Sage 100 ERP 2014 Intelligence Reporting

Report Designer Add-In User Guide

February 2014

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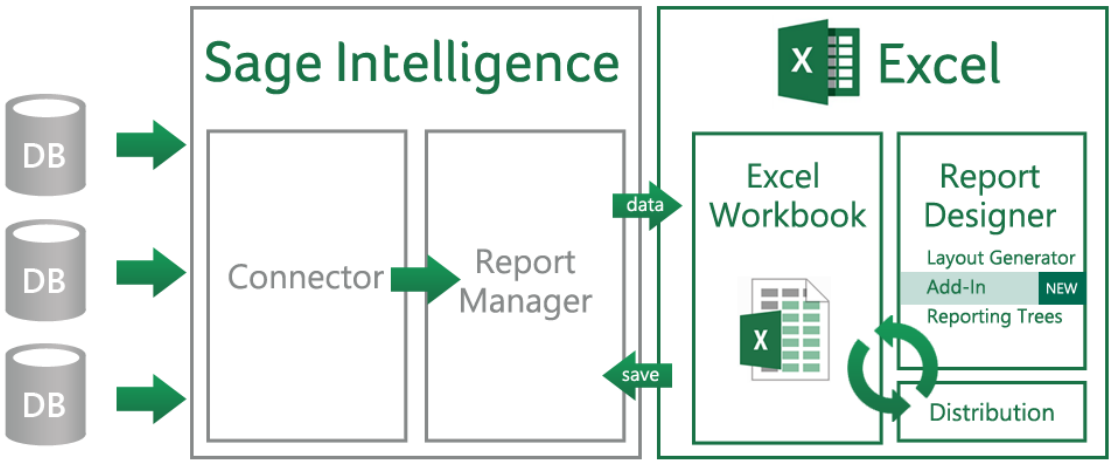
Welcome to the Report Designer Add-In

The Sage Intelligence Report Designer Add-In is the newest addition to the Report Designer module which presents an alternative to the current report Sage Intelligence Layout Generator to empower users to take control of all design aspects of their reporting layouts.

The model behind the new feature introduced by this Add-In is to break down a report into reusable pieces and then allow users to control where and how these pieces fit together to create a report. These pieces are Microsoft® Excel® functions which communicate with a new In-Memory processing engine which will guarantee performance by being able to crunch financial numbers very quickly.

While the Report Designer Add-In is installed separately, it enhances the Report Designer module. The positioning of the Report Designer Add-In within the overall Sage Intelligence Reporting product is as follows:



System Requirements

One of the following operating systems:

- Windows XP SP3 32 bit
- Windows Vista SP2 32 bit
- Windows 7 32 bit
- Windows 7 64 bit

Microsoft Excel:

- Microsoft Excel 2007
- Microsoft Excel 2010 32 bit

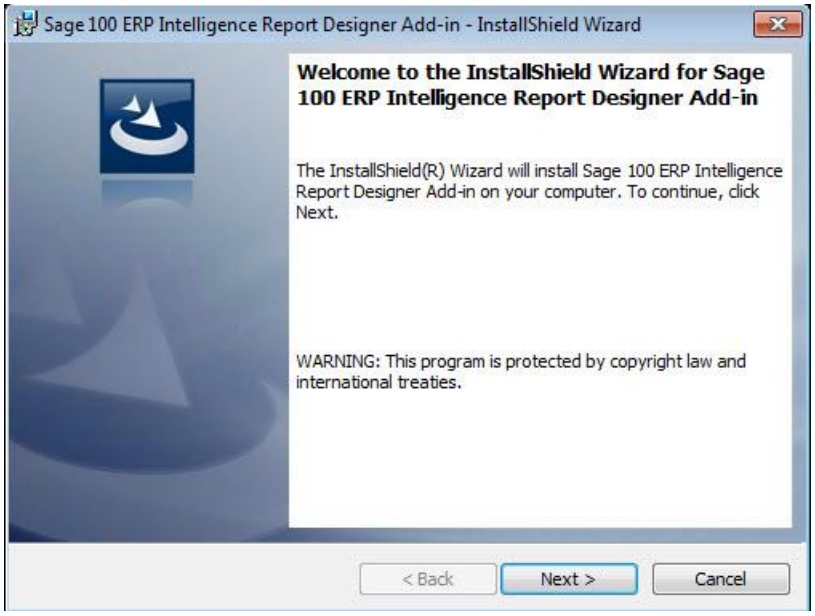
Sage MAS 90 and 200 Intelligence 4.5 or later

Report Designer License

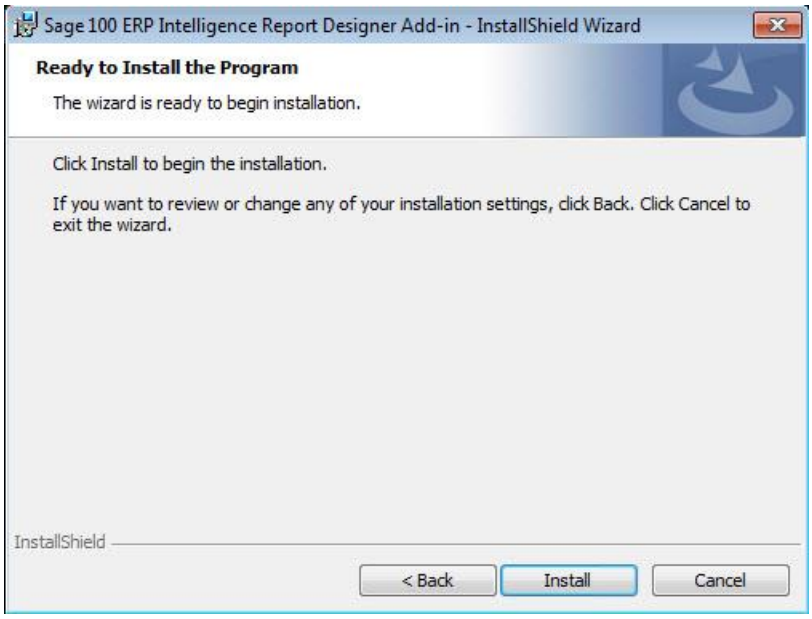
Report Manager License

Installing the Report Designer Add-In

1. To install the Report Designer Add-In, double-click the installation file. The 'InstallShield wizard' will begin.



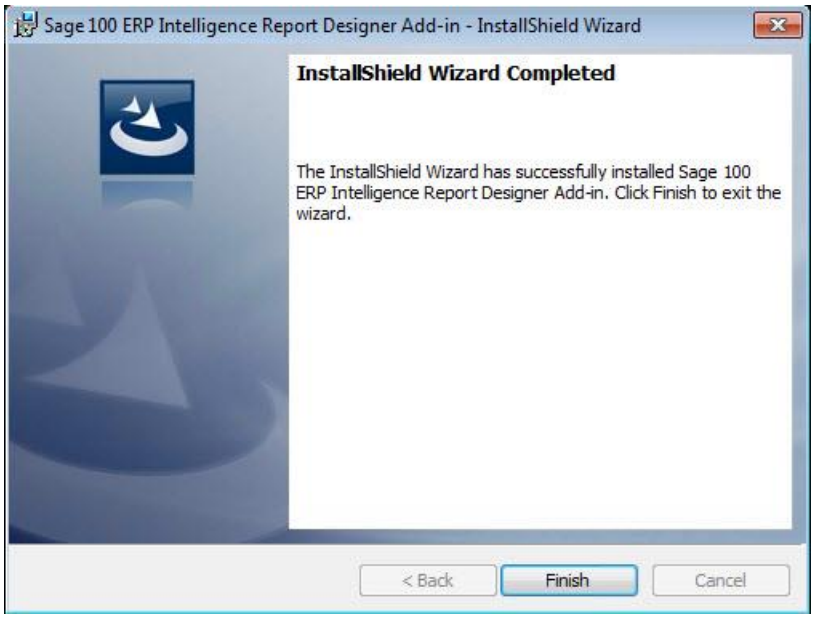
2. Click **Next**.



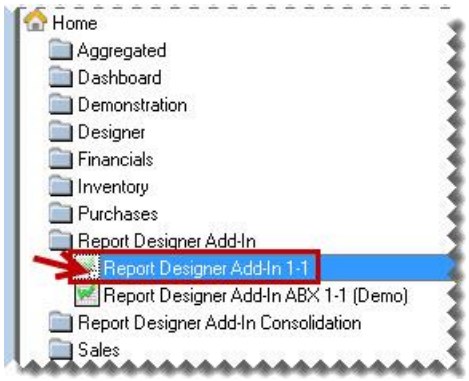
3. Click **Install**. The installation may take a few minutes.

4. If you receive a message stating that the Report Designer Add-In reports could not be automatically imported, import the reports in the Sage Intelligence Report Manager manually. This error will occur if you are not running Sage 100 ERP Intelligence Reporting 4.5 or later. Refer to the Help File in your Report Manager for more information on how to import reports: Home > Getting Started Guide> Importing Reports

5. Once complete, click **Finish**.



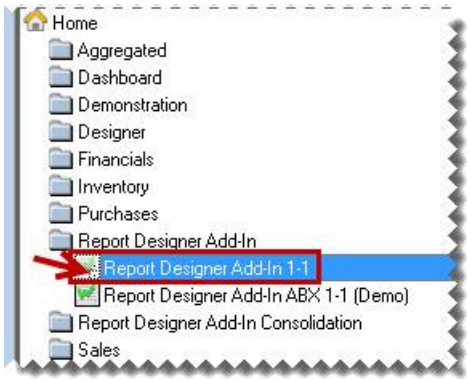
6. In the Report Manager, you will notice that new reports have been installed.



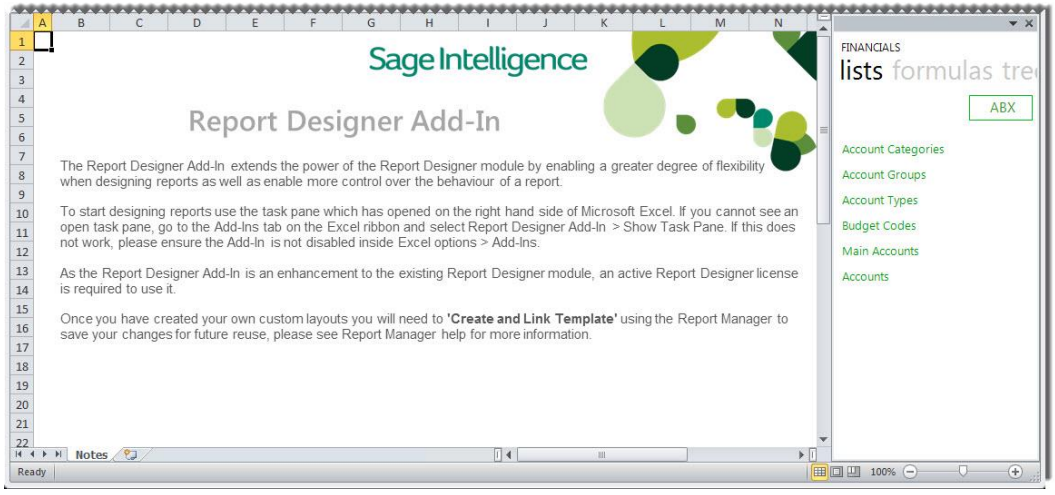
Starting the Report Designer Add-In

The process to use the Report Designer Add-In is as follows:

The Report Designer Add-In must always be started by running the Report Designer Add-In report from within the Report Manager. This report is automatically installed into the Report Designer Add-In folder in the Report Manager during installation.



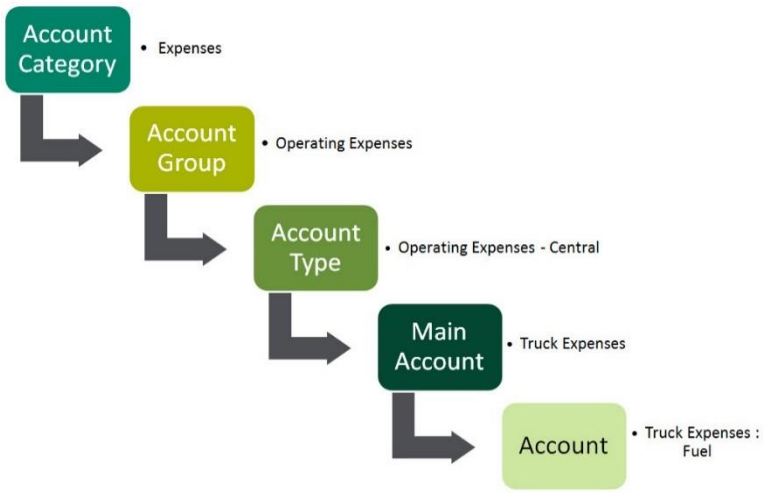
The Report Designer Add-In will open in Excel.



Lists

Understanding the List Structure

To understand the list structure, the General Ledger Chart of Accounts hierarchy must be understood. Below is a typical example of an account hierarchy.



The lists are retrieved from the General Ledger.

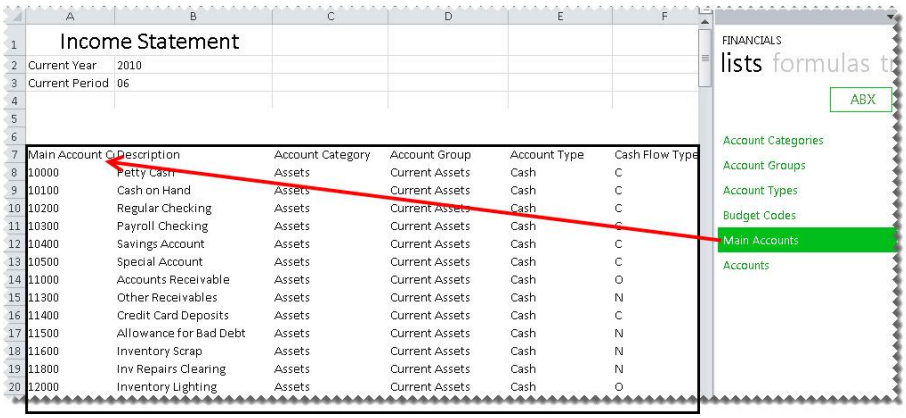
List Name	Example
Account Categories	Expenses
Account Groups	Operating Expenses Administrative Expenses General Expenses
Account Types	1 Operating Expense - Central 2 Operating Expense - West
Budget Codes	Original Conservative
Main Accounts	640 Telephone Expenses 660 Truck Expenses 735 Advertising Expenses

List Name	Example
Accounts	540-10-03 Telephone expense: SA&MK-C 540-20-03 Telephone expense: ACCTG-C 560-10-03 Truck expenses: SA&MK-C 560-20-02 Truck expenses: ACCTG-WEST

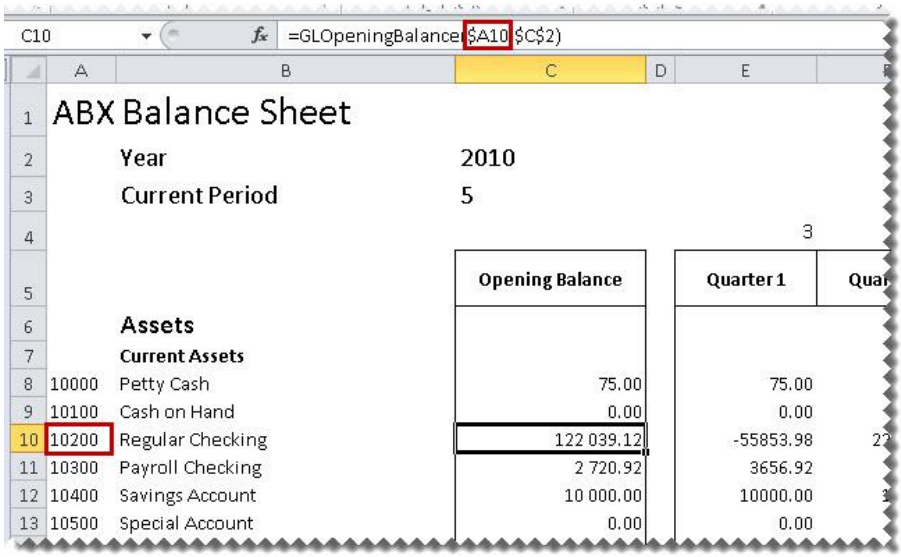
Adding Lists

There are various lists that can be used to view some of the key information, for example, account numbers and budget codes.

1. Drag-and-drop lists that you require from the Sage Intelligence Report Designer Task Pane to your Excel worksheet.



You can use these in your formulas to return data based on the list.



Company Codes

Lists are always returned from the Company Code which is selected in the Task Pane.

To change the company code:

1. Click on the Company Code.

2. Select a new GL Company Code from the drop down options.

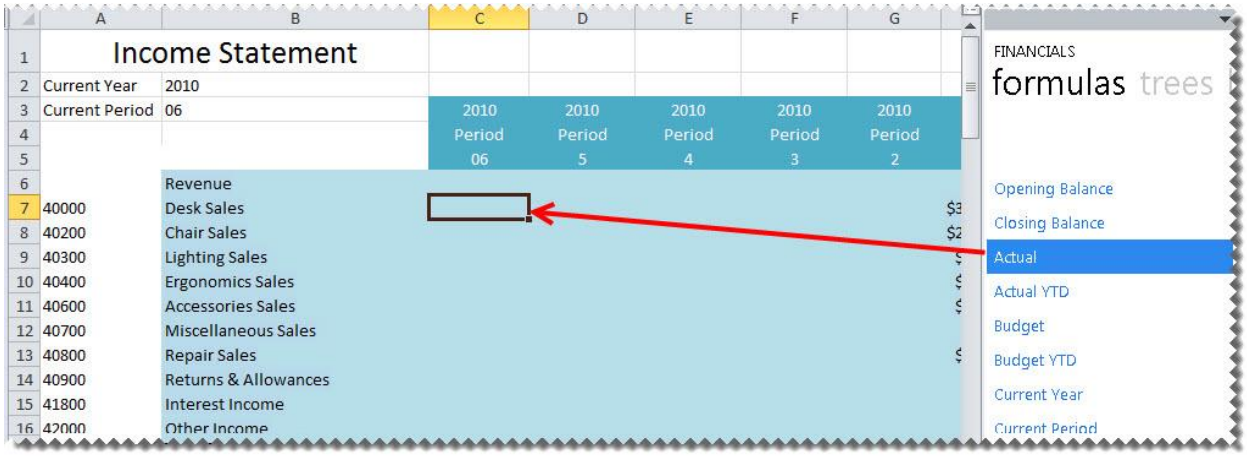
Note: The company code is obtained from your General Ledger.

Formulas

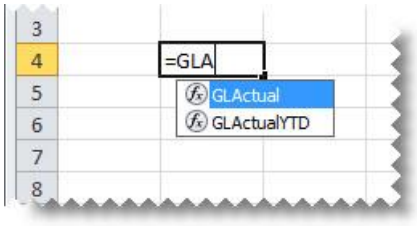
Adding Formulas

There are two ways to add formulas to your Excel worksheet.

- Select the desired formula from the Task Pane. Please refer to 'Appendix A' for a detailed explanation on each formula. Drag-and-drop the formula onto your Excel worksheet.



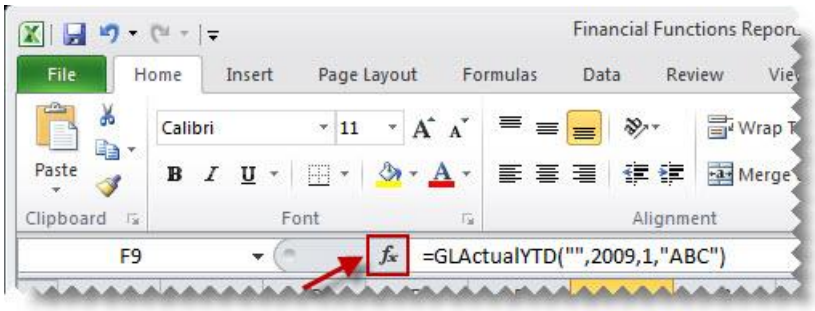
- Type the formula name directly into the cell. Please refer to 'Appendix A' for a detailed explanation on each formula.



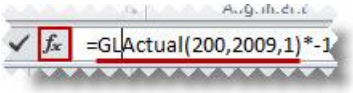
Editing Formulas

There are two ways to edit the formulas.

- The formula settings (function arguments window) can be accessed by clicking on the cell containing the formula and then clicking the **fx** button.

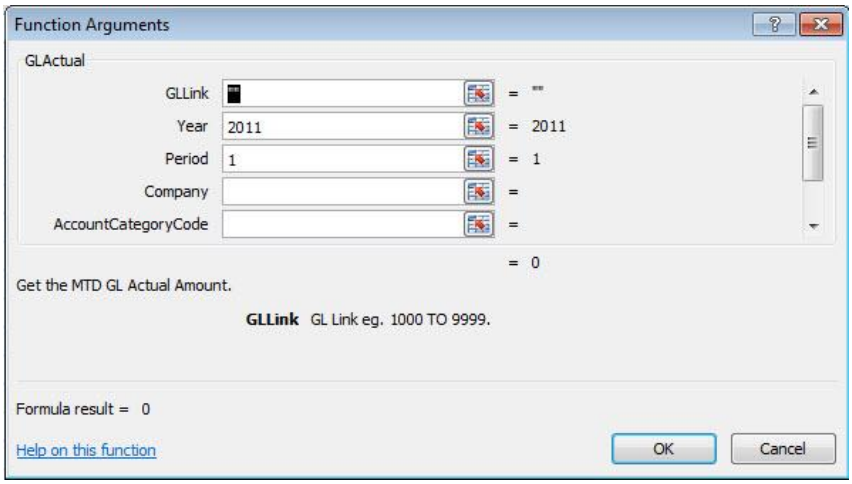


Warning: If there is more than one formula in a cell, only the formula result will be shown unless you click the specific formula you wish to edit in the formula bar, prior to clicking the **fx** button.

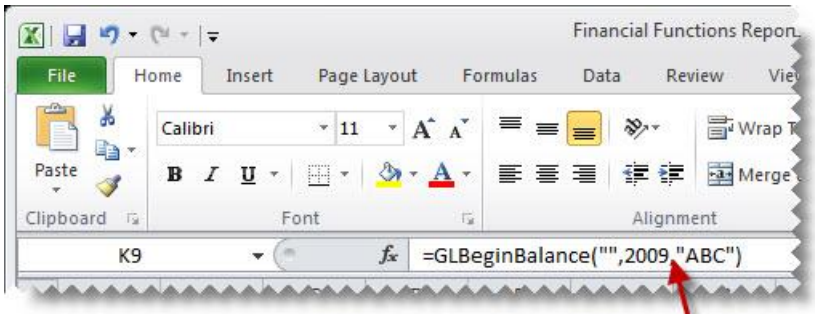


The formula parameters provided in the 'Function Arguments' window will be used to specify what data is retrieved by the formula. Each setting serves as a filter to retrieve the data. The filter is applied in the order that the settings are displayed. Please refer to 'Appendix A' for a detailed explanation on each formula and its parameters.

In the following formula example, **GLLink** (Used to reference the account code from the Main Accounts or Accounts lists in the Task Pane) is applied first, followed by **Year**, **Period**, **Company** and **AccountCategoryCode**, in that order.

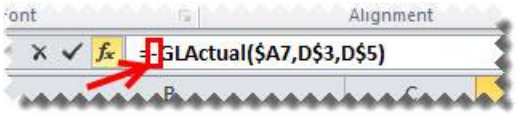


- Formulas can be edited manually if you are familiar with the format of the formula. Please refer to 'Appendix A' for a detailed explanation on each formula and its parameters. Select the cell which contains the formula and then click within the formula bar and make your changes.



Reversing a Negative Sign

To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.



Drag the fill handle down to copy these to other accounts requiring the same change.

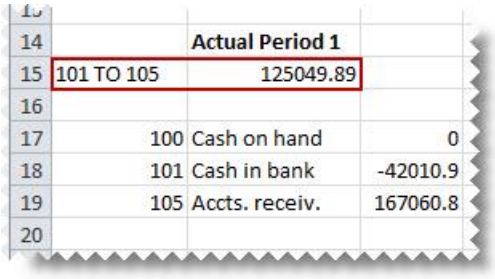
Using Formula Features

Using Account Ranges

A range consists of two values where you want to retrieve data for those two values and every value between those two values.

Note: Alpha characters are not supported in account ranges, for example 100A to 199Z. Support for Alphanumeric Ranges will be available in future releases.

An example would be when you want to retrieve an amount for all main accounts from 101 to 105. In the cell which contains the GLLink, you would type, **101 TO 105**. This will give you a summarized value for accounts 101,102,103,104,105.



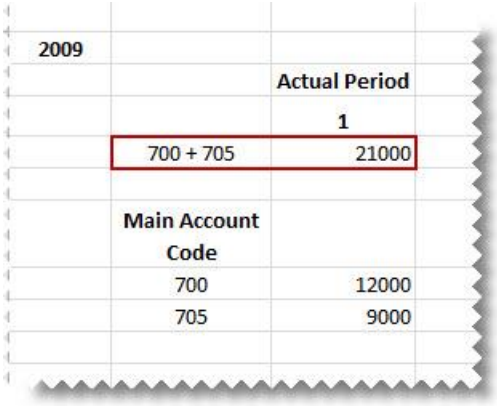
14		Actual Period 1	
15	101 TO 105	125049.89	
16			
17	100	Cash on hand	0
18	101	Cash in bank	-42010.9
19	105	Accts. receiv.	167060.8
20			

Tip: Use account ranges to ensure new accounts being added to the General Ledger are included in your reports.

Using Mathematical Calculations

Mathematical calculations can also be performed on all GL Accounts. This includes addition and subtraction.

For example, typing **700 + 705** in the cell which is linked to the GLLink setting will give a total figure for Main Account 700 and Main Account 705.



2009		
		Actual Period 1
	700 + 705	21000
	Main Account Code	
	700	12000
	705	9000

Note: The use of a space on either side of the **+** or **–** is required in order for the formula to be correctly recognized. Brackets are also supported thus calculations in brackets (parenthesis) are calculated first.

Using Wildcards

Most organizations use an account structure that separates business entities into different categories. A fully qualified account contains a value for the natural segment, for example Cash or Sales, as well as values for additional segments, for example Location, Division and Department.

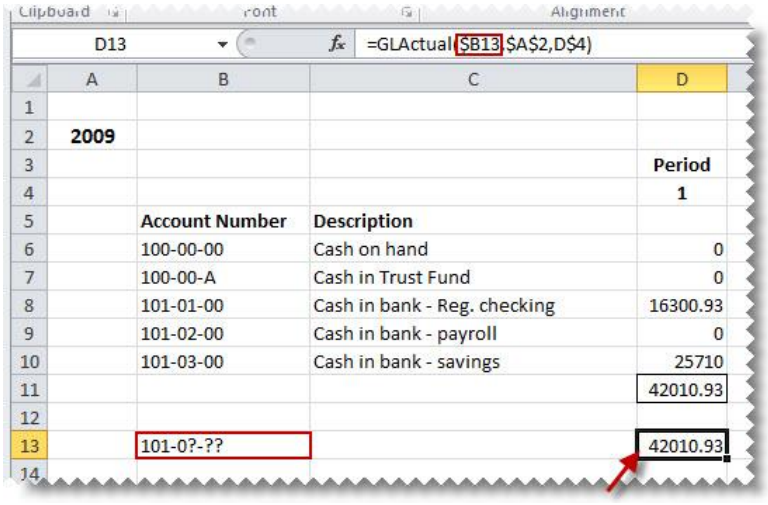
Depending on the size of the organization, fully qualified account number segments can have different representations for different companies.

The Report Designer Add-In supports the use of special characters as a way to filter multiple account segment values without specifically naming each one.

A question mark, (?) is a placeholder for a single character in an account segment.

Filter	Description	Result
10?	Filter all three digit Account Numbers beginning with 10	100 101 102 up to 109
101-0?-00	Filter Account Numbers with first segment of 101 and last segment of 00 with second segment of two digits beginning with 0	101-00-00 101-01-00 101-02-00 101-03-00 up to 101-09-00
101-???-100	Filter Account Numbers with first segment of 101 and last segment of 100 with no filter on second segment of three digits	101-000-100 101-001-100 101-002-100 101-003-100 up to 101-999-100

An example of using wildcards in Excel using the **GLActual** formula could be as follows:

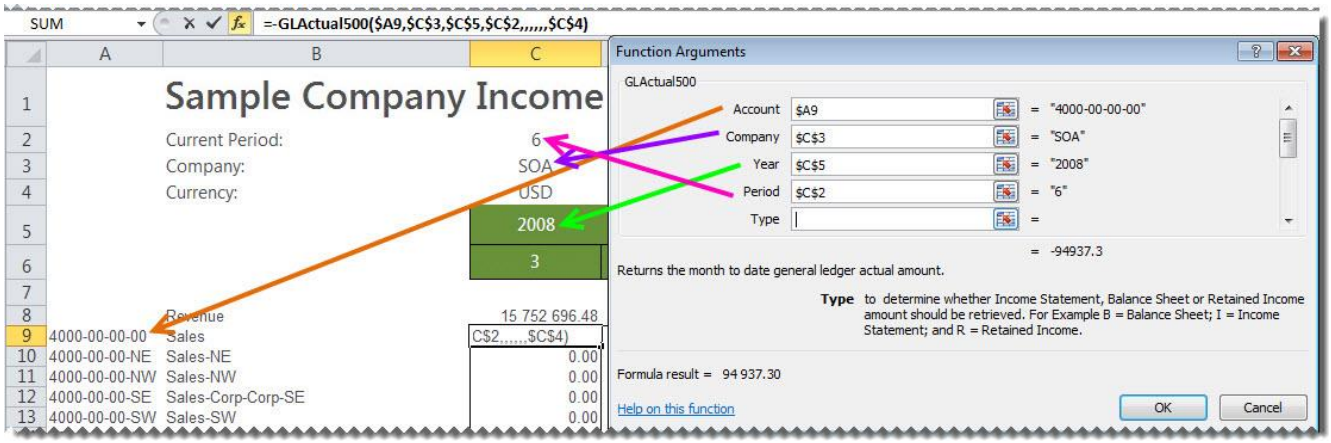


Using Cell References

A cell reference identifies the location of a cell or group of cells in a worksheet. A cell reference consists of the column letter and row number that intersect at the cell's location. When listing a cell reference, the column letter is always listed first.

The recommended method for entering data into the Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

For example, if you wanted information for the year **2012** and you used **2011** in the **Year** parameter of the **Actual** formula, you would have to modify every formula that used the old value. If you store the year in a cell, you simply change that one cell and Excel updates all the formulas that use that parameter.



Tip: Excel named ranges can also be substituted for a cell reference in any formula parameter.

Using Relative or Absolute Cell References

By default, a worksheet cell reference is relative. This means that as a formula is copied and pasted to other cells, the cell references in the formula change to reflect the formula's new location.

In contrast, an absolute cell reference does not change when its formula is copied and pasted to other cells.

An example of a relative cell reference would be **A5** or **B10**.

An example of an absolute cell reference would be **A5** or **B10**.

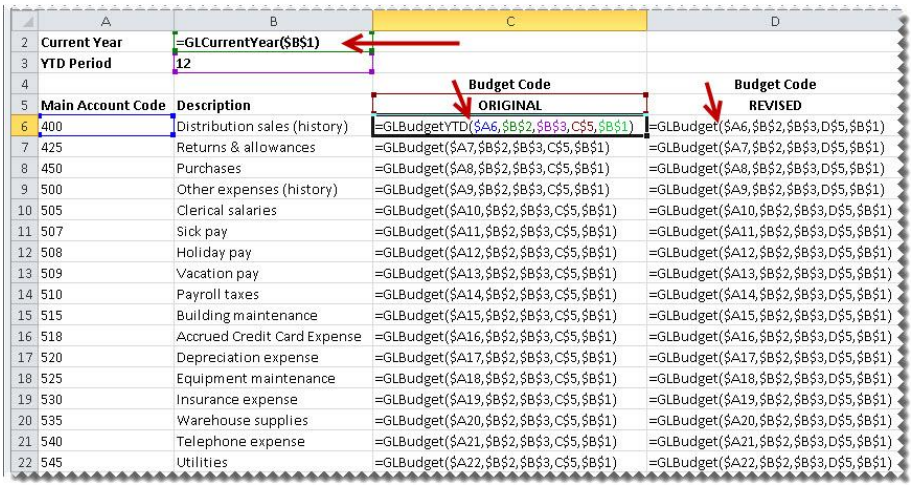
You can also mix absolute and relative cell references. An example would be copying a cell reference of **$A5**, the column reference will remain **A** but the row reference will change to reflect the formulas new location.

If you are entering a value in your formula, be sure to include any alpha-numeric data in double-quotes (**“ “**). This will ensure that Excel interprets the value as a text value and not a cell reference.

Displaying Cell Formulas instead of Values

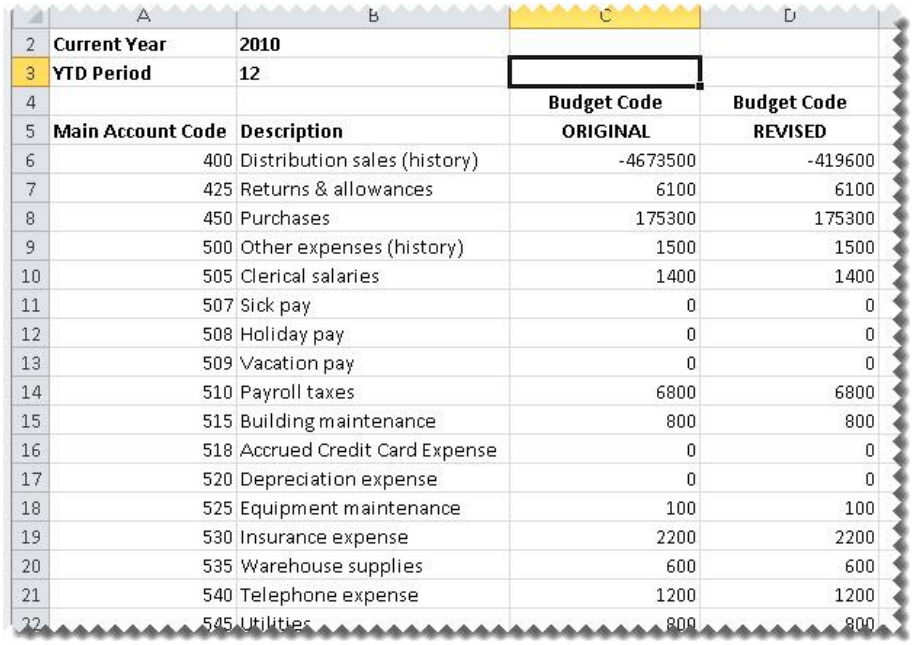
To display all of the formulas used on your worksheet without clicking on each cell individually:

1. Press **Ctrl ~**. All of the displayed values will be replaced by the formulas used to calculate them.



	A	B	C	D
2	**Current Year**	=GLCurrentYear(B1)		
3	**YTD Period**	12		
4			**Budget Code**	**Budget Code**
5	**Main Account Code**	**Description**	**ORIGINAL**	**REVISED**
6	400	Distribution sales (history)	=GLBudgetYTD($A6,$B$2,$B$3,C$5,B1)	=GLBudget($A6,$B$2,$B$3,D$5,B1)
7	425	Returns & allowances	=GLBudget($A7,$B$2,$B$3,C$5,B1)	=GLBudget($A7,$B$2,$B$3,D$5,B1)
8	450	Purchases	=GLBudget($A8,$B$2,$B$3,C$5,B1)	=GLBudget($A8,$B$2,$B$3,D$5,B1)
9	500	Other expenses (history)	=GLBudget($A9,$B$2,$B$3,C$5,B1)	=GLBudget($A9,$B$2,$B$3,D$5,B1)
10	505	Clerical salaries	=GLBudget($A10,$B$2,$B$3,C$5,B1)	=GLBudget($A10,$B$2,$B$3,D$5,B1)
11	507	Sick pay	=GLBudget($A11,$B$2,$B$3,C$5,B1)	=GLBudget($A11,$B$2,$B$3,D$5,B1)
12	508	Holiday pay	=GLBudget($A12,$B$2,$B$3,C$5,B1)	=GLBudget($A12,$B$2,$B$3,D$5,B1)
13	509	Vacation pay	=GLBudget($A13,$B$2,$B$3,C$5,B1)	=GLBudget($A13,$B$2,$B$3,D$5,B1)
14	510	Payroll taxes	=GLBudget($A14,$B$2,$B$3,C$5,B1)	=GLBudget($A14,$B$2,$B$3,D$5,B1)
15	515	Building maintenance	=GLBudget($A15,$B$2,$B$3,C$5,B1)	=GLBudget($A15,$B$2,$B$3,D$5,B1)
16	518	Accrued Credit Card Expense	=GLBudget($A16,$B$2,$B$3,C$5,B1)	=GLBudget($A16,$B$2,$B$3,D$5,B1)
17	520	Depreciation expense	=GLBudget($A17,$B$2,$B$3,C$5,B1)	=GLBudget($A17,$B$2,$B$3,D$5,B1)
18	525	Equipment maintenance	=GLBudget($A18,$B$2,$B$3,C$5,B1)	=GLBudget($A18,$B$2,$B$3,D$5,B1)
19	530	Insurance expense	=GLBudget($A19,$B$2,$B$3,C$5,B1)	=GLBudget($A19,$B$2,$B$3,D$5,B1)
20	535	Warehouse supplies	=GLBudget($A20,$B$2,$B$3,C$5,B1)	=GLBudget($A20,$B$2,$B$3,D$5,B1)
21	540	Telephone expense	=GLBudget($A21,$B$2,$B$3,C$5,B1)	=GLBudget($A21,$B$2,$B$3,D$5,B1)
22	545	Utilities	=GLBudget($A22,$B$2,$B$3,C$5,B1)	=GLBudget($A22,$B$2,$B$3,D$5,B1)

2. Press **Ctrl ~** again to return to displaying the values.

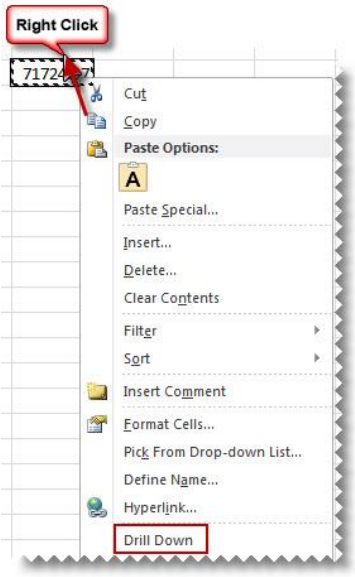


	A	B	C	D
2	**Current Year**	**2010**		
3	**YTD Period**	**12**		
4			**Budget Code**	**Budget Code**
5	**Main Account Code**	**Description**	**ORIGINAL**	**REVISED**
6	400	Distribution sales (history)	-4673500	-419600
7	425	Returns & allowances	6100	6100
8	450	Purchases	175300	175300
9	500	Other expenses (history)	1500	1500
10	505	Clerical salaries	1400	1400
11	507	Sick pay	0	0
12	508	Holiday pay	0	0
13	509	Vacation pay	0	0
14	510	Payroll taxes	6800	6800
15	515	Building maintenance	800	800
16	518	Accrued Credit Card Expense	0	0
17	520	Depreciation expense	0	0
18	525	Equipment maintenance	100	100
19	530	Insurance expense	2200	2200
20	535	Warehouse supplies	600	600
21	540	Telephone expense	1200	1200
22	545	Utilities	800	800

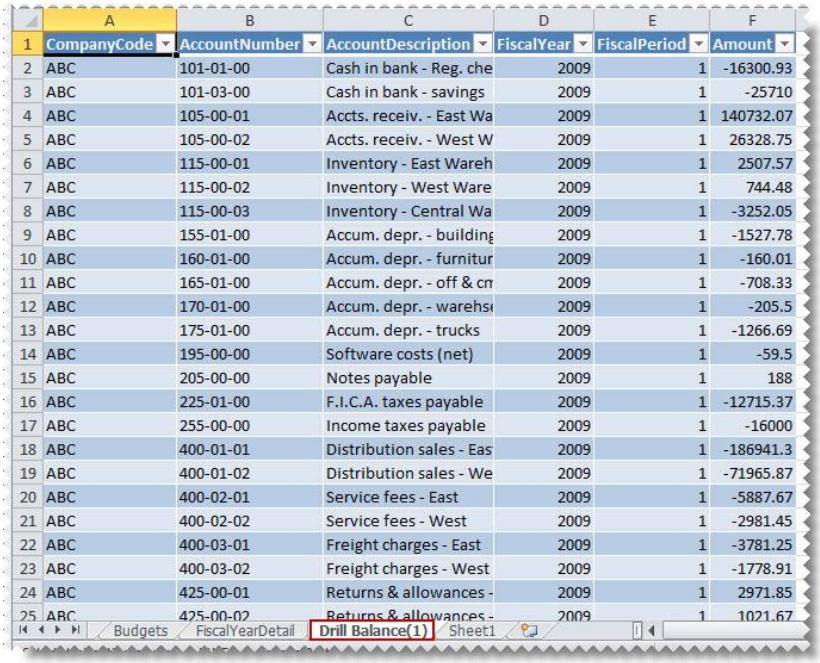
Drilling Down on Values

Intelligence Reporting provides the ability to drill down to view the detail of the data being returned by a formula.

To drill down on a value to the account balance details, right-click and select **Drill Down**.



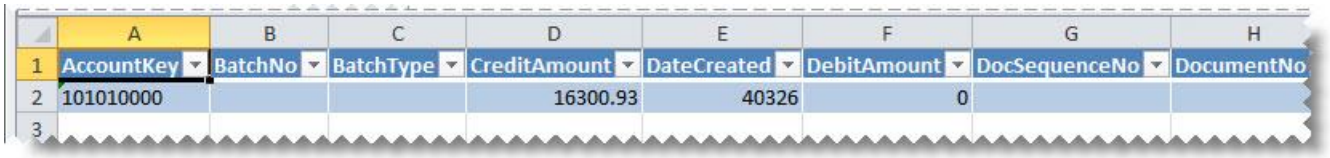
A new worksheet named **Drill Balance** will be created in the Microsoft Excel workbook with the account balance details of the data.



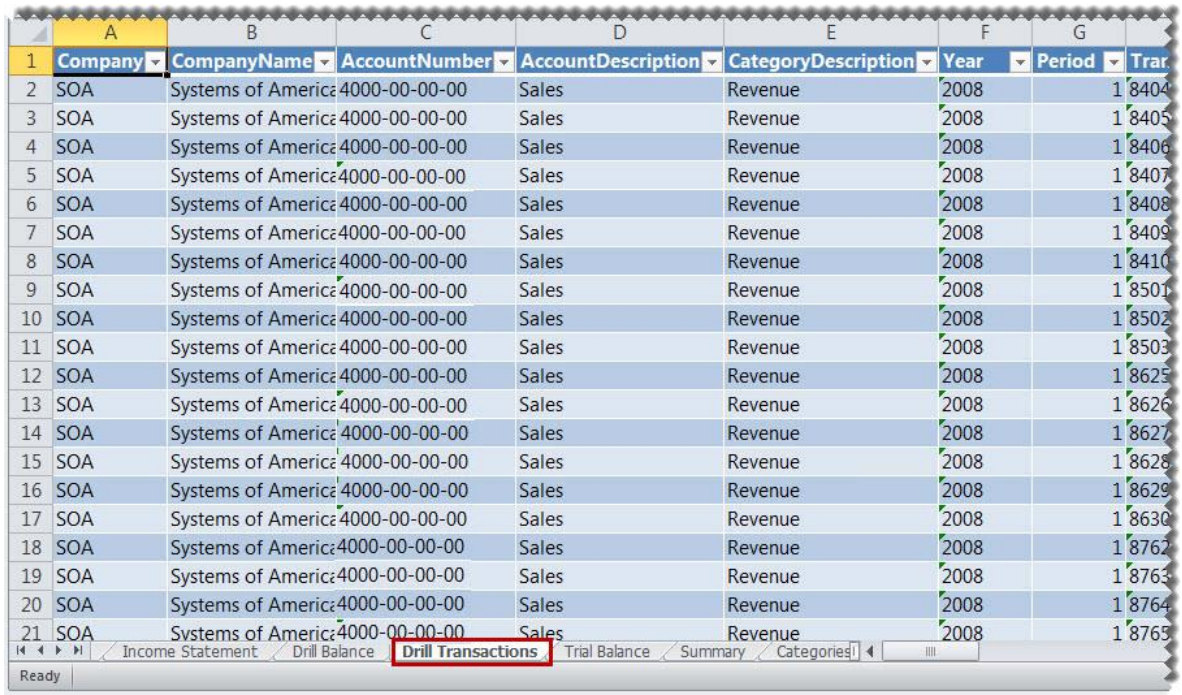
	A	B	C	D	E	F
1	CompanyCode	AccountNumber	AccountDescription	FiscalYear	FiscalPeriod	Amount
2	ABC	101-01-00	Cash in bank - Reg. che	2009	1	-16300.93
3	ABC	101-03-00	Cash in bank - savings	2009	1	-25710
4	ABC	105-00-01	Accts. receiv. - East Wa	2009	1	140732.07
5	ABC	105-00-02	Accts. receiv. - West W	2009	1	26328.75
6	ABC	115-00-01	Inventory - East Wareh	2009	1	2507.57
7	ABC	115-00-02	Inventory - West Ware	2009	1	744.48
8	ABC	115-00-03	Inventory - Central Wa	2009	1	-3252.05
9	ABC	155-01-00	Accum. depr. - building	2009	1	-1527.78
10	ABC	160-01-00	Accum. depr. - furnitur	2009	1	-160.01
11	ABC	165-01-00	Accum. depr. - off & cr	2009	1	-708.33
12	ABC	170-01-00	Accum. depr. - warehs	2009	1	-205.5
13	ABC	175-01-00	Accum. depr. - trucks	2009	1	-1266.69
14	ABC	195-00-00	Software costs (net)	2009	1	-59.5
15	ABC	205-00-00	Notes payable	2009	1	188
16	ABC	225-01-00	F.I.C.A. taxes payable	2009	1	-12715.37
17	ABC	255-00-00	Income taxes payable	2009	1	-16000
18	ABC	400-01-01	Distribution sales - Eas	2009	1	-186941.3
19	ABC	400-01-02	Distribution sales - We	2009	1	-71965.87
20	ABC	400-02-01	Service fees - East	2009	1	-5887.67
21	ABC	400-02-02	Service fees - West	2009	1	-2981.45
22	ABC	400-03-01	Freight charges - East	2009	1	-3781.25
23	ABC	400-03-02	Freight charges - West	2009	1	-1778.91
24	ABC	425-00-01	Returns & allowances -	2009	1	2971.85
25	ABC	425-00-02	Returns & allowances -	2009	1	1021.67

Budgets | FiscalYearDetail | Drill Balance(1) | Sheet1

To drill down further to GL transaction level, right-click on the cell which contains the value you want to view more detail on, and select **Drill Down** again. Another new worksheet named **Drill Transactions** will be created with the GL transaction details.



	A	B	C	D	E	F	G	H
1	AccountKey	BatchNo	BatchType	CreditAmount	DateCreated	DebitAmount	DocSequenceNo	DocumentNo
2	101010000			16300.93	40326	0		
3								



	A	B	C	D	E	F	G
1	Company	CompanyName	AccountNumber	AccountDescription	CategoryDescription	Year	Period
2	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
3	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
4	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
5	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
6	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
7	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
8	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
9	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
10	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
11	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
12	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
13	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
14	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
15	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
16	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
17	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
18	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
19	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
20	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1
21	SOA	Systems of America	4000-00-00-00	Sales	Revenue	2008	1

Income Statement | Drill Balance | Drill Transactions | Trial Balance | Summary | Categories

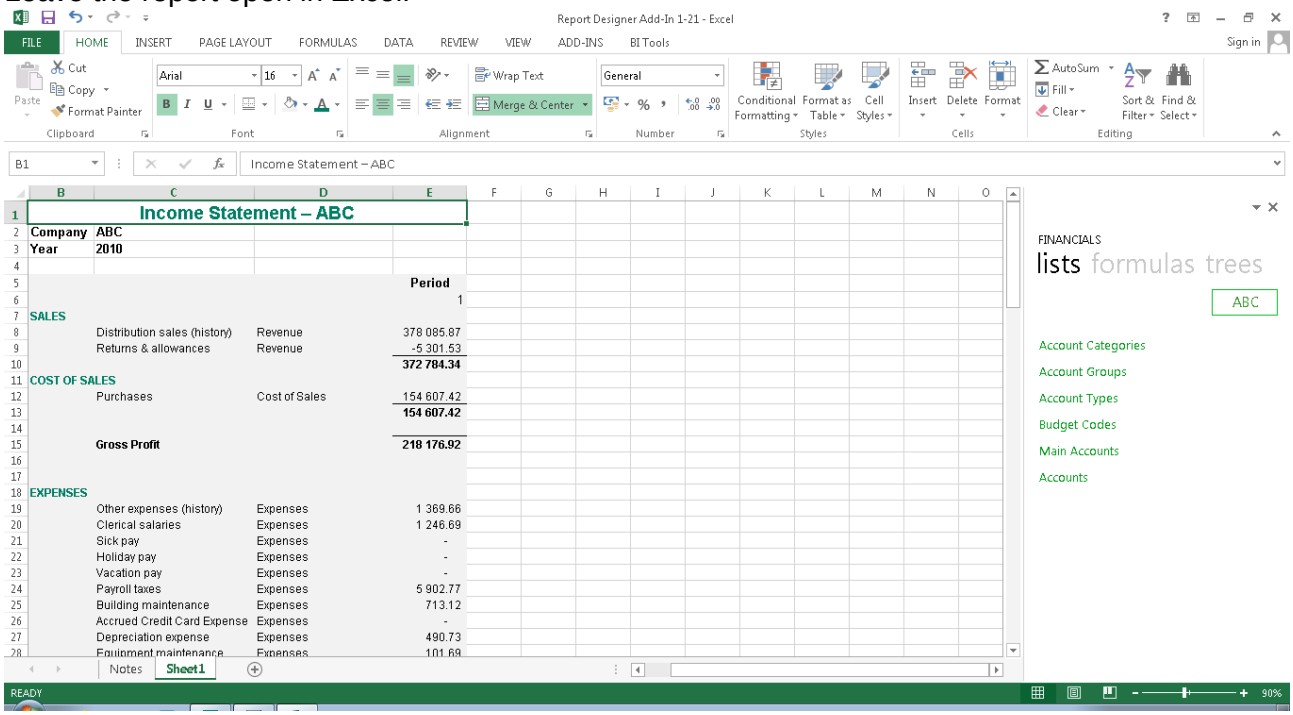
Ready

Saving Reports

Run **Save Excel Template** in your Report Manager to save your report for future use.

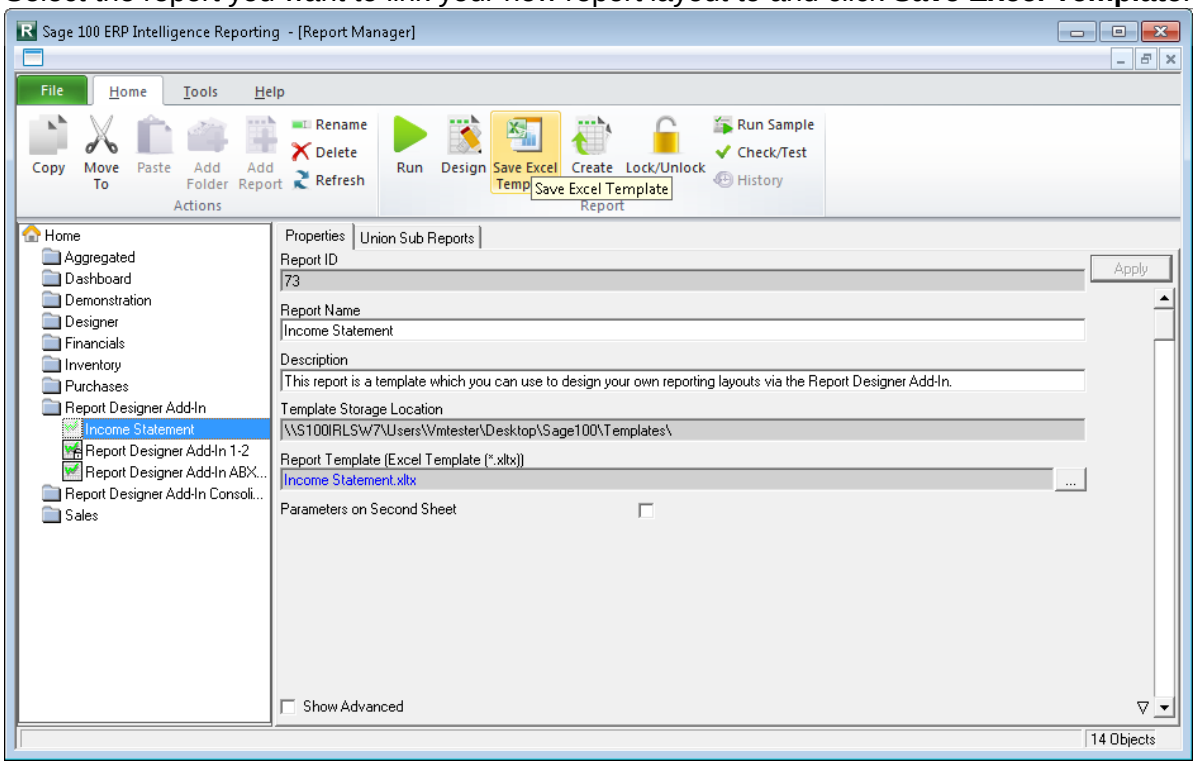
Once you've run out your Report Designer Add-In report and have made the required changes:

1. Leave the report open in Excel.

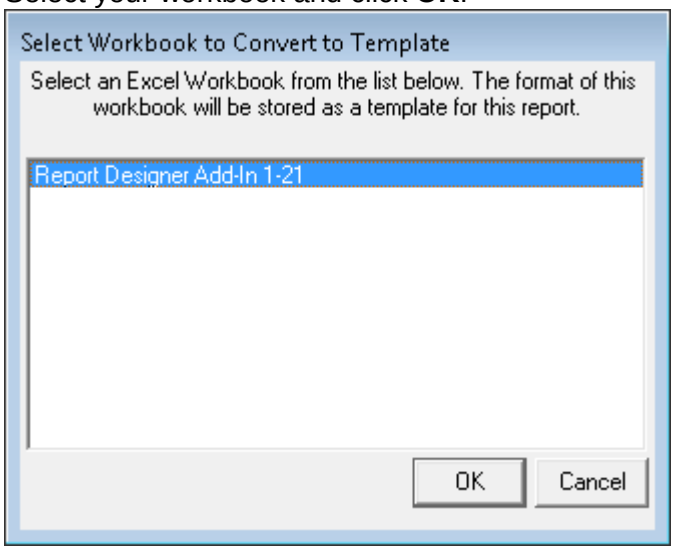


2. Go back to the **Report Manager**.

3. Select the report you want to link your new report layout to and click **Save Excel Template**.

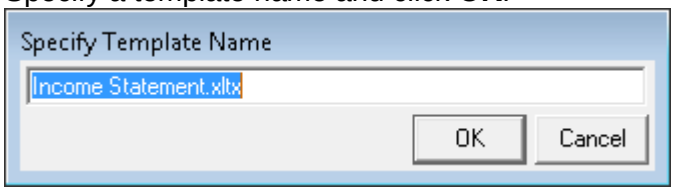


4. Select your workbook and click **OK**.

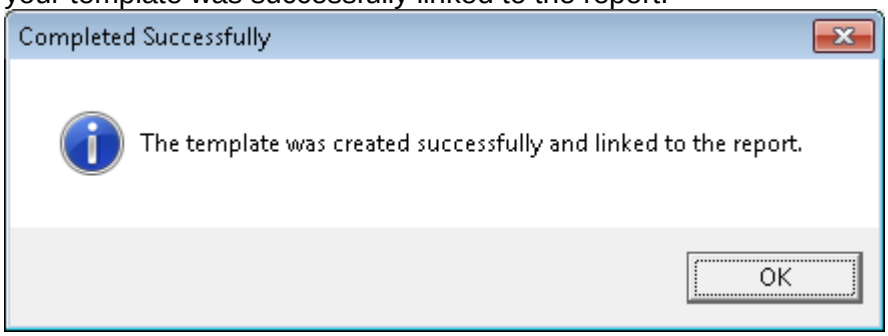


Note: All the workbooks that you have open will be displayed in this window, so make sure that you select the correct workbook.

5. Specify a template name and click **OK**.



6. When you're done your Excel workbook will close and a notification will display letting you know that your template was successfully linked to the report.

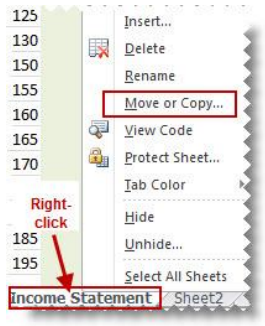


7. Click **OK** and you can now run out your new report without having to create a new layout.

Copying Reports

To save time or to promote standardization, you can copy a worksheet as a template that you can use to create other worksheets from.

1. Copy the entire worksheet by right-clicking on the bottom worksheet tab and select **Move or Copy**.

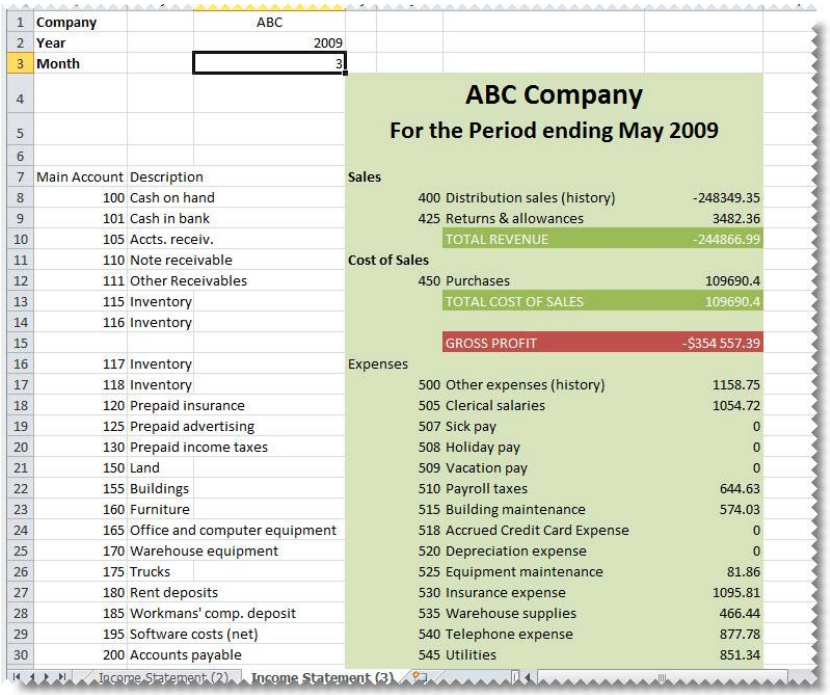


2. Select **Create a copy** and the location within the current workbook where you would like the worksheet copied to.

3. Select **OK**. Make any changes you require in the copied worksheet.

4. Save your report for future use.

Note: In the copied report below, all formatting, formulas and lists are retained.



1	Company		ABC			
2	Year		2009			
3	Month		3			
4				ABC Company		
5				For the Period ending May 2009		
6						
7	Main Account	Description				
8	100	Cash on hand	Sales	400	Distribution sales (history)	-248349.35
9	101	Cash in bank		425	Returns & allowances	3482.36
10	105	Accts. receiv.			TOTAL REVENUE	-244866.99
11	110	Note receivable	Cost of Sales			
12	111	Other Receivables		450	Purchases	109690.4
13	115	Inventory			TOTAL COST OF SALES	109690.4
14	116	Inventory				
15					GROSS PROFIT	-$354 557.39
16	117	Inventory	Expenses			
17	118	Inventory		500	Other expenses (history)	1158.75
18	120	Prepaid insurance		505	Clerical salaries	1054.72
19	125	Prepaid advertising		507	Sick pay	0
20	130	Prepaid income taxes		508	Holiday pay	0
21	150	Land		509	Vacation pay	0
22	155	Buildings		510	Payroll taxes	644.63
23	160	Furniture		515	Building maintenance	574.03
24	165	Office and computer equipment		518	Accrued Credit Card Expense	0
25	170	Warehouse equipment		520	Depreciation expense	0
26	175	Trucks		525	Equipment maintenance	81.86
27	180	Rent deposits		530	Insurance expense	1095.81
28	185	Workmans' comp. deposit		535	Warehouse supplies	466.44
29	195	Software costs (net)		540	Telephone expense	877.78
30	200	Accounts payable		545	Utilities	851.34

Income Statement (2) | Income Statement (3)

Preserving Formulas when Distributing Reports

In order to preserve formulas when distributing reports, the worksheet must be protected in Excel. You can also use worksheet protection to prevent changes to the worksheet.

By default, when you protect a worksheet, all the cells on the worksheet are locked and users cannot make any changes to a locked cell. However, you can unlock specific cells for all users or specific users.

Unlocking cells or ranges

To unlock any cells or ranges that you want other users to be able to change, do the following:

1. Select each cell or range that you want to unlock.
2. On the Home tab, in the Cells group, click **Format**, and then click **Format Cells**.
3. On the Protection tab, uncheck the **Locked** box.

4. Click **OK**.

Hiding formulas

To hide any formulas that you do not want to be visible, do the following:

1. In the worksheet, select the cells that contain the formulas that you want to hide.
2. On the Home tab, in the Cells group, click **Format**, and then click **Format Cells**.
3. On the Protection tab, check the **Hidden** box.
4. Click **OK**.

Password protecting the worksheet

1. On the Review tab, in the Changes group, click **Protect Sheet**.

2. In the 'Allow all users of this worksheet to' list, select the elements you want users to be able to change.

Uncheck this:	To prevent users from:
Select locked cells	Moving the pointer to cells for which the Locked box is checked on the Protection tab of the Format Cells dialog box. By default, users are allowed to select locked cells.
Select unlocked cells	Moving the pointer to cells for which the Locked box is unchecked on the Protection tab of the Format Cells dialog box. By default, users can select unlocked cells, and they can press the TAB key to move between the unlocked cells on a protected worksheet.
Format cells	Changing any of the options in the Format Cells or Conditional Formatting dialog boxes. If you applied conditional formats before you protected the worksheet, the formatting continues to change when a user enters a value that satisfies a different condition.
Format columns	Using any of the column formatting commands, including changing column width or hiding columns (Home tab, in the Cells group, Format button).
Format rows	Using any of the row formatting commands, including changing row height or hiding rows (Home tab, Cells group, Format button).
Insert columns	Inserting columns.
Insert rows	Inserting rows.
Insert hyperlinks	Inserting new hyperlinks, even in unlocked cells.
Delete columns	Deleting columns. **Note:** If Delete columns is protected and Insert columns is not also protected, a user can insert columns that he or she cannot delete.
Delete rows	Deleting rows. **Note:** If Delete rows is protected and Insert rows is not also protected, a user can insert rows that he or she cannot delete.
Sort	Using any commands to sort data (Data tab, Sort & Filter group). **Note:** Users can't sort ranges that contain locked cells on a protected worksheet, regardless of this setting.
Use AutoFilter	Using the drop-down arrows to change the filter on ranges when AutoFilters are applied. **Note:** Users cannot apply or remove AutoFilters on a protected worksheet, regardless of this setting.

Uncheck this:	To prevent users from:
Use PivotTable reports	Formatting, changing the layout, refreshing, or otherwise modifying PivotTable reports, or creating new reports.
Edit objects	Doing any of the following: 1. Making changes to graphic objects including maps, embedded charts, shapes, text boxes, and controls that you did not unlock before you protected the worksheet. For example, if a worksheet has a button that runs a macro, you can click the button to run the macro, but you cannot delete the button. 2. Making any changes, such as formatting, to an embedded chart. The chart continues to be updated when you change its source data. 3. Adding or editing comments.
Edit scenarios	Viewing scenarios that you have hidden, making changes to scenarios that you have prevented changes to, and deleting these scenarios. Users can change the values in the changing cells, if the cells are not protected, and add new scenarios.

3. In the 'Password to unprotect sheet' box, type a **password** for the sheet.

4. Click **OK**, and then retype the password to confirm it.

Warning: It is critical that you remember your password. If you forget your password, it cannot be retrieved.

Tip: For an additional layer of security, you can protect your whole workbook file by using a password. This allows only users who have the password the ability to view or modify data in the workbook.

Removing protection from a worksheet

1. On the Review tab, in the Changes group, click **Unprotect Sheet**.

Note: The Protect Sheet option changes to Unprotect Sheet when a worksheet is protected.

2. If prompted, type the **password** to unprotect the worksheet.

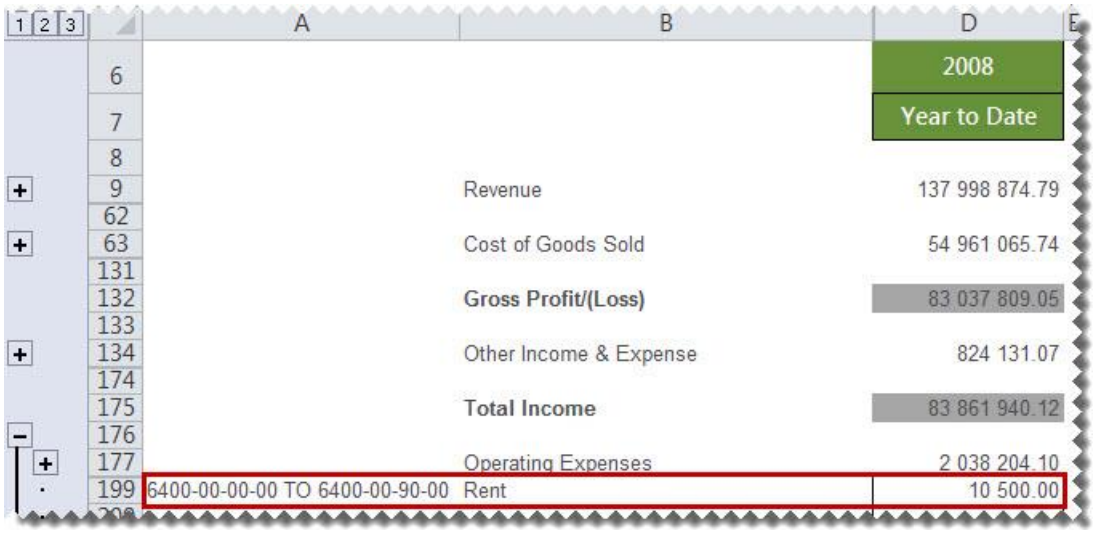
Catering for New General Ledger Accounts

Use account ranges or wildcards when designing your report to cater for new accounts that may be added to the General Ledger in the future.

An example would be if you wanted to summarize specific accounts instead of listing each one as per below. The account range would be used in the cell which is referenced in the formula by the **Account** argument.

199	6400-00-00-00	Rent	0.00
200	6400-00-10-00	Rent - Sales	3 150.00
201	6400-00-20-00	Rent - Mktg	2 100.00
202	6400-00-30-00	Rent - Oper	4 200.00
203	6400-00-40-00	Rent - Admin	1 050.00
204			
205	6400-00-00-00 TO 6400-00-90-00		10 500.00

If any new accounts were added to the General Ledger, for example, **Account 6400-00-50-00 Rent - ShowroomRent** amount as it falls within the account range of **6400-00-00-00 TO 6400-00-90-00**.



	A	B	D
6			2008
7			Year to Date
8			
9		Revenue	137 998 874.79
62			
63		Cost of Goods Sold	54 961 065.74
131			
132		**Gross Profit/(Loss)**	83 037 809.05
133			
134		Other Income & Expense	824 131.07
174			
175		**Total Income**	83 861 940.12
176			
177		Operating Expenses	2 038 204.10
199	6400-00-00-00 TO 6400-00-90-00	Rent	10 500.00

Creating Financial Reports

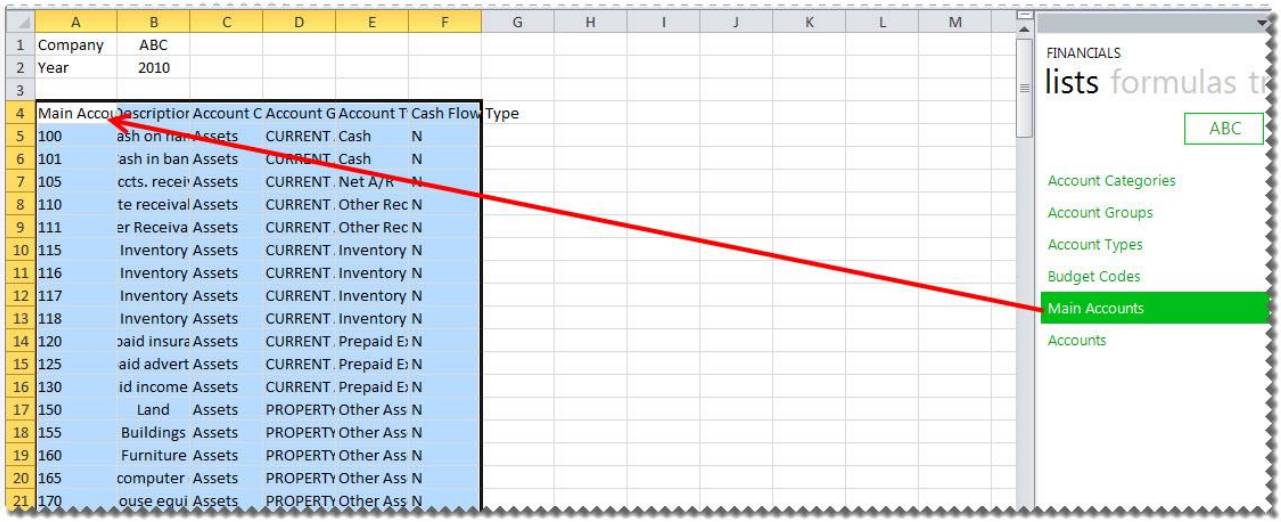
Creating a Basic Income Statement

This is a demonstration on how to create a very basic income statement using Sage Intelligence Reporting Report Designer Add-In. We will be using the main accounts to report from with current period figures. A basic accounting knowledge is required.

1. Set-up your worksheet with **Company** and **Year**.

	A	B
1	**Company**	ABC
2	**Year**	2010
3		
4		

2. Drag-and-drop the **Main Accounts** from the **Lists** group. You will use this list to help create your report.

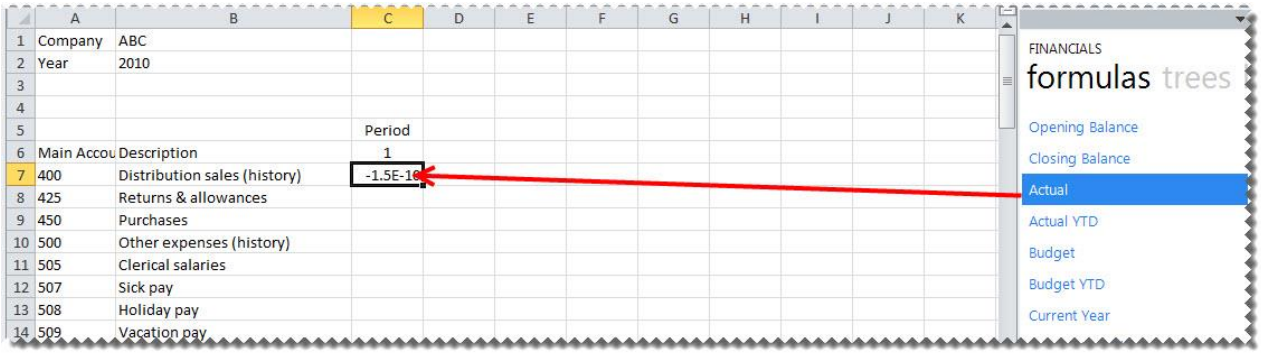


	A	B	C	D	E	F
1	Company	ABC				
2	Year	2010				
3						
4	Main Accou	escriptior	Account C	Account G	Account T	Cash Flow Type
5	100	ash on ha	Assets	CURRENT	Cash	N
6	101	ash in ban	Assets	CURRENT	Cash	N
7	105	ccts. recei	Assets	CURRENT	Net A/R	N
8	110	te receival	Assets	CURRENT	Other Rec	N
9	111	er Receiva	Assets	CURRENT	Other Rec	N
10	115	Inventory	Assets	CURRENT	Inventory	N
11	116	Inventory	Assets	CURRENT	Inventory	N
12	117	Inventory	Assets	CURRENT	Inventory	N
13	118	Inventory	Assets	CURRENT	Inventory	N
14	120	paid insura	Assets	CURRENT	Prepaid E	N
15	125	aid advert	Assets	CURRENT	Prepaid E	N
16	130	id income	Assets	CURRENT	Prepaid E	N
17	150	Land	Assets	PROPERTY	Other Ass	N
18	155	Buildings	Assets	PROPERTY	Other Ass	N
19	160	Furniture	Assets	PROPERTY	Other Ass	N
20	165	computer	Assets	PROPERTY	Other Ass	N
21	170	ouse equi	Assets	PROPERTY	Other Ass	N

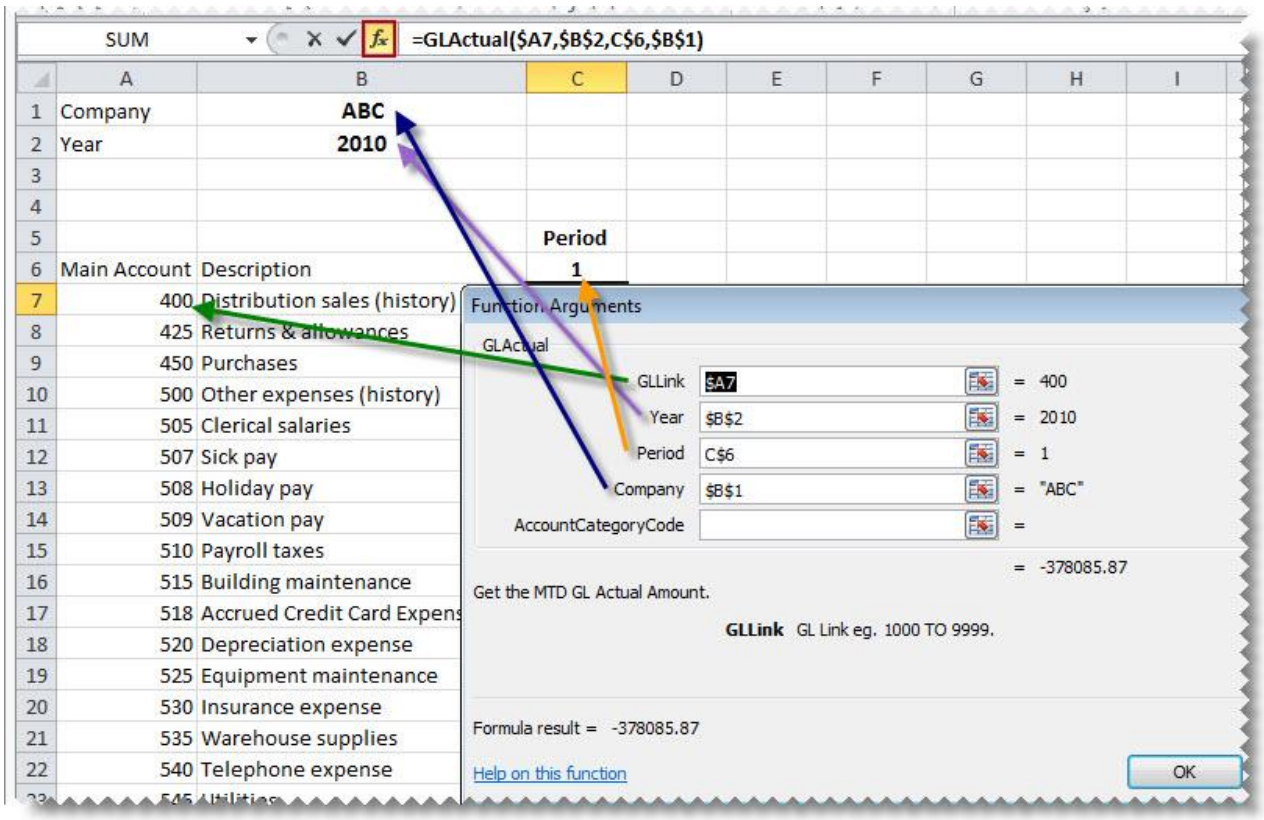
3. Delete the columns and the balance sheet accounts not required.

4. Insert a column heading for the period.

5. Drag-and-drop the **Actual** formula onto your worksheet in the same row as your first account.



6. Change the **Actual** formula to link to the correct company, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.

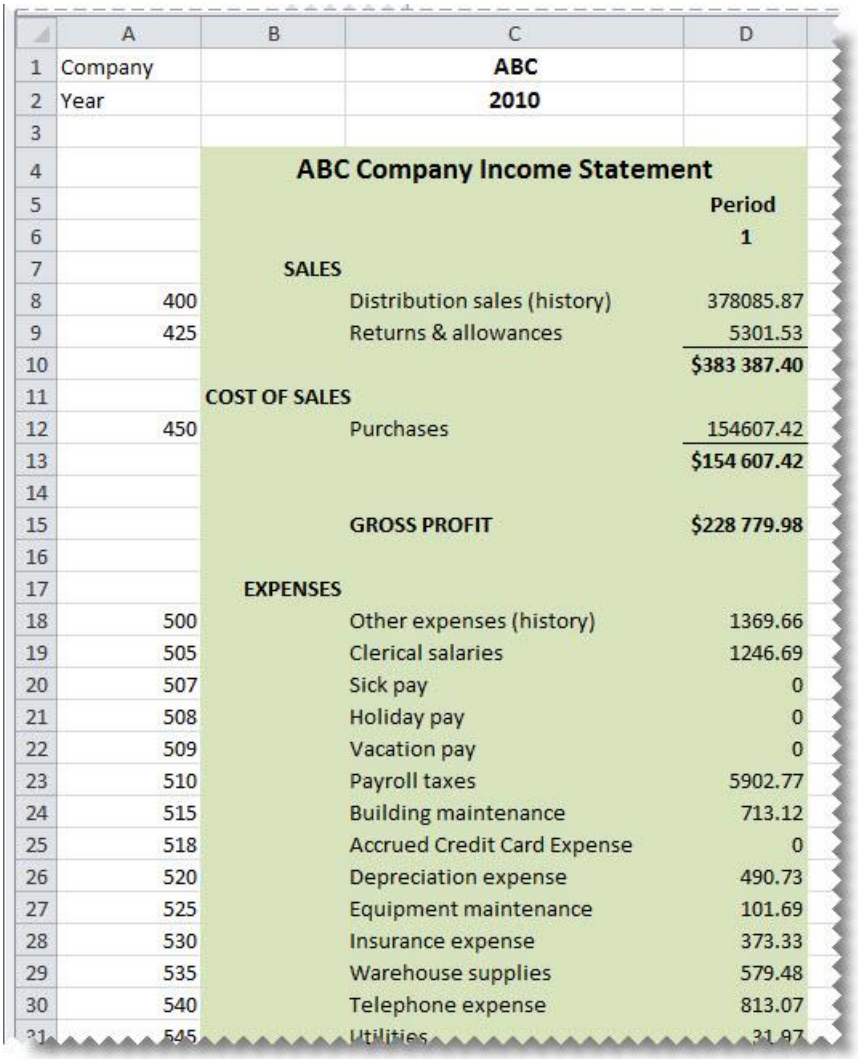


Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

Tip: Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

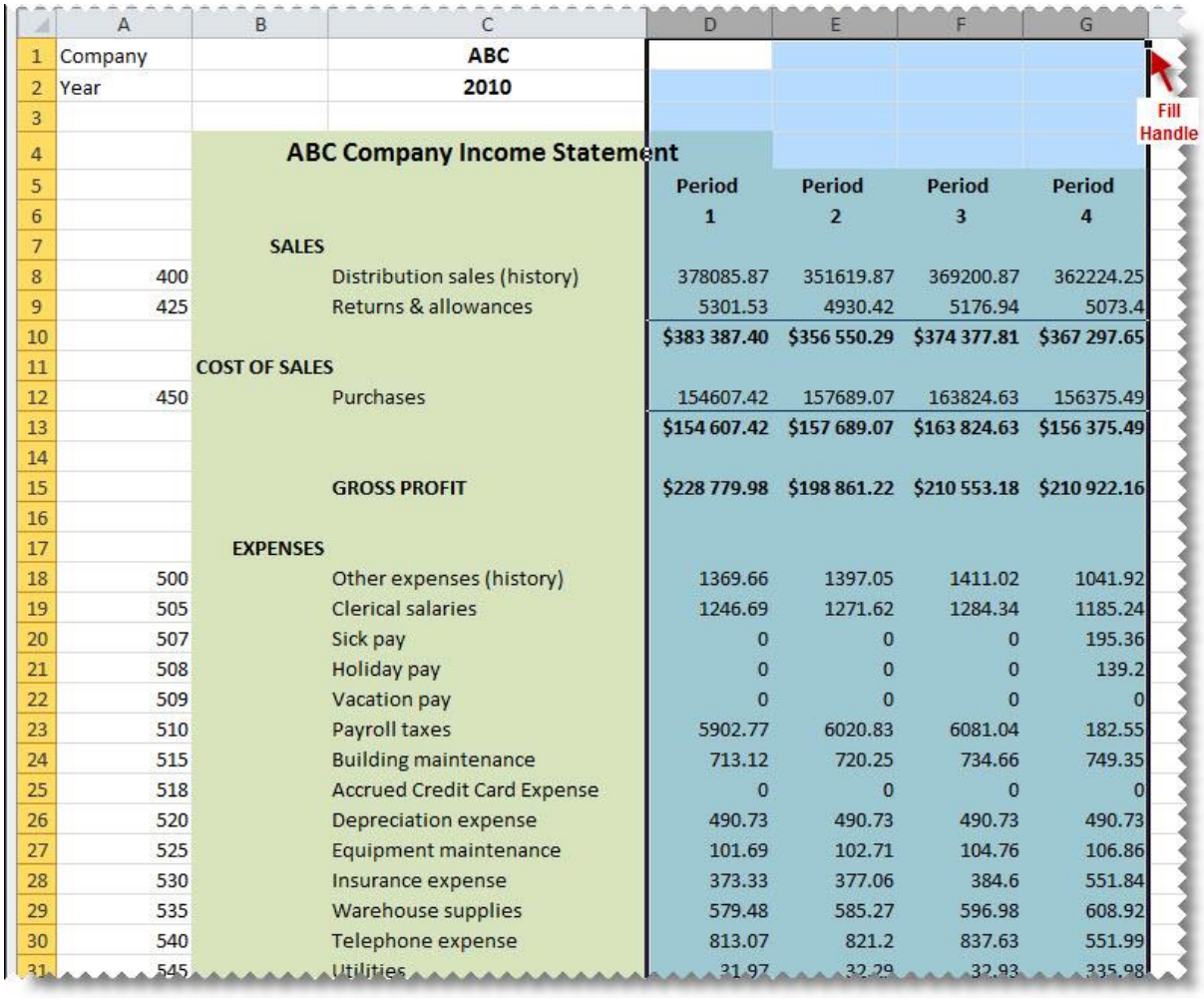
7. Drag the fill handle down to copy these to other accounts requiring the same change.

8. Add headings, totals and formatting using Excel features and set your print area.



	A	B	C	D
1	Company		**ABC**	
2	Year		**2010**	
3				
4		**ABC Company Income Statement**		
5				**Period**
6				**1**
7		**SALES**		
8	400		Distribution sales (history)	378085.87
9	425		Returns & allowances	5301.53
10				**$383 387.40**
11		**COST OF SALES**		
12	450		Purchases	154607.42
13				**$154 607.42**
14				
15			**GROSS PROFIT**	**$228 779.98**
16				
17		**EXPENSES**		
18	500		Other expenses (history)	1369.66
19	505		Clerical salaries	1246.69
20	507		Sick pay	0
21	508		Holiday pay	0
22	509		Vacation pay	0
23	510		Payroll taxes	5902.77
24	515		Building maintenance	713.12
25	518		Accrued Credit Card Expense	0
26	520		Depreciation expense	490.73
27	525		Equipment maintenance	101.69
28	530		Insurance expense	373.33
29	535		Warehouse supplies	579.48
30	540		Telephone expense	813.07
31	545		Utilities	31.97

9. If you wanted to compare with additional periods, you could highlight column **D** and drag the fill handle across to the right the required amount of columns.



	A	B	C	D	E	F	G
1	Company		ABC				
2	Year		2010				
3							
4			ABC Company Income Statement				
5				Period	Period	Period	Period
6				1	2	3	4
7		SALES					
8	400		Distribution sales (history)	378085.87	351619.87	369200.87	362224.25
9	425		Returns & allowances	5301.53	4930.42	5176.94	5073.4
10				$383 387.40	$356 550.29	$374 377.81	$367 297.65
11		COST OF SALES					
12	450		Purchases	154607.42	157689.07	163824.63	156375.49
13				$154 607.42	$157 689.07	$163 824.63	$156 375.49
14							
15			GROSS PROFIT	$228 779.98	$198 861.22	$210 553.18	$210 922.16
16							
17		EXPENSES					
18	500		Other expenses (history)	1369.66	1397.05	1411.02	1041.92
19	505		Clerical salaries	1246.69	1271.62	1284.34	1185.24
20	507		Sick pay	0	0	0	195.36
21	508		Holiday pay	0	0	0	139.2
22	509		Vacation pay	0	0	0	0
23	510		Payroll taxes	5902.77	6020.83	6081.04	182.55
24	515		Building maintenance	713.12	720.25	734.66	749.35
25	518		Accrued Credit Card Expense	0	0	0	0
26	520		Depreciation expense	490.73	490.73	490.73	490.73
27	525		Equipment maintenance	101.69	102.71	104.76	106.86
28	530		Insurance expense	373.33	377.06	384.6	551.84
29	535		Warehouse supplies	579.48	585.27	596.98	608.92
30	540		Telephone expense	813.07	821.2	837.63	551.99
31	545		Utilities	31.97	32.29	32.93	335.98

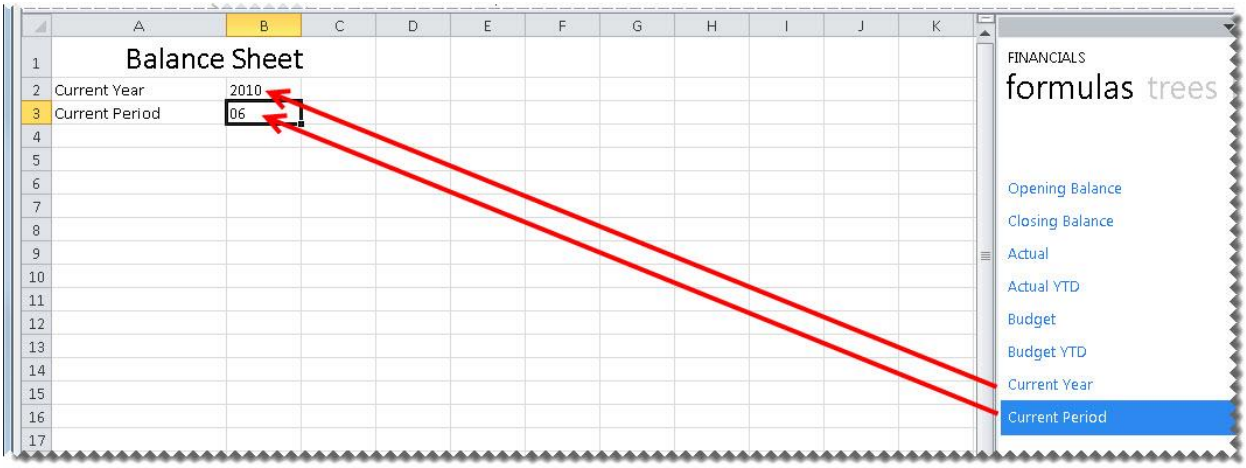
10. Save your report for future use.

Creating a Basic Balance Sheet

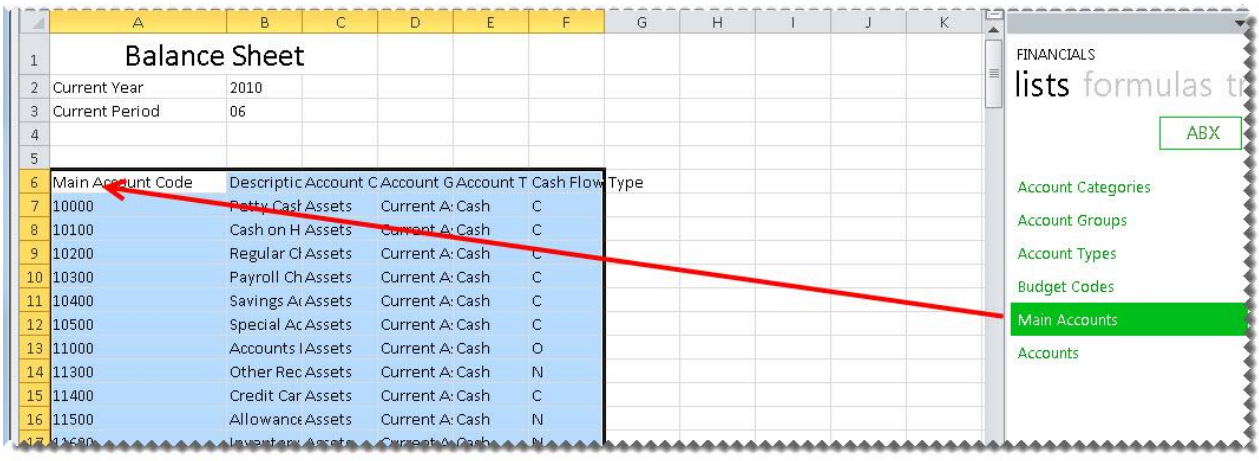
This is a demonstration on how to create a Basic Balance Sheet using the Report Designer Add-In. A basic accounting knowledge is required. We will be using the main accounts to report the opening and closing balances.

1. Create a main title on your worksheet as well as titles for **Current Year** and **Current Period**.

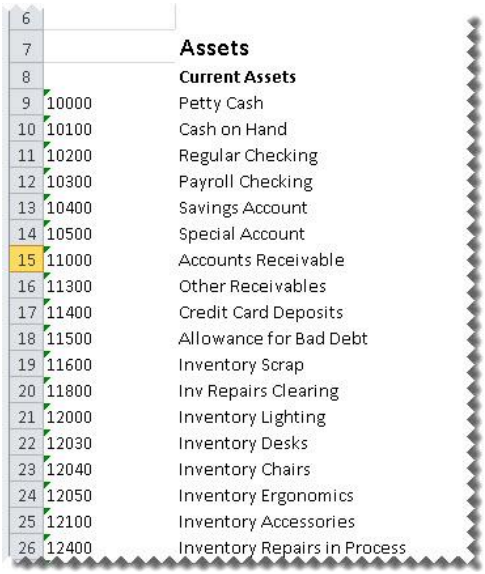
2. Drag the formulas for **Current Year** and **Current Period** formulas into their respective cells.



3. Drag-and-drop the **Main Accounts** list into cell A6. You will use this list to help create your report.



4. Delete the income statement accounts not required, and create headings and totals where required for your rows.

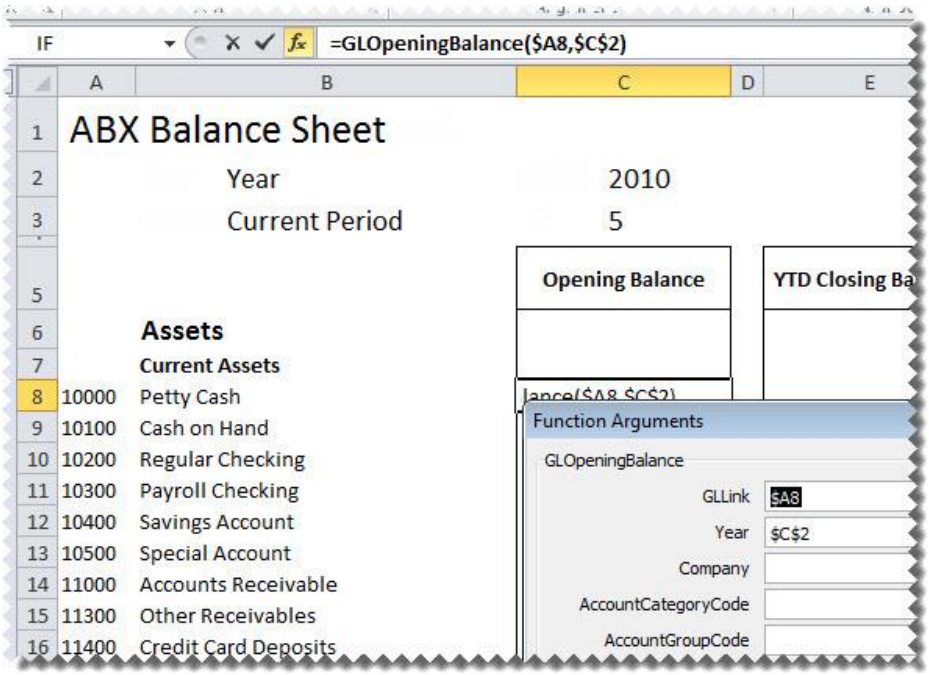


6		
7		**Assets**
8		**Current Assets**
9	10000	Petty Cash
10	10100	Cash on Hand
11	10200	Regular Checking
12	10300	Payroll Checking
13	10400	Savings Account
14	10500	Special Account
15	11000	Accounts Receivable
16	11300	Other Receivables
17	11400	Credit Card Deposits
18	11500	Allowance for Bad Debt
19	11600	Inventory Scrap
20	11800	Inv Repairs Clearing
21	12000	Inventory Lighting
22	12030	Inventory Desks
23	12040	Inventory Chairs
24	12050	Inventory Ergonomics
25	12100	Inventory Accessories
26	12400	Inventory Repairs in Process

5. In row 5 add column headings for the Opening and YTD Closing Balances.

6. Drag-and-drop the **Opening Balance** formula onto your worksheet in the same row as your first account.

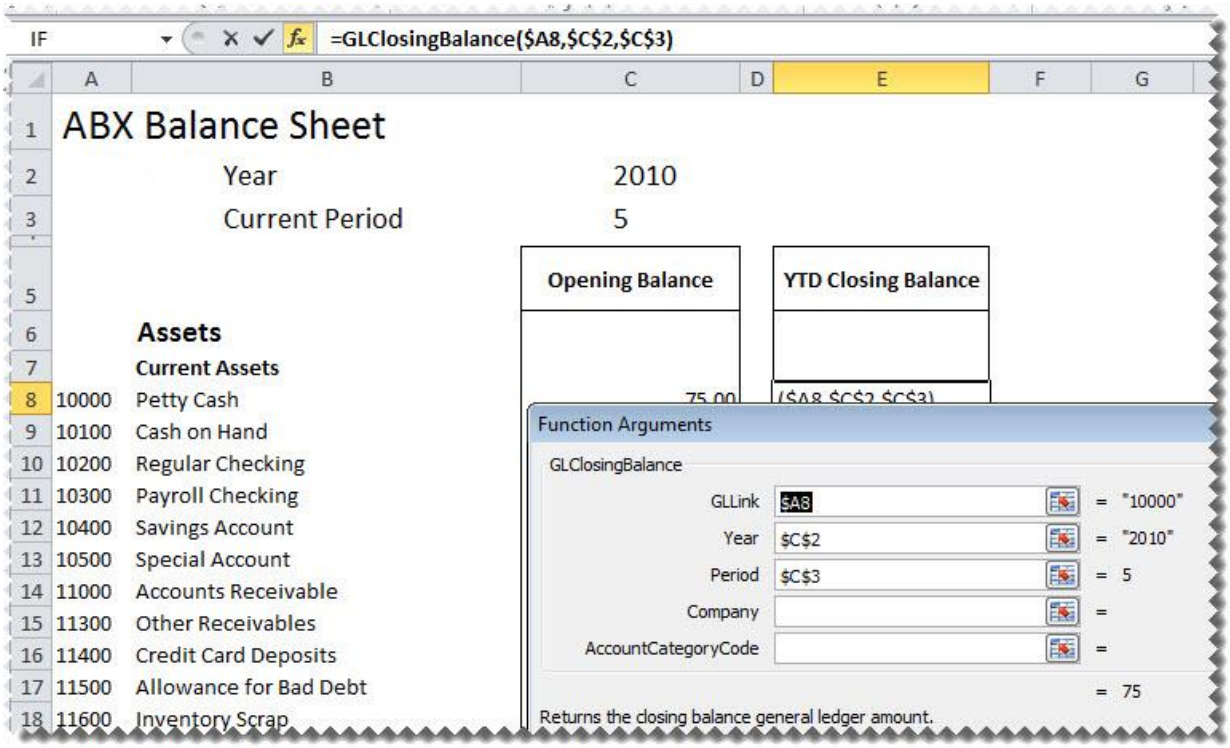
7. Change the formula to link to the correct account as well as the correct year. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.



8. Drag the fill handle down to copy the formula to all the accounts required.

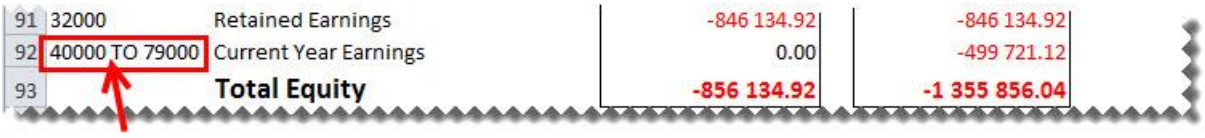
9. Drag-and-drop the **Closing Balance** formula onto your worksheet in the **YTD Closing Balance** column in the same row as your first account.

10. Change the formula to link to the correct account as well as the correct year and month. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.

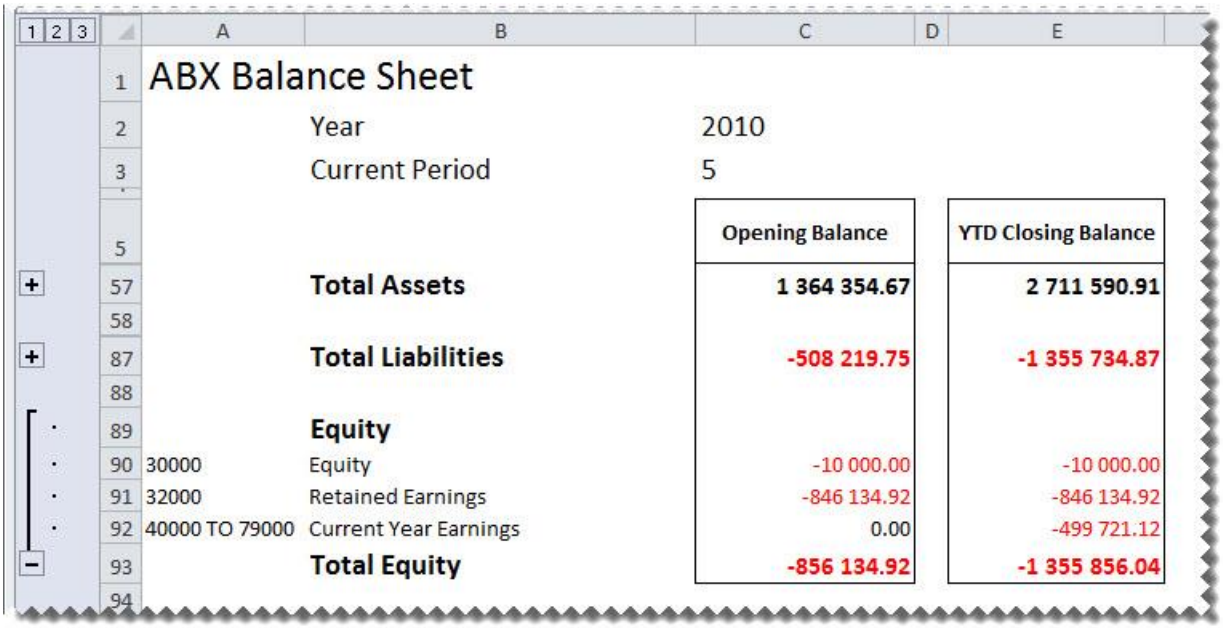


11. Drag the fill handle down to copy the formula to all the accounts required.

12. Add the **Current Year Earnings**. This can be done using an account range.



13. Add totals, grouping and formatting using Excel features and set your print area.



	A	B	C	D	E
1	ABX Balance Sheet				
2		Year	2010		
3		Current Period	5		
5			Opening Balance		YTD Closing Balance
57		**Total Assets**	**1 364 354.67**		**2 711 590.91**
58					
87		**Total Liabilities**	**-508 219.75**		**-1 355 734.87**
88					
89		**Equity**			
90	30000	Equity	-10 000.00		-10 000.00
91	32000	Retained Earnings	-846 134.92		-846 134.92
92	40000 TO 79000	Current Year Earnings	0.00		-499 721.12
93		**Total Equity**	**-856 134.92**		**-1 355 856.04**
94					

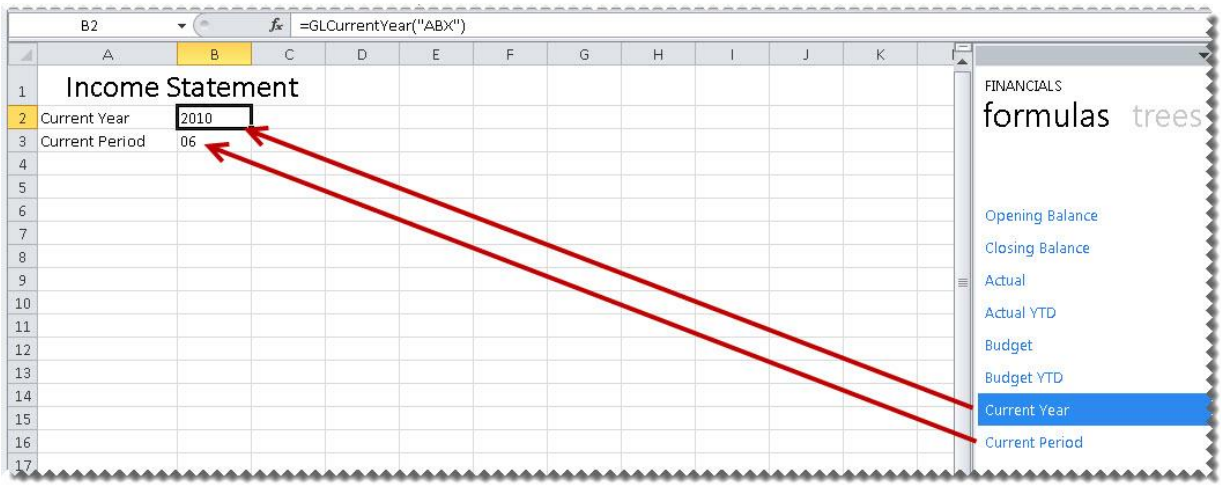
14. **Save** your report for future use.

Creating a Rolling Income Statement

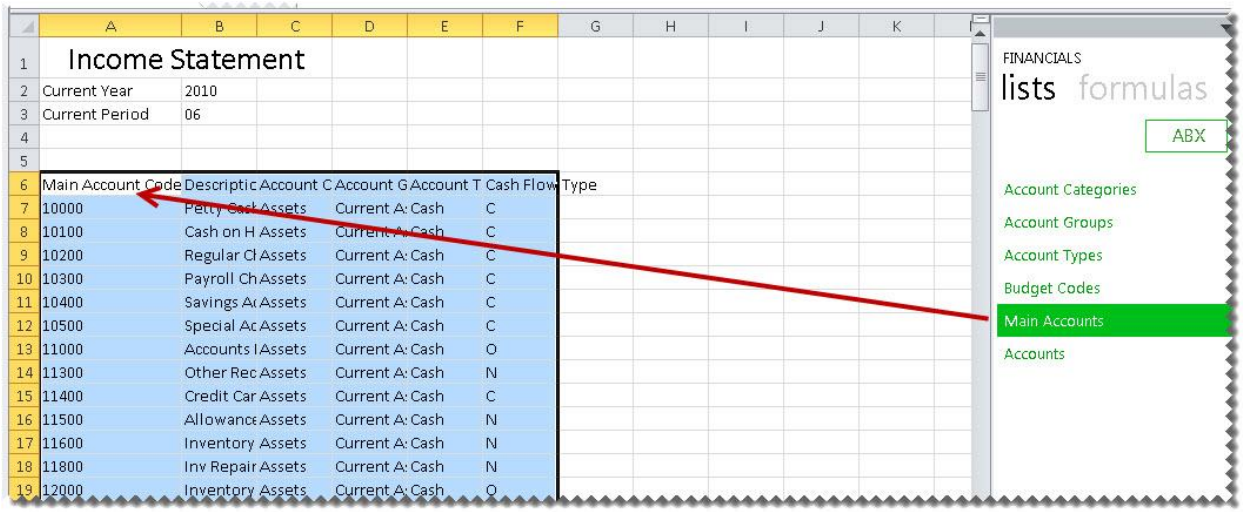
This is a demonstration on how to create an Income Statement that will always return the current month's data as well as the prior 12 months data. The report will be created in such a way that once set up, no manual changes will need to be made to it, allowing you to use the same report for all future periods and years without any input. A knowledge of Excel formulas and basic accounting is required.

1. Create a main title on your worksheet as well as titles for **Current Year** and **Current Period**.

2. Drag the formulas for **Current Year** and **Current Period** formulas into their respective cells.



3. Drag-and-drop the **Main Accounts** list into cell A6. You will use this list to help create your report.



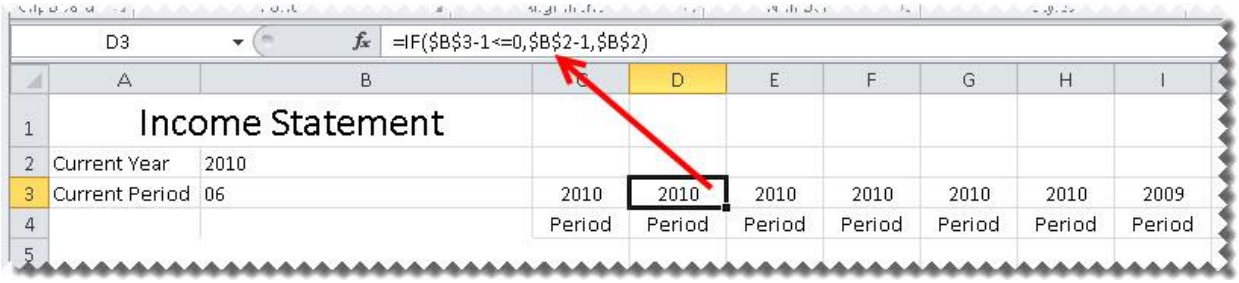
4. Delete the balance sheet accounts not required, and create headings and totals where required for your rows.

	A	B	C
6		**Revenue**	
7	40000	Desk Sales	
8	40200	Chair Sales	
9	40300	Lighting Sales	
10	40400	Ergonomics Sales	
11	40600	Accessories Sales	
12	40700	Miscellaneous Sales	
13	40800	Repair Sales	
14	40900	Returns & Allowances	
15	41800	Interest Income	
16	42000	Other Income	
17	45000	Discounts Allowed	
18		**Total Revenue**	**0**
19			
20		**Cost of Sales**	
21	50000	Cost of Sales Desks	
22	50200	Cost of Sales Chairs	
23	50300	Cost of Sales Lighting	
24	50400	Cost of Sales Ergonomics	
25	50600	Cost of Sales Accessories	

5. In row 4 add a column heading for **Period**.

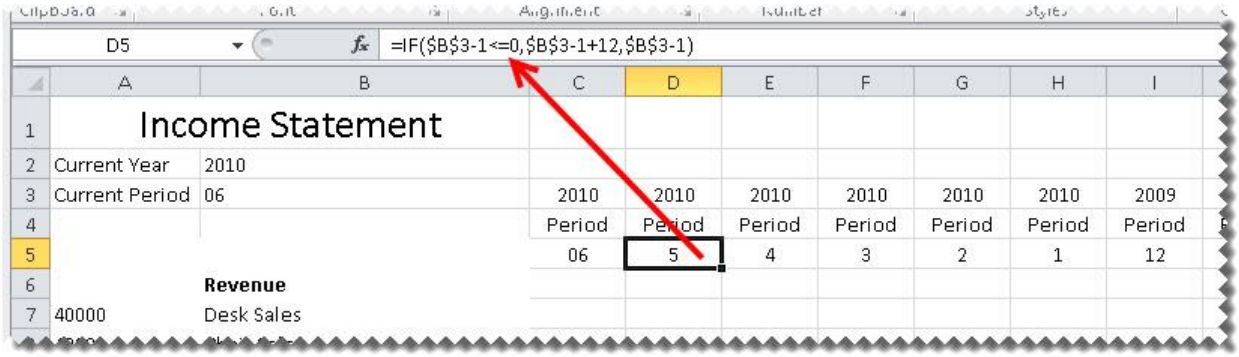
6. In row 3 add an Excel formula to determine the correct year to report on. One way in which you can create this formula is to use the **IF** function. The IF statement checks whether a condition is met, and returns one value if True, and another if False. In this example, the year is calculated by subtracting

one from the current period. If the result is less than or equal to zero, then the period is within the previous year.



7. Repeat for all previous periods required. Each prior period will be calculated by subtracting one more than the previous period.
   For example, the second prior period formula will be **=IF(B3-2<=0,B2-1,B2)**. The IF statement checks whether a condition is met, and returns one value if True, and another if False. For this example, the IF statement is checking if two periods less than the current period is less than or equal to zero. If two periods less than the current period is less than or equal to zero, then the current year less 1, i.e. the prior year will be returned. If two periods less than the current period is not less than or equal to zero, then the current year is returned.

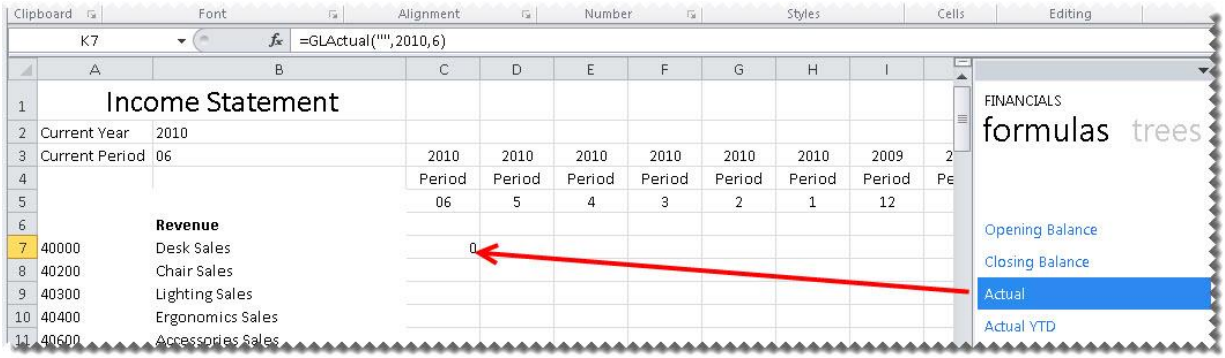
8. In row 5 add an Excel formula to determine the correct period to report on. One way in which you can create this formula is to use the **IF** function. The IF statement checks whether a condition is met, and returns one value if True, and another if False. In this example, the period is calculated by subtracting one from the current period. If the result is less than or equal to zero, then the period is within the previous year and provided the periods are representative of a year, will start at prior year period 12.



9. Repeat for all previous periods required. Each prior period will be calculated by subtracting one more than the previous period. For example, the second prior period formula will be **=IF(B3-2<=0,B3-2+12,B3-2)**. The IF statement checks whether a condition is met, and returns one value if True, and another if False.
   For this example, the IF statement is checking if two periods less than the current period is less than or equal to zero. If two periods less than the current period is less than or equal to zero, then the periods returned will be from the prior year therefore twelve periods will be added to the result giving the correct

period from the prior year, provided the periods are representative of a year. If two periods less than the current period are not less than or equal to zero, then the period from the current year is returned.

10. Drag-and-drop the **Actual** formula onto your worksheet in the same row as your first account.

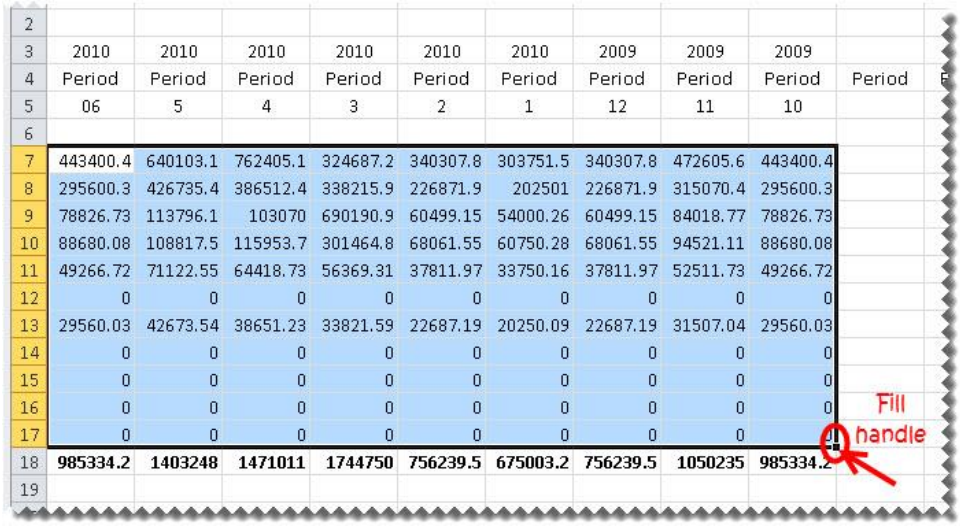


11. Change the Actual formula to link to the correct company, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.

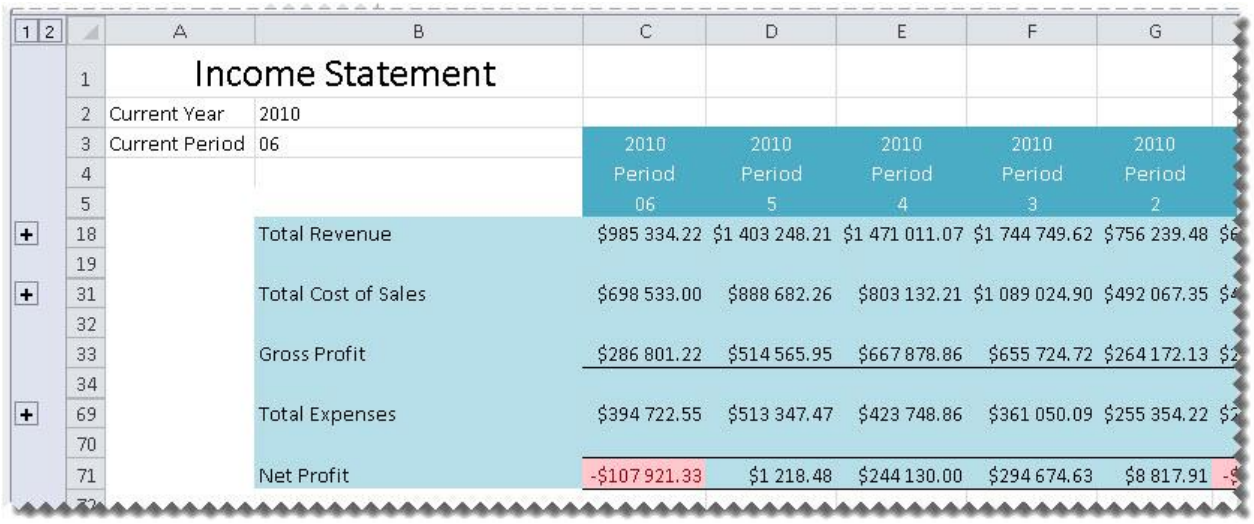
Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

Tip: Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

12. Drag the fill handle to copy the formula down to all of the accounts.



13. Add any formatting you require using Excel features and set your print area.



	A	B	C	D	E	F	G
1	Income Statement						
2	Current Year	2010					
3	Current Period	06	2010 Period 06	2010 Period 5	2010 Period 4	2010 Period 3	2010 Period 2
18		Total Revenue	$985 334.22	$1 403 248.21	$1 471 011.07	$1 744 749.62	$756 239.48
31		Total Cost of Sales	$698 533.00	$888 682.26	$803 132.21	$1 089 024.90	$492 067.35
33		Gross Profit	$286 801.22	$514 565.95	$667 878.86	$655 724.72	$264 172.13
69		Total Expenses	$394 722.55	$513 347.47	$423 748.86	$361 050.09	$255 354.22
71		Net Profit	-$107 921.33	$1 218.48	$244 130.00	$294 674.63	$8 817.91

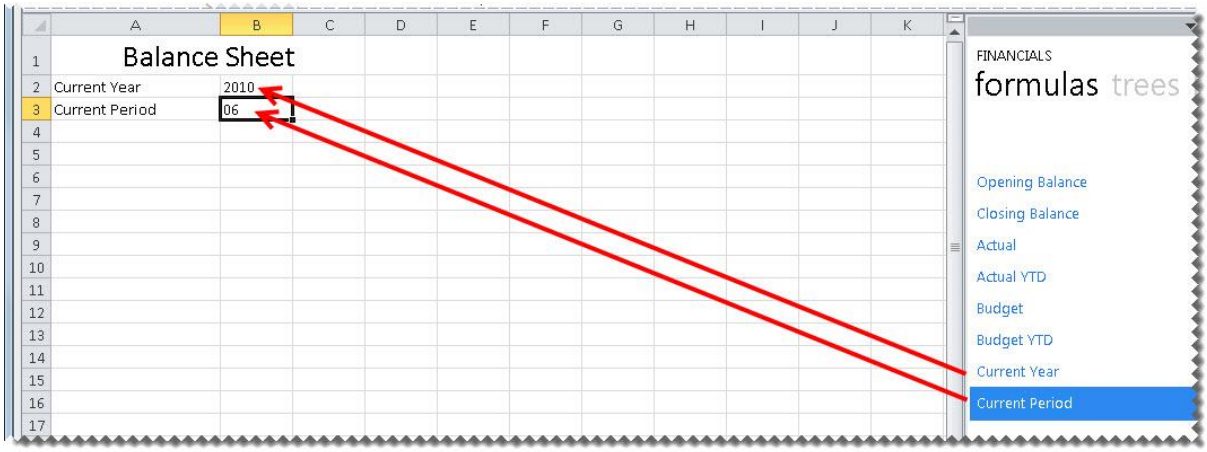
14. Save your report for future use.

Creating a Quarterly Balance Sheet

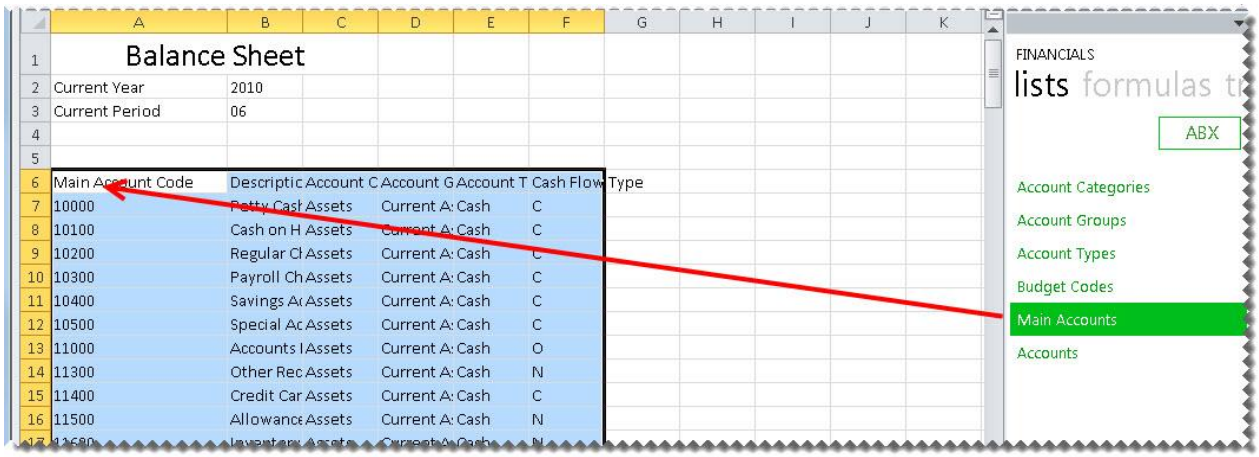
This is a demonstration on how to create a Balance Sheet using the Report Designer Add-In. The report will be created in such a way that once set up, no manual changes will need to be made to it, allowing you to use the same report for all future periods and years. A basic accounting knowledge is required.

1. Create a main title on your spreadsheet as well as titles for **Current Year** and **Current Period**.

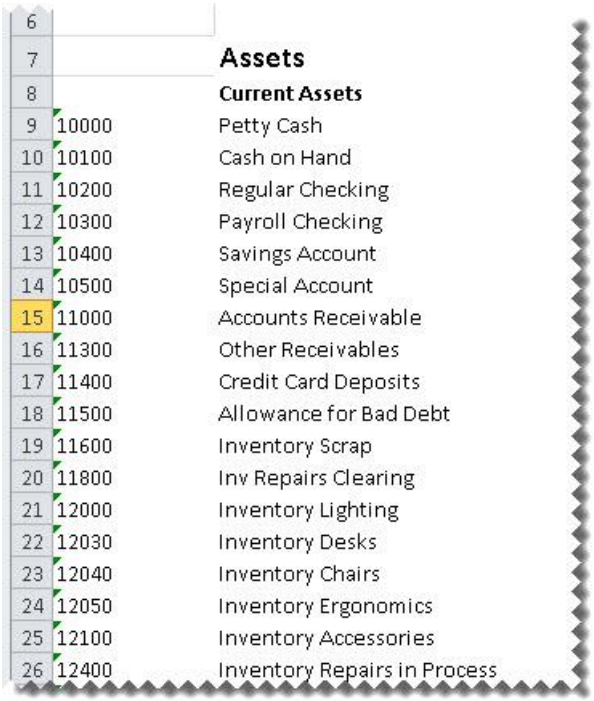
2. Drag the formulas for **Current Year** and **Current Period** formulas into their respective cells.



3. Drag-and-drop the **Main Accounts** list into cell A6. You will use this list to help create your report.



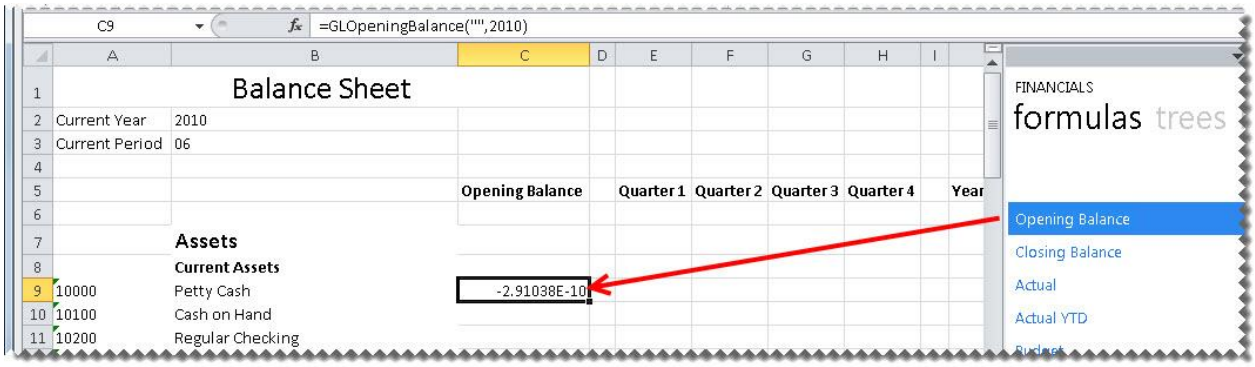
4. Delete the income statement accounts not required, and create headings and totals where required for your rows.



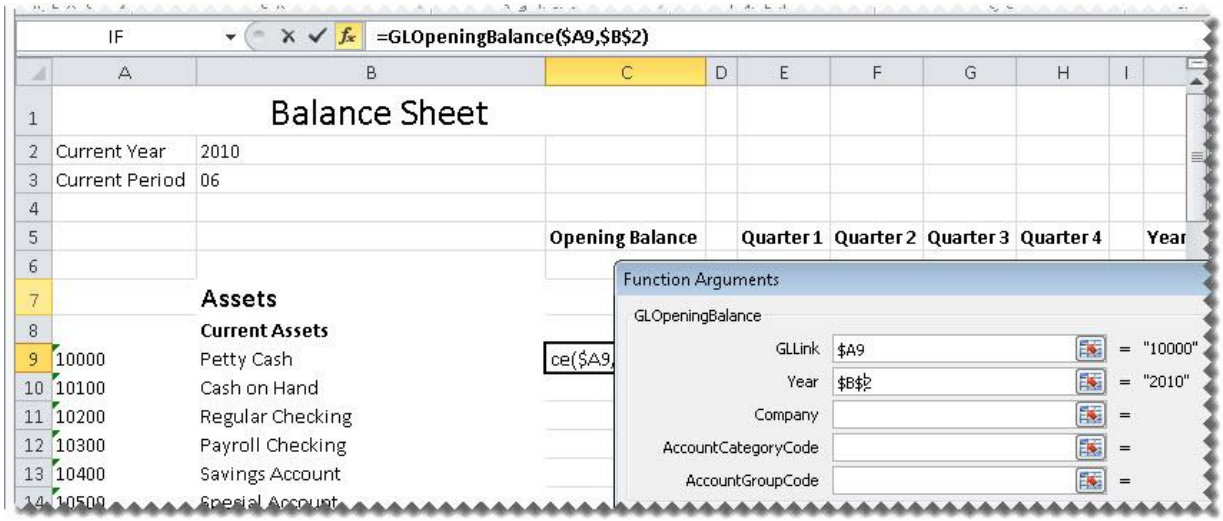
6		
7		**Assets**
8		**Current Assets**
9	10000	Petty Cash
10	10100	Cash on Hand
11	10200	Regular Checking
12	10300	Payroll Checking
13	10400	Savings Account
14	10500	Special Account
15	11000	Accounts Receivable
16	11300	Other Receivables
17	11400	Credit Card Deposits
18	11500	Allowance for Bad Debt
19	11600	Inventory Scrap
20	11800	Inv Repairs Clearing
21	12000	Inventory Lighting
22	12030	Inventory Desks
23	12040	Inventory Chairs
24	12050	Inventory Ergonomics
25	12100	Inventory Accessories
26	12400	Inventory Repairs in Process

5. In row 5 add column headings.

6. Drag-and-drop the **Opening Balance** formula onto your spreadsheet in the correct cell.



7. Change the **Opening Balance** formula to link to the correct company, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.

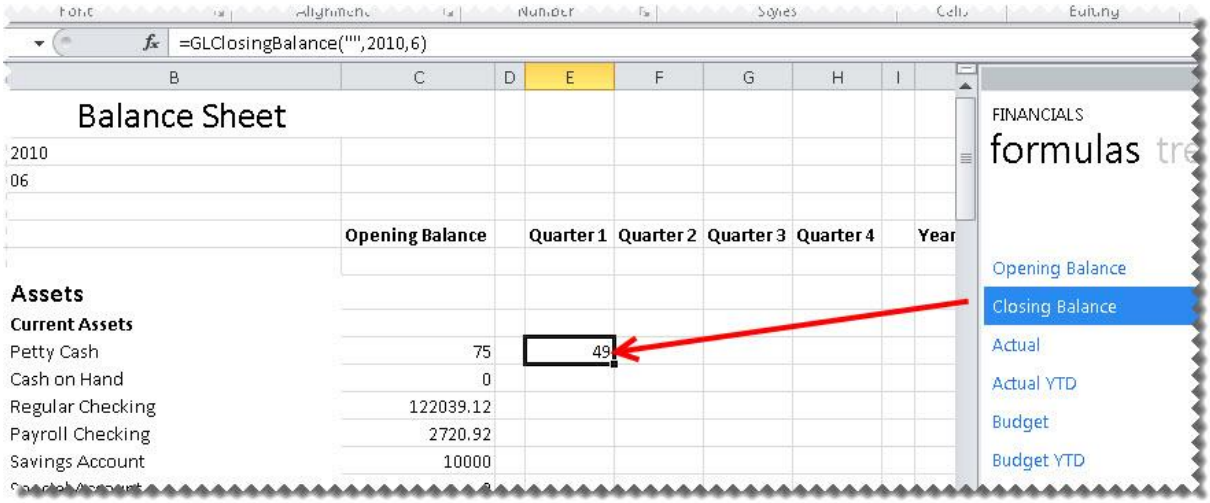


Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

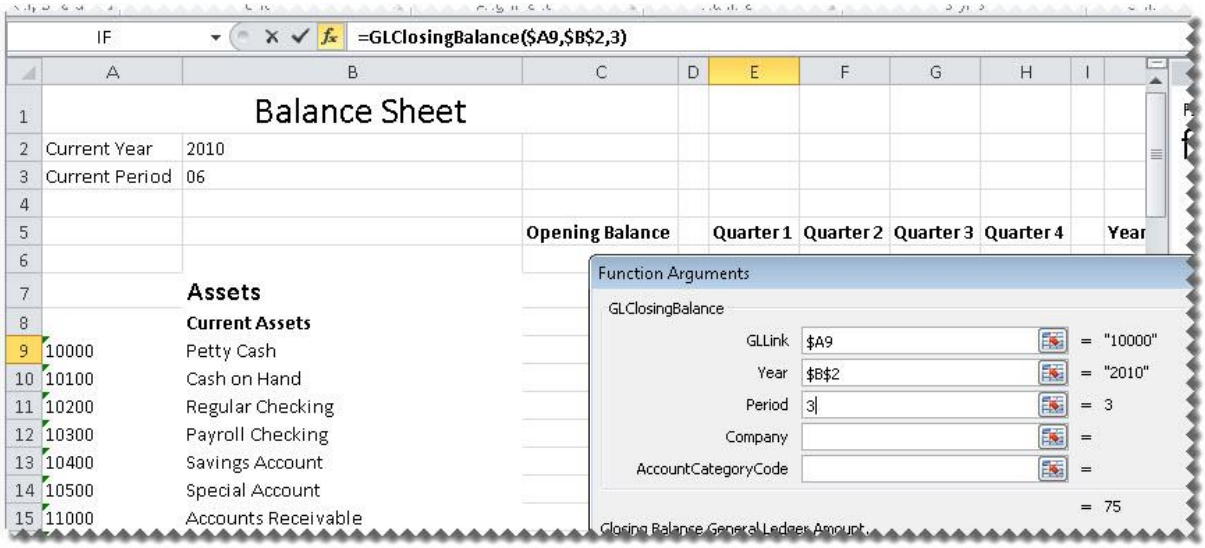
Tip: Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

8. Drag the fill handle to copy the formula down to all of the Opening Balance accounts.

9. Drag-and-drop the **Closing Balance** formula onto your spreadsheet in the correct cell.



10. Change the **Closing Balance** formula to link to the correct company, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.

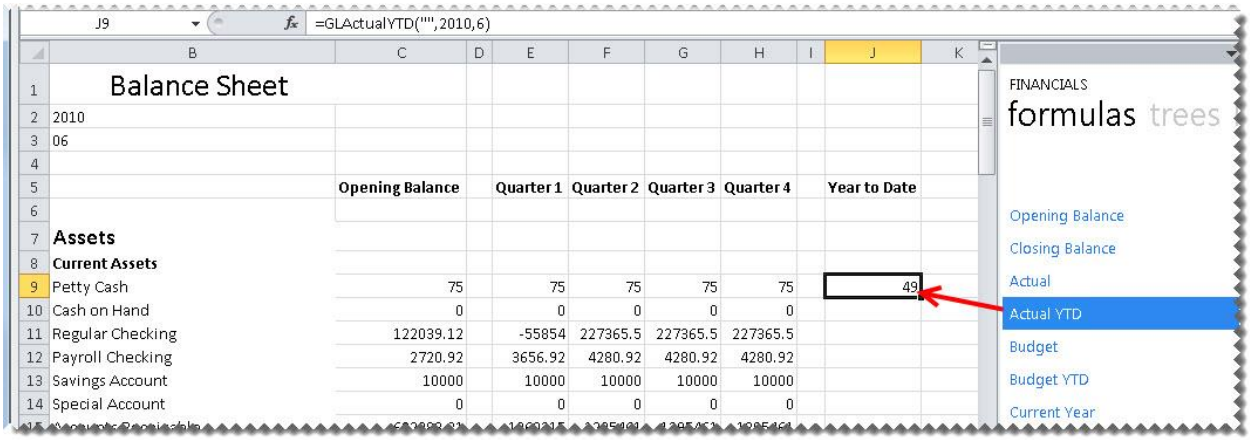


Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

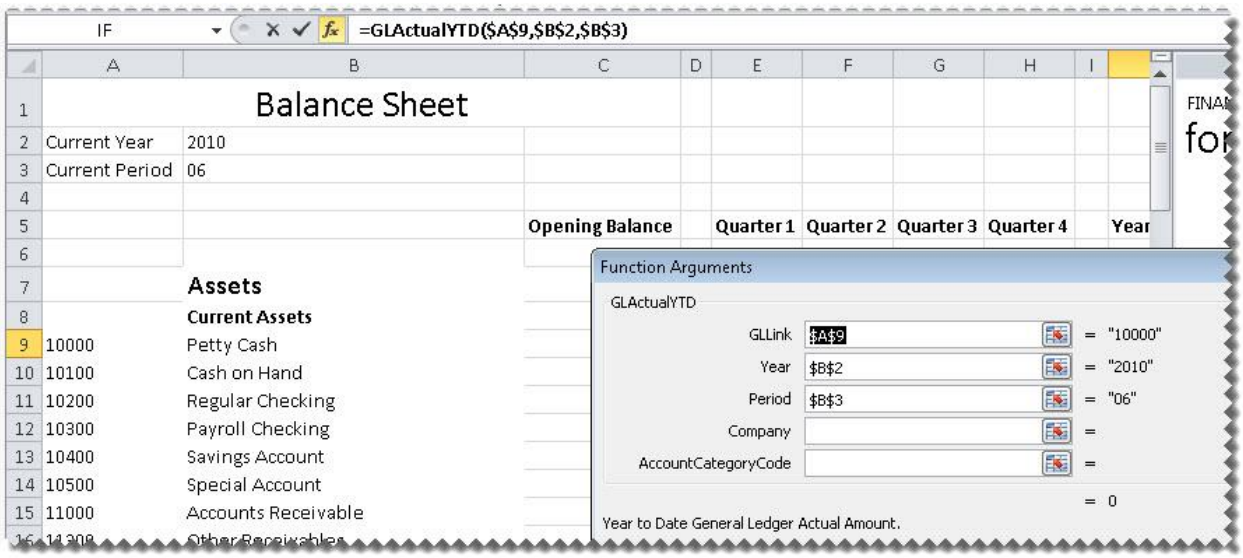
Tip: Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

11. Drag the fill handle to copy the formula down to all of the Quarter 1 accounts. Repeat for Quarters 2, 3 and 4.

12. Drag-and-drop the **ActualYTD** formula onto your spreadsheet in the correct cell.



13. Change the **ActualYTD** formula to link to the correct company, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.



Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

Tip: Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

14. Drag the fill handle to copy the formula down to all of the accounts.

15. Drag the fill handle to copy the formula down to all of the Year to Date accounts.

16. Add any formatting you require using Excel features and set your print area.

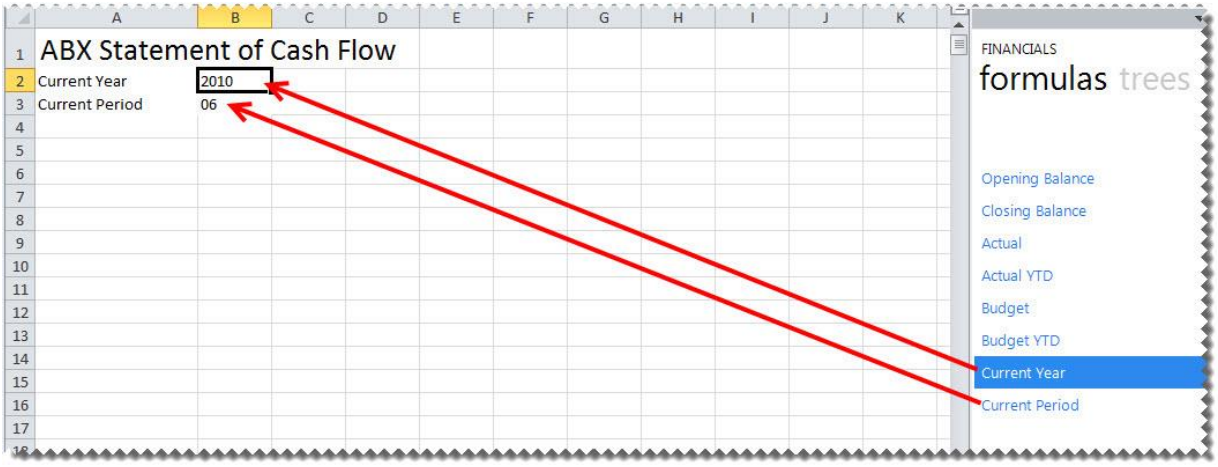
17. Save your report for future use.

Creating a Cash Flow Report

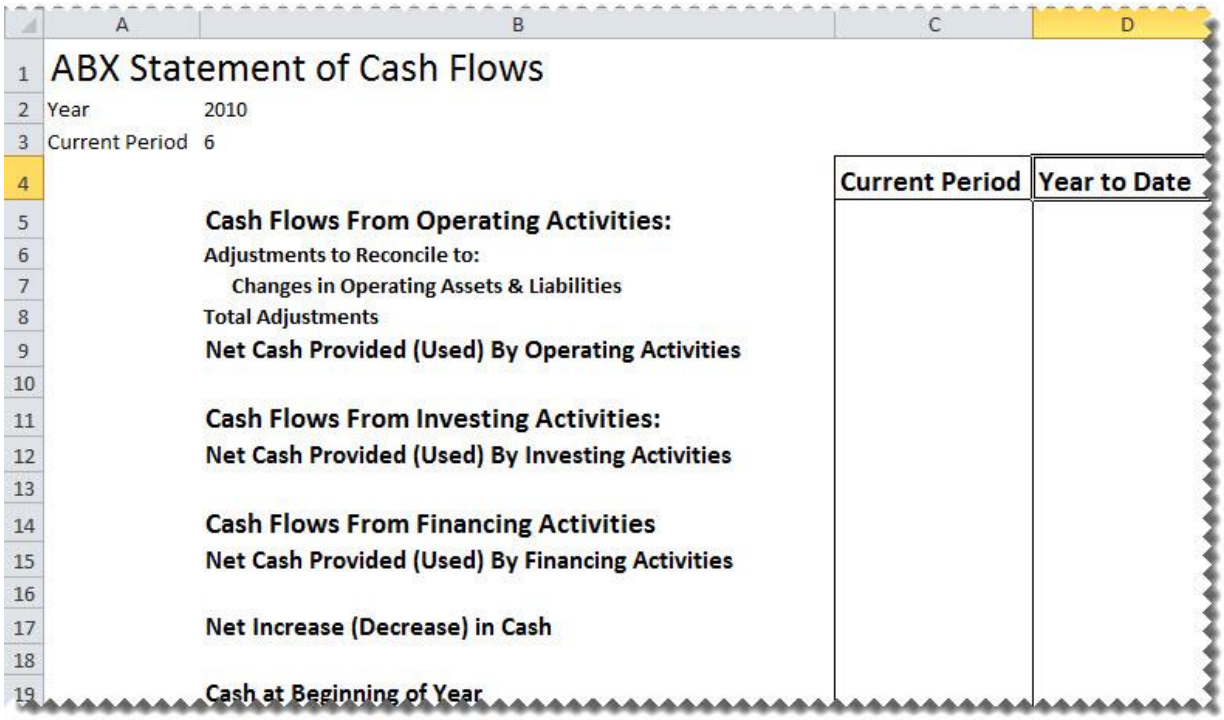
This is a demonstration on creating a Cash Flow Report using the Report Designer Add-In. The report will be created in such a way that once set up, no manual changes will need to be made to it, allowing you to use the same report for all future periods and years. Accounting knowledge is required.

1. Create a main title on your spreadsheet as well as titles for **Current Year** and **Current Period**.

2. Drag the formulas for **Current Year** and **Current Period** formulas into their respective cells.

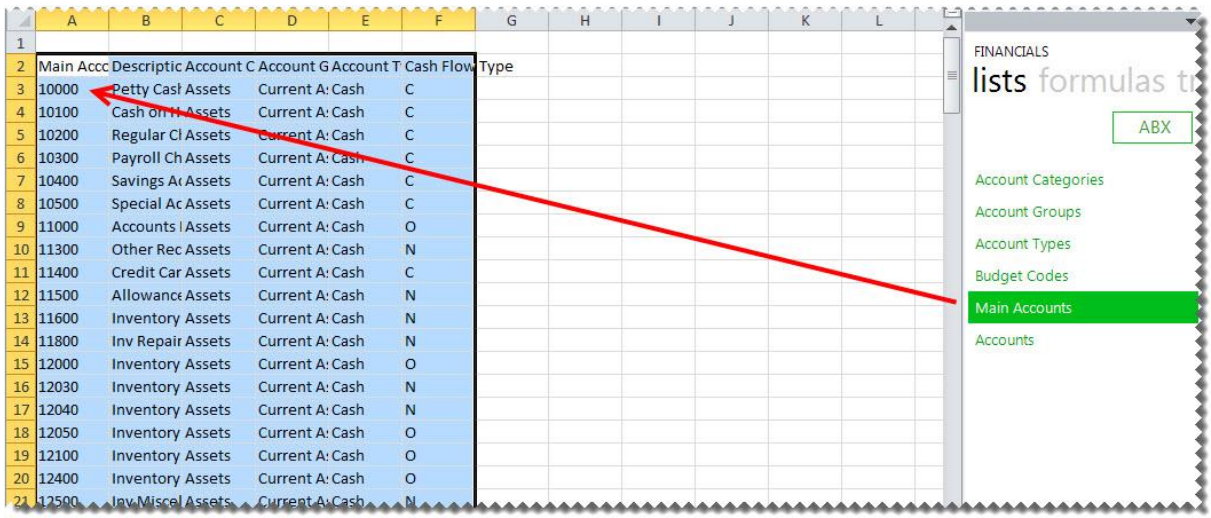


3. Create headings for your cash flow report. An example is below:



	A	B	C	D
1	ABX Statement of Cash Flows			
2	Year	2010		
3	Current Period	6		
4			Current Period	Year to Date
5		Cash Flows From Operating Activities:		
6		Adjustments to Reconcile to:		
7		Changes in Operating Assets & Liabilities		
8		Total Adjustments		
9		Net Cash Provided (Used) By Operating Activities		
10				
11		Cash Flows From Investing Activities:		
12		Net Cash Provided (Used) By Investing Activities		
13				
14		Cash Flows From Financing Activities		
15		Net Cash Provided (Used) By Financing Activities		
16				
17		Net Increase (Decrease) in Cash		
18				
19		Cash at Beginning of Year		

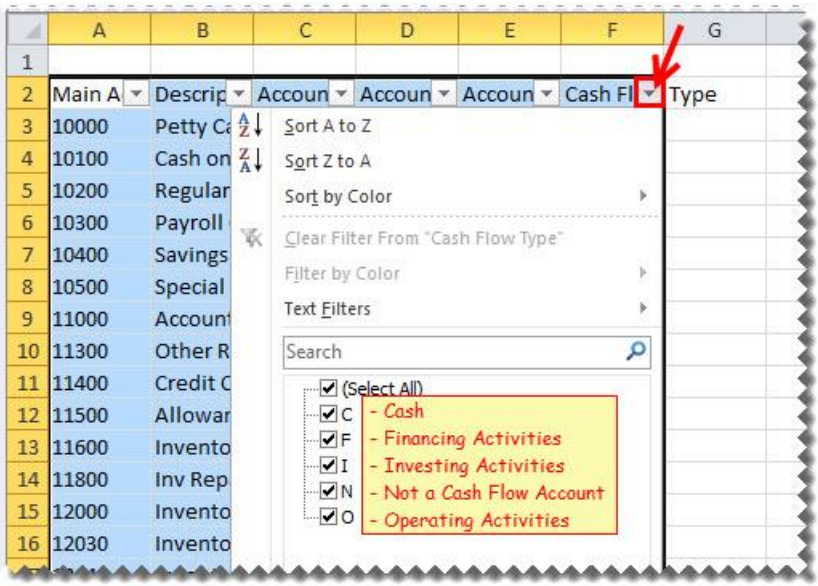
4. On a new worksheet, drag-and-drop the **Main Accounts** list. You will use this list to help create your report.



5. Press **Ctrl**-**A** to highlight the data and on the **Home** tab, click the **Sort & Filter** down arrow and click **Filter**.

6. Click the down arrow next to **Cash Flow**.

7. The codes listed are as follows:

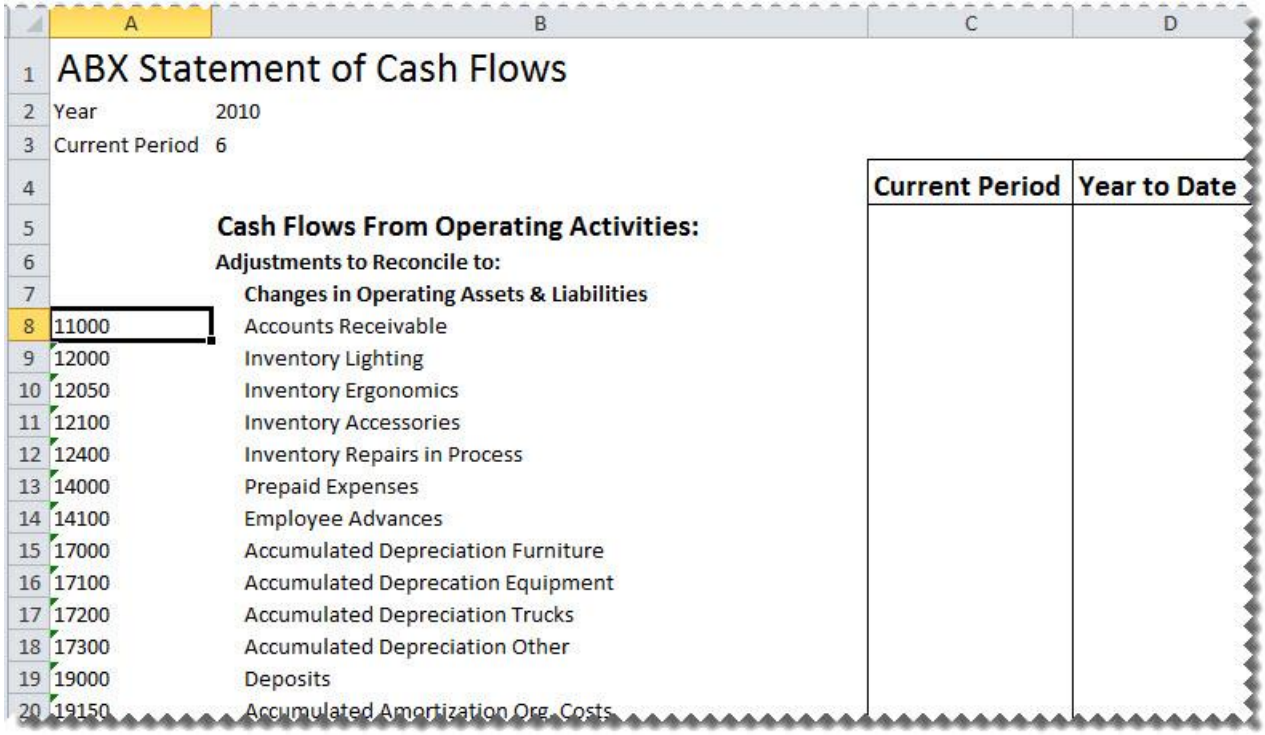


8. Click the **(Select All)** check box and select **O**.

9. Delete all of the columns except the Main Account and Description columns.

10. Copy the rows you require and insert the copied cells under the correct headings in the Cash Flow worksheet. (Right-click, **Insert Copied Cells**).

11. Repeat steps 7 and 8 for **F** and **I** cash flow types.

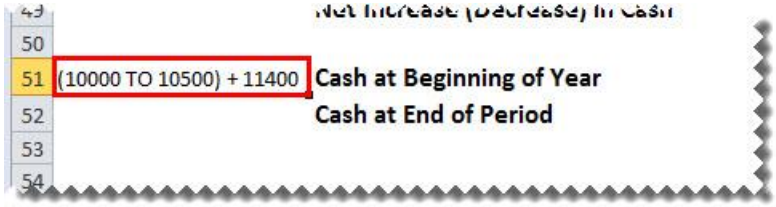


	A	B	C	D
1	ABX Statement of Cash Flows			
2	Year	2010		
3	Current Period	6		
4			Current Period	Year to Date
5		**Cash Flows From Operating Activities:**		
6		**Adjustments to Reconcile to:**		
7		**Changes in Operating Assets & Liabilities**		
8	11000	Accounts Receivable		
9	12000	Inventory Lighting		
10	12050	Inventory Ergonomics		
11	12100	Inventory Accessories		
12	12400	Inventory Repairs in Process		
13	14000	Prepaid Expenses		
14	14100	Employee Advances		
15	17000	Accumulated Depreciation Furniture		
16	17100	Accumulated Deprecation Equipment		
17	17200	Accumulated Depreciation Trucks		
18	17300	Accumulated Depreciation Other		
19	19000	Deposits		
20	19150	Accumulated Amortization Org. Costs		

12. Add the **Net Income (Loss)**. This can be done using an account range.

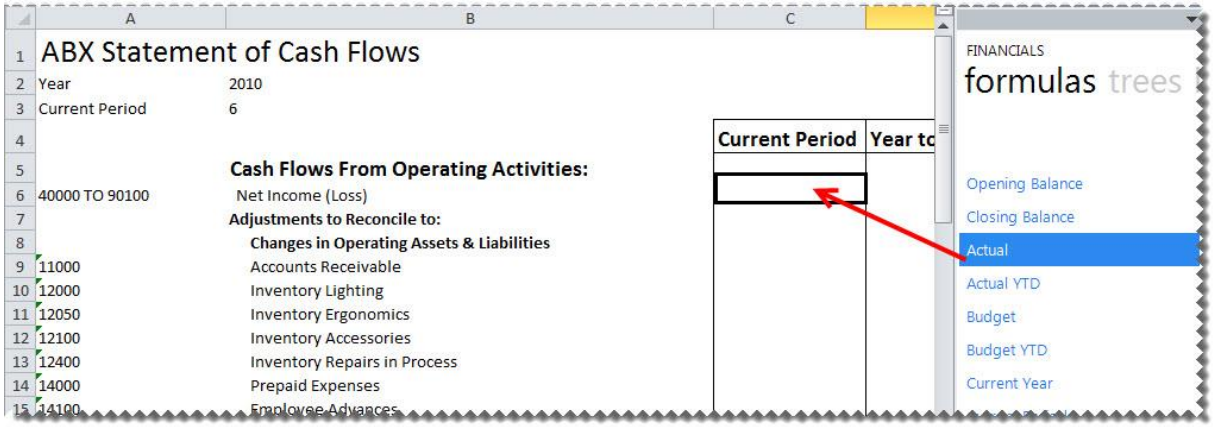
5		**Cash Flows From Operating Activities:**
6	40000 TO 90100	Net Income (Loss)
7		**Adjustments to Reconcile to:**

13. Add the **Cash at Beginning of Year**. This can be done using account ranges and mathematical calculations.

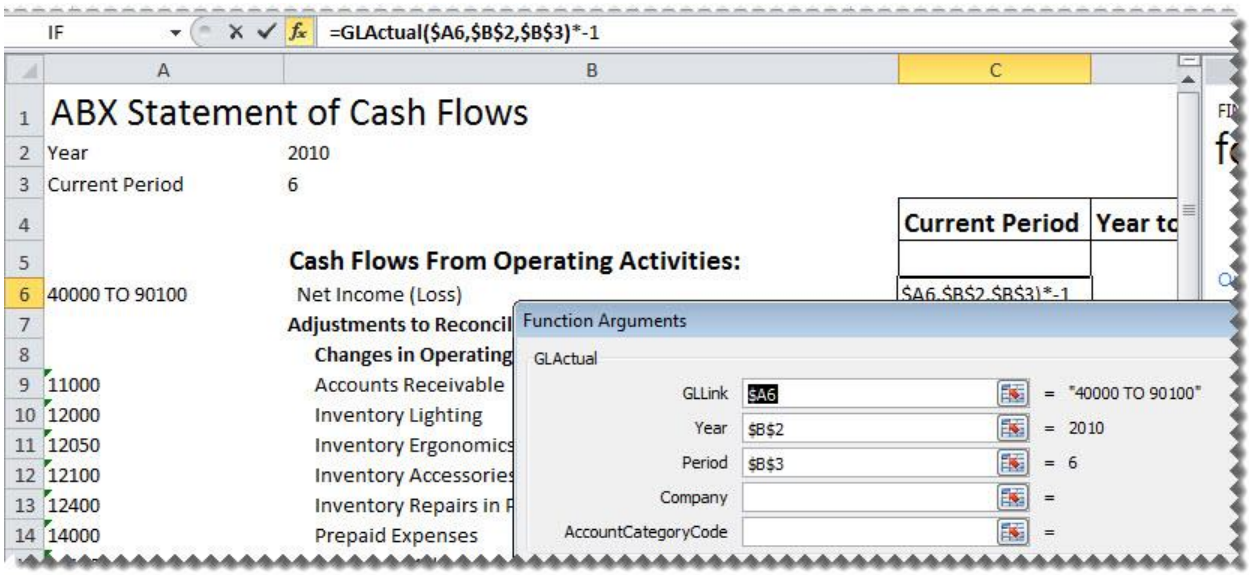


50		
51	(10000 TO 10500) + 11400	**Cash at Beginning of Year**
52		**Cash at End of Period**
53		
54		

14. Drag-and-drop the **Actual** formula onto your worksheet in the same row as your first account.



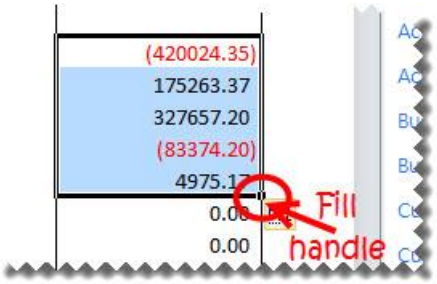
15. Change the formula to link to the correct account, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.



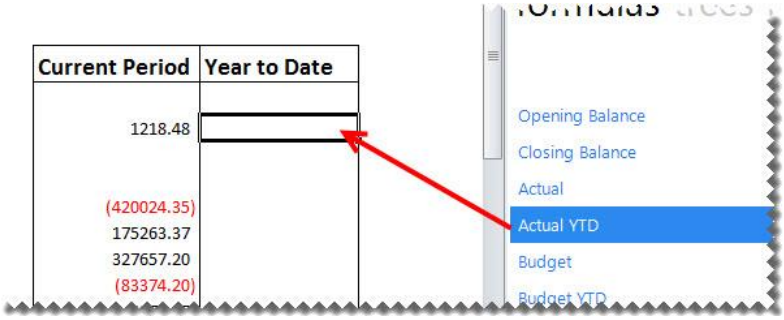
Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

Tip: Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

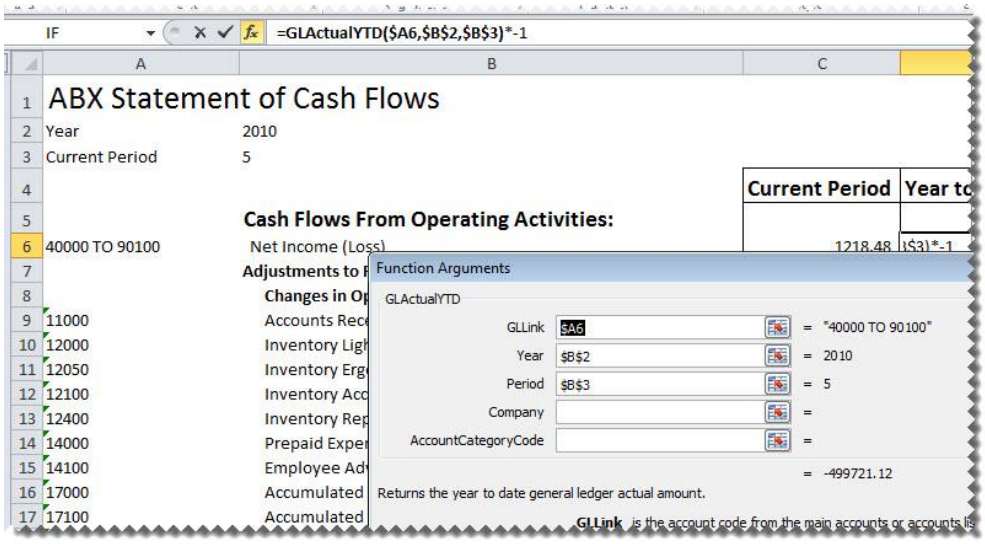
16. Copy and/or drag the fill handle to copy the formula down to all of the accounts.



17. Drag-and-drop the **Actual YTD** formula onto your worksheet.



18. Change the formula to link to the correct account, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.



Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

Tip: Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

19. Copy and/or drag the fill handle to copy the formula down to all of the accounts.

20. Add any totals and formatting you require using Excel features and set your print area.

21. Save your report for future use.

Consolidating Multiple Companies Data

Designing Consolidated Report Layouts

Run the **Consol Report Designer Add-In** report which is saved under the **Report Designer Add-In Consolidation** folder in the Report Manager.

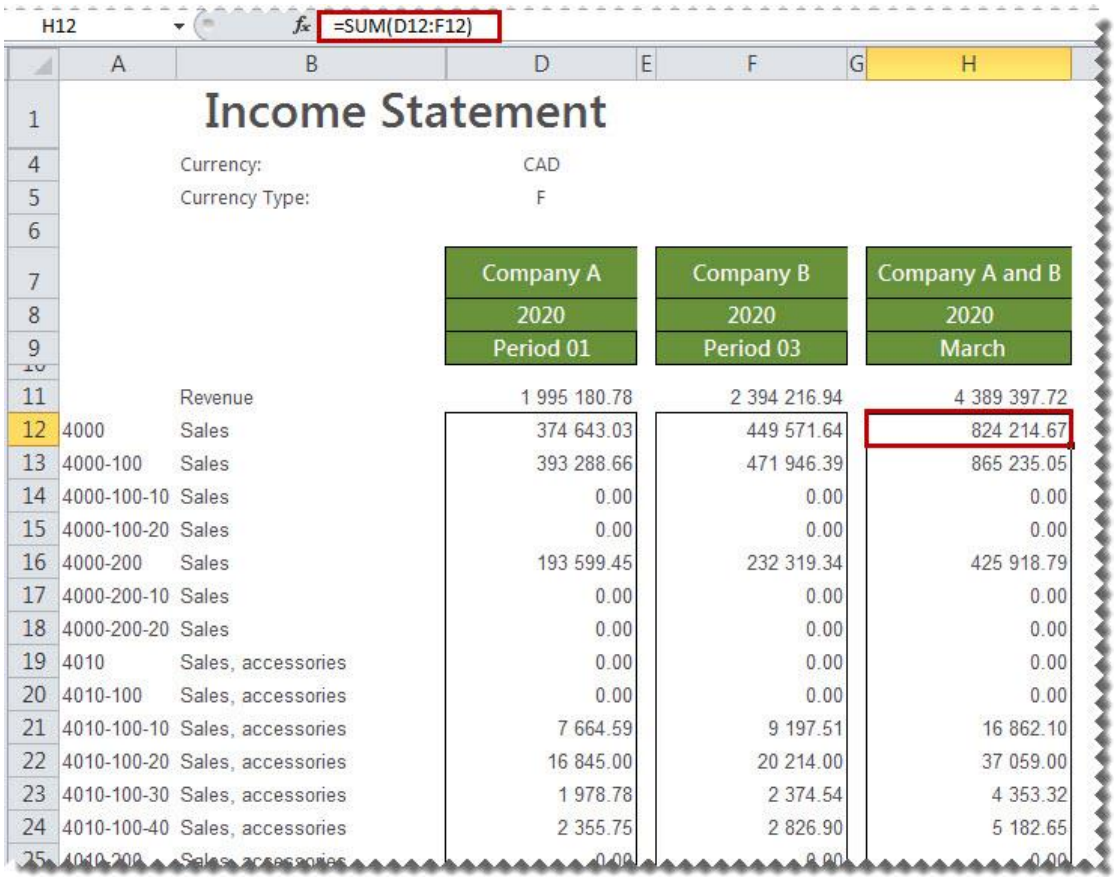
After running the **Consol Report Designer Add-In** report, do the following:

1. Design your financial report layout in the usual manner, creating a column for each of the companies you would like to consolidate.

2. Create formulas in the usual manner for each company.

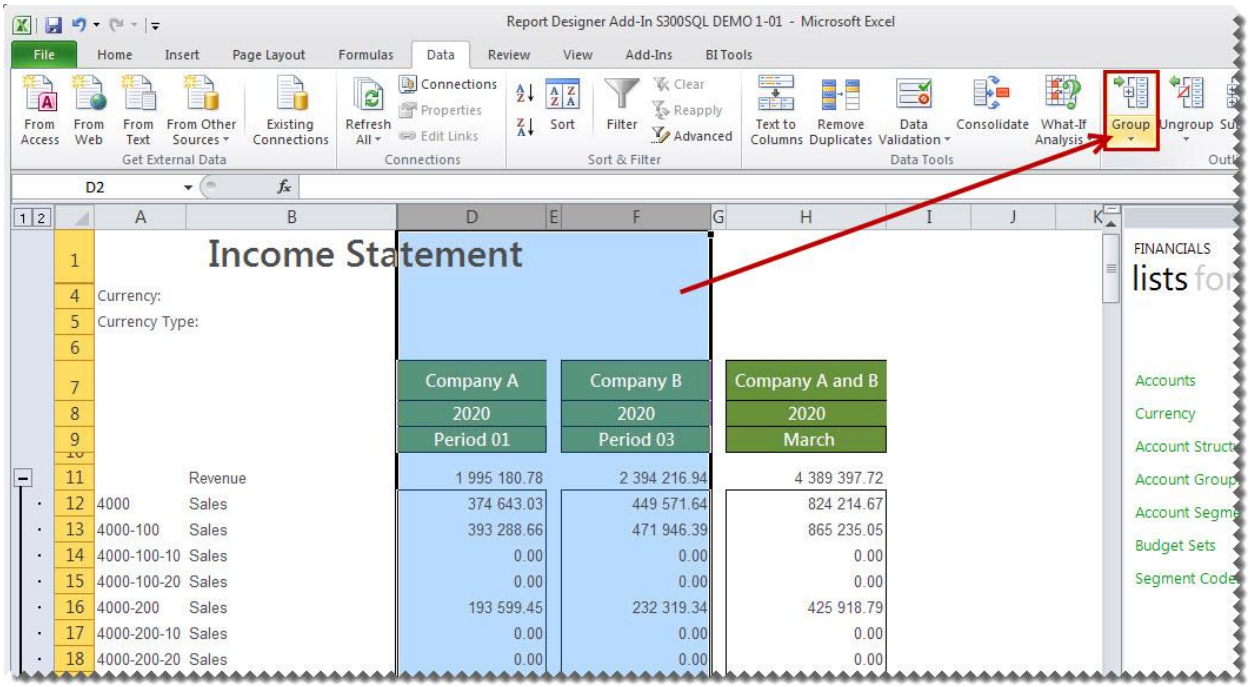
Tip: Changes to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

3. Create a third column and using Microsoft Excel functionality add the first two columns together.

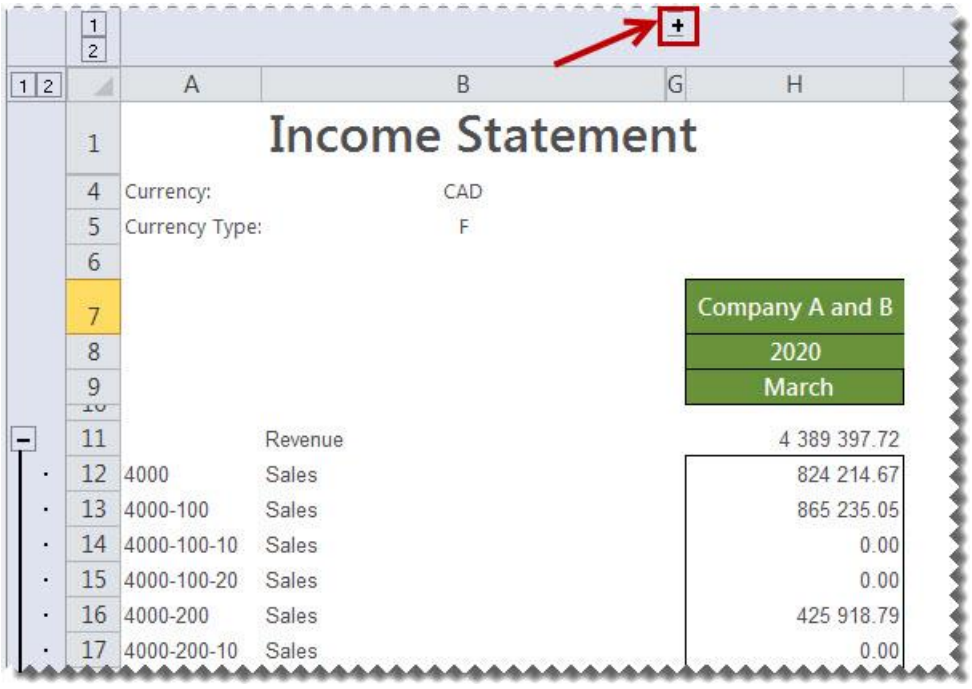


	A	B	D	E	F	G	H
1		Income Statement					
4		Currency:	CAD				
5		Currency Type:	F				
6							
7			Company A		Company B		Company A and B
8			2020		2020		2020
9			Period 01		Period 03		March
11		Revenue	1 995 180.78		2 394 216.94		4 389 397.72
12	4000	Sales	374 643.03		449 571.64		824 214.67
13	4000-100	Sales	393 288.66		471 946.39		865 235.05
14	4000-100-10	Sales	0.00		0.00		0.00
15	4000-100-20	Sales	0.00		0.00		0.00
16	4000-200	Sales	193 599.45		232 319.34		425 918.79
17	4000-200-10	Sales	0.00		0.00		0.00
18	4000-200-20	Sales	0.00		0.00		0.00
19	4010	Sales, accessories	0.00		0.00		0.00
20	4010-100	Sales, accessories	0.00		0.00		0.00
21	4010-100-10	Sales, accessories	7 664.59		9 197.51		16 862.10
22	4010-100-20	Sales, accessories	16 845.00		20 214.00		37 059.00
23	4010-100-30	Sales, accessories	1 978.78		2 374.54		4 353.32
24	4010-100-40	Sales, accessories	2 355.75		2 826.90		5 182.65
25	4010-200	Sales, accessories	0.00		0.00		0.00

4. Using Microsoft Excel functionality, group the first two columns so that they are only visible when required.



5. Click the **+** sign to expand the columns again if you need to drill down into the data.



Designing Consolidated Report Layouts using Reporting Trees

In order to use the Report Designer Add-In for multiple company consolidations, you will need to run the **Report Designer Add-In** report which is saved under the **Report Designer Add-In Consolidation** folder in the Report Manager.

Note: In order to consolidate multiple companies' data using reporting trees, one of the lists must be in common with both companies GL data structure.

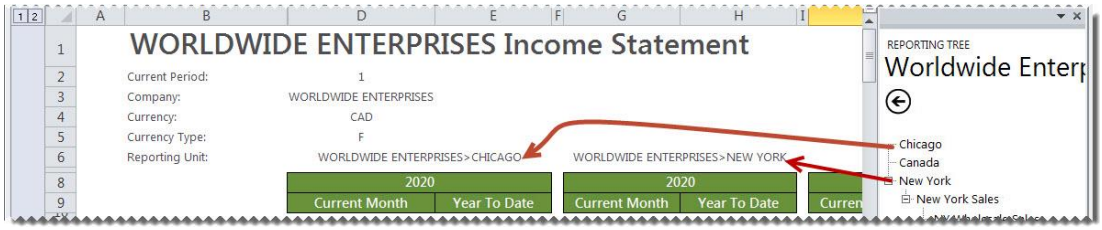
After running the report mentioned above, do the following:

1. In Microsoft Excel, set up your financial report layout in the usual way, except for the following differences:

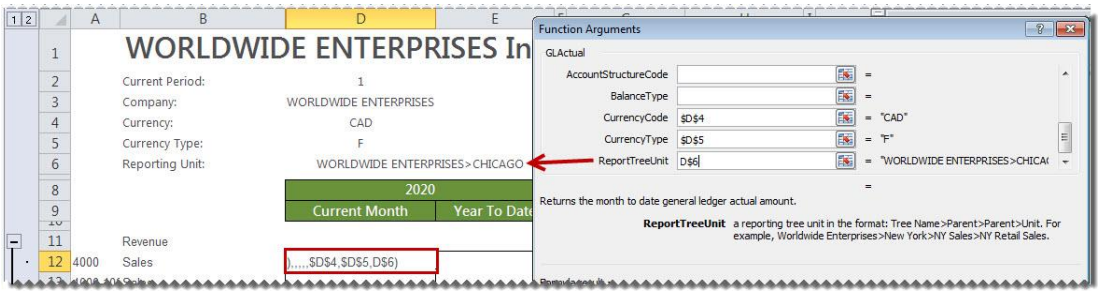
- In addition to the filters you already set up, add an additional filter for the Reporting Tree Unit for each company you would like to consolidate in its own column.

Tip: Filters allow you to retrieve specific data based on your selections. These selections can be changed at any time resulting in your report being immediately updated to reflect the new data.

You can drag-and-drop the reporting tree which has been set up to retrieve data from both companies. If you still need to set this up, refer to the topic on 'Adding a Reporting Tree to Consolidate Data from Multiple Companies'.



- When editing your formulas link it to the applicable reporting tree you would like to extract the data from.



Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic Using Relative or Absolute Cell Referencing.

Tip: Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

2. To drill-down into the data, right-click on the amount and select **Drill-Down**. A new spreadsheet will be created and you will be able to see from which company and which accounts the amount was made up of.

3. Save your report for future use.

Reporting Trees

About Reporting Trees

Although you can create financial reports without the aid of a Reporting Tree, the Reporting Tree allows you to model a very sophisticated reporting structure and view your organization in many different ways with the click of a button. Some companies may have very complex corporate hierarchies that require hundreds of tree units, as well as other hierarchies that require much fewer tree units.

Most organizations have a hierarchical structure in which departments (or other business units) report to one or more higher-level units. In a traditional organizational chart, the lower units on the chart typically report to increasingly higher units.

Sage Intelligence Reporting uses the term **reporting unit** for each box in an organizational chart. A reporting unit can be an individual department from the general ledger, or it can be a higher-level, summary unit that combines information from other reporting units.

Each reporting tree contains a group of reporting units. Sage Intelligence Reporting allows you to easily add or change reporting units without requiring a change to your financial data.

Reporting Unit Structures

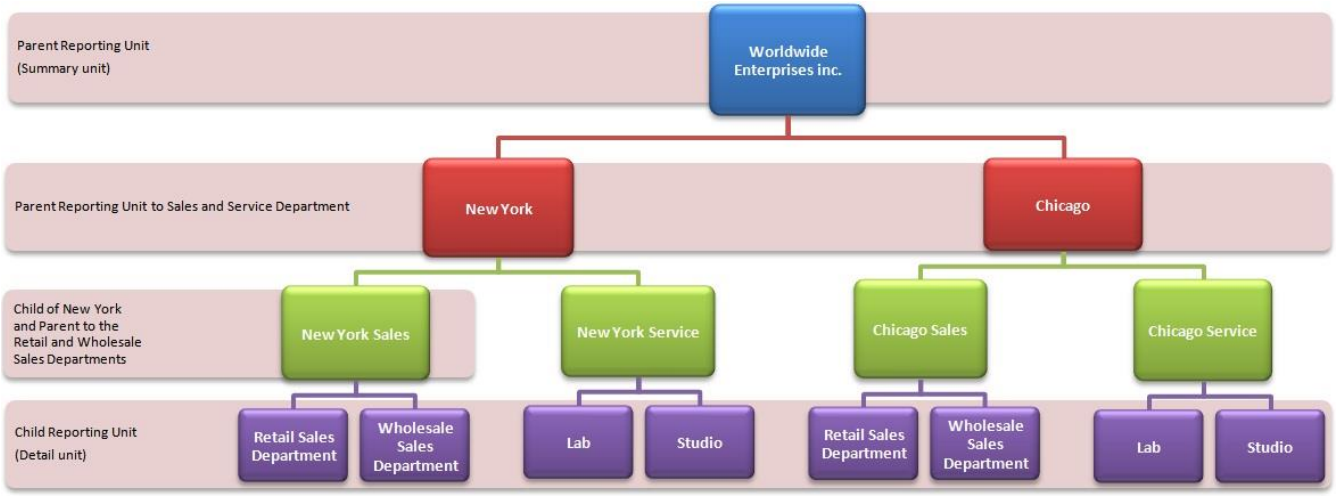
Sage Intelligence Reporting uses the following kinds of reporting units:

- A detail unit draws information directly from the financial data or from an Excel worksheet file.
- A summary unit summarizes data from lower-level units.

A Reporting Tree consists of 'parent reporting units' and 'child reporting units':

- A **parent reporting unit** is a summary unit that pulls summarized information from a detail unit. A summary unit can be both a detail unit and a summary unit; that is, a summary unit can draw information from a lower unit, the financial data, or an Excel spreadsheet. Thus, a parent unit can, in turn, be the child unit of a higher parent unit.
- A **child reporting unit** can be either a detail unit that pulls information directly from the financial data or a spreadsheet, or it can be an intermediate summary unit (that is, the parent unit to a lower unit, but also the child unit to a higher-level summary unit).

The following diagram shows the parent and child reporting units, and their hierarchical relationship, for the organization **Worldwide Enterprises inc**.



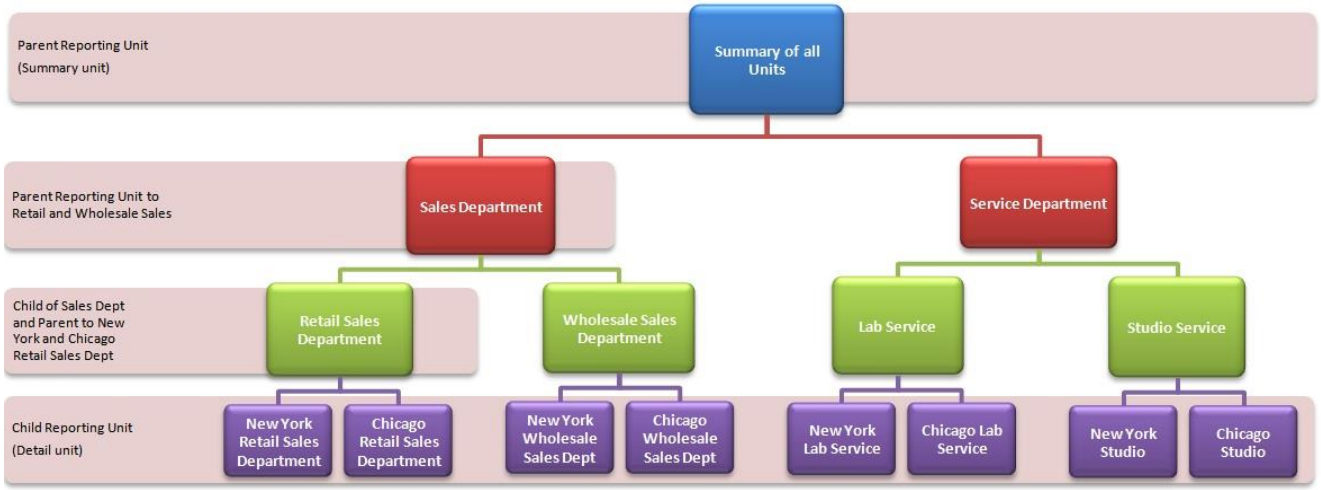
The lowest-level detail reporting units (Retail Sales, Wholesale Sales, Lab and Studio) represent departments in the financial data.

The higher-level summary units simply summarize information from the detail units.

In Sage Intelligence Reporting, you can create an unlimited number of Reporting Trees to view your organization in different ways. Each Reporting Tree can contain any combination of departments and summary units.

By rearranging the structure among the reporting units, you can create different Reporting Trees. You can then use the same Report Designer Layout with each Reporting Tree, enabling you to create different financial report layouts very quickly. For example, the diagram below shows a Reporting Tree that is essentially the same as the Reporting Tree that is shown above. The difference is that the reporting structure displays an organizational structure that is divided by business function instead of by location. These two Reporting Trees demonstrate different perspectives on entity operations.

If you create several different Reporting Trees, you can print a series of financial statements each month that analyze and present your entity's operations in various ways.



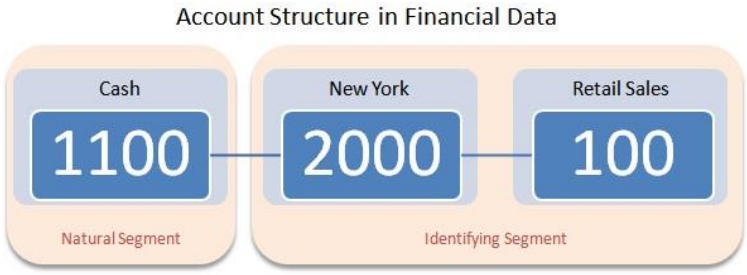
Parent Child Relationships

The most common type of Reporting Tree is composed of parent units that pull summarized information from the detail units and child units that contain detail units of account information. However, many detail/summary hierarchy combinations can be created. A child unit can be both a child to the higher unit as well as a parent to a lower unit.

You can create this parent/child hierarchy structure by moving individual reporting units or an entire branch (parent unit and all child units) to higher or lower levels on the graphical tree. This is called promoting and demoting units. Promoting a unit moves it to a higher level in the tree. Demoting a unit moves a unit to a lower level. When you build a reporting tree, you can promote and demote reporting units using a drag-and-drop operation.

Account Filters

Most organizations use an account structure that separates business entities into different categories. A fully qualified account contains a value for the natural segment, for example Cash or Sales, as well as values for additional segments, for example Location, Division and Department. The following figure demonstrates how the Natural Segment and the Identifying Segments combine to form a fully qualified account number.



The distinction between the Natural and Identifying Segment is critical to the successful use of the Report Designer. Typically users specify the Natural Segment in a row definition and the identifying segment in a reporting tree definition. When reports are generated, these values combine to pull specific financial records from the source.

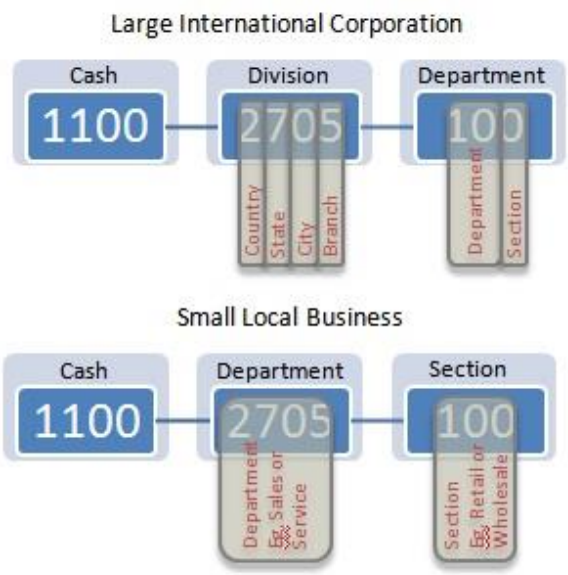
Reporting Trees support the use of special characters as a way to identify multiple segment values without specifically naming each one.

Character	Function
? Question Mark	A placeholder for a single character in a segment. In the above example, the value "1100-2???-100" will return all data with a segment range between "1100-2000-100" to "1100-2999-100" which will be all retail sales cash transactions from all branches with codes between 2000 and 2999.
* Asterisk	A placeholder for one or more characters. In the above example, the value "1100-2000-*" will return all data with a segment range between "1100-2000-0" to "1100-2000-999" which will be all cash transactions from all departments in New York.
OR	Used to describe multiple segments. In the above example, the value "1100-2000-100 OR 1100-2000-200" will return all data with a segment of either 1100-2000-100 or a segment range of 1100-2000-200 which will be all retail sales cash transactions from New York branch or wholesale sales cash transactions from New York (if 200 represented wholesale sales)
TO	Used to describe a range of segments. In the above example, the value "1100-1???-100? TO 1100-8???-100" will return all data with a segment range from 1100-2000-100 to 1100-8999-100 which will be all cash retail sales from all branches whose branch segments range from 1000 to 8999.

Account Filter Examples

Depending on the size of the organization, fully qualified account number segments can have different representations for different companies.

Example below:



In the above example to include all cash transactions, an account filter rule of **1100-????-???** would be used.

An extra digit may even be added to further identify a segment:

In this example to include all cash transactions, an account filter rule of **1100-????-????** would be used.

Viewing and Using Reporting Trees

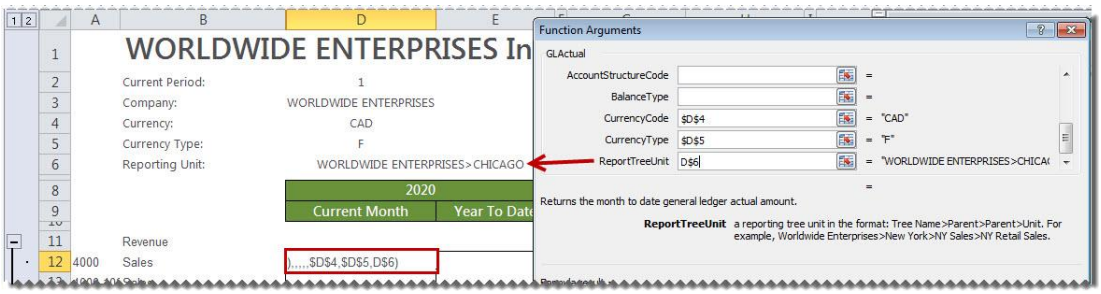
Reporting Trees which have already been created will be listed in the right Task Pane.

1. To view the reporting unit structure, click on the Reporting Tree name.

2. To view the units further down the hierarchy, click on the child units.

3. The Reporting Tree can be dragged and dropped into the worksheet.

4. The Reporting Tree cell can then be used in formulas to run the report on that specific Reporting Tree.



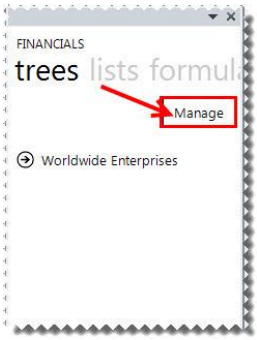
5. By dragging in another Reporting Tree unit into the same cell, the report is immediately generated for the new Reporting Tree.

Managing Reporting Trees

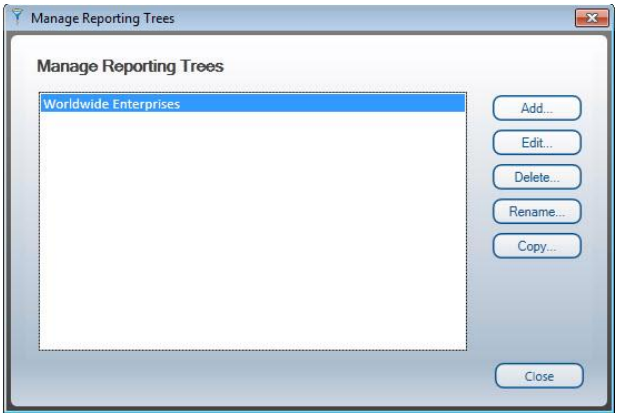
1. Run a Report Designer Add-In enabled report from the Report Manager.

2. From the Task Pane, click **Reporting Trees**.

3. Click **Manage**.



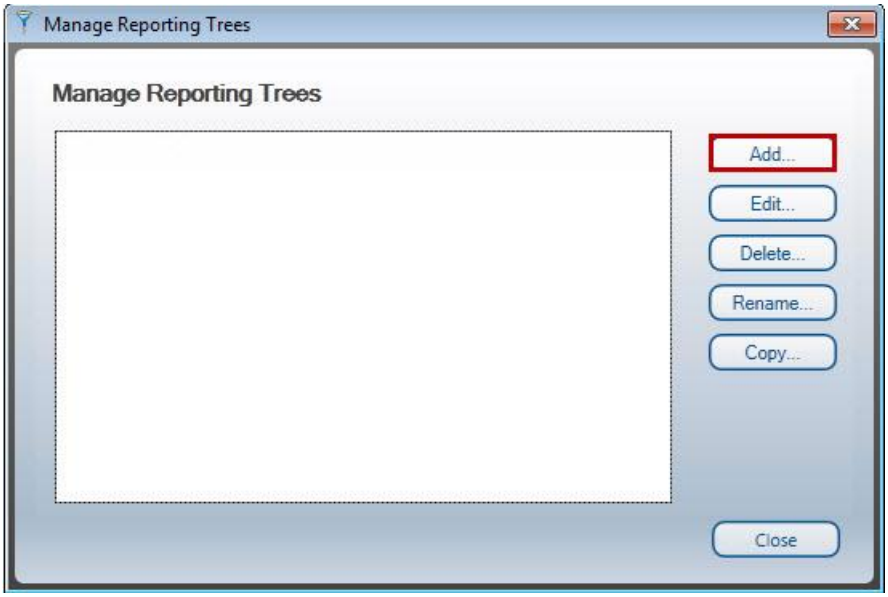
4. From the **Manage Reporting Trees** window, you can now **Add**, **Edit**, **Delete, Rename** or **Copy** your trees.



Adding a New Reporting Tree

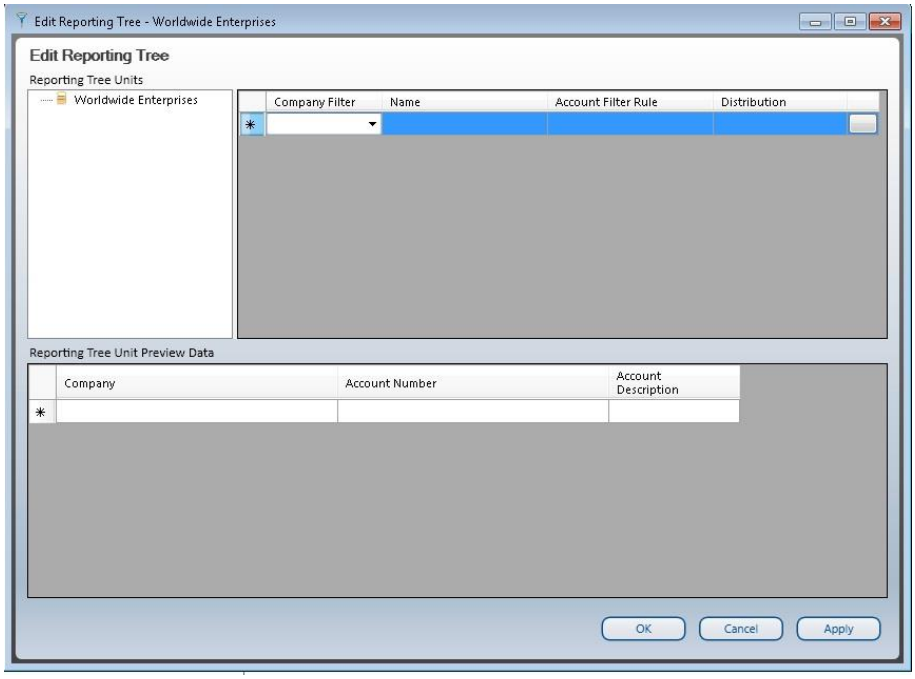
Before you build any reporting trees, you will first need to determine the various reporting structures your company will require. The best approach is to draw an organizational chart of your company. Refer to the topic, Reporting Unit Structures. Use your current general ledger departments as the lowest detail level. Add to these as many boxes as you need to show higher-level divisions or regions. Remember that each box represents a potential reporting unit in any of your reporting trees.

1. From the **Manage Reporting Trees** window, select **Add**.

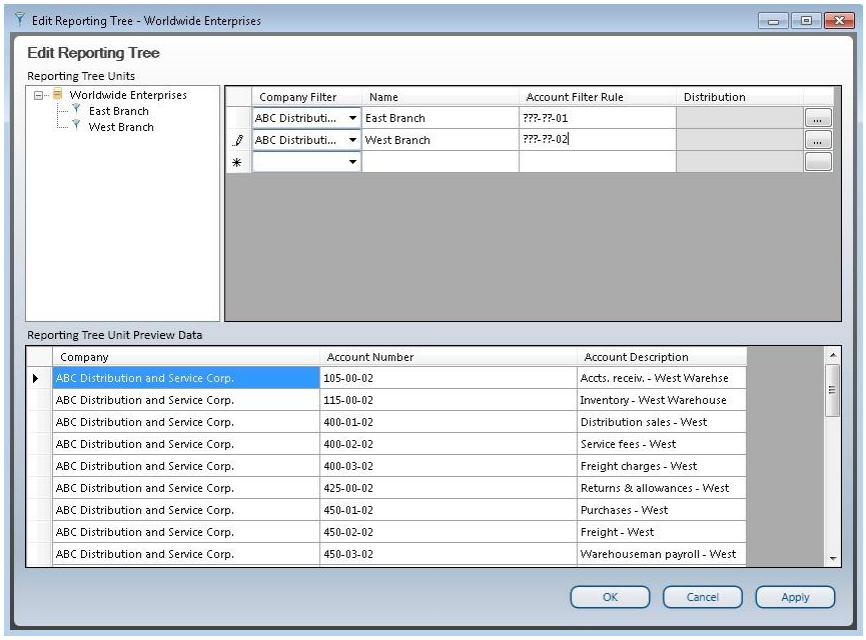


2. Enter a name for your Reporting Tree.

3. In the right window each Reporting Unit will need to be added in a separate row with its relevant account filter rule.



4. The Graphical Tree on the left side of the Reporting Tree Manager allows you to visualize the relationship of parent/child unit hierarchy. Reporting units can be promoted and demoted using a drag-and-drop operation. The right side of the window displays each reporting unit in a separate row with its relevant account filter. The Preview Pane will change dynamically to display the results of the account filter for each reporting unit. Example below:



5. When consolidating data a company filter may be applied. This will further filter the reporting unit to apply only to a specified company.

6. Using drag-and-drop functionality, you can arrange your reporting units into parent/child hierarchies.

7. Click **Apply** to save and continue. Click **OK** to save and exit.

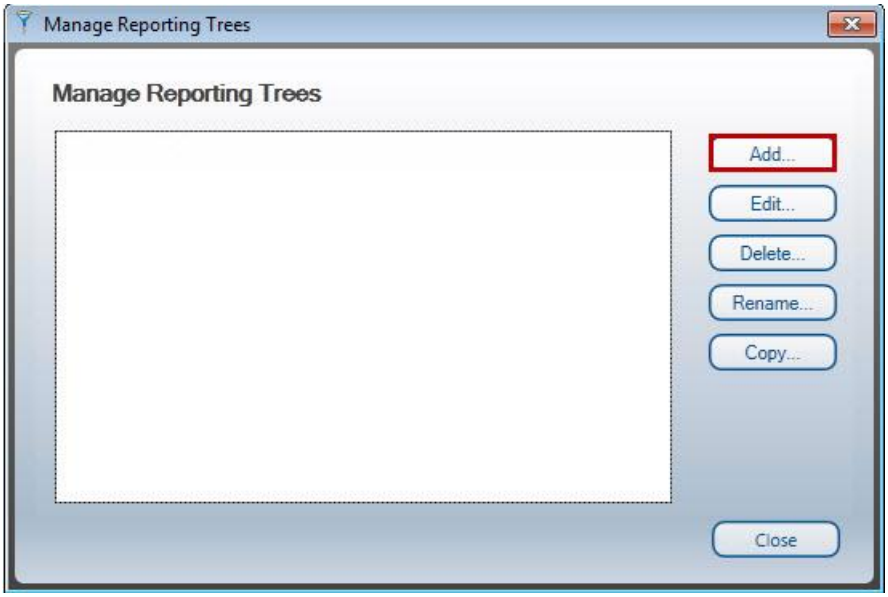
Adding a Reporting Tree to Consolidate Data from Multiple Companies

1. Run a Report Designer Add-In enabled report from the Report Manager.

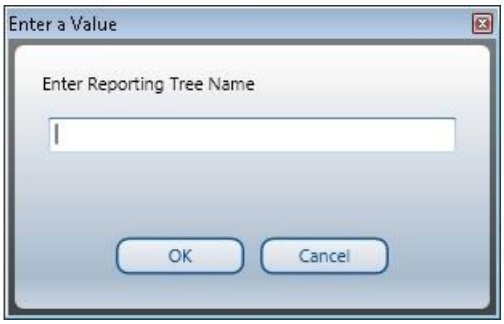
2. From the task pane, click **Reporting Trees**.

3. Click **Manage**.

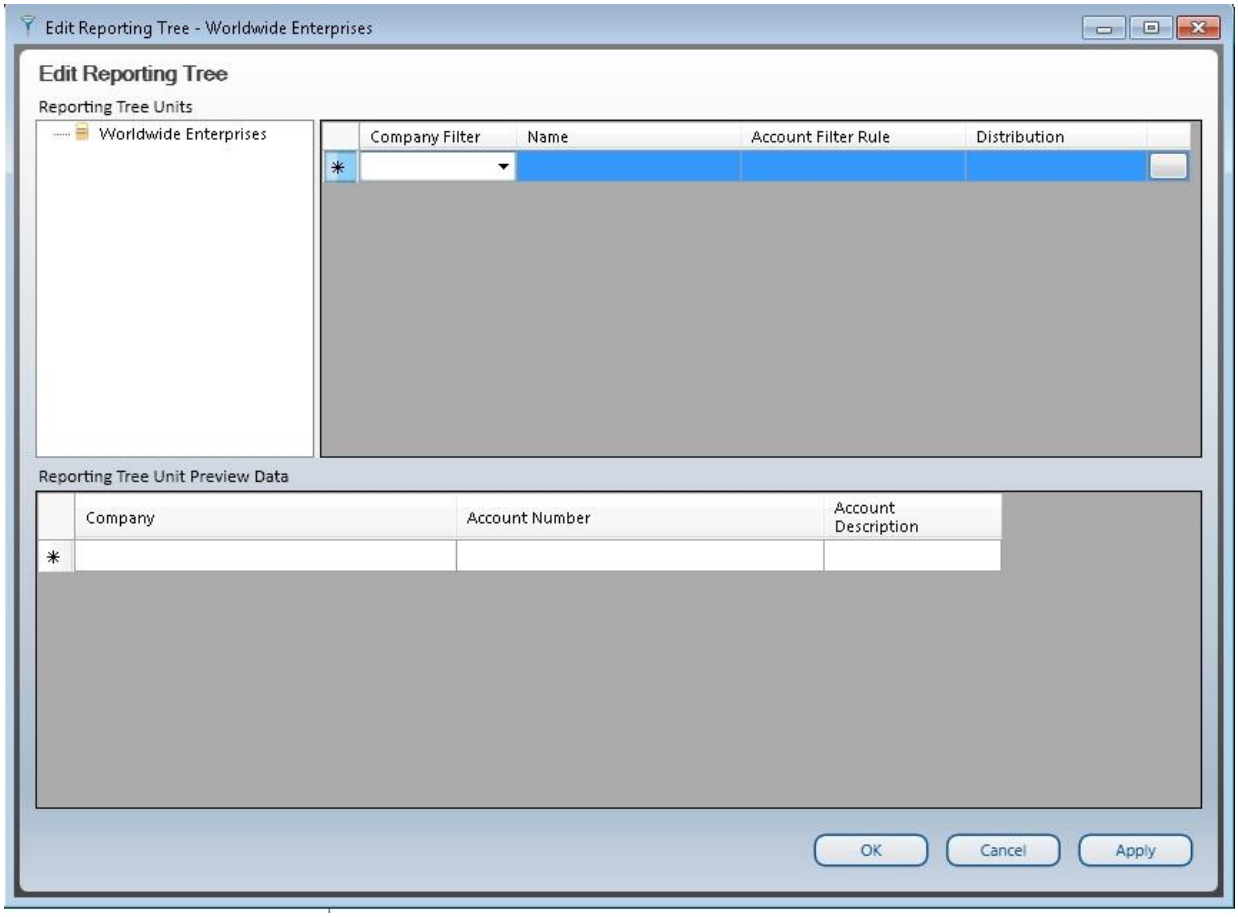
4. Click **Add**.



5. Enter a name for your Reporting Tree.

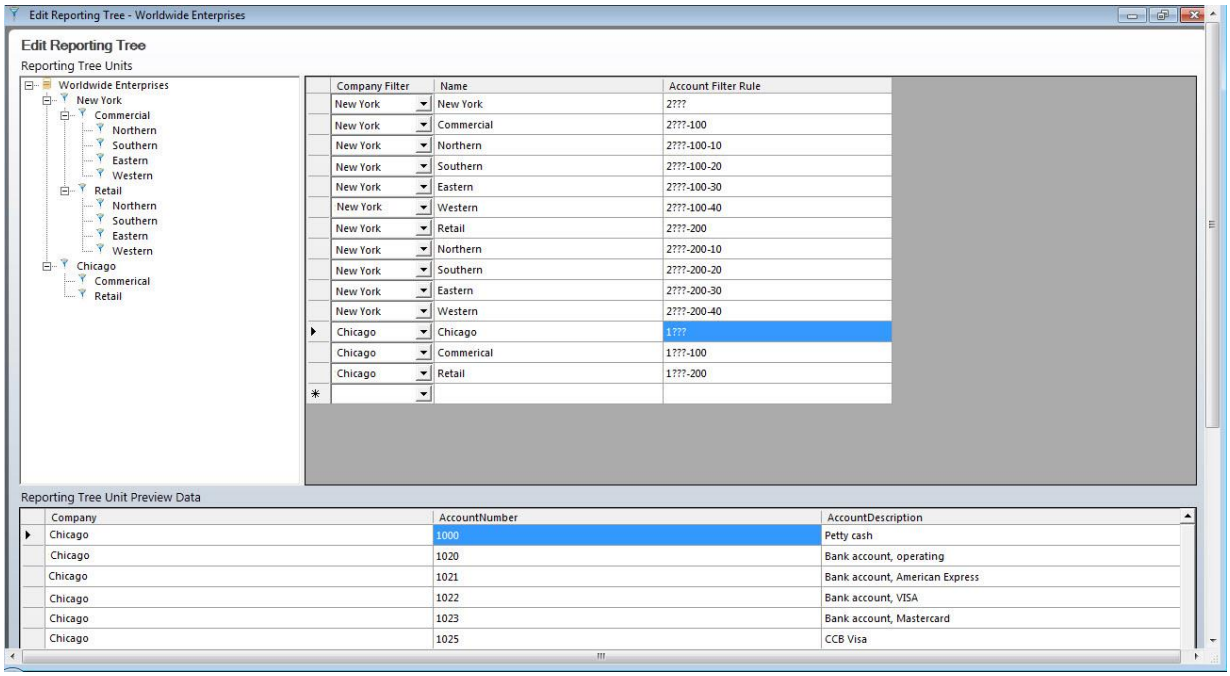


6. In the right window each reporting unit will need to be added in a separate row with its relevant account filter rule.



7. The graphical tree on the left side of the Reporting Tree Manager allows you to visualize the relationship of parent/child unit hierarchy. Reporting units can be promoted and demoted using a drag-and-drop operation. The right side of the window displays each reporting unit in a separate row with its relevant account filter. The Preview Pane will change dynamically to display the results of the account filter for each reporting unit.

8. Example below:



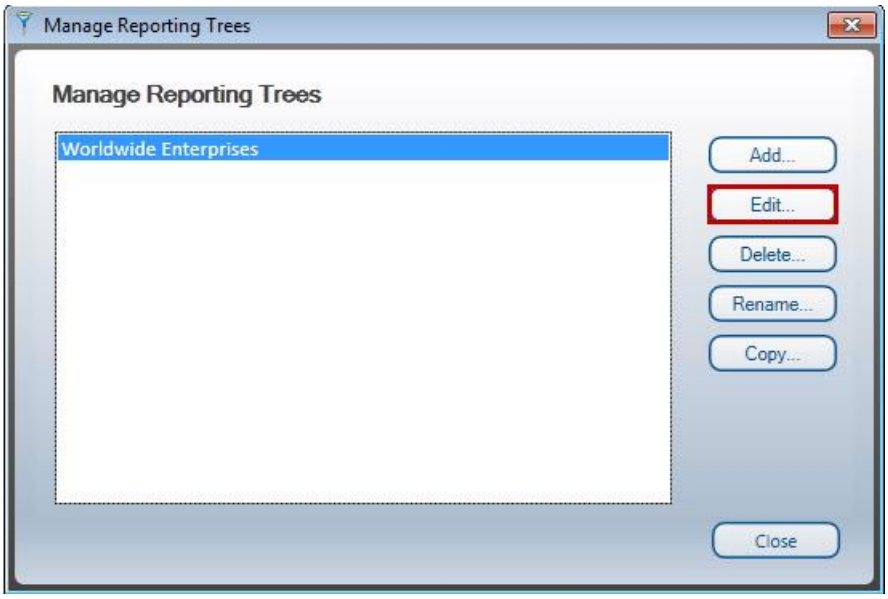
9. A Company filter may be applied. This will filter the reporting unit to apply only to a specified company.

10. Using drag-and-drop functionality, you can arrange your reporting units into parent/child hierarchies.

11. Click **Apply** to save and continue. Click **OK** to save and exit.

Editing Reporting Trees

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to edit and select the **Edit** button.

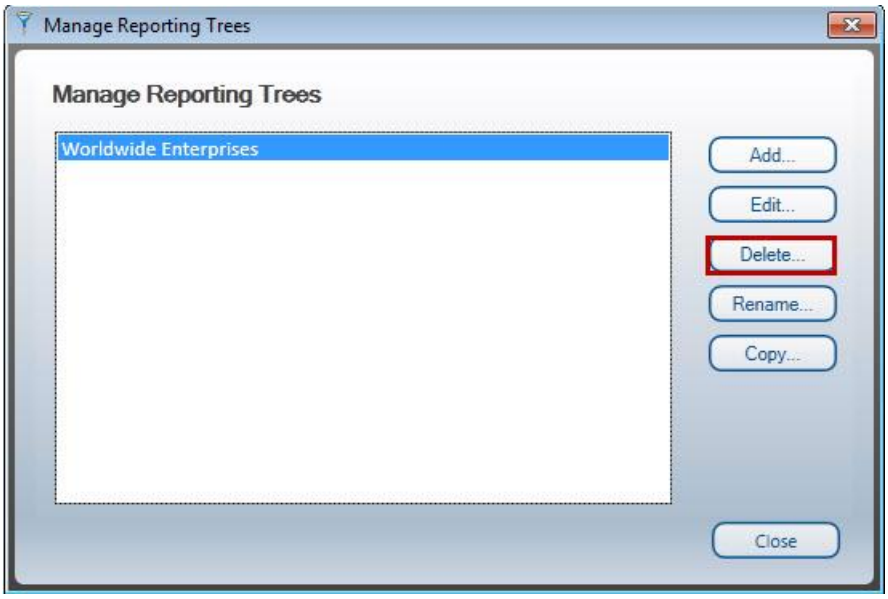


2. Make the necessary changes.

3. Click **Apply** to save and continue. Click **OK** to save and exit.

Deleting a Reporting Tree

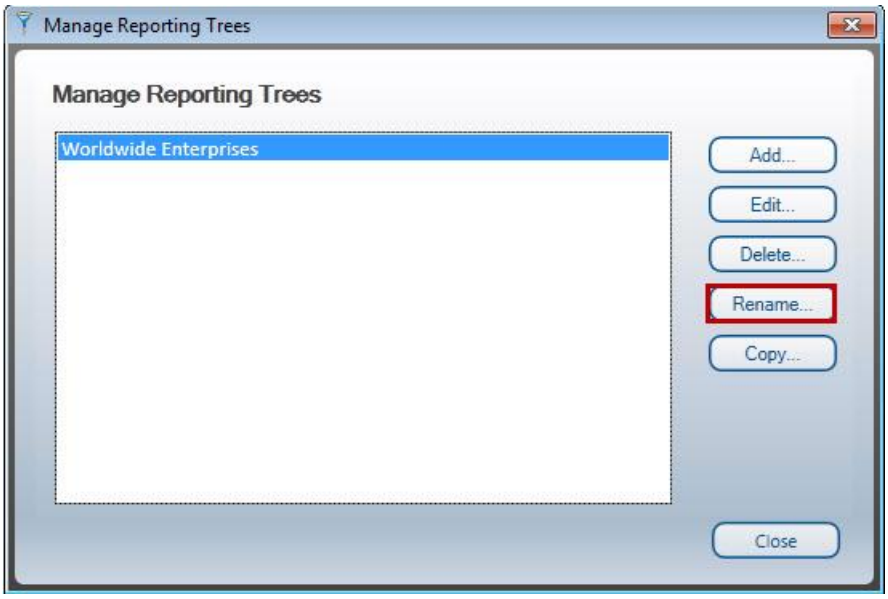
1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to delete and select **Delete**.



2. A confirmation window will open. Select **Yes** to permanently delete the reporting tree.

Renaming a Reporting Tree

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to rename and select the **Rename** button.

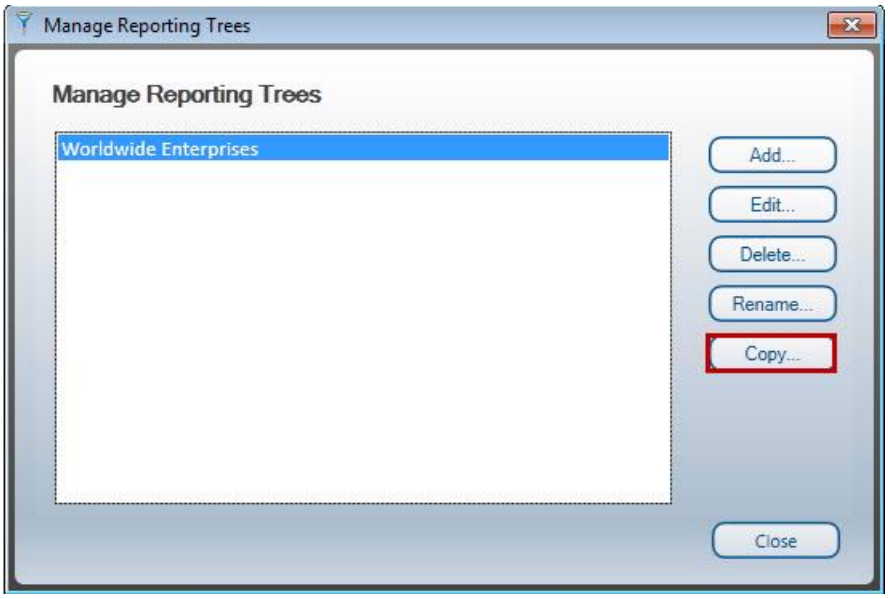


2. Enter the new name for the reporting tree.

3. Select **OK** to save your change. Selecting **Cancel** will exit without saving.

Copying a Reporting Tree

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to copy and select **Copy**.



2. Enter a name for the copy of the reporting tree.

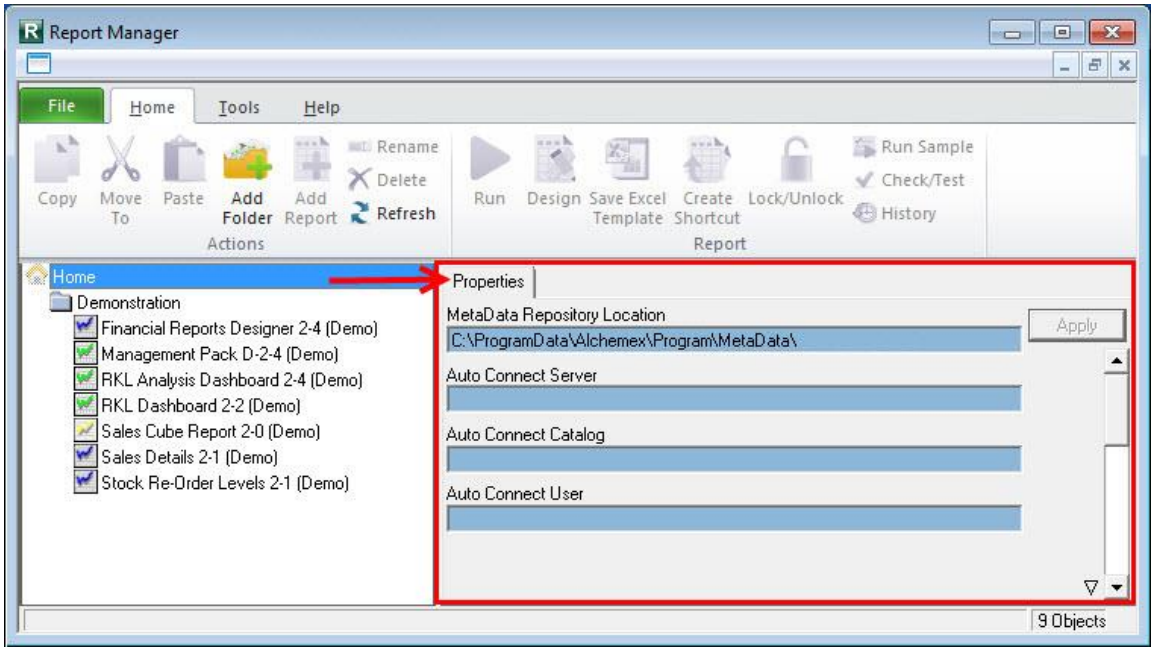
3. Select **OK** to save.

Copying Reporting Trees to other Sage Intelligence Reporting systems

To copy Reporting Trees to other Sage Intelligence Reporting systems, you will need to locate your metadata repository and copy the required reporting tree files.

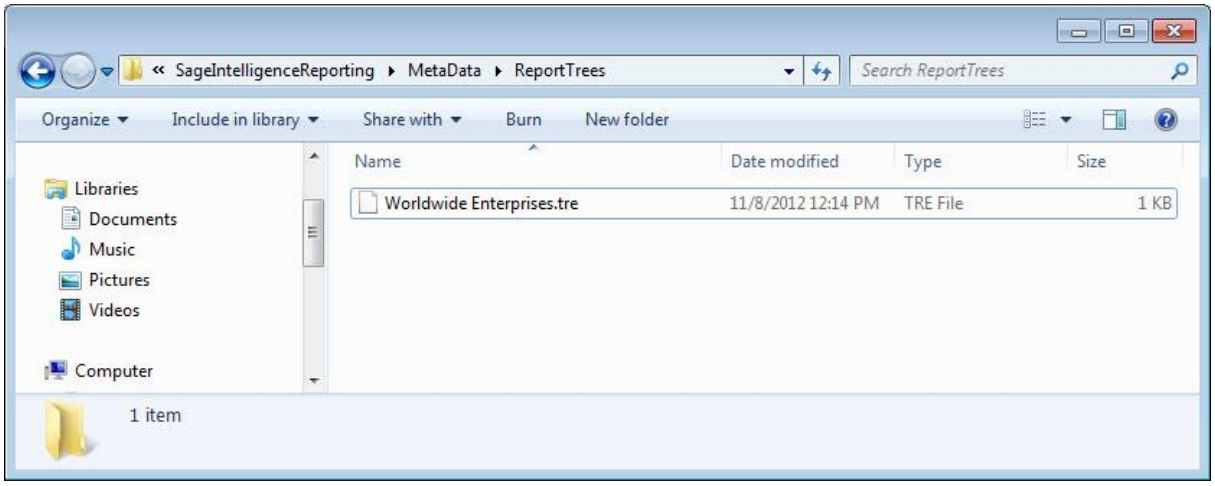
To locate the metadata repository:

1. Open Report Manager.
2. Select Home.
3. In the properties window, under MetaData Repository Location, note the path to your metadata repository.



To copy the required reporting trees:

1. Using windows explorer, browse to the location of your metadata repository.
2. Double-click the **ReportTrees** folder.
3. A list of all your reporting trees will be displayed. Copy the required reporting tree/s.



To paste reporting trees:

1. Using windows explorer on the destination Sage Intelligence Reporting system, browse to the location of that systems metadata repository.
2. Paste the reporting tree you copied previously into the ReportTrees folder.

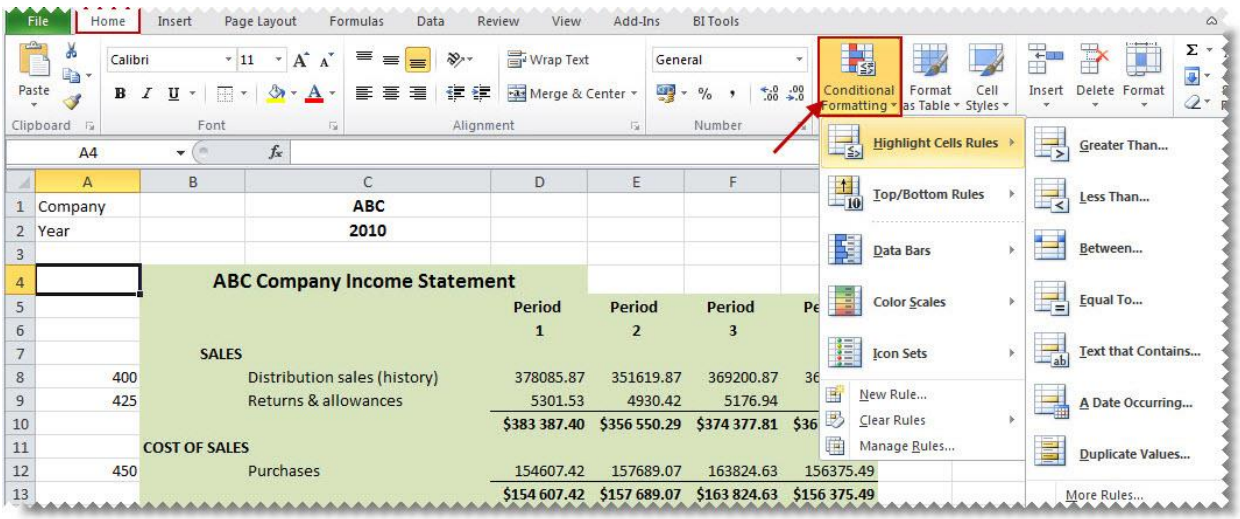
Best Practice

The benefits of applying a best practice standard are:

- Consistency – spreadsheets have a consistent structure and look, making sharing easier.
- Clarity – spreadsheets are clear and structured, reading like a book, navigating like a website. This makes them easier to share and audit.
- Efficiency – spreadsheets use efficient formula structures. They will be easier to use and share, saving time at key points in critical processes.
- Flexibility – models are easily changed and extended without the need for a complete re-work

We recommend that you …

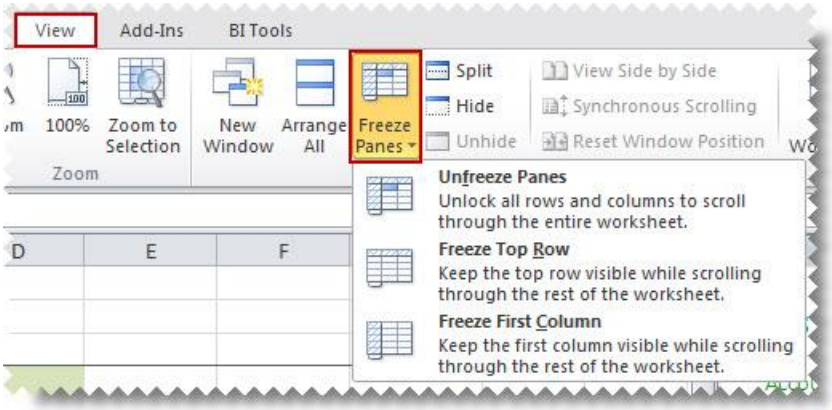
- Use cell references to enter data into formulas. Using cell references in formulas allows the formula to update when the data is changed at a later date, without having to manually edit each formula. This method makes modifying and maintaining your worksheet easier.
- Use account ranges in your reports to ensure new accounts being added to the general ledger are included in your reports.
- Use Conditional formatting - with proper visual design, analyzers will be able to discern 'good' or 'bad' values in seconds.



- Avoid the extraneous - remove any 'noise'. If it does not serve a purpose in the spreadsheet, take it out. That includes prior old data, prior layout attempts etc.

- Use a consistent naming strategy, versioning and save often. If you are working on updating the 4th version of your income statement spreadsheet, name and save the workbook as **Income Statement 5.0** before your begin your modification. Then if something goes terribly wrong, you can always revert to the old version.

- Set **Freeze Panes** in Microsoft Excel to enable easy scrolling around the worksheet without losing view of report headings etc.



Appendix A

Available Formulas

GLOpeningBalance Formula

This topic describes the formula syntax and usage of the **GLOpeningBalance** formula in Microsoft Excel. The **GLOpeningBalance** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLOpeningBalance** formula returns the opening balance general ledger amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLOpeningBalance(GLLink,Year,Period,Company,AccountCategoryCode,AccountGroupCode,AccountTypeCode,ReportTreeUnitPath,BalanceType)

The **GLOpeningBalance** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
GLLink	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the general ledger accounts being referenced to a specific fiscal period.
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.
AccountCategoryCode	Optional	An account category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			specified account category and returns the summary value.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group and returns the summary value.
AccountTypeCode	Optional	An optional account type code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account type and returns the summary value.
ReportTreeUnitPath	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.

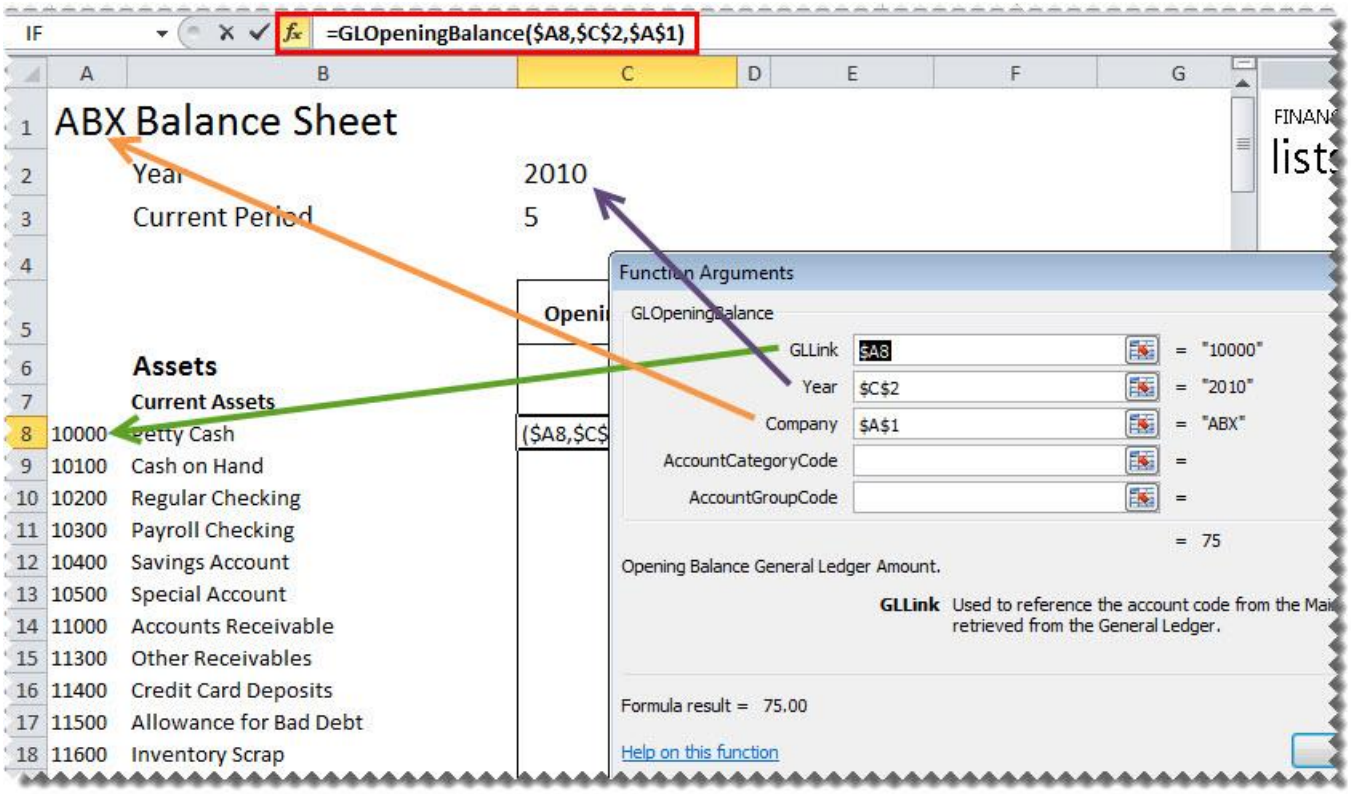
Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the GLLink argument allowing you to filter on Account Numbers or Main Account Codes.
- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLOpeningBalance** formula could be:

=GLOpeningBalance($A8,$C$2,$A$1)



GLClosingBalance Formula

This topic describes the formula syntax and usage of the **GLClosingBalance** formula in Microsoft Excel. The **GLClosingBalance** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLClosingBalance** formula returns the closing balance general ledger amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLClosingBalance(GLLink,Year,Period,Company,AccountCategoryCode,AccountGroupCode,AccountTypeCode,ReportTreeUnitPath,BalanceType)

The **GLClosingBalance** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
GLLink	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the general ledger accounts being referenced to a specific fiscal period.
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.
AccountCategoryCode	Optional	An account category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account category and returns the summary value.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group and returns the summary value.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
AccountTypeCode	Optional	An optional account type code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account type and returns the summary value.
ReportTreeUnitPath	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.

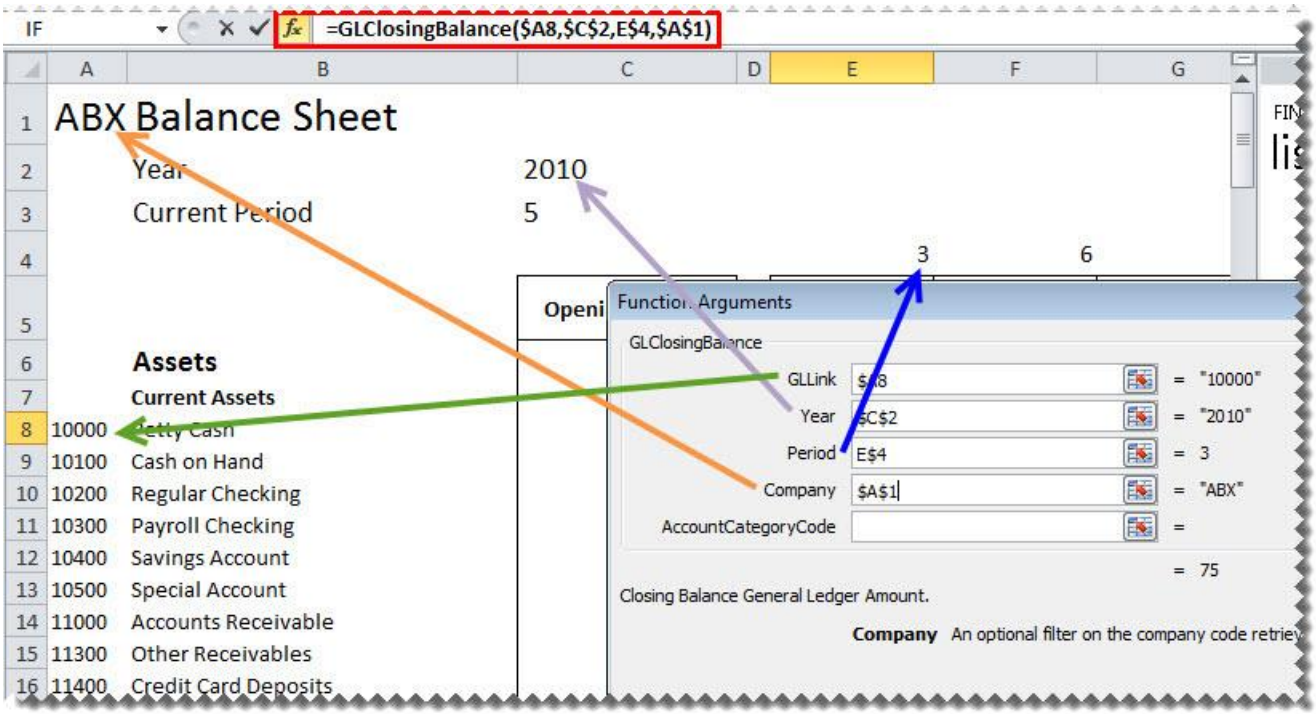
Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the GLLink argument allowing you to filter on Account Numbers or Main Account Codes.
- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLClosingBalance** formula could be:

=GLClosingBalance($A8,$C$2,E$4,A1)



GLActual Formula

This topic describes the formula syntax and usage of the **GLActual** formula in Microsoft Excel. The **GLActual** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLActual** formula returns the month to date general ledger actual amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLActual(GLLink,Year,Period,Company,AccountCategoryCode,AccountGroupCode,AccountTypeCode,ReportTreeUnitPath,BalanceType)

The **GLActual** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
GLLink	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the general ledger accounts being referenced to a specific fiscal period.
Period	Required	The period to return data on. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to a specific period.
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.
AccountCategoryCode	Optional	An account category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			specified account category and returns the summary value.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group and returns the summary value.
AccountTypeCode	Optional	An optional account type code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account type and returns the summary value.
ReportTreeUnitPath	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.

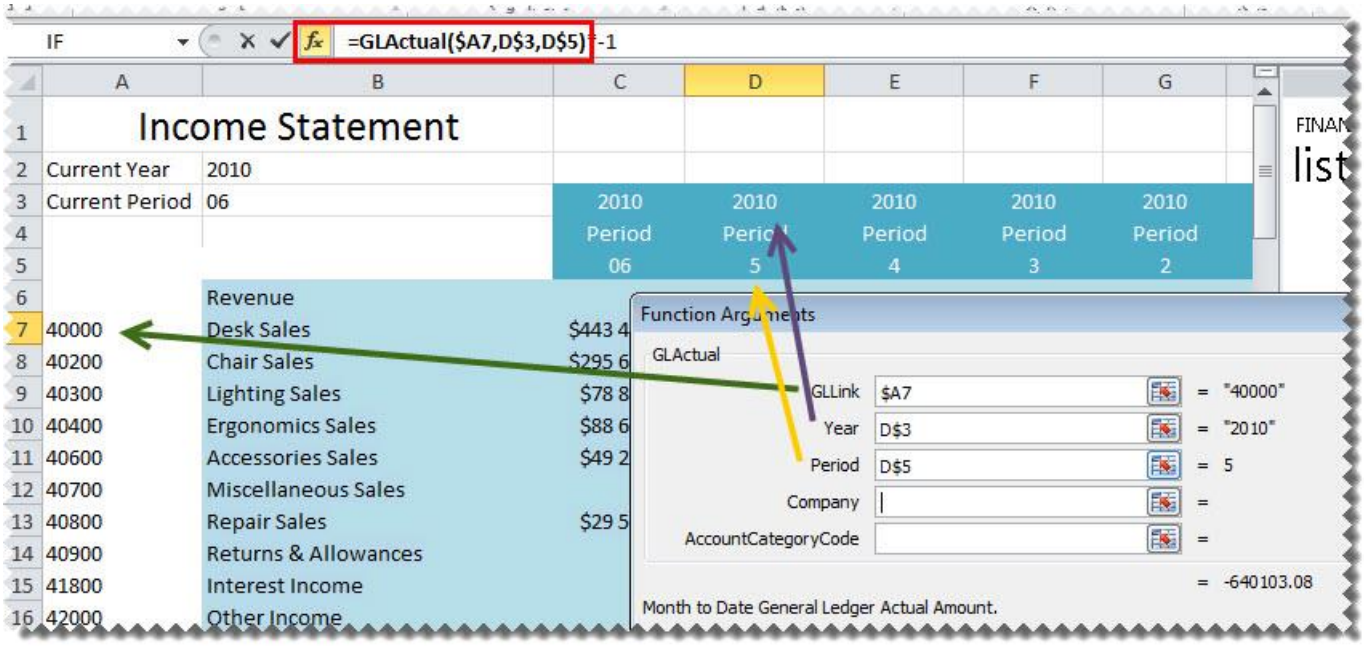
Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the GLLink argument allowing you to filter on Account Numbers or Main Account Codes.
- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLActual** formula could be:

=GLActual($A7,D$3,D$5)



GLActualYTD Formula

This topic describes the formula syntax and usage of the **GLActualYTD** formula in Microsoft Excel. The **GLActualYTD** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLActual** formula returns the year to date general ledger actual amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLActualYTD(GLLink,Year,Period,Company,AccountCategoryCode,AccountGroupCode,AccountTypeCode,ReportTreeUnitPath,BalanceType)

The **GLActualYTD** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
GLLink	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the general ledger accounts being referenced to a specific fiscal period.
Period	Required	The period to return data up to. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to the accumulated total up to a specific period.
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.
AccountCategoryCode	Optional	An account category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account category and returns the summary value.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
AccountGroup Code	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group and returns the summary value.
AccountType Code	Optional	An optional account type code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account type and returns the summary value.
ReportTreeUnitPath	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.

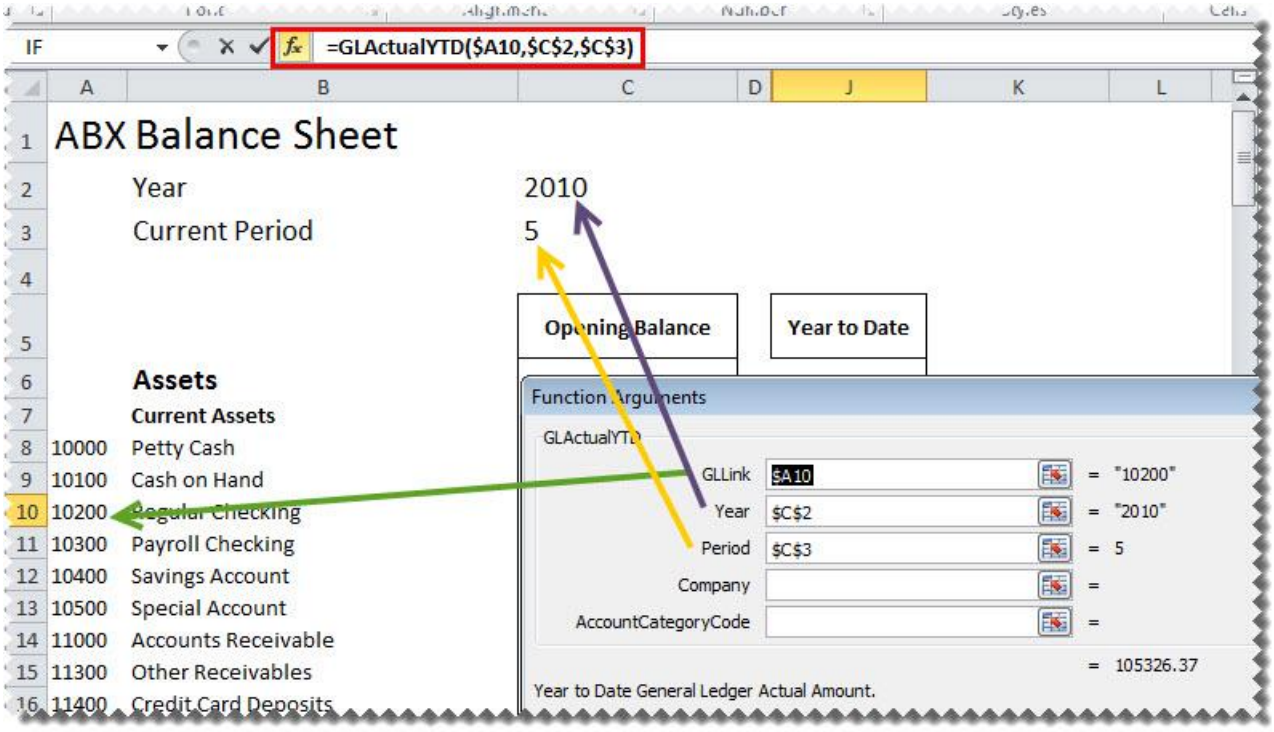
Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the GLLink argument allowing you to filter on Account Numbers or Main Account Codes.
- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLActualYTD** formula could be:

=GLActualYTD($A10,$C$2,$C$3)



GLBudget Formula

This topic describes the formula syntax and usage of the **GLBudget** formula in Microsoft Excel. The **GLBudget** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLBudget** formula returns the month to date general ledger budget amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLBudget(GLLink,Year,Period,BudgetCode,Company,AccountCategoryCode,AccountGroupCode,AccountTypeCode,ReportTreeUnitPath,BalanceType)

The **GLBudget** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
GLLink	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the general ledger accounts being referenced to a specific fiscal period.
Period	Required	The period to return data on. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to a specific period.
BudgetCode	Required	The budget code retrieved from the general ledger	Filters the general ledger budget amounts being referenced to a specific budget code.
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
AccountCategoryCode	Optional	An account category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account category and returns the summary value.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group and returns the summary value.
AccountTypeCode	Optional	An optional account type code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account type and returns the summary value.
ReportTreeUnitPath	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.

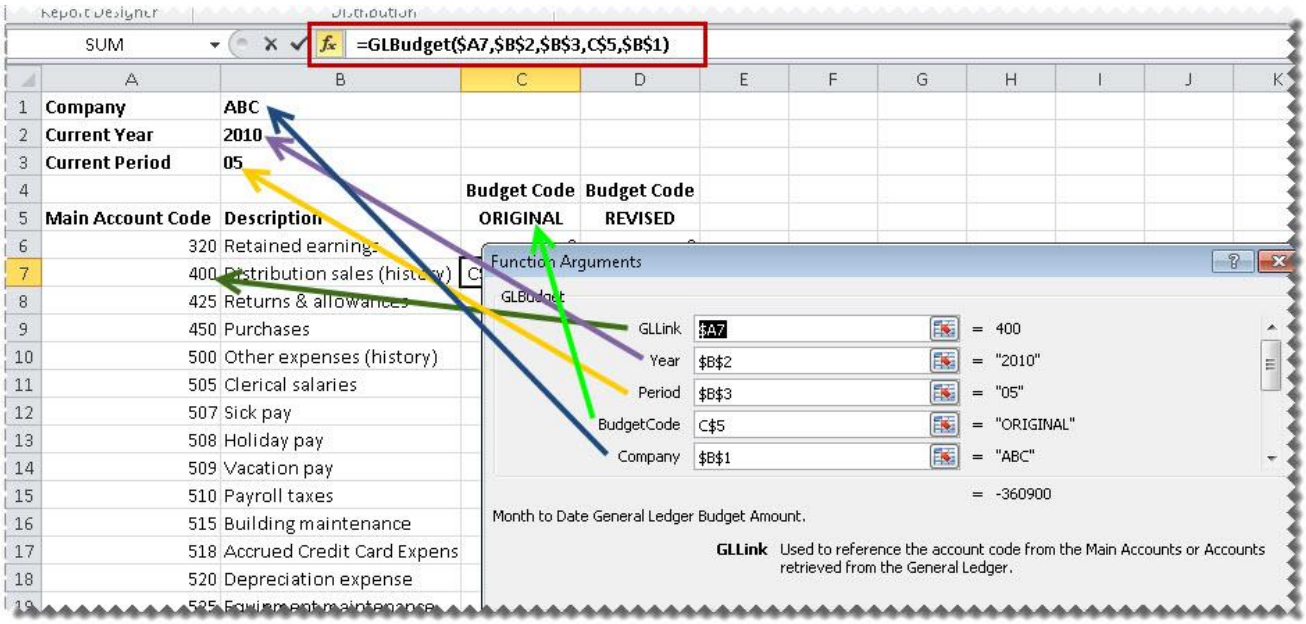
Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the GLLink argument allowing you to filter on Account Numbers or Main Account Codes.
- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLBudget** formula could be:

=GLBudget($A7,$B$2,$B$3,C$5,B1)



GLBudgetYTD Formula

This topic describes the formula syntax and usage of the **GLBudgetYTD** formula in Microsoft Excel. The **GLBudgetYTD** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLBudgetYTD** formula returns the year to date general ledger budget amount after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLBudgetYTD(GLLink,Year,Period,BudgetCode,Company,AccountCategoryCode,AccountGroupCode,AccountTypeCode,ReportTreeUnitPath,BalanceType)

The **GLBudgetYTD** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
GLLink	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
Year	Required	The fiscal year to return data on. A fiscal year is a length of time that a company uses for accounting purposes. The fiscal year may or may not be the same as a calendar year.	Filters the general ledger accounts being referenced to a specific fiscal period.
Period	Required	The period to return data up to. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to the accumulated total up to a specific period.
BudgetCode	Required	The budget code retrieved from the general ledger	Filters the general ledger budget amounts being referenced to a specific budget code.
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
AccountCategoryCode	Optional	An account category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account category and returns the summary value.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group and returns the summary value.
AccountTypeCode	Optional	An optional account type code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account type and returns the summary value.
ReportTreeUnitPath	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type **Debit** or **Credit**.	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.

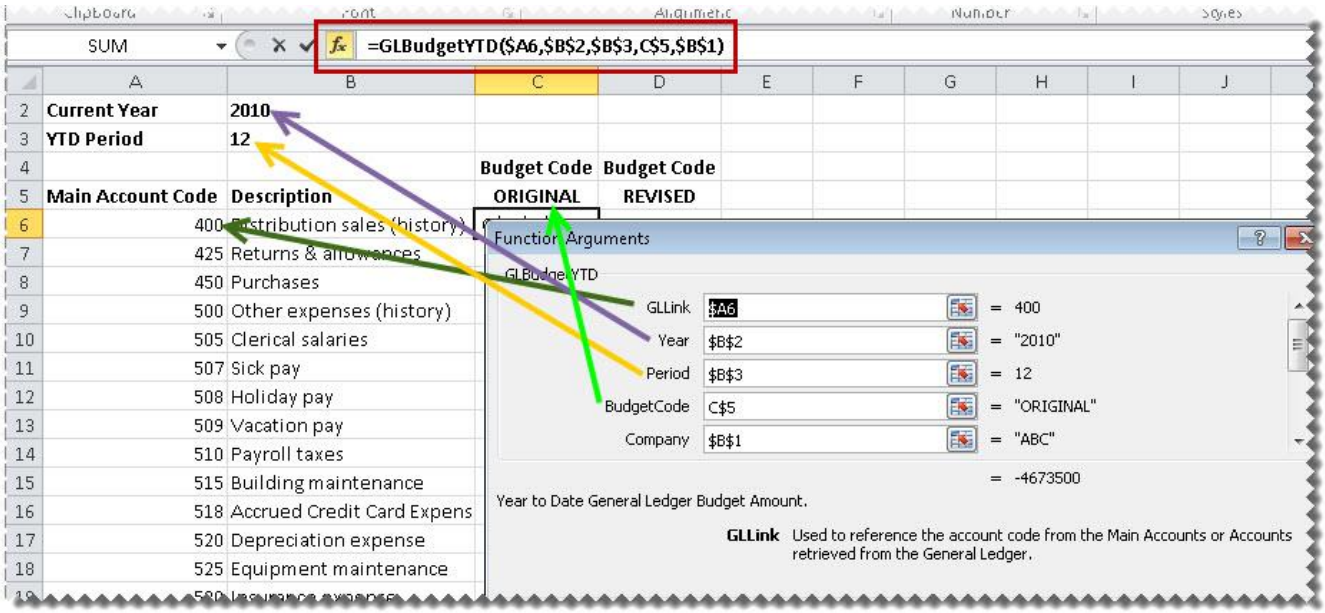
Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the GLLink argument allowing you to filter on Account Numbers or Main Account Codes.
- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

Example

An example of a **GLBudgetYTD** formula could be:

=GLBudgetYTD($A6,$B$2,$B$3,C$5,B1)



GLCurrentYear Formula

This topic describes the formula syntax and usage of the **GLCurrentYear** formula in Microsoft Excel. The **GLCurrentYear** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLCurrentYear** formula returns the current fiscal year from your general ledger after applying the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLCurrentYear(Company)

The **GLCurrentYear** formula syntax has the following argument:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

Example

An example of a **GLCurrentYear** formula could be:

=GLCurrentYear("ABX")

The **GLCurrentYear** can be used in formulas to return data based on the current year, for example the report below will use the current year formula to determine the prior year to report on.

	A	B	E	F	G	H	I
1	Income Statement						
2	Current Year	2010					
3	Current Period	06	2010	2010	2010	2010	2009
4			Period	Period	Period	Period	Period
5			4	3	2	1	12
6		Revenue					
7	40000	Desk Sales	$762 405.09	$324 687.22	$340 307.77	$303 751.45	$340 307.77

GLCurrentPeriod Formula

This topic describes the formula syntax and usage of the **GLCurrentPeriod** formula in Microsoft Excel. The **GLCurrentPeriod** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLCurrentPeriod** formula returns the current period from your general ledger after applying the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLCurrentPeriod(Company)

The GLCurrentPeriod formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.

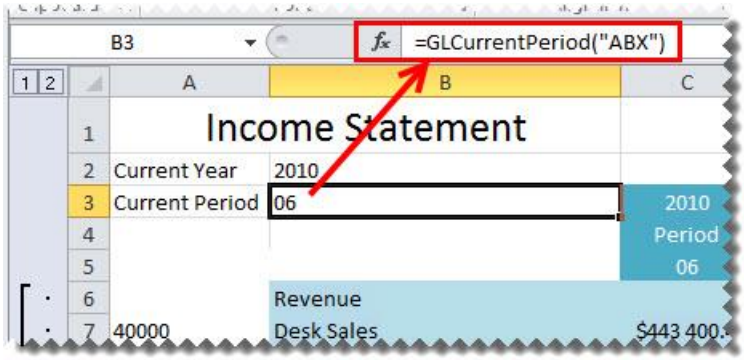
Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

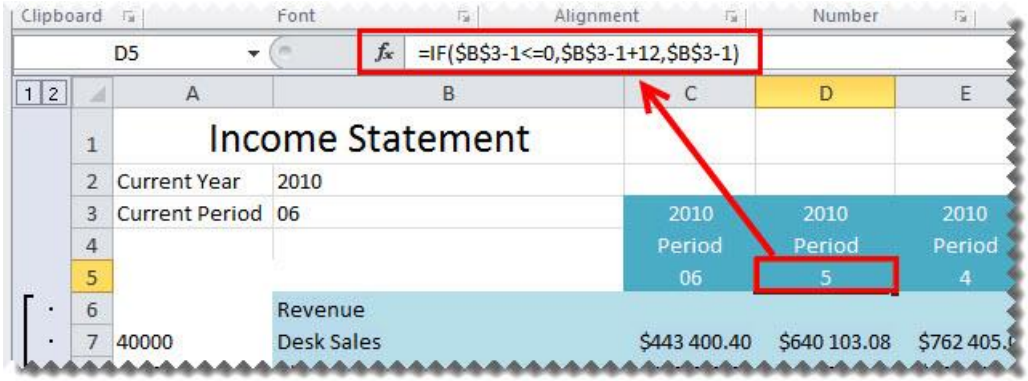
Example

An example of a GLCurrentPeriod formula could be:

=GLCurrentPeriod("ABX")



The **GLCurrentPeriod** can be used in formulas to return periods based on the current period, for example in the report below the result of the current period formula has been used to work out which periods to report on prior to it.



GLCompanyName Formula

This topic describes the formula syntax and usage of the **GLCompanyName** formula in Microsoft Excel. The **GLCompanyName** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLCompanyName** formula returns the company name from your general ledger after applying the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLCompanyName(Company)

The **GLCompanyName** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
CompanyCode	Required	A company code retrieved from the general ledger.	Filters the companies to return a specific company name.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

Example

An example of a **GLCompanyName** formula could be:

=GLCompanyName("ABX")