ▼
Select Folder	My Reports / UK Financials ▼

3.1.8 Help

All the help resources have been logically grouped together, no more searching in different areas of Sage Intelligence to find your help resources. They are now all found on the easily accessible help icon in the header bar.

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Search 🔍

Help & Documentation

Learn More

Help Files

Reports list filter

Resources

Learning Portal

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3.1   Folder UI updated

The look and feel on folders has been updated significantly. Folders now appear as folders, and the number on the folder alerts the user to how many reports exist in a folder. A parent folder can only be deleted if there are no other folders or reports in the parent folder. One of the main advantages of folders is that they make it easier to locate and access reports.
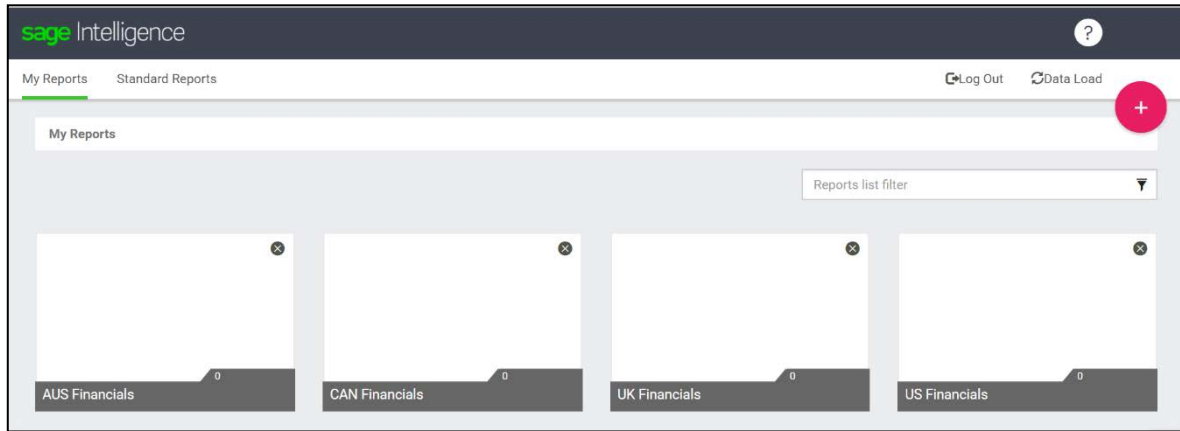

3.2   Report Tiles

Another significant update has been done to the report library user interface. The long list of reports has now been replaced with a cleaner, fresher report tile look.
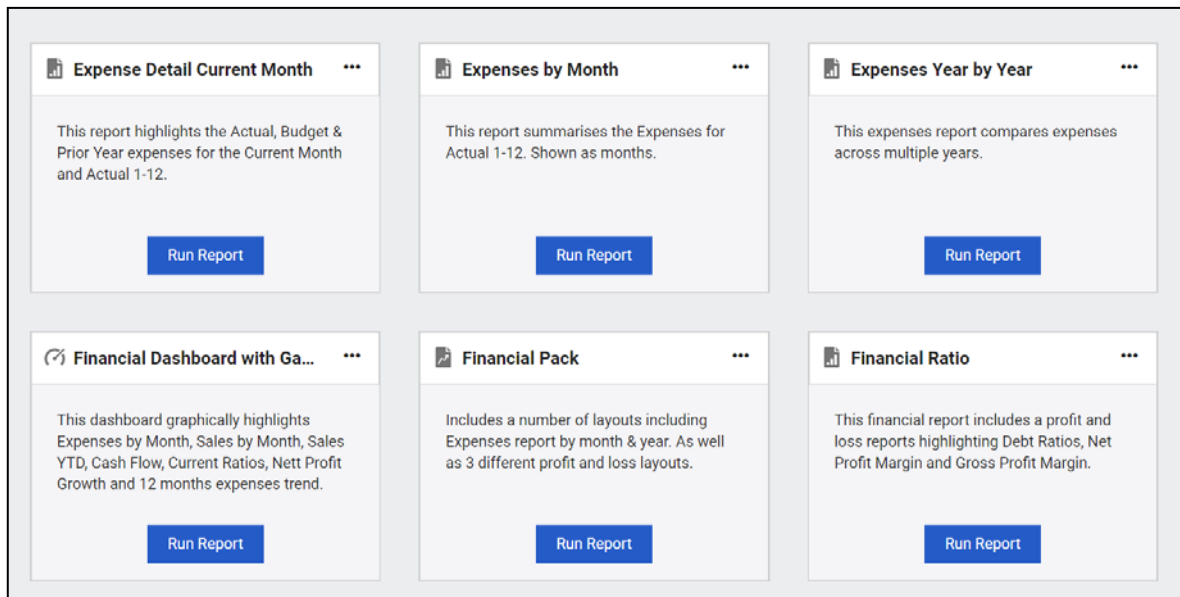
3.3   Report Options

The report options no longer take up valuable real estate on the reports. The report options are now found on the ellipsis. And only the report options that are applicable to the actual report type show. For example, on standard reports there are currently 3 options (run, copy and export) on custom report there are more options (run, edit, copy, export & delete).
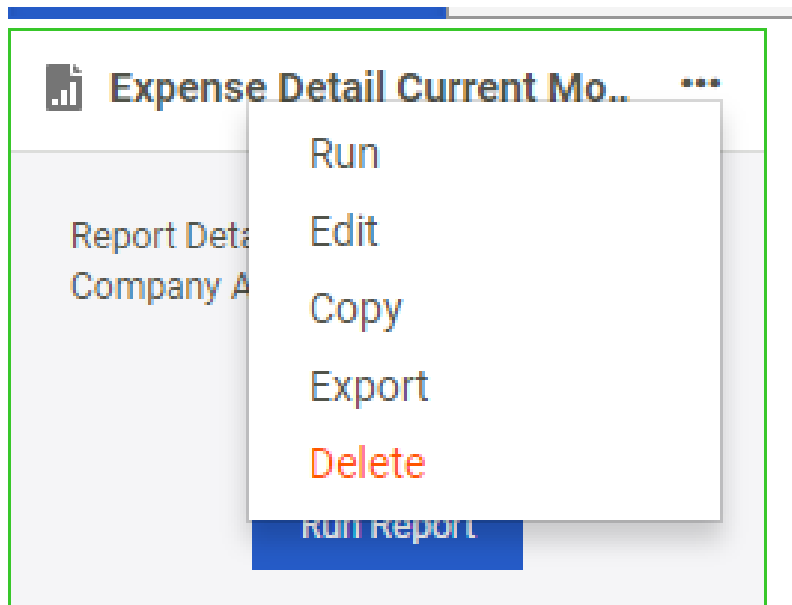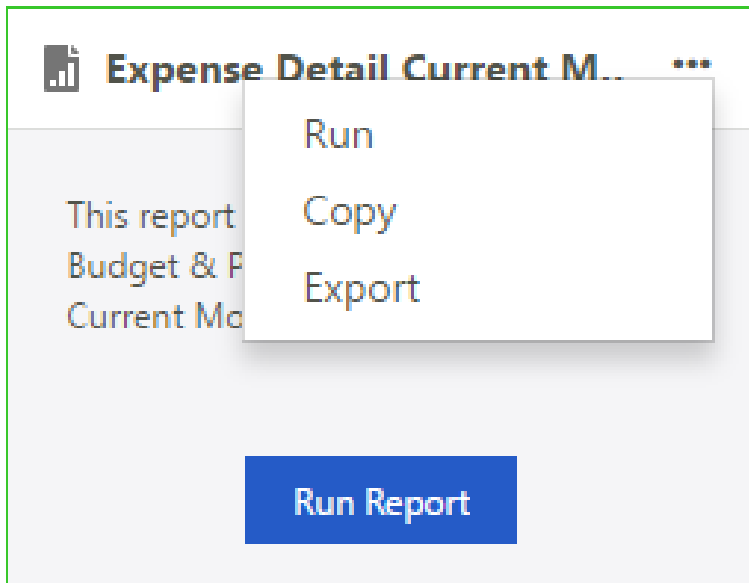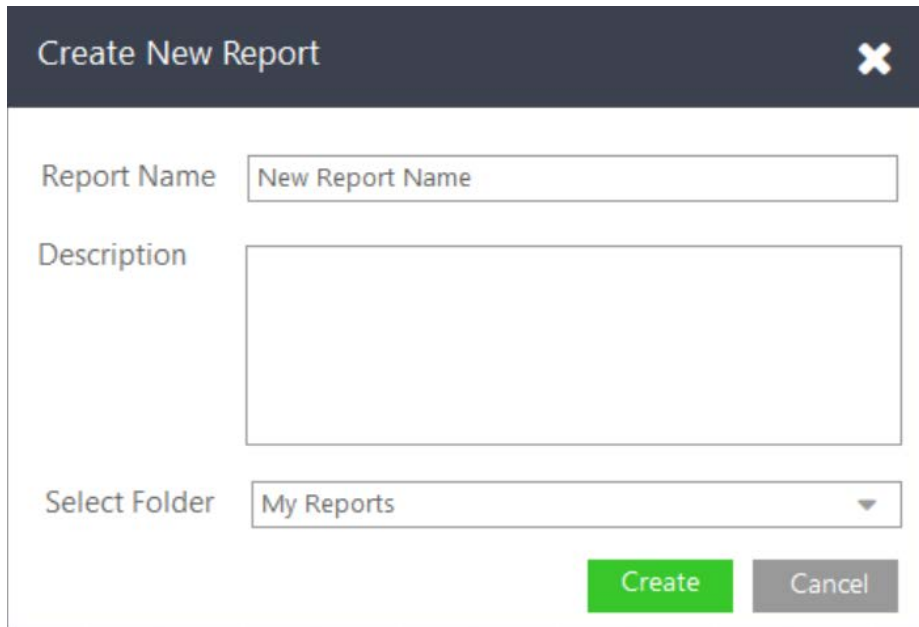
3.5 Dialog Boxes

All Dialog boxes have been updated to be more intuitive and user friendly by adding the appropriate action button. An action specific button will enable our users to do their task much more quickly and accurately
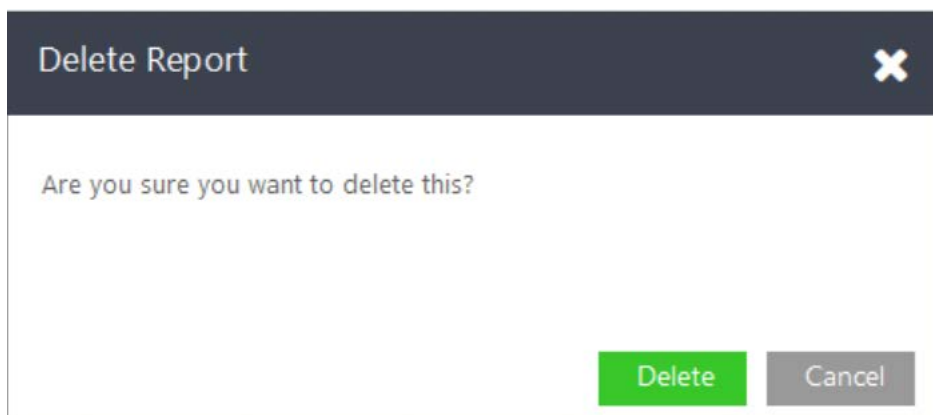
The OK button in Sage Intelligence has been replaced with more specific action buttons, you will be able to see what action you are about to do without having to read the dialog box and have the option to cancel the action.

Example: Create New Report

Example: Delete Report

3.6   Learn More

If you require information regarding the new process, you can make use of the in-product tour by selecting "Learn More" from the top toolbar.

4.0 Export to PDF

An amazing new feature is now the ability to export a report to PDF. Once you have run your report out, click on PDF in the top left of the screen.

You will notice. A PDF document will download (the location of the download will depend on your computer settings).

5.0 Management Packs

5.1   Open Management Pack Editor after creation

After choosing to create a Management Pack, you will now be directed immediately to the
Management Pack Editor.

1. Create New Management Pack

1. You will be taken directly to the Management Pack Editor.
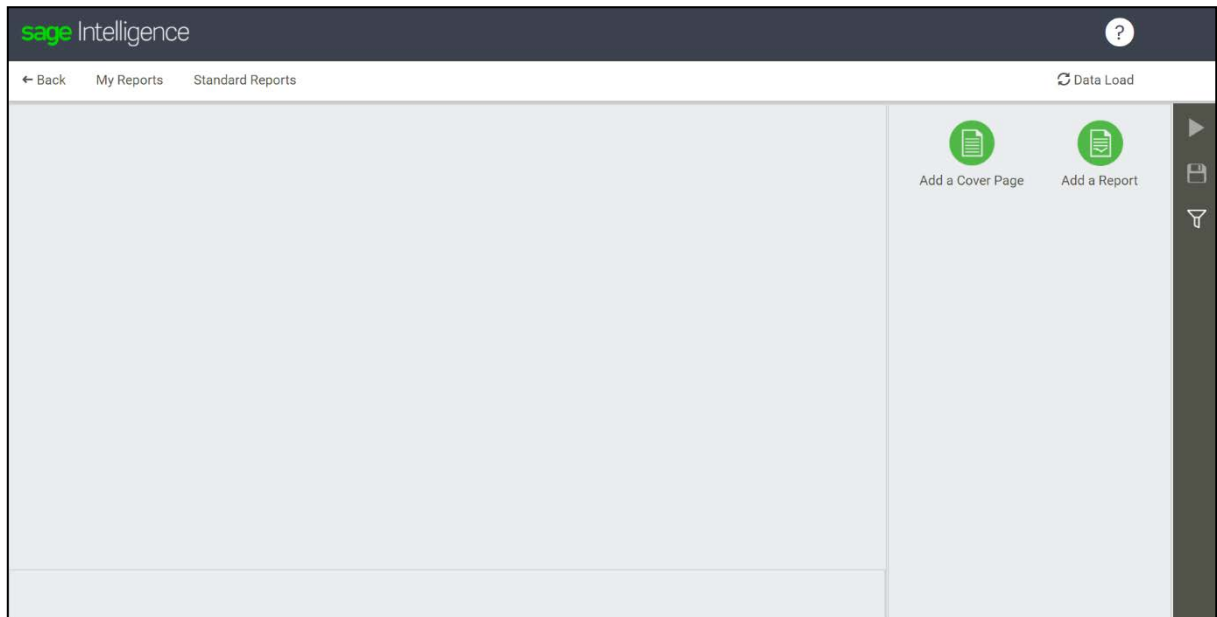
Please not that you are able to Save the Management Pack without having added a Cover Page or Report. Simply click on Save on the Action Panel.

5.2 Multiple report selection from Select a Report to Add screen.

You are now able to add multiple reports at once to your Management Pack.

1. From the Management Pack Editor, select Add a Report. This will result in the following window being displayed:

2. By using the Checkboxes, select which reports you would like to add to the Management Pack.

3. Once you are satisfied with your selection, simply click on Add.

Your report will now be populated with the selected reports.

5.3   Vertical scroll bars on Select a Report to Add screen.

Vertical scroll bars have been added to the **Select a Report to Add** screen to improve your experience when scrolling through your list of reports and adding them to the Management Pack.

These scroll bars will appear when you have more than 12 reports in your list.
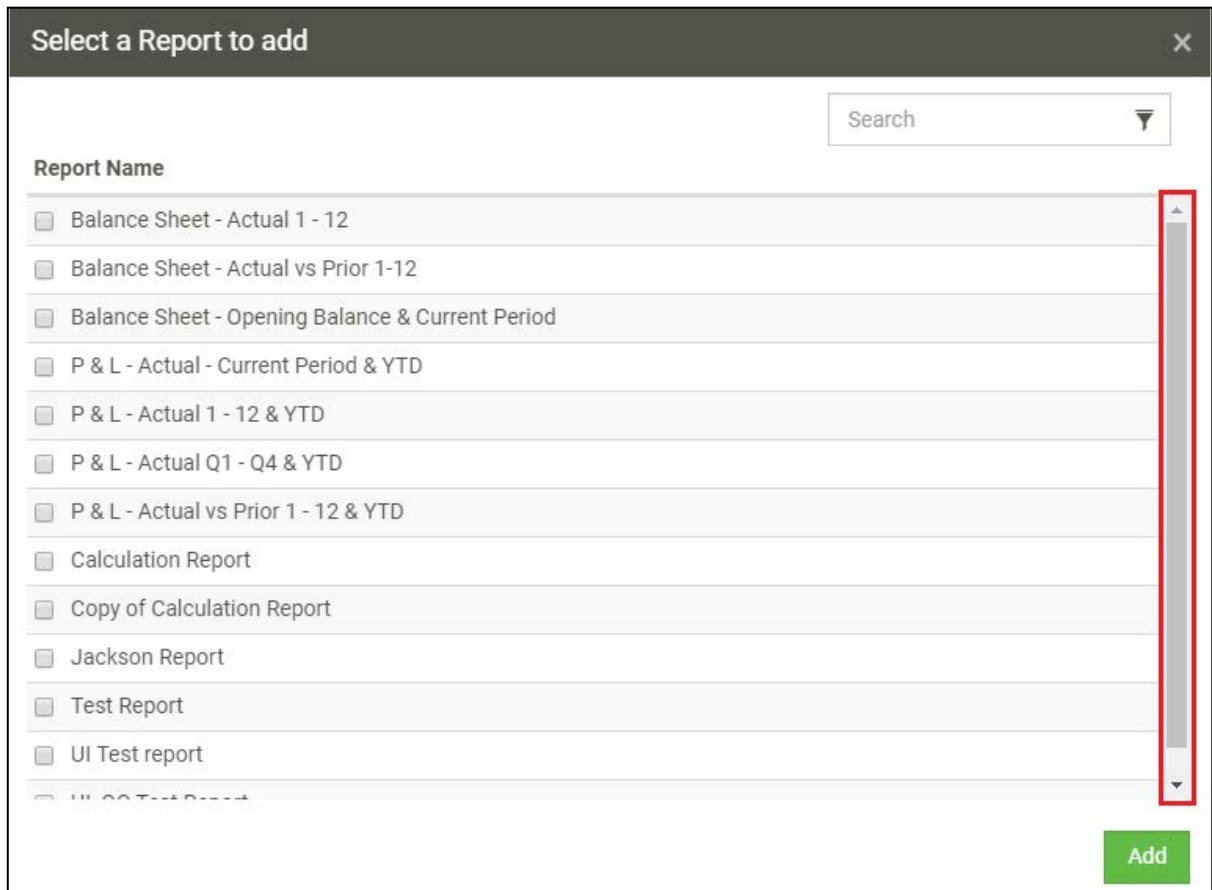
5.4   Search on Select a Report to Add screen.

Use the Search box to dynamically filter the report list based.

Simply type in the text you want to filter by, and the list will instantaneously filter accordingly.

5.5   Rename a report

You now have the ability to rename a Report within the Management Pack from the Design Pane.

This name will persist and will be displayed on the MS Excel worksheet.

Renaming the report within the Management Pack will not result in your 'parent' report in your My Reports or Standard Reports page to be changed. Changing the name of the 'parent'

report in your My Reports page after inserting and saving the report in the Management Pack, will also not affect the name of the report within the Management Pack.

5.6   Report Properties

To provide you with a greater customisation experience, Sage Intelligence has enabled the ability to set report properties per report within the Management Pack. To do so:

2. Add your desired report.

3. Select the report you want to apply properties to (click on the bottom report tab).

4. Select the properties you want applied to the report.

5. Do the above for other reports you'd like to apply properties to.

After you run the Management Pack, your Report Properties will be successively applied per report.

5.7 Management Pack Action Panel

New options have been added to the Management Pack Action Panel. Previously, only Save was available, however, now, you have the option to select Management Filters and Run the Management Pack.

5.7.1 Management Pack Filters

You can now apply Management Pack filters from within the Management Pack Editor. These filters do not apply per report, but rather across all reports.
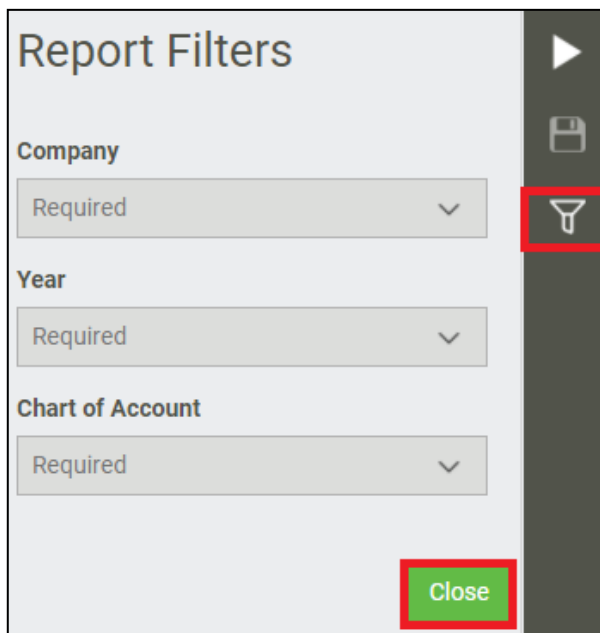
After you have selected your filters, you can click on the Close button to return to the Design Pane. Please note that filters are saved automatically.

5.7.2 Run

This button will run the Management Pack out. If you have not selected your Management Pack Filters, you will be asked to do so before the Management Pack runs out successively.

5.8 Export Cover Page

Previously you had the option to Export your Management Pack to MS Excel, however, your Cover Page did not export along with the inserted reports. This functionality has now been enabled.

Please see the below for greater specificity and detail behind the logic used to successively display your Cover Page in MS Excel.

As the cover sheet is a Word-like document, being downloaded to Excel, certain assumptions had to be made to get the export to be as close as possible to your Cover Page in Sage Intelligence.

5.8.1 Images

In the Management Pack Cover Page Designer there is no way to resize an image, so the image loaded is the size of the image that is used. This same size image is exported to Excel.

Images are also wrapped within the Management Pack Cover Page Designer, however, when you export to MS Excel the images will be placed next to each other.

Further, if you put a small image next to a big image in the Management Pack Cover Page Designer, it will be centered next to the bigger image, however, in MS Excel it will be placed at the top of the row. Please manually update the alignment of images in Excel.

5.8.2 Alignment

In ClosedXML (which is what is used to generate the Excel workbooks) the alignment functions are all per cell. To get a Word-like centre and right alignment in MS Excel, the following logic has been used:

For centre alignment, cell 10 is used. For right alignment, cell 20 is used.

Please note that this may not be perfect depending on the size of your screen. You are advised to use MS Excel functionality in the case that the format doesn't match with what you had in Sage Intelligence.

5.8.3 Fonts

In SI Cover Pages, the available fonts are Sans Serif, Serif and Monospace. Because these fonts are not available in MS Excel, the following fonts are used as replacements.

Sans Serif: Arial

Serif: Times New Roman

Monospace: Courier New.

5.8.4 Font Sizes

In SI Cover Pages, font sizes are defined as Small, Normal, Large and Huge. The following font sizes are used in MS Excel.

Small: 8

Normal: Default

Large: 15

Huge: 20

5.8.5 Other

All the other features in the Management Pack Cover Page Designer (bold, underline, italic, strikethrough, colours) will come out the same in MS Excel.

5.9 Multi-language design pane

As a means to accommodate our French speaking users, Sage Intelligence has enabled multi-language functionality for the Excel Design Pane. The languages that are currently supported are:
- English (US)
- French (Canadian)

The below matrix identifies the language determinant of the Sage Intelligence Design Pane on Excel Desktop, and Excel Online:

	Excel Desktop	Excel Online
Design Pane Language	User's Internet Explorer Language	User's Browser Language

> Please note: If the user's browser language or Internet Explorer language is not set to French (Canadian), the language will default to English (US).

5.9.1 How are existing workbooks affected?

As a means to ensure that any existing Sage Intelligence Excel Report (workbook) is multi-language compatible, users' reports/workbooks will have to go through an update process. The update process is as follows:

1 The next time an existing Sage Intelligence Excel Report is opened and the Sage Intelligence Excel Design Pane is loaded, the user will be notified that an update needs to occur to the workbook.

Update Notification

Your Sage Intelligence template requires a maintenance update. Please note that the workbook will need to be saved after the update has occurred. Please ensure that you stay connected to the internet while the template updates.

Update

2 If the update is successful, the user must save the workbook.

Update Success ✕
Update successful. Please save your workbook.
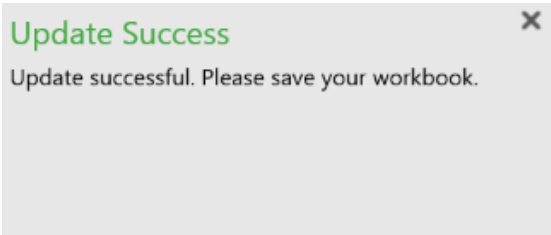
If the user does not save the workbook, the next time the workbook is opened and the Sage Intelligence Design Pane is loaded, the update prompt will appear again.
If the update fails, the user is advised to close and re-open the workbook, load the Sage Intelligence Excel Design Pane, and attempt the update again.
The update will only be successful for English Excel workbooks. Thus, the users need to ensure that their workbooks are set to English when attempting to perform the update.

5.9.2 Functionality

Sage Intelligence has ensured that user experience is at the forefront of multi-language design. The following scenarios regarding the functionality between the user's Excel language and Sage Intelligence Design Pane Language are supported.

		Excel Language		
		French	English	Other
Sage Intelligence Design Pane Language	French (Canadian)	Yes	Yes	No
	English (US)	Yes	Yes	No
	Other	No	No	No

5.9.3 Reports

Excel Reports

Sage 50c CAN ERD Balance Sheet - Actual 1 - 12.xlsx

This summary report includes a breakdown of all Assets and Liabilities for the finance year being reported on as well as the balance as at the end of each financial period.

Balance Sheet - Opening Balance & Current Period.xlsx

This report includes a detailed breakdown of all assets and liabilities and their accounts as well as the balance for the current financial period, as well as the Year-to-Date balance.

Financial Ratio Report.xlsx

This report provides a breakdown of revenue, costs and expense, as well as balance sheet accounts. A wide variety of commonly used financial ratio's is available from which the user can draw key insights.

Income Statement - Actual 1 - 12 & YTD.xlsx

This report includes a detailed breakdown of the revenue, costs and expenses and related accounts for each financial period within the specified financial year, and includes the Year-to-Date balance.

Income Statement - Actual Q1 - Q4 & YTD.xlsx

This report includes a detailed breakdown of the revenue, costs and expenses and related accounts for each financial quarter within the specified financial year, and includes the Year-to-Date balance.

Income Statement - Current Period & YTD.xlsx

This report includes a detailed breakdown of the revenue, costs and expenses and related accounts for the current period in the respective financial year, and includes the Year-to-Date balance.

Trial Balance - Current Year to Date.xlsx

Displays the balances of all account classes into debit and credit columns for the current year to date.

Online Reports

Balance Sheet - Actual vs Prior 1 – 12

This report includes a detailed breakdown of all Assets and Liabilities and their accounts as well as the balance as at the end of each financial period for the finance year being reported on and for the prior finance year.

Balance Sheet - Opening Balance & Current Period

This report includes a detailed breakdown of all Assets and Liabilities and their accounts as well as the opening balance as at the start of the financial period and balance for the current financial period.

Income Statement - Actual - Current Period & YTD

This report includes a detailed breakdown of the revenue, costs and expenses and related accounts for the current period in the respective financial year, and includes the Year-to-Date balance.

Income Statement - Actual vs Prior 1 - 12 & YTD

This report includes a detailed breakdown of the revenue, costs and expenses and related accounts for each financial period within the specified financial year, and includes the Year-to-Date balance.

Financial Management Pack

This report pack is an accumulation of the online balance sheet and income statement reports that exist in this release. By grouping the reports together, it will give you a single pack of reports which can be viewed together to give you a holistic financial view of a business.

6.0 Removed Features

6.1 Home Page & My Reports

The Home Page & My Reports have been removed which reduces the number of steps required to get to the reports.
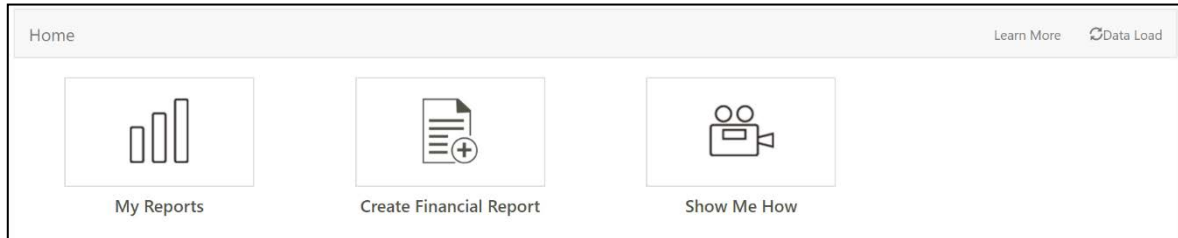
6.2 The learn more tab

The learn more tab has been removed in favour of the new learn more tab at the top of the screen in the tool bar.

6.3 Removed export management pack file

Please note that you are now unable to export a Management Pack file. You still, however, have the ability to import a Management Pack file.

7.0 Known issues

7.1   Translations omitted from management packs

Report tab titles and report titles in out-the-box reports are by default English. Please manually update these to your language of choice.

You will notice the font sizes are also written in English by default.
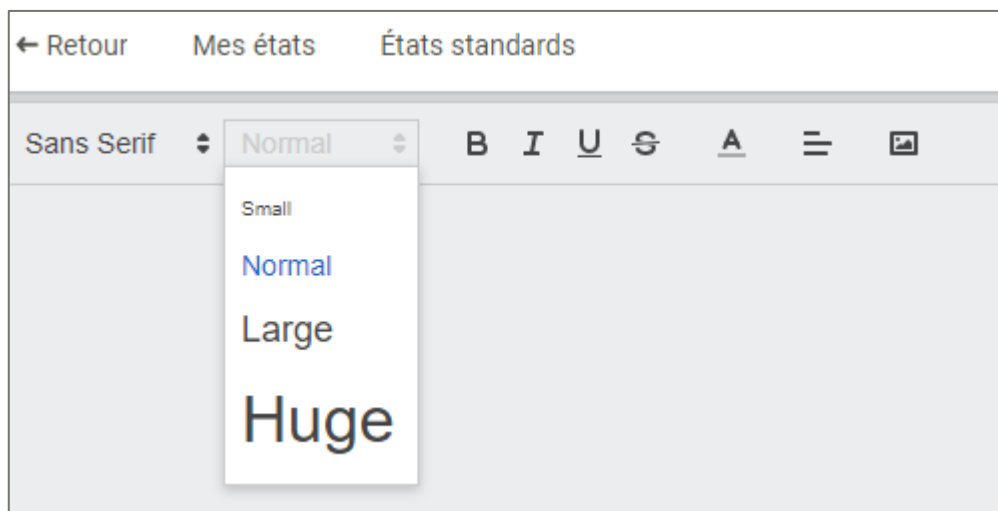
7.2   Figures longer than 18 digits in the report are cut off

Numbers that exceed 18 digits will not be displayed after the 18th figure.

	Actual 1	Actual 2	Actual 3	Calc(/)	Calc(*)
Company	Sage-ChaseRidgeHoldings				
Year	2018				
Accounts Payable	(66 295)	(38 074)	(4 225)	0	(10 663 325 731 663
Accounts Receivable	137 522	134 135	7 109	0	131 144 146 933 16E
Accumulated Depreciation	(5 180)	(5 176)	(5 123)	0	(137 370 579 878)
Cash	(22 383)	(42 397)	68 740	0	65 232 304 647 221
Cost of Sales	53 608	52 574	42 919	0	120 964 202 271 222
Equity-doesn't close					

7.3   "Create" and "Cancel" buttons are unresponsive when browser is minimized
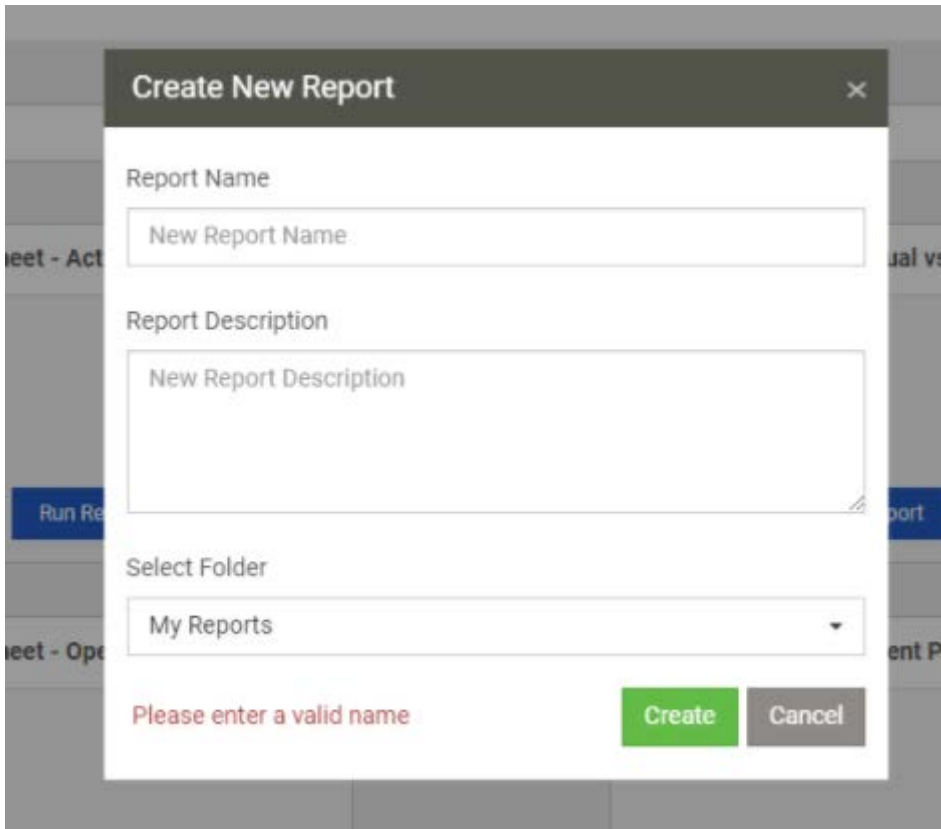
7.4   Language taken from browser language list

Sage Intelligence is displayed in the top language displayed on your default browser. In the below example it would be French (Canada). Please ensure your preferred language is always in the top position.