Sage Business Cloud Accounting

Sage Intelligence Release Notes

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19 06 2018

1.0 Introduction

1.1 Document Purpose

This document has been created to clearly articulate updates made to the Sage Intelligence for Accounting product. This will, in turn, highlight the changes you can expect to see when the product is released live in the market.

1.2 Intended Audience

This document will be of interest to users and advisors of Sage Accounting in the **United Kingdom** regions.

Sage Intelligence supports the following languages for Sage Accounting:

- English

1.3 Project purpose

This project was undertaken to complete the following new features:

- Maintaining Power BI Reports for UK region.

1.4 Tested Environments

Browser	Version	Sage Intelligence
Internet Explorer (Windows Environment)	11.2248.14393.0	Excel Online
Chrome (Windows Environment)	66.0.3359.181 (Official Build) (64-bit)	Excel Online
Edge (Windows Environment)	38.14393.2068.0	Excel Online
Firefox (Windows Environment)	60.0 (64-bit)	Excel Online
Chrome (Mac Environment)	66.0.3359.117 (64-bit)	Excel Online
Safari (Mac Environment)	Version 10.1.2 (12603.3.8)	Excel Online

1.5 User Access

Users will need the following permissions within Sage Accounting to be able to access Sage Intelligence.

Sage One User	Access
Business Owner	System Manager, Full Access
Invited Business Owner	System Manager, Full Access
Business User	Full Access

2.0 Power BI Reports – BETA Release

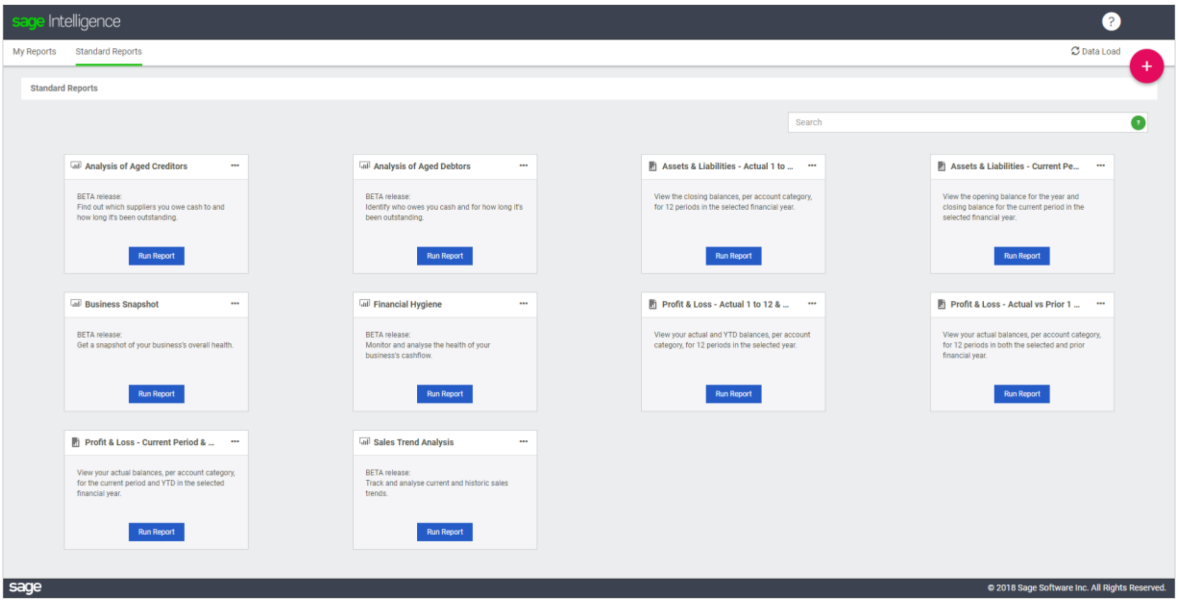
2.1 What's new?

With this release, you will have access to new, out-the-box Beta Power BI reports. These Beta versioned reports have been intricately designed to provide the Business Owner and Accountant up-to-date data and information, a flexible user experience and the ability to delve into the details to identify and analyse the current business trends. As a user, this is a great benefit as it provides the desired, easy-to-use, informative reporting and analytics solution.

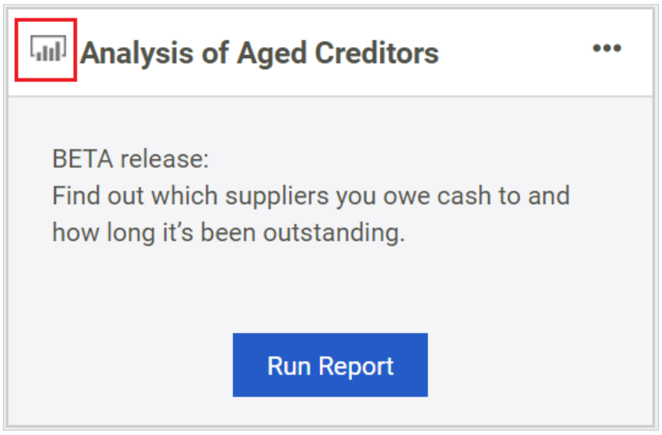
Upon opening Sage Intelligence, you will now see that the Standard Reports page includes 5 **new** Beta Power BI reports. These are:

- Analysis of Aged Receivables
- Analysis of Aged Payables
- Financial Hygiene
- Business Snapshot
- Sales Trend Analysis

Each of these reports are designed in a way that will provide maximum value and user experience, providing an overview of your current financial position, ultimately acting as a basis for critical decision-making and strategic planning.



Power BI reports can be identified by the specific icon used on the report tile:



NOTE: The following sections are devoted to providing greater detail and specificity of each report, and how you can access each report.

3.0 Analysis of Aged Debtors

3.1.1 User story

As a business owner, I would like to view a report which gives me an overview of who owes me cash, how much is owed, and when I can expect to receive it from my overdue customers.

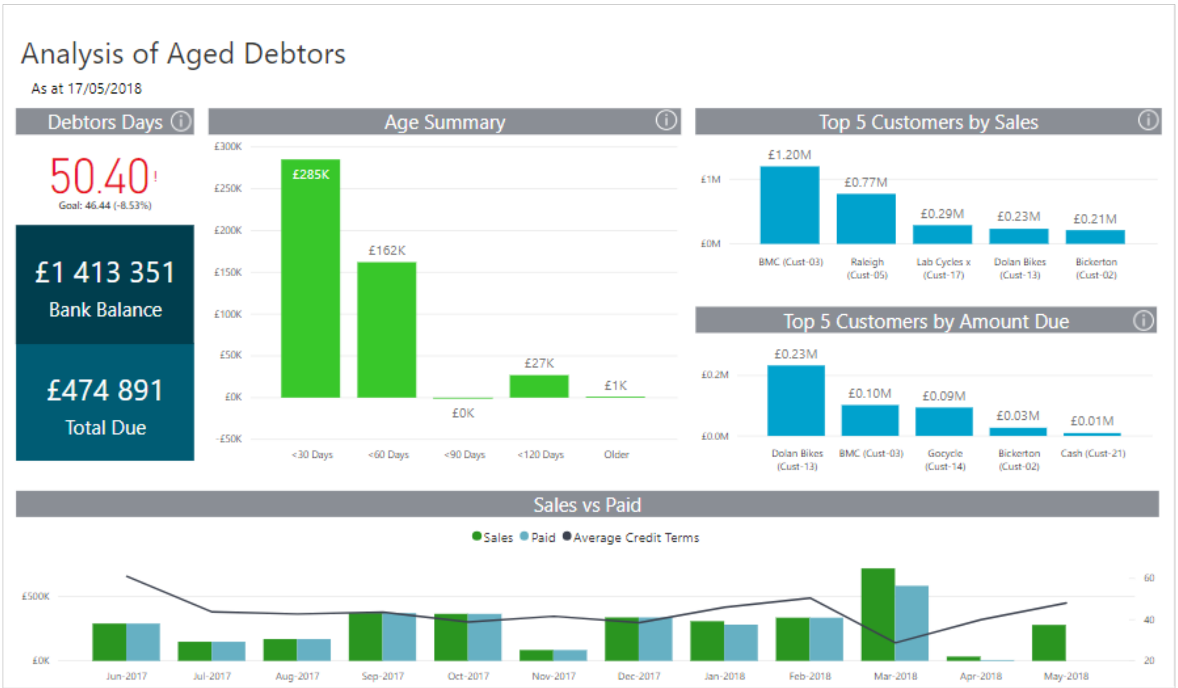
3.1.2 How to access report

1. Click the Run Report button.

2. Your report will start loading. Please note that for the Analysis of Aged Debtors report, there will be no interaction required in terms of selecting Parameters. Rather, the report runs, as at your system's current date. All report tiles within the report are based on this date.

3. Use standard Power BI functionality to interact with your report.

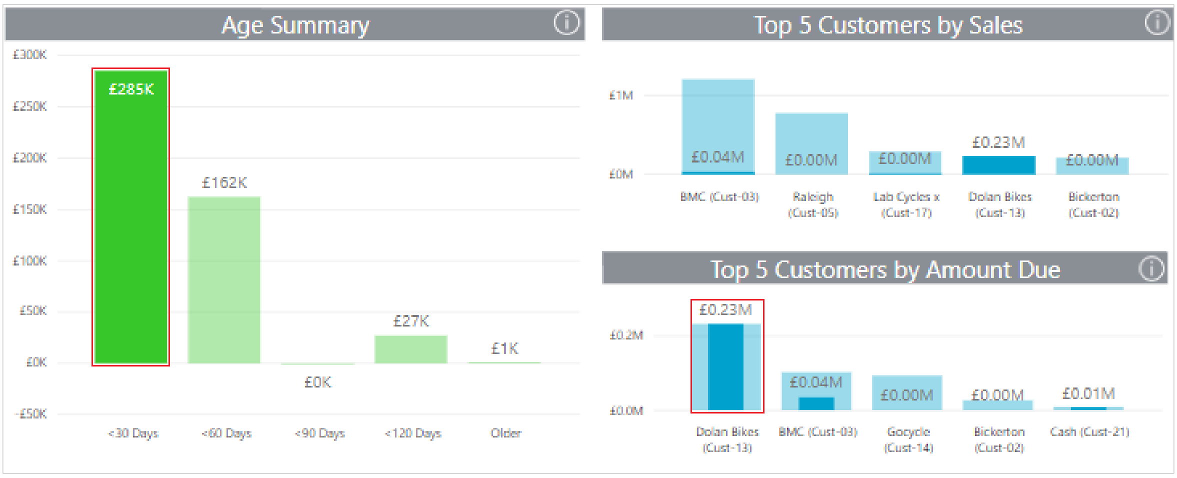
3.1.3 Example of what insights can be drawn from the report



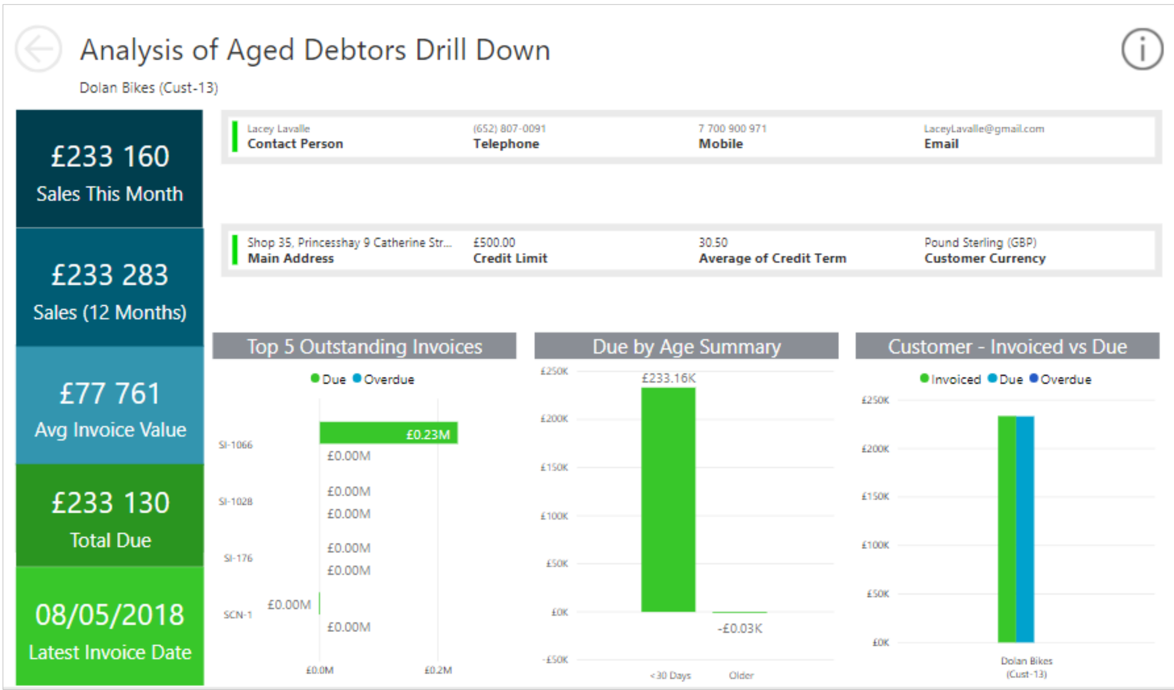
Looking at the **Monthly Dashboard**, the first thing you see is that the **Debtors Days** are **50.40** and, in red. What does this mean as a business owner? It means that on average, your debtors are paying you every 50.4 days compared to the average credit terms of 46.44 days (Goal) that you have set for your debtors, in your business. As a business owner, you need to closely monitor how fast your debtors are paying what they owe.

Looking at the **Age Summary** tile, you can see how much is owed to your business and for how long it has been outstanding. Straight away you can see that there is **GBP285k**

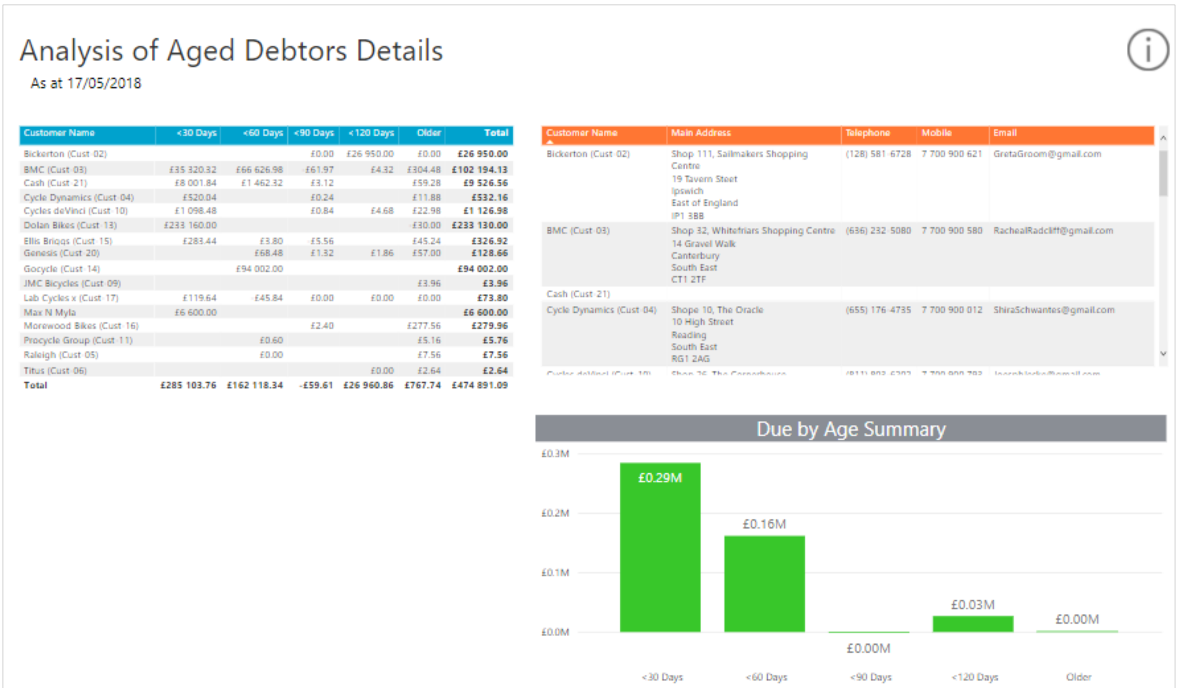
sitting in 30 days and **GBP162k sitting in 60 days** which is outstanding and needs to be collected. By clicking on the 30 days bar, the interactive spreadsheet shows you that the outstanding amount relates to Customer: Dolan Bikes.



If you right-click on Dolan Bikes and select **Drill through**, you can drill down to the specific customer information. For example, who is the contact person for this customer, so that you, as a business owner, can follow up on the outstanding amounts? You can also see what this client's average credit terms are, if there were any sales this month and what amounts are due and overdue.



The **Detail Dashboard** provides a summary of your business debtors aging in a table format.



Analysis of Aged Debtors Details

As at 17/05/2018

Customer Name	<30 Days	<60 Days	<90 Days	<120 Days	Older	Total
Bickerton (Cust-02)			£0.00	£26 950.00	£0.00	**£26 950.00**
BMC (Cust-03)	£35 320.32	£66 626.98	-£61.97	£4.32	£304.48	**£102 194.13**
Cash (Cust-21)	£8 001.84	£1 462.32	£3.12		£59.28	**£9 526.56**
Cycle Dynamics (Cust-04)	£520.04		£0.24		£11.88	**£532.16**
Cycles deVinci (Cust-10)	£1 098.48		£0.84	£4.68	£22.98	**£1 126.98**
Dolan Bikes (Cust-13)	£233 160.00				-£30.00	**£233 130.00**
Ellis Briggs (Cust-15)	£283.44	£3.80	-£5.56		£45.24	**£326.92**
Genesis (Cust-20)		£68.48	£1.32	£1.86	£57.00	**£128.66**
Gocycle (Cust-14)		£94 002.00				**£94 002.00**
JMC Bicycles (Cust-09)					£3.96	**£3.96**
Lab Cycles x (Cust-17)	£119.64	-£45.84	£0.00	£0.00	£0.00	**£73.80**
Max N Myla	£6 600.00					**£6 600.00**
Morewood Bikes (Cust-16)			£2.40		£277.56	**£279.96**
Procycle Group (Cust-11)		£0.60			£5.16	**£5.76**
Raleigh (Cust-05)		£0.00			£7.56	**£7.56**
Titus (Cust-06)				£0.00	£2.64	**£2.64**
Total	**£285 103.76**	**£162 118.34**	**-£59.61**	**£26 960.86**	**£767.74**	**£474 891.09**

Customer Name	Main Address	Telephone	Mobile	Email
Bickerton (Cust-02)	Shop 111, Sailmakers Shopping Centre 19 Tavern Steet Ipswich East of England IP1 3BB	(128) 581-6728	7 700 900 621	GretaGroom@gmail.com
BMC (Cust-03)	Shop 32, Whitefriars Shopping Centre 14 Gravel Walk Canterbury South East CT1 2TF	(636) 232-5080	7 700 900 580	RachealRadcliff@gmail.com
Cash (Cust-21)				
Cycle Dynamics (Cust-04)	Shope 10, The Oracle 10 High Street Reading South East RG1 2AG	(655) 176-4735	7 700 900 012	ShiraSchwantes@gmail.com

By clicking on an individual row within the left Customer table, the two tiles on the right will update according to the selection made.

4.0 Analysis of Aged Creditors

4.1.1 User story

As a business owner, I want to effectively manage who I owe money to. I need to know how much money I am expected to pay my suppliers within my credit terms and which payments I can potentially push out to manage my cash flow more effectively.

4.1.2 How to access report

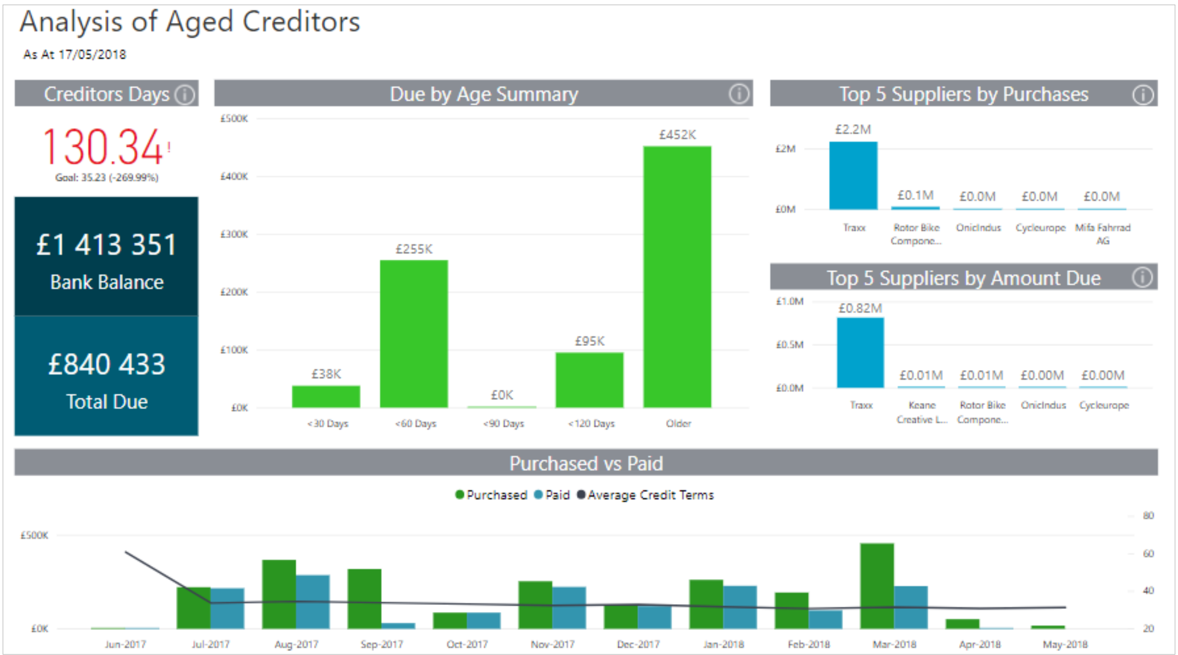
1. Click on the Run Report button.

2. Your report will start loading. Please note that for the **Analysis of Aged Creditors** report, there will be no interaction required in terms of selecting Parameters. Rather, the report runs as at your current system's date. All report tiles within the report are based on this date.

3. Use standard Power BI functionality to interact with your report.

4.1.3 Example of what insights can be drawn from the report

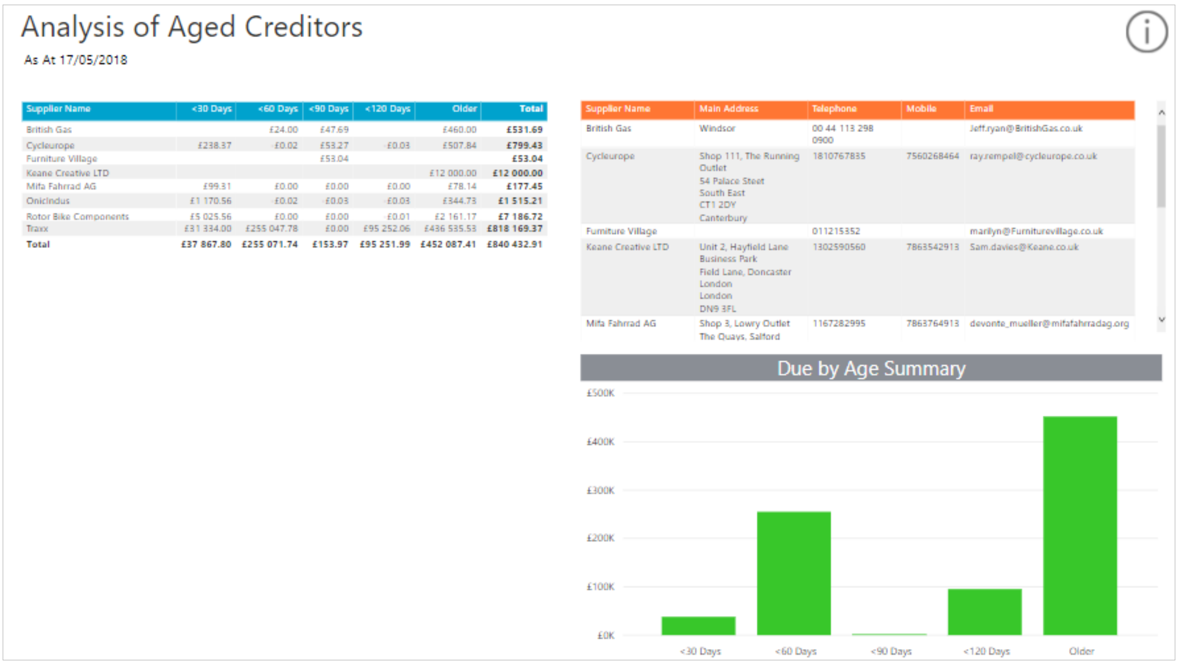
Looking at the Monthly Dashboard, the first thing you see is that your Creditors days are 130.34 and in red. What does that mean to you? It means that on average, you are paying your creditors every 130.34 days compared to the average credit terms of 35.25.



As with the Analysis of Aged Debtors report, the report is interactive. Clicking on a Bar within the **Due by Age Summary** tile, the other reports will update accordingly.

You can then right-click and select **Drill through**, enabling you to drill down to the specific Supplier information.

The Detail Dashboard provides a summary of your business creditors aging, in a table format.



By clicking on an individual row within the left Supplier table, the two tiles on the right will update according to the selection made.

5.0 Financial Hygiene

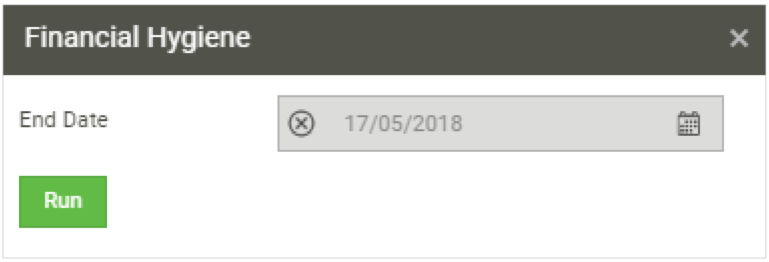
5.1.1 User story

As a business owner, I would like to be up-to-date regarding what my cash flow is doing, as it will identify if any rectifying steps need to be taken.

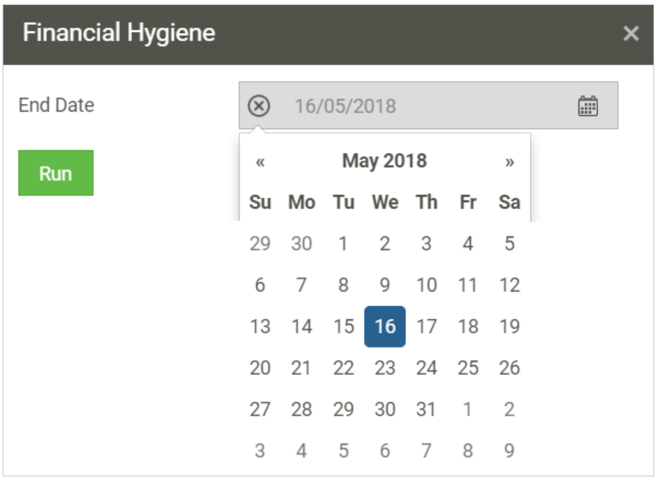
5.1.2 How to access the report

1. Click on the Run Report button.

2. The following Date Picker dialogue modal will appear.



The default date will be your system's current date. By clicking on the Calendar icon, the following is displayed:

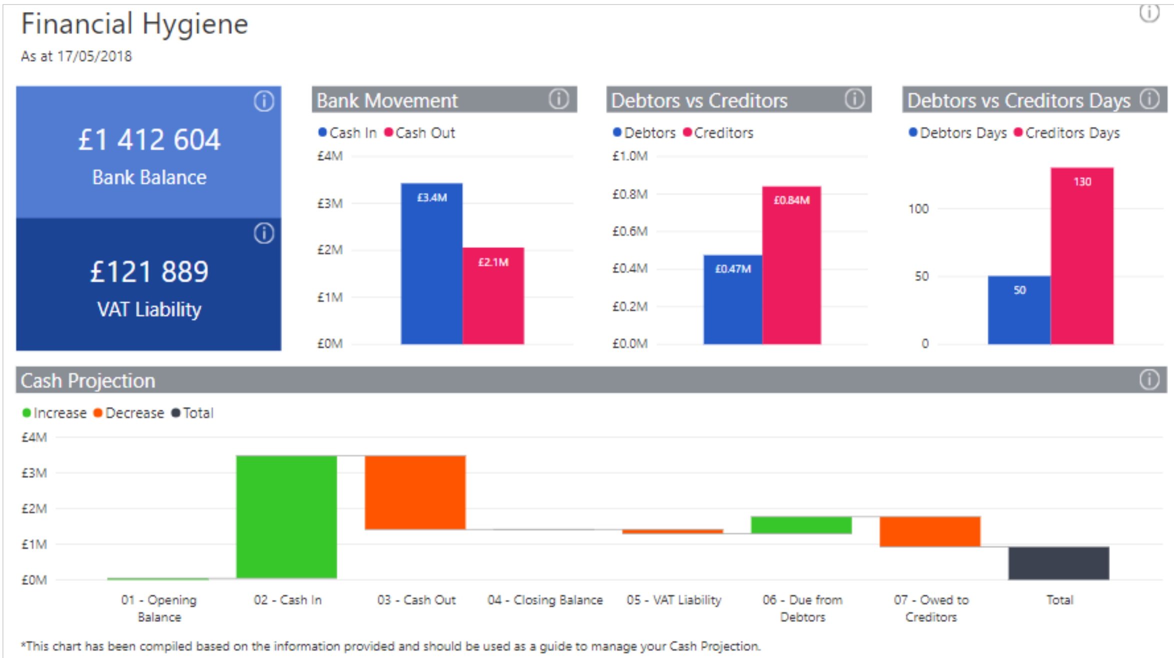


Simply select the desired End Date from this screen.

3. After selecting the desired End Date, click on Run.

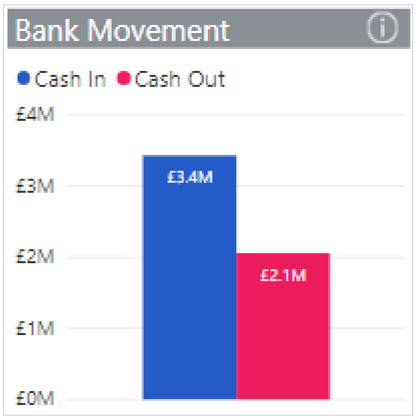
4. Use standard Power BI functionality to interact with your report.

5.1.3 Example of what insights can be drawn from the report

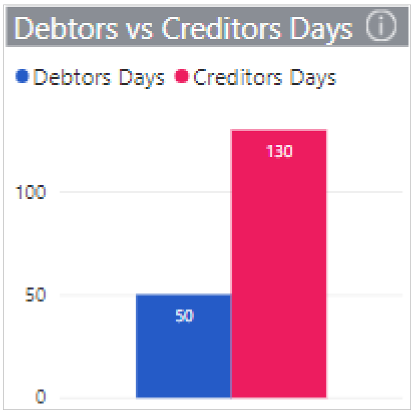


The Overview Dashboard provides an overview of your cash transactions. At a glance, you can view your current Bank Balance (1) and also your VAT Liability due (2).

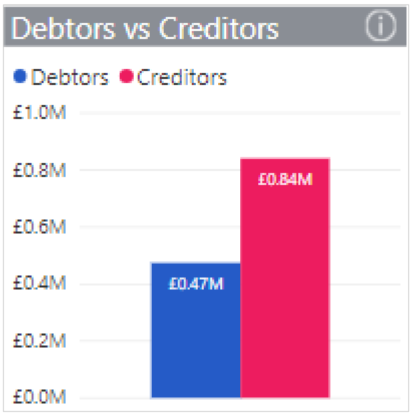
You can view how much cash you have received into your bank account vs how much you have paid out.



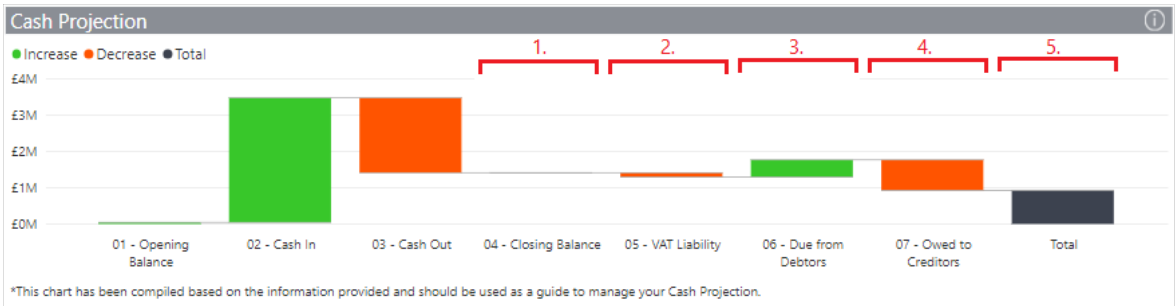
As a business owner, you need to monitor your Debtors and Creditors days. Refer to the Debtors vs Creditors Days tile for this information.



You can also track the amounts that are due from your Debtors and amount that are owing to your Creditors as these directly affect your Cash flow.



The bottom graph is the Cash Projection for your company. This is a quick Cash flow projection which identifies your bank balance as at the specified end date (1), the VAT Liability amount (2), how much is due to receive from your Debtors (3) and how much you owe your creditors (4), along with other indicators; ultimately giving you a projected cash balance.



6.0 Sales Trend Analysis

6.1.1 User story

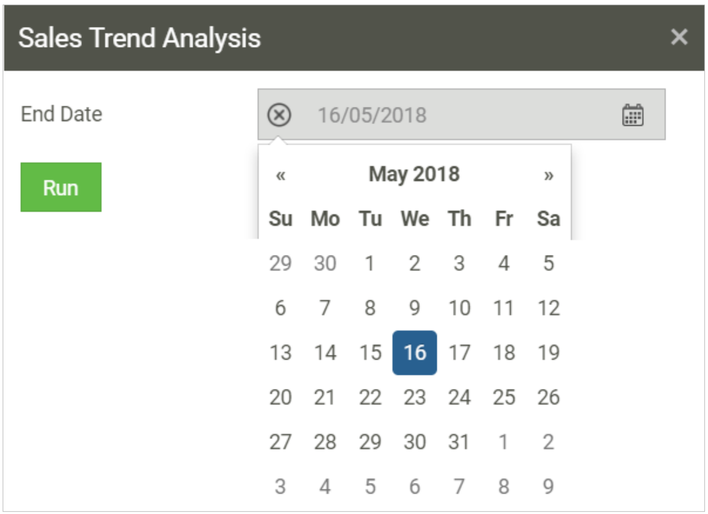
As a business owner, I would like to use sales analytics to report and predict sales performance. Being able to see Sales trends year-on-year as well as Sales per customer/region means that I can ensure that my Stakeholders are kept up to date and are able to use this information to track performance.

6.1.2 How to access report

1. Click on the Run Report button.

2. The following Date Picker dialogue modal will appear.

   The default date will be your system's current date. By clicking on the Calendar icon, the following is displayed:

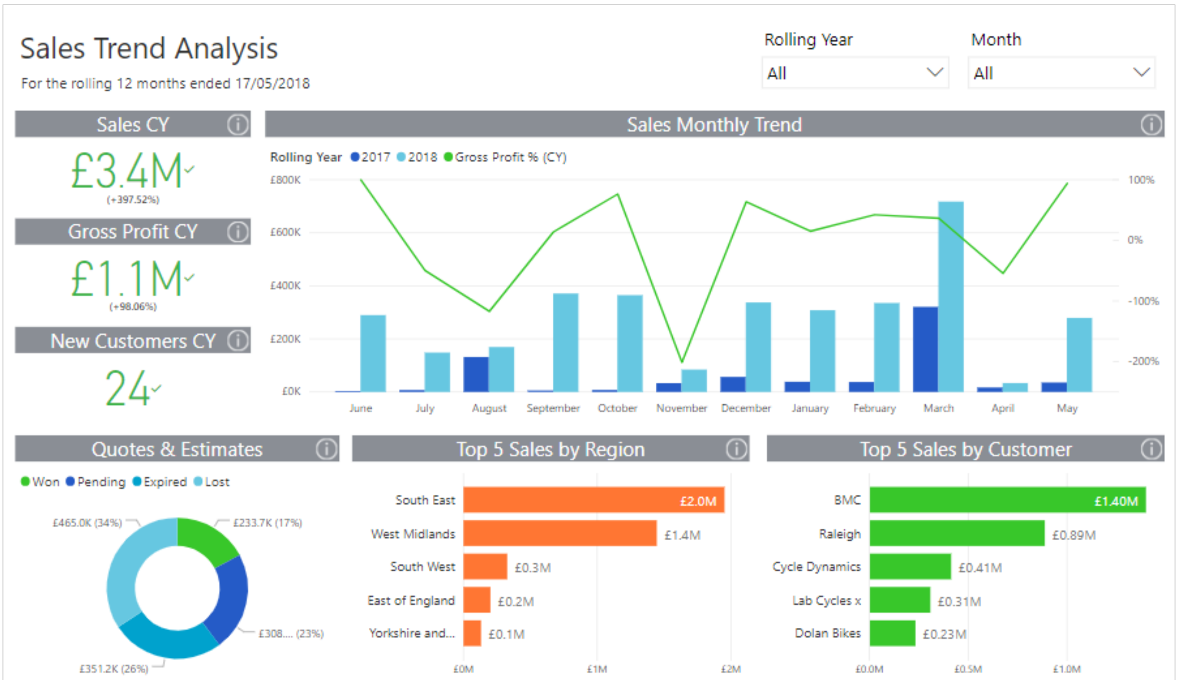


3. Simply select the desired End Date from this screen.

4. After selecting the desired End Date, click on Run.

5. Use standard Power BI functionality to interact with your report.

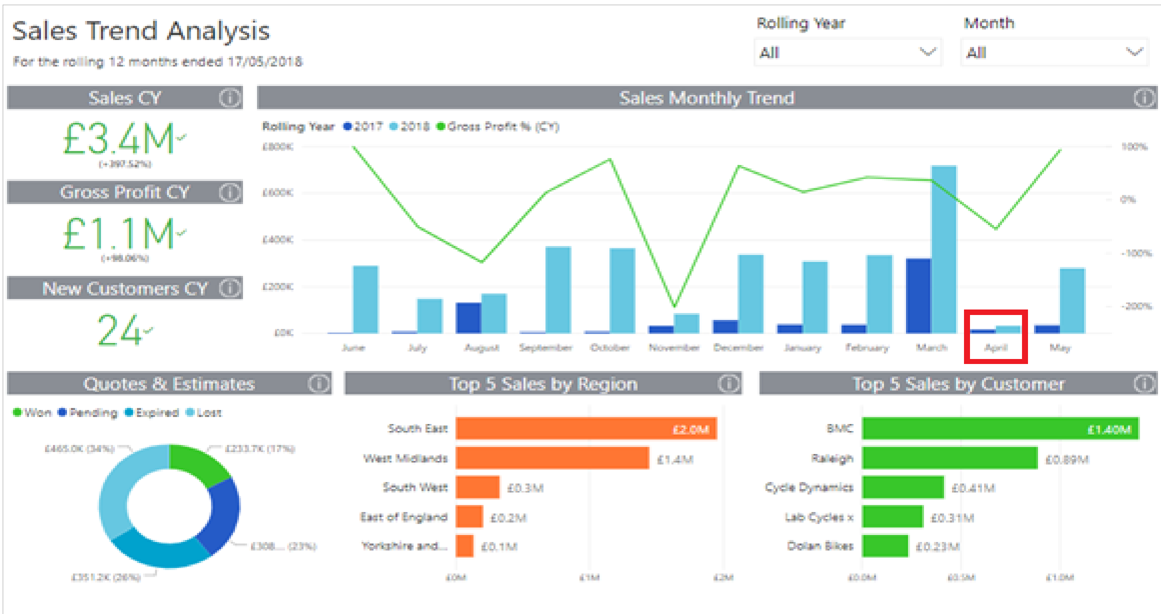
6.1.3 Example of what insights can be drawn from the report



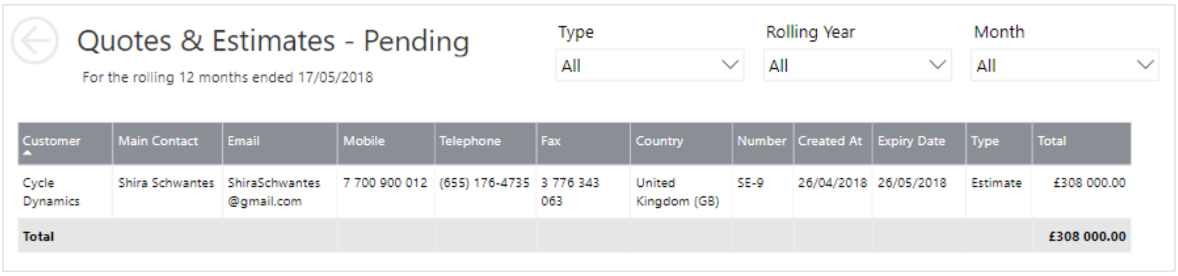
The Dashboard report is based off a rolling 12-month period. View information such as Sales for the Current Year, Gross Profit for the Current Year, how many new customers were gained in the Current Year, Top 5 Sales by Region and Customer, as well as Quotes and Estimates Won, Pending, Expired and Lost.

The Sales Monthly Trend graph shows your Current and Prior Year Sales trend, monthly, as well as how your Gross Profit trends month-to-month, for the Current Year.

This graph can show valuable insights. For example, Current and Prior Year Sales are fairly low for the month of April.



You can **right-click** on the Quotes and Estimates graph and **Drill Through** to a more granular view of the figures.



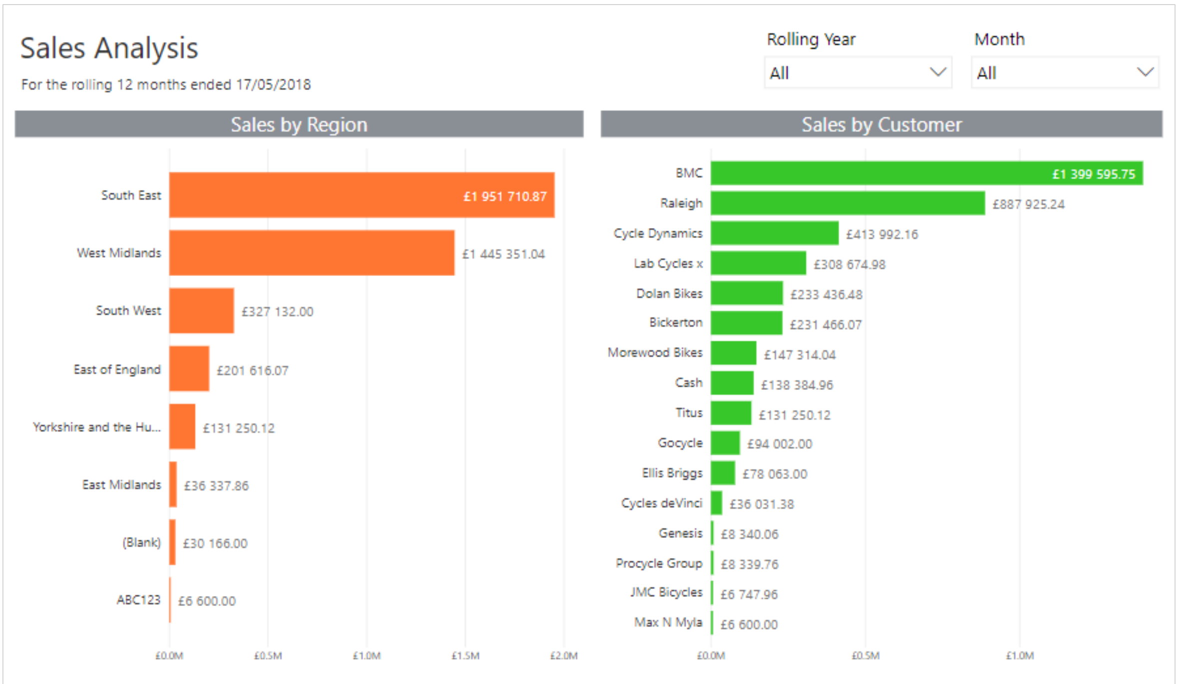
Quotes & Estimates - Pending

For the rolling 12 months ended 17/05/2018

Type: All | Rolling Year: All | Month: All

Customer	Main Contact	Email	Mobile	Telephone	Fax	Country	Number	Created At	Expiry Date	Type	Total
Cycle Dynamics	Shira Schwantes	ShiraSchwantes@gmail.com	7 700 900 012	(655) 176-4735	3 776 343 063	United Kingdom (GB)	SE-9	26/04/2018	26/05/2018	Estimate	£308 000.00
Total											**£308 000.00**

You can also view the Sales Analysis Dashboard to delve into the details regarding the Sales performance by Region, as well as by Customer. Use the Rolling Year and Month filters to view data for different time periods, allowing for more effective trend analyses.



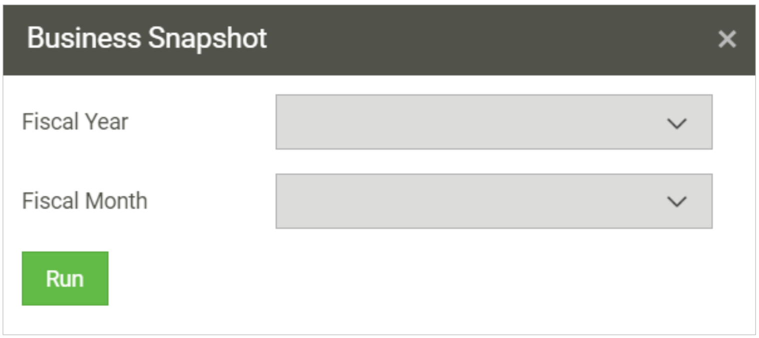
7.0 Business Snapshot

7.1.1 User story

As a business owner, I would like to view key financial statements and performance indicators to track my business's health and sustainability.

7.1.2 How to access report

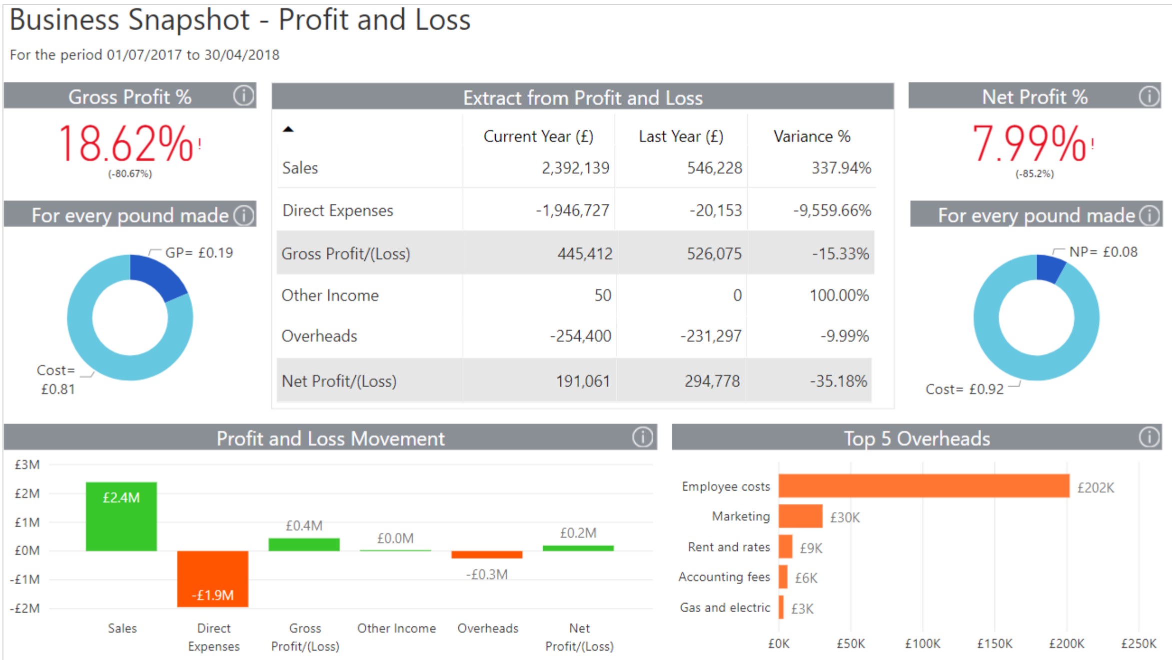
1. Click on the Run Report button.
2. The following Parameter dialogue modal will appear:



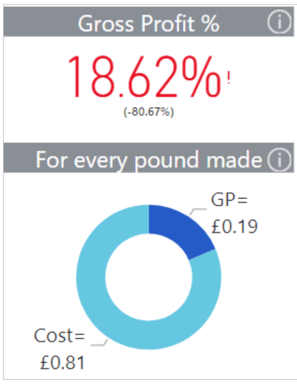
3. After selecting the desired Fiscal Year and associated Fiscal Month, click on Run.
4. Use standard Power BI functionality to interact with your report.

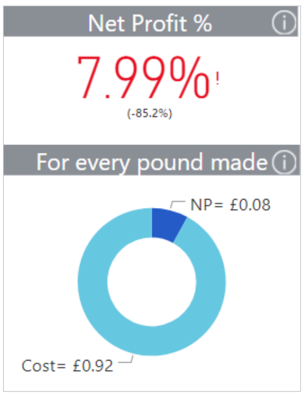
7.1.3 Example of what insights can be drawn from the report

The Profit and Loss Dashboard is a snapshot of your business's P&L for the period under review. At a glance you can analyse your P&L to make business decisions for the future.



View your Gross Profit and Net Profit percentages, as well as how it compares to the prior year.





Looking at the Extract from the P&L, you can view your Current year's P&L compared to Last year and view the % variance.

Extract from Profit and Loss

	Current Year (£)	Last Year (£)	Variance %
Sales	2,392,139	546,228	337.94%
Direct Expenses	-1,946,727	-20,153	-9,559.66%
Gross Profit/(Loss)	445,412	526,075	-15.33%
Other Income	50	0	100.00%
Overheads	-254,400	-231,297	-9.99%
Net Profit/(Loss)	191,061	294,778	-35.18%

You can also view your P&L movement and Top 5 Overheads, as well as the P&L Overheads Report to obtain a more granular view of the figures. For example:

Business Snapshot - Profit and Loss - Overheads

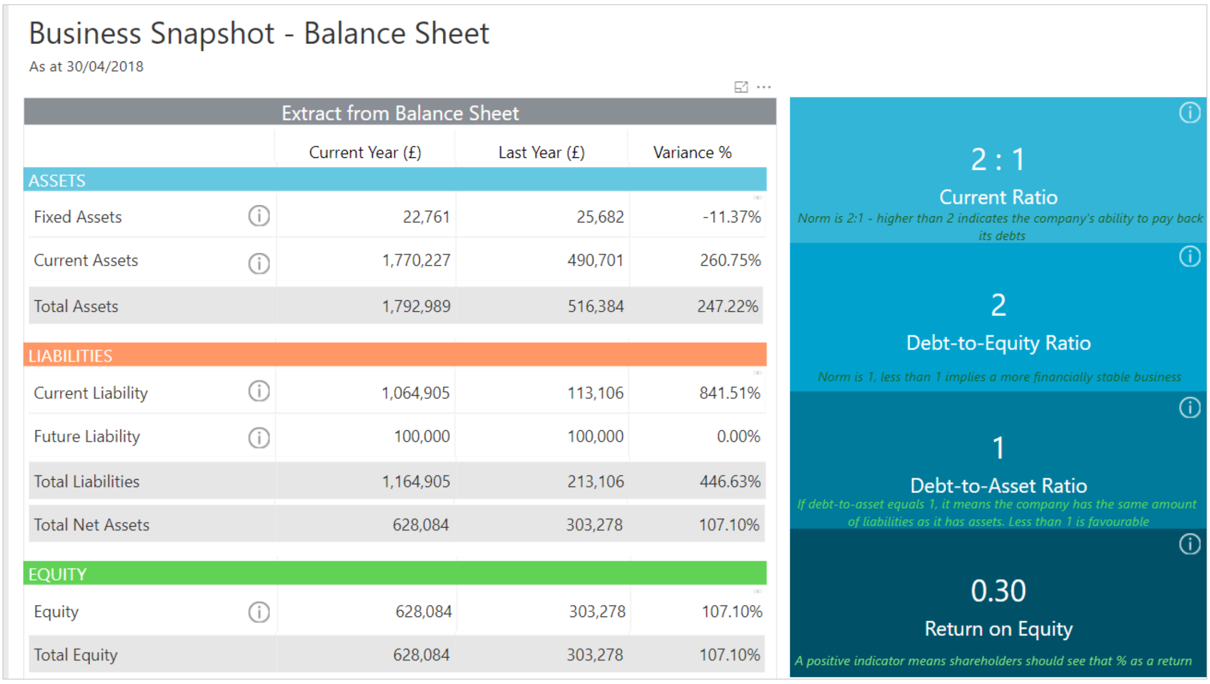
For the period 01/07/2017 to 30/04/2018

Account: All

Account	Current Year (£)	Last Year (£)	Variance %
Employee costs	202,000	163,000	23.93%
Marketing	30,417	49,167	-38.14%
Rent and rates	9,442	7,750	21.83%
Accounting fees	6,000	5,000	20.00%
Gas and electric	3,305	2,713	21.83%
Depreciation	2,438	2,068	17.88%
General Expenses	800	1,600	-50.00%
Total	**254,400**	**231,297**	**9.99%**

Profit and Loss | Profit and Loss - Overheads | Balance Sheet

The Balance Sheet Dashboard provides a snapshot of what your business owns (assets) and owes (liabilities) at a specific point in time. A balance is an indicator of the financial health of your business.

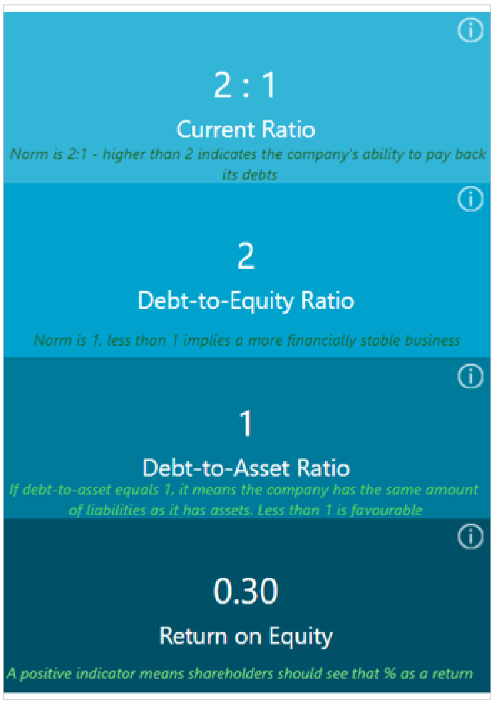

Business Snapshot - Balance Sheet

As at 30/04/2018

Extract from Balance Sheet

	Current Year (£)	Last Year (£)	Variance %
ASSETS			
Fixed Assets	22,761	25,682	-11.37%
Current Assets	1,770,227	490,701	260.75%
Total Assets	1,792,989	516,384	247.22%
LIABILITIES			
Current Liability	1,064,905	113,106	841.51%
Future Liability	100,000	100,000	0.00%
Total Liabilities	1,164,905	213,106	446.63%
Total Net Assets	628,084	303,278	107.10%
EQUITY			
Equity	628,084	303,278	107.10%
Total Equity	628,084	303,278	107.10%

The Financial Ratios are also included to view and track essential KPIs.



8.0 Excel Known Issues

8.1 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 Design Pane is closed, your template will become damaged.

8.2 Multiple financial tables on one sheet

Sage Intelligence 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.

8.3 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.

8.4 Excel Online specific issues

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

8.4.1 Worksheet “Back button” not working as expected

In the worksheet if users click on the back button, they will find it does not navigate back to the home page of the workbook, as is done on desktop Excel. This is because the button is not reflecting as a button, but rather it is being read as an image.

8.4.2 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 curser in the parameter field each time you press F4.

8.4.3 Date selector "X”

You will notice when working on Excel Online the operational date selectors, when populated, do not show an “X” (Close) option. To remove these dates, you can use delete or backspace on the keyboard.

8.5 Updating Report Templates

8.5.1 Deleting Tables or Sheets

Deleting tables or sheets in the templates offered will result in corrupting the template. A new report template will have to be downloaded and redesigned as required. Tables and sheets should never be deleted currently.

8.6 Multiple values per parameter

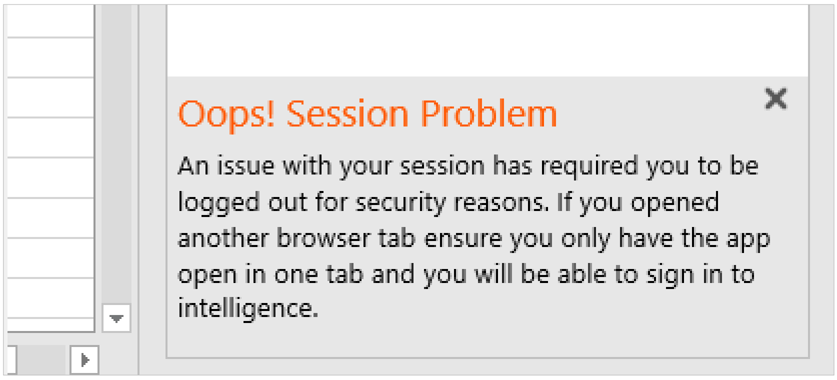
In Excel, cell references cannot be typed in. If a user wishes to reference a cell, they will have to click on the parameter reference button and thereafter click on the cell they wish to reference.

8.7 Excel Design Pane inconsistently hangs when reload (in the top right) is clicked.

Workaround: Please save and close the workbook. Reopen the workbook and sign into Sage Intelligence.

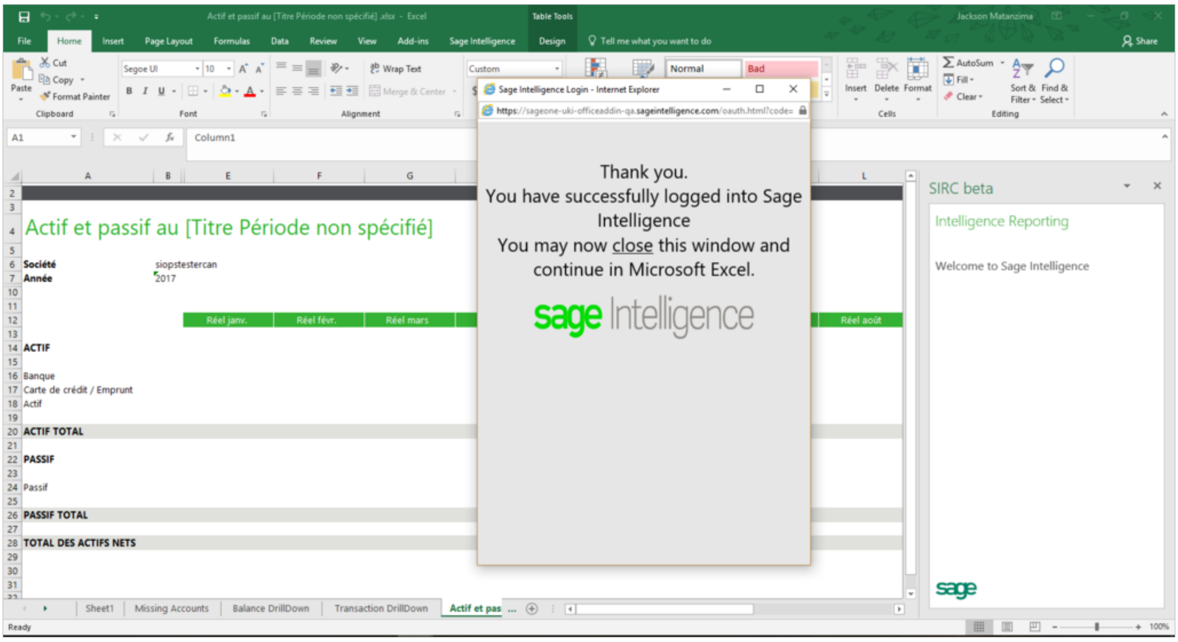
8.8 Session Error when reopening a workbook immediately after closing a workbook.

Opening a workbook immediately after closing will result in a session overlap and you will see the below issue.



8.9 Pop-up window confirming sign-in success is not translated to fr-CA.

This pop-up window only be displayed in English (en-US), regardless of user locale setting.



8.10 Different data load behaviour for Accountant companies across different regions

Please note that depending on which regional Sage Accountant Solution you are using, the ability to load data for your company will differ. This is based on what subscriptions you are provided with when signing up for the different Sage Accountant Solutions. Please contact Sage Intelligence support for further queries if needed.